

## Office of the Principal Controller of Defence Accounts

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### IMPORTANT CIRCULAR (THROUGH WEBSITE)

No. AN/PAY/I/Gen/Corr.

Dated - 06 -04-2021

To,

The All Sections in Main Office  
All Sub Offices.

**Sub : Submission of CEA/Hostel Subsidy claims (DAD) : Check list.**

Of late, it has been observed that Children Education Allowance claims are being submitted to this office with incomplete information and documents, leading to unnecessary correspondence and subsequently delay in passing the claims. In some cases, there are lot of amendments, cuts and use of whitener in the certificates enclosed without any signature of certificate signing authority/authorities. In order to streamline the procedure of submission of the CEA Claims and early disposal thereof, Office I/c / Section I/c, are requested to carry out the following primary level checks and duly attested before forwarding the claims w.r.t.the conditions specified in the DOPT OM bearing No. A-27012/02/2017-Estt (AL) dated: 17/07/2018 :

1. Claim has been preferred in prescribed format only and clearly states whether CEA Claim or Hostel Subsidy. (A copy of forms/format is enclosed.)
2. All fields and columns of the forms have been duly filled by the individual.
3. A certificate (in prescribed format) issued by the Head of Institution for the period/year for which claim has been preferred is enclosed. **The date of issuing a certificate should be after completion of academic year.** The certificate should confirm that the child studied in the school during the previous academic year.

In case, such certificate can not be obtained, self attested copy of report card, or self-attested fee receipts confirming/indicating that the **fee deposited for entire academic year can be produced.** The period or term for which fee has been paid, should be clearly mentioned in the fee receipts in the absence of which a self declaration should be produced

stating the fee receipts submitted with the claim covers the whole academic year.

4. Self declaration certificate as per the enclosed format is enclosed and all fields have been correctly filled.
5. The period of academic year has been correctly filled in all columns/fields of the forms. The period/year means academic year i.e. 12 months of complete academic session
6. **Any amendment, cut or any alteration in the form has been got authenticated with the signature of certificate signing authority.**
7. In order to claim hostel subsidy for an academic year, a similar certificate from the Head of Institution confirming that the child studied in the school will suffice, with additional requirement that the certificate should mention the amount of expenditure incurred by the Government Servant towards lodging and boarding in the residential complex. In case, such certificate can not be obtained, self attested copy of report card **and original fee receipts** which should indicate the amount of expenditure incurred by the Government Servant towards lodging and boarding in the residential complex can be produced for claiming hostel subsidy.
8. For claiming hostel subsidy, certificate should clearly indicate the distance of school from the residence of Government Servant.

Encl : As above

This has the approval of GO (AN PAY).

  
Accounts Officer (AN PAY)

**Distribution:** To all through Website.

EDP Section (Local) .... For uploading on website of PCDA, Bangalore.

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**TUITION FEE CLAIM**

1. Certified that the child/children mentioned below in respect of whom reimbursement of tuition fees claimed is/are wholly dependent upon me.

Name of the Child	Date of birth	Name of the School/ College	Classes in which studying	Monthly tuition fee payable	Tuition fee actually paid from _____ to _____	Amnt. of reimbursement claimed
1.						
2.						
3.						

2. Certified that the tuition fees indicated against the child each of the children had actually been paid by me vide certificate (s) from the institution(s) attached.

3. Certified that -  
 (a) My wife/husband is not a Central Govt. servant.  
 (b) My wife/husband is a Central Govt. servant and his/her pay does not exceed Rs.1200/- but she/he will claim reimbursement of tuition fee in respect of our child/children.  
 (c) My wife/husband is employed with ..... she / he is not entitled to reimbursement of tuition fees in respect of our child/children.

4. Certified that during the period covered by this claim the child/children attended the school regularly and did not absent himself/herself/themselves from the school without proper leave for a period of exceeding one month.

5. Certified that the child/children mentioned here/here have not been studying in the same class for more than two years.

6. Certified that my wife/husband has/have or I not claimed and will not claim the children educational allowances in respect of the children mentioned above.

7. In the event of any change in particulars given above which affect my eligibility for reimbursement of tuition fees I undertake to intimate the same promptly and also to refund excess payments if any made.

Date:

(Signature of the Govt. servant)

\* Strike out whichever is not applicable ) employer other than Central Govt. to be mentioned.

Name:  
Grade :  
A/c No.:

Authority vide Government of India

Ministry of Personnel, P.G. and Pensions Department of Personnel & Training New Delhi

Order No. N..A-27012/02/2017-Estt.(AL) 16 August, 2017.

(This order shall be effective from 1<sup>st</sup> July, 2017)

**CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL**

**(FOR REIMBURSEMENT OF CEA)**

Ref.No.

Date:-

It is certified that master/Kumari ..... having, Admission No

..... D.O.B ..... Son/Daughter of Mr/Mrs

..... was studying in class ..... Sec

..... Roll No ..... during the previous academic year from

.....to ..... School/Institution, namely

..... vide affiliation Regd. No./Code

..... and Pattern ..... Curriculum.

Place:-

Date:-

Signature of Principal

(Affix School Stamp)

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## SELF DECLARATION

I \_\_\_\_\_  
do hereby certify that my Son / Daughter namely \_\_\_\_\_  
Studied in Class \_\_\_\_\_ Sec \_\_\_\_\_ Roll No. \_\_\_\_\_ during  
Previous Academic Year \_\_\_\_\_ in \_\_\_\_\_  
\_\_\_\_\_ School.

In the event of any change in the particulars given above which affect my eligibility for Children Education Allowance. I undertake to intimate the same promptly and refund excess payment, if any made to me.

### Signature of Govt Servant

Name: \_\_\_\_\_

Desgn: \_\_\_\_\_

Acc.No. \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_