CHECK LIST FOR SUBMISSION OF CLAIMS FOR EDUCATION CONCESSION TO THE 
WARDS OF ARMY PERSONNEL KILLED/PERMANENTLY DISABLED/MISSING IN ACTION 
(Updated in Jan 2019)

1. **Sequence of Documents.** Following requisite documents for education claim will be attached in the order given below:

(a) **Contingent Bill (Format Attached).**

(i) All the details/columns in Contingent Bill have to be filled. Particular attention is drawn to Para 6 of the Contingent Bill.

(ii) Contingent Bill should be signed by the applicant (Mother/Father/Guardian of the child) and countersigned by the Principal/Headmaster/Headmistress/Head of the Institute duly affixed with the name/appointment stamp and round stamp of the school/institute.

(iii) **Single Sheet.** Contingent bill should be printed on both sides of a single sheet of paper duly stamped and signed by the Principal/Head of School/Institute (with appointment stamp). In case claim has been preferred on two separate sheets, both the pages will be countersigned by the Principal/Head of School/College/Institute (with appointment stamp).

(b) **(i) Fee Receipts.** Attach original fee receipts to the Contingent Bill; clearly showing breakdown of fees viz tuition fee, school boarding fees, mess charges and school bus charges for the complete academic year. Each receipt will be duly stamped and signed by Head of the Institute.

(c) **Uniform Claim.** Receipts for uniform (where uniform is compulsory), clothing, books and stationary for complete academic year, will be attached ORIGINAL.

(d) **Transport Claim.** Bills for transport charges by a transport agent/agency and not paid to the school, must be counter-signed by the Principal/designated authority with appointment stamp in ORIGINAL.

**Note.** Please note that Certificates/Duplicates/Photocopies of receipts are NOT acceptable in audit at PCDA, New Delhi.

2. **Education Entitlement Card (Format attached).** Attach a photocopy of the Education Scholarship Entitlement Card (EEC) of the child, issued from respective Record office for JCOs/OR and for officers from Army HQ, AG/MP-5 (RK Puram, New Delhi). All existing beneficiaries are requested to obtain a fresh EEC from respective Record Office/MP-5 as per format attached.
3. **Bank Details.** Attach a copy of cancelled cheque-leaf of active bank account or legible copy of Pass Book’s first page having a/c number and IFS Code etc. Active Bank Account should be in the name of ward/parent only.

4. **Following documents are not required:**

   (a) Mark-sheet, School Leaving Certificate, Date of Birth Certificate, Photograph of the child etc.

   (b) Discharge Book/Copy of PPO.

**Important Notes**

5. In case of serving personnel, claims will be forwarded under a covering letter of unit/est presently posted. It should certify the following:

   (a) The CEA/expenditure incurred has not been claimed from any other source/PAO/OR/PCDA (O).

   (b) Bills/Receipts enclosed are genuine/original.

6. **Education concession claims in respect of ESM/Veer Naaris will be forwarded to this Dte under covering letter of dependent Stn HQ/Sub A HQ/Secy ZSB or an Army unit designated by the respective HQ Comd for the purpose.**

7. The claimant is required to self-attest all the documents/pages of the claim including cancelled cheque leaf.

8. Claims should be submitted separately for each child for each academic year on completion of the academic year along with a forwarding letter mentioning the Postal address and Permanent Mobile Number of the Claimant.

9. Ensure that hostel charges are claimed only for those studying in boarding schools and colleges. **These are not authorized for PG/Rented Accommodation.**

10. **No other documents except mentioned at Para 1 above are required to be forwarded to CW-3.**

11. **Education Concession claims, after being processed by this office, are sent to HQ PCDA, Misc Section, G Block, New Delhi-110011 for payment. If passed, HQ PCDA, New Delhi directly credits the amount into the beneficiary’s bank account generally within a month through NEFT.**
ENTITLEMENT CARD

EDUCATION CONCESSION FOR CHILDREN OF ARMED FORCES PERSONNEL
KILLED/MISSING/DISABLED IN ACTION

Card No ...........

1. Master/Miss ____________________________
   Date of Birth ____________, is the son/daughter of No ____________ Rank
   ____________ Name ____________________________ of Corps/Unit ____________

2. Type of Battle Case ____________________________ Date ____________
   (Killed/Missing/Disabled in Action. Relevant cat to be filled in blank space above)

3. Name of Guardian ____________________________
   (in case applicable)

4. Postal Address ____________________________
   (with Contact No.) ____________________________

5. This card is valid upto (Permanent / date) ____________

(Office Seal)

(Dir, MP-5&6/CRO)
Signature with appointment stamp

Place: ____________________________
Date: ____________________________

OR

(Chief Records Officer)
Signature with appointment stamp

Records
CONTINGENT BILL
(On single sheet back to back)

For official use only

Contingent Bill No. __________________ of __________

Total allocation of Fund : Rs. __________________

Expenditure already incurred : Rs. __________________

Amount of this bill : Rs. __________________

Balance : Rs. __________________

To be filled by the Individual

1. Expenditure on account of scholarship in respect of Master/ Miss/ Son/daughter of (Rank & Name) ________________, son/daughter of (Rank & Name) ________________, studying in class ________________, School/College ________________, for the academic year ________________ to ________________.

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Details of actual expenditure</th>
<th>Amount (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Tuition fee</td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td>Hostel fees [including mess charges] [for Boarding schools/institutions only]</td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>School bus charges [Bus maintained by School]</td>
<td></td>
</tr>
<tr>
<td>(d)</td>
<td>Books &amp; Stationary [limited to Rs. 2,000/-]</td>
<td></td>
</tr>
<tr>
<td>(e)</td>
<td>Uniform [where it is necessary] [limited to Rs. 2,000/-]</td>
<td></td>
</tr>
<tr>
<td>(f)</td>
<td>Clothing [limited to Rs. 700/-]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

(Rupees __________________ only)

2. Certified that the above charges/expenditure have been necessarily incurred in respect of the student and he/she is not in receipt of any other concession scholarship from this school/college as well as from the State/Central Government:

3. This amount has not been claimed from PCDA/PAO (OR)/any other source.

4. Certified that the claim has been prepared strictly as per the rates and instructions laid down in Govt of India, Min of Def letter No. 6-1/2009/Edn Concession/D (Res-II) dated 13 Sep 2017.

Cont’d....
5. Certified that amount claimed does not exceed the amount which has been actually incurred.

6. Certified that the school/college is Govt/Govt aided/unaided but recognized by State/Central Govt (name of the State/UT) vide Govt letter No. dated ____________

7. **Bank Details** (mandatory)

<table>
<thead>
<tr>
<th>A/c holder's name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank name and address:</td>
<td></td>
</tr>
<tr>
<td>A/c No.</td>
<td></td>
</tr>
<tr>
<td>IFS Code</td>
<td></td>
</tr>
</tbody>
</table>

**Received payment**

(Signature of Mother/Father of the Child on revenue stamp)

Date: 
Place: 

**COUNTERSIGNED**

8. Certified that amount claimed above has actually been paid by the student and received by this School/Institute. Rates of tuition fees, hostel charges (measuring charges included), bus/rail fair charges etc claimed above are the actual charges as approved by the Competent Authority for the academic year ____________.

Signature of Principal/Head of School/College/Institute
(with appointment stamp)
School/College/Institute Seal