CHECK LIST FOR SUBMISSION OF CLAIMS FOR EDUCATION CONCESSION TO THE WARDS OF ARMY PERSONNEL KILLED/PERMANENTLY DISABLED/MISSING IN ACTION
(Updated in Jan 2020)

1. Sequence of Documents. Following requisite documents self attested by claimant for education claim will be attached in the order given below: -

(a) **Contingent Bill** (Separate for each child & each academic year).
   
   (i) All the details/columns in Contingent Bill have to be filled. Particular attention is drawn to Para 6 of the Contingent Bill. No photo needs to be attached.

   (ii) **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). No revenue stamp needs to be affixed.

(b) **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 must be duly stamped and signed by Head of the Institute. No PGI/Rented accommodation is authorised.

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

(d) **Transport Claim**. Will only be paid for school bus maintained/run by the school or actual fare of railway pass for students or bus fare certified by the Head of the Institute. In all cases ORIGINAL bills must be countersigned by the Principal/Head of Institute.

**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 revised format already forwarded to them.

3. **Bank Details.** Attach a copy of cancelled cheque-leaf of active bank account. No other document will be admissible.

**Important Notes**

4. 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.

   (c) Permanent Mobile No of the claimant.

5. **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/RSB along with permanent mobile No of the claimant.

6. 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.
शिक्षा पूर्ति दाया को संस्था से पहले निम्नलिखित बातों का ध्यान रखा जाएः

1. दस्तावेजों का अनुरोध, शिक्षा पूर्ति दाया के लिए निम्नलिखित दस्तावेज सुधा हस्ताक्षरित करके क्रमानुसार लगाएः

(क) फुटकर विस्त. Contingent Bill (हर बच्चे का अतिर तथा अन्य शैक्षिक सर्व के लिए)

(i) फुटकर विस्त के सभी कॉलेज भरना अनिवार्य है। पैसा 06 पर विशेष ध्यान दे। फोटो की जरूरत नहीं है।

(ii) फुटकर विस्त पर आवेदन (बच्चे के माता/पिता/गार्डियन) का हस्ताक्षर होना चाहिए।

(iii) फुटकर बिल पर आवेदन (बच्चे के माता/पिता/गार्डियन) का हस्ताक्षर होना चाहिए।

2. प्रजुक्तिकरण एनाटाइटस कार्ड (Education Entitlement Card) सभी लाखार्यों से निवेदित है कि वे अपना E.E.C नए फोर्म के अनुसार निम्नलिखित विवरण के बनावा कर उसकी कॉपी बिल के साथ भेजें,-

(क) JCO/OR - संयुक्त रिकार्ड आफिस

(ख) आधिकारी - Army HQ/MP-5, RK Puram New Delhi.

3. बैंक का ब्याया - कार्यालय बैंक खाते की रद चेक की कॉपी लगाए। अत्यन्त बैंक संम्बन्धित दस्तावेज नामाज नहीं है जैसे NEFT मैंनेंट कार्ड आदि।

4. संवादाधीन अधिकारी/जो सीओ/अन्य - अपना वलेम अपनी आफिस/यूनिट वर्तमान तेजसी है उसके द्वारा सह पत्र (Covering Letter) पर निम्नलिखित की प्रमाणित करना कर भेजें।

(क) शिक्षा पूर्ति दाया में भी अत्यन्त स्त्रोत जैसे PAO/OR/PCDA/Q से नहीं लिया गया।

(ख) सभी बिल/सर्टिफिकेट भ्रमणिक/अस्तित्व है।

(ग) आवेदन कार्ड का स्थाई मोबाइल नं0।

5. भूसूचना - सैनिक/वीरेन्द्री शिक्षा पूर्ति दाया station HQ/sub A HQ/Secy ZSB/RSB के सह पत्र पर इस कार्यालय को भेजे आवेदन कार्ड का स्थाई मोबाइल नं0 के साथ।

6. शिक्षा पूर्ति दाया इस कार्यालय से प्रमाण के उपरांत HQ, PCDA, Misc Section, G Block को पेमेंट के लिए भेज दिया जाता है। अगर बिल पास हो जाता है तो उसकी देख राशि एक माह के अदर उनके अकाउंट मे PCDA, New Delhi द्वारा भेज दिया जाता है।

Scanned with CamScanner
CONTINGENT BILL
(On single sheet back to back)

FOR OFFICIAL USE ONLY

1. Contingent Bill No. ____________ of ____________
2. Amount on this bill: Rs. ____________
3. Approved Payment: Rs ____________
4. Deductions (If any): Rs ____________

FILE NO. ____________

OFFICE STAMP

TO BE FILLED AND SIGNED BY THE BENEFICIARY
(ALL FIELDS ARE MANDATORY)

1. Expenditure on account of scholarship in respect of Master/Km. ____________ son/daughter of Service No ____________
   Rank ____________ Name ____________ studying in class ____________
   School/College ____________ for the academic year ____________ to ____________.

<table>
<thead>
<tr>
<th>Ser 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)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>{for Boarding schools/institutions only}</td>
<td></td>
</tr>
<tr>
<td>(c)</td>
<td>School bus charges</td>
<td></td>
</tr>
<tr>
<td></td>
<td>{Bus maintained by School}</td>
<td></td>
</tr>
<tr>
<td>(d)</td>
<td>Books &amp; Stationary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>{limited to Rs 2,000/-}</td>
<td></td>
</tr>
<tr>
<td>(e)</td>
<td>Uniform (where it is necessary)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>{limited to Rs 2,000/-}</td>
<td></td>
</tr>
<tr>
<td>(f)</td>
<td>Clothing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>{limited to Rs 700/-}</td>
<td></td>
</tr>
</tbody>
</table>

(Rupees (in words) ____________ only)

2. Certified that the above charges/expenditure have been necessarily incurred by the student and he/she is not in receipt of any other concession scholarship from the 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/Edu, Concession/D (Res-II) dated 13 Sep 2017 & 23 Mar 2018.

5. Certified that the school/college is Govt/Govt aided/unaided, recognized by Central/State Education Board (name of the State/UT) vide Govt letter No/Affiliation Code ___________ dated ___________.

6. **BANK DETAILS** (Cancelled Cheque/NEFT Form 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>

7. **ADDRESS** (PIN code mandatory)

<table>
<thead>
<tr>
<th>Permanent Address</th>
<th>Correspondence Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PIN</td>
<td>PIN</td>
<td></td>
</tr>
<tr>
<td>Mobile No</td>
<td>Mobile No</td>
<td></td>
</tr>
</tbody>
</table>

Date: 
Place: 

Signature of **BENEFICIARY**
(FATHER/MOTHER of the Child as per Education Entitlement Card)

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 (messing charges included), bus/rail fair charges etc. claimed above are the actual charges as approved by the Competent Authority for the academic year ___________.

School/College/Institute Seal
Date: 

Signature of **Principal/Head of School/College/Institute**
(with appointment stamp)
ENTITLEMENT CARD

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

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

1. The holder of this card Master/Miss ____________________________
   Date of Birth ______________________, is the son/daughter of No. ____________
   Rank ______ Name ___________________________ of Corps/Unit ____________

2. Type of Battle Casualty: Killed/Missing/Disabled in Action (Strike out whichever is not applicable), Date of Casualty ________ during ________ (Name of War/Operation) declared vide Auth: __________________________ (PO II-No).

3. Name of Guardian ____________________________
   (in case applicable)

4. Postal Address
   ____________________________
   ____________________________
   PIN ____________ Contact No ____________

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


(Office Seal)

Signature with appointment stamp

OR

(Dir, MP-5&6)

Signature with appointment stamp

(Chief Records Officer)

Signature with appointment stamp

___________________ Records