

**ADJUTANT GENERAL'S BRANCH**

**CW DTE/CW-3**

**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 alongwith 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 Cas \_\_\_\_\_ 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

Send it on one page  
only

**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/Km  
\_\_\_\_\_ son/daughter of (Rank & Name  
\_\_\_\_\_ studying in \_\_\_\_\_ class  
\_\_\_\_\_ School/College  
\_\_\_\_\_ for the academic year \_\_\_\_\_ to \_\_\_\_\_.

Sl No	Details of actual expenditure	Amount (in Rs.)
(a)	Tuition fee	
(b)	Hostel fees (including mess charges) {for Boarding schools/institutions only}	
(c)	School bus charges {Bus maintained by School}	
(d)	Books & Stationary {limited to Rs. 2,000/-}	
(e)	Uniform (where it is necessary) {limited to Rs. 2,000/-}	
(f)	Clothing {limited to Rs. 700/-}	
	Total	

(Rupees \_\_\_\_\_ 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/Ed 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)

A/c holder's name :	
Bank name and address:	
A/c No. :	
IFS Code:	

**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 (messing 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