

**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 PG/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.