



परमाणु ऊर्जा शिक्षण संस्था
(परमाणु ऊर्जा विभाग का स्वायत्त निकाय, भारत सरकार)

ATOMIC ENERGY EDUCATION SOCIETY

(An autonomous body under Department of Atomic Energy, Govt. of India)

AEES/E/CEA/2019-20/468

May, 01 2019

Sub: Proforma for re-imbusement of Children Education Allowance claim in r/o AEES Employees for the Financial year

All Heads of AEC Schools/Jr. College, Mumbai are requested to circulate the enclosed proforma among the staff for re-imbusement of CEA claim and further to make the copies of the application form.

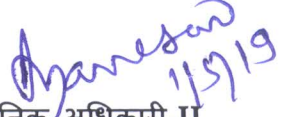
While forwarding the CEA claims format, the Heads of AEC Schools are requested to strictly adhere the following points.:

- 01 The CEA payment to be released through monthly salary bill to ensure the Income Tax Assessment.
- 02 The last date for submission of CEA claim in the office of AEC Schools/ Central Office (AEES) is to be specified to avoid delay in CEA payment.
- 03 Necessary entries are to be recorded in respective service books to control the CEA claims before issue of sanction order and to avoid the double payment etc.
- 04 Bills are to be scrutinized with reference to the service books of the concerned individual employee.
- 05 Administrative sanction order to be issued only after clearance from the Accounts.

The duly filled in proforma may be verified and certified by the Head of the School.

The staff members may please be advised to strictly follow the guidelines stated in the said circular with regard to filling up of proforma for reimbursement of CEA claims.

This issues with the approval of competent authority in AEES


प्रशासनिक अधिकारी-II
Admn. Office-II

Encl: 1. Proforma. Annex. 'A' & 'B'

परमाणु ऊर्जा केंद्रीय विद्यालय/कनिष्ठ महाविद्यालय, मुंबई के सभी प्रमुखों को ।
Heads of AEC Schools/Jr.College, Mumbai

प्रतिलिपि/c.c.

1. कार्यालय अध्यक्ष/सचिव, प.ऊ.शि.सं., मुंबई Office of Chairman/Secretary, AEES, Mumbai
2. अध्यक्ष, स्थानिक प्रबंध समिती, प.ऊ.के.वि./क.म.वि., मुंबई Chairman, LMC, AECSs/ JC, Mumbai
3. मुख्य प्रशासनिक अधिकारी, प.ऊ.शि.सं., मुंबई Chief Administrative Officer, AEES, Mumbai
4. प्रधानाचार्य एवं प्रमुख, शैक्षणिक इकाई, प.ऊ.शि.सं., मुंबई Principal & Head, Academic Unit, AEES, Mumbai
5. परमाणु ऊर्जा केंद्रीय विद्यालय/कनिष्ठ महाविद्यालय के सभी प्रमुखों Heads of AEC Schools/Jr.College
6. प्रशासनिक अधिकारी-III, प.ऊ.शि.सं., मुंबई Administrative Officer-III, AEES, Mumbai
7. लेखा अधिकारी, प.ऊ.शि.सं., मुंबई Accounts Officer, AEES, Mumbai
8. स.ले.अ. (वेतन/पीएफ), प.ऊ.शि.सं., मुंबई AAO (Salary/PF), AEES, Mumbai
9. स.ले.अ. (कार्मिक एवं गोपनीय/क्रय अनुभाग), प.ऊ.शि.सं., मुंबई AAO (R&V/PC Section), AEES, Mumbai
10. डेटा प्रबंधन सेल, प.ऊ.शि.सं., मुंबई Data Management Cell, AEES, Mumbai

PROFORMA FOR RE-IMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE

CLAIM IN R/O AEEs EMPLOYEES FOR THE FINANCIAL YEAR: -

I hereby apply for the reimbursement of Children Education Allowance / Hostel Subsidy for my child/children and relevant particulars are furnished below:-

1.	Name of the Employee	:	
2.	EMPID No.	:	
3.	Designation	:	
4.	Place of Duty – AECS/JC/CO	:	
5.	Name of Spouse	:	
6.	If spouse is employed, State whether in Central Govt., PSU, State Govt. (give details)	:	
7.	Designation, Office & B.U. No. of spouse , if spouse is employed in Railway:		

8. Details of all the children for whom CEA/Hostel Subsidy claimed:

S. No.	Name	DOB	Class (Academic year)	Name of the School & Address
1.				
2.				

9. Re-imburement of Expenditure:-

S. No.	Period	Rate of CEA (Rs.)	Amount Claimed	Remarks

10. Distance of Hostel of child from residence of employee (in case Hostel Subsidy is claimed).....
11. The Academic year for which CEA /Hostel Subsidy is applied now: ..
12. (a) Whether the child for whom the CEA is applied for is a disabled child: YES/NO
(b) If yes, indicate the nature of disability:
(c) Date of disability certificate.
(d) Indicate the percentage of disability:
13. Whether the Bonafide Certificate from Head of Institution has been attached : Yes/No.
14. For Hostel Subsidy, the Bonafide Certificate form mentioning the amount is attached: Yes/No

15. If Yes at Item No. 14, Amount claimed for Hostel Subsidy: Rs.....
16. (i) Certified that the fee/amount indicated above had actually been paid by me.
- (ii) Certified that my wife/husband is/is not a Central Government servant.
- (iii) Certified that my husband/wife Shri/Smt:..... is presently working as : in and that he/she shall not apply/has not applied for the Children Education Allowance for the child/ children mentioned above.
- (iv) Certified that I or my wife/husband has not claimed this re-imbursalment from any other source and will not claim the same in future.
17. Certified that my child in respect of whom reimbursement of Children Education Allowance is applied is studying in the School/Jr. College which is recognized and affiliated to Board of Education/University.
18. Certified that I am claiming the CEA in respect of my two eldest surviving children only. The information furnished above are complete and correct and I have not suppressed any relevant information. In the event of any change in the particulars given above which affect my eligibility for reimbursement of Children Education Allowance, I undertake to intimate the same promptly and also to refund excess payments if any made. Further, I am aware that if at any stage the information/documents furnished above is found to be false, I am liable for disciplinary action.

Signature: of AEES employee

Name: _____

Date: _____

FOR OFFICE USE ONLY

The above information is verified from the service records of the employee Shri/Smt. _____ & found in order.

Approval may please be accorded for release of Rs.....
(Rupees.....only)

DA
(AECS/JC/CO)

PRINCIPAL/ ADMO - II
(with Stamp & Seal)

Member, Secretary, LMC

CHAIRMAN, LMC, AECS/JC, MUMBAI

CAO, AEES

Secretary, AEES

BONAFIDE CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL

This is to certify that Master/Miss Roll
No..... Admission No..... son/daughter
of Sri/Smt..... is a bonafide student of this school and
studied in Class..... during the academic year and as per School
records his/her date of birth is in words
.....

This is to also certify that the above named child had studied in this school in the
previous academic year.....

** During the year Master/Miss..... had resided in the
residential complex (Hostel) of the school and paid an amount of Rs..... towards
boarding and lodging in the residential complex.

This Institution/School is affiliated recognized by
..... and the affiliation/recognition Number
is.....

Dated:
Place:

Signature of Head of
the institution/School
(with Stamp and seal)

** (Strike out it whichever is not applicable)