



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.

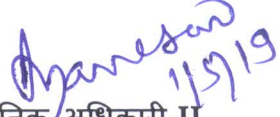
While forwarding the CEA claims format, the Heads of AEC Schools are requested to strictly adhere the following points.:

- 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

