

कार्यालय, रक्षा लेखा नियंत्रक गुवाहाटी, उदयन विहार, नारंगी, गुवाहाटी 781171 -

**Office of the Controller of Defence Accounts**

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सं./No. AN/III/CEA/Misc/01/Vol-III

दिनांक/Dated: 14 /03/2018.

सेवा मे/To

All Sections in M.O  
All Sub Offices

विषय/Subject: CEA Reimbursement Claim for the A.Y 2017-18.

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Consequent upon revision of CEA vide G.O.I, Ministry of Personnel, P.G and Pensions, Department of Personnel & Training letter no.A-27012/02/2017-Estt.(AL) dated 16.08.2017, CEA may be claimed as follows –

CEA reimbursement will be done just once a year after completion of the financial year on the basis of a certificate from the head of the institution, where the ward of government employee studied. For reimbursement of Hostel Subsidy, a similar certificate from the head of institution will be sufficient with the additional requirement that the certificate should mention the amount of expenditure incurred by the government servant towards lodging and boarding in the residential complex. The amount of CEA to be claimed in contingent bill (in duplicate) for our necessary action.

For the AY 2017-18, first quarter to be claimed as per 6<sup>th</sup> CPC where as remaining part as the procedure mentioned herein. This is for information to all concern.

Certificate and self declaration required to be submitted with the claim is enclosed herewith for ready reference.

संलग्नक/Enclosed: यथोपरि/As above.

  
ब.ले.अ./Sr. Accounts Officer  
(AN-III)

## CERTIFICATE

(Authority vide Government of India, Ministry of Personnel, P.G. and Pension, Department of Personnel & Training, New Delhi Order No. A-27012/02/2017-Estt.(AL), Dated. 16 August, 2017]

(This order shall be effective from 1<sup>st</sup> July, 2017)

### CERTIFICATE FROM THE HEAD OF INSTITUTION/SCHOOL (For Reimbursement of Children Education Allowance)

Ref. No.

Date.

It is certified that Master/Shri/Kumari \_\_\_\_\_ having Admission No.

\_\_\_\_\_ D.O.B. \_\_\_\_\_ Son/Daughter of

\_\_\_\_\_ was studying in Class \_\_\_\_\_ Section \_\_\_\_\_,

Roll No. \_\_\_\_\_ during the academic year from **April, 2017** to **March, 2018**

School / Institution, Namely \_\_\_\_\_

Vide affiliation No. \_\_\_\_\_

and pattern \_\_\_\_\_ Curriculum.

Place: **GUWAHATI**

Date.

**Signature of Principal**  
**(Affix School Stamp)**

SELF-DECLARATION

I Force No.....Rank.....Name.....  
of NSG Unit.....do hereby certify that my  
Son/Daughter Namely.....was  
studied in class.....Sec.....Roll No.....During the previous academic  
Year.....in.....School.

In the event of any change in the particulars given above which affect my eligibility for Children Education Allowance. I undertake to intimate the same promptly and refund excess payment, if any made to me.

Place:-  
Date:-

Signature

Name:-  
F/No:-  
Rank:-  
Unit:-