

## **EDUCATION ALLOWANCE FORM : A**

## Scheme of Education Allowance for the Children of the Employees

(to be filled in by the employee)

	Manager (Personnel) CO Ltd.						
Sir,							
	I the undersigned hereby apply for	Edu	cation Allowar	ice for the Ac	ademic Year_		
1.	Name in full (in block letter)	٠:			*	P 2	
2.	Employee No.	:	· · · · · · · ·	-			
3.	Department	:		S2			1 8
4.	Designation	:		ji			no 2 s
5.	Date of joining the Corporation	:				5 P	# # # # # # # # # # # # # # # # # # #
6.	Date of confirmation	:	9				
7.	Date of Marriage	:					
8.	Date of Superannuation	:			ti i		•
9.	Name of two Children whom Education Allowance to be given						
10.	Whether the spouse is employed	:					
11.	If the spouse is employed whether the benefit of the education allowance is availed from the concerned employed	:					
the	The information given by me (in forming false information to the Manageme provision of relevant regulation application in lump-sum.	nt to	avail the bene	rit ot scheme	wiii be treateu a	15 1111500110	uct under
						1 B	4) - 19 <sup>4</sup>
	(Signature of Head of the					Signature on t employe	

Department with Designation)



## **EDUCATION ALLOWANCE FORM 'B'**

(To be filled in by the employee)

1.	Full Name of the ward	:	
2.	Sex	:	
3.	Date of Birth of the ward	:	
4.	Name of the School / College Institution in which studying	:	
5.	Standard / Class in which studying in current academic year	:	
6.	Whether student is regular or repeater (mention specifically	: · ') :	
	Please attach certified copy of N	lark-List for earlier academic	year.
			(Name & Signature of Employee)
10		To be fill	ed in by the Competent Authority ol / College / Institution
			Date :
		CERTIFICATE	Academic Year
	This is to certify that Kum/Kuma	ri	
is a	bonafide student of our School / Coll	ege / Institution and studying i	n Std / Class
in th	ne Academic Year	•	
	This Certificate is issued to ena	ble the parent of the ward to	get Education Allowance from the
Em	oloyer.		
			Signature with the designation of competent Authority of relevant School / College / Institution Seal
			Seal

## **Education Allowance Process Flow Chart**

Confirmed employee checks child data in ESS login. If child da Aadhar Card / Birth	ata entry not found in ESS login - contact Personnel dept. with a Certificate of Child
7	7
	form A & Form B for the current academic year (Form B to be child separately
₹	7
Last year marklist to be attach	ned along with the application
7	5
	Child Form A, Form B, last year marklist & 2nd Child Form A, name the PDF files accordingly
7	7
To apply for Education Allow	ance login to ESS/MSS portal
7	5
Go to My Services - Benefits & Payments	- Other Allowance - Education Allowance
7	7
Select Child No. & Cu	rrent Std. of the child
7	7
Go to Attachements - Choose file - select the scanned file for Certif	respective child - Click on Attach - Files are renamed as 'Study icate'
7	5
Click on Check - Child Name & current academic yea	r is displayed & files are attached to the application
7	7
Click on Send - System generates Reference no. for the pr	ocess. Keep it in record. Repeat the process for 2nd child.
7	7
After sending application Close the wir	ndow & Refresh the main ESS window.
7	5
Go to My Process - Status Overview New - Select the line by C process - The li	
	7
After the line has turned Blue click on Details - Click on the 'I pend	
7	7
After Final Approval from Personnel Officer the Ed	lucation Allowance is paid in the next salary cycle.