

COCHIN PORT TRUST

ADMINISTRATIVE OFFICE
COCHIN- 682 009.

No.GAD/HR/2021-S

Dated: 06.12.2021

CIRCULAR

Sub:- Children Education Allowance (CEA)- Guidelines reg:-

Ref:- GAD's Circular No.GAD/HR/2021-S dated 29.09.2021

In continuation to the Circular referred, with regard to the payment of Children Education Allowance (CEA), below furnished are the **guidelines** which are to be strictly complied by the departments/employees.

Guidelines

- a. Employee has to submit the requisite documents related to Children Education Allowance (CEA) of the last completed academic year to the HR division through the Sr.D.C.A of the concerned dept., **by June or November of every calendar year.**(Employees who have so far not submitted claims for 2020-21 may do so immediately and ensure that the claims reach HR division before 15/12/2021 for processing)
- b. Departments are to provide the CEA documents of employees to the HR division in **hard copy format** for verification and processing of the same.
- c. Consequent to the approval of the CEA claim by the concerned HOD, the CEA amount will be **disbursed along with the salary for the month of July or December** based on the submission of requisite documents as referred above/Payroll run schedule.
- d. After effecting CEA payments, the documents submitted by the employees will be returned back by the HR division to the Sr.D.C.A of concerned department/division of the employee for keeping under **safe custody.**
- e. Any **employee related queries** with regard to CEA are to be clarified by the Sr.D.C.A of concerned department in consultation with HR division.
- f. CEA claims of employees prior to the **academic year 2020-21** are to be processed by the departments itself.

Copy to: All Heads of Departments

: The Sr. Dy. Secretary/Dy. Secretary/ Sr. Dy. Director (R)-in charge of HR division

: The Nodal Officers of Depts., for circulation among employees

: The Sr.PS to Chairman, for kind information of the Chairman


SECRETARY
6/12/21