

COCHIN PORT AUTHORITY

ADMINISTRATIVE OFFICE
COCHIN- 682 009.

No.GAD/HR/2021-S

Dated: 31.03.2022

CIRCULAR

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

Ref:- GAD's Circular No.GAD/HR/2021-S dated 29.09.2021 & 06.12.2021

In continuation of the Circular under reference above, with regard to the procedures to be complied with for the payment of Children Education Allowance (CEA), the guidelines at Item No. 'a' & 'c' are amended as given below, in order to suit the employees' convenience.

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 concerned Department, **by April or August of every calendar year.**
- b. *Subsequent 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 May or September,** based on the submission of requisite documents as referred above/Payroll run schedule*

Note: Other conditions at 'b', 'd' & 'e' in the Circular dated 06.12.2021 remain unaltered.


31/03/2022
SECRETARY

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