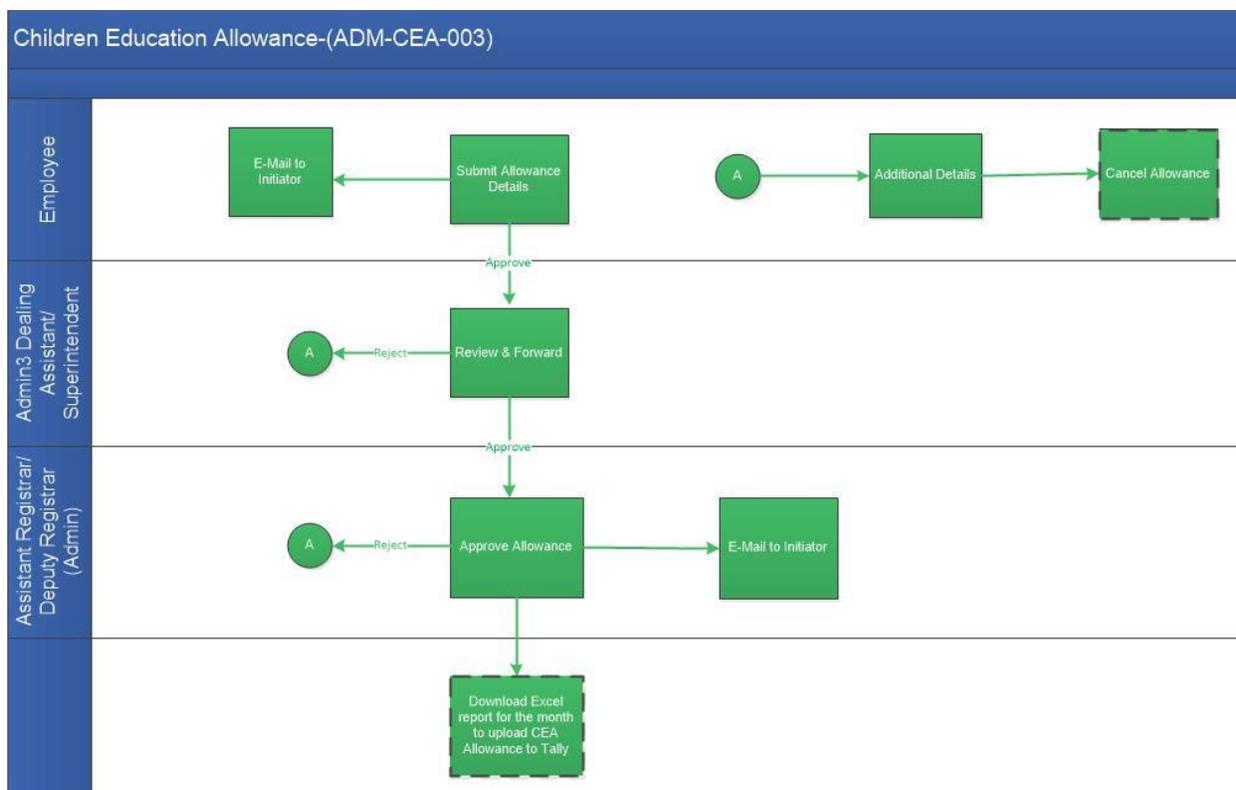


# Children Education Allowance (CEA)

Help Document- CEA

# Process Flow Diagram



## User Roles:

User	Role
Employee	Submit allowance details
Admin 3 Dealing Assistant/Superintendent	Review Application Allowance
Assistant Registrar/Deputy Registrar (Admin)	Approve Application Allowance

## Step 1: Employee

Employee logs in to workflow at: <http://workflow.iitm.ac.in/employee>

- Employee needs to log in to workflow using their ADS Username and password.
- Employee needs to select the following Menu path for CEA

Main Accounts -> Reimbursement->Children Education Allowance

- Once employee selects the appropriate menu, the CEA screen opens.
- Employee screen consists of five sections such as ,
  - a) *Employee Details* b) *Spouse Details* c) *Child Details* d) *Recommended Actions*.

The three buttons available at the top of the employee screen like below,

- Form 1(Print Cover page)
- Form 2

### Form 1 (or) Print Cover page:

This page describes the employee declaration about child allowance.

### Form2:

Certificate from the Head of Institution.

### Form3:

Claim form for the reimbursement of Hostel subsidy.

### Employee Details Section:

Application for Reimbursement of Children Education Allowance(CEA) ▲

Employee ID <input style="width: 90%;" type="text"/>	Employee Name <input style="width: 90%;" type="text"/>	Department <input style="width: 90%;" type="text"/>	Designation <input style="width: 90%;" type="text"/>
Section <input style="width: 90%;" type="text"/>	Department Contact Number <input style="width: 90%;" type="text"/>	Mobile Number <input style="width: 90%;" type="text"/>	Pay Bill No <input style="width: 90%;" type="text"/>

In Employee Details Section following fields will be auto populated: Employee Id, Employee Name, Department, Designation, Section, Department Contact Number, Mobile Number and Pay Bill No.

## Spouse Details:

Spouse Details ▲

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Spouse Name <input style="width: 90%;" type="text"/>	Is Central Govt Employee <input type="checkbox"/>	Spouse Occupation <input style="width: 90%;" type="text"/>	Designation <input style="width: 90%;" type="text"/>
Organization <input style="width: 90%;" type="text"/>	Date of Birth <input style="width: 90%;" type="text"/>		

In Spouse Details Section following fields will be auto populated: Spouse name, Is Central Govt Employee, Spouse Occupation, Designation, Organization and Date of Birth.

## Child Details Section

Child Details ▲

Previous: CEA Details

Academic Year <input style="width: 90%;" type="text"/>	Name of the Child * <input style="width: 90%;" type="text"/>	Name of The School * <input style="width: 90%;" type="text"/>	Class In Which Studied * <input style="width: 90%;" type="text"/>
Admission No / Roll No * <input style="width: 90%;" type="text"/>	Address Of The School * <input style="width: 90%;" type="text"/>	Staying in Hostel <input type="checkbox"/>	Is a Child Twin <input type="checkbox"/>
Is The Child Disabled <input type="checkbox"/>	Indicate Nature of Disability <input style="width: 90%;" type="text"/>		Eligible Amount in Rs <input style="width: 90%;" type="text"/>

Child Details Section consists of Academic Year, Name of the child, Name of the School, Class in which studying, Admission No/Roll No.Staying in Hostel, Address of the school, Staying in Hostel, Is a Child Twin, Indicate Nature Of Disability, Is child Disabled, Eligible Amount in Rs.

Employee can select the Academic year and “Name of Child” can be selected by clicking onto dropdown  which has details like Child name, Is Twin, Nature of Disability. And on selecting the Child name in look up and clicking on to “Ok”, it appears in main screen.

Employee can select the Class in which his/her child is studying and address of the School has to be mentioned.

An employee is allowed only a maximum of Rs. 18,000 every academic year (eg. June 01 2018 – May 31 2019). Based on the checkbox selected as whether Studying in Hostel, Is a child Twin, Is child disabled the Eligible amount varies. I.e

1. Eligible amount for per child is 18000.
2. If child is Twin , eligible amount is 18000
3. If child is studying in Hostel , eligible amount is 54000
4. If child is disabled , eligible amount is 36000
5. If child is disabled and studying in hostel, eligible amount is 108000.

## Recommended Actions

Recommended Actions ▲

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**Instructions**

**Originals to be submitted to accounts:**

- a. Cover Page
- b. Hard Copy of the Form II or Form III.

Cover Page Printed

Remarks \*

Employee should print the “Cover page” and Hard copy of Form 2 and Form 3 , then enter the remarks. The task is forwarded to the Dealing assistant in Admin section for verification.

## Step 2: Dealing Assistant/Superintendent

The initiated task from the Employee will be available in DA’s inbox.

Inbox

Search all Columns ▾ Enter Search Text

<input type="checkbox"/>	ID	TASK NAME	PROCESSED ON
<input type="checkbox"/> ★		Children Education Allowance_1963	16-04-2018 12:38:50
<input type="checkbox"/> ★		Past Service Calculation_227	04-05-2017 14:52:42
<input type="checkbox"/> ★		Past Service Calculation_10013	21-06-2016 13:28:48

Recommended Actions

Review  Incomplete Data

Remarks \*

Remarks Summary

Submit Application Form 10-12-2019 15:52:35

OK

+

The dealing assistant can perform one of two actions, Review Intimation or Incomplete Data. If 'Incomplete Data' check box is selected, the task is redirected to the initiator.

## Step 3: AR/DR (Admin)

The ongoing task from the DA will be available in AR/DR Admin inbox.

Recommended Actions ▲

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Approve  Incomplete Data

Remarks \*

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Remarks Summary ▲

 tested	 DA/Superintendent Review	 05-12-2019 12:55:19
 tests	 Submit Application Form	 05-12-2019 12:53:47

AR/DR can approve the task (OR) revert the task to initiator by 'Incomplete data'.