

# दक्षिण बिहार केन्द्रीय विश्वविद्यालय



## CENTRAL UNIVERSITY OF SOUTH BIHAR

(A Central University Established By an Act of Parliament)  
NAAC Accredited A++ Grade and Category-I University by UGC

F.No.CUSB/Estt/CEA/01/2019/085

Date: 28.03.2025

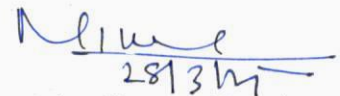
### Notice

In continuous of notice no. CUSB/Admin./IT/105/20198(S)/61 dated 29.01.2025, It has been decided to process "Children Education Claim" for the F.Y 2024-25 onwards through SAMARTH portal only. All Faculty Members/ Officers/ Officials are hereby instructed to follow the step by step mentioned below for submission: -

Step No.	Instruction
1	Employee login on Samarth portal
2	Click on <b>finance Tab</b>
3	Click on <b>Manage Employee Bills</b>
4	Click on <b>add new Employee Bills</b>
5	Click on <b>add Bill Top right side</b>
6	Select <b>Children Education Allowance</b> under bill approval Hierarchy Type
7	Fill YES for your dependent (if no dependent list available please enter family dependent in profile, then submit for approval of dependent family members)
8	Fill/Select the remaining data of the form (F.Y-2024-25)
9	Fill Bill No. as <b>Attached</b> and date as <b>submission date</b>
10	Select type of payment as <b>CLAIM</b>
11	Fill Bill amount and other information as per online form
12	Upload scan copy of Physical claim form along with necessary Certificate/Bills of the Claim in PDF up to 5 MB
13	Click on <b>save</b> and click on <b>reference no.</b> to verify data of form
14	Click on <b>submit</b> for final submission ( <b>No edit permissible after submission</b> )
15	Print the online submitted form

Printed application as well as original Physical claim form along with necessary Certificate/Bills of the claim must be submitted to the Establishment Section for further processing of the bill.

This issues with the approval of the Competent Authority.

  
28/3/25

(Prof. Narendra Kumar Rana)  
**Registrar**

### Copy to:

1. PS to HVC/Registrar/FO/CoE : for information
2. All Faculty Members/ Officers/Officials : for information and n/a



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