

**CHECK LIST FOR DISABILITY ALLOWANCE IN RESPECT OF
TEACHING AND NON-TEACHING STAFF**

- Name of the Incumbent :
- Designation :
- Name of District :
- Name of Block :

Sl. No.	Check List	Documents Placed at Sl. No...		
		for BEEO Office	for DIS Office	for DEEO Office
1.	Appointment letter against the Govt. sanctioned post from the competent authority duly attested by the DDO/DEEO/BEEO concerned.			
2.	Joining letter against the Govt. sanctioned post duly attested by the DDO/DEEO/DIS/BEEO concerned.			
3. *	In respect of Disability Allowance (below 100% differently abled employee), Disability Certificate alongwith ID Card issued from the concerned authority / Govt. of India and duly attested by the DDO/DEEO/DIS/BEEO concerned.			
4. *	In respect of Constant Attendance Allowance (for 100% differently abled employee) the following documents needs to be submitted:			
	I. Disability Certificate alongwith ID Card issued from the concerned authority / Govt. of India and duly attested by the DDO/DEEO/DIS/BEEO concerned.			
	II. Appointment letter of the Constant Attendant issued by the incumbent concerned duly countersigned by the DDO concerned.			
	III. Acceptance letter of the Constant Attendant duly countersigned by the DDO concerned.			
5.	Nature of Disability (Permanent / Temporary)			
6.	Date of 1 st occurrence of Disability (by Birth or Accidental – by mentioning date)			
7.	Last month's salary certificate duly attested by the DDO concerned.			
8.	Date of Birth with valid document			
9.	Date of Joining in Service			
10.	Date of Retirement			
11.	Detail of DDO (DEEO/DIS/BEEO)			
12.	Detail of Treasury			

NB: 1) * Disability Certificate is applicable either above mentioned Sl. No. 3 or Sl. No. 4.

2) All proposals are to be furnished by the DEEO concerned.

Seal & Signature of DEEO / DIS

Seal & Signature of BEEO

Full Signature of DA of DEEO

Full Signature of DA of DIS

Full Signature of DA of BEEO