

Subject: **Welfare Schemes - Application for one time educational grant.**

Wards of employees i.e. scale of pay upto Rs.6500-10500 in CDA or eq. IDA scale, would be paid one time educational grant at the time of admission only for the following courses provided the course is from a reputed institute / recognized by the University under the UGC –

- Degree / Diploma courses or equivalent courses in Medical / Engineering / MBA.
- BCA / Law / BBA degree / 3 yrs.' Technical / Engineering Diploma course.

Note: 1. Information in respect of all columns is compulsory for processing of application.
2. For each ward separate application should be submitted.
3. * Strikeout whichever is not applicable.

1.	Employee code No.		2.	Name of the employee	
3.	Designation		4.	Place of posting	
5.	Status	* Regular / Ad hoc	6.	Scale of Pay	Rs. _____ (IDA/CDA)

7.	Name of Student	Miss / Master
8.	Relationship with the applicant	* Son / daughter
9.	Details of course in which admission is taken	
	a)	Name of the course
	b)	Whether Degree / Diploma
	c)	Duration of the course
	d)	Name of the Institution which admission taken
	e)	Whether the course is recognized by the university under UGC? If so, give name of the University.
	f)	Educational cost of the course
10.	Whether educational grant has been availed for the above name child earlier also? If so, give details	
11.	Declaration: It is certified that I have not claimed educational grant for my ward earlier on this account.	

Encls: 1. Original fees payment receipts
2. Brochure of institution confirming recognition of the course by the University under the UGC

Signature of the employee_____

Project / Functional Head

FOR USE IN HRM, CORPORATE OFFICE

The above information has been checked / scrutinized and found to be in order. Employee is eligible for grant of incentive – a lump sum amount of Rs._____/-. Submitted for approval please.

AM/HRM

JGM/HRM

AGM/HRM