

Subject: **Welfare Schemes - Educational awards for meritorious children.**

Educational awards are granted to the meritorious children of the employees who have passed 10th class with 80% & above or 12th class with 75% or above.

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 / others			
7.	Name of Student	* Miss / Master			
8.	Relationship with the applicant	* Son / daughter			
9.	Name of the Board from where the examination has been passed				
10.	Name of the examination passed	* 10 th / 12 th class	11.	Year of passing	
12.	Total marks		13.	Marks Obtained	
			14.	%age of marks	

Encls: 1. Attested copy of marks sheet

Signature of the employee_____

Project / Functional Head

Forwarded to HRM / Corporate Office