

Subject: **Welfare Schemes - Application for grants of scholarship to the wards.**

1. Employees in the scale of pay not exceeding Rs.20600-46500 (IDA) or CDA equivalent scales.
2. Scholarship is restricted upto 2 children only.
3. Ward should not be recipient of any other educational scholarship from any other source for the concerned period.

**Note:**

1. Information in respect of all columns is compulsory for processing of application.
2. For each ward separate application should be submitted.

1.	Employee code No.		2.	Name of the employee	In English _____ In Hindi _____
3.	Designation		4.	Place of posting	
5.	Bank Account details (if working in C.O. Delhi Region)				Bank Name: _____
					Branch: _____
					A/c No. _____
6.	Status	* Regular / Ad hoc	7.	Scale of Pay	Rs. _____ (IDA/CDA)

8..	Name of Student	In English : Miss / Master _____ In Hindi : _____
9.	Relationship with the applicant	* Son / daughter
10.	Name of the examination passed	11. Year of passing
12.	Total marks*	13. Marks Obtained*
		14. %age of marks*
	* Note: If grade is awarded by the school/institution, please convert the grade in equivalent marks. Enclose documentary evidence in proof of covering grade into marks for verification.	
15.	Name & address of the Institution from where the examination passed	
16.	Whether educational scholarship is applied for other wards also. If so, mentioned the name of ward and the class for which applied.	
<p><u>Declaration</u></p> <p>I hereby declare that my above named child is not recipient of any other educational scholarship from any other source for the concerned period. Certificate from the Head of the institution in the prescribed proforma is enclosed.</p>		

\* Delete whichever is not applicable

- Encls: 1. Attested copy of marks sheet
2. Certificate from the Head of the Institution
3. Documentary evidence in proof of converting grade into marks

Signature of the employee \_\_\_\_\_

**Project / Functional Head**

**Forwarded to HRM / Corporate Office**

**Certificate from the Principal with seal of the Institution in which the student was studying for the academic year 20\_\_ -20\_\_.**

Certified that \* Master / Miss \_\_\_\_\_  
Son / Daughter of \* Shri / Smt. \_\_\_\_\_ was a  
Student of (Name of the Institution) \_\_\_\_\_  
and was in class \_\_\_\_\_ during Academic year \_\_\_\_\_.

Duration of the course was \_\_\_\_\_ year.

The Institute is recognized by \_\_\_\_\_

He / She was \* enjoying / not enjoying any freship and not in receipt of any stipend or scholarship from this Institution or from any other source known to us.

Date of joining the Institution -

Academic year started from (2004-05) -

Amount of monthly tuition fee -

Month from which fee was charged -

\* *Delete whichever is not applicable.*

Dated

Signature of the Head of the  
Institution along with Seal