

Most Immediate

No 20/1/2010-Dir(C)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of personnel and Training

361, Lok Nayak Bhawan,
Khan Market
New Delhi, dated 24th May, 2010

OFFICE MEMORANDUM

Subject:- Award of Scholarship to the children of non-statutory Departmental Canteen employees from the Discretionary fund of Director of Canteens- Invitation of Applications from Canteen employees for award of 12th batch of scholarships to their children during the academic year 2010-2011.

Applications are invited in the enclosed format (Annexe -1) from the employees of non-statutory Departmental Canteens/Tiffin Rooms for consideration of award of 12th batch of scholarship to their children based on their performance during the academic year 2009-2010.

2. While submitting the applications to this office, the following may please be strictly adhered to:-

(i) **Last date of receipt of applications is 31.8.2010.** Applications received after this prescribed date may not be entertained.

(ii) **Applications may be got forwarded through Ministries/Departments**

(iii) The applications must be signed at two places. first by the Head of the Office with seal of the office where the applicant is deployed and secondly, at the Ministry/Department (independent Department only) by the Head of the Department with seal. The applications having any shortcomings in this regard will not be entertained under any circumstance.

(iv) The important Notes below part 'D' of the application form should also be taken care of and all the important information (No.1& 2) should be submitted.

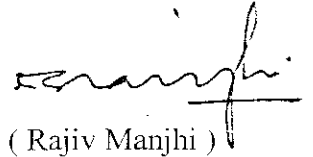
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(v) The conditions at para 4 (a) to (e) laid down in this Department's Office Memorandum No. 20/1/88-Dir(C) dated 3.12.98 (relevant extracts enclosed) (Annexe -II) will be the criteria for consideration of eligibility for submission of application for Scholarship.

(vi) Applications furnished in the prescribed format will only be entertained.

(vii) The Canteen employees from the Departments of Telecommunication, Posts etc. which are already having separate Scholarship Schemes are to certify that their children are not already in receipt of scholarship under the scheme of their Department.

3. It is requested that wide publicity may please be given to this Award Scheme amongst all concerned.



(Rajiv Manjhi)
Director(Canteens)

Encl. As above.

To

1. All Ministries/Departments of the Government of India (as per standard list) Directors/Deputy Secretaries In-charge, Administrative Divisions/Wings for necessary action and further dissemination to all concerned Establishments/Attached/Subordinate Offices under their control.
2. Under Secretary (Coord.), Department of Personnel and Training, North Block, New Delhi.
3. P.S to JS(AT&A)/P.S. to C.W.O
4. N.I.C. for website.
5. Notice Board/Guard File/spare copies (20).

Annexure-1FORMAT

APPLICATION FOR AWARD OF SCHOLARSHIP TO THE CHILDREN OF EMPLOYEES OF NON-STATUTORY DEPARTMENTAL CANTEENS UNDER THE SCHEME NOTIFIED VIDE DEPARTMENT OF PERSONNEL AND TRAINING'S O.M. NO. 20/1/88-DIR. (C) DATED THE 3RD DECEMBER 1998. FOR THE ACADEMIC YEAR 2010-2011.

A. Details of Canteen employee (Applicant):-

1	Name	
2	Designation	
3	Full Office Address with Telephone No.	
4	Residential Address	
5	Whether SC/ST. If yes, documentary proof may be attached.	

B Details of Son/Daughter of canteen employee for whom scholarship is sought :-

1	Name	
2	Whether Son/Daughter;	
3	Date of Birth	
4	Whether Handicapped if yes, attach Medical certificate including nature and percentage of disability)	
5	Signature of applicant's Son/Daughter:	

C. Details of Education, the student is undergoing:-

1	Name of Course, studying	
2	Duration of course of study	
3	Stage at which student is Studying (Standard in School/year in College)	
4	Stream of study, whether Science/Non-Science	
5	Name of the Institution: Undergoing studies	
6	Board/University by which Recognized/to which affiliated	

**D. Details of marks (subject wise) obtained in the previous year of study:
(i.e. 2009-10)**

Name of the Examination with Stream Study (Science/Non-Science)	Year of Passing	Maximum Marks	Marks Obtained	Percentage of Marks

IMPORTANT NOTES:

1. Attested True copy of mark sheet(s) i.e. back to back MUST BE submitted.
2. If there is a break between the previous stage of study & joining the current educational course, reasons for the break should be clearly stated.

I declare that :-

The particulars given in pre-page are true and complete to the best of my knowledge and belief:

Date :

Signature of the applicant
(Canteen employee)

Station:

Certified that the entries under Col. 'A' are correct as per office records.

Forwarded to Under Secretary (Admn.)
Ministry /Department of

Signature of Head of Office with Seal

Counter Signature of the Head of Department in
Ministry/Department with Seal.

Note: * Scholarship will be awarded based on the performance during the academic year 2009-2010.

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Extracts

Annexure-II

(Relevant extracts of the conditions at para 4 (a) to (e) laid down in this Department's Office Memorandum No.20/1/88-Dir(C) dated 3.12.98).

4. "Awards will be given on yearly basis and every aspirant will have to meet the prescribed norms in regard to the percentage of marks in the previous year of study for being considered for grant of fresh award during the course of his/her studies. The award will be given strictly in accordance with the principle of the highest one or next highest one (if there are more than one scholarship) getting the scholarship.

Conditions

(a) Candidates seeking award of scholarship should have obtained a minimum of 60%marks in the aggregate in the previous year of examination.

(b) Children belonging to SC/ST categories and handicapped children would be given a relaxation of 10% marks in the minimum standard. 25% of the awards for school level and under Graduate level studies (Serials (i) to (v) of para 3) will be earmarked for such candidates. However, being an award scheme there will be no strict application of general orders relating to SC/ST/Physically Handicapped. In the event of the earmarked awards remaining unutilized due to non-satisfaction of the minimum prescribed norms, the award will be transferred to the General Category.

(c) Notwithstanding the prescribed minimum percentage the award will be given to those securing the highest marks. Only aggregate marks will be taken in to account. However, every applicant should have obtained the minimum pass marks in all subject.

(h) Children of only those canteen employees who are working in Central Government Offices/Establishments and who have been declared as Central Government employees will be eligible to apply.

(i) The Canteen employees from the Departments of Telecommunication, Posts etc. which are already having separate Scholarship schemes are to certify that their children are not already in receipt of scholarship under the scheme of their Departments."
