

No.20/1/2011-Dir.(C)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel and Training)

Lok Nayak Bhawan, Khan Market,
New Delhi, 2nd September, 2011

OFFICE MEMORANDUM

Subject : Revision of Scholarship Scheme for the Children of Non-Statutory
Departmental Canteen employees out of Discretionary Fund of Director of
Canteens.

The Scheme for grant of scholarship for the children of Non-Statutory Departmental Canteens, out of the funds available in the Discretionary Fund of Director of Canteens was introduced vide this Department's O.M. No. 20/1/88-Dir.(C), dated 3.12.98. The Scheme has been introduced to encourage higher studies by those children whose past performance had been meritorious. This Scheme has since been reviewed and revised keeping in view the availability of funds and other related factors. The details of revised scholarships being instituted and the considerations which will apply are given in the succeeding paragraphs.

2. **Scholarships**

The categorical details of the scholarships are as below :-

Sl. No.	Name of Scholarship/ Class of Studies	No. of Scholarships	Amount of each Scholarship
1.	Class IX,X or Matriculation	Eight (Four Scholarships per class)	Rs. 750/- Per Annum
2.	Class XI, XII or Intermediate or PUC (for Science Stream)	Four (Two Scholarships per class)	Rs. 750/- Per Annum
3.	Class XI, XII or Intermediate or PUC (for Non-Science Stream)	Four (Two Scholarships per class)	Rs. 750/- Per Annum
4.	Under Graduate Studies of three years' duration (for Science Stream)	Three (One Scholarship per class)	Rs. 1000/- Per Annum
5.	Under Graduate Studies of three years' duration (for Non-Science Stream)	Three (One Scholarship per class)	Rs. 1000/- Per Annum
6.	Post Graduate studies of two years' duration (for Science Stream)	Two (One Scholarship per class)	Rs. 1200/-

7	Post Graduate studies of two years' duration (for Non-Science Stream)	Two (One Scholarship per class)	Rs. 1200/- Per Annum
8	ITI Course/Diploma Courses in Engineering/Architecture	One	Rs. 1000/- Per Annum
9	BE/B Tech.	One	Rs. 2500/- Per Annum
10	Bachelor of Architecture	One	Rs. 2500/- Per Annum
11	MBBS/Medical Courses	One	Rs. 2500/- Per Annum
12	Financial Courses	One	Rs. 2500/- Per Annum

3. 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 awards 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 (1) to (5) of para 2) will be earmarked for such candidates. However, being an award Scheme there will be no strict applications of general orders relating to SC/ST/Physically Handicapped. In the event of the earmarked awards remaining unutilised due to non-satisfaction of the minimum prescribed norms, the award will be transferred to the general category.
- (c) One Scholarship will be reserved for girl child for class IX & X. Notwithstanding the prescribed minimum percentage the award will be given to those securing the highest marks. Only aggregate marks will be taken into account. However, every applicant should have obtained the minimum pass marks in all subjects.
- (d) Children of only those Canteen employees who are working in Central Govt. Offices/Establishments and who have been declared as Central Govt. employees will be eligible to apply.
- (e) The Canteen employees from the Department of Telecommunications, Posts etc. which are already having separate Scholarship Scheme are to certify that their children are not already in receipt of Scholarship under the Schemes of their Departments.


4. The Scholarship will be awarded considering the performance of the candidates in the previous year of examination. In case the studies were discontinued in the previous year(s) i.e. prior to the academic year but an applicant otherwise becomes eligible for consideration, detailed justification for break in the studies during the preceding year(s) will have to be submitted. All applications will have to be submitted in the appended format only. Applications will have to be accompanied by the attested true copies of the Mark Sheets given by the recognised institution such as School, Central/State Boards of Education/Universities. Original certificates will be submitted, if called for, for verification.

5. The last date for receipt of applications in the Office of Director(Canteens) will be 30th November, during all subsequent years. It is expected that awards will be finalised by the month of January of the year. In no case any application received after the prescribed date will be entertained.

6. Applications will be forwarded to the Office of the Director(Canteens) through concerned Head of Organisation who in turn will get the same routed through the Head of the Department in the controlling Ministries/Department.

7. The awards of Scholarships will be decided by a duly designated Committee, as may be appointed from time to time. The decision taken by the Committee will be final and no representation in the matter will be entertained after awards are finalised.

8. It is requested that wide publicity of this Scheme may be given amongst all concerned.


(Pratima Tyagi)
Director(Canteens)

To

All Ministries/Departments of the Govt. of India (as per standard list).
(Directors/Deputy Secretaries-in-charge, Administrative Division/Wing for necessary action for further dissemination to all concerned establishments under them all over India).

APPLICATION FOR AWARD OF SCHOLARSHIP UNDER THE SCHEME NOTIFIED
VIDE DEPARTMENT OF PERSONNEL AND TRAINING'S O.M. No.20/1/2011-Dir.(C),
dated the 2nd September, 2011.

A. Details of Canteen Employees (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 Employees for whom Scholarship is
sought :

1. Name :
2. Date of Birth :
3. Whether handicapped :
(If yes, attached Medical
Certificate including nature
and percentage of disability)
4. Signature of applicant's Son/Daughter :

C. Details of Education for which Scholarship is applied for :

1. Name of Course :
2. Duration of Course :
3. Stage at which student is studying :
(Standard in School/Year in College)
4. Name of Institution :
5. Board/University by which
Recognised/to which affiliated :

:2:

D. Details of Marks (Subject wise) obtained in the previous year of study :

Name of the Examination	Year of Passing	Maximum Marks	Marks Obtained	Percentage of Marks

IMPORTANT NOTES :-

1. Attested true copies of mark sheet(s) should 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.
3. Details of any other scholarship already received or applied for in respect of the child and the organisation concerned with the award of the same should be indicated herein clearly.

.....3/-

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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 employees)

Station :

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

Forwarded to Under Secretary(Admn.),
Ministry of

Signature of Head of
Office with Seal

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