

No. 20/1/2012-Dir.(C)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
(Department of Personnel and Training)  
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Lok Nayak Bhawan, Khan Market,  
New Delhi, dated 12<sup>th</sup> June, 2012

**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 14<sup>th</sup> batch of scholarship to their children during the academic year 2012-13.

Applications are invited in the enclosed format (Annexure – 1) from the employees of Non-Statutory Departmental Canteens/Tiffin Rooms for consideration of award of 14<sup>th</sup> batch of scholarship to their children based on their performance during the academic year 2011-12.

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

- (i) **Last date of receipt of applications is 31.10.2012.** Applications received after this prescribed date will 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 circumstances.
- (iv) Document to be submitted for part - C of the Annexure - I certifying the stage at which student is studying (Standard in school/Year in College).
- (v) 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.

.....2/-

- (vi) The conditions at para 4 (a) to (e) laid down in this Department's Office Memorandum No.20/1/2011-Dir.(C), dated 2.9.2011 (relevant extracts enclosed (Annexure – II) will be the criteria for consideration of eligibility for submission of application for scholarship.
- (vii) Applications furnished in the prescribed format will only be entertained .
- (viii) The Canteen employees from the Departments of Telecommunications, 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.

P. Tyagi  
(Pratima Tyagi)  
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. PS to JS(AT & A)/PS to JS & C.W.O.
4. Technical Director, NIC, Lok Nayak Bhawan, New Delhi with the request to upload this on the website of the Department under 'what is new' and in the intranet under Canteens Section.
5. Notice Board/Guard File/spare copies (20).

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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 2<sup>nd</sup> September, 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, attached Medical Certificate including nature and percentage of disability)	
5.	Signature of applicant's Son/Daughter	

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

1.	Name of Course, studying	
2.	Duration of Course	
3.	Stage at which student is studying (Standard in School/Year in College)	
4.	Stream of study, whether Science/Non-Science	
5.	Name of Institution, undergoing studies	
6.	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 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/-

:3:

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

ExtractsAnnexure-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.

(f) 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.

(g) 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."

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