

No. 5-06/2015-WL/G-II  
Government of India  
Ministry of Communications & I.T.  
Department of Telecommunications  
Sanchar Bhavan, 20, Ashoka Road, New Delhi-110001  
(WL/G-II Section)

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Dated: 17<sup>th</sup> November, 2015.

CIRCULAR

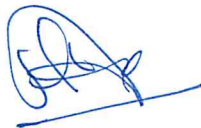
**Subject:** Grant of Book Award to outstanding school going children of the employees of DoT for the Academic year 2014-15.

Applications are invited from employees of DoT for Book Award to outstanding school going children on the basis of marks secured in the annual examination for the Academic Year 2014-2015. The details of the Book Award are as given below:

S.NO.	Class	Rate of Book Award
1.	Students of Class II to V on the basis of marks secured in Class I to IV annual exams.	Rs. 1,500/- per annum
2.	Students of Class VI to VIII on the basis of marks secured in Class V to VII annual exams.	Rs. 2,200/- per annum
3.	Students of Class IX to XII on the basis of marks secured in Class VIII to XI annual exams.	Rs. 3,000/- per annum

2. To become eligible for the award, the children should have secured at least 75% of marks in the respective annual examination of Class I to XI in a Government Recognized school. The minimum prescribed percentage is relaxable by 10% in case of children belonging to SC/ST/OBC categories and Gr-'D' employees and 15% for girl students. However both the relaxations cannot be combined i.e. the relaxation in minimum prescribed marks for a girl student belonging to SC/ST/OBC category would be limited to 15% only.

3. Employees drawing Grade Pay of Rs. 8,700/- per month upto the level of Director as on 01/04/2014 are eligible to apply for Book Award for maximum of first two dependant children including twins and should be an employee of DoT in the academic year 2014-2015. This may be duly verified/endorsed by the applicant through their respective administration. (As per performa enclosed)



Contd...2

4. Employees claiming relaxation under reserved categories i.e. SC/ST/OBC should submit their application with copies of certificate from concerned cadre controlling authority or caste certificate issued by competent authority.

5. In case the spouse of the applicant is employed in any DoT office, a certificate from the employer stating that he / she has not claimed any Book Award for the Academic Year 2014-15 of the children from that office is required to be attached with application.

6. As the Book Award is granted on the basis of the percentage secured in qualifying examination, candidates who have been awarded results in formats other than percentage format, are requested to furnish relevant documents specifying the criteria / formula for conversion of their result in to percentage format.

7. It is mandatory for Delhi/NCR/Outstation Applicants to furnish their Bank Details (Mandate Form enclosed) for making payments through ECS.

8. Application in the prescribed proforma (specimen copy enclosed) along with attested copy of the mark-sheet/report card from the respective school principal be sent to the undersigned at Welfare/G-II Section, Mezz floor, DoT, Sanchar Bhavan, 20, Ashoka Road, New Delhi positively by 15/01/2016. Grading system applicable in any school should be clearly mentioned in relation to the marks obtained by the student to help in processing the application. The applications, which are incomplete in any respect or received after the last date, will not be entertained. Forms are also available at <http://dot.gov.in/circulars/general-section-dot>. For any details regarding scholarship scheme, Welfare/G-II Section, (Tele. No.-011- 23036464/6897) may be contacted.

Encl: a/c



(Anil Kumar Singh)  
Welfare Officer &  
Under Secretary (T)  
Tel.No. 2303-6300

Copy to:

1. Chairperson Telecom Staff Welfare Board, DoT (HQ).
2. All Officers/Sections of DoT.
3. All Telecom Engineering Centre. All the applications should be sent in one lot.
4. All DoT cells in Telecom Circles.
5. Dir.(WM), E-Wing, 3<sup>rd</sup> Floor, Madangir Road, Pushap Bhavan, New Delhi-110062.
6. Notice Boards of Sanchar Bhavan/Dak Bhavan.

APPLICATION PROFORMA FOR GRANT OF BOOK AWARD TO OUTSTANDING  
SCHOOL GOING CHILDREN FOR THE ACADEMIC YEAR 2014-15.

**A. DETAILS OF APPLICANT (EMPLOYEE)**

1. Name: Sh. /Smt. :
2. Designation :
3. Official Address with  
Section & Ph.No. :
4. Residential address: :
5. Whether belongs to SC/ST/OBC category :  
(copies of certificate from cadre controlling authority  
or caste certificate issued by competent authority  
to be attach)
6. Basic Pay as on 1<sup>st</sup> April 2014 :
7. Basic pay of the spouse and :  
Official address  
(if spouse is employed)
8. Whether the ward is entitled to any relaxation :  
(in marks and if so the details thereof)

**B. DETAILS OF STUDENTS:**

1. Name :
2. Relationship :
3. Date of Birth :
4. Class in which student is studying :
5. Name of School :
6. Marks obtained in the previous class :  
On the basis of which applied for  
Grant of award (please attach attested  
Copy of Mark sheet/report card)

I declare that

The particulars given above are true and complete to the best of my knowledge and belief.

Signature of the applicant:.....  
Name:.....  
Designation:.....  
Section:..... Tel. No.....

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Certified that the entries under 'B' are correct and the school is recognized by

.....

**Signature of the Head of school  
With rubber stamp**

**Cast Verification Certificate from Cadre Controlling Authority for the employees  
claiming relaxation under reserved categories**

Certified that the Sh/Smt. \_\_\_\_\_  
Designation \_\_\_\_\_ belongs to \_\_\_\_\_ category as per office records.

**Verification from Administration for the Book Award for the  
Academic Year 2014-2015.**

1. Name of the Employee :
  
2. Designation :
  
3. Date of Joining in DoT :
  
4. Details of first two dependant children including twins as per service record :

<u>Sr. No.</u>	<u>Name of the ward(s)</u>
1.	
2.	
3.	

**Signature of the concerned Administration./Staff Br.**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_



MANDATE FORM

BENEFICIARY/ CUSTOMER'S OPTION TO RECEIVE PAYMENT THROUGH E-  
PAYMENT

1. Beneficiary Name :
2. Beneficiary Address :
  
3. Beneficiary Account No :
4. Account Type :  
(Savings Bank / Current)  
With Code 10/11/13
5. Nine digit code number of the :  
Bank & branch. Appearing on  
the MICR Cheque issued by  
the bank (if available)
6. Bank Name :
7. Branch name :
8. Branch Address :
  
9. Telephone no :
10. IFSC (Indian Financial Service code) :
11. Photo copy of cancelled Cheque to confirm correctness of IFSC code and  
Account no. :

I, hereby, declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incompleteness or incorrectness of information given by me as above. I would not hold the user institution responsible.

Dated : \_\_\_\_\_ ( \_\_\_\_\_ )  
Signature of the beneficiary/customer/applicant

Certification that the particulars furnished above is correct as per the records.

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**Bank Stamp**

Dated : \_\_\_\_\_ ( \_\_\_\_\_ )  
Signature of the authorized official  
With Phone No. from the Bank