

No. 05-03/2022-WL/G-II
Government of India
Ministry of Communications
Department of Telecommunications
Sanchar Bhavan, 20, Ashoka Road, New Delhi-110001
(WL/G-II Section)

Dated: February, 2022

CIRCULAR

Subject: Incentive to meritorious wards of DoT employees for the Academic year 2020-2021.

Applications are invited from the employees of DoT (**only through respective administrative office/unit**) for grant of Incentive to the children who are toppers in the annual examination of school/Board/University for the Academic Year **2020-2021**.


2. Telecom. Staff Welfare Board, DoT (HQrs) has decided to revamp the existing Welfare Schemes and also enhanced the rates of these Welfare Schemes. Scholarship amounts and eligibility conditions (placed at **Annexure-A**). Accordingly, with a view to expedite the processing of the applications and to reduce the inconvenience being faced by the offices located **outside Delhi & NCR**, it is hereby decided that concerned field / circle offices/units will **undertake scrutiny** of applications received from their respective employees to ensure that these are in **conformity with eligibility conditions**. Only after satisfying themselves regarding *prima facie* eligibility will these applications in original be forwarded to this office along with a summary list, with the **approval** of the head of the unit/office.

3. For ensuring uniformity in filling up, compilation and scrutiny of the data, the list of recommended names may be **furnished** as per **proforma** at "**Annexure-B**". A soft copy of the list is to be mailed to Email Id : kori.ravindra@nic.in as an Excel Sheet in the format prescribed.

4. Each office/unit may forward eligible applications pertaining to its employees in a single lot by **15.04.2022**. In the case of DoT HQ offices in Delhi too, each Division/Wing may send in one lot each for employees working in that Division/Wing. Individual application sent by employee(s) directly to this office **shall not be accepted**.

5. **As decided by the Telecom Staff Welfare Board, any application / list received after 15.04.2022 will not be considered.**

Encl: As above.


(Nithali Ram)
Welfare Officer &
Under Secretary (T)
Tel. No. 23036300 / 6464

Copy to:

1. All Wing Heads/Division Heads of DoT HQ for wide circulation among DoT employees.
2. DG/T and CGCA for circulation in LSAs and CCAs respectively.
3. WA/WPC for circulation among RLOs/any other field units
4. Sr.DDG/TEC, Sr. DDG/ NTIPRIT, DG/NICF.
5. Dir.(WM), E-Wing, 3rd Floor, Madangir Road, Pushp Bhavan, New Delhi-110062 for circulation among WMOs.
6. Notice Boards of Sanchar Bhavan/Dak Bhavan/2nd Floor & 6th floor of MTNL building (Minto Road)/ 2nd Floor of UIDAI building.
7. IT Division for uploading on e-office

Incentive amounts and eligibility criteria

School Level	1 st Position	2 nd Position
Class I to V	Rs. 1200/-	Rs. 1000/-
Class VI to X	Rs. 1300/-	Rs. 1100/-
Class XI	Rs. 1400/-	Rs. 1200/-

Eligibility Criteria

i) A student of Class II will be awarded Incentive on the basis of 1st or 2nd position secured by him in the annual examination of Class I. Likewise, students studying in Classes upto XII will be awarded incentive based on 1st or 2nd position secured by them in the respective annual examination of the previous class.

ii) Incentive to the students will now be given on the following criteria:

A) Students who are studying in Schools where grading system of evaluation is being followed:

1 st Position	Student must secure highest grade in all the subjects and for reserved categories, students must secure highest grade in all subjects except one in which he must secure second highest grade.
2 nd Position	Students must secure highest grade in all subjects except one in which he must secure second highest grade and for reserved categories, student must secure highest grade in all subjects except two in which he must secure second highest grade.

B) Students who are studying in Schools where numerical marking system of evaluation is being followed:

1 st Position	Student must secure marks in range of 91-100 in all the subjects and for reserved categories, students must secure marks in range of 91-100 in all subjects except one in which he must secure marks in range of 81-90.
2 nd Position	Students must secure marks in range of 91-100 in all subjects except one in which he must secure marks in range of 81-90 and for reserved categories, student must secure marks in range of 91-100 in all subjects except two in which he must secure marks in range of 81-90.

iii) Students who are studying in Universities / Colleges:

Students who have qualified their college / university level examination required to submit a certificate (proforma enclosed) duly endorsed by the Head of the Institution regarding their position i.e. 1st / 2nd / 3rd in the class.

NOOR
15/12/22

For Board/University level examination the Incentive for the toppers is as follows:

Board/University Level	1 st Position	2 nd Position	3 rd Position
10+2	Rs. 2000/-	Rs. 1000/-	Rs. 600/-
University Level	Rs. 2000/-	Rs. 1000/-	Rs. 600/-

iv) The toppers will also have to secure a minimum of 75% marks in the respective annual examination. In the case of students belonging to SC/ST/OBC categories who are the toppers of annual examination, the incentive will be admissible even if the percentage of mark secured by them is less than 75% but 65% or above.

v) Employees drawing Pay upto Level 13 of Pay Matrix as per 7th Central Pay Commission (Rs. 8,700/- GP as per 6th CPC) – upto the level of Director as on 01st April of the respective academic year are eligible to apply for the above incentive for a maximum of first two dependent children including twins. This may be duly verified/endorsed by the applicant through their respective administration. (As per proforma enclosed)

vi) 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 the competent authority.

vii) 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 Incentive Award for the respective Academic Year in respect of the children from that office, is required to be attached with application.

viii) Please submit separate applications for each ward. 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.

ix) It is mandatory for applicants to furnish their Bank Details (Mandate Form enclosed) for making payments through ECS.

x) Forms are available at <http://dot.gov.in/circulars/general-section-dot>. For any clarification, kindly contact Section Officer, Welfare/G-II Section, (Tele. No. 011- 23036464/6897).

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15/12/2022

ANNEXURE - B

Incentive for the Academic Year 2020-2021

Sr. No.	Name of the Employee (Sh./Smt./Ms.) & Designation	Office	Name of the ward(Mr./Ms)	Eligibility Performa Submitted	Whether Spouse of the applicant is working in DoT	Relaxation- Girl child/ OBC/SC/ST/ Group D employee	Class which qualified (2020-2021)	Class in which studying (2021-2022)	Marks(%) in qualifying exam	Rate P.M	Month	Amount Admissible(Rs)
				Yes/No	Yes/No	Yes/No						
1												
2												
3												
4												
5												
6												

It is certified that the wards as per details given above are eligible for the scheme and necessary approval of the Head of the Office/Unit (Also specify the approving authority) has been obtained for forwarding the list of eligible employees.

Signature of the forwarding authority
with name, designation, contact number
& stamp

MUB
15/12/2022

APPLICATION PROFORMA FOR GRANT OF INCENTIVE TO MERITORIOUS
STUDENT FOR THE ACADEMIC YEAR 2020-2021

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. **Pay level as on 1st April 2019 (as per 7th CPC) :**

7. If spouse is employed in the Department of Telecom. : **Yes / No**
i) If yes, Pay level of the spouse and his / her :
Official address
ii) If yes, a certificate from the office of the spouse as per : **Yes / No**
para (8) of the circular is attached

8. Whether the ward is entitled to any relaxation :
(if yes, 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)
7. Position in Class/Board/University :
**(As per point no. 3 of the circular. Please attach
self-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.....

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

.....

Signature of the Head of school

With rubber stamp

Note : Separate applications may be submitted for each wards.

**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.

Signature of the concerned Admn./Staff Br.

Name: _____

Designation: _____

**Verification from Administration for the Incentive Scheme
for the Academic Year 2020-2021**

1. Name of the Employee : _____
2. Designation : _____
3. Date of Joining in DoT : _____
4. Whether employee of the DoT - : Yes / No
during the Academic Year 2020-2021
5. 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.

Bank Stamp

Dated: _____

(_____)

Signature of the authorized official
With Phone No. from the Bank

(PERFORMA TO BE SUBMITTED BY STUDENTS WHO ARE
STUDYING IN COLLEGE / UNIVERSITY FOR THE INCENTIVE
SCHEME FOR THE ACADEMIC YEAR 2020-2021)

CERTIFICATE

This is to certify that Mr./Ms. _____ S/D/o
_____ studying in _____ year of _____ course is a
student of this institute / college and he /she has secured _____
position in his / her annual examination of _____ year of
_____ course held in the month of _____ year _____.

Place:

Signature of the Head of college / Institute

Date :

With rubber stamp