

No. 05-02/2022-WL/G-II  
Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhavan, 20, Ashoka Road, New Delhi-110001  
(WL/G-II Section)

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Dated: February, 2022

CIRCULAR

**Subject: Award of Scholarship to the 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 Scholarship to the school going and college going wards 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, 3<sup>rd</sup> 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

Scholarship amounts and eligibility criteria

Sl.No.	Name of Course	Rate of Scholarship	Basic pay limit
1.	Technical Degree Courses- B.E./B.Tech./ Professional MBBS & other Medical Courses in Govt. recognized Colleges/ Institutions	Rs. 1000/- per month	No limit
2.	Technical Diploma Courses in Engg./Arch. etc.	Rs. 700/- per month	-do-
3.	Non-Technical Courses- B.Sc./ B.Com./ B.A. etc.	Rs. 700/- per month	-do-
4.	All ITI Courses in ITI Institutes	Rs. 500/- per month	-do-

The rate of Scholarship for each course and the basic pay limit up to which the employees can apply, are shown in the above statement.

**Eligibility Criteria: -**

Eligibility conditions for award of scholarship are given below:

- i. The student must have secured a minimum of 70% marks in the annual examination in the class from which admission to the above course was obtained. Students studying in the first year of the courses may submit their applications for award of Scholarship in **Proforma-I**.
- ii. For renewal of Scholarship the ward must secure minimum 65% of marks in the previous year annual examination. If a ward fails in any subject/paper, the scholarship may be renewed provided that he/she secures an aggregate of 65% marks in all the subjects including the subject in which the ward has not got the qualifying marks. For renewal of scholarship to the second or subsequent year of the course, the application may be submitted in **Proforma-II**.
- iii. A relaxation of 10% in the minimum marks is admissible to students belonging to SC/ST/OBC and girl students against prescribed percentage for initial grant as well as for renewal. Both the relaxation cannot be combined.
- iv. An employee can apply for scholarship for first two dependent children including twins and should be an employee of DoT in the respective academic year. This may be duly verified/endorsed by the applicant through their respective administration. (As per proforma enclosed).
- v. **No Scholarship is admissible for the last year of the programme / course. Scholarship for 2<sup>nd</sup> last year of the programme / course is payable for 10 months only.** The student will have to take admission in the graduation course to take the benefit for his class 12<sup>th</sup> performance. Pass out graduates and students of post-graduation courses are not eligible for the scheme.
- vi. It is mandatory for applicants to furnish their Bank Details (Mandate Form enclosed) for making payments through ECS.
- vii. Please submit separate applications for each ward.
- viii. **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).**

15/7/2022

**ANNEXURE - B**

**Scholarship for the Academic Year 2020-2021**

Sr. No.	Name of the Employee (Sh./Smt./Ms.) & Designation	Office	Name of the ward(Mr./Ms)	Eligibility	Whether Spouse	Relaxation-	Class which	Class in	Marks(%)	Rate	Mont	Amount
				Performa	of the applicant	Girl child/						
				Submitted	is working in	OBC/SC/ST/	ified (	studying (	in			ble(Rs)
				Yes/No	DoT	Group D	2020-2021)	2021-2022)	exam			
1						employee						
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

\_\_\_\_\_

*MND*  
*15/2/2022*

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APPLICATION FOR FRESH DEPARTMENTAL SCHOLARSHIP  
FOR THE ACADEMIC YEAR 2020-2021

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

- i) Name (Sh/Smt.) : \_\_\_\_\_
- ii) Designation : \_\_\_\_\_
- iii) Office Address and Section : \_\_\_\_\_  
With Telephone No. \_\_\_\_\_  
\_\_\_\_\_
- iv) Residential Address : \_\_\_\_\_  
\_\_\_\_\_
- v) Whether belongs to SC/ST/OBC : \_\_\_\_\_
- vi) Pay Level as on 1<sup>st</sup> April 2019 (as per 7<sup>th</sup> CPC): \_\_\_\_\_
- vii) 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 (4)** of the circular is attached
- viii) Whether the ward is entitled to any relaxation :  
(if yes, the details thereof)

**(B) DETAILS OF STUDENT**

- i) Name : \_\_\_\_\_
- ii) Whether Son/Daughter : \_\_\_\_\_
- iii) Date of Birth : \_\_\_\_\_

**(C) Details of education for which scholarship is applied for:**

- i) Name of Course : \_\_\_\_\_
- ii) Whether degree or Diploma : \_\_\_\_\_
- iii) Total Duration : \_\_\_\_\_
- iv) Stream of Study (Tech/Non-Tech) : \_\_\_\_\_
- v) Stage at which studying : \_\_\_\_\_
- vi) Name of Institution : \_\_\_\_\_  
\_\_\_\_\_
- vii) State/University by which recognized/affiliated : \_\_\_\_\_

**(D) Scholastic Record of the student commencing from Matriculation Examination before joining the course study undertaken by the student shall be supported by Photostatted copies of mark sheet/certificate duly self-attested.**

	<b>Name of the Examination</b>	<b>Year of Passing</b>	<b>Maximum Marks</b>	<b>Marks Obtained*</b>	<b>Percentage</b>
i)	Matriculation/ Sr. Secondary				
ii)	Any other higher exam passed				
iii)	Minimum qualifying examination for the course undertaken				

**Note:** If there is a gap between the passing of the minimum qualifying examination and joining the course of studies and is not covered by the scholarship, record, details of the period should be indicated.

**\* Attach self-attested mark sheet of the examination passed on the basis of which claim has been submitted and furnish relevant documents specifying the criteria / formula for conversion of the result into percentage format**

Contd...3

**(E) Details of Assistance, if any received:**

- i) Is the student exempted from payment of tuition fee ? : \_\_\_\_\_
- ii) If answer to (i) above is 'Yes' mention the amount exempted : \_\_\_\_\_
- iii) Is the student receiving any stipend or monetary assistance from any other source for this study? : \_\_\_\_\_
- iv) If answer to (iii) is 'Yes' : \_\_\_\_\_
  - 1) Amount : \_\_\_\_\_
  - 2) Source : \_\_\_\_\_

**Note:** In case the spouse of the applicant is employed in any DoT offices a certificate from the employer stating that he/she has not claimed any scholarship of the children from that office is required to be attached.

Declare that:

- i) The particulars given above are true and complete to the best of my knowledge and belief.
- ii) No child/dependent of mine is already in receipt of Technical/Non-Technical scholarship.

**Station** :

**Date** :

**Signature of applicant**

**Designation** \_\_\_\_\_

**Contd....4**

Certified that the entries under column 'C' and column 'E' are correct.

Station:

Date :

Signature of the Head of Institution  
(With Seal)

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

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

Signature of the concerned Admn./Staff Br.

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

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

Note: Separate application may be submitted for each ward.

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APPLICATION FOR RENEWAL OF DEPARTMENTAL SCHOLARSHIP FOR THE  
ACADEMIC YEAR 2020-2021

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

i) Name (Sh/Smt.) : \_\_\_\_\_

ii) Designation : \_\_\_\_\_

iii) Office Address and Section : \_\_\_\_\_

With Telephone No. \_\_\_\_\_

iv) Residential Address : \_\_\_\_\_

v) Whether belong to SC/ST/OBC : \_\_\_\_\_

vi) Pay level as on 1<sup>st</sup> April 2019 (as per 7<sup>th</sup> CPC) : \_\_\_\_\_

vii) 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 (4) of the circular is attached

viii) Whether the ward is entitled to any relaxation :  
(if yes, the details thereof)

Signature of Applicant



**(B) DETAILS OF WARD**

- i) Name of Student : \_\_\_\_\_
- ii) Father's Name : \_\_\_\_\_
- iii) Whether Son/Daughter: \_\_\_\_\_
- iv) Date of Birth : \_\_\_\_\_
- v) Name of Institution: \_\_\_\_\_
- vi) Name of the annual examination Passed : \_\_\_\_\_  
in March/April along with the year
- vii) Percentage of marks secured : \_\_\_\_\_  
(Please enclose attested mark sheet)
- viii) Total duration of the course : \_\_\_\_\_
- ix) Stream of Study (Tech/Non-Tech) : \_\_\_\_\_
- x) Class to which promoted in the : \_\_\_\_\_  
Year ..... and in the ..... Month
- xi) Character & Conduct of the student : \_\_\_\_\_
- xii) Whether the student is in receipt of any : \_\_\_\_\_  
other scholarship or financial assistance  
through the Institution.  
(If so, the amount and details thereof)
- xiii) Remarks or recommendation of : \_\_\_\_\_  
Head of the Institution

\_\_\_\_\_  
**Signature and seal  
Of the Head of Institution**

**\* Attach self-attested mark sheet of the examination passed on the basis of which claim has been submitted and furnish relevant documents specifying the criteria / formula for conversion of the result into percentage format**

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

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

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

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

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

**Note: Separate application may be submitted for each ward.**

Verification from Administration for Scholarship Award 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.

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**Bank Stamp**

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