

No. 05-02/2019-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: 6<sup>th</sup> December, 2019

CIRCULAR

**Subject: Grant of Book Award to meritorious school going children of the employees of DoT for the Academic Year 2017-2018 and 2018-2019.**

Applications are invited from employees of DoT for Book Award to meritorious school going children on the basis of marks secured in the annual examination for the Academic Year 2017-2018 and 2018-2019. The details of the Book Award are as given below:

Sr.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 Pay upto the Level 13 of Pay Matrix as per 07<sup>th</sup> Central Pay Commission (Rs. 8,700/- GP as per 6<sup>th</sup> CPC) - upto the level of Director as on 01<sup>st</sup> April of respective academic year 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 respective academic year. 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 the 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 respective academic year in respect 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 of marks 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 into percentage format.
7. It is mandatory for applicants to furnish their Bank Details (Mandate Form enclosed) for making payments through ECS.
8. **Please submit separate applications for the Academic Year 2017-2018 and 2018-2019 as per proformas attached.**
9. Application in the prescribed proforma (copy enclosed) along with duly self-attested copy of the mark-sheet/report card may be sent to the Section Officer (Welfare/G-II Section), Mezz. floor, DoT, Sanchar Bhavan, 20, Ashoka Road, New Delhi positively by **31/01/2020**. 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 clarification Section Officer, Welfare/G-II Section, (Tele. No. 011- 23036464/6897) may be contacted.**

Encl: As above.

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

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 MERITORIOUS  
SCHOOL GOING CHILDREN FOR THE ACADEMIC YEAR 2017-2018**

**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 1<sup>st</sup> April 2017 (as per 7<sup>th</sup> 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 para (5) of the circular is attached : **Yes / No**
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 self-attested copy of Mark sheet/report card and furnish relevant documents specifying the criteria / formula for conversion of the result into percentage format)

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**

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

**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 & Seal of Head of Office)**

**Verification from Administration for the Book Award for the  
Academic Year 2017-2018**

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 2017-18
  
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**

**APPLICATION PROFORMA FOR GRANT OF BOOK AWARD TO MERITORIOUS  
SCHOOL GOING CHILDREN FOR THE ACADEMIC YEAR 2018-2019**

**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 1<sup>st</sup> April 2018 (as per 7<sup>th</sup> 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 (5) 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 self-attested copy of Mark sheet/report card  
and furnish relevant documents specifying the criteria / formula for  
conversion of the result into percentage format)

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**

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

**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 & Seal of Head of Office)**



**Verification from Administration for the Book Award for the  
Academic Year 2018-2019**

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 2018-19
  
5. Details of first two dependant children including twins as per service record:

<b><u>Sr. No.</u></b>	<b><u>Name of the ward(s)</u></b>
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**