

No. 05-07/2022-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: 20 January, 2023

CIRCULAR

Subject: Incentive to meritorious wards of DoT employees for the Academic year 2021-22.

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 2021-22.

2. All the offices / units located outside Delhi & NCR, shall scrutinize the applications of the employees posted in **their respective units / offices to ensure that these are in conformity with eligibility conditions. Only after satisfying themselves regarding prima facie eligibility** and forward the "List of Eligible Employees" for the applied Welfare Schemes to DoT (HQrs), **after** the approval of the Head of the Concerned Office / Unit for making the final payment to the eligible employees mentioned in the list. The offices are also required to forward the original applications of the eligible employees along with the list to DoT (HQrs).
3. For ensuring uniformity in filling up, compilation and scrutiny of the data, it is directed to forward the list as per prescribed proforma at "**Annexure A**". It is also directed to send the soft copy of the list to Email Id : kori.ravindra@nic.in in the "**Excel format**" as per prescribed proforma at "**Annexure A**".
4. Only the applications, which are completed in all respects are to be forwarded in a single lot and in the **prescribed proforma only** by the concerned offices / units, positively by **31.03.2023**. Individual application sent by employee directly to the department shall not be accepted. **As decided by the Telecom Staff Welfare Board any application / list received after 31.03.2023 will not be accepted by the department.**
5. **As decided by the Telecom Staff Welfare Board, any application/list received in the section after 31.03.2023 will not be considered and incomplete/incorrectly filled-in applications will be liable for rejection and onus is on employee & forwarding officer to ensure application is filled up properly with relevant enclosures and must reach General Section before the last date i.e. 31.03.2023 through respective administrative office/unit only.**



(Rajnandan Kumar)
Welfare Officer &
Under Secretary (T)
Tel.No. 23036300/6464
Dept. of Telecom, Govt. of India
नई दिल्ली / New Delhi

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, 3rd Floor, Madangir Road, Pushap Bhavan, New Delhi-110062.
6. Notice Boards of Sanchar Bhavan/Dak Bhavan.

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.

R. Kumar

iii) Students who are studying in Universities / Colleges:

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

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 7th 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 Performa 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.

7. 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).

R. Shrivastava

ANNEXURE-A

Incentive for the Academic Year 2021-22

Sr. no.	Name of the Employee (Mr./Mrs./Ms.) & Designation	Office	Name of the Ward (Mr./Ms.)	Eligibility Proforma Submitted	Whether Spouse of the applicant is working in DoT	Relaxation- Girl child/OBC /SC/ST	Class which qualified in 2021-22	Class in which studying (2022-23)	Marks (%) in qualifying exam	Rate p.m.	Month	Amount Admissible (Rs.)
1				Yes/No	Yes/No	Yes/No						
2												
3												
4												
5												
6												
7												
8												

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

**APPLICATION PROFORMA FOR GRANT OF INCENTIVE TO MERITORIOUS
STUDENT FOR THE ACADEMIC YEAR 2021-22**

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 2022 (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 **para (8)** 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 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 I will abide by the fact that no application will be entertained after the due date i.e. 31.03.2023.

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 2021-22

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 2021-22

5. Details of first two dependent 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 2021-2022)

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:
Institute
Date :
stamp

Signature of the Head of college /

With rubber