



GOVT OF JAMMU AND KASHMIR  
DEPARTMENT OF SOCIAL WELFARE

Email [dsworeasi@yahoo.com](mailto:dsworeasi@yahoo.com) Fax 01991-245667

## OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER REASI

# Circular

# Matter Most Urgent

### **Subject: Submission of Scholarship forms by the Head of the institutions**

It is for the intimation of all the Head of the departments/ Principals of different educational institutes of District Reasi that the applications forms of students for grant of scholarship to different categories (SC/OBC/Pahari Speaking/ Physical handicapped/ Orphan) studying in the particular institutes should be submitted collectively along with covering letter indicating category-wise no of students who have applied for scholarship under the seal and signature of Head of the Institutions, in the office of undersigned. The application forms of Post Matric/list of pre-matric students complete as per the enclosed format and guidelines should be submitted on or before 15<sup>th</sup> of November 2013 and thereafter no application form/ list shall be entertained and responsibility shall lie on your part.

Rafiq Ahmad Jaral  
District Social Welfare Officer  
Reasi

No: DSWO/R/Estt./2013-14

Dated: /10/2013

#### Copy to the:

1. Worthy District Development Commissioner Reasi for kind information.
2. Director Social Welfare Department Jammu for kind information
3. Vice Chancellor Shri Mata Vaishno Devi University Katra for kind information and Necessary Action
4. Chief Education Officer Reasi for kind information and with the request to circulate the same among the subordinate offices.
5. Principal Govt Degree College Reasi/Darmari/Mahore/ University Camps Reasi for kind information and Necessary Action
6. Tehsil Social Welfare Officer Mahore/Reasi for information and publicity among the educational institutions



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## OFFICE OF THE DISTRICT SOCIAL WELFARE OFFICER REASI

# Guidelines for Post Matric Scholarship

### NOTIFICATION

Applications are invited as per prescribed format for grant of Post Matric Scholarship for the year 2013-14 from the students belonging to **SC, OBC and Physically Challenged** categories studying within Jammu Division and students of Jammu Division studying outside the State of J&K but within India whose parental income from all sources does not exceed **Rs. 2.50 lacs per annum** in respect of SC category students , **Rs. 1.00/- Lac per annum** in respect of OBC category students and **Rs. 44,500/- per annum** in respect of Physically Challenged category students. The amount of scholarship includes maintenance allowance as prescribed under norms, tuition fee and all compulsory /non-refundable fee paid by the students studying in Government or Private Institutions recognized by the Government/UGC/Board of Technical Education and similar statutory Professional Councils of India as per the fee structure approved by the competent authority. The application forms should be accompanied with the following documents duly **attested by Govt. Gazetted Officer** and **recommended** by the Head of the concerned Institutions.

- 1/ Permanent Resident Certificate.
- 2/ Parents/Guardian Income certificate duly issued by the Revenue authority with Name/Seal, No. and date not below the rank of **Tehsildar**, to be submitted in original. Photocopy/Scanned Copy of Income Certificate shall not be entertained. In case of students whose Parents/ Guardians are Govt. employees/ pensioners, the Salary/Pension Certificate is to be issued by the concerned Drawing and Disbursing Officers/Bank along with affidavit indicating the income from all sources.
- 3/ Category Certificate SC/OBC be issued by the competent/concerned authority.
- 4/ Disability Certificate indicating 40% and above disability in case of Physically Challenged students issued by Competent Authority.
- 5/ Marks Certificate for the last three years examination passed.
- 6/ Bonafide certificate of the student issued from the concerned institute.
- 7/ Passport size photograph to be pasted on application forms duly attested by the Head of the Institution.
- 8/ Fee receipt issued by the Institute to be submitted in original.

- 9/ Hostel Fee Certificate (in case the applicant is a hosteller) issued by the concerned institute.
- 10/ The scholarship to the students studying in private institutions is admissible only in respect of institutions affiliated with the universities recognized by the Central / State Govt./ UGC/ State Board of Technical Education/ Statutory Professional councils and attached documentary proof of recognition/ affiliation from Centre/State Govt. in case of private institutions.
- 11/ Attested copies of fee structure duly approved by Centre/State Govt. in case of private institutions.
- 12/ Utilization certificate of previous amount of scholarship received.
- 13/ Affidavit by the student as per specimen given in the application form.

**(All the documents attached with the application form should be attested by a Govt. Gazetted Officer.)**

**THE GRANT OF SCHOLARSHIP IS SUBJECT TO THE FOLLOWING CONDITIONS:-**

- i) Mere filling of application form will confer no right on the student that he will be granted scholarship.
- ii) Scholarship will be restricted to the merit and income.
- iii) Preference will be given to the Students Studying in Government Institutions.
- iv) Scholarship will be disbursed to the students subject to availability of funds.
- v) The Private Institutions will have to furnish performance report for last three years about the result of the students.
- vi) The students doing computer courses will be given scholarship subject to the condition that the concerned institution shall fulfill the conditions laid down by Accredited Centres Like DOEACC, IGNOU, Technical Education, MANU & NCPUL with regard to the available infrastructure/ registration and other required requisites.

The application forms for the year 2013-14 duly recommended by the Head of concerned institution accompanied by all certificates/ documents mentioned above should reach the office of Distt. Social Welfare Officer Reasi. **Incomplete application forms shall not be entertained and will be rejected.**

**APPLICATION FOR GRANT OF POST-MATRIC SCHOLARSHIP (FRESH)  
FOR THE YEAR 2013-14**

**The Director  
Social Welfare Department,  
Jammu. ( For students studying Outside the State)**

**DSWO/ CDPO (For students studying with in  
The Jammu Division)**

Find enclosed application form of Mr./Miss

\_\_\_\_\_   
S/o / D/o Sh.

\_\_\_\_\_ belonging to Schedule Caste/ Other Backward Classes/ Physically handicapped duly completed and thus recommended for sanction/ grant of Post-Matric Scholarship.

<b>Recent Pass Port Size Photograph ( Attested By Concerned Head of the Institute)</b>
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**Sig. & Seal of the Head of  
Institution.**

**CATEGORY (PLEASE TICK)**

SC	OBC	P/C
----	-----	-----

**PART- A (To be filled in by the Student)**

1. **Name in full**

( in capital letters)

\_\_\_\_\_

2. Name of the father/guardian

\_\_\_\_\_

3. Occupation of the father/ guardian

\_\_\_\_\_

**4. Permanent Address**

( i ) Village/House  
No/Mohalla/Street

--

( ii ) Tehsil

--

( iii ) District

--

(iv) Assembly Constituency

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(v) Telephone / Contact No.

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**5. Details of bank account of student :**

- (i) Name of the payee ( as in the bank accounts )  
(ii) Name of the Bank  
(iii) Branch ( full address ) \_\_\_\_\_  
State \_\_\_\_\_ District \_\_\_\_\_ Pin \_\_\_\_\_  
(iv) Type of bank Account \_\_\_\_\_ Saving/Current

6. Monthly Income of Father/Guardian from all sources with full details  
\_\_\_\_\_

7. (i) Name of the Institution \_\_\_\_\_  
(ii) Class \_\_\_\_\_  
(iii) Date of original admission \_\_\_\_\_  
(iv) Year in which studying at present class \_\_\_\_\_  
(v) Duration of course \_\_\_\_\_  
(vi) Duration of admission in present class \_\_\_\_\_

8. State whether staying in the approved hostel \_\_\_\_\_

9. Date of joining the hostel (attach certificate from the warden & discharge certificate of warden in respect of those students who have completed the course).

10. I have read the instructions given in the form & submit that the statements made above are correct. If any portion thereof is found incorrect, the decision of authority shall be final and binding upon me.

**Signature of the candidate**

**B. To be filled in by the Head of Institution**

1. Whether the statements made by the student in Part "A" are correct according to the record available in the institution \_\_\_\_\_  
2. Character/Conduct of the student \_\_\_\_\_  
3. Whether you recommended for the scholarship \_\_\_\_\_  
4. Likely date, month & year ( in which annual exam, including practical in the current Session will be over) \_\_\_\_\_  
5. Actual date of discharge \_\_\_\_\_  
6. In case the student failed or otherwise detained/Misconduct please state the reason  
\_\_\_\_\_

7. Please state the non-refundable/ compulsory fee paid by the student, with details in the table given below \_\_\_\_\_

**PARTICULARS:**

1. College Fee \_\_\_\_\_
2. Examination Fee \_\_\_\_\_
3. Tuition Fee \_\_\_\_\_
4. Games Fee \_\_\_\_\_
5. Library Fee \_\_\_\_\_
6. Medical Fee \_\_\_\_\_
7. Any other non-refundable fee (attach detail) \_\_\_\_\_

It is certified that this institute has not forwarded / recommended any other form for grant of scholarship and also the student is not in receipt of any other scholarship. Further all his documents are Checked/Verified and Case is completed in all respects and recommended for grants of Post-Matric Scholarship under \_\_\_\_\_ Category.

	<b>Name:</b>
<b>Place</b>	<b>Signature &amp; Seal of</b>
<b>Dated</b>	<b>Head of Institution</b>
	<b>Contact No</b>

**PLEASE ATTACH PHOTO COPIES OF FOLLOWING CERTIFICATES DULY ATTESTED BY THE GOVT. GAZETTED OFFICER**

1. Permanent Residence Certificate.
2. Category Certificate (SC/ OBC) of concerned student issued from competent authority.
3. Disability Certificate, indicating 40% and above disability in case of physically Challenged Person (PCP)
4. Original Income Certificate of Parents/ Guardian duly issued by Revenue Officer not below the rank of Tehsildar concerned with his Name /seal ,No and date in respect of students whose parents/ guardian are non- Government employees.

In case of Govt. Employees / Pensioners, Salary Certificate/ Pension Certificate issued by the concerned Drawing & Disbursing Officer / Bank is required alongwith affidavit indicating that income from all sources does not exceed Rs. 2.50 lac per annum in respect of students belonging to SC and Rs. 1.00 lacs per annum for OBC Category and Rs. 44,500/Per annum in

case of students belonging to Physically challenged category.

5. Fee receipt issued by the concerned Institution in original.
6. Copy of fee structure duly approved by Centre/ State Government in case of Private Institutions.
7. Proof of recognition/affiliation from Centre/ State Govt. in case of private institutions to be attached.

**Specimen of Affidavit to be submitted by the Student**

I \_\_\_\_\_ S/o \_\_\_\_\_

R/o \_\_\_\_\_ District \_\_\_\_\_

**Do hereby solemnly declare on oath that:-**

- I am not in receipt of any other scholarship from any other institution/Department for the year \_\_\_\_\_
- I am not pursuing any other course from any other Institution for which I have applied for another scholarship.
- I have PAID/NOT PAID an amount of Rs. \_\_\_\_\_ to \_\_\_\_\_ Institution for \_\_\_\_\_ course.
- All details mentioned in the form and documents attached are true and correct and nothing has been concealed therein.
- I under take that if I am found guilty for providing any wrong information or misleading the Government, the Government is liable to take any necessary action against me under rules, including recovery of the scholarship amount/ being black listed/debarred from any scholarship in the future.

Deponent

**APPLICATION FORM FOR OF GRANT OF POST-MATRIC SCHOLARSHIP  
(RENEWAL) FOR THE YEAR 2013-14**

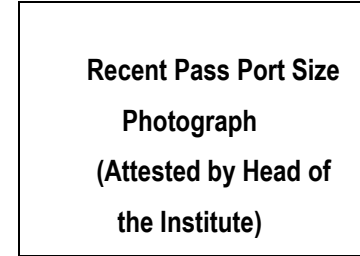
**The Director**

**Social Welfare Department,**

**Jammu. ( For students studying Outside the State)**

**DSWO/ CDPO (For students studying with in  
The Jammu Division)**

Find enclosed application form of Mr./Miss



\_\_\_\_\_   
S/o / D/o Sh.

\_\_\_\_\_ belonging to Schedule Caste/ Other Backward Classes/ Physically  
handicapped duly completed and thus recommended for sanction/ grant of Post-Matric Scholarship.

**Sig. & Seal of the Head of  
Institution.**

1. **Name of the candidate in full** \_\_\_\_\_
2. **Father's Name** \_\_\_\_\_
3. **Occupation of Father** \_\_\_\_\_
4. **Residential Address** \_\_\_\_\_
5. **Telephone/ Contact No.** \_\_\_\_\_
6. **Category** \_\_\_\_\_

SC	OBC	P/C
----	-----	-----

7. **Date of original admission** \_\_\_\_\_
8. **Course in which studying at present** \_\_\_\_\_
9. **Duration of course** \_\_\_\_\_
10. **Date of Admission from :**
  - (i) 1st year to 2<sup>nd</sup> year (attach copy of certificate) \_\_\_\_\_
  - (ii) 2<sup>nd</sup> year to 3<sup>rd</sup> year (attach copy of certificate) \_\_\_\_\_
  - (iii) 3<sup>rd</sup> year to 4<sup>th</sup> year (attach copy of certificate) \_\_\_\_\_
  - (iv) 4<sup>th</sup> year to final year (attach copy of certificate) \_\_\_\_\_
- 8 **Normal date of completion of course** \_\_\_\_\_
9. **Total number of failure chances in the study course** \_\_\_\_\_



8. In case student failed or was otherwise detained/Misconduct please state the reasons \_\_\_\_\_

**9. Details of non-refundable fee realized at the time of admission in the present class:-**

- (i) Tuition Fee \_\_\_\_\_
- (ii) Examination Fee \_\_\_\_\_
- (iii) Admission Fee \_\_\_\_\_
- (iv) Games Fee \_\_\_\_\_
- (v) Any other non-refundable fee attach original receipt \_\_\_\_\_

10. Whether the student is day scholar/ hosteller \_\_\_\_\_

11. If staying in approved Hostel ( Attach certificate from the warden) \_\_\_\_\_

12. Date of joining the Hostel ( Attach certificate from the warden) \_\_\_\_\_

13. The order number and date and also serial No. of annexure of last year sanction \_\_\_\_\_

14. Amount of Post-Matric Scholarship sanctioned/ paid during last year \_\_\_\_\_

**Signature of Applicant**

It is certified that this institute has not forwarded / recommended any other form for grant of scholarship and also the student is not in receipt of any other scholarship. Further all his documents are Checked/Verified and Case is completed in all respects and recommended for grants of Post-Matric Scholarship under \_\_\_\_\_ Category

**Name:**

**Signature & Seal of  
Head of Institution**

**Contact No:**

## **Criteria for Pre-Matric Scholarship**

List of Students belonging to **SC, OBC and Physically Challenged categories** studying within District Reasi are invited from all the head of the institutions as per enclosed format and criteria for grant of Pre Matric Scholarship for the year 2013. The proposal of eligible students shall be submitted in both hard and soft copy in the office of District Social welfare officer Reasi on or before 15<sup>th</sup> November 2013. No individual or without forwarding letter of the head of the institution shall be accepted. It is further notified that no proposal or list shall be entertained after the cutoff date and if any eligible student is derived from the benefit, the responsibility shall lie on the head of the institute. The proposal shall be submitted as per the following criteria and instructions as framed by the Govt.

### **The Proposal should be submitted as per following instructions:**

1. Both in hard and soft copies should be provided.
2. Computerized in excel programme as well as on the prescribed format.
3. The head of the institutions shall ensure that only eligible students should be enlisted after proper securitization and verification.
4. The head of the institutions shall certify that no eligible student has been left out.
5. The head of the institutions shall also ascertain that monthly income of parents of students belonging to OBC and PH categories does not exceed Rs. 2100.

### **Criteria/eligibility conditions**

<b>S.no</b>	<b>Category</b>	<b>Class</b>	<b>%age of marks in previous exam</b>	<b>%age of attendance</b>	<b>Monthly Income</b>
1.	SC	1 <sup>st</sup> to 5 <sup>th</sup>	No Bar	80%	No Bar
		6 <sup>th</sup> to 8 <sup>th</sup>	50%or above	80%	No Bar
		9 <sup>th</sup> to 10 <sup>th</sup>	55%or above	80%	No Bar
2.	OBC	1 <sup>st</sup> to 5 <sup>th</sup>	No Bar	80%	Rs. 2100
		6 <sup>th</sup> to 8 <sup>th</sup>	50%or above	80%	
		9 <sup>th</sup> to 10 <sup>th</sup>	55%or above	80%	
3.	Physically Handicapped	1 <sup>st</sup> to 5 <sup>th</sup>	No Bar	80%	
		6 <sup>th</sup> to 8 <sup>th</sup>	50%or above	80%	
		9 <sup>th</sup> to 10 <sup>th</sup>	55%or above	80%	

**Note: Incomplete Proposal/list shall not be entertained and will be rejected.**

**Format for the grant of Pre Matric Scholarship to SC/OBC/PH Categories:-**

S.no	Tehsil	Zone	Name of School	Name of Students	Father's Name	Residence	Sex	Class	%age of marks in Previous Exam	%age of Attendance	Monthly Income	Category /Sub Caste
1	2	3	4	5	6	7	8	9	10	11	12	13

Certified that:

1. Only eligible students as per the instructions/criteria have been recommended for the scholarship
2. The above mentioned students have not been recommended for scholarship in any other scheme.
3. The above information is correct to the best of my knowledge.

**ZEO/Head of the Institution**