

**GOVT. OF INDIA
DIRECTORATE OF EDUCATION
U. T. OF DAMAN & DIU
ANNEXURE III
(Para – 15)**

Government of India Scheme of Post – Matric Scholarships for Scheduled Castes and Scheduled Tribes _____ State / Union Territory

Application Form for Scholarship

(To be submitted to Directorate of Education)

**PART - A
(To be filled by the applicant)**



- 1 Name in full : Shri/Shrimati/Kum. _____
(In Block Letters) _____
- 2 Father's / Husband's Name : _____
- 3 Nationality : _____
- 4 Caste / Tribe : _____
Sub Caste / Sub Tribe : _____
- 5 State where permanently settled : State _____
District _____
Full Address _____

- 6 Whether applicant is employed – If Yes, give :- : _____
- (I) Name & Address of your employer : _____
- (II) Total monthly income including all allowances : _____
- (III) Whether the applicant has to support a family or not : _____
- (IV) Total annual Income from all sources of the family including your own in the preceding year ending March – 2011. : (a) Applicant's Annual Income (b) Father's/Guardian's Annual Income
- 7 Name and address of the Guardian & relationship with applicant :- : Name: _____
Address: _____
Relationship: _____
- 8 Particulars of examination taken commencing with the matriculation or equivalent examination { Please attach attested copies of Certificates / Marksheets. Any break in educational career should be mentioned in remarks column indicating also how he/she occupied himself/herself in that period }

| Name of Examination | Year in which taken | Whether passed or not. In case of last exam passed, indicate percentage of marks and Division | Institution And University / Board | Remarks |
|---------------------|---------------------|---|------------------------------------|---------|
| 1 | 2 | 3 | 4 | 5 |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

- 9) Whether in receipt of Scholarship under this scheme or any other scheme in the previous year. Yes / No

If Yes, Indicate :

I) Name of the Scholarship Scheme : _____

II) Course of study for which scholarship was given : _____

- 10) (I) Course of Study for which scholarship is now desired . _____
 (II) Class in which studying this year _____
 (III) Date of joining the Class. _____
 III) Name, Address and Telephone Number of the School/Institution in which student studying

11) **Details of Bank Account of the Student:**

- I) Name of the payee (as in the bank accounts) : _____
 II) Name of the Bank : _____
 III) Bank Branch (Full Address) : _____
 State _____ District _____
 Pin _____
 IV) Branch Code Number : _____
 V) Bank Account Number (in words _____) : _____
 vi) Type of Bank Account : _____ Saving / Current
 vii) MICR code of the Bank : _____
 viii) Mode of Electronic transfer available in the Bank ECA/RTGS/NEFT/CBS/Code Number (if any) _____
 11) If residing in the hostel of the institution or a hostel approved by it, indicate particulars. : Name _____
 Address : _____
 Date of Joining : _____
 12) No. of children receiving Post – Matric education in the current year including the applicant. Give the particulars:- _____

| Name | Age | Class and Course in which studying | Name of the Institution where studying | Whether applied for GOI Scholarship |
|------|-----|------------------------------------|--|-------------------------------------|
| | | | | |
| | | | | |

13) **Documents attached :**

- (i) Caste / Tribe and Income Certificate _____
 (ii) Income declaration. _____
 (iii) Attested copies of marksheet certificate _____
 (iv) Part 'B' of the application form duly completed and signed by the Head of Institution. _____

I/We hereby declare that I/We have read the regulations of the scheme and agree to abide by the terms and conditions of the award. I/We certify that the statements made in the application are correct and if any of them is found to be incorrect by the authority whose decision will be final and binding on me/us. I/We undertake to refund to the said authority on demand the entire amount of scholarship received by me/us or overpaid to me/us failing which the said authority may recover the amount from me/us through whatever means it deems proper.

Date : _____

Place : _____

- (i) Signature of Applicant

 (ii) (a) Signature left/right hand thumb impression of the parents / Guardians

 (b) Full name in capital letters

 (c) Relationship of guardian to student

PART - B

(To be filled in by the Head of Institution)

1. Duration of the course in which the applicant is studying: _____
2. Compulsory fees (excluding hostel rent) and other incidental charges to be paid by the applicant to the institution for the current year from 2011 to 31-03-2012 as per details given below:

| Particulars of all non – refundable compulsory fees payable by the applicant | | Rate | Amount actually payable by the applicant to the Institution | | Remarks |
|--|--|------|---|-----|---------|
| | | | Rs. | Ps. | |
| 1 | Tuition Fee | | | | |
| 2 | Examination Fee | | | | |
| 3 | Games | | | | |
| 4 | Library | | | | |
| 5 | Medical | | | | |
| 6 | Identity Card | | | | |
| 7 | Practical Fee | | | | |
| 8 | Enrolment Fee | | | | |
| 9 | Laboratory Fee | | | | |
| 10 | Subject wise extra fee, if any such as Home Science, Geography | | | | |
| 11 | + any other fees compulsory payable (To be mentioned itemwise with amounts) | | | | |
| | TOTAL :- | | | | |

3. If the applicant is residing in a hostel, indicate if he/she is entitled to free board and lodging free board / free lodging : _____
4. Cheque for Scholarship may please be issued in favor of : _____
5. Certified that :
- (i) Information given by the applicant in part – A has been checked and found correct / has been corrected in red ink.
- (ii) The course in which the applicant is studying in this Institution is a post matric one
- (iii) This Institution is affiliated to _____ University / Board and is recognized by the Govt. of India / State Govt. of _____. The applicant is studying _____ Course in this institution and the minimum qualification required for admission to that course is a pass in the _____ examination.
- 5) I undertake that the Scholarship amount in respect of the applicant if and when placed at my disposal will be disbursed by me for the specific purpose for which it is given and the accounts will be regularly rendered to the authority which awarded the Scholarship. In case the applicant leaves the Institution or otherwise discontinues the studies or accepts any other regular scholarship / stipend, the fact will be immediately reported to the said authority and payment of Scholarship to the applicant will also be discontinued. The undisbursed amount lying with the Institution on account of maintenance charges, fees etc. will also be refunded to the Government account.

No. _____

* Signature of the Head of Institution _____

Place : _____

Name in capital letters _____

Date : _____

Designation : _____

Address : _____

(Seal of the Institution)

* Stamped signature will not be accepted.

ANNEXURE – 1**Caste Certificate of Student**

- 1) Certify that to the best of my knowledge Kumari/Smt./Shri _____
_____ (Full name of Student) son / daughter / wife of
Shri _____ is a permanent
resident of _____ (Indicate Village, Tahsil /
Taluka, District and State)
- 2) Shri / Kumari /Smt. _____ (name of student)
belongs to the caste / tribe _____ and sub caste / sub – tribe
_____ (if any) . His / Her religion is _____.
- 3) The total annual income from all sources of the student's parent / guardian / husband
(including the student's own earnings, if any) in the preceding year ending 31st arch 20____ was
Rs. _____ (in figures) (Rupees _____
_____ only) (in words)

**** Signature of the issuing authority** _____

Full name in capital letters _____

Designation : _____

Address (in full) _____

Income Certificate of Parents / Guardian

- 1) Certify that to the best of my knowledge Kumari/Smt./Shri _____
_____ (Full name of Student) son / daughter / wife of
Shri _____ is a permanent
resident of _____ (Indicate Village, Tahsil /
Taluka, District and State)
- 2) Shri / Kumari /Smt. _____ (name of student)
belongs to the caste / tribe _____ and sub caste / sub – tribe
_____ (if any) . His / Her religion is _____.
- 3) The total annual income from all sources of the student's parent / guardian / husband
(including the student's own earnings, if any) in the preceding year ending 31st arch 20____ was
Rs. _____ (in figures) (Rupees _____
_____ only) (in words)

**** Signature of the issuing authority** _____

Full name in capital letters _____

Designation : _____

Address (in full) _____

** Certificate not bearing the Seal of the issuing authority if that be a Gazetted Officer will not be accepted. Others may also affix their seals, if available.

** Stamped signature will not be accepted.

ANNEXURE – II**FORM FOR DECLARATION OF INCOME****FORM (A)****(To be given by the parents / guardians when the student is not employed)**

Whereas my son / daughter / dependent Shri /Kumari / Shrimati _____
 _____ student of _____
 College has applied for grant of scholarship. I, Shri _____
 son of Shri _____ Address _____

_____ declare that my total annual income from all sources in the preceding year ending 31st March _____ is Rs. _____ as per details furnished below. I also affirm that particulars of property held by me are (as per details furnished in the scheduled hereunder) and that I have correctly indicated the amount of various taxes, cases and land revenue paid by me. I made myself personally responsible for the accuracy of the facts and figures furnished.

I further undertake that in the event of the particulars given in this declaration being found to be false, I shall refund, to the President of India the whole amount of scholarship paid to the said _____ and the Government's decision whether the declaration of particulars is false shall be final and binding on me.

Place _____

Date _____

(Signature)

----- ***** -----

FORM (B)**(to be given by the Student who is employed)**

1) _____ son of _____
 _____ Address _____

_____ Student of _____
 College, have applied for grant of Scholarship, I hereby declare that my annual income and the annual income of other members of my family from all sources in the preceding year ending 31st March _____ is Rs. _____ as per details furnished below. I further declare that the particulars of property held by me (and the other members of my family) are as shown below and that I have correctly indicated the amount of various taxes, cases and land revenue paid by me / us. I am personally responsible for the accuracy of the facts and figures furnished.

2) (a) I have a family to support and it consist of _____ members.
 (b) I have no family to support.

3) I hereby declare and undertake that in the event of the particulars given in this declaration being found to be false (in respect of which the Government decision shall be final and binding on me) I shall refund to the President of India the whole amount of the scholarship paid to me.

Place _____

Date _____

(Signature)

(Note: Certificate from the employer showing full details of Pay, G.P., D.A., HRA, C.L.A., interim relief etc. be produced)

SCHEDULED**I. EXTENT OF LAND HELD :****(As owner / tenant)**

- (i) Area _____
- (ii) Village _____
- (iii) Survey No. _____
- (iv) Land Revenue assessment _____

II. PROPERTY HELD :**(Houses, Shop, Buildings, House Sites etc.)**

- (i) House No. _____
- (ii) Street _____
- (iii) Village / Town / City _____
- (iv) Area of site _____
- (v) Rent derived, if any _____
- (vi) House tax paid _____
- (vii) Address of shop _____
- (viii) Nature of trade _____
- (ix) Sales – tax / Income tax paid _____
- (x) License No. _____

III. SALARIES DRAWN :

- (i) Name of the Employer _____
- (ii) Office / Unit in which he / she is working _____
- (iii) Address _____
- (iv) Monthly Emoluments _____
- (v) Other benefits like house-rent allowance, free house and other perquisites. _____

IV. OTHERS :

- (i) Income from subsidiary industries, part-time occupations. _____
- (ii) Amounts drawn as wages _____
- (iii) Any other income _____

Date : _____

Place : _____

(Signature or left / right hand thumb impression of the
parents / Guardians)

Name _____

Address _____

(N.B. :- Mostly the income declaration will be verified by a reference to official records. As, for example, in case of Government Servants or those in private service, the income can be verified by a reference to the employers. In the case of agriculturists by a reference to the Revenue Officer, in the case of persons paying income – tax, reference may be made to Income – tax authorities. In the case of shop – keepers, reference may be made to sales – tax figures, sales tax figures could in turn, assuming a normal profit of 10 per cent to 15% to in case of retailers and 15% to 20% in the case of wholesale dealers for grains, etc., and normally 15% to 20% for non-food items, give an idea of profit. In the case of those owning houses, annual rental value can be easily known by the reference to house tax which is fixed on the basis of rental value. In the case of landless laborers, small holders tenants of small areas or those who combine this, a rough idea of income can be obtained by a study of the size of lands held and extent of land cultivated as owner / tenant or both and /or a reference to land revenue records.