

No. 05-02/2024-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: 05 March, 2024

**CIRCULAR**

**Subject: Incentive to meritorious wards of DoT employees for the Academic year 2022-23.**

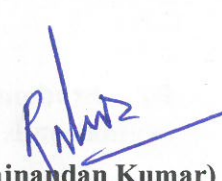
Applications are invited from the employees of DoT (only through respective administrative office/unit) for grant of Incentive to the children who are toppers in the annual examination of school/Board/University for the Academic Year 2022-23.

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**".

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 **30.04.2024**. Individual application sent by employee directly to the department shall not be accepted.

5. **Any application/list received in the section after 30.04.2024 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. 30.04.2024 through respective administrative office/unit only.**

  
(Rajnandan Kumar)  
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.
7. Web admin for uploading the circular on the official website of the department.

**Incentive amounts and eligibility criteria**

School Level	1 <sup>st</sup> Position	2 <sup>nd</sup> 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 1<sup>st</sup> or 2<sup>nd</sup> position secured by him in the annual examination of Class I. Likewise, students studying in Classes upto XII will be awarded incentive based on 1<sup>st</sup> or 2<sup>nd</sup> 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 <sup>st</sup> 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 <sup>nd</sup> 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 <sup>st</sup> 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 <sup>nd</sup> 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.

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. 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> in the class.

For Board/University level, examination the Incentive for the toppers is as follows:

Board/University Level	1 <sup>st</sup> Position	2 <sup>nd</sup> Position	3 <sup>rd</sup> 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 7<sup>th</sup> Central Pay Commission (Rs. 8,700/- GP as per 7<sup>th</sup> CPC) – upto the level of Director as on 01<sup>st</sup> 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)

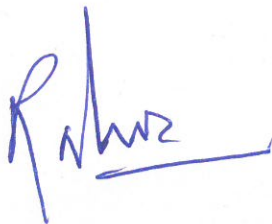
vi) Employees claiming relaxation under reserved categories i.e. SC/ST/OBC should submit their application with copies of certificate from concerned cadre controlling authority or caste certificate issued by the competent authority.

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.

8. 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).



### Incentive for the Academic Year 2022-23

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.

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**APPLICATION PROFORMA FOR GRANT OF INCENTIVE TO MERITORIOUS  
STUDENT FOR THE ACADEMIC YEAR 2022-23**

**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 2023 (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.) 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. 30.04.2024.**

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 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 2022-23**

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 2022-23
  
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 2022-23)**

**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:  
Date :

Signature of the Head of college / Institute  
With rubber stamp