

No. 5-04/2014-WL/G-II
Government of India
Ministry of Communications & I.T.
Department of Telecommunications
Sanchar Bhavan, 20, Ashoka Road, New Delhi-110001.
(G-II/Welfare Section)

Dated: 09th September, 2014

CIRCULAR

Subject: Incentive for meritorious students in the Class/ Board/ University examinations for Academic Year 2013-14.

Applications are invited from employees of DoT for grant of Incentive to the children who are toppers in the annual examination of school/Board/University. The details of the incentive are as given below:

School Level	1 st Position	2 nd Position
Class II to V	Rs. 1000/-	Rs. 800/-
Class VI to X	Rs. 1100/-	Rs. 900/-
Class XI to XII	Rs. 1200/-	Rs. 1000/-

2. 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.

3. Incentive to the students, who are studying in School where grading system of evaluation is being followed, will now be given on the following criteria:


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.

4. 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/-

5. 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.

Contd...2



6. Employees drawing Grade pay upto Rs. 8,700/- per month upto the level of Director as on 01/04/2013 are eligible to apply for the above incentive for a maximum of first two dependant children including twins. This may be duly verified/endorsed by the applicant through their respective administration. (As per performa enclosed)
7. 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 competent authority.
8. 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 Academic Year 2013-14 of the children from that office is required to be attached with application.
9. It is mandatory for Delhi/NCR/Outstation Applicants to furnish their Bank Details (Mandate Form enclosed) for making payments through ECS.
10. Application in the prescribed proforma (specimen copy enclosed) along with attested copy of the mark sheet or report card with a certificate from the educational institution specifying the position of the child in the respective annual examination may be sent to the undersigned at Welfare/General II Section, Mezz Floor, Department of Telecommunications, Sanchar Bhawan, 20, Ashoka Road, New Delhi -110001 by 30/11/2014 positively. 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 details regarding Incentive Scheme, Welfare/G-II Section, (Tele. No.-011- 23036464/6897) may be contacted.



(Anil Kumar Singh)
Welfare Officer &
Under Secretary (T)
Tel.No. 2303-6300

Copy to:

1. Chairman, TSWB, DoT.
2. All Officers/ Sections of DoT HQ, New Delhi.
3. ADG (Admn.) TEC Khursheed Lal Bhavan, Janpath, New Dehi. All other TEC. All the applications must be sent in one lot.
4. All DoT/VTM Cell, in Telecom. Circles.
5. All Wireless Monitoring Organization, DoT.
6. Notice Boards in Sanchar Bhavan/ Dak Bhavan.

**APPLICATION PROFORMA FOR GRANT OF INCENTIVE TO MERITORIOUS
STUDENT FOR THE ACADEMIC YEAR 2013-14**

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. Grade Pay as on 1st April 2013 :
7. Basic pay of the spouse and :
Official address:
(If spouse is employed)

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 :

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.....

Certified that the entries under 'B' are correct and the school is recognized by

.....

Signature of the Head of school

With rubber stamp

**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 2013-2014.**

1. Name of the Employee :

2. Designation :

3. Date of Joining in DoT :

4. 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.

Bank Stamp

Dated: _____

(_____)
Signature of the authorized official
With Phone No. from the Bank