

GOVT. OF ASSAM
WELFARE OF MINORITIES AND DEVELOPMENT DEPARTMENT

::DISPUR::

No.WMD.147/2003/163

Dated Dispur the 9th April , 2012

OFFICE ORDER

In supersession of all office orders with regards to implementation of Centrally Sponsored Pre-Matric and Post-Matric Scholarship Schemes for students belonging to minority communities (viz Muslim , Christian , Sikh , Budhist and Parsis), the following procedures will be under taken at different level as outlined below :

1. For Pre-Matric Scholarship Scheme .

- a) The Director, Assam Minority Development Board and Nodal Officer , Pre-Matric Scholarship Scheme , the Director, Elementary Education (Class -I to VIII) and the Director, Secondary Education(Class- IX to X) shall issue an advertisement as per prescribed timeline of Welfare of Minorities & Development Department . The implementation of the prescribed timeline shall be reviewed in a weekly basis by the Deputy Commissioners/SDO(Civil) and they will furnish weekly progress report to Welfare of Minorities & Development Department in this regard . They will also issue sufficient No. of prescribed form to the Deputy Commissioner/Sub-Divisional Officer (Civil) Block Development Officer , Inspector of Schools , District Elementary Education Officer, Head Masters and Principals for distribution among the deserving students .
- b) The simplified application form for Pre-matric scholarship Scheme alongwith the Notification of Income Certificate issuing authorities are enclosed in **Annexure-I & II.**
- c) The Head Master/Principal of Schools and Colleges will distribute the printed scholarship forms to the deserving students having fulfilled all the criteria particularly **fulfilling the conditions of securing 50% and above marks and annual income not exedding Rs. 1.00 lakh of parent as per guidelines.** The deserving students will also furnish duly filled up application to the respective Headmaster /Principal in time by copying the prescribed application form from the advertisement issued through the News Papers or collecting the same from the Head Master/Principal/concerned offices. **The concerned Headmaster /Principal will scrutinize the application forms received from the students and verify as to the correctness of the information furnished and forward the applications with a list of deserving student including 30% girls student in prescribed EXCEL format as enclosed at Annexure-III** with the counter signature of concerned Block Elementary Education Officer/ District Elementary Education Officer /Inspector of Schools /Deputy Inspector of Schools to the Deputy Commissioner/Sub-Divisional Officer(Civil) of the District for verification and finalization of the select list .
- d) District Level Selection Committee and Sub-Divisional Level Selection Committee are hereby constituted for each District for selecting the students and for monitoring timely implementation of the Scheme.

Contd-2.....

DIO, NIC
Scan & keep on
the district website.
SP
Shantanu B. Borah, IAS
Deputy Commissioner
Bongaigaon

0629
26/4/12

14
26/4

i)	The Deputy Commissioner/Additional Deputy Commissioner/SDO(Civil) in case of Sub-Division	-----	Chairman
ii)	SDO (Sadar)/EAC in case of Sub-division	-----	Member Secretary
iii)	Inspector of Schools or his representative	-----	Member
iv)	DEEO or his representative	-----	Member
v)	One Member from the P.M's New 15 th Point Programme Committee to be nominated by the concerned Deputy Commissioner both for the District Level Selection Committee & Sub-Divisional Level Selection Committee .	-----	Member
vi)	Chairman , Sub-Divisional Minority Development Board	-----	Member

The Committees will sit immediately after receipt of the application forms alongwith the list of students in prescribed format and approve the list for onward transmission to the Director , Assam Minority Development Board and State Nodal Officer for further course of action alongwith soft copy . The Committee will ensure adherence to the guidelines of the Scheme. In case of any clarification the Deputy Commissioner/SDO(C) will refer the matter to Welfare of Minorities & Development Department for instruction/clarification . In case there is no quorum inspite of notice for the meeting circulated duly, the Deputy Commissioner/SDO(C) will approve the list after inhouse scrutiny and forward the list to the State Nodal Officer for further course of action.

The timeline for the Pre-matric Scholarship Scheme is enclosed herewith at **Annexure-IV** .

2. For Post-Matric Scholarship (Class XI – XII/ UG/PG/M.Phil/Ph.D /ITI /Polytechnic/ other vocational courses):

The Post-matric Scholarship Scheme shall be online from the current year 2012-13 for which the procedure and timeline follows.

This procedure shall come into force from 2012-13.

Sd/-
Principal Secretary to the Govt. of Assam
Welfare of Minorities and Development Department

Memo No. No.WMD.147/2003/163-A

Dated Dispur the 9th April , 2012

Copy forwarded for kind appraisal, information and necessary action to :

1. The Principal Secretary to the Chief Minister , Assam .
2. P.S to the Hon'ble Minister , Welfare of Minorities & Development Department .
3. Staff Officer to the Chief Secretary , Assam .
4. P.S to the Principal Secretary , Welfare of Minorities & Development Department .
5. P.S to Commissioner & Secretary to the Govt. of Assam , Education (Elementary) Department .

6. The Commissioner & Secretary to the Govt. of Assam, Education(Higher)Department.
7. P.S to Secretary to the Govt. of Assam , Education (Secondary) Department .
8. The Deputy Commissioner (All District) .
9. The Director , Higher Education , Assam , Kahilipara , Guwahati -19.
10. The Director , Secondary Education , Assam , Kahilipara , Guwahati-19.
11. The Director , Elementary Education , Assam , Kahilipara , Guwahati-19.
12. The Director of Char Areas Development of Assam , Guwahati .
13. The Director , Assam Minority Development Board , Ganeshguri .
14. The Director , Printing & Stationary , Bamunimaidam .
15. The Inspector of Schools (All District)
16. The D.E.E.O (All District)

By order etc.

Alice

Joint Secretary to the Govt. of Assam
Welfare of Minorities and Development Department

D.C. Bongaigaon

**PRE-MATRIC SCHOLARSHIP FOR STUDENT BELONGING TO THE MINORITY COMMUNITIES
FORMAT OF APPLICATION**

FOR OFFICE USE ONLY

Sl. No. of Application	Year	Course	Whether approved

Affix a self
attested
passport size
photograph

1. Name of Students (In Block Letters) :
2. Fathers Name :
3. Mothers Name :
4. Correspondence/
Permanent Address :
5. Phone/Mobile No. :
6. Date of Birth.(Enclose Certificate) :Religion:.....
7. Whether Male or Female :Nationality.
8. Guardian occupation Annual income.....
(Enclose (I) Income certificate from notified competent authority of State Govt. as per **Appendix- I**,
(ii) In case of salaried person, income certificate from Drawing and disbursing Officer.)
9. Details of educational qualifications (Enclose attested copies)

Examination passed	School/Board/ Council of Examination	Main Subject	Year of Passing	Percentage of Marks	Div./Class/ Grade

10. For Renewal of Scholarship:

Name of examination passed	Year	Marks obtained	Full marks	% of marks

11. Details of course for which scholarship is being sought:

- i. Name of Class/Course :
- ii. Duration of Class/Course :
- iii. Academic year :
- iv. Class/course last attended/ academic year :
- v. Total marks obtained & percentage in last examination :

12. Details of Bank Account of Students:

- i. Name of payee (as in the bank accounts)
- ii. Name of the Bank & Branch :
- iii. Account No. Branch Code No.....
- iv. MICR code
- v. Mode of Electronic transfer available in the bank- ECA/RTGS/NEFT/CBS/code no.....

13. Total Annual Course fee : Rs.

(Break up of course fee such as tuition fee, examination fee, library fee, examination fee etc. other then refundable deposit)

Sl. No.	Item	Annual fee
1		
2		
3		
4		
5		
TOTAL Rs.		

14. Declaration

- i. I hereby declare that the information given above is correct.
- ii. I am not availing any other scholarship for this purpose from any source.
- iii. I shall abide by the terms & conditions for sanction of the Pre-matric Scholarship.
- iv. I undertake that if, at any stage, it is found to the satisfaction of the sanctioning authority in the concerned state Government/Union Territory Administration that the information given by me is False or if I violate the terms & conditions of the scholarship, the scholarship sanctioned to me, may be cancelled and the entire amount of scholarship will be refunded by me or recovered from me, apart from such penal action as warranted by law.

Date :

Signature of Student

Place :

TO BE FILLED UP BY THE HEAD OF THE SCHOOL/COLLEGE/INSTITUTE .

15. Detail of School/College/Institute including Residential ones :

- i. Name of the School/College/Institute where admitted :
- ii. Address of School/College/Institute :
- iii. Telephone/Mobile No. fax No. :
- iv. E-Mail address :
- v. If private institute, is the school/college/institute recognized? If so, the name of authority which has recognized it :
- vi. Account No. Branch Code No.....
- vii. Name of the Bank & Branch:.....
- viii. Name of payee (as in the bank accounts).....
- ix. MICR Code.....
- x. Mode of Electronic transfer available in the bank- ECA/RTGS/NEFT/CBS/code no.....

16. Certification/ Verification/information to be furnished by the head of the school/college/institute :

- I. It is certified that the information filled in the above mentioned columns by Shri/KumariS/o/D/o shri..... who admitted in, course for the academic session inschool/college/institute is correct.
- II. He/ She is hosteller/day scholar of the school/college/institute.....
- III. He/ She is a fresher admitted in the school for academic year or
- IV. He/ She has been promoted fromto.....in the academic year.....
- V. The student belongs to notified minority community (viz. Muslim/Christian/ Buddhist/Sikh/Parsi)
- VI. The student has secured not less than 50% marks in the last final examination.
- VII. The student has fulfilled all the eligibility criteria as per the guideline

Signature of Head of the
School/ college/ institute
With official seal

Date :

Place:

Appendix- I

Appendix to the Application Form
(Specimen)

A. DECLARATION OF PARENTS'/GUARDIAN'S INCOME IN CASE OF SELF EMPLOYED PERSON.

I.....(Parents/Guardian) of(Name of Student) who is studying in hereby declare that my annual income from all sources is Rs.....(in figures) Rupees.....only (In words).

If any stage, it is found that the information given by me is false/not true, all benefits given to the student under the scheme of "Pre-matric scholarship for students belonging to minority communities" could be withdrawn and legal action as deemed fit, may be taken against me or my ward.

Signature

Date:

(Father/Mother/Guardian)
Residential Address

B. Certification and verification by notified competent authorities of State Govt. vide Notification No W.M.D. 59/2011/205 Dated 10th January 2012

The Annual Income of Sri/ Smt is verified and found to be Rs. (in words)..... per annum. This certificate is valid only for using in availing the Pre-matric Scholarship subject to all guideline.

Signature & Seal

Chairman/ Executive Officer, Town Committee/ Chairman/ Executive Officer, Municipal Board/ Commissioner/ Joint Commissioner/ Collector, Guwahati Municipal Corporation/ Circle Officer/ Mauzadar/ President Zila Parishad/ President Anchalik Panchayat/ President Gaon Panchayat/ Block Development Officer.

Date:

Place:

GOVT. OF ASSAM
WELFARE OF MINORITIES AND DEVELOPMENT DEPARTMENT
::DISPUR::

No.WMD.59/2011/205

Dated Dispur the 10th January, 2012**NOTIFICATION**

The Governor of Assam is pleased to authorize the following authorities to issue income certificate to the students belonging to the notified minority communities mentioned below within their jurisdiction with immediate effect.

This shall be applicable and valid only for the purpose of scholarship to minority students. This provision has done away with the submission of affidavit in respect of income of parents/guardian of the applicant.

The Principal/Head Master will certify the percentage of marks obtained in the last annual examination along with the religion and fulfillment of eligibility criteria of the concerned student.

Name of Authorities

- | | | | |
|----|--------------------|-------|--|
| 1. | Town Committee | ----- | Chairman / Executive Officer |
| 2. | Municipal Board | ----- | Chairman / Executive Officer |
| 3. | G.M.C. | ----- | Commissioner / Joint Commissioner / Collector |
| 4. | President | ----- | Zila Parishad/ Aanchalik Panchayat /Gaon Panchayat |
| 5. | Circle Officer | | |
| 6. | Mouzadar | | |
| 7. | Block Dev. Officer | | |

Name of the Minority Communities

(1) Muslim (2) Christian (3) Buddhist (4) Sikh (5) Parsi

sd/

Deputy secretary to the Govt. of Assam,
Welfare of Minorities & Development Deptt.

Dated Dispur the 10th January, 2012

Memo No.WMD.59/2011/205-A

Copy to:

1. P.S. to Hon'ble Minister, WMD Deptt. for kind information of Hon'ble Minister.
2. Principal Secretary to Hon'ble Chief Minister, Assam.
3. Staff Officer to Chief Secretary, Assam for kind information.
4. P.S. to Principal Secretary, WMD Deptt., Dispur.
5. Commissioner & Secretary, Education (Elementary/Secondary/Higher) Deptt for kind information.
6. All Deputy Commissioners. They are requested to circulate the notification to all concerned and also give wide publicity.
7. The Director, Secondary/Technical Education for information & circulation.
8. The Director, Char Area Dev., Assam, Kahilipara Road, Guwahati-6 for information.
9. The Director, Assam Minorities Dev. Board, RGB Road, Guwahati-6 for information.

By order etc.

[Signature]
15/01/2012

Deputy secretary to the Govt. of Assam,
Welfare of Minorities & Development Deptt.

s/c

Excel Data Sheet

Annexure-III

Sl. No.	Code No.	Class	Name of Student	Son/Daughter of	Bank Account No.	Address	Male/Female	Religion	% of last exam	Annual Income	School Address	Bank Account No.	Govt./Private	New	Renewal	Admn. Fees	Tution Fees	Maintenance Allowance	Total	
1																				
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				

Signature of Head of Institute

Counter Signature of Inspector of Schools/DEEO

Approval of Dist. Level /Sub-Divisional Level Selection Committee

Timeline of activities in respect of Pre-Matric Scholarship 2012-13 (Fresh & Renewal)

Sl. No.	Activities	Timeline
1	Advertisement by the State Nodal Officer, Director, Assam Minorities Development Board; Director, Elementary Education (Class I-VIII); Director, Secondary Education (Class IX-X) for the year 2012-13.	1 st April, 2012
2	Circulation of forms by Director, Secondary / Elementary to reach the Head Master / Principal etc.	By 30 th April, 2012.
3	Collection of application forms by the Head Master / Principal from the students & Scrutiny.	By 31 st May, 2012.
4	Submission by Head of Institution the select list of students along with the applications of the students in original as per guideline in prescribed Excel format with counter signature of concerned Education Officer (BEEO, DEEO, DI, IS) to D.C./SDO (Civil)	11 th June, 2012.
5	D.C./SDO (Civil) with call meeting of the Selection Committee .	By 18 th June, 2012.
6	Submission of proposals containing select list of students in the prescribed Excel format duly countersigned by the concerned DC/SDO (Civil) or his authorized Officer with soft copies by the D.C./SDO (Civil) to the State Nodal Officer, Director, Assam Minorities Development Board.	25 th June, 2012.
7	Submission of proposals by the Director, Assam Minorities Dev. Board in prescribed format of Govt. of India to Welfare of Minorities & Dev. Department.	10 th July, 2012.
8	Submission /Forwarding of proposals to Govt. of India, Ministry of Minority Affairs by the State Govt. (WMD Deptt.)	15 th July, 2012.