

# DEPARTMENT FOR THE WELFARE OF SC/ST/OBC/MINORITIES GOVERNMENT OF NCT OF DELHI



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**ATTENTION: SC/ST/OBC/MINORITY (INCLUDING JAIN COMMUNITY)  
STUDENTS OF CLASS VI TO XII OF ALL GOVERNMENT/AIDED/RECOGNIZED  
PUBLIC SCHOOLS AFFILIATED TO DIRECTORATE OF EDUCATION/KENDRIYA  
VIDYALAYA/NATIONAL OPEN SCHOOL/SCHOOLS AFFILIATED TO NDMC/  
DELHI CANTONMENT BOARD.**

## **Free Supply of Stationery to SC/ST/OBC/Minorities (Including Jain Community) Students Studying in Class VI to XII (2011-2012)**

**Closing Date: 31.10.2011**

### **ELIGIBILITY CRITERIA**

1. Free supply of stationery to SC/ST/OBC/Min. students studying in class VI to VIII and class IX to XII.
2. The students should not have less than 70% attendance in the preceding academic year.
3. Family income should not exceed Rs. 2,00,000/- p.a. and the proof in the form of self declaration (self certified income certificate) as per format given with the application form will be required.
4. The student should have SC/ST/OBC certificates in the name of Student/Father issued by the competent authority of Delhi i.e. Tehsildar/ SDM of the area and in case of minority student, declaration of minority status of the students by the parents in the form of an affidavit (in a non judicial stamp paper of value of Rs. 10). In case of minority students five years resident proof in Delhi i.e. ration card/EPIC is also required.

### **RATES OF FINANCIAL ASSISTANCE**

**Class VI to Class VIII - Rs. 450/- Per Annum**

**Class IX to Class XII - Rs. 750/- Per Annum**

### **HOW TO APPLY**

- (a) The application forms can be downloaded from the website of the Department i.e. [www.scstwelfare.delhigovt.nic.in](http://www.scstwelfare.delhigovt.nic.in).
- (b) Eligible students studying in schools affiliated to NDMC may submit their form to Head of Schools/Principal who in turn may submit the consolidated proposal in the prescribed proforma as well as soft copy to Dy. Education Officer (General), Dept. of Education, Palika Kendra, Sansad Marg, New Delhi who is the Nodal officer in the matter.
- (c) Eligible students studying in Government/Govt. Aided schools affiliated to Dte. of Education may submit their forms to Head of schools/Principal who in turn may submit the consolidated proposal in the prescribed proforma as well as soft copy to District concerned. The Dy. Director of the District may in turn submit the consolidated proposal in the prescribed proforma as well as soft copy to Dy. Director (Planning), Old Patrachar Building, Timarpur, New Delhi who is the Nodal officer in the matter.
- (d) Eligible students studying in school affiliated to Delhi Cantonment Board may submit their forms to Head of schools/Principal who in turn may submit the consolidated proposal in the prescribed proforma as well as soft copy in the Office of Chief Executive Officer, Delhi Cantonment Board, Delhi Cantonment, Delhi-110010 who is the nodal officer in the matter.
- (e) Eligible student studying in school, affiliated to Kendriya Vidyalaya Sangathan may submit their application form to Head of school/Principal who in turn may submit the consolidated proposal in prescribed proforma as well as softcopy in the office of Assistant Commissioner, Kendriya Vidyalaya Sangathan, Delhi Region, JNU Campus New Delhi who is the nodal officer in the matter.
- (f) Eligible student studying in Recognized public school/National Open Schools and other schools approved by Government but not falling under any of the category above may submit their forms to Head of School/Principal who in turn may submit the consolidated proposal in the prescribed proforma as well as soft copy along with the complete application forms along with the relevant documents to Joint Director (SC/ST/OBC/MIN), Dept., for the Welfare of SC/ST/OBC/Minority, B-Block, 2nd Floor, Vikas Bhawan, I.P. Estate, New Delhi-110002.

**Note: The Head of School mentioned above at (b) to (e) will keep the application of the students and other supporting documents such as attested copy of caste certificate, previous class mark sheet, self declaration, affidavit etc. for their record which may be checked by this Department any time.**

### **OTHER CONDITIONS**

Individual applications shall not be entertained. Head of School must ensure that no eligible SC/ST/OBC/MIN student is left out and consolidated list of students in the prescribed proforma should be sent to concerned office indicated above. The Nodal officer of the concerned department/organization should forward the complete proposal (in soft copy as well as hard copy as per prescribed proforma which may be downloaded from the website of department) to Joint Director (SC/ST/OBC/MIN), B-Block, 2nd Floor, Vikas Bhawan, I.P. Estate, New Delhi-110002 on or before the closing date. Applications/proposals received after the last date will be rejected summarily. On the forwarding letter the name of scheme should be clearly indicated.

**Format of application Form, Consolidated statement (to be filled by Head of School, Concerned), Self Declaration of family income and Electronic Clearing service proforma in respect of school/student may be downloaded from the Department's website: [www.scstwelfare.delhigovt.nic.in](http://www.scstwelfare.delhigovt.nic.in).**

**APPLICATION FORM (Free supply of Stationary)**  
**2011-12**

**Closing Date:- 31/10/2011**

**Eligible students are advised to submit their application in the prescribed format to their respective school Heads along with the following documents.**

- (i) One copy of the passport size photograph with signatures of the student thereon.
- (ii) One attested copy of last examination passed.
- (iii) A certificate of Caste of student/father should be issued by the Tehsildar/S.D.M. of Govt. of NCT of Delhi.
- (iv) In case of minority students, declaration of minority status of the student by the parent in the form of an affidavit (in a non-judicial stamp paper of value Rs. 10/-). In case of minority students, five years residence proof in Delhi i.e. Ration Card/Epic is also required.
- (v) Self declaration of family income in the prescribed format is required.
- (vi) Proof of the attendance.

**APPLICATION FORM:**

Name of the student \_\_\_\_\_

Date of Birth (DD/MM/YYYY) \_\_\_\_\_

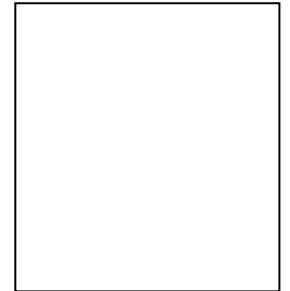
Name of Father/guardian \_\_\_\_\_

Phone No(If any) \_\_\_\_\_

Class in which he/she studying \_\_\_\_\_

Yearly family income \_\_\_\_\_

Category( SC/ST/OBC/Min.) \_\_\_\_\_



**Certified that the information given above is true to the best of my knowledge & belief.**

**Signature of the student**

# ELECTRONIC CLEARING SERVICE (ECS) DETAILS

## Student Bank Account particulars

(Only For the students studying in Recognized Public Schools/National Open School)

### Particulars of Bank Account (Please attach a photo copy of cheque)

1. Student Name (As in Bank Account)

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2. Bank Name:.....

3 Branch Address:.....

4 Bank Telephone No.:.....

5 M.I.C.R. (9 digit number):.....

6. Bank A/c type (Saving/Current):.....

6. Bank A/c Number:.....

**Signature of the Student**

**Dated:.....**

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# ELECTRONIC CLEARING SERVICE (ECS) DETAILS (SCHOOL)

## School particulars

1. Name of the School (along with full postal address & PIN code).....  
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2. SCHOOL Code No.:.....

3. SCHOOL Telephone No. :.....

4. SCHOOL E-mail ID. :.....

## **Particulars of Bank Account (Please attach a photo copy of cheque)**

5. Bank A/c operated by (Whether Principal/DDO may be specified):  
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6. Bank Name:.....

7 Branch Address:.....

8 Bank Telephone No.:.....

9 M.I.C.R. (9 digit number):.....

10. Bank A/c type (Saving/Current):.....

11. Bank A/c Number:.....

Signature of the Bank account operator with official seal .....

Dated:.....

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