



UTTAR PRADESH PURVA SAINIK KALYAN NIGAM LIMITED  
ISO 9001:2008 & 18001:2007 CERTIFIED COMPANY  
A U.P GOVERNMENT UNDERTAKING

**SOP FOR AWARD OF EDUCATION SCHOLARSHIPS TO ELIGIBLE  
DEPENDENTS OF EX-SERVICEMEN AND CIVILIAN EMPLOYEES OF THE U.P  
PURVA SAINIK KALYAN NIGAM FOR OUTSTANDING ACADEMIC  
PERFORMANCE IN CLASS X<sup>th</sup> & XII<sup>th</sup> BOARD EXAMINATIONS**

**INTRODUCTION**

1. Award of education scholarships is an effective medium to inspire students and to honour their ingenious talent. Since its inception, Nigam is committed towards welfare of ex-servicemen who are employed with Nigam, in right earnest. Till now, Nigam is implementing medical and accidental insurances, marriage grant and other welfare schemes for her employees. However a need was being felt for long time to support and nurture young talents who are dependents of the Nigam employees, so that they can achieve their true potential and help in nation building.

In pursuance of the above vision, an award of **educational scholarships** to eligible dependents of ESM (*except officers working with the Nigam in capacity of AGM & above*) and to eligible dependents of all civilian employees (*including civilian employees working as field force*) of Nigam, who excel in academics and have obtained outstanding grading/marks in class X<sup>th</sup> and class XII<sup>th</sup> board examination is being instituted.

**Aim**

2. The aim of this SOP is to lay down guidelines and procedures for the application, selection and award of educational merit scholarships to eligible dependents of ESM including civilian employees of Nigam who excel in class X<sup>th</sup> and XII<sup>th</sup> board examinations.

**Eligibility**

3. The eligibility conditions for grant of scholarship(s) are as given below:-

(a) **Definition of Dependents:**

- (i) Only son(s) & daughter(s) (*including legally adopted*) of ESM & civilian employees (*working both as office & field staff*) having **valid contract with Nigam** shall be treated as dependents for the purpose of this SOP.
- (ii) Son(s) up to the age of 25 years and unmarried daughter(s) shall only be eligible for grant of scholarship under this scheme.
- (iii) Dependents of an officer working with the Nigam (i.e. AGM & above ranks) **shall NOT be** eligible for grant of scholarship under this scheme.



- (iv) Only up to maximum two dependents of a Nigam employee shall be eligible for grant of scholarship under this scheme.
- (v) In case of legally adopted dependents, concerned employee will have to furnish all necessary legal documents to securely establish that dependents have been adopted as per established norms and procedures laid down by Government authorities from time to time.

#### Scope of Scheme

4. The scope of scheme shall be limited to grant of educational scholarships to eligible dependents of the Nigam employees (as described in para-3 above) in the manner given below:-
  - (i) Scheme shall be operational from 1<sup>st</sup> April 2020 onwards.
  - (ii) Scholarship will be awarded for outstanding performance during every academic year, starting from board exams conducted in calendar year 2020.
  - (iii) Applications for grant of scholarships will be considered across all education boards which are recognized by central/state Governments.
  - (iv) Grant of scholarships will be based solely upon the marks obtained in class X<sup>th</sup> & class XII<sup>th</sup> board examinations for corresponding year.
  - (v) In order to be considered for the scholarship, an applicants must have obtained **minimum 75% & above marks** in class X<sup>th</sup> or XII<sup>th</sup> board examinations conducted by CBSE/ICSE/any other central boards **or minimum 65% and above** for all other state boards as a regular bona fide student.
  - (vi) Scholarships will not be awarded to applicants passing class X<sup>th</sup>/XII<sup>th</sup> Board exams as a private student.

#### Selection procedure for award of scholarship

5. A total of **100** scholarships each for Class X<sup>th</sup> and Class XII<sup>th</sup> will be awarded to regular students who have obtained minimum 75% and above in CBSE/ICSE/any other central board exams **or** minimum 65% or above in any other State boards in that calendar/ award year. **Selection will be purely based upon the merit scores (aggregate board marks) in descending order in the respective board exam category with the highest marks on top.**
6. Selection merit will be prepared in *separate category* for CBSE/ICSE/ any other central boards **and** other State boards as per procedure mentioned in Para 5. The number of scholarships in each category (for both class X<sup>th</sup> and XII<sup>th</sup>) will be drawn separately as follows:-
  - (a) **Category A.** Scholarships for CBSE/ICSE/Any other Central Boards-  
**-60 scholarships.**
  - (b) **Category B.** Scholarships for All other State Boards **-40 scholarships.**
7. The total number of scholarships for both class X<sup>th</sup> and XII<sup>th</sup> is fixed at 100 each (inclusive of both category A & B mentioned above). In case of number of eligible applicants in either of category fall short (for both class X<sup>th</sup> & XII<sup>th</sup>), excess eligible applicants from other category(s) may be considered for award of scholarship strictly in order of merit for that class/category only, by transferring remaining scholarships from unfilled category . However under no circumstances, total number of scholarships shall go beyond 100 in each class (X<sup>th</sup> and XII<sup>th</sup>).



8. In case of a tie in class XII<sup>th</sup> board exam scholarship scheme, a student who has not been awarded the scholarship earlier i.e. in class X<sup>th</sup> will be given preference. In case, neither student has received scholarship earlier, both may be considered subject to upper ceiling of 100 scholarships. In case of a tie in class X<sup>th</sup> board exam scholarship scheme, same principle may be followed (grant of scholarship to both students subject to overall ceiling of 100 scholarships). However selection committee may recommend any other appropriate solution depending upon the situation to the Managing Director.
9. **Quantum of Scholarships**
- (i) **Class X<sup>th</sup>**. Rs 50,000/- to be payable in two annual installments of Rs 25,000/- each. First installment will be given immediately upon selection and second installment will be released only after successfully passing of class XI<sup>th</sup> internal exams with minimum 60% marks as a regular bona fide student.  
For receiving second installment applicant will be required to submit attested copy of class XI<sup>th</sup> mark sheet/report card along with bona fide student certificate for class XII<sup>th</sup>, latest by **31<sup>st</sup> July** with respective RO office who will be forward the same to Nigam HQ latest by **31<sup>st</sup> August** every year.
- (ii) **Class XII<sup>th</sup>**. One time award of Rs 50,000/- immediately after selection in the scholarship scheme based upon class XII<sup>th</sup> marks.
10. All payments shall be made after due audit by the accounts section as per the board proceedings proposed by selection committee/board of officers and approved by MD. Payments shall be made directly into the account of the awardees by electronic means of transfer.

**Procedure for Application**

11. ESMs and civilian staff (including field staff) will be required to submit application to their respective AGM (Ops) of RO and to AGM (HR & Adm) in case of staff of Nigam HQ as per the formats attached at **Appendix A and B** along with all necessary duly attested certificates. Advance copy of the application may also be forwarded by the applicant to AGM (HR & Adm) through E-mail on [agmhr@upsainiknigam.com](mailto:agmhr@upsainiknigam.com).
12. To avoid any kind of manipulation, submitted applications shall not be accepted unless copy of original mark sheet duly attested by the concerned school/college is attached for selection committee's consideration. Selection Committee/board of officers shall have the right to call upon original mark-sheet any time if they desire.
13. AGM (Ops) of the respective ROs will maintain a record register for all applications received and will endorse the entries after scrutinizing the application for correctness.
14. The ROs will forward the applications to AGM (HR & Adm) immediately after they are received and scrutinized. In order to negate late receipt of applications at Nigam HQ/transit loss during post, applications will also be forwarded on email to AGM (HR & Adm).

15. At Nigam Headquarters, a record as per the format given below will be maintained:-

Sr. No	Name of ward/dependents	S/o, D/o (Particulars of Ex-Servicemen/Office Employee)	Date of Receipt	Documents received/ found attached	Initial of Dealing Clerk	Initial of AGM (HR &Adm)	Initial of Presiding Officer
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16. On receipt of complete applications from all Regional Offices along with detailed recommendations of respective AGM (Ops), AGM (HR & Adm) shall again scrutinize the applications for correctness before recommending to the selection committee/ board of officers.

17. A selection committee/board of officers will be convened at Nigam Headquarters as follows:-

- |     |                   |    |                   |
|-----|-------------------|----|-------------------|
| (a) | Presiding Officer | -  | DGM               |
| (b) | Members           | 1. | - AGM (HR & Adm)  |
|     |                   | 2. | - AGM (Fin & PP)  |
|     |                   | 3. | - AGM, RO Lucknow |
|     |                   | 4. | - Dealing Clerk   |

18. **Merit Certificate** A merit certificate will be given to all scholarship awardees during award giving ceremony to be held at Nigam HQ every year.

19. **Time Lines**

- |       |  |   |                |
|-------|--|---|----------------|
| (i)   | Last date for submission of application at ROs (However, for academic year 2019-20 it may be delayed due to lockdown, same will be intimated by HQ accordingly).         | - | <b>31 Aug.</b> |
| (ii)  | All applications to reach at Nigam HQ by   | - | <b>30 Sep.</b> |
| (iii) | Declaration of results after MD's approval   | - | <b>31 Oct.</b> |
| (iv)  | MD shall have right to alter or revise above timeline at any time due to any unforeseen emergency.   |   |                |
| (v)   | Scholarships will be awarded along with the merit certificates during an award giving ceremony as per convenient date in the same calendar year to be decided by the MD. |   |                |

**Budgeting/Financial Effect**

20. A total expenditure of Rs 1,000,000 /- (Rupees One Crore) will be borne by the Nigam Headquarters for distribution of education scholarship (Rs 50,00,000/- lakh each for class X<sup>th</sup> and Class XII<sup>th</sup>) under **Ex-servicemen/Employee Welfare Fund**.



The scholarship scheme shall commence with effect from Financial Year 2020-21. Total allocated budget for this scheme for FY 2020-21 will be Rs 75,00,000/- and thereafter Rs 1.0 Crore every financial year.

21. Nigam reserves right to alter or modify above SOP based upon Board of officer's (*constituted in Para 17 of this SOP*) recommendations along with the concurrence of MD at any given point of time to safeguard the interest of Nigam and her employees.

**SUMMARY**

20. Children are future to our nation. In order to motivate and encourage talent amongst the wards/dependents of the Nigam employees, this scholarship scheme is instituted.

Case No: 1050/SKN/Welfare/SOP(ES)  
Dated : 08<sup>th</sup> May 2020

  
(Dheeraj Kumar, IAS)  
Managing Director 8/5

Distribution list:-

1. DGM for necessary action & information.
2. AGM (HR & Adm) for initiating scheme as per SOP directions given above.
3. AGM (Fin & PP), for necessary action & information.
4. All AGM (Ops) for information/circulation to all employees of the Nigam.

  
(Dheeraj Kumar, IAS)  
Managing Director 8/5/2020

**Appendix A**  
(Refer Para 11 of SOP)

**APPLICATION FOR AWARD OF EDUCATION SCHOLARSHIPS TO ELIGIBLE  
DEPENDENTS OF EX-SERVICEMEN AND CIVILIAN EMPLOYEES OF THE U.P PURVA  
SAINIK KALYAN NIGAM FOR OUTSTANDING ACADEMIC PERFORMANCE IN CLASS  
X<sup>th</sup>&XII<sup>th</sup>BOARD EXAMINATIONS**

1. Name of the ward :
2. Name & Particulars of the parents  
(Specify No & Rank in case of Ex-Servicemen as applicable)
3. Employee ID.
4. Contract with Nigam valid up to
5. Regional Office where employed :
6. Class for which application is made
7. Date of completion of academic session
8. Examination Result :-
  - (a) Marks/Grade obtained
  - (b) Total Marks
  - (c) Percentage of Marks (if applicable)
9. Details of working bank Account in name of dependent/joint account with parents
  - (a) Name of Account holder :
  - (b) Name of Bank and address :
  - (c) IFSC Code :
  - (d) Branch Code :
  - (e) MICR No :
10. Documents attached as applicable :
  - (i) Attested copy of Mark Sheet of Class X<sup>th</sup> or XII<sup>th</sup> board examination.
  - (ii) Bona fide certificate for Class X<sup>th</sup>, XI<sup>th</sup> or XII<sup>th</sup> in Appendix B (as applicable/)
11. Applicant's postal correspondence Address along with mobile No and email ID

**CERTIFICATE**

I, certify that the particulars given above are correct to the best of my knowledge and I am aware that penal action may be taken against me for any misrepresentation or false information furnished by me.

Place :

(Signature of the ward)

Dated :

(Signature of the parent)

**COUNTERSIGNED**

Certified that Master/Miss.....son/daughter of ..... bearing Employee ID ..... is recorded in his record of service and his/her ward's date of birth is..... The application has been duly scrutinized by me and is found correct in accordance with the established SOP of the scheme.

Place :

(Signature of AGM)

Dated :

Office Seal

**Appendix B**

(Refer Para 11 of SOP)

**BONAFIDE AND CHARACTER CERTIFICATE**

Name of school/college/institution \_\_\_\_\_  
 \_\_\_\_\_

1. This is to certify that Master/Miss \_\_\_\_\_ Son/ daughter  
 of No\* \_\_\_\_\_ Rank\* \_\_\_\_\_ Name \_\_\_\_\_

has been bona fide student of this School or College during the academic year  
 \_\_\_\_\_ which started on \_\_\_\_\_ and ended on \_\_\_\_\_ and for  
 which board/annual result was declared on \_\_\_\_\_ (date) by \_\_\_\_\_ Board/School.

2. She/he is still studying/left the institution® on \_\_\_\_\_.

3. His/her date of birth as per record is \_\_\_\_\_.

4. His/her annual result/grade is given as below:-

Academic Year	Class Passed	Aggregate Marks/Grade/ SGPA obtained	Allotted Maximum Marks	Percentage of Marks, (if applicable)

5. It is certified that as per my knowledge and belief the character of the student is good.

Place:

Date:

Signatures \_\_\_\_\_  
 (Headmaster or Principal)  
 (Rubber Stamp)

\*As applicable in the case of Ex-servicemen.

®Tick the applicable