

UTTAR PRADESH PURVA SAINIK KALYAN NIGAM LIMITED
AN ISO 9001:2008 & 18001:2007 CERTIFIED COMPANY
(A UP GOVERNMENT UNDERTAKING)

SOP FOR AWARD OF EDUCATION SCHOLARSHIPS TO ELIGIBLE DEPENDENTS
OF EX-SERVICEMEN AND CIVILIAN EMPLOYEES OF UTTAR PRADESH PURVA
SAINIK KALYAN NIGAM FOR OUTSTANDING ACADEMIC PERFORMANCE
IN CLASS X & XII BOARD EXAMINATIONS

INTRODUCTION

1. Award of education scholarships is an effective medium to inspire students and to acknowledge their academic achievements. Since its inception, Uttar Pradesh Purva Sainik Kalyan Nigam (hereinafter referred to as Nigam) is committed to the welfare of ex-servicemen who are employed with it. Towards this, the Nigam has provided for medical and accidental insurances, marriage grant and other welfare schemes for its employees. In the same spirit, it has been envisioned to also support and nurture the young academically accomplished dependents of the Nigam employees so that they may achieve their true potential and contribute to nation building. In pursuance of this vision, an Education Scholarship is being instituted for eligible dependents of ESM and eligible dependents of Nigam paid civilian employees, who excel in academics and have obtained outstanding grading/ marks in their Class X and Class XII Board exams, to further inspire them to pursue studies.

AIM

2. The aim of this SOP is to lay down guidelines and procedures for the application, selection and award of education scholarships on merit, to eligible dependents of ESM and Nigam paid civilian employees (working at HQ or at one of the Regional Offices) who excel in their Class X and Class XII Board Examinations.

THE SCHOLARSHIP SCHEME

Eligibility

3. The eligibility conditions for award of this Scholarship are as given below:-

(a) **Definition of Dependents**

(i) Only son(s) & daughter(s) (including legally adopted children) of ESM and Nigam paid civilian employees (working at HQ or at one of the Regional Offices) who are registered with the Nigam, and who are under a valid contract with the 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. ESM will have to provide proof of 'no marriage' with regard to their daughter(s).

(b) In many cases, when this Nigam wins a new contract, some ESM who are not registered with the Nigam, enter the UPPSKNL workforce as first timers, and the new PE hands over some of its earlier employed workforce to the Nigam. It is common for such ESM to join this Nigam's payrolls, though not yet being registered. Dependents of such ESM shall be eligible for grant of scholarship under this scheme **only if the ESM have registered themselves** with the respective RO, **before the date of application** for the Scholarship.

(c) Dependents of a civilian working at any PE (under any Regional Office), shall not be eligible for grant of scholarship under this scheme.

(d) Only up to a maximum of two eldest children of a Nigam employee shall be eligible for grant of scholarship under this scheme.

(e) In case of legally adopted dependents, the concerned employee will have to furnish all necessary legal documents as per established norms and procedures laid down by Government authorities from time to time.

(f) In the case of unfortunate demise of an ESM, whose children take the Class 10th /11th / 12th Board exams in the academic year under consideration, such children will be eligible for grant of this Scholarship.

Scope of the Scheme

4. The scope of the scheme shall be limited to grant of educational scholarships based on merit, to eligible dependents of Nigam employees (as described in Para 3 above), in the manner given below :-

The scheme shall be operational from 1st April 2020 onwards.

(a) Scholarships will be awarded for outstanding performance during every academic year starting from Board Exams conducted in calendar year 2020.

(b) Applications for grant of scholarships will be considered across all Education Boards which are recognised by Central/ State Governments.

(c) Grant of scholarships will be based solely upon the marks obtained in Class X and Class XII Board Examinations for the corresponding year.

(d) In order to be considered for the scholarship, an applicant must have obtained minimum 60% and above marks in Class X or Class XII Board Examinations conducted by CBSE/ ICSE/ any other Central Board, or minimum 50% and above for all other State Boards, as a regular bonafide student.

(e) Marks of all subjects appeared in by a student shall be counted when calculating his/ her percentage. There shall be no selective evaluation – e.g. "best of four subjects", higher consideration in favour of sciences as compared to humanities' subjects or languages etc, will not be resorted to.

(f) Scholarships will not be awarded to applicants passing Class X/ XII Board Exams as a private student.

SELECTION PROCESS

5. Scholarships for Class X and Class XII will be awarded to regular students who have obtained minimum 60% marks and above in CBSE/ ICSE/ any other Central Board Exams, and minimum 50% marks and above in any other State Boards in that academic/ award year. **Selection will be purely based on the marks scored in descending order of merit in the respective Board Exam category, with students scoring higher marks being placed higher.**

6. Merit will be prepared in two separate categories – one for CBSE/ ICSE/ any other Central Boards and the other for State Boards. The number of scholarships in each category (both for Class X and XII) will be drawn separately as follows:-

- (a) **Category A.** Scholarships for CBSE/ ICSE/ Any other Central Board
- 60% of the total Scholarships.
- (b) **Category B.** Scholarships for all other State Boards
- 40% of the total Scholarships.

7. The total amount for the Scholarship available is ₹ 1,00,00,000/- (Rupees One Crore Only), while the numbers of scholarships for both classes X and XII is as per table below (inclusive of both Category A & B). In case the number of eligible applicants in either category falls short (for Class X and XII), and some funds remain out of the ₹ 1,00,00,000/- (Rupees One Crore Only), excess eligible applicants from the 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, subject to the fund limit of ₹ 1,00,00,000/- (Rupees One Crore Only) not being exceeded. Under no circumstances can the total disbursement amount from the scholarship scheme exceed Rupees One Crore in one academic year :-

	10 th		11 th		12 th	
No of Seats	130		130		160	
Cat A (60%) Vs Cat B (40%)	A – 78	B – 52	A – 78	B – 52	A – 96	B – 64
Amt per Scholarship	₹ 20,000/-		₹ 20,000/-		₹ 30,000/-	
Financial Outgo (Total Rs 1 Cr)	₹ 26 Lacs		₹ 26 Lacs		₹ 48 Lacs	

8. In case of a tie in Class XII Board Exam scholarship scheme, a student who has not been awarded the scholarship earlier i.e. in Class X, will be given preference. In case, neither student has received scholarship earlier, both may be considered subject to upper ceiling of disbursement limit. In case of a tie in Class X Board Exam scholarship scheme, grant of scholarship would be subject to overall ceiling of disbursement limit.

9. However, depending upon the situation, the selection committee may recommend any other appropriate solution to the Managing Director.

10. Incomplete applications, or applications received after the due date will not be considered. No intimation in this regard will be made to the ESM.

11. Any point for clarification that may arise is to be referred to DGM (Ops) at HQ UPPSKNL. The decision of the Executive Committee on the award of scholarship will be final.

12. Merit List will be published on UPPSKNL webpage under 'Scholarship' link of <https://upsainiknigam.com>

13. **Quantum of Scholarships.**

(a) **Class X.** ₹ 40,000/- : payable in two installments of ₹ 20,000/- each. The first installment will be paid upon selection by the BOO and the second installment will be released only after successfully passing of Class XI internal Exams with minimum 50% marks as a regular bonafide student.

(b) **Class XI.** For receiving second installment, the applicant will be required to submit an attested copy of Class XI marks sheet and Bonafide Student Certificate of studying in Class XII, latest by 31 Aug with respective RO Office, who will forward the same to Nigam HQ latest by 30 Sep every year.

(c) **Class XII.** One time award of ₹ 30,000/- after selection in the scholarship scheme based upon Class XII marks sheet and Bonafide Student Certificate, latest by 31 Aug with respective RO Office, who will forward the same to Nigam HQ latest by 30 Sep every year.

Procedure for Application

14. ESMs and civilian staff, including field staff, will be required to submit application to their respective AGM (Ops) of RO, and to AGM (Ops & BD) in case of Staff of Nigam HQ, as per formats attached at **Appendices A & B** alongwith all certificates duly attested.
15. The list of documents to be submitted is given at **Appendix A**. Only vetted documents from ROs, with countersignature of the respective AGM (Ops) will be accepted. AGM (Ops) at each RO is to verify from the original marks sheets and other documents.
16. In case marks awarded are in the form of Grade Points (CGPA/ SGPA), it shall be the responsibility of the applicant to produce the respective education board's formula for conversion into marks/ percentage. Absence of such conversion formula will render the application ineligible for award of this scholarship. No query will be entertained by the RO or Selection Committee in this regard.
17. To avoid any kind of manipulation, submitted applications shall not be accepted unless copy of original marks 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 marks sheet any time if they desire. AGM (Ops) of the respective ROs will maintain a record register for applications received and will endorse the entries after scrutinizing the application for correctness.
18. The ROs will forward the applications to AGM (Ops & BD) immediately after they are received and scrutinized. In order to negate late receipt of applications at Nigam HQ/ transit loss during post, these will also be forwarded on email to AGM (Ops & BD) by ROs.
19. At Nigam HQ, a record as per the format given below will be maintained :-

Ser No	Name of Ward/ Dependent	S/o, D/o (Particulars of ESM/ Office Employee)	Date of Receipt	Any Deficiency in Docus received/ found attached	Initials of Dealing Clerk	Initials of AGM (Ops & BD)	Initials of Presiding Officer
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20. On receipt of complete applications from all Regional Offices along with detailed recommendations of respective AGM (Ops), AGM (Ops & BD) shall forward these to the Selection Committee/ Board of Officers for preparing of Merit List.

21. A Selection Committee/ Board of Officers will be convened at Nigam Headquarters as follows:-

- (a) Presiding Officer - DGM (Ops)/ One AGM in Nigam HQ, by rotation
- (b) Members - Any two AGMs out of the AGMs at HQ UPPSKNL and AGM (Ops) of RO Lucknow
- Dealing Clerks – Two

22. **Certificate of Merit.** Scholarships will be awarded alongwith a Certificate of Merit during an award giving ceremony as per a convenient date to be decided by the MD.

23. **Time Lines.**

- | | | | |
|-----|--|---|---------------|
| (a) | Last date for submission of application at ROs | - | 31 Aug |
| (b) | All applications to reach at Nigam HQ by | - | 30 Sep |
| (c) | Declaration of results after MD's approval | - | 30 Oct |
- (d) MD UPPSKNL shall have right to alter or revise above timeline at any time due to any unforeseen circumstances.
- (e) Scholarships will be awarded alongwith the Certificates of Merit during an award giving ceremony as per convenient date in the same calendar year to be decided by the MD.

MANAGEMENT OF THE SCHOLARSHIP SCHEME

24. An Executive Committee comprising of DGM (Ops), AGM (Ops & BD), AGM (Adm & HR), AGM (Mkt & Fin) and AGM (Ops) Lucknow will be responsible for managing the Scholarship Scheme. In case of any dispute, the decision of the Executive Committee shall be final.

25. Unutilized funds in one category may be apportioned into others within this Scholarship only. If funds in one category (say in Central Board list for Class 10th) remain unutilized, these can be utilised in the other category (in State Board list for Class 10th). In case, funds still remain unutilised, then the Executive Committee shall advise the Board of Officers on the allocation into other segments (Class 12th).

26. In case, any amount remains finally unutilised, it will be returned to the Nigam corpus.

27. There shall not be any carry over of unutilised funds from one academic year to the next.

BUDGETING/ FINANCIAL EFFECT

28. A total maximum expenditure of ₹ 1,00,00,000/- (Rupees One Crore Only) per annum will be borne by the Nigam Headquarters for distribution of Education Scholarship for Class X, XI and Class XII under 'Ex-Servicemen/ Employee Welfare Fund'.

29. All payments shall be made after due audit by the Accounts Section, as per the Board proceedings proposed by the Selection Committee/ Board of Officers, and approved by Managing Director.

30. The scholarship will be credited to the bank account of the student by NEFT. Mobile No and Bank details of the student are to be filled in the form as asked for in Appendix A (mandatory). Copy of Bank Pass Book/ cancelled cheque of the student is to be attached. Payments shall be made directly into the account of the awardees only, by electronic means of transfer.

31. The Nigam reserves the right to alter or modify this SOP at any given point of time, to safeguard the interests of the Nigam and its employees, based upon the recommendations of the Executive Committee (constituted in accordance with Para 25 of this SOP) alongwith the concurrence of MD.

CONCLUSION

32. Children are the future of our Nation. In order to motivate and encourage the wards/ dependents of Nigam employees, and to inspire them to strive for excellence, this scholarship scheme has been instituted.

33. This SOP supersedes the earlier SOP issued vide 1050/SKN/Welfare/SOP(ES) dated 08 May 20.

Place : Lucknow

Date : 13 Sep 2022

Distribution:-

1. DGM (Ops)
2. AGM (HR & Adm)
3. AGM (Mkt & PP)
4. AGM (Proj & Design)
5. All AGM (Ops), ROs

For info and circulation to all employees of the Nigam.

(Gp Capt MK Srivastava (Retd)
AGM (Ops & BD)

(Gp Capt MK Srivastava (Retd)
AGM (Ops & BD)

Appendix A

(Refers to Para 14 of UPPSKNL
SOP on Educational Scholarship for
Classes X & XII)

**APPLICATION FOR AWARD OF EDUCATION SCHOLARSHIP TO ELIGIBLE DEPENDENTS
OF ESM AND CIVILIAN EMPLOYEES OF UPPSKNL FOR OUTSTANDING ACADEMIC
PERFORMANCE IN CLASS X & XII BOARD EXAMINATIONS**

1. Name of the ward : -
2. Name & Particulars of the parents :
(Specify No & Rank in cases of Ex-Servicemen)
3. Employee ID (copy attached) :
4. Contract with Nigam valid upto :
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 :
 - (f) Account No :
10. Documents to be attached as applicable :
 - (a) Attested copy of Marks Sheet of Class X/ XI/ XII Examination.
 - (b) Bonafide Certificate for Class X/ XI/ XII in Appx B (as applicable)
 - (c) Proof of 'No Marriage Certificate' in case applicant is ESM's daughter, duly signed by parent and countersigned by AGM (Ops).
 - (d) Self attested copy of Discharged Book for ESM and Aadhar Cards of wards and Parents of civilian employees.
 - (e) First page of Bank Account Pass Book and one cancelled cheque.
11. Applicant's postal correspondence Address alongwith mobile No and email ID:-

CERTIFICATE

1. 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.

2. I further certify that I am not in receipt of any other scholarship or stipend, and that I shall not apply for another Scholarship from any other institution during my/ my ward's current course.

3. If I am found to have violated this clause, I hereby agree to refund the entire amount of the Scholarship in one lump sum to UPPSKNL, and I hereby also authorise UPPSKNL to recover any such Scholarship amount and Administrative Charges from my monthly wages/ emoluments.

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

(Refers to Para 14 of UPPSKNLSOP on Educational Scholarship for Classes X & XII)

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 bonafide 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. He/ She is still studying/ left the institution on _____

3. His/ Her date of birth as per record _____

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

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

5. She/ He is regular student of this School/ College/ Institution.

6. This is also to certify that he/ she is not in receipt of any other scholarship or has not rendered a similar certificate such as this, of his/ her admissibility to any other scholarship.

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

Place:

Signature _____

Dated:

(Headmaster or Principal)

(Rubber Stamp)

*As applicable in the case of Ex-servicemen