

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Higher Education Department-Guidelines for award and disbursement of Post- Matric Scholarship to Economically Backward Classes (EBC) students in the State of Andhra Pradesh- Orders -Issued.

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HIGHER EDUCATION (CE.I.2) DEPARTMENT

G.O.Ms.No.231

Dated 25<sup>th</sup> September, 2008

Read: -

G.O. Ms. No. 121 Higher Education (CE.I.2) Deptt., dt. 16-8-2005.

- - - -

ORDER:-

In the G.O. 1<sup>st</sup> read above Government have issued guidelines for award of scholarships to the students belonging to thirteen economically poor communities viz.,(1) Ayyaraka (2) Kasi Kapidi (3) Patra (4) Gajula Balija (5) Nagaralu (6) Pondara (7) Kurakala (8) Quresh (Muslim Butchers) (9) Pala-ekari, (10) Kapu (11) Balija (12) Telaga and (13) Ontaries, studying in Professional Colleges and University Colleges (other than Medical).

2. Government have received representations from several quarters to extend similar benefits to the students belonging to other Economically Backward Classes. It is the constant endeavor of the Government to increase access of economically weaker sections of population to Higher Education so that they have equal opportunity for participation in the developmental process. Government have therefore decided to broad-base the ambit of the Scheme of Post-Matric Scholarships so as to consider eligible Economically Backward Class (EBC) students from all communities (except those belonging to S.C./S.T./B.C/ Minority for whom separate Scholarship Schemes are in operation) studying in Polytechnics, Professional Colleges (other than Medical) and University Colleges.

3. The Commissioner of Collegiate Education, A.P., Hyderabad shall take necessary action to sanction scholarships accordingly to the students belonging to Economically Backward Class from all communities studying in Polytechnics, Professional Colleges (other than Medical) and University Colleges duly following the guidelines mentioned in Annexure-I to this order.

4. In case the amount required to cover all the eligible applications exceed the amount available under the relevant Head(s) in the Budget the Director of Collegiate Education, A.P., Hyderabad shall allocate the Budget provision to all the Districts in proportion to the number of eligible applications received from them.

5. This order issues with the concurrence of Finance (Expr.HE) Deptt., vide their U.O.No.11867/443/Expr.H.E/08, dated 10-09-2008.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

ASUTOSH MISHRA,  
PRINCIPAL SECRETARY TO GOVERNMENT.

To

The Commissioner of Collegiate Education, A.P.Hyderabad (w.e.)

The Director of Technical Education, A.P.Hyderabad (w.e.)

All Regional Joint Directors, Collegiate Education, in the State (w.e.)

The Director of Treasuries & Accounts, A.P.Hyderabad. (w.e.)

The Pay & Accounts Officer, A.P. Hyderabad (w.e.)

The Registrars of all Universities (w.e.)

All District Collectors (w.e.)

Copy to the Prl.Secy (Fin). (w.e.)

// FORWARDED :: BY ORDER //

SECTION OFFICER

**ANNEXURE-I TO G.O.MS. No. 231, HIGHER EDUCATION (CE,1,2)**

**DEPARTMENT, Dated: 25-9-2008**

**GUIDELINES FOR AWARD OF POST MATRIC SCHOLARSHIPS FOR  
ECONOMICALLY BACKWARD CLASS (EBC) STUDENTS.**

**1. COMMUNICATION CAMPAIGN.**

The Director of Collegiate Education, A.P., Hyderabad shall give wide publicity about the procedure for sanction of Post Matric Scholarships online every year at least one month in advance of the beginning of the Academic Year. The communication campaign shall focus on facilitating the students to apply online for the Fresh/ Renewals scholarships and opening of savings bank account by the students in any bank branch belonging to any of the five Nodal Banks i.e. State Bank of India, State Bank of Hyderabad, Andhra Bank, Syndicate Bank and Indian Bank.

**2. APPLICATION FORMS .**

The Director of Collegiate Education, A.P., Hyderabad shall issue a notification in the leading News Papers as far as possible before 31st July every year, drawing attention to the Online Scholarship Application Form and calling upon the eligible students to apply for fresh/ renewal scholarships. For the year 2008-09 the notification shall be issued immediately after issue of this G.O. The Notification shall also be put up on the Notice Board of the Office of the Regional Joint Director of the area concerned and the concerned Polytechnics, Degree Colleges and Universities.

**3. NOTIFICATION, REGISTRATION AND SCRUTINY OF SCHOLARSHIP ELIGIBILITY CRITERIA**

EBC students, whose annual parental income from all sources does not exceed Rs.1,00,000/- (Rs. one lakh only) and studying in Polytechnics, Professional Colleges (other than Medical) and University Colleges shall be eligible to apply for sanction of these scholarships.

**4. ONLINE SUBMISSION OF APPLICATION BY THE STUDENTS.**

Every eligible EBC student studying in recognized Polytechnics, Professional Colleges (other than Medical) and University Colleges desiring to apply for EBC scholarship can apply Online in the prescribed format for scholarships (Annexure-IV) within one month from the date of admission into the Educational Institution. The students can submit their applications on-line from the respective e-Seva Centers/ JKC/ any Internet Center / Mandal Computer Center in MPDO Offices etc. The student shall write his/her SSC registration No. and name in the application format as recorded in SSC certificate. One hard copy of the application along with computer generated acknowledgement and necessary certificates viz., (i) Income Certificate issued by the MRO for all the courses, (ii) Community Certificate issued by the MRO, (iii) Photo copy of the Ration Card of the parent or Electoral Roll Number of the parent (iv) Educational qualification certificates from SSC onward (v) T.C. of previous college and (vi) Bonafide Certificate (issued by the Principal of the concerned Institution in the format shown in the Annexure-III) shall be submitted to the Principal, where the student is studying, on or before 30<sup>th</sup> September (on or before 30<sup>th</sup> November in case the date of admission is after 30<sup>th</sup> September).

**5. BONAFIDE CERTIFICATE.**

Bonafide Certificate in the prescribed format for the student shall be issued by the College Principal immediately after the admission of the student into the college. The Directors of Technical and Collegiate Education and Registrars of Universities shall give instructions to the Principals of the Colleges accordingly.

**6. OPENING OF ACCOUNTS BY THE STUDENTS.**

Every student applying for Post Matric Scholarship should have an account opened in one of

the following Nodal Banks:

- (i) State Bank of India (SBI).
- (ii) State Bank of Hyderabad (SBH).
- (iii) Andhra Bank, (AB)
- (iv) Syndicate Bank (SB),
- (v) Indian Bank (IB).

## 7. ALLOTMENT OF COLLEGES FOR VERIFICATION

- (i) The District Collectors shall prepare a schedule date-wise, college-wise for physical verification of students who have applied online for scholarships and records by allotting the officers as detailed in the Annexure-II. The Officers so allotted, irrespective of the department which they belong to, shall visit the colleges and take up physical verification of all eligible applicants. The verification shall be conducted within one month from the last date fixed for filing applications for renewal/ fresh applications. The Principals of the colleges shall ensure that the students who applied for scholarships shall present themselves on the date fixed for verification by the field officers.
- (ii) The representative of Nodal Banks shall accompany the Verification Officers and complete the work relating to opening of account, wherever the students have not yet done so, and issue ATM / Bio-Metric Smart Card.
- (iii) On the date fixed by the District Collectors, the Verification Officer shall undertake physical verification of EBC Students and also verify the certificates and relevant registers in the Educational Institutions. The date fixed for verification shall be informed to the District Coordinators of the Nodal Banks and to the Heads of Educational Institutions at least one week in advance.
- (iv) After satisfying about the genuineness of the candidates the Verification Officer shall, within a week after completion of the verification, recommend online for sanction of scholarship, with his / her specific recommendations, to the respective Regional Joint Director of Collegiate Education,
- (v) A hard copy of the application with all necessary enclosures and recommendations of the Field Officers shall be furnished to respective RJD, Collegiate Education.
- (vi) Each of the Verification Officer shall have a stamp made indicating his/her name, designation and department, which shall be affixed below his signature on the application forms and reverse side of original study and income certificates. The stamp should bear the words "Verified for sanction of scholarship for the year.....for ..... course.....group"

## 8. Sanction, drawal and disbursement of scholarships.

- (i) The rate of Scholarship shall be on par with those for S.C./S.T. students. The present rates, as fixed in G.O.Ms. No. 142 of Social Welfare (EDN.2) Department dated 15-07-2008 is as follows:

Course	Rate per month (in Rs.)		
	Attached Hostels	Student Managed Hostel	Day Scholar
Professional Courses	962	442	429
M.A./M.Sc./M.Com	682	442	429
B.A./B.Sc./B.Com	520	325	240
Polytechnic	682	442	429

- (ii) The scholarships shall be sanctioned at the "attached hosteller" rate for those students staying in the genuine college attached hostels located in the own/rented buildings of the institutions with sufficient boarding and lodging facilities. 33 1/3% of the scholarships will be earmarked for girl students. However, in case sufficient number of eligible applications are not received from girls the amount can be diverted to boys.

- (iii) After receiving the proposals for sanction online from the Verification Officers, the RJD, Collegiate Education Department, after thorough verification of the proposals with reference to the rules and regulations governing Post-Matric Scholarship shall issue sanction proceedings online. A hard copy of the sanction orders shall be retained with the RJDCE. The sanction shall indicate the amount sanctioned towards Scholarship. The Scholarships shall be disbursed every month. A copy of the sanction orders shall also be communicated to the Nodal Banks. The RJDCE shall present the bill in the name of Nodal Banks to the DTOs/PAO with a hard and soft copy every month from 16<sup>th</sup> to 18<sup>th</sup> and the DTOs/PAO shall pass the bills and send the cheques directly to the Nodal Banks on or before 25<sup>th</sup> of every month as per the sanctions made by the RJDCEs. The Nodal Banks shall adjust sanctioned amounts to their respective bank branches to credit into the accounts of the EBC students by first of every month to enable drawal by the students. In respect of Colleges having attached hostel/ college hostel the scholarship amounts shall be adjusted to the account of the Warden/ Matron, who shall maintain proper account for the amounts received towards scholarship amounts of students. The accounts maintained by Wardens/ Matrons shall be periodically verified by Verification Officers.
- (iv) The scholarships shall be sanctioned within one month of last date for submission of applications by the students. The application for scholarships received from various colleges shall be consolidated at the District Level and the selection of students for award of scholarships will be made by taking the District as a Unit. Within the eligible parental income limit as mentioned above, merit (in the qualifying examination) shall be the basis of selection for award of scholarships. The selections shall be made by a District Level Committee comprising of the Joint Collector, RJDCE concerned, RJDTE concerned and District B.C.Welfare Officer. The RJDCE shall be Convener of the meeting. All renewal scholarships shall be sanctioned on receipt of proposals from the Principals including Professional Colleges within a month from the reopening of the colleges.
- (v) The candidates who, after passing one stage of Education studies in the same stage of Education in another branch, i.e. for example candidate studying B.Sc. after B.A. or B.Com after B.Sc. or M.A. after M.Sc will not be eligible for sanction of these Scholarships. Similarly, the candidates who passed one professional course but are again pursuing another Professional Course like LLB after B.Ed, etc., are not eligible for these scholarships. The candidates who are studying in an academic or Professional Course and are fully employed and receiving salary from a Govt/ Pvt. Institutions are also not eligible for sanction of these scholarships.

## **9. UTILISATION CERTIFICATE**

- (i) The Nodal Banks shall furnish the drawal particulars and the details of inoperative accounts of students college-wise every quarter to the concerned RJDCE, who in turn shall cause an enquiry and find out whether the student is studying in the college or discontinued the studies. If discontinued, the RJDCE shall not release the scholarship/maintenance charges in respect of such student and advise the concerned bank accordingly.
- (ii) The RJDCE shall ensure through the banks concerned to close the bank accounts of students on completion of the course in the District. The Specimen signature of the Principal and Bank account numbers of the college and the Warden/ Matron of attached/ college hostel shall be kept with the RJDCE.

## **10. FURNISHING OF ATTENDANCE PARTICULARS OF STUDENTS.**

The Heads of the Educational Institutions shall submit the list of the students whose attendance has fallen short of 75% at the end of each quarter to the respective RJDCEs. All such details shall be informed by the Verification Officers to the RJDCE online. The RJDCE should make sure that the scholarship for such students in the subsequent quarter is withheld. In case the student maintains requisite attendance in the subsequent quarter the scholarships due to the students including arrears shall be released by the RJDCE. The attendance of the students in college shall be periodically verified by the RJDCE /RJDTE and Verification Officers concerned.

## **11. DISPLAY OF SCHOLARSHIPS SANCTIONED LIST.**

The entire information pertaining to scholarship sanctions shall be available on the web in the Public Domain. The names of the students who are sanctioned scholarships and also the amounts sanctioned shall be displayed in the notice board of the College and in the office of RJDCE.

## **12. REVIEW BY THE DISTRICT COLLECTORS.**

The District Collectors shall take up regular review and co-ordinate with the concerned departments implementing this scheme and also with District Coordinators of the Principal Banks.

## **13. SOCIAL AUDIT.**

9.21 The HoD's shall take up social audit on the sanction and disbursement of Post Matric Scholarship every year.

## **14. VERIFICATION OF SCHOLARSHIP SANCTION BY TEAM.**

- (i) The HoDs shall constitute teams with officers of the Department and send for sample verification of sanction and disbursement of PMS by selecting the colleges at random. The District Collectors shall also constitute teams of Officers of the welfare Department and other departmental Officers and send for verification of sanction and disbursement of PMS by selecting the colleges at random. The report of the inspection teams shall be submitted to the respective HoD.
- (ii) It shall be the responsibility of all the RJDCEs / RJDTEs and Verification Officers and Principals of the Educational Institutions to see that the system of sanction and disbursement of PMS as per the present procedure and also existing guidelines is implemented properly to the benefit of the students.

## **15. ROLL OF HIGHER EDUCATION DEPARTMENT (viz.. Higher Education, Technical Education, Universities)**

- (i) The Departments of Higher Education and Technical Education, should provide comprehensive and updated list of all University Colleges, Professional Colleges and Polytechnics to the RJ.Ds, D.T.A, Pay & Accounts Officer, Hyderabad, D.T.Os. and District Collectors in the month of June every year.
- (ii) Any modification in the list of Colleges / Polytechnics either by way of addition or deletion should be communicated.
- (iii) The list of recognized Colleges, shall be publicized through the Web by the Director of Collegiate Education, A.P., Hyderabad / Director of Technical Education, A.P Hyderabad for the awareness of the public.
- (iv) The Principals of the Colleges / Polytechnics shall retain the **Pass certificate cum-Marks Memo relating to the qualifying examination and T.C.** of the scholarship holder compulsorily in the respective institutions till the completion of the course or till the scholarship holder leaves the institution whichever is earlier. Any violation of this, would be viewed seriously.
- (v) Principals to produce original certificates:- The Original certificates must be produced by the Principals of the Colleges / Polytechnics concerned to the Inspecting authorities deputed by the RJ.Ds while making the physical verification of the students who applied for scholarships in a particular college.

## **16. BUDGET RELEASE AFTER PROPER ASSESSMENT:-**

- (i) The Director of Collegiate Education, A.P. Hyderabad shall release budget in time after properly assessing the requirement of funds for each district. They shall prepare quarterly distribution statements of all the districts and obtain D.T.A. authorization. The R J.D. shall prefer the claims to the D.T.O/P.A.O. by further redistributing the funds institution-wise.

- (ii) The Director of Collegiate Education, A.P.Hyderabad/D.T.A. /PA.O./D.T.O. shall ensure that expenditure at any point of time in a financial year be regulated upto the authorized budget. Any funds over and above the budget provision, specially sanctioned in relaxation of Treasury Control orders by the Government shall also require authorization from D.T.A.

**17. PHYSICAL VERIFICATIONS AND INSPECTIONS:-**

- (i) On receipt of scholarship application forms from the verifying officials, the R.J.D shall conduct a minimum of 30% of verification of all unaided Colleges and a minimum of 10% of all other colleges in each verifying official jurisdiction at an random. Verification has to be conducted for 100% of the students in each of the Colleges visited.
- (ii) The Roll number in the qualifying examination of each student has to be entered and verified with computer data to avoid double claims and to ensure the genuineness of the applicants.
- (iii) In cases were there is a gap of two years or more in the study of the applicants such cases may be entered in a separate Register and verified before sanctioning scholarships,
- (iv) The R.J.Ds of Collegiate Education /Polytechnics shall have frequent interaction with the Principals of the Colleges and review the attendance., the performance of the students, disbursement of scholarships atleast once in a quarter.

**18. ROLL OF THE TREASURIES AND FINANCE DEPARTMENTi-**

- (i) The D.T.O/PAO shall honor the bills based **on sanction orders and** Institution-wise authorized budget provision after exercising necessary treasury checks by D.T.O, and preaudit cheques by the PAO.
- (ii) The DT.O./PAO shall maintain Institution-wise budget control Register and honour the claims accordingly.
- (iii) The DT.O./PAO shall review budget and expenditure on fortnightly basis for detection of excess drawals.
- (iv) The D.T.O/PAO shall enforce reconciliation of expenditure as per G.O.MS.NO. 507, Finance (TFR) Department, dt. 10-4-2002..

**19. RECONCILIATION:-**

- (i) The R.J.D.C.E shall get the amounts drawn duly reconciled with the Treasury figures before 10th of succeeding month at the district level.
- (ii) Reconciled statement of a month shall be sent to the Director of Collegiate Education before 15th of succeeding month.
- (iii) Monthly Reconciliation shall be done by the respective R.J.Ds with DTA/PAO and A.G., A.P., Hyderabad in order to ensure that no excess amounts are drawn under scholarships. A monthly report in this regard shall be sent to the Government.
- (iv) The DTA shall evolve a computer based information system which will be with the Director of Collegiate Education to know the district-wise budget and expenditure.

**20. Review by Director of Collegiate Education:-**

- (i) The R.J.Ds shall send the status report regarding scholarships by the 5th of every month to the Director of Collegiate Education, A.P.Hyderabad.
- (ii) The Director of Collegiate Education, A.P.Hyderabad shall review the sanctions, drawals and disbursement of funds by 10th of every month and send the copy of the minutes of the review to the Government.
- (iii) The Director of Collegiate Education, A.P.Hyderabad shall review success rate of scholarship holders annually.
- (iv) The Director of Collegiate Education,-A.P.Hyderabad shall monitor timely disbursement of scholarships to the students.

**21. INSPECTIONS BY SENIOR OFFICERS:**

The Principal Secretaries/Secretaries/Hods and other Senior Officers of the Higher Education Department shall inspect Colleges and interact with the Principals and students with regard to disbursement of scholarships during their tours in the districts.

**22. Action on defaulting colleges:-**

Whenever R.J.Ds inform the Director of Collegiate Education, A.P.Hyderabad about the

irregularities and malpractice resorted to by the management of the Colleges, the Higher Education Department shall take prompt steps in de-recognizing or blacklisting such colleges.

ASUTOSH MISHRA,  
PRINCIPAL SECRETARY TO GOVERNMENT.

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SECTION OFFICER

**A N N E X U R E – II ( LIST OF VERIFICATION OFFICERS)**

Sl.No.	Name of the District	Name of ASWO / ATWO/ABCWO	Assembly Constituency with Code	Name of the Mandal	Colleges Assigned
01.	SRIKAKULAM	ASWO, Srikakulam	(16) SRIKAKULAM	SRIKAKULAM	As approved by Collector
		ASWO, Ponduru	(17) ETCHERLA (SC)	LAVERU	As approved by Collector
			(15) AMADALAVALASA	PONDURU	
			RAJAM (SC)	RAJAM	
		ASWO, Palakonda	(15) AMADALAVALASA	BURJA	As approved by Collector
			RAJAM (SC)	SANTHAKAVITI	
			(15) AMADALAVALASA	SARUBUJJILI	
			RAJAM (SC)	VANGARA	
			(14) PALAKONDA (ST)	VEERAGHATTAM	
			(15) AMADALAVALASA	REGIDI	
			(17) ETHERLA	AMADALAVALASA	
			(16) SRIKAKULAM	RANASTHALAM	
			(17) ETHERLA	GARA	
		ASWO, Palasa	(60) PALASA	G.SIGADAM	
				BARUVA	As approved by Collector
			(1) ICHAPURAM	ITCHAPURAM	
			(1) ICHAPURAM	KANCHILI	
			(1) ICHAPURAM	KAVITI	
			(1) ICHAPURAM	SOMPETA	
		ASWO, SRIKAKULAM NO.1	(17) ETCHERLA	ETCHERLA	As approved by Collector
			(16) SRIKAKULAM	SRIKAKULAM	
		ABCWO, SRIKAKULAM NO.2		SRIKAKULAM	As approved by Collector
		ABCWO, PALAKONDA	(5) NARASANNAPETA	JALUMURU	As approved by Collector
			(14) PALAKONDA (ST)	PALAKONDA	
		ABCWO, TEKKALI	(3) TEKKALI	NANDIGAM	As approved by Collector
			(5) NARASANNAPETA	POLAKI	
			(3) TEKKALI	SANTHABOMMALI	
				TEKKALI	
			(3) TEKKALI	KOTABOMMALI	
		ATWO, MANDASA	(6) PATHAPATNAM	MANDASA	As approved by Collector
			(60) PALASA	PALASA	
			(60) PALASA	VAJRAPUKOTTURU	
		ATWO, MELIPUTTI	(6) PATHAPATNAM	MELIAPUTTI	As approved by Collector
			(6) PATHAPATNAM	PATHAPATNAM	
			(5) NARASANNAPETA	SARAVAKOTA	
			(5) NARASANNAPETA	NARASANNAPETA	
		ATWO, SEETHAMPETA	(14) PALAKONDA (ST)	BHAMINI	As approved

					by Collector
			(6) PATHAPATNAM	HIRAMANDALAM	
			(6) PATHAPATNAM	HOTTURU	
			(14) PALAKONDA (ST)	SEETHAMPETA	
			(15) AMADALAVALASA	AMADALAVALASA	
2.	VIZIANAGARAM	ASWO, VIZIANAGARAM	(20) VISIANAGARAM	VIZIANAGARAM	As approved by Collector
			(19) GAJAPATHINAGARAM	GANTYADA	
		ABCWO, VIZIANAGARAM (U)	NELIMARLA	BHOGAPURAM	As approved by Collector
			NELIMARLA	POOSAPATIREGA	
			(20) VIZIANAGARAM	VIZIANAGARAM	
		3.ATWO, KURUPAM	(20) VIZIANAGARAM	VIZIANAGARAM	As approved by Collector
			NELIMARLA	DENKADA	
			(28) S.KOTA	S.KOTA	
			(19) GAJAPATHINAGARAM	BONDAPALLI	
			(28) S.KOTA	KOTHAVALASA	
		5.ATWO, PARVATHIPURAM	KURUPAM	KOMARADA	As approved by Collector
			SEETHANAGARAM	GARUGUBLLI	
			(9) PARVATHIPURAM	SEETHANAGARAM	
			(10) SALURU (ST)	MAKKUVA	
		ASWO, GARIVIDI	(19) GAJAPATHINAGARAM	GAJAPATHINAGARAM	As approved by Collector
			(18) CHEEPURUPALLI	CHEEPURUPALLI	
			(18) CHEEPURUPALLI	GARIVIDI	
			(18) CHEEPURUPALLI	MERAKAMUDIDAM	
			(18) CHEEPURUPALLI	GURLA	
		ATWO, SALUR	(10) SALUR	SALUR	As approved by Collector
			(10) SALUR	PACHIPENTA	
			NELIMARLA	NELIMARLA	

ASUTOSH MISHRA,  
PRINCIPAL SECRETARY TO GOVERNMENT.

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SECTION OFFICER

ANNEXURE – III  
BONAFIDE CERTIFICATE

This is to certify that Sri/Kum/Ms. \_\_\_\_\_,  
S/o./D/o \_\_\_\_\_ R/o \_\_\_\_\_  
belonging to \_\_\_\_\_ Village, located at  
a distance of \_\_\_\_\_ KM from the college \_\_\_\_\_  
Mandal \_\_\_\_\_ District. He/She was admitted  
in this college of \_\_\_\_\_ course on \_\_\_\_\_  
date with admission number \_\_\_\_\_ during the academic  
year \_\_\_\_\_ and the course will be completed by \_\_\_\_\_.  
He/She belongs to \_\_\_\_\_ Caste \_\_\_\_\_ Sub Caste. His/ her  
Parental Income per year is Rs. \_\_\_\_\_ as per the college  
admission register. The student is eligible for college attached  
hostel/student managed hostel/day scholar scholarships. The student  
is admitted into college attached hostel on \_\_\_\_\_ (date).  
The Tuition fee may be remitted to the College Bank Account Number  
\_\_\_\_\_ Bank \_\_\_\_\_ Branch \_\_\_\_\_.

Place:  
Date:

Signature & Name of the Principal  
of the Educational Institution  
(with Seal)

Tel. No.

ASUTOSH MISHRA,  
PRINCIPAL SECRETARY TO GOVERNMENT.

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SECTION OFFICER

**ANNEXURE – IV TO G.O.MS.No.231, HIGHER EDUCATION (CE.I.2) DEPARTMENT, DATED 25-09-2008.**

Sl.No. of  
Application form

**GOVERNMENT OF ANDHRA PRADESH  
DEPARTMENT OF HIGHER EDUCATION**

**APPLICATION FOR POST MATRIC SCHOLARSHIP FOR ECONOMICALLY BACKWARD CLASS STUDENTS.**

College Name & Place \_\_\_\_\_ Govt./Aided/Pvt.

Mandal: \_\_\_\_\_ District: \_\_\_\_\_

College Admission Number \_\_\_\_\_ Date of Admission \_\_\_\_\_

Academic Year \_\_\_\_\_ Course \_\_\_\_\_ Year(1<sup>st</sup>/2<sup>nd</sup>/3<sup>rd</sup>/4<sup>th</sup>/Final): \_\_\_\_\_  
=====

1. Full Name (in Block Letters) : \_\_\_\_\_  
(To be filled by the Candidate) (Surname) (Name)

2. Father's Name: \_\_\_\_\_

3(a) Guardian's Name : \_\_\_\_\_  
(if father & mother are not alive)

(b) Spouse's Name: \_\_\_\_\_  
(for Married Candidate)

4.(a) Present Post Address \_\_\_\_\_

(b) Permanent Address \_\_\_\_\_  
\_\_\_\_\_

5.(a) Whether passed-SSC/CBSE/ICSE/Matric/  
Other State Board \_\_\_\_\_

(b) Regd/Hallticket number of SSC or  
Equivalent Exam passed with  
Month and year of Passing \_\_\_\_\_

6. Date of Birth (as shown in Xth class memo) \_\_\_\_\_

7. Sex ( Male/Female) \_\_\_\_\_ 8. Nationality & Religion \_\_\_\_\_

9. Community \_\_\_\_\_

10. Year of passing in the previous Course. \_\_\_\_\_

11. Details of Present Course of Study

(a) Name of the Course

(b) Duration (No. Years)

(c) From \_\_\_\_\_ (month) To \_\_\_\_\_ (month)

12. Place of Present Residence

13. Distance between College and Residence: KMs  
::2::

14. Family Annual Income :Rs.

15. (a) Family Ration Card No./  
Electoral roll Number of Parent \_\_\_\_\_

16. Date of Admission in College  
attached Hostel(if so) \_\_\_\_\_

17. (a) Student's Bank A/C No. : \_\_\_\_\_

(b) Name of the Bank & Branch : \_\_\_\_\_

18. Year wise study particulars SSC Onwards (Specify if any gap is there is studies)

Sl. No.	Year of Study	Course of Study	Result	% of Marks	Name and Address of School/ College

It is to declare that the above information is true and correct. If it is proved to be false we will be held responsible and action can be initiated against us.

Signature of the  
Parent/Guardian/Husband

Signature of the Candidate.

( To bge filled by the Educational Institution)

The contents of the application have been verified with reference to the original documents submitted by the candidate to the institution and the photocopies of the same are enclosed herewith.

- Encl: 1. Copy of Community Certificate  
2. Copy of the Income Certificate  
3. Copy of the SSC Marks memo.  
4. Copy to the Certificate/ Marks memo of the course last studied.  
5. Copy of the transfer certificate of previous Course.  
6. Copy of the Ration Card on Electoral Roll No.of the parent.  
7. Bonafide Certificate issued by the Principal.

Tel No.  
Place:  
Date:

Signature & Name of  
the Principal of the  
Educational Institution  
Seal:

ASUTOSH MISHRA,  
PRINCIPAL SECRETARY TO GOVERNMENT.

// FORWARDED :: BY ORDER //

SECTION OFFICER

REPORT OF VERIFICATION OFFICER

I verified the contents of application and also college records and physically identified the student and here by certify the following:

1. SSC/Other equivalent examinations Registration No. Correct/ Incorrect.
2. Community Particlr Correct/ Incorrect.
3. Specify previous course attended by the Applicant\_\_\_\_\_
4. Present Course of Study & Year\_\_\_\_\_
5. Indicate whether student is Local or Non Local\_\_\_\_\_
6. a) Applicant is a boarder of DS/SMH/CAH  
b) The date of admission in CAH is Correct/In correct
7. Community \_\_\_\_\_
8. Occupation of Parent/Guardian/Husband \_\_\_\_\_  
( incase of married women)
9. Total Family Income from all sources Rs.\_\_\_\_\_
10. Distance between the residence and Institution\_\_\_\_\_
11. The College Admission No.\_\_\_\_\_

The following Original Certificates verified and found

- |  |                    |
|--|--------------------|
| Transfers Certificate                                  | Correct/Incorrect. |
| SSC Memo   | Correct/Incorrect. |
| Community Certificate                                  | Correct/Incorrect. |
| Income Declaration/Certificate                         | Correct/Incorrect. |
| Gap Certificate (if any)                               | Correct/Incorrect. |
| Certificate/ Marks<br>memo of the course last studied. | Correct/Incorrect. |
| Ration Card on<br>Electoral Roll No.of the parent.     | Correct/Incorrect. |
| Bonafide Certificate<br>issued by the Principal.       | Correct/Incorrect. |

Specific recommendation of verification officer for sanction of Post matric  
Scholarhsip\_\_\_\_\_

\_\_\_\_\_ Verification officer to endorse on the  
original Xth Class Certificate of Candidate indicating Date and Course of sanction.

**Signature**  
**Verification Officer**  
**Place**  
**Seal**  
**Date**

Strike off which ever is not relevant  
The verifying Authority should fill up al the columns

ASUTOSH MISHRA,  
PRINCIPAL SECRETARY TO GOVERNMENT.

// FORWARDED :: BY ORDER //

SECTION OFFICER

**(TO BE FILLED BY THE OFFICE OF THE RJDCE)**

Scholarship / Maintenance Charge ( \* Score off whichever is not applicable)  
sanctioned for the period from \_\_\_\_\_ to \_\_\_\_\_ Day Scholar/ Boarder of  
Student Managed Hostel/ Boarder of College Attached Hostel ( \* Score off whichever is not  
applicable) @ Rs. \_\_\_\_\_ PM for \_\_\_\_\_ Months = Rs. \_\_\_\_\_.

Section Assistant

Superintendent

RJDCE

ASUTOSH MISHRA,  
PRINCIPAL SECRETARY TO GOVERNMENT.

// FORWARDED :: BY ORDER //

SECTION OFFICER