

SCHEME OF 'POST-MATRIC SCHOLARSHIP' FOR STUDENTS BELONGING TO THE MINORITY COMMUNITIES

1. BACKGROUND

The Prime Minister's New 15 Point Programme for the Welfare of Minorities was announced in June, 2006. It provides that a post-matric scholarship scheme for meritorious students from minority communities would be implemented.

2. OBJECTIVE

The objective of the scheme is to award scholarships to meritorious students belonging to economically weaker sections of minority community so as to provide them better opportunities for higher education, increase their rate of attainment in higher education and enhance their employability.

3. SCOPE

The scholarship is to be awarded for studies in India in a government or private higher secondary school/college/university, including such residential institutes of the Government and eligible private institutes selected and notified in a transparent manner by the State Government/Union Territory Administration concerned. It will also cover technical and vocational courses in Industrial Training Institutes/ Industrial Training Centres affiliated with the National Council for Vocational Training (NCVT) of classes XI and XII level including Polytechnics and other courses (any course of less than one year duration is not covered under this scheme; Certificate courses are also not covered).

4. ELIGIBILITY

Scholarship will be awarded to the students who have secured not less than 50% marks or equivalent grade in the previous final examination and the annual income of whose parents/guardians from all sources does not exceed Rs.2.00 lakh.

11. DISTRIBUTION

Muslims, Sikhs, Christians, Buddhists, Jain and Zoroastrians (Parsis) have been notified as minority communities under Section 2 (c) of the National Commission for Minorities Act, 1992. A total of five (05) lakh scholarships are targeted to be distributed as 'Fresh' Scholarships, besides, Renewal scholarships. The distribution of scholarship among the States/Union Territories will be made on the basis of population of minorities in the States/Union Territories as per Census 2001 for 2017-18 and as per the population of minorities in the States/Union Territories of Census 2011 for 2018-19 and 2019-20 (as per Appendices- A & B).

6. EARMARKING

- i) 30% scholarship is earmarked for girls students of each minority community in a State/UT which is transferable to male students of that community in case of non-availability of female students in that community in the concerned State/UT. 30% is the floor and not the ceiling for eligible girl students.
- ii) If the physical target of scholarship for a particular minority community in a state/UT is not utilized, it will be distributed among the same minority

community in other States/UTs strictly in accordance with merit and without disturbing the national ratio. Any unutilized community quota shall be distributed amongst other communities again in accordance with merit and without affecting the overall national quota.

- iii) A student residing in a particular State/UT will be entitled for scholarship under the quota of that State/UT only irrespective of his/her place of study.

7. SELECTION PROCEDURE

Fresh - As the number of scholarships for minorities available in a year is fixed and limited, it is necessary to lay down preference for selection. Inter-se selection weightage is to be given to poverty rather than marks (the applicant is required to submit an income certificate as per para-11(ii)). In case of same income, merit shall be generated from 'Date of Birth' criteria of applicant (senior is preferred).

Renewal – There is no merit list generation for renewal cases. Renewal applicant will get the scholarship if one has obtained 50% in his/her previous year's examinations (at the same institute and in same course) and his/her application is verified by all authorities (as designated by Ministry of Minority Affairs) and approved by State Governments/UTs.

8. DURATION

The scholarships shall be provided for the entire course of the academic year. Maintenance allowance will be given as fixed lump sum amount in an academic year (as per para-9 below) for 2017-18 to 2019-20.

9. RATES OF SCHOLARSHIP

Actual financial assistance will be provided for admission & course /tuition fee and maintenance allowance as given below subject to a maximum ceiling indicated against item concerned for 2017-20. The details of the scheme interventions for 2017-18 to 2019-20 are as under:

(Amount in Rs.)

Item	Rate of Scholarship
Rate of Scholarship Admission + Tuition Fee	Admission and tuition fee Class XI & XII: Rs. 7,000/- per annum subject to actuals (both Hosteller & Day Scholar)
	Admission and course/tuition fee for technical and vocational courses of XI and XII level (Courses of one or more year of duration): Rs. 10,000/- per annum subject to actuals (both Hosteller & Day Scholar)
	Admission and tuition fee for UG & PG level: Rs. 3,000/- per annum subject to actuals (both Hosteller & Day Scholar)
Maintenance Allowance	For Class XI & XII including Tech. & Voc. Course*: Rs. 380/- per month for Hosteller & Rs. 230/- per month for Day Scholar

	For Courses other than Tech. & Prof. courses at UG & PG level*: Rs. 570/- per month for Hosteller & Rs. 300/- per month for Day Scholar
	For M.Phil & Ph.D.*: Rs. 1,200/- per month for Hosteller & Rs. 550/- per month for Day Scholar

* For 10 months in an academic year.

10. IMPLEMENTING AGENCIES

The scheme is being implemented/funded by Ministry of Minority Affairs through the States/UT's Administration.

11. CONDITIONS FOR SCHOLARSHIP

- (i) Scholarship will be awarded to the students studying in Classes XI and XII including technical and vocational courses of this level including Polytechnics, ITIs, and other courses.
- (ii) An Income Certificate, issued from a Competent Authority in the State/UT Governments is required in respect of parent/guardian of the student.
- (iii) A Self-Certified Community Certificate is required from the student who has attained 18 years of age. For others the Community Certificate certified by parent/guardian of the student is required.
- (iv) The continuance of award (for Renewal applicants) will be subject to securing 50% marks in the previous year's examination (provided the students pursues the same course and same Institute/School).
- (v) Maintenance allowance will be provided to hostellers and day scholars.
- (vi) Scholarship will not be given to more than two students from a family (applicable for all Scholarship schemes meant for minorities under this Ministry taken together).
- (vii) Students should be regular in attendance for which the yardstick will be decided by the competent authority of the school.
- (viii) The school/institute will certify the claim of student of being an outstation student not residing in hostel of the school/institute concerned on the basis of permanent address and parents' address.
- (ix) Migration of students from one school/institute to another is not allowed for renewal applicants during the period of academic course.
- (x) If a student violates school discipline or any other terms and conditions of the scholarship, scholarship may be suspended or cancelled. The State Government/Union Territory Administration can also directly cancel the award if duly satisfied of the reasons of violation of these regulations governing the scheme.
- (xi) If a student is found to have obtained a scholarship by false statement, his/her scholarship will be cancelled forthwith and the amount of the scholarship paid will be recovered by the concerned State/UT Govt.
- (xii) The course/tuition fees and maintenance allowance will be credited to the student's account directly under Direct Benefit Transfer (DBT) mode.
- (xiii) The student obtaining benefits under this scheme shall not be allowed to avail of benefits under any other scheme for this purpose.
- (xiv) A student shall be eligible for only one scholarship out of all the available Scholarships of Central Government meant for SC/ST/OBC/ minority.**
- (xv) The amount of Administrative Expenses (@ 2%) for States/UTs in subsequent

year shall be released after receiving the utilization certificate for the previous years.

- (xvi) The scheme will be evaluated at regular intervals by the Ministry or any other agency designated by the Ministry and the cost of the evaluation will be borne by the Ministry of Minority Affairs under the provision of the scheme.
- (xvii) The State/Union Territory shall place all relevant details of financial and physical achievements on their website.
- (xviii) The regulations can be changed at any time at the discretion of the Government of India.
- (xix) It will be necessary for the eligible applicants to provide Aadhaar number while applying for the scholarship and in case, an individual does not possess Aadhaar one can provide the details of alternative identification documents, as stated in the Gazette Notification- S.O. No. 1284 (E) No. 1137, dated 21.04.2017 (as per Appendix-C).
- (xx) Students who have entered Aadhaar in their online application correctly and Aadhaar seeded with any of their bank account, in such cases the amount of scholarship will be credited to Aadhaar seeded bank account only (though student has mentioned any other non-seeded bank account in online application).

12. ADMINISTRATIVE EXPENSES

As the magnitude of data to be entered and processed would be enormous as the scheme gets implemented over the years, there would be a need to engage qualified skilled personnel right from the beginning to ensure that the data based computerized systems are operational. Qualified skilled personnel possessing requisite expertise to operate computer programme designed for this purpose, enter, process, analyse, monitor, retrieve and transfer data should be engaged on contract basis as per need. Data provided by the States/Union Territories will be maintained and managed by the Ministry with personnel of similar expertise to be engaged on contract basis.

A provision not exceeding 2% of the total budget will be made to meet the administrative and allied costs viz. expenditure of the States/Union Territories and the Ministry for office equipments including computers and accessories, furniture, printing of application forms, advertisements, engagement of personnel, etc. This provision will also be used for evaluation and monitoring of the scheme, through outside reputed institutions/agencies engaged by the Ministry of Minority Affairs, Government of India and the State Governments/Union Territory Administrations.

13. RENEWAL OF SCHOLARSHIP

The scholarship, once awarded, may be renewed during the next academic year of the course on the production of certificate that the student has secured 50% marks in the previous year's examination (provided the students pursues the same course and same Institute/School).

14. ANNOUNCEMENT OF SCHEME

The scheme will be announced by the concerned State Government/Union Territory Administration well in time, through advertisements in the leading language newspapers and local dailies and by using other suitable publicity media.

15. MODE OF APPLYING

The scheme is implemented through the National Scholarship Portal (NSP). It is mandatory for all students to apply online on the website i.e. www.scholarships.gov.in.

16. PATTERN OF FINANCIAL ASSISTANCE

The scheme is Central Sector Scheme and 100% funding is provided by the Ministry of Minority Affairs.

17. MONITORING & TRANSPARENCY

The State/Union Territory shall maintain year-wise details of the students receiving scholarship, indicating school/institute, location of school/institute, government or private, class, gender, new or renewal, permanent address and parents' address. The States/ Union Territories shall place relevant physical and financial details in their official website

18. EVALUATION

The monitoring of the financial and physical performance of the scheme will be evaluated by assigning evaluation/impact studies to reputed institutions/agencies by the Ministry of Minority Affairs, Government of India.

19. INSTRUCTIONS RELATED TO BANK ACCOUNT DETAILS (to be filled by the students in online application form are as under):

- (i) Students must select their bank/branch name carefully from the drop down list.
- (ii) Thereafter the complete account no. must be entered correctly. Students are suggested to get their account number verified by their concerned Bank Branch including Bank account number and IFS Code.
- (iii) Disclaimer (*If bank details entered by students are found incorrect or not validated by the student's bank, the scholarship will be canceled/amount will not be transferred even though the application is approved for scholarship).
- (iv) Bank Account holders must check their 'Know your Customer' (KYC) status from bank and if required the KYC must be done for successful transaction of scholarship amount.
- (v) Bank Account must be operational/active till the scholarship is disbursed.
- (vi) Bank Account must be preferably in any scheduled Bank with core banking facility and proper IFS Code.
- (vii) Bank Account must be in the name of the student/applicant only.

20. MODIFICATION (if any, during 2017-18 to 2019-20)

Minor modifications, if any, in the scheme having no financial implications may be made by the Competent Authority in the Ministry of Minority Affairs without seeking recourse to SFC/EFC/Cabinet. However, Ministry of Finance, Department of Expenditure would be consulted.

FREQUENTLY ASKED QUESTIONS
TO HELP / SIMPLIFY ONLINE SUBMISSION OF APPLICATIONS
UNDER PRE-MATRIC, POST MATRIC AND MERIT CUM MEANS
BASED SCHOLARSHIP SCHEMES FOR MINORITIES

(Major changes are highlighted in red)

Q.No. 1. Who are eligible to apply for Pre-Matric, Post Matric and Merit-cum Means based Scholarship Schemes?

Answer: Students belonging to six notified minority communities viz. Muslim, Christian, Sikh, Buddhist, Jain, Parsi (Zoroastrian) studying in India ~~only~~ and fulfilling the Scheme guidelines are eligible to apply for these scholarships.

Q.No. 2. How can I apply online for scholarship?

Answer: The Pre-Matric, Post Matric and Merit cum Means based Scholarship Schemes are online Schemes and one can apply for fresh or renewal Scholarship under any of these Schemes on the National Scholarship Portal (NSP) at www.scholarships.gov.in. Link to the Portal is also provided on the website of the Ministry of Minority Affairs, i.e. www.minorityaffairs.gov.in. An online undertaking has to be submitted for registration on the NSP by applicants who are above the age of 18 years and by the parents/guardian if the applicant is below the age of 18 years.

Q.No.3. What documents are needed to be uploaded on Portal while applying for Scholarship?

Answer: The following documents are required to be uploaded for **Fresh applications** under the Merit cum Means based Scholarship if the amount of Scholarship is more than Rs. 50,000/- per annum. Uploading of document is not necessary for applying under Pre-Matric and Post-Matric Scholarship Scheme.

- i.* Student Photo.
- ii.* Verification Form to be provided by the Institution.
- iii.* Income Certificate issued by the Competent Authority in the State/UT Government.
- iv.* A self certified Community Certificate from the applicant who has attained 18 years of age and for others the Community Certificate certified by parent/guardian is required.
- v.* Applicants for Scholarship under MCM based Scheme have to upload self-attested Mark Sheet, indicating that the applicant has secured not less than 50% marks in the last qualifying exam at higher secondary/graduation level.
- vi.* Fee Receipt of 'Current Course Year'.
- vii.* Bank Account number of the Student along with the IFSC Code of the bank branch (for Pre Matric Scheme where students do not have their own bank account, parents/guardian can provide their own account details).

- viii. Residential/Domicile Certificate.
- ix. Aadhaar number of the student and if Aadhaar is not available then bonafide student certificate from the school/institute and scanned copies of bank passbook and Aadhaar enrolment ID (if applied for Aadhaar).
- x. If School/Institute is located in a State/UT different from domicile State/UT of the applicant then bonafide student certificate from School/Institute.

In case of **Renewal of Scholarship** for the next academic year the applicant has to provide a certificate that she/he has secured 50% marks in the previous year's examination, pursued from the same school/institute. In the case of renewal under the MCM based Scheme the applicant must have pursued the same course from the same institute in the previous year and secured 50% marks in each semester/trimester as the case may be.

Q.No.4. What should be the Type and size of the documents to be uploaded?

Answer: The format of the file should be .pdf and .jpeg and the size of each document should not exceed more than 200 kb.

Q.No.5. What documents are needed to be given to the Institute/School/College for verification of online application on the Portal after applying for Scholarship?

Answer: The list of documents to be submitted by the applicant for Fresh Scholarship, under any of the three Schemes', for verification of her/his online application by the Institute/School/College is as under:

- i. Student Photo.
- ii. Income Certificate of Parent/Guardian issued by the Competent Authority in the State/UT.
- iii. A self certified Community Certificate from the applicant who has attained 18 years of age and for others the Community Certificate certified by parent/ guardian is required.
- iv. Applicants for Scholarship under MCM based Scheme have to upload self-attested Mark Sheet, indicating that the applicant has secured not less than 50% marks in the last qualifying exam at higher secondary/ graduation level.
- v. Bank Account number of the Student along with the IFSC Code of the bank branch (for Pre Matric Scheme where students do not have their own bank account, parents can provide their own account details).
- vi. Aadhaar number of the student and if Aadhaar is not available then copies of bank passbook and Aadhaar enrolment ID (if applied for Aadhaar).

Q.No.6. What is Institute Verification Certificate?

Answer: In order to enable a student to apply for Scholarship under any of the 3 Schemes' the Institute/School will have to appoint Nodal Officer and that Nodal Officer should register herself/himself on the portal (NSP). A format of the 'Institute Nodal Officer Registration Form' is given at Annexure-I.

Q.No. 7. What instructions should be followed by student while filling up Bank Account details?

Answer:

- (i) Students/Parents/Guardians must enter IFSC code of their bank branch carefully.
- (ii) Thereafter the complete Saving Bank Account number must be entered correctly. Students/Parents/Guardians are advised to get account number verified by the concerned Bank Branch as the Scholarship amount **will not be transferred** if the bank details are incorrect.
- (iii) Bank Account holder must check their 'Know your Customer' (KYC) status from bank and if required the KYC must be done for successful transaction of scholarship amount.
- (iv) Applicants are advised to link their bank account with Aadhaar, for faster disbursement and ensure that the account remains active till the disbursement of the Scholarship.
- (v) Bank account must be operational/active till disbursement of Scholarship (for all eligible applicants) so that payment does not fail.
- (vi) Bank account must be preferably in a Scheduled Bank (as per Reserve Bank of India) with core banking facility.
- (vii) In case of Post-Matric and Merit-cum-Means based Scholarship Schemes, the bank account must be in name of the applicant/student only. In case of Pre- Matric Scholarship Scheme, the bank account should be in the name of either applicant/student or the applicant can have a joint account with his/her mother/father/guardian as indicated in the application.

Q.No.8. What is UID number/Aadhaar Number?

Answer: UID number otherwise known as 'Aadhaar' number is Unique Identification Number given by Unique Identification Authority of India (UIDAI). The Aadhaar Number is required to be seeded (linked) with the bank account in which Scholarship amount is desired to be transferred. Banks provide multiple ways of linking Aadhaar with the bank account and applicants can obtain the details from the website of the concerned bank or contact the concerned bank with a copy of the Aadhaar card.

Q.No.9. Do I need to get my Aadhaar Card to apply for Scholarship?

Answer: As per the Gazette Notification issued by Ministry of Minority Affairs under Section-7 of Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act, 2016 (18 of 2016) with respect to the Scholarship Schemes, it will be necessary for the eligible applicants to provide Aadhaar number while applying for the Scholarship and in case, and the applicant does not possess Aadhaar she/he can provide the details of alternative identification documents, as stated in the Gazette Notification, detailed below:

- (a) (i) if she or he has enrolled, her or his Aadhaar Enrolment ID (EID) slip; or (ii) a copy of her or his request made for Aadhaar enrolment, as specified in sub-paragraph (b) of paragraph 2; and
- (b) (i) Bank passbook with photograph; or (ii) Ration Card, or (iii) Permanent Account Number (PAN) Card issued by the Income Tax Department; or (iv) Passport; or (v) Certificate of identity having photo of such student issued by a Headmaster or Principal of School under official seal of the school; or (vi) Driving license issued by the Licensing Authority under the Motor Vehicles Act, 1988 (59 of 1988); or (vii) any other documents specified by the State Government or Union territory Administration.

If EID number is entered, the applicant will be advised to update the Aadhaar number on NSP through applicants' login, as soon as the Aadhaar number is assigned. Aadhaar number can be updated upto one month from the last date of application. In case the applicant fails to update Aadhaar number by that date the application will be treated as non-Aadhaar application and dealt with accordingly.

[Note- For Assam, Jammu & Kashmir and Meghalaya, the documents mentioned at para (b) shall only be required]

Q.No.10. What is Aadhaar based Payment?

Answer: Applicants/Students who have entered Aadhaar in their online application correctly and if their Aadhaar is linked to any of their bank account, in such cases the amount of Scholarship will be credited to that Aadhaar linked bank account only even if the student has mentioned any other non-Aadhaar linked bank account in her/his online application.

Q.No.11. Can I edit the information already saved and up to what time?

Answer: You can edit draft/incomplete information filled by you until you 'Submit' the online application. To edit the application, go to the option "Student login" → enter the Application Id then click on submit 'login' button.

Q.No.12. Which fields I can edit before final submission of application?

Answer: - You can edit all details except “**Registration Details**”. It may be noted that once you ‘finally submit’ your application it will be forwarded to the next level and after that **you cannot edit further**.

Q.No.13. Which fields in the application form are mandatory?

Answer :- Fields provided with red asterisk(*) mark are mandatory fields.

Q.No.14. Do I have to fill up the online application in one sitting?

Answer: No. You can fill up the online application in many sittings using ‘**Save Draft**’, until you are satisfied that you have entered all desirable fields correctly. The software provides facility to save your application at every stage until you click on ‘**Submit**’ button.

Q.No.15. Is there any Application ID?

Answer: Yes. An Application ID will be provided to the candidate once his/her application is submitted online. It will be conveyed to candidates through SMS. Students should remember their ID as it will be required while applying for renewal during subsequent years. Receipt of ID does not give itself a guarantee award of scholarship.

Q.No.16. What should I do if I forget my Application ID?

Answer: The process of re-collection of the Application ID is given as below:

“**Student login->Forgot Registration Details?**” then enter the basic fields accordingly and click on the button “**Get Registration details**”.

Q.No.17. What should I do, if my Institute name is not coming in the drop-down list of Institutes in application form?

Answer: You may ask your institute to contact the concerned State Department for their registration through U-DISE/AISHE/NCVT(DGT) code available on NSP portal. If still the institute is unable to get registered on NSP portal, they may contact to NUEPA (National University of Educational Planning and Administration) and Department of School Education of their State (for U-DISE) code /AICTE (for AISHE code) / NCVT (for ITI courses) and confirm that their U-DISE/AISHE/NCVT code has been approved by the School Education Department/AICTE/NCVT and updated in the data base of NUEPA/AICTE/NCVT(DGT), only then Institute will be able to register on NSP portal.

Q.No.18. What should I do, if I do not find my Course name in the drop-down menu?

Answer: You should immediately approach the institute (where you are studying) to login their account and add the concerned Course from the Master course list. Thereafter, you may be able to find the desired course name in your online application.

If the desired course is not available even in the Master course list of Institute login, you/your Institute should immediately approach to the concerned State Department (where your Institute is physically located) to add the course. Name of course and course duration along with the supporting documents must be provided to the State department.

Q.No.19. How should I check the status of my application online?

Answer: You have to login under the option ‘Student Login’ by entering your *Application Id* and *Password*. Once login, you will be able to view the option ‘*Check Your Status*’. Under this option you can check your online status.

Q.No.20. What should I do before making any call/enquiry/representation at helpdesk of National Informatics Centre (NIC) and/or Ministry of Minority Affairs (MoMA)?

Answer: The applicant should first check his/her online status on NSP as stated in Q. No. 17 and then make any call/enquiry/representation at helpdesk of National Informatics Centre (NIC) and/or Ministry of Minority Affairs (MoMA).

Q.No.21. What is the process of verification of my application?

Answer: Your application must be verified at School/Institute level and then at domicile district/ domicile State/UT level. You may contact the concerned verification authorities for online verification of your application within the timeline given on the NSP portal. Ministry of Minority Affairs will release the scholarship amount, only if your application is verified and approved by all verification authorities. In case, your application is rejected by any of the concerned authority due to any reason, you will not get the scholarship amount.

Q.No.22. How can I check whether the amount of my scholarship is credited in my bank account or not?

Answer: You may check the transaction status on PFMS portal i.e. www.pfms.nic.in under “**Know Your Payment**” (<https://pfms.nic.in/static/NewLayoutCommonContent.aspx?RequestPageName=static/KnowYourPayment.aspx>) option on the home page.

Q.No.23. What should I do for the successful payment of Scholarship in my bank account?

Answer: You are advised to keep your bank account active to receive the scholarship amount (till the disbursal of scholarships).

Confirm from your bank that your account is not dormant/closed and also be sure that your account is free from transaction limit or any other conditions till the disbursal of scholarship is made in your account, to avoid any chance of transaction failure/return of scholarship amount.

Please note that in case of transaction failure/return of scholarship amount, there is no provision for re-payment and Ministry of Minority Affairs is not responsible for such lapse.

Q.No.24. How do I know the name and address of Nodal Officer/ State Department of my State?

Answer: The name and contact details of the Nodal Officer/State Department of all States/UTs are available under the link of **Ministry of Minority Affairs** on the home page of National Scholarship Portal (NSP) (<https://scholarships.gov.in/public/nodalOfficersList/NationalMeans-cum-MeritScholarshipScheme.pdf>)

Q.No.25. Which fields are editable for verification authorities i.e. for Institute/District/State while verification of online application?

Answer: At Institute level, only 'Fee' can be edited by the concerned Institute. However, at District/State level verifying authorities, 'Aadhaar Number' & 'Mobile Number' of the student can be edited.

Q.No.26. What should I do if I come to know after final submission, that my application is 'defected' by the Institute/District/State verifying authority?

Answer: In case the application is marked as 'defected' by the Institute/District/State, the application will be reverted to the student for correction of the defect in his/her application form. Student can correct the defect and resubmit the application for re-verification within the timeline given on NSP.

Q.No.27. What should I do if I come to know after final submission, that my application is 'rejected' by the Institute/District/State verifying authority?

Answer: In case the application is marked as 'rejected' by the Institute/District/State, the application will not be considered for award of the scholarship.

Q.No.28. What should I do if I face some technical issue while applying for scholarship on NSP portal.

Answer: You can immediately register your complain through the link <https://scholarships.gov.in/fresh/complaintspage> or accessing Complaints -> Register Complaints on the home page of the NSP website or call on the Helpline number 0120-6619540 or send mail on e-mail id: helpdesk@nsp.gov.in.

BONAFIDE STUDENT CERTIFICATE



This is to certify that _____ (Name of the student), Son/Daughter/Ward of _____ (Parents/Gaurdian's name), Date of Birth _____ is a *bonafide* student of this Institute/School.

He/She is bearing Roll No. _____ a0nd is studying in (Class/Programme/Course) in the current Academic Year 2019-20.

As per records, his/her domicile state is _____. (Strick off if domicile state and state of Institute/School is same).

(Signature of Head of this Institute)
Contact No:

(Seal of the Institute)