



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
शैक्षिक अनुभाग / Academic Section

NOTICE NO. 222 Date: 18.07.2019

Notification for inviting applications for Financial Assistance for SC/ST students for the year 2019-20.

Applications are invited in the prescribed format for Financial Assistance for the year 2019-20 from SC/ST undergraduate students whose parental income from all sources is below Rs. 4.5 lakhs.

Eligible students are advised to fill in the prescribed application form given in the Institute website, as per instructions. The family income certificate for the year 2018-19 as per parent's occupational status (i.e. if service then Salary Certificate, Annexure- II Form X with other relevant enclosures / If business, agriculture etc. then Income Affidavit, Annexure- III Form- Y with other relevant enclosures / if pensioner then pension certificate, Annexure- IV Form- Z with other relevant enclosures) as applicable, as stated in Annexure- I (List of documents to be submitted) as per parents / guardians occupational status.

All the above Annexure / Forms related to parental income certificates etc. can be downloaded from institute website. The application form duly enclosing all the relevant documents / annexure as stated above **should be submitted to Academic Section on or before 21st October 2019.**

The hard copy of the application must be signed by the student otherwise it will be cancelled.

Under no circumstances the hard copy of the application for the Financial Assistance for the year 2019-20 will be accepted beyond 21st October 2019.

Types of assistance admissible under Financial Assistance.

1. Exemption of Tuition Fee
2. A scholarship amount of Rs. 300/- per month and exemption from payment of hostel room rent.

OR

The student can opt free messing (Basic Menu) and Rs. 250/- per month pocket allowance

3. Special facilities are provided for borrowing books on the relevant subjects from the library for each semester free of charges on priority basis. There are also special book banks for the exclusive use of SC/ST students.

Applications incomplete / without relevant supporting enclosures / not in prescribed format will be summarily rejected

P. S. Das
18/07/2019

Assistant Registrar (Academics)

Copy to:

1. Notice Board
2. Website
3. Head of the Schools- with a request for circulation please.
4. Warden, Hostel

LIST OF DOCUMENTS TO BE SUBMITTED

FOLLOWING DOCUMENTS TO BE SUBMITTED ALONG WITH FINANCIAL ASSISTANCE APPLICATION FOR 2019-20 for different Classes of Guardians' Occupation

1) For Salaried Class (Guardians' who are in Service either Govt. or Private)

- a) Salary Certificate for the Financial Year **2018-19 (from 01.04.18 to 31.03.19)** in prescribed Form ' X' given in Annexure-II duly sealed/stamped by the Salary Disbursing Officer.
- b) Attested Copy of IT Form 16 to be issued by employer along with ITR for the year **2018-19 (Assessment Year 2019-20)** duly acknowledge by concerned Income office. Submission of these two documents are mandatory. Low income group of salaried class, who need to submit IT Form 16 / ITR, they have to submit an attested photocopy of Income Certificate from local District Authorities like S.D.O./ B.D.O./M.R.O./TAHASILDER/ Chairman/Executive Officer of Municipal Corporation etc. instead of IT Form 16.

2) For Non-Salaried Class (Guardians who are not in Service such as Businessmen, Legal/Medical Practitioners, Consultants, Private Tutors, Retired without Pension/Self-employed persons. etc.).

- a) An Annual Income Affidavit for the financial year **2018-19** in a Non-Judicial Stamp for Rs.100/- sworn in before preferably a First Class Magistrate / Notary Public as per the format given in **Form -"Y" (Annexure-III)**.
- b) Attested Copy of Income Certificate from local District Authorities like S.D.O./ B.D.O./M.R.O./TAHASILDER/ Chairman/Executive Officer of Municipal Corporation etc. in addition to Income Affidavit and other documents as stated above & below.

N.B. : SUBMISSION THESE TWO DOCUMENTS as stated in 2 (a & b) above, are **MANDATORY** FOR ANY CLASS OF OCCUPATION IN CASE OF NON-SALARIED GUARDIANS (such as Agriculture, Business class, self-employed, Legal/Medical Practitioners/Retired without Pension/Private Tutors/ Contractors/Consultants etc.)

- c) Attested copies of ITR Form/IT Return as applicable (to be attested by a Govt. Officer), for the year **2018-19 (Assessment Year 2019-20)** duly stamped/sealed from concerned Income Tax Office. Copy of Registration Certificate must be submitted in case of Medical Practitioner and Legal Practitioner. Those who Retired without Pension, they have to submit Retirement/Termination/ Superannuating letter/documents/papers etc. along with Income Affidavit, Income & Non-employment Certificate from Local District Authorities like S.D.O. / B.D.O. /M.R.O./ TAHASILDER, Executive Officer of Municipal Corporation etc., Income Tax documents, if applicable, as stated in item 2) a, b, & c above.

3) For Pensioners / Family Pensioners:

- a) Annual Pension Payment Certificate for the year **2018-19** in prescribed For 'Z' given in Annexure- IV to be issued by the Pension Disbursing Officer.
- b) An Income & Non-employment Certificate from local District Authorities like S.D.O. /B.D.O./ M.R.O./ TAHASILDER, Chairman/ Executive Officer of Municipal Corporation etc. for the year **2018-19** also to be submitted in addition to other documents as stated in item 3 (a) above.
Submission of all the documents as stated in 3 (a & b) above, are mandatory for the guardians who are either pensioner or family pensioner.
- c) Copy of PPO, Superannuating/Retirement/Termination letter and attested copies of I.T. Documents, if any.(such as ITR Form / IT Form16, IT return etc. for the current year, if applicable).

FORM – X

ANNUAL SALARY CERTIFICATE FOR THOSE GUARDIANS WHO ARE IN SERVICE (Govt. or Pvt.)

PART – I : **Income from Salary (From Employer)**

1. Name and Address of the Employer :

2. Certified that _____ is employed in this organization in the Post of _____, (Designation held by the employee) and that the break-up of his Gross Annual Income from Salary received in the financial year _____ is as follows :

<u>ITEM</u>	<u>TOTAL Amount for 12 months</u>
i) Basic Pay	:
ii) D/Pay	:
iii) DA/ADA/Relief	:
iv) H. R.A.	:
v) Special Pay & Honorarium, Bonus, Arrears, etc. ,if any	:
vi) Other Allowances, if any	:

TOTAL = Rs.	

Employer's Signature:

Designation :

Date:

(Official Seal)

N.B. : 1) All the entries as stated in Column 2 above must be supported by attested copy of IT Form 16 for the corresponding financial year of Annual Salary Certificate along with relevant ITR , if any.

2) Guardians who need not submit IT Form 16/ ITR due to their Low annual Income (Govt. or Pvt. Service), they must have to submit the following additional documents along with Annual Salary Certificate as per Form 'A' – Annexure-II above :

(i) a certificate from Employer/Salary disbursing officer stating that their annual income is Not Taxable and they need not produce IT Form 16 and

(ii) An Annual Income Certificate for **2018-19** from District Authority like S.D.O./B.D.O./ Tahsildar/ Anchal Officer, Executive Officer of Municipal Corporation etc. as stated in Col. 1 (c) of Annexure-I : Submission of these documents as stated above in Col : 2 (i) & (ii), along with annual Salary Certificate in prescribed Form 'A' (Annexure-II), is **mandatory** for the guardians' having low salaries Income group ./ Private Job, who could not submit Income Tax documents/ ITR.

PART – II :

Income from other sources

DECLARATION BY THE FATHER /GUARDIAN OF THE STUDENT

I declare that my/my family's Annual Income from other sources during the financial year _____ was as follows in addition to my Salary Income.

Income from:

- a) Landed Properties/ Agriculture (Certificate from Tahsildar/ Equivalent Govt. officials) : Rs. _____
- b) Investment in Bank/Post Office/Unit Trust etc. : Rs. _____
- c) Share Certificates/Debentures : Rs. _____
- d) Other sources : Rs. _____

Total = Rs. _____

Plus Total of Salary Income as stated in item No.2 of Part-I : Rs. _____
(Pl. see pre-page)

Gross Annual Income = Rs. _____

Further I declare that the information given above are true. I understand that the Financial Assistance if awarded to my son/daughter, is liable to be withheld or discontinued at the discretion of the authorities of the Indian Institute of Technology, Bhubaneswar, without assigning any reason. If subsequently (after award of Financial Assistance to my ward) it is found that he/she has been granted any other Scholarship/Stipend etc. by any Govt./Non-govt. organizations for the same period, I shall bound to refund the entire amount of Financial Assistance etc. to the scholarship awarding authority immediately. I shall also be personally held responsible for the refund of the Financial Assistance amount (paid to my son/daughter by the Institute) in the event of any information in this declaration and also in the enclosed scholarship application form, being proved incorrect/ false later on.

Date: _____ Signature of the Father /Guardian: _____
Full Name: _____
Address with Pin Code: _____
Phone No. if any: _____

N.B.: Certificate from Tahsildar or equivalent Govt. officials to be enclosed.

Annexure: III
(Financial Assistance)

FORM-Y

FORMAT OF INCOME AFFIDAVIT

(FOR USE OF THOSE GUARDIANS WHO ARE NOT IN EMPLOYMENT ANYWHERE AND DERIVES INCOME FROM SOURCES OTHER THAN SALARY/PENSION)

(To be submitted on Non-Judicial Stamp paper of Rs.100/- and sworn in before a First Class Magistrate/Notary Public)

I, Shri/Smt. _____ a resident of _____ solemnly declare that:

1. My son/daughter Shri/Miss _____ is currently
Studying at the Indian Institute of Technology Bhubaneswar, in 4-year B.Tech.(Hons.) Courses in the Branch of _____
2. He/ She is an applicant for the award of Financial Assistance for the Academic Year _____.
3. I declare that my spouse is employed/not employed and that the Annual Income of my family in the Financial Year _____ i.e. During the period from 1st April, _____ to 31st March, _____ was as mentioned hereunder (Supported by document):

(A) From my own profession as indicated:

- | | |
|---|----------------|
| i) Income from Business/Medical practice
Legal Practice/Engineering Consultancy etc. | Rs. _____ p.a. |
| ii) Income from Agriculture | Rs. _____ p.a. |
| iii) Income from Landed Properties | Rs. _____ p.a. |
| iv) Income from Investment in Bank/Post Office etc. | Rs. _____ p.a. |
| v) Income from Share Certificates/Debentures | Rs. _____ p.a. |
| vi) Income from any other sources(i.e. Retirement
Benefits for VRS/VSS etc., if any | Rs. _____ p.a. |

(B) Income of my wife/spouse's (if any) Rs. _____ p.a.

(if employed, Business/Pensioner then Salary / Income / Pension Certificate as applicable as per wife's / spouse's occupational status, to be enclosed with attested copies of Income Tax Documents, if applicable as stated in the Annexure – II "List of documents to be submitted"

(C) Income in the name of my son /ward (if any).

GROSS TOTAL INCOME (A+B+C) : Rs. _____ p.a.

:2:

Further I declare that the information given above are true. I understand that the Financial Assistance if awarded to my son/daughter, is liable to be withheld or discontinued at the discretion of the authorities of the Indian Institute of Technology, Bhubaneswar, without assigning any reason. If subsequently after award of Financial Assistance to my ward it is found that he/she has been granted any other Scholarship/Stipend /Financial Assistance etc. by any Govt./Non-govt. organizations for the same period, I shall bound to refund the whole amount of Financial Assistance etc. to the scholarship awarding authority immediately. I shall also be personally held responsible for the refund of the Financial Assistance amount (paid to my son/daughter by the Institute) in the event of any information in this declaration and also in the enclosed scholarship application form, being proved incorrect later on.

(Signature of Father/Guardian)

Sworn before me this _____ day of _____ 201_____ and signed.

(SEAL)

Signature of First Class Magistrate /Notary Public

Annexure: IV
(Financial Assistance)

FORM- Z

(FOR PENSIONER/FAMILY PENSIONER ONLY)

(PENSION / INCOME CERTIFICATE (FROM EX-EMPLOYER)/ FOR THOSE GUARDIANS WHO ARE PENSIONER (RETIRED FROM SERVICE OR THEIR WIVES ARE GETTING FAMILY PENSION)

PART – I : **Income from Pension / Family Pension**

1. Name and address of the Ex-Employer :
with P.P.O. No. :

2. Certified that _____ was employed in this Organization/superannuated from in the capacity of _____(post held by the retired employee) and that the break-up of his/her Annual Income from Pension /Family Pension received in the financial year _____ is as follows :

<u>ITEM</u>	<u>Total Amount for 12 months</u>
i) Basic Pension/F. Pension	: Rs.
ii) Dearness Relief	: Rs.
iii) Other Allowances, Arrears, if any	: Rs. _____
Total	: Rs. _____

Signature of Ex-Employer/Pension
Disbursing Authority : _____

Designation : _____

Date:

(Official Stamp)

PART – II

INCOME FROM OTHER SOURCES

DECLARATION BY THE GUARDIAN

I declare that my/my family's Annual Income from other sources during the Financial Year_____

was as follows in addition to my pension income :

Income from :

- | | | |
|----|---|-------------|
| a) | Landed Properties (Certificate from Tahsildar/Gram Panchayat) | : Rs. |
| b) | Agriculture | : Rs. |
| c) | Investment in Bank/Post Office/Unit Trust etc. | : Rs. |
| d) | Share Certificates/Debentures | : Rs. |
| e) | Other sources | : Rs. _____ |

Total = Rs .

Plus Total of Pension Income as stated in item No.2) (i to v) of Part-I
Rs. (Pl. see pre-page)

Gross Annual Income = Rs. _____

Further I declare that the information given above are true. I understand that the Financial Assistance if awarded to my son/daughter, is liable to be withheld or discontinued at the discretion of the authorities of the Indian Institute of Technology, Bhubaneswar, without assigning any reason. If subsequently after award of Financial Assistance to my ward it is found that he/she has been granted any other Scholarship/Stipend etc. by any Govt./Non-govt. organizations for the same period, I shall bound to refund the whole amount of Financial Assistance etc. to the scholarship awarding authority immediately. I shall also be personally held responsible for the refund of the Financial Assistance amount (paid to my son/daughter by the Institute) in the event of any information in this declaration and also in the enclosed scholarship application form, being proved incorrect later on.

Date:

Signature of the Father/Guardian:

Full Name:

Address with Pin Code:

Phone No: (if any):

N.B.: Those Pensioners who need not file Income Tax Return (ITR) due to Low Annual Pension they must have to submit an income and non-employment certificate for the year 2018-19 from local District Authorities like S.D.O. / B.D.O. /M.R.O./ TAHASILDAR, Anchal Officer, Chairman/Executive Officer of Municipal Corporation etc. as applicable along with Annual Pension Certificate duly filled in as per above stated format (Form-Z, Annexure- IV).

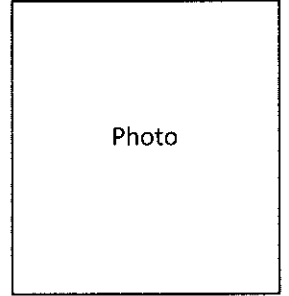


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Financial Assistance for SC/ST students for the year 2019-20

1. Name of the Applicant : _____
(Self-attested photocopy of the Caste Certificate to be attached)
 2. (I) Roll No. : _____
(II) % of Marks/CGPA : _____
(Transcript to be enclosed)
 - (III) Name of the Bank : _____
Account No. : _____
IFSC Code : _____
Aadhar No : _____
 3. (I) Name of Father : _____
(II) Name of Mother : _____
 4. Fathers Occupation : _____
Mothers Occupation : _____
 5. Complete Address : _____

 6. Annual Total Income of Family
(I) Fathers Gross Annual Income : _____
(II) Mothers Gross Annual Income : _____
(III) Annual Income from Other Source: _____
(i.e. investment in Bank/Post Office/UTI/LIC/Share/Debenture/Landed Property Income
in the name of the student etc. If any to be mentioned)
- Total of 6 (I) + (II) + (III) above : Rs. _____



Photo

Declaration:

I declare that all the information give above are true. I am not in receipt of any other Scholarship/Stipend/Financial Assistance etc. from any other source. I shall personally held responsible, if at any stage it is found that any information given in this scholarship application form is false/incorrect as per the scholarship scheme, my application is liable to be rejected.

Signature of the student : _____
Roll No. : _____
Year : _____
Name of the School : _____
Contact No. : _____

Relevant documents to be attached as mentioned in Annexure- I

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OPTION FOR AVAILING FINANCIAL ASSISTANCE 2019-20

I Mr. /Ms. _____ bearing Roll No. _____ pursuing B.Tech

Course in the School of _____ do hereby undertake that I

will opt the following option in connection with the Financial Assistantship for the year 2019-20.

1. Scholarship amount of Rs. 300/- per month and exemption from payment of hostel room

rent.

OR

2. Free Messing (Basic Menu) and Rs. 250/- per month pocket allowance

Name of the Student:

Signature:

