NOTICE NO. 21 / Dated: 29.09.2021

Notification for inviting applications for Financial Assistance for SC/ST students for the year 2021-22.

Applications are invited in the prescribed format for Financial Assistance for the year 2021-22 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 2020-21 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 hard copy of the application form duly enclosing all the relevant documents / Annexures as stated above should reach the Institute by Speed Post / Registered Post on or can be put inside the drop box available in Academics before 31st October 2021 to the following address:

Assistant Registrar (Academics)
Indian Institute of Technology Bhubaneswar
At- Argul, Post- Jatni, Khordha- 752050.

Note: (1) The hard copy of the application must be signed by the student otherwise it will be cancelled.
(2) Under no circumstances the hard copy of the application for the Financial Assistance for the year 2021-22 will be accepted beyond 31st October 2021.

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.

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 2021-22 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 2020-21 (from 01.04.20 to 31.03.21) 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 2020-21 (Assessment Year 2021-22) 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 2020-21 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 2020-21 (Assessment Year 2022-22) 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 tax etc. & 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 2020-21 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 2020-21 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:

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

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 2020-21 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.

Contd…2
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.
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.

Contd …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 (F R O M 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 :

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Total Amount for 12 months</th>
</tr>
</thead>
<tbody>
<tr>
<td>i)</td>
<td>Basic Pension/F. Pension</td>
</tr>
<tr>
<td>ii)</td>
<td>Dearness Relief</td>
</tr>
<tr>
<td>iii)</td>
<td>Other Allowances, Arrears, if any</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
</tr>
</tbody>
</table>

Signature of Ex-Employer/Pension
Disbursing Authority : ______________________

Designation : ______________________

Date:

(Official Stamp)

Contd…2
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 2020-21 from local District Authorities like S.D.O. / B.D.O. / M.R.O. / TAHASIL DAR, 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).
Financial Assistance for SC/ST students for the year 2021-22

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. ______________________
Declaration:

I declare that all the information given above are true. I am not in receipt of any other Scholarship/Stipend/Financial Assistance etc. from any other source. I shall personally hold 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
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 2021-22.

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:
UNDERTAKING FORM

I Mr. /Ms. ___________________________ bearing Roll No. ______________ pursuing B.Tech Course in the School of ___________________________________ do hereby undertake that I am applying for _______________________ for the year _________ and I am not in receipt of any other scholarship in this year. If I am found having availed any other scholarship / Financial Benefits for the current year from the Institute or any Govt. or Private Organizations, I will refund the Financial Assistance for the year 2021-22 to the Institute.

Name of the student:                                                                                       (Signature)

Roll No.
UNDEARTAKING FORM

I Mr. /Ms. ___________________ bearing Roll No. ________________ pursuing B.Tech Course in the School of ___________________________________ do hereby undertake that I am applying for ______________________ for the year _________ and I am not in receipt of any other scholarship in this year. If I am found having availed any other scholarship / Financial Benefits for the current year from the Institute or any Govt. or Private Organizations, I will refund the Merit- Cum- Means Scholarship for the year 2021-22 to the Institute.

Name of the student: ___________________ (Signature)

Roll No. ___________________
UNDERTAKING FORM

I Mr. /Ms. _______________________ bearing Roll No. ________________ pursuing B.Tech Course in the School of ________________________________ do hereby undertake that I am applying for ______________________ for the year _________ and I am not in receipt of any other scholarship in this year. If I am found having availed any other scholarship / Financial Benefits for the current year from the Institute or any Govt. or Private Organizations, I will refund the Remission of Tuition Fees for the year 2021-22 to the Institute.

Name of the student:                                                                                      (Signature)

Roll No.