

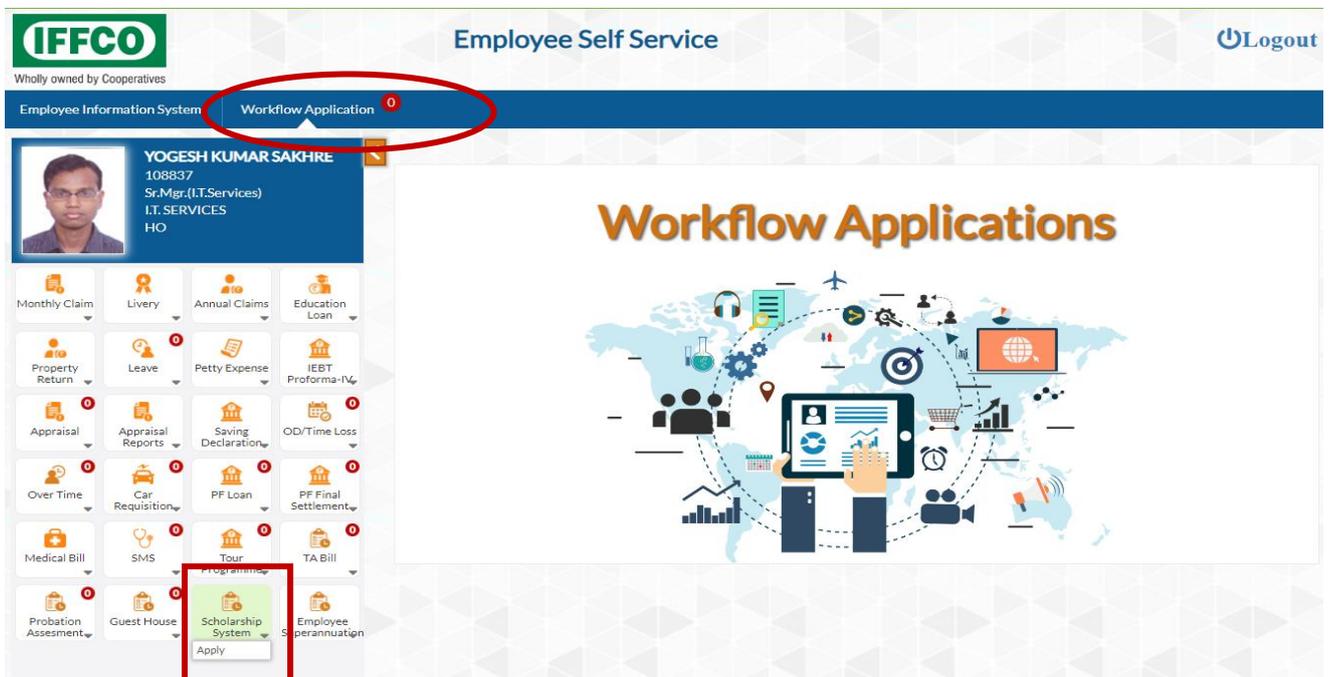
Scholarship System

Following are the steps to fill the application in Scholarship System through EIS-

- Login to Employee Information System (EIS) through this link- <https://eis.iffco.coop/>



- Click on **Workflow Application** tab, select **Scholarship System** icon and then click on **Apply**.



- Click on the link as shown below to download the format of Institute Certificate. Please fill up the form in the prescribed format and upload the same.

The screenshot shows the 'Employee Information System' interface. The user profile for YOGESH KUMAR SAKHIRE is visible on the left. The main content area is titled 'History of Scholarship System'. A red box highlights the link 'Click here to download Institute Certificate Format'. Below this, there are buttons for 'Apply New' and 'Show Applied History'. A table with columns 'Action', 'Personal No', 'Employee Name', 'Child Name', 'Eligibility Code', 'Course Start Date', 'Admission Date', and 'Course Pursuing' is shown, with 'No Records Found' displayed below it. The 'Scholarship System' menu item in the left sidebar is highlighted with a green background and an 'Apply' button is visible below it.

- Now click on 'Apply New' button to apply for a new Scholarship.

This screenshot is similar to the previous one, but the 'Apply New' button is highlighted with a red box. The rest of the interface, including the user profile, the 'History of Scholarship System' title, the table with 'No Records Found', and the 'Scholarship System' menu item, remains the same.

1. If applying for a New Scholarship then select 'Apply New' as shown below-

- Fill up the form and upload all the mandatory files.

Employee Information System | Workflow Application 0

Personal Details

YOGESH KUMAR SAKHRE
Sr.Mgr.(I.T.Services)

Pers. No: 108837 | Name: YOGESH KUMAR SAKHRE | Dept: I.T.SERVICES | Unit: HO
Mobile: 8527871515 | Grade: F0 | Desig.: Sr.Mgr.(I.T.Services) | Section: I.T.SERVICES
Work Unit: HO | Email: yksakhre@iffco.in

Select Scholarship Type | **Apply New** | Apply Claim (For Existing Scholarship)

*** Mandatory Documents to be uploaded.** Marksheet Institute Certificate Tuition Fees receipts

Scholarship Holder Master

Eligibility*: Excellence in 10th
Child Name*: 2-SAAVYA-DAUGHTER
DOB (As per 10th Certificate)*: 08/09/2007

Eligibility Details

Claim Mode*: Yearly
% of Marks*: 97.70
Passed Year(YYYY)*: 2021
Board/University Passed*: CBSE

Persuing Course Details

Course Pursuing*: PCM | Admission Date*: 01/04/2021 | Course Start Date*: 01/04/2021
Board/University*: CBSE | Course Period(Years)*: 2 | Course Period Extended:
School/College*: Delhi Public School

Scholarship Claim Details

Tuition Fee Details				Book Expenses Details			Class Passed	Class Studying	Claim Date
S.No	From Date	To Date	Amount	From Date	To Date	Amount			
1	01/04/2021	31/03/2022	16000	dd/mm/yyyy	dd/mm/yyyy		10th	11th	24/02/2023

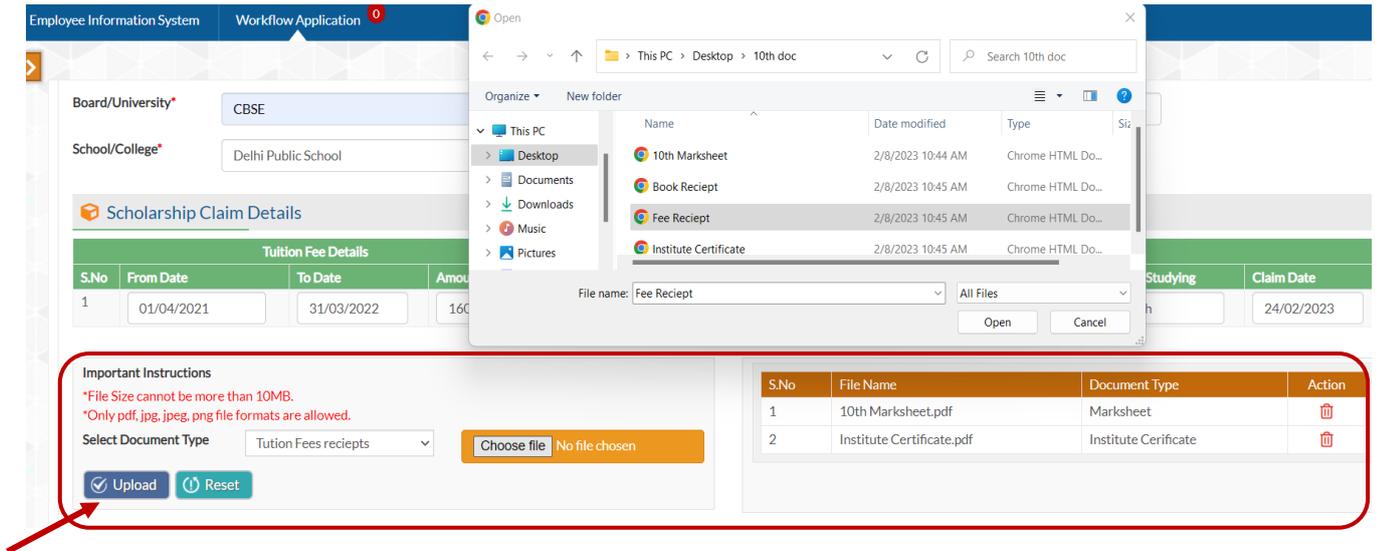
Important Instructions

*File Size cannot be more than 10MB.
*Only pdf, jpg, jpeg, png file formats are allowed.

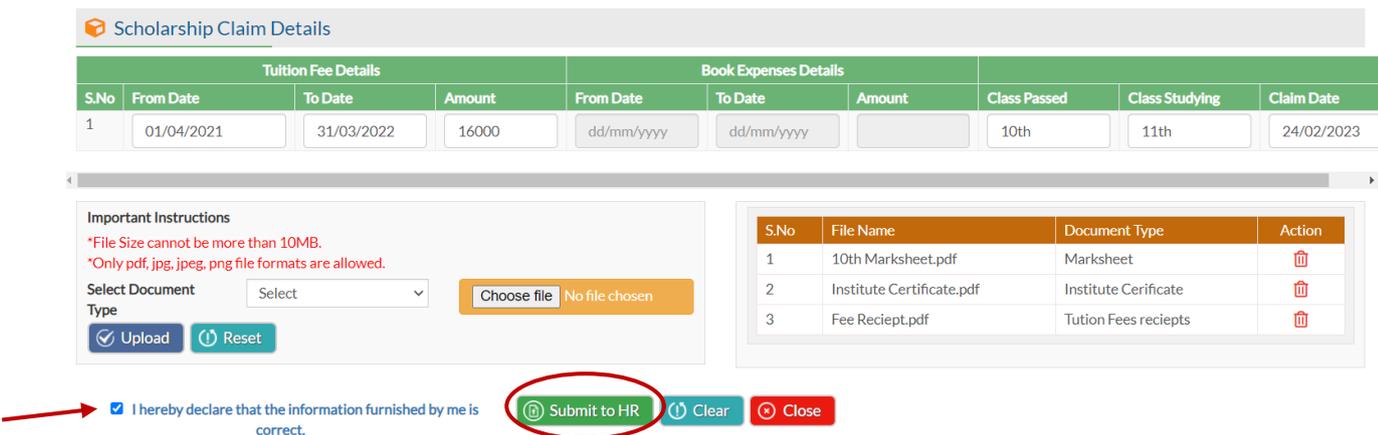
Select Document Type: No file chosen

S.No	File Name	Document Type	Action
1	10th Marksheet.pdf	Marksheet	<input type="button" value="Delete"/>

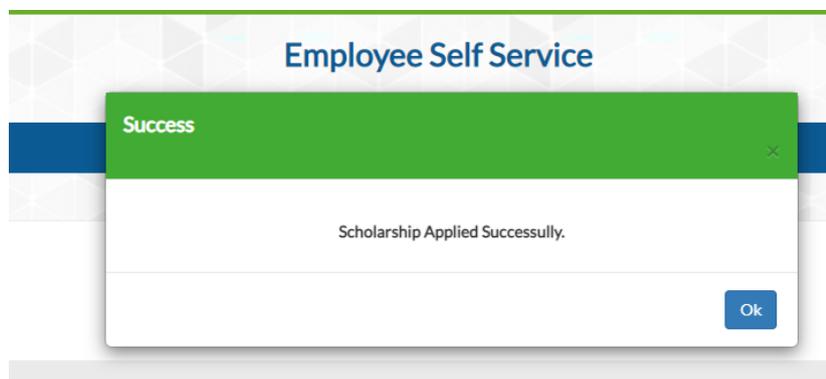
- To upload a file, Select Document Type from List→ Click on ‘**Choose File**’→ Select the File→ Click ‘**Upload**’ as shown below-



- After filling all the details and uploading the files, select (✓) the declaration checkbox and then Click on ‘**Submit to HR**’ button.



- After Clicking on ‘**Submit to HR**’ button, Success alert will appear as shown in the below image.



- If you want to Claim for already applied Scholarship then Click on 'Apply Claim (For Existing Scholarship)' and select 'Scholarship S.No' from dropdown.

Employee Information System | Workflow Application 0

Personal Details

YOGESH KUMAR SAKHRE
Sr.Mgr.(IT.Services)

Pers. No: 108837 | Name: YOGESH KUMAR SAKHRE | Dept: I.T. SERVICES | Unit: HO
 Mobile: 8527871515 | Grade: F0 | Desig.: Sr.Mgr.(IT.Services) | Section: I.T. SERVICES
 Work Unit: HO | Email: yksakhre@ffco.in

Select Scholarship Type
 Apply New
 Apply Claim (For Existing Scholarship)

Select Scholarship Sno* --Select--

--Select--
 1~SAAVYA~PCM

- After selecting Scholarship S.No all the master details will be filled automatically.

Personal Details

YOGESH KUMAR SAKHRE
Sr.Mgr.(IT.Services)

Pers. No: 108837 | Name: YOGESH KUMAR SAKHRE | Dept: I.T. SERVICES | Unit: HO
 Mobile: 8527871515 | Grade: F0 | Desig.: Sr.Mgr.(IT.Services) | Section: I.T. SERVICES
 Work Unit: HO | Email: yksakhre@ffco.in

Select Scholarship Type
 Apply New
 Apply Claim (For Existing Scholarship)

Select Scholarship Sno* 1~SAAVYA~PCM

*Mandatory Documents to be uploaded. Marksheet Institute Certificate Tution Fees receipts

Scholarship Holder Master

Eligibility* Excellence in 10th

Child Name* 2-SAAVYA-DAUGHTER

DOB (As per 10th Certificate)* 08/09/2007

Eligibility Details

Claim Mode* Yearly

% of Marks* 97.7

Passed Year(YYYY)* 2021

Board/University Passed* CBSE

Persuing Course Details

Course Pursuing* PCM | Admission Date* 01/04/2021 | Course Start Date* 01/04/2021

Board/University* CBSE | Course Period(Years)* 2 | Course Period Extended 0

School/College* Delhi Public School

Scholarship Claim Details

+ Add New Claim

Tuition Fee Details			Book Expenses Details										
S.No	Claim No	From Date	To Date	Amount	From Date	To Date	Amount	Class Passed	Class Studying	Claim Date	Status	Remark	View File
1	1	01/04/2021	31/03/2022	16000			0	10th	11th	24/02/2023	Submitted		

Showing 1 to 1 of 1 entries

I hereby declare that the information furnished by me is correct.
 Submit to HR
Close

- Click on 'Add New Claim'.
- A new row will be added. Fill the claim details, upload all the mandatory files, select (✓) the declaration checkbox and click on 'Submit To HR' button.

Scholarship Claim Details

+ Add New Claim

Tuition Fee Details				Book Expenses Details				Class Passed	Class Studying	Claim Date	Status	Remark	View File
S.No	Claim No	From Date	To Date	Amount	From Date	To Date	Amount						
1	1	01/04/2021	31/03/2022	16000			0	10th	11th	24/02/2023	Submitted		
2		01/04/2022	31/03/2023	17000	dd/mm/yyyy	dd/mm/yyyy		11th	12th	24/02/2023			

Showing 1 to 1 of 1 entries

Important Instructions

- *File Size cannot be more than 10MB.
- *Only pdf, jpg, jpeg, png file formats are allowed.

Select Document Type: No file chosen

Upload

S.No	File Name	Document Type	Action
1	Marksheet.pdf	Marksheet	
3	Institute Certificate.pdf	Institute Certificate	
4	Fee Receipt.pdf	Tuition Fees receipts	

I hereby declare that the information furnished by me is correct.

- After Clicking on 'Submit to HR' button', Success alert will appear as shown in the below image-

