

" CIRCULAR "


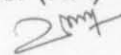
**Sub: Financial Assistance to talented children of IFFCO employees
for performance in academics**

In accordance with HO's circular No.1536 dated 22.02.2006, the cases of the dependent children of employees securing 90% and above marks in aggregate in their 10th / 12th Standard examination during last academic year 2009-10 conducted by the Central Board of Secondary Education / State Boards/ Other Boards / University duly approved and recognised for the purpose etc., may be considered for payment of financial assistance for pursuing further study. The eligibility of the children & procedure for payment of financial assistance to talented children of IFFCO employees are as under:

- 1 Children securing 90% and above marks in aggregate in their 10th standard examination conducted by the Board / University approved and recognised by Central / State Government for the purpose, may be considered for financial assistance for their studies in 11th & 12th Class @ Rs.1,000/- p.m.
- 2 Children securing 90% and above marks in aggregate in their 12th standard examination conducted by the Board / University approved and recognised by Central / State Government for the purpose, may be considered for financial assistance for any of the following:
 - a) In case of children pursuing graduation courses in Arts, Science, Commerce etc., they will be considered for financial assistance @ Rs.1,000/- p.m. for the duration of the course or 3 years, whichever is less.
 - b) In case of children pursuing professional courses such as CA / ICWA / CS / Engineering / Medical / Law / Management / Journalism / Mass Communication etc. in Govt. recognised / AICTE approved Institutions, they will be considered for reimbursement of tuition fee on production of receipt subject to a ceiling of Rs.36,000/- per annum or Rs.1,000/- per month (without receipt) paid on quarterly basis as may be opted. The duration of financial assistance will be actual duration of the course or five years, whichever is less. The cost of books at actual on the production of receipts subject to a ceiling of Rs.5,000/- per annum shall also be reimbursed.
- 3 Continuance of or otherwise of the financial assistance will be reviewed on yearly basis. For this purpose, the claimant child will submit a copy of marks sheet of the relevant class / stage / level within 30 days from the date of result.
- 4 In case any student getting financial assistance fails to get promoted to next class / stage / level, as prescribed by the concerned Institution, financial assistance shall be discontinued for the rest of duration of the course.

- 5 In case of students pursuing CA / ICWA / CS, it will be necessary to pass at least one group in each year to qualify for the assistance.
- 6 Children receiving scholarship / financial assistance under any other scheme of IFFCO or any other institute / agency will not be eligible for financial assistance from IFFCO under this scheme.
- 7 The selection of children for financial assistance shall be done once in a year by the Committee constituted by a Competent Authority at corporate level.
- 8 Such children / their parents will have to execute a bond that on completion of their academic pursuit, if required by IFFCO, will have to serve IFFCO for a minimum period of 3 years, excluding training period, failing which half of the scholarship / financial assistance paid to them shall be recovered from them / their parents.
- 9 The financial assistance / scholarship will automatically be suspended or come to an end if the concerned employees cease to be in the employment of IFFCO for any reason whatsoever other than superannuation or death or the talented child ceases to be his dependent.
- 10 A request as per Annexure-I shall have to be submitted in the beginning of each academic year / group by the parent of talented child alongwith a certificate as per Annexure-II from the Educational Institution where the child is studying, as a proof of admission / continuation of studies. Further, where no such certificate is available, he shall submit proof of continuation of education such as evidence of his appearance in Examination etc., on regular basis.
- 11 The amount of financial assistance shall be payable quarterly in respect of claims without receipt and quarterly / half yearly / yearly in respect of claims supported with receipt.

Employees, whose dependent son /daughter are eligible for financial assistance as per above guidelines, are advised to submit their application in the prescribed format Annexure-I alongwith Annexure-II and other relevant documents to the Personnel Section latest by 10.09.2010 positively for onward transmission to HO for consideration.


R S Nair 1/7/10
Dy. General Manager (HR)


Distribution:

GMs/JGMs/All HODs/SHs
Asst. Manager (Coord) to ED
Notice Boards

Request for Financial Assistance for talented children
 excel in academics. _____

Date _____

To,

My son / daughter Master / Miss _____ has secured
 _____ % marks (90% or more) in class _____. He/She has taken
 admission in Class _____ w.e.f. _____. A certificate from the
 Educational Institute or proof of continuing the studies is attached herewith.

It is requested that an amount of Rs. _____ for 1st / 2nd / 3rd / 4th
 quarter / yearly) be paid towards the financial assistance in respect of my above
 mentioned child. Since claim for reimbursement of tuition fees is submitted on six
 monthly / yearly basis, therefore, the tuition fee receipt as the case may be from the
 concerned Educational Institute is enclosed.

My child is pursuing professional course as per Clause ii (b) of Circular No.
 1536, dated 22nd February, 2006, therefore, an amount of Rs. _____ spent on
 purchase of books also kindly be reimbursed. Receipt(s) of the same is/are
 enclosed herewith.

I declare that my above mentioned child is not getting financial assistance for
 furthering of studies from anywhere else and is dependent on me through out the
 period.

Further I shall abide by the terms and conditions of the Circulars on the
 subject.

Signature _____
 Name of the Employee _____
 P.No. _____
 Designation _____
 Place of Posting _____

(To be completed by the Educational Institution)

Certified that Master / Miss _____
(Date of Birth) _____ Son/Daughter of Shri/Smt. _____
is studying in class / course _____ of this School / College as regular
full time / part time student, with effect from _____. He / she has passed
the previous class/course of this School/College i.e. _____ with _____ % marks.

Signature of Headmaster/
Principal with stamp)

Dated _____