

## **APPLICATION FOR SCHOLARSHIP** **JOINING REPORT**

**NOTICE :**

- 1. ALL APPLICANTS ARE REQUIRED TO DOWNLOAD THE APPROPRIATE FORM .**
- 2. NEW STUDENTS MUST SUBMIT AN APPLICATION TO THE JOINT DIRECTOR (SCHOLARSHIP) IN FORM I AND FORM II .**
- 3. OLD STUDENTS MUST SUBMIT AN APPLICATION TO THE JOINT DIRECTOR (SCHOLARSHIP) IN FORM I AND FORM III .**
- 4. ALL CLAIMS FOR SCHOLARSHIPS MUST BE FILED WITHIN 31<sup>ST</sup> DECEMBER OF THE SAME YEAR FAILING WHICH ALL CLAIMS STAND FORFEITED. PLEASE REFER TO NOTIFICATION NO. 166/SCH/EDN/2003 DATED 13<sup>TH</sup> AUGUST 2003 AND NOTIFICATION NO. 010/91/SCH/HRDD/441 DATED 2<sup>ND</sup> NOVEMBER 2007.**
- 5. ALL CLAIMS FOR SCHOLARSHIPS MUST BE SUBMITTED TO THE FOLLOWING ADDRESS ON OR BEFORE 31<sup>ST</sup> DECEMBER OF THE SAME YEAR ( ALL CLAIMS IN RESPECT OF STUDENTS JOINING COURSES WITHIN 2007 MUST SUBMIT APPLICATIONS WITHIN 15<sup>TH</sup> MARCH 2008) TO THE FOLLOWING ADDRESS :-**

**The Joint Director (Scholarship),  
Human Resource Development Department,  
Government of Sikkim,  
Tashiling Annexe,  
Gangtok-737101, Sikkim.**

**CONTACT NO : (03592) 201651 AND 202903 EXTENSION 259 AND 258  
(03592) 221610**

**PLEASE NOTE THAT FORM I CONSISTS OF ONE PAGE AND FORM II AND FORM III CONSIST OF TWO PAGES EACH.**

## FORM I

### (APPLICATION FORM TO BE SUBMITTED BY ALL CATEGORIES OF CLAIMANTS)

To :

The Joint Director (Scholarship),  
Human Resource Development Department,  
Government of Sikkim,  
Tashiling Annexe,  
Gangtok-737101, Sikkim.

DATE :

Sir,

I, .....son/daughter of Shri.....

resident of .....undergoing the .....course

(give name of course) in the year .....(mention for which year)

in.....Institute (mention name of Institution).

do hereby submit this application for the grant of a scholarship in terms of Notification No. 166/SCH/EDN/2003 dated 13<sup>th</sup> August 2003 as amended from time to time read with Notification No. 010/91/SCH/HRDD/441 dated 2<sup>nd</sup> November 2007.

I do solemnly declare that I have submitted all the following documents (Listed below at Serial No.1 to V) for award of scholarship and that all information furnished therein is true and factual and to the best of my knowledge and belief and that no relevant information has been concealed.

Name of Student : .....

SIGNATURE of STUDENT : .....

Date : .....

Name of Parent : .....

SIGNATURE OF PARENT : .....

#### Documents Submitted

- I. Joining Report in FORM II or III in original duly signed by the Head of the Institution.
- II. Attested copy of COI/Sikkim Subject
- III. Income Certificate of both father and mother (separately for each parent)
- IV. In case of parents who are in Government Service, latest salary certificate issued by Drawing and Disbursing Officer of the concerned department.
- V. Attested copies of relevant mark sheets for the Previous Year of study.
- VI. Undertaking to be signed by Father and Mother (to be filled individually) as per the format at Annexure I. Only relevant to those under General Category scholarships.

**(IMPORTANT NOTICE : ALL APPLICANTS MUST NOTE THAT THIS APPLICATION MUST BE SUBMITTED TO HRDD ON OR BEFORE 31<sup>ST</sup> DECEMBER OF THE SAME YEAR FOR WHICH CLAIM IS MADE OR ELSE CLAIMS WILL BE FORFEITED)**

**FORM II**  
**JOINING REPORT**  
**FOR FRESH STUDENTS (NEW ENTRANTS) ONLY**

**NOTE:** The exact amount of scholarship that is due to a student for a particular year of study cannot be determined until the joining report is submitted. The Head of the Institution concerned is requested to duly certify the claims in this FORM and the student/parent must ensure this duly filled in FORM is submitted to the Joint Director (Scholarship) Human Resource Development Department, Government of Sikkim, Tashiling Secretariat, Gangtok-737101, East Sikkim) HRDD as soon as possible immediately after the student has joined the Institute. This form must be received by the HRRD Office on or before 31<sup>st</sup> December or else the claims for that particular year stand forfeited. .

- 1 Name of the Student : Master/Miss: .....
- 2 Mother's Name: .....
- 3 Father's Name: .....
- 4 Social Category: OBC/MBC/ST/SC
- 5 Permanent Address: .....  
.....
- 6 Contact no. of student.....
- 7 Contact no. of Guardian.....
- 8 Name of Course.....Branch .....
9. Duration of course (state the total number of years ) : ..... **Years.**
10. Expected Date of completion of course (Please mention Month and Year) :  
**Month..... Year .....**
11. Date and Year of joining the Institution : **Date .....** **Month..... Year .....**
- 12 Name of Institution:.....
- 13 Full Address of the Institution:.....
- 14 Contact no. of Head of the Institution.....  
Phone No: ..... Fax.. .....E.mail.....
- 15 Name of the Affiliating University or Body which gives recognition to the course of study being pursued by the student : .....
- 16 Percentage of marks obtained in the qualifying examination  
.....,
- 17 **TO BE FILLED IN ONLY BY STUDENTS PURSUING HONOURS COURSES AT GRADUATION LEVEL IN MATHEMATICS, PHYSICS, CHEMISTRY, ENGLISH, ECONOMICS, STATISTICS, BSC (MATH/BIO), BED (INTEGRATED), B.COM, MBBS/BDS, BE/BTECH AND BHMS WHO ARE ENTITLED TO REIMBURSEMENTS FOR THE ITEMS LISTED BELOW :-**  
*Reimbursement on account of payment of compulsory fees subject to a maximum of Rs.10,000/- per annum . All claims must be supported with payment receipts duly certified by the competent authority of the Institute.*

(continued on page 2)

- a. Registration Fee : Rs. ....
- b. Admission Fee : Rs. ....
- c. Tuition Fee : Rs. ....
- d. Library Fee : Rs. ....
- e. Examination Fee : Rs. ....
- f. Purchase of Text Books ( subject to a maximum of Rs.1000/-per annum) : Rs. ....

**Total Reimbursement claimed : Rs. ....**

Name of Student : .....

SIGNATURE of STUDENT : .....

Date : .....

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**VERIFICATION BY STUDENT**

I , Master/Miss.....

son/daughter of Shri.....

do solemnly declare that all information furnished herein in respect of my claim for the award of scholarship are true and factual and to the best of my knowledge and belief and that no relevant information has been concealed.

SIGNATURE of STUDENT : .....

Date : .....

**CERTIFICATE FROM INSTITUTION**

**This is to certify that the .....(name of student) is admitted to this Institute and is pursuing the .....(name of course) and is presently studying in the .....(mention year of study) from the period ..... to .....(mention duration of course).**

Head of the Institution or  
Registrar or Authorized Official  
Seal & Signature.

PLACE :  
DATE :

### FORM III

#### JOINING REPORT

(Only for old Students who are continuing their studies in the same Institution)

**NOTE:** The exact amount of scholarship that is due to a student for a particular year of study cannot be determined until the joining report is submitted. The Head of the Institution concerned is requested to duly certify the claims in this FORM and the student/parent must ensure this duly filled in FORM is submitted to the Joint Director (Scholarship) Human Resource Development Department, Government of Sikkim, Tashiling Secretariat, Gangtok-737101, East Sikkim) HRDD as soon as possible immediately after the student has joined the Institute. This form must be received by the HRRD Office on or before 31<sup>st</sup> December or else the claims for that particular year stand forfeited. .

- 1 Name of the Student : Master/Miss.....
- 2 Mother's Name: .....
- 3 Father's Name: .....
- 4 Social Category : OBC/MBC/ST/SC
- 5 Permanent Address: .....  
.....
- 6 Contact no. of student.....
- 7 Contact no.of Guardian.....
- 8 Name of Institution:.....
- 9 Full Address of the Institution:.....  
.....
- 10 Contact no. of Head of the Institution.....  
Phone No : .....Fax.....E.mail.....
- 11 Name of the Affiliating University or Body which gives recognition to the course of study being pursued by the student : .....
12. Name of Course.....Branch .....
- 13 Date of Joining the FIRST YEAR of course : **Date** ..... **Month**..... **Year** .....
- 14 State Present Year of Study: (**Tick relevant year and give mention joining date**)  
**First/Second/Third/Fourth/Fifth Year ---- Date** ..... **Month**..... **Year**.....
- 15 Results of previous year of study : **PASSED / FAILED**
- 16 System of Examination (State whether Semester-wise or Year-wise) : .....
- 17 **TO BE FILLED IN ONLY BY STUDENTS PURSUING HONOURS COURSES AT GRADUATION LEVEL IN MATHEMATICS, PHYSICS, CHEMISTRY, ENGLISH, ECONOMICS, STATISTICS, BSC (MATH/BIO), BED (INTEGRATED), B.COM, MBBS/BDS, BE/BTECH AND BHMS WHO ARE ENTITLED TO REIMBURSEMENTS FOR THE ITEMS LISTED BELOW :-**  
*Reimbursement on account of payment of compulsory fees subject to a maximum of Rs.10,000/- per annum . All claims must be supported with payment receipts duly certified by the competent authority of the Institute.*

(continued on page 2)

- a. Registration Fee : Rs. ....
  - b. Admission Fee : Rs. ....
  - c. Tuition Fee : Rs. ....
  - d. Library Fee : Rs. ....
  - e. Examination Fee : Rs. ....
  - f. Purchase of Text Books ( subject to a maximum of Rs.1000/-per annum) : Rs. ....
- Total Reimbursement claimed : Rs. ....

Name of Student : .....

SIGNATURE of STUDENT : .....

DATE : .....

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**VERIFICATION BY STUDENT**

I , Master/Miss.....

son/daughter of Shri.....

do solemnly declare that all information furnished herein in respect of my claim for the award of scholarship are true and factual and to the best my knowledge and belief and that no relevant information has been concealed.

SIGNATURE of STUDENT : .....

Date :

**CERTIFICATE FROM INSTITUTION**

**This is to certify that the .....(name of student) is admitted to this Institute and is pursuing the .....(name of course) and is presently studying in the .....(mention year of study) from the period ..... to .....(mention duration of course).**

Head of the Institution or  
Registrar or Authorized Official  
Seal & Signature.

PLACE :

DATE :

UNDERTAKING

**(This is required to be filled in by the FATHER as well as MOTHER of any applicant who is claiming scholarship other than those under the merit category. Applicants who have the Salary Certificates in respect of their parents need not fill in this form. All those who have submitted Income Certificates from other sources must sign this Undertaking))**

I, Mr./Mrs. ....

resident of .....

do hereby solemnly declare as follows :-

1. That an application for grant of General Category scholarship has been submitted on .....(mention date of submission) to the Scholarship Section of HRD Department in respect of my son/daughter

Mst./Ms. ....

studying (mention course and name of Insitute).....

.....

for the year (mention the year of study).....

2. **That I am not serving under the State Government of Sikkim in any capacity and that I do not receive any pay or other remuneration from the State Government of Sikkim.**

FATHER / MOTHER

Place :

Date :

**NOTE : SEPARATE FORMS ARE TO BE SIGNED BY FATHER and MOTHER**



**HUMAN RESOURCE DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SIKKIM  
TASHILING, GANGTOK – 737101**

**No. 010/91/SCH/HRDD/441**

**Dated: 2<sup>nd</sup> November 2007**

**NOTIFICATION**

The Government of Sikkim is pleased to notify that all claims for scholarships by all categories of claimants who fulfill the conditions prescribed vide Notification No. 166/SCH/EDN/2003 dated 13<sup>th</sup> August 2003 as amended from time to time must file their claims within 31<sup>st</sup> December 2007 failing which they shall forfeit all claims for grant of scholarship.

**It is further notified that, henceforth, all claimants for scholarship under Notification dated 13<sup>th</sup> August 2003 must file their claims in the format prescribed by the HRD Department on or before 31<sup>st</sup> December in respect of scholarship claims for that particular year.** For instance, all students who have gained admission into various courses during the academic session commencing in the year 2007 and are eligible for grant of scholarship must file their claims on or before 31<sup>st</sup> December 2007. **All claims must be filed within the same year.**

It is further notified that all students who have gained admission in previous years and are eligible for scholarships and have not applied for the same are given one last opportunity to file their claims on or before 31<sup>st</sup> December 2007 in the prescribed format of the HRD Department failing which they shall forfeit all claims for scholarship.

No claims for grant of scholarship in respect of students admitted to courses during the year 2007 and previous years shall be entertained after 31<sup>st</sup> December 2007.

By Order.

K.P. Adhikari, IAS  
Secretary,  
HRD Department.



**HUMAN RESOURCE DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SIKKIM  
TASHILING, GANGTOK – 737101**

**No. 010/91/SCH/HRDD/ 576**

**Dated: 25<sup>th</sup> February 2008**

**NOTIFICATION**

The Government of Sikkim was pleased to notify vide Notification No.010/91/SCH/HRDD/441 dated 2<sup>nd</sup> November 2007 that all claims for scholarships by all categories of claimants who fulfill the conditions prescribed in the Notification No.166/SCH/EDN/2003 dated 13<sup>th</sup> August 2003 as amended from time to time must file their claims in the prescribed format within 31<sup>st</sup> December 2007 failing which they shall forfeit all claims for grant of scholarship.

It has now been decided to give all eligible claimants further opportunity to file their scholarship claims and therefore the **last date has been extended up to 15<sup>th</sup> March 2008**. Application received after this date will not be entertained.

By Order.

K.T. Chankapa,  
Secretary,  
HRD Department.



**HUMAN RESOURCE DEVELOPMENT DEPARTMENT  
GOVERNMENT OF SIKKIM  
TASHILING, GANGTOK – 737103**

**No. 010/91/SCH/HRDD/ 372**

**Dated: 27<sup>th</sup> September 2008**

**NOTIFICATION**

The grant of post matric scholarships of the Government of Sikkim is governed by Notification No. 166/SCH/EDN/2003 dated 13<sup>th</sup> August 2003 as amended from time to time.

It was noticed that claims were not filed on time and therefore the State Government had fixed a dead line of 31<sup>st</sup> December 2007 for filing claims in respect of those who joined courses in the year 2007 as well as for filing of all pending claims of previous years. This dead line was further extended up to 15<sup>th</sup> March 2008. Notification dated 2<sup>nd</sup> November 2007 and 25<sup>th</sup> February 2008 refers.

The State Government has decided to give one more opportunity for filing of scholarship claims by all students for previous years as well as for the year 2007. All such pending claims must be filed in the Scholarship Section of HRDD on or before 31<sup>st</sup> December 2008.

The students who joined courses during 2008 must also file their claims within 31<sup>st</sup> December 2008 in accordance with Notification No. 010/91/SCH/HRDD/441 dated 2<sup>nd</sup> November 2007.

**This is the last and final chance given to claimants of previous years to file their claims for grant of scholarship including reimbursement claims within 31<sup>st</sup> December 2008. No claims will be entertained after that date.**

Scholarship must be claimed in the prescribed form which is available in the Scholarship Section of HRDD and the form can also be downloaded from website [www.sikkim.nic.in/scholarship](http://www.sikkim.nic.in/scholarship).

By Order.

K.T. Chankapa,  
Secretary,  
HRD Department.