

From

The Registrar,
CCS HAU, Hisar.

To

All Deans/Directors/HODs/Offices/Sections -
(including outstations),
CCS HAU, Hisar.

Memo No. Admn.R.5/2016/ 3088-3200
Dated: 2/5/2016

Subject: Book grant to children/ward of University employees belonging to SC Category/monthly scholarship-booking of expenditure there against.

Please refer to this office Memo No.R-5/15/3576-3725 dated 25.4.2015 on the subject cited above vide which instructions were circulated regarding grant of the benefit to children/ward of University employees belonging to SC Category. The eligibility criteria for the year 2016-17 is as under:-

- i) Every child/ward of Class-III and Class-IV employees belonging to SC category studying in Class- V to IX and X to XII will be eligible for the book grant for purchase of Text Books and Help Books.
- ii) This facility is subject to maximum of two children/wards of each Class-III and Class-IV employee belonging to SC category. In case there are more than two children of an employee studying in these classes, the eldest two can avail this facility.
- iii) The amount will be reimbursed by the Deptt. concerned where the employee is working after obtaining SC certificate, receipt of actual purchase of books etc. However, the amount/assistance granted by the school/institute in which the child is studying will be adjusted and the total book grant so given should not exceed the above mentioned limit. The employee may obtain certificate in respect of his ward from a school where the child is studying that no financial assistance on this account has been provided to the child.
- iv) An entry to this effect will be made in the Service Book of the employee alongwith names of the children to avoid double payment.
- v) The payment of books/help books shall be admissible only for the Session 2016-17.

2. Accordingly, the following amount(s) on account of book grant for purchase of text books and help books is to be reimbursed by the department concerned where such employee is working, during the current financial year 2016-17:-

Class	For Boys	For Girls
V to IX	Rs.1000/-	Rs.1500/-
X to XII	Rs.1500/-	Rs.2250/-

3. An amount to the tune of Rs.120000/- has also been allotted in the scheme A-2(ii) Plan Agri.of this office to meet the above requirement during the current financial year 2016-17. The amount needs to be utilized for the purpose as per criteria mentioned above.

4. Further every CCS HAU employees of Class-III & Class-IV belonging to SC category whose ward/child is studying in Class Ist to 12th will be eligible for the grant of monthly scholar-ship as under:-

Class	For Boys	For Girls
From 1st Class to 5 th Class	Rs.100/- per month	Rs.100/- per month
From 6 th Class to 8 th Class	Rs.150/- per month	Rs.150/- per month
From 9 th Class to 12 th Class	Rs.200/- per month	Rs.200/- per month
From 11 th Class to 12 th Class (Science)	Rs.300/- per month	Rs.300/- per month

5. An amount to the tune of Rs.180000/- has also been allotted in the scheme A-2(ii) Plan Agri.of this office to meet the above requirement during the current financial year 2016-17. The amount needs to be utilized for the purpose as per criteria mentioned above.

6. The above payment of scholarship will be made in the month of August for 1st half and in the month of February for 2nd half during the academic session concerned.

7. You are requested to kindly take action thereon and give instructions to dealing hands that they should obtain requirement of all the concerned employees belonging to SC category working under your control and get all the formalities completed promptly for making payment in this regard. The expenditure is to be booked in the contingent/budget register of this office. The dealing officials may be directed to submit the contingent vouchers (three copies) duly verified by you. The budget on these vouchers will be verified by the DDO of this office. After getting the needful done, the bill(s) may be got pre-audited by your office/department accordingly so as to reimburse the amount to the SC students/ward concerned. The relevant records/vouchers shall be maintained by the deptt. concerned.

8. It may also be ensured that all the eligible students of the University employees are covered under this scheme. In case, any eligible student is left, the entire responsibility will rest upon you.

9. It may also be brought to the notice of all Class-III & IV employees of SC Category of your deptt. and their signature may be kept in record.

10. It has been observed that the dealing hand did not check the bills as per instructions and submit the same at a belated stage. It is requested that the dealing Assistant will submit the bills duly checked/completed timely.


Registrar 20.4.16

- CC: 1. COE/Advisor (Rectt.)/ARA/ARF/ARE/SPIO/Law Officer/P.S. to Registrar/ Officer Incharge(Hosp), FH/ Chief Security Officer.
2. Joint Director(Audit)
3. Secretary to Vice-Chancellor.
4. President, HAUNTEA.