

# **Scholarship Scheme to Provide Financial Assistance to one Talented Child of the Employee:**

## **1. OBJECT:**

The Object of the scheme is to provide financial assistance to one child of the subordinate staff for graduation/post graduation and to award/officer staff for pursuing technical education subject to other terms and conditions as prescribed here.

## **2. APPLICABILITY:**

The scheme would be effective from the academic year 2022-2023.

## **3. REIMBURSEMENT OF TUITION FEE FOR COLLEGE EDUCATION:**

a) Reimbursement upto Rs.15,000/- p.a. for daughter and Rs.6,000/- p.a. for son will be made towards the actual expenditure incurred for payment of tuition fee, examination fee, deposits, if any, not being refundable in nature (excluding hostel charges) to one son or daughter of subordinate staff including permanent part-time employees. There shall be no minimum percentage of marks in the qualifying examination and the student should consistently succeed in the examination every year until graduation/post graduation is completed.

b) Reimbursement will be available for graduation/post graduation in any discipline of arts, science or commerce.

## **4. AWARD OF SCHOLARSHIP FOR TECHNICAL EDUCATION:**

i) Scholarship may be awarded to one talented child of award/officer staff by way of reimbursement for graduation or post-graduation in Medicine, Engineering, Architecture, Agriculture (not as one subject), Computer (not as one subject) and Post graduation in Management and Post Graduation Diploma of two years in the Management from any recognized University and/or from an institution recognized by AICTE.

ii) The scholarship will be by way of reimbursement of the actual expenditure incurred for payment of tuition fee, examination fee, deposits, if any, not being refundable in nature and other expenditure like slide-rules, drawing boards, stethoscope, books etc. or Rs. 20,000/- p.a. for daughter and Rs.8,000/- p.a. for son.

iii) There will be no requirement of minimum marks in the qualifying examination and mere fact of admission to the courses mentioned in clause 4(i) above shall be adequate for grant of scholarship.

## **5. AWARD OF SCHOLARSHIP FOR CHARTERED ACCOUNTANCY:**

Those who study for Chartered Accountancy shall be eligible for reimbursement of actual fee paid to the Institute of Chartered Accountants of India. Reimbursement shall be made in two stages, one after the completion/qualifying the intermediate and final on completion and qualifying for becoming Chartered Accountant within an overall limit of Rs.20,000/- p.a. for daughter and Rs. 8,000/- p.a. for son.

## **6. ADMISSION OF SCHOLARSHIP:**

- i) Reimbursement under the scheme will be available to only one child of award/officers staff, including the permanent part-time employee in the subordinate cadre.
- ii) Child means any child of the member of the award/officer staff and/or legally adopted son or daughter.
- iii) The student should be a regular student in a college or technical institute recognized by the Govt. or Board or University and scholarship will not be available for pursuing studies by taking correspondence course or postal tuitions as a private candidate.
- iv) Scholarship shall not be available to any child who is already receiving scholarship or financial assistance either from any Govt. or the Agency or from any other institution.
- v) The reimbursement of tuition fee or scholarship will be allowed on the basis of certificate issue by the Institutions in which the student is studying. They shall also provide the marks sheet in respect of each qualifying examination. The scholarship may be renewed for succeeding year for the duration of the course in question.
- vi) The request for reimbursement should be accompanied by documentary proof of the actual expenditure incurred for tuition fee, examination fee and deposits, if any, not being refundable in nature and other expenditure like slide-rules, drawing boards, stethoscope, books etc.

## **7. WITHDRAWAL OF SCHOLARSHIP:**

Reimbursement of college fee or scholarship, as the case may be, may be withdrawn on any of the following conditions:

- a) Failure/Reappear of a student in any paper or detention of a student in any class or examination.
- b) If the student gives up the chosen course of study before its completion.
- c) If the student is not allowed to take examination on account of failure to put in, without any valid reason, minimum number of days of attendance.
- d) If the parent employee ceases to be in the services of the bank for any reason whatsoever.
- e) Decision of the Board of Directors of the Bank shall be final in the matter of continuance or otherwise of this scheme.

## **8. PROCEDURE:**

An employee who desires that his/her child may be considered for financial assistance under the scheme may make application in the prescribed form as per Annexure A and submit the application to the respective Incumbent Incharge. The Incumbent Incharge will verify and confirm the eligibility of the candidate under this scheme and forward the application along with the duly attested copy of the marks sheet/certificates in respect of the last qualifying examination to the respective controlling office i.e. Circle Office/Head Office, as the case may be.

Application for scholarship/reimbursement of tuition fee etc. should be submitted immediately after getting admission to college/institution.

The last date of receipt of application in the controlling office is 31st December of the year of commencement of academic session.

HRD Section at Circle Office shall process and put up such cases to the committee of two senior executives to be constituted by the Circle Head. The applications received by PAD, HO, New Delhi shall be processed by the Division and put up such cases to the committee consisting of Deputy General Manager (PAD)/Assistant General Manager (PAD) and Chief (PAD) to decide award of reimbursement of tuition fee or scholarship.

The aforesaid Committees will be the sole judge as to the number of scholarships to be awarded and the discipline for which the scholarship is to be allowed.

#### **9. MODE OF PAYMENT:**

All the applications should be sent to the Circle Office/PAD, HO, New Delhi, as the case may be, on the prescribed application form annexed hereto as Annexure A.

The scholarship shall be paid in one instalment. The instalment shall be paid on completion and submission of mark sheet of yearly examination on the basis of which the candidate was admitted to next higher class/session/semester. All the bills etc. including bills for purchase of books shall be duly certified by the Head of the Institution. The employee shall verify the bills and the payment shall be made directly to the beneficiary.

#### **10. ACCOUNTING PROCEDURE:**

The amount of scholarship when sanctioned will be paid by the controlling office through HRMS to the debit of "Staff Welfare A/C 1042601/10426101, Report Code WEL 05" and proper records there of shall be kept by them.

#### **11. FUNDS FOR AWARDED SCHOLARSHIP:**

The Personnel Committee on the recommendation of Core Working Group on welfare measures shall decide the amount to be allocated for awarding scholarships each year. The allocation shall be made immediately after the finalization of the Balance Sheet for respective year.

#### **12. ADMINISTRATION OF THE SCHEME:**

The Personnel Committee of the Bank may modify the scheme or any term thereof any time in the light of the experience gained, on the basis of recommendations of the Core Working Group on welfare measures.

**(HRMD Circular Nos. 641/2022 dated 25.07.2022 and 743/2024 dated 01.01.2024)**

PUNJAB NATIONAL BANK  
BO/CO/HO \_\_\_\_\_

The Chief Manager  
Punjab National Bank  
CO/ZAO/HO \_\_\_\_\_

Dear Sir,

REG: AWARD OF SCHOLARSHIP

**1. DETAILS OF THE CANDIDATE SEEKING RIMBURSEMENT**

- i) Name of the Candidate:
- ii) Course in which admission secured:
  - a) Details of session:
  - b) Name of the institute:
  - c) Duration of the Course:
  - d) Last examination passed after which admission has been sought in the present course:
- iii) Total Tuition fee paid (Original Bills from the Institute ):
  - a) Refundable (i.e. Security Money etc.):
  - b) Non-Refundable (i.e. Exam. Fee/Tuition fee):
  - c) Books/Stationery:

**iv) DECLARATION BY THE CANDIDATE:**

The particulars furnished above are true to the best of my knowledge and belief. I confirm that I am not in receipt of any scholarship from the Govt./its agency or other institute for continuing the said course.

**SIGNATURE OF THE CANDIDATE**

**2. DETAILS OF THE EMPLOYEE:**

- (i) Name of the employee:
- (ii) Designation:
- (iii) BO/Department:
- (iv) P.F. No.:

**(v) DECLARATION BY THE EMPLOYEE:**

I hereby declare that Sh./Ms. \_\_\_\_\_, my son/daughter is not receiving any scholarship from the Govt. or any other institution. The claim lodged above is for one child only. Particulars furnished above are true to the best of my knowledge and belief. If at any time it is found that any of the particulars mentioned above are not correct, scholarship already sanctioned by the bank shall not only be discontinued, but I am liable to refund the entire amount already drawn and/or the bank is also entitled to recover the amount already drawn by me without prejudice to the right of the bank to take such action that the bank deem fit against me for this wrongful declaration.

SIGNATURE OF THE EMPLOYEE

**3. RECOMMENDATIONS OF THE INCUMBENT INCHARGE:**

That the particulars given above are correct. I have verified the mark sheet, certificates as well as the bills claimed by the employee and recommend for sanction of scholarship as per bank's guidelines. The copies of mark sheet/certificate and other relevant documents duly attested by the undersigned and original bills/vouchers duly verified by the employee are enclosed herewith.

INCUMBENT INCHARGE  
BO/DEPTT. \_\_\_\_\_

Certificate to be issued by the Principal/Head Master/Head of the institute where the candidate is continuing his education. The certificate must be signed by the Head of the institute and not by any of the authorities of the Institute.

**CERTIFICATE BY THE SCHOOL/COLLEGE AUTHORITIES:**

This is to certify that Shri/Ms \_\_\_\_\_ son/daughter of \_\_\_\_\_ is a bonafide student of this School/College and he/she was admitted to this school/College on \_\_\_\_\_ and at present he/she is studying in \_\_\_\_\_. His/Her conduct, behaviour and progress in the class is \_\_\_\_\_. He/she is not receiving any scholarship from Govt. or its Agency, any other institution through this school/College. Further, the Institution/College is recognized & affiliated to \_\_\_\_\_ University. The course is recognized by UGC/All India Council of Technical Education (AICTE).

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Office Seal \_\_\_\_\_  
Date:

## CHECK LIST

1. All columns of Annexure A are duly filled
2. Mention P.F. No. and Circle clearly
3. Fee receipts in original duly certified/verified by the Head of Institution and by employee also
4. Books bill in original duly certified by Head of the Institution and verified by the employee.
5. Mark sheet of last examination (yearly) passed duly verified by the employee
6. The claim should be for one talented child only
7. One copy of Application for each session be sent. In no case Advance/Duplicate copy is required to be sent, unless called by the Bank.