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DIRECTORATE OF TECHNICAL EDUCATION
 VOCATIONAL & INDUSTRIAL TRAINING,
 HIMACHAL PRADESH, SUNDERNAGAR.

No. STV(TEIHC)10)SAHARA FUNDS 2022-23- 88762
 To

Dated:- 01/10/22

All the Director-cum-Principal,
 Govt. Engineering/Pharmacy Colleges in Himachal Pradesh.

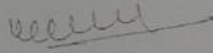
All the Principal,
 Govt. Polytechnics in Himachal Pradesh.

Subject:- Guidelines for providing Financial Assistance to students of Technical Education Department from donation/Charity fund.

Sir/Madam,

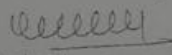
Enclosed, Please find herewith the guidelines for providing Financial Assistance to students of Technical Education Department from donation/Charity fund (copy enclosed) for information and further necessary action. Please make wide publicity among students.

Encl: as above


 (Vivek Chandel, HPAS)
 Director
 Technical Education,
 Vocational & Industrial Training
 Himachal Pradesh, Sundernagar.
 Dated:- 01/10/22

Endstt. No. As above 88763-768
 Copy to:-

1. The Joint Director (Admin)/TE, Joint Controller (HPF&A) Internal for information alongwith a copy of guidelines.
2. The Deputy Director, Technical Education Internal for information alongwith a copy of guidelines.
3. The Deputy Director, (Training & Placement) Internal for information alongwith a copy of guidelines.
4. The Assistant Controller (HPF&A) Internal for information alongwith a copy of guidelines.
5. The Cashier, Internal for information and necessary action alongwith a copy of guidelines.
6. The Branch Incharge/Officer, CCDC Internal with the request to send email accordingly.


 (Vivek Chandel, HPAS)
 Director
 Technical Education,
 Vocational & Industrial Training
 Himachal Pradesh, Sundernagar.

GUIDELINES FOR PROVIDING FINANCIAL ASSISTANCE TO STUDENTS OF TECHNICAL EDUCATION DEPARTMENT FROM DONATION/CHARITY FUND.

Rationale

The NGO's, Trust/Individual has desired to contribute/donate money to help the poor/needly /orphan/meritorious students studying in Govt. Engineering/Pharmacy Colleges and Polytechnics by granting scholarship/giving assistance to encourage them and pursue their study without money constraints. For the proper accountal of the donations/charity so received and to maintain transparency in receiving donations and giving assistance/scholarship, detailed guidelines are required to be prepared. Following guidelines /norms are hereby prescribe/fixed for the grant of assistance from the fund.

Source of Fund.

The source of the fund shall be the donations/charity received from the NGO's, Trust, organizations and individuals. Any person (Govt. employee or others) can contribute to the fund. Donations/charity shall be received through Draft/cheque/online mode for which a fund is required to be maintained at Directorate level. This fund shall be called "Sahara Fund".Interest accrued on the accumulation of this fund shall also be spent for the grant of assistance. No donation shall be received in cash.

Applicability

The students studying in Govt. Engineering /Pharmacy & Polytechnics, in any year, shall be eligible to receive the assistance through the Director/Principals of Government Engineering/Pharmacy Colleges/Polytechnics who fulfil the eligibility criteria fixed for the grant of assistance, in these guidelines. The assistance shall be limited to the extent of the amount received. In case, no donation is received in any year, no assistance shall be given.

Eligibility

The students belonging to the following categories shall be eligible for assistance from the fund;

- i) Orphans.
- ii) Ward of martyr of Armed forces/Paramilitary forces.
- iii) Poor and needy students.
- iv) Single Girl child
- v) Others
- vi) In case applicants are more, the assistance shall be given on Merit basis i.e. keeping in view the financial and overall condition of the

family of applicant and the decision of the committee shall be final and binding upon all.

- vii) Family income from all sources should not be more than Rs. 8.00 Lakh per annum during the financial year. A valid income certificate issued by the competent authority is required to be enclosed.
- viii) *No assistance shall be provided to any student who is in receipt of any scholarship/ assistance from any other source.*
- ix) *The assistance shall be forfeited, if the students fails to get promoted to next class.*

The application for assistance shall be submitted, on a simple paper showing invariably therein the Account number in the name of student linked with Aadhar, name of Bank, IFSC code and supported by the income certificate, to the head of concerned institute, who will scrutinize the application and forward the same to the Directorate with his recommendations. All applications received shall be placed before the committee constituted under the chairmanship of the Director, Technical Education, Vocational and Industrial Training. The committee will scrutinize the applications and make its recommendations keeping in view the availability of amount in the fund. The committee shall meet twice in a year.

Quantum of assistance

The student of Engineering/Pharmacy colleges shall not be given more than Rs. 50,000/- (Boys), 30,000/- (Girls) and for Polytechnics Rs. 18,000/- and 15,000/- for boys and girls respectively in an academic year. The committee reserve the right to vary the amount in genuine and deserving cases having regard to the financial background of the student.

Operation of fund

All charity/donation shall be kept in a saving bank account to be opened with the permission of the Director, Technical Education, Vocational and Industrial Training, which shall be operated by the Assistant Controller, HPF&AS. A separate cash book and ledger shall be maintained by the cashier under the overall supervision of Assistant Controller, HPF&AS. The account shall be maintained in a single entry system. A receipt book shall be got printed for receiving the donation/charity and shall be kept in the custody of the Cashier. A register shall be maintained for the receipt and issue of receipt books. Every entry of receipt and issue of the receipt book shall be authenticated by the Assistant Controller, HPF&AS. Monthly reconciliation of receipt and payment shall be done with the bank. At the end of the year, a receipt and payment account shall be prepared and placed for the perusal of the Committee.

Audit

Audit of the fund will be carried out by the Joint Controller, HPP&AS annually. The Assistant Controller (HP F&AS) and Cashier shall get the audit done and place the Audit report before the committee for perusal.

Misc.

The matter shall be dealt by the Scholarship Assistant (Budget Branch) in addition to his/her own duties under the guidance of Superintendent Budget. The Superintendent (Budget) will request the chairman for convenient date and time for the meeting and put up all the applications received to the committee and prepare minutes of the meeting. The recommendations of the committee shall be sent to the Assistant Controller (HP F&AS) and Cashier for crediting the amount of assistance to the accounts of the students.

Repeal/Saving

Any modification/alteration in the guidelines shall be made with the approval of the Committee.