GUIDELINES FOR RENEWAL OF SHDF SCHOLARSHIPS (2019)

Procedures

For renewal of SHDF Scholarships 2019, the students are required to submit duly filled in College Report (Format for the same is attached herewith) along with latest Original Income Proof, Photocopy of DMC or attested copy of gazette of last semester’s/year’s result and photocopies of fee receipts for the last year (see details below) LATEST BY 27TH JULY 2019.

It may also be noted that each student eligible for Renewal of Scholarship and whose professional course is going to be completed during current year or next year will have to attend at least one Seminar / Workshop for his/her improvement of Communication skills, Personality Development, Moral Science, Human Values and Career Guidance during the year.

Candidates will also be required to appear for Interview. This interview shall be based on the subject matter contained in the recommended book “Naitik Sikhya” (prescribed by Guru Gobind Singh Study Circle, Ludhiana), General Knowledge and about content of the course for which scholarship is to be paid.

The Interview shall be conducted at different centres (convenient to the applicant) say Amritsar, Ludhiana, Chandigarh, Faridkot, Bathinda, Moga and New Delhi on the date and time will be intimated later on by e-mail or can be checked at Nishkam’s website www.nishkam.in

READ CAREFULLY

Regarding College Report:

1. Complete the College Report in ink in English in BLOCK LETTERS.

2. DO NOT PUT DOTS / DASHES AND DO NOT LEAVE ANY COLUMN BLANK.

   INCOMPLETE COLLEGE REPORT WILL BE SUMMARILY REJECTED and no further correspondence will be entertained.

3. College Report (2 pages) should bear Signature of the Head of the College / institute with Date and Stamp.

Required enclosures / supporting documents:

   With the duly FILLED-IN and SIGNED College Report, attach the following documents: -

1. Three recent photographs-Good quality colored passport size (paste TWO photographs with your signature at appropriate places in the Application Form and attach third (without signature) to be put in an envelope with your name / Roll No. on the back side of it.

2. DMC/ attested Gazette of last 2 Semesters’ or 1 year of college education Examinations

3. Fees receipts for amount paid to college/institute for the last year.

4. Copy of Death certificate(s), if father/mother is not alive.

(This page is for your guidance please do not attach this page with Application Form)
1. Proof of family income (both parents):- The Affidavit/Certificate is to be prepared on Stamp Paper (wherever applicable) as per the SAMPLE FORMAT provided:

<table>
<thead>
<tr>
<th>Occupation</th>
<th>Father</th>
<th>Mother</th>
<th>Income Proof to be submitted with Application Form-Please submit in the appropriate format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Businessman</td>
<td></td>
<td></td>
<td>Copy of latest ITR (if Filed) or income proof as per FORMAT-A</td>
</tr>
<tr>
<td>Farmer (having own land)</td>
<td></td>
<td></td>
<td>Income Certificate from Village Sarpanch/ Tehsildar as per FORMAT-B</td>
</tr>
<tr>
<td>Labourer Private Workers/Daily Wagers</td>
<td></td>
<td></td>
<td>Income certificate as per FORMAT-C</td>
</tr>
<tr>
<td>Employee</td>
<td></td>
<td></td>
<td>Copy of latest ITR (if Filed) or Salary certificate as per FORMAT-D, Pension certificate or copy of Passbook entries showing pension amt.</td>
</tr>
<tr>
<td>Pensioner</td>
<td></td>
<td></td>
<td>Proof of receiving pension as per FORMAT-E</td>
</tr>
</tbody>
</table>

**Important Instructions:**

1. Duly filled-in College Report with all Enclosures as stated above should be sent to “Nishkam Sikh Welfare Council (Regd.), Nishkam Bhawan, B-Block, Tilak Vihar, Tilak Nagar, New Delhi-110018” by speed/registered post or courier marking, “SHDF Scholarships- 2019” on the top of the envelope containing the Report and must reach Nishkam Office by 27th July, 2019 (1700 Hrs.). College Report received after the last date will be summarily rejected.

2. Please always state your SHDF Roll No. and Contact Number while communicating with Nishkam and also inform immediately about any change in your postal address or e-mail ID or phone number.

3. Please give TRUE & CORRECT information. Giving false information or suppression of any fact will result in termination of scholarship, if already granted besides other legal action can be initiated. STUDENTS BELONGING TO ONLY NEEDY FAMILIES SHOULD APPLY.

4. If the applicant has received financial assistance (either on account of SC/ ST/ OBC/ Any other category OR from any other source) during the previous year, full information must be provided at the appropriate place in the College Report.

5. Management reserves the right to reject any application without assigning any reason. Decision of management for scholarships shall be final and binding. No correspondence will be entertained in this regard.

**Last Date for Receipt of Application / College Report is July 27, 2019.**

(This page is for your guidance please do not attach this page with Application Form)
FORMAT “A”
(For Self owned business/shop/self employed etc.)

This declaration of income statement must be typed on a Stamp Paper and duly attested by Notary/Magistrate/Revenue Authority
Affidavit on Stamp Paper is to be sent with the Application Form

AFFIDAVIT

I,________________________________________ son/wife of ____________________________ resident of ________

________________________________________________________________________________________________

and father/mother of________________________________________ (Name of Applicant), who is studying in ________

________________________________________________________________________________________________

do hereby solemnly affirm and truthfully give the following details that:-

1. I am a self employed person and running the business of ___________________________________________

2. The name of my business/shop is _____________________________________________________________

3. The address of my business/shop is ___________________________________________________________

4. The business/shop location is owned by ________________________________________________________

5. I deal in the following main commodities ______________________________________________________

6. My total annual income from this business/shop is Rs. _____________________________________________

7. I have ________ number of hired workers.

8. My PAN No./Sales Tax No. is _____________________________________________________________________

9. I am paying /not paying Income Tax__________________________________________
   (if paying attach copy of IT Return.)

I hereby declare and affirm that the information given as above is true and correct to the best of my knowledge and belief and nothing material has been concealed or suppressed therein. I also understand that if the above facts and figures are found to be false at any stage, then any financial benefit given to my son/daughter under the scheme of ‘SHDF Scholarships’ could be withdrawn. Besides, legal action as per law can also be initiated against me or my ward.

Date __________          DEPONENT

Verification:
Verified that the contents of this Affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Date __________          DEPONENT

(Send any one Format (from Format-A to E) which is linked with your Application Form)
FORMAT “B”
(For Farmers/Agriculturists having own land)

This declaration of income statement must be typed on a Stamp Paper given below and duly attested by Notary/Magistrate/Revenue Authority
Or
Self declaration duly attested by Village Sarpanch/Tehsildar

Affidavit on Stamp Paper OR Self declaration (whichever is applicable) is to be sent with the Application Form

AFFIDAVIT

I, ________________________________________ son/wife of ____________________________ resident of ________

and father/mother of __________________________________________ (Name of Applicant), who is studying in ________

________________________________________

I hereby solemnly affirm and truthfully give the following details that:–

1. I own _________ (land size) ___________ of agricultural land.

2. I have given on lease/rent _________ (land size) ___________ of agricultural land.

3. My agricultural land is situated at (complete address of where land is situated)

4. I cultivate ___________ (names of crop cultivated) ________________ crops on this land.

5. My irrigation resource is ___________ Own Tube well/Canal/any other source

6. I have _____ nos. of Cows/buffalos and income from selling milk is ______________________________

7. My annual income from the sale of the crop and milk is Rs. ______________________________

8. I have _______ number of hired workers working on my land.

I hereby declare and affirm that I have knowingly and willfully stated the above facts and the information given is true and correct to the best of my knowledge and belief. I also understand that if the above facts and figures are found to be false at any stage, then any financial benefit given to my son/daughter under the scheme of ‘SHDF Scholarships’ could be withdrawn and legal action, as deemed fit, may be initiated against me or my ward.

Date __________          DEPONENT

Verification:
Verified that the contents of this Affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Date __________          DEPONENT

(Send any one Format (from Format-A to E) which is linked with your Application Form)
FORMAT “C”
(For Labourers/Private Workers/Daily Wagers)

This declaration of income statement must be typed on a Stamp Paper bearing given below and duly attested by Notary/Magistrate/Revenue Authority

Affidavit on Stamp Paper is to be sent with the Application Form

AFFIDAVIT

I, ________________________________________ son/wife of ____________________________ resident of ________
________________________________________________________________________________________________

and father/mother of __________________________ (Name of Applicant), who is studying in ________
________________________________________________________________________________________________

do hereby solemnly affirm and truthfully give the following details that:-

1. I work as a labourer/ private worker OR ________________________.

2. My nature of work is (Describe it) __________________________________________________
__________________________________________________________________________________________________

3. My monthly Income as Labourer/Private Worker/ __________ is Rs. ______________________

4. I have my own house._______________YES / NO ____________________________________________

I hereby declare and affirm that I have knowingly and willfully stated the above facts and the information given is true and correct to the best of my knowledge and belief. I also understand that if the above facts and figures are found to be false at any stage, then any financial benefit given to my son/daughter under the scheme of ‘SHDF Scholarships’ could be withdrawn and legal action, as deemed fit, may be initiated against me or my ward.

Date __________          DEPONENT

Verification:
Verified that the contents of this Affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Date __________          DEPONENT

(Send any one Format (from Format-A to E) which is linked with your Application Form)
FORMAT “D”

(For Salaried people etc)

This declaration of income statement must be typed on a Letter head of the company and duly attested by Employer (in case of employee)

Declaration is to be sent with the Application Form

It is hereby certified that Sh./Smt. ____________________________ son / Wife of __________________________ is an employee of our Company / Organization since ____________ in the position of _______________________ and drawing a monthly salary of Rs. ___________. His/Her monthly Salary Slip is Attached.

_________________________________________
(Signature, Designation & Seal of the issuing authority)

Date __________

FORMAT “E”

(For Pensioners etc)

This declaration of income statement must be printed on a Letter head of Bank where you are receiving pension and duly attested by Bank Manager

Declaration is to be sent with the Application Form

It is hereby certified that Sh./Smt. ____________________________ son / Wife of __________________________ is a Pensioner and he/she is getting Rs ____________ per month as a pension in our Bank. Copy of his /her bank passbook is attached herewith.

_________________________________________
(Signature, Designation & Seal of the issuing authority)

Date __________

(Send any one Format (from Format-A to E) which is linked with your Application Form)
APPLICATION FORM FOR RENEWAL OF SHDF SCHOLARSHIPS 2019
(For old applicants)
To be submitted to
NISHKAM SIKH WELFARE COUNCIL (REGD.)
SHDF DIVISION
Nishkam Bhawan, B-Block, Tilak Vihar, Tilak Nagar, New Delhi-110018
Tel. : 2833-3842/6677/5577/4477/3377, Website: www.nishkam.in

STUDENTS BELONGING TO ONLY NEEDY FAMILIES SHOULD APPLY.

Roll No. of SHDF

<table>
<thead>
<tr>
<th>1. Full Name (in Capital Letters)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Date of Birth/DD/MM/YYYY</td>
<td></td>
</tr>
<tr>
<td>3. Religion</td>
<td></td>
</tr>
<tr>
<td>3(a) Whether belongs to SC / ST / OBC / General</td>
<td></td>
</tr>
<tr>
<td>4. Contact No.(s)</td>
<td></td>
</tr>
<tr>
<td>4(a) Alternate Contact No.</td>
<td></td>
</tr>
<tr>
<td>5. Valid Email-ID</td>
<td></td>
</tr>
<tr>
<td>District _________________________</td>
<td></td>
</tr>
<tr>
<td>Tehsil __________________________</td>
<td></td>
</tr>
<tr>
<td>State _____________________________</td>
<td></td>
</tr>
<tr>
<td>Pin Code _________________________</td>
<td></td>
</tr>
</tbody>
</table>

7. Family Particulars:

(A) Parents

<table>
<thead>
<tr>
<th>(i)</th>
<th>Name</th>
<th>Father</th>
<th>Mother</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>Occupation/Profession</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Annual Gross Family Income (Please provide proof)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(B) Brothers/Sisters living with Parents:

<table>
<thead>
<tr>
<th>Name (Brother/Sister)</th>
<th>Relation</th>
<th>Age</th>
<th>Class/Course of study</th>
<th>Tuition fee (attach proof)</th>
<th>If working (Profession and Income)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Course of study: __________________________ Current Sem / Year ________________________

9. Total Fees of one Academic Year: Tuition Fees ______, Other fees ______, Hostel Fees_______, Total fees ______

10. Name & University of College: ___________________________________________________________  

11. Did you receive or do you expect to receive any Financial Assistance from any other source for the course for which SHDF scholarship is being applied? (Yes/No) ______________

If yes, please provide the following details:

<table>
<thead>
<tr>
<th>Name of the Source / Institute from which Assistance received/expected.</th>
<th>Duration Month, Year to Month, Year</th>
<th>Total Amount</th>
</tr>
</thead>
</table>

Page No.-1/4
12. Checklist

Please tick appropriate box with (✓) or ( X) and / or fill-in relevant information in the space provided for the following check-list points (Also attached the documents in the same sequence):

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Check list Point</th>
<th>Yes (✓)</th>
<th>No (X)</th>
<th>Reason for No (X)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>3 Photographs pasted / attached</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Duly filled in and signed Report from College Authorities (2 pages) with their stamp showing breakdown of tuition and other fees for the academic year 2019-20. Also give working Mobile Number and E-mail ID.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Self attested Photocopies of fees receipts already paid during the period from June 2018 onwards.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Father/Mother/Guardian

Name: ______________

Date: ______________

Signature of Applicant

Name: ______________

Date: ______________
<table>
<thead>
<tr>
<th><strong>Name of the student:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>S/o / D/o:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>District__________________________Tehsil__________________________</td>
</tr>
<tr>
<td></td>
<td>____________________________________________Pincode ________________________</td>
</tr>
<tr>
<td><strong>Phone No(s).</strong></td>
<td>Email-Id _______________________________</td>
</tr>
<tr>
<td><strong>Name of the College / Institute</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Address of the college / Institute</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Name of University</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Name of the Principal / Head of Department</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Phone No. &amp; Email address of the Principal / Head of Department</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Family’s annual Income as per college / Institute record</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Receiving financial aid / Scholarship from any other Organization? If yes,</strong></td>
<td></td>
</tr>
<tr>
<td>1) Name of the organization and</td>
<td></td>
</tr>
<tr>
<td>2) Amount for the academic year</td>
<td></td>
</tr>
</tbody>
</table>

---Continued on next page---
Student’s Details for Academic Year 2019-2020:

<table>
<thead>
<tr>
<th>College/Institute Roll no.</th>
<th>Course Of Study</th>
<th>Year of admission</th>
<th>Duration of the course/No. of semesters/years</th>
<th>Year/Semester in which studying at present</th>
<th>Conduct (Satisfactory/Not satisfactory)</th>
</tr>
</thead>
</table>

Previous Years’/Semesters’ Academic Record of Student, if applicable,

<table>
<thead>
<tr>
<th>Two most recent semesters or one year (Start with the latest Exam)</th>
<th>Maximum Marks</th>
<th>Marks obtained</th>
<th>Percentage</th>
<th>Month &amp; Year of Examination</th>
<th>Subject(s) in which required to reappear, if any</th>
</tr>
</thead>
</table>

Details of Fee chargeable by the College & paid for academic year 2019-20 (Provide copies of paid receipts)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Item</th>
<th>Net fees including any concession for Academic Year (2 Semesters) 2019-20</th>
<th>Concession given by the college (if any)</th>
<th>Actual Fees paid for year 2019-20</th>
<th>Balance Fees (to be paid)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Amount</td>
<td>Receipt No. &amp; Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Tuition Fee
2. Development Fee
3. Examination Fee
4. Transport Charges
5. Others (Please specify) ________
6. Refundable Charges
7. Hostel Charges
8. Total

Certified that the above information in respect of ________________________ (Roll no.__________), S/o / D/o ________________________________ is as per official record of the College/Institute and has been provided to facilitate grant of scholarship to the student.

Date _____________
Place_____________

(Principal/ Head of Department)
(Stamp of College/Institute)