

Scholarship Form for Staff Children (Updated on 14.10.2021)

Section 1- To be filled by the Applicant:

Application for: Coaching Further Education

Applicant's Name: Age: Current Standard:

Father's Name: Emp Code: Contact No.

Address:

Total Members in the Family:

Total Monthly Income of the Family:

Details of the institution where coaching/further studies will be done:

Name of Institution:

Address:

Attach Proof of income – Bank statements of last 3 months of every earning member of the family.

Attach Academic Proofs.

Attach recommendation letter from school stating “that the child is talented and should be considered for the scholarship from the company”.

Grant Amount Requested (In INR): Monthly Annually

Total Duration of the Grant (In Month):

Total Expenses on Studies (In INR:

Remark (if any):

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Employee Signature: Date:

- After filling, please send this form to Section 2.

Section 2- HR Department:

HR Verification – I have checked and verified that the application is true and the requirement is genuine.

HR Recommended Amount (In INR):

Remark (if any):

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Name: Signature: Date:

- After filling, please send this form to Section 3.

Section 3- Management:

Approved Disapproved

Management Approved Amount (In INR):

Remark (if any):
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Name: Signature: Date:

- After filling, please send this form to Section 4.

Section 4- Accounts Department:

- Release the approved amount to the institution where the child is supposed to go for studies.
- Once the above is done, please send this form to HR Department.

Remark (if any):
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Name: Designation:

Signature: Date:

- After filling, please send this form to Section 5.

Section 5- HR Department:

Check all the above details/sections are completed.

File this form in the employee personal file.

Remark (if any):
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Name: Signature: Date:

----- End of Form -----