

**APPLICATION FOR FINANCIAL ASSISTANCE FROM NATIONAL FOUNDATION
OF TEACHERS WELFARE FOR PROFESSIONAL EDUCATION OF CHILDREN
OF SCHOOL TEACHERS 2014-15 – GUIDELINES**

- i) The scheme is applicable to school teachers only.
- ii) Financial assistance will be granted to children of school teachers pursuing professional/diploma courses in the fields of engineering medicine and management. The professional courses for which financial assistance is granted are as follows:-
 - a) Engineering degree course of 4 years duration (8 semesters) in the disciplines of Civil, Mechanical, Electrical and Electronics, Electronics and Telecommunication, computer science, automobile and chemical Engineering, architecture, textiles, mining, rubber technology, naval architecture, petroleum engineering, pharmacy, printing, chemical technology.
 - b) Metallurgical engineering, instrumentation and control and aeronautical engineering.
 - c) Diploma courses of not less than 3 years duration in the disciplines mentioned above.
 - d) Medical courses in Allopathy, Homeopathy and Ayurvedic forms of medicines, Veterinary Science.
 - e) Diploma course of not less than 2 years duration in B.Pharm.
 - f) Management course of duration not less than 2 years after degree course.

- iii) All the columns of application form should be filled in and signed by the teacher. The application should also have the signature and official seal of the Head of the Institution where the teacher is employed and the Secretary Treasurer of the State Working Committee.
- iv) The actual fee paid should be clearly indicated in Column 13 of the application. **Only original cash receipts are to be enclosed. Photocopies of cash receipts, whether attested or not, will not be accepted.** In case, the cash fee receipt(s) is in a regional language, then, in addition to the original cash fee receipts, a translated version in English/Hindi self attested by the applicant teacher should also be submitted.
- v) A certificate from the college/institute in which the student is studying should be attached to the application. The certificate should contain the name of the student, name of father/mother serving in school, date of admission in the first year and the year (with number of semesters) studied in 2014-15. The certificate should bear the signature of the Principal; a specimen copy of the certificate is enclosed for guidance. In case, the certificate from the college is in a regional language, then, in addition to the certificate, a translated version in English/Hindi self attested by the applicant teacher should be submitted.
- vi) The State Working Committee should take into account the actual fee paid by the applicant on account of tuition/library/laboratory while recommending the financial assistance. It is noticed that in certain cases, fee paid on admission, examination and other miscellaneous items is also taken into account while recommending cases. Fee paid on such items should not be taken into consideration.
In certain cases, cash receipts for a consolidated amount are attached which includes mess charges, hostel fees, etc which are not eligible under the scheme without indicating the actual amount paid towards Tuition fee, Library Fee and Laboratory Fee. The teacher should be asked to furnish the break-up of such receipts and the amount paid towards tuition, library or laboratory charges, i.e. from the college authorities by way of a certificate. The maximum financial assistance payable is Rs.15000/- per year, per case.
- vii) Under column 18 of the application, the year and financial assistance recommended should be mentioned. The recommendations have to be signed by the Secretary-Treasurer. In some cases, it is found missing. In some applications, it is noticed that official seal of Secretary Treasurer/ State Working Committee are not affixed. Such applications are liable to be rejected.
- viii) Financial assistance is granted to teachers of those State Working Committees, who have updated their annual contribution.
- ix) Financial assistance is granted for one academic year only. Teachers can claim assistance in respect of their wards for the academic year 2014-15.

- x) No financial assistance is granted to student/ward who has failed or are already recipients of a scholarship etc. Further, no assistance is granted during the period of internship. While forwarding the applications, the State Working Committee should ensure that applications of only passed students are forwarded to NFTW for financial assistance. Those cases in which the result is awaited may not be forwarded.
- xi) Not more than one application from a teacher should be accepted. A teacher can claim assistance in respect of one ward only in a given year.
- xii) Priority should be given to those teachers who have not availed the benefit of the scheme in previous year.
- xiii) No financial assistance is granted to student/ward who is/has studying/studied abroad for professional education.
- xiv) Incomplete applications or applications without having necessary documents will be rejected. No request for reconsideration of the application will be entertained by the Foundation.

Application for financial assistance from National Foundation or Teacher's Welfare for Professional Education of Children of School Teachers 2014-15

1. Full name and permanent address of the :
applicant (in Block Letters)
2. Date of birth and age of the applicant :
3. Whether the teacher is in service :
4. If answer to (3) above is 'Yes' please give the :
following particulars in respect of the post
held at present.
5. Name of the student (In Block Letters) :
6. Date of birth and age of the student :
7. Relationship with the student : Father/Mother
8. (a) Nature of professional course : Medical / Engineering / Management

(b) Name & duration of course (with :
semesters)
9. Name and address of the college where the :
student is studying/has studied during year
2014-15
10. Date of admission (for 1st year) :
11. Year in which studying during year 2014-15 : 1st / 2nd / 3rd / 4th
12. (i) Whether any scholarship is received from :
the institution. If so, specify the amount

(ii) Whether any assistance has already been :
received from N.F.T.W for this purpose. If
yes, give particulars
(iii) Aadhar No. of applicant / teacher :
13. Actual fees paid for the professional :

- course (Attach original cash receipts)
- 14 Amount of financial assistance claimed :
- 15 Whether certificate from the college :
where the student is studying is attached
- 16 Certificate I (to be furnished by the
applicant)

I certify that to the best of my knowledge and belief, the particulars given above are correct. I fully understand that in event of this being proved otherwise, I shall be liable to such action as the National Foundation or Teacher's Welfare may deem fit to take in the matter.

Place:

Date:

Signature of the Teacher

17. Certificate II (to be furnished by the Head of the Institution where the teacher is serving)

Certified that the particulars furnished by the applicant are correct.

Place:

Date:

Signature of Head of the Institutions
(with official seal)
(In Hindi/English)

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18. Recommendations of the State Working Committee, i.e. amount of financial assistance recommended for the year Year 2014-15

Place:

Date:

Signature of Secretary Treasurer
(with official seal)
(In Hindi/English)

Name of the Institution:

Ref. No.....Date.....

STUDY CERTIFICATE

This is to certify that Sh./Kum.....son/daughter of
Smt./Shri..... working as teacher in
.....

is a bonafide student of this Institution and studying in/studied inyear
(1st/2nd/3rd/4th)/ semester (1st/2nd/3rd/4th/5th/6th/7th/8th) during the
year Year 2014-15

The student is studying /studied in this college as per details given below:-

Name of the course	Duration of course(with semesters)	Date of admission(for 1 st year)	Year of course	Whether passed or failed	Remarks

The student has received/not received scholarship from this Institution during the year
Year 2014-15 of Rs.

(Signature of the Principal)
With official seal