

RULES FOR DISBURSEMENT OF FUNDS OUT OF
HUMAN RESOURCE DEVELOPMENT MINISTER'S DISCRETIONARY FUND
[Revised Guidelines from 16th October , 2012]

1. Grants may be sanctioned out of Human Resource Development Minister's Discretionary Fund for providing financial assistance to –

- a) Meritorious students doing useful/outstanding work in the field of General/Technical Education;
- b) For education of exceptionally brilliant children with minimum B1 grade under CBSE Grading System in 10th /12th examination and whose parents income does not exceed Rs. 5000/- per month in the following order of preference –
 - i. Children of war widows
 - ii. Children of widows/ divorcees/single mother
 - iii. Physically handicapped children
 - iv. Children belonging to SC/ST/OBC/Ex-servicemen
 - iv. Girl child from rural areas
 - v. Girl child under BPL

1.1 For the purpose of this assistance, the child should not be in receipt of any scholarship from any Department of the Central/State Governments.

2.
 - a) Assistance from this Fund will not be available for acquiring assets either wholly or substantially.
 - b) Discretionary grants are not intended for disbursement as private charity to individuals.
 - c) Children of Govt. servants (Central as well as State) will not be eligible for assistance out of this fund.
 - d) Assistance from this fund will not be available for Medical Education.

3. All grants shall be made at the discretion of the Human Resource Development Minister under orders given personally in writing.

4. The amount of grant given to a meritorious student, who has passed 10th and 12th examination, shall not ordinarily exceed Rs. 20,000 and Rs.40,000 respectively during any one financial year. In special circumstances, larger amounts may be given for reasons considered adequate by the Human Resource Development Minister with the prior concurrence of the Ministry of Finance.

5. All grants made shall be of a non-recurring nature and no recurring liability shall be undertaken.

6. The grants made shall be utilized by the grantee within a year of its sanction.

7. Grants will not ordinarily be given to students where grants or aids for the same purpose of objects have been made by any Ministry or Department or refused by any of the following authorities:-

- i. Vice President of India;
- ii. Member of Council of Ministers of the Govt. of India, State Government and Governments of Union Territories;
- iii. Cabinet Secretary to the Govt. of India;
- iv. Ministries/ Department of the Central Govt./State Govt./Union Territories; and
- v. Any other authority under the Central Govt./State Govt./Union Territories

7.1 A certificate to this effect shall be furnished by the grantee.

....2.

8. Payment shall be made by cheque on the Canara Bank of India, Janpath, New Delhi, and shall be made out in the name of the grantee issued under the direction of the Controlling Officer by the Pay & Accounts Office (Education). The Under Secretary (Cash) of the Department of Higher Education shall be the Drawing and Disbursing Officer. Section concerned issuing sanction from Human Resource Development Minister's Discretionary fund should prepare a bill on simple receipt and then pass it on with the relevant sanction order to the Cash Section to enable them to obtain cheques from the Pay and Accounts Officer.

9. The recipient shall be required to furnish receipt as Annexed to Form I.

10. The Joint Secretary to the Government of India in the Ministry of Human Resource Development (Department of Higher Education) who shall be the Controlling Officer for Human Resource Development Minister's Discretionary Grants, shall cause a register of sanction to be maintained in Form II Annexed to these rules, in which shall be serially entered all the disbursements sanctioned by the Human Resource Development Minister out of the fund and the balance from time to time.

11. The Disbursing Officer shall maintain a register of cheques issued in Form III and forward the receipt of the grantee to Pay and Accounts Officer (Education) as soon as the payment has been made.

12. The Controlling Officer shall periodically inspect the Register of sanctions and the Register of cheques issued and exercise such other checks as she/he may think necessary for the proper accounting of the disbursements.

13. The grantee under Rule 1 shall be required to furnish a certificate to the effect that the grant has been utilized for the purpose for which it was sanctioned. The utilization certificate shall be furnished by the grantee indicating details of expenditure supported with relevant receipt vouchers etc.

14. It is the sole discretion of the Hon'ble HRM to grant or reject any application received for this purpose. The grant will be available only once and the second request will not be entertained. Moreover, the grant will be available only for one member of the family. All documents required to be attached with Application Form should be either in English or Hindi. If any document issued in any Regional language, the same may be translated into English. The translated version is to be attested by the BDO/SDM/Any Gazetted Officer/School Principal of the concerned area/institution. In such cases, both the attested copies of original documents and attested copies of translated version need to be attached.

15. To avail assistance under HRM's discretionary fund, the students need to apply in the prescribed application form (Annexure-I) available in the website www.mhrd.gov.in. The form should be filled up either in English or Hindi.

PROFORMA RECEIPT

Received Rs. _____ (in words Rupees _____
_____) from the Ministry/Department
_____ sanctioned by it out of
Human Resource Minister's Discretionary grants, by means of crossed
Cheque No. _____ dated _____ drawn on the
_____ Bank, New Delhi.

Dated _____

(Stamp)

Signature

Place _____

Form-II

Ministry of Human Resource Development
(Department of Higher Education)

HR Minister's Discretionary Grant Register of Sanctions to be maintained by E.I. Section

Allocated Budget:- _____

Year : _____

S.No.	Name of the Grantee	Grantee's Parents details in case of Student. i.e. Name and Address	Purpose of the Grant	HRM's Order Date	Sanction Order No. & Date	Amount Sanctioned
1	2	3	4	5	6	7

Bill No. & Date	Cheque No. & Date	Date of Dispatch of Cheque	Progressive Expenditure	Unspent Balance
8	9	10	11	12

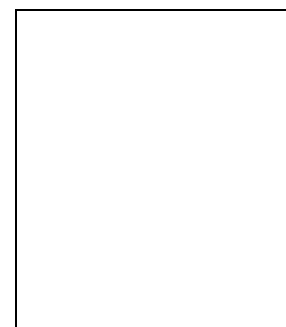
Form-III

Ministry of Human Resource Development
(Department of Higher Education)

**HR Minister's Discretionary Grant - Register of Cheques Issued
& Utilization Certificate**

S.No.	Cheque No. & Date	Name of Beneficiary	Amount (Rs.)	Initials of Disbursing officers	No. & Date of dispatch of cheque	Payees' acknowledgement o cheque
1	2	3	4	5	6	7

**Application Form for applying
for the Grant-in-Aid under
Human Resources Development Minister's Discretionary Fund**



(Affix your photograph duly
attested by the Head of the Institution)

To be filled by the Applicant seeking assistance for Study

1.	Full Name of the Applicant (In Block Letters)	
2.	Sex (Male/Female)	
3.	Citizenship	
4.	Date of Birth (in Christian Era)	
5.	Father's Name	
6.	Details of Father's Occupation	
7.	Total Income of Father (per month)	
8.	Mother's Name	
9.	Details of Mother's Occupation	
10.	Total Income of Mother (per month)	
11.	If parents are not alive, then name of the Guardian and details of his/her occupation	
12.	Income of the guardian (per month)	
13.	Details of Study	
	a) Name of School/College/ Institution alongwith full address	
	b) Class	

	c) Percentage of marks obtained in the previous years examination/final semester of the previous academic year. Attestation should be done by Head of the Institution where the applicant is studying or the Gazetted Officer	
	d) Reasons for seeking grant-in-aid	
	e) Whether any type of scholarship or grant-in-aid is received from State Govt./Central Govt. directly or through the Institution	
	i) If yes, details thereof alongwith year of sanction, amount, duly attested by the Head of the Institution	
	j) If no, a certificate from the Head of the Institution to this effect may be attached	
14.	Annual Expenditure for course and amount of financial help sought	

I solemnly declare that the information furnished by me as above is true, complete and correct to the best of my knowledge and belief. In case, any of the above mentioned information is found incorrect, my application may be rejected and suitable action may be initiated against me as per Government of India Rules. I also undertake that no financial assistance under above funds has been availed by me previously.

Place:

_____ (Signature of the Applicant)

Date:

_____ (Name of the Applicant)

Address: _____

Telephone No. (If any) _____

E-mail address (If any) _____

Enclosures:-

The following documents are required to be enclosed invariably while submitting the Application Form

1. Attested copy of Date of Birth Certificate.
2. Attested copy of the last year's final examination/semester's mark sheet.
3. Original Income Certificate of the Parents/Guardian from the Sub-Divisional Magistrate of the concerned area.
4. Original Certificate from the Head of the Institution where the applicant is presently studying about the receipt/non-receipt of scholarship/stipend/Grants-in-Aid from any Department of State/Central Government/Organisation.
5. An undertaking from the Individual that no grants or aid for the same purpose have been made by any Ministry or Department or refused by any of the authorities referred under Rule-7.
6. An undertaking from the Parent that no other member of his/her family has availed assistance under HRM's discretionary fund.

NOTE:-

- (a) An incomplete application or application received without any enclosures as referred to above will be rejected.
- (b) In addition to above referred documents /information, the Ministry may seek any additional information at later stage which is found necessary while examining the application and the individuals will be bound to furnish the same invariably.
- (c) It may be noted that it is the sole discretion of the Hon'ble Human Resource Development Minister to grant or reject any application received for this purpose.
