

**GOVERNMENT OF WEST BENGAL**  
**Higher Education Department**  
**C.S. Branch**  
**Bikash Bhavan, 6th floor,**  
**Salt Lake, Kolkata-700091**

No. 401 A-Edn(CS)/10M-15/07

Dated : 25.4.2007

**NOTIFICATION**

The Governor is pleased to introduce from the academic year 2006-07 a new scholarship scheme to be known as '**West Bengal Government Merit-cum-Means Scholarship Scheme**', for providing financial assistance to the poor but meritorious students of West Bengal, who are pursuing higher studies at various post-Madhyamik levels. Students who are domiciled in West Bengal and the studying in one of the State Government owned or State Government aided institutions after passing out from the State Board/Council of Secondary/Higher Secondary Education or a State-aided University in West Bengal, will be eligible for consideration for grant of scholarship under this scheme provided: (i) their total family income from all sources is not more than Rs.50,000/- (Rupees fifty thousand) per annum, and (ii) they fulfill such minimum prescribed academic eligibility criteria as would be notified through newspaper advertisements from time to time.

2. The rate of scholarship will vary from Rs. 500/- to Rs. 1500/- per month depending on the stage and course of study.
3. Higher Education Department will be the nodal Department for administration of the scheme.
4. There shall be a Steering Committee under the chairmanship of the Minister-in-Charge of Higher Education, Government of West Bengal, to oversee and monitor the implementation of the scholarship scheme.
5. The details of the scholarship scheme, in particular the practical operational steps for administering the scheme, are elaborated in the guidelines annexed with this Notification.

This Notification issues with the concurrence of the Finance Department vide their U.O. No. 660 Gr. P(Service) dated 19.2.2007.

[Annexure : Guidelines for  
the scholarship scheme]

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**(Asok M.Chakrabarti)**  
Additional Chief Secretary  
to the Government of West Bengal,  
Department of Higher Education

## **GUIDELINES FOR THE WEST BENGAL GOVERNMENT MERIT-CUM-MEANS SCHOLARSHIP SCHEME**

### **1. OBJECTIVE**

With a view to assisting the meritorious students belonging to economically backward families in the State of West Bengal, to pursue higher studies, the Government of West Bengal introduces this scheme of giving scholarships at different levels of higher studies, at educational institutions based in West Bengal.

### **2. SCOPE**

These scholarships will be sanctioned to deserving students at the H.S.-level/ U.G.-level (Arts, Commerce, Science, Medicine, Engineering including Polytechnic and other Professional courses) / PG-level (Arts, Commerce Science and a few other Professional courses excluding Engineering and Medicine), on merit - cum-means criteria. There will be special provisions for rendering assistances to the girl students, first generation learners, students belonging to extremely poor families and students coming from backward areas. The entire financial liabilities for implementing this scheme will be borne by the Government of West Bengal.

Students, who are domiciled in West Bengal and are studying in one of the State Government institutions or State Government-aided institutions after passing out from the state board/ council of secondary education or a state-aided university in West Bengal, will be eligible for consideration for grant of scholarships under this scheme. The students will be required to apply in response to the advertisement/s to be published in this regard by the Govt. of West Bengal, within the stipulated last date for submission of applications, except in extraordinary circumstances, vide paragraph 8(a) in these guidelines.

Candidates opting for these scholarships and found eligible, will not be allowed to enjoy any other governmental (central/state) scholarship or stipend for the same course/stage of study. However, one time grants or assistances received from any source, or free or partly-free studentship allowed by the host institutions will not debar the students from availing of the benefits of this scheme.

### **3. ALLOCATIONS AND RATE OF SCHOLARSHIP**

The basic allocation and rates will be as under:

<b>Sl. No.</b>	<b>Level</b>	<b>No. of Awardees</b>	<b>Rate (Per month)</b>
1.	HS	1500	Rs. 500/-
2.	U.G. (Arts + Commerce)	700 (550 + 150)	Rs. 750/-
3.	U.G. (Science + other Professional Courses excluding Engg./Medicine)	350 (325 + 25)	Rs. 900/-
4a.	UG/Diploma (Polytechnic)	40	Rs. 750/-
4b.	UG (Engg)	75	Rs.1400/-
5.	UG Medicine (MBBS, BDS, BHMS, etc.)	100	Rs.1500/-
6.	PG (Arts + Commerce)	500 (400 + 100)	Rs.1200/-
7.	PG (Science + Other Prof. Courses excluding Engg/Medicine)	250 (225 + 25)	Rs.1400/-

The total number of scholarships at H.S. and U.G. level is available to students belonging to a particular district will be determined on the basis of the relative population of the said district with reference to the State population, as published in 2001 Census data [e.g. if the district and state populations are x and y respectively and Z is the number of scholarships available at a particular level of higher studies,  $(x/y) \cdot Z$ , rounded off to the nearest digit, will be the number of scholarships at that particular level, which will be kept reserved for students belonging to the said district]. In case the quota fixed for a particular district is not completely exhausted after consideration of all eligible applications received from the district, the Steering Committee mentioned at item - 6 in these guidelines will be authorized to divert the unutilized part of the district quota to some other district/s. In the first year of implementation of this scheme a special fund provision of Rs. 45 lakh will be made for disbursement of scholarships at the above-noted rates for women candidates.

#### **4. MEANS JUDGING CRITERIA**

The total family income ceiling for the prospective scholars will be Rs. 50 thousand per annum. While applying, all students will be required to enclose an Affidavit written on a Non-judicial Stamp Paper valued Rs. 10/- or more, and sworn by his/her parent/guardian before a Notary Public or a first-class magistrate, declaring their total family income from all sources (giving the detailed break-up) during the preceding financial year (i.e. from the 1<sup>st</sup> of April of the previous year to the 31<sup>st</sup> of March of the year of applying for the scholarship). If, for any reason which appears 'unavoidable' in the assessment of the government, the application is made by a scholar between January and March of a year, the Income Affidavit for the financial year ending on the 31<sup>st</sup> of March of the previous year will be accepted.

Definition of income and additional documents to be required:

- (i) For salaried guardians/parents, the basic pay together with DA and HRA will be considered for salary income calculation, and copy of the formal pay-slip or salary certificate from the employer will be required to be attached. Income from other non-salary source/s, if any, must be specified in the Income Affidavit referred to above and copies of the relevant supporting documents are to be attached.
- (ii) For non-salaried category of guardians/parents involved mainly in business, a copy of the income certificate issued by a State Government official of the rank of Joint B.D.O. or above, should be submitted. The guardians/parents may seek necessary co-operation from their local government representatives for procurement of such certificate.
- (iii) For non-salaried category of guardians, whose main income is from agriculture or for those who have no regular income source, income certificate issued by a State Government official of the rank of joint B.D.O. or above, will be required. The guardians/parents may seek necessary cooperation from their local government representatives for procurement of such certificate.

Any deliberate falsification in the Income Affidavit and/or other enclosed documents discovered at any stage will be considered as a grievous offence and may invite serious disciplinary actions leading to (i) compulsory and immediate refund of the amount of scholarship already enjoyed by the scholar, (ii) complete forfeiture of his/her right to apply for any governmental scholarship in future and may also attract penal provisions of other relevant laws for the time being in force.

## **5. MERIT JUDGING CRITERIA**

Candidates whose family income falls at or below the ceiling of Rupees fifty thousand (Rs. 50,000/= only) per annum will be judged according to their academic merit in the under noted manner. [The minimum basic academic criterion in case of renewal of the scholarships will be that each applicant has to clear the promotional examination/s at the first attempt, in order to get promoted to the next higher class. In exceptional circumstances, however, a certificate from the competent authority of the institution substantiating the candidate's promotion to the next higher class will be acceptable.]

### **For HS - level**

The minimum qualifying marks-for being considered for award of scholarships will be 75% in aggregate, in Madhyamik Pariksha, and the total marks obtained in the Madhyamik Pariksha excluding pass marks in the additional subject, if any, will be the sole criterion for consideration. Candidates from outside the West Bengal Board of Secondary Education will not be eligible to apply for this scholarship.

### **For UG Level**

The minimum qualifying marks for being considered for award of scholarships will be 75% in aggregate, in the H.S. Examination conducted by the W.B. Council of H.S. Education, excluding the pass marks in the fourth subject, if any. For the UG (Arts), UG (Commerce), UG (Science) and UG (other professional courses), separate merit lists will be prepared. In case of short-fall in the number of suitable applications in any particular category within a specific level (of study) in a year, the unfilled quota will be shifted for that particular year to other equivalent category/ies having the same rates of scholarship, as per the discretion of the Steering Committee.

### **For PG-Level (General Education and other professional courses excluding Engg./Medicine)**

Candidates should be Honours graduates securing at least 55% marks in the Honours subject. The marks obtained in Honours subject will be the only deciding criterion academically for awarded of the PG-level scholarships.

## **6. NOTIFICATION, APPLICATION AND SANCTION PROCEDURES**

There will be a Steering Committee under the chairmanship of M.I.C. (Minister-in-Charge), Higher Education Department, Government of West Bengal, for the over-all administration of the scholarship scheme and for identification of the

exceptionally deserving cases as referred to in paragraph 8(a) of these guidelines. The following officials will be members in the Steering Committee.

1. Additional Chief Secretary / Principal Secretary, H. & F.W. Department
2. Additional Chief Secretary/Principal Secretary, H.E. Department
3. Principal Secretary, S. E. Department
4. Secretary, T.E. Department
5. Special Secretary, Finance Department
6. Director of Public Instructions
7. Director of School Education
8. Director of Technical- Education.
9. Director of Medical Education
10. Special Secretary, H.E. Department - Convener

(The Steering Committee will be authorized to incorporate any change in these guidelines, if and when necessary, which will be followed up by formal governmental notification-in-amendment.)

Every year applications on plain paper (either handwritten in block capital letters or typed / word processed) in prescribed format, will be sought for from eligible candidates for various levels, though insertions in leading dailies.

Candidates for different categories will submit their applications to different offices as noted below (clearly super scribing on the envelope: 'APPLICATION FOR W.B. GOVERNMENT MERIT-CUM-MEANS SCHOLARSHIP FOR STUDYING ..... DEGREE / COURSE').

<b>Application receiving offices</b>	<b>Category of applications</b>
(i) Directorate of School Education, Training and Examination Cell, Bikash Bhavan, 7th floor, Salt Lake, Kolkata-700 091.	Madhyamik passed (and H.S.-enrolled) for the H.S. level scholarships.
(ii) Directorate of Public Instruction (i.e. Education Directorate), Scholarship & Stipend Section Bikash Bhavan, 9th Floor, North Wing Salt Lake, Kolkata-700 091.	(a) H.S.-passed and currently enrolled in UG-Honours (Arts/ Science/ Commerce courses)/ UG (Professional courses excluding Engineering/ Medicine). (b) Graduation-passed (with Honours) and currently enrolled in PG Courses (Arts/ Commerce/ Science/ Other professional ones excluding Engg./ Medicine)
(iii) Directorate of Technical Education Bikash Bhavan, 10th Floor, East Wing, Salt Lake, Kolkata-700 091.	H.S.-passed and currently enrolled in UG (Engg.) Courses such as BE/B. Tech etc.
(iv) Directorate of Technical Education & Training, Bikash Bhavan, 10th Floor, Salt Lake, Kolkata-700 091.	M.P./H.S.-passed and currently enrolled in Polytechnic Diploma (Engg) Courses.
(v) Directorate of Medical Education, Swasthya Bhavan, Salt Lake, Sector-V, Kolkata-700 091.	H.S.-passed and currently enrolled in UG (Medicine) Courses, such as MBBS, BHMS, BDS etc.

Upon receiving the applications these respective offices will process them strictly in accordance with the stipulated guidelines.

Gradation lists of Merit Lists will be prepared by the above offices mentioning therein the name and address of the eligible scholars, the period and amount of scholarship to be sanctioned to them, their residential address and contact phone number, if any, and the course they are currently pursuing and for which the scholarship is sought, complete postal address and phone number of their institution.

The merit lists so prepared should be submitted promptly, to the Steering Committee set up for the purpose of administration of this scheme in the Higher Education Department of the State Government. After completing the formalities for scholarship sanctioning, the scholarship amounts preferably for every three months, will be dispatched to the concerned head of the institutions by registered post through A/c-payee bank draft (or A/c payee cheque) made payable in the name of the individual students, along with a covering letter giving the details of the draft or cheque, with a tear-off portion to act as a format of disbursement certificate (D.C.) The scholarship drafts, cheques will be handed over by the head of the institution to the students/s concerned after taking due acknowledgement from them. After disbursing the draft /cheque to the student, the head of the institution will send the duly filled-in disbursement certificate and, if possible, a copy of the student's acknowledgement as well, to the concerned Directorate by courier / registered post / fax, and retain a self-certified copy of the tear-off portion(D.C.) in the institution for subsequent audit. Advance sanctioning of scholarship will be permitted up to the end of the financial year in which the sanctioning is actually made.

The particulars of sanction of scholarships will be posted on the West Bengal Govt. web-site/s as soon as possible after the dispatch of the scholarship money, so that the scholars could readily know about the status of their individual cases from the internet. After receiving the full amount of scholarship for a year, it will be the responsibility of the scholar to formally acknowledge the receipt of the same to the concerned Directorate, and to submit documentary proof of promotion to next higher class; these will allow the concerned Directorates to proceed for sanctioning of the renewal of scholarship for the following year.

Each concerned Directorate will have a nodal officer who will liaise with the Higher Education Department (Steering Committee) and the institutions concerned.

All efforts have to be made in order to ensure disbursement of scholarships in a timely and efficient manner Centrally a bank account with cheque facility will be opened in the name of the Additional Chief Secretary/ Principal Secretary (Higher Education Department); the finance Department will first deposit the sanctioned amount into this account, under intimation to the Higher Education Department; on receiving such intimation(allotment) and after getting the requisite merit lists from different Directorates, the Additional Chief Secretary/ Principal Secretary(Higher Education) will sub-allot the amount to these Directorates in the form of cheques from the said central account. Each Directorate will be required to open separate bank accounts wherein the corresponding sub-allotment cheques will be deposited. On their turn the Directorates will issue

cheques in the name/s of local scholars and will get A/c-payee bank drafts made in the name/s of concerned out-station scholars from their respective operating banks, before dispatching these cheque/s or draft/s to the concerned institutions in the manner already outlined. (in the students' interest, payment through bank drafts will be more desirable than through cheques).

A financial year-wise calendar of broad activities is suggested below which should be adhered to by all concerned.

<b><u>Activities</u></b>	<b><u>Dates/Deadlines</u></b>
i) Governmental advertisement/s to be published (seeking applications from students for the scholarship).	Around the time of the declaration of the WB JEE results.
ii) Application-receiving deadline.	30 September
iii) Completion of Merit List Preparation by different Directorates and submission of the same to the Steering Committee.	30 November
iv) Scholarship sanctioning and Disbursement -1st instalment	By 31st December (Thereafter disbursement of scholarships will be attempted to be made on a quarterly basis, if the procedural requirements are duly fulfilled by the scholars).

The Steering Committee will ensure that the release (i.e sanction) of the renewal installments of scholarship is done within 45 days of receiving of all the requisite documents (like the Disbursement Certificate and/or Acknowledgement slip in respect of the earlier installment/s sent; proof of promotion to the next higher class, etc.). For renewal in case of normal circumstances, a scholar has to get promotion to the next higher class bypassing in the first attempt at promotional test/s. Under exceptional circumstances, however, certificate from competent authority of the institution substantiating the promotion of the scholar to the next higher class, may be accepted.

#### **7. DURATION OF THE SCHOLARSHIP & HOLDING IN ABEYANCE OF AN AWARD.**

The scholarship will be given for all 12 months in a year during the study period.

The scholarship cannot be kept in abeyance for any scholar for more than one year at a stretch during a single stage/ course of study. There must be highly valid reasons for resumption of scholarship after a break, e.g. accidental injury leading to long bed-rest, prolonged illness, natural calamity, etc and the request for resumption of scholarship should be substantiated by the scholars by genuine supporting documents.

## **8. SPECIAL PROVISIONS**

- (a) The Steering Committee will be authorised to relax the merit criteria as elaborated in item 5 in these guidelines in exceptionally deserving cases. In case/s of unforeseen complexities, the decision of the Steering Committee will be final and binding.
  
- (b) Rs. 45 lakh will be spent on disbursement of scholarships to girl students in the first year of implementation of this scholarship scheme. The girl students to be awarded scholarships under the special provisions will get assistances at same rates as stipulated for general candidates at paragraph 3 and the qualifying criteria will also be similar.

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