# COVA

# **Guidelines for Pre-Matric Scholarships**

# for SC, ST & BC Students

**In Telangana**

**Eligibility:**

* SC and ST Communities: Students from 5 class to 10 class
* BC Communities: Students from 9 and 10 classes only
* From Government High Schools, Zilla Parishad High Schools and Government Aided schools including primary schools
* Parents income should be not exceed 2 lakhs in urban areas and 1.5 lakhs in rural areas
* The students should not be getting any other scholarship from Government of Telangana.

**Amounts of Scholarships and Grant Period.**

**5th to 8th class students from SC and ST communities.**

* Scholarship amount Rs.100/- per month for boys for 10 months of the academic year.
* Scholarship amount of Rs.150/- per month for girls for 10 months of the academic year.

**9th and 10th Class Students from SC, ST and BC communities.**

* Scholarship amount Rs.150/- per month for boys and girls for 10 months of the academic year.
* Scholarship amount of Rs.750/- annually for books and Ad hoc grant for boys and girls for the academic year.

**Process for Applying**

1. The students should apply online through E-pass website of government of Telangana.
2. The Head Masters of schools to facilitate the students for applying.
3. The following documentation is required by the student to upload the forms.
	* School bona-fide certificate issued by school Head Master
	* Copy of Caste Certificate issued through e-seva
	* Copy of Income Certificate of parent issued through e-seva.

Income Certificate is valid for only one Financial year and hence has to be obtained every year for applying / renewal of scholarship for that financial year.

* + Copy of Aadhar Card
	+ Copy of Bank Account pass book.
	+ Previous class progress report.
	+ Passport size photo

The following documents of the student are to be uploaded along with Application for Pre -Matric Scholarships at the e-pass portal:

* + 1.Passport Size Photograph
	+ 2. Copy of bank pass Book
	+ 3. Copy of Aadhar Card

**COVA will facilitate the students to upload the forms in the epass Portal free of cost**

1. **The Procedure and Documents Required for Procuring Caste Certificate –**
* The student should apply for Caste Certificate through e-seva Centre.
	+ Submit filled in application for Caste Certificate of student with Court fee stamp of Rs.2/-
	+ School Bona-Fide Certificate
	+ Copy of Aadhar Card of the student
	+ Copy of Ration of the student’s family
	+ Copy of any family members’ caste certificate. If not available, then the Sangham Certificate from the respective community sanghas from their living locations.
	+ Letter from the Gazetted Head Master certifying the name of student, class, admission number and caste as per school records. (Format of the Letter is Encosed)
	+ The official fee of e-seva center is Rs. 10/- application fee and Rs.35/- processing fee.
	+ Submit all documents along with the Fee Receipt from the e-seva Centre and letter from the head Master addressed to the MRO in the Mandal Office.
	+ Generally, 30 days is official time period for issue of Caste Certificate.

1. **Process and Documents Required for Procuring Income Certificate of the family.**
	* Filled in application form for income certificate with Court fee stamp of Rs.2/-
	* School bona-fide certificate
	* Letter of self-declaration of income by the parents
	* Copy of Aadhar card of the student
	* Copy of Aadhar card of the parent – identity proof
	* Copy of ration card of the student’s family – residence proof
	* The official fee is 20/- at e-seva centre.
	* The official time period for issue of certificate is 7 days.
2. **Process and Documents Required for Opening Bank Accounts**
* All students below 10 years should open joint account with their parent
* Students above 10 years can open accounts on their own or joint account along with their parents/guardian as advised by the concerned bank.
* Filled in application form
* Copy of Aadhar card of the student
* Copy of adhar card of the parent
* Ration card of family
* A deposit of Rs. 100/-
* Bank account opening process expenses of Rs.30/- as applicable.
* Passport size photo of the student if individual account
* Joint photo along with parent if it is joint account.
1. **Outreach for Support for Obtaining the Required Documents**
* The local Tahasildars / MROs will be approached by COVA, School with a request for speedy processing of the Applications for Caste and Income Certificates.
* The school Head Masters to be requested to write letters to concerned Thasildar’s along with applications copies collected from e-seva centres for speedy sanction of Caste and Income Certificates for students.
* The local bank Managers and Costumer Service Points have been requested for opening of bank accounts of students promptly and with only the officially prescribed charges.
* The e-seva centers are advised to collect only the pre-scribed fee from the students for Caste and Income Certificates.
* The Director e-seva should be approached if there are any problems with e-seva Centres in terms of delays or demand of extra charges.
* The local self help groups, community leaders or village level volunteers will be contacted to follow-up with the family of the students even during exams and vacations
* COVA will also hand hold the student to get caste/income certificate who hail from different mandal other than the mandal the school is located in and in which they are studying.
* The head Master should write to e-seva and then to thahasildar of the Mandal from were the students hail. The parents must follow-up by the local contacts in that mandal.
* Schools Management Committees and SHG group members in respective wards/hamlets in the villages should also undertake motivation of eligible students and parents to access scholarships.

**Enclosures:**

1. Format of Certificate by the head Master vouching for the caste of the Student as per school records
2. Letter of Head Master to the MRO requesting for speedy processing of the applications of the students for Caste and Income Certificates.
3. Slip giving details of all the documents required for Caste and Income Certificates and for Opening of Bank Accounts.

Dated: 25th February 2020