

Application Format for Scholarship to Children under National Children's Fund (NCF)

S. No.	Requisite information/documents	Information/documents furnished														
1	Details of CCI forwarding the application of the child/children															
	i) Name, complete postal address of Child Care Institution															
	ii) Email address, Telephone and Mobile No. of In charge of CCI															
	iii) Name, address and phone number of Board Members of CCI with copy of PAN card (attach copy of PAN card separately for each member)															
	iv) Date of establishment and registration of the CCI (legible copy of registration, Memorandum of Association, Constitution and Bye-law certificate to be enclosed)															
v) Details of grants received by CCI in last three years from Central/State Governments, local body, ICPS or international agency in the format given below :																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Financial year</th> <th style="width: 20%;">Sanction No.& date</th> <th style="width: 15%;">Amount</th> <th style="width: 20%;">Scheme</th> <th style="width: 30%;">No. of beneficiaries</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Financial year	Sanction No.& date	Amount	Scheme	No. of beneficiaries										
Financial year	Sanction No.& date	Amount	Scheme	No. of beneficiaries												
vi) Details of staff on the payroll of the Child Care Institution:																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 8%;">S. No</th> <th style="width: 10%;">Name</th> <th style="width: 15%;">Designation</th> <th style="width: 12%;">Date of Appointment</th> <th style="width: 15%;">Qualifications</th> <th style="width: 18%;">Experience in the Organization</th> <th style="width: 22%;">Gross emoluments monthly</th> </tr> </thead> <tbody> <tr> <td> </td> </tr> </tbody> </table>	S. No	Name	Designation	Date of Appointment	Qualifications	Experience in the Organization	Gross emoluments monthly								
S. No	Name	Designation	Date of Appointment	Qualifications	Experience in the Organization	Gross emoluments monthly										
2	Details of the perspective children aspiring scholarship under NCF: (Please annex relevant documents)															
	i) Name of the Child along with a passport size photo to be enclosed															
	ii) Date of birth of the Child															
	iii) Sex of the child (Female/Male)															
	iv) Name of the School where child is studying with complete address															
	v) Class in which child is studying															
	vi) Aadhar number of the child															
	vi) Area of excellence of the child															
	vii) Percentage of the marks obtained by the child in the previous class															
	viii) Percentage of attendance in the previous class															
	ix) Extra-curricular achievement by the child, if any															
	x) Any other details															

3	Details of the bank where child's account is maintained:	
	1) Name of the Child as in bank account 2) Name of the Bank 3) Account number 4) Account type (SB / Current A/c) 5) IFSC code of the branch, and 6) Complete address of the bank where the account of the child is maintained	
	Note: Enclose a copy of the passbook of the child displaying above mentioned bank details;	

Note:

The CCIs while forwarding the applications will also enclose the following documents:

1. Copies of the Memorandum of Association;
2. Bye-laws/Rules and Regulations of the organization/CCIs;
3. Resolution authorizing office bearers for operating Bank Account;
4. Audited Statement of Accounts (comprising of Income and Expenditure Account; Receipt and Payment Account; Balance Sheet and Audit Reports) for the last three financial years and Annual Reports for last three years of the Child Care Institution to be enclosed.
5. A copy of the bank passbook showing Name, Account number and IFSC Code.

Study & Attendance Certificate

Sr. No. _____

(ON THE LETTER-HEAD OF SCHOOL)

This is to certify that Kumari/Master _____
daughter/son of Shri _____ (name of the father) and Smt.
_____ (name of mother) resident of _____ (CCI) is bonafide student
of class _____ section _____ of this school for the academic session (indicate dates)
_____. She/he was admitted in this school on (date) _____ under admission number
_____. Her/his date of birth as per the school record is _____ (in figures)
_____ (in words). This child has secured minimum of _____ % marks
and _____ % attendance in previous class _____. Her/his latest mark sheet (Photocopy) is
attached.

Date: _____

(Signature)
Name of Principal/Head Master
(Seal)

**Prescribed Format for recommendation of
District Child Protection Officer under the scholarship scheme "UNNATI"**

File No. _____
Government of _____ (Name of State)
Office of District Child Protection Officer
District _____

Date: _____

To

Secretary-Treasurer
National Children's Fund
C/o National Institute of Public Cooperation and Child Development
5, Siri Institutional Area, Hauz Khas
New Delhi-110 016

Subject: Proposal of _____ (Name of the CCI) _____
under "UNNATI Scholarship Scheme" of Ministry of Women and Child Development during the
financial year _____ from District _____, _____ (State).

Sir/Madam,

Please refer to the Ministry of Women and Child Development letter No _____ dated
_____, inviting proposals under "UNNATI Scholarship Scheme" during the financial year
_____. In this regard, _____ (Name of the CCI) has
submitted a printed copy of the application to this Office.

Their documents have been examined and information about the said CCI is authenticated:

S. No.	Particulars	Information to be filled by DCPO
1.	Applicant seeking scholarship is sheltered in CCI	
2.	CCIs is registered under Juvenile Justice Act, 2015	
3.	Copies of the Memorandum of Association;	
4.	Bye-laws/Rules and Regulations of the organization/CCIs;	
5.	Audited Statement of Accounts (comprising of Income and Expenditure Account; Receipt and Payment Account; Balance Sheet and Audit Reports) for the last three financial years and Annual Reports for last three years of the Child Care Institution to be enclosed.	

6.	Aadhar number of the child/children	
7.	Applicant has an Aadhar linked savings bank account in a Nationalized bank	
8.	A copy of the bank passbook showing Name, Account number and IFSC Code of child/children	
9.	Certificate by Principal/In charge regarding marks and attendance	
10.	Child is not receiving any assistance on regular basis from any other sources towards her/his education	

The application of the CCI along with enclosures is forwarded for consideration under the scheme.

Yours faithfully,

Signature (Name of District
Child Protection Officer)
Official Stamp