

MUMBAI PORT TRUST – ACCOUNTS DEPARTMENT

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Accounts Department
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 Ballard Estate,
 Mumbai – 400 001

No. FA/E-SCH(2010-2011)/5717

22.06.2010

ALL PRINCIPAL OFFICERS

Sub: Award of MbPT Staff Scholarships for the courses commencing from the Academic Year 2010 - 2011.

Under MbPT Staff Scholarship Scheme, Scholarships are awarded subject to certain conditions to the wards of MbPT employees for Post SSC / Post H.S.C. / Post Graduate courses.

2. The details regarding the eligibility, the rates of scholarships and the last date of submission of applications etc. are as under:-

Sr	Courses	Qualifying Percentage of marks	Rate of Scholarship Per Month (Rs.)	
		(0.50 and above will be rounded off to the next percentage)	For Full Time courses	For Part Time / Correspondence Courses
1	Post SSC Courses (XI and XII / Diploma)	75% or more (70% or more for SC/ST/OBC Class IV Employees)	300/-	200/-
2	Post H.S.C. Degree Courses in Medicine, Engineering and Pharmacy	60% or more (55% or more for SC/ST/OBC Class IV Employees)	1,000/-	N.A.
3	Post HSC Degree courses (other than mentioned in 2 above) and Diploma Courses	60% or more (55% or more for SC/ST/OBC Class IV Employees)	500/-	400/-
4	Post Graduate Degree Courses	60% or more (55% or more for SC/ST/OBC Class IV Employees)	1,000/-	800/-
5	Post Graduate Diploma Courses	60% or more (55% or more for SC/ST/OBC Class IV Employees)	500/-	400/-
6	Chartered Accountancy (eligibility after HSC / Graduation as per rules of the ICAI)	60% or more (55% or more for SC/ST/OBC Class IV Employees)	500/-	NA

Last date for submitting applications by the employees to their respective departments : 31.08.2010

Last date for the departments to send the applications to Accounts Department : 25.9.2010

(Applications to be forwarded as and when received at the end of every week)

Staff Scholarship Committee Meeting to be held on : In November, 2010

Payment of Scholarship amounts : Through the payment of salary of December, 2010.

Note: In case admission to the course is likely to be delayed, employee should submit the application together with a copy of the mark list by date stipulated i.e.31.08.2010. The certificate from the college (in Annexure II to the application) showing admission particulars can be submitted later after the admission is granted by the college.

It may be noted that in case of applications received after the last date of submission the grant of scholarships shall be liable to be considered prospectively.

3. Award and payment of the scholarship is governed by the following conditions:-

- i) Ward should have passed the qualifying examination in the first attempt with the prescribed percentage.
- ii) Scholarship will be payable upto two children of the employee at a time except in case of twin children.
- iii) No scholarship will be admissible to the ward employed on full time basis. However, wards of employees working as an apprentice or on training and receiving stipend will be granted full amount of Scholarship.
- (iv) Scholarship is admissible simultaneously for both the course B.Com as well as CA.
- (v) Scholarship will be sanctioned for the entire duration of the course. The continuance of scholarship will depend upon the satisfactory conduct of the ward. The ward will be required to pass each examination (including ATKT) prescribed in the course. However, in case of failure to pass the examination, the ward may be allowed to retain the scholarship, but there should be no gap in the total academic period. The employees are also advised to promptly inform this office if their wards fail in any examination or continue the courses under ATKT scheme.
- (vi) The payment of scholarship in subsequent years will be subject to the production of the original receipts of payment of tuition fees and marks certificate of every examination for perusal by the scholarship clerk of the respective departments.
- (vii) The payment for full year's / semester scholarship (barring the last term / semester of the course) will be made in advance, subject to compliance of other conditions.
- (viii) Full amount of Scholarship will be granted to all wards irrespective of the financial assistance / freship received from any other source.
- (ix) When a scholar is granted a scholarship for a particular course, but before satisfactorily completing the academic year of the course, the ward gets admitted to another course, the scholarship for the new course will be granted on request of an employee subject to the employee's accepting the following conditions : -
 - a. whatever scholarship has already been drawn for the first academic year will be adjusted against the scholarship due for the fresh course;
 - b. only after satisfactory completion of the first academic year of the fresh course further scholarship would be admissible ; and
 - c. if the first academic year of fresh course is not completed satisfactorily the amount of scholarship already drawn will be refunded by the employee in one lump-sum.
- (x) Scholarships are to be granted for only one post-graduation degree or diploma course.
- (xi) Scholarship is granted for part-time courses, irrespective of whether the ward is employed or not.
- (xii) Scholarship is granted for correspondence course i.e. Distance Education, irrespective of whether the ward is employed or not.
- xiii) The employee will intimate to the MbPT Staff Scholarship Committee in time about any change in curriculum during the course of scholarship period.
- xiv) Scholarship is granted for academic courses conducted by Secondary and Higher Secondary Education Boards/ Director of Technical Education of states / colleges affiliated to Universities which are approved by AICTE and Government recognised institutes. Scholarship is not granted for doing private courses and courses from foreign universities.

4. The departments will make their own arrangements to supply application forms in the prescribed format (Annexure I and II) to their employees. Employees shall submit applications, for the scholarship for the Academic Year 2010 - 2011 complete in all respect to their respective departments. While applying for scholarship, applicants and the staff concerned of the departments are requested to ensure that :-

- (i) a separate application is made for each ward. In order to adhere to the time schedule as detailed in para 2, the employees are required to submit their applications duly completed in all respects. Incomplete applications will not be considered;
- (ii) copies (not originals) of statement of marks of qualifying examination and fee receipts of the course for which admission has now been taken, attested by Gazetted Officer / Special Executive Magistrate / Officer from MbPT and the certificate in original from the institute to which the ward is admitted in the prescribed form (Annexure II) are attached with the application;

5. The employees to whose wards scholarship is already sanctioned need not apply afresh for the continuation of such scholarships. The payment of scholarship for the subsequent years will be subject to the production of the original tuition fee receipts and statement of marks of each examination for perusal by the scholarship clerk of the respective departments.

6. The departments after careful verification of the applications received are requested to prepare a statement of the applicants in the prescribed format (Annexure III) and forward alongwith the applications received every week-end till 25.9.2010.

7. You are requested to give wide publicity to the circular by forwarding copies to all sections of your department. This is to ensure that all eligible employees can avail the benefit of Scholarship for their children. Failure to apply within stipulated time will result in loss of scholarship for the relevant Academic Year. A proforma of Notice (in Marathi, Hindi and English languages) for display on Notice Board and at prominent places for the information of the employees is enclosed.

(P.B. Naik)
SR. ACCOUNTS OFFICER (E)
&
MEMBER SECRETARY
STAFF SCHOLARSHIP COMMITTEE

DA : Annexures I & II.

- c.c. to : (1) All Supervisory and Branch Officers of Accounts Department.
(2) Secretary, Transport and Docks Workers' Union, P.D'Mello Bhavan, P.D'Mello Road, Mumbai - 400 038.
(3) Secretary, MbPT Dock and General Employees' Union, Port Trust Kamgar Sadan, Mazgaon, Mumbai - 400 010.

No. FA/E-SCH(2010-2011)/

Copy forwarded to the Director (P&R) with a request to take immediate action to place the circular on the MbPT intranet in 'Accounts Corner'. The application form should be available in downloadable format.

(P.B. Naik)
SR. ACCOUNTS OFFICER (E)
&
MEMBER SECRETARY
STAFF SCHOLARSHIP COMMITTEE

DA : As above.

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MUMBAI PORT TRUST

IMPORTANT NOTICE FOR EMPLOYEES

MUMBAI PORT TRUST STAFF SCHOLARSHIP SCHEME

LAST DATE OF SUBMISSION OF APPLICATION : 31ST AUGUST 2010

Main qualifying conditions and rates of Scholarship are as follows :

Sr	Courses	Qualifying Percentage of marks	Rate of Scholarship Per Month (Rs.)	
		(0.50 and above will be rounded off to the next percentage)	For Full courses	Regular Time / Correspondence Courses
1	Post SSC Courses (XI and XII / Diploma)	75% or more (70% or more for SC/ST/OBC Class IV Employees)	300/-	200/-
2	Post H.S.C. Degree Courses in Medicine, Engineering and Pharmacy	60% or more (55% or more for SC/ST/OBC Class IV Employees)	1,000/-	N.A.
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6	Chartered Accountancy (eligibility after HSC / Graduation as per rules of the ICAI)	60% or more (55% or more for SC/ST/OBC Class IV Employees)	500/-	NA

Further details and application form available with the Establishment Section/Administrative Office of the respective departments.

Copy of Accounts Department's circular dated 22nd June 2010 on the subject together with the prescribed proforma also available in 'Accounts Corner' on MbPT Internet.

No : _____

Date : _____

Forwarded to the Sr. Accounts Officer (E) and Member Secretary, MbPT
Scholarship Committee.

2. The particulars furnished in the applications have been verified and are found to be correct.
3. I have made enquiries and am satisfied to the best of my information and belief that the particulars furnished by applicants are correct.

DA : _____ Applications.

Head of Department

2. The Chairman has approved the Staff Scholarship Committee's decision taken at its meeting held on 15.12.2005 - (i) to grant full amount of scholarship to all students irrespective of the financial assistance/ freeship from any source from the Academic Year 2006-2007 onwards.

3. Instances have come to our notice where the employees do not submit the scholarship application within the prescribed date. The reasons put forth by the employees for late applications are normally that - (i) they are unaware of the scheme, (ii) certificate from the college / institution in Annexure II could not be furnished, (iii) due to employee's sickness submission of scholarship application was not possible, (iv) due to heavy work load in office forgot to submit the application, (v) scholarship application was misplaced by the department, etc. A decision was taken by the Staff Scholarship Committee members at its meeting held on 15.12.2005 that in future applications received after the expiry of the due date should not be considered on any grounds i.e. incase the employee fails to submit the application in time, the ward will automatically lose the scholarship for the relevant academic year. The employee may however, apply in the next academic year and he/she will be paid for the balance years of the course. It is, therefore, reiterated that the employees should submit the applications within the stipulated due date and the requisite documents like Annexure II from the college, marklist , etc,. if not available may be furnished subsequently. Further for the specific months during the currency of receipt of applications, as specified in the circular, the last date to submit the scholarship applications is printed on the pay slips of every employee for his/ her information.