CIRCULAR

While forwarding the claim in respect of Scholarship to the wards of Construction Workers for 2015-16, it may be ensured that the following information shall be reflected in the forwarding letter.

1. The claims are submitted to SSA Office in one go and no subsequent claim will be accepted if proper justification is not given.
2. Number of students class-wise and their total payment in following format be furnished.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Class</th>
<th>No. of Student</th>
<th>Amount claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Up to VIII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Up to X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Up to XII</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. It may clearly be mentioned that the cheque for Rs. _________ may be issued in favour of ____________________________.
4. Cheques may be collected from this office well in time and be got encashed within its validity period.
5. No fresh cheque will be issued in lieu of time barred cheque without any proper justification.

(H.D. Kanswal)
Finance Controller

To
All the HOS

Copy to:
1. PA to State Project Director (UEEM)
2. OS (IT) with the request to put the contents of circular on the website of the department.

(H.D. Kanswal)
Finance Controller