No.20/1/2022-Dir. (C)
Government of India
Ministry of Personnel, P.G. and Pensions
(Department of Personnel & Training)
*****

Lok Nayak Bhawan, Khan Market,
New Delhi dated 19th August, 2026.

OFFICE MEMORANDUM

Subject: Award of scholarship to the children of Non-Statutory Departmental Canteen Employees from the Discretionary Fund of Director of Canteen- Invitation of applications from Canteen Employees for awarding the scholarship to their Children for the year 2025-26 & 2026-27 based on their performance during the academic year 2024-25 & 2025-26 respectively - reg.

The Scheme for grant of scholarship for the children of the staff of Non-Statutory Departmental Canteens, out of the funds available in the Discretionary Fund of Director of Canteens was introduced vide this Department's O.M. No. 20/1/88-Dir. (C) dated 03.12.1998. The scheme has been revised from time to time. Accordingly, the details of the scholarship scheme are given below:-

2. **Scholarships**

The categorical details of the scholarships are as below:-

Sl. No	Name of Scholarship/ Class of studies	No. of Scholarships	Amount of each Scholarship (Per Year)
1.	Class IX, X or Matriculation	Four (Two Scholarships per class)	Rs. 2,000/-
2.	Class XI, XII or Intermediate or PUC (for Science Stream)	Four (Two Scholarship per Class)	Rs. 2,000/-
3.	Class XI, XII or Intermediate or PUC (for Non-Science Stream)	Four (Two Scholarship per Class)	Rs. 2,000/-
4.	Under Graduate Studies of three years duration (for Science Stream)	Three (One Scholarships per class)	Rs. 2,500/-
5.	Under Graduate Studies of three years duration (for Non-Science Stream)	Three (One Scholarship per class)	Rs. 2,500/-
6.	Post Graduate studies of two years duration (for Science stream)	Two Scholarship (One Scholarship per class)	Rs. 5,000/-
7.	Post Graduate studies of two years' duration (for Non-Science Stream)	Two Scholarship (One Scholarship per class)	Rs. 5,000/-
8.	ITI Course/Diploma Courses in Engineering/Architecture/Nursing Courses	One	Rs. 5,000/-
9.	B.E./B.Tech/ Bachelor of Architecture	One	Rs. 15,000/-
10.	MBBS/Medical Courses	One	Rs. 15,000/-
11.	Financial Courses	One	Rs. 15,000/-
	Total discipline-20 (Twenty)	**Total Scholarships- 26 (Twenty Six)**	**Total Amount (Rs.)-1,09,000/-**

Contd.....-2/-

O/C

3. Awards will be given on yearly basis and every aspirant will have to meet the prescribed norms with regard to the percentage of marks in the previous year of study for being considered for grant of fresh award during the course of his/her studies. The awards will be given strictly in accordance with the principle of the highest one or next highest one (if there are more than one scholarship) getting the Scholarship.

Conditions

(a) Candidates seeking award of Scholarship should have obtained a minimum of 60% marks in the aggregate in the previous year of examination; notwithstanding the prescribed minimum percentage, the award will be given to those securing the highest marks. Only aggregate marks will be taken into account. However, every applicant should have obtained the minimum pass marks in all subjects;

(b) Children belonging to SC/ST categories and Handicapped children would be given a relaxation of 10% marks in the minimum standard. 25% of the awards for school level and Under Graduate level studies (Serials (1) to (5) of para (2) will be earmarked for such candidates. However, being an award Scheme there will be no strict applications of general orders relating to SC/ST/Physically Handicapped. In the event of the earmarked awards remaining unutilised due to non-satisfaction of the minimum prescribed norms, the award will be transferred to the general category;

(c) One Scholarship will be reserved for girl child for class IX & X.

(d) Children of only those Canteen Employees who are working in Central Govt. Offices/Establishments and who have been declared as Central Govt. employees will be eligible to apply;

(e) The Canteen employees from the Department of Telecommunications. Posts etc. which are already having separate Scholarship Scheme are to certify that their children are not already in receipt of Scholarship under the Schemes of their Department.

4. The Scholarship will be awarded on consideration of the performance of the candidates in the previous years of examination. In case the studies were discontinued in the previous years(s) i.e. prior to the academic year but an applicant otherwise becomes eligible for consideration, detailed justification for break in the studies during the preceding year(s) will have to be submitted. All applications will have to be submitted in the appended format only. Applications will have to be accompanied by the attested true copies of the Mark Sheets given by the recognized Institution such as School. Central/State Boards of Education/Universities. Original certificates will be submitted, if called for, for verification.

Contd.....3/-

5. **The individual applying for award of scholarship is required to furnish the following documents:**

(a) (i) Aadhaar enrolment ID, if he has enrolled, or

(ii) A copy of request made for Aadhaar enrolment;

(b) (i) Bank Passbook with Photo or (ii) Voter's ID card or (iii) PAN Card or (iv) Passport; or (v) Driving Licence or (vi) Ration Card; or (vii) Photo ID Card issued by the Government.

6. The **last date** for receipt of applications in the office of Director (Canteens) **will be 30thOctober 2026.** It is expected that awards will be finalized by the month of January of the following year. In no case any application received after the prescribed date will be entertained.

7. Applications will be forwarded to the office of the Director (Canteens) through concerned Head of Organization who in turn will get the same routed through the Head or the Department in the controlling Ministries/Department.

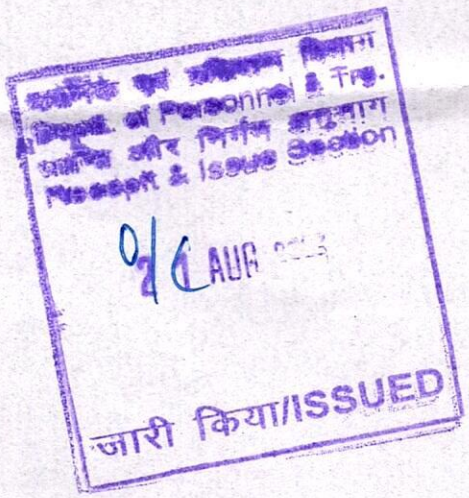
8. The awards of Scholarships will be decided by a duly designated Committee, as may be appointed from time to time. The decision taken by the Committee will be final and no representation in the matter will be entertained after awards are finalized.

9. It is requested that wide publicity of this Scheme may be given amongst all concerned.

(Satyendra Singh)
Under Secretary to the Government of India

To,

All Ministries/Departments of the Govt. of India (as per standard list).
(Directors/Deputy Secretaries-incharge. Administrative Division/Wing for necessary action for further dissemination to all concerned establishments under them all over India.



ANNEXURE-I

REVISED FORM

A.) Details of the Applicant (Canteen Employee)

Name _____ Designation _____

Full Office Address : _____ Tel. No. _____

Residential Address : _____

Whether SC/ST (If yes, attach c ertificate) _____

Name of Bank _____ Name of Branch _____ Bank Account No*. _____

Bank IFSC Code _____ Bank MICR Code _____

Aadhar No.* _____ PAN No. _____

B.) Details of the Son/Daughter of Canteen Employee for whom Scholarship is sought :

Name _____ Son/ Daughter _____ Date of Birth _____

Whether differently-abled (If yes, attach Medical Certificate stating nature and percentage of disability) _____

Name and Duration of the Present Course _____

Stream of study (Science/Non-Science) _____

Name of School/College/Institute alongwith Board/University by which recognized/affiliated _____

Current Standard in School/Year in College _____

Is there any break between previous stage of study & joining the current educational course? (If yes, state reason(s)) _____

C.) Details of marks (Subject wise) obtained in the previous year of Class/Course (Self-Attested copies of Marksheet should be submitted)

Name of the Examination	Year of Passing	Maximum Marks	Marks Obtained	Percentage of Marks

D.) Details of other scholarship(s) already received or applied by the child _____

DECLARATION :

I _____ declare that the particulars as given in the above are true and complete to the best of my knowledge and belief.

Date : _____
Station : _____

Signature of the Applicant
(Canteen Employee)

Certified that the entries under Col. A are correct as per Office Records.

Signature of Head of the Office
(With Seal)

***Bank Account seeded with Aadhar Number.**