

GOVERNMENT OF ASSAM
FINANCE (A & F) DEPARTMENT
DISPUR:::GUWAHATI – 6.

No.FM. 03/2020/17

Dated Dispur the 3rd February, 2020

OFFICE MEMORANDUM

Subject : Guidelines for 'One-time Special Grant for Educational Support of School/College going Children of Employees of Hindustan Paper Corporation'

With an objective to promote education and support academic pursuits, Government of Assam has announced a one-time special grant scheme for the children of the Employees of Nagaon & Cachar Paper Mills under Hindustan Paper Corporation in Assam. The benefits of the scheme can be availed by the children of regular, serving employees of Hindustan Paper Corporation as a support to enable them to pursue their studies. This grant amount will be based on the level of academic standard of the student.

I. Salient Features

- Under this scheme, Government of Assam will provide one-time grant to the children of regular employees working in Nagaon & Cachar Paper Mills under Hindustan Paper Corporation.
- Details of the Entitlements for students pursuing various courses is as below:

#	Course Details	Amount (in Rs.)
1	Up to Class X	10,000
2	Higher Secondary & Equivalent courses	25,000
3	Graduation, Polytechnic & similar courses in other similarly placed institutions	50,000
4	Post-Graduation in Universities & other similarly placed institutions	75,000
5	Ph.D./Medical/Engineering & other similar Professional Courses	1,00,000

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II. Eligibility Conditions

- 1) Applicant should be a student currently pursuing study.
- 2) Students pursuing courses within Assam or outside the State are eligible for grant under this scheme.
- 3) Either Parent or Legal Guardian of the applicant should be a regular, serving employees of either Nagaon or Cachar Paper mill under Hindustan Paper Corporation Ltd.
- 4) Applicant who have availed benefits under Abhinandan Scheme will not be eligible.

III. Implementation of the Scheme

- i) All students have to apply on the online portal to avail benefits under the scheme.
- ii) Office of the District Commissioner of respective district (Morigaon & Cachar) to ensure:
 - a. Verification and Recommendation / Rejection of information provided in the application form with the corresponding supporting documents uploaded along with the application form.
 - b. District Level coordination to ensure implementation and information dissemination of the scheme.
 - c. Identification and Nomination of representative of HPC Ltd. in the ensuring smooth execution of work at the field level.
 - d. Grievance Redressal.
- iii) Finance Department will be Nodal Agency at State which will ensure the following activities:
 - a. Online Portal for end-to-end management of the scheme from application to disbursement of funds to beneficiaries.
 - b. Review 'Recommended' applications and process for disbursement of funds directly to the bank account of the beneficiary.
 - c. State level monitoring on the progress of the schemes.
 - d. State level regulatory and financial management of the scheme.
- iv) Management Representative of Hindustan Paper Corporation Ltd. to ensure sharing of all necessary information and data to State and District Government Authorities for smooth disbursement of grant.
- v) The amount will be directly transferred to the bank account numbers (subject to availability of correct bank account details).

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Funding under the Scheme

Initially, an amount of Rs. 10 crs. will be allocated for this scheme. The amount will be drawn from the existing budgetary allocation of Rs.75.00 cr. under Abhinandan Scheme.

V. Publicity and Awareness

- The success of the Scheme depends, to a large extent, upon awareness among the parents and students.
- Government of Assam will advise the design for different creative, leaflets, hoardings, appreciation letters for students etc. and will be circulated to the offices of respective Deputy Commissioners for printing and distribution among the employees, unions etc.
- A copy of this scheme will be available on the websites of the Finance Department, Assam and HPC.

VI. Maintenance of Data under the Scheme

Finance Department, Govt. of Assam, will maintain all data related to the Scheme centrally in a database and also develop a dashboard regarding the scheme.

VII. Grievance Redressal

- Office of the Deputy Commissioner of Morigaon / Cachar to be the 1st Level Appellate Authority.
- Nominated Officer of Finance Department, Govt. of Assam to be the 2nd Level Appellate Authority.
- Any student who is aggrieved on the scheme may make a representation to the 1st level appellate authority or raise a complain via email.
- Such representation shall be addressed within 15 days of raising the grievance.

VIII. Interpretation and power to remove difficulties

- If any doubt arises on the interpretation of any paragraph of this Scheme or any instructions issued there under, Finance Department, Government of Assam will resolve the doubt.
- If any difficulty arises in giving effect to the provisions of the Scheme or any instructions issued there under, Finance Department, Government of Assam may by order do anything which appears to it to be necessary or expedient for the purpose of removing the difficulty.


IX. Monitoring

There will be a State Level Monitoring Committee comprising the following to monitor the implementation of the scheme –

- a) Principal Secretary, Finance Department (Chairman)
- b) Commissioner & Secretary, Finance Department (MEMBER)

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- c) Jt. Secretary, Finance Department (Member Secretary)
- d) Director, Institutional Finance Department (Member)
- e) Director, Budget (Member)
- f) Deputy Secretary, Finance (A&F) Department (Member)
- g) Project Manager, PMU DBT, Finance (IF) Department (Member)


(Samir K. Sinha IAS)

Principal Secretary to the Govt. of Assam
Finance Department


No.FM. 03/2020/17 -A

Dated Dispur the 3rd February, 2020

Copy forwarded to:-

1. The Accountant General (Audit), Assam, Maidamgaon, Beltola Guwahati-29.
2. The Accountant general (A&E), Assam, Maidamgaon, Beltola, Guwahati-29.
3. The Chairman, Board of Revenue/Assam Administrative Tribunal, Panbazar, Guwahati-1.
4. All Addl. Chief Secretaries/Principal Secretaries/Commissioners & Secretaries/Secretaries to the Government of Assam.
5. All Commissioners of Divisions.
6. The Secretary to the Governor of Assam, Raj Bhawan, Kharghuli, Guwahati-4.
7. The Principal Secretary to the Chief Minister, Assam.
8. P.S to the Finance Minister, Assam.
9. P.S. to Ministers/Ministers of State.
10. All Deputy Commissioners/Sub-Divisional Officers (Civil).
11. All Administrative Departments/Heads of Departments.
12. The Resident Commissioner/ Joint Resident Commissioner, Assam House, New Delhi/Mumbai/Chennai.
13. The Trade Adviser & Director of Movements, Government of Assam, 8-Russell Street, Assam Bhawan, Kolkata.
14. OSD cum Deputy Secretary, GAD, Assam Bhawan, Shillong.
15. All Sr. Financial Advisers/ Financial Advisers /Finance & Accounts Officers.
16. All Treasury Officers in Assam.
17. Director, Information & Public Relation, Last Gate, Guwahati-6.
18. e-Governance Unit, Finance (Estt-B) Department for uploading the OM in the Government of Assam portal.
19. The Director, Printing & Stationary, Assam, (Govt. Press) Bamunimaidam, Guwahati-21 for publication in the next issue of Assam Gazette and supply 500 copies to this Department.

By orders etc.


(Fulbar Ali) 03/02/20

Deputy Secretary to the Govt of Assam,
Finance (A & F) Department