

TOP PRIORITY

From: The Addl: Inspector General of Police,
 Finance & Welfare, Punjab, Lahore.
 To: All Heads of Police Offices in the Punjab.

Diary No. 325
 Dated 19-02
 Punjab Police Computer Bureau,
 CPO, Punjab, Lahore.

No. 2900-80/W-VI, Dated Lahore, the 18/2 /2020.

Subject: GRANT OF EDUCATION SCHOLARSHIP FOR THE YEAR-2019-20.

Memorandum.

Application are invited for grant of scholarship in the term of "PUNJAB POLICE WELFARE FUND, RULES-2016" for the children (studying post matric and above) of Police employee **servicing, retired, medically invalid or died during service by 30.04.2020.**

2. Please send the applications on the prescribed proforma [Appendix 'B'-Form P.P.W.F (2) as prescribed in the "Punjab Police Welfare Fund-Rules, 2016 (copy enclosed) alongwith following documents:-

Sr. No.	Check list	Yes	No
1.	Computerized Pay Slip		
2.	Photocopy of Pension Book. (If applicable).		
3.	Original Bonafide Certificate.		
4.	Result Card of last semester/year.		
5.	Original Bank/Institutional Receipts with Break-up under heads Admission, Tuition and Registration fee (w.e.f 01.01.2019 to 31.12.2019).		
6.	Certificate of Social Welfare & Special Education in case of special student. (If applicable).		
7.	Copy of CNIC of applicant		
8.	Recommendation of Scrutiny Committee as mentioned in Punjab Police Welfare Fund, Rules-2016 vide para 14 (B).		

3. Recommendation Rolls for grant of Scholarship to the eligible candidates must prepared on **MS EXCEL** as per following format. The same may also be sent via e-mail i.e. scholarshipppwf@gmail.com

Sr. No.	Name of Officer/Officer	Rank & No.	HRMS No.	CNIC No. of applicant	Name of Institution	Class	University/College	Grade of obtained mark of last semester/year	Pub/ Lvs	Assent	Signature being put on it	Signature
01	Asst	DSP No.123	018	01	KL	PHD	PC	RS	TU	NY	X	NY

4. Before forwarding the application to this office the academic year 2019-20, following yard sticks must be followed:

PP. Circulate
OA
19/2

for M/ report
PCB
P/TB
SP/NT
19.02.20

- a. *The applications may be collected upto **31.03.2020** and should reach this office by **30.04.2020 repeat 30.04.2020**.*
- b. *All recommendations should only be **on the prescribed pro-forma** and complete in all respects.*
- c. *The form should contain complete information with regard, to the claimant his/her family & marks/grade obtained in various respective classes and it must have been duly recommended by the competent authority. Incomplete form will not be entertained at all.*
- d. *Constabulary number must be indicated, where applicable.*
- f. *Scholarship would be available for all institutions of public sector as well as private institutions duly recognized by the concerned Board of Intermediate & Secondary Education, Punjab Board of Technical Education, Higher Education Commission (HEC) or Pakistan Medical and Dental Council (PMDC) and government authority empowered to affiliate or recognize higher or technical educational institutions as per Punjab Police Welfare Fund, Rules-2016.*
- g. *The actual payments would be made only on presentation of original bank receipts or institutional receipts under the following heads:-*
 - i. **Tuition Fee**
 - ii. **Admission Fee (where applicable)**
 - iii. **Registration Fee (where applicable)**
 - iv. **Grant of Books (where applicable)**
- h. *A PSP officer shall be entitled for the grant of Scholarship to his children as per para B (vi) in Punjab Police Welfare Fund, Rules-2016.*

5. The following documents must be attached with form at the time of submission of scholarship cases:-

- i. **Original Bonafide Certificate** from the head of Institute on **official printed letter head** indicating that the applicant is a bonafide student. If printed letter head is not available then bonafide certificate must be stamped by the head of institute. However, preference would be given to the printed letter head pad.
- ii. **Computerized Pay Slip, for the month of December, 2019** in respect of officers/officials as a **documentary proof of deduction in 3514 Head at source of Punjab Police Welfare Fund.**
- iii. Retired Officers/Officials shall provide last computerized Pay Slip before their retirement.
- iv. If the student is a special or disable child then a certificate from Government of Pakistan, Ministry of Social Welfare & Special Education (National Council for the Rehabilitation of Disabled Persons).
- v. Attested copies of first two pages (containing particulars) of Pension Book of retired/deceased personnel.

6. The following applications will not be entertained by this office: -

- a. **Applications received after due date i.e 30.04.2020.**
- b. **Applications incomplete in any respect.**
- c. **The scholarship for the same class or equal to same class for which already has been got/applied in preceding years should not be forwarded to this office.**
- d. **Incomplete applications/forms and those not on prescribed pro-forma.**
- e. **Applications which do not qualify the terms of [Appendix 'B'-Form PPWF (2)].**

7. The aforesaid facilities may be given wide publicity and it must be conveyed to down level in Police Stations and Police Line specifically in Urdu. It may also be ensured that all the retired personnel and widows residing in your district would have been informed through their respective police stations.

8. Moreover, after completion of said pre-requisite formalities, the case may also be forwarded to this electronically through Welfare Software as directed vide this office memo No.24507-67/Accountant/W, dated 25.10.2019, please.

9. After due date no case will be entertained. Please ensure compliance.

DIG Welfare,
For Addl: Inspector General of Police,
Finance & Welfare, Punjab,
Lahore

No. _____/W-VI, Dated Lahore, the _____/2020.

A copy is forwarded for information and necessary action to the:

1. All Staff Officers in Central Police Office.
2. Commandant, Ring Road Authority, Lahore.
3. Deputy Director, CPO.
4. All Assistant Directors/Superintendents of Branches of Central Police Office, Punjab. The applications of Central Police Office staff will be collected by the Accountant, CPO and sent to this office through AIG/Logistics (DDO/CPO) in a consolidated form by due date.
4. Assistant Director (Personnel) to IGP.
5. All PSs/PAs/Stenographers in CPO, Lahore.
6. Inspector Maintenance, CPO.
7. Duty Officer.

DIG/Welfare,
For Addl: Inspector General of Police,
Finance & Welfare, Punjab,
Lahore.

FORM NO. P.P.W.F. (2)

APPENDIX 'B'

**APPLICATION FOR THE GRANT OF SCHOLARSHIP FROM THE
'PUNJAB POLICE WELFARE FUND'**

1.	Name & Rank of the applicant.				Belt No.
2.	CNIC of applicant.				
3.	HRMS No. of applicant				
4.	Name of District where serving.				
5.	Length of service and indicate status of service i.e. Serving, Retired, Medically Invalid and death in service.				
6.	Total number & names of children (including the child for whom the scholarship is applied, giving their ages and stating their educational position, if any.	Name of Children	Age	Class	
7.	Name & age of the scholar for whom scholarship is applied.	Name of Scholar		Date of Birth	
8.	Class, Year & Semester.				
9.	Course in which studying.				
10.	Name of college where studying.				
11.	Result(s)	Class	Division	Obtained	Percentage (%)
		Other			
12.	Scholarship enjoyed by the scholar in previous year(s)?				
13.	Where is the scholar residing? Hostel/Otherwise				

Note: Score out which is not applicable. Result of all examination should be quoted.

Mention the detail of attached documents with the form.

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4.	Result Card of last semester/year.		
5.	Original Bank/Institutional Receipts with Break-up under heads, Admission, Tuition and Registration fee (w.e.f 01.01.2019 to 31.12.2019).		
6.	Certificate of Social Welfare & Special Education in case of special student. (If applicable).		
7.	Copy of CNIC of applicant		
8.	Recommendation of Scrutiny Committee as mentioned in Punjab Police Welfare Fund, Rules-2016 vide para 14 (B).		

Signature of the applicant
with the designation and full address
in neat handwriting

Signature of the recommending authority
with designation and full address

Remarks/recommendations by the Head of Office in case orphans by the District Police Officer of the applicant's home District.

3