



**OFFICE OF THE DIRECTOR, PSNS
VISVA-BHARATI**

NOTICE

Applications are invited in the prescribed forms from the regular bonafide students of the University for getting need based financial assistance out of the **"Students' Aid Fund"** of the University. Duly filled-in forms forwarded through the HOD and the Adhyaksha of the concerned Bhavana/Vibhaga/Sadana etc. must be submitted to the office of the undersigned on or before **25th August 2019**. Application forms can be downloaded from the University website or can be collected from the office of the undersigned on all working days at usual hours.

It is to be noted that students who have applied earlier for getting need based financial assistance out of the **"Students' Aid Fund" in December, 2018**, may not apply again.

Students who are willing to apply for the same should furnish according to required documents.

Ref. No. DSW/SAF/79/2019-20

Date: 21.07.2019

Copy to:

1. The Adhyaksha of all Bhavanas, V.B
2. The Head of all Departments, V.B
3. The Proctor, V.B
4. The Finance Officer, V.B
5. The Accounts Officer, V.B
6. CS to Upacharya, V.B
7. PA to the Registrar, V.B
8. Webmaster - with a request to upload same in the University website.

N. C. Mandal
21.07.19
Director, PSNS
Visva-Bharati



VISVA-BHARATI
SANTINIKETAN

APPLICATION FOR FINANCIAL ASSISTANCE FROM THE STUDENTS' AID FUND

(To be submitted to the Dean of Students' Welfare, Visva-Bharati)
Through the Head of the Department and the Adhyaksha of Bhavana

(TO BE FILLED IN BY THE STUDENT)

1. **Name of the Applicant** (in Capital) :

Student ID no :

Contact No :

2. Bhavana Department Course Category Resident/Day Scholar Name of Hostel

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3. Father's/Mother's/Gundian's Name and Address:

4. Father's/Mother's occupation and name of the organization:

5. **Average monthly income of the family:**

{{Attach income certificate issued by Panchayet Pradhan/Chairman Municipality/Corporation
(BPL Card for Special cases)}}

6. Financial Assistance sought for: * **Medical Aid / Book Grant / Special Aid :**

{{ * To be disbursed through Insurance company (Committee will decide for Special Cases only.)}}

7. Percentage of marks obtained in the last examination (Attach copy of Last Mark Sheet):

8. **Bank details :**

Account No :

(Attach copy of Pass Book)

Name of Bank :

IFSC code :

9. **Total amount applied for:**

10. Aadhaar Card No:

(Attach copy Aadhaar)

Signature of the Head

(with Seal)

Signature of the Principal

(with Seal)

FOR OFFICE USE ONLY

10. Sanction of the Students' Aid Fund Committee:

TERMS AND CONDITIONS

Norms:

1. **No documentants will return afterwards.**
2. **Admission fees will not be reimbursed, Except the Candidates belong to BPL Category.**
3. Without original Bill/Vouchers/Money Receipt Application will not be considered.
4. Students who have already applied for Aid-Fund in **December,2018.**
5. Any incomplete application form will be treated as cancelled.
6. Only School students/BPL card holder may apply for Sepcial Aid.
7. Attach the Photocopy of Studend's I.D. Card.
8. Committee will decide for Special Cases only.
9. Attach the Photocopy of Aadhaar Card.
10. Attach the Photocopy of Hostel Allotment Card
11. Disbursement /claim will not be entertained after three month.

Book Grant:

1. Attach original bills, cash memo & vouchers.
2. Only class text books will be considered. Reference books are not accepted. The books should be recommended by the Head of the Department/Principal.
3. **Endorsement of books is mandatory; within a month otherwise reimbursement will not be considered.(Date & Duration of endorsement will be announced later.)**

Medical Grant

1. **Medical reimbursement/claim will be reimburse the Insurance company.**
2. If any Medical reimbursement is not entertained/rejected by the Insurance Company, then it may be considered with this process.
3. Doctor's reference, prescriptions, original bills/cash memo are to be attached along with the application, or rejection letter of clam from then concern office is needed in original along with the application.

Note: (i) Any other relevant information may be given on separate sheet and attached with this application form..