

Frequently Asked Questions

Scheme- *‘One-time Grant for the education of children of the employees in Nagaon & Cachar Paper mills under HPC Ltd.’*

1. What is the One-time grant scheme for the children of Nagaon & Cachar Paper Mills’ employees?

Ans: Under this scheme, children of employees of Nagaon & Cachar Paper Mills under HPC will get a **one-time grant** for the purpose of their education as per eligibility (details in below table). The eligibility will be decided by the course they are pursuing as below-

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

2. What is the objective of the Program?

Ans: The objective of this program is to promote education and support academic pursuits of students in the State. Government of Assam has announced a one-time special incentive scheme for the Children of the Employees of Nagaon & Cachar Paper Mills under Hindustan Paper Corporation Mills in Assam.

3. Who are eligible to avail benefits from this scheme?

Ans: The scheme envisages to disburse grant to beneficiaries who meet all the below conditions:

- Applicant should be a student pursuing studies under any of the below categories in a school / college / university / institution.
- Parent or Legal Guardian of the applicant should be a **regular** and **serving** employees of Nagaon or Cachar Paper mill under HPC Ltd.
- Students pursuing courses **within** Assam or **outside** the State **will be eligible** for grant under this scheme.
- Applicant who have availed benefits under Abhinandan Scheme **will not be eligible**.

4. **Where and How can I apply?**

Ans: Applicant has to:

- Visit the website '<https://finance.assam.gov.in>'.
- Click on the scheme link given (showing the Scheme Name).
- Click on the **Apply link** and **Fill** the Online application Form, **Upload** the **documents** and **Click** on **Submit**.

5. **What should the applicant do after the submission of application?**

Ans: After successful submission of application, the applicant should take a print of the application acknowledgement form and keep it safely for future reference. The Student can check the status of the application under '**Track Application**' link given in the Scheme Page.

6. **What details shall be required to be filled in the online form?**

Ans: In the online form the applicant shall provide information about himself, education details, details of the employee i.e. father / mother / guardian and bank account details.

7. What are the documents required to be uploaded?

Ans: Applicant **has to** upload the following documents

- Address Proof ex. Voter ID Card or Aadhar Card or Quarter Details or PRC etc.
- Bank Account Details ex. Front Page of Bank Passbook / Bank Statement / Letter issued by Bank containing Account Holder Name, Bank Name, Branch Name, IFSC Code and Account Number.
- Proof of pursuing studies ex. Identity Card of the School / College / University / Institute or Registration Card or Admit Card or Selection Letter or Letter issued by Head of the School / College / University / Institute.
- Relationship Proof between Applicant (Student) and Employee of Paper Mill ex. Student ID Card or Voter ID Card or Aadhar Card or Document signed & stamped by a Class I / Group A Officer or Notarized Affidavit.

8. What proof/ s shall be valid for Address Proof?

Ans: Any **ONE** of the following documents shall act as proof of address

- PRC Certificate;
- Ration Card;
- Aadhaar Card;
- Driving License;
- Voter Card;
- Document Issued by Hindustan Paper Corporation Ltd.;
- Passport;
- Document signed & stamped by a Class I / Group A Officer;
- Notarized Affidavit.

9. What all proof/s shall be valid as Proof of Relationship?

Ans: Any **ONE** of the following documents shall act as proof of relationship

- Birth certificate mentioning name of Employee as Father or Mother;

- Aadhar Card;
- ID Card Issued by Hindustan Paper Corporation Ltd.;
- Passport;
- Voter Card;
- Passport;
- PRC;
- ID Card issued by the School / Head of the Institution;
- Document signed & stamped by a Class I / Group A Officer
- Notarized Affidavit.

10. What all proof/s shall be valid as employment proof?

Ans: Any **ONE** of the following documents shall act as proof of employment

- HPC Issued Company Identity Card
- Salary Slip
- Document signed & stamped by a Class I / Group A Officer

11. What should be the Type and size of the documents to be uploaded?

Ans: The application should upload document in **JPG/JPEG/PDF** version only. The size of the each of document should be **less** than **2 MB**.

12. Where can I know the status of my application?

Ans: Applicant can track their status of application using registered mobile number and online application number.

13. Where can I lodge my grievance?

Ans: **The Administrative officer** of the respective mills where the applicants' guardian works, shall be **Grievance Redressal Officer**. An applicant has to formally submit a letter addressed to the Administrative Officer.