

# Directorate of Students' Welfare Guru Gobind Singh Indraprastha University

(A State University established by the Government of NCT of Delhi)  
Sector 16-C, Dwarka, New Delhi 110078

F.No. 36(03)(08)/2024/DSW/447

Dated: 23.09.2026

## NOTIFICATION

### **"Financial Assistance to Orphan Students of USS/Centre" (FAOS-USS/Centre) Scheme**

In pursuance to Notification No. 228/2025, F. No. IPU-7/DI-Academic/OC/2025-26/1082 dated 05.08.2025 from Academic Branch and decision taken in Finance Committee in its 73<sup>rd</sup> meeting held on 24<sup>th</sup> July 2026 vide agenda item no. FC-73.04 & subsequently in Board of Management in its 92<sup>nd</sup> meeting held on 03.08.2026 vide agenda item no. BM 92.31, following has been approved:

The Scheme for fee reimbursement of fee for orphaned Children admitted in the UG and PG Programme of University Schools of Studies (USS)/Centre of Excellence w.e.f. the Academic Session 2025-26 classified under the following 3 categories:-

- Category-I** Students admitted in the Orphaned Children Category of supernumerary seat for 'Orphaned Children' in UG and PG programmes offered in the University Schools of Studies/Centre of Excellence from the Academic Year 2025-26.
- Category-II** Students admitted prior to academic year 2025-26, and who became Orphaned after taking admission.
- Category-III** Orphaned children admitted in academic session subsequent to 2025-26 will be eligible.

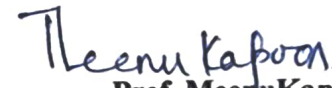
#### **Applicability/Eligibility**

- "Orphaned Children"
- Applicant orphaned after taking admission.
- Valid documentary evidence such as Death Certificate or verification by a recognized Children Welfare Authority or Institution and Affidavit to be provided for availing 100% fee waiver.

The Deans/Directors of USS/Centre are hereby requested to disseminate the information about the said policy amongst the concerned students of their respective USS/Centre.

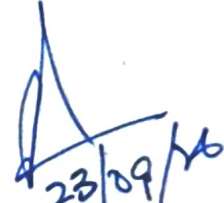
The students admitted for the academic year 2025-26 & 2026-27 in accordance with the Academic Branch notification No. 228/2025, F. No. IPU-7/DI-Academic/OC/2025-26/1082 dated 05.08.2025 and Notification No. 38/2026, F. No. IPU/DI-Academic/2026-27/2314 dated 15.06.2026 are hereby advised in their own interest to submit the application forms in the prescribed format duly forwarded (Signed & Stamped) by Deans/Directors of USS/Centre to DSW for further processing of their cases as per approved policy for fee reimbursement.

The eligible students of the USS/Centre may submit their application in the attached format in the office of Director, Students' Welfare duly verified by the Dean/Director of their respective USS/Centre latest by 30.09.2026 (Wednesday) upto 04.00 PM.

  
**Prof. Meenu Kapoor**  
Director, Students' Welfare

#### **Copy to:**

1. All Deans/Directors (USS & Centre), GGSIPU
2. Director, Incharge (Academic) – for kind information.
3. Project Director, UITS – with a request to upload notice on the University website
4. AR to VC – for kind information of the Hon'ble Vice Chancellor
5. AR to Registrar – for kind information of the Registrar
6. So to COF – for kind information of the Controller of Finance
7. Guard File

  
**Surinder Singh**  
Section Officer, SW



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Sector 16-C, Dwarka, New Delhi 110078

## APPLICATION FORM FOR FINANCIAL ASSISTANCE TO ORPHAN STUDENTS OF SCHOOL / CENTRE

Academic Session: \_\_\_\_\_

|                             |       |               |                |
|-----------------------------|-------|---------------|----------------|
| University Registration No. | _____ | Date          | ____/____/____ |
| Programme/Course            | _____ | Semester/Year | _____          |

RECENT  
PASSPORT-SIZE  
PHOTOGRAPH

### 1. STUDENT'S PERSONAL DETAILS

|                             |                                                                                              |
|-----------------------------|----------------------------------------------------------------------------------------------|
| Name of Student             | _____                                                                                        |
| Father's Name               | _____                                                                                        |
| Mother's Name               | _____                                                                                        |
| Date of Birth               | ____/____/____                                                                               |
| Gender                      | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other |
| Admission Category (Orphan) | <input type="checkbox"/> Yes <input type="checkbox"/> No                                     |
| Category I                  | <input type="checkbox"/> Yes <input type="checkbox"/> No                                     |
| Category II                 | <input type="checkbox"/> Yes <input type="checkbox"/> No                                     |
| Category III                | <input type="checkbox"/> Yes <input type="checkbox"/> No                                     |
| Name of School (USS/Centre) | _____                                                                                        |
| University Enrollment No.   | _____                                                                                        |
| University Registration No. | _____                                                                                        |

### 2. ADDRESS & CONTACT DETAILS

|                        |                         |
|------------------------|-------------------------|
| Permanent Address      | _____<br>_____<br>_____ |
| Correspondence Address | _____<br>_____<br>_____ |
| Student Mobile No.     | _____                   |
| Student Email ID       | _____                   |

### 3. ORPHAN STATUS

|                                                                           |                                                          |
|---------------------------------------------------------------------------|----------------------------------------------------------|
| Orphan Status                                                             | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Date of Death of Father                                                   | ____/____/____                                           |
| Father's Death Certificate No.                                            | _____                                                    |
| Date of Death of Mother                                                   | ____/____/____                                           |
| Mother's Death Certificate No.                                            | _____                                                    |
| <b>OR</b>                                                                 |                                                          |
| Proof of Orphan Certificate No.<br>(Issued by Children Welfare Authority) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Date of Issue / Issuing Authority                                         | _____                                                    |

### 4. GUARDIAN DETAILS

|                           |       |
|---------------------------|-------|
| Name of Guardian          | _____ |
| Relationship with Student | _____ |

|                              |  |
|------------------------------|--|
| <b>Guardian's Mobile No.</b> |  |
| <b>Guardian's Address</b>    |  |

#### 5. BANK ACCOUNT DETAILS OF APPLICANT/STUDENT

|                               |                                                                       |
|-------------------------------|-----------------------------------------------------------------------|
| <b>Name of Account Holder</b> |                                                                       |
| <b>Bank Account No.</b>       |                                                                       |
| <b>Name of Bank</b>           |                                                                       |
| <b>Branch</b>                 |                                                                       |
| <b>IFSC Code</b>              |                                                                       |
| <b>Bank Address</b>           |                                                                       |
| <b>Account Type</b>           | <input type="checkbox"/> Savings <input type="checkbox"/> Other _____ |

**Note:** Attach bank passbook/cancelled cheque showing account holder name, account number and IFSC.

#### 6. DOCUMENT CHECKLIST – AS PER THE GUIDELINES OF ORPHANED SCHEME

| S. No. | Document                                         | Attached / N.A.                                                 |
|--------|--------------------------------------------------|-----------------------------------------------------------------|
| 1.     | Recent passport-size photograph of student       | <input type="checkbox"/> Attached <input type="checkbox"/> N.A. |
| 2.     | Aadhaar Card of student                          | <input type="checkbox"/> Attached <input type="checkbox"/> N.A. |
| 3.     | University Identity Card / Admission Proof       | <input type="checkbox"/> Attached <input type="checkbox"/> N.A. |
| 4.     | Proof of Orphan Status / Orphan Certificate      | <input type="checkbox"/> Attached <input type="checkbox"/> N.A. |
| 5.     | Father's Death Certificate                       | <input type="checkbox"/> Attached <input type="checkbox"/> N.A. |
| 6.     | Mother's Death Certificate                       | <input type="checkbox"/> Attached <input type="checkbox"/> N.A. |
| 7.     | Guardian's Aadhaar / Identity Proof              | <input type="checkbox"/> Attached <input type="checkbox"/> N.A. |
| 8.     | Student's Bank Passbook / Cancelled Cheque       | <input type="checkbox"/> Attached <input type="checkbox"/> N.A. |
| 9.     | Bank Account and IFSC details                    | <input type="checkbox"/> Attached <input type="checkbox"/> N.A. |
| 10.    | Address / Residence Proof                        | <input type="checkbox"/> Attached <input type="checkbox"/> N.A. |
| 11.    | Admission slip                                   | <input type="checkbox"/> Attached <input type="checkbox"/> N.A. |
| 12.    | Affidavit regarding orphan status, if applicable | <input type="checkbox"/> Attached <input type="checkbox"/> N.A. |

#### 7. DECLARATION BY THE STUDENT / GUARDIAN

I/We hereby declare that the information furnished in this application form is true and correct to the best of my/our knowledge and belief. I/We understand that the University/concerned authority may verify the information and documents submitted. I/We undertake to inform the University immediately in case of any change in the information furnished. I/We understand that submission of this application does not automatically confer any right to financial assistance and that the assistance shall be subject to eligibility, verification, availability of funds and approval of the competent authority under the applicable Scheme Guidelines.

|                                        |                |
|----------------------------------------|----------------|
| <b>Place</b>                           |                |
| <b>Date</b>                            | ____/____/____ |
| <b>Signature of Student / Guardian</b> |                |
| <b>STUDENT'S SIGNATURE</b>             |                |
| <b>GUARDIAN'S SIGNATURE</b>            |                |
| <b>DATE</b>                            | ____/____/____ |

#### 8. FOR OFFICE USE ONLY (USS/Centre)

|                                                |                                                                       |
|------------------------------------------------|-----------------------------------------------------------------------|
| <b>Application received on</b>                 | ____/____/____                                                        |
| <b>Documents verified</b>                      | <input type="checkbox"/> Complete <input type="checkbox"/> Incomplete |
| <b>Orphan status verified</b>                  | <input type="checkbox"/> Yes <input type="checkbox"/> No              |
| <b>Death Certificates verified</b>             | <input type="checkbox"/> Yes <input type="checkbox"/> No              |
| <b>Bank Details verified</b>                   | <input type="checkbox"/> Yes <input type="checkbox"/> No              |
| <b>Student status verified from USS/Centre</b> | <input type="checkbox"/> Yes <input type="checkbox"/> No              |

|                                         |                                                          |
|-----------------------------------------|----------------------------------------------------------|
| <b>Eligible under the Scheme</b>        | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Recommended Financial Assistance</b> | _____                                                    |
| <b>Remarks</b>                          | _____<br>_____                                           |

#### 10. RECOMMENDATION

| Authority                 | Name | Signature with stamp | Date |
|---------------------------|------|----------------------|------|
| Dean/Director, USS/Centre |      |                      |      |

**Important:** All documents shall be submitted as per the latest applicable guidelines of the Orphan Student Financial Assistance Scheme. Original documents may be required for verification. Submission of false information or forged documents may result in rejection and/or recovery of assistance.

**Forwarded**

**Directorate of Students' Welfare**