

INSTITUTE OF MANAGEMENT SCIENCES PESHAWAR

Ehsaas Scholarship Program - Undergraduate Level

All the students are requested to apply online on <https://ehsaas.hec.gov.pk/> and print the form after final online submission. Afterwards, following required documents must be submitted in Grants Office IMSciences along with hard form of scholarship application.

Required Supporting Documents:

Please Attached attested photo copies of the following applicable documents

1. Domicile of Applicant
2. DMCs / Transcripts / Certificates of Matric and FA / FSc etc.
3. CNIC / Form B of the Applicant
4. CNIC of the Applicant's Father
5. CNIC of the Applicant's Guardian
6. Income Certificate of the Father / Guardian of the applicant (all applicable)
 - i. Salary Slips, if the father / Guardian is a salaried person.
 - ii. Income Certificate from Secretary Union Council / DC Office / Tehsildar in case Father/Guardian is self-employed. It should include the business nature, Name and location of business, Landline phone number, owner CNIC and contact details. This document should be on stamp paper on the prescribed formats of Grants Office, as attached.
 - iii. Pension Copy, if Father/Guardian is retired.
7. Utility Bills (Electricity, Gas, Telephone, Water) of last six months.
 - i. In case of Ex FATA, the applicant has to submit an affidavit on stamp paper from Tehsildar Office of the concerned District that in the area where applicant is residing, there are no utility bills.
 - ii. In Case of Chitral, for Utility Bills, submit a certificate of electricity expenses from their local electricity concern person or on stamp paper from the Secretary Union Council.
8. If the Medical expenses exceeds Rs. 2000 then attached Medical Reports and Bills.
9. Fee receipts of the studying brothers/sisters. In case of Govt. Schools, proof from school principal must be attached.
10. Death Certificate from Competent Authority (NADRA, Medical Doctor, Employer, Secretary Union Council or Tehsildar), if applicable.
11. Property Documents of House Accommodation, Agricultural land and commercial property, if applicable.
12. Rent agreement, if house is rented.
13. Copies of previous scholarship(s) attained (if applicable).
14. Any other relevant document / proof / certificate.

HEC Contact Details for Queries / Complaints / Problems:

HEC helpline: 051-111-119-432 / 0334-111-9432

Online Complaint Submission: <http://onlinehelp.hec.gov.pk/>

For general queries email to: Ehsaas@hec.gov.pk

PRESCRIBED INCOME CERTIFICATE FORMATS

All applicants are required to provide Income Certificate signed from Secretary Union Council / DC Office / Tehsildar in case Father/Guardian is self-employed in the following professions. **This income statement document should be on stamp paper as per the following prescribed formats.**

1. Farmer
2. Driver (Own Vehicle)
3. Driver (Salaried)
4. Shop Keeper (Owner)
5. Shop Keeper (Salaried)

Income Certificate for Driver (Own Vehicle)

I Mr. _____ s/o Mr. _____ Father / Guardian of Mr. _____ am a driver by profession. I have vehicle having registration # _____ and with following further details:

Vehicle Type: _____

Vehicle Company: _____

Vehicle Model: _____

Vehicle Value: _____

Engine Capacity: _____

I use the route / area _____ for driving my vehicle and this certificate is signed by the president of drivers union (if any). Total income of my family from this source is Pak Rs. _____ / month and Pak Rs. _____ / year. I have attached registration copy and pictures of my vehicle with this certificate.

Furthermore, I reconfirm on oath that above information are correct and has been provided with the best of my knowledge. If found any concealment of information in the above statements: any legal action may be taken against me / scholarship applicant, under the rules.

Vehicle Owner:

Name: _____

CNIC #: _____

Signature: _____

Mobile #: _____

Vehicle Driver:

Name: _____

CNIC #: _____

Signature: _____

Mobile #: _____

President Driver Union:

Name: _____

CNIC #: _____

Signature: _____

Mobile #: _____

Forwarded for final approval and recommendation:
DC Office / Tehsildar / Secretary Union Council of respective region

Required Documents:

1. Registration Documents
2. Driving License
3. Pictures of Vehicle
4. CNICs of Signatories

Income Certificate for Driver (Salaried Driver)

I Mr. _____ s/o Mr. _____ Father / Guardian of Mr. _____ am a driver by profession. I am driving a vehicle on salary having vehicle registration # _____. This vehicle belongs to Mr. _____ s/o Mr. _____ bearing CNIC # _____. Further details of the vehicle are as follows.

Vehicle Type: _____

Vehicle Company: _____

Vehicle Model: _____

Vehicle Value: _____

Engine Capacity: _____

I use route / area _____ for driving my vehicle and this certificate is signed by the president of drivers union (if any). Total income of my family from this source is Pak Rs. _____ / month and Pak Rs. _____ / year. I have attached registration copy and pictures of my vehicle with this certificate.

Furthermore, I reconfirm on oath that above information are correct and has been provided with the best of my knowledge. If found any concealment of information in the above statements: any legal action may be taken against me / scholarship applicant, under the rules.

Vehicle Owner:

Name: _____

CNIC #: _____

Signature: _____

Mobile #: _____

Vehicle Driver:

Name: _____

CNIC #: _____

Signature: _____

Mobile #: _____

President Driver Union:

Name: _____

CNIC #: _____

Signature: _____

Mobile #: _____

Forwarded for final approval and recommendation:
DC Office / Tehsildar / Secretary Union Council of respective region.

Required Documents:

1. Registration Documents
2. Driving License
3. Pictures of Vehicle
4. CNICs of Signatories

Income Certificate for Farmer

I Mr. _____ s/o Mr. _____ Father / Guardian of Mr. _____ am a **farmer** by profession. I have _____ (size) land for cultivation which is located in area of _____.

I cultivate _____ crops / seeds on my land which earn Pak Rs. _____ / per month and Pak Rs. _____ / per year. I have attached pictures of the land and the verification / registration from the Patwari office or other concerned land authorities.

Furthermore, I reconfirm on oath that above information are correct and has been provided with the best of my knowledge. If found concealment of information in the above statements: any legal action may be taken against me / scholarship applicant, under the rules.

Parent / Land Owner:

Name: _____

CNIC #: _____

Signature: _____

Mobile #: _____

Witness / Malak:

Name: _____

CNIC #: _____

Signature: _____

Mobile #: _____

Witness / Malak:

Name: _____

CNIC #: _____

Signature: _____

Mobile #: _____

Forwarded for final approval and recommendation:

DC Office / Tehsildar / Secretary Union Council of respective region

Required Documents:

1. Verification from the Patwari / Land Authorities
2. Pictures of land
3. CNIC of signatories

Income Certificate for Shopkeeper (Owner)

I Mr. _____ s/o Mr. _____ is Father / Guardian of Mr. _____ am a **Shopkeeper** by profession as per the following details.

Shop Name: _____

Shop Size: _____

Business Nature: _____

Shop Value: _____

Shop Address: _____

Our shop deals in _____ kinds of materials on resale / wholesale level which earns Pak Rs. _____ / per month and Pak Rs. _____ / per year. I have attached pictures and letter heads of the shop.

Furthermore, I reconfirm on oath that above information are correct and has been provided with the best of my knowledge. If found any concealment of information in the above statements: any legal action may be taken against me / scholarship applicant, under the rules.

Parent / Shopkeeper:

Name: _____

CNIC #: _____

Signature: _____

Mobile #: _____

Witness / Malak:

Name: _____

CNIC #: _____

Signature: _____

Mobile #: _____

Witness / Malak:

Name: _____

CNIC #: _____

Signature: _____

Mobile #: _____

Forwarded for final approval and recommendation:
DC Office / Tehsildar / Secretary Union Council of respective region

Required Documents:

1. Pictures of shop
2. Letter head of shop
3. CNICs of Signatories

Income Certificate for Shopkeeper (Salaried)

I Mr. _____ s/o Mr. _____ is Father / Guardian of Mr. _____ am a **Shopkeeper** by profession and working for the employer as per the following details. My monthly salary from this profession is Rs. _____ / per month and Pak Rs. _____ / per year.

Shop Name: _____

Shop Size: _____

Business Nature: _____

Shop Value: _____

Shop Address: _____

This shop deals in _____ kinds of material on resale / wholesale level which earns Pak Rs. _____ / per month and Pak Rs. _____ / per year. I have attached pictures and letter heads of the shop.

Furthermore, I reconfirm on oath that above information are correct and has been provided with the best of my knowledge. If found any concealment of information in the above statements: any legal action may be taken against me / scholarship applicant, under the rules.

Parent / Shopkeeper:

Name: _____

CNIC #: _____

Signature: _____

Mobile #: _____

Witness / Malak:

Name: _____

CNIC #: _____

Signature: _____

Mobile #: _____

Witness / Malak:

Name: _____

CNIC #: _____

Signature: _____

Mobile #: _____

Forwarded for final approval and recommendation:
DC Office / Tehsildar / Secretary Union Council of respective region

Required Documents:

1. Pictures of shop
2. Letter head of shop
3. CNICs of Signatories

Income Certificate for Daily Wager

I Mr. _____ s/o Mr. _____ Father / Guardian of Mr. _____ am a **Daily Wager** by profession. I work as _____ in/with _____ located at _____ . I earn Pak Rs. _____ / per month and Pak Rs. _____ / per year from all income sources.

Furthermore, I reconfirm on oath that above information are correct and has been provided with the best of my knowledge. If found any other source of income or concealment of information in the above statements: any legal action may be taken against me / scholarship applicant.

I hereby say on oath that I have no source of income other than above mentioned income which is further verified by the following concerned authorities.

Parent / Guardian

Name: _____

CNIC #: _____

Signature: _____

1. Witness / Malik

Name: _____

CNIC #: _____

Signature: _____

2. Witness / Malik

Name: _____

CNIC #: _____

Signature: _____

Forwarded for final approval and recommendation:

DC Office / Tehsildar / Secretary Union Council of respective region

Required Documents:

1. CNIC Copy of Parent / Guardian
2. CNIC Copy Scholarship Applicant
3. Any Relevant Picture