

## **Ehsaas Undergraduate Scholarship Project – Batch III**

All the students are requested to apply online on <https://ehsaas.hec.gov.pk/> and print the form after final online submission. Afterwards, hard copy of scholarship application form, required documents in scholarship application form and following required documents must be submitted in Grants Office on or before last date of scholarship apply (as notified by HEC – Pakistan).

### **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. House Photos from Front and Inside
15. 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](mailto: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