

Standard Operating Procedures (SOPs)

CM Punjab Honhaar Scholarship Program

(Undergraduate Program)

An Initiative of Chief Minister Punjab

PUNJAB HIGHER EDUCATION COMMISSION

Arfa Software Technology Park, Ferozepur Road, Lahore, Pakistan

Executive Summary

Chief Minister Punjab Honhaar Scholarship Program is a landmark initiative to broaden equitable access to undergraduate education for talented yet financially constrained students. Funded by the Government of Punjab and implemented by PHEC, the program covers full tuition fees for public-sector institutions and 50% fee support at federal/private partner institutions.

Key Highlights

- Target: Up to 30,000 scholarships annually.
- Funding Allocation: PKR 130 billion (8-year).
- Coverage: BS (4 years), MBBS, BDS, and other approved degree programs in 70 disciplines.
- Institutions: 50 public sector universities of Punjab, 359 HED colleges, 39 federal/private universities, 15 public medical/dental colleges of Punjab.
- Eligibility: Income threshold of PKR 350,000 for Public Sector HEIs and Rs. 500,000 per month for Federal / Private HEIs; merit-based admission; Punjab domicile requirement.
- Objective: To eliminate financial barriers, promote merit, support human capital development, and uplift socio-economic outcomes.
- These SOPs serve as the authoritative guide for program implementation across all participating institutions.



Table of Contents

Executive Summary 1

Key Highlights 1

Chapter 1: Introduction 4

1.1. Purpose of the SOPs 4

1.2. Scope of SOPs 4

1.3. Definitions 4

1.4. Program Description 5

1.5. Program Objectives 6

Chapter 2: Project Administration 7

2.1 Roles and Responsibilities 7

2.1.1 Punjab Higher Education Commission (PHEC) 7

2.1.2 Partner HEIs 8

2.1.3 Government of Punjab 9

2.1.4 Scholarship Students / Awardees 9

2.1.5 General Responsibilities of Applicants 9

2.2 Responsibilities of Honhaar Awardees 10

2.2.1 Academic Performance 10

2.2.2 Cooperation in Verification and Monitoring 11

2.2.3 Financial and Administrative Compliance 11

2.2.4 Acknowledgment of Terms 11

2.3 IS&VC 11

2.4 Financial Coverage Scope 12

2.5 Scholarship Criteria of All Phases 12

2.5.1 Phase 1 (FY 2024-25) 12

2.5.2 Phase-02 (FY 2024-25) (3rd to 10th Semester and 2nd to 5th year of MBBS and BDS program) 13

2.5.3 Other Provinces / Regions (FY 2024-25) 15

2.5.4 Phase 3 (F.Y. 2025-26) 16

Chapter 3: Disciplines & Participating Institutions 18

3.1 Approved Disciplines 18

3.2 Partner Institutions 18

Chapter 4: Application, Verification & Award Process 20

4.1 Application Submission 20

4.2 Application Verification 28

4.3 Merit Generation and Award Process 34

4.4 Grievance Redressal 34

4.5 Issuance of Final Award Letter 35
4.5.1 Terms & Conditions of Honhaar Awardees 35
Chapter 5: Financial Management, Fee Submission and Claim Procedure 37
5.1 Dedicated Bank Account 37
5.2 Fee Submission through Online Portal 37
5.3 Submission of Fee Claim to PHEC 37
5.4 Compliance & Verification 37
Chapter 6: Reporting Requirements 39
Chapter 7: Monitoring, Evaluation & Risk Management 40
Chapter 8: Feedback & Dispute Resolution 41
Appendices 42

Chapter 1: Introduction

****

1.1. Purpose of the SOPs

The purpose of these SOPs is to establish a transparent, accountable, and standardized framework for the administration, management, and monitoring of the Scholarship Program. These SOPs are designed in line with international best practices to ensure merit, equity, financial integrity, and effective governance.

1.2. Scope of SOPs

These SOPs apply to all stakeholders involved in the Scholarship Program, including;

a. The sponsoring authority (as defined in section 1.3. (a))
b. Implementing agency (as defined in section 1.3. (b))
c. Partner institutions (as defined in section 1.3. (h))
d. Scholarship Awardees (as defined in section 1.3. (c))

1.3. Definitions

Acronyms and terms used throughout this document include;

a) Sponsoring Authority

Government of the Punjab

b) Implementing Agency

Punjab Higher Education Commission responsible for administering the Scholarship Program.

c) Scholarship / Honhaar Awardee

i. A verified applicant formally selected by PHEC to receive scholarship benefits.
ii. Matric toppers of all Nine BISEs of Punjab for 2024 and 2025
iii. Intermediate Board toppers of all Nine BISEs of Punjab for 2024 and 2025.
iv. Special Quota for Need based Award and Conflict resolution cases.

d) Academic Year

The officially notified academic session of the host institution.

e) Tuition Fee Covered under Honhaar

Includes Admission, tuition, library service, identity card, field work/studies tour, utilities charges, medical, computer lab, university registration, examination, result notification, practical, mosque, student general funds, departmental society, internet facility, sports fund, development fund, student welfare fund, PMDC/UHS,

bank, miscellaneous funds and any other expenses incurred for education purpose at university level *(5th meeting of DWP 24.07.2025)*.

f) Expenses Not Covered under Honhaar

The list of expenses not covered under CM Punjab Honhaar Scholarship program Includes;

i. Transportation
ii. Boarding
iii. Lodging
iv. Refundable securities
v. Fines
vi. Foreign currency charges
vii. Semester freeze or resume charges
viii. Supplementary charges
ix. Purchased Seats payment
x. Any additional costs arising from special admission categories

g) IS&VC

Institutional Scrutiny & Verification Committee responsible for verification and merit recommendations.

h) Partner Institution

Public Sector Universities / Federal / Private HEIs / Public Sector Medical & Dental Colleges of Punjab / HED Colleges offering BS programs with approved participation under the program.

i) Family Income

Cumulative monthly income (self-declared through affidavit and institutional verification) *(6th meeting of Steering Committee held on 10.07.2025)*

j) Dropout

Student abandoning program mid-stream, leading to recovery.

k) TORs

Terms of Reference governing awardee responsibilities.

1.4. Program Description

Government of the Punjab has launched the initiative of Chief Minister Punjab "CM Punjab Honhaar Scholarship Program" to support financial assistance to deserving and talented students for the Punjab and other provinces / regions (Azad Jammu & Kashmir, Gilgit Baltistan, Balochistan and Khyber Pakhtunkhwa). This initiative of Chief Minister Punjab aims to provide scholarships to eligible students to pursue undergraduate

degrees (four to five-year bachelor's programs) at Public Sector Universities, Medical Colleges and HED Colleges (where BS program being offered) and selected Federal/Private Sector universities across the Country in the selected disciplines.

PHEC will serve as an executing body responsible for the program's management and monitoring across participating institutions. The primary objectives of the Honhaar Scholarship Program are to provide financial support to deserving and talented students, enabling them to pursue higher education without the burden of financial constraints.

1.5. Program Objectives

CM Punjab Honhaar Scholarship Program launched by the Government of Punjab with the objective of promoting higher education and providing financial assistance to deserving and talented students across the province. This program aims to enhance access to quality education for individuals with demonstrated academic potential, ensuring that financial barriers do not hinder their pursuit of higher education.

The program seeks to promote inclusivity by ensuring that students from low-income backgrounds have equitable access to quality education, thereby addressing the economic barriers that often hinder their academic progress. Additionally, the program aims to foster human capital development in Punjab by focusing on key disciplines such as STEM (Science, Technology, Engineering, and Mathematics), social sciences, and emerging fields, which are critical to the province's socio-economic growth and future workforce needs.

Chapter 2: Project Administration

****

2.1 Roles and Responsibilities

The roles and responsibilities of various bodies is highlighted below;

2.1.1 Punjab Higher Education Commission (PHEC)

Punjab Higher Education Commission (PHEC), serves as the administrative body for the Honhaar scholarship program and;

a. Act as the central body for planning, implementation, and coordination of all activities.

b. To plan, execute, implement, and monitor the Honhaar Scholarship Program.

c. Develop mechanism and framework including eligibility criteria, TORs, guidelines, SOPs and key performance indicators.

d. Develop mechanism for inclusion of any potential University / HEI interest to participate in Honhaar program.

e. Draft and issue general instructions of the scholarship program

f. Preparation of Frequently Asked Question (FAQs) to the students.

g. Develop mechanism for selection of partner HEIs such as Federal Chartered / Private to collaborate for Honhaar Program under tuition fee sharing basis.

h. Draft and sign MOUs / Addendum with the Federal chartered / private universities.

i. Design and manage the online application portal with IT team

j. Launch media campaigns and awareness initiatives for application outreach with media wing.

k. Generation of provisional merit list(s) of Honhaar applicants

l. Develop a Grievance Redressal mechanism for applicants

m. Composition of committees (Institutional Scrutiny & Verification Committee and the Grievance Redressal Committee) for execution at PHEC / Institution level.

n. To convene the steering committee and scholarship award committee meetings for necessary approvals.

o. Review and approve recommended students through the Scrutiny & Award Committee.

p. Lock the students with Partner HEIs.

q. Issuance of final award letters

r. Plan, execute and conduct the award ceremonies of the program

s. Design the legal document(s) and got vetted from the Legal Advisor

t. Design the mechanism for scholarship disbursement and tuition fee management.

u. Develop the mechanism for monitoring & evaluation of the program

v. Conduct monitoring of the program to track the progress of the program to ensure alignment with the program objectives

w. Maintain accurate records of awardees for tracking and monitoring purposes.

x. Liaison with Partner HEIs for the smooth implementation of the program

2.1.2 Partner HEIs

a. In order to ensure the successful implementation of the Honhaar Scholarship program, enhance the outreach of the program and ensure maximum participation of students in the program, the Partner HEIs are assigned the following responsibilities;

b. Establish a dedicated Honhaar Unit to facilitate students and address concerns and queries at Institute level.

c. Disseminate information about the scholarship to students (e.g., through emails, websites, social media and notice boards.

d. Propagation of Honhaar Scholarship information at the institution level.

e. Collaborate with PHEC team(s) to organize information sessions or workshops on campus.

f. Assist students in understanding the application process and requirements.

g. Conduct preliminary verification of applications on the portal as per the prescribed criteria of PHEC

h. Verify student enrollment and academic status.

i. Notify applicants to submit missing documents.

j. Provide the justification for not verifying the students to PHEC.

k. Confirm the enrollment status of scholarship recipients.

l. Organize and conduct Institutional Scrutiny & Verification Committee (IS&VC) meetings and submit the recommended students list to PHEC.

m. Convene grievance committee meetings and finalize the recommended lists to PHEC.

n. Submit the consolidated list of awardees to PHEC in soft (Excel form) and hard form.

o. Assist and guide recommended students in completion of legal documents and also ensure completion of legal documentation.

p. Ensure notarization of the Deed of Agreement and Surety Bond with the university.

q. Verify final merit list and ensure award letters are issued to recommended students.

r. Process and submit invoices/claims as per the university fee policy.

s. Provide invoice claims data of all awardees to PHEC in both soft (Excel Format) and hard form.

t. Provide vouched accounts consisting of funds utilization report, complete list of beneficiaries (along with soft copy in XLS Format), detail of unspent balance along

with rejected / unclaimed awardees, and certificate to the effect that funds have been disbursed as per SOPs, within 15 days from date of issuance of funds from PHEC.

u. Share periodic updates on awardees' academic performance (e.g., transcripts, progress reports etc.) to PHEC.

v. Identify and report any challenges faced by the awardees (e.g., academic, or financial) to PHEC.

w. Responsible to ensure the codal, procedural and legal formalities

x. In case an awardee drops out or discontinues studies from the university for any reason whatsoever, it shall be the responsibility of the HEI to recover the disbursed amount from the awardee and return PHEC's due share in accordance with the agreed cost-sharing formula.

y. Any other Honhaar related tasks assigned by the PHEC

2.1.3 Government of Punjab

a. Provide policy oversight and budget allocations through Steering Committee notified vide notification No. SO(Dev-F)02-02/2024 dated June 05, 2024.

2.1.4 Scholarship Students / Awardees

Students applying for and/or awarded the CM Punjab Honhaar Scholarship Program shall strictly adhere to the following responsibilities. Non-compliance at any stage may result in rejection, suspension, or cancellation of the scholarship and recovery of funds, if applicable.

2.1.5 General Responsibilities of Applicants

a. The intended applicant(s) shall apply only through the official CM Punjab Honhaar Scholarship Portal within the prescribed timelines.

b. The applicant shall ensure that all information provided in the online application form is true, complete, and accurate in all respect.

c. The applicant shall use his/her own valid CNIC/B-Form, and any misuse of identity or submission of false information shall lead to immediate disqualification.

d. The applicant shall upload all required documents in the prescribed format, size, and quality, as notified in the application guidelines.

e. The applicant shall regularly monitor the Honhaar Scholarship Portal / provided email for updates, notifications, and application status.

f. The applicant is responsible to update the application if rejected by focal person during online verification of application. In case of non-submission of rejected application after incorporating necessary changes in due course of time will lead to disqualification.

g. In case an applicant is found to have submitted any false, misleading, or fabricated information or documents at any stage of the application, verification,

or disbursement process, the application shall be liable to immediate disqualification. Furthermore, any scholarship already awarded may be withdrawn, and the competent authority reserves the right to initiate legal or administrative action as per applicable rules and regulations.

2.2 Responsibilities of Honhaar Awardees

a. Successful awardees shall sign a Deed of Agreement and Surety Bond with their respective HEI as a precondition for release of scholarship funds.

b. The awardee shall remain regularly enrolled in the approved discipline and institution. The awardee shall not change the discipline without prior approval of the concerned HEI with the intimation of PHEC.

c. The change of Institution is not allowed in any case.

d. The awardee shall maintain good academic standing, discipline, and conduct as per the rules of the institution and the scholarship program.

e. The awardee shall promptly provide any additional information or documentation required by the HEI, PHEC, or the Government of Punjab during the scholarship tenure.

2.2.1 Academic Performance

The awardee must maintain minimum academic performance throughout the duration of the scholarship, as detailed below:

a) Semester System (4.00 Scale):

- Minimum GPA of 2.50 in 1st semester, and
- Minimum overall CGPA of 2.70.

b) Semester System (5.00 Scale):

- Minimum GPA of 3.30 in 1st semester, and
- Minimum overall CGPA of 3.50.

c) Annual System (General Programs):

- Minimum 60% marks in annual examinations.

d) MBBS / BDS Programs:

- Minimum 50% marks in professional examinations.

e) Fine Arts, Architecture, and Similar Programs:

- Minimum 60% marks as per institutional assessment criteria.

If an awardee fails to meet the above-mentioned grading criteria in the first year/semester, a warning will be issued by the respective HEI; failure to achieve minimum grading in subsequent year/semester led to scholarship discontinuation for that particular semester / year. Whereas when an awardee(s) maintains the

minimum grade / CGPA requirement in any semester/year, the scholarship will be resumed from that particular semester / year onward.

However, for Phase-II (3rd to 10th semester / 2nd year to 5th year) awardees, no warning opportunity is available and their scholarship will be discontinued if they did not achieve the minimum prescribed requirement. PHEC will not pay the education expenditures, if a student drops or fails in the semester.

2.2.2 Cooperation in Verification and Monitoring

a. The student shall fully cooperate with the Institutional Scrutiny and Verification Committee and the designated focal person during application verification and subsequent reviews.

b. The student shall provide authentic records relating to academic results, fee voucher, domicile, and income proof, tax returns, bank statement and any other documents deemed necessary whenever required.

c. Any discrepancy identified during verification or audit may lead to cancellation of the scholarship.

2.2.3 Financial and Administrative Compliance

a. The scholarship amount shall be utilized strictly for educational purposes as intended under the program.

b. In the event that a scholarship awardee leaves, withdraws from, or is expelled by the institution without completing the approved degree program, or is found to have provided false or fabricated information / documents, or violates any terms and conditions of the scholarship, he/she shall be liable to refund the entire scholarship amount disbursed to him/her.

2.2.4 Acknowledgment of Terms

By submitting the application and/or accepting the Honhaar Scholarship, the student acknowledges that he/she has read, understood, and agreed to abide by all terms, conditions of the program, and responsibilities prescribed under the Honhaar Scholarship Program and any amendments issued from time to time.

2.3 IS&VC

In order to streamline the Honhaar scholarship program, Institutional Scrutiny and Verification Committees at Institution level will be notified. These committees are responsible for;

a. Scrutiny and verification of the applications in the light of approved eligibility criteria of the program.

b. Conduct documentary and physical verification.

c. Recommend / not recommend the applicants selected under provisional merit lists to PHEC.

2.4 Financial Coverage Scope

i. PHEC will cover all educational expenses as defined in section 1.3. (d) for implementing partners.

ii. For partner Federal chartered and Private Sector universities, PHEC will contribute 50 percent of the educational expenses, while the remaining 50 percent will be covered by the respective university.

iii. No duplication with other scholarships is allowed and student can avail one scholarship at a time. However, this condition is not applicable on the students who avail benevolent scholarship from parent benevolent fund.

2.5 Scholarship Criteria of All Phases

2.5.1 Phase 1 (FY 2024-25)

Eligible candidates

Applicant must:

a) Have domicile from any district of the Punjab

b) Not be older than 22 years of age on closing date

c) Family monthly income should be less than Rs 300,000/- per month (Affidavit Required)

d) The Applicant must be enrolled in Selected Disciplines in the Selected Universities / Colleges in fall session 2024. Students already enrolled in 1st year of MBBS and BDS in 2024 are also eligible for this scholarship program.

e) Minimum FSc. / Intermediate marks:

i. Public Sector Medical and Dental Colleges ≥ 80%

ii. Federal and Private Universities ≥ 70% for sciences and ≥ 65% for Arts and Social Sciences

iii. Public Sector Universities ≥ 70% for sciences and ≥ 65% for Arts and Social Sciences

iv. HED Colleges ≥ 65% for sciences and ≥ 60% for Arts and Social Sciences

f) Scholarships will be awarded to 138 Matric Toppers and FSc. Toppers of nine (09) boards of Punjab for the year 2024

Ineligible Applicants

The following students will not be eligible under this program

a) Students enrolled earlier than fall 2024

b) Student has not applied online through portal (except matric and FSc toppers for the year 2024).

c) Student who is already availing any scholarship or Fee Waiver under any Federal or Provincial Government or Private entity i.e. PHEC, HEC, PEEF, University/College/DAIs or any other is not eligible for this scholarship.

d) Student submitted forged documents / information at any stage will be deemed ineligible.

e) Student having domicile other than Punjab Province.

f) Eligibility for award of scholarship will be determined by the Institutional Scrutiny and Verification Committee of Honhaar Scholarship Program. If student(s) failed to produce the required documents and proof of academic performance against the data which made him/her qualify for the scholarship. He/she will not be awarded the scholarship.

g) Students other than the partner universities/colleges are ineligible.

h) If a candidate(s) Parents/Guardian Income is greater than Rs 300,000/- per month.

i) Candidates enrolled in nursing programs who are already availing scholarship/stipends, or any other financial assistance from the government or any other agency.

j) If any partner institute provides a fee discount or availing any scholarship on total fee to its students for any reason, that amount will not be reimbursed/disbursed under this program.

k) In case any awardee drop-out from the program for whatsoever reason, the cost incurred for the program must be recovered by the university from the awardee and subsequent deposited to PHEC

l) Student who fail to meet the established criteria after the initial opportunity for corrections will be deemed ineligible for consideration.

m) Any student who applied for the scholarship program using someone else ID card or any forged identity/information

n) Review version of online application is not acceptable.

o) In case the applicant is not recommended by the IS&VC Committee for any reason whatsoever, or fails to appear before the Grievance Committee or to satisfactorily justify their case, the decision of the Committee shall be deemed final and shall not be liable to any challenge before any court of law.

p) If an applicant provides forged information in his/her Honhaar application, the scholarship shall be considered cancelled.

2.5.2 Phase-02 (FY 2024-25) (3rd to 10th Semester and 2nd to 5th year of MBBS and BDS program)

Eligible candidates

Applicant must:

a) Have domicile from any district of the Punjab.

b) Family monthly income should be less than Rs 300,000/- per month (Affidavit Required).

c) The Applicant must be enrolled in Selected Disciplines in the Selected Public Sector Universities / Colleges from 3rd to 08th semester or in the 2nd to 05th year of MBBS / BDS program.

d) Minimum CGPA / Annual Exam percentage requirements for scholarship:

   i. Public Sector Universities / Colleges ≥ 70% equivalent CGPA for sciences and ≥ 65% equivalent CGPA for Arts

   ii. Public Sector Medical and Dental College ≥ 60% in annual exam

   iii. Merit criteria based on HEC policy guidelines for Implementation of uniform semester system in HEIs of Pakistan

Ineligible Applicants

The following students will not be eligible under this program

a) Student has not applied online through portal

b) Student who is already availing any scholarship or Fee Waiver under any Federal or Provincial Government or Private entity i.e. PHEC, HEC, PEEF, University/College/DAIs or any other is not eligible for this scholarship.

c) Student submitted forged documents / information at any stage will be deemed ineligible.

d) Student having domicile other than Punjab Province.

e) Eligibility for award of scholarship will be determined by the Institutional Scrutiny and Verification Committee of Honhaar Scholarship Program. If student(s) failed to produce the required documents and proof of academic performance against the data which made him/her qualify for the scholarship. He/she will not be awarded the scholarship.

f) Students other than the partner universities/colleges are ineligible.

g) If a candidate(s) Parents/Guardian Income is greater than Rs 300,000/- per month.

h) If any partner institute provides a fee discount or availing any scholarship on total fee to its students for any reason, that amount will not be reimbursed/disbursed under this program.

i) In case any awardee drop-out from the program for whatsoever reason, the cost incurred for the program must be recovered by the university from the awardee and subsequently refund to PHEC

j) Student who fails to meet the established criteria after the initial opportunity for corrections will be deemed ineligible for consideration.

k) Any student who applied for the scholarship program using someone else ID card or any forged identity/information

l) In case the applicant is not recommended by the IS&VC Committee for any reason whatsoever, or fails to appear before the Grievance Committee or

to satisfactorily justify their case, the decision of the Committee shall be deemed final and shall not be liable to any challenge before any court of law.

m) If an applicant provides forged information in his/her Honhaar application, the scholarship shall be considered cancelled.

n) Review version of online application is not acceptable

2.5.3 Other Provinces / Regions (FY 2024-25)

Eligible candidates

Applicant must:

a) No Gender specific

b) The applicant must have domicile of respective province / region.

c) Monthly Family income of the applicant must be less than Rs. 300,000/-

d) Applicant must be enrolled in 1st & 2nd Semester of any Public University / College (Academic Session 2024-25), and for Public Medical & Dental College / University (Enrolled in 2024)

e) The Applicant must be enrolled in Selected 68 Disciplines in the Public Sector Universities, Colleges, and Medical & Dental Colleges of the respective provinces.

Ineligible Applicants

The following students will not be eligible under this program

a) Student has not applied online through portal

b) Student who is already availing any scholarship or Fee Waiver under any Federal or Provincial Government or Private entity i.e. PHEC, HEC, PEEF, University/College/DAIs or any other is not eligible for this scholarship.

c) Student submitted forged documents / information at any stage will be deemed ineligible.

d) Student having domicile other than Punjab Province.

e) Eligibility for award of scholarship will be determined by the Institutional Scrutiny and Verification Committee of Honhaar Scholarship Program. If student(s) failed to produce the required documents and proof of academic performance against the data which made him/her qualify for the scholarship. He/she will not be awarded the scholarship.

f) Students other than the partner universities/colleges are ineligible.

g) If a candidate(s) Parents/Guardian Income is greater than Rs 300,000/- per month.

h) If any partner institute provides a fee discount or availing any scholarship on total fee to its students for any reason, that amount will not be reimbursed/disbursed under this program.

i) In case any awardee drop-out from the program for whatsoever reason, the cost incurred for the program must be recovered by the university from the awardee and subsequently refund to PHEC

j) Student who fails to meet the established criteria after the initial opportunity for corrections will be deemed ineligible for consideration.

k) Any student who applied for the scholarship program using someone else ID card or any forged identity/information

l) In case the applicant is not recommended by the IS&VC Committee for any reason whatsoever, or fails to appear before the Grievance Committee or to satisfactorily justify their case, the decision of the Committee shall be deemed final and shall not be liable to any challenge before any court of law.

m) If an applicant provides forged information in his/her Honhaar application, the scholarship shall be considered cancelled.

n) Review version of online application is not acceptable

2.5.4 Phase 3 (F.Y. 2025-26)

Eligible candidates

Applicant must:

a) Have domicile from any district of the Punjab

b) No age limit

c) Family monthly income should be less than Rs 350,000/- per month for Public Sector Universities and Rs. 500,000/- for Federal / Private Sector Universities (Affidavit Required)

d) The Applicant must be enrolled in Selected Disciplines in the Selected Universities / Colleges in fall session 2025. Students already enrolled in 1st year of MBBS and BDS in 2025 are also eligible for this scholarship program.

e) Minimum FSc. / Intermediate marks:

   i. Public Sector Medical and Dental Colleges ≥ 80%

   ii. Federal and Private Universities ≥ 70% for sciences and ≥ 65% for Arts and Social Sciences

   iii. Public Sector Universities ≥ 70% for sciences and ≥ 65% for Arts and Social Sciences

   iv. HED Colleges ≥ 65% for sciences and ≥ 60% for Arts and Social Sciences

f) Scholarships will be awarded to Matric Toppers and FSc. Toppers of respective 09 boards of Punjab for the year 2025

Ineligible Applicants

The following students will not be eligible under this program

a) Students enrolled earlier than fall 2025

b) Student has not applied online through portal (except matric and FSc toppers for the year 2025).

c) Student who is already availing any scholarship or Fee Waiver under any Federal or Provincial Government or Private entity i.e. PHEC, HEC, PEEF, University/College/DAIs or any other is not eligible for this scholarship.

d) Student submitted forged documents / information at any stage will be deemed ineligible.

e) Student having domicile other than Punjab Province.

f) Eligibility for award of scholarship will be determined by the Institutional Scrutiny and Verification Committee of Honhaar Scholarship Program. If student(s) failed to produce the required documents and proof of academic performance against the data which made him/her qualify for the scholarship. He/she will not be awarded the scholarship.

g) Students other than the partner universities/colleges are ineligible.

h) If a candidate(s) Parents/Guardian Income is greater than Rs 300,000/- per month for public sector or greater than Rs. 500,000/- per month for federal / private HEIs.

i) If any partner institute provides a fee discount or availing any scholarship on total fee to its students for any reason, that amount will not be reimbursed/disbursed under this program.

j) In case any awardee drop-out from the program for whatsoever reason, the cost incurred for the program must be recovered by the university from the awardee and subsequent deposited to PHEC

k) Student who fail to meet the established criteria after the initial opportunity for corrections will be deemed ineligible for consideration.

l) Any student who applied for the scholarship program using someone else ID card or any forged identity/information

m) In case the applicant is not recommended by the IS&VC Committee for any reason whatsoever, or fails to appear before the Grievance Committee or to satisfactorily justify their case, the decision of the Committee shall be deemed final and shall not be liable to any challenge before any court of law.

n) If an applicant provides forged information in his/her Honhaar application, the scholarship shall be considered cancelled.

o) Review version of online application is not acceptable

Chapter 3: Disciplines & Participating Institutions

****

3.1 Approved Disciplines

CM Punjab Honhaar Scholarship program is offered under 70 approved disciplines including;

1. Artificial Intelligence / Computer Sciences	2. Robotics
3. Climate Change	4. Environmental Sciences
5. Information Network	6. Mobile System Applications
7. Architecture	8. Cyber Security
9. Data Sciences, Mining and Analysis	10. Innovation and Entrepreneurship
11. Agriculture and Allied Sciences	12. Strategic Business Management
13. Biochemical Engineering	14. Biotechnology
15. Molecular Genetics	16. Fisheries / Wildlife
17. Business Analytics	18. Hospitality Management
19. Tourism Management	20. Agri Business
21. Archaeology	22. Film and Performing Arts
23. Law	24. Human Resources
25. MBBS	26. BDS
27. Engineering Programs	28. Business Administration
29. Chemistry	30. Zoology
31. Botany	32. Physics
33. Mathematics	34. Statistics
35. English	36. Urdu
37. Punjabi	38. Islamic Studies
39. Education	40. Persian
41. Mass Communication	42. Pharmacy / AHS
43. Geology	44. Veterinary Sciences
45. Coal / Mineral Technology	46. Civil Technology
47. Electrical Technology	48. Mechanical Technology
49. Space Sciences	50. Polymer Technology
51. Textile Technology	52. Chemical Technology
53. Commerce / Economics	54. Banking and Finance
55. Political Sciences	56. Sociology
57. History	58. Social Works / Anthropology
59. Philosophy	60. GIS
61. Fine Arts	62. Arabic
63. Public Administration	64. HRM
65. Psychology	66. Water Technology
67. Solar Manufacturing / Technology	68. Geography
69. Nursing	70. Languages and Literature

Steering Committee 6th meeting held on 10.07.2025

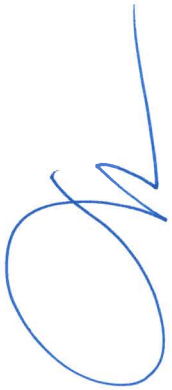
3.2 Partner Institutions

CM Punjab Honhaar Scholarship program is being offered in following participating HEIs;

a. 50 Public Sector Universities of Punjab

b. 359 HED Public Colleges (DPI-verified)

c. 39 Federal/Private Universities (on cost sharing basis, 50% Government and 50% by concerned HEI)
d. 15 Public sector Medical & Dental Colleges of Punjab
e. Selected Public HEIs of selected Provinces / Regions



Chapter 4: Application, Verification & Award Process

****

4.1 Application Submission

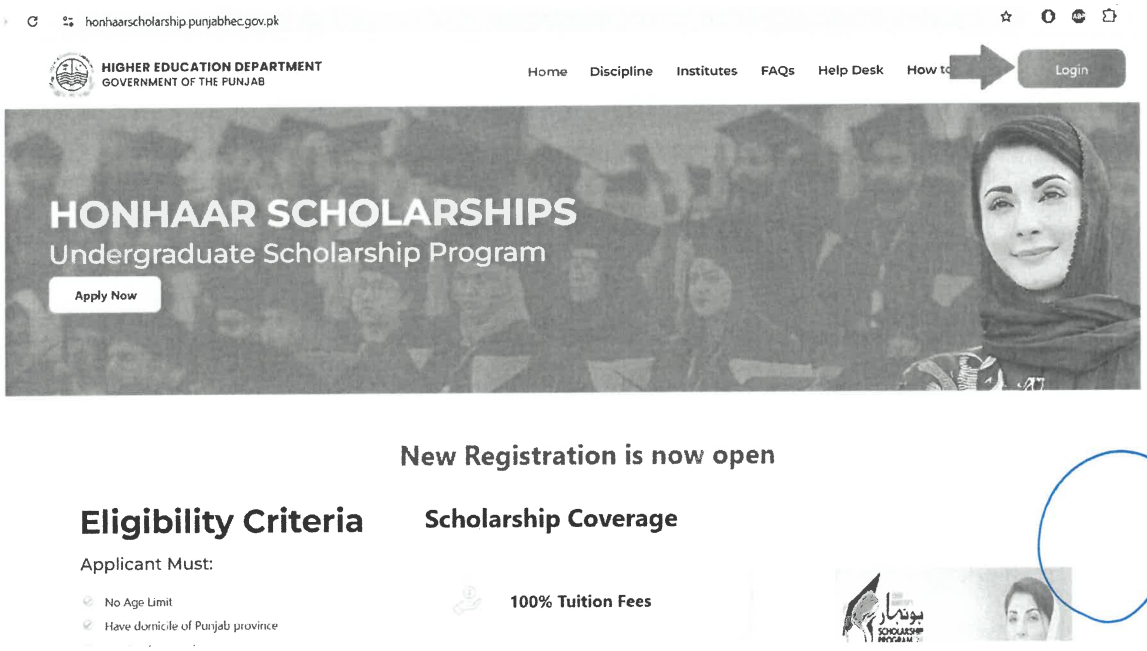
The applicants interested to avail the Honhaar Scholarship are required to apply online through CM Punjab Honhaar Scholarship portal. The detailed procedure for application submission is given below;

STEP 1: VISIT HONHAAR PORTAL

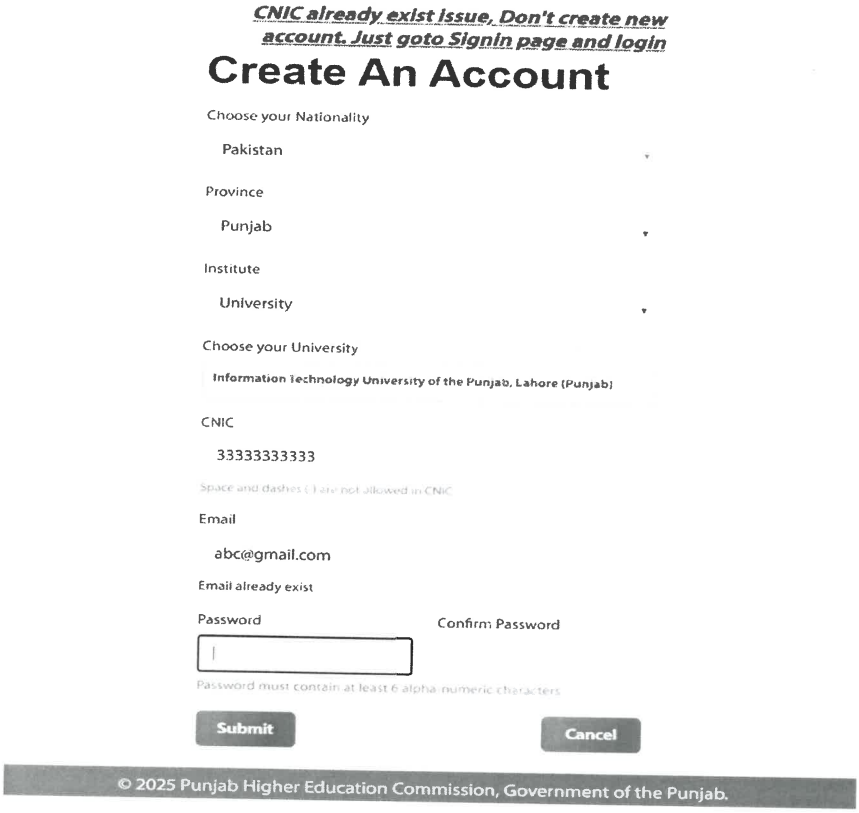
The applicant needs to visit official portal of Honhaar Scholarship Program. The link of portal is; https://honhaarscholarship.punjabhec.gov.pk/

STEP 2: REGISTER / SIGNUP

a) On the main dashboard, click on the "Login" tab as shown below;

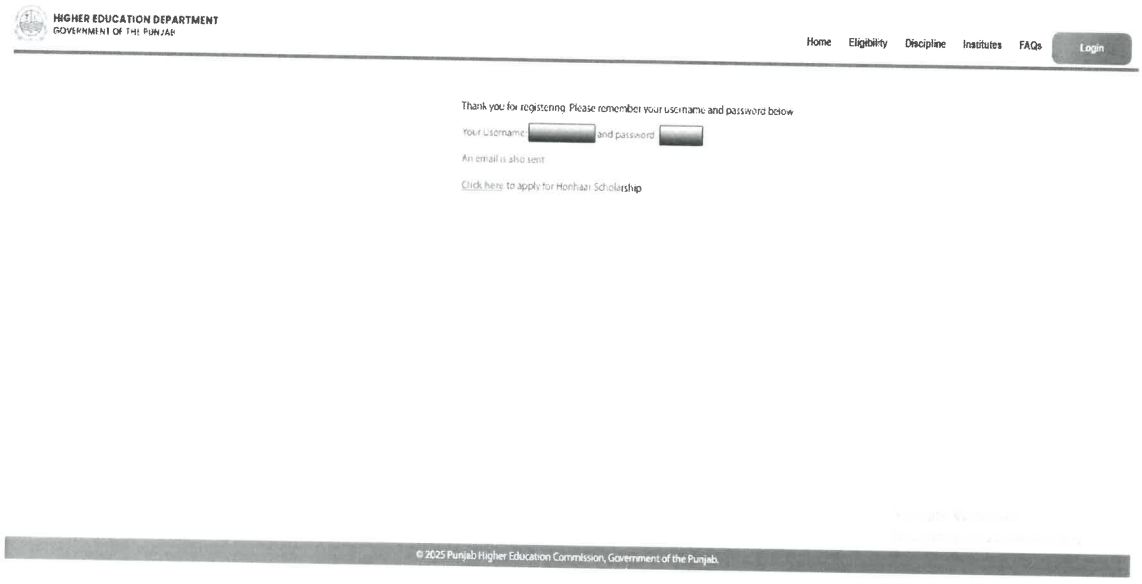


b) Then applicant need to create account by accurately completing the registration form mentioned below. The applicant need to ensure that the provided CNIC is applicant own CNIC, as using another person's CNIC will result in disqualification.

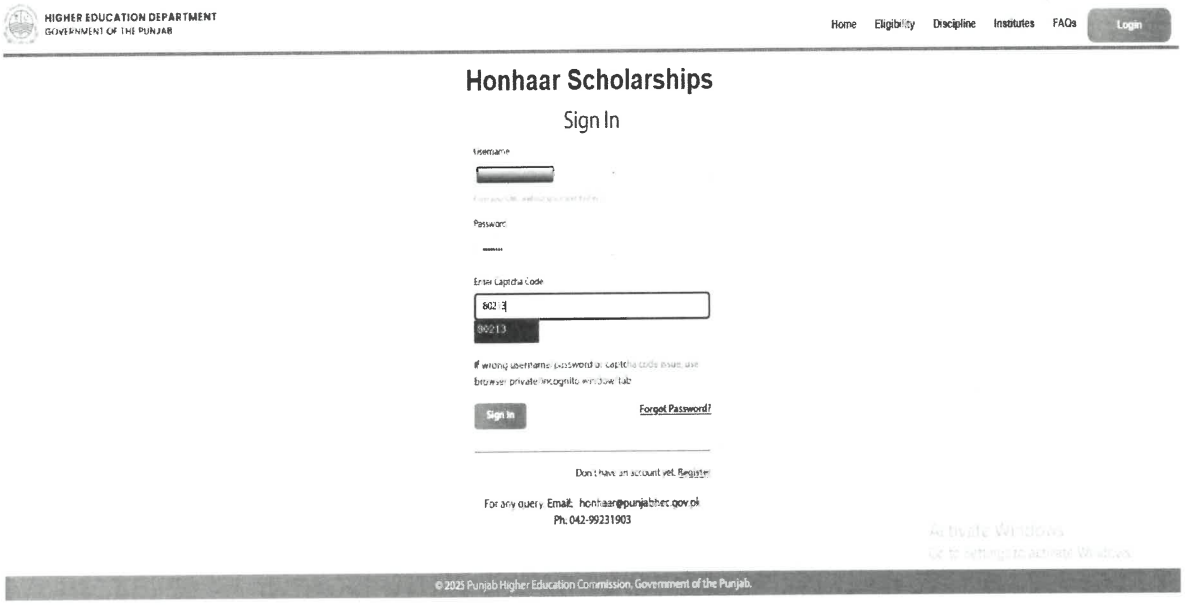


c) After entering the requisite information as shown above, press "Submit".

d) After submitting the information, a confirmation message will appear on the next screen displaying the **username and password**. The applicant need to save this username and password for future use.

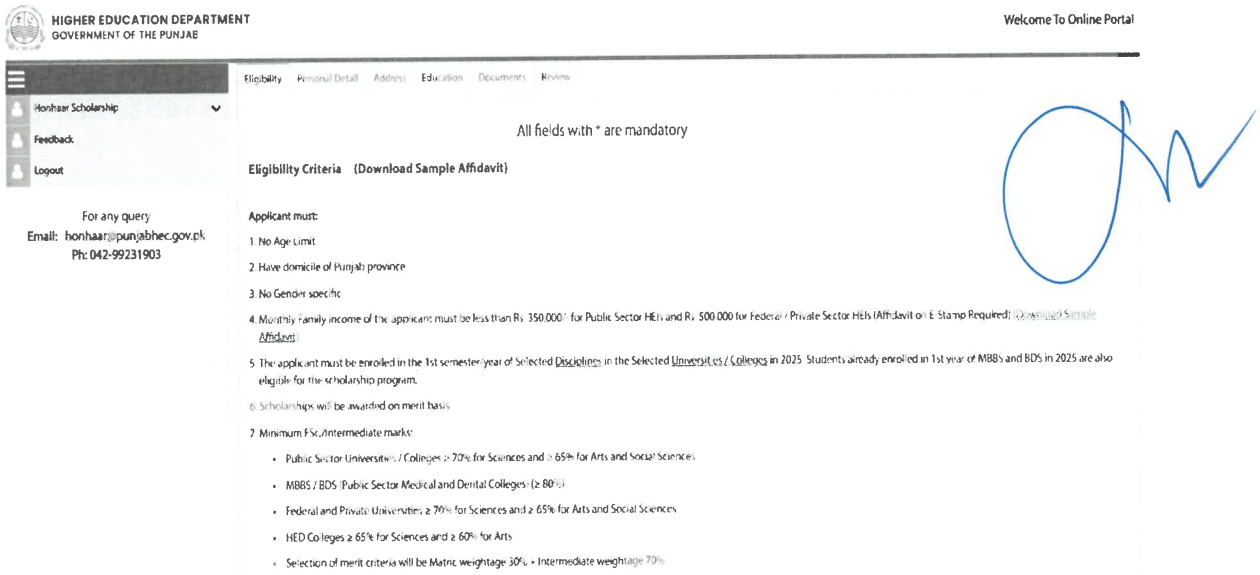


e) Then applicant needs to login by using the aforementioned credentials as appeared in the message and also enter captcha.



STEP 3: COMPLETE THE APPLICATION FORM

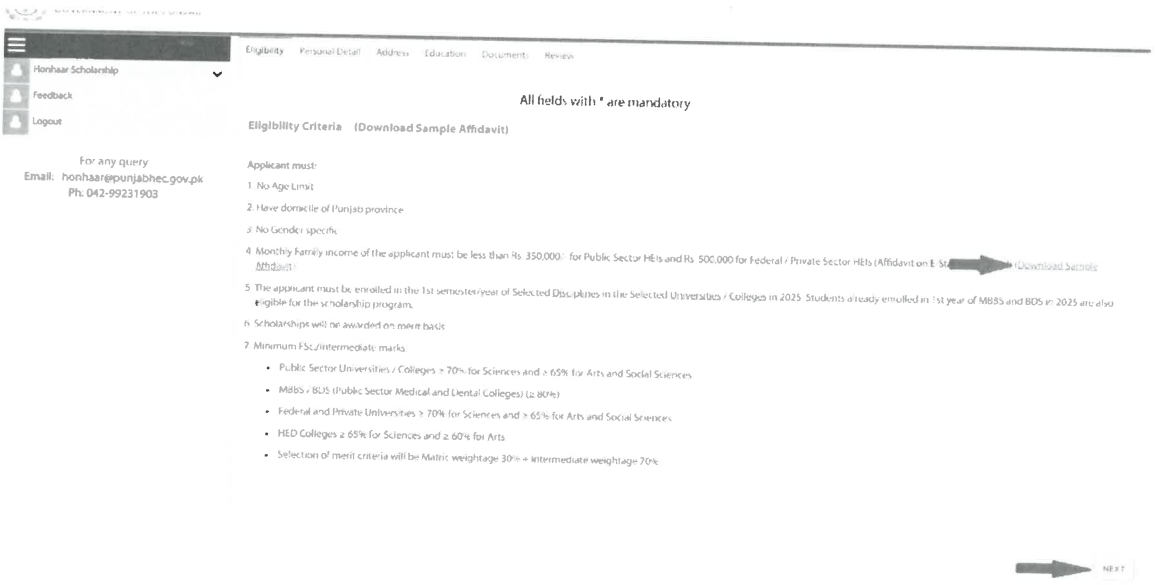
a) Upon successful login, the **"Student Portal"** will open with multiple tabs as shown below;



Follow the steps below;

i. Download Sample Affidavit

Download the **affidavit template** as shown below and proceed to the next step by clicking the "NEXT" tab.



ii. Completing Personal Detail

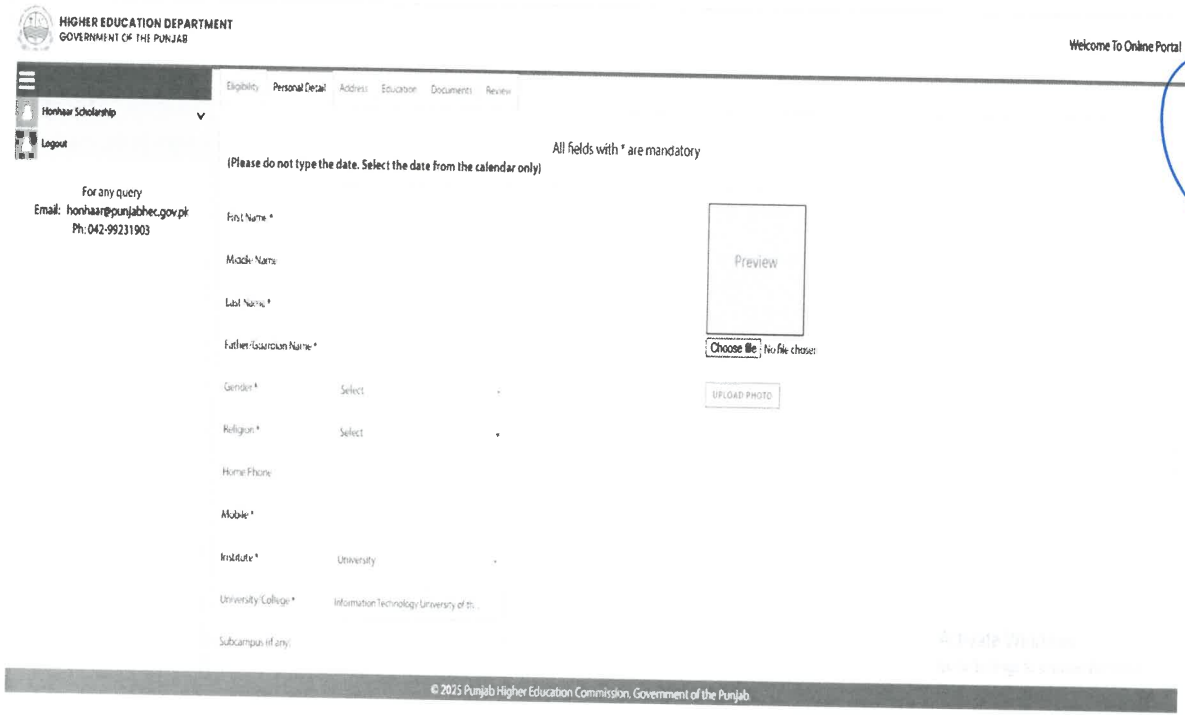
A next tab showing "Personal Detail" will appear.

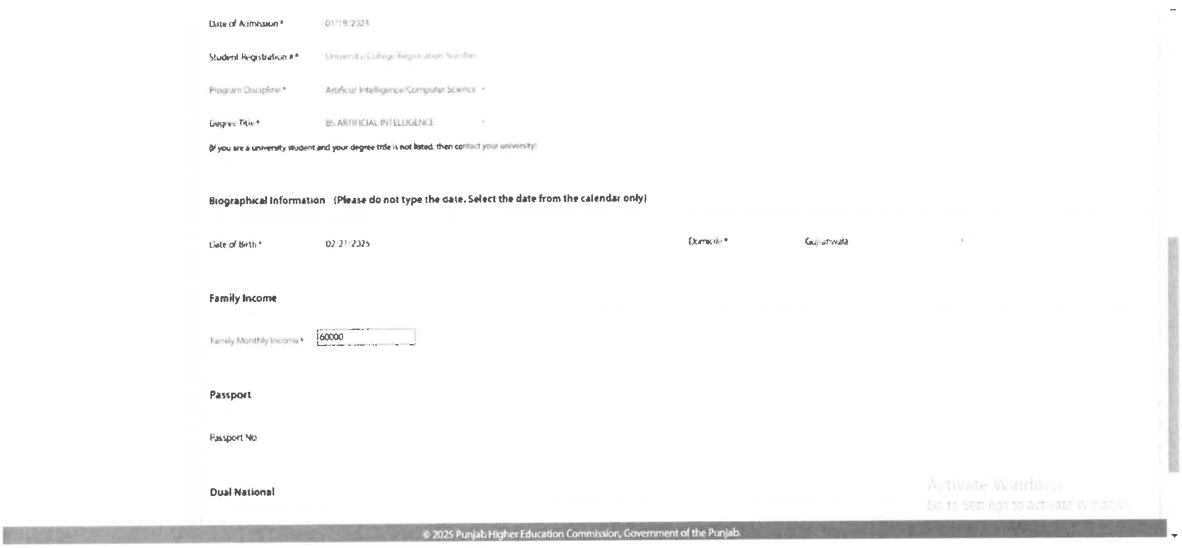
The applicant need to;

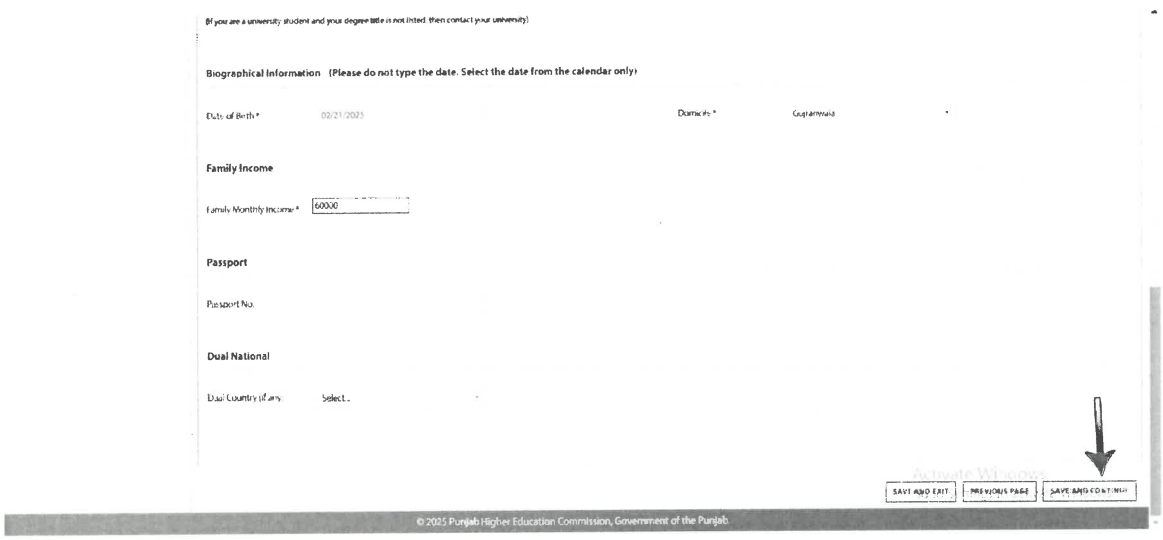
a) Fill all the required fields with correct information

b) Upload a recent Photograph **(maximum 200 KB clear face visible)**.

c) Then press "SAVE AND CONTINUE" button to move to next Tab by saving the current information.

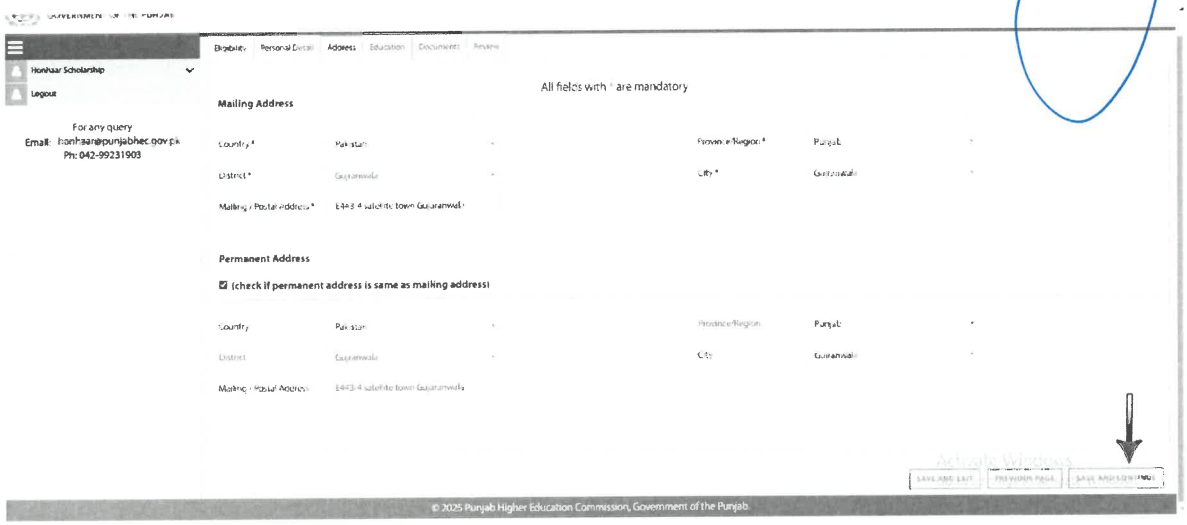






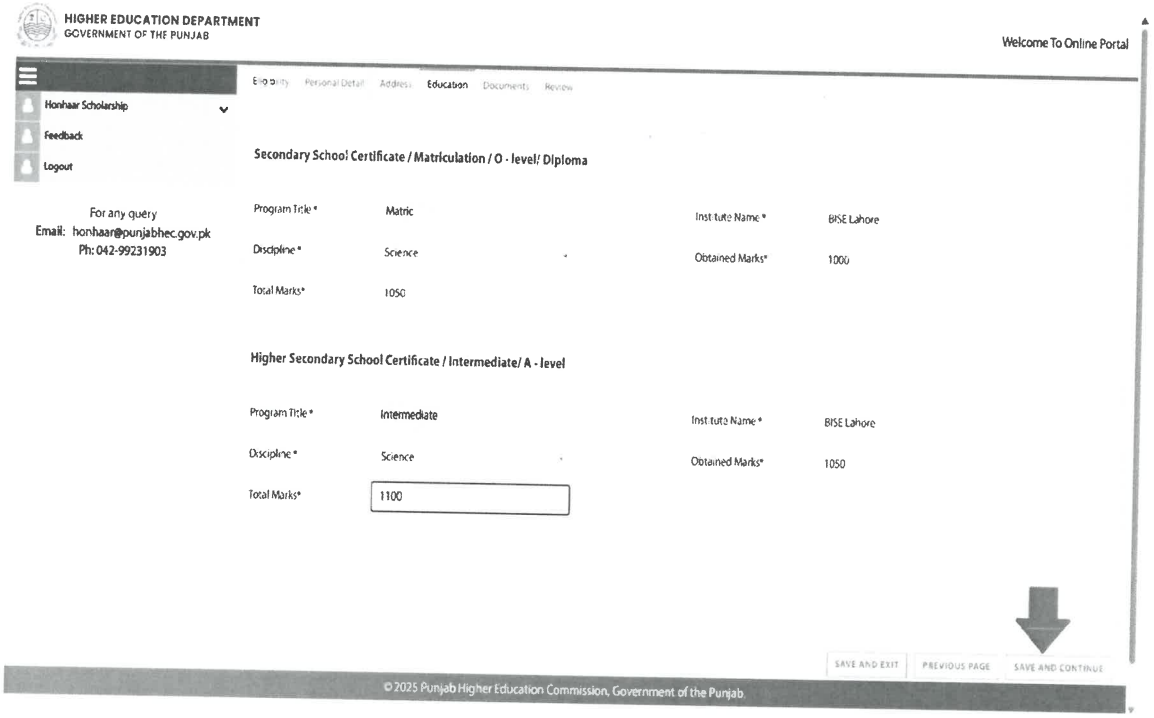
iii. Filling Address Detail

The next Tab of "Address" will appear as below. The applicant needs to provide all the information in the desired fields correctly. Then press "SAVE AND CONTINUE" button to move to next Tab by saving the current information.



iv. Filling Education Detail

The next Tab of "Education" will appear as shown below. The applicant needs to provide all the academic information in the desired fields correctly (Matric, Intermediate). Then press "SAVE AND CONTINUE" button to move to next Tab by saving the current information.

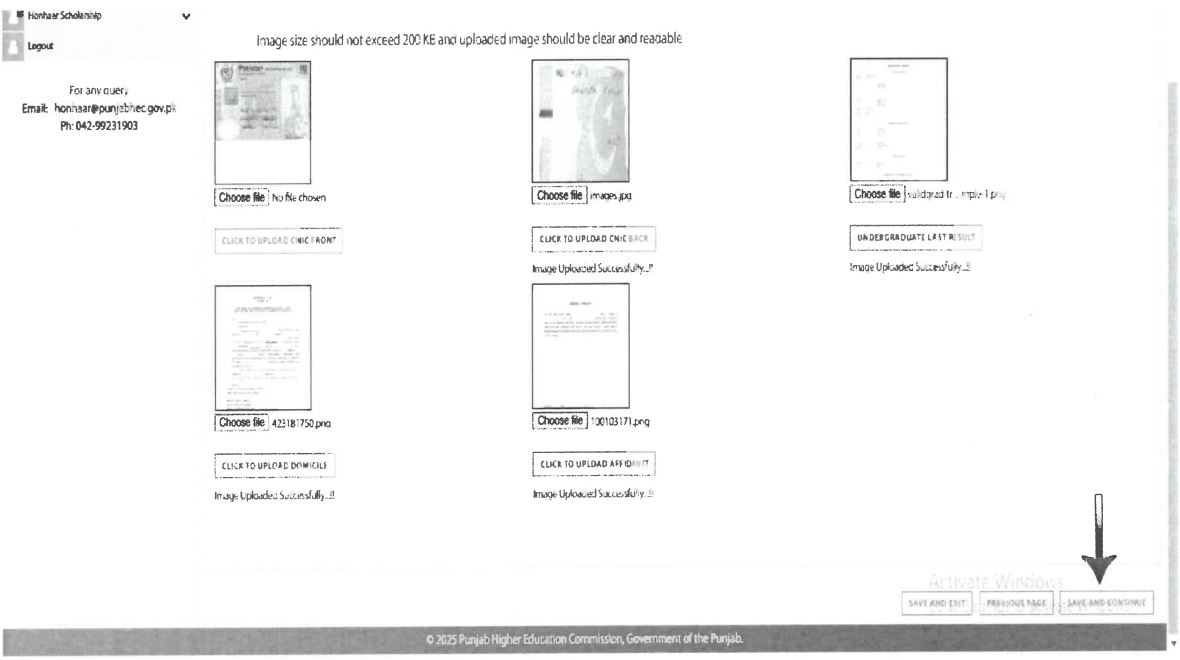


v. Upload Required Documents

The next Tab of "Documents" will appear as shown below. The applicant needs to upload all the documents in JPG/PNG format having less than 200 KB size. The detail of documents which need to be uploaded is given below;

- CNIC Front side
- CNIC Back side
- Matric / O-Level Equivalence Certificate
- Intermediate / A-Level Equivalence Certificate
- Domicile Certificate
- Affidavit

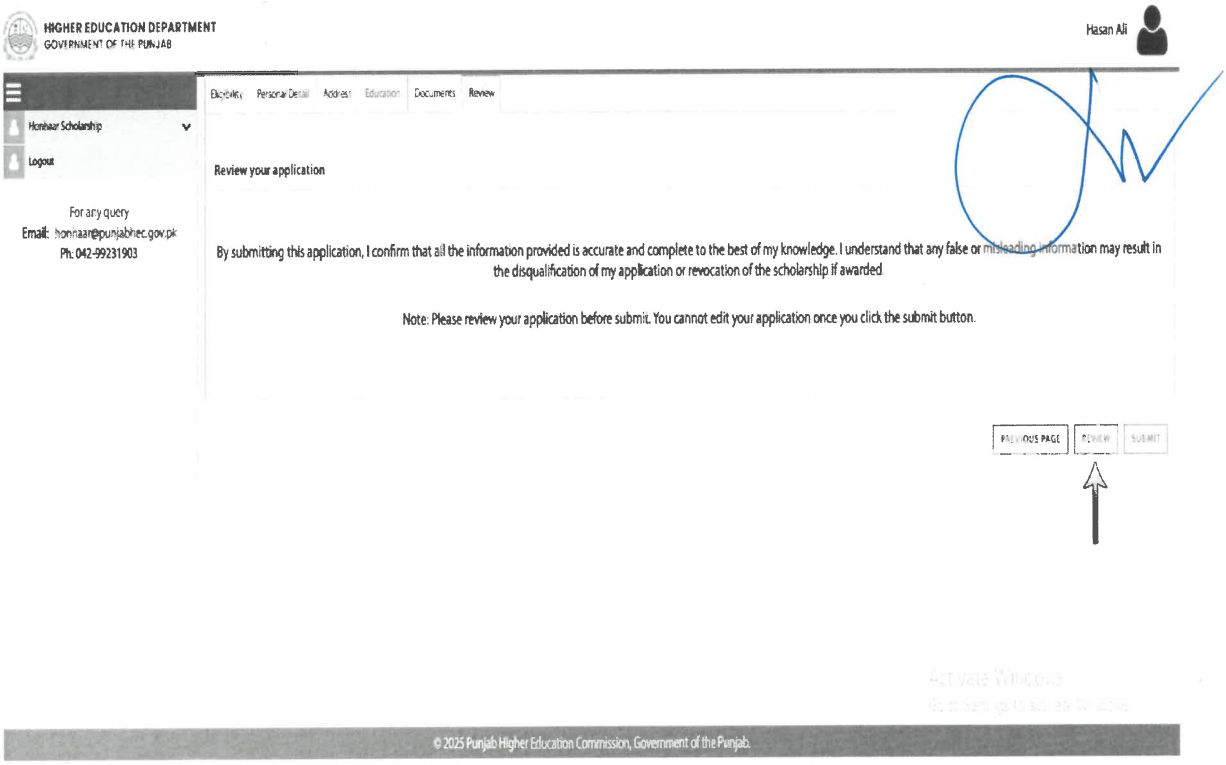
Then press "SAVE AND CONTINUE" button to move to next Tab by saving the current information.



vi. Review the Information

The next Tab of "Review" will appear as shown below.

- The applicant needs to carefully review all the information provided in the form
- If any correction / amendment is required, the applicant needs to update accordingly. The sample form is given below;



Review Only Version. Not Acceptable until Application submitted completely

PHEC Honhaar Scholarship Program

Province	Punjab
University/College Name	Emerson University, Multan
Program Discipline	Artificial Intelligence/Computer Science
Degree Title	BS ARTIFICIAL INTELLIGENCE
Student Registration #	0311245
Date of Admission	2025-07-01

Personal Details

Full Name	Aazan Ali		
Father's/Guardian's Name	Muhammad Aadil		
Gender	Male	**Date of Birth**	01-07-2025
Phone (Residence)		**Mobile**	03333333333
CNIC	3312535524597	**Religion**	Muslim
Email	[redacted]		
Family Monthly Income	100000		
Domicile	LAHORE	**Passport No.**	

Current Address

Address	PHEC		
City	LAHORE	**District**	LAHORE
Province	PUNJAB	**Country**	PAKISTAN

Educational Information

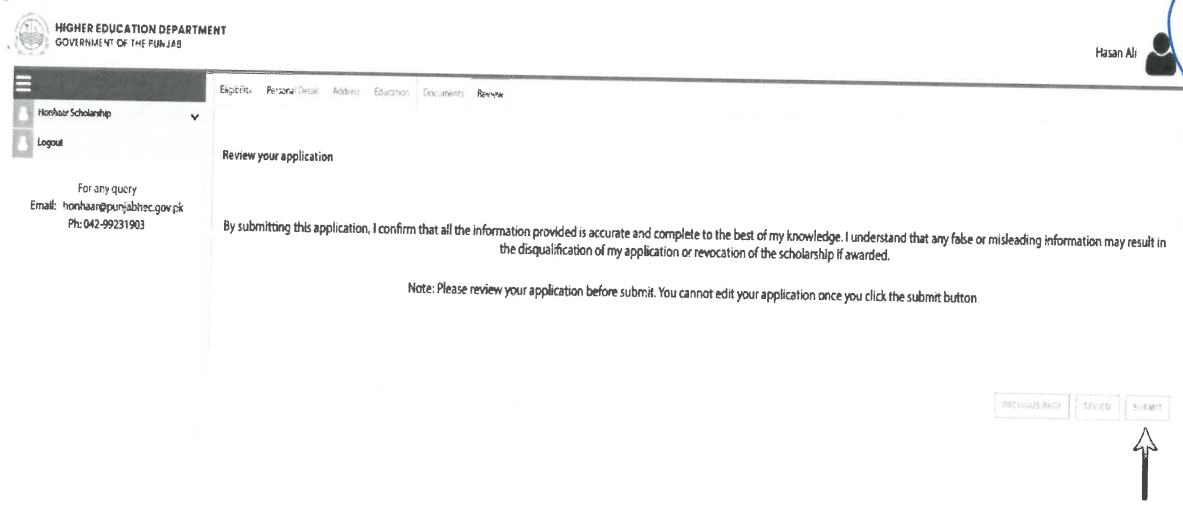
Degree Title	Institute Name	Discipline	Obtained Marks	Total Marks	% Marks
Secondary School Certificate / Matriculation / O - level/Diploma	BISE Lahore	Science	1000.00	1050	95.24
Higher Secondary School Certificate / Intermediate/ A - level	BISE Lahore	Science	1050.00	1100	95.45

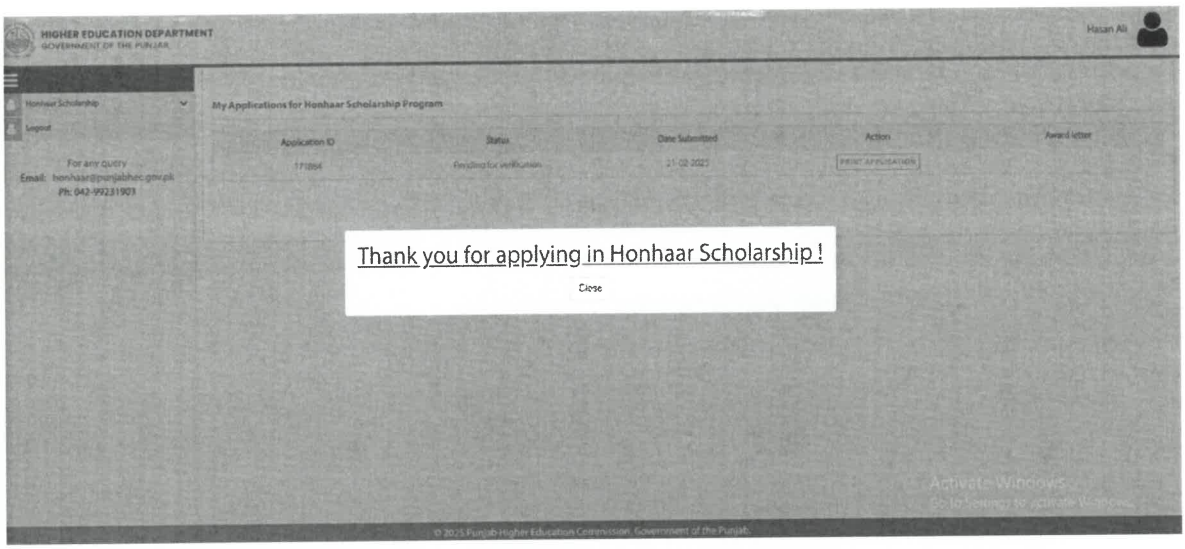
vii. Submit Application (The Most Important Part)

After reviewing the information, the applicant needs to press the "SUBMIT" button to formally submit the application.

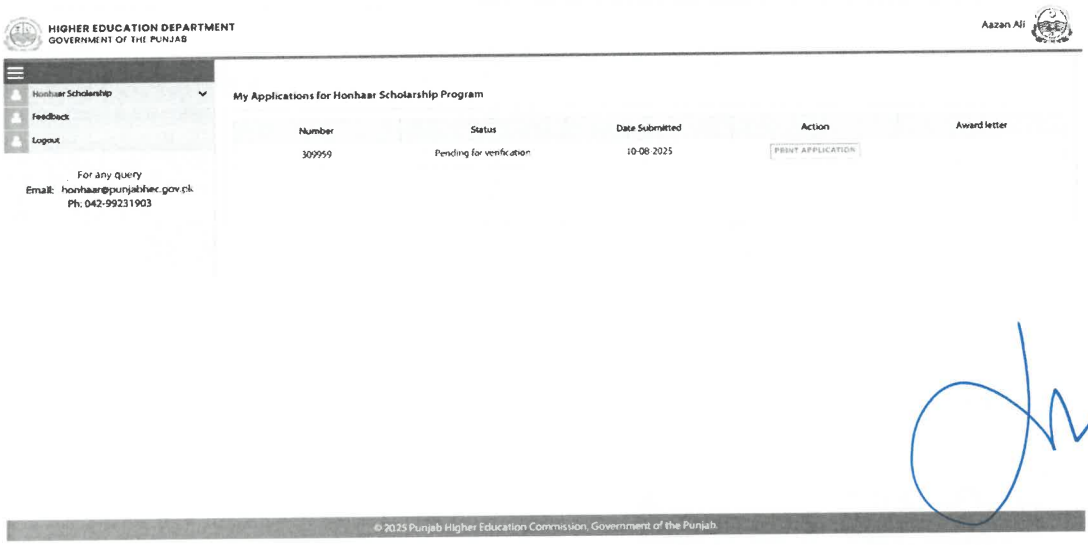
Then a confirmation message will appear: ***"Thank you for applying in Honhaar Scholarship!"***

NOTE: *Submission of the duly completed application form, as prescribed above, is mandatory for consideration under the Chief Minister Punjab Honhaar Scholarship Program.*





After submitting the form an automatic application ID will be generated and your application status will be displayed. You can also print and save the application form.



4.2 Application Verification

Once the application submission process is completed, then the next important part is online verification of received applications by the focal persons of the respective HEIs through PHEC online portal. The focal person of the respective institute will verify the student's data as per approved criteria through their online focal person account, specifically, monthly family income, domicile etc. The sole responsibility of the verification and selection rests with the Institutional Scrutiny and Verification Committee constituted by the respective HEIs. The focal person, upon the nature of the application can disapprove or verify the student or make the correction within given timeline.

The detailed process for online verification of received applications is highlighted below;

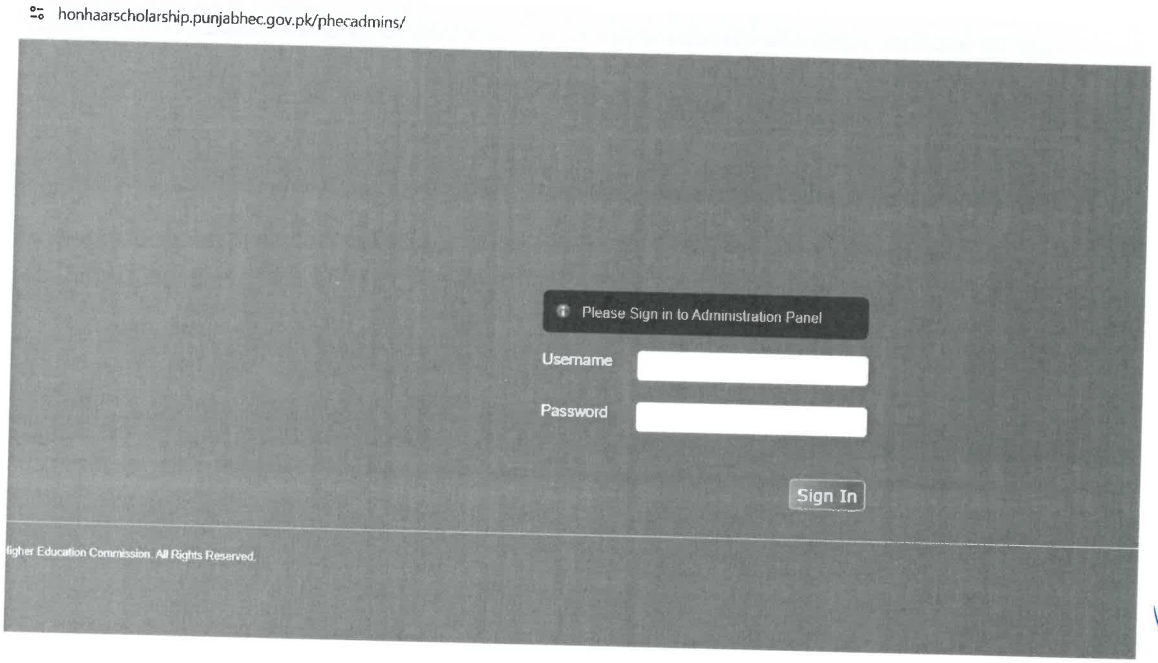
i. Visit Honhaar Portal Admin Panel

a) The focal person(s) needs to visit the Admin Panel of official portal of Honhaar Scholarship Program. The link is given below;

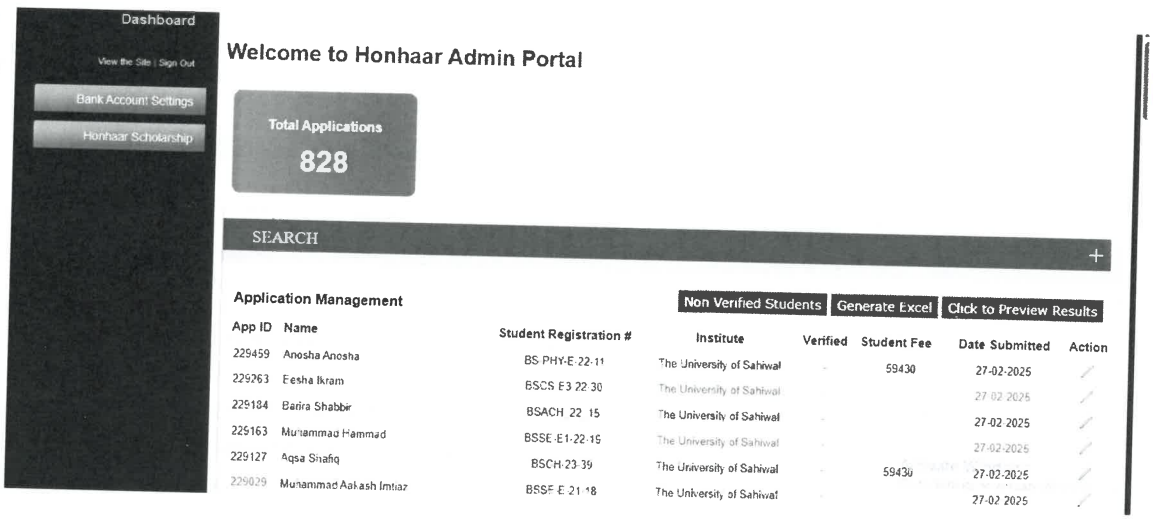
https://honhaarscholarship.punjabhec.gov.pk/phecadmins/

ii. Sign in

a) Enter the "Username" and "Password" provide to focal persons in the designated fields as mentioned below;

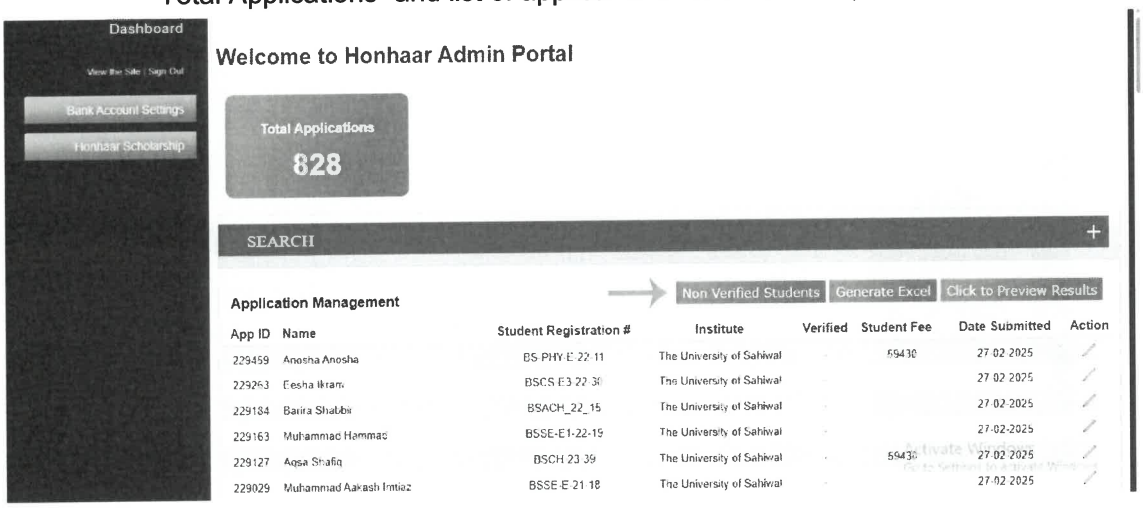


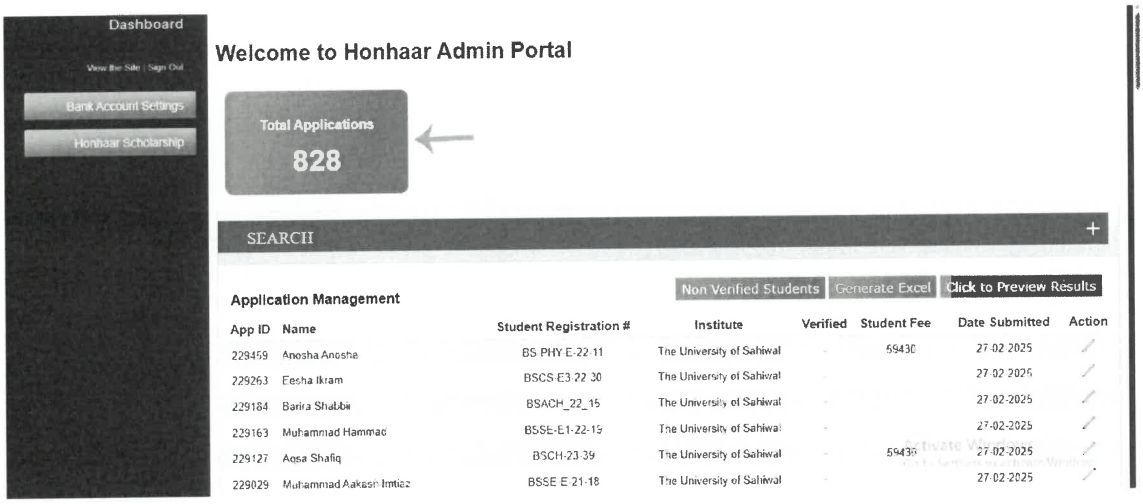
b) Once the focal person login, the below mentioned window will appear.

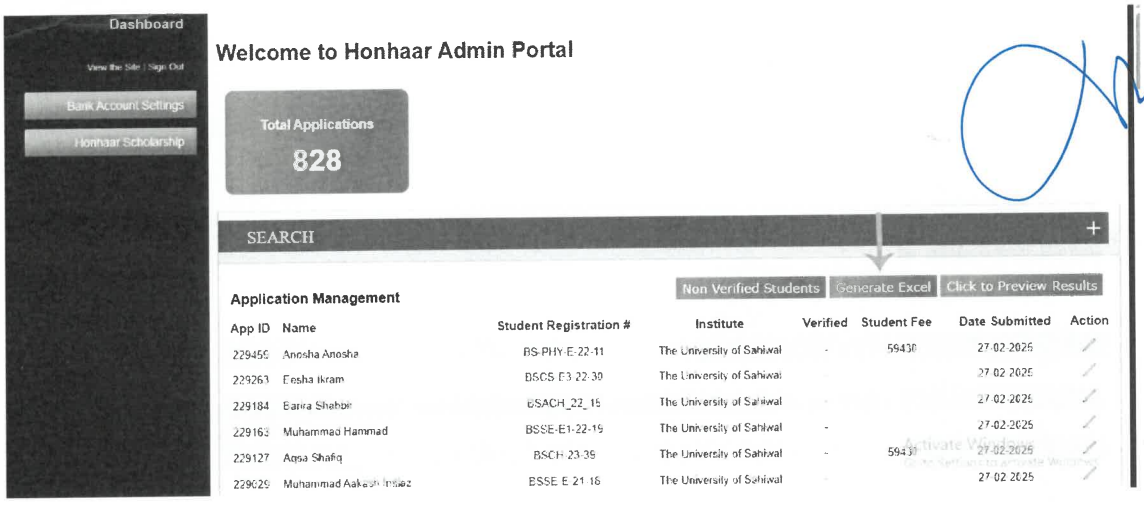


iii. Student Verification Desk Information

a) At the landing page of student verification desk, the focal persons can see the "Total Applications" and list of applicants as shown below;

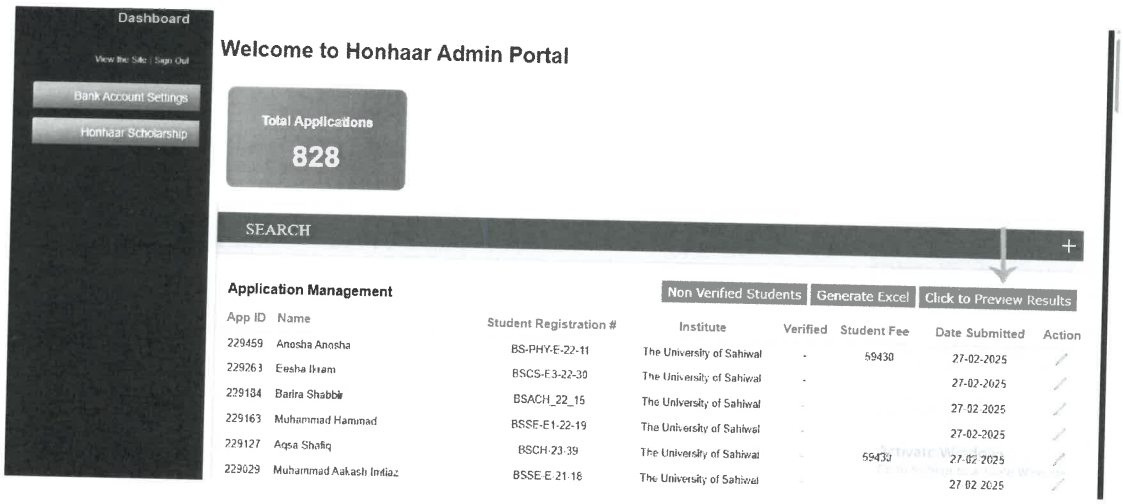






b) The focal persons can generate "Excel" sheet of non-verified students by clicking the above buttons.

c) The focal persons can also view the results in new tab by clicking the "Click to Preview Results"



d) By clicking this, the following window will appear.

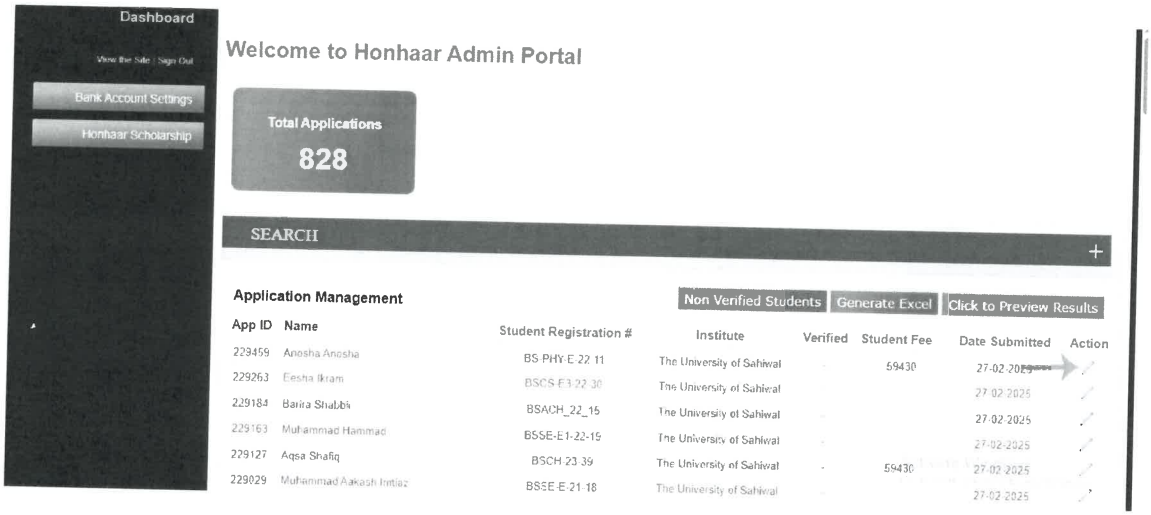
PUNJAB HIGHER EDUCATION COMMISSION

10th Floor, Room No. 7, Arfa Software Technology Park, Ferozepur Road, Lahore

Application ID	Name	CNIC	Email	Student Registration #	Institute	Status
229540	Sania Ashraf	3650135751836	ranasania145@gmail.com	BBA-21-11	The University of Sahiwal	Pending
229459	Anosha Anosha	3640215466626	anoshapk63892@gmail.com	BS-PHY-E-22-11	The University of Sahiwal	Pending
229263	Eesha Ikram	3650130336012	eashaikram@gmail.com	BSCS-E3-22-30	The University of Sahiwal	Pending
229184	Barira Shabbir	3520288924163	iqzzyyhere@gmail.com	BSACH_22_15	The University of Sahiwal	Pending
229163	Muhammad Hammad	3640260992555	hammadazhar0067@gmail.com	BSSE-E1-22-19	The University of Sahiwal	Pending
229127	Aqsa Shafiq	3650249597858	asshichhh@gmail.com	BSCH-23-39	The University of Sahiwal	Pending
229029	Muhammad Aakash Imtiaz	3650276994421	akashimtiaz123@gmail.com	BSSE-E-21-18	The University of Sahiwal	Pending
228802	Muhammad Nasir Zubair	3650277306395	muhammadnasirzubair787@gmail.com	BS-PHY-M-21-43	The University of Sahiwal	Pending
228682	Laiba Fareed	3530141524736	laibafareed05@gmail.com	BSPSE-23-05	The University of Sahiwal	Pending
228651	Samran ali nawaz	3650134759131	alisamran217@gmail.com	LLB-20-25-295	The University of Sahiwal	Pending

iv. Action on Applications

a) Click on Icon shown in the Picture below to perform the required action on the application.

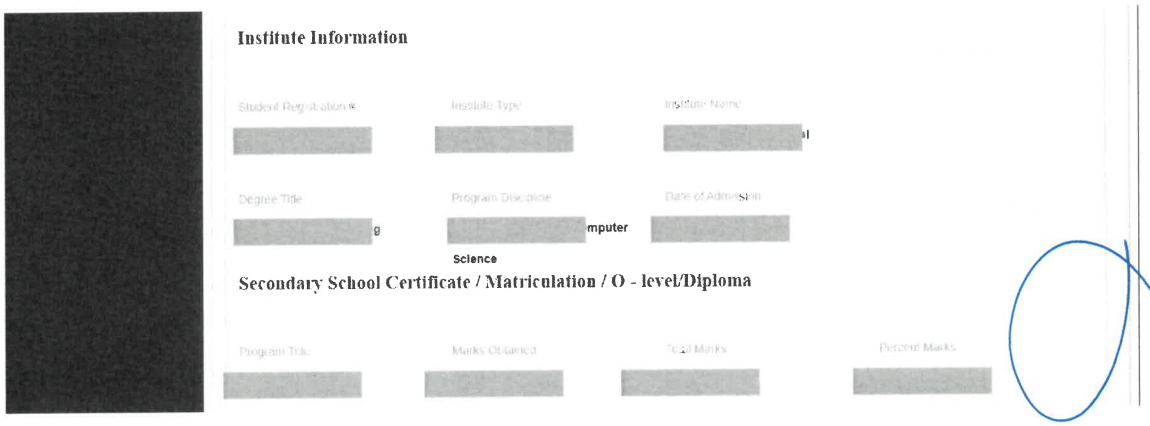


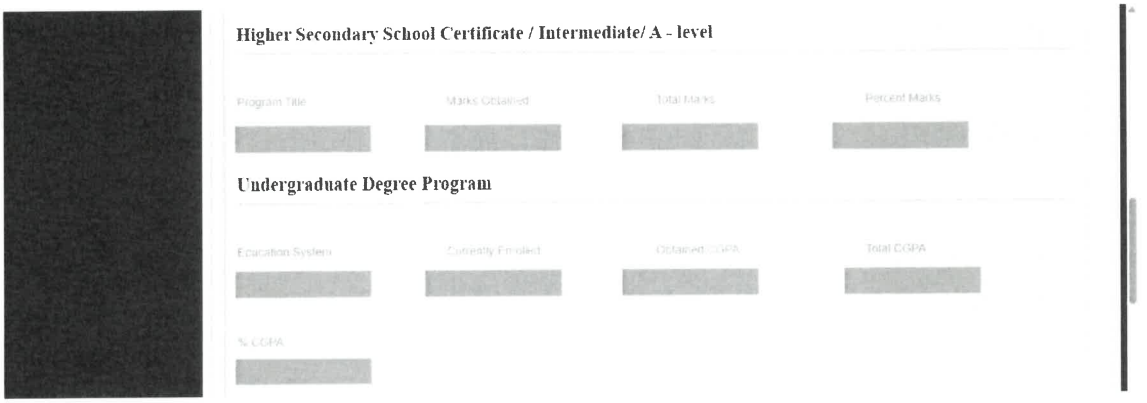
b) The new window will appear showing complete details of applicant as shown below;

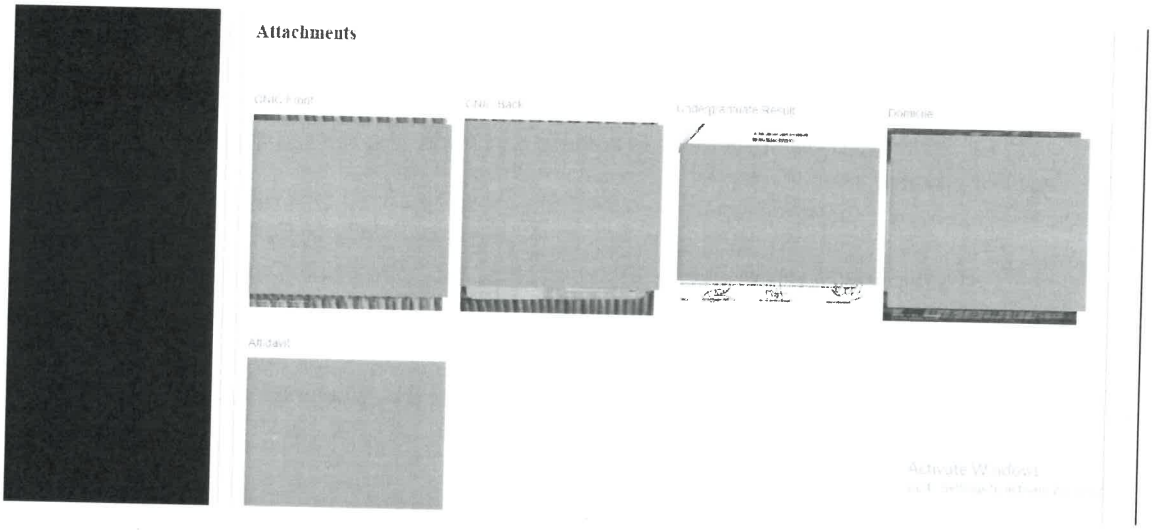
c) The focal persons have to review and verify the details filled by the applicant as below;

- Applicant Personal Information (Ensure accuracy of data)
- Institution Information *(Ensure applicant(s) is/are student(s) of respective Institution)*
- Academic Information *(Marks requirement as per criteria) Student need to provide marks of HSSC and SSC.*
- Attachments as per the criteria *(Ensure all the attachments as per criteria)*



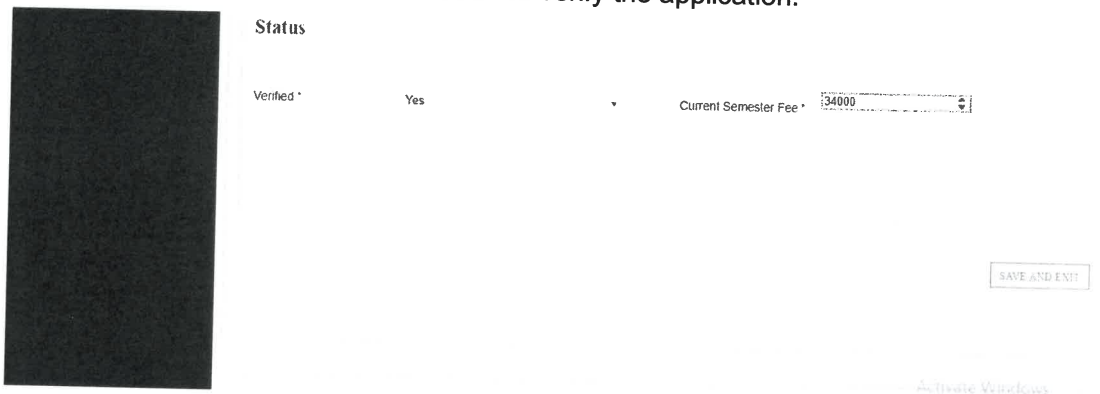




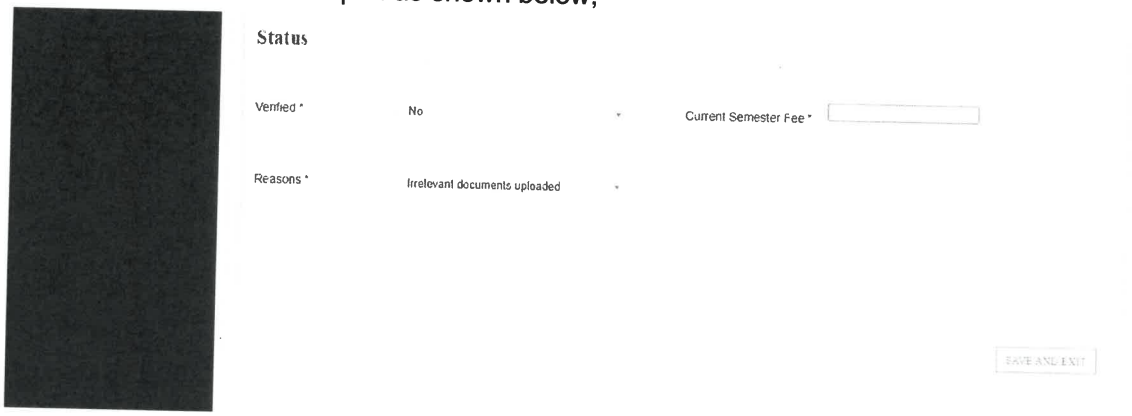


d) The focal persons have to review the information and take required action accordingly on the basis of information provided by the applicant and also enter the student fee of current semester / annual as the case may be.

e) If the focal persons select "Yes" from the drop-down menu of the verified tab, he/she has to provide fee of current semester / year (as the case may be) and press "SAVE AND EXIT" button to verify the application.



f) If the focal persons select "No" from the drop-down menu of the verified tab, another tab of "Reasons" is open as shown below;



g) The focal persons have to provide reason for not verifying the student based on the information / document provided by the student.

h) Then the focal persons have to press "SAVE AND EXIT" to continue.

4.3 Merit Generation and Award Process

Once the deadline for verification from PHEC has expired the automated process will run on the system to generate provisional merit lists for each Institute by PHEC on the basis of online verification performed by the focal persons of the respective HEIs. PHEC will share the provisional merit lists or will give direct system-based access to focal person for their cross check.

The next important part in this process is the physical verification of the provisionally selected students through Institutional Scrutiny & Verification Committees. The composition of the IS&VC is given below;

i. Committee for Public and Private Sector Universities & Medical Colleges

a) Dean/Chairperson/HOD or any other nominated by HEI head	Convener
b) Admission In-charge	Member
c) Representative from Financial/Scholarship Office	Member
d) Representative of PHEC/HED	Member
e) Any other Member(s)	Member

ii. Committee for Public Sector HED Colleges

a) Principal of the respective college	Convener
b) Admission In-charge	Member
c) Representative from Financial/Scholarship Office	Member
d) Representative of PHEC/HED	Member
e) Any other Member(s)	Member

The committee(s) would be responsible for scrutiny and verification of the applications in the light of approved eligibility criteria of the program. The respective institute will call their selected students before Institutional Scrutiny & Verification Committee for physical verification of credentials. Thereafter, respective institute will submit minutes of the meeting of Institutional Scrutiny & Verification Committee along-with lists of recommended students to PHEC dully endorsed by the VC/Principal and Registrar/DDC offices for placement before Award Committee/ Steering Committee.

4.4 Grievance Redressal

Each participating HEI shall have a duly notified Grievance Redressal Committee, distinct and independent from the Institutional Scrutiny & Verification Committee. The Grievance Redressal Committee shall convene its meeting within two (02) days of the completion of the Institutional Scrutiny & Verification Committee proceedings to hear, examine, and adjudicate students' grievances, including those pertaining to the

selection process. All grievances shall be resolved in a time-bound, transparent, and reasoned manner, strictly in accordance with the approved rules, TORs, and applicable regulations.

4.5 Issuance of Final Award Letter

Upon selection for the Honhaar Scholarship Program, each awardee will receive an official Award Letter from Punjab Higher Education Commission (PHEC). This letter will confirm the scholarship grant and will be accompanied by the mandatory Terms and conditions. These terms will outline the key expectations, responsibilities, and obligations of the awardee, including academic performance and compliance with the program's guidelines. The awardee must acknowledge and agree to the TORs in writing before any funds can be disbursed, ensuring a clear understanding of the program's terms and conditions from the outset.

4.5.1 Terms & Conditions of Honhaar Awardees

i. The award is meant for the duration of undergraduate degree program i.e. 04 or 05 years as the case may be. PHEC will bear no financial liability whatsoever after this period.

ii. This scholarship will cover 100% of educational expenses as defined in section 1.3. (d) and said payment will be made directly to the university concerned.

iii. This award is applicable for the duration of undergraduate program, subject to satisfactory academic performance and adherence to the scholarship's terms.

iv. The awardees are required to maintain a minimum 2.50 GPA in first semester and an overall 2.70 CGPA on the scale of 4 and 3.5 CGPA on the scale of 5 from 2nd semester onward *(8th Steering Committee meeting 08.12.2025)*. In case of the annual system, awardees (other than MBBS/BDS) must secure at least 60% marks, whereas MBBS/BDS awardees must secure a minimum of 50% marks.

v. If an awardee fails to meet the grading criteria in the first year / semester (as the case may be) a warning will be issued; failure to achieve the minimum grading in subsequent year/semester led to scholarship discontinuation.

vi. The awardee must complete his/her degree program within the prescribed academic calendar for said program.

vii. The Awardee can change the specified course of study or register him/herself for any other course or program within his/her university during 1st semester under intimation to PHEC.

viii. The Awardee is not allowed to change the university. Any such action will result in the cancellation of the scholarship. Change of department/discipline within the same university is allowed.

ix. University change is not permitted; however, correction of the university name is allowed in case of wrongly entered, if awardee is selected as per the criteria

x. If the awardee freezes his/her program or take a semester break, the time period related to the break or freeze, as well as any penalties incurred, will be borne by the student.

xi. This scholarship cannot be combined with any government or private scholarship covering tuition fees.

xii. It is mandatory for the awardee to forward relevant receipts, invoices, acknowledgments and original academic quarterly/biannually progress report to the PHEC through his/her parent university / HEI. The parent HEI will be required to submit funds utilization report, vouched accounts against the funding and a progress report of the scholar to Punjab Higher Education Commission.

xiii. The academic progress of awardee(s) will be monitored by both the institution and PHEC. Regular reports must be submitted to ensure compliance with scholarship guidelines.

xiv. The awardee will be required to sign a Deed of Agreement and Surety Bond with the institution. This document will outline the obligations, including academic performance and adherence to the scholarship program's policies.

xv. If the awardee withdraws from his/her program or fail to meet the terms of the scholarship, the awardee will be liable to refund all financial support provided under the Honhaar Scholarship Program.

xvi. Once all documents are verified and the agreement is signed, the scholarship funds will be disbursed directly to the concerned institution's bank Account.

xvii. Punjab Higher Education Commission and university would monitor the academic progress of the awardee and reserves the right to obtain any information from parent university. Any cost beyond the defined limit shall be paid by the awardee him/herself.

xviii. The awardee shall submit the comprehensive report immediately on completion of each semester.

xix. All other conditions laid-down in the undertaking would be applicable in accordance with PHEC policy. Any deviation in this regard will be considered the breach of the agreement signed between the Scholarship awardee and its parent university. In case of any violation, PHEC reserves the rights to initiate necessary action as per rules. It is further notified that PHEC is not bound and reserves the right to make any change as per government rules and regulations during the scholarship.

xx. In case the applicant is not recommended by the IS&VC Committee for any reason whatsoever, or fails to appear before the Grievance Committee or to satisfactorily justify his/her case, the decision of the Committee shall be deemed final and shall not be liable to any challenge before any court of law.

xxi. The awardee is bound to accept the above-mentioned terms and conditions within the one week of receiving of provisional award letter to his/her HEI.

xxii. PHEC reserves the right to discontinue your scholarship at any stage without prior notice.

Chapter 5: Financial Management, Fee Submission and Claim Procedure

****

The partner HEIs need to comply following procedure for submission of fee claims to PHEC;

5.1 Dedicated Bank Account

The participating Institution(s) shall be required to open and maintain a dedicated bank account exclusively for the CM Punjab Honhaar Scholarship Program or use any existing account for the said purpose.

5.2 Fee Submission through Online Portal

All participating Institution(s) shall submit the fee details of Honhaar Scholarship awardees through the official Punjab Higher Education Commission (PHEC) Fee Tracking Portal at the following link:

https://feetracking.punjabhec.gov.pk/phecadmins/index.php

The Institution(s) shall:

i. Enter complete and accurate fee details of each Honhaar awardee on the portal;

ii. Generate a system-generated fee invoice for the claimed amount; and

iii. Ensure that the data submitted on the portal strictly corresponds with institutional records.

5.3 Submission of Fee Claim to PHEC

After generating the fee invoice from the portal, the Institution(s) shall submit the printed invoice to PHEC along with a formal cover letter issued by the competent authority of the Institution.

The cover letter must clearly mention the following;

i. Total amount claimed under the Honhaar Scholarship Program;

ii. Number of awardees whose fee is being claimed;

iii. Unspent balance, if any, from previously released funds;

iv. Account title of the bank account; and

v. Account number of the said account.

5.4 Compliance & Verification

PHEC shall process the fee claims only after verification of:

i. Correct submission through the fee tracking portal.

ii. Completeness and accuracy of the supporting documents; and

iii. Compliance with the financial and operational guidelines of the Honhaar Scholarship Program.

Any discrepancy, misreporting, or non-compliance may result in delay, partial settlement, or rejection of the fee claim, as determined by the competent authority.



Chapter 6: Reporting Requirements

****

The participating university/College will provide the following:

i. A Funds Utilization Report, duly verified by the resident auditor or equivalent, Treasurer office or equivalent and registrar of the respective HEI/College will be submitted to PHEC.

ii. HEIs are required to submit the Cash Book A/c to PHEC

iii. HEIs are required to submit the student wise challan form to PHEC

iv. The names, numbers, and details of scholarship recipients.

v. Academic performance reports and the status of scholarship beneficiaries (e.g., studying, dropped, completed, or graduated), as required by the PHEC.

vi. HEIs are required to submit refund the unutilized amount with the vouched accounts of the awardee for subsequent submitted to Treasury office

vii. Any additional information or data requested periodically.

viii. Detailed quarterly financial reports outlining scholarship fund disbursements, balances, and any discrepancies will be submitted to PHEC

ix. A report containing enrollment statistics for scholarship recipients, including total enrolled, retention rates, and demographics (e.g., gender, socio-economic background).

x. Annual compliance audit reports to assess adherence to the scholarship program's guidelines and regulations, along with any corrective actions taken.

xi. An annual review report summarizing the overall effectiveness of the scholarship program, including challenges faced, successes, and recommendations for improvement.

xii. A report detailing any grievances received regarding the scholarship process, along with resolutions provided and timelines for addressing these concerns.

xiii. Detailed performance reports of scholarship recipients, including CGPA tracking and course completion, will be submitted by universities at the end of each semester.

Chapter 7: Monitoring, Evaluation & Risk Management

****

i. PHEC team will carry out ongoing monitoring and evaluation throughout the year, addressing any cases of non-compliance according to the program objective and policies.

ii. HEIs will provide PHEC team with the required support to achieve the program goals and objectives as per policies.

iii. The participating Institution will ensure access to relevant personnel, locations, documents, and any other information related to the implementation of the program.

iv. Any information deems necessary by PHEC.

Chapter 8: Feedback & Dispute Resolution

****

Students can submit their queries, feedback, or concerns directly to the Punjab Higher Education Commission (PHEC) through the Honhaar scholarship portal. In case of any issues regarding the program, students are encouraged to contact PHEC via the portal for timely support and resolution. The detail of portals and complaint numbers is given below;

i. **Honhaar Help Desk:** https://honhaarscholarship.punjabhec.gov.pk/queries/complaintadmin/index.php

ii. **Phone**: 042-99231903-04

Appendices

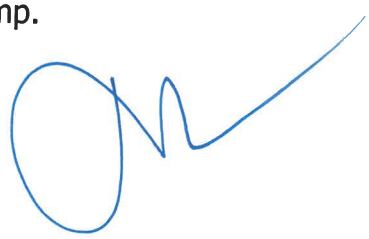
- **Deed of Agreement**
- **Surety Bond**
- **Affidavit**



Instructions

Following specimen should be used to prepare the bonds keeping in view the following:

- The papers should be executed on non-judicial paper. Papers on plain white paper will not be accepted.
- No paragraph/word should be deleted or omitted from the given specimen.
- No documents with cuttings will be accepted.
- The documents must be printed or typed. No handwritten document will not be accepted.
- Official seals of witnesses are mandatory.
- CNIC of all witnesses, and the awardee should be attached on respective pages.
- All the fields should be filled in properly. Documents filled incompletely will not be accepted.
- All the annexes must be properly notarized, that means the document must be registered by the Notary Public maintained by him as notary register and the signatures of the executants must be obtained on the register and the number of the registration must be mentioned along with the notarial stamp.



SPECIMEN (3 pages)
(To be executed on non-judicial stamp paper)

DEED OF AGREEMENT
FOR UNDERTAKING A COURSE OF STUDIES
UNDER HONHAAR UNDERGRADUATE AWARDEESHIP PROGRAM

This agreement is made, on the .....day of .....2026, between (1) Mr. / Ms. .....son / daughter of .....hereby called the Awardee, and (2) University Name through the concerned officer in the University Name. WHEREAS Mr. / Ms. .....has been selected by the Punjab Higher Education Commission hereinafter called the PHEC for the award of Awardeeship for **(Please fill name of Subject for which Awardeeship is being given)**..... under the Scheme: Honhaar Undergraduate Awardeeship Program and the awardee has agreed to accept the same on the terms and conditions governing this awardeeship award.

Now this deed witnesses as under:

i) The award is meant for a period of 04/05 years only. PHEC will bear no financial liability whatsoever after a period of 04/05 years.

ii) This awardeeship will cover 100% of his/her tuition fees (excluding boarding, lodging, and refundable security), and said payment will be made directly to the university.

iii) This award is applicable for the duration of his/her undergraduate program, subject to satisfactory academic performance and adherence to the awardeeship's terms.

iv) The Awardee must maintain a minimum semester GPA of 2.50 and an overall CGPA of 2.70, in case of 5.00 Scale GPA should not be less than 3.00 in each semester. Whereas, overall 3.50 CGPA is mandatory, in case of annual system General at least 60% marks required is mandatory, in case of MBBS/BDS Programs: Minimum 50% marks is mandatory, and in case of Fine Arts, Architecture, and Similar Programs: Minimum 60% marks is mandatory for Honhaar scholarship. Failure to meet this standard will result in immediate suspension of awardeeship for the affected semester. Restoration of awardeeship requires written approval from PHEC after remedial measures.

v) The awardee must complete his/her program within the prescribed academic calendar for said program.

vi) The awardee shall not change the specified course of study nor register for any other course or program/university. In case of such a change, his/her awardeeship will be considered cancelled. Furthermore, if awardee freeze his program or take a semester break, the time period related to the break or freeze, as well as any penalties incurred, will be borne by the student.

vii) This awardeeship cannot be combined with any government or private awardeeship covering tuition fees.

viii) It is mandatory for the awardee to forward relevant receipts, invoices, acknowledgments and original academic quarterly/biannually progress report to the PHEC through his/her parent university. The parent university will be required to submit funds utilization report, vouched accounts against the funding and a progress report of the awardee to Punjab Higher Education Commission.

ix) The awardee academic progress will be monitored by both his/her institution and PHEC. Regular reports must be submitted to ensure compliance with awardeeship guidelines.

x) The awardee will be required to sign a ***Deed of Agreement*** with his/her institution. This document will outline his/her obligations, including academic performance and adherence to the awardeeship program's policies.

xi) If awardee withdraw from his/her program or fail to meet the terms of the awardeeship, he/she will be liable to refund all financial support provided under the Honhaar Awardeeship Program.

xii) Once all documents are verified and the agreement is signed, the awardeeship funds will be disbursed directly to his/her institution's bank Account.

xiii) The Punjab Higher Education Commission and university would monitor his/her academic progress and reserves the right to obtain any information from his/her local university. Any cost beyond the defined limit shall be paid by the awardee him/herself.

xiv) All other conditions laid-down in the undertaking would be applicable in accordance with PHEC policy. Any deviation in this regard will be considered the breach of the agreement signed between the Awardeeship awardee and its parent university. In case of any violation, the PHEC reserves the rights to initiate necessary action as per rules. It is further notified that PHEC is not bound and reserves the right to make any change as per government rules and regulations during the awardeeship.

xv) The payment of tuition fee admissible under the awardeeship program shall be made subject to the complete adherence to all rules and regulations governing the awardeeship program as well as satisfactory performance in the authorized studies.

xvi) The awardee shall not change the specified course of studies nor register himself/herself for any other course or program without prior approval of the PHEC.

xvii) The awardee shall not extend the specified period of studies without prior approval of the PHEC.

xviii) The awardee shall submit the comprehensive report immediately on completion of each semester.

xix) In the event of failure to utilize the award without justification acceptable to PHEC, the Awardee shall not only be debarred from future awards but shall also be liable for recovery of all financial losses through appropriate legal channels.

xx) In the event of a breach of the terms and conditions of the Honhaar Undergraduate Scholarship Program, the awardee shall be obligated to repay the full amount of awarded funds or any compensation determined by the PHEC to the university and University will be responsible to submit the refunded amount or compensation to the PHEC.

xxi) In case of breach of agreement, PHEC/University has a right for cancellation of degree.

xiii) The awardee is liable to disqualification from awardeeship or such other disciplinary action as PHEC may consider appropriate, if:

i) he/she violates any of the foregoing conditions, or
ii) he/she is found to have made any misstatement therein before.

AND THE AWARDEE FURTHER COVENANTS, that in case of breach of any of the above terms and conditions and SOPs issued by the PHEC as well as the rules / terms and conditions those governing awardeeship award and / or his / her failure to complete the specified period, the awardee shall be bound to compensate the (University Name) by making a refund of the total amount of expenditure including tuition fee incurred on him / her in Rupees. The amount as prescribed and assessed by the PHEC shall be final and conclusive.

IN WITNESS WHEROF, the parties aforementioned have signed this deed in token of acceptance thereof.

Concerned Officer of (University Name)
(Authorized Officer)
Signature:.....

STAMP:

Awardee / Awardee

.....
Signature of Candidate
Full Name: .....

N. I. Card No: .....

Present Phone No: .....

Address: .....

Dated: .....

Witness No.1

Signature_____

a) Name_____

b) Designation_____

(Official Seal)

c) Address_____

_____

_____

Witness No.2

Signature:_____

a) Name: _____

b) Designation_____

(Official Seal)

c) Address_____

_____

_____

Annex-I

SPECIMEN (1 page)
(To be executed on non-judicial stamp paper)

CERTIFICATION TO THE FINANCIAL SOUNDNESS OF SURETY/GUARANTEE BY A GOVERNMENT OFFICER
(Part of the Undertaking)

I,.....son/daughter
(Surety/Guarantor)

of..... holder of N.I.C No. ....., resident of ....., and presently working in ..... as ..... do hereby unconditionally guarantee the payment of any sum determined by the Punjab Higher Education Commission as compensation for a breach of the terms and conditions of the Honhaar Undergraduate Awardeeship Program by Mr./Ms. ..... (Awardee).

If in case the awardee breach all the terms & conditions mentioned above, awardee will undertake to pay (University Name) the full sum of awarded funds within 30 days of receiving a written demand, without objection or delay, in the event of default by the Awardee. This guarantee is legally binding and enforceable under applicable laws.

I confirm that I have reviewed the terms of the Awardeeship Program and understand my obligations under this guarantee. Failure to comply with this guarantee may result in legal action, including but not limited to recovery under applicable revenue or civil laws.

I hereby certify that, I am financially sound and capable of paying a sum equivalent to the expenditure incurred by the Punjab Higher Education Commission on the studies of Mr./Ms. ..... (Awardee) under the Honhaar Undergraduate Awardeeship Program in the field of .....

I further declare that I have no personal interest in this matter and understand that false information may lead to legal consequences under applicable laws.

Signature:.....

Name:.....

Department: .....

Designation:.....

N.I. Card No.....

Present Address:.....

Permanent Address:.....

.....

WITNESS 1

Signature:.....

Name:.....

N.I.Card No.....

Address:.....

.....

WITNESS 2

Signature:.....

Name:.....

N.I. Card No.....

Address:.....

.....

AFFIDAVIT

[Applicant Name and CNIC]

[Applicant Address]

[City, Postal Code]

To Whom It May Concern:

I, [Applicant Name], son/daughter of [Father's Name], CNIC Number .....resident of [Applicant Address], do hereby solemnly affirm and declare as follows:

1. I hereby declare that all the information provided in my application for the Honhaar Undergraduate Scholarship Program is true, accurate, and complete to the best of my knowledge and belief.

2. I confirm that my monthly family income does not exceed;

   - PKR 350,000 (Pakistani Rupees Three Hundred and Fifty Thousand) for Public Sector HEIs **(Incase student is enrolled in Public sector Universities, HED Colleges and Medical & Dental Colleges).**
   - PKR 500,000 (Pakistani Rupees Five Hundred Thousand) **(Incase student is enrolled in Federal / Private sector HEIs).**

I make this affidavit in good faith and understand that any false information or misrepresentation may lead to disqualification from the Honhaar Undergraduate Scholarship Program and legal action.

Deponent
[Applicant Name]
[Signature of Deponent]

Witnessed by:
[Witness's Name]
[Witness's Address]
[Witness's CNIC Number]
[Signature of Witness]

[Date]

[Place]