

No.EDN-HE(10)F(10)01/2022-23

Directorate of Higher Education,

Himachal Pradesh, Shimla-1

Tel. No. 2653120, Fax:-2812882, Email.dhe-sml-hp@gov.in, nsphpsml@gmail.com

Dated Shimla-1 the 20th September, 2022

To

1. The Vice Chancellors/ Registrars/ Principals,
All the Govt. / Pvt. Universities/ Colleges/ Educational Institutions,
Within / outside of Himachal Pradesh. (Where bonafide Himachali
Students are Studying & Applying for Scholarship from State of
H.P.under centrally/State Sponsored Scholarship Schemes)
2. All the Deputy Directors of Higher Education in,
Himchal Pradesh
3. All the Principals/ Headmasters,
Government/ Private Senior Secondary/ High Schools in,
Himachal Pradesh

Subject:-

Process Flow to be Implemented in the Academic Year 2022-23 for Post-Matric Scholarship Scheme for SC Students and Pre-Matric Scholarship Schemes for SC & Others Students and Specimen of Affidavit to be Submitted by all the Private Institute in the Academic Year 2022-23, reg.

Sir/Madam,

In pursuance to Government of India letter No.K-11017/1/2022-SCD-V-Part(1) dated 14-09-2022, received from the Director, Department of Social Justice & Empowerment, Government of India, New Delhi, the process flow for the registration and verification of documents under Post-Matric Scholarship Scheme for SC Students and Pre-Matric Scholarship Schemes for SC & Other Students at Institute level (E-1) will be as under:-

1. At the time of registration on National Scholarship Portal, Aadhaar number will be mandatory for all the students/ applicants, irrespective of age. The Scholarship would be released only Aadhaar based and thus there will be no need to collect bank account details which is more time-consuming process.
2. The students who do not have an Aadhaar number are allowed to register through their EID numbers with the condition that all such students will obtain Aadhaar Number from the concerned authorities within 30 days and seed their Aadhaar Number into a Bank Account. The authorities of the concerned Educational will guide and facilitate the the students in obtaining Aadhaar Number in case any difficulties are faced by them.
3. The Head of Institution & Institution Level Nodal Officer for Scholarship will ensure that necessary verification of documents which are required as per Scheme Guidelines i.e. Caste Certificate, Income Certificate, Bonafide Certificate, Previous Year Examination Certificate /DMC, Institute Bonafide Certificate of the Students, etc.
4. The head of the concerned institution will ensure to make the process of verification completely online of all the scholarship application and without any manual intervention.
5. The specimen of Affidavit which will be provided by all the Private Educational Institutions is enclosed.



(Dr. Amarjeet K. Sharma)
Director of Higher Education,
Himachal Pradesh

Endst. No. Even Dated Shimla-1 20th September, 2022
Copy for information and necessary action is forwarded to:-

1. The Director, Department of Social Justice & Empowerment, Government of India, Shastri Bhawan, New Delhi, w.r.t. above mentioned letter number.
2. The Director, Department of Empowerment of SCs, OBCs, Minorities and Specially Abled, Himachal Pradesh, SDA Complex, Kasumpti, Shimla-9.
3. Guard file: / IT @ all upload

Director of Higher Education,
Himachal Pradesh

Specimen of AFFIDAVIT for the Academic Year 2022-23

To be finished by the Private Institutions and which must be attested by the 1st Class Magistrate of the area).

I _____ Son/Daughter of Sh. _____ age years
(address) presently posted as (designation) at (Name of the University/ Pvt. College/
Educational Institution) solemnly affirm and declare on oath as under:-

1. That the information furnished by the Pvt. University/ Pvt. College regarding verification of the students through online on National Scholarship Portal i.e. Fees, Academic Allowance and all the other documents of the students concerned (i.e. Income Certificate, Category Certificate, Bonafide Himachali Certificate, Previous Class Passed Exams Certificate etc.) are correct and duly checked and verified by me for the Academic Year 2022-23.
2. That all _____ newly admitted Students whose scholarship applications have been uploaded on National Scholarship Portal for scholarship under PMS SC/ST/OBC are regularly studying and bonafide students of this University/ Pvt. College/ Educational Institution during the Academic Year 2022-23.
3. That all _____ Students whose applications have been uploaded on National Scholarship Portal for the renewal of scholarship under PMS SC/ST/OBC are regularly studying and bonafide students of this University/ Pvt. College/ Educational Institution during the current academic session _____.
4. That all the verified documents of _____ students for awarding the scholarship under PMS-SC/ST/OBC are done under my supervision by the University/ College/ Educational Institutional Scholarship Committee from the Original documents of the students. If any discrepancy will be found from claiming the scholarship of the student(s), I will be fully responsible for this.
5. That I am fully responsible for verifying and submitting of all the claims for scholarship amount i.e Academic Allowance and fee rates etc. as has been approved by the competent authority. If the fee verified by me proved wrong by the Department of Higher Education /during the Audit, in that case, all the amount of the Scholarship disbursed to the students will be recovered from me/University/ College/ Educational Institution.
6. That the bank account of the students is being operated by the student himself/ herself and not by me/ University/ College/ Educational Institution.
7. That my Institution is claiming scholarship only for the allotted seats for the SC/ST/OBC students which are approved by the competent authority(s).
8. That all the courses which are running in my University/ College/ Educational Institutions, are approved by the competent authority for the academic year _____. All the applicants of scholarship scheme (s) are pursuing courses as approved by competent authority for academic year 2022-23 (**Copies of all the approved courses, intake of seats and approved fee structure of the relevant year(s) may be attached with affidavit**).
9. That there are no left out students for the Academic Year 2022-23 who are eligible for claiming the scholarship under the SC/ST/OBC Scholarship Schemes in our University/ College/ Educational Institution.

10. That any objection(s) raised by the Department of Higher Education regarding claiming of scholarship by the student's, all the necessary documents will be provided by me/University/ College/ Educational Institutions within stipulated period.
11. That in compliance to the observation/ Judgment/ Orders delivered on 06-10-2020 by the Hon'ble High Court of Himachal Pradesh in CWP No. 1679 of /2020 titled Twinkle Pundir & Ors Vs State of Himachal Pradesh and in compliance to the orders circulated by the Chairman, H.P. Private Educational Institutions Regulatory Commission, Shimla-9, in Case No. 15/2020 on 04-06-2021, titled Bharat Bhushan Vs Indus International University, Una & ors, original documents of any students have not been withheld by the University/ College/ Educational Institution and orders of the Hon'ble High Court have been adhered in true letter & spirit.
12. That all documents of all the students which are required as per Scheme Guidelines for the Academic Year 2022-23 i.e. Caste Certificate, Income Certificate, Bonafide Certificate, Previous Year Examination Certificate /DMC, Institute Bonafide Certificate of the Students, etc. have been personally verified by the deponent.
13. That AISHE/ UDISE Code of the Institution is _____ and contact number of Head of Institution is _____ and contact number of Institutional Nodal Officer, Scholarship is _____.
14. That I am competent to sworn this affidavit on behalf of University/ College/ Educational Institution for the Academic Year 2022-23.

Deponent

Verification:-

Verified that the contents of my above affidavit are true and correct to the best of my knowledge, belief and derived from the record no part of the same is false or concealed there from.

Verified and signed on this _____ day of Year at _____

Deponent