

Dated: Shimla – 171001 the July, 2013

**OFFICE ORDER**

In super-session of the instructions issued earlier vide letter No. even dated 06-05-2002, 26-06-2003 and “Office Order” dated 19<sup>th</sup> August, 2002, and 14<sup>th</sup> June 2004, June 2008, June 2009, June 2010, 20<sup>th</sup> June 2011, & 23<sup>rd</sup> June 2012, circulated amongst all the Head(s) of the Institutions through their respective Deputy Director(s) of Education, you are directed to comply with the following directions:-

- A. All Scholarship Schemes (except Minority Scholarship Schemes, INSPIRE & Disabled Scholarship Schemes) of the Departments of Higher Education for Class IX onwards, will be covered under the **ePass Software / Website**, i.e. <http://hpepass.cgg.gov.in>, starting from Online Application Filling by the beneficiaries, with the help of the Schools / Colleges and concluding at Online Cash Transfer through Direct Benefits Transfer (DBT).
- B. The Head(s) of the Institution(s) are directed to **prompt and ensure that all the eligible beneficiaries of their institute(s), have successfully opened Bank Account in any AADHAAR Payment Bridge System (APBS) enabled Bank and that such Bank Account has been AADHAAR SEEDDED** (for this purpose the beneficiary needs to provide a photocopy of his AADHAAR Card to the concerned Bank, and request the concerned Bank Authorities to do the AADHAAR Seeding and Mapping of his / her Bank Account). This will ensure timely disbursal of Scholarship amount in the account of the Beneficiary through DBT, after successful submission & verification of his online application form.
- C. The Head of the Institution is directed to **appoint Professor / Lecturer / Senior Teacher (preferably someone who is proficient in the use of computers / internet) as the “Scholarship In-charge”, to streamline the entire process of Scholarship**. The Head of the Institution & the Scholarship In-charge / Master Trainer(s) are directed to take all necessary steps to make the students aware of various Scholarship Schemes being run by the Department, and to submit the Application Forms of all the eligible students online within the stipulated time period. In case of any problems faced during the process of online submission of Application Forms, the Master Trainers / District Nodal Officers, trained for this purpose by the Department, may be consulted. **If any student still fails to submit their application form within the stipulated time frame, the Head of the Institution & the Scholarship In-charge would be held fully responsible for that lapse, and such scholarship amount shall be recovered from their salaries.**
- D. In case of non-availability of Computers / Internet Facility in any institution, it would be the **sole responsibility of the Head of the Institution to depute a subordinate Scholarship related officer / official to get the application forms of all the eligible beneficiaries of the institute filled online from the nearest Cluster School / any other school / Lok Mitra Kendra / office of the concerned DDHE.**
- E. **For the Database Creation i.e. enlisting of all the Institutions (covered under the various State & Centrally Sponsored Scholarship Schemes, being implemented by this Directorate) through the Software / Website, the Head(s) of the Institution(s) are directed to submit the details of their institution(s) to the concerned DDHE (in case of Schools within HP), & to this Directorate directly (in case of Colleges / other Institutes within & outside HP), at the earliest, on the following proforma.**

**Proforma (Excel Format) for Submission of Details in r/o the Institute:**

S. N.	Name of Institute	Type of Institution (Govt. / Govt. Aided / Private)	District Name	Block Name	Classes/ Courses run by the Institute	Bank Account Details of Institution			e-Mail address of the Institute / Officer Incharge	Mobile No. of the Head of Institute / Officer Incharge (Exact 10 Characters)	Land Line No. of the Institute (with STD Code)
						Acc. No.	Bank & Branch Name	IFS Code (Exact 11 Characters)			

- F. Online Applications are invited at the ePass website <http://hpepass.cgg.gov.in> from the students of the State, belonging to ST / SC / OBC Category & other Meritorious Students, studying in any Govt. / Govt.-Aided / Private Affiliated Institution, within or outside the state, for award of Scholarship, under the various State & Centrally Sponsored Scholarship Schemes, being implemented by the Education Department, to encourage them to improve their Merit / Performance in studies, as per schedule given below:

**Schedule for the Online Submission of Scholarship Applications Forms through ePass:**

S. N.	Activities	Date
1.	Last Date of Registration / Submission of Online Scholarship Application by the Students (studying within or outside the state) & for taking a printout of Online Application Form, and to submit the same, along with the Scheme Specific Document(s) to their respective Institution(s).	15 <sup>th</sup> August, 2013
2.	Last Date of Online Scrutiny of Online Applications by the Institutes, and forwarding of the same to DDHEs (in case of Govt. / Private Schools) Or to this Directorate (In case of Colleges / Universities / Professional / Technical Institutes, etc.).	31 <sup>st</sup> August, 2013
3.	Last Date of submission of the Hard Copies of Applications (Printouts of the Online Application Forms) by the Institutes to the respective DDHEs (in case of Govt. / Private Schools) Or to this Directorate (In case of Colleges / Universities / Professional / Technical Institutes, etc.). <b>Note:</b> The DDHEs & Govt. Colleges (within State) need to retain the Hard Copies, at their end.	5 <sup>th</sup> September, 2013
4.	Last Date of Online Scrutiny of Online Applications by the DDHEs, and forwarding of the same to this Directorate.	20 <sup>th</sup> September, 2013

- G. It is pertinent to mention here that only the Scholarship Applications in r/o the students of Class 9<sup>th</sup> onwards, will be accepted at the ePass website. In case of Class 1<sup>st</sup> to 8<sup>th</sup>, the pre-existing procedure would be followed, i.e. the DDHEs would collect the budget demands from the schools and the BPEOs within their district and submit the consolidated Budget Demand of their respective Districts, to this Directorate before 15<sup>th</sup> September, 2013, positively.
- H. **In case of the Pre-Matric Scholarship Scheme for OBC Students (Class 1<sup>st</sup> to 10<sup>th</sup>) (CSS). only the Students of Class 9<sup>th</sup> & 10<sup>th</sup> need to apply online under this scholarship.** In case of Class 1<sup>st</sup> to 8<sup>th</sup>, the pre-existing procedure would be followed, i.e. the DDHEs would collect the budget demands from the schools and the BPEOs within their district and submit the consolidated Budget Demand of their respective Districts, to this Directorate before 15<sup>th</sup> September, 2013, positively.
- I. All the Scholarship Schemes must be displayed if not done already, on “Permanent Board” as per the format circulated earlier. Also, repeated announcements be made during the morning assembly to apprise the students of these Schemes. In certain cases, this has not been done. Scheduled dates as mentioned below must be displayed permanently/prominently.
- J. All the Institutions are also informed that the lists of the Beneficiaries for the year 2012-13, who have been awarded Scholarship Amounts under the Post Matric Scholarship Schemes for SC / ST / OBC Students, through DBT / RTGS / NEFT, have been uploaded on the e-Pass website, i.e. <http://hpepass.cgg.gov.in>. So, the concerned Head of Institutions are requested to check and verify whether the Scholarship amounts have actually been credited into the accounts of the listed beneficiaries or not. In case, the amount has not been credited into the account of any Beneficiary, he/she should submit a certificate to this effect from the concerned Bank, and submit the same to the his / her Institute, who will further submit a consolidated list of such students to the concerned DDHE / this Directorate, as the case may be, with amended Bank Details & proper remarks received from the concerned bank, along with other requisite information on the prescribed format. **The Heads of the Institutions shall also submit a certificate to the concerned DDHE / this Directorate, to the effect that the bank accounts of all listed beneficiaries have been successfully credited with Scholarship amounts.**
- K. Heads of Institutions are warned against any drawal of money for scholarship purposes from the Govt. Treasury as has happened in some cases, in the past. No deviation from the existing Rules in terms of % age, Category, Bonafide Himachali etc. be made.

- L. All the Principals (cluster) are also directed that they should convey the instructions and requirement of Budget from the Cluster High Schools, well in time to the concerned DDHE's Office.
- M. It must be noted that a Student cannot apply for more than one Scholarship Scheme (whether State or Centrally Sponsored Scholarship Scheme). But, if a girl child applies under the National Scheme of Incentive to Girls for Secondary Education (NSIGSE), she can still apply under any other Scholarship Scheme, if she fulfils all required conditions.
- N. Estimated requirement of Budget in respect of Post-Matric Scholarship (for SC/ST/OBC Categories) must be provided in consolidated form to the Deputy Directorate of Higher Education concerned on or before 31<sup>st</sup> July. The Deputy Director of Education concerned will submit the same to this Directorate in consolidated form, after proper scrutiny. The Govt. / Govt. Aided / Private Colleges / Institutions will submit the requirement of budget of these schemes directly to the Directorate of Higher Education on or before 5<sup>th</sup> August.

**Proforma for Submission of Consolidated Estimated Group-wise Proposal under the Post Matric Scholarship to SC , ST & OBC Students, for the year 2013-14:**


Group	No. of Students	Anticipated Expenditure (2013-14)		
		Maintenance Allowance	Fee	Total
Day Scholar:				
I				
II				
III				
IV				
Correspondence Distance and Continuing Education				
Total				
Hosteller:				
I				
II				
III				
IV				
Correspondence Distance and Continuing Education				
Total				
Grand Total				

- O. It has been decided at the Directorate level that the Budget in r/o the IRDP Scholarship Scheme (Class VI to VIII) should be given in the Shape of bank draft(s) to each eligible student. Treasury-code and DDO-code may also be mentioned in IRDP Scholarship budget demand in r/o Class VI to VIII. It is directed that the complete and computerized list of the students gender-wise / category-wise / caste-wise of every Schemes should be given at the following pattern. The budget-demand / names of students may also be provided through pen-drive along with hardcopy.

S. No.	Name of the Student	Father's Name	Name of the Bank	Account No. IFS code	Class / Roll No.	Boys / Girls	Category	Total Amount

- P. All the Dy. Director(s) of Higher Education are further directed to check during their field visits, whether these orders are being complied with or not. Defaulters must be evaluated accordingly while writing their ACRs.

**Step-by-Step instructions to the Students to Register / Apply Online / Generate Printed Copy of the Online Application Form:**

- Student Online Registration would commence from 8<sup>th</sup> July, 2013.
- Log on to the ePass website at <http://hpepass.cgg.gov.in>.
- Click on the "Apply Online"  button below Official login.
- Read the Instructions carefully and Mark the checkbox at the end of the page certifying "I have read the Instructions. Proceed to Registration / Login Page."
- First time users click on "Register", which would take you to the "Student Registration Form".
- Enter your basic details (like AADHAAR No. (UID), Name, Date of Birth, Father & Mother Name, Category, Mobile No. & eMail) on the form, match the Security Captcha, and Click on "Register". (Please note that either Mobile No. or eMail address, would be mandatory, as the computer generated Password would be sent through SMS / eMail on Registration).
- Once registered, then enter your login details "Login Id/ AADHAAR & Password", and click on "Login".


8. After Login, the student needs to fill the various details in the following order:
  - (a) Primary Details
  - (b) Candidate Details
  - (c) Present Institution Details
  - (d) Contact Details
  - (e) Bank Details
  - (f) Document Details
9. The Student can edit / update or fill his form in parts, then take a printout of Online Application Form, and submit the same along with the Scheme Specific Document(s) to the respective Institution, within the stipulated time as mentioned in the Schedule above.
10. After successful submission of his Online Application Form, it would be automatically forwarded to his Institute for verification.
11. After that the Student can check the status of his online application, any time, by logging in at the ePass Website, and keep a track of all progress.

**Documents required from the student, while filling the Online Scholarship Application Form:**

- ✓ **Passport Size Photo (in all Scholarship Schemes)**
- ✓ **AADHAAR Card (in all Scholarship Schemes)**
- ✓ **Himachali Bonafide Certificate (in all Scholarship Schemes)**
- ✓ **Previous Year(s) Result Card(s) from Matric onwards (in all Scholarship Schemes)**
- ✓ **Latest Bank Statement of the Student's Bank Account (in all Scholarship Schemes)**
- ✓ **Caste Certificate (in case of Caste / Category based Scholarship Schemes only)**
- ✓ **Income Certificate issued by the Competent Authority (Not below the rank of Tehsildar) (in case of Income based Scholarship Schemes only)**
- ✓ **I.R.D.P. / B.P.L. Certificate (in case of I.R.D.P. / B.P.L. Scholarship Scheme only)**
- ✓ **Gap Year Affidavit, for Post Matric Scholarship Scheme for SC / ST / OBC Students (in Original) (in case of any break in Study)**
- ✓ **Fee Structure approved by the University / Board / State Govt. / Centre Govt. (in case of Post Matric Scholarship Scheme for SC / ST / OBC Students, only)**
- ✓ **Fee Payment Receipts (in case of Post Matric Scholarship Scheme for SC / ST / OBC Students, only)**
- ✓ **Selection Letter (in case of selection of a Student in IITs / IIMs / AIIMS)**
- ✓ **And all other relevant documents, as per the requirements of the concerned scheme.**

*These directions are in suppression of all previous orders and will remain in force till further orders.*

**For more information login to the Departmental website <http://www.educationhp.org> or ePass website <http://hpepass.cgg.gov.in>.**


  
f Director of Higher Education,  
Himachal Pradesh, Shimla – 1.

Endst. No. Even Shimla – 171001,

Dated: July, 2013.

Copy for information and strict compliance to:

- 1) The Registrar, H.P University, Shimla – 171005.
- 2) All the Principal(s) of Govt. / Govt. aided / Affiliated College(s) / Private Institution(s) / Senior Secondary School(s).
- 3) All the Deputy Director(s) of Education, Himachal Pradesh.
- 4) The T.O., IT Cell, DHE HP, with the request to upload the above Press Release on to the Departmental Website.
- 5) Guard File

  
f Director of Higher Education,  
Himachal Pradesh, Shimla – 1.