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Dated: Shimla – 171001   the   July, 2022

OFFICE ORDER

The Department of Higher Education: Himachal Pradesh has **opened** the **National Scholarship Portal (NSP)** https://scholarships.gov.in/ for the Session **2022-23** for **registration** and **submission online application forms** under the various **State** and **Central** Sponsored Scholarship Schemes. Therefore, all the Head(s) of the Institution(s) are directed / requested to comply with the following directions:-

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Instructions/Guidelines related to National Scholarship Portal NSP website i.e. https://scholarships.gov.in/ :

The Institutions which were already registered on NSP portal need not to be registered on Portal. However, all the Head(s) of the Institution(s)/School(s)/College(s)/Universities/ DDHE, should be registered on **National Scholarship Portal** for the Session **2022-23** so that, the students of the State studying in any Govt. / Govt.-Aided / Private Affiliated Institution, within or outside the State will get the benefit of scholarships under various State, Central and Minority Scholarship Schemes and further to encourage the students to improve their Merit / Performance in studies. Following are the Instructions:-

A. **The Head(s) of the Institution(s) are directed to appoint a Professor / Lecturer / Senior Teacher / Master Trainer (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(s) of the Institution(s) & the Scholarship In-charge / Master Trainer(s) are directed to take all necessary steps to make the students aware of regarding various State, Central and Minority Scholarship Schemes being run by the Department of Higher Education and ensure to submit the Application Form(s) of all the eligible student(s) online within a stipulated time period. **If any student still fails to submit his / her application form within the stipulated time period, the Head(s) of the Institutions & the Scholarship In-charge would be fully responsible for the lapse of scholarship amount and further scholarship amount shall be recovered from the salaries of both of them.**

B.

I. The **extension** will **not** be provided for applying and submission of application forms on NSP Portal. Therefore, it will be the sole responsibility of Head(s) of the Institutions that all eligible students should apply within the **stipulated time** period and try to complete the entire task well in time.

II. **Institutions** have to send the **details** (i.e. Name of Scholarship In-charge, Mobile No. Institutions Address & U-DISE/AISHE Code) for getting ID & Password to District Nodal Officer (DNO),

State Nodal Officer (SNO) for registration and approval on NSP Portal. The Institutions will update/edit Institutions profile and upload the ID proof on NSP Portal.

III. The Head /In-charge of the Institution shall take a **print out of updated/edited Institutions profile** and **send** the same to **State /District Nodal Officer** for approval, otherwise the name of the Institutions will not be displayed or shown to students while applying for scholarship schemes.

IV. The details of the District Nodal Officer (Scheme-wise) are to be uploaded on NSP Portal to facilitate verification of School/Institute level Nodal Officers for the year 2022-23 as well as for application verification at District verifying authority level (second).

V. All Heads of the Institution are to ensure that funds are not to be included in other miscellaneous fees.

VI. The **size** of the **uploaded document** must lie between 150 to 200 KB. If the size of the uploaded document lies below the 100 KB, the application form of the students will not be considered.

VII. Institutions are advised to check the **defective** application daily so that, application can be verified in time.

VIII. The Institutions shall be **fully responsible** for entering and verifying non refundable fees alongwith uploading of **required documents** of the students.

IX. The Scholarship amount will be transferred into the student's bank account through **DBT** mode for the year **2022-23** therefore, all the students are directed to enter **Aadhaar seeded bank account number** on his/her application form. Student shall be fully responsible for seeding of his/her **Aadhaar number** with **Bank account number**. Seeding of **wrong bank account number** with his/her **Aadhar Number** may lead to **payment** to **ineligible person**.

X. The Institution(s) are fully responsible for verifying the **details of student's documents** [i.e. Himachali Bonafide Certificate, Income Certificate, Latest Bank Statement, Scanned copy of AADHAAR, Scanned copy of Fee Structure, Scanned copy of Fee Receipts etc. (keep record for Audit in the Institutions), Maintenance Allowance and fees i.e. Admission Fee, Tuition Fee, Enrolment/Register Fee, Other Compulsory Fee, etc. for the year **2022-23**. If any Institutions verify the **wrong details** of the student then the **defaulter Institutions will be debarred from the benefit of the Scholarships in future**.

XI. Students must upload the **receipt / Bank Statement** on his /her scholarship application form in renewal case.

XII. If the payment of Scholarship is **not transferred or credited** into the Students Bank Account, then Students and Heads of the Institution(s) has/have to **inform/intimate** to this Directorate within a **ONE MONTH**, about the non receiving of scholarship, otherwise scholarship amount will be treated as **lapsed**.

XIII. The Merit List(s) in r/o various Meritorious Scholarship Schemes will shall be uploaded on the DHE, HP website i.e. http://education.hp.gov.in/. The Head(s) of the Institution(s) are directed to ensure that all eligible meritorious student(s) of their Institution(s) have applied under the respective scholarship scheme, and to check the Merit list(s) before verifying any student under any Meritorious Scholarship Scheme. **Only the students enlisted in the Merit list uploaded on**

website shall be awarded with Merit Scholarships. The category of meritorious students must be ensured before verifying the scholarship application at Level 1 (L1).

XIV. All the Institutes are directed to check **duplicate/fraud/fake** scholarships claims at their own level which is to be processed / verified by them. The scholarship amount will be **recovered** from the **defaulter Institutes with interest** and same will be deposited in the shape of **DD** in favour of the **Director of Higher Education HP Shimla** within 15 days e.g. students figuring in **Merit list** under **Kalpana Chawla Chhatervriti Yojna** will not get scholarship under **Indira Gandhi Uthkrisht Chhatervriti Yojna.**

XV. Some Students are **misusing** the Scholarship funds by taking **fresh admission** in **one** Institution and after receipt of scholarship; they **change/ leave the Institute** and take new admission in other Institute and again apply/claim for scholarship. This tendency needs to be checked and curbed.

C. i) The Department of Social Justice & Empowerment Ministry of Social Justice & Empowerment Government of India has opened the National Scholarship Portal, Ministry of Electronics & Information Technology, Govt of India, i.e. https://scholarships.gov.in/fresh/schemeSelRegfrmInstruction for Registration of application for the Annual Year 2022-23 from **14th April, 2022** onwards for **Pre Matric Scholarships Scheme for Scheduled Castes & Others and Post Matric Scholarship Scheme to the students belonging to Scheduled Castes for studies in India.**
Government of India has revised *Pre- Matric Scholarships Scheme for Scheduled Castes students for Classes IX and X* **w.e.f. 2021-2022 to 2025-26** and renamed as **"Pre- Matric Scholarships Scheme for Scheduled Castes & Others".**

ii) Online Applications are invited on National Scholarship Portal (NSP) https://scholarships.gov.in/. from the students of the State as per schedule given below:

Schedule for the online registration of Institutions and submission of Scholarship Applications Forms through NSP website:

Opening dates for students Registration	20th July, 2022
Closing dates for students Registration	31th October,2022
First Level verification [L1(Institutions)] Opening Dates	20th July, 2022
First Level verification (L1) Closing Dates	15th November, 2022
Second Level verification [L-2(State/District)] Opening Dates	20th July, 2022
Second Level verification [L2] Closing Dates	30th November, 2022

D. In case of non-availability of Computer(s)/Internet Facility in any Institution, it would be the **sole responsibility of the Head(s) of the Institution(s) to depute any subordinate Scholarship related officer / official to get the application forms of all the eligible students of the Institute filled online from the nearest Cluster School / any other school / Lok Mitra Kendra / office of the concerned DDHE.**

E. 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 SEEDED** (for this purpose the beneficiary needs to provide a photocopy of his AADHAAR Card and willing for

Aadhaar seeding to the concerned Bank, alongwith the request to AADHAAR Seed / Map 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. **Post Office Accounts are not valid for receipt of Scholarship Amount under any Scholarship Schemes.**

F. It must be noted that **A student can apply under One Scholarship Scheme and One Incentive Scheme, Simultaneously, If He / She fulfils the Required Conditions of both Schemes, But cannot apply for more than One Scholarship Scheme (Whether State Or Centrally Sponsored Scholarship Schemes).**

All the Scholarship Schemes must be displayed on **"Permanent Board" "Digital Signage Display Board"** at the Institution(s)/School(s)/College(s)/Universities/ DDHE level. Also, repeated announcement during the **MORNING ASSEMBLY** to apprise the students of State, Central and Minority Scholarship Schemes is to be ensured. In certain cases, this has not been done and compliance be ensured.

G. There is **no deviation** in the existing Rules in terms of **% age, Category, Bonafide Himachali etc.**

H. All the Principals (CLUSTER) are also directed that they should **CONVEY THE INSTRUCTIONS** to **all Schools in the cluster**, well in time.

I. All the **Dy. Director(s) of Higher Education** are further directed to check that whether these **orders** are being **implemented** or **not** during their **FIELD VISITS.** Defaulter must be evaluated accordingly while writing their ACRs.

J. If a student is APPLYING FIRST TIME for the scholarship schemes in any stream/course (i.e. +1,+2,BA/B.Sc/B.Com, M.A., M.Sc, M.Com etc.), he/she can apply as a **Fresh** Candidate and if **once** a student has received scholarship and studying continuously in next class, then student will apply as a **Renewal** case on stream/course basis, under the Income based Scholarship Schemes and not for the **Meritorious** Scholarship Schemes. For example, if a student take admission in +1 class, then student apply as a **Fresh** Candidate and if a student got scholarship in +1 class and after that taken admission in +2 class, then student can apply as a **Renewal** case, but if a student applying first time directly during his/her +2 Class or BA-2 or B.Sc-2 or B.Com-2 or M.Com-2 etc. and not applied in +1, BA-1 or B.Sc-1or B.Com-1 orM.Com-1 etc. stream/course wise then student can apply for scholarship, as a **Fresher** Candidate. **Gap in study** renders a student **ineligible** for **Meritorious Scholarship.**

K. In case of **Fresh** case, Institutions are directed to fill up the **Maintenance Month** from students **Date of Admission** to **31ˢᵗ March every year**. If a student takes admission **before 20ᵗʰ** then Maintenance Month will be counted from that Month and if a student takes admission **after 20ᵗʰ** then Maintenance Month will be counted from next Month. In case of **Renewal**, Institutions should fill up the **Maintenance** for **12 Month.**

L. (i) In accordance with the provisions of the Aadhaar (Targeted Delivery of Financial and Other Subsidies) Act 2016, **Aadhaar number of the applicant shall be mandatorily collected and verified** before processing the applications for the **Post Matric Scholarship (SC) Scheme,** for

applicants who are 18 years or older. For applicants below the age of 18 years, in case the beneficiary does not have their own Aadhaar, it will be mandatory to give their Parents Aadhaar Details.

(ii) **Only Aadhaar based payments** will be allowed under the schemes hereinafter. Therefore, it must be intimated to all applicants to ensure that they have a **Bank account seeded with the Aadhaar Number** mentioned in the application. In case Aadhaar is not seeded with any bank Account applicants will get time to seed Bank Account with their Aadhaar. If applicant doesn't complete Aadhaar seeding in a given timeframe, his/her application should be automatically **rejected.**

(iii) The **State would be responsible for data verification** on all parameters as specified by the Ministry. This includes (a) Aadhaar validation (b) check on NPCI mapper (c) deduplication, (d) unique mobile number and (e) validation of the fee/amount claimed. The States verification will be considered final if, and only if, they run these checks and also disburse their share of scholarships.

(iv) The central share would be **disbursed of Aadhaar Based Payment System (ABPS) only,** after the State shares a Digitally signed (DSC) payment file through API to NSP in the given Format. On receiving the DSC signed payment file from the State, the Ministry will disburse the Central Share (60%/90%); and the response received from PFMS will be shared with the States for necessary action.

(v) The processing of the central share will be **strictly as per the timelines** provided under the Scheme guidelines. The central share will be paid to those beneficiaries only to whom the state share is paid in the prescribed time lines.

(vi) Copy of **notification of course affiliation** must be submitted to the Directorate of Higher Education issued by the **competent authority.**

(vii) Only **online** applications under the Schemes will be **accepted** and no request for offline applications will be entertained.

(viii) All concerned institutions are directed to enter the accurate fees of the students alongwith calculated **Maintenance Allowance** under the Post Matric SC/ST and OBC scholarship schemes for **Group-I and II courses.**

(ix) **Students** are **advised** to check whether **bank account number seeded** with their **Aadhar Number** is their **own bank account.** They will be fully responsible for seeding **wrong Aadhaar number** with their **Bank account number.**

(x) Institution Heads are mandatorily requested to **submit affidavits on prescribed proforma** after the process of **verification** at **Level 1**(L1) is completed.

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

1. For new user click on >>New Registration.
2. On Clicking on "New Registration, a new registration form will be open.
3. For existing user click on Login i.e. Fresh & Renewal 2022-23.
4. Select Pre-Matric for class 1-10.
5. Select Post Matric/MCM/TOPCLASS for Class 11,12,UG,PG etc.
6. Select Scholarship scheme if you want to apply for Scholarships.
7. Select Incentive Scheme if you want to apply for any incentive scheme.

8. Fields marked with a red star are <u>Mandatory</u> to fill.

9. You can select to give your bank details or your aadhaar details as your identification.

10. Upload your Bank Passbook copy in PDF or Jpeg Format. Maximum size 200KB.

11. Enter the captcha given on the right side.

12. After filling the form, click on Register to get a unique application number on your registered mobile phone number.

13. On Clicking "Register", you will get a unique application number and password as SMS in the registered mobile number. Click on Continue to continue to login for Application.

14. After getting the Application id, you can go to the home page and click on "Login to Apply " for the detailed application form.

15. Enter the Password you received on your mobile number. After login for the first time, you will be directed to the change password page, where you have to change your password for future use.

16. Enter the Application Id and Password that you received on your Mobile No.

17. Select this link if you have not registered earlier and do not have a valid application id.

18. If you forgot your password, you can use this option to regenerate a new password.

Click this link if you forgot your application ID

1. On successful login, an OTP is sent to your mobile number before password reset. Upon entering the OTP, you will be redirected to the Password RESET Page.

2. Screen to enter the new password. Rules of the new password are given below.

After Successful Fresh Application Login

1. Upon successful registration, applicant is forced to change password if login is done for the first time. As the applicant logins an OTP is sent to his/her registered mobile number. After verifying the OTP, applicant is redirected to change Password page.

2. Once the student changes the password, they will be directed to the Applicant's Dashboard page.

3. Click on Application Form.

Application Form

- Application Form is divided into three Parts:
  1. Registration Details.
  2. Academic Details.
  3. Basic Details.

Registration Page Section

- Dropdown list of Religion
  1. You can select the relevant Community like SC/ST/OBC/GENERAL etc from this drop down list.
  2. Data entered at the time of registration is automatically filled and is not editable.

3. This column is for schemes for those girls who are single girl child of their parents.

4. This drop down contains the various religions for applications to schemes of Minority.

- Day Scholar / Hosteller

1. Select whether you are a day scholar or Hosteller from this drop down.

Academic Detail Section

1. Click on this button for selecting institute.

2. For refreshing the course list, please select the institute again using select your institute button.

Institution State

1. First select the state in which the institute is located, then select the district. If you know the AISHE/DISE /NCVT code of the institute, you can search the institute using that also in the search button.

Institution District

1. Upon selecting the district, all the institutes in that state/district will appear. You can select your institute from there.

Get Institution list

1. After Filling Institute State and Institute District... Click Get Institution List You will get All Institution Name according to your selected data.

2. The selected Institution Name will be displayed in a popup message. Click on the select button if the name of the institute is correct or cancel if you want to reselect the institute again.

Academic Details

- Present class/ course

1. According to the chosen institute, courses will be displayed here.

- Present class Year

1. Please select the course year in which you are studying.

- Mode of study

1. Select whether correspondence or regular study mode.

- Present class start date

1. Select the current class start date from the calendar.

- Previous board /University Board

1. Select your Board/University.

- Previous Course

1. Drop down list of Previous Course.

- Select your Institute

1. All fields marked with a red * are mandatory.

- Board name

1. Select class 10/12 board.

- Competitive Exma Qualified
    1. Select competitive exam qualified. Applicable only for NMMS Scheme.
- Exam conducted by
    1. Select state name.

Basic Details Section

- Is orphan
    1. Select yes if you are an orphan.
- Is Disabled
    1. Select yes if you are disabled. `
- Type of Disability
    1. Select type of disability.
- Marital Status
    1. Select married if you are married.
- Parents Profession
    1. Select your parent's profession. If not applicable, select others.
- After filling all the mandatory fields, click on **Save and continue** to select scheme
- Select the scheme to apply
    1. The eligible schemes based on entered criteria is displayed here.
- District
    1. Districts of the selected State will be displayed here. Select your domicile district.
- House No./Street No. etc.
    1. Domicile state as registered will be automatically displayed.
- Please click on **"Save as Draft"** if you are not clear about any detail entered and you want to edit the form again.
- If you are sure of the details entered, click on **"Final Submit"** to submit the form. Upon final submit, you will not be able to edit the form again.

Update Registration Details

1. On clicking on **"Update Registration Details"** the student will receive an **OTP** in the registered mobile number. Enter the OTP to proceed to update registration details.

Update Account Details

1. On clicking on **"Update Account Details"** the student will receive an **OTP** in the registered mobile number. Enter the OTP to proceed to update account details.

Standard Operating Procedures

- Roles & Responsibilities
    1. The user-wise Roles & Responsibilities are as per the subsections below:

Student/ Applicant :-

The primary role of the Student/ Applicant is to register and submit the application at NSP. The student/applicant, who is applying for the first time on NSP portal, is referred to as Fresh Students, and

the students who have been granted scholarship in any of the scheme on-boarded at NSP in the immediately preceding Academic Year, are referred to as Renewal students. The student/applicant using the NSP must adhere to the following:

1. **Registration Process for Fresh Students:**

   a) Students applying for scholarship for the first time need to **"Register"** on the portal as fresh applicant, using the icon "New Registration" at NSP Portal URL - **https://scholarships.gov.in/**, by providing accurate and correct information as per their documents.

   b) Before initiating **registration** process, students are advised to carefully go through the **"Guidelines for Registration on National Scholarship Portal"** and keep their Educational and other documents such as **Aadhaar number, Enrolment number, Bank passbook etc**. in hand.

   c) Fields marked as '*' **are mandatory.**

   d) Students who have been assigned Aadhaar shall **mandatorily** provide their Aadhaar number in their application.

   e) Student(s)/The Student who do **not** possess Aadhaar shall provide the **enrolment ID** (if available), and upload scanned copy Bank Passbook with Photograph, in PDF or JPEG format (Maximum size **200 KB**). The student will also be required to upload bonafide student certificate from Institute / School in along with their application form.

   f) Upon submitting all the details on registration page, student will get a **unique application ID and password** through **SMS** on the provided (registered) **mobile number**.

   g) The student shall **login to NSP** using application ID and password received. The student must **change** the password upon first login. This password has to be kept **safely** and **confidentially**. The student can **change** the mobile number only **before the first login**, i.e. before changing the received password.

   h) The student can apply in any of the scheme on-boarded on NSP by providing accurate and **correct information** as per their **documents**, and shall submit the documents to the Institute after **Final** submission of the application at NSP portal.

   i) The detailed procedure for filling the application form has been provided in the **User Manual for Applicants.**

2. **Process for Renewal Students:**

   a) **Renewal** Students are the students who have been **granted scholarship** in any of the scheme on-boarded at NSP, in the immediately **preceding** Academic Year.

   b) **Renewal** Students can only apply for renewal of scholarship in the **same** scheme, for which they have been granted scholarship in the **previous** Academic Year. Student is required to **update** their **marks** obtained in previous year and submit the application on NSP Portal. The student must keep the **account** in which scholarship was received in previous year as **active** (i.e. non-dormant) and functional to receive scholarship amount.

   c) In case the student wish to apply for any other scheme, he/she must login using their **previous year's application ID and password**, select the option for withdrawing the renewal application.

and then register as a Fresh Student in the current Academic Year. Thereafter, they shall follow the process for Fresh Application.

3. **Precautions to be taken**

a) The student/applicant must ensure that the **Bank Account details** (A/c Number, IFSC Code) submitted is **correct** and keep the **account active** (i.e. non-dormant) and functional to receive scholarship amount (i.e. Any condition imposed on accounts by bank, like seeding of AADHAAR, any limit on receiving credit in accounts etc., which may hamper scholarship credit in account should be complied with).

b) The student/applicant must ensure that the **resolution/quality of documents** uploaded is **adequate** so that they are **clear and readable**.

c) The student/applicant must ensure that the **mobile number** provided in the application is correct and belongs to the **student/ applicant**.

d) The student/applicant must select the desired scheme from list of schemes available as per the **eligibility criteria** of the scheme(s).

e) The student/applicant must take **timely action(s) on the SMS** received from NSP.

f) The student/applicant must follow up with Institutes for application verification before the **deadlines**.

g) The student/applicant must rectify the error(s) and comply with the remarks made in the application in case the application is marked as **defective in NSP**.

h) The student/applicant shall note that applications marked **rejected / fake** by the **nodal officer** during the verification / re-verification process will **not be considered** for further processing on NSP.

i) The student/applicant must carefully select their institute. If applicant selects some other institute by **mistake**, he or she will have to get their application marked **defected** from the selected institute and then Institute can be corrected.

j) The student/applicant shall note that priority for Scholarship **Disbursement** will be given to the **Aadhaar seeded** bank accounts.

k) The student/applicant shall note that NSP provides only **one chance** for **updating bank account details** (only in case when bank accounts details are not validated by PFMS). Applicants should be **cautious** to exercise this option, failing which the application will not be considered for scholarship.

Institute Nodal Officer

The primary role of the Institute Nodal officer is **1st Level verification** of the applications submitted by **applicants** at NSP. The application form for student has been simplified with **minimal uploading** of **scanned documents** by students on NSP. Hence, the role of the Institute Nodal officer becomes very critical in the entire chain of verification process. The Institute Nodal officer using NSP must adhere to the following:

1. Institute Registration Process

a) The Institute/School/ITI shall possess a valid **AISHE/DISE/NCVT/SCVT** code, before registering on NSP.

b) The Institute/School/ITI with valid AISHE/DISE/NCVT/SCVT codes can **register** on NSP. To know whether Institute/School/ITI is registered on NSP Portal or not, go to **https://scholarships.gov.in** and click on **"Search Institute/School/ITI"**.

c) The Institute/School/ITI, with valid AISHE/DISE/NCVT/SCVT code and not registered on NSP can **request** the **District or State Nodal Officer**, of any Scholarship scheme on-boarded on NSP, to add it on NSP.

d) The **District or State Nodal Officer** will search for the Institute based on AISHE/DISE/NCVT/SCVT code. In case the institute is **not** registered, **the Nodal Officer can add** it by providing the **requisite details**. The system generated **User credentials and password** will be sent on the **mobile number** provided.

e) Colleges/Universities/Institutes/Schools and any other educational establishment's on boarded on NSP shall be **referred to as Institutes**.

2. Institute Nodal Officer: Registration process

a) The **Institute Nodal officer** will login on NSP using the user credentials, and complete Institute Nodal Officer **Registration Form** by entering his/her **details** and **uploading the identity document.** The Institute Nodal officer after **locking the form** using the **OTP** received, will take the **print**, paste his/her **photograph** on the Form, get it **attested** by the Institute **Head** (Signature and Institute seal/stamp), will **submit** the physical form to the respective District/ State/ Ministry Nodal officer of any scheme on-boarded on NSP.

b) The **District/ State/ Ministry Nodal Officer** will verify the **physical form** and the details entered in system, and approve/reject the Institute Nodal Officer Registration Form details on NSP using the option **"Verify Institute Registration Form"** under the Administration section in his login. The User credentials and new password will be sent to the registered mobile number of the Institute Nodal officer. The original physical copy of the form should be kept with District/ State/ Ministry Nodal Officer and a duplicate copy is to be shared with Institute Nodal officer, who shall keep the same in Institute's records.

c) The institute Nodal officer can **login** using the new User credentials, **password** and **OTP** received on his/her mobile number. The concerned officer can reset the password by clicking the "Forgot Password" on Institute Login page on NSP.

d) For the cases of registration, where previous Institute Nodal has been **transferred** and has not provided the login credentials to the new Institute Nodal Officer, the new Institute Nodal Officer shall **formally request** District/ State/ Ministry Nodal Officer to change the mobile number and send the login credentials to the new mobile number. The new Nodal Officer is responsible for updating the profile with his/her credentials.

e) In case the **new Institute Nodal Officer** has access to the **previous Nodal Officer**, the registered **mobile** number can be **changed** by existing Nodal Officer. The system asks for the OTP on

previous mobile number and the new mobile number to be registered. The existing Nodal Officer is also primarily responsible for updating the profile with credentials of the new Nodal Officer.

3. Institute Nodal Officer: Profile updation

a) The **Institute Nodal Officer** shall submit the **Institute details in the profile**, and select the **Course Levels** offered by the Institute.

b) The Institute Nodal Officer shall ensure that the **profile details of the Institute** are updated from time to time.

c) The **Institute Nodal Officer** shall submit the correct **bank account details of the Institute**.

d) The Institute Nodal Officer shall update the offered courses and course fee charged for each course Level.

e) The Institute Nodal Officer shall regularly **change the password**.

f) The Institute Nodal Officer shall ensure that the **profile is updated** profile with the details of the New Nodal officer before updating the mobile number and email ID. in case of change of Nodal officer.

4. 1st Level Verification Process & Steps

a) The Institute Nodal officer must verify the **correctness** of details in the application form and **uploaded documents** submitted by the student/ applicant, and **maintain physical copies** of **supporting documents** submitted by the student/ applicant. The District/State/Ministry Nodal Officer can ask for copies of these documents from the Institute Nodal Officers, **as and when required**.

b) The **Institute Nodal officer** has the option to either **verify** the application, **Reject** the application or **Defect** the application. In case she/he chooses to Reject or Defect the application, the **reasons** for rejection or defect **must be provided**, so that the same can be displayed to the student/applicant.

c) The Application **defected** by the **Institute** will be **returned** to **student/applicant** for correcting the same, and once submitted by the student/applicant, the application will be shown under Re-verification section of NSP application.

d) The Institute Nodal Officer shall ensure that appropriate **due diligence** is done **before verification** of applications in accordance with the Scheme **guidelines**, and **internal procedure** as prescribed by Institute authorities / Government are followed.

e) The Institute Nodal Officer shall ensure that the applications are **scrutinized well-in-time** by the **Institute**, thus avoiding the **last-minute rush to verify the applications**.

f) The Institute Nodal Officer shall ensure that there are **no pending applications**, as on last date of **L1 verification** for that particular scheme, and all applications submitted by students/applicants to the Institute are scrutinized (verified/rejected/defected along with appropriate reason, as the case may be).

g) The Institute Nodal Officer can mark any application as **Fake** at any stage **before the payment is made**, using the option "Mark as Fake" under the Verification section in his/her profile, in case a fraud is suspected in the application.

District/ State/ Ministry Nodal Officer

The **primary** role of District/ State/ Ministry Nodal officer is **2nd/3rd Level verification** (as per the scheme guidelines) of the applications submitted at NSP and verified by Institutes. The District/ State/ Ministry Nodal officer using NSP must comply with the following

1. District/ State level Nodal Officer User Creation Process

a) The **login** credentials for **State Nodal Officers** are created when the Ministry Nodal officers create the **user for State**. The Ministry Nodal officer enters the following details to create the State user – State Name, State Nodal Officer Name, Designation, Mobile No., Email ID and Address of the State Nodal Officer. Once these details are entered in the system, a **unique User name** is generated by the system, and username and password is sent to the mobile no. of State Nodal Officer as registered by the Ministry Nodal officer.

b) The login credentials for **District Nodal Officers** are created when the State Nodal officers create the user for District. The State Nodal officer enters the following details to create the District user – **District Name, District Nodal Officer Name, Designation, Mobile No., Email ID and Address of the District Nodal Officer.** Once these details are entered in the system, a unique User name is generated by the system, and username and password is sent to the **mobile no**. of District Nodal Officer as registered by the State Nodal officer.

c) In case of **change** in District Nodal officer, she/he shall approach the State Nodal Officer with a request to **reset the password and change mobile number**.

d) Similarly, in case of State Nodal Officer, she/he shall **approach Ministry level Nodal officer** with a request to reset the password and change mobile number.

2. District/ State/ Ministry Nodal Officer: Adding / Verification of Institute(s)

a) The District/ State/ Ministry Nodal Officer reset the password of a registered Institute using the option "**Reset Institute Login Password**" under the Administration section in his/her profile. He/She shall search for the Institute using Institute Name or AISHE/DISE/NCVT/SCVT Code. He/She can select the Institute from the list displayed in search results, and **click** on **reset** the password. He/She also has the facility to change the **mobile number** of Institute Nodal Officer through this option, so that the **OTP** is received on the mobile number of current officer.

b) The District/ State/ Ministry Nodal Officer can add new Institute using the option "**Add Institute/School**" under the Administration section in his/her **profile**. He/She shall search for the Institute using Institute Name or AISHE/DISE/NCVT/SCVT Code. If the Institute is already registered, the District/ State/ Ministry Nodal Officer can reset the password. If Institute is not registered, he/she can register the Institute and create User **credentials of the Institute by providing details such as Institute Nodal Officer Name and Mobile number**. The User credentials will be generated by the system, and will be sent as an SMS to the provided mobile number. The Institute Nodal Officer can then proceed for the Institute Nodal Officer registration as per the process.

c) The District/ State/ Ministry Nodal Officer shall ensure that the Institute Nodal Officer registration is **approved** on the NSP portal after **physically verifying** the certified Institute Registration form submitted by the Institute Nodal Officer, along with photograph and identity proof.

3. 2nd Level Verification Process & Steps

a) The District/ State/ Ministry Nodal Officer shall **verify** the correctness of details in the application form and **uploaded documents** submitted by the student/applicant **as per guidelines** of the related **scheme**.

b) The District / State / Ministry Level Nodal officer can either **Verify** the application, **Defect** the Application, **Reject** the applications or Mark the application as **Fake**. In case she/he chooses to Defect the Application, Reject the application or Mark the application as fake, the **reasons** must be provided, so that the same can be displayed to the student/applicant.

c) The District / State / Ministry Level Nodal officer shall **monitor** overall **pendency** of the applications for the scheme **at Institute Level**.

d) The District / State / Ministry Level Nodal officer shall ensure that the applications are **scrutinized** well-in-time by the Institute, thus avoiding the last-minute rush to verify the applications.

4. 3rd Level Verification Process & Steps

a) For the schemes that require third level of verification, the State/ Ministry Nodal Officer shall follow the same process as followed for 2nd Level Verification.

Guidelines for Registration on National Scholarship Portal

The registration form is required to be filled by parents / guardian of students who are below the age of 18 years on the date of registration

Before initiating registration process, students / Parents / guardian are advised to keep the following documents handy:

- 1. **Educational documents** of student
- 2. Student's **Bank account number and IFSC code** of the bank branch

Note: For pre matric scholarship scheme, where students do not have their own bank account, parents can provide their own account details. However, parents account number can only be used against scholarship applications for maximum two children.

- 3. Aadhaar number of the Student
- 4. If Aadhaar is not available, then Bonafide student certificate from Institute / School and
- 5. Aadhaar Enrolment ID or Scanned copy of Bank passbook
- 6. If Institute/School is different from domicile state of the applicant, then Bonafide student certificate from Institute / School.

➢ **Brief Instructions for filling up the online Application Form are given below (Fields marked with * are Mandatory fields):**

1. Date of Birth (DOB): Provide DOB as printed in educational certificates.
2. State of Domicile: Domicile state means the state in which students have their permanent address. Students are required to provide their domicile state correctly as the **"Application Id"** allotted to them will be based on domicile state. This application Id will also be used as "Login Id" on the

portal and for future references. **Once allotted the student will not be allowed to change the domicile State under any circumstances.**

3. Scholarship Category: Scholarship schemes are divided in following major categories described below (Students are required to select the relevant category based on their class/course in which they are studying):

   3.1 Pre-Matric Scholarship Scheme for SC students and others: For students studying from Class IXth and Xth. [(Component-1 and class 1st to 10th Component 2)]

   3.2 Post-Matric Scholarship Scheme: For students studying from Class 11th, 12th and above including Courses like ITI, B.SC, B. Com., B. Tech, Medical /students studying top level colleges such as IITs and IIMs/ students doing Technical and Professional courses etc. (**https://socialjustice.gov.in/scheme-cat**)

4. **Name** of Student: Provide name as printed in **educational certificates**. For students applying for Post Matric scholarship scheme preferably provide name as printed in class 10th certificate. For students providing Aadhaar number to ensure that your name and other particulars are correct in your Aadhaar card.

5. Mobile Number: Provide correct and authenticated mobile number, as all the communications and One-time passwords related to portal activities will be sent as SMS on this mobile number.

   (i) In case of Post Matric scholarship scheme only one registration is allowed with one mobile number.

   (ii) For Pre-matric scholarship scheme, where students do not have mobile number, parents' mobile number can be provided. The parents' mobile number can only be used for filling scholarship applications for maximum of their two children only.

6. Email Id: Provide correct and authenticated email id, as all the communications and One-time passwords related to portal activities will be sent on this email Id.

7. Bank account details: Provide active Aadhaar Links bank account number and IFSC code of the bank branch. The name of bank will be automatically mentioned based on your IFSC code. If not, then write it as printed on the bank passbook.

   In case of Post Matric scholarship scheme one registration must be done with one bank account number. Whereas, for pre matric scholarship scheme, where students do not have their own bank account number parent's account number can be used. However, parent's account number can only be provided for maximum of their two children.

8. Identification Details: Select and provide the information in this field very carefully. You are required to select one of the following methods for identification details:

   8.1 Aadhaar Number: Students who have Aadhaar number are required to provide 12-digit Aadhaar number as printed on Aadhaar card.

   Upon submitting the registration form, the system will match the personal identification details of the applicant with the Aadhaar records.

   Only **one registration** is allowed with **one Aadhaar number**. However, if **multiple applications** of a student are found in the system at a later stage, all his/her applications are liable to be **rejected**. It may be noted that your Aadhaar Number could also be used for crediting scholarship amount in the bank account linked* to your Aadhaar number in fast track mode.

   For all such cases, where student does not possess Aadhaar, he is required to provide a scanned copy of first page of his Bank passbook (containing the photograph of the applicant)

   *To link your bank account with Aadhaar number for receiving scholarship in the same, please visit you bank branch and submit a **"bank consent form for receiving DBT".** You can check which bank is linked to your Aadhaar number on **NPCI mapper** here https://resident.uidai.gov.in/bank-mapper or through Aadhaar-enabled micro-ATM machine of any of these banks.

9. The institutes, **not** having login credentials are advised to fill the KYC Registration Form and get it approved by District Nodal Officer (DNO) or State Nodal Officer (SNO). Option to apply for Institute KYC Registration is available under **SERVICES** section on the portal. The detailed

operational steps involved in filling the Institute **KYC Registration Form** is available under "Important Documents" section on the portal.

IMPORTANT NOTE:-

1. **After submitting the application, the default login id and password to log into NSP portal will be sent to the provided mobile number. In case the password is not received, the option for forgot password at login page shall be used.**

2. **Students are advised to provide "Annual Family Income" as per the Income Certificate issued by competent authority in their scholarship application.**

Home page>>Important Documents>> Institute Operational Manual>> To Fill registration form>>

1. Select academic year 2022-23.
2. Enter User ID
3. Enter Password
4. Enter Captcha
5. Click to login in to NSP Profile.

After doing above steps:-

Click on OK to get the Registration Form to be filled online.

Form for Registration of Institute Nodal officer on NSP

1. Click to select scanned copy of Valid ID proof in PDF or JPEG format upto 200 KB from your local computer.
2. Fill all the information carefully.
3. Before finally submitting the form it is mandatory to save the entered information by clicking on Save Form button.
4. After final submission of the information. a unique Form Reference ID will be generated and form will be electrically transferred to concerned District Nodal Officer.
5. Click on OK to finally submit Registration Form. An OTP will be sent to Institute Nodal Officer's Mobile provided at Point no. 13 of online form.
6. Now enter OTP and Click on Confirm OTP button. Your form will be successfully submitted.
7. Form Reference ID generated after successful submission.
8. Registration form generated by the NSP 2.0. Take printout of this form and submit dully signed and stamped form to the District Nodal Officer.
9. Once Registration Form is approved by the District Nodal Officer, Institute Nodal Officer (INO) will receive new password in the registered mobile number. To make profile functional login with new password and follow the steps described below

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

a) Passport Size Photo (in all Scholarship Schemes) – Self Attested.
b) AADHAAR (UID No.) (in all Scholarship Schemes).
c) Himachali Bonafide Certificate (in all Scholarship Schemes).
d) Previous Year(s) Result Card(s) from Matric onwards (in all Scholarship Schemes).
e) Latest Bank Statement of the Student's Bank Account (in all Scholarship Schemes).

f) Caste Certificate (in case of Caste / Category based Scholarship Schemes only). (DDHE / Head of the Institute is directed to check this Certificate strictly, during verification)

g) Income Certificate issued by the Competent Authority (Not below the rank of Tehsildar) (in case of Income based Scholarship Schemes only). Income Certificate must be in the name of the parent / guardian / Head of the family, and not in the name of the student.

h) I.R.D.P. / B.P.L. Certificate.

i) Gap Year Affidavit, for Post Matric Scholarship Scheme for SC / ST Students (in Original) (in case of any break in Study) alongiwth PM Young Achievers Scholarship Award Scheme For Vibrant India For OBCS and Others [(PM -YASASVI) umbrella Scheme formulated for OBC, EBC and DNT Students].

j) Fee Structure approved by the University / Board / State Govt. / Centre Govt. (in case of Post Matric Scholarship Scheme for SC / ST / OBC /EBC Students, only). Self-approved Fee Structure by the Head of the Institution is not valid, in case of Private Institutions.

k) Fee Payment Receipts (in case of Post Matric Scholarship Scheme for SC / ST / OBC Students, only).

l) Selection Letter (in case of selection of a Student in IITs / IIMs / AIIMSs /ISM Dhanbad at Jharkhand & IISc at Bangalore) under the Mukhya Mantri Protsahan Yojna one time incentive scheme.

m) And all other relevant documents, as per the requirements of the concerned scheme.

n) Upload the document of Post Matric/SC/ST/OBC/EBC, MPVKY, IGUCY, KCCY, MMPY Scholarship Schemes.

o) In Case of Minor, Applicant or Parents/Guardian have to give an Undertaking.

Steps to fill Institute KYC Registration Form for Academic Year (AY 2022-23)

To fill Institute KYC Registration Form on NSP, Institute must have a valid AISHE / DISE / NCVT / SCVT Code. Institute Nodal Officer (INO), who are assigned the responsibility for on-line verification of applications on NSP, should fill Institute KYC Registration form on NSP. INOs are advised to keep both Institute Head's Aadhaar details and his Aadhaar details, before applying for Institute KYC Registration as NSP will be verifying these from UIDAI server during the process. The link to apply for Institute KYC Registration is available under SERVICES section on the NSP (https://scholarships.gov.in). Utmost care should be taken while filling up KYC Registration Form as it cannot be modified after submission. Steps involved in applying for KYC are mentioned below: -

Step 1: - To find out availability of AISHE / DISE / NCVT / SCVT Code on NSP for KYC Registration On clicking "Fill Institute KYC Registration Form" under SERVICES section on the portal, (Screen – 01) shown below will appear. To find out availability of institute's AISHE / DISE / NCVT Code for KYC Registration, enter AISHE / DISE / NCVT Code &captcha and click on "Submit" button as shown in (Screen – 02).

- If entered AISHE / DISE / NCVT/SCVT Code is already registered & functional on NSP, (Screen - 03) will appear.

- If entered AISHE / DISE / NCVT/SCVT Code is not available on NSP, (Screen - 04) will appear.
- If entered AISHE / DISE / NCVT/SCVT Code is available on NSP, (Screen - 05) will appear. Necessary instructions are displayed on the (Screen – 05) to proceed further.

Step 2:- INO's AADHAAR details verification from UIDAI

On clicking "Continue with Aadhar verification" button on (Screen - 05), screen (Screen - 06) shown below will appear. This will prompt INO to enter her / his AADHAAR details. On clicking "Submit" button, NSP will send the details to UIDAI for verification. Please note all five parameters entered in (Screen – 06) will be verified from UIDAI.

- INO is advised to carefully enter below information, as mentioned in her/his Aadhaar card. In case verification fails with below mentioned 5 parameters, NSP will automatically try to validated AADHAAR details without Date of Birth from UIDAI (ie rest four parameters will be matched).
- Once INO's information gets verified from UIDAI (Screen - 07) will appear.
- Please be noted that without verification from UIDAI, NSP will not proceed further

Step 3:- Institute's Head AADHAAR details verification from UIDAI

After successful verification of INO's Aadhaar details, NSP will prompt INO to enter Institute Head's detail for verification from UIDAI.

- Information should be carefully entered, as mentioned in Head's Aadhaar card. In case verification fails with below mentioned 5 parameters, NSP will automatically try to validated AADHAAR details without Date of Birth from UIDAI (ie rest four parameters will be matched).
- Once information gets verified from UIDAI, Screen - 08 will appear.
- Please be noted that without verification from UIDAI, NSP will not proceed further.

Step 4:- Upload INO's identity proof and other details of the institute

After successful verification of INO's and Head's AADHAAR information, Screen – 08 as shown below will appear. This screen will show information captured in Step 1 to 3 in non-editable mode and some details in editable fields.

- INO is required to verify the information in editable fields and modify/enter correct details in those fields and click on "Submit" button to generate KYC Registration form for the institute. Please refer Screen – 08 shown below.
- Before generating KYC Registration form, NSP will prompt INO to do the OTP authentication. OTP will be sent on the mobile number provided by INO in Step 2.
- OTP authentication screen is shown at Screen – 09 for reference.

Once OTP authentication is done successfully below screen will appear. It will show KYC Form Registration number generated by NSP. INO is advised to submit duly signed KYC Registration Form to the concerned District Nodal Officer (DNO) / State Nodal Officer (SNO) / Ministry Nodal Officer (MNO), after affixing latest PP size photograph.

- **INO will receive User ID and Password in registered mobile number post approval of KYC Registration form by DNO/SNO/MNO. Institute Head will also receive an intimation message in this regard.**
- **In case more than one KYC Registration forms are submitted for a particular AISHE / DISE / NCVT / SCVT code, only one form will be approved. Once a form is approved by DNO/SNO/MNO, other forms submitted by any other INO from that institute will be rejected automatically on NSP.**
- **Please note that KYC Registration forms cannot be modified in any circumstances.**

Instructions/Guidelines related to Minority website http://www.scholarships.gov.in:

The Ministry of Minority Affairs (MoMA), Govt. of India has implemented three Scholarship Schemes viz Pre-Matric, Post-Matric and Merit-cum-Means based Scholarship Schemes for the students belonging to the Minority community as Central Sector Schemes, with 100% Central funding. Under these Schemes, Scholarships are awarded to the Economically weaker and Meritorious Students from Centrally notified minority communities viz. Buddhist, Christian, Jain, Muslim, Sikh pursuing studies in India in a Government or recognised Private University /Institute/College/School.

2. During the year 2022-23, the online Implementation of the Pre-Matric, Post-Matric and Merit-cum-Means based Scholarship Schemes shall be done through the **National Scholarship Portal (NSP) of the Government of India**, under URL www.scholarships.gov.in. A Mobile App- National Scholarships (NSP) has also been prepared for the same for use by all applicants in the remote/hilly areas. A link to the site is also made available in the website of this Ministry of Minority i.e. www.minorityaffairs.gov.in. **Only Online Applications under the Schemes will be accepted and no request for offline applications will be entertained.** The detailed guidelines of the three Scholarship Schemes and Frequently Asked Question (FAQs) with the timelines is available on the National Scholarship Portal (NSP) as well as on the website of this Ministry at URL- http://www.minorityaffairs.gov.in/en/schemesperformance/scholarship-schemes.

3. The Central Government has opened the National Scholarship Portal (NSP) on **20th July, 2022** for the three Scholarship Schemes for **2022-23**. Other timelines are as under:-

For Post-Matric /Top Class/MCM scholarship Schemes

Opening of NSP Portal	:	20th July, 2022
Last date for application submission.	:	31st October, 2022
Last date for INO Level Verification.	:	15th November, 2022
Last date for Second Level Verification	:	30th November, 2022

*Only Online Applications under the Schemes will be accepted and no request for offline applications will be entertained.

4. (i) All renewal applications/ students, who have got scholarship during 2021-22, shall apply by giving their **existing Application ID**.

(ii) All Universities/ Institutes/Colleges/Schools, having **valid AISHE/U-DISE/NCVT/SCVT codes**, located in the State/UT should be advised to register **themselves** and their **courses details** on the NSP at the earliest so that their students can apply and they can verify such applications on the Portal within the **timelines**.

(iii) The timelines need to be adhered to **strictly**. Technical issue, if any arising during the process of online submission, generation of merit lists and payment lots may be resolved immediately in **consultation with the NIC HQ or State NICs at the earliest.**

(iv) It has been observed that after the **last date (s) of verification**, a large number of Fresh as well as **Renewal** applications are **left pending** for verification at **L1 level** by Institute Nodal Officers. Also ensure that no application remains **unverified after the last date (s)** of verification during 2022-23.

(v) All Verification Authorities (INO/DNO/SNO) can mark an application **fake** if he/she is satisfied that the applicant is **not a bonafide student** in other circumstances, in case of **non-fulfilment of eligibility criteria** or **inconsistency of records**, the verifying authority may either **reject** the application or mark it **defective** and give the applicant another opportunity to correct their records.

(vi) It needs to be noted by all the **INOs** and **DNOs** that in case if any application is marked **fake at L2 level** by the **DNO** or the **SNO** then the entire bunch of applications from that School/Institute will **go back** to the respective **INO login** of that School/Institute for **re-verification**. Hence the DNOs/SNOs are advised to **exercise caution** while using the option of making an application fake.

(vii) To ensure **Aadhaar** based **demographic authentication** of Institute /District/State Nodal Officer level. The option of rejecting a **payment file** on the basis of 'fake' applications has been restricted and therefore the SNOs may **exercise utmost caution** while rejecting **payment file** on NSP Portal. Aadhaar demographic based on applicant's details i.e. **name, gender and year of birth as given in Aadhaar**, has been introduced on NSP Portal.

(viii) **Aadhaar** based **demographic authentication** of Institute /District Nodal Officers (INOs/DNOs) has been made **mandatory** prior to the verification of the application by them for which the INOs/DNOs have to provide their **Aadhaar number** on NSP Portal. The facility of Aadhaar based authentication of **L1** and **L2** level officers has been made **live** on the NSP Portal and the **OTP** generated during the process will be sent to the **mobile number registered with the Aadhaar** of INO/DNO/SNO. NSP will be using the same mobile no. for all communication and sending OTPs in future. The NSP login of the INO would be operational post completion of KYC at NSP using the Aadhaar number of the INO. It is **mandatory** to all **INOs and Head of the Institutions** to update the **Aadhaar details on NSP for online verifications for the year 2022-23**.

4. The State-wise/Community-wise physical allocation for Fresh Scholarships for the financial year **2022-23** in respect of Pre-Matric, Post-Matric and Merit-cum-Mean based Scholarship Schemes shall be 30 lakh, 5 lakh and 60,000 scholarships respectively. As far as renewal applications are concerned, there is no target for them and all renewal applications are eligible for scholarship.

5. The following changes have been made on NSP during 2022-23:

The option for filling fee details (Admission Fee, Tuition Fee and Miscellaneous Fee) will not be provided to students during 2022-23. Instead, it must be filled by the Institutes. NSP team is making a provision for Institutes to enter course-wise fee (Admission Fee, Tuition Fee and Miscellaneous Fee) details in Institutions Profile section. During verification at Institute level, the fee in student application form will be auto populated using the details entered by Institutes in their profile. The Institutes can further edit the fee details for individual applications, based on various waivers given for the components to specific students.

6. It is, thus, incumbent upon this Ministry to initiate the process of inviting online applications through the State Government/UT Administration for the aforesaid Schemes, as per existing guidelines.

7. To increase publicity of the aforesaid three scholarship schemes for minority's efforts may also be made to place hoardings at District Collectorate Offices to promote the awareness for the minority students as well as Institution Registration on NSP portal, etc.

8. Action will be taken on the following issues:-

a.) **KYC Registration** of **pending** schools/institutes through **personal intervention** of SNOs and DNOs so as to increase the coverage under the Scholarship Schemes.

b.) Efforts to achieve **100% Aadhaar based beneficiary coverage** so as to ensure **early and hassle-free** disbursement of scholarships.

9. The Institutions which are **not** approved or registered on NSP Portal are directed to **update the KYC registration**. Also update the KYC, if the scholarship In-charge of the Institutions is changed. The Institutions which are already approved needs not to update the KYC and efforts to be made to increase the number of renewal applicants under Pre-Matric and Post Matric Scholarship Schemes and to ensure **Aadhaar seeding/authentication of all online applications**. The list of Institutes is also available in the District login under the option "Institute Registration KYC Form Status" from where School-wise list of Institutes along with their KYC status can be readily downloaded.

Note:- 1. The detail information's of National Scholarship Portal alongwith Guidelines/Notifications of State, Central and Minority Scholarship Schemes are available on the Portal.

2. The **fees update** option will be available at Institution level and not at student level.

3. Please check the Announcement corner regularly for latest updates and information. For any technical queries, please contact Helpdesk at **helpdesk[at]nsp[dot]gov[dot]in** or **0120 – 6619540** (from **8 AM to 8 PM on all days, excluding holidays**) and nsphpsml@gmail.com

-Sd-
(Dr. Amarjeet K. Sharma)
Director of Higher Education,
Himachal Pradesh, Shimla–1.

Endst. No. Even Shimla – 171001, Dated: July, 2022.

Copy for information and compliance to:

1) The Registrar(s), H.P University / H.P. Horticulture University / H.P. Agriculture University.
2) The Registrar(s), All other Universities (Govt. / Private).
3) The Commandant, National Defence Academy (NDA), Khadakwasla, Pune, Maharashtra.
4) The Commandant, Rashtriya Indian Military Academy (RIMC), Dehradun Cantt, Uttrakhand – 248003.
5) The Director, H.P. Technical Education Department, Himachal Pradesh, Sundernagar.
6) The Director, H.P. Health Department, Himachal Pradesh, Shimla.
7) The Director(s) of all IIT(s) / IIM(s), & AIIMS(s), Indian School of Mines (ISM) Dhanbad at Jharkhand & Indian Institute of Science (IISc) at Bangalore.
8) All the Principal(s) of Govt./Govt. aided/Affiliated College(s) / Private Institution(s) /Senior Secondary School(s).
9) All the Deputy Director(s) of Higher Education, Himachal Pradesh.
10) The TO, IT Cell DHE HP, with direction to upload the above instruction on Department Website.
11) Guard File.

शिक्षा निदेशालय उच्चतर हि.प्र.

28 JUL 2022

(Dr. Amarjeet K. Sharma)
Director of Higher Education,
Himachal Pradesh, Shimla – 1.