

Most Urgent

No.EDN-HE(10)F(4)04/2020-21(MCM)Vol-I-V

Directorate of Higher Education,

Himachal Pradesh, Shimla-1

Tel:0177-2656622, E.mail:nsphpsml@gmail.com, Fax:2812882

Dated Shimla-1 the 2nd August,2023

To

The Vice Chancellor/ Registrar/ Principal,
All the Govt. and Pvt. Universities / Colleges / other Educational
Institutions, **Within and Outside of Himachal Pradesh,**
**(Where Bonafide Himachali Students are studying and Claiming
Scholarships from the State of H.P.)**

All the Deputy Directors of Higher Education,
Himachal Pradesh

All the Principals/ Headmasters,
Govt./ Pvt. Sr. Sec./ High Schools in,
Himachal Pradesh

**Subject:- Disbursement of Scholarship under Scholarship Schemes of
Minorities Affairs on National Scholarship Portal- Re-validation of
Applications/ Verification of INOs/HoIs/ Applicants for the Year
2022-23, regarding.**

Sir/Madam,

In pursuance to GoI D.O. letter No.SS-15/8/2022-Scholarship-MOMA dated 28-07-2023 and D.O. letter of even number dated 01-08-2023, received from the Additional Secretary to the Government of India, Ministry of Minority Affairs vide which it has been decided to conduct Aadhaar Based Biometric Authentication of HOIs, INOs as well as beneficiaries to weed out fraudulent elements from the system. For the purpose, Ministry of Minority Affairs, GoI, has engaged Common Service Centre to conduct the Biometric authentication in time bound manner.

The Process of Biometric Authentication for AY 2022-23 is as under:-

1. All the DNO and Head of Educational Institutions (HOIs) and Institution Nodal Officers (INOs) and applicants will observe the guidelines / instructions posted on National Scholarship Portal and ensure the updation of their Aadhaar on National Scholarship Portal before 10-08-2023 to facilitate smooth Aadhaar Based Authentication. In case the applicant is below 18 years of age and is not having Aadhaar Number or applicant is below 18 years of age and but not having Aadhaar Seeded Bank Account, in that case Aadhaar details of his/her parents/ legal guardian is to be updated. It may be noted that



scholarship under these scholarship schemes will be released into the Aadhaar Seeded Bank Account of the students or his parent/ legal guardian, only,

2. Common Service Centre (CSC) has been engaged by the Ministry of Minority Affairs, GoI, to facilitate device assisted Aadhaar Based Biometric Authentication of DNO, HoIs/ INOs. It will conduct Finger and Iris Authentication.
3. The Biometric authentication of HoIs and INOs will be conducted by the Common Service Centre (CSC) and it will be done at centrally located place which is convenient to HoIs/ INOs and it shall be communicated by SNO on the web site of the Department of Higher Education.
4. If Aadhaar authentication of a INO is failed or he/she does not turn up for authentication then HoI will either do work as INO himself or recommend a fresh person for appointment of INO.
5. Biometric Aadhaar Authentication of all applicants "FRESH as well as RENEWAL scholarship applications of the year 2022-23.
6. The detailed plan has been made to conduct the Biometric Authentication in collaboration with Common Service Centre (CSC) for the year 2022-23, as per timelines as under:-

S. No.	Activity	Timeline
1	Verification of DNO/ SNO	1 st August to 5 th August, 2023
2	Verification of HoI & INO	1 st August to 10 th August, 2023
3	Verification of Students	5 th August to 20 th August, 2023
4	Verification of Scholarship Applications by HoI/ INO	5 th August to 23 rd August, 2023
5	Verification of Applications by DNO/ SNO	10 th August to 25 th August, 2023
6	Updation of Aadhaar Number on National Scholarship Portal by the Applicant / Student.	1 st August to 10 th August, 2023

7. The Aadhaar Authentication of applicant will be done at Institute Level.
8. The VLE (Village Level Entrepreneur) will visit the institute with required equipments and carryout the authentication in presence of INOs or HoIs.
9. A camp at the institute level will be arranged by the HoI in consultation with the VLE.
10. Therefore, all the DNO/HoIs/INOs/ Applicants are required to attend the camp alongwith their **Aadhaar Card and NSP login ID**. The venue of camp at District or Institute or common place will be communicated separately.
11. The minor students (below the age of 18 years as on 01-07-2022) shall update Aadhaar of either their parent/ legal guardian and they should be present in the Institute on day of





authentication alongwith their either of the parent/ legal guardian for Biometric Authentication.

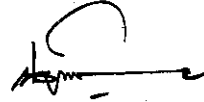
Your kind cooperation is solicited in the interest of the students and treat it utmost urgent please.



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

Endst. No. Even Dated Shimla-1 the 2nd August,2023
Copy for information and necessary action is forwarded to:-

1. The Secretary (Education) to the Government of Himachal Pradesh, Shimla-2.
2. The Additional Secretary to the Government of India, Ministry of Minority Affairs, Scholarship Division, Pt. Deendayal Antyodaya Bhavan, Lodhi Road, New Delhi-110003, w.r.t. aforementioned DOs number and date.
3. The Technical Officer, IT Cell, with the direction to upload this letter on the Departmental website.
4. Guard file.



Director of Higher Education,
Himachal Pradesh

MEETING NOTICE

Computer No: 138695
File No: SS-15/8/2022-Scholarship-MOMA
Government of India
Ministry of Minority Affairs
Scholarship Division

Pt. Deendayal Antyodaya Bhavan,
C.G.O. Complex, Lodhi Road,
New Delhi - 110003,
Dated: 28.07.2023

To

1. The Pr.Secretary/Secretary, Ministry of Minority Welfare/Affairs of the State (All States/UTs)
2. Joint Secretary, DBT, 4th Floor Shivaji Stadium Annexe, New Delhi 110001
3. DDG, Deputy Director General, NIC, New Delhi
(email: bhushan[a]nic[dot]in)
4. CSC e-Governance Services India Limited, New Delhi.


Subject- Meeting with Pr.Secretary/Secretary of States/UTs on implementing Scholarship Schemes of Ministry of Minority Affairs.

Sir,

I am directed to convey that a meeting under the Chairperson-ship of Secretary, Ministry of Minority will be held at 3 PM on 31.07.2023 with Pr.Secretary/Secretary of States/UTs participating in the implementing Scholarship Schemes of the Ministry of Minority Affairs. The meeting will be held in "Chintan", 11th Floor, Pandit Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.

2. In meeting, the secretary will discuss the strategy to carry out Bio-Metric Authentication of all beneficiaries and Level-1 and Level 2 officials of Scholarship in collaboration with States/UTs, National Scholarship Portal (NSP), NIC and Common service Centre(CSC). A copy of SoP for the above exercise is enclosed.
3. The participants can attend the meeting either through in person or through VC facility in coordination with Sr. Tech. Director (NIC) of Ministry of Minority Affairs (011-24369213). The web link of the meeting will be shared in due course.
4. All invitee are requested to make it convenient to attend the meeting on scheduled time & date. The States/UTs are also requested to direct the State Nodal Officers of the schemes of MoMA to attend the above meeting.

Yours faithfully,


(Praseon Kumar Jha)
Deputy Secretary to the Govt. of India
Tel: 011- 24364311

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Copy to with request to make it convenient to attend the meeting:-

1. Deputy Director General, NIC. It is requested to direct the concern to make a detailed presentation on the aspects of the process for re-validation issues.
2. Deputy Secretary (Scholarship).
3. Senior Vice President, CSC e-Governance Services India Limited. It is requested to make a detailed presentation of the utility developed by the CSC and other aspects of the process for re-validation issues.

Copy for information:-

1. PSO to Secretary(MA)
2. Sr. PPS to Secretary(MA)
3. PPS to Additional Secretary(MA)
4. Under Secretary (Admn), MoMA for information & necessary action
5. Sr. Tech Director, NIC, Ministry of Minority Affairs with request to make necessary arrangement for Video Conference/web room on requirement.
6. Reception Officer, Pt DDU, Bhavan, CGO Complex, New Delhi.

Standard Operating Procedure for the Biometric Authentication of SNOs, DNOs, INOs, Hols and Applicants by CSC and Re-verification of Finally Verified and Biometric Authenticated Applicants by SNOs/DNOs on NSP

Step 1: Updation of Nodal Officers' profile on NSP

- NSP shall provide the option on NSP portal to change/update or appointment of Hols and INOs.
- The required updation will be approved by District Nodal Officers, whose biometric authentication has been completed on NSP portal.
- A list of Head of Institution(Hol) will be obtained from District Education Officer. The same will be used to verify the details of Hol while his revalidation by biometric authentication.
- There shall be a provision on NSP for DNO to update the Hols. In case details on NSP does not match with the information received from District Education Officers. The details of Hol furnished by District Education Officers will be considered authentic.

Step 2: - Biometric Authentication of DNOs/SNOs

- Biometric authentication of the L2 level verifying officers (DNOs/SNOs) will be performed first as authenticated DNOs/SNOs are supposed to carry out verification drive of Hols and INOs.
- CSC VLE will perform biometric authentication of DNOs/SNOs.
- Biometric authentication process of DNOs/SNOs will be same as explained for biometric authentication process of INOs/Hol in Step 3.
- Only biometric authenticated DNOs/SNOs will be able to further re-verify the INOs and Hols.

Step 3: - Biometric Authentication of INOs / Hols

- CSC VLE will be authorized to login to the NSP- BA utility by DNO. Thereafter, the CSC VLE will proceed for biometric authentication of INOs/Hols.
- CSC VLE will validate information reported by INOs/Hols through the NSP biometric authentication utility.
- If the information provided by the INO/Hol matches with an entry in NSP database, details of INO/Hol will be returned to NSP-BA utility which will be shown to INO/Hol for confirmation and then CSC VLE will take a live photograph of INO/Hol.
- CSC VLE will perform biometric authentication for INO/Hol after successful validation.
- On successful biometric authentication data will be stored in the CSC database and NSP portal will be updated with success/failure of biometric authentication along with other transaction details.
- Biometric authentication of Hols will be done first and then biometric authentication of INOs of that Institution will commence.

Step 4: - Aadhaar Updation of applicants

- Finally verified applicant who has not submitted the Aadhaar earlier and applicant below 18 years of age (as on 01st July 2022) not having Aadhaar will login to the NSP portal.

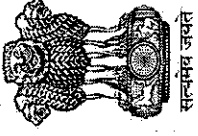
- Finally verified applicant will provide their Aadhaar and minor applicant not having Aadhaar will provide Aadhaar of their parent/legal guardian on NSP.

Step 5: - Biometric Authentication of applicants

- CSC VLE will conduct camps in the institutions to perform the biometric authentication of the finally verified applicants.
- Finally verified applicants will report to CSC VLE at institute along with Aadhaar number and NSP user Id for Biometric Authentication.
- CSC VLE will validate information reported by Applicants through the NSP biometric authentication utility.
- If the information provided by the Applicants matches with an entry in NSP database, details of Applicants will be returned to NSP-BA utility which will be shown to Applicants for confirmation and then CSC VLE will take a live photograph of Applicants.
- CSC VLE will perform biometric authentication for Applicants after successful validation.
- On successful biometric authentication data will be stored in the CSC database and NSP portal will be updated with success/failure of biometric authentication along with other transaction details.
- The process will be conducted at Institute itself in supervision of HOI or INO.

Step 6: - Applicants Re-validation by INOs/DNOs

- Finally verified and successfully biometric authenticated applications will be made available in the INO logins for re-validation.
- Re-validation will be opened for INO, only if bio-auth of HOI and INO of that institute is successful.
- Applicants will not be allowed to change any information in their applications. However, those who have not provided their Aadhaar earlier will be allowed to add their Aadhaar.
- The list of identified applicants along with their status will be provided to Ministry for reference and these applications will be sent back to the INO login for revalidation.
- SMS will also be sent to these students informing that their application is reverted to their INOs for revalidation.
- In case applications are not re-validated by INO till the last cut-off date of application revalidation by INO, the applications will be escalated to SNO's/DNO's login for revalidation.
- While revalidation by L1 or L2 officers, the application will be marked Accepted or Rejected. No other option will be available during revalidation.



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Ministry of Minority Affairs

**Biometric Authentication of DNO, HoI, INO & Applicants for
AY 2022-23 MoMA Scholarship scheme**









**Discussion with States for Cooperation and Expediting the
Reverification Drive**

31 July 2023





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Ministry of Minority Affairs

Issues in disbursement of Scholarship for the year 2022-23

1. The total fresh applications received and verified for the AY 2022-23 are **17,08,647** under Pre-Matric, Post Matric, MCM and Begum Hazrat Mahal National Scholarship scheme .Beside that **9,04,926** applications are under renewal.
2. The Ministry through NSP portal generated red flags to detect suspicious / doubtful applications/Institutes on the identified parameters and found **11,62,913 (68%)** applications as red flagged for the year 2022-23.
3. The Scholarship could not be disbursed due to revalidation of suspicious/doubtful applicants/Institutes from the States/UTs.
4. All the **red flagged applications** were sent back to States/UTs for revalidation and States/UTs have revalidated **90%** of red flagged applications.
5. Meanwhile the Ministry received Interim Report of National Council of Applied Economic Research (NCAER) Impact and Evaluation Study covering **2000** institutions for the year **2021-22** indicated around **3%** fake beneficiaries and **4%** non-operational School institutes.





Issues in disbursement of Scholarship for the year 2022-23

6. The NCAER team observed that students in beneficiary list are not enrolled in institutions, there were false beneficiary names and addresses, beneficiary listed in non-operational/unrecognized institute, day scholars getting hostellers scholarship and nexus with cyber-cafes and commission agents.
7. All India Draft Performance Audit (AIPA) for AY 2017-21 highlighted discrepancies / irregularities in Pre & Post Matric Scholarships such as ineligible students getting scholarships, fake and ghost beneficiaries, non existent / non operational schools / unrecognized institutions etc..
8. The NCAER also conducted physical verification of 136 doubtful institutes for the year 2022-23 and found that 16.9% of schools are non-operational, in 37.5% of schools all applications were fake and in 11.8% of schools some of the applicants in the school are fake.
9. In June, 2023 the NCAER submitted its Physical verification reports of 744 institutes from 21 States by National Council of Applied Economic Research (NCAER).
10. Further the Ministry of Minority Affairs also conducted verification of 269 institutes, subsequently State of Karnataka also conducted verification of 73 institutes.



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Summary of issues in disbursement of Scholarship for the year 2022-23

In brief 1572 institutes were physically verified. The findings are as below:-

- i. Out of 1,572 institutes, **830 (53%)** Institutions were found either non-operational or fake or partial fake.
- ii. **229** Institute Nodal Officer (INO) were found Fake.
- iii. In State of **Chhattisgarh** 62 Institute were verified and all the institutes were found fake.
- iv. In **Rajasthan** 128 institutes were verified and 77% institutes were found Fake.
- v. Further, in **Assam** 68%, **Karnataka** 64% **Uttarakhand** 60%, **UP** 44%, **MP** 40% and **Maharashtra** 35% institutes were found Fake.
- vi. No fake institutes were found in the States of Gujarat, Mizoram and Nagaland.





Issues faced for implementation of the scholarship Scheme - Common IR-Regularities (1/4)

1. The most common irregularities observed are:-

- i. Institutions with enlisted beneficiaries were found non-operational.
- ii. The enlisted beneficiaries were found 'Fake' in operational schools.
- iii. There are some fake schools, under which scholarships are being transferred to minority students, who either do not exist or belong to other institutions, but never benefit from the scheme.

2. Fake beneficiaries and institute have been on boarded in MoMA scholarships ecosystem under the following scenarios:

- i. Fake Beneficiaries enrolled under fake Institutes
- ii. Fake Beneficiaries enrolled under Genuine Institute
- iii. Partially fake Beneficiaries from Genuine Institute



Issues faced for implementation of the scholarship Scheme - Common IR-Regularities (2/4)

3. Fake beneficiaries misused the loose ends in the system:

- i. Register as beneficiaries without Aadhaar on NSP as Aadhaar was not mandatory
- ii. Register as fake beneficiaries with Aadhaar on NSP (Registered beneficiaries were not ghost) and existed physically, however they were not enrolled / were students and didn't meet MoMA schemes guidelines
- iii. For both above cases, students were registered in Institutes outside states and were verified by domicile state DNOs.
- iv. Register Fake INOs on NSP from Fake / genuine institutes by leveraging UDISE information, which is publicly available on both UDISE & NSP website.
- v. Those Institutes which had UDISE details, but were not on NSP were targeted and fake INOs were created on NSP
- vi. For submitted applications verification and revalidation of applications were done by colluding with DNO who didn't conduct physical verification of institutes and beneficiaries.



Issues faced for implementation of the scholarship Scheme - Common IR-Regularities (3/4)

4. Some examples of modus operandi adopted.

- i. In Kanker, **Chhattisgarh**, one specific government school which is functional only for primary classes i.e. for classes I to V for Scheduled Tribe girl students only and there are no minority students. However, it has been found out that significant number of fake students enrolled in the said school, are availing scholarship under Post Matric scheme.
- ii. **Bihar**: It has been reported that the registered INO in the MoMA list are cyber café owner, who probably made fake applications for coaching center students. Majority INOs seek help from cyber cafes, due to Lack of Computer literacy and skills to operate one.
- iii. Many schools from **Madhya Pradesh**, reported that they are not recognized for the 8th and above classes, still number of applications have been filled for classes 8th and above. Schools have reported misuse of school User ID and Password.
- iv. Many school from states like **West Bengal**, have most applicants listed as fake are either from operating primary or pre-primary classes or no minority students studying in the schools.



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Issues faced for implementation of the scholarship Scheme - Common IR-Regularities (4/4)

- Vi Delay in updating school status on UDISE portal.
- viii) One Institute that have 04 colleges with separated UDISE code, but students from all 04 colleges unknowingly filled applications from single code.
- ix) In states like **Jammu & Kashmir**, Renewal candidates applied as Fresh candidates, because of the perception that fresh candidates get accepted easily.
- x) In states like **Telangana, Andhra Pradesh, Bihar**, Schools have not disabled their Old UDISE code and are using both codes to fill out applications.
- xi) Schools have different UDISE code for different levels of education provided by them.
- xii) DNOs are not performing due diligence during the verification of applications maybe due to staff shortage, but DNOs are aware of fake INOs as the KYC process of each INO is being done by the DNO only.

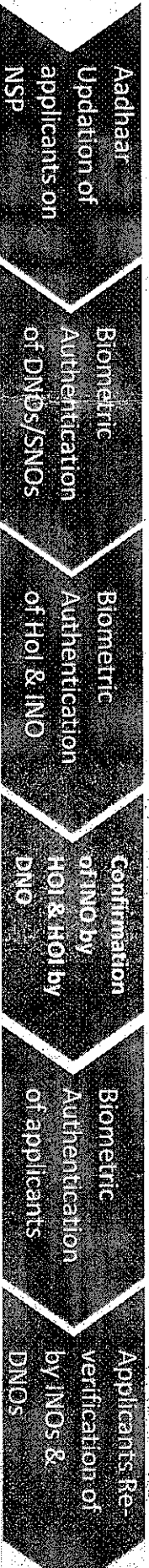




Measures taken to address the issues in implementation of Scholarship Schemes

Action in findings of Physical verification of 1572 institutes from 21 States by National Council of Applied Economic Research (NCAER):-

- i) The matter has been referred to CBI on 10.07.2023 for thorough investigation.
 - ii) The NSP portal authorities has been informed to fridge accounts of students of 830 institutes.
- In view of above findings the scholarship for the year 2022-23 can not be disbursed in the present form.
 - Therefore it is decided to carryout :
 - Biometric Aadhaar Authentication of all applications (2613573) fresh as well as renewal.
 - Biometric Aadhaar Authentication of all INOs/DNOs/HOIs.
 - A detailed plan has been made to conduct the biometric authentication in collaboration with Common Service Centre(CSC)/NIC. The Process will be completed by end of August,2023.





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Process of Biometric Authentication for AY 2022-23 (1/2)

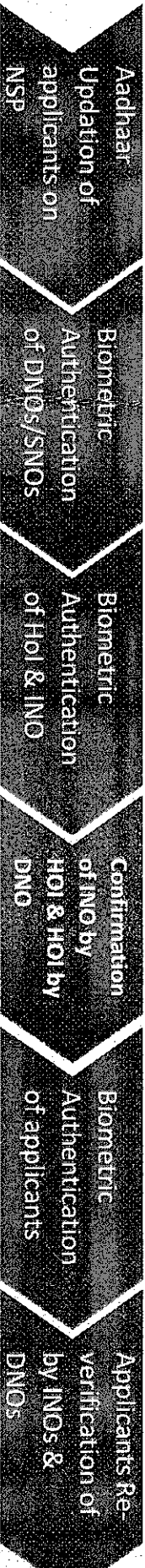
1. Agency to carryout Bio-Matric Authentication.
 - i. Common Service Centre (CSC) has been engaged to facilitate device assisted Aadhaar based biometric authentication of DNOs/INOs/Hols./beneficiaries.It will conduct Finger and Iris Authentication.
 - ii. The exercise is to re-verify the identity of applicants, Institute Nodal Officer (INOs) and Head of Institute (Hols) as some of them were primarily found fake in the verification of Ministry/NCEAR.
2. Feeding Aadhaar and Aadhaar linked account is compulsory:-
 - i. All applicants will be given access to portal to feed Aadhaar and account related information on the portal.
 - ii. All are required to feed Adhaar and account related details in prescribed time frame.
 - iii. If Adhaar of Minor student is not available than Aadhar of either of his parent /legal gardian is to be feeded whose aadhar is linked with bank account. This is required as the payment is made only through APBS.
3. Sequence of Bio-Aadhar Authentication.
 - i. CSC will first do Adhar Authentication of DNO concerned . Thereafter Aadhar authentication of Hols and INOs is conducted.



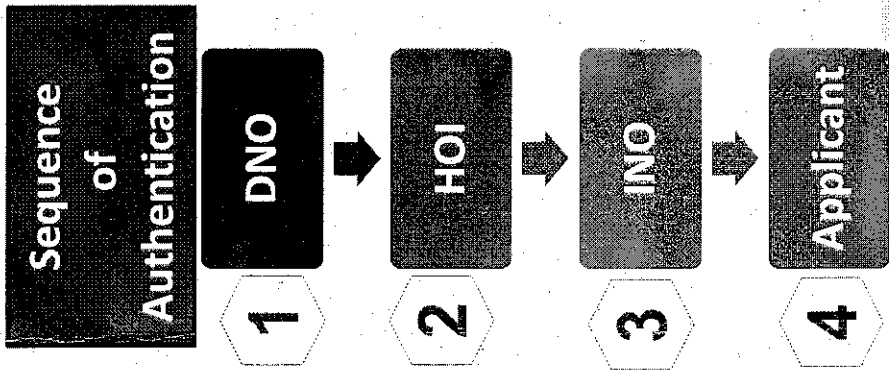
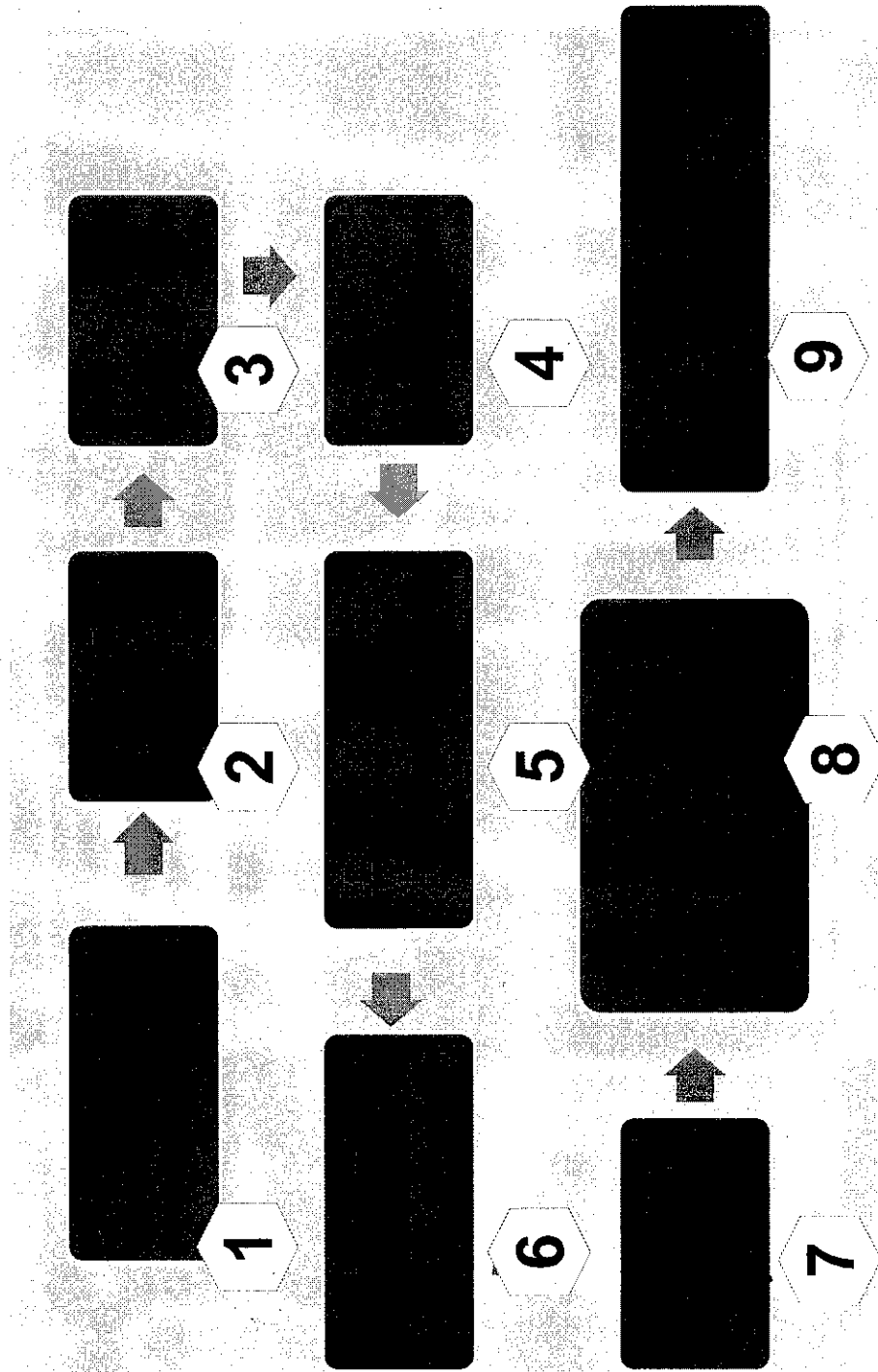


Process of Biometric Authentication for AY 2022-23 (2/2)

4. Biometric Authentication of DNO/SNO
 - i. The CSC will conduct Biometric Authentication of DNO/SNO and thereafter DNO/SNO will facilitate Biometric Authentication of Head of Institutes and INOs.
 - ii. The DNO/SNO shall have coordination meeting with representative of Common Service Centre (CSC) and Officials of Education Department at district level immediately after lunch of drive to decide the date and venue for the camps. He should also bring district collector in loop to ensure better and effective coordination with stakeholders.
5. Biometric Authentication of Hols and INOs.
6. The biometric authentication for Hols and INOs should be done in a camp to be organised by DNO at his HQ or any other centrally located place which is convenient to INOs/Hols. He may conduct more than one camp in his district within the prescribed time limit however his presence in each camp is mandatory
 - i. If Aadhaar authentication of a INO is failed or he does not turn up for authentication then HOI will either do work as INO himself or recommend a fresh person for appointment as INO to DNO.



Workflow of Biometric Authentication for AY 2022-23





State wise, District wise INO & Applicant details for eKYC / Bio Auth of 2022-23 Applications (1/2)

S. No	State / UT Name	No of Verified Applications eligible for Bio Auth	No of INOs for eKYC / Bio Auth
1	ANDAMAN AND NICOBAR	646	73
2	ANDHRA PRADESH	76265	5799
3	ARUNACHAL PRADESH		22
4	ASSAM	72405	2311
5	BIHAR	62511	2168
6	CHANDIGARH	148	69
7	CHHATTISGARH	5005	1072
8	DELHI	6390	925
9	GOA	710	152
10	GUJARAT	55791	4059
11	HARYANA	14064	839
12	HIMACHAL PRADESH	1256	399
13	JAMMU AND KASHMIR	169508	4034
14	JHARKHAND	11962	382
15	KARNATAKA	347495	19216
16	KERALA	366657	5626
17	LADAKH	2387	152
18	MADHYA PRADESH	83837	5322



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State wise, District wise INO & Applicant details for eKYC / Bio Auth of 2022-23 Applications (2/2)

S. No	State / UT Name	No of Verified Applications eligible for Bio Auth	No of INOs for EKYC / Bio Auth
19	MAHARASHTRA	246767	11970
20	MANIPUR	20963	694
21	MEGHALAYA	8323	517
22	MIZORAM	9051	514
23	NAGALAND	31702	681
24	ODISHA	13693	1206
25	PUDUCHERRY	2126	261
26	PUNJAB	142090	6343
27	RAJASTHAN	119980	9207
28	SIKKIM	362	71
29	TAMIL NADU	228167	9387
30	TELANGANA	68327	4358
31	DADRA AND NAGAR HAVELI AND DAMAN AND DIU	81	31
32	TRIPURA	6568	490
33	UTTAR PRADESH	393132	7121
34	UTTARAKHAND	11128	704
35	WEST BENGAL	33866	823
	Grand Total	2613363	106998



Suggestions for DNO for successful Biometric Authentication for AY 2022-23

District level camp shall be arranged by the DNO at the District Headquarters for Bio-Auth to Hol/INO. Before the Camp DNO Should:

1. Coordinate with CSC VLE for making arrangement at District Head Quarter
2. Obtain list of Head of Institute (Hol) from the District Education Officer for their district.
3. Ensure Hol and INO shall attend the camp together.
4. Once Hol and INO verified then ensure Hol initiates verification of Students with local VLE.

In case Hol is verified but INO does not turn up then DNOs to ensure Hol carry out verification of Students as per schedule.

All verified applications shall move to INO login and will move to DNO login on last date for verification fixed for INO if INO does not turn up.

SNOs should hold regular review meetings with DNO, CSC State Coordinator & facilitate the Re-Validation Drive



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Key Highlights of the Biometric Authentication Drive for AY 2022-23

1. Entire process shall be carried out to verify the beneficiaries by Bonafide officials through Aadhaar Biometric Authentication.
2. For bigger /prestigious institutes, the authentication shall take place at institute itself in consultation with the Hol, SNO & Education Department of the State. Authentication must be completed within the time limit.
3. The Bio Matric Verification of applicant will start immediately after bio auth of Hol.
 - i. Aadhar Authentication of applicant will be done at institute level.
 - ii. The VLE will visit institute with required equipments and carryout the authentication in presence of INOs or Hols.

A camp at the Institute level will be arranged by the Hol in consultation with the VLE.
1. All Stakeholders, therefore, are required to attend the camp at District level & Institute level with Aadhaar card.
2. The Students are needed to update their Aadhaar on NSP Portal if it is still to be done. NSP Portal is already open for it and will remain open for the purpose by 10.08.2023 only.
3. The minor Students (below the age of 18 years as on 01.07.2022) shall update Aadhaar of either their parent/legal guardian and they should be present in the Institute on day of authentication along with their either of the parent/legal guardian for Biometric Authentication.

DNOs should ensure proper arrangement of network connectivity in cooperation with local NIC & District officials.





Timelines of Biometric Authentication for AY 2022-23

S.No	Activity	Timeline
(i)	Verification of DNO/SNO	1 st August to 5 th August, 2023
(ii)	Verification of Hol & INO	1 st August to 10 th August, 2023
(iii)	Verification of Students	5 th August to 20 th August, 2023
(iv)	Verification of applications by HoI/INO	5 th August to 23 rd August, 2023
(v)	Verification of applications by DNO	10 th August to 25 th August, 2023

Timelines of Biometric Authentication for AY 2022-23

S. No	Activity	July							Aug-23																										
		31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
1	Pilot Testing in Field / Districts																																		
2	Meeting with States by Secretary MoMA																																		
3	Biometric Authentication to SNOs & DNOs																																		
4	Opening of NSP Portal for Students for updating of Aadhaar																																		
5	Opening of NSP Portal for parents of Minor students to update Aadhaar																																		
6	Opening of NSP Portal for Change or appointment of INO / Hol																																		
7	Verification of INOs, Head of Institutes by DNO																																		
8	Aadhaar Biometric Verification of Parents / Students																																		
9	Verification of Applications by INO who have completed re-KYC																																		
10	Verification of Applications by DNO																																		
11	Target Completion of Activity																																		

* T0 is the Current Date : 31 July 2023



Provision of funds for Biometric Authentication for AY 2022-23

1. The DNO may utilise Administrative funds of scholarship for organising camp as per the norms.
2. Payment to the CSC for Biometric Authentication of DNO, HOI, INO & Applicants shall be borne by Ministry of Minority Affairs.
3. No VLE/CSC Coordinator will ask money from the DNO, HOI, INO and Beneficiaries for Biometric Authentication.



अल्पसंख्यक कार्य मंत्रालय
Ministry of Minority Affairs

Provision of Helpdesk for Biometric Authentication Drive AY 2022-23

1

Orientation

Continuous handholding of DNOs, INO & VLE shall be ensured by CSC & NSP throughout the drive

2

Helpline

Other than NSP helpline (helpdesk@nsp.gov.in, 0120-6619540) a dedicated team comprising of senior NSP officers, CSC Coordinator & Ministry Officials shall function round the clock

3

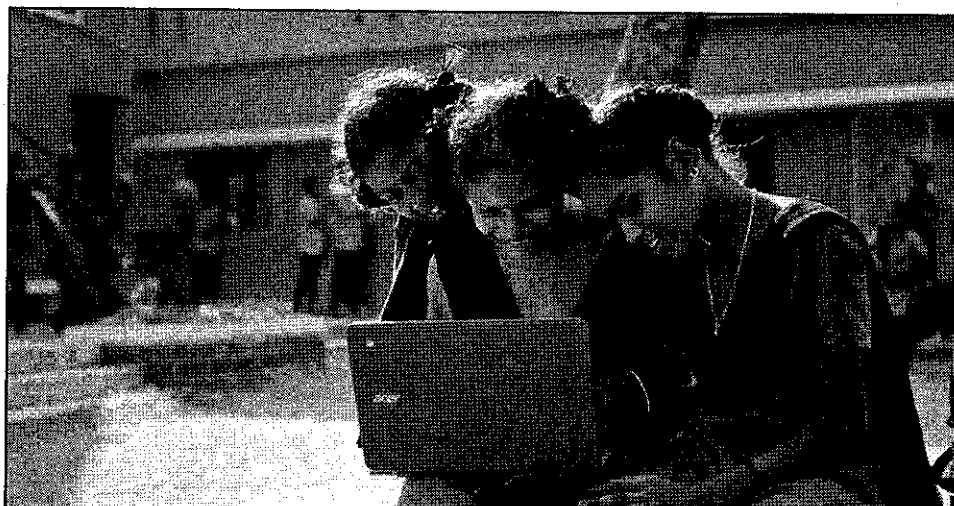
Dashboard

A dashboard has been developed by NSP & CSC which shall be made available to states to monitor Progress of Biometric Authentication Drive in their states.



अल्पसंख्यक कार्य मंत्रालय
Ministry of Minority Affairs

Questions ?



National Scholarship Portal Biometric Authentication Utility (NSP - BAU)



About National Scholarship Portal

National Scholarships Portal is one-stop solution through which various services starting from student application, application receipt, processing, sanction and disbursement of various scholarships to Students are enabled. National Scholarships Portal is taken as Mission Mode Project under National e-Governance Plan (NeGP).

Agenda

Biometric authentication of the registered users for 2022-23 MoMA scholarship schemes;

- District Nodal Officers (DNO)
- Institute Nodal Officers (INO)
- Head of Institute (HoI)
- Students registered for Ministry of Minority Affairs (MoMA) in NSP portal designed by NIC.



Biometric Authentication Procedure

- Step 1: Authentication of DNO
- Step 2: Authentication of Hol
- Step 3: Authentication of INO
- Step 4: Authentication of Student



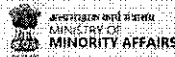
Phase 1: Authentication of DNO, Hol & INO

- DNO will call all the Hols & INO at a single place in a camp to perform the biometric authentication.
- CSC District Manager and CSC VLE will also attend the camp with laptop, biometric devices as required.
- CSC VLE will use the NSP BAU application to authenticate the users.



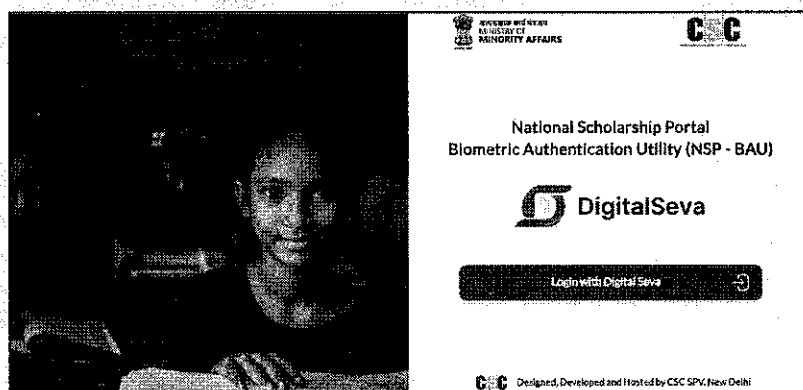
Prerequisite to perform Authentication on NSP – BAU

- Data of DNO, Hol & INO should be corrected and updated on National Scholarship Portal.
- User must have Aadhar number with him/her while performing the authentication
- User must know his/her NSP LOGIN ID
- Both Hol & INO should be present in the camp

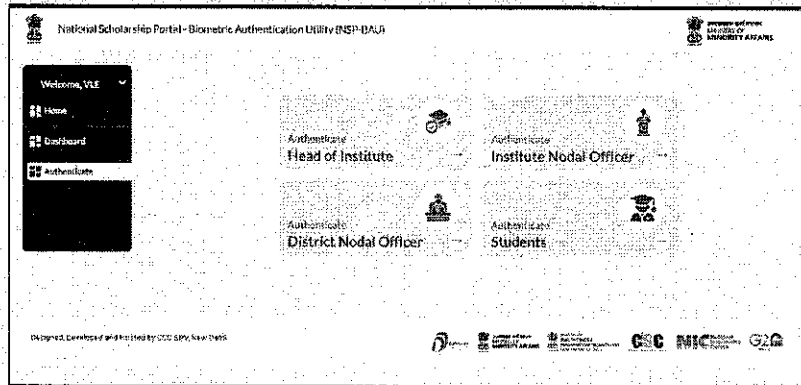

Steps for Biometric Authentication

- ❖ Open nspbau.in.

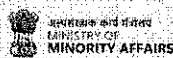




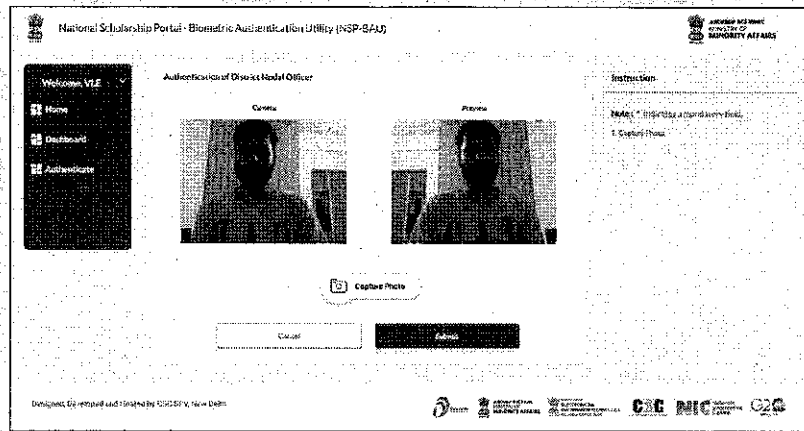

Authentication screen



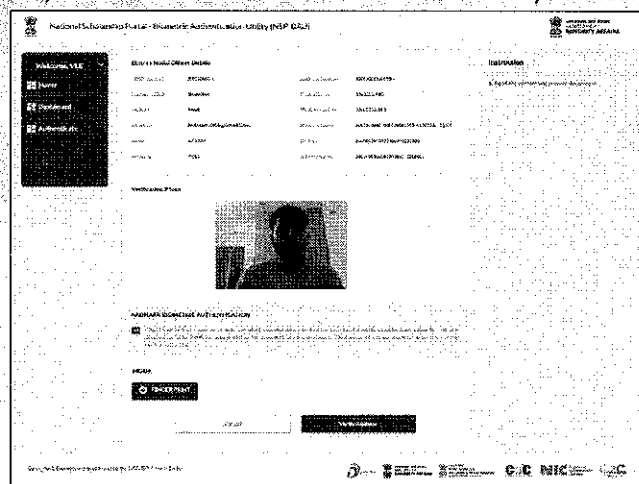
- ❖ Click on District Nodal Officer (DNO), on the next screen enter the required details and click on declaration box then proceed with submit button.



- ❖ On the next screen, click the live picture of the DNO, and click on submit button.



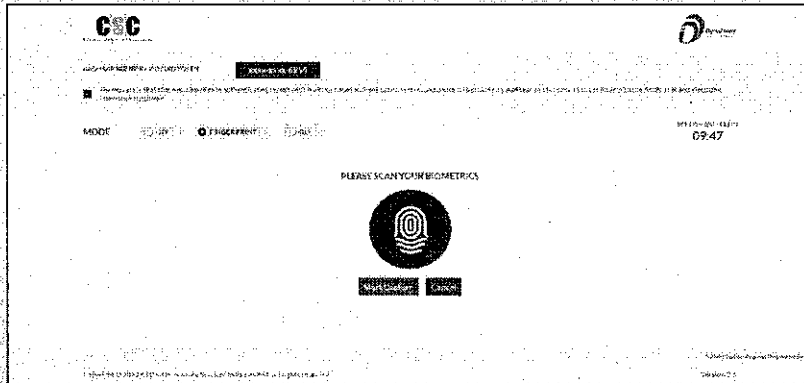
- ❖ DNO will verify all the details which is coming from the NSP Database, after that, click on consent box and continue with verify aadhaar.



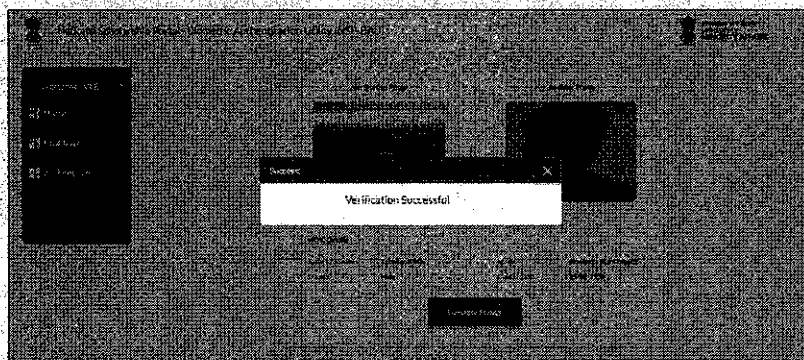
- ❖ If the details are not correct, DNO can update the same in NSP database.




- ❖ After clicking on verify aadhaar, Biometric Authentication page will appear, click the consent box and proceed with Biometric Authentication.





- ❖ After successful authentication, Verification Successful message will popup with all the required details of the DNO. Also the Verification Successful SMS will be sent to DNO on aadhaar registered mobile number.



❖ Receipt will generated and sms will be sent upon successful verification.

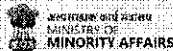


RECEIPT


Authentication Details		Date and Time	
Receipt Number	964738657896	Date and Time	29-07-2023 02:58:40 PM
Transaction ID	28072714574800000088722F	Status	Success
Mode	Finger Print	Akshar	XXXXXXXX09844

Hol Details		AISSE Code	
Login ID	INST_TEST	AISSE Code	NSP-0787
Hol Name	ANIREDRAMANI TRIPATHI	Designation	HEAD OFFICER
State	ASSAM	District	KARHUP METROPOLITAN
Email	Abv@Omsa.Com	Contact	98xxxx2315




➤ Head of Institute (Hol)- Level 1

❖ Select the Head of Institute and proceed with the verification.




National Scholarship Portal - Biometric Authentication Utility (NSP-BAU)




Welcome, VLE


- Home
- Dashboard
- Authenticate




Authenticate
Head of Institute



Authenticate
Institute Nodal Officer






Authenticate
District Nodal Officer



Authenticate
Students

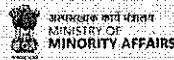
Designed, Developed and Deployed by IIT Kharagpur under IITP



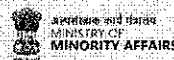
- ❖ Click on Head of Institute (HOI), on the next screen enter the required details and click on declaration box then proceed with submit button.

The screenshot shows the 'Authentication of Head of Institute' page. It includes a sidebar with 'Home', 'Dashboard', and 'Authenticate'. The main form has fields for 'Registration No.', 'Public Number', 'Campus', and 'Institute'. There are checkboxes for 'I am the Head of Institute' and 'I am the Head of Institute'. A 'Submit' button is at the bottom right. An 'Instruction' box on the right lists steps: 1. Enter Roll Number, 2. Enter Public Number, 3. Select Campus, 4. Select Institute, 5. Enter Captcha, 6. Click the submit button and proceed to the next page.



- ❖ On the next screen, click the live picture of the HOI, and click on submit button.

The screenshot shows the 'Authenticate' page. It features a sidebar with 'Home', 'Dashboard', and 'Authenticate'. The main area has two live video feeds labeled 'Camera' and 'Preview'. Below the feeds is a 'Capture Photo' button. At the bottom, there are 'Cancel' and 'Submit' buttons. An 'Instruction' box on the right lists step 1: 'Capture Photo'.





- ❖ HoI will verify all the details which is coming from the NSP Database, after that, click on consent box and continue with verify aadhaar.

Head of Institute Details			
Institute Name	ANSI TEST	Pincode	540006
Institute Type	ANBIENCA MANDIR/SHRI	Institute Code	25011716
Gender	Male	Institute Address	INDRAGIRI
Head of Institute	Abhishek Chavhan	Institute Address	INDRAGIRI
Institution Details			
Institution Name	ANSI TEST	Institution Type	ANBIENCA MANDIR/SHRI
State	ASSAM	Institution Code	ANBIENCA MANDIR/SHRI


- ❖ If the details displayed are incorrect, the same must be reported to DNO for update in NSP database.


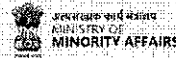



- ❖ After clicking on verify aadhaar, Biometric Authentication page will appear, click the consent box and proceed with Biometric Authentication.

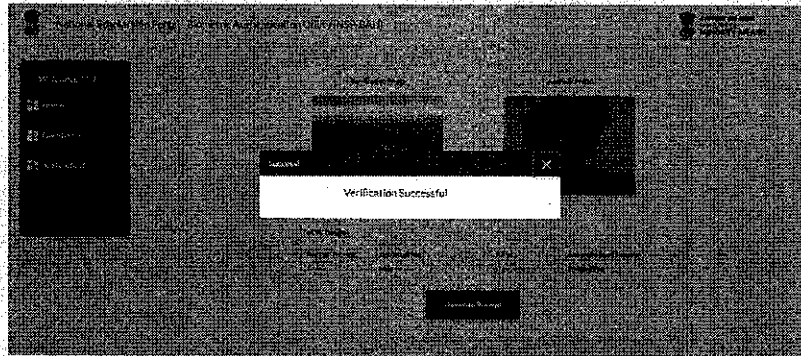



PLEASE SCAN YOUR BIOMETRICS



- ❖ After successful authentication, Verification Successful message will popup with all the required details of the HoI. Also the Verification Successful SMS will be sent to HoI on aadhaar registered mobile number.



- ❖ Receipt will generated upon successful verification.

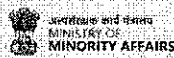
Receipt

Authentication Details

Receipt Number	363718657896	Date and Time	19-07-2023 02:58:40 PM
Transaction ID	2307291457480000088722P	Status	Success
Mode	Finger Print	Aadhaar	X00000008944

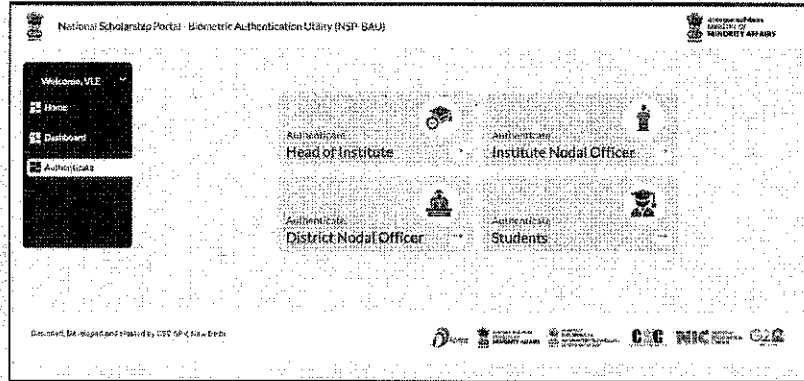
HoI Details

Login ID	INST_TST	AISSHE Code	NSI-0787
HoI Name	AMRENDRA MANI TRIPATHI	Designation	HEAD OFFICER
State	ASSAM	District	KAMRUJ METROPOLITAN
Email	Aisc@Gmail.Com	Contact	918802313

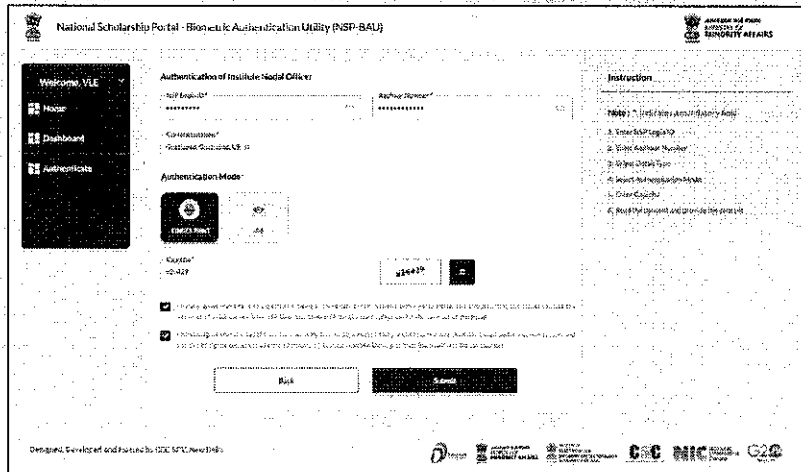


➤ Institute Nodal Officer (INO)- Level 2

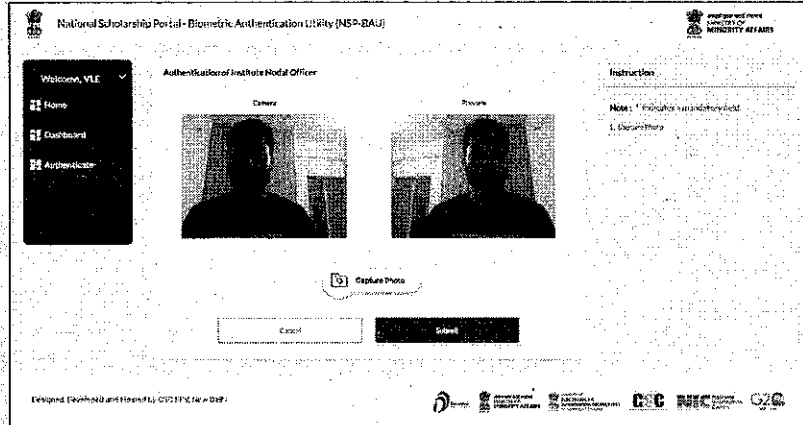
- ❖ Select the Institute Nodal Officer and proceed with the verification.



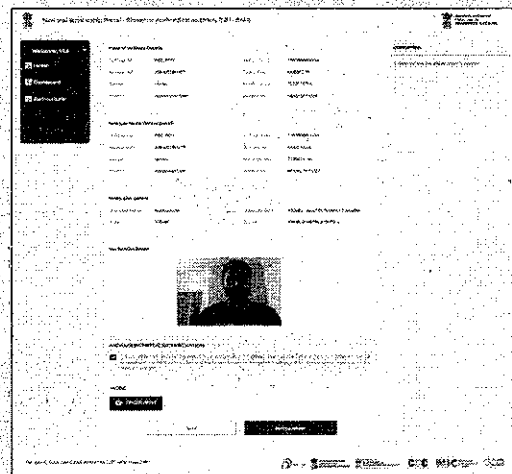
- ❖ Click on Institute Nodal Officer (INO), on the next screen enter the required details and click on declaration box then proceed with submit button.



- ❖ On the next screen, click the live picture of the INO, and click on submit button.



- ❖ INO will verify all the details which is coming from the NSP Database, after that, click on consent box and continue with verify aadhaar.

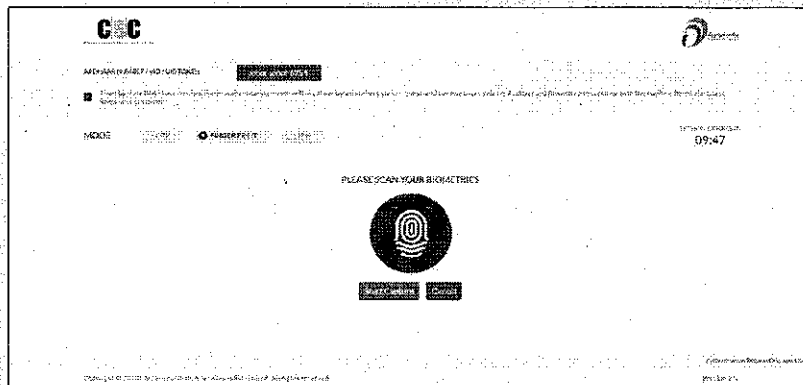


AK

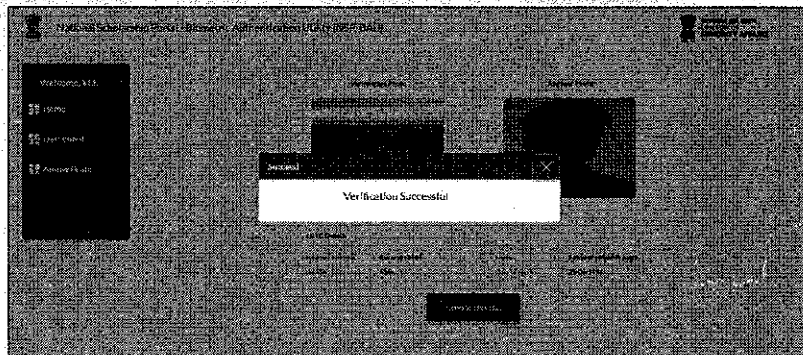
- ❖ If the details displayed are incorrect, the same must be reported to DNO for update in NSP database.



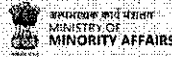
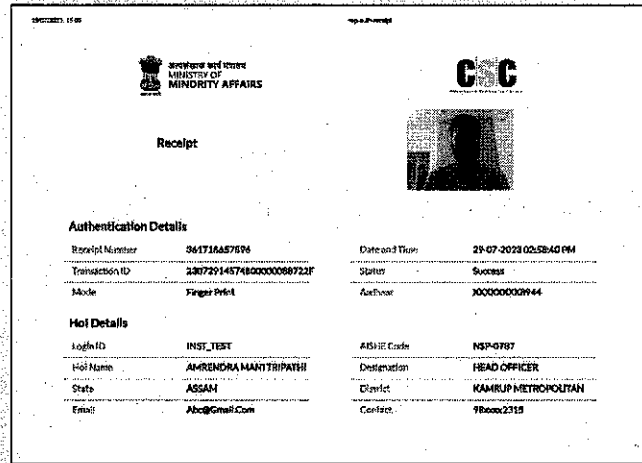
- ❖ After clicking on verify aadhaar, Biometric Authentication page will appear, click the consent box and proceed with Biometric Authentication.



- ❖ After successful authentication, Verification Successful message will popup with all the required details of the INO. Also the Verification Successful SMS will be sent to INO on aadhaar registered mobile number.



- ❖ Receipt will generated and sms will be sent on registered number upon successful verification.



CAMPS PHOTOS FROM GAZIABAD (31-07-2023)





GSC

GOVERNANCE AND SYSTEMS
MINISTRY OF
MINORITY AFFAIRS

Digital India
Power To Empower

