No.EDN-H(10)F(4)-2009-10-Misc.
Directorate of Higher Education,
Himachal Pradesh, Shimla-1
Tel.   No.   2656622,   Fax:-2812882,   Email.dhe-sml-hp@gov.in&nsphpsml@gmail.com

Dated   Shimla-1   the   July, 2025

To

The Vice Chancellors/ Registrars/ Principals of
all the Govt. and Pvt. Universities / Colleges / other Educational
Institutions, Within and Outside of Himachal Pradesh,
(Where bonafideHimachali 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. Sr. Sec./ High Schools in,
Himachal Pradesh

All the bonafideHimachali students.

Subject:-   **Regarding applying for State and Centrally Sponsored Scholarship Schemes on National Scholarship Portal for the year 2025-26 instructions thereof.**

Madam /Sir,

It is to bring to the kind notice of all concerned that National Scholarship Portal (https://scholarships.gov.in/)is now open for Academic Session 2025-26 to receive applications for both Pre/Post Matric Scholarship Schemes.The guidelines of the Schemes are available on the National Scholarship Portal. Therefore, all the concerned Head of Institutions must ensure that the studentsapply online for scholarship on NSP as per eligibility criteria of the scholarship schemes within a scheduled timelines.

Online applications are invited on National Scholarship Portal (NSP) https://scholarships.gov.in/, from the bonafidehimachali studentsunder the State and Centrally Sponsored Scholarship Schemes as per schedule given below for the AY 2025-26:-

- Timelines for Pre-Matric Scholarship Scheme:

Opening dates for students registration/submission of application	17-06-2025
Closing dates for students registration/submission of application	30-08-2025
Closing dates for INO Level Verification (L1)	27-09-2025
Closing dates for Second Level Verification (L2)	30-09-2025

- Timelines for Post-Matric Scholarship Scheme:

Opening dates for students registration/submission of application	17-06-2025
Closing dates for students registration/submission of application	31-10-2025
Closing dates for INO Level Verification (L1)	25-11-2025
Closing dates for Second Level Verification (L2)	29-11-2025

The Department of Empowerment of Persons with Disabilities (DEPwd), New Delhi has opened the National Scholarship Portal i.e. https://scholarships.gov.in for Registration of applicants and submission of applications for the Academic Year 2025-26 as per following timelines:-

- Pre-Matric Scholarship Schemes (SwDs):

Opening of Portal	25-06-2025
Last date for application submission	31-08-2025
Last date for INO Level verification	15-09-2025
Last date for Second Level verification	30-09-2025

- Post-Matric /Top Class Scholarship Schemes (SwDs):

Opening of Portal	25-06-2025
Last date for application submission	31-10-2025
Last date for INO Level verification	15-11-2025
Last date for Second Level verification	30-11-2025

Only those Institutions which are recognized by competent regulatory body and have a valid UDISE/AISHE/NCVT/SCVT code can register on NSP for scholarships.

All the Head of Institutions (HOI) are requested to prepare list of potential candidate for different scholarship schemes and organize awareness camps regarding scheme guidelines of various scholarship schemes particularly emphasis should be laid oneligibility conditions, types of documents to be uploaded of required size (KB/MB) and format, quality of uploaded documents under different Scholarship Schemes.

Students shall be made aware of various scholarship schemes through display boards, Digital Signage, announcement in Morning Assembly and Institutional functions, classroom campaign, prospectus, website, print and electronic media. Scholarship Scheme can be widely publicized in SMC/PTA/ Gram Panchayat / local bodies' general house and through orientation of students at the commencement of academic session.

The Head of the Institutionsare requestedto ensure the Aadhaar Seeding of the studentbank accounts to whom scholarship is being applied online on NSP for the year 2025-26 or pending scholarships if any. The faculty membersmay be asked to provide the necessary support to the students to seed their bank account with Aadhaar Numberfor timely disbursal of scholarship to all the applicants and to avoid unnecessary prolonging of scholarship disbursal process.

Further, the National Payments Corporation of India (NPCI) has launched Bharat Aadhaar Seeding Enabler (BASE) platform to facilitate Aadhaar Seeding and De-seeding activities in self-service mode for Direct Benefit Transfer(DBT) by enabling the citizens to carry out certain activities in digital mode. The link of flash news announcement is available on the NSP Portalalongwith option of "How to seed Aadhaar with the bank Account".There is a difference between Aadhaar Linking and Aadhaar seeding, so students have to ensure that his/her Aadhaar number must be seeded and not simply linked.The Aadhaar seeding of bank account involves linking plus mapping with National Payments Corporation of India (NPCI).

The Aadhaar Seeding status of the bank account of the students can be checked as under:-
1. Open the NSP portal and Click on top left side four lines (Pink & Blue) button.
2. A pop-up option arises and click on the option "How to seed Aadhaar with the Bank Account", & open a YouTube information regarding Aadhaar seeding awareness–Beneficiary.
3. Go to www.npci.org.in&www.uidai.gov.in.

4. Go to NPCI Website, Click on Consumer Tab> Bharat Aadhaar Seeding Enabler(BASE) > to get Aadhaar mapped status > enter Aadhaar Number & Captcha> enter OTP>Check Aadhaar Seeding status. There is also an option of Aadhaar Seeding/De-seeding, available in Bharat Aadhaar Seeding Enabler (BASE) tag through which students can seed and de-seed his/her Aadhaar Number.

5. Go on UIDAI website> Select language> go to My Aadhaar Tab>go to 3rd menu tag in Aadhaar Services> Select Bank Seeding Status by entering Aadhaar Number, captcha and OTP .

This small intervention can lead to timely payment of scholarship to the students.

The entire responsibility of filling up of scholarship forms of eligible School students lies on Head of Institution and Scholarship Committee. The students of higher classes are expected to fill up their scholarship applications themselves on NSP however, faculty and staff may assist the students, if they face any difficulty. It is desired to check all the particulars and quality of uploaded documents before submission of application form online. Further

- The students <u>name</u> and other particulars in all documents such as Academic Certificates, Income Certificate, Caste Certificate, Aadhaar Card, bank documents and Scholarship applications should be as per Matriculation Certificate.

- Before submitting the scholarship form on Portal and verification at institutional level, it must be ensured that all particulars are <u>correct</u> and documents uploaded are <u>legible</u>, <u>relevant</u> and of required <u>size</u> (KB). For any lapse, applicants and concerned institutions will be held responsible.

- The applicants are required to <u>note down</u> application number, users login ID and Password for future reference for tracking status of their scholarship application and uploading of required document if it is defected for rectification of wrong bank details or uploading of required document(s).If application is defected, SMS will be received by the applicant and he/she has to immediately re-submit the application online after making necessary corrections/uploading of required documents.

- It has been observed that some applicants do not respond to the message and their applications remain pending at their level and Portal get disabled for submission of application after scheduled timeline and students thus remain bereft of scholarships. Similarlysome times, scholarship applications remain un-attended at the level of Institutions. Lack of action on their part may lead to recovery ofscholarship from their pocket/court cases and unnecessary harassment to the students. Therefore, a student is required to immediately respond to the message received on his /her registered mobile number and Institution are required to verify both fresh and re-submitted applications within scheduled timeline.

- The Head of Institution must ensure that scholarship has been <u>claimed</u> as admissible under concerned scholarship scheme <u>guidelines</u>. If any discrepancy is found, of <u>excess payment</u> or under <u>payment recovery</u> will be held from Head of Institutions and scholarship committee.No eligible student enrolled in the Institution should be left without scholarship.If any eligible studentis left without scholarship, head of Institution and members of scholarship committee will be held responsible for the same. Meritorious students joining from other Institutions are also to be covered under scholarship schemes as per his or her eligibility.

- The Head of Institution should conduct random <u>checking</u> of at least 10% scholarship <u>applications</u> to ensure accuracy before scholarship applications are verified at Level 1 i.e. Institutional Level.

- In order to ensure timely payment of scholarship to beneficiaries, each Institution is required to ensure the online filling of scholarship application by all <u>eligible</u> students on the day ofadmission if NSP is already open /opening of National Scholarship Portal and Institution level verification within 15 days of receiving of applications at INO level.

- Kindly focus on the opening date of National Scholarship Portal and <u>not on last date</u>. Each Institution must plan appropriately for action to be done at their level to facilitate for timely disbursal of scholarship to the eligible students.

- If applicant discontinues his/her studies or it is found later on that he /she is not eligible for scholarship for any reasons as per eligibility conditions of concerned scheme guidelines, intimate the Department of Higher Education immediately /before the disbursal of scholarships. A student can opt only one scholarship advantageous to him.
- The Head(s) of the Institution(s) are directed toconstitute scholarship committee with senior most member of the committee as convener of the committee.
- The Head of Institution and committee members will go through the guidelines of all scholarship schemes and guide the students accordingly. Only non-refundable fees are admissible and fee claimed should be verified as per fee structure approved by competent authority. Claim of Scholarship for a Day-Scholars under category of Hosteller is a serious offence and may lead to filing of FIR.
- If any student fails to submit his/her application form due to lack of awareness/non-verification of scholarship applications within the stipulated time period/no action on defective applications, the Head(s) of the Institutions &members ofthe Scholarship Committee would be fully responsible for the lapse of scholarship amount and further scholarship amount may be recovered from each of them in equal proportion.
- The state sponsored scholarship schemes are mainly merit based.
- Merit lists received from Himachal Pradesh Board of School Education Dharamshala (HPBOSE) and Himachal Pradesh University Shimla (HPU)/Sardar Patel University Mandi (SPU) are uploaded on official website of Directorate of Higher Education, H.P.As per this Merit list filling up of scholarship applications by the concerned applicants on NSP and verification at Institutional level is required.
- It has been observed that students apply for meritorious scholarships schemes on speculation basis without checking their name on uploaded merit list and same applications is also verified at Institutional level. Such applications are defected at state level and due to time constrain/ technical reasons students may fail to submit his scholarship applications for the scheme for which he/she is actually eligible.
- The institutional Head must ensure thatno eligible student is left in his/ her Institutions without scholarship. All the particulars and bank details must be correct. Bank account of applicant should be Aadhaar seeded.
- All the School Principals (Cluster) are also directed that they should convey the instructions to all Schools in the cluster, well in time.
- The Heads of the educational institutions will ensure to aware the students not to share their personal details i.e. Aadhaar Number, Mobile Number, Bank Account Number and also not to provide their personal documents i.e. Educational Qualification Certificates, Income Certificate, Caste Certificate, Bonafide/Domicile Certificate etc. to any other Educational Institute. For any query, students can contact only through official telephone number i.e. 0177-2656622 or through email:-nsphpsml@gmail.com or the mobile numbers mentioned in the scheme ID on National Scholarship Portal.
- It is for the information of all the students who apply for scholarship schemes on NSP to respond immediately to SMS received from NSP Portal for addressing of queries/shortcomings within timeline. Inspite of repeated reminders, some students do not respond to the message received on their registered mobile number, thus scholarship applications remain pending at applicant level or if application is already verified due to non-seeding of bank account number with Aadhaar, payment transactions get failed and student remains bereft of scholarship. Alternately, students can also opt for Aadhaar seeded saving account in "India post payments bank" for receiving scholarships.

- ➢ Checklist for Meritorious State Scholarship Schemes:-
  - Name of applicant is figuring in listfor Meritorious scholarship schemes uploaded on website of Directorate of Higher Education, HP.
  - BonafideHimachali Certificate.
  - Aadhaar Card.
  - Previous class certificate.
  - Caste Certificate issued by competent authority if required.
  - Bank account Aadhaar seeded to ensure timely payment of scholarship.

- Name and other particulars in all documents as per Matriculation Certificate of applicant.
- ➢ Checklist for Centrally Sponsored Scholarship Schemes:-
    - Eligibility as per scheme guideline.
    - Scholarship schemes opted is most beneficial to the applicant.
    - BonafideHimachali Certificate.
    - Income Certificate issued by competent authority (SDM /Tehsildar /NaibTehsildar).
    - Aadhaar Card.
    - Previous class certificate.
    - Caste Certificate issued by competent authority.
    - Bank account Aadhaar seeded to ensure timely payment of scholarship.
    - Name and other particulars in all documents as per Matriculation Certificate of applicant.
    - Fee claim (Tuition fee, Examination fee, admission fee etc) is genuine. No fund has been claimed.
    - The applicant claim under hosteller category is genuine. He/ she is actually residing in the hostel.
    - Applicant is required to ensure more than 75% attendance during Academic year.
    - HOI is required to intimate the Directorate of Higher Education if applicant leave the program of study mid way or does not appear in Semester/Annual Examinations.

If application is defected for any reason, applicant will receive SMS on his registered Mobile number. Subsequently action is required on the part of applicant to re-submit his/her application within timeline after doing the needful. It is required to be verified online at Institutional and District/State level. If Bank account is not Aadhaar Seeded then also the applicant will receive the message for Aadhaar seeding of bank account. Immediate action will be required on the part of applicant to visit bank branch for Aadhaar seeding of his/her account,Alternately bank account can be Aadhaar seeded online using NPCI website.

Due to introduction of SNA-SPARSH from July 2025, the students who have not received their scholarship of 2024-25 or previous academic years due to non-seeding of their bank account with Aadhaar are required to seed their bank accounts with Aadhaar before July 15, 2025 positively. Such scholarship claims may get deemed rejected thereafter. Head of institutions and institutional Nodal officers (Scholarship)are also requested to make the students and their parents aware for this intervention so that every eligible students must receive his or her scholarship through DBT in his/her Aadhaar seeded bank account.

Active co-operative is solicited from all the officers for awarding scholarship to every genuine potential beneficiary of the state as per time schedule please.

+ Director Higher Education,
Himachal Pradesh

Endst. No. Even Dated Shimla-1 the June, 2025
Copy for information and necessary action is forwarded to:-
1. The Secretary (Education), to the Govt. of H.P. Shimla-2 for kind information please.
2. The Director, ESOMSA block No. 33 SDA complex Kasumpti Shimla HP-171009
3. The Technical Officer, IT Cell, DHE, H.P. with direction to upload the letter on Departmental website.
4. Guard File.

⊣ Director Higher Education,
Himachal Pradesh