

By Speed Post/Email

No.11017/58/2016-SCD-I

Government of India

Department of Social Justice & Empowerment

Ministry of Social Justice & Empowerment

Room No.253, "A" Wing,

Shastri Bhawan, New Delhi-110001

Dated the 6th Sept. 2016

To,

The Registrar/Dean/~~Principal~~
(All the notified Institutions)

Subject: Calling of fresh scholarship proposals for the year 2016-17 under the Central Sector Scholarship Scheme of "Top Class Education for SC Students."

Sir,

As you are aware that the Government of India has been implementing the Central Sector Scholarship Scheme of "Top Class Education" since 2007. It aims at recognizing and promoting quality education amongst students belonging to SCs by providing full financial support. The scheme covers SC students for pursuing studies beyond 12th Class. Under this Scheme, the students who get admission in the Institutions notified by this Ministry are eligible to get financial support as scholarship for covering four items namely:

- (i) Full tuition fee and non refundable charges
- (ii) Living expenses @ Rs.2,220/- per month
- (iii) Book and stationery @ Rs.3,000/- per annum and
- (iv) a latest computer with accessories like UPS, Printer, Multimedia limited to Rs.45,000/- required for pursuing their higher study.

2. It is requested to send the fresh proposals for scholarship for 2016-17 to Department of Social Justice & Empowerment through National Scholarship Portal (NSP) by 31.10.2016. It is to inform that candidates are to be selected for grant of Scholarship as per the slots available to the institute under the Scheme. The online applications for the shortlisted candidates must be forwarded by the institutes to this Department by 31st October, 2016. No application for the grant of Scholarship would be entertained without Aadhaar and it should be seeded with the bank account of the beneficiaries.

3. The renewal scholarship proposals for those students whose case was forwarded by the Institutes through National Scholarship Portal in 2015-16 may be forwarded through portal only. For rest of the renewal cases batch-wise proposals as done in past years signed and authenticated by the prescribed authority of the Institutions, may be furnished (in papers) to this Ministry in prescribed proforma in Annexure-B with necessary entries against the columns up to or before 31.10.2016.

4. Following documents should be accompanied with renewal proposal:

- (i) Declaration by the Institute that the students are not getting any scholarship either from the State government or from the Ministry/Department of Government of India.
- (ii) Separate break up of Annual fee/other non-refundable charges.

contd.

- ✓ (iii) Proof whether the students are hostellers or day scholars.
- (iv) Bank Authorization Letter/Bank Agency Details of the Institute. The Bank Authorization letter of the Institute should be countersigned by the authorized signatory of the Bank along with official seal. The Bank account should not be in the name of the Director/Principal/Registrar/Accounts Officer etc. It should be in the name of the Institute only.
- ✓ (v) Utilization Certificates in the prescribed form GFR-19(A) along with signature of the scholarship holders/beneficiaries towards the amount received by them. Proper entries such as name of the Institution/Sanction Letter No./Date of Sanction Letter/Amount of sanction may be made in the UC.
- ✓ (vi) A copy of the result of last year/last term final examination with clear mention that he/she has passed the examination.
- ✓ (vii) List of students who have been promoted to Higher Class and list of failed students.

5. A set of Instructions to be followed by the Students and the Institutes are **annexed**. In case of any queries, mail can be sent at the mail ID "dbtcell.msje@nic.in".

Yours faithfully,



(Arvind Kumar)

Director

Tel No.011-23388519

Set of Instructions to be followed by the Students and the Institutes

For the Students:

- 1) Only fresh proposals for 2016-17 and renewal cases of those students whose proposal for 2015-16 was processed online through National Scholarship Portal needs to be sent online. Rest of the renewal proposals will be entertained manually.
- 2) The Student has to obtain/enroll for the Aadhaar number (if not obtained earlier)
- 3) Get the Aadhaar number seeded with his/her respective bank account.
- 4) Students shortlisted by the Institute must register on the National Scholarship Portal and apply for the scholarship, filling details in the common application form on the portal and obtain ID No.
- 5) Submit the Caste and Income Certificates (issued by the competent authority) with the authorities of the Institute for verification.
- 6) The students can know the status of their applications by quoting their ID No. on the portal.

For the Institutes:

- 1) Shortlist the eligible candidates for the scholarship as per the slots allotted, whose names are to be forwarded by them online.
- 2) Institutes are required to physically examine the relevant documents on the basis of existing criteria of income, caste, marks etc.
- 3) The documents submitted by the students should be duly verified and uploaded on the Portal.
- 4) All the institutes should forward the applications of the students after verification at their level, applying/using valid digital signatures.
- 5) Those institutes which have yet to obtain the Digital Signature Certificates should purchase/obtain it timely from the private/government agencies.
- 6) The same login IDs and passwords will work for the institutes which were allotted to them in the last financial year.
- 7) The institutes are required to register their Login IDs and passwords on the National Scholarship Portal (if not registered last year) and for the registration of the Login IDs and passwords on the National Scholarship Portal (NSP) the User Manual would be uploaded on the NSP shortly. The URL of the NSP is <http://scholarships.gov.in>
- 8) Institutes should furnish copy of institution fee along with break-up of tuition fee and other-Non-Refundable charges.
- 9) The institute should furnish bills against all the charges including boarding and lodging, books and computer and accessories when furnishing the claims.

