OFFICE OF THE COLLECTOR & DM, SUNDARGARH

(ST & SC Dev Section)

E-Mail-dwosundargarh@gmail.com

Letter no 2420 /ST&SC Dev/SNG/Dt. 30 / 07 / 2024

To

The Heads of all registered Institutions in OSSP, Sundargarh.

Sub: Aadhaar-based Biometric e-KYC authentication of HoI & INO in OSSP.
Ref: L.No.15081/ST&SC Dev. Deptt./Dt.23.07.2024.

Madam/Sir,

With reference to the letter and subject cited above, I am to inform you that, Aadhaar-based Biometric e-KYC authentication of Head of the Institution (HoI) & Institute Nodal Officer (INO) in Odisha State Scholarship Portal (OSSP) has been made mandatory for all the registered Institutions in OSSP. Every Institute has to go through this process to avail scholarship for their students from 2024-25 academic year. In this regard the following 3 major steps/actions are to be taken by the Institute with immediate effect:

1) HoI & INO of each Institute to submit their AADHAAR details in Institute log in (BIO-AUTHENTICATION TAB) from 26th July to 9th Aug 2024
2) After completion of e-KYC authentication process, Institute to take print out of the system generated filled in forms of HoI & INO along with affixing passport size photographs and seal & signature respectively and submit the same physically at DWO for approval within 10th Aug 2024
3) After approval of DWO, HoI & INO to come physically for AADHAAR Bio-Metric Authentication (i.e. Finger, Iris impression) to be done in camp as per the scheduled plan to be communicated shortly.

It is hereby brought to the notice of all the registered institutions in OSSP that, unless Bio-Authentication exercise is successful for both HoI & INO, no activity relating to verification and processing of Scholarship application will be allowed in your log in from 2024-25. For further clarification you may refer to the letter, SOP & PPT and contact Scholarship Management Unit, Sundargarh.

This is for your kind information and necessary action.

Encl: As above

Yours faithfully,

30.07.24

District Welfare Officer,
Sundargarh.

DISTRICT WELFARE OFFICE
SUNDARGARH
24 JUL 2024
RECEIVED

1683
29/7/24

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT, M & BCW DEPARTMENT
****

No. 15081 /SSD., Bhubaneswar Date. 23/07/2024
STSCD-POMS-MISC-0009-2024

From,

Shri. Indramani Tripathy, IAS
Director ST

DSC
Pls discuss. Then we will conduct a/p online meeting to sensitise all

All District Welfare Officers

Sub: Implementation of Aadhaar based Biometric eKYC for all INOs/ HOIs/ DNOs in Odisha State Scholarship Portal for Pre & Post-matric Scholarship for ST, SC, OBC/SEBC and EBC students regarding.

Ref: Letter No. K-11017/1/2022-SCD-V dated 05.10.2023 & dated 08.07.2024 of Ministry of Social Justice and Empowerment, Govt. of India and Letter No. – 19012/07/2023-Sch dated 24.06.2024 of Ministry of Tribal Affairs, Govt. of India

Madam/ Sir,

Inviting a reference to the letters of Ministry of Social Justice and Empowerment & Ministry of Tribal Affairs, Govt. of India (annexed with this letter), I am directed to say that as per instructions of the Central Ministries, Head of the Institution and Nodal Officer dealing with scholarship programme will have to mandatorily undergo Aadhaar based Biometric e-KYC in State Scholarship Portal to continue recommending scholarship applications of eligible ST, SC, OBC/ SEBC and EBC students.

In pursuance of the instructions from Govt. of India, Department is going to undertake Aadhaar based Biometric e-KYC in Odisha State Scholarship Portal for Head of the Institute and Institute Nodal Officer of all registered Institutions, who are authorized for verification and recommendation of scholarship applications of ST, SC, OBC/SEBC and EBC students under Post-matric & Pre-matric Scholarship schemes of this department. Necessary provision has created in OSSP to submit Aadhaar of respective officials of Institutions in their login for OTP based e-KYC which will be followed by bio-metric authentication in camp mode and in presence of respective District Welfare Officers. To begin with Bio-metric authentication camps are scheduled to be conducted between 10th to 30th August 2024(tentatively) for post-matric level institutions registered in OSSP.

For smooth conduct of the whole bio-authentication process, following steps are to be followed at Institution and District levels:

Institution Level:

1. The facility for submitting Aadhaar of Head of Institute (HOI) and Institute Nodal Officer (INO) has been developed in Institution Login in a TAB namely BIO-AUTHENTICATION for undertaking OTP based e-KYC of designated officials.
2. This facility will be made live in OSSP with effect from 25th July 2024. Accordingly, all institutions in your jurisdiction may kindly be officially communicated to complete the OTP based e-KYC authentication for Head of Institute and Institute Nodal Officer dealing with verification and processing of scholarship applications in OSSP in their login at the earliest upon activation of the facility in OSSP.
3. On successful OTP authentication, Name, Gender and DOB will be fetched from Aadhaar database and shall remain non-editable. Therefore, before confirming authentication process Head of Institute and Institute Nodal Officer must ensure that these details are correct.
4. In particular cases where one person is designated to act both as Head of Institute & Institute Nodal Officer, same person need to authenticate twice as Head of Institute & Institute Nodal Officer and specific declaration needs to be provided to that effect in the portal.
5. Upon completion of OTP based e-KYC authentication process, Institute concerned is required to take a printout from OSSP and submit the same to the District Welfare Officer along with affixing photograph of concerned persons and providing signature in prescribed places and with the seal & signature of HOI for the approval of District Welfare Officer in the portal. A photocopy of the same shall also be kept in institute's record file.
6. In case of any change in the incumbent Head of Institute or Institute Nodal Officer subsequently on account of transfer/ change of responsibility/ leaving of Institute or any other factor, the fact should be immediately communicated officially by the Institute to the District Welfare Officer for disabling the authentication of person concerned in OSSP and to undertake fresh authentication and approval for new person.
7. It is to be brought to the notice of Institutions concerned that unless Bio-authentication exercise is successful for both Head of Institute & Institute Nodal Officer, no activity concerning verification or processing of scholarship application will be allowed in their login from AY 2024-25. However, along with successful Bio-authentication, other conditions such as a valid & active AISHE/ UDISE/ NCVT/ SCVT code and recommendation from respective Nodal Departments are also pre-requisites for eligibility of Institutions for processing of scholarship applications of this Department.

District Level:

1. The facility for submitting Aadhaar of District Welfare Officers has been developed in DWO Login in a TAB namely BIO-AUTHENTICATION for undertaking OTP based e-KYC of the DWOs. This facility will be made live in OSSP with effect from 25th July 2024. Accordingly, District Welfare Officers are requested to complete the OTP based e-KYC authentication in their login at the earliest upon activation of the facility in OSSP.
2. Further, a TAB has been created in District Login for approval of Head of Institute (HOI) and Institute Nodal Officer (INO). Accordingly, upon receipt of the OSSP generated printout of successful OTP authentication of HOI & INO from respective Institutes, District Welfare Officers are required to approve the same in their login. This process of DWO approval is mandatory for HOI & INO to be able to proceed for further bio-metric authentication in the portal.
3. The bio-metric authentication for HOI & INO shall be taken up in camp mode and in presence of respective District Welfare Officers as per the location/s identified by the respective District Welfare Officers on the scheduled date/s. The bio-metric authentication process will be facilitated by CSC e-Governance Services India Limited (Common Service Centres) at the district/ block levels, as the case may be.
4. District Welfare Officers are required to submit the Camp Schedule for undertaking Bio-metric authentication of HOI & INOs in the prescribed format at annexure A to the Department latest by 30th July 2024. The organising of camps is tentatively scheduled to start from 10th of August, 2024 and whole bio-metric authentication exercise is planned to be completed by 30th August, 2024 in the state.
5. The Camp Schedule i.e. number of days required shall be planned by keeping in mind that in a day maximum 40-50 nos. of authentication can be completed (2 authentications each for one institute). Since physical presence of District Welfare Officer is mandatory during the process, the dates and timing shall be planned accordingly. Further, the place decided for organizing the camp must have proper internet facility to complete authentication process smoothly.
6. Districts are requested to plan for the camps well ahead in order to keep cushion for accommodating any rescheduling requirements due to any unforeseen reasons and to ensure that we successfully complete bio-metric authentication exercise for all Institutions within 30th August 2024.
7. All Institutions shall be empathically instructed to be present for bio-metric authentication process on their scheduled date and time of camp.
8. CSC e-Governance Services India Limited (Common Service Centres) will depute their designated personnel/s along with computer system and bio-metric devices for the authentication camps as per schedule. The list of officials of CSC e-Governance Services India Limited with their contact details is provided at annexure B for any communication requirement.
9. In case of any changes necessitating due to any unforeseen/ unavoidable circumstances in the camp schedule shall be intimated by the district team in advance to SMU in the department as well as concerned District Project

Manager and Zonal Manager of CSC e-Governance Services India Limited for information and rescheduling of the camp.

10. A dedicated whatsapp group will be created with DWOs, District Scholarship Coordinators/ person dealing with scholarship portal in district, Zonal/ District Project Managers of CSC, personnel of Scholarship Management Unit and concerned officials of department as members for day-to-day communication on progress of Bio-authentication work in districts, any rescheduling requirements, technical challenges or any other issue being faced etc.

Further, as per GOI stipulations, Aadhaar based bio-metric authentication will be mandatory from 2024-25 for all ST, SC, OBC/ SEBC and EBC students registering/ renewing application for scholarship in OSSP. Accordingly, institutions under your jurisdiction may be advised to be in readiness and spread awareness among students regarding the same. The detailed process and schedule for Aadhaar based bio-metric authentication of scholarship applicant students will be intimated in due course of time.

You are, therefore, requested to bring these stipulations to the notice of educational institutions under the ambit of your jurisdiction at the earliest for necessary compliance and smooth & timely completion of Bio-metric authentication exercise in your respective districts so that no eligible ST, SC, OBC/ SEBC and EBC students are deprived of benefit of Post-matric scholarship.

Yours faithfully

Director, ST

Memo No 15082 /SSD dated 23/07/2024

Copy forwarded to GM, OCAC, OCAC Building, Plot No. – N1/ 7 – D, Acharya Vihar, RRL Post Office, Bhubaneswar for kind information and with request to ensure that necessary provisions concerning bio-authentication process in OSSP is provided in due time.

Director, ST

GOVERNMENT OF ODISHA
ST & SC DEVELOPMENT, M & BCW DEPARTMENT

****

No. 15081 /SSD., Bhubaneswar Date. 23/07/2024

STSCD-POMS-MISC-0009-2024

From.

Shri. Indramani Tripathy, IAS
Director ST

To.

All District Welfare Officers

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Madam/ Sir,

Inviting a reference to the letters of Ministry of Social Justice and Empowerment & Ministry of Tribal Affairs, Govt. of India (annexed with this letter), I am directed to say that as per instructions of the Central Ministries, Head of the Institution and Nodal Officer dealing with scholarship programme will have to mandatorily undergo Aadhaar based Biometric e-KYC in State Scholarship Portal to continue recommending scholarship applications of eligible ST, SC, OBC/ SEBC and EBC students.

In pursuance of the instructions from Govt. of India, Department is going to undertake Aadhaar based Biometric e-KYC in Odisha State Scholarship Portal for Head of the Institute and Institute Nodal Officer of all registered Institutions, who are authorized for verification and recommendation of scholarship applications of ST, SC, OBC/SEBC and EBC students under Post-matric & Pre-matric Scholarship schemes of this department. Necessary provision has created in OSSP to submit Aadhaar of respective officials of Institutions in their login for OTP based e-KYC which will be followed by bio-metric authentication in camp mode and in presence of respective District Welfare Officers. To begin with Bio-metric authentication camps are scheduled to be conducted between 10th to 30th August 2024(tentatively) for post-matric level institutions registered in OSSP.

For smooth conduct of the whole bio-authentication process, following steps are to be followed at Institution and District levels:

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1. The facility for submitting Aadhaar of Head of Institute (HOI) and Institute Nodal Officer (INO) has been developed in Institution Login in a TAB namely BIO-AUTHENTICATION for undertaking OTP based e-KYC of designated officials.
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4. In particular cases where one person is designated to act both as Head of Institute & Institute Nodal Officer, same person need to authenticate twice as Head of Institute & Institute Nodal Officer and specific declaration needs to be provided to that effect in the portal.
5. Upon completion of OTP based e-KYC authentication process, Institute concerned is required to take a printout from OSSP and submit the same to the District Welfare Officer along with affixing photograph of concerned persons and providing signature in prescribed places and with the seal & signature of HOI for the approval of District Welfare Officer in the portal. A photocopy of the same shall also be kept in institute's record file.
6. In case of any change in the incumbent Head of Institute or Institute Nodal Officer subsequently on account of transfer/ change of responsibility/ leaving of Institute or any other factor, the fact should be immediately communicated officially by the Institute to the District Welfare Officer for disabling the authentication of person concerned in OSSP and to undertake fresh authentication and approval for new person.
7. It is to be brought to the notice of Institutions concerned that unless Bio-authentication exercise is successful for both Head of Institute & Institute Nodal Officer, no activity concerning verification or processing of scholarship application will be allowed in their login from AY 2024-25. However, along with successful Bio-authentication, other conditions such as a valid & active AISHE/ UDISE/ NCVT/ SCVT code and recommendation from respective Nodal Departments are also pre-requisites for eligibility of Institutions for processing of scholarship applications of this Department.

District Level:

1. The facility for submitting Aadhaar of District Welfare Officers has been developed in DWO Login in a TAB namely BIO-AUTHENTICATION for undertaking OTP based e-KYC of the DWOs. This facility will be made live in OSSP with effect from 25th July 2024. Accordingly, District Welfare Officers are requested to complete the OTP based e-KYC authentication in their login at the earliest upon activation of the facility in OSSP.
2. Further, a TAB has been created in District Login for approval of Head of Institute (HOI) and Institute Nodal Officer (INO). Accordingly, upon receipt of the OSSP generated printout of successful OTP authentication of HOI & INO from respective Institutes, District Welfare Officers are required to approve the same in their login. This process of DWO approval is mandatory for HOI & INO to be able to proceed for further bio-metric authentication in the portal.
3. The bio-metric authentication for HOI & INO shall be taken up in camp mode and in presence of respective District Welfare Officers as per the location/s identified by the respective District Welfare Officers on the scheduled date/s. The bio-metric authentication process will be facilitated by CSC e-Governance Services India Limited (Common Service Centres) at the district/ block levels, as the case may be.
4. District Welfare Officers are required to submit the Camp Schedule for undertaking Bio-metric authentication of HOI & INOs in the prescribed format at annexure A to the Department latest by 30th July 2024. The organising of camps is tentatively scheduled to start from 10th of August, 2024 and whole bio-metric authentication exercise is planned to be completed by 30th August, 2024 in the state.
5. The Camp Schedule i.e. number of days required shall be planned by keeping in mind that in a day maximum 40-50 nos. of authentication can be completed (2 authentications each for one institute). Since physical presence of District Welfare Officer is mandatory during the process, the dates and timing shall be planned accordingly. Further, the place decided for organizing the camp must have proper internet facility to complete authentication process smoothly.
6. Districts are requested to plan for the camps well ahead in order to keep cushion for accommodating any rescheduling requirements due to any unforeseen reasons and to ensure that we successfully complete bio-metric authentication exercise for all Institutions within 30th August 2024.
7. All Institutions shall be empathically instructed to be present for bio-metric authentication process on their scheduled date and time of camp.
8. CSC e-Governance Services India Limited (Common Service Centres) will depute their designated personnel/s along with computer system and bio-metric devices for the authentication camps as per schedule. The list of officials of CSC e-Governance Services India Limited with their contact details is provided at annexure B for any communication requirement.
9. In case of any changes necessitating due to any unforeseen/ unavoidable circumstances in the camp schedule shall be intimated by the district team in advance to SMU in the department as well as concerned District Project

Manager and Zonal Manager of CSC e-Governance Services India Limited for information and rescheduling of the camp.

10. A dedicated whatsapp group will be created with DWOs, District Scholarship Coordinators/ person dealing with scholarship portal in district, Zonal/ District Project Managers of CSC, personnel of Scholarship Management Unit and concerned officials of department as members for day-to-day communication on progress of Bio-authentication work in districts, any rescheduling requirements, technical challenges or any other issue being faced etc.

Further, as per GOI stipulations, Aadhaar based bio-metric authentication will be mandatory from 2024-25 for all ST, SC, OBC/ SEBC and EBC students registering/ renewing application for scholarship in OSSP. Accordingly, institutions under your jurisdiction may be advised to be in readiness and spread awareness among students regarding the same. The detailed process and schedule for Aadhaar based bio-metric authentication of scholarship applicant students will be intimated in due course of time.

You are, therefore, requested to bring these stipulations to the notice of educational institutions under the ambit of your jurisdiction at the earliest for necessary compliance and smooth & timely completion of Bio-metric authentication exercise in your respective districts so that no eligible ST, SC, OBC/ SEBC and EBC students are deprived of benefit of Post-matric scholarship.

Yours faithfully

Director,ST

Memo No 15082 /SSD dated 23/07/2024

Copy forwarded to GM, OCAC, OCAC Building, Plot No. – N1/ 7 – D, Acharya Vihar, RRL Post Office, Bhubaneswar for kind information and with request to ensure that necessary provisions concerning bio-authentication process in OSSP is provided in due time.

Director,ST

Annexure A

Schedule of Bio-matric Authentication Camps for HOI and INOs of Post-matric Institutions

District Name:					
Total number of Post-matric Institutions in OSSP under the District:					
Sl. No.	Date of the camp	Time of the Camp	Venue of the Camp		No. of Institutions scheduled to participate
			Block	Address of location	

ANNEXURE B

Contact Details of Zonal Managers of CSC e-Governance Services India Limited					
SI NO	ZONE	ZONE HEAD NAME	DISTRICT	MOBILE NO	MAIL ID
1	EAST ZONE	JIRENDRA ROUT	Cuttack Jagatsinghapur Kandhamal Kendrapara Khordha Nayagarh Puri	9179845717	jitendra.rout@csc.gov.in
2	NORTH ZONE	SATYA BIKAS BISWAL	Angul Balasore Bhadrak Dhenkanal Jajpur Keonjhar Mayurbhanj	9937097680	satya.biswal@csc.gov.in
3	SOUTH ZONE	SUBHENDU PANDIA	Gajapati Ganjam Kalahandi Koraput Malkangiri Nabarangpur Nuapada Rayagada	9937291964	subhendu.pandia@csc.gov.in
4	WEST ZONE	DEBAYUDH MISHRA	Balangir Bargarh Boudh Deogarh Jharsuguda Sambalpur Sonepur Sundargarh	7011950678	debayudha mishra@csc.gov in

Annexure B(1)

Contact Details of District Managers/ District Coordinators of CSC e-Governance Services India Limited

SL no	DISTRICT NAME	NAME	DESIGNATION	MOBILE NO	EMAIL ID
1	ANGUL	MANASA RANAJAN SETHA	DISTRICT CO-ORDINATOR	7011774800	boudhcscndlm2@gmail.com
2	BALANGIR	ASHIS KUMAR HOTA	DISTRICT MANAGER	7048915685	dm.balangir2@csc.gov.in
3	BALANGIR	JYOTI PRASAD SAHU	DISTRICT MANAGER	7011775360	dm.balangir3@csc.gov.in
4	BALASORE	ARUP KUMAR MOHAPATRA	DISTRICT MANAGER	9040092384	arup.mohapatra@csc.gov.in
5	BALASORE	DEBAPRASAD MOHANTY	DISTRICT MANAGER	7048975429	dm.balasore@csc.gov.in
6	BARGARH	JAJNESWAR BISWAL	DISTRICT MANAGER	7011776339	dm.bargarh1@csc.gov.in
7	BARGARH	PRAFULLA PATRA	DISTRICT MANAGER	7011993155	dm.bargarh2@csc.gov.in
8	BHADRAK	OMMKAR NATH ADHIKARI	DISCTRICT CO-ORDINATOR	7011773484	dc.bhadrak@csc.gov.in
9	BOUDH	ANIRUDDHA MAHMALLIK	DISCTRICT CO-ORDINATOR	7048917289	dc.boudh1@csc.gov.in
10	CUTTACK	JYOTI MOHAN GADNAYAK	DISTRICT MANAGER	7077371773	jyoti.gadnayak@csc.gov.in
11	CUTTACK	ARIF KHAN	DISTRICT MANAGER	7048915688	dm.cuttack2@csc.gov.in
12	DEOGARH	PARESH KUMAR PRADHAN	DISTRICT MANAGER	9938000944	paresh.pradhan@csc.gov.in
13	DHENKANAL	SATYA PRAKASH NAYAK	DISCTRICT CO-ORDINATOR	7048923988	dc.dhenkanal1@csc.gov.in
14	DHENKANAL	PRAVANJAN SAHOO	DISTRICT MANAGER	7011991717	dm.dhenkanal2@csc.gov.in
15	GAJAPATI	SAROJ KUMAR NANDA	DISCTRICT CO-ORDINATOR	7048924026	dc.gajapati1@csc.gov.in
16	GAJAPATI	BHARAT CHARAN DIBAKA	DISTRICT MANAGER	7048912505	dm.gajapati2@csc.gov.in
17	GANJAM	AMIT KUMAR SAHU	DISTRICT MANAGER	7048920038	dm.ganjam3@csc.gov.in
18	JAGATSINGHPUR	DEBASHIS BARIK	DISCTRICT CO-ORDINATOR	7048975142	dc.jagatsinghpur1@csc.gov.in
19	JAGATSINGHPUR	DEEPAK KUMAR DASH	DISTRICT MANAGER	7048973570	dm.jagatsinghpur3@csc.gov.in
20	JAJPUR	SUBRAT KUMAR ROUT	DISCTRICT CO-ORDINATOR	7048921861	dc.jajpur1@csc.gov.in
21	JHARSUGUDA	PRASAD CHOUHAN	DISTRICT MANAGER	7011992822	dm.jharsuguda@csc.gov.in
22	KALAHANDI	SANJEEB SARAF	DISCTRICT CO-ORDINATOR	7048929017	dc.kalahandi1@csc.gov.in
23	KALAHANDI	SURATHA SAHU	DISTRICT MANAGER	8337936677	cscdmkalahandi3@gmail.com
24	KANDHAMAL	BINAYAK SABAT	DISTRICT MANAGER	7048976863	dm.kandhamal2@csc.gov.in
25	KENDRAPADA	CHIRANJIBI NAYAK	DISTRICT MANAGER	7048975651	chiranjibi.nayak@csc.gov.in
26	KEONJHAR	MANAS KUMAR SHASAMALLA	DISTRICT MANAGER	7011774907	dm.kendujhar2@csc.gov.in
27	KHORDHA	SUSANTA KUMAR SWAIN	DISTRICT MANAGER	7048973044	dm.khordha2@csc.gov.in
28	KORAPUT	BAIDYA KUMAR MAHANANDIA	DISTRICT MANAGER	7048912592	dm.koraput@csc.gov.in

29	MALKANGIRI	NITAI MAJUMDAR	DISTRICT MANAGER	7011773704	dm.malkangiri@csc.gov.in
0	MAYURBHANJ	DEBADUTTA ROUT	DISTRICT MANAGER	7048975639	dm.mayurbhanj1@csc.gov.in
31	MAYURBHANJ	ADITYA PARIDA	DISTRICT MANAGER	7011963697	paridaaditya7781@gmail.com
32	NABARANGPUR	MD. ANISH	DISTRICT MANAGER	70117 74203	md.anish@csc.gov.in
33	NABARANGPUR	SOUMYA RANJAN NAYAK	DISTRICT MANAGER	70489 22565	soumyaranjan.nayak@csc.gov.in
34	NAYAGARH	PRAVUPADA PADHI	DISCTRICT CO-ORDINATOR	7011991027	dc.kandhamal1@csc.gov.in
35	NAYAGARH	SUBHAS CHANDRA PARIDA	DISTRICT MANAGER	7048921969	dm.nayagarh@csc.gov.in
36	NUAPADA	DEBASISH PADHEE	DISTRICT MANAGER	7048975079	dm.nuapada@csc.gov.in
37	PURI	BISWA BHUSANA PATTNAIK	DISTRICT MANAGER	7048976259	dm.puri1@csc.gov.in
38	PURI	SUNIL KUMAR SAHU	DISTRICT MANAGER	7048973346	sunilkumar.sahu@csc.gov.in
39	RAYAGADA	SUSHRAJIT BISWAL	DISTRICT MANAGER	7048972906	dm.rayagada@csc.gov.in
40	SAMABLPUR	DINESH PADHAN	DISTRICT MANAGER	7011778186	dc.sambalpur1@csc.gov.in
41	SONEPUR	RAJANI RANJAN SAHU	DISTRICT MANAGER	9853411393	rajani.sahu@csc.gov.in
42	SUNDERGARH	RAUNAK AFROJ	DISTRICT MANAGER	7011990944	dm.sundargarh2@csc.gov.in
43	SUNDERGARH	SUMANTA PATEL	DISTRICT MANAGER	9438712882	sumanta.patel@csc.gov.in

No.K-11017/1/2022-SCD-V
Government of India
Ministry of Social Justice & Empowerment
Department of Social Justice & empowerment

Shastri Bhawan, New Delhi
Date: 5th October, 2023

To,
Additional Chief Secretary/Principal Secretary/Secretary/
Additional Secretary/Incharges/
Social Welfare Department/SC/OBC Welfare Department
All States/UTs as per list

Subject: Instructions regarding Implementation of Post Matric Scholarship Scheme (SC) Students and Pre-Matric Scholarship Scheme for SC Students & Others for AY:2023-24.

Respected Madam/Sir,

With reference to implementation of Post-Matric Scholarship Scheme (SC) Students and Pre-Matric Scholarship Scheme for SC Students & Others for AY:2023-24, it is informed that in addition to the Instructions issued to all States/UTs vide letter dated 26thSeptember 2022 (copy enclosed), the following decisions have been taken-

Pre-requisites:

1. Disbursement of scholarship rates and allowances strictly as per guidelines under both the Pre-Matric and Post-Matric Scholarship Schemes for SCs: All those States which are still disbursing the lesser scholarship rates and allowances against the rates prescribed in the scheme guidelines are requested to adopt the revised rates at the earliest. The States/UTs can, however, do the top-ups above the Central rates and allowances as specified in the scheme guidelines, if desired;
2. Integration with UIDAI for demo-authentication of students;
3. Integration with NPCI to verify Aadhaar seeding status with the Bank Accounts of the beneficiaries.
4. Mandatory integration with UDISE+/AISHE & other similar databases for authentication of School/Institutions from 2024-25
5. Integration with PFMS (DBT) for disbursement of State Share amount;
6. Integration with NSP–PMS SC Portal for sending the beneficiary data for disbursement of Central Share;
7. Mandatory Integration with DigiLocker/API Setu/State Database for Digital verification of eligibility certificates from 2024-25

Additional modifications in the process flow for both the SC scholarship schemes i.e., Post Matric Scholarship Scheme (SC) Students and Pre-Matric Scholarship Scheme for SC Students & Others have been recommended which need to be incorporated by all States/UTs on their respective State portals as listed below:

1. **Aadhaar-based Biometric eKYC for all INOs/HoI/DNOs/SNO:**

a. Geo tagging of Institutes and Aadhaar based eKYC of all Institute Nodal Officers(INO), Head of Institute and District Nodal Officers (DNO) to be undertaken at utmost priority.
b. State Nodal Officer will conduct the Bio-metric authorization of District Nodal Officer. Bio-metric authorization of Institute Nodal Officer (INO) & Head of Institute (HoI) will have to be conducted physically in the presence of District Nodal Officer. Special camps should be organized at District Head Quarters in mission mode and the exercise should be completed at priority.
c. Any change in incumbent Institute Nodal Officer (L1), District Nodal Officer (L2) can only be affected on completion of afresh Aadhaar based eKYC and with the approval of the competent authorities.
d. States are suggested to strengthen the verification processes. States should have provision to randomly physically check upto 10% of applications.
e. If any application is found fake by L2 (DNO) authority, the System shall immediately mark/inform this to the concerned INO (L1) and treat that as suspended. All applications associated with that INO shall automatically be moved in suspended mode (except whose payment is already in-process/processed). The DNO is required to examine the issues. On inquiry, after satisfying himself, if L2 (DNO) finds irregularities or non-compliance, he may report this to the State Nodal Officer and also remove the concerned INO from the System and ask the Institute to nominate a new INO (L1) and complete his/here KYC as mentioned above.
f. To enhance the efficiency and accuracy of data, the States/UTs are recommended to complete the Aadhaar based Bio-metric eKYC for INO, HoI, DNO and SNO preferably from 2023-24. NSP API will mandatorily accept data for Central share payment for those institutions whose eKYC of the INO and HoI has been done. NSP API will also have parameter/field to check if eKYC of SNO, DNO, HoI and INO has been done at State Portal.

2. **Aadhaar based eKYC for all Beneficiaries**

a. It will be mandatory for all the students/applicants to provide their Aadhaar during registration. Payment would only be made in the Aadhaar seeded bank account through Aadhaar Payment Bridge

परवीन कुमार थिंद/PARVEEN KUMAR THIND

System (APBS) through PFMS. The students/applicants who do not have an Aadhaar number, will be given an option to register through their EID numbers and will be given 30 days' time to obtain the Aadhaar number. On receiving the Aadhaar number, students/applicants are required to update that on the scholarship portals and seed their Aadhaar number in to bank account. Aadhaar based bio-metric authentication and eKYC will be mandatory from 2024-25. However, in order to ensure smooth transition, States/UTs are suggested to preferably start One-Time password (OTP) based Aadhaar eKYC of the students/applicants for 2023-24.

b. For minor applicants (age lesser than 18 years) who do not have Aadhaar, it will be mandatory for parent or Legal guardian to provide their Aadhaar. For such cases minor would open a joint bank account with parent/legal guardian and it would be seeded with parent/legal guardian Aadhaar.

Scholarship disbursement in such cases would be made in the joint bank account with Parent/Legal guardian's using ABP. States are however, requested to encourage the applicants to get their Aadhaar number.In all such cases INO/HoI would validate the relationship of Parents/Legal guardian with the minor. NSP API will have parameters/fields to check if INO/HoI has validated the relationship of Parents/Legal guardian with the minor.

3. **Real Time Integration of State Portals with NPCI**

a. It is required that State Portals be integrated with NPCI for real-time validation of Aadhaar seeding status on NPCI mapper. Students registering themselves with Aadhaar or EID should not be asked to provide their bank account details. On successful validation, the NPCI System will inform the seeding status of Aadhaar with bank account.

b. In case of failure, necessary support, in the form of FAQ/documents/Audio-Visual content be made available on the State Portals and be provided to assist students on Aadhaar seeding on NPCI mapper.

4. **Integration with UDISE+/AISHE & other similar databases**

State Portals should be integrated with UDISE+/AISHE and other similar databases to verify students' records and students of such institutes be eligible for the scholarships. This will be mandatory from 2024-25.

5. **Capturing the Institute type**

The Scholarship Portals should also capture the Institute type (Govt/Govt Aided/Private) during the application registration process. It is imperative that the API be updated to include additional mandatory parameter that captures the type of institution from the State/UT. This includes distinguishing between **Government, Government Aided, and Private Institutions**. API for Central share will mandatorily accept data which has above parameter.

6. **Online verification of Uploaded Documents**

For online verification of eligibility certificates/documents, States/UTs should use DigiLocker/API Setu extensively for eligibility verification after obtaining appropriate consent.It is recommended that integration among the different databases and other State departments with the State Scholarship Portals is completed at the earliest.The basic eligibility documents specially the Caste Certificate, Income Certificate and Domicile Certificate required for applying for the scholarships should preferably fetched online. This will be mandatory from 2024-25.

7. **Disbursement of State Share**

All the States/UTs to release Scholarship amount mandatorily through Aadhaar Based Payment Bridge System through PFMS and strictly no direct bank account-based disbursements to be made.

8. **Integration with NSP-PMSC Portal**

After disbursement of State share, the States will push the data to the Central Portal through a designated API provided by DoSJE.

Statee/UTs are suggested to:

a. Consume all the APIs as provided by DoSJE to push the State share paid data on NSP–PMSC portal & also for pushing statistical data.
b. To mandatorily install schedulers for all APIs, to automatically push the required data on regular intervals without any manual intervention.
c. Capture all necessary data fields from student as mentioned in shared API document.

9. **IEC and Capacity Building**

For the activities related to IEC & Capacity Building, States/UTs are suggested to drive suitable & adequate mass awareness programmes which may be undertaken regularly to ensure that the beneficiaries/institutions/Department officials are aware of these requirements. State must make regular efforts to educate stakeholders specially the beneficiaries about the Aadhaar Seeding Process, DBT & other relevant information.

10. **Clearing pending applications and efforts to purify database**

States are to mandatorily clear all the pendency of AY:2021-22& 2022-23 i.e., scrutiny of applications pending at L1/L2, Disbursement of State Share, Applications marked under objection and credit failure cases if any. States/UTs must also ensure data purification exercises are undertaken at regular intervals so that all redundant data, dummy data, duplicate data and incomplete data is removed from the system and scholarship portals.

11. **Pending Utilization Certificates**

States are also requested to submit the pending Utilization Certificates for Administrative Funds issued in AY:2021-22& 2022-23

12. **Audit Observations and paras**

States are requested to take necessary and appropriate steps on priority to address the concerns raised by the CAG in its Performance Audit reports and other State specific studies/surveys/audit reports if conducted by the State Governments to improve upon the systems.

Yours faithfully,

5.10.23

(Parveen Kumar Thind)

Director

Email:-pk.thind@ias.gov.in

Copy to:

1. Chief Secretary, All States/UTs as per list; for information pls.
2. Additional Chief Secretary/ Principal Secretary/Secretary/ Additional Secretary/Incharges of the Department of School Education, All States/UTs as per list; for necessary cooperation and directions to all concerned for taking action on related aspects at the earliest.
3. Additional Chief Secretary/ Principal Secretary/Secretary/ Additional Secretary/Incharges of the Department of Higher Education, All States/UTs as per list; for necessary cooperation and directions to all concerned for taking action on related aspects at the earliest.
4. Additional Chief Secretary/ Principal Secretary/Secretary/ Additional Secretary/Incharges of the Department of Medical Education, All States/UTs as per list; for necessary cooperation and directions to all concerned for taking action on related aspects at the earliest.
5. Commissioner/Director, Department of School Education, All States/UTs as per list; for necessary follow up and action.
6. Commissioner/Director, Department of Higher Education, All States/UTs as per list; for necessary follow up and action.
7. Commissioner/Director, Department of Medical Education, All States/UTs as per list; for necessary follow up and action.
8. HoG, National Scholarship Portal (NSP), NIC HQ.

No.K-11017/1/2022-SCD-V
Government of India
Ministry of Social Justice & Empowerment
Department of Social Justice & Empowerment
(SCD-V Section)

Shastri Bhawan, New Delhi
Dated: 08th July 2024

To

Additional Chief Secretary/Principal Secretary/Secretary/Commissioner/
Additional Secretary/Incharges/
Social Welfare Department/SC/OBC Welfare Department
All States/UTs

Subject: Instructions regarding Implementation of Post Matric Scholarship Scheme (SC) Students and Pre-Matric Scholarship Scheme for SC Students & Others for AY 2024-25 – reg.

Respected Madam/Sir,

With reference to implementation of Post Matric Scholarship Scheme (SC) Students and Pre-Matric Scholarship Scheme for SCs & Others for AY 2024-25, it is informed that in addition to the Guidelines/instructions already issued to all States/UTs vide letter dated 5th October, 2023 (copy enclosed), following recommendations as approved by the competent authority need to be implemented by all States/UTs as listed below:

1. **For Pre and Post Matric Scholarship Schemes for SCs** -Aadhaar based biometric authentication and eKYC is to be made mandatory from AY 2024-25. All eligible beneficiaries, from AY 2024-25, need to have their Aadhaar based biometric authentication and eKYC to be completed during the application registration process. State/UT departments to make sure that the entire exercise is completed along with the registration and verification process.
2. All scholarship payments to be made using Aadhaar Payment Bridge (APB) System to ensure that payments are made only to the eligible beneficiary. DoSJE would also suggest the States/UTs to encourage APBS for disbursement of state share under the said scheme. No Account based payments are accepted for disbursement of central share under the scholarship schemes.

3. Real time integration (REST API) of State Scheme portals with NPCI–State portals is mandatory to show the real time status of Aadhaar seeding for applicant at the time of registration. This would help in reducing the payment failure issues related to non Aadhaar seeding faced in previous years, while at the same time help applicants get their Aadhaar seeding status.

4. In case of non-seeding of Aadhaar with beneficiary's account, INO must ensure that the student's Aadhaar seeding is completed and form is finally submitted within 15 days of registration of application. Thereafter, the State Governments are requested to ensure that the state share of scholarship is disbursed within 30 days of INO verification. Reducing the turnaround time for scholarship disbursements is extremely important and the emphasis of the Ministry.

5. SNOs and DNOs are requested to arrange and organise Aadhaar seeding camps for the applicants in coordination with the banks at the institution level.

6. For States, it is required that there is mandatory integration with DigiLocker/API Setu/State Database for Digital/online Verification of eligibility certificates from AY 2024-25. For online verification of eligibility certificates/documents, States/UTs shall use DigiLocker/API Setu extensively for eligibility verification. It is recommended that integration among the different databases and other State departments with the State Scholarship Portals is completed by end of October this year. Basic eligibility documents specially the Caste Certificate, Income Certificate, Educational Certificates and Domicile Certificate required for applying for the scholarships should be fetched online.

7. Geo-tagging of institutes and Aadhaar based eKYC of all Institute Nodal Officers to be completed by October this year.

8. States must ensure that a facility/provision is in place through which beneficiaries are informed regularly about the status of their scholarship application. Once scholarship is released, the State Governments/UTs are required to notify the beneficiaries as well as the institutions through SMS, Email, or any other means.

9. Students must ensure that scholarship benefit received from the State and Central Government viz. Tuition Fee/Non Refundable Fee are paid to the institute within 7 days from the date of receiving of scholarship amount. It shall be the responsibility of the State Governments and concerned Institutions to mentor/counsel/guide the beneficiaries to pay/remit the said amount to the Institutions. States/UTs must have appropriate systems and policies in place to ensure this.

10. Institute must have valid and active AISHE or UDISE+ or NCVT or SCVT code in each record. Mandatory integration of State portals with UDISE+/AISHE & other similar databases for authentication of School/Colleges/Institutions from AY 2024-25.

11. Capturing the institution type – The Scholarship Portals should also capture the Institute type (Government/ Government Aided/Private) during the application verification process. The INO shall be responsible to capture, check and verify the type of Institution. It is imperative that the API be updated to include additional mandatory parameter that captures the type of institution from the State/UT.

12. Disbursement of State share: States shall have to clear all the pendency of AY 2022-23 & 2023-24, i.e., Disbursement of State Share, Aadhaar seeding failed cases and any other failure cases if any, at the earliest. States/UTs must also ensure data purification exercises are undertaken at regular intervals so that all redundant data, dummy data, duplicate data and incomplete data are removed from the system and scholarship portals.

13. Pending Utilization Certificates – States/UTs shall have to submit the pending Utilization Certificates for Administrative Funds issued in AY 2021-22 & 2022-23.

14. Aadhaar based Biometric eKYC for all INOs/HoIs/DNOs/SNO: From AY 2024-25, central share disbursement will take place only if, the concerned INOs/HoIs/DNOs/SNO has completed their Aadhaar based Biometric eKYC.

15. IEC & Capacity building: for all the activities related to IEC & Capacity building, States/UTs are suggested to arrange suitable & adequate mass awareness and outreach programmes which may be undertaken at regular and frequent intervals to ensure that the beneficiary students/institutions/department officials are aware of these requirements such that the larger goals of saturation and access to good education are achieved.

16. States/UTs are guided to create, maintain and regularly update the course master for the courses in Post Matric Scholarship Scheme.

17. As per the scheme guidelines, States/UTs need to ensure that Fee Rationalization/Fixation Committee is in place. Compulsory non-refundable fees including tuition fee, as fixed by the Fee Fixation/Rationalization Committee of the State Government shall be paid to the beneficiaries. It shall be ensured that Rates of academic allowance fixed by DoSJ&E, Govt. of India in the scheme guidelines shall be given to the beneficiaries.

18. States/UTs may decide/act for gainfully utilizing the administrative funds towards the suggestive activities that may be undertaken for smooth implementation of these two schemes:

i. Development and upgradation of IT Infrastructure;

ii. Strengthening of existing capacity including of technical experts and manpower;

iii. Capacity building and training of the existing staff and human resources;

iv. Data integration, scheme implementation, analysis, monitoring and evaluation;

v. IEC awareness, print, media & social media campaigns and outreach activities for saturation of these schemes; and

vi. Physical verification including Social Audits of at least 10% Institutions/beneficiaries as per scheme guidelines.

19. States/UTs are guided to take appropriate action on the below mentioned issues:

vii. States/UTs need to capture active mobile number of INO mandatorily;

viii. States/UTs need to capture date of birth of applicant as per Aadhaar details. In case of missing details, States/UTs need to ensure that Aadhaar details of beneficiaries are updated;

ix. It is important to reiterate that all the Academic allowances for scholarships are on an annual basis, and not on month/semester basis;

x. As per scheme guidelines, in case of minor students where the guardian/parent are providing their Aadhaar, biometric authentication of the guardian/parent shall only be taken (whose Aadhaar has been provided). Further, a single guardian/parent's Aadhaar shall be allowed for a maximum of 2 children (students).

20. For States/UTs on-boarded on NSP:

NSP has done complete overhaul of the system for AY 2024-25 including following major changes in AY 2024-25.

i. UI/UX enhancements (in co-ordination with NIC UI/UX Division) to provide better user experience;

ii. Introduced the concept of One Time Registration (OTR). FAQs are available in Students' section on National Scholarship Portal to know more about the OTR <link: https://scholarships.gov.in/studentFAQs>;

iii. Students can apply for scholarship only after getting/generating the OTR number;

iv. New Scholarship Application Form for Fresh and Renewal scholarship applications submission;

v. Introduction of Grievance Redressal for Application wherein, each student/INO/DNO/SNO can submit their grievances;.

vi. Option to disburse scholarship multiple times in an academic year; and

vii. New on-boarding of institute through mandatory face-authentication of HoI and INO.

21. Aadhaar based Biometric eKYC for all INOs/Hols/DNOs/SNOs:

Attention is invited to the revised Instructions letter no. K-11017/1/2022-SCD-V dated 05th October 2023, wherein it was recommended that starting from 2023-24 States/UTs were required to complete the Aadhaar based Bio-metric eKYC for all INOs and HOIs of existing institutions followed by Aadhaar based Biometric eKYC for DNOs & SNOs. This step is aimed to bolster the authenticity and accuracy of identity verification processes.

Yours faithfully

23/8.7.24

(Parveen Kumar Thind)
Director
Email: pk.thind@ias.gov.in

Copy to:

1. Chief Secretary, All States/UTs as per list for kind information.
2. Shri Saurabh K Tiwari, Joint Secretary, DBT Mission, Cabinet Secretariat, New Delhi.
3. Shri Shashi Bhushan, HoG, NSP NIC, New Delhi.
4. Additional Chief Secretary/ Principal Secretary/Secretary/ Additional Secretary/Incharges of the Department of School Education, All States/UTs as per list for necessary cooperation and directions to all concerned for taking action on related aspects at the earliest.
5. Additional Chief Secretary/ Principal Secretary/Secretary/ Additional Secretary/Incharges of the Department of Higher Education, All States/UTs as per list for necessary cooperation and directions to all concerned for taking action on related aspects at the earliest.
6. Additional Chief Secretary/ Principal Secretary/Secretary/ Additional Secretary/Incharges of the Department of Medical Education, All States/UTs

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9. Commissioner/Director, Department of Medical Education, All States/UTs as per list; for necessary follow up and action.
10. HoG, National Scholarship Portal (NSP), NIC HQ.

URGENT/PRIORITY

डॉ. नवल जीत कपूर, भा.रा.से.
अपर सचिव

Dr. Naval Jit Kapoor, I.R.S.
Additional Secretary

सत्यमेव जयते

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Ministry of Tribal Affairs
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No.19012/07/2023-Sch

Dated: 24th June 2024

Dear Pr Secy/Secy

This is in continuation of Ministry's letter dated 23rd August 2023, 20th September 2023 and 24th May 2024, wherein concerned States/UTs, have been shared with list of 830 Institutes (List Enclosed) which were found to be either fake, non-operational or with fraudulent cases of scholarship in the report submitted by NCAER in case of Ministry of Minority Affairs (MoMA). A case has also been registered by Central Bureau of Investigation (CBI) in respect of these fraudulent claims at the behest of MoMA.

2. State/UT were asked to physically verify the genuineness of these Institutes, claims of scholarship by students from such institutes on top priority. It was also suggested that a special team of officers may be assigned for this purpose and it may be ascertained whether there are any fraudulent claims under Pre and Post Matric Scholarship in these institutes. The process of filing application, Authentication of INO and disbursal of scholarship also needs to be verified.

3. Ministry of Tribal Affairs, Ministry of Social Justice and Empowerment and Ministry of Minority Affairs have undertaken joint exercise of Bio-authentication of Institute Nodal Officer in the presence of Head of Institutes through CSC for scholarship schemes which are listed on National Scholarship Portal. The States which are not on NSP Portal are advised to undertake similar exercise of INOs, DNOs and SNOs.

4. In the review meetings, States have been asked to prioritize verification of these institutes and ensure that no funds are released to such Institutes/ students unless the verification is complete. It is reiterated that the states should desist from making any payment to student/Institute till verification is complete. The Pr. Secy. should satisfy itself that the Institutes and students are bonafide and no fraudulent claims have been made, even if the Institutes are Government Institutes before any payments are paid. Any payment made by State to such student/Institute will not be reimbursed by Central Government.

Contd..2

5. It may be mentioned here that to check fraudulent claims, in the latest Guidelines issued by the Ministry various measures have been suggested which are compiled in **Annexure-2.** In view of above, all concerned States/UTs are requested to submit the action taken report on this matter urgently.

6. Secretary Tribal Affairs would take a review in coming days. The Agenda points would be as follows.

(i). State wise progress on Verification of Institutes and students in 830 schools/Institutes.
(ii). Progress on Empanelment of Private Institutes by States as mandated by guidelines, verification of UDISE/AISHE code.
(iii). Bio-authentication of INOs, DNOs and SNOs (INO verification)
(iv). Upper Fee capping
(v). Verification of Institutes/students who are studying outside states.
(vi). Disbursal of Scholarship through Aadhar Linked Bank accounts.
(vii). Process of issuance of Income and Caste Certificate
(viii). Sharing of data on DBT MoTA Portal
(ix). One Time Registration of Students (OTR) of NoN NSP States on NSP Portal.

State where the 830 Institutes are located will be taken first and may be ready with the presentation. Separate meeting notice and VC link is being separately shared.

With regards,

Yours sincerely,

Naval Jit Kapoor

(Dr Naval Jit Kapoor)

Pr. Secretary/Secretary, TWD
(All concerned States/UTs)

Annexure-II

Guidelines Issued by MoTA for Post Matric Scholarship
(applicable from 1.4.2022)

5.1. Role of Institute Nodal Officer (INO)

There will be a Nodal Officer for every Institute. The Institute Nodal officer using portal must adhere to the following

a). The Nodal officer get registered in the portal with valid documents issued by the Institute

b. The Institute/School shall possess a valid AISHE/U-DISE/NCVT/SCVT code, before registering on the portal. In case the institute is not registered, the Nodal Officer can add it by providing the requisite details.

c. The primary role of the Institute Nodal officer is 1st Level verification of the applications submitted by applicants at portal. 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

4. Empanelment of Institutions/universities/colleges within and outside states

a. It would be the responsibility of the State to empanel the eligible Institutes within and outside states where student can take admission. Students will be free to take admission in any Government School/ Institute/College/University within and outside the domicile State. **In respect of Non- Government Schools/ Institutes/Colleges/Universities located within and outside domicile State, each State would empanel and prepare a list of such Non-Government Institutes and the courses for which such Institutes are eligible as per Group-I to IV. States would share such list with MoTA on its portal.**

b. The state Govt. shall ensure that **empanelled Non- Government Schools/ Institutes/Colleges/Universities located inside and outside the state possess desired Infrastructure and has capacity to provide quality education. A mechanism will be devised for Inspection of such Institutes by domicile State in coordination with respective destination state where such Institute is located.**

c. State Government before awarding scholarship to a student will verify registration, affiliation and accreditation, courses being offered and number of seats approved for each course in Schools/ Institutes/Colleges/Universities.
d. In the application form, it will be mentioned that the student is studying in an Institute outside the State/UT and data in respect of that Institute along with necessary affiliation and accreditation will be captured in online form.

5. (iii) (b) The account should be held in the name of the student and **linked with Aadhar and Mobile number to ensure timely DBT payment**

3.4.1. Note1: The fee component will be decided by the State Level Fee Fixation Committee of the state.

In case of students studying in private sector institutes there will be a ceiling of Rs.2.50 lakhs per annum per student for Engineering Courses and Rs.6.00 lakh per annum for MBBS/ MS/ MD courses and Rs.1.00 lakh per annum for other courses as far as support of Government of India is concerned. However, the concerned State Government/UT Administration is free to provide scholarship over and above the limit specified above to students studying in private sector Institutes. For accounting purpose, such additional amount, if any, would be accounted for separately in the State portal.

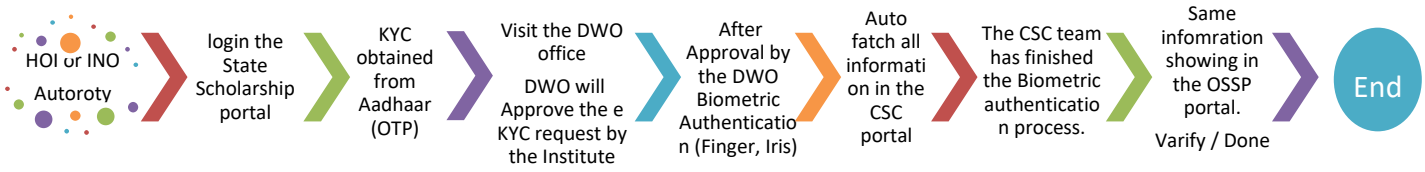
8. Note 1 The State/UT may ensure that a **dedicated cell** under Scholarship Division is made which will be responsible for preparation of portal, grievance redressal in filling applications, integration of all Institutes including empaneled Institutes outside State with the portal, verification of documents and eligibility of student, course, checking of course fee and stipend, **Aadhar linked bank account and disbursal of scholarship.**

STANDARD OPERATING PROCEDURE (Proposed)

FOR

eKYC Registration (HIOs, INOs)

e-KYC Model using Aadhaar and biometric
Verification in Unassisted mode



Prepared by the OCAC

ST & SC Development Department,
Government of Odisha

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1. INTORUCTION-:

This document presents the system and protocol to be followed for integration of Aadhaar-based Biometric e-KYC in Odisha State Scholarship portal (https://scholarship.odisha.gov.in) for various Scholarship Schemes for release of scholarships to the students (beneficiaries) in accordance with the protocol finalized under the standard payment procedures defined by the authority. It aims to timely transfer of payments to the beneficiary by bringing efficiency, effectiveness, transparency and accountability in the Government system. Through the DBT mode, Government intends to achieve electronic transfer of benefits, reduce delays in payments.

2. BACKGROUND-:

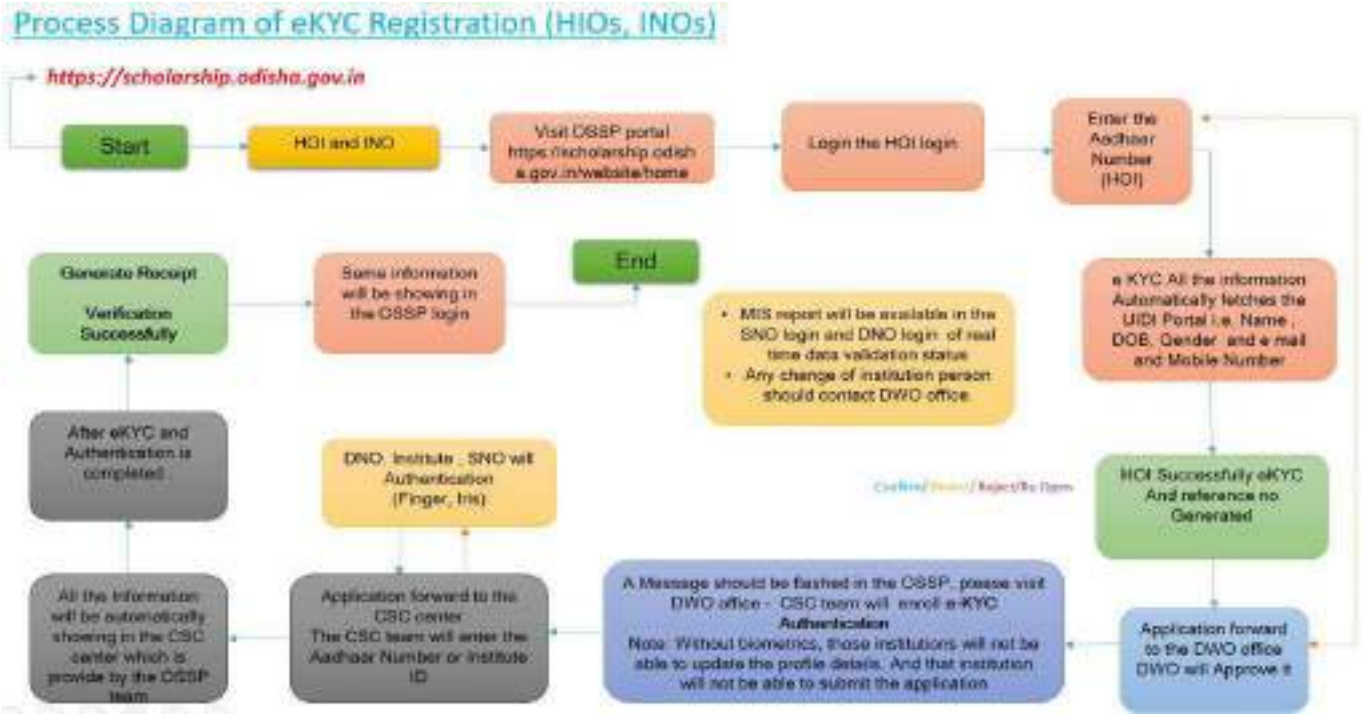
State Scholarships Portal is a one-stop solution through which various services starting from student application, application receipt, processing, sanction and disbursal of various scholarships to Students are enabled. The State Scholarship Portal is developed by the Odisha Government.

This document explains the proposed procedures of the urgent provision of capturing details of INO, HNO, DNO and SNO in respective logins for initiating Aadhaar-based biometric e-KYC authentication in OSSP and the procedures to be adopted after integration with OSSP. The Aadhaar eKYC is similar to the Authentication transaction of verifying the customer, except that it returns with the Name, Address, Gender and Date-of-Birth and Face-photo of the Aadhaar-holder electronically. It does NOT return the mobile number or email id of the Aadhaar holder.

e- KYC and Biometric Authentication of the registered users for 2024-25 scholarship schemes-:

- **Institute Nodal Officers (INOs)**
- **Head of Institute (HOIs)**
- **District Welfare Officer (DWO)**

3. PROCESS FLOW -:



4. IMPORTANT INSTRUCTION OF HOIs and INOs -:

1) The State Government has established a common digital interface accessible via https://scholarship.odisha.gov.in (State Scholarship Portal) to serve as a one-stop portal for processing applications from eligible students across various scholarship schemes.
2) In the following procedure, the HOI or INO managing the institute profile must login to the website using login credentials.
3) Open the browser, type the URL Name: www.scholarship.odisha.gov.in and click on the login option then choose **"Institute login"** for institution login portal purposes.
4) First-time login users please contact the District (DWO) office and collect the Institute login ID and password.
5) Enable HOI login portal functionality by entering a valid institute login **SAMS/AISHE/UDISE** code.
6) Enter the valid password otherwise the portal is temporarily blocked for **30 Minutes**. need any support contact the Technical Team, DWO office or Sanjog Hepline .

5. RESPONSIBLE OF INSTITUTE OFFICERS (HOIs, INOs)

1) First, go to the "**Manage profile** "option to fill in the data as per requirement such as filling in the "**Basic information**" of the institution then filling the "**Hostel information**" then filling the "**Course Details**" and then after clicking on the button" **Update institute profile**" which is showing below the right-hand bottom of the page.
2) Institute click on the **Biometric Metric Authentication TAB**.
3) Enter the Aadhara number in the box All e-KYC information will automatically come to the UIDI portal i.e. **Name, DOB and Gender,** enter the e-mail ID and Mobile number then process the further.
4) Then go to the "**Register Bank Account**" option to fill in the details of the Institution "Register bank account" and then after clicking on the button either "Register bank account" to successfully register bank account otherwise click on the "**RESET**" button for any modification purpose.
5) HOIs/ INOs Successfully e-KYC in the OSSP portal a reference letter will be generated a form (Declaration page) it will be submitted to the DWO office.
6) A Message will be flashed in the State Scholarship Portal under the HOIs login for Visit DWO office, for enrol e-KYC Authentication.
7) DWO will approve the Biometric Authentication request by the Institute.
8) DWO will approve the e KYC Authentication and a message advising them to visit the CSC centre and enrol in the biometric Authentication "Please Visit the nearest Common Service Centre or DWO office.
9) After completing the Biometric Authentication process Visit the DWO office.

10) Proceeding to the next stage, the HOIs, INO & DWO users must log in to the website. A list (Technical Support officer) of CSC centres will be displayed simultaneously on an OSSP applicantion enabling the institute's primary user to select the closest CSC centre for registering biometric KYC.
11) When the user select option **YES**, a notification that reads, "Please visit nearest CSC or DWO office," will show on the screen after you select option **No**, which redirects you to the homepage.

6. RESPONSIBLE OF DISTRICT WELFARE OFFICER (DWO)

1) DWO login the portal go to the **Manage Master**, and click on the Aadhaar e- KYC page (Bio-metric Authentication) Process further.
2) DWO will click on the **Biometric Authentication** tab for clicking on **"Take Action"** to Approve the Biometric Authentication request by the Institute.
3) Please visit the CSC centre or DWO office for the Authentication process.
4) Will finish the biometric authentication process before moving on to the next step.
5) In case of requirement, **DWO** will call all the HOIs & INOs and CSC at a single place in a camp to perform the biometric authentication.
6) CSC will also attend the camp (DWO office) with laptop, and biometric devices as required.
7) The user must have Aadhaar number provided to the CSC officer Reference number with him/her while performing the authentication.
8) After completion of the process (Biometric Authentication) same information will be displayed in the DWO login.
9) Eventually, an Acknowledgment / Congratulations SMS and e-mail will be sent respectively HOI and INO login. The relevant institute's nodal officer following final verification.
10) The institute can fill in the other Information in the HOIs and INOs login and submit.

7. MISCELLANEOUS

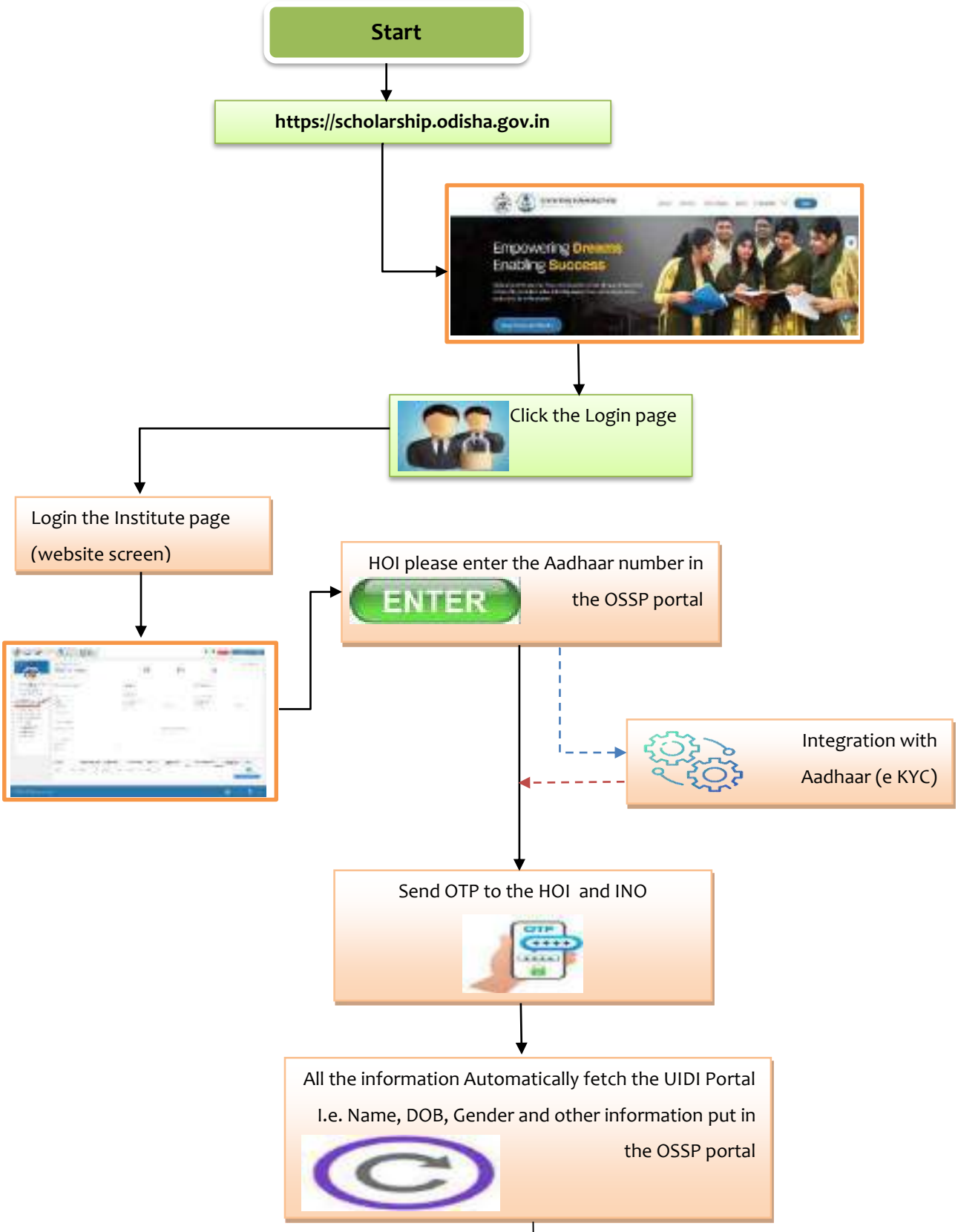
For any query or help, the Institute may contact the District Welfare Officer (DWO) or Sanjog Helpline Toll-Free number (**155335 /1800-345-6770**) is operational from **9:00 AM to 5:00** PM on all official days.

8. DETAILS STEP-BY-STEP PROCESS FLOW NEEDS TO FOLLOW THE BELOW-GIVEN STEPS

The Application level details the Step-by-step Process flow and steps to follow by HOI and INO before going for Bio-metric Authentication. which is mentioned below.

- HOI/ INO will log in to the State Scholarship Portal.
- Click on the Bio-Metric Authentication tab
- Enter the Aadhaar Number in the box.
- Click on the Verify Bottom
- Enter the OTP in the Box and click on the verify
- Aadhaar Verify Successfully updated.
- Auto validation through the UIDAI portal for Aadhaar authentication has to be completed (Auto-populated data that has to be verified includes NAME, DOB, GENDER).
- Please enter the other information i.e. email id and Mobile Number of the HOI
- Click on the submit button, and a Successful message will show.
- A message will flash on the screen visit the DWO (DNO) office and enroll on the biometric e-KYC authentication. HOI will Take a printout of the reference copy it will be submitted to the DWO office.
- DWO will approve the Biometric Authentication request by the Institute.
- The **HOI, INO & DWO** will be completed e-KYC successfully.
- HOI or INO Profile updation is must before proceeding for biometric authentication. INO must update its profile from the option "User Profile page" from his HOI login.
- INO login to the State Scholarship portal and Biometric Authentication process.
- The HOI or INO will visit DWO office or CSC center for biometric authentication after completing the authentication process of HOI & INO.
- The same information (eKYC) will be showing in the DWO login.

9. PROCESS FLOW DIAGRAM-:



If there is any Problem Call the DWO/ Helpline

Helpline (Toll Free)
155335, 1800-345-6770

SAVE

SAVE the application

Unique ID is Aaadhar number for feature reference

A Massage should be flash in the OSSP for Visit DWO (DNO) or CSC office for Biometric e-KYC Authentication

Back to to Home Page

No

Yes

Process to Next

Please visit DWO Office

Approval authority

DWO office

All CSC list (Technical officer) will be available in the OSSP portal for better visibility

https://csc.lokaseba-odisha.in/g2c/forms/CenterListV2.aspx

All DWO will login the portal and Approve the Biometric Authentication in the OSSP

Integration with the CSC center

After DWO confirm the pending request for Biometric Authentication by the Institute

HOIs and INOs Visit the CSC office for Bio-Metric Authentication

HOIs and INOs share the Aadhaar Number to the CSC center for Bio-Metric Authentication.

If there is any Problem Call the CSC Technical Officer

Data not Available

Not Verify

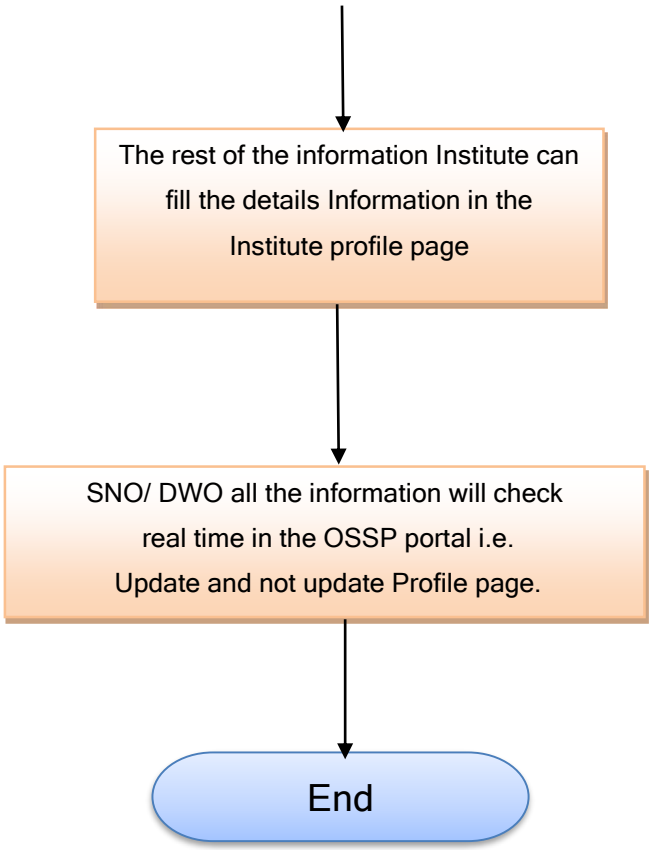
Verify

Verify/ Done

After Bio-Metric Authentication process is completed (HOIs, INOs) The same information will auto populate in the OSSP Portal

A conformation a SMS will send to the respective HOI and INO

Acknowledgment / Congratulation SMS and e Mail send


The rest of the information Institute can fill the details Information in the Institute profile page
SNO/ DWO all the information will check real time in the OSSP portal i.e. Update and not update Profile page.
End

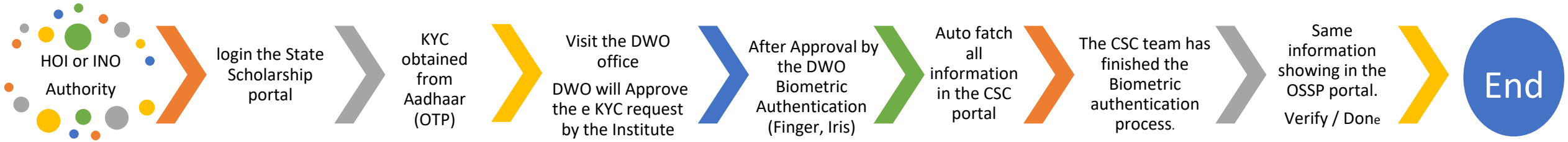
STATE SCHOLARSHIP PORTAL

ST&SC AND MBC WELFARE DEPARTMENT - GOVERNMENT OF ODISHA

eKYC Registration (HIOs,INOs & DWOs)

login Flow

1. Head of Institute (HOI)
2. Institute Nodal Officer (INO)
3. District Welfare Officers (DWO)



Process Diagram of eKYC Registration (HIOs, INOs)

https://scholarship.odisha.gov.in

Start

HOI and INO

Visit OSSP portal https://scholarship.odisha.gov.in/website/home

Login the HOI login

Enter the Aadhaar Number (HOI)

e KYC All the information Automatically fetches the UIDI Portal i.e. Name , DOB, Gender and e mail and Mobile Number

HOI Successfully eKYC And reference no Generated **Print From**

Application forward to the **DWO office**

DWO will Approve it

A Message will be flashed in the OSSP, please visit DWO office - CSC team will enroll **e-KYC Authentication**

Application forward to the CSC center
The CSC team will enter the Aadhaar Number

HOI. Institute , INO will Authentication (Finger, Iris)

All the Information will be automatically showing in the CSC center which is provide by the OSSP team

After eKYC and Authentication is completed .

Generate Receipt

Verification Successfully

Same information will be showing in the OSSP login

End

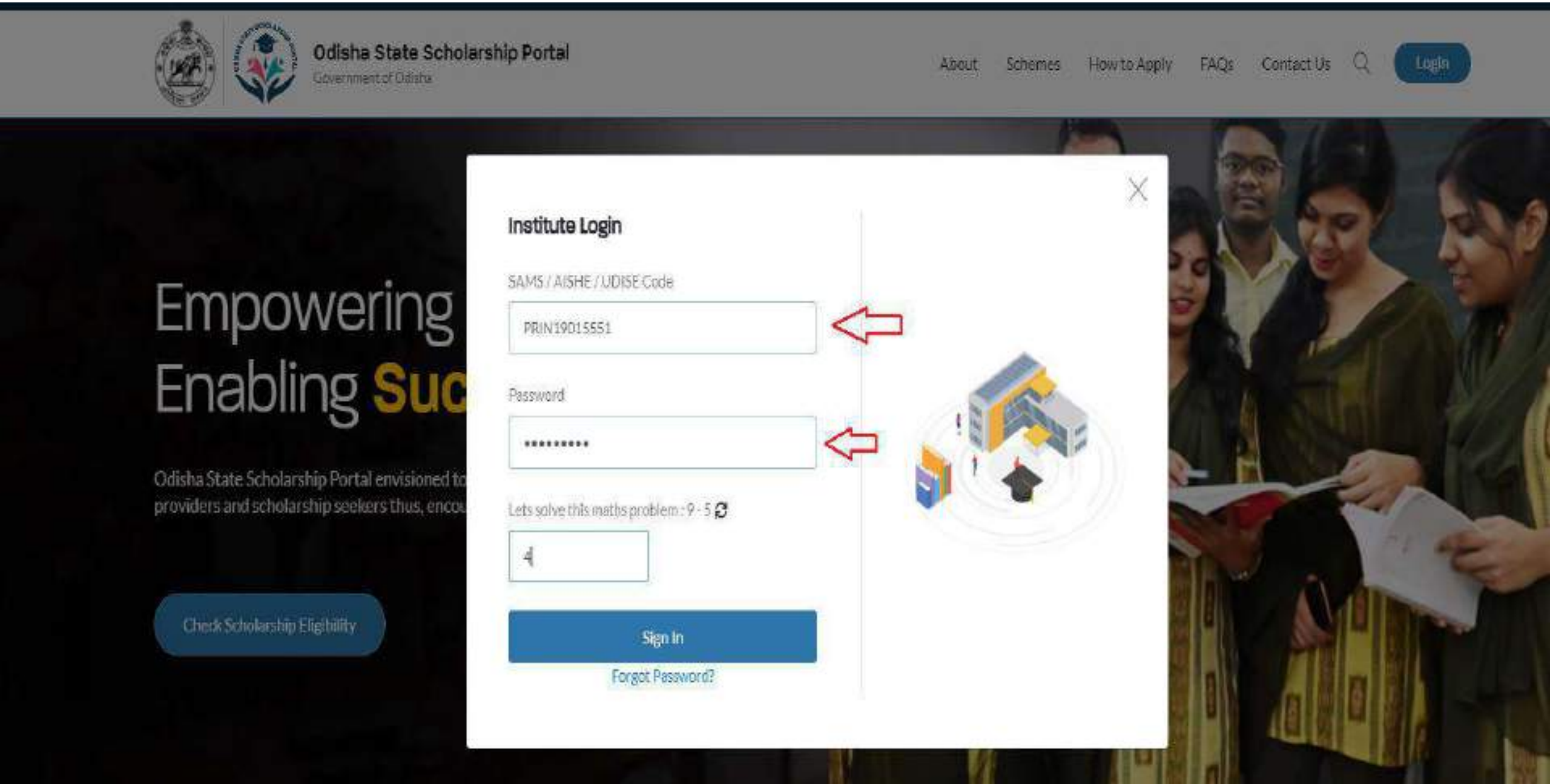
- MIS report will be available in the SNO login and DNO login of real time data validation status
- Any change of institution person should contact DWO office.

Institute Login

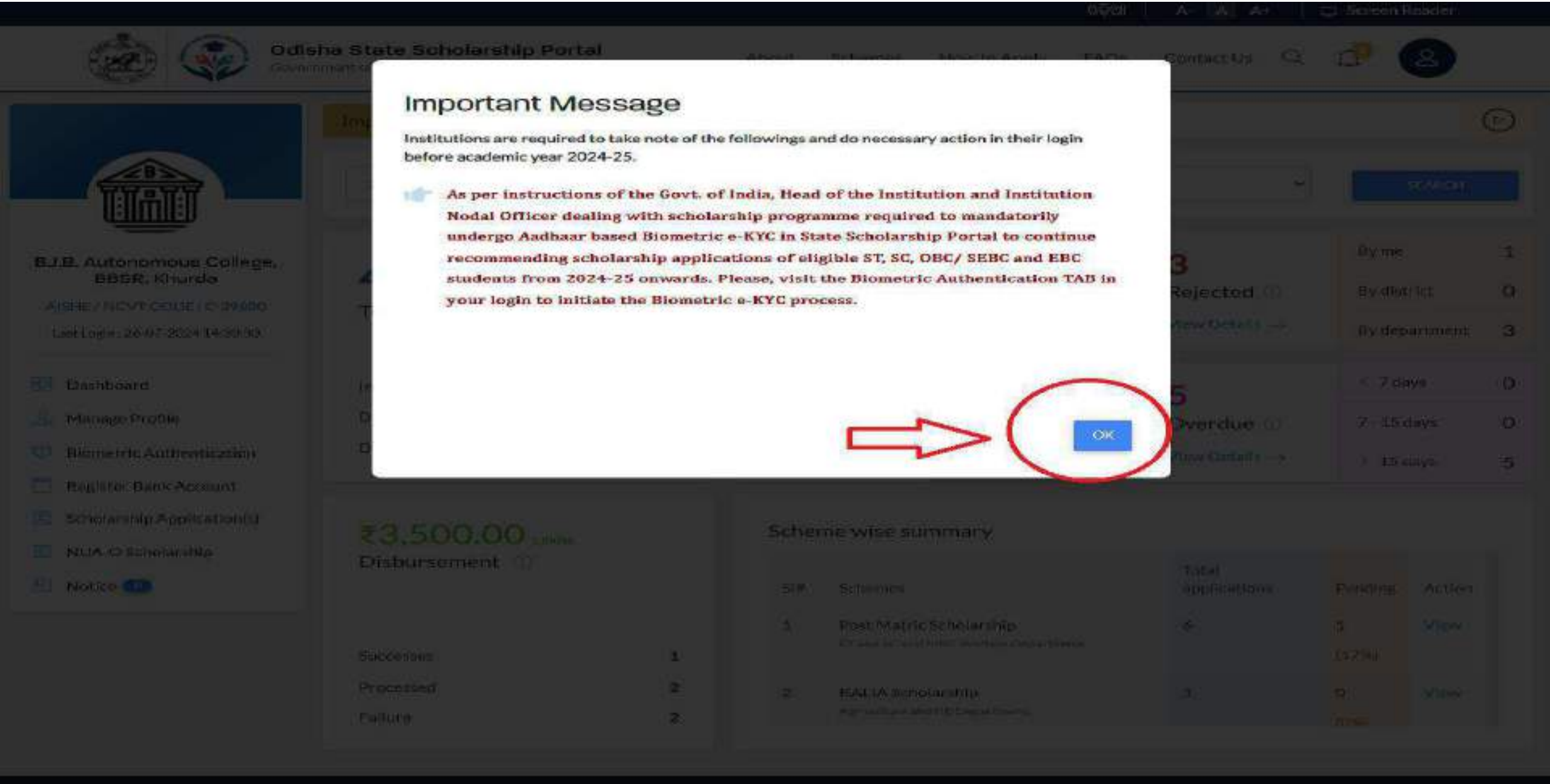
Head of Institute-HOI

Institute login

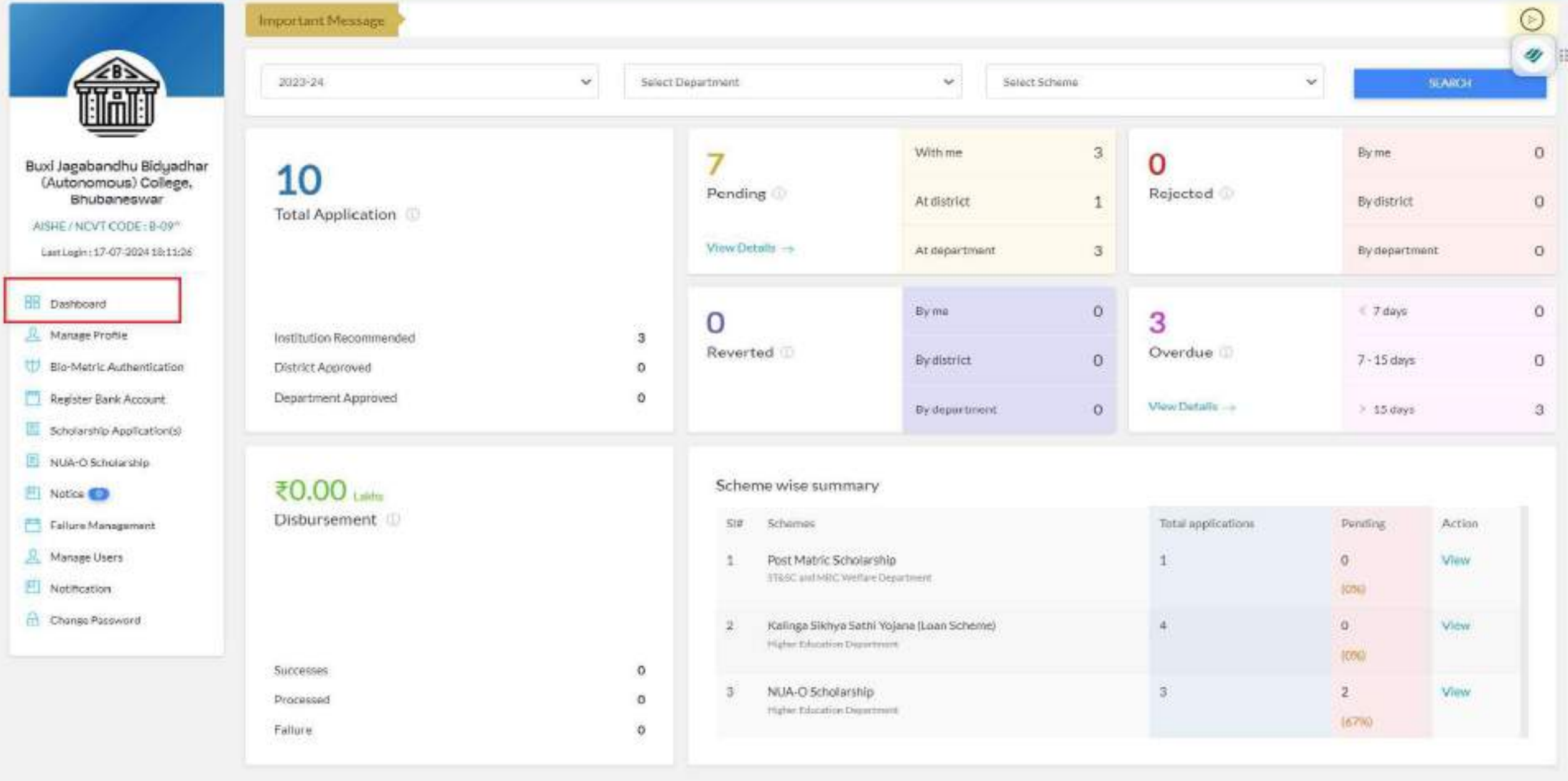
Enter the User id and Password



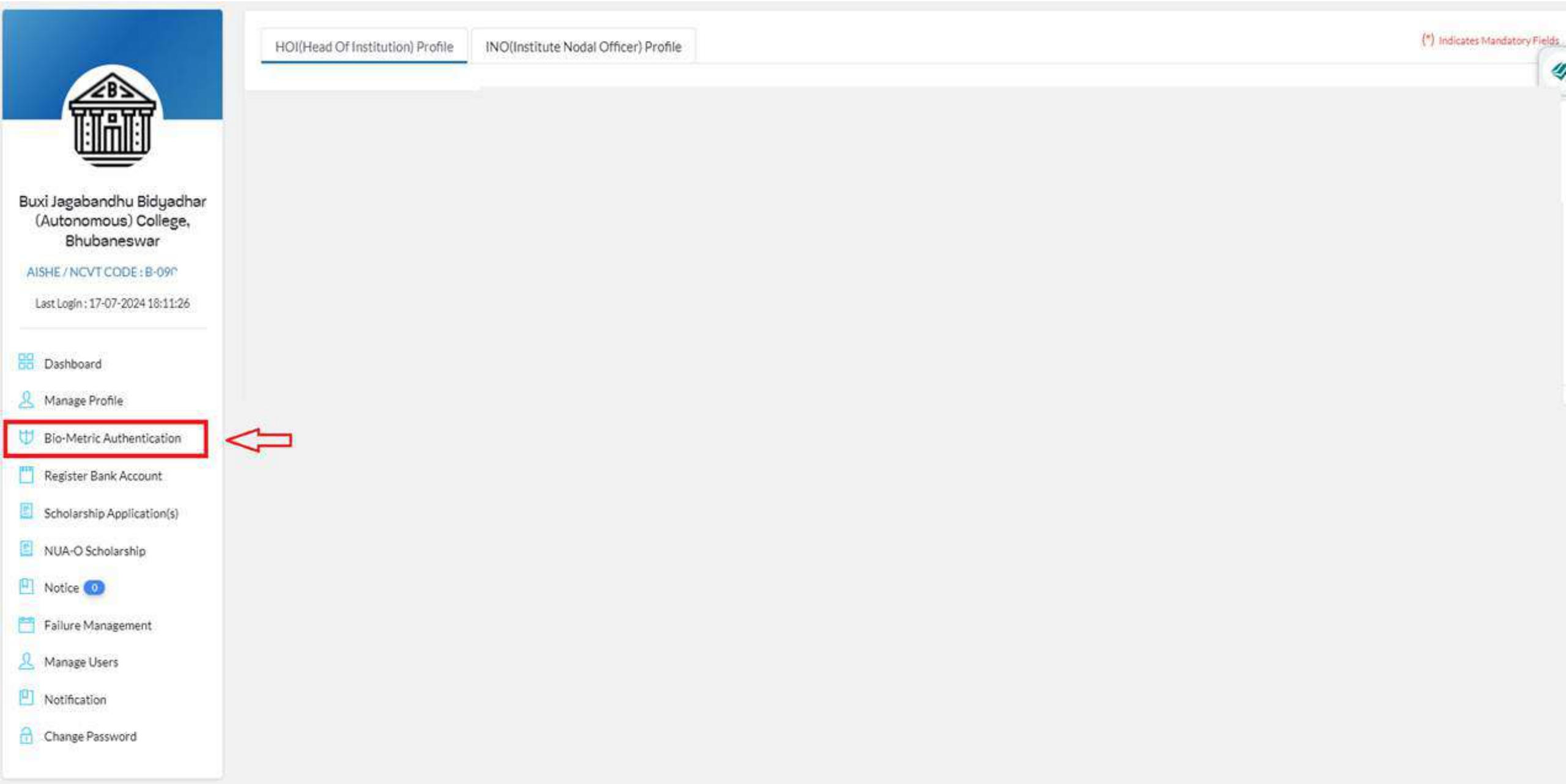
See the Important message and click on the “OK”



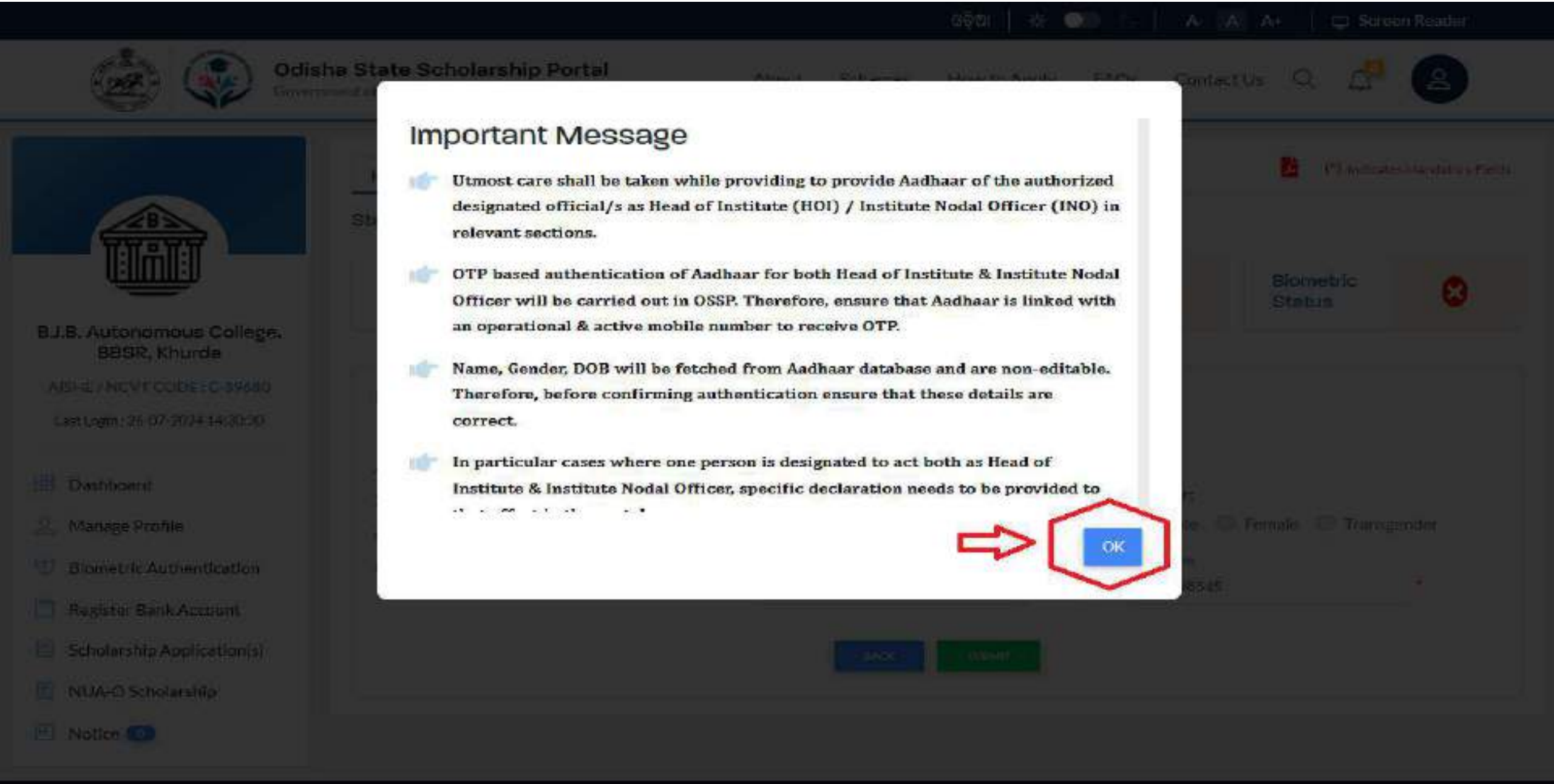
Institute Dashboard page



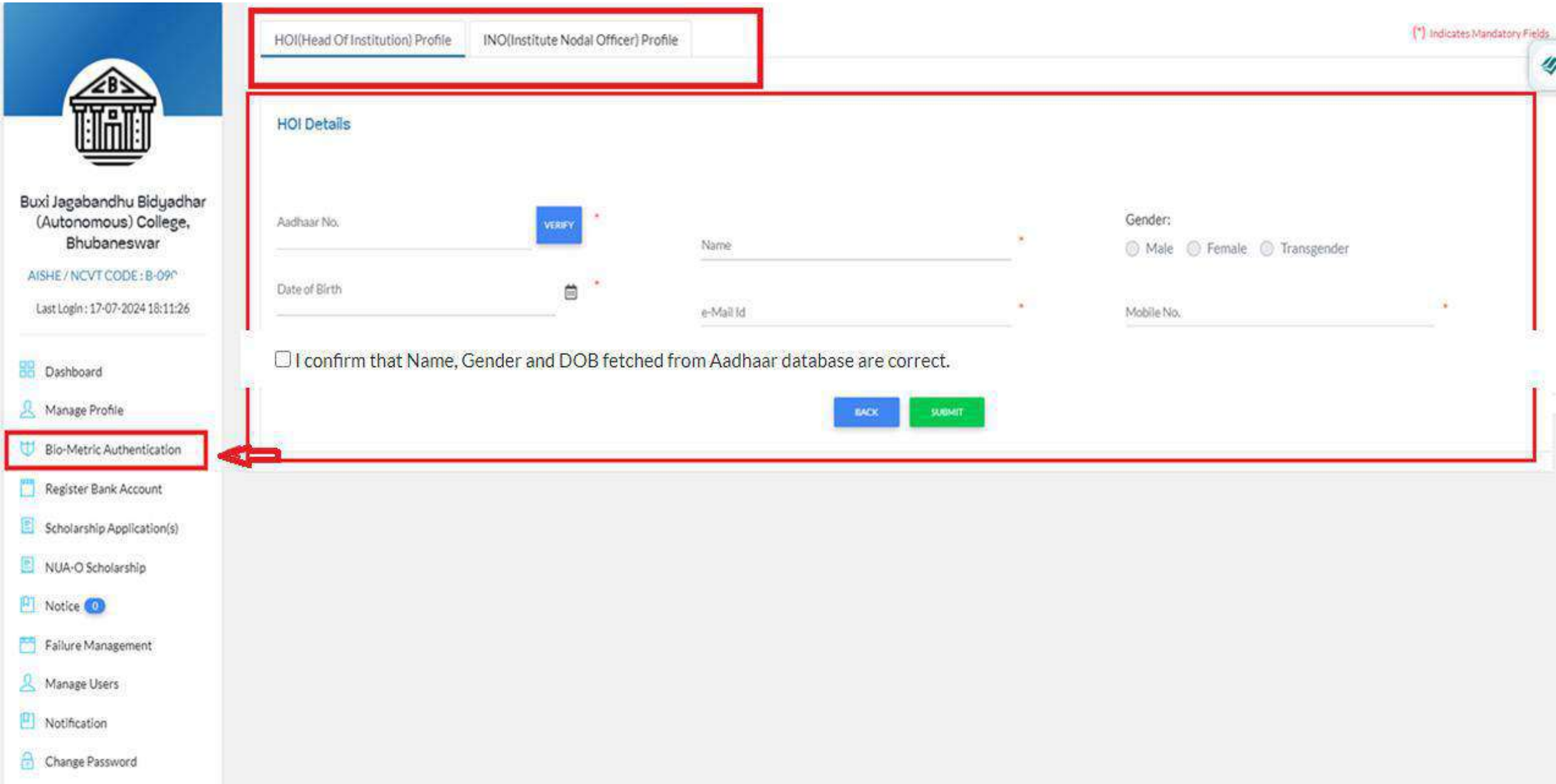
Click on Biometric Authentication tab



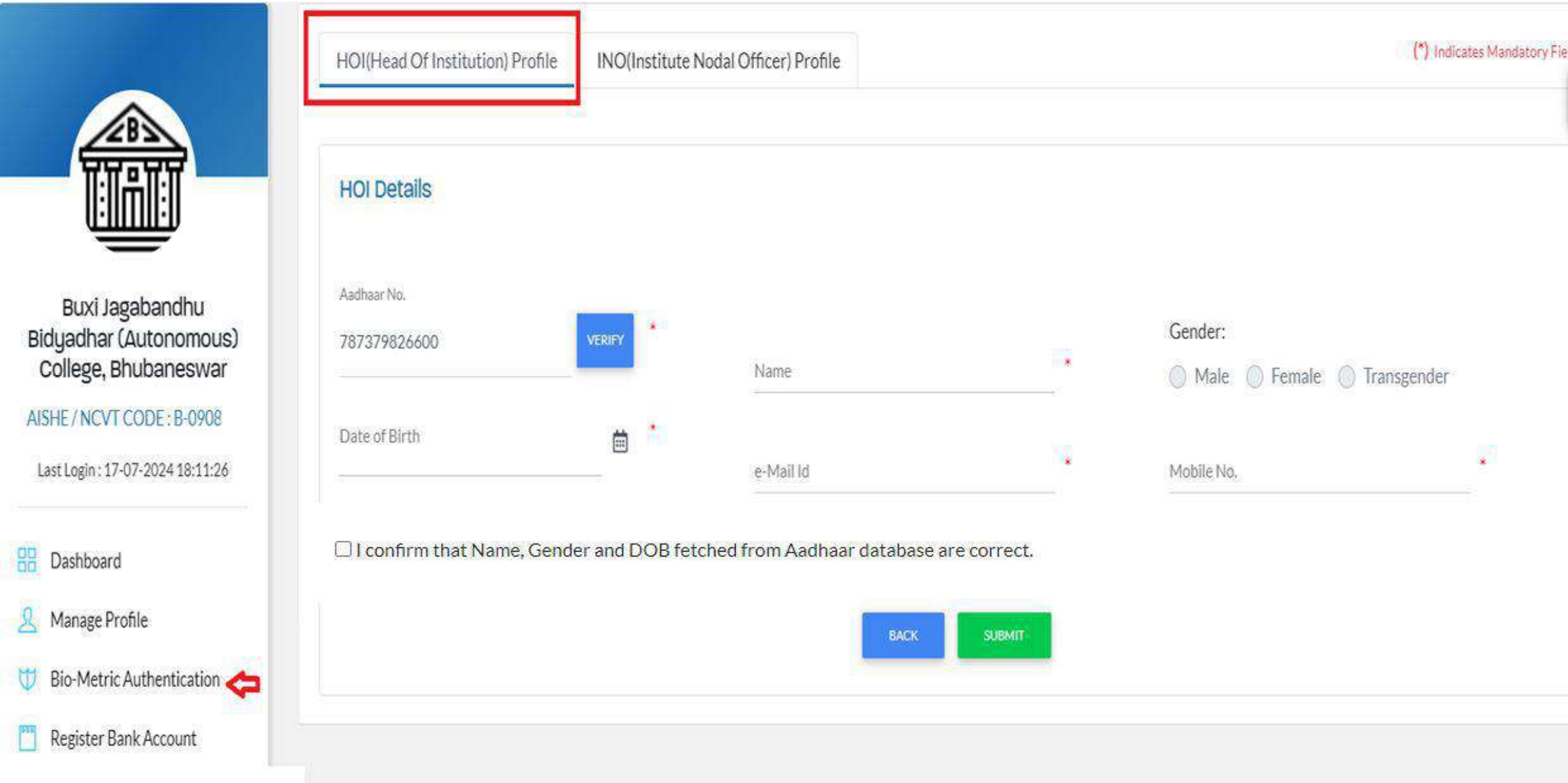
After Click on the Biometric Authentication tab please read the message



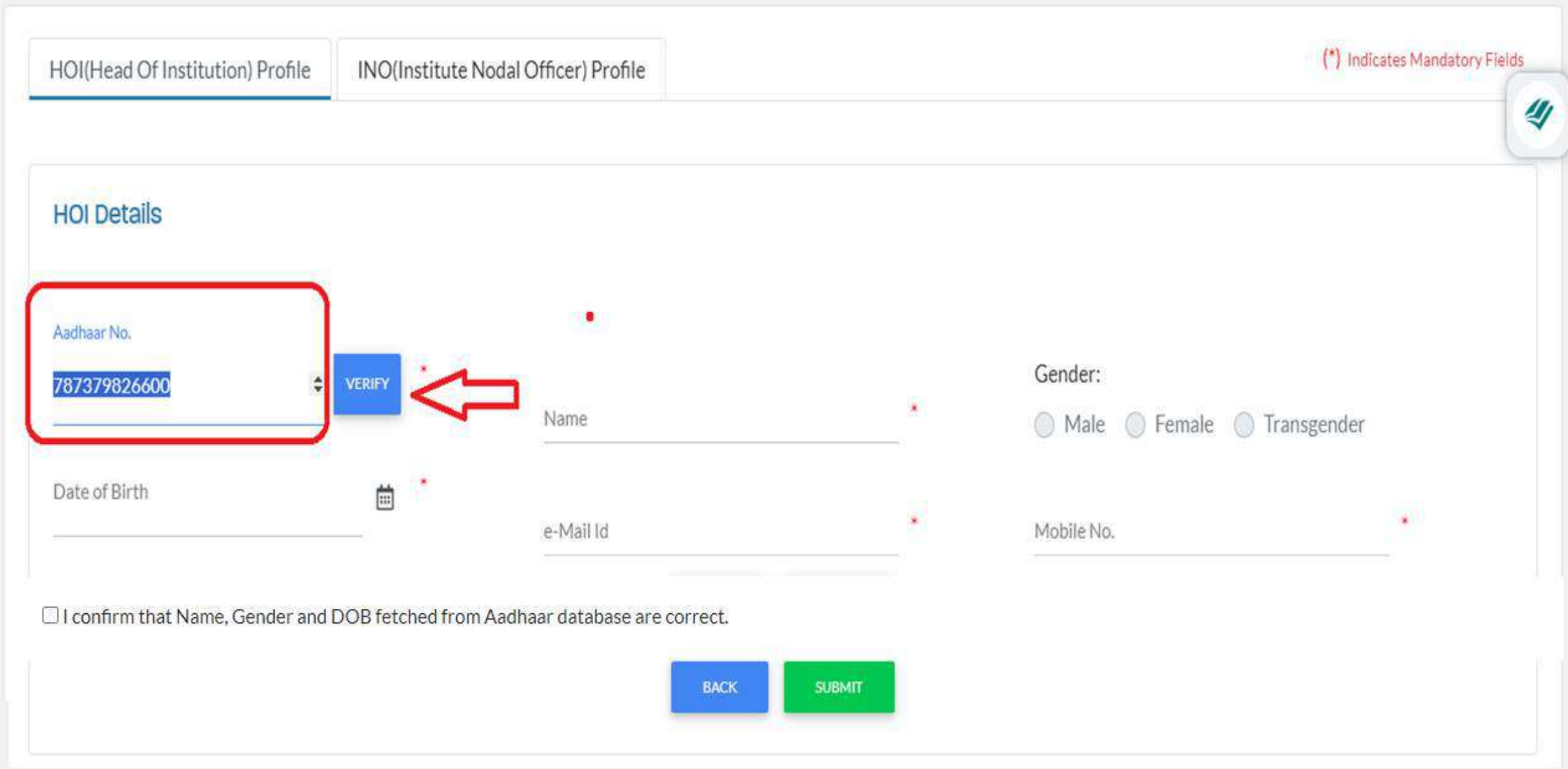
Click on Biometric Authentication tab



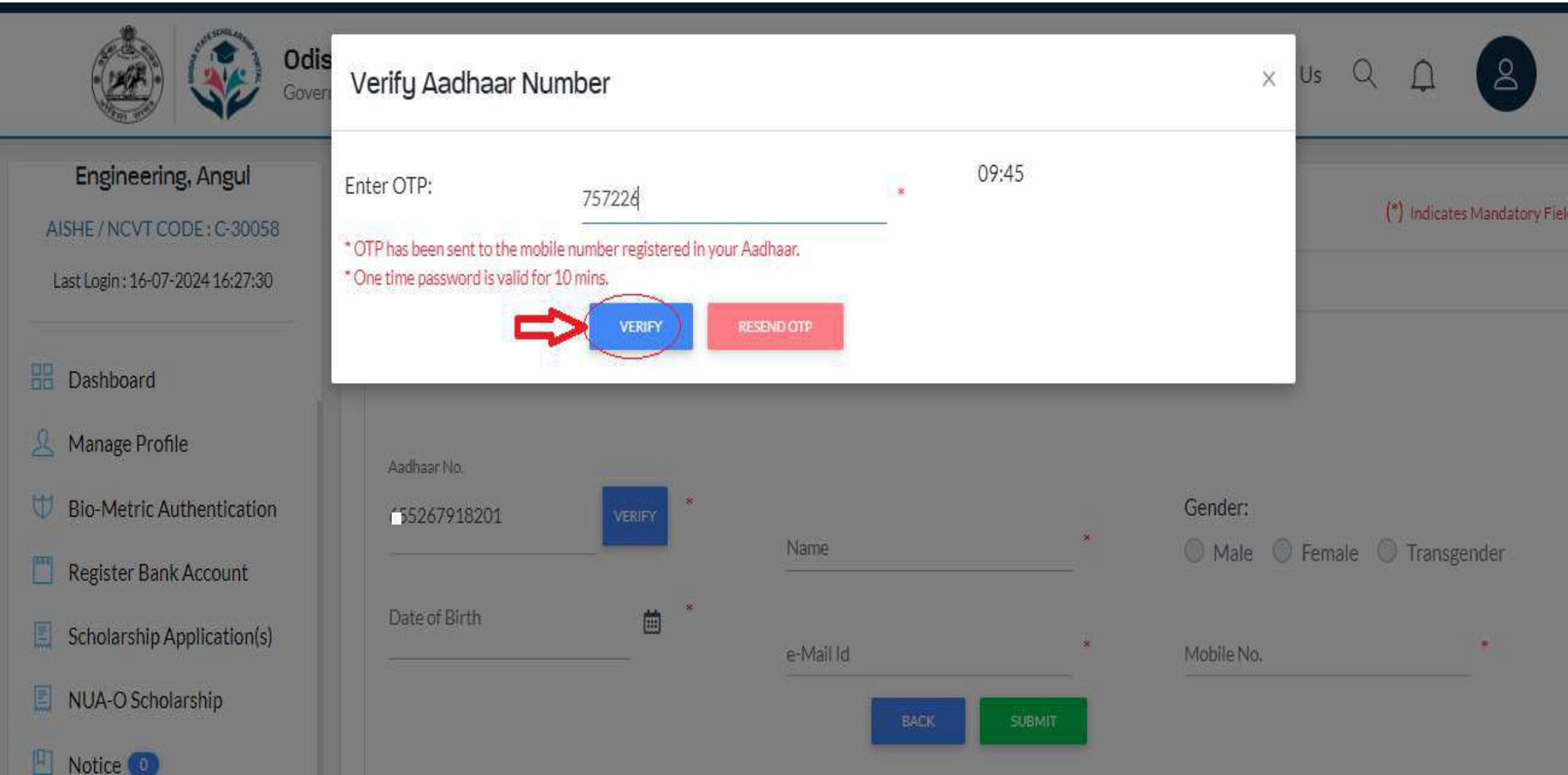
Click on the HOI Profile



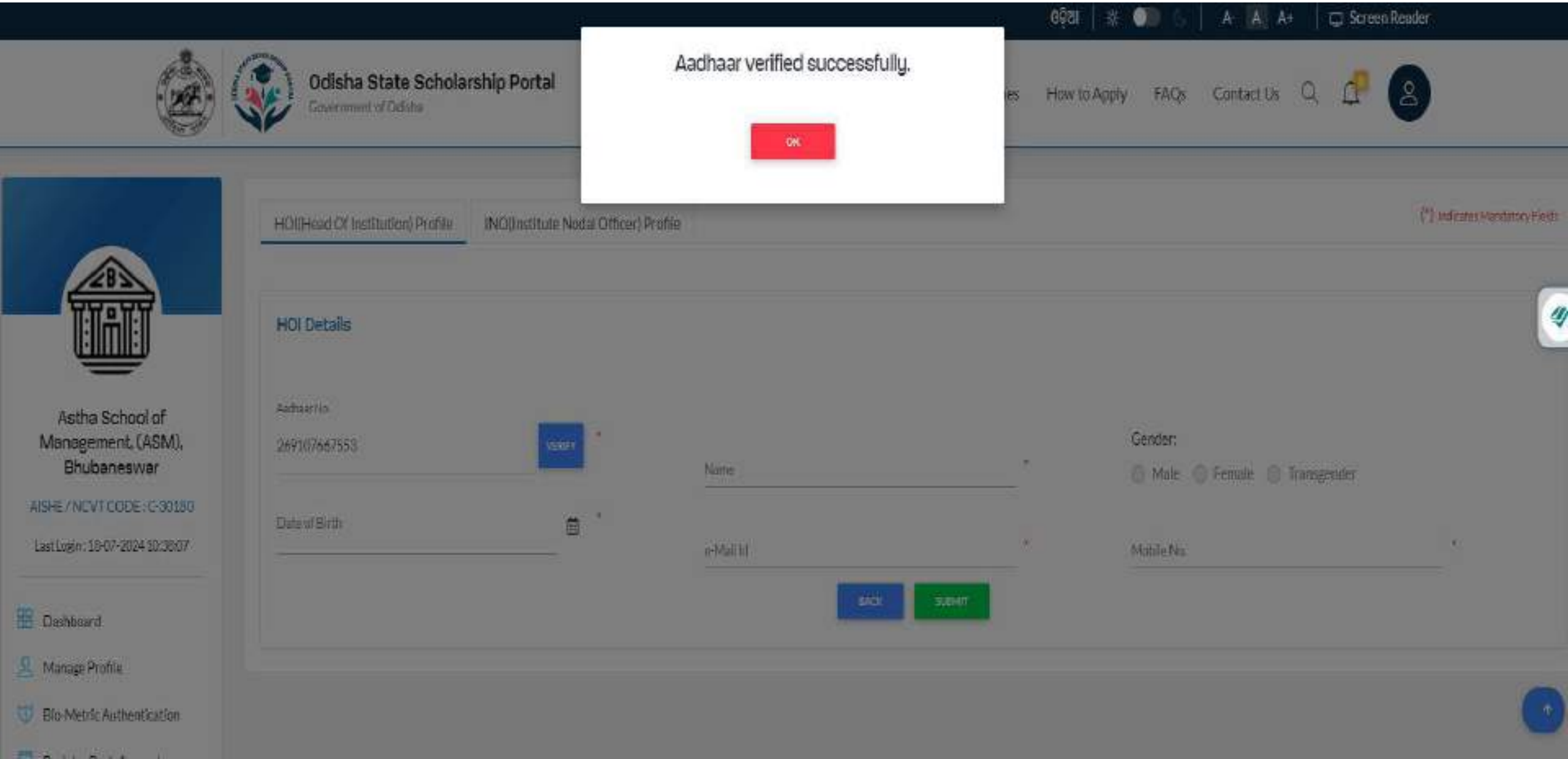
HOI enter the Aadhaar No and click on Verify Bottom



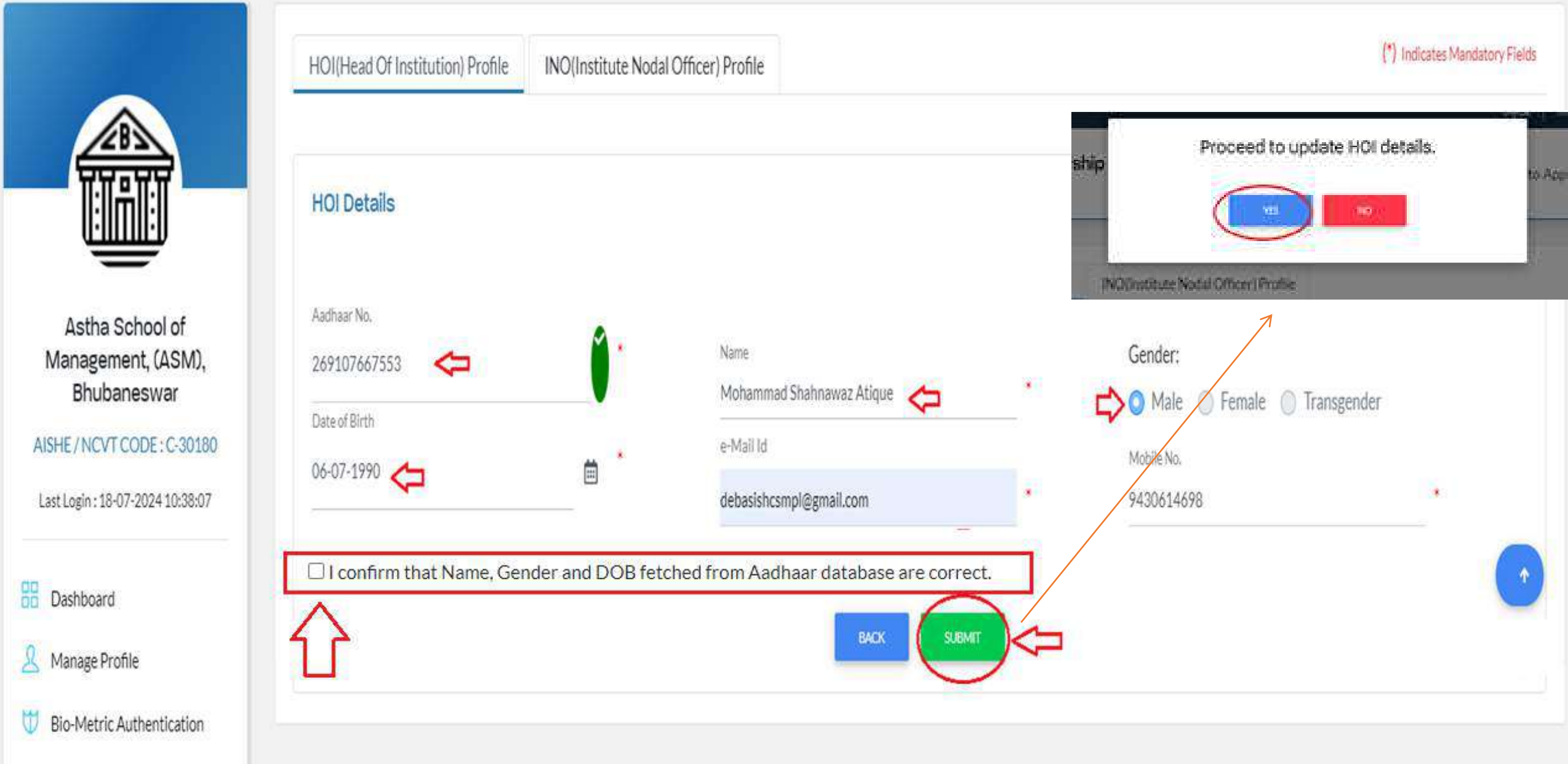
Click the Verify Bottom Send a OTP to the Aadhaar register Mobile no



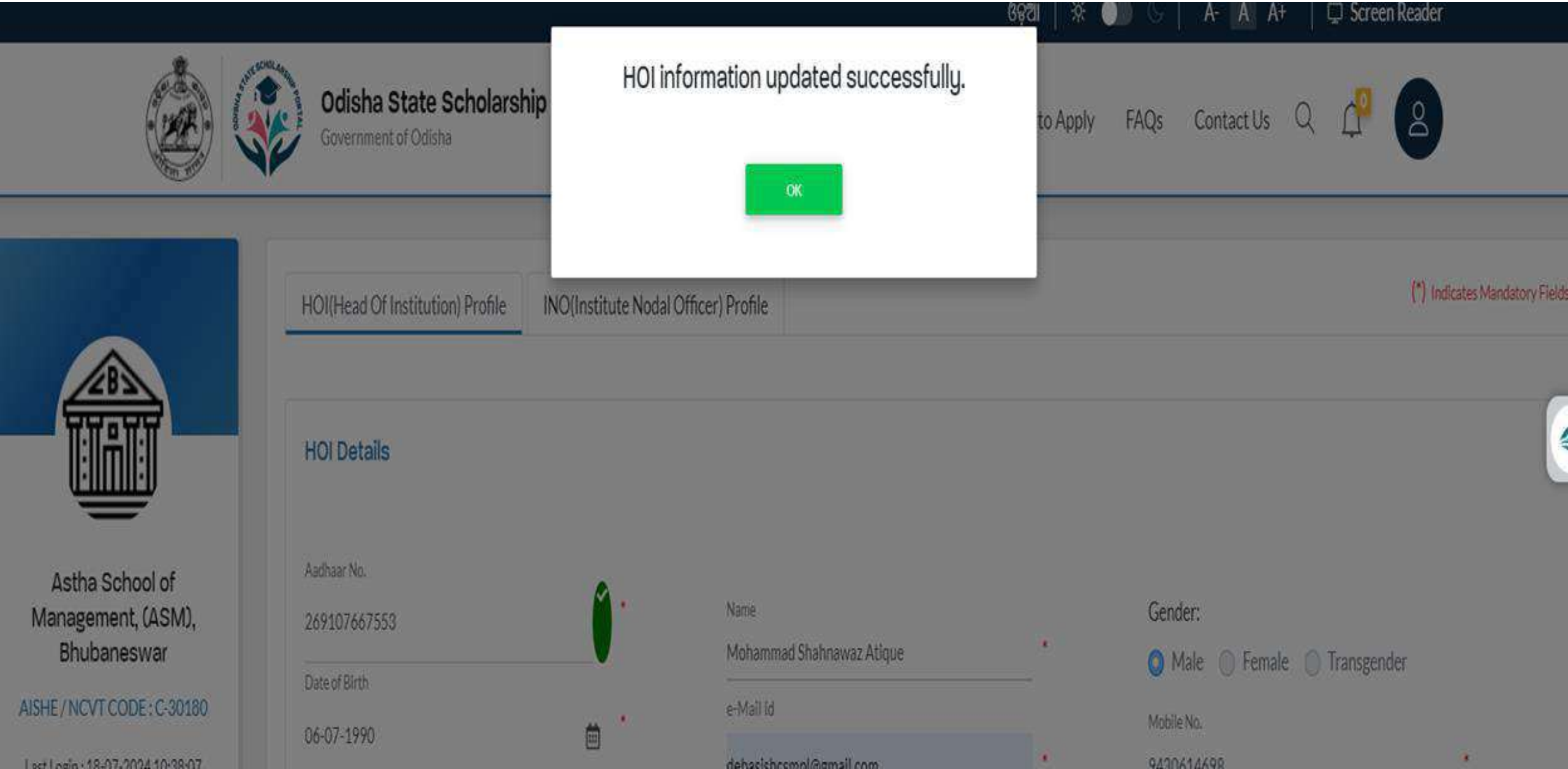
OTP update Successfully



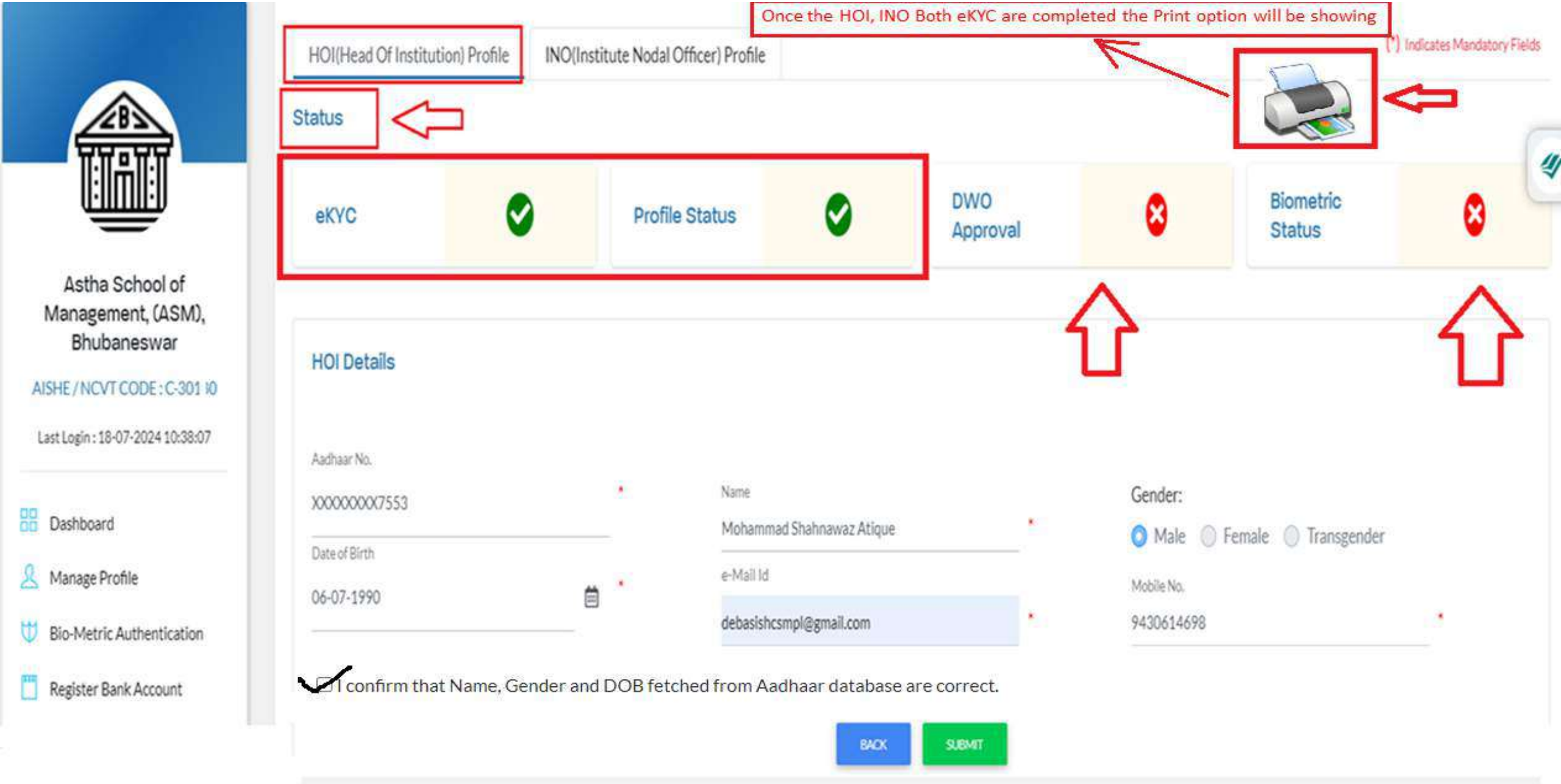
Automatic fill all the information i.e. Name , Gender, DOB



HOI information Update Successfully



Please click on the Submit and Click the Print Form



Generate the Form and it will be submit to the DWO office

Once the HOI, INO- eKYC are completed, the document will be created.

ODISHA STATE SCHOLARSHIP PORTAL
Government of Odisha

Print Date :
HOI Reference Number : 76589HUYTOIU

Details of Institute:

AISHE/ UDISE/ NCVT Code
Name of the Institute
Type of the Institute
Affiliated Board/ University

Institute/ school address

a. Address :
b. Block :
c. District (Khurdha - 751015) :
d. State :

URL of Institute's website (if any)U+003a

Details of Head of Institute:

Aadhaar:
Name:
Date of birth:
Gender:
Contact Number:
Mobile Number:
Designation:
Official e-mail ID:

INO Reference Number: 02-05-2024

Details of Institute Nodal Officer:

Aadhaar:
Name:
Date of birth:
Gender:
Contact Number:
Mobile Number:
Designation:
Official e-mail ID:

Declaration by the Head of the Institute:

I hereby declare that the information provided for the Head of the Institute and Institute Nodal Officer is true to my knowledge. I hereby also designate Shri/ Smt./ Ms Lorem ipsum dolor Name of INO Lorem ipsum dolor whose details are given above as Institute Nodal Officer for Lorem ipsum dolor Name of the Institute Lorem ipsum dolor. I understand that myself and Institute Nodal Officer shall be jointly and severally responsible for the verification of scholarship applications as well as for any other information given/ activity performed in Institution login while processing of applications of students for any of the scholarship schemes under OSSP. Photocopy of this attested form has been kept in institute record file.

Signature of INO	Signature of HOI	Seal of Institution
Name: Lorem ipsum	Name: Lorem ipsum	Name: Lorem ipsum
Date: 12-03-2024	Date: 12-03-2024	Date: 12-03-2024

To be filled by District Welfare Officer

I hereby declare that the Head of the Institute has submitted the duly authorized form for approval in OSSP.

- - - - - - - - - - - - - - - - - -

Signature of District Welfare Officer

Name:
Place:
Date:

In case HOI and INO both are same

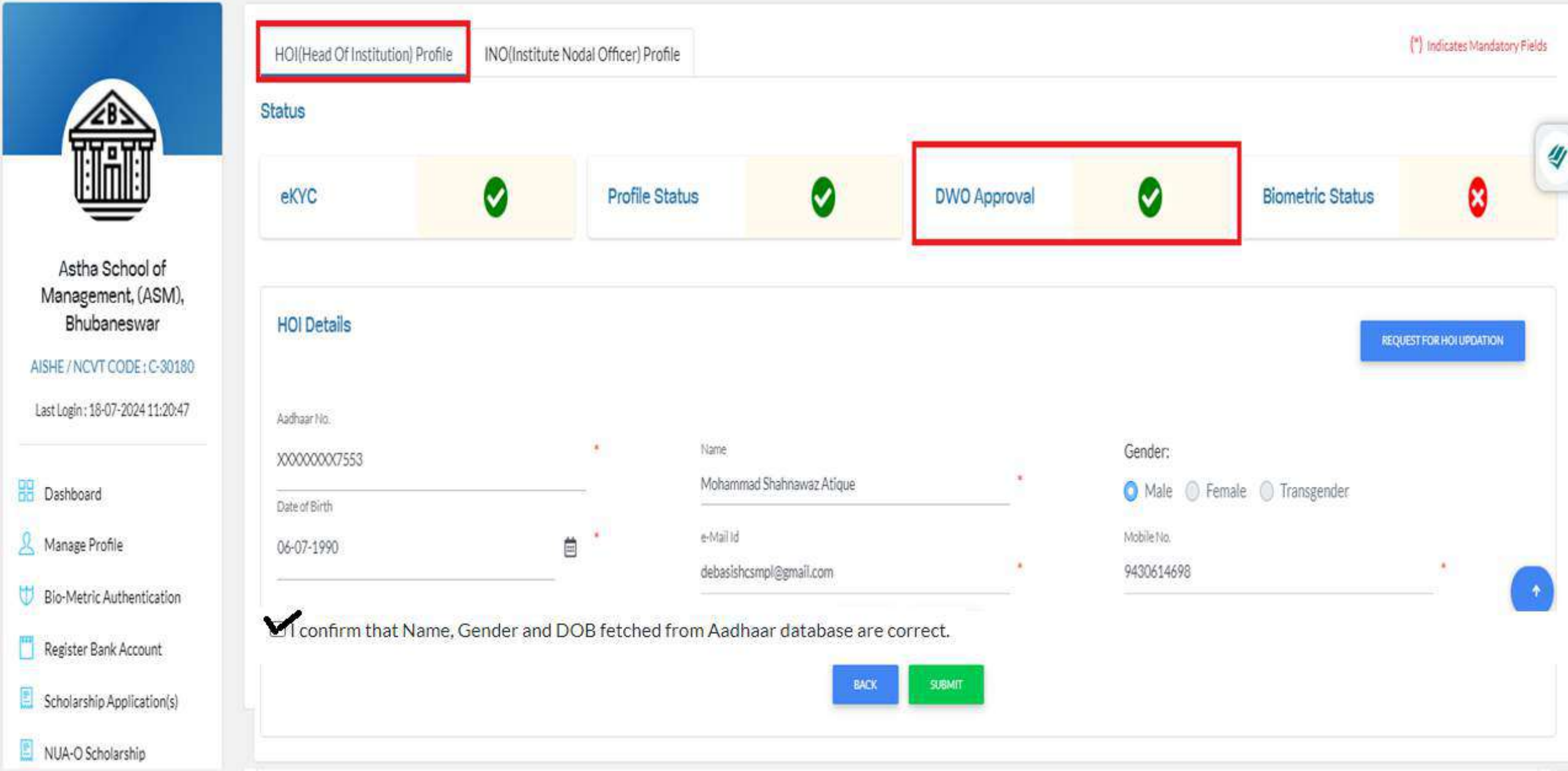
Declaration by the Head of the Institute:

I hereby declare that the both Head of Institute and Institute Nodal Officer are one and same i.e Shri/ Smt./ Ms Lorem ipsum dolor Name of HOI Lorem ipsum dolor for Lorem ipsum dolor Name of the Institute Lorem ipsum dolor.

1) Contact to the DWO office

2) DWO will approved the Biometric Authentication Process

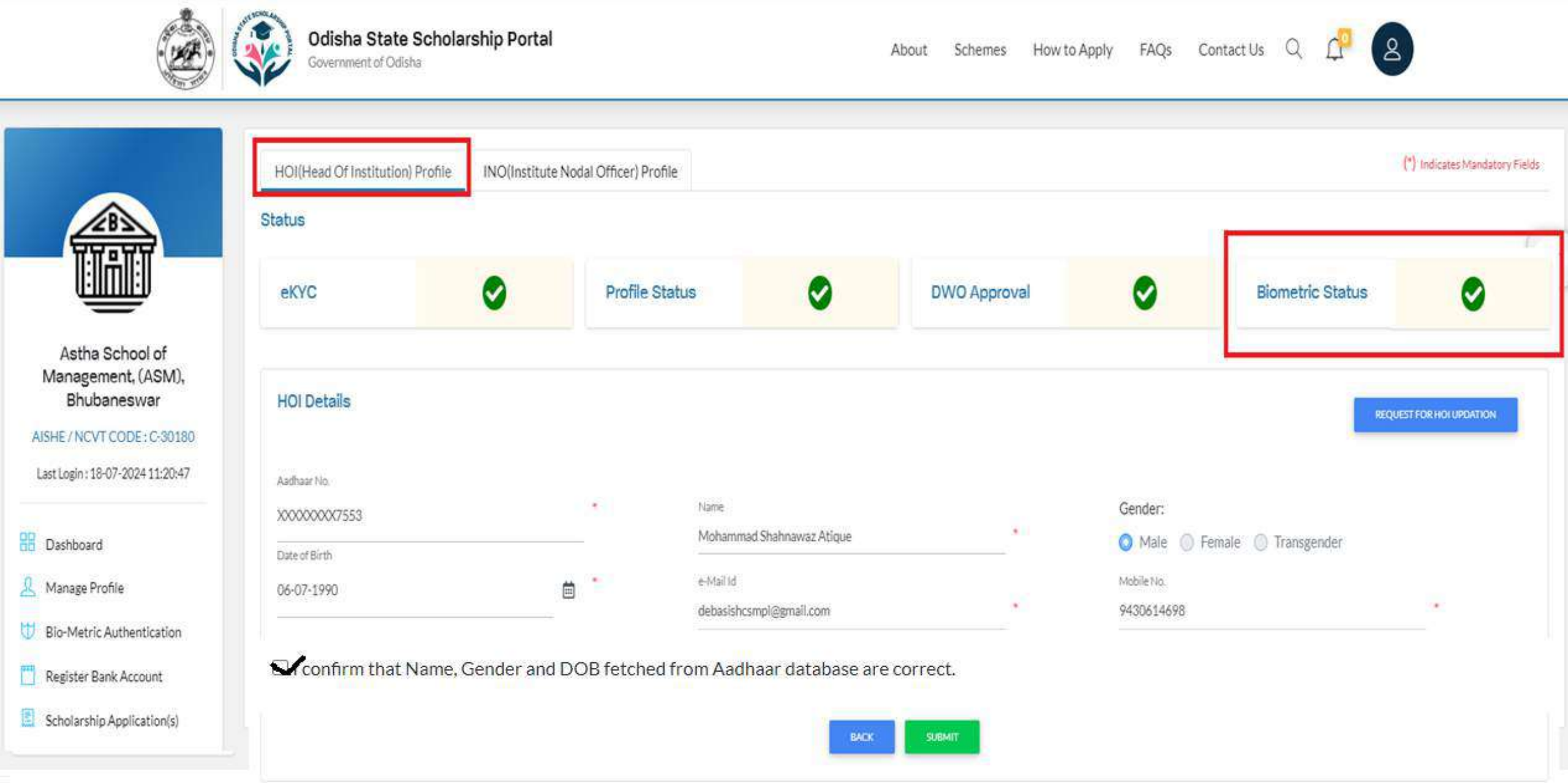
Approve by the DWO



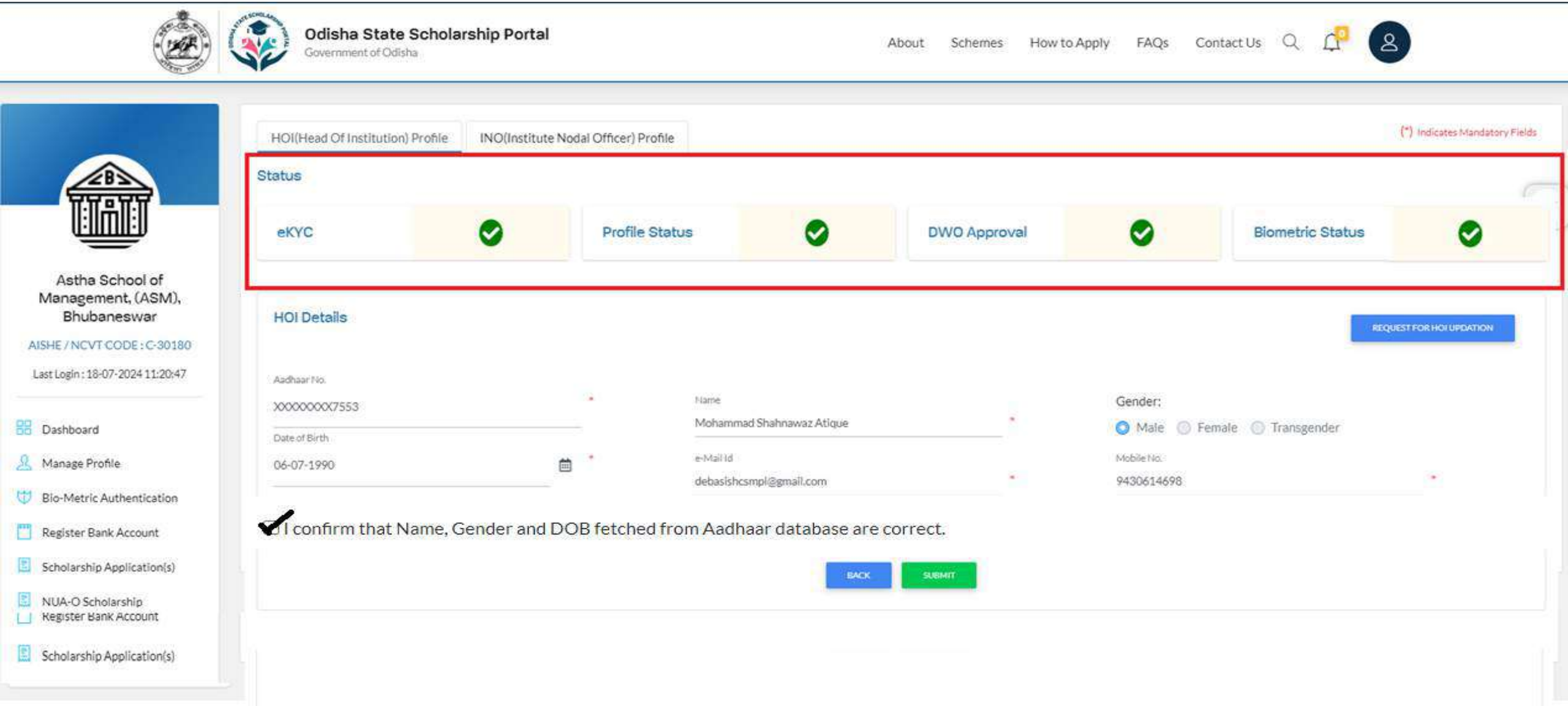
1) After DWO approval, the institution will move forward with biometric authentication at the CSC center.

2) Institute will visit the DWO office or CSC center for Biometric Authentication

Approve by the



HOI all the profile status has been updated

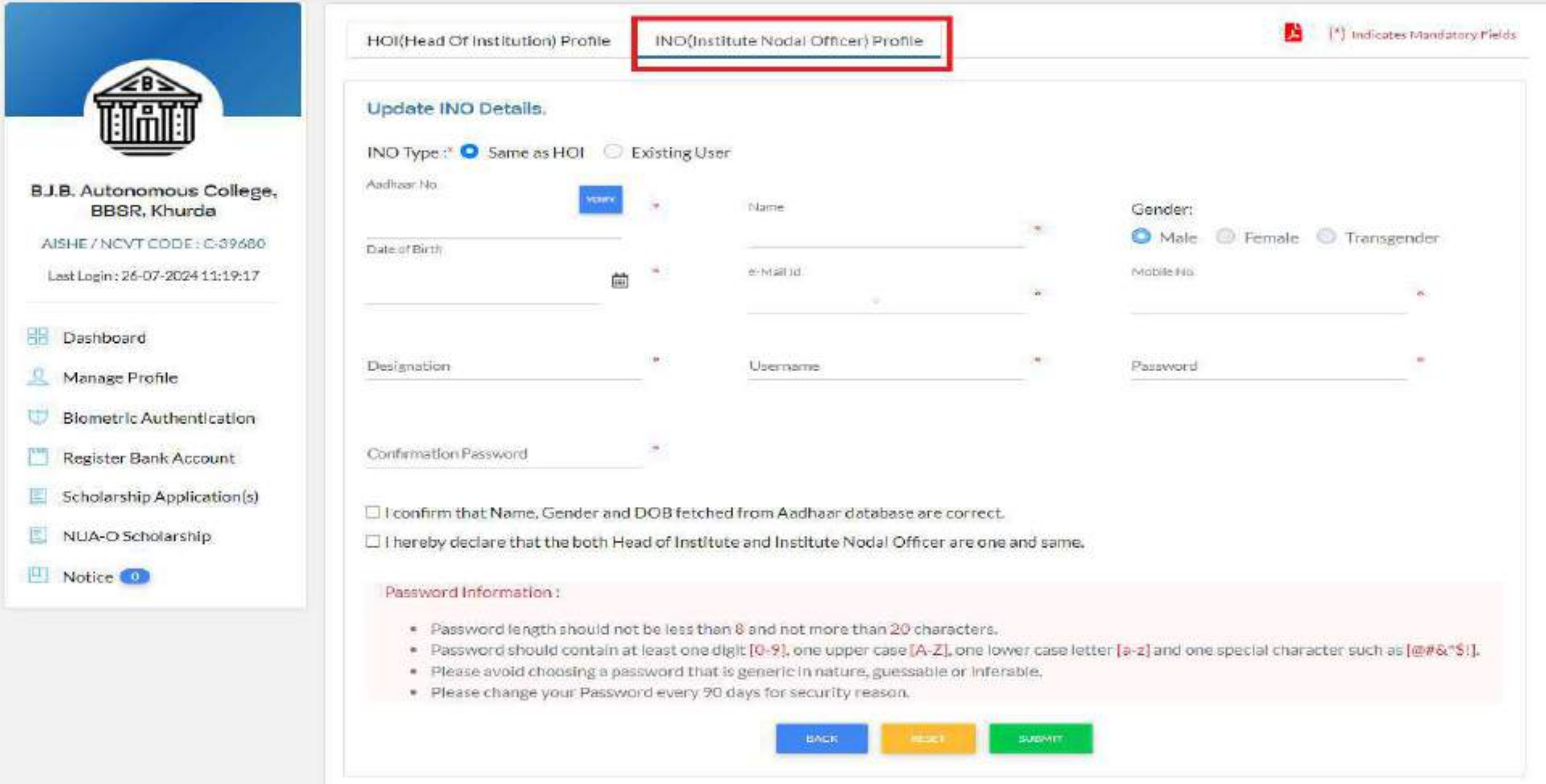


After completing the HOI biometric process, he/she can process the student application

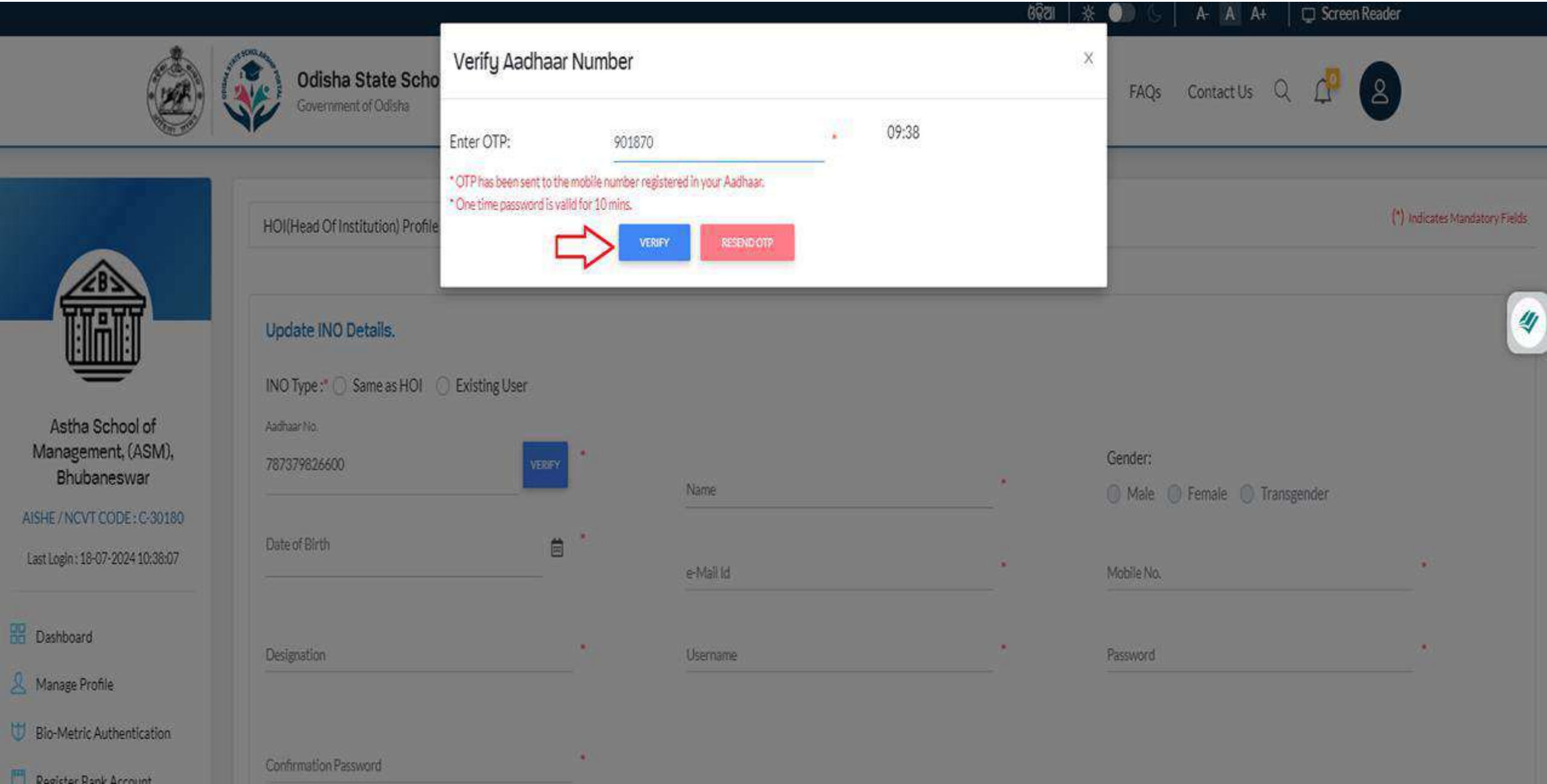
Institute Login

Institute Nodal Officer -INO

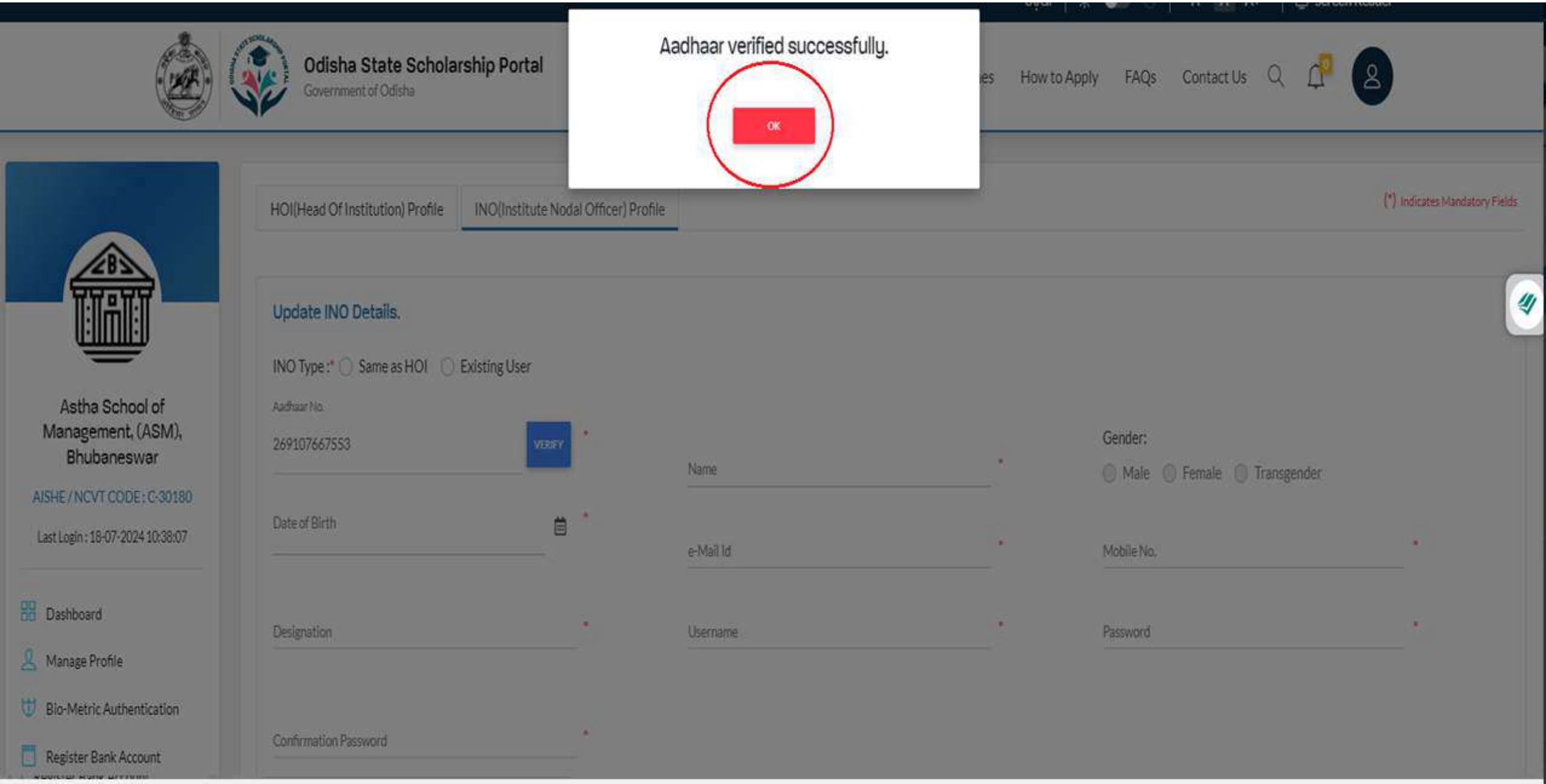
Please click on the INO profile login and Check the INO type



Please enter the OTP Click on the Verify Bottom



Aadhaar Verifed successfully



Please click on the INO profile login and Check the INO type

B.J.B. Autonomous College, BBSR, Khurda

AISHE / NCVT CODE : C-39680

Last Login : 26-07-2024 11:19:17

- Dashboard
- Manage Profile
- Biometric Authentication
- Register Bank Account
- Scholarship Application(s)
- NUA-O Scholarship
- Notice 0

HOI(Head Of Institution) Profile | INO(Institute Nodal Officer) Profile

(*) Indicates Mandatory Fields

Update INO Details.

INO Type :* Same as HOI Existing User

Aadhaar No.
732360684637

Name
Purna Chandra Mishra

Gender:
Male Female Transgender

Date of Birth
08-02-2001

e-Mail Id
mishra@gmail.com

Mobile No.
7978797979

Designation

Username

Password

Confirmation Password

I confirm that Name, Gender and DOB fetched from Aadhaar database are correct.

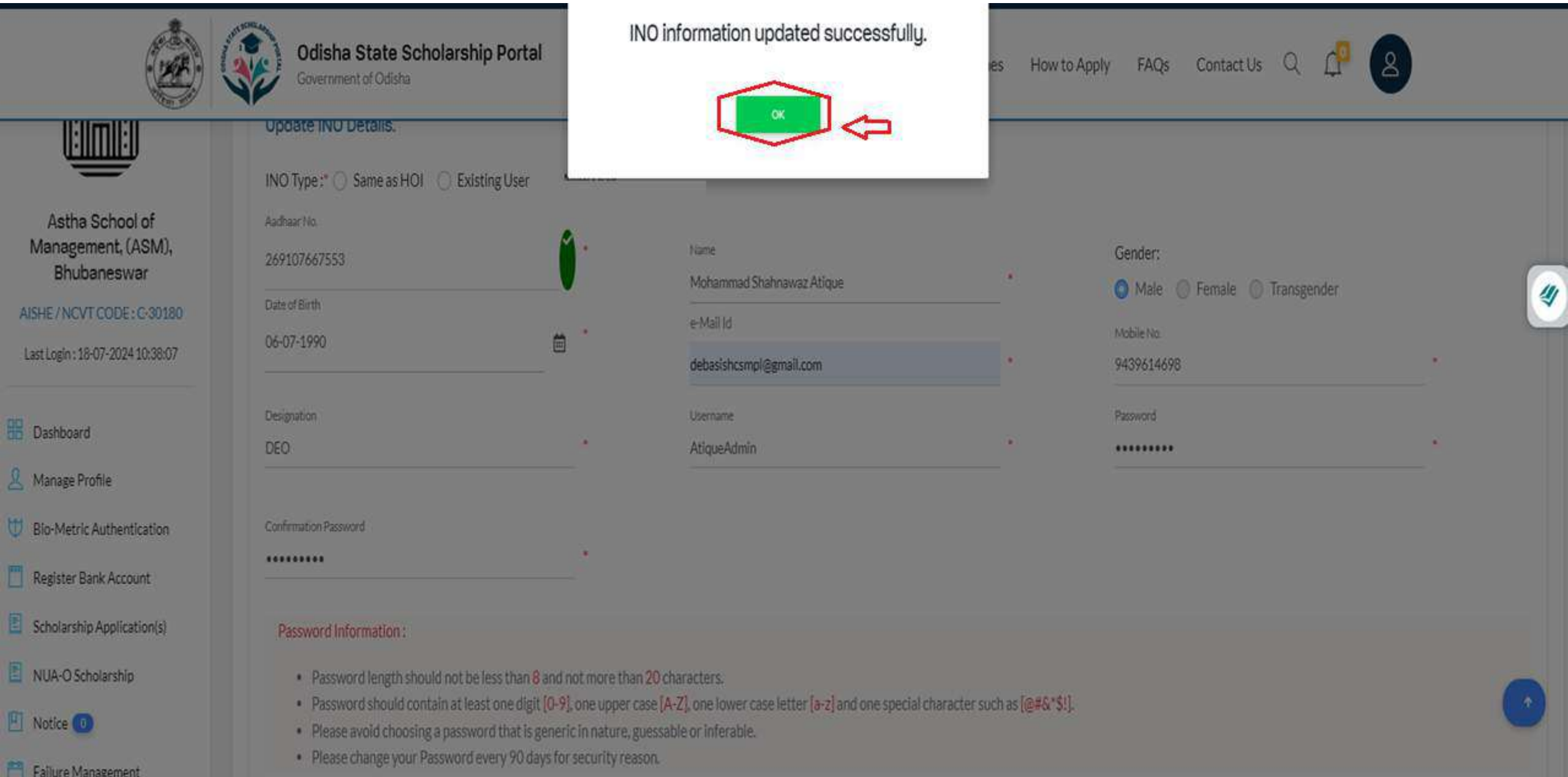
I hereby declare that the both Head of Institute and Institute Nodal Officer are one and same.

Password Information :

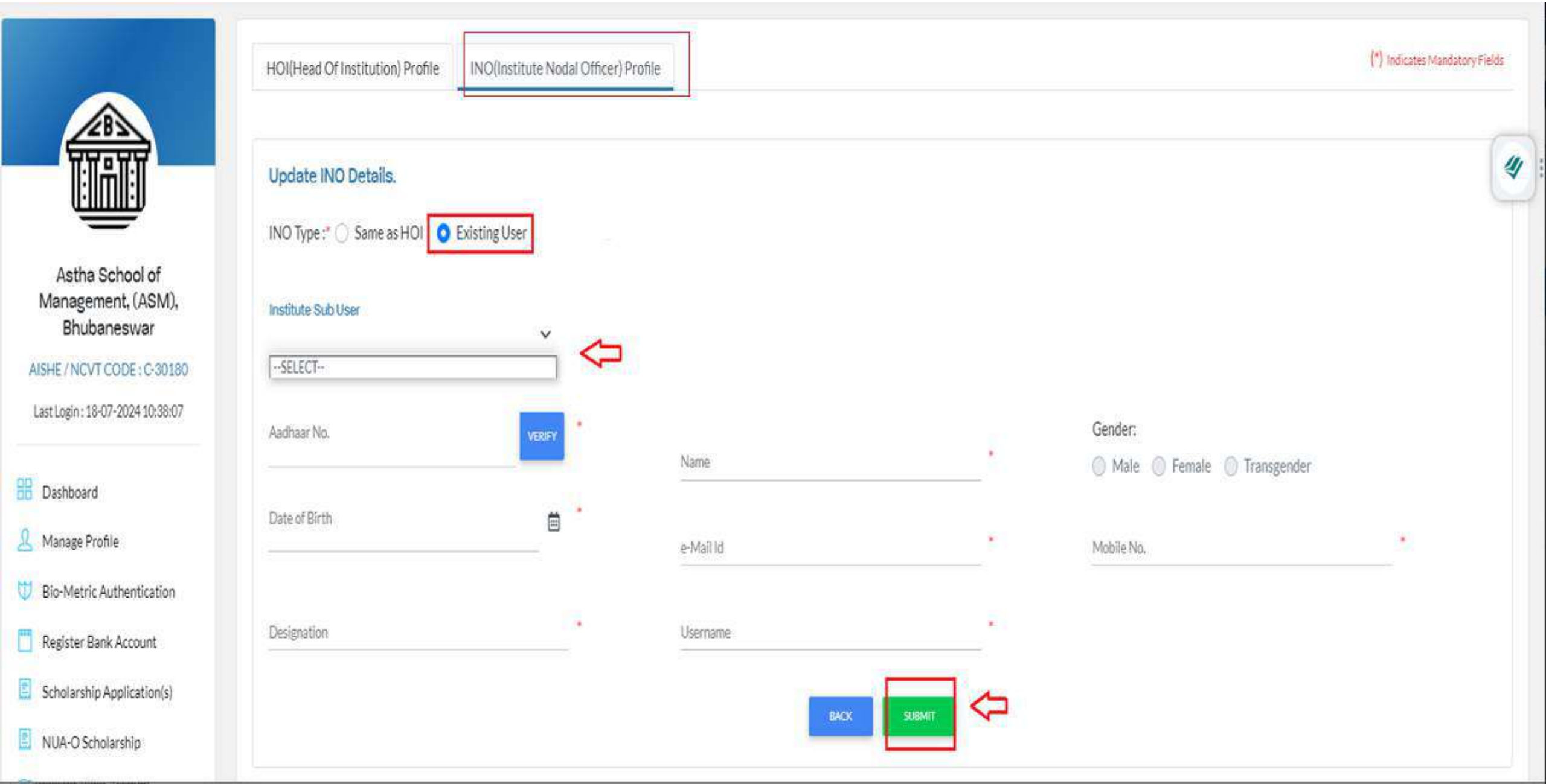
- Password length should not be less than 8 and not more than 20 characters.
- Password should contain at least one digit [0-9], one upper case [A-Z], one lower case letter [a-z] and one special character such as [@#&*$!].
- Please avoid choosing a password that is generic in nature, guessable or inferable.
- Please change your Password every 90 days for security reason.

BACK RESET SUBMIT

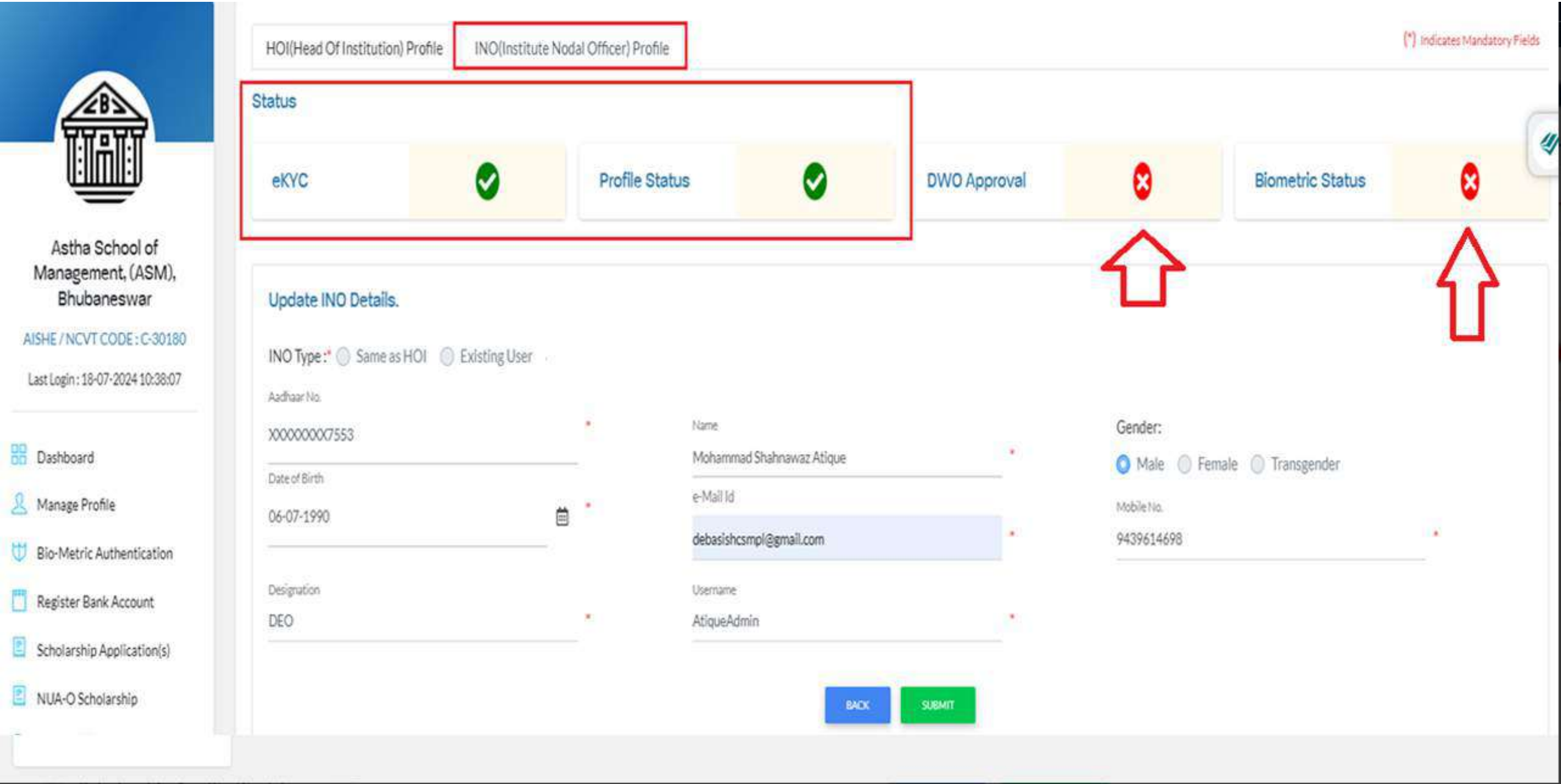
INO information updated Successfully



Please click on the Existing User

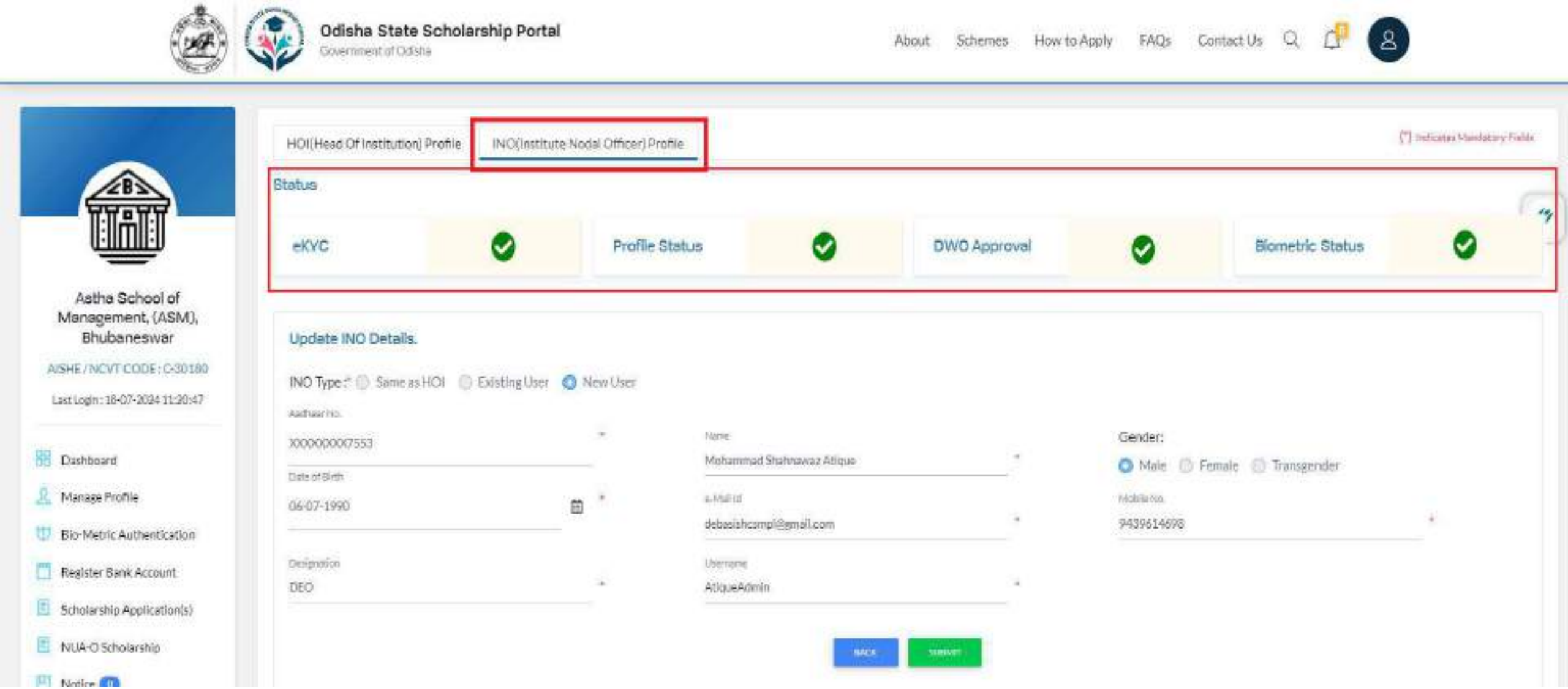


INO eKYC and profile Status has been updated



1) Contact to the DWO office
2) DWO has approved the Biometric Authentication request by the Institute.
3) Institute will Biometric Authentication (face, iris or finger) in the DWO office or CSC center

INO Profile page all the information has updated

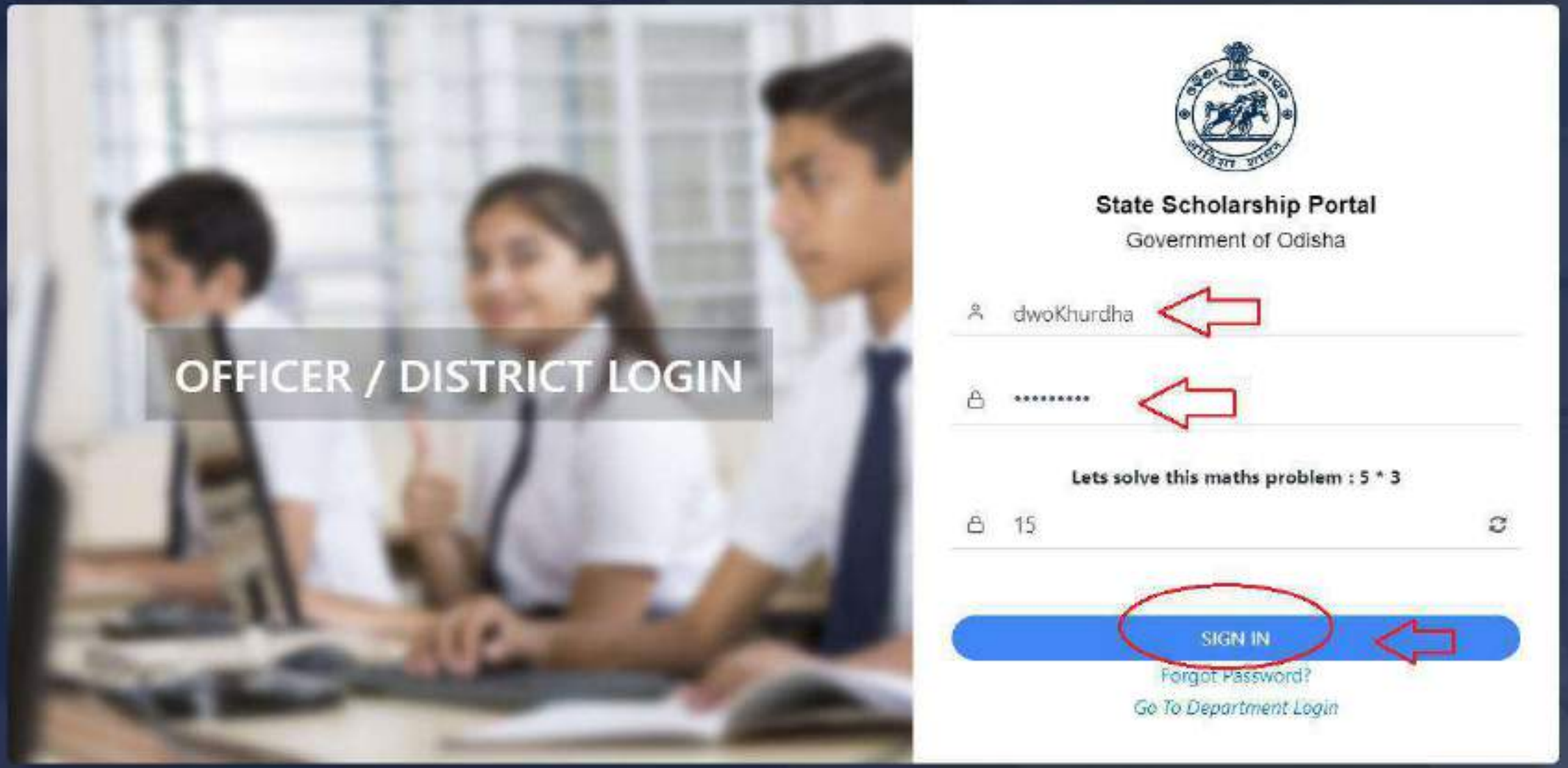


After completing the INO biometric process, he/she can process the student application

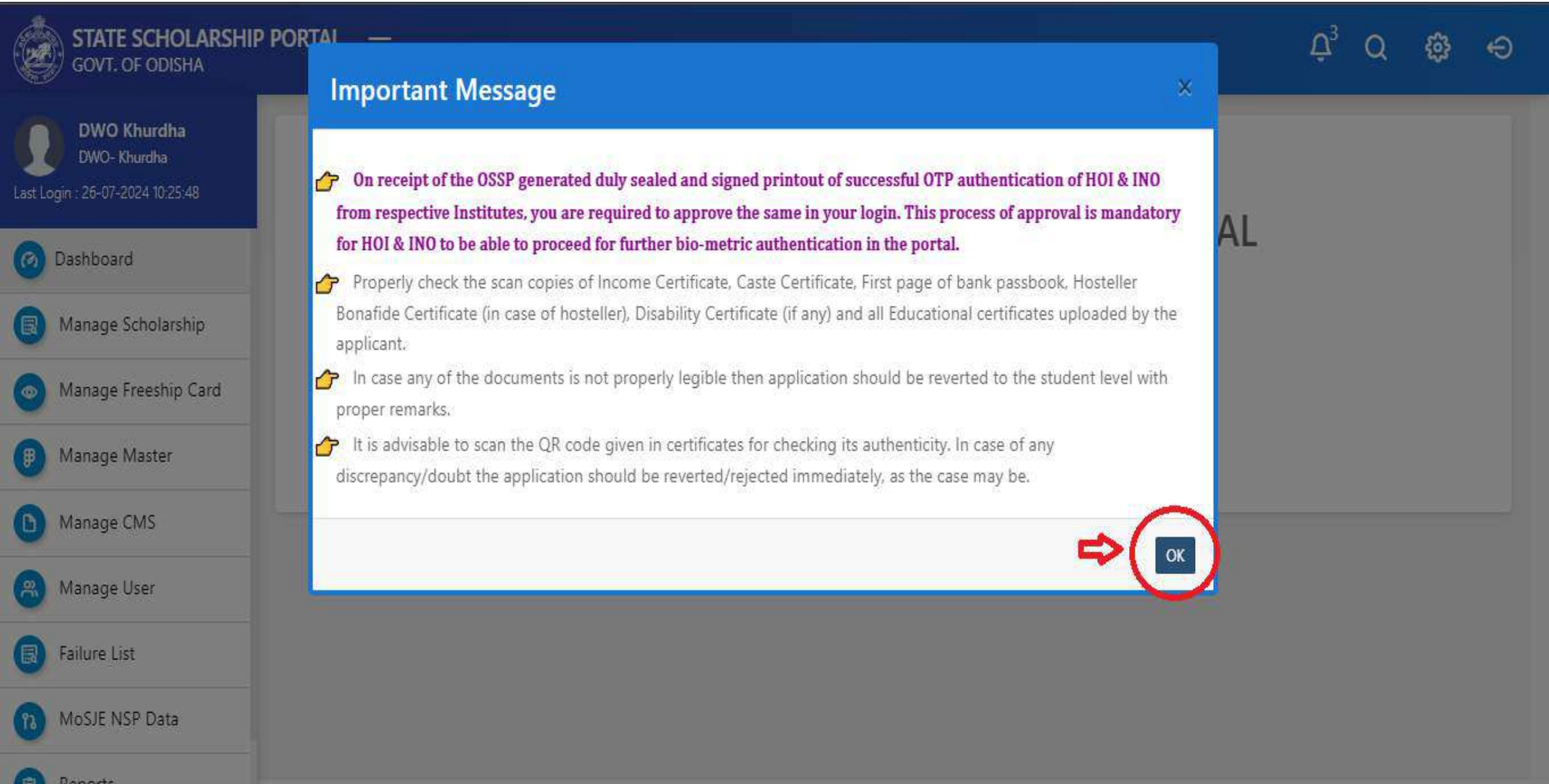
District Welfare Officer (WEO) Login

Click on the Officer/ Dist. Login

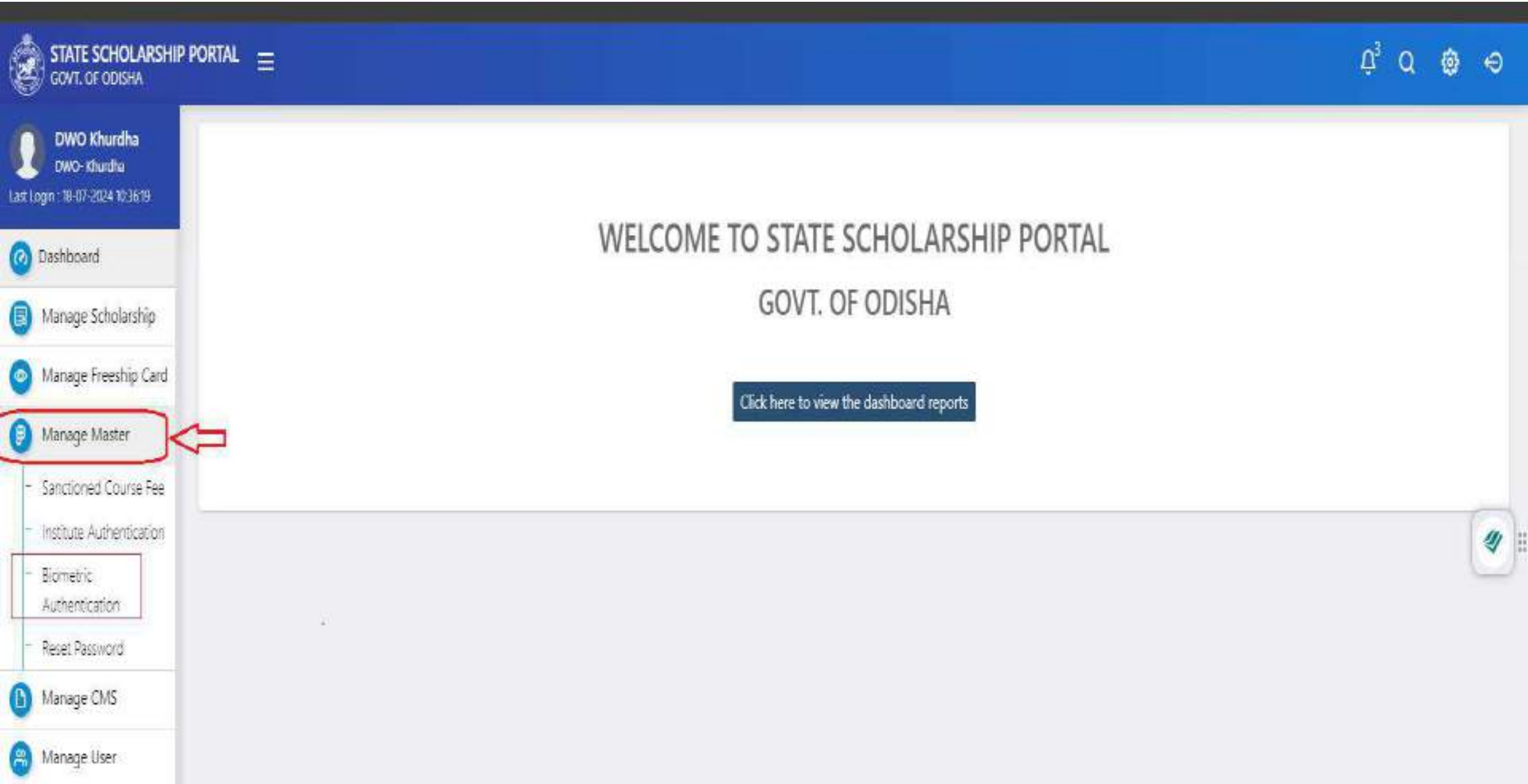
Enter the Dist. User id and password then Sign In



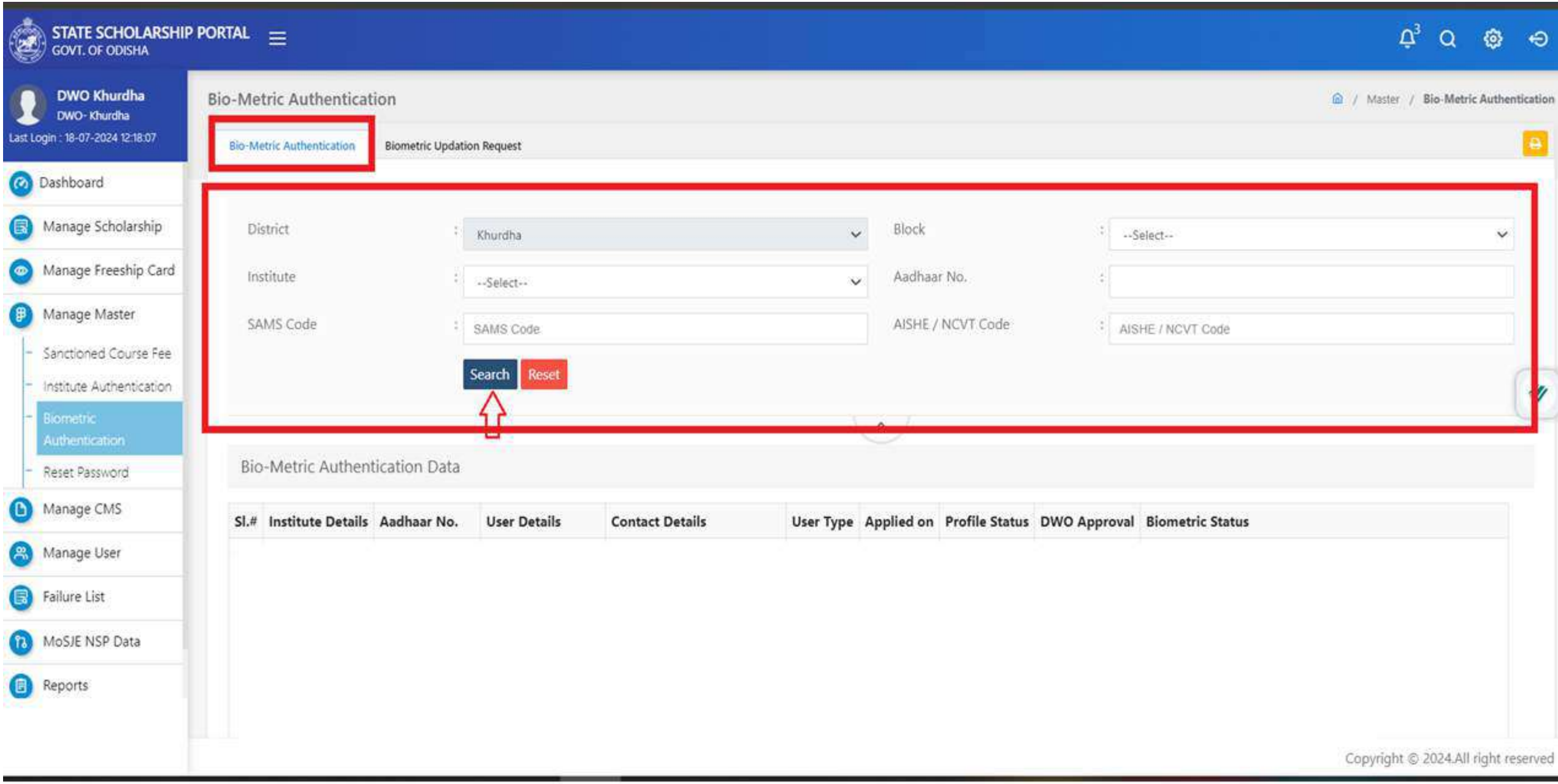
Please see the massage and Click on the OK



Click on the Manage Master



Click on the Biometric Authentication and search



Check the Authentication Status

STATE SCHOLARSHIP PORTAL
GOVT. OF ODISHA

Bio-Metric Authentication

Master / Bio-Metric Authentication

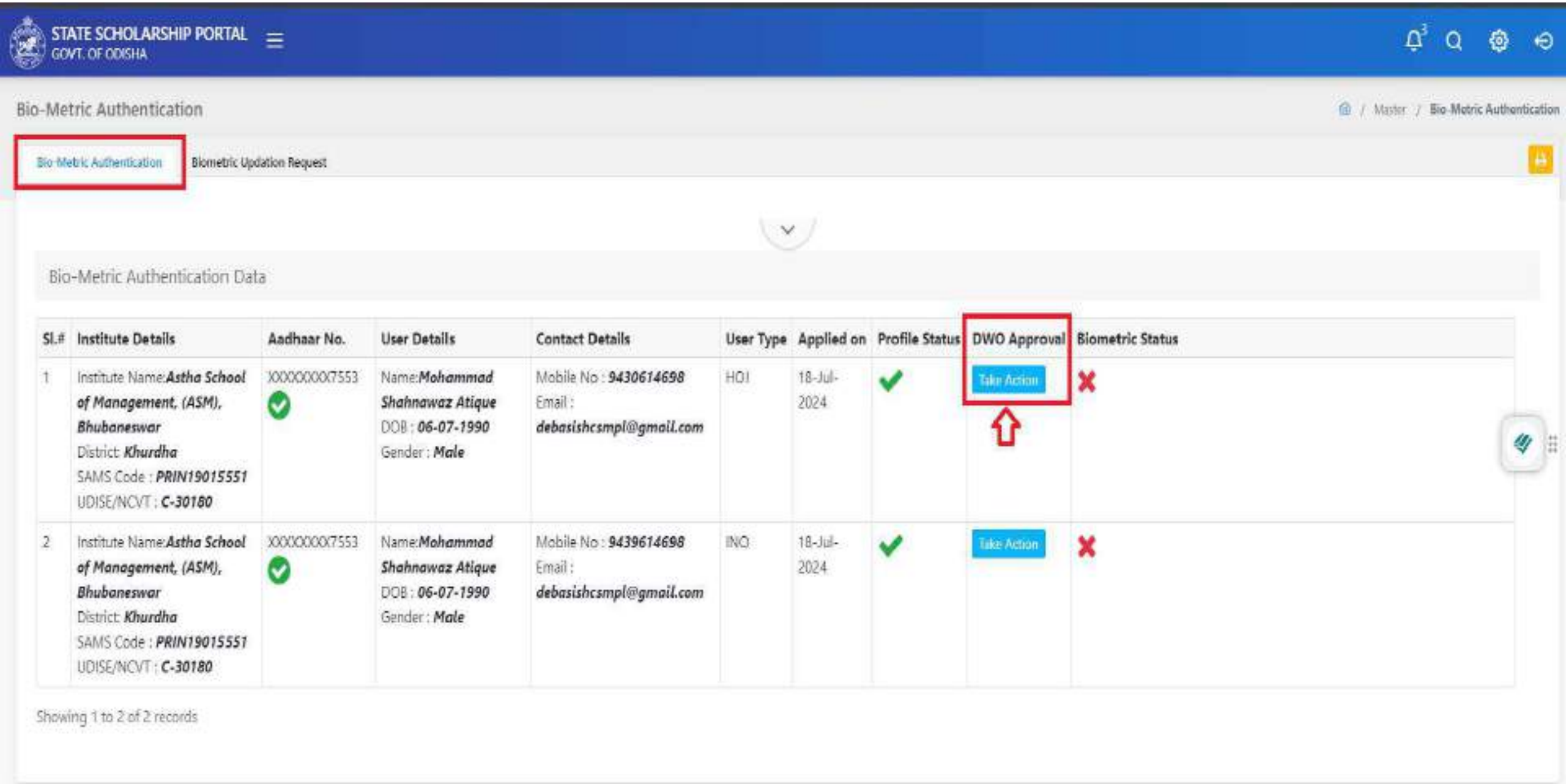
Bio-Metric Authentication | Biometric Updation Request

Bio-Metric Authentication Data

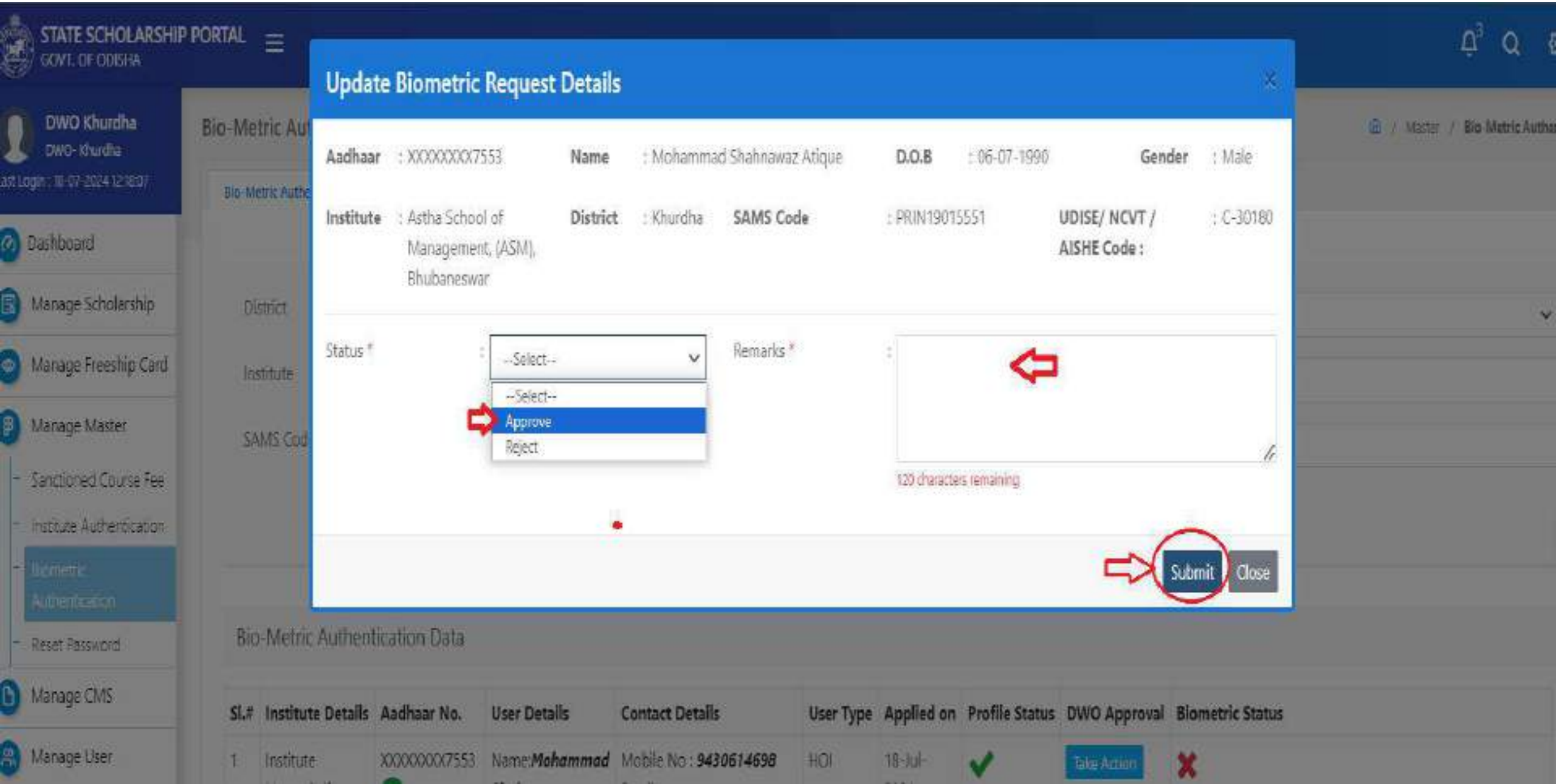
Sl.#	Institute Details	Aadhaar No.	User Details	Contact Details	User Type	Applied on	Profile Status	DWO Approval	Biometric Status
1	Institute Name:***Astha School of Management, (ASM), Bhubaneswar*** District: ***Khurdha*** SAMS Code : ***PRIN19015551*** UDISE/NCVT : ***C-30180***	XXXXXXXX7553	Name:***Mohammad Shahnawaz Atique*** DOB : ***06-07-1990*** Gender : ***Male***	Mobile No : ***9430614698*** Email : ***debasishcsmpl@gmail.com***	HOI	18-Jul-2024	✗	Take Action	✗
2	Institute Name:***Astha School of Management, (ASM), Bhubaneswar*** District: ***Khurdha*** SAMS Code : ***PRIN19015551*** UDISE/NCVT : ***C-30180***	XXXXXXXX7553	Name:***Mohammad Shahnawaz Atique*** DOB : ***06-07-1990*** Gender : ***Male***	Mobile No : ***9439614698*** Email : ***debasishcsmpl@gmail.com***	INO	18-Jul-2024	✓	Take Action	✗

Showing 1 to 2 of 2 records

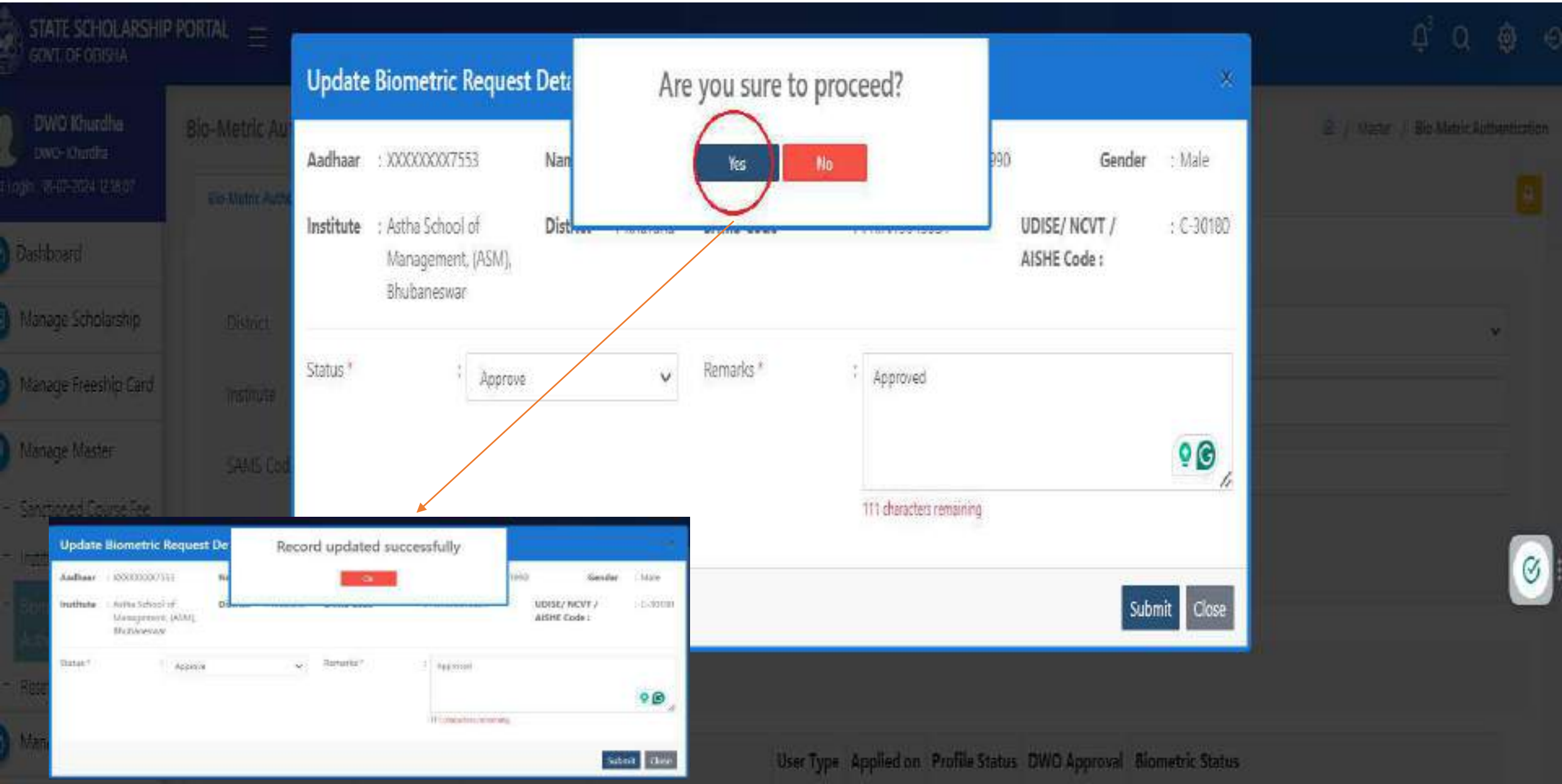
Click on the Take Action Institute wise



Chose the Approval status and enter the Remark Submit it



Click on the “YES” Record updated Successfully



After DWO is approved, the Remark will show

District : Khurdha

Block : --Select--

Institute : --Select--

Aadhaar No. :

SAMS Code : SAMS Code

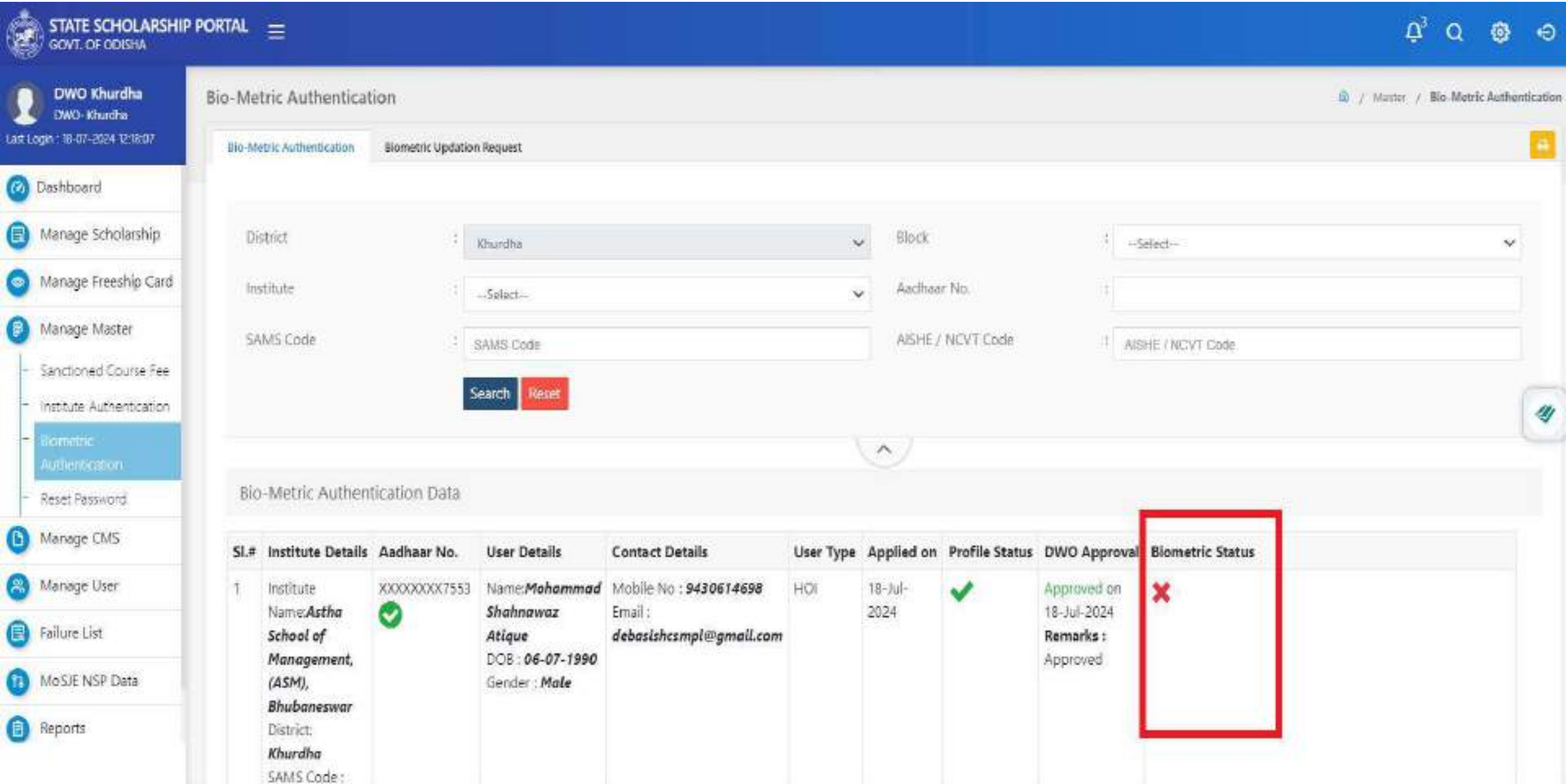
AISHE / NCVT Code : AISHE / NCVT Code

Search Reset

Bio-Metric Authentication Data

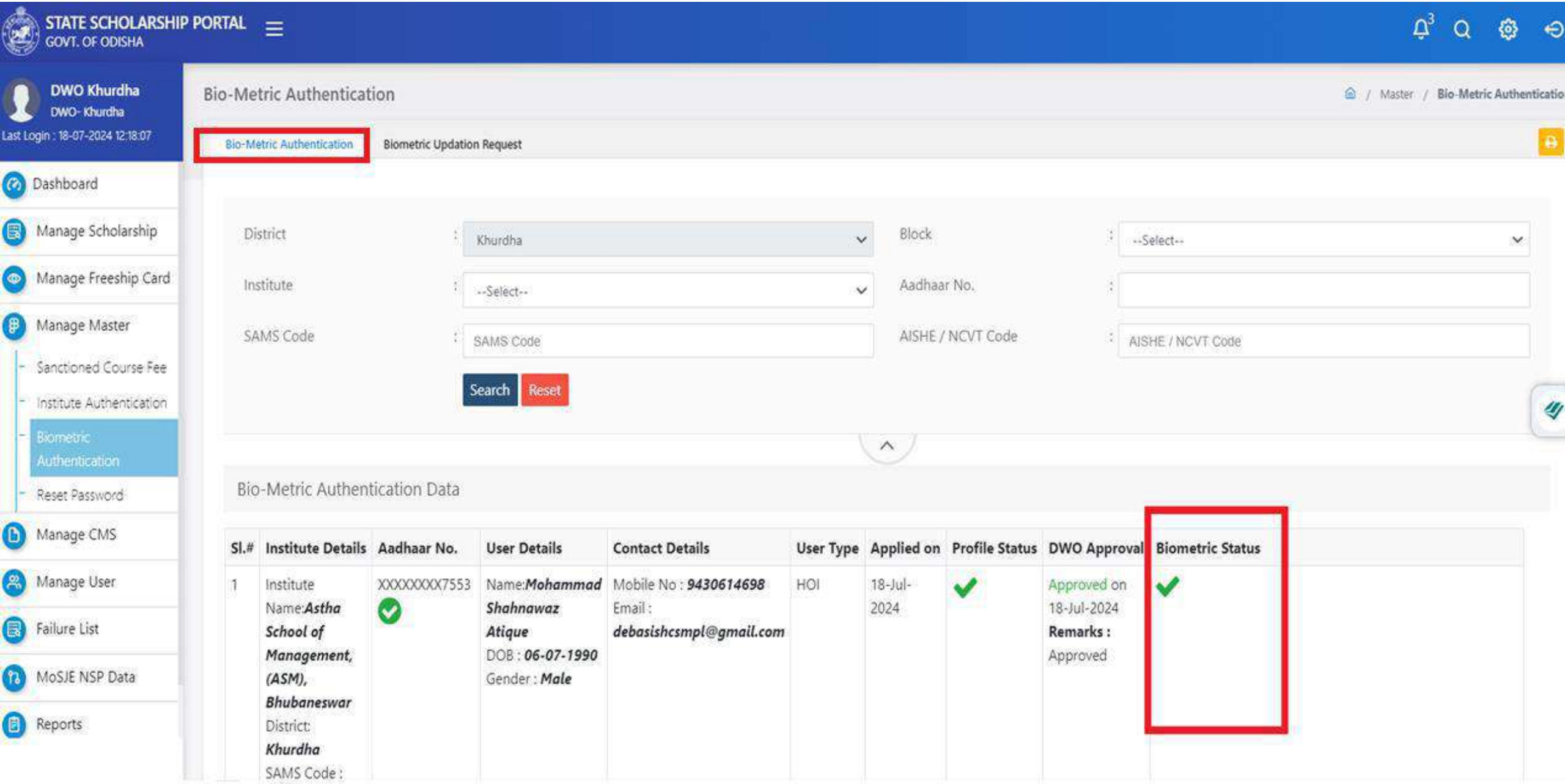
Sl.#	Institute Details	Aadhaar No.	User Details	Contact Details	User Type	Applied on	Profile Status	DWO Approval	Biometric Status
1	Institute Name:***Astha School of Management, (ASM), Bhubaneswar*** District: ***Khurdha*** SAMS Code : ***PRIN19015551*** UDISE/NCVT : ***C-30180***	XXXXXXXX7553	Name:***Mohammad Shahnawaz Atique*** DOB : ***06-07-1990*** Gender : ***Male***	Mobile No : ***9430614698*** Email : ***debasishcsmpl@gmail.com***	HOI	18-Jul-2024	✔	Approved on 18-Jul-2024 **Remarks :** Approved	✖

In DWO login Biometric Authentication process is pending (Institute has not done eKYC)

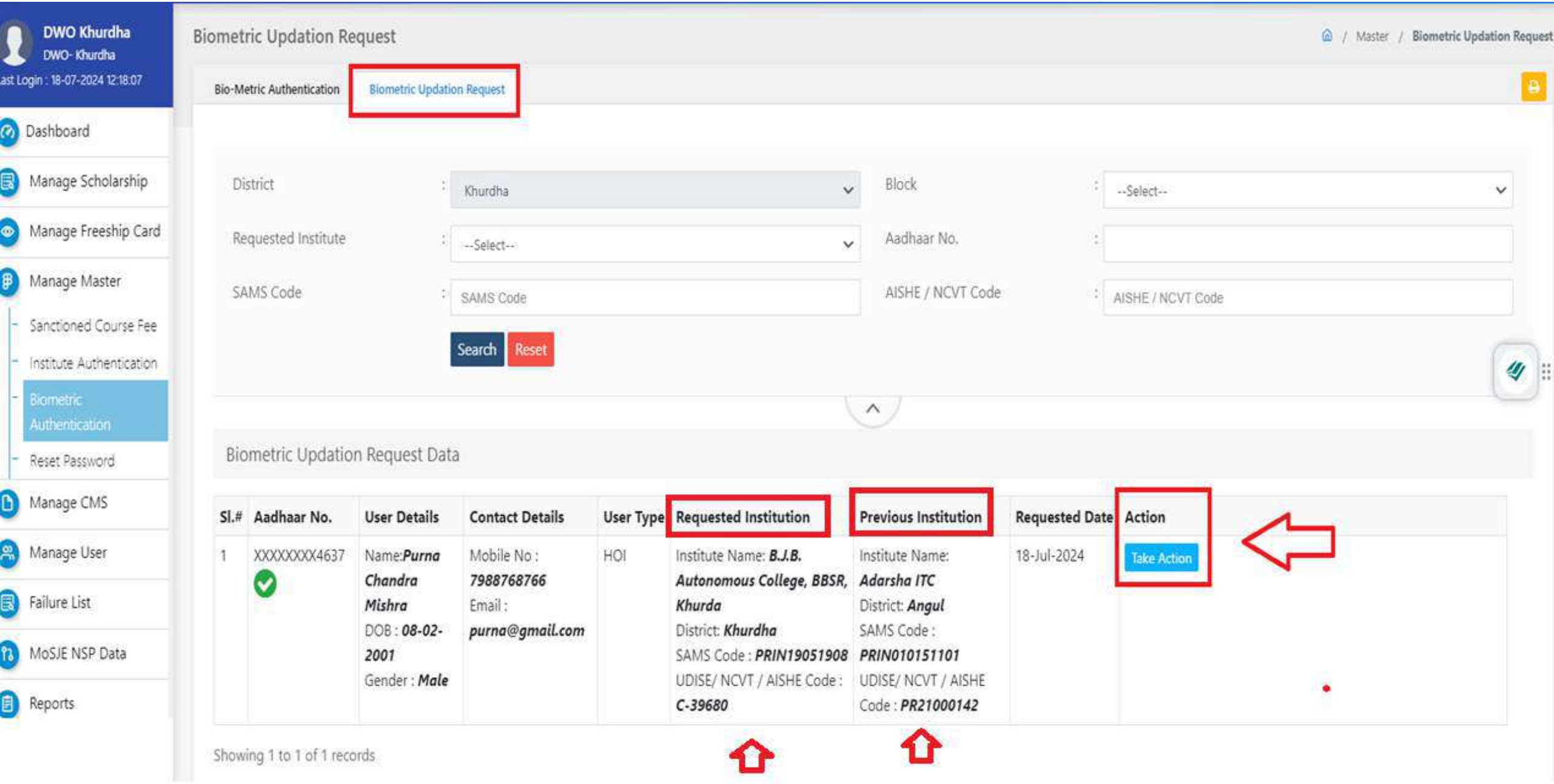


- Biometric Status is Pending in the DWO login
- Institute will visit the CSC center or DWO office for Authentication process
- After the process is completed, the same data will be reflected in the DWO and HOI login

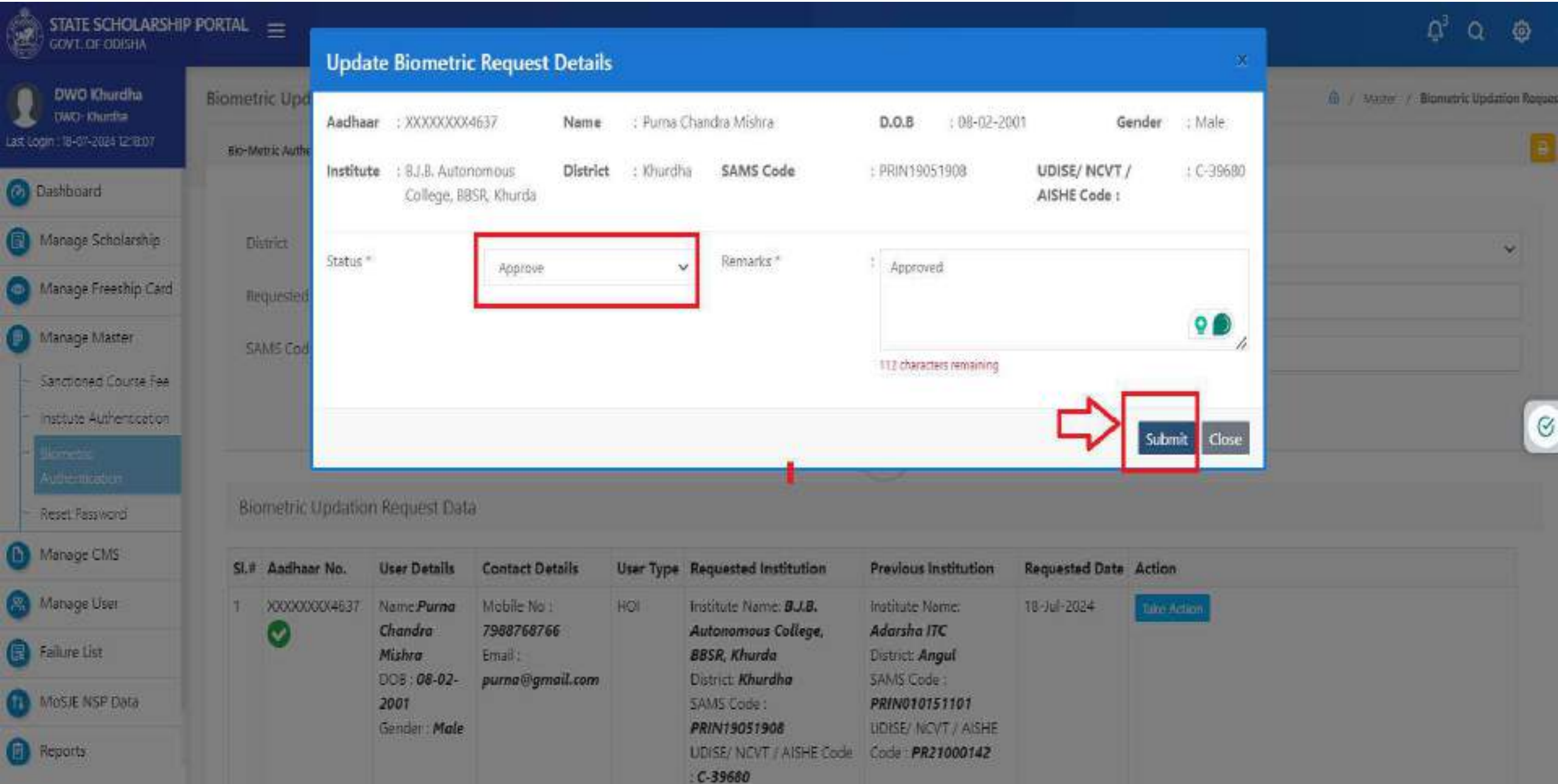
DWO can check the Biometric Status is Active



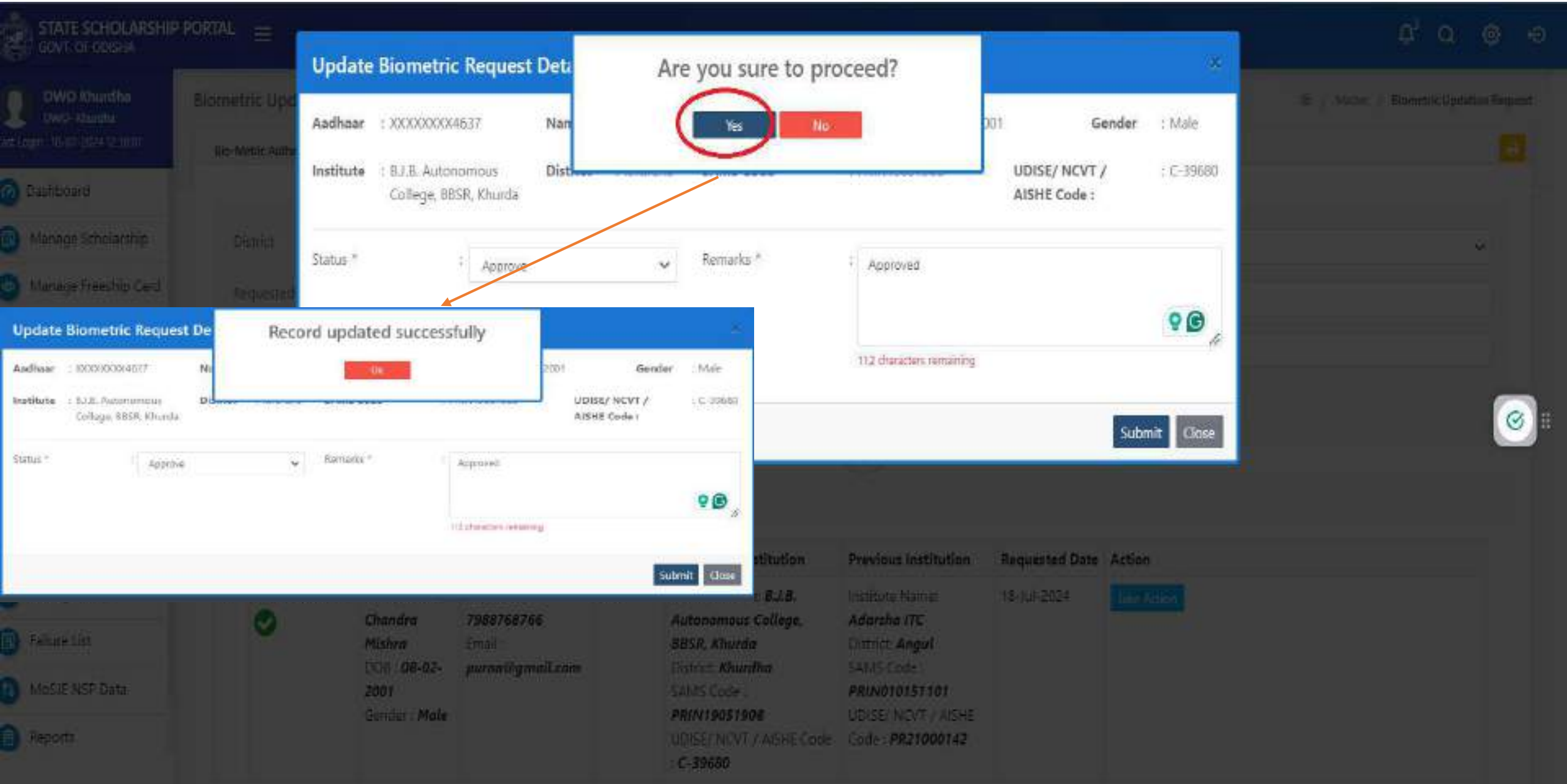
Biometric Updation request in the DWO login and Click on the Take Action



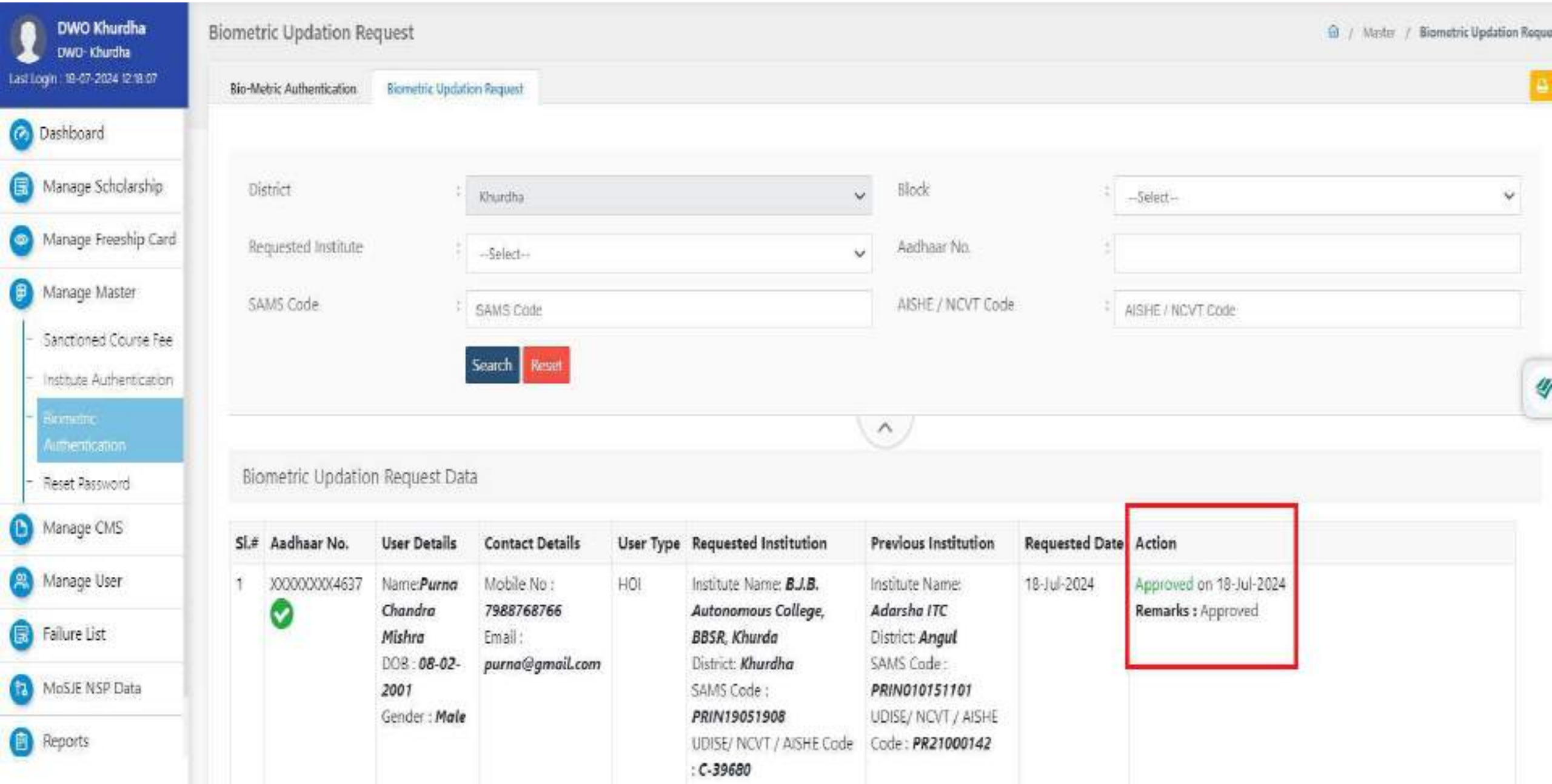
Please select the Status update the remarks & submit it



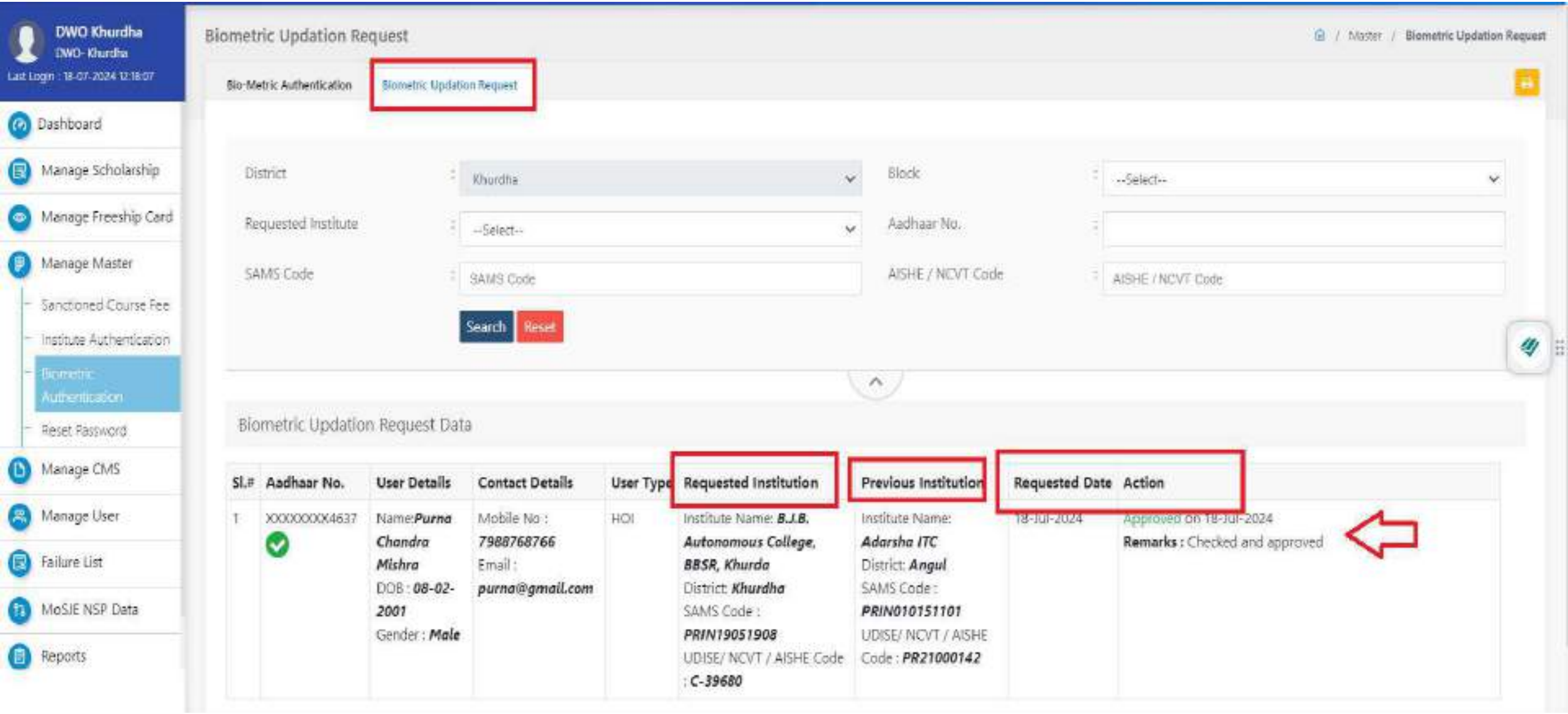
Click on the “Yes” record update Successfully



Biometric request has been approved

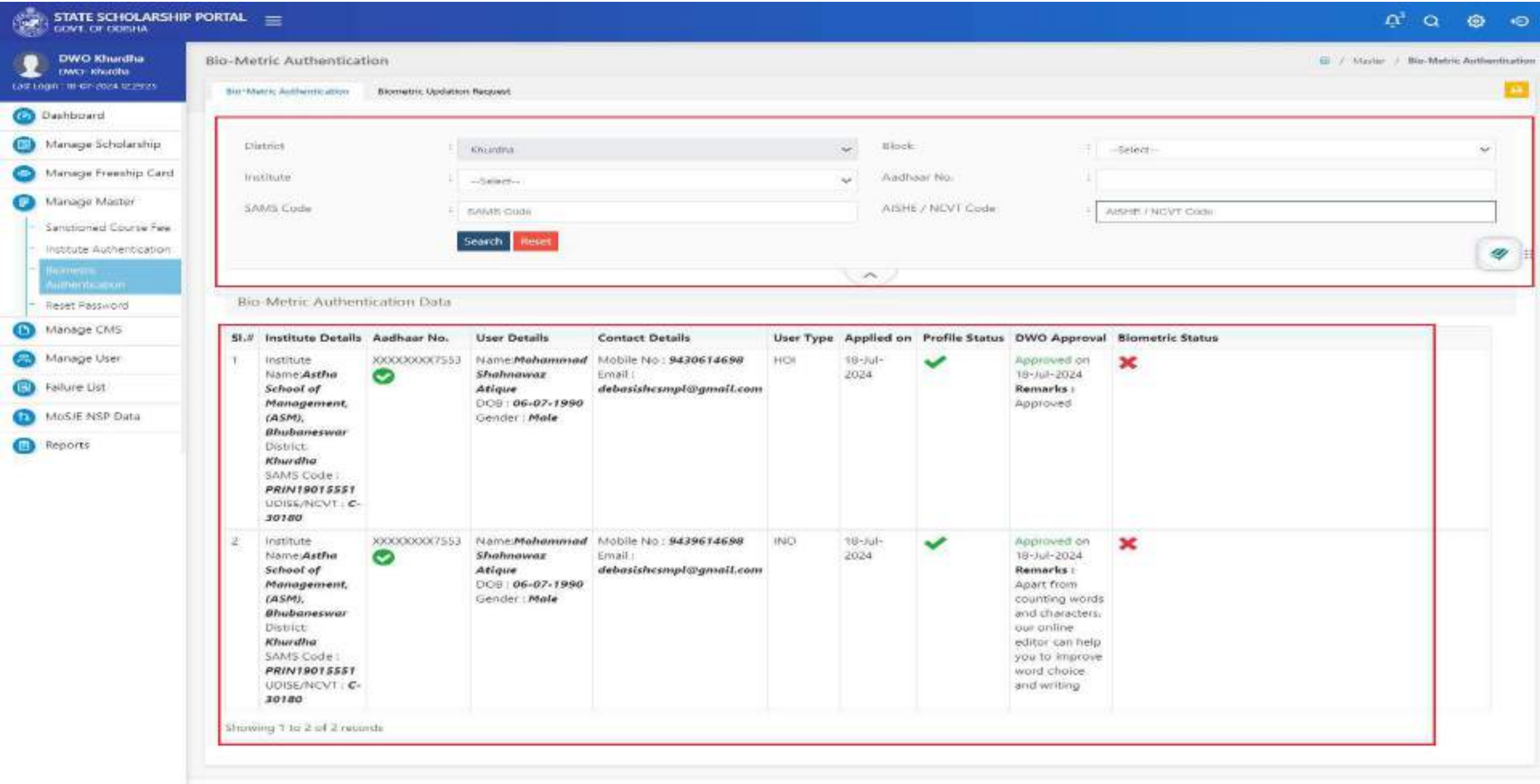


HOIs/INOs can update the Biometric authentication



After Institute Change request is complete then data will be showing in the HOI login

All the search option and All institute Details has available



THANK YOU