

**IMMEDIATE**

F.No. 13/2/2015-SS  
Government of India  
Ministry of Minority Affairs

11<sup>th</sup> Floor, Paryavaran Bhawan,  
CGO Complex, Lodhi Road,  
New Delhi - 110 003  
Dated: 20.07.2016

To

The Principal Secretary/Secretary  
Incharge of Minority Welfare Departments,  
All States/Union Territories

Subject: **Guidelines for Operationalization of National Scholarship Portal 2.0 (NSP 2.0)**

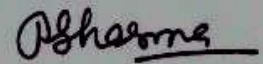
Sir,

I am directed to say that on the recommendation of the Committee of Secretaries (CoS), the NSP 1.0 has been upgraded bringing in standardization of processes with complete web-enabled services starting from student application, application receipt, processing, sanction and disbursement of scholarships to students. The revamped NSP 2.0 has been launched w.e.f. 1<sup>st</sup> July, 2016. Cabinet Secretariat has issued detailed guidelines for operationalization of National Scholarship Portal 2.0 (NSP 2.0) vide letter No. I-11011/150/2015-DBT dated 15.07.2016 (copy enclosed). States/UTs are requested to take action as indicated in the communication to ensure successful onboarding of scholarship scheme and seamless disbursement of scholarship through this upgraded portal.

2. The Action Taken Report in this regard may kindly be furnished to this Ministry from time to time.

Yours faithfully

Encl.: as above



(P. K. Sharma)

Under Secretary to the Government of India  
Tel. No. 011-24364310

Copy for information and necessary action to:

1. The Nodal Officer (Minority Scholarships) All States/UTs.
2. The Under Secretary (DBT), (Ms. Veena Dunga) Cabinet Secretariat, New Delhi

Issued on  
21-7-16

O/C

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No. I-11011/150/2015-DBT  
भारतसरकार / Government of India  
मंत्रिमंडल सचिवालय / Cabinet Secretariat  
प्रत्यक्ष लाभ अंतरण मिशन / DBT Mission  
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4<sup>th</sup> Floor, Shivaji Stadium Annexe  
Rajiv Chowk, New Delhi- 110001  
Dated: 15<sup>th</sup> July, 2016.

To,

All Chief Secretaries/ Administrators  
States/Union Territories

**Subject: Guidelines for Operationalization of National Scholarship Portal Version 2.0  
(NSP 2.0) reg.-**

Sir/Madam,

As you are aware that the National Scholarship Portal (1.0) was launched by Government of India on 1<sup>st</sup> July 2015 as a key initiative under 'Digital India' programme to process scholarships of Central Ministries/ Departments electronically with payments released to the accounts of students directly.

2. Based on recommendations of the Committee of Secretaries (CoS), the Portal has been upgraded bringing-in standardization of processes with complete web enabled services starting from student application, application receipt, processing, sanction and disbursal of scholarships to Students. **The revamped National Scholarship Portal (NSP 2.0) has been launched w.e.f. 1<sup>st</sup> July, 2016.**

3. To streamline the scholarship disbursal process during the current academic sessions, it has been decided that all scholarship schemes are to be implemented on DBT through the revamped portal using Aadhaar as unique identifier for students. In view of magnitude of the task involved, States are requested to take various actions as indicated below to ensure successful on-boarding of schemes and seamless disbursal of scholarship through this portal: -

- a) Student will register at NSP Portal to get the Login Credentials and fill-up the entry form by entering complete details to get the registration id.
- b) A single & simple form, common for all scholarships has been designed for registration of beneficiary on the Portal capturing the basic details along with details of Aadhaar and Bank A/c of the students.
- c) For School Education scholarships, the form may be filled by students themselves or by the Head of Institutions, while for Higher Education scholarships, filling of application may entirely be handled by students themselves.

Issued on  
18/07/16  
Nishu Datta

30

- d) Head of institutions to ensure seeding of Aadhaar and bank accounts by the students of their respective institutions in the application forms. In case of non-availability of Aadhaar by a large section of students, efforts may be made by school / Institution to organize Aadhaar enrollment camps, as per instructions issued by Secretary, School Education/ DG UIDAI. In other cases, students may be encouraged to get enrolled for Aadhaar at the Permanent Enrolment Centers. The details of Aadhaar enrolment centers are available on resident portal of UIDAI (<http://resident.uidai.net.in>).
- e) Records filled by students will automatically appear under the login of respective Schools/ Institutes/ Universities. The Head/ Principal/ Registrar of Schools/ Institutes/ Universities shall enter the portal with their login credentials in order to examine the beneficiary details and shall validate, authorize & approve the student records using their Digital Signature and submit the validated data at the NSP Portal.  
The Head/ Principal/ Registrar of Schools/ Institutes/ Universities may take immediate action to procure Digital Signature if not already done and State Education Boards may take up issuance of Digital Signatures to all concerned in mission mode.
- f) Nodal officer of the respective Schools/ Institutes/ Universities will be solely responsible to enter the accurate DIAS / HIAS Code of its institution and all the courses, programs etc. offered by them. This will help the beneficiary student to select his/her Schools/ Institutes/ Universities in a single click at NSP Portal.
- g) Once the Students Data is approved by the respective Schools/ Institutes/ Universities, the data will automatically move to the State / District / Block Level Authorities. State / District / Block Level Officer can view the entire data of single or multiple Schools/ Institutes/ Universities through their Login Credentials for further examination. In case of any discrepancy in Data, State / District / Block Level Officer should either call the concerned person of the respective Schools/ Institutes/ Universities to correct the data or may reject the particular or entire data of the concerned Schools/ Institutes/ Universities.
- h) Supporting documents for scholarships amount less than Rs. 50,000/- to be kept at institution level and for scholarships amount more than Rs. 50,000/- may be uploaded on the portal.
- i) To curtail the time involved in processing the Scholarship applications, it has been decided that there will preferably be two and in no case more than 3 levels of verifications.
- For Class-1 to Class-8: data approval & authentication may be done by the State Basic Education Department and District Level Officer (Basic Siksha Adhikari-BSA)
  - For Class-9 to Class-12: data can be approved & authenticated by the State Secondary Education Department and District Level Officer (Deputy Inspector of Schools-DIOS)
  - The data related to ITIs or Vocational Training Centre can be authenticated by the State Technical Education, Department of Employment & Training and Labour

315

Department. The District Employment Officer or Deputy Labour Commissioner or Concerned District Official nominated by District Magistrate will be responsible to authenticate the data.

- The data of **Higher education related to Universities, Degree Colleges, Engineering Colleges and Medical Colleges** should be authenticated by the State Higher Education Department or Technical Education Department or Medical Education Department as the case maybe. The Senior Government Official (Indian or Provincial Civil Services only) like VC, Registrar or Financial Controller etc. posted at the respective institutions or Officer nominated by the District Magistrate will be responsible to authenticate the data of the respective institute.

j) The validation & authentication process may be completed by the respective School/ Institute/ University within a period of 30 days. Within this period respective School/ Institute/ University will get the corrected information (if incomplete or erroneous) and approve the same. It is mandatory to consider all beneficiaries.

k) The validation & authentication process may be completed by the respective District Level Official or Nominated Officer by the District Magistrates within a period of 15 days. Within this period District Level Official or Nominated Officer will get the corrected information (if incomplete or erroneous) and approve the same. It is mandatory to consider all beneficiaries.

4. It is proposed to nominate nodal officers at State as well as at district level for successful development, implementation and smooth monitoring of NSP. Further, it is also recommended to form committees at state and district level for effective monitoring of the project. The state level Steering Committee may be authorized to take any decisions and make policies for the successful implementation of this project and State Level Management Group & District Level Committee will meet-out & monitor the day to day requirements & progress of the project.

#### **4.1 Proposed State Level Steering Committee (PeMT- Project E-Governance Mission Team):**

Chief Secretary	- Chairman
Principal Secretary, Social Welfare	- Secretary
Commissioner, Social Welfare	- Member
Principal Secretary, Basic Education	- Member
Principal Secretary, Secondary Education	- Member
Principal Secretary, Higher Education	- Member
Principal Secretary, Minority Welfare	- Member
Principal Secretary, Labour & Employment	- Member
Principal Secretary, IT Department	- Member
Secretary, Culture	- Member
Secretary, Social Justice & Empowerment	- Member
Secretary, Science & Technology	- Member

Commissioners/Directors of Concerned Departments	- Members
State Informatics Officer, NIC	- Technical Member
Project Coordinator /Team Leader of NIC-State Centre	- Member

**4.2 Proposed State Level Project Management Committee (EMG- Expert Management Group):**

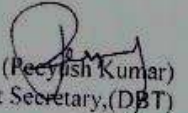
Principal Secretary, Social Welfare	- Chairman
Commissioner, Social Welfare	- Secretary
Representative of Principal Secretary, Basic Education	- Member
Representative of Principal Secretary, Secondary Education	- Member
Representative of Principal Secretary, Higher Education	- Member
Representative of Principal Secretary, Minority Welfare	- Member
Representative of Principal Secretary, Labour & Employment	- Member
Representative of Secretary, Culture	- Member
Representative of Secretary, Social Justice & Empowerment	- Member
Representative of Secretary, Science & Technology	- Member
Commissioners/Directors of Concerned Departments	- Members
State Informatics Officer, NIC	- Technical Member
Representative of State IT Department, GoUP	- Member
Project Coordinator /Team Leader of NIC-State Centre	- Member

**4.3 Proposed District level committee:**

District Magistrate	- Chairman
Social Welfare Officer	- Secretary
Deputy Inspector of Schools (DIOS)	- Member
Basic Siksha Adhikari (BSA)	- Member
Minority Welfare Officer	- Member
Deputy Labour Commissioner	- Member
Registrars (Universities under Districts)	- Members
District Level Officers of other concerned Departments	- Members
District Informatics Officer, NIC	- Technical Member

5. You are requested to give wide publicity in the State for the opportunities provided by revamped scholarship portal and to issue suitable instructions to the effect of above to Departments/ Officials handling scholarship work, ensuring benefits of welfare schemes reaches the most needed in your area.

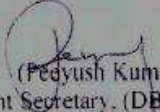
Yours faithfully,

  
(Poojish Kumar)  
Joint Secretary, (DBT)

317

Copy to: -

1. Secretary, D/o School Education & Literacy.
2. Secretary, M/o Minority Affairs.
3. Secretary, M/o Social Justice and Empowerment.
4. Secretary, M/o Tribal Affairs.
5. Secretary, D/o Higher Education.
6. Secretary, M/o Labour & Employment.
7. Secretary, D/o Empowerment of Persons with Disabilities.
8. Dr. Aruna Sharmā, Secretary, D/o Electronics & IT - Reference to D.O. No. Secy (DeitY)/2016 and discussions held.
9. Dr. Ajay Bhushan Pandey, DG, UIDAI.

  
(Pedgush Kumar)  
Joint Secretary, (DBT)