GOVERNMENT OF TRIPURA
DIRECTORATE TRIBAL WELFARE

No./F.14-294/TW/Stipend/2019-20/ 11476-513

Dated, Agartala 22/07/2019.

MEMORANDUM

Sub:- Standard Operating System (SOS) for implementation of Pre-Matric & Post-Matric Scholarship being implemented by Tribal Welfare Departments in Tripura.

It was decided by the Government of Tripura that the benefit under Post-Matric & Pre-Matric (IX/X) Scholarship under Centrally Sponsored Scheme to the ST students shall be released directly to the Bank Accounts of the student concerned in DBT mode. A web based mechanism has also been introduced by the NIC, Ministry of Electronics & Information Technology, Government of India as a part of “Digital India” initiative which is available at http://scholarships.gov.in. The main objective of this portal is for the automation, streamlining & effective management of process related to application receipt, processing, sanction and disbursal of Post Matric Scholarship to all categories of students.

This initiative is aimed to facilitate faster and efficient disposal of Scholarship application and timely payment of the Scholarship to the ST students, directly in their Aadhar enabled Bank Accounts and mitigate any undue delay. In order to bring more transparency in proper implementation & monitoring of Scholarship Schemes by various Departments in Tripura it is necessary that the following robust monitoring system (Standard Operating Procedure) to be put in place. This Standard Operating Procedure (SOP) shall come in to force w.e.f. 01.08.2019 onwards and will be reviewed in every three academic years.

i. **End to end workflow:-**

For all the Scholarships are being implemented by various Departments in Tripura through the National Scholarship Portal 2.0 the following workflow would be followed.

**Beneficiary → Institution → Sub-Division level → State level.**

ii. **Password Management:-**

The entire Scholarship process through the National Scholarship Portal 2.0 is end to end encrypted. For verification etc process of Scholarship application login credentials would be provided to all stakeholders separately by Tribal Welfare Department, Government of Tripura only. The login credentials should not be shared with any unauthorized person(s) and secrecy of login credentials shall be maintained rigorously. Any violation of this by any stakeholder shall lead to legal complication.

iii. **Opening of Bank Account & enrollment of Aadhaar:-**

Since the Scholarship amount is to be credited directly into the accounts of the eligible Students from the State Government with minimum intermediaries it should be ensured by the...
respective Institutes that immediate after the admission process of the new academic year all the students should have their own Bank Account in any Nationalized Bank. Students may also be encouraged for enrolling with Aadhaar and in this regard at Institute level Aadhaar camp may be organized if necessary in co-ordination with UID authority and SDWO/DWO concerned.

In case, there is any difficulty in opening bank accounts due to reluctance of the banks, the Institute should report the matter to the concerned Sub-Divisional Welfare Officer who would intervene in this regard and co-ordinate with the Banks for opening bank accounts in the names of the eligible students for the purpose of Scholarship. The Finance Department, Government of Tripura will also issue necessary instruction to the Banks in this regard.

The event of disbursement of scholarships under Pre & Post Matric Scholarship Schemes should be given wide publicity throughout the State through local newspapers and educational camps/training programme may be organized in each Sub-Division as per requirement. The Secondary/Higher Education Department, Government of Tripura shall play major role for organizing educational camps/training programme etc so that everyone concerned is aware of these events and avails of it in time. The basic idea behind organizing camps/training programmes is that students, staff, teachers & everyone concerned gradually becomes habituate to use Scholarship Portal and to avoid any other confusion.

Two experts available with Tribal Welfare Department, Government of Tripura will act as “State Resource Person” for training purpose and all the technical supports shall be provided by the NIC.

v. Announcement of Scholarship & calendar year:-

The Tribal Welfare Departments will invite application for Scholarship during August-September after the commencement of new academic session and will invite online applications through the National Scholarship Portal 2.0 [http://scholarships.gov.in] by issuing advertisement (in Bengali/Kokborok & English languages) in the leading newspapers of the State and through other media outfits. The process of disbursement of Scholarship by the TW Departments will be before the completion of academic session, preferably in the month of March.

vi. Filing of application:-

From the academic year 2019-20 for availing Pre & Post Matric Scholarship, all the eligible ST students throughout the State have to register application online through the National Scholarship Portal [http://scholarships.gov.in] mandatorily within the stipulated time and no application in any other mode shall be entertained and no grace period shall be allowed for filling up of application.

During submission of online application, student has to feed information in the portal viz name & address institution & course details, Bank Account details, Aadhaar number, mobile
number etc correctly. Mobile number should be kept active as all the information relating to his/her application will reach through auto generated SMS only. After successful submission of online application, student will receive an SMS from the portal in his/her mobile number indicating a unique registration ID of his application and password. The student can edit his data in the portal subsequently if required.

All the students should upload requisite documents viz passport size photo, mark-sheet of last examination, domicile certificate, caste certificate and income certificate issued by SDM mandatorily. Students whose parents are in Government service shall submit salary certificate issued by the employer instead of income certificate. Submission of Incorrect/false information by any Student found if any, during verification shall not be consoled and will be canceled/rejected.

The Institute shall give whole hearted effort to ensure that no eligible student is left out from applying for Scholarship and in case any student is unable to register application in the portal (NSP2.0), the Institute will guide the student. The students may also be encouraged to register their application in the CSC Centers.

vii. Verification of application:-

Verification of students' data will be done simultaneously along with application submission. All Heads of Institutions/SDWOs/State Nodal officers should go through the portal for application verification process and monitoring. In this regard the following steps need to be taken within the time specified for providing admissible benefit to the eligible students under Post Matric and Pre-Matric Scholarship Schemes.

a. Every Institute shall nominate one official/Teacher who will act as “Institute Level Nodal Officer" regarding entire Scholarship process. The Head of Institution or person nominated by the Head of Institution shall verify/re-verify all the eligible students’ applications in respect of course, income ceiling, Bank Account details Hosteller/Day-Scholar etc. and reimbursement of fees if any as admissible as per respective Scheme guideline. Students’ who are not eligible or bogus application found, if any, shall be rejected forthwith but no application should remain pending. The task for verification of students by Institute has to be completed preferably by 15th December positively.

b. The Sub-Divisional Welfare Officers shall be designated for this scheme. The respective SDWO will ensure that no eligible student shall be left out. The SDWOs shall verify/re-verify all the eligible students’ applications as per guideline.

In respect of the students pursuing higher study outside Tripura; their family income status and income certificate shall be verified at field level by the concerned SDWOs mandatorily and maximum prescribed income ceiling of parents as per specific guideline must be followed. Income certificate is required to be taken once only i.e. at the time of admission
to courses which are continuing for more than one year. The SDWOs shall co-ordinate with the Institutions in all respect. The task for verification by SDWOs has to be completed by 15th January positively.

c. In this regard, the role of the State Nodal officer is similar to SDWOs. In addition to verification & authentication of students’ data in the portal, the State Nodal officer will also take necessary action for Bank Account validation (PFMS) through the Scholarship Portal and Treasury integration etc. Necessary support shall also be provided by Treasury system (CTOS) unit, Finance Department. The process for disbursement of Scholarship shall be started by 15th March and to be completed by 31st March.

vii. Other conditions -

For all Centrally Sponsored Schemes and State Schemes there are specific guidelines. For availing Scholarship the students have to fulfill the following criteria also other than the guideline specified for the respective Scholarship Scheme.

a) The scholarships are open to the student who is domicile from Tripura.

b) Scholarship will be given for study in recognized institutions only.

c) A scholarship holder under any scheme shall not hold any other scholarship(s). If a student is eligible for more than one Scheme; he/she will exercise his/her option for the scholarships/stipends Scheme, whichever is more beneficial to him/her.

d) Students who have already received coaching in any of the pre-examination coaching/training with financial assistance from the Government will not be eligible.

e) Students who have already been sponsored in any course/Institute by any Department of Government of Tripura will not be eligible.

f) No Scholarship will be provided for training/internship period.

g) Detained students will not be awarded any Scholarship for detained period.

h) All children of the same parents/guardians will be entitled to get the benefit of Scholarship.

i) If a student is found to have obtained a scholarship by false statements or on the basis of any fake certificate, his/her scholarship will be cancelled forthwith and the amount of the scholarship if already paid will be recovered. The student concerned will be blacklisted and debarred for scholarship in any scheme forever.

[Tanusree Deb Barm, IAS]
Director
Tribal welfare
Government of Tripura
Copy to:-

1. The P.S. to the Principal Secretary to the Chief Minister, Tripura, for kind information to the Hon'ble Chief Minister.
2. The P.S. to the Hon'ble Minister, Education Department, Government of Tripura for kind information to the Hon'ble Minister.
3. The P.S. to the Hon'ble Minister, Tribal Welfare Department, Government of Tripura for kind information to the Hon'ble Minister.
4. Sri S.B. Sing, DDG, NIC (HQ), CGO Complex, Lodhi Road, New Delhi for kind information.
5. The P.S. to the Secretary, Tribal Welfare Department, Government of Tripura for kind information.
6. The P.S. to the Secretary, Education Department, Government of Tripura for kind information.
7. The P.S. to the Secretary, SC Welfare Department, Government of Tripura for kind information.
8. The P.S. to the Secretary, OBC Welfare Department, Government of Tripura for kind information.
9. The P.S. to the Secretary, RM Department, Government of Tripura for kind information.
10. The Senior Informatics Officer, NIC, Tripura State Centre for kind information.
11. The Director, Education (Higher) for kind information with a request to circulate this SOS to all Head of Institutions throughout the State.
12. The Director, Education (Secondary) for kind information with a request to circulate this SOS to all I/S and High/Higher Secondary schools throughout the State.
13. The Director, Medical Education for kind information with a request to circulate this SOS to all Medical/Para Medical Institutions in all Districts with necessary instruction.
14. The Director, SC Welfare Department, Government of Tripura for kind information.
15. The Director, OBC Welfare Department, Government of Tripura for kind information.
16. The Director, RM Department, Government of Tripura for kind information.
18. The Senior Technical Director, NIC, Tripura State Centre for kind information with a request for necessary customization of the National Scholarship Portal 2.0 accordingly.
20. The Block Development Officer,......................... Block for information to the PRI Bodies.
21. The Sub-Divisional Welfare Officer, ......................... for information and compliance.

Director
Tribal welfare
Government of Tripura
Institute Level Nodal Officer

The primary role of the Institute Nodal officer is 1st Level verification of the applications submitted by applicants at NSP. The application form for student has been simplified with minimal uploading of scanned documents by students on NSP. Hence, the role of the Institute Nodal officer becomes very critical in the entire chain of verification process. The Institute Nodal officer using NSP must adhere to the following:

1. Institute Registration Process
   a) The Institute/School/ITI shall possess a valid AISHE/DISE/NCVT/SCVT code, before registering on NSP.
   
   b) The Institute/School/ITI with valid AISHE/DISE/NCVT/SCVT codes can register on NSP. To know whether Institute/School/ITI is registered on NSP Portal or not, go to https://scholarships.gov.in and click on “Search Institute/School/ITI”.
   
   c) The Institute/School/ITI, with valid AISHE/DISE/NCVT/SCVT code and not registered on NSP can request the District or State Nodal Officer, of any Scholarship scheme onboarded on NSP, to add it on NSP.
   
   d) The District or State Nodal Officer will search for the Institute based on AISHE/DISE/NCVT/SCVT code. In case the institute is not registered, the Nodal Officer can add it by providing the requisite details. The system generated User credentials and password will be sent on the mobile number provided.
   
   e) Colleges/Universities/Institutes/Schools and any other educational establishments onboarded on NSP shall be referred to as Institutes.

2. Institute Nodal Officer: Registration process
   a) From Academic Year 2019-20 onwards, Institute logging in the first time will have to mandatorily fill the Institute Nodal Officer Registration Form.
   
   b) The Institute Nodal officer will login on NSP using the user credentials, and complete Institute Nodal Officer Registration Form by entering his/her details and uploading the identity document. The Institute Nodal officer after locking the form using the OTP received, will take the print, paste his/her photograph on the Form, get it attested by the Institute Head (Signature and Institute seal/stamp), will submit the physical form to the respective District/ State/ Ministry Nodal officer of any scheme.
c) The District/ State/ Ministry Nodal Officer will verify the physical form and the details entered in system, and approve/reject the Institute Nodal Officer Registration Form details on NSP using the option “Verify Institute Registration Form” under the Administration section in his login. The User credentials and new password will be sent to the registered mobile number of the Institute Nodal officer. The original physical copy of the form should be kept with District/ State/ Ministry Nodal Officer and a duplicate copy is to be shared with Institute Nodal officer, who shall keep the same in Institute’s records.

d) The institute Nodal officer can login using the new User credentials, password and OTP received on his/her mobile number. The concerned officer can reset the password by clicking the “Forgot Password” on Institute Login page on NSP.

e) For the cases of registration, where previous Institute Nodal has been transferred and has not provided the login credentials to the new Institute Nodal Officer, the new Institute Nodal Officer shall formally request District/ State/ Ministry Nodal Officer to change the mobile number and send the login credentials to the new mobile number. The new Nodal Officer is responsible for updating the profile with his/her credentials.

f) In case the new Institute Nodal Officer has access to the previous Nodal Officer, the registered mobile number can be changed by existing Nodal Officer. The system asks for the OTP on previous mobile number and the new mobile number to be registered. The existing Nodal Officer is also primarily responsible for updating the profile with credentials of the new Nodal Officer.

3. **Institute Nodal Officer: Profile updation**

   a) The Institute Nodal Officer shall submit the Institute details in the profile, and select the Course Levels offered by the Institute.

   b) The Institute Nodal Officer shall ensure that the profile details of the Institute are updated from time to time.

   c) The Institute Nodal Officer shall submit the correct bank account details of the Institute.
d) The Institute Nodal Officer shall update the offered courses and course fee charged for each course Level.

e) The Institute Nodal Officer shall regularly change the password.

f) The Institute Nodal Officer shall ensure that the profile is updated profile with the details of the New Nodal officer before updating the mobile number and email ID, in case of change of Nodal officer.
4. **1st Level Verification Process & Steps**

a) 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.

b) The Institute Nodal officer has the option to either Verify the application, Reject the application or Defect the application. In case she/he chooses to Reject or Defect the application, the reasons for rejection or defect must be provided, so that the same can be displayed to the student/applicant.

c) The Application defected by the Institute will be returned to student/applicant for correcting the same, and once submitted by the student/applicant, the application will be shown under Reverification section of NSP application.

d) The Institute Nodal Officer shall ensure that appropriate due diligence is done before verification of applications in accordance with the Scheme guidelines, and internal procedure as prescribed by Institute authorities / Government are followed.

e) The Institute Nodal Officer shall ensure that the applications are scrutinized well-in-time by the Institute, thus avoiding the last-minute rush to verify the applications.

f) The Institute Nodal Officer shall ensure that there are no pending applications, as on last date of L1 verification for that particular scheme, and all applications submitted by students/applicants to the Institute are scrutinized (verified/rejected/defected along with appropriate reason, as the case may be).

G) The Institute Nodal Officer can mark any application as Fake at any stage before the payment is made, using the option “Mark as Fake” under the Verification section in his/her profile, in case a fraud is suspected in the application.