

## **INSTRUCTIONS FOR THE INSTITUTIONS**

For Schools covered under Director of Education/ East Delhi Municipal Corporation/North Delhi Municipal Corporation/ South Delhi Municipal Corporation / Kendriya Vidyalaya Sangathan/ New Delhi Municipal Corporation/ Delhi Cantonment Board

(All educational institutes should read guidelines of the scholarship schemes available on the portal carefully before initiating verification process)

### **LOGIN CREDENTIALS**

In the year 2016-17, all educational institutes were issued login credentials, if required, Principals/ HOS of school may collect the login ID and password from their respective Administrative Departments. Each login is provided with default password, which needs to be changed immediately once you login into the system.

Particularly,

- (i) If school lies under the jurisdiction of Directorate of Education, GNCTD, school login may be obtained from their respective Zone.
- (ii) If school lies under the jurisdiction of Municipal Corporations of Delhi (viz. EDMC, North-DMC, SDMC) , school login may be obtained from their respective Zone .
- (iii) If school lies under the jurisdiction of NDMC (New Delhi Municipal Corporation), school login may be obtained from their Headquarter located at Palika Kendra.

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- (iv) If school lies under the jurisdiction of Delhi Cantonment Board, school login may be obtained from their Headquarter office located at Sadar, Delhi.
- (v) If school lies under the jurisdiction of Jamia Milia Islamia, school login may be obtained from O/O Dean, Academic Counsel, Jamia Milia Islamia University.
- (vi) Recognised educational institutes which are not included on the e-district portal, may contact their administrative department with the detailed information in the format available on the official website [.www.scstwelfare.delhigovt.nic.in](http://www.scstwelfare.delhigovt.nic.in). to include their name of institute on the portal.
- (vii) The educational institutes will update their profile on the portal using their login credentials, wherein name of nodal officer, mobile number of nodal officer, e-mail of the institute, approved fee structure and registration/affiliation certificate etc. will be updated on the portal.

**VERIFICATION OF THE ONLINE APPLICATIONS**

Following points must be kept in mind while doing the verification of the application forms:

- (i) It is to be ensured that the applicant has not simultaneously applied for any centrally sponsored scholarship scheme on National Scholarship Portal (NSP) and state sponsored scheme of E-district Portal. In case, applicant's application on NSP has been approved by the educational institute, her/his application on E-district portal should be rejected at the institute level.

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- (ii) Head of institute/ School Authority must ensure that the applicant is bona fide student of the school and he/she is eligible as per the guidelines (available on the department's website) for the respective scheme.
- (iii) The credentials/ details furnished by the applicant are correct as per school records. Particularly, Name of student, Age, Class, Date of birth, Category, Gender, fee details (in case of Reimbursement of tuition fee or wherever scheme applicable).
- (iv) The photo graph uploaded should be of the student (applicants) only.
- (v) The uploaded supporting documents needs to be checked, only after satisfaction of school authority, applications may be recommended for approval to their Administrative Department. In case of income certificate, the uploaded certificate must be valid on date of filing of application form.
- (vi) The fee details mentioned by the students/applicants or the claimed amount needs to be examined by the School Authority in accordance to the fee structure approved from their administrative Department. The fee structure approved by the concerned administrative Department must be uploaded in their login and any other relevant information (if not visible) related to the concerned institution like as affiliation Number, school ID etc, must be filled in the appropriate space of their dedicated login.
- (vii) It is very important to note that 'EDIT OPTION' is not available in institution login in respect of each field. However, if details have variations from the school records (like as spelling

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differences in name, mis-typed previous / present class etc) additional text box is available for the School authority to type the correct details as per their school records. In few field edit option has been enabled.

**UPLOADING OPTION**

**Photo/Document**

In case photo / documents uploaded by the student/ applicant are not legible or not uploaded successfully, School authority may do the uploading afresh by obtaining the same from the student.

**Fees Receipts**

If applicant has not uploaded/ failed to upload all fees receipt while applying online for the scheme of "Reimbursement of Tuition fees", however as per school records fees has been received in the concerned school from their parents then school authority may upload the remaining original fee receipts and consider the paid fee while recommending the amount.

Further, While updating the fee details schools must ensure that 100% of total claimed amount is to be recommended if the annual family income from all sources is upto 60,000/-. If, annual family income is more than 60,000/- to 2,00,000/-, then only 75% of the claimed amount is to be recommended by the schools.

Institutions must ensure that any updation required in the application should be done only after receipt of requisition from applicant/Parents regarding MIS-spelling of credentials at the school level, then school authority may do the updation strictly as per the supporting documents & facts and must retain the

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requisition of applicant/ parent for future references and further reflect the reason for updation in their remarks while recommending cases to the Administrative Department.

The school authority may consider the applications available in their logins and recommend with remarks to the Administrative Department online. In case of any doubts, school authority may seek advice from their respective Administrative Departments.

After verification of each and every application, the school authority has to take out the printout of verified applications, authenticate **(Signed and Duly Stamped)** the printed consolidated statement of beneficiaries details of their respective school. Then will upload the same on the portal using their login credentials.

Where applications are reverted to the educational institute by the concerned Administrative Department with certain remarks to re-process, then school Authority must login and do the needful action.

The educational institutes have been issued login credentials for verification and approving of data of applicants. They must ensure that login credentials should be used in supervision of head of institute or their nodal officer. If any misuse of login credentials is reported, the head of institute will be held responsible.

The administrative departments and their zonal offices have been issued login credentials for approving data of applicants on the portal available therein. They must ensure that login credentials should be used in supervision of head of the department/ zonal-incharge or their nodal officer. If any misuse of login credentials is

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reported, the head of the department/ zonal incharge will be held responsible.

**Remark :** For the Government schools, HOS must ensure that there is no duplicacy in data of beneficiaries i.e. same beneficiaries should not be recommended for the same scheme on the E-district portal who have already been included in two schemes viz. Merit scholarship for school students belonging to SC/ST/Min Category from class I to XII and for OBC ( from Class VI to XII), and Financial Assistance for Purchase of stationery to SC/ST/OBC/Min category from Class I to XII, whose bulk data to be uploaded by Departments concerned on PFMS portal for release of scholarship.

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