Central Sector Scheme
Of Scholarship for
College and University Students

HANDBOOK

FOR

ONLINE SCHOLARSHIP RENEWAL

Department of Higher Education

Ministry of Human Resource Development

in collaboration with

Public Financial Management System (PFMS)
O/o Controller General of Accounts
Ministry of Finance, Department of Expenditure

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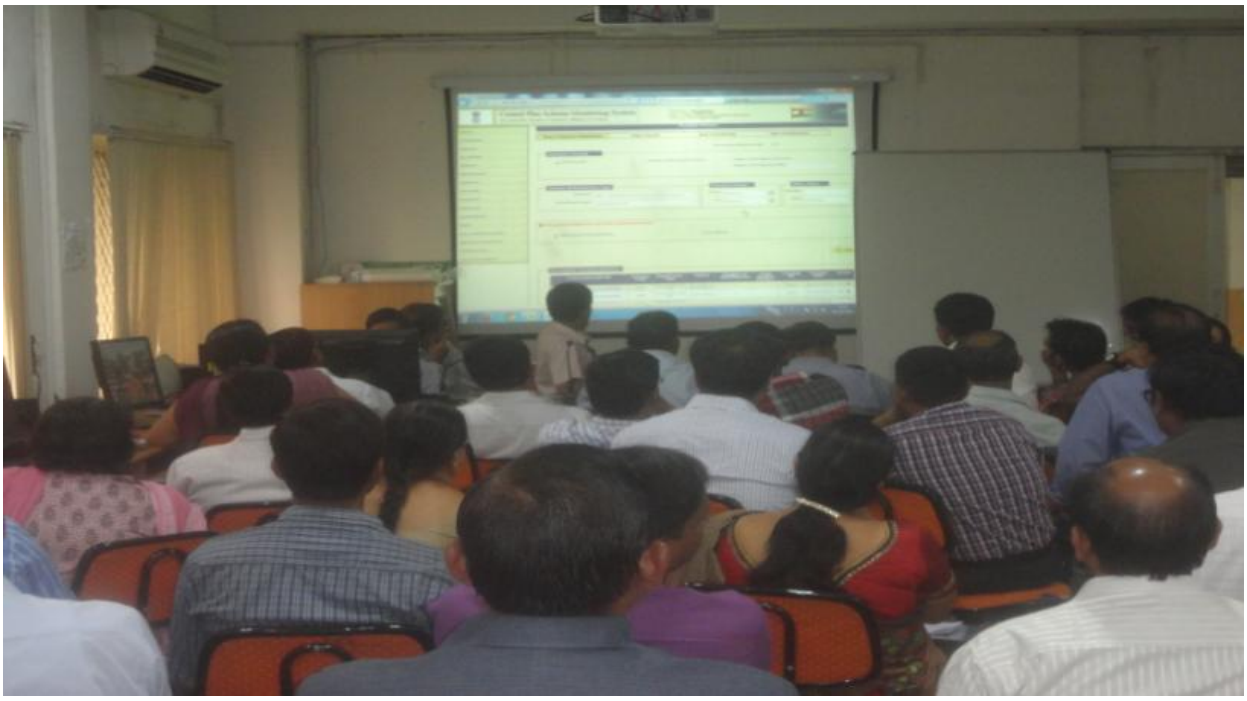
Direct Benefit Transfer

The Department of Higher Education has been operating a Scheme titled "Central Sector Scheme of Scholarship for College and University Students" since 2008. Until December 2012, the scholarship amounts were being released to the State Education Boards (SEBs) based on the Eligibility Lists prepared by them.

The scheme came under the Direct Benefit Transfer (DBT) programme of the Government w.e.f. 1.1.2013. Consequently, scholarship amounts are being released directly into the bank account of the students, based on the digitized eligibility lists provided by the SEBs.

For smooth operation of the Direct Benefit Transfer, the Scheme was further brought under the Public Finance Management System (PFMS). PFMS is a Web Based Transaction System which generates MIS on utilization of funds released on real time basis. To make the transition successful, concerted efforts were made by the Department to make SEBs to upload digitized eligibility lists on PFMS portal. For digitizing and verifying the eligibility list, every SEB has designated an appropriate functionary as Contributor and Verifier. Also, Digital Signatures have been issued by National Information Centre (NIC) to the designated 'Verifier'. Uploading of eligibility list in the PFMS portal is possible only after it is digitally signed by the Verifier. To build the capacity of the field level functionaries, a training programme was organized in association with Office of Controller General of Accounts (CGA). From 1.11.2013, the SEBs have started uploading digitized eligibility lists. Most of the SEBs are now on PFMS portal.

In order to further streamline the procedure of disbursement of scholarship in a transparent way, the Department worked closely with the office of CGA in developing a portal through which students could apply online for renewal scholarship. To make this happen, a workshop was organized to familiarize the concerned functionaries of SEBs with online portal for renewal scholarships and their suggestions were also taken into consideration while developing the portal. A trial run of the portal was also undertaken with the active involvement of the stakeholders.



The portal has been developed after a wide consultation process and is designed for both fresh scholarships applications as well as for renewal applications. For the current year the portal is being launched for the renewal cases and will be extended to fresh applications from next academic year.

A fully flexible approach has been kept in design of the systems and the portal can be configured for beneficiary management and DBT payments of other scholarship schemes of other ministries and departments also.

Central Sector Scheme of Scholarship for College and University Students

1. The Central Sector Scheme of Scholarship for College and University Students offers financial support to the economically weaker students from General, SC, ST communities and physically handicapped students. The objective of the scheme is to provide financial assistance to meritorious students from poor families to meet their day-to-day expenses while pursuing higher studies.
2. The scholarships are awarded on the basis of the results of Senior Secondary Examination. Total number of scholarships has been divided amongst the State Education Boards based on the State's population in the age group of 18-25 years.
3. Students, who are above 80th percentile of successful candidates in the relevant stream for a particular Board of Examination, in class XII of 10+2 pattern or equivalent and having family income of less than Rs.6 lakhs per annum, pursuing regular courses and not availing of any other scholarship scheme, are eligible for consideration under this Scheme. The rate of scholarship is Rs. 1000/- per month at Graduation level for the first three years of College and University courses and Rs. 2000/- per month at Post-Graduation level.
4. Students pursuing professional courses would get Rs. 2000/- per month in the 4th and 5th year. The scholarship is paid for 10 months in an academic year and disbursed directly into the bank accounts of the beneficiary.
5. This scheme offers scholarships for the students to pursue Professional and Non-Professional courses.
6. Scholarship is being disbursed directly into the bank accounts of the students since 1.1.2013 and students paid after 1.1.2013 can only apply online for renewal of the scholarship.

Main Features of Online Application and Disbursal of Scholarships

1. The main purpose of this integrated e-Governance Scholarship Portal is to automate, streamline and effectively manage all processes related to submission of application, processing, sanction and disbursal of scholarships to students.
2. An online help manual is displayed while filling the form.
3. Students can submit their application online within about a period of 10 minutes.
4. No need for any paper movement to institutes or education board for processing of scholarship.
5. Students can track the status of application and receipt of scholarship through their own User-Id and Password.

6. Students can apply for renewal of scholarship with the same User ID/Password used by them while filling the application for the first time.
7. Scanned photograph and signature uploaded on the website can be automatically set to the dimension and resolution as per the desired format.
8. Provision of SMS and e-mail alerts to students at various stages of processing.
9. Direct credit of scholarship to student's Bank Account.
10. If the students have any query/complaints, they can call on the toll free number: **1800 118 111** Ext. (202, 204, 206, 208, 215 and 216).

Roles and responsibilities (in brief) of stakeholders

Boards:

- Provide wide publicity for the online renewal process.

Students:

- Online registration on Scholarship Portal of PFMS to create User Id and Password for online renewal.
- Ensure that all the details are available at the time of filling the application as mentioned in the user manual.
- Apply online for renewal of Scholarship.
- Track the status of application
- Receive money in Bank Account.

Institutes:

- Verify student scholarship application and approve or reject it.

PFMS (Office of Controller General of Accounts):

- Host the Scholarship Portal to provide technical services to the students, institutions, education boards and department of Higher Education for management of scholarships.
- Provide technical support to Students, Boards, Institutes, Ministries through Toll Free Number and E-mail.

Ministry Users:

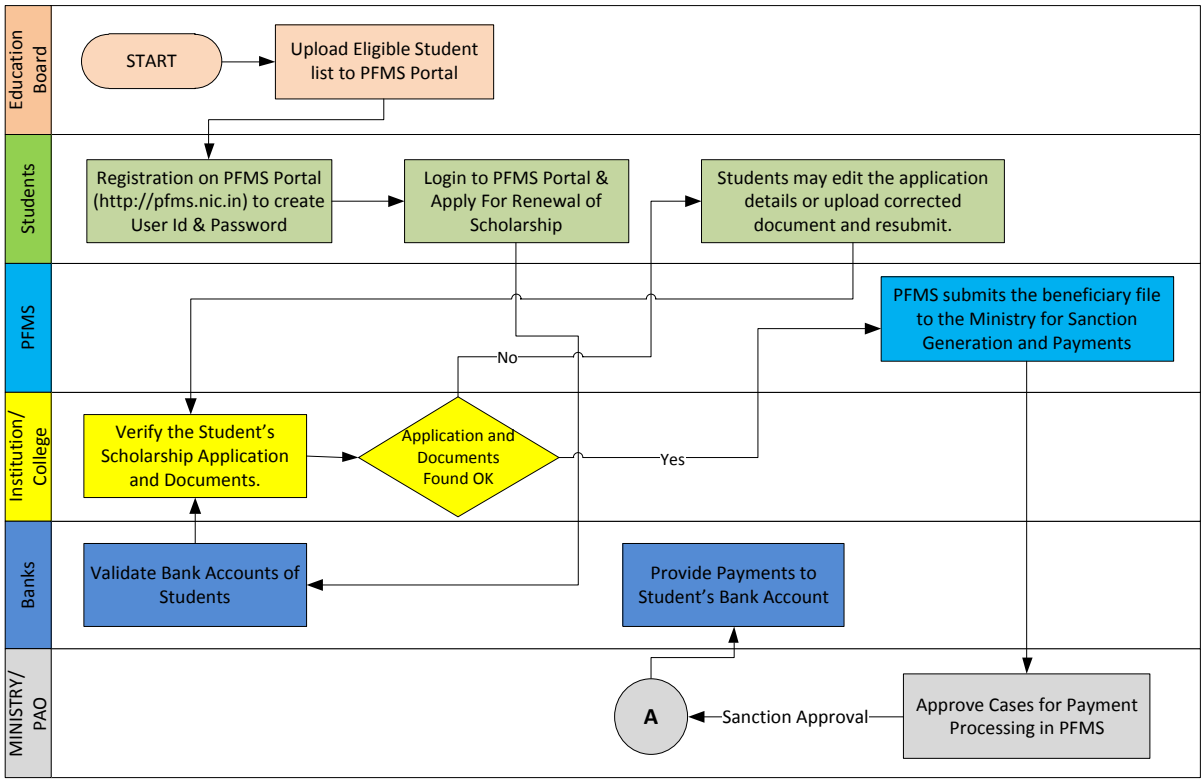
- Create online sanction for the applications received in time bound manner
- DDO in Ministry shall prepare bill and submit the same to Pay and Accounts Officer
- Pay an Accounts Officer shall process payment online for credit into the beneficiary bank account.
- Reprocessing of failed transactions.

Banks:

- Banks to validate the student's bank account through PFMS-CBS interface in a timely manner

- On receipt of digitally signed payment file from PAO, disburse payments to student accounts and report back the success/failure transaction (with reasons) as the case may be.

Process Flow for renewal of Scholarship



Pre-requisite for filling the online application form

IMPORTANT: The following information/documents should be kept ready before online application.

1. Scanned copy of **photograph** of student (file size should not exceed 1MB). The format should be in **jpeg, jpg, png, bmp, tiff, tif or gif** only.
2. Scanned **signature** of student and the file size should not exceed 1MB.
3. Scanned copy of **Mark Sheet** in PDF format. File size should not exceed 1MB.
4. Scanned copy of **Fee Receipt** in PDF format. File size should not exceed 1MB.
5. Communication **address** and Permanent address (if different from communication address).
6. **Pin codes** of the Communication and Permanent address (Pin code is mandatory while filling the form).
7. **Bank account number** to which the scholarship amount was earlier credited.
8. 11 digits **IFSC Code** of this bank branch or MICR Code.

9. In case you want to receive your renewal scholarship in a different bank account then you need to have Bank Account Number+ IFSC Code / MICR Code of new bank account.
10. **PAN number** of the parent/guardian, if available.
11. **Aadhaar number**, if available (Aadhaar is an optional field and it is a 12 digit number).
12. **Mobile Number**. This number must be functional and must be with you at the time of registration as One Time Password (OTP) for creation of Login-id and Password will be sent on this mobile number. Any mobile number can be used initially; however, mobile number can be updated by the student later, at any time.
13. Your **email ID**, it should be functional.
14. Choose your Login-ID and Password. The Login-ID can be Minimum 4 Characters and it can also be alphanumeric. The Password has to be 6 characters and maximum 15 characters. Password should contain alphanumeric and at least one special character like (@#$%^&*).
15. Name of **Education Board** from which you passed the 10+2 examination and **year of passing**. It should be ensured that the institution in which you are studying is registered on PFMS. The link of already registered agencies is through same home page of **http://pfms.nic.in**.
16. To check whether the agencies/institutes/universities are registered on PFMS click on the hyperlink. The screenshot is shown below:

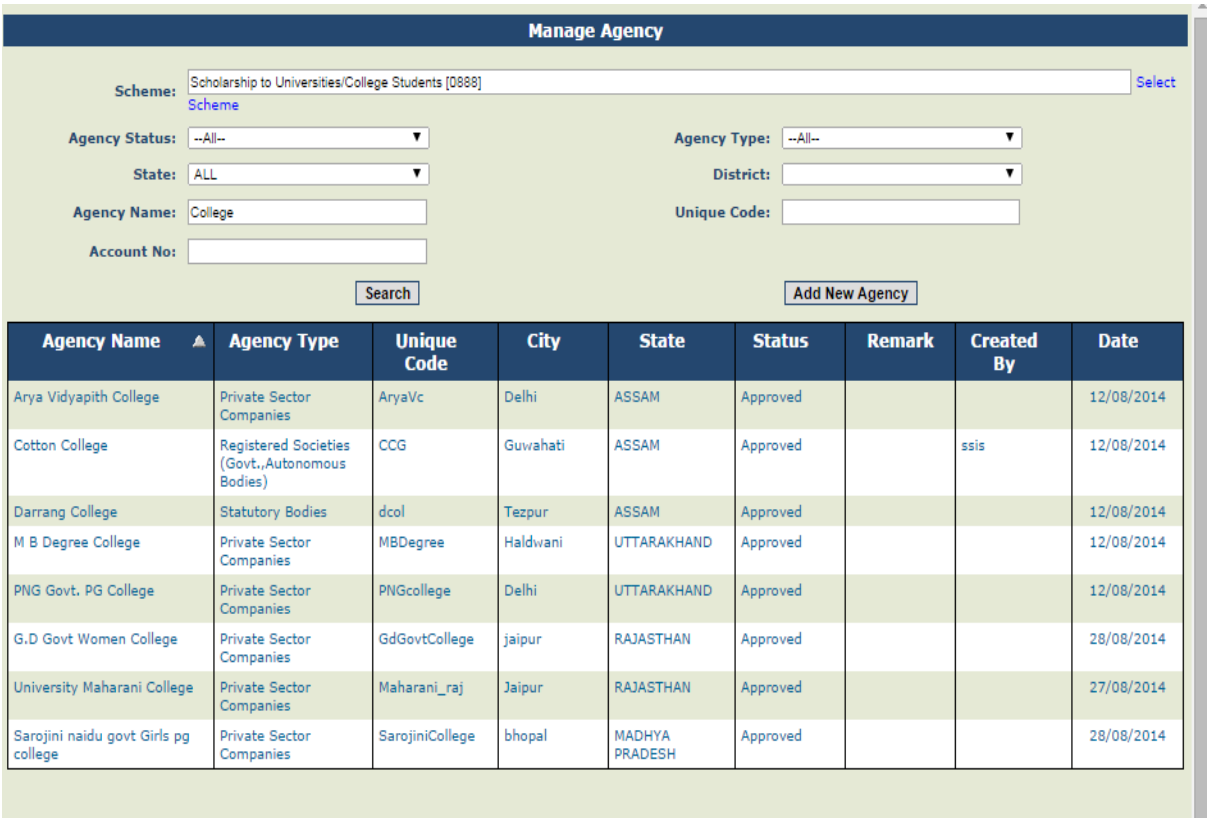
Figure 1:Hyperlink for Institution

Figure 1: Search Registered Agency/Institution.

The page (Figure: 2) will open.

1. Select the Scheme "**Scholarship to Universities/College Students [0888]**"
2. Select the State from the drop down list.

3. Enter the agency name in the text box.(Agency Name is the Institute name)
4. Click on the **Search** button and it will show the list of institutes.
5. In case the institute is not found, student can communicate the issue to PFMS as per procedure given in FAQ section.



Manage Agency

Scheme: Scholarship to Universities/College Students [0888] Select Scheme

Agency Status: --All-- Agency Type: --All--

State: ALL District:

Agency Name: College Unique Code:

Account No:

Search Add New Agency

Agency Name	Agency Type	Unique Code	City	State	Status	Remark	Created By	Date
Arya Vidyapith College	Private Sector Companies	AryaVc	Delhi	ASSAM	Approved			12/08/2014
Cotton College	Registered Societies (Govt.,Autonomous Bodies)	CCG	Guwahati	ASSAM	Approved		ssis	12/08/2014
Darrang College	Statutory Bodies	dcol	Tezpur	ASSAM	Approved			12/08/2014
M B Degree College	Private Sector Companies	MBDegree	Haldwani	UTTARAKHAND	Approved			12/08/2014
PNG Govt. PG College	Private Sector Companies	PNGcollege	Delhi	UTTARAKHAND	Approved			12/08/2014
G.D Govt Women College	Private Sector Companies	GdGovtCollege	jaipur	RAJASTHAN	Approved			28/08/2014
University Maharani College	Private Sector Companies	Maharani_raj	Jaipur	RAJASTHAN	Approved			27/08/2014
Sarojini naidu govt Girls pg college	Private Sector Companies	SarojiniCollege	bhopal	MADHYA PRADESH	Approved			28/08/2014

Figure 2: Manage Agency

Figure 2: Agency (institute) list registered on PFMS

Scholarship renewal only in two simple steps for the students

- Student Registration
- Filing and submitting the Application form online

Student Registration

1. Open the web browser (Firefox, Chrome, Opera, Internet Explorer 8 or above) and enter the URL **http://pfms.nic.in**
2. Following website (PFMS Webpage) will open.

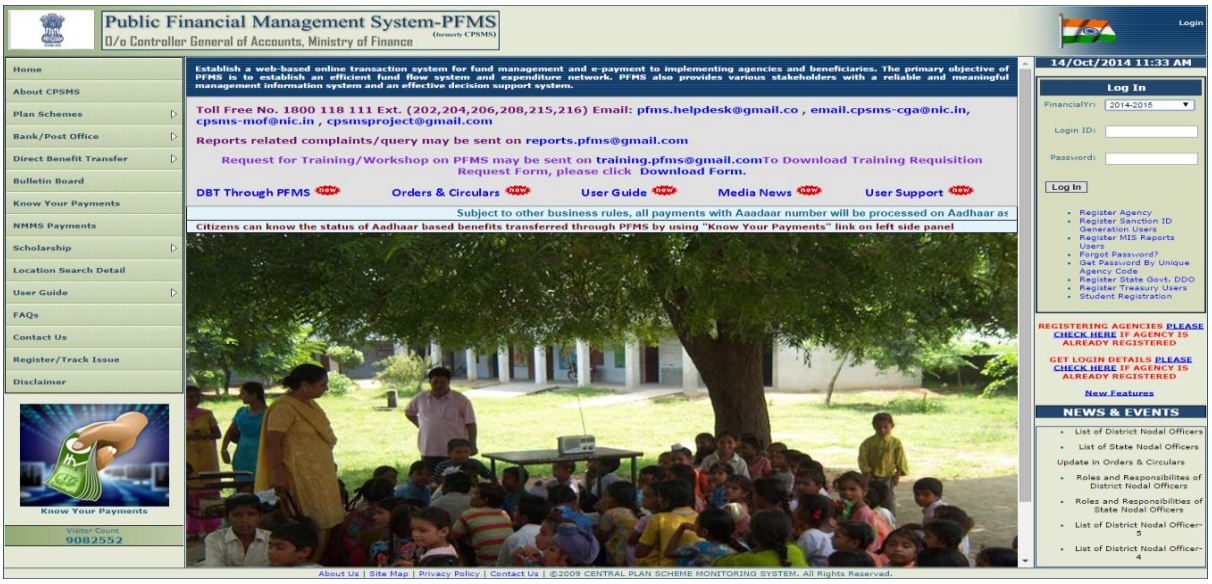


Figure 3: PFMS Home page

3. The eligible students have to register themselves from the homepage of PFMS. On the right hand side of the page there is a link for registration of students as shown in screenshot below. Please click on "**Student Registration"**, and the following page will appear

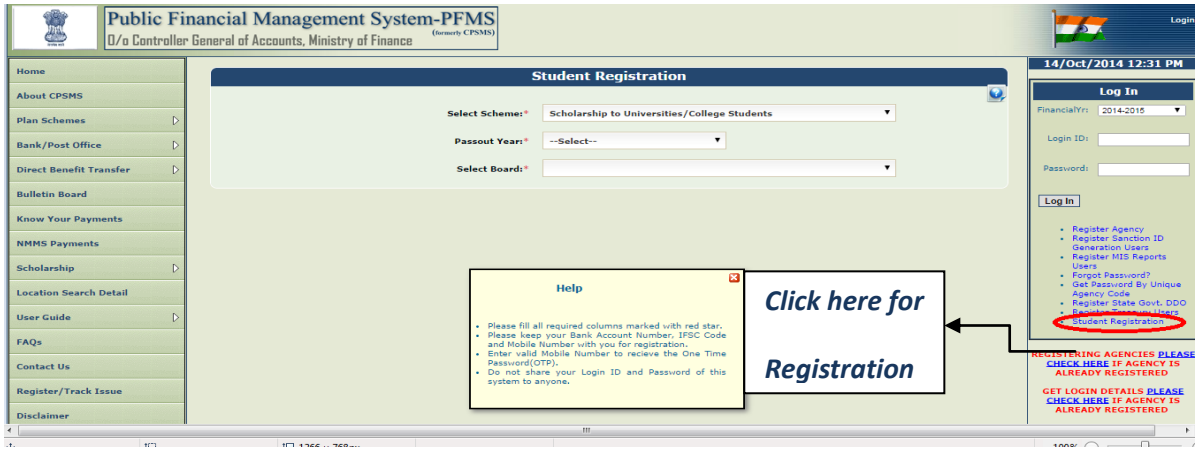


Figure 4: Student Registration

4. The student registration page will be displayed and student will select the Scheme – "Scholarship to Universities/College Students"
5. Select the Passout year of class 12th from the dropdown menu.
6. Select the Education Board from where you passed 10+2 examination.
7. On selection of Education Board, a secondary screen will appear as shown in the figure 5 below.
8. Enter the bank account number.
9. Type 11 digit IFSC code of the bank branch.
10. Select Category from dropdown menu.

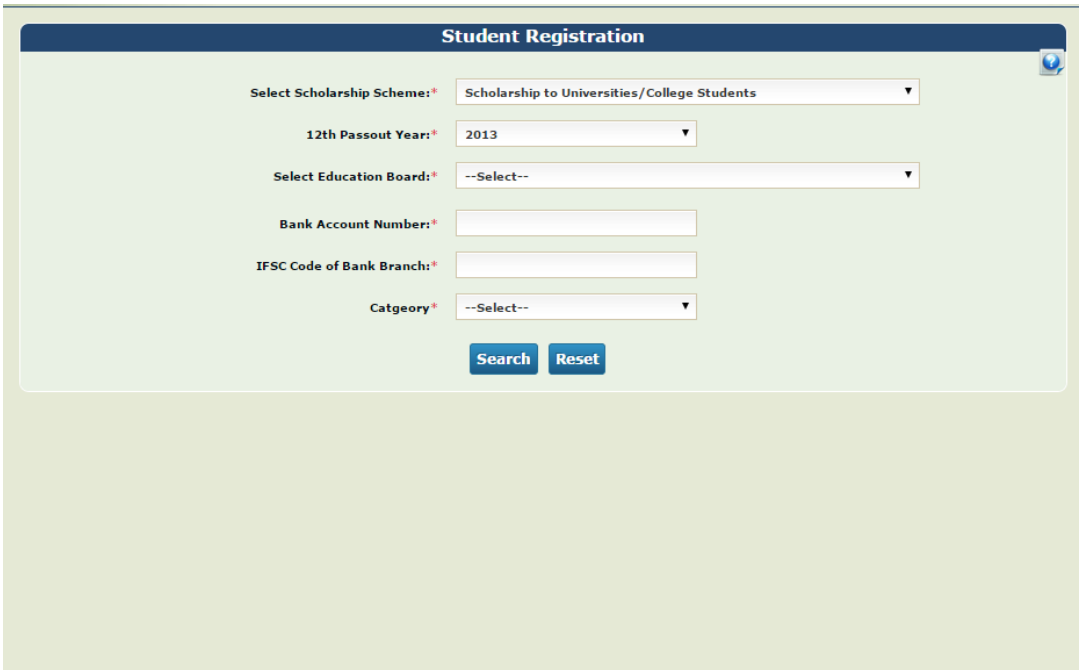


Figure 5: Filing the form

11. Click on the **Search** button – the system will search your name in its database and more features will appear on the same screen (as in Figure: 6 below).
12. Name will be populated in the text box automatically by the system.
13. Enter the mobile number - for verification.
14. A One Time Password (OTP) will be sent to the mobile number by PFMS system.
15. After receiving the OTP password, please enter the same in text box provided for the purpose.

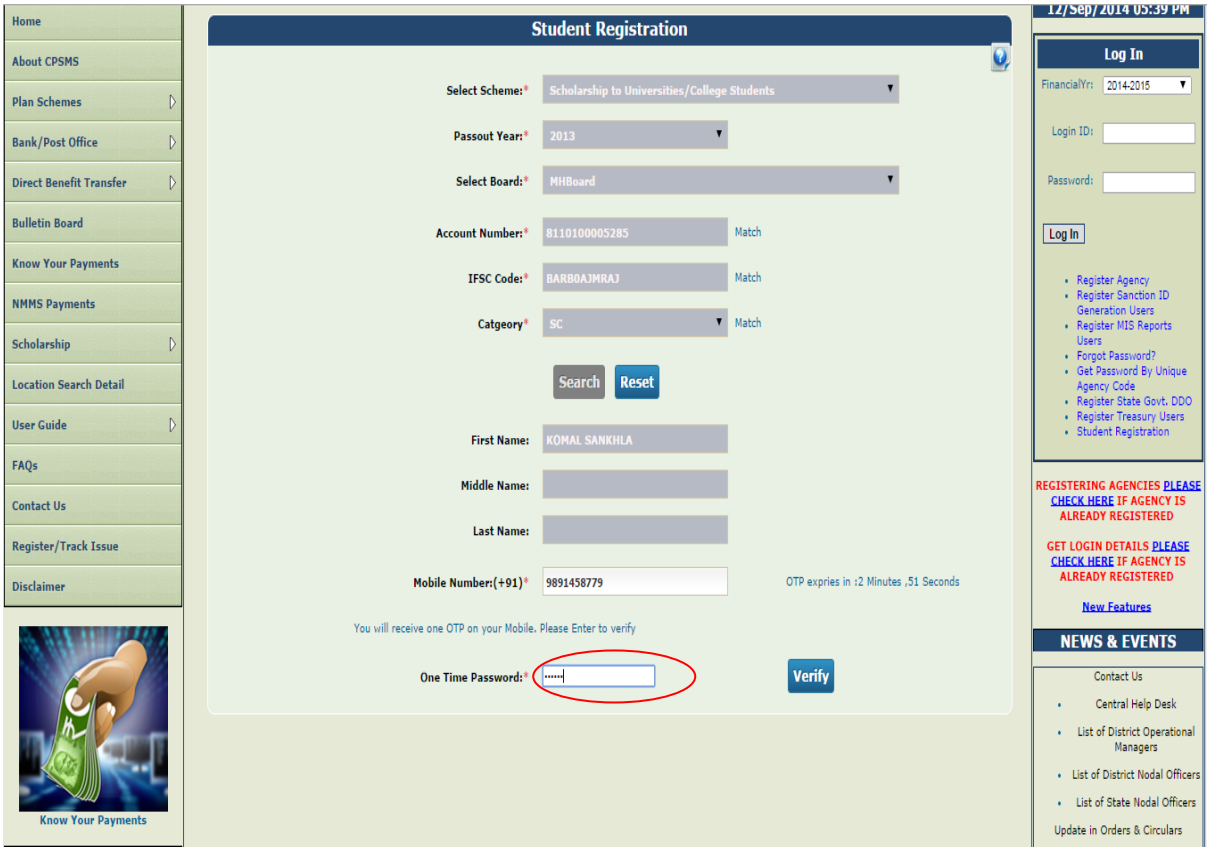


Figure 6: OTP Verification

16. Click on the **Verify** button.
17. After verification, a secondary screen for additional details (refer figure 7 below), will appear.
18. Enter e-Mail ID.
19. Choose User Id for Scholarship portal.
20. Choose Password. (Note: Please do not share your password to anyone).
21. A numeric code (Captcha Code) displayed by system, as shown below, should be entered in the text box provided for this purpose.
22. Click the **Submit** button for creation of User ID and Password for Scholarship Portal.

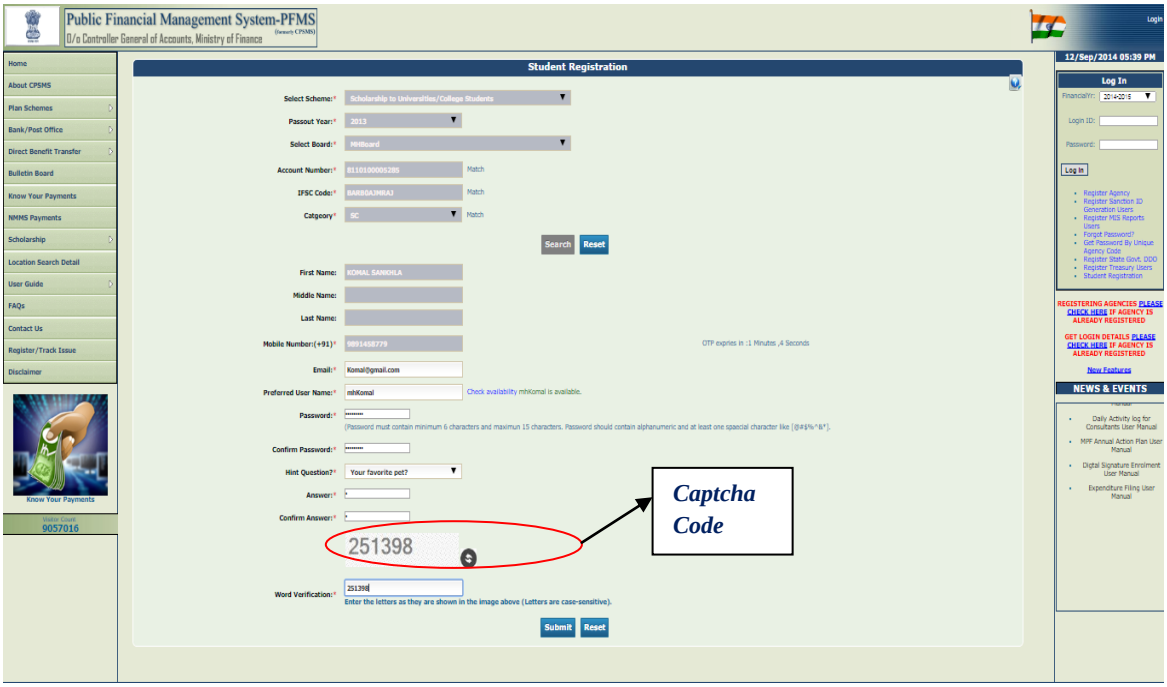


Figure 7: Captcha Verification

System will display the message for successful Registration.

Please remember your Login-ID and Password for future use.

Now you are ready for online application for renewal of scholarship.

❖ Fill and Submit the Application form online

1. Please open **http://pfms.nic.in** website.
2. **Login** with the Login-Id and Password created by you using the Step-1, as shown in the screen below.

   In case you forgot password, please use option available below log-in box for **Forgot Password?**

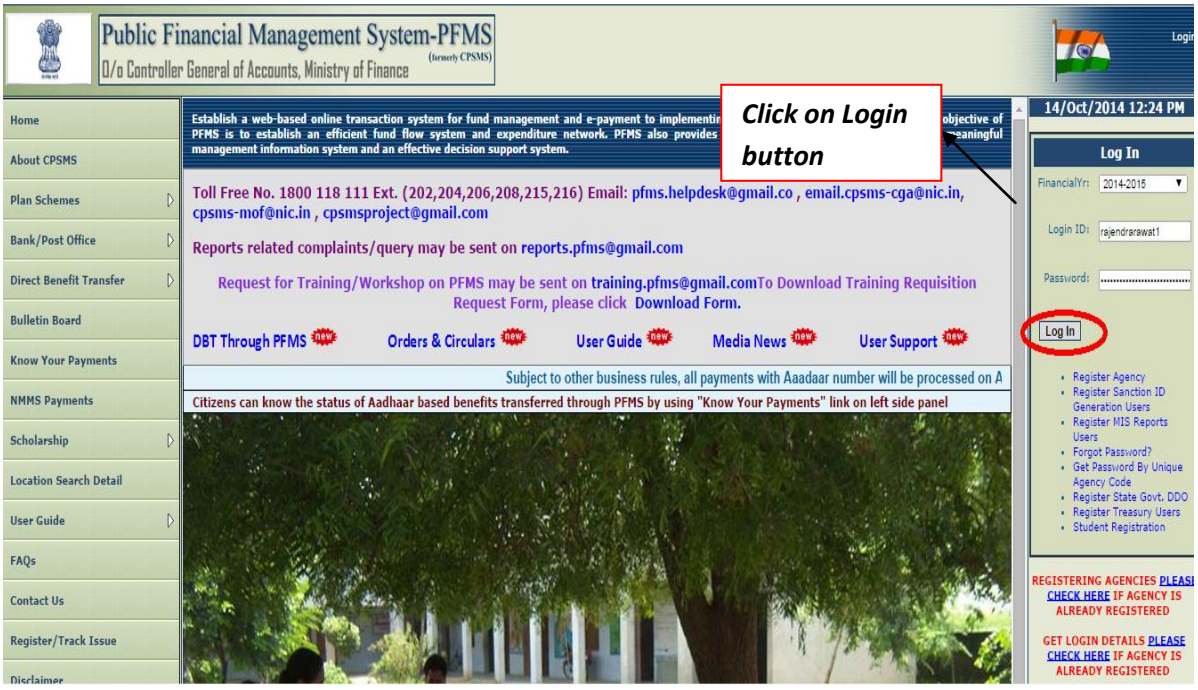


Figure 8: Student Login

After login student will see -

3. Left hand side Menu for online application – ***Scholarship Management***
4. ***Student Dashboard*** to track for online application, if already applied.
5. Left hand side Menu to raise any issue faced on the website – ***Register / Track Issue***

Figure 9: Student Dashboard

6. To apply for renewal of scholarship, the menu path is as follows:

Scholarship Management > Apply for Scholarship as shown in screenshot below

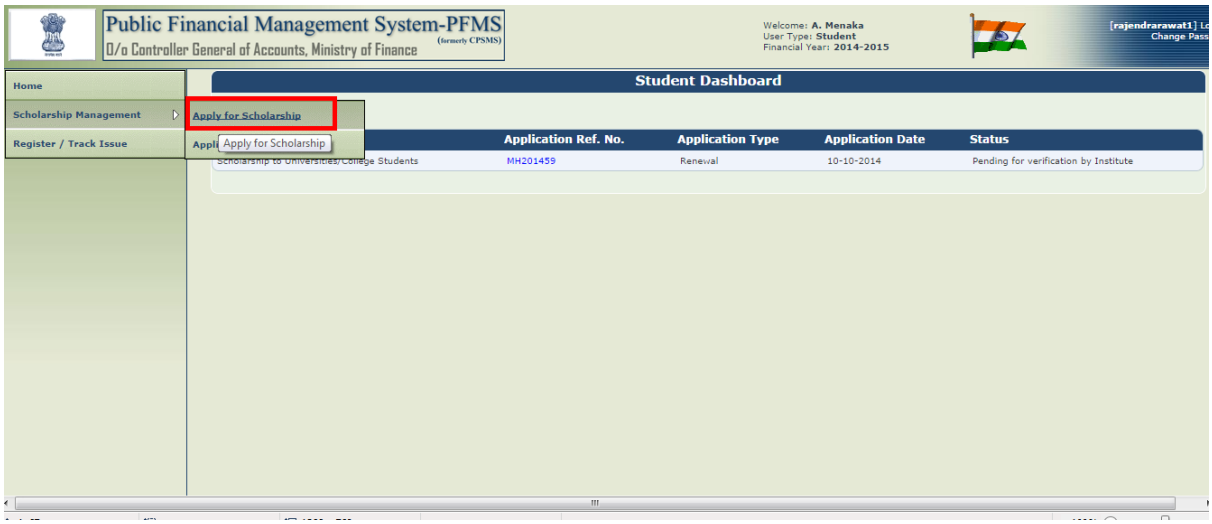


Figure 10: Apply for Scholarship

7. A new page will be displayed as shown below where you can apply for renewal of scholarship.
8. The personal details section which includes application type, Scheme name, First name, Date of Birth, Gender, Stream and Category ***are pre-populated by system***, in the case of renewal. All these fields are mandatory fields.

Figure 11: Personal Details

9. Click on **Choose File** button to upload photograph
10. Click on **Choose File** button to upload signature
11. Ensure correct photograph and signature are uploaded on system

Figure 12: Upload the Photograph and Signature

12. Enter communication address - which is your present address for correspondence.
13. The communication address includes Address Line1 which is a mandatory field,
14. Address Line 2 which is an optional field, Max Length (100 characters),
15. Select state from drop-down list.
16. Select district from drop-down list.
17. Enter Postal Pin code.
18. Enter landline number, if any.
19. Mobile number will be displayed by system itself.
20. Fill in your E-Mail address.
21. Fill PAN number of your parent/ guardian, if available otherwise do not fill.
22. Enter your Aadhaar number, if you have already Aadhaar number, otherwise do not fill.

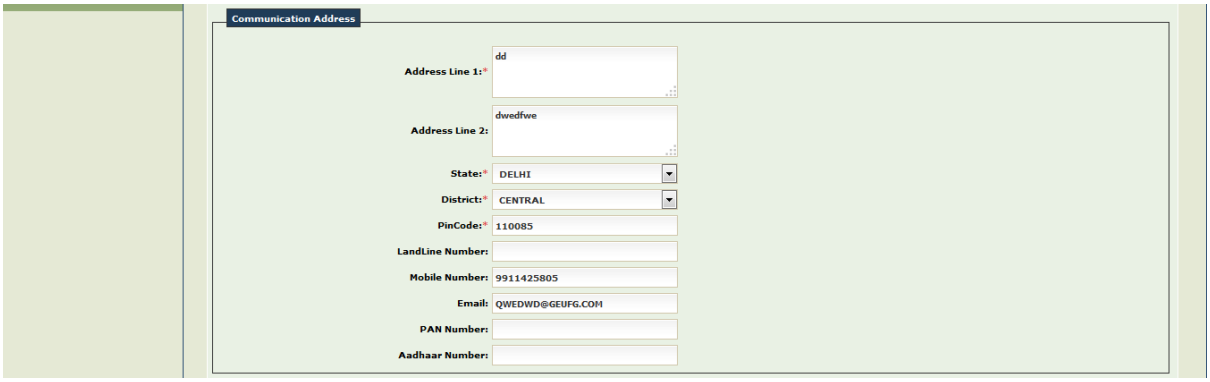


Figure 13: Communication Address

23. If system has your Permanent address, it will pre-populate, otherwise fill Permanent address section or if you ***click on the checkbox*** for 'Same As Communication Address', then the same fields will be populated as in the Communication Address.
24. ***The particulars of your Bank Account will be pre-populated***.
25. If you want to change the bank details, you can do it now by entering Bank Name, Bank Account Number, IFSC Code or MICR Code.

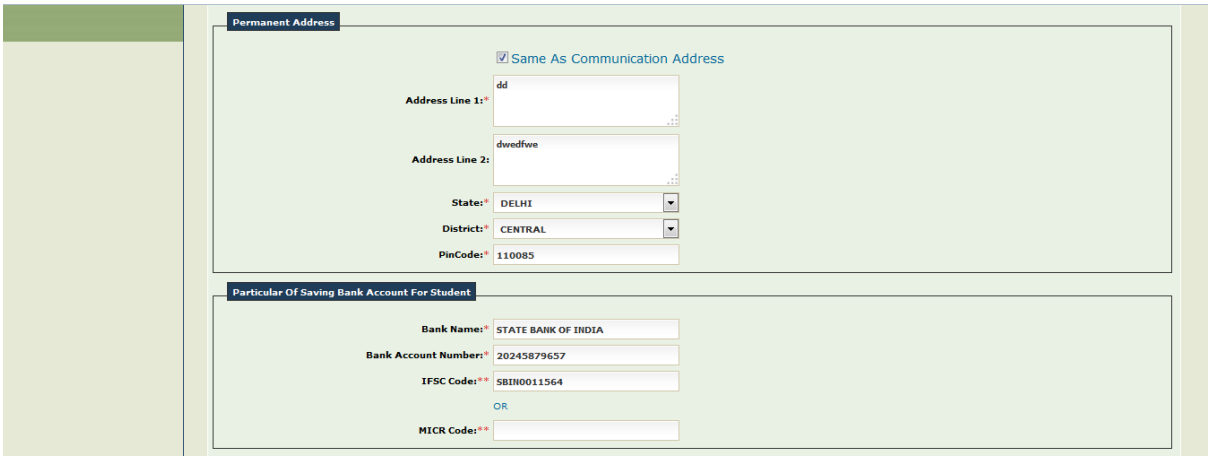


Figure 14: Permanent Address and Account Details

26. After entering the details correctly, user will click on the **Save** button.

Figure 15: Save Button

27. After clicking on the "Save" button, a message will be displayed that the application is saved and e-mail/SMS alert is sent to the student.

Figure 16: Message display

28. Please **tick mark** the check box for the declaration that I have got above 60% marks in the exam.
29. **Upload** Mark Sheet and Fee Receipt scan copy in PDF format. (File size should not exceed 1MB).
30. Click on the **Update** button and the data will be saved and your application will be available in system to your institution for verification and approval.

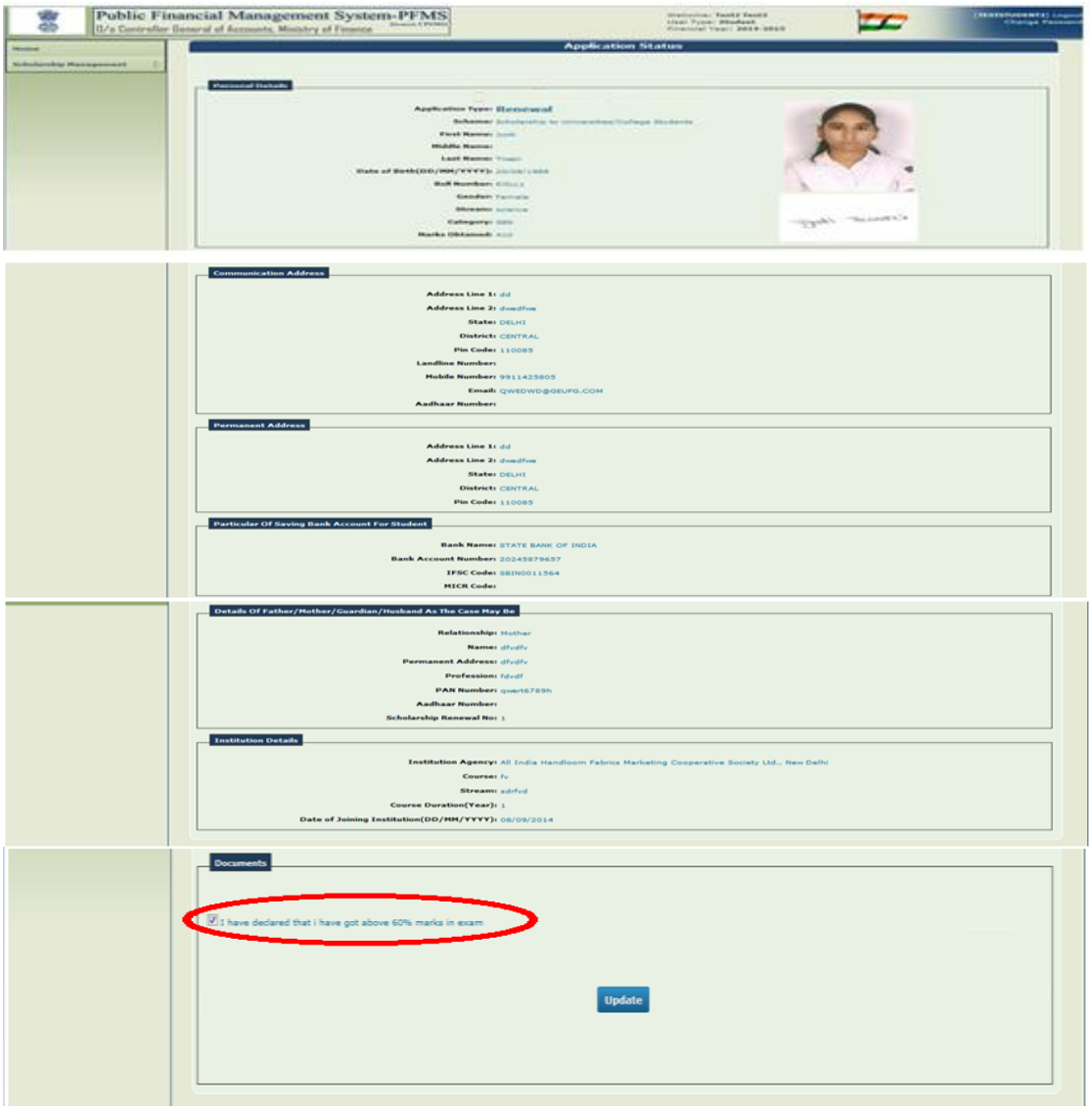


Figure 17: Update Button

1. After Update, a **reference number** will be generated by system. **Please keep this Application Reference Number with you for any further communication**.

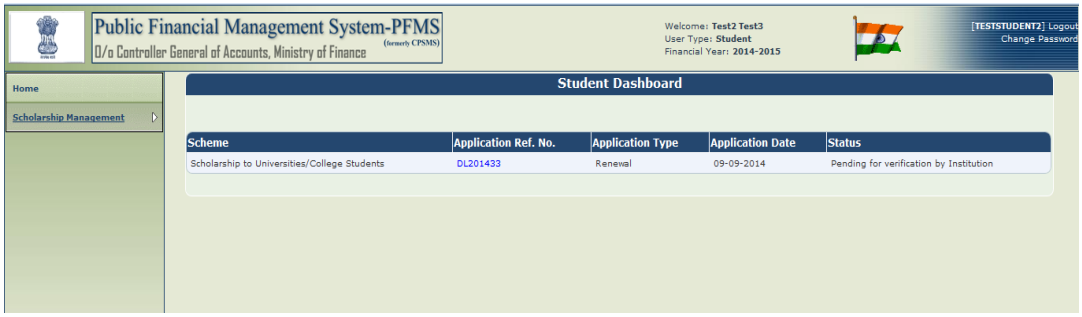


Figure: 16 Reference number

2. On clicking at reference number, the applicant can view his/her details in the Students Dashboard.

3. If the application is pending for verification by institution or rejected by institution, then edit link will be enabled as shown below, else in case of approved applications, you can only view the details.

Figure 17: View the Details

1. Once the details are filled by you, the application will be available for approval/rejection by your Institute/college.

Scholarship Application Verification Process at Institution/College

❖ Dashboard for Institution

Institutions/Colleges can access their Scholarship Dashboard through below menu path:

Login to http://pfms.nic.in

Menu Path: Scholarship Management -> Application Dashboard

The dashboard for institution will display a screen where institution user will be able to see the students who have applied for scholarship under specific schemes. This screen will summarize total pending, approved and rejected scholarships under specific schemes.

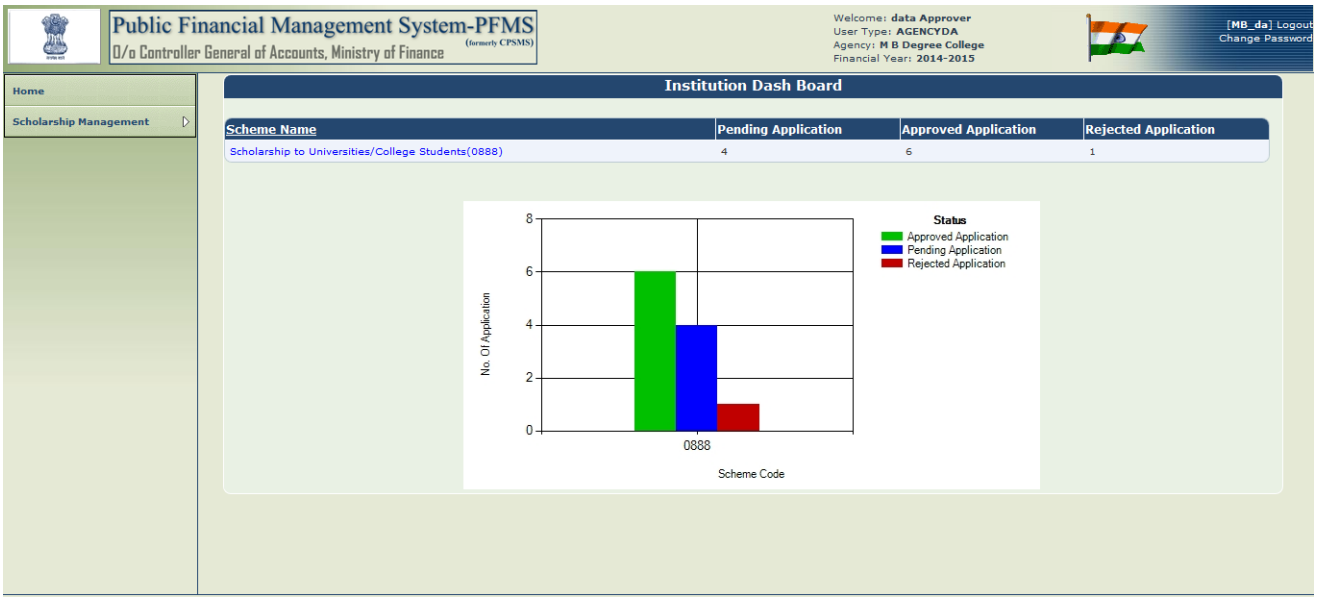


Figure 20: Institution Dashboard

❖ Scholarship Applicant Details

When Institution user clicks on the hyperlink for scheme name, new screen will be displayed with list of students who have applied for the renewal of scholarship.

On the right hand side of the screen the scholarship application count will be shown for Total, Approved, Pending and Rejected scholarship applications.

User can click on the hyperlink of counts and it will display the list of applications in the grid as shown figure below.

Figure 21: Student Application List

❖ Verification of Application

- Click on the reference number to see the application details.
- Here, institution can check the complete details of the applicant and can verify the application.
- Institute user will click on the **Application Verified** button to confirm the application details and documents are verified. If any document is uploaded by student then each document needs to be verified by institution and approved.
- Institution may reject the application with proper remark. In case of rejection, an e-mail and SMS alert will be sent to the student's e-mail and mobile number.

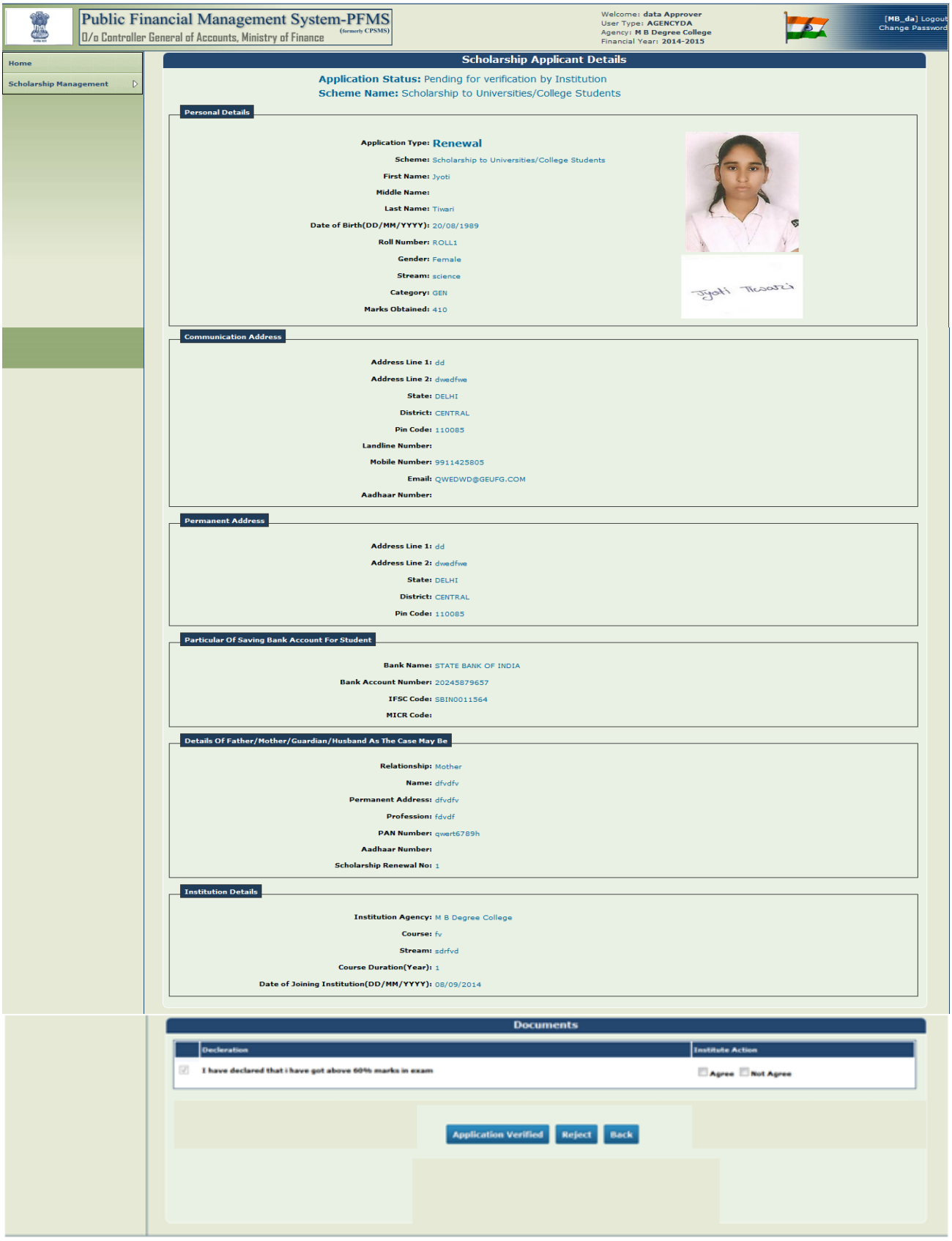


Figure 22: View the application details and verify

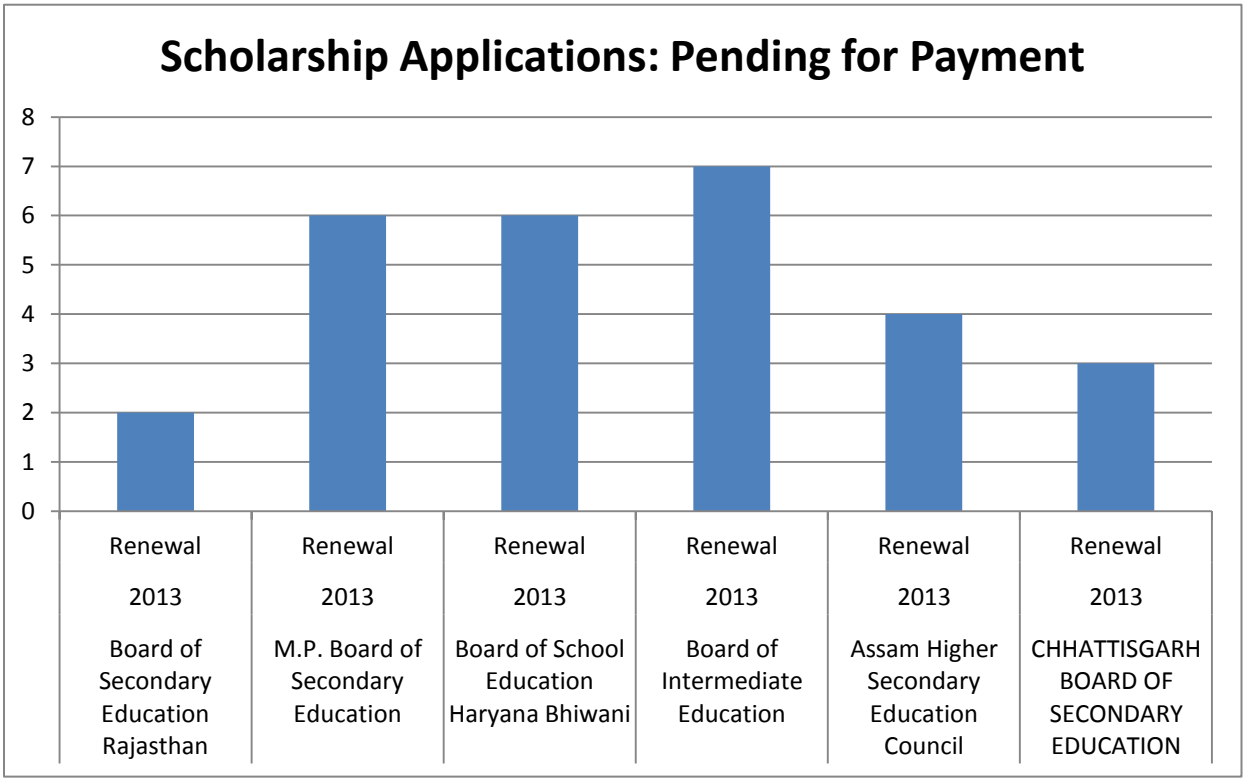
Reports

- **Reports to Ministry Users:**

1) **Scholarship Applications Pending for Payment:**
   Report Menu Path: ***Reports-> Monitoring -> M26-Scholarships Pending for Payment***

   This report shows the Education Board wise scholarship applications to show the pending records for payment.

Board Name	Passout Year	Application Type (Fresh / Renewal)	Nos. Of Applications
Board of Secondary Education Rajasthan	**2013**	Renewal	2
M.P. Board of Secondary Education	**2013**	Renewal	6
Board of School Education Haryana Bhiwani	**2013**	Renewal	6
Board of Intermediate Education	**2013**	Renewal	7
Assam Higher Secondary Education Council	**2013**	Renewal	4
CHHATTISGARH BOARD OF SECONDARY EDUCATION	**2013**	Renewal	3
Grand Total			**28**

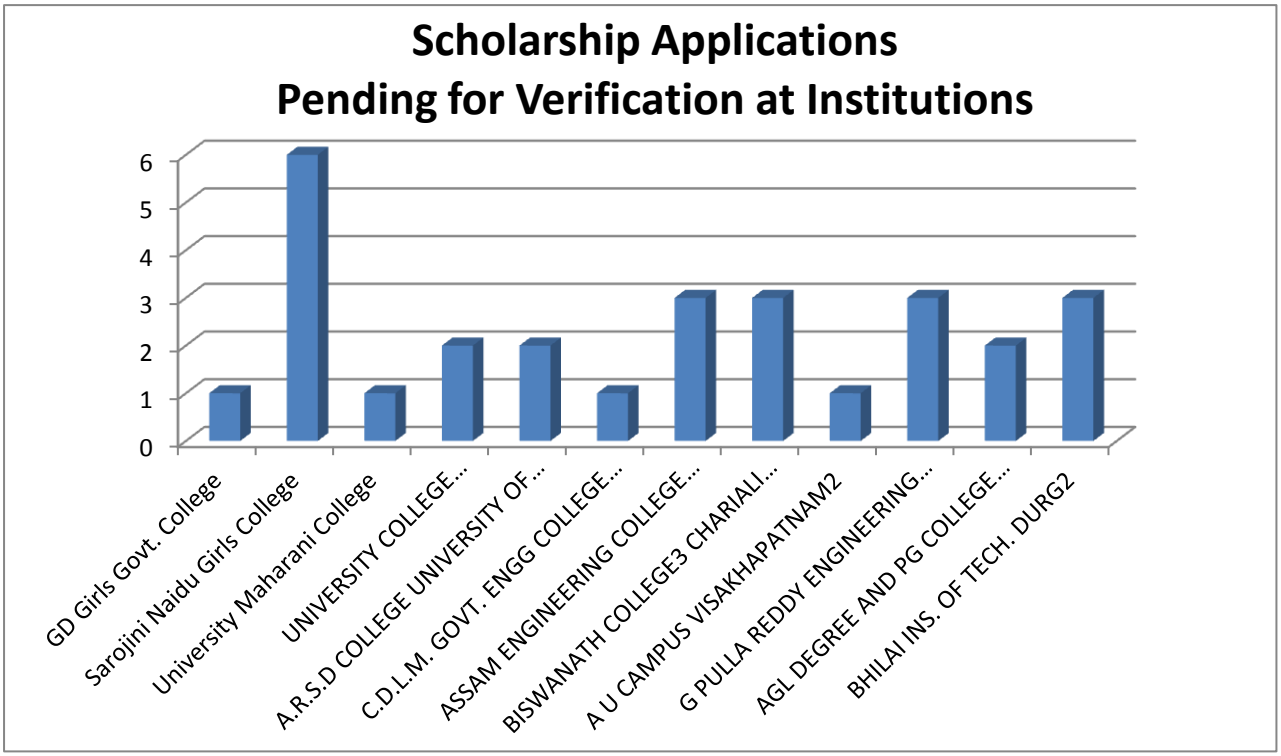


2) Scholarship Applications Pending for Verification:

Report Menu Path: ***Reports-> Monitoring -> M27-Scholarships Pending for Verification***

This report shows the Institute wise scholarship applications pending for verification.

Institution / College Name	Nos. of Applications
GD Girls Govt. College	1
Sarojini Naidu Girls College	6
University Maharani College	1
UNIVERSITY COLLEGE KURUKSHETRA	2
A.R.S.D COLLEGE UNIVERSITY OF DELHI NEW DELHI	2
C.D.L.M. GOVT. ENGG COLLEGE PANNIWALA MOTA SIRSA	1
ASSAM ENGINEERING COLLEGE JALUKBARI GUWAHATI	3
BISWANATH COLLEGE3 CHARIALI CHARIALI	3
A U CAMPUS VISAKHAPATNAM2	1
G PULLA REDDY ENGINEERING COLLEGE PULLA REDDY NAGAR KURNOOL2	3
AGL DEGREE AND PG COLLEGE CBM COMPOUND, RAMATALIKES JN2	2
BHILAI INS. OF TECH. DURG2	3
Grand Total	**28**



- **Reports to Education Boards:**

The above reports are also available to Education Boards to know the status of scholarship application with respect to their students only

FAQ (Frequently Asked Questions)

a) If the Institute is not registered with PFMS what will be next step?

Ans: Student will go to the homepage of PFMS https://pfms.nic.in and the click menu on **Register/Track Issues**. Student will fill in the required details and will enter the ***category*** as **Scholarship** and ***Sub-category*** as **Institute not found** and in the ***Description*** fill in the details of your institution.

b) If student forgets the Password what are the steps to be followed?

Ans: Student will go to link for **forgot password** on the right hand side on the home page of PFMS and can re-set the password.

c) If the bank account of the student is invalid?

Ans: If the account of the student is invalid, student will receive the sms/email alert. After receiving the information, they need to change the bank account.

d) What will be Application Type in the Renewal of Scholarship?

Ans: The Application type is **Renewal** in this case.

e) What are the prerequisites for Upload of the Picture and the signature?

Ans: Scanned copy of photograph of student and the file size should not exceed 1MB.The format should be in (**jpeg, jpg, png, bmp, tiff, tif, gif**) only. Scanned signature of student and the file size should not exceed 1 MB and photographs and the signature are adjusted automatically to the dimension and resolution as per the desired format.

f) What are messages are sent to students in cycle of registration of renewal application?

Ans: 1. SMS to receipt OTP while registration: Dear Student, One Time Password (OTP) to complete your user registration at PFMS portal for scholarship is XXXXXX. Do not disclose OTP to anyone.

2. SMS when student complete his/her registration on PFMS: Dear Student, Your scholarship registration to PFMS portal is completed successfully with username XXXXXXX.

3. SMS when student submit his/her application successfully on PFMS: Dear Student, Your scholarship application is submitted successfully with reference No. XXXXXXX. Please keep this reference number with you for further communications.

4. SMS when institute verifies the application: Dear Student, Your scholarship application is verified by your Institution successfully, you will received scholarship amount in your account soon.

5. SMS when institute reject the application: Dear Student, Your scholarship application has been rejected by your Institution, please visit pfms.nic.in to see the reason and correct the application details or upload corrected documents.

6. SMS when amount is credited to student's bank account: Dear Student, Your scholarship amount of Rs.XXXX for the month/year has been credited to your Bank Account Number #####.