

OFFICE OF THE PR. SECRETARY-CUM-DIVISIONAL COMMISSIONER
DEPARTMENT OF REVENUE: GOVT. OF NCT OF DELHI
(MINORITY AFFAIRS)
5, SHAM NATH MARG, DELHI

INSTRUCTIONS FOR STUDENTS OF MINORITIES COMMUNITY FOR APPLYING ONLINE FOR STATE FUNDED SCHOLARSHIP SCHEMES ON E-DISTRICT PORTAL

- i. The applicants should read guidelines of the scholarship scheme carefully before choosing the scheme as per their eligibility criteria of the student, available on the official website of the department i.e. www.revenue.delhi.gov.in
- ii. Student may opt for centrally sponsored scholarship scheme or the state funded scheme.
- iii. Before applying online on the e-district portal, student must keep educational documents, income certificate issued by Competent Authority of Delhi, valid on the date of submission of application, copy of bank pass book of student, fee receipts for the academic year 2020-21, Aadhaar number of student and passport size photograph of student.
- iv. Applicant should fill in amount of fees as per receipts uploaded on the portal.
- v. The applicant must check all filled in details with available documents, before finally submitting the online application on the portal. The acknowledgement receipt must be kept safely for future references.
- vi. The applicant must ensure that bank details of student should be filled; bank account must be active and seeded with Aadhaar, as scholarship amounts are submitted directly to the students bank account.
- vii. The students who have registered for scholarship for the F.Y. 2019-20 on e-district portal, may opt for renewal cases by simply entering the previous Application ID and do updation as per present class.
- viii. Applicant should mention their active mobile number, so that updated status may be communicated to them.
- ix. Student/applicant will be responsible for filling incorrect/incomplete information on the portal.
- x. System generated Login ID should be kept safely by the applicant for monitoring of their application on the e-district portal and future references.
- xi. Hard copy of the application form alongwith enclosures/documents should be submitted in the School/Institute, to enable the school/institute to verify the application particulars/documents than the originals.

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DOCUMENTS TO BE UPLOADED

- Residence Proof
- Aadhaar Card
- Income Certificate (if applicable)
- Bank Details of Students (only Aadhaar Seeded) with copy of Pass Book
- Previous Class Mark Sheet
- Fee Structure (if applicable)
- Fee Receipt (if applicable)
- Verification Letter (for outside Delhi application)
- 'Self Declaration Form' for minority category

STATE FUNDED SCHOLARSHIP SCHEMES

(For Delhi Minorities)

1. **Reimbursement of Tuition Fees for Minorities categories students studying in class I to XII**

Attention: For Minorities students with family income below Rs.3.00 lakh per annum for reimbursement of tuition and other compulsory fees in recognized public schools in Delhi.

Terms and conditions

- Family income should not exceed Rs. 3.00 Lakh per Annum. Income certificate issued by competent authority of Delhi should be valid at the time of submission of application required.
- The applicant belongs to the minority communities should be resident of Delhi for the past three years and should upload proof thereof like EPIC card, Aadhaar Number, Ration Card, Landline telephone bill of MTNL, Driving License issued by GNCTD and Domicile Certificate issued by SDM in Delhi or pass book of nationalized bank.
- For Minority students, declaration by parent/guardian in prescribed format that his Son/Daughter belongs to particular Minority Community require to be uploaded on the portal.
- The school in which he/she is studying should be recognize/affiliated with Dept. of Education, Govt. of NCT of Delhi / Municipal local bodies of Delhi.
- Repeaters in a particular class will not be eligible for such benefits.
- Students studying in classes I to XII will be entitled for reimbursement of **tuition fees, Lab fee and Library fees** will be reimbursed to only those scoring 50% and above marks and having not less than 70% attendance in the preceding year.
- Tuition fees, lab Fess & Library Fees (Maximum Reimbursement amount Rs. 48,000/- or actual paid whichever is less) should be reimbursed.
- Bank Account should be in the name of the student (Joint Bank Account with parent/Guardian is also permissible), active and seeded with aadhaar no of student.
- Original Fees receipts for the current academic session should be uploaded on the portal.

2. Merit Scholarship to Minority categories students studying in Professional/Technical Colleges/Institutions/Universities.

Amount of Assistance & Level of Education:

Course of Study Group-A

- Degree course in medical/engineering/B.Sc. (Agri)/ Veterinary Science/Forensic Science/Higher Technical and professional studies (ii) Degree level course in Indian medicine B.A.M.S & comparable course in Ayurvedic, Unani/ Tibbia and Homeopathy system of Medicine.
- Degree courses and technical /professional and vocational courses

Hostellers Rs.20000/- per Annum
Day Scholar Rs.12000/- per Annum

- Post graduate courses in above and other technical and professional courses

Hostellers Rs.24000/- per Annum Day
Scholar Rs.15000/- per Annum

Course of Study Group-B

- Diploma level courses in Indian medicine B.A.M.S & comparable course in Ayurvedic, Unani/Tibbia and Homeopathy system of Medicine.
- Diploma level course in Engg. Technology, Architecture, Printing Technology, Overseer, Draftsman Surveyor, Hotel Management, Catering, Applied Nutrition, Commercial Pilot License Wireless & TV Operator Sound Recording & Engineering, Photography, Film Direction, Acting, Screenplay Writing.
- Post graduate courses in science subjects
- (Above mentions) diploma level and post graduate diploma courses in technical / professional and vocational courses.

Hostellers Rs.15000/- per Annum.
Day Scholar Rs.9000/- per Annum.

Course of Study Group-C

- Certificate courses in Engg. Technology, Architecture & Medicine Diploma & Certificate courses in Agri/Vet Sc/Fisheries/Dairy/Public Health/Sanitary Inspector/Rural services/Library Science/sub officers course in National fire service college Nagpur, Degree/Post graduate Diploma & Post Graduate course in teachers training/ Library Sc./ Physical Edn/ Music/ Fine/ Arts/ Law/ Craft Instructor/ Passenger Transport Management/ Associate degree in Pharmacy.
- Certificate course in technical / professional and vocational courses form Govt. / recognised institutes (course duration at least one year)

Hostellers Rs.12000/- per Annum.
Day Scholar Rs.8000/- per Annum.

Course of Study Group-D

➤ General courses up to graduate level studies in Arts & Commerce & other subjects

Hostellers Rs.12000/- per Annum.
Day Scholar Rs.8000/- per Annum.

➤ General course Post Graduate and above level studies in Arts & Commerce & other subjects

Hostellers Rs.15000/- per Annum.
Day Scholar Rs.9000/- per Annum.

Eligibility criteria of this Scholarship Schemes is given below:-

- Merit Scholarship to Minorities students studying in recognised Colleges/Professional/ Technical Institutions.
- The students should not have less than 60% marks in previous academic year.
- Family income ceiling of the parents in r/o Minority students is Rs. 3.00 Lakh Per annum and income proof in the form of income certificate in the name of parents issued by competent authorities of GNCT of Delhi, valid at the time of submission of application required.
- Students getting stipend from Institutions/Government during the course of study are also eligible to get the merit scholarship.
- The rate of scholarship will be reduced to 50%, if a student who fails in the annual examination, but continues studies, except in cases where the student fails to appear in the annual examination on medical grounds of due to natural calamities or any other reason beyond his/her control.
- The applicant belongs to the minority communities should be resident of Delhi for the past three years and proof thereof like EPIC card, Aadhaar Number, Ration Card, Landline telephone bill of MTNL, Driving License issued by GNCTD and Domicile Certificate issued by SDM in Delhi or pass book of nationalized bank.
- In case of minority student, declaration by parent/guardian in prescribed format that his Son/Daughter belongs to particular Minority Community require to be uploaded on the portal. In case of Gap up to 3 years affidavit to be uploaded on the portal.

3. Dr. B.R. Ambedkar State Award to Minorities students

Amount of Assistance

An award of Rs.25,000/- is given to each of the toppers in each discipline after completion of degree course in each university, if student belongs to Minorities communities.

Terms and Conditions

- The student must have passed his/her 10th and 12th class from Delhi.
- The award is given to a student, who tops among the SC/ST/OBC/Minorities in each discipline of the professional/Technical degree course.
- For Minority students, declaration by parent/guardian in prescribed format that his Son/Daughter belongs to particular Minority Community require to be uploaded on the portal.
- The topper student is awarded only once after passing out of the final examination of the course.
- The award is conferred among the toppers of all professional/technical courses. Being a merit based award, no family income limit has been laid down.

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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)

IMPROVEMENTS FOR PREVENTING LEAKAGES/WASTAGES

With a view to reduce chances for leakages/wastages, changes in the online work-flow are necessary. This was discussed in detail with the DD(Scholarship) on various occasions and substantial safeguards are proposed to be introduced to substantially reduce the leakages/wastages in the administration of the three state funded scholarship schemes i.e.

1. Reimbursement of Tuition Fees to the Minority category students of Class I to XII.
2. Merit Scholarship for students belonging to Minority category studying in professional/technical colleges, Institutions/Universities.
3. Dr. B.R. Ambedkar State Topper Award to Minority students.

These include the following:

- (i) 100% verification of scholarship applications by the Head of Schools/ institutions.
- (ii) 10% verification of the recommended scholarship applications by the Education Department's authorities.
- (iii) 5% verification of the recommended/approved applications by the Department of Revenue, GNCT of Delhi officials headed by the SDM (Scholarship).

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.
- (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.revenue.delhi.gov.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.
- (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 departments 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 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.

Tuition fees, lab Fess & Library Fees (Maximum Reimbursement amount Rs. 48,000/- or actual paid whichever is less) should be reimbursed

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 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 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.
