

INSTRUCTIONS FOR THE INSTITUTIONS

For Schools covered under DOE/MCDs/NDMC/KVs/DCB

LOGIN CREDENTIALS

1. First step for the Principals/ HOS of school is to 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 Hdqtr. located at Palika Kendra .

(iv) If school lies under the jurisdiction of Delhi Cantonment Board, school login may be obtained from their Headqtr 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 .

For the schools of Delhi which are not covered under above category but integrated on E-district portal , the school login may be obtained from the Department for the welfare of SC/ST/OBC, GNCTD after furnishing the supporting documents like authority letter from their respective Administrative Department.

VERIFICATION OF THE ONLINE APPLICATIONS

2. 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 NSP 2.0 portal and state sponsored scheme of E-district Portal . In case it is so, his one application (either of E-district portal or that of NSP 2.0) should be turned down at the level of schools only and need not to be forwarded to their Administrative Department.

(ii) HOS/ School Authority must ensure that the applicant is bona fide students of his/her 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, DOB, Category, Gender, fee details(in case of Reimbursement of tuition or wherever applicable).

(iv) The photo graph uploaded should be of the students (applicants) only.

(v) The uploaded supporting documents needs to be seen/checked and only after satisfaction of school authority , applications needs to be recommended for approval to their Administrative Department. In case of income certificate , the uploaded certificate must be valid on date of filling 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

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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 ‘**EDITING OPTION**’ is not available in institution login in respect of each field. However, if details have variations from the schools records (like as spelling differences in name, mistyped previous / present class etc) additional text box will be 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

(a) In case photo / document 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

(b) If applicant has not uploaded / failed to upload fees receipt of all 12 months 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 fees receipts.

Further, While updating the fee details schools must ensure that 100% of the claimed amount for twelve months is to be recommended if the annual family income from all sources is less than upto 60,000/- and for annual family income is greater 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 done in the application should be only after receipt of requisition from applicant/Parents regarding mistyping of credentials is 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 reference and further reflect the reason for updation in their remarks while recommending cases to the Administrative Department.

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(viii) The school authority may either recommend or not recommend the applications appearing on their logins with remarks before forwarding them to the Administrative Department login. In case of any doubts, school authority may seek directions from their respective Administrative Departments.

(viii) 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 of their login .

(It is to remember that printout of verified application should be taken only after all applications of their students are verified otherwise once the consolidated statement is generated no further beneficiaries detail could be added in that list.

It completes the procedure of school Login but the cases where any query is raised or clarification is sought by the concerned Administrative Department then school Authority must login and do the needful action.

THE LAST DATE FOR VERIFICATION OF ONLINE-APPLICATION BY THE INSTITUTIONS (SCHOOL/COLLEGE/ INSTITUTE) IS EXTENDED UPTO 15th MAY 2017

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 exactly same scheme on the E-district portal whose name has already been included in the Bulk data list submitted by Education Department through their Planning Branch for release of scholarship 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).