

30 SEP 2023

**Most Urgent**

No.EDN-HE(10)F(10)01/2023-24  
Directorate of Higher Education,  
Himachal Pradesh, Shimla-1  
Tel:0177-2656622, E.mail:nsphpsml@gmail.com, Fax:2812882

To Dated Shimla-1 the 30<sup>th</sup> September,2023

The Vice Chancellor/ Registrar/ Principal,  
All the Govt. and Pvt. Universities / Colleges / other Educational  
Institutions, **Within and Outside of Himachal Pradesh,**  
**(Where bonafide Himachali Students are studying and claiming  
scholarships from the state of H.P.)**

All the Deputy Directors of Higher Education,  
Himachal Pradesh

All the Principals/ Headmasters,  
Govt./Pvt. Sr. Sec./ High Schools in,  
Himachal Pradesh

**Subject:- Filling of Scholarship Applications for Academic Year 2023-24  
under Various Centrally and State Sponsored Scholarship  
Schemes on National Scholarship Portal, reg.**

Madam/Sir,

On the above cited subject, it is intimated that National Scholarship Portal is to be opened w.e.f. 03<sup>rd</sup> October 2023 for registration and filling of scholarship applications under various Centrally and State Sponsored Scholarship Schemes for the Academic Year 2023-24 by the eligible students. Therefore, all the Heads of the Educational Institute will ensure the following:-

1. All the information of the students may be captured including Income Certificate, Caste Certificate, Bonafide / Domicile Certificate, Educational Certificates etc. which are necessarily required as per scheme for the grant of Scholarship under various Centrally and State Sponsored Scholarship Schemes. The eligible students must be asked to upload and submit self attested copies of their documents accordingly online on National Scholarship Portal at the time of filling of scholarship forms/ applications on NSP. The Income Certificate must be issued in favour of parent/ guardian of the student(s) only by the competent authority as per the scheme guidelines and self income certificate of the student will not be accepted and entertained.
2. The Unique ID must be depicted on the Income Certificate, Caste Certificate and Bonafide Certificate of the students. In case, the Unique ID is not shown in certificates, Fresh Income Certificates from the concerned authorities must be applied from the competent authorities and thereafter, it must be uploaded on the portal.
3. The designated Nodal officer Scholarship of the Institute will provide full assistance to



the students of weaker section for timely submission of scholarship application on the portal and also for **seeding of Aadhar with bank accounts**, correction of any details (as applicable) etc. that are pre-requisites of availing the scholarship.

4. Awareness camps may be organized at regular intervals in the morning assembly/ classrooms as well as through the School Management Committee, Parents Teachers Association (PTA) and public representatives of Gram Panchayats / Nagar Panchayats in the meeting of the general house to spread the word about benefits of availing the scholarship. Awareness may also be created through display material, print, electronic and social media also.
5. The scholarship under Centrally and State Sponsored Scholarship Schemes will be released in Aadhar seeded bank accounts of the beneficiaries. Therefore, Head of Institute and Institute Nodal Officer Scholarship will be responsible to ensure the Mobile Number mentioned in the Scholarship Application on NSP is linked with Aadhaar Number of the student and Aadhaar Number of the Applicant has been seeded with bank account of the student. The status of linking of mobile number with Aadhaar and seeding of Aadhaar Number with Bank Account of the Students can be checked on National Scholarship Portal.
6. The Head of Institute and INO of the Institute at L-1 Level will ensure to verify the scholarship application(s) of the applicant(s) within three days after the filling of scholarship application on NSP by the student after observing all the other codal formalities accordingly.
7. In addition, meetings of the branch managers of the banks nearby to the Educational Institute may be organized to perform seamless Aadhar seeding with the bank accounts of the students.
8. All the students may be asked to submit their documents i.e. educational qualification certificates, income certificate, caste certificate, bonafide/domicile certificate etc. and personal details i.e. Aadhar Number, Mobile Number, Bank Account Number in the institutes where they are actually studying. These details may not be shared and not be provided to any other educational institutes/ third party to avoid any fraud/ scam. For any query, students can contact only through official telephone number i.e. **0177-2656622** or through email: **nsphpsml@gmail.com** or the mobile numbers mentioned in the Scholarship Scheme ID on National Scholarship Portal.
9. The The Head of Institute and Institute Nodal Officer Scholarship will be responsible to ensure that admissible Admission Fee, Tuition Fee, Examination Fee etc. which has been claimed in the scholarship application of the students as per the scheme guidelines and no less as well as extra fee has been claimed in the scholarship application.



10. The applicants must note their login ID and Password during registration / applying on NSP for future reference. They should track their scholarship application till scholarship amount is not credited in their bank account because during verification/ payment process they may get message on real time basis for correcting objection by the applicant.
11. In case, scholarship application is marked as defective at L-1 or L-2 Level, the applicant will ensure to re-submit her/his scholarship application online on NSP after the correction of objections raised at L-1 or L-2 Level within the scheduled/ prescribed timeline, failing which her/his scholarship application shall be deemed rejected.
12. The Head of Institute and Institute Nodal Officer Scholarship will be responsible to ensure to re-verify the re-submitted scholarship application(s) of the applicant(s) at L-1 Level, within prescribed timeline after observing all the other codal formalities, failing which action will be taken against defaulter(s).
13. The Head of Institute and INO Scholarship will ensure that no eligible students is left and deprived of scholarship under Meritorious Scholarship Schemes and Centrally and State Sponsored Scholarship Schemes in the current Academic Year 2023-24. In case any eligible students will be left out in any institute, failing which action will be taken against defaulter(s).
14. In case, present INO Scholarship has been changed/ retire, she/he will update the details of new INO Scholarship on National Scholarship Portal, immediately.
15. In case, present Head of Institute has been changed/ retired, she/he will update the details of new Head of Institute on National Scholarship Portal, immediately.

**Your kind cooperation is solicited in the interest of the students and treat it utmost urgent please.**



(Dr. Harish Kumar)  
Joint Director of Higher Education(C)-,  
Cum-Nodal Officer Scholarship,  
Himachal Pradesh

Endst. No. Even Dated Shimla-1 the 30<sup>th</sup> September, 2023  
Copy for information and necessary action is forwarded to:-

1. The Secretary (Education) to the Government of Himachal Pradesh, Shimla-2, w.r.t. above mentioned letter number and date.
2. Sh. P.K. Thind, IAS, Director, Ministry of Social Justice and Empowerment, Government of India, New Delhi.
3. The Technical Officer, IT Cell, with the direction to upload this letter on the Departmental website.
4. Guard file.



Joint Director of Higher Education(C)-,  
Cum-Nodal Officer Scholarship,  
Himachal Pradesh