

### 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 80<sup>th</sup> 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 4<sup>th</sup> and 5<sup>th</sup> 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:**

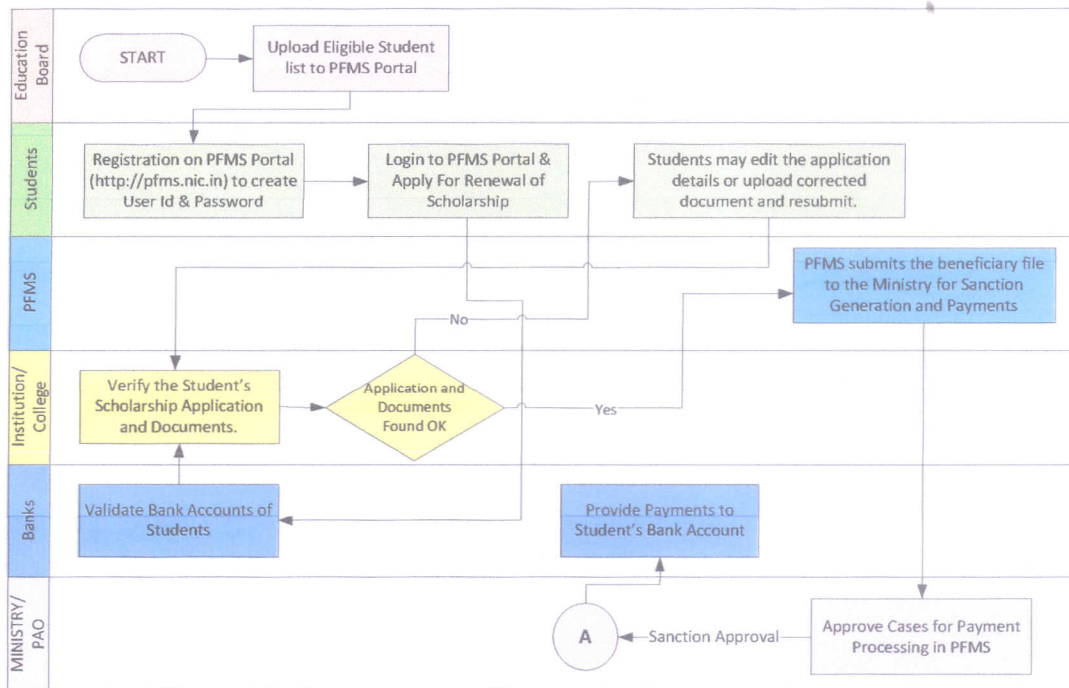
- Create online sanction for the applications received in time bound manner
- DDO in Ministry shall prepare bill and submit the same to Pay and Accounts Officer
- Pay an Accounts Officer shall process payment online for credit into the beneficiary bank account.
- Reprocessing of failed transactions.

#### **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:

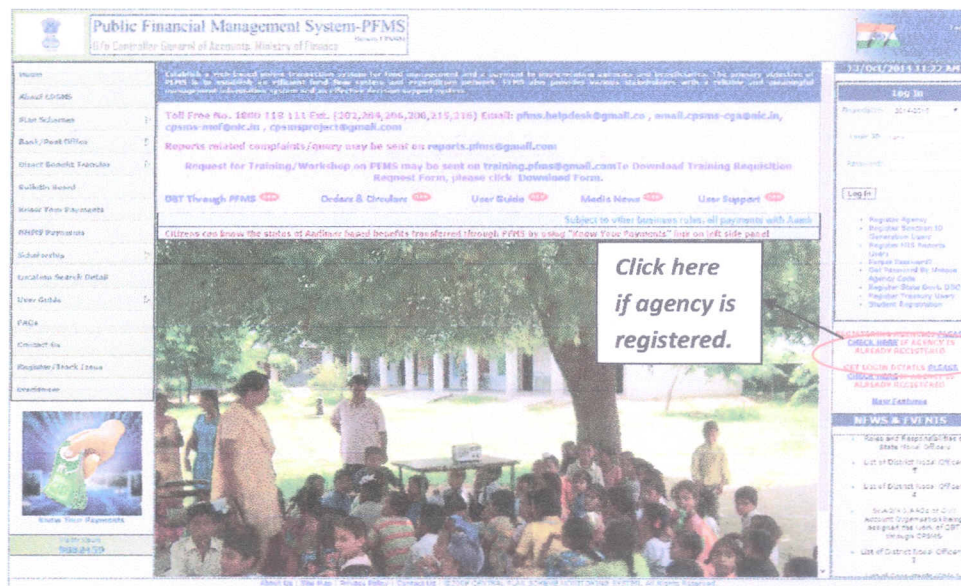


Figure 1:Hyperlink for Institution

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:  Select

Agency Status:  Agency Type:

State:  District:

Agency Name:  Unique Code:

Account No:

Agency Name	Agency Type	Unique Code	City	State	Status	Remark	Created By	Date
Arya Vidyapeeth College	Private Sector Companies	AryaVc	Delhi	ASSAM	Approved			12/08/2014
Cotton College	Registered Societies (Govt./Autonomous Bodies)	CCG	Guvahati	ASSAM	Approved		ssis	12/08/2014
Darrang College	Statutory Bodies	dccl	Tezpur	ASSAM	Approved			12/08/2014
M B Degree College	Private Sector Companies	MBDegree	Haldwari	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.

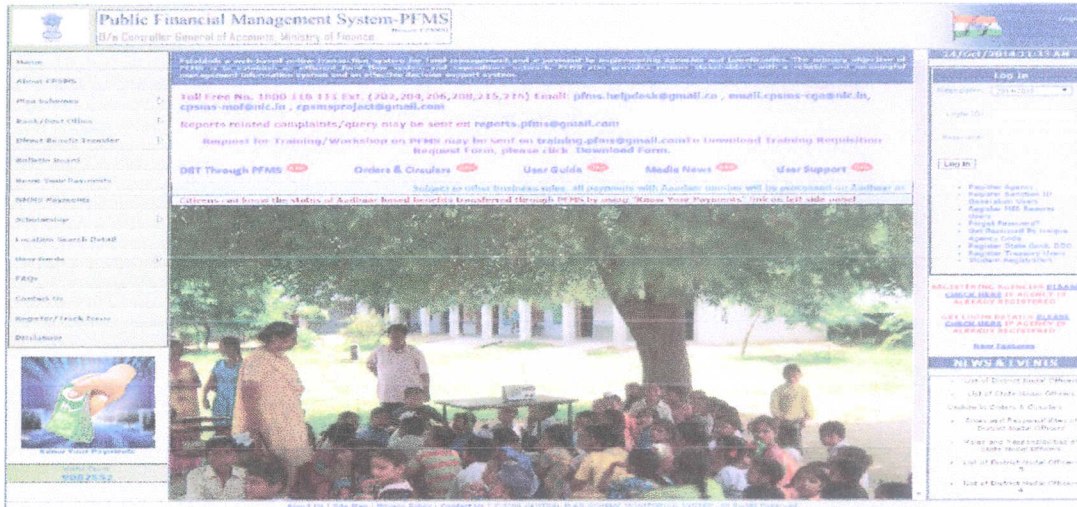


Figure 3: PFMS Home page

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

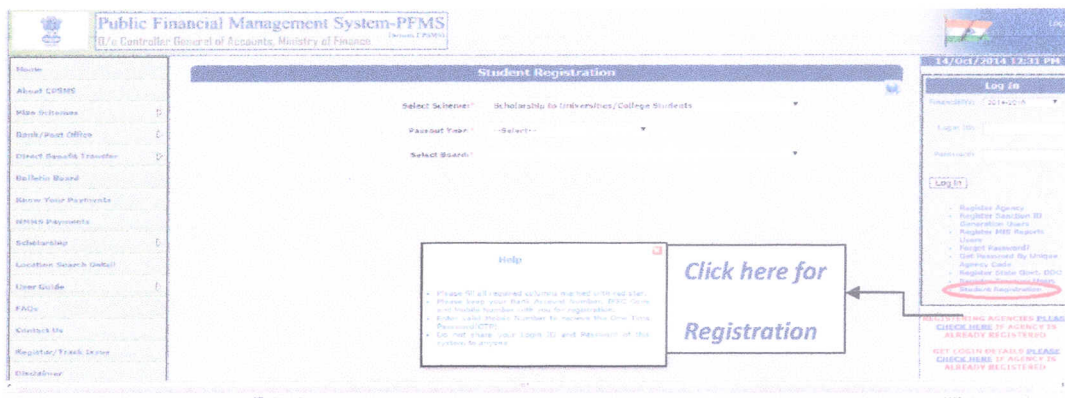


Figure 4: Student Registration



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 12<sup>th</sup> 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.

The screenshot displays the 'Student Registration' interface. The main form includes the following fields and options:

- Select Scheme: Scholarship Registration (Department)
- Passout Year: 2014
- Select Board: CBSE
- Account Number: [Field] Mark
- IFSC Code: [Field] Mark
- Category: [Field] Mark
- Search and Reset buttons
- First Name: [Field]
- Middle Name: [Field]
- Last Name: [Field]
- Mobile Number (+91): 9891438779

OTP expires in: 03 Minutes, 31 Seconds

You will receive one OTP on your Mobile. Please enter to verify

One Time Password: [Input Field] Verify

Log In section:

- Financial Year: 2014-2015
- Log In ID: [Field]
- Password: [Field]
- Log In button
- Register Agency
- Register Sanction ID Generation Users
- Register MIS Reports Users
- Forgot Password?
- Get Password By Unique Agency Code
- Register State Govt. DDO
- Register Treasury Users
- Student Registration

REGISTERING AGENCIES PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED

GET LOGIN DETAILS PLEASE CHECK HERE IF AGENCY IS ALREADY REGISTERED

News & Events:

- Contact Us
- Central Help Desk
- List of District Operational Managers
- List of District Nodal Officers
- List of State Nodal Officers
- Update in Orders & Circulars

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.



## 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.

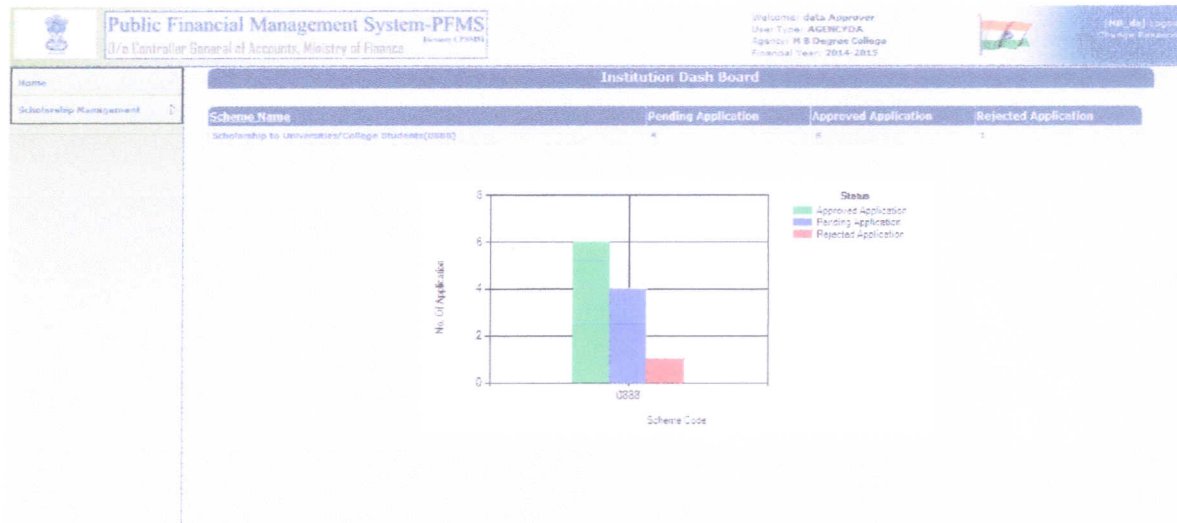


Figure 20: Institution Dashboard

### ❖ 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.

## Scholarship - Renewal Process



**Public Financial Management System-PFMS**  
D/o Controller General of Accounts, Ministry of Finance

Welcome, data Approver  
User Profile: ACRMCFDA  
Agency: RB Degree College  
Financial Year: 2014-2015



**Scholarship Applicant Details**

Application Status: Pending for verification by Institution  
Scheme Name: Scholarship to University/College Students

**Personal Details**

Application Type: **Renewal**

Scheme: Scholarship to University/College Students

First Name: **Zoh**

Middle Name:

Last Name: **Trean**

Date of Birth(DD/MM/YYYY): **26/06/1993**


Roll Number: **60411**

Gender: **Female**

Stream: **science**

Category: **GEN**

Marks Obtained: **4.10**



**Communication Address**

Address Line 1: **60**

Address Line 2: **dwarka**

State: **DELHI**

District: **CENTRAL**

Pin Code: **110003**

Landline Number:

Mobile Number: **9912429801**

Email: **qwrtwq@qwrq.com**

Aadhaar Number:

**Permanent Address**

Address Line 1: **60**

Address Line 2: **dwarka**

State: **DELHI**

District: **CENTRAL**

Pin Code: **110003**

**Particular Of Saving Bank Account For Student**

Bank Name: **STATE BANK OF INDIA**

Bank Account Number: **20240279637**

IFSC Code: **SBIN0011554**

MICR Code:

**Details of Father/Mother/Guardian/Relative in the Case May Be**

Relationship: **father**

Name: **dwarka**

Permanent Address: **dwarka**

Profession: **govt**

PAR Number: **qwrtwq@qwrq.com**

Aadhaar Number:

Scholarship Renewal No.:

**Institution Details**

Institution Agency: **RB Degree College**

Course: **sc**

Stream: **science**

Course Duration(Year): **1**

Date of Joining Institution(DD/MM/YYYY): **06/07/2014**

**Documents**

Description	Institution Status
I have declared that I have got above 40% marks in exam	<input type="checkbox"/> Agree <input checked="" type="checkbox"/> Not Agree

Figure 22: View the application details and verify



**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 XXXXXX.

3. SMS when student submit his/her application successfully on PFMS: Dear Student, Your scholarship application is submitted successfully with reference No. XXXXXX. 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](http://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 #####.