

IMPORTANT POINTS FOR STATE DEPARTMENT

From the year 2012-13, both Temporary and Permanent IDs, given to students will be state specific and community specific.

If a student belongs to Tamil Nadu, the **temporary ID** will be **T2013tnM00001**.

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|--------------|---|--|
| T/P | - | denotes temporary ID/Permanent ID. |
| 2013 | - | denotes year. |
| tn | - | Specify States/UTs. |
| M | - | denotes Region i.e. Muslim |
| 00001 | - | denotes the serial number in respect of that State |

Students to submit hard copies of duly filled in online applications.

- After submitting the application online to the next level, the student should take a print out of the same sign and send it with requisite documents to the State Department through his/her institute. Where district/region pattern is followed, student should submit applications to home districts only.

Permanent ID

- The system will generate Permanent ID (PID) only for the selected students. PID will be generated after the recommended list of students is submitted online by the State Department to the Ministry for release of funds.

Other Points.

- Students to enclose fee receipt along with the application.
- One User Id and Password at "Institute level".
- Online Applications not verified by the Institutes and pending for more than 30 days to be automatically pushed to the State Department level. Scenario-4 procedure under the existing system to be followed. This provision will be activated only after **5th August, 2013**.
- Institute can edit. However, they can not edit the basic parameters viz., Parental Income, Religion, bank a/c detail.
- Fee amount, can be edited by the Institute.
- As and when any editing is carried out SMS alert/email to be send to the student instantly. Editing visible to students.
- Hard copies of online applications, both Fresh & Renewals, on receipt, to be kept community wise in ascending order as per last five digits of the TID by the State Department.

Institute Module:

- "Institute Module" has been made optional. That is the States/UTs those who have not opted for institute module in their modified workflow the same will cease to exist in respect of those States/UTs.
- Accordingly, online applications of students in respect of those States/UTs which have not opted for „Institute Module" will be directly coming to District/Region/State Department module, as the case may be.
- However, the role of institute vis-à-vis the online verification of student application will continue to be there irrespective of the fact that the State/UT has opted for removal of „Institute Module" .
- To explain further, from the year 2012-13 under the modified system the role of the institutes so far as online application is concerned will be **'Domicile State Centric' of the concerned scholarship applicant.**

- That is in case of a student belonging to State „A“ where „Institute Module“ is in vogue and studying in an institute located in the geographical territory of State „B“ where there is no „Institute Module“ the workflow opted by State „A“ will be followed and the online application of the student will come to the institute inbox.

Scrutiny Points at the State Department:

- Scrutiny to start immediately after receiving the hard copy, in case of Fresh as well as renewal applications, without waiting for the last date.
- No provision to select all and recommend. To ensure proper scrutiny the system will prompt to view applications from their TIDs.
- After all applications are scrutinized and recommended for **Merit list Generation**, the “Finalize” button (as appeared on the screen) should be selected. This will facilitate arranging applications in community wise manner alphabetically in the **Merit list** and would help the State Department to pick up duplicate entries, if any.

Duplicates then can be selected and removed by selecting the button “Remove”.

- The system would generate **Merit List** thereafter as per States allocation.
- Final scrutiny in accordance with the “Merit list”, to be carried out in the **State Admin Account**.
- “Back to Office Account” button to be clicked only in those cases where discrepancy noticed by Commissioner/Secretary in the Merit list. This command will revert the entire Merit list to the Office **Account**, for rechecking and regeneration of Merit List.
- Online Applications without hard copies and without desired documents and also in case of major discrepancy will be rejected. However, an opportunity may be given to students, in states where institute module is followed, to send their hardcopies, duly verified by institutions.
- After submission of application, State can edit. However, state Department will not be able to edit the basic parameters viz., Parental Income, Religion, bank a/c detail.
- The state department can edit the fee amount, as per the fee receipt. Marks obtained can also be edited, if at variance with the Marks verified in the Hard copy by the Institute.
- As and when any editing is carried out SMS alert/email to be send to the student instantly. Editing visible to students.

Direct Benefit Transfer related point:

- For year 2013-14, Aadhaar field will be mandatory in Application form of the student, only for 121 Districts identified for DBT.
