कार्यालय आयुक्त उच्च शिक्षा, मध्यप्रदेश शासन,
सतपुडा भवन, भोपाल

क्रमांक 10 5ट्ठ / 345 / आउशि / छा. / 2014

प्रति,

भोपाल, दिनॉंक
11 – 12 – 14

1. प्राचार्य,
   समस्त शासकीय / अनुदान प्राप्त अशासकीय महाविद्यालय,
   मध्यप्रदेश.

2. प्राचार्य,
   समस्त गैर अनुदान प्राप्त निजी महाविद्यालय,
   मध्यप्रदेश.

3. कुल सचिव,
   समस्त विश्वविद्यालय,
   मध्यप्रदेश.

4. डीन,
   समस्त शासकीय / अशासकीय चिकित्सा महाविद्यालय,
   मध्यप्रदेश.

5. प्राचार्य,
   समसत तकनीकी शिक्षा महाविद्यालय,
   मध्यप्रदेश.

विषय:–इम्पीलीमेटेशन आफ सेन्ट्रल स्कॉलरशिप स्कीम फोर कॉलेज एण्ड युनिवर्सिटी ऑनलाइन रेनेवल–स्टेट एजूकेशन बोर्ड (एसईबी) के यूजर मैनुअल तथा विभाग के नवाचार का व्यापक प्रचार–प्रसार करने के संबंध में ।

संदर्भ–श्री आर.सी.मीना,इकानामिक एडवाईजर,भारत सरकार,मानव संसाधन विकास मंत्रालय,नई दिल्ली का पत्र क्रमांक 1–14 / 2014 / एनएस–1,दिनांक 07.नवम्बर 2014.

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उपरोक्त विषयान्तर्गत श्री आर.सी.मीना,इकानामिक एडवाईजर,भारत सरकार,मानव संसाधन विकास मंत्रालय,नई दिल्ली का पत्र क्रमांक 1–14 / 2014 / एनएस–1,दिनांक 07.नवम्बर 2014 संलग्न का प्रेषित है।

अतः निर्देशानुसार आपको सूचित किया जाता है कि मानव संसाधन विकास मंत्रालय, द्वारा संचालित योजनाओं का प्रचार प्रसार प्रदेश के शहरी एंव ग्रामीण क्षेत्रों में विभिन्न माध्यमों से करना सुनिश्चित करें । साथ ही महाविद्यालय अपने परिसर में सूचना पटल पर भी अनिवार्य रूप से सभी योजनाओं को समुचित रूप से चस्पा करायें एंव छात्र / छात्राओं को स्थायी जानकारी हो सके इसलिये अनिवार्य रूप से महाविद्यालयों के परिसर में दीवार आदि पर स्थायी रूप से पेंट (बाल राइटिंग) से लिखाया जावे । जिससे छात्र–छात्राओं को प्रवेश के समय ही जानकारी प्राप्त हो सके, योजनाओं का प्रसार–प्रचार करना सुनिश्चित करें।

संलग्न–उपरोक्तानुसार,

(सचिव सिन्हा)
आयुक्त,
उच्च शिक्षा मध्यप्रदेश

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पृ0क0   / 345 / आउशि / छा.शा. / 2014   भोपाल, दिनांक
                                                                        11 —12 —14

प्रतिलिपि:—

1. श्री आर.सी.मीना,इकानामिक एडवाईजर,भारत सरकार,मानव संसाधन विकास मंत्रालय,नई दिल्ली
    का पत्र क्रमांक 1—14 / 2014 / एनएस—1,दिनांक 07.नवम्बर 2014 के संदर्भ में सूचनार्थ ।
2. प्रमुख सचिव, म.प्र. शासन, उच्च शिक्षा विभाग, मंत्रालय, भोपाल ।
3. आयुक्त,लोक शिक्षण संचालनालय,गौतम नगर,,चेतक ब्रिज के पास,भोपाल।
4. सचिव,माध्यमिक शिक्षा मण्डल मध्यप्रदेश,भोपाल ।
5. विशेष कर्तव्यस्थ अधिकारी,उच्च शिक्षा विभाग,मंत्रालय,वल्लभ भवन,भोपाल की ओर यू.क्र.
    183 / 14 / 38—2,दिनांक 27.11.14 के संदर्भ में सूचनार्थ ।
6. समस्त क्षेत्रीय अतिरिक्त संचालक, उच्च शिक्षा. म.प्र.की ओर आवश्यक कार्यवाही हेतु ।

                                                          आयुक्त,
                                                          उच्च शिक्षा मध्यप्रदेश

Letter R-2014-15

To,

(i) ✓ **All State Secretaries of Higher/Technical Education,**

(ii) **All Secretaries of State Education Boards**

Subject: **Implementation of Central Sector Scholarship Scheme for College and University online renewal**

Sir/Madam,

As you are aware, the Department of Higher Education, Ministry of Human Resource Development has been operating a Scholarship Scheme titled 'Central Sector Scheme of Scholarships for College and University Students' from the year 2008-09. This scheme has been included in the Direct Benefit Transfer (DBT) programme of the Govt. of India and scholarships to eligible students are disbursed directly in the bank accounts of the beneficiaries since 1st January, 2013, based on the eligibility lists furnished/uploaded by the State Education Boards (SEBs).

2. In this connection, it is informed that for online submission of applications for renewal of Scholarship a mechanism at Public Financial Management System (PFMS) portal (http://pfms.nic.in) has been developed. Henceforth, students have to submit their applications for renewals through this portal only. Eligibility Lists received in the Ministry in soft copy/uploaded on PFMS after 1st January, 2013 is available on PFMS portal. Only those students, who have received Scholarship in their bank account earlier under Direct Benefit Transfer i.e. after 1st January, 2013, need to submit their renewal applications online. The students who have not received scholarship under DBT earlier will need to apply through the respective SEB and the Board will upload the eligibility lists of such students on PFMS.

3. A handbook (User Manual) designed to facilitate new users is available on PFMS as well as MHRD's (mhrd.gov.in) portal. The same is also emailed to Higher & Technical Education Departments and SEBs. However, a copy of the same is attached herewith for ready reference.

4. It is, therefore, requested that all the SEBs may give wide publicity to the user manual and the new initiative of the Department.

Yours faithfully,

[R.C. MEENA]
Economic Adviser (HE)
Tele: 23383432

Encls : User Manual

HANDBOOK
FOR
ONLINE SCHOLARSHIP RENEWAL
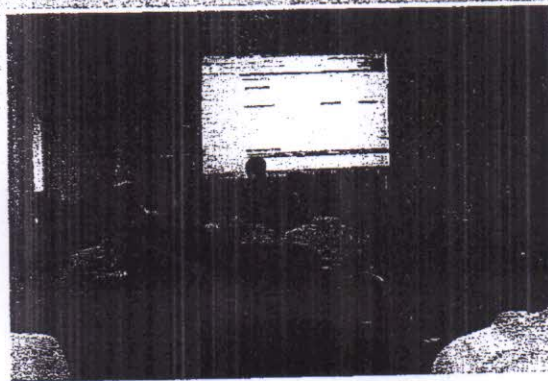
Ministry of Human Resource Development
Department of Higher Education

in collaboration with
Public Financial Management System (PFMS)
O/o Controller General of Accounts
Ministry of Finance, Department of Expenditure

Contents

Direct Benefit Transfer

The Department of Higher Education has been operating a Scheme titled "Central Sector Scheme of Scholarship for College and University Students" since 2008. Until December 2012, the scholarship amounts were being released to the State Education Boards (SEBs) based on the Eligibility Lists prepared by them.

The scheme came under the Direct Benefit Transfer (DBT) programme of the Government w.e.f. 1.1.2013. Consequently, scholarship amounts are being released directly into the bank account of the students, based on the digitized eligibility lists provided by the SEBs.

For smooth operation of the Direct Benefit Transfer, the Scheme was further brought under the Public Finance Management System (PFMS). PFMS is a Web Based Transaction System which generates MIS on utilization of funds released on real time basis. To make the transition successful, concerted efforts were made by the Department to make SEBs to upload digitized eligibility lists on PFMS portal. For digitizing and verifying the eligibility list, every SEB has designated an appropriate functionary as Contributor and Verifier. Also, Digital Signatures have been issued by National Information Centre (NIC) to the designated 'Verifier'. Uploading of eligibility list in the PFMS portal is possible only after it is digitally signed by the Verifier. To build the capacity of the field level functionaries, a training programme was organized in association with Office of Controller General of Accounts (CGA). From 1.11.2013, the SEBs have started uploading digitized eligibility lists. Most of the SEBs are now on PFMS portal.

In order to further streamline the procedure of disbursement of scholarship in a transparent way, the Department worked closely with the office of CGA in developing a portal through which students could apply online for renewal scholarship. To make this happen, a workshop was organized to familiarize the concerned functionaries of SEBs with online portal for renewal scholarships and their suggestions were also taken into consideration while developing the portal. A trial run of the portal was also undertaken with the active involvement of the stakeholders.
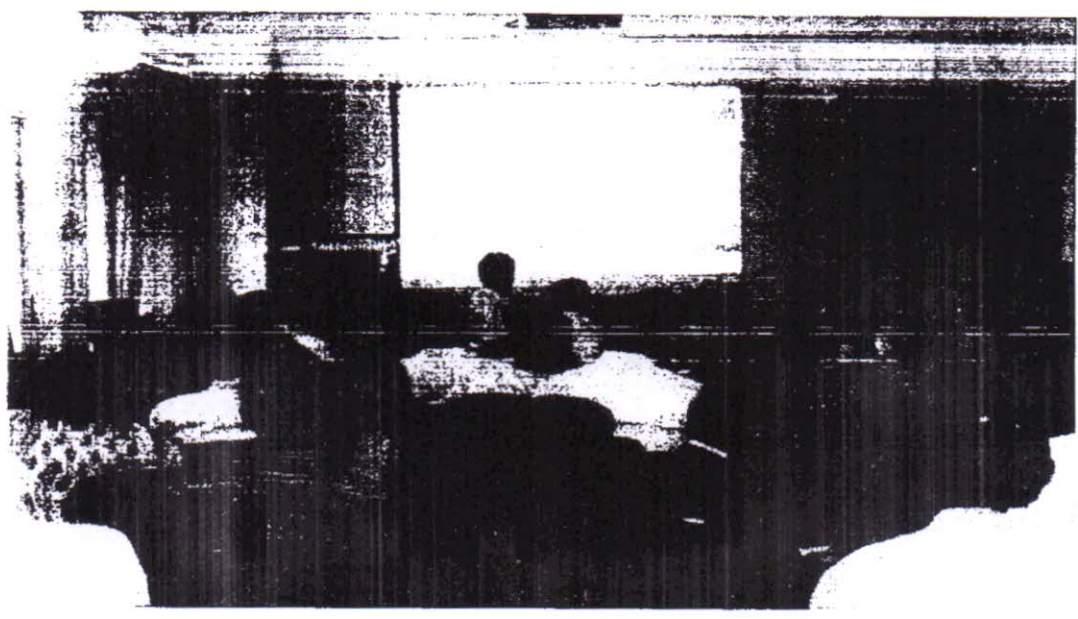
The portal has been developed after a wide consultation process and is designed for both fresh scholarships applications as well as for renewal applications. For the current year the portal is being launched for the renewal cases and will be extended to fresh applications from next academic year.

A fully flexible approach has been kept in design of the systems and the portal can be configured for beneficiary management and DBT payments of other scholarship schemes of other ministries and departments also.

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 80th 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 4th and 5th 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
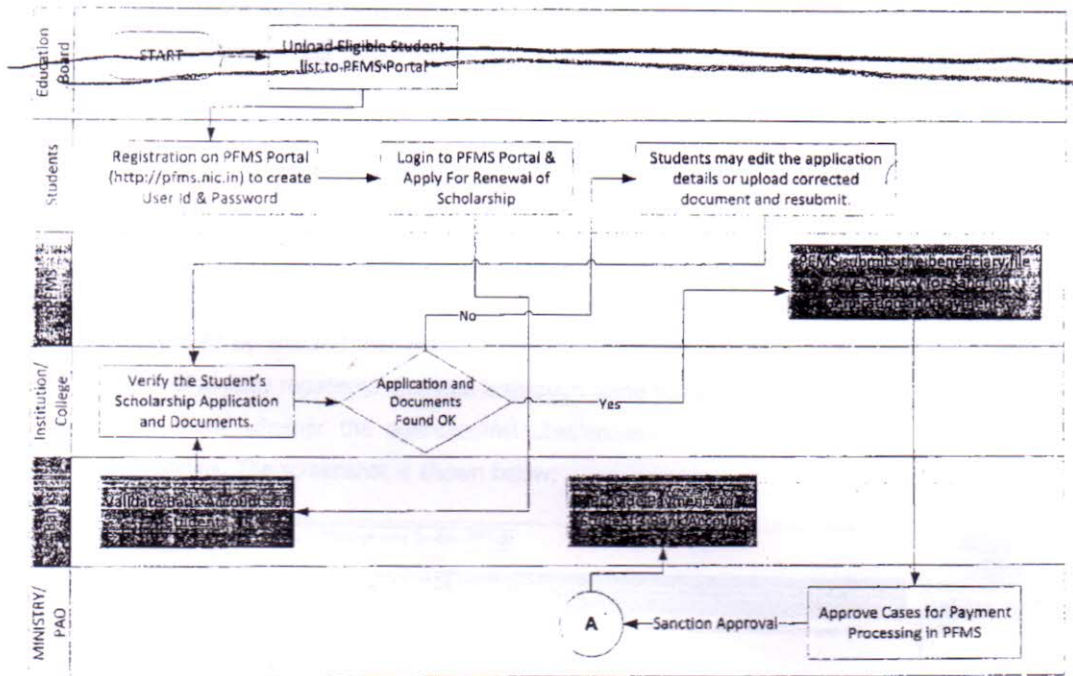
Pre-requisite for filling the online application form

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:
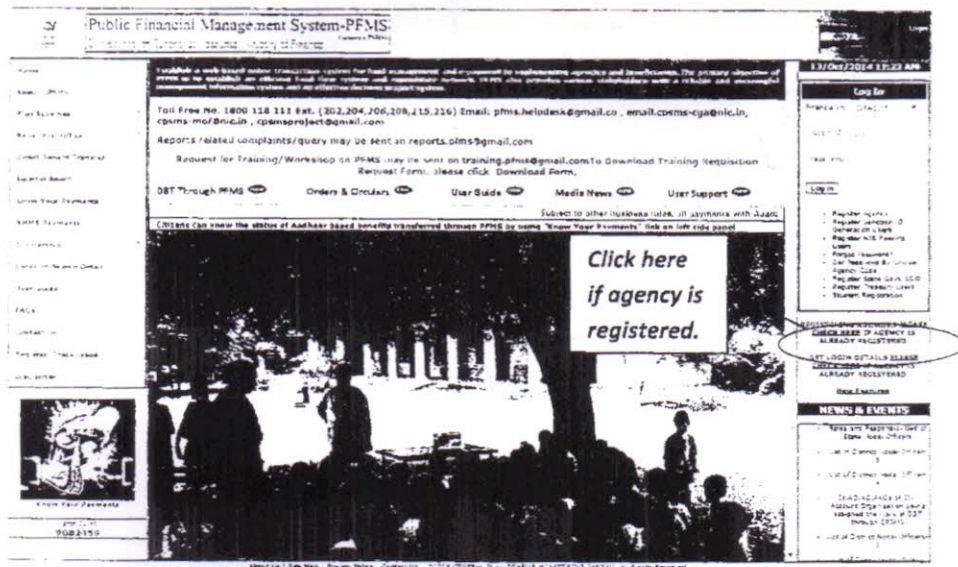
Figure 1: Search Registered Agency/Institution

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.

Agency Name ▲	Agency Type	Unique Code	City	State	Status	Remark	Created By	Date
Hindu Joseph College	Private Sector Companies	Anjaud	Delhi	ASSAM	Approved			12/06/2014
Cotton College	Registered Societies, Govt. Autonomous Bodies	CCS	Guwahati	ASSAM	Approved	383		12/08/2014
Darrang College	Statutory Bodies	ccol	Tezpur	ASSAM	Approved			12/08/2014
MB Degree College	Private Sector Companies	MBDegree	Haldwani	UTTARAKHAND	Approved			12/08/2014
PNG Govt. PG College	Private Sector Companies	PNGcollege	Delhi	UTTARAKHAND	Approved			12/08/2014
SD Govt. Women College	Private Sector Companies	GoGovtCollege	Jaipur	RAJASTHAN	Approved			12/08/2014
Maharani Maharani College	Private Sector Companies	Maharani_raj	Jaipur	RAJASTHAN	Approved			17/08/2014
Sarojini Naidu Govt. Girls PG College	Private Sector Companies	SarojiniCollege	Bhopal	MADHYA PRADESH	Approved			13/08/2014

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.
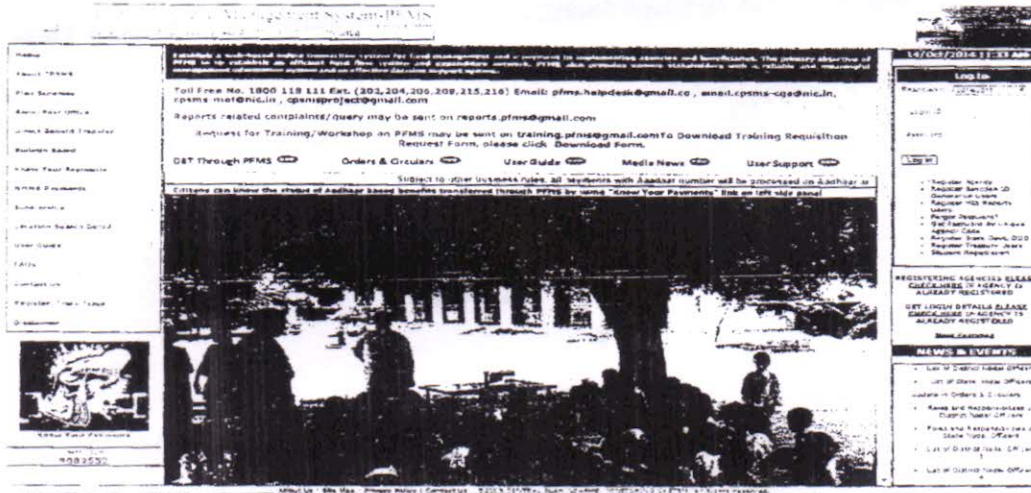
Figure 3: PFMS Home page

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
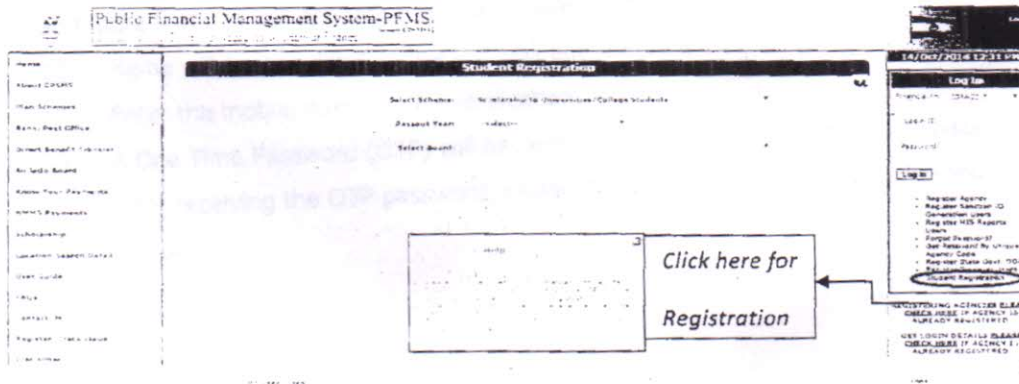
Figure 4: Student Registration

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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 12th 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.

Student Registration	
Select Scholarship Scheme:	Scholarship to Universities/College Students ▾
12th Passout Year:	2013 ▾
Select Education Board:	--Select-- ▾
Bank Account Number:	
IFSC Code of Bank Branch:	
Catgeory *	--Select-- ▾
	Search Reset

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.

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.
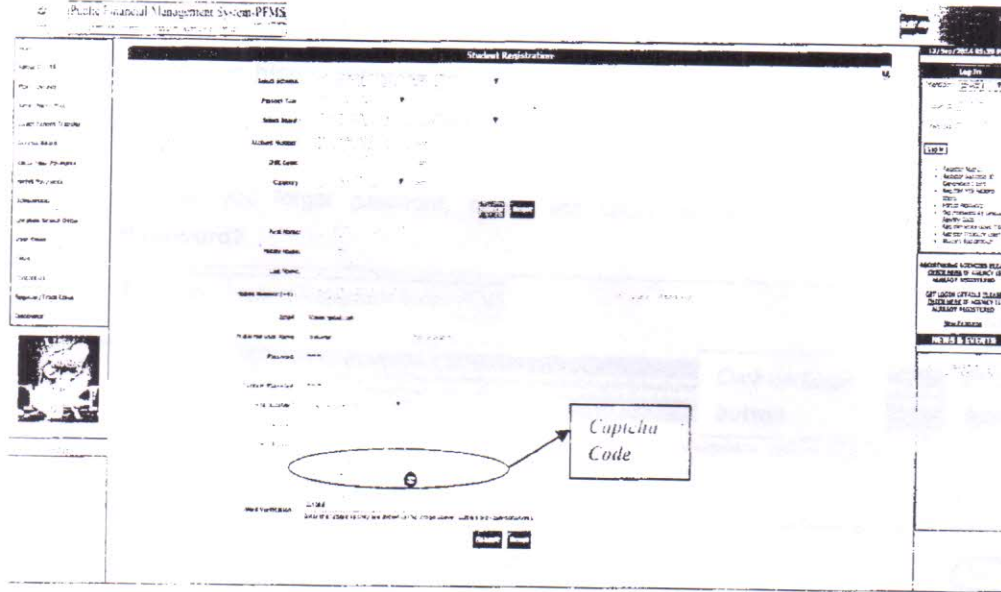
Figure 7: Captcha Verification

System will display the message for successful Registration.

Please remember your Login-ID and Password for future use.

Now you are ready for online application for renewal of scholarship.

❖ Fill and Submit the Application form online

1. Please open **http://pfms.nic.in** website.

2. **Login** with the Login-Id and Password created by you using the Step-1, as shown in the screen below.

   In case you forgot password, please use option available below log-in box for **Forgot Password?**
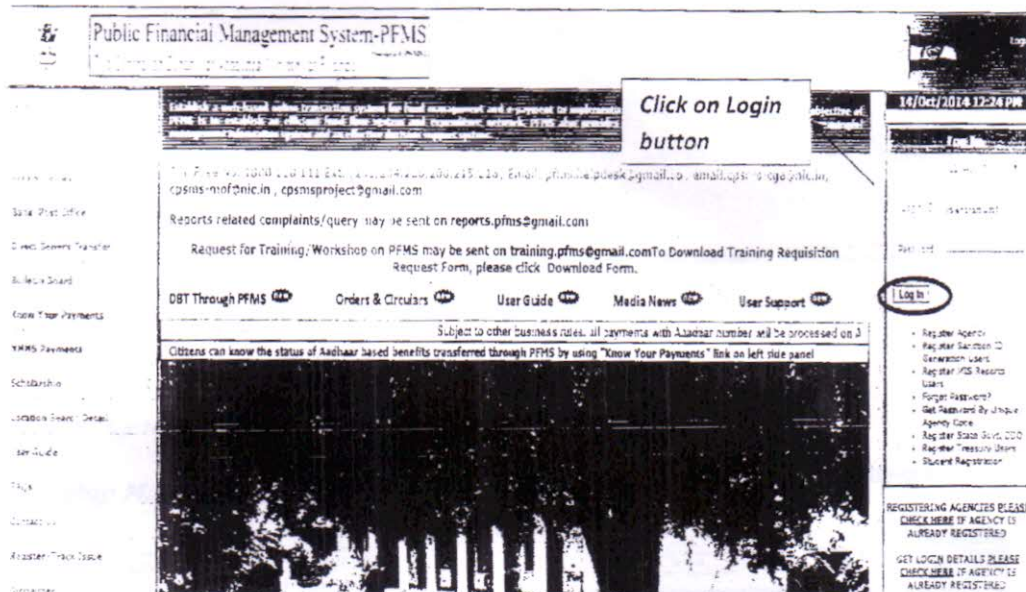
Figure 3: Student Login

After login student will see -

3. Left hand side Menu for online application – *Scholarship Management*

4. *Student Dashboard* to track for online application, if already applied.

5. Left hand side Menu to raise any issue faced on the website – *Register / Track Issue*

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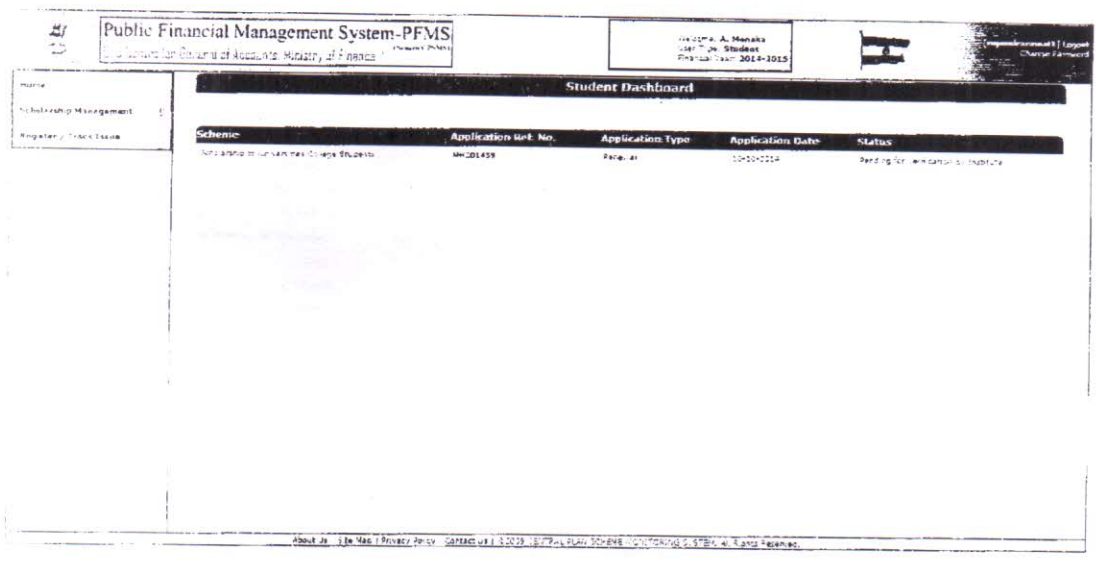
Figure 9: Student Dashboard

6. To apply for renewal of scholarship, the menu path is as follows:

Scholarship Management > Apply for Scholarship as shown in screenshot below
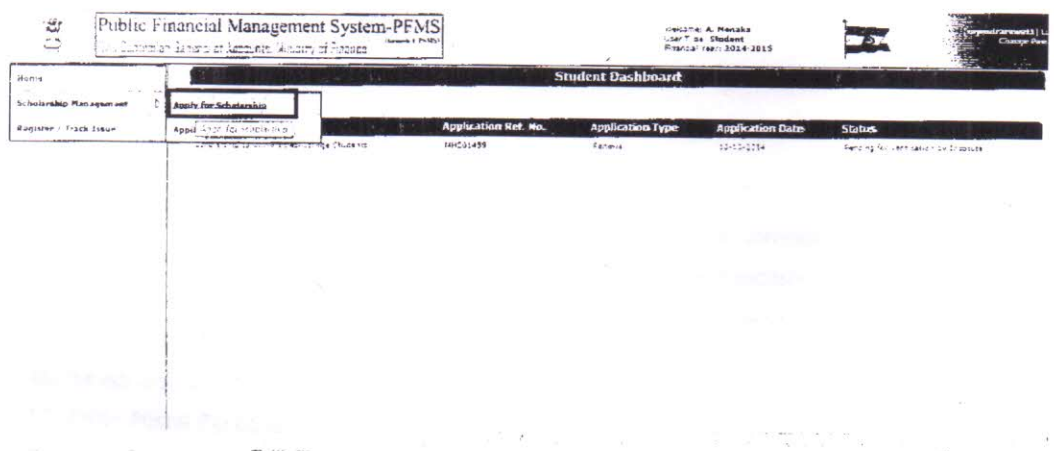
Figure 10: Apply for Scholarship

7. A new page will be displayed as shown below where you can apply for renewal of scholarship.

8. The personal details section which includes application type, Scheme name, First name, Date of Birth, Gender, Stream and Category *are pre-populated by system*, in the case of renewal. All these fields are mandatory fields.

9. Click on **Choose File** button to upload photograph

10. Click on **Choose File** button to upload signature

11. Ensure correct photograph and signature are uploaded on system

Figure 12: Upload the Photograph and Signature

12. Enter communication address - which is your present address for correspondence.

13. The communication address includes Address Line1 which is a mandatory field,

14. Address Line 2 which is an optional field, Max Length (100 characters),

15. Select State from drop-down list.

16. Select district from drop-down list.

17. Enter Postal Pin code.

18. Enter landline number, if any.

19. Mobile number will be displayed by the system itself.

20. Fill in your e-Mail address.

21. Fill in PAN number of your parent/ guardian, if available otherwise do not fill.

22. Enter your Aadhaar number, if you have already Aadhaar number, otherwise do not fill.

Figure 13: Communication Address

23. If system has your Permanent address, it will pre-populate, otherwise fill Permanent address section or if you **click on the checkbox** for 'Same As Communication Address', then the same fields will be populated as in the Communication Address.

24. **The particulars of your Bank Account will be pre-populated.**

25. If you want to change the bank details, you can do it now by entering Bank Name, Bank Account Number, IFSC Code or MICR Code.

Figure 14: Permanent Address and Account Details

26. After entering the details correctly, click on the **Save** button.

Figure 15: Save Button

27. After clicking on the "Save" button, a message will be displayed that the application is saved and e-mail/SMS alert is sent to the student.

Figure 16: Message display

28. A new check box will appear for declaring percentage of passing marks (Figure-17)

29. Please **tick mark** the check box for the declaration that I have got above 60% marks in the exam.

30. **Upload** Mark Sheet and Fee Receipt scan copy in PDF format. (File size should not exceed 1MB).

31. Click on the **Update** button and the data will be saved and your application will be available in system to your institution for verification and approval.
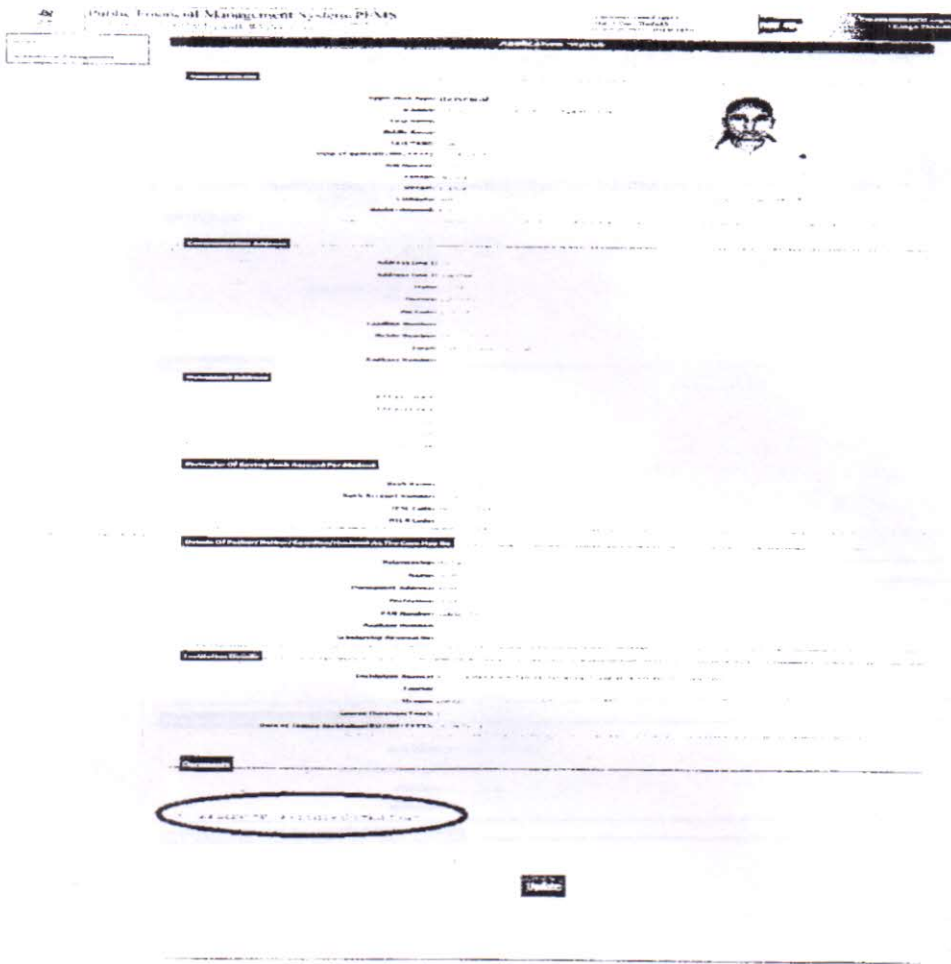
20-

Figure 17: Update Button

1. After Update, a **reference number** will be generated by system. **Please keep this Application Reference Number with you for any further communication.**
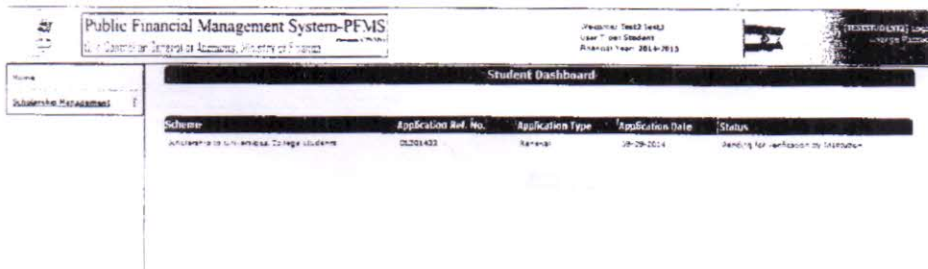

Figure: 18 Reference number

2. On clicking at reference number, the applicant can view his/her details in the Students Dashboard.

3. If the application is pending for verification by institution or rejected by institution, then edit link will be enabled as shown below, else in case of approved applications, you can only view the details.

Figure 17: View the Details

1. Once the details are filled by you, the application will be available for approval/rejection by your Institute/college.

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.
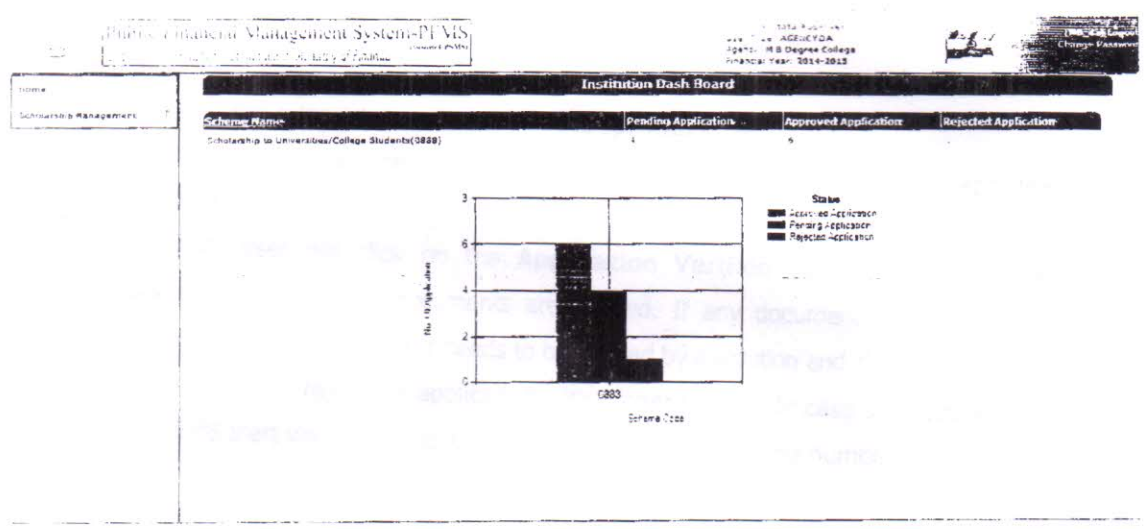
Figure 20: Institution Dashboard

❖ 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.

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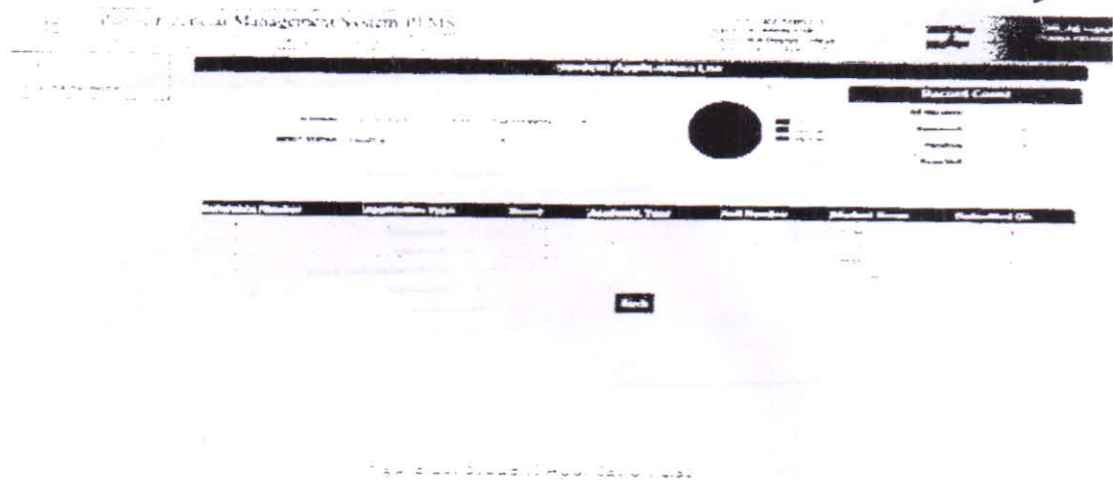
❖ Verification of Application
- Click on the reference number to see the application details.
- Here, institution can check the complete details of the applicant and can verify the application.
- Institute user will click on the **Application Verified** button to confirm the application details and documents 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.

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Public Financial Management System-PFMS

Scholarship Applicant Details

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

Personal Details

Application Type: Renewal
Scheme: Scholarship to Universities/College Students
First Name:
Middle Name:
Last Name:
Date of Birth(DD/MM/YYYY):
Roll Number:
Gender: Female
Stream: science
Category:
Marks Obtained:

Communication Address

Address Line 1
Address Line 2
State:
District:
Pin Code:
Landline Number:
Mobile Number:
Email:
Aadhaar Number:

Permanent Address

Address Line 1: dd
Address Line 2:
State: DELHI
District: CENTRAL
Pin Code: 110085

Particular Of Saving Bank Account For Student

Bank Name: STATE BANK OF INDIA
Bank Account Number:
IFSC Code:
MICR Code:

Details Of Father/Mother/Guardian/Husband As The Case May Be

Relationship: Mother
Name:
Permanent Address:
Profession:
PAN Number:
Aadhaar Number:
Scholarship Renewal No :

Institution Details

Institution Agency: H B Degree College
Course:
Stream: admtd
Course Duration(Year):
Date of Joining Institution(DD/MM/YYYY): 04/09/2014

Documents

Declaration

I hereby declared that I have got above marks in exam

Institute Action

Agree   Not Agree

[Application Verified] [Reject] [Back]

Figure 22: View the application details and verify

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Reports

1) **Scholarship Applications Pending for Payment:**
   Report Menu Path: *Reports-> Monitoring -> M26-Scholarships Pending for Payment*

   This report shows the Education Board wise scholarship applications to show the pending records for payment.

Board Name	Passout Year	Application Type (Fresh / Renewal)	Nos. Of Applications
Board of Secondary Education Rajasthan	2013	Renewal	2
M.P. Board of Secondary Education	2013	Renewal	6
Board of School Education Haryana Bhiwani	2013	Renewal	6
Board of Intermediate Education	2013	Renewal	7
Assam Higher Secondary Education Council	2013	Renewal	4
CHHATTISGARH BOARD OF SECONDARY EDUCATION	2013	Renewal	3
Grand Total			28

Scholarship Applications: Pending for Payment

	Renewal	Renewal	Renewal	Renewal	Renewal	Renewal
	2013	2013	2013	2013	2013	2013
	Board of Secondary Education Rajasthan	M.P. Board of Secondary Education	Board of School Education Haryana Bhiwani	Board of Intermediate Education	Assam Higher Secondary Education Council	CHHATTISGARH BOARD OF SECONDARY EDUCATION
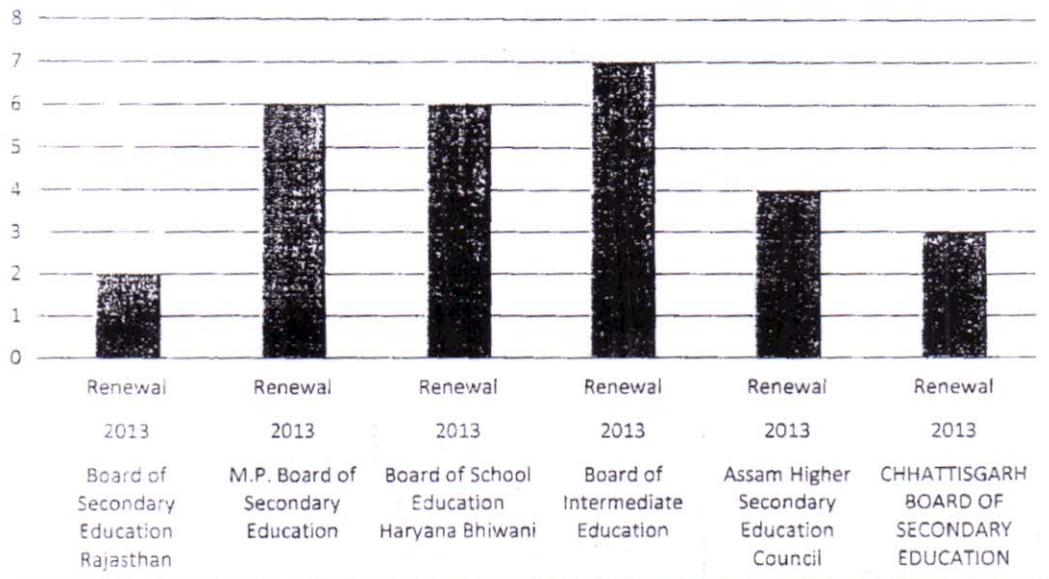
2) Scholarship Applications Pending for Verification:

Report Menu Path: **Reports-> Monitoring -> M27-Scholarships Pending for Verification**

This report shows the Institute wise scholarship applications pending for verification.

Institution / College Name	Nos. of Applications
ABC. College	1
ABCDCollege	6
XYZ College	1
PQR College	2
Grand Total	10

❖ Reports to Education Boards:

The above reports are also available to Education Boards to know the status of scholarship application with respect to their students only

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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 on menu **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 to 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.9

e) What are the prerequisites for Uploading of the Picture and the signature?

Ans: Scanned copy of student's photograph (file size should not exceed 1MB).The format should be in (**jpeg, jpg, png, bmp, tiff, tif, gif**) only. Student's scanned copy of signature (file size should not exceed 1 MB). 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?
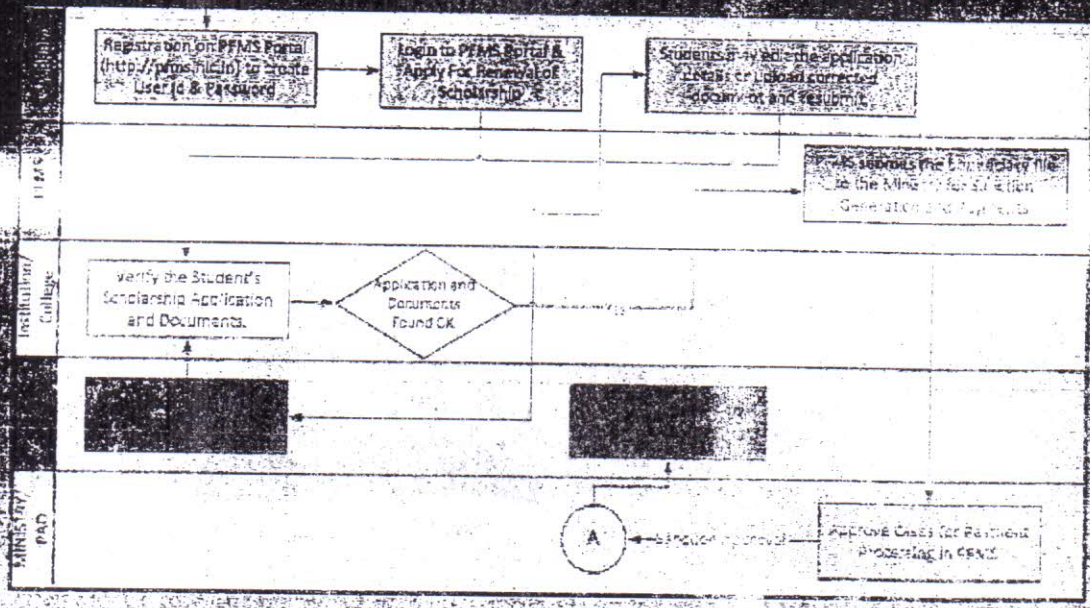
Ans: 1. SMS to receipt OTP while registration: Dear Student, One Time Password (OTP) to complete your user registration at PFMS portal for scholarship is XXXXXX. Do not disclose OTP to anyone.

2. SMS when student complete his/her registration on PFMS: Dear Student, Your scholarship registration to PFMS portal is completed successfully with username XXXXXXX.

3. SMS when student submit his/her application successfully on PFMS: Dear Student, Your scholarship application is submitted successfully with reference No. XXXXXXX. Please keep this reference number with you for further communications.

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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 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 #####.

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| Registration on PFMS Portal (http://pfms.nic.in) to create User Id & Password | → | Login to PFMS Portal & Apply For Renewal of Scholarship | → | Students edit the application details or Upload corrected document and resubmit |

Verify the Student's Scholarship Application and Documents. → Application and Documents Found OK

A ← ... → Approve Cases for Payment Processing in PFMS