

Prime Minister's Special Scholarship Scheme for Jammu and Kashmir

INSTRUCTIONS FOR UPLOADING DOCUMENTS FOR DISBURSAL OF SCHOLARSHIP UNDER SPECIAL SCHOLARSHIP SCHEME FOR JAMMU & KASHMIR THROUGH DBT

- I. All the provisionally eligible candidates for PMs SSS 2015-16, whose name appears in the FINAL MERIT LIST and have been allotted seats through the centralized counselling held during 23rd July to 11th August, 2015 at Jammu and Srinagar, are requested to upload all relevant documents for processing to release Scholarship as per the existing provisions under the scheme.

Procedure to upload the documents:

- Login with to AICTE Portal at <http://www.aicte-jk-scholarship-gov.in/> using your User Name/ Email and Password used to create Application for JK SSS -2015-16
- Under the Tab “**Basic Details**”, submit your personal details
- Under the Tab “**Institute Details**”, submit the details of the Institute and Fee paid under different heads.
- Under the Tab “**Bank Details**”, submit the details of the Savings Bank Account
- Under the Tab “**Attachments**”, attach following documents –
 1. **Joining report** in the allotted college. (**Annexure A**)
 2. **Fee Receipts** (Tuition / Hostel/ other incidental charges) for the Academic Year for which the scholarship is being claimed as per **Annexure-I**
 3. In case if student not residing in the Hostel:-
 - a) **Certificate** From University/Institute regarding **Reasonability of Rent** claimed as per **Annexure-II**
 4. **Book receipts** in the name of students detailing names of books purchased for the Academic Year for which the scholarship is being claimed and duly attested by the Authorized signatory of the Institute.
 5. Copy of first page of **Bank Pass Book** clearly indicating followings:
 - a) Name of Account holder With Photograph b) Name and Address of the Bank
 - c) IFSC Code, CBS Code d) Bank Account Number
 6. Copy of **Aadhar Card** (If Available)

- II. All the provisionally eligible candidates for PMs SSS 2015-16, whose name appears in the FINAL MERIT LIST and have taken admission to Graduate Level Courses in Academic Year 2015-16 on their own merit within the sanctioned intake in any of the following category of Institutes **ONLY**, are also requested to upload all relevant documents as stated above :

1	Centrally Funded Institutes located outside the state of J&K (Like IITs, NITs, Central Universities etc)
2	AICTE approved Institutions located outside the state of J&K and having NBA accredited course.
3	Institutions approved by UGC under section 12B & 2f and located outside the state of J&K
4	Students taking admissions under MEDICAL STREAM in Institutions approved by respective regulatory authority and located outside the state of J&K

Note: The detailed instruction regarding the disbursal process may be seen at

<http://www.aicte-jk-scholarship-gov.in/resource/Instructions%20for%20Disbursal.pdf>

(To be given on letter head of Institute)

JOINING REPORT

With Reference to Provisional Admission Offer Letter No dated
..... Mr/Ms <Name of candidate> S/D/O <Name of
Parent>..... having candidate ID No..... has been granted provisional admission on
supernumerary seat under the Prime Ministers Special Scholarship Scheme 2015-16.

The candidate has joined the college on

Provisional Admission has been given in I year of <Name of Course>..... ,<Name of
Branch/Subject>..... for the academic year 2015 -16.

Authorized Signatory with Seal

Date:

Place:

(To be given on letter head of Institute)
TUITION FEE RECEIPT CERTIFICATE

Received a sum of Rs. _____ from _____ (Student's name)

Class _____ Roll No. _____ towards **Tuition Fee** for the academic year _____.

Authorized Signatory with Seal

(To be given on letter head of Institute)
HOSTEL FEE RECEIPT CERTIFICATE

(In case where students are staying in college hostel and hostel fee charged by the college)

Received a sum of Rs. _____ from _____ (Student's name)

Class _____ Roll No. _____ towards **Hostel Fee** for the academic year _____.

Authorized Signatory with Seal

Date:

Place:

(To be given on letter head of Institute)

CERTIFICATE REGARDING REASONABILITY OF CLAIMED RENT

This is to certify that the claim for the rent of the accommodation hired by _____ (Student's name) Class _____ Roll No. _____ for the academic year _____ who is not staying in the College Hostel is as per the prevailing rate in the locality where the student is staying and that the amount claimed is within the hostel charges of the college and the overall ceiling under the scheme guidelines.

Authorized Signatory with Seal

Date:

Place: