



सत्यमेव जयते

**Central Sector Scheme  
Scholarship for  
College and University Students**

**HANDBOOK  
FOR  
ONLINE RENEWAL PROCESS OF  
SCHOLARSHIP FOR  
STUDENTS AND INSTITUTIONS**

**Department of Higher Education  
Ministry of Human Resource Development**

*in collaboration with*

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

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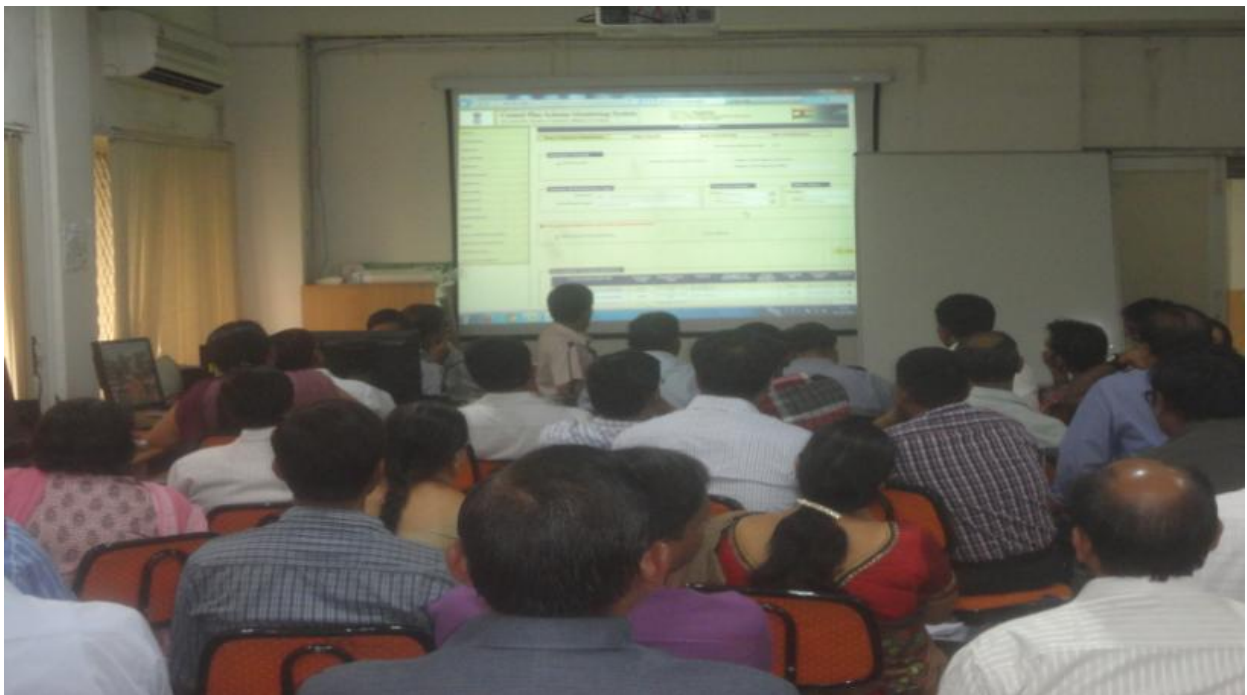
## **Direct Benefit Transfer**

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

## **About the Scholarship Scheme**

1. The Central Sector Scheme of Scholarship for College and University Students has been introduced to offer 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 a part of 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. DBT payment system is made available online through Public Financial management System (PFMS) since 01/01/2013.

## **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 10 minutes.
4. No need for any paper movement to institutes or education board for processing of scholarship.

5. Student 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 credentials (User ID/Password) which was used when the application was filled for the first time.
7. Scanned photograph and signature uploaded on 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 stage of processing.
9. Direct credit of scholarship to student's Bank Account.
10. If the students have any query/complaints, they can contact to the toll free number:  
**1800 118 111** Ext. (202, 204, 206,208,215 and216).

### **Roles and responsibilities (in brief) of stakeholders**

#### **Boards:**

- Upload Eligible Student list of the pass out year (2013) for which students will apply for renewal on PFMS Portal.
- 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:**

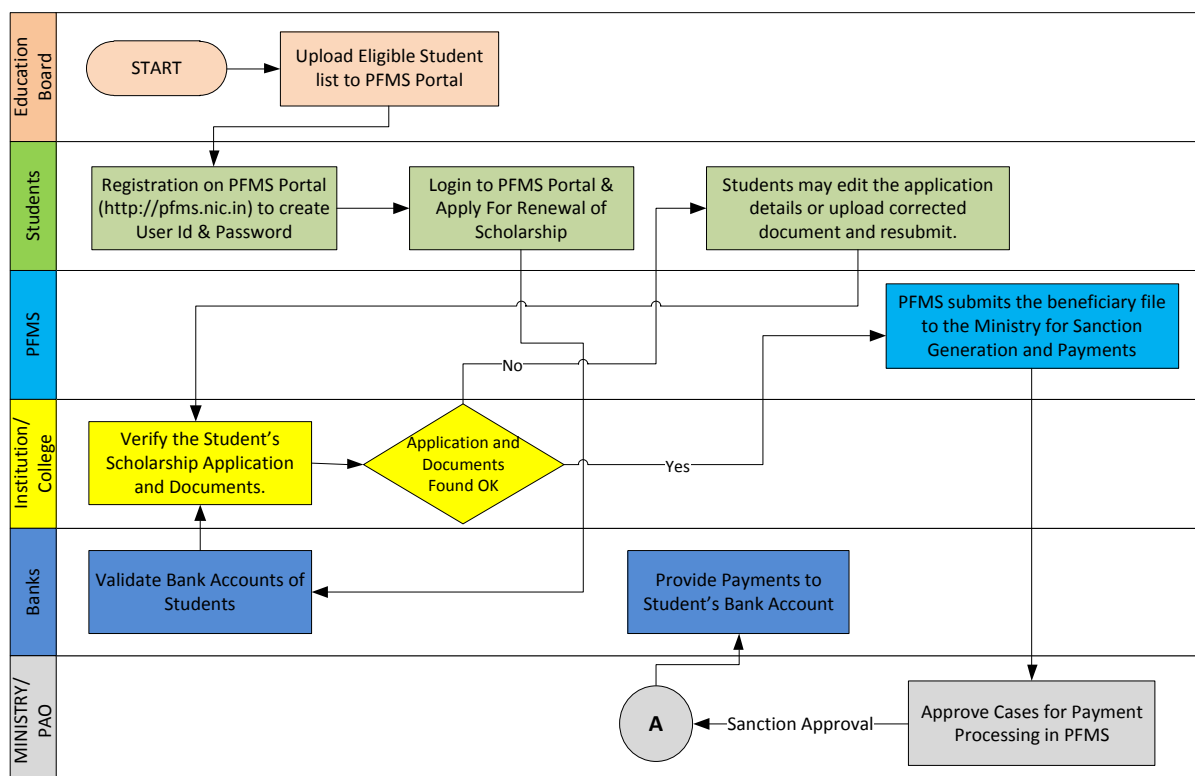
- Create online sanction for the applications received in time bound manner
- DDO in Ministry shall prepare bill and submit the same to Pay and Accounts Officer
- Pay an Accounts Officer shall process payment online for credit into the beneficiary bank account.

- Reprocessing of failed transactions.

### Banks:

- Banks validate the student's bank account through PFMS-CBS interface in timely manner
- On receipt of digitally sign payment file from PAO, do payments to student/beneficiary accounts and respond the success/failure (with reasons) as the case may be.

### Process Flow for renewal of Scholarship



### Pre-requisite for filling the online application form

**IMPORTANT:** Please keep following information/documents ready before online application.

1. 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 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 is being 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. Click on the hyperlink to check whether the agencies/institutes/universities are registered on PFMS. The screenshot is shown below:

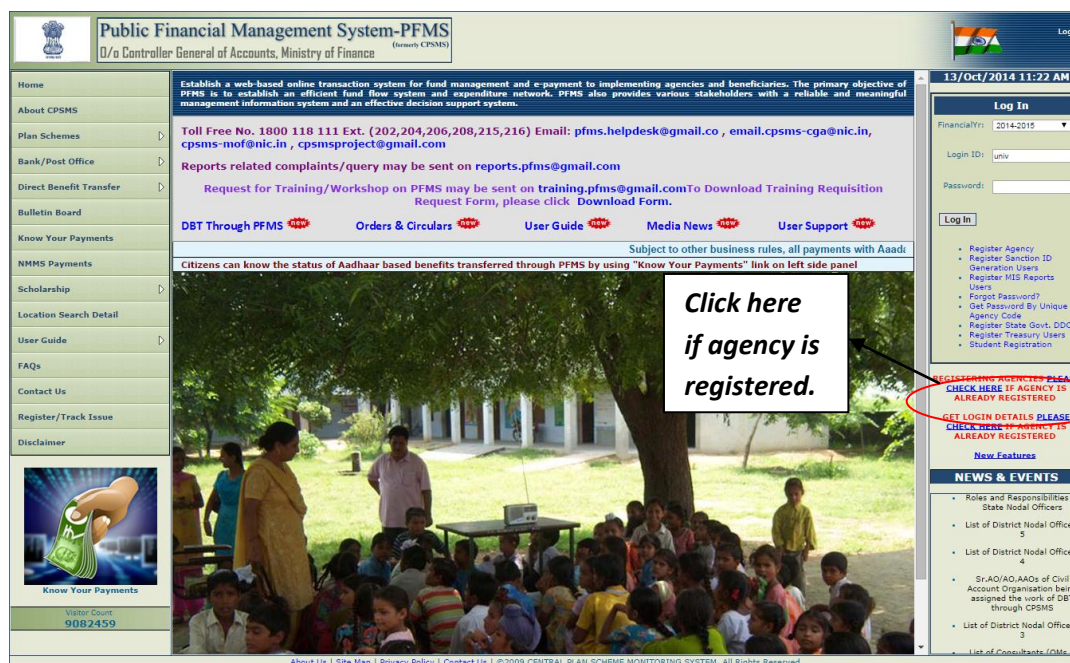


Figure 1: Search Registered Agency/Institution.

The following page 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 Scheme

Agency Status:

State:

Agency Name:

Account No:

Agency Type:

District:

Unique Code:

Agency Name ▲	Agency Type	Unique Code	City	State	Status	Remark	Created By	Date
Arya Vidyapith College	Private Sector Companies	AryaVc	Delhi	ASSAM	Approved			12/08/2014
Cotton College	Registered Societies (Govt.,Autonomous Bodies)	CCG	Guwahati	ASSAM	Approved		ssis	12/08/2014
Darrang College	Statutory Bodies	dcol	Tezpur	ASSAM	Approved			12/08/2014
M B 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
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: Agency (institute) list registered on PFMS

## Scholarship renewal only in two simple steps for the students

- ❖ Student Registration
- ❖ Fill and submit 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.

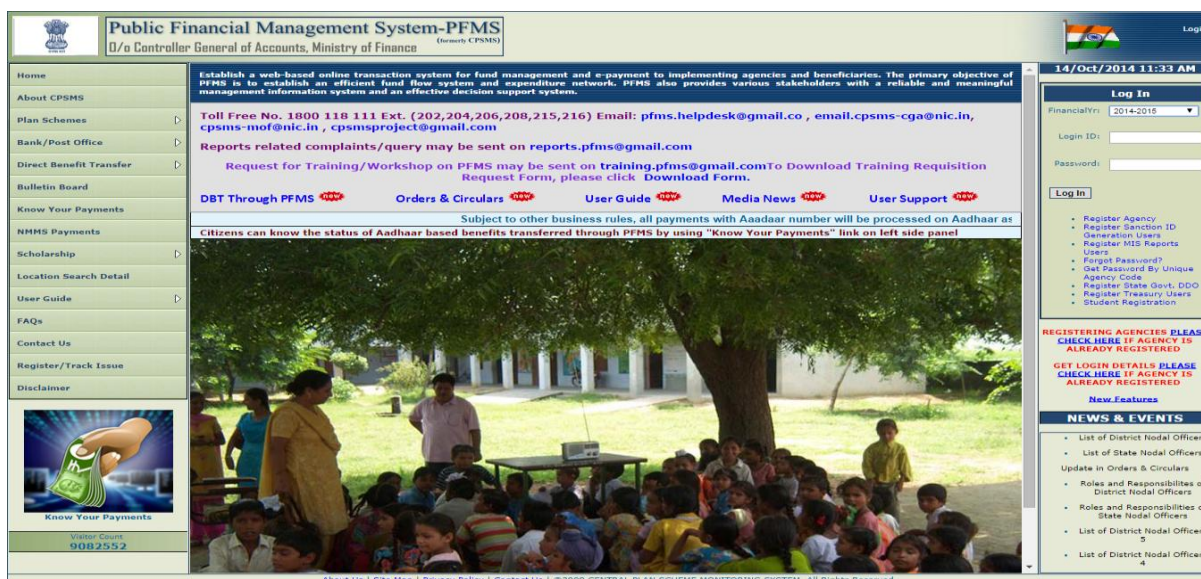


Figure 3:PFMS Homepage

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

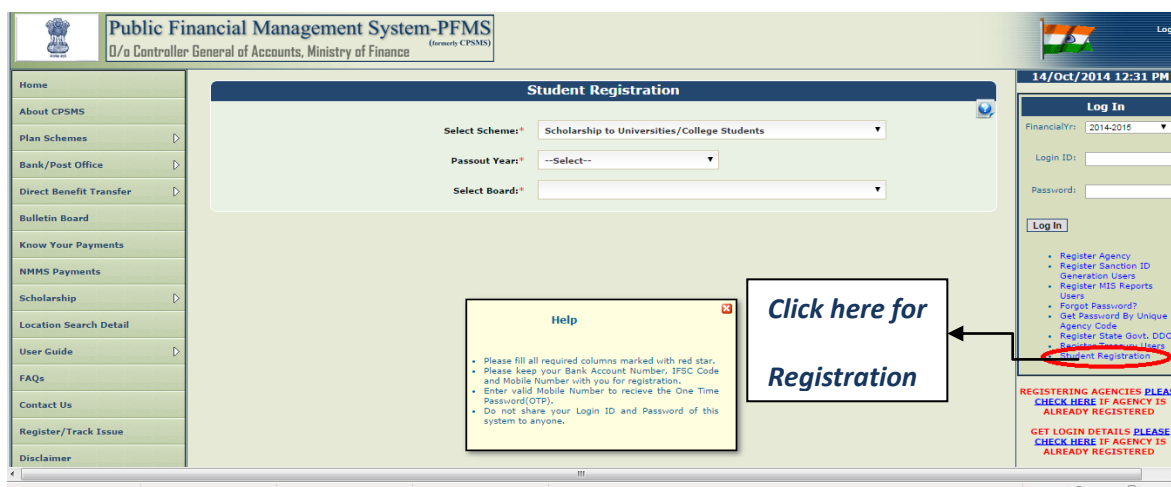


Figure 4: Student Registration

4. The student registration page will be displayed and student will select the Scheme – "Scholarship to Universities/College Students"
5. Select the 12<sup>th</sup> Passout year from Education Board 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 bank account number.
9. Type 11 digit IFSC code of bank branch.
10. Select Category from dropdown.

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.
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' form on a web portal. The form is titled 'Student Registration' and includes a sidebar with navigation links such as Home, About CPSMS, Plan Schemes, Bank/Post Office, Direct Benefit Transfer, Bulletin Board, Know Your Payments, NMMS Payments, Scholarship, Location Search Detail, User Guide, FAQs, Contact Us, Register/Track Issue, and Disclaimer. The main form area contains the following fields and options:

- Select Scheme:** Scholarship to Universities/College Students
- Passout Year:** 2013
- Select Board:** MHBoard
- Account Number:** 8110100005285 (Match)
- IFSC Code:** BARB0AJMRAJ (Match)
- Category:** SC (Match)
- Search** and **Reset** buttons
- First Name:** KOMAL SANKHLA
- Middle Name:** (empty)
- Last Name:** (empty)
- Mobile Number(+91):** 9891458779 (OTP expires in 12 Minutes, 51 Seconds)
- One Time Password:** (input field with a red circle around it)
- Verify** button

Below the form, a message states: 'You will receive one OTP on your Mobile. Please Enter to verify'. The right sidebar contains a 'Log In' section with fields for Financial Yr (2014-2015), Login ID, and Password, along with a 'Log In' button. Below this are links for Register Agency, Register Sanction ID, Register MIS Reports, and other user-related actions. At the bottom, there is a 'NEWS & EVENTS' section with contact information and a list of district and state nodal officers.

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 your e-Mail ID.
19. Choose your User Id for Scholarship portal.
20. Choose your 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.

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

**Student Registration**

Select Scheme: Scholarship to Universities/College Students  
 Passout Year: 2013  
 Select Board: MBOSE  
 Account Number: BL101000051285 Match  
 ZFSC Code: 040806A396A3 Match  
 Category: SC Match

First Name: KUNAL SANKHILA  
 Middle Name:  
 Last Name:  
 Mobile Number: (+91) 9891408779 OTP expires in 1 Minute, 4 Seconds  
 Email: kunal@gmail.com  
 Preferred User Name: mtkamal Check availability mtkamal is available.  
 Password: (Password must contain minimum 6 characters and maximum 15 characters. Password should contain alphanumeric and at least one special character like (@#%&\*^&#))  
 Confirm Password:  
 Hint Question: Your favorite pet?  
 Answer:  
 Confirm Answer:  
 Word Verification: 251398 Enter the letters as they are shown in the image above (Letters are case-sensitive).

**Captcha Code**

251398

Log In

12/Sep/2014 05:39 PM

Log In

Register Agency  
 Register Student ID  
 Generate User  
 Register MIS Reports  
 Users  
 Forget Password?  
 Get Password By Unique  
 Agency Code  
 Register State (Govt, DDO)  
 Register Treasury Users  
 Student Registration

REGISTERING AGENCIES PLEASE  
 CHECK HHS OF AGENCY IS  
 ALREADY REGISTERED  
 GET LOGIN DETAILS PLEASE  
 CHECK HHS OF AGENCY IS  
 ALREADY REGISTERED  
 New Features

NEWS & EVENTS

Daily Activity log for  
 Consultants User Manual  
 MPP Annual Action Plan User  
 Manual  
 Digital Signature Enrolment  
 User Manual  
 Expenditure Filing User  
 Manual

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 below screen.

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

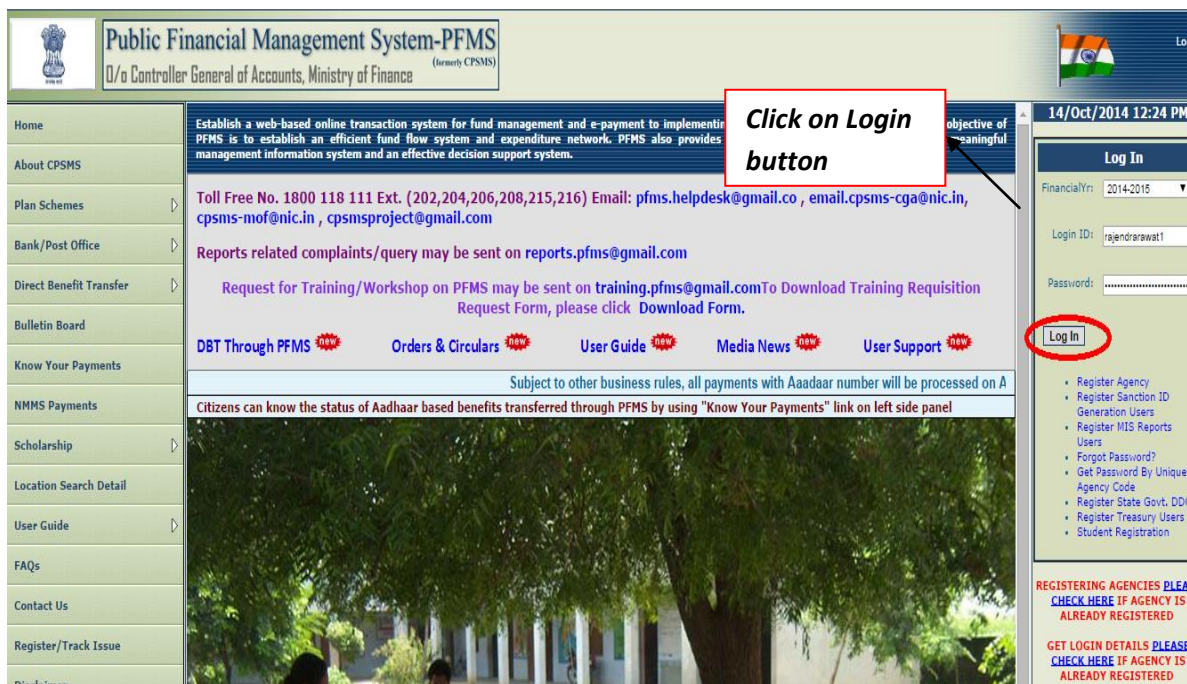


Figure8: Student Login

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**



Public Financial Management System-PFMS  
(formerly CPMS)

Q/o Controller General of Accounts, Ministry of Finance

Welcome: A. Menaka  
User Type: Student  
Financial Year: 2014-2015

[rajendrarawat1] Logout  
Change Password

Home  
Scholarship Management  
Register / Track Issue

**Student Dashboard**

Scheme	Application Ref. No.	Application Type	Application Date	Status
Scholarship to Universities/College Students	MH201459	Renewal	10-10-2014	Pending for verification by Institute

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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 below screenshot

Public Financial Management System-PFMS  
(formerly CPMS)

Q/o Controller General of Accounts, Ministry of Finance

Welcome: A. Menaka  
User Type: Student  
Financial Year: 2014-2015

[rajendrarawat1] Logout  
Change Password

Home  
Scholarship Management  
Register / Track Issue

**Student Dashboard**

Apply for Scholarship

Scheme	Application Ref. No.	Application Type	Application Date	Status
Scholarship to Universities/College Students	MH201459	Renewal	10-10-2014	Pending for verification by Institute

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.

Figure 11: Personal Details

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 system itself.
20. Fill in your E-Mail address.
21. Fill 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 CommunicationAddress.
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.

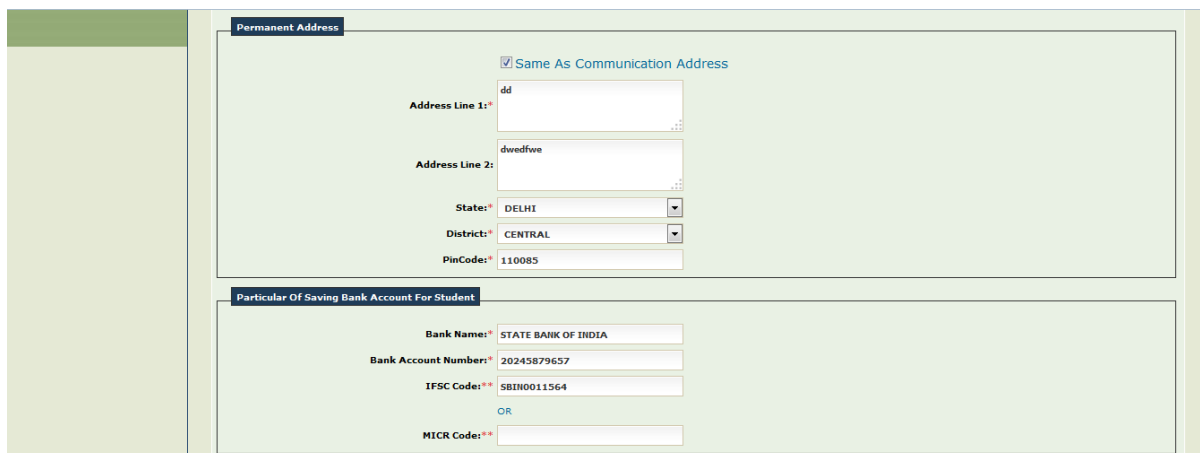


Figure 14: Permanent Address and Account Details

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



Figure 15: SaveButton

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

**Apply for Scholarship**

**Personal Details**

**Application Saved**

Reference Number:

Application Type:

Scheme:

First Name:

Middle Name:

Last Name:

Date of Birth(DD/MM/YYYY):

Gender:

Stream:

Category:



JYD1 PHOTO.jpg  
File Size Should not exceed 1 MB



JYD1 SIGN.jpg  
File Size Should not exceed 1 MB

**Communication Address**

Address Line 1:

Address Line 2:

State:

District:

Pin Code:

Landline Number:

Mobile Number:

Email:

Aadhaar Number:

**Permanent Address**

Address Line 1:

Address Line 2:

State:

District:

Pin Code:

**Particular Of Saving Bank Account For Student**

Bank Name:

Bank Account Number:

IFSC Code:

MICR Code:

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

Relationship:

Name:

Permanent Address:

Profession:

PAN Number:

Aadhaar Number:

Scholarship Renewal No:

**Institution Details**

Institution Agency:

Course:

Stream:

Course Duration(Year):

Date of Joining Institution(DD/MM/YYYY):

Figure16: Message display

28. Please **tick mark** the check box for the declaration that I have got above 60% marks in the exam.
29. **Upload** Mark Sheet and Fee Receipt scan copy in PDF format. (File size should not exceed 1MB).
30. 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.

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

Application Status

**Personal Details**

Application Type: **Renewal**  
 Scheme: **Scholarship to Universities/College Students**  
 First Name: **Test3**  
 Middle Name:   
 Last Name: **Test3**  
 State of Birth(DD/MM/YYYY): **20/08/1998**  
 Roll Number: **60000**  
 Gender: **Female**  
 Stream: **Science**  
 Category: **GEN**  
 Marks Obtained: **400**

**Communication Address**

Address Line 1: **dd**  
 Address Line 2: **dwedfw**  
 State: **DELHI**  
 District: **CENTRAL**  
 Pin Code: **110085**  
 Landline Number:   
 Mobile Number: **9911425805**  
 Email: **QWEDWD@GMAIL.COM**  
 Aadhaar Number:

**Permanent Address**

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

**Particular Of Saving Bank Account For Student**

Bank Name: **STATE BANK OF INDIA**  
 Bank Account Number: **20245879657**  
 IFSC Code: **SBIN0011564**  
 MICR Code:

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

Relationship: **Mother**  
 Name: **dfvdfv**  
 Permanent Address: **dfvdfv**  
 Profession: **dfvdfv**  
 PAN Number: **qwer16789h**  
 Aadhaar Number:   
 Scholarship Renewal No:

**Institution Details**

Institution Agency: **All India Handloom Fabrics Marketing Cooperative Society Ltd., New Delhi**  
 Course: **fu**  
 Stream: **adfd**  
 Course Duration(Year): **1**  
 Date of Joining Institution(DD/MM/YYYY): **08/09/2014**

**Documents**

☒ I have declared that I have got above 60% marks in exam

**Update**

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.**

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

Welcome: **Test2 Test3**  
 User Type: **Student**  
 Financial Year: **2014-2015**

**Student Dashboard**

Scheme	Application Ref. No.	Application Type	Application Date	Status
Scholarship to Universities/College Students	DL201433	Renewal	09-09-2014	Pending for verification by Institution

Figure 16 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.

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

Application Status  
Applications Status: Pending for verification by Institution  
Scholarship: National Scholarship for Universities/College Students

**Personal Details**

Application Type: **Renewal**  
Scholarship: **National Scholarship for Universities/College Students**  
First Name: **Arpit**  
Middle Name:   
Last Name: **Tripathi**  
Date of Birth(DD/MM/YYYY): **20/09/2000**  
Roll Number: **W11111**  
Gender: **Female**  
Scholarship: **Arpit**  
Category: **000**  
Mark Sheet: **000**

**Communication Address**

Address Line 1: **dd**  
Address Line 2: **dwdfw**  
State: **DELHI**  
District: **CENTRAL**  
Pin Code: **110085**  
Landline Number:   
Mobile Number: **9911425805**  
Email: **QWEDWD@GEUPG.COM**  
Aadhaar Number:

**Permanent Address**

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

**Particular Of Saving Bank Account For Student**

Bank Name: **STATE BANK OF INDIA**  
Bank Account Number: **20245879657**  
IFSC Code: **SBIN0011564**  
MICR Code:

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

Relationship: **Mother**  
Name: **dfvdf**  
Permanent Address: **dfvdf**  
Profession: **fdvdf**  
PAN Number: **qwert6789h**  
Aadhaar Number:   
Scholarship Renewal No: **1**

**Institution Details**

Institution Agency: **All India Handloom Fabrics Marketing Cooperative Society Ltd., New Delhi**  
Course: **fv**  
Stream: **sdrfd**  
Course Duration(Year): **1**  
Date of Joining Institution(DD/MM/YYYY): **08/09/2014**

**Application Status**

Status: **Pending for verification by Institution**  
Approved/Rejected By:   
Rejection Remarks:

**Edit** **Back**

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.

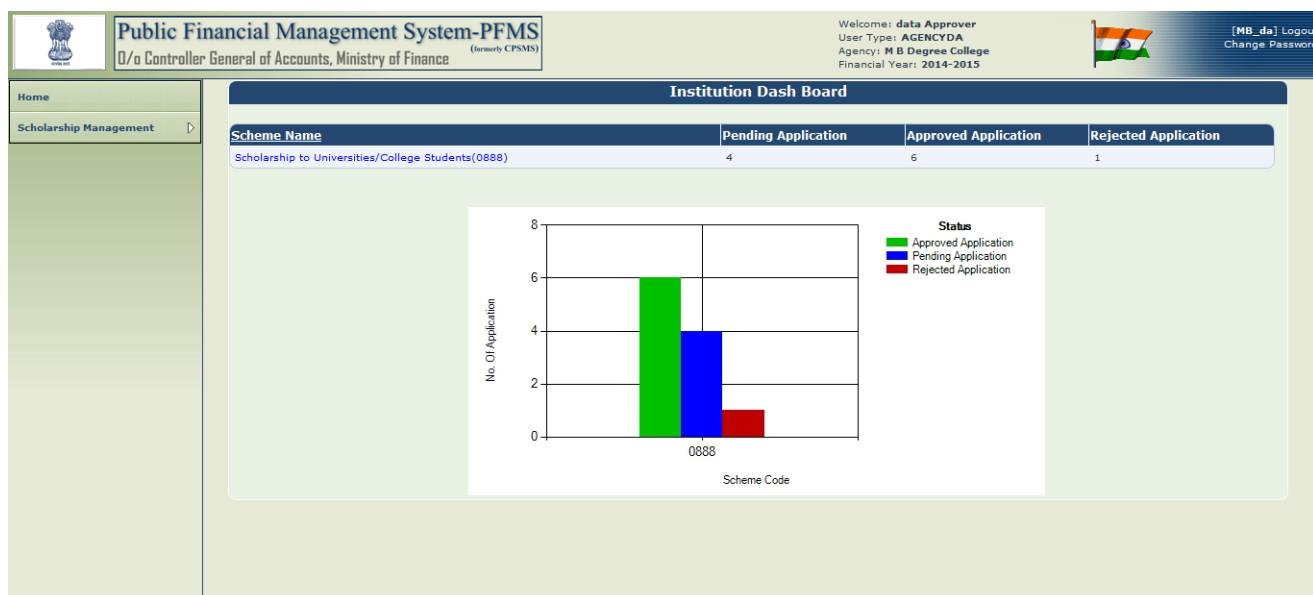


Figure 20: Institution Dashboard

### ❖ 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.



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.


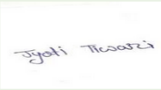
Public Financial Management System-PFMS (formerly CPMS)		Welcome: data Approver User Type: AGENCYDA Agency: M B Degree College Financial Year: 2014-2015		[MB_da] Logout Change Password	
<a href="#">Home</a> <a href="#">Scholarship Management</a>		<b>Scholarship Applicant Details</b> <b>Application Status:</b> Pending for verification by Institution <b>Scheme Name:</b> Scholarship to Universities/College Students			
<b>Personal Details</b>					
<b>Application Type:</b> Renewal <b>Scheme:</b> Scholarship to Universities/College Students <b>First Name:</b> Jyoti <b>Middle Name:</b> <b>Last Name:</b> Tiwari <b>Date of Birth(DD/MM/YYYY):</b> 20/08/1989 <b>Roll Number:</b> ROLL1 <b>Gender:</b> Female <b>Stream:</b> science <b>Category:</b> GEN <b>Marks Obtained:</b> 410				 	
<b>Communication Address</b>					
<b>Address Line 1:</b> dd <b>Address Line 2:</b> dwdfw <b>State:</b> DELHI <b>District:</b> CENTRAL <b>Pin Code:</b> 110085 <b>Landline Number:</b> <b>Mobile Number:</b> 9911425805 <b>Email:</b> QWEDWD@GEUFG.COM <b>Aadhaar Number:</b>					
<b>Permanent Address</b>					
<b>Address Line 1:</b> dd <b>Address Line 2:</b> dwdfw <b>State:</b> DELHI <b>District:</b> CENTRAL <b>Pin Code:</b> 110085					
<b>Particular Of Saving Bank Account For Student</b>					
<b>Bank Name:</b> STATE BANK OF INDIA <b>Bank Account Number:</b> 20245879657 <b>IFSC Code:</b> SBIN0011564 <b>MICR Code:</b>					
<b>Details Of Father/Mother/Guardian/Husband As The Case May Be</b>					
<b>Relationship:</b> Mother <b>Name:</b> dfvdfv <b>Permanent Address:</b> dfvdfv <b>Profession:</b> fdvdf <b>PAN Number:</b> qwert6789h <b>Aadhaar Number:</b> <b>Scholarship Renewal No:</b> 1					
<b>Institution Details</b>					
<b>Institution Agency:</b> M B Degree College <b>Course:</b> fy <b>Stream:</b> sdfvd <b>Course Duration(Year):</b> 1 <b>Date of Joining Institution(DD/MM/YYYY):</b> 08/09/2014					
<b>Documents</b>					
<b>Declaration</b> <input checked="" type="checkbox"/> I have declared that i have got above 60% marks in exam				<b>Institute Action</b> <input type="checkbox"/> Agree <input type="checkbox"/> Not Agree	
<div> <a href="#">Application Verified</a> <a href="#">Reject</a> <a href="#">Back</a> </div>					

Figure 22:View the application details and verify

## Reports

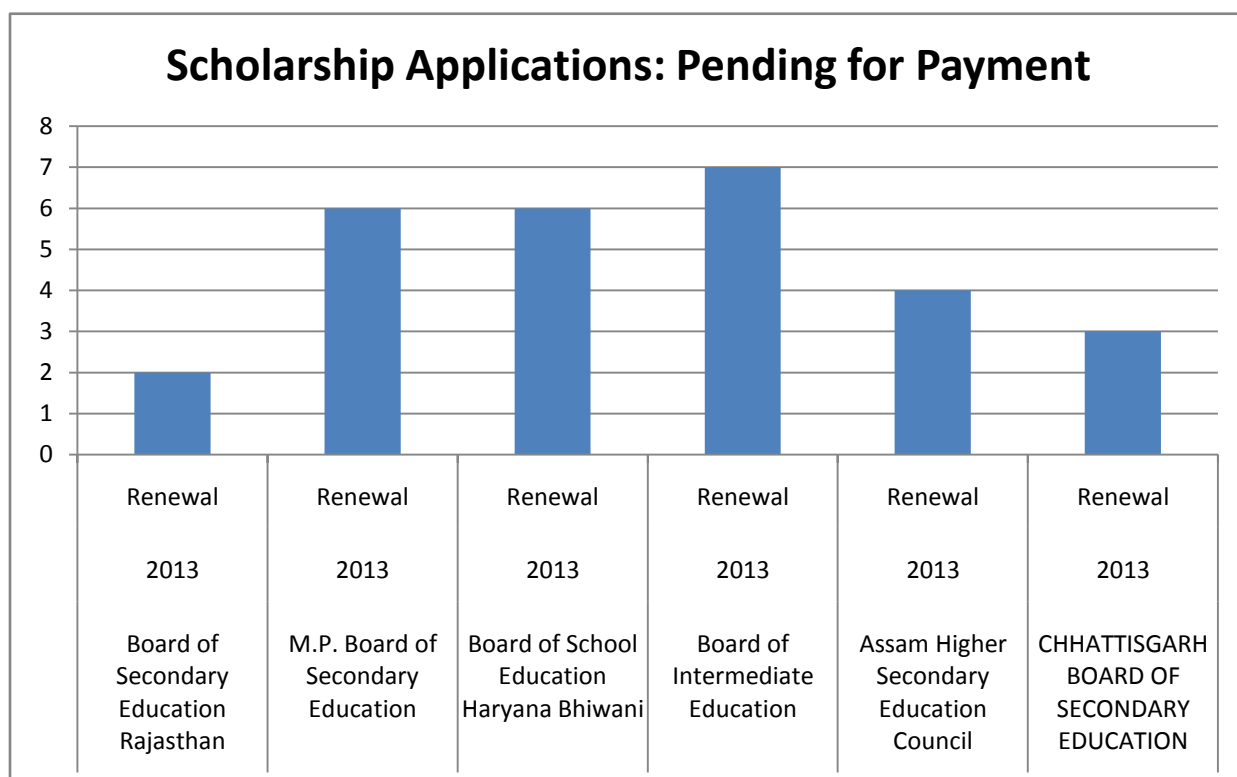
### ❖ Reports to Ministry Users:

#### 1) **Scholarship Applications Pending for Payment:**

Report Menu Path: **Reports-> Monitoring -> M26-Scholarships Pending for Payment**

This report shows the Education Boardwise 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
<b>Grand Total</b>			<b>28</b>





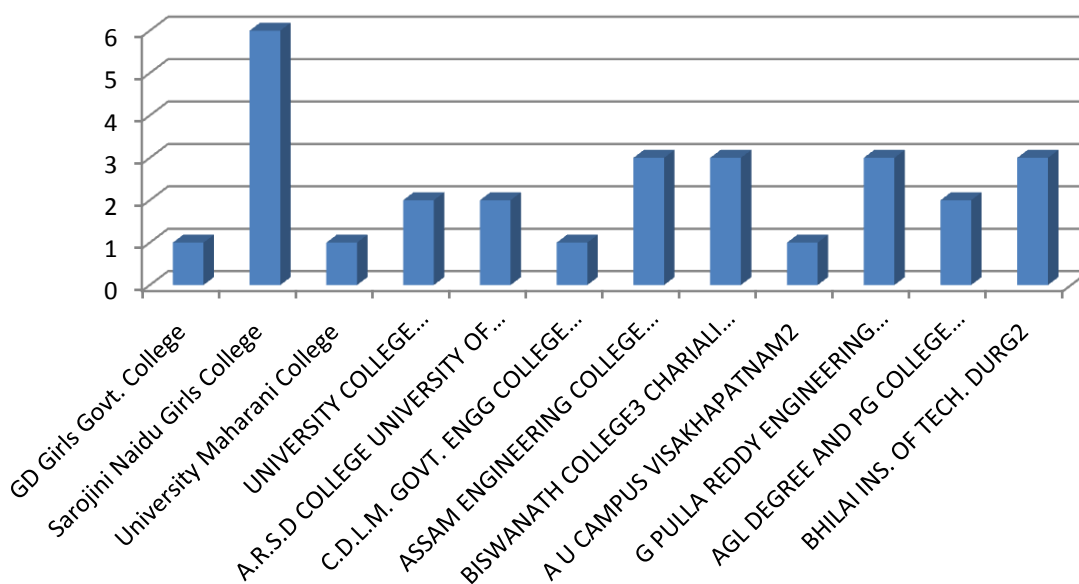
**2) Scholarship Applications Pending for Verification:**

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
GD Girls Govt. College	1
Sarojini Naidu Girls College	6
University Maharani College	1
UNIVERSITY COLLEGE KURUKSHETRA	2
A.R.S.D COLLEGE UNIVERSITY OF DELHI NEW DELHI	2
C.D.L.M. GOVT. ENGG COLLEGE PANNIWALA MOTA SIRSA	1
ASSAM ENGINEERING COLLEGE JALUKBARI GUWAHATI	3
BISWANATH COLLEGE3 CHARIALI CHARIALI	3
A U CAMPUS VISAKHAPATNAM2	1
G PULLA REDDY ENGINEERING COLLEGE PULLA REDDY NAGAR KURNOOL2	3
AGL DEGREE AND PG COLLEGE CBM COMPOUND, RAMATALIKES JN2	2
BHILAI INS. OF TECH. DURG2	3
<b>Grand Total</b>	<b>28</b>

**Scholarship Applications  
Pending for Verification at Institutions**



❖ **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

## 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 XXXXXXXX.

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