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Directorate of Higher Education,

Himachal Pradesh, Shimla – 1.

Tel. No.: 0177-2653575 Extn.: 226

Fax. No.: 0177-2811247, 2812882

E-mail: [dir.edu@rediffmail.com](mailto:dir.edu@rediffmail.com)

&

[schlbr@rediffmail.com](mailto:schlbr@rediffmail.com)

Dated: Shimla – 171001 the

August, 2014

### OFFICE ORDER

In super-session of the instructions issued earlier vide letters of Even No. dated 06-05-2002, 26-06-2003 and “Office Order” dated 19<sup>th</sup> August, 2002, and 14<sup>th</sup> June 2004, June 2008, June 2009, June 2010, 20<sup>th</sup> June 2011, 23<sup>rd</sup> June 2012 & July 2013, circulated amongst all the Head(s) of the Institution(s) through their respective Deputy Director(s) of Education / uploaded on the Departmental website / HP ePASS website <http://hpepass.cgg.gov.in>, you are directed / requested to comply with the following directions:-

### **Instructions/Guidelines related to HP ePASS website <http://hpepass.cgg.gov.in>:**

- A. All Scholarship Schemes (except Minority Scholarship Schemes & Disabled Scholarship Schemes) of the Department of Higher Education for Class IX onwards, are being covered under the ePASS Software / Website, i.e. <http://hpepass.cgg.gov.in>.
- B. Online Applications are invited at the HP ePASS website <http://hpepass.cgg.gov.in>, from the students of the State, belonging to ST / SC / OBC Category & other Meritorious Students, studying in any Govt. / Govt.-Aided / Private Affiliated Institution, within or outside the state, for award of Scholarship, under the various State & Centrally Sponsored Scholarship Schemes (other than Minority Scholarship Schemes & Disabled Scholarship Schemes), being implemented by the Education Department, to encourage them to improve their Merit / Performance in studies, as per schedule given below:

### **Schedule for the Online Submission of Scholarship Applications Forms through HP ePASS website:**

S. N.	Activities	Date
1.	Opening date of HP ePASS Website <a href="http://hpepass.cgg.gov.in">http://hpepass.cgg.gov.in</a> , for Student / Institute Registration, for the year 2014-15.	7 <sup>th</sup> August, 2014
2.	Last Date for Registration of New Institution(s). Registration Formats submitted before 7 <sup>th</sup> August, 2014 or after 20 <sup>th</sup> August, 2014, shall not be entertained. (Registration format provided at <a href="http://hpepass.cgg.gov.in">http://hpepass.cgg.gov.in</a> )	20 <sup>th</sup> August, 2014
3.	Last Date of Registration / Submission of Online Scholarship Application by the Students (studying within or outside the state)	30 <sup>th</sup> September, 2014
4.	Last Date of taking a printout of Online Application Form, and submitting the same, along with the Scheme Specific Document(s) by the student(s) to their respective Institution(s). <b>Note: Out of State Students are advised to mention the following address on the Form, while submitting the Printout and other documents to the concerned institution: Director of Higher Education, Himachal Pradesh, Shimla – 171001.</b>	5 <sup>th</sup> October, 2014
5.	Last Date of Online verification of Online Applications by the Institutes.	20 <sup>th</sup> October, 2014
6.	Last Date of submission of the Duly Attested Verified Candidate Lists & Printed Application Forms by the Govt. / Private Schools to the respective DDHEs.	25 <sup>th</sup> October, 2014
7.	Last Date of submission of the Duly Attested Verified Candidate Lists by the Govt. Colleges, within State, to this Directorate. (The Govt. Colleges (within State) need to retain the Printed Hard Copies, at their end).	30 <sup>th</sup> October, 2014
8.	Last Date of submission of the Duly Attested Verified Candidate Lists & Printed Application Forms by the Private Colleges & Govt. / Private Universities / Professional / Technical Institutes, etc., within state, and Out of State Institutions, to this Directorate.	5 <sup>th</sup> November, 2014
9.	Last Date of Online verification of Applications by the DDHEs.	10 <sup>th</sup> November, 2014
10.	Last Date of submission of the Hard copies of the Verified Candidate List(s), by the DDHEs. (The DDHEs need to retain the Printed Hard Copies of Application Forms, of Private Institutes & return the remaining Hard copies to the concerned Govt. Schools).	20 <sup>th</sup> November, 2014

Note: No Dates shall be extended after the due dates. If any student fails to submit online application, within the stipulated time frame, he/she along with the authorities of the concerned institution, would be solely responsible for the lapse, and no request to entertain any request of entertaining any applicant after the due date would be considered.

- C. Though most of the Institutions (covered under the various State & Centrally Sponsored Scholarship Schemes, being implemented by this Directorate) have already been enlisted at the HP ePASS website. In case, any Institution is still not enlisted at the HP ePASS website, the concerned Head of the Institution is directed to submit the detail(s) of the institution to the concerned DDHE (in case of Schools within HP), & to this Directorate directly (in case of Colleges / other Institutes within & outside HP), on the following proforma.

**Proforma (Excel Format) for Submission of Details in r/o the Institute:**

S. No.	Name of Institute*	Type of Institution (Govt./ Govt. Aided/ Private)*	State Name *	District Name *	Block Name *	Pin Code*	Classes/ Courses run by the Institute (Along with duration of Each Course)*	Affiliated to: (Name of Board / University)*	Bank Account Details of Institution			e-Mail address of the Institute / Officer Incharge*	Mobile No. of the Head of Institute / Officer Incharge* (Exact 10 Characters)	Land Line No. of the Institute (with STD Code)
									Acc. No.*	Bank & Branch Name*	IFS Code (Exact 11 Characters)*			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

**NOTE-1:** Registration Formats submitted before 4<sup>th</sup> August, 2014 or after 15<sup>th</sup> August, 2014, shall not be entertained.

**NOTE-2:** Fields with Asterisk mark (\*) are mandatory.

**NOTE-3:** The change, if any, in the Mobile No. or eMail address must be conveyed immediately to this Directorate, because the System will not work without these two mandatory fields.

**NOTE-4:** The Universities / DDHEs / Private Institutes need to submit the consolidated list of the subordinate Institutes' details on the prescribed proforma, both in Soft & Hard Copy, to this Directorate.

**NOTE-5:** In case of Govt.-Aided / Private & Out of State Universities / Colleges, it is mandatory to provide the Affiliation Documents, along with an Official letter from the Institute to this effect.

**NOTE-6:** No student would be able to apply online for Scholarship, unless his / her institute has been enlisted in the ePASS Website / Software.

**NOTE-7:** No institute will be added to the Database, unless the requisite information in r/o that institute is provided in complete, on the given proforma. And if any student is unable to apply online because of non-listing of his institute in the ePASS website, the Head of that Institution & the Scholarship Incharge would be held personally responsible for this and the Scholarship amount of such students shall be recovered from both of them.

**NOTE-8:** Fully filled proforma can be submitted to the Director, Directorate of Higher Education, Himachal Pradesh, Shimla – 1, via post, or can be submitted via email at [hpepass2013@gmail.com](mailto:hpepass2013@gmail.com).

- D. The Verified Candidate Lists must be downloaded from the HP ePASS website (Services>>Verified Candidates List), and should be edited in the following format(s), before submission to this Directorate:

**Format for submission of Verified Candidate Lists under Meritorious Scholarship Schemes:**

S. No	Application No.	Institution	Applicant Name	Father Name	Mobile No.	Male/Female	Class / Course	Fresh/Renewal	Category	% of Marks	Total Amount	Bank Account Details	Bank Account No.	Bank IFSC Code	UID / EID
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

**Format for submission of Verified Candidate Lists under Post Matric SC/ST/OBC Scholarship Schemes:**

S. N O	Applicatio n No.	Dist rict	Insti tuti on	Govern ment/ Private	Appl icant Name	Fathe r Name	Male/ Femal e	Class/ Course	Fresh/ Renewa l	Day Scholar/ Hosteller	Maintenan ce Allowance	Total Fee	Total Amou nt	Bank Account Details	Bank Account No.	Bank IFSC Code	UID / EID
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

**Format for submission of Verified Candidate Lists under National Scheme of Incentive to Girls for Secondary Education (NSIGSE):**

S. N O	Applicatio n No.	Insti tuti on	Govern ment/ Private	Appl icant Name	Fathe r Name	Permane nt Address	Mo bile No.	Male/ Femal e	Date of Birth	Class / Course	Category	Total Amount	Bank Account Details	Bank Account No.	Bank IFSC Code	UID / EID
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

**Format for submission of Verified Candidate Lists under all other Scholarship Schemes:**

S. N O	Applicatio n No.	Insti tuti on	Appl icant Name	Fathe r Name	Mobil e No.	Male/ Female	Class / Course	Day Scholar/ Hosteller	Categ ory	Annual Income of Parent	Total Amoun t	Bank Account Details	Bank Account No.	Bank IFSC Code	UID / EID
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

E. *It is pertinent to mention here that only the Scholarship Applications in r/o the students of Class 9<sup>th</sup> onwards, will be accepted at the ePASS website. In case of Class 1<sup>st</sup> to 8<sup>th</sup>, the pre-existing procedure would be followed, i.e. the DDHes would collect the budget demands from the schools and the BPEOs within their district and submit the consolidated Budget Demand of their respective Districts, to this Directorate before 15<sup>th</sup> September, 2014, positively.*

F. *In case of the Pre-Matric Scholarship Scheme for OBC Students (Class 1<sup>st</sup> to 10<sup>th</sup>) (CSS), only the Students of Class 9<sup>th</sup> & 10<sup>th</sup> need to apply online under this scholarship. In case of Class 1<sup>st</sup> to 8<sup>th</sup>, the pre-existing procedure would be followed, i.e. the DDHes would collect the budget demands from the schools and the BPEOs within their district(s) and submit the consolidated Budget Demand of their respective district(s) as per the following format, to this Directorate before 15<sup>th</sup> September, 2014, positively.*

**Format for submission of Budget Demand for Class 1st to 5th, in r/o the Pre-Matric OBC Scholarship Scheme:**

S N	Name of BEEO	Name of School	Student Name	Father Name	Class	Gender	Parental Income	Amount	Bank Account No	IFS Code	Name of Bank & Branch
1	2	3	4	5	6	7	8	9	10	11	12

**Format for submission of Budget Demand for Class 6th to 8th, in r/o the Pre-Matric OBC Scholarship Scheme:**

S N	Name of School	Student Name	Father Name	Class	Gender	Parental Income	Amount	Bank Account No	IFS Code	Name of Bank & Branch
1	2	3	4	5	6	7	8	9	10	11

G. *Estimated requirement of Budget in respect of Post-Matric Scholarship (for SC/ST/OBC Categories) must be provided in consolidated form to the Deputy Directorate of Higher Education concerned on or before 5<sup>th</sup> August, 2014. The Deputy Director of Education concerned will submit the same to this Directorate in consolidated form, after proper scrutiny. The Govt. / Govt. Aided / Private Colleges / Institutions will submit the requirement of budget of these schemes directly to the Directorate of Higher Education on or before 5<sup>th</sup> August, 2014. **No Scholarship shall be awarded to any Private Institution, without submission of the Estimated Proposal.***

**Proforma for Submission of Consolidated Estimated Group-wise Proposal under the Post Matric Scholarship to SC, ST & OBC Students, for the year 2014-15:**


Group	No. of Students	Anticipated Expenditure (2014-15)		
		Maintenance Allowance	Fee	Total
<b>Day Scholar:</b>				
I				
II				
III				
IV				
Correspondence Distance and Continuing Education				
<b>Total</b>				
<b>Hosteller:</b>				
I				
II				

III				
IV				
Correspondence Distance and Continuing Education				
Total				
Grand Total				

- H. **The Head of the Institution is directed to appoint Professor / Lecturer / Senior Teacher / Master Trainer (preferably someone who is proficient in the use of computers / internet) as the “Scholarship In-charge”, to streamline the entire process of Scholarship.** The Head of the Institution & the Scholarship In-charge / Master Trainer(s) are directed to take all necessary steps to make the students aware of various Scholarship Schemes being run by the Department, and to submit the Application Form(s) of all the eligible student(s) online within the stipulated time period. In case of any problem(s) faced during the process of online submission of Application Forms, the Master Trainer(s) / District Nodal Officer(s), trained for this purpose by the Department, may be consulted. **If any student still fails to submit his / her application form within the stipulated time frame, the Head of the Institution & the Scholarship In-charge would be held fully responsible for that lapse, and such scholarship amount shall be recovered from both of their salaries.**
- I. In case of non-availability of Computer(s) / Internet Facility in any institution, it would be the sole responsibility of the Head of the Institution to depute any subordinate Scholarship related officer / official to get the application forms of all the eligible beneficiaries of the institute filled online from the nearest Cluster School / any other school / Lok Mitra Kendra / office of the concerned DDHE.
- J. The Head(s) of the Institution(s) are directed to prompt and ensure that all the eligible beneficiaries of their institute(s), have successfully opened Bank Account in any AADHAAR Payment Bridge System (APBS) enabled Bank and that such Bank Account has been AADHAAR SEEDDED (for this purpose the beneficiary needs to provide a photocopy of his AADHAAR Card to the concerned Bank, along with the request to AADHAAR Seed / Map his / her Bank Account. This will ensure timely disbursement of Scholarship amount in the account of the Beneficiary through DBT, after successful submission & verification of his online application form.  
**NOTE: Post Office Accounts are not valid for receipt of Scholarship Amount under any Scholarship Scheme.**
- K. The Merit List(s) in r/o various Meritorious Scholarship Schemes have been posted on the HP ePASS website. The Head(s) of the Institution(s) are directed to ensure that all eligible meritorious student(s) of their institution, have applied under the respective scholarship scheme, and to check the Merit list(s) before verifying any student under any Meritorious Scholarship Scheme. **Only the students listed on the website shall be awarded Merit Scholarships.**
- L. **National Scheme of Incentive to Girls for Secondary Education (NSIGSE), and the Mukhya Mantri Protsahan Yojna (MMPY), are Incentive Schemes and not Scholarship Schemes, under which a student is allowed a One-Time Award / Incentive.**
- M. **IT MUST BE NOTED THAT A STUDENT CAN APPLY UNDER ONE SCHOLARSHIP SCHEME AND ONE INCENTIVE SCHEME, SIMULTANEOUSLY, IF HE / SHE FULFILLS THE REQUIRED CONDITIONS OF BOTH SCHEMES, BUT CANNOT APPLY FOR MORE THAN ONE SCHOLARSHIP SCHEME (WHETHER STATE OR CENTRALLY SPONSORED SCHOLARSHIP SCHEME), FOR A GIVEN SESSION.**
- N. All the Scholarship Schemes must be displayed if not done already, on **“Permanent Board”** as per the format circulated earlier. Also, repeated announcements be made during the morning assembly to apprise the students of these Schemes. In certain cases, this has not been done. Scheduled dates as mentioned below must be displayed permanently/prominently.
- O. No deviation from the existing Rules in terms of % age, Category, Bonafide Himachali etc. be allowed.
- P. All the Principals (cluster) are also directed that they should convey the instructions and requirement of Budget from the Cluster High Schools, well in time to the concerned DDHE's Office.
- Q. All the Dy. Director(s) of Higher Education are further directed to check during their field visits, whether these orders are being complied with or not. Defaulters must be evaluated accordingly while writing their ACRs.

R. All the Institutions are also informed that the list(s) of the Beneficiaries for the year 2013-14, who have been awarded Scholarship Amount(s) through DBT / RTGS / NEFT, under the various scholarship scheme(s) being implemented through HP ePASS website, have been provided under their respective Institute Login (Reports->Sanctioned Candidates Report). So, the concerned Head of Institution(s) are requested to check and verify whether the Scholarship amounts have actually been credited into the accounts of the listed beneficiaries or not. In case, the amount has not been credited into the account of any Beneficiary, he/she should submit a certificate to this effect from the concerned Bank, and submit the same to his / her Institute, and the Head of the Institute will further submit a consolidated list of such students to the concerned DDHE / this Directorate, as the case may be, with amended Bank Details & proper remarks received from the concerned bank, along with the supporting documents and other requisite information on the prescribed format, within 15 days of sanction of Scholarship Amount. **The Heads of the Institutions shall also submit a certificate to the concerned DDHE / this Directorate, to the effect that the bank accounts of all listed beneficiaries have been successfully credited with Scholarship amounts.**

S. Step-by-Step instructions to the Students to Register / Apply Online / Generate Printed Copy of the Online Application Form:

1. Log on to the ePASS website at <http://hpepass.cgg.gov.in>.
2. Click on the “Student Login”  tab, at the Home Page.
3. First time users click on “Register”, which would take you to the “Student Registration Form”.
4. Enter your basic details (like AADHAAR No. (UID / EID), Name, Date of Birth, Father & Mother Name, Category, Mobile No. & eMail) on the form, match the Security Captcha, and Click on “Register”. **(Please note that either Mobile No. or eMail address, would be mandatory, as the computer generated Password would be sent through SMS / eMail on Registration).**
5. Once registered, then enter your login details “Login Id/ AADHAAR & Password”, and click on “Login”.
6. After Login, the student needs to fill the various details in the following order:
  - (a) Primary Details
  - (b) Candidate Details
  - (c) Present Institution Details
  - (d) Contact Details
  - (e) Bank Details
  - (f) Document Details
7. The Student can edit / update or fill his form in parts, then take a printout of Online Application Form, and submit the same along with the Scheme Specific Document(s) to the respective Institution, within the stipulated time as mentioned in the Schedule above.
8. After successful submission of his Online Application Form, it would be automatically forwarded to his Institute for verification.
9. After that the Student can check the status of his online application, any time, by logging in at the ePASS Website, and keep a track of all progress.

T. Documents required from the student, while filling the Online Scholarship Application Form:

- ✓ Passport Size Photo (in all Scholarship Schemes) – Self Attested.
- ✓ AADHAAR (UID / EID No.) (in all Scholarship Schemes).
- ✓ Himachali Bonafide Certificate (in all Scholarship Schemes).
- ✓ Previous Year(s) Result Card(s) from Matric onwards (In all Scholarship Schemes).
- ✓ **Latest Bank Statement of the Student’s Bank Account (in all Scholarship Schemes).**
- ✓ Caste Certificate (in case of Caste / Category based Scholarship Schemes only). (DDHE / Head of the Institute is directed to check this Certificate strictly, during verification)
- ✓ Income Certificate issued by the Competent Authority (Not below the rank of Tehsildar) (In case of Income based Scholarship Schemes only). Income Certificate must be in the name of the parent / guardian / Head of the family, and not in the name of the student.
- ✓ I.R.D.P. / B.P.L. Certificate (in case of I.R.D.P. / B.P.L. Scholarship Scheme only).
- ✓ Gap Year Affidavit, for Post Matric Scholarship Scheme for SC / ST / OBC Students (in Original) (in case of any break in Study).

- ✓ Fee Structure approved by the University / Board / State Govt. / Centre Govt. (in case of Post Matric Scholarship Scheme for SC / ST / OBC Students, only). Self-approved Fee Structure by the Head of the Institution is not valid, in case of Private Institutions.
- ✓ Fee Payment Receipts (in case of Post Matric Scholarship Scheme for SC / ST / OBC Students, only).
- ✓ Selection Letter (in case of selection of a Student in IITs / IIMs / AIIMS).
- ✓ And all other relevant documents, as per the requirements of the concerned scheme.

**Instructions/Guidelines related to Minority website**

**<http://www.momascholarship.gov.in>**

U. Online Applications in r/o the Minority Scholarship Schemes are invited in r/o the following Centrally Sponsored Scholarship Schemes, being run by the Education Department in Himachal Pradesh, for the year 2014-15, through the URL / Website <http://www.momascholarship.gov.in>, as per the schedule provided below:

**Schedule for the Online Submission of Fresh & Renewal Scholarship Applications Forms (Merit-cum-Means Scholarship):**

S.N.	Activities	Last Date (Fresh)	Last Date (Renewal)
1.	Last date for submission of Online Applications for Fresh / Renewal Scholarship by the Students	30 <sup>th</sup> September, 2014	15 <sup>th</sup> November, 2014
2.	Last date for submission of Duly Signed Printed version of the Online Applications by the Students to this Directorate, through respective institutes.	10 <sup>th</sup> October, 2014	20 <sup>th</sup> November, 2014
3.	Last date for scrutiny of Online Applications by the Institutes	20 <sup>th</sup> October, 2014	25 <sup>th</sup> November, 2014

**Schedule for the Online Submission of Fresh & Renewal Scholarship Applications Forms (Post–Matric Minority Scholarship):**

S.N.	Activities	Last Date (Fresh)	Last Date (Renewal)
1.	Last date for submission of Online Applications for Fresh / Renewal Scholarship by the Students	15 <sup>th</sup> September, 2014	10 <sup>th</sup> October, 2014
2.	Last date for submission of Duly Signed Printed version of the Online Applications by the Students to this Directorate, through respective institutes.	25 <sup>th</sup> September, 2014	20 <sup>th</sup> October, 2014
3.	Last date for scrutiny of Online Applications by the Institutes	05 <sup>th</sup> October, 2014	31 <sup>st</sup> October, 2014

V. **Documents to be uploaded while applying under the Minority Scholarship Schemes (Merit-cum-Means & Post Matric Minority Scholarship Scheme), at the Minority website, i.e. <http://www.momascholarship.gov.in/>:**

1. Institution Verification Form (Mandatory).
2. Declaration of Family Income (Mandatory).
3. Declaration of the Student (Mandatory).
4. Attested Certificate of Last Exam Passed as filled in the Form (Mandatory).
5. Fee Receipt of 'Current Course Year' (Mandatory).
6. Proof of Bank Account in the Name of the Student (Mandatory).
7. Income Certificate as required by the respective State Department in the advertisement. (In case of Parent/Guardian are employed Income Certificate from the employer) (Optional).
8. AADHAAR Card (Optional).
9. Proof of Address (Optional).

**Note:** Institution Verification Form, Declaration of Family Income & Declaration of Student are included in the print copy of the application form.

**Instructions/Guidelines related to Disabled website [www.nhfdc.nic.in](http://www.nhfdc.nic.in)**

W. For details regarding "Scholarship to Disabled Students", please visit website of NHFDC "[www.nhfdc.nic.in](http://www.nhfdc.nic.in)" or contact NHFDC at: Telephone Nos. 0129-2226910, 2287512, 2287513, Fax No. 0129-2284371, E-mail: [nhfdc97@gmail.com](mailto:nhfdc97@gmail.com).

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X. *These directions are in suppression of all previous orders and will remain in force till further orders.*

For more information login to the Departmental website <http://www.educationhp.org> or HP ePASS website <http://hpepass.cgg.gov.in>.

-Sd-  
(S.B. Sekhri)  
Director of Higher Education,  
Himachal Pradesh, Shimla – 1.

Endst. No.      Even                                      Shimla – 171001,

Dated:                      August, 2014.

Copy for information and compliance to:

- 1) The Registrar(s), H.P University / H.P. Horticulture University / H.P. Agriculture University.
- 2) The Registrar(s), All other Universities (Govt. / Private).
- 3) The Director, H.P. Technical Education Department, Himachal Pradesh, Sundernagar.
- 4) The Director, H.P. Health Department, Himachal Pradesh, Shimla.
- 5) The Director(s) of all IIT(s) / IIM(s), & AIIMS(s)
- 6) All the Principal(s) of Govt. / Govt. aided / Affiliated College(s) / Private Institution(s) / Senior Secondary School(s).
- 7) All the Deputy Director(s) of Higher Education, Himachal Pradesh.
- 8) The ePASS Incharge, DHE HP, with the request to upload the above Press Release on to the ePASS Website.
- 9) Guard File

-Sd-  
(S.B. Sekhri)  
Director of Higher Education,  
Himachal Pradesh, Shimla – 1.