

New Format for Institute Registration

For the Database Creation i.e. enlisting of all the Institutions (covered under the various State & Centrally Sponsored Scholarship Schemes, being implemented by this Directorate) on the Software / Website i.e. <http://hpepass.cgg.gov.in>, you are requested to submit the details of your institution to the concerned DDHE of your district (in case of Institutes within HP), & to this Directorate directly (in case of Institutes outside HP) on the following proforma.

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

S N	Name Of Institute *	UDISE- Code*	Type of Institution(Govt./ Govt.Aided/Private*)	State Name*	Distri ct Name *	Block Name*	Pin Code*	Classes/Cou rse run by the Institute(Alo ng with duration of Each course)*	Affiliated to: (Name of Board/Uni versity)*	Bank Account Details of Institution			E-Mail address of the Institute /Officer Incharge*	Mobile no. of the Head of Institute /Officer Incharge *(Exact 10 Charact ers)	Land Line No. of Institute(with STD Code)
										A cc .N o. *	Bank & Branch Name*	IFS Code(Exact 11 Characters) *			
1	2	3	4	5	6	7	8	9	10	1 1	12	13	14	15	16

NOTE-1: All fields with Asterisk Mark(*) are mandatory.

NOTE-2: The change, if any, in the Mobile No. or eMail address must be conveyed immediately to this Directoate, because the System will not work without these two mandatory fields.

- NOTE-3:** 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-4:** In case of Govt.Aided/Private & Out of State Universities/Colleges it is mandatory to provide the Affiliation Documents, Approved letter of Affiliation and Intake of seats of different courses for the current year.
- NOTE-5:** No student would be able to apply online for Scholarship, unless his/her institute has been enlisted in the ePass Website/Software.
- NOTE-6:** 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-7:** Institute will be registered in the Portal, only after Hard Copy will be received by the Department.
- NOTE-8:** Institute should be Apply for registration separately for the National Scholarship Portal through www.scholarships.gov.in online; Institute will be approved by the Department after receiving the Hard Copy.