

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

SOCIAL WELFARE DEPARTMENT – SBMS - Online Sanction and disbursement of Post Matric Scholarships to Scheduled Castes, Scheduled Tribes, Backward Classes and Disabled students – Sanction, Drawal and Disbursement – Orders – Issued.

SOCIAL WELFARE (EDN.2) DEPARTMENT

G.O.Ms.No.143

Dated: 15-07-2008,

Read the following:-

1. G.O.Ms.No.90, Social Welfare (Edn.2) Department, dated 30-7-2002
2. G.O.Ms.No.61 Social Welfare (Edn.2) Department, dated 26-7-2005.
3. G.O.Ms.No.62 Social Welfare (Edn.2) Department, dated 26-7-2005.
4. From commissioner of Social Welfare, A.P., Hyderabad, Letter Rc.No.M1/4014/2008, dated 15-04-2008.

* * * *

ORDER:

Government of Andhra Pradesh have been implementing the scheme of sanction of Post Matric Scholarships every year benefiting about 15-17 lakh SC, ST, BC and Disabled students in the State.

2. With a view to ensure proper distribution of the scholarships, Government have issued comprehensive guidelines in the reference first read above and the scholarships are being sanctioned and disbursed as per the guidelines only.

3. In order to ensure timely sanction and disbursement of Post Matric Scholarships, Government in IT&C department have initiated a programme called 'Social Benefit Management System' (SBMS) in consultation with Welfare Departments. One of the components of the SBMS is sanction and disbursement of Post Matric Scholarships electronically. The package was finalized and launched on a pilot basis in Nalgonda District by Tribal Welfare Department and was implemented successfully during 2007-08.

4. Drawing from the experience of the pilot project, the proposal of extending the package to other welfare departments as well as to scale it up to the entire State was discussed in a workshop conducted on 22-04-2008 in MCR HRD Institute, Hyderabad with all the concerned departments.

5. The Workshop has recommended to implement the package in Social Welfare, Tribal Welfare, BC Welfare and Disabled Welfare Departments from 2008-09 onwards for sanctioning fresh and renewal Post Matric Scholarships in the entire State.

6. The workshop further recommended to (i) simplify the sanction process (ii) sanction of scholarships within a given time-frame and transfer of the maintenance amounts to the Saving Bank Accounts of the students by

first of every month with a facility for drawal of amount by the students through ATM/Bio-Metric Smart Cards (iii) enhance transparency and accountability in sanction and disbursement of scholarships by keeping the entire information in public domain i.e website.

7. Based on the above recommendations, the Commissioner of Social Welfare in the reference fourth read above requested the Government to issue necessary orders for implementation of the new system for sanction and disbursement of PMS from the academic year 2008-09 on the recommendations of the workshop.

8. Government after careful examination of the above recommendations hereby issue the following orders in partial modification of G.O.Ms.No.90 Social Welfare (Edn.2) Department, dated 30-7-2002. The orders now issued shall be implemented from 2008-09.

COMMUNICATION CAMPAIGN.

9.1 The Joint Director (SW) / Deputy Director (SW) / Project Director, WD & CW / District Tribal Welfare Officer / District Backward Classes Welfare Officer / Assistant Director, Welfare of Disabled and Senior Citizens (ADWDSC) shall give wide publicity about the procedure for sanction of Post Matric Scholarships online every year at least one month in advance of the beginning of the Academic Year. The communication campaign shall focus on facilitating the students to apply online for the Fresh/ Renewals scholarships and opening of saving bank account by the students in any bank branch belonging to any of the Five Nodal Banks such as State Bank of India, State Bank of Hyderabad, Andhra Bank, Syndicate Bank and Indian Bank.

ONLINE SUBMISSION OF APPLICATION BY THE STUDENT.

9.2 Every eligible SC/ST/BC/ Disabled Student studying Post Matric Courses in any recognized Post Matric Educational Institution shall apply Online in the prescribed format for scholarships within one month from the date of admission into the Educational Institution. The students can submit their applications on-line from the respective e-Seva Centers/JKCs/any Internet Center / Mandal Computer Center in MPDO Offices / TW and SW Residential Schools/ASWO/ATWO/ ABCWO Office etc. The student shall write his/her SSC registration No. and name in the application format as recorded in SSC certificate. One hard copy of the application along with computer generated acknowledgement with necessary certificates viz., (i) Income Certificate issued by the MRO for all the courses, (ii) Integrated Caste Certificate issued by the MRO, (iii) Photo copy of the Ration Card of the parent or Electoral Roll Number of the parent (iv) the Education certificates from SSC including TC of previous college and (v) Bonafide Certificate issued by the Principal of the concerned Institution in the format shown in the **Annexure-I** shall be submitted to the Principal where the student is studying.

BONAFIDE CERTIFICATE.

9.3 Bonafide Certificate in the prescribed format for the student shall be issued by the College Principal on the same day of admission of the student into the college. Respective heads of the Education Departments and Registrars of the Universities shall give instructions to the Principals of the Colleges accordingly.

OPENING OF ACCOUNT BY THE STUDENT.

9.4 Every student applying for Post Matric Scholarship should have an account opened in one of the following Nodal Banks:

- (i) State Bank of India (SBI).
- (ii) State Bank of Hyderabad (SBH).
- (iii) Andhra Bank. (AB)
- (iv) Syndicate Bank (SB).
- (v) Indian Bank (IB).

ALLOTMENT OF COLLEGES FOR VERIFICATION.

9.5 The District Collectors shall prepare a schedule date-wise, college-wise for physical verification of students who have applied online for scholarships and records by allotting the officers as detailed in the **Annexure-II**. The Officers so allotted irrespective of the department which they belong shall visit the colleges and take up physical verification of all eligible applicants. Since last date for admissions differ, depending on the course, the verification shall be conducted twice in a year i.e one verification within one month of date of re-opening of the college and second verification within one month from the last date of closing of the admissions. The Principals of the colleges shall ensure that the students who applied for scholarships shall present themselves on the date fixed for verification by the field officers.

9.6 The representative of Nodal Banks shall accompany Field Officers of Welfare Department at the time of verification and complete the work relating to opening of account, wherever the students have not yet opened the account and issue of ATM / Bio-Metric Smart Card.

9.7 On the date fixed by the District Collectors, Field Officer of the Welfare Department shall undertake physical verification of SC/ST/BC/Disabled Students and also verification of certificates and relevant registers in the Educational Institutions. The date fixed for verification shall be informed to the District Coordinators of the Nodal Banks and to the Heads of Educational Institutions at least one week in advance.

9.8 After satisfying about the genuineness of the candidates the Field Officers of the Welfare Department with his / her specific recommendations shall online recommend for sanction to the respective District Officers of Welfare Department within a week after completion of the verification.

9.9 (a) A hard copy of the application with all necessary enclosures and recommendations of the Field Officers shall be furnished to respective JD(SW)/DD(SW)/DTWO/DBCWO/AD, Disabled Welfare.

9.9 (b) Each of the field officer shall have a stamp made indicating his/her name, designation and department which shall be affixed below his signature on the application forms.

COMMUNICATING THE LIST OF COLLEGES & FEE STRUCTURE.

9.10 The list of Colleges and fee structure as communicated by the concerned Administrative Departments and Universities for the year 2008-09 shall be entered in the master database of the package. For the subsequent years, only the additions, deletions and modifications in names of colleges

and fee structure shall be communicated by the respective Administrative Departments and Universities, to the Commissioner of Social Welfare could be the Nodal Officer to update Master data base instead of all HODs of the Welfare Departments.

PROCEDURE FOR RELEASE OF BUDGET.

9.11 The HoDs of SW, TW, BCW and Disabled Welfare shall release the budget quarterly after properly assessing the requirement of funds to the Joint Director / Deputy Director Social Welfare, District Tribal Welfare Officer, District B.C.Welfare Officer and Assistant Director, Disabled Welfare and Senior Citizens as per annual allocation under Post Matric scholarships.

SANCTION OF SCHOLARSHIPS BY THE DISTRICT OFFICERS.

9.12 After receiving the proposals for sanction online from the Field Officers, the District Officers of Welfare Departments after thorough verification of the proposals with reference to the rules and regulations governing PMS shall issue sanction proceedings online. One hard copy of the sanction orders shall be retained with District Officers. The sanction shall indicate the amount sanctioned towards maintenance charges of the students and also various fees. The maintenance charges shall be sanctioned every month and the tuition fees shall be sanctioned twice in a year i.e in September and March of the Academic Year. A copy of the sanction orders shall also be communicated to the Nodal Banks. The District Officers of Welfare Departments shall present the bill in the name of Nodal Banks to the DTOs/PAO with a hard and soft copy every month from 16th to 18th and the DTOs/PAO shall pass the bills and send the cheques directly to the Nodal Banks on or before 25th of every month as per the sanctions made by the District Officers. The Nodal Banks shall adjust sanctioned amount to their respective bank branches to credit into the accounts of the SC/ST/BC/Disabled students by first of every month to enable drawal by the students. In respect of Colleges having attached hostel/college hostel the maintenance charges shall be adjusted to the account of Honorary Director/Hostel Welfare Officer (HWO)/Warden, who shall maintain proper account for the amounts received towards maintenance charges of students. The accounts maintained by Honorary Director/HWO/Warden shall be periodically verified by District Officers/Field Officers of Welfare Department.

9.13 Scholarships shall be sanctioned within one month of submission of application by the student.

RENEWAL SANCTIONS.

9.14 For the year 2008-09 the renewal applications shall also be entered online by the students studying Post Matric courses. For this purpose all the eligible students should be informed through wide publicity by District offices.

UTILISATION CERTIFICATE

9.15 The "fees" sanctioned shall be adjusted to the College account on behalf of the student. The Principal shall submit utilization certificate to the District Officers within (15) days of receipt of the funds.

The Nodal Banks shall furnish the drawal particulars and the details of inoperative accounts of students college-wise every

quarter to the District Officer, who will in turn shall cause an enquiry and find out whether the student is studying in the college or discontinued the studies. If discontinued, the District Officer shall not release the maintenance charges in respect of such student and advise the concerned bank accordingly.

The District Officers of Welfare Departments shall ensure through the banks concerned to close/cease the bank accounts of students on completion of the course in the District.

9.16 The Specimen signature of the Principal and Bank account numbers of the college and the Honorary Director/HWO/Warden of attached/college hostel shall be kept with District Officers of Welfare Departments.

FURNISHING OF ATTENDANCE PARTICULARS OF STUDENTS.

9.17 The Heads of the Educational Institutions shall submit the list of the students whose attendance has fallen short of 75% of attendance at the end of each quarter to the respective district officers of Welfare Departments. All such details shall be informed by the Field Officers to the district Officers online. The district officers should make sure the scholarship for such students in the subsequent quarter is withheld. In case the student maintains requisite attendance in the subsequent quarter the scholarships due to the students including arrears shall be released by district offices. The attendance of the students in college shall be periodically verified by District Officers and Field Officers concerned.

DISPLAY OF SCHOLARSHIPS SANCTIONED LIST.

9.18 A complete list of students for whom scholarships are sanctioned shall be displayed on the notice board of the college throughout the academic year.

9.19 The entire information pertaining to scholarship sanctions shall be available in the Public Domain.

REVIEW BY THE DISTRICT COLLECTORS.

9.20 District Collectors shall take up regular review and co-ordination with all concerned departments implementing this scheme and also with District Coordinators of the Principal Banks.

SOCIAL AUDIT.

9.21 The HoD's shall take up social audit on the sanction and disbursement of Post Matric Scholarship every year.

VERIFICATION OF SCHOLARSHIP SANCTION BY TEAM.

9.22 The HoDs shall constitute teams with officers of the Department and send for sample verification of sanction and disbursement of PMS by selecting the colleges at random. The District Collectors shall also constitute teams of Officers of the welfare Department and other departmental Officers and send for verification of sanction and disbursement of PMS by selecting the colleges at random. The report of the inspection teams shall be submitted to the respective HoD.

9.23 It shall be the responsibility of all the District Officers and Field Officers of the Welfare Departments and Principals of the Educational Institutions to see that the system of sanction and disbursement of PMS as per the present procedure and also existing guidelines is implemented properly to the benefit of the students.

9.24 The procedure envisaged in G.O.Ms.No.90, SW (Edn.II) Department, Dated 30-07-2002 in respect of the following issues shall be followed scrupulously.

- (i) Para-4 clause (f) (g).
- (ii) Para-7 clause (a)
- (iii) Para-8 clause (a) (b) (c) (e) & (f).
- (iv) Para-9 clause (b) & (c).
- (v) Para-14
- (vi) Para-15 clause (f).
- (vii) Para-20
- (viii) Para-21 clause (a) (b) (c) & (d).
- (ix) Para-22, 23 & 24.

TASK FORCE:

10. There shall be a Task Force with the following members to achieve the objectives of the scheme in order to spearhead and oversee the implementation and monitor the new system to be implemented with effect from Financial Year 2008-09.

1. Commissioner of Social Welfare, Hyderabad. Chairman.
2. Director of Tribal Welfare, Hyderabad. Member.
3. Director of BC Welfare, Hyderabad. Member.
4. Director of Disabled Welfare & Senior Citizens, Hyd. Member.
5. District Collector, Hyderabad. Member.
6. Project Officer, ITDA, Bhadrachalam, Khammam District. ... Member.
7. Deputy General Managers of the Nodal Banks. Member.
8. Deputy Director (SW), Hyderabad district. Member.
9. Joint Director (IT&C), Secretariat Hyderabad. Member.
10. Special Officer, IEG, Hyderabad (DD (SW)). Member.
11. Consultant SPIU (Welfare), Hyderabad. Member.
12. General Manager, M/s.RAM Informatics Ltd., Hyderabad. Member.
13. Joint Director (SW), Ranga Reddy District. Member.
14. Joint Director (SW), (Scholarships) O/o. Nodal Officer
Commissioner of Social Welfare, Hyderabad. & Convener.

ROLE OF NODAL BANKS:

11. The Nodal Banks shall make arrangements for opening of accounts and issue of ATM/Smart Cards which includes obtaining digital Photograph and Finger Prints of Students etc.

SECURITIES:

12. IT&C Department shall periodically review the operational and technical aspects of the software and ensure necessary securities are safe guarded.

13. The Commissioner of Social Welfare/Director of Tribal Welfare/Director of BC Welfare/Director of welfare of Disabled and Senior Citizens are directed to take action accordingly.

14. This orders issued with the concurrence of Finance (Expr.SW) Department, vide U.O.No.105947/326/A1/Expr.SW/2008, dated 14.07.2008.

15. Copy of this order is available on Internet and can be accessed at address <http://www.ap.gov.in/goir>".

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

RACHEL CHATTERJEE,
PRINCIPAL SECRETARY TO GOVERNMENT.

To

The Commissioner of Social Welfare AP., Hyderabad.
The Director of Tribal Welfare AP., Hyderabad.
The Director of BC Welfare AP., Hyderabad.
The Director of Welfare of Disabled and Senior citizens AP., Hyderabad.
The Director , Women Development & Child Welfare, A.P., Hyderabad.
The Director Treasuries and Accounts, AP., Hyderabad.
The Pay and Accounts, AP., Hyderabad.
All District Collectors in the State.
All Deputy Directors of Social Welfare in the State.
All District Tribal Welfare Officers in the State.
All District Backward Classes Welfare Officers in the State.
All The District Treasury Officers/ Deputy P.A.O.
The Commissioner of Higher Education, AP. Hyderabad.
The Commissioner of Technical Education, AP., Hyderabad.
The Director of Medical Education, AP., Hyderabad.
The Commissioner of Labour, Employment & Training, AP., Hyderabad.
The Commissioner of Intermediate Education, AP., Hyderabad.
The Commissioner of School Education, AP., Hyderabad.
The Deputy General Manager, State Bank of India, Hyderabad.

Copy to:-

All Vice Chancellors of Universities in the State.
P.S. to Principal Secretary, S.W. Department, AP., Hyderabad.
P.S. to Principal Secretary, T.W. Department, AP., Hyderabad.
P.S. to Principal Secretary, B.C. Welfare Department, AP., Hyderabad.
P.S. to Principal Secretary, Disabled Welfare and Senior citizens AP., Hyd.
P.S. to Principal Secretary, Finance Department, AP., Hyderabad.
P.S. to Principal Secretary, LET & F Department, AP., Hyderabad.
P.S. to Principal Secretary, Higher Education Department, AP., Hyderabad.
P.S. to Principal Secretary, (FP), Finance Department AP., Hyderabad.
P.S. to Principal Secretary, HM & FW Department, AP., Hyderabad.
P.S. to Hon'ble Minister for Social Welfare AP., Hyderabad
P.S. to Hon'ble Minister for Tribal Welfare AP., Hyderabad
P.S. to Hon'ble Minister for B.C. Welfare AP., Hyderabad.
P.S. to Hon'ble Minister for Disabled Welfare and Senior citizens AP., Hyd.
P.S. to Hon'ble Minister for Finance AP., Hyderabad
P.S. to Hon'ble Minister for School Education AP., Hyderabad.
P.S. to Hon'ble Minister for Health AP., Hyderabad.
P.S. to Hon'ble Minister for Technical Education AP., Hyderabad.
P.S. to Hon'ble Minister for Labour AP., Hyderabad.

Sc/sf.

//FORWARDED::BY ORDER//

SECTION OFFICER.

ANNEXURE - I
BONAFIDE CERTIFICATE

This is to certify that Sri/Kum/Ms. _____
S/o./D/o _____ R/o _____
belonging to _____ Village, located at
a distance of _____ KM from the college _____
Mandal _____ District. He/She was admitted
in this college of _____ course on _____
date with admission number _____ during the academic
year _____ and the course will be completed by _____.
He/She belongs to _____ Caste _____ Sub Caste. His/ her
Parental Income per year is Rs. _____ as per the college
admission register. The student is eligible for college attached
hostel/student managed hostel/day scholar scholarships. The student
is admitted into college attached hostel on _____ (date).

The Tuition fee may be remitted to the College Bank Account Number
_____ Bank _____ Branch _____.

Place:

Date:

**Signature & Name of the Principal
of the Educational Institution
(with Seal)**

Tel. No.