GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Social Welfare Department- Sanction of Scholarships to Scheduled Castes, Scheduled Tribes and Backward Classes Students- Sanction, Drawal and Disbursement thereof- Revised Comprehensive Procedure- Prescribed- Orders - Issued.

SOCIAL WELFARE (EDN.2) DEPARTMENT

G.O.Ms.No. 90 Dated: 30.7.2002

Read the following:


ORDER:

Sanction of scholarships to the students of Scheduled Castes, Scheduled Tribes and Backward Classes is one of the important welfare measures of the Government aimed at their educational upliftment.

2. Instances have come to the notice of the Government regarding misappropriation, embezzlement, fictitious claims, irregular and irrational drawings of scholarship amounts by certain unscrupulous elements resulting in depriving of scholarships to genuine SC,ST and BC students.

3. With the intention of providing scholarships on time to genuine SC,ST and BC students and also with a view to plug the loop holes in the existing procedure and-to streamline sanction, drawal and disbursement of Scholarships, the Government hereby prescribe the following revised comprehensive procedure in supercession of G.O.Ms.No.88, SW(Q2) Dept., Dt.8-06-1990 and in continuation of the G.O. 2nd read above.


a) List of Colleges:

The Departments of Higher Education, School Education, Health, Medical and Family Welfare, Labour, Employment & Training should provide comprehensive and
all the recognised colleges district wise to the Commissioners of Tribal Welfare and Backward Classes Welfare Departments, Director and Accounts, Pay and Accounts Officer and District Collectors in the every year.

ments mentioned in para -4(a) above should communicate the rates of Special Fees and Examination Fees payable by the students course-wise, id class-wise to the Commissioner of Social Welfare, Commissioner of. e and Commissioner of Backward Classes Welfare in the month of June

in List of Colleges and Fees:

ation in the list of Colleges or Fee structure either by way of addition oruld be communicated by the Educational and other Departments to all d in Welfare Departments, Finance Department and District Collectors.

of Colleges and Fees in the press:

recognized colleges and the fee structure shall be publicised through Education and other Departments for the awareness of the public.

in consultation with the Welfare Departments:

r in Fee Structure of any course by Education and other Departments one in consultation with the Welfare Departments to enable them to make udget provision if required.

Original 10th Class Certificate and Transfer Certificate:

ls of the Colleges shall retain the original SSC/10th Class pass certificate Memo and Transfer Certificate of the scholarship holders compulsorily in Institutions till the completion of the course or till the scholarship holder institution whichever is earlier. Any violation of this would be viewed

 Payment of Non Refundable Fees:

and Other Departments should issue instructions to the Educational s, not to collect non-refundable fees from eligible SC and ST students at admissions into approved courses, since the same is reimbursable as per prescribed.

produce original certificates:

certificates must be produced by the Principals of the colleges to the inspecting authorities while making the physical verification of students who has applied for Post-Matric scholarships in a particular
5. FURNISHING OF LIST OF COLLEGES AND FEES TO THE DISTRICTS:

a) List of colleges to be sent to the District Officers:

On receipt of the list of recognized colleges from the departments concerned, the Commissioners of SC, ST and BC Welfare shall communicate the same to the District Heads of Social Welfare, Tribal Welfare and Backward Classes Welfare Departments who in turn will communicate to DTOs /Deputy PAO concerned.

b) Fee Structure to be communicated:

On receipt of the Fee Structure from the departments concerned, the Commissioners of SC, ST and BC Welfare shall communicate the Fee Structure, course wise, class wise and group-wise to the District Heads of Social Welfare, Tribal Welfare and Backward Classes Welfare Departments, who in turn will communicate the same to the DTOs and Deputy PAO concerned.

6. Budget Release after proper assessment:

a) The Commissioners of SC, ST and BC Welfare shall release budget in time after properly assessing the requirement of funds for each district. They shall prepare quarterly distribution statements to all the districts and obtain DTA authorization. The Deputy Director(Social Welfare)/District Tribal Welfare Officer/District Backward Classes Welfare Officer shall prefer the claims to the DTO/Dy. PAO by further redistributing the funds Institution wise.

b) The Commissioner of Social Welfare/Commissioner of Tribal Welfare/Commissioner of Backward Classes Welfare/Director of Treasuries & Accounts/Pay and Accounts Officer, AP Hyderabad shall ensure that the expenditure at any point of time in a financial year, be regulated up to the authorized budget. Any funds over and above the budget provision specifically sanctioned in relaxation of treasury control orders by the Government, shall also require authorization from DTA.

7. APPLICATION:

a) Printing of Forms:

The DD(SW)/DTWO/DBCWO shall get the adequate number of scholarship application forms printed with District Code and Serial Numbers, and the expenditure shall be met from the scholarship budget only. A revised application form is enclosed in Annexure- I.
Application Forms:

Application forms for Post-matric scholarships shall be obtained by the Principals of the Welfare Departments concerned well in advance of the first week of the academic year and shall be made available to every eligible student with the College admission form itself and in any case not later than 7 days from the date of opening of the College. D.D.(SW)/D.TWO/D.BCWQ shall register and enter the college-wise applications distributed through BCWOS/ATWOs indicating the serial order of the application forms.

Application Forms and Enclosures:

The application form along with three passport size photos of the candidate duly filled in, along with necessary certificates viz., i) Caste Certificate from the Competent Authority, ii) Income Certificate issued by Mandal Officer in respect of Professional Courses and Income declaration by the Mandal Officer in respect of all other courses, iii) Photo copy of the Ration Card of the parent Roll No. of the parent iv) The Educational Certificates from SSC vi) Transfer Certificate of previous College/Institution

Principal:

The Principal shall scrutinize the application forms with reference to the information in the College records and fill up the relevant columns in the application form to the ASWO/ABCWO/ATWO concerned for verification purpose, one month from the date of admission along with the list of students, course wise and class-wise.

Receipt of Application:

The receipt of scholarships application shall be one month from the date of admission, but in no case later than 30th September. In case of professional courses admissions are completed after 30th September, the last date of receipt of applications will be one month from the date of admission, but in no case later than 30th November.

Acknowledgement and Inspections:

ASWO/D.TWO to maintain Registers:

Assistant Social Welfare Officer/Assistant Backward Classes Welfare Assistant Tribal Welfare Officer on receipt of filled in scholarship forms along with required certificates from the Principals of recognized colleges shall enter all the particulars of applicants in the prescribed register.
b) **100% verification by ASWO/ABCWO/ATWO:**

The ASWO/ABCWO/ATWO shall inspect the Colleges along with the application forms and verify the entries in the application form with reference to College Admission Register and conduct physical verification of students duly identifying with photos, who have applied for scholarships. He should also verify the Recognition/Affiliation of the College by the competent authority and obtain a copy of it for record purpose. Wherever the work load is heavy for a particular ASWO/ABCWO/ATWO the District Officer may re-alloot the verification work of Post-Matric Scholarships to other ASWOS/ABCWOS/ATWOs.

c) **ASWO/ABCWO/ATWO to affix signature:**

The ASWO/ABCWO/ATWO shall affix a stamp on the back side of the original SSC pass certificate cum marks memo as a proof of verification of the certificates for the purpose of sanction of Post Matric Scholarships as follows:

"Verified for sanction of Post Matric Scholarship for the year ..........for ............course, ............group".

**ASWO/ABCWO/ATWO**

d) **Submission of forms by ASWO/ABCWO/ATWO:**

The ASWO/ABCWO/ATWO shall photo copy two sets of the application forms. He shall retain one set, and submit the original scholarship application forms after due verification to the O/o the DD(SW)/DTWO/DBCWO with his due recommendation for sanction of scholarships within 15 days of receipt from the Principal. The other photo copied set of application form along with the photograph of scholarship holder shall be given to the Principal to be made available in the institutions for record and verification.

e) **Verification by the DSWO/DBCWO/DTWO:**

On receipt of Scholarship application forms from the ASWO/ABCWO/ATWO, the DSWO/DBCWO/DTWO shall conduct a minimum of 30% verification of all Unaided Colleges, 100% verification of I.T.Cs and Para Medical and a minimum of 10% of all other Colleges in each ASWO/ABCWO/ATWO jurisdiction at random. Verification has to be conducted for 100% of the students in each of the colleges visited. DSWO will conduct the verification as per the directions of DD(SW).

f) **Inspection by Deputy Directors(SW):**

The DD(SW) shall carry out a minimum of 20% inspection of Unaided colleges, Para Medical Courses, Polytechnics, ITCs, Law and other such courses and a minimum of 5% of all other Colleges at random.
ION OF POST-MATRIC SCHOLARSHIPS:

y of Applications:
The DD(SW) / DBCWO/DTWO shall scrutinize the application forms with
the enclosures and recommendations made by the
BCWO/ATWO and DSWO and put up for the sanction to DD(SW)/
DTWO.

\[JON OF POST-MATRIC SCHOLARSHIPS:

y with SSC Roll No:
Roll No. of each student has to be entered and verified with computer data
ouble claims and to ensure the genuineness of the applicant.

iod to be verified:
where there is a gap of 2 years or more in the study of the applicant, such
y be entered in a separate register and verified before sanctioning
ips.

on of Scholarships:
\[JON OF POST-MATRIC SCHOLARSHIPS:

\[SANCTIONS INFORMATION ON INTERNET:
actions made in respect of Post Matric Scholarships shall be placed on the
or the information of all concerned.

ATION OF BOOKLETS FOR TRANSPERENCY:
ty after sanctions are made college-wise information shall be prepared into
and made available to Ministers, Members of Parliament, MLAs, Chair
of ZPs, Chair Persons of Municipalities, Collectors, Joint Collectors, RIOs,
AO and Deputy P AO. The booklets can be prepared in two or three volumes
requirement.

CITY THROUGH PRESS:
sanctions made shall be published in the Press, giving details of the names of
eges, number of students, amounts sanctioned for maintenance allowance,
fee, special fee and examination fee.

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14. REVIEW WITH THE PRINCIPALS:
The District Officers of the Welfare Departments shall have frequent interaction with the principals of colleges and review the attendance, performance of the students, disbursements of scholarships and utilization of fee etc., at least once in a quarter.

15. DRAWAL OF SCHOLARSHIPS:

a) Priority in Sanctions:
The DD(SW) / DBCWO/DTWO shall, after receipt of budget from the Commissioners, make the sanctions in the following order of priority of the Colleges:
   i) Government Colleges,
   ii) University Colleges
   iii) Private Aided Colleges
   iv) Private Un-aided Colleges

b) Priority in Drawals:
The DD(SW) / DBCWO/DTWO shall give first priority to drawal of Maintenance Charges and next priority to drawal of Fees, depending on the availability of budget.

c) Renewal of Scholarships:
   All renewal scholarships shall be sanctioned on receipt of proposals from the principals within a month from the re-opening of the colleges.

d) Maintaining Cheques Register:
The DD(SW) / DBCWO/DTWO who are the drawing officers shall draw the scholarship amounts depending upon the availability of the budget and obtain crossed Banker Cheques/Drafts in favour of the Principals of the Colleges concerned. The Cheques/Drafts shall be entered in the Cheque register in the O/o the DD(SW) / DBCWO/DTWO.

e) Distribution of Cheques to the Principal:
The cheques shall be handed over to the principals concerned by the DD(SW)/DBCWO/DTWO in a meeting organized within a week, in the presence of the ASWOs/ABCWOs/ATWOs/DSWO.

f) Subsequent Drawals:
   Subsequent Drawal for an Institution shall be only after the receipt of acquittances for the previous drawals.

g) Specimen Signatures:
The Specimen Signatures of the Principals and Bank account number of the Colleges shall be kept in the office of DD(SW)/DBCWO/DTWO.

16. DISBURSEMENT OF SCHOLARSHIPS:

a) Disbursement of Scholarship to Students:
The Principal, on receipt of the Cheque/Draft from the DD(SW)/DBCWO/DTWO shall credit the amount into the College Account. He shall distribute the maintenance amount to the students by issuing individual Account
after verifying 75% of the attendance of the students in respect of
and Student Managed Hostels.

Payee cheques shall be distributed by the Principals within a week
in the presence of Public Representatives, representatives of the
representative from the Welfare Department and certain parents of
in a special meeting organized.

Hostels:
shall transfer the maintenance amount to the Account of Attached
pect of students residing in College Attached Hostels.

College Hostels:
ers shall draw and disburse the amount to the Wardens/Matronsof
College Hostels of the SWTW/BC Departments in respect of
ling in these hostels towards the maintenance of mess.

ces within 10 days:
pincipal shall send the Acquittance for the amount paid along with the
for the Un-disbursed amount if any, in respect of Maintenance
to DD(SW)/DBCWO/DTWO within 10 days of disbursement
ASWOs/ABCWOs/ATWOs to facilitate subsequent disbursement
of the Acquittance shall be kept in the Educational Institution.

Certificates for Fee:
pincipal shall also send Utilisation Certificate in respect of Fees to
/DBCWO/DTWO through ASWOs/ABCWOs/ATWOs within 10
drawal of funds.

RAWAL AND DISBURSEMENT OF PRE MATRIC

Method of procurement, filling, submission and verification of
on forms will be the same as that of Post Matric Scholarships.
of 10th class certificate other relevant certificates can be verified. Also
on forms need not be maintained in triplicate. Only one form can be
and kept in the Office of ASWO.
W.O. concerned shall be the sanctioning authority for SC Students,
missioner of Social Welfare shall fix targets for each District and the
Director shall fix targets for each ASWO.
shall be a committee with the DS WO, District Education Officer and
Education Officer as members. The committee shall notify the list of
ed schools and shall decide the number of pre-matric scholarships to
ioned school-wise within the target prescribed to the ASWO.
ay be given in the following order by the ASWO while making

Government Schools
Municipal Schools
Zilla Parishad Schools

8
iv) Aided Schools
v) Unaided Schools

Only recognized schools shall be sanctioned scholarships.

f) Budget has to be released ASWO wise by the DDs (SW) and mark copies to the DTO and STOs.

g) After issue of sanction the A.S.W.O. shall prefer the claim on the treasury and obtain the payment in the form of a Bank Draft in the name of the institution concerned. Since Pre-Matric Scholarships is paid annually, the A.S.W.O shall ensure the payment is made to all the institutions before 31st October every year.

b) The Education Institutions on receipt of Demand Draft shall initially credit to the School Account and shall disburse the amounts to individual students in cash and obtain Acquittances in duplicate and shall submit one copy of Acquittance along with the Challan for undisbursed amounts if any to the A.S.W.O concerned within one month.

i) The ASWO shall maintain schoolwise registers and records indicating the class wise number of students, amounts sanctioned and acquittances received.

j) By the 5th of every month the ASWO concerned has to reconcile the expenditure with the STO and send a report to the Deputy Director, Social Welfare.

19. ROLE OF THE TREASURIES AND FINANCE DEPARTMENT:

a) The DTO/PAO shall honour the bills based on sanction orders and institution wise authorized budget provision after exercising necessary treasury checks by DTO and pre-audit checks by the PAO.

b) The DTO/PAO shall maintain institution wise Budget Control Register and honour the claims accordingly.

c) The DTO/PAO shall review budget and expenditure on fortnightly basis for detection of excess drawals.

d) The DTO/PAO shall enforce reconciliation of expenditure as per G.O.Ms.No. 507, Finance (TFR) Department, dated 10-4-2002.

20. RECONCILIATION:

a) The DD(SW)/DBCWO/DTWO shall get the amounts drawn duly reconciled with the Treasury Figures before 10th of the succeeding month at the district level.

b) Reconciled statement of a month shall be sent to the Commissioners of the Welfare Departments before 15th of the succeeding month.

c) Monthly Reconciliation shall be done by the respective Heads of the Welfare Departments with DTA/PAO and Accountant General, A.P., Hyderabad in order to ensure that no excess amounts are drawn under Post-Matric Scholarships. A monthly report in this regard shall be sent to the Government.
The DTA shall evolve a computer based information system which will allow the respective heads of Welfare Departments to know the district wise budget and expenditure.

**BY COMMISSIONERS:**

The District officers shall send the status report regarding Post-Matric scholarships by the 5th of every month to the Heads of Departments.

The Commissioners of the Welfare Departments shall review the sanctions, approvals and disbursements of funds by 10th of every month and send the copy of minutes of the review to the Government.

ODs shall review success rate of scholarships holders annually.

ODs shall monitor timely disbursement of scholarships to the students.

**BY DISTRICT COLLECTORS:**

District Collectors shall review periodically with the Officers of Social Welfare/Tribal Welfare/ BC Welfare and the concerned Officers of Education and other Departments to ensure that the objective of the scheme of scholarships is fully achieved and to sort out problems if any.

**Actions by senior officers:**

Principal Secretaries/Secretaries/HODs and other Senior Officers of the Welfare Departments shall inspect colleges and interact with the principals and students with regard to the disbursement of Post Matric Scholarships during their tours in the

**ON DEFAULTING COLLEGES:**

Social Welfare/Tribal Welfare/ Backward Classes Welfare Departments and the Education and other departments shall review the irregularities or malpractices to by the management of colleges, the Education and other Departments shall take steps to de-recog nizing or black-listing such colleges.


**ORDER AND IN THE NAME OF GOVERNOR OF ANDHRA PRADESH**

JANNAT HUSAIN
Principal Secretary to Government

Commissioner of Social Welfare, AP Hyderabad
Commissioner of Tribal Welfare, AP., Hyderabad
Commissioner of Backward Classes Welfare, AP Hyderabad
Director of Treasuries and Accounts, AP Hyderabad
and Accounts, AP Hyderabad
All Deputy Directors of Social Welfare
All District Tribal Welfare Officers
All District Backward Classes Welfare Officers
All DTOs/Dy.PAO

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

Copy to:
All District Collectors
All Vice-Chancellors of Universities
P.S. to Principal Secretary, Special Welfare Dept., AP Hyderabad
P.S. to Principal Secretary, Backward Classes Welfare Dept., AP Hyderabad
P.S. to Secretary, Tribal Welfare Dept., AP Hyderabad
P.S. to Principal Secretary, LET & I Dept., AP Hyderabad
P.S. to Principal Secretary, Higher Education Dept., AP Hyderabad
P.S. to Principal Secretary, Finance Dept., AP Hyderabad
P.S. to Secretary (IF), Finance Department, AP Hyderabad
P.S. to Special Chief Secretary, Health, Medical & Family Welfare Dept., AP, Hyderabad
P.S. to Chief Secretary to Government, GAD, AP Hyderabad
Special Secretary to CM., AP, Hyderabad
P.S. to Minister for Social Welfare, AP Hyderabad
P.S. to Minister for Tribal Welfare, AP Hyderabad
P.S. to Minister for Backward Classes Welfare, AP Hyderabad
P.S. to Minister for Finance, AP Hyderabad
P.S. to Minister for Higher Education, AP Hyderabad
P.S. to Minister for School Education, AP Hyderabad
P.S. to Minister for Health, AP Hyderabad
P.S. to Minister for Technical Education, AP Hyderabad
P.S. to Minister for Labour, AP Hyderabad

//FORWARDED BY ORDER//
GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF SOCIAL WELFARE

APPLICATION FOR POST MATRIC SCHOLARSHIP FOR SCHEDULED CASTES & DALIT CHRISTIANS

College Name & Place: ___________________________ Govt./Aided/Pvt.
Mandal: ___________________________ District: ___________________________
College Admission Number: ___________________________ Date of admission: ___________________________
Course: ___________________________ Academic Year: ___________________________

1. Full Name (in Block Letters) (To be filled by the candidate)
   (Surname) ___________________________ (Name) ___________________________

2. Father's Name ___________________________

3(a). Guardian's Name (if father and mother are not alive) ___________________________

(b). Spouse's Name (for married candidate) ___________________________

4(a). Present Postal Address ___________________________

(b). Permanent Address ___________________________

5(a). Whether passed-SSC/CBSE/ICSE/MATRIC/Other State Board: ___________________________

(b). Regd / Hallticket number of SSC or Equivalent Exam passed with month and year of Passing: ___________________________

6. Date of Birth (as shown in Xth class Memo) ___________________________

7. Sex (Male / Female) ___________________________ Nationality & Religion: ___________________________

9. Community (Scheduled caste/Dalit Christian): ___________________________

10. Sub Caste (with Group): ___________________________

11. Year of passing in the Previous Course: ___________________________

12. Details of Present Course of Study
   (a) Name of the Course ___________________________
   (b) Duration (No. Years) ___________________________
   (c) From ___________________________ (month) To ___________________________ (month)
**Present Residence**

Between College and Residence: KMs

**Annual Income**

Rs.

**Ration Card No.**

Electoral roll number of parent

**Admission in College Attached Hostel (if so):**

**Parent’s Bank A/C No.**

**Name of the Bank & Branch**

The study particulars SSC onwards (specify if any gap is there in studies):

<table>
<thead>
<tr>
<th>Year of Study</th>
<th>Course of Study</th>
<th>Result</th>
<th>% of Marks</th>
<th>Name and address of school/college</th>
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I declare that the above information is true and correct. If it is proved to be false, I will be held responsible and action can be initiated against us.

Signature of the candidate

(To be filled by the Educational Institution)

The contents of the application have been verified with reference to the original documents submitted by the candidate to the institution and the photocopies of the same are herewith.

Copy of integrated caste certificate.
Copy of the Income certificate.
Copy of SSC marks memo.
Copy of the certificate/Marks memo of the course last studied.
Copy of transfer certificate of previous course.

Signature & Name of the Principal of the Educational Institution.
Seal:
VERIFICATION REPORT OF ASSISTANT SOCIAL WELFARE OFFICER

I verified the contents of application and also college records and physically identified the student and hereby certify the following:

1. SSC/Other equivalent examinations Registration No     Correct / Incorrect
2. Caste particulars                                       Correct / Incorrect
3. Specify Previous Course Attended by Applicant
4. Present course of study & year
5. Indicate whether student is Local or Non Local
6. a) Applicant is a boarder of ____________________________
    b) The date of admission in CAH is ________________________
7. Caste_________________ Sub-Caste _______________________
8. Occupation of Parent/Guardian/Husband (in case of married women) ________________________
9. Total family Income from all sources Rs. ________________________
10. Distance between the residence and Institution ________________________
11. The College Admission No. _____________________________

The following Original Certificates verified and found

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Correct / Incorrect</th>
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<tr>
<td>Transfers Certificate</td>
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<td>SSC Memo</td>
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<td>Income Declaration/Certificate</td>
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<td>Gap Certificate (if any)</td>
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Specific Recommendation of ASWO for Sanction of Post Matric Scholarship

ASWO to endorse on the original Xth Class Certificate of Candidate indicating Date and Course of Sanction

Signature

Asst. Social Welfare Officer
Place: ________________________
Seal: ________________________
Date: ________________________

* Strike off whichever is not relevant

The verifying Authority should fill up all the columns.
(To be filled by the office of the Deputy Director Social Welfare)

Fellowship sanctioned for the period from ____________ to ____________

At/Boarder of Student Managed Hostel / Boarder of College Attached Hostel,

Fees charges @ Rs. ___________ PM for ___________ months = Rs. __________

(a) Fee =__________ (b) Special Fee =__________ (c) Exam Fee =__________

Fee (Specify) =__________ (e) Total Fee =__________ (f) Total amount =__________

Assistant Superintendent Deputy Director (SW)