

No.14011/01/2015-SCD-V
Government of India
Ministry of Social Justice and Empowerment

Shastri Bhavan, New Delhi -110001.
Dated the 8th September 2015

To

Principal Secretary/ Secretary,
In-charge of Scheduled Castes Development,
State Governments and U.T. Administrations.
(As per list attached)

Subject: Centrally Sponsored Scheme of **Post-Matric Scholarship** for students belonging to Scheduled Castes - Calling of proposals for seeking due Central assistance during the year **2015-16**.

Madam/ Sir,

The Scheme of Post Matric Scholarships to the students belonging to Scheduled Castes for studies in India is an important Scheme aimed at educational development of Scheduled Castes students at post-matriculation stages.

2. In order to ensure that this scheme is implemented efficiently, so as to reach the target group, it is requested that you may kindly take early action to formulate the State Government's proposal for the year 2015-16 in accordance with the provisions of the revised Scheme and send it to the Ministry to enable an early release of funds, and ensure early disbursement of scholarships. You are, therefore, requested kindly to take early action on the following: -

2.1 Proposals may be formulated in the prescribed proforma at **Annexure-I** for release of Central Assistance. A copy of prescribed proforma for furnishing proposal for the year **2015-16** is enclosed, which may be duly filled and furnished along with your proposal. **The details of students category-wise for 2014-15 (Actual) and 2015-16 (Anticipated) may be furnished as per format at Annexure-II**

2.2 In accordance with the funding pattern of the Scheme, the level of Committed Liability of respective State Governments/Union Territory Administrations (except North-Eastern States) for a year is equivalent to the level of actual expenditure incurred by them under the scheme during the terminal year of the last Five Year Plan Period. However, as communicated vide this Ministry's letter dated 31.12.2010 mentioned above, additional committed liability arising on account of the revision of the Scheme w.e.f. 01.07.2010 shall be passed on to the State/UTs at the end of the XII Five Year Plan (w.e.f. 01.04.2017) and not at the end of the XI Plan.

2.3 Accordingly, committed liability of State for XII Plan Period has been fixed based on information received on actual expenditure incurred under this Scheme during 2011-12, which was called for in prescribed format vide this Ministry's letter No. 14011/02/2012-SCD-V dated 10.04.2013.

2.4 The anticipated expenditure projections for **2015-16** may be worked out keeping in view the trend of growth of awards. If however, any State Govt. proposes any abnormal growth, and in all cases where more than 20% growth in expenditure/coverage is envisaged, the same may be supported with valid reasons, otherwise they are likely to be rejected.

2.5 Since the expenditure projection for **2015-16** is based on actual expenditure during 2014-15, it may be categorically stated whether the actual expenditure reported for 2014-15 are based on departmental figures duly audited. In case the accounts have not been audited the probable date of completion of audit may please be indicated.

2.6 In case the arrears for the year 2014-15 are also demanded for the beneficiaries who could not be covered, then the detailed break-up of beneficiaries and expenditure-Category-wise, gender-wise, district-wise etc. should be separately indicated, so as to have an idea about total expenditure on the Scheme in a year. **No arrears in respect of claims for scholarship made by the State after 31st December in a financial year, henceforth, will be admissible.**

2.7 The proposal for Book Bank Component of the scheme may be furnished in the prescribed proforma at Annexure I & II. As per decision taken by the Ministry with the Consultation of Integrated Finance Division, the expenditure on Book Bank Component will be shared on 50-50 basis between Centre/States and 100% in case of UTs.

2.8 The unspent balances with State/UTs needs to be reconciled immediately to avoid delay in release of funds.

2.9 Urgent necessary steps may be taken to update the audit of expenditure under the scheme. Where audit under the scheme is pending for many years, special drive needs to be undertaken in co-ordination with the concerned Accountant General to bring the position of audit up-to-date. In the proposal for **2015-16**, audited expenditure figures for 2014-15 may be provided, wherever available. In case audited figures for 2014-15 are not available the audited figures provided by Accountant General for the last three years i.e. 2011-12, 2012-13 and 2013-14 must be provided. The utilization certificate(s) for central assistance released in past may be furnished in prescribed proforma (GFR-19A) duly signed by the competent authority. **(Annexure-X)**

2.10 Free availability of forms and timely payment of scholarship are instrumental in the scheme. In this regard this Ministry had also issued comprehensive guidelines for streamlining sanction and disbursement procedures under this scheme vide this Ministry's circular No. 11017/8/93-Sch. Cell dated 4.4.1995.

3. Timely payment of scholarship must be ensured to all eligible students covered under the Scheme. This Ministry has already written to all the State Governments/UTs to ensure that accounts are opened in Post-offices/ Banks in name of individual beneficiary students, so that the scholarship amount can be directly credited in these accounts. In due course students should be able to get their scholarship money through ATM/Smart Cards. In case your State Government has still

not introduced this system of payment, then immediate steps may be taken to ensure that the system is in place from the current financial year (2015-16). **The status in this regard should be clearly indicated while forwarding your proposal.** While considering proposals for release of central assistance preference will be given to State Govts/UTs, which have already introduced the system of disbursement of scholarship through Bank/post office accounts.

3.1 At the time of revision of this Scheme, Unique Identification Authority of India (UIDAI) had suggested that the concerned database in the state implementing departments may be integrated with UIDAI by (i) embedding Aadhar numbers (UID numbers) in it, (ii) using the UIDAI enabled bank account (UEBA) for crediting the scholarships and (iii) using the UIDAI authentication services for beneficiary identification. Since the process of issue of Aadhar numbers is almost complete, I would request you to ensure that suitable action on the aforesaid points may be taken on priority basis and the systems universalized immediately. **However, a student should not be denied his due benefits if he does not have Aadhar ID.**

3.1.1 After enrolment where a student does not have Aadhar ID, he may be asked to apply for the same and provide his UID number to the institution within a period of 6 months. However, a student should not be denied his due benefits if he is unable to submit his Aadhar ID.

3.1.2 The details of additional information on the beneficiaries with Aadhar card, their linking with bank Account and Institutions availing PMS and Institutions cancelled after verification etc may be furnished as per Annexure III

3.2 It has been observed that the fee component forms a substantial part of the Expenditure being incurred under this scheme. There has been quite an escalation in this component over the years, especially in the technical, medical and professional courses. It is requested that suitable Management Information System may be developed and introduced in your State/UT to keep a strict monitoring/ control over this expenditure, with a view to ensure that only reasonable/genuine fee components are paid in accordance with the provisions of the scheme.

3.2.1 In order to have preliminary assessment of fee component, the details of break up of (i) Government Institutions (ii) Private professional Institutions directed to be mandatorily covered by Fee-fixation Committee (iii) Other Institutions including Deemed & Private Universities not covered by Fee-Fixation committee and Scholars covered for distance Education for 2014-15 (Actual) and 2015-16(Anticipated) may please be furnished as per format at Annexure-IV.

3.3 It may be ensured that fee claims of the Institutions whose fees are to be regulated by the Fee-fixation Committee in terms of Supreme Court orders in WPC 350 of 1993 in the Islamic Academy of Education and another Vs State of Karnataka and others. In case fee fixation committees have not been constituted they should be constituted immediately. The fee fixation work should be positively completed by 31.3.2016. In the absence of which the Central Government may fix rates for reimbursement of scholarship for such institutions from 1.4.2016.

3.3.1 The States may also like to examine whether rates fixed for institutions by the fee fixation committee can be made applicable for equivalent courses conducted by private/deemed universities and other private institutions not mandatorily covered by the fee fixation committee.

3.4 The Ministry has circulated a proforma to all the State Governments/UTs vide Ministry's letter No.14011/1/2009-SCD-V dated 25.8.2009 requesting them to furnish quarterly Progress reports regarding implementation of the scheme. However, the Quarterly Report has not been received regularly from your State/UT so far. It is therefore requested to ensure that the Quarterly Progress Reports are furnished on regular basis to the Ministry.

3.5 It may also be ensured that the annual inspection of all the Institutions is done by a state Government Officer not below the level of a Group A officer in the Government of India.

3.6 It may be noted that the parental income ceiling has been revised to Rs. 2.5 lakh per annum w.e.f. 01.04.2013. All States/UTs have already been informed vide this Ministry's letter No. 11017/01/2008-SCD dated 29.04.2013.

3.7 It is requested that all parts of the proforma should be filled in properly with consequent figures of beneficiaries and expenditure and signed by competent officers at the appropriate places and may please be furnished **by 30.09.2015** so that due Central assistance could be released to your State/UT well in time for disbursement of Scholarship to eligible SC students. Incomplete proposals will not be entertained for release of central assistance. The changes made in the calling up letters have been highlighted. You are requested to kindly note the changes and furnish the requisite information in the prescribed format.

3.8 The requisite information along with proforma is also available on the official website of the Ministry (**www.socialjustice.nic.in**).

Yours faithfully,

(Pravin Tripathi)

Under Secretary to the Government of India

Copy forwarded for necessary action to the Directors in Charge of Welfare of SCs:-All States/UTs.

Yours faithfully,

(Pravin Tripathi)

Under Secretary to the Government of India

PRESCRIBED PROFORMA
FINANCIAL STATEMENT

Name of the State/Union Territory _____

Columns to be essentially filled in by State Govt./UT Admn. in respect of the Centrally sponsored Scheme of Post Matric Scholarship to students belonging to Scheduled Castes

Category	Amount
1. Actual Expenditure incurred during 2014-15	
2. Committed Liability (As fixed for XII Plan)	
3. Central Assistance due (col.1-2)	
4. Anticipated Expenditure during the year 2015-16 (II+III)	
(i) Anticipated expenditure for the year 2015-16	
(ii) Add amount of arrears to be paid during 2015-16 for the claims pertaining to 2014-15*	
(iii) Add 50% of the total expenditure on Book Bank Component	
5. Committed Liability	
6. Due Central Assistance (4-5)	
7. State Budget provision towards Committed Liability	
8. If the anticipated expenditure is more than 20% higher than the actual expenditure of 2014-15, or shows less than 5% growth, please give specific reasons for the same.	
9. Progress of expenditure incurred so far during 2015-16	

Note:- All figures to be invariably furnished for Scheduled Castes only.

Certified that the expenditure given above conforms to the payments of Scholarships as per conditions for eligibility and rates of maintenance allowance as contained in the regulations governing award of Post-Matric Scholarship for Scheduled Castes

Signature: _____
Name and Designation of the
Officer signing the Statement: _____
State Government of: _____

DETAILS ABOUT IMPLEMENTATION OF THE SCHEME

1. A. Name of the Department, in the State/UT, implementing the scheme; including the designation, Name & address of Secretary and Director In-charge.

Name of Office	Name of the officer	Designation & address	Telephone/fax No.

B. Name of Deptt. allocated Budget towards committed liability: _____

2. Designation of the authority responsible for sanctioning of scholarship (Head of Educational Institution/District level Officer/Directorate.) _____
3. Mode of Payment of Scholarship (cash/cheque/Bank etc)-----
4. Periodicity of payment of scholarship (Monthly/quarterly/six monthly/annually). _____
5. Date of placing 1st instalment of funds with the sanctioning authority by the State Govt./UT Admn. _____
6. Month of sending the application forms to the educational institutions. _____
7. Month of Actual Sanction of 1st instalment of Scholarship during 2014-15. _____
8. Month during which the 1st instalment of scholarship was actually disbursed during 2014-2015.
 (i) Earliest Disbursement Date: _____
 (ii) Last Disbursement Date: _____
9. Whether compulsory non-refundable fees, reimbursable under the scheme, is being charged from the eligible SC students:- _____
 If yes, reasons therefore, and what corrective steps have been taken? _____
10. What corrective steps have been taken/proposed to be taken to ensure timely disbursement of scholarship under the scheme. _____
11. Numbers of Institutions availing PMS _____
12. Numbers of Institutions cancelled after verification during 2014-15 _____
13. Give Details of Checks in place to avoid/minimize misuse. _____

Signature
 Name & Designation of
 the Competent Officer

Annexure-II

PHYSICAL TARGETS - POST MATRIC SCHOLARSHIPS TO SCHEDULED CASTES
2014-15 ACTUAL

Group	Scheduled Castes								Total
	Fresh Enrolment				Renewal Enrolment				
	<u>Hostellers</u>		<u>Day Scholars</u>		<u>Hostellers</u>		<u>Day Scholars</u>		
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Group I									
Group II									
Group III									
Group IV									
Correspondence Courses. (including Continuing & distance Education)									
Total									

2015-16 (Anticipated)

Group	Scheduled Castes								Total
	Fresh Enrolment				Renewal Enrolment				
	<u>Hostellers</u>		<u>Day Scholars</u>		<u>Hostellers</u>		<u>Day Scholars</u>		
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Group I									
Group II									
Group III									
Group IV									
Correspondence Courses. (including Continuing & distance Education)									
Total									

Statement showing number of students as per Annual Fee component

(Amount in rupees)

Sl. No.	Annual Fee Range per student	No. of students actually covered during 2014-15				No. of students expected to be covered during 2015-16			
		Government Institutions	Private Professional Institutions Covered by Fee-Fixation Committee	Other Private Institutions including Deemed & Private Universities not Covered by Fee-Fixation Committee	Scholars covered for Distance Education	Government Institutions	Private Professional Institutions Covered by Fee-Fixation Committee	Other Private Institutions including Deemed & Private Universities not Covered by Fee-Fixation Committee	Scholars covered for Distance Education
(1)	(2)								
1	Less than 25,000								
2	25,001 to 75,000								
3	75,001 to 1,00,000								
4	1,00,001 to 2,00,000								
5	2,00,001 to 3,00,000								
6	3,00,001 to 4,00,000								
7	4,00,001 to 5,00,000								
8	5,00,001 to 7,00,000								
9	7,00,001 to 10,00,000								
10	More than 10,00,000								
11	Total								

Details of Disabled SC students covered during 2014-15 and to be covered during 2015-16 under the Scheme.

Actual Coverage during 2014-15

Group	Boys		Girls		Total (Col.2+3+4+5)
	Hosteller	Day Scholar	Hosteller	Day Scholar	
1	2	3	4	5	6
I					
II					
III					
IV					
Correspondence courses					
Total					

2015-16 (Anticipated)

Group	Boys		Girls		Total (Col.2+3+4+5)
	Hosteller	Day Scholar	Hosteller	Day Scholar	
1	2	3	4	5	6
I					
II					
III					
IV					
Correspondence courses					
Total					

**DETAILS OF EXPENDITURE ON MAINTENANCE ALLOWANCE AND FEES
TOWARDS HOSTELLERS AND DAY SCHOLARS (SC ONLY)**

2014-15 (Actual)

2015-16 (Anticipated)*

(Rs. in Lakhs)

Group	No. of Awards	Expenditure towards			No. of Awards	Expenditure towards		
	SC	Maintenance Allowance SC	Fees SC	Total Expenditure		Maintenance Allowance SC	Fees SC	Total Expenditure
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Hostellers								
I								
II								
III								
IV								
Correspondence courses Distance and Continuing Education								
Total								
Day Scholars								
I								
II								
III								
IV								
Correspondence Distance and Continuing Education								
Total								
Grand Total								

*Note: 1. Details about arrears of 2014-15 included in anticipated expenditure 2015-16 to be given separately for each group, Hostellers and Day Scholars, as in this proforma.

POST MATRIC SCHOLARSHIP FOR SCHEDULED CASTE STUDENTS

Statement of scholarship awarded and expenditure incurred for Scheduled Castes during the last three years and 2015-16 (anticipated)

(Rs. in lakhs)

Year	No. of Awards	Expenditure incurred
2012-13		
2013-14		
2014-15		
2015-16 (including Book Bank component)		

POSITION OF AUDIT OF EXPENDITURE BY CAG/AG

- Year, upto which the audit has been completed under the scheme: - _____
- Audited figures of Expenditure for the three years (latest) for which Audit under the scheme has been completed. These figures should be the total expenditure incurred (out of State Budget +Central Assistance) under the scheme. Complete documentary proof may also be attached with the proposal.

For SC students only

(Rupees in lacs)

Year..... Audited figures of expenditure

Year..... Audited figures of expenditure

Year..... Audited figures of expenditure

Signature: _____

Name and Designation of the
Officer signing the Statement: _____
State Government of: _____

**STATEMENT OF TOTAL (STATE + CENTRAL ASSISTANCE) ACTUAL
EXPENDITURE BY DISTRICTS AND NO. OF AWARDS DURING 2014-15 AND
ESTIMATES FOR 2015-16 UNDER THE SCHEME (Scheduled Castes only)**

(Rs. In lakhs)

Sr. No	Name of Districts	2014-15		2015-16	
		Actual Expenditure	Actual Coverage	Proposed Expenditure	Proposed Coverage
1					
2					
3					
4					
5					
6					
7					
8					
9					
Grand Total					

Signature:
Name and Designation
of the Officer

Statement in respect of such States/UTs which pay higher maintenance allowance than admissible under the Centrally sponsored Scheme and /or provide certain other eligibility relaxation.

1. **Maintenance Allowance rates adopted** **(Rs. per month)**

	<u>Hostellers</u>	<u>Day Scholars</u>
Group I		
Group II.		
Group III.		
Group IV.		
Correspondence Courses		

2. **Details of eligibility conditions being relaxed**

3. **Details of Expenditure**

(Rs. in Lakhs)

Particulars	2014-15 (Actual)	2015-16 (Anticipated)
(i) Total Expenditure under the scheme, as per 1+2 above: (as per State Govt. rates and relaxed eligibility conditions, if any)		
(ii) Total expenditure as per Centrally Sponsored Scheme (as per Govt. of India regulations)		
(iii) Addl. Expenditure (i-ii above) on account of higher maintenance allowance rates etc.)		

4. **Source of funding the additional expenditure (SCs only)**

(Rs. in Lakhs)

- (i) State Budget Provided for 2015-16 for:
- Committed Liability
 - Expenditure on Higher rates etc.
 - Total
- (ii) State Budget Provision actually Utilised during 2015-16 for:
- Committed Liability
 - Expenditure on Higher rates etc.
 - Total
- (iii) State budget provided for 2015-16 (SCs only) for:
- Committed Liability - -
 - Expenditure on Higher rates etc.
 - Total

5. Certified that expenditure details furnished above conform to the actual payment of scholarship made, under the scheme and that separate record is being maintained for the expenditure incurred over and above the expenditure permissible under the Centrally Sponsored Scheme.

Signature
Name & Designation of
the Competent Officer

GFR 19 – A
(See Rule 212 (1))
Form of Utilization Certificate

S.No	Letter No. and Date	Amount (Rs.)
	Total	

Certified that out of Rs..... of Grants- in aid sanctioned during the year..... in favour of under this Ministry/ Department letter No. given in the margin and Rson account of unspent balance of the previous year , a sum of Rs has been utilized for the purpose of..... For which it was sanctioned and that the balance of Rsremaining un-utilized at the end of the year has been surrendered to Government (vide No._____ dated _____) will be adjusted towards the grants - in-aid payable during the next

year.....

2. Certified that I have satisfied myself that the conditions on which the grants- in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Signature.....

Designation.....

Date.....

Prescribed proforma for Book Bank Component				
Progress ofr Implementation of Book Banks				
S.No.	Courses	2015-16 (Proposed)		
I	Degree Courses	Number of		
		Institutions	Students	Cost (Rs. in lakh)
1	Medical (including Indian System of Medicine/Homeopathy)			
2	Engineering (including Architecture, Marine Engg., Electronics Engg. etc.			
3	Veterinary Sciences			
4	Agriculture			
5	Polytechnic			
II	Post graduate courses			
1	Medical Engg. Agriculture and Veterinary sciences and such other technical alike courses as are approved by the Universities/Institute of Higher Learning.			
2	Law Courses, LLB (3years & 5 years) LLM (2 years)			
3	Chartered Accountancy (intermediate and final)			
4	MBA (2 years and similar courses			
5	Bio Sciences			
Total (I+II)				

Annexure-XII

District-wise details of recognized Institutions covered during 2014-15 proposed to be covered during 2015-16				
S.No.	Name of District/Institution	Course	No of Students	Total cost (Rs. in Lakh)
Year 2014-15				
1	District			
	Name of Institutions			
2	District 2			
	Name of Institutions			
3	District 3			
	Name of Institutions			
4	District 4			
	Name of Institutions			
Year 2015-16				
1	District			
	Name of Institutions			
2	District 2			
	Name of Institutions			
3	District 3			
	Name of Institutions			
4	District 4			
	Name of Institutions			
	Total			