



# West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

No: 2713-MDC/SCH-15

Date: 16-09-2016

To  
The District Magistrate  
All Districts

Sub: Bulk uploading of Pre-Matric Scholarship data in offline mode

Sir,

As per communication received from the secretary, Ministry of Electronics and information Technology (MeitY), Govt of India, it has been decided that all applications for Post Matric Scholarship would be received OFFLINE and database should be entered in offline mode for subsequent uploading in the National Scholarship Portal 2.0.

Following will be the modus operandi for the Pre Matric Scholarship Application:-

- 1) Filing of both the fresh & renewal applications of Pre-Matric Scholarship for classes 1 to X will be done in offline mode.
- 2) The students would submit the applications in the prescribed format (revised basic format to be supplied) to their respective schools.
- 3) Revised format of basic data being sent shortly for collection of offline data may be circulated to all institutions.
- 4) The students will fill up the revised format of basic data and submit to Nodal Teacher along with the copies as stated earlier. The Nodal Teacher will verify the information given by the students in the format with the enclosed document and school record.
- 5) The revised format after being duly checked, verified and signed by the Nodal Teacher will required to be submitted to the Block Development Officer for data entry in the new format available at [www.scholarshipsathi.in](http://www.scholarshipsathi.in) . No enclosure is to be despatched to the block level and should be kept in school for future verification, if any.
- 6) Data entry & scanning of the revised format will be done at the Block level.
- 7) The revised portal shall auto-generate unique ID for each format for tracking and future reference. The unique ID must also be specifically written on the body of each format.
- 8) For RENEWAL cases the 'APPLICATION ID' must be quoted in the space provided. Details of all renewal applicants along with application ID shall be shared with the districts shortly.
- 9) Comprehensive IEC on the above issue may kindly be made at the grass root level involving all stakeholders. Wide publicity of the matter should be made.
- 10) Involvement of School Inspector of Schools and higher officials is primarily required for complete coverage of all eligible students.
- 11) It may however be mentioned in this context that rest other issues conveyed through earlier communications stand unchanged.

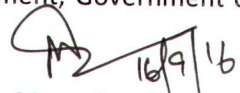
The mater may kindly be treated as urgent.

Yours faithfully

  
Managing Director  
Date: 16-09-2016

No.: 2713-MDC/SCH-15

Copy forwarded for information to the Principal Secretary, MA & ME Department, Government of West Bengal.

  
Managing Director



# West Bengal Minorities' Development & Finance Corporation

(A Statutory Corporation of Govt. of West Bengal)

NO.2717-MDC/MIS6

Date:16-09-2016

To  
The District Magistrate  
All Districts

Sub:Corrigendum of the Memo No.2713-MDC/SCH-15 dated 16-09-2016.

Sir,

The last word of the second line of the memo under reference may kindly be read as "Pre-Matric" in place of " Post-Matric".

The inconvenience caused due to this inadvertent is regretted.

Thanking you,

Yours faithfully

  
16/9/16  
Managing Director