

Government of West Bengal  
Directorate of School Education  
Bikash Bhavan, 7<sup>th</sup> Floor  
Salt Lake City, Kolkata-700091

No-

Date-

From: - The Commissioner of School Education, West Bengal.  
To: - The District Inspector of Schools (S.E/ P.E), All Districts.

Sub: - Role of the School authorities for Pre & Post Matric Scholarship, 2016-17.

In connection with the above and with reference to the discussion held via video conference on 17.08.2016 regarding successful implementation of Pre Matric & Post Matric Scholarship, the undersigned likes to inform him/ her that like previous year, the Ministry of Minority Affairs, Govt of India, will disburse the Scholarship through Direct Benefit transfer (DBT).

It has been directed that only online application will be accepted and for this students must have their own bank account & Aadhaar card. She/ he is requested to instruct the School authorities in the following manner:-

- 1) Head of the Institution will nominate a 'NODAL TEACHER' for all purposes of Scholarships
- 2) The name of the Nodal teacher mentioning District, Block, name of the Institute, mobile numbers, e- mail Id be sent to District authority through BDO
- 3) Nodal teacher shall collect basic data in a format for New/ Renewal Scholarship cases relating to Aadhaar card/ bank account/ mobile no and shall send the same to the BDO.
- 4) The total no. of eligible minority students be ascertained.
- 5) The lists of students having no bank account need to be prepared and shared with the BDO & bank authorities.
- 6) A list of minority students having no Aadhaar card to be prepared and the same are to be submitted to Block office.
- 7) A list of students having Aadhaar no. without bank Account seeding be prepared and submitted to BDO office and Bank authorities.
- 8) After submission of online applications the students will submit the print out of online application to the Institute along with a copy of income certificate, Aadhaar card and first page of saving bank pass book & the same will be preserved in the School.
- 9) Nodal teacher will scrutinise, validate, and approve the students record within 20 days.
- 10) During scrutiny Nodal teacher should ensure the uniformity in fee structure.
- 11) A.I /S.I shall maintain liaison with the BDO & Nodal teacher and shall send a weekly report to BDO in the following format.

SL NO	ELIGIBLE MINORITY STUDENTS	NO OF ENROLMENT IN AADHAR	NO OF AADHAR SEEDING DONE	AADHAR ENROLMENT NOT DONE	STUDENT APPLIED AS FRESH	STUDENT APPLIED AS RENEWAL	TOTAL OF FRESH AND RENEWAL	APPLICATIONS SCRUTINISED	REMARKS
(a)	(b)	(c)	(d)	(e)=(b)-(c)	(f)	(g)	(h)=(f)+(g)	(i)	(j)

This is a time bound programme and related with the scholarship of the Minority students. Hence, the matter may be treated as urgent.

Sd/-

Commissioner of School Education, W.B

No- 126(42)/1(4) - Exam

Date- 24.8.16.

Copy forwarded for information to:-

- 1) The Principal Secretary, School Education Department, Bikash Bhavan.
- 2) The Principal Secretary, MA & ME Department, Nabanna, howrah
- 3) The Managing Director, WBMDFC, " Amber" DD- 27/E, Salt Lake, Kol-64
- 4) The convenor, State Level Banker's Committee.

Commissioner of School Education, W.B