



**Government of Goa**

**Directorate of Tribal Welfare**

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Shram Shakti Bhavan, 5th Floor, Patto, Panaji-Goa Tel. 2438024 No. Fax No. 2438052

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No. DTW/6/State Pre Matric/6/circular/2022-23/3086 Dated: 30 /09/2022.

**CIRCULAR**

The Directorate of Tribal Welfare is implementing the Scheme "Scheme to provide Assistance in Education to Scheduled Castes, Scheduled Tribes and Other Backward classes children w.e.f. 06/07/2006. Vide Notification No. 1-53-2022-23/ADMN/PRE-MAT/DTW/2442 dated 25/08/2022 this Directorate amended and changed the title of the Scheme to "Pre Matric Scholarship scheme for Scheduled Tribe Students Studying in classes V<sup>th</sup> to X<sup>th</sup>".

Objective of the scheme is to improve the educational status and curb the tendency of drop-outs of Scheduled Tribe students by way of providing financial assistance to the families of such students who are otherwise unable to send them to school due to poverty.

Government endeavours to digitise the State DBT schemes. Hence it is decided to onboard the State scheme titled "Pre Matric Scholarship scheme for Scheduled Tribe Students Studying in classes V<sup>th</sup> to X<sup>th</sup>"

It is hereby informed that from the academic year 2022-23 applications under the scheme are invited online on Goa scholarship portal URL <https://gsp.gov.in>. Standard operating procedures for Goa Scholarship Portal are enclosed for ready reference. Please note that no manual forms will be accepted by this Directorate under the Scheme.

**Eligible Criteria of the Scheme is as under:-**

1. The applicant should be a bonafide resident of the state of Goa.
2. The applicant should be a regular student of an institute.
3. The combined income of the parents / guardians of the applicant should not exceed Rs. 3.00 lakh per annum.

4. The applicant is not residing and receiving any maintenance grant in any institution under the Government of local bodies or private organizations receiving grants-in-aid from local or the Central Government.
5. The applicant will not be eligible to receive stipends or scholarships from any other source.
6. The applicant should belong to Scheduled Tribe Community notified in the State of Goa.
7. The students shall not be eligible to receive the award of stipend twice in the same standard.

**Documents required to avail the benefit under the Scheme are as under:-**

1. Passport Size Photograph.
2. Attested / Self attested copies Marksheet / Passing Certificate.
3. Attested / Self attested copy of Income Certificate issued & countersigned by competent authority.
4. Attested / Self attested copy of Scheduled Tribe Certificate issued by competent authority.
5. Attested / Self attested copy of Bank Pass Book.
6. Attested / Self attested copy of Aadhar Card.

It is to state that the student belonging to ST community studying in classes IX<sup>th</sup> & X<sup>th</sup> are eligible for the Centrally Sponsored Scheme – Pre Matric Scholarship of Ministry of Tribal Affairs, New Delhi, as well as the State Scheme implemented by this Directorate as per the prescribed income limit notified in the scheme.

To avail Centrally Sponsored Pre Matric Scholarship of Ministry of Tribal Affairs, New Delhi, students shall apply on National Scholarship Portal URL <https://scholarships.gov.in>.

To avail Goa State Scheme students shall apply on Goa Scholarship Portal URL <https://gsp.gov.in>.

Students studying in class IX<sup>th</sup> & X<sup>th</sup> std., whose income limit does not exceed Rs. 2.00 lakh shall apply on National Scholarship portal as well as on Goa Scholarship portal.

Students studying in class IX<sup>th</sup> & X<sup>th</sup> std., whose income exceeds Rs. 2.00 lakh and is upto Rs. 3.00 lakh shall necessarily apply on Goa Scholarship Portal.

All the Heads of the Institutes/ Schools are requested to assist and cooperate with the eligible Scheduled Tribe students for applying for said scheme online. Nodal Officers under the schemes are requested to verify each application promptly to avoid further difficulties.

As the Department is receiving online applications under the Pre Matric Scholarship scheme for the first time during the academic year 2022-23, all applications of students shall be treated as **fresh applications**.

**Details of opening and closing of portal is as under:-**

Opening of Portal	3 <sup>rd</sup> October 2022
Last date for application submission	31 <sup>st</sup> December 2022
Last date for INO Level Verification	31 <sup>st</sup> January 2023
Last date for Second Level Verification	25 <sup>th</sup> February 2023

Institutes are requested to give wide publicity of the timelines to inform the applicants /Verification Officers (Nodal Officers).

This Circular is issued with the approval of the Government vide U.O.958 dated 19/09/2022.

Encl: SOP of the Goa Scholarship Portal.

  
( Vishant Naik Gaunekar )  
Director of Tribal Welfare

Copy to:

1. The P.A. to Minister for Tribal Welfare, Secretariat – Porvorim –Goa.
2. The P.A. Secretary (Tribal Welfare), Secretariat – Porvorim –Goa.
3. The P.A. Secretary (Education), Secretariat – Porvorim –Goa.
4. The Headmaster/Headmistress, \_\_\_\_\_.
5. The Chairman, Goa Commission for SC/ST, ground floor, Shram Shakti Bhavan, Patto –Panaji –Goa.
6. Dy. Director Tribal Welfare, North & South.
7. The Director, Directorate of Education, Porvorim –Goa.
8. Office Copy.
9. Guard file.



## GOA SCHOLARSHIP PORTAL

### STANDARD OPERATING PROCEDURES

**The Steps involved in Goa Scholarship Portal are as follows:**

1. Student Registration and Application submission.
2. Verification of application at Institute/School level
3. 2<sup>nd</sup>/3<sup>rd</sup> Verification of Application at District/ State Level.
4. Beneficiary records creation and account validation by Dir. of Tribal Welfare
5. Applications duplication and merit list generation
6. Payment file generation and Financial Approval.
7. Scholarship disbursement through DBT

Kindly refer User Manual (S) for Steps Involved at each of the above steps.

#### **Users of scholarship and their roles and responsibilities:**

This section enlists the essential users of Goa Scholarship Portal and enumerates their brief roles and responsibilities.

#### **Users of Goa Scholarship Portal:**

The primary users of Goa Scholarship Portal are as under:

- a. Student / Applicant
- b. Institute/School
- c. Institute/School Nodal Officer
- d. District/ State Nodal Officer
- e. Directorate of Tribal Welfare
- f. National Informatics Centre (NIC)
- g. Help Desk

#### **Roles & Responsibilities**

The user - wise roles & responsibilities are as per the subsections below:

#### **Student / Applicant**

The primary role of the student / applicant is to register and submit the application at Goa Scholarship Portal. The student / applicant who is applying for the first time on Goa Scholarship Portal, is considered as fresh students. The student / applicant using the Goa Scholarship Portal must adhere to the following:

## 1. Registration Process for Fresh Students:

- a) Students applying for scholarship for the first time need to "Register" on the portal as fresh applicant, using the icon "New Registration" at Goa Scholarship Portal URL <https://gsp.gov.in> by providing accurate and correct information as per their documents.
- b) Before initiating registration process, students are advised carefully go through the "Guidelines of Pre-Matric Scholarship Scheme for Scheduled Tribe students studying in class V<sup>th</sup> to X<sup>th</sup>" and keep their scanned Educational and other documents such as a Aadhaar Card, Caste Certificate, Annual Income Certificate of Parents , Bank passbook etc. ,
- c. Fields marked as '\*' are mandatory.
- d. Students must provide their Aadhaar number in their application.
- e. Upon submitting all the details on registration page, student will get a unique registration number through SMS on the provided (registered) mobile number. Student can enter his/her password at the time of registration.
- f. The student shall login to Goa Scholarship Portal using registration number and password. The student can change the password anytime. The password has to be kept safely and confidentially.
- g. The student can apply by providing accurate and correct information as per their documents, and shall submit the documents to the Institute/School after final submission of the application at Goa Scholarship Portal.
- h. The detailed procedure for filling the application form has been provided in the user manual.

## 2. Process for Renewal of Applications

- a. Renewals of applications are the students who have been granted scholarship in any of the scheme on-boarded at Goa Scholarship Portal, in the immediately preceding Academic year.
- b. Renewal of applications can only apply for renewal of scholarship in the same scheme, for which they have been granted scholarship in the previous academic year. Student is required to update their marks obtained in previous year, Annual Income Certificate of parents and submit the application on Goa Scholarship Portal. The student must keep the bank account in which scholarship was received in previous years as active (i.e. non-dormant) and functional to receive scholarship amount.
- c. In case the student wish to apply for any other scheme, he/she must login using registration number and password. Thereafter, must follow the process for fresh application.

### **3. Precautions to be taken:**

- a. The student/ applicant must ensure that the Bank Account details (A/C Number, IFSC Code) submitted is correct and keep the account active (i.e. Non - dormant) and functional to receive scholarship amount (i.e. any condition imposed on account by bank, like seeding of AADHAAR any limit on receiving credit in accounts etc., which may hamper scholarship credit in account should be complied with)
- b. The student / applicant must ensure that the resolution / quality of documents uploaded are adequate so that they are clear and readable. Only pdf/jpeg files and each file of maximum size of 300 KB is allowed.
- c. The student / applicant must ensure that the mobile number provided in the application is correct and belongs to the student/applicant or parent of the student.
- d. The Student/ applicant must select currently studying class.
- e. The student / applicant must take timely action (s) on the SMS received from Goa Scholarship Portal.
- f. The student / applicant must follow up with Institutes/Schools for application verification before the deadlines.
- g. The student/ applicant must rectify the error (s) and comply with the queries raised made in the application online, in case the application is marked as rejected/query raised.
- h. The student / applicant must carefully select their Institute/School. If applicant selects some other institute by mistake, he or she will have to get their application marked defected from the selected institute/school and submit application online.
- i. The student / applicant shall note that priority for scholarship disbursement will be given to the Aadhaar seeded bank accounts.

### **Institute Nodal Officer:**

The primary role of the Institute Nodal Officer is 1<sup>st</sup> Level verification of the applications submitted by applicants at Goa Scholarship Portal. The application form for student has been simplified with minimal uploading of scanned documents by students on Goa Scholarship Portal. Hence, the role of the Institute Nodal Officer becomes essential in the entire chain of verification process. The Institute Nodal Officer using Goa Scholarship Portal must adhere to the following:

#### **1. Institute Registration process**

- a. The Institute / School shall possess a valid AISHE/DISE code and register on Goa Scholarship Portal.
- b. The Institute/School with valid AISHE/DISE code and not registered on Goa Scholarship Portal can request the District or State Nodal Office to add it.

c. The District or State Nodal Officer will search for the Institute based on AISHE/DISE code. In case the institute is not registered, the Nodal Officer can add it by providing the requisite details. The system generates credentials and will be sent on the mobile number provided.

## **2. Institute Nodal Officer: Registration process**

a. The Institute/School must fill Nodal Officer(s) of their Institute/School compulsorily.

b. The Institute/School will login on Goa Scholarship Portal using credentials, and complete Nodal Officer Registration form by entering his /her details and upload all required documents.

c. The District / State Nodal Officer will verify the details entered in the system, and approve / reject the Institute Nodal Officer Registration form details on Goa Scholarship Portal using the option "Verify Institute Registration Form" under the Administration section in his login. The User credentials and new password will be sent to the registered mobile of the Institute Nodal Officer.

## **3. Institute Nodal Officer: Profile updation**

a. The Institute Nodal Officer shall submit the Institute details in the profile.

b. The Institute Nodal Officer shall ensure that the profile details of the Institute are updated from time to time.

c. The Institute Nodal Officer shall submit the correct bank account details of the Institute.

d. The Institute Nodal Officer shall regularly change the password.

e. The Institute Nodal Officer shall ensure that the profile is updated profile with the details of the new Nodal Officer before updating the mobile number and email ID, in case of change of Nodal Officer.

## **4. 1<sup>st</sup> Level verification process & Steps**

a. The Institute/School Nodal Officer must verify the correctness of details in the application form and uploaded documents submitted by the student/ applicant and maintain physical copies of supporting documents uploaded by the student / applicant, if required. The District/ State Nodal Officer can ask for copies of these documents from the Institute Nodal Officers as and when required.

b. The Institute/School has the option to either verify the application or defect the application. In case application is defected, the reasons for defect must be given, so that the same can be seen by student / applicant.

## **District / State Nodal Officer**

### **1. District / State level Nodal Officer user creation process**

- a. The login credentials for District Nodal Officer are created when the State Nodal Officers create the user for District. The State Nodal Officer enters the following details to create the District user - District Name, District Nodal Officer Name, Designation, Mobile No. email ID and Address of the District Nodal Officer. Once these details are entered in the system, a unique user name is generated by the system, and username and password is sent to the mobile no. of District Nodal Officer as registered by the State Nodal Officer.
- b. In case of change in District Nodal Officer, she/ he shall approach the State Nodal Officer with a request to reset the password and change mobile number.

### **2. 2<sup>nd</sup> level verification process & steps**

- a. The District / State Nodal Officer shall verify the correctness of details in the application form and uploaded documents submitted by the student / applicant as per guidelines of the related scheme.
- b. The District / State Level Nodal Officer can either verify or defect the application. In case application is defected, the reasons must be provided, so that the same can be seen by the student/ applicant.
- c. The District / State level Nodal Officer shall monitor overall pendency of the applications for the scheme at Institute/School level.
- d. The District / State Level Nodal officer shall ensure that the applications are scrutinized well-in-time by the Institute, thus avoiding the last minute rush to verify the applications.

### **3. National Informatics Centre (NIC)**

National Informatics Centre (NIC) – Goa has developed and maintain Goa Scholarship Portal.

NIC shall:

- a. Develop and maintain Goa Scholarship Portal. The application will be hosted and maintained at Mini-Cloud, NIC Data Centre, Goa.
- b. Provide technical assistance for verification of the application and disbursement of the payment through DBT mode.
- c. Provide technical assistance/training for using Goa Scholarship Portal to all Nodal officers.



#### **4. Help Desk:**

The primary role of the help desk is to provide first level assistance to the users of Goa Scholarship Portal. The help desk shall:

- a. Assist the student (s)/ applicant (s) for filling the registration and application forms and provide technical support.
- b. Escalate the critical issues to NIC team, as and when required.
- c. Maintain a list of user category - wise FAQ for several users of the portal.