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25.9.2017
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Government of Punjab
Department of Welfare of Scheduled Castes,
Backward Classes and Minorities
(Welfare Cell Non-Plan)

Notification

the 22nd September, 2017

No. 3/28/17-SA-I/1963: In order to stream line the procedure for on line submission of applications by the students on 'Dr. Ambedkar Scholarship Portal' under the 'Post Matric Scholarship for Scheduled Castes (PMS-SCs)' and 'Post Matric Scholarship for other Backward Classes (PMS-OBCs)' schemes and proposals from Educational Institutions to the sanctioning authorities and line departments, Governor of Punjab is pleased to issue the following guidelines with effect from academic year 2017-18:-

I. At the student level

- i) Student will submit the application online. Before submission of application, the student will upload the signed undertaking and recent photograph.
- ii) Student will also upload the scanned copies of original caste certificate, income certificate in case of parents employed or an Affidavit duly attested
- iii) Student will submit the duly signed hard copy of the application to the institution along with self attested documents uploaded on the portal.

II At the institution level

- i) The institution will recommend and forward the applications along with all documents to the sanctioning authority after proper verification along with an undertaking that institution has not made/recommended any bogus/fake and ghost admissions .
- ii) Head of the institution will forward the application to the sanctioning Authority after putting the E-signature
- iii) Head of the institution will also certify that the claims being forwarded to the sanctioning authority are not claimed under any other scholarship scheme in the Institute or any other branch/study centre of their institutions/university.
- iv) Head of the institution will submit the applications to the sanctioning Authority in duplicate (one original and one photocopy).

III. At the level of sanctioning authority

- i) Sanctioning authority will be a multi member body.
- ii) In case of +1, +2, DIET, ITIs, Nursing, Para Medical (Govt./Pvt.), the sanctioning Authority will be as under:-

1. District Education Officer (S)	Chairperson
2. Head of the concerned institution(Govt./Pvt.)	Member
3. Tehsil Welfare Officer	Convener
- iii) In case of degree colleges, non technical, technical, Polytechnic and medical, management and universities (Govt./Pvt.): -

1. Concerned SDM	Chairperson
2. Principal concerned institution (Govt./Pvt.)/representative of University	Member
3. Tehsil Welfare Officer-	Convener
- iv) Sanctioning authority will sanction and forward the claims by putting the E-signature.
- v) After sanction by the committee, one photocopy of the applications along with the documents will be retained by Tehsil Welfare Officer for record.

IV At the level of line departments :

- I) After proper scrutiny, line department will forward the claims/demands by putting the scanned/digital signatures to Director, Welfare of SCs, BCs and Minorities, Punjab, Chandigarh.
- II) The line departments will designate Nodal Officer for presenting the cases before the sanctioning authority by liaising with the concerned Tehsil Welfare Officer.

V. At the level of Directorate of Welfare of SCs, BCs and Minorities:

- i) A team consisting of concerned Deputy Director, two District Welfare Officers, four Tehsil Welfare Officers and one Deputy Director of the concerned line department will be constituted by Director, Welfare of SCs, BCs and Minorities for each line department at Headquarter level.
- ii) District Welfare Officers and Tehsil Welfare Officers will be nominated in the committee by rotation.
- iii) The above team will check the claim regarding duplicity and drop out students.
- iv) Above team will also examine for the bio-metric attendance of the students from the line departments before release of grant.

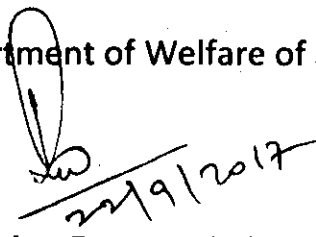
VI. Others:

- i) As per the directions given by the Finance department vide I.D.No. 15/38/2017-5FE6/63 dated 01.06.2017, Bio-metric attendance of all students in all institutions (Govt. and Private) will be mandatory from the academic year 2017-18.
- ii) The quarterly report for the Bio-metric attendance of students applied under PMS-SCs and PMS-OBCs will be sent to the Department of Welfare through the line departments.

2. The concerned line department will take further necessary action for implementation of this notification e.g. the mapping of the educational institutes falling within the jurisdiction of concerned sanctioning authorities etc.

3. The line departments, sanctioning authorities and educational institutions will implement the scheme as per the guidelines of the schemes i.e. PMS-SCs and PMS-OBCs and other instructions issued by the Department of Welfare of SCs/BCs and Minorities from time to time.

Chandigarh
the, 22nd September, 2017


R.Venkat Ratnam, IAS
Principal Secretary to Govt. of Punjab
Department of Welfare of SCs, BCs and
Minorities

Endst. No.3/28/17-SA-I/1964-68

Dated: 22.09.2017

A copy of the above is forwarded to the followings for information and further necessary action:-

1. Additional Chief Secretary to Govt. of Punjab,
Department of Industrial Training and Technical Education,
Chandigarh.
2. Additional Chief Secretary to Govt. of Punjab,
Department of Animal Husbandry, Fisheries and Dairy
Development, Chandigarh.
3. Additional Chief Secretary to Govt. of Punjab,
Department of Higher Education and Languages, Chandigarh.
4. Secretary to Govt. of Punjab,
Department of Research and Medical Education, Chandigarh.
5. Secretary to Govt. of Punjab,
Department of School Education, Chandigarh.

Endst. No. 3/28/17-SA-I/ 1969


Joint Secretary Welfare

Dated: 22.09.2017

A copy of the above is forwarded to the Principal Secretary, Finance for information and further necessary action.


Joint Secretary Welfare

Endst. No. 3/28/17-SA-I/ 1970-83

Dated: 22.09.2017

A copy of the above is forwarded to the followings for information and further necessary action:-

1. Director, Welfare of SCs, BCs and Minorities, Punjab.
2. Director, Industrial Training and Technical Education, Punjab.
3. Director, Public Instructions, (Colleges), Punjab.
4. Director, Public Instructions, (Secondary Education), Punjab.
5. Director, Research and Medical Education, Punjab.
6. Director, Animal Husbandry, Punjab.
7. Director, SCERT, Punjab.
8. All the Deputy Commissioners in the State.
9. All the Sub Divisional Magistrate in the State through Director Welfare.
10. All the District Education Officer(S) in the State through DPI(S), Punjab.
11. All the Registrar, Universities (Govt./Private) in the State through the concerned line departments.
12. All the Principals, Educational Institutes through the concerned line departments.
13. All the District Welfare Officer in the State through Director Welfare.
14. All the Tehsil Welfare Officer in the State through Director Welfare.


Joint Secretary Welfare

ਦਫਤਰ ਡਾਇਰੈਕਟਰ ਸਿੱਖਿਆ ਵਿਭਾਗ(ਸੈ:ਸਿ:), ਪੰਜਾਬ, ਐਸ.ਏ.ਐਸ ਨਗਰ।
ਚੌਥੀ ਮੰਜਿਲ, ਈ-ਬਲਾਕ, ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਕੰਪਲੈਕਸ, ਫੇਜ਼-8, ਮੋਹਾਲੀ।
(ਵਜੀਫਾ ਸਾਖਾ)


ਪਿੱਠ ਅੰਕਣ ਨੰ: 9/5-2017 ਵਜੀਫਾ (3)

ਮਿਤੀ, ਐਸ.ਏ.ਐਸ ਨਗਰ: 26.09.2017

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾਂ ਅਤੇ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ ਜੀ:-

1. ਸਮੂਹ ਮੰਡਲ ਸਿੱਖਿਆ ਅਫਸਰ ਪੰਜਾਬ।
2. ਸਮੂਹ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈ:ਸਿ) ਪੰਜਾਬ।
3. ਸਮੂਹ ਸਕੂਲਾਂ ਦੇ ਮੁੱਖੀ, ਪੰਜਾਬ।

ਦੁਖੀ L ਤਖੀ ਕੁਝ ਹੋ ਸਕਦਾ ਹੈ।
ਅੰਕਣ ਨੰ ਪੱਛਮ ਦਾ ਜੀਤੋਂ


ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਵਜੀਫਾ)

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Sr.No.	Level	From	To
1	Student	25.09.2017	24.10.2017
2	Institution	25.10.2017	10.11.2017
3	Sanctioning Authority	11.11.2017	4.12.2017
4	Line Department	5.12.2017	11.12.2017
5	Welfare Department	12.12.2017	17.12.2017