

Most Urgent
PERSONAL ATTENTION

No.EDN-H(10)F(4)-2009-10-Misc.

Directorate of Higher Education,

Himachal Pradesh, Shimla-1

Tel. No. 2653120, Fax:-2812882, Email.dhe-sml-hp@gov.in &
nsphpsml@gmail.com

To Dated Shimla-1 the September, 2023

1. The Registrar,
Atal Medical and Research University,
Ner-Chowk, District Mandi, H.P.-175008
2. All the Registrar,
Government and Private Universities,
Within and outside of H. P. where Himachali bonafide students are
studying and seeking scholarship from GoHP
3. The Director,
Technical Education, Vocational & Industrial Training,
Sunder Nagar, Dist.Mandi, H.P.- 175018
4. The Registrar, H.P Technical University, Hamirpur, H.P.
5. The Registrar,
CSKHPKV, Palampur, Dist-Kangra, Himachal Pradesh
6. The Registrar,
Dr.Y.S.Parmar University of Horticulture and Forestry,
Nauni, District Solan Himachal Pradesh
7. The Secretary, H. P. Board of School Education,
Dharamshala, District Kangra, Himachal Pradesh
8. The Secretary, Himachal Pradesh Takniki Shiksha Board,
Dharamshala, District Kangra, Himachal Pradesh
9. The Registrar,
Sardar Vallabh Bhai Patel Cluster University, Kartarpur,
District Mandi-175124
10. All the Principals of Degree Colleges including Sanskrit Colleges of H.P.
11. All the Deputy Directors of Higher Education, Himachal Pradesh
12. All the Principals/Headmasters, Govt./Pvt. Sr. Sec./High Schools in,
Himachal Pradesh
13. All the Students of Himachal Pradesh, as per eligibility for Scholarship
Schemes.

06 SEP 2023

Subject:- **Standard operating procedure for Bio Authentication of students who are presently residing in state/districts other than the state/district of his institution from where he applied for scholarship.**

Sir/Madam,

It is to bring to the kind notice of all concerned that SOP has been issued by the Ministry of Minority Affairs, New Delhi vide which NSP will provide an additional facility to applicants who have not completed their Bio-Metric Authentication and intend to change the District/State for their Bio-Metric Authentication procedure. This option will be visible only to those applicants whose Institute's HOI have completed their BioAuth.

The applicant applied for Scholarship shall login to his NSP Account wherein he will find a link for submitting details for bio authentication in his present district. The link will be mentioned as "Select District for bioAuth".

The applicant will furnish his details in the provided fields and upload required document. The facility to exercise this option will be provided only once. Hence applicants are advised to choose the option carefully. The details furnished by applicant will be made available in the NSP login of DNOs pertaining to their district for all MoMA schemes. The DNO will check the submissions of applicants and uploaded documents.

The contact details of the institution whereby the students had applied will also be made available to DNO. In case the DNO require any assistance from institutions, he may call the HOI/INO for verification. The contact details of the institution whereby the students had applied will also be made available to DNO. In case the DNO require any assistance from institutions, he may call the HOI/INO for verification. **All the institutions/INO/HOI are directed to intimate the concerned students to fill the Application Additional District Selection form on NSP.**

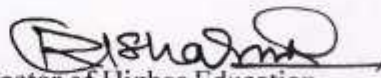
Once the applicant has done his bio-Auth, his application will be moved to INO login of his/her institute for revalidation. The revalidation of such students shall be done by INO in consultation with HoI. This facility shall be used by only those students who has moved out of State/district of his insitutions due to compelling reasons (viz. further study, professional engagement). In no case, the SNO/DNO shall allow other applicant to avail this facility.

For more detail, the **Standard Operating Procedure for Bio Authentication of students who are presently residing in state/districts other than the state/district of his institution from where he applied for scholarship** is enclosed herewith.

In view of the above, all the concerned (i.e. HOI/INO/DNO/SNO/VLE/CSC etc.) is hereby ensure to complete the above Bio-Metric Authentication process in a time bound manner and give personal attention to complete the activity of Bio-Metric Authentication, so that ministry of minority affairs will achieve the set targeted goal well in time.

TREAT IT MOST URGENT AND TIME BOUND.

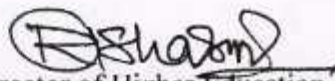
Encls. As Above


For Director of Higher Education,
Himachal Pradesh

Endst. No. Even Dated Shimla-1 the September, 2023

Copy for information and necessary action is forwarded to:-

1. The Secretary (Education), to the Govt. of H.P. Shimla-2 for kind information please.
2. ✓ The Technical Officer, IT Cell, DHE, H.P. with direction to upload the letter on Departmental website.
3. Guard File.


For Director of Higher Education,
Himachal Pradesh, Shimla-1

STANDARD OPERATING PROCEDURE FOR BIO AUTHENTICATION OF STUDENTS WHO ARE PRESENTLY RESIDING IN STATE/DISTRICTS OTHER THAN THE STATE/DISTRICT OF HIS INSTITUTION FROM WHERE HE APPLIED FOR SCHOLARSHIP.

Step 1: Action on part of Applicant.

- NSP will provide an additional facility to applicants who have not completed their BioAuth and intend to change the District/State for their BioAuth procedure. This option will be visible only to those applicants whose Institute's HOI have completed their BioAuth.
- The applicant applied for Scholarship shall login to his NSP Account wherein he will find a link for submitting details for bio authentication in his present district. The link will be mentioned as "Select District for bioAuth".
- The applicant will furnish his details in the provided fields and upload required document (**Screen shot appended below for reference**).
- The facility to exercise this option will be provided only once. Hence applicants are advised to choose the option carefully.

Step 2: Action on Part of DNO

- The details furnished by applicant under Step 1 will be made available in the NSP login of DNOs pertaining to their district for all MoMA schemes.
- The DNO will check the submissions of applicants and uploaded documents.
- The contact details of the institution whereby the students had applied will also be made available to DNO. In case the DNO require any assistance from institutions, he may call the HOI/INO for verification.
- The DNO will approve the applicants whose cases are found verified based on their submissions and documents.
- The DNO concerned than allow bio auth of such applicants. The VLE will intimate bio-Auth sessions for such students only after bio-Auth verification by concerned DNO.
- Once the applicants has done his bio-Auth, his application will be

moved to INO login of his/her institute for revalidation. The revalidation of such students shall be done by INO in consultation with Hol.

- This facility shall be used by only those students who has moved out of State/district of his insitutions due to compelling reasons (viz. further study, professional engagement). In no case, the SNO/DNO shall allow other applicant to avail this facility.

Step 3: Action on part of NSP-NIC

- After approval of DNO in step 2, the NIC will send a SMS to concerned applicants stating that

“{Application ID} :- Your request to change bioAuth camp location has been approved. Please contact SNO or District Nodal Officer (DNO) of MoMA schemes. Contact details are provided on portal at 'Search Scheme Wise Nodal Officer' under Public Corner”

- NSP will provide the additional information on State and District opted by the applicant to CSC through existing API integration.
- The applicant will get information of SNO in his login for subsequent action/references.
- The NSP will make all necessary arrangement to make the applicant aware that this facility to exercise this option will be provided only once. Alert in Login of the applicant while/before filing opting such request may be popped up.

Step 4: Action on part of DNO/CSC

- The INO and CSC based on the nos. of applicants approved by DNO, will organize special camp for such students.
- DNO will download list of approved applicants from his NSP Login and will hand over it to CSC.
- CSC will ensure that duly approved applicants may be allowed for bioAuth on BAU Portal from the district approved by DNO. CSC will also ensure that the process of applicants' BioAuth at his opted district will be initiated only after the biometric authentication of DNO on BAU Portal.

- CSC will be responsible to ensure that registered VLE of the additional district will verify the application in presence of the DNO concerned.

Screenshot : Screen for Applicants Additional District Selection

The screenshot shows a web application interface for 'Additional District Selection'. On the left is a sidebar with a search icon and a 'Select District to verify' section. The main content area is titled 'Add District For Student' and contains the following elements:

- select class:** A dropdown menu with '10th' selected.
- select district in which you want to verify:** A dropdown menu with 'NOVAPUR' selected.
- select type of document to upload:** A dropdown menu with 'Transfer certificate' selected.
- File Upload:** A section with the text 'You can drag or type PDF & JPEG images (20 MB)' and a 'Choose File' button.
- Form Submission:** A 'Submit' button.
- Message:** A message box stating 'Message: You have successfully added the district. You can now proceed to the next step.' with an 'OK' button.
- DNO Details:** A section titled 'DNO Details' with the following information:
 - Name: BHAI ANSHU ANSARI mobile Number: [REDACTED]
 - Name: MOHAMMAD WABEEL AHAMAD mobile Number: [REDACTED]
 - Name: MANOJ KUMAR SINGH mobile Number: [REDACTED]
- Footer:** A footer section with the following text:
 - Office of the Divisional Commissioner, Revenue Department, Government of Madhya Pradesh, State Secretariat, Bhopal, Madhya Pradesh - 462001.