

ASHIRWAD

Post-Matric Scholarship Scheme
for SC and OBC

USER MANUAL FOR SANCTIONING AUTHORITY

Objectives

- Post-Matric Scholarship Scheme has been solely put forth to offer financial support to the economically weaker students from the SC & OBC.
- This scheme offers Scholarships for the students to pursue Professional and Non-Professional courses after Matriculation.
- The main objective of this integrated e-Governance Portal is for the automation, streamlining & effective management of processes related to application receipt, processing, sanction and disbursal of Post-Matric Scholarships to Students .
- This initiative is aimed to facilitate faster and efficient disposal of scholarship applications and timely payment of the scholarships to the students, directly in their bank accounts.

Main features

ASHIRWAD is the Web Based Application portal for Post-Matric Scholarships and is having the following important features: -

- a) Students can submit their application online, from anywhere anytime.
- b) Students can view the status of their own application.
- c) Students can apply a fresh with same credential (Student ID/Password) in a new course in a new college.
- d) Provision of Bar-coding to filter out the fake applications.
- e) Provision of SMS and e-mail alerts to the Stake Holders such as Institution and Students at various stage of processing.
- f) Renewal of the application by the institutes only – by importing the application from previous year.
- g) Auto & bulk processing of Scholarship application by the Institute.
- h) Easy Scholarship sanctioning process for Sanctioning Authority.
- i) Auto disbursal of Scholarship to Student's Bank Account.
- j) Easy monitoring of Scholarship by the Department and State Authority.

Starting operation

Open the browser (FireFox, Chrome, Opera, Internet Explorer 8 or above) and enter the URL <http://punjabscholarships.gov.in> for display of the home page of the Post Matric e-scholarship portal (Ashirwad).



As a stake holder, Sanctioning authority has the following important responsibilities

- ✓ To do due diligence on the proposals received from Institutes and accept or reject the student applications received from the institutes under its domain.

In order to start the operation, first Sanctioning authority has to log-in into the Portal by using the its User ID and Password provided to it by the Line Department. User has to click on the “**Authorities Login**” on the Home page as shown below.

The screenshot shows the ASHIRWAD Online Scholarship Management System website. The header includes the Ashirwad logo and the text "Online Scholarship Management System". Below the header, there is a navigation menu with links: Home, Authorities Login, Live Updates, Information, FAQ, and Downloads. The main content area is divided into several sections. On the left, there is a "Student Corner" section with links for "Student's Registration", "Registered Student's Login", and "Student's Search". In the center, there is a "Welcome" message from the Government of Punjab, stating that the portal is for the automation, streamlining & effective management of processes related to application receipt, processing, sanction and disbursement of various scholarships to Students. On the right, there is a "Message Board" section with two messages from Shri Prakash Singh Badal, Chief Minister, Punjab, and Shri Sukhbir Singh Badal, Deputy Chief Minister, Punjab. At the bottom, there is an "Announcement" section with the text "Sanction Orders of Academic Year 2013 - 14".

Enter the District User-ID, Password and the displayed Captcha Code, and click on login. (e.g. : office10005, <password>, A8BU)

User Manual – Institution Level Users



Login || Portal Home || User Name

 **ASHIRWAD**
Online Scholarship Management System
Government of Punjab.
Department of welfare of Scheduled Castes, Backward Classes & Minorities

Registered Students, Institutes, District Administrators, State Administrators, please login
[New Students : Please Register Yourself.](#)
[Registered students : Recover your password.](#)

User Name/Student Applicant Id:
Password:




Please enter the code shown above

Login

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On correct login, the Sanctioning Authority Welcome page of the Scholarship Portal is displayed.

|| Logout || Portal Home || User Name[office10005] - || 3 Jun 2013, 10:36:26 IST

 **ASHIRWAD**
Online Scholarship Management System
Government of Punjab.
Department of welfare of Scheduled Castes, Backward Classes & Minorities

Home Administration Sanction Applications Reports

Welcome

Welcome in
State Scholarship Portal as Sanctioning Authority

Important Information	Applications Details
Office Level : District Level Office : NIC Gurdaspur District Unit Department : Department of Technical Education & Industrial Training District : Gurdaspur	Total Applications Pending : 0 Total Applications Accepted : 0 Total Application Permanently Rejected : 0 Total Application Temporarily Rejected : 0 Total Applications Sanctioned : 1

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Some statistical figures related to Scholarship Schemes in the District, like number of Scholarship Applications processed, pending by the Sanctioning authority are displayed in the Welcome Screen.

On the Welcome screen of Sanctioning authority will have the options as:-

1. Administration: Provision to change the password of its account

2. Sanction Applications: Provision to process the application for sanction
3. Reports: Provision to generate pre-designed query based reports

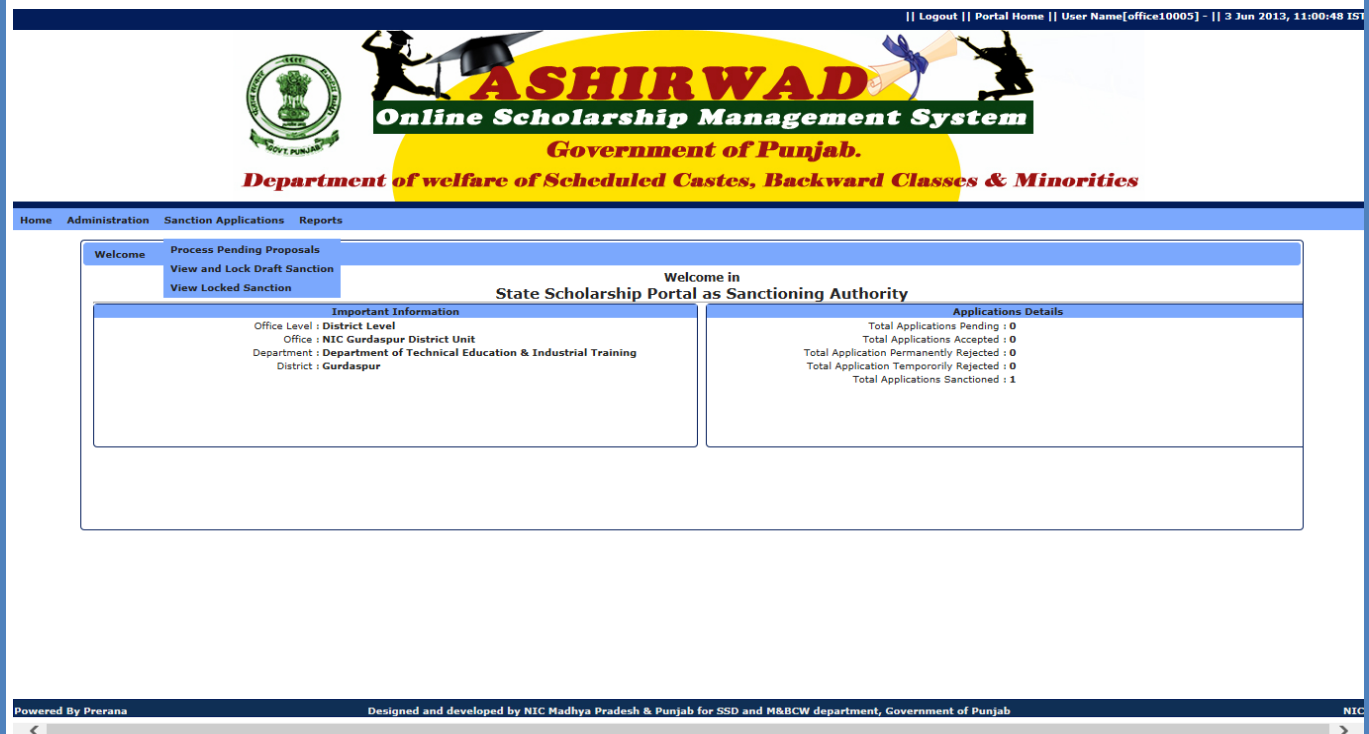
1. Administration: -

In order to maintain secrecy, it is advisable to change the password, provided by the Department. This exercise will also restrict inappropriate/unauthorised users from viewing the page. To change the provided password, select “Change Password” from top menu.

2. Sanction Applications: - Sanctioning authority is the sole authority to sanction the Scholarship Applications submitted by the students through the Institute in form of proposals. The options provided under this menu item on the portal are

- 2.1) Process pending proposals: To generate DRAFT Sanction
- 2.2) View & Lock Draft Sanction: To generate Final Sanction order
- 2.3) View Locked Sanction: To view and/or print the Final sanction Order

The screen will be as below.



The screenshot displays the ASHIRWAD Online Scholarship Management System interface. At the top, there is a navigation bar with links: Home, Administration, Sanction Applications, and Reports. Below this, a header section features the Government of Punjab logo and the text: "Department of welfare of Scheduled Castes, Backward Classes & Minorities". The main content area is titled "Welcome in State Scholarship Portal as Sanctioning Authority". It contains two panels: "Important Information" on the left, which lists the office level as District Level, the office as NIC Gurdaspur District Unit, the department as Department of Technical Education & Industrial Training, and the district as Gurdaspur; and "Applications Details" on the right, which shows statistics: Total Applications Pending: 0, Total Applications Accepted: 0, Total Application Permanently Rejected: 0, Total Application Temporarily Rejected: 0, and Total Applications Sanctioned: 1. The footer of the interface includes the text "Powered By Prerana" and "Designed and developed by NIC Madhya Pradesh & Punjab for SSD and M&BCW department, Government of Punjab".

2.1 Processing of Pending Proposals: In order to process the proposals received from Institutes for sanction of Scholarship, select “Sanction Applications” from top menu and then select “Process Pending Proposals”. The screen will look like as below.



|| Logout || Portal Home || User Name[office10005] - || 3 Jun 2013, 11:02:40 IST

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Online Scholarship Management System
Government of Punjab.
Department of welfare of Scheduled Castes, Backward Classes & Minorities

Home Administration Sanction Applications Reports

List of Pending Proposals for Sanction

HELP - This page displays list of all locked proposals which have been locked by institutes. You will be shown proposal number, type, total applications, pending applications, rejected applications, applications in draft sanction, applications sanctioned. Only those proposals will be listed which have atleast one pending application. You can also view list of applications in different stages by pressing "View Applications" button.

Scheme : --Select Scheme--
Academic Year : --Select Academic Year--
Institute : --Select Institute--
Proposal Type : --Select Proposal Type--

Show List of Proposals

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User has to select Scheme (mandatorily) to display all the proposals received. However it is convenient to select Academic year, Institute Name, and Proposal type (Fresh/Renewal) to filter and display of pending proposals of selected category.



|| Logout || Portal Home || User Name[office10005] - || 3 Jun 2013, 11:09:27 IST

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Online Scholarship Management System
Government of Punjab.
Department of welfare of Scheduled Castes, Backward Classes & Minorities

Home Administration Sanction Applications Reports

List of Pending Proposals for Sanction

HELP - This page displays list of all locked proposals which have been locked by institutes. You will be shown proposal number, type, total applications, pending applications, rejected applications, applications in draft sanction, applications sanctioned. Only those proposals will be listed which have atleast one pending application. You can also view list of applications in different stages by pressing "View Applications" button.

Scheme : Post Matric Scholarship for SC
Academic Year : --Select Academic Year--
Institute : --Select Institute--
Proposal Type : --Select Proposal Type--

Show List of Proposals

Institute Proposal Details				Applications Details							
S.no.	Proposal Number	Type	Proposal Date	Total Applications	Amount	Pending	Draft	Permanently Rejected	Temporarily Rejected	Sanctioned	View
1	N/3/1006/1/1/24	New	03/06/2013	1	161000	1	0	0	0	0	

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User Manual – Institution Level Users

On display of the pending proposals, Sanctioning authority can verify/process the individual applications send through proposal for sanction of scholarship. For that purpose, click on “View Application” button shown against the displayed proposal.

|| Logout || Portal Home || User Name[office10005] - || 3 Jun 2013, 11:11:07 IST



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Department of welfare of Scheduled Castes, Backward Classes & Minorities

Home Administration Sanction Applications Reports

List of Applications in proposal

HELP - Page displays list of applications at different stages of the selected proposal. You can view pending application, applications in draft sanction, permanently rejected, temporarily rejected, sanctioned applications by selecting appropriate option button and pressing list application button. Student details will be displayed, further you can process students application by pressing "Process Application" button. You can filter list by using filter drop down lists. You can also search application by first name or applicant ID using Search bar.

Scheme: **Post Matric Scholarship for SC**

Course: --Select Course--

Income-Band: --Select Income Band--

Category: --Select Category--

Academic Year: **2012-2013**

Branch: --Select Branch--

Gender: --Select Gender--

Religion: --Select Religion--

Institute Details

Name: **NIC Punjab Institute of Technology**

Level: **National**

Type: **Government**

Proposal Details

Number: **N/3/1006/1/1/24**

Type: **New**

Number of Applications: **1**

Total Amount: **161000**

Application Status at Sanction Level

☒ Pending (1) ☐ Draft Sanction (0) ☐ Permanently Rejected (0) ☐ Temporarily Rejected (0) ☐ Sanctioned (0)

Display List of Applications

Enter First Name or Applicant ID

Click on “Pending” button and then on “Display List of Applications” for display of individual pending applications, of the selected proposal.

|| Logout || Portal Home || User Name[office10005] - || 3 Jun 2013, 11:11:38 IST



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Government of Punjab.

Department of welfare of Scheduled Castes, Backward Classes & Minorities

Home Administration Sanction Applications Reports

List of Applications in proposal

HELP - Page displays list of applications at different stages of the selected proposal. You can view pending application, applications in draft sanction, permanently rejected, temporarily rejected, sanctioned applications by selecting appropriate option button and pressing list application button. Student details will be displayed, further you can process students application by pressing "Process Application" button. You can filter list by using filter drop down lists. You can also search application by first name or applicant ID using Search bar.

Scheme: **Post Matric Scholarship for SC**

Course: --Select Course--

Income-Band: --Select Income Band--

Category: --Select Category--

Academic Year: **2012-2013**

Branch: --Select Branch--

Gender: --Select Gender--

Religion: --Select Religion--

Institute Details

Name: **NIC Punjab Institute of Technology**

Level: **National**

Type: **Government**

Proposal Details

Number: **N/3/1006/1/1/24**

Type: **New**

Number of Applications: **1**

Total Amount: **161000**

Application Status at Sanction Level

☒ Pending (1) ☐ Draft Sanction (0) ☐ Permanently Rejected (0) ☐ Temporarily Rejected (0) ☐ Sanctioned (0)

Display List of Applications

Enter First Name or Applicant ID

S.no	Applicant ID	Applicant Name	Father Name	Date of Birth	Gender	Religion	Category	Course	Branch	Academic Year	Total Annual Income (Family)	Application Type	Process Application
1	100072	gurdas test	gurdastest	14/05/1984	Male	Hindu	SC	Engineering	Civil Engineering (1Yr)	2012-2013	95000	New	

User Manual – Institution Level Users

User has to click on “Process Application” button shown against each application displayed under the selected proposal. The screen will be displayed as below.

|| Logout || Portal Home || User Name[office10005] - || 3 Jun 2013, 11:23:42 IST




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Department of welfare of Scheduled Castes, Backward Classes & Minorities

[Home](#) [Administration](#) [Sanction Applications](#) [Reports](#)

Applicant Details for Sanction Processing

Process Options

[Accept Application](#)

[Reject Application](#)

[Update Fee details](#)

[Print Application Form](#)

[Scholarship Details](#)

HELP - This page facilitates application processing for sanction, rejection, scholarship amount update etc. You can view whole applicant's profile and uploaded caste/income certificates on this page. Process options will facilitate application processing. Lower grid will display whole track record of applicant.

Personal Details

Name : gurdas test
 Father's Name : gurdastest
 Date of Birth : 14/05/1984
 Category : SC
 Gender : Male
 Religion : Hindu
 E-Mail Address : rajaguru.ms@nic.in
 Mobile Number : 9569379502
 Bank Details : chandigarh
 Bank Account Number : 62001014521020
 View Certificates : [Income Certificate](#) & [Caste Certificate](#)

Application Details

Applicant Number : 100072
 Application Date : 03/06/2013
 Course and Branch : Engineering/Civil Engineering/1Yr
 Income-Band : 0 -100000
 Present Status : Application in Locked Proposal Status on Institute
 Enrollment Number : 741085204
 Admission Date : 05/04/2013
 Hostel Status : No
 Annual Income : 95000
 Scheme : Post Matric Scholarship for SC
 10th Class Roll Number : 9638271

Update Details

[Personal Details](#)

[Address Details](#)

[Application Details](#)

[Bank Details](#)

[Income & Caste Certificate](#)

Application Track Record										
S.no.	Proposal/Sanction Number	Level	Status	Number of Month	Rate	Total Scholarship	Tuition Fee	Other Fee	Total Fee	Total Amount
1	N/3/1006/1/1/24	Institute	Locked Proposal	12	8000	96000	65000	0	65000	161000
2	N/3/1006/1/1/24	Institute	Draft Proposal	12	8000	96000	65000	0	65000	161000
3	-	Institute	Pending	0	0	0	0	0	0	0

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Depending on the details on the Application, Sanctioning Authority has to “Accept” the application or “Reject” it. **To accept the application**, click on “Accept” button. The system will display the following as below.

- The Amount Details as provided by Institute, at the time of processing.
- The System Generated Fee amount, as per the registered fee structure.

10 | Page

National Informatics Centre, Punjab State Centre, Chandigarh


Government of Punjab.
Department of welfare of Scheduled Castes, Backward Classes & Minorities

Home Administration Sanction Applications Reports

Accept Application
HELP - This page facilitates application accept for sanction. You may view whole profile and application track record of applicant. Maintenance allowance, fee details proposed by institute and proposed by system are also being displayed, so that you may refer the same while sanctioning this application. Please enter number of month, maintenance fee, tuition fee, other fee and press accept button. Application will automatically add to system generated sanction.

Institute Details
 Scheme : **Post Matric Scholarship for SC**
 Institute Name : **NIC Punjab Institute of Technology**
 Academic Year : **2012-2013**

Personal Details
 Name : **gurdas test**
 Father Name : **gurdas test**
 Date of Birth : **14/05/1984**
 Category : **SC**
 Gender : **Male**
 Religion : **Hindu**
 E-Mail Address : **rajaguru.ms@nic.in**

Proposal Details
 Proposal Number : **N.A.**
 No. of Applications : **N.A.**
 Proposal Type : **N.A.**
 Total Amount : **N.A.**

Application Details
 Applicant Number : **100072**
 Application Date : **03/06/2013**
 Engineering/Civil Engineering/1Yr
 Income-Band : **0-100000**
 Current Status : **Application in Locked Proposal Status on Institute**
 Enrollment Number : **741085204**
 Admission Date : **05/04/2013**

System Generated Fee Amount Details
 Maintenance Fee : **100**
 Total Tuition Fee : **0**
 (Fee information NOT provided by System)

Sanction Fee Amount
 Number of Month :
 Total Tuition Fee :
 Maintenance Fee :
 Total Other Fees :
 Remarks :

Accept Application for Sanction

S.no.	Proposal/Sanction Number	Level	Status	Application Flow Details with Status				Tuition Fee	Other Fee Details	Total Fee	Total Amount
				Number of Month	Rate	Total Scholarship					
1	N/3/1006/1/1/24	Institute	Locked Proposal	12	8000	96000	65000	0	65000	161000	
2	N/3/1006/1/1/24	Institute	Draft Proposal	12	8000	96000	65000	0	65000	161000	
3	-	Institute	Pending	0	0	0	0	0	0	0	

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And in the “Sanction Fee Amount” box of the screen allow Sanctioning Authority to enter the actual

1. The Number of Months for which Maintenance fee will be paid
2. Total admissible Tuition fee
3. Total other fee to be reimbursed.

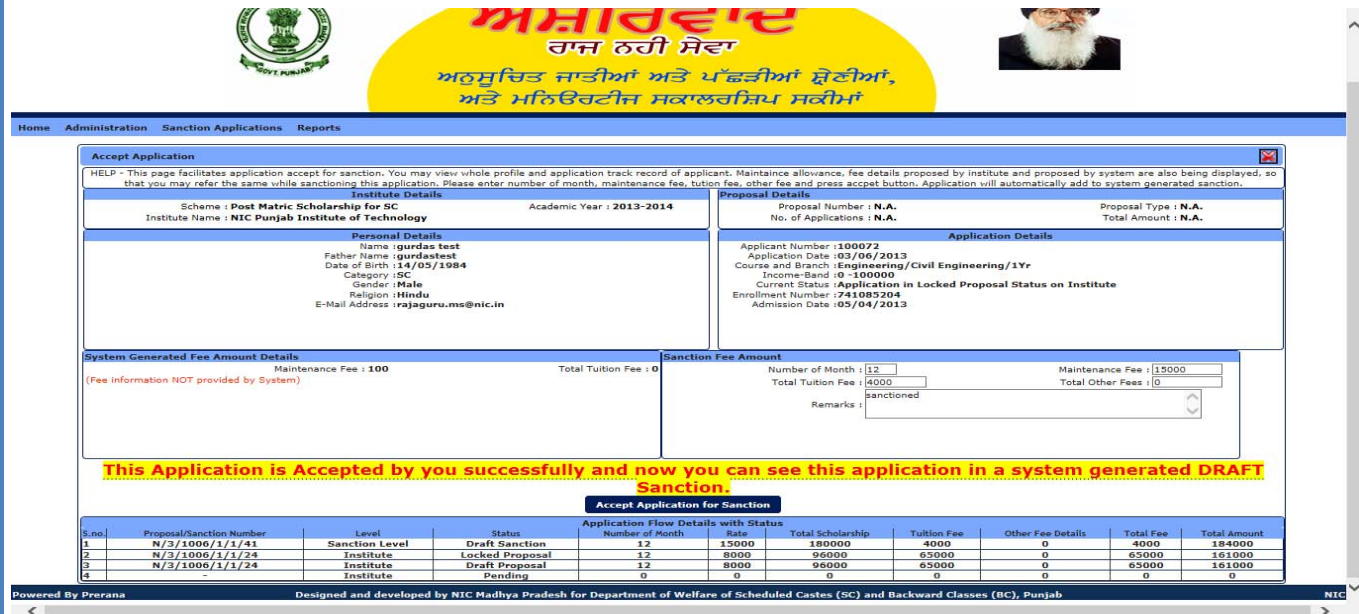
(In case Institute, by mistake, leaves the Number of Month entry as “0”, Sanctioning authority can make the correct entry, on receipt of request from Institute.)

4. Then enter the remarks.

And finally, to save the entered amount, click on “Accept Application for Sanction”.

User Manual – Institution Level Users

Then the system will generate DRAFT sanction as below.



Accept Application

HELP - This page facilitates application accept for sanction. You may view whole profile and application track record of applicant. Maintenance allowance, fee details proposed by institute and proposed by system are also being displayed, so that you may refer the same while sanctioning this application. Please enter number of month, maintenance fee, tuition fee, other fee and press accept button. Application will automatically add to system generated sanction.

Institute Details
 Scheme : Post Matric Scholarship for SC
 Institute Name : NIC Punjab Institute of Technology
 Academic Year : 2013-2014

Personal Details
 Name : gurdas test
 Father Name : gurdas test
 Date of Birth : 14/05/1984
 Category : SC
 Gender : Male
 Religion : Hindu
 E-Mail Address : rajaguru.ms@nic.in

Proposal Details
 Proposal Number : N.A.
 No. of Applications : N.A.
 Proposal Type : N.A.
 Total Amount : N.A.

Application Details
 Applicant Number : 100072
 Application Date : 03/06/2013
 Course and Branch : Engineering/Civil Engineering/1Yr
 Income-Band : 0 -100000
 Current Status : Application in Locked Proposal Status on Institute
 Enrollment Number : 741083204
 Admission Date : 05/04/2013

System Generated Fee Amount Details
 Maintenance Fee : 100
 Total Tuition Fee : 0
 (Fee information NOT provided by System)

Sanction Fee Amount
 Number of Month : 12
 Total Tuition Fee : 4000
 Maintenance Fee : 15000
 Total Other Fees : 0
 Remarks : sanctioned

This Application is Accepted by you successfully and now you can see this application in a system generated DRAFT Sanction.

Accept Application for Sanction

S.no.	Proposal/Sanction Number	Level	Status	Application Flow Details with Status	Number of Month	Rate	Total Scholarship	Tuition Fee	Other Fee Details	Total Fee	Total Amount
1	N/3/1006/1/1/41	Sanction Level	Draft Sanction		12	15000	180000	4000	0	4000	184000
2	N/3/1006/1/1/24	Institute	Locked Proposal		12	8000	96000	65000	0	65000	161000
3	N/3/1006/1/3/24	Institute	Draft Proposal		12	8000	96000	65000	0	65000	161000
4		Institute	Pending		0	0	0	0	0	0	0

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All the applications displayed, under the selected Proposal from Institute, have to be processed individually. In case Sanctioning authority finds any error in the Application, “Reject Application” option can be clicked to either “Temporarily” or “Permanently” rejects the application as below.



|| Logout || Portal Home || User Name[office10005] - || 20 Jun 2013, 15:49:49 IST

Reject Application

Now you are going to reject this application. After this application will not appear in the pending list of application. You may reject this application temporarily or permanently. After Reject you can see this application in the temporarily or permanently rejected option.

Reject Type : ☐ Reject Temporary ☐ Reject Permanent

Remarks :

Reject This Application with Above Reason

Applicant Details for Sanction Processing

Process Options
 Accept Application
 Reject Application
 Update Fee details
 Print Application Form
 Scholarship Details

HELP - This page facilitates application reject for sanction. You may view whole profile and application track record of applicant. Please enter number of month, maintenance fee, tuition fee, other fee and press reject button. Application will automatically add to system generated rejection.

Personal Details
 Name : gurdas test
 Father's Name : gurdas test
 Date of Birth : 21/10/1991
 Category : SC
 Gender : Male
 Religion : Hindu
 E-Mail Address : vk.soni@nic.in
 Mobile Number : 9417680918
 Bank Details : gurdaspur,12/6, g. t. road,gurdaspur,143521,punjab
 Bank Account Number : 6352100100012635
 View Certificates : Income Certificate & Caste Certificate

Update Details
 Personal Details
 Address Details
 Application Details
 Bank Details
 Income & Caste Certificate

Application Details
 Course and Branch : Engineering/Civil Engineering/1Yr
 Income-Band : N.A.
 Present Status : Application in Locked Proposal Status on Institute
 Enrollment Number : 141
 Admission Date : 25/05/2013
 Hostel Status : No
 Annual Income : 150000
 Scheme : Post Matric Scholarship for SC
 10th Class Roll Number : 111

Application Track Record


S.no.	Proposal/Sanction Number	Level	Status	Number of Month	Rate	Total Scholarship	Tuition Fee	Other Fee	Total Fee	Total Amount
1	N/3/1035/1/1/53	Institute	Locked Proposal	3	100	300	30000	0	30000	30300
2	N/3/1035/1/1/53	Institute	Draft Proposal	3	100	300	30000	0	30000	30300
3		Institute	Pending	0	0	0	0	0	0	0

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User Manual – Institution Level Users

Correct reason of Rejection should be selected from the dropdown list.


|| Logout || Portal Home || User Name[office10005] - || 20 Jun 2013, 16:00:02 IST



ਅਸ਼ੀਰਵਾਦ

ਰਾਜ ਨਹੀ ਸੇਵਾ

ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪੱਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ,
ਅਤੇ ਮਨਿਓਰਟੀਜ਼ ਸਕਾਲਰਸ਼ਿਪ ਸਕੀਮਾਂ



Home Administration Sanction Applications Reports

Applicant Details for Sanction Processing

Process Options

- Accept Application
- Reject Application
- Update Fee details
- Print Application Form
- Scholarship Details

HELP - This page displays applicant's profile and upload documents.

Name: [Blank]
Father's Name: [Blank]
Date of Birth: 21/10/1991
Category: SC
Gender: Male
Religion: Hindu
E-Mail Address: vks.soni@nic.in
Mobile Number: 9417680918
Bank Details: gurdaspur,12/6, g. t. road,,gurdaspur,143521,punjab
Bank Account Number: 6352100100012635
View Certificates: Income Certificate & Caste Certificate

Reject Application

Now you are going to reject this application. After this application will not appear in the pending list of application. You may reject this application temporarily or permanently. After Reject you can see this application in the temporarily or permanently rejected option.

Reject Type: [Reject Permanent] [Reject Temporary]

Reason for Rejection:

- Not under proper category
- Submission of false statement/ document/ certificate
- Unsatisfactory progress
- Repeating study in the same stage of education
- Course duration exceeding the normal period
- Repeating course in the same professional line
- Hostel Status: No
- Annual Income: 150000
- Scheme: Post Matric Scholarship for SC
- 10th Class Roll Number: 111

Personal Details

Address Details

Application Details

Bank Details

Income & Caste Certificate

S.no.	Proposal/Sanction Number	Level	Status	Application Track Record	Number of Month	Rate	Total Scholarship	Tuition Fee	Other Fee	Total Fee	Total Amount
1	N/3/1035/1/1/53	Institute	Locked Proposal		3	100	300	30000	0	30000	30300
2	N/3/1035/1/1/53	Institute	Draft Proposal		3	100	300	30000	0	30000	30300
3	-	Institute	Pending		0	0	0	0	0	0	0

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2.2 View & Lock Draft Sanction: This is the 2nd option under “Sanction Applications”. After processing of all pending proposals, Sanctioning authority has to select this option to view for any change and finally lock the sanctioned proposal. The screen will be shown as below.

|| Logout || Portal Home || User Name[office10005] - || 20 Jun 2013, 16:01:56 IST



ਅਸ਼ੀਰਵਾਦ

ਰਾਜ ਨਹੀ ਸੇਵਾ

ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪੱਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ,
ਅਤੇ ਮਨਿਓਰਟੀਜ਼ ਸਕਾਲਰਸ਼ਿਪ ਸਕੀਮਾਂ



Home Administration Sanction Applications Reports

List of Draft Sanctions

HELP - Page will display all draft sanctions prepared by you. You may further filter the list by scheme, sanction type, academic year and press button below to view the list. You can also view the list of applications, lock sanction and print draft sanction by clicking appropriate button against sanction.

Scheme: [Post Matric Scholarship for SC] Academic Year: [--Select Academic Year--] Sanction Type: [--Select Sanction Type--]

Display Draft Sanction List

S.no.	Sanction Number	Type	Total Applications	Amount	Draft Sanction Date	View	Lock	Print
1	N/3/1006/1/1/41	New	1	184000	20/06/2013			

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User Manual – Institution Level Users

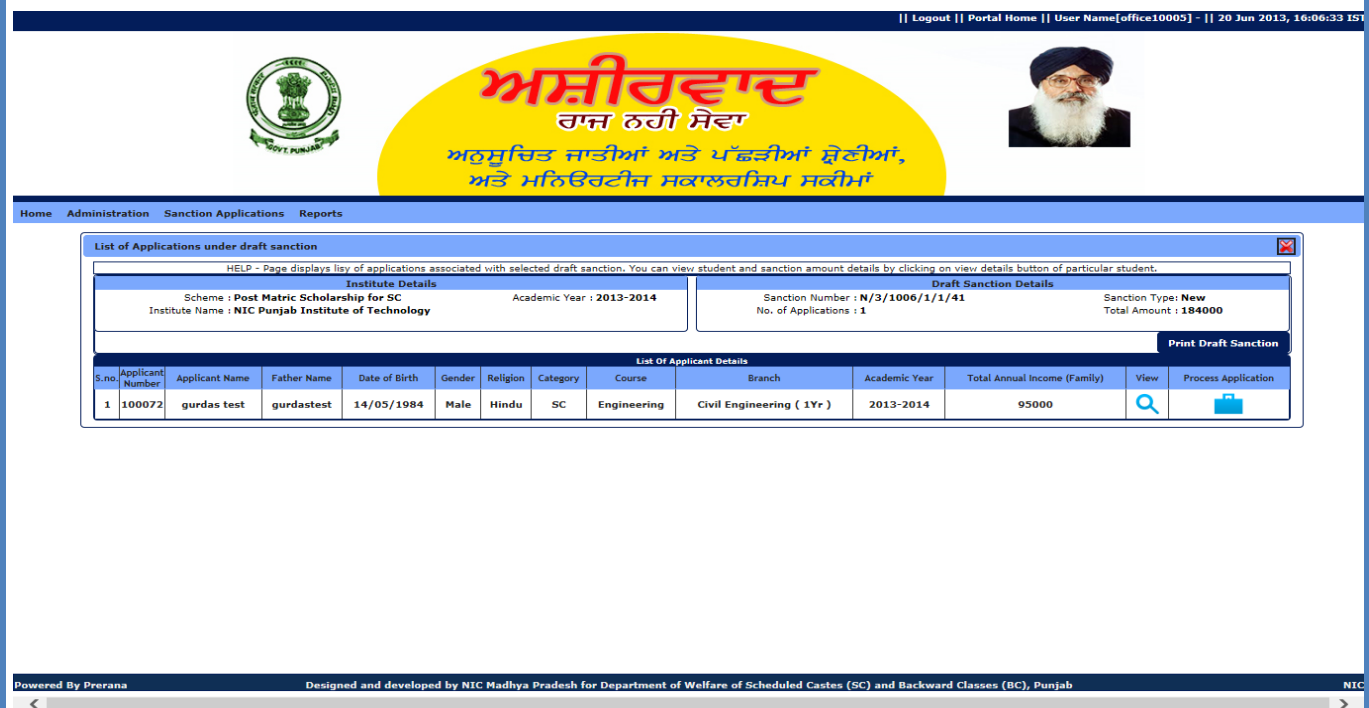
Portal will display all the Draft Sanctioned Proposals as above. The User has the options to

2.2.1 View Application: to see the individual application of the proposal

2.2.2 Lock Sanction: to lock the proposal for final Sanction

2.2.3 Print Draft Sanction: to take print out of the draft proposal for verification

View Application Screen will be displayed as below.



The screenshot displays the ASHIRWAD Online Scholarship Management System interface. At the top, there is a navigation bar with links: Home, Administration, Sanction Applications, and Reports. Below this, a banner features the Ashirwad logo and a portrait of a religious leader. The main content area is titled 'List of Applications under draft sanction' and includes a 'HELP' section. The interface shows details for a specific draft sanction, including the Institute Name (NIC Punjab Institute of Technology), Academic Year (2013-2014), Sanction Number (N/3/1006/1/1/41), and Sanction Type (New). A table lists the details of the applicant, including S.no., Applicant Number, Applicant Name, Father Name, Date of Birth, Gender, Religion, Category, Course, Branch, Academic Year, Total Annual Income (Family), and View/Process Application buttons. The footer indicates the system is powered by Prerana and designed by NIC Madhya Pradesh.

S.no.	Applicant Number	Applicant Name	Father Name	Date of Birth	Gender	Religion	Category	Course	Branch	Academic Year	Total Annual Income (Family)	View	Process Application
1	100072	gurdas test	gurdastest	14/05/1984	Male	Hindu	SC	Engineering	Civil Engineering (1Yr)	2013-2014	95000		

Two options available here are

2.2.1.1 Print Draft Sanction: To print the DRAFT proposal

2.2.1.2 View Student Details: To view the student's detail in DRAFT the proposal.

2.2.1.1 Print Draft Sanction: Click on this option. The DRAFT sanction (without bar code) will be displayed as below.

User Manual – Institution Level Users



ApplicantForm.pdf - Adobe Acrobat Professional

File Edit View Document Comments Forms Tools Advanced Window Help

Create PDF Combine Files Export Start Meeting Secure Sign Forms Review & Comment

1 / 1 67.1% Find

Government of Punjab
Social Justice & Empowerment Department
Sanction Order

DRAFT

Scholarship Scheme : Post Matric Scholarship for SC
Category : SC
Institute Name : NIC Punjab Institute of Technology
Academic Year : 2013-2014

Sanctioning Authority :
Sanction Number : N/3/1006/1/141
Sanction Date : -
Applications Type : Fresh

Application ID	Student Name	Gender	Course	Type	No. of Month	Rate	Maintenance Allowance	Tuition Fee	Other Fee	Total Fee	Total Amount
100072	gurdas test	Male	Engineering/Civil Engineering/IT	Fresh	12	15000	180000	4000	0	4000	184000
Total :							180000	4000	0	4000	184000

NIC Page 1/1 This Sanction is generated by Scholarship Portal. Printed on 6/20/2013

Inbox - Microsoft ... from_MP_Site sanctioning_auth... DWO_User_Manua... ApplicantForm.p... Scholarship Portal...

16:10 20/06/2013

2.2.1.2 View Student Details: Click on this option to see the student's detail in the draft proposal.

ਰਾਜ ਨਹੀ ਸੇਵਾ
ਅਨੁਸੂਚਿਤ ਜਾਤੀਆਂ ਅਤੇ ਪੱਛੜੀਆਂ ਸ਼੍ਰੇਣੀਆਂ,
ਅਤੇ ਮਨਿਓਰਟੀਜ਼ ਸਕਾਲਰਸ਼ਿਪ ਸਕੀਮਾਂ

Home Administration Sanction Applications Reports

Student Profile

HELP - Page displays complete profile of applicant. Lower grid displays track record of scholarship application.

Student Basic Details

Applicant ID : 100072
Name : gurdas test
Father Name : Mr. gurdastest
Date of Birth : 14/05/1984
Category : SC
Mobile Number : 9569379502

Mother Name : Smt.
Gender : Male
Religion : Hindu

Address Details

View Caste & Income Certificate

Correspondence Address : gurdaspur, DISTRICT :- Gurdaspur, STATE :- Punjab, PIN CODE :-
Permanent Address : gurdaspur, DISTRICT :- Gurdaspur, STATE :- Punjab, PIN CODE :-
E-Mail Address : rajaguru.ms@nic.in

Institute Details

Name : NIC Punjab Institute of Technology
Type : Government
Affiliated To : AICTE, New Delhi

Level : National
Tehsil : Gurdaspur

Course Details

Academic Year : 2013-2014
Admission Date : 05/04/2013
Course : Engineering

Scheme : Post Matric Scholarship for SC
Enrollment Date : 05/04/2013
Branch : Civil Engineering (1Yr)

Bank Details

Bank : BANK OF INDIA
Address : Chandigarh
Account Number : 62001014521020

Branch : Bank of India

S.no.	Proposal / Sanction Number	Level	Status	Number of Month	Rate	Total Scholarship	Tuition Fee	Other Fee	Total Fee	Total Amount
1	N/3/1006/1/1/41	Sanction Level	Draft Sanction	12	15000	180000	4000	0	4000	184000
2	N/3/1006/1/1/24	Institute	Locked Proposal	12	8000	96000	65000	0	65000	161000
3	N/3/1006/1/1/24	Institute	Draft Proposal	12	8000	96000	65000	0	65000	161000
4	-	Institute	Pending	0	0	0	0	0	0	0

Close

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NIC

2.2.2 Lock Sanction: On clicking this option the screen will be shown as below.

|| Logout || Portal Home || User Name[office10005] - || 20 Jun 2013, 16:11:54 IST





Home Administration Sanction Applications Reports

List of Draft Sanctions

HELP - Page will display all draft sanction

Scheme : --Select Scheme--

Academic Year: --Select Academic Year--

Sanction Type: --Select Sanction Type--

Display Draft Sanction List

S.no.	Sanction Number	Type	Total Applications	Amount	Draft Sanction Date	View	Lock	Print
1	N/3/1006/1/1/41	New	1	184000	20/06/2013			

Message

Do you really want to LOCK this DRAFT Sanction ?

LOCK Sanction and send for Disbursal

below to view the list. You can also view

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Now click on “Lock sanction and send for disbursal” button of the “Message” screen to confirm locking of proposal. Otherwise click “x” on “Message” screen to avoid locking.

2.3 View Locked Sanction :- This is the 3rd option under “Sanction Application”. After locking the proposal the Sanctioning Authority has to select this option and the screen will be shown as below.

|| Logout || Portal Home || User Name[office10005] - || 20 Jun 2013, 16:14:08 IST





Home Administration Sanction Applications Reports

List of Locked Sanctions

HELP - Page displays list of locked sanctions. You can view student list by clicking on view applications button. Also you can print Sanction Order by clicking on print sanction button.

Scheme : --Select Scheme-- Academic Year: --Select Academic Year-- Sanction Type: --Select Sanction Type--

Date From : Date To :

Show List of Locked Sanctions

S.No.	Sanction Number	Type	Total Applications	Amount	Sanctioned Date	View	Print
1	N/3/1006/1/1/41	New	1	184000	20/06/2013		
2	N/3/1035/1/1/29	New	1	14000	18/06/2013		
3	N/3/1035/1/1/20	New	1	33000	17/06/2013		
4	R/3/1006/1/1/16	Renewal	1	11000	15/06/2013		
5	N/3/1006/1/1/4	New	1	44900	11/05/2013		

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The Sanctioning authority has two options.

2.3.1 View Details: To view Proposal Details

2.3.2 Print Sanction Order: To print the Bar coded Proposal

2.3.1 **View Details:** screen will be as below.

|| Logout || Portal Home || User Name[office10005] - || 20 Jun 2013, 16:16:34 IST

Home Administration Sanction Applications Reports

List of Students associated with selected Sanction / Notesheet

HELP - Page displays list of students associated with selected locked sanction / notesheet. Further you may view individual student details by clicking on view student details button.

Institute Details

Scheme : Post Matric Scholarship for SC Academic Year : 2013-2014

Institute NIC Punjab Institute of Technology

Sanction Details

Sanction Number : N/3/1006/1/1/4

No. of Applications : 1

Sanction Type: New

Total Amount : 44900

Print Sanction

S.no.	Applicant ID	Applicant Name	Father Name	Date of Birth	Gender	Religion	Category	Course	Branch	Academic Year	Annual Income	View
1	100033	Rajaguru gurdaspurstudent	gurdaspur	23/05/1983	Male	Hindu	SC	Engineering	Computer Science & Engineering (1Yr)	2013-2014	85000	

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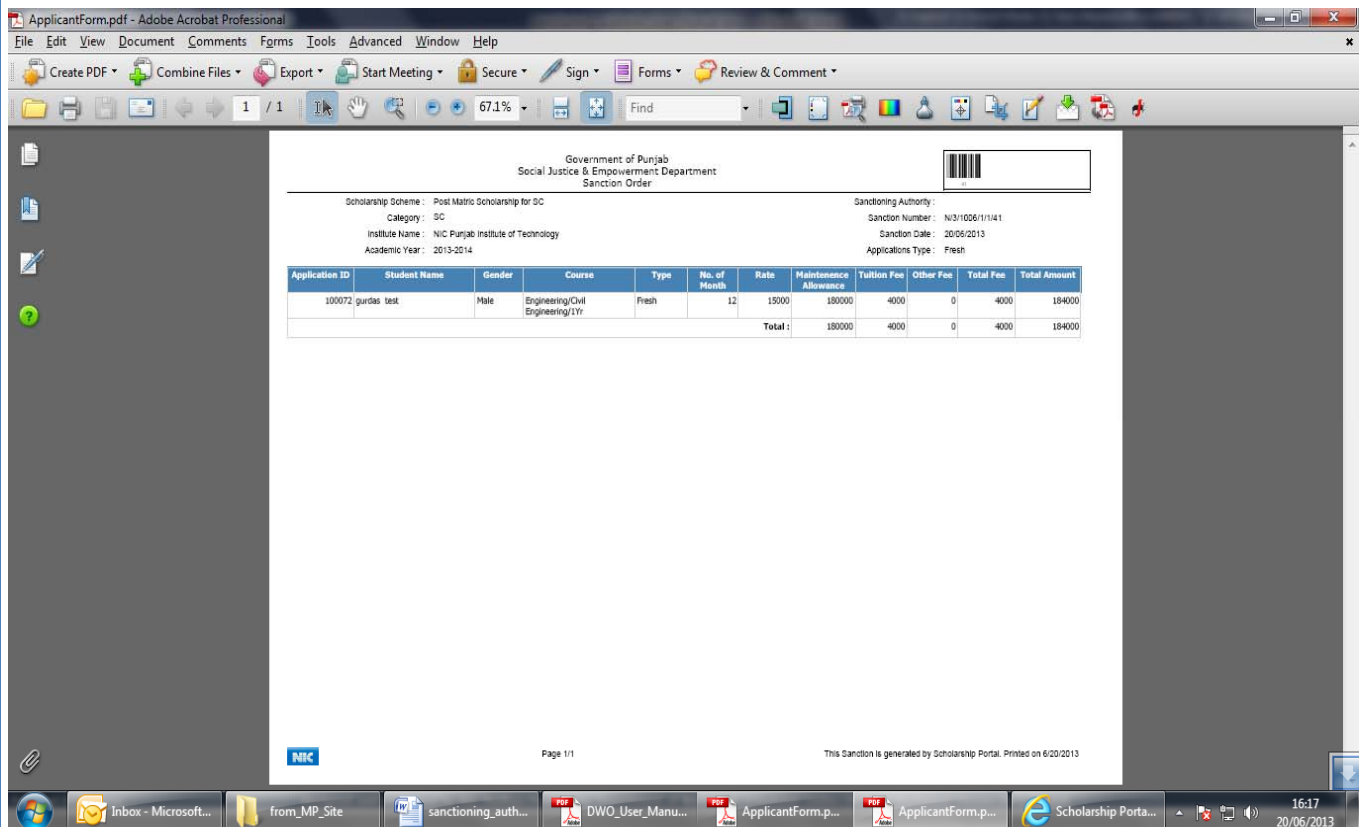
User Manual – Institution Level Users

There will be two options as below

2.3.1.1 Print Sanction: To print the barcoded sanction order.

2.3.1.2 View Student Profile: To view the profile of any student in the sanction order.

2.3.1.1 Print Sanction: Click on this option. The Sanction order with bar code will be displayed as below with listing of all students in the order along with the sanction amount etc.



Government of Punjab
Social Justice & Empowerment Department
Sanction Order

Scholarship Scheme: Post Matric Scholarship for SC
Category: SC
Institute Name: NIT Punjab Institute of Technology
Academic Year: 2015-2014

Sanctioning Authority: NIT/1006/1/1/141
Sanction Number: NIT/1006/1/1/141
Sanction Date: 20/06/2013
Applications Type: Fresh

Application ID	Student Name	Gender	Course	Type	No. of Month	Rate	Maintenance Allowance	Tuition Fee	Other Fee	Total Fee	Total Amount
100072	gurdas test	Male	Engineering/Civil Engineering/ITI	Fresh	12	15000	180000	4000	0	4000	184000
						Total :	180000	4000	0	4000	184000

Page 1/1

This Sanction is generated by Scholarship Portal. Printed on 6/20/2013

2.3.1.2 View Student Profile: Same as 2.2.1.2

3. Reports:

In this option sanctioning authority can view their mapping with Institutes