

G.O.s for
Reimbursement of Tuition fee by
Govt. of A.P.
(Post Matric Scholarship)

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Social Welfare Department – **JnanaBhumi**- Smart Portal for Integrated Delivery of Services relating to Education and Scholarships– Orders – Issued.

SOCIAL WELFARE (EDN.2) DEPARTMENT

G.O.Ms.No.

Dated: 09-06-2017.

Read the following: -

- 1) G.O.Ms.No.103, Social Welfare (Edn.2) Department, dated 24-10-2016.
- 2) Workshop with all stakeholder Departments/Affiliating Authorities held on 28-12-16 at Vijayawada.
- 3) Review Meeting held by the Hon'ble Chief Minister on 9-2-2017 & 4-4-2017
- 4) Consultative Workshop with all stakeholder Departments/Affiliating Authorities held on 3-5-2017 at Secretariat, Velagapudi.
- 5) Lr.Rc. No. D/2197 /2016, dated 09.06.2017 of the Director Social Welfare

ORDER:

In the reference 1st read above, Government have issued comprehensive guidelines, after consulting all the stakeholder departments, for revamping the Post Matric Scholarship (PMS) system in order to align it with the mandate given by the Hon'ble Chief Minister for making the system predictable & providing hassle-free services for all the stakeholders, duly ensuring the Monthly release of MTF, Quarterly release of RTF, capturing the Biometric attendance & Academic performance of all the students & for making the Post-Matric Scholarships ecosystem resilient, secure, seamless & paperless.

2. Accordingly, the Social Welfare Department (Nodal Department for implementation of **Post-Matric Scholarships**) has simplified & streamlined the PMS system and deployed the APePASS version 2.0 software for processing the Post-Matric Scholarships during the academic year 2016-17.

3. During the review meetings held on 09-02-2017 & 04-04-2017, the Hon'ble Chief Minister has directed that the provisions contained in G.O.Ms.No.103, Social Welfare(Edn.2) Department, dated 24-10-2016 be implemented in letter and spirit & in-toto from the academic year 2017-18 & to develop a smart portal for providing the integrated & seamless delivery of services relating to Education and Scholarships for both the students & the educational institutions to attain synergies.

4. In view of the above directive, the Social Welfare Department has incepted a detailed Business Process Re-engineering of the APePASS Version 2.0 software, deployed during the academic year 2016-17, and has through the APCFSS (Andhra Pradesh Centre for Financial Systems & Services) developed a comprehensive, modular, intuitive, robust & high-fidelity Web portal integrating the services relating to Education and Scholarships.

5. A Consultative Workshop was held by the Social Welfare Department on 3-05-2017 with all the stakeholders relating to Post-Matric Scholarships viz. the concerned Principal Secretaries/ Heads of Departments /Affiliating Authorities /Registrars of all Universities and the modules, features & functionality of the integrated Web portal were explained, demonstrated & discussed in detail.

6. During the aforementioned Consultative Workshop, the representatives of all the concerned stakeholders relating to the Post-Matric Scholarships viz. a) Departments (Higher Education, Technical Education, School Education, Labour Employment & Training, Medical Education, Agriculture & Cooperation, Horticulture & Sericulture, Animal Husbandry, Dairy Development & Fisheries, Health & Family welfare, Social Welfare, BC Welfare, Tribal Welfare, Disabled Welfare, Minority Welfare, Collegiate Education etc.,) b) Boards (AP Paramedical Board/Board of Intermediate Education), c) Affiliating Authorities/Universities (Acharya N.G.

Su by
PRINCIPAL
Aditya Engineering College
SURAMPALAM

PRINCIPAL
Aditya Engineering College
SURAMPALAM

2. The system of online registration earlier prescribed in the APePASS web portal stands dispensed from the academic year 2017-18 onwards. The student need not apply online for availing Post-Matric Scholarships but shall submit JnanaBhumi Scholarship Application Form(J-SAF), a physical form available free of cost at the College Admission in-charge office, at the time of submitting the admission form for the College. The J-SAF can also be downloaded at www.jnanabhumi.ap.gov.in. Basing on the details submitted by the student in J-SAF the educational institutions shall process the claim. The detailed instructions and details of J-SAF are enclosed in the Annexure.
3. The Post-Matric Scholarships claims, belonging to the periods prior to the academic year 2017-18, will continue to be processed in the APePASS portal.
4. The Principal of the concerned JnanaBhumi institution shall be the owner of the Institution Module and its services.
5. The Principal shall compulsorily enter in JnanaBhumi, the details of all Fresh and Renewal applications pertaining to the year 2017-18, irrespective of whether they are applying for Post-Matric Scholarships or not.
6. The Principal shall simultaneously process, as per the prescribed workflow, the details of the students who have applied for Post-Matric Scholarships in J-SAF and forward the same electronically to the Welfare Departments.
7. The Welfare Departments shall process and sanction the scholarship claims as per the eligibility of the applicants.

D) ATTENDANCE AND ACADEMICS

1. The Daily Biometric Attendance process, as defined in Para 5(III)(b) of G.O. Ms. No.103, SW(Edn.2) Department, dated 24-10-16 shall be implemented as per the date notified by each Affiliating Authority. Pending the implementation of the Daily Biometric Attendance capture, the affiliating authorities shall ensure that the educational institutions capture the daily attendance of the students by implementing the Daily Manual Attendance module of JnanaBhumi.
2. The attendance, so recorded, shall be used for payment of the monthly Maintenance Fee(MTF) of the students, as per the procedure prescribed at Para 5 (VI)(c), from the date notified for this purpose.
3. All the concerned educational institutions shall upload the Academic Performance record of the students in the Student Academics service of the Institution Module immediately after the declaration of the results of the Semester/ End of Year examinations, as applicable to the course.
4. Compliance by JnanaBhumi institutions
 - a. The concerned affiliating authorities shall be responsible for ensuring the implementation of the process changes/amendments made in this order & specifically for notifying the dates for the implementation of the Daily Biometric Attendance Capture, etc. entrusted to them.
 - b. All the concerned affiliating authorities shall ensure that all the details for the processing of the Post-Matric Scholarship claims in JnanaBhumi shall be entered & processed by the concerned Educational Institution within a reasonable timeframe, in any case not later than (15) working days from the date of admission of the student.
 - c. In case of established willful delay/non-compliance with Para (D)(4.a) or (4.b) above, by an affiliated educational institution/college, the concerned affiliating authority may suo-moto or on the basis of the report of the concerned District Collector or District/Regional Level Officer may recommend to the Commissioner, Social Welfare (Nodal Officer for Post Matric Scholarships) for the debarring of the institution from participating in the Post- Matric Scholarships Scheme.

Sd/-
PRINCIPAL
Aditya Engineering College
SURAMPALAM

Sd/-
PRINCIPAL
Aditya Engineering College
SURAMPALAM

3	ENABLING DEPARTMENTS/SERVICE PROVIDERS	
A	The Treasury & Accounts Department shall make necessary arrangements for the acceptance of Digitally signed Post-Matric Scholarship Bills and supporting documents	-
B	APCFSS shall undertake security measures for preventing intrusion & malware and take up periodic security audits of the JnanaBhumi ecosystem. Additional Modules/Services will be taken up by APCFSS, up on mutually agreeable rates.	Continuous
C	The cost of development and maintenance of the JnanaBhumi Core Modules & their corresponding services mentioned in Section B shall be borne by the Department of Social Welfare Department.	
D	The cost of development and maintenance of the bespoke JnanaBhumi Additional Modules & services mentioned in Section B shall be borne by the concerned Departments as mutually agreed with APCFSS.	-
E	JnanaBhumi trainings shall be provided to the users by the Social Welfare Department as per a defined schedule & also as and when requested by the user Departments/Institutions.	Continuous
F	The requisite JnanaBhumi User Manuals, as updated from time to time, shall be made available on the JnanaBhumi website by the Social Welfare Department.	Continuous

G. ROLES & RESPONSIBILITIES

1) STUDENT - ROLES & RESPONSIBILITIES

1 A) APPLYING FOR SCHOLARSHIP

EVENT SNO	RESPONSIBILITY	TIMELINE
E ₀	<p>All New Admissions Students should bring the following document identification numbers/ Documents/IDs while applying for Post-Matric Scholarships along with their filled in J-SAF (JnanaBhumi Scholarship Application Form):</p> <ol style="list-style-type: none"> 1 White Ration Card number 2 MeeSeva Income Certificate number (for Non – white ration card holders) 3 MeeSeva Caste Certificate number 4 Aadhaar number 5 *Copy of 1st Page of Bank Passbook containing Account No. and Name 6 Mobile number 7 Email ID <p>*(Important: Ensure that the Bank Account is AADHAR linked/seeded)</p>	On/Before Date of Admission
E ₁	<p>All New Admission Students should submit the JnanaBhumi Scholarship Application Form(J-SAF) (enclosed in Annexure) at the concerned College Admission incharge office in the respective college and retain the student copy of the same application. J-SAF is a physical form available at the concerned College Admission incharge office in the respective College.</p> <p>The educational institutions shall ensure that the filled in applications are filed properly and available at all times in the office of the admissions incharge of the institution.</p> <p>* (NOTE: Student Mobile Number and Email ID registered at the time of admission in the scholarship application shall be used for all communication and authentication. Hence this mobile number service has to be continued by the Student.)</p>	On/Before Date of Admission

S. K.
PRINCIPAL
Aditya Engineering College
SURAMPALEM

S. K.
PRINCIPAL
Aditya Engineering College
SURAMPALEM

E2	Shall ensure CET Convenors share the CET Admission data including the Master tables through a web service (or) data dump with the JnanaBhumi webportal.	On or before start of Academic Calendar
E3	Ensure provisioning of requisite number of desktops/laptops/ printers/ scanners/Biometric devices with internet connectivity of required bandwidth in their office/campus for JnanaBhumi.	On or Before 16 th June
E4	Deploy adequate resources trained on JnanaBhumi at their office/campus.	On or Before 16 th June
E5	Provide J-SAF(JnanaBhumi - Scholarship Application Form in Annexure) at the time of admission, free of cost to the students at their admission incharge's office. The educational institutions shall ensure that the filled in applications are filed properly and available at all times in the office of the admissions incharge of the institution.	On or Before 16 th June
E6	Register the Digital Signature Key of the Principal of the education institution/college on the JnanaBhumi as a first time setup activity.	On or Before 19 th June
E7	Deploy Biometric device for capturing Student Attendance, if not already deployed. Specifications shall be as prescribed by UIDAI.	As per date given by the respective Affiliating Authority
E8	Define Master data in JnanaBhumi	(Service will be made available)
E9	Complete Student Admission on JnanaBhumi for all Students	As per academic calendar or admission date or reopening date
E10	All Renewal Scholarship students details need to be confirmed on JnanaBhumi.	On or Before As per academic calendar or admission date or reopening date
E11	Distribute JnanaBhumi - Scholarship Application Form to all new admission students	Before admission date or reopening date
E12	Collect the completed JnanaBhumi - Scholarship Application Form from new admission students & Give back student copy	Within 7 days of Admission Date
E13	Enter the Scholarship applications in to the Scholarship module of each Fresh student and submit.	Within 7 days of Admission Date
E14	Complete biometric authentication of all students availing Scholarships (in convenient batches) Fresh and Renewal students -Digitally Signed list of students needs to be submitted.	Within 7 days of Admission Date
E15	Daily Attendance needs to be updated on JnanaBhumi portal	Daily
E16	Student Academic performance details to be updated on JnanaBhumi by end of every semester or academic year as per the course to avail RTF release	End of semester /Academic Year as per the course calendar
E17	Update in any changes in Principal and College communication details on JnanaBhumi portal	Within 5 working days from the change
E18	Procure new Digital Signature Key & Update Digital Signature Key on change of Principal on JnanaBhumi portal	Within 5 working days from the change

S. G. M.
PRINCIPAL
Aditya Engineering College
SURAMPALEM

S. G. M.
PRINCIPAL
Aditya Engineering College
SURAMPALEM

6) TREASURY & ACCOUNTS DEPARTMENT – ROLES & RESPONSIBILITIES

EVENT S.NO	RESPONSIBILITY	TIMELINE
E ₀	District Treasury Officer shall honour and pass the Digitally signed scholarship bills and documents received from the login of Welfare DD/JD.	As per prescribed time cycle defined by the Finance Department.
E ₁	District Treasury Officer will not insist for submission of Hard Copies of the Digitally signed Post-Matric Scholarship bills & documents received from login of Welfare DD/JD	-

8. **INSTITUTIONAL ARRANGEMENTS:** Considering the extensive scope, coverage and complexity in bringing about the convergence of the Education & the Post-Matric Scholarship system onto a single platform viz. JnanaBhumi, the Government have decided to constitute the following Committees with immediate effect:

A) STATE LEVEL COMMITTEE

Principal Secretary Social Welfare – Nodal Secretary
 Principal Secretary Higher Education – Member
 Principal Secretary Finance - Member
 Principal Secretary Tribal Welfare - Member
 Principal Secretary BC Welfare - Member
 Principal Secretary Minorities Welfare - Member
 Principal Secretary School Education - Member
 Principal Secretary Agriculture & Cooperation - Member
 Principal Secretary Animal Husbandry Dairy Development and Fisheries - Member
 Principal Secretary Horticulture & Sericulture - Member
 Principal Secretary Labour Employment & Training - Member
 Principal Secretary Health and Family Welfare - Member
 Principal Secretary Welfare of Differently Abled & Senior Citizens – Member
 Secretary APSCH - Member
 Secretary Board of Intermediate Education - Member
 Commissioner Intermediate Education - Member
 Commissioner Collegiate Education - Member
 Commissioner Technical Education - Member
 Convener, SLBC – Member
 Director of Social Welfare – Convener
 (This Committee shall meet every quarter. The periodicity may vary based upon the need.)

B) DISTRICT LEVEL COMMITTEE

District Collector – Chairman
 DD BC Welfare – Member
 DMWO - Member
 DD Tribal Welfare - Member
 AD Disabled Welfare – Me
 RJD, Collegiate Education - Member
 RIO – Member
 DVEO- Member
 DEO – Member
 Registrar of concerned University – Member
 LDM – Member
 DD/JD Social Welfare – Member Convener
 (This committee shall meet monthly. The periodicity may vary on need basis.)

C) APCFSS: The CEO, APCFSS is requested to make the necessary arrangements for the smooth functioning of the JnanaBhumi web portal.

9. **GO LIVE:** The JnanaBhumi Web portal will Go-Live with effect from 9th June, 2017.

Su G. 1
PRINCIPAL
Aditya Engineering College
SURAMPALAM

Su G. 1
PRINCIPAL
Aditya Engineering College
SURAMPALAM

All the RJDs, Collegiate Education
All the RIOs, Intermediate Education
All the DVEOs, Intermediate Education,
All the DEOs of the districts
All the LDMs of the districts

Copy to:-

P.S. to Principal Secretary to C.M.

P.S. to M (SW) / M (TW) / M (BCW) / M (MW) / M (DW) / M (Higher Edn.) / M (School Edn.) / M (Technical Edn.) // M (PR) / M (Agriculture) / M (Animal Husbandry) / M (Labour and Employment) / M (Health).

Sc/Sf.

//FORWARDED:: BY ORDER//

SECTION OFFICER


PRINCIPAL
Aditya Engineering College
SURAMPALEM



PRINCIPAL
Aditya Engineering College
SURAMPALEM

INSTRUCTIONS

- 1 This form is FREE. No charge shall be levied on the student for this application form
- 2 MEE SEVA CASTE CERTIFICATE has permanent validity.
- 3 MEE SEVA INCOME CERTIFICATE is valid for four years from the date of issue.
- 4 Call PEOPLE FIRST HELPLINE 1100 for any information/register grievances w.e.f. 21st June 2017.
- 5 Submit this form to the admission in charge, within (7) days of the date of admission, in order to be eligible for RTF & MTF
- 6 Fill the various identity numbers required in the application form or bring the original.
- 7 Bring 1st page copy of student bank passbook containing the student 'account number and account holder name'
- 8 Mobile number Registered on this form will be used for all Post Matric Scholarship transactions & for all communication purposes and for OTP authentication using this mobile number.
- 9 Students' cannot change their Registered mobile number
- 10 Email id of student Registered on this form will be used for all Post Matric Scholarship transactions along with mobile number for all communication purposes and for OTP authentication.
- 11 Students' cannot change their Registered email id
- 12 Student shall retain the duly student copy of this application form, duly signed and stamped by the admission in charge.
- 13 Student can approach the Bank and avail the facility of zero balance of account or create a new Aadhar linked no-frills bank account before submitting the application form
- 14 Student can collect Rupay cards for their respective bank accounts & in case of any difficulty the issue can be raised to the Deputy Director, Social Welfare.
- 15 After the submission of JnanaBhumi Scholarship Application form, the student will receive their userid and password on the mobile number and email id mentioned in the scholarship application form.
- 16 Student needs to confirm/update their Post-matric Scholarship related details in the JnanaBhumi portal and submit it back to college principal.
- 17 Student will need to complete biometric authentication for their Post-Matric Scholarships within 15 days of the date of admission.



PRINCIPAL
Aditya Engineering College
SURAMPALEM



PRINCIPAL
Aditya Engineering College
SURAMPALEM