



WEST BENGAL MINORITY DEVELOPMENT & FINANCE CORPORATION
AMBER DD-27E, SECTOR-I SALT LAKE CITY, KOLKATA-700064

Important instruction regarding Pre Matric Scholarship (2015-16) for Minorities.

- Opening of Bank Account is compulsory for both Pre Matric and Post Matric Scholarships, preferably nationalised or scheduled Bank with IFS. Code.
- Ministry of Minority Affairs, Government of India will henceforth Disburse Scholarships through D.B.T. (Bank Account) only.
- From this year students of Class IX and X will have to apply online, like Post Matric Scholarship.
- Those students having Aadhar Card (UID No.) should also quote the same while applying for Scholarship.
- Head Masters/Head Mistress/Teacher in-Charge of all Recognised Institutions are requested to take initiative for opening of Bank Account in camp mode in consultation with local administration and Bank Authorities.
- For Students of classes I-VIII Joint Accounts with parents or parents' Bank Account (Preferably mother) may also be allowed. However for classes IX- X students own account is compulsory.
- Application for Scholarship is compulsory for both **FRESH** and **RENEWAL** cases. Those who are new will apply as **FRESH** and those who received scholarship earlier will submit application for **RENEWAL**.
- Students of classes IX and X will submit **ONLINE** application through Portal (www.scholarships.gov.in) and submit the signed hard copy to the Head of the Institutions, who in turn will submit the applications after verification and data entry, to the Block Development Officer.
- Students of classes I to VIII will submit **OFFLINE** application to the respective Institutions. The Institutions will verify the same.
- The Data Entry (as per given in Excel Format) will be done at school level for Jr. High/High school. For Primary School Data Entry will be done at CLRC (Circle) under supervision of BDOs.
- After Data Entry hard copy of forms, soft copy & signed hard copy of Excel format to be submitted to the Block Development Officer.
- BDO will, in turn preserve the hard copy of the form and submit soft copy to the District Officer Minority Affairs.
- In case of Kolkata the applications and/or hard copy(printout of Online Application) will be submitted to WBMDFC office of Kolkata District situated at 1st floor, Amber DD-27E, salt Lake, Kolkata-700064.
- In case of other Municipal Corporations and Municipalities, concerned SDOs will co-ordinate.
- All the applications must be submitted through concerned Institutions. Individual application will not be received in the Block Development Office or the District Minority Office or at the Office of the WBMDFC either by hand or through Post.
- This year the applications for scholarship will start from 1st of May and verification is to be completed by 31st of July, 2015.
- Students passed with 50% marks in last examination and with annual family not exceeding Rs. 1.0 (One Lac) are eligible for Pre Matric Scholarship.

GUIDELINES

1. Opening of Bank Account :

- i. Having a Bank Account is compulsory for getting Pre Matric Scholarship: for class IX & X students' own account and for class I to VIII, students account or parents' account (preferably Mothers'). Wherever UID numbers are available, it should be quoted.
- ii. The School authority will first assess the number of New Accounts required to be opened for the eligible students (passing last exam with 50% marks & annual family income not more than Rs.1.0 Lakh and inform the Block Development Officer/ Sub Divisional Officers in case of Municipalities.
- iii. The School Authority will also identify a nodal teacher to look after all the related issues.
- iv. The Bank Authorities at the State Level will issue necessary instructions / circular down the line for opening of Bank accounts of each students in camp mode at field level.

2. Application for Scholarship :

- i. All the eligible students, whether fresh, or renewal need to apply accordingly.
- ii. Online application for class IX & X and offline application for rest (I to VIII).
- iii. Online application to be submitted through the portal www.scholarships.gov.in and hard copy to be submitted to the head of the Institution.
- iv. For offline application, printed forms will be supplied by BDOs to Schools /Madrasahs. Forms can also be downloaded from www.wbmdfc.org and the same to be submitted to the concerned school. Photo copy of the form will also be accepted.
- v. District Magistrates will be requested to instruct the B.D.O.s to download the application forms, print in sufficient number and arrange to distribute.

3. Data Entry of Applications & verification there of :

- i. Hard Copy (Print out) of online application forms (for IX & X) to be checked by the institutions and submitted to the Block Development Officer.
- ii. For offline applications, data entry at Excel format (attached) will be done at the school level for Jr. High /High Schools. For primary schools data entry will be done at CLRC (Circle) level under supervision of BDOs.
- iii. After data entry hard copy of forms and soft copy of excel format to be submitted to the Block Development Officer.
- iv. BDO will, in turn preserve the hard copy of the form and submit soft copy to the District Officer, Minority Affairs.

4. i. District Magistrate will co-ordinate with the Bankers, D.I. (S.E.), D.I. (P.E.), B.D.O. etc at district level.
- ii. BDO will co-ordinate at the Block Level.
- iii. Sub Divisional Officer will co-ordinate at Municipalities and Municipal Corporation areas.
- iv. School Education Department will issue necessary instruction to all concerned for co-operation and co-ordination.
- v. MA & ME Department will issue similar direction to Director of Madrasah Education. Commissioner, Kolkata Municipal Corporation and District Magistrates will also be informed.