

Maharaja Ranjit Singh Punjab Technical University,

Dabwali Road Bathinda.  
(Established by Govt. of Punjab vide Punjab Act No. 5 of 2015)

Ref No : PMS/16/ 80

Dated : 30/08/16

**POST MATRIC SCHOLARSHIP SCHEME (PMS) FOR SC/BC STUDENTS (2016-17)**

**General Instructions for Institutes**

**1. Regarding Scrutiny Of PMS Applications :**

- A. i. All the institutes should thoroughly check the applications of all their students for any clerical errors / miss-matches / discrepancies etc.
- ii. The wrong applications should be temporarily rejected at Institute level so that the students may correct the same and submit again to the institute.
- iii. Institute should again check carefully and forward all the applications to the Approving Authority for approval.
- B. No request to approve the applications with minor / major clerical errors / miss-matches / discrepancies etc. shall be accepted by Approving Authority, once the applications have been finally locked by institute and forwarded to Approving Authority as per activity schedule.

**2. Regarding Appointing of Nodal Officers by Institutes :**

- A. All the Institutes should appoint be some Senior Faculty / Staff member as a Nodal officer to look after PMS work and to co-ordinate with Approving Authority.
- B. Nodal officers should have thorough knowledge of computer and should be able to communicate well (in English & Punjabi) with Approving Authority.
- C. No Official letter shall be entertained without proper seal & signature of the Institute Head / Director / Principal.
- D. However, general email correspondence can be done by the Nodal Officers.

**3. Regarding Emails & Information :**

- A. All the emails from Approving Authority should be replied at the earliest within the required time frame & proper authenticated information should be provided after reading and understanding the email properly.
- B. Repeated Email / Information should be avoided.

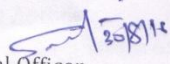
**4. Institutes must ensure that:**

- A. i. In case of New admissions, the scholarship applications of those students, who have taken Online Admission, should be applied and forwarded to Approving Authority.
- ii. The same should be mentioned in the 'Self-Declaration by the Student'.
- B. Only University Roll No. should be filled in Application Form As Enrolment No. and no other S.No. / Institute ID No. etc. should be filled.


5. In reference with the Letter received from DTE& IT vide Memo No. TE/Scholarship/Web Portal/411 dated 21.07.2015 and Minutes of Meeting dated 03.07.2015 the institute should exercise caution while scrutiny of the applications of the students and the support documents. Institutes must scrutinize the following information / documents very carefully:

- i. Name of the student printed on the scholarship application form matches with the 10<sup>th</sup> board certificate.
- ii. Gender filled by the student and printed on the scholarship application form matches with 10<sup>th</sup> board certificate.
- iii. Birth date filled by the student and printed on the scholarship application form matches with 10<sup>th</sup> board certificate.
- iv. Category & its certificate.
- v. 10<sup>th</sup> board name, roll no, exam year filled by the student and printed on the scholarship application form matches with 10<sup>th</sup> board certificate.
- vi. Income filled by the student and printed on the scholarship application form matches with the income affidavit.
- vii. Bank details filled by the student and printed on the scholarship application form matches with the bank passbook / cancelled copy of the cheque.
- viii. Photo uploaded by the student on the portal matches with the student.

In case the institute does not scrutinize the applications and supporting documents properly and recommends the case for sanction of scholarship or reject any case, institute scholarship nodal officer will be solely responsible and necessary action will be initiated against the erring officials / institutes.

  
Nodal Officer,  
Approving Authority (PMSS)  
MRSPTU, Bathinda



 scan & email to all colleges.