

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Social Welfare Department-Sanction of Scholarships to Scheduled Castes, Scheduled Tribes and Backward Classes Students-Sanction, Drawal and Disbursement thereof-Revised Comprehensive Procedure-Prescribed-Orders-Issued.

SOCIAL WELFARE (EDN.2) DEPARTMENT

G.O.Ms.No.90

Dated 30-07-2002

Read the following:

1. G.O.Ms.No.88, S.W.(Q2) Dept., dated 8-6-1990.
2. G.O.Ms.No.80, S.W.(SW.Edn.2) Dept.,dt.24-07-2002.

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ORDER:

1. Sanction of Scholarships to the students of Scheduled Castes, Scheduled Tribes and Backward Classes is one of the important welfare measures of the Government aimed at their educational upliftment.
2. Instances have come to the notice of the Government regarding misappropriation, embezzlement, fictitious claims, irregular and irrational drawals of scholarship amounts by certain unscrupulous elements resulting in depriving of scholarships to genuine SC, ST and BC students.
3. With the intention of providing scholarships on time to genuine SC, ST and BC students and

also with a view to plug the loop holes in the existing procedure and to streamline sanction, drawal and disbursement of Scholarships, the Government hereby prescribe the following revised comprehensive procedure in supercession of G.O.Ms.No.88, SW (Q2) Dept., dated 8-6-1990 and in continuation of the G.O. 2nd read above.

4. ROLE OF EDUCATION AND OTHER DEPARTMENTS (Viz., Higher

Education, School Education, Health, Medical & Family Welfare and Labour Employment & Training)

a) List of Colleges:

The Departments of Higher Education, School Education, Health, Medical and Family Welfare, Labour, Employment and Training should provide comprehensive and updated list of all the recognized colleges district wise to the Commissioners of Social Welfare, Tribal Welfare and Backward Classes Welfare Departments, Director of Treasuries and Accounts, Pay and Accounts Officer and District Collectors in the month of June every year.

b) Fee Structure:

All the Departments mentioned in para-4(a) above should communicate the rates of Tuition Fees, Special Fees and Examination Fees payable by the students course-wise, group-wise and class-wise to the Commissioner of Social Welfare, Commissioner of Tribal Welfare and Commissioner of Backward Classes Welfare in the month of June every year.

c) Modification in List of Colleges and Fees:

Any modification in the list of Colleges or Fee structure either by way of addition or deletion should be communicated by the Educational and other Departments to all the concerned in Welfare Departments, Finance Department and District Collectors.

d) Publication of Colleges and Fees in the Press:

The list of recognised colleges and the fee structure shall be publicised through press by the Education and other Departments for the awareness of the public.

e) Fee Revision in consultation with the Welfare Departments:

Any revision in Fee Structure of any course by Education and other Departments should be done in consultation with the Welfare Departments to enable them to make additional budget provision if required.

f) Retention of Original 10th Class Certificate and Transfer Certificate:

The Principals of the Colleges shall retain the original SSC/10th Class pass certificate cum Marks Memo and Transfer Certificate of the Scholarship holders compulsorily in the respective institutions till the completion of the course or till the scholarship holder leaves the institution whichever is earlier. Any violation of this would be viewed seriously.

g) Not to insist on Payment of Non Refundable Fees:

Education and Other Departments should issue instructions to the Educational Institutions not to collect non-refundable fees from eligible SC and ST students at the time of admissions into approved courses, since the same is reimbursable as per the norms prescribed.

h) Principals to produce original certificates:

The original certificates must be produced by the Principals of the colleges concerned to the inspecting authorities while making the physical verification of SC/ST/BC students who has applied for Post-matric Scholarships in a particular college.

5. FURNISHING OF LIST OF COLLEGES AND FEES TO THE DISTRICTS:

a) List of Colleges to be sent to the District Officers:

On receipt of the list of recognised colleges from the departments concerned, the Commissioners of SC, ST and BC Welfare shall communicate the same to the District Heads of Social Welfare, Tribal Welfare and Backward Classes Welfare Departments who in turn will communicate to DTOs/Deputy PAO concerned.

b) Fee Structure to be communicated:

On receipt of the Fee Structure from the departments concerned, the Commissioners of SC, ST and BC Welfare shall communicate the fee Structure, Course-wise, Class-wise and Group-wise to the District Heads of Social Welfare, Tribal Welfare and Backward Classes Welfare Departments, who in turn will communicate the same to the DTOs and Deputy PAO concerned.

6. Budget Release after proper assessment:

a) The Commissioners of SC, ST and BC Welfare shall release budget in time after properly assessing the requirement of funds for each district. They shall prepare quarterly distribution statement to all the districts and obtain DTA authorisation. The Deputy Director (Social Welfare) / District Tribal Welfare Officer / District Backward Classes Welfare Officer shall prefer the claims to the DTO/Dy.PAO by further redistributing the funds Institution wise.

b) The Commissioner of Social Welfare/Commissioner of Tribal Welfare/Commissioner of Backward Classes Welfare / Director of Treasuries and Accounts / Pay and Accounts Officer, A.P., Hyderabad shall ensure that the expenditure at any point of time in a financial year, be regulated upto the authorized budget. Any funds over and above the budget provision specifically sanctioned in relaxation of Treasury control orders by the Government, shall also require authorisation from DTA.

7. APPLICATION :

a) Printing of Forms :

The Dy.Director (SW)/DTWO/DBCWO shall get the adequate number of scholarship application forms printed with District Code and Serial Number and the expenditure shall be met from the scholarship budget only. A revised application form is enclosed in Annexure-I.

b) Supply of Application Form :

The application forms for Post-matric Scholarships shall be obtained by the Principals from the Offices of the Welfare Departments concerned well in advance of the commencement of the academic year and shall be made available to every eligible student alongwith the college admission form itself and in any case not later than 7 days from the date of opening of the College. DD(SW)/DTWO/DBCWO shall maintain a register and enter the college-wise applications distributed through ASWOs/ABCWOs/ATWOs indicating the serial order of the application forms.

c) Filling up of Application Forms and Enclosures:

The application form alongwith three pass port size photos of the candidate duly attested by the Principal for

Fresh Post-matric Scholarships, shall be received from the student, duly filled in, alongwith necessary certificates viz., i) Caste certificate issued by the Competent Authority, ii) Income Certificate issued by Mandal Revenue Officer in respect of Professional Courses and Income declaration by the parent in respect of all other courses, iii) Photo copy of the Ration Card of the parent or Electoral Roll No. of the parent iv) The Educational Certificates from SSC onwards v) Transfer Certificate of previous College/Institution.

d) Scrutiny by Principal:

The Principal shall scrutinise the application forms with reference to the information available in the College records and fill up the relevant columns in the application and forward to the ASWO/ABCWO/ATWO concerned for verification purpose, within one month from the date of admission alongwith the list of students, course-wise, group-wise and class-wise.

e) Last Date of Receipt of Application:

Last Date of receipt of scholarships application shall be one month from the date of admissions, but in no case later than 30th September. In case of professional courses where the admissions are completed after 30th September, the last date of receipt of scholarship applications will be one month from the date of admission, but in no case later than 30th November.

8. PHYSICAL VERIFICATION AND INSPECTIONS:

a) ASWO/ABCWO/ATWO to maintain Registers:

The Assistant Social Welfare Officer/Assistant Backward Classes Welfare Officer/Assistant Tribal Welfare Officer on receipt of filled in scholarship applications alongwith required certificates from the Principals of recognised institutions shall enter all the particulars of applicants in the prescribed register.

b) 100% verification by ASWO/ABCWO/ATWO:

The ASWO/ABCWO/ATWO shall inspect the Colleges alongwith the application forms and verify the entries in the application form with reference to College Admission Register and conduct physical verification of students duly identifying with photos, who have applied for scholarships. He should also verify the Recognition/Affiliation of the College by the competent authority and obtain a copy of it for record purpose. Wherever the work load is heavy for a particular ASWO/ABCWO/ATWO the District Officer may re-allot the verification work of Post-Matric Scholarships to other ASWOs/ABCWOs/ATWOs.

c) ASWO/ABCWO/ATWO to affix signature:

The ASWO/ABCWO/ATWO shall affix a stamp on the backside of the original SSC Pass certificate cum marks memo as a proof of verification of the certificates for the purpose of sanction of Post-matric Scholarships as follows:

“ Verified for sanction of Post-Matric Scholarship for the year forCourse, group.”

ASWO/ABCWO/ATWO.

d) Submission of forms by ASWO/ABCWO/ATWO:

The ASWO/ABCWO/ATWO shall photo copy two sets of the application forms. He shall retain one set, and submit the original scholarship application forms after due verification to the O/o.the DD(SW)/DTWO/DBCWO with his due recommendation for sanction of scholarships within 15 days of receipt from the Principal. The other photo copied set of application form alongwith the photograph of scholarship holder shall be given to the Principal to be made available in the institutions for record and verification.

e) Verification by the DSWO/DBCWO/DTWO:

On receipt of Scholarship application forms from the ASWO/ABCWO/ATWO, the DSWO/DBCWO/DTWO shall conduct a minimum of 30% verification of all Un/aided Colleges, 100% verification of I.T.Cs and Para Medical and a minimum of 10% of all other Colleges in each ASWO/ABCWO/ATWO jurisdiction at random. Verification has to be conducted for 100% of the students in each of the colleges visited. DSWO will conduct the verification as per the directions of DD(SW).

f) Inspection by Deputy Directors(SW):

The DD(SW) shall carry out a minimum of 20% inspection of Unaided colleges, Para Medical Courses, Polytechnics, ITCs, Law and other such courses and a minimum of 5% of all other Colleges at random.

9) SANCTION OF POST-MATRIC SCHOLARSHIPS:

a) Scrutiny of Applications:

The O/o.the DD(SW) / DBCWO / DTWO shall scrutinise the application forms with reference to the enclosures and recommendations made by the ASWO/ABCWO/ATWO and DSWO and put up for the sanction to DD(SW) / DBCWO / DTWO.

b) To verify with SSC Roll No:

The SSC Roll No. of each student has to be entered and verified with Computer data to avoid double claims and to ensure the genuineness of the applicant.

c) Gap period to be verified:

In cases where there is a gap of 2 years or more in the study of the applicant, such cases may be entered in a separate register and verified before sanctioning scholarships.

d) Sanction of Scholarships:

The DD(SW)/DBCWO/DTWO shall sanction the scholarships for the financial year as per the rates prescribed by the competent authorities and communicated by the Commissioners concerned and issue computerized proceedings. Each bill shall have separate sanction order. The sanction once used shall not be reused for another bill.

10. COMPUTERISATION :

All the sanctions made in respect of both renewal and fresh Post-Matric Scholarships shall be computerized in each District through a uniform software package.

11. SCHOLARSHIPS INFORMATION ON INTERNET:

All the sanctions made in respect of Post-Matric Scholarships shall be placed on the Internet for the information of all concerned.

12. PUBLICATION OF BOOKLETS FOR TRANSPERENCY:

Immediately after sanctions are made college-wise information shall be prepared into booklets and made available to Ministers, Members of Parliament, MLAs, Chair Persons of ZPs, Chair Persons of Municipalities, Collectors, Joint Collectors, RIOs, DTWOs, PAO and Deputy PAO. The booklets can be prepared in two or three volumes as per the requirement.

13. PUBLICITY THROUGH PRESS:

All the sanctions made shall be published in the Press, giving details of the names of the colleges, number of students, amounts sanctioned for maintenance allowance, tuition fee, special fee and examination fee.

14. REVIEW WITH THE PRINCIPALS :

The District Officers of the Welfare Departments shall have frequent interaction with the Principals of colleges and review the attendance, performance of the students, disbursements of scholarships and utilization of fee etc., at least once in a quarter.

15. DRAWAL OF SCHOLARSHIPS:

a) Priority in Sanctions:

The DD(SW) / DBCWO / DTWO shall, after receipt of budget from the Commissioners, make the sanctions in the following order of priority of the Colleges:

- i) Government Colleges
- ii) University Colleges
- iii) Private Aided Colleges
- iv) Private Un-aided Colleges.

b) Priority in Drawals

The DD(SW) / DBCWO / DTWO shall give first priority to drawal of Maintenance Charges and next priority to drawal of Fees, depending on the availability of budget.

c) Renewal of Scholarships

All renewal scholarships shall be sanctioned on receipt of proposals from the principals within a month from the re-opening of the colleges.

d) Maintaining Cheques Register

The DD(SW) / DBCWO / DTWO who are the drawing officers shall draw the

scholarship amount depending upon the availability of the budget and obtained crossed Banker cheques / Drafts in favour of the Principals of the Colleges concerned. The Cheques / Drafts shall be entered in the Cheque register in the O/o. the DD(SW) / DBCWO / DTWO.

e) Distribution of Cheques to the Principal:

The cheques shall be handed over to the principals concerned by the DD(SW)/DBCWO/DTWO in a meeting organized within a week, in the presence of the ASWOs/ABCWOs/ATWOs/DSWO.

f) Subsequent Drawals:

Subsequent Drawal for an Institution shall be only after the receipt of acquittances for the previous drawals.

g) Specimen Signatures:

The Specimen Signatures of the Principals and Bank account number of the Colleges shall be kept in the office of DD(SW)/DBCWO/DTWO.

16. DISBURSEMENT OF SCHOLARSHIPS:

a) Disbursement of Scholarship to students:

The Principal, on receipt of the Cheque/Draft from the DD(SW)/DBCWO/DTWO shall credit the amount into the college Account. He shall distribute the maintenance amount to the students by issuing individual Account Payee Cheques after verifying 75% of the attendance of the students in respect of Day Scholars and Student Managed Hostels.

b) Special Meeting

The Account Payee Cheques shall be distributed by the Principals within a week to the students in the presence of Public Representatives, representatives of the student union, representative from the Welfare Department and certain parents of the students in a special meeting organised.

c) Attached Hostels:

The Principal shall transfer the maintenance amount to the Account of Attached Hostel in respect of students residing in College Attached Hostels.

d) Government College Hostels:

District Officers shall draw and disburse the amount to the Wardens/Matrons of Government College Hostels of the SW/TW/BC Departments in respect of students residing in these hostels towards the maintenance of mess.

17. ACQUITTANCE:

a) Acquittances within 10 Days:

The Principals shall send the Acquittance for the amount paid along with the challan for the Un-disbursed amount if any, in respect of Maintenance charges to DD(SW)/DBCWO/DTWO within 10 days of disbursement through ASWOs/ABCWOs/ATWOs to facilitate subsequent drawal of funds. One copy of Acquittance shall be kept in the

Educational Institution.

b) Utilisation Certificates for Fee:

The Principal shall also send utilization certificate in respect of Fees to DD(SW) / DBCWO / DTWO through ASWOs/ABCWOs/ATWOs within 10 days.

18. SANCTION, DRAWAL AND DISBURSEMENT OF PRE-MATRIC SCHOLARSHIPS:

- a) The Method of procurement, filling, submission and verification of application forms will be the same as that of Post-matric Scholarships. Instead of 10th class certificate other relevant certificates can be verified. Also application forms need not be maintained in triplicate. Only one form can be filled in and kept in the Office of ASWO.
- b) The ASWO concerned shall be the sanctioning authority for SC students.
- c) The Commissioner of Social Welfare shall fix targets for each District and the Deputy Director shall fix targets for each ASWO.
- d) There shall be a committee with the DSWO, District Education Officer and Parishad Education Officer as members. The committee shall notify the list of recognised schools and shall decide the number of pre-matric scholarships to be sanctioned school-wise within the target prescribed to the ASWO.
- e) Priority may be given in the following order by the ASWO while making sanctions.
 - i) Government Schools
 - ii) Municipal Schools
 - iii) Zilla Parishad Schools
 - iv) Aided Schools
 - v) Unaided Schools

Only recognised schools shall be sanctioned scholarships.

- f) Budget has to be released ASWO wise by the DDs (SW) and mark copies to the DTO and STOs.
- g) After issue of sanction the ASWO shall prefer the claim on the treasury and obtain the payment in the form of a Bank Draft in the name of the institution concerned. Since Pre-matric Scholarships is paid annually, the ASWO shall ensure the payment is made to all the institutions before 31st October every year.
- h) The Education Institutions on receipt of Demand Draft shall initially credit to the School Account and shall disburse the amounts to individual students in cash and obtain Acquittances in duplicate and shall submit one copy of Acquittance alongwith the Challan for undisbursed amounts if any to the ASWO concerned within one month.
- i) The ASWO shall maintain school-wise registers and records indicating the class-wise number of students, amounts sanctioned and acquittances received.

- j) By the 5th of every month the ASWO concerned has to reconcile the expenditure with the STO and send a report to the Deputy Director, Social Welfare.

19. ROLE OF THE TREASURIES AND FINANCE DEPARTMENT:

- a) The DTO/PAO shall honour the bills based on sanction orders and institution wise authorized budget provision after exercising necessary treasury checks by DTO and Pre-audit checks by the PAO.
- b) The DTO/PAO shall maintain institution wise Budget Control Register and honour the claims accordingly.
- c) The DTO / PAO shall review budget and expenditure on fortnightly basis for detection of excess drawals.
- d) The DTO/PAO shall enforce reconciliation of expenditure as per G.O.Ms.No.507, Finance (TFR) Department, dated 10-4-2002.

20. RECONCILIATION:

- a) The DD(SW)/DBCWO/DTWO shall get the amounts drawn duly reconciled with the Treasury Figures before 10th of the succeeding month at the district level.
- b) Reconciled statement of a month shall be sent to the Commissioners of the Welfare Departments before 15th of the succeeding month.
- c) Monthly Reconciliation shall be done by the respective Heads of the Welfare Departments with DTA/PAO and Accountant General, A.P., Hyderabad in order to ensure that no excess amounts are drawn under Post-matric Scholarships. A monthly report in this regard shall be sent to the Government.
- e) The DTA shall evolve a computer based information system which will allow the respective heads of Welfare Departments to know the district wise budget and expenditure.

21. REVIEW BY COMMISSIONERS:

- a) The District Officers shall send the status report regarding Post-matric Scholarships by the 5th of every month to the Heads of Departments.
- b) The Commissioners of the Welfare Departments shall review the sanctions, drawals and disbursements of funds by 10th of every month and send the copy of the minutes of the review to the Government.
- c) HODs shall review success rate of scholarships holders annually.
- d) HODs shall monitor timely disbursement of scholarships to the students.

22. REVIEW BY DISTRICT COLLECTORS:

The District Collectors shall review periodically with the Officers of Social Welfare/Tribal Welfare/B.C.Welfare and the concerned Officers of Education and other Departments to ensure that the objective of the scheme of scholarships is fully achieved and to sort out problems if any.

23. INSPECTIONS BY SENIOR OFFICERS:

The Principal Secretaries/Secretaries/HODs and other Senior Officers of the Welfare Departments shall inspect colleges and interact with the Principals and students with regard to the disbursement of Post-matric Scholarships during their tours in the districts.

24. ACTION ON DEFAULTING COLLEGES:

Whenever Social Welfare/Tribal Welfare/Backward Classes Welfare Departments inform the Education and other departments about the irregularities or malpractices resorted to by the management of colleges, the Education and other Departments shall take prompt steps in de-recognising or black-listing such colleges.

This order issues with the concurrence of Finance and Planning (Fin.Wing) Department vide their U.O.No. 2598/Secy(Budget)/2002, dated 30-7-2002 and No.1447/Secy/(IF)/2002, dated 30-7-2002.

JANNAT HUSSAIN,

Principal Secretary to Government.

ANNEXURE-I TO G.O.Ms.No.90, SOCIAL WELFARE (EDN.2) DEPT.,DT.30-7-2002

Sl.No.of Application Form.

GOVERNMENT OF ANDHRA PRADESH

DEPARTMENT OF SOCIAL WELFARE

**APPLICATION FOR POST-MATRIC SCHOLARSHIP FOR SCHEDULED CASTES & DALIT
CHRISTIANS**

College Name & Place: -----Govt./Aided/Pvt.

Mandal : ----- **District:** -----

College Admission Number: ----- **Date of admission:**-----

Academic Year ----- **Course:** ----- **Year**

(1st/2nd/3rd/4th/Final): -----

1. Full Name (in Block Letters) : -----

(To be filled by the candidate) (Surname) (Name)

2. Father's Name : -----

3. (a) Guardian's Name

(if father and mother are not alive)-----

(b) Spouse's Name

(for married candidate)-----

4. (a) Present Postal Address -----

(b) Permanent Address -----

5. (a) Whether passed-SS/CBSC/ICSC/MATRIC/Other State Board -----

(b) Regd./Hall Ticket number of SSC or

Equivalent Exam passed with month and year of Passing -----

6. Date of Birth (as shown in Xth class Memo) -----

7. Sex (Male / Female) ----- 8. Nationality & Relation -----

9. Community (Scheduled caste/Dalit Christian) -----

10. Sub Caste (with Group) -----

11. Year of passing in the Previous Course -----

12. Details of Present Course of Study

(a) Name of the Course :

(b) Duration (No. Years) :

(c) From _____ (month) To _____ (month)

13. Place of Present Residence

14. Distance between College and Residence : KMs

15. Family Annual Income : Rs.

16. (a) Family Ration Card No./Electoral roll number of parent -----

17. Date of Admission in College Attached Hostel (if so) -----

18. (a) Student's Bank A/C.No. : -----

(b) Name of the Bank & Branch : -----

19. Year wise study particulars SSC onwards (specify if any gap is there in studies):

Sl.No	Year of Study	Course of Study	Result	% of Marks	Name and address of school/college.

It is to declare that the above information is true and correct. If it is proved to be false we will be held responsible and action can be initiated against us.

Signature of the
Parent/Guardian/Husband.

Signature of the candidate

(To be filled by the Educational Institution)

The contents of the application have been verified with reference to the original documents submitted by the candidate to the institution and the photocopies of the same are enclosed herewith.

- Encl: 1. Copy of integrated caste certificate.
2. Copy of the Income certificate.
3. Copy of SSC marks memo.
4. Copy of the certificate / Marks memo of the course last studied.
5. Copy of transfer certificate of previous course.

Tel. No. Signature & Name
Place : of the Principal of the
Date : Educational Institution.
Seal.

VERIFICATION REPORT OF ASSISTANT SOCIAL WELFARE OFFICER

I verified the contents of application and also college records and physically identified the student and hereby certify the following:

- | | |
|---|---------------------|
| 1. SSC/Other equivalent examinations Registrations No. | Correct / Incorrect |
| 2. Caste particulars | Correct / Incorrect |
| 3. Specify Previous Course Attended by Applicant ----- | |
| 4. Present course of study & year ----- | |
| 5. Indicate whether student is Local or Non Local ----- | |
| 6. a) Applicant is a boarder of | DS/SMH/CAH |
| b) The date of admission in CAH is | Correct/ In correct |

7. Caste _____ Sub-Caste _____
8. Occupation of Parent / Guardian / Husband (incase of married women) _____
9. Total family Income from all sources Rs. _____
10. Distance between the residence and Institution _____
11. The College Admission No. _____

The following original certificates verified and found.

Transfers Certificate	Correct / Incorrect
SSC Memo	Correct / Incorrect
Caste Certificate	Correct / Incorrect
Income Declaration/Certificate	Correct / Incorrect
Gap Certificate (if any)	Correct / Incorrect

Specific Recommendation of ASWO for sanction of Post-matric

Scholarship-----
-----ASWO to endorse on the original Xth Class certificate of Candidate indicating Date and Course of Sanction.

Signature

Asst.Social Welfare Officer

Place :

Seal:

Date:

* Strike off whichever is not relevant.

The verifying Authority should fillup all the columns.

(To be filled by the office of the Deputy Director Social Welfare)

Scholarship sanctioned for the period from _____ to _____ Day Scholar / Boarder of Student Managed Hostel / Boarder of College Attached Hostel. (a) Maintenance Charges @ Rs. _____ PM for _____ months = Rs. _____ (b) Tuition Fee _____ (b) Special Fee ----- (c) Exam fee ----- (d) Other Fee (Specify) ----- (e) Total Fee ----- (f) Total amount sanctioned -----

Section Assistant.

Superintendent.

Deputy Director(SW)