

GOVERNMENT OF ANDHRA PRADESH  
ABSTRACT

Social Welfare Department - Streamlining of the registration, verification, sanction & disbursement of Post Matric Scholarships (PMS) to the students of SC/ ST/ BC/ EBC/Minorities/Differently Abled categories & to the Colleges - Amendments to the existing procedure - Orders - Issued

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SOCIAL WELFARE (SW.EDN.2) DEPARTMENT

G.O.Ms.No.103

Dated:24-10-2016.  
Read the following: -

- 1.G.O.Ms.No.143,Social Welfare(Edn.2) Department, dated 15.07.2008.
- 2.G.O.Ms.No.66, Social Welfare (Edn.2) Department, dated 08.09.2010.
- 3.G.O.Ms.No.60, Social Welfare (Edn.2) Department, dated 27.09.2011.
- 4.G.O.Ms.No.30, Social Welfare (Edn.2) Department, dated 31.08.2012.
- 5.G.O.Ms.No.40, Social Welfare (Edn.2) Department, dated 08.12.2012.
- 6.G.O.Ms.No.72, Social Welfare (Edn.2) Department, dated 18.10.2014.
- 7.Govt. Memo.No.3637/SW.Edn.2/2010, dt.17-12-2015.
- 8.Govt. Memo.No.73818/SW.Edn.2/2015, dt.12-02-2016.
- 9.C.No.3347/UE/A1/2016 of the Higher Education(U.E.) Department
- 10.From the Director,Social Welfare, AP LetterNo.D3/2197/2016, dt.18.07.2016.
- 11.From the Director of Social Welfare, AP Lr.No.D1/2197/2016, dt:11-08-2016

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ORDER:

Government of Andhra Pradesh is sanctioning Post Matric Scholarships, every year, to all eligible students belonging to the Scheduled Castes (SC), Scheduled Tribes (ST), Backward Classes (BC), Economically Backward Class (EBC), Minorities and Differently Abled categories on a saturation basis. To ensure proper sanction of the Post- Matric Scholarships, Government have issued comprehensive guidelines vide reference 2<sup>nd</sup> read above, and the scholarships are being sanctioned and disbursed as per the guidelines stipulated therein. Subsequently, vide the reference 3<sup>rd</sup> read above orders have been issued enhancing the income ceiling and the rates of Maintenance Fees, vide the reference 4<sup>th</sup> read above, orders have been issued delinking the Scholarship Policy from the fee fixation done by the Higher Education Department and vide the reference 5<sup>th</sup> read above, orders have been issued enhancing the Maintenance Fees in respect of the Department Attached Hostels.

2. Consequent to the bifurcation of the State, vide the reference 6<sup>th</sup> read above, the policy governing the implementation of the Post-Matric Scholarships scheme in respect of the students belonging to the SC/ST/BC/EBC/ Minorities & Differently Abled categories in the State of Andhra Pradesh has been enunciated and vide the reference 7<sup>th</sup> read above instructions have been issued for the processing and payment of the Post-Matric Scholarship claims, in both the Andhra Pradesh and Telangana States, basing upon the local status of the students, as determined by the provisions contained in the Presidential Order.

3. Government have also issued several instructions / guidelines, from time to time, regarding various aspects of the implementation of the Post-Matric Scholarships scheme and which are in force.

4. The Director of Social Welfare, vide the reference 10<sup>th</sup> read above, has stated that the students, educational institutions & the stakeholder Departments relating to the implementation of the Post-Matric Scholarships scheme have informed that there is a need to further streamline the process of the registration, verification, sanction & disbursement of the Post Matric Scholarships (PMS) scheme by simplifying the key processes, incorporating recording of the attendance & academic performance of the students to enable evaluation of the quality of academic delivery in the participating educational institutions, enhance the adoption of latest advancements made in Information Technology in the APePASS workflow for reducing redundancy & making the Post-Matric Scholarships ecosystem resilient, secure, seamless and paperless.

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5. Government, after careful examination of the proposal of the Director of Social Welfare and in partial modification of the instructions / guidelines issued earlier, hereby ordered the implementation of the following amendments in the processes relating to the registration, verification, sanction & disbursement of Post Matric Scholarships (PMS) to the students belonging to the SC/ ST/ BC/ EBC/ Minorities/ Differently Abled categories & to the Colleges, in order to improve the quality of academic delivery in the participating educational institutions and in order to provide predictable & hassle-free services to all the stakeholders.

(I) CONFIRMATION OF COLLEGE REGISTRATION

a) From the academic year 2017-18, the confirmation of the College Registration, shall be made in the College Registration-cum-Fee Structure module of APePASS by the respective affiliating authorities as detailed hereunder:

Sl. No.	Name of the Course	Affiliation authority	Department
1	Intermediate Courses. (Regular and Vocational)	Secretary, Board of Intermediate Education	School Education
2	D.Ed.	Director, School Education	
3	H.P.T.		
4	T.P.T.		
5	ITI Courses.	Commissioner, Employment & Training	Labour, Employment & Training
6	Polytechnic courses. Dip ( Pharmacy)	Secretary, State Board of Technical Education	Higher Education & Technical Education
7	B.Ed. & M.Ed.	Registrars of concerned Universities	
8	B.Tech., M.Tech.,	Registrars of concerned Universities	
9	B.Pharmacy, M.Pharmacy, Pharma -D	Registrars of concerned Universities	
10	M.B.A. & M.C.A.	Registrars of concerned Universities	
11	Degree Courses( BA, B.Com, B.Sc etc.)	Registrars of concerned Universities	
12	P.G. Courses.( M.A, M.Com, M.Sc etc.)		
13	L.LB (3 Years), L.LB (5 years) L.LM	Registrars of Universities concerned	
14	B.Sc. (Agriculture), B.Tech (Agri. Engg.), Diploma (Agri. Engg.)	Registrar, ANG Ranga Agriculture University	
15	B.Sc. (Horticulture), Diploma (Horticulture)	Registrar, YSR Horticulture University	Horticulture & Sericulture
16	B.V.Sc & M.V.Sc B.F.Sc & M.F.Sc B.Tech, M.Tech in DairyTech. Dip. ( Animal Husbandry)	Registrar of S.V Veterinary University	Animal Husbandry, Dairy Development and Fisheries

Sl. No.	Name of the Course.	Affiliation authority	Department
17	a) MBBS / BDS / BAMS / BHMS / BUMS / (Medical courses) etc.,	Registrar, N.T.R. Health University	Health & Family Welfare
	b) B.Sc. Nursing.		
	c) B.P.T.		
	d) B.Sc., M.L.T.		
18	MPHW (F)	AP Nursing & Midwifery Council	
19	GNM	Director of Medical Education	
20	Para Medical Courses, like DMLT, DMIT, DBBT (Anesthesia), etc.	Secretary, A.P. Para Medical Board	

*(For all other category of courses not covered above, the confirmation shall be done by the respective affiliating authorities.)*

- b) Before confirming the college registration, the affiliating authorities shall confirm compliance to the standards stipulated by the concerned regulatory bodies viz. AICTE, MCI, etc., regarding the provisions of qualified Faculty and Infrastructure (Class Room, Laboratory, Library, Play Grounds, etc.), etc. as per the norms stipulated by the concerned regulatory authority for the grant of recognition, by the concerned educational institution.
- c) The affiliating authorities shall be responsible for the validation of the data pertaining to the affiliation, intake, courses, & the other details of each educational institution before making the confirmation.
- d) In respect of Aided, Government, University Colleges, the affiliating authorities shall specifically mention the course type as either Regular or Self Finance.
- e) The details shall be populated, by the affiliating authorities, in the College Registration-cum-Fee Structure module of APePASS from the updated databases maintained by them or by entering the details after verifying and crosschecking the data furnished by the educational institutions.
- f) After completing the above procedure, each educational institution shall be confirmed online in the APePASS by the affiliating authorities.
- g) The confirmation of the educational institutions, in the APePASS, shall commence not later than from the 1<sup>st</sup> of June & shall be completed by the 31<sup>st</sup> of June, of every year.
- h) The Post-Matric Scholarships (PMS) scheme shall be extended only to such educational institutions and such courses, which are confirmed by the concerned affiliating authorities

## (II) REGISTRATION OF STUDENTS

- a) If a student has availed any type of Post Matric Scholarship, in the state of Andhra Pradesh, in the academic year 2014-15 i.e. post the bifurcation of the State or subsequently, he/she will be treated as a renewal student for all the subsequent years and his/her data previously registered in the APePASS, such as Name, Caste, Income, Aadhaar, Bank Account details, etc. will be automatically retrieved & populated in the online Student Registration module.
- b) Edit facility will be given for updating any changes in the data fields, with defined protocol & safeguards.

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- c) Uploading of documents shall be dispensed with.
- d) This will eliminate redundancy and make the system hassle-free for a large majority of the students.
- e) All the remaining students shall register as fresh students and shall submit the details required in the Student Registration module of APePASS and upload the documents as sought.
- f) The submission of the Aadhaar number of the student & the Ration Card number of the family of the student shall be mandatory for both Fresh and Renewal student registration. However, the provision will be made with adequate safeguards/validation checks for accepting Meeseva Income Certificate in respect of cases where it is confirmed that name of the applicant/father/mother is not available the Ration Card or no Ration Card is issued to the applicant family.
- g) Submission of a Meeseva Income Certificate is exempted for White Ration Card Holders where the name of the student and his father and mother is available in the white ration card, for registration (Fresh & Renewal) of students.
- h) In respect of Fresh Registration, the following documents only shall be required to be uploaded during the registration of the student:
  - i. Photograph of the student, if not displayed by the Aadhaar web service.
  - ii. Scanned copy of the student's Aadhaar.
  - iii. First page of the Savings Bank Account of the student opened in any nationalized Bank / Grameena Banks only.
  - iv. Study Certificates for a period of (7) years ante to the present course.
- i) In respect of Renewal Registration, the following documents only shall be required to be uploaded during the registration of the student:
  - (a) Income declaration, for other than white cardholders, post the completion of the (4) years validity period of Meeseva Income Certificate.
- j) The registration & confirmation of both the Fresh and Renewal students shall commence w.e.f. 1<sup>st</sup> June of every year.

### (III) ATTENDANCE RECORD OF STUDENTS

To ensure regular attendance of the students in the educational institutions, leading to improved academic performance, the educational institutions shall ensure that the attendance of the students is recorded as per the methodology, detailed as hereunder:

#### (a) Monthly Attendance Capture:

- i. Till the Biometric based Daily attendance capture system is implemented, all the educational institutions shall register the monthly attendance of each student, in the newly created Attendance Module in APePASS, through their login in APePASS.
- ii. The monthly attendance of each student has to be marked by /on the last working of every month.
- iii. The monthly attendance capture shall be made in the month of November, 2016 for the period starting from the commencement of the academic year 2016-17 and up to the month of October.

#### (b) Daily Biometric Attendance Capture:

- i. Biometric viz. Fingerprint & Iris based attendance module/app shall be developed and deployed in the APePASS server by 1<sup>st</sup> December 2016 enabling the capture of daily attendance of the enrolled students.

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- ii. All the educational institutions shall procure Fingerprint based biometric capture devices at the minimum scale of 1 per 100 Students and Iris based biometric capture devices at the minimum scale of 1 per 250 students.
- iii. The technical specification of the Biometric capture devices shall be notified separately.
- iv. From the date to be notified separately by each affiliating authority, the daily Biometric Attendance capture shall be made mandatory and the data utilized for calculating MTF disbursal.

#### (IV) ACADEMIC APPRAISAL RECORD OF STUDENTS

- a) In order to analyze the trends in the academic performance of the students studying in various courses & the standard of the academic delivery in the participating educational institutions, the academic results of the students shall be uploaded, by the concerned educational institutions, in the Academic Appraisal module of APePASS, within (2) weeks of the declaration of the results.
- b) The Academic Appraisal module shall be deployed in the APePASS by 15<sup>th</sup> November 2016.
- c) All the concerned educational institutions shall upload the results of the students, for the academic year 2015-16, by 30<sup>th</sup> November 2016.

#### (V) DIGITAL SIGNATURE

- a) To derisk and enhance the security posture of the APePASS system & for digitizing the workflow, it shall be mandatory for all the officials utilizing the APePASS to procure and utilize Class 2 digital signatures.
- b) Usage of Class 2 digital signatures shall be mandatory for the following:
  - i. Welfare Departments: All Deputy Directors, Accounts Officers & staff dealing with Scholarships.
  - ii. Educational Institutions: Principals & staff dealing with Scholarships.
  - iii. Affiliating authorities: All affiliating authorities & staff dealing with Scholarships.

#### (VI) MAINTENANCE CHARGES (MTF):

- a) Vide the reference 8<sup>th</sup> read above, instructions were issued that the Maintenance Charges (MTF) shall be paid on a monthly basis.
- b) However, the methodology for regulating the same has not been stipulated.
- c) Therefore, the following procedure shall be followed:
  - i. Maintenance Charges (MTF) shall be paid on a monthly basis; subject to the student maintaining (75) % aggregate attendance i.e. the student should have attended the educational institution for a minimum of (75) % of the working days in order to obtain release of the monthly MTF.
  - ii. In case, for any reason whatsoever, the student fails the educational institution for (75) % of the working days, then the MTF for the corresponding month shall be withheld.
  - iii. The MTF for the withheld month shall be released to the student, in the succeeding months as and when his aggregate attendance reaches (75)%.
  - iv. The educational institutions shall be responsible for ensuring that the monthly attendance of all the students is entered on the last working day of every month in the Monthly Attendance Capture module and for ensuring the deployment and usage of the Biometric devices in the Daily Biometric Capture module.

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- v. Delay in implementing/uploading the attendance data in either the Monthly Attendance Capture module or the Daily Biometric Capture module will result in the institution being recommended by the affiliating authority for being debarred from participating in the Post-Matric Scholarships Scheme.

ILLUSTRATION OF CALCULATING MONTHLY ATTENDANCE FOR MTF RELEASE:

- i. If a student has (75) % attendance in the months of June, July, August & below (75) % attendance in September, the student shall be released MTF for June, July, August months and also for the month of September, if the aggregate of attendance is more or equal to (75) %.
- ii. In case, if in the above-mentioned instance, the aggregate attendance is below (75) %, the student shall not be released MTF for the month of September.
- iii. and if the said student attains more or equal to (75) % attendance for the period from June-October, then the student shall be released MTF for the withheld month of September, as also the month of October in October.
- iv. This logic shall equally apply to all months in the entire academic year.

(VII) DISBURSAL OF TUITION FEE REIMBURSEMENT (RTF)

- A. The disbursement of Tuition Fee (RTF) to the educational institutions shall be made on a quarterly basis i.e., in (4) installments.
- B. The 4<sup>th</sup>/last installment of the RTF will be released after the completion of the uploading of the result of the students in the Academic Appraisal module of APePASS
- C. Delay/non-uploading the Academic Appraisal data in the APePASS will result in the institution being recommended by the affiliating authority for being debarred from participating in the Post-Matric Scholarships Scheme.

(VIII) DISPENSING OF SUBMISSION OF HARD COPIES:

A. By the Colleges:

- i. Usage of Class 2 Digital signatures by the educational institutions shall be made mandatory from the date to be notified separately.
- ii. The submission of hard copies to concerned District Welfare Officers by the educational institutions shall be dispensed from such notified date.
- iii. Thereafter, the data will be digitally signed & transmitted electronically by the educational institution to the concerned Welfare Departments.
- iv. However, a hard copy of the record of every student shall be printed, indexed and maintained in safe custody by the educational institution for verification by the District Welfare Officers at any point of time & for production before Audit.

B. By the Welfare Departments:

- i. Usage of Class 2 Digital signatures by the Deputy Directors of the Welfare Departments shall be made mandatory from the date to be notified separately.
- ii. Submission of Bill Form & Annexures to the District Treasury will be dispensed with from the date the digital signature system is notified.
- iii. The documents shall be digitally signed and transmitted to the District Treasury.
- iv. The District Treasury will process the digitally signed bills of the officers of the Welfare Departments.

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(IX) COMPLIANCE BY EDUCATIONAL INSTITUTIONS

- a) The concerned affiliating authorities shall be responsible for ensuring the implementation of amendments proposed in this order & specifically for notifying the dates for the implementation of the Daily Biometric Attendance Capture, uploading of the annual Academic Appraisal Records of the students & implementation of the Digital Signatures by the concerned educational institutions.
- b) All the concerned affiliating authorities shall also be responsible for ensuring that all the applications for Fresh/Renewal Scholarships are processed by the concerned Educational Institution within a reasonable timeframe, in any case not later than (15) working days from the date of receipt of Fresh/Renewal applications.
- c) In case of established willful delay/non compliance with (IX)(a) or (b) above, by an educational institution, the 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.

(X) APePASS Version 2.0 & IT RELATED MATTERS

a) APePASS Version 2.0:

- i. The CGG shall design, develop and deploy in consultation with the PMU, the APePASS Version 2.0 software duly incorporating all the changes mentioned in this order, as per the timelines stipulated.
- ii. The APePASS Version 2.0 shall also provide enhanced mobile/tab configured app based services providing key metrics & alerts to the all the key stakeholders, email based notifications to the users, etc.
- iii. The CGG shall deploy predictive business intelligence and analytics for generating the trend patterns on key parameters.

b) Dash Boards at various levels:

For ensuring transparency and for effective monitoring of the Post-Matric Scholarships scheme, on a real time basis, the CCG shall develop:

- i. Real-time information flow to the Chief Minister Office Real Time Executive Dashboard (CORE) at <http://core.ap.gov.in>, with beneficiary level granularity & maintain a (3) star rating on a consistent basis.
- ii. Real time customized Dash Boards at various levels viz. all Ministers, Principal Secretaries, Commissioners, Deputy Director (Scholarships) / JD/DD in the districts /Colleges Principals concerned/etc.

c) Strengthening of IT infrastructure in the Welfare Departments & Competent Authorities:

- i. All the concerned Welfare Departments & affiliating authorities shall implement periodic hardware & software upgrades of the existing IT infrastructure in the Head Office & field units.
- ii. They shall also adopt necessary security measures for preventing intrusion & malware and take up periodic security audits.
- iii. All the Welfare Departments shall deploy Class 2 Digital Signatures as mentioned in this order.
- iv. All the concerned Welfare Departments and affiliating authorities shall take the necessary steps to deploy competent and trained IT Staff/ IT Agencies for implementation of APePASS.
- v. All the concerned Welfare Departments and affiliating authorities shall take necessary action for the regular training at periodic intervals of the staff concerned with the implementation of APePASS.

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d) Strengthening of IT Infrastructure by CGG:

- i. The CGG shall ensure that server level services are provided to APePASS at the optimal level, provide adequate bandwidth for access to the APePASS server, harden the security architecture to ensure the integrity and security of the APePASS software & take up periodic third party based Security Audits.
- ii. The CGG shall enable Class 2 digital signature based workflow in APePASS from the date to be notified separately.

e) Project Management Unit (PMU):

For the operationalisation of the ePASS a PMU consisting of three Deputy Directors was sanctioned vide G.O.Ms.No.66, SW(Edn.2) Dept., dt:08-09-2010. The Nodal Department along with the other stakeholder Welfare Departments shall take necessary steps to strengthen the PMU in consultation with the Finance Department, in order to implement the new changes and to make APePASS robust and responsive.

f) Integration of APePASS with PFMS portal of Government of India.

- (i) The Social Welfare, Tribal Welfare, B.C. Welfare, Minority Welfare and Women, Children, Differently Abled & Senior Citizen Departments and all the Affiliating Authorities shall take necessary action, in consultation with the Finance Department, for integration of the APePASS with the PFMS portal of Government of India as per the schedule communicated by the Government of India.
- (ii) The CGG shall take advance action for making the necessary modification in the APePASS software in consultation with the Technical Agency mandated by the Government of India for rollout of PFMS and with the Finance Department.

6. Except, the conditions/guidelines/instructions on sanction, verification disbursement & payment of Post Matric Scholarship specifically mentioned herein in this Government Order, all other conditions/guidelines/instructions issued earlier on the subject by the Government from time to time, will hold good.

7. The Special Chief Secretary/Principal Secretary/Secretary of the Social Welfare/Tribal Welfare/Backward Classes Welfare/Minorities Welfare/ Higher & Technical Education/School Education/ Agriculture and Cooperation/ Animal Husbandry Dairy Development and Fisheries/Horticulture and Sericulture/ Labour Employment and Training /Health and Family Welfare and the Commissioner of Social Welfare/Commissioner of Tribal Welfare/ Commissioner of Backward Classes Welfare/Commissioner of Minorities Welfare/ Commissioner of Welfare of Differently Abled and Senior Citizens/All affiliating Authorities are directed to take action accordingly.

8. The Project Manager, CGG is directed to make necessary changes in the APePASS software accordingly.

9. This order issues with the concurrence of Finance Department, vide their U.O.No.39027/38/2016, FMU-Welfare-I, dated:14-09-2016.

10. Copy of this order is available on Internet and can be accessed at address <http://www.ap.gov.in/goir>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

S.S.RAWAT  
SECRETARY TO GOVERNMENT

To  
The Principal Secretary, Tribal Welfare  
The Principal Secretary, Backward Classes Welfare  
The Principal Secretary, Minorities Welfare  
The Principal Secretary, Women & Child, Disabled and Senior Citizens Welfare.

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The Principal Secretary, Higher & Technical Education  
The Principal Secretary, School Education  
The Special Chief Secretary, Agriculture and Cooperation  
The Special Chief Secretary, Animal Husbandry, Dairy Development and Fisheries  
The Special Chief Secretary, Health and Family Welfare  
The Principal Secretary, Labour Employment and Training  
The Secretary, IT&C Department,  
The ex-officio Secretary, Horticulture and Sericulture  
The Commissioner of Social Welfare  
The Commissioner of Tribal Welfare  
The Commissioner of Backward Classes  
The Commissioner, Minorities Welfare  
The Commissioner, Welfare of Disabled and Senior Citizens  
The Director of Treasuries and Accounts  
The Pay and Accounts Officer  
The Director, Center for Good Governance, A.P., Hyderabad.  
All the District Collectors in the State.  
All Deputy Directors of Social Welfare through Commissioner (SW)  
All District Tribal Welfare Officers through Commission (TW)  
All District B.C. Welfare Officers through Commissioner (BCW)  
All District Minorities Welfare Officer through Commissioner(MW)  
The Commissioner of Collegiate Education  
The Commissioner of Technical Education  
The Director of Medical Education  
The Commissioner of Employment & Training  
The Commissioner of Intermediate Education  
The Commissioner of School Education  
The Secretary, AP.State Council of Higher Education  
The Deputy General Manager, State Bank of India, Hyderabad.  
The Asst. General Manager, Syndicate Bank, Somajiguda, Hyderabad.  
The Deputy General Manager, Indian Bank, Circle office, 4<sup>th</sup> floor, Liberty Plaza,  
Himayatnagar, Hyderabad.  
The General Manager, Marketing Deptt., Andhra Bank Head Office, Saifabad, Hyderabad.  
The General Manager (Technical), Indian Bank, Circle Office, 4<sup>th</sup> floor, Liberty Plaza,  
Himayatnagar, Hyderabad.

Copy to:-

The Vice Chairman, A.P. State Council of Higher Education, Hyderabad.  
All Vice Chancellors of Universities in the State.  
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 (Medical Edn.) / M (PR) / M (Agriculture).  
SC/SF.

//FORWARDED :: BY ORDER//

SECTION OFFICER