

## LEARNING AND CAPABILITY

# Scholarship Facilitation / District Welfare Office

## WHAT THIS INSTITUTION IS

This is not a single building — it is a chain of offices through which a student's scholarship application travels from submission to disbursement. The District Minority Welfare Officer is the district nodal for pre-matric, post-matric, and Merit-cum-Means scholarships for notified minorities; for Pradhan Mantri Young Achievers Scholarship Award Scheme for Vibrant India (PM YASASVI, for Other Backward Classes (OBC) / Economically Backward Classes (EBC) / Denotified Tribes (DNT)), the District Nodal Officer (DNO) is appointed by the State Nodal Officer with the designation set by the State (typically the District Backward Classes Welfare Officer in states with a separate Backward Classes Welfare (BCW) directorate, otherwise the District Welfare Officer or District Social Welfare Officer (DSWO)); for the National Means-cum-Merit Scholarship (National Means-cum-Merit Scholarship Scheme (NMMSS)), the DNO is appointed by the State Department of School Education with the designation varying by state (District Inspector of Schools (DIOS) in UP; District Education Officer (DEO) in several others); for All India Council for Technical Education (AICTE) PRAGATI (girl students in AICTE-approved technical diploma/degree programmes), institute-level verification is by the Institute Nodal Officer (INO), typically a lecturer or Head of Department (HOD) designated by the Principal of the polytechnic or engineering institute. The National Scholarship Portal (NSP) at [scholarships.gov.in](https://scholarships.gov.in) is the unified application gateway. Students first generate a 14-digit One Time Registration (OTR) ID on [scholarships.gov.in](https://scholarships.gov.in) using their Aadhaar or Aadhaar Enrolment ID — mandatory for all NSP applicants from Academic Year (AY) 2024-25 onwards and valid for the student's entire academic career. The OTR can also be generated at any Common Service Centre (CSC) for a fixed fee of Rs 30 per candidate. NSP carries three scheme types — Central Sector (100% Centre-funded by the line ministry), Centrally Sponsored (cost-shared between Centre and State), and State Scholarships (state-funded, available to applicants in participating states). The application then moves through institute-level verification (L1 by Institute Nodal Officer), district-level verification (L2 by District Nodal Officer), and in some schemes a state or ministry verification (L3), before disbursement via the Public Financial Management System (PFMS) to the Aadhaar-linked bank account. For a student waiting for scholarship money, the relevant district or institute office is where the verification happens.

### WHY THIS MATTERS TO YOU

If you applied for a scholarship and the money has not arrived, or if your application was rejected and you do not know why, the DSWO office is where your documents are verified. This is the office to approach for status updates and grievance resolution.



## GOVERNANCE

LAW / POLICY	SCOPE
Post-Matric Scholarship for Scheduled Caste (SC) (Ministry of Social Justice and Empowerment, MoSJE)	Largest scholarship scheme by outlay; centrally sponsored
Pre-Matric / Post-Matric for Scheduled Tribe (ST) (Ministry of Tribal Affairs, MoTA)	Central scholarship for tribal students
Pre-Matric / Post-Matric for OBC / Minorities	Central scholarships under MoSJE and Ministry of Minority Affairs (MoMA) respectively
Central Sector Scholarship (Department of Higher Education, DoHE)	For students above 80th percentile in Class 12; family income below Rs 4.5 lakh; Rs 12,000-20,000/year at graduation

- **Centre:** Respective central ministries (Social Justice, Tribal Affairs, Minority Affairs, Higher Education). Central scholarships are operated by 15+ ministries and departments (including Department of Empowerment of Persons with Disabilities (DEPwD), Department of School Education and Literacy (DoSEL), Ministry of Home Affairs (MHA), Railways, AICTE, University Grants Commission (UGC), Ministry of Development of North Eastern Region (DoNER), Ministry of New and Renewable Energy (MNRE), Ministry of Statistics and Programme Implementation (MoSPI), Department of Agricultural Research and Education (DARE), Labour & Employment, in addition to MoSJE, MoTA, MoMA, DoHE). Full list on [scholarships.gov.in/All-Scholarships](https://scholarships.gov.in/All-Scholarships)
- **Verification chain:** L1 (Institute Nodal Officer at the institute) → L2 (District Nodal Officer or, in some schemes, the State Nodal Officer directly) → L3 (Ministry Nodal Officer or State Nodal Officer where the scheme requires it). The L2/L3 designation varies by scheme – see the NSP scheme-wise nodal officer locator
- **State:** State Directorate of Social Welfare / Tribal Welfare / Minority Welfare
- **State-level monitoring:** State Scholarship Monitoring Committee – typically chaired by the Secretary of the relevant welfare department; reviews application processing, disbursement delays, DBT failures, and grievance redressal quarterly
- **District:** District Social Welfare Officer (DSWO) / District Minority Welfare Officer
- **Institution:** College Scholarship Clerk / Nodal Officer (first verification)
- **Funding:** Central scholarships via PFMS; state scholarships from state budgets

## KEY POSITIONS

POSITION	RESPONSIBILITY
District Social Welfare Officer (DSWO)	Principal authority for Scheduled Caste (SC) / Scheduled Tribe (ST) / Other Backward Classes (OBC) scholarship verification
District Minority Welfare Officer	Minority scholarship verification
Scheme-specific district nodal officers	Vary by scheme and state (e.g. District Minority Welfare Officer for minority scholarships, DIOS for NMMSS in some states). Look up scheme-specific contacts on <a href="https://scholarships.gov.in/districtNodalOfficerDetails">scholarships.gov.in/districtNodalOfficerDetails</a>
College Scholarship Clerk / Institute Nodal Officer (INO)	First verification of student details, marks, and enrolment
Bank Manager (disbursal branch)	Scholarship funds transferred to student bank accounts via DBT



## MANDATED SERVICES

- Process Pre-Matric Scholarships for SC/ST/OBC/Minority students
- Process Post-Matric Scholarships covering tuition and maintenance allowance
- Process Central Sector Scholarship for students scoring above 80th percentile in Class 12 with family income below Rs 4.5 lakh
- Process state-specific scholarships (varies by state)
- Verify documents: caste certificate, income certificate, bank passbook, marksheet, institution verification form
- Coordinate Direct Benefit Transfer (DBT) to student bank accounts
- Provide helpdesk for student queries and grievance redressal

## LINKED SCHEMES

- **Post-Matric SC/ST/OBC Scholarships** – tuition and maintenance for Class 11 onwards
- **Pre-Matric SC/ST/OBC/Minority Scholarships** – financial assistance for Classes 1-10
- **Merit-cum-Means Scholarship (Minority)** – support for professional and technical courses
- **Central Sector Scholarship** – Rs 12,000-20,000/year for above 80th percentile, income below Rs 4.5 lakh
- **AICTE PRAGATI** – girl students in AICTE-approved technical diploma/degree programmes
- **Top Class scholarships** – for SC students (Department of Social Justice and Empowerment, DoSJE) and for students with disabilities (DEPwD)
- **PM YASASVI** – top-class education and pre/post-matric scholarships for OBC, EBC, and DNT students
- **State-specific schemes** – e.g., Gaon Ki Beti (Madhya Pradesh, MP), Kanya Utthan (Bihar), Consolidated Stipend (Haryana)

## HOW TO LOCATE

**Portal:** [scholarships.gov.in](https://scholarships.gov.in) (NSP) is the unified gateway. Key NSP locator endpoints (preserve URL casing as-is): district-wise nodal officers at [scholarships.gov.in/districtNodalOfficerDetails](https://scholarships.gov.in/districtNodalOfficerDetails); full scholarship list at [scholarships.gov.in/All-Scholarships](https://scholarships.gov.in/All-Scholarships); scheme-wise nodal officers at [scholarships.gov.in/nodalOfficerDetails](https://scholarships.gov.in/nodalOfficerDetails); institutions registered on NSP at [scholarships.gov.in/onlineInstituteSearchIndex](https://scholarships.gov.in/onlineInstituteSearchIndex); eligibility check at [scholarships.gov.in/scholarshipEligibility/](https://scholarships.gov.in/scholarshipEligibility/). State-funded scholarships flow through state portals run by the State Directorate of Social Welfare / Backward Classes Welfare / Department of Education – every state has an equivalent. Search "[state name] scholarship portal" or check the State Directorate's website for state-only schemes that do not appear on NSP

**Also:** Go to the District Collectorate – the DSWO office is usually inside or adjacent; ask at any government college for the scholarship verification office

## KEY FACILITIES

A functioning DSWO office should have: computers with internet for processing NSP applications, a counter or helpdesk for student queries, a display board showing current scholarship schemes, eligibility criteria, and deadlines, and adequate staff to handle annual application volumes.



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## WHAT A FUNCTIONING SCHOLARSHIP OFFICE LOOKS LIKE

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- Scholarship applications for the current cycle are being processed without a multi-month backlog
- A helpdesk or counter is operational for student walk-in queries
- A display board shows current schemes, eligibility, and deadlines
- The most common rejection reasons are documented and communicated to applicants
- DBT failures (returned funds due to bank account issues) are being rectified
- College-level verification is current and not holding up district-level processing

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## GRIEVANCE REDRESSAL

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**During service delivery.** The first point of contact is the District Social Welfare Officer (DSWO), District Minority Welfare Officer, or the College Scholarship Clerk / Nodal Officer – depending on the scheme and verification stage.

**After service.** Escalation is to the State Directorate of Social Welfare / Tribal Welfare / Minority Welfare. The State Scholarship Monitoring Committee reviews application backlogs and disbursement delays.

**External.** The NSP grievance portal at [nsp.gov.in/grievanceregistration](https://nsp.gov.in/grievanceregistration) accepts ticketed grievances; helpline 0120-6619540; email [helpdesk@nsp.gov.in](mailto:helpdesk@nsp.gov.in). The Centralised Public Grievance Redress and Monitoring System (CPGRAMS, [pgportal.gov.in](https://pgportal.gov.in)) handles complaints against the concerned central ministry (MoSJE / MoTA / MoMA / DoHE). For DBT failures, the Direct Benefit Transfer Mission operates a grievance channel. SC/ST Atrocity-Act linked welfare denials can be escalated through the National Commission for Scheduled Castes / Tribes.

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