



GOVERNMENT OF KERALA

No.4623/N3/13/G.Edn.

General Education (N) Dept.
Thiruvananthapuram
Dated: 13.06.2013.

CIRCULAR

Sub; Phase II – DBT- Instructions to DPI / DDEs – Regarding

MHRD has selected nine more districts in the state for implementing Direct Benefit Transfer (DBT) in respect of NMMS and NSIGSE Scholarships. Therefore except Kollam, Malappuram and Kasargode Districts all the districts in the State will be implementing the scheme. In the circumstances the following instructions are issued for strict compliance.

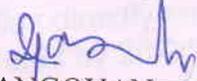
1. All the DDEs will download the beneficiary lists from the web site of MHRD pertaining to their district and circulate the same to the AEO and DEOs under their jurisdiction. The AEOs and DEOs will reconcile the list in respect of total number of beneficiaries as per the department list and do a individual mapping to find out whether the beneficiary belong to schools under their jurisdiction. In this process those beneficiaries not belonging to their jurisdiction will have to be identified and handed over to the DDEs for further follow-up at the DPI level. This exercise will have to be completed before 15-06-2013.
2. The AEOs and DEOs will prepare a school wise list and hand over the same to the concerned school HM for verification and identification of the beneficiary. Thereafter, additional four INFORMATIONS as detailed below will have to be incorporated against each beneficiary.

Aadhaar Number	Name of the Bank	Account Number of Beneficiary	IFSC Code of the Bank
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This exercise will have to be done by the concerned School HMs. The HMs could login to www.kerala.nic.in Using their User Name and Password given by the IT@School and update the information directly on the web site of the NIC. This exercise will have to be completed by 20-06-2013 positively.

3. The AEO and DEO will monitor the progress of up-dation of the data by the school management on a day to day basis and ensure that ALL THE BENEFICIARIES ARE IDENTIFIED. AEO and DEOs will be personally liaison with the school management to identify all the beneficiaries. Once the list is updated with the Aadhaar and Bank Account Number, the same will have to be intimated to DDEs for further action.

4. AEO and DEOs will also be responsible for identifying the beneficiaries without Aadhaar number and Bank Accounts. They will through the school management motivate the students to open accounts in nationalised bank closer to their residence. All those without UID but with EID number will be reported to IT@School for obtaining the UID number.
5. DDEs will ensure that all the four additional information are updated by the school management in the NIC web site before sending the same to the Lead Bank Manager (LBM) of their district. The completed list of beneficiaries will be printed and authenticated by the DDEs and sent to LBM for linking the bank account with the Aadhaar number. The process of linking of the bank account with the Aadhaar number will have to be closely monitored by the DDEs with the LBMs. Once the list is received back from the LBMs, the same will have to be intimated to the DPI either through a email or fax or phone without delay. This may be done in batches to help the process completed soon. In any case the entire identified beneficiaries list will have to be sent to the LBMs before 30-06-2013.
6. The DPI will be responsible for coordinating with the Director, IT@School to ensure that the list is verified and authenticated for uploading the same into the CPSMS link page. The Director IT@School will be responsible for uploading the completed and authenticated list into the CPSMS website WITHOUT DELAY. The process of uploading the list will have to be completed by 14-07-2013.
7. Specific and concerted efforts should be made into identify the untraceable beneficiaries. The AEOs and DEOS will be responsible for this. The DDEs will be responsible for monitoring the updation, sending the list to LBMs and on receipt of the list back from LBMs to send the same to ADPI for further action. The DPI and Director, IT@School will be responsible for uploading the list into CPSMS link to ensure the transfer of money to the beneficiary account.
8. The entire process of identifying the beneficiaries, updating the additional information and linking the beneficiary account with the Aadhaar number in the concerned bank will have to be done at the district level. This should be completed by 30-06-2013.
9. All are requested to accord TOP PRIORITY to this scheme. The performance of the Educational Officers under this scheme will be assessed for overall grading of their performance.


K. ELLANGOVAN
Secretary (General Education)

To

The Director of Public Instruction, Thiruvananthapuram
All DDEs and DEOs
Information and Public Relations Dept.
Stock file /Office copy.