

NBCFDC-Canara Bank Scholarship Management System UserManual

Table of Contents

1) Introduction	
2) Scholar Corner Registration	3
3) Link a Scholar id at SFMP	3
4) User Creation	7
5) Modify Candidate Data	7
6) Modify Account number	8
7) Mark Exception	9
7.2)Delete Exception	11
8) Withheld option	11
9)Domicile option	12
10)Aadhar Seeding	12
11) Beneficiary Code Updation	17
12) Monthly Payment Confirmation	18
13) Semester-wise Payment Confirmation	19
14) Stop Payment	21
15) Stop Payment Revocation	21
16) HRA Modification	22
17) Contingency Modification	23
18) Intermittent Leave/Break period	
19) Completion Certificate	25
20) MPhil to PhD Upgradation	26
21) Discontinue Marking	26
22) User Management	27
23) Grievance	
24) User Activation	31
25) Reports	31



1. Introduction

This user manual covers the processes and options to be followed by the user institutions for the data input as required for the disbursement of following scholarship/fellowship schemes administered by NBCFDC.

2. Scholar corner Registration

Registration process in Scholar'scorner by the Scholar

- a) The Scholar may visit the link
- b) https://scholarship.canarabank.in and click on "Scholar's Corner"
- c) Click Registration Button, enter your details correctly.
 - I. Scheme: e.g.: NFOBC/NETJRF,SJSGC/NFSC/ST/ etc.
 - II. Scholar ID: The Scholar ID ismentioned in Award Letter or master data updated at SFMPPortal, provided by Scheme admin.
 - III. There is an option to Find Scholar ID also. Those who don't know exact Scholar ID, may use the FIND SCHOLAR ID option to find the correct Scholar ID
 - IV. DOB:To be entered in the format DD/MM/YYYY
 - V. Email: The registered mail ID provided while applying for respective fellowship/scholarship.
- d) After entering the data, click Register Button and save the data. The message will come as "REGISTRATIONSUCCESSFUL".
- e) The password will be sent to the registered mail id. Check the registered Email ID for password.
- f) GO TO https://scholarship.canarabank.in and click on "Scholar's corner".Enter the registered email ID as the user-ID and the password that has been received in the mail and LOGIN.
- g) The password Change option will appear on first time login.
- h) Enter the new password as per criteria decided on timely basis (message reflects at corner)
- i) After setting the new password, LOGIN again with the email ID and NewPassword.

3. Link a Scholar ID at SFMP

There are two options available for linking

3.1 Linking of Scholar id can be initiated by Scholar through Scholar corner:

Scholar can link Scholar id using option "Online Joining Report"

3.2 Linking Scholar can be initiated by Nodal Officer at SFMP:

Nodal officer (maker) can initiate linking, nodal officer can further submit request to PFMS



A.Link Scholar Initiation

Menu:

MasterDataEnhancement>>MasterData>>Link Candidates

This option is used for linking the scholar in the portal. User has to select the scheme then enter Scholar ID and click fetch button.

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- For those candidates who are approaching first time for Fellowship/scholarship, user institution has to enrich the master data already available, like updating accountno: IFSCcode etc.
- Presently linking will be allowed only within 24 months from date of result/ cut off date of selected batch for fellowship schemes for linking the Scholarship ID at SFMP portal or as per Scheme guidelines
- For those who were receiving the payment through Canara Bank earlier, University/Institution
 need not enter the account number/IFSC code while linking, as their account details/IFSC code are
 already available. For the scholars who were submitting the certificates to Canara Bank
 Branches, the Scholar ID needs to be linked to NBCFDC Portal as per new Procedure.Presently
 linking for the existing candidates will be allowed as per respective scheme guidelines.
- If any University/Institution wants to link scholar ID to portal beyond the above parameter, then the University/Institution may request for exception in the NBCFDC Portal through a specific as explained in point 7. Once NBCFDC approves the same, University/institution will be able to link the Scholar ID within the time period mentioned in the exception.
- Upon linking a scholar, system will generate a payment schedule which is a projection of payments for the particular Scholar ID. System will display payment schedule of a scholar on screen while linking the Scholar.User should verify the payment schedule and click on save.The linking can be entered by MakerID.
- Select the Scheme and enter Scholar id or use option find Student id



← → C	ink.in/LinkStudentUpdt.aspx
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uesday August 1 2023 11:48:43	Last Login: 01-AUG-2023 12:46:13 Session Time remaining:19 Min <u>Canara Ba</u>
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Scheme: NETJRF V Stud ID: 220520068226	Fetch Find Student ID
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nter joining date(DD-MON-YYYY)	DD-MON-YYYY
Inter registration date(DD-MON-YYYY)	DD-MON-YYYY
nter Admission date(DD-MON-YYYY)	DD-MON-YYYY
Date of Result:	13-APR-2023
	Please Note : For NET-JRF, the Date of Commencement will be taken Max of Dt of Joining, Dt of Admission & Dt of Result. For others, it will be Max of Dt of join &
inter monthly hra amount	
Date of Commencement of Fellowship:	Generate Schedule
Vaker ID:	SCHOLARSHIP.UGC@CANARABANK.COM
Vlaker Date:	8/1/2023 3:12:20 PM
Jniversity Code:	11897
View Uploaded Joining Certificate	Choose File No file chosen
	**Note: File must be a PDF file, Filename must not have special character or blank spaces, File must be between 50KB to 5MB in size.
/iew Uploaded Award Letter	Choose File No file chosen
	**Note: File must be a PDE file. Filename must not have special character or blank spaces. File must be between 50KB to 5MB in size.

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- Select Domicile, enter Account details, Commencement date can be calculated by enter joining, registration and admission date, enter HRA if not applicable enter 0, view uploaded file by scholar or upload file for Joining certificate and Award letter.
- ******Note: File must be a PDF file, Filename must not have special character or blank spaces, File must be between 50KB to 5MB in size.
- Submission to create beneficiary code can be done only after verification of linking by the scholar through their scholar corner or after 24hours which ever is earlier.

For this purpose the Scholar is given an option to verify the data that has been entered by the University/Institution User. The same can be done through Canara Scholar's Corner. https://scholarship.canarabank.in or Link of Canara Scholar's Corner sends to registered email id.



B Creation of Beneficiary Code

Once request is submitted successfully, request to create BENEFICIARY CODE will forward to PFMS to validate Account details.

C Submit for Approval

(By User Institution, Nodal officer(CheckerID))

This option is used for final submission of Scholar details to NBCFDC/Ministry for approval. **Menu**

MasterDataEnhancement>>MasterData>>Submitforapproval

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Nodal officer (checker) can select student id under option SUBMIT FOR APPROVAL and select Student id, once beneficiary code is created, nodal officer can APPROVE the request and submit to Scheme Admin or if any discrepancy in details entered by nodal officer(maker) or scholar, nodal officer(checker) can REJECT the same and fresh request will initiate after correcting the details.

1.1 Linking Approval at Scheme Admin

Linking request for scholar submitted by Nodal officer (checker) can be approved or rejected by respective Scheme Admin under option MASTER DATA APPROVAL





4. USER CREATION

To Create New User for any University /Institution , Admin can create user id using option USER MANAGEMENT >> CREATE USER >> ACADEMIC USER /NODAL OFFICER Existing User can CREATE NEW USER through same option and Submit for approval to Scheme Admin

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			Create User	Academic User	
			Modify Use USER_MGMT_CREAT_PRO	Nodal Officer	
			Add/Remove User Scheme	of Candidate	
	Scheme Name:	NEST	User Report		
	Student ID:		Add/Approve Registrar		
		Cubmit	Login/Pw change History		
			Add/Delete/Modify Department		

4.1. Scheme Addition

(a) User Admin can ADD SCHEME after Creating New user using option or Remove Scheme for existing user

USER MANAGEMENT >> ADD/REMOVE USER SCHEME

(b) Existing nodal officer can send request to ADD SCHEME for another User through same option and Submit for approval to Scheme admin

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			Create User	
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	Student ID:		Add/Approve Registrar	
		Cub mit	Login/Pw change History	
		Submit	Add/Delete/Modify Department	

5. Modify Candidate Data

Initiated by University/institution user and approval by NBCFDC user.

MasterDataEnhancement>>MasterData>>->ModifyCandidate Data

This option can be used for modification/updation of email ID, mobile number and Address of a Scholar. This option can be exercised using either Maker/Checker(Nodal officer) id and request can be approved by Scheme Admin User



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6. Modify Account Number

Nodal officer (maker) can Modify Account details using option

Master Data Enhancement>> Master Data >> Modify Account Number Initiate

Select Scheme >>Find Student id and enter modified account details ,request will forward to PFMS to validate Modified ACCOUNT DETAILS and create beneficiary code

Once Beneficiary code is created, Nodal Officer (Checker) can Approve/Reject Modified Account Details Using option Master Data Enhancement>> Master Data >> Modify Account Number Approval

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📀 Search Student 📀 Sign In 📀 sas/sas 📀 CANNET:::Canara B 📣 Login	CanDLE Vir 🔇 Webmail Login 🔇 🔇 Form 16A Download	🕤 LIST OF BOOKS & F 📀 SFMP 📀 CBI
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riday August 4 2023 16:10:5 Master Data	New Entry/Legacy cases	ime remaining:18 Min
Home > Master Data Enhancemen Beneficiary Code Updation (Name Matching)	Link Candidates	
	Correction if BenfCode Rejected	
SELECT V Fetch Details	Submit for Approval	
	View/Edit Before Submit for Approval	
	NFST Additional details Entry	
	Modify Candidate Data	
	Modify Account Number approval	
	Mark Exception - Initiate	
	Delete Exception	
	Withheld Marking	
	Beneficiary Code Rejection Re-Init	
	Candidate Domicile Details Updation	
	Aadhaar Seeding	
	Aadhaar Authentication	
	Aadhaar Approval	
	Beneficiary Code updation (Name Mataching)Approve	



7. Mark Exception

i) Mark Exception Initiate

This option is to be used to seek exception from NBCFDC for handling some exceptional cases like processing arrears beyond 12 months, Linking scholar ID to portal after 24 months from the date of result etc. This option can be exercised using either Maker/CheckerID.

Nodal officer(Maker /Checker) of university/institute can send request for Mark exception through portal and submit for approval to Scheme admin

<u>Home</u> > <u>Master Data Enhancement</u> > <u>Master Data</u> > Mark Exception-Initiate Select Scheme >> For individual student >> Find Student id Show details >> Select concerned Exception Parameter >> Enter New Value and Remarks Upload Document as per scheme guidelines

Select a Scheme: NETJRF V OFor University For Individual Student
Enter Stud ID: 2596/(NET-DEC.2012) Find Student ID Show Details
Student Name : POOJA
Select Exception Parameter Select the Exception Parameter
Present Value: (Unit) Enter New Value:
Exception applicable for the Period :
From date(DD-MON-YYYY) 04-AUG-2023 To date(DD-MON-YYYY) 03-SEP-2023
Please Note : The Validity of the Exception is for above defined period. Please ensure to use the exception within the From Date & To Date mentioned above.
Enter Remarks Exception Remarks is mandatory.
Upload Document: Choose File No file chosen Submit
**Note: File must be a PDF file, Filename must not have special character or blank spaces, File must be between 50KB to 5MB in size.

- Example : If University wants to link a scholar ID whose selection was in Jan 2019, Exception is to be marked as under.
 - o Select Exception parameter : Max Period allowed for linking after date of result
 - Unit Enter New Value: should be the number of months since the scholar got selection ie If scholar got selected in Jan 2019 and university is raising exception in Aug2023, then the new value should be 57or one more value(less value should not be entered).
 - FromDate:The date from which University will be allowed to do the linking as per exception.
 - o Remarks: Reason of Delay in submitting the documents should be entered
 - On Submission the exception is to be approved by Scheme Admin.
 - Once Scheme Admin approves the exception, university will be able to link the scholar Id within the time period mentioned in the Exception request



The Exception parameters are mentioned as under

i) Max Period allowed for linking after date of result/cutoff date

Maximum number of months from date of result/cut off date within which the linking is allowed.Presently the parameter is set to 24 months from date of result/cut off date for fellowship schemes and 12 months for scholarship schemes for linking the Scholarship ID to NBCFDC portal. If any University wants to link scholar ID to portal beyond the parameter, then the Universities may request for exception in the NBCFDC Portal. Once NBCFDC approves the same, University/institution will be able to link the Scholar ID with in the time period mentioned in the exception.

ii) The period for minimum latest certificate allowed for linking for existing branch based candidate

For the scholars who were submitting the certificates to Canara Bank Branches, the Scholar ID needs to be linked to NBCFDC Portal as per new Procedure. This parameter is the maximum number of months from the latest date of certificate uploaded by the branch within which the linking is allowed. Presently the parameter is set to 12 months from date of last certificate uploaded, for linking the Scholarship ID to NBCFDC portal. If any University wants to link scholar ID to portal beyond the parameter, then the Universities may request for exception in the NBCFDC Portal.Once NBCFDC approves the same,University/institution will be able to link the Scholar ID within the time period mentioned in the exception.

iii) Date up to which initiation of Payment Confirmation allowed in a month

At present Universities are supposed to mark the Monthly payment Confirmation processing the Portal from 1st to 8th/15th of every month w.r.t scheme. If University wants to initiate the payments after respective closing date of any month because of any operational exigencies, then the request can be given to NBCFDC for extending the timeline using exception functionalities. Once NBCFDC approves the same,University/institution will be able to initiate monthly payment confirmation upto the date mentioned in the exception.

iv) Date up to which approval of Payment Confirmation allowed in a month

The Universities are supposed to do the Monthly payment Confirmation process from 1 to 8th or 15th of every month w.r.t scheme.If University wants to approve the payments after respective date of any month because of any operational exigencies, then the request can be given to NBCFDC for extending the timeline. Once NBCFDC approves the same, University/institution will be able to approve monthly payment confirmation up to the date mentioned in the exception.

v) Number of months allowed prior to current month for arrear marking

At present, we are allowing the University for marking payment arrears for max 12months prior to the current date. The Universities may request for exception in the NBCFDC Portal if any arrear prior to 1year is to be processed. Once NBCFDC approves the same, University/institution will be able to process the arrears from the time period mentioned in the exception.



vi) Number of hours allowed to Candidate for verification of Master Data

The Universities are linking the Scholar ID in NBCFDC Portal and submitting the same for approval from NBCFDC.Before submission, the scholars have been provided with the facility in Scholar's Corner, to cross-verify the details that the University has entered. After verifying the details the Scholar may reject the linking if any details entered are wrong.University may link the ID again with the correct details. If the details are correct scholar can approve the linking. This option will be available to the Scholar for a defined time period .At present, this time is set as 24hours. After 24 hours, if the scholar has not rejected/approved the data, then University/Institution may submit the ID for approval to Scheme Admin.This time period is parameterized, through the exception option.

vii) Number of months allowed prior to current month for marking stop payment for a scheme.

At present stop payment can be marked w.e.f 3 months prior to current month, if the payment is not yet credited. This can be parameterized through this option.

viii) Date upto which stop payment is allowed in a month

At present stop payment can be marked only from 1st to 8th or 15th of a month. In case the option for stop payment is to be restricted to a specific period of a month, it can be parameterized through this option.

The procedure of marking exception is explained for some of the parameters as under.

7.2 Delete Exception

If request exception has wrongly entered , then Nodal officer can send request to DELETE EXCEPTION Using option Master Data Enhancement>> Master Data >> Delete Exception

8. WithHeld Option

 i) Withheld Marking As of now ,NFST scheme only , Master Data Enhancement > <u>Transaction Data Entry</u> > Withheld

- This option can be used to withheld all scholarship/fellowship payment for a particular Scholar .
- This option does not need any approval.

8.2 Withheld Removal:

(By University maker/checker ID. To be approved by NBCFDC)Menu:



TransactionDataEntry>>WithheldRemoval

• This option is to remove Withheld request that has been entered by University. This option can be done using either Maker/Checker ID. Approval is to be done by NBCFDC.

9. Domicile Option

There is an option to update Domicile details for scholar Nodal officer can update Domicile state for respective scholar under option Master Data Enhancement >> Candidate Domicile Details Updation Or scholar can update through Scholar's corner

10. Aadhar Seeding

PROCEDURE FOR AADHAR UPDATION

The process flow for Aadhar Updation in Canara Bank Scholarship Portal - SFMP is given below.

1.AADHAR SEEDING & AUTHENTICATION - BY SCHOLAR THROUGH SCHOLAR CORNER

(a) Scholar can seed Aadhar using option AADHAR UPDATION

	Canara Bank		Jniversity Grants Commission
		डान-विक्वान वियुक्तवे	quality higher education for all
Home My Pro	file Payment Schedule Online Confirmation Marking Submit	Guide Details Aadhaar Updation Change Password	1 Help

Aadhaar Updation Page

University Name: Sri Krishnadevaraya Univesity	Stream: SCIENCES
	University Name: Sri Krishnadevaraya Univesity

l submit my Aadhaar number and voluntarily give my consent to/ मैं अपना आधार नंबर प्रस्तुत करता हूं / करती हूं और स्वेच्छा से अपनी सहमति देता हूं / देती हूं:

1. Use my Aadhaar Details,Biometric and or/One time Pin(OTP) data for for Aadhaar based authentication for the purposes 👘 📗



। submit my Aadhaar number and voluntarily give my consent to/ मैं अपना आधार नंबर प्रस्तुत करता हूं / करती हूं और स्वेच्छा से अपनी सहमति देता हूं / देती हूं:

- Use my Aadhaar Details, Biometric and or/One time Pin(OTP) data for for Aadhaar based authentication for the purposes
 of availing of the cash deposit/cash withdrawal/money transfer/identification proof services, etc from CANARA BANK.
- I understand that the Biometrics and/or OTP I provide for authentication shall be used only for authenticating my identity through the Aadhaar Authentication system.
- 3. Link my Aadhaar number to all my existing/new/future accounts and customer profile (CIF) with your Bank.
- 4. I wish to seed my accounts from your Bank with NPCI Mapper to enable me to receive Direct Benefit transfer (DBT) including LPG Subsidy from Govt. of India (GOI) in my above account. I understand that if more than one Benefit transfer is due to me, I will receive all the benefit transfers in the same account.
- I note that my account with other Bank seeded with NPCI mapper for receiving DBT from GOI, will not be changed to/by CANARA BANK.
- 6. I have been explained about the nature of information that may be shared upon authentication. I have been given to understand that my information submitted to the Bank herewith shall not be used for any purpose other than mentioned above, or as per requirements of law.
- 7. I hereby declare that all the above information voluntarily furnished by me is true, correct and complete.



(b) After Submission by Scholar, request will be forwarded to UIDAI for Authentication through an OTP. Once_Aadhaar is seeded and authenticated but not Approved then the Status will be reflected as under Aadhaar Updation Status: Seeded and Authenticated but not Approved.

Request will be forwarded to Nodal officer (checker) at University/institute to Approve the same.

2.AADHAR SEEDING AND AUTHENTICATION -BY NODAL OFFICER THROUGH SFMP

2.1 (a)Nodal officer (maker) can update Aadhar for any scholar using the following option :

Master Data Enhancement>> Master Data >> Aadhar Seeding >> Select Scheme & enter NFST Scholar/Student Id



Enter Aadhar number & the same is authenticated through UIDAI, Which is provided by Scholar



INFST	Enter Student ID ESSENT AND BEER ESSENT AND ESSENT	Submit
Candidata Name:	Mobile Namber and Anno	Email:
Account Party of the	University Nerve: Acharya Nagarjuna University	Stream: SOIDICES
Enter Aufhaar Number:		Save
Indentially Addhear number and ve and g. 1. Use my Andhear Details, the of analling of the cash of 2. I understand that the Bins Identity through the Andhean 3. Link my Andhear member to 4. I wish to seed my accounts including LPG inducing the transfer is due to mp. 1 5. I note that my account with	Numberly give may consent by ² AVEN ADDAT NET ENGINE metric and or/One time Fin(DOF) data for for positizant withdrawal/nemey threattrivianterit and of the state of the state of the state state of the state of the state of the state of the state of the state of the state from your Bank with NEI Happer to enable a form your Bank with NEI Happer to enable. If the state (DOE) the state of the state in the state (DOE) to state of the state of the state of the state of the state in the state would with Well Happer for rest	any proving a der sieger is auch mysaft ben pr Andrame hannet auchhartisation for the cellon proof services, sits from CANAL and proof services, sits from CANAL and profile (CDF) with poor Bank. To receive Direct Benefits transfer (p understand that if more than one Ban sees account.

Using option Master Data Enhancement>> Master Data >> Aadhar Authentication



Once Aadhaar is seeded and Authenticated by Nodal officer (Maker) status will be as under

Status at User portal is updated as

"Aadhaar seeded and Authenticated but not Approved. Kindly use Aadhaar approval option from checker login"



2.2. AADHAR APPROVAL TO BE DONE BY NODAL OFFICER(CHECKER)

Once Aadhar is Authenticated by Nodal officer(maker) through User portal, the same will be approved by Nodal officer(checker) using option

Master Data Enhancement>> Master Data >> Aadhar Approval >> Select respective scholar & approve the same.

				Aadhaa	r Approval Page				
List of I	unding Record								
ю	NAME	SCHEME		SEEDED BY	SEDED	AUTH BY	AUTH	STATUS	
20202 NF5T- MAN-	MATE	RONF-ST	10053		19-FEB- 2022	-	19- FEB- 2022	AADHAAR AUTHENTICATED BUT NOT APPROVED	APPROVE
20167 NFS7- 2015- 17-57- A55-		RGNF-ST	10053		64- 6448- 2022		4 04- MAR- 2022	AADHAAR AJTHENTICATED BUT NOT APPROVED	APPROVE
20171 NP5T- MIZ- 00313	-	RGNF-ST	10053		06- MAR- 2022	-	06- MAR- 2022	AADHAAR AUTHENTICATED BUT NOT APPROVED	APPROVE
20171 NFS1- RA1-		RGNE-ST	10053		05- MAR 2022	0	05- MAR- 2022	AADHAAR AUTHENTICATED BUT NOT ARREOUD	APPROVE

Once Aadhar seeded is approved, status at Scholar's corner will update as: "Aadhaar already seeded, authenticated and approved. No pending activity related to Aadhaar for subject candidate"

3. AADHAR BANK SEEDING STATUS ONCE AADHAR IS LINKED ON SFMP PORTAL.

As payments in the scheme are made to Aadhar Seeded Bank account, scholars can check the status of NPCI seeded account by visiting the official website of UIDAI (kindly follow the below link).. https://myaadhaar.uidai.gov.in/



This URL will take the user to the following page.



Once the user has successfully logged into the website using their Aadhar credentials, user need to check under option...



If the Aadhar is seeded successfully to the bank account, it will show like below.



Unique Identification Authority of India



their Aadhar Number to their Bank account. It generally takes 48-72 hours for NPCI mapping of Aadhar.

11. Beneficiary Code Updation(Name Matching)

There is an option for linked Scholar whose Account validation is pending due to name matching Beneficiary code created by PFMS is less than 90percent (as per PFMS guidelines)

Name Matching initiation can be done by nodal officer (maker) Master Data Enhancement >> Beneficiary Code Updation(name Matching)>> Initiate

Name Matching approval can be done by nodal officer (checker) Master Data Enhancement >> Beneficiary Code Updation(name Matching)>> Approve



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3ENEFICIARY CO	DE UPDATION ON MATCH	Appro UGC_ADMIN_BENF_INIT	

Benefiacy Code Updation Pending Summary:

Scheme: Select V Fetch

Beneficiary Name Matching Status (Matching %age less than threshold value)

12. Monthly Payment Confirmation

Now Monthly Payment Initiation can be done by scholar through Scholar's corner or SFMP by Scholar and Nodal officer respectively. This option is used to confirm the list of candidates under a particular scheme for whom Fellowship/ Scholarship is to be disbursed for the month.

This option will be available to universities/institution upto 8th month for NBCFDC Schemes and upto 15th month for MANF/NFSC/NFOBC/NFPWD schemes.

There are two types of confirmation viz.one for current month payment and another for previous month arrears.

i) Through Scholar's corner

Scholar can mark for Current Month fellowship in Scholar's corner using option ONLINE CONFIRMATION MARKING

ii) Through SFMP

Nodal officer (maker)can mark for Current Month fellowship in SFMP using option

<u>Home</u> > <u>Transaction Data Entry</u> > <u>Monthly Payment Confirmation</u> > **Initiate**

 For current month User has to select the scheme name and month as current month and click on fetch, the no. of candidates and total amount will be shown.
 Then User has to click submit button.



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lome > Transcation Data Entry > Monthly Payment Confirmation > In	itiate		

Г				
	Scheme:	SELECT V	Select month:	CURRENT MONTH V
				Fetch Details
	Total Candidate:			

Nodal officer(maker) can mark for Previous Month fellowship in SFMP using option

<u>Home</u> > <u>Transaction Data Entry</u> > <u>Monthly Payment Confirmation</u> > **Initiate**

 For arrear payment, User has to select previous month arrears, enter the Scholar ID for which arrear payment is to be initiated and click on fetch. The pending payment details will be shown.

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lome > Transcation Data Entry > Monthly Payment Confirmation > 1	nitiate		

Scheme:	NETJRF V	Select month:	PREVIOUR MONTH ARREAR V
Select Student	Student Wise 🗸	Find Student ID	Fetch Details
Total Candidate:			

iii) Monthly Payment Approval

Nodal officer (Checker) can mark for Current and Previous Arrear Month fellowship in SFMP using option

Home > Transaction	<u>Data Entry</u> > <u>Monthly Paymen</u>	t Confirmation > App	rove	
\leftrightarrow \rightarrow C \blacksquare https://scholarship.can	arabank.in/Payment_Schedule_Approve.aspx			
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aturday August 5 2023 16:37:23	Last Login: 05-AUG-	2023 16:34:17	Session Time remain	ing:19 Min
Home > Transcation Data Entry > Monthly Payme	nt Confirmation > Approve			
SchScheme:	NETJRF ¥	c.	Select month:	Select 🗸
Total Candidate				Select Current_month
				Previous_month_arrear

• This option is used to approve the list of candidates generated under a particular scheme for whom Fellowship/ Scholarship is to be disbursed for the month. This option is to be done using University/Institute CheckerID.

13. Semester Wise Payment confirmation

This option works for NFSC scheme only



Scholar can submit Semester-wise certificate to university, on the basis of certificate submitted, nodal officer can initiate Semester-wise and approve payments.

Payment will disburse on monthly basis or as per Scheme guidelines

Note: For NFSC, either Monthly or Semester-wise payment confirmation can be claimed.

14. Stop Payment

Stop payment option can be used to stop payment for some period of active scholar, Stop payment marking can be done by Nodal officer (maker) and the same will be approved by Nodal Officer (checker) from 1st to 8th for NBCFDC schemes and upto 15th for NFSC/MANF/NFOBC using option

TransactionDataEntry>>Stop Payment>>Stop payment Marking

- a. This option is for marking stop payment. Stop payment can be marked payment component wise and also for upgradation from JRF to SRF.
- b. User has to select the scheme name, enter Scholar id, specify the period, select the component for which payment has to be stopped and select the reason then click submit button.
- c. Stop Payment can be marked for last three months till course completion

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¢	Search Studer	it 🔇 Sign In	S sas/sas	S CANNET:	:::Canai	ara B 🤞 Login CanDLE Vir	S Webmail Login	00	Form	16A Download	S LIST O	F BOOKS & F	SFMP
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urday August 5 2023 16 ne > Transcation Data Entry > Scheme Name:	:47:24 > Stop Payment > Marking	Last Login: 05-A	UG-2023 16:34:17	S	ession Time r	emaining:19 Min	F	-
ne > Transcation Data Entry >	Stop Payment > Marking							
Scheme Name:								
Student ID:	1467/(NET-JUNE 2013)	Find Student ID						
From	01-Jul-2023							
То	30-Aug-2023							
Stop Payment Type	Component Wise ALL	~						
Reason	SELECT Y ALL	Note: Fo	r marking Maternity Leave/ Ac	ademic Leave/ Intermitt	ent Break, kindly	go to Transaction Da	ata Entry-> Inter	mittent

15. Stop Payment Revocation

Stop payment Revocation Initiation can be done by Nodal Officer(maker) for marked Stop payment Using option STOP PAY REVOCATION

And the same will approve/reject by Nodal officer (checker)



HOME >> TRANSACTION DATA ENTRY >> STOP PAYMENT >> INITIATE Select Scheme And enter Student id and select period and the request will submit to Nodal officer of university/institute for approval HOME >> TRANSACTION DATA ENTRY >> STOP PAYMENT >> APPROVAL

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etails of Stop Pa	yment issued	From_DT	To_DT	Reason	Marked by		Planked on	■Select
Details of Stop Pa	yment issued	From_DT 01-JAN-2019	To_DT 31-JUL-2019	Reason	Marked by SCHOLARSHIRUGC@	ANARABANK.COM	Playfeed on 0=140/-2019	Select
Stud ID 201314-NET/RF-10316-2 201314-NET/RF-10316-2	Component Component CONTINGENCY FELLOWSHIP	From_DT 01-JAN-2019 01-JAN-2019	To_DT 31-JUL-2019 31-JUL-2019	Reason	Marked by SCHOLARSHIRUGC@ SCHOLARSHIRUGC@	DANARABANK.COM	Harked on 06-R0V-2019 06-R0V-2019	Select
Stud ID 201314-NET3RF-10316-2 201314-NET3RF-10316-2 201314-NET3RF-10316-2	yment issued	From_DT 01-JAN-2019 01-JAN-2019 01-JAN-2019	To_DT 31-JUL-2019 31-JUL-2019 31-JUL-2019	Reason	Marked by SCHOLARSHIRUGC@ SCHOLARSHIRUGC@ SCHOLARSHIRUGC@	IANARABANK.COM IANARABANK.COM IANARABANK.COM	81at/bol ens 04-1404-2019 04-1404-2019 04-1404-2019	Select
Stud ID 201314-NET2RF-10316-2 201314-NET2RF-10316-2 201314-NET2RF-10316-2 201314-NET2RF-10316-2 403(NET-3UNE 2013)	Component Component CONTINGENCY FELLOWSHIP ESCORT FELLOWSHIP	From_DT 01-3AN-2019 01-3AN-2019 01-3UN-2019 01-3UN-2019	To_DT 31-JUL-2019 31-JUL-2019 31-JUL-2019 12-JUN-2019	Reason OTHER REASON	Harked by SCHOLARSHIRUGC@ SCHOLARSHIRUGC@ SCHOLARSHIRUGC@ SCHOLARSHIRUGC@	DANARABANK.COM DANARABANK.COM DANARABANK.COM	Harked on 06-H0V-2019 06-H0V-2019 06-H0V-2019 06-H0V-2019	Select



16. HRA MODIFICATION

HRA payment is claimed based as per respective scheme guidelines, nodal officer can MODIFY HRA amount for existing HRA amount

HRA modification initiation

(By University makerID.To be approved by university checkerID)

• This option is used to initiate the HRA modification of Scholars. This option can be done using University Maker ID only. The approval is to be done by University/Institution CheckerID.

TransactionDataEntry>>HRAModification>>Initiate

Witcome Schole Address (1) State of the second of the seco	Gia Bhaivan, Andrew } LDGOU2
Contact details: UT23304725 Frmil is: followinipra Spyrmit.com Last Lopis: IS NAIL 2011 123525. Seetion Time remaining/25 Bio apprix Naster Data Entrescenard Transaction Data Entry Master Data Approval Transaction Data Approval User Management Itels LOCONT approximate Transaction Data International Data Internationa	1
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Designed, Developed & Mantalaed 84: Canant Back	



HRA modification Approval

• This option is used to approve the HRA modification of the Scholars initiated by user. This option is to be done by the University/Institution CheckerID

TransactionDataEntry>>HRAModification>>Approve

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HOME Reports - Master Data Enhancement -	Transaction Data Entry - User Managment - Griev	ance - Help -
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ome > Transcation Data Entry > Stop Payment > Approval	Intermittent Leave/Break Period	
	Monthly Payment Confirmation	
Scheme: NETJRF Y Fetch	HRA Modification	Approve

17. Contingency Modification

Contingency payment is claimed based as per respective scheme guidelines, nodal officer can MODIFY Contingency amount for existing Contingency amount as per certificates submitted by scholars

Contingency modification initiation

(By University makerID.To be approved by university checkerID)

• This option is used to initiate the Contingency modification of Scholars. This option can be done using University Maker ID only.

TRANSACTION DATA ENTRY>> CONTINGENCY MODIFICATION >> INITIATE

- Contingency amount will be divided in 4 quarterly slots ie March, June, September and December of each year.
- System by default divide the contingency amount for the year in four equal parts under four quarters.
- If the Scholar submits a claim that is different from the amount available in the contingency slot, University/Institution User may modify the amount accordingly.
- The modification can be done upto maximum contingency amount payable for the year.
- Once the modification is approved, Monthly payment confirmation is to be done for the modified records.
- System will be paying the differential amount if any.
- The contingency payable year will be calculated from the Date of Commencement.





Contingency modification Approval

• This option is used to approve the modified Contingency of the Scholars initiated by user. This option is to be done by the University/Institution CheckerID

TransactionDataEntry>>Contingency Modification>>Approve

18. Intermittent Leave /Break period

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	Monthly Payment Confi LI11 h										
	HRA Modification										
Schemer Select M Stud ID	Contingency Modification										
	MPhil to Phd Upgradtion Initiate										



This option works to MARK Intermittent Break or Academic Leave as per Scheme guidelines Nodal officer (maker) can select scheme, enter Student id and select type of Gap period and submit details Using options

TRANSACTION DATA ENTRY >> INTERMITTENT LEAVE/ BREAK PERIOD >> INTITIATION

C -> C Inttps://scholarship.canarabank.in/GapPerio	od_Init.aspx#								-	
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Home > Transcation Data Entry > Intermittent Leave/Break Period > Initi	iation									
Scheme: NETJRF Y Stud ID: 2282/(NET-DEC.2013) Find	d Student ID Type of Gap Period	SELECT •	 Fetch 							
		SELECT								
		INTERMITTENT BREAK								
Student Details	l	ACADEIVIIC LEAVE								

Request submitted has to be approved by Nodal officer (Checker) TRANSACTION DATA ENTRY >> INTERMITTENT LEAVE/ BREAK PERIOD >> Approve

19. COMPLETION CERTIFICATE

If scholar completed his course i.e MPhil or PhD , Nodal officer has to upload Completion certificate using option ADD COMPLETION CERTIFICATE

HOME Reports - Master Data	Enhancement -	Transaction Data Entry - User Managment - Grievo	Ince - Help
aturday August 5 2023 18:00:28		Stop Payment	Session Time
Iome > Transcation Data Entry > Add completion	Certificate	Intermittent Leave/Break Period	
Scheme:	Select	Monthly Payment Confirmation	
Enter Student ID:		HRA Modification	
Student Name:	University:	Contingency Modification	
Stream:	Research P	MPhil to Phd Upgradtion Initiate	
Date of Joining:		Continuation - Add Certificate Individually	
Date of Commencement:		HRA	
Course End Date:		Contingency	
		Withheld Marking	
		Discontinue	
		JRF to SRF Upgrade	
		PGGATE Update First Class Details (60Per or More Marks)	
		Withheld removal	
		Research Details(NFST Candidates)	
		Add Completion Certificate	

Add Completion details as per Scheme guidelines, requested Completion details will approved by respective Scheme Admin



20. MPhil to PhD Upgradation

This option works for only to those scholars whose course is Mphil + PhD Integrated Course

Nodal officer of university can upgrade this option only after approval of COMPLETION DETAILS, nodal officer can select scheme, enter Student id and enter details as per scheme guidelines

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	Intermittent Leave/Break Period	
Only for M Phil + PhD integrated course	Monthly Payment Confirmation	
Only for M.Fini + Fild Integrated course	HRA Modification	
	Contingency Modification	
Scheme: Select Stud ID:	MPhil to Phd Upgradtion Initiate	

Requested upgradation details can be approved by Scheme Admin. Once upgradation has approved, Payment Schedule will update for respective scholars.

21. Discontinue Marking.

TransactionData Entry>>Discontinue >> Discontinue Initiation

- This option is used to Discontinue the scholarship/fellowship of a scholar. Once approved, it cannot be reverted back. Hence user has to exercise caution while exercising this option.
- This option will stop payments permanently. Do not use in case of Transfer or Temporary Break
- User has to select the scheme name, enter the Scholar ID then click on fetch button.
- This option can be done using either Maker/CheckerID. Approval is to be done by Scheme Admin.
- Then they have to enter discontinue date and reason and click on Mark Discontinued button.



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Home > Transcation Data Entry > Discontinue			
Scheme: NETJRF V Stud ID: 1555/(NET-DEC.2012) Fetch Find St	lent ID		
Student ID: 1555/(NET-DEC.2012)		UGC/Univer	rsity Ref ID: 1555/(OBC)(NET-DEC.2012)
Student Name: NEHA SAINI			DOB: 17-DEC-1985
Gender: FEMALE			Category: OBC
Account IFSC: 2848101016112 CNRB000	848		Stream: HUMANITIES AND SOCIAL SCIENCES
Address: Ram pura DELHI			Withheld: N
Mobile: 9873705504			Email: nehasaini.phd@fms.edu
Benf Code: BININ00343280		Cour	se End Date 8/26/2019 12:00:00 AM

Discontinue Date: Mark Discontinue Reason: Mark Discontinued

DISCLAIMER: THIS OPTION WILL STOP PAYMENTS PERMANENTLY. DON'T USE INCASE OF TRANSFER OR TEMPERORY BREAK

DISCONTINUE REMOVAL can be done by Scheme Admin

22. USER MANAGEMENT

22.1 Change Password

Home > User Managment > Change Password

University/Institute User may change the LoginPassword through this option for security purpose

← → C	epwd.aspx					
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Home > User Managment > Change Password						
	User ID:	SCHOLARSHIP.UG	GC@CANARABANK			
	Old Password:					
	New Password :					
	Retype Password	d :				
			Change			
		1.Minimum eight	characters			
	Password Policy:	2.At least one upp	ercase letter			
		3.One lowercase l	etter,			
		4.One number and	d one special chara	cter		

22.2 Create User

Nodal officer or Academic user (Maker/Checker) can send request to CREATE USER for another Nodal officer or Academic User (checker/maker) through this option and Submit for approval to Scheme Admin

- University/Institute may request for Creation of User through this option.
- For exercising this option the User institution should have minimum one userID.
- For creation of first user ID in the portal the user institution has to take up with Scheme Admin by a separate letter.

UserID/EmailID, Name, Mobile, Designation, Department, Type of user (Maker/Checker),



University Name are to be entered. The Scholarship/Fellowship schemes that are to be allotted for the new user is to be selected. Then the supporting document of size less than 4KB is to be uploaded in PDF Format and click on create.

- Supporting document should be a letter of request for user creation from the competent authority duly mentioning the details of officer/employee of the institution for whom user ID to be created
- Type of user can be maker or checker.
- The MakerID can be used to initiate transaction data entry options like Monthly Payment Confirmation, HRA modification stop payment revocation etc.
- The CheckerID can be used to approve transaction data entry options like Monthly Payment Confirmation, HRA modification stop payment revocation etc.
- Please note that the transactions done by an ID cannot be approved using the same ID.
- The options under Master Data Enhancement and User Management will be available for all user irrespective of the Role.
- The User creation is to be approved by NBCFDC. Once NBCFDC approves the User creation, the password will be sent through Email, to the new UserID that has been created.
- User may Login through that password and change the password after Logging in.





22.3 Modify User Details

(To be initiated by User Institution maker/checkerID.To be approved by NBCFDC)

Menu

UserManagement>>ModifyUserDetails

Universities/Institutions may modify the User details using this option.

- i. User may change the Mobile, Designation, Role can be modified using this option.
- ii. The Scholarship/Fellowship schemes that are to be allotted for the user is to be selected.
- iii. Then the supporting document of size less than 5KB is to be uploaded in PDF Format and click on Modify.
- iv. The User modification is to be approved by Scheme Admin.
- v. Once NBCFDC approves the User Modification, the password will be sent through Email, to the new UserID that has been modified.
- vi. User may Login through that password and change the password after Logging in.

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	User(0) / Email:0	

22.4 Add /Remove User Scheme

<u>Home</u> > <u>User Managment</u> > Add/Remove User Scheme

- This option works to ADD Scheme for a user or to Remove Scheme for existing user.
- Nodal officer can send request to Add Scheme for another User only
- This request will approve by Scheme Admin
- Upload Supporting document as per guidelines in PDF format and size between 100 kb and 3mb



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ome > User Managment > Add/Remove User Scheme			

Add/Remove Scheme									
UserID: SCHOLARSHIRUGC@CANARABANK.COM Submit									
Name:	BRANCH								
Mobile:	8867785849								
Designation:	Manager								
Department:	GBMALOK								
Role	MAKER								
University:	Govt Madhav Arts and Commerce College								
Supporting Documents: (Only pdf document)	Choose File No file chosen ""Note: File must be a PDF file, Filename must not have special character or blank spaces, File must be between 50KB to 5MB in size.								
Scheme Mappe	ed with User:								

23. GRIEVANCES.

0.1.

Scholars, Universities and Scheme Admins have an option of raising grievances in the SFMP portal itself, where they can raise issues faced by them in the functionality of the SFMP portal.

This is how the Grievances option looks like on the SFMP portal:

Register New Grievance	Track Grievance										
•	Welcome!TAPRE PANJAB PUNJAJI										
	Please Register Grievance / कृपया शिकायत दर्ज करें										
	Student ID : अध्येता आईडी :	190520652017									
	Email ID : ईमेल आईडी :	PANJABTAPRE@GMAILCOM									
	Mobile Number : मोबाइल नंबर :	9673189243									
	ls this grievance related to any previous grievance : क्या यह शिकायत किसी पिछली शिकायत से संबंधित है :	ं Yes/हाँ ● No/नहीं									
	Type of Grievance : शिकायत का प्रकार	-Select Type of Grievance-									
	Subject of Grievance : शिकायत का विषय : :										
	Details of Grievance : शिकायत का विवरण :	Reply messageMax Length is 500 character									



Grievances Continued...

ls this grievance related to any previous grievance : क्या यह शिकायत किसी पिछली शिकायत से संबंधित है :	े Yes/हीँ ● No/नहीं					
Type of Grievance : शिकायत का प्रकार	-Select Type of Grievance-	~				
Subject of Grievance : যিকাযন কা বিষয় : :						
Details of Grievance : शिकायत का विवरण :	Reply messageMax Length is 500 character					
Upload Grievance Supported Documents : कृपया शिकायत से सम्बंधित दस्तावेज अपलोज करें :	Choose File No file chosen					
Submit/शिकायत प्रस्तत करें	Cancel/रह करें					

24. USER ACTIVATATION

For Deactivated User id, there are two options available

(A) User can USE FORGOT PASSWORD option and login with OTP to Activate User id

(B)User can contact Scheme Admin to Activate Deactivated User Id.

25. REPORTS

Reports are available to View

25.1 Student details under SEARCH STUDENT

- In this report , User can View Details of Scholar
- Enter either Student id , mobile no. , account details(linked scholar) , email id and submit detail One Pop up window will open
- In Pop Up Window, User can View
 - Mphil to PhD upgradation details
 - Completion Details
 - Certificates uploaded i.e Joining , Award letter , Continuation , HRA, Contingency(if applicable) , JRF to SRF upgradation, etc.
 - Paid Details





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Scheme:	NETJRF (NET JRF FEI	LOWSHIP)					
Stud ID:		Find Student ID		Name:	POOJA	Student ID:	220510359658
Name:				Papificiany Coder	OF TRALLING REALS	Collourbin Status	ACTIVE
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				Stream:	HUMANITIES AND SOCIAL SCIENCES		
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Certificates (Click To Expand)

Transaction Under Process*(click To expand)

Paid Details* (Click to Expand)

Approval Pending (click to exapand)

25.2 Student Linking Status Report

- User can check status for linked Scholars to respective university for any scheme
- Linked Scholar Account, IFSC, Gender, DOB,Address,State,Mobile etc master data also provided to respective user of university



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25.3 Payboard Report

• Scholar paid details and master details are provided

25.4 Monthly Confirmation Report

In Monthly confirmation individual report, User can view payment schedule status of a particular scholar w.e.f Commencement date

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	POOJ	4 01-FEB-2023	17-FEB-2023	28-FEB-2023	FELLOWSHIP	JRF	13286	SCHOLARSHIPCELL207@GMAIL.COM	09-JUN-2023	KUMAR.VEER1974@GMAIL.COM	/ 09-JUN-2023	Approved
	POOJ	4 01-FEB-2023	17-FEB-2023	28-FEB-2023	HRA	HRA	3587					Pending for Initiation
	POOJ	4 01-MAR-2023	01-MAR-2023	31-MAR-2023	FELLOWSHIP	JRF	31000	SCHOLARSHIPCELL207@GMAIL.COM	09-JUN-2023	KUMAR.VEER1974@GMAIL.COM	/ 09-JUN-2023	Approved
	POOJ	4 01-MAR-2023	17-FEB-2023	31-MAR-2023	CONTINGENCY	CONTINGENCY	2500					Pending for Initiation
	POOJ	4 01-MAR-2023	01-MAR-2023	31-MAR-2023	HRA	HRA	8370					Pending for Initiation
	POOJ	A 01-APR-2023	01-APR-2023	30-APR-2023	FELLOWSHIP	JRF	31000	SCHOLARSHIPCELL207@GMAIL.COM	09-JUN-2023	KUMAR.VEER1974@GMAIL.COM	A 09-JUN-2023	Approved
	POOJ	A 01-APR-2023	01-APR-2023	30-APR-2023	HRA	HRA	8370					Pending for Initiation
	POOJ	A 01-MAY-2023	01-MAY-2023	31-MAY-2023	FELLOWSHIP	JRF	31000	SCHOLARSHIPCELL207@GMAIL.COM	03-AUG-2023	KUMAR.VEER1974@GMAIL.COM	/ 03-AUG-2023	Approved
	POOJ	A 01-MAY-2023	01-MAY-2023	31-MAY-2023	HRA	HRA	8370					Pending for Initiation
	POOJ	4 01-JUN-2023	01-JUN-2023	30-JUN-2023	FELLOWSHIP	JRF	31000	SCHOLARSHIPCELL207@GMAIL.COM	03-AUG-2023	KUMAR.VEER1974@GMAIL.COM	/ 03-AUG-2023	Approved
	POOJ	4 01-JUN-2023	01-APR-2023	30-JUN-2023	CONTINGENCY	CONTINGENCY	2500					Pending for Initiation

25.5 Exception Report

- In this report, User can check requested status of Exception submitted to scheme Admin
- Status can be categorised
 - S Submitted
 - R- Rejected, if rejected, remarks has mentioned by scheme admin

A- Approved



25.6 Transfer Report

- Transfer Report is available at TRANSACTION DATA >> TRANSFER REPORT
- User can check status in option CHECK TRANSFER STATUS
 - Transfer Initiated by University
 - Transfer Approved/rejected by Another University/Scheme admin

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Change/Transfer	University of Students
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Olnitiate Transfer OUT OApprove Transfer IN(Transferred from Other Universities to your University) Check Transfer Status of Students

Transfer Status of Students

OTransfer Initiated by your UniversityOTransfer Approved/Rejected by your University

Appendix

- 1) Linking Scholar-By linking a particular candidate, a university/institution is identifying the scholar with itself and confirming that he/she is bonafide candidate of the university/institute
- 2) **Cut off/date of result** Cut off date/date of result is the minimum date from which payment will be started for a batch of candidates and is decided by Scheme Admin.
- 3) **Payment Schedule**-Payment schedule shows the details of the period and applicable components payable to candidates in their entire tenure. The amount shown in payment schedule is tentative and actual payments may vary depending upon the various inputs as given by the universities.
- 4) Beneficiary Code- It is a unique code allotted to each beneficiary by PFMS on the basis of account number or Aadhaar Number.Beneficiary code is mandatory for DBT payment

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