

**No. 11024/01/2021-SCD-I**  
**Government of India**  
**Department of Social Justice & Empowerment**  
**Ministry of Social Justice & Empowerment**

**Shastri Bhawan, New Delhi-110001**

**Dated: December,2021**

**To,**

**The Registrar/Principal,**

**All institutions empaneled under Top Class Education Scheme for SC Students**

**Subject: Salient features of the revised guidelines of Central Sector Scheme of Top Class Scholarship for SC students (TCS) for 2021-22 and instructions for verification of application at institute level in NSP reg.**

Sir/Madam,

I am directed to refer to the above mentioned subject and to say that the Central Sector Scholarship Scheme of Top Class Education for SC Students has been reviewed and revised guidelines have been circulated vide letter 06.12.2021. Copy of the same is also available on TCS portal, NSP and website of this Ministry. Major revision under the scheme are reiterated as under:

**(i) Income Certificate:** Annual family income from all sources under the scheme is Rs. 8.00 lakh and Income declaration of self-employed parents/guardian should be in the form of a certificate issued by revenue officer not below the rank of Tehsildar. Employed parents/guardians are required to obtain income certificate from their employer and submit consolidated certificate from revenue officer for any other additional source of income. **However, the students who have studied class X from any of the Central/State/Municipal Govt. or Govt. aided schools (except KVS schools), shall be automatically qualified under the scheme. For this purpose, student may upload certificate in this regard.**

**(ii) Scholarship amount towards fee and stipend:** At present scholarship amount includes, Tuition fee, Other non-refundable charges, Living Expenses, Books and Stationery, Computer and laptop allowances. Tuition fee and Other non-refundable charges are presently paid to the institute as per actual subject to prescribed ceiling of fee for private institutions. Living expanses@3000 per month, Books Stationery Rs. 5000/- per month and computer allowances @Rs. 45,000/- one time during course are paid to the students directly through DBT.

**Now as per revised scheme guidelines for 2021-22,** the payment of tuition fee, other non-refundable charges and academic allowance will be made directly to the students by the Central Government through Direct Benefit Transfer mode. The students shall deposit the

fee to the institute immediately and in any case, within a month of receipt of such payment. No payment will be made to Institutes.

**Academic allowance will be paid @ Rs. 86,000 per annum for fresh applicants and Rs. 41,000 per annum for renewal applicants in every subsequent year, to take care of living expenses, books and stationery, computer/laptop of reputed brand with accessories like UPS and printer, etc.**

**(iii) Responsibilities of the institutions:**

With a view to ensure access of the provisions of this Scheme to all students, the institutions will incorporate the salient features of the scheme in their prospectus, in addition to putting the same on the website of the institution. The institutes will also give wider publicity about the scheme among their students to facilitate optimal utilization of slots allotted to the institutes

In the case of new entrants i.e. to the first year of the course, the institution will select eligible SC students **on the basis of merit as per the entrance examination merit list keeping in consideration reservation of 30% of the slots to girl students.**

After receipt of applications on NSP, the institution shall verify all the details before forwarding the applications to the Ministry. The decision of the institute about eligibility of student on account of caste, annual family income, educational qualification and rank shall be held as final by the Ministry as institute is in the best position to take a call on such issues and therefore no further scrutiny of these documents shall be undertaken by the Ministry. However, if subsequently, at any point of time it is noticed that student was ineligible on these accounts, the institute shall be responsible and accountable for any loss to the govt and may be asked to make good the same.

However, for 2021-22 the verification of applications will be done at two levels, 1<sup>st</sup> level at institute and 2<sup>nd</sup> level at Ministry. For subsequent years, NSP has been directed to customize their portal according to the revised guidelines for verifications of applications in both levels by institute officers only. Ministry will randomly verify a few applications.

2. Based on the above revision in scheme guidelines and other provisions of the scheme, institute needs to verify applications with proper scrutiny considering the following points:

**(i) Income:** As per revised guidelines, total annual family income should be below Rs. 8.0 lakh. Institute needs to check that the income certificate submitted by the student should be issued in the name of Father/Mother/Guardian, issued by Revenue authority and signed by the revenue officer not below the rank of Tehsildar.

At the time of scrutiny, institute needs to check the issuing/signing authority of Income certificate alongwith its validity at the time of submission of application. If no validity period is indicated in certificate, then the Income certificate should be issued for previous year

(i.e2020-21) and issued on or after 01.04.2021.

(ii) Caste certificate: Institute needs to check that the caste certificate submitted by the students should be issued in his/her name and should be issued by competent authority.

(iii) Affidavit Undertaking: The benefit of the Scheme will not be provided to more than 2 siblings in a family. The students will submit an affidavit in the Institution to certify that he/she is not the third sibling of the family who is availing benefit under the Scheme. Institute is required to obtain undertaking from the students in this regard.

(iv) Merit Generation : In case the number of eligible students admitted in 1<sup>st</sup> year of approved course exceeds the number of slots allotted to the institution, the scholarship will be restricted to the top students in the inter-se merit list based on the admission criteria (entrance exam) for the course as mentioned in Annexure-3 of Scheme. However thirty percent (30%) of slots allotted to the Institution shall be reserved for eligible SC girl students as per their inter-se merit. In the absence of sufficient number of girl students , the slots may be transferred to eligible boy students as per their inter-se merit.

(v) Fee : Institute is informed that there are three components on NSP portal for claiming fee: (i)Admission fee (ii) Tuition Fee (iii) Other Lump sum Entitlement

Institute is requested to claim tuition fee and other non-refundable charges in the component of Tuition Fee available in NSP.

Under other lump sum entitlement, institute may please claim amount of stipend which is now fixed @ Rs. 86,000/- per annum for fresh applicant for 2021-22 . For renewal cases, stipend has been fixed @Rs. 41,000/- per annum. If any renewal applicant has not claimed computer allowances in past, the same can be claimed in the current year only. From next financial year, the department will not considered any claim of computer allowance for renewal students.

3. The institute is requested to follow all the provisions of the scheme guidelines and verify the applications of the students immediately. You are also requested to submit Annexure-A & B on the TCS portal for further verification of applications at Ministry level.

**Yours faithfully**

**(Pravin Kumar Tripathi)**  
**Under Secretary to the Government of India**  
**Tel.No.011-23389368**