

**Standard Operating Procedure(SOP) for the Biometric Authentication of SNOs, DNOs, INOs, Hols and Applicants and Re- validation of Finally Verified applications of Ministry of Minority Affairs Scholarships by INOs/ DNOs/SNOs for the year 2022-23.**

**Step 1: DNOs/SNOs**

- The verification process will be initiated with biometric authentication of the L2 level verifying officers i.e. SNOs/DNOs. Subsequent to that, the L2 level officer will support the verification Hols and INOs.

**[Action: DNO/SNO&CSC]**

- The CSC VLE will perform biometric authentication of DNOs/SNOs. The process of authentication will be same as explained for INOs/Hol in Step 2.

**[Action: DNO/SNO&CSC]**

- Those DNOs/SNOs who have been successfully verified through biometric authentication will assist biometric authentication of the Hols and INOs.

**[Action: DNO/SNO&CSC] Step**

**Step 2: - Biometric Authentication of INOs / Hols**

- A list of Head of Institution (Hol) will be obtained by DNO in advance from District Education Officer for biometric authentication of the Hol. All Hol and INO visit the camp together with their Aadhaar Card, registered mobile number and NSP Login Id.
- CSC VLE will be authorized to login to the NSP- BA utility by DNO in the camp organized for the biometric authentication. Thereafter, the CSC VLE will proceed for biometric authentication of Hols/INOs.

**[Action: DNO & CSC]**

- CSC VLE will validate information reported by Hols/INOs through the NSP biometric authentication utility.

**[Action: CSC]**

- If the information provided by the Hols/INOs matches with an entry in NSP database, details of Hols/INOs will be returned to NSP-BA utility which will be shown to Hols/INOs for confirmation and then CSC VLE will take a live photograph of INO/Hol.

**[Action: Hols/INOs & CSC]**

- CSC VLE will perform biometric authentication for Hols/INOs after successful

validation.

**[Action: CSC]**

- On successful biometric authentication data will be stored in the CSC database and NSP portal will be updated with success/failure of biometric authentication along with other transaction details.

**[Action: NSP & CSC]**

- The re-authentication of Hol through bio-auth will be followed by bio-auth of INOs as the manner prescribed for Hol. In no case, the biometric authentication of INO will be held before bio-auth of Hol.

**[Action: CSC]**

- A message will be sent to mobile number of Hol/INO for failure/success of authentication.

**[Action: CSC]**

- In order to manage the exigency, SNOs / DNOs would be provided with the option to change the Hol/INO on NSP. In order to change the Hol or INO, SNO/DNO has to login into NSP from his user ID and update the Hol/INO details as per the Aadhaar. NSP would be performing the Demo-Auth of the Hol/INO. After successful Demo-Auth the profile of Hol/INO will be updated on the portal.

**[Action: NSP/DNO/Hol/INO]**

### **Step 3: - Aadhaar Updation of applicants**

- Finally verified applicants who have not submitted the Aadhaar earlier and applicant below 18 years of age (as on 01<sup>st</sup> July 2022) not having Aadhaar will provide their Aadhaar (with consent of their parent) and minor applicants not having Aadhaar will update Aadhaar of their either of parent/legal guardian on NSP Portal as per the protocol provided latest by 10<sup>th</sup> of August, 2023.

**[Action: NSP & Applicants]**

### **Step 4: - Biometric Authentication of applicants**

- CSC in consultation with Hol will organize camps in the institutions to perform the biometric authentication of the finally verified applicants.

**[Action: CSC, DNO/INO & Hol]**

- Finally verified applicants (in case of minor either of the parents / legal guardian) will report to CSC camp at institute along with Aadhaar number (which is seeded with Bank Account), NSP application/user Id and

registered mobile for Biometric Authentication.

**[Action: INO & Applicants]**

- CSC VLE will validate information reported by Applicants through the NSP biometric authentication utility.

**[Action: CSC and Applicants]**

- After successful re-validation, the details of Applicants will be returned to NSP-BA utility. The same will be shown to Applicants by CSC VLE for confirmation. Thereafter, the CSC VLE will take a live photograph of Applicants.

**[Action: CSC and Applicants]**

- CSC VLE will perform biometric authentication for Applicants after successful validation.

**[Action: CSC and Applicants]**

- A message will be sent to mobile number of applicant/parent/legal guardian for failure/success of authentication.

**[Action: CSC]**

- On successful biometric authentication data will be stored in the CSC database and NSP portal will be updated with success/failure of biometric authentication along with other transaction details.

**[Action: CSC and NSP]**

- The aforesaid process will be performed by CSC VLE in Institute with itself in supervision of HOI or INO. The DNO may however in consultation HoI club together more than one institute and have camp in a centrally located institute, for the institutes, having less number of students to make it a viable proposition to service provider and for the convenience of users.

**[Action: DNO/CSC/HoI/INO]**

**Step 5: - Applicants Re-validation by INOs/DNOs**

- Applications of applicants after successful bio-auth will be forwarded to login of INO in NSP portal for further re-validation.

**[Action: NSP]**

- The INO will be allowed to re-validation of the applications in his login of NSP portal only if his and HoI bio-authentication has been completed successfully. In case, no INO is appointed or turn up then the Head of Institute (HoI) shall work as INO or he may recommend another person

working in his Institute as INO. In absence of INO, the Head of Institute shall revalidate the applications.

- In case applications of bio matric authenticated applicants are not re-validated by INO/HoI till the last cut-off date of application revalidation by INO/HoI, the applications will be escalated to SNO's/DNO's login for revalidation. In such cases, appropriate Legal/ Departmental action shall be taken against INO/HoI concerned.

[Action: CSC, HoI and INO]

- Applications of the Applicants after re-validation by the INO/HoI will be re-validated by DNO/SNO as per the process laid down on NSP Portal.

[Action:SNO/DNO]

#### **6. General Instructions for stakeholders:**

- a. Applicants will not be allowed to change any information in their applications. However, those who have not provided their Aadhaar earlier will be allowed to add their Aadhaar along with Aadhaar of parents in case of minor students.

[Action: NSP]

- b. The details of revalidated applicants along with their status will be provided to Ministry for reference and these applications will be sent back to the INO login for revalidation.

[Action: NSP]

- c. SMS will also be sent to these students informing that their application is reverted to their INOs for revalidation.

[Action: NSP]

- d. While revalidation by L1 or L2 officers, the application will be marked Accepted or Rejected. No other option will be available during revalidation.

[Action: INO/DNO/SNO]

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