

Most Urgent

PERSONAL ATTENTION

शिक्षा निदेशालय, हिमाचल प्रदेश

No.EDN-H(10)F(4)-2009-10-Misc.

Directorate of Higher Education,
Himachal Pradesh, Shimla-1

Tel. No. 2653120, Fax:-2812882,
nsphpsml@gmail.com

23 JUN 2026

Email.dhe-sml-hp@gov.in &

शिमला-1

Dated Shimla-1 the June, 2026

To

The Vice Chancellor/ Registrar/ Principal.
All the Govt. and Pvt. Universities / Colleges / other Educational
Institutions, Within and Outside of Himachal Pradesh,
(Where bonafide Himachali Students are studying and claiming
scholarships from the state of H.P.)

All the Deputy Directors of Higher Education,
Himachal Pradesh

All the Principals/ Headmasters.
Govt. Sr. Sec./ High Schools in,
Himachal Pradesh

Subject:-

**Regarding Instructions for the Teams conducting Inspections for the
year 2026-27 thereof.**

Madam/Sir,

As per the physical verification reports with regard to the students availing various Centrally Sponsored Scholarship schemes in Government and Private Institutions (all types of colleges) including universities and Government and Private Schools, Government and Private ITIs of all the districts for the session 2025-26, the following instructions are to be followed in 2026-27 while conducting such inspections:


INSTRUCTIONS FOR THE TEAMS CONDUCTING INSPECTIONS

1. The timeline as directed by the Director of Higher Education with regard to physical verification and report submission must be strictly adhered to.
2. During inspection, to physically verify all the beneficiaries availing Centrally Sponsored Scholarships, the institution whose inspection is being conducted must be asked to provide the scheme wise list of such students/ beneficiaries of the institution from the NSP portal. The committee members must take signatures of all such students present on the day of inspection. If any student / beneficiary is absent on the day of inspection, the reason of his/her absence with proof duly endorsed by the head of institution must be collected by the committee. All such documents must be attached with the report and same must be mentioned in list of enclosures.
3. The committee should also collect and submit with report the details of the applications pending at the institution level and the reasons thereof. In the report, the number of pending applications and the reasons such as rejection due to ineligibility of students or due to lack of counseling support etc. must also be mentioned.
4. The committee in the report must give details of all those students who have left the institution midway. The reasons for leaving the institution, with proof should be reviewed and details of the same must be mentioned in the report. Inspection committee should specifically mention that information for leaving the institution has been forwarded to the Director of Higher Education Himachal Pradesh by the concerned Head of institution or not.

5. Number of hostellers must be verified. No day scholar should get scholarship at enhanced rate fraudulently.

All the columns of both the Annexures (I & II) must be filled. No column should be left blank. All the committee members including the convener must ensure to write their name in block letters along with signatures with date of inspection. The seal or stamp of the convener must also be made.

Encls. As Above.


Director Higher Education,
Himachal Pradesh

Endst. No. Even Dated Shimla-1 the June, 2026


Copy for information and necessary action is forwarded to:-

1. The Secretary (Education), to the Govt. of H.P. Shimla-2 for kind information please.
2. The Director, ESOMSA Block No.33 SDA complex Kasumpti Shimla HP-171009.
3. The Supdt. IT Cell, DHE, H.P. with direction to upload the letter on Departmental website.
3. Guard File.

शिक्षा निदेशालय उच्चतर हि०प्र०

23 JUN 2026

शिमला-1


Director Higher Education,
Himachal Pradesh, Shimla-1

Proforma for the Physical Verification of Beneficiaries under Centrally Sponsored Scholarship Schemes for SCs/STs/OBCs/EBCs/DNTs for the year 2026-27

S. No.	Name of Institute (s)	Total no. of students in the Institute	Total No. of SC, ST, OBC & EBC Students in the Institute				Total No. of SC, ST, OBC & EBC Students eligible for scholarship in the Institute.				Total No. of Eligible Students Registered on National Scholarship Portal and applied for scholarship.			
			SC	ST	OBC	EBC	SC	ST	OBC	EBC	SC	ST	OBC	EBC
1														
2														
3														
4														

Institution wise details of the number of registered students whose attendance is 75% or above 75%					Details of the registered students (whose attendance is 75% or above 75% and are availing scholarships) who have been physically verified by the inspection committee				Details of registered applicants not physically verified by the inspection committee and the reason(s) thereof and details of the supporting documents attached			Remarks		
As per the serial number of the institution as mentioned above	SC	ST	OBC	EBC	SC	ST	OBC	EBC	Institution wise details of number of applicants not verified	Reason(s)	Details of Supporting Documents attached	Institution wise detailed report to be enclosed in separate sheet if any irregularity is reported. (Tick the appropriate column)		
												Enclosed	Not Enclosed	N.A
1														
2														
3														
4														

Note:- Total Number of SC, ST, OBC and EBC students in the institute who are divyangjan and have applied for Scholarship in Pre-Matric Disabled or Post-Matric Disabled or Top-class Disabled Scholarship Scheme may also be mentioned in the remarks column.

Committee Members:

S.No.	Name	Designation	Signature

Chairperson/Convener of committee:

Name	Designation	Signature	Seal/Stamp

Proforma for the Physical Verification of Student Beneficiaries with Benchmark Disabilities availing Centrally Sponsored Scholarship Schemes for the year 2026-27

S. No.	Name of Institute (s)	Total no. of students in the Institute	Total No. of Students in the Institute with benchmark disabilities			Total No. of Students with benchmark disabilities eligible for scholarship in the Institute			Total No. of Eligible Students with benchmark disabilities Registered on National Scholarship Portal and applied for scholarship.		
			Pre-Matric	Post-Matric	Top-Class Education	Pre-Matric	Post-Matric	Top-Class Education	Pre-Matric	Post-Matric	Top-Class Education
1											
2											
3											
4											

Institution wise details of the number of registered students with benchmark disabilities whose attendance is 75% or above 75%				Details of the registered students with benchmark disabilities (whose attendance is 75% or above 75% and are availing scholarships) who have been physically verified by the inspection committee			Details of registered student applicants with benchmark disabilities not physically verified by the inspection committee and the reason(s) thereof and details of the supporting documents attached			Remarks		
As per the serial number of the institution as mentioned above	Pre-Matric	Post-Matric	Top-Class Education	Pre-Matric	Post-Matric	Top-Class Education	Institution wise details of number of applicants not verified	Reason(s)	Details of Supporting Documents attached	Institution wise detailed report to be enclosed in separate sheet if any irregularity is reported. (Tick the appropriate column)		
										Enclosed	Not Enclosed	N.A
1												
2												
3												
4												

Committee Members:

S.No.	Name	Designation	Signature
1			
2			
3			

Chairperson/Convener of committee:

Name	Designation	Signature	Seal/Stamp