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विज्ञान और प्रौद्योगिकी विभाग
टेक्नोलॉजी भवन, नया महरौली मार्ग
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GOVERNMENT OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY,
DEPARTMENT OF SCIENCE AND TECHNOLOGY,
TECHNOLOGY BHAVAN, NEW MEHRAULI ROAD,
NEW DELHI-110 016

No.25034/2/2010-INSPIRE

Dated 25th October, 2013

To

All State Nodal Officers in charge of INSPIRE Award Scheme(In name covers)

Subject : **E-Management of INSPIRE Award Scheme - reg.**

Sir/Madam,

As you are aware, nation-wide e-management of INSPIRE Award Scheme was launched by the Hon'ble Minister of Science & Technology on 9th October 2013 at ITPO, Pragati Maidan, New Delhi. A national level orientation-cum-training session for SNOs was also held on that day. The application software is hosted on web address www.inspireawards-dst.gov.in and is ready for use by all the stakeholders, viz. State, District and School authorities. We are sure that the concerned authorities will find the software user friendly and will start using it immediately. The first step in this regard would be One Time Registration (OTR), for which the State/District/School Authorities have to file an online request, which will be approved by the next higher authority (School Authority's request to be approved by District Authority (DNOs in charge of INSPIRE), District Authority's request to be approved by State Authority (SNOs in charge of INSPIRE) and State Authority's request to be approved by National Authority (DST)).

2. This being a new application software, may require conduct of orientation -cum-training/handholding sessions in the initial phase, especially for officials of School and District Authorities. Accordingly, all the State Nodal Officers are requested to organize such Orientation-cum-Training Sessions at State Headquarters / any other places selected by them for all the DNOs as well as other concerned officers of the office of SNOs/DNOs to make them familiar with the features of the new application software and impress upon them the need to file online nominations/requests and use other features. Officers of DST and M/s IL&FS Technologies Ltd, will assist the SNOs for conduct of Sate level training sessions and train master-trainers. On similar lines, the SNOs / Master Trainers will conduct 'Orientation-cum-Training Sessions' in all the Districts for all middle and high schools in the District (including Private Schools) as well as for the staff of DNOs dealing with the scheme. Expenditure in connection with conduct of such training sessions at State and District levels can be met from out of the balance of funds released by DST for conduct of competitions at various levels. However, utmost economy may be observed

in the conduct of such training programmes, which should be conducted generally at Government Venues. If some states/UTs have no unspent balance, they may send a specific request in this regard with relevant details, and DST would consider releasing additional funds for the purpose as per prescribed norms.

3. In order to make users at all levels become conversant with the step by step actions to be taken for filing nominations or for seeking funds, a set of User Manuals for State, District and School Authorities have been prepared. In addition, a manual containing general guidelines (Executive Summary of all manuals) has also been prepared. Copies of all these manuals are available not only on the E-MIAS website (www.inspireawards-dst.gov.in), but also on DST's website (www.dst.gov.in). Some printed copies of these manuals are being enclosed for the use/training purpose of both State Nodal Officers and District Nodal Officers. The State Nodal Officers may get additional copies of User Manuals for School Authorities printed and distribute one copy each to all middle and high schools in the State (having classes 6th to 10th) (including Private Schools). The soft copy is available on the website cited above. The cost towards printing can be met from out of the balance funds released by DST or a specific proposal for release of additional funds, if required may be sent to DST. Printing should be got done preferably from government printing press or at government approved rates. DST will also issue an interactive CD for training purposes on its website and send some copies to the State Nodal officers for use during the Orientation-cum-Training sessions.

4. It is hoped that all the concerned authorities will immediately start using the new application software and send future proposals for awards and funds online. **However, till such time authorities at various levels become trained/equipped for submitting online proposals, they may continue to send nominations for the current year as per the prevailing system (soft copy in MS Excel format on CD/mail, etc.) Thus, proposals during the current year from all remaining schools (schools to whom either no INSPIRE Award has been sanctioned so far since 2012-13 or only one INSPIRE Award has been sanctioned till date) may please be submitted preferably by 15th December 2013.** However, proposals from next financial year 2014-15 (w.e.f. 1.4.2014) will be accepted only online under the new system. Hence, it is essential that the schools/DNOs/concerned officials in the field are fully trained before this deadline to use the new software. In case of any doubt, the services of the Help Desk set up in DST premises and managed by M/s IL&FS Technologies Ltd. can be utilized from 9 a.m. to 6 p.m. from Monday to Friday. The Help Desk can be contacted at 011-26590500.

Encl: as above

Yours faithfully,


(Rajiv Malik)

Under Secretary to the Govt. of India

Copy to: Education Secretaries in charge of INSPIRE Award Scheme