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Version 1.0
FOREWORD

Innovation in Science Pursuit for Inspired Research (INSPIRE) is a National Programme implemented by the Ministry for attraction of talent amongst students to study science and pursue career with research.

INSPIRE programme covers students in the age group of 10 to 32 years and has 5 components. The first component viz. INSPIRE Award is implemented centrally through the States / UTs. Under this Scheme, during the Five Year Plan period, two students are selected from each school of the country including private schools, for an INSPIRE award of Rs. 5000/- for preparing a science project / model. These awardees, who are students from classes 6th to 10th, then participate in a 3-tier competitions; at District, State and National level.

Under the INSPIRE Award Scheme, large number of nominations, running into lakhs, have to be processed for selection of the students for INSPIRE Award. DST plans to e-manage the entire INSPIRE Award Scheme by using State-of-Art latest Information Technology which would enable e-filing of nominations by the schools across the country, its processing by the District and State authorities as well as DST in accordance with the norms of the scheme, transmission of data of selected students to the banks, credit of Award amount to the bank accounts of selected Awardees (wherever notified) or preparation of INSPIRE Award Warrants by the bank and their dispatch to the selected Awardees and all such related activities concerning implementation of the scheme, management of the data, generation of various MIS returns etc.

Department of Science & Technology has engaged M/s ILFS Technologies Ltd. for preparation of an application software as well as for its operation and maintenance. The application software was field tested during August-September 2013 and is being launched nation-wide on 9th October 2013 by Hon’ble Minister (Sci. & Tech.). The application software is ready for use by the States / UTs, Districts, schools and the three Central organizations viz. Kendriya Vidyalaya Sangathan, Navodaya Vidyalaya Sangathan, Sainik School Sangathan.

Separate detailed user guide have been issued for State / District / School authorities, copies of which are available on DST’s website (www.dst.gov.in) as well as on E-MIAS website (www.inspireawards-dst.gov.in).

This document contains details of application software for State authority. I do hope that the concerned authority will find it useful and they will immediately start using the new application software and send future proposals for awards and funds release for conducting competitions at various levels online.

With Best Wishes

Dated: 09.10.2013

(Inder Jit Singh)


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1. Introduction

1.1. About INSPIRE Programme

Innovation in Science Pursuit for Inspired Research (INSPIRE) is a National Programme implemented by the Ministry for attraction of talent amongst students to study science and pursue career with research.

INSPIRE Programme covers students in the age group 10-32 years, and has five components: INSPIRE Award (for 10-15 age group), INSPIRE Internship at a science camp with opportunity for interaction with global science leaders (for 16-17 age group), INSPIRE Scholarship for Higher Education (SHE) @ Rs 80000/ per year for continuing education at B.Sc. and M.Sc. levels (for 17-22 age group), INSPIRE Fellowship for doctoral research (for 22-27 age group) and INSPIRE faculty for assured career opportunity (for 27-32 age group).

1.2. About INSPIRE Award Scheme

The first component, viz INSPIRE Award, is implemented centrally through the States/UTs. Under this scheme, during the five year period, two students are selected from each middle and high school of the country for an INSPIRE Award of Rs.5000/- each for preparing a Science Project / Model. These awardees, who are students from classes 6th to 10th, then participate in a three tier competition: District, State and National Level. The projects exhibited are evaluated by a jury of experts. All the 28 states and 7 UTs are participating in the scheme. The scheme is continuing in the 12th Five Year Plan.
Merit based nomination of students for INSPIRE Awards is done by the Head Master / Head Mistress / Principal of each school, who is required to send nomination of best children, having aptitude for science, with all relevant details, to the District Education Authorities, who will send these to DST through State Education Authorities. All schools in the country including private schools are eligible to participate in the scheme.

In so far as INSPIRE Award component is concerned, One Million INSPIRE Awards have been sanctioned till date(state wise details at Annexure-I). Under the INSPIRE Internship, as on date about 800 Science Camps have been held covering about 1.90 lakh students in the age group of 16-17 years, 40 Nobel Laureates and about 8000 resource persons participated in these camps. About 28000 scholarships for students in the age group of 17-22 years have been given and about 2900 INSPIRE Fellows in the age group of 22 -27 years have been enrolled so far. Finally, under the Faculty Award for Assured Career, 378 individuals have been awarded inspire faculty fellowship for initiating research work in various universities/ academic institutions/ laboratories in the country.

As on date, One Million INSPIRE Awards have been sanctioned under the scheme, more than 6 lakh awardees have participated in the DLEPCs, and about 45000 best entries of DLEPC have participated in the SLEPCs. About 2000 best science projects/models selected from SLEPCs participated in the two national competitions held at Delhi so far. About 48% of awardees are girls, and 25% SCs/STs. Out of the 688 projects which participated in the 1st NLEPC held during August 2011, 85 were shortlisted by the Patent Facilitating Centre of TIFAC for detailed examination for possible patenting. Based on the recommendations of CIPF Committee, out of 85 cases, 10 cases have been finally selected and applications for patenting have been filed. Similarly, out of 1064 projects which participated in the 2nd NLEPC, about 100 have been shortlisted for provisional filing of applications for patenting. About 900 science projects/models are expected to participate in the 3rd NLEPC scheduled at Delhi from 08-10, October 2013. As on date, an amount of Rs.619.46 crore has been spent so far on the scheme, out of which Rs. 100.86 crore has been released to the States/UTs to meet the expenditure in connection with conduct of competitions at different levels. A MoU has been signed between DST and ITPO for the conduct of NLEPCs.

1.3. What is E-MIAS

Under the INSPIRE Award Scheme, large number of nominations, running into lakhs, have to be processed for selection of the students for INSPIRE Award. DST plans to e-manage the entire INSPIRE Award Scheme by using State-of-Art latest Information Technology which would enable e-filing of nominations by the schools across the country, its processing by the District and State authorities as well as DST in accordance with the norms of the scheme, transmission of data of selected students to the banks, credit
of Award amount to the bank accounts of selected Awardees (wherever notified) or preparation of INSPIRE Award Warrants by the bank and their dispatch to the selected Awardees and all such related activities concerning implementation of the scheme, management of the data, generation of various MIS returns etc.

1.4. **Salient Features of E-MIAS**

It will enable about 5 lakh middle and high schools all over the country to log in online and file nominations under the Scheme, which would be received electronically by the District Education authorities for further processing. The schools will also be able to view, download and print list of sanctioned awardees and their certificates.

Similarly, it will enable all the (nearly) 700 District Education Authorities and 35 States / UTs and 3 Central Educational Organizations (Kendriya Vidyalaya Sangathan, Navodaya Vidyalaya Sangathan and Sainik School Sangathan) to log in online and process the proposals received from schools and submit to the National Authority i.e. Department of Science & Technology (DST) for sanction.

The State and Districts authorities will also be able to submit the proposals for funds release for DLEPCs / SLEPCs online.

It will enable the National Authority (DST) to process the proposals and Awards / Funds so received from the State Authorities online and issue sanctions electronically, as per the approved norms.

The software will also have facilities for registration of schools, District Authorities and State Authority, sending and receiving online communications to / from these authorities, receiving utilisation certificates, summary reports, electronically generate standard and tailor-made MIS reports and so on.

It will also have the public domain home page where even public at large would be able to view not only the basic details of the scheme but also the awards sanctioned to various States / schools, various reports / documents / forms relating to scheme, submit suggestions / feedback and so on.

The service provider will also put in place a call centre, which will run six days a week, to cater to the need / grievances of stakeholders.

The site can be accessed at URL ([www.inspireawards-dst.gov.in](http://www.inspireawards-dst.gov.in)) and the some features of the same can be seen at this web address (public domain features). Other features will require log in details of the respective authorities.
1.5. **Agency for Implementation of E-MIAS**

DST has selected M/s IL&FS Technologies Ltd. for preparation of application software for E-MIAS as well as for its operation and maintenance during next 5 years, including conduct of orientation-cum-training sessions for State / District Authorities.

1.6. **Pilot Launch**

The application software was field tested during August – September 2013 in the two selected States of Tamil Nadu and Punjab and one Union Territory i.e. Delhi with an objective of testing the efficacy of the system to meet the objectives / needs and its security features, etc. The application software has been finalised on the basis of feedback / suggestions received from these States and in house checking.

1.7. **National-wide Launch**

After pilot testing, the application software has been suitably modified and is being launched nation-wide on 9th October 2013 at ITPO, Pragati Maidan, New Delhi by Hon’ble Minister (S&T). The application software is ready for use by all the States / UTs, Districts and Schools and the 3 Central organizations viz. Kendriya Vidyalaya, Navodaya Vidyalaya Schools and Sainik Society School. All the concerned authorities are requested to start using the new application software and send future proposals for awards and funds for conducting competitions at various levels online.

1.8. **Orientation-cum-Training Session for State / District / School Authorities**

State Nodal Officers (SNOs) are requested to organize Orientation-cum-Training Session at State headquarters / any other place 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 State 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 Schools in the District 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 level can be met from out of the unspent balance of funds released by DST for conduct of competitions at various levels. Wherever required, additional funds for this purpose will also be released by the DST as per prescribed norms.
1.9 Executive Summary for use of the Application Software

Following paras describe in brief the guidelines for State / District / School authorities to use the application software. Detail user guides have follows are available on DST’s website (www.dst.gov.in) as well as on E-MIAS website (www.inspireawards-dst.gov.in).

1.10 Role Responsibility of State Authorities steps required to use the facility

**State Authority (SNO in charge of INSPIRE Award Scheme)**

Log on to website (www.inspireawards-dst.gov.in). A homepage as per sample on the inner title cover will open. Click various buttons to generally familiarise yourself with the webpage.

Click ‘State Authority’ button on the top right hand corner of the homepage.

Click “For One Time Registration” button and follow steps for One Time Registration (OTR) by filling requisite details (see User Guide for details / clarifications)

Submit request for OTR to National Authority (NA)

(NA will approve the same within 24 to 48 hours and send a User ID and initial Password to you over your e-mail, indicated in the OTR process)

After you get User ID and Password, log-in to the website again, go to ‘State Authority’ button and click “log in” and use your log-in details which will lead you to State Authority’s Dashboard (you may change your password after first log-in)

Now you are ready to use various features of the application software meant for State Authority (SA). Navigate through various buttons to learn about its contents / features and start using these.

On the same lines, District Authorities(DAs) under SA (DNOs in charge of INSPIRE Award Scheme) will submit requests for One Time Registration, which have to be approved by SA and they will get a User ID and Password enabling them to log-in to District Authority Dashboard and use various features of the application software meant for District Authorities.

Once School, District and State Authorities have got User ID and Passwords, schools can file online nominations and submit to their respective DA, who in turn, after due checking, will forward to their SA and the SA in turn, after due checking will forward the same to NA (i.e. Department of Science & Technology) online.

On same lines, SA can submit proposals to NA for release of funds for DLEPCs / SLEPCs/ NLEPCs.
NA will approve Awards proposals as well as funds proposals online and the same will get reflected on the dashboards of respective SA, DAs and Schools in the form of sanctions, list of awardees etc. and can be viewed / downloaded by respective authorities from their end.

SA should also use the facility to
- Fill UC & SR and submit to NA.
- Send communications (e-mail and/ or post) to NA/ DAs/ Schools.
- Receive communications (e-mail and/ or post) from NA/ DAs.
- View standard MIS.
- Approve DAs One Time Registration.
- Approve nominations received from DAs and forward to NA.
- To submit feedback/ suggestions from the home page.

1.11 Objective

This manual aims to provide a conceptual background and procedures on how to use the E-MIAS Application. This manual facilitates the E-MIAS end users as responsible for utilizing the application modules and functions, to perform their designated roles and tasks.

2. Application Function Summary

Inspire Application functions are role-based. Every user has different functionality based on their roles defined in the application.

State Authority can use their State Authority link on application home page to perform the following functions
- State Registration
  - Online Mode
  - Offline mode
- Student Nomination Details View
  - Online Mode
- DA Registration request Approval, Modification and Rejection.
- State Authority Profile Management
- Exhibition Fund Proposal
- Forward Summary Report
- Forward Utilisation Certificate
- INSPIRE Communication
- MIS Reports
3. Application Users

Application Users for E-MIAS application at different levels are listed below:

- National Authority
- State Authority
- District Authority
- School Authority
- General Public

The above-mentioned users have been assigned rights to the E-MIAS application and are based on the Login ID and Password assigned to the users to access the E-MIAS application except general public.

4. E-MIAS Welcome Page

Enter Inspire URL: www.inspireawards-dst.gov.in in any web browser. E-Management of INSPIRE Award Scheme Welcome Page opens as below.
5. **Links at the top of the screen**

5.1 **Home**

Click on the link [Home](#) to open the EMIAS application Home Page.
5.2 Contact Us

Click on link [Contact Us](#) to get the contact details of important functionaries of INSPIRE Award Scheme at National Authority level.
5.3 FAQs

Click on the link to FAQs for answers to frequently asked questions regarding the INSPIRE Award Scheme.
5.4 **Search**

Click on the [Search](#) link to know the status of School, District and State registration application.
6. About INSPIRE Awards

Click on the About INSPIRE Awards link in the Welcome Page to get a brief description about INSPIRE Programme and the INSPIRE Award Scheme.

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About INSPIRE

Innovation in Science Pursuit for Inspiring Research (INSPIRE) is a National Programme implemented by the Ministry for attraction of talent amongst students to study science and pursue career with research.

The basic objective of the programme is to communicate to the youth of the country the excitement of creative pursuit of science, attract talent to the study of science at an early age and thus build the required critical human resource pool for strengthening and expanding the science and technology system and R&D base.

Innovation in Science Pursuit for Inspiring Research (INSPIRE) is an innovative programme sponsored and managed by the Department of Science & Technology for attraction of talent to Science. The basic objective of INSPIRE is to communicate to the youth of the country the excitement of creative pursuit of science, attract talent to the study of science at an early age and thus build the required critical human resource pool for strengthening and expanding the Science & Technology system and R&D base.

The programme was launched by the Hon'ble Prime Minister on 15th December 2008. The implementation started during 2009-10.

INSPIRE Programme covers students in the age group 10-32 years, and has five components: INSPIRE Award (for 10-15 age group), INSPIRE Internship at a science camp with opportunity for interaction with global science leaders (for 16-17 age group), INSPIRE Scholarship for Higher Education (SHIE) @ Rs 80,000/- per year for continuing education at B.Sc. and M.Sc. levels (for 17-22 age group), INSPIRE Fellowship for doctoral research (22-27 age group) and INSPIRE faculty for assured career opportunity (for 27-32 age group).
7. Important Communications by DST

Click on the Important Communications by DST link to view the important communications made by the Department of Science & Technology from time to time related to INSPIRE Award Scheme, which can be viewed by all application users.
8. Suggestions/Feedbacks/Complaints Page

Click on the Suggestions/Feedback/Complaints link which allows the end users to give valuable suggestions or feedback or drop any complaints which can be looked upon to improve the application and scheme.

Steps:
1. Select the nature of the correspondence from the dropdown list.
2. Enter Name of person. It is mandatory field of application.
3. Enter valid mobile number of person.
4. Enter Valid Email ID of person. This is mandatory field.
5. Enter Subject. It is mandatory field of application and subject should not more than 20 words.
6. Fill in the relevant details
7. Enter the suggestion/feedback/complaint in not more than 200 words
8. Enter the captcha code
9. Click on the Reset button for carrying out modifications, if any.
10. Click on the submit button to forward it to the National Authority.
9. Downloads Page

Click the [Downloads] link which allows the application user to download various forms and other material pertaining to INSPIRE Award Scheme.
10. Videos and Photo Gallery Page

Click on [Videos and Photo Gallery] link to view the collection of videos of exhibitions and various functions related to INSPIRE Award Scheme and photographs of INSPIRE Award winners at National/Regional/State Level, etc.
11. Public Domain

Click on [Public Domain] link to get the up-to-date information on INSPIRE award Scheme like, its implementation status and related activities.
12. Youth Corner

Click on [Youth corner] link to get the up-to-date information on various activities of INSPIRE Award Scheme, list of winners of NLEPCs and other related activities.

The page will also allow students under INSPIRE application to share posts.
13. **Important Links Page**

Click on [Important Links](#) link which allows users to get access to other important links of the Government of India / other agencies.
14. Helpdesk

Click on [Helpdesk] link to get the Delhi Based phone number for any support for resolving any technical problem faced by the user.
15. **State Registration:**

Click on [State Authority] link in welcome page to open the page pertaining to State Authority.

State Authority means the State nodal officer (SNO) incharge of INSPIRE Award Scheme.

On clicking the [State Authority] link, the page opens as below with the following options:

- **One Time Registration under INSPIRE Award Program.**
- **For Resubmission of OTR/Submission of saved file.**
- **Login**
16. **One Time Registration of State Authority:**

For a State to get registered as **State Authority (SA)** under the E-MIAS, click on the **For One Time Registration** link. The page as below opens with the following options:

- **Online Mode**
- **Offline Mode**

![One Time Registration for - State Authority](image)

- **ONLINE MODE** – Click to Continue
  (If you have internet facility, you can fill the form online directly on INSPIRE website and submit to National authority for approval. Read the instructions carefully before proceeding.)
- **OFFLINE MODE** – Click to Download/Upload Form
  (For your convenience, you can download the form, fill the form offline, and upload on the INSPIRE website to submit to National authority for approval. Read the instructions carefully before proceeding.)
17. Online Mode State Registration:

If the State authority has internet facility available, **Online Mode of State Registration** can be opted. For this, click **Online Mode** link. The page opens as below. Fill in the relevant details. The fields marked with* are compulsory fields.

1. **Select State / UT**: Select the name of the State or Union Territory from the dropdown list.
2. **Name of Incumbent SNO***: Enter the name of the State Nodal Officer (SNO) incharge of INSPIRE Award Scheme.

3. **Incumbent SNO’s Official Designation***: Enter the designation of the SNO (eg. Director of school education)

4. **Department Name***: Enter name of the Department.

5. **Complete Postal Address of SNO***: Enter complete Postal Address of the SNO office Address.

6. **Pin Code***: Enter the six digits PIN Code.

7. **Official Phone of SNO***: Enter Contact number With STD Code. This Contact Number can be used in future communication by School, District and National Authorities.

8. **FAX Number**: Enter Fax number with STD Code of the registering State.

9. **Mobile Number of SNO***: Enter valid ten digits mobile number of the SNO. E-MIAS Application will generate SMS notifications on this mobile number.

10. **Official E-mail Id of SNO***: Enter a valid E-Mail address of the SNO. This E-mail will be used for sending User ID and Password as well as other email notification through E-MIAS Application.

11. **Web Address (if any)**: Enter valid web address of State Authority, if any.

12. **Enter the Code Displayed Above**: User needs to enter captcha code for security purposes.

13. Click on button **Save** to Save the filled details. The window opens as below. Click **OK** to proceed. Click on **Cancel** to remain on the same page.

The **Application Status** page will open as below.
1. **A unique application number** is generated after successful filling of the state registration form.

2. **View & Edit:** Click on View & Edit button if any modification is needed in the details entered, before forwarding for approval to National Authority.

2.1. **Edit Details:** Click [Edit Details] to modify the details entered.

3. **Forward for Approval:** Click on [Forward for Approval] button to forward the registration application to the National Authority for approval. The window opens as below.
Click [OK] to proceed. Click on [Cancel] to remain on the same page.

The window opens as below.

Once, User click on **OK** button then **Generate Acknowledgment** button gets activated.

4. **Generate Acknowledgement**: Click on **Generate Acknowledgement** button, once your registration application has been forwarded to the National Authority. User can take a printout of the acknowledgment.
An **email notification** is also triggered to the e-mail address provided by the State Nodal Officer, once the registration request is forwarded to National Authority for approval.
The State Authority cannot edit the registration details, once the registration request has been forwarded to National Authority (As modification to details can be requested after registration is approved by NA by clicking the relevant link after login.

Once registration request is accepted by National Authority, an email notification will be sent to the registered email ID of SNO.

By following the steps mentioned in the email a new window opens as below.

![Email Notification Example](image-url)
The user can set his own **password to login** through the following steps:

1. **User Id***: Enter the **USER ID** that you have received in your mail.
2. **Password***: Enter the **Password** that you want to set in the e-MIAS application.
3. **Retype-password***: Re-enter **Password** as above.
4. **Please enter given code to login***: Enter the **Captcha** code.
5. **Save**: Click **Save** button.

If the above-mentioned steps have been followed correctly, User **ID** and **password** for the SA will be set and the user will be navigated to the **Login Page** of the State Authority.
18. Offline Mode State Registration:

The State Authority has to fill up the registration details OFFLINE to get registered with the E-MIAS, if it doesn’t want to fill registration form online.

As most of the SNOs have internet facility, it is recommended that they use online mode, for OTR.

For filling the registration form offline, the user has to select the OFFLINE MODE from the window to download an Excel file. The following window opens.

1. Click on the link Please download State Registration Excel file for Offline Mode to download the excel form. Excel file will open at your desktop.
Click on **Option** button in excel file to **Enable Macros** in excel. Below mentioned window will open.

Click radio button of **enable the context** in security alert macros.

Click **OK** button in security alert macros.
Information window will open after macros are enabled.

1. **Select State / UT**: User can select State Name from dropdown list. System already contains list of available states and Union Territories. It is compulsory field of application.

2. **Incumbent SNO’s Official Designation**: Enter the designation of the SNO.
3. **Department Name**: Enter name of the Department.

4. **Complete Postal Address of SNO**: Enter complete Postal Address of the registering State Nodal Officer.

5. **Pin Code**: Enter the six digits PIN Code.

6. **Official Phone of SNO**: Enter Contact number With STD Code. This Contact Number can be used in future communication by School, District and National Authorities.

7. **FAX Number**: Enter Fax number with STD Code of the registering State.

8. **Mobile Number of SNO**: Enter valid ten digits mobile number of the SNO. E-MIAS Application will generate SMS notifications on this mobile number.

9. **Official E-mail Id of SNO**: Enter a valid E-Mail address of the SNO. This E-mail will be used for Email notification through E-MIAS Application.

10. **Web Address (if any)**: Enter valid web address of State Authority, if any.

11. **Name of Incumbent SNO**: Enter Name of the incumbent of SNO.

12. Click on **validate** button to check the information provided. Application will prompt the user, if any relevant information is missing.

13. **Save** the excel file in the desired location in your system. Now the user can upload the excel file.

For uploading the excel file, the user has to follow the same instruction of **offline mode** where user had downloaded the excel file. **The same page has option to upload also as shown above.**
1. Click on **Browse** to select the location where the excel file is saved.

2. Click on **Upload Button** to save excel file.

3. Application will generate message **Excel uploaded successfully.** Then the button **Forward for Approval** gets enabled.

4. Now the user can click **Forward for Approval** button to forward the registration application to National Authority. Now **Generate Acknowledgement** button gets activated.

5. **Generate Acknowledgement:** Click on **Generate Acknowledgement** button, once your registration application has been forwarded to the National Authority. User can take a printout of the acknowledgment.

An **email notification** is also triggered to the e-mail address provided by the State Authority, once the registration request is forwarded to National Authority for approval.
The State Authority cannot edit the registration details. Once, the registration request has been forwarded to National Authority, (however after approval of registration, SNO can modify the details by clicks the relevant link after login).

Once registration request is accepted by National Authority, an email notification will be sent to the registered email ID.

By following the steps mentioned in the email a new window opens as below.
The user can set password to login through the following steps

6. **User Id**: Enter your **USER ID** that you have received in your mail.

7. **Password**: Enter your **Password** that you wants to set in the e-MIAS application.

8. **Retype-password**: re-enter **Password** as above.

9. **Please enter given code to login**: Enter the **Captcha** code

10. **Save**: Click **Save** button.

If the above-mentioned steps have been followed correctly, **User ID** and **password** for the SA will be set and the user will be navigated to the **Login Page** of the State Authority.
19. For Resubmission of OTR/Submission of saved file:

If the State registration application is returned by the National authority for modification, The State will get mail regarding the Modification of application on its registered e-mail id.

User can resubmit application for OTR / Submission of saved file.

For modification to one time registration state should follow these Steps:

1. Click on the State authority.

2. Click on the link For Resubmission of OTR / Submission of saved file.
3. Click on the radio button **State Authority**.

4. Enter the **Application Number** or **Email-id**.

5. Click **Search** button.

Under the Search result Click on the State under **State Name** for modification of state application. Double click on **State Name**.
6. **Edit** the details and click **Forward for Approval**.

7. For editing purpose pl refer **Editing Portion** under the **Online Mode State Registration**.

8. Remaining process will be same as explained in **Online State Registration**.
20. State Login

The State Authority can Login by entering the unique **User Name** and **Password** after registration of the SA has been approved by the National Authority.

Click **To Login-Click Here** to open the Login page.

1. **User Name:** Enter the **User Name** received through the registered e-mail.
2. **Password:** Enter the **Password** that the user has set himself as per the instructions in the email from NA after OTR.
3. **Captcha code:** User needs to enter captcha code for security purposes.
4. **Login:** Click **Login** button to proceed further.
5. **Refresh:** Click **Refresh** button to change captcha code
21. **Forgot Password**

6. **Forgot Password:** Click the [Forgot password] link, to get a new password if the user has forgotten the old password.

Enter application ID provided by application at the time registration.

Click on the [Get Password] button, application will send a mail to the registered email.

The State Dashboard window opens as below on successful login.
22. State Authority Dashboard

Welcome State Authority (State Nodal Officers) INSPIRE participating in the INSPIRE Award Scheme

Under this scheme, all recognized schools in the country (whether run by Central Government or State Government or local body or NGOs), including private schools (aided or unaided), taking classes 6th to 10th (whether Tel or not), are eligible to enrol in the scheme and submit nominations of eligible children to DBT through their respective District/State education authority on-line/off-line. For more details about the scheme click here.

Authorities

- Register DAs
- View Registered DAs
- View Registered Schools

Award and Exhibition

- Approve Nominations / Forward to NA
- Forward Exhibition Fund Proposals to NA
- View Awards Sanctioned by NA
- View Exhibition Funds Sanctioned by NA
- View Exhibition fund proposals forwarded to NA
- View Exhibition Fund Proposals from DAs

MIS and Miscellaneous

- View / Generate MIS
- Send Communication to Schools / DAs / NA
- View Communication from DAs / NA
- Forward SRS / UCS to NA
- View SRS / UCS

23. Authorities

Under the **Authorities** three icons the following three icons are available.

a. Register DAs.
b. View Registered DAs.
c. View Registered Schools
24. Register DAs

Register DA: Click on the icon Register DAs. A page opens as below with three tabs:

1. DA Registration request’s Pending 2. Unregistered DAs 3. Registered DAs.

25. DA Registration request’s Pending

- Click on DA Registration request’s Pending
- List of District Authorities who have forwarded registration applications for approval to SA.

1. Click on View button of the District to Select. A page opens as below.
2. If you are satisfied with the correctness and genuineness of details and identify of DA, Click on the **Approve** button to approve the Application.

![Image of Approve confirmation window]

3. Window appears for Confirmation. Click OK.

![Image of Confirmation window]

Now district is activated into the application.

4. Click on **Return for Modification** if SA wants the application to be returned to DA for modifications.

5. Click **View History** to view the history of district authority movement in the application.
26. **Unregistered DAs:**

To view the list of Districts in the State which are yet to be registered for E-MIAS, click on the tab **Unregistered DAs**

![List of Unregistered District Authorities (DA):](image)

<table>
<thead>
<tr>
<th>District Name</th>
<th>Register</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dibang Valley</td>
<td>Register</td>
</tr>
<tr>
<td>East Kameng</td>
<td>Register</td>
</tr>
<tr>
<td>East Siang</td>
<td>Register</td>
</tr>
<tr>
<td>Kuning Kumby</td>
<td>Register</td>
</tr>
<tr>
<td>Lohii</td>
<td>Register</td>
</tr>
<tr>
<td>Lower Dibang Valley</td>
<td>Register</td>
</tr>
<tr>
<td>Lower Subansiri</td>
<td>Register</td>
</tr>
<tr>
<td>Papum Pare</td>
<td>Register</td>
</tr>
<tr>
<td>Tawang</td>
<td>Register</td>
</tr>
<tr>
<td>Tirap</td>
<td>Register</td>
</tr>
<tr>
<td>Upper Siang</td>
<td>Register</td>
</tr>
<tr>
<td>Upper Subansiri</td>
<td>Register</td>
</tr>
<tr>
<td>West Kameng</td>
<td>Register</td>
</tr>
<tr>
<td>West Siang</td>
<td>Register</td>
</tr>
</tbody>
</table>

1. **Click on Register** button to fill registration application on behalf of a particular District, click the icon do suo-moto registration of any DA under **Unregistered Das tab**.

It is suggested that DAs should be encouraged to themselves fill application for OTR and send to SA for Approval. Suo-moto registration should be resorted to only as a last resort.

Please refer District User Manual for Suo moto district registration in online district registration section.
27. Registered DAs:

**View Registered DAs:** Under **View Registered DAs** option, the list of all registered District Authorities will be available.

- To view the list of all the registered DAs in the State, click on the tab **Registered DAs**.
- To view the details of a particular DA, click on **view** button against the name of the District.

Once view button will click, new window will come.

- Click **Goback** to Return to the Dashboard Page of the SA.
28. View Registered Schools:

Under the View Registered Schools icon, the user will be shown the list of schools with their registration status as:

Click View Registered Schools.

The user will be navigated to the list of all the Districts within the state with its respective registration Status.

This list gives brief overview of school registration status in the respective district in the state.

- **Registered School Count:** Shows number of registered school count district wise.
- **School registration Request Pending with DAs:** shows number of school registration requesting pending with district authorities.
- **Unregister Schools:** shows number of unregistered school counts district wise as per available records with department.

Click view button to get further information
Click **Registered Schools** tab to get registered school list.

Click **School Registration request pending with DA** tab to get school registration request pending with DA list.

Click **Unregister School** tab to get the list of unregistered schools in a District as per records available with the Department.

- Click **Goback** to Return to the Dashboard Page of the SA.
29. **Awards and Exhibitions:**

Under *Awards and Exhibitions* the following four icons are available.

a. Approve Nominations / Forward to NA

b. Forward Exhibition Fund Proposals to NA.

c. View Awards Sanctioned by NA.

d. View Exhibition Funds proposals Sanctioned by NA
30. Approve Nominations/Forward to NA:

Under the icon **Approve Nominations/Forward to NA**, the SA can view the list of schools with details of students nominated for INSPIRE Awards by the schools and forwarded by DAs. SA can either approve the nominations and forward it to NA or return them to DA for modification/revision.

Click on the icon **Approve Nominations/Forward to NA**.

1. The page opens with the tabs:
   1. Nomination Pending for Approval
   2. Approved Nomination
   3. Returned for Modification

2. Click on the **Nomination Pending for Approval** tab. List of Nominated Students to be approved by SA can be viewed.

3. Select the District by clicking in the box and click **View** to open the details of the District with the list of Nominated Students.

4. Click **Accept Application** to approve the nominations. These nominations will get forwarded to National Authority.

All Approved Applications will be shown under **Approved Nomination** tab.
Click on [Revise Application] to revise the nomination application. All revised applications will be shown under [Returned for Modification] Tab.

Click [Edit Priority], if SA wants to change the priority of nominations of the students. This should be done only, if there are valid reasons to do so.

5. After making the desired changes in the priority, click [Save] to save the changes.
6. Click **Cancel** to discard the changes.

7. List of Nominations approved by the SA will Be Shown under **Approved** Tab.

   ![Image of approved nominations list]

   Click on the **View** button against the District name to see the details of approved nominations of a particular DA.

   ![Image of district nominations list]

8. All Revised Application Will Be Shown Under **Returned for modification** tab.

   ![Image of returned for modification list]

   - Click **Go Back** to Return to the Dashboard Page of the SA.
31. **Forward Exhibition Fund Proposal to NA**

Under forward exhibition fund proposal user can send fund proposal NA.

- Click on the icon **Forward Exhibition Fund Proposal to NA**. The user will be navigated to the fund Proposal Form.
Click on [Check Guidelines before filling the form] and carefully go through the norms for conducting of the DLEPCs/SLEPCs/NLEPCs.

Fill in the relevant fields carefully. The fields shown in shade are auto-calculated fields and need not be filled in by the user.
**Fund Proposal Form Details:**

**No. of awards sanctioned so far:** Application will provide no of awards sanctioned so far for the state.

**Name of State/UT:** This is auto generated field of application.

**Date of Submitting proposal:** This is auto generated field of application.

1. Fill in the number of INSPIRE Awardees required to participate in the respective DLEPCs/SLEPCs/NLEPCs as per the norms.
2. Fill in the number of INSPIRE Awardees who have participated in the respective DLEPCs/SLEPCs/NLEPCs till date.
3. Balance Awardees who are yet to participate (1-2): will get filled in automatically.
4. Enter the total amount of funds released by DST till Date for conducting DLEPCs/SLEPCs.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>DLEPC</th>
<th>SLEPC</th>
<th>NLEPC</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No. of Awardees who are required to participate in DLEPC/SLEPC/NLEPC (number)&lt;br&gt;&lt;br&gt;(see Notes)</td>
<td>4817</td>
<td>4817</td>
<td>345</td>
<td>56338</td>
</tr>
<tr>
<td>2</td>
<td>No. of Awardees who have already participated(numbers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Balance Awardees who are yet to participate(numbers)&lt;br&gt;&lt;br&gt;(1-2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Funds released by DST till date for DLEPC/SLEPC/NLEPC(Amount in Rs.)</td>
<td>0</td>
<td>24871576</td>
<td>7492500</td>
<td>25625796</td>
</tr>
<tr>
<td>5</td>
<td>Out of 4 above fund actually utilized for (Amount in Rupees)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Amount for which UCs already sent to DST (Click here to submit details of UCs already sent to DST)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>Balance for which UCs yet to be sent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Balance funds available(Amount in Rupees)&lt;br&gt;&lt;br&gt;(4-5)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Interest Earned if any, on funds released by DST(Amount in Rs.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Total funds available(Amount in Rs.)&lt;br&gt;&lt;br&gt;(5-9)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Total Funds required for conduct of next round(s) of competitions for awardees, mentioned in Col. 3 above, as per norms of the scheme (see Notes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Additional Funds required keeping in view the balance available as per Col. 3 above (Amount in Rs.)&lt;br&gt;&lt;br&gt;(4-11)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>No. of DLEPC/SLEPC/NLEPC proposed for next Round of Competitions(numbers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Tentative Date for next round of Competitions/Month &amp; Year proposal for next round of Competitions</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. Enter the amount of fund actually utilized against the funds released for conducting DLEPCs/SLEPCs / participating in NLEPCs

6. Enter Amount for which UCs already sent to DST
   6.1. Click on the Submit **Details of UCs Already Sent to DST** hyperlink for submit details of Utilization Certificate (UC) Sent to DST.

   ![UC Details](image)

   6.2. UC Date : Enter UC Date when state has sent.
   6.3. Reference Number : Enter Reference number of UCs sent
   6.4. Enter the number of DLEPCs to be organised as per norms for the above number of INSPIRE Awardees.
   6.5. Enter the estimated number of Awardees to be selected from the DLEPCs for participating in the SLEPCs.
   6.6. Enter Remarks.
   6.7. Click on **Add** to enter the details of another UC.
   6.8. Repeat the above steps to add details of more Districts.
   6.9. Click on **Save** to save the information entered.
   6.10. Click **Close** to close the Application.

7. **Balance for which UCs yet to be sent [5-6]**: will get filled in automatically.

8. **Balance funds available (Amount in Rupees)[4-5]**: (Balance Funds Available) will get filled in automatically.
9. **Interest Earned, if any, on funds released by DST (Amount in Rs.):** Enter the interest earned, if any, on the funds released for conducting DLEPCs/SLEPCs.

10. **Total funds available (Amount in Rs.)[8+9]:** (Total Funds Available) will get filled in automatically.

11. **Total Funds required for conduct of next round(s) of Competitions for awardees, mentioned in Col 3 above, as per norms of the Scheme (Amount in Rs.):** Enter the amount of funds required for conducting the next round of DLEPCs/SLEPCs.

12. **Additional Funds required keeping in view the balance available as per Col. 9 above (Amount in Rs.)[11-10]:** (Additional Funds Required) will get filled in automatically taking into account the balance funds available with the SA.

13. **No. of DLEPCs/SLEPC proposed for next Round of Competitions (numbers):** Enter the number of DLEPCs/SLEPCs proposed to be held in the next round of exhibitions.

14. Enter the likely date of DLEPCs/SLEPCs proposed to be held in the next round of exhibitions.

- Click on [Save & Next] to proceed further. The user will be navigated to the Summary Report.
Utilization Certificate

In the page Utilisation Certificate, the user has to fill in the details about the amount utilised for the purpose for which it was sanctioned. The details to be filled in the certificate are as:

1. Enter the name of the Department.

2. Enter the respective reference number of the SA.

3. Enter the Sanction Order number vide which DST had sanctioned the funds to SA.

4. Enter the Sanction Order number vide which DST had sanctioned the funds to SA.

5. Enter the Total funds released by DST so far: Total funds released by DST so far by DST.

![Utilisation Certificate Image]
6. Enter the Funds utilised so far: amount utilised so far by state from which amount sanctioned by DST.

7. Enter the Out of column 2 above, amount for which UCs already sent: Amount for which UCs already sent to DST.

8. Enter Balance amount for which UCs is being sent now [2-3]: Balance amount for which UCs is being sent now

9. Enter Total Amount for which UCs submitted so far [3+4]: total amount for which UCs submitted so far.

10. Enter Balance funds available [1-2]: balance amount available.

11. Enter the amount of interest earned on funds released by DST.

12. Enter the Total unspent funds available [6+7]

13. Enter the balance amount for which UC is to be sent [2-5]

14. Click Save & Next to save the information filled.
**Summary Report**

The SA can submit detailed Summary Report to the NA regarding the amount spent on organisation of DLEPCs and SLEPCs from the funds sanctioned for this purpose. Fill in the relevant details as below.

<table>
<thead>
<tr>
<th>Name of the State/UT: Bihar</th>
<th>Number of Awards Sanctioned as %: 8871</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Year: 2011-12</td>
<td></td>
</tr>
</tbody>
</table>

**A) Details of District Level Exhibition and Project Competition (DLEPCs) organised**

<table>
<thead>
<tr>
<th>Total number of districts in the state*</th>
<th>Total number of district in which DLEPCs organised*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total No. of DLEPCs Organised so far*</td>
<td>No. of Awardees who participated in those DLEPCs*</td>
</tr>
<tr>
<td>out of 4 above, number of awardees selected for SLEPCs*</td>
<td>Total fund released*</td>
</tr>
<tr>
<td>out of above, amount utilised by districts*</td>
<td>Balance available*</td>
</tr>
<tr>
<td>Interest earned, if any*</td>
<td>Total funds available with the districts*</td>
</tr>
<tr>
<td>Whether attendance sheet of awardees maintained (Y/N):</td>
<td></td>
</tr>
<tr>
<td>Whether electronic copy of photographs and videographs maintained and sent to DST (Y/N):</td>
<td></td>
</tr>
<tr>
<td>Whether proper accounts of expenditure made/kept along with relevant bills, vouchers, documents etc. (Y/N):</td>
<td></td>
</tr>
<tr>
<td>Whether report of Jury and report of DIO received and sent to DST (Y/N):</td>
<td></td>
</tr>
<tr>
<td>Whether any internal audit of accounts and records carried out (Y/N):</td>
<td></td>
</tr>
</tbody>
</table>

**Remarks, if any:**

---

**B) Details of State Level Exhibition and Project Competition (SLEPCs) organised**

<table>
<thead>
<tr>
<th>State Name: Bihar</th>
<th>Planned Year:</th>
<th>Select Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of SLEPCs Organised*:</td>
<td>No. of Selected INSPIRE Awardees of SLEPCs:</td>
<td>No. of Projects/Awardees Selected for SLEPCs*:</td>
</tr>
<tr>
<td>Amount Sanctioned for SLEPC by DST*:</td>
<td>Actual Expenditure Made for SLEPC*:</td>
<td>Balance Available, if any*:</td>
</tr>
<tr>
<td>Interest Earned, if any*:</td>
<td>Total Balance:</td>
<td></td>
</tr>
<tr>
<td>Whether attendance sheet of awardees maintained (Y/N):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whether electronic copy of photographs and videographs and list of selected awardees for SLEPC maintained and sent to DST (Y/N):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>whether proper accounts of expenditure made/kept along with relevant bills, vouchers, documents etc. (Y/N):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whether report of Jury and report of DIO received and sent to DST (Y/N):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Whether any internal audit of accounts and records carried out (Y/N):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remarks, if any:**

---

Click 'Save'
Part A

1. Name of the SA /UT will be displayed on the page by default.

2. Total number of awards sanctioned to the State so far will be displayed on the page by default.

3. Select the Plan year for which details are to be filled from the dropdown list.

4. **Total number of districts in the state**: Enter total number of districts in the state.

5. **Total number of district in which DLEPCs organised**: Enter the total number of districts in which DLEPCs organised.

6. **Total No. of DLEPCs Organised so far**: Enter the total number of DLEPCs organised so far.

7. Enter the number of INSPIRE Awardees participated in DLEPCs.

8. Enter the number of awardees selected for SLEPC.

9. **Total fund released**: Enter Total fund released by DST.

10. **Out of above, amount utilised by districts**: Enter amount utilised by districts.

11. **Balance available**: Enter the balance funds available with districts.

12. **Interest earned, if any**: Enter the interest earned on available funds.

13. **Total funds available with the districts**: Enter the Total funds available with districts.

14. **Whether attendance sheet of awardees maintained (Y/N)**: Select checkbox if attendance sheet of awardees sent along with fund proposal.

15. **Whether electronic copy of photographs and video graphs maintained and sent to DST (Y/N)**: Select checkbox if electronic copy of photographs and video graphs maintained sent along with fund proposal.

16. **Whether proper accounts of expenditure made/kept along with relevant bills, vouchers, documents etc. (Y/N)**: Select checkbox if proper accounts
of expenditure made/kept along with relevant bills, vouchers, documents sent along with fund proposal

17. **Whether report of Jury and report of DNO received and sent to DST (Y/N):** Select checkbox report of Jury and report of DNO received and sent to DST

18. **Whether any internal audit of accounts and records carried out (Y/N):** Select checkbox Whether any internal audit of accounts and records carried

19. **Remarks, if any:** Enter Remarks.

**Part B**

1. Name of the SA /UT will be displayed on the page by default.

2. Select the Plan year for which details are to be filled from the dropdown list.

3. Enter the total number of districts in the state.

4. **Total of SLEPCs organised:** Enter the total number of SLEPCs organised so far.

5. **No of selected INSPIRE Awardees of DLEPCs:** Enter number of selected INSPIRE Awardees of DLEPCs.

6. **No of Project / Awardees selected for NLEPCs:** Enter number of Project / Awardees selected for NLEPCs.

7. **Amount Sanctioned for SLEPCs by DST:** Enter Amount Sanctioned for SLEPC by DST to state.

8. **Actual Expenditure Made for SLEPCs:** Enter Actual Expenditure Made for SLEPCs.

9. **Balance available, if any:** Enter the balance funds available.

10. **Interest earned, if any:** Enter the interest earned on available funds.

11. **Total Balance:** Enter the Total Balance funds available.

12. **Whether attendance sheet of awardees maintained (Y/N):** Select checkbox if attendance sheet of awardees sent along with fund proposal.
13. **Whether electronic copy of photographs and video graphs maintained and sent to DST (Y/N):** Select checkbox if electronic copy of photographs and video graphs maintained sent along with fund proposal.

14. **Whether proper accounts of expenditure made/kept along with relevant bills, vouchers, documents etc. (Y/N):** Select checkbox if proper accounts of expenditure made/kept along with relevant bills, vouchers, documents sent along with fund proposal.

15. **Whether report of Jury and report of DNO received and sent to DST (Y/N):** Select checkbox report of Jury and report of DNO received and sent to DST.

16. **Whether any internal audit of accounts and records carried out (Y/N):** Select checkbox Whether any internal audit of accounts and records carried.

17. **Remarks, if any:** Enter Remarks

18. Click **Save** to save the information entered.
Bank Account Details:

Under the bank details the user will fill the details of the bank account in which funds sanctioned has to be credited.

1. Enter name of the bank in which SA holds the account for making INSPIRE Awards related transactions.
2. Enter the name and address of the Bank Branch
3. Enter the bank account Number of SA.
4. Repeat the bank account Number of SA.
7. Enter the Account Name (The account is to be opened in the official designation of the State Nodal Officer in charge of INSPIRE Award Scheme).

Details of Authorised Officers

8. Enter the details of the official who has filled in the details.
9. Enter the details of the official who has verified the details entered.
10. Enter the details of State Nodal officer in-charge of INSPIRE Award Scheme who has authorised the details entered.

11. Enter the details of Education Secretary in charge of INSPIRE Award Scheme

12. Click **Save and Next** to save and proceed further.

New window opens as shown below.
**General** tab will show the detailed information filled in by the SA about Funds Proposal, Bank Details and Authorised Persons details.

Click **Edit** to modify the details.

Click **Submit** to submit proposal to NA.

Click **Print** button to Print Exhibition report.
### PART A: To be filled in by the State Authority (State Nodal Officer / IC INSPIRE)

**Name of the State/UT:** Bihar  
**Date of submitting proposal:** September 30, 2013  
**No. of Awards Sanctioned so far:** 48,171

<table>
<thead>
<tr>
<th>S.No</th>
<th>Particulars</th>
<th>DEPCs</th>
<th>SLEPCs</th>
<th>NLEPCs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No. of Awardees who are required to participate in DLEPC/SLEPC/NLEPC (number/see Norms 1)</td>
<td>48,171</td>
<td>4,817</td>
<td>240</td>
<td>53,228</td>
</tr>
<tr>
<td>2</td>
<td>No. of Awardees who have already participated (numbers)</td>
<td>45,000</td>
<td>4,500</td>
<td>123</td>
<td>49,623</td>
</tr>
<tr>
<td>3</td>
<td>Balance Awardees who are yet to participate (numbers/Attach/Fill/clickable)</td>
<td>3,171</td>
<td>317</td>
<td>117</td>
<td>3,605</td>
</tr>
<tr>
<td>4</td>
<td>Funds released by DST till date for DLEPC/SLEPC/NLEPC (Amount in Rs.)</td>
<td>2,500,000</td>
<td>2,487,000</td>
<td>746,000</td>
<td>5,733,000</td>
</tr>
<tr>
<td>5</td>
<td>Out of 5 above, fund actually utilized (Amount in Rupees)</td>
<td>2,000,000</td>
<td>200,000</td>
<td>70,000</td>
<td>2,270,000</td>
</tr>
<tr>
<td>6</td>
<td>Balance funds available (Amount in Rupees)</td>
<td>500,000</td>
<td>2,287,000</td>
<td>676,000</td>
<td>3,463,000</td>
</tr>
<tr>
<td>7</td>
<td>Interest Earned (if any, on fund released by DST/Amount in Rs.)</td>
<td>10,000</td>
<td>10,000</td>
<td>10,000</td>
<td>30,000</td>
</tr>
<tr>
<td>8</td>
<td>Total funds available (Amount in Rs.)</td>
<td>510,000</td>
<td>58,700</td>
<td>56,000</td>
<td>624,700</td>
</tr>
<tr>
<td>9</td>
<td>Total Funds required for conduct of next round(s) of Competitions for awardees, mentioned in Col 3 above, as per norms of the Scheme (see Norms 2a/2b) (Amount in Rs.)</td>
<td>550,000</td>
<td>70,000</td>
<td>67,000</td>
<td>687,000</td>
</tr>
<tr>
<td>10</td>
<td>Additional Funds required keeping in view the balance available as per Col. 9 above (Amount in Rs.)</td>
<td>40,000</td>
<td>11,300</td>
<td>11,000</td>
<td>62,300</td>
</tr>
<tr>
<td>11</td>
<td>No. of DLEPCs/SLEPCs proposed for next Round of Competitions (numbers)</td>
<td>123</td>
<td>12</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Writeup for Tentative Date for next round of Competitions</td>
<td>123/12323</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have you submitted/uploaded IRRs of DLEPCs/SLEPCs already organized and UCs of the funds already released on the website, if not please go to relevant page and do so before submitting proposal for fund release: No

### Bank Account Details in which Amount is required to be credited through one of the ECS modes.

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Click **PrintUC** button to Print UC report.

![Image of the form](image-url)

**Government of Arunachal Pradesh**

**Department of Science**

**Ref. No. ref12**

**Data:** September 30, 2013

**Planned Year:** 2013-14

**Subject:** INSPIRE Award Scheme - Organisation of District Level Exhibitions and Project Competitions (DLEPCs) and State Level Exhibitions and Project Competitions (SLEPCs) - Participation in National Level Exhibition and Project Competitions (NLEPC) - Utilisation Certificate(s) of funds released by DST.

**Reference:** (i) Sanction Order No. sec1 dated 24/09/2013

(ii) Certified that out of an amount of Rs. 100,000 Lakhs (Rupees One Lakhs Only) sanctioned and released wide reference(s) cited above, an amount of Rs. 100,000 Lakhs (Rupees One Lakhs Only) has been utilised for the purpose to it was sanctioned i.e. organisation of DLEPCs/SLEPCs/Participation in NLEPC in the State/UT of Arunachal Pradesh in accordance with the terms and conditions of the sanction order(s) and other instructions issued by DST from time to time and in accordance with enclosed details(s).

### Fund Utilisation Details

<table>
<thead>
<tr>
<th></th>
<th>DLEPC</th>
<th>SLEPC</th>
<th>NLEPC</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total funds released by DST so far</td>
<td>50,000</td>
<td>50,000</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>Funds utilised so far</td>
<td>50,000</td>
<td>50,000</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>Out of column 2 above, amount for which UCs already sent</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>Balance amount for which UCs being sent now [2-3]</td>
<td>40,000.00</td>
<td>40,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>5</td>
<td>Total Amount for which UCs submitted so far [3+4]</td>
<td>40,000.00</td>
<td>40,000.00</td>
<td>0.00</td>
</tr>
<tr>
<td>6</td>
<td>Balance funds available [1-2]</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>Interest earned on funds released by DST</td>
<td>1,000</td>
<td>1,000</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>Total unspent funds available [6-7]</td>
<td>1,000</td>
<td>1,000</td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>Balance amount for which UC is yet to be sent [2-9]</td>
<td>10,000.00</td>
<td>10,000.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Click [PrintSR] button to Print SR report
32. **View Awards Sanctioned by NA**

- Click on the icon **View Awards Sanctioned by NA**.
- The list of award sanctioned by NA will be shown to the user.

List of **sanctioned awards** will be shown to the user with respective year and sanction date.

1. Click **Sanction Order** link to view a particular Sanction Order.
### (B) Details of State Level Exhibition and Project Competitions (SLEPCs) organised

<table>
<thead>
<tr>
<th>Ssl.No.</th>
<th>Name of the State</th>
<th>Project Year</th>
<th>No. of SLEPCs Organised</th>
<th>No. of Projects in Awareness of SLEPCs</th>
<th>Amount sanctioned for SLEPC by DEST</th>
<th>Amount spent/reimbursed for SLEPC</th>
<th>Balance available if any</th>
<th>Amount Expenditure made for SLEPC</th>
<th>Total Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Overall Remarks of SNO/Report of SNO on the implementation of the INSPIRE Award Scheme in the State:

Date: September 30, 2

Signature of State Nodal Officer Incharge of INSPIRE Scheme and Designation with complete address, telephone, fax nos. and E-mail

Click [Goback](#) to Return to the Dashboard Page of State Dashboard
2. Click **List of awardees** link to view the list of awardees under a particular **Sanction Order**.

The User can take printout of the INSPIRE Award Certificate of the student.

3. Click on **Print** button. INSPIRE Award Certificate opens as below in **PDF** format. Take a printout.
4. Click on **Print List of Awardees** button. Print list of awardees opens as below in PDF format. Take a printout.

Click **Goback** to Return to the Dashboard Page of State Dashboard
33. View Exhibition Funds Sanctioned by NA

1. Click on the icon **View Exhibition Funds Sanctioned By NA**
2. A page opens as below.

3. Select the Year for Exhibition from the dropdown list.
4. Click **Search**.
5. List of State Authorities for which Exhibition Funds have been sanctioned during the year will be shown.
6. Click the **Sanction Order** link to view sanction order of approved exhibition fund proposal.
34. **MIS and Miscellaneous**

Five icons are available under MIS and Miscellaneous.

1. View/Generate MIS.
2. Send Communication To DAs/NA.
3. View Communication from DAs/NA.
4. Forward SRs/UCs to NA.
5. View SRs/UCs
35. **View/Generate MIS.**

![Image of MIS report]

1. **Awards Sanctioned so far:**
   - State wise awards sanctioned till date, click to view
   - A) Year wise  
   - B) Cumulative
   - Category wise
     - A) Year wise  
     - B) Cumulative
   - Class wise
     - A) Year wise  
     - B) Cumulative

2. **Funds release to State/UT/Others:**
   - A) Year wise  
   - B) Cumulative

3. **List of winners of NLEPC’s:**
   - Click Here

36. **Send Communication To DAs/NA:**

This icon enables SA to communicate with Schools/DAs/NA by posting messages / sending e-mail communications.

![Image of communication icons]

Click on the icon **Send Communication to Schools/DAs/NA** and the page as below opens.
Communication:

- Check the box **Post Communication**, if the user wants to post messages for Schools/DAs/NA.
- Check the box **e-mail communication**, if the user wants to send e-mail messages to Schools/DAs/NA.
- Under the **Mail To**, select the Authority with whom the SA wants to communicate with.
- Check **NA**, if the user wants to communicate with the National Authority.
- Check **All DAs** if the user wants to communicate with all District Authorities of the state; else click on **Select DAs** button (which gives SA the option to select the desired Districts from the list of Districts) of the state.
- Check **All Schools**, if the user wants to communicate with all School Authorities; else click on **Select Schools** button (which gives SA the option to select the desired Schools from the list of Schools)
- The box against the **Total number of party** will display the total number of recipients selected for sending the message.

Type a brief subject in the field.
Type a brief message to Post/email.
Click **Send** if the user wants to post/email the message to selected Authorities; else Click **Cancel**.

37. **View Communications from DAs/NA:**

- Click on the icon **View Communications from DAs/NA.**
- Page opens with the list of communications received from different Authorities with the tabs 1. **View Post Communications** 2. **View Mail Communications.**

![MIS and Miscellaneous](image)

1. Click **View Post Communications** to see all the posted messages.
2. Click **From NA** tab to view communication received from NA
3. Click **From DA** tab to view communication received from DA

![List of Post Communication](image)

4. Click **View** button to get complete from respective authority.
38. **Forward SRs/UCs to NA:**

The icon **Forward SRs/UCs to NA** facilitates SA to create and forward Summary Reports (SRs) and Utilisation Certificates (UCs) to NA.

- Click on the icon **Forward SRs/UCs to NA**.
- User Will Navigate to New Screen.
- Click for **Summary**, if the user wants to submit a Summary Report.
- Click **Utilisation Certificate** if the user wants to Submit Utilisation Certificate.
39. Summary Report

The SA can submit detailed **Summary Report** to the NA regarding the organisation of DLEPCs and SLEPCs from the funds sanctioned for this purpose. Fill in the relevant details as below.

**Part A**

1. Name of the SA /UT will be displayed on the page by default.

2. Total number of awards sanctioned to the State so far will be displayed on the page by default.
3. Select the Plan year for which details are to be filled from the dropdown list.

4. **Total number of districts in the state**: Enter total number of districts in the state.

5. **Total number of district in which DLEPCs organised**: Enter the total number of districts in which DLEPCs organised.

6. **Total No. of DLEPCs Organised so far**: Enter the total number of DLEPCs organised so far.

7. Enter the number of INSPIRE Awardees participated in DLEPCs.

8. Enter the number of awardees selected for SLEPC from.

9. **Total fund released**: Enter Total fund released by DST.

10. **Out of above, amount utilised by districts**: Enter amount utilised by districts.

11. **Balance available**: Enter the balance funds available with.

12. **Interest earned, if any**: Enter the interest earned on available funds.

13. **Total funds available with the districts**: Enter the Total funds available with districts.

14. **Whether attendance sheet of awardees maintained (Y/N)**: Select checkbox if attendance sheet of awardees sent along with fund proposal.

15. **Whether electronic copy of photographs and video graphs maintained and sent to DST(Y/N)**: Select checkbox if electronic copy of photographs and video graphs maintained sent along with fund proposal.

16. **Whether proper accounts of expenditure made/kept along with relevant bills, vouchers, documents etc.(Y/N)**: Select checkbox if proper accounts of expenditure made/kept along with relevant bills, vouchers, documents sent along with fund proposal.

17. **Whether report of Jury and report of DNO received and sent to DST (Y/N)**: Select checkbox report of Jury and report of DNO received and sent to DST.
18. **Whether any internal audit of accounts and records carried out (Y/N):**
Select checkbox Whether any internal audit of accounts and records carried.

19. Remarks, if any: Enter Remarks

**Part B**

1. Name of the SA /UT will be displayed on the page by default.

2. Select the Plan year for which details are to be filled from the dropdown list.

3. **Total number of districts in the state**: Enter total number of districts in the state.

4. **Total of SLEPCs organised**: Enter the total number of SLEPCs organised so far.

5. **No of selected INSPIRE Awardees of DLEPCs**: Enter number of selected INSPIRE Awardees of DLEPCs.

6. **No of Project selected INSPIRE Awardees of NLEPCs**: Enter number of selected INSPIRE Awardees of NLEPCs

7. **Amount Sanctioned for SLEPCs by DST**: Enter Amount Sanctioned for SLEPC by DST to state.

8. **Amount Sanctioned for SLEPCs by DST**: Enter sanction for SLEPCs by DST.

9. **Actual Expenditure Made for SLEPCs**: Enter Actual Expenditure Made for SLEPCs.

10. **Balance available, if any**: Enter the balance funds available.

11. **Interest earned, if any**: Enter the interest earned on available funds.

12. **Total Balance**: Enter the Total Balance funds available.

13. **Whether attendance sheet of awardees maintained (Y/N)**: Select checkbox if attendance sheet of awardees sent along with fund proposal.

14. **Whether electronic copy of photographs and video graphs maintained and sent to DST(Y/N)**: Select checkbox if electronic copy of photographs and video graphs maintained sent along with fund proposal.
15. Whether proper accounts of expenditure made/kept along with relevant bills, vouchers, documents etc. (Y/N): Select checkbox if proper accounts of expenditure made/kept along with relevant bills, vouchers, documents sent along with fund proposal.

16. **Whether report of Jury and report of DNO received and sent to DST (Y/N):** Select checkbox report of Jury and report of DNO received and sent to DST

17. **Whether any internal audit of accounts and records carried out (Y/N):** Select checkbox Whether any internal audit of accounts and records carried

18. **Remarks, if any:** Enter Remarks

19. Click **Save** to save the information entered.
40. Utilization Certificate

In the page Utilisation Certificate, the user has to fill in the details about the amount utilised for the purpose for which it was sanctioned. The details to be filled in the certificate are as:

1. Enter the name of the Department.
2. Enter the respective reference number of the SA.
3. Enter the Sanction Order number vide which DST had sanctioned the funds to SA.
4. Enter the Sanction Order number vide which DST had sanctioned the funds to SA.
5. Enter the Total funds released by DST so far: Total funds released by DST so far by DST.
6. Enter the **Funds utilised so far:** amount utilised so far by state from which amount sanctioned by DST.

7. Enter the **Out of column 2 above, amount for which UCs already sent:** Amount for which UCs already sent to DST.

8. Enter **Balance amount for which UCs is being sent now [2-3]:** Balance amount for which UCs is being sent now

9. Enter **Total Amount for which UCs submitted so far [3+4]:** total amount for which UCs submitted so far.

10. Enter **Balance funds available [1-2]:** balance amount available.

11. Enter the amount of **interest earned on funds released by DST.**

12. Enter the Total **unspent funds available [6+7]**

13. Enter the **balance amount for which UC is to be sent [2-5]**

14. Click **Save & Next** to save the information filled.
41. **View SRs/UCs:**

- Click on the icon [View SRs/UCs](#). A page opens as below.

- Click on the link [View SR sent by SAs to NA](#) to open and view the Summary Reports sent to NA.

Refer Summary Report and UC section in this user Manual.
Click **Print** button to print report
Click on the link **View utilisation certificate** to open and view the Utilisation certificate.

Click on the State under View to view the utilisation certificate.
Government of Arunachal Pradesh
Department of Science

Ref. No. ref12

Date: September 30, 2013

Plan Year: 2013-14

Subject: INSPIRE Award Scheme - Organisation of District Level Exhibition and Project Competitions (DLEPCs) and State Level Exhibitions and Project Competitions (SLEPCs) / Participation in National Level Exhibition and Project Competitions (NLEPC) - Utilisation Certificate(s) of funds released by DST.

Reference: (i) Sanction Order No. sect dated 24/09/2013

(ii) Certified that out of an amount of Rs. 100,000 Lakhs (Rupees One Lakhs Only) sanctioned and released, the reference(s) cited above, an amount of Rs. 100,000 Lakhs (Rupees One Lakhs Only) has been utilised for the purpose to which it was sanctioned i.e. organisation of DLEPCs/SLEPCs/Participation in NLEPC in the State/UT of Arunachal Pradesh in accordance with the terms and conditions of the sanction order(s) and other instructions issued by DST from time to time and in accordance with enclosed details(s).

<table>
<thead>
<tr>
<th>Fund Utilisation Details</th>
<th>DLEPC</th>
<th>SLEPC</th>
<th>NLEPC</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total funds released by DST so far</td>
<td>50,000</td>
<td>50,000</td>
<td>0</td>
<td>100,000</td>
</tr>
<tr>
<td>2. Funds utilised so far</td>
<td>50,000</td>
<td>50,000</td>
<td>0</td>
<td>100,000</td>
</tr>
<tr>
<td>3. Out of column 2 above, amount for which UCA already sent</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4. Balance amount for which UCA being sent now [2-3]</td>
<td>40,000.00</td>
<td>40,000.00</td>
<td>0.00</td>
<td>80,000.00</td>
</tr>
<tr>
<td>5. Total amount for which UCA submitted so far [3+4]</td>
<td>40,000.00</td>
<td>40,000.00</td>
<td>0.00</td>
<td>80,000.00</td>
</tr>
<tr>
<td>6. Balance funds available (1-2)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7. Interest earned on funds released by DST</td>
<td>1,000</td>
<td>1,000</td>
<td>0</td>
<td>2,000</td>
</tr>
<tr>
<td>8. Total unspent funds available (6-7)</td>
<td>1,000</td>
<td>1,000</td>
<td>0</td>
<td>2,000</td>
</tr>
<tr>
<td>9. Balance amount for which UCA is yet to be sent [2-6]</td>
<td>10,000.00</td>
<td>10,000.00</td>
<td>0.00</td>
<td>20,000.00</td>
</tr>
</tbody>
</table>
42. **Edit Profile**

The **My Profile** tab on **State Authority Dashboard**, enables the user to:

1. **View** and **Edit** the particulars of the incumbent of SNO.
2. Change the **Login Password** of SNO.
3. Click on the **My profile** tab. The page opens as below.
Click on **Edit** to edit the particulars of the incumbent SNO. Same window will

Open in editable mode.

![Details of state - Tripura | Change Password](image)

**Change information which user wants to change.**

**Update:** Click on the **Update** link, if user wants to change SNO particular details.

**Cancel:** Click on the **Cancel** link, if user wants to retain same information.
NOTES:

(i) SAs / DAs / Schools may refer to the relevant ‘User Guide’, hard copy of which is being sent to them. A soft copy of this User Guide is also available at DST’s website (http://www.dst.gov.in) as well as on the website of this application software viz (www.inspireawards-dst.gov.in).

(ii) For any further support / clarifications, following officers of M/s IL&FS Technologies and Department of Science & Technology can be contacted:

M/s IL&FS Technologies

1. Shri Jagmohan Baswal
   Tel: 011-26590500
   E-mail: jagmohan.baswal@ilfstechnologies.com

2. Shri Birbal Tahim
   Tel: 011-26590500
   E-mail: birbal.tahim@ilfstechnologies.com

Department of Science & Technology

1. Shri Sandeep Bansal
   Scientist (INSPIRE)
   Tel: 011-26590399
   E-mail: sandeep.bansal@nic.in

2. Shri Rajiv Malik
   US (INSPIRE)
   Tel: 011-26534998
   E-mail: us.inspire-dst@nic.in

(iii) If you notice any mistake/ deficiency/ inconsistency or if you have any suggestions to improve the ‘user guide(s)’, bring it to our notice, so that we can duly incorporate the changes while preparing the next edition of the ‘user guide’.

_________________________
# State Wise List of INSPIRE Awards Sanctioned (As on 30.09.2013)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>State/UT/ Organisation</th>
<th>No. of Awards sanctioned</th>
<th>Total amount sanctioned for the awards (@ Rs. 5,000/- per Award) (Rs. In lakhs)*</th>
<th>Amount released to States/UTs for organising competitions at various levels (Rs. In lakhs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Andhra Pradesh</td>
<td>89295</td>
<td>4464.75</td>
<td>994.51</td>
</tr>
<tr>
<td>2</td>
<td>Arunachal Pradesh</td>
<td>439</td>
<td>21.95</td>
<td>15.01</td>
</tr>
<tr>
<td>3</td>
<td>Assam</td>
<td>6705</td>
<td>335.25</td>
<td>104.10</td>
</tr>
<tr>
<td>4</td>
<td>Bihar</td>
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Total 1,000,000 50,000.00 10,086.84

* INSPIRE Award Warrant is issued directly in the name of selected student and sent to him/her through the State Education machinery.