

Detailed Instructions for filling up the INSPIRE Award proposals in the prescribed proforma (Annexure-II)

Under the scheme, a large number of nominations have to be processed for selection of the children for the INSPIRE Award. Hence manual processing of proposals is not possible and it is essential that hard copy of the proposals is accompanied by **soft copy in MS Excel format only** with all the columns duly filled in. Considering that the electronic processing of the proposals for final selection of the children requires the electronic file also to be uniformly prepared in a standard format and keeping in view the experience of processing the proposals from some states, certain commonly committed mistakes have been noticed, following detailed instructions are issued for the guidance of state / district / school authorities for preparation of the proposals and filling the requisite details in the prescribed proforma. Unless the proposals are correctly and completely filled in accordance with these requirements, it will be difficult for the DST to timely process and sanction the proposals from a particular state. Hence, these instructions may be adhered to by all concerned.

1. **Schools and / or district authorities should not send proposals directly to DST.** School authorities within a district should send their proposals to the district authorities, who after compiling these proposals should send the same to their state authorities. DST would entertain proposals only from the state authorities and no cognizance would be taken by DST on the proposals received directly from any school / district authority. The hard copy of the proposals sent by state authorities to DST should be duly authenticated by the authorized officer of the state authorities.
2. It should be ensured that the soft copy and hard copy truly conform to each other. It is advisable that the hard copy should be a print out of the soft copy, which will ensure that both hard copy and soft copy conform to each other.
3. Proposals should be sent in the prescribed format (Annexure-II) in the MS Excel file only as processing of proposals sent in MS Word or PDF or any other format is difficult.
4. All the columns in the proforma should be duly and correctly filled in. Wherever the entry in a particular cell requires numerals to be filled, no English letters or Roman numerals should be entered, the words “do” etc. should not be used even where the entries are repeated. Only Arabic numerals should be used, for example, for information on the class in which student is studying (Col.12 of the proforma), the Arabic numerals 6,7,8,9, and 10 should be used and not the Roman numerals VI, VII, VIII, IX and X or the combination of Arabic numerals and letters like 6th, 7th, 8th, 9th, 10th as it hampers with the electronic processing MS Excel file.
5. As the warrants would be issued by the bank based on details of child’s name father’s name, school’s name etc. as given in the format. **Care should be taken to correctly fill up such details so that warrants are issued with correct particulars of the selected child** and this would also ensure that the child does not face any difficulty in encashing the warrants. Care should be taken not to merge the cells in Excel sheet in the proforma as this also hampers with electronic processing.
6. The entries of a particular school in the file should be arranged in a sequence i.e. starting from class 6 and then class 7, 8, 9 and 10.

7. Only the students studying in classes 6 to 10 are eligible under the INSPIRE Award Scheme. Hence no child studying in class 5 or below or class 11 and above should be nominated under this scheme.
8. **Similarly from each class (from class 6 to 10), only one name should be recommended.** Recommending 2 or more names from the same class or omitting any class with recommended child in col.10 is not allowed, and it also hampers the process of electronic processing under a set programme for selection of children.
9. Proposal for entire State can be sent either in a single MS Excel file or different files can be sent for **each district**.
10. Correctly fill up all columns upto 16 as per these instructions including notes given below the format. Don't fill Col. 17 and 18. These will be filled by DST.
