

F. No. 3(30)/2024-EG-II  
Government of India  
Ministry of Electronics & Information Technology  
(Digital Governance Group)

Electronics Niketan  
6 CGO Complex, Lodhi Road  
New Delhi-110003

Dated: - 30<sup>th</sup> August 2024

**OFFICE MEMORANDUM**

**Subject: Fixation of CSC services charges for providing services to National Scholarship Portal-reg.**

This is in reference to the proposal No. CSC/PM/DBT/2207-02 dated 23<sup>rd</sup> July 2024 of CSC regarding the service charges for One Time Registration (OTR), Bio-Authentication and filling of Application form through Common Service Centres (CSC).

2. In this regard, I am directed to convey the order of competent authority as follows: -
- i. The total charges for the entire activity per candidate (including generation of Reference number, biometric -authentication, generation of One-Time Registration (OTR) number, and filing of complete application form of the candidate) is fixed at Rs 30.00 (inclusive of all expenses and applicable taxes, etc.).
  - ii. CSC will charge the fee from the candidate only after the successful submission of the application form on NSP.
  - iii. CSC shall ensure that, eKYC/biometric authentication devices as required are available at all the CSCs in all forms including the devices required for divyang candidates.
  - iv. The charges of the CSC shall be visible on CSC Portal in multiple Indian languages and shall also be displayed prominently at the CSCs.
  - v. The service charges shall be payable only one time by the candidate after completion of the process and issuance of application acknowledgement number generated from the National Scholarship Portal (NSP).
  - vi. CSC must issue a receipt of the amount received from the candidate.
  - vii. In case of any overcharging by the CSC, CSC-SPV headquarter shall take immediate action against the centre as per the applicable Rules.
3. In view of the above, you are requested to issue necessary instructions to all the CSCs for compliance and providing timely services to applicants on NSP.

This issues with the approval of competent authority.



(D.K Sagar)

Deputy Secretary

Tel No. - 011-24301234

To,

Shri Sanjay K. Rakesh  
Managing Director & CEO CSC-SPV

*santa*  
30/8/24

CC: -

1. Shri Saurabh K Tiwari  
Joint Secretary, DBT Mission
2. Shri Sashi Bhushan, DDG, NIC (with instructions to make the authentication/OTR and other related modules/features of NSP available through CSC)