	Proforma for seeking user ID and password for regular/permanent official for accessing scholarship payment portal	
1	Name of Institution	
2	Type (Central Govt./State Govt./Private/Deemed Univ./Standalone)	
3	Name of university to which affiliated	
4	Year of establishement of institution	
5	Whether recognised under Section 2(f) of UGC Act, 1956	
6	Whether included under Section 12 (B) of UGC Act, 1956	
7	Institution of Central/State Government	
8	AISHE Code	
9	Maximum House Rent Allowance (as per Govt. of India norms) as applicable to the area where the institution is situated	
10	Postal Address of Institution is given below:	
11	State Name	
12	District Name	
13	City Name	
14	Address Line 1	
15	Address Line 2	
16	Landline Phone No.	
17	Details of proposed user are given below:	
18	Name of official (Regular/permanent employee only) who is proposed to be authorised to access the Portal	
19	Aadhaar Number of official	
20	Designation of official	
21	Department in which working	
22	Email ID (This will also be user ID)	
23	Mobile No.	
24	Name (s) of scheme (s) for which access is required	

Important Note:		
1	Authority letter from Head of the Institution, for creation of user profile of above mentioned official.	
2	Attested copy of official Identity Card of the person for whom the user profile is proposed.	
3	The above information must also be sent in soft copy in Excel sheet with scanned copy of required documents.	
4	Email ID : scholarship-ugc@gov.in	
5	Phone: 011 23604139, 23604505,	
6	Link of UGC-Canara Bank Web Portal (scholarship payment portal) : https://scholarship.canarabank.in/	
6	It may be noted that two users, one as Maker and other as Checker are required, to upload/initiate and subsequently to approve the data of candidates. Therefore, after activation of the proposed first profile, institution should itself create another user profile as Maker or Checker as per its requirement. While creating other user profile, scanned copies of Authority letter and official ID card of concerned official must be attached.	

	Signature of Head of Institution	
	Name	
	Aadhaar Number	
	Designation	
	Official email ID	
	Mobile Number	
	Landline Phone No.	
	Seal of Institution	