

**GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HIGHER EDUCATION**

SWAMI VIVEKANANDA MERIT SCHOLARSHIP SCHEME (SVMS)

Instruction Manual for the Data-Capture Template
How to fill the workbook • Documents to attach • E-mail filing at svms@wb.gov.in

Particular	Detail
Document	SVMS Data-Capture Template — Instruction Manual, Document List and E-mail Protocol
Workbook	SVMS_Data_Capture_Template_AY2026-27.xlsx Template 1.3 / Academic Year 2026-27
Governing notification	G.O. No. 336-(T)10M-15/2026 dated 9 September 2026, Higher Education Department, Government of West Bengal
Prescribed formats	Annexures II to VIII of the Notification. Scheme Guidelines are at Annexure-I.
Eligible institutions	Embedded register inside the workbook (hidden sheet 98_Institutions): QS World University Rankings 2027 Overall Top 100; Institutions of National Importance; Public Institutions of Eminence; NIRF Overall 2025 Top 50 that are Government or Government-aided.
Designated mailbox	svms@wb.gov.in
Who this Manual is for	The applicant / scholar and any dealing assistant assembling one complete, internally consistent annexure pack.

This Manual does not amend any right, obligation, eligibility condition or financial provision of the Scheme. Where this Manual and the Guidelines differ, the Notification and the Guidelines prevail. The workbook assembles and validates a pack; it does not, by itself, create a right to scholarship. Sanction rests with the Competent Authority.

1. What the workbook is

The Excel file is a self-contained, one-scholar data-capture utility. Complete one workbook for one applicant. It captures every student-facing field prescribed in Annexures II to VIII, looks institutional eligibility up from the Department's frozen register, computes the support band, and stops contradictory or incomplete combinations before the pack is e-mailed to svms@wb.gov.in.

- Identity, admission, fee, bank and declarations are typed once on 02_MasterData. Every annexure reads from that sheet.
- Institution is chosen from a filtered drop-down. Category, Overall rank, ranking year and private-status are looked up automatically. They are not typed.
- 01_ControlPanel is the filing gate. Send the file only when it reads READY TO SUBMIT.
- The engine is formula-driven. The file opens in Microsoft Excel, WPS and LibreOffice Calc. Recalculate with F9 if a drop-down looks empty after a change of Component, Country or State.

2. Before you begin

2.1 What you need

- Microsoft Excel 2016 or later, or a current build of WPS / LibreOffice Calc. Enable editing if the application asks.
- One blank copy of SVMS_Data_Capture_Template_AY2026-27.xlsx for each scholar. Never reuse a completed file for another person.
- Offer Letter, fee demand, identity and residence proof, school mark-sheet, EPIC, and bank or institutional beneficiary particulars, scanned as PDF (JPEG permitted for EPIC or passbook). Keep each file under 10 MB where possible.

2.2 Colour legend

Appearance	Meaning	What you do
Yellow cell, blue font	Input — type or choose from the drop-down	Fill these only
Grey cell, green font	Formula — looked up or computed	Do not overwrite
Pink live-check / Error Log	Missing, invalid or contradictory	Correct on Master or on the line-item sheet
Green live-check / READY	Pass / complete / admissible	No action
Field marked *	Mandatory for a READY filing	Must not be left blank

Sheets are protected so that only yellow cells accept input. The unprotect password, for Departmental extension of the template only, is SVMS2026. Ordinary applicants must not unprotect the file.

2.3 Rules that keep a file consistent

1. Type only on 02_MasterData and, when the event actually arises, on sheets 05 to 09. Do not type over green cells on Annexure-II.
2. Choose Component first, then Country, then (if Domestic) State / UT, then Institution. The institution list is empty until the filters above it are set. Press F9 and reopen the list if it appears blank.
3. Use drop-downs wherever they appear. Free text in a drop-down column is a common cause of a false error.
4. Dates must be real Excel dates (dd-mmm-yyyy), not text.
5. Enter Aadhaar as twelve digits in a text-formatted cell. Do not insert spaces or an apostrophe that you can see; the cell is already formatted as text.
6. One file = one scholar = one lifetime SVMS benefit.
7. Do not e-mail a file whose Control Panel still reads NOT READY.

3. Filling sequence

Step	Sheet	What to do
1	00_Instructions	Read the in-file notes once.
2	02_MasterData	Complete every yellow cell marked *. Pick Component → Country → State/UT → Institution. Confirm that category, rank and band have filled themselves.
3	13_Documents	Mark the status of every listed document. A mandatory row cannot remain “Not available”.
4	04_AnnexIII_Undertaking	Set every clause to Yes. Record place and date. Required before first disbursement.
5	03_AnnexII_Application	Review the print image. If anything is wrong, correct Master — not this sheet.
6	10, 11, 12 and 01	Eligibility = ELIGIBLE, Error count = 0, Documents = COMPLETE, Control Panel = READY TO SUBMIT.
7	05 to 09	Fill only the event sheet that applies (renewal, reimbursement, direct pay, change, withdrawal).
8	E-mail	Send the .xlsx plus PDFs to svms@wb.gov.in using the subject-line syntax in Section 10.

4. How to fill 02_MasterData

This sheet is the single source of truth. Named ranges (NM_NAME, NM_COMP, NM_INST, NM_NET and others) carry values into every annexure.

4.1 Section A — Applicant

- APP.ID — leave blank until the Department or the portal allots an Application / Scholar ID. Quote that ID in every later mail.

- APP.NAME — full name as in Aadhaar and the Offer Letter, without honorific. For DBT this should match the bank-account holder.
- APP.DOB — a real Excel date.
- APP.MOB — ten digits, no +91 and no spaces.
- APP.MAIL — must contain @. This is the address used for queries.
- APP.UID — twelve-digit Aadhaar, typed as text. If another prescribed ID is used, enter it in full.
- APP.ADDR / APP.DIST / APP.PIN — ordinary place of residence in West Bengal as recorded in a valid Government-issued document. District from the 23-district list. PIN exactly six digits.
- APP.ORPH — Yes or No. If Yes, the elector name defaults to the scholar.

4.2 Section B — West Bengal educational eligibility

Clause 1.1(a) requires that the applicant passed Class X or Class XII in regular mode from a recognised school in West Bengal. School name, school district and Board are mandatory. Class X year of passing is mandatory. Class XII year should be entered where it is the qualifying examination; a blank produces a warning. Mode of study is Regular — distance, part-time and online programmes are outside the Scheme.

4.3 Section C — Parent, guardian and elector

Clause 1.1(b) requires that at least one parent or guardian — or the scholar, if orphan — is an elector in West Bengal. Elector name is filled automatically: the scholar's name when Orphan = Yes, otherwise the parent or guardian name. Overtyping only if a different elector in the family is being used. Enter the EPIC number as printed on the card.

4.4 Section D — Admission, in the order the drop-downs expect

Pick in this order — the next list stays empty until the one above it is set

1. Component — International or Domestic.
2. Country — Domestic is India only. International: the foreign country of the host university, from the register.
3. State / UT — mandatory for Domestic; this filters the campus list to that State or Union Territory. Choose “Not applicable” only for International.
4. Institution — legal name from the filtered register. Do not type a free-text name.
Then enter programme, registration / CAS ID, date of admission, duration and intake.

Field	How to fill	What goes wrong
Component	International or Domestic only.	An Indian campus, even if QS-ranked, is always Domestic (Clause 3.1.4(d)).
Level	Undergraduate or Master's.	SVMS can be taken only once in a lifetime, at either level, not both.
Date of admission	Offer Letter or enrolment date, on or after 1 April 2026. Ranking is frozen on this date.	A pre-2026-27 admission, or a date typed as text.
Full-time	Defaults to Yes. The Scheme funds only full-time regular programmes.	Changing this to No makes the file ineligible.
Residential	International is set to Yes automatically. Domestic: choose Yes or No.	International with Residential not equal to Yes.

4.5 Section E — Institutional eligibility (looked up, not typed)

Once an institution is chosen, four grey cells fill from the embedded register. Do not overwrite them.

Looked-up field	What it shows
ELG.CAT — category	QS Top 100, INI, Public IoE, or NIRF Top 50. “NOT IN REGISTER” means the name is not on the frozen list — choose another name from the drop-down.
ELG.STAT — narrative status	A composed sentence (statutory INI, Public IoE, or Overall rank and year).
ELG.RNK — Overall rank	QS 2027 Overall or NIRF 2025 Overall. Blank for a pure INI or Public IoE that is not using a rank.

Looked-up field	What it shows
ELG.YR — year	2027 for QS; 2025 for NIRF Overall; statutory year for INI / Public IoE.
ELG.PVT — private flag	The register contains only Government / statutory names, so this is No. A Yes would exclude a Domestic scholar (Clause 3.1.4(a)).

Support band is computed on Section J and must resolve to 100%, 90% or 75%.

Component	Category on the register	Support
International	QS Overall Top 100 (QS WUR 2027)	100% of approved tuition + mandatory health insurance
Domestic	INI, or Public IoE	100% of approved tuition
Domestic	NIRF Overall 1–10	100% of approved tuition
Domestic	NIRF Overall 11–25	90% of approved tuition
Domestic	NIRF Overall 26–50	75% of approved tuition

Subject-wise or college-specific ranks are not used. Private domestic institutions are not on the register and are not eligible.

NOTE: For the purposes of institutional eligibility under this Scheme, the relevant ranking or institutional status shall attach only to the institution to which such ranking/status is officially assigned. Affiliation to, academic association with, or recognition by a ranked/eligible university shall not by itself confer such eligibility upon a separately constituted affiliated college or institution. Constituent colleges, departments or academic units forming an integral part of the ranked institution may be treated as part of that institution, subject to the official institutional structure and the eligibility of the programme concerned.

4.6 Section F — Fee, other assistance, payment mode

- Approved tuition is compulsory tuition only. Exclude hostel, mess, refundable deposit, caution money, travel, books, laptop, equipment and optional charges (Clause 2A(a)).
- Health insurance is admissible only on the International component. Leave 0 for Domestic.
- Preferred mode (DBT reimbursement or Direct institutional payment) is a preference. The Competent Authority decides the actual mode.
- If any other Central, State or institutional scholarship, waiver or concession exists for the same course, set other-assistance = Yes and enter source and amount. A Yes with amount 0, or a No with a positive amount, is a contradiction.

4.7 Section G — Bank details (DBT)

Mandatory when the preferred mode is DBT reimbursement. IFSC must be eleven characters with 0 in the fifth position (AAAA0XXXXX). The account-holder name should match the scholar; a mismatch is a warning.

4.8 Section H — Other scheme benefits

- Previous SVMS = Yes makes the file ineligible. Assistance is once in a lifetime (Clause 1.1(f)).
- Previous Bhagini Nivedita Uchchashiksha Britti plus Level = Undergraduate makes the file ineligible (Clause 1.1(g)).
- Previous BNUB plus Level = Master's remains eligible if SVMS was never availed (Clause 1.1(h)).
- If either answer is Yes, particulars (year, amount, programme) are mandatory.

4.9 Section I — Declarations

The three declaration cells must all be Yes. On a Master's application the undergraduate dual-benefit declaration is still marked Yes (treated as satisfied). Record place and date.

4.10 Section J — System fields

Confirm SYS.BAND is 100%, 90% or 75%; SYS.COMPOK is Yes; SYS.LIFE is PASS; SYS.AYOK is Yes. Do not type in this section.

5. Annexure sheets

5.1 Annexure-II — application image (03_AnnexII_Application)

A printable image of Master. An office remark may be typed in column D. Never correct a value here.

5.2 Annexure-III — undertaking (04_AnnexIII_Undertaking)

Seventeen clauses. Every clause must read Yes and the status cell must read ALL ACCEPTED before first disbursement (Clauses 1.1(d) and 6.3(h)). A Yes on the lifetime clause together with Master prior-SVMS = Yes is a conflict.

5.3 Annexure-IV — continuation (05_AnnexIV_Renewal)

One row is one subsequent academic period. Identity is pulled from Master. Institution follows an Annex-VII change of institution when that request is on file; otherwise it must match Master. Mark full-time = Yes. A period that starts on or after a recorded withdrawal date is an error. Complete confirmations C1–C6 as Yes.

5.4 Annexure-V — reimbursement (06_AnnexV_ReimbClaim)

Use when the preferred or approved mode is DBT reimbursement. For each claim enter the period, amounts paid, other assistance and the amount claimed. The sheet computes a cap (support band × relevant paid amount – other assistance) and an admissible figure. A claim above the cap, health insurance on a Domestic component, or missing Yes against invoice / payment proof / enrolment proof, is an error. Accept the claimant declaration.

5.5 Annexure-VI — direct payment (07_AnnexVI_DirectPay)

Use when the preferred or approved mode is Direct institutional payment. Fill only the block that matches the Component — the Indian-institution block or the foreign-university block, not both. Period, amount, currency and Authorisation = Yes are mandatory. The proposed amount cannot exceed Master net admissible. For a foreign university, beneficiary name, bank, IBAN or account, SWIFT/BIC and the FEMA / AD-Bank declarations are mandatory.

5.6 Annexure-VII — deferral, leave or change (08_AnnexVII_Change)

Deferral (Clause 4.2), leave of absence (Clause 4.4), change of institution or change of programme (Clause 4.6). Effective date and official institutional communication = Yes are mandatory. A new institution is chosen from the same eligible register as Master. Unauthorised change of institution or programme renders the scholar ineligible for further assistance.

5.7 Annexure-VIII — withdrawal (09_AnnexVIII_Withdraw)

Intimate immediately on withdrawal, discontinuation, expulsion or cancellation of admission. The effective date cannot precede the date of admission. A recorded withdrawal blocks new reimbursement claims and new direct-pay proposals. Record scholarship already received and any institutional refund so that recovery can be computed (Clause 4.5).

6. Eligibility engine, reconciliation and the READY gate

- 10_Eligibility evaluates the Guideline conditions as PASS, FAIL, NA or PENDING. Overall result must be ELIGIBLE.
- 11_Reconciliation bridges Master tuition and health insurance through the support band and other-assistance adjustment to claims, direct pay and known refunds.
- 12_ErrorLog lists every blocking item. ERROR count on the Control Panel must be 0. Warnings (a blank Class XII year, or an account-holder name that is not identical to the scholar) do not block READY but must be reviewed.
- 01_ControlPanel reads READY TO SUBMIT only when Error count = 0, Eligibility = ELIGIBLE and Documents = COMPLETE.

If Excel does not refresh after a change of Component, Country or State, press F9 or use Data → Calculate Now, then reopen the institution list.

7. The eligible-institution register

The workbook contains a hidden sheet, 98_Institutions, which is the filing list for this Academic Year. Applicants do not open that sheet. They meet it only through the Country, State / UT and Institution drop-downs.

- International — universities in the QS World University Rankings 2027 Overall Top 100. Subject ranks are not used.
- Domestic — every Institution of National Importance; every Public Institution of Eminence; and every Government or Government-aided institution in the NIRF Overall Top 50 (India Rankings 2025).
- Private domestic institutions are not on the list and cannot be selected.

If the Offer Letter uses a short or popular name that does not appear in the drop-down, look for the legal name (for example “Indian Institute of Technology Kharagpur”, not “IIT-KGP”). If the campus is genuinely absent from the list, it is outside the Scheme for this year.

8. Mistakes that keep a file on NOT READY

What you will see	Usual cause	What to do
Institution drop-down empty	Component, Country or State not set, or the sheet has not recalculated.	Set the filters in order. Press F9. Reopen the list.
INSTITUTION NOT IN REGISTER	A name that is not on the frozen list.	Choose the legal name from the drop-down.
PRE-2026-27 ADMISSION	Date before 1 April 2026, or a text date.	Enter a real Excel date on or after 01-Apr-2026.
Component vs country inconsistent	Domestic with a country other than India, or International with India.	Domestic = India. International = the foreign country from the list.
INELIGIBLE — PRIOR SVMS	SCH.SVMS = Yes.	Do not file. The lifetime benefit has already been availed.
INELIGIBLE — UG DUAL BENEFIT	Undergraduate plus previous BNUB.	Undergraduate benefit is available under one Scheme only.
HI NOT ADMISSIBLE (DOMESTIC)	Health-insurance amount greater than 0 on Domestic.	Set health insurance to 0.
MISSING FOR DBT / IFSC invalid	DBT selected but the bank block is incomplete.	Fill holder, bank, branch, account and IFSC (11 characters, fifth = 0).
Claimed exceeds computed cap	Annex-V claim above band × paid – other aid.	Reduce the claim or correct tuition, band or other aid.
Institution differs from Master	Annex-IV row does not match Master and Annex-VII has no change-of-institution request.	Align the name, or complete Annex-VII first.
Aadhaar / ID length	Spaces, a missing digit, or a number stored so that a leading zero is lost.	Type all twelve digits in the text-formatted cell.

9. Documents to attach

Attach documents as separate PDF files. JPEG is permitted for a photograph of an EPIC or passbook. Do not embed scans inside the Excel file. Name every attachment with the document code so that the back-end can file it. Mark the same items on sheet 13_Documents. A mandatory row left as “Not available” keeps the pack on NOT READY.

9.1 With every first application

Code	Document	Mandatory
DOC-01	Offer Letter / proof of admission, showing programme, duration and fee structure	Yes
DOC-02	Proof of residence in West Bengal — any valid Government-issued document accepted by the Competent Authority	Yes
DOC-03	Class X or Class XII pass certificate / mark-sheet from a recognised school in West Bengal, regular mode	Yes
DOC-04	EPIC or elector extract of the parent, guardian, or (if orphan) the scholar	Yes
DOC-05	Official tuition-fee demand / fee structure for the relevant period (health insurance may be included)	Yes
DOC-06	Aadhaar or other prescribed photo-identity of the applicant	Yes
DOC-07	Executed Annexure-III undertaking (the Excel sheet is the capture; a wet-ink or digitally signed PDF may be attached in addition)	Yes, before first payment
DOC-08	Cancelled cheque / first page of passbook / bank letter showing account holder, number and IFSC	Yes, if DBT

9.2 Documents that the case itself makes mandatory

Code	Document	When it is required
DOC-09	Mandatory health-insurance schedule or premium invoice of the host institution	International component, whenever a health-insurance amount is entered.
DOC-10	Sanction letter, fee-waiver letter or institutional concession for any other assistance on the same course	Other-assistance = Yes, or any positive other-assistance amount.
DOC-11	Proof of payment — institutional receipt, bank advice or authorised-platform confirmation	Every Annexure-V reimbursement row.
DOC-12	Proof of continued enrolment / grade report for the relevant period	Every Annexure-IV continuation and every Annexure-V claim.
DOC-13	Foreign beneficiary pack: invoice in foreign currency, SWIFT/BIC, IBAN, authorised platform reference, any AD-Bank / FEMA declaration	International + Direct institutional payment.
DOC-14	Indian institutional bank-account proof (cancelled cheque or mandate) of the host institution	Domestic + Direct institutional payment.
DOC-15	Official institutional communication permitting deferral, leave of absence, or change of institution / programme, plus updated Offer Letter and fee demand where the programme changes	Every Annexure-VII row.
DOC-16	Institutional withdrawal / discontinuation / expulsion / cancellation letter, and refund advice if a refund has been issued	Annexure-VIII intimation.
DOC-17	Any additional document specifically called for by the Competent Authority	When requisitioned. Describe it in the file name.

9.3 Attachment file names

Pattern

SVMS_<TXN>_<DOC-xx>_<SURNAME-GIVENNAME>_<YYYYMMDD>.pdf

Workbook: SVMS_APPL_KOLKATA_BANERJEE-ARITRA_20260928.xlsx

Example: SVMS_APPL_DOC-01_BANERJEE-ARITRA_20260928.pdf

Use only letters, digits, hyphen and underscore. No spaces.

10. E-mail filing protocol

10.1 Mailbox

To: svms@wb.gov.in

Do not copy unofficial addresses. One scholar is one e-mail thread. After the Department allots an Application / Scholar ID, every later mail for that scholar shall carry that ID in the subject line.

Attach the completed workbook (Control Panel = READY TO SUBMIT) and every mandatory PDF. This Manual need not be re-attached by the applicant.

10.2 Subject-line syntax

The subject line is parsed by the back-end. It must be a single line of pipe-separated tokens, in this exact order, with no extra spaces around the pipes.

Canonical subject line		
SVMS <TXN> <COMP> <LVL> <DIST> <NAME> <INST> <APPID> <YYYYMMDD>		
Token	Meaning	Allowed values
SVMS	Scheme marker	Always the four characters SVMS.
TXN	Transaction type	APPL first application. CONT continuation. REIMB reimbursement. DPAY direct-pay authorisation. CHG deferral / leave / change. WTH withdrawal. UPD corrected pack. QRY response to a Department query.
COMP	Component	INT International. DOM Domestic.
LVL	Level	UG Undergraduate. PG Master's.
DIST	District of residence	Upper-case official name from the Master drop-down, hyphens not spaces. Examples: KOLKATA, NORTH-24-PARGANAS, PASCHIM-MEDINIPUR, COOCH-BEHAR.
NAME	Applicant	SURNAME-GIVENNAME in Roman capitals. Example: BANERJEE-ARITRA-KUMAR. No titles.
INST	Institution short name	Stable short label, upper-case, hyphens not spaces, under 30 characters. Examples: IIT-KHARAGPUR, AIIMS-DELHI, UNIVERSITY-OF-OXFORD, NUS-SINGAPORE.
APPID	Application / Scholar ID	NA on the first filing. After allotment, the exact ID (no spaces). Example: SVMS-2026-000184.
YYYYMMDD	Mail date	Eight digits. Example: 20260928.

Worked examples

Situation	Subject line
First application, Domestic UG	SVMS APPL DOM UG KOLKATA BANERJEE-ARITRA IIT-KHARAGPUR NA 20260928
First application, International Master's	SVMS APPL INT PG HOWRAH SEN-ANANYA UNIVERSITY-OF-OXFORD NA 20261003
Continuation after ID allotted	SVMS CONT DOM UG KOLKATA BANERJEE-ARITRA IIT-KHARAGPUR SVMS-2026-000184 20270110
Reimbursement claim	SVMS REIMB INT PG HOWRAH SEN-ANANYA UNIVERSITY-OF-OXFORD SVMS-2026-000271 20270201
Direct-pay authorisation, foreign	SVMS DPAY INT UG NORTH-24-PARGANAS DAS-RITWIK NUS-SINGAPORE SVMS-2026-000312 20261120
Change of programme	SVMS CHG DOM PG PASCHIM-MEDINIPUR MAITY-SOUMI IIM-CALCUTTA SVMS-2026-000198 20261205
Withdrawal intimation	SVMS WTH DOM UG KOLKATA BANERJEE-ARITRA IIT-KHARAGPUR SVMS-2026-000184 20270318
Corrected pack	SVMS UPD DOM UG KOLKATA BANERJEE-ARITRA IIT-KHARAGPUR NA 20260930

Subject lines that will not be treated as filed

Anything not starting with SVMS| • missing tokens • extra commentary in the subject • commas instead of pipes • district or name with spaces • MSc / MBA / BTech in place of UG or PG • Foreign / India in place of INT / DOM.

10.3 Body of the e-mail

Keep the body to the following six lines. Put narratives in Annex-VII or VIII and in DOC-17, not in the mail body.

Suggested body

Scheme: Swami Vivekananda Merit Scholarship Scheme (SVMS)
 Transaction: APPL / CONT / REIMB / DPAY / CHG / WTH / UPD
 Applicant: <full name as in Master>, mobile <10 digits>, e-mail <id>
 Institution / programme / component-level: <as in Master>
 Control Panel status: READY TO SUBMIT
 Attachments: workbook + DOC-01 ... DOC-xx as listed in the file names

10.4 Size and resubmission

- Prefer a single e-mail within the State mailbox limit (ordinarily 20 MB). If documents exceed the limit, send a second mail with the same subject line plus |PART2 after the date token, and list in the body which DOC codes are in which part.
- Do not lock the workbook with a personal password.
- An UPD mail replaces the previous pack of the same scholar. Attach the full corrected workbook, not a delta.
- Do not send executable files, password-protected archives, or photographs of the spreadsheet in lieu of the .xlsx.

Tokens map onto the departmental register: TXN routes the mail; COMP and LVL select the eligibility clause set; DIST supports MIS and elector cross-check; NAME and INST support de-duplication against prior SVMS and BNUB; APPID joins later events to the original sanction. Mails that do not parse are placed in an exception folder and are not treated as filed until a corrected subject is received.

11. Privacy, false declaration and help

Personal data in the workbook and in the attachments shall be processed only for administration of SVMS, in accordance with the Digital Personal Data Protection Act, 2023 and applicable Government instructions (Guideline 9(d)). Do not circulate a completed file over unofficial messengers.

False declaration, suppression of material facts or fabricated documents attract cancellation, recovery with interest, debarment for five years and legal proceedings including prosecution (Guideline 5.2(b)).

Operational queries on a filed pack should be sent to svms@wb.gov.in using TXN = QRY and the allotted APPID. Portal access, when notified, will be through the official website of the Higher Education Department.

12. Checklist before you press Send

#	Check
1	Component → Country → State/UT → Institution has been chosen from the drop-downs. Category, rank and support band have filled themselves.
2	02_MasterData column E is green (OK) on every mandatory row. Aadhaar is twelve digits.
3	10_Eligibility = ELIGIBLE. SYS.BAND is 100%, 90% or 75%.
4	12_ErrorLog ERROR count = 0. Warnings reviewed.
5	13_Documents = COMPLETE. Every required PDF is attached and named with its DOC code.
6	04_AnnexIII_Undertaking = ALL ACCEPTED (before first disbursement).
7	01_ControlPanel = READY TO SUBMIT.
8	Subject line parses as nine pipe-separated tokens. To: svms@wb.gov.in only.