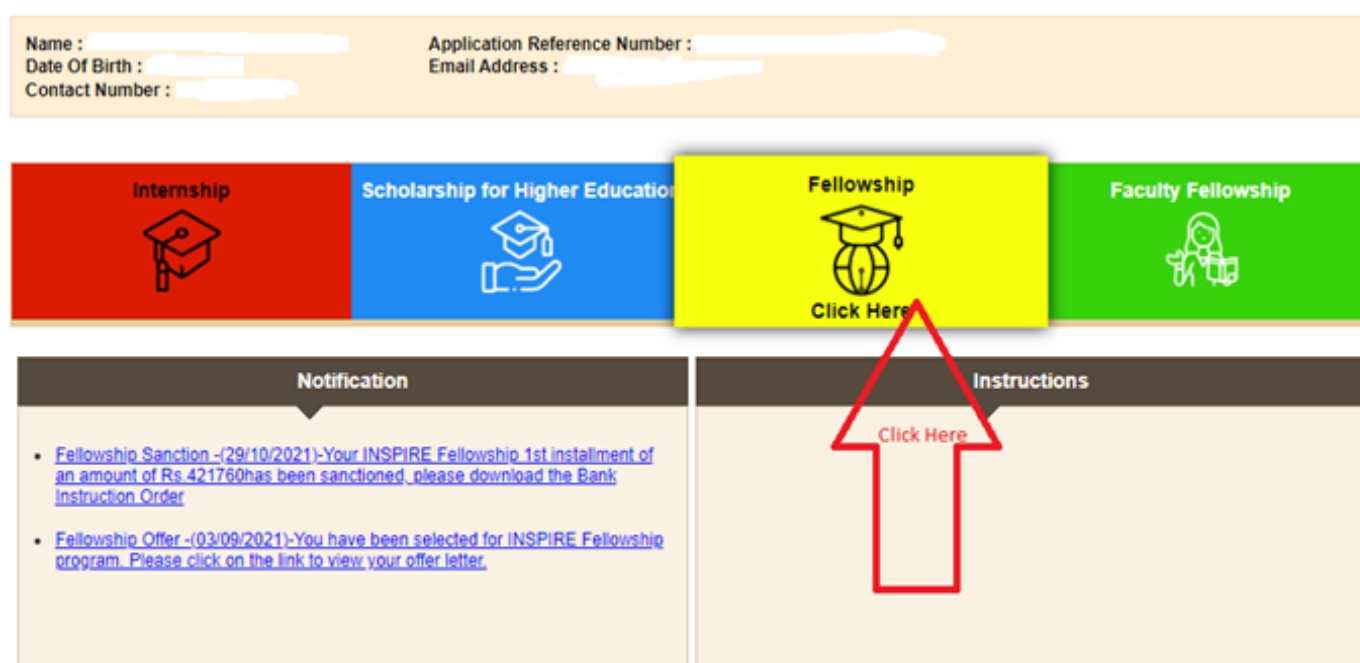


**DEPARTMENT OF SCIENCE AND TECHNOLOGY  
INSPIRE PROGRAMME DIVISION**

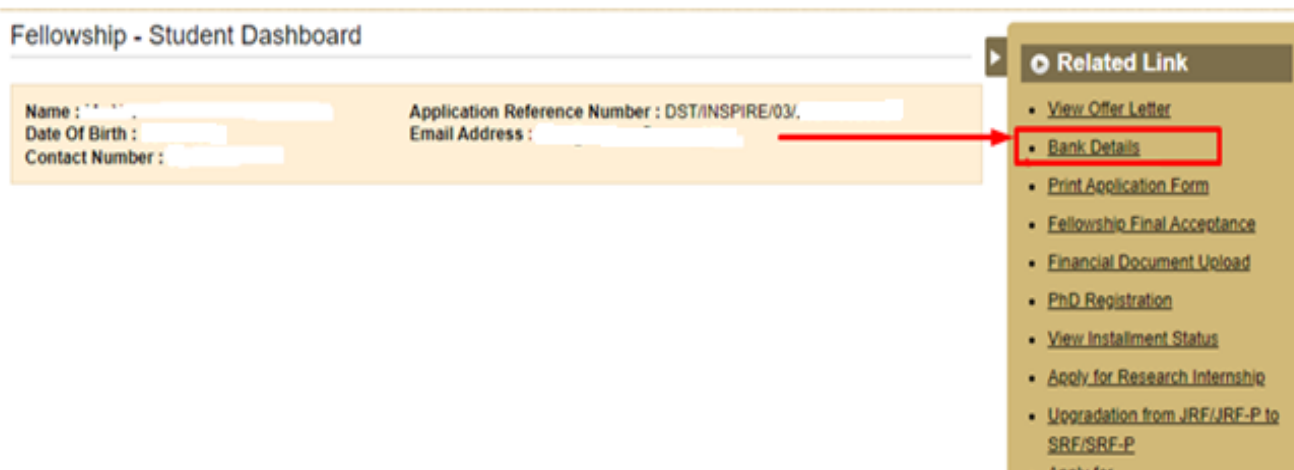
**Subject: Individual Sanction Letters of INSPIRE Fellows/Faculty Fellows on their INSPIRE Web Portal Account**

1. Consolidated sanction orders are being uploaded on INSPIRE Web Portal for the INSPIRE fellows/faculty fellows whose institutes have completed the exercise of opening of Zero Balance Subsidiary Account (ZBSA) in Bank of Maharashtra under the umbrella scheme code 1817 of DST. To obtain individual sanction letters by INSPIRE fellows/faculty fellows, they have to log in to their web portal accounts and after successfully login you have to follow the following steps:

**Step 1:** Click on the highlighted section on dashboard as seen in the below screen.



**Step 2:** Click on the “Bank Details” link present under “Related Link” menu.



**Step 3:** Using below screen select Host Institute and fill the required details and submit the form.

\*Below bank details are for Institutes and not for Individuals.

\*Kindly register with PFMS for Unique agency code before filling Bank details. To register with PFMS, visit website <https://www.pfms.nic.in>. Please ignore this message if already registered.

\*In Case, Your host institute/host institute bank details not given here, see Notice Board for necessary action from your end.

<b>Full Name of Host Institute *</b> <input type="text"/>	<b>Name of Beneficiary (Director/Registrar/Principal) *</b> <input type="text"/>
<b>City/Town of Host Institute *</b> <input type="text"/>	<b>State/UT *</b> <input type="text"/>
<b>District Name *</b> <input type="text"/>	<b>Pincode *</b> <input type="text"/>
<b>Email Id of Head of University/Institute/College *</b> <input type="text"/>	
<b>Bank Name *</b> <input type="text"/>	<b>Type of Bank *</b> <input type="text" value="Other"/>
<b>ZBS Account Number *</b> <input type="text"/>	<b>IFSC *</b> <input type="text"/>
<b>Tel No of Branch Manager</b> <input type="text"/>	<b>PFMS Unique Code</b> <input type="text"/>
<b>PFMS Certificate Upload</b> <input type="button" value="Upload"/> <small>(Allowed formats: PDF, Max Size: 1 MB)</small>	<b>Mandate Form Upload *</b> <input type="button" value="Upload"/> <small>(Allowed formats: PDF, Max Size: 1 MB)</small>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

2. Many institutes have still not completed the exercise of opening of ZBS account as given above. Fellows/faculty fellows are requested to visit Notice Board (see notice posted on 30.1.2023) on INSPIRE portal and inform about steps to be taken by finance/accounts officers of host institution regarding revised procedure of funds flow. Once the institute completes this exercise and informs INSPIRE division, DST, the division will issue consolidated sanction order related to INSPIRE fellows/faculty fellows of that institute. After this, fellow/faculty fellow has to take the action given in **Point No. 1** above to obtain individual sanction letter.

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