



SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY

1, Nathibai Thackersey Road,
Mumbai - 400020.

NAAC Accredited A+ Grade

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05

Subject: Mandatory Implementation of Aadhaar Based Direct Benefit Transfer (DBT) System for Scholarship/Fellowship Payments through SFMP/PFMS – Compliance by all University Departments and Affiliated Colleges

In accordance with the Government of India guidelines regarding Direct Benefit Transfer (DBT) and in order to streamline the disbursement of Scholarships, Fellowships and other student benefits, it has been decided to implement the Aadhaar Based Payment System through the Scholarship/Fellowship Management Portal (SFMP) and Public Financial Management System (PFMS).

All Heads of University Departments, Directors of Schools/Centres and Principals of Affiliated Colleges are hereby directed to ensure strict compliance with the following instructions.

1. Mandatory Implementation of Aadhaar Based Payment System

1.1 The Aadhaar Based DBT system shall be implemented for all scholarship and fellowship payments with effect from 01 April 2026.

1.2 All payments to eligible beneficiaries shall preferably be processed through Aadhaar-based DBT mechanism linked through PFMS.

1.3 Institutions shall ensure that all beneficiaries update the required details within the stipulated timeline.

2. Aadhaar Seeding with Bank Account

2.1 All scholars/students must ensure that their Aadhaar number is seeded with their active bank account.

2.2 The bank account must be enabled for DBT through NPCI mapping.

2.3 Scholarship/Fellowship payments will be credited to the latest Aadhaar-linked bank account available in NPCI records.

3. Aadhaar Updation in SFMP Portal

3.1 All beneficiaries shall update their Aadhaar details in the SFMP/Scholar portal.



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3.2 Aadhaar authentication shall be completed through OTP/biometric verification as prescribed in the portal.

3.3 Beneficiaries must ensure that the mobile number linked with Aadhaar remains active for authentication purposes.

4. Institutional Verification and Approval

4.1 After the scholar updates Aadhaar details, the designated Institutional Checker/Nodal Officer shall verify the details through the institutional login on SFMP.

4.2 Only after such verification and approval shall the beneficiary details be considered valid for DBT processing.

5. Beneficiary Code Generation in PFMS

5.1 Upon approval of Aadhaar details in SFMP, the Beneficiary Code shall be generated/updated in PFMS.

5.2 Generation of Beneficiary Code is mandatory for processing Aadhaar-based DBT payments.

6. Re-initiation of Beneficiary Code Creation

6.1 In cases where the beneficiary code generation has previously failed due to UID not being enabled for DBT or UID being disabled, the portal provides a "Re-initiate Beneficiary Code Creation" facility.

6.2 Institutions shall guide the concerned scholars to complete Aadhaar seeding and thereafter use the re-initiation option.

7. Verification of Payment Mode

7.1 All Departments/Colleges shall verify the Payment Type in the Student Profile.

7.2 The payment mode shall be confirmed as either:

- Aadhaar Based Payment, or
- Account Based Payment.



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7.3 As per DBT guidelines, Aadhaar-based payment mode shall be preferred wherever applicable.

8. Submission of Claims and Arrears

8.1 All arrears and pending claims must be submitted on or before the 8th day of this month.

8.2 Claims submitted after the prescribed date cannot be processed

9. Responsibilities of Departments and Affiliated Colleges

All University Departments and Affiliated Colleges shall:

9.1 Ensure that all eligible students/scholars complete Aadhaar seeding and verification without delay.

9.2 Verify Aadhaar updates submitted by scholars through the institutional login in SFMP.

9.3 Assist students in resolving issues related to NPCI mapping, DBT enablement and Aadhaar authentication.

9.4 Monitor the status of Beneficiary Code generation in PFMS.

10. Training and User Support

10.1 A demonstration video explaining the Aadhaar update and DBT enablement process is available on the portal.

10.2 The same may be accessed through University and Student login for guidance.

11. Implementation Timeline

11.1 All Departments and Affiliated Colleges shall complete Aadhaar updation, verification and PFMS beneficiary code generation on or before 15 March 2026.

11.2 No scholarship/fellowship payments may be processed thereafter without compliance with the above requirements.



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12. Submission of Compliance Report

12.1 All Heads of Departments and Principals of Affiliated Colleges shall submit a compliance report confirming completion of Aadhaar updation and verification.

12.2 The compliance report shall be submitted to the Finance and Accounts Department, SNDT Women's University on or before 20 March 2026.

12.3 The report shall include:

- Total number of beneficiaries
- Number of beneficiaries with Aadhaar seeded bank accounts
- Number of beneficiaries verified in SFMP
- Status of Beneficiary Code generation in PFMS

13. Responsibility for Compliance

13.1 The Head of the Department / Principal of the College shall be responsible for ensuring timely compliance with this circular.

13.2 Any delay or non-compliance resulting in delay in scholarship/fellowship disbursement shall be viewed seriously.

All concerned are directed to circulate this circular among faculty members, administrative staff and students immediately and ensure strict compliance.

Desai

(Shri. Vikas Desai)
Finance and Accounts Officer

Copy to:

1. Hon'ble Madam Vice-Chancellor – for kind information
2. Pro Vice Chancellor
3. Finance and Accounts Officer
4. Controller of Examinations
5. Directors of Schools/Centres
6. Heads of University Departments
7. All Principals of Affiliated Colleges
8. University Website / Notice Board