

Government of West Bengal
OFFICE OF THE DISTRICT WELFARE OFFICER
BACKWARD CLASSES WELFARE, KOLKATA

Old Khadya Bhawan, 2nd Floor, 11A Mirza Ghalib Street, Kolkata-700087: Email – dwobcwolkata@gmail.com

Memo No: 1920

Date: 26.8.25

To
The Head of Institution,
of all Universities/ Colleges/Schools under Kolkata Municipal Corporation.

Sub: Mandatory OTR (One-Time Registration) for ST Students – Pre-Matric
& Post-Matric Scholarships

Sir/Madam,

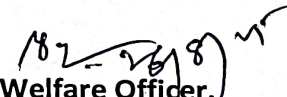
As per the guidelines of the Ministry of Tribal Affairs (MoTA), it is hereby informed that One-Time Registration (OTR) is mandatory for all ST students applying for both Pre-Matric and Post-Matric Scholarships through the OASIS Portal.

In this regard, you are requested to kindly disseminate this information among all concerned students of your institution. The students must first log in to the **National Scholarship Portal (NSP)** and generate their OTR before applying for scholarships on oasis.gov.in. A user Manual of OTR is attached herewith to complete the OTR process.

You are further requested to ensure wide circulation of this instruction within your institution so that eligible students do not face any inconvenience while applying for scholarships.

Your cooperation in this matter is highly solicited.

Yours faithfully,


District Welfare Officer,
Backward Classes Welfare, Kolkata