

NATIONAL APPRENTICESHIP TRAINING SCHEME (NATS) 2.0 PORTAL

**Portal Functionalities Walkthrough -
Establishments Manual**



Contents

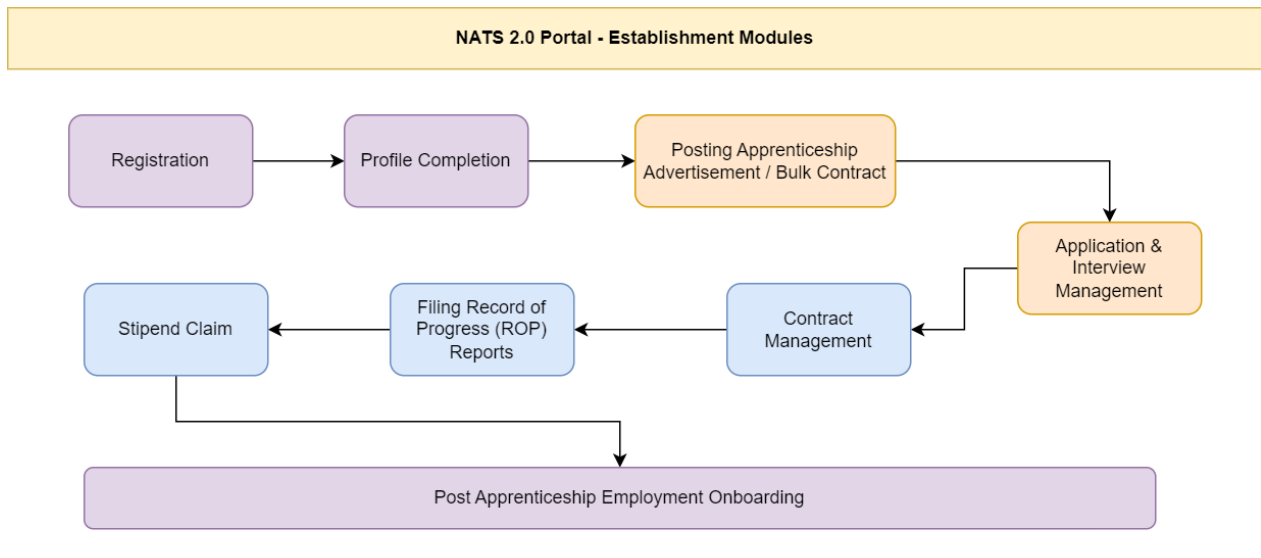
- Overview 2
- Modules & Functionality 2
 - 1.Establishment Registration 5
 - 2.1 Establishment Profile 8
 - 2.2 Profile submitted for BOAT approval..... 14
 - 3.Onboarding Students..... 15
 - 3.1.Posting Apprenticeship Advertisement..... 15
 - 3.1.1 Application Management..... 18
 - 3.2Bulk Contract Creation 19
 - 4.Contract Creation/Management 20
 - 5.Quarterly filing of Record of Progress (ROP) 23
 - 6.Claiming stipend reimbursement 25
- Contact Us..... 28

Overview

National Apprenticeship Training Scheme is one of the flagship programmes of Government of India for Skilling Indian Youth in Trade disciplines. The National Apprenticeship Training Scheme under the provisions of the Apprentices Act, 1961 amended in 1973; offers Graduate, Diploma students and Vocational certificate holders; a practical, hands-on On-the-Job-Training (OJT) based skilling opportunities with duration ranging from 6 months to 1 year.

Modules & Functionality

Establishments play the critical role in NATS 2.0 Portal of posting apprenticeship advertisements aligned to their manpower requirements. The following modules pertain to the apprenticeship related activities an establishment is responsible for,



1. Registration
2. Profile filling
3. Bulk Contract creation/ Posting apprenticeship advertisement.
4. Application Management – select, shortlist, reject of applications
5. Contract Management - Creation, Amendment, Novation, Termination
6. Quarterly filing of Record of Progress (ROP) for apprentices.
7. Claiming Stipend Reimbursement

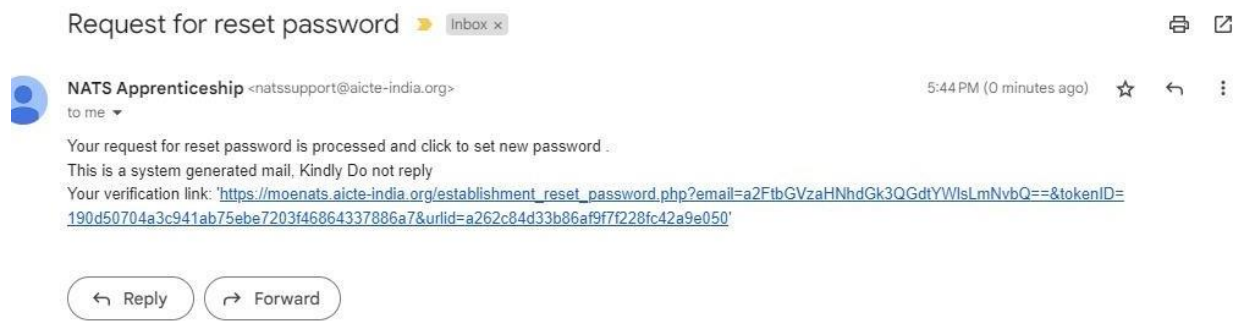
Below is each of these modules elaborated along with screenshots.

Resetting password (upgraded portal)

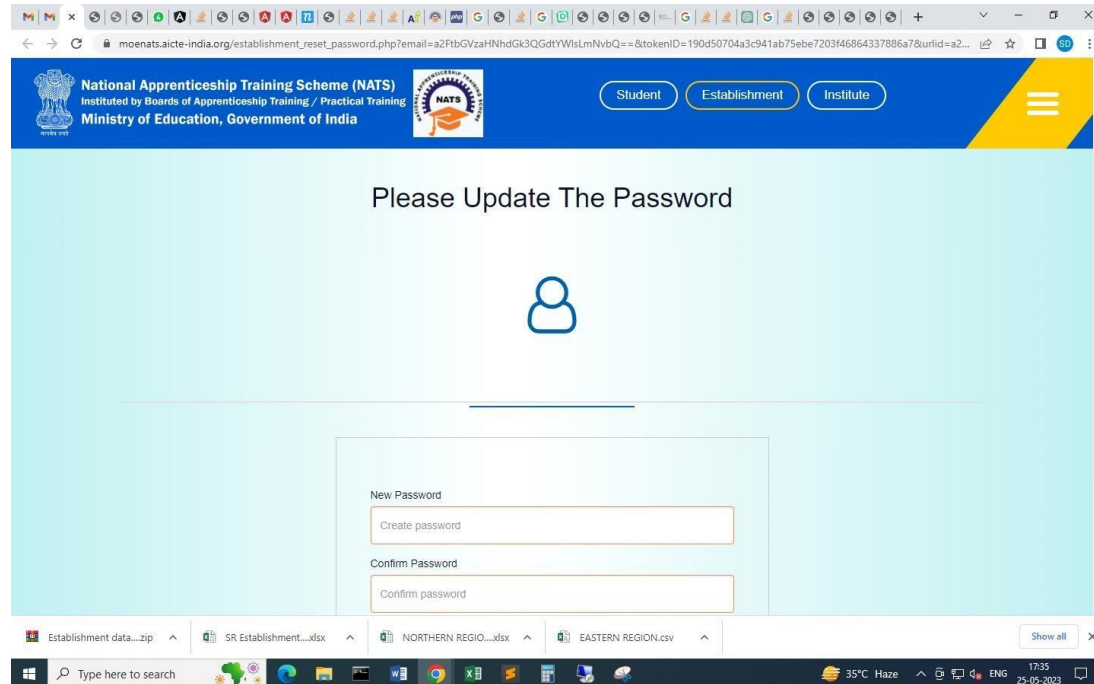
Step 1: Click on the below link,

https://moenats.aicte-india.org/forgot_password_establishment.php

Step 2: Enter your email, a password reset email will be received to the email.



Step 3: Open the email and click on the link, and it will be redirected to the password reset page.



Step 4: From this page, you will be prompted to enter the password two times for confirmation.

Step 5: A success pop-up will appear on screen & the password is shared over your email in return.

Step 6: To Login Visit https://moenats.aicte-india.org/establishment_login.php , enter your login credentials to login as regional director.

1.Establishment Registration

Establishments are expected to register on the NATS 2.0 Portal with their preliminary details before they are allowed to post their apprentice and skill requirements.

Establishment registration url: https://moenats.aicte-india.org/establishment_register.php.

There are two main options for an establishment to register,

- i. Reimbursement - an establishment can choose to get the reimbursement of the stipend paid to the apprentices during their contract period. They can either choose for **full-reimbursement** (or) **partial reimbursement**.
- ii. Non-Reimbursement (LITE VERSION) - By selecting this option, an establishment can confirm they wouldn't ask for any kind of reimbursement for the stipend paid to apprentices.

Following the above details, establishment is asked to fill the below details,

- Total manpower details → Number of manpower in accordance to (regular/contractual/casual/outsource)
- Sector, sub-sector to which the establishment belongs to either central/state/private.
- PAN/TAN, Udyog Aadhaar number details.
- Nature of establishment, year of establishment.
- Head details (Details of the head of the establishment)
- Address of registered office
- Login details.

Below are the establishment registration form screenshots.

Registration form for Establishments

Eligibility Check and Basic Info

Overall Total Man power employed (Includes Technical Manpower)*

Regular *

Contractual *

Casual *

Outsource *

Total *

Do you want to register your establishment on *

Sector of Establishment *

Sub Sector of Establishment *

PAN/TAN of Establishment *

Enter PAN / TAN number *

Type of Establishment *

Udyog Aadhaar Number

Nature of Establishment *

Name of Establishment *

Established in the Year *

Name of Head of Establishment *

Designation of Head of Establishment *

Contact Number *

Registration form for Establishments (cont.)

Address of Registered / Head / Corporate Office

Pin-Code *

Area *

District *

State *

Address *

Name of Contact Person *

Designation *

Email ID *

Mobile Number *

LogIn Details

Name of Contact Person *

Designation *

Mobile Number (Will be used as a Username for LogIn Purpose)*

Email (Will be used as a Username for LogIn Purpose)*

Password *

Confirm Password *

Show Password

2.1 Establishment Profile

Following are the basic details to be filled by establishment at time of registration:

A horizontal progress bar with six steps. Step 1 'Basic Details' is highlighted in blue with a white circle containing the number 1. Steps 2 through 6 are in white with blue circles containing numbers 2 through 6. A blue arrow points to the right at the end of the bar.

The first step basic details – show the details filled in the before filled registration form. The establishment shall continue to fill their profile.

Eligibility Check and Basic Info

Overall Total Man power employed (Includes Technical Manpower)*

Regular *	Contractual *	Casual *	Outsource *
<input type="text" value="7065"/>	<input type="text" value="14000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Total *

Do you want to register your establishment on *

Sector of Establishment *	Sub Sector of Establishment *
<input type="text" value="PRIVATE"/>	<input type="text" value="PRIVATE LIMITED COMPANY"/>

PAN/TAN of Establishment [View](#)

Certificate Establishment [View](#)

Nature of Establishment

Name of Establishment *	Established in the Year *
<input type="text" value="JSW STEEL LTD"/>	<input type="text" value="1993"/>

Established in the month *	Name of Head of Establishment *
<input type="text" value="MARCH"/>	<input type="text" value="MR RAJASHEKAR P"/>

Designation of Head of Establishment *	Contact Number *
<input type="text"/>	<input type="text" value="9480694290"/>

The Address of the Head Office along with contact person, login person details are displayed.

Address of PAN India Compliance Office / Registered / Head / Corporate Office

Pin-Code

Area

District *

State *

Address

Name of Contact Person

Designation

Email ID

Mobile Number

LogIn Details

Name of Contact Person

Designation

Mobile Number (Will be used as a Username for LogIn Purpose)*

Email (Will be used as a Username for LogIn Purpose)*

update ↗

STEP 2: Manpower and infrastructure details:

Establishments need to provide manpower and infrastructure details. The forms would appear in the below format:

Manpower and infrastructure details (Details of training officer, Establishment infrastructure details, Manpower specialization/field of study and count).

Infrastructure Details

Name of Training Officer *	Designation *	Qualification *
<input type="text" value="NAME OF TRAINING OFFICER"/>	<input type="text" value="DESIGNATION*"/>	<input type="text" value="QUALIFICATION"/>
Year of Experience *	Mobile Number *	Email Id *
<input type="text" value="EXPERIENCE"/>	<input type="text" value="MOBILE NUMBER"/>	<input type="text" value="Email"/>

Does the Establishment have lecture-halls/rooms for conducting group discussions & meetings? * Yes No

Does the Establishment have a technical library under the control of the training department? * Yes No

Does the Establishment have hostel facilities for accomodating Apprentices? * Yes No

Does the Establishment have canteen facilities for Apprentices? * Yes No

Does the Establishment have Transport facilities for Apprentices? * Yes No

Does the Establishment involve the Apprentices in normal production activities? * Yes No

Does the Establishment have its own management training scheme? * Yes No

Where does the Establishment draw the faculty from?

- Training Department
- Other Functional Area within the organisation
- Outside faculty

Does the Establishment have Medical Facility? * Yes No

Does the Establishment have Safety Officer? * Yes No

Wheather the Establishment policy provides regular job to the Apprentices after 1 year training? * Yes No

Is the Establishment willing to pay higher stipened then the government prescribed stipend rate? * Yes No

Save and continue

STEP 3: BANK ACCOUNT DETAILS – (Only for Establishments taking reimbursement)

In this Bank account details of the establishment is asked, Account through which stipend is paid to apprentices, account to which the stipend reimbursement is to be credited. Both the account details can be same.

Account Detail

Bank Account Details Treasury Account Details

Payment Bank Account Detail

IFSC Code *	Bank Branch Name *	Bank Name *
<input type="text" value="IFSC CODE*"/>	<input type="text" value="SELECT BRANCH"/>	<input type="text" value="SELECT BANK"/>
Bank Account Number *	Name of the Account Holder *	Upload Passbook (Only pdf) *
<input type="text" value="BANK ACCOUNT NUMBER*"/>	<input type="text" value="ACCOUNT HOLDER NAME"/>	<input type="text" value="Choose File No file chosen"/>

Receiving Bank Account Detail

Is the Payment Bank Account is same as Receiving Bank Account?

IFSC Code *	Bank Branch Name *	Bank Name *
<input type="text" value="IFSC CODE*"/>	<input type="text" value="SELECT BRANCH"/>	<input type="text" value="SELECT"/>
Bank Account Number *	Name of the Account Holder *	Upload Passbook (Only pdf) *
<input type="text" value="BANK ACCOUNT NUMBER*"/>	<input type="text" value="ACCOUNT HOLDER NAME"/>	<input type="text" value="Choose File No file chosen"/>

Account Officer Details

Name *	Designation *
<input type="text" value="NAME"/>	<input type="text" value="DESIGNATION"/>
Mobile No *	Email Id *
<input type="text" value="MOBILE NO"/>	<input type="text" value="Email Id"/>

Save and Continue

STEP 4: Uploading of files

Further, the establishment needs to upload logo of company, certificate of incorporation, Latest IT Return copy, Structured training module, PAN/TAN. In the next step of uploading files, the establishment also needs to upload

-Whether establishment wants to engage apprenticeship in NAPS

-Number of apprenticeships required course-wise along with stipend provided.

Upload Logo (png, jpg, jpeg)*

 No file chosen

Upload Certificate of Incorporation MAX 1MB (pdf)*

 No file chosen

Latest IT Return Copy MAX 1MB (pdf) *

 No file chosen

Sturctured Training Module MAX 1MB (pdf) *

 No file chosen

PAN / TAN MAX 1MB (pdf)

 No file chosen

Save and Continue

STEP 5: Adding the other sub-locations of the establishment.

The establishments are asked to fill the sub-location details, if any. The manpower details of the sub-location are also asked as they are used to identify the number of slots an establishment can request from BOAT officials.

1. Adding locations

In further steps, the establishment can add **other office locations, if any and number of apprenticeships required course-wise along with stipend provided.**

Add Factory / Unit / Office Location

Pin-Code *	Post Office *	District *	State *
<input type="text" value="PIN-CODE"/>	<input type="text" value="SELECT POST OFFICE"/>	<input type="text" value="DISTRICT"/>	<input type="text" value="SELECT STATE"/>
Address *			
<input type="text" value="ADDRESS"/>			
Name of Contact Person *	Designation *	Mobile Number *	
<input type="text" value="NAME OF CONTACT PERSON"/>	<input type="text" value="DESIGNATION"/>	<input type="text" value="MOBILE NUMBER"/>	
Email ID *			
<input type="text" value="email"/>			

Add Man Power Details

Regular *	Contractual *	Casual *	Outsource *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total *	<input type="button" value="Add Details"/>		
<input type="text"/>			

STEP 6: Requirement details

Educational qualification-wise number of apprentices required shall be filled.

In case establishment wants to reimburse, how many apprentices to reimbursement and how many without reimbursement can be specified

Whether you are engaging Apprentices in the NAPS*	Financial Year*	No. of Apprentices to be Engaged*
<input type="text" value="YES"/>	<input type="text" value="2022-2023"/>	<input type="text"/>

Apprentice Requirement

Education Type*	Course Name*	Specialisation*	Requirement Without Reimbursement *	Requirement With Reimbursement *	Stipend *
<input type="text" value="- SELECT YOUR EDUCATION"/>	<input type="text" value="- SELECT"/>	<input type="text" value="--SELECT THE SPECIAL"/>	<input type="text" value="Add Requirement Required"/>	<input type="text" value="REQUIREMENT WITH REIMBURSEMENT"/>	<input type="text" value="STIPEND"/>
					<input type="button" value="+"/>
<input type="button" value="Submit"/>					

STEP 7: Profile view and final submit

With this step the profile filling is finished, now the establishment can view the details filled and submit for the BOAT approval.

Scroll down to the end of the page, cross-check the details and click on “SUBMIT” button.

View Location					
Enrollment ID	State	District	Address	Total Manpower	Action
Not Generated	ANDHRA PRADESH	VISAKHAPATNAM	IBRAHIMPUR	130	<input type="button" value="View"/>
Manpower Count Qualification / Specialization Wise (Top 5)					
Education Type *	Course Name *	Specialization *	Manpower *		
GRADUATE IN GENERAL STREAM	BACHELOR OF BUSINESS ADM	FINANCE	20		
Requirement Details					
Whether you are engaging Apprentices in the NAPS *					
<input type="text" value="NO"/>					
Education Type	Course Name	Specialization	Requirement Without Reimbursement	Requirement With Reimbursement	Stipend
GRADUATE IN ENGINEERIN	AGRICULTURE	AGRICULTURAL ENG	0	10	9000
<input type="button" value="Final submit"/>					
<input type="button" value="Print"/> <input type="button" value="Edit"/>					

2.2 Profile submitted for BOAT approval


The Establishment goes through a two-step approval from BOAT.

And the status is shown like below. BOAT officers can add any remarks on the portal, which will be visible at the remark's column.


Establishment BOAT approval status pending

Registration Date	Final Submit Date	Request Pending With	Status	Remarks
24-07-2022	25-07-2022	Officer Trainee	Pending	

POST BOAT APPROVAL – ESTABLISHMENT CAN ACCESS THE DASHBOARD



National Apprenticeship Training Scheme (NATS)
Instituted by Boards of Apprenticeship Training / Practical Training
Ministry of Education, Government of India



[Dashboard](#) | [Advertisement Management](#) | [Apprenticeship Management](#) | [Event Management](#) | JSW STEEL LTD!

Welcome, JSW STEEL LTD ! [View Profile](#)

Enrollment ID: SKABLP000001	Email: appretnicediploma.steelvjnr@jsw.in	Contact No.: 9480694290	Date of Registration: 12-03-2018
-----------------------------	---	-------------------------	----------------------------------

Select Financial Year
2021-2022

Slots Notified 1600 View Details	Utilized 788	Contract Generated 766	Shortfall 834
Applied against advertisements 772	Shortlisted 0	Interview Calls 0	Selection Status 0
Applied against yearly requirements 1	Shortlisted 0	Interview Calls 0	Selection Status 0

3. Onboarding Students

There are two ways for an establishment to onboard students as an apprentice.

1. Posting Apprenticeship Advertisement:

This method involves an establishment posting an advertisement and students applying for it.

2. Bulk Contract Creation:

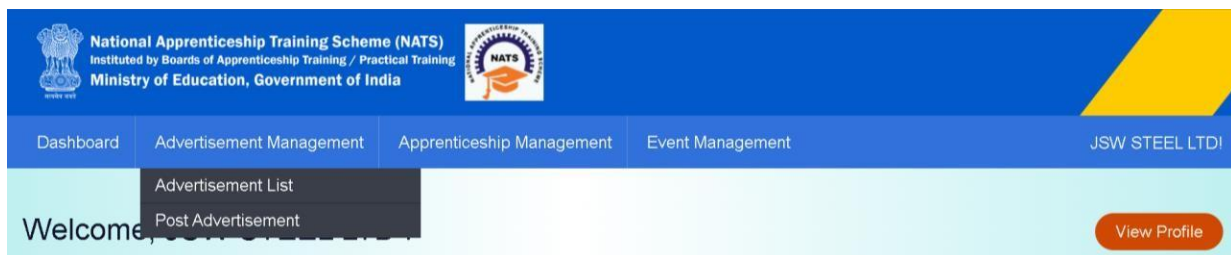
This method involves entering one or more than one student enrollment ID, and by filling the training details, the contract creation step starts.

3.1. Posting Apprenticeship Advertisement

- An establishment can post an apprenticeship advertisement educational qualification-wise, location-wise, skill-wise, gender-wise, based on year of passing & after approval of BOAT, ADVERTISEMENT shows up on student dashboard, based on matching criteria.
- Applied students can be shortlisted, put in waiting list, called for interview, selected or be rejected.

To Post an advertisement –

In navigation bar → Click on Advertisement Management → Select “Post Advertisement”



On-clicking, the advertisement posting page opens, where the details like *Apprenticeship location*, *required qualification*, *who can apply*, *apprenticeship start date* and *last applying date* are to be filled.

Establishment request post apprenticeship advertisement form

Select State of Office *	Select District of Office *	Select Location of Office *
<input type="text" value="SELECT STATE"/>	<input type="text" value="SELECT DISTRICTS"/>	<input type="text" value="SELECT LOCATION"/>

Apprenticeship Title *

Apprenticeship Description(100 to 1000 words) *

Keywords (Specify Skills) *	Year of Passing *
<input type="text" value="KEYWORDS"/>	<input type="text" value="SELECT YEAR OF PASSING"/>

Gender	Number of Apprentices willing to engage with Reimbursement *
<input type="text" value="SELECT GENDER"/>	<input type="text" value="WITH REIMBURSEMENT"/>

Required Qualification

Course Type*	Qualification*	Specialisation*	Minimum Percentage*	No. of Apprenticeship *	Amount of Stipend per Month *
<input type="text" value="--SELECT YOUR COU"/>	<input type="text" value="- SELECT YOU"/>	<input type="text" value="--SELECT THE SPECIAL"/>	<input type="text"/>	<input type="text" value="NO. OF APPRENTICESH"/>	<input type="text" value="AMOUNT OF STIPEND"/>

Who Can Apply?

Select State*	Select District*
<input type="text" value="SELECT STATE"/>	<input type="text" value="SELECT DISTRICT"/>

Duration in Month*	Mobile Number *	Std Code *
<input type="text" value="DURATION IN MONTH"/>	<input type="text" value="MOBILE NUMBER"/>	<input type="text" value="STD CODE"/>

Land Line Number	Email	Last Date to Apply *
<input type="text" value="LAND LINE NUMBER"/>	<input type="text" value="email"/>	<input type="text" value="mm/dd/yyyy"/>

Any supporting Document (only pdf)

On submitting the advertisement, the request is sent to BOAT for approval, and the status of the advertisement can be view from advertisement list of advertisement management from navigation bar.

Dashboard Advertisement Management Apprenticeship Management Event Management JSW STEEL LTDI

All Apprenticeship Advertisements Requested
18

In-progress Apprenticeship Advertisements
11

Approved Apprenticeship Advertisements
6

Rejected Apprenticeship Advertisements
1

All Apprenticeship Advertisements

Apprenticeship ID	Title	Status	Edit
AAKA23050284	AICTE	Pending With Boat Officer	View & edit
AAKA23050285	Cloud engineer	Approved By BOAT	View
AAKA23050290	CLOUD ENGINEER	Approved By BOAT	View
AAKA23050292	AZURE DEVOPS	Approved By BOAT	View
AAKA23050294	SOFTWARE DEVELOPER	Pending With Boat Officer	View & edit
AAKA23050295	WEB DEVELOPER	Approved By BOAT	View
AAKA23050297	AWS CLOUD	Approved By BOAT	View
AAKA23050300	AWS CLOUD	Approved By BOAT	View

Establishment requests for apprenticeship advertisement which reflects at respective officer who assigned the duty of approving apprenticeship advertisement.

BOAT can accepts/ reject/ seek clarification post apprenticeship advertisement

Boat verifies data and seeks clarification if any to the establishment. If accepted, the advertisement is posted to students' dashboard.

ON BOAT APPROVAL FOR ADVERTISEMENT LISTING

Once an advertisement is accepted by BOAT department, the status will be reflected on establishment with status "Approved by BOAT" in green color as one can see on the above screenshot.

Apprenticeship advertisement on student dashboard

Advertisements show on dashboard in listing way, they can apply to their suitable apprenticeship by viewing the details like,

1. Apprenticeship title, description, duration, location, skills required, qualification required to apply.
2. After applying, they can check for application status from the application management

Student dashboard with apprenticeship advertisement

Apply against Skills vacancies

Industry Name	Post Title	State	District	Vacancies	Date of Publication	Last Date to Apply	View	Action	Status
Vamsi tech	ECE	ANDHRA PRADESH	VISAKHAPATNAM	10	21-Jul-2022	28-Jul-2022	View		

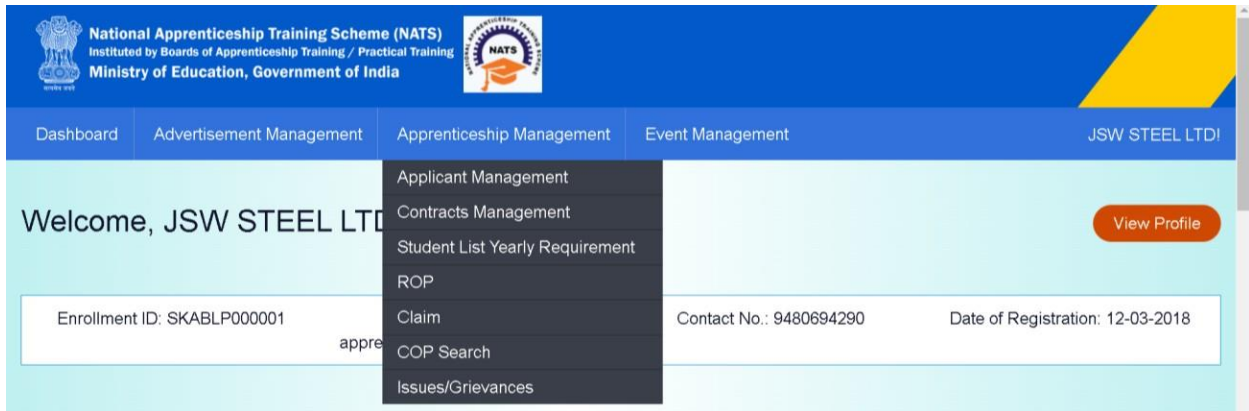
3.1.1 Application Management

Establishment can see all the applicant details from the interview management section. From where they can

1. Shortlist an application
2. Select application,
3. Reject
4. Put in waiting list
5. Call for interview.

To view the applicant list for an advertisement –

In navigation bar → click on “Apprenticeship Management” → Select “Applicant Management”



On selecting the applicant management, the interview management page opens.

From here an advertisement can be selected from the list of drop-down to see the student list, refer to below screenshot. A student’s profile can be viewed, can be shortlisted/waitlisted/rejected. Students who are selected are eligible for contract creation.

Interview Management

Pending Application Shortlist Application Called for Interview Selected Applications Not Selected Applications Waitlisted Applications

ALL

Export Data

Applicant Name	Applicant Caste	Apprenticeship ID	Title	Locations	Created At	Action
BITTU KUMAR	OBC	AAUK22070	TITLE	DEHRADUN	2022-07-24 07:24:02	View Profile Shortlist Applicant Waitlist Applicant Reject the Applicant Select Applicant

Once a student is selected, the page redirects to “Contract Creation”. Select the advertisement from the drop-down over which the student is selected.

The selected students list appears, fill the training details, period of training, joining details, stipend details and etc.

Dashboard Advertisement Management Apprenticeship Management Event Management JSW STEEL LTD

Create Contract

AWS CLOUD - AAKA23050297


Requirement Details

Apprenticeship Title: AWS CLOUD

Start date Immediately	Duration Months	Apply by 2023-05-26	Location BELLARY
Qualification AERONAUTICAL ENGINEERING	Specialisation AERONAUTICAL ENGINEERING	Course Type GRADUATE IN ENGINEERING / TECHNOLOGY	Intern 10
Land line number 2534899	Email appretnicediploma.steelvjnr@jsw.in	Keywords html, cloud	Mobile No 9818481072

Terms of Engagement:

Full Time

Applicant Name	Category	Apprenticeship ID	Title	Locations	Created At	Action
	1443961 (yaman) Mob No:9873452342 Community: OBC Physically Handicapped: N Govt Id Card: Nm9VNUv\SHMxaHloWTdoWTY2Ni9BUT09 Passed Out In: GRADUATE IN ENGINEERING / TECHNOLOGY Year of Passing: 2020 Month of Passing: June <input type="checkbox"/> Govt Id Proof <input type="checkbox"/> View Profile Photo <input type="checkbox"/> View Profile		Date of Joining * mm/dd/yyyy	Select State of Office * SELECT STATE	Soft Skills * SELECT SOFT SKILL	
			Period of Training * SELECT PERIOD IN MONTHS	Select Location of Office * SELECT LOCATION C	Professional Skills PROFESSIONAL SKILLS	
			Stipend * Stipend	Select Section * SELECT SECTION *	Area of Domain * AREA OF DOMAIN	
			Bank IFSC Code * SBIN000881	Bank Account Number * 87965487765476	Bank Name * STATE BANK OF INDIA	
			<input type="checkbox"/> Do you want to send the amount to the same account given by the students? *	Account Holder Name * YAMAN	Bank Branch Name * NAMAKKAL	

I Therefore Verify that I have verified the student that are Enrolled in the Contract that they are eligible for apprenticeship as per apprenticeship act.

Create Contract

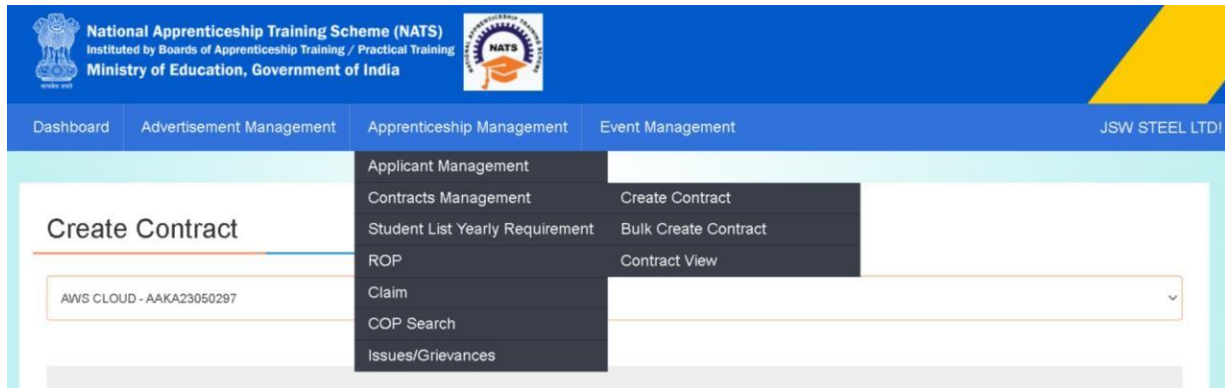
3.2 Bulk Contract Creation

This the second method for an establishment can onboard students and create contract.

Establishments which prefer to use their own method of selecting students for apprenticeship, can use this functionality on bulk contract creation.

To perform a bulk contract creation:

In navigation bar click on “Apprenticeship Management” → Select “Contract Management” → opt for “Bulk Contract creation”



On clicking the “Bulk Create Contract”, the below page opens from where student enrollment ID can be given.

Once all the student enrollment ID are added, an option to fill the training details are shown.

By filling the training details and clicking on “Create Contract Request”.

The request goes to those particular student dashboards for acceptance, and later to BOAT officer for their approval.

Once the BOAT approval is received. The contract is successfully created.

The contract creation module is explained in detail in section 4. Contract creation

4. Contract Creation/Management

After the establishment contract creation, the request goes to student dashboard for contract approval and upon approval from student the same will reflect at BOAT for final acceptance of contract creation.

The below are the detailed explanation of the contract creation process.

1. Upon “Initiation of contract” the status of application changes to status to approve contract.
2. After selecting students, a contract has to be created individually with each of them, with approval from BOAT and acceptance from student, a contract is created.

- Multiple students contract creation can be done by verification of details and by giving the joining date, life skills, professional skills date, the contract request is created in BULK Manner.
- Multi-select option and Advertisement-wise segregation is enabled.
- Once a student's contract is created, they are part of establishment as an apprentice and so can't apply elsewhere until, there contract is terminated in any such case.
- Based on their training period, each student's performance is recorded quarter-wise and is used at the time of Certificate generation and stipend claim by establishment.

While contract creation, an establishment has two options to select a student,

- SEC 22(A), the student is retained as an employee into same establishment after apprenticeship program is finished.
- SEC 22(B), student may or may not be retained as an employee in the same establishment.

Create Contract

TITLE - AAUK22070

Requirement Details

Apprenticeship Title:TITLE

Start date Immediately	Duration 6 Months	Apply by 2022-07-23	Location DEHRADUN
Qualification AGRICULTURE ENGINEERING	Specialisation AGRICULTURAL ENGINEERING	Course Type Graduate in Engineering / Technology 12	Intern
Qualification BACHELOR OF	Specialisation Ayurved In Pharmacy	Course Type Graduate in General Steam	Intern 13
Mobile No 9123123123	Land line number 9234342	Email akash1@gmail.com	Keywords c++, HTML, PHP

Terms of Engagement:

Full Time

Applicant Name	Applicant Caste	Apprenticeship ID	Title	Locations	Created At	Action
<input checked="" type="checkbox"/> Profile Photo	CORPORATE1658551723(BITTU KUMAR) Mob No:6206925676 Community: OBC Physically Handicapped: N Govt Id Card:2653 9062 4405 Passed Out In:Diploma in Engineering / Technology Year of Passing:2021 Month of Passing:October <input type="checkbox"/> Govt Id Proof <input type="checkbox"/> View Profile Photo <input type="checkbox"/> View Profile		Date of Joining * mm/dd/yyyy	Select State of Office * SELECT STATE	Life Skills LIFE SKILLS	
			Period of Training * SELECT PERIOD IN MC	Select Location of Office * SELECT LOCATION OF	Professional Skills PROFESSIONAL SKILLS	
			Stipend * Stipend	Select Section * SELECT SECTION *	Area of Domain * AREA OF DOMAIN	
<input type="checkbox"/> Profile Photo	CORPORATE1658551723(Manikanta Dodda) Mob No:9963828073 Community: OBC Physically Handicapped: N Govt Id Card:2314 3851 2319 Passed Out In:Graduate In General Steam Year of Passing:2019 Month of Passing:June <input type="checkbox"/> Govt Id Proof <input type="checkbox"/> View Profile Photo <input type="checkbox"/> View Profile		Date of Joining * mm/dd/yyyy	Select State of Office * SELECT STATE	Life Skills LIFE SKILLS	
			Period of Training * SELECT PERIOD IN MC	Select Location of Office * SELECT LOCATION OF	Professional Skills PROFESSIONAL SKILLS	
			Stipend * Stipend	Select Section * SELECT SECTION *	Area of Domain * AREA OF DOMAIN	

I Therefore Verify that I have verified the student that are Enrolled in the Contract that they are eligible for apprenticeship as per apprenticeship act.

Create Contract Request

Contract management by student

After the establishment contract initiation, student has to accept the contract request from establishment firstly, in order to send request to BOAT for final confirmation.

Student dashboard view

Application Management						
Applied Apprenticeship						
Location	State Name	Company Name	Apprenticeship Name	Date of Application	Status	Action
DEHRADUN	UTTARAKHAND	Akash	TITLE	25-Jul-2022	Akash Industry generating the contract for Apprentiship Training whether you would to Accept or Reject	Accept Reject

On acceptance, Contract request sent to BOAT for approval

Apply against Skills vacancies

Industry Name	Post Title	State	District	Vacancies	Date of Publication	Last Date to Apply	View	Action	Status
Akash	TITLE	UTTARAKHAND	DEHRADUN	13	23-Jul-2022	23-Jul-2022	View	Applied	Contract Sent For Approval of Boat

Once a contract is created, for any changes in student profile, they need to request BOAT for it.

5. Quarterly filing of Record of Progress (ROP)

Establishment fills the Record of progress of every student each and every month.

There are two ways to fill ROP,

1. **ROP through portal:** They can fill through the Portal
2. **Excel upload:** Excel upload, mostly preferred for bulk data submission.

To Fill ROP:

In navigation bar “click on Apprenticeship Management” → “ROP” → “Create ROP”.

Method 1: ROP through portal: To fill ROP of a particular student, establishment has to select the month for which he wants to record the progress.

Establishment filing ROP through portal -

The screenshot shows the ROP portal interface. At the top, there is a form with two dropdown menus: "Financial year" (set to 2022-2023) and "Select Month" (set to JANUARY), with a "Submit" button. Below this is a "Download Excel Template" button. A table displays student data for the selected month and year. The table has columns: S.No, Requirement Id, Contract Number, Enrollment Number, Student Name, Training Start Date, Training End Date, From Date, and To Date. The data row shows: 1, REQ1684402540, CKABLPGE210107, ATNAY0000158, SOBHA, 15-01-2022, 14-01-2023, 15-01-2022, 31-01-2023. Below the table, there is a "Step 2" section with a "Bulk Excel Upload" button.

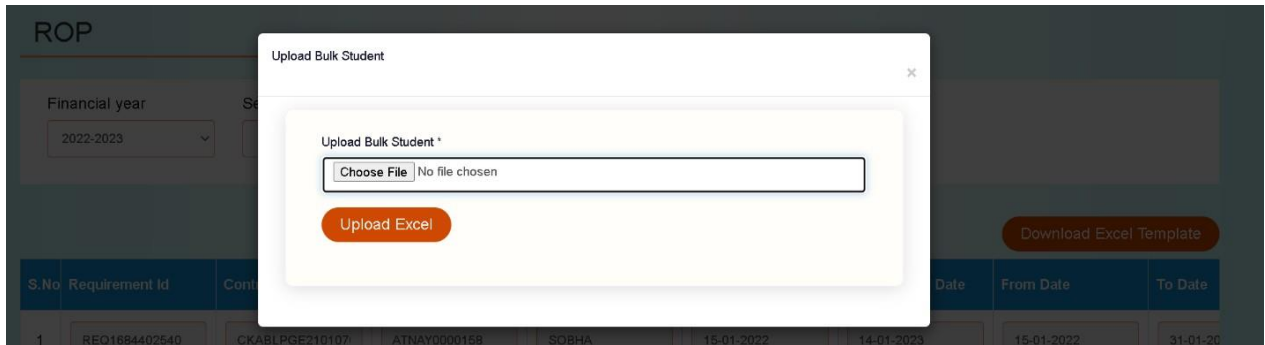
Method 2: Excel upload: For Bulk ROP, download the excel template from the button “Download Excel Template”. Fill the ROP details in excel and click on “Bulk Excel Upload” to submit the ROP.

Excel Upload: Downloaded excel will be pre-filled with students from the selected month and financial year:

The screenshot shows an Excel spreadsheet with the following data:

S.No.	Contract No.	Student Name	Student Name	Training Start Date	Training End Date	From Date	To Date	Life Skills	Professor No.	of Paik	Stipend	ps	Stipend	Ps	Request Id	Job Status
1	1	CKABLPGE	STU16841	SOBHA	15-01-202	14-01-202	15-01-202	31-01-202	NA	NA	10	290.3226	2903.226	REQ16844	NA	
2	2	CKABLPGE	STU16841	yaman	15-01-202	14-01-202	15-01-202	31-01-202	NA	NA	30	290.3226	8709.677	REQ16844	NA	

The excel can be uploaded by clicking on “Bulk Excel Upload”



On submission of ROP for a quarter, an ROP will be sent for BOAT approval.

BOAT module approves establishment ROP

ROP

Financial year: ALL
Select Company: SELECT COMPANY
Select Location: SELECT LOCATION
Select Posted Apprenticeship Requirement: SELECT POSTED APPRENTICESHIP REQUIREMENT
Select Quarter: SELECT QUATER
Submit

Export

Skills	Professional Skills	Number of Paid Days	Stipend	Stipend Paid Per month	Overall Performance	Job Status	Action
VERY GOOD	VERY GOOD	15	500	15000		NOT EMPLOYED Y	Approve Disapprove Contact Employer

6. Claiming stipend reimbursement

To Raise a stipend claim request:

In navigation bar Click on “Apprenticeship Management” → Select “Claim” → “Create Claim”

In the claim request page, on selecting the financial year and number of students for whom stipend claim is being raised. The list of students whose ROP for at least a quarter is filled shows up.

Establishment claiming stipend reimbursement

Stipend Amount

Financial year: ALL | Select No of Students: ALL | Search

Selection tab	Quarter	Student name	Contract no.	Claim From	Claim To
<input type="checkbox"/>	Quarter 1	Sainadh	CKABLPGE2101076770	01 Jan 2022	31 Mar 2022

Next

Step 1: In the selection tab, check the boxes of students whose claim is to be requested and click next.

The below page appears, where the student’s stipend details are visible.

Stipend Amount

Student Name	Contract No	Month 1	Paid Amount	Month 2	Paid Amount	Month 3	Paid Amount	Total Paid amount
Sainadh	CKABLPGE2101076770	From Date: 01 JAN 22 To Date: 31 JAN 22	0.00	From Date: 01 FEB 22 To Date: 28 FEB 22	0.00	From Date: 01 MAR 22 To Date: 31 MAR 22	0.00	0.00

Save | Cancel

Step 2: Click on “Save” to finish the final submit.

Stipend Amount

Student Name	Contract No	Claim period (from – to)	Total Paid amount	Eligible 50% of Govt reimbursement	Net amount being claimed
Sainadh	CKABLPGE2101076770	01 Jan 2022 To 31 Mar 2022	0.00	0	0

Submit | Cancel

Step 3: Upon Final submitting the stipend claim request, a stipend claim form is generated like below.

**BOARD OF APPRENTICESHIP TRAINING (SOUTHERN REGION)**

Director of Training and Regional Central Apprenticeship Advisor Board Of Apprenticeship Training (Southern Region)
 Ministry of Human Resource Development Department Of Higher Education Government Of India CIT Campus
 Tharamani, Chennai-600 113

**STIPEND CLAIM FORM**

50% ON PRESCRIBED RATES UNDER THE APPRENTICES ACT, 1961 AS AMENDED IN 1973,1986 & 2014 RESPECTIVELY
 QUARTERLY CLAIM BILL FOR REMBURSEMENT OF GOVERNMENT SHARE OF STIPEND.

Name Of Establishment : JSW STEEL LTD
 Claim Request No.: ST2202973609
 Name of Drawing & Disbursing Officer: pihu
 Name of Bank: HDFC BANK

Establishment No.: SKABLP000001
 Request Date: 18 May 2023
 Account No. : 876543256789087654
 IFSC Code No. : HDFC0000139

Sr. No.	Contract No. (As per Contract)	Date of Engagement	Name of Apprentice (s)	Registration Type	Rate of Stipend As per contract (Per Month)	Period to which claim relates	Actual Payment		Deduction		Reimbursement	
							Total Net Amount to apprentice (As per bank statement)	Number of days absence/leave availed without stipend	Govt prescribed rate (per month)	50% amount to be reimbursed by govt for period in (7)	50% share of govt on minimum prescribed rate (Net claimed by training establishr)	
1	2	3	4	5	6	7	8	9	10	11	12	
1	CKABLPGE2101076770	01 Jan 2022	Sainadh	GRADUATE IN ENGINEERING / TECHNOLOGY	16432	01 Jan 2022 to 31 Mar 2022	0.00	90	8216	0	0	

Certified that (i) net amount show in column 8 against each apprentice has been paid directly to the bank account as mentioned against each apprentice (in the table above) by this office during the period for which the claim has been raised all necessary document in relation to the actual payment of stipend to each apprentice as mentioned above are maintained by this office and shall be furnished to the regional central apprenticeship advisor or his nominee for verification as and when required (ii) the amount shown under column 13 has been claimed in accordance with the provisions of the apprentices act, 1961 as subsequent amendment there on and has not been claimed earlier.

Signature of the employer/competent authority on his behalf with date & office seal

Page: 1 of 2

Stipend Claim Form- Declaration by the finance head for claim request number

I hereby declare on behalf of Mr/Mrs : **Sainadh**

That the net amount shown in column no. 8 against each Apprentice(s) has Actually been paid through the respective bank account of the apprentice(s) as mentioned in this request from, valid receipt for which is maintained with our establishment office.
 It is further to declare that the statement made above is absolutely true and authentic. Terminated apprentices have not been included in this claim. The amount shown under column 13 has been claimed in accordance with the provisions of the apprentices act, 1961 and subsequent amendments thereon and has not been claimed earlier. In the event of the above statement made subsequently turning out to be incorrect or false, the undersigned has understood and accepted that such incorrect declaration in respect of its contents shall be treated as non compliances of the provisions of the apprentices Act, and the Apprenticeship Rules, as amended from time to time thereby rendering the undersigned liable for necessary action deemed fit under section 30 of the Apprentices Act.

Signature

Rs. 1
 Revenue
 Stamp

Signature, Seal, Designation, Date and Name of the Authority

Amount to be Paid Rs.

Finally admitted for payment Rs.

Instructions to be followed while filling the statement for claiming reimbursement from the Government of India

- Do ensure the bank account details of apprentices available in this form is the one to which paid as it will be validated reimbursement is processed. In case of discrepancy, the bank details of apprentices has to be modified by the apprentice from their profile section before raising claim reimbursement request.
- Column 6: The actual rate of stipend paid should be indicated even though it may higher than the minimum rate.
- Column 7: The format to indicate the period pertaining to the claim shall be of the format DD/MM/YYYY. e.g. 20-10-2020 to 31-10-2020.
- Column 9: The number of the days of absence/leave on loss of stipend should be indicated for the period of claim as in column 7.
- Column 9.10: While calculating the stipend for part of a month and the deduction due to leave or absence on loss of stipend, the number of calendar days in a month should be taken on the basis in respect to the number of working days in that month.
- Column 11: The amount to be reimbursed by central Government will be 50% of the minimum stipend amount as prescribed below. this is effective from 01-apr-2021.

Graduate Apprentice	technician Apprentice	technician (Sandwich) Apprentice	Graduate (Sandwich) Apprentice
Rs. 9000/- Per Month	Rs. 8000/- Per Month	Rs. 7000/- Per Month	Rs. 8000/- Per Month

- Column 12: Indicates 50% of the amount of stipend to be reimbursed for the period indicated in the column 7 e.g. For a three month Period, the amount for graduate apprentice will be Rs.(9000 per month * 3 months)/2.
- Column 13: For calculating the net amount to be disbursed deduction other than that due to absence / Leave without stipend should not be taken into account.
- Claim in respect of technician (vocational) apprentice may be made separately, without clubbing the same with that of graduate and technician Apprentices.

NOTE:

While sending this for reimbursement of stipend the following information may be please be furnished to this office.

- Complete Postal Address of the establishment
- The designation of the officers in favour of whom the cheque to be drawn.

Request No.

After the establishment proposal in the portal, the stipend claim forms physical copies and necessary documents are also shared with BOAT Officer.

Then the scrutiny process starts:

1. Stipend claim is initiated by user accounts,
2. Sends to junior accounts officer for validation,
3. Director can seek clarification, reject or approve claim and send forward for,
4. Jr. User accounts officer, generates bill
5. And the voucher is generated
6. Finally sent to Bank for money transfer,
7. The transaction details are entered for reference purpose of the establishments.

Stipend claims view:

All the stipend claims requested and their status can be view from “view claim” section of navigation bar:

Claim details along with their status can be seen in this page.

Claim			
Claim Ref No.	Date	Status	View / Print
ST2202973609	18 May 2023	Claim Raised	View / Print
ST2202973599	16 May 2023	Approved By Accounts Officer	View / Print
ST2202973598	15 May 2023	Claim Raised	View / Print
ST2202973597	15 May 2023	Claim Raised	View / Print
ST2202973595	12 May 2023	Claim Raised	View / Print
ST2202973594	11 May 2023	Voucher Generate By Assistant Accountant	View / Print
ST2202973563	09 May 2023	Bill Approve By Assistant Accountant	View / Print
ST2202973554	03 May 2023	Approved By User Accountant	View / Print

Contact Us

Email: natssupport@aicte-india.org