

Claims and Reimbursement User manual



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1 Introduction

The *User Manual Claim Simplification – Payroll* is designed to provide information on, how the claims are submitted and handled by the Establishment and AAA for claim approval. The registered Establishment is also able to carry out the following functionalities and raise claims in batches as per requirements.

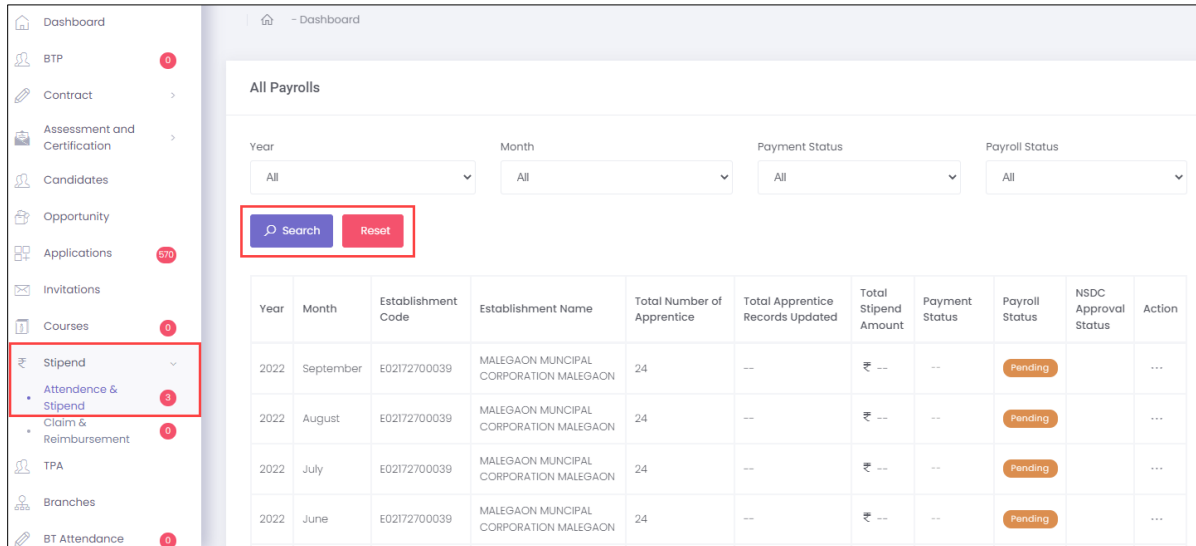
- Attendance and Stipend (Payroll) - Establishment
 - Payment – Apprenticeship Gateway
 - Payment – Own Gateway
 - Process Payment
 - View Payment Details
 - Re-Try Payment
- Claims and Reimbursement
 - Submit Claim – Apprentice Gateway
 - Submit Claim – Own Gateway
- DT-Verify Claim Request – AAA Admin
- DT-Initiate Sampling – RDSDES
- DT-Upload Sampling Document – Establishment
 - DT-Submit Bank Certificate
- DT-Verify Claim – RDSDES
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- OT-Verify Claim Request – Sector Skill Council (SSC)
- OT-Initiate Sampling – NSDC Admin
- OT-Upload Sampling Document – Establishment
 - OT-Submit Bank Certificate – Establishment
- OT-Verify Claim – NSDC Admin
- OT-Approve Claim – NSDC Admin

2 Attendance and Stipend (Payroll) - Establishment

The **Attendance and Stipend** screen allows the Establishment to view the payroll details.

To Navigate

Home - - > Establishment Dashboard - - > Stipend - - > Attendance & Stipend



Year	Month	Establishment Code	Establishment Name	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount	Payment Status	Payroll Status	NSDC Approval Status	Action
2022	September	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	--	₹ --	--	Pending		...
2022	August	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	--	₹ --	--	Pending		...
2022	July	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	--	₹ --	--	Pending		...
2022	June	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	--	₹ --	--	Pending		...

- The **All Payrolls** screen displays all payroll details such as Year, Month, Establishment Code, Establishment Name, Total Number of Apprentice, Total Apprentice Records Updated, Total Stipend Amount, Payment Status, Payroll Status, NSDC Approval Status, and also view details under Action.
- The **Establishment** can search for a particular payroll based on Year, Month, Payment Status, and Payroll Status. Click **Search**, to search for a particular payroll.

2.1 Payment – Apprenticeship Gateway

The **Monthly Apprenticeship Payroll** screen allows the Establishment to select the payment process.

To Navigate

Home - - > Establishment Dashboard - - > Stipend - - > Attendance & Stipend - - > All Payrolls - - > Action -
- > View Payroll Details

All Payrolls										
Year	Month	Establishment Code	Establishment Name	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount	Payment Status	Payroll Status	NSDC Approval Status	Action
2022	September	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	--	₹ --	--	Pending		...
2022	August	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	--	₹ --	--	Pending		...
2022	July	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	--	₹ --	--	Pending		...
2022	June	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	--	₹ --	--	Pending		View Payroll Details

- The **All Payrolls** screen displays the payment details such as Year, Month, Establishment Code, Establishment Name, Total Number of Apprentice, Total Apprentice Records Updated, Total Stipend Amount, Payment Status, Payroll Status, and NSDC Approval Status.
- Click **View Payroll Details**, the **Monthly Apprenticeship Payroll** screen appears.

- The **Monthly Apprenticeship Payroll** screen displays the candidate details such as Candidate Code, Candidate Name, Candidate Bank A/C Available, Contract Stipend, Prescribed Stipend, Eligible No. of Days, and Stipend Payable.

April 2022 - Monthly Apprenticeship Payroll

Download Payroll Template Payroll Bulk Update Freeze Payroll Save As Draft ← Back

Search by candidate code & name Stipend Amount

Search... All Search Reset

Total Stipend Payable for this Month = ₹ --

Candidate Code	Candidate Name	Candidate Bank A/c Available	Contract Stipend	Prescribed Stipend	Eligible No. of Days	Unauthorized / Leave Without Pay (No. of Days)	Stipend Payable	Total Amount Payable
A062046368	ritesh samadhan shelar	Yes	₹ 7700	₹ 6000	30	Enter	₹ --	Enter
A062177448	HAKIM HUSNODDIN KHATIK	Yes	₹ 8050	₹ 5000	30	Enter	₹ --	Enter
A062209604	CHETAN KIRAN MAHIRE	Yes	₹ 7700	₹ 6000	30	Enter	₹ --	Enter

- Enter the appropriate Unauthorized / Leave Without Pay (No. of Days), and Total Amount Payable.
- Click **Save as Draft**, to proceed with the freeze payroll.
- Click **Freeze Payroll**, the following screen appears.

!

Are you sure?

You will not be able to edit once you submit.

Yes, submit it! No

- Click **Yes, submit it**, the **Payroll Freeze Successfully** message appears, and the Payment Mode appears.

April 2022 - Monthly Apprenticeship Payroll

Choose Payment Mode ← Back

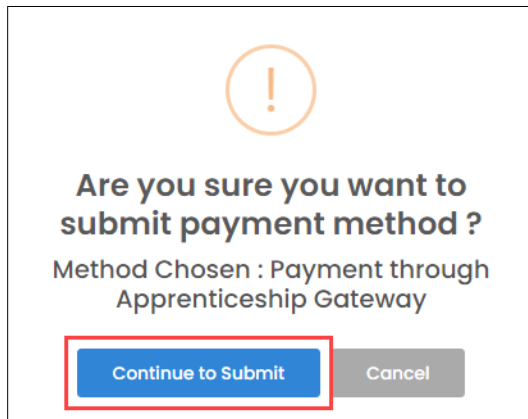
Search by candidate code & name Stipend Amount

Search... All Search Reset Download

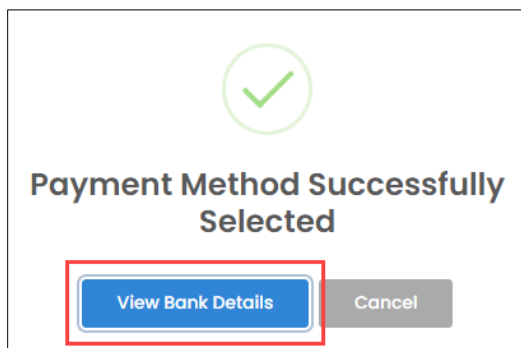
Payment through Apprenticeship Gateway Payment through your own Gateway

Total Stipend Payable for this Month = ₹ 186900

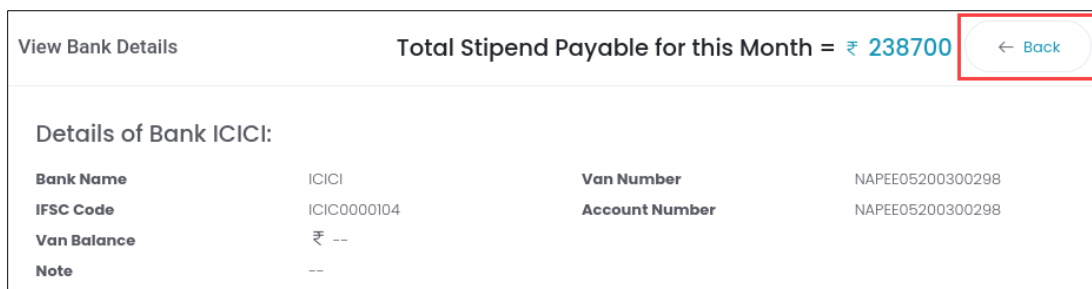
- Select payment mode as **Payment through Apprenticeship Gateway**.



- Click **Continue to Submit**, the **Payment Method Successfully Selected** screen appears.



- Click **View Bank Details**, the **View Bank Details** screen appears.
- The **View Bank Details** screen displays the details such as Total stipend Payable for this Month, and Details of Bank (Bank Name, Van Number, IFSC Code, Account Number, Van Balance and Note).



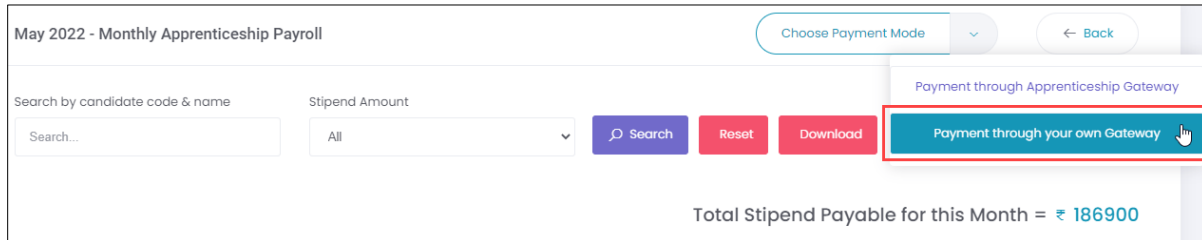
- Click **Back**, to navigate to the **Stipend** screen.

2.2 Payment – Own Gateway

The **Monthly Apprenticeship Payroll** screen allows the Establishment to select the payment process as own gateway.

To Navigate

Home - - > Establishment Dashboard - - > Stipend - - > Attendance & Stipend - - > All Payrolls - - > Action - - > View Payroll Details



May 2022 - Monthly Apprenticeship Payroll

Choose Payment Mode ▼ ← Back

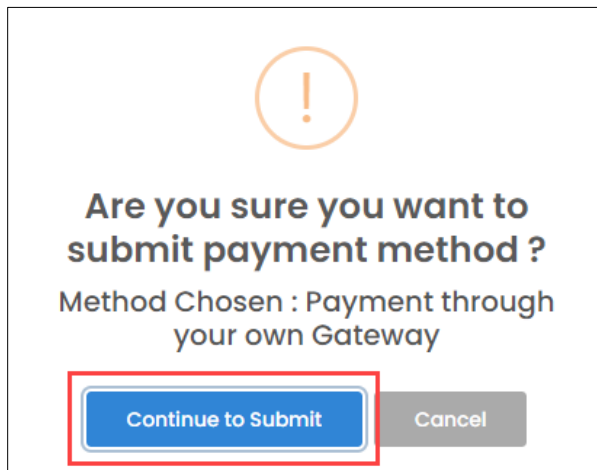
Search by candidate code & name Stipend Amount

Search... All Search Reset Download **Payment through your own Gateway**

Payment through Apprenticeship Gateway

Total Stipend Payable for this Month = ₹ 186900

➤ Select payment mode as **Payment through your own Gateway** and the following screen appears.



!

Are you sure you want to submit payment method ?

Method Chosen : Payment through your own Gateway

Continue to Submit Cancel

➤ Click **Continue to Submit**, the **Payment Method Successfully Selected** screen appears.

Note:

- Please note that the apprentices' bank account should be updated before proceeding.
- Once the payment mode is chosen it can't be reverted. Please ensure that you choose the correct payment mode.

2.3 Process Payment

The **Process Payment** screen allows the Establishment to process the payments for candidates in a batch.

To Navigate

Home --> Establishment Dashboard --> Stipend --> Attendance & Stipend --> All Payrolls --> Action --> View Payroll Details --> Process Payment

June 2022 - Monthly Apprenticeship Payroll

Process Payment
Bank Details
← Back


Search by candidate code & name Stipend Amount

Search
Reset
Download

Total Stipend Payable for this Month = ₹ 186900

☐	Candidate Code	Candidate Name	Candidate Bank A/c Available	Contract Stipend	Prescribed Stipend	Eligible No. of Days	Unauthorized / Leave Without Pay (No. of Days)	Stipend Payable	Total Amount Payable
☐	A052024914	Vishal Vijay Thakare	Yes	₹ 7700	₹ 6000	30	1	₹ 7443	7700
☐	A0821206116	GAYATRI SANJAY NIKAM	Yes	₹ 7700	₹ 6000	30	1	₹ 7443	7700
☐	A0522143023	NARENDRA POPAT BACHHAV	Yes	₹ 7700	₹ 6000	30	1	₹ 7443	7700

- The **Monthly Apprenticeship Payroll** screen displays the details such as Candidate Code, Candidate Name, Candidate Bank A/C Available, Contract Stipend, Prescribed Stipend, Eligible No. of Days, Unauthorized / Leave Without Pay (No. of Days), Stipend Payable, and Total Amount Payable.
- Select the checkboxes of the respective candidates, to proceed with payment.
- Click **Process Payment**, the following screen appears.



Are you sure?

You will not be able to edit once you submit.

Yes, submit it!

No

- Click **Yes, submit it**, the **Payment Batch Created Successfully** message appears.

Additional information:

- The **Process Payment** section allows the establishment to do the payments in multiple batches.
- Establishment can do payment in maximum of **three** batches.
- For the first and second batches, the Establishment can choose any number of candidates, but for the third batch, by default, all candidates who are available (payment pending) are automatically added to the batch.

Apprenticeship gateway

- The Bank account number to be updated in candidate's login, please ensure the account number of apprentices should be correct, bank or NSDC will not be responsible for any kind of financial loss.
- Amount to be transferred to VAN account, VAN number will be generated by the portal once Apprenticeship Gateway is selected.
- VAN number is unique number which is allocated to every establishment and name of beneficiary will be establishment name.
- Amount to be transferred via NEFT/RTGS, no IMPS is allowed.
- Batch wise and date wise payment can be done.
- UTR number will be generated from the portal.
- Establishment can re-try the payment to the apprentices if any of the transaction is failed.
- Retry option is available n number of times.

2.4 View Payment Details

The **Payment Details** screen allows the Establishment to view the individual candidate's payment details.

To Navigate

Home --> Establishment Dashboard --> Stipend --> Attendance & Stipend --> All Payrolls --> Action -> View Payment Details

All Payrolls

Year: All | Month: All | Payment Status: All | Payroll Status: All

Search [] Reset []

Year	Month	Establishment Code	Establishment Name	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount	Payment Status	Payroll Status	NSDC Approval Status	Action
2022	September	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	--	₹ --	--	Pending		...
2022	August	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	24	₹ 186900	Pending	Frozen		...
2022	July	E02172700039	MALEGAON MUNICIPAL CORPORATION MALEGAON	24	24	₹ 186900	Payment through your own Gateway	Frozen		View Payment Details

- Click **View Payment Details**, the **All Payments** screen appears.
- The **All Payments** screen displays the details such as Month, Year, Payment Code, Total Amount, Number of Candidates, and Status.

August 2022 - All Payments

Status: All | Search by payment code: Search... [] [Search] [Reset]

Payment Code	Total Amount	Number of Candidates	Status	View Details	Action
PM092202421	₹ 30800	4	Pending	View	...
PM092202422	₹ 31500	4	Pending	View	...

- Click **View** under **View Details**, the **All Payments** screen appears.
- The **All Payments** screen displays the individual candidate details such as Payment Code, Candidate Code, Candidate Name, Total Amount, Status, UTR, and Remarks.

[← Back](#)

Status Search by candidate code & name

All

Search...

Search

Reset

Payment Code	Candidate Code	Candidate Name	Total Amount	Status	UTR	Remarks
PI092284397	A052024914	Vishal Vijay Thakare	₹ 7700	Pending	--	--
PI092284398	A0821206116	GAYATRI SANJAY NIKAM	₹ 7700	Pending	--	--
PI092284399	A0522143023	NARENDRA POPAT BACHHAV	₹ 7700	Pending	--	--
PI092284400	A0821206498	KALYANI ASHOK NIKAM	₹ 7700	Pending	--	--

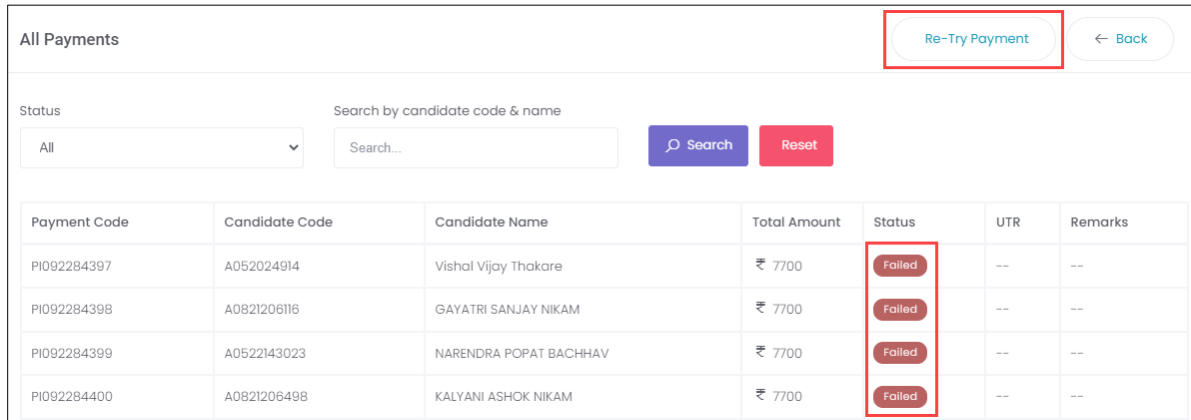
- Click **Back**, to navigate to the **All Payments** screen.

2.5 Re-Try Payment

The **Re-Try Payment** screen allows the Establishment to do the payment for failed status candidates.

To Navigate

Home - - > Establishment Dashboard - - > Stipend - - > Attendance & Stipend - - > All Payrolls - - > Action - - > View Payment Details - - > View Details - - > View - - > Status



The screenshot shows the 'All Payments' interface. At the top right, there is a 'Re-Try Payment' button (highlighted with a red box) and a 'Back' button. Below this, there is a search section with a 'Status' dropdown menu set to 'All', a search input field, and 'Search' and 'Reset' buttons. The main part of the screen is a table with the following data:

Payment Code	Candidate Code	Candidate Name	Total Amount	Status	UTR	Remarks
PI092284397	A052024914	Vishal Vijay Thakare	₹ 7700	Failed	--	--
PI092284398	A0821206116	GAYATRI SANJAY NIKAM	₹ 7700	Failed	--	--
PI092284399	A0522143023	NARENDRA POPAT BACHHAV	₹ 7700	Failed	--	--
PI092284400	A0821206498	KALYANI ASHOK NIKAM	₹ 7700	Failed	--	--

- The **All Payments** screen displays the individual candidate details such as Payment Code, Candidate Code, Candidate Name, Total Amount, Status, UTR, and Remarks.
- Click **Re-Try Payment**, the **Payment Generated Successfully** message appears, and navigate to the All Payments screen.

Note:

- New Payment code will appear for the candidates after re-try payment process.

3 Claims and Reimbursement - Establishment

The **Claims and Reimbursement** screen allows the Establishment to view the Quarterly Apprenticeship Claim & Reimbursement details.

To Navigate

Home - - > Establishment Dashboard - - > Stipend - - > Claim & Reimbursement

Quarterly Apprenticeship Claim & Reimbursement										
Status			Year		Sampling Status					
All			All		All			Reset		
Year	Quarter	Establishment	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount Paid as per Norms	Total Actual Stipend Amount Paid	Total Claim Processed	Status	Sampling Status	Action
2022	Jul-Sep	MALEGAON MUNICIPAL CORPORATION MALEGAON	19	19	₹ 407321	₹ 421050	₹ 81000	Pending	--	...

Note: The Establishment can initiate the claims only if the payments for all the **three** months of the quarter is freeze.

- The **Quarterly Apprenticeship Claim & Reimbursement** screen displays the list of all eligible contracts for NAPS along with claim & reimbursement details such as Year, Quarter, Establishment, Total Number of Apprentice, Total Apprentice Records Updated, Total Stipend Amount Paid as per Norms, Total Actual Stipend Amount Paid, Total Claim Processed, Status, and Sampling Status.

Quarterly Apprenticeship Claim & Reimbursement										
Status			Year		Sampling Status					
All			All		All			Reset		
Year	Quarter	Establishment	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount Paid as per Norms	Total Actual Stipend Amount Paid	Total Claim Processed	Status	Sampling Status	Action
2022	Jul-Sep	MALEGAON MUNICIPAL CORPORATION MALEGAON	19	19	₹ 407321	₹ 421050	₹ 81000	Pending	--	...

- The **Establishment** can search for a particular Quarterly Apprenticeship Claim & Reimbursement based on Status, Year, and Sampling Status. Click **Reset**, to change the setting as default.

Note:

- The Establishment can only claim for the OJT (On-the-Job Training).
- The claim will be generated every quarter of each month in the quarter.
- The claim for the Quarter 1 (Jan-Mar) will be generated once the payroll for Jan, Feb, and March is freeze and payment method is selected.

3.1 Submit Claim – Apprentice Gateway

The **View Claims Details** screen allows the establishment to enter and submit the details of the claim.

To Navigate

Home - - > Dashboard - - > Stipend - - > Claim & Reimbursement - - > Quarterly Apprenticeship Claim & Reimbursement - - > Action - - > View Claim Details - - > Submit Claim

Quarterly Apprenticeship Claim & Reimbursement										
Status			Year		Sampling Status					
All			All		All					
Reset										
Year	Quarter	Establishment	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount Paid as per Norms	Total Actual Stipend Amount Paid	Total Claim Processed	Status	Sampling Status	Action
2022	Jul-Sep	MALEGAON MUNICIPAL CORPORATION MALEGAON	19	19	₹ 407321	₹ 421050	₹ 81000	Pending	--	View Claim Details

➤ Click **View Claim Details**, to navigate to the **Claim Details** screen. The **Claim Details** screen hosts **three** sections as listed below.

- Apprentice Details
- Quarterly
- Description

- The **Apprentice Details** section displays the apprentice details such as Apprentice Registration No, Contract Registration No, Apprentice Name, Apprentice Type, BTP, Duration of Training, Start Date of OJT Training, End Date of OJT Training, Prescribed Stipend, Contract Stipend, and Stipend Amount as per Payroll.

S.No	Apprentice Registration No.	Contract Registration No.	Apprentice Name	Apprentice Type	BTP	Duration of Training	Start date of OJT Training	End Date of OJT Training	Prescribed Stipend	Did the Apprentice drop-out during the Training Quarter*	Contract Stipend	Stipend Amount as per Payroll	Act. Stip
1	A0520249H4	CN06221B437	Vishal Vijay Thakore	BT Exempt	Search BTP	0 years, 11 months and 27 days	2022-04-01	2023-03-31	6000	[Dropdown]	₹ 7700	₹ 7452	₹ 7


- The Establishment can search for a particular candidate based on Candidate Name, Claim Status, and Sampling Status. Click **Search**, to search for a particular candidate. Also displays the **Total Stipend Paid for this Quarter**.
- Click **Download Template**, to download and view the excel.
- The Establishment should select the appropriate option for **Did the Apprentice leave during the Training Quarter** from the drop-down list.

Additional Information

- If the Establishment selects the option as **Yes**, then the apprentice left/drop out without completing the training. The eligible claim amount will become **Zero**, for the selection of yes.
- If the Establishment selects the option as **No**, If the apprentice has completed the training in the middle of the quarter or available for the entire quarter

- Click **Submit Claim**, to send the required claims for the further process.

- The Establishment can use **Save as Draft** to save the form in between and can continue from the place where left earlier.



Name of Establishment MALEGAON MUNICIPAL CORPORATION MALEGAON.

1. There is no duplicate claim in respect of any apprentices and we have not received any claims from any Apprenticeship Advisor against whom the claim is submitted.

2. There is no drop out/ terminated apprentice in this claim.

3. Excess amount (Not due) received from any Apprenticeship Advisor is recoverable and we will return the excess amount.

4. We have ensured that stipend is paid to the Aadhaar linked bank account of apprentices.

5. Stipend is paid from our bank account.

6. The data submitted in this form is correct to the best of our knowledge.

Disclaimer.

[Yes, submit it!](#)

No

- Select the **checkbox of Disclaimer**, to accept all the above-mentioned information.
- Click **Yes Submit it**, the **Claim submitted successfully** message appears and navigate to the Claim & Reimbursement screen.

No Documents required in case of usage of Apprenticeship Gateway.

3.2 Submit Claim – Own Gateway

The **View Claims Details** screen allows the establishment to enter and submit the details of the claim.

To Navigate

Home - - > Dashboard - - > Stipend - - > Claim & Reimbursement - - > Quarterly Apprenticeship Claim & Reimbursement - - > Action - - > View Claim Details - - > Submit Claim

Quarterly Apprenticeship Claim & Reimbursement										
Status		Year		Sampling Status						
All		All		All					Reset	
Year	Quarter	Establishment	Total Number of Apprentices	Total Apprenticeship Records Updated	Total Stipend Amount Paid as per Norms	Total Actual Stipend Amount Paid	Total Claim Processed	Status	Sampling Status	Action
2022	Jul-Sep	MALEGAON MUNICIPAL CORPORATION MALEGAON	19	19	₹ 407321	₹ 421050	₹ 81000	Pending	--	View Claim Details

➤ Click **View Claim Details**, to navigate to the **Claim Details** screen. The **Claim Details** screen hosts **three** sections as listed below.

- Apprentice Details
- Quarterly
- Description

- The **Apprentice Details** section displays the apprentice details such as Apprentice Registration No, Contract Registration No, Apprentice Name, Apprentice Type, BTP, Duration of Training, Start Date of OJT Training, End Date of OJT Training, Prescribed Stipend, Contract Stipend, and Stipend Amount as per Payroll.

Sl.No	Apprentice Registration No.	Contract Registration No.	Apprentice Name	Apprentice Type	BTP	Duration of Training	Start date of OJT Training	End Date of OJT Training	Prescribed Stipend	Did the Apprentice drop-out during the Training Quarter*	Contract Stipend	Stipend Amount as per Payroll	Act. Stip. Paid
1	A052024984	CN062218437	Vishal Vijay Thakore	BT Exempt	Search BTP	0 years, 11 months and 27 days	2022-04-01	2023-03-31	6000	[Dropdown]	₹ 7700	₹ 7452	₹ 7


- The Establishment can search for a particular candidate based on Candidate Name, Claim Status, and Sampling Status. Click **Search**, to search for a particular candidate. Also displays the **Total Stipend Paid for this Quarter**.
- Click **Download Template**, to download and view the excel.
- The Establishment should select the appropriate option for **Did the Apprentice leave during the Training Quarter** from the drop-down list.

Additional Information

- If the Establishment selects the option as **Yes**, then the apprentice left/drop out without completing the training. The eligible claim amount will become **Zero**, for the selection of yes.
- If the Establishment selects the option as **No**, If the apprentice has completed the training in the middle of the quarter or available for the entire quarter

- Click **Submit Claim**, to send the required claims for the further process.

- The Establishment can use **Save as Draft** to save the form in between and can continue from the place where left earlier.



Name of Establishment MALEGAON MUNICIPAL CORPORATION MALEGAON.

1. There is no duplicate claim in respect of any apprentices and we have not received any claims from any Apprenticeship Advisor against whom the claim is submitted.

2. There is no drop out/ terminated apprentice in this claim.

3. Excess amount (Not due) received from any Apprenticeship Advisor is recoverable and we will return the excess amount.

4. We have ensured that stipend is paid to the Aadhaar linked bank account of apprentices.

5. Stipend is paid from our bank account.

6. The data submitted in this form is correct to the best of our knowledge.

Disclaimer.

Yes, submit it!

No

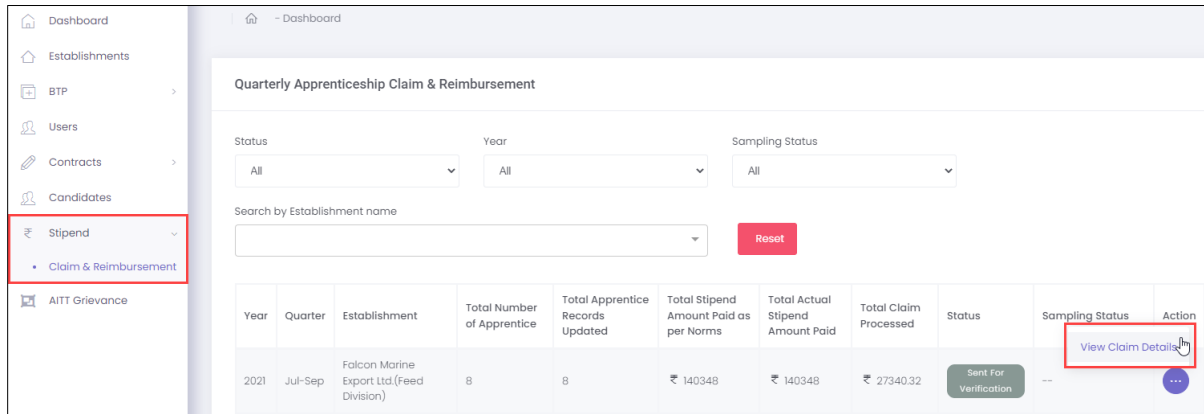
- Select the **checkbox of Disclaimer**, to accept all the above-mentioned information.
- Click **Yes Submit it**, the **Claim submitted successfully** message appears and navigate to the Claim & Reimbursement screen.
- To Download **Stipend Claim Declaration** sample template, [Click here](#)
- To Download **Annexure for Claim Reimbursement** sample template, [Click here](#)

4 DT-Verify Claim Request – AAA Admin

The **Verify Claim Request** screen allows the AAA Admin to verify the claim requests assigned by the Establishment.

To Navigate

Home --> AAA Admin Dashboard --> Stipend --> Claims & Reimbursement --> Action --> View Claim Details --> Claims & Reimbursement



Year	Quarter	Establishment	Total Number of Apprentice	Total Apprenticeship Records Updated	Total Stipend Amount Paid as per Norms	Total Actual Stipend Amount Paid	Total Claim Processed	Status	Sampling Status	Action
2021	Jul-Sep	Falcon Marine Export Ltd. (Feed Division)	8	8	₹ 140348	₹ 140348	₹ 27340.32	Sent For Verification	--	View Claim Details

➤ Click **View Claim Details**, the **Claim & Reimbursement** screen appears.

- The **Claim & Reimbursement** screen displays the details such as Months, Year, Total Stipend Paid for this Quarter, and Apprentice Details (Apprentice Registration No, Contract Registration No, Apprentice Name, Apprentice Type, BTP, Duration of Training, Start Date of OJT Training, End Date of OJT Training, Prescribed Stipend, Did the Apprentice drop-out during the Training Quarter, and Contract Stipend).

Quarter Jul-Sep, 2021 - Claim & Reimbursement

← Back Download

Overall July August September

Search by candidate name Sampling Batch Sampling Status

Search... All All Sampled Item

Search Reset

Total Stipend Paid for this Quarter = ₹ 140348

Apprentice Details												Contract Stipend	Stipend Arr as Pa
<input type="checkbox"/>	Sl.No	Apprentice Registration No.	Contract Registration No.	Apprentice Name	Apprentice Type	BTP	Duration of Training	Start date of OJT Training	End Date of OJT Training	Prescribed Stipend	Did the Apprentice drop-out during the Training Quarter*	Contract Stipend	Stipend Arr as Pa
<input type="checkbox"/>	1	A012105409	CN01211141	SIBARAM MAHARANA	BT Exempt	--	1 years, 0 months and 0 days	2021-01-24	2022-01-24	6000	No	₹ 7700	₹
<input type="checkbox"/>	2	A072029993	CN012112880	Ankit Kumar Senapati	BT Exempt	--	1 years, 0 months and 0 days	2021-01-24	2022-01-24	6000	No	₹ 7700	₹
<input type="checkbox"/>	3	A072018585942	CN012111996	G KRUSHNACHANDRA DORA	BT Exempt	--	1 years, 0 months and 0 days	2021-01-24	2022-01-24	6000	No	₹ 7700	₹

- Select the **checkboxes**, to select the apprentice for verification.

Dashboard

Quarter Jan-Mar, 2021 - Claim & Reimbursement

Actions ← Back Download

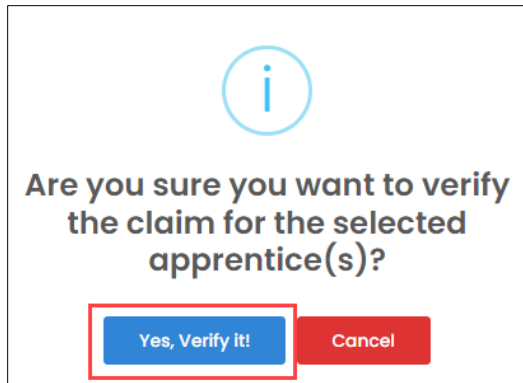
Overall January February March

Search by candidate name Sampling Batch Sampling Status

Search... All All Sampled Item

Verify Send Back for Correction

- Click **Verify**, the following screen appears.



- Click **Yes, Verify it**, the **Claim Verified Successfully** message appears.

5 DT-Initiate Sampling - RDSDES

The **Initiate Sampling** screen allows the RDSDES to start the sampling request assigned by the AAA Admin.

To Navigate

Home --> RDSDES Dashboard --> Stipend --> Claim & Reimbursement --> Action --> View Claim Details --> Claim & Reimbursement

Year	Quarter	Establishment	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount Paid as per Norms	Total Actual Stipend Amount Paid	Total Claim Processed	Status	Sampling Status	Action
2021	Apr-Jun	CHIPLUMA HDYRO ELECTRIC PROJECT, OHPC LTD, CHIPLUMA	16	16	₹ 336000	₹ 336000	₹ 69750	Sent For Verification	--	...
2021	Jul-Sep	Falcon Marine Export Ltd.(Feed Division)	8	8	₹ 140348	₹ 140348	₹ 27340.32	Verified	--	View Claim Details
2021	Oct-Dec	JINDAL STAINLESS LIMITED	6	6	₹ 138600	₹ 138600	₹ 27000	Sent For Verification	--	...
2021	Oct-Dec	SCAN STEELS LTD	9	9	₹ 101446	₹ 101446	₹ 20533.87	Verified	initiated - 9	...
2021	Oct-Dec	VISAKA INDUSTRIES LTD	2	2	₹ 3097	₹ 3692	₹ 580.65	Sent For Verification	--	...

➤ Click **View Claim Details**, the **Claim & Reimbursement** screen appears.

- The **Claim & Reimbursement** screen displays the details such as Months, Year, Total Stipend Paid for this Quarter, and Apprentice Details (Apprentice Registration No, Contract Registration No, Apprentice Name, Apprentice Type, BTP, Duration of Training, Start Date of OJT Training, End Date of OJT Training, Prescribed Stipend, Did the Apprentice drop-out during the Training Quarter, and Contract Stipend).

Quarter Jul-Sep, 2021 - Claim & Reimbursement
Initiate Sampling
← Back
Download

Overall
July
August
September

Search by candidate name

Sampling Batch

Sampling Status

Sampled Item

Search
Reset

Total Stipend Paid for this Quarter = ₹ 140348

Apprentice Details												Contract Stipend	Stipend Arr as Pa
<input type="checkbox"/>	Sl.No	Apprentice Registration No.	Contract Registration No.	Apprentice Name	Apprentice Type	BTP	Duration of Training	Start date of OJT Training	End Date of OJT Training	Prescribed Stipend	Did the Apprentice drop-out during the Training Quarter*		
<input type="checkbox"/>	1	A012105409	CN01211141	SIBARAM MAHARANA	BT Exempt	--	1 years, 0 months and 0 days	2021-01-24	2022-01-24	6000	No	₹ 7700	₹

- Click **Initiate Sampling**, the **Initialized Claim Sampling Successfully** message appears.

6 DT-Upload Sampling Document - Establishment

The **Upload Sampling Document** screen allows the Establishment to upload sampling document.

To Navigate

Home - - > Establishment Dashboard - - > Stipend - - > Claim & Reimbursement - - > Quarterly Apprenticeship Claim & Reimbursement - - > Action - - > View Claim Details - - > Upload

Quarter Jul-Sep, 2021 - Claim & Reimbursement

← Back ↓ Download

Overall July August September

Search by candidate name Claim Status Sampling Status

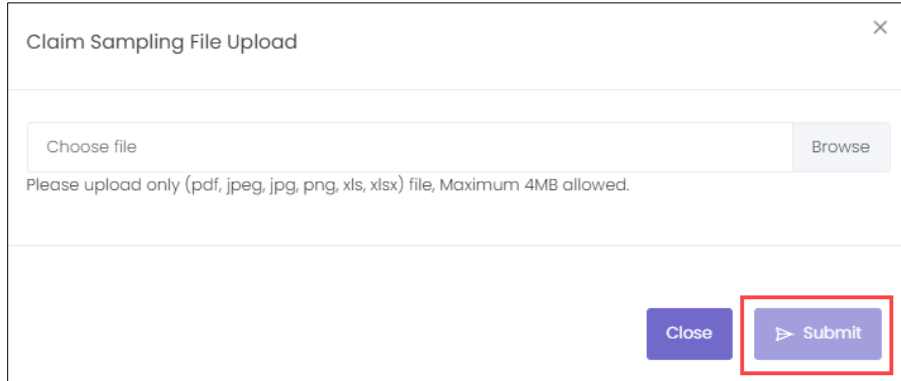
Search... All All Sampled Item

Search Reset Total Stipend Paid for this Quarter = ₹ 140348

September		Description									
Sl No	Bank Transaction UTR No.	Claim Amount (25% of prescribed stipend or Rs 1500 whichever is less)	Eligible amount of reimbursement	Approving Authority	Status	Remarks	Sampled Item	Sampling Status	Sampling Documents	Practical Assessment Status (Based on marks upload for the practical)	Actions
377	<input type="text" value="Enter"/>	₹ 950	3514.52	Khordha	Verified	<input type="button" value="View"/>	No	Initiated	-	N/A	
143	<input type="text" value="Enter"/>	₹ 1450	4353.22	Khordha	Verified	<input type="button" value="View"/>	Yes	Initiated	<input type="button" value="Upload"/>	N/A	

- The **Claim & Reimbursement** screen displays the apprentice details and also allows the Establishment to upload the sampling document.
- Click **Upload**, the **Claim Sampling File Upload** screen appears.

- The **Claim Sampling File Upload** screen allows the Establishment to upload the appropriate sampling document.



The screenshot shows a web interface titled "Claim Sampling File Upload" with a close button (X) in the top right corner. Below the title is a file selection area with a text input field containing "Choose file" and a "Browse" button. Underneath this area is a note: "Please upload only (pdf, jpeg, jpg, png, xls, xlsx) file, Maximum 4MB allowed." At the bottom of the interface, there are two buttons: a blue "Close" button and a blue "Submit" button with a right-pointing arrow. The "Submit" button is highlighted with a red rectangular border.

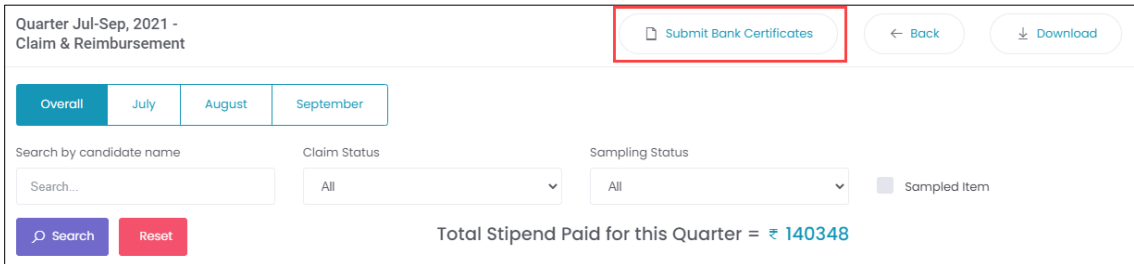
- Click **Browse** to *upload* the appropriate Sampling Document. The establishment can upload only pdf, jpeg, jpg, png, xls, xlsx, and the maximum file size is **four** MB.
- Click **Submit**, the **Document Uploaded Successfully** message appears.

6.1 DT-Submit Bank Certificate

The **Submit Bank Certificates** screen allows the Establishment to submit the bank certificates.

To Navigate

Home - - > Establishment Dashboard - - > Stipend - - > Claim & Reimbursement - - > Quarterly Apprenticeship Claim & Reimbursement - - > Action - - > View Claim Details - - > Submit Bank Certificates



The screenshot shows the 'Submit Bank Certificates' interface. At the top, it displays 'Quarter Jul-Sep, 2021 - Claim & Reimbursement'. A red box highlights the 'Submit Bank Certificates' button. To the right are 'Back' and 'Download' buttons. Below this is a navigation bar with tabs for 'Overall', 'July', 'August', and 'September'. The 'Overall' tab is selected. There are three search filters: 'Search by candidate name' (with a search input field), 'Claim Status' (with a dropdown menu set to 'All'), and 'Sampling Status' (with a dropdown menu set to 'All'). A 'Sampled Item' checkbox is also present. At the bottom left are 'Search' and 'Reset' buttons. At the bottom right, it shows 'Total Stipend Paid for this Quarter = ₹ 140348'.

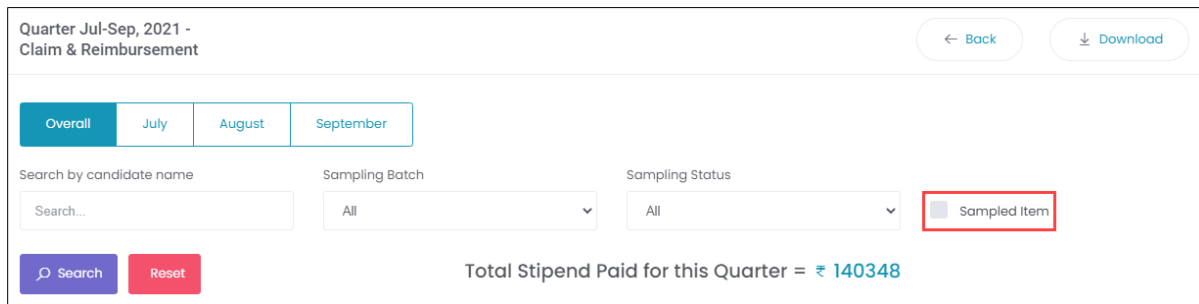
- Click **Submit Bank Certificate**, the **Sampling Submitted Successfully** message appears.
- To Download the **Bank Certificate** sample template, [Click here](#)

7 DT-Verify Claim - RDSDES

The **Verify Claim** screen allows the RDSDES to verify claim requests assigned by the Establishment.

To Navigate

Home --> RDSDES Dashboard --> Stipend --> Claim & Reimbursement --> Action --> View Claim Details --> Claim & Reimbursement



Quarter Jul-Sep, 2021 - Claim & Reimbursement

← Back Download

Overall July August September

Search by candidate name Sampling Batch Sampling Status

Search... All All

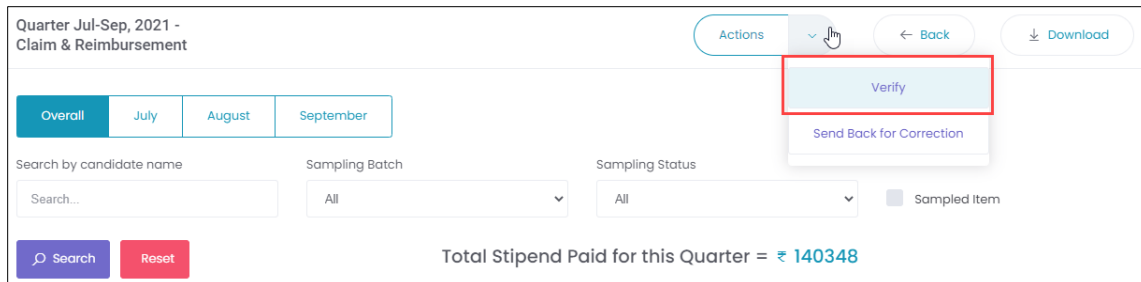
Search Reset

Total Stipend Paid for this Quarter = ₹ 140348

- The **Apprentice Details** screen displays the details such as Apprentice registration No, Contract Registration No, Apprentice Name, Apprentice Type, BTP, Duration of Training, Start Date of OJT Training, End Date of OJT Training, Prescribed Stipend, Did the Apprentice drop-out during the Training Quarter, and Contract Stipend.

Note: The Establishment can also get **Actions** tab, by selecting the sampled item.

- Select the **checkboxes**, the **Action** tab appears.



Quarter Jul-Sep, 2021 - Claim & Reimbursement

Actions Back Download

Overall July August September

Search by candidate name Sampling Batch Sampling Status

Search... All All

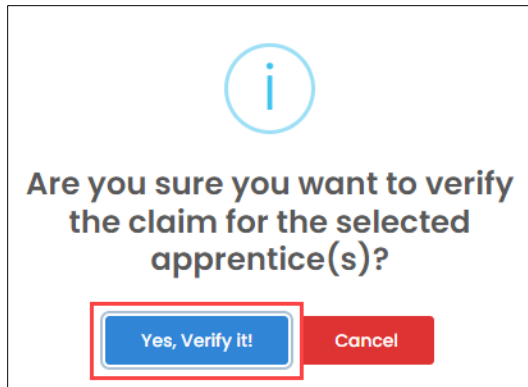
Search Reset

Total Stipend Paid for this Quarter = ₹ 140348

Verify

Send Back for Correction

- Click **Verify**, the following screen appears.



- Click **Yes, verify it**, the **Claim Verified Successfully** screen appears.

8 DT-Approve Claim – NSDC Admin

The **Approve Claim** screen allows the NSDC Admin to approve the claim requests form the Establishments.

To Navigate

Home --> NSDC Admin Dashboard --> Stipend --> Claim & Reimbursement --> Action --> View Claim Details --> Quarterly Apprenticeship Claim & Reimbursement --> Action --> View Claim Details -->

Quarterly Apprenticeship Claim & Reimbursement of Jul-Sep-2021 ← Back

Status: Sampling Status:

Search by Establishment name: Reset

Establishment	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount Paid as per Norms	Total Actual Stipend Amount Paid	Total Claim Processed	Total Verified Claim Amount	Verified/Approved Claim Amount	Status	Sampling Status	Action
Sterilite Technologies Ltd.	149	149	₹ 2857466	₹ 3709062	₹ 338626.1	₹ 338626.1	₹ --	Approved at level 1	--	⋮ View Claim Details
Bekaert Mukand Wire Industries Pvt. Ltd	18	18	₹ 684407	₹ 711681	₹ 53778.44	₹ 53778.44	₹ --	Approved at level 1	--	⋮

- The **Quarterly Apprenticeship Claim & Reimbursement** screen displays the details such as Establishment, Total Number of Apprentice, Total Apprentice Records Updated, Total Stipend Amount Paid as per Norms, Total Actual Stipend Amount Paid, Total Claim Processed, Total Verified Claim Amount, Verified/Approved Claim Amount, Status, Sampling Status, and also allows to view claim details under Action.
- Click **View Claim Details**, the **Claim & Reimbursement** screen appears.

- The **Claim & Reimbursement** screen displays the details such as Months, Year, Total Stipend Paid for this Quarter, and Apprentice Details (Apprentice Registration No, Contract Registration No, Apprentice Name, Apprentice Type, BTP, Duration of Training, Start Date of OJT Training, End Date of OJT Training, Prescribed Stipend, Did the Apprentice drop-out during the Training Quarter, Contract Stipend, and Stipend Amount as per Payroll).

Quarter Jul-Sep, 2021 - Claim & Reimbursement

← Back Batch Sampling History Download

Overall July August September

Search by candidate name Sampling Batch Sampling Status

Search... All All Sampled Item

Search Reset Total Stipend Paid for this Quarter = ₹ 3709062

« < 1 2 3 4 > » 15

Apprentice Details													
<input type="checkbox"/>	Sl.No	Apprentice Registration No.	Contract Registration No.	Apprentice Name	Apprentice Type	BTP	Duration of Training	Start date of OJT Training	End Date of OJT Training	Prescribed Stipend	Did the Apprentice drop-out during the Training Quarter*	Contract Stipend	Stipend Amount as per Payroll
<input type="checkbox"/>	1	A0221140317	CN052102382	Ravi Digambar Pawar	BT Exempt	--	0 years, 11 months and 30 days	2021-04-22	2022-04-21	6000	No	₹ 11588	₹ 11588
<input type="checkbox"/>	2	A0221140618	CN052102384	Ramprasad Bhagchand Jadhav	BT Exempt	--	0 years, 11 months and 30 days	2021-04-22	2022-04-21	6000	Yes	₹ 11588	₹ 0
<input type="checkbox"/>	3	A072058922	CN0720144825	Rushikesh Deepak Waghe	BT Exempt	--	0 years, 11 months and 29 days	2020-07-14	2021-07-13	7000	Yes	₹ 11588	₹ 0

- Select the **checkboxes** of the respective apprentice, the **Action** tab appears.

Quarter Jul-Sep, 2021 - Claim & Reimbursement

Actions ← Back Batch Sampling History Download

Overall July August September

Search by candidate name Sampling Batch Sampling Status

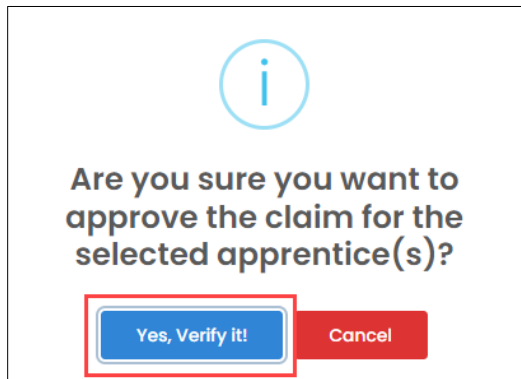
Search... All All Sampled Item

Search Reset Total Stipend Paid for this Quarter = ₹ 3709062

Approve

Send Back for Correction

- Click **Approve**, the following screen appears.



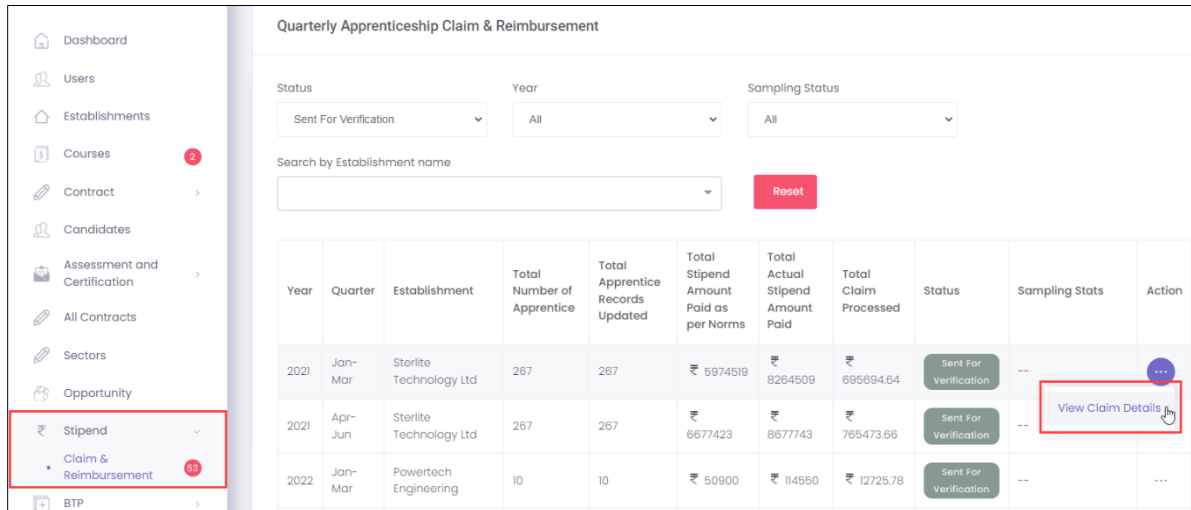
- Click **Yes, verify it**, the **Claim Verified Successfully** message appears.

9 OT-Verify Claim Request – Sector Skill Council (SSC)

The **Verify Claim Request** screen allows the Sector Skill council (SSC) to verify the claim requests assigned by the Establishment.

To Navigate

Home - - > Sector Skill Council (SSC) Dashboard - - > Stipend - - > Claims & Reimbursement - - > Action - - > View Claim Details - - > Claims & Reimbursement



Quarterly Apprenticeship Claim & Reimbursement

Status: Year: Sampling Status:

Search by Establishment name:

Year	Quarter	Establishment	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount Paid as per Norms	Total Actual Stipend Amount Paid	Total Claim Processed	Status	Sampling Stats	Action
2021	Jan-Mar	Sterilite Technology Ltd	267	267	₹ 5974519	₹ 8264509	₹ 695694.64	Sent For Verification	--	...
2021	Apr-Jun	Sterilite Technology Ltd	267	267	₹ 6677423	₹ 8677743	₹ 765473.66	Sent For Verification	--	View Claim Details
2022	Jan-Mar	Powertech Engineering	10	10	₹ 50900	₹ 114550	₹ 12725.78	Sent For Verification	--	...

➤ Click **View Claim Details**, the **Claim & Reimbursement** screen appears.

- The **Claim & Reimbursement** screen displays the details such as Months, Year, Total Stipend Paid for this Quarter, and Apprentice Details (Apprentice Registration No, Contract Registration No, Apprentice Name, Apprentice Type, BTP, Duration of Training, Start Date of OJT Training, End Date of OJT Training, Prescribed Stipend, and Did the Apprentice drop-out during the Training Quarter).

Quarter Jan-Mar, 2021 - Claim & Reimbursement ← Back ↓ Download

Overall January February March

Search by candidate name Sampling Batch Sampling Status

All All Sampled Item

Total Stipend Paid for this Quarter = ₹ 8264509

« < 1 2 3 4 ... > » 15 ▾

Apprentice Details											
<input type="checkbox"/>	Sl.No	Apprentice Registration No.	Contract Registration No.	Apprentice Name	Apprentice Type	BTP	Duration of Training	Start date of OJT Training	End Date of OJT Training	Prescribed Stipend	Did the Apprentice drop-out during the Training Quarter*
<input type="checkbox"/>	1	A072036200	CN082006553	Nishant Singh	BT Exempt	--	0 years, 11 months and 29 days	2020-07-28	2021-07-27	7000	No ▾
<input type="checkbox"/>	2	A072036222	CN082006555	Ratnesh Kumar	BT Exempt	--	0 years, 11 months and 29 days	2020-07-28	2021-07-27	7000	No ▾
<input type="checkbox"/>	3	A072036236	CN082006562	Shazad Alam	BT Exempt	--	0 years, 11 months and 29 days	2020-07-28	2021-07-27	7000	No ▾

- Select the **checkboxes**, to select the apprentice for verification.

Quarter Jan-Mar, 2021 - Claim & Reimbursement Actions ▾ ← Back ↓ Download

Overall January February March

Search by candidate name Sampling Batch Sampling Status

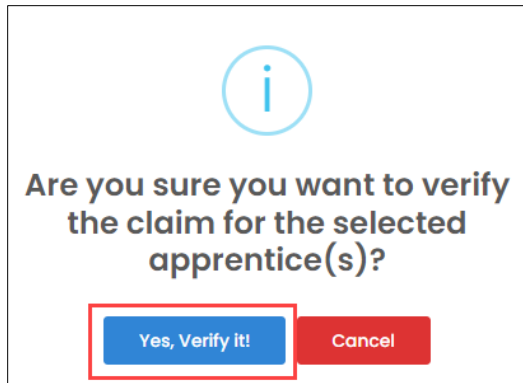
All All Sampled Item

Total Stipend Paid for this Quarter = ₹ 8264509

Verify

Send Back for Correction

- Click **Verify**, the following screen appears.



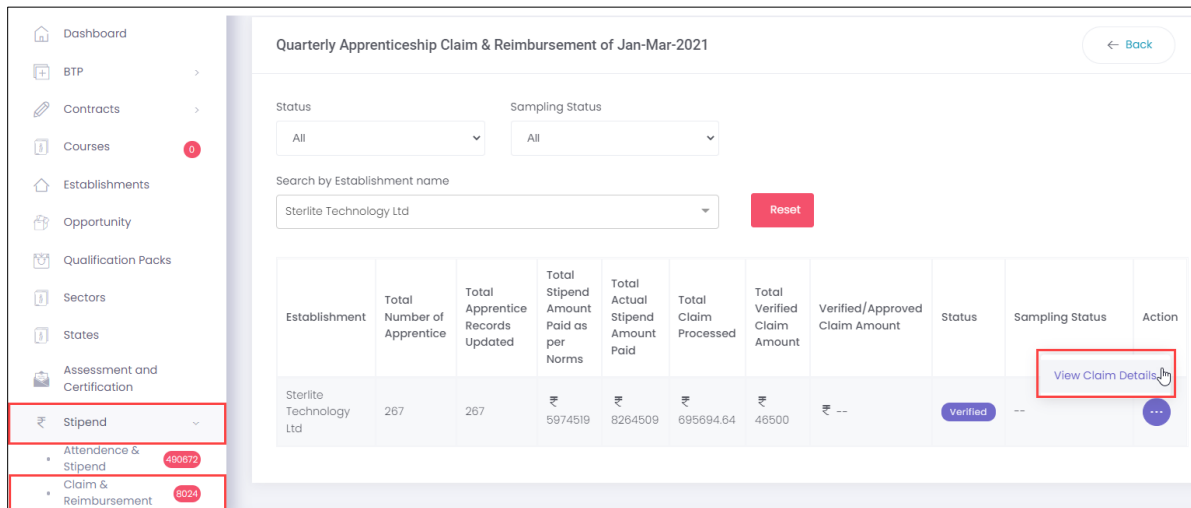
- Click **Yes, Verify it**, the **Claim Verified Successfully** message appears.

10 OT- Initiate Sampling - NSDC Admin

The **Initiate Sampling** screen allows then NSDC Admin to start the sampling request assigned by the Sector Skill Council (SSC).

To Navigate

Home --> NSDC Admin Dashboard --> Stipend --> Claim & Reimbursement --> Action --> View Claim Details --> Quarterly Apprenticeship Claim & Reimbursement --> Action --> View Claim Details --> Claim & Reimbursement



Quarterly Apprenticeship Claim & Reimbursement of Jan-Mar-2021

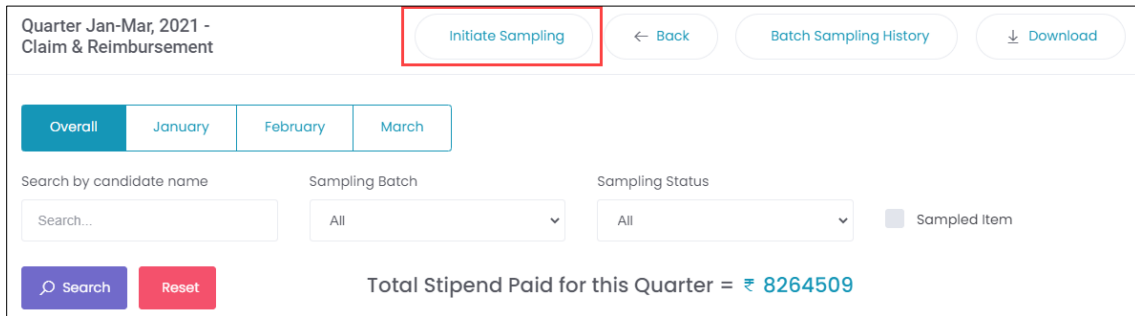
Status: All Sampling Status: All

Search by Establishment name: Sterilite Technology Ltd [Reset]

Establishment	Total Number of Apprentice	Total Apprenticeship Records Updated	Total Stipend Amount Paid as per Norms	Total Actual Stipend Amount Paid	Total Claim Processed	Total Verified Claim Amount	Verified/Approved Claim Amount	Status	Sampling Status	Action
Sterilite Technology Ltd	267	267	₹ 5974519	₹ 8264509	₹ 695694.64	₹ 46500	₹ --	verified	--	View Claim Details

➤ Click **View Claim Details**, the **Claim & Reimbursement** screen appears.

- The **Claim & Reimbursement** screen displays the details such as Months, Year, and Total Stipend Paid for this Quarter.



The screenshot shows the 'Quarter Jan-Mar, 2021 - Claim & Reimbursement' interface. At the top, there is a title bar with the text 'Quarter Jan-Mar, 2021 - Claim & Reimbursement'. To the right of the title bar are three buttons: 'Initiate Sampling' (highlighted with a red box), '← Back', and 'Batch Sampling History'. Further right is a 'Download' button with a download icon. Below the title bar is a navigation bar with four tabs: 'Overall' (selected), 'January', 'February', and 'March'. Underneath the navigation bar is a search section with three filters: 'Search by candidate name' (with a search input field), 'Sampling Batch' (with a dropdown menu set to 'All'), and 'Sampling Status' (with a dropdown menu set to 'All'). To the right of these filters is a checkbox labeled 'Sampled Item'. At the bottom left of the search section are two buttons: 'Search' and 'Reset'. At the bottom center, the text 'Total Stipend Paid for this Quarter = ₹ 8264509' is displayed.

- Click **Initiate Sampling**, the **Initialized Claim Sampling Successfully** message appears.

11 OT-Upload Sampling Document - Establishment

The **Upload Sampling Document** screen allows the Establishment to upload sampling document.

To Navigate

Home - - > Establishment Dashboard - - > Stipend - - > Claim & Reimbursement - - > Quarterly Apprenticeship Claim & Reimbursement - - > Action - - > View Claim Details - - > Upload

Quarter Jul-Sep, 2021 - Claim & Reimbursement ← Back ↓ Download

Overall

July

August

September

Search by candidate name Claim Status Sampling Status

All

All

 Sampled Item

Search
Reset

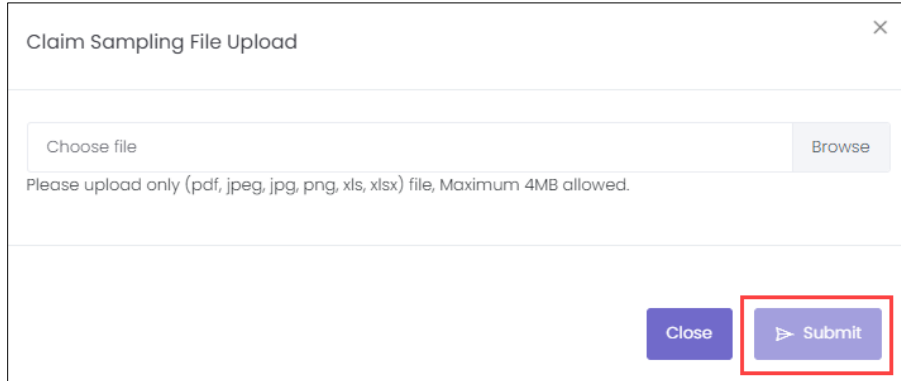
Total Stipend Paid for this Quarter = ₹ 140348

September		Description									
Sl No.	Bank Transaction UTR No.	Claim Amount (25% of prescribed stipend or Rs 1500 whichever is less)	Eligible amount of reimbursement	Approving Authority	Status	Remarks	Sampled Item	Sampling Status	Sampling Documents	Practical Assessment Status (Based on marks upload for the practical)	Actions
377	<input type="text" value="Enter"/>	₹ 950	3514.52	Khordha	Verified	<input type="button" value="View"/>	No	Initiated	-	N/A	
143	<input type="text" value="Enter"/>	₹ 1450	4353.22	Khordha	Verified	<input type="button" value="View"/>	Yes	Initiated	<input type="button" value="Upload"/>	N/A	

➤ The **Claim & Reimbursement** screen displays the apprentice details and also allows the Establishment to upload the sampling document.

➤ Click **Upload**, the **Claim Sampling File Upload** screen appears.

- The **Claim Sampling File Upload** screen allows the Establishment to upload the appropriate sampling document.



The screenshot shows a web interface titled "Claim Sampling File Upload" with a close button (X) in the top right corner. Below the title is a file selection area with a text input field containing "Choose file" and a "Browse" button. Below this, a message reads: "Please upload only (pdf, jpeg, jpg, png, xls, xlsx) file, Maximum 4MB allowed." At the bottom of the form, there are two buttons: a blue "Close" button and a blue "Submit" button with a right-pointing arrow. The "Submit" button is highlighted with a red rectangular border.

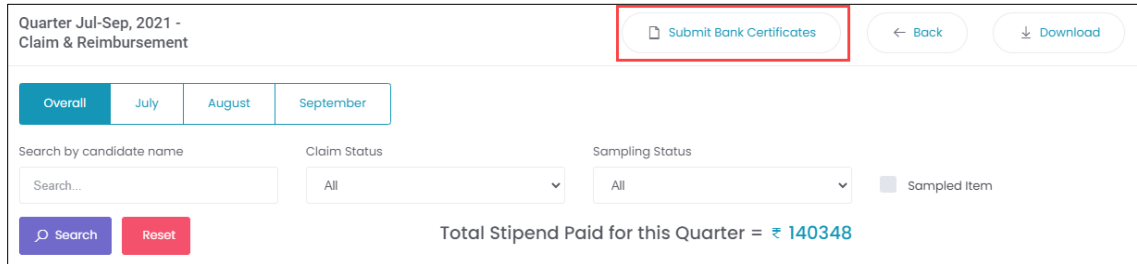
- Click **Browse** to *upload* the appropriate Sampling Document. The establishment can upload only pdf, jpeg, jpg, png, xls, xlsx, and the maximum file size is **four** MB.
- Click **Submit**, the **Document Uploaded Successfully** message appears.

11.1 OT-Submit Bank Certificate - Establishment

The **Submit Bank Certificates** screen allows the Establishment to submit the bank certificates.

To Navigate

Home - - > Establishment Dashboard - - > Stipend - - > Claim & Reimbursement - - > Quarterly Apprenticeship Claim & Reimbursement - - > Action - - > View Claim Details - - > Submit Bank Certificates



The screenshot shows the 'Submit Bank Certificates' interface. At the top, it displays 'Quarter Jul-Sep, 2021 - Claim & Reimbursement'. A red box highlights the 'Submit Bank Certificates' button. To the right are 'Back' and 'Download' buttons. Below this is a navigation bar with tabs for 'Overall', 'July', 'August', and 'September'. The main area contains search filters: 'Search by candidate name' with a search box and 'Search' button; 'Claim Status' with a dropdown menu set to 'All'; and 'Sampling Status' with a dropdown menu set to 'All'. A 'Sampled Item' checkbox is also present. At the bottom, it shows 'Total Stipend Paid for this Quarter = ₹ 140348'.

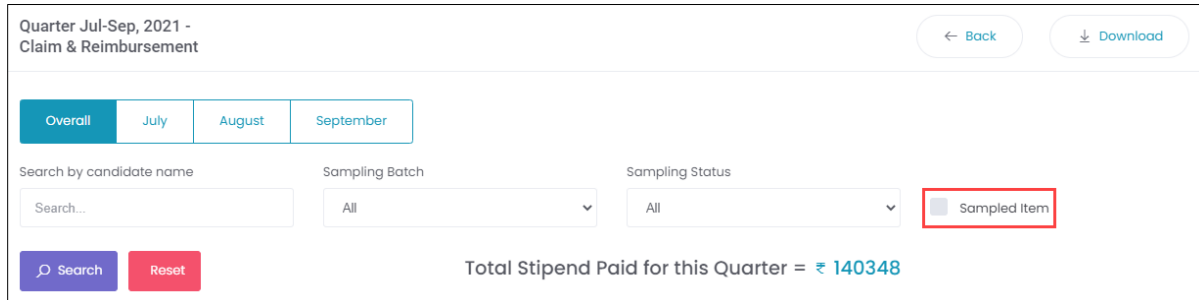
- Click **Submit Bank Certificate**, the **Sampling Submitted Successfully** screen appears.
- To Download the **Bank Certificate** sample template, [Click here](#)

12 OT-Verify Claim - NSDC Admin

The **Verify Claim** screen allows the NSDC Admin to verify claim requests assigned by the Establishment.

To Navigate

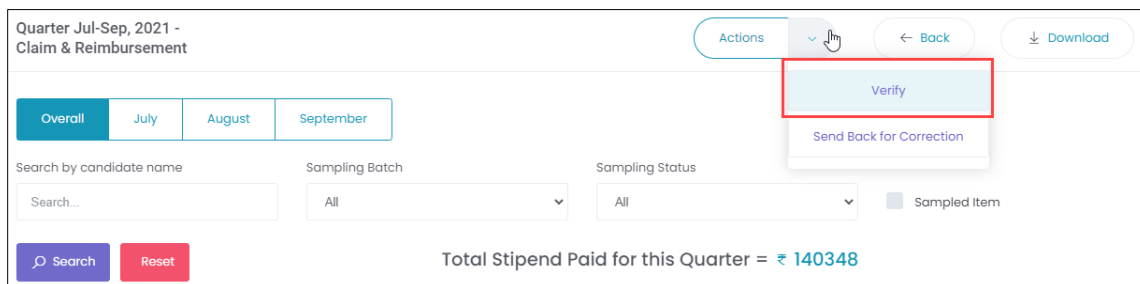
Home --> NSDC Admin Dashboard --> Stipend --> Claim & Reimbursement --> Action --> View Claim Details --> Claim & Reimbursement



- The **Apprentice Details** screen displays the details such as Apprentice registration No, Contract Registration No, Apprentice Name, Apprentice Type, BTP, Duration of Training, Start Date of OJT Training, End Date of OJT Training, Prescribed Stipend, Did the Apprentice drop-out during the Training Quarter, and Contract Stipend.

Note: The Establishment can also get **Actions** tab, by selecting the sampled item.

- Select the **checkboxes**, the **Action** tab appears.



- Click **Verify**, the following screen appears.



- Click **Yes, verify it**, the **Claim Verified Successfully** screen appears.

13 OT-Approve Claim - NSDC Admin

The **Approve Claim** screen allows the NSDC Admin to approve the claim requests form the Establishments.

To Navigate

Home --> NSDC Admin Dashboard --> Stipend --> Claim & Reimbursement --> Action --> View Claim Details --> Quarterly Apprenticeship Claim & Reimbursement --> Action --> View Claim Details -->

Quarterly Apprenticeship Claim & Reimbursement of Jul-Sep-2021 ← Back

Status: Sampling Status:

Search by Establishment name: Reset

Establishment	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount Paid as per Norms	Total Actual Stipend Amount Paid	Total Claim Processed	Total Verified Claim Amount	Verified/Approved Claim Amount	Status	Sampling Status	Action
Sterlite Technologies Ltd.	149	149	₹ 2857466	₹ 3709062	₹ 338626.1	₹ 338626.1	₹ --	Approved at level 1	--	View Claim Details
Bekaert Mukand Wire Industries Pvt. Ltd	18	18	₹ 684407	₹ 711681	₹ 53778.44	₹ 53778.44	₹ --	Approved at level 1	--	...

- The **Quarterly Apprenticeship Claim & Reimbursement** screen displays the details such as Establishment, Total Number of Apprentice, Total Apprentice Records Updated, Total Stipend Amount Paid as per Norms, Total Actual Stipend Amount Paid, Total Claim Processed, Total Verified Claim Amount, Verified/Approved Claim Amount, Status, Sampling Status, and also allows to view claim details under Action.
- Click **View Claim Details**, the **Claim & Reimbursement** screen appears.

- The **Claim & Reimbursement** screen displays the details such as Months, Year, Total Stipend Paid for this Quarter, and Apprentice Details (Apprentice Registration No, Contract Registration No, Apprentice Name, Apprentice Type, BTP, Duration of Training, Start Date of OJT Training, End Date of OJT Training, Prescribed Stipend, Did the Apprentice drop-out during the Training Quarter, Contract Stipend, and Stipend Amount as per Payroll).

Quarter Jul-Sep, 2021 - Claim & Reimbursement

← Back Batch Sampling History Download

Overall July August September

Search by candidate name Sampling Batch Sampling Status

Search... All All Sampled Item

Search Reset Total Stipend Paid for this Quarter = ₹ 3709062

« < 1 2 3 4 > » 15

Apprentice Details													
<input type="checkbox"/>	Sl.No	Apprentice Registration No.	Contract Registration No.	Apprentice Name	Apprentice Type	BTP	Duration of Training	Start date of OJT Training	End Date of OJT Training	Prescribed Stipend	Did the Apprentice drop-out during the Training Quarter*	Contract Stipend	Stipend Amount as per Payroll
<input type="checkbox"/>	1	A0221140317	CN052102382	Ravi Digambar Pawar	BT Exempt	--	0 years, 11 months and 30 days	2021-04-22	2022-04-21	6000	No	₹ 11588	₹ 11588
<input type="checkbox"/>	2	A0221140618	CN052102384	Ramprasad Bhagchand Jadhav	BT Exempt	--	0 years, 11 months and 30 days	2021-04-22	2022-04-21	6000	Yes	₹ 11588	₹ 0
<input type="checkbox"/>	3	A072058922	CN0720144825	Rushikesh Deepak Waghe	BT Exempt	--	0 years, 11 months and 29 days	2020-07-14	2021-07-13	7000	Yes	₹ 11588	₹ 0

- Select the **checkboxes** of the respective apprentice, the **Action** tab appears.

Quarter Jul-Sep, 2021 - Claim & Reimbursement

Actions ← Back Batch Sampling History Download

Overall July August September

Search by candidate name Sampling Batch Sampling Status

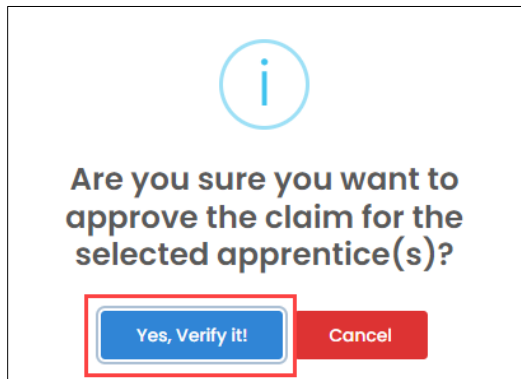
Search... All All Sampled Item

Search Reset Total Stipend Paid for this Quarter = ₹ 3709062

Approve

Send Back for Correction

- Click **Approve**, the following screen appears.



- Click **Yes, verify it**, the **Claim Verified Successfully** message appears.