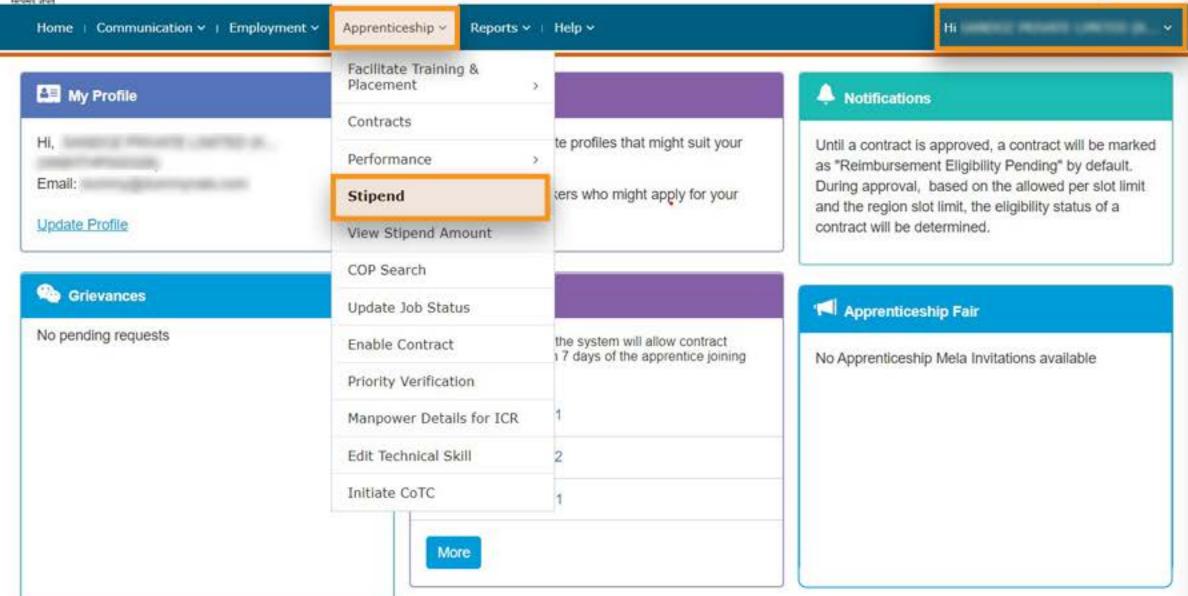


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# Raising a Stipend Claim

# Step 1

Stipend Initiation will be started from Establishment Login. Login as Establishment in the portal and navigate to the menu

Apprenticeship -> Stipend



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Home | Communication v | Employment v | Apprenticeship v | Reports v | Help v + Pending Claim + New Claim Stipend \*From Date "To Date Search Ħ 15/11/2019 Ħ 01/11/2019 List of stipend claims Search: Showing 0 to 0 of 0 entries Establishment Request No Name Amount Claimed **Amount Eligible** Status **Pending With** Remarks View No data available in table Previous Next \* entries

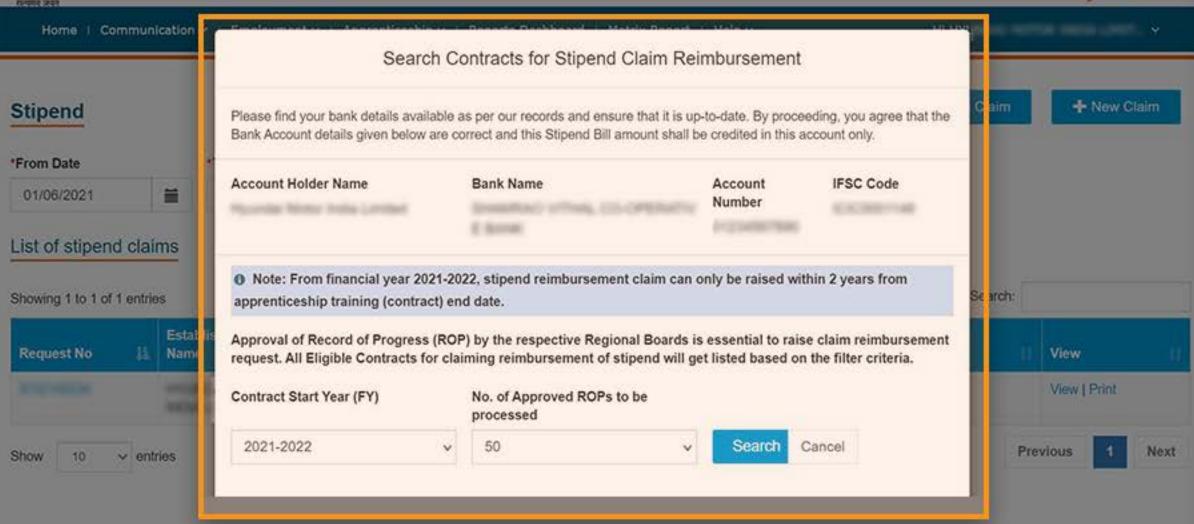
# Step 2

In the Stipend page the list of already raised claims can be viewed with the respective from and to date. The New claim can be raised by clicking on the **New Claim** button.



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# Step 3

A popup will be displayed with the dropdowns
Contract Start Year (FY) and No. of Approved ROPs to be processed. After selecting the required input from the dropdown click on the **Search** button.



Cancel

### National Apprenticeship Training Scheme (NATS)

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Home | Communication v | Employment v | Apprenticeship v | Reports v | Help v Hi land had been all or New Stipend Claim B Expected Contract Not Listed? O Note: . For your convenience, all the records have been selected by default. You can deselect any row (contract) if required. In case of multiple pages, you will need to deselect rows / entries in each page. From financial year 2021-2022, stipend reimbursement claim can only be raised within 2 years from apprenticeship training (contract) end date. Contract Start Year (FY) No. of Approved ROPs to be processed ₹ I Stipend Calculator 50 2018-2019 Search Excel CSV PDF Print Search: Showing 1 to 10 of 50 entries Copy Already Claimed (in Rs.) . 0 0 All All **Contract No** Student Name Student Type Eligible Claim Period 01-06-2018 to 31-08-2018 4 Diploma 23-06-2018 to 31-08-2018 Diploma 28-01-2019 to 31-03-2019 Diploma 28-01-2019 to 31-03-2019 Diploma 28-01-2019 to 31-03-2019 Diploma 25-01-2019 to 31-03-2019 0 Diploma 25-01-2019 to 31-03-2019 0 Diploma 21-01-2019 to 31-03-2019 Diploma 01-04-2019 to 30-06-2019 Diploma Diploma 21-01-2019 to 31-03-2019 Previous

### Step 4

It will redirect to the New Stipend Claim page by listing the list of contracts present in that financial year. Check on the required contract and then Click on the **Next** button.



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Ministry of Human Resource Development, Government of India



| 110         | me Commun            | Hicadon | Employinght: | Apprentic    |  |             |                          |   |     | Hi             |     |      |
|-------------|----------------------|---------|--------------|--------------|--|-------------|--------------------------|---|-----|----------------|-----|------|
|             |                      |         |              |              | Contract   | Information |                          |   |     |                |     |      |
| ontract Det | als                  |         |              |              |  |             |                          |   |     |                |     |      |
| ontract Num | ber                  |         | Encol        | lment Number |  |             | Employee ld              |   |     |                |     |      |
|             |                      |         |              |              |  |             |                          |   |     |                |     |      |
| ank Accoun  | t & Aadhar Details   |         |              |              |  |             |                          |   |     |                |     |      |
| ank Name    |                      |         |              | sh Name      |  |             | IFSC Code                |   |     | Account Number |     |      |
|             |                      |         | Cher         | inai         |  |             |                          |   |     |                |     |      |
| adhar Numb  | er.                  |         |              |              |  |             |                          |   |     |                |     |      |
|             |                      |         |              |              |  |             |                          |   |     |                |     |      |
| OP Descrip  | tion                 |         |              |              |  |             |                          |   |     |                |     |      |
| Duration    |                      |         |              |              | Status   |             | Leaves                   |   |     |                |     |      |
| Feb 15, 202 | 11 to May 14, 2021   |         |              |              | Approved   |             | February-0 March-0 Apr   | I-0.May-0                               |     |                |     |      |
| May 15, 20  | 2021 to Aug 14, 2021 |         |              |              | i. 2021 to Aug 14, 2021 May-0 June-0 July-0 August-0 |             |                          |   |     |                |     |      |
| Aug 15, 200 | 11 to Nov 14, 2021   |         |              |              | Approved   |             | August-0, September-0, 0 | October-0, November-0                   |     |                |     |      |
| Nov 15, 200 | 11 to Feb 14, 2022   |         |              | Approved     |  |             | November-0, December-    | 0 January-0 February-0                  |     |                |     |      |
|             |                      |         |              |              |  |             |                          |   |     |                |     |      |
|             |                      |         |              |              |  |             |                          |   |     |                |     |      |
| OP Split U  |                      |         | 200          | 100          |  |             | 100                      | 100-                                    |     | 1500           |     | N 55 |
|             |                      | Feb     | Mar          | Apr          | May  | Jun         | -July                    | Aug                                     | Sep | Oct            | Nov | Dec  |
| 0           | 0                    | 0       | .0           | 0            | 0  | . 0         | 0                        | 0                                       | .0  | 0              | 0   | 0    |
| )           | 0                    | 0       | 0            | 0            | 0  | 0           | 0                        | 0                                       | 0   | 0              | 0   | 0    |
|             |                      |         |              |              |  |             |                          |   |     |                |     |      |
| tipend Deta | ils                  |         |              |              |  |             |                          |   |     |                |     |      |
|             |                      |         |              |              | itatus   |             |                          | Het Amount                              |     |                |     |      |
| Duration    |                      |         |              |              | 20000  |             |                          | 100000000000000000000000000000000000000 |     |                |     |      |
| Duration    |                      |         |              |              |  |             |                          |   |     |                |     |      |
| Duration    |                      |         |              |              |  | _           | _                        |   |     |                |     |      |
| Duration    |                      |         |              |              |  |             | Close                    |   |     |                |     |      |

# Step 4

Click on contract number where you can find the Contract information, ROP Description, LOP Split Up, and Stipend Details of the student. Close the popup and click on save



Save

### National Apprenticeship Training Scheme (NATS)

Cancel

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Remove Selected Contract



Home | Communication v | Employment v | Apprenticeship v | Reports v | Help v Hi land had been very v New Stipend Claim <sup>β</sup> ₹ E Stipend Calculator Search: Showing 1 to 1 of 1 entries Name of Disbursed Disbursed Disbursed **Total Disbursed** Contract Reg.No. 3 Month 1 8 0 Month 2 8 . Month 3 8 Amount Apprentice Amount Amount Amount 0 R VIJAY 09-05-2018 to 01-06-2018 to 01-07-2018 to 31-05-2018 30-06-2018 31-07-2018

# Step 5

The selected candidate will be displayed with the Disbursed amount field editable month wise. After checking the disbursed amount value click on the check box and then click on the **Save** button.



Submit

Cancel

### National Apprenticeship Training Scheme (NATS)

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Hi 🔻 🔻 Home | Communication v | Employment v | Apprenticeship v | Help v ₹ III Stipend Calculator Preview of Selected Claims B Search: Showing 1 to 1 of 1 entries Actual Payment (Rs) Deduction Reimbursement (Rs) **Net Amt** Govt Amount Registrat 50% of being Stipend Contract Number & Claim LOP Deductio Disburse Prescrib Amount the Govt claimed ion type n (Rs) 0 Period 1 Days 3 Student Name . 0 ed 0 Dec 1011 .... 6.010 V -Previous Next

# Step 6

This will redirect to the

Preview of Selected

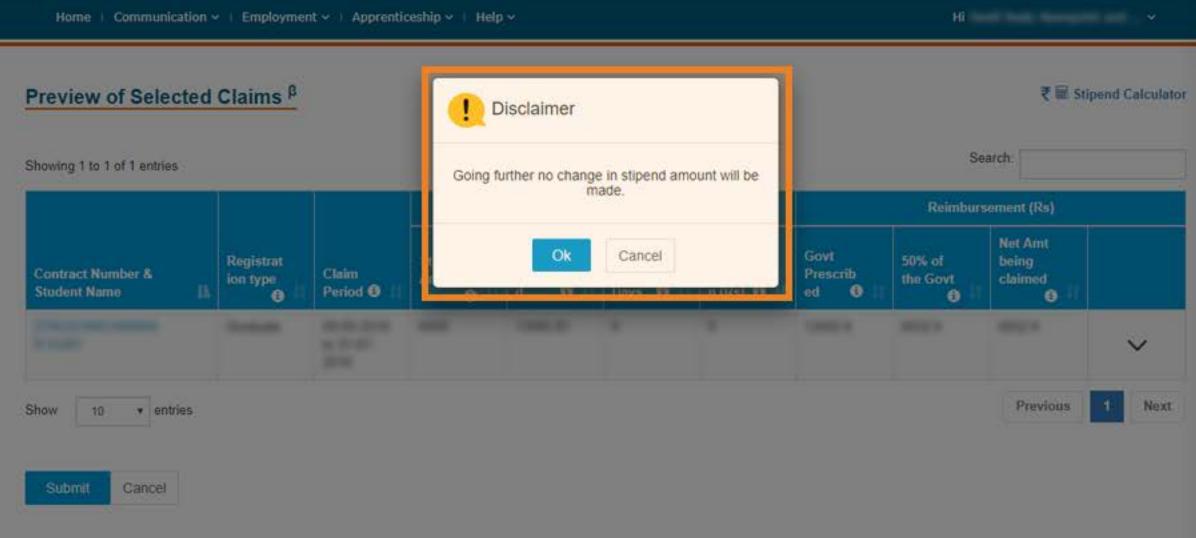
Claims page with the
details of the selected
candidates and the month
wise stipend claim
amount. Click on the

Submit button.



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# Step 7

A disclaimer popup will be displayed stating a message that "Going further no change in Stipend amount will be made." Click on the OK button.



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Home | Communication > | Employment > | Apprenticeship > | Reports Dashboard | Matrix Report | Help > Claim Request successfully submitted to Accounts User Physical hard copy of the new stipend claim statement and receipt certificate duly signed by competent authority should be submitted to the 80 ATs/BOPT office for further process failing which the Claim will not be processed. Please ensure your Bank account info d on information available in the portal. Bank statement for proof(or) in the absence of the same a Declaration by the fine Request No submitted sucessfully knowledge. Document to be submitted as hard copy through postal mail: Pending Claim New Claim Stipend Signed Stipend claim form with office seal and declaration from the finance head of the establishment that stipend has \*From Date \*To Date been disbursed to all the students true to their knowledge. 01/06/2021 23/06/2021 Note: The request will not be processed until the above document is received by the regional board office. For any additional List of stipend claims clarification on these documents / process, contact the respective regional board's accounts section. Please ensure your Bank Search: Showing 1 to 2 of 2 entries account information is up-to-date as reimbursement will be processed through online mode based on information available in Establishment the portal. Amoun Remarks View Request No View | Print Grad & OK TN Accounts Grad & View | Print

### Step 8

Another popup will be displayed with the request number and the required message for the further step. Click on **OK** button.



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Home | Communication ∨ | Employment ∨ | Apprenticeship ∨ | Help ∨ Hi that had been seen - v Claim Request successfully submitted to Accounts User Physical hard copy of the new stipend claim statement and receipt certificate duly signed by competent authority should be submitted to the BOATs/BOPT office for further process failing which the Claim will not be processed. Please ensure your Bank account information is up-to-date as reimbursement will be processed through online mode based on information available in the portal. Bank statement for proof(or) in the absence of the same a Declaration by the finance head of the establishment that stipend disbursed to all the students true to their knowledge. + New Claim + Pending Claim Stipend \*From Date \*To Date 01/11/2019 15/11/2019 Search List of stipend claims Search: Showing 1 to 1 of 1 entries Establishment Request No. Name Amount Claimed **Amount Eligible** Status **Pending With** Remarks View View | Print Sent South November Previous Next

### Step 9

It will redirect to the
Stipend page and the
raised claim will be
present in that list.
Establishment can
View/Print the stipend
claim form for the
further process.



. Click on the Numbers to view only Filtered Notifications. Ex: Clicking "Today" will show only Today's Notifications. To Reset the filter click on the "Upto 180 Days" Button. Any notification beyond

Last 30 Days

Upto 180 Days 0

Last 7 Days

Do note that you will be logged out on pressing F5 / Ctrl+F5 / Ctrl+R / Browser back & reload button for security reasons.

180 days will not get displayed as part of Notification.

Today

Expiring Today 0

# Approval of Stipend Claim

# Step 1

Login as Srdispatch

Communication -> Received Letters

#### Received Letters



# Step 2

Received Letters page will appear.

Click On Add Letter

#### Add Letter - Letter information

For ACRF, the Letter Date should be between the Contract start date and end date.



# Step 3

In Add Letter table, enter all the mandatory details of the Claim and Click **Save** 

You will receive a success message Letter has been added and it will be forwarded to the State Account User



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|                |                    |         | 1 44 / 11       |           |         |          |     |           |         |  |
|----------------|--------------------|---------|-----------------|-----------|---------|----------|-----|-----------|---------|--|
|                | Re                 | eceived | Letter(s) has b | oeen adde | d succe | esstully | У   |           |         |  |
| ceived Letters |                    |         |                 |           |         |          |     |           |         |  |
| letters        |                    |         |                 |           |         |          |     |           |         |  |
| er Ref Number  | Letter Date : From |         | *То             | _         |         |          |     |           |         |  |
|                | 01/07/2022         |         | 14/07/2022      |           | Search  | Clear    | 1   | Add Lette | er      |  |
| er information |                    |         |                 |           |         |          |     |           |         |  |
| er information |                    |         |                 |           |         |          |     |           |         |  |
|                |                    |         |                 | Copy      | Excel   | CSV      | PDF | Print     | Search: |  |

| Letter Received From  | Received Date | Letter Date | Letter Request/Ref. No | Subject of the letter | Enclosure Particulars | Status | Edit |
|---|---------------|-------------|------------------------|-----------------------|-----------------------|--------|------|
| AND RESIDENCE AND PARTY OF THE | 14-07-2022    | 04-07-2022  |                        | Claims                |                       |        | Edit |
| STURES NOT STREET, MITTER   | 07-07-2022    | 07-07-2022  |                        | Claims                |                       |        | Edit |
| errorgen worden steller auch of   | 07-07-2022    | 07-07-2022  |                        | Claims                |                       |        | Edit |
| PERSONAL PROPERTY AND LOSS AND THE  | 04-07-2022    | 04-07-2022  |                        | Claims                |                       |        | Edit |
| SECURED BOTTOM SECURE MOTES   | 04-07-2022    | 04-07-2022  |                        | Claims                |                       |        | Edit |
| STORES SCHOOL SECTION   | 04-07-2022    | 04-07-2022  |                        | Claims                |                       |        | Edit |
| PROBLEM SETTING MEAN LINETED  | 04-07-2022    | 04-07-2022  |                        | Claims                |                       |        | Edit |
| produce according to participate  | 04-07-2022    | 04-07-2022  |                        | Claims                |                       |        | Edit |
| STORES STORE SECURIOR SECURIOR  | 04-07-2022    | 04-07-2022  |                        | Claims                |                       |        | Edit |

# Step 3

In Add Letter table, enter all the mandatory details of the Claim and Click **Save** 

You will receive a success message Letter has been added and it will be forwarded to the State Account User



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Home | Apprenticeship v | Admin v

Search

Help V

HI TNGACCTUSER V

### **Notification & Aging**

Data as of: Jun 22, 2021 10:02:28 AM C



#### No of Pending Received Notifications

#### O Note:

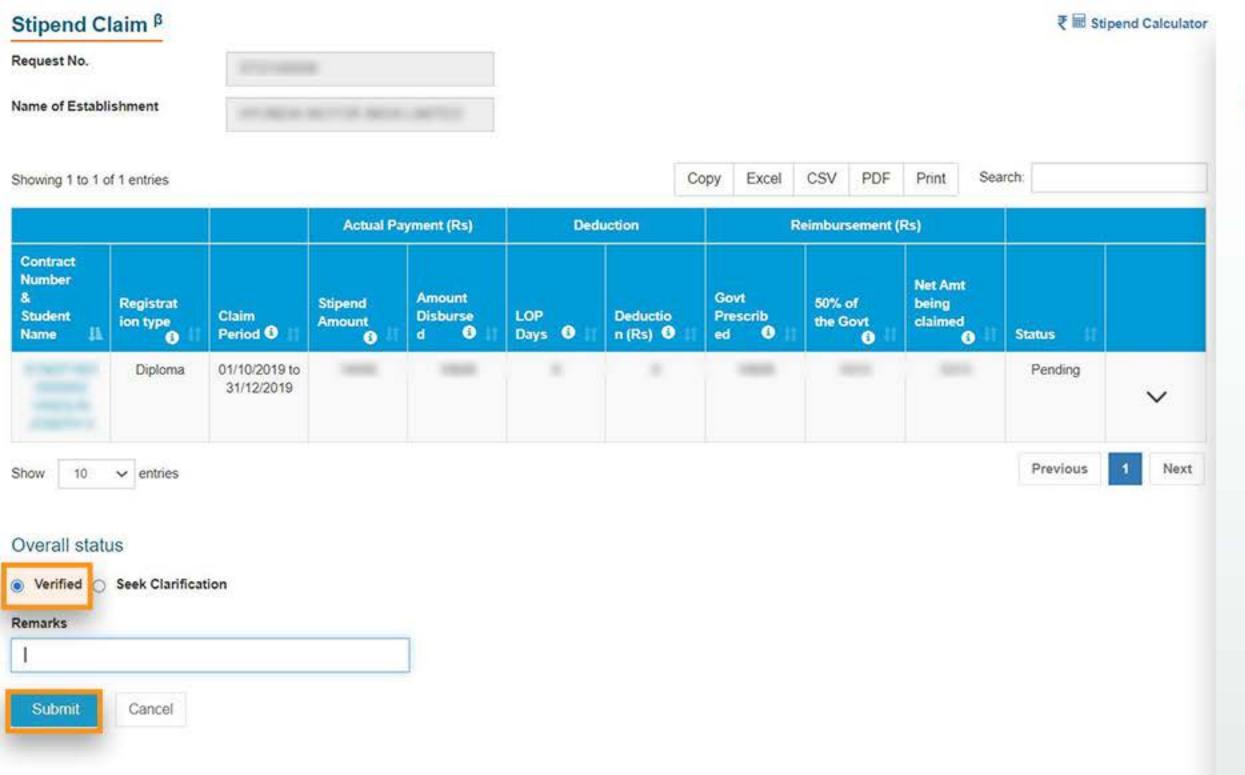
- . Do note that you will be logged out on pressing F5 / Ctrl+F5 / Ctrl+R / Browser back & reload button for security reasons.
- . Click on the Numbers to view only Filtered Notifications. Ex: Clicking "Today" will show only Today's Notifications. To Reset the filter click on the "Upto 180 Days" Button. Any notification beyond 180 days will not get displayed as part of Notification.



| User Id 11    | User Name                      | Contract / Request<br>No | Current<br>Status | Modified By | Modified Date              | Aging (in days) | Function II      |
|---------------|--------------------------------|--------------------------|-------------------|-------------|----------------------------|-----------------|------------------|
| STALL PRODUCT | ATT/ANDECSECTION INDEX LINETED | 875/100008               | Pending           | srdispatch  | Jan 19, 2021 3:39:25<br>PM | 154             | Stipend<br>Claim |

# Step 4

Login as State Account User and Search for the request and click on the User id



# Step 5

Click Verified and Click Submit.



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Home | Apprenticeship × | Admin × | Search | Help ×

::The Claim Request has been Verified and submitted to Junior Accounts Officer

Stipend

\*Search By

Generate Bill

--Select an option--

# Step 6

You will receive the message as request has been verified and send to Junior Accounts Officer



STORTSON

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COLUMN TO THE RESIDENCE

LEWISCO



Stipend Claim

0

Home | Communication > | Apprenticeship > | Admin > | Search | Help > | Hi TNGACCTJROFFICER >

**Notification & Aging** Data as of: Jun 22, 2021 10:06:06 AM ( No of Pending Received Notifications O Note: Do note that you will be logged out on pressing F5 / Ctrl+F5 / Ctrl+R / Browser back & reload button for security reasons. . Click on the Numbers to view only Filtered Notifications. Ex: Clicking "Today" will show only Today's Notifications. To Reset the filter click on the "Upto 180 Days" Button. Any notification beyond 180 days will not get displayed as part of Notification. Last 7 Days Last 30 Days Upto 180 Days Expiring Today 0 Today Search: × Showing 1 to 1 of 1 entries (filtered from 4 total entries) Contract / Request Modified Aging (in User Id **User Name** No **Current Status** Ву **Modified Date** Function days)

Pending for

Approval

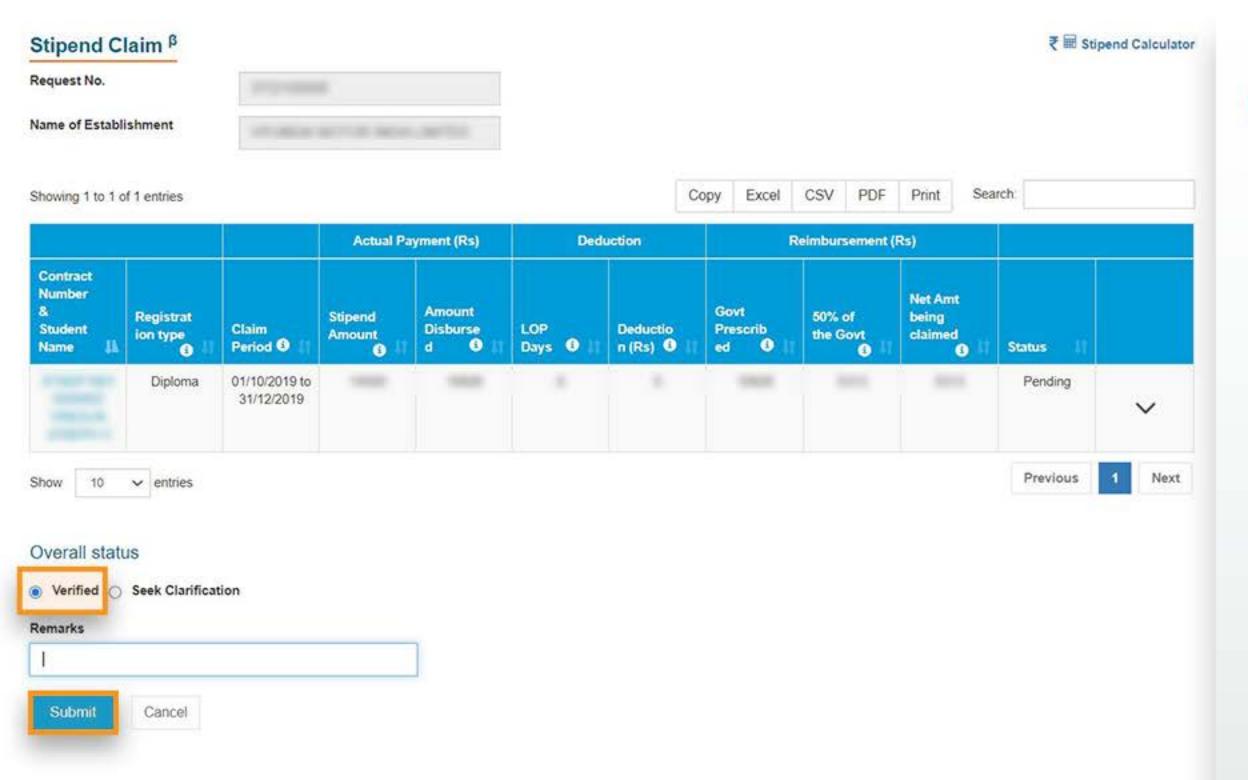
tngacctuser

Jun 22, 2021 10:05:12

AM

# Step 7

Login as Junior Accounts Officer and Search for the request and click on the User id



# Step 8

Click Verified and Click Submit.



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Home | Communication v | Apprenticeship v | Admin v | Search | Help v | Hi TNGACCTJROFFICER v

:: The Claim Request is Verified and Forwarded to Accounts Officer/AAO for further Approval

#### Stipend

#### \*Search By

--Select an option--

Generate Bill

# Step 9

You will receive the message as request has been verified and send to Accounts Officer



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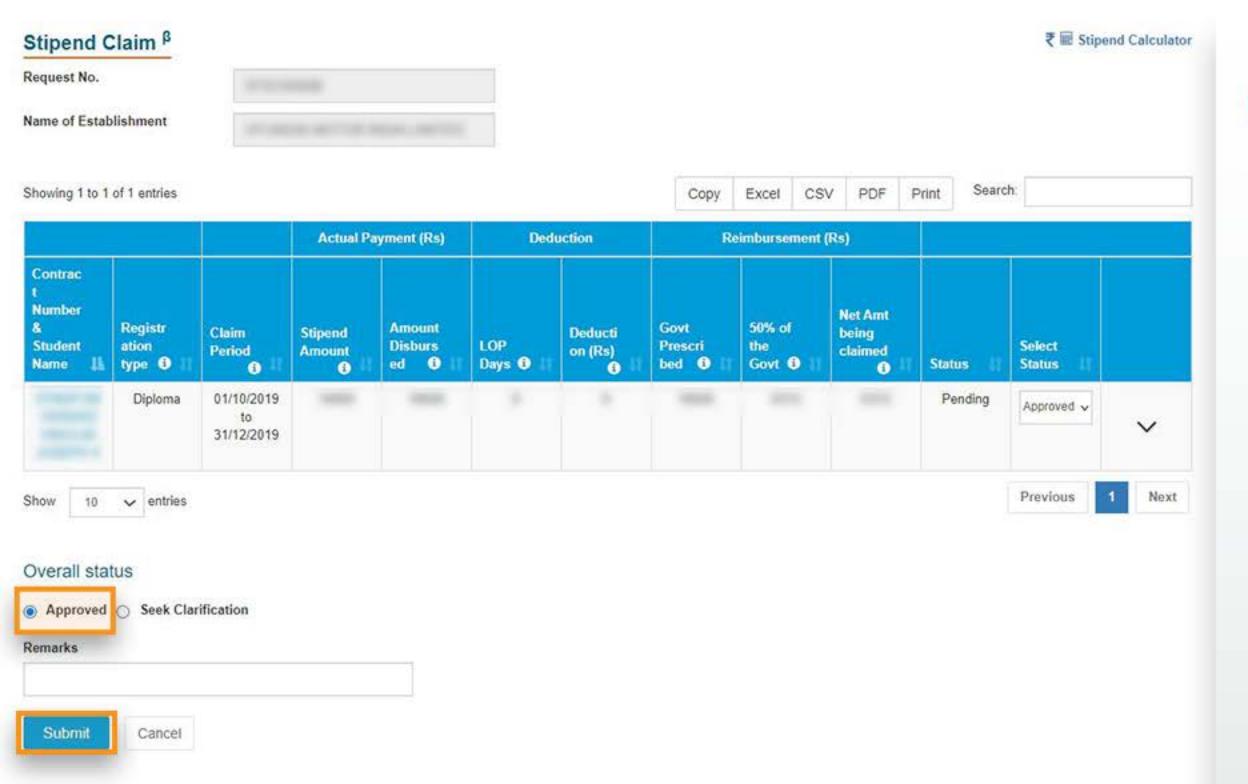


Claim

Manage User v | Communication v | Apprenticeship v | Admin v | Search | Help v HI TNGACCTOFFICER V **Notification & Aging** Data as of: Jun 22, 2021 10:09:20 AM ( No of Pending Received Notifications O Note: . Do note that you will be logged out on pressing F5 / Ctrl+F5 / Ctrl+R / Browser back & reload button for security reasons. . Click on the Numbers to view only Filtered Notifications. Ex: Clicking "Today" will show only Today's Notifications. To Reset the filter click on the "Upto 180 Days" Button. Any notification beyond 180 days will not get displayed as part of Notification. Expiring Today 0 Today Last 7 Days Last 30 Days Upto 180 Days Search: × Showing 1 to 1 of 1 entries (filtered from 2 total entries) Contract / Request Modified Current Aging (in User Id **User Name** Status Ву **Modified Date** days) Function THE RESERVE OF THE PARTY OF THE No. of Street, or other Designation of the last of the Verified tngacctirofficer Jun 22, 2021 10:08:27 0 Stipend

# Step 10

Login as Accounts Officer and Search for the request and click on the **User id** 



# Step 11

Click Approved and Click Submit.



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Home | Manage User v | Communication v | Apprenticeship v | Admin v | Search | Help v HI TNGACCTOFFICER Y :The Claim Request has been Approved Stipend \*Search By --Select an option--Generate Bill

# Step 12

You will receive the message as request has been Approved.



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Ministry of Education, Government of India Apprenticeship ~ Admin V | Search | Help V HI TNGACCTJROFFICER V Home | Communication > Contracts Stipend **Notification & Aging** Data as of: Jun 22, 2021 10:11:36 AM **Bill Notification** No of Pending Received N O Note: Stipend Claim Status . Do note that you will be logged out on pressing F5 / Ctrl+F5 / Ctrl+R / Browser back & reload button for security reasons. . Click on the Numbers to view only Filtered Notifications. Ex: Clicking "Today" will show only Today's Notifications. To Reset the filter click on the "Upto 180 Days" Button. Any notification beyond 180 days will not get displayed as part of Notification. Expiring Today 0 East 7 Days Last 30 Days H Upto 180 Days 3 0 Today 0

# Step 13

Login as Junior Accounts Officer
Apprenticeship-> Bill Notification



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HI TNGACCTJROFFICER V Home | Communication > | Apprenticeship > | Admin > | Search | Help > Stipend \*Search By --Select an option--Voucher Listing Generate Bill List of bills generated PDF Search: Showing 0 to 0 of 0 entries Сору Excel CSV Print Stipend Request **Net Amount** Name of Period From View Bill No Number Establishment Period To Cheque No Eligible Status No data available in table Next Previous Show 10 entries

# Step 14

Click on Generate Bill



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HI TNGACCTJROFFICER ~ Home | Communication v | Apprenticeship v | Admin v | Search | Help v Stipend \*From Date \*To Date 蘦 01/06/2021 22/06/2021 Search Generated Bill Listing Stipend Claims Generate Bill List of approved/ partially approved claims Search: Showing 1 to 1 of 1 entries Copy Print Excel CSV II. Request No. Name of Establishment Status View Approved Generate Bill ITT/ADM SETTIR NEW JAPTES Next Previous ~ entries

# Step 15

The Claim pending will be listed and Click on **Generate Bill** again

#### **Bill Notification**

| Bill No  |                                       |             | Name of the Es            | tablishment    |                 | *Cheque to be drawn in favo | our of    | *Stipend Request Numbe |
|--|---------------------------------------|-------------|---------------------------|----------------|-----------------|-----------------------------|-----------|------------------------|
|  |                                       |             |                           |                | anno.           |                             |           |                        |
| Establishmen   | t's Reference No                      |             |                           |                |                 |                             |           |                        |
|  | of stipend claim an(if applicable))   | amount E    | Establishment is eligible | e for (Without |                 | o be reimbursed             |           |                        |
|  | vernment share or<br>ed above for the | f stipend   | claimed by the Establis   | shmentvide     |                 |                             |           |                        |
| period from  | 01/10/2019                            | to          | 31/12/2019                |                | i i             |                             |           |                        |
| (iii) Net Amou   | nt eligible for Disk                  | ourseme     | nt after LOP deduction    |                |                 |                             | Ī         |                        |
| period from  | 01/10/2019                            | to          | 31/12/2019                |                |                 |                             |           |                        |
| (iv) Other Ded   | luction (if any like                  | revenue     | stamp)                    |                | 0.0             |                             | Deduct Am | ount                   |
| Remarks for D  | Deduction                             |             |                           |                |                 |                             |           |                        |
|  |                                       |             |                           |                |                 |                             |           |                        |
|  |                                       |             |                           |                | Max 250 charact | ors                         |           |                        |
| (v) Reimburse  | ement Deduction a                     | at 1:0 rati | io                        |                | 0.0             |                             |           |                        |
| Remarks for C  | Other Deductions                      | Made        |                           |                |                 |                             |           |                        |
|  |                                       |             |                           |                |                 |                             |           |                        |
| (vi) Bill Passe  | d for Rs.[min(ii, iii                 | i) minus (  | (iv+v)]                   |                |                 |                             | 1         |                        |
| Constant of the Constant of th | The Manual Vision                     |             |                           |                |                 |                             | -         |                        |

# Step 16

Bill Notification page appears

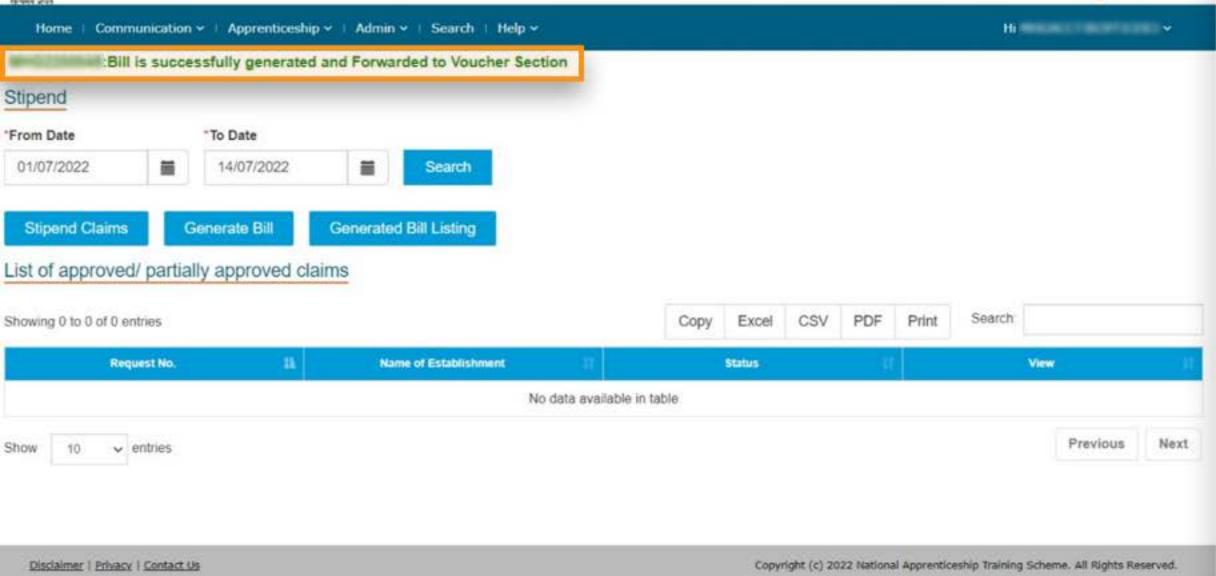
Check the details and Click Approve and forwarded to State Voucher Officer

AccountJrOfficer can be able to **Deduct Amount** and need to provide valid comments on deduction Check the details and click **Approve**.



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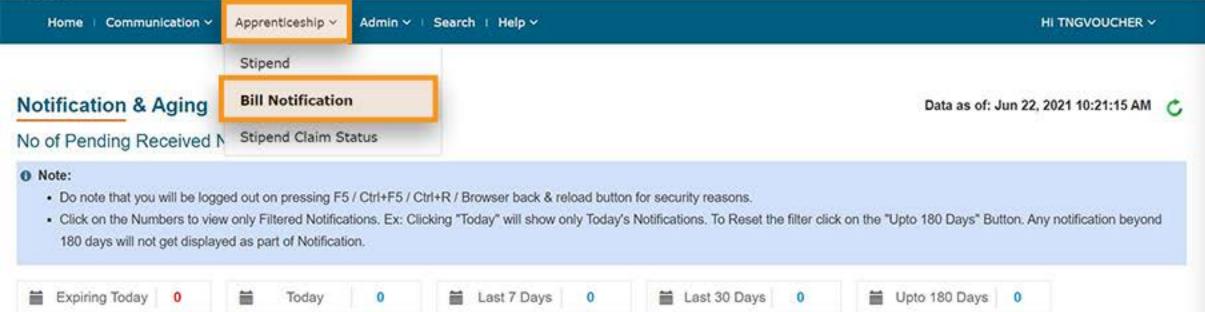
# Step 16

After Clicking on **Approve**button it will show successful
message and forwarded to
State Voucher Officer



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# Step 17

Login as State Voucher Officer

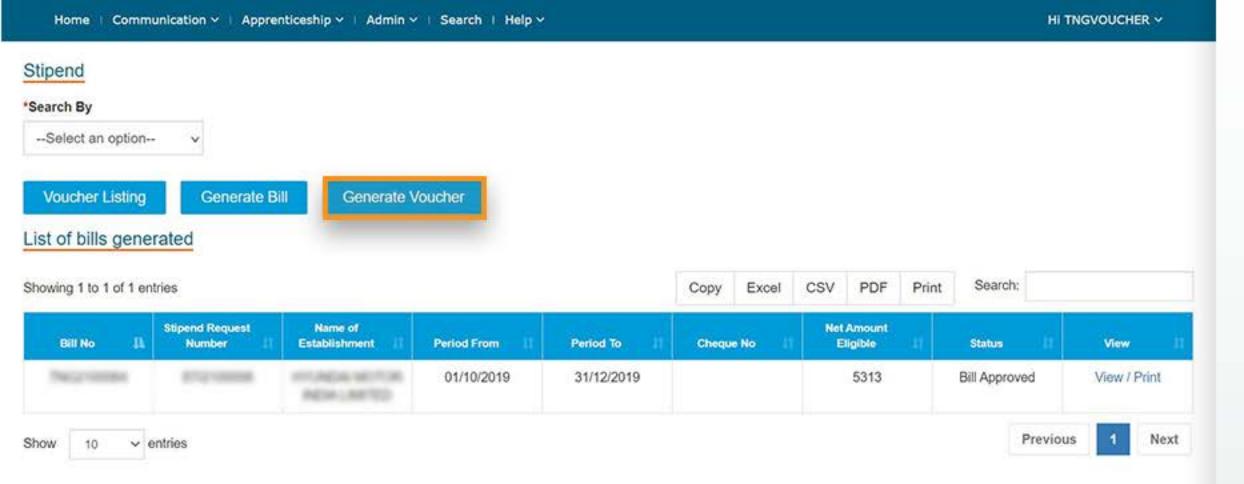
Apprenticeship-> Bill Notification



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# Step 18

#### Click on Generate Voucher



Cancel

### National Apprenticeship Training Scheme (NATS)

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New Voucher

Please select an Industry to Generate Voucher

Showing 1 to 1 of 1 entries (filtered from 110 total entries)

Copy Excel CSV PDF Print Search:

Industry Name

Show 10 v entries

Previous 1 Next

# Step 19

New Voucher pages appears

Search for the Establishment the claim raised and Click on the Establishment

#### **Bill Notifications**

Filter the details using the options given below

| *From Date |     | *To Date |   |        |
|------------|-----|----------|---|--------|
|            | iii |          | = | Search |

#### List of bills generated

Please select maximum 50 bills per voucher

| Select | Bill No | Request No | Name of Establishment | Period From | Period To  | Net Amount Eligible | Status        | View |
|--------|---------|------------|-----------------------|-------------|------------|---------------------|---------------|------|
|        |         |            |                       | 01/10/2019  | 31/12/2019 |                     | Bill Approved | View |
|        |         |            |                       |             |            |                     |               |      |

# Step 20

Bill Notification page appears

Select the bill generated and click **Generate Voucher** 

#### New Voucher

| /oucher No                        | *Industry Name | *Industry ID |               | *Mode Of Payment  NEFT  Cheque |
|-----------------------------------|----------------|--------------|---------------|--------------------------------|
| Cheque In Favour Of               | *Cheque Number | *Cheque Date |               |                                |
|                                   | SEPHET         | 15/06/2021   | iii           |                                |
| ist of Bills Included in This Vou |                |              |               |                                |
| В                                 | II No          |              | Net Amount El | ligible T                      |
|                                   |                |              |               |                                |
|                                   |                |              |               |                                |

# Step 21

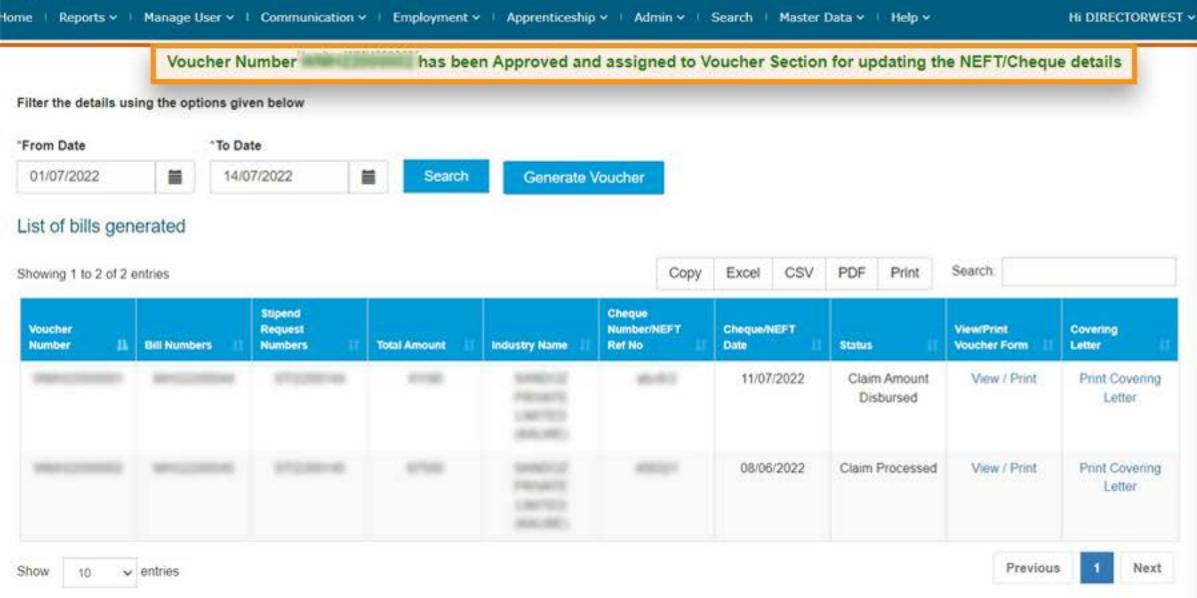
New Voucher page appears

Select the **Mode of Payment** and enter the details and Click on **Submit to Director** 



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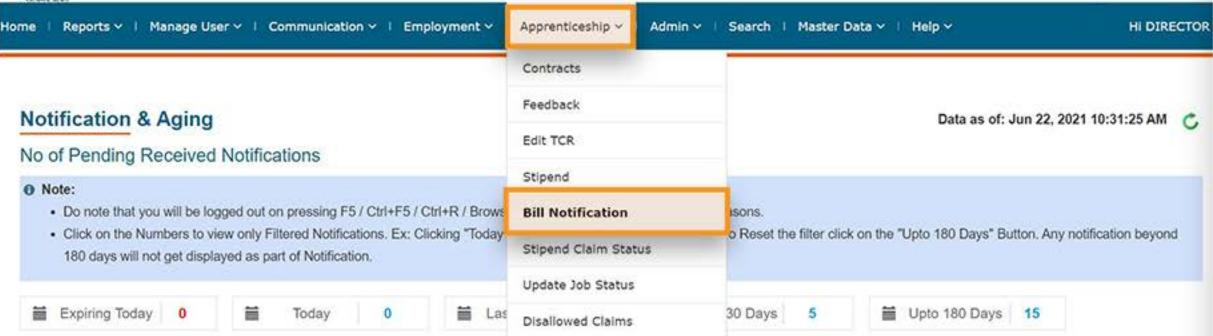
# Step 21

On Clicking Submit to
Director successful message
will be shown and it will
submit to Director.



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# Step 22

Login as Director

Apprenticeship-> Bill Notification

# Stipend \*Search By --Select an option--

Generate Bill

Name of

Establishment

THE RESERVE SHEET, SHE

NOW LABOUR

Period From

01/10/2019

Stipend Request

Number

List of bills generated

Voucher Listing

Showing 1 to 1 of 1 entries

Bill No

|   |            | Сору  | Excel | CSV | PDF               | Print | Search:                  |              |
|---|------------|-------|-------|-----|-------------------|-------|--------------------------|--------------|
| # | Period To  | Chequ | e No  |     | Amount<br>ligible | li I  | Status 17                | View II      |
|   | 31/12/2019 |       |       |     | 5313              |       | Submitted to<br>Director | View / Print |

# Step 23

### Click on Voucher Listing

#### Filter the details using the options given below \*From Date \*To Date = 苗 22/06/2021 Generate Voucher Search 01/06/2021 List of bills generated Showing 1 to 1 of 1 entries CSV PDF Print Search: Copy Excel



Show 10 ✓ entries 1 Next

## Step 24

The Claim pending will be listed and Click on View

#### New Voucher

**EUPHRE** 

Voucher No Establishment Name Mode Of Payment Cheque In Favour Of
Cheque

Cheque Number Cheque Date

15/06/2021

Total Payable Amount

| Bill No | Claim Request No | Amount Passed |
|---------|------------------|---------------|
|         |                  |               |

Approve Cancel

# Step 25

SEC. S

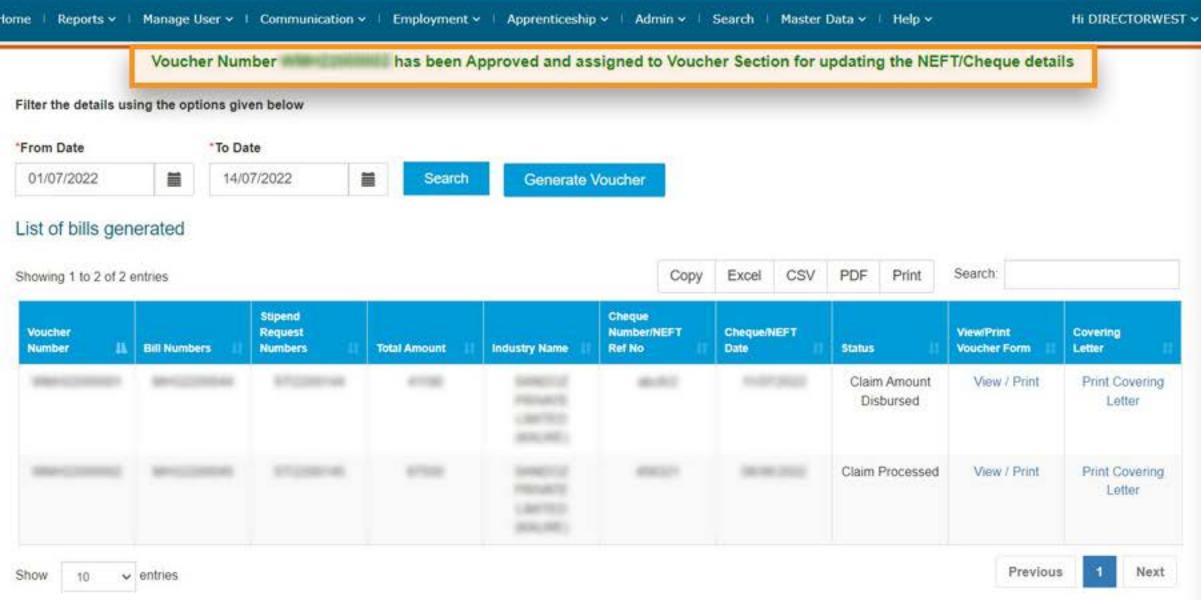
New Voucher page appears

Check the details and Click **Approve** 



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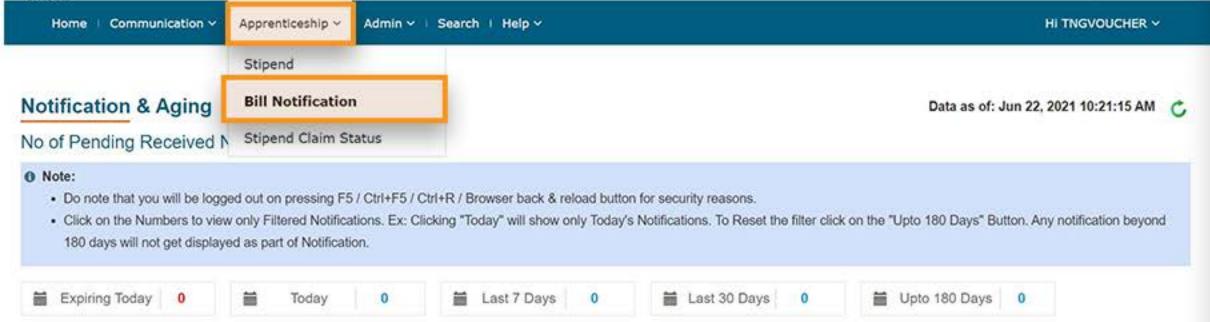
## Step 25

On clicking **Approve** button, it will show successful message and it will submit the request to **voucher officer**.



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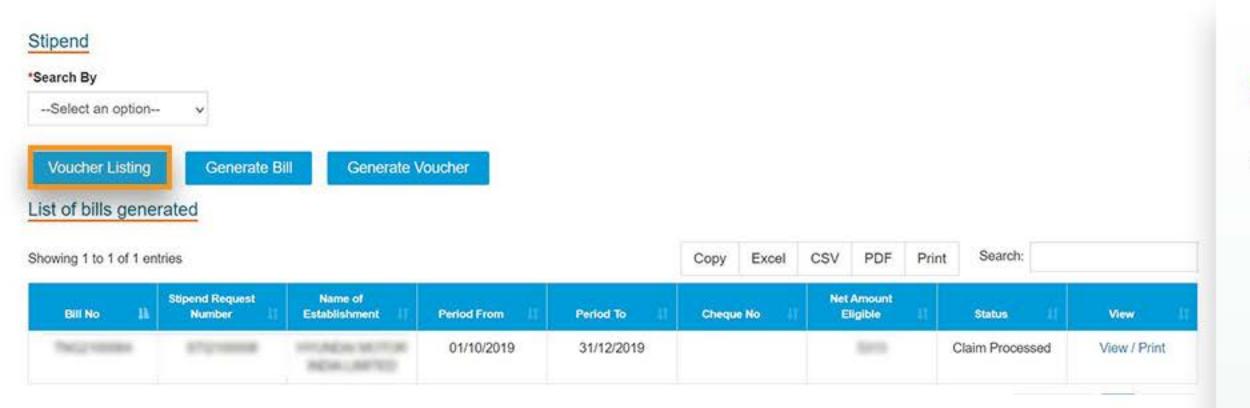




## Step 26

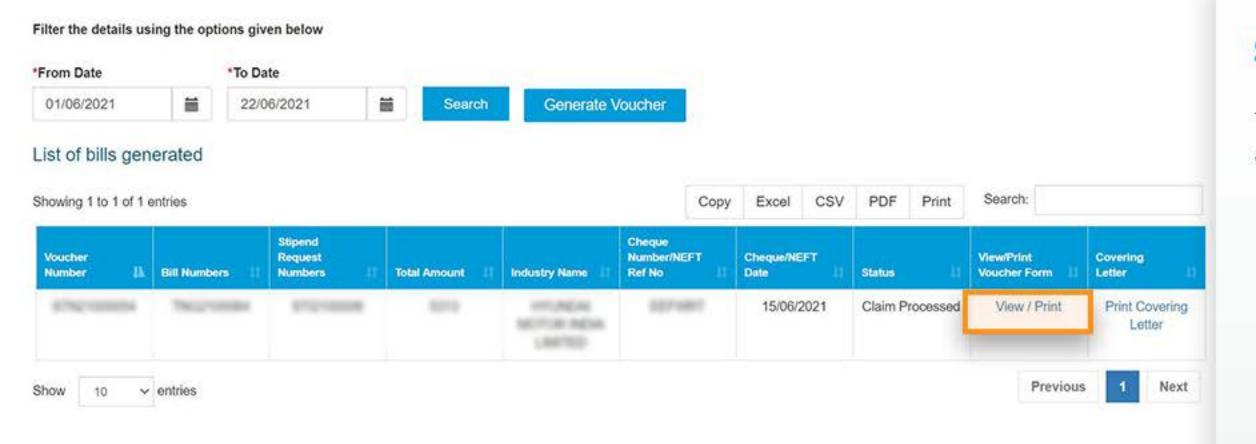
Login as State Voucher Officer

Apprenticeship-> Bill Notification



# Step 27

Click on Voucher Listing



## Step 28

The claim pending will be listed and Click on **View** 

#### New Voucher

Mode Of Payment Cheque In Favour Of Voucher No Establishment Name Cheque WITH MEN SECTION NEW LINETED SHILADAS METER REMUMERTED \*Cheque Number Cheque Date 15/06/2021 REFINE! Total Payable Amount SITTLE Bill No Claim Request No Amount Passed Personal Comment Name and Address of the Owner, where the Owner, which is the Bernd.

Cheque Dispatched

Cancel

# Step 29

Check details and Click on Cheque Dispatched

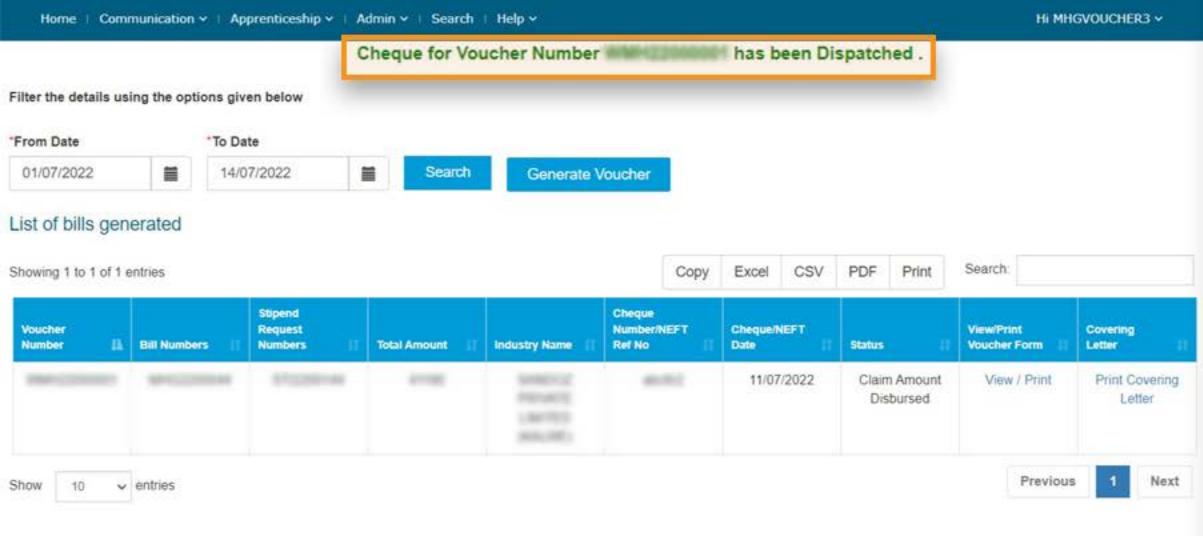


Cancel

## National Apprenticeship Training Scheme (NATS)

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## Step 30

On clicking **Cheque Dispatched** button, it will show successful message as **Cheque Dispatched**.

| Stipend |  |
|---------|--|
|         |  |

| + Pending Claim | + New Claim |
|-----------------|-------------|

Search:

| *From Date |   | *To Date   |   |        |
|------------|---|------------|---|--------|
| 01/01/2019 | ≡ | 18/07/2022 | = | Search |

#### List of stipend claims

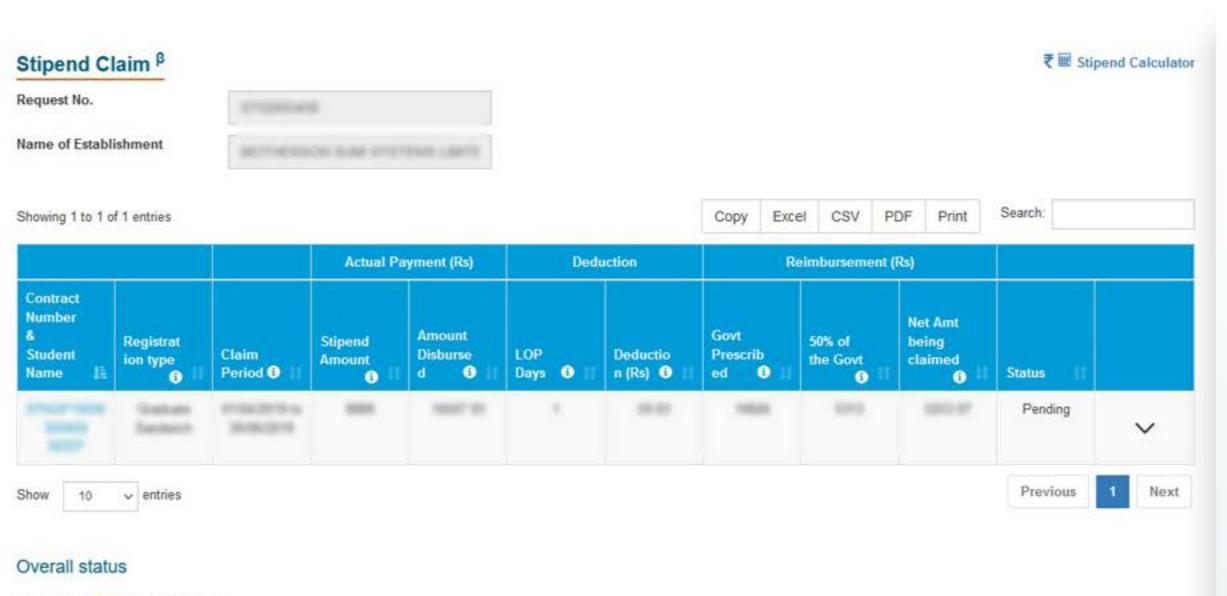
Showing 691 to 700 of 726 entries

| snowing 031 to 700 or 72 | o entries                    |                |                 |                           |   |                                   |              |  |
|--------------------------|------------------------------|----------------|-----------------|---------------------------|---|-----------------------------------|--------------|--|
| Request No 🕒             | Establishment<br>Name        | Amount Claimed | Amount Eligible | Status                    | Pending With                              | Remarks II                        | View         |  |
| -                        | HTUNEN MUTUR<br>BESH LIMITED | 1000 11        | 5886. Nr.       | Claim Amount<br>Disbursed | TN Cashier/Voucher<br>Section (Grad&Tech) |                                   | View         |  |
|                          |                              |                |                 | Claim Processed           | TN Cashier/Voucher<br>Section (Grad&Tech) | verified                          | View         |  |
|                          |                              |                |                 | Pending                   | TN Accounts (Grad & Tech)                 |                                   | View   Print |  |
|                          |                              |                |                 | Pending                   | TN Accounts (Grad & Tech)                 |                                   | View   Print |  |
|                          |                              |                |                 | Pending                   | TN Accounts (Grad & Tech)                 |                                   | View   Print |  |
|                          |                              |                | 401.78          | Seek Clarification        | Establishment                             | Reg                               | View   Print |  |
|                          |                              |                | 20094.75        | Claim Amount<br>Disbursed | TN Cashier/Voucher<br>Section (Grad&Tech) |                                   | View         |  |
|                          |                              | 365 74         |                 | Pending for Approval      | TN JR Accounts<br>Officer (Grad&Tech)     |                                   | View   Print |  |
|                          |                              |                |                 | Deleted                   | NA  | Claim Deleted by<br>Establishment | View   Print |  |
|                          |                              |                |                 |                           |   |                                   |              |  |

#### **Seek Clarification**

## Step 1

- 1.Follow the same steps as above till **Acctuser officer**. Select Seek Clarification radio button and provide valid comments and click on **Submit** button.
- Seek clarification successful message will be shown and the request will be triggered to Establishment.
- 3.Login as **Establishment** and click on **Stipend** menu under **Apprenticeship**.
- 4.**Under list of Stipend claims** you can able to see the status of every claim.
- 5.Choose **Seek clarification** contract and click on **Request No.**
- 6.Now continue the same process as new claim till end of process



# O Verified Seek Clarification Remarks Provide valid comments Submit Cancel

## Step 2

- 1.Follow the same steps as above till **Acctuser officer**. Select Seek Clarification radio button and provide valid comments and click on **Submit** button.
- Seek clarification successful message will be shown and the request will be triggered to Establishment.
- 3.Login as Establishment and click on Stipend menu under Apprenticeship.
- 4.**Under list of Stipend claims** you can able to see the status of every claim.
- 5.Choose **Seek clarification** contract and click on **Request No.**
- 6.Now continue the same process as new claim till end of process



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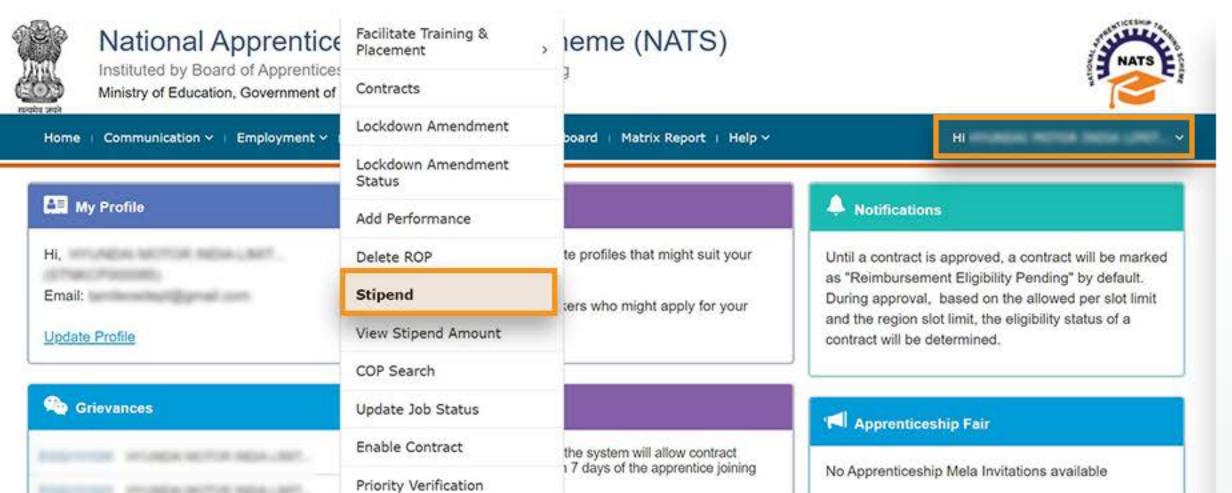


| Home   Communication ∨   Ac   | lmin ✓   Search   Help ✓ |        |                 |            |        |        | 4   |           |         | Hi SRDISPATCH V |
|-------------------------------|--------------------------|--------|-----------------|------------|--------|--------|-----|-----------|---------|-----------------|
| deceived Letters              | Recei                    | ved Le | tter(s) has bee | en added s | succes | sfully |     |           |         |                 |
| nd letters<br>tter Ref Number | Letter Date : From       | ,      | *То             |            |        |        |     |           |         |                 |
|                               | 01/07/2022               | m      | 14/07/2022      | <b>m</b>   | Search | Clear  | F   | Add Lette | er:     |                 |
| etter information             |                          |        |                 |            |        |        |     |           |         |                 |
| lowing 1 to 10 of 10 entries  |                          |        |                 | Сору       | Excel  | CSV    | PDF | Print     | Search: |                 |

| Letter Received From II   | Received Date | Letter Date | Letter Request/Ref. No | Subject of the letter | Enclosure Particulars | Status II | Edit |
|---------------------------|---------------|-------------|------------------------|-----------------------|-----------------------|-----------|------|
| STURES SETTIN NEW LASTED. | 14-07-2022    | 94-07-2000  | 970390141              | Claims                |                       |           | Edit |
|                           |               |             |                        | Claims                |                       |           | Edit |
|                           |               |             |                        | Claims                |                       |           | Edit |
|                           |               |             |                        | Claims                |                       |           | Edit |
|                           |               |             |                        | Claims                |                       |           | Edit |
|                           |               |             |                        | Claims                |                       |           | Edit |
|                           |               |             |                        | Claims                |                       |           | Edit |
|                           |               |             |                        | Claims                |                       |           | Edit |
|                           |               |             |                        | Claims                |                       |           | Edit |

## Step 3

- 1.Follow the same steps as above till **Acctuser officer**. Select Seek Clarification radio button and provide valid comments and click on **Submit** button.
- 2.Seek clarification successful message will be shown and the request will be triggered to **Establishment**.
- 3.Login as **Establishment** and click on **Stipend** menu under **Apprenticeship**.
- 4.**Under list of Stipend claims** you can able to see the status of every claim.
- 5.Choose **Seek clarification** contract and click on **Request No.**
- 6.Now continue the same process as new claim till end of process



## **Pending Claim**

# Step 1

Login as Establishment

Apprenticeship -> Stipend



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Home | Communication ∨ | Employment ∨ | Apprenticeship ∨ | Reports Dashboard | Matrix Report | Help ∨ HI HYUNDAI MOTOR INDIA LIMIT... V + Pending Claim + New Claim Stipend \*From Date \*To Date 前 苗 23/06/2021 01/06/2021 Search List of stipend claims Search: Showing 1 to 1 of 1 entries Establishment Request No II. Name **Amount Claimed** Amount Eligible Status **Pending With** Remarks View PERMITTED WITH BE View | Print Pending TN Accounts (Grad & RESEARCH STREET Tech) Next Previous entries

## Step 2

Click on **Pending Claim**. The Stipend claim requests that are under Seek Clarification will be displayed in Pending Claim.



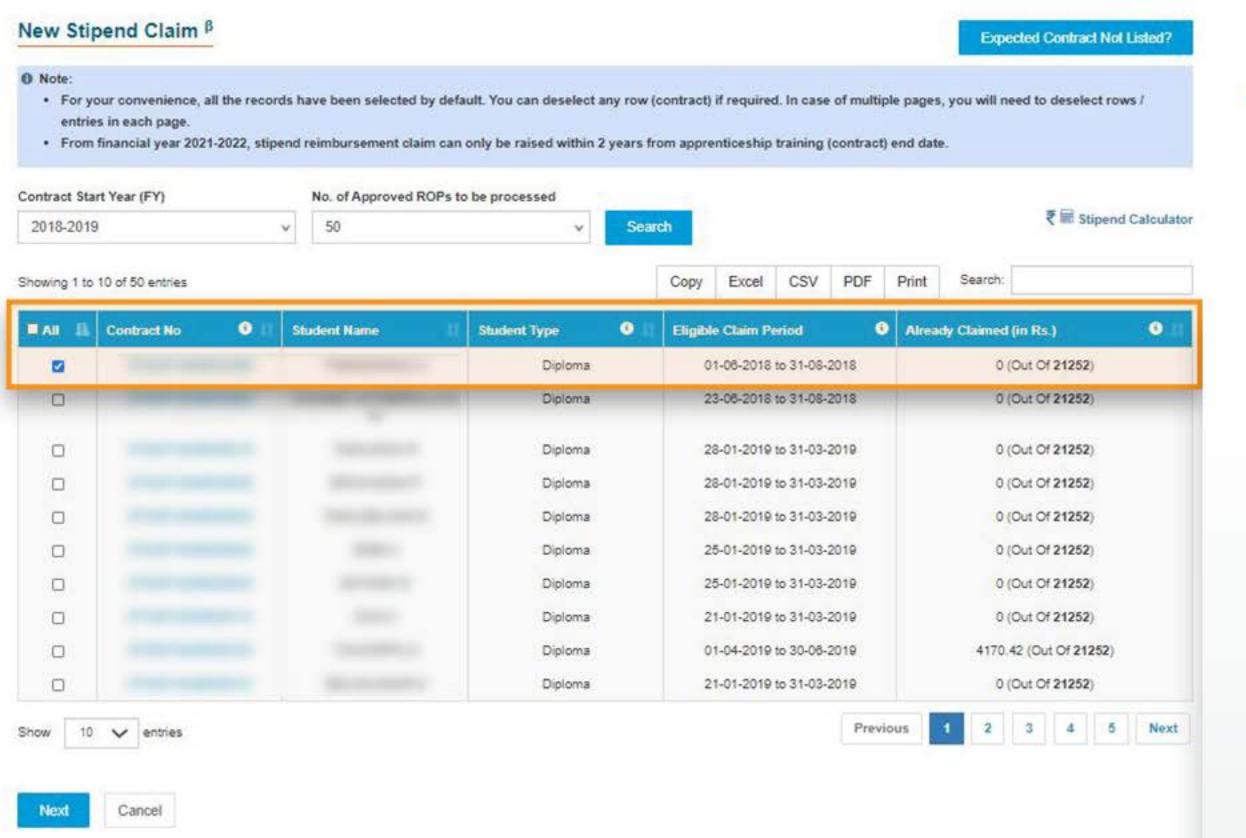
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Employment V | Apprenticeship V | Reports Dashboard | Matrix Report | Help V HI HYUNDAI MOTOR INDIA LIMIT ... ~ Stipend Search Contracts for Pending Stipend Claim Reimbursement \*From Date Please find your bank details available as per our records and ensure that it is up-to-date. By proceeding, you agree that the \* Bank Account details given below are correct and this Stipend Bill amount shall be credited in this account only. 01/06/2021 Account Holder Name Bank Name IFSC Code List of stipend claims Account Number E Brons arch: Showing 1 to 1 of 1 entries Estab Approval of Record of Progress (ROP) by the respective Regional Boards is essential to raise claim reimbursement Request No request. All Eligible Contracts for claiming reimbursement of stipend will get listed based on the filter criteria. No. of Approved ROPs to be STI2100234 HYUN View | Print Contract Start Year (FY) processed INDIA 2021-2022 50 Search Cancel Next Previous ~ entries

## Step 3

A popup will be displayed with the dropdowns Contract Start Year (FY) and No. of Approved ROPs to be processed. After selecting the required input from the dropdown, Click on the Search Button



## Step 4

under Pending Claim listing,
Only if the Upcoming Quarter
claim has been raised.

Eg: If Officer sends back the
claim for Seek Clarification of
Quarter1 while Quarter2 claim
has already been raised, then
Q1 will be listed in the
Pending Claims.

The Claims will be displayed

Select the required contract from the list of contracts and follow the same as New Claim.