



My Profile

Hi, [User Name]
Email: [User Email]

[Update Profile](#)

- Facilitate Training & Placement
- Contracts
- Performance
- Stipend**
- View Stipend Amount
- COP Search
- Update Job Status
- Enable Contract
- Priority Verification
- Manpower Details for ICR
- Edit Technical Skill
- Initiate CoTC

[More](#)

Notifications

Until a contract is approved, a contract will be marked as "Reimbursement Eligibility Pending" by default. During approval, based on the allowed per slot limit and the region slot limit, the eligibility status of a contract will be determined.

Grievances

No pending requests

Apprenticeship Fair

No Apprenticeship Mela Invitations available

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 | Employment | Apprenticeship | Reports | Help

Hi [User Name]

Stipend

+ Pending Claim

+ New Claim

*From Date

*To Date

01/11/2019

15/11/2019

Search

List of stipend claims

Showing 0 to 0 of 0 entries

Search:

Request No	Establishment Name	Amount Claimed	Amount Eligible	Status	Pending With	Remarks	View
No data available in table							

Show 10 entries

Previous

Next

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.

Home | Communication

Stipend

*From Date
01/06/2021

List of stipend claims

Showing 1 to 1 of 1 entries

Request No	Establishment Name

Show 10 entries

Search Contracts for Stipend Claim Reimbursement

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.

Account Holder Name	Bank Name	Account Number	IFSC Code

Note: From financial year 2021-2022, stipend reimbursement claim can only be raised within 2 years from apprenticeship training (contract) end date.

Approval of Record of Progress (ROP) by the respective Regional Boards is essential to raise claim reimbursement request. All Eligible Contracts for claiming reimbursement of stipend will get listed based on the filter criteria.

Contract Start Year (FY): 2021-2022

No. of Approved ROPs to be processed: 50

Search Cancel

Claim + New Claim

Search: []

View View | Print

Previous 1 Next



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New Stipend Claim ^β

Expected Contract Not Listed?

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

2018-2019

50

Search

₹ Stipend Calculator

Showing 1 to 10 of 50 entries

Copy Excel CSV PDF Print

Search:

All	Contract No	Student Name	Student Type	Eligible Claim Period	Already Claimed (in Rs.)
<input checked="" type="checkbox"/>			Diploma	01-06-2018 to 31-08-2018	
<input type="checkbox"/>			Diploma	23-06-2018 to 31-08-2018	
<input type="checkbox"/>			Diploma	28-01-2019 to 31-03-2019	
<input type="checkbox"/>			Diploma	28-01-2019 to 31-03-2019	
<input type="checkbox"/>			Diploma	28-01-2019 to 31-03-2019	
<input type="checkbox"/>			Diploma	25-01-2019 to 31-03-2019	
<input type="checkbox"/>			Diploma	25-01-2019 to 31-03-2019	
<input type="checkbox"/>			Diploma	21-01-2019 to 31-03-2019	
<input type="checkbox"/>			Diploma	01-04-2019 to 30-06-2019	
<input type="checkbox"/>			Diploma	21-01-2019 to 31-03-2019	

Show 10 entries

Previous 1 2 3 4 5 Next

Next

Cancel

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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Hi [User Name]

Contract Information - [Contract ID]

Contract Details

Contract Number	Enrollment Number	Employee Id
[Redacted]	[Redacted]	[Redacted]

Bank Account & Aadhar Details

Bank Name	Branch Name	IFSC Code	Account Number
[Redacted]	Chennai	[Redacted]	[Redacted]

Aadhar Number
[Redacted]

ROP Description

Duration	Status	Leaves
Feb 15, 2021 to May 14, 2021	Approved	February-0, March-0, April-0, May-0
May 15, 2021 to Aug 14, 2021	Approved	May-0, June-0, July-0, August-0
Aug 15, 2021 to Nov 14, 2021	Approved	August-0, September-0, October-0, November-0
Nov 15, 2021 to Feb 14, 2022	Approved	November-0, December-0, January-0, February-0

LOP Split Up

	Jan	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	0

Stipend Details

Duration	Status	Net Amount

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**



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Hi [User Name]

New Stipend Claim ^β

₹ Stipend Calculator

Showing 1 to 1 of 1 entries

Search:

<input type="checkbox"/>	Contract Reg.No.	Name of Apprentice	Month 1	Disbursed Amount	Month 2	Disbursed Amount	Month 3	Disbursed Amount	Total Disbursed Amount
<input checked="" type="checkbox"/>	[Redacted]	R VIJAY	09-05-2018 to 31-05-2018	<input type="text"/>	01-06-2018 to 30-06-2018	<input type="text"/>	01-07-2018 to 31-07-2018	<input type="text"/>	<input type="text"/>

Save

Remove Selected Contract

Cancel

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.



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Preview of Selected Claims ^β

₹ Stipend Calculator

Showing 1 to 1 of 1 entries

Search:

Contract Number & Student Name	Registration type	Claim Period	Actual Payment (Rs)		Deduction		Reimbursement (Rs)			
			Stipend Amount	Amount Disbursed	LOP Days	Deduction (Rs)	Govt Prescribed	50% of the Govt	Net Amt being claimed	
[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	[Blurred]	▼

Show 10 entries

Previous 1 Next

Submit Cancel

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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Home | Communication | Employment | Apprenticeship | Help

Hi [User Name]

Preview of Selected Claims ^β

Showing 1 to 1 of 1 entries

Contract Number & Student Name	Registration type	Claim Period	Reimbursement (Rs)			
			Govt Prescribed	50% of the Govt	Net Amt being claimed	
						▼

Show 10 entries

Previous 1 Next

Submit Cancel

! Disclaimer

Going further no change in stipend amount will be made.

Ok Cancel

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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HI

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 B... ATs/BOPT office for further process failing which the Claim will not be processed. Please ensure your Bank account information is updated 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 should be submitted to the B... ATs/BOPT office for further process failing which the Claim will not be processed.

Request No. 27249273 submitted successfully

Document to be submitted as hard copy through postal mail:

- ✓ Signed Stipend claim form with office seal and declaration from the finance head of the establishment that stipend has been disbursed to all the students true to their knowledge.

Note: The request will not be processed until the above document is received by the regional board office. For any additional clarification on these documents / process, contact the respective regional board's accounts section. 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.

OK

+ Pending Claim

+ New Claim

Search:

Stipend

*From Date

01/06/2021

*To Date

23/06/2021

List of stipend claims

Showing 1 to 2 of 2 entries

Request No	Establishment Name	Amount	Remarks	View
27249273	View Print
27249273	Pending	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.

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.

Claim Request **XXXXXXXXXX** 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.

Stipend

+ Pending Claim

+ New Claim

*From Date

*To Date

01/11/2019



15/11/2019



Search

List of stipend claims

Showing 1 to 1 of 1 entries

Search:

Request No	Establishment Name	Amount Claimed	Amount Eligible	Status	Pending With	Remarks	View
XXXXXXXXXX	XXXXXX	XXXXXX	XXXXXX	Pending	XXXXXX		View Print

Show 10 entries

Previous

1

Next



Received Letters

Notification & Aging

Data as of: Jun 22, 2021 10:46:37 AM

No of Pending Received Notifications

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	0	Last 7 Days	0	Last 30 Days	0	Upto 180 Days	0
----------------	---	-------	---	-------------	---	--------------	---	---------------	---

Approval of Stipend Claim

Step 1

Login as Srdispach

Communication -> **Received Letters**

Received Letters

Find letters

Letter Ref Number

Letter Date : From*

*To

Search

Clear

Add Letter

Letter information

Showing 0 to 0 of 0 entries

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
No data available in table							

Show 10 entries

Previous

Next

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.

Subject of the letter	Letter Request/Ref. No	Letter Received From	Letter Date	If Other,specify	Enclosure Particulars		
Claims	07000000	CLAIMS AT SERVICE	13/10/2020			+	-

Save Reset Cancel

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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Received Letter(s) has been added successfully

Received Letters

Find letters

Letter Ref Number

Letter Date : From*

*To

01/07/2022

14/07/2022

Search

Clear

Add Letter

Letter information

Showing 1 to 10 of 10 entries

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
	14-07-2022	04-07-2022		Claims			Edit
	07-07-2022	07-07-2022		Claims			Edit
	07-07-2022	07-07-2022		Claims			Edit
	04-07-2022	04-07-2022		Claims			Edit
	04-07-2022	04-07-2022		Claims			Edit
	04-07-2022	04-07-2022		Claims			Edit
	04-07-2022	04-07-2022		Claims			Edit
	04-07-2022	04-07-2022		Claims			Edit
	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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Step 4

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

Notification & Aging

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

No of Pending Received Notifications

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 0
Last 7 Days 1
Last 30 Days 4
Upto 180 Days 27

Showing 1 to 1 of 1 entries (filtered from 27 total entries)

Search:

User Id	User Name	Contract / Request No	Current Status	Modified By	Modified Date	Aging (in days)	Function
HI TNGACCTUSER	HI TNGACCTUSER	STIPEND CLAIM	Pending	srdispach	Jan 19, 2021 3:39:25 PM	154	Stipend Claim

Request No.

Name of Establishment

Showing 1 to 1 of 1 entries

Copy Excel CSV PDF Print Search:

Contract Number & Student Name	Registration type	Claim Period	Actual Payment (Rs)		Deduction		Reimbursement (Rs)			Status	
			Stipend Amount	Amount Disbursed	LOP Days	Deduction (Rs)	Govt Prescribed	50% of the Govt	Net Amt being claimed		
	Diploma	01/10/2019 to 31/12/2019								Pending	▼

Show 10 entries

Previous 1 Next

Overall status

Verified Seek Clarification

Remarks

Step 5

Click Verified and Click **Submit**.



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Home | Apprenticeship | Admin | Search | Help

HI TNGACCTUSER

Step 6

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

572100008 ::The Claim Request has been Verified and submitted to Junior Accounts Officer

Stipend

*Search By

--Select an option--

Generate Bill



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Step 7

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

Notification & Aging

Data as of: Jun 22, 2021 10:06:06 AM

No of Pending Received Notifications

- 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 | 1
Last 7 Days | 1
Last 30 Days | 1
Upto 180 Days | 4

Showing 1 to 1 of 1 entries (filtered from 4 total entries)

Search: x

User Id	User Name	Contract / Request No	Current Status	Modified By	Modified Date	Aging (in days)	Function
STIPEND	STIPEND	STIPEND	Pending for Approval	tngacctuser	Jun 22, 2021 10:05:12 AM	0	Stipend Claim

Stipend Claim ^β

Request No.

Name of Establishment

Showing 1 to 1 of 1 entries

[Copy](#) [Excel](#) [CSV](#) [PDF](#) [Print](#)

Search:

Contract Number & Student Name	Registration type	Claim Period	Actual Payment (Rs)		Deduction		Reimbursement (Rs)			Status	
			Stipend Amount	Amount Disbursed	LOP Days	Deduction (Rs)	Govt Prescribed	50% of the Govt	Net Amt being claimed		
	Diploma	01/10/2019 to 31/12/2019								Pending	▼

Show entries

[Previous](#) [1](#) [Next](#)

Overall status

Verified Seek Clarification

Remarks

Step 8

Click Verified and Click **Submit**.



8712100008 :: 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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Step 10

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

Notification & Aging

Data as of: Jun 22, 2021 10:09:20 AM

No of Pending Received Notifications

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 1
Last 7 Days 1
Last 30 Days 1
Upto 180 Days 2

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

Search:

User Id	User Name	Contract / Request No	Current Status	Modified By	Modified Date	Aging (in days)	Function
[User Id]	[User Name]	[Contract / Request No]	Verified	tngacctjrofficer	Jun 22, 2021 10:08:27 AM	0	Stipend Claim

Stipend Claim ^β

Request No.

Name of Establishment

Showing 1 to 1 of 1 entries

Copy Excel CSV PDF Print Search:

Contract Number & Student Name	Registration type	Claim Period	Actual Payment (Rs)		Deduction		Reimbursement (Rs)			Status	Select Status	
			Stipend Amount	Amount Disbursed	LOP Days	Deduction (Rs)	Govt Prescribed	50% of the Govt	Net Amt being claimed			
	Diploma	01/10/2019 to 31/12/2019								Pending	Approved <input type="button" value="v"/>	<input type="button" value="v"/>

Show 10 entries

Previous 1 Next

Overall status

Approved Seek Clarification

Remarks

Step 11

Click Approved and Click **Submit**.



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STU1000000000 : The Claim Request has been Approved

Stipend

*Search By

Generate Bill

Step 12

You will receive the message as request has been Approved.



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Home | Communication | Apprenticeship | Admin | Search | Help

HI TNGACCTJROFFICER

Step 13

Login as Junior Accounts Officer
Apprenticeship-> **Bill Notification**

Notification & Aging

No of Pending Received

- Contracts
- Stipend
- Bill Notification**
- Stipend Claim Status

Data as of: Jun 22, 2021 10:11:36 AM

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 | 0

Last 7 Days | 0

Last 30 Days | 0

Upto 180 Days | 3



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Step 14

Click on **Generate Bill**

Stipend

*Search By

--Select an option--

Voucher Listing

Generate Bill

List of bills generated

Showing 0 to 0 of 0 entries

Copy Excel CSV PDF Print Search:

Bill No	Stipend Request Number	Name of Establishment	Period From	Period To	Cheque No	Net Amount Eligible	Status	View
---------	------------------------	-----------------------	-------------	-----------	-----------	---------------------	--------	------

No data available in table

Show 10 entries

Previous Next



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Step 15

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

Stipend

*From Date

*To Date

01/06/2021

22/06/2021

Search

Stipend Claims

Generate Bill

Generated Bill Listing

List of approved/ partially approved claims

Showing 1 to 1 of 1 entries

Copy Excel CSV PDF Print

Search:

Request No.	Name of Establishment	Status	View
072020000	HYDRAULIC SYSTEMS PVT.LIMITED	Approved	Generate Bill

Show 10 entries

Previous 1 Next

Bill Notification

Bill No

Name of the Establishment

*Cheque to be drawn in favour of

*Stipend Request Number

Establishment's Reference No

Amount to be reimbursed

(i) Actual 50% of stipend claim amount Establishment is eligible for (Without LOP Deduction(if applicable))

(ii) 50% of Government share of stipend claimed by the Establishment vide their letter cited above for the

period from

01/10/2019

to

31/12/2019

(iii) Net Amount eligible for Disbursement after LOP deduction

period from

01/10/2019

to

31/12/2019

(iv) Other Deduction (if any like revenue stamp)

Deduct Amount

Remarks for Deduction

Max 250 characters

(v) Reimbursement Deduction at 1:0 ratio

Remarks for Other Deductions Made

(vi) Bill Passed for Rs.[min(ii, iii) minus (iv+v)]

Approve

Cancel

Step 16

Bill Notification page appears

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

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



Bill is successfully generated and Forwarded to Voucher Section

Stipend

*From Date

01/07/2022



*To Date

14/07/2022



Search

Stipend Claims

Generate Bill

Generated Bill Listing

List of approved/ partially approved claims

Showing 0 to 0 of 0 entries

Copy

Excel

CSV

PDF

Print

Search:

Request No.



Name of Establishment



Status



View



No data available in table.

Show 10 entries

Previous

Next

Step 16

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



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Home | Communication | Apprenticeship | Admin | Search | Help

HI TNGVOUCHER

Notification & Aging

Stipend

Stipend Claim Status

Bill Notification

Data as of: Jun 22, 2021 10:21:15 AM

No of Pending Received N

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 0

Last 7 Days 0

Last 30 Days 0

Upto 180 Days 0

Step 17

Login as State Voucher Officer

Apprenticeship-> **Bill Notification**

Stipend

*Search By

[Voucher Listing](#) [Generate Bill](#) [Generate Voucher](#)

List of bills generated

Showing 1 to 1 of 1 entries

[Copy](#) [Excel](#) [CSV](#) [PDF](#) [Print](#) Search:

Bill No	Stipend Request Number	Name of Establishment	Period From	Period To	Cheque No	Net Amount Eligible	Status	View
			01/10/2019	31/12/2019		5313	Bill Approved	View / Print

Show entries

[Previous](#) [1](#) [Next](#)

Step 18

Click on **Generate Voucher**



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Home | Communication | Apprenticeship | Admin | Search | Help

HI TNGVOUCHER

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

INDUSTRIAL SECTION OF INDIAN AIRLINES

Show 10 entries

Previous

1

Next

Cancel

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



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
<input checked="" type="checkbox"/>	7502/2019	8702/2019	AFRICAIA HOTEL NEW LIMITED	01/10/2019	31/12/2019	20000	Bill Approved	View

Generate Voucher

Cancel

Step 20

Bill Notification page appears

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

New Voucher

Voucher No

*Industry Name

*Industry ID

*Mode Of Payment

NEFT Cheque

*Cheque In Favour Of

*Cheque Number

*Cheque Date

 

List of Bills Included in This Voucher

Bill No	Net Amount Eligible
ETBACUP000000	00000

Total Payable Amount	00000
----------------------	-------

Submit to Director

Cancel

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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Voucher Number [redacted] has been Approved and assigned to Voucher Section for updating the NEFT/Cheque details

Filter the details using the options given below

*From Date: *To Date:

List of bills generated

Showing 1 to 2 of 2 entries

Voucher Number	Bill Numbers	Stipend Request Numbers	Total Amount	Industry Name	Cheque Number/NEFT Ref No	Cheque/NEFT Date	Status	View/Print Voucher Form	Covering Letter
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	11/07/2022	Claim Amount Disbursed	View / Print	Print Covering Letter
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	08/06/2022	Claim Processed	View / Print	Print Covering Letter

Show entries

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**

Notification & Aging

No of Pending Received Notifications

Data as of: Jun 22, 2021 10:31:25 AM

Note:

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

Bill Notification

Expiring Today | 0

Today | 0

Last 30 Days | 5

Upto 180 Days | 15

Stipend

*Search By

--Select an option--

Voucher Listing

Generate Bill

List of bills generated

Showing 1 to 1 of 1 entries

Copy Excel CSV PDF Print Search:

Bill No	Stipend Request Number	Name of Establishment	Period From	Period To	Cheque No	Net Amount Eligible	Status	View
			01/10/2019	31/12/2019		5313	Submitted to Director	View / Print

Step 23

Click on Voucher Listing

Filter the details using the options given below

*From Date: 01/06/2021  *To Date: 22/06/2021  [Search](#) [Generate Voucher](#)

List of bills generated

Showing 1 to 1 of 1 entries

[Copy](#) [Excel](#) [CSV](#) [PDF](#) [Print](#) Search:

Voucher Number	Bill Numbers	Stipend Request Numbers	Total Amount	Industry Name	Cheque Number/NEFT Ref No	Cheque/NEFT Date	Status	View/Print Voucher Form	Covering Letter
						15/06/2021	Submitted to Director	View / Print	Print Covering Letter

Show 10 entries

[Previous](#) [1](#) [Next](#)

Step 24

The Claim pending will be listed and Click on View

New Voucher

Voucher No

8792100000

Establishment Name

HYUNDAI MOTOR INDIA LIMITED

Mode Of Payment

Cheque

Cheque In Favour Of

HYUNDAI MOTOR INDIA LIMITED

Cheque Number

887887

Cheque Date

15/06/2021

Total Payable Amount

887887

Bill No	Claim Request No	Amount Passed
8792100000	8792100000	887887

Approve

Cancel

Step 25

New Voucher page appears

Check the details and Click **Approve**

Voucher Number **202207000001** has been Approved and assigned to Voucher Section for updating the NEFT/Cheque details

Filter the details using the options given below

*From Date: 01/07/2022
*To Date: 14/07/2022

List of bills generated

Showing 1 to 2 of 2 entries

Search:

Voucher Number	Bill Numbers	Stipend Request Numbers	Total Amount	Industry Name	Cheque Number/NEFT Ref No	Cheque/NEFT Date	Status	View/Print Voucher Form	Covering Letter
202207000001	202207000001	202207000001	1000	ABC COMPANY	123456789	14/07/2022	Claim Amount Disbursed	View / Print	Print Covering Letter
202207000002	202207000002	202207000002	1000	ABC COMPANY	123456789	14/07/2022	Claim Processed	View / Print	Print Covering Letter

Show 10 entries

Step 25

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



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Home | Communication | Apprenticeship | Admin | Search | Help

HI TNGVOUCHER

Stipend

Bill Notification

Stipend Claim Status

Data as of: Jun 22, 2021 10:21:15 AM

Notification & Aging

No of Pending Received

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 0

Last 7 Days 0

Last 30 Days 0

Upto 180 Days 0

Step 26

Login as State Voucher Officer

Apprenticeship-> **Bill Notification**

Stipend

*Search By

--Select an option--

Voucher Listing

Generate Bill

Generate Voucher

List of bills generated

Showing 1 to 1 of 1 entries

Copy

Excel

CSV

PDF

Print

Search:

Bill No	Stipend Request Number	Name of Establishment	Period From	Period To	Cheque No	Net Amount Eligible	Status	View
			01/10/2019	31/12/2019			Claim Processed	View / Print

Step 27

Click on **Voucher Listing**

Filter the details using the options given below

*From Date *To Date

List of bills generated

Showing 1 to 1 of 1 entries

Search:

Voucher Number	Bill Numbers	Stipend Request Numbers	Total Amount	Industry Name	Cheque Number/NEFT Ref No	Cheque/NEFT Date	Status	View/Print Voucher Form	Covering Letter
				INDIAN METAL INDUSTRIES LIMITED		15/06/2021	Claim Processed	View / Print	Print Covering Letter

Show entries

Step 28

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

New Voucher

Voucher No	Establishment Name	Mode Of Payment	Cheque In Favour Of
8792100000	HYUNDAI MOTOR INDIA LIMITED	Cheque	HYUNDAI MOTOR INDIA LIMITED
*Cheque Number	Cheque Date		
88210001	15/06/2021		

Total Payable Amount	8821
----------------------	------

Bill No	Claim Request No	Amount Passed
8792100000	8792100000	8821

Step 29

Check details and Click on **Cheque Dispatched**

Cheque for Voucher Number [REDACTED] has been Dispatched .

Filter the details using the options given below

*From Date: 01/07/2022 | *To Date: 14/07/2022 | Search | Generate Voucher

List of bills generated

Showing 1 to 1 of 1 entries

Copy | Excel | CSV | PDF | Print | Search: []

Voucher Number	Bill Numbers	Stipend Request Numbers	Total Amount	Industry Name	Cheque Number/NEFT Ref No	Cheque/NEFT Date	Status	View/Print Voucher Form	Covering Letter
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	11/07/2022	Claim Amount Disbursed	View / Print	Print Covering Letter

Show 10 entries

Previous | 1 | Next

Cancel

Step 30

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

Stipend

[+ Pending Claim](#)[+ New Claim](#)

*From Date

*To Date

01/01/2019

18/07/2022

List of stipend claims

Showing 691 to 700 of 726 entries

Search:

Request No	Establishment Name	Amount Claimed	Amount Eligible	Status	Pending With	Remarks	View
71000001	HYUNDAI MOTOR INDIA LIMITED	1000.00	1000.00	Claim Amount Disbursed	TN Cashier/Voucher Section (Grad&Tech)		View
71000002	HYUNDAI MOTOR INDIA LIMITED	1075.00	1075.00	Claim Processed	TN Cashier/Voucher Section (Grad&Tech)	verified	View
71000003	HYUNDAI MOTOR INDIA LIMITED	1000.00	1000.00	Pending	TN Accounts (Grad & Tech)		View Print
71000004	HYUNDAI MOTOR INDIA LIMITED	1000.00	1000.00	Pending	TN Accounts (Grad & Tech)		View Print
71000005	HYUNDAI MOTOR INDIA LIMITED	1000.00	1000.00	Pending	TN Accounts (Grad & Tech)		View Print
71000006	HYUNDAI MOTOR INDIA LIMITED	8571.25	8571.25	Seek Clarification	Establishment	Reg	View Print
71000007	HYUNDAI MOTOR INDIA LIMITED	1000.00	1000.00	Claim Amount Disbursed	TN Cashier/Voucher Section (Grad&Tech)		View
71000008	HYUNDAI MOTOR INDIA LIMITED	800.75	800.75	Pending for Approval	TN JR Accounts Officer (Grad&Tech)		View Print
71000009	HYUNDAI MOTOR INDIA LIMITED	0.00	0.00	Deleted	NA	Claim Deleted by Establishment	View Print

Seek Clarification

Step 1

1. Follow the same steps as above till **Accuser 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

Stipend Claim ^β

Request No.

Name of Establishment

Showing 1 to 1 of 1 entries

Search:

Contract Number & Student Name	Registration type	Claim Period	Actual Payment (Rs)		Deduction		Reimbursement (Rs)			Status	
			Stipend Amount	Amount Disbursed	LOP Days	Deduction (Rs)	Govt Prescribed	50% of the Govt	Net Amt being claimed		
STIPEND	Stipend	STIPEND	1000	1000	1	1000	1000	500	1000	Pending	▼

Show entries

Overall status

Verified Seek Clarification

Remarks

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.
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



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Received Letter(s) has been added successfully

Received Letters

Find letters

Letter Ref Number

Letter Date : From*

*To

01/07/2022

14/07/2022

Search

Clear

Add Letter

Letter information

Showing 1 to 10 of 10 entries

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
HYUNDAI MOTOR INDIA LIMITED	14/07/2022	14/07/2022	ST1200140	Claims			Edit
HYUNDAI MOTOR INDIA LIMITED	14/07/2022	14/07/2022	ST1200140	Claims			Edit
HYUNDAI MOTOR INDIA LIMITED	14/07/2022	14/07/2022	ST1200140	Claims			Edit
HYUNDAI MOTOR INDIA LIMITED	14/07/2022	14/07/2022	ST1200140	Claims			Edit
HYUNDAI MOTOR INDIA LIMITED	14/07/2022	14/07/2022	ST1200140	Claims			Edit
HYUNDAI MOTOR INDIA LIMITED	14/07/2022	14/07/2022	ST1200140	Claims			Edit
HYUNDAI MOTOR INDIA LIMITED	14/07/2022	14/07/2022	ST1200140	Claims			Edit
HYUNDAI MOTOR INDIA LIMITED	14/07/2022	14/07/2022	ST1200140	Claims			Edit
HYUNDAI MOTOR INDIA LIMITED	14/07/2022	14/07/2022	ST1200140	Claims			Edit
HYUNDAI MOTOR INDIA LIMITED	14/07/2022	14/07/2022	ST1200140	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



- Facilitate Training & Placement
- Contracts
- Lockdown Amendment
- Lockdown Amendment Status
- Add Performance
- Delete ROP
- Stipend**
- View Stipend Amount
- COP Search
- Update Job Status
- Enable Contract
- Priority Verification

Home (NATS)



My Profile

Hi, [User Name]
Email: [Email Address]

[Update Profile](#)

Grievances

[Grievance 1]
[Grievance 2]

[Placeholder text]

te profiles that might suit your
ers who might apply for your

[Placeholder text]

the system will allow contract
7 days of the apprentice joining

Notifications

Until a contract is approved, a contract will be marked as "Reimbursement Eligibility Pending" by default. During approval, based on the allowed per slot limit and the region slot limit, the eligibility status of a contract will be determined.

Apprenticeship Fair

No Apprenticeship Mela Invitations available

Pending Claim

Step 1

Login as **Establishment**

Apprenticeship -> **Stipend**



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Step 2

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

Stipend

[+ Pending Claim](#) [+ New Claim](#)

*From Date: 01/06/2021

*To Date: 23/06/2021

List of stipend claims

Showing 1 to 1 of 1 entries

Search:

Request No	Establishment Name	Amount Claimed	Amount Eligible	Status	Pending With	Remarks	View
				Pending	TN Accounts (Grad & Tech)		View Print

Show 10 entries

[Previous](#) [1](#) [Next](#)



Stipend

*From Date

01/06/2021

List of stipend claims

Showing 1 to 1 of 1 entries

Request No	Establishment Name
STI2100234	HYUNDAI MOTOR INDIA LIMITED

Show 10 entries

Search Contracts for Pending Stipend Claim Reimbursement

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.

Account Holder Name	Bank Name	Account Number	IFSC Code
HYUNDAI MOTOR INDIA LIMITED	HYUNDAI MOTOR CO-OPERATIVE BANK	XXXXXXXXXX	XXXXXXXXXX

Approval of Record of Progress (ROP) by the respective Regional Boards is essential to raise claim reimbursement request. All Eligible Contracts for claiming reimbursement of stipend will get listed based on the filter criteria.

Contract Start Year (FY)	No. of Approved ROPs to be processed	<input type="button" value="Search"/>	<input type="button" value="Cancel"/>
2021-2022	50		

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

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

Stipend Calculator

Showing 1 to 10 of 50 entries

<input checked="" type="checkbox"/>	Contract No	Student Name	Student Type	Eligible Claim Period	Already Claimed (in Rs.)
<input checked="" type="checkbox"/>			Diploma	01-08-2018 to 31-08-2018	0 (Out Of 21252)
<input type="checkbox"/>			Diploma	23-08-2018 to 31-08-2018	0 (Out Of 21252)
<input type="checkbox"/>			Diploma	28-01-2019 to 31-03-2019	0 (Out Of 21252)
<input type="checkbox"/>			Diploma	28-01-2019 to 31-03-2019	0 (Out Of 21252)
<input type="checkbox"/>			Diploma	28-01-2019 to 31-03-2019	0 (Out Of 21252)
<input type="checkbox"/>			Diploma	25-01-2019 to 31-03-2019	0 (Out Of 21252)
<input type="checkbox"/>			Diploma	25-01-2019 to 31-03-2019	0 (Out Of 21252)
<input type="checkbox"/>			Diploma	21-01-2019 to 31-03-2019	0 (Out Of 21252)
<input type="checkbox"/>			Diploma	01-04-2019 to 30-06-2019	4170.42 (Out Of 21252)
<input type="checkbox"/>			Diploma	21-01-2019 to 31-03-2019	0 (Out Of 21252)

Show entries

Step 4

The Claims will be displayed 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.

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