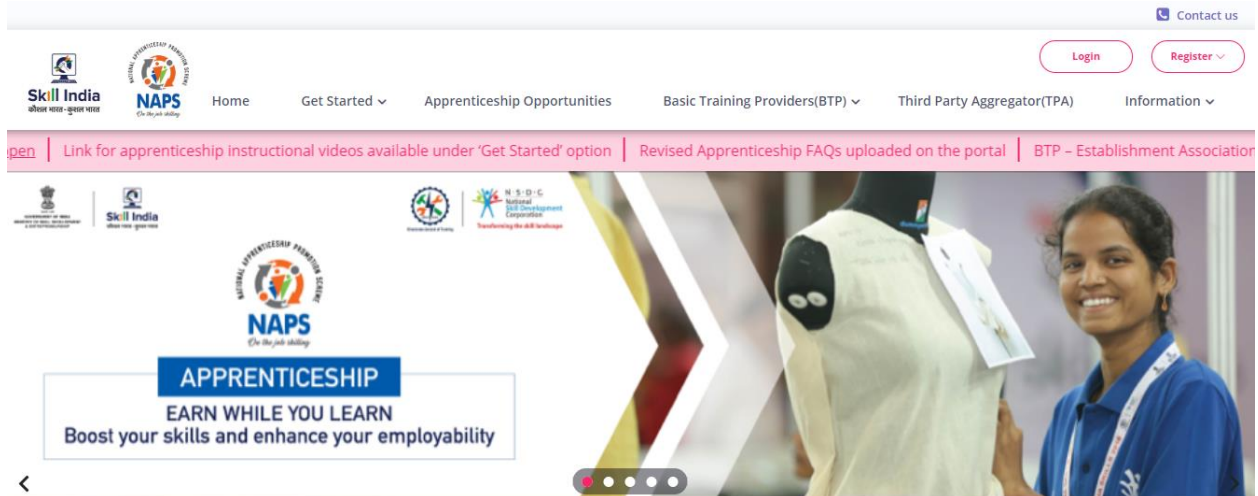


# **Establishment Payment and Reimbursement**

## **Help Document**

## Establishment Login

Step 1: Click on **Login** button on the top (screenshot below)



Enter your login email and password and click on **Login** button to view the dashboard.

# Login

Enter email or candidate code ✖

Enter Password 👁

☐ I have read, understood and agree to abide by the "User Terms", "Privacy Policy" and "Disclaimer"; and understand that by checking this box, I am entering into a legally binding contract

## Login

[Resend activation link?](#)
[Forgot Password?](#)

Step 2: Navigate to **Contracts** menu on left hand side to view the list of contracts under Optional Trades for which reimbursement is to be claimed under NAPS for the OJT period.

- Dashboard
- BTP 0
- Contract 0
  - **Contracts** 37
  - Extension Requests
  - Termination Requests
  - Novation Sent
  - Novation Received
- Candidates
- Opportunity
- Applications 37
- Invitations

### Contracts

Bulk Contract Template
Bulk Upload Contracts
Download Contract Data

Status  

All ▼

Search by Candidate Name, Contract or Code  

Search...

Search by Opportunity Name  

Search by Opportunity Name ▼

🔍 Search
Reset

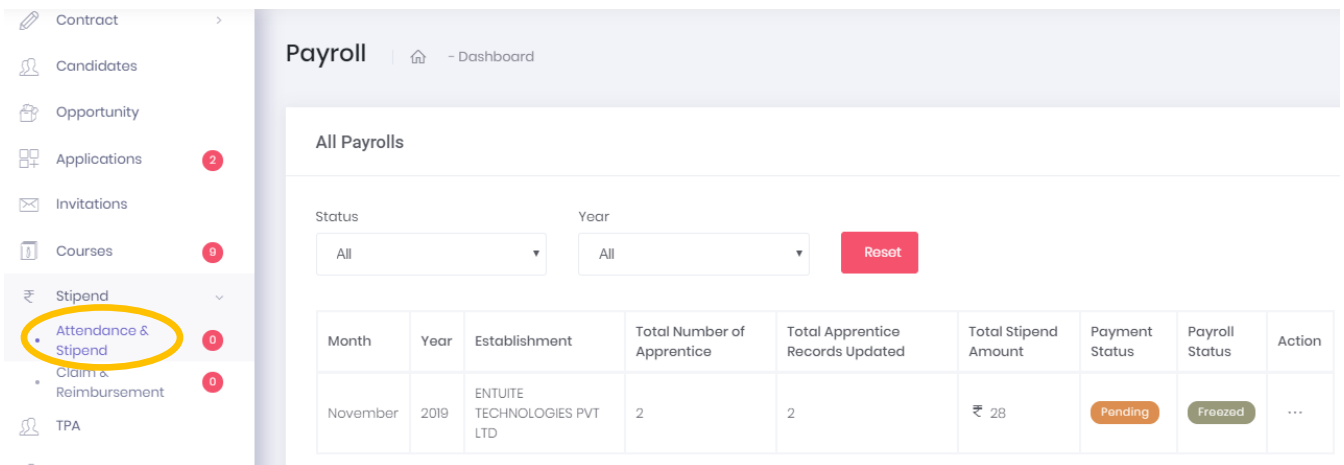
Contract Code	Candidate Name	Opportunity	Status	Action
CN081902956	SHREE KANT MEHATA	Printing Textile	Approved	...
CN081902948	SHIRSALE ALPESHBHAI DONGARBHAI	Computer Networking Technician	Approved	...
TMPCON081903274	SHIRSALE ALPESHBHAI DONGARBHAI	Computer Networking Technician	Edited	...

## Attendance and Stipend Process

Step 3: For any apprentice whose contracts are not in the list i.e., not uploaded on portal please generate new contracts for those apprentices through the portal. Help document for generating the contracts (user manual) can be downloaded from portal under “**Get Started**” section.

Bulk contract feature can also be used to generate contracts in one-step. Bulk excel template and upload button are provided in contracts tab as in above screenshot.

Step 4: After generating pending contracts and sign by apprentices, please click on “**Stipend**” tab as in screenshot below then click on “**Attendance & Stipend**”



The screenshot displays the 'Payroll' dashboard. On the left sidebar, the 'Stipend' menu is expanded, and 'Attendance & Stipend' is highlighted with a yellow circle. The main content area shows 'All Payrolls' with filters for Status (All) and Year (All), and a 'Reset' button. Below the filters is a table with the following data:

Month	Year	Establishment	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount	Payment Status	Payroll Status	Action
November	2019	ENTUITE TECHNOLOGIES PVT LTD	2	2	₹ 28	Pending	Frozen	...

Step 5: Click on “...” icon under Action column then click on “**View Payroll Details**”. This needs to be done for each month.

Status

All

Year

All

Reset

Month	Year	Establishment	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount	Payment Status	Payroll Status	Action
August	2018	Anubhav Org	1	--	--	--	Pending	...
September	2018	Anubhav Org	1	--	--	--	Pending	...
October	2018	Anubhav Org	4	--	--	--	Pending	...
November	2018	Anubhav Org	4	--	--	--	Pending	...
December	2018	Anubhav Org	5	--	--	--	Pending	...

Step 6: Fill the **“Unauthorized / Leave Without Pay (No. of Days)”** and whether any **“Additional Stipend”** is payable over and above the Contract Stipend.

This needs to be filled for each Apprentice. There is an option to **“Save as Draft”** in between and continue from where you left in the next session.

The **“Total Amount Payable”** will be calculated by the system and will be shown for completed records when form is **“Saved as Draft”**

**Formula:**

**Stipend Payable** = [“Eligible no. of days” – “Unauthorized Leave Without Pay”] x “Contract Stipend” / “Calendar Days”

**Total Amount Payable** = “Stipend Payable” + “Additional Stipend”

Payroll
Dashboard

October 2019 - Monthly Apprenticeship Payroll
Freeze Payroll
Save As Draft
Back

Search by candidate code & name
Search...
Search
Reset

Total Stipend Payable for this Month = ₹ 7295

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	Additional Amount	Total Amount Payable
AI11900009	Himanshu Khunteta	Yes	₹ 7670	₹ --	31	25	₹ 1485	0	₹ 1485
AI22018006012	YOGESH SANJAY PATIL	Yes	₹ 22500	₹ --	31	31	₹ --	1000	₹ 1000
AI22018006231	SUNIL KACHHI	No	₹ 12500	₹ --	31	31	₹ --	0	₹ --
AI22018006030	PATIL PRAMOD	Yes	₹ 21300	₹ --	31	24	₹ 4810	0	₹ 4810

**NOTE: “Total Stipend Payable for this Month”** is the sum of the “Total Amount Payable” for all the apprentices for that month.

Ensure that the total amount paid or credited to the apprentice bank should not be less than “**Total Amount Payable**”

Step 7: After entering the **Leave without Pay** and **Additional Stipend** Details for each apprentice, Click on **“Save as Draft”** and verify the **Total Stipend Payable** amount for each apprentices.

**NOTE:** The calculation will update once user clicks on save as draft.

Please ensure the **Leave without Pay** (LWP) and the total amount payable should be correct, click on **“Freeze Payroll”**.

**NOTE:** You will not be able to make any modifications after Freezing Payroll for that month.

The “Apprentices Act 1961 (amended upto 2014) does not prohibit any employers to pay PF/ESI benefit to apprentices, they are free to extend these benefits to the apprentices provided the “Provident Fund and Miscellaneous Provision Act, 1952” and “State Insurance Act”, 1948 permit this.

However, in case an establishment opts to register an apprentice under the ESI/EPF, they need to ensure the following:-

- That the net stipend disbursed to the apprentice after adjusting the deduction made on account of EPF/ESI contribution is NOT less than the prescribed amount stipulated under the Apprentice ACT/rules and
- The ESI/EPF account w.r.t an apprentice are newly opened accounts. This is to ensure that an establishment is not engaging a person as an apprentice who has formally been a worker in its establishment or any other establishment.

The screenshot shows a web interface for payroll management. At the top, there's a header with 'Payroll' and a home icon followed by '- Dashboard'. Below this, the main section is titled 'October 2019 - Monthly Apprenticeship Payroll'. To the right of this title, there are three buttons: 'Freeze Payroll' (highlighted with a yellow circle), 'Save As Draft', and 'Back'. Below the title, there's a search section with the text 'Search by candidate code & name' and a search input field. To the right of the search field are 'Search' and 'Reset' buttons. On the far right, it displays 'Total Stipend Payable for this Month = ₹ 7295'.

Click on **“Yes, submit it!”**

**NOTE:** Once the payroll is submitted, it can't be edited. Please ensure that all the attendance and stipend details are correct before freezing the payroll.

**Payroll** | [Dashboard](#)

October 2019 - Month

Search by candidate code or name

Search...

Stipend Payable for this Month = ₹ 7295

Are you sure?

You will not be able to edit once you submit.

[Yes, submit it!](#) [No](#)

Candidate Code	Candidate Name	Unauthorized / Leave Without Pay (No. of Days)	Stipend Payable	Additional Amount	Total Amount Payable
AM1900009	Himanshu Khunteta	25	₹ 1485	0	₹ 1485



Step 8.a: Selecting **Payment through your own Gateway** mode

Establishment who wants to pay the stipend through their own payment gateway should select **Payment through your own Gateway** option.

After freezing Payroll, please choose the **Payment Mode** as “**Payment through your own Gateway**”.

The screenshot shows the 'Payroll' dashboard with the title 'January 2020 - Monthly Apprenticeship Payroll'. A dropdown menu labeled 'Choose Payment Mode' is open, showing two options: 'Payment through Apprenticeship Gateway' and 'Payment through your own Gateway'. The 'Payment through your own Gateway' option is highlighted with a yellow circle. Below the dropdown, there is a search bar with the text 'Search by candidate code & name' and a search button. To the right of the search bar are 'Reset' and 'Download' buttons. At the bottom right, the text 'Total Stipend Payable for this Month = ₹ 170742' is displayed.

Click on “**Continue to Submit**” in confirmation screen

The screenshot shows the 'Payroll' dashboard with a confirmation dialog box in the center. The dialog box has a title 'Are you sure you want to submit payment method?' and a subtitle 'Method Chosen : Payment through your own Gateway'. It contains two buttons: 'Continue to Submit' and 'Cancel'. The background of the dashboard is dimmed, showing the same search bar and 'Total Stipend Payable for this Month = ₹ 170742' text as in the previous screenshot.

**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.

The record for selected month will be updated in month-wise Payroll listing. (Screenshot below)

Month	Year	Establishment	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount	Payment Status	Payroll Status	Action
January	2020	DHARMANANDAN DIAMONDS PVT LTD	21	21	₹ 170742	--	Freezed	...
December	2019	DHARMANANDAN DIAMONDS PVT LTD	21	21	₹ 161171	--	Freezed	...
November	2019	DHARMANANDAN DIAMONDS PVT LTD	21	21	₹ 150937	--	Freezed	...
October	2019	DHARMANANDAN DIAMONDS PVT LTD	21	21	₹ 158785	--	Freezed	...
September	2019	DHARMANANDAN DIAMONDS PVT LTD	21	21	₹ 158673	--	Freezed	...
August	2019	DHARMANANDAN DIAMONDS PVT LTD	21	21	₹ 159035	--	Freezed	...
April	2019	DHARMANANDAN DIAMONDS PVT LTD	21	21	₹ 147930	Payment through your own Gateway	Freezed	...

Step 8.b: Selecting **Payment through Apprenticeship Gateway** mode

Establishment who wants to pay the stipend through Apprenticeship portal gateway should select **Payment through Apprenticeship Gateway** option.

To submit the payroll click on **“Payment through Apprenticeship Gateway”** as shown in the screenshot.

Payroll | [Dashboard](#)

January 2020 - Monthly Apprenticeship Payroll

Choose Payment Mode [← Back](#)

Search by candidate code & name

Search... [Search](#) [Reset](#) [Download](#)

Payment through Apprenticeship Gateway

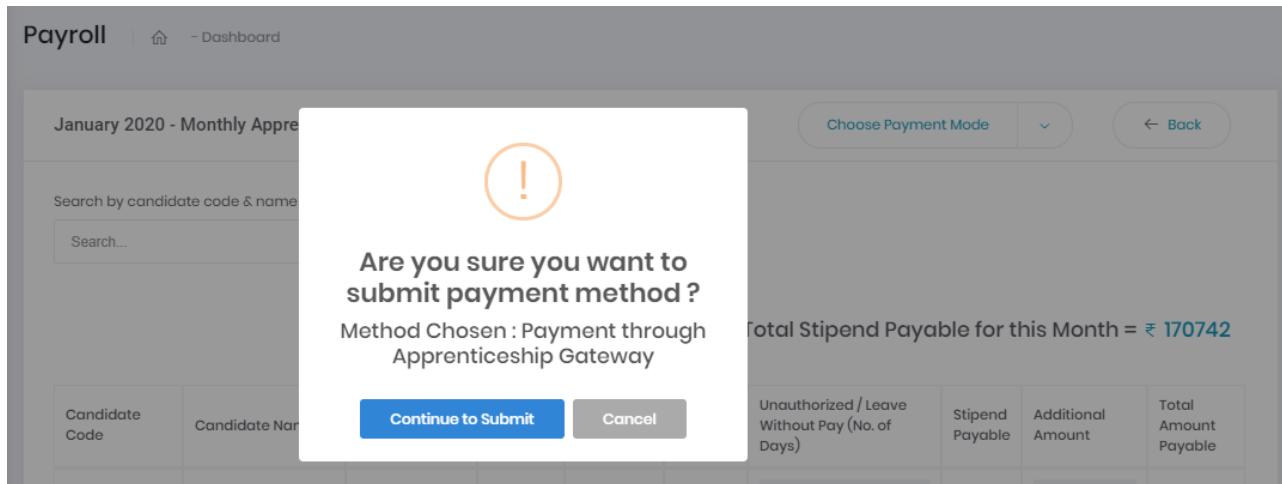
Payment through your own Gateway

Total Stipend Payable for this Month = ₹ 170742

Click on **Continue to submit** as shown below

**NOTE:** Please note that the apprentices' bank account should be updated before proceeding in case the stipend is processed through Apprenticeship Portal gateway.

Once the payment mode is chosen it can't be reverted. Please ensure that you choose the correct payment mode.



A confirmation message appears, to view the virtual bank details for processing the payment click on View **Bank Details** button as shown below.



The bank details section shows the details of VAN account through which stipend payment have to be processed to the apprentices. Each Establishment will have their own VAN account number.

If the VAN balance is less than total stipend payable, then Establishment need to transfer the sufficient amount of money in the provided VAN account number through NEFT.

Kindly note that the VAN balance should be equal to or greater than the total stipend amount payable for a given month so as the automatic payment can be processed.

**Bank Details** | [Dashboard](#)

View Bank Details

Total Stipend Payable for this Month = **INR 740.00** [← Back](#)

Details of Bank ICICI:

Bank Name	ICICI	Van Number	<a href="#">PAYCEN 88020025501001001001</a>
IFSC Code	ICIC0000104	Account Number	<a href="#">PAYCEN 88020025501001001001</a>
Van Balance	INR 0.00		
Note	--		

Once the VAN balance is greater than the total Stipend payable for this month, the Payment Status in payroll listing changes to **Published**.

The payment will be processed as per normal bank payment processing. Establishment can get the status update of the payment within 1 day from the transaction.

To view the payment details go to **Stipend > Attendance & Stipend** and click on **action > View Payment Details**

**Payroll** | [Dashboard](#)

All Payrolls

Status

Year

Partially Paid

All

Reset

Month	Year	Establishment	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount	Payment Status	
December	2018	2Coms Consulting Private Limited	5	5	INR 740.00	Partially Paid	<div><a href="#">View Payroll Details</a> <a href="#">View Payment Details</a></div>

The status against each payment file will be updated based on the transaction status provided by the bank.

**Payment** | [Dashboard](#)

**All Payments** [← Back](#)

Status

All ▼

Search by payment code

Search... [Search](#) [Reset](#)

Payment Code	Total Amount	Status	View Details
PM031900004	INR 740.00	Failed	<a href="#">View</a>
PM031900005	INR 740.00	Partially Paid	<a href="#">View</a>

**Note :** Redirect to payroll details page for retry Payment.

Click on **View** action to view further details of payment status for each apprentice as shown in below screenshot.

Payment
- Dashboard

All Payments
Back

Status: All
Search by candidate code & name: Search...
Search
Reset

Payment Code	Candidate Code	Candidate Name	Total Amount	Status	Remarks
PI031900014	A092018003160	Komaldeep	INR 355.00	Paid	Credited on 2019-03-06 08:10:48
PI031900015	A092018003164	Rimpy	INR 365.00	Paid	Credited on 2019-03-06 08:10:48
PI031900016	A092018000710	Asif Shaikh	INR 10.00	Failed	AC DOES NOT EXIST-
PI031900017	A092018002521	Puneet Kumar	INR 10.00	Paid	Credited on 2019-03-06 06:56:51

In case the Payment is failed due to any reason like wrong account no. or IFSC code etc., Establishment can retry the payment after ensuring that correct bank details of apprentices are provided. In below screenshot click on **Redirect to Payroll details page for retry payment** in case the status of any payment is failed.

Payment
- Dashboard

All Payments
Back

Status: All
Search by payment code: Search...
Search
Reset

Payment Code	Total Amount	Status	View Details
PM031900004	INR 740.00	Failed	View
PM031900005	INR 740.00	Partially Paid	View

**Note:** Redirect to payroll details page for retry Payment.

The retry payment will navigate the Establishment payroll page. Click on **Retry Payment** which would generate new payment file for processing of failed payments.

The new file will be available under **Attendance & Stipend > View Payment** details under given payroll.

**Payroll** | - Dashboard

**December 2018 - Monthly Apprenticeship Payroll** [Retry Payment](#) [Bank Details](#) [← Back](#)

Search by candidate code & name  
 [Search](#) [Reset](#) **Total Stipend Payable for this Month = INR 740.00**

Candidate Code	Candidate Name	Candidate Bank A/c Available	Contract Stipend	Prescribed Stipend	Eligible No. of Days	Attendance (No. of Days)	Leave Without Pay (No. of Days)	Stipend Payable	Additional Stipend	Total Amount Payable
A092018003160	Komaldeep	Yes	INR 11,000.00	—	31	1	30	INR 355.00	Enter	INR 355.00

Step 9: Complete the same process from **Step 5 to Step 8** for all the months.

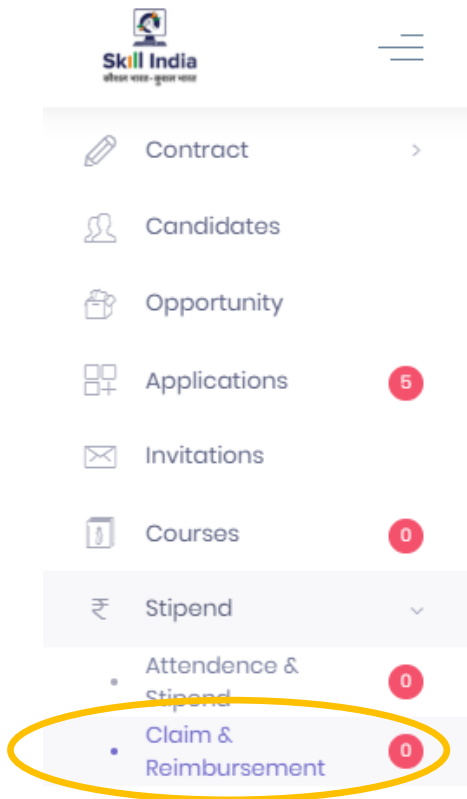
**This will complete the Attendance and Stipend process.**

## Reimbursement Process

The claim will be generated on quarterly basis of each month in the quarter.

E.g. for Quarter Jan-Mar the claim will be generated once the payroll for Jan, Feb and March is freezed and payment method is selected.

Step 10: Click on **Stipend** > “**Claim & Reimbursement**”





Step 11: Quarter wise Claim forms will be listed as in below screenshot.

Click on “...” icon under Action column then click on “**View Claim Details**”.

**Claim & Reimbursement** | - Dashboard

Quarterly Apprenticeship Claim & Reimbursement

Status

Year

Sampling Status

Reset

Year	Quarter	Establishment	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount Paid	Total Claim Processed	Status	Sampling Stats	Action
2018	Oct-Dec	DURGA PROCESSORS PVT LTD	20	20	₹ 107319	₹ 19229.67	Pending	--	...

Step 12: List of all eligible contracts for NAPS will be listed as in below screenshot. The following details need to be filled in for every apprentice listed in the form:

- Apprentice Type: BT Exempt or Fresher – as the case may be
- BTP – BTP ID is to be entered from the approved list of centers available on the portal (the approved list can be cross-checked in the contract form)
- Start Date of OJT training (on-the-job training) to be chosen from calendar (if not fetched from the contracts)
- Bank Transaction UTR no. – NEFT/ ECS reference no. or cheque no. has to be filled in for each of the 3 months of the quarter

**NOTE:** Establishment can only claim for the OJT (On-the Job Training) only.

## Claim & Reimbursement

[Home](#) - Dashboard

Quarter Oct-Dec, 2018 -  
Claim & Reimbursement

[Upload Documents](#)

[Submit](#)

[Save As Draft](#)

[Back](#)

Overall

October

November

December

Search by candidate name

Sampling Status

Search...

All

☐ Sampled Item

[Search](#)

[Reset](#)

Total Stipend Paid for this Quarter = ₹ 107319

### Apprentice Details

	SLNo	Apprentice Registration No.	Contract Registration No.	Apprentice Name	Apprentice Type	BTP	Duration of Training	Start d Trainin
<input type="checkbox"/>	1	A111900009	CON112018000798	Himareshu Khuntela	Fresher	<input type="text" value="Search BTP"/>	0 years, 11 months and 20 days	2018
<input type="checkbox"/>	2	A122018006012	CON122018000785	YOGESH SANJAY PATIL	Fresher	<input type="text" value="Search BTP"/>	1 years, 2 months and 28	2018

Step 13: You can save the form in between by clicking on “**Save as Draft**” and can continue from where you had left earlier. Reimbursement amount will be updated against each apprentice for the selected quarter on saving the form as draft. (Screenshot below)

Reimbursement for each quarter shall be made only after adjusting for dropouts apprentices as per NAPS guidelines.

In the column “**Did the Apprentice leave during the Training Quarter?**”

- If the apprentice left/dropout without the completing the training, select “Yes” from the dropdown
- If the apprentice has completed the training in the middle of the quarter or available for entire quarter, select “No” from the dropdown

The eligible claim amount will become 0, if yes is selected in above steps.

Apprentice Details								
Contract Registration No.	Apprentice Name	Apprentice Type	BTP	Duration of Training	Start date of OJT Training	End Date of OJT Training	Contract Stipend	Did the Apprentice leave during the Training Quarter
CON092018000238	Khadela Kaushik Mukeshbhai	Fresher ▼	--	1 years, 3 months and 0 days	2018-10-01	2019-12-31	8000	Yes ▼
CON092018000273	RAHULKUMAR MANGUBHAI PATEL	Fresher ▼	--	1 years, 2 months and 29 days	2018-10-02	2019-12-31	8000	No ▼
CON092018000276	HARSHKUMAR GIRISHBHAI SONDAGAR	Fresher ▼	--	1 years, 3 months and 0 days	2018-10-01	2019-12-31	8000	No ▼

Claim & Reimbursement
- Dashboard

Quarter Oct-Dec, 2018 - Claim & Reimbursement

Upload Documents
Submit
Save As Draft
Back

Overall
October
November
December

Search by candidate name
Search...

Sampling Status
All

☐ Sampled Item

Search
Reset

Total Stipend Paid for this Quarter = ₹ 107319

December			Description						
Actual Stipend Paid	Bank Transaction UTR No.	Claim Amount (25% of the stipend paid or Rs 1500 whichever is less)	Eligible amount of reimbursement	Approving Authority	Status	Remarks	Sampled Item	Sampling Status	Sampling Documents
7670	UTR123123123	₹ 1500	1947.42	Textile	Pending	View	--	Pending	

Step 14: click on **Upload documents** (as marked in above screenshot) and upload supporting documents for the claim submitted. Upload the documents and click on save.

Upload Documents

Test\_IMAGE - Copy (2).jpg
Browse

Please upload only (pdf, jpeg, jpg, png, xls, xlsx) file, Maximum 4MB allowed.

Close
Save

To view the uploaded documents, scroll to the bottom in the claim form and click on **View**.

To delete the document, click on **Delete** button.

Quarter Oct-Dec, 2018 - Supporting Documents	
Sl No.	Document
1	<a href="#">View</a> <a href="#">Delete</a>

**NOTE:** Please upload below documents for the claim form.

1. Copy of cancelled cheque to be uploaded along with declaration and updated format of excel annexure (available on portal- <https://apprenticeshipindia.org/> in below screenshot) including sector column.

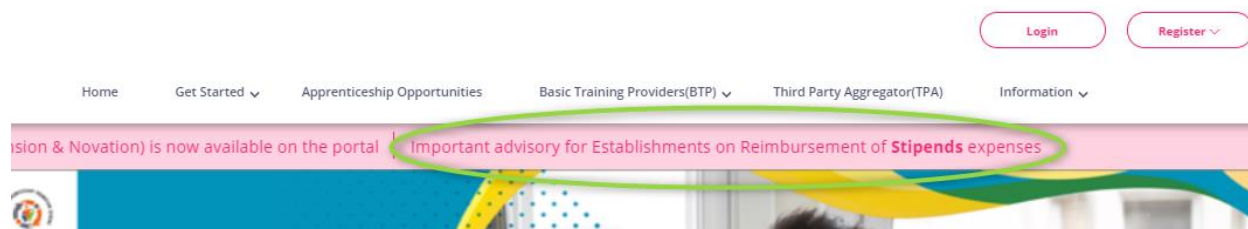
For Annexure, please click on **Modification to stipend reimbursement process under NAPS** and download the Annexure.



## Modification to stipend reimbursement process under NAPS

1. In case the Claims pertains to more than one Sector, Establishment must add Sector column in the Excel [Annexure](#) in order for SSC to identify Claims for their respective sectors.
2. Since Claims Sampling is now online, Establishments are required to upload Bank Certificate on the Portal against each sample.
3. A new field/feature has been added in the Portal in Reimbursement section to deal with cases where an Apprentice leaves the Apprenticeship Training during the Quarter. In the drop-down menu, the Establishment has to click:
  - a. YES if the apprentice has left during the Quarter on his own or due to termination of contract by the Establishment or for any other reason before the completion of the Contract.
  - b. NO if the contract gets completed in the middle of the quarter
4. It is necessary for the Establishment to pay the stipend for a particular month before the 10th of the following month.
5. Copy of cancelled cheque along with the documents of declaration and excel annexure.

For Declaration, please click on **Important advisory for Establishments on Reimbursement of Stipends expenses** and download the Declaration.



### Advisory on Reimbursement of Stipends Expenses

We are happy to inform you that online Reimbursement of Stipend Claims to Establishments is now functional under the National Apprenticeship Promotion Scheme. All Establishments are required to submit their Stipend Reimbursements Claims along with a self-declaration as below:

**For Claims before Dec-2018:** You can submit the attached [Declaration](#) on a Rs 300/- Notarized Stamp Paper and it is NOT MANDATORY for the Establishments to provide UTR/ Cheque Number.

**For ALL Claims post Dec-2018:** You can submit the attached [Declaration](#) and it is MANDATORY for the Establishments to provide UTR/Cheque no. for all claims raised post Dec-2018.

While Reimbursements are being made online directly into the notified Bank Accounts to those Establishments who have submitted the declaration along with their Claims, the Sector Skill Councils will be getting in touch with those Establishments who have not submitted the respective Declaration. Kindly submit this document to SSCs at the earliest, so that the Claims can be processed.

**Reimbursement Claims for all Quarter ending 31-Dec-2019 MUST be submitted by 29-Feb-2020.**

Click [here](#) for checking the processed claims.

2. Copy of cancelled cheque is demanded to ensure that the funds are going to the correct account and any possibility of manual error is avoided". Also, ensure that same bank details are updated in your profile.
3. Make sure the amount of stipend paid in the portal should match with the amount mentioned in excel annexure and declaration.
4. The amount in bank certificate should match with the amount of total stipend actually paid.
5. Ensure each and every column of the declaration is properly filled.
6. Ensure that all the apprentice's claims are verified by concerned SSCs, so claim reimbursement can be processed in one go.

The eligible claim amount each apprentice for a quarter will be equal to 25% of the stipend paid as per norms or INR 1500 whichever is less.

As per NAPS guidelines, point no IV of point 9 "Processing of Claims under NAPS." Payment for last quarter shall be made only after apprentices appear for the assessment.

**NOTE:** Below is list of claim status which

- Pending : Claim is with Establishment
- Sent for Verification: Pending with SSC verification
- Verified: Claim is verified by SSC
- Verification sent back : Pending with Establishment ( sent back by SSC)
- Sent back at level 1 , 2, 3 : Pending with Establishment ( sent back from Level 1, 2 and 3 respectively)
- Approved at level 1, 2, 3 (Approval of the claim at 1, 2 and 3 levels respectively)

Year	Quarter	Establishment	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount Paid	Total Claim Processed	Total Verified Claim Amount	Status
2019	Jul-Sep	CHENNAI PETROLEUM CORPORATION LIMITED	33	33	₹ 939425	₹ 144000	₹ --	Verification Sent Back
2019	Jul-Sep	ORIENTAL RUBBER INDUSTRIES PVT. LTD.	45	45	₹ 597672	₹ 10446129	₹ --	Sent Back at level 1
2019	Jul-Sep	Oilmax Systems Private Limited	4	4	₹ 64994	₹ 3000	₹ --	Sent For Verification
2019	Jul-Sep	EDU VANTAGE PRIVATE LIMITED	1	1	₹ 34387	₹ 4500	₹ 4500	Verified
2019	Jul-Sep	BHIDWARIYA SHIKSHA PRACHAR PRASAR SAMITI	2	2	₹ 4800	₹ 1200	₹ --	Pending

Step 15: Click on **Submit** after all the records and document upload is completed.

**This will complete the claim form submission process.**

## Claim Sampling Process

Step 1: Navigate to **Stipend > Claim & Reimbursement** listing

Sampling will be initiated for the claims which are verified by SSC. If the sampling status is blank, that means the sampling has not been initialized.

The sampling status can be seen in the claim listing. Below are the various sampling status explained.

**Initiated**- Sampling has been initialized for claim items by portal

**Submitted**- Sampling has been submitted by Establishment

**Approved**- Sampling claims items which are approved for reimbursement

**Sent Back**- Sampling claim items which are sent back and need correction in bank certificate

**Rejected**- Sampling claim item has been rejected and will not be part of the claim anymore

Click on **View Claim Details** under action column to view the claim details to view the details of the sampled 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	Total Claim Processed	Status	Sampling Stats	Action
2018	Jul-Sep	Sapphire Foods India Private Limited	4	4	₹ 28400	₹ 6000	Verified	--	...
2018	Oct-Dec	Sapphire Foods India Private Limited	4	4	₹ 90967	₹ 15750	Verified	--	...
2019	Jan-Mar	Sapphire Foods India Private Limited	18	18	₹ 138849	₹ 27097.25	Verified	Initiated - 18	...
2019	Apr-Jun	Sapphire Foods India Private Limited	250	250	₹ 2296121	₹ 454985.38	Pending	--	...



Step2: Establishment needs to provide the proof of Bank Certificate of the transaction for the apprentice's stipend against the sampled claim items in a sampling batch. The sampled items are highlighted in light green row as shown below.

Establishment can filter the claims by sampling status and sampled items.

March			Description							
Actual Stipend Paid	Bank Transaction UTR No.	Claim Amount (25% of the stipend paid or Rs 1500 whichever is less)	Eligible amount of reimbursement	Approving Authority	Status	Remarks	Sampled Item	Sampling Status	Sampling Documents	Actions
₹ 8163	CMS1086428761	₹ 1500	4500	Retail	Verified	<a href="#">View</a>	No	Initiated		
--	Enter	₹ 0	0	Retail	Verified	<a href="#">View</a>	No	Initiated		
₹ 10033	CMS1086432099	₹ 1500	4500	Retail	Verified	<a href="#">View</a>	Yes	Initiated	<a href="#">Upload</a>	

Step3: Click on **Upload** button to browse the bank certificate document and click on **Submit** to upload the document

Claim Sampling File Upload

Test\_PDF.pdf

Browse

Please upload only (pdf, jpeg, jpg, png, xls, xlsx) file, Maximum 4MB allowed.

Close

Submit

To view the uploaded file click on **View** button. To upload more files click on **Upload** again

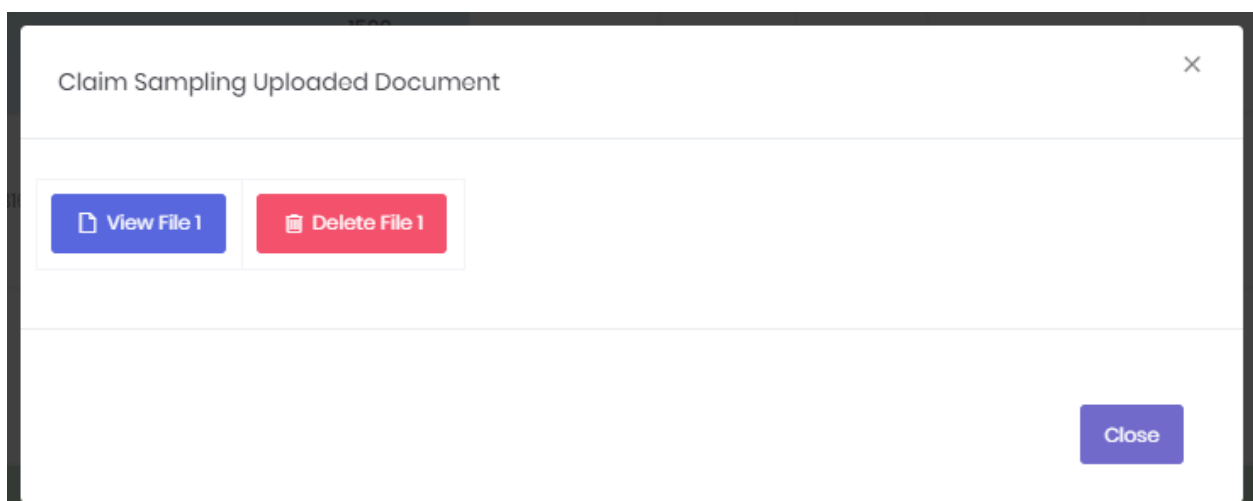
**NOTE:** The status of the sampling changes to **Uploaded** once, bank certificate is uploaded.

--	Enter	₹ 0	0	Retail	Verified	View	No	Initiated	
₹ 10033	CMS1086432099	₹ 1500	4500	Retail	Verified	View	Yes	Uploaded	Upload View

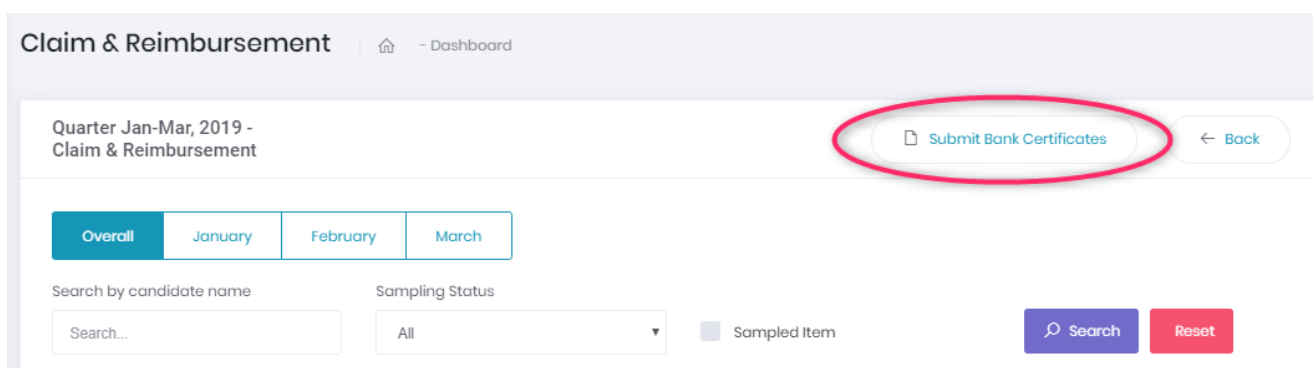
All the sampled documents will appear on clicking View.

To View the file click on **View File** button.

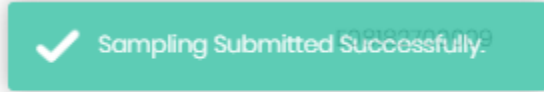
To delete the uploaded file, click on **Delete File** button as show in below screenshot.



Step 4: Once respective documents are uploaded, click on **Submit Bank Certificates** button on top.



A success alert come on top right of the screen.



**NOTE:** All the claim items which are part of the sampling process gets submitted at once.

Step5: The sampling status can be seen in the **Claim & Reimbursement** Listing.

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	Total Claim Processed	Status	Sampling Stats	Action
2018	Jul-Sep	Sapphire Foods India Private Limited	4	4	₹ 26400	₹ 6000	Verified	--	...
2018	Oct-Dec	Sapphire Foods India Private Limited	4	4	₹ 90967	₹ 15750	Verified	--	...
2019	Jan-Mar	Sapphire Foods India Private Limited	18	18	₹ 138849	₹ 27097.25	Verified	Submitted - 18	...

Establishment has to review the comments and upload correct sampling documents.

Step6: Click on **View Claim Details** under action.

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	Total Claim Processed	Status	Sampling Stats	Action
2018	Jul-Sep	Sapphire Foods India Private Limited	4	4	₹ 26400	₹ 6000	Verified	—	...
2018	Oct-Dec	Sapphire Foods India Private Limited	4	4	₹ 90967	₹ 15750	Verified	—	...
2019	Jan-Mar	Sapphire Foods India Private Limited	18	18	₹ 138849	₹ 27097.25	Verified	Submitted - 17 Sent Back - 1	...

Filter the claims by selecting **Send Back** option from the Sampling Status dropdown and click on **Search**.

Quarter Jan-Mar, 2019 - Claim & Reimbursement

← Back

Overall

January

February

March

Search by candidate name

Send Back

All

Initiated

Submitted

Approved

Send Back

Rejected

Pending

☐ Sampled Item
 

Search

Reset

Total Stipend Paid

March

Actual Stipend

Bank Transaction UTR No.

Claim Amount (25% of the stipend)

Description

Status

Remarks

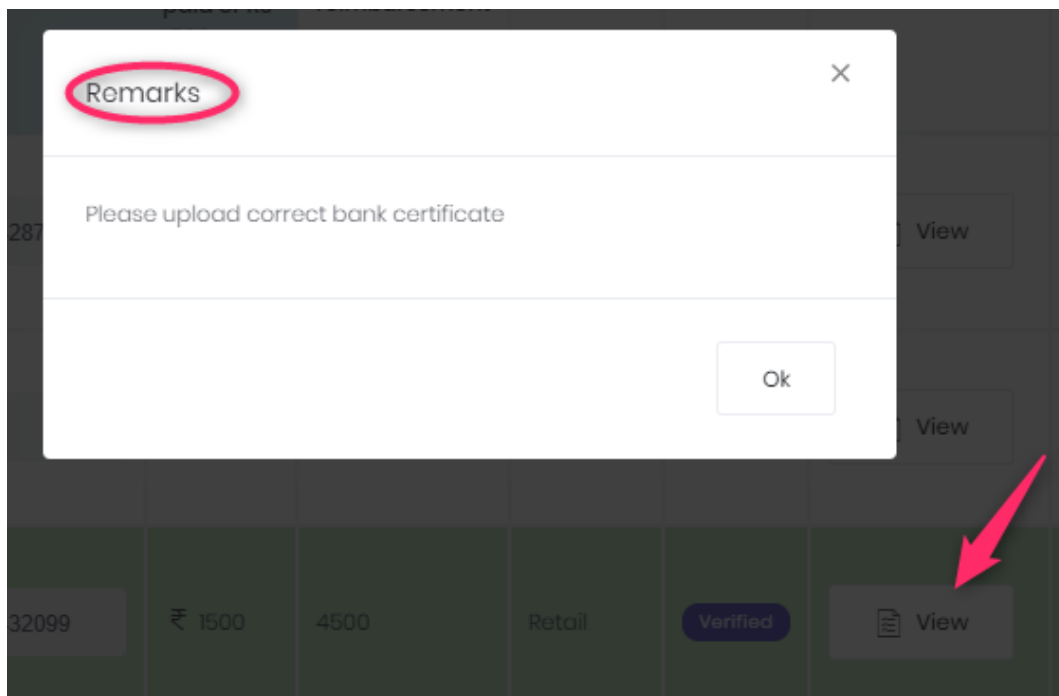
Sampled Item

Sampling Status

Sampling Documents

Action

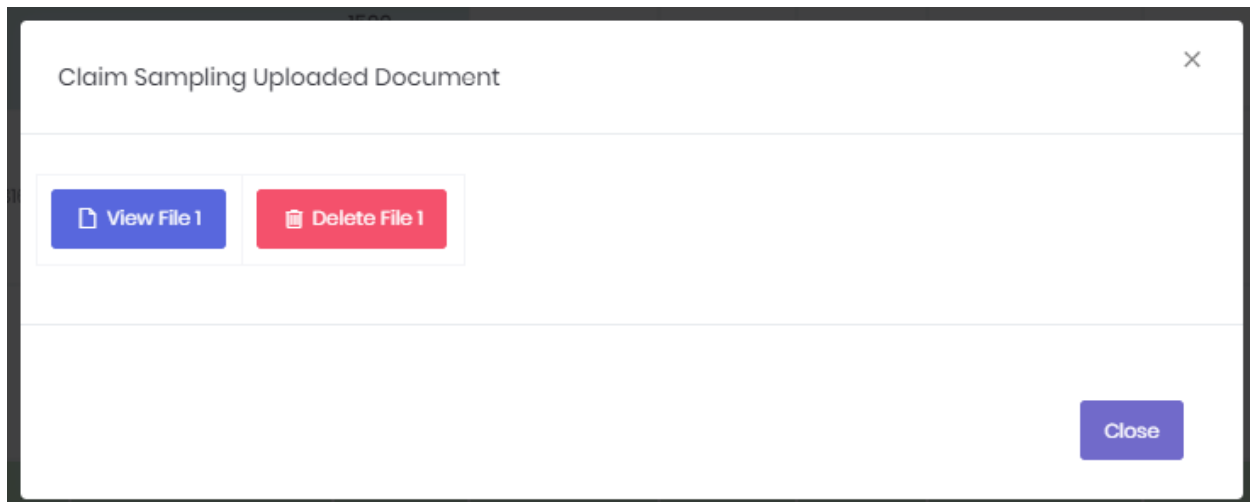
Click on **View** button under Remarks column to view the remarks for the Sampled Item which is Sent Back. Establishment needs to make the required correction and resubmit the bank certificates in such cases.



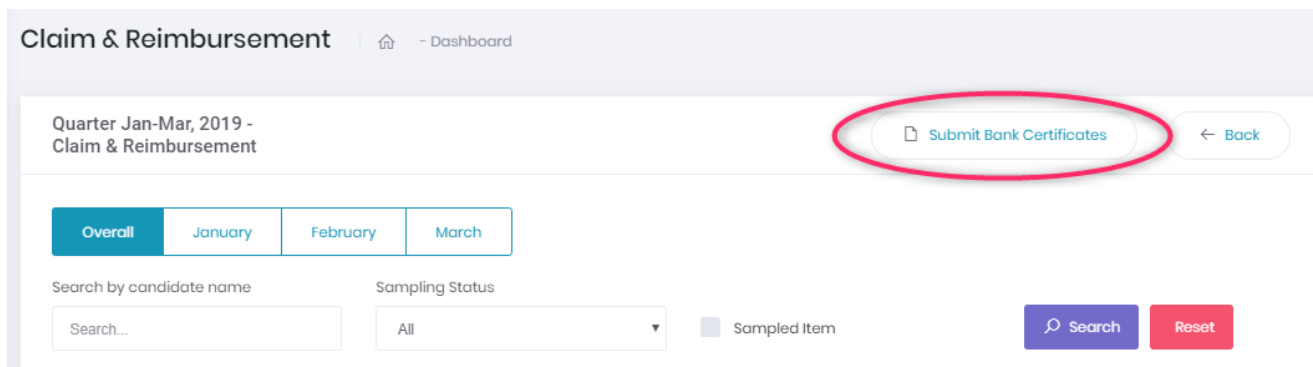
To re-upload the correct bank certificate, click on **Upload** and browse a new file. (same as in previous steps.)

March			Description							
Actual Stipend Paid	Bank Transaction UTR No.	Claim Amount (25% of the stipend paid or Rs 1500 whichever is less)	Eligible amount of reimbursement	Approving Authority	Status	Remarks	Sampled Item	Sampling Status	Sampling Documents	Actions
₹ 10033	CMS1086432099	₹ 1500	4500	Retail	Verified	<a href="#">View</a>	Yes	Sent Back	<a href="#">Upload</a> <a href="#">View</a>	

To delete the uploaded file, click on **Delete File** button as show in below screenshot.



Step7: Click on **Submit Bank Certificates** button on top to resubmit the bank certificates.



**NOTE:** If the sampled bank certificate is rejected. Establishment needs to provide the bank certificates of all the remaining claim items which are part of sampling process.

If the bank certificate is found correct, the claim gets approved by the authority.

The sampling status shows as **approved** as shown in below screenshot.

#### 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	Total Claim Processed	Status	Sampling Stats	Action
2018	Jul-Sep	Sapphire Foods India Private Limited	4	4	₹ 26400	₹ 6000	Verified	--	...
2018	Oct-Dec	Sapphire Foods India Private Limited	4	4	₹ 90967	₹ 15750	Verified	--	...
2019	Jan-Mar	Sapphire Foods India Private Limited	18	18	₹ 138849	₹ 27097.25	Verified	Approved - 18	...

**NOTE:** Please check the claims reimbursement status from PFMS link whether claims are processed or not.

[https://pfms.nic.in/static/NewLayoutCommonContent.aspx?RequestPageName=static/KnowYourPayment\\_new.aspx](https://pfms.nic.in/static/NewLayoutCommonContent.aspx?RequestPageName=static/KnowYourPayment_new.aspx)