

## Process Document for NAPS DBT Pilot on 1<sup>st</sup> July 2022

On 21<sup>st</sup> April 2022, Hon'ble Union Minister of Education and Skill Development & Entrepreneurship announced that "The Government of India will directly transfer its contribution of Rs 1,500 in the bank account of apprentices. The company will also transfer the stipend amount directly,".

2) This implies that the National Apprenticeship Promotion Scheme (NAPS) will now be a Direct Beneficiary Transfer (DBT) scheme with the Government support going directly to the apprentices. The cost to the company will remain the same in the reimbursement form as well as the DBT form. Instead of paying the apprentices the entire amount and then taking the reimbursement from the Government, the Government will directly pay the apprentices 25% of the stipend payable up to Rs 1500/- per apprentice per month. The balance amount will be continued to be paid by the establishments to the apprentices.

4) For RDSDEs/ States, under **Designated Trades**, existing contracts and new contracts can be covered under this pilot. The stipend for July 2022 for the pilot batch of apprentices needs to be paid as per the grid below:

S. No.	Stipend Payable	Establishment Share	MSDE Share
1	1000	750	250
2	2000	1500	500
3	3000	2250	750
4	4000	3000	1000
5	5000	3750	1250
6	6000	4500	1500
7	7000	5500	1500

**Each RDSDE should choose establishments for covering atleast 500 Contracts for DBT trail for the month of July 2022**

5) The steps to be followed are as below.

Step 1:	Identification of establishments	Link
	Establishments which will be under DBT under NAPS need to be identified across both DT and OT. The following details need be shared for each of the establishments: 1. Establishment ID 2. Establishment Name 3. Establishment SPOC Name	Link#1 <a href="https://forms.gle/btE6Uxwr2KzSSAn38">https://forms.gle/btE6Uxwr2KzSSAn38</a>

	<ol style="list-style-type: none"> <li>4. Establishment SPOC Email</li> <li>5. Establishment SPOC Phone</li> <li>6. No. of apprentices for pilot</li> <li>7. Trade Type (OT/DT)</li> <li>8. Apprenticeship Advisor Title (JAA/AAA/SAA/RDSDE) – the Advisor who will approve the claim needs to be shared</li> <li>9. Apprenticeship Advisor Name</li> <li>10. Apprenticeship Advisor Email ID</li> <li>11. Apprenticeship Advisor Phone</li> </ol> <p>The responses can be viewed through the link given. &gt;&gt;. Any modification in numbers, date of payment may be communicated to Shri N Ramesh Babu for making the modifications.</p>	<p>Link#2</p> <p><a href="https://docs.google.com/spreadsheets/d/156f9HAvw1B6vuITsXP96uv7uP548E5fBoK0X3dilS6E/edit?usp=sharing">https://docs.google.com/spreadsheets/d/156f9HAvw1B6vuITsXP96uv7uP548E5fBoK0X3dilS6E/edit?usp=sharing</a></p>
<b>Step 2:</b>	<b><u>Payment Process</u></b>	
	<ol style="list-style-type: none"> <li>1. The establishment can decide the number of apprentices and amount payable to the apprentice for the month of August 2022.</li> <li>2. This amount needs to be split as per the grid mentioned at section-4/ page-1. The MSDE stipend share that will be directly paid to the apprentices will remain at 25% of the stipend payable up to a maximum of Rs 1500/- per apprentice per month.</li> <li>3. Note: <ul style="list-style-type: none"> <li>• establishments paying the apprentices via their own mechanisms.</li> <li>• Only apprentices currently in OJT can be chosen.</li> <li>• For RDSDEs/ AAAs, only DT trade has to be selected as OT trade contract will not be visible under their login</li> </ul> </li> </ol>	

	<p>4. The establishment needs to compile the apprentices data as per the format (link #3). For stipend payment being made on the last day, in SFTP (for stipend payment made on 31.07.2022, being it will be a Sunday). For other whose payment date is different say 4<sup>th</sup> or 10<sup>th</sup> or any date within 15<sup>th</sup> establishment need to upload this detail on the day of payment.</p> <p>5. The apprentices data file (as per format stated at Link#3) needs to be uploaded on a secured interface.</p> <p>a) Establishment needs to download the FILEZILLA software in their system.</p> <p>b) NSDC IT-team will share through email to the establishments, SFTP IP address along with the login details with the establishment to be used in FILEZILLA software. The details will be (i) Host (ii) User name (iii) Password and (iv) port through email. The above details are unique for each establishment. This email also will have the contact details for any technical assistance.</p> <p>c) Establishment needs to upload the data (as per format stated at Link#3) on (FileZilla) SFTP. Establishment need to ensure that the details they are uploading are correct as they cannot be edited or deleted once uploaded.</p> <p>6. The establishment then needs to share the file (as per format stated at Link#3) along with the proof of payment/ declaration (Annex) with the concerned Apprenticeship Advisor over email.</p> <p>7. The Apprenticeship Advisor needs to approve the claim and share the approval with NSDC via email by August 2<sup>nd</sup>, 2022. Email needs to be sent to <a href="mailto:apprenticeshipdivison@nsdcindia.org">apprenticeshipdivison@nsdcindia.org</a>. Keep in Cc</p>	<p>Link#3  <a href="https://docs.google.com/spreadsheets/d/1MMmIXG52rPferENQMgx2u06U57uTJ0rw/edit?usp=sharing&amp;oid=114718977603401344407&amp;rtpof=true&amp;sd=true">https://docs.google.com/spreadsheets/d/1MMmIXG52rPferENQMgx2u06U57uTJ0rw/edit?usp=sharing&amp;oid=114718977603401344407&amp;rtpof=true&amp;sd=true</a></p>
--	--	--

<b>Step 3:</b>	<b>DBT to apprentices by NSDC</b>	
	Once NSDC receives the approval email from the Apprenticeship Advisor, the NSDC Finance team will make the DBT to the candidates.	

-∴-

### Steps at establishment level:

- 1) Fill the prescribed Excel Format (Link 3)-  
<https://docs.google.com/spreadsheets/d/1MMmIXG52rPfErENQMgx2u06U57uTJ0r w/edit?usp=sharing&oid=114718977603401344407&rtpof=true&sd=true>

\* Modified link

- 2) Establishments to download and install FileZilla(client). URL/ pathway  
<https://filezilla-project.org/download.php?platform=win64>
- 3) After download FileZilla, open and enter the details (Host, Username, Password and port details)\* and press **quick connect**  
\*(This will be shared by NSDC IT team through email. Every establishment has unique details.)([abhishek.kumar@nsdcindia.org](mailto:abhishek.kumar@nsdcindia.org))

- 4) Drag and Drop the file (file as per format specified at Sl.No.1/above) from computer's file location to Server.
- 5) If Estt. uploaded wrong file, they have to reach NSDC IT Team for deleting it. The contact number of NSDC is available in the email sent from NSDC.
- 6) Close File Zilla.
- 7) Share (file as per format specified at Sl.No.1/above) to RDSDE /AAA for verification/Approval along with self-declaration as per format.

#### Steps at apprenticeship adviser level:

- 8) RDSDE/AAA verifies and gives it approval and forward the email received with data to NSDC to specific Email id([apprenticeshipdivision@nsdcindia.org](mailto:apprenticeshipdivision@nsdcindia.org)) and CC to Mr. Ramesh Babu, Dy. Director, MSDE([nrb.msde@gmail.com](mailto:nrb.msde@gmail.com)).

#### Steps at NSDC level:

- 9) NSDC will collate the file received through Email from AAA with the data uploaded in FileZila (SFTP).
- 10) GoI contribution is released to the apprentices by NSDC Finance Team.

-:-

Sample Declaration format

### Declaration

1. This is to declare that \_\_\_\_\_ [(Name of the establishment ), Establishment reg no (Starting with E.....)] \_\_\_\_\_ had paid to the apprentices ( \_\_\_\_\_ Nos. \_\_\_\_\_ ) a total stipend of Rs \_\_ (In figure) \_\_\_\_\_ (Rupees (in words) \_\_\_\_\_ ) for the month of July 2022.
2. The stipend is the contribution from the establishment side and the detailed list is enclosed as per the format.
3. It is further declared that the information provided by us is true and we understand that our company will be held responsible for any discrepancy, if noticed.

4. Requesting to release the Government of India contribution directly to the concerned apprentices through DBT.

Yours truly

Company seal

Signature of official: \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Mobile#: \_\_\_\_\_

Email: \_\_\_\_\_

To

Regional Director/ Assistant Apprenticeship Adviser ,

Regional Directorate of Apprenticeship Training ( Mention State) / Government ITI,

\_\_\_\_\_ (Place) \_\_\_\_\_

\_\_\_\_\_ (State) \_\_\_\_\_