National Apprenticeship Promotion Scheme (NAPS) Claim Payout Process

There are two ways for making payment to Apprentices – directly through Apprenticeship portal or when the stipend has been paid by the establishment through their internal payment process.

If the Establishment makes the payment through Apprenticeship Portal, then they do not have to upload the documents and there will be no Sampling done. This process is simpler and user friendly.

This SOP applies to the disbursement processed by National Skill Development Corporation (NSDC) under NAPS Scheme where the stipend has been paid by the establishment through their internal payment process*.*

Post payout of apprenticeship stipend, Establishment will submit the claim form on quarterly basis through their login into the Apprenticeship Portal.

While submitting of reimbursement claim, establishment need to ensure the following in Apprenticeship Portal to avoid any delay in processing of claims:

- ❖ Updated Bank Account information in which reimbursement to be processed by NSDC.

- ❖ Providing of PAN Number (Permanent Account Number issued by Income Tax department)

- ❖ Providing of Bank Transaction UTR No / NEFT/ ECS reference No / Cheque No. for each of the 3 months of the quarter (for every apprentice).

- ❖ The following mandatory documents need to be uploaded on the Apprenticeship Portal while filing out the claim form:

  - ➢ Self-declaration on the Establishment Letterhead duly signed by the authorized signatories or it can be digitally signed (*a format of same is available in Apprenticeship Portal under the important advisory notification*).

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  - ➢ However, for all claims prior to Dec'18 period wherein Establishment is not able to provide the bank reference / UTR number, a declaration to be provided on Notarized Stamp Paper not less than of Rs. 300/- (*a format of same is available in Apprenticeship Portal under the important*

advisory notification).

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➢ Annexures of the declaration to be uploaded in .xls / .xlsx format for further sampling purpose by NSDC.

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➢ The amount in portal, excel annexure and bank certificate should match.
➢ The amount of stipend paid should not be less than prescribed stipend.
➢ Copy of cancelled cheque to be uploaded on the Portal along with the other documents.
➢ The stipend should be paid by 10th of following month.

Claim Processing post submission of Documents

1. Establishment will submit disbursement claim on the Apprenticeship Portal along with the required information and mandatory supporting documents.

2. SSC will verify the claim made by the establishment and send it to NSDC for further processing

   In case SSC perceived that claim submitted by the establishment are not adequate/complete, then same will be returned to Establishment.

3. Post verification of claims by SSC, based on Sampling methodology, NSDC will verify the claim. For the purpose of the verification, NSDC may ask further details and / or payment proofs in support of such verification. In a normal scenario, the Sampling size may be restricted to the extent of 5% of such approved claim. Sampling is done automatically by the portal; the sample will be highlighted in green color. Proof of payment to be uploaded on the portal against the sample.

4. Following are the proof's to be considered as valid proof of payment made by establishment, which need to be provided for selected sample apprentices, Sample needs to be uploaded on the Portal against the sample selected.

> Bank Certificate certified by the bank on the letterhead of the bank through which payment has been processed/made by the establishment. Certificate should contain name, UTR no., Bank Account Number, Amount, month etc.

OR

> Certificate on the letter head of the Establishment certified by the bank officer stamp, seal, contact details including official email ID of officer. Certificate should contain name, UTR no., Bank Account Number, Amount, month etc.

OR

> Copy of candidate bank account statement showing the credit of respective amount along with establishment bank statement

In case NSDC observes that the documents submitted by the establishment are not adequate/complete, then same will be returned to the Establishment for re-submission.

Finance Payout Process

NSDC Team will check and verify, if found satisfactory, will process the payout through Public Financial Management System (PFMS) and make payment to establishment through bank transfer. Finance processing steps include: -

❖ Registration of establishment in PFMS portal with KYC

❖ Validation of establishment bank account through online mode by PFMS

❖ Releasing of payments through PFMS(Link- https://pfms.nic.in/static/NewLayoutCommonContent.aspx?RequestPagename=static/KnowYourPayment_new.aspx)

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