

Skill Development in ESDM for Digital India

**USER MANUAL for Training Partner
Finance Module of ESDM**
(<https://esdm-skill.deity.gov.in/>)

Version 1.0

INTRODUCTION

Schemes on Skill Development in ESDM sector:

(1) 'Scheme for Financial Assistance to select States/UTs for Skill Development in Electronics System Design and Manufacturing (ESDM) sector'

- The employment in the Electronics industry is estimated to grow phenomenally. Hence to facilitate skill development in ESDM sector focusing on students/unemployed youth at 9-10th standard onwards, ITI, Diploma, Non-engineering graduates, etc. to increase their employability to work in 'Manufacturing' and 'Service support' functions, a 'Scheme for Financial Assistance to select States/UTs for Skill Development in Electronics System Design and Manufacturing (ESDM) sector' was approved by DeitY in November, 2013. A total of 90,000 persons are to be supported under the scheme in the selected States in 5 levels of vocational skill development courses recognized by NIELIT/Electronic Sector Skill Council/Telecom Sector Skill Council. The total outlay of the Scheme is Rs. 113.77 crore with Grant-in-Aid of Rs. 100 crore (approx.).

(2) Scheme for 'Skill Development in ESDM for Digital India'

- Under the aegis of 'Digital India' programme launched by Hon'ble Prime Minister, the department has approved a Scheme for "Skill Development in ESDM for Digital India" on 09.12.2014 to cover all the States/UTs of the country in order to facilitate creation of an eco-system for development of ESDM sector in the entire country for facilitating skill development for 3,28,000 persons in ESDM sector at an outlay of Rs. 411 crore (approx.) in a period of 4 years. This is in continuation of the above mentioned 'Scheme for Financial Assistance to select States/UTs for Skill Development in Electronics System Design and Manufacturing (ESDM) sector' approved earlier which is being implemented in 8 states. Both the Schemes are to be implemented concurrently.

Purpose

The basic purpose of this user manual is to provide an overview to understand the entire functionality of the finance module which will help KIAs to understand and use the software accordingly.

Scope

The software product will automate the major operations of reimbursement of CF and RCCF amount in ESDM scheme. It will cover finance module which will describe all functions of this software.

The main objective of developing the finance module is to generate invoices for further processing and reimbursement of CF/RCCF amount.

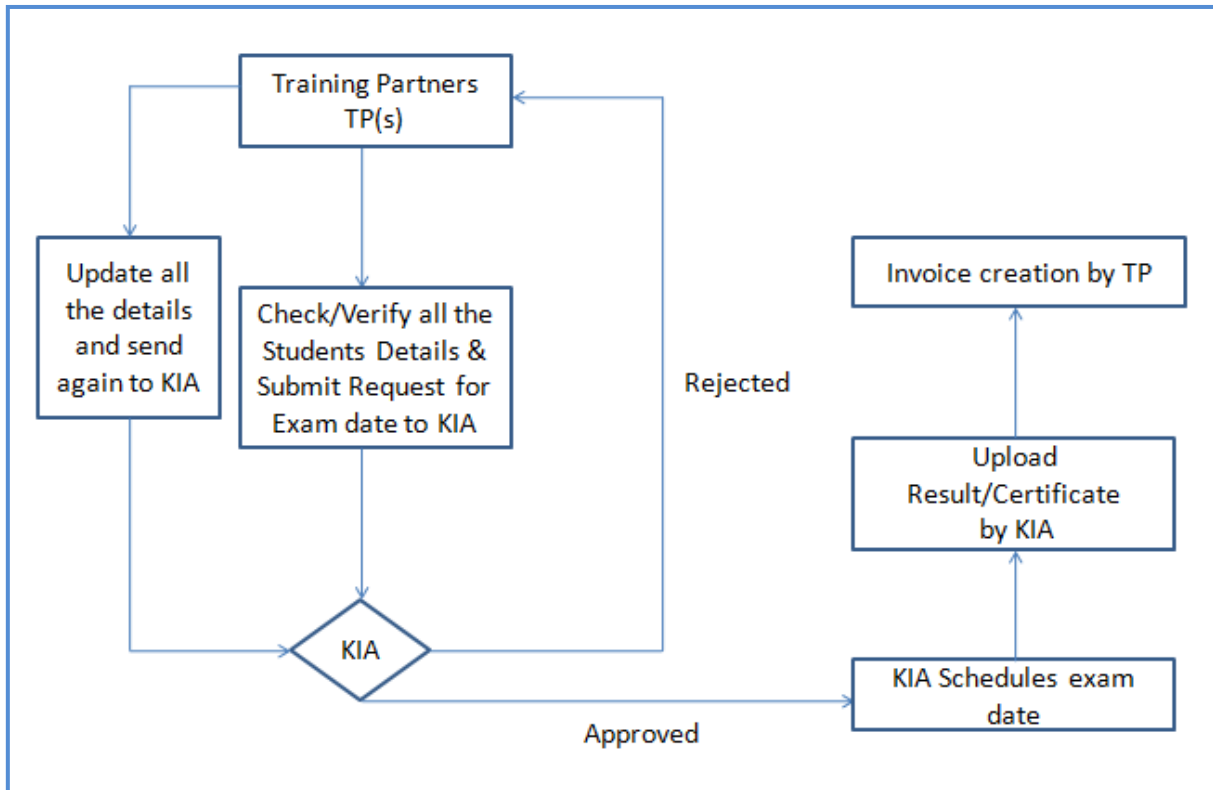
This user manual is basically designed to understand the functionalities which will be accessed by 6 different users.

- A. **Training Partner's (TP's)**
- B. **Key Implementing Agency (KIA)**
- C. **PMU-NIELIT**
- D. **State Implementing Agency (SIA)**
- E. **PMU-Finance**
- F. **NIELIT-Finance**

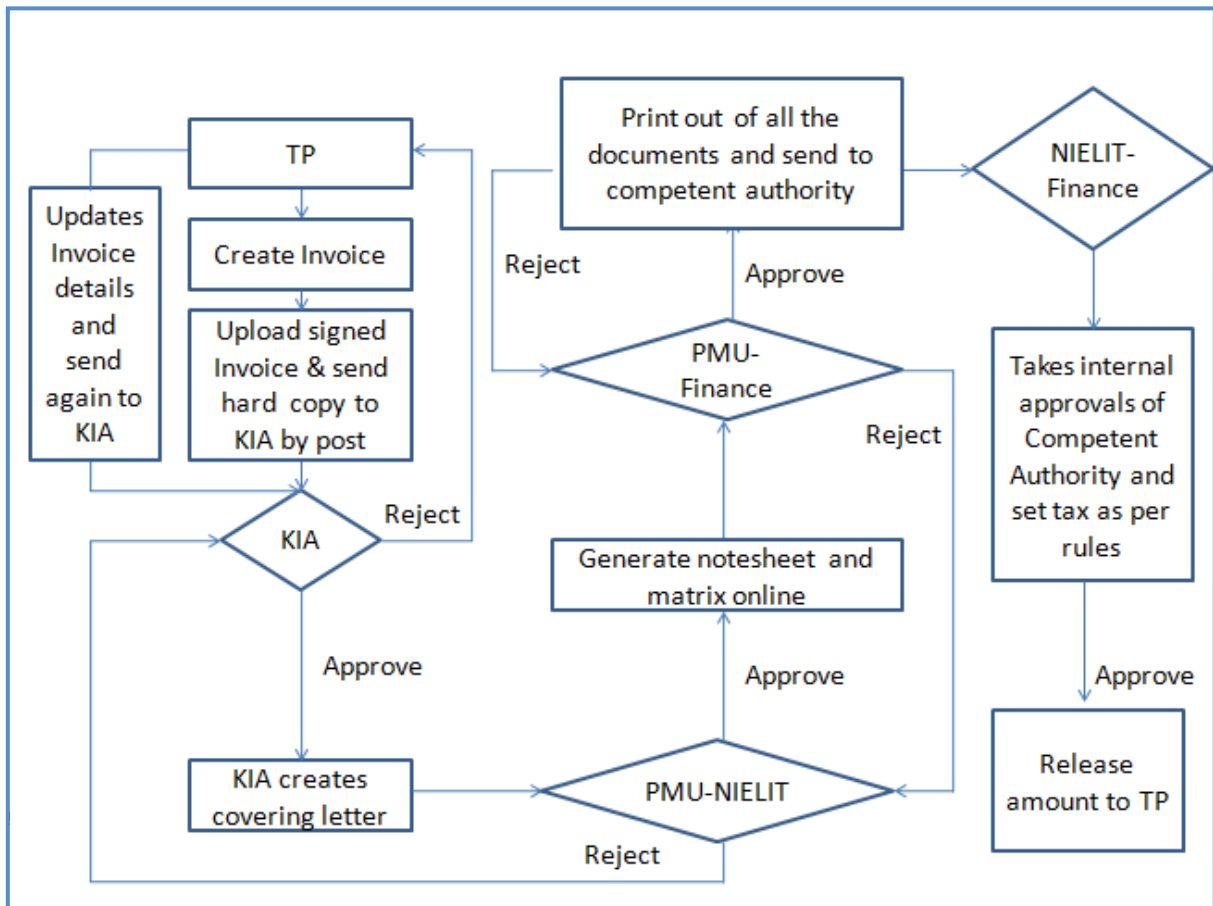
User Manual for Training Partner

WORK FLOW: ESDM-Finance Module

Process Flow for Invoice



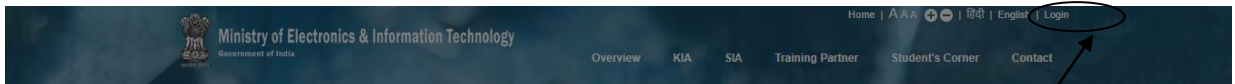
Process Flow for Invoice



User Manual for Training Partner

Login

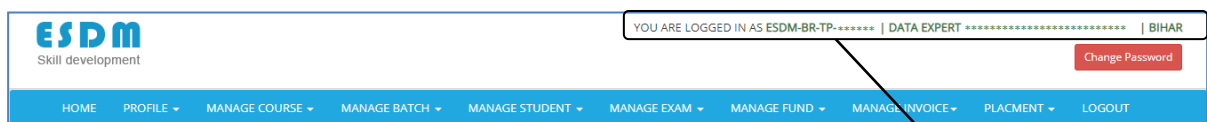
1. Select User Type 'Training Partner'.
2. Enter Username in 'Username' Textbox.
3. Enter Password in 'Password' Textbox.
4. Enter Captcha code shown in image in 'Captcha' Textbox.
5. Click on 'Login' button.



Click here to Login

Page is redirected to

Login redirects to



Page displays following information:

- TP ID
- TP Name
- State Name


User Manual for Training Partner

Course Details Inbox


Course Details
Batch Details
Exam Details
Invoice Details

Course Details


TOTAL


 2


APPROVED


 2

PENDING


 0

REJECTED


 0


Sl.No	Course Name	Requested Date	Approval Date	Remarks	Status
1	Field Technician - Computing and Peripherals	03/03/2017	03/03/2017	Approved	Approved
2	Installation & Maintenance of Photocopiers and Printers	30/03/2017	30/03/2017	Approved	Approved

Batch Details Inbox


Course Details
Batch Details
Exam Details
Invoice Details

Batch Details


TOTAL


 5


APPROVED


 5

PENDING


 0

REJECTED


 0

S. No	Batch Code	Course Name	Batch Size	Batch Date Details	Created Date	Status	Total Students Registered (No.)	Register Student	Request Date	Scheduled Exam Date	Approved / Student Passed	Pass/Fail
1	BATCH-BR-*****	Installation & Maintenance of Photocopiers and Printers	28	Start: 01/04/2017 End: 12/06/2017	30/03/2017	Approved	28		Request Exam			
2	BATCH-BR-*****	Installation & Maintenance of Photocopiers and Printers	16	Start: 24/04/2017 End: 07/07/2017	21/04/2017	Approved	17		Request Exam			
3	BATCH-BR-*****	Installation & Maintenance of Photocopiers and Printers	28	Start: 19/04/2017 End: 03/07/2017	17/04/2017	Approved	28					
4	BATCH-BR-*****	Installation & Maintenance of Photocopiers and Printers	28	Start: 19/04/2017 End: 03/07/2017	17/04/2017	Approved	28					
5	BATCH-BR-*****	Installation & Maintenance of Photocopiers and Printers	5	Start: 01/02/2020 End: 29/02/2020	11/02/2020	Approved	5		Request Exam			

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User Manual for Training Partner

Exam Details Inbox

Course Details | Batch Details | Exam Details | Invoice Details

Exam Details

TOTAL
0

APPROVED
0

PENDING
0

REJECTED
0

No Records Found!

Invoice Details Inbox

Course Details | Batch Details | Exam Details | Invoice Details

Invoice Details

TOTAL
0

APPROVED
0

PENDING
0

REJECTED
0

No Records Found!

Key Activities of Training Partner

1. TP Profile Update
2. Request for Examination Date
3. Invoice Creation

1. TP Profile Update

Steps:

Following three set of documents, as applicable needs to be uploaded on portal in order to update TPs profile:

1. Case-I and Case -II set of (documents attached for reference) documents need to be uploaded on portal if TP is affiliated with any society/organization.

a) **Case-I:** Training Partner does not have a PAN No. and bank account in its name.

PAN CARD DETAILS

PAN Card No. *	: *****	Confirm PAN Card No. *	: *****
PAN Card Holder Name * (As Per PAN Card)	: *****		
Upload PAN Card * (PDF file with size upto 1 MB)	: <input type="button" value="Choose File"/> No file chosen		

CANCEL CHEQUE DETAILS

Your Cancel Cheque Account No. does not match to Account No. Please Refer Undertaking Section for Uploading Requisite Documents.

Account Number * (As Per Cancel Cheque)	: *****	Upload Cancel Cheque * (PDF file with size upto 1 MB)	: <input type="button" value="Choose File"/> No file chosen
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UNDERTAKING

Upload Undertaking from Training Partner (On Training Partner Letter Head) (PDF file with size upto 1 MB)	: <input type="button" value="Choose File"/> No file chosen Format for TP Undertaking	Upload Undertaking from Trust/Society (On Trust/Society Letter Head) (PDF file with size upto 1 MB)	: <input type="button" value="Choose File"/> No file chosen Format for Trust/Society Undertaking
Upload Undertaking from Bank Certificate (On Bank Letter Head) (PDF file with size upto 1 MB)	: <input type="button" value="Choose File"/> No file chosen Format for Bank Undertaking	Upload CA Certificate (On CA firm Letter Head) (PDF file with size upto 1 MB)	: <input type="button" value="Choose File"/> No file chosen Format for CA Undertaking

Click here for Profile update

User Manual for Training Partner

b) **Case-II:** Training partner does not have a PAN but has bank account in its name.

PAN CARD DETAILS			
PAN Card No. *	: *****	Confirm PAN Card No. *	: *****
PAN Card Holder Name * (As Per PAN Card)	: *****		
Upload PAN Card * (PDF file with size upto 1 MB)	: <input type="button" value="Choose File"/> No file chosen		

CANCEL CHEQUE DETAILS			
Your Cancel Cheque Account No. does not match to Account No. Please Refer Undertaking Saction for Uploading Requisite Documents.			
Account Number * (As Per Cancel Cheque)	: *****	Upload Cancel Cheque * (PDF file with size upto 1 MB)	: <input type="button" value="Choose File"/> No file chosen

UNDERTAKING			
Upload Undertaking from Training Partner (On Training Partner Letter Head) (PDF file with size upto 1 MB)	: <input type="button" value="Choose File"/> No file chosen Format for TP Undertaking	Upload Undertaking from Trust/Society (On Trust/Society Letter Head) (PDF file with size upto 1 MB)	: <input type="button" value="Choose File"/> No file chosen Format for Trust/Society Undertaking
Upload Undertaking from Bank Certificate (On Bank Letter Head) (PDF file with size upto 1 MB)	: <input type="button" value="Choose File"/> No file chosen Format for Bank Undertaking	Upload CA Certificate (On CA firm Letter Head) (PDF file with size upto 1 MB)	: <input type="button" value="Choose File"/> No file chosen Format for CA Undertaking

←

2. Proprietorship documents (copy of article of proprietorship, copy of registration certificate and undertaking from the proprietor) need to be uploaded on portal in case PAN is not available in the name of organization registered on ESDM portal.

PAN CARD DETAILS			
PAN Card No. *	: ***p*****	Confirm PAN Card No. *	: ***p*****
PAN Card Holder Name * (As Per PAN Card)	:		
Upload PAN Card * (PDF file with size upto 1 MB)	: <input type="button" value="Choose File"/> No file chosen	Upload Proprietorship Document* (PDF file with size upto 1 MB)	: <input type="button" value="Choose File"/> No file chosen

CANCEL CHEQUE DETAILS			
Account Number * (As Per Cancel Cheque)	:	Upload Cancel Cheque * (PDF file with size upto 1 MB)	: <input type="button" value="Choose File"/> No file chosen

←

User Manual for Training Partner

3. Scan copy of PAN and cancelled cheque need to be uploaded if both PAN and bank account is in the name of Training Partner registered on ESDM Portal.

PAN CARD DETAILS

PAN Card No. *	:	<input type="text"/>	Confirm PAN Card No. *	:	<input type="text"/>
PAN Card Holder Name * (As Per PAN Card)	:	<input type="text"/>			
Upload PAN Card * (PDF file with size upto 1 MB)	:	<input type="button" value="Choose File"/> No file chosen			

CANCEL CHEQUE DETAILS

Account Number * (As Per Cancel Cheque)	:	<input type="text"/>	Upload Cancel Cheque * (PDF file with size upto 1 MB)	:	<input type="button" value="Choose File"/> No file chosen
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Click here for Profile update

2. Request for Examination Date

Steps:

1. In TP-Inbox, click on Batch Details. Batch details of all Batches of TP would be visible against their Bath Codes.
2. TP must click on 'Request Exam' against particular batch for which exam is being requested.

TP Inbox - Batch Detail

S. No	Batch Code	Course Name	Batch Size	Batch Date Details	Created Date	Status	Total Students Registered (No.)	Register Student	Request Date	Scheduled Exam Date	Approved / Student Passed	Pass/Fail
1	BATCH-BR-*****	Installation & Maintenance of Photocopiers and Printers	28	Start: 01/04/2017 End: 12/06/2017	30/03/2017	Approved	28		Request Exam			
2	BATCH-BR-*****	Installation & Maintenance of Photocopiers and Printers	16	Start: 24/04/2017 End: 07/07/2017	21/04/2017	Approved	17		Request Exam			
3	BATCH-BR-*****	Installation & Maintenance of Photocopiers and Printers	28	Start: 19/04/2017 End: 03/07/2017	17/04/2017	Approved	28					
4	BATCH-BR-*****	Installation & Maintenance of Photocopiers and Printers	28	Start: 19/04/2017 End: 03/07/2017	17/04/2017	Approved	28					
5	BATCH-BR-*****	Installation & Maintenance of Photocopiers and Printers	5	Start: 01/02/2020 End: 29/02/2020	11/02/2020	Approved	5		Request Exam			

3. 'Request Exam Date' page opens. Here TP must check eligibility documents, Income certificates, Caste Certificates etc. one by one, by clicking on the links provided. Eligibility document/Certificate of a candidate will be visible on screen. If eligibility document/Certificate is Ok TP must click on 'Verify' link. This process must be repeated for every candidate in the batch. In case, eligibility document/Certificate is improper, then revised eligibility document/Certificate must be uploaded by TP on ESDM Portal with the help of KIA/PMU and then TP can proceed further.

Note: i) The number of candidates for whom the exam dates is being requested must be equal to the number of registered candidates in particular batch.

ii) For a single candidate TP can request exam date maximum for three times since, any candidate is allowed to appear in exam only for three attempts.

4. Further, under 'Batch Duration Details', TP should manually enter- number of training days, number of holidays during training period, Average training time (in Hrs. and Minutes)

5. Scan copy of duly signed and stamped attendance sheets must be uploaded in PDF Format through the link provided.

6. Read the undertaking and click on the box provided on its left.

User Manual for Training Partner

7. Then click on 'Send to KIA' button. In case any amendment needs to be done then click on 'Reset' button, make necessary amendments and then click on 'Send to KIA' button.

[Click here for Edit Student Details](#)

Request For Exam Date

KIA: NIELIT

Financial Year*: 2019-20 Course Name*: (L1-L2) - Installation Batch Code*: BATCH-BR:***** Status*: New Request

Details / Document(s) of each Candidate must be verified by the TP before raising the request for Examination Date

Batch Details

Start Date: 01/02/2020 End Date: 29/02/2020 Proposed Exam Date: 01/03/2020

Student ID	Student Details	Course Details	Identity No	Image	Documents Link	Status	Verify	Remarks
<input type="checkbox"/> ESDM-BR-STU-*****	Name: a Father Name : AF Mother Name : AM Category : General Gender : MALE Mobile No. : 9999999999 Email ID : a@g.c DOB : 24/02/2000	Code : NL/S/L1/C001 Name : Installation & Maintenance of Photocopiers and Printers	AADHAR/ENROL : 111111111111		Eligibility Cert.	✔	Verify	
<input type="checkbox"/> ESDM-BR-STU-*****	Name: b Father Name : bf Mother Name : bm Category : General Gender : MALE Mobile No. : 9999999999 Email ID : b@g.c DOB : 24/02/2000	Code : NL/S/L1/C001 Name : Installation & Maintenance of Photocopiers and Printers	AADHAR/ENROL : 111111111111 11/11/1111 11:11:11		Eligibility Cert.			
<input type="checkbox"/> ESDM-BR-STU-*****	Name: c Father Name : cf Mother Name : cm Category : General Gender : MALE Mobile No. : 111111111111 Email ID : c@g.c DOB : 16/02/2000	Code : NL/S/L1/C001 Name : Installation & Maintenance of Photocopiers and Printers	AADHAR/ENROL : 111111111111 11/11/1111 11:11:11		Eligibility Cert.			
<input type="checkbox"/> ESDM-BR-STU-*****	Name: d Father Name : dm Mother Name : dn Category : General Gender : MALE Mobile No. : 111111111111 Email ID : d@g.c DOB : 09/11/2000	Code : NL/S/L1/C001 Name : Installation & Maintenance of Photocopiers and Printers	AADHAR/ENROL : 111111111111 11/11/1111 11:11:11		Eligibility Cert.			
<input type="checkbox"/> ESDM-BR-STU-*****	Name: e Father Name : ef Mother Name : em Category : SC Gender : FEMALE Mobile No. : 9999999999 Email ID : e@g.c DOB : 01/03/2001	Code : NL/S/L1/C001 Name : Installation & Maintenance of Photocopiers and Printers	AADHAR/ENROL : 111111111111 11/11/1111 11:11:11		Cast Cert.			

Click here for verify details

Click here for check documents

Batch Duration Details

Total Course Duration (in Hours): 200

Training Days (No.):* Holidays (No.):* Actual Days (No.):

Average Training Time (HH/MM)* (Per Day): HH: MM: Total Training Duration* (in Hours): Remarks:

Attendance Upload (PDF with size up to 10 MB):* Choose File No file chosen Upload Attendance

Undertaking

I, hereby undertake to have completed the training hours for Course NL/S/L1/C001 job role as mentioned by NIELIT for Batch ID : BATCH-BR-*****, I agree to maintain the same with due specifications mentioned by the NIELIT .

Send To KIA

Reset

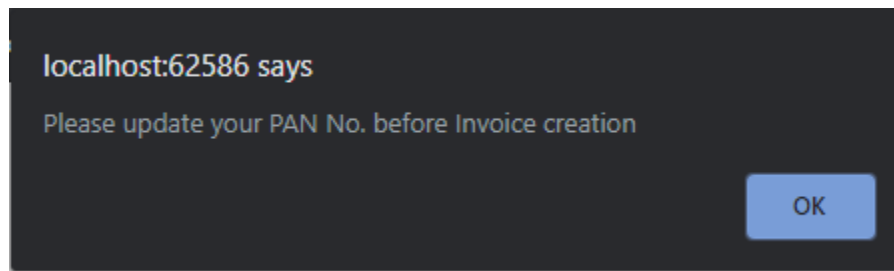
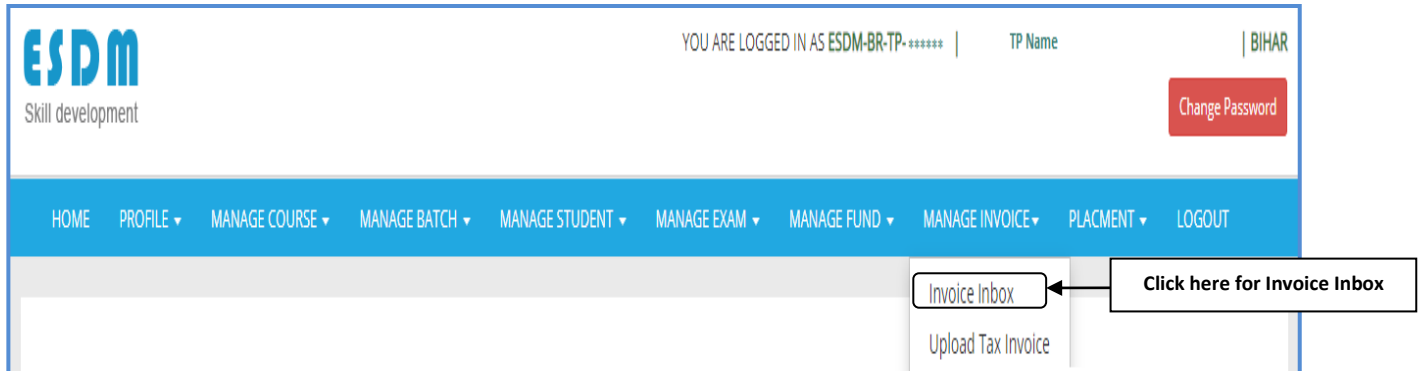
Click here to Send Request to KIA

Click here to reset

3. Invoice Creation

Steps:

1. Go to 'Manage Invoice' – then click on 'Invoice Inbox'.
2. If User not Update Profile then Update Your Profile before Invoice Creation



3. After Click on OK button redirects to TP Profile Update Page

Note: In case TP's Profile is already updated it will be Directed to 'Invoice Inbox' Page.

User Manual for Training Partner

Steps:

1. Go to 'Manage Invoice' – then click on 'Invoice Inbox'. List of batches would be visible on screen with its details.

The screenshot shows the ESDM user interface. At the top left is the ESDM logo with the tagline 'Skill development'. The user is logged in as 'ESDM-BR-TP-*****' with the role 'TP Name' and the location 'BIHAR'. A 'Change Password' button is visible. The main navigation menu includes: HOME, PROFILE, MANAGE COURSE, MANAGE BATCH, MANAGE STUDENT, MANAGE EXAM, MANAGE FUND, MANAGE INVOICE, PLACEMENT, and LOGOUT. A callout box points to the 'Invoice Inbox' link in the 'MANAGE INVOICE' dropdown menu, with the text 'Click here for Invoice Inbox'.

2. Click on 'Create' Link on the right side of the details.

The screenshot shows the 'Invoice Inbox' page. It features a table with the following columns: S.No., Invoice No., Year, Batch Code, Total Students (No.) (subdivided into Registered and Certified), Exam Date Details (subdivided into First, Second, and Third), Course Level, Invoice Status, Amount (in Rs.) (subdivided into CF and RCCF), Invoice, Upload Invoice, and Check Status. A callout box points to the 'Create' button in the 'Invoice Status' column of the first row, with the text 'Click here to Create Invoice'.

S.No.	Invoice No.	Year	Batch Code	Total Students (No.)		Exam Date Details			Course Level	Invoice Status	Amount (in Rs.)		Invoice	Upload Invoice	Check Status
				Registered	Certified	First	Second	Third			CF	RCCF			
1		2019-20	BATCH-BR-*****	5	5	20/02/2020			L1-L2	Create					

3. New page would open. Click on 'Yes' radio button in case GST is applicable else click on 'No'. In case GST is applicable then enter GST Number and HSN Code.
4. Select GST Applicable

The screenshot shows a form titled 'If GST Applicable' with two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. A callout box points to the 'Yes' radio button with the text 'Select Whether GST Applicable'.

5. If GST Applicable then Enter GSTIN No and HSN Code
6. Click on 'Continue' button. After Click on 'Continue' button redirects to TP Invoice Page

The screenshot shows the input fields for GSTIN No. and HSN Code. The GSTIN No. field contains '10AAAAA1111A1Z5' and the HSN Code field contains 'eeeeeeee'. A 'Continue' button is visible below the fields. A callout box points to the 'Continue' button with the text 'Click here to Continue'.

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7. Enter Invoice Number
8. If required, TP can check details of all candidates in the Batch (Total candidates in Batch, Trained , Certified)
9. Select '**Yes**' against-whether Reverse charge applicable (*only in case if GST is applicable), else select '**No**'.
10. TP can check attendance sheets, PAN Card details and Cancelled Cheque details.
11. Read all parameters of undertaking and click on every box provided on their left.
12. Enter **CAPTCHA CODE** in given box.
13. Click on '**Create Invoice**' button. Invoice will be generated online.
14. Note: TP must take printout of all invoices downloaded, put Re 1/- Revenue stamp, sign stamp and then send to respective KIA.

User Manual for Training Partner

Enter Invoice No.

If GST Applicable Yes No

Invoice No : *

(*Invoice no must be unique for a FY and contain consecutive Serial no. not exceeding 16 characters (As per GST ACT))

Section A

1. It is certified that **TP Name** is affiliated with **NIELIT**, and the following claim is being made after completion of training, in-line with the Scheme Guidelines.

2.TP ID	ESDM-BR-TP-*****	3.State Name	Bihar
4.Course Code	NL/S/L1/C001	5.Course Name	Installation & Maintenance of Photocopiers and Printers
6.Batch Code	BATCH-BR-*****	7.Batch Start Date	01/02/2020
8.Batch End Date	29/02/2020	9.Exam Date	20/02/2020
10.Result Date	13/02/2020	11.Certificate Issue Date	11/02/2020
12.Average Training Hours (Per Day)	4.30	13.Total no. of Training Days (Excluding Holidays)	45
14.Actual Training Hours	202	15.Course Hours as per NSQF	200
16.Course Fee (CF)	8380.00	17.Registration cum Certification Fee (RCCF)	762.00

Section B

18.Total No. of Candidates in the Batch	5	Whether Reverse Charge Applicable * <input checked="" type="radio"/> Yes <input type="radio"/> No				
19.Total Candidates Trained in the Batch	5					
20.Total Candidates Certified in the Batch	5					
	Category	No. of Students	Rate		Amount in Rs.	
			CF Rate	RCCF Rate	CF Amount	RCCF Amount
20a	GEN	4	7101.69	645.76	17044.07	1937.29
20b	SC	1	7101.69	645.76	5681.36	645.76
20c	ST	0	7101.69	645.76	0.00	0.00
20d	EWS	0	7101.69	645.76	0.00	0.00
20e	Total	5			22725.42	2583.05
20h	Total Amount CF+RCCF		25308.47			
20i	CGST Rate @9.00% if Applicable		2277.76			
20j	SGST Rate @9.00% if Applicable		2277.76			
20k	IGST Rate @0.00% if Applicable		0.00			
20l	Total amount of TAX		4555.52			
20m	Total Invoice Value in (Figure)		29863.99			
View Attendance	Total Invoice Value in (Words)		RUPEES TWENTY-NINE THOUSAND EIGHT HUNDRED SIXTY-THREE AND NINETY-NINE PAISE			

Select Whether Reverse Charge Applicable

Section C

21.PAN Number	*****
22.Bank Details	
22(a).Name of Account Holder	TP Name
22(b).Name of Bank	*****
22(c).Branch Name	SPRoad
22(d).Account Number	*****
22(e).IFSC Code	*****

Remarks

Undertaking From Training Partner

- Having read and understood all terms and conditions of the Undertaking/ Code of Ethics (as per Annexure-VII of Guidelines), the said Undertaking/Code of Ethics, duly signed, has been submitted to our KIA NIELIT.
- Attendance of candidates has been obtained through a bio-metric attendance system and the attendance report in this regard is attached herewith with this Invoice.
- All certified candidates, as per this invoice, have been provided with a printed copy of final certification as uploaded by KIA NIELIT in the Scheme Portal.
- The details provided in the Invoice are factual and correct and these details also conform to all compliance norms mentioned in the ESDM Scheme Guidelines.
- All candidates, details of which are annexed with this invoice comply with the laid down eligibility criteria for the course mentioned at Sr.No.4 & 5 of the Invoice.
- The copy of the Caste(SC/ST) / Category(EWS) certificates provided by the candidate have been verified with the original document and the same was valid and legal at the time of enrollment. It is further certified that copy of such certificates have also been uploaded at the ESDM Portal with due diligence.
- I understand that if any information / data in this Invoice is found to be incorrect or misleading, I shall be liable for any action as deemed appropriate by NIELIT-PMU/ MeitY, which may include for forfeiture of my entire claim or any penalty as deserved appropriate.

Enter Captcha

070882

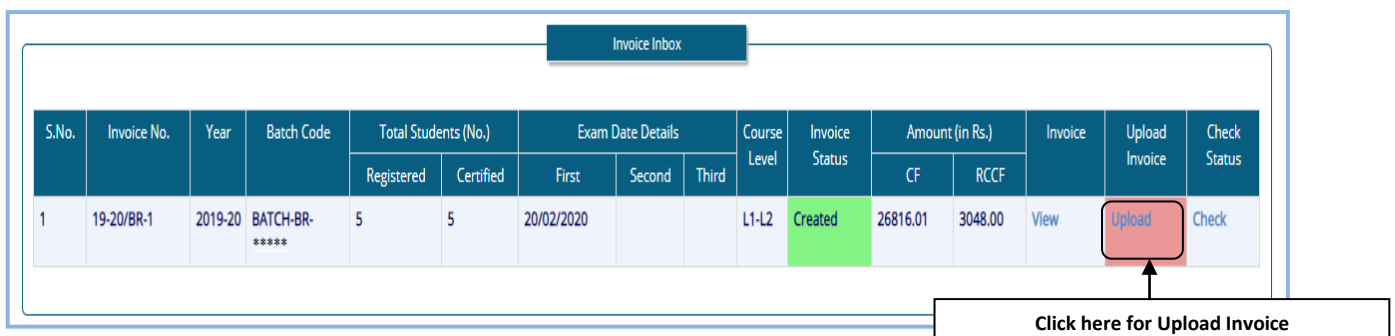
Enter Captcha Code

Create Invoice

Click here to create Invoice

User Manual for Training Partner

15. Upload Invoice
16. Upload tax invoice window will open OR Go to 'Invoice Inbox' click on **upload link**.

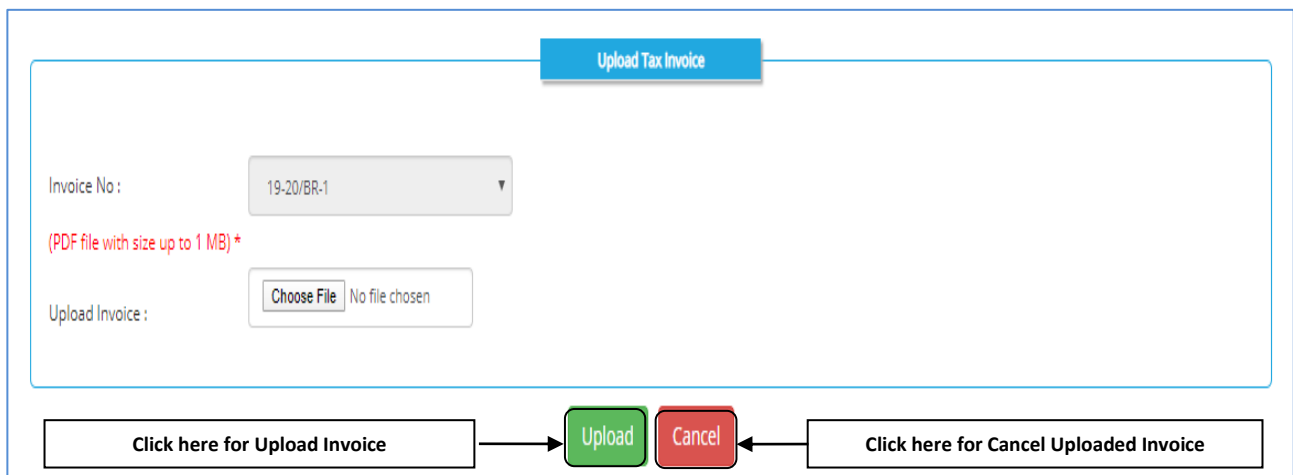


The screenshot shows a table titled "Invoice Inbox" with the following data:

S.No.	Invoice No.	Year	Batch Code	Total Students (No.)		Exam Date Details			Course Level	Invoice Status	Amount (in Rs.)		Invoice	Upload Invoice	Check Status
				Registered	Certified	First	Second	Third			CF	RCCF			
1	19-20/BR-1	2019-20	BATCH-BR-*****	5	5	20/02/2020			L1-L2	Created	26816.01	3048.00	View	Upload	Check

An arrow points from a callout box "Click here for Upload Invoice" to the "Upload" button in the "Upload Invoice" column of the first row.

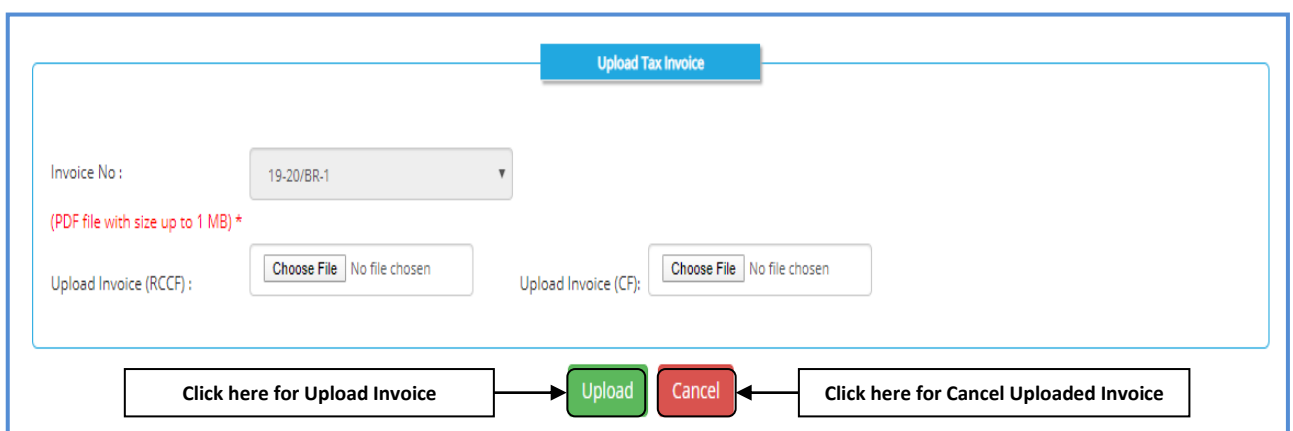
17. Attach scan copy of invoice in PDF Format through upload invoice link. Then click on 'Upload' link given. In case, uploaded invoice needs amendment/correction click on 'Cancel'



The screenshot shows the "Upload Tax Invoice" form. It includes a dropdown for "Invoice No:" with the value "19-20/BR-1". Below it, there is a red note: "(PDF file with size up to 1 MB) *". Under "Upload Invoice:", there is a "Choose File" button and the text "No file chosen".

Below the form, there are three callout boxes: "Click here for Upload Invoice" with an arrow pointing to a green "Upload" button, "Click here for Cancel Uploaded Invoice" with an arrow pointing to a red "Cancel" button, and a central arrow pointing from the "Upload" button to the "Cancel" button.

18. IN Case of Scheme-1 CF and RCCF Invoices Uploaded Separately



The screenshot shows the "Upload Tax Invoice" form. It includes a dropdown for "Invoice No:" with the value "19-20/BR-1". Below it, there is a red note: "(PDF file with size up to 1 MB) *". Under "Upload Invoice (RCCF):", there is a "Choose File" button and the text "No file chosen". Under "Upload Invoice (CF):", there is a "Choose File" button and the text "No file chosen".

Below the form, there are three callout boxes: "Click here for Upload Invoice" with an arrow pointing to a green "Upload" button, "Click here for Cancel Uploaded Invoice" with an arrow pointing to a red "Cancel" button, and a central arrow pointing from the "Upload" button to the "Cancel" button.

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19. After uploading invoice TP should move to **'Invoice Inbox'** page where uploaded invoice can be viewed by clicking on **'View'** Link given. The status of raised invoice can be checked by clicking on **'Check'** link. After clicking on **'Check'** status of invoice can be tracked by TP.

The screenshot shows the 'Invoice Inbox' page with a table of invoices. The 'Created' status, 'View' button, and 'Check' button are highlighted in green. Callout boxes provide instructions: 'This Shows Invoice has been created' points to the 'Created' status; 'Click here to View Uploaded Invoice' points to the 'View' button; and 'Check Invoice Status' points to the 'Check' button.

S.No.	Invoice No.	Year	Batch Code	Total Students (No.)		Exam Date Details			Course Level	Invoice Status	Amount (in Rs.)		Invoice	Upload Invoice	Check Status
				Registered	Certified	First	Second	Third			CF	RCCF			
1	19-20/BR-1	2019-20	BATCH-BR-17868	5	5	20/02/2020			L1-L2	Created	26816.01	3048.00	View	View	Check

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TP Invoice View

TAX INVOICE/BILL OF SUPPLY						
TP NAME: TP Name GSTIN: 11AAAAA11111A1Z1 HSN CODE: 11111111		TP-ADDRESS: DATA EDUCATION, DAKRANGLOW ROAD, CIVIL LINES				
INVOICE NO: 19-30/BR-1			DATE: 18/03/2020			
BILL To: Consultant (Finance) ESDM-PMU, C/o Joint Director, NIELIT National Institute of Electronics and IT, Plot No.3, PSP Pocket, Sector-8, Dwarka, New Delhi, Delhi-110077 GSTIN of Recipient - *****			Place of Supply: State Name: Bihar State Code: 10			
SECTION A						
1. It is certified that TP Name is affiliated with NIELIT under Skill Development in ESDM for Digital India (Scheme-02), and the following claim is being made after completion of training, in-line with the scheme Guidelines.						
2. TP ID	ESDM-BR-TP-*****	3. State Name	Bihar			
4. Course Code	NLS/L1/C001	5. Course Name	Installation & Maintenance of Photocopiers and Printers			
6. Batch ID	BATCH-BR-*****	7. Batch Start Date	01/02/2020			
8. Batch End Date	29/02/2020	9. Exam Date	21/02/2020			
10. Result Date	24/02/2020	11. Date of issue of Course Certificate	11/02/2020			
12. Average Training Hours (excluding break)	6.00	13. Total no. of Training days (excluding Holidays)	50			
14. Actual Training Hours	300	15. Course Hours as per NSQF	200			
16. Course Fee (CF) Amount (as per NSQF Course list)	8380.00	17. Registration cum Certification Fee (RCCF) Amount (as per NSQF Course list)	762.00			
SECTION B :- DESCRIPTION OF SERVICES						
18. Total Candidates in the batch	5	Whether Reverse Charge Applicable N				
19. Total Candidates Trained in the batch	5					
20. Total No. of Candidates Certified	5					
	Category	No. of Students	CF Rate	RCCF Rate	CF Amount (In Rs)	RCCF Amount (In Rs)
	20a GEN	4	7101.69	645.76	17044.07	1937.29
	20b SC	1	7101.69	645.76	5681.36	645.76
	20c ST	0	7101.69	645.76	0.00	0.00
	20d EWS	0	7101.69	645.76	0.00	0.00
	20e Total	5			22725.43	2583.05
	20h Total Amount CF+RCCF:			25308.48		
	20i CGST Rate @9.00% if Applicable			2277.76		
	20j SGST Rate @9.00% if Applicable			2277.76		
	20k IGST Rate @0.00% if Applicable			0.00		
	20l Total Amount of TAX			4555.52		
	20m Total Invoice Value in (Figure)			29864.00		
	Total Invoice Value in (Words)			RUPEES TWENTY-NINE THOUSAND EIGHT HUNDRED SIXTY-FOUR ONLY		
SECTION C						
21. PAN Number: 22. Bank Details:- 22a. Name of Account Holder:		AAAAA1111A TP Name			(Stamp and Sign of Authorized Signatory of TP) Name: Designation: Date:	
22b. Name of Bank: 22c. Branch Name: 22d. Account Number: 22e. IFSC Code:		HDFC Bank SPRoad ***** *****				

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UNDERTAKING FROM TRAINING PARTNER

- a.) Having read and understood all terms and conditions of the Undertaking/ Code of Ethics (as per Annexure-VII of Guidelines), the said Undertaking/Code of Ethics, duly signed, has been submitted to our KLA NIELIT.
- b.) Attendance of candidates has been obtained through a bio-metric attendance system and the attendance report in this regard is attached herewith with this Invoice.
- c.) All certified candidates, as per this invoice, have been provided with a printed copy of final certification as uploaded by KLA NIELIT in the Scheme Portal.
- d.) The details provided in the Invoice are factual and correct and these details also conform to all compliance norms mentioned in the ESDM Scheme Guidelines.
- e.) All candidates, details of which are annexed with this invoice comply with the laid down eligibility criteria for the course mentioned at Sr.No.4 & 5 of the Invoice.
- f.) The copy of the Caste(SC/ST) / Category(EWS) certificates provided by the candidate have been verified with the original document and the same was valid and legal at the time of enrollment. It is further certified that copy of such certificates have also been uploaded at the ESDM Portal with due diligence.
- g.) I understand that if any information / data in this Invoice is found to be incorrect or misleading, I shall be liable for any action as deemed appropriate by NIELIT-PMU/ MeitY, which may include for forfeiture of my entire claim or any penalty as deserved appropriate.

<Revenue Stamp>

(Stamp and sign of Authorized Signatory of TP)
Name:
Designation:
Date:

This is system generated Invoice, Send signed hard copy to your KLA