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
WORK FLOW: ESDM-Finance Module

Process Flow for Invoice

1. Training Partners TP(s)
   - Update all the details and send again to KIA
   - Check/Verify all the Students Details & Submit Request for Exam date to KIA

2. KIA
   - Approved
   - Rejected

3. Invoice creation by TP
   - Upload Result/Certificate by KIA
   - KIA Schedules exam date

Process Flow for Invoice

1. TP
   - Updates Invoice details and send again to KIA
   - Create Invoice
   - Upload signed Invoice & send hard copy to KIA by post
   - Reject

2. KIA
   - Approve
   - Reject

3. NIEUT-Finance
   - Takes internal approvals of Competent Authority and set tax as per rules
   - Reject

4. PMU-Finance
   - Generate notesheet and matrix online
   - Reject
   - Approve

5. PMU-NIELIT
   - Approve
   - Reject

6. KIA creates covering letter
   - Approve
   - Reject

7. Release amount to TP
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.

Page displays following information:
- TP ID
- TP Name
- State Name
User Manual for Training Partner

Course Details Inbox

<table>
<thead>
<tr>
<th>S.No</th>
<th>Course Name</th>
<th>Requested Date</th>
<th>Approval Date</th>
<th>Remarks</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Field Technician - Computing and Peripherals</td>
<td>08/03/2017</td>
<td>08/03/2017</td>
<td>Approved</td>
<td>Approved</td>
</tr>
<tr>
<td>2</td>
<td>Installation &amp; Maintenance of Photocopiers and Printers</td>
<td>30/03/2017</td>
<td>30/03/2017</td>
<td>Approved</td>
<td>Approved</td>
</tr>
</tbody>
</table>

Batch Details Inbox

<table>
<thead>
<tr>
<th>S.No</th>
<th>Batch Code</th>
<th>Course Name</th>
<th>Batch Size</th>
<th>Batch Date Details</th>
<th>Created Date</th>
<th>Status</th>
<th>Total Students Registered (No.)</th>
<th>Register Student</th>
<th>Request Date</th>
<th>Scheduled Exam Date</th>
<th>Approved / Student Passed</th>
<th>Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BATCH-ER++++</td>
<td>Installation &amp; Maintenance of Photocopiers and Printers</td>
<td>28</td>
<td>Start: 01/04/2017</td>
<td>End: 02/05/2017</td>
<td>Approved 28</td>
<td>28</td>
<td>Request Exam</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>BATCH-ER++++</td>
<td>Installation &amp; Maintenance of Photocopiers and Printers</td>
<td>18</td>
<td>Start: 04/04/2017</td>
<td>End: 07/07/2017</td>
<td>Approved 17</td>
<td>17</td>
<td>Request Exam</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>BATCH-ER++++</td>
<td>Installation &amp; Maintenance of Photocopiers and Printers</td>
<td>28</td>
<td>Start: 09/04/2017</td>
<td>End: 03/07/2017</td>
<td>Approved 28</td>
<td>28</td>
<td>Request Exam</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>BATCH-ER++++</td>
<td>Installation &amp; Maintenance of Photocopiers and Printers</td>
<td>28</td>
<td>Start: 19/04/2017</td>
<td>End: 03/07/2017</td>
<td>Approved 28</td>
<td>28</td>
<td>Request Exam</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>BATCH-ER++++</td>
<td>Installation &amp; Maintenance of Photocopiers and Printers</td>
<td>5</td>
<td>Start: 11/02/2020</td>
<td>End: 03/03/2020</td>
<td>Approved 5</td>
<td>5</td>
<td>Request Exam</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Key Activities of Training Partner

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

**Steps:**

Following three sets of documents, as applicable, need to be uploaded on portal in order to update TP’s profile:

1. Case-I and Case-II set of documents attached for reference 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.
b) Case-II: Training partner does not have a PAN but has bank account in its name.

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.
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.

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 Batch Codes.
2. TP must click on ‘Request Exam’ against particular batch for which exam is being requested.

TP Inbox – Batch Detail

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.
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.
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.
Steps:

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

2. Click on ‘Create’ Link on the right side of the details.

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

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
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.

Select Whether Reverse Charge Applicable

Enter Captcha Code

Click here to create Invoice
15. Upload Invoice
16. Upload tax invoice window will open OR Go to ‘Invoice Inbox’ click on upload link.

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’

18. IN Case of Scheme-1 CF and RCCF Invoices Uploaded Separately
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.
### User Manual for Training Partner

#### TP Invoice View

<table>
<thead>
<tr>
<th>TAX INVOICE/BILL OF SUPPLY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TP NAME</strong>: TP Name</td>
</tr>
<tr>
<td><strong>TP ADDRESS</strong>: DATA EDUCATION, DARBARBANG LOW, CIVIL LINES</td>
</tr>
<tr>
<td><strong>INVOICE NO</strong>: 19-20BR-1</td>
</tr>
<tr>
<td><strong>BILL TO</strong>: Consultant (Finance) ESDM-PMU, C/o Joint Director, NIELIT National Institute of Electronics and IT, Plot No. 3, FSS Pocket, Sector-3, Durgapur, New Delhi, District-110077</td>
</tr>
<tr>
<td><strong>GSTIN of Recipient</strong>: *******</td>
</tr>
</tbody>
</table>

#### 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-TP-TP-S-******* | 3. **State Name**: Bihar
4. **Course Code**: NL5/S/L1/CO01 | 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 breaks)**: 6.00 | 13. **Total no. of Training days (excluding Holidays)**: 30
14. **Actual Training Hours**: 300 | 15. **Course Hours as per NSQF**: 200
16. **Course Fee (CF) Amount (as per NSQF Course list)**: 8180.00 | 17. **Registration cum Certification Fee (RCCF) Amount (as per NSQF Course list)**: 782.00

#### SECTION B - DESCRIPTION OF SERVICES

18. **Total Candidates in the batch**: 5 | 19. **Whether Reverse Charge Applicable**: N
20. **Total Candidates Trained in the batch**: 5
21. **Total No. of Candidates Certified**: 5

<table>
<thead>
<tr>
<th>Category</th>
<th>No. of Students</th>
<th>CF Rate</th>
<th>RCCF Rate</th>
<th>CF Amount (in Rs)</th>
<th>RCCF Amount (in Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>20a: GEN</td>
<td>4</td>
<td>7101.69</td>
<td>645.76</td>
<td>17044.07</td>
<td>1937.29</td>
</tr>
<tr>
<td>20b: SC</td>
<td>1</td>
<td>7101.69</td>
<td>645.76</td>
<td>5681.36</td>
<td>645.76</td>
</tr>
<tr>
<td>20c: ST</td>
<td>0</td>
<td>7101.69</td>
<td>645.76</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>20d: EWS</td>
<td>0</td>
<td>7101.69</td>
<td>645.76</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>20e Total</td>
<td>5</td>
<td></td>
<td></td>
<td>22725.43</td>
<td>2583.05</td>
</tr>
</tbody>
</table>

20f: **Total Amount CF + RCCF**: 23308.48
20g: **CGST Rate @9.00% if Applicable**: 2277.76
20h: **SGST Rate @9.00% if Applicable**: 2277.76
20i: **IGST Rate @0.00% if Applicable**: 0.00
20j: **Total Amount of TAX**: 4555.52
20k: **Total Amount of Net Amount**: 29864.00

#### SECTION C

21. **PAN Number**: |
22. **Bank Details**: |
22a. **Name of Account Holder**: |
22b. **Name of Bank**: HDIFC Bank
22c. **Branch Name**: SPRoad
22d. **IFSC Code**: **********

(Stamp and Sign of Authorised Signatory of TP)

**Name**: |
**Designation**: |
**Date**: |
UNDEARTAKING 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 KIA 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 KIA NIELIT in the Scheme Portal.

d) The details provided in the Invoice are factual and correct and these details also conforms 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 this 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>

This is system generated invoice, send signed hard copy to your KIA