

Skill Development in ESDM for Digital India

**USER MANUAL for Key Implementing Agency (KIA)
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 MeitY 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.

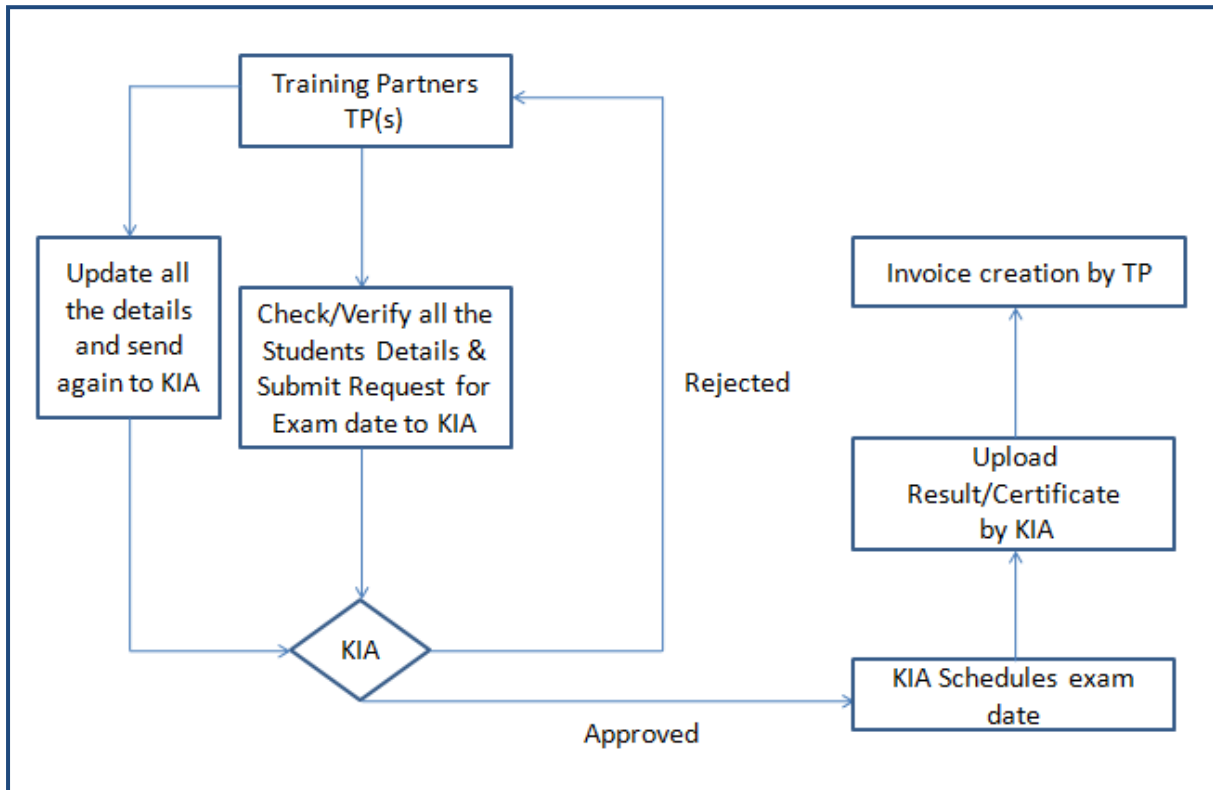
This user manual is basically designed to understand the functionalities which will be accessed by 6 different users.

- 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**

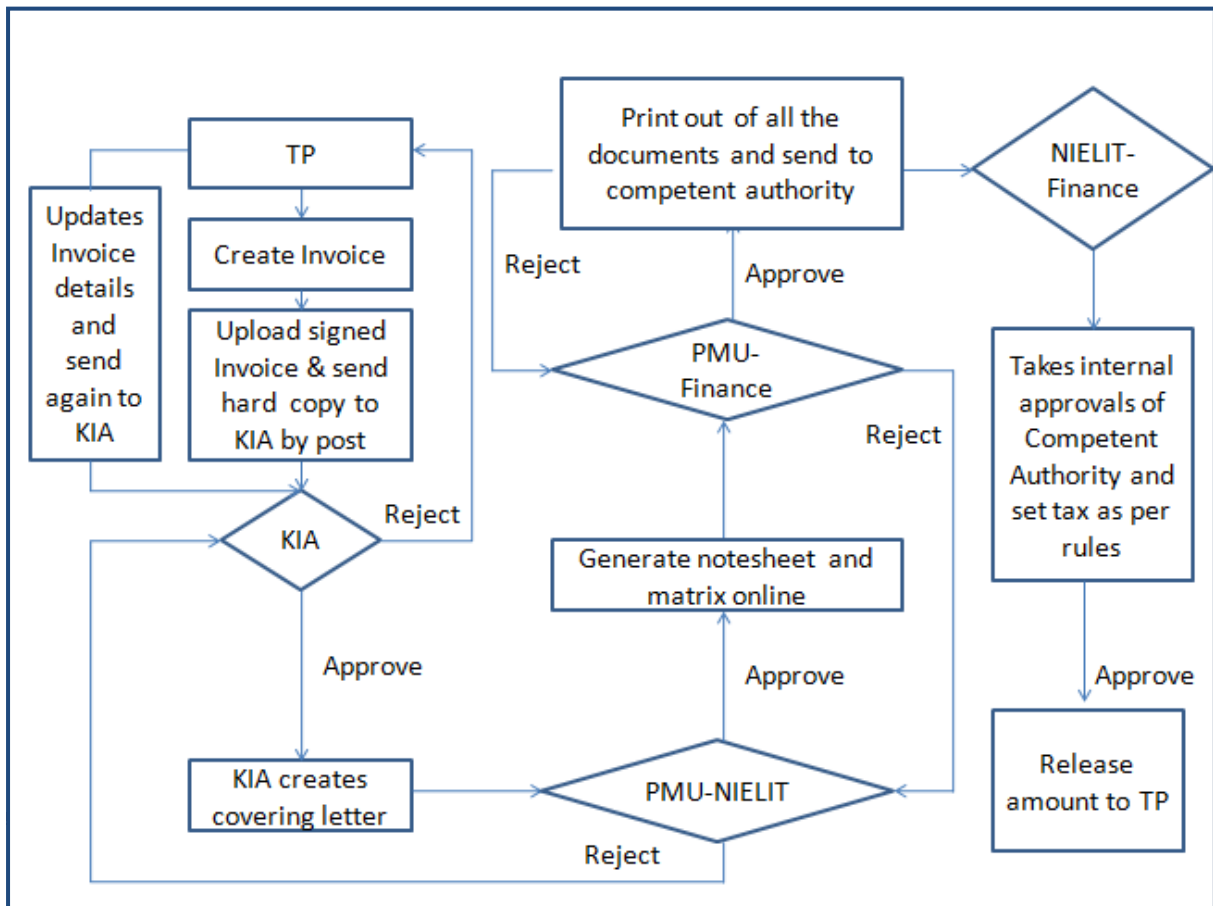
User Manual for Key Implementing Agency

WORK FLOW: ESDM-Finance Module

Process Flow for Invoice



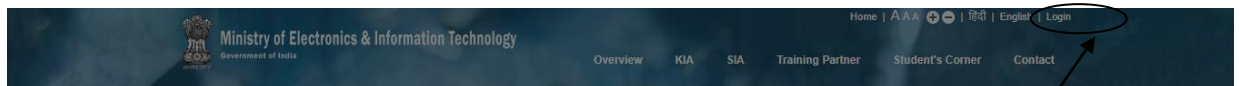
Process Flow for Invoice



User Manual for Key Implementing Agency

Login

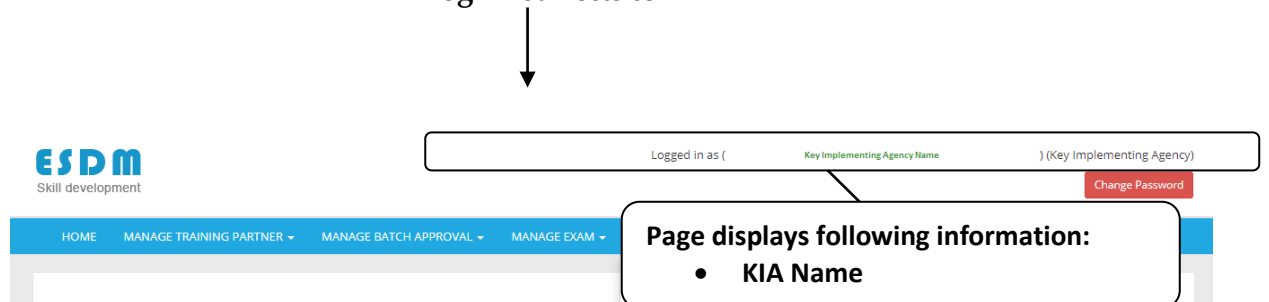
1. Select User Type 'Key Implementing Agency'.
2. Enter Username in 'Username' Textbox.
3. Enter Password in 'Password' Textbox.
4. Enter Captcha code shown in image in 'Captcha' Textbox.
5. Click on 'Login' button.



Click here to Login

Page is redirected to

Login redirects to



User Manual for Key Implementing Agency

Course Details Inbox

Course Details
Batch Details
Exam Details
Invoice Details

Course Details

	Sl.No	Course Name	Requested Date	Approval Date	Remarks	Status
TOTAL						
2						
APPROVED						
2						
PENDING						
0						
REJECTED						
0						

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

	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
TOTAL													
5													
APPROVED													
5													
PENDING													
0													
REJECTED													
0													

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				

User Manual for Key Implementing Agency

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!

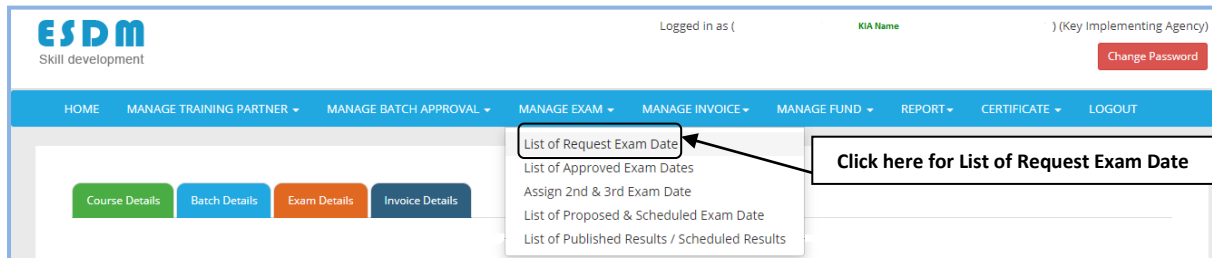
Key Activities of Training Partner

1. Allot Examination Date
2. Invoice Action
3. Create Covering Page

1. Allot Examination Date

Steps:

1. KIA will log-in and go to 'Manage Exam' – then click on 'List of Request Exam Date'.



2. 'Requests Pending' page would open. List of all pending requests for exam dates and Schedule Exam Date window will be visible.
3. KIA will click on 'Show' link given against particular batch. Details of each candidate of the batch would be visible on screen. KIA will also cross check eligibility documents, Income certificates, Caste Certificates etc. one by one, by clicking on the links provided. Eligibility document/Certificates, Income certificates, Caste Certificates etc. of a candidate will be visible on screen. If eligibility document/Certificate is Ok then KIA must click on 'Verify' link. This process must be repeated for every candidate in the batch.
4. In case any of the eligibility document/Certificate, Income certificates, Caste Certificates etc. is improper, then KIA will put his remarks against particular candidate, and ultimately reject the request by clicking on 'Reject (Send back to TP)' link given below. In case of rejection, KIA must write about the issues with Eligibility document/Certificates, Income certificates, Caste Certificates etc. For such writing, space will be provided after clicking on 'YES' radio button. By default 'NO' is selected.
5. In case all details are OK, then KIA will assign 'Schedule Exam Date' as convenient.
6. If all documents are OK then KIA must proceed further- Read the undertaking and click on the box provided on its left.
7. For approval of exam date KIA has to click on 'Approve' button.

Note: A **Schedule Exam Dates window** is also provided that gives list of exam dates already allotted by KIA would be visible. In order to see batch details, KIA must click on Batch Count. Batch count 1 shows only one batch has been given that exam date. Batch count 2 shows that two batches are simultaneously allotted that particular date for conduct of exam and so on.

User Manual for Key Implementing Agency

Request Pendings							Schedule Exam Dates		
Year	Batch Code	TP ID	TP Name	Request Date	Student Count	Show	Exam Dates	Batch Count	Level Type
2019-20	BATCH-BR-*****	ESDM-BR-TP-000215	TP Name	18/02/2020	5	Show	28 Feb 20	1	L4, L4-L3, L1-L2
2018-19	BATCH-UP-*****	ESDM-UP-TP-000014	TP Name	17/02/2020	23	Show	26 Feb 20	2	L3, L1-L2
							19 Feb 20	3	L3, L4, L4
							02 Mar 20	1	L1-L2

Click here to Show Batch Details

Click here to Show Details

Student ID	Student Details	Course Details	Identity No	Image	Documents Link	Status	Verify	Remarks
ESDM-BR-STU-017361	Name: A Father Name : AF Mother Name : AM Category : General Gender : MALE Mobile No. : 9999999999 Email ID : a@g.com DOB : 24/02/2000	Code : NUS/L1/C001 Name : Installation & Maintenance of Photocopiers and Printers	AADHAR/ENROL : 111111111111		Eligibility Cert.		Verify	
ESDM-BR-STU-017362	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 : NUS/L1/C001 Name : Installation & Maintenance of Photocopiers and Printers	AADHAR/ENROL : 111111111111 11/11/1111 11:11:11		Eligibility Cert.			
ESDM-BR-STU-017363	Name: c Father Name : cf Mother Name : cm Category : General Gender : MALE Mobile No. : 1111111111 Email ID : c@g.c DOB : 16/02/2000	Code : NUS/L1/C001 Name : Installation & Maintenance of Photocopiers and Printers	AADHAR/ENROL : 111111111111 11/11/1111 11:11:11		Eligibility Cert.			
ESDM-BR-STU-017364	Name: d Father Name : df Mother Name : dm Category : General Gender : MALE Mobile No. : 1111111111 Email ID : a@g.c DOB : 09/11/2000	Code : NUS/L1/C001 Name : Installation & Maintenance of Photocopiers and Printers	AADHAR/ENROL : 111111111111 11/11/1111 11:11:11		Eligibility Cert.			
ESDM-BR-STU-017365	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 : NUS/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

Batch ID	<input type="text" value="17868"/>	Start Date	<input type="text" value="01/02/2020"/>	End Date	<input type="text" value="29/02/2020"/>	Proposed Exam Date	<input type="text" value="01/03/2020"/>
Training Days (No.)	<input type="text" value="50"/>	Holidays (No.)	<input type="text" value="5"/>	Actual Days (No.)	<input type="text" value="45"/>	Attendance Sheet:	View Attendance
Total Course Duration as per NSQF (in Hours)	<input type="text" value="200"/>	Average Training Time Per Day (HH/MM)	<input type="text" value="4.30"/>	Total Training Duration (in Hours)	<input type="text" value="202.50"/>	Remarks:	<input type="text"/>
Scheduled Exam Date 1st*	<input type="text"/>						

I, hereby confirm that the above details are checked and verified.

Undertaking
 I, _____, hereby confirm that the above details for Batch id : BATCH-BR-***** and duration for the Course conducted by _____ TP Name _____ has been checked and verified.

Approve

Reject (Send Back to TP)

Scheduled Exam Date 1st

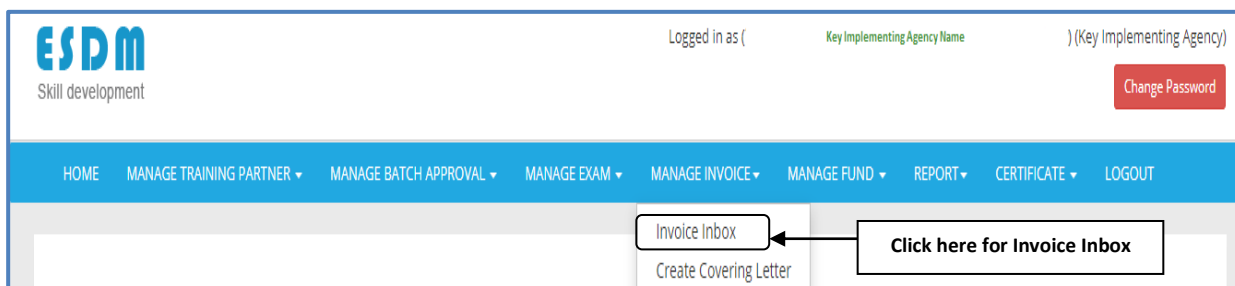
Click here to Send Request to KIA

Click here to Reject

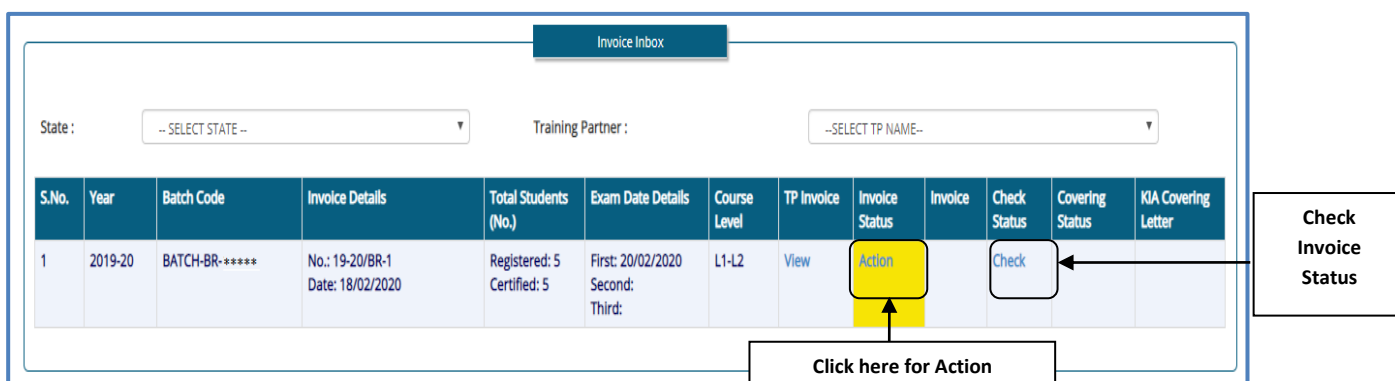
2. Invoice Action

Steps:

1. Under Manage Invoice, click on Invoice Inbox menu. List of all invoices submitted by TPs will be listed in inbox.



2. KIA should click on 'Action' link. Detailed invoice opens.



3. Read undertaking and click on box provided on its left.
4. Enter CAPTCHA CODE in given box.
5. If invoice is OK then click on 'Approve' button for submitting the invoice for further action at PMU- NIELIT end, else for returning the invoice to TP for reconciliation click on 'Reject' button. In case invoice is rejected, KIA must write about the issues that led to rejection of invoice. For such writing, space is provided above undertaking.
6. A 'Check' Link is also provided here. After clicking on 'Check' status of invoices can be tracked by KIA.

User Manual for Key Implementing Agency

Section A

Invoice No : 19-20/BR-1

Dated: 18/02/2020

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	NUS/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					
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			

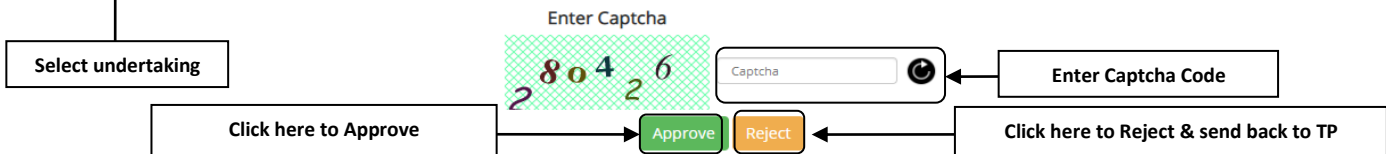
Section C

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 KIA

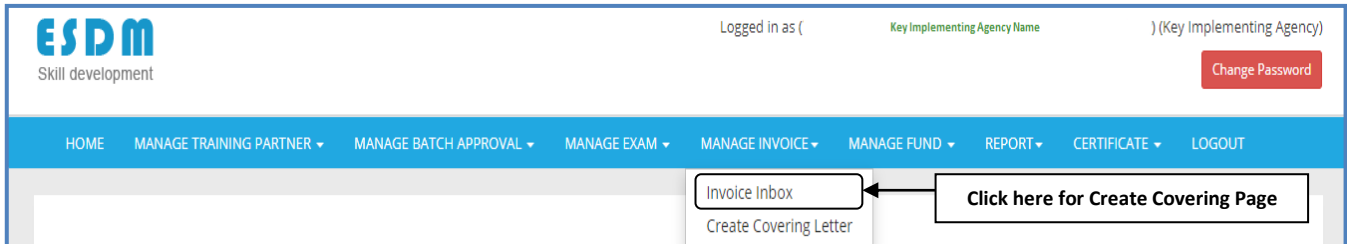
It is verified that the claim prepared by _____ TP Name _____, who is affiliated with us for conduct of training under the Scheme for Skill Development in ESDM Sector under Digital India, are factually correct and also confirm to the ESDM Scheme Guidelines. It is further certified that assessments have been undertaken after ensuring that the TP has conducted the training strictly as per the course hours mentioned in the NSQF Compliant Course List and the list of candidates annexed for this batch have successfully completed the training and have also been issued final certificate.



3. Create Covering

Steps:

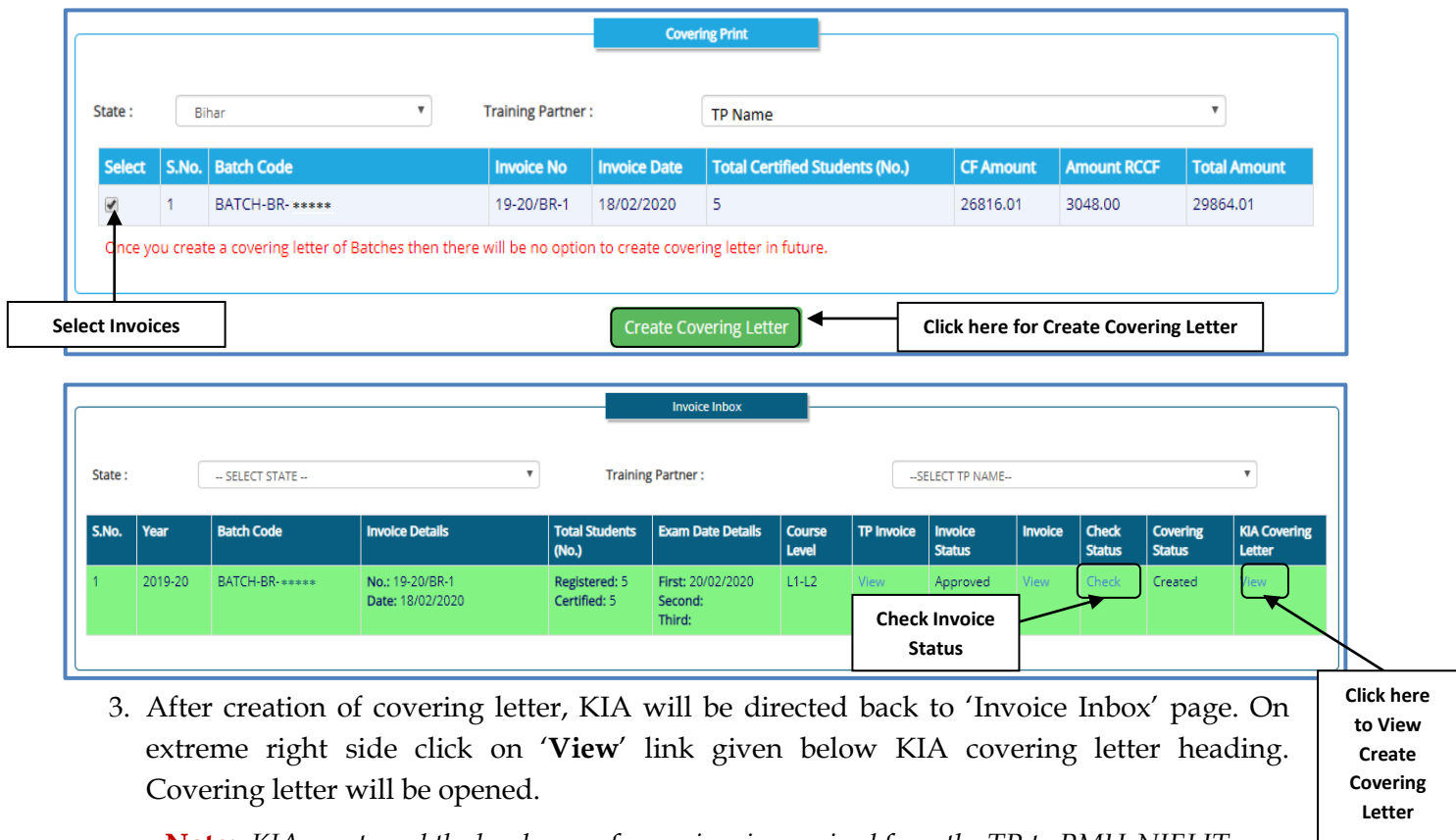
1. For approved invoices KIA will create covering page/letter online. For this action any one of following two options can be exercised:
 - There is a 'Create' link provided under Invoice-Inbox menu. KIA must click on 'Create' link
 - Go to 'Manage Invoice' menu and click on 'Create Covering Letter'.



Create Covering letter Link redirects to



2. Create Covering Letter for selected Batch of particular TP's



3. After creation of covering letter, KIA will be directed back to 'Invoice Inbox' page. On extreme right side click on 'View' link given below KIA covering letter heading. Covering letter will be opened.

Note: KIA must send the hard copy of every invoice received from the TP to PMU-NIELIT

- a) A 'Check' Link is also provided here. After clicking on 'Check' status of invoices can be tracked by KIA.

View of Covering letter

:: NIELIT ::

Date: 18/02/2020

Covering No : NL-BR-TP-000215/2(19-20/BR-1)

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

Subject: Submission of Invoice for ESDM Scheme - 2 (Bihar) Training Partner " TP Name "

Dear Sir,

With reference to the checkout mechanism for seat allotment through KIA under **ESDM Scheme - 2** following **1** Invoice(s) in respect of our Training Partner " TP Name " are enclosed for processing and release of payment of Training Fees:-

S.No.	Batch Code	Invoice No.	Invoice Date	Certified Students (No.)	CF Amount	RCCF Amount	Total Amount
1	BATCH-BR-	19-20/BR-1	18/02/2020	5	26816.01	3048.00	29864.01
			Total	5	26816.01	3048.00	29864.01

Training of **this 1** batch(s) have also been uploaded on the ESDM portal. All the details have been checked and verified by the KIA.

You are requested to release the payment to the Training Partner, in respect of the candidates declared successful/Pass as per data available on the portal.

This is system generated covering letter