

DBT – Standard Operating Procedure

Contents

Chapter 1: Introduction	2
Chapter 2: The DBT process	3
2.1 BENEFICIARY REGISTRATION:	3
2.2 PAYMENT PROCESS:.....	6
2.3 Accessing beneficiary list from DBT dashboard:.....	8
2.4 Accessing payment list from DBT dashboard:	8

Chapter 1: Introduction

As per the instructions from Ministry of Education Higher Authorities, Aadhaar based DBT payment is integrated in the NATS scheme.

Earlier, the establishments used to pay the complete stipend amount to the apprentices and request the BOAT/BOPT for reimbursement of government share.

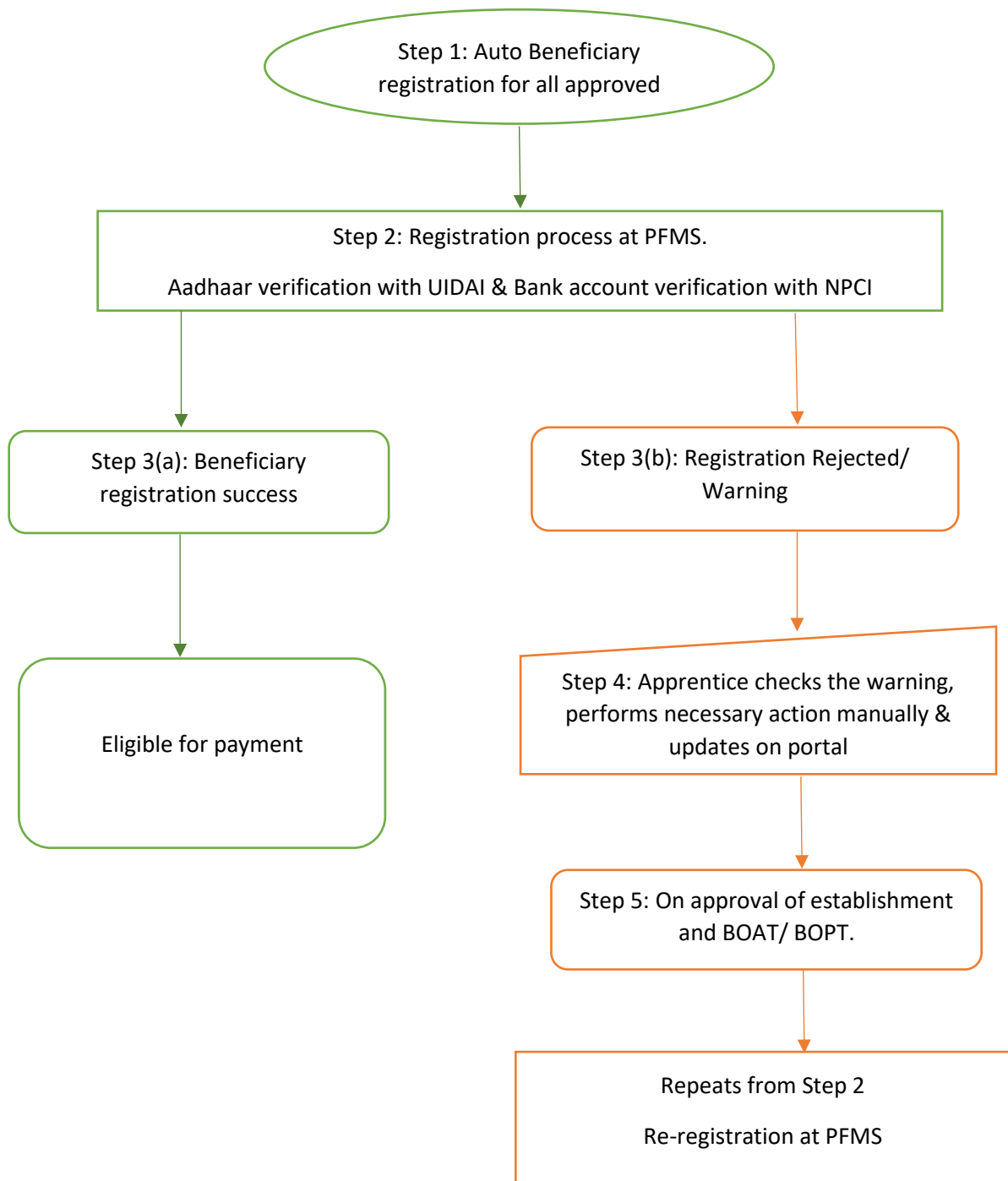
From now onwards i.e. from December 2023 stipend payment, the establishment shall pay only the establishment share of the total stipend for a particular apprentice and the government share of stipend shall be processed only through DBT process. While an establishment fills the ROP for a particular student, they shall click on the check box in the column saying "Establishment share stipend credited, release Government share DBT". By clicking on this button and submitting the ROP for an apprentice, that particular apprentices shall be sent for payment of government share through DBT.

Chapter 2: The DBT process

2.1 BENEFICIARY REGISTRATION:

For an apprentice to receive the government share of stipend through DBT, his/her profile must be successfully registered at the PFMS. (PFMS is the department which carries out the DBT process)

Beneficiary registration flow-chart



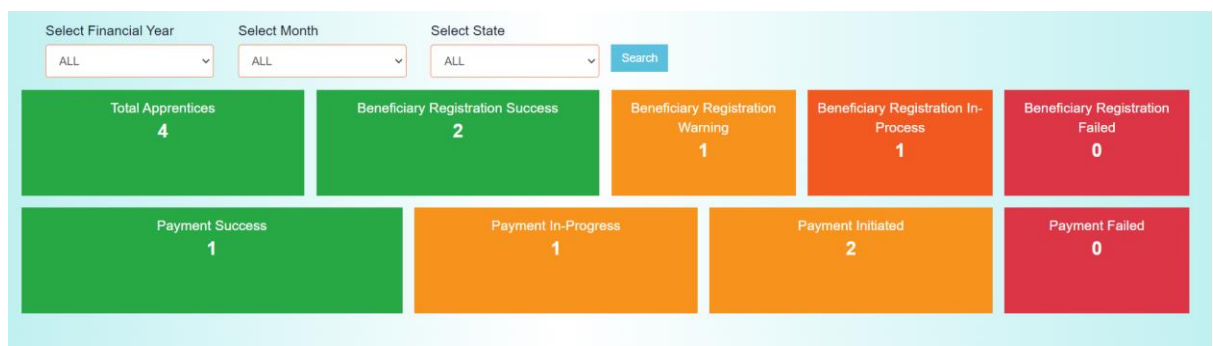
Step 1: Auto-registration of Apprentices:

Once an apprentice's contract has been approved by the BOAT, the apprentices is sent for beneficiary registration by the NATS portal automatically. *(This auto-registration system is inbuilt only for the contracts created on the NATS 2.0 portal.)*

Step 2:

The registration status of the apprentices is available at the BOAT/BOPT/Establishment login – DBT dashboard and student dashboard (below the contract status).

The BOAT/BOPT/establishments can access the DBT dashboard, to find the registration status.



(Image 1: DBT Dashboard)

Step 3(b):

From the dashboard, the user can access the list by clicking on the dashboard tiles. For example, to check the registration warning candidates, click on the "Beneficiary Registration Warning" tile, you will be re-directed to page with the list with warning.

The screenshot shows the 'Beneficiary Registration Warning' page. It includes filters for 'Year' (SELECT YEAR) and 'Months' (SELECT MONTH), along with a 'Search' button. Below the filters, there is an 'Excel' button and a 'Show 10 entries' dropdown. A table displays the list of warning candidates with columns for Sr., Student Name/ Enrollment ID, Bank Name, Bank IFSC, Account No, and Reason. A 'Show Warning' button is present in the Reason column for the first entry.

Sr.	Student Name/ Enrollment ID	Bank Name	Bank IFSC	Account No	Reason
1	GULNAZ PARVEEN ANSARI-WMIHN020201100001	STATE BANK OF INDIA	SBIN0030002	39963304788	Show Warning

Showing 1 to 1 of 1 entries

Previous 1 Next

(Image 2: Beneficiary Registration Warning – List)

In this way, the list of beneficiary registrations with warning are listed on this page, the warning can be known by clicking on the "Show Warning" button.

Step 4:

The beneficiary registration status of the apprentices is also displayed on their dashboard. The warning is displayed, so that the necessary action can be performed by the apprentice at their end and the same can be updated from their dashboard.

Contract Status

Name of Establishment	Location for Apprenticeship Training	DOJ	Stipend Rate	Status	View Certificate
C SPIRE CONSULTING SERVICES PRIVATE Ltd (STLHDP089805)	HYDERABAD - TELANGANA	01 Apr 2023	9000	Approved by Boat View Contract	Not generated yet

DBT Registration Status

Status

Warning: - UID never enabled for DBT and beneficiary has been created based on account

I assure that I have made all necessary corrections, which are required. Please re-register my profile for the DBT. [Re-Register](#)

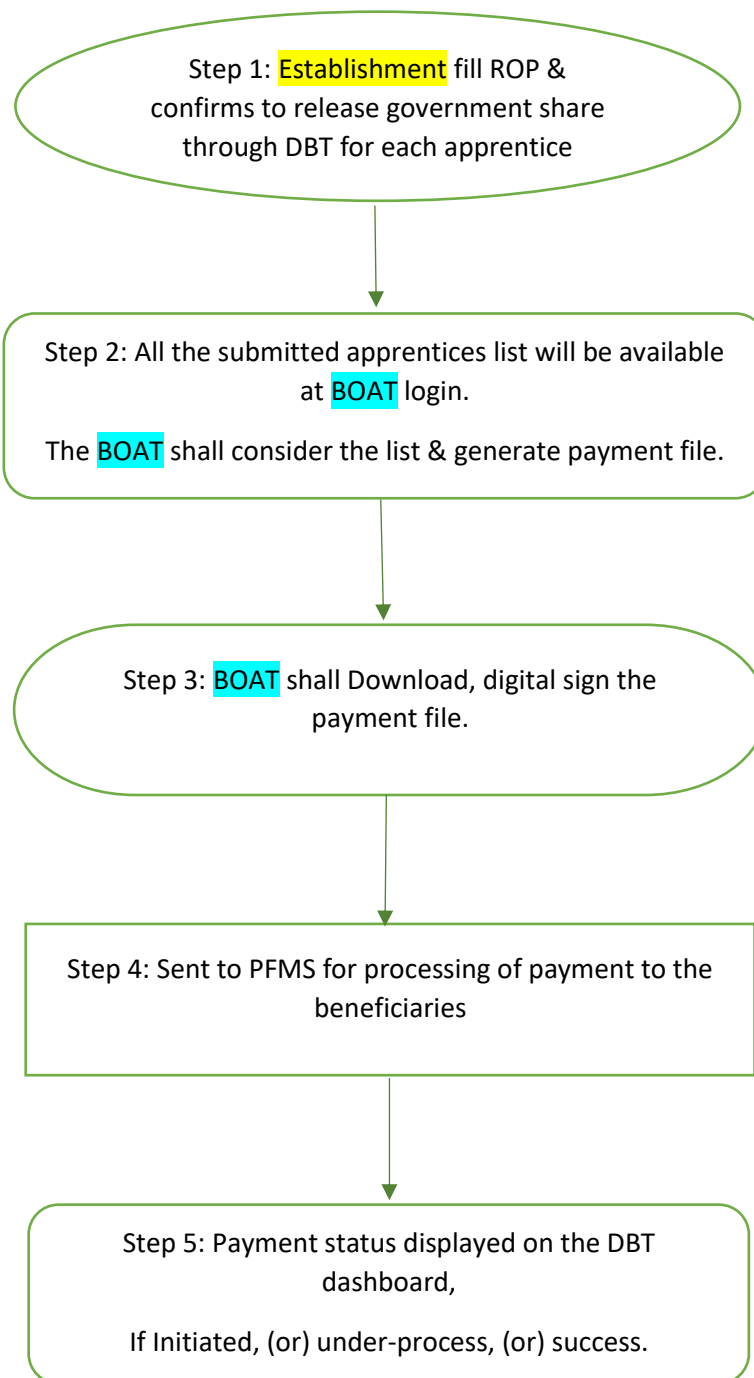
Step 5:

Once the apprentice's updates that they have done the necessary action, the request comes to the establishment for forwarding to the BOAT to initiate beneficiary re-registration.

This is the standard beneficiary registration process to be followed as per PFMS rules.

2.2 PAYMENT PROCESS:

Payment initiation through DBT flow-chart



The establishments fill the ROP after the payment of stipend to the apprentice, where they fill the total working days based on which the total stipend amount is calculated.

Step 1: Establishment fills ROP –

At this step of filling ROP, the beneficiary registration status of the apprentice will be displayed and for all the successfully registered apprentices, “a check box” is provided under the column name “Release Government share”. The establishment

needs to click on this check box, to send this apprentice for processing the DBT payment.

Step 2: BOAT approval & generating payment file –

A list with all such apprentice whose ROP is submitted by clicking this check-box, is displayed at the respective regional BOAT/BOPT for their approval. The BOAT/BOPT shall click on “Approve and generate payment file”.

Step 3: Digitally signing the payment file –

On clicking on the “Approve and generate payment file”, the BOAT/ BOPT will be redirected to the page where they can

- i. Download the payment file and,
- ii. Digital sign the payment file on the downloaded computer,
- iii. Upload it on the portal.

Step 4: Payment processing by PFMS department –

The digitally signed payment file is received by the PFMS team, and the payment process is initiated.

Step 5: Payment status reflected at DBT dashboard –

As and when the payment response is received from the PFMS department, the status of payment is reflected on the dashboard tiles. And the list can be accessed by clicking the payment tiles.

2.3 Accessing beneficiary list from DBT dashboard:

Beneficiary registration list - The successfully registered beneficiary list is available from the "Beneficiary registration success" tile on the dashboard.

Similarly, the warning list and rejected list can be accessed by clicking the respective tiles.

2.4 Accessing payment list from DBT dashboard:

Payment success list - The successfully paid list is available from the "payment success" tile on the dashboard.

Similarly, the payment-initiated list and payment-in-progress list can be accessed by clicking the respective tiles from the dashboard

