



व्यावहारिक प्रशिक्षण बोर्ड (पूर्वी क्षेत्र)  
BOARD OF PRACTICAL TRAINING (EASTERN REGION)

भारत सरकार के शिक्षा मंत्रालय के उच्चतर शिक्षा विभाग के अधीन  
UNDER MINISTRY OF EDUCATION, GOVT. OF INDIA, DEPARTMENT OF HIGHER EDUCATION



सशक्त युवा, समर्थ भारत  
www.mhrdnats.gov.in

BOPT/DT/2023-24/955

Date: February 29<sup>th</sup>, 2024

To  
All Establishments of State & Central  
Govt. Departments and PSUs

Sub: Payment of Central Govt. share of stipend to the apprentices henceforth through DBT mode only for State Govt. & Central Govt. Departments and PSUs only.

All establishments having on-roll apprentices have been already informed that they are required to disburse only State/Central Govt. departments share of stipend payable to the apprentices for the month of February 2024 payment to start from 01/03/2024. The Central Govt. of share of stipend will be paid during the period from 01/03/2024 onwards to all apprentices having successful DBT registration and whose payment request is raised by establishment through NATS 2.0 portal using DBT mechanism. Since the payment of stipend to the apprentices shall be only made through DBT mode in all months to coming, establishments must ensure that their on-roll apprentice are not deprived of getting Central Govt. share of stipend on time. We solicit the help and co-operation of all establishments in this regards. Accordingly, following points are being informed to the establishments to note and do the needful before they initiate the "Manual of DBT Payment Initiation" by uploading the ROP and some more information:

1. When the establishment Log in using their credentials, they are required to follow the instructions for "Manual of DBT Payment Initiation by Establishment" (copy attached)
2. During the course of initiation of DBT payment by the establishments, the students' details will not be captured by the system for any particular month in case of previous months ROPs are not entered into the system. Therefore, the establishments must ensure that during the initiation of DBT payment for the month of February 2024 all previous month's data also is already uploaded on the portal so that when the data for the month of February 2024 is uploaded the system accept it successfully.
3. A full fledged demonstration as per the "Manual of DBT Payment Initiation by Establishment" (copy attached) by BOPT will be given under the link <https://meet.google.com/ebz-znup-jzy> on 1st, 4<sup>th</sup> and 5<sup>th</sup> March 2024 between 11:30 AM to 12:30 PM for all establishments who needs help to understand and clarify their doubts on the matter.

We solicit help and cooperation from all the State & Central Govt. establishments in this endeavour.

Director



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# Manual of DBT PAYMENT INITIATION BY ESTABLISHMENT

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## 1. Pre-requisites for payment initiation:

For any candidate to receive stipend amount through DBT, it is necessary for the apprentice's beneficiary registration to be successful with respect to the PFMS department.

For apprentices whose registration is having a registration warning or rejection status from PFMS. The payment cannot be initiated for such candidates. The apprentices have to follow the guidelines mentioned in the "A guide to successful beneficiary registration" document provided at the footer of the NATS Portal home page, URL is provided below for your reference

URL:

[https://nats.education.gov.in/assets/manual/Guide\\_to\\_successful\\_DBT\\_beneficiary\\_registration.pdf](https://nats.education.gov.in/assets/manual/Guide_to_successful_DBT_beneficiary_registration.pdf)

In case the apprentice registration status is in warning state with some remarks from PFMS. The establishment is requested to refer to the above document and guide the apprentice to do the needful as per above document.

## 2. How to access this page:

After logging into Industry login → From Navigation bar → Hover on “DBT” Tab → Click on “Initiate Payment”.

URL: [https://nats.education.gov.in/industry\\_module/dbt-payment-request.php](https://nats.education.gov.in/industry_module/dbt-payment-request.php)

## 3. How to initiate a DBT payment request:

After accessing the DBT payment initiation page following the above flow. The establishment will find the following facilities:

### 3.1 View list of all payment eligible apprentices:

All the active contracts list from the establishment, whose beneficiary registration is successful and eligible for payment is listed in this page. (Screenshot attached below)

Establishment Name	Apprentice Name	Enrollment ID	Contract ID	Education	Beneficiary ID	Aadhaar Number	Bank	ACC NO	IFSC	Action
2IL	SATDIVE MANSI RAYBHAN									Initiate payment
2IL	ARUJILLA MIHIRKANTH									Initiate payment
2IL	KODUR HIMABINDU									Initiate payment
2IL	BANOTHU CHANDRAWATHI									Initiate payment

### 3.2 Filling the stipend details:

Step 1: Verify Student details.

Step 2: Click on “Initiate Payment” button against any apprentice.

The following pop-up will show, fill the 5-field stipend form – Select Year & month, total paid days, government share (DBT amount), Company share. And Click on “Submit”.

On submitting, this particular apprentice request will be at BOAT/ BOPT login for approval and initiating payment.

Initiate payment ✕

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Apprentice Name

SATDIVE MANSI RAYBHAN

Year \* Month \*

2024 February, 2024

Paid Days \* Government Share \*

Company Share \* Stipend Amount \*

[SUBMIT](#)

### 3.3 Viewing DBT initiated list:

All the requested list of apprentice's details can be viewed by clicking on the "DBT initiated Payment List" which is available on top-right corner of the DBT payment eligible list.

DBT Payment Eligible Students [DBT Initiated Payment List](#)

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SEARCH BY STUDENT ENROLLMENT ID [Search](#) [Reset](#)

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[Export Data](#)

The list with all the DBT requests initiated, like the stipend details and status of approval/ Rejection from BOAT can be viewed from the page in such a manner.

DBT Payment Request List [DBT Initiate Payment List](#)

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2024 FEBRUARY [Search](#) [Reset](#)

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Apprentice Name	Enrollment ID	Contract ID	Education	Beneficiary ID	Bank	ACC NO	IFSC	Year	Month	Total Working Days	Total Stipend	Government Share	Establishment share	Requested On	Status	BOAT/ BOPT latest acted on	Action
SATDIVE MANSI RAYBHAN															Pending at BOAT side -	Yet to act	

Showing 1 to 1 of 1 entries

1

Like you can see the status column, 3<sup>rd</sup> column from the last. This is the status of DBT request. Once your request is initiated, it is sent to the respective regional BOAT/ BOPT login for approval/ rejection.

### 3.4 Status of DBT requests:

The different status which might show-up are,

Case 1: Request Accepted, Payment initiated:

If in case a DBT request is accepted by regional BOAT/ BOPT, the status will show *“Approved by BOAT/BOPT”* and date of approval in the *“BOAT/BOPT latest acted on”*. Then the BOAT/ BOPT will initiate payment for all the accepted requests. Which converts the status as *“Approved by BOAT/BOPT, Payment initiated”*.

Screenshot of *“Approved by BOAT/BOPT”*

Apprentice Name	Enrollment ID	Contract ID	Education	Beneficiary ID	Bank	ACC NO	IFSC	Year	Month	Total Working Days	Total Stipend	Government Share	Establishment share	Requested On	Status	BOAT/ BOPT latest acted on	Action
SATDIVE MANSI RAYBHAN	WMHG729220900134	STLGC22729000020	GRADUATE	DMHAU01191437	UNION BANK OF INDIA	493802120001258	UBIN0549380	2024	2	28.00	5200.00	2600.00	2600.00	27-02-2024	Approved by BOAT -	27-02-2024	

For cases where the payment has been initiated, the payment status will be reflecting at the DBT Dashboard → Payment tiles.

Case 2: Request Rejected:

If in case a DBT request is rejected by regional BOAT/ BOPT, the status will show *“Rejected by BOAT”* and the remarks for rejection will be available just beside the status. (Refer to screenshot below)

Contract ID	Education	Beneficiary ID	Bank	ACC NO	IFSC	Year	Month	Total Working Days	Total Stipend	Government Share	Establishment share	Requested On	Status	BOAT/ BOPT latest acted on	Action
0900134													Rejected by BOAT - please correct the stipend amount	Yet to act	Re-initiate payment

The establishment can make necessary changes as per the remarks, by clicking in the button *“Re-initiate payment”*. A similar pop-up to that of initiate payment will show up, where you can re-initiate payment for.

Initiate payment



Apprentice Name

SATDIVE MANSI RAYBHAN

Year \*

2024



Month \*

February, 2024



Paid Days \*

Government Share \*

Company Share \*

Stipend Amount \*

SUBMIT