BOPT/DT/2023-24/955

Date: February 29th, 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, 4th and 5th 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

Download Mobile App

Manual of DBT PAYMENT INITIATION BY ESTABLISHMENT

Contents

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

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

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)

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.

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.

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.

Like you can see the status column, 3rd 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"*

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)

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