

National Apprenticeship Promotion Scheme (NAPS): Reimbursement of stipend claim

There are two ways for making payment to Apprentices – directly through Apprenticeship portal or when the stipend has been paid by the establishment through their internal payment process.

This SOP applies to the disbursement processed by National Skill Development Corporation (NSDC) under NAPS Scheme where the stipend has been paid by the establishment through their internal payment process.

Post payout of apprenticeship stipend, the establishment will submit the claim form on quarterly basis, through their login into the Apprenticeship Portal.

Before the establishment submits any claims, they need to ensure that the following details mentioned in the profile section for themselves in Apprenticeship Portal are correct (to avoid any processing delays):

- ❖ Bank Account information in which the reimbursement needs to be processed by NSDC.
- ❖ PAN Number (Permanent Account Number issued by Income Tax department)

While submitting the claim, the following mandatory documents need to be uploaded with the claim form on the Apprenticeship Portal:

- Self-declaration on the Establishment Letterhead duly signed by the authorized signatories (*a format of same is available in Apprenticeship Portal under the important advisory notification*). However, for all claims prior to Dec'18 period wherein Establishment is not able to provide the bank reference / UTR number, a declaration needs to be provided on Notarized Stamp Paper of not less than of Rs. 300/- (*sample format available on Apprenticeship Portal under important advisory notification*).
- Annexures of the declaration to be uploaded in .xls / .xlsx format for further sampling purpose by NSDC.

Claim Processing post submission of Documents

1. Establishment will submit disbursement claim on the Apprenticeship Portal alongwith the required information and mandatory supporting documents.



2. SSC will verify the claim made by the establishment and send it to NSDC for further processing

In case SSC perceived that claim submitted by the establishment are not adequate/complete, then same will be returned to Establishment.



3. Post verification of claims by SSC, based on Sampling methodology, NSDC will verify the claim. For the purpose of the verification, NSDC may ask further details and / or payment proofs in support of such verification. In a normal scenario, the Sampling size may be restricted to the extent of 5% of such approved claim.



4. Following are the proof's to be considered as valid proof of payment made by establishment, which need to be provided for selected sample apprentices:
 - Bank Certificate certified by the bank through which payment has been processed/made by the establishment. Certificate should contain name, Unique ID, Bank Account Number, Amount, etc.

OR

- Copy of candidate bank account statement showing the credit of respective amount along with establishment bank statement

In case NSDC observes that the documents submitted by the establishment are not adequate/complete, then same will be returned to the Establishment for re-submission.

Finance Payout Process

NSDC Team will check and verify, if found satisfactory, will process the payout through Public Financial Management System (PFMS) and make payment to establishment through bank transfer. Finance processing steps include: -

- ❖ Registration of establishment in PFMS portal with KYC
- ❖ Validation of establishment bank account through online mode by PFMS
- ❖ Releasing of payments through PFMS

