Employment through Skills Training & Placement [EST&P]

National Urban Livelihoods Mission (NULM)



MOHUPA INFORMATICS DIVISION

NATIONAL INFORMATICS CENTRE

Room Number 123 'G'-Wing, NBO Building

Nirman Bhawan-110 011

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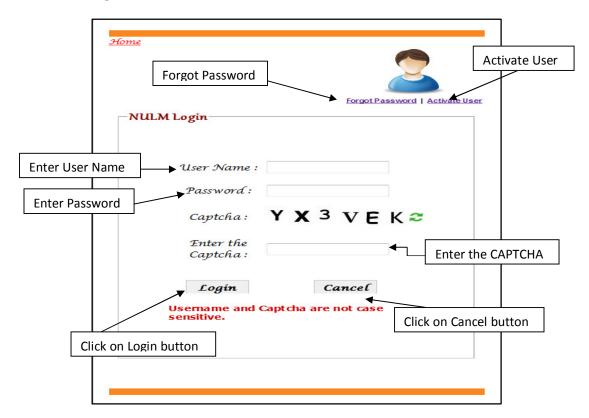
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EST&P

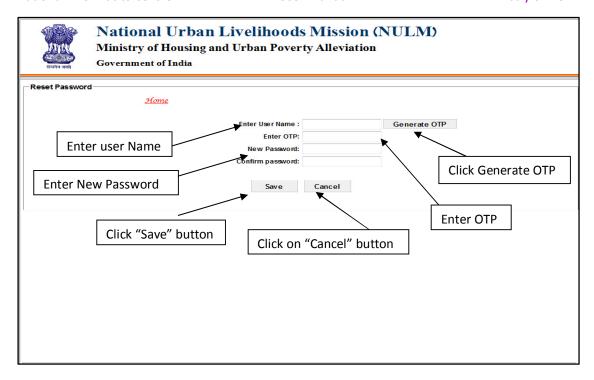
Common login screen for all credentials (NMMU, SMMU, CMMU, TI, TC, CA)



After entering the "User name", "Password" and "Enter the CAPTCHA" which was shown just above then press the "Login" button to login. If all the user credentials are ok then home screen appears otherwise you will get the error message.

If user forgot the login password, and he wants to get the password then click on "Forgot Password" button. If user clicks on forgot password button then this screen will appear.

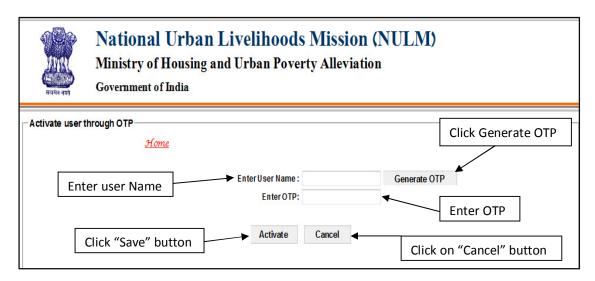
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User first enter the "User Name" and clicks on "Generate OTP" button, then OTP comes in to the Users registered mobile no. which was saved in Update Profile menu. After entering the OTP user enters the "New Password" and then same password enters on "Confirm Password" then click in "Save" button then password will be updated, and if user wants to cancel the process the click on "Cancel" button.

If user wants to activate the user then press the "Activate User" button, after pressing this button then this screen appears.



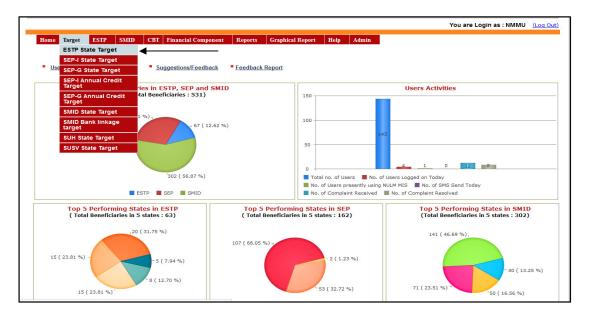
If user wants to Activate user then first enter the "User Name" then press the "Generate OTP" button, then OTP comes in to the Users registered mobile no. which was saved in Update

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Profile menu. After entering all the details press the "Activate" button then user will be activated.

NMMU USER

After successful login this screen appears.



Target to the states on ESTP component can be fixed by selecting "ESTP State Target". If you select this option then this screen appears.



After entering the targets for the current financial year for all the states, press "Save" button to save the target.

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If you click "ESTP" in the main menu then this menu appears.

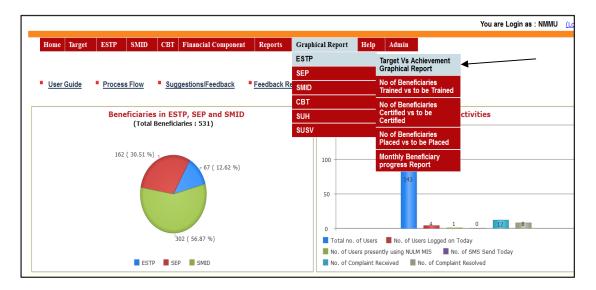
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NMMU can also add new trades, Course, curriculum for the courses entered by NMMU. NMMU can empanel the Institutes and certifying agencies for conducting training programs and for the certification.

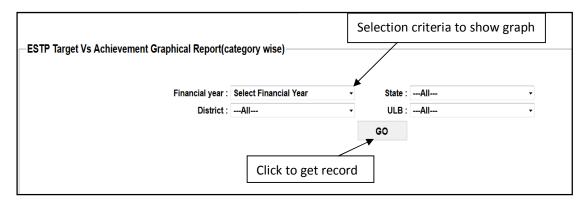
Above said all features are explained thoroughly and clearly under SMMU login.

If you click "Graphical Report" in the main menu then this menu appears.

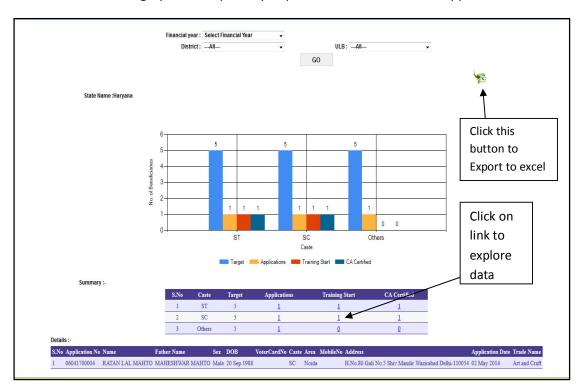


Target Vs. Achievement Graphical Report: This reports show the graphical analysis on the targets of application and achievement of the financial year. If you select this option then this screen appears.

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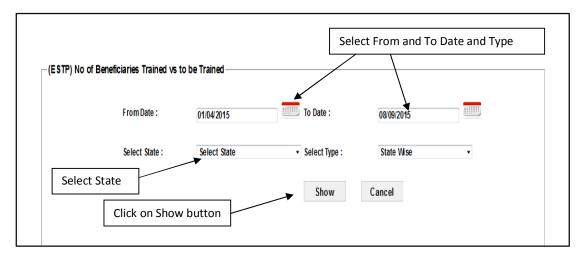


Select the financial year and then select the State, District and ULB and then press the Go button to fetch the graphical output. If you press Go then this screen appears.

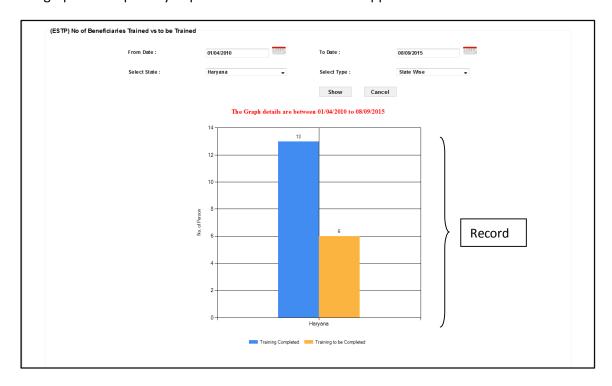


No. of Beneficiaries Trained vs. to be Trained Report: This reports show the comparative analysis on the no of beneficiaries to be trained on the particular period as well as the no. of beneficiaries already trained. If you select this option then this screen appears.

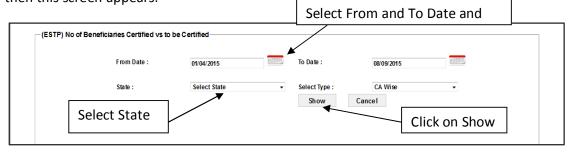
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Select From date, to date, select State and Type and then press the Show button to fetch the graphical output. If you press Show then this screen appears.

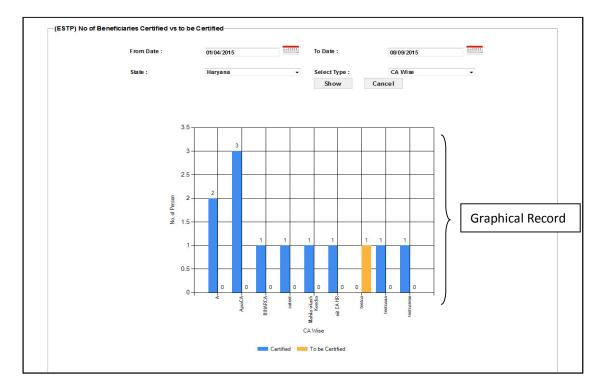


No. of beneficiaries certified vs. to be certified: This reports show the comparative analysis on the no of beneficiaries to be certified on the particular period. If you select this option then this screen appears.

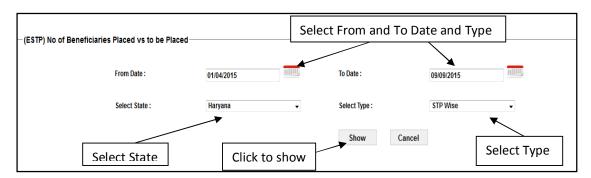


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Select From date, to date, select state and Type and then press the Show button to fetch the graphical output. If you press Show then this screen appears.

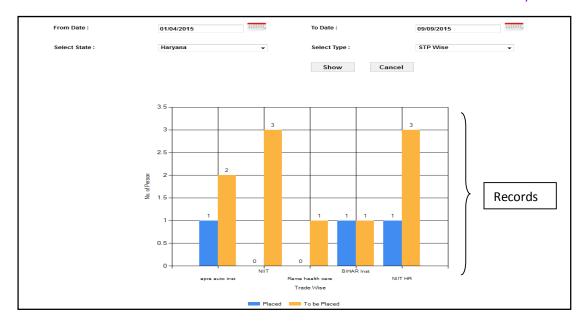


No. of beneficiaries placed vs. to be placed: This reports show the comparative analysis on the no of beneficiaries to be placed on the particular period. If you select this option then this screen appears.

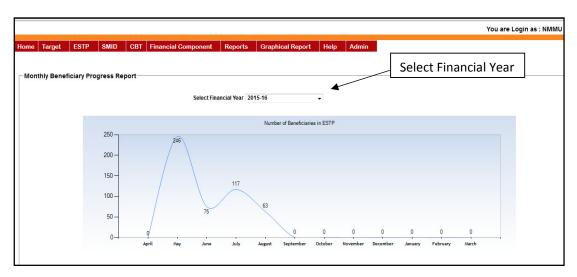


Select From date, To date, select State and Type and then press the **"Show"** button to fetch the graphical output. If you press Show then this screen appears.

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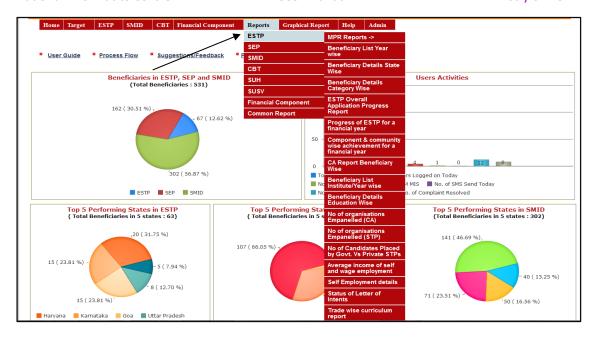


Monthly Beneficiary Progress Report: It shows the progress of the ESTP Scheme in month wise for a particular financial year. If you select this option then this screen appears.



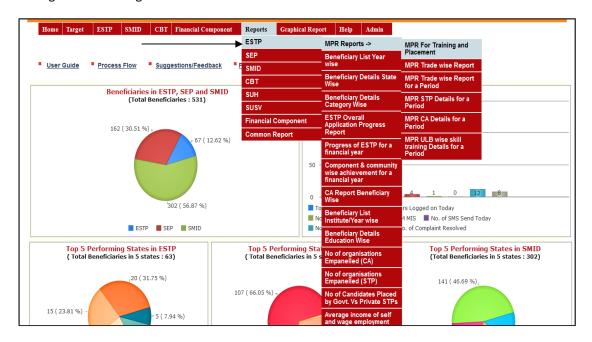
If you click "Report" in the main menu then this menu appears.

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MPR Reports: ALL MPR reports can be generated from the MIS by using this option.

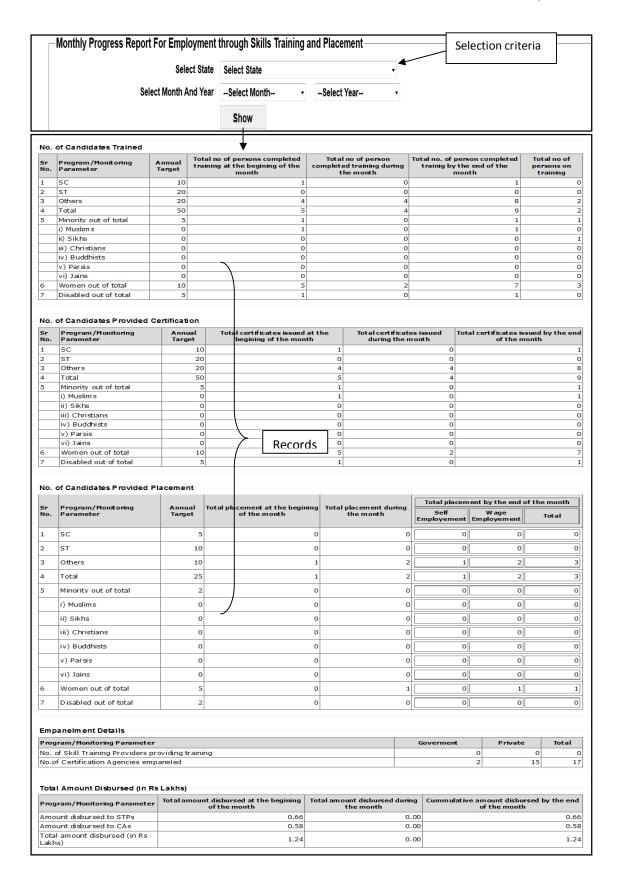
MPR for Training and Placement: It shows the Monthly progress report on Employment through Skills Training and Placement.



If press the "MPR Training and Placement" then this screen appears.

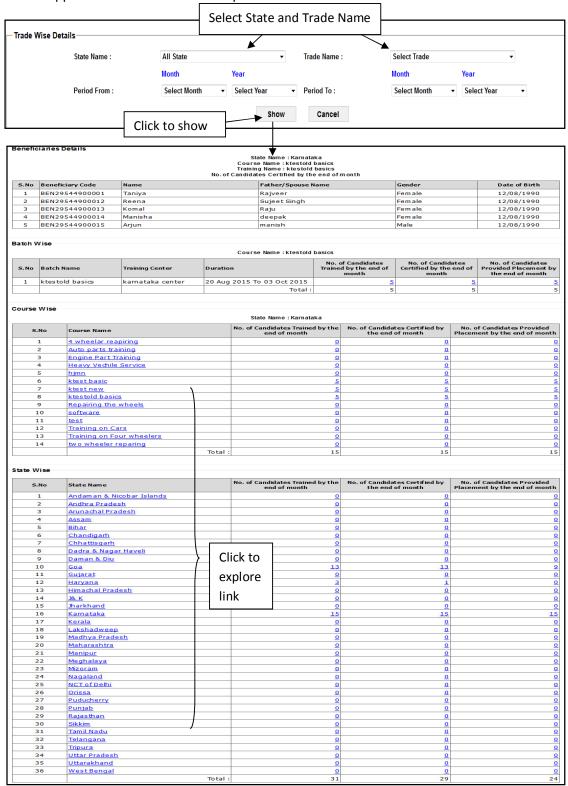
It shows the no. beneficiaries trained in a month, no of beneficiaries received Certificates, no of candidates placed in employment and no of candidates self-employed etc. If you select this option then this screen appears.

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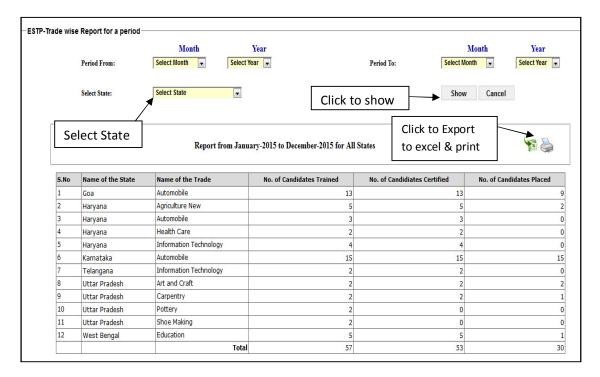


MPR Trade wise Report: It shows the trade wise MIS data. If you select this option then this screen appears. This is a drill down report.

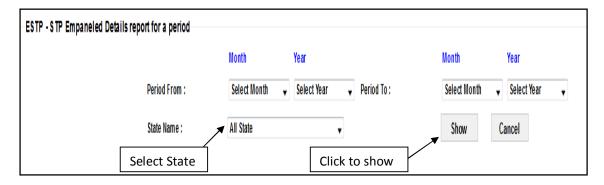




MPR Trade wise Report for a Period: It shows the MPR trade wise report for a particular period. If you select this option then this screen appears.



MPR STP Details for a Period: It shows the Skill training provider's details. If you select this option then this screen appears.



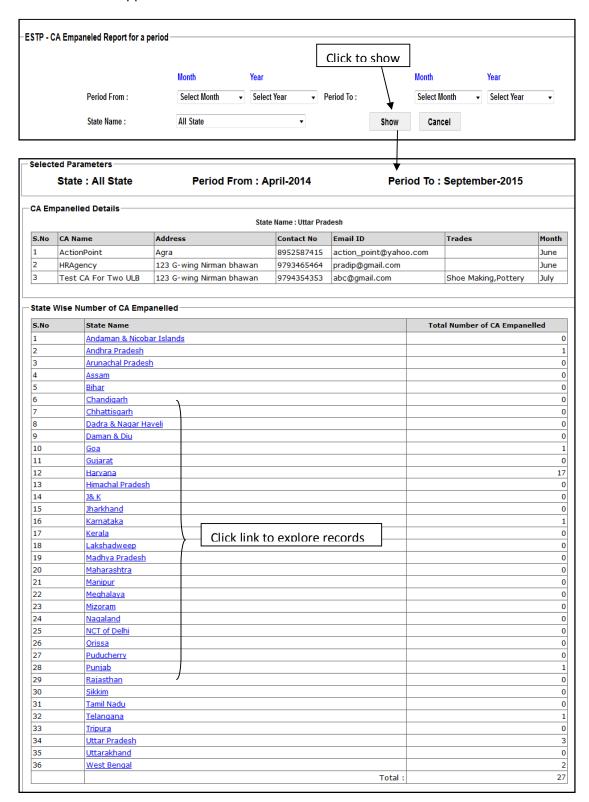
Select From Period and to period. Also Select the State name and press the "**Show**" button to fetch the record.

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	Pradesh							
S.No	Skill Training Providers	Address	Contact No	EmailID	Trades		Empanelment valid upto	Empanele Month
1	ABC Arts	Agra	9587415258	aloksinha@gmail.com	Art and Craft		17/06/2016	Jun-2015
2	CDAC INS	123 G-wing Nirman bhawan	9978931268		Art and Craft		08/08/2015	Jul-2015
3	HRTC Institute	123 G-wing Nirman bhawan	9879645645	abc@gmail.com	Carpentry		08/08/2015	Jun-2015
4	nmmuinst	hbknk	9787676666	jhg@ygok.co.in	Finance and Accounts, Textile, Technical, Automobile, Beautidan, Logi Making, Mechanical, Testt, Car Painting, Stock trades, bu Decor, Nursing, Potloi Making, Tourist guide, test today		08/08/2015	Jul-2015
5	test NIIT	123 G-wing Nirman bhawan	9876324234	abc@gmail.com	Shoe Making,Pottery		25/07/2015	Jul-2015
State	wise num	ber of ES	TP-STP Emp	aneled				
S.No		State Na	me			Total Number of	STP Empanele	ed
1		Andama	n & Nicobar I	<u>slands</u>				
2		Andhra	<u>Pradesh</u>					
3		Arunach	nal Pradesh					
4		<u>Assam</u>						
5		<u>Bihar</u>						
6		Chandio	<u>arh</u>					
7		Chhatti	<u>sgarh</u>					
8		Dadra 8	Nagar Havel	<u>i</u>				
9		Daman	<u>& Diu</u>					
10		<u>Goa</u>						
11		Gujarat						
12		Haryana	1					1
13		<u>Himacha</u>	al Pradesh					
14		<u>J& K</u>						
15		<u>Jharkha</u>	<u>nd</u>					
16		Karnata	<u>ika</u>					
17		<u>Kerala</u>						
18		Laksha	dweep	Clic	k link to explore records			
19		Madhya	Pradesh					
20		Mahara	<u>shtra</u>					
21		Manipur	-					
22		Meghala	•					
23		Mizoran						
24		Nagalar						
25		NCT of I	<u>Delhi</u>					
26		Orissa						
27		Puduch	erry					
28		Punjab						
29		Rajasth	<u>an</u>	•				
30		Sikkim						
31		Tamil Na						
32		Telanga _ ·	<u>ina</u>					
33		Tripura						
34		Uttar Pr						
35		Uttarak						
36		West Be	<u>engai</u>					

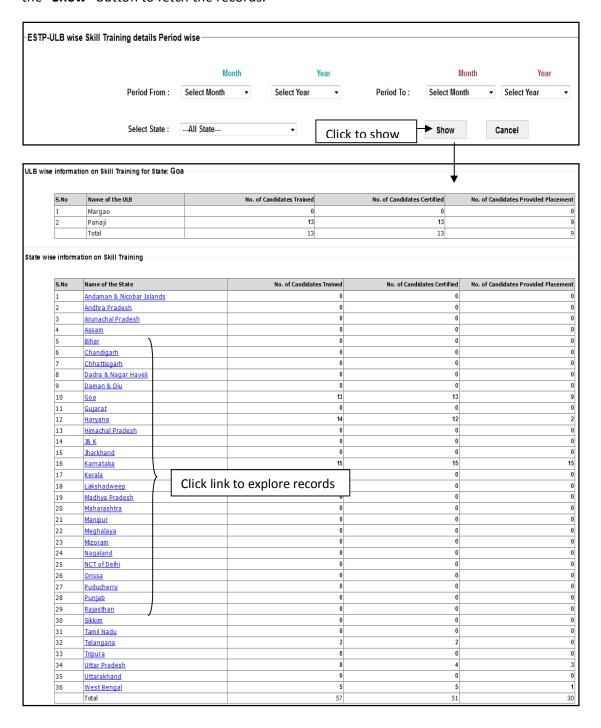


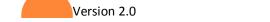
MPR CA Details for a Period: It shows the CA Empaneled details. If you select this option then this screen appears.



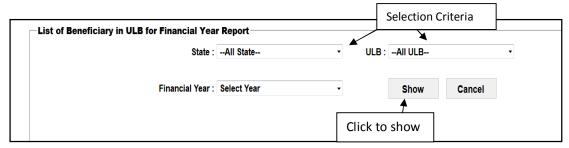


MPR ULB Wise Skill Training Details for a Period: It shows the ULB wise data. If you select this option then this screen appears. Select Period and also select the state name and press the "**Show**" button to fetch the records.

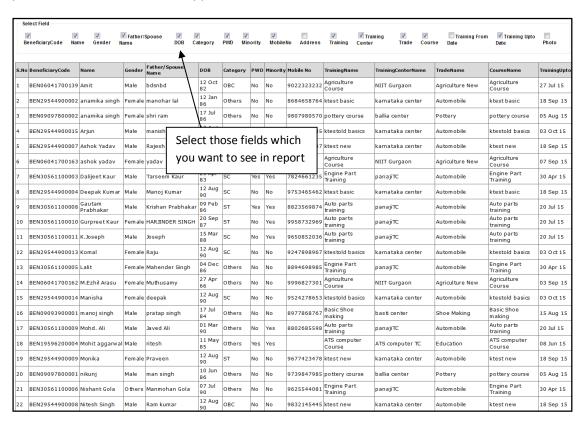




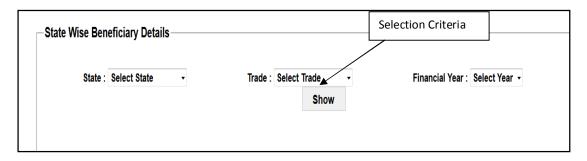
Beneficiary List Year Wise: It shows the LIst of beneficiary whose training has been closed. If you select this option then this screen appears.



Select State, ULB, Financial Year and then press the Show button to fetch the report. If you press Show then this screen appears.

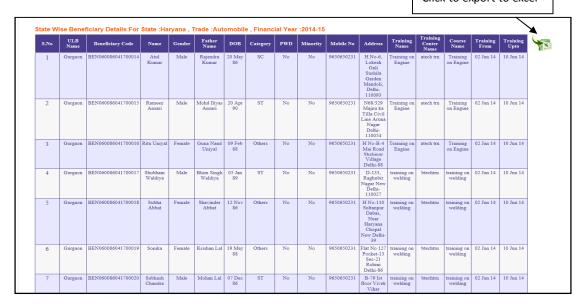


Beneficiary Details State Wise: It shows the trade wise beneficiaries in a particular state for a particular financial year. If you select this option then this screen appears.



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Select State, Trade, Financial Year and then press the Show button to fetch the report. If you press Show then this screen appears.



Beneficiary Details Category Wise: It shows the category wise beneficiaries trained in a particular period. If you select this option then this screen appears.





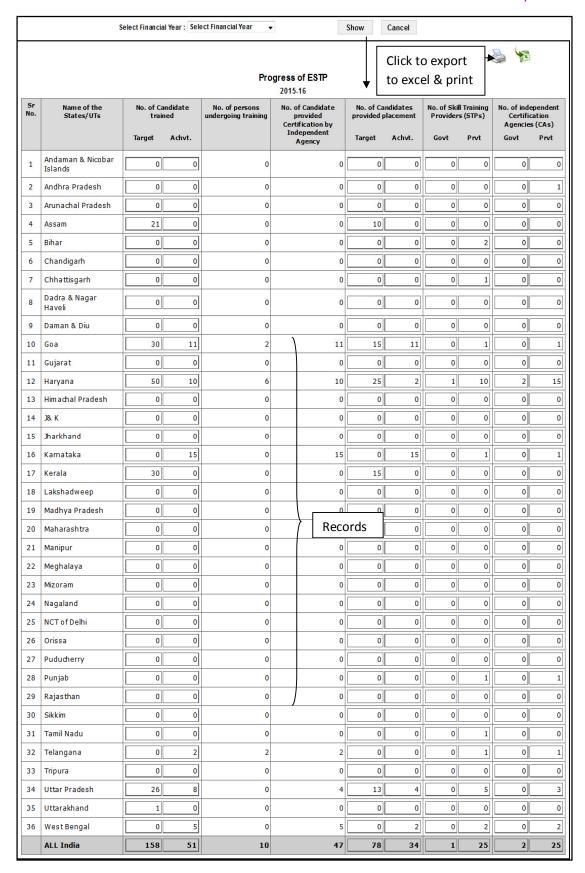
Overall Application Progress Report: It shows the overall progress of ESTP as on current date. If you select this option then this screen appears.

C N-	C1-1- N	N6	Nf	N6	N6	N 6	Nf	N6	N6	uf	N6	N6	N6
S.No	State Name	No. of application received	No. of application forwarded to TC	No. of application pending with ULB	No. of application return by TC to ULB	No. of application forwarded to CA	No. of application with TC	No. of candidate passed by CA	No. of candidate failed by CA	No. of application pending with CA	No. of candidate placed by TC	No. of candidate self employed	No. of e candidate unemployed d to be placed/self
	{A}	{B}	{C}	$\{D = B - C\}$	{E}	{F}	{G}	{H}	{I}	{J=F-(H+I)}	{K}	{L}	{M=H-(K+L)}
1	Andaman & Nicobar Islands	0	0	0	0	C	0) (() () () (0
2	Andhra Pradesh	0	0	0	0	0	0) (() () () (0
3	Arunachal Pradesh	0	0	0	0	0	0) (() () () (0
4	Assam	0	0	0	0	0	0) (() () () (0
5	Bihar	0	0	0	0	C	0) (() () () (0
6	Chandigarh	0	0	0	0	0	0) (() () () (0
7	Chhattisgarh	0	0	0	0	C	0) (() () () (0
8	Dadra & Nagar Haveli	0	0	0	0	0	0) (() () () (0
9	Daman & Diu	0	0	0	0	C	0) (() () () (0
10	Goa	16	16	0	1	13	2	2 13	() (9) 4	1 0
11	Gujarat	0	0	0	0	0	0) (() () () (0
12	Haryana	43	30	13	1	15	4	1 15	() (2	1	1 12
13	Himachal Pradesh	0	0	0	0	0	0) (() () () (0
14	J& K	0	0	0	0	C	0) (() () () (0
15	Jharkhand	0	0	0	0	0	0) (() () () (0 0
16	Karnataka	16	15	1	0	15	0	15	() (15	5 (0
17	Kerala	0	0	0	0	0	0) (() () () (0
18	Lakshadweep	0	0	0	0	C	0) (() () () (0
19	Madhya Pradesh	0	0			٦ ،	0) (() () () (0
20	Maharashtra	0	0	Re	cords	0	0) (() () () (0
21	Manipur	0	0	0	0	0	0) (() () () (0
22	Meghalaya	0	0	0	0	C	0) (() () () (0
23	Mizoram	0	0	0	0	C	0) (() () () (0
24	Nagaland	0	0	0	0	C	0) (() () () (0
25	NCT of Delhi	0	0	0	0	C	0) (() () () (0
26	Orissa	0	0	0	0	0	0) (() () () (0
27	Puducherry	0	0	0	0	0	0) (() () () (0
28	Punjab	0	0	0	0	0	0	0	() () () (0
29	Rajasthan	0	0	0	0	C	0) (() () () (0
30	Sikkim	0	0	0	0	C	0) (() () () (0
31	Tamil Nadu	0	0) 0	0	C	0) (() () () (0
32	Telangana	4	4	0	0	2) 2	. () () () (2
33	Tripura	0	0	0	0	0	0) (() () () (0
34	Uttar Pradesh	8	8	0	0	8	0) 4	. () 4	. 3	3 :	1 0
35	Uttarakhand	0	0	0	0	0	0) (() () () () (
36	W est Bengal	6	5	1	0	5	0) 5	() () :		
	Total	93		15				5 54) 4)	

Progress of ESTP for a financial year: If shows state wise progress of ESTP on the basis of selected financial year. If you select this option then this screen appears.

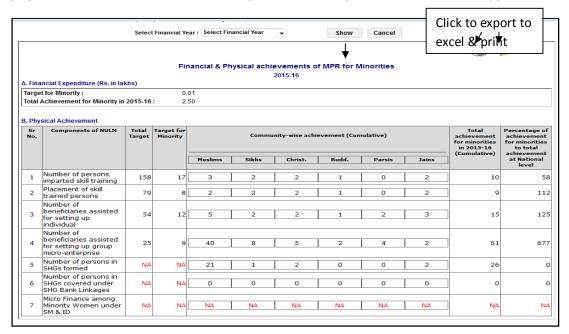


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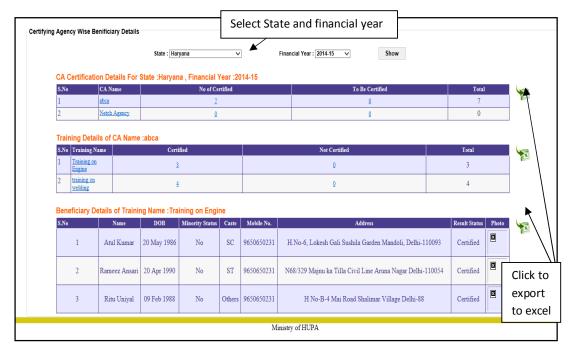


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Component & Community wise achievement for a financial year: If shows financial and physical achievement on Minorities. If you select this option then this screen appears.

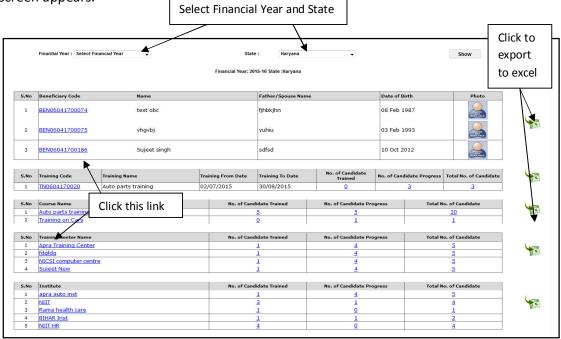


CA Report Beneficiary Wise: If shows CA wise beneficiaries list for the particular financial year. If you select this option then this screen appears.

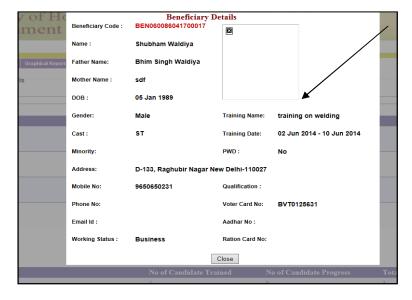


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Beneficiary List Institute Wise/Year Wise: It shows the Institute wise list of beneficiaries trained in the training programme in a financial year. If you select this option then this screen appears.

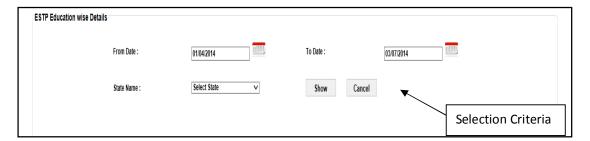


If you click Beneficiary code link then fetch the details of beneficiary and the screen will be appears as given below:



Beneficiary Details Education wise: It shows the Education wise beneficiaries trained in a particular period. If you select this option then this screen appears.



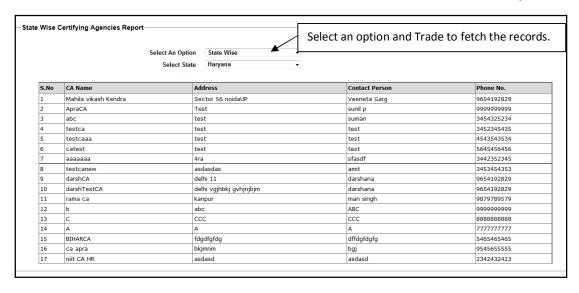


Select From date, to date and State and then press the Show button to fetch the report. If you press Show then this screen appears.

wise	Education Details								Click	to expo	rt to excel	
			III Rw	ise Reneficiari	State: Haryana es between 01/04/201	5 and 0	19/09/2015				\ 7	
S.No	ULB Name	Total Beneficiaries	Illiterate	5th	8th		10th	12th	Diploma	Graduate	Post Graduate	
1	Ambala	Q	Q	Q	Q		Q	Q	Q	Q	þ	
2	Bahadurgarh	Q	Q	Q	Q		Q	Q	Q	Q	d	
3	Bhiwani	Q	Q	Q	Q		0	0	Q	Q	Ω	
4	Faridabad	Q	Q	Q	Q		Q	Q	Q	Q	Q	
5	Fatehabad	Q	Q	Q	Q		Q	Q	Q	Q	Q	
6	Gurgaon	<u>16</u>	Q	1	Q		2	2	2	4	5	
7	Hisar	Q	Q	Q	Q		Q	Q	Q	Ω	Q	
8	Jagadhri	Q	Q	Q	Q		Q	Q	<u>0</u>	Q	Q	
9	Jhajjar	Q	Q	Q	Q		Q	Q	Q	Q	Q	
10	Jind	Ω	Q	Q	Q		Q	Q	Q	Q	Q	
11	Kaithal	Q	Q	Q	Q		0	Q	Q	Q	Q	
12	Karnal	Q	Q	Q	Q		Q	Q	Q	Q	Q	
13	Narnaul	Q	Q	Q	Q		Q	Q	Q	Q	<u>0</u>	
14	Nuh	<u>Q</u> \	Q	Q	Q		Q	Q	Q	Q	Q	
15	Palwal	Q	Q	Q	Q		Q	Q	Q	Q	<u>0</u>	
16	Panchkula	Q	Q	Q	Q		Q	Q	Q	Q	Q	
17	Panipat	Q	Q	Q	Q		Q	Q	Q	Q	Q	
18	Rewari	Ω	Q	Q	Q		Q	Q	Q	Q	Q	
19	Rohtak	Q	Q	Q	Q		Q	Q	Q	Q	Q	
20	Sirsa	Q	Q	Q	Q		Q	Q	Q	Q	Q	
21	Sonipat	Q	Q	Q	Q		Q	Q	Q	Q	Q	
22	Thanesar	Q	Q	0	Q		0	Q	Q	Q	0	
ucation	wise Beneficiary Detail	is	Click t	o expl	ore							
No Appl	ication No.	Name	DOB		Father/Spouse Na	ame	Caste	Gender	Mobile I	No Voter 1	īd	
0604	1700005	sanjeevs	08/05	/1981	kumars		sc	Female	234542	3529 23452	234523452345423549	
0604	1700006	saRama Gupta	08/05	/1982	efrasfasfewr		Others	Male				
0604	1700009	pradeep kumar	10/10	/1982	suresh		SCOthers	Female				
0604	1700010	sobha	10/10	/1982	bhupendra		SCOthers	Female				
0604	1700017	test obc	08/02	/1987	fjhbkjhn		OBC	Male	898089	0999 fgtrdfu	ijh768798	
0604	1700018	yhgvbj	03/02	/1993	yuhiu		OBC	Female	980890	8908 iouh78	978	
0604	1700019 F	Rama Gupta	03/07	/1988	Manoj Gupta		Others	Female				
0604	1700023	Ram	01/03	/1988	Shyam		Others	Female				
0604	06041700024 Sujeet		06/05	/1987	gdgd		Others	Male	988888	8888 466ght	466ghfhf	
0604	1700029	Amit	12/10	/1982	bdsnbd		OBC	Male	902232	3232 23423	4	
0604	1700032 F	Pooja Kumari	20/01	/1988	Murari Singh		Others	Female				
1	1700033 r	rajesh	20/11	/1988	ram prakash		OBC	Male	879898	8089 dfg567	189	
0604					Muthusamy		Others	Female	999682	7301 65765	78578587576	
	1700042	M.EZIIII AI aSu										
0604		ashok yadav	03/02	/1992	yadav		Others	Female				
0604 0604	1700043				yadav Singh		Others Others	Female Female				

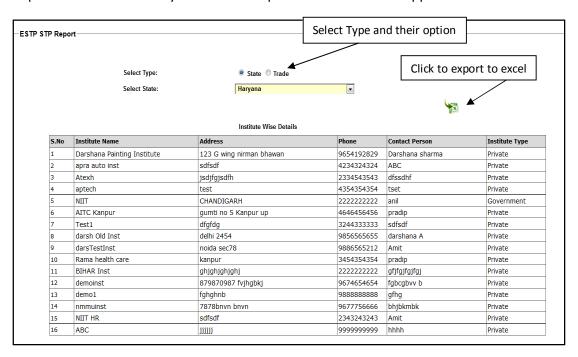
No. of Organizations Empanelled (Certifying Agencies): It shows the Certifying Agencies which are empaneled with NULM. If you select this option then this screen appears.

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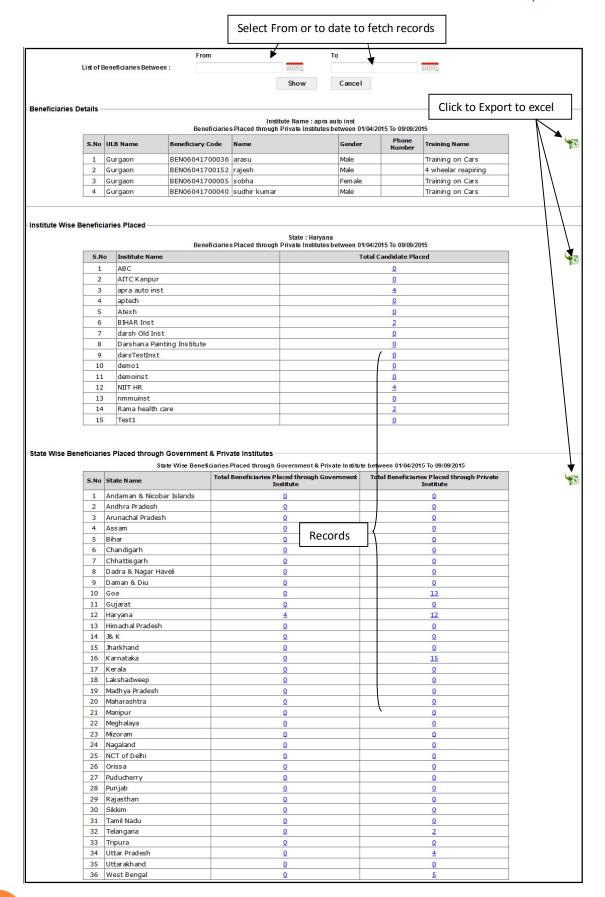
Select an option, select trade/State and you get the list of report.

No. of Organizations Empaneled (STP): It shows the Training Institutes which are empaneled with NULM. If you select this option then this screen appears.



No of Candidates Placed by Government vs. Private Institutes: it shows the no. of Beneficiaries placed in the private as well as in the Govt. Institutes after completion of training. If you select this option then this screen appears.

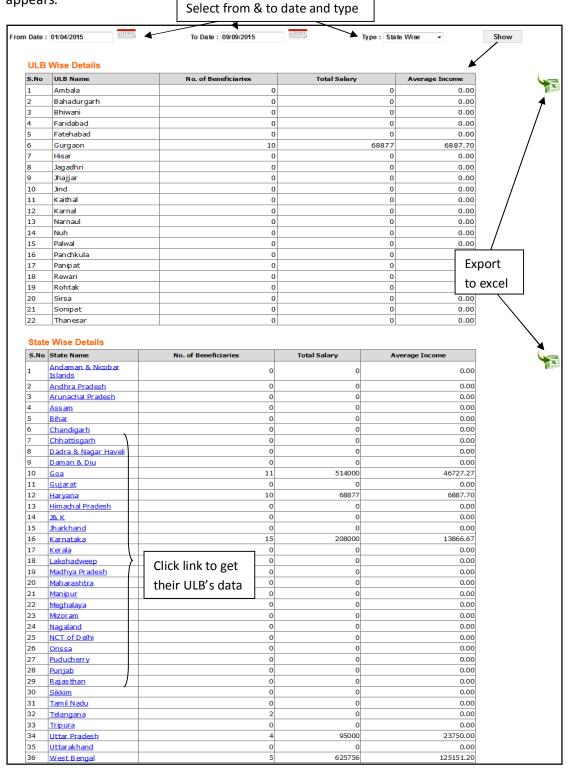
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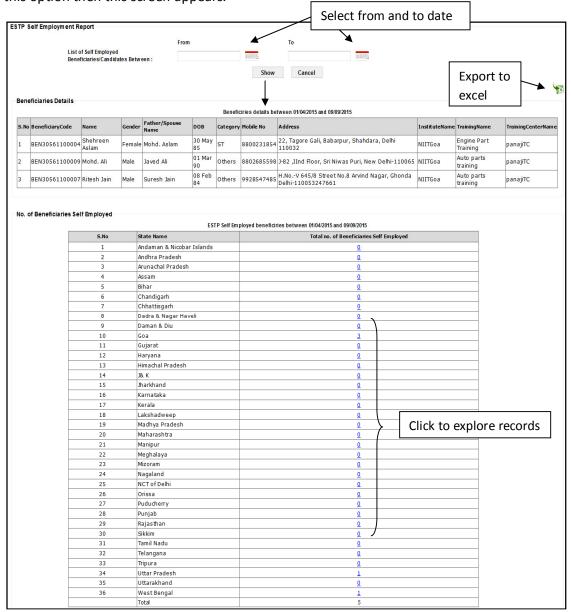
Select From date, to date and then press the "Show" button to fetch the report.

Average income of self & wage employment: It shows the State and ULB wise average income amount and count of beneficiaries. If you select this option then this screen appears.





Self Employment Details: It shows the self employment details of beneficiaries. If you select this option then this screen appears.

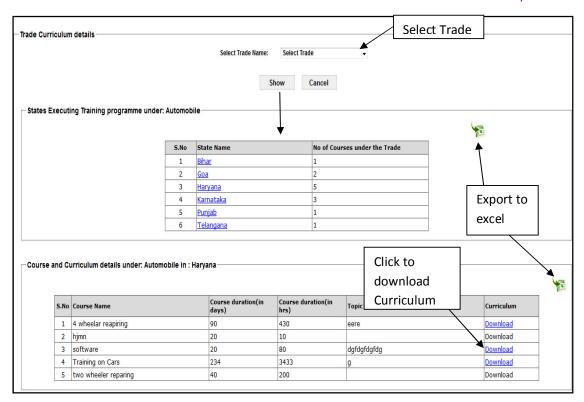


Status of Letter of Intents: It shows the list of applications received from the general public for the particular period. If you select this option then this screen appears.

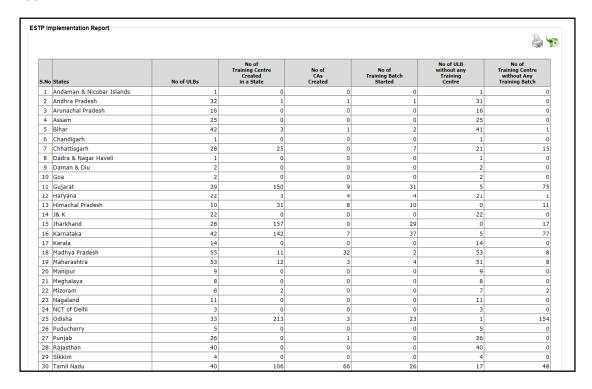


Trade Wise Curriculum Report: It shows the trade wise, Course and Curriculum details and you can download the curriculum file. If you select this option then this screen appears.

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ESTP Implementation Report: It shows the number of count of ULB's to their state and also display the no. of training center, CA's, Batches etc. If you select this option then this screen appears.



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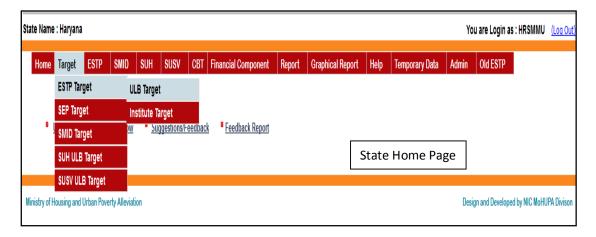
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State login

Login Screen



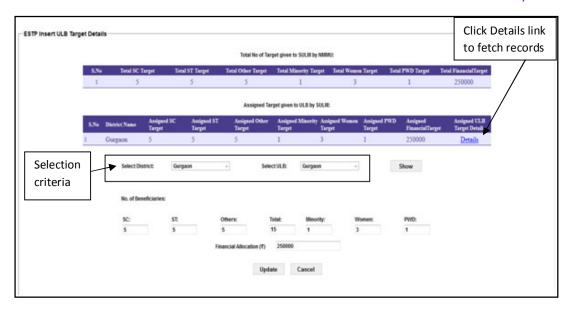
Enter the correct User name, password and text then press the login button to login. If all the user credentials are ok then this screen appears otherwise you will get the error message.



Targets: State will be fix targets for their Urban Local bodies as well as for the Training Institutes.

For fixing the targets select the ESTP target option and then select the ULB or institute target for which state wants to fix the target. If you select the ULB target then this screen appears.

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It shows the targets assigned by NMMU as well as the targets assigned to the districts if any,

For assigning the targets to the ULB's select the district and then select the ULB and then press the Show Button. Enter the Targets for SC, ST and others total will be calculated automatically. Minority, women, and PWD target to be entered. Financial allocation for the ULB under this component can be entered. After entering the physical and financial targets press the Save button to save the targets. If you don't want to save the targets then press Cancel button.

If the State wants to fix the target for the institutes select the option "Institute target". Then this screen appears.

ESTP Insert Institute Target Details		Selection cri	teria	
Select District : Select Institute :	Gurgaon •	Select ULB: Gurgaon Select Trade: Automobile	Show	Click show to fetch data if already exists
No. of Beneficiaries: SC:	ST: Others:	Total: Minority: Women: 3 0 1	PWD:	otherwise enter the details and save.
		Save Cancel		

Select the District, Urban Local body, Institute and then select the trade on which you wants to fix the target. After selecting all parameters press the show button. If any target has been

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entered already then it will be fetch that information otherwise enter the target for SC, ST, Others, Minority, Women, PWD and the financial allocation.

After entering the targets press the Save button to save your targets.

SKILL GAP ANALYSIS: For the entering the skill gap analysis done by the cities, select the ESTP menu then go to the option 'Skill Gap Analysis'. Then this screen appears.

—ESTP Skill Gap Entry ——	Select Trade ULB Name	Art and Craft Gurgaon	v	District Name:	Gurgaon	•	Click show to fetch data if already exists otherwise enter the details and save.
	Total Requirment on Trade	Sorry no re	ecord found a	gainst this criteria.!!!! Date of Survey			
	Survey Done By		Save	Cancel			

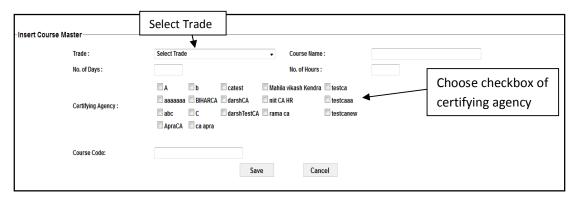
Select the trade, district name, ULB name and then press show button. Enter the skill gap analysis data like total requirement, date of survey & survey done by and then press the 'Save' button to save the data.

COURSE: By selecting this option you can add the courses as well as you can edit the courses. If you select this option then this screen appears.

S	tate Name	: Haryana											Yo	u are Login as	: HRSMMU	(Log Out)
ľ	Home	Target	ESTP	SMID	SUH	SUSV	CBT	Financial Component	Report	Graphical Report	Help	Temporary Data	Admin	Old ESTP		
l			Skill Ga	p Analysis												
l	Course			Add Cour	se											
l	• !	<u>User Guide</u>	Curricu	lum		Edit Cour	se	eedback Report								
l			Institute	•												
ŀ			Certifyir	ng Agency												
l	Ministry of H	lousing and l	Applicat	tion									Desi	gn and Develope	d by NIC MoHU	PA Divison
l																

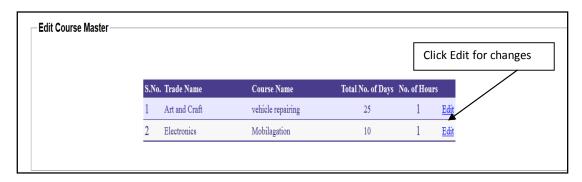
Add Course: For adding new courses select the option "**Add Course**". If you select add course then this screen appears.

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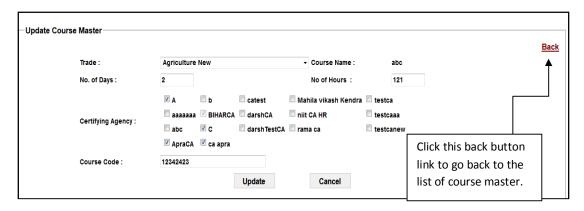


Select the trade, Enter the course name, enter the No. of days of training programme, No. of Hours, select certifying Agency, enter course code, choose the certifying agency and then press "Save" button to save data.

Edit Course: For **editing** the course details select the edit course option in the submenu then this screen appears.



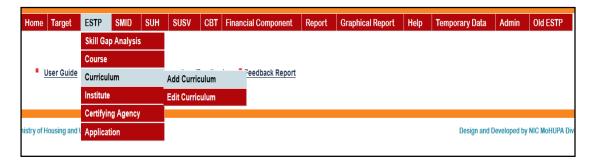
By selecting Edit option you can edit the course details. If you select edit then this screen appears.



After making changes press the "Update button" to update the details.

Curriculum: By selecting this option you can enter and edit the curriculum for the courses. If select this option then this screen appears.

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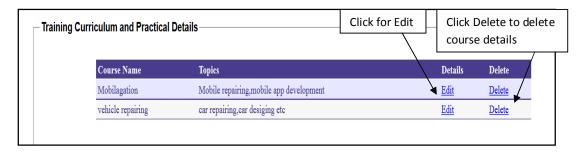


Add Curriculum: For adding curriculum for the course select the Add Curriculum option then this screen appears.

─Add Training Curriculum and Pra	actical Details	Selec	t Course					
Course Na	me : Select Course Name		•					
Tra	de:	No Of Days :						
Topic to be covere Traini								
Upload PDF file for curriculum Hands on Train		Hours of Hands on Training :						
Toolkit Provid	led: © Yes ® No	Cost of Toolkit: ₹						
Upload Curri	culum : Browse No file	e selected.						
	Sa	Cancel						

If you select the course then the trade and the course period will be displayed automatically. Enter the Topic, Hands on training details, tool kit details and then select the curriculum scanned file in the PDF format to upload. Finally press the "Save" to save the curriculum details.

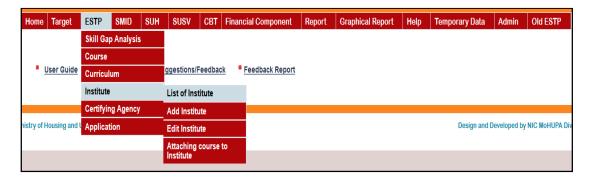
Edit Curriculum: By selecting this option Curriculum details can be modified. If you select this option then this screen appears.



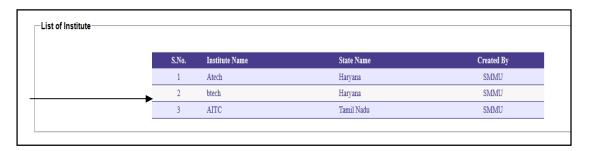
Select the curriculum do you want to edit by selecting the "Edit " button. If you want to delete the records then click the Delete link.

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Institute: For empanelling the institutes and creating the user credentials for the training institutes this option may be taken. If you select this option then this screen appears.



If we want to see the list of institutions which are already empanelled for the EST&P component by the Centre as well as by the State SMMU, choose the "List of institute" option. If you select this option then this screen appears.



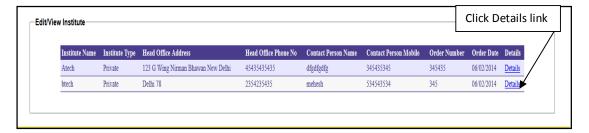
Add Institute: If you want to add Institute select this option. If you select this option then this screen appears.



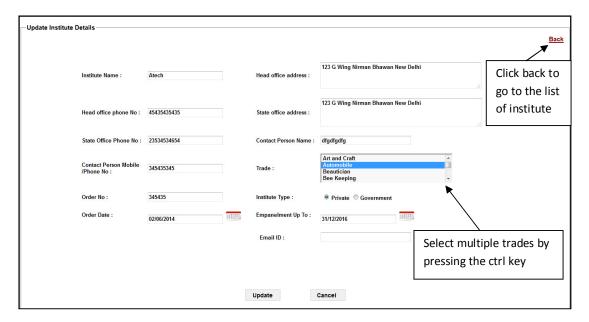
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Enter all the information's about the Institute and select the Trades on which the institute is empanelled. More than one trade can be selected. Enter the user name and password for the Institute. After entering all details press the "Save" button to save and create the user credentials for the institute. This user credentials has to be communicated to the Institutes.

Edit Institute: By selecting this option you can modify the details you have entered for the Training Institute. If you select this option then this screen appears.



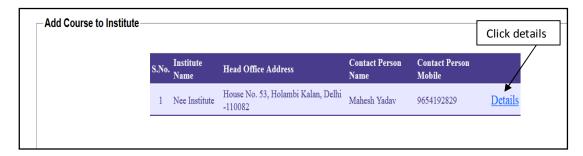
For the modifications please select the "Details" button. If you select the details button then this screen appears.



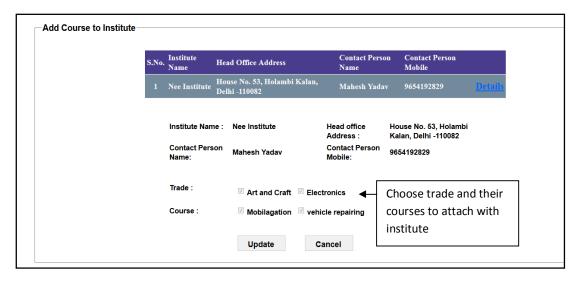
After modifications, press the "Update" button to update your changes. If you don't want to save the modifications press the "Back" button.

Attaching Courses to Institutes: using this option SMMU attach Course to the Institutes. If you select this option then this screen appears.

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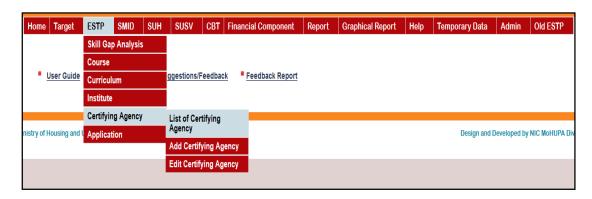
The Institute for which you want to attach the courses selects the "**Details**" button of that institute. If you click "**Details**" button then screen appears.



Select the trades and then select the courses under the selected trade to attach with the Institutes.

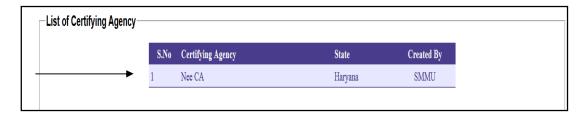
After selecting the trades and the Courses press the "Update" button to save the details.

Certifying Agency: If you select this option then this menu appears.



List of Certifying Agency: By selecting this option you will be able to see the list of Certifying agencies which are already empanelled with Central as well as by the State. If you select this option then this screen appears.

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Add certifying Agency: By selecting this option you can add the certifying agencies who are empaneled with state SULM. User credentials for the Certifying agency also be created through this option. If you select this option then this screen appears.

	Certifying Agency name:			Contact Person Name:		
	Contact Agency Address:			Contact Person Phone/Mobileno.:		
				Agency Type :	Private	© Government
	Email ID :					
	State Name:	☑ Haryana				
	User Name			Password		
	•			Confirm Password		
	User credentia		Save	Cancel		

Enter the certifying agency details and then enter the user credentials for the certifying agency. Press the Save button to save the details as well as to create the user credentials for the certifying agency.

Edit Certifying Agency: By selecting this option the certifying agency details can be modified. If you select this option then this screen appears.



For modifying the details select the "Edit" button. If you select this option then this screen appears.

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Application: By selecting this option SULM can enter the applications which were received on EST&P can be entered. If you select this option then this screen appears.

☐ Insert Applicant Information	Select state,	district, ULB	to insert the application
State :	Haryana ▼	District :	Gurgaon ▼
ULB:	Gurgaon ▼		
Name :	Raj Kumar Gupta	Father Name :	Madan Lal Gupta
Sex:	Male Female	DOB:	05/05/1984
Voter Card No :		Caste :	SC
Area/Place :	Delhi	Mobile No :	9654192829
Address for communication :	c/o <u>Hardan</u> Singh, WZ-125, <u>Naraina</u> Village, Near Mata <u>Mandir</u> , New Delhi-110028	Application date :	01/07/2014
Select Trade :	Art and Craft ▼		
Select Trade	Save & SMS	Cancel	

The basic information received for the EST&P application details can be entered by this screen. While saving the application, SMS will go to the applicant that "Thanks for showing interest in ESTP. Mr/Ms XXXXXXXX, your Application ID is:09082103155".

Edit Application: By selecting this option, you can edit the basic information's of the applicant. If you select this option then this screen appears.

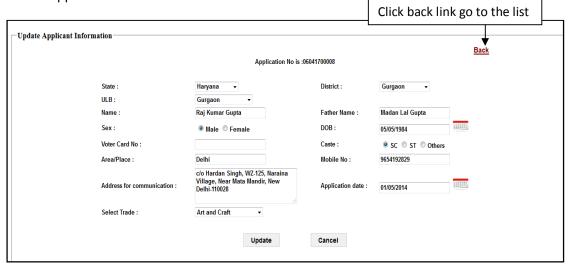


By selecting the trade it display the list of applications which are received by SULM on that trade. After selecting the trade, this screen appears.



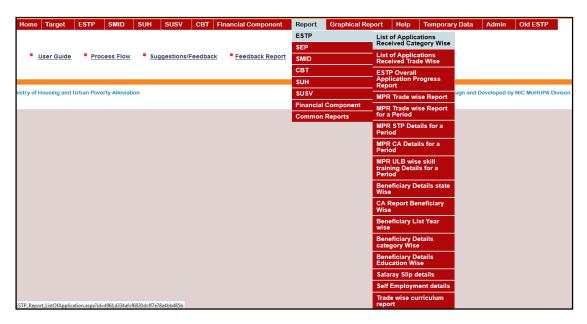
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By selecting the "**Edit**" button you can edit the basic details. If you select edit then this screen appears.



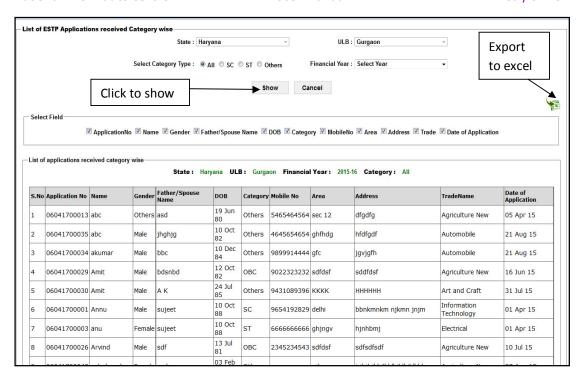
After the modifications, press the "Update" button to save the details.

Report: If you click "**Report**" in the main menu then submenu appears. Under that sub menu some reports are available in ULB level. If you select ESTP in the Main menu of report then this screen appears.

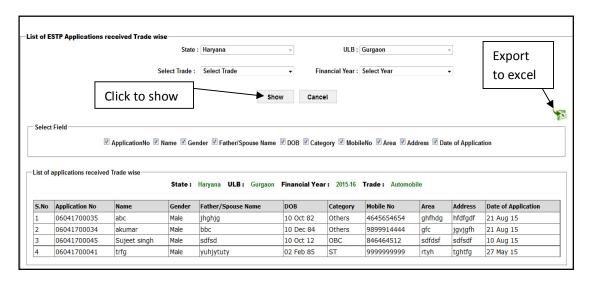


List of Application Received Category Wise: It shows the List of application received in ESTP category wise. If you select this option then this screen appears.

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List of Application Received Trade Wise: It shows the List of application received in ESTP trade wise. If you select this option then this screen appears.



Overall Application Progress Report: It shows the overall progress on ESTP as on current date for the logged in State. This is same as NMMU Login Report.

MPR Trade wise Report: This is also same as NMMU Login Report. As per the state login the corresponding state data will be displayed.

MPR Trade wise Report for a Period: This is also same as NMMU Login Report. As per the state login the corresponding state data will be displayed.

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MPR STP Details for a Period: This is also same as NMMU Login Report. As per the state login the corresponding state data will be displayed.

MPR CA Details for a Period: This is also same as NMMU Login Report. As per the state login the corresponding state data will be displayed.

MPR ULB wise Skill Training Details for a Period: This is also same as NMMU Login Report. As per the state login the corresponding state data will be displayed.

Beneficiary Details State Wise: This is also same as NMMU Login Report. As per the state login the corresponding state data will be displayed.

CA Report Beneficiary Wise: This is also same as NMMU Login Report. As per the state login the corresponding state data will be displayed.

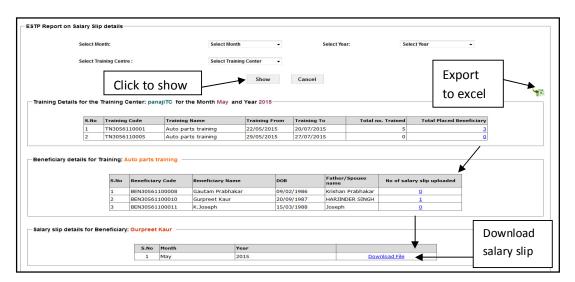
Beneficiary List Year Wise: It shows the List of beneficiaries whose training completed. This is also same as NMMU Report.

Beneficiary Details Category Wise: This is also same as NMMU Login Report. As per the state login the corresponding state data will be displayed.

Beneficiary Details Education Wise: This is also same as NMMU Login Report. As per the state login the corresponding state data will be displayed.

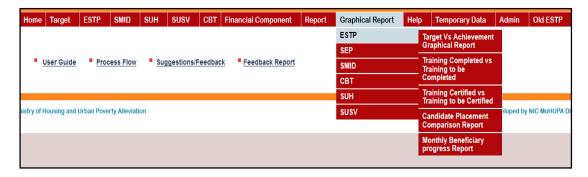
Self Employment Details: This is also same as NMMU Login Report. As per the state login the corresponding state data will be displayed.

Salary Slip Details: It shows the no salary slip details uploaded for the training for particular month. This is drill down report to get salary slip file. If you select this option then this screen appears.



Version 2.0 Page 48 of 103 **Trade wise Curriculum Report:** This is also same as NMMU Login Report. Data will be displayed at State Level.

Graphical Report: If you click "**Graphical Report**" in the main menu then submenu appears. Under that sub menu some reports are available in ULB level. If you select this option then this screen appears.



Target vs. Achievement Graphical Report: This is also same as NMMU Login Report . As per the state login the corresponding state data will be displayed.

Training completed vs. training to be completed: This is also same as NMMU Login Report . As per the state login the corresponding state data will be displayed.

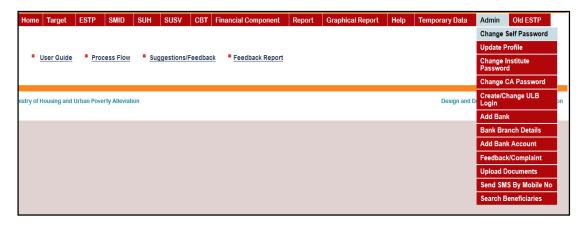
Training certified vs. training to be certified: This is also same as NMMU Login Report. As per the state login the corresponding state data will be displayed.

Candidate placement comparison Report: This is also same as NMMU Login Report. As per the state login the corresponding state data will be displayed.

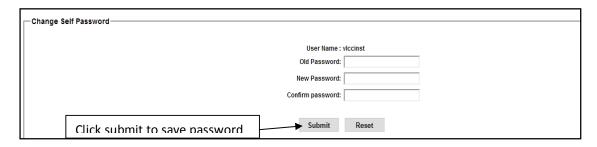
Monthly Beneficiary Progress Report: This is also same as NMMU Login Report. As per the state login the corresponding state data will be displayed.

ADMIN: If you select this option then this menu appears.

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Change Self Password: By using this option ULB be can reset his own password.



Enter the old password, new password and confirm password and then press the submit button to change your password.

Update profile: By using this option State can enter and edit his own profile details like contact person name, mobile number, Address etc. If you select this option then this screen appears.

Update Contact Details		
Contact Person Name :	vellu	Phone No.:
Mobile No. :	56546456	Email ID :
Address:	thgfhgfh hghkhk hgjghjh ghjgh	Fax No.:
Pincode:	626142	Enter details
	Save	Cancel

After entering/modifying the details press the save button to save data.

Change Institute Password: The institute which are empanelled or created by the State's for that State can change their password by using this option. If you select this option then this screen appears.

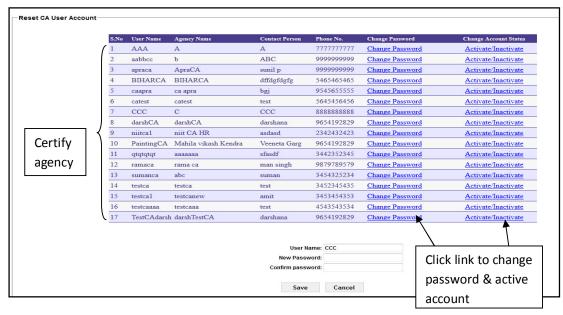
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Enter the new password, according to the password policy; the password should have minimum 8 characters, one special character and one number. After entering new password and confirm password press the "Save" button to save the new password.

Change CA Password: The certifying agency which are empanelled or created by the State's for that State can change their password by using this option. If you select this option then this screen appears.

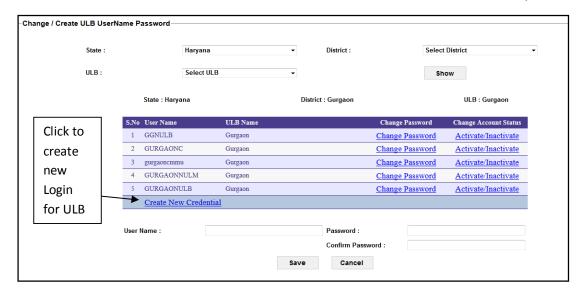


Enter the new password, according to the password policy; the password should have minimum 8 characters, one special character and one number. After entering new password and confirm password press the "Save" button to save the new password.

Create/Change ULB Login: By using this option State can create the user credentials for the new ULB's. If you select this option then this screen appears.

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Add Bank: By using this option State can enter the new Bank. Enter the Bank name and press the "Save" button to save bank. If you select this option then this screen appears.

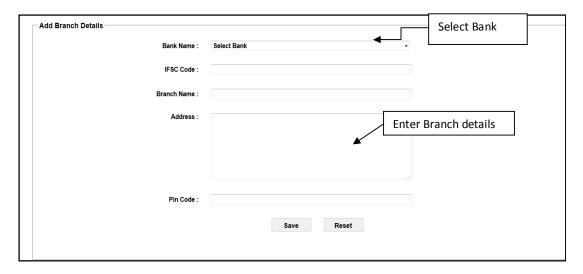


Bank Branch details: By using this option State can enter the other banks which are located in their area. If you select this option then this screen appears.

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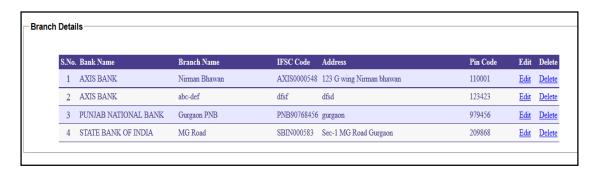


Add BANK Branch: by selecting this option bank branch details can be entered. By selecting this option this screen appears.

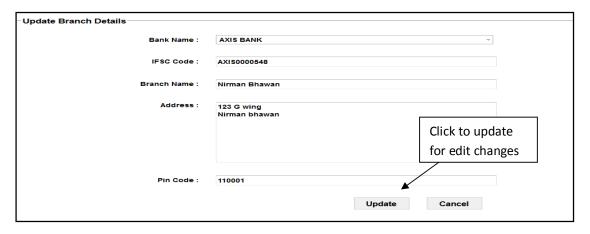


Select the bank name, enter the IFSC code, branch name, Address and pin code and then press "save" to save the data.

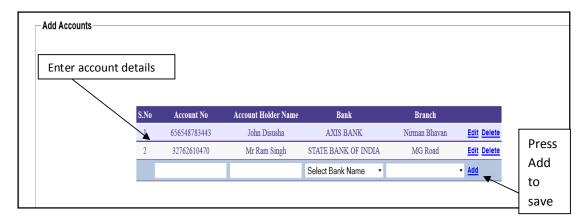
Edit Bank Branch: By using this option the bank branch details can be modified. If you select this option then the list of branch will be displayed and choose the "**Edit**" link to modification and Choose the "**Delete**" link to delete the branch details.



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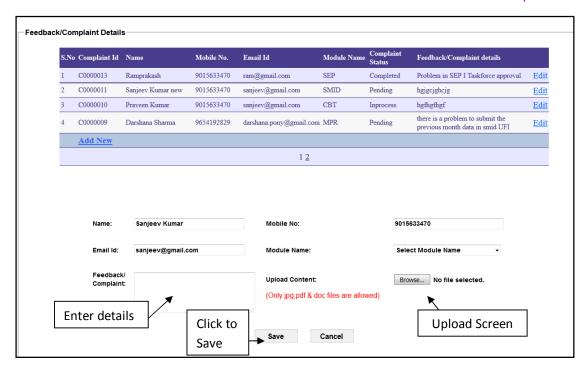
Add Bank Account: by using this option, State can to enter the bank Account details of the State(NULM account). If you select this option then this screen appears.



After entering the Account number, bank name and branch name press the "Add" to save you data.

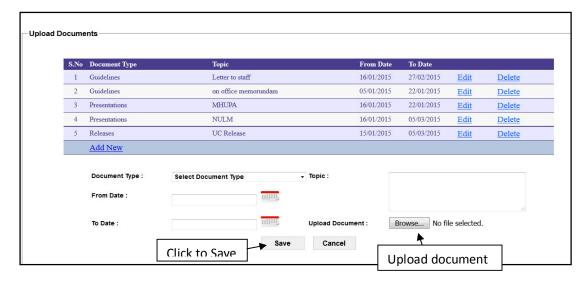
Feedback/Complaint: by using this option, State can enter any feedback and complaint regarding the NULM MIS operation. If you select this option then this screen appears.

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Click the "Add New" link and enter the all the details, press the "Save" button to save the data. User can upload the screen shots of the problem which was faced while operating the MIS.

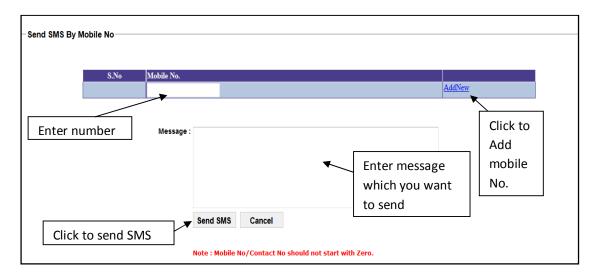
Upload Document: By using this option, State can upload any document regarding the NULM. If you select this option then this screen appears.



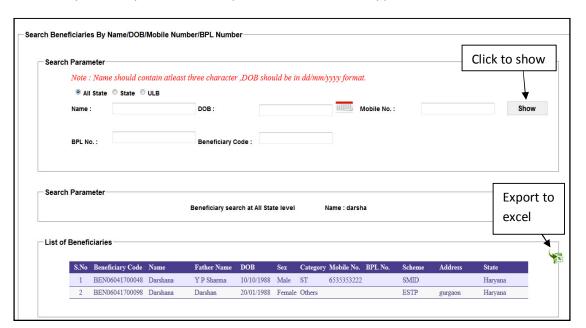
Select the type of document and enter the topic and date also. After that upload document related that type and press the "Save" button to save the data.

Send SMS By Mobile No.: By selecting this option State can send SMS to any training center, institute, candidates or any one related to NULM but it should not be used for the

Version 2.0 Page **55** of **103** personal use. The content of SMS send is saved in the database for audit purpose. If you select this option then this screen appears.



Search Beneficiary: By using this option, State can search the beneficiaries in all modules. You can search beneficiaries by Name, Date of Birth, Mobile Number, BPL Number and beneficiary code. If you select this option then this screen appears.

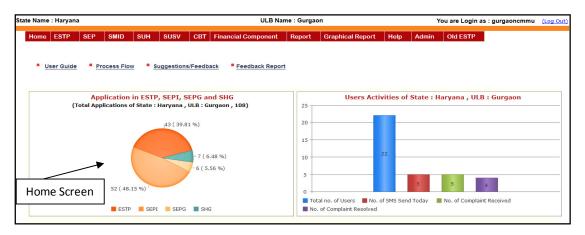


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ULB login (Urban local Body)



Enter the User name, password, text and then press the login button to login. If all the user credentials are ok then this screen appears otherwise you will get the error message.



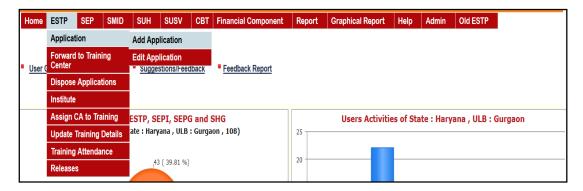
Employment through Skill Training and Placement (EST&P)

Note:

- 1) Assigning Certifying agency for the batches, before closing of training program by ULB is mandatory.
- 2) Before forwarding the applications to the training center, make sure that the course details for the course has to be entered by the training Institute.

If you select ESTP in the Main menu then this screen appears.

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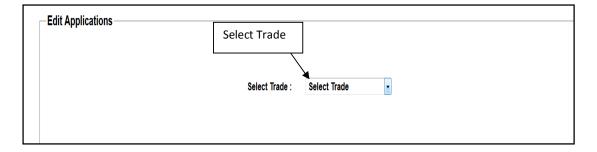


Add Application: Select the "**Add Application**" to enter the applications which are received by the Urban Local Body (ULB) for the EST&P component. If you select the Add application then this screen appears.

		Select state, distric	ct, ULB to insert the	application
Insert Applicant Information			\	
State :	Haryana 🔻	District :	↓ Gurgaon →	
ULB:	Gurgaon →			
Name :	Neeraj Kumar	Father Nam	e: Lakhan Singh	
Sex:	Male	e DOB:	12/01/1988	
Voter Card N	0:	Caste :	○ SC ● ST ○ Others	
Area/Place :	Delhi	Mobile No :		
Address for	House No. 53, <u>Holar</u> communication :	mbi Kalan, Delhi Application	date : 04/05/2010	
Select Trade	: Art and Craft	•		
	Save	e & SMS Cancel		

After entering all the field press the Save & SMS button to save the application. While saving the application system sends SMS to the applicant with the details of the applicant and application number.

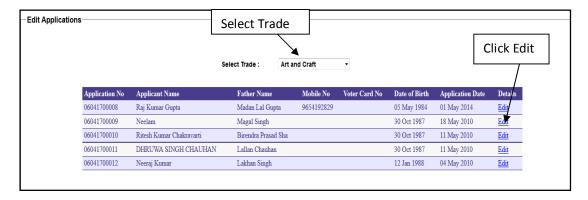
Edit Application: If you want to edit any field on the ESTP application then select the Edit application option. If you select the "Edit Application" then this screen appears.



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On selecting the Trade, it display the list of applications received/entered on the selected trade.

If you select the trade then this screen appears.



Select the **Edit** option to edit the details. If you select **Edit** then this screen appears.

			Click back link go to the list
─Update Applicant Information	Application No is	:06041700008	Back◀
State : ULB :	Haryana ▼ Gurgaon ▼	District :	Gurgaon
Name :	Raj Kumar Gupta	Father Name :	Madan Lal Gupta
Sex : Voter Card No :	Male Female	DOB : Caste :	05/05/1984 • SC
Area/Place :	Delhi	Mobile No :	9654192829
Address for communication :	c/o Hardan Singh, WZ-125, Naraina Village, Near Mata Mandir, New Delhi-110028	Application date :	01/05/2014
Select Trade :	Art and Craft ▼		
	Update	Cancel	

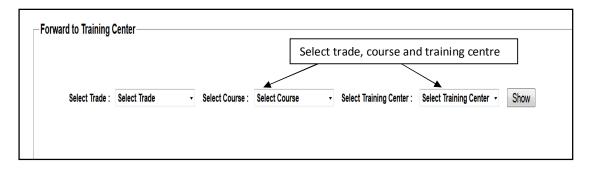
After making the changes, press the update button to save your changes.

Forward application to training centre:

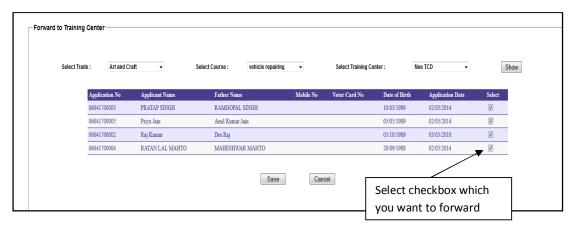
Home	ESTP	SEP	SMID	SUH	SUSV	CBT	Financial Component	Report	Graphic	al Report	Help	Admin	Old ESTP
	Applicat	tion											
	Forward to Training Center			forwardir to Trainir	ng Applica ng Center	tions							
-Insert	Dispose Applications			Update fo									
	Institute		Applicati	ons									
	Assign	Assign CA to Training		Generate letter	forwardin	g	Dist	rict :	Gu	ırgaon	•		
	Update Training Details Training Attendance Releases		Details	Gurgaon →									
			nce										
						Fath	er/Spouse Na	ime :					
				•									

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Forward application to training centre: By selecting this option ULB can assign the candidates in different training programmes and then they can be forwarded to the different training centres. If you select this option then this screen appears.



Select the trade, course, training centre and the press the show button. Then it will display the all the applications which are received on the selected trade.

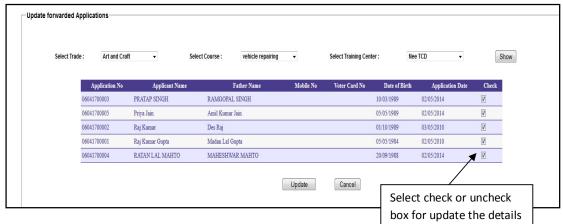


For assigning the applicant to the selected training centre, click on the check button. Multiple selections are allowed. Press the **'SAVE'** button to forward these applications to the selected training centre. These applications are forwarded to the concerned training centers electronically.

Update Forward Applications: If you forwarded the applications wrongly to the training centre, by using this option you can cancel/modify those applications.

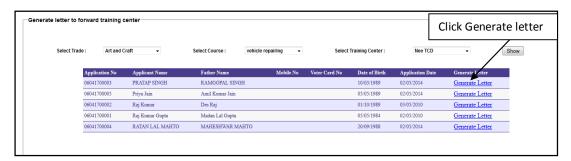
If you click this option then this screen appears.

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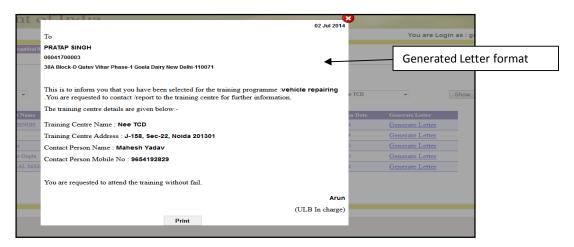


Uncheck the application which you want to cancel, press "Update" button to save your changes. Unchecked application will be available for the ULB for the further forwarding.

Generate Forwarding Letter: After forwarding the applications to the training centre, ULB can generate the forwarding letters to the Training centre by using this option. If you click this option then this screen appears.

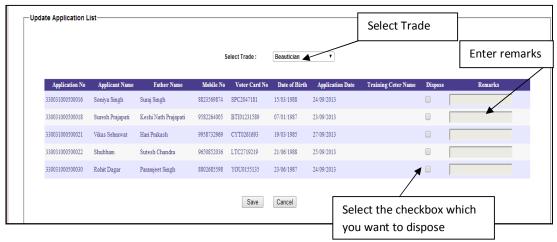


Select the trade, course, and training centre and then press show button. For generating the forwarding letter press on "Generate Letter". Sample letter is given below.



This can be printed and send to the applicant.

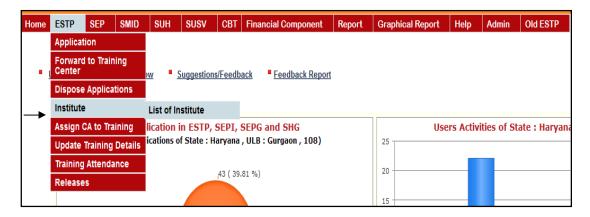
Version 2.0 Page **61** of **103** **Dispose of Applications:** By selecting this option any application received by the ULB can be deleted/removed. If you select this option then this screen appears.



Select the trade then it displays the list of applications received on that selected trade. Check the "**Dispose**" button to delete/remove the application. After clicking on dispose, press the save button to delete/remove the applications. Multiple selections can be done.

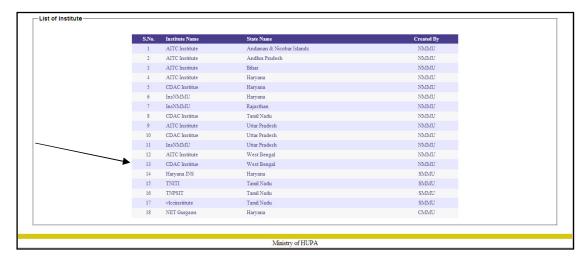
Institute: By selecting this option, ULB can see the list of institutes which are empanelled by the NMMU, SMMU and by itself.

If you select this option then this screen appears.

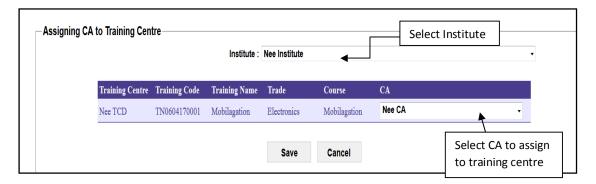


List of Institute: By selecting this option, ULB can see the list of institutes which are empanelled by the NMMU, SMMU and by itself. If you select this option then this screen appears.

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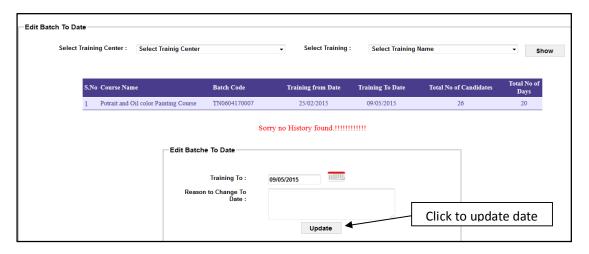


Assign CA to Training: By selecting this option ULB can assign the Certifying Agency to the courses. If you select this option then this screen appears. If you select the Training Institute then it displays the list of undergoing courses under the training centre.



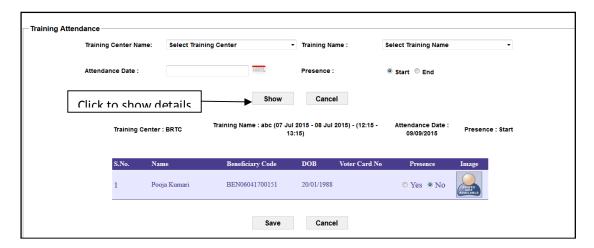
Assign the CA to the Course and then press the "Save" button to save the data.

Updating Training Details: By selecting this option, you can modify the training to date. If you select this option then this screen appears.



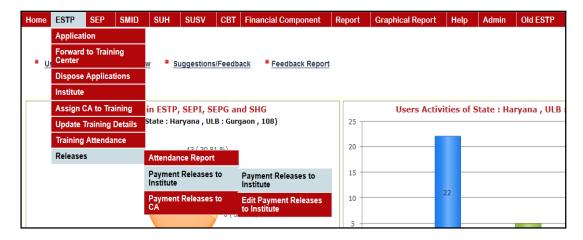
Version 2.0 Page **63** of **103** Select Training Center name, Training name and press "Show" button to get the records. Now you change the "Training to date" and put the reason behind that changes and press "Update" button to save the changes.

Training Attendance: By selecting this option ULB can assign presence details of beneficiaries. If you select this option then this screen appears.



Using this, you can put the attendance of particular beneficiary by choosing the yes or no radio button option and pressing the "Save" button to save the attendance details.

Release: By selecting this option ULB can release amount for Institute and CA. If you select this option then this screen appears.

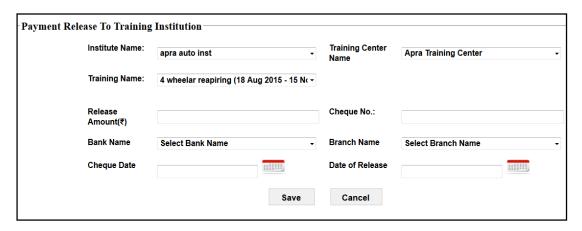


Attendance Report: By selecting this option ULB can see the attendance report. If you select this option then this screen appears.

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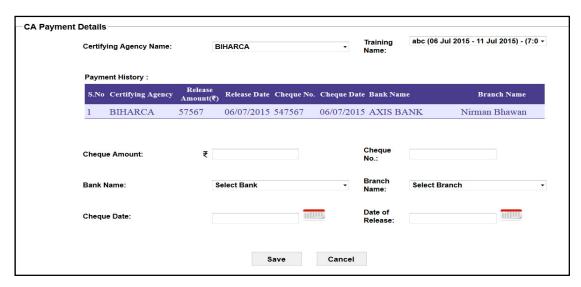
National Informatics Centre

Payment release to Institute: By selecting this option ULB can pay money to institute. If you select this option then this screen appears.



Select Institute Name, Training Center Name, and Training Name, enter the details and after that press the "Save" button to save changes.

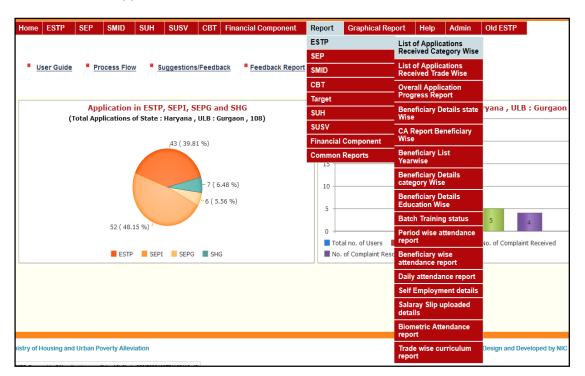
Payment release to CA (Certifying Agency): By selecting this option ULB can enter the payment releases to CA. If you select this option then this screen appears.



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Select Certifying Agency Name and Training Name enter the details and after that press the "Save" button to save changes.

Report: If you click "**Report**" in the main menu then submenu appears. Under that sub menu some reports are available in ULB level. If you select ESTP in the Main menu of report then this screen appears.



List of Application Received Category Wise: This is also same as NMMU Login Report. As per the ULB login the corresponding ULB data will be displayed.

List of Application Received Trade Wise: This is also same as NMMU Login Report. As per the ULB login the corresponding ULB data will be displayed.

Overall Application Progress Report: It shows the all no. of count in ESTP as on current date of that ULB. As per the ULB login the corresponding ULB data will be displayed.

Beneficiary Details State Wise: This is also same as NMMU Login Report. As per the ULB login the corresponding ULB data will be displayed.

CA Report Beneficiary Wise: This is also same as NMMU Login Report. As per the ULB login the corresponding ULB data will be displayed.

Beneficiary List Year Wise: It shows the List of beneficiaries whose training completed. As per the ULB login the corresponding ULB data will be displayed.

Beneficiary Details Category Wise: This is also same as NMMU Login Report. As per the ULB login the corresponding ULB data will be displayed.

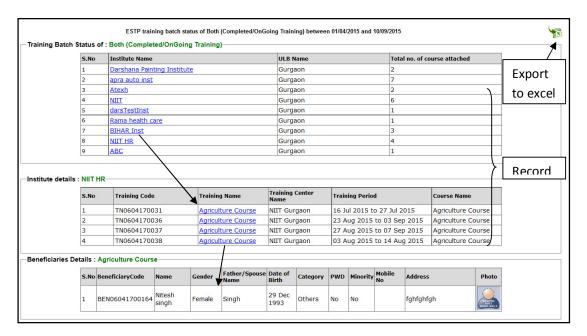
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Beneficiary Details Education Wise: This is also same as NMMU Login Report. As per the ULB login the corresponding ULB data will be displayed.

Batch Training Status: It shows the Training details, institute details, beneficiaries details on the basis on training type like completed, ongoing and both. If you select this option then this screen appears.

ESTP Training Batch Status							
List of training hatch started hat was	From	То					
List of training batch started between :	01/04/2015	10/09/2015					
Select Type :	Select Training Type ▼						
	Select Training Type Completed Training						
	OnGoing Training Both (Completed/OnGoing Training)	Cancel					

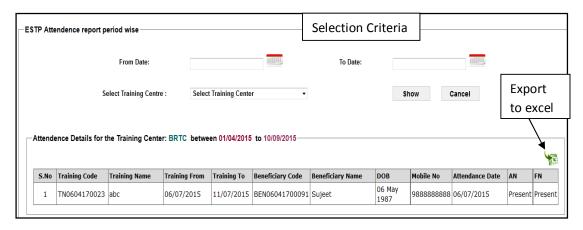
Select from and to date and type of training. After that press the "**Show**" button to fetch the records.



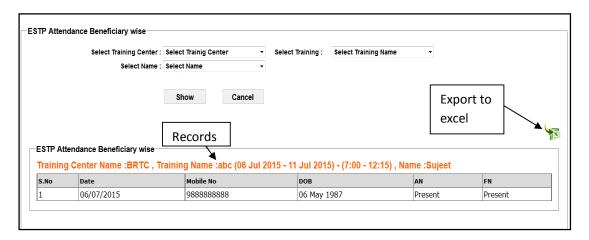
Period wise attendance report: It shows the attendance report for particular period for training center wise. If you select this option then this screen appears.



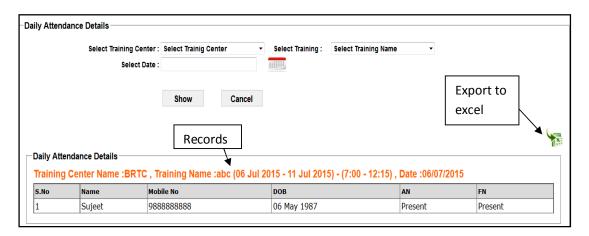
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Beneficiary wise attendance report: It shows the attendance report for particular period for a training center, training name and beneficiary wise. If you select this option then this screen appears.



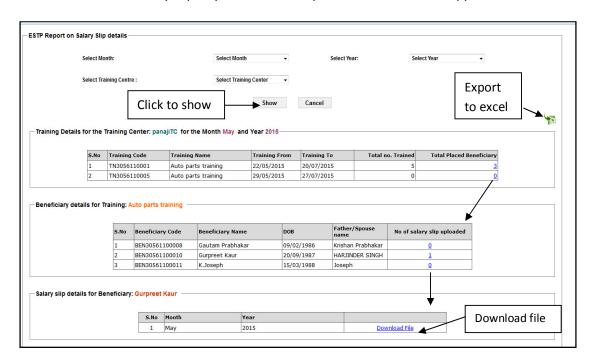
Daily attendance report: It shows the attendance report for particular date for a training center, training name. If you select this option then this screen appears.



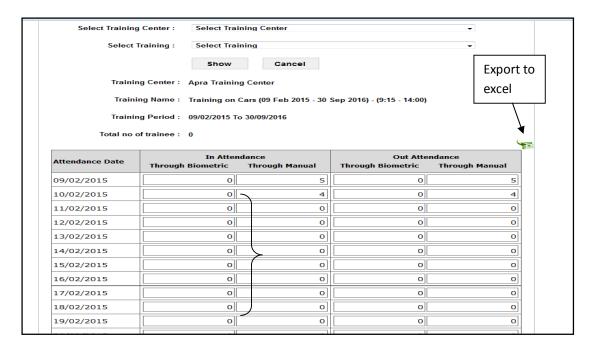
Self Employment Details: This is also same as NMMU Login Report. Only data display at ULB Level.

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Salary Slip Upload Details: It shows the salary slip detail of training for particular month. You can download salary slip. If you select this option then this screen appears.



Biometric Attendance Report: It shows the biometric and manual attendance details. If you select this option then this screen appears.

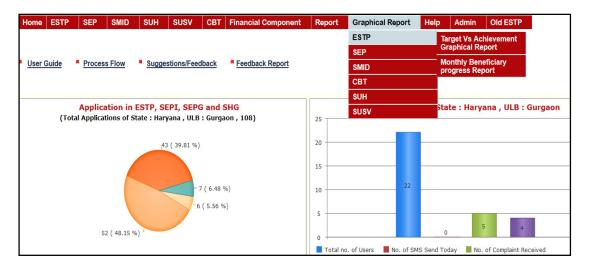


Trade wise Curriculum Report: This is also same as NMMU Login Report . As per the ULB login the corresponding ULB data will be displayed.



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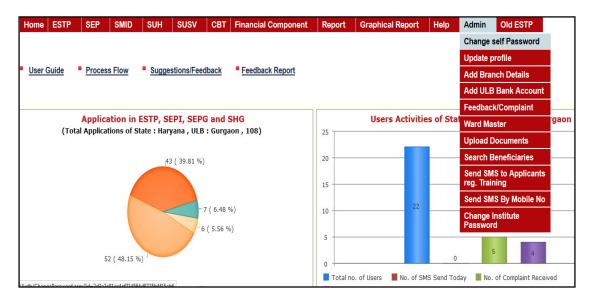
Graphical Report: If you click "**Graphical Report**" in the main menu then submenu appears. Under that sub menu some reports are available in ULB level. If you select this option then this screen appears.



Target vs. Achievement Graphical Report: This is also same as NMMU Login Report. As per the ULB login the corresponding ULB data will be displayed.

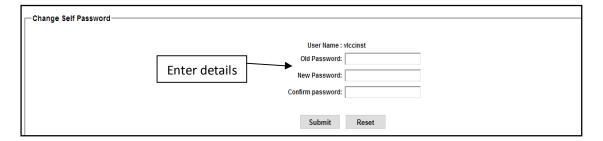
Monthly Beneficiary Progress Report: This is also same as NMMU Login Report. As per the ULB login the corresponding ULB data will be displayed.

ADMIN: If you select this option then this menu appears.



Change Self Password: By using this option ULB be can reset his own password.

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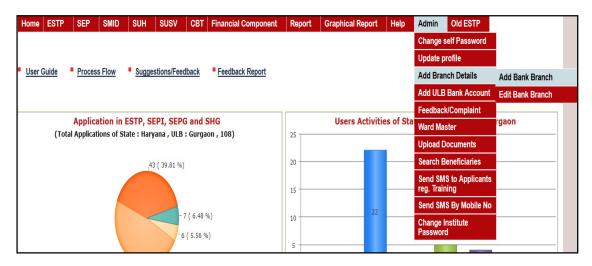
Enter the old password, new password and confirm password and then press the submit button to change your password.

Update profile: By using this option ULB can enter and edit his own profile details like contact person name, mobile number, Address etc. If you select this option then this screen appears.

Update Contact Details		
Contact Person Name :	vellu	Phone No.:
Mobile No. :	56546456	Email ID :
Address:	thgfhgfh hghkhk hgighjh ghjgh	Fax No.:
Pincode :	626142	Enter details
	Save	Cancel

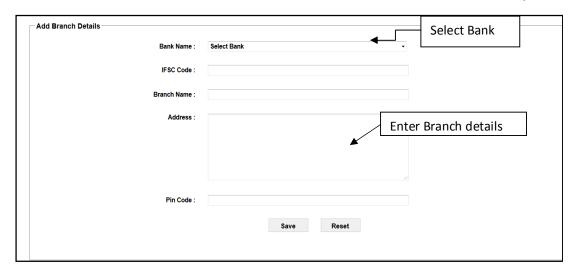
After entering/modifying the details press the save button to save data.

Add Branch details: By using this option ULB can enter the other banks which are located in their area. If you select this option then this screen appears.



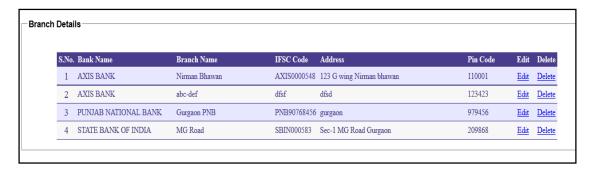
Add BANK Branch: by selecting this option bank branch details can be entered. By selecting this option this screen appears.

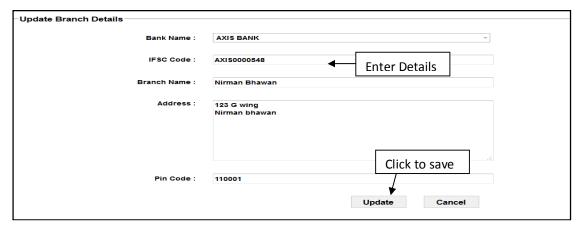
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Select the bank name, enter the IFSC code, branch name, Address and pin code and then press save to save the data.

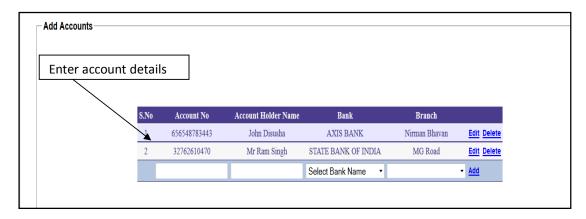
Edit Bank Branch: By using this option the bank branch details can be modified. If you select this option then the list of branch will be displayed and choose the "**Edit**" link to modification and Choose the "**Delete**" link to delete the branch details.





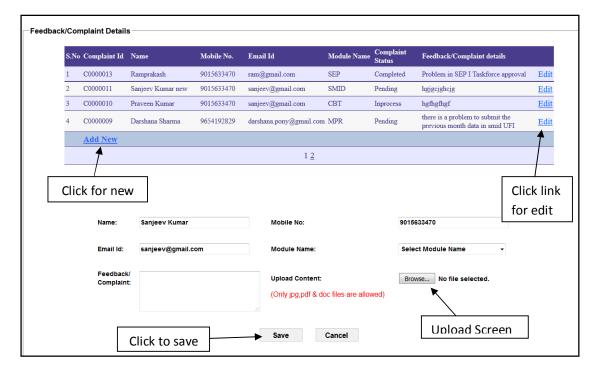
Add ULB Bank Account: by using this option, ULB has to enter the bank details of the ULB. If you select this option then this screen appears.

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After entering the Account number, bank name and branch name press the "Add" to save you data.

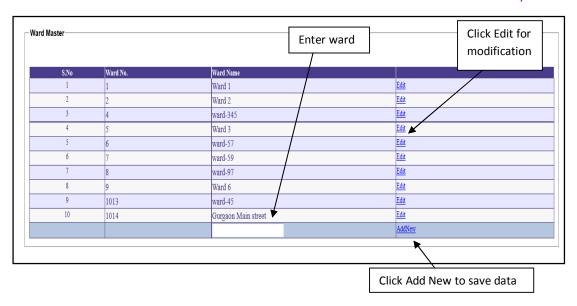
Feedback/Complaint: by using this option, ULB has to enter the any feedback and complaint regarding the NULM. If you select this option then this screen appears.



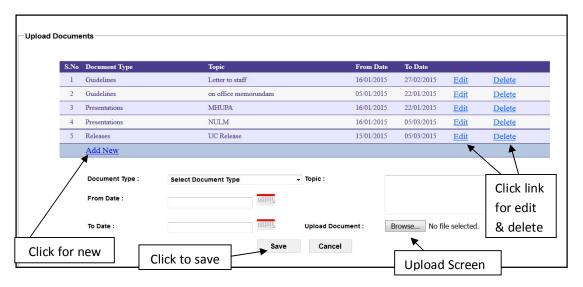
Click the "Add New" link and enter the all the details, press the "Save" button to save the data. User can upload the screen shot of the problem faced while operating the MIS.

Ward Master: by using this option, ULB has to enter the ward details and press the "**Add New**" link to save data. ULB can also modify the ward master using "**Edit**" option. If you select this option then this screen appears.

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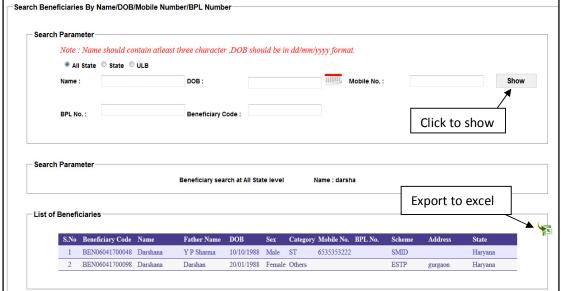
Upload Document: by using this option, ULB can upload the any document regarding the NULM. If you select this option then this screen appears.



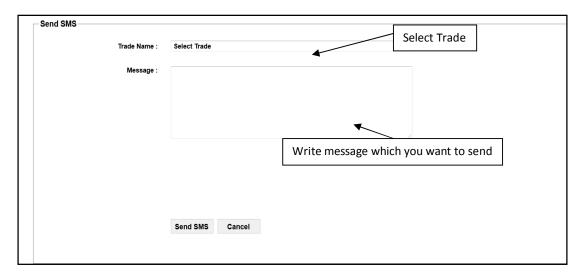
Select the type of document and enter the topic and date also. After that upload document related that type and press the "Save" button to save the data.

Search Beneficiary: by using this option, ULB can search the beneficiaries in all modules. You can search beneficiaries by Name, Date of Birth, Mobile Number, BPL Number and beneficiary code. If you select this option then this screen appears.

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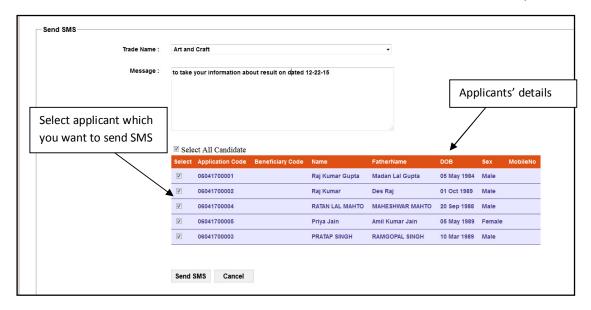
Send SMS to Applicants regarding Training: By selecting this option ULB can send SMS to the selected candidates of the particular training programme. If you select this option then this screen appears.



As per the selection of trade, the corresponding applications received on the trade will be displayed automatically. After selecting the trade, this screen appears.

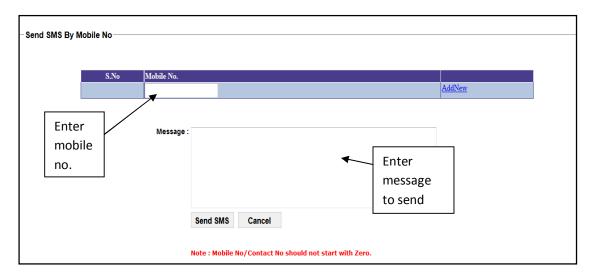
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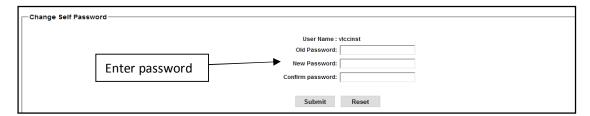
SMS can be send to all candidates or to the selected candidates by selection. After selection of candidates press the button "**Send SMS**" to send the SMS. Computer stores the content of the SMS for the later audit purpose.

Send SMS By Mobile No.: By selecting this option ULB can send SMS to any training center, institute, candidates or any one related to NULM. *It should not be used for the personal use. The content of SMS is saved in the database for audit purpose*. If you select this option then this screen appears.



Change Institute Password: The institute which are empanelled or created by the ULB's for that ULB can change their password by using this option. If you select this option then this screen appears.

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Enter the new password, according to the password policy, new password should have minimum 8 characters, one special character and one number. After entering the new password and the confirm password press the "submit" button to save the new password.

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Training Institute

Training Institute: By using their user credentials the training institute can add their training centre details as well as they can create the user credentials for their training centre. If you select this option then this menu appears.

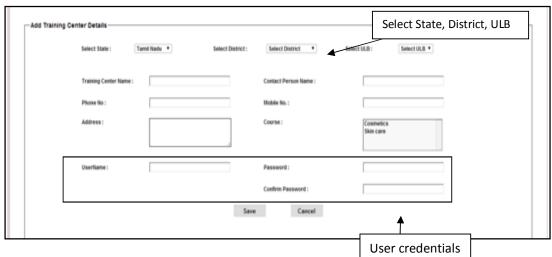


Training Centre: By selecting this option training centre details as well as user credentials for their training centre can be created. If you select this option then this screen appears.



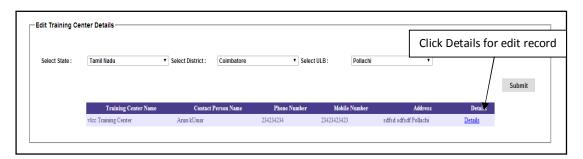
Add Training Centre: by selecting this option training centre details as well as user credentials for their training centre can be created. If you select this option then this screen appears.

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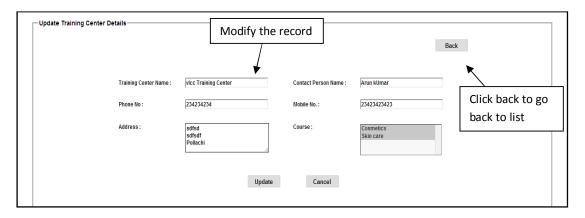


After entering all the details of the training centre and their user credentials press the "Save" button to save the details as well as for creating the user credentials for the training centre.

Edit Training Centre: The training centre details can be modified by using this option. If you select this option then this screen appears.



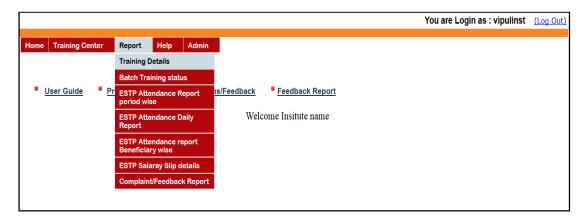
Click the details button to modify the training centre details. If you click on "**Details**" then this screen appears.



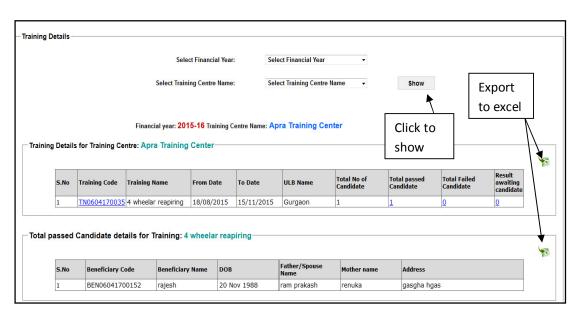
After making modifications press the update button to save the data.

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Report: By selecting this option this screen appears.

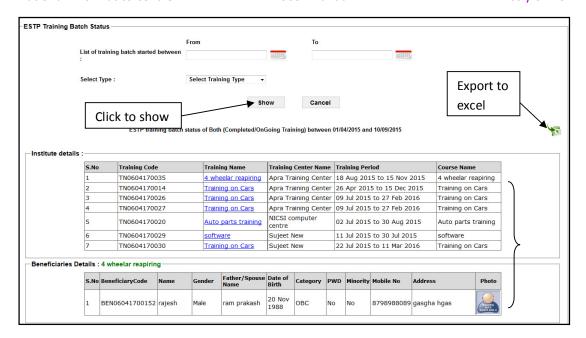


Training Details: It shows the training detail on the basis of financial year. If you select this option then this screen appears.



Batch Training Status: It shows the training detail on the basis of training type like completed, ongoing and both. If you select this option then this screen appears. Select from and to date and type of training and press the "**Show**" button to fetch the record according the selected parameters.

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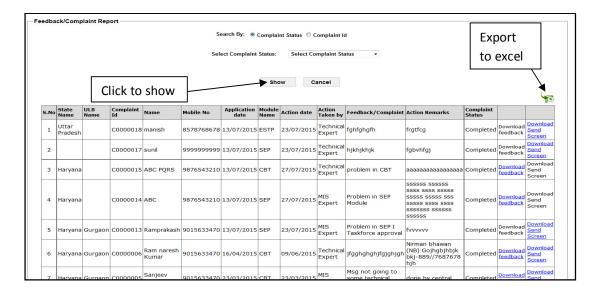


ESTP Attendance Report Period wise: It shows the attendance detail. This is same as the State report. As per the Institute login the corresponding Institute data will be displayed.

ESTP Attendance Daily Report: It shows the attendance detail. This is same as the State report. As per the Institute login the corresponding Institute data will be displayed.

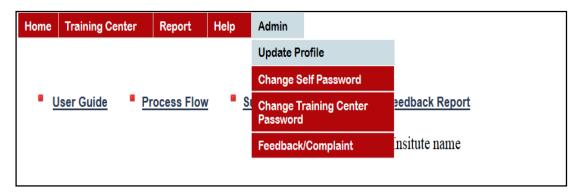
ESTP Salary Slip Details: This is same as the State report of salary slip. As per the Institute login the corresponding Institute data will be displayed.

Complaint/Feedback Report: It shows the Feedback/Complaint details on the basis of status type of complaint and complaint id. By selecting this option this screen appears.

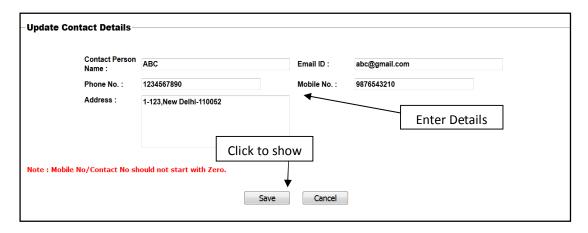


Admin: By selecting this option this screen appears.





Update Profile: By using this option, ULB can update own profile details by entering the some important information.



Change Self Password: By using this option, Training Institute can change his password. If you click this option then this screen appears.

Change Self Password	
User Name : viccinst Old Password: New Password:	Enter new password
Confirm password: Submit Reset	

Enter the new password, according to the password policy, new password should have minimum 8 characters, one special character and one number. After entering the new password and the confirm password press the "submit" button to save the new password.

Change Training centre password: By using this option, institute can change the password for their training centers. If you click this option then this screen appears.

—Change Training Center Password—							Click Change Password
	S.No	User Name	Training Center	Contact Person	Phone No.	Change Password	
	1	vlcctrn	vlcc Training Center	Arun kUmar	234234234	Change Password	

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Click the change password option to change the password and do the same change as for self password.

Feedback/Complaint: By using this option Training institute can give the complaint regarding the institute or other issues. This is same as another feedback/complaint details in state, ULB level.

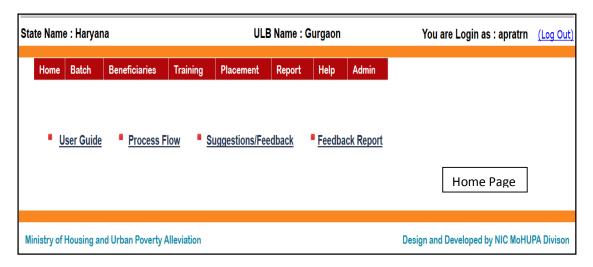
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Training Centre (TC)

Training centre place the major role in the EST&P component. The activities of the training centre are given below.

Batch creation and entry of all applicant details, marking of attendance, closing of training, forwarding applicant to CA, placement details, uploading of salary slip, self employment declaration etc will be done by the Training Centre.

After successful login this screen appears.



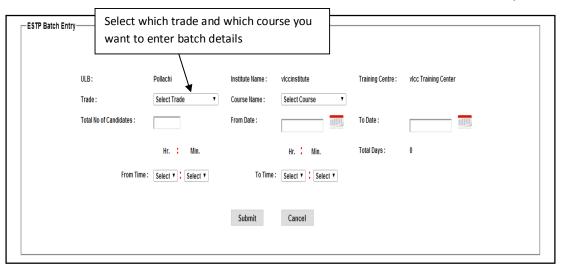
Note:

- 1) Closing of training program after completion of training and before forwarding to CA.
- 2) Intimating CA for the assessment of the beneficiaries who are successfully completed the training through computer generated letter.
- 3) Forwarding beneficiaries to CA for Assessment should be done by the TC

Batch: By using this menu, you can create batch and edit batch.

Create Batch: By using this option, you can create the batch details. If you select this option then this screen appears.

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Select the trade, course and the batch details and then press "Save" button to save the details.

Edit Batch: By using this option you can modify the batch details. If you select this option then this screen appears.



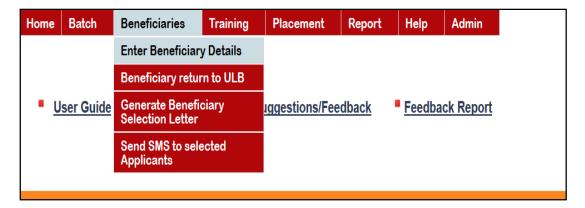
After selecting the trade and press the show button to display the entire course in that trade. By selecting edit button you can modify the details. If you press "Edit" then this screen appears.

ESTP Batch Update	E Back Training Code is: TN33003100050003								
Course Name: Training From: From Time :	Cosmetics 07/02/2014 Hr. : Min. 10 v : 00 v	Total No of Candidates: Training To: To Time: Total Days:	26/02/2014 Hr.: Min. 17 • : 30 •	Click back to go back to the list					

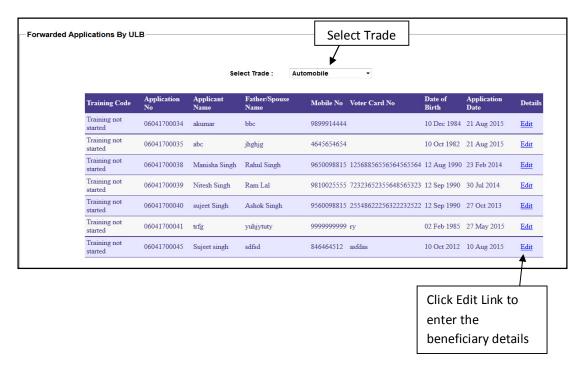
After the starting of the training programme the course details cannot be modified. After modification press the update button to update the data.

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Beneficiaries: Selection and rejection of beneficiaries, generation of call letter and sending of SMS to beneficiaries are done through this Menu. If you select this option then this menu appears.



Enter Beneficiary Details: The detailed information of the selected applicant details are entered using this option. Select **Trade** and you get list of applicants, click "**Edit**" link to enter the details. After entering the beneficiary details the beneficiary ID will be generated.



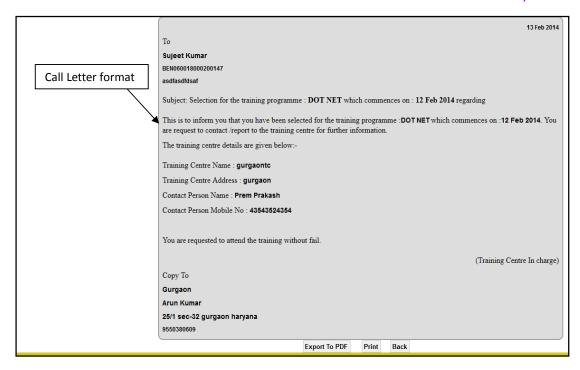
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Beneficiary Primary Information	on —		
Status	Need To Create		
Application Code:	06041700038	Beneficiary Code	e: Not Generated
Name:	Manisha Singh	Voter Card No	12568856556564565564
Father/Spouse Name:	Rahul Singh	Gende	r: Female
DOB:	12 Aug 1990	Mobile No	p: 9650098815
Cast	ST	Addres	s: [hajjar
Area/Place:	Tilak Nagar		
		Enter Details	
Beneficiary Details			
Mother Name:		Te chnical Education	: O Yes O No
Training Name:	Select Training Name	Prev Experience (Year)	
Qualification:	-		
Email Id:		Bank Name	
Phone No:		Branch Name	
Mobile No:	9650098815	Account No	
Voter Card No:		Account Opened By	
Aadhar No:	1230003033004303304		SIP SELF
		PWD	: ○ Yes ® No
Ration Card No:		Is Minority	∵ © Yes ® No
Ward No:	Select Ward No ▼	Select Minority	: Muslim Sikh Christian Jain Buddhists Parsis
Beneficiary Address:	jhajjar	Street Vendor	° Yes ® No
		Homeless	
Beneficiary Image:		BPL	
	223)	tes No
		BPL No	
		Insurance	tes wo
Upload Image Through :	Upload Scaned Image Upload Webc	cam Image Insurance through	Select Insurance Through
Upload Image:	Browse No file selected.		
		obile No/Contact No should not start with Zero. IAIL and Generate Call Letter Update, SM S,EI	MAIL and हिंदी में पत्र उत्पन्न करें

By clicking the Edit link, application code and the beneficiary basic details will be fetched automatically. Computer checks in any beneficiary are existing with this name and Date of Birth in the Beneficiary list then it will displays the list of beneficiaries existing with this name and date of birth.

After filling all the details press the option "Update", "Update, SMS, and EMAIL Generate Call Letter", "Update, SMS, EMAIL and हिंदी में पत्र उत्पन्न करें" button to save the data, sending the SMS and Email to the beneficiary and for the generation of call letter for the Beneficiary. This call letter will be generated in the standard format it has to be sending to the beneficiary for intimation about the selection. While saving the data, system generates the beneficiary ID and it will be displayed in the screen.

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Call letter can be exported to PDF by pressing the "Export to PDF" button. User can also generate letter in Hindi Format by pressing this button "Update, SMS, EMAIL and हिंदी में पत्र उत्पन्न करें".

Beneficiary return to ULB: By using this option training centre can return the applicant/beneficiary to ULB, who was selected by the ULB. If you select this option then this screen appears.

Enter Application code to search record and fetch details

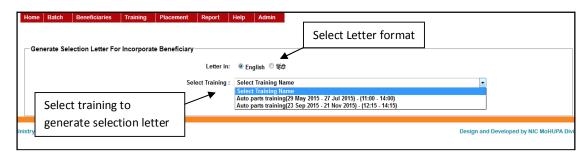
Search Applicant by Application Code Search Applicant by Application Code			Q
Couldn's pplicated by 7 spirication code			
Beneficiary Primary Information			
Remarks:	Enter details	Cancel	Update
Application Code:	Beneficiary Code:	Not Generated	
Name:	Voter Card No:		
Father Name:	Gender:		
DOB:	Mobile No:		
Cast:	Address:		
Area/Place:			
Beneficiary Details			
Mother Name:	Qualification:	▼	
Email Id:	Aadhar No:		
Phone No:	Ration Card No:		
Voter Card No:	Mobile No:		
Bank Name:	 PWD:	○ Yes ● No	
Branch Name:	 Is Minority:	○ Yes ® No	
Account No:	Select Minority	Muslim Sikh Christian Jain	Buddhists
Beneficiary Image :	Beneficiary Address:		ı

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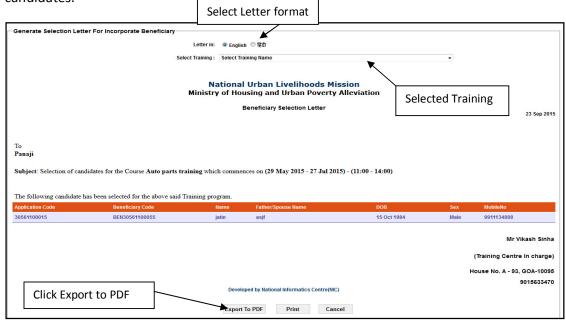
Enter the application code of the selected applicant and then press the search button to fetch all the details of the applicant.

After entering the reason/remarks, for the rejection press the "Reject" button to reject the applicant. If the applicant is rejected by the training centre then the applicant will be send back to the ULB for further necessary action at his end.

Generate Beneficiary selection letter: By using this option training centre can generate a letter which is to be send to ULB regarding the selection of candidates for the course/batches. If you select this option then this screen appears.



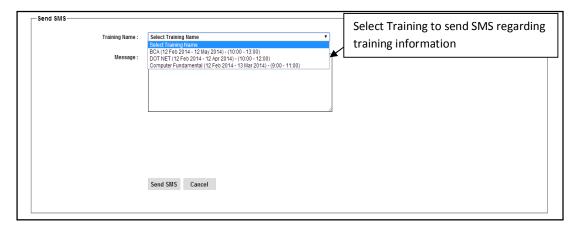
Select the training program. Then the letter will be displayed along with the selected candidates.



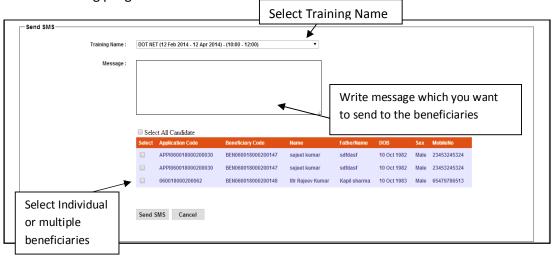
Press the "Export to PDF" button to export the letter in PDF format. Press the "Print" button to print the letter. User can also generate letter in Hindi Format.

Send SMS to Selected Applicants: By using this option SMS can be sending to all the selected applicants for the selected training programs. If you select this option then this screen appears.

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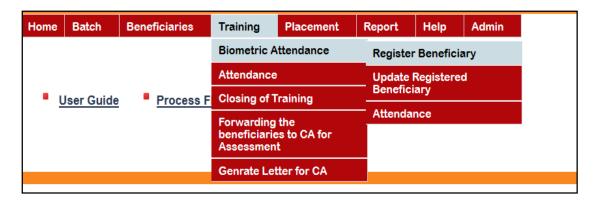


Select the training name on selection of training name it will displays the selected applicants for that training programme.



Enter the message and then select the applicants for whom which you want to send the SMS and then press the "Send SMS" button to send SMS. Content of the SMS will store for the audit purpose.

Training: By select this option this menu appears.

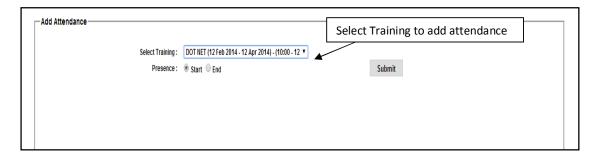


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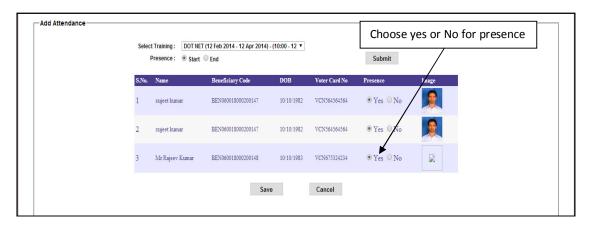
Biometric Attendance: This Biometric part description available on biometric user manual.

Attendance: By using this option attendance for the training programme can be marked.

Add Attendance: By using this option attendance can be marked. Attendance will be marked twice in a day. If you select this option then this screen appears.



Select the training and then select the attendance for the Start or End and then press the submit button. Date of attendance will be taken automatically. While pressing "Save button" is displays the list of applicants who are attending the training programme.



Mark the attendance for the applicants and then press the "Save" button to save the attendance.

Edit Attendance: Marked attendance can be modified by using this option. Previous day attendance cannot be modified.

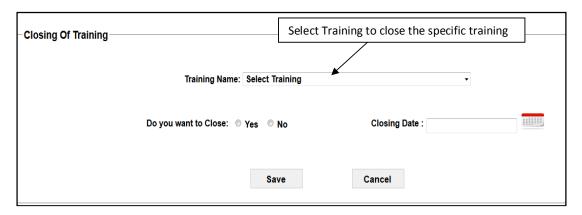
Closing of Training: Training programmes are close by using this option

Before closing of the training programme, Certifying Agency (CA) has to be assigned by ULB for the training programme.

After closing of Training programme only applicants can be forwarded to CA for certification.

If you select this option then this screen appears.

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Select the training name, Enter the closing date and then select the closing of training program and then press the "Save" button to close the training program. If the training program is in progress in won't allow you to close the training program. Before Assessing by CA the closed training programs can be reopened.

Forwarding beneficiaries to CA for Assessment: If you select this option then this screen appears.

Select Training Name



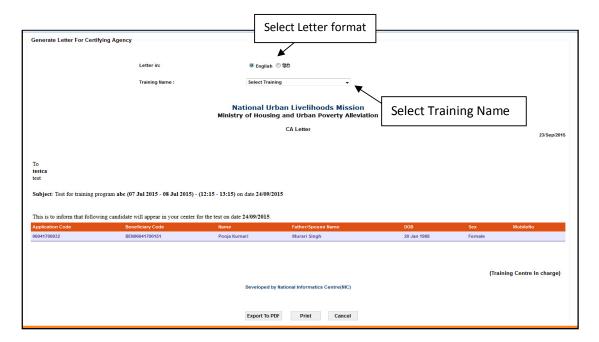
Select the training name then it displays the all beneficiaries of the training programs.

Refer to Certifying Agenc	y by Training Center	Select checkbox which y	ckbox which you want to refer		
	Training Name : DOT NET (12 Feb 2014 - 1	DOT NET (12 Feb 2014 - 12 Apr 2014) - (10:00 - 12 ▼			
	S.No Application Code Ben. Code	Ben. Name Address Voter No.	Trade Attendance Refer to CA		
	1 060018000200063 BEN06001800020014	7 sujeet kumar Noida-Sec60, UP VCN56456	1564 Information Technology 2.00 %		
	2 060018000200060 BEN06001800020014	7 sujeet kumar Noida-Sec60, UP VCN56456	1564 Information Technology 2.00 %		
	3 060018000200062 BEN06001800020014	8 Mr Rajeev Kumar Noida SEC 60 UP VCN67532	4234 Information Technology 1.00 %		
Enter details	Test Date :	Remarks:			
		Update Cancel			

Select the applicant and enter the test date and then press "**Update** "button to save the data.

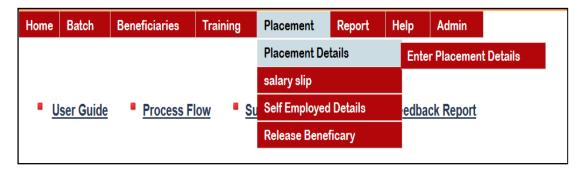
Generate Letter for Certifying Agency: Using this option, TC can generate letter for certifying agency by selecting the training name. By selecting this option this screen appears. User can also generate letter in Hindi format by selecting the letter in.

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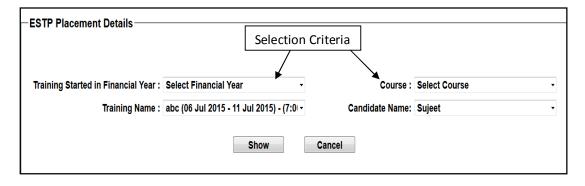


After the entry of CA/Assessor details only the placement details can be entered.

Placement: By selecting this menu this sub menu appears.



Placement Details: By selecting this option placement details of the beneficiary can be entered. If you select his option then this screen appears.



Select the training started financial year, course, training name and select the candidate name and then press the "show" button. If the placement details for the selected

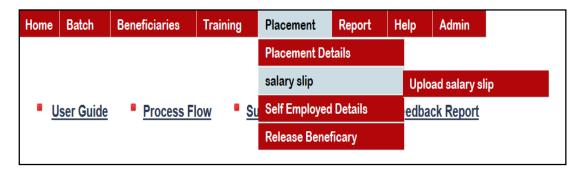
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beneficiary already exists then it displays the information otherwise his/her placement details can be entered. After pressing show button this screen appears.

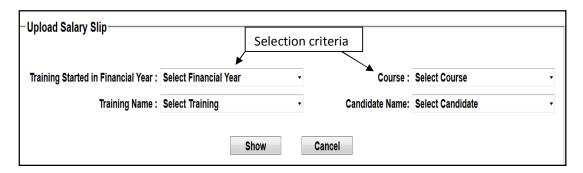
S.No	Name	Benefic	ciary Code	DOB	Fatl	ier/Spouse Name	Result 1	Date	Voter Card No.
1	Sujeet	BEN06	5041700091	06/05/1987	gdgo	1	18/08/2	015	466ghfhf
Compa	any Name :		ghii			Address :		yuiyuiyu	uiyuiyui
Appoin	ntment Lett	er No. :	6867867867			Appointment Letter Da	ite :	08/10/20	015
Design	nation :		hjhjkhjk			Place of Posting :		bnjbkj	
Month	ly Salary (₹):	45454			Upload Appointment L	etter	Browse	No file selected.
Date of	f Joining:		09/10/2015	Upda		Cancel		of	pload PDF format f appointment tter

After entering all the placement details press the "Save" button to save the data.

Salary Slip: By pressing this menu this menu appears.

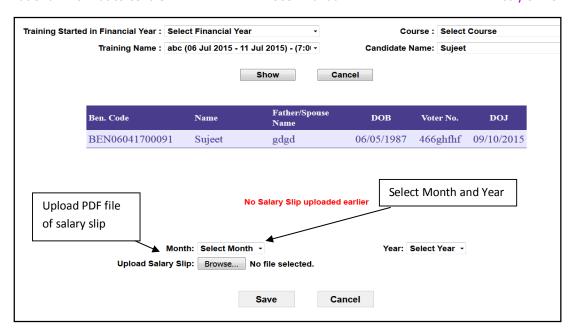


Upload Salary Slip: By using this option the salary slip of the beneficiary can be uploaded. If you click this option then this screen appears.



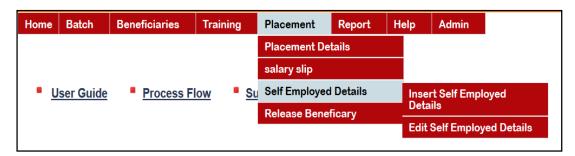
Select the training started financial year, course, training name and then select the candidate name then this screen appears.

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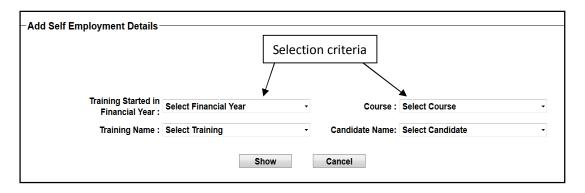


After selecting the month and year select the scanned copy of the salary slip/passbook statement to upload. After entering all details press the "Save" button to save the salary slip.

Self Employment details: by selecting this menu this menu appears.

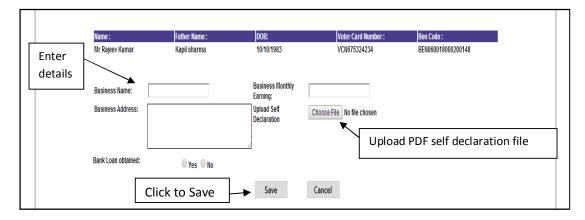


Insert Self Employment Details: by selecting this option TC can insert the self employment details of the beneficiary. If you select this option then this screen appears.



After selecting the training started financial year, course, training name and the beneficiary name this screen will be appear to enter the self employment details.

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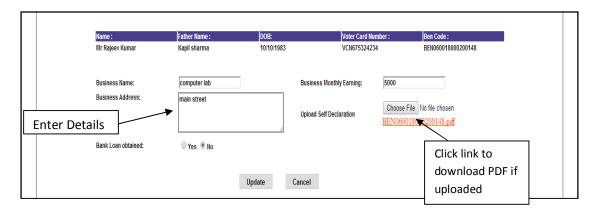


Enter the business details and then press the save button to save the details.

Edit Self employment details: by selecting this option the details entered in the above screen can be modified. If you select this option then this screen appears.

		Selection	Criteria		
Training Started in Financial Year :	Select Financial Year	·	Course :	Select Course	•
Training Name :	Select Training	-	Candidate Name:	Select Candidate	•

After selecting the training started financial year, course, training name and the beneficiary name it displays the information's about the selected beneficiary.

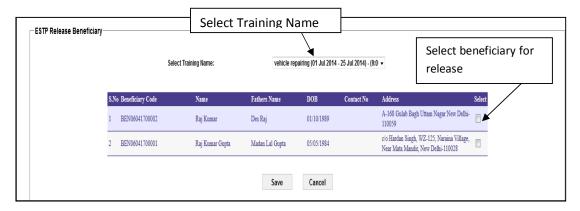


Make the modifications and then press the "Update" button to save the data.

Release Beneficiary: If the beneficiary discontinued in the middle of the training programme due to any reason, this beneficiary can be send back to ULB by using this option. If you select this option then this screen appears. It shows the training programmes which are running/operation in the TC. As per the selection of training programme it displays the

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beneficiaries/trainees in the training programme. Select the beneficiary and then press the 'SAVE" button to send back to ULB.



Report: If you select this option then this menu appears.



Search Beneficiary: This is also same as Institute Login Report. As per the Training Center login the corresponding Training data will be displayed.

Training Details: This is also same as Institute Login Report. As per the Training Center login the corresponding Training data will be displayed.

Batch Training Details: This is also same as Institute Login Report. As per the Training Center login the corresponding Training data will be displayed.

ESTP Attendance report period wise: This is also same as Institute Login Report. As per the Training Center login the corresponding Training data will be displayed.

ESTP Attendance Daily Report or ESTP Attendance report beneficiary wise: This is also same as Institute Login Report. As per the Training Center login the corresponding Training data will be displayed.

ESTP Salary Slip details: This is also same as Institute Login Report. As per the Training Center login the corresponding Training data will be displayed.

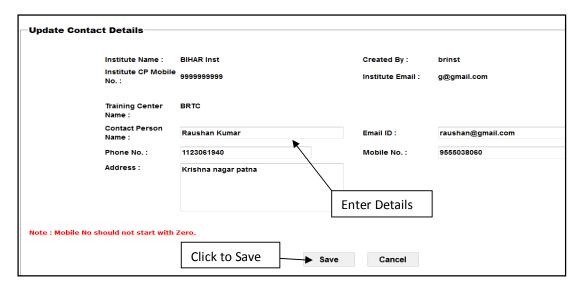
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Complaint/Feedback Report: This is also same as Institute Login Report part. As per the Training Center login the corresponding Training data will be displayed.

Admin: Using this option the self password can be changed. If you select this option then this menu appears.



Update Profile: By using this option you can enter the training center contact person details. If you click this option then this screen appears.



Change Password: Using this you can change the training center password. Enter the new password, according to the password policy; new password should have minimum 8 characters, one special character and one number. After entering the new password and the confirm password press the "submit" button to save the new password.

Feedback/Complaint: By using this option you can enter the Feedback or complaint which is describe in state or ULB level.

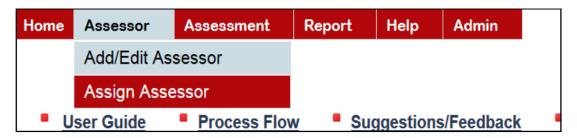
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CERTIFYING AGENCY

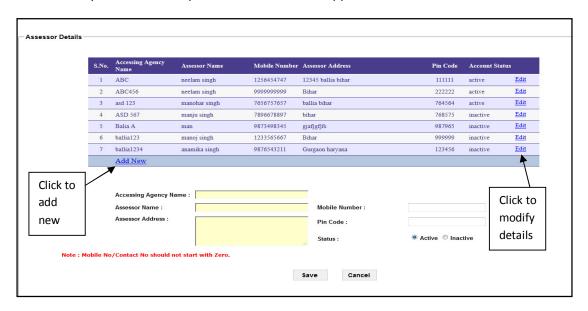
After the successful login of the certifying agency this screen appears.



Assessor: Certifying agency can enter the assessor details by using this option. If you select this option then this screen appears



Add/Edit Assessor: By using this option assessor details can be entered as well as it can be modified. If you select this option then this screen appears.



After entering all details of the assessor press the "Save" button to add the data. To modify the existing details press the "Edit" button.

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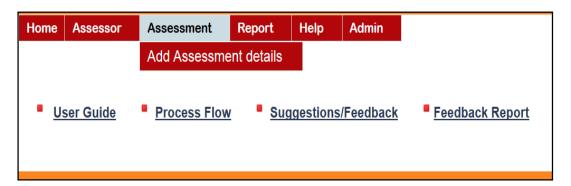
After entering all details of the assessor press the "Add New" button to add the data. To modify the existing details press the "Edit" button.

Assign Assessor: Using this option CA can assign the assessor for the training programme. If you select this option then this screen appears.

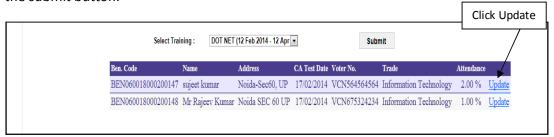
	Select Training and Assessor to assign
Assign Assessor	
	Training: DOT NET (12 Feb 2014 - 12 Apr 2014) - (10:00 - 12:00) Assessor: Arashu Sir
	Save

Select the training name and the assessor and then press the "Save" button to assign the assessor for the selected training programme.

Assessment: Using this option assessment details can be entered. If you select this menu then this menu appears.

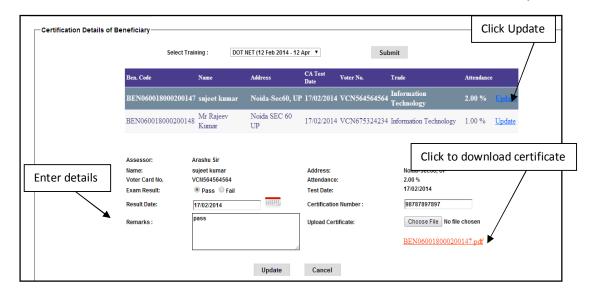


Add assessment details: Assessment details can be entered by using this option. If you select this option then this screen appears. Select the training programme and then press the submit button.



Press the "**Update**" button to enter the assessment details. If you select update button then this screen appears.

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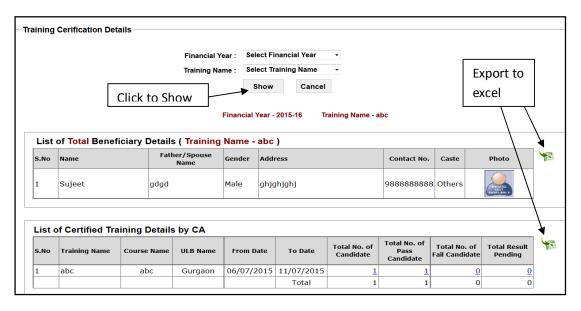


Enter the assessment details and then press the update button to update the details.

Report: If you select this menu then that screen appears.



Training Certification Details: It shows the training details. If you select this menu then this menu appears.



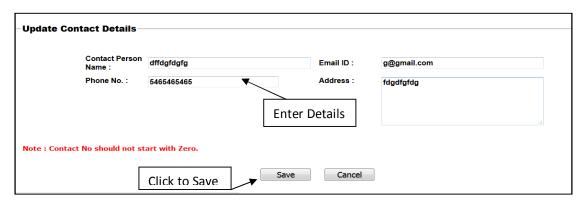
Complaint/Feedback Report: This is same as above ULB level report description.

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Admin: If you select this menu then this menu appears.



Update Profile: By using this option you can update the certifying agency contact details. If selects this option then this screen appears.



Change Password: Certifying Agency can change his password by using this option. If selects this option then this screen appears.

Γ	Change Self Password	
	User Name : harca Old Password: New Password: Confirm password:	
	Submit Reset	

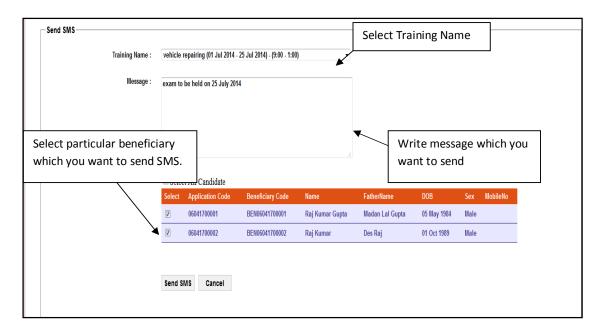
Enter the new password, according to the password policy; new password should have minimum 8 characters, one special character and one number. After entering the new password and the confirm password press the "submit" button to save the new password.

Send SMS: by selecting this option, CA can send SMS to the beneficiaries of the particular training programme. If you select this option then this screen appears. Content of the SMS stored for audit purpose.

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Select the training programme then it displays the all beneficiaries in that training programme. You can select beneficiaries by selecting option and then enter the SMS message and then press the button "Send SMS" to send SMS for the selected beneficiaries.



Feedback/Complaint: By using this you can give the feedback. This is same as the ULB Login Feedback.

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