

(Draft)
Standard Operating Procedure
for Registration of Agencies and Funds flow for NAPS on PFMS

1. **Scheme Name:** National Apprenticeship Promotion Scheme (NAPS)
2. **PFMS` Scheme Code:** 3221
3. **Scheme Components:** Scheme components are customised on PFMS and available for selection in all functionalities/module, be it registration of agencies, project creation, funds flow and expenditure filing.
4. **Scheme hierarchy and Naming Convention:**

Level	Agency Type	Naming convention to be followed for registration
Centre	Program Division (PD)	Presently all 6 RDATs and DGT(Hqr.) are registered as PD
State	State Level Agency (SLA)(State level society)	Currently through the scheme 25 State level societies/departments have been mapped under DGT Hqrs) SAA-name of state level agency& name of the State
District	Assistant Apprenticeship Adviser (AAA)	AAA-name of district/zone
Block	Project Implementation Agency(PIA)	PIA-project name with location

The words 'SLA, AAA, PIA should invariably be prefixed to the name of the agency.

5. **Agency Registration Format/Process**

Following are the main attributes which are required to be filled in/captured while registering an agency on PFMS.

<i>Upper level or parent Agency, which sometime also happens to be the funding agency, will register its down-the-line agencies. No agency other than SLA should be registered from outside, i.e. from home page without logging in to the system.</i>	
Agency Unique Code	will be generated by the system at the time of registration. Please keep a record of it.
Institution to be registered	Institution Type (already customised on PFMS, just select the type of institution to be registered)
Agency Name	Naming Convention:

	<ol style="list-style-type: none"> 1. SLA- name of state level agency& name of the State 2. AAA-name of district/ZONE 3. PIA- project name with location
Act Registration (if registered Society)	Applicable in case of SLA only
Date of Registration	Applicable in case of SLA and PIA only
Registering Authority	Applicable in case of SLA and PIA only
State of Registration	Applicable in case of SLA and PIA only
TIN No	If not available, check the Box ' Not Required'
TAN No.	If not available, check the Box ' Not Required'

Agency Office Details

State	
District	
Rural / Urban	
Block / Tehsil	
Panchayat / Taluka	
Village / Ward	
PIN code	mandatory
Address (Complete Address)	As far as possible complete address like premises, road, area, locality & city should be entered as per Indian Postal Standards. In case the address is short or contains only one line, the same can be repeated in other fields of address.

Agency Contact Details

Contact Person	mandatory
Phone No	Mandatory (if landline number is not available, mobile number can be entered in lieu of it.
Mobile No.	
Email Address	mandatory
Captcha word verification	mandatory

After filling the above information the users is required to click on 'Save & Continue' button. The system will generate a Unique Code for the agency and take the user to next stage of 'Funding Details'.

Funding level of an agency depends on its implementation level. E.g. implementation level of PIA is Block hence its funding agency levels will be state in case PIA is being registered from State level. In case, PIA is being registered from district level i.e. AAA, its funding levels will be State.

Important: SLAs will be registered by the respective PDs, AAAs by the respective SLAs and PIAs by the respective AAAs. SLA can also directly register & approve PIA. Registering agencies, i.e. parent agency will approve the child agency.

It is also clarified that any upper level agency, including SLA, can transfer

recipient agency (e.g. PIA) has not added it (upper level agency) as its funding agency.

It is further clarified that one bank account can be registered with one agency only. In other words, two or more agency cannot use the same bank account. However, one agency can have/register multiple bank accounts or the same bank account for multiple schemes under the same agency

Funding Agency Details

Funding level	Choose funding level
Funding agency	All agencies registered & approved at that level will appear in the parallel 'drill down list'. Select the required agency from this drill down list.

After selection of funding agency click on 'Add Funding Agency' button. Funding agency gets added.

System takes you to next stage of 'Agency Bank Details'

Agency Bank Details

Name of Bank	mandatory
Branch Address & IFSC Code	Required only in case of non-CBS banks
Account No.	Mandatory(enter digits as per bank rule)

After entering bank details click on 'Add bank Account' button. After this the user needs to create Login ID and Password for the agency being registered.

Add scheme component	Add the scheme component(s) to the Bank Account
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Login ID and Password creation

User/Login ID	Will be decided by user at the time of registration
Password	Will be decided by user at the time of registration(IDs and PWs will also be sent on to email of the agency creator)

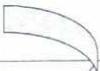



Go through the Terms & Conditions and check the box meant for these and click on 'Submit' button

Agency details will get saved and a message "Agency details saved successfully and pending for approval. Details will be sent to your email address" will pop-up on top of the registration page.

Approval of the Agency Registered	Parent agency who has registered this agency needs to approve the agency. PD of the Ministry is the parent agency/funding agency for SLAs.
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Once the agency has been approved the system will send the bank account details to banks' CBS for validation/confirmation and will also send the ID and PW on to the email ID registered with the agency for records of the user.

6. Funds flow hierarchy

	Agency	Funds flow	Funds flow
1	Central PD		
2	SLA		
3	AAA		
4	PIA		

Funds flow from Central PDs to SLA to PIAs and from Central PDs to PIAs directly also

Sir/Madam,

Please find attached the training schedule for the TRAINING WORKSHOP STATED ON THE SUBJECT.

Also, Participants are advised to carry the following information to the workshop:

- a) Login ID & PW of Program Divisions (DGT-Hq. & 6RDAT)

- b) 1st level agencies to be registered by PD

- c) Login ID and PW of the 1st Level Agencies (SAA), if any, registered on PFMS.

- d) Particulars/information for registration of 2nd line agencies (AAA) and 3rd level agencies (AAA) as per details in user manual/SOP.

- e) Mandatory fields for registration are: Name of agency, Email ID of agency, Mobile No., Bank name, bank account No.
Govt. Depts., however, can be registered without bank account also.

- f) Opening bank balances of 1st level agencies as per Cash Book as on 01.04.2017

Apart from the above, RDATs and States to arrange for a couple of claim records of establishments to be checked in the apprenticeship portal. Kindly have necessary log-in credentials.

Regards,

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Training Schedule(21.07.2017)

Forenoon sessions 10.00AM	Opening Remarks & Introduction
10.30-11.30AM	A run through and brief presentation on PFMS and the broad process flow for DBT of 'NAPS'
	Demonstration of process flow for registration, approval, mapping and editing of agencies
11.30AM to 01.30PM	Hands-on training in registration, approval, mapping of agencies
	Proposed process for DBT of NAPS and pre-requisites for commencing DBT on PFMS
Afternoon sessions 2.00PM to 03.30 PM	Demonstration of process for configuration of agencies for payment & accounting & DBT
	Peripheral issues concerning agency registration
03.30PM to 5PM	Issues concerning banks and NPCI for validation of bank accounts and Aadhaar seeding
	Issues relating to editing agency details, mapping, retrieval of lost passwords, bank account addition, user creations
	Reports and Help Desk mechanism for resolution of issues & problems encountered by users

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