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कौशल भारत - कुशल भारत

User manual for Budget Approver – RPL Type III PMKVY



Transforming the skill landscape

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1 Introduction

The *User Manual for Budget Approver – RPL Type III PMKVY* is designed to provide information on, how the Budget Approver can accept or reject the budget. The Budget Approver can perform the functionalities as listed below.

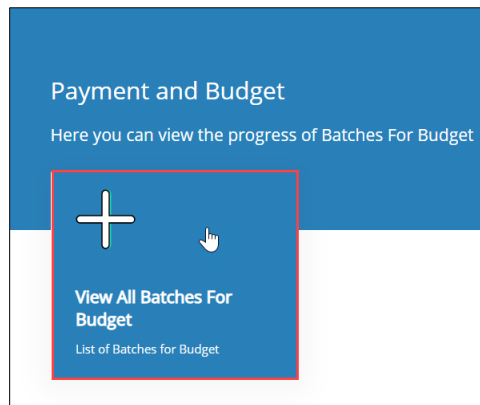
- View All Batches for Budget
- View Batch Details
 - Approve Budget - Bulk
 - Approve Budget
 - Reject Budget
 - Hold Budget

2 View All Batches for Budget

The **View All Batches for Budget** screen allows the Budget Approver to view all the Budget requests.

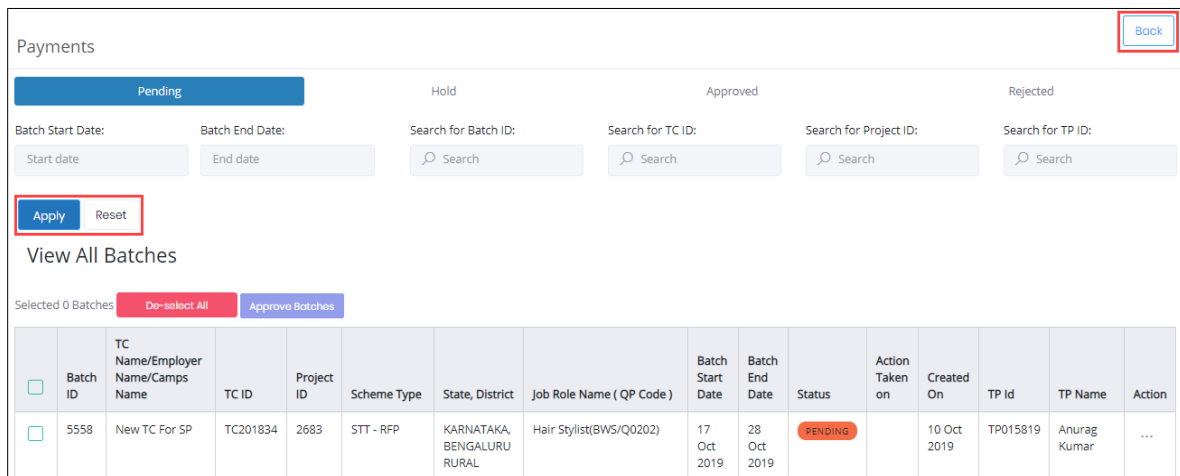
To Navigate

Home - - > Dashboard - - > View All Batches For Budget - - > Payments



➤ The **Payments** screen lists all budget requests in **four** tabs as listed below.

- Pending
- Hold
- Approved
- Rejected



Batch ID	TC Name/Employer Name/Camps Name	TC ID	Project ID	Scheme Type	State, District	Job Role Name (QP Code)	Batch Start Date	Batch End Date	Status	Action Taken on	Created On	TP Id	TP Name	Action
5558	New TC For SP	TC201834	2683	STT - RFP	KARNATAKA, BENGALURU RURAL	Hair Stylist(BWS/Q0202)	17 Oct 2019	28 Oct 2019	PENDING		10 Oct 2019	TP015819	Anurag Kumar	...

➤ The **Budget Approver** can search a particular batch based on Batch start Date, Batch End Date, Batch ID, TC ID, Project ID, and TP ID. Click **Apply**, to search for a particular batch.

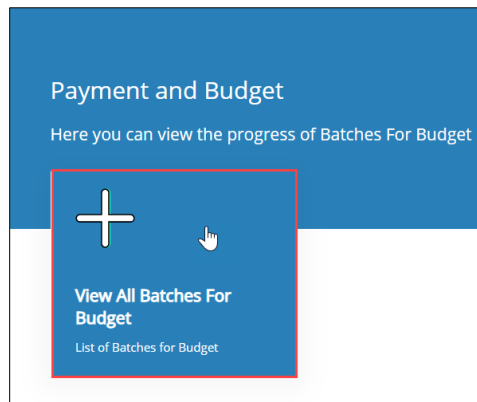
➤ The **View All Batches** screen displays all the details of the batches such as Batch ID, TC Name/ Employer Name/Camps Name, TC ID, Project ID, Scheme Type, State, District, Job Role Name (QP Code), Batch Start Date, Batch End Date, Status, Action Taken ON, TP Id, TP Name and also allows to view details of the batch under Action.

3 View Batch Details

The **View Batch Details** screen allows the Budget Approver to view all batch details.

To Navigate

Home --> Dashboard --> View All Batches For Budget --> Payments --> Action --> View Details



- The **Budget Approver** can search a particular batch based on Batch start Date, Batch End Date, Batch ID, TC ID, Project ID, and TP ID. Click **Apply**, to search for a particular batch.

Payments Back

Pending Hold Approved Rejected

Batch Start Date: Batch End Date: Search for Batch ID: Search for TC ID: Search for Project ID: Search for TP ID:

Start date End date Search Search Search Search

Apply Reset

View All Batches

Selected 0 Batches **De-select All** **Approve Batches**

<input type="checkbox"/>	Batch ID	TC Name/Employer Name/Camps Name	TC ID	Project ID	Scheme Type	State, District	Job Role Name (QP Code)	Batch Start Date	Batch End Date	Status	Action Taken on	Created On	TP Id	TP Name	Action
<input type="checkbox"/>	5648	priya b b	CAMPS_000122	2789	RPL - Type I - RPL at Camps	KARNATAKA, BALLARI	Airline High Lift.Truck Operator(AAS/Q0102)	18 Oct 2019	19 Oct 2019	PENDING		18 Oct 2019	TP000010	Bhola Shankar Mahobla	...
<input type="checkbox"/>	5645	priya b b	CAMPS_000122	2789	RPL - Type I - RPL at Camps	KARNATAKA, BALLARI	Paddy Farmer(AGR/Q0101)	18 Oct 2019	21 Oct 2019	PENDING		18 Oct 2019	TP000010	Bhola Shankar Mahobla	...
<input type="checkbox"/>	5634	Training centre on 60	TC201980	2776	RPL - Type III - RPL at Centres	DELHI, NEW DELHI	Paddy Farmer(AGR/Q0101)	17 Oct 2019	18 Oct 2019	PENDING		17 Oct 2019	TP000010	Bhola Shankar Mahobla	View Details
<input type="checkbox"/>	5628	redrxse	EMPLOYER_000291	2771	RPL - Type II - RPL at Employer Premises	ANDHRA PRADESH, ANANTAPUR	Airline High Lift.Truck Operator(AAS/Q0102)	17 Oct 2019	18 Oct 2019	PENDING		16 Oct 2019	TP000010	Bhola Shankar Mahobla	...

- Click **View Details**, the **Batch Details** screen appears.

- The **Batch Details** section displays the details of the batch such as Scheme Name, Training Partner ID, TC ID/Employer ID/ Camps ID, Batch ID, Batch End Date, Project /Proposal ID, Assessment Cost, NIA, Sector, NSQF Level, Bridge Module, Total Enrolled Candidates, Total Male Candidates, Training Type, Training Partner Name, TC Name/Employer Name/Camps Name, Batch Name, Batch Start Date, Total Training Hours per Day, Assessment Cost Discount, Total Tranche Amount, Job Role/QP Code, Job Role Category, Bridge Course Training Hours, Total PWD Candidates, Total Female Candidates, Scheme Type, TC Address, Camps/Employer/TC from SP, Batch Created Date, Batch Duration, Approved Cost Candidate, Job Role Version, Job Role Duration, Bridge Module Discount Percentage, Total Budget Amount and Total Transgender Candidates.

Batch Details			
Scheme Name:	PMKVY-CSCM	Training Type:	RPL - TYPE III - RPL AT CENTRES
Training partner ID:	TP000010	Training Partner Name:	BHOLA SHANKAR MAHOBIA
TC ID/Employer ID/Camps ID:	TC201980	TC Name/Employer Name/Camps Name:	TRAINING CENTRE ON 60
Batch ID:	5634	Camps/Employer/TC from Special Area:	NO
Batch End Date:	18 OCT 2019	Batch Name:	RPL3/TP000010/2019-2019TC201980(AGR/Q0101)5634
Project/Proposal ID:	2776	Batch Start Date:	17 OCT 2019
Assessment Cost:	750	Total Training Hours Per Day: (in Hr)	6
NIA(New India Assurance):	76.70	Assessment Cost Discount(in Percentage):	10
Sector:	AGRICULTURE	Total Tranche Amount:(INR)	12269.70
NSQF Level:	LEVEL 4	Job Role/QP Code:	PADDY FARMER / AGR/Q0101
Bridge Module:	NO	Job role Category:	2
Total Enrolled Candidates:	9	Bridge Course Training Hours:	NO
Total Male Candidates:	3	Total PWD Candidates:	0
		Total Female Candidates:	5
		Batch Created Date:	17/10/2019
		Batch Duration:	2 DAYS
		Approved Cost(Per Candidate):	1363.30
		Effective Assessment Cost(Per Candidate):	675
		Job role Version:	1.0
		Job Role Duration:	12
		Bridge Module Discount Percentage:	0
		Total Budget Amount:(INR)	22844.70
		Total TransGender Candidates:	1

- The **Financial payout after enrollment (Tranche 1)** section displays the details of the financial payout after Assessment such as Financial payout after assessment Amount (Tranche 1), Total Assessment Fee, Total Reward Money and Disbursement Percentage.

Financial payout after Assessment (Tranche 1)			
Financial payout after Assessment Amount (Tranche 1):(INR)	9815.76	Total Assessment Fee: (INR)	6075.00
Disbursement Percentage(%)	80	Total Reward Money:(INR)	4500.00

- The **Financial payout after Certification Ceremony (Tranche 2)** section displays the details of the financial payout after certification ceremony such as Financial Payout after certification ceremony and Disbursement Percentage (%).

Financial Payout after Certification Ceremony (Tranche 2)	
Financial Payout after Certification Ceremony (Tranche 2):(INR)	2453.94
Disbursement Percentage(%)	20

- The **Candidate List** section displays the details of the candidates such as Candidate ID, Candidate Name, State, District, Enrollment Date, Gender, Disability Type, District of Domicile, PWD, Special Area, Ceiling Cost (Orientation Cost)(INR), Reward Money, Assessment Fee, NIA, Payout To PIA(Tranche), Payout to PIA(Tranche), and Total Tranche Amount.

Candidate ID	Candidate Name	State	District	Enrollment Date	Gender	Disability Type	District of Domicile	PWD	Special Area	Ceiling Cost(Orientation Cost)(INR)	Reward Amount(INR)	Assessment Fee(INR)	NIA(New India Assurance)	Payout to PIA (Tranche 1)	Payout to PIA (Tranche 2)	Total Tranche Amount
CAN_803103	NAGALANDCANkasiu	NAGALAND	DIMAPUR	17 Oct 2019	Male	No	OutSide Domicile	No	Yes	1363.30	500.00	675.00	76.70	1090.64	272.66	1363.30
CAN_803104	BIHARCANFksteqrew	ANDHRA PRADESH	ANANTAPUR	17 Oct 2019	Female	No	OutSide Domicile	No	No	1363.30	500.00	675.00	76.70	1090.64	272.66	1363.30
CAN_803105	NvgvdCviki	NAGALAND	DIMAPUR	17 Oct 2019	Female	No	OutSide Domicile	No	Yes	1363.30	500.00	675.00	76.70	1090.64	272.66	1363.30
CAN_803106	BIHARCANGXwqf	ANDHRA PRADESH	ANANTAPUR	17 Oct 2019	Male	No	OutSide Domicile	No	No	1363.30	500.00	675.00	76.70	1090.64	272.66	1363.30
CAN_803107	TelvgvdCvike	TELANGANA	HYDERABAD	17 Oct 2019	Transgender	No	OutSide Domicile	No	No	1363.30	500.00	675.00	76.70	1090.64	272.66	1363.30

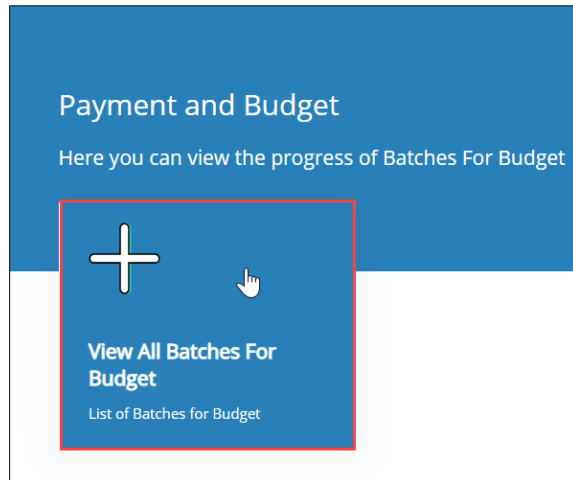
- Click **Back**, to navigate to the **Payments** screen.

3.1 Approve Budget - Bulk

The **Approve Budget – Bulk** screen allows the Budget Approver to approve the budget requests of multiple batches at once.

To Navigate

Home - - > Dashboard - - > View All Batches for Budget - - > Payments - - > Approve Batches



- The **View All Batches** screen lists all the batches and also allows the Budget Approver to view details under Action.

Payments Back

Pending Hold Approved Rejected

Batch Start Date: Batch End Date: Search for Batch ID: Search for TC ID: Search for Project ID: Search for TP ID:

Start date End date Search Search Search Search

Apply Reset

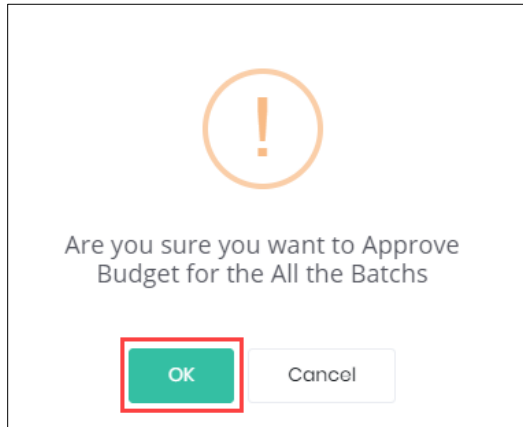
View All Batches

Selected 10 Batches De-select All Approve Batches

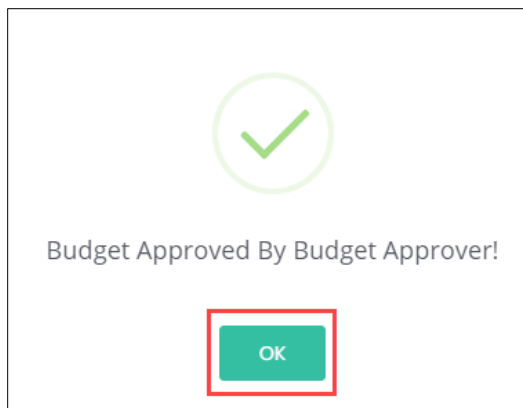
<input checked="" type="checkbox"/>	Batch ID	TC Name/Employer Name/Camps Name	TC ID	Project ID	Scheme Type	State, District	Job Role Name (QP Code)	Batch Start Date	Batch End Date	Status	Action Taken on	Created On	TP ID	TP Name	Action
<input checked="" type="checkbox"/>	5693	priya b b	CAMPS_000122	2789	RPL - Type I - RPL at Camps	KARNATAKA, BALLARI	Paddy Farmer(AGR/Q0101)	23 Oct 2019	26 Oct 2019	PENDING		23 Oct 2019	TP000010	Bhola Shankar Mahobia	...
<input checked="" type="checkbox"/>	5665	priya b b	CAMPS_000124	2796	RPL - Type I - RPL at Camps	ANDHRA PRADESH, ANANTAPUR	Paddy Farmer(AGR/Q0101)	21 Oct 2019	24 Oct 2019	PENDING		21 Oct 2019	TP000010	Bhola Shankar Mahobia	...
<input checked="" type="checkbox"/>	5654	priya	EMPLOYER_000295	2791	RPL - Type II - RPL at Employer Premises	ANDHRA PRADESH, ANANTAPUR	Spa Therapist(BWS/Q1002)	20 Oct 2019	21 Oct 2019	PENDING		18 Oct 2019	TP000010	Bhola Shankar Mahobia	...
<input checked="" type="checkbox"/>	5652	priya	EMPLOYER_000295	2791	RPL - Type II - RPL at Employer Premises	ANDHRA PRADESH, ANANTAPUR	Spa Therapist(BWS/Q1002)	18 Oct 2019	19 Oct 2019	PENDING		18 Oct 2019	TP000010	Bhola Shankar Mahobia	...

- Select the **checkbox** next to **Batch ID** to select all the batches. To select the individual batch, select the respective checkboxes.

- Click **Approve Batches**, the following screen appears.



- Click **OK**, the following screen appears.



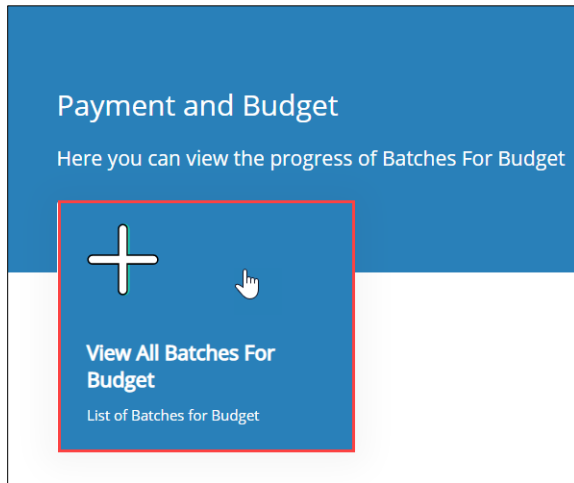
- Click **OK**, to navigate to the **Payments** screen.

3.2 Approve Budget

The **Approve Budget** screen allows the Budget Approver to approve the Budget for the individual batch.

To Navigate

Home - - > Dashboard - - > View All Batches for Budget - - > Payments - - > Action - - > View Details - - > Budget Approval - - > Approve Budget



- The **View All Batches** screen lists all the batches and also allows Budget Approver to view details of the batch under action.

Payments Back

Pending Hold Approved Rejected

Batch Start Date: Batch End Date: Search for Batch ID: Search for TC ID: Search for Project ID: Search for TP ID:

Start date End date Search Search Search Search

Apply Reset

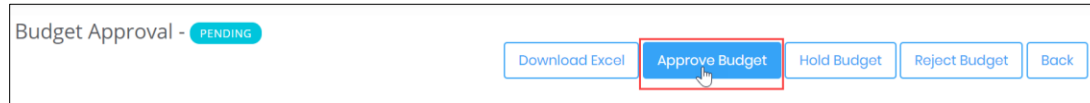
View All Batches

Selected 0 Batches De-select All Approve Batches

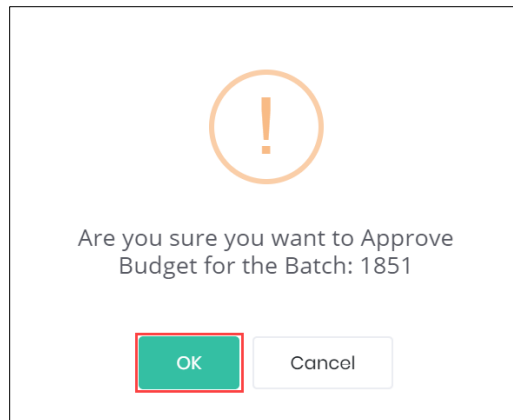
<input type="checkbox"/>	Batch ID	TC Name/Employer Name/Camps Name	TC ID	Project ID	Scheme Type	State, District	Job Role Name (QP Code)	Batch Start Date	Batch End Date	Status	Action Taken on	Created On	TP Id	TP Name	Action
<input type="checkbox"/>	5648	priya b b	CAMPS_000122	2789	RPL - Type I - RPL at Camps	KARNATAKA, BALLARI	Airline High Lift Truck Operator(AAS/Q0102)	18 Oct 2019	19 Oct 2019	PENDING		18 Oct 2019	TP000010	Bhola Shankar Mahobia	...
<input type="checkbox"/>	5645	priya b b	CAMPS_000122	2789	RPL - Type I - RPL at Camps	KARNATAKA, BALLARI	Paddy Farmer(AGR/Q0101)	18 Oct 2019	21 Oct 2019	PENDING		18 Oct 2019	TP000010	Bhola Shankar Mahobia	...
<input type="checkbox"/>	5634	Training centre on 60	TC201980	2776	RPL - Type III - RPL at Centres	DELHI, NEW DELHI	Paddy Farmer(AGR/Q0101)	17 Oct 2019	18 Oct 2019	PENDING		17 Oct 2019	TP000010	Bhola Shankar Mahobia	View Details
<input type="checkbox"/>	5628	redrxse	EMPLOYER_000291	2771	RPL - Type II - RPL at Employer Premises	ANDHRA PRADESH, ANANTAPUR	Airline High Lift Truck Operator(AAS/Q0102)	17 Oct 2019	18 Oct 2019	PENDING		16 Oct 2019	TP000010	Bhola Shankar Mahobia	...

- Click **View Details**, to navigate to the **Budget Approval** screen.

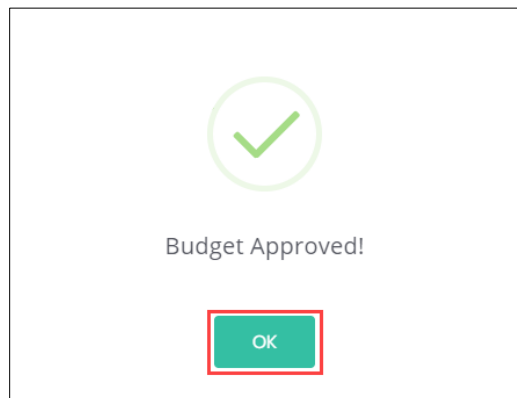
- The **Budget Approval** screen allows the Budget Approver to approve or hold or reject the Budget.



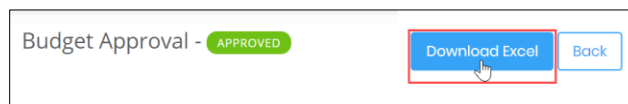
- Click **Approve Budget**, the following screen appears.



- Click **OK**, the screen appears as follows.



- Click **OK**, to navigate to the **Budget Approval-Approved** screen.
- The **Budget Approval-Approved** screen allows the Budget Approver to download and view the approved budget details in excel format. Click **Download Excel**.



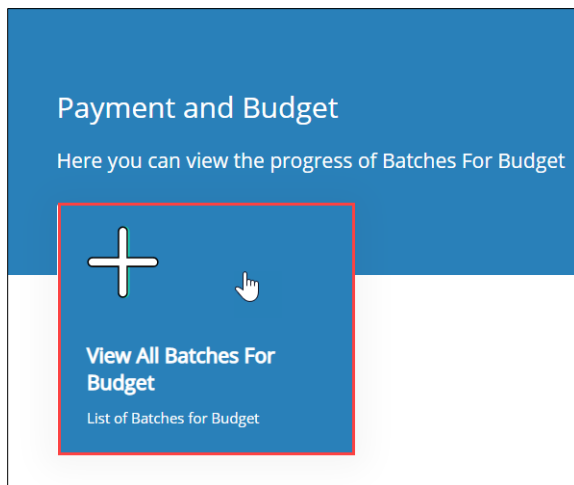
- Click **Back**, to navigate to the **Payments** screen.

3.3 Reject Budget

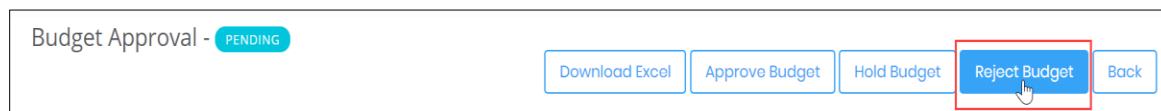
The **Reject Budget** screen allows the Budget Approver to reject the budget request for the individual batch.

To Navigate

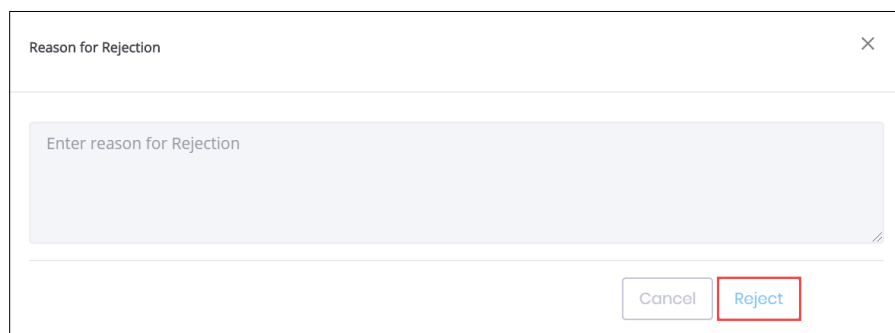
Home - - > Dashboard - - > View All Batches for Budget - - > Payments - - > Action - - > View Details - - > Budget Approval - - > Reject Budget



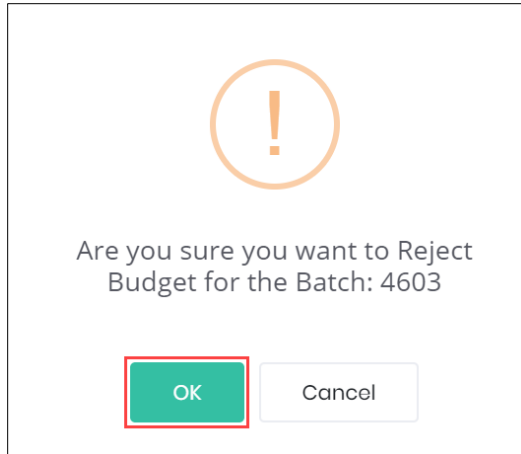
- The **Reject Budget** screen allows the Budget Approver to reject the budget.



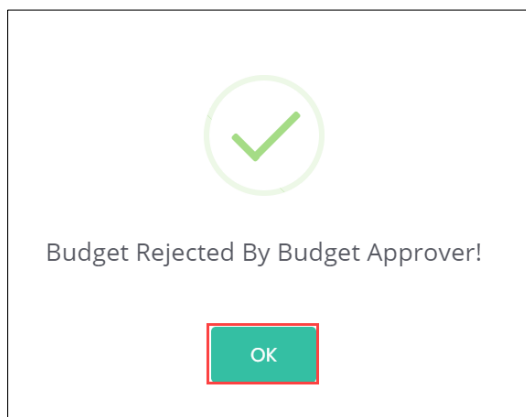
- Click **Reject Budget**, the **Reason for Rejection** screen appears.



- The **Reason for Rejection** screen allows the Budget Approver to enter the appropriate reason to reject the budget.
- Click **Reject**, the following screen appears.



- Click **OK**, the screen appears as follows.



- Click **OK**, to navigate to the **Budget Approval-Rejected** screen.
- The **Budget Approval-Rejected** screen allows the Budget Approver to download and view the rejected budget details in excel format. Click **Download Excel**.



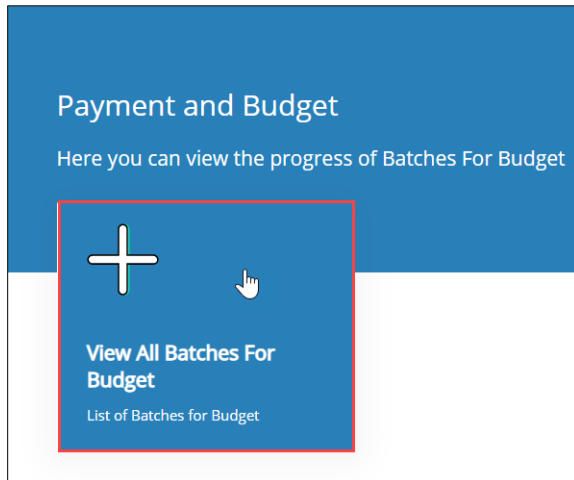
- Click **Back**, to navigate to the **Payments** screen.

3.4 Hold Budget

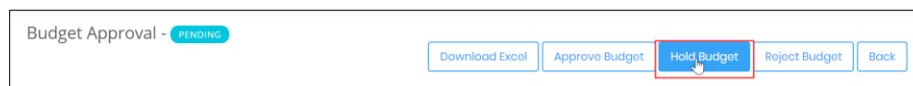
The **Hold Budget** screen allows the Budget Approver to put the budget on hold for the batches.

To Navigate

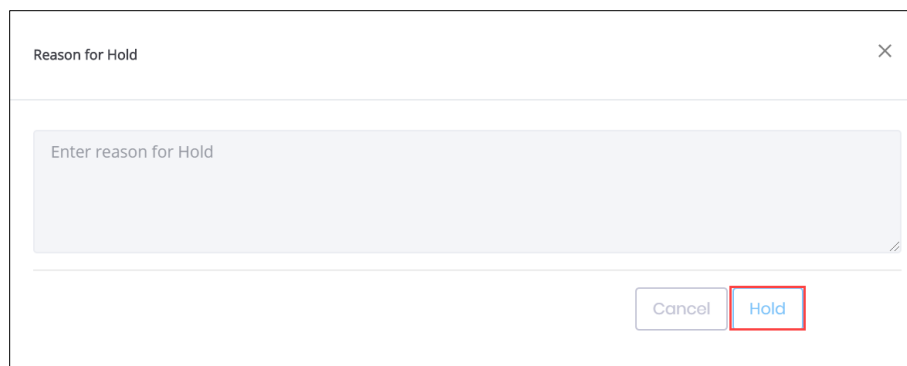
Home - - > Dashboard - - > View All Batches for Budget - - > Payments - - > Action - - > View Details - - > Budget Approval - - > Hold Budget



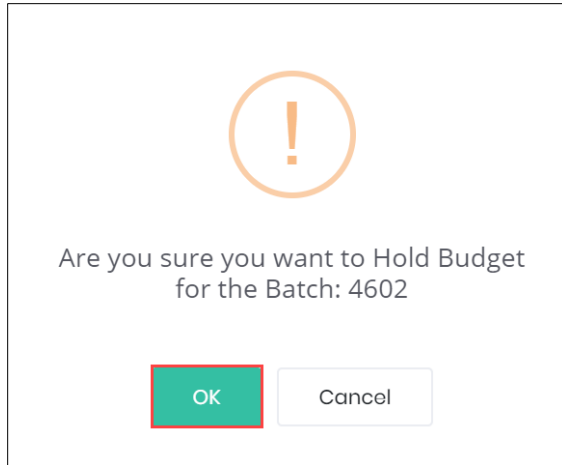
- The **Hold Budget** screen allows the Budget Approver to hold the budget.



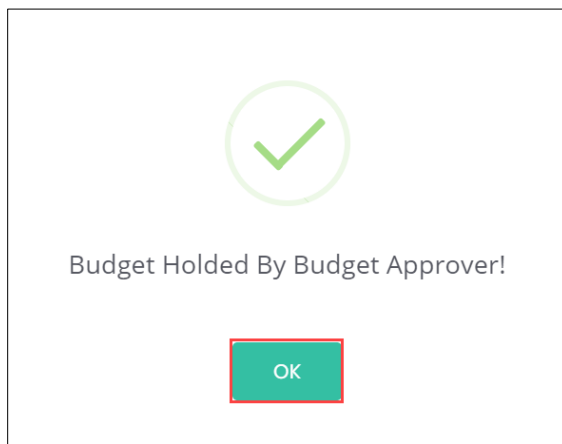
- Click **Hold Budget**, the **Reason for Hold** screen appears.



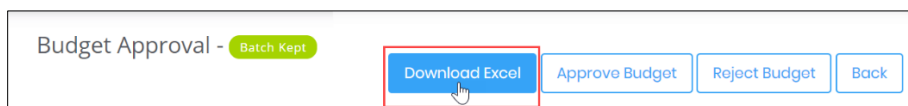
- The **Reason for Hold** screen allows the Budget Approver to enter the appropriate reason to hold the budget.
- Click **Hold**, the following screen appears.



- Click **OK**, the **Budget Held By Budget Approver** screen appears.



- Click **OK**, to navigate to the **Budget Approval-Batch Kept** screen.
- The **Budget Approval-Batch Kept** screen allows the Budget Approver to download and view the budget details in excel format. Click **Download Excel**.



- Click **Back**, to navigate to the **Payments** screen.