



# User manual for Establishment - DBT



सत्यमेव जयते  
GOVERNMENT OF INDIA  
MINISTRY OF SKILL DEVELOPMENT  
& ENTREPRENEURSHIP

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## 1 Introduction

The *User Manual for Establishment – DBT* is designed to provide information on, how the Establishment can process DBT payments in batches and can perform the following functionalities as listed.

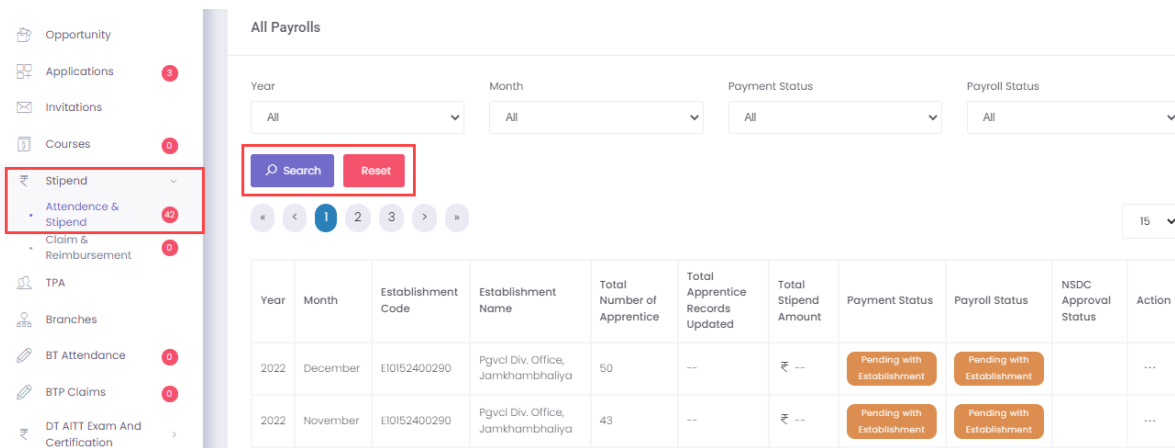
- Attendance and Stipend – Establishment
  - View Payroll Details
  - Process Payment
  - View Payment Details

## 2 Attendance and Stipend - Establishment

The **Attendance and Stipend** screen allows the Establishment to view the payroll details.

### To Navigate

Home - - > Dashboard - - > Stipend - - > Attendance & Stipend



Year	Month	Establishment Code	Establishment Name	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount	Payment Status	Payroll Status	NSDC Approval Status	Action
2022	December	E10152400290	PgvcI Div. Office, Jamkhambhaliya	50	--	₹ --	Pending with Establishment	Pending with Establishment		...
2022	November	E10152400290	PgvcI Div. Office, Jamkhambhaliya	43	--	₹ --	Pending with Establishment	Pending with Establishment		...

The **All Payrolls** screen displays all payroll details such as Year, Month, Establishment Code, Establishment Name, Total Number of Apprentice, Total Apprentice Records Updated, Total Stipend Amount, Payment Status, Payroll Status, NSDC Approval Status, and also can view payroll details under Action.

The **Establishment** can search for a particular payroll based on Year, Month, Payment Status, and Payroll Status. Click on the **Search button**, to search for a particular payroll.

## 2.1 View Payroll Details

The **View Payroll Details** screen allows the establishment to process payment.

### To Navigate

Home - - > Establishment Dashboard - - > Stipend - - > Attendance & Stipend - - > All Payrolls - - > Action - - > View Payroll Details

All Payrolls

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Year:  | 
 Month:  | 
 Payment Status:  | 
 Payroll Status:

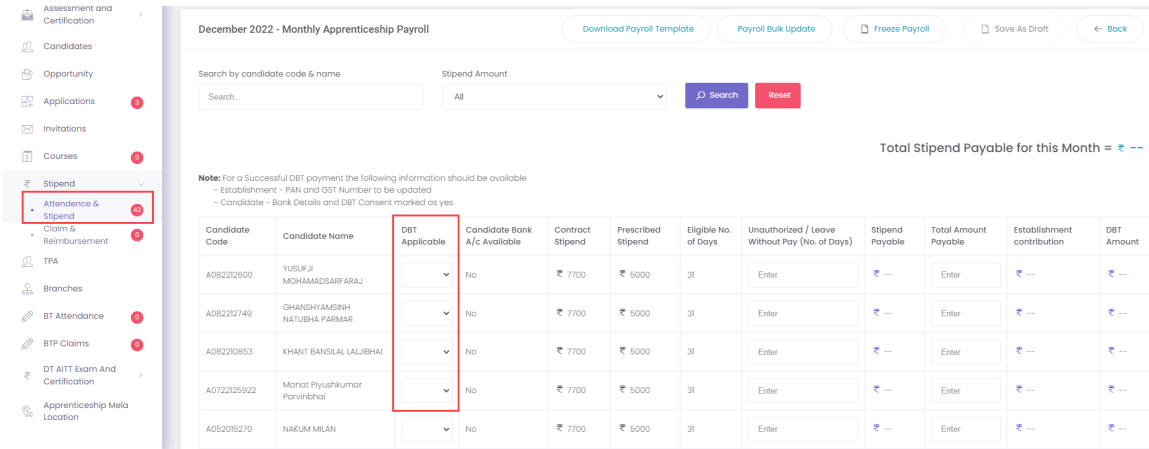
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Year	Month	Establishment Code	Establishment Name	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount	Payment Status	Payroll Status	NSDC Approval Status	Action
2022	December	E10152400290	Pgvcl Div. Office, Jamkhambhaliya	50	--	₹ --	Pending with Establishment	Pending with Establishment		⋮
2022	November	E10152400290	Pgvcl Div. Office, Jamkhambhaliya	43	--	₹ --	Pending with Establishment	Pending with Establishment		View Payroll Details

The **All Payrolls** screen displays the payment details such as Year, Month, Establishment Code, Establishment Name, Total Number of Apprentice, Total Apprentice Records Updated, Total Stipend Amount, Payment Status, Payroll Status, NSDC Approval Status, and also allows to View Payroll Details under Action.

Click **View Payroll Details**, and the **Monthly Apprenticeship Payroll** screen appears.

The **Monthly Apprenticeship Payroll** screen displays the Candidate Code, Candidate Name, Candidate Bank A/c Available, Contract Stipend, Prescribed Stipend, Eligible No. of Days, Unauthorized / Leave Without Pay (No. of Days), Stipend Payable, Total Amount Payable, Establishment contribution, and DBT Amount.



December 2022 - Monthly Apprenticeship Payroll

Download Payroll Template | Payroll Bulk Update | Freeze Payroll | Save As Draft | Back

Search by candidate code & name | Stipend Amount: All

Search | Reset

Total Stipend Payable for this Month = ₹ --

**Note:** For a Successful DBT payment the following information should be available  
 - Establishment - PAN and GST Number to be updated  
 - Candidate - Bank Details and DBT Consent marked as yes

Candidate Code	Candidate Name	DBT Applicable	Candidate Bank A/c Available	Contract Stipend	Prescribed Stipend	Eligible No. of Days	Unauthorized / Leave Without Pay (No. of Days)	Stipend Payable	Total Amount Payable	Establishment contribution	DBT Amount
A08222600	YUSUFJI MOHAMMADSRIFARAJ	<input type="checkbox"/>	No	₹ 7700	₹ 5000	31	Enter	₹ --	Enter	₹ --	₹ --
A08222749	GHANSHYAMSRIN NATUBHA PARMAR	<input type="checkbox"/>	No	₹ 7700	₹ 5000	31	Enter	₹ --	Enter	₹ --	₹ --
A082220853	KHANT BANSILAL LALIBHAI	<input type="checkbox"/>	No	₹ 7700	₹ 5000	31	Enter	₹ --	Enter	₹ --	₹ --
A072225922	Manoj Piyushkumar Porvimbhai	<input type="checkbox"/>	No	₹ 7700	₹ 5000	31	Enter	₹ --	Enter	₹ --	₹ --
A052015270	NAKUM MILAN	<input type="checkbox"/>	No	₹ 7700	₹ 5000	31	Enter	₹ --	Enter	₹ --	₹ --

The **Monthly Apprenticeship Payroll** screen also allows establishments to select DBT Applicable from the drop-down list.

**Additional Information:**

- The establishment should manually enable the DBT for the payroll that takes place in 2023 for the current candidates/batch.
- For new candidates/batches, DBT is enabled by default.
- DBT is effective only for the payroll of 2023 and onwards.

## 2.2 Process Payment

The **Process Payment** screen allows the Establishment to process the payments for candidates in a batch.

### To Navigate

Home - -> Establishment Dashboard - -> Stipend - -> Attendance & Stipend - -> All Payrolls - -> Action - -> View Payroll Details - -> Freeze Payroll

December 2022 - Monthly Apprenticeship Payroll

[Download Payroll Template](#)   
 [Payroll Bulk Update](#)   
 Freeze Payroll   
 Save As Draft   
 ← Back

Search by candidate code & name      Stipend Amount

    
      
 [Search](#)    [Reset](#)

Total Stipend Payable for this Month = ₹ 310000

**Note:** For a Successful DBT payment the following information should be available

- Establishment - PAN and GST Number to be updated
- Candidate - Bank Details and DBT Consent marked as yes

Candidate Code	Candidate Name	DBT Applicable	Candidate Bank A/c Available	Contract Stipend	Prescribed Stipend	Eligible No. of Days	Unauthorized / Leave Without Pay (No. of Days)	Stipend Payable	Total Amount Payable	Establishment contribution	DBT Amount
A082212600	YUSUFJI MOHAMADSARFARAJ	Yes	Yes	₹ 7700	₹ 5000	31	0	₹ 7700	7700	₹ 6200	₹ 1500
A082212749	GHANSHYAMSINH NATUBHA PARMAR	Yes	Yes	₹ 7700	₹ 5000	31	0	₹ 7700	7700	₹ 6200	₹ 1500
A082210853	KHANT BANSILAL LALJIHAI	Yes	Yes	₹ 7700	₹ 5000	31	0	₹ 7700	7700	₹ 6200	₹ 1500
A0722125922	Manoj Piyushkumar Parvinbhai	Yes	Yes	₹ 7700	₹ 5000	31	0	₹ 7700	7700	₹ 6200	₹ 1500

The **Monthly Apprenticeship Payroll** screen displays the Candidate Code, Candidate Name, Candidate Bank A/c Available, Contract Stipend, Prescribed Stipend, Eligible No. of Days, Unauthorized / Leave Without Pay (No. of Days), Stipend Payable, Total Amount Payable, Establishment contribution, and DBT Amount.

Select DBT Applicable from the drop-down list.

Click on **Freeze Payroll**, and the following screen appears.



### Are you sure?

By agreeing, you confirm that the candidates selected with DBT Applicable No will never be converted to DBT Applicable Yes. For these candidates/contracts claims will not be given

Yes, submit it!
No

Click on the **“Yes, submit it!”** button, and the **Payroll Freezed Successfully** message appears.

Select the checkboxes of the respective candidates, to proceed with payment.

December 2022 - Monthly Apprenticeship Payroll

Search by candidate code & name Stipend Amount


All

Total Stipend Payable for this Month = ₹ 310000

**Note:** For a Successful DBT payment the following information should be available  
 - Establishment - PAN and GST Number to be updated  
 - Candidate - Bank Details and DBT Consent marked as yes

<input type="checkbox"/>	Candidate Code	Candidate Name	DBT Applicable	Candidate Bank A/c Available	Contract Stipend	Prescribed Stipend	Eligible No. of Days	Unauthorized / Leave Without Pay (No. of Days)	Stipend Payable	Total Amount Payable	Establishment contribution	DBT Amount
<input checked="" type="checkbox"/>	A082212600	YUSUFJI MOHAMADSARFARAJ	Yes	Yes	₹ 7700	₹ 5000	31	0	₹ 7700	7700	₹ 6200	₹ 1500
<input checked="" type="checkbox"/>	A082212749	GHANSHYAMSINH NATUBHA PARMAR	Yes	Yes	₹ 7700	₹ 5000	31	0	₹ 7700	7700	₹ 6200	₹ 1500
<input checked="" type="checkbox"/>	A082210853	KHANT BANSILAL LALJI BHAI	Yes	Yes	₹ 7700	₹ 5000	31	0	₹ 7700	7700	₹ 6200	₹ 1500
<input checked="" type="checkbox"/>	A0722125922	Manot Piyushkumar Parvinbhai	Yes	Yes	₹ 7700	₹ 5000	31	0	₹ 7700	7700	₹ 6200	₹ 1500

Click on the **Process Payment** button, and the following screen appears.

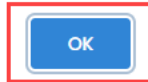
  
**Are you sure?**  
 You will not be able to edit once you submit.

Click on the **“Yes, submit it”** button, **Payment batch created successfully** screen appears.





**Payment batch created  
successfully.**

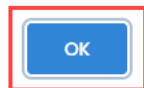


Click on the **OK button**.

By default, for the last batch (third) payment, all the remaining candidates are selected and the following screen appears



This could be your last batch of transaction, by default all the pending items get processed on this batch.



**Note:** The Payment can be done in a maximum of 3 batches.

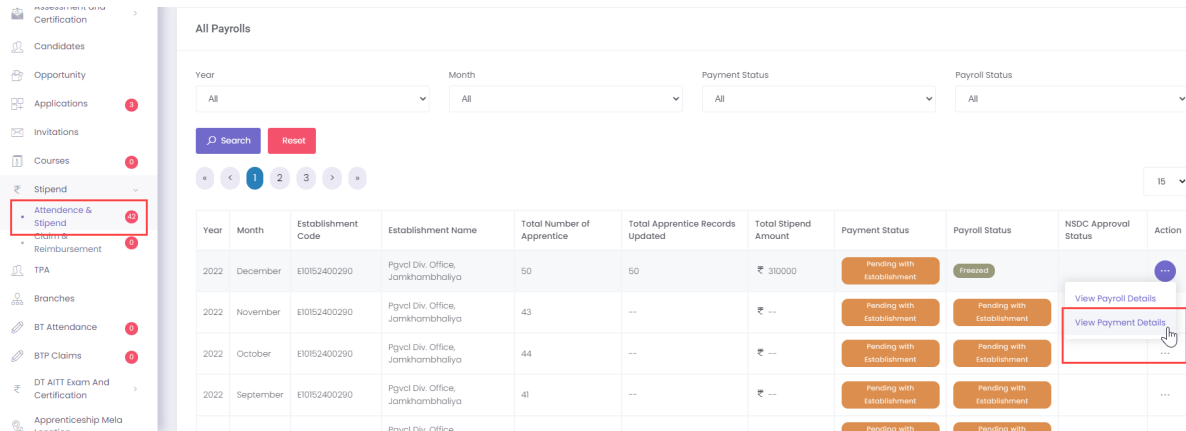
Click on the **OK button**.

## 2.3 View Payment Details

The **Payment Details** screen allows the Establishment to view the payment details.

### To Navigate

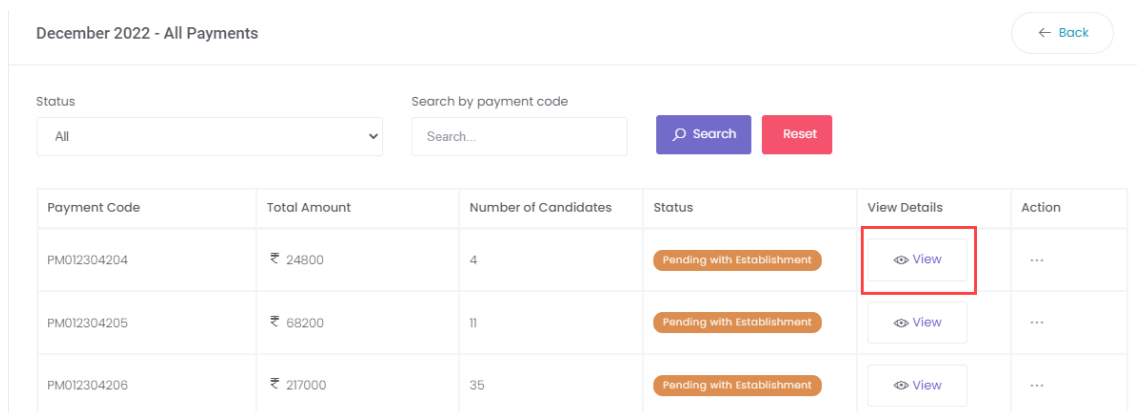
Home - -> Establishment Dashboard - -> Stipend - -> Attendance & Stipend - -> All Payrolls - -> Action - -> View Payment Details



Year	Month	Establishment Code	Establishment Name	Total Number of Apprentice	Total Apprentice Records Updated	Total Stipend Amount	Payment Status	Payroll Status	NSDC Approval Status	Action
2022	December	E10152400290	Pgvc Div. Office, Jamkhambhaliya	50	50	₹ 310000	Pending with Establishment	freed		View Payroll Details View Payment Details
2022	November	E10152400290	Pgvc Div. Office, Jamkhambhaliya	43	--	₹ --	Pending with Establishment	Pending with Establishment		
2022	October	E10152400290	Pgvc Div. Office, Jamkhambhaliya	44	--	₹ --	Pending with Establishment	Pending with Establishment		
2022	September	E10152400290	Pgvc Div. Office, Jamkhambhaliya	41	--	₹ --	Pending with Establishment	Pending with Establishment		

Click on **View Payment Details**, and the **All Payments** screen appears.

The **All Payments** screen displays the details such as Month, Year, Payment Code, Total Amount, Number of Candidates, and Status



December 2022 - All Payments

Status: All | Search by payment code: Search... | Search | Reset

Payment Code	Total Amount	Number of Candidates	Status	View Details	Action
PM012304204	₹ 24800	4	Pending with Establishment	View	...
PM012304205	₹ 68200	11	Pending with Establishment	View	...
PM012304206	₹ 217000	35	Pending with Establishment	View	...

Click on the **View** button under **View Details**, and the **All Payments** screen appears.

The **All Payments** screen displays the individual candidate details such as Payment Code, Candidate Code, Candidate Name, Total Amount, Status, UTR, and Remarks.

All Payments ← Back

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Status Search by candidate code & name

All  Search Reset

Payment Code	Candidate Code	Candidate Name	Total Amount	Status	UTR	Remarks
PI012386581	A082212600	YUSUFJI MOHAMADSARFARAJ	₹ 6200	Pending with Establishment	--	--
PI012386582	A082212749	GHANSHYAMSINH NATUBHA PARMAR	₹ 6200	Pending with Establishment	--	--
PI012386583	A082210853	KHANT BANSILAL LALJIBHAI	₹ 6200	Pending with Establishment	--	--
PI012386584	A0722125922	Manot Piyushkumar Parvinbhai	₹ 6200	Pending with Establishment	--	--

Click on the **Back button**, to navigate to the **All Payments** screen.