

User manual BTP – Claims and Reimbursement



सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

Table of Contents

1	Introduction	2
2	View All Candidates - Establishment.....	3
2.1	Issues Contract.....	4
3	View All Attendance List - BTP	7
3.1	Enter Attendance	8
4	View All Attendance List - Establishment	10
4.1	Approve Attendance	11
5	View Raise Claims - BTP	12
5.1	Raise Claim Request.....	13
6	View All Claims Listing - Establishment.....	16
6.1	Approve Claim Request.....	17
7	View all Claim Request - SSC.....	20
7.1	Approve Claim Request.....	21
8	View Remarks - Establishment.....	24

1 Introduction

The *User Manual for BTP Claims and reimbursement – NAPS* is designed to provide information on, how the Establishment can issue a contract and also how the BTP can enter attendance and raise the claims. Also, the BTP can perform the following functionalities as listed.

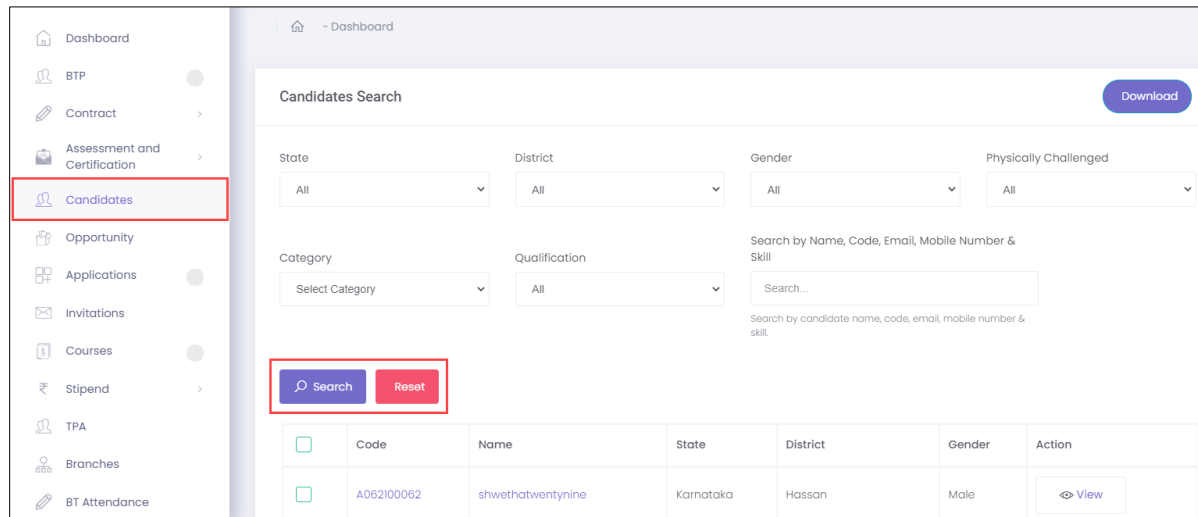
- View All Candidates - Establishment
 - Issues Contract
- View All Attendance List - BTP
 - Enter Attendance
- View All Attendance List - Establishment
 - Approve Attendance
- View Raise Claims - BTP
 - Raise Claim Request
- View All Claims Listing - Establishment
 - Approve Claim Request
- View all Claim Request - SSC
 - Approve Claim Request
- View Remarks - Establishment

2 View All Candidates - Establishment

The **View All Candidates** screen allows the Establishment to view all the candidates.

To Navigate

Home --> Establishment Login --> Dashboard --> Candidates --> Candidate Search



The screenshot shows the 'Candidates Search' page. The sidebar on the left has 'Candidates' highlighted. The main content area has a search form with the following fields:

- State: All
- District: All
- Gender: All
- Physically Challenged: All
- Category: Select Category
- Qualification: All
- Search by Name, Code, Email, Mobile Number & Skill: Search...
- Search by candidate name, code, email, mobile number & skill: Search...

Below the search form, there is a table with the following data:

	Code	Name	State	District	Gender	Action
<input type="checkbox"/>	A062100062	shwethatwentynine	Karnataka	Hassan	Male	View

- The **Candidate Search** screen displays all the apprentice details such as Code, Name, State, District, Gender and also allows to view candidate details under Action.
- The **Establishment** can search for a particular candidate based on State, District, Gender, Physically Challenged, Category, Qualification, and Name, Code, Email, Mobile Number & Skill. Click **Search**, to search for a particular candidate.

2.1 Issues Contract

The **Issues Contract** screen allows the Establishment to issue the contract for the candidates.

To Navigate

Home - - > Establishment Login - - > Dashboard - - > Candidates - - > Candidate Search - - > Action - - > View - - > Issue Contract

[Download](#)

State: District: Gender: Physically Challenged:

Category: Qualification:

Search by Name, Code, Email, Mobile Number & Skill

Search by candidate name, code, email, mobile number & skill.

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

<input type="checkbox"/>	Code	Name	State	District	Gender	Action
<input type="checkbox"/>	A062100062	shwethatwentynine	Karnataka	Hassan	Male	View

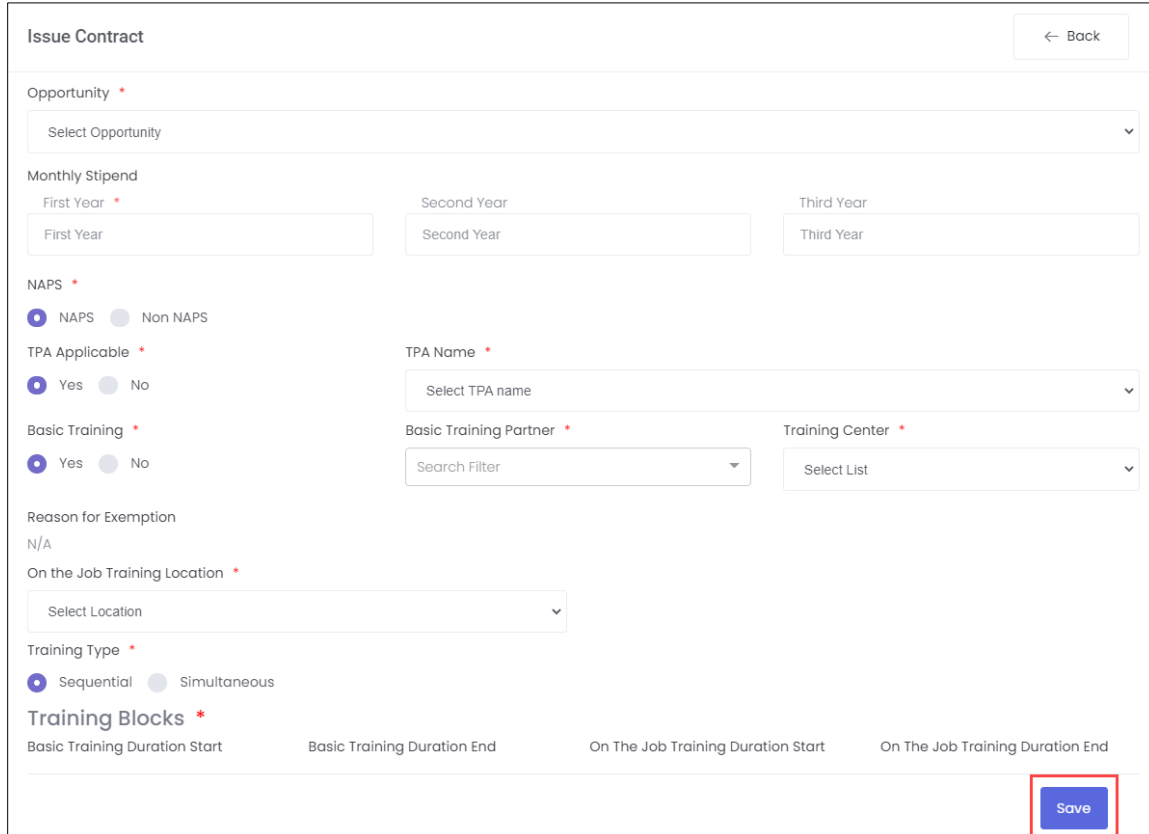
- The **Establishment** can search for a particular candidate based on State, District, Gender, Physically Challenged, Category, Qualification, and Name, Code, Email, Mobile Number, and Skill. Click **Search**, to search for a particular candidate.
- Click **View**, the following screen appears.
- The **Issue Contract** screen allows the Establishment to issue the contract for the particular PwD candidate.

Kasani Lingaiah

[← Back](#)
[✉ Invite candidate](#)
[✍ Issue Contract](#)

- Click **Issue Contract**, the **Issue Contract** screen appears.

- The **Issue Contract** screen allows the Establishment to select the details such as Opportunity, NAPS, TPA Name, TPA Applicable, Basic Training, Basic Training Provider, Training Center, and On the Job Training Location from the drop-down list.



- Also allows to enter the details such as Monthly Stipend (First Year, Second Year, and Third Year) and Training Blocks (Basic Training Duration Start, Basic Training Duration End, On the Job Training Duration Start, and On the Job Training Duration End).
- The establishment can select the training type as **Sequential** or **Simultaneous**.

Additional Information:

- **Sequential** training is where Basic Training and On the Job Training dates cannot be overlapped.
- **Simultaneous** training means, some parts of Basic Training, and On the Job Training dates can be overlapped.

- Click **Save**, the **Contract uploaded Successfully** message appears.

Additional Information:

- The training end is **auto-calculated**, E.g. If the Course Duration is 2 months i.e., 60 days and the BT start date is 1st March 2020, the BT end date should be 29th April 2020 (31 days for March + 29 days for April).

The BT and OJT end date would auto-populate only for the sequential training and apply for a specific training block. In the case of multiple training blocks in the course, the validation would be for each block.

- The training dates (BT or OJT) in the different blocks should not overlap in any case of sequential/simultaneous training.

3 View All Attendance List - BTP

The **View All Attendance List** screen allows the BTP to view the attendance details.

To Navigate

Home --> BTP Login --> Dashboard --> BTP Attendance --> All Attendance Listing

Year	Month	Total Number of Apprentice	Total Apprentice Records Updated	Status	Action
2021	April	8	8	Approved - 0 Pending with BTP - 0 Sent Back - 0 Pending with Establishment - 8	...

- The **All Attendance Listing** screen displays the attendance details such as Year, Month, Total Number of Apprentice, Total Apprentice Records Updated, Status and also allows to view attendance details under Action.
- The **BTP** can search for a particular apprentice based on Apprentice Year, Month, and Status. Click **Search**, to search for a particular apprentice.

3.1 Enter Attendance

The **Enter Attendance** screen allows the BTP to enter the attendance of the apprentice.

To Navigate

Home --> BTP Login --> Dashboard --> BTP Attendance --> All Attendance Listing --> Action --> View Attendance Details

All Attendance Listing

Year: All | Month: All | Status: All | [Search](#) | [Reset](#)

Year	Month	Total Number of Apprentice	Total Apprentice Records Updated	Status	Action
2021	April	8	8	Approved - 0 Pending with BTP - 0 Sent Back - 0 Pending with Establishment - 8	...
2021	May	9	--	Approved - 0 Pending with BTP - 9 Sent Back - 0 Pending with Establishment - 0	... View Attendance Details

- The **All Attendance Listing** screen displays the attendance details such as Year, Month, Total Number of Apprentice, Total Apprentice Records Updated, Status and also allows to view attendance details under Action.
- Click **View Attendance Details**, the **All Attendance Listing** screen appears.
- The **All Attendance Listing** screen displays the apprentice details such as Apprentice Code, Apprentice Name, Establishment Code, Establishment Name, Contract Code, Course Name, Course Code, Course Duration (hrs), Eligible No. of Days for Basic Training, and Status. Also allows to enter attendance under Attendance (No. of Hours).

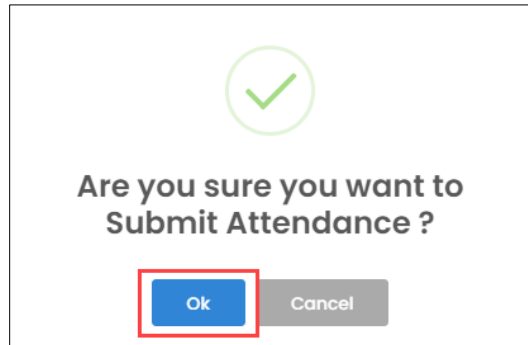
All Attendance Listing (April - 2021)

← Back | Save As Draft | [Submit](#)

Apprentice Name or Code: Search | Establishment Name or Code: Search | Search By (contract code, course name, course code): Search | Status: All | [Search](#) | [Reset](#)

Apprentice Code	Apprentice Name	Establishment Code	Establishment Name	Contract Code	Course Name	Course Code	Course Duration (hrs)	Eligible No. of Days for Basic Training	Attendance (No. of Hours)	Status
A022100043	Pranav	E02213200003	Kerala Training Center	CN022100046	Multimedia and Web Page Designer	CO022100050	4	7	<input type="text"/>	Pending with BTP
A032100049	Test Eleven	E03210700001	Testing Establishment	CN032100037	Test 5 March NAPS Course	CO032100003	80	15	<input type="text"/>	Pending with BTP

- Enter the appropriate attendance (No. of Hours) of the apprentice. Click **Submit**, the following screen appears.



- Click **OK**, the **Attendance Submitted Successfully** message appears.

Additional Information:

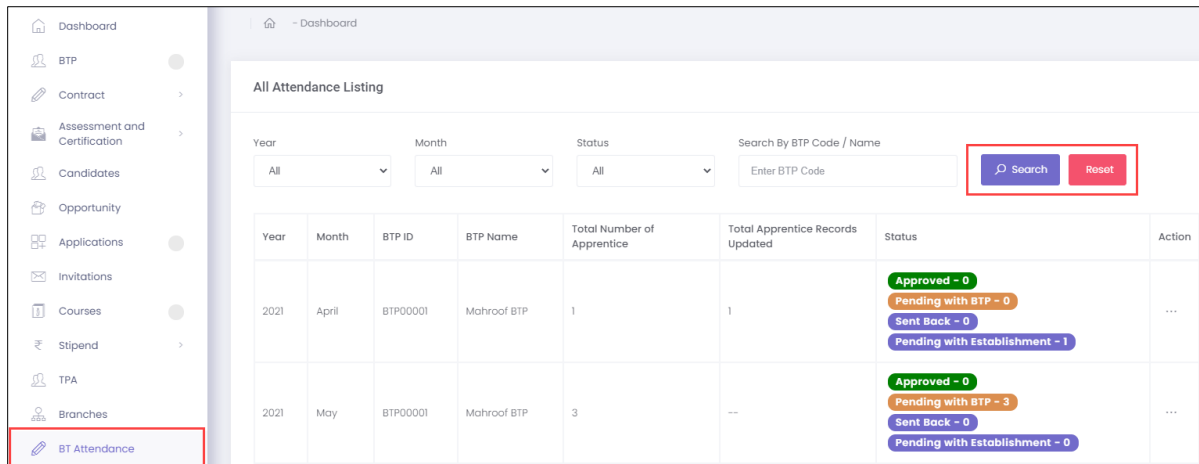
- The attendance as entered by the BTP in hours should not exceed the total BT hours as defined in the course. The maximum attendance should not exceed 216 hours for a given month.
 - if the Total BT hours in the course is 200 hours, then monthly attendance should not be greater than 200 hours.
 - If the Total eligible days is 5 (BT ending on the 5th of the month or starting 5 days before the end date of the month) then the monthly attendance should not be greater than 5*8 i.e., 40 hours.
- Minimum attendance criteria for contracts having
 - the basic Training Start date on and before 31st Dec 2019, will be 50%.
 - the basic Training Start date on and after 1st Jan 2020, will be 70%.Attendance % = Total actual BT hours*100/ Total BT Hours (course).

4 View All Attendance List - Establishment

The **View All Attendance List** screen allows the Establishment to view the attendance list submitted by BTP for approval.

To Navigate

Home --> Establishment Login --> Dashboard --> BTP Attendance --> All Attendance Listing



Year	Month	BTP ID	BTP Name	Total Number of Apprentice	Total Apprentice Records Updated	Status	Action
2021	April	BTP00001	Mahroof BTP	1	1	Approved - 0 Pending with BTP - 0 Sent Back - 0 Pending with Establishment - 1	...
2021	May	BTP00001	Mahroof BTP	3	--	Approved - 0 Pending with BTP - 3 Sent Back - 0 Pending with Establishment - 0	...

- The **All Attendance Listing** screen displays the attendance details such as Year, Month, BTP ID, Total Number of Apprentice, Total Apprentice Records Updated, Status and also allows to view attendance details under Action.
- The **Establishment** can search for a particular attendance list based on Year, Month, Status, and BTP Code/Name. Click **Search**, to search for a particular attendance list.

4.1 Approve Attendance

The **Approve Attendance** screen allows the Establishment to approve the attendance of the apprentice entered by the BTP.

To Navigate

Home --> Establishment Login --> Dashboard --> BTP Attendance --> All Attendance Listing --> Action --> View Attendance Details --> Attendance Details


← Back
Approve
Send Back

Apprentice Name or Code Search By (contract code, course name, course code) Status

 All Search Reset

Apprentice Code	Apprentice Name	BTP Code	BTP Name	Course Name	Course Code	Contract Code	Course Duration (hrs)	Eligible No. of Days for Basic Training	Attendance (No. of Hours)	Status
A062100029	pramadh three	BTP00001	Mahroof BTP	Gardner	CO052100001	CN062100030	600	30	2	Pending with Establishment

- The **Attendance Details** screen displays the details such as Apprentice Code, Apprentice Code, BTP Code, BTP Name, Course Name, Course Code, Contract Code, Course Duration (hrs), Eligible No. of Days for Basic Training, Attendance (No. of Hours) and Status.
- Click **Approve**, the following screen appears.



Are you sure you want to Approve Attendance ?

Enter Remarks

Ok
Cancel

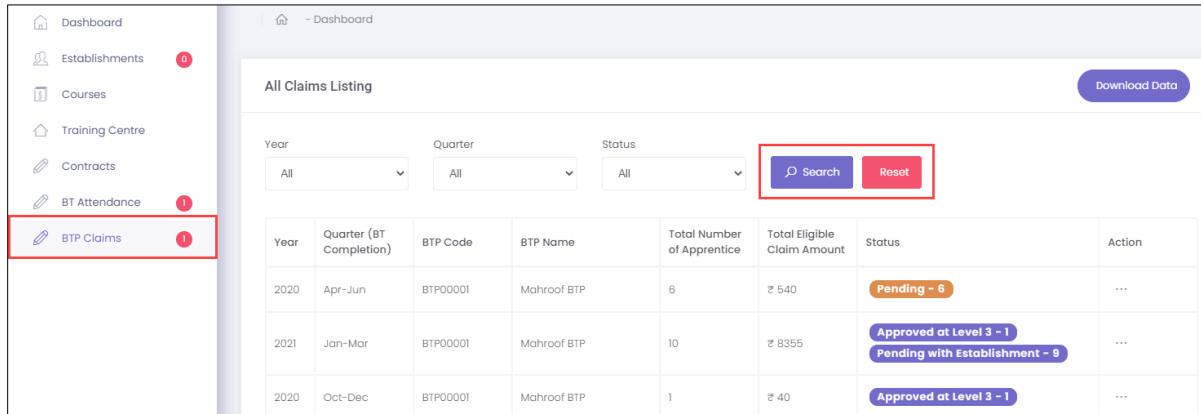
- Click **OK**, the message appears as **Attendance Approved Successfully**.

5 View Raise Claims - BTP

The **View Raise Claims** screen allows the BTP to view all the claims details raised.

To Navigate

Home --> BTP Login --> Dashboard --> BTP Claims --> All Claims Listing



Year	Quarter (BT Completion)	BTP Code	BTP Name	Total Number of Apprentice	Total Eligible Claim Amount	Status	Action
2020	Apr-Jun	BTP00001	Mahroof BTP	6	₹ 540	Pending = 6	...
2021	Jan-Mar	BTP00001	Mahroof BTP	10	₹ 8355	Approved at Level 3 - 1 Pending with Establishment - 9	...
2020	Oct-Dec	BTP00001	Mahroof BTP	1	₹ 40	Approved at Level 3 - 1	...

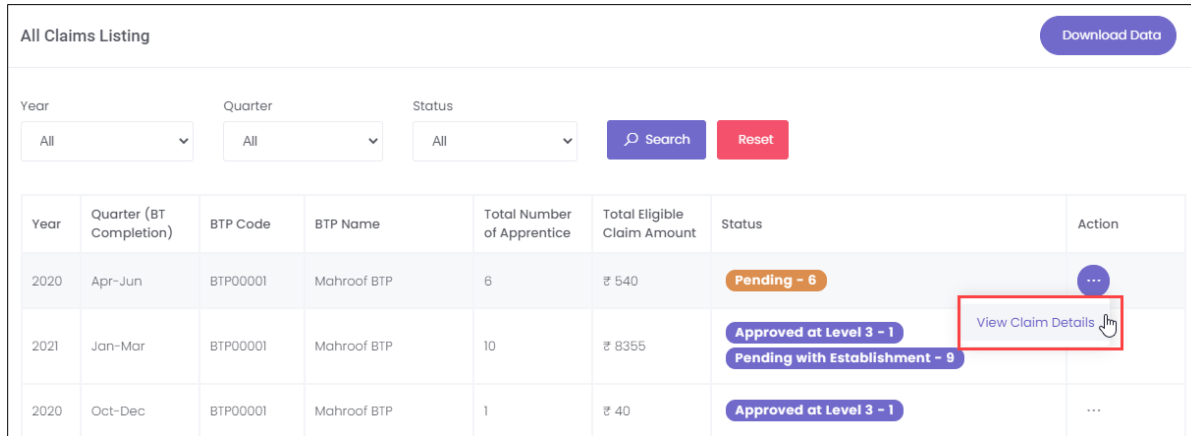
- The **All Claims Listing** screen displays all the claims details such as Year, Quarter (BT Completion), BTP Code, BTP Name, Total Number of apprentices, Total Eligible Claim Amount, Status, and also allows to view claims details.
- The **BTP** can search for a particular raised claim based on Year, Quarter, and Status. Click **Search**, to search for a particular claim request.

5.1 Raise Claim Request

The **Raise Claim Request** screen allows the BTP to raise the claim request for the attendance-approved apprentice.

To Navigate

Home - - > BTP Login - - > Dashboard - - > BTP Claims - - > All Claims Listing - - > Action - - > View Claims Details - - > All Claims Listing



Year	Quarter (BT Completion)	BTP Code	BTP Name	Total Number of Apprentice	Total Eligible Claim Amount	Status	Action
2020	Apr-Jun	BTP00001	Mahroof BTP	6	₹ 540	Pending - 6	...
2021	Jan-Mar	BTP00001	Mahroof BTP	10	₹ 8355	Approved at Level 3 - 1 Pending with Establishment - 9	View Claim Details
2020	Oct-Dec	BTP00001	Mahroof BTP	1	₹ 40	Approved at Level 3 - 1	...

- The **All Claims Listing** screen displays all the claims details such as Year, Quarter (BT Completion), BTP Code, BTP Name, Total Number of apprentices, Total Eligible Claim Amount, Status, and also allows to view claims details.

Additional Information:

- For dropout apprentices or if the contract is terminated between the basic training, the claim request can't be raised for that apprentice by BTP.
- For **Sequential** training:
The 1st claim installment would be at the rate of 75% of the total eligible claim amount.
The 2nd claim installment would be at the rate of 25% of the total eligible claim amount.
- For **Simultaneous** training:
The 1st claim installment would be at the rate of INR 10/hour.
The 2nd claim installment would be at the rate of INR 5/hour.

- Click **View Claim Details**, the **All Claims Listing** screen appears.
- The **All Claims Listing** screen hosts the details into two sections as listed below.
 - Claims Details
 - Supporting Documents

- The **Claims Details** section displays the claim details such as Apprentice Registration No., Contract Registration No., Apprentice Name, Establishment Code, Establishment Name, Approving Authority, Course Name, Course Duration (hrs), Duration of Basic Training, Start Date of BT, End Date of BT, Contract Training Type, Total BTP Hours, Tranche No., Tranche Eligible Claim*, Is Contract Terminated before OJT, Status, Remarks and also allows to select Has the apprentice dropped out during the Basic Training from the drop-down list.

All Claims Listing

[Download Data](#) [← Back](#) [Submit](#) [Upload Documents](#) [Save As Draft](#)

Apprentice Name or Code Establishment Name or Code Status
 Search Search All

* For Sequential Training : Tranche 1 Eligible Claim = 75% [Course Duration (In hrs) x 15] and Tranche 2 Eligible Claim = 25% [Course Duration (In hrs) x 15]
 * For Simultaneous Training : Tranche 1 Eligible Claim = Course Duration (In hrs) x 10 and Tranche 2 Eligible Claim = Course Duration (In hrs) x 5

Apprentice Registration No.	Contract Registration No.	Apprentice Name	Establishment Code	Establishment Name	Approving Authority	Course Name	Course Duration (hrs)	Duration of Basic Training	Start Date of BT	End Date of BT	Contract Training Type	Total BTP Hours	Tranche No.	Tranche Eligible Claim*	Is Contract Terminated before OJT	Status	Has the apprentice dropped out during the Basic Training?	Remarks
A022100025	CN022100029	Mohan	E02210200002	Oxford	Construction	NAPS Course D	6	3 months 2 days	01-03-2020	31-05-2020	Simultaneous	18	1	60	No	Pending	No	--

- The **BTP** can search for a particular claim request based on Apprentice Name or Code, Establishment Name or Code, and Status. Click **Search**, to search for a particular claim request.
- Click **Upload Documents**, to upload the self-declaration document.
- The **Upload Documents** screen allows the BTP to upload the appropriate document.

Upload Documents

Choose File

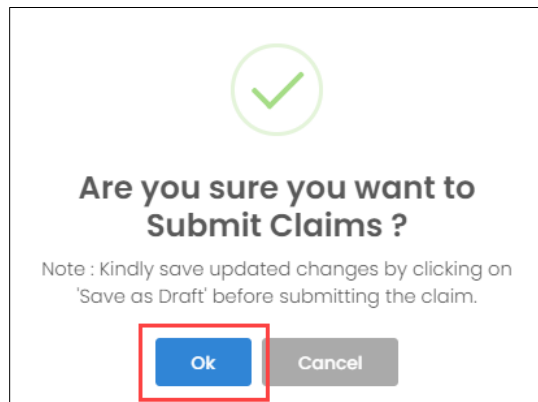
Please upload only (pdf, jpeg, jpg, png, xls, xlsx) file, Maximum 15MB allowed.

- Click **Browse** to *upload* the appropriate Supporting Documents. BTP can upload only pdf, jpeg, jpg, png, xls, xlsx, and the maximum file size is **fifteen MB**.
- Click **Save**, the **Documents Uploaded Successfully** message appears.

- The **Supporting Documents** section displays the document uploaded details such as Document Name and also allows to view or/ delete the uploaded document under Document.

Supporting Documents		
Please upload a self declaration and a cancelled cheque copy		
Sl No.	Document Name	Document
1	Document.pdf	 

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



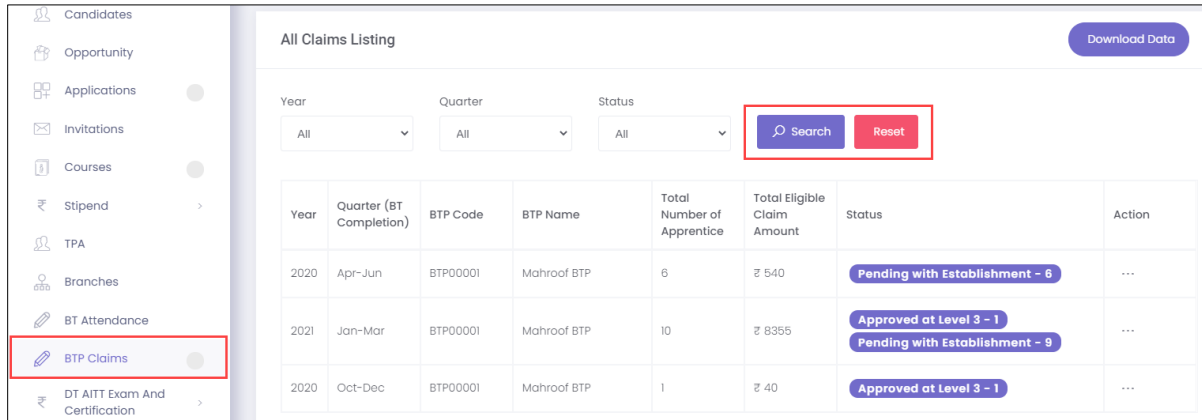
- Click **OK**, the **Submitted Claims Successfully** screen appears.

6 View All Claims Listing - Establishment

The **View All Claims Listing** screen displays all the claims request raised by the BTP.

To Navigate

Home --> Establishment Login --> Dashboard --> BTP Claims --> All Claims Listing



The screenshot shows the 'All Claims Listing' screen. On the left, a sidebar contains various navigation options, with 'BTP Claims' highlighted. The main area features search filters for Year, Quarter, and Status, all set to 'All'. A 'Search' button and a 'Reset' button are visible. Below the filters is a table with the following data:

Year	Quarter (BT Completion)	BTP Code	BTP Name	Total Number of Apprentice	Total Eligible Claim Amount	Status	Action
2020	Apr-Jun	BTP00001	Mahroof BTP	6	₹ 540	Pending with Establishment - 6	...
2021	Jan-Mar	BTP00001	Mahroof BTP	10	₹ 8355	Approved at Level 3 - 1 Pending with Establishment - 9	...
2020	Oct-Dec	BTP00001	Mahroof BTP	1	₹ 40	Approved at Level 3 - 1	...

- The **All Claims Listing** screen displays all the claims details such as Year, Quarter (BT Completion), BTP Code, BTP Name, Total Number of apprentices, Total Eligible Claim Amount, Status, and also allows to view claims details.
- The **Establishment** can search for a particular raised claim based on Year, Quarter, and Status. Click **Search**, to search for a particular claim request.

6.1 Approve Claim Request

The **Approve Claim Request** screen allows the Establishment to approve the claim request raised and submitted by the BTP.

To Navigate

Home --> Establishment Login --> Dashboard --> BTP Claims --> All Claims Listing --> Action --> View Claim Details --> All Claims Listing

All Claims Listing							Download Data
Year	Quarter	Status					
All	All	All		Search	Reset		
Year	Quarter (BT Completion)	BTP Code	BTP Name	Total Number of Apprentice	Total Eligible Claim Amount	Status	Action
2020	Apr-Jun	BTP00001	Mahroof BTP	6	₹ 540	Pending with Establishment - 6	...
2021	Jan-Mar	BTP00001	Mahroof BTP	10	₹ 8355	Approved at Level 3 - 1 Pending with Establishment - 9	View Claim Details
2020	Oct-Dec	BTP00001	Mahroof BTP	1	₹ 40	Approved at Level 3 - 1	...

- The **All Claims Listing** screen displays all the claims details such as Year, Quarter (BT Completion), BTP Code, BTP Name, Total Number of apprentices, Total Eligible Claim Amount, Status, and also allows to view claims details.
- Click **View Claim Details**, the **All Claims Listing** screen appears.
- The **All Claims Listing** screen hosts the details into two sections as listed below.
 - Claims Details
 - Supporting Documents

- The **Claims Details** section displays the claim details such as Apprentice Registration No., Contract Registration No., Apprentice Name, Establishment Code, Establishment Name, Approving Authority, Course Name, Course Duration (hrs), Duration of Basic Training, Start Date of BT, End Date of BT, Contract Training Type, Total BTP Hours, Tranche No., Tranche Eligible Claim*, Is Contract Terminated before OJT, Status, Has the apprentice dropped out during the Basic Training, and Remarks.

All Claims Listing Download Data

Apprentice Name or Code Establishment Name or Code Status

* For Sequential Training : Tranche 1 Eligible Claim = 75% [Course Duration (in hrs) x 15] and Tranche 2 Eligible Claim = 25% [Course Duration (in hrs) x 15]
 * For Simultaneous Training : Tranche 1 Eligible Claim = Course Duration (in hrs) x 10 and Tranche 2 Eligible Claim = Course Duration (in hrs) x 5

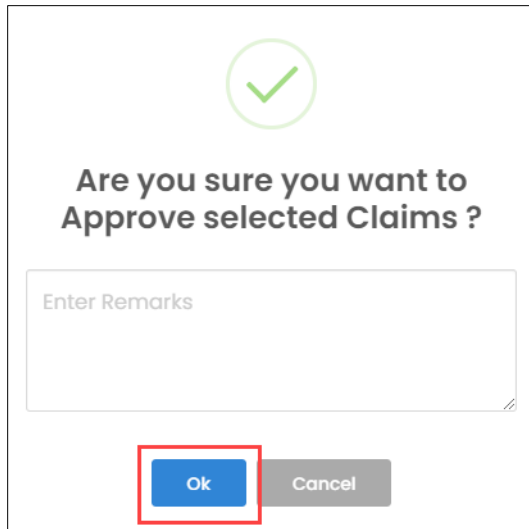
Apprentice Registration No.	Contract Registration No.	Apprentice Name	Establishment Code	Establishment Name	Approving Authority	Course Name	Course Duration (hrs)	Duration of Basic Training	Start Date of BT	End Date of BT	Contract Training Type	Total BTP Hours	Tranche No.	Tranche Eligible Claim*	Is Contract Terminated before OJT	Status	Has the apprentice dropped out during the Basic Training?	Remarks
<input type="checkbox"/>	A022100029	Mohan	E02213200002	Oxford	Construction	NAPS Course D	6	3 months 2 days	01-03-2020	31-05-2020	Simultaneous	18	1	60	No	<input type="button" value="Pending with Establishment"/>	No <input type="button" value="v"/>	---
<input type="checkbox"/>	A032100061	Ram	E02213200002	Oxford	Construction	NAPS Course D	6	2 months 28 days	01-02-2020	28-04-2020	Simultaneous	18	1	60	No	<input type="button" value="Pending with Establishment"/>	No <input type="button" value="v"/>	---
<input type="checkbox"/>	A032100062	Revi	E02213200002	Oxford	Construction	NAPS Course D	6	2 months 28 days	01-02-2020	28-04-2020	Simultaneous	18	1	60	No	<input type="button" value="Pending with Establishment"/>	No <input type="button" value="v"/>	---
<input type="checkbox"/>	A032100063	Reva	E02213200002	Oxford	Construction	NAPS Course D	6	2 months 28 days	01-02-2020	28-04-2020	Simultaneous	18	1	60	No	<input type="button" value="Pending with Establishment"/>	No <input type="button" value="v"/>	---
<input type="checkbox"/>	A032100064	Rooni	E02213200002	Oxford	Construction	NAPS Course D	6	2 months 28 days	01-02-2020	28-04-2020	Simultaneous	18	1	60	No	<input type="button" value="Pending with Establishment"/>	No <input type="button" value="v"/>	---
<input type="checkbox"/>	A032100065	Roona	E02213200002	Oxford	Construction	NAPS Course D	6	2 months 28 days	01-02-2020	28-04-2020	Simultaneous	18	1	60	No	<input type="button" value="Pending with Establishment"/>	No <input type="button" value="v"/>	---

- Select the **checkboxes**, to approve selected claims.
- The **Supporting Documents** section displays the document uploaded details such as Document Name and also allows to view the uploaded document under Document.

Supporting Documents
Please upload a self declaration and a cancelled cheque copy

Sl No.	Document Name	Document
1	Document.pdf	<input type="button" value="View"/>

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



A confirmation dialog box with a green checkmark icon at the top. The text reads "Are you sure you want to Approve selected Claims?". Below the text is a text input field with the placeholder "Enter Remarks". At the bottom, there are two buttons: a blue "Ok" button and a grey "Cancel" button. The "Ok" button is highlighted with a red rectangular border.

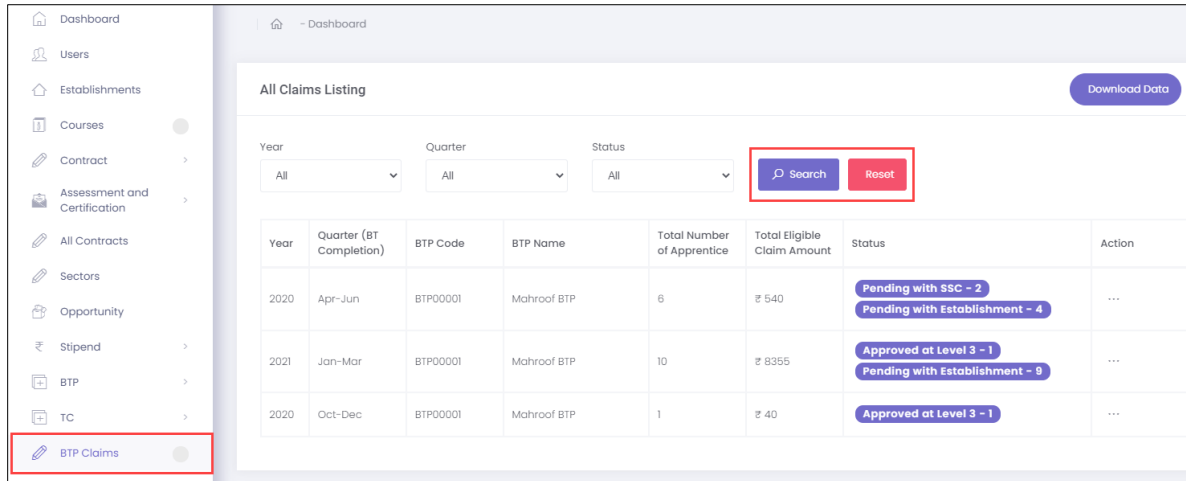
- Enter the appropriate comment to approve the selected claims.
- Click **OK**, the **Approved Claims Successfully** message appears.

7 View all Claim Request - SSC

The **View all Claim Request** screen allows the Sector Skill Council (SSC) to view all the claim requests approved by the Establishment.

To Navigate

Home --> SSC Login --> Dashboard --> BTP Claims --> All Claims Listing



Year	Quarter (BT Completion)	BTP Code	BTP Name	Total Number of Apprentice	Total Eligible Claim Amount	Status	Action
2020	Apr-Jun	BTP00001	Mahroof BTP	6	₹ 540	Pending with SSC - 2 Pending with Establishment - 4	...
2021	Jan-Mar	BTP00001	Mahroof BTP	10	₹ 8355	Approved at Level 3 - 1 Pending with Establishment - 9	...
2020	Oct-Dec	BTP00001	Mahroof BTP	1	₹ 40	Approved at Level 3 - 1	...

- The **All Claims Listing** screen displays all the claims details such as Year, Quarter (BT Completion), BTP Code, BTP Name, Total Number of apprentices, Total Eligible Claim Amount, Status, and also allows to view claims details.
- The **Sector Skill Council (SSC)** can search for a particular raised claim based on Year, Quarter, and Status. Click **Search**, to search for a particular claim request.

7.1 Approve Claim Request

The **Approve Claim Request** screen allows the Sector Skill Council (SSC) to approve the claim request approved by the Establishment.

To Navigate

Home --> SSC Login --> Dashboard --> BTP Claims --> All Claims Listing --> Action --> View Claim Details --> All Claims Listing

All Claims Listing							Download Data
Year	Quarter (BT Completion)	BTP Code	BTP Name	Total Number of Apprentice	Total Eligible Claim Amount	Status	Action
2020	Apr-Jun	BTP00001	Mahroof BTP	6	₹ 540	Pending with SSC - 2 Pending with Establishment - 4	... View Claim Details
2021	Jan-Mar	BTP00001	Mahroof BTP	10	₹ 8355	Approved at Level 3 - 1 Pending with Establishment - 9	...
2020	Oct-Dec	BTP00001	Mahroof BTP	1	₹ 40	Approved at Level 3 - 1	...

- The **All Claims Listing** screen displays all the claims details such as Year, Quarter (BT Completion), BTP Code, BTP Name, Total Number of apprentices, Total Eligible Claim Amount, Status, and also allows to view claims details.
- Click **View Claim Details**, the **All Claims Listing** screen appears.
- The **All Claims Listing** screen hosts the details into two sections as listed below.
 - Claims Details
 - Supporting Documents

- The **Claims Details** section displays the claim details such as Apprentice Registration No., Contract Registration No., Apprentice Name, Establishment Code, Establishment Name, Approving Authority, Course Name, Course Duration (hrs), Duration of Basic Training, Start Date of BT, End Date of BT, Contract Training Type, Total BTP Hours, Tranche No., Tranche Eligible Claim*, Is Contract Terminated before OJT, Status, Has the apprentice dropped out during the Basic Training, and Remarks.

All Claims Listing
[Download Data](#) [← Back](#) [Approve](#) [Send Back](#)

Apprentice Name or Code: Establishment Name or Code: Status:

* For Sequential Training : Tranche 1 Eligible Claim = 75% [Course Duration (in hrs) x 15] and Tranche 2 Eligible Claim = 25% [Course Duration (in hrs) x 15]
 * For Simultaneous Training : Tranche 1 Eligible Claim = Course Duration (in hrs) x 10 and Tranche 2 Eligible Claim = Course Duration (in hrs) x 5

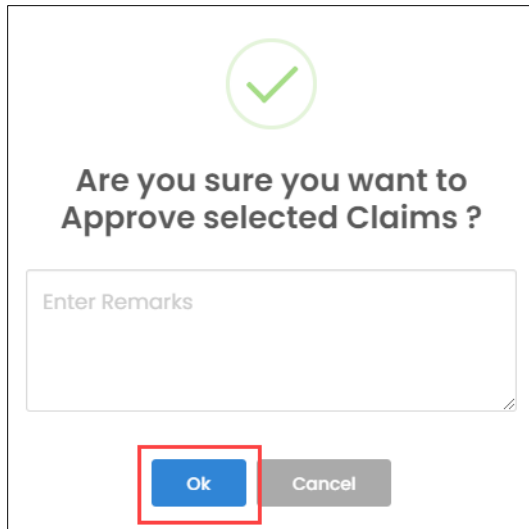
<input type="checkbox"/>	Apprentice Registration No.	Contract Registration No.	Apprentice Name	Establishment Code	Establishment Name	Approving Authority	Course Name	Course Duration (hrs)	Duration of Basic Training	Start Date of BT	End Date of BT	Contract Training Type	Total BTP Hours	Tranche No.	Tranche Eligible Claim*	Is Contract Terminated before OJT	Status	Has the apprentice dropped out during the Basic Training?	Remarks
<input type="checkbox"/>	A022100025	CN022100029	Mohan	E0221000002	Oxford	Construction	NAPS Course D	6	3 months 2 days	01-03-2020	31-05-2020	Simultaneous	18	1	60	No	Pending with SSC	No	...
<input type="checkbox"/>	A022100061	CN032100050	Ram	E0221000002	Oxford	Construction	NAPS Course D	6	2 months 28 days	01-02-2020	28-04-2020	Simultaneous	18	1	60	No	Pending with SSC	No	...

- Select the **checkboxes**, to approve selected claims.
- The **Supporting Documents** section displays the document uploaded details such as Document Name and also allows to view the uploaded document under Document.

Supporting Documents
Please upload a self declaration and a cancelled cheque copy

Sl No.	Document Name	Document
1	Document.pdf	View

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



A confirmation dialog box with a green checkmark icon at the top. The text reads "Are you sure you want to Approve selected Claims?". Below the text is a text input field with the placeholder "Enter Remarks". At the bottom, there are two buttons: a blue "Ok" button and a grey "Cancel" button. The "Ok" button is highlighted with a red rectangular border.

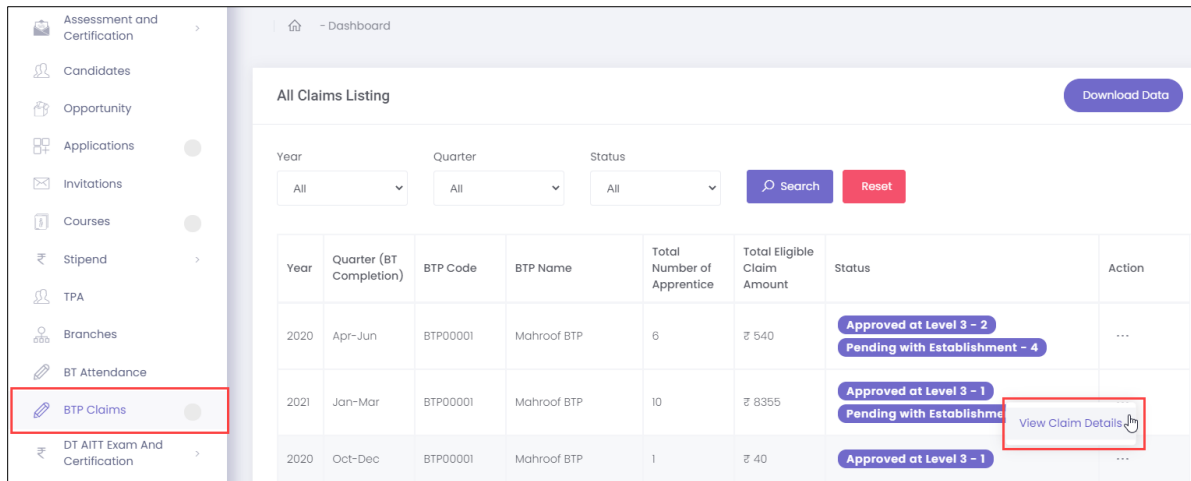
- Enter the appropriate comment to approve the selected claims.
- Click **OK**, the **Approved Claims Successfully** message appears.

8 View Remarks - Establishment

The **View Remarks** screen allows the Establishment to view the remarks history.

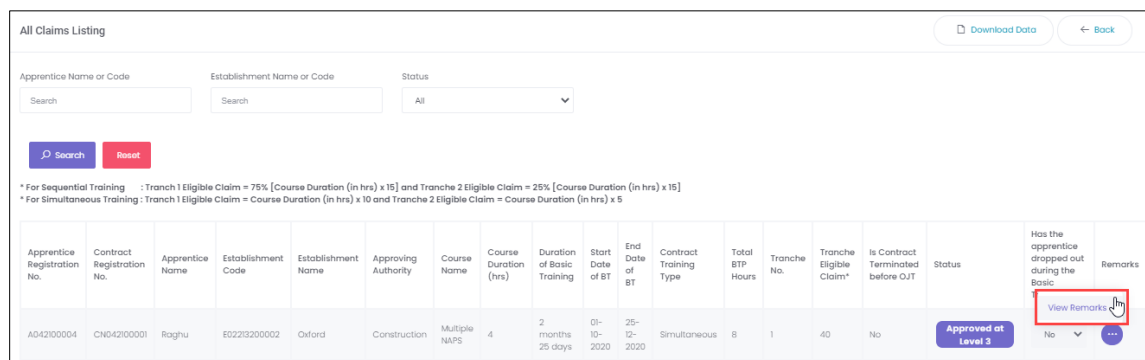
To Navigate

Home --> Establishment Login --> Dashboard --> BTP Claims --> All Claims Listing --> Action --> View Claim Details --> All Claims Listing



Year	Quarter (BT Completion)	BTP Code	BTP Name	Total Number of Apprentices	Total Eligible Claim Amount	Status	Action
2020	Apr-Jun	BTP00001	Mahroof BTP	6	₹ 540	Approved at Level 3 - 2 Pending with Establishment - 4	...
2021	Jan-Mar	BTP00001	Mahroof BTP	10	₹ 8355	Approved at Level 3 - 1 Pending with Establishment - 4	View Claim Details
2020	Oct-Dec	BTP00001	Mahroof BTP	1	₹ 40	Approved at Level 3 - 1	...

- The **All Claims Listing** screen displays all the claims details such as Year, Quarter (BT Completion), BTP Code, BTP Name, Total Number of apprentices, Total Eligible Claim Amount, Status, and also allows to view claims details.
- Click **View Claim Details**, the **All Claims Listing** screen appears.
- The **Claims Details** section displays the claim details such as Apprentice Registration No., Contract Registration No., Apprentice Name, Establishment Code, Establishment Name, Approving Authority, Course Name, Course Duration (hrs), Duration of Basic Training, Start Date of BT, End Date of BT, Contract Training Type, Total BTP Hours, Tranche No., Tranche Eligible Claim*, Is Contract Terminated before OJT, Status, Has the apprentice dropped out during the Basic Training, and also allows to view remarks under Remarks.



Apprentice Registration No.	Contract Registration No.	Apprentice Name	Establishment Code	Establishment Name	Approving Authority	Course Name	Course Duration (hrs)	Duration of Basic Training	Start Date of BT	End Date of BT	Contract Training Type	Total BTP Hours	Tranche No.	Tranche Eligible Claim*	Is Contract Terminated before OJT	Status	Has the apprentice dropped out during the Basic Training	Remarks
A04200004	CN04200001	Raghu	E02203200002	Oxford	Construction	Multiple NAPS	4	2 months 25 days	01-10-2020	25-12-2020	Simultaneous	8	1	40	No	Approved at Level 3	No	View Remarks

- Click **View Remarks**, the **Remarks History Comments** screen appears.
- The **Remarks History Comments** screen displays the history details such as User Name, Claim Status, Action Taken On, and Remarks.

Remarks History Comments X				
Sl.No	User Name	Claim Status	Action Taken On	Remarks
1	Oxford	Pending with SSC	2021-06-28 15:31:57	Approved
2	SSC Construction	Verified by SSC	2021-06-28 15:35:05	Approved by SSC
3	NSDC Admin	Approved at Level 1	2021-06-28 15:37:33	Approving

- Click **X**, to navigate to the **All Claims Listing** screen.

NOTE for BTP: Please check the claims reimbursement status from PFMS link whether claims are processed or not.

https://pfms.nic.in/static/NewLayoutCommonContent.aspx?RequestPagename=static/KnowYourPayment_new.aspx