

सिद्ध

Finance Module User Manual for Assessment Agency

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1 Introduction

Skill India Digital Hub is an initiative that offers comprehensive skill development and lifelong learning through classroom, online, and blended formats. It aligns education with industry needs, enhancing job prospects and supporting entrepreneurship. As a centralized platform, it merges government data repositories from education and employment sectors, streamlining the path for individuals to upgrade their skills and knowledge.

This User Manual is designed to guide Assessment Agency (AAs) regarding finance module of SIDH platform. It offers step-by-step instructions to help AAs seamlessly unlock a range of features, ensuring they can fully utilize the platform's capabilities.

1.1 Scope

This user manual provides step-by-step guidance for Assessment Agencies to efficiently manage their assigned training batches, assessors, and candidates. It outlines the process for accessing batch details, managing candidate assessments, initiating and verifying assessment fees, and tracking financial transactions. The manual ensures users can navigate the platform seamlessly while maintaining compliance with NSQF standards.

1.2 Objective

The key objectives are as follows:

- a. Manage and monitor training batches, assessors, and candidates effectively.
- b. Streamline the assessment fee calculation and verification process.
- c. Ensure transparency and accuracy in financial transactions and payouts.
- d. Facilitate easy access to batch details, assessor information, and candidate data.
- e. Comply with NSQF standards and maintain the quality of assessments across batches.

1.3 System Requirements

Skill India Digital Hub can be accessed through various devices and platforms, on both PC and Mac desktops/laptops.

- a. Minimum system requirements:
 - Browser: Google Chrome (latest version), Firefox, Safari, Edge, or Opera for desktop/laptop
 - A broadband/mobile internet connection with good speed
- b. PC specific requirements
 - Platform: Windows 8.1 or higher with the latest updates installed
 - RAM: 4GB or more
 - Video: Graphics output capability
 - Sound: Sound output capability

c. Mac specific requirements

- Platform: Mac OS X 10.12 or higher with the latest updates installed
- RAM: 4GB or more
- Video: Graphics output capability
- Sound: Sound output capability

2 Dashboard

After Login as Assessment Agency, dashboard will appear with the following sections:

- a. Overview: This section comprises of following widgets:
 - Assigned Batches: Number of batches currently assigned for assessment
 - Assessed Batches: Number of batches that have been successfully assessed
 - Candidates Assessed: Total number of candidates assessed by the agency
 - Candidates Certified: Number of candidates who have been officially certified
 - Certified Assessors: Total assessors certified under the organization
 - Master Assessors: Number of master assessors, who are the highest authority assessors
- b. Action Cards Section: This section comprises of following cards:
 - Assessment Requests: Access and manage requests for assessments.
 - View My Assessors: See the list of assessors registered with the agency.
 - Search Assessors: Look up assessors in the database.
 - Proctor Pool: Manage proctoring staff for exams.
 - Non-Assessor App Assessment: Track assessment results for non-assessors.
 - Batch Status & Payouts: View the status of batches and details of associated financial payouts.
- c. Sidebar Section (Left Panel)
 - Name of the Organization: Indicates the organization the user belongs to.
 - AA ID: Unique identifier for the Assessment Agency.
 - Address of the Organization: Shows the location of the organization.
 - View Profile: A button to access and edit the user's profile details.

Home / **Dashboard** [o JSS scheme, Join the meeting now from 11 AM – 12 PM](#) | [For queries related to PMKVY, click here](#)

Hi, Good Afternoon!

NA
+91 NA

Name of the Organization
Leather Sector

AA ID
AA_1013...

Address of the Organization
Guindy

[View Profile](#)

Overview

0 Assigned Batches	573 Assessed Batches	0 Candidates Assessed
0 Candidates Certified	0 Certified Assessors	1 Master Assessors

Assessment Requests
[View Assessment Requests](#)
[View Details](#)

View My Assessors
[View My Assessors](#)
[View Details](#)

Search Assessors
[Search My Assessors](#)
[View Details](#)

Proctor Pool
[View Proctor Pool](#)
[Add Details](#)

Non-Assessor App Assessment...
[View Non-Assessor App Assessment Requests](#)
[Add Details](#)

Batch Status & Payouts
[View Batch Status & Payouts](#)
[View Details](#)

3 Batch Status & Payouts

- Click on the **Batch Status & Payouts** card as shown in image below:

The screenshot shows the Skill India dashboard for an Assessment Agency (AA). The user is logged in as 'NA' with ID '+91 NA'. The dashboard includes an 'Overview' section with statistics: 0 Assigned Batches, 573 Assessed Batches, 0 Candidates Assessed, 0 Candidates Certified, 0 Certified Assessors, and 1 Master Assessor. Below this, there are four main action cards: 'Assessment Requests', 'View My Assessors', 'Search Assessors', and 'Proctor Pool'. A red box highlights the 'Batch Status & Payouts' option under the 'View My Assessors' card, with a red arrow pointing to it.

3.1 View Batches

After click on “Batch Status & Payouts” a new page appears with the listing of the Training Partner information along with the batch details, in the screen now click on the “View Batch Status” tab as shown in image below:

The screenshot shows the 'Payments & Tranches' page. On the left, there are input fields for 'Batch Start Date', 'Batch End Date', 'Search for Batch ID', and 'Search for TC ID', along with 'APPLY' and 'RESET' buttons. On the right, there is a table listing training partner information. A red box highlights the 'View Batch Status' button, with a red arrow pointing to it.

TP/PIA Name(ID)	TC Name/Employer Name/Camps Name(ID)	State, District	Scheme/program/Modal	Sub Scheme	Batch ID	Batch Training Dates	Job Role Name (ID)
LEATHER SECTOR SKILL COUNCIL	Dawar Footwear Industries(TC206808)	UTTAR PRADESH, AGRA	PMKVY- 4.0- CSCM	Special Projects	2020090 XXXX	15 Jun 2023 To 02 Aug 2023	Stitching Operator - Footwear(LSS/Q2501)

a. The new form will appear with the four tabs:

- **Pending:** The pending tab shows the list of batches which are having pending status due to following reasons:
 - When the Assessment Agency (AA) has initiated the payout, but it is not yet verified by Finance team-SPOC.
 - When the payout is pending at the finance department for approval.

Home / View Batch Status

View Batch Status

Batch Start Date

Batch End Date

Search for Batch ID

Search for Project ID

Search for TC ID

APPLY RESET

Pending Hold Approved Rejected

Download Excel

Scheme/ program/ Modal	Sub Scheme	Batch ID	TC Name/ Employer Name/ Camps Name	TC ID	State, District	Job Role Name (ID)	TP ID	Status	Act
PMKVY- 4.0- CSCM	Special Projects	XXXX	KCIC MOHLA MANPUR CHOWKI		CHHATTISGARH, RAJNANDGAON	Inventory Controller(LSC/Q1124)	TP0XXXX	PENDING	

- **Approved:** The Approved tab shows the list of batches whose payout has been successfully approved by the Finance Department SPOC

Home / View Batch Status

View Batch Status

Batch Start Date

Batch End Date

Search for Batch ID

Search for Project ID

Search for TC ID

APPLY RESET

Pending Hold Approved Rejected

Download Excel

Sub Scheme	Batch ID	TC Name/ Employer Name/ Camps Name	TC ID	State, District	Job Role Name (ID)	TP ID	Status	Action
Short Term Training	2540123	JEYRAM EDUCATIONAL TRUST - BAREILLY	TC25XXXX	UTTAR PRADESH, BAREILLY	Solar Lighting Assembler (Elective: Home Lighting System/ Street Lights) (SGJ/Q0201)	TP0XXXX	APPROVED	
Short Term Training	2543708	JEYRAM EDUCATIONAL TRUST - BAREILLY	TC25XXXX	UTTAR PRADESH, BAREILLY	Solar Lighting Assembler (Elective: Home Lighting System/ Street Lights) (SGJ/Q0201)	TP0XXXX	APPROVED	
RPL at Industry Premises	2687821	THE DOGRA REGT CENTRE	TC21XXXX	UTTAR PRADESH, AYODHYA	CCTV Supervisor(MEP/Q7104)	TP0XXXX	APPROVED	
Skill India Center	2346134	KV Thrissur	TCXXXX	KERALA, THRISSUR	Domestic Data Entry Operator(SSC/Q2212)	TP100XXXX	APPROVED	

- **Rejected:** The Rejected tab shows the list of batches whose payment request has been rejected by the finance SPOC
- **Hold:** The Hold tab shows the list of batches for which finance SPOC has temporarily paused the payment processing.

3.2 Payments & Tranches

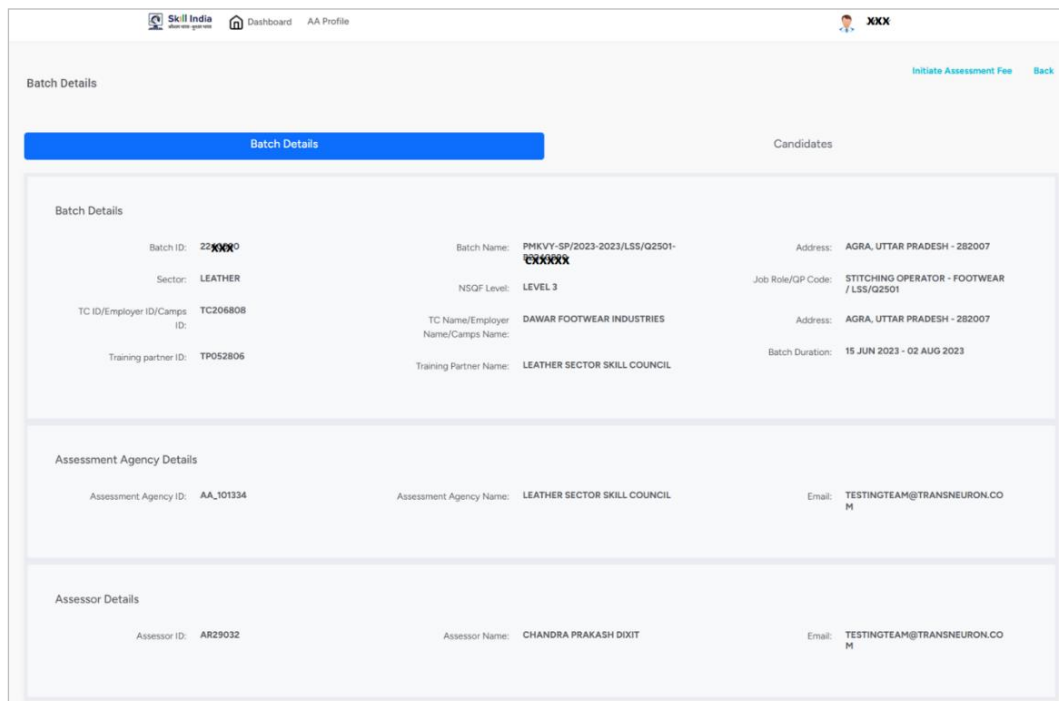
b. Now a form will appear with the name **Payments & Tranches**, in this click on the **Initiate Payouts** tab shown in the image below:

c. Now in **Action** column click on the **View Details** option as shown below:

d. After click on the View details option new page appears with the batch details (i.e. selected) as shown below:

- Batch Details
 - Batch ID: Unique identifier for the training batch
 - Batch Name: Full name or code of the batch indicating its scheme and job role
 - Sector: The industrial sector for the batch
 - NSQF Level: The National Skills Qualification Framework level

- TC ID/Employer ID/Camps ID: Identifies the Training Centre or Employer associated with this batch
 - Training Partner ID: Unique ID of the training partner organization
 - TC Name/Employer Name/Camps Name: The organization conducting the training
 - Training Partner Name: Name of the approved training partner
 - Address: Location where the training was conducted
 - Job Role/QP Code: Specific job role and qualification pack code
 - Batch Duration: Start and end dates for the training batch
- **Assessment Agency Details**
 - Assessment Agency ID: Unique identifier for the assessment agency overseeing the training
 - Assessment Agency Name: The name of the agency
 - Email: Contact email for the assessment agency
- **Assessor Details**
 - Assessor ID: Unique identifier for the assessor responsible for evaluating the trainees
 - Assessor Name: Name of the assessor
 - Email: Assessor's contact email



The screenshot displays the 'Batch Details' page on the Skill India portal. The page is divided into three main sections: Batch Details, Assessment Agency Details, and Assessor Details. The Batch Details section includes fields for Batch ID, Sector, TC ID/Employer ID/Camps ID, Training partner ID, Batch Name, NSQF Level, TC Name/Employer Name/Camps Name, Training Partner Name, Address, Job Role/QP Code, and Batch Duration. The Assessment Agency Details section includes fields for Assessment Agency ID, Assessment Agency Name, and Email. The Assessor Details section includes fields for Assessor ID, Assessor Name, and Email.

Batch Details		Candidates	
Batch ID: 22XXXX	Batch Name: PMKVY-SP/2023-2023/LSS/Q2501-XXXXXX	Address: AGRA, UTTAR PRADESH - 282007	
Sector: LEATHER	NSQF Level: LEVEL 3	Job Role/QP Code: STITCHING OPERATOR - FOOTWEAR / LSS/Q2501	
TC ID/Employer ID/Camps ID: TC206808	TC Name/Employer Name/Camps Name: DAWAR FOOTWEAR INDUSTRIES	Address: AGRA, UTTAR PRADESH - 282007	
Training partner ID: TP052806	Training Partner Name: LEATHER SECTOR SKILL COUNCIL	Batch Duration: 15 JUN 2023 - 02 AUG 2023	

Assessment Agency Details		
Assessment Agency ID: AA_101334	Assessment Agency Name: LEATHER SECTOR SKILL COUNCIL	Email: TESTINGTEAM@TRANSNEURON.COM

Assessor Details		
Assessor ID: AR29032	Assessor Name: CHANDRA PRAKASH DIXIT	Email: TESTINGTEAM@TRANSNEURON.COM

e. In case when the Candidate option is selected then batch and candidate related details appears which are as follows:

- **Batch Details Section:** This section is consistent across tabs and provides a quick summary of the batch:
 - **Batch ID:** Unique identifier for the batch
 - **Batch Name:** Code and name of the batch, indicating the scheme and job role
 - **Sector:** The industry sector
 - **NSQF Level:** Level of qualification as per the National Skills Qualification Framework
 - **TC ID, Employer ID, Camps ID:** Training Center details
 - **Training Partner Name:** Name of the partner managing the batch
 - **Address:** The location of the training Center or employer
 - **Job Role/QP Code:** The specific job role being trained
 - **Batch Duration:** Start and end dates of the batch training
- **Candidate List Section:** This section provides detailed information about the trainees enrolled in the batch, displayed in a tabular format with the following fields:
 - **Candidate ID:** A unique identifier assigned to each candidate
 - **Candidate Name:** Full name of the trainee.
 - **Email:** Email address for communication purposes.
 - **Mobile Number:** Contact number of the candidate (partially masked for privacy).
 - **Enrolment Date:** The date on which the candidate was officially enrolled in the training batch.
 - **Assessment Date:** The scheduled date for the candidate's assessment.
 - **Gender:** The gender of the candidate

f. Click on “Initiate Assessment Fee” tab after which a pop-up message appears with a message “Are you sure you want to Initiate Assessment Fee for the Batch: XXXXX”, Click on the Initiate button to proceed further with the process, as shown in the screen below:

Batch Details Initiate Assessment Fee Back

Batch Details Candidates

Batch ID: 2240890

Sector: LEATHER

TC ID/Employer ID/Camps ID: TC206808

Training partner ID: TP052806

Address: AGRA, UTTAR PRADESH - 282007

Job Role/QP Code: STITCHING OPERATOR - FOOTWEAR / LSS/Q2501

Address: AGRA, UTTAR PRADESH - 282007

Batch Duration: 15 JUN 2023 - 02 AUG 2023

Are you sure you want to initiate Assessment Fee for the Batch: 2240890

Initiate CANCEL

Candidate List

Candidate ID	Candidate Name	Email	Mobile Number	Enrollement Date	Assessment Date	Gender
CAN_24714122	Ajay Singh	pmkvysplprojects@gmail.com	8057827607	13 Jun 2023	03 Aug 2023	Male
CAN_24677092	Anita	pmkvysplproject.s@gmail.com	8384899105	13 Jun 2023	03 Aug 2023	Female
CAN_24714134	Anshul Kumar	pmkvysplproject.s@gmail.com	9520170495	13 Jun 2023	03 Aug 2023	Male

g. Now another pop-up appears showing the “Assessment Fee Calculated Successfully!”, Click on “OK” button now.

Batch Details Initiate Assessment Fee Back

Batch Details Candidates

Batch ID: 2240890

Sector: LEATHER

TC ID/Employer ID/Camps ID: TC206808

Training partner ID: TP052806

Address: AGRA, UTTAR PRADESH - 282007

Job Role/QP Code: STITCHING OPERATOR - FOOTWEAR / LSS/Q2501

Address: AGRA, UTTAR PRADESH - 282007

Batch Duration: 15 JUN 2023 - 02 AUG 2023

Assessment Fee Calculated Successfully!

OK

Candidate List

Candidate ID	Candidate Name	Email	Mobile Number	Enrollement Date	Assessment Date	Gender
CAN_24714122	Ajay Singh	pmkvysplprojects@gmail.com	8057827607	13 Jun 2023	03 Aug 2023	Male
CAN_24677092	Anita	pmkvysplproject.s@gmail.com	8384899105	13 Jun 2023	03 Aug 2023	Female
CAN_24714134	Anshul Kumar	pmkvysplproject.s@gmail.com	9520170495	13 Jun 2023	03 Aug 2023	Male

- h. Once the Assessment fee is calculated then user needs to verify the assessment fee, for which click on the “Verify Assessment Fee” button as shown in the image below:

Batch ID: XXXX	Scheme Name: SP	Batch Created Date: 13/06/2023
TC Name/Employer Name/Camps Name: Dawar Footwear Industries	Training Centre State: UTTAR PRADESH	Training Centre District: AGRA
Job role/GP Code: Stitching Operator - Footwear/LSS/Q2501	NSQF Level: 3	Job role Category: 1
Total Assessment Fee(INR): 11040	Training Partner Name: LEATHER SECTOR SKILL COUNCIL	Batch Duration: 330
Assessment Date: 03/08/2023		

Candidate List - 18/08/2023

Candidate ID	Candidate Name	Candidate Status	Attendance Status	Gender	Assessment Fee(INR)
CAN_XXXX	Ajay Singh	N/A	Absent	Male	0
CAN_XXXX	Anita	Pass	Present	Female	480
CAN_XXXX	Anshul Kumar	Pass	Present	Male	480
CAN_XXXX	Bertal Singh	Pass	Present	Male	480
CAN_XXXX	Braj Mohan	N/A	Absent	Male	0
CAN_XXXX	Deepak Dixit	Pass	Present	Male	480
CAN_XXXX	Deepak Kumar	N/A	Absent	Male	0
CAN_XXXX	Harvir	Pass	Present	Male	480
CAN_XXXX	KOMAL SINGH	Pass	Present	Male	480
CAN_XXXX	Lakhan Singh	Pass	Present	Male	480
CAN_XXXX	Mahesh Singh	Pass	Present	Male	480
CAN_XXXX	Manish	Pass	Present	Male	480
CAN_XXXX	MANORAMA	Pass	Present	Female	480
CAN_XXXX	Rahul Kumar	N/A	Absent	Male	0
CAN_XXXX	Rajkumar	Pass	Present	Male	480
CAN_XXXX	Rajkumar	Pass	Present	Male	480
CAN_XXXX	Ramesh	N/A	Absent	Male	0
CAN_XXXX	Ratan Singh	Pass	Present	Male	480
CAN_XXXX	Satya Prakash	N/A	Absent	Male	0
CAN_XXXX	Suman Devi	Pass	Present	Female	480
CAN_XXXX	Sunny Kumar	Pass	Present	Male	480
CAN_XXXX	Umesh	Pass	Present	Male	480
CAN_XXXX	Vijay Kumar	Pass	Present	Male	480
CAN_XXXX	Vikesh	Pass	Present	Male	480
CAN_XXXX	Vipin Soni	Pass	Present	Male	480
CAN_XXXX	Vishnu Solanki	Pass	Present	Male	480
CAN_XXXX	Preeti	Pass	Present	Female	480
CAN_XXXX	Mohan Lal	Pass	Present	Male	480
CAN_XXXX	Krishan Vir Singh	Pass	Present	Male	480
CAN_XXXX	Farukh	N/A	Absent	Male	0

- i. After click on “Verify Assessment Fee”, success message “Assessment-Fee Verified!” appears as shown in the image below:

Dashboard
AA Profile

Jini

BACK

Batch ID:
2240890
TC Name/Employer Name/Camps Name:
Dawar Footwear Industries
Job role/QP Code:
Stitching Operator - Footwear/LSS/Q2501
Total Assessment Fee(INR):
11040
Assessment Date:
03/08/2023

Scheme Name:
SP
Training Centre State:
UTTAR
NSQF Le
3
Training F
LEATH

Batch Created Date:
13/06/2023
Training Centre District:
AGRA
Job role Category:
1
Batch Duration:
330

OK

Candidate List - [View](#)

Candidate ID	Candidate Name	Candidate Status	Attendance Status	Gender	Assessment Fee(INR)
CAN_24714122	Ajay Singh	N/A	Absent	Male	0
CAN_24677092	Anita	Pass	Present	Female	480
CAN_24714134	Anshul Kumar	Pass	Present	Male	480
CAN_24714208	Betal Singh	Pass	Present	Male	480

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