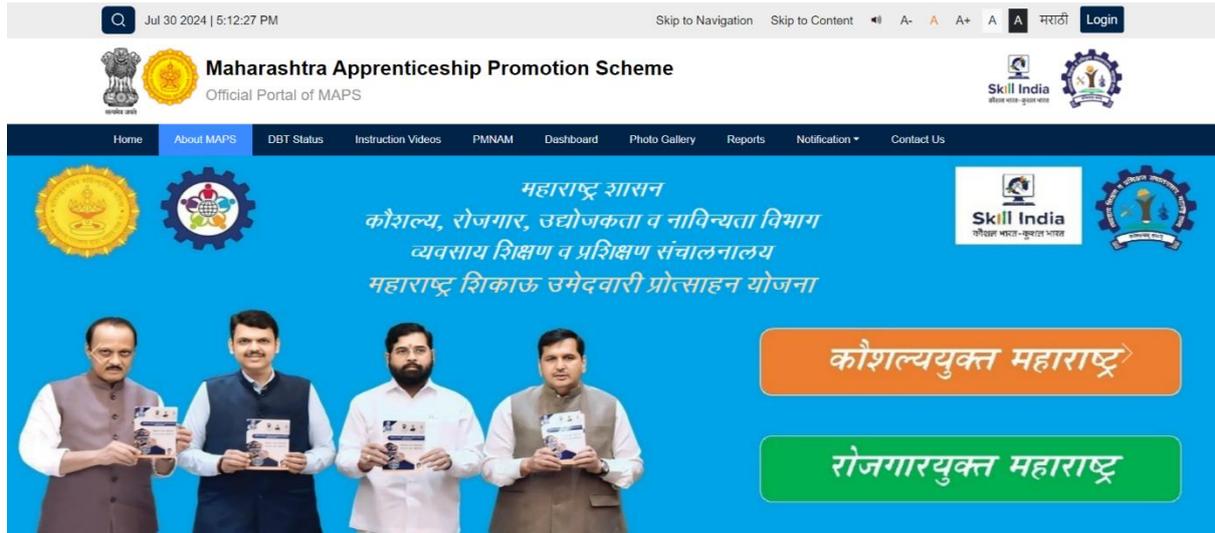


Establishment Instruction Manual

Maharashtra Apprenticeship Promotion Scheme involves detailing the processes that establishments need to follow to participate effectively in the scheme. This manual can serve as a guide for new and existing establishments on how to navigate the portal, update their profiles, manage apprenticeship claims, and adhere to the regulatory requirements. Link: <https://maps.dvet.gov.in/>

Homepage:



Maharashtra Apprenticeship Promotion Scheme (MAPS). This scheme is administered by the Directorate of Vocational Education and Training (DVET) in Maharashtra and aims to facilitate apprenticeships in various industries, enhancing the skills of the workforce.

Key Features and Highlighted:

- **Home - DVET:** The homepage of the MAPS which provides comprehensive information about the scheme.
- **MAPS | Portal:** This link would direct you to the main portal where users can log in and access services related to the apprenticeship program.
- **DBT Status:** Direct Benefit Transfer (DBT) status link which probably allows users to check the status of financial transactions or stipends provided under the scheme.
- **New Registration Form:** A link for new users to register themselves as apprentices and establishments.
- **Email and Phone Contact:** Provides a contact email and phone number for DVET, offering a direct line of communication for queries or support.

Purpose of the Portal:

The MAPS portal serves as a critical interface for both establishments and apprentices, facilitating a range of functions including:

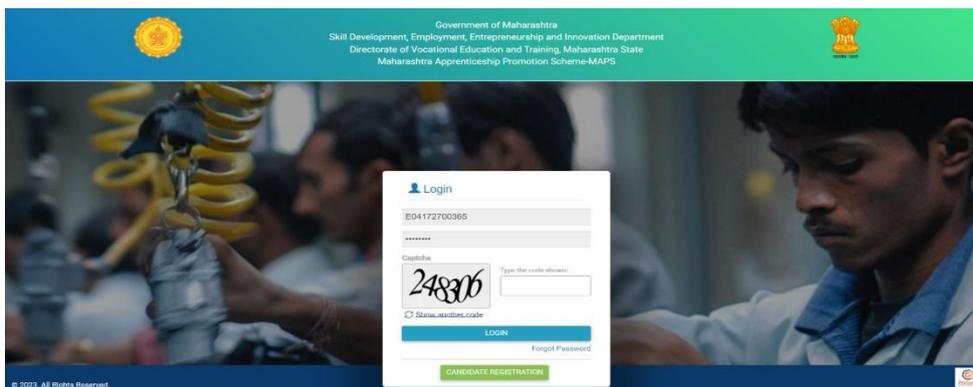
- **Registration and Management:** Users can register and manage their profiles, be it as apprentices seeking MAPS claim or establishments looking for approving the MAPS claims.

- **Claims and Financial Tracking:** Handling claims related to apprenticeships, possibly including stipend distributions through the DBT system.
- **Information and Resources:** Providing necessary information, guidelines, and resources to ensure all parties meet their legal and educational requirements.

Utilizing the Portal:

The portal offers a rich source of information and functionalities that can be detailed in a manual to guide new users. Including screenshots, detailed navigational instructions, and tips for troubleshooting common issues can make the manual a valuable resource.

Login page



The login page for the Maharashtra Apprenticeship Promotion Scheme's official portal. This page is a crucial gateway for users (establishments, apprentices, and administrators) to access their accounts, manage profiles, and perform a variety of tasks related to apprenticeships.

Features of the Login Page:

- **Username and Password Fields:** Users need to enter their unique identifier (Apprenticeship Registration Code for candidates and Establishment Registration Code for Establishments generated on apprenticeshipindia.gov.in portal) and password to access their accounts.
- **Captcha:** This is a security feature designed to verify that the user is not a robot. Users must enter the characters shown in the captcha image to proceed.
- **Login Button:** After entering the credentials and captcha, users click this button to log in to their dashboard.
- **Forgot Password Link:** This provides users with the ability to reset their password if they have forgotten it.
- **Candidate Registration:** A link for new users who need to create an account on the portal.

Update Establishment Profile

Government of Maharashtra
Skill Development, Employment, Entrepreneurship and Innovation Department
Directorate of Vocational Education and Training, Maharashtra State
Maharashtra Apprenticeship Promotion Scheme-MAPS

Update Establishment Profile

Registration No. of Establishment as on Apprenticeship Training Portal*
E03222700042

Name of Establishment as per Registration Certificate*
AUTOMOTIVE MANUFACTURERS PVT LTD

Address of Establishment*

Establishment Type*
STATE GOVERNMENT UNDERTAKING

Industry Type*
Services

Registration Type*
Company

Contact Person Name*

Designation*
Select

Mobile Number*

Email ID*

Region*
Nagpur

District*
Gadchiroli

BTRI*
Select

UPDATE

The Maharashtra Apprenticeship Promotion Scheme's portal, specifically designed for updating an establishment's profile. The establishments engaging the apprentices are already pre-registered on the MAPS portal. This form is crucial for establishments to maintain accurate and up-to-date information in the system, ensuring that all communications and operations related to the apprenticeship scheme are based on current details.

Breakdown of the Form Fields:

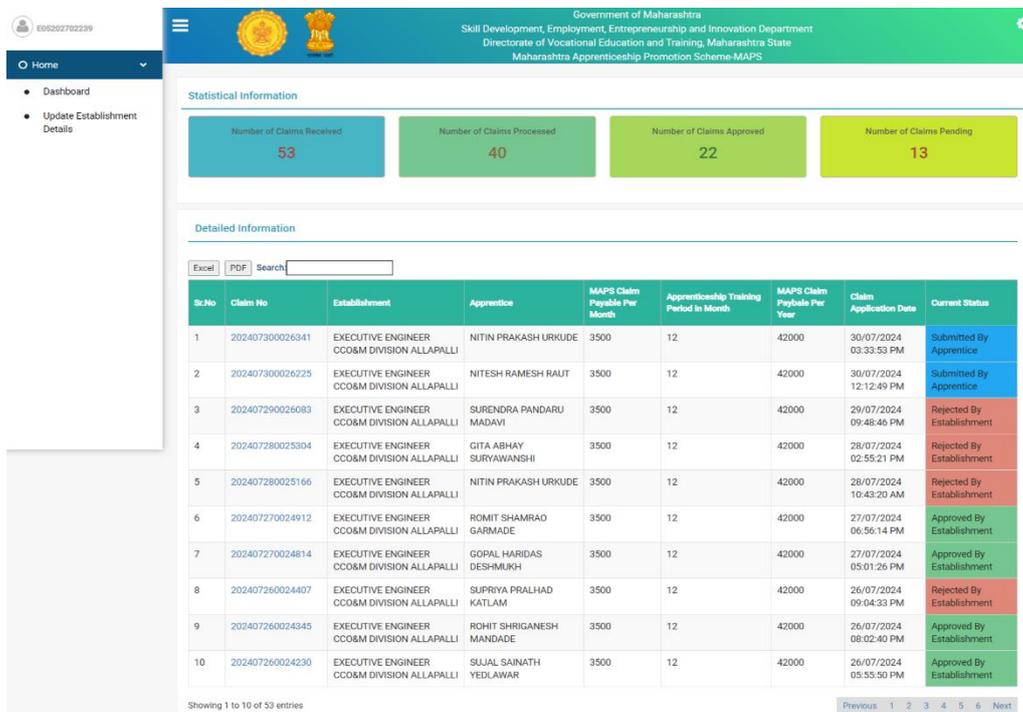
- **Registration No. of Establishment:** A pre-filled field that displays the unique identifier assigned to the establishment on the Apprenticeship Training Portal.
- **Name of Establishment as per Registration Certificate:** A field where the official registered name of the establishment must be entered.
- **Establishment Type:** A dropdown menu to select the type of establishment, such as State Government Undertaking, Private, etc.
- **Registration Type:** This might include options like Company, Partnership, etc., depending on the legal status of the establishment.
- **Address of Establishment:** Where the physical address of the establishment is entered.
- **Industry Type:** Options to classify the establishment's primary industry, such as Services, Manufacturing, etc.
- **Contact Person Name:** The name of the individual who can be contacted regarding the apprenticeship.
- **Mobile Number and Email ID:** Contact details for the establishment, essential for communications.
- **Region:** A dropdown to select the geographic region of the establishment.

- **BTRI:** Name of BTRI under which the establishment having the jurisdictions.

Update Button:

- At the bottom of the form, there is an "UPDATE" button, which, when clicked, will save the changes made to the establishment's profile in the portal's database.

Dashboard and Update Establishment Details



The Maharashtra Apprenticeship Promotion Scheme's portal specifically designed for tracking and managing claims related to apprenticeships. This dashboard is a key tool for establishments to monitor the status of various claims associated with their apprentices. This dashboard can be detailed in a section explaining how to navigate the portal, track claim statuses, and use the data presented for reports or audits. This section should guide establishments through understanding and utilizing the portal to its full potential to manage their apprentices effectively.

Breakdown of the Dashboard:

Statistical Information:

- **Number of Claims Received:** Total claims submitted by the establishment.
- **Number of Claims Processed:** Claims that have been reviewed and processed.
- **Number of Claims Approved:** Claims that have been approved after processing.
- **Number of Claims Pending:** Claims that are still awaiting action.

Detailed Information Table:

- **Claim No:** Unique identifier for each claim.

- **Establishment:** Name of the establishment where the apprentice is registered.
- **Apprentice:** Name of the apprentice associated with the claim.
- **MAPS Claim Payable Per Month:** The amount payable to the apprentice per month under the scheme.
- **Apprenticeship Training Period in Month:** Duration of the apprenticeship in months.
- **MAPS Claim Payable Per Year:** Total amount payable in a year.
- **Claim Application Date:** The date on which the claim was submitted.
- **Current Status:** Current status of the claim (e.g., Submitted by Apprentice, Approved by Establishment, Rejected by Establishment).

Apprentice Registration Claim Generation

Claim No- 202407300026341

| | |
|--|--|
| Apprentice Registration No A082270895 | Contract Registration No CN052349793 |
| Full Name NITIN PRAKASH URKUDE | Name of Establishment EXECUTIVE ENGINEER CO&M DIVISION ALLAPALLI |
| Trade Electrician | Apprentice Start Date (DD/MM/YYYY) 13/04/2023 |
| Apprentice End Date (DD/MM/YYYY) 12/04/2024 | Prescribed Stipend Per Month 8050 |
| Apprenticeship Training Period in Month 12 | Gender MALE |
| Category OBC | SubCategory Kurabi |
| Domicile Certificate VIEW | Contract Form or National Apprenticeship Certificate (NAC) VIEW |
| Benefits under NAPS in Rupees (25% of Stipend paid or Rs 1500 whichever is less) 1500 | Benefits under MAPS in Rupees (75% of Stipend paid or Rs 5000 whichever is less) 5000 |
| MAPS Claim Payable Per Month in Rupees 3500 | MAPS Claim Payable By Establishment For The Period Of Apprenticeship 42000 |
| Is Aadhaar Authenticated? YES | Name of BTRIC BTRI Chandrapur& Gadchiroli |
| Bank Statement VIEW | |
| Action* Select | Comment* <input type="text"/> |
| | Remaining Characters: 500 |

[SUBMIT](#) [GO TO DASHBOARD](#)

Scrutiny History

| SrNo. | Claim No | Claim Status | Action By | Remark | Action Date |
|-------|-----------------|-----------------|------------|--------|------------------------|
| 1 | 202407300026341 | Claim Submitted | Apprentice | | 30/07/2024 03:33:53 PM |

The detailed view of a specific claim within the Maharashtra Apprenticeship Promotion Scheme portal. This view provides comprehensive information related to an individual apprentice's claim, which is essential for tracking and managing the financial aspects of their apprenticeship.

Breakdown of the Detailed Claim View:

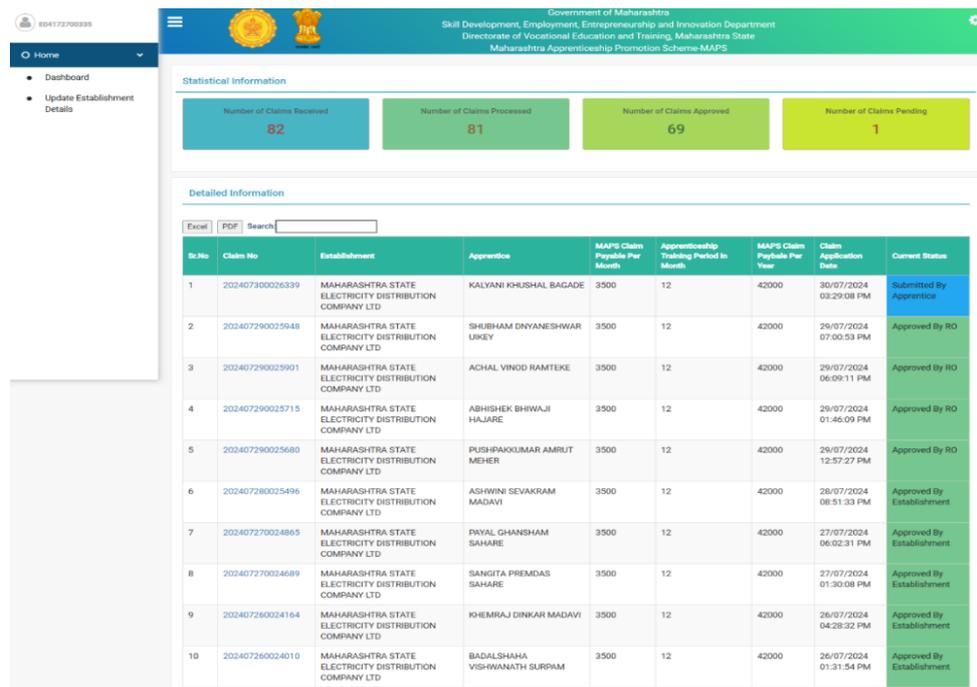
- **Apprentice Registration No. and Full Name:** Identifies the apprentice linked to this claim.

- **Trade:** The specific trade or field in which the apprentice is training.
- **Apprentice End Date and Training Period:** The expected completion date and total duration of the apprenticeship.
- **Category and SubCategory:** Demographic information about the apprentice, which might affect eligibility or stipend amounts.
- **Domicile Certificate:** A link to view the domicile certificate proving the apprentice's residency.
- **Benefits under NAPS in Rupees:** Lists the benefits the apprentice receives under the National Apprenticeship Promotion Scheme.
- **MAPS Claim Payable Per Month:** The monthly stipend amount payable under MAPS.
- **Is Aadhar Authenticated?:** Indicates whether the Aadhar card of the apprentice has been verified.
- **Bank Statement:** A link to view the apprentice's bank statement.
- **Contract Registration No., Name of Establishment, and Establishment Details:** Includes the contract number and the details of the establishment where the apprentice is placed.
- **Stipend Details:** Prescribed stipend amount and other financial benefits.
- **Scrutiny History:** A log of actions taken on this claim, including status updates and remarks.

Functionality:

- **Action Section:** Dropdown menu for taking actions such as approving, rejecting, or requesting modifications to the claim.
- **Submit Button:** To finalize the action taken.
- **Go to Dashboard Button:** Provides a quick way back to the main dashboard.

Statistical Information



The Maharashtra Apprenticeship Promotion Scheme portal, specifically designed to manage and track claims related to apprenticeships. Here's a breakdown of the displayed information. This dashboard is a crucial tool for administrative efficiency, allowing for effective monitoring and management of the financial aspects of apprenticeships. In your manual, this section can be explained in detail to help users understand how to use the dashboard for tracking claims and managing apprenticeship details effectively.:

Statistical Information:

- **Number of Claims Received:** This shows the total number of claims submitted by establishments for processing.
- **Number of Claims Processed:** Indicates how many of these received claims have been processed.
- **Number of Claims Approved:** The number of claims that have been reviewed and approved.
- **Number of Claims Pending:** Claims that are still under review or awaiting action.

Detailed Information Section:

This section lists individual claims with various details:

- **Claim No:** Unique identifier for each claim.
- **Establishment:** Name of the establishment where the apprentice is registered.
- **Apprentice:** Name of the apprentice associated with the claim.

- MAPS Claim Payable Per Month: The monthly amount payable to the apprentice as stipulated by the scheme.
- Apprenticeship Training Period in Month: Duration in months for which the apprenticeship is scheduled.
- MAPS Claim Payable Per Year: Total stipend amount payable over the year.
- Claim Application Date: Date on which the claim was submitted.
- Current Status: Status of the claim (e.g., Submitted by Apprentice, Approved by RO).

[Logout](#)

Logout if all the Process complete

For any further query please send a mail at apprenticeship.cell@dvet.gov.in with cc to desk10@dvet.gov.in