

# RO Instruction Manual

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 Highlighted in the Search Result:

- **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, trainers, or 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:

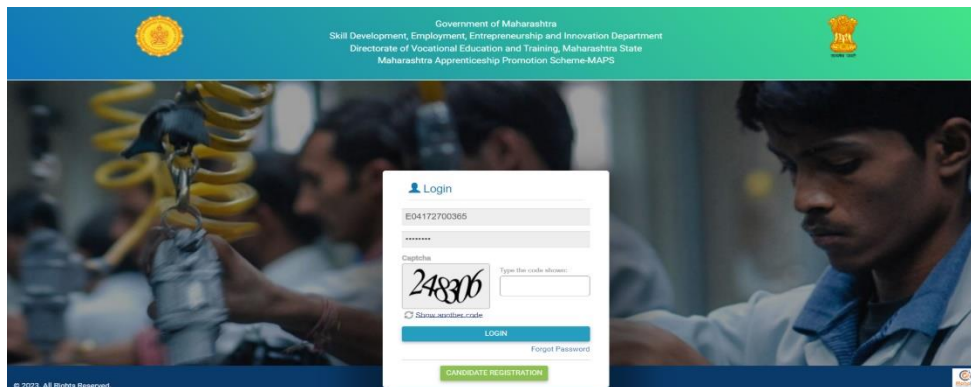
The MAPS portal serves as a critical interface for both establishments and apprentices, facilitating a range of functions including:

- **Registration and Management:** Users can register and manage their profiles, be it as apprentices seeking positions or establishments looking to hire.
- **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:

For establishments looking to create an instruction manual, 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 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.

## RO Dashboard



The Maharashtra Apprenticeship Promotion Scheme (MAPS) dashboard, which appears to be part of a government portal for the Directorate of Vocational Education and Training, Maharashtra State. Here's a breakdown of the content shown in the dashboard:

### 1. Header Information:

- The top banner shows logos, possibly of the Indian government, along with the name of the department: "Skill Development, Employment, Entrepreneurship and Innovation Department, Directorate of Vocational Education and Training, Maharashtra State".
- The dashboard is labeled as belonging to the Maharashtra Apprenticeship Promotion Scheme (MAPS).

### 2. Statistical Information Section:

- **Number of Claims Received:** 647 claims have been received.
- **Number of Claims Processed:** 126 claims have been processed.
- **Number of Claims Approved:** 81 claims have been approved.
- **Number of Claims Pending:** 521 claims are pending.

### 3. Navigation and User Information:

- The email address shown (jtudir.Csambhajinagar@dvet.gov.in) likely belongs to the Directorate's office in the Sambhajinagar region, indicating the user or admin's jurisdiction or point of contact.
- There are navigation options for "Home" and "Dashboard", suggesting other parts of the site or application are accessible via these links.

The design and layout focus on presenting key data points relevant to the administration of apprenticeship claims, offering quick insights into the volume and status of claims within the system.

## Candidate Claim status

Sr.No	Claim No	Establishment	Apprentice	MAPS Claim Payable Per Month	Apprenticeship Training Period In Month	MAPS Claim Payable Per Year	Claim Application Date	Current Status
41	202407250023619	PERKINS INDIA PVT LTD	SANDEEP BHAUSAHEB TOBRE	3500	12	42000	25/07/2024 08:09:15 PM	Approved By Establishment
42	202407250023570	EHV (O&M) DIVISION LATUR	ABHAY SANJAY TOUR	3500	12	42000	25/07/2024 07:19:18 PM	Approved By Establishment
43	202407250023333	THE EXECUTIVE ENGINEER MSEDCL KANNAD DIVISION	PRATIK DILIP PAWAR	3500	12	42000	25/07/2024 03:07:50 PM	Approved By Establishment
44	202407250023315	Office Of The Executive Engineer MSETCLEHV O&M Division Parbhani	ARTI EKNATH KURANGAL	3500	12	42000	25/07/2024 02:43:19 PM	Approved By Establishment
45	202407250023282	MAHARASHTRA STATE ROAD TRANSPORT CORPORATION JALNA DIVISION JALNA	VISHAL BHAGCHAND VAIDYA	3500	12	42000	25/07/2024 02:02:28 PM	Approved By Establishment
46	202407250023276	NRB Bearings Limited	SANTOSH KALYAN DABHADE	3500	12	42000	25/07/2024 01:50:50 PM	Approved By Establishment
47	202407250023273	MSEDCL RURAL-I DIVISION AURANGABAD	SHUBHANGI DATTATRAY UCHIT	3500	12	42000	25/07/2024 01:49:09 PM	Approved By Establishment
48	202407250023240	NRB BEARINGS LIMITED	VIJAY KHANDU MORE	3500	12	42000	25/07/2024 01:16:06 PM	Rectified By RO
49	202407250023209	MSEDCL URBAN DIVISION 1 AURANGABAD	SANDIP GAUTAM JAGTAP	3500	12	42000	25/07/2024 12:45:19 PM	Approved By Establishment

The Maharashtra Apprenticeship Promotion Scheme (MAPS) dashboard from the Directorate of Vocational Education and Training, Maharashtra State. It showcases a detailed table of apprenticeship claims. Here's a breakdown of the columns in the table:

1. **Claim No:** Unique identification numbers for each claim, helping in tracking and managing individual cases.
2. **Establishment:** Names of the establishments where apprentices are registered, indicating the diversity and range of companies participating in the apprenticeship program.
3. **Apprentice:** Names of the apprentices involved, which personalizes the data and may be used for tracking individual progress or issues.
4. **MAPS Claim Payable Per Month:** This likely refers to the amount of money that the government or the scheme pays towards each apprentice's stipend per month. In the displayed rows, this amount is consistent at 3500.
5. **Apprenticeship Training Period in Month:** The duration of the apprenticeship for each individual, listed as 12 months for all displayed entries.
6. **MAPS Claim Payable Per Year:** The total amount payable per year to each apprentice based on the monthly claim, calculated as 42000 for all the displayed cases.
7. **Claim Application Date:** The date each claim was filed, helping track the processing time and status updates.
8. **Current Status:** This column shows the status of each claim, such as "Approved By Establishment" or "Rectified By RO" (Regional Office). This is crucial for understanding where each claim stands in the approval process and what actions might be needed.

## Candidate Claim Application

maps.dvet.gov.in:8443/Scrutiny/Dashboard/ScrutinyDetails?ClId=Q0lkPTI2MT1

jtdir.Csambhajinagar@dvet.gov.in Maharashtra Apprenticeship Promotion Scheme-MAPS

### Claim No- 202407300026217

<b>Apprentice Registration No</b> A0820280623	<b>Contract Registration No</b> CN032200080
<b>Full Name</b> SAGAR SANDIP CHAUTMAL	<b>Name of Establishment</b> MSEDCL URBAN DIVISION 1 AURANGABAD
<b>Trade</b> Electrician	<b>Apprentice Start Date (DD/MM/YYYY)</b> 14/02/2022
<b>Apprentice End Date (DD/MM/YYYY)</b> 13/02/2023	<b>Prescribed Stipend Per Month</b> 8050
<b>Apprenticeship Training Period in Month</b> 12	<b>Gender</b> MALE
<b>Category</b> SC	<b>SubCategory</b> Mahar
<b>Domicile Certificate</b> <a href="#">VIEW</a>	<b>Contract Form or National Apprenticeship Certificate (NAC)</b> <a href="#">VIEW</a>
<b>Benefits under NAPS in Rupees (25% of Stipend paid or Rs 1500 whichever is less)</b> 1500	<b>Benefits under MAPS in Rupees (75% of Stipend paid or Rs 5000 whichever is less)</b> 5000
<b>MAPS Claim Payable Per Month in Rupees</b> 3500	<b>MAPS Claim Payable By Establishment For The Period Of Apprenticeship</b> 42000
<b>Is Aadhaar Authenticated?</b> YES	<b>Name of BTRIC</b> BTRI Chhatrapati Sambhajinagar
<b>Bank Statement</b> <a href="#">VIEW</a>	
<b>Action*</b> Select	<b>Comment*</b> <input type="text"/> Remaining Characters:500

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

#### Scrutiny History

SrNo.	Claim No	Claim Status	Action By	Remark	Action Date
1	202407300026217	Claim Submitted	Apprentice		30/07/2024 12:01:22 PM
2	202407300026217	Accepted	Establishment	Approve	30/07/2024 12:05:17 PM

The Maharashtra Apprenticeship Promotion Scheme-MAPS. Here's a breakdown of the various sections and fields displayed:

### Apprentice Information

- Apprentice Registration No:** Unique identifier for the apprentice in the system.
- Full Name:** The name of the apprentice, "NITIN PRAKASH URKUDE".
- Trade:** The profession or trade of the apprentice, listed as "Electrician".
- Apprentice End Date:** The expected completion date of the apprenticeship, "12/04/2024".
- Apprenticeship Training Period in Month:** Duration of the training, "12 months".
- Category:** Social category of the apprentice, here "OBC" (Other Backward Class).
- Domicile Certificate:** A link to view the domicile certificate of the apprentice.

8. **Is Aadhar Authenticated?:** Indicates whether the Aadhar identity verification is complete, marked as "YES".
9. **Bank Statement:** A link to view the bank statement details.

### Establishment and Stipend Details

1. **Contract Registration No:** A number indicating the official registration of the contract.
2. **Name of Establishment:** The employer or the company training the apprentice, "EXECUTIVE ENGINEER CCO&M DIVISION ALLAPALLI".
3. **Apprentice Start Date:** The date when the apprenticeship started, "13/04/2023".
4. **Prescribed Stipend Per Month:** The monthly stipend amount set for the apprentice, "8050".
5. **Gender:** The gender of the apprentice, "MALE".
6. **SubCategory:** More specific social classification, here "Kunabi".
7. **Contract Form or National Apprenticeship Certificate (NAC):** A link to view the contract or certificate.
8. **Benefits under NAPS in Rupees:** Financial benefits under the National Apprenticeship Promotion Scheme, "1500" or "5000" depending on the context.
9. **MAPS Claim Payable Per Month in Rupees:** Amount claimed through MAPS per month, "3500".
10. **MAPS Claim Payable By Establishment For The Period Of Apprenticeship:** Total claim amount payable by the establishment for the entire period, "42000".
11. **Name of BTRIC:** Reference to a bureau or office managing the record, here "BTRI Chandrapur& Gadchiroli".

### Actions and History

1. **Action:** Dropdown menu for possible actions to be taken on this record.
2. **Comment:** Space provided for inputting comments or notes related to the apprentice or claim, with a character limit.
3. **Scrutiny History:** A log that shows the claim number, status (e.g., "Claim Submitted"), actions taken, remarks, and the dates of these actions.

This detailed page serves as a comprehensive profile for the apprentice's engagement with the apprenticeship scheme, including financial, personal, and contractual details. It's designed to facilitate easy management and tracking of each apprentice's journey through the program.

## Candidate Verification Details



The Maharashtra Apprenticeship Promotion Scheme-MAPS. This section includes several interactive elements, mainly "View" buttons linked to various documents and data points for an apprentice. Here's a breakdown of the elements shown:

### Left Side:

#### 1. Domicile Certificate:

- **View Button:** This allows the user to view the domicile certificate of the apprentice, confirming their place of residence as per official records.

#### 2. Benefits under NAPS in Rupees:

- Describes the financial benefits provided under the National Apprenticeship Promotion Scheme, here specified as "25% of Stipend paid or Rs 1500 whichever is less", amounting to 1500.

#### 3. MAPS Claim Payable Per Month in Rupees:

- Indicates the monthly claim amount under the MAPS, which is 3500 Rupees in this case.

#### 4. Is Aadhaar Authenticated?:

- Shows whether the Aadhaar (national ID in India) authentication process has been completed for the apprentice, marked as "YES".

#### 5. Bank Statement:

- **View Button:** Allows the user to access the bank statement of the apprentice, likely to verify the financial transactions related to the apprenticeship payments.

### Right Side:

#### 1. Contract Form or National Apprenticeship Certificate (NAC):

- **View Button:** Provides access to view the contract or the apprenticeship certificate that details the legal and formal arrangements of the apprenticeship.

## 2. Benefits under MAPS in Rupees:

- Details additional benefits under MAPS, stated as "75% of Stipend paid or Rs 5000 whichever is less", which totals 5000 Rupees.

## 3. MAPS Claim Payable By Establishment For The Period Of Apprenticeship:

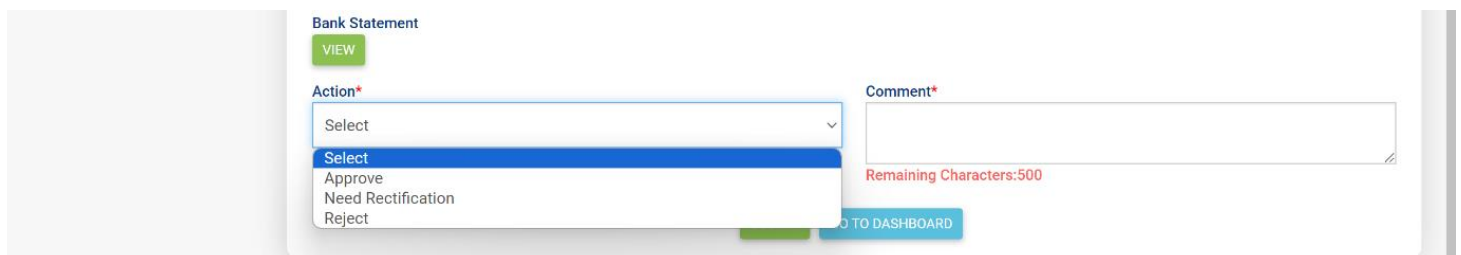
- Lists the total claim amount payable by the establishment for the entire period of the apprenticeship, which is 42000 Rupees.

## 4. Name of BTRIC:

- Identifies the bureau or regional office handling this apprenticeship record, listed as "BTRI Parbhani & Hingoli".

These elements are part of the administrative interface that helps manage, authenticate, and audit various aspects of an apprentice's journey through the apprenticeship program. The layout suggests a focus on ease of access to essential documents and clear display of financial benefits, reinforcing the transparency and accountability of the scheme.

## Candidate Bank Statement



The Maharashtra Apprenticeship Promotion Scheme-MAPS, specifically the section for administrative actions and comments related to an apprentice's claim or record.

Details Explained:

### 1. Bank Statement View Button:

Allows administrators to view the bank statement of the apprentice, presumably to verify financial details pertinent to the apprenticeship claims.

### 2. Action Dropdown Menu:

Administrators can select an action from this dropdown menu. The options available are:

Select: Default option, indicating no action has been selected yet.



Approve: To approve the claim or document as meeting all required standards or conditions.

Need Rectification: If the document or claim needs corrections or additional information.

Reject: To reject the claim or document due to non-compliance or other issues.

3. Comment Box:

This field allows the administrator to enter comments related to the action taken. These could be notes on why a claim was approved, rectified, or rejected. It could also include instructions or feedback for whoever reviews these notes next.

The box indicates a limit of 500 characters for the comment, which helps in maintaining concise communication.

4. Remaining Characters Indicator:

Shows how many characters are left for the administrator to use in the comment box. In the image, it shows all 500 characters are still available.

5. Submit Button:

This button would be used to submit the chosen action and any associated comments to the system for processing or recording.

6. Go To Dashboard Button:

Provides a quick way to return to the main dashboard of the system, likely showing a broader overview of claims and their statuses.

This interface is designed to facilitate easy management of apprenticeship claims, allowing for streamlined communication and administrative processes. The layout ensures that all necessary actions and inputs can be efficiently handled in one place.

## [Logout](#)

Logout if all the Process complete