RAJASTHAN SKILL AND LIVELIHOODS DEVELOPMENT CORPORATION

User Manual

Process flow for Submission Of 2\textsuperscript{nd} Installment (80\%- Payment)
For ELSTP Scheme
Step: 01 – To login via SSO portal, enter your SSO ID & Password and click on login button.

Step: 02 – Now click on RSLDC logo, to process Payment request.
Step: 03 – **Prerequisite**:

(A) *Holiday Master is updated.*  
(B) *Manual Attendance should be updated via Attender Login.*  
(C) *A&C Data must be updated by A&C Cell for Completed batch.*  
(D) *For Upcoming/running batches TP should request through ISMS for A&C.*  
(E) *OJT details (if Applicable) Under RM-Batches.*  
(F) *Interim Placement Data should be updated online by TP.*  
(G) *Batch Registration Fee should be paid via online.*  
(H) *Daily Training Time Sheet should be filled online under RM-Approve Batches.*  
(I) *Coordinate with Concern ZC for IPA data updation as per batch hours.*  
(J) *Batch Relaxation should be mapped by ZC.*  
(K) *Batch mapping to IPA by TP Login.*  
(L) *Ensure Mapping of all trainers/CH.*  
(M) *All required documents uploaded as 80% UC.*

Step: 04 – Login with Attender User and click on Manual Attendance Tab to update the trainers and trainees attendance for those days while AEBAS/ISMS server is down.

Step: 05 – A. For Completed batches TP needs to connect with A&C Cell to update their Assessment Data.  
   B. Login with TP ID to request Assessment Data for running batches by clicking on Evaluation Link as below.

Step: 10 – After Successful Submission of A&C, Training Partner needs to be Update Batches wise placement details.  
   A. Login with Training Partner Login and Click on Placement menu then create a employer master where trainees gets jobs.
B. After creation of employer master Click on Placement Initiation link and select the parameters and update trainees wise placement as below.

C. Update Trainee Placement detail:
Step: 11 – After Successful completion of all given dependencies Click on disbursement link to apply the 2nd Installment:

![Image of the disbursement link interface]

Step: 12 – You need to select the parameters to apply the Second installment payment request and then click on Apply Link as below:

![Image of the installment payment request interface]
Step: 13 – The Following window will appear; Fill the Sanction Order Number, Check the First Installment Payment Status, Check the tool kit cost, enter the CA amount and upload the all required documents and click on save and submit button to apply.

Step: 14 – After Successful Submission you may check your claim status as below or under the Installment Status Report.

For Any Assistance you may connect with your concern ZC or MIS Team.

For any technical support the Contact Details of MIS Support Team is available on the below link:

http://www.livelihoods.rajasthan.gov.in/content/livelihood/en/skill-department/Contact-Us/SupportTeam.html

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