User Manual

Process flow for Submission Of 2\textsuperscript{nd} Installment (80\%- Payment) For RSTP 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) Tool Kit Detail should be updated.
(D) A&C Data must be updated.
(E) Batch Registration Fee should be paid via online.
(F) Format-6 should be filled online under RM-Approve Batches- Format-6.
(G) Coordinate with Concern ZC for IPA data updation as per batch hours.
(H) Batch Relaxation should be mapped by ZC.
(I) Batch mapping to IPA by TP Login.
(J) PSD should be paid via online.
(K) Mapping of all trainers/CH.
(L) 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 – Login with TP ID to Update Assessment Data by clicking on Evaluation Link as below.

A. Click on Create Assessor Detail under Aspirant Evaluation Tab.
B. Fill all the required details of Assessor as per the given below form.

C. After Creation of Assessor click on Map Assessor to Batch and submit.
**Step: 06** – Click on Aspirant Evaluation menu under the Evaluation Tab than Click on Request for Assessment Link.

**Step: 07** – Select the Parameters and click on request for Assessment Link.
Step: 08 – Select the Assessment Date for Previous / Upcoming Batches and click on submit.

Step: 07 – After Submission of Assessment Date the Link will converted to “Self”, Click on Self Link to update the Assessment Data of Batch, i.e. Attendance of Trainees, Trainer, Assessor, and result of Trainees and their document as per the given below:

A. Self Link To Update Assessment
B. Update Attendance of Center Staff.

C. Verify the Assessor Name and update their Attendance.
D. Update the Result of youth.

E. Upload the all required documents and click on save button to submit the assessment detail.
Step: 08 – After Submission of A&C Data Update the Tool Kit Distribution details by clicking on Update Tool Kit Distribution Link under the Generate IPA Link.

Step: 09 - Fill the all required information in form with GSTN, Invoice details with distribution date and click on submit button to save the tool kit details as below:
Step: 10 – After Successful Submission of A&C and Tool Kit Details you may click on Installment Request Link under the Disbursement Tab.

Step: 11 – You need to select the parameters to apply the Second installment payment request and then click on Apply Link as below:
Step: 12 – 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: 13 – 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

-------------------------------------End of Document-------------------------------------