



CAMPUSSM
MANAGEMENT



Smart Centre Training Partner User Manual

PMKVY2.0

29th September, 2016

Table of Contents

- Introduction2**
- Training Partner Profile3**
- Training Partner Details 3
- Data Required for Invoices and Payments 4
- Tax Exemption Certificate 5
- Bank Details 5
- Address Details..... 6
- Single Point of Contact (SPOC – Operation)..... 7
- Single Point of Contact (SPOC – Finance)..... 8
- CEO/ MD Details 9
- Save/ Submit/ Cancel 9

Introduction

This document provides a brief introduction to the Training Partner Profile management feature.

Training Partner Profile

This is used to update the details of Training Partners.

Each Section of Training Partner Profile is explained below.

Understanding Training Partner Details

Field	Description
Training Partner Name	Name of Training Partner which was created in SDMS during previous schemes or recently provided information with NSDC will be displayed.
TP SDMS ID (Account ID)	Unique ID generated for logged in Training Partner. This ID will be same as the ID used in PMKVY 1 or earlier NSDC Schemes.

Data Required for Invoices and Payments

DATA REQUIRED FOR INVOICES AND PAYMENTS	
<input type="radio"/> Company Incorporation No.(CIN)	<input checked="" type="radio"/> Trust Deed No.
Trust Deed No. *:	<input type="text" value="jkshadhjaskjldhjsakdh"/>
PAN *:	<input type="text" value="ABCDE4567A"/>
TAN:	<input type="text" value="TAN"/>
Service Tax Registration Number *:	<input type="text" value="BIQPR4567PSC005"/>

Field	Description
Company Incorporation Number (CIN)/ Trust Deed Number	It is mandatory to enter either CIN or Trust Deed Number. Select radio button and enter value below in the text field. If you are an incorporated company, please enter CIN. If you are a Trust, then please enter Trust Deed Number or Society Registration Number. Please provide the number as indicated in your Company Incorporation certificate/ Trust Deed
PAN	It is mandatory field. Enter PAN (Permanent Account Number) of the Training Partner
TAN	It is an Optional field. Enter TAN (Tax Deduction Account Number) of the Training Partner
Service Tax Registration Number	It is mandatory field. Enter Service Tax Registration Number of the Training Partner

Tax Exemption Certificate

TAX EXEMPTION CERTIFICATE, IF ANY								
Certificate Name	ID No	%Tax	Max Amount Deductable	From Date	To Date	Updated on Date	Date Verified by NSDC	Proof Document
Tax Exemption Certificate	ID Number	0	0	DD-MMM-YY	DD-MMM-YY	22-Aug-2016	Verified By N	<input type="button" value="Browse..."/> No file selected.

Training Partner can provide Tax Exemption Certificate as followed in below table.

Field	Description
ID No	Enter ID Number mentioned in certificate.
Tax Percentage	Enter Tax Percentage provided in certificate.
Max Amount Deductible	Enter maximum amount that can be deducted from Training Partner.
From Date	Certificate valid from date.
To Date	Certificate valid till date.
Updated on Date	This date is displayed by default. It is the date when tax exemption certificate details are updated.
Date Verified by NSDC	This date does not appear during initial data entry. This is the date when NSDC Finance PMU has verified the details. The tax exemptions are considered only after successful verification.
Upload	Upload proof of certificate (mandatory if details are filled).

Specifying Bank Details

BANK DETAILS			
IFSC Code *	<input type="text" value="IFSC Code"/>	Bank Name :	<input type="text"/>
Bank Account Number *	<input type="text" value="Bank Account Number"/>	Name as in Bank * :	<input type="text" value="Name as in Bank"/>

Field	Description
IFSC Code	IFSC code of Training Partner.
Bank Name	Based on valid IFSC code entered, Bank Name is auto-populated.
Bank Account Number	Enter Bank Account Number.
Name as in Bank	Enter Name as given in Bank Account.

Specifying Address Details

ADDRESS DETAILS

Address Line *:

Pincode *: ⓘ

Select Address

Locality *:

Village/Town/City *:

Post Office *:

Sub-District *:

State *:

District *:

Constituency *:

Enter Address

Locality:

Village/Town/City:

Post Office:

Sub-District:

Landline Number 1 *: ⓘ

Landline Number 2 *: ⓘ

Website:

Field	Description
Address Line	Enter Training Partner Address here such as Door Number, Building Number, Building Name and Street Name as available.
Pincode	Enter valid 6 digit pincode.
Select/ Enter Address	Based on pincode entered, you can use Select Address option to select the address. If the select address options below does not provide the address you are looking for, use the Enter address option.
Locality	Select/ Enter Locality.
Village/ Town/ City	Select/ Enter Village/ Town/ City.
Post Office	Select/ Enter Post Office.
Sub-District	<p>Select/ Enter Sub-District.</p> <p>Sub-District is known by different names in different states, Sub-District may refer to one of the following based on the State in which your Training Partner office is present.</p> <ul style="list-style-type: none"> • Tahsil • Taluk • C.D. Blocks • Sub Division • Circle • R.D Blocks • Mandal • Police Station
State	Select the appropriate State.
District	Select the corresponding District.
Constituency	Select the corresponding Constituency.

Field	Description
Landline Number 1	Enter STD Code and Landline Number.
Landline Number 2	Enter STD Code and Landline Number.
Website	Enter Training Partner Website, if available.

Specifying the Single Point of Contact (SPOC – Operation)

SINGLE POINT OF CONTACT-OPERATION (SPOC-OPERATION)

Name*: ⓘ

Gender*:

Aadhaar Number*: ⓘ

Aadhaar Verification Status:

Designation:

Mobile Number*: ⓘ **Enter OTP:** ⓘ

Mobile OTP Verification Status:

Landline Number: ⓘ

Email Address*:

Field	Description
Name	Enter SPOC Name as in Aadhaar, if Aadhaar is available.
Gender	Enter SPOC gender.
Aadhaar Number	Enter SPOC Aadhaar Number. Though optional, if not available, it is recommended that you initiate the process for obtaining the same, so that the Aadhaar number can be provided during a subsequent update to the Training Partner profile.
Verify Aadhaar	Aadhaar number entered is verified with the name and gender that is specified.
Designation	Enter the designation of SPOC.
Mobile Number	Enter the mobile number of the SPOC.
Generate OTP	One time password (OTP) is sent to the specified mobile number.
Mobile OTP Verification Status	This is updated depending on the password verification.
Landline Number	Enter the landline number of the SPOC.
Email Address	Enter the email address of the SPOC.

Specifying the Single Point of Contact (SPOC – Finance)

SINGLE POINT OF CONTACT-FINANCE (SPOC-FINANCE)

Same as SPOC Operation:

Name*: ⓘ

Gender:

Aadhaar Number*: ⓘ Verify Aadhaar

Aadhaar Verification Status:

Designation:

Mobile Number: ⓘ Generate OTP Enter OTP: ⓘ

Mobile OTP Verification Status:

Landline Number: ⓘ

Email Address*:

Note: There is an option to select checkbox if Operation SPOC and Finance SPOC is same person.

Field	Description
Name	Enter the SPOC Name as in Aadhaar, if Aadhaar is available.
Gender	Enter the SPOC gender.
Aadhaar Number	Enter the SPOC Aadhaar Number. Though optional, it is highly recommended that you provide the Aadhaar number. if Aadhaar is not available, initiate the process for obtaining the same, so that the Aadhaar number can be provided during a subsequent update to the Training Partner profile.
Verify Aadhaar	Aadhaar number entered is verified with the name and gender that is specified.
Designation	Enter the designation of SPOC.
Mobile Number	Enter the mobile number of the SPOC.
Generate OTP	One time password (OTP) is sent to the specified mobile number.
Enter OTP	Specify the OTP received on the registered mobile number.
Mobile OTP Verification status	This is updated based on password verification.
Landline Number	Enter the landline number of the SPOC.
Email Address	Enter the email address of the SPOC.

Specifying the CEO/ MD Details

CEO/MD

Same as SPOC Operation:

Same as SPOC Finance:

Name*: ⓘ

Gender*:

Aadhaar Number: Verify Aadhaar ⓘ

Aadhaar Verification Status:

Designation:

Mobile Number*: ⓘ Generate OTP Enter OTP: ⓘ

Mobile OTP Verification Status:

Landline Number: ⓘ

Email Address*:

Note: There is an option to select checkbox if CEO/ MD details is same as Operation SPOC/ Finance SPOC is same person.

Field	Description
Name	Enter the CEO/ MD name.
Gender	Enter the CEO/ MD gender.
Aadhaar Number	Enter the CEO/ MD Aadhaar Number. Though optional, it is highly recommended that you provide the Aadhaar number. if Aadhaar is not available, initiate the process for obtaining the same, so that the Aadhaar number can be provided during a subsequent update to the Training Partner profile.
Verify Aadhaar	Aadhaar number entered is verified with the name and gender that is specified.
Designation	Enter the designation of CEO/MD.
Mobile Number	Enter the mobile number of the CEO/MD.
Generate OTP	One time password (OTP) is sent to the specified mobile number.
Enter OTP	Specify the OTP received on the registered mobile number.
Mobile OTP Verification Status	This is updated based on password verification.
Landline Number	Enter the landline number of the CEO/ MD.
Email Address	Enter the email address of the CEO/ MD.

Note: On submission of the Training Partner profile, the Training Center profile is approved by the NSDC PMU, post which, the Tranche disbursements for PMKVY 2.0 scheme is enabled for all its Training Centres.