

NCSC For DA

(National Career Service Centre for DA)

USER Manual for State Officer

NIC-NCSC For DA-USER-1.0

Abstract: This User Manual provides complete description of the functions covered for NCSC For DA (National Career Service Centre for DA). This document is intended for the stakeholders of the system.

Keywords: software requirement specification, Application Form, Accept Application, Reject Application, Enrolled, Refused, Dropout, Code Directory, Query, MIS Report

M/Labour & Employment Division
National Informatics Centre (MeitY), India

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*** Amendment log**

Version	Date	Brief Description	Section Change
1.0	18.09.2018	Covers the functionality of Registration of Application by Differently Abled Student, Accept, Reject, Enrolled, Dropout, Refused, Manage, Courses, Manage Regional Center Detail, Manage Batches, Manage Attendance, Manage Payment, Manage Attendance Percentage and more.	1 st Draft

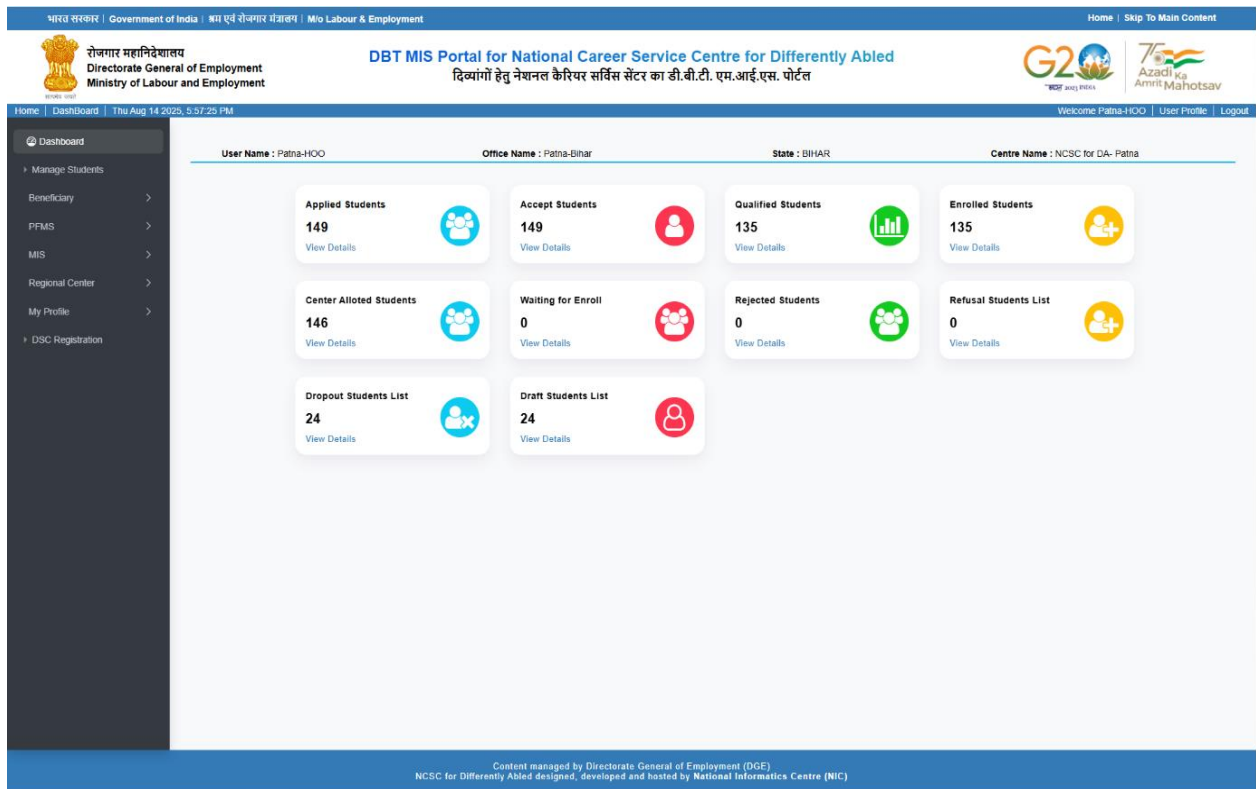
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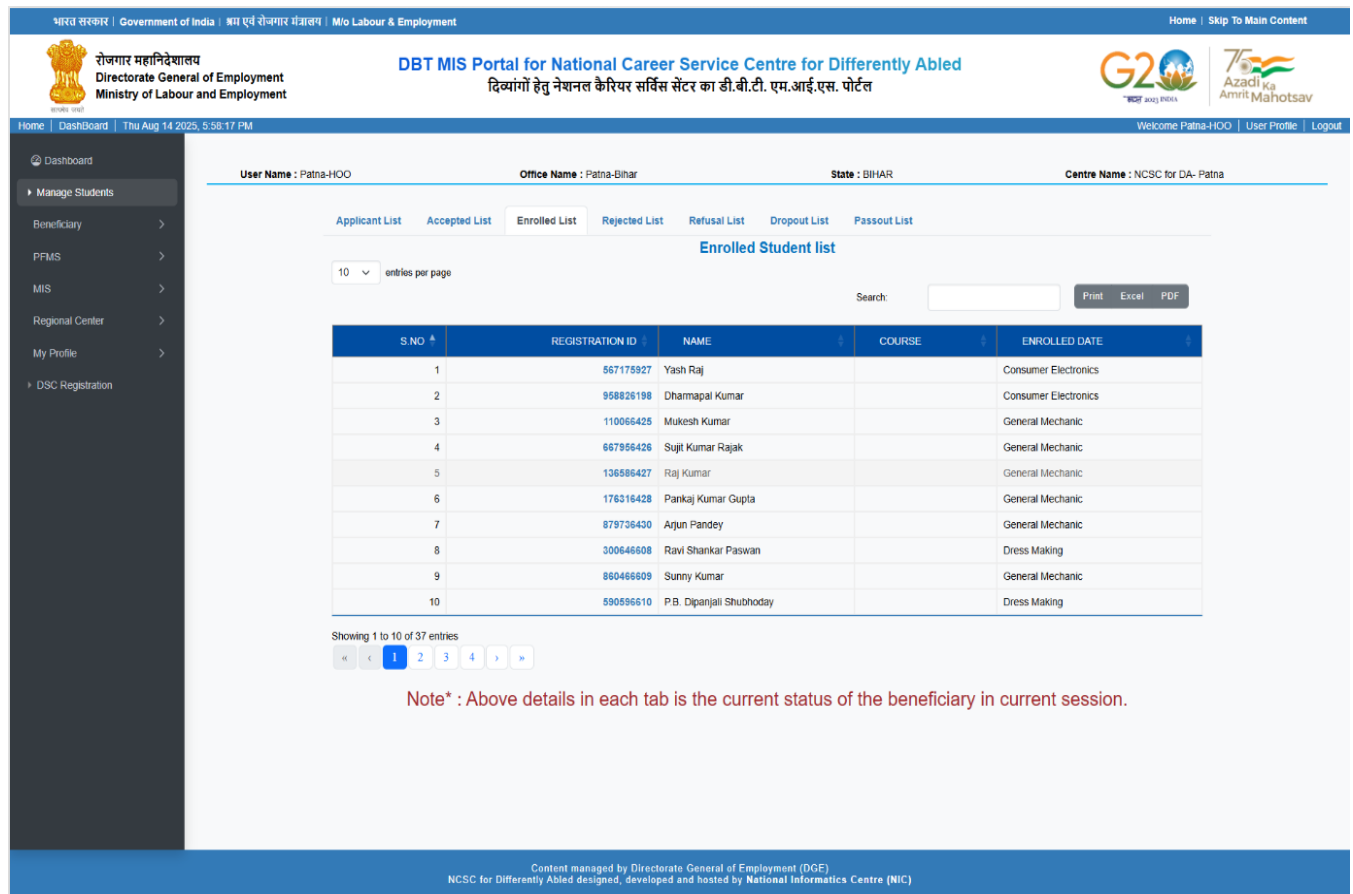
1 Regional Center Officer

Dashboard: There are all the count of Applied Student, Pending For Acceptance, Accept Student, Enrolled Student, Rejected Student, Refusal Student, Dropout Student.



1.1 Manage Student

The system facilitates Admin to enroll the applicant.



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Directorate General of Employment
Ministry of Labour and Employment

DBT MIS Portal for National Career Service Centre for Differently Abled
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G20
भारत 2023

75
Azadi Ka
Amrit Mahotsav

Home | Dashboard | Thu Aug 14 2025, 5:58:17 PM

Welcome Patna-HOO | User Profile | Logout

User Name : Patna-HOO Office Name : Patna-Bihar State : BIHAR Centre Name : NCSC for DA- Patna

Applicant List Accepted List **Enrolled List** Rejected List Refusal List Dropout List Passout List

Enrolled Student list

10 entries per page

Search:

S.NO	REGISTRATION ID	NAME	COURSE	ENROLLED DATE
1	567175927	Yash Raj		Consumer Electronics
2	958826198	Dharmapal Kumar		Consumer Electronics
3	110066425	Mukesh Kumar		General Mechanic
4	667856426	Sujit Kumar Rajak		General Mechanic
5	136586427	Raj Kumar		General Mechanic
6	176316428	Pankaj Kumar Gupta		General Mechanic
7	879736430	Arjun Pandey		General Mechanic
8	300646608	Ravi Shankar Paswan		Dress Making
9	860466609	Sunny Kumar		General Mechanic
10	590596610	P.B. Dipanjali Shubhoday		Dress Making

Showing 1 to 10 of 37 entries

« < 1 2 3 4 > »

Note* : Above details in each tab is the current status of the beneficiary in current session.

Content managed by Directorate General of Employment (DGE)
NCSC for Differently Abled designed, developed and hosted by National Informatics Centre (NIC)

1.1.1 Applicant List

Display Students list, Who have registered for trade (After accepting Deceleration).

After clicking on Registration Id : complete view of student will open, Two Options are there

1. Accept Button – To Accept the Application. This Application will move to Accepted List Tag.
2. Rejected Button – To Reject the Application, pop up will open to write the Reason of Rejection. This Application will move to Rejected List Tab.

1.1.2 Accepted List

Accepted Applicant list will be display here.

Click on Registration Id, Short view opened with 2 button – 1.Qualified Test/Exam, 2. Failed Test/Exam for Admission

1. When Clicking on Enroll Button , popup will open with following detail.

A Period of Trade (Start Date and End Date of Trade)

B Select Trade.

2. When Clicking Return To Applicant Button Student will appear in Applicant list.

1.1.3 Enrolled List

Display the List of Enrolled Application.

1.1.4 Addmisted List

Display the List of Rejected Application.

1.1.5 Rejected List

Display the List of Rejected Application.

1.1.6 Refusal List

Display the List of Applicant who refused (Deny) to take admission.

1.1.7 Dropout List

Display the List of Applicant who dropout from the Trade.

1.2 Cumulative Students

Section Contain the complete report of students .

1. Applicant List - Display Total student who had submitted their application for trades.
2. Accepted List - Display Total Student whose application accepted for enrollment.
3. Enrolled List – Display Total Student whose enrolled for trade.
4. Rejected List - Display Total Student whose application rejected.
5. Refusal List - Display Total Student where applicant refuse to take admission.
6. Dropout List - Display Total Student who drop their courses due to some reason.

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Home | DashBoard | Wed Aug 20 2025, 12:09:49 PM
Welcome Patna-HOO | User Profile | Logout

Dashboard
Manage Students

- Beneficiary >
- PFMS >
- MIS >
- Regional Center >
- My Profile >
- > DSC Registration

User Name : Patna-HOO
Office Name : Patna-Bihar
State : BIHAR
Centre Name : NCSC for DA- Patna

[Applicant List](#)
[Accepted List](#)
Enrolled List
[Rejected List](#)
[Refusal List](#)
[Dropout List](#)
[Passout List](#)

Enrolled Student list

10 ▾ entries per page

Search:

[Print](#)
[Excel](#)
[PDF](#)

S NO ^	REGISTRATION ID ↓	NAME ↓	COURSE ↓	ENROLLED DATE ↓
1	567175927	Yash Raj		Consumer Electronics
2	958826198	Dharmapal Kumar		Consumer Electronics
3	110066425	Mukesh Kumar		General Mechanic
4	667956426	Sujit Kumar Rajak		General Mechanic
5	136586427	Raj Kumar		General Mechanic
6	176316428	Pankaj Kumar Gupta		General Mechanic
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Showing 1 to 10 of 37 entries

« < 1 2 3 4 > »

Note* : Above details in each tab is the current status of the beneficiary in current session.

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2. Beneficiary

2.1 Current Backlog Entry


The center can register the students of previous session years.

The screenshot displays the DBT MIS Portal for National Career Service Centre for Differently Abled. The page header includes the Government of India logo, the Directorate General of Employment, Ministry of Labour and Employment, and the DBT MIS Portal title. The sidebar on the left contains navigation links: Dashboard, Manage Students, Beneficiary (selected), Current & Backlog Entry, Finalize Submission, PFMS, MIS, Regional Center, My Profile, and DSC Registration. The main content area shows the 'Register a new Student' form with the following fields: Name (Enter your name), Date Of Birth (dd-mm-yyyy), Email Id (Enter Valid Email ID), and Mobile No. (Mobile Number). The form is titled 'Register a new Student' and has a 'Next>>' button at the bottom. The footer indicates the content is managed by the Directorate General of Employment (DGE) and the NCSC for Differently Abled is designed, developed, and hosted by the National Informatics Centre (NIC).

2.1.1 Student Registration Form

After Register Students then Showing Complete Student Reg Form For Fill all Details and Submit For Registration



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Welcome - Test Test | User Profile | Home | Logout

Home | Wed Aug 20 2025, 11:41:09 AM

National Career Service Centres for Differently Abled 2025-26

दिव्यांगों हेतु नेशनल कैरियर सर्विस सेंटर

Registration Id: 140958672

Note:* Please fill State, District and Bank before proceeding to save for Draft!!

Personal Details/व्यक्तिगत विवरण

Name*
नाम

test test

Father's/Husband Name*
पिता / पति का नाम

Category*
श्रेणी

Select Category

Date of Birth*
जन्म तिथि

13/02/2000

Disability Type*
विकलांगता प्रकार

Select Disability

Percentage(%) of Disability*
विकलांगता का प्रतिशत (%)

70

Bench Mark Disability

IQ

Tel/Mob. Number*
दूरभाष/मोबाइल नंबर

7531098562

Aadhaar Number*
आधार नंबर

Aadhaar Number

Verify

Remove

Address*
पता

Premise Number/परेसर संख्या

Sub Locality/Street/Colony Name

Locality/City/Village/Town Name

Pin Code*
पिन कोड

State*
राज्य

Select State

District*
जिला

Email Id

testtest@gmail.com

Gender*
लिंग

Select Gender

N.C.S Registration No.
एन सी एस पंजीकरण संख्या

Monthly Income of Parents
माता-पिता की मासिक आय

Education Details/शिक्षा विवरण

Select the Education
शिक्षा का चयन करें

Select Education Type

Vocational Training
व्यवसायिक प्रशिक्षण

Course Details/पाठ्यक्रम विवरण

Select the State(Where you want to do Trade)*
राज्य का चयन करें (जहां आप ट्रेड करना चाहते हैं):

Select State

Select the Centre(Where you want admission)*
केंद्र का चयन करें (जहां आप प्रवेश चाहते हैं):

Select Centre

Intake Number of NCSC-DA
एन-सीएस-डी का प्रवेश संख्या:

Select the Trade*
ट्रेड का चयन करें:

Select Course

Have you taken admission earlier in any training/course offered by any DA?*

--Select--

If yes, please give details (क्या आपने इससे पूर्व किसी भी NCSC(SC/ST) केंद्र द्वारा संचालित किसी प्रशिक्षण/कोर्स में प्रवेश लिया है? यदि हां, तो कृपया ब्योरा दें:

Upload Documents/दस्तावेज अपलोड करें (Please Upload minimum size documents and max upto 500KB)

Disability Certificate*
विकलांगता प्रमाण पत्र

Choose File

No file chosen

Upload Only PDF

Caste Certificate
जाति प्रमाण पत्र

Choose File

No file chosen

*Upload Only PDF

Additional Qualification
अतिरिक्त योग्यता

Choose File

No file chosen

*Upload Only PDF

Upload Photograph

Choose File

No file chosen

*Only PNG or JPG image & Maximum upload size is 100KB

Save as Draft

Preview

Final Submit

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2.2 Finalize Submission

Display the List of Applicant who has not finalize his/her Details like a DRAFT Mode.

Click on Registration Id, Showing Users Complete Registration Form


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75
Azadi Ka
Amrit Mahotsav

Home | Wed Aug 20 2025, 11:41:09 AM

Welcome - Test Test | User Profile | Home | Logout

National Career Service Centres for Differently Aabled 2025-26
दिव्यांगों हेतु नेशनल कैरियर सर्विस सेंटर

Registration Id: 140958672

Note:* Please fill State, District and Bank before proceeding to save for Draft!!

Personal Details/व्यक्तिगत विवरण

Name*
नाम

test test

Father's/Husband Name*
पिता / पति का नाम

Category*
वर्ग

Select Category

Date of Birth*
जन्म तिथि

13/02/2000

Disability Type*
विकलांगता प्रकार

Select Disability

Percentage(% of Disability)*
विकलांगता का प्रतिशत (%)

70

Bench Mark Disability

IQ

Tel./Mob. Number*
दूरभाष/मोबाइल नम्बर

7531098562

Aadhaar Number*
आधार नम्बर

Verify

Remove

Address*
पता

Premise Number/प्रीमिस नम्बर

Pin Code*
पिन कोड

Sub Locality/Street/Colony Name

State*
राज्य

Select State

Locality/City/Village/Town Name

District*
जिला

Email Id

testtest@gmail.com

Gender*
लिंग

Select Gender

N.C.S Registration No.
एन सी एस रजिस्ट्रेशन संख्या

Monthly Income of Parents
माता-पिता की मासिक आय

Education Details/शिक्षा विवरण

Select the Education
शिक्षा का चयन करें

Select Education Type

Vocational Training
व्यवसायिक प्रशिक्षण

Course Details/वर्गक्रम विवरण

Select the State(where you want to do Trade)*
राज्य का चयन करें (जहां आप ट्रेड करना चाहते हैं)

Select State

Select the Centre(where you want admission)*
केंद्र का चयन करें (जहां आप प्रवेश चाहते हैं)

Select Centre

Intake Number of NCSC-DA
एन-सीएस-डी का प्रवेश संख्या

Select the Trade*
ट्रेड का चयन करें

Select Course

Have you taken admission earlier in any training/course offered by any DA?
If yes, please give details: (यदि आपने इससे पूर्व किसी भी NCSC(SC/ST) केंद्र द्वारा संचालित किसी प्रशिक्षण/कॉर्से में प्रवेश लिया है? यदि हां, तो कृपया बताना है)

--Select--

Upload Documents/दस्तावेज़ अपलोड करें (Please Upload minimum size documents and max upto 500KB)

Disability Certificate*
विकलांगता प्रमाण पत्र

Choose File

No file chosen

Upload Only PDF

Caste Certificate
जाति प्रमाण पत्र

Choose File

No file chosen

*Upload Only PDF

Additional Qualification
अतिरिक्त योग्यता

Choose File

No file chosen

*Upload Only PDF

Upload Photograph

Choose File

No file chosen

*Only PNG or JPG image & Maximum upload size is 100KB

Save as Draft

Preview

Final Submit

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3. PFMS (Public Financial Management System)

This module is used to manage financial transactions related to stipend disbursement, attendance tracking, and payment batches.

3.1 Beneficiary List

Displays the list of registered beneficiaries eligible for stipend or payment and Send to PFMS For Beneficiary Validation.

The screenshot displays the DBT MIS Portal for National Career Service Centre for Differently Aabled. The header includes the Government of India logo, the Directorate General of Employment, Ministry of Labour and Employment, and the portal title. The sidebar on the left contains navigation links: Dashboard, Manage Students, Beneficiary, PFMS (selected), Beneficiary List, Mark Attendance, Manage Batch, Manage Payment, Stipend Eligible List, PFMS Payment Response, MIS, Regional Center, My Profile, and DSC Registration. The main content area shows the user's name (Patna-HOO) and office name (Patna-Bihar). Below this, there are six cards representing different PFMS-related actions: Bank Account Details, Send to PFMS for Beneficiary Validation, Awaited from PFMS, Accepted by PFMS, Rejected by PFMS, and Total Beneficiary Ids created from PFMS. The footer indicates that the content is managed by the Directorate General of Employment (DGE) and the NCSC for Differently Aabled is designed, developed, and hosted by the National Informatics Centre (NIC).

3.1.1 Send To PFMS For Beneficiary Validation.

This feature is used to send beneficiary details (such as name, Aadhaar number, bank account, IFSC, etc.) to the **PFMS (Public Financial Management System)** for validation.

3.1.2 Awaited from PFMS.

Displays beneficiaries whose validation response is still **pending** from PFMS. System is waiting for PFMS to reply

3.1.3 Accepted by PFMS

Shows list of beneficiaries whose details were successfully validated and accepted by PFMS. Ready for payment batch.

3.1.4 Rejected by PFMS

Lists the records that were **rejected by PFMS**, with error reasons (e.g., Aadhaar mismatch, IFSC invalid, etc.).


3.1.5 Total Beneficiary IDs created from PFMS

Displays the total count and list of **unique PFMS Beneficiary IDs** generated and mapped after successful validation.

3.2 Mark Attendance



Allows the admin/user to mark daily or monthly attendance of trainees. And Manage Attendance/Manage Payment

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Home | Skip To Main Content

Home | Dashboard | Wed Aug 20 2025, 12:15:15 PM

Welcome Patna-HOO | User Profile | Logout

Dashboard

Manage Students

Beneficiary

PFMS

Beneficiary List

Mark Attendance

Manage Batch

Manage Payment

Spond Eligible List

PFMS Payment Response

MIS

Regional Center

My Profile

DSC Registration

User Name : Patna-HOO

Office Name : Patna-Bihar

Add Attendance Batch

Financial Year

Select Year

Attendance Month

Select Month

Start Date





































































Select start Date

End Date

Select End Date

Create Batch

Manage Beneficiary Attendance/Payment Status

S.NO	PERIOD	TOTAL STUDENT		ACTION	
		ENROLLED	ATTENDANCE BATCH	MANAGE ATTENDANCE	MANAGE PAYMENT STATUS
1	Fin Year: 2025-26 (01/07/2025 - 31/07/2025)	37			
2	Fin Year: 2025-26 (01/06/2025 - 30/06/2025)	38			
3	Fin Year: 2025-26 (01/05/2025 - 31/05/2025)	47			
4	Fin Year: 2025-26 (01/04/2025 - 30/04/2025)	53			
5	Fin Year: 2024-25 (01/03/2025 - 31/03/2025)	45			
6	Fin Year: 2024-25 (01/02/2025 - 28/02/2025)	49			
7	Fin Year: 2024-25 (01/01/2025 - 31/01/2025)	54			
8	Fin Year: 2024-25 (01/12/2024 - 31/12/2024)	50			
9	Fin Year: 2024-25 (01/11/2024 - 30/11/2024)	51			
10	Fin Year: 2024-25 (01/10/2024 - 31/10/2024)	58			
11	Fin Year: 2024-25 (01/09/2024 - 30/09/2024)	64			
12	Fin Year: 2024-25 (01/08/2024 - 31/08/2024)	76			
13	Fin Year: 2024-25 (01/07/2024 - 31/07/2024)	75			
14	Fin Year: 2024-25 (01/06/2024 - 30/06/2024)	75			
15	Fin Year: 2024-25 (01/05/2024 - 31/05/2024)	71			
16	Fin Year: 2024-25 (01/04/2024 - 30/04/2024)	66			
17	Fin Year: 2023-24 (01/03/2024 - 31/03/2024)	67			
18	Fin Year: 2023-24 (01/02/2024 - 29/02/2024)	64			
19	Fin Year: 2023-24 (01/01/2024 - 31/01/2024)	59			
20	Fin Year: 2023-24 (01/12/2023 - 31/12/2023)	50			
21	Fin Year: 2023-24 (01/11/2023 - 30/11/2023)	43			
22	Fin Year: 2023-24 (01/10/2023 - 31/10/2023)	43			
23	Fin Year: 2023-24 (01/09/2023 - 30/09/2023)	37			
24	Fin Year: 2023-24 (01/08/2023 - 31/08/2023)	28			
25	Fin Year: 2023-24 (01/07/2023 - 31/07/2023)	19			
26	Fin Year: 2023-24 (01/06/2023 - 30/06/2023)	22			
27	Fin Year: 2023-24 (01/05/2023 - 31/05/2023)	17			
28	Fin Year: 2023-24 (01/04/2023 - 30/04/2023)	26			
29	Fin Year: 2022-23 (01/03/2023 - 31/03/2023)	26			
30	Fin Year: 2022-23 (01/02/2023 - 28/02/2023)	25			
31	Fin Year: 2022-23 (01/01/2023 - 31/01/2023)	25			
32	Fin Year: 2022-23 (01/12/2022 - 31/12/2022)	22			
33	Fin Year: 2022-23 (01/01/2023 - 31/01/2023)	25			
34	Fin Year: 2022-23 (01/01/2023 - 31/01/2023)	25			

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3.2.1 Create Batch - Using form above

This screen allows users to initiate the attendance marking process by entering the total **working days** for a selected course and time period.

The screenshot displays the DBT MIS Portal for National Career Service Centre for Differently Aabled. The page header includes the Government of India logo, the Directorate General of Employment, Ministry of Labour and Employment, and the DBT MIS Portal title. The user is logged in as 'Delhi-HOO' and the office is 'Delhi'. The main content area shows the 'Attendance Management' form with the following details:

- Financial Year: 2024-25
- Attendance Batch Id: 923421521256179
- From Date: 01-09-2024
- To Date: 30-09-2024
- Working Days:
- Proceed button

The footer indicates the content is managed by the Directorate General of Employment (DGE) and the NCSC for Differently Aabled is designed, developed, and hosted by the National Informatics Centre (NIC).

3.2.2 Click “Manage Attendance” → Select present/absent for each student.

3.2.2.1 Attendance is submitted when all the data Or row fill completely.

3.2.2.2 Attended column is mandatory, If you click Fill Attendance button without filling attended column, it will generate message –Please Fill Attended Days ,

3.2.2.3 Per(%) generate automatically when we give attended days. This provide the percentage of attendance.

3.2.2.4 Remark is mandatory only when we change the **Total Working Days**.

3.2.2.5 Submit Button will work when we fill all the row otherwise it will generate message – Please fill all the rows.

NCSC For DA – User Manual for Regional Center Officer


3.2.2.6 Edit Button will generated once we fill attendance of one row. Edit Button to manage attende of particular applicant.

3.2.2.7 After clicking on submit button, final attendance will generate and send applicant detail to table dbt_transaction_payments who has minimum 70% attendance percentage.

Attendance Percentage mange by Admin through Section – **Manage Attendance Percentage**



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Welcome Delhi-HOO | User Profile | Logout

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Manage Students

Beneficiary

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MIS

Regional Center

My Profile

DSC Registration

User Name : Delhi-HOOOffice Name : Delhi

Back

Manage Attendance

Course: Commercial and Secretarial PracticeFinancial Year: 2024-25Working Days: 30
From Date: 01-09-2024To Date: 30-09-2024Attendance Percentage: 80%

Courses

Add Students +

Manage Attendance

S.NO	REGISTRATION ID	NAME	COURSE	INSTITUTE	TOTAL WORKING DAYS	ATTENDANCE	PER(%)	REMARKS*	ACTION
1	487204868	Sakshi Malhotra	Commercial and Secretarial Practice		30	Attendance	Attendance Perc	Remarks	Save Attendance
2	366234848	Shivam	General Mechanic		30	Attendance	Attendance Perc	Remarks	Save Attendance
3	283084844	Sanjana	Dress Making		30	Attendance	Attendance Perc	Remarks	Save Attendance
4	750114843	Sahil Mehra	General Mechanic		30	Attendance	Attendance Perc	Remarks	Save Attendance


3.2.3 Save Attendance → Records are saved and locked.

3.2.4 Click “Manage Payment Status” → Progresses eligible students for stipend generation and payment via PFMS.

Here we can manage Payment enable/disable and see accepted payment status and ineligible for payment as shoing in below



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Manage Students

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MIS

Regional Center

My Profile

DSC Registration

User Name : Delhi-HOO

Office Name : Delhi

Back

Manage Payments Status

Course: Commercial and Secretarial Practice
From Date: 01-02-2024

Financial Year: 2023-24
To Date: 29-02-2024

Working Days: 21
Attendance Percentage: 80%

Payment file not send to PFMS

S.NO	REGISTRATION ID	NAME	TOTAL WORKING DAYS	ATTENDANCE	PER(%)	ACTION (ENABLE/DISABLE)	PAYMENT STATUS
1	885184674	Kalpna Rana	21	20	95	<input checked="" type="checkbox"/>	Payment Enabled
2	493952455	Akshay Joshi	21	17	81	<input checked="" type="checkbox"/>	Payment Enabled
3	352954209	Mohammad Saqib	21	21	100	<input checked="" type="checkbox"/>	Payment Enabled
4	815104210	Kanchan Shukla	21	20	95	<input checked="" type="checkbox"/>	Payment Disabled
5	603143959	Yash Pal Bhatta	21	20	95	<input checked="" type="checkbox"/>	Payment Disabled

Submit

Note*: For Changing payments status. You need to checked the checkbox, then click on submit button.


Payment file send to PFMS

S.NO	REGISTRATION ID	NAME	TOTAL WORKING DAYS	ATTENDANCE	PER(%)	REMARKS*	PAYMENT STATUS
1	487204868	Sakshi Malhotra	21	21	100	Attendance Finalized	Payment file accepted by PFMS

3.3 Create/Manage Payment Batch



Used to generate or manage PFMS payment batches for disbursement.
Click Add Batches Button to Create New Payment Batch

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Manage Students

Beneficiary

PFMS

Beneficiary List

Mark Attendance

Manage Batch

Manage Payment

Spend Eligible List

PFMS Payment Response

MIS

Regional Center

Registration Details

Regional Center Profile

Manage Trade

My Profile

DSC Registration

User Name : Patna-HOO

Office Name : Patna-Bihar

Add Batches

Manage Batches

10 entries per page

Search:

S.NO	BATCH NO.	PERIOD	NO OF STUDENT	ATTENDANCE PERCENTAGE	BATCH STATUS
1	TMP_BN11553949740108122555	Fin Year (01/07/2025 - 31/07/2025)	30	80%	Active
2	TMP_BN19157997260307064832	Fin Year (01/06/2025 - 30/06/2025)	28	80%	Active
3	TMP_BN2831802701806052613	Fin Year (01/04/2025 - 30/04/2025)	1	80%	Active
4	TMP_BN17751103981806062104	Fin Year (01/05/2025 - 31/05/2025)	2	80%	Active
5	TMP_BN17582446660405104729	Fin Year (01/05/2025 - 31/05/2025)	32	80%	Active
6	TMP_BN1395906560406095619	Fin Year (01/04/2025 - 30/04/2025)	37	80%	Active
7	TMP_BN1251849928204050705	Fin Year (01/03/2025 - 31/03/2025)	34	80%	Active
8	TMP_BN14385141391703115858	Fin Year (01/02/2025 - 28/02/2025)	1	80%	Active
9	TMP_BN13778020520703051406	Fin Year (01/02/2025 - 28/02/2025)	34	80%	Active
10	TMP_BN47703510503030653	Fin Year (01/01/2025 - 31/01/2025)	3	80%	Active

Showing 1 to 10 of 85 entries

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3.3.1 Click “Add Batches” →

The screen you've shared is for **adding a payment batch** in the **DBT MIS Portal for NCSC for DA** under the **PFMS** module. Below is an explanation of the key sections shown:

Create Batches Form

Field	Description
Academic Year	Choose the academic year for which the payment batch is being created.
Attendance Month	Select the month for which attendance and payment is being recorded.
Financial Year	Select the financial year (important for linking PFMS budget).
Start Date/End Date	Define the duration for which this batch is valid.
Courses	Choose the course for which you're generating the batch.
Proceed Button	After selection, filters eligible students and divides them into valid/invalid.

Valid Students for Payment Batch

This section shows the list of students who:

- Have a **valid PFMS Beneficiary ID**.
- Have complete **bank and Aadhaar details**.
- Have attendance marked as **per minimum required working days**.
- Meet **scheme eligibility criteria**.

If this section shows "**No Student Available**", it means **no student currently qualifies** under all these conditions.

Invalid Students for Payment Batch

This section lists students who are **not eligible** for payment in the selected batch. Reasons include:

Possible Reasons for Invalidity	Where it's Seen
PFMS Beneficiary ID not available	PFMS BENEFICIARY ID blank
Bank account details missing or invalid	May appear in REMARKS
Attendance not marked or below minimum	System doesn't include in list
Aadhaar seeding not done	REMARKS might say Aadhaar issue
Student not validated by PFMS	Error shown in REMARKS

3.4 Stipend Eligible List

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Here we are send Stipend Payment Batch to HQ and see all Batces in below.

Beneficiary

PFMS

Beneficiary List

Mark Attendance

Create/Manage Payment B...

Stipend Eligible List

PFMS Payment Response

MIS

DSC Detail

Regional Center

My Profile

Monthly Stipend Eligible List

Financial Year: Select Month: Payment File Status: Course Name:

Date of XML generation:

10 entries per page

S.NO	BATCH	NCSC FOR SC/ST CENTER	YEAR	MONTH	COURSE	GENERATED DATE	TOTAL ELIGIBLE	TOTAL AMOUNT	STATUS	PFMS ADP/RICT DATE	ACTION
1	TMP_BN128992200040620251380035	Dummy - Dummy- State	2025-25	May	SPL(Special Coaching Scheme)		1	1000	Stipend Not Send To PFMS		<input type="button" value="Cross-Verify Payment File"/> <input type="button" value="Send Payment File To HQ"/>
2	TMP_BN1876568467020620251380010	Dummy - Dummy- State	2024-25	March	SPL(Special Coaching Scheme)		1	1000	Rejected by PFMS		<input type="button" value="File Rejected"/>
3	TMP_BN1474970534020620251380011	Dummy - Dummy- State	2025-26	April	SPL(Special Coaching Scheme)		1	1000	Rejected by PFMS		<input type="button" value="File Rejected"/>
4	TMP_BN135061248109052023138001	Dummy - Dummy- State	2023-24	April	SPL(Special Coaching Scheme)	2023-05-09	3	3000	Rejected by PFMS		<input type="button" value="File Rejected"/>
5	TMP_BN42378111504112022138002	Dummy - Dummy- State	2022-23	October	SPL(Special Coaching Scheme)	2023-03-31	3	3000	Rejected by PFMS	2024-11-20	<input type="button" value="File Rejected"/>

Showing 1 to 5 of 5 entries

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3.5 PFMS Payment Response

This section displays **payment batch records** generated and forwarded to PFMS for stipend disbursement under schemes like **Special Coaching Scheme, Computer Courses**, etc.

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Welcome Patna-HOO | User Profile | Logout

Dashboard

Manage Students

Beneficiary

PFMS

Beneficiary List

Mark Attendance

Manage Batch

Manage Payment

Stipend Eligible List

PFMS Payment Response

MIS

Regional Center

My Profile

DSC Registration

User Name : Patna-HOO Office Name : Patna-Bihar

PFMS Payment Files

Search:

S.NO	BATCH ID	FROM /TO DATE	COURSE	TOTAL BENEFICIARY	TOTAL AMOUNT	PAYMENT FILE STATUS
1	TMP_BN10184768800706030444	Fin Year: 2024-25 (2024-05-01 - 2024-05-31)		55	137500	Click here to view Accepted
2	TMP_BN10635950780907114744	Fin Year: 2024-25 (2024-06-01 - 2024-06-30)		56	140000	Click here to view Rejected
3	TMP_BN10823039930302114125	Fin Year: 2022-23 (2023-01-01 - 2023-01-31)		19	47500	Click here to view Accepted
4	TMP_BN10931003021305041052	Fin Year: 2024-25 (2024-04-01 - 2024-04-30)		52	130000	Click here to view Accepted
5	TMP_BN109351930412055743	Fin Year: 2024-25 (2024-11-01 - 2024-11-30)		39	97500	Click here to view Accepted
6	TMP_BN11049249660503042756	Fin Year: 2023-24 (2023-10-01 - 2023-10-31)		1	2500	Click here to view Accepted
7	TMP_BN11553949740108122555	Fin Year: 2025-26 (2025-07-01 - 2025-07-31)		30	75000	Click here to view Accepted
8	TMP_BN11741290210703033819	Fin Year: 2023-24 (2024-02-01 - 2024-02-29)		49	122500	Click here to view Accepted
9	TMP_BN12020152710510043255	Fin Year: 2024-25 (2024-09-01 - 2024-09-30)		44	110000	Click here to view Rejected
10	TMP_BN12265166162111052432	Fin Year: 2023-24 (2024-03-01 - 2024-03-31)		2	5000	Click here to view Accepted

Showing 1 to 10 of 84 entries

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There are three types of Payment Response

- Accepted
- Rejected
- Partial Accepted

When Click “ Accepted/Rejected/Partial Accepted” Button Then showing Payment Disbursal status of each students.

The screenshot displays the DBT MIS Portal for National Career Service Centre for Differently Aabled. The page title is "Beneficiary Payment Details and PFMS Details". The user is logged in as "Patna-HOO" and the office is "Patna-Bihar". The table shows the following data:

S.NO	REGISTRATION ID	NAME	AMOUNT	PAYMENT STATUS	REASON/REJECTION CODE	PFMS STATUS	PFMS STATUS DATE	PFMS RECORDS - ACCOUNT NUMBER/NAME/BANK
1	945624878	Simmi Kumari	2500	Accepted		ACCP	2024-11-26T12:02:56	300202019926076 SIMMI KUMARI
2	606505037	Krish Kumar	2500	Accepted		ACCP	2024-11-26T12:02:56	311310100000900 KRISH KUMAR
3	436625381	Anshu Kumari	2500	Accepted		ACCP	2024-11-26T12:02:56	291310100025662 ANSHU KUMARI
4	795915389	Nikhil Nandan	2500	Accepted		ACCP	2024-11-26T12:02:56	2293001700074830 NIKHIL NANDAN
5	539095388	Anjali Kumari	2500	Accepted		ACCP	2024-11-26T12:02:56	3493680912 Miss. ANJALI KUMARI
6	584275382	Rajeev Kumar Rajak	2500	Accepted		ACCP	2024-11-26T12:02:56	0381000101895628 RAJEEV KUMAR RAJAK

Showing 1 to 6 of 6 entries

4. MIS (Management Information System)

This section supports reporting and insights. Likely includes

4.1 Student List

Displays a detailed list of students under a selected course, financial year, or batch.

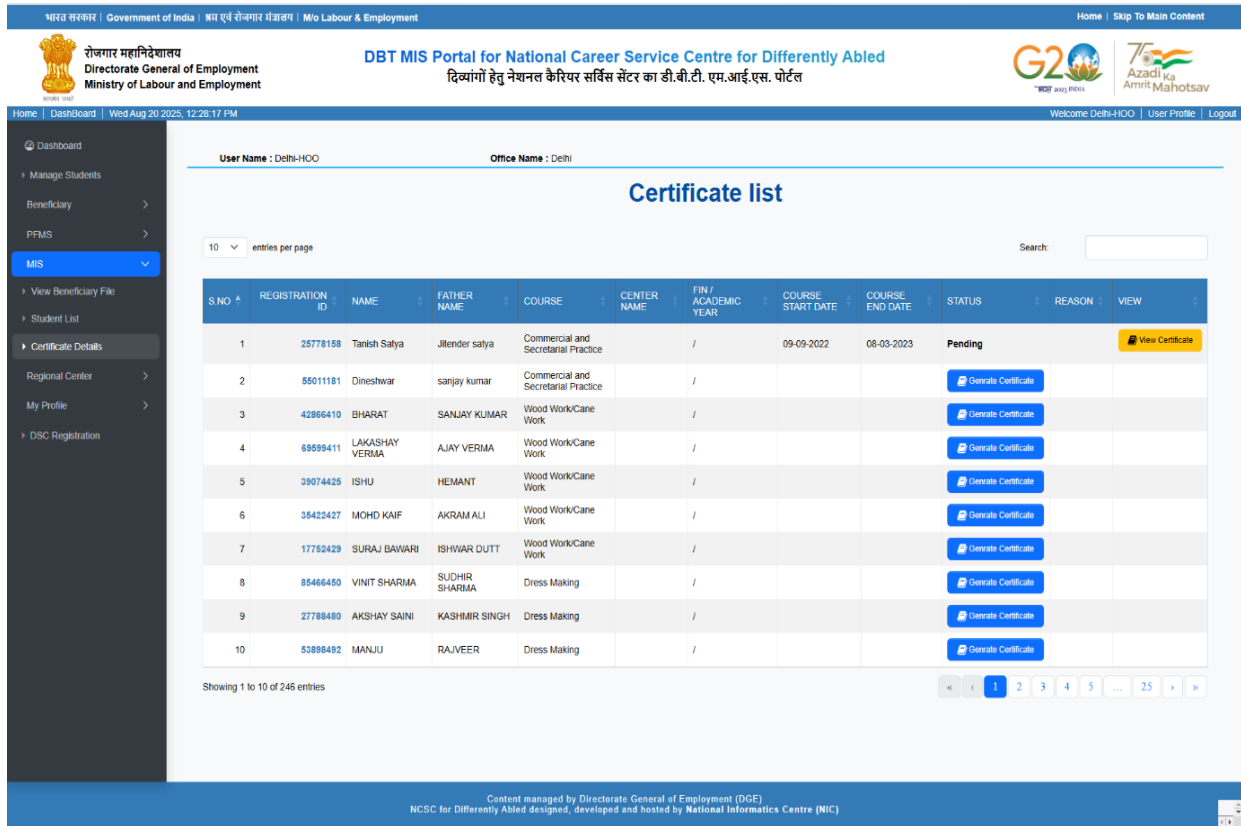
4.2 View Beneficiary File

- Lets you download/view the final file sent to PFMS for payment processing.
- You can:
 - Check payment batch details
 - Verify student entries in a submitted batch
 - Print or download the payment file

4.3 Certificate Details

This section deals with training completion certificates:

- **Genrate Certificate:** If issued manually
- **View/Print Certificates:** For verification or distribution



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Certificate list

10 entries per page

S.NO	REGISTRATION ID	NAME	FATHER NAME	COURSE	CENTER NAME	FIN / ACADEMIC YEAR	COURSE START DATE	COURSE END DATE	STATUS	REASON	VIEW
1	25778158	Tanish Satya	Jilender satya	Commercial and Secretarial Practice		/	09-09-2022	08-03-2023	Pending		View Certificate
2	55011181	Dineshwar	sanjay kumar	Commercial and Secretarial Practice		/			Generate Certificate		
3	42866410	BHARAT	SANJAY KUMAR	Wood Work/Cane Work		/			Generate Certificate		
4	68699411	LAKSHAY VERMA	AJAY VERMA	Wood Work/Cane Work		/			Generate Certificate		
5	39074425	ISHU	HEMANT	Wood Work/Cane Work		/			Generate Certificate		
6	35422427	MOHD KAIF	AKRAM ALI	Wood Work/Cane Work		/			Generate Certificate		
7	17762429	SURAJ BAWARI	ISHWAR DUTT	Wood Work/Cane Work		/			Generate Certificate		
8	85466450	VINIT SHARMA	SUCHIR SHARMA	Dress Making		/			Generate Certificate		
9	27788480	AKSHAY SAINI	KASHMIR SINGH	Dress Making		/			Generate Certificate		
10	53898492	MANJU	RAJVEER	Dress Making		/			Generate Certificate		

Showing 1 to 10 of 245 entries

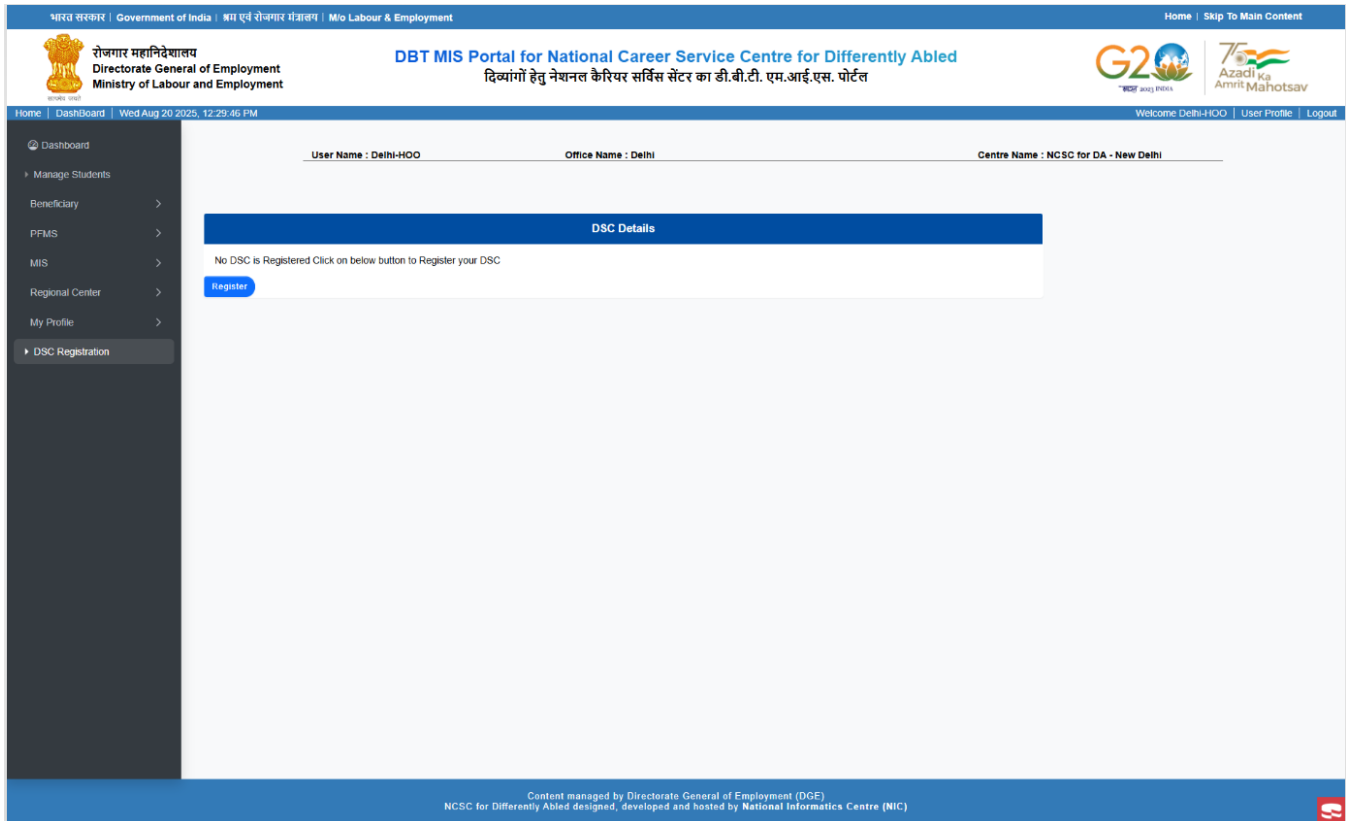
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5. DSC Detail (Digital Signature Certificate)

Ensures that only authorized officers can sign batches digitally.

Allows you to:

- Register Page for DSC Registration



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Welcome Delhi-HOO | User Profile | Logout

User Name : Delhi-HOO Office Name : Delhi Centre Name : NCSC for DA - New Delhi

DSC Details

No DSC is Registered Click on below button to Register your DSC

[Register](#)

Dashboard
Manage Students
Beneficiary
PFMS
MIS
Regional Center
My Profile
DSC Registration

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6. Regional Center

This section is used to manage and maintain details related to Regional Centers and their associated training/coaching activities.



6.1 Registration Details

- To search and view candidate registration details under a regional center
- Enter any of the above fields and click **Submit** to retrieve candidate records.
- If available, records like Registration ID, Name, Mobile, Email, and Action buttons (like Edit/View) are shown in the table.
- After find the students Details You can Reset Password and Details of Students

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Registration Details
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DSC Registration

User Name : Delhi-HOO
Office Name : Delhi

Name:
Mobile Number:
Email Id:
Date Of Birth:

Registration Details

10
entries per page

Search:

S.NO	REGISTRATION ID	NAME	MOBILE	EMAIL ID	ACTION
No data available in table					

Showing 0 to 0 of 0 entries

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6.2 Regional Center Profile

- To manage profile details of the Regional Center.

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Amrit Mahotsav

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Mark Attendance

Manage Batch

Manage Payment

Stipend Eligible List

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Regional Center

Registration Details

Regional Center Profile

Manage Trade

My Profile

DSC Registration

User Name : Delhi-HOO Office Name : Delhi State : DELHI Centre Name : NCSC for DA - New Delhi

National Career Service Centre for Differently Aabled

S.NO	STATE	REGIONAL CENTER NAME	ACTIONS
1	DELHI	NCSC For DA - New Delhi	Edit details

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- **Change Details by Clicking “Edit Details” button:**
 - Center Name
 - Address
 - Contact Person
 - Contact Number
 - Email
 - Courses

6.3 Manage Coaching/Training Centers

- To manage profile details of the Coaching/Training Center Institutes By click Edit/View.



NCSC For DA – User Manual for Regional Center Officer

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Regional Center Profile

Manage Trade

My Profile

DSC Registration

User Name : Patna-HOOOffice Name : Patna-Bihar

List of Trades Offered

S.NO	TRADE NAME	STATUS
1	Cane Work	Deactive
2	Commercial and Secretarial Practice	Deactive
3	Computer Application	Deactive
4	Computer Hardware Maintenance	Deactive
5	Consumer Electronics	Deactive
6	Dress Making	Deactive
7	Electrical & Domestic Appliances Repairing	Deactive
8	General Mechanic	Deactive
9	Secretarial Practice	Active
10	Clock, Watch Assembling & Mobile & Computer Servicing	Active
11	Computer Operation & IT Enabled Services	Active
12	Computer Application & Office Management	Active
13	DTP, Art & Animation	Active
14	Electrical	Active
15	Knitting, Embroidery & Hosiery	Active
16	Offset Printing & Book Binding	Active
17	Photography, Audio & Visual Animation	Active
18	Plumbing & Sanitary Hardware Fitter	Active
19	Printing, DTP & Book Binding	Active
20	Refrigeration & Air Conditioning	Active
21	Refrigeration & AC Maintenance	Active
22	Printing & DTP	Active
23	Hair & Skin Care	Active
24	Electrical & Home Appliances Repairing	Active
25	Automobile Repair	Deactive
26	Wood Work/Cane Work	Deactive
27	Watch & Clock Repairing	Active
28	Electronic & Electrical	Active

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7. My Profile

Under this, there are typically two submenus:

- 7.1 Manage Profile
- 7.2 Change Password

7.1 Manage Profile

This page allows a user (HOO, in this case) to **view and update their personal and official details.**

NCSC For DA – User Manual for Regional Center Officer

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Amrit Mahotsav

Home | Dashboard | Wed Aug 20 2020, 1:40:32 PM

Welcome Patna-HOO | User Profile | Logout

Dashboard

- Manage Students
- Beneficiary
- PFMS
- MIS
- Regional Center
- My Profile**
- Change Password
- Manage Profile
- DSC Registration

User Name : Patna-HOO Office Name : Patna-Bihar

My Profile

Full Name	Patna-HOO
Email	psychologist.pat@nic.in
Mobile No.	9504649601
Address	patna, bihar

Save Back

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7.2 Change Password

This page allows a user (HOO) to Update/Change Password of Departments.

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Home | Dashboard | Wed Aug 20 2020, 1:41:06 PM

Welcome Patna-HOO | User Profile | Logout

Dashboard

- Manage Students
- Beneficiary
- PFMS
- MIS
- Regional Center
- My Profile**
- Change Password
- Manage Profile
- DSC Registration

User Name : Patna-HOO Office Name : Patna-Bihar

Change Password

Current Password:	Current Password
New Password:	New Password
(* Password should be 8 charter long, and contain one special, uppercase, lowercase characters)	
Confirm Password:	Confirm Password

Save Back

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