



DIRECTORATE OF TRAINING & EMPLOYMENT

Government of Uttar Pradesh CM Apprenticeship Promotion Scheme

Guidelines for Establishments to Operate CM Apprenticeship Promotion Scheme (CMAPS) Portal

Step 1- Register on Portal

- To register as an Establishment on portal, select Establishment Type (Government or Private) and fill NAPS ID, Name of Establishment, District, Mobile No. & Email ID in the respective fields and click on **Register** button.
- Thereafter, entered Mobile No. will be verified through One Time Password (OTP). After verification, registration details will be forwarded to concerned ITI for verification.
- Once the registration details are verified by ITI, login credentials of establishment will be sent on registered Mobile No. & Email ID.

Step 2 – Login

- Fill Username, Password & Captcha in the respective fields and click on **Login** button. Thereafter, user will be redirected to the dashboard.

On first login, user will have to change his/her auto-generated password for security reasons.

*If user forgets password then click on **Forgot Password?** link & submit Username for OTP based Mobile No. verification. Once the verification is done, user can create new password.*

Step 3- Submit Establishment related details

- After first login, user will have to submit details of his/her establishment. Submit following details in form:
 - PAN/DIN
 - GST No.
 - Name of Contact Person
 - Designation
 - Mobile No.
 - Aadhaar No.
 - Bank Details (if Establishment Type is Private)

Until Establishment details are submitted, user will not be allowed to proceed further. Details of Establishment submitted once can be edited by User anytime.



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Step 4- Submit Details of Apprentice

- After submission of Establishment details, user will have to submit details of Apprentice. User will have to submit following details under respective heads:
 - **Basic Information**
 - Name of Apprentice
 - Gender
 - Date of Birth
 - Aadhaar No.
 - Mobile No.
 - Email ID
 - NAPS ID
 - **Contract Details**
 - Contract No.
 - Contract Signing Date
 - ATS Trade in which Training is being provided
 - Duration of Apprenticeship (in Months)
 - Starting date of Apprenticeship
 - Wages/Stipend Paid to Candidate (in Rs.)
- Along with, select ITI result status of candidate i.e., **Pass** or **Fail**.
- Fill Name of Bank, Account No. & IFSC Code of Candidate (in case of Government Establishment) in respective fields.

*After submission, details will appear in grid view structure on same page. To **Edit** or **Delete** details of particular candidate, click on respective icon from grid view structure.*

Step 5- Submit Invoice & Claim Details of Candidates

- After completion of Step 4, user will have to submit Invoice & Claim details of candidates.
- Click on respective side menu and then select Candidate, Year & Quarter for which stipend has to be claimed (in case of Private Establishment)/month for which stipend has to be claimed (in case of Government Establishment).
- Thereafter, details of respective candidates will be auto-fetched from already added details. User can do modification in Monthly Stipend Amount, if required.
- Along with, upload following documents in JPG/JPEG/PDF format whose file size should not exceed 2 MB each (in case of Private Organization only):
 - Covering Letter with Recommendation for Payment
 - Invoice Submitted by the Establishment
 - Bank Statement



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*Once the submission is done, details will appear in grid view structure on same page. To **View**, **Edit** or **Delete** details of any candidate, click on respective icon from grid view structure.*

Step 6- View Status & Answer/Resolve Query

- After submission of Invoice & Claim details, application will be forwarded to concerned ITI for verification. If ITI raises any query then Establishment will have to answer it at the earliest through its dashboard. Once the query is resolved and ITI finds the details authentic then ITI will forward the application to Joint Director (JD) for final approval.
- If JD finds the details authentic then he/she will give final approval to the application.
- Thereafter, status will appear on Establishment's dashboard and ITI will release the amount of NAPS & CMAPS in Bank Account of respective candidate/establishment.

SMS & Email alerts will be sent to registered Mobile No. & Email ID of Establishment at every necessary step.