

## Stipend User Manual

**Step 1** – Login as industry. Go to Apprenticeship -> Stipend and search for the contract/contracts for which stipend claim has to be raised.

**Step 2** – Choose Stipend Claim From and to date and amount claimed and submit the form.

### New Stipend Claim

**Organization Name**

Organization Name: **Interplex Electronics India Pvt Ltd**

Search to add claims by Contract Number (Please specify full or part of contract number)\*

**Create stipend claim**

Contract Reg.No.	Name of Apprentice	Qualification	Apprentice DOJ	Contract End Date	Stipend (Per Month)	Period of claim From Date*	To Date*	Amount disbursed*	Amount claimed*	pr
SKAGP15101000001	tejvardhan R.V	Information Technology	01/01/2015	31/12/2015	8888.00	01/07/2015	31/07/2015	8000	2490	2

**Step 3** – After successful submission of Claim Form a request number will be generated. Industry has to print this claim request form by clicking on Print and send it to the concerned BOAT/BOPT Office.

Claim Request STI1600040 successfully submitted to Accounts User

Physical copy of the claim statement along with the original acquaintances of the apprentices should be submitted to the BOAT office. Otherwise the Claim will not be approved.

### List of stipend claims

**Filter the details using the options given below**

From Date\*   To Date\*

**List of stipend claims**

Request No.	Name of Establishment	Amount claimed	Amount eligible	Status	Request With	View
STI1600040	Interplex Electronics India Pvt Ltd	2490.00	2492.00	Waiting for Signed Claim Form	KA Accounts(Grad & Tech)	<a href="#">View</a> <a href="#">Print</a>
STI1600039	Interplex Electronics India Pvt Ltd	7476.00	7476.00	Bill Generated	KA Voucher Section (Grad&Tech)	<a href="#">View</a> <a href="#">Print</a>
STI1600038	Interplex Electronics India Pvt Ltd	2490.00	2492.00	Approved	KA JR Accounts Officer(Grad&Tech)	<a href="#">View</a> <a href="#">Print</a>

