F.No. K-12014(21)/10/2021-UPA-III/9112489  
Government of India  
Ministry of Housing & Urban Affairs  
NULM Division  
****

334-C, NirmanBhawan, New Delhi  
Dated the 12th August, 2021

To,  
The State Mission Directors,  
DAY-NULM  
All States/UTs

Subject- National Roll Out of payment of Training Fees through PAiSA portal to Skill Training Providers under EST&P component- Guidelines for States – reg.

Sir/ Madam,

1. Portal for Affordable credit and interest Subvention Access (PAiSA) is an initiative by MoHUA to provide a centralized web platform for payment of interest subvention directly into the SEP beneficiary’s account on monthly basis. Subsequently, PAiSA portal is also being used to disburse Revolving Fund (RF) directly to SHG’s bank account.

2. In order to promote payments to Skill Training Providers (STPs) in a timely and transparent manner, a pilot has been successfully completed involving 6 states viz. Kerala, Punjab, Gujarat, MP, Jharkhand and Assam, in 9 ULBs for 9 Training Partners. **Now, it has been decided to implement in all Urban Local Bodies (ULBs) from September 1, 2021.**

3. All States/ UTs can avail this facility if they are already using PAiSA for disbursement of interest subvention and RF. Further, States/ UTs, where State Skill Development Mission (SSDM) is implementing skill training component and paying training fee to TPs, would need to on-board concerned SSDM on PAiSA portal. You are requested to ensure that on-boarding of all the users on PAiSA portal is completed by August 20, 2021. Detailed procedure is attached for reference.

4. Ministry, in collaboration with the Indian Bank, will be organizing handholding and training webinars for concerned officials of States/ UTs and ULBs. For any assistance, States/ UTs may reach out to the Help-Line number – 1800 102 5026 & 011-41106131 and e-mail ID- fgm.newdelhi_nulm@indianbank.co.in. A copy of the User Manual and FAQ, available on PAiSA portal, is attached for ready reference.

5. It is therefore, requested to issue necessary directions to all concerned, including the SSDMs, ULBs and TPs, to ensure the prescribed timelines are adhered to so that this initiative of payment of training fees to TPs through PAiSA can be rolled out. For further clarification please do write at sanjay.bharti84@gov.in.

Yours Sincerely,

Encl: A/a

(Niraj Kumar)  
Director (NULM)  
Tel: 2306 2850
Action to be taken by State/ UT

1. States/ UTs should deposit estimated amount with the Indian Bank. States/ UTs shall use the same account which is being used for PaISA portal for release of interest subvention under SEP component/ RF disbursement under SMID component. In this regard, the extant instructions/directions issued by Ministry of Finance will be complied with.

2. The State should designate a Verifier and an Approver, both at the State and the ULB levels, to process the payments claimed by Training Partners (TPs). SMM/ CMM concerned may be designated as the Verifier. However, the Approver at the ULB and State level should be the Municipal Commissioner and State Mission Director respectively. In case, State wants to use the same verifier and approver, being used for Interest Subvention under SEP component/ RF disbursement under SMID component, they need not require to send the details to Indian Bank. If, they want to keep separate approver or verifier for State and ULB for EST&P payment, the respective details may be sent to Indian Bank in prescribed format mentioned in point no.9.

3. Where the SSDM is nodal implementing agency for skill training under EST&P component in the State, it also has to be on-boarded on PAiSA portal. SULM may obtain similar nominations from SSDM for verifier and approver at ULB and State level for completing its onboarding.

4. The Indian Bank will provide credentials for using PAiSA Portal to all Training Partners (TPs) registered with NULM MIS. For this, TPs must provide correct details like Name of entity, GST, Bank Account Number, PAN, e-mail, mobile, Addresses etc. at the time of their profile entry on NULM-MIS.

5. TP should generate training fees invoices for eligible batches through PAiSA portal only. All the batches, which have 70% of candidate's attendance at any given day within 21 working days from the batch start date, will be considered as eligible batch for invoice generation.

6. Further, such invoice, duly signed by the Authorized person of TP, will be uploaded on PAiSA portal. Each invoice created by TP on PAiSA portal must have an 'unique invoice number' and that should also be mentioned on signed copy of invoice. Invoices will be generated as per payment scheduled mentioned below:

   a. First tranche payment invoice will be released after ensuring 70% of candidate's attendance (at any given day within 21 working days from the batch start date).

   b. Second tranche payment invoice will be generated after certification of the trainees. On receipt of the Certificates from Skill India Portal to NULM-MIS through API, system will automatically mark the passed candidates as certified on NULM-MIS and the same will be communicated to the PAiSA Portal through API.

   c. Third tranche payment invoice will be generated as per the guidelines of the DAY-NULM.

7. States must ensure that payment of training Fees to TPs in different tranches, will be made through PAISA portal only, w.e.f September 1, 2021 onwards, for all the batches started after 20th August-2021.

8. Once the invoice generated and uploaded by TPs on PAISA portal, ULB should promptly verify and approve it. It is important for ULBs to verify the data i.e. Course duration, Course name, Candidates details, financial calculation, Invoice Number, TPs details, etc. mentioned in System generated invoice. In-case of any discrepancy, it may reject the invoice citing appropriate reasons. All approved invoices from ULBs should be verified and approved at the State level before allowing the release of payment to the TPs against each
batch. In case of any discrepancy, SULM may reject the invoice citing appropriate reasons. State may advise SSDMs, if engaged, to make similar arrangements.

9. Time line to be followed by Users for processing on PAiSA Portal

<table>
<thead>
<tr>
<th>USER</th>
<th>TIME LINE</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Partner</td>
<td>1\textsuperscript{st} to 30\textsuperscript{th} day (Month1)</td>
<td>TP will upload the signed copy of system generated invoice on PAiSA Portal</td>
</tr>
<tr>
<td>Urban Local Body / Any other Approving Authority decided, in the case of SSDM</td>
<td>15\textsuperscript{th} to 25\textsuperscript{th} day (Month1)</td>
<td>ULB/ Other body, in the case of SSDM, will verify and approve the invoices of TP, submitted upto 20\textsuperscript{th} day of each month on PAiSA Portal.</td>
</tr>
<tr>
<td>STATE/SSDM</td>
<td>25\textsuperscript{th} to 30/31\textsuperscript{st} day (Month 1)</td>
<td>State/SSDM will verify and Approve the payment to TP</td>
</tr>
<tr>
<td>NODAL BANK</td>
<td>1 to 5\textsuperscript{th} day (Next Month)</td>
<td>NODAL BANK will send the payment file through in kind, DBT to NPCI for payments</td>
</tr>
</tbody>
</table>

10. Data format for details of creating User Ids on PAiSA portal.
   i. Data Format for States/SSDM

<table>
<thead>
<tr>
<th>SI. No</th>
<th>State Name</th>
<th>Designation</th>
<th>State Verifier</th>
<th>State Approver</th>
<th>Remarks</th>
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   ii. Data Format for ULBs/ Approving Authority as per SSDM

<table>
<thead>
<tr>
<th>SI. No</th>
<th>ULB Name</th>
<th>Designation</th>
<th>ULB Verifier</th>
<th>ULB Approver</th>
<th>Remarks</th>
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