SDMS User Manual for SSC Disbursement Module

PMKVY2.0

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Introduction

PMKVY2.0 - SDMS user manual for SSC Disbursement Module.

Sector Skill Council finance SPOC for the Training Partner uses this web portal in order to generate invoice copies.

Topics covered in the manual include:

- Verifying Pending Batches
- Viewing Verified Batches
- Understanding the Payment Process
- Generating an Invoice

Payment Process

SSC APPROVES THE MARKS

BATCH WILL BE VISIBLE IN SSC DISBURSEMENT MODULE

- SSC approves the marks.
- Batch is visible in SSC disbursement module.

Login Page

Enter the Username and Password then click Log In.
Reset Password
You must mandatorily change the password when you login for the first time. Click the below URL to change the password.


1. Enter the username and password.

2. After logging in, you are redirected to the Reset Password page. Click **yes** to change password.

3. Ensure the new password that you specify satisfies all the following parameters:

   - Must be at least eight (8) characters in length
   - Must contain characters from three of the following categories:
     - One uppercase letter
     - One lowercase letter
     - One numerical digit
Home Page

Pending Batches

Click Pending Batches to display list of batches pending for verification.

1. Click Training Center Id for detailed information.
2. Assessment batch details are displayed.

![Assessment Batch Details](image)

3. To view candidate details.

![Candidate Details](image)

4. Total amount after TDS deduction (Tax deducted at service)

```
Total Lines Amount: ₹ 21,600.00
Penalty Charges = Total * Delay Percentage: ₹ 0.00
Invoice Total = Total Lines Amount - Penalty Charges: ₹ 21,600.00
TDS Percentage: 10 %
Expected TDS: ₹ 2,160.00
Amount (Total Amount - Expected TDS): ₹ 19,440.00
```
5. **Click Verified** to approve the calculation.

![Assessment Batch Details](image)

**Note:** For any technical support required on the disbursements and other process related concerns, you can raise a JIRA ticket using the below link.

https://nsdcsupport.atlassian.net/servicedesk/customer/portal/12

Or, send an email to [jira.login@campusmgmt.com](mailto:jira.login@campusmgmt.com).

6. **Click Print** to get the print out of the invoice as reference copy.

![Assessment Batch Details](image)
Submitted Invoices

Click **Submitted Invoices** to display a list of verified batches.