

# User Manual of Samarth: State Government



1. Register for Empanelment Under “Samarth” (SCBTS) – State Government.....	3
2. Login .....	6
3. Organization Details.....	7
3.1 Organization Credential .....	7
4. Training Infrastructure .....	10
4.1 Add Training Center .....	10
4.2 View Training Centers .....	14
5. Industrial Tie-Up .....	15
6. Empanelling Acknowledgement.....	16

## 1. Register for Empanelment Under “Samarth” (SCBTS) – State Government

1. For empanelment under Samarth scheme an implementing agency needs to do a registration, for registration user needs to click on Register for Empanelment under “Samarth” (SCBTS) for new Registration.

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Scheme for Capacity Building in Textile Sector  
Ministry of Textile, Government of India

Samarth Helpline Number: 1800-258-7150

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**Skilling in Textile Sector**  
Employment linked program

Register for Empanelment under Samarth - SCBTS

समर्थ - Request For Proposal

Public Dashboard | Live Scheme Progress

Verify E-Certificate

2. On clicking Register for Empanelment under “Samarth” (SCBTS), user will redirect to Register page as shown below:

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Register for empanelment under “Samarth” - (SCBTS)

**Organization Name \***  
Enter Organization Name

**Organization Address \***  
Enter Organization Address

**Organization Phone**  
+ 91 Enter Phone Number

**Organization Website**  
Enter Organization Website

**Applicant Details**

**First Name \***  
Enter First Name

**Last Name**  
Enter Last Name

**Designation**  
Enter Desination

**Email \***  
Enter Email Address

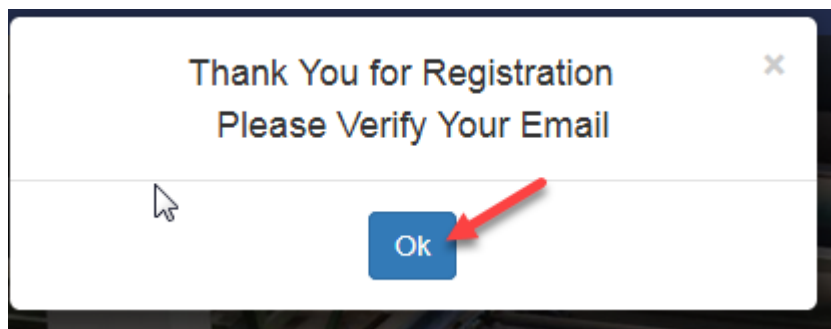
**Mobile No.**  
+ 91

**Enter Captcha**  
Enter Captcha

**REGISTER**

On successful registration, a verification link will be sent to your registered email address. Please click to verify.

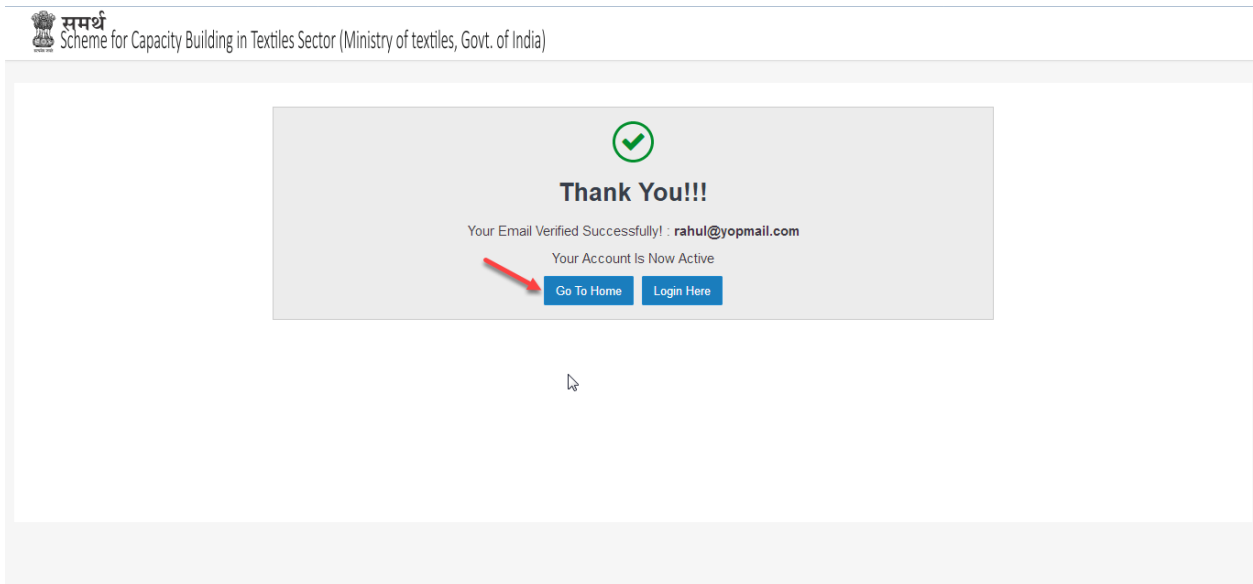
- Enter the Organization Name.
  - Enter the Organization Address details.
  - Enter the Organization Phone.
  - Enter the email id, Email id must be unique.
  - Enter Captcha.
  - Click on Register button to register the empanelment under "Samarth". And the verification link will be sent to registered mail id.
3. After clicking on register button, the confirmation pop up message will display.



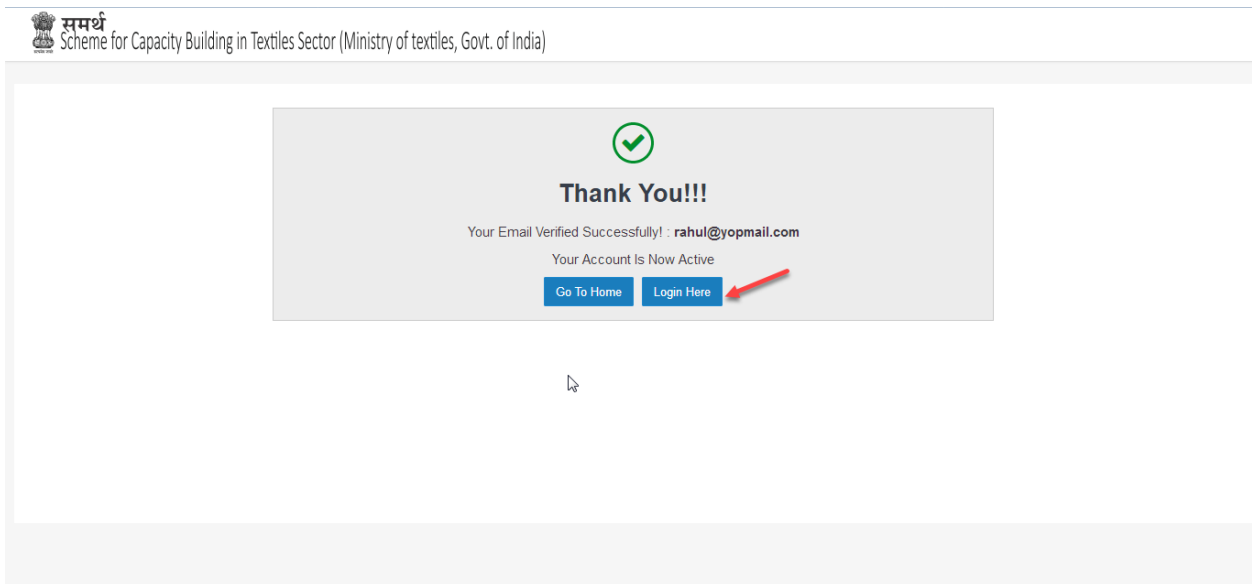
4. Click on verification link (highlighted with blue colour) for the verification of registered mail id.



5. Click on Go to home page button to redirect on Home page of the application.

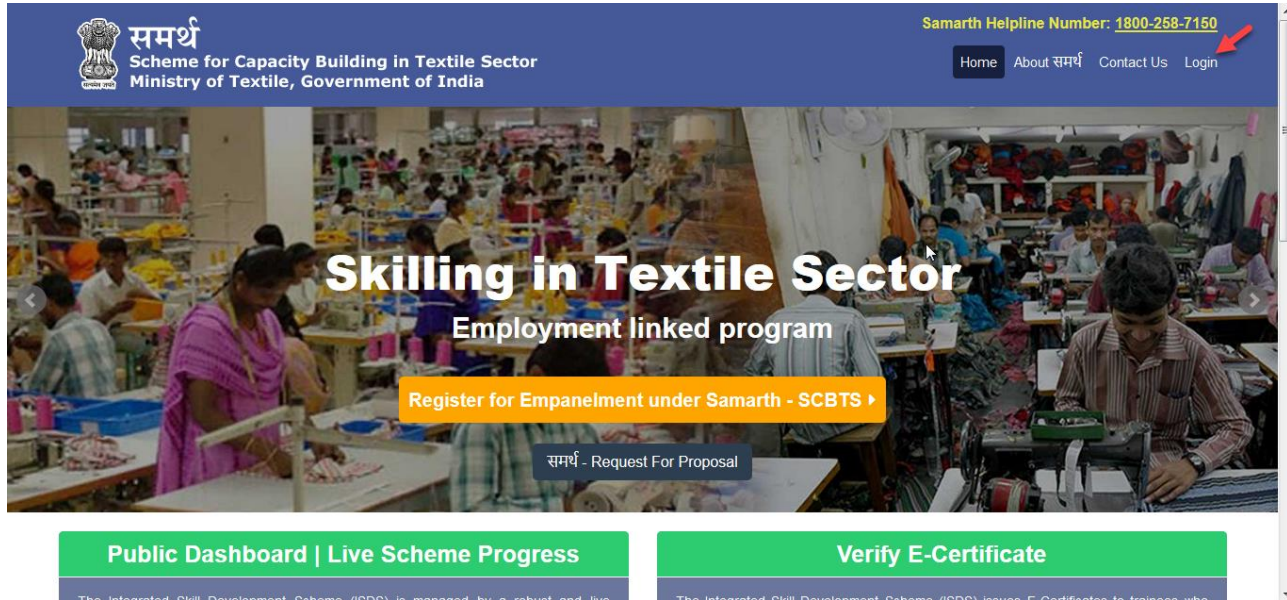


6. Click on Login Here button to redirect on Login page of the application.



## 2. Login

1. After successful Empanelment/Registration, an **Implementing agency need to** click on Login Hyperlink to get logged in into the **Samarth Application**.



2. After clicking on Login hyperlink, user will redirect to Login page.
3. Enter Valid Login Credential, then click on login button to get logged in into the application.



- Enter the Email id.
- Enter the password.
- Enter captcha then click on login button (In case Captcha is not readable or not understandable, user can click on refresh icon of captcha to get new captcha code).

## 3. Organization Details

### 3.1 Organization Credential

1. For a new/start up **Implementing Agency**, An Agency need to provide their Organization Credential detail,
2. On clicking Organization Credentials user will redirect to Organization Credentials page as shown
3. User has to select the Organization Type as State Government and corresponding Organization Sub Type.

The screenshot shows the 'Organization Details' form. The left sidebar contains a menu with 'Organization Credentials' selected. The main form area has the following sections:

- Name of Organization \***: Text input field containing 'Singh Enterprises'.
- Organization Type \***: Radio button selection with 'State Government' selected.
- Organization Sub Type \***: Radio button selection with 'Council (Committee/Board)' selected.
- Basic Details**:
  - Email Address For Communication \***: Text input field containing 'Balwinder@yopmail.com'.
  - Mobile Number**: Text input field containing '+ 91 9446465465'.
  - Phone No \***: Text input field with placeholder 'Enter Phone No'.
- Organization Registered Address**:
  - Address \***: Text input field containing 'Punjab'.
  - Landmark**: Text input field with placeholder 'Enter Landmark'.

The screenshot shows the 'Organization Registered Address' form. The left sidebar contains a menu with 'Organization Credentials' selected. The main form area has the following sections:

- Organization Registered Address**:
  - Address \***: Text input field containing 'Punjab'.
  - State/UT \***: Dropdown menu with 'Punjab' selected.
  - Pin Code \***: Text input field containing '110087'.
  - Landmark**: Text input field with placeholder 'Enter Landmark'.
  - District \***: Dropdown menu with 'Fazilka' selected.
  - Website Address**: Text input field containing 'https://www.google.com'.
- Upload listed supporting documents required for empanelling**:




Document Name	Click on browse button to upload corresponding documents
Letter Of Proposal Submission <a href="#">Click here to download letter of oroposal submission</a>	<input type="button" value="Browse"/> banner_02_153207893625...
Authorized Signatory Letter	<input type="button" value="Browse"/> hacking-2964100_960_720...
Recommendation Letter from State Government *	<input type="button" value="Browse"/> Building_152999196130_1...

- The Basic detail of the Organization will be pre-populated. User can edit or update all the record except “Email Address for communication”.
- Click on browse button to upload the document.
- Enter/Select valid values in all the mandatory fields marked with \*.
- Enter/Select valid values in other fields.

4. Fill the Organization registered address, where the Organization has been registered.

- Enter/Select valid values in all the mandatory fields marked with \*.
- Enter/Select valid values in other fields.

5. Click on browse button to upload the supporting document for: - **Letter of Proposal Submission, Authorized Signatory Letter, Request Letter**, (file type - JPEG, JPG, PNG, PDF).

Document Name	Click on browse button to upload corresponding document
Letter Of Proposal Submission <a href="#">Click here to download letter of proposal submission</a>	Browse  banner_02_153207893625...
Authorized Signatory Letter	Browse  hacking-2964100_960_720...
Recommendation Letter from State Government *	Browse  Building_152999196130_1...

6. Enter the record in mention below field to add the member of the Organization.

- Enter Name of member.
- Enter Designation.
- Enter Email Address.
- Enter Mobile number.
- Select the Identity Proof.



7. After Selecting the Identity Proof, User must mention the Identity number as well as upload the document for the same (file type - JPEG, JPG, PNG, PDF).

Add details of Organization Head

Name of Member	Designation	Email Address	Mobile Number	Identity Proof	Action
<input type="text" value="Enter Name of Member"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter Email Address"/>	<input type="text" value="Enter Mobile No"/>	<input type="text" value="Select"/>	<input type="button" value="Add"/>

List of member

Name of Member	Designation	Email Address	Mobile Number	Identity Proof	Action
Balwinder Singh	N/A	Balwinder@yopmail.com	N/A		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

8. Click on add button to add the organization member details in List of member grid record.

Add details of Organization Head

Name of Member	Designation	Email Address	Mobile Number	Identity Proof	Action
<input type="text" value="Enter Name of Member"/>	<input type="text" value="Enter Designation"/>	<input type="text" value="Enter Email Address"/>	<input type="text" value="Enter Mobile No"/>	<input type="text" value="Select"/>	<input type="button" value="Add"/>

List of member

Name of Member	Designation	Email Address	Mobile Number	Identity Proof	Action
Balwinder Singh	N/A	Balwinder@yopmail.com	N/A		<input type="button" value="Edit"/> <input type="button" value="Delete"/>

## 4. Training Infrastructure

### 4.1 Add Training Center

1. An **Implementation Agency** need to click on Add new menu to add the training centre detail.
2. User must fill all the sections in training centre details tab.

The screenshot shows the 'Add Training Center' form in the 'Training Infrastructure' tab. The form is divided into several sections:

- Training Center Details:**
  - Training Center Name \***: Please enter training center name
  - State/UT \***: Select State
  - District \***: Select District
  - Address \***: Please enter training center address
  - Pin Code \***: Please enter pincode
  - Type of Building \***:  Owned  Leased
  - Upload Your Building Architectural Layout \***: Browse + Add More
  - Upload Lease/ Rent/ Owner Document**: Browse + Add More
- Contact Person:**
  - Name \***: Please enter contact person name
  - Designation \***: Please enter contact person designation
  - Mobile No. \***: Please enter contact person phone no.

Red arrows in the image point to the asterisks on the following fields: Training Center Name, State/UT, District, Address, Pin Code, Type of Building, Name, Designation, and Mobile No.

- Add the Training Center name.
- Click on browse button to upload the document.
- Enter/Select valid values in all the mandatory fields marked with \*.
- Enter/Select valid values in other fields

3. Fill the details of contact person details and click on save button to save the record.

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Training Center Details | Training Infrastructure | Courses Detail | Human Resources

Upload Your Building Architectural Layout \*  + Add More

Upload Lease/ Rent/ Owner Document  + Add More

Contact Person

Name \* Please enter contact person name

Designation \* Please enter contact person designation

Mobile No.\* Please enter contact person phone no.

Email ID \* Please enter contact person email id

Center Coordinator

Name Please enter center coordinator name

Email ID Please enter center coordinator email id

Mobile No. Please enter center coordinator mobile no.

35,154,38.47/samarth/index.php?TrainingCenterDetail/addTrainingCenter/

4. In Training Infra Structure tab user fill the mandatory fields and click on update to update the records.

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Training Center Details | Training Infrastructure | Courses Detail | Human Resources

Total Area of Infrastructure (in sq. ft) \* Please enter area in sq ft

Total Training Hours (per day) Please enter training hours per

Working Hours in (per day) Please enter total working hours in a day

Total No. of Classroom \* Please enter total no. of classroom

Total No. of Labs \* Please enter total no. of labroom

No. of Washrooms for Female Please enter no. of washrooms for female

No. of Washroom for Male Please enter no. of washrooms for male

No. of Drinking Water Facility Please enter no. of drinking water facility

Availability of the First Aid Kit Yes

Availability of the Fire Fighting Equipment Yes

No. of Aadhaar Enabled Biometric Attendance System Machines Please enter no.

Total No. of CCTV \* Please enter total no. of CCTV

Internet Connectivity at Training Center \* Yes

Availability of Power Backup Yes

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Ministry of Textile, Government of India

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Training Center Details Training Infrastructure Courses Detail Human Resources

Availability of the Fire Fighting Equipment	Yes
No. of Aadhaar Enabled Biometric Attendance System Machines	Please enter no.
Total No. of CCTV *	Please enter total no. of CCTV
Internet Connectivity at Training Center *	Yes
Availability of Power Back-Up	Yes
No. of Students Per Trainer	Please enter no. of students per trainer
Trainers Meets Minimum Education Qualification As Well As Minimum Experience As Prescribed By RSA	Yes
Availability of Ramps, Lifts and Toilets for DIVYANG People	Yes
Maximum No. of Batch Proposed (per day) *	Please enter total no. of batch proposed
Total No. of Batch Proposed (per annum) *	Please enter total no. of batch proposed (per annum)
Batch Size *	Please enter batch size

Back Save and Next

- Click on browse button to upload the document.
- Enter/Select valid values in all the mandatory fields marked with \*.
- Enter/Select valid values in other fields.

## 5. In course details tab to add the course of selected sector.

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Training Center Details Training Infrastructure Courses Detail Human Resources

Please add your sector wise course to display in classroom and labs

Sector	Chemical Processing
Maximum No. of Batch Proposed (per day)	NaN
Course Name	HT-HP Cheese Dyeing Machine Operator(TC PRC 01)
No. of Batch Proposed for this course	Enter no. of batch proposed

Add

Course Details

Course	Labs Room	Class Room	Course Code	ISQF Level	Theoretical Hours	Practical Hours	No. of Batch Proposed	Total Hours	Action
HT-HP Cheese Dyeing Machine Operator	0	0	TC PRC 01	2	90	210	0	300	

Back Save and Next

- Select the Course Name and click on add button to add the course.
- Click on delete button to delete the course.

6. Click on Human Resources tab to add the HR/Trainer Details.
7. Click on Add button to add the Human Resource detail.

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Ministry of Textile, Government of India

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Training Center Details Training Infrastructure Courses Detail **Human Resources**

Name of Trainer Enter Name of Trainer

Designation Enter Designation



Qualification Enter Qualification

Years of Experience in Textile Enter Years of Experience in Textile

Whether Training of Trainers done Select

Upload Certificate Document Browse + Add More  
Jellyfish.jpg

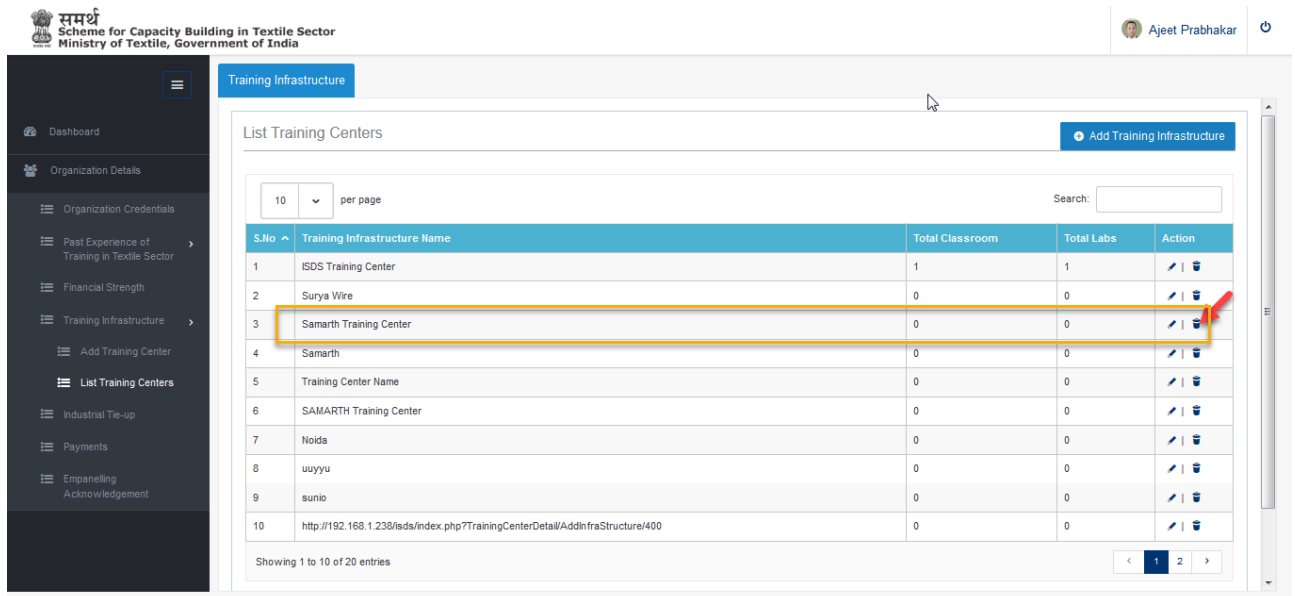
Back Add

Name of Trainer	Designation	Qualification	Experience in Textile	Whether Training of Trainers done	Action
Pankaj	Manager	mca		Yes	 





















Save and Next

## 4.2 View Training Centers

1. After adding the Training center record, the record will display on view list dashboard.




The screenshot displays the 'Training Infrastructure' dashboard. On the left is a dark sidebar with a menu containing items like 'Dashboard', 'Organization Details', 'Organization Credentials', 'Past Experience of Training in Textile Sector', 'Financial Strength', 'Training Infrastructure', 'Add Training Center', 'List Training Centers', 'Industrial Tie-up', 'Payments', and 'Empowering Acknowledgement'. The main content area is titled 'List Training Centers' and includes a search bar, a table, and pagination controls. The table has columns for 'S.No', 'Training Infrastructure Name', 'Total Classroom', 'Total Labs', and 'Action'. The third row, 'Samarth Training Center', is highlighted with a yellow border. A red box highlights the edit and delete icons in the 'Action' column for this row. The table data is as follows:

S.No	Training Infrastructure Name	Total Classroom	Total Labs	Action
1	ISDS Training Center	1	1	 
2	Surya Wire	0	0	 
3	Samarth Training Center	0	0	 
4	Samarth	0	0	 
5	Training Center Name	0	0	 
6	SAMARTH Training Center	0	0	 
7	Noida	0	0	 
8	uuyyu	0	0	 
9	sunio	0	0	 
10	http://192.168.1.238/isds/index.php?TrainingCenterDetail/AddInfraStructure/400	0	0	 

2. Click on edit icon to modify the record of Training Centre.
3. Click on delete icon to delete the record of Training Centre.

## 5. Industrial Tie-Up




1. **Industrial Tie-Up** means to provide the detail of the tie-up employer in which the trainees are going to be employed and details are not mandatory.
2. User must click on Industrial Tie-Up as mentioned in menu to provide the details of prospective employer.

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Ministry of Textile, Government of India

Singh Enterprises

### Industrial Tie-up

Name of Prospective Employer *	Please Name of prospective employer
State *	Select State
Sector *	Please Select a Sector
No. of Trainees for Which the Tie-Up has been Made *	Please enter no. of trainees
Letter of Reference/Tie-Up Confirmation for Placement Linkage *	<input type="button" value="Browse"/>

Name of Prospective Employer	State	Sector	No. of Trainees for Which the Tie-Up has been Made	Letter of Reference/Tie-Up Confirmation for Placement Linkage	Action
Govt	ANDHRA PRADESH	Apparel	2	 GSTIN_152889437626_15...	 

- Enter the Name of Prospective Employer.
- Select dropdown value State/UT.
- Select dropdown value Sector.
- Enter Number of trainees.
- Click on browse button to Upload Letter of Reference.
- Click on Next button to save the record.
- Click on edit icon to edit the industrial record.
- Click on delete icon to delete the record.

## 7. Empanelling Acknowledgement

1. Click on Empanelling Acknowledgement user will redirect to Empanelling Acknowledgement page as shown below:

Acknowledgment		<a href="#">Click to download all uploaded documents</a>
Acknowledgment No.	PRC-6761537690	
Applicant Registration No.	PR-1518342045	
Submitted on	23 May 2018 01:17:08 AM	
Name of Organization	prabhakar	
<input type="checkbox"/> I have downloaded all the uploaded documents and will be sending the same to Ministry of Textiles for verification purpose.		
<input type="checkbox"/> I hereby accept and declare that all the information provided by me while filling the details is valid and correct as per my knowledge and belief.		
<input type="button" value="Submit"/>		

1. After clicking on Click to download all uploaded document hyperlink, to download the uploaded document.

Acknowledgment		<a href="#">Click to download all uploaded documents</a>
Acknowledgment No.	PRC-6761537690	
Applicant Registration No.	PR-1518342045	
Submitted on	23 May 2018 01:17:08 AM	
Name of Organization	prabhakar	
<input type="checkbox"/> I have downloaded all the uploaded documents and will be sending the same to Ministry of Textiles for verification purpose.		
<input type="checkbox"/> I hereby accept and declare that all the information provided by me while filling the details is valid and correct as per my knowledge and belief.		
<input type="button" value="Submit"/>		



## 2. Check the checkbox and click on submit button.

### Acknowledgment [Click to download all uploaded documents](#)


Acknowledgment No.	PRC-7210622544
Applicant Registration No.	PR-1518342045
Submitted on	23 May 2018 01:31:20 AM
Name of Organization	prabhakar


I have downloaded all the uploaded documents and will be sending the same to Ministry of Textiles for verification purpose.

I hereby accept and declare that all the information provided by me while filling the details is valid and correct as per my knowledge and belief.

[Submit](#)


## 3. After submitted the record user can view and print the Acknowledgment Receipt.

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### Empanelling Acknowledgement

### Acknowledgment [Click to download all uploaded documents](#)

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[Print](#)

#### Acknowledgment Receipt of Agency Empanelment for Training Programme under समर्थ

Thank you for successfully submitting the online application. Below are the Acknowledgement details

Acknowledgment No.	PRC-5048204623
Applicant Registration No.	PR-1518342045
Submitted on	10 May 2018, 10:48:15
Name of Organization	prabhakar