MINISTRY OF TEXTILES
GOVERNMENT OF INDIA

USER MANUAL

for

Online empanelment under Samarth

Samarth - Scheme for Capacity building in Textiles Sector (SCBTS)

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About Samarth

The textile and apparel industry is one of the earliest industries developed in India. Its entire value chain from fibre to apparel manufacturing has a strong presence within the country. It is the biggest employer after agriculture. In order to meet the skill gap in the industry and also to supplement its efforts initiated through the Special Package for Garments and Made-ups, the Government has approved the new scheme titled "Scheme for Capacity Building in Textile Sector (SCBTS)" for the entire value chain of textile except Spinning and Weaving in the organized sector, for a period of three years from 2017-18 to 2019-20 with an outlay of Rs.1300 crore.

1. Register for Empanelment Under "Samarth" (SCBTS)

1. For empanelment under Samarth scheme the implementing agency needs to register on Samarth portal. The user needs to click on **Register for Empanelment under "Samarth" – SCBTS"** for new registration on **samarth-textiles.gov.in**

2. The user can also go to the website of Ministry of Textiles (**www.texmin.nic.in**) and find the link for Samarth portal (**http://samarth-textiles.gov.in/**).

3. User can click on "Skill development Schemes" section as highlighted to access the Samarth portal (**http://samarth-textiles.gov.in/**)
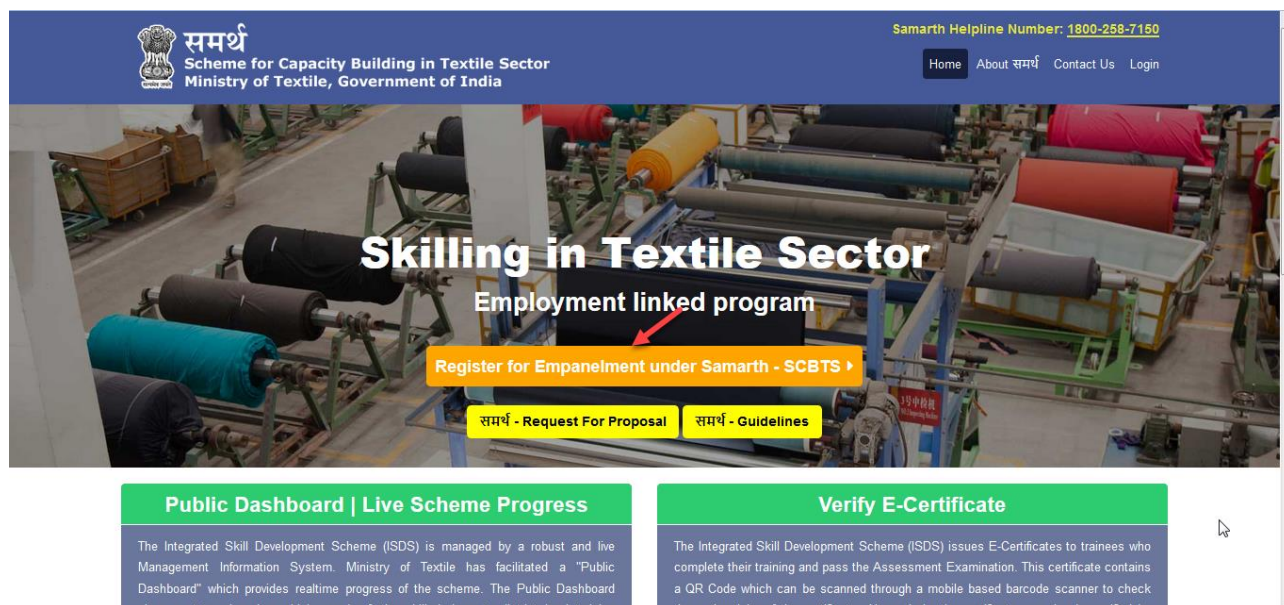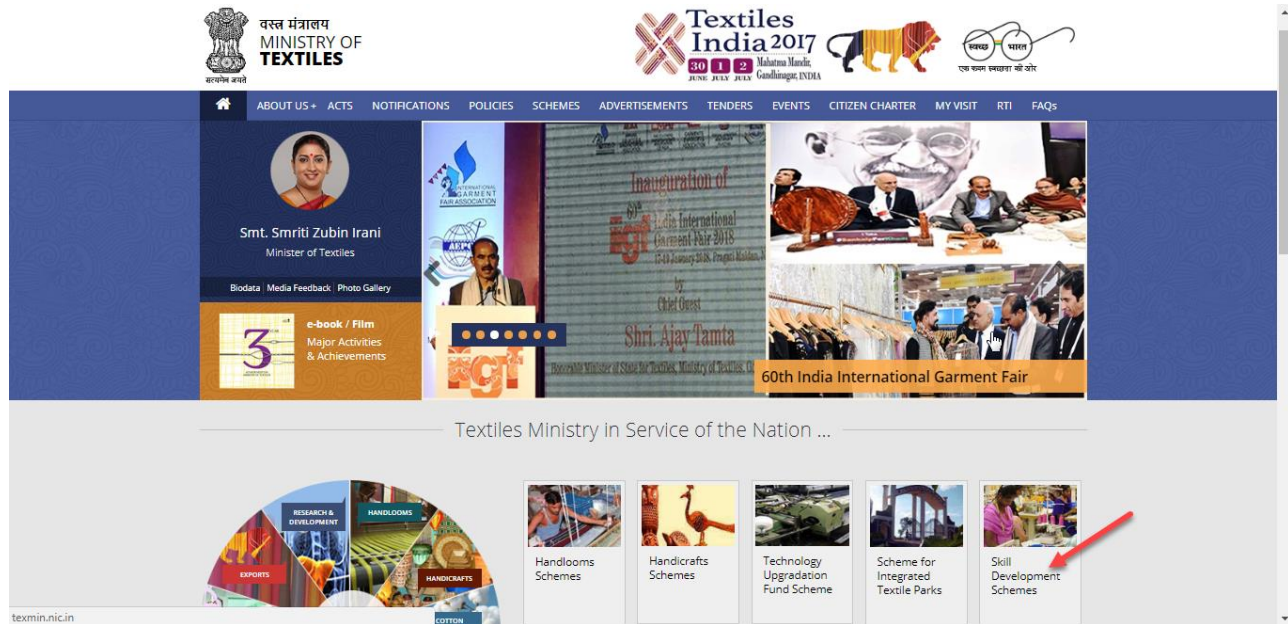
4. On clicking Register for Empanelment under "Samarth", the user will be directed to registration page as shown below:

- Enter the Organization Name.
- Enter the Organization Address details.
- Enter the Organization Phone.
- Enter the Organization Website.
- Enter the applicant details (name and designation of the authorized person of the organization)
- Enter the 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.

5. After clicking on register button, the confirmation pop up message will display.
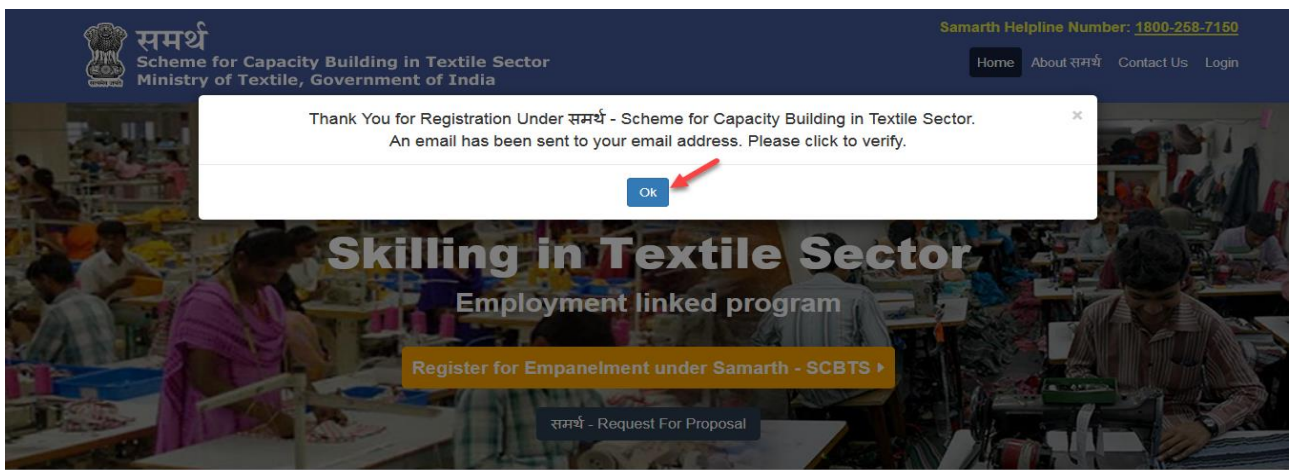
6. Go to your registered email id and click on verification link (highlighted with blue colour).
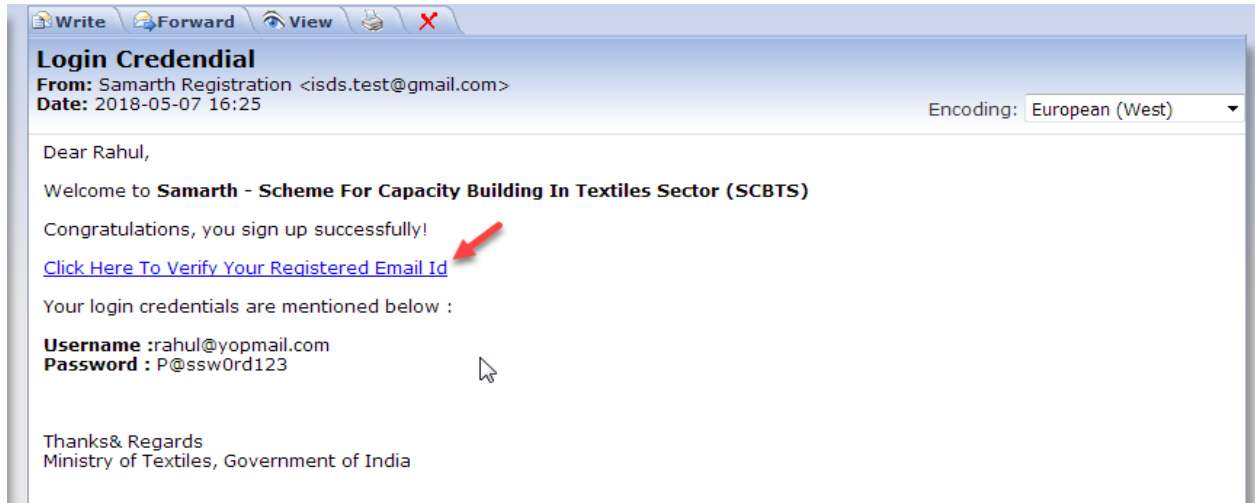
7. Click on **Go to Home** page button to go to home page of the portal.
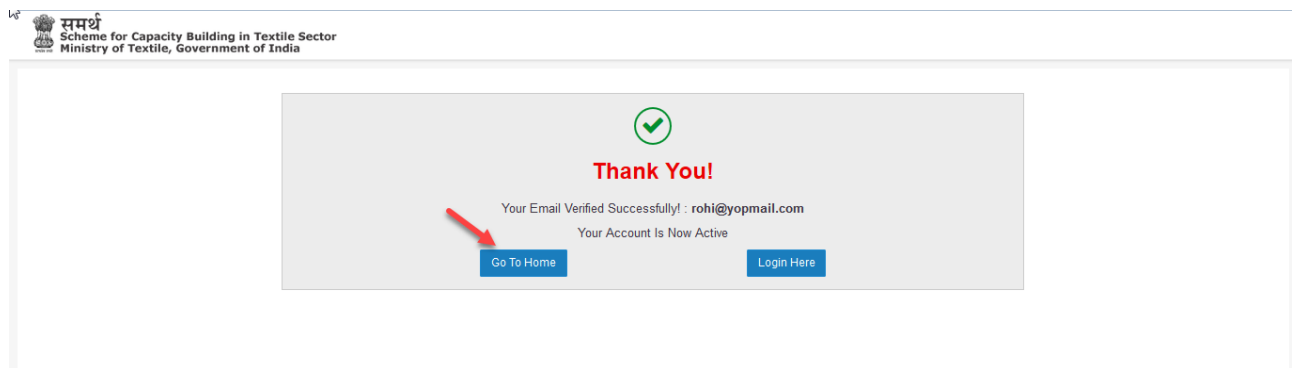
8. Click on **Login Here** button to go to login page of the portal.
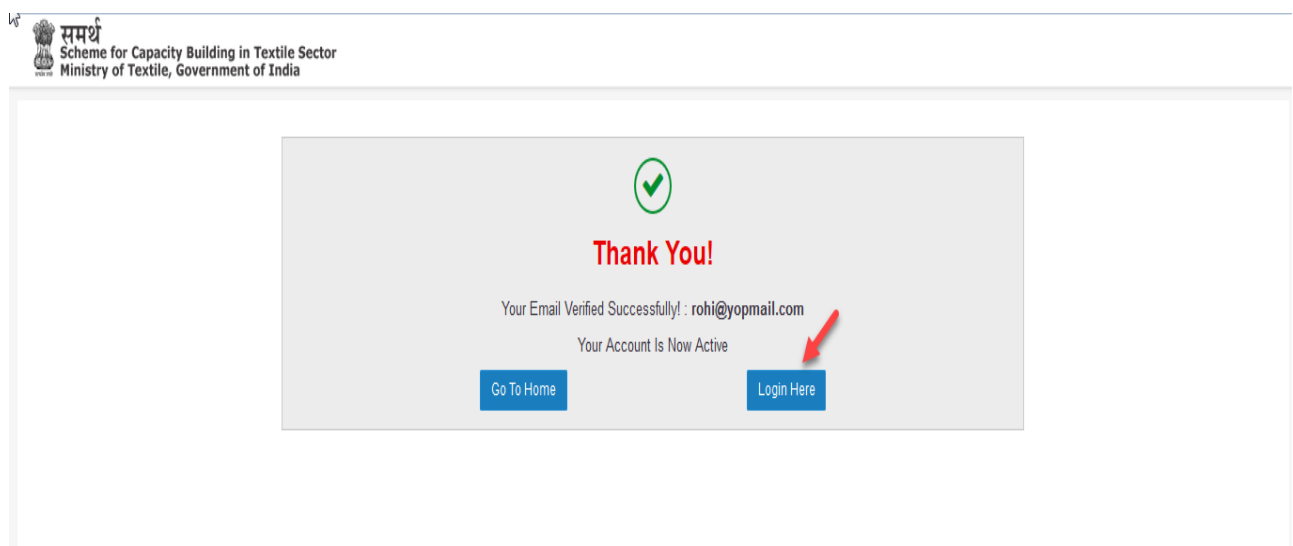
9. Login to the portal with registered email id and password given in the verification mail.

10. After logging in, the portal with ask to Reset the Password.

11. After resetting the password, the portal with display the message as "password updated".

12. If user has forgotten the password, then click on Forgot Password link. Set the password of your choice (your new password must be of 6-12 characters containing at least 1 lowercase alphabet, 1 uppercase alphabet, 1 number and 1 special character).
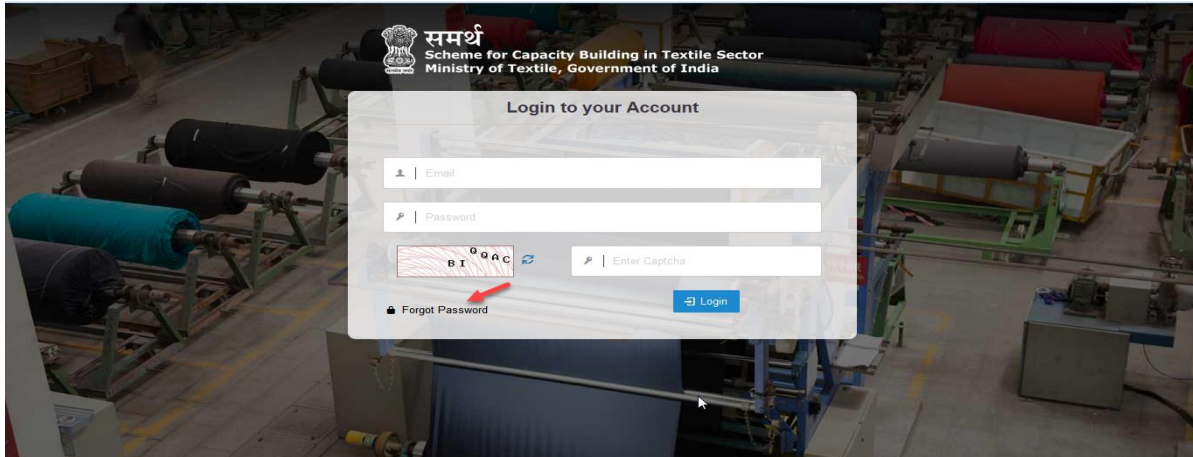
Enter your registered email id and click on Reset Password button to reset the password.
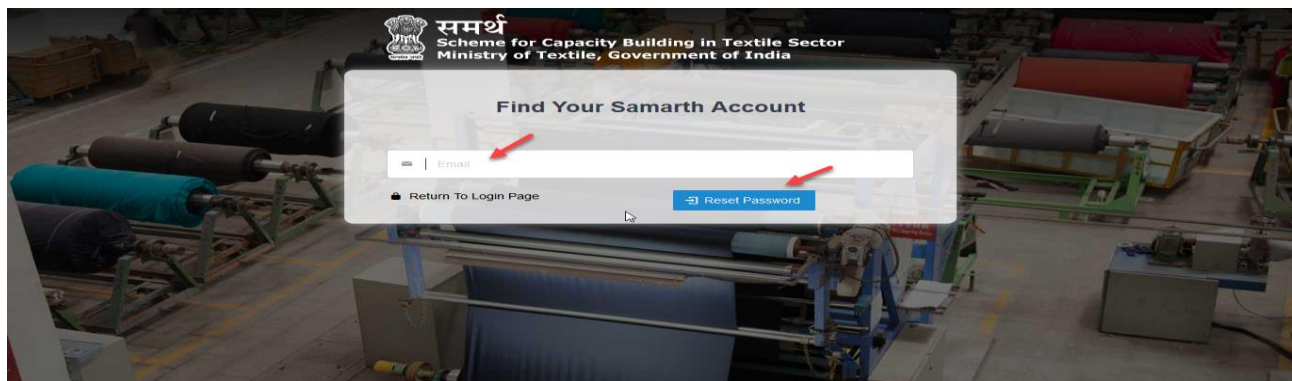
13. Once you enter the registered email id, a Reset Password Link will be shared on your registered email id.
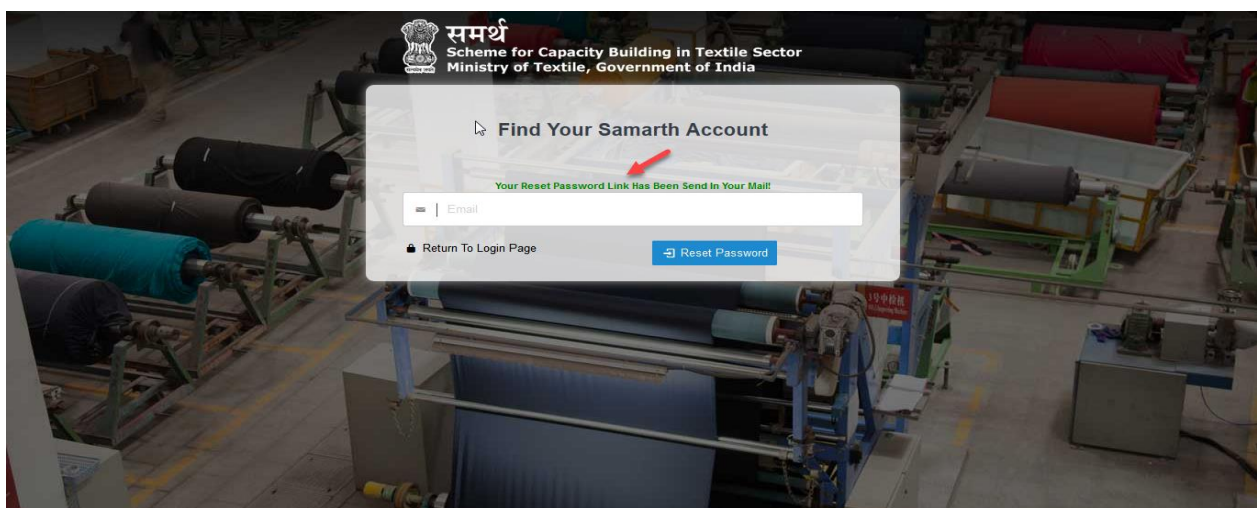
14. Go to your registered email id and click on verification link (highlighted with blue colour).
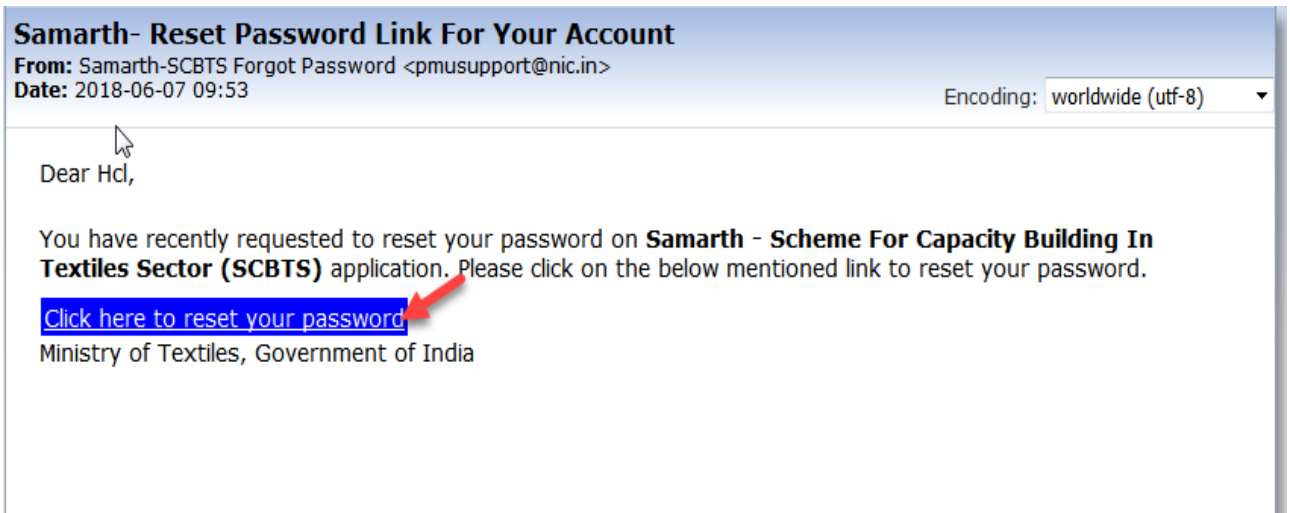
15. User should enter the new password and reset it.
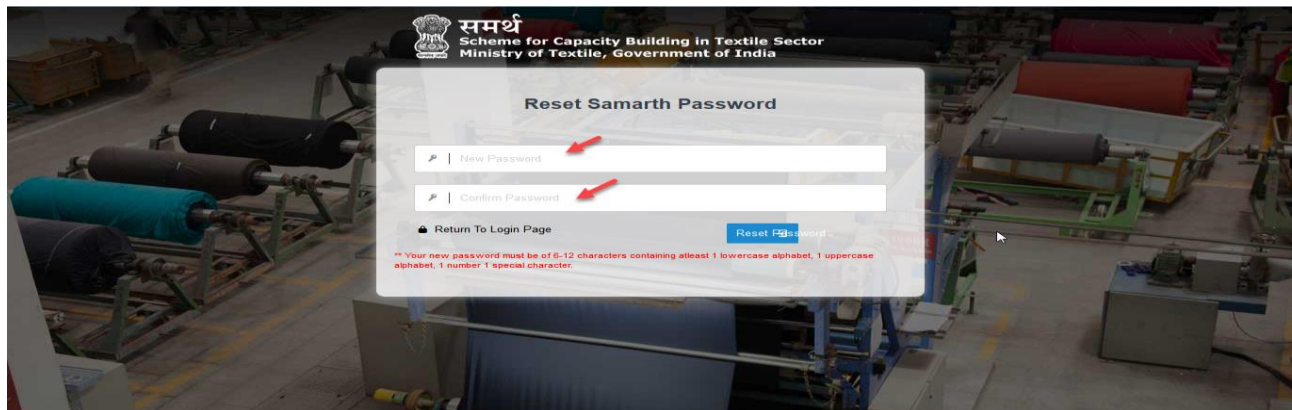
16. After clicking on **Reset Password** the portal will ask to login again with the new password.
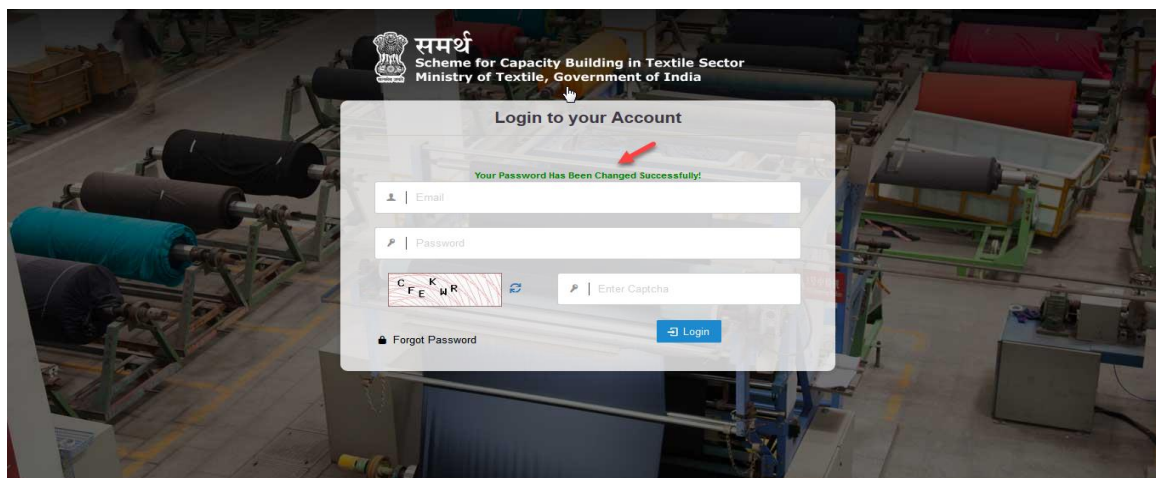
2. Login

1. After successful registration and password update, the user needs to click on **Login** with valid login credentials (registered email id and password) to start the online application process.
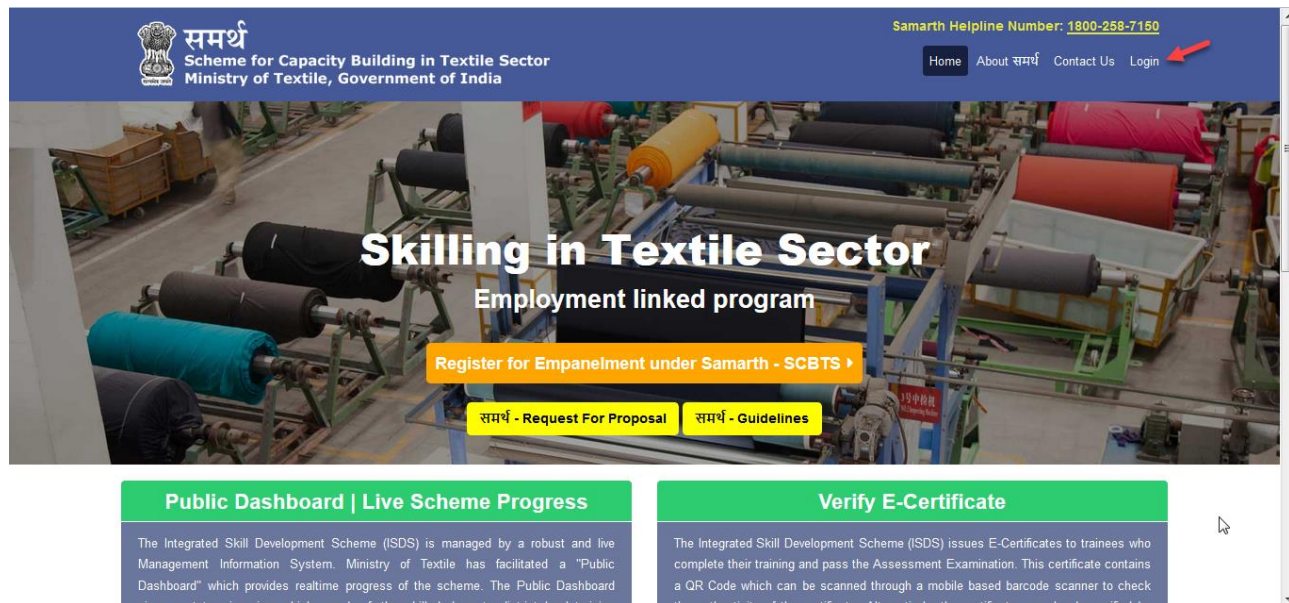
- Enter the Email id.
- Enter the password.
- Enter captcha then click on login button (In case Captcha is not readable or understandable, user can click on refresh icon of captcha to get new captcha code).

3. Organization Details

3.1 Organization Credential

1. Once the user has logged in, the page will ask to fill the details of organization credentials

- 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.

2. Fill the registered address of the organization.

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

3. Click on **browse** button to upload the supporting documents for: - Letter of Proposal Submission, Power of Attorney/Authorized Signatory, Request Letter, GSTIN (file types accepted - JPEG, JPG, PNG, PDF).

4. Enter the record in below mentioned fields to add the Members of the Organization.
- Enter Name of member.
- Enter Designation.
- Enter Email Address.
- Enter Mobile number.
- Select the Identity Proof.

5. After selecting the Identity Proof (Aadhar, PAN Card etc.), user must mention the identity number as well as upload the document for the same (file type - JPEG, JPG, PNG, PDF).

Add details of Board of Directors/ Managment

Name of Member	Designation	Email Address	Mobile Number	Identity Proof	Action
Enter Name of Member	Enter Designation	Enter Email Address	Enter Mobile No	Select	Add

6. Click on add button to add the organization member details in list of member record.

Add details of Board of Directors/ Managment

Name of Member	Designation	Email Address	Mobile Number	Identity Proof	Action
Enter Name of Member	Enter Designation	Enter Email Address	Enter Mobile No	Select	Add

List of member

Name of Member	Designation	Email Address	Mobile Number	Identity Proof	Action
Quality Analyst	QA	Quality@yopmail.com	9560160441		✎ | 🗑

7. Click on add button to add the Share holding pattern of the organization details in List of member grid record.

Share holding pattern of the organization: (Choose members from drop-down below and add holding percentage accordingly)

Name of Share holder	Percentage	Action
Select	Enter Percentage	Add

Organization share holder's details

Name of Share holder	Percentage	Action
thapper	21	🗑

Back   Next

- On clicking next button, user will be directed to Past Experience of Training in the Textile Sector.
- On clicking back button user will be redirected to previous tab.

3.2 Past Experience of Training in the Textile Sector

3.2.1 Add Past Project

1. User needs to click on add project button to **Add Past Project** to provide the details of the trainings done in past.

- Enter the name of client.
- Enter/Select valid values in all the mandatory fields marked with *.
- Enter/Select valid values in other fields.
- Click Add button to add the new project.

3.2.2 View added projects

After adding, the projects will get displayed on the summary dashboard (the user can edit or delete the record, if required)

- On clicking the next button, user will be directed to Financial Details section.

3.3 Financial Strength

1. User needs to click on **<u>Financial Strength</u>** to provide the financial details of the organization.

- Add at least last three years financial detail as highlighted.
- Click on browse button to upload the document.
- Click on Next button to save the record.

2. Click on **<u>download declaration</u>** button to download the file. (User must provide the declaration by the chartered accountant based on audited financial statement)

Annexure V

Turnover of Organization

(The applicant should give declaration by chartered accountant on their letter head duly signed and sealed in the following Format)

To whomsoever it may concern

On the basis of audited financial statements, we hereby certify that (Name of Agency) having registered office at (Office address) have an average annual turnover of Rupees _____ in the past three consecutive years. The details of annual turnover are given below:

S. No.	Financial Year	Annual Turnover (INR)
1		
2		
3		
	TOTAL	

Note: Audited financial statements for the past three years to be submitted by the applicant.

In case of startup, audited financial statements are required to be submitted for all financial years from the date of its incorporation.

(Chartered Accountant):

Signature

Name

Registration No.

Contact No.

Seal

Date

Place

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4. Training Infrastructure

4.1 Add Training Center

1. User needs to click on **Add Training Centre** to add the details.

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

2. User needs to fill the details of centre coordinator and click on save button to save the record.

3. User needs to fill the details of **training infrastructure** and update the records.

- 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. User needs to click on **course details** tab to add the course of selected sector.

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

Classroom Details

Sr.no	Class Room Name	Select Course	Width (in ft.)	Length (in ft.)	Area (in Sq ft.)	No. of Seats	Training hrs. per day	No. of Batch Proposed (per day)	No. of CCTV in class room	Class Room Image	Action
1	Class1	Computer Embroidery	85	95	8075	2	4	5	6	Browse	Add
2	Class2	Computer Embroidery	68	58	3944	8	9	8	7	Browse	Add

Lab Room Details

Sr.no	Labs	Select Course	Width (in ft.)	Length (in ft.)	Area (in Sq ft.)	No. of Machines	Training hrs. per day	No. of Batch Proposed (per day)	No. of CCTV in labs	Lab Room Image	Action
1	Lab1	Computer Embroidery	33	4	132	4	1	1	1	Browse	Add

Back   Save and Next

5. Click on **Human Resources** tab to add the HR/Trainer Details.

4.2 View Training Centers

1. After adding the Training center record, the record will display the list of training centres on dashboard.

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. User must click on **<u>Industrial Tie-Up</u>[1]** to provide the details of prospective employer.

- 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.

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[1] Industrial Tie-Up means the details of tie-ups/ collaborations which the IA has with different industries/employers.

6. Payments

1. **Payment detail** - To provide the processing fees of 25,000(non-refundable) in the form of Demand Draft (DD), which must be in favour of **Pay and Accounts Officer, Ministry of Textiles.**

2. User must click on Payment to provide the detail of processing fees for submission of the application.

- Enter Demand Draft No.
- Select date.
- Click on Browse button to upload the DD copy (File type accepted: - JPG, JPEG, PNG, GIF, PDF).
- Click on "Save and Next" button to save the record and proceed to the next step.

7. Empanelling Acknowledgment

1. User will be directed to **Empanelling Acknowledgement** page as shown below:

2. User should download all uploaded documents from the hyperlink given on top of the acknowledgment page.

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2. Tick all the checkbox and click on submit button.

3. After submitting, the user can view and print the Acknowledgment Receipt.

8. IA Data Preview

1. User can also download the copy of empanelment form for hard copy submission.

- Click on print button to see the print preview copy of empanelment form.
- User can download the empanelment form by clicking on "Save as PDF" button as highlighted.

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

Name of Organization	Chris Organization
Organization Type	Organization Under Ministry of Textiles/Central Government
Organization Sub Type	Boards
Pan Card	BTck@64@sj
Is Your Organization Having A Share Holding Pattern ?	Yes
Email Address For Communication	Chris@yopmail.com
Mobile Number	9560560448
Phone No	9560160889
Are you barred by Central/State Government or CPSE's?	No
Incorporation Number	8956
Date of Incorporation	04-06-2018
Address	Dheradun
Landmark	
State/UT	KARNATAKA
District	BENGALURU URBAN
Pin Code	110063
Website Address	

Member details List

Name of Member	Designation	Email Address	Mobile Number	Identity Proof	Identity Proof No,
Chris Taylor	CEO	Chris@yopmail.com	9560560448		N/A
Test	CEO	Test@yopmail.com	9560160441	Aadhar No	415608387103

Past experience List

Past experience type	Name of client	Sector/course	Trade	Scheme name	Date of sanction	Project status	Sanction order no.	Project duration(in months)	Training target	No. of trained persons
Private	Smarath	Organized Sector	Chemical Processing	Smarath	04-06-2018	Fore Closed	968	12	12	12

Financial Details

Financial Year	Annual Turnover (in Rupees Lakhs)	IT Returns Filed	ITR Acknowledgement Number	Financial Statements Audited (Yes/No)
2017-2018	69	Yes	69	Yes

Financial Year	Annual Turnover (in Rupees Lakhs)	IT Returns Filed	ITR Acknowledgement Number	Financial Statements Audited (Yes/No)
2016-2017	96	Yes	96	Yes
2015-2016	85	Yes	85	Yes
2014-2015	78	Yes	78	Yes

Training Center Details - Smarath

Training Center Name	State/UT	District	Address	Pin Code	Type of Building
Smarath	BIHAR	BUXAR	Buxar	110096	owner

Contact Person Details

Name	Designation	Mobile No	Email ID
Smarath	CEO	9560263881	Smarath@yopmail.com

Center Coordinator Details

Name	Email ID	Mobile No
Smarath	Smarath@yopmail.com	9560263881

Training Infrastructure Details

Total Area of Infrastructure (in sq. ft)	300
Total Training Hours (per day)	5
Working Hours in (per day)	9
Total No. of Classroom	2
Total No. of Labs	2
No. of Washrooms for Female	2
No. of Washroom for Male	2
No. of Drinking Water Facility	2
Availability of the First Aid Kit	Yes
Availability of the Fire Fighting Equipment	Yes
No. of Aadhaar Enabled Biometric Attendance System Machines	2
Total No. of CCTV	2
Internet Connectivity at Training Center	Yes
Availability of Power Back-Up	Yes
No. of Students Per Trainer	2
Trainers Meets Minimum Education Qualifiaction 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)	2
Total No. of Batch Proposed (per annum)	2
Batch Size	12

Training Courses Details

Course Details

Course	Labs Room	Class Room	Course Code	NSQF Level	Theoritical Hours	Practical Hours	No. of Batch Proposed	Total Hours
Embroidery Machine Operator	2	2	TC GMT 01	2	90	210	N/A	300

Class Room Details

Sr.no	Class Room Name	Select Course	Width (in ft.)	Length (in ft.)	Area (in Sq ft.)	No. of Seats	Training hrs. per day	No. of Batch Proposed (per day)	No. of CCTV in class room
1	Class1	Embroidery Machine Operator	11	11	121	1	1	1	1
2	Class2	Embroidery Machine Operator	10	10	100	1	1	1	1

Lab Room Details

Sr.no	Labs Name	Select Course	Width (in ft.)	Length (in ft.)	Area (in Sq ft.)	No. of Seats	Training hrs. per day	No. of Batch Proposed (per day)	No. of CCTV in labs
1	Lab1	Embroidery Machine Operator	12	12	144	1	1	1	1
2	Lab2	Embroidery Machine Operator	14	12	168	1	1	1	1

Human Resources Details

Name of Trainer	Designation	Qualification	Years of Experience in Textile	Whether Training of Trainiers done
Smarath	CEO	BA	12	Yes

Industrial Tie-up Details

Name of Prospective Employer	State/UT	Sector	No. of Trainees
sMARATH	CHANDIGARH	Apparel	2

Payments Details

Demand Draft No.	786
Date	2004-06-09

Acknowledgment Details

Acknowledgment No..	PRC-7720494259
Applicant Registration No.	PR-1528279727

Submitted on	06 June 2018 11:13:56 AM
Name of Organization	Chris Organization

For any queries, the user may write to:
Manoj.kharb@in.gt.com
Pradeep.lodha@in.gt.com
Keerti.chouhan@in.gt.com

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