



ASDM

Assam Skill Development Mission

TP REGISTRATION PROCESS

Ver 1.0

Release Date: 01-Aug-2018

GO TO www.skillmissionassam.org

Click on Login Button

ASSAM SKILL DEVELOPMENT MISSION
SKILL, EMPLOYMENT & ENTREPRENEURSHIP
DEPARTMENT
GOVERNMENT OF ASSAM

Login

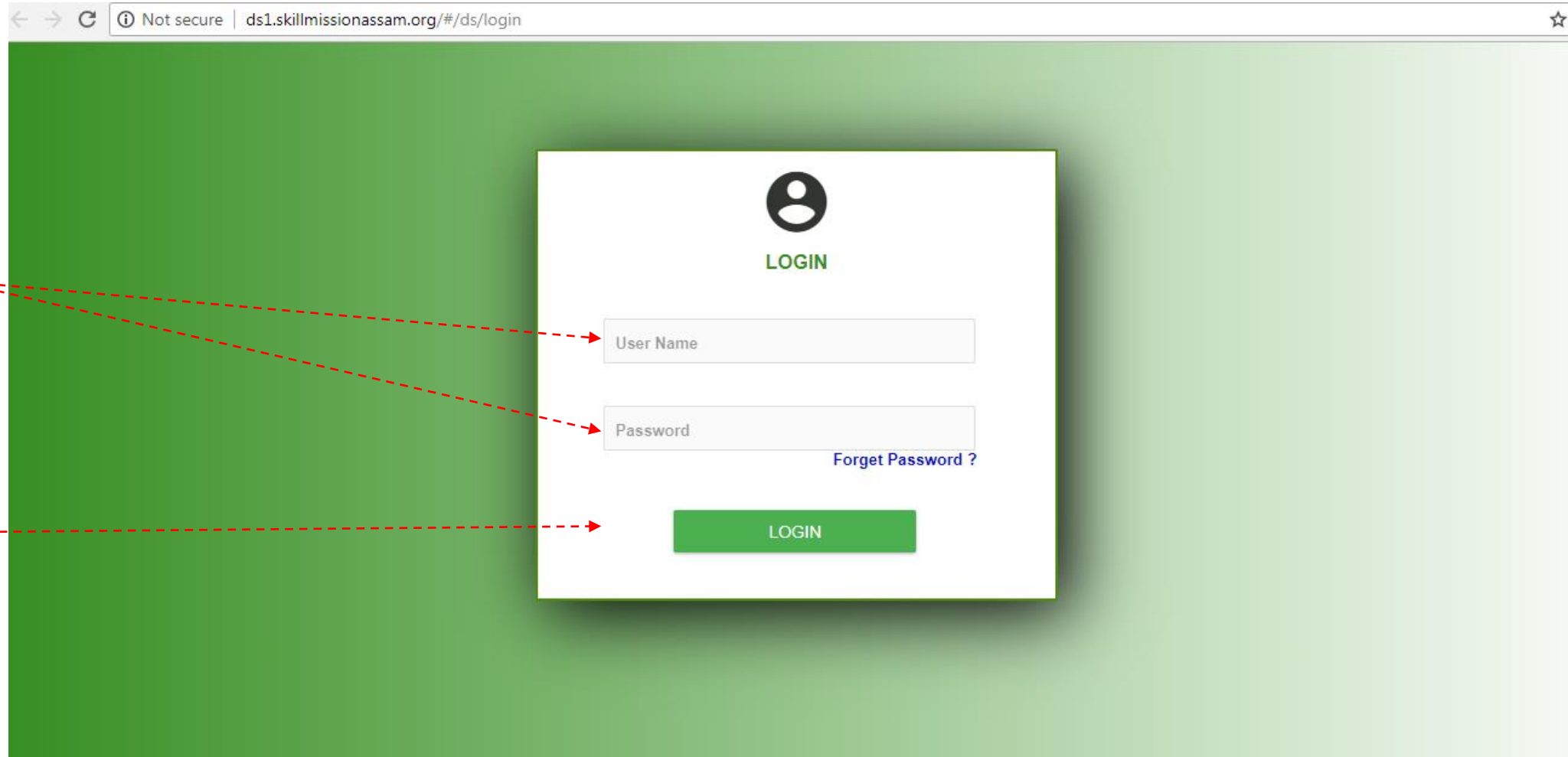
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Important Instructions:

1. Always use latest version of web browsers like Google Chrome or Mozilla Firefox etc.

ASDM'S SDMMMS WEB PORTAL WILL OPEN IN A NEW TAB



The screenshot shows a web browser window with the address bar displaying "ds1.skillmissionassam.org/#/ds/login". The page has a green background. In the center, there is a white login box. At the top of the box is a user icon and the word "LOGIN" in green. Below this are two input fields: "User Name" and "Password". To the right of the "Password" field is a blue link that says "Forget Password?". At the bottom of the box is a green button labeled "LOGIN".

Enter User name and Password as received on registered email ID and mobile number

Click on Login Button

Important Instructions:

1. If User Name is not received on mobile number or email ID then check SPAM folder. If still not found then contact File Lead.
2. Never share your User Name and Password to anyone. Unauthorized access to ASDM portal is user's liability.

CHANGE PASSWORD

Click on Login Management Link

Click on Change Password Link

Enter Old Password as received on Mobile/Email

Create a new Password as per instructions given

Click on Save

The screenshot shows a web application interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes the following items: Attendance Management, Batch Management, Invoice Management, Login Management (highlighted with a red dashed arrow from the 'Click on Login Management Link' instruction), Change Password (highlighted with a red dashed arrow from the 'Click on Change Password Link' instruction), Master Management, Placement Management, Process Management, Work Allocation, and Work Order Management. The main content area has a green header bar with the text 'Change Password'. Below the header, there are three input fields: 'Old Password *', 'New Password *', and 'Confirm New Password *'. Each field has a red asterisk indicating it is required. Below the 'New Password' and 'Confirm New Password' fields, there is a blue text requirement: 'Must Be Between 8 And 20 Characters And Must Contain Atleast 1 Uppercase,1 Lowercase,1 Special,1 Numeric Character'. At the bottom right of the form, there are two buttons: 'SAVE' (green) and 'CANCEL' (grey). Red dashed arrows connect the instructions on the left to the corresponding form elements: 'Click on Login Management Link' to 'Login Management', 'Click on Change Password Link' to 'Change Password', 'Enter Old Password as received on Mobile/Email' to the 'Old Password' field, 'Create a new Password as per instructions given' to the 'New Password' and 'Confirm New Password' fields, and 'Click on Save' to the 'SAVE' button.

Important Instructions:

1. In case you forget your changed password in future, you may recover it from the 'Forgot Password' Link on Login Page.

CHANGE PASSWORD

Enter OTP received on registered Mobile or Email ID

Click on Submit Button

The screenshot shows a web application interface for changing a password. On the left is a sidebar menu with the following items: Attendance Management, Batch Management, Invoice Management, Login Management (with a user icon), Change Password (highlighted with a dashed line), Master Management, Placement Management, Process Management, Work Allocation, and Work Order Management. The main content area has a green header bar labeled 'OTP'. Below it, a message reads: 'To Complete Password Change Process Please Enter The OTP That Was Sent To Your Registered Email/Mobile *'. There is an input field labeled 'Enter OTP' with a red arrow pointing to it from the left annotation. At the bottom right of the form are two green buttons: 'SUBMIT' and 'RESEND OTP'. A red arrow points from the 'Click on Submit Button' annotation to the 'SUBMIT' button.

Important Instructions:

If OTP is not received, check your SPAM folders.

TP REGISTRATION

Click on Process Management
> TP Registration

Click on New Button to
Launch Process

Attendance Management

Batch Management

Invoice Management

Login Management

Master Management

Placement Management



Process Management

Capacity Building

Course Subscription

SDC Details

Invoice

TP Registration

List Of Workflow

Note!!!:

To Launch A New Workflow Click On New Button And Proceed

To View Details Of Existing Workflow Click On Details Button And Proceed

Total Items : 1 Page: 1

10

Search On Name

GO

CLEAR

S.No	Name	Is Continous?	From Date	To Date	Active	Launch	View
1	TP Registration 2018	No	06/06/2018 00:00:00	31/10/2018 00:00:00	Yes	NEW	DETAILS

Important Instructions:

New process launch can be done only once.

To see if process is already launched click on Details button

TP REGISTRATION

Read Instructions carefully

Click on Launch Button

The screenshot displays the 'TP Registration' interface. A modal dialog box is open in the center, titled 'Please Read Below Instructions Carefully'. It contains the following instructions:

- You Are Launching New Instance Of TP Registration 2018 Workflow
- If You Just Want To View Existing Instance Then Cancel And Click On Details
- Do You Still Want To Continue?

At the bottom of the modal are two buttons: 'CANCEL' and 'LAUNCH'. A red dashed arrow points from the 'LAUNCH' button in the modal to the 'LAUNCH' button in the table below.

Below the modal, there is a 'Note!!!:' section with the following text:

To Launch A New Workflow Click On New Button And Proceed
To View Details Of Existing Workflow Click On Details Button And Proceed

Below the note, there is a summary: 'Total Items : 1 Page: 1'. There is also a search bar with '10' entered and a 'Search On Name' label, along with 'GO' and 'CLEAR' buttons.

S.No	Name	Is Continous?	From Date	To Date	Active	Launch	View
1	TP Registration 2018	No	06/06/2018 00:00:00	31/10/2018 00:00:00	Yes	NEW	DETAILS

Important Instructions:

Once Launch is clicked, this action cannot be undone, hence should be done when completely sure.

TP REGISTRATION

Read Content carefully

You Are About To Launch TP Registration 2018 Workflow. Please Read Below Instructions Carefully Before Proceeding Further:

We, Training Partner(TP) understand and agree that:-

- The location of the proposed Centre shall be fixed only in the specific location as selected by us and the selected location shall not be changed by us anytime during, and subsequent to the 'Center Registration Process without prior approval from ASDM,
 - If we involve our self in doing any wrong practice regarding domain skilling or we indulge into franchising / sub-letting our registered centre then our application will get cancelled / terminated immediately without any prior notice or explanation from ASDM.
 - Our center will not employ Center Coordinator, Faculty already registered with other centers. We agree that, if our center is found to be sharing center coordinator or faculty with other centres then ASDM reserves the rights to reject the center without giving any clarification.
 - ASDM reserves the right:
 - to modify the terms and conditions of the Center Registration Process without any prior notice and ASDM shall not be liable to anyone for any such modification/s;
 - to discontinue/postpone the Center Registration Process (or any part thereof) with/without prior notice and ASDM shall not be liable to anyone for any such discontinuation/postponement;
 - of granting and/or rejecting authorization to any applicant/s, without assigning any reason/s whatsoever to anyone.
- In case we are granted authorization:
- we are responsible for maintaining the confidentiality of the password and login account given by ASDM and fully responsible for all activities that occur thereunder;
 - We shall abide by the various Rules, Regulations, Code of Conduct, Guidelines, Communications, Norms issued and specified by ASDM from time to time.
 - All the disputes or differences, if any, prior and/or subsequent to authorization (if granted) shall be referred to the courts in Guwahati, which shall be the courts having the jurisdiction to entertain and try the same.

Click on Launch Button

LAUNCH

Important Instructions:

Once Launch is clicked, this action cannot be undone, hence should be done when completely sure.

TP REGISTRATION

Process is launched successfully

Launch TP Registration 2018 Workflow

Success!!! TP Registration 2018 Workflow Launched Successfully

GO BACK

Click on Go Back Button

Important Instructions:

Click on Go Back Button After completing each step

TP REGISTRATION

Click on Details Button

List Of Workflow

Error!!! One Instance Of 'TP Registration 2018' Is Already Active.Either Wait For It To Complete Or Abandon It To Launch A New Instance(SCCommonCS-CWIC30)

Note!!!:
To Launch A New Workflow Click On New Button And Proceed
To View Details Of Existing Workflow Click On Details Button And Proceed

Total Items : 1 Page: 1

10

Search On Name

GO

CLEAR

S.No	Name	Is Continous?	From Date	To Date	Active	Launch	View
1	TP Registration 2018	No	06/06/2018 00:00:00	31/10/2018 00:00:00	Yes	NEW	DETAILS

Important Instructions:

Clicking on New Button again after Launch will throw an **Error!!!** as shown on TOP of Screen

DECLARE TP PROFILE DETAILS

List Of 'TP Registration 2018' Workflow Steps And Count

Note!!!:
Please Click On Count To Proceed

Total Items : 1 Page: 1

Training Partner

TP 1

Select Filter 2

Select Filter 2 Value

Select Filter 3

Please Enter Value Here

10

SEARCH

CLEAR

S.No	Step	Count
1	Declare TP Profile Details(TP)	1

Click on Count to proceed

Important Instructions:

Only currently applicable step shall be visible in this screen.

DECLARE TP PROFILE DETAILS

Click on **Process** to proceed

Process Button will be visible only if you have permission to process current step

- Please Click On Partner Code To View Center Course Details
- Please Click On Name To View Instance Summary Report
- Please Click On Instance Number To View List Of Steps
- Please Click On Group Number To View History

Total Items : 1 Page: 1

Training Partner

TP 1

Select Filter 2

Select Filter 2 Value

Select Filter 3

Please Enter Value Here

10

SEARCH

CLEAR

S.No	Id	Partner Code/Login Name	Name	Email	Mobile	District	Block	Instance	Group	Status
1	Process	TP00000002	TP 1					20	20	Pending

Important Instructions:

Process link will only show if the action is applicable to you.

DECLARE TP PROFILE DETAILS

illing) ☰

TP 1 (TP00000002)
Training Partner

Declare TP Profile Details(TP)(TP 1-1735)

Read instructions carefully

GO BACK

Note!!!:

-Step1:Declare Profile Details

-Step2:After Completing Step1 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Click on **Declare**

Declare Profile Details

Next Step

DECLARE

NEXT STEP

Important Instructions:

Read instructions before proceeding

DECLARE TP PROFILE DETAILS

Enter TP and SPOC
Information



TP 1 (TP00000002) Training Partner	
Name *	TP 1
SPOC Name *	Test
Email 1 *	amita@mkcl.org
Email 2	
Mobile 1 *	7498267569
Mobile 2	
Landline STD 1	
Landline 1	
Landline STD 2	
Landline 2	
Fax STD	
Fax	
Organization Type *	Public Company

Important Instructions:

Enter all details as per Document Proof provided to ASDM

Single point of contact (SPOC) should be the person whom ASDM shall communicate with.

SPOC email and mobile numbers must be entered carefully as all communication shall be sent on these only.

DECLARE TP PROFILE DETAILS

The form contains the following fields and instructions:

- Select Organization type as applicable**: Points to the **Organization Type *** dropdown menu, which currently shows **Pvt. Ltd. Company**.
- Document Proof Required as per Organization type is displayed**: Points to the **Upload Legal Document: *** field, which displays **Incorporation Certificate/Memorandum of Association**.
- Upload Document as per Organization type as applicable**: Points to the **Other Document:** section, which includes a **Select** button and a note: **Must be less than 200 KB(.pdf,.jpeg,.zip,.jpg)**.
- Enter PAN number as applicable**: Points to the **PAN *** text input field.
- Upload copy of PAN card**: Points to the **Upload PAN *** field, which includes a **Select** button and a note: **Must be less than 200 KB(.pdf,.jpeg,.zip,.jpg)**.
- Click on SAVE to continue**: Points to the **SAVE** button at the bottom right of the form.

Other visible fields include **Fax** and **Organization Type ***.

Important Instructions:

Correct documents should be uploaded as per Organization Type.

Any information once entered may not be changed later.

DECLARE TP PROFILE DETAILS

illing) ☰

TP 1 (TP00000002)
Training Partner

Declare TP Profile Details(TP)(TP 1-1735)

GO BACK

Note!!!:

- Step1:Declare Profile Details
- Step2:After Completing Step1 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Declare Profile Details

DECLARE

Next Step

NEXT STEP

Click on Next step to proceed

Important Instructions:

Clicking on Next Step is mandatory to go forward.

DECLARE TP ADDRESS DETAILS

Note!!!:

Please Click On Count To Proceed

Total Items : 1 Page: 1

Training Partner ▼

TP 1 ▼

Select Filter 2 ▼

Select Filter 2 Value ▼

Select Filter 3 ▼

Please Enter Value Here

10

SEARCH

CLEAR

S.No	Step	Count
1	Declare Address Details(TP)	1

Click on Count to enter the Step

Important Instructions:

This step will show only if Next Step is clicked in the previous step.

DECLARE TP ADDRESS DETAILS

Click on **Process** to proceed

Process Button will be visible only if you have permission to process current step

- Please Click On Partner Code To View Center Course Details
- Please Click On Name To View Instance Summary Report
- Please Click On Instance Number To View List Of Steps
- Please Click On Group Number To View History

Total Items : 1 Page: 1

Training Partner

TP 1

Select Filter 2

Select Filter 2 Value

Select Filter 3

Please Enter Value Here

10

SEARCH

CLEAR

S.No	Id	Partner Code/Login Name	Name	Email	Mobile	District	Block	Instance	Group	Status
1	Process	TP00000002	TP 1					20	20	Pending

Important Instructions:

Process link will only show if the action is applicable to you.

DECLARE TP ADDRESS DETAILS

Click on **Address Details Button** to proceed

Declare Address Details(TP)(TP 1-1735)

GO BACK

Note!!!:
-Step1:Declare Address
-Step2:After Completing Step1 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Address Details	Next Step
ADDRESS DETAILS	NEXT STEP

Important Instructions:

Read instructions before proceeding

DECLARE TP ADDRESS DETAILS

Fill all Address Details
carefully

Click on SAVE after
complete form is filled

Declare Address Details(TP)(Test1- 1733)

GO BACK

Address *

Landmark *

Area Type *
☒ Rural ☐ Semi-Rural ☐ Urban ☐ Semi-Urban

Village *

Post Office *

Police Station *

Tea Garden Area? *
☐ Yes ☐ No

Country *
Select

State *
Select

District *
Select

Block *

Pin Code *

Loksabha Constituency *

Assembly Constituency *

Latitude *

Longitude *

Premise Occupancy Type *
☐ Rented ☐ Self Owned ☐ Leased

Premise Owner Name *
Must Be Less Than Or Equal To 100 Characters(Excluding Whitespaces)

Establishment Date *
Must Be In DD/MM/YYYY Format

SAVE CANCEL

Important Instructions:

Provide correct information as per document proof

Information once entered may not be changed later

DECLARE TP ADDRESS DETAILS

Click on Next step to proceed

Declare Address Details(TP)(TP 1-1735)

GO BACK

Note!!!:
-Step1:Declare Address
-Step2:After Completing Step1 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Address Details	Next Step
ADDRESS DETAILS	NEXT STEP

Important Instructions:

Clicking on Next Step is mandatory to go forward.

DECLARE BANK DETAILS

Click on Count to Enter the step

GO BACK

Note!!!:
Please Click On Count To Proceed

Total Items : 1 Page: 1

Training Partner

TP 1

Select Filter 2

Select Filter 2 Value

Select Filter 3

Please Enter Value Here

10

SEARCH

CLEAR

S.No	Step	Count
1	Declare Bank Details(TP)	1

Important Instructions:

This step will show only if Next Step is clicked in the previous step.

DECLARE BANK DETAILS

Declare Bank Details(TP)(TP 1-1735)

GO BACK

Note!!!!:
-Step1:Declare Bank Details
-Step2:After Completing Step1 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Click on Bank details to enter

Bank Details	Next Step
BANK DETAILS	NEXT STEP

Important Instructions:
Read instructions carefully before proceeding

DECLARE BANK DETAILS

GO BACK

Select Account type

Account Type *

Saving Account

Enter Correct Account number

Account No *

123456789

Enter Account Holder Name

Account Holder Name *

Test

Enter IFSC Code

IFSC Code *

hdfc0000485

Click on Fetch Button

Fetch Bank Details *

FETCH BANK DETAILS

Upload Bank Account Proof

Upload Sacn Copy Of Cancelled Cheque/ Bank Passbook. *

Select

Must be less than 200 KB(.pdf,.jpeg,.zip,.jpg)

Click on SAVE to proceed

SAVE

CANCEL

Important Instructions:

Bank Account details must entered correctly, otherwise payments against invoices may get affected.

IFSC code should be entered correctly to fetch correct Bank details.

In case if bank details is not showing even after IFSC code is correct, then that Bank Branch may not be present in the system. Send a mail to ASDM to get the Branch added in the system with proper bank proof.

UPLOAD DOCUMENTS

List Of 'TP Registration 2018' Workflow Steps And Count

GO BACK

Note!!!:

Please Click On Count To Proceed

Total Items : 1 Page: 1

Training Partner

TP 3

Select Filter 2

Select Filter 2 Value

Select Filter 3

Please Enter Value Here

10

SEARCH

CLEAR

S.No	Step	Count
1	Upload Documents(TP)	1

Click on Count to Enter the step

Important Instructions:

This step will show only if Next Step is clicked in the previous step.

UPLOAD DOCUMENTS

Click on Upload Documents
to proceed

Upload Documents(TP)(TP 3-1740)

GO BACK

Note!!!:

-Step1:Upload Documents

-Step2:After Completing Step1 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Upload Documents	Next Step
<div>UPLOAD DOCUMENTS</div>	<div>NEXT STEP</div>

Important Instructions:

Read instructions before proceeding

UPLOAD DOCUMENTS

Upload Documents(TP)(TP 3-1740)

GO BACK

Upload MoU with ASDM

Upload Complete Legal Document *

Select

Must be less than 2 MB(.zip)

Upload Address proof

Upload Address Proof *

Select

Must be less than 1 MB(.pdf)

Click on Save to Proceed

SAVE

CANCEL

Important Instructions:

Upload MoU with ASDM as Legal Document

Upload Office Address Proof

UPLOAD DOCUMENTS

Click on Next step to proceed

Upload Documents(TP)(TP 3-1740)

GO BACK

Note!!!:

-Step1:Upload Documents

-Step2:After Completing Step1 Please Click On 'Next Step' Button To Move To Next Step.Please Note If You Forget To Click On 'Next Step' Button You Will Not Move Ahead

Upload Documents	Next Step
<div>UPLOAD DOCUMENTS</div>	<div>NEXT STEP</div>

Important Instructions:

Clicking on Next Step is mandatory to go forward.

VERIFICATION PROCESS

GO BACK

Note!!!:
Please Click On Count To Proceed

Total Items : 1 Page: 1

Training Partner

TP 1

Select Filter 2

Select Filter 2 Value

Select Filter 3

Please Enter Value Here

10

SEARCH

CLEAR

S.No	Step	Count
1	Verify Profile Details(File Lead)	1

Important Instructions:

Verification process is to be done by File Lead.

VERIFICATION PROCESS

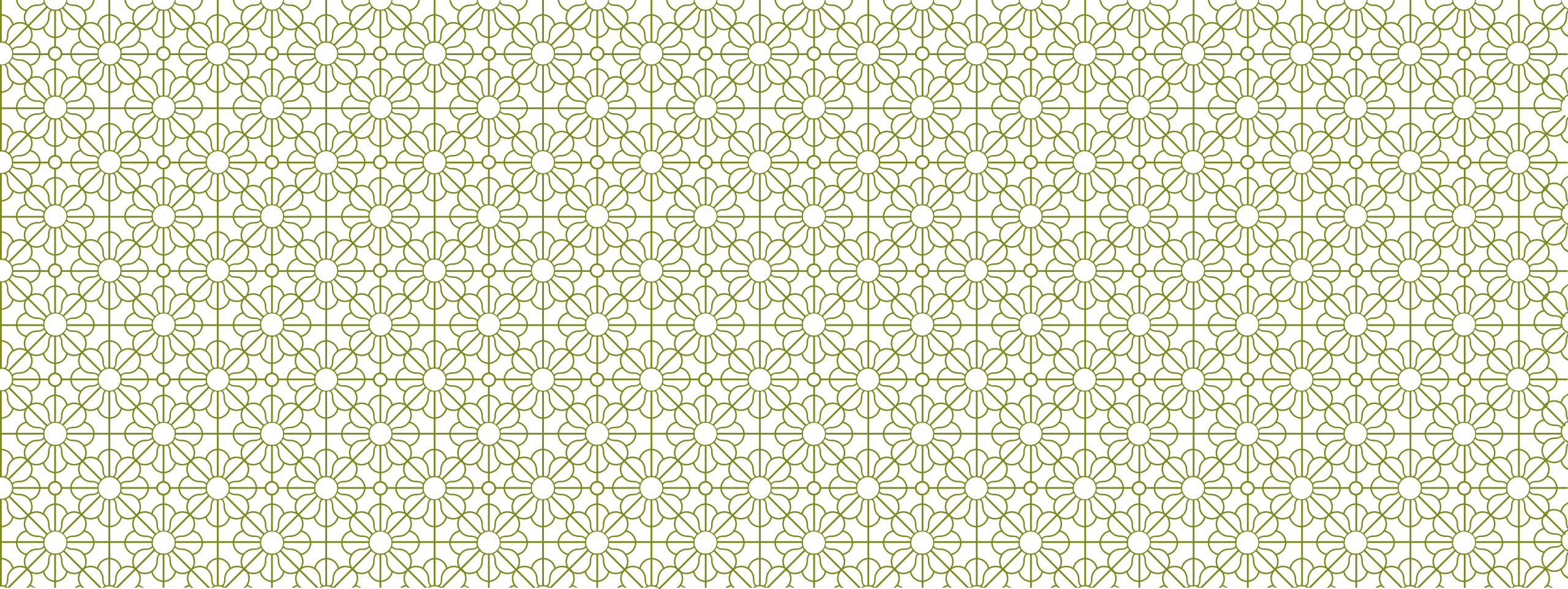
6	Verify Profile Details(File Lead)
7	Correct Profile Details(TP)
8	Reverification of Profile Details(Department User)
9	Verification Of Address Details(Department User)
10	Correct Address Details(TP)
11	Reverification of Address Details(Department User)
12	Verification of Bank Details(Department User)
13	Correct Bank Details(TP)
14	Reverification of Bank Details(Department User)
15	Verification of Documents(Department User)
16	Correct Document Details(TP)
17	Reverification of Document Details(Department User)
18	End

Important Instructions:

In case File Leads rejects or Send Back any entered information then it will come back to TP for correction.

Once Corrected the information will got to File Lead for Re-verification

Once all the verification processes are completed successfully the TP Registration process will complete.



THANK YOU!