

14. <u>Stipend Management:</u>

Special stipend is a particular amount of money that is paid to a trainee. This stipend is given according to some conditions. The trainee needs to meet the following criteria's-

- First of all, the course which is done by trainee must be under stipend flag and course duration must be 2 months or more.
- Secondly trainee must have to complete the batch training.
- Thirdly he/she must have a bank account number / mobile banking number and 80% class attendance.

If the above 3 conditions are true then the trainer have to fulfill any one of the following criteria to get stipend.

- If he/she is poor and
 - Has permanent address
 - Has income certificate
- Or in ethnic minority
- Or physically disabled
- Or female of the 54 selected districts

i. <u>Stipend Eligibility Check:</u>

User can search a trainee's eligibility status. To see the result, navigate to "Stipend Management >> Stipend Eligibility Check".

- "Stipend Eligibility Check" page will be loaded.
- User can search a trainee who is eligible for stipend or not by their "System Code" (registration number)/ "Reference Code" (reference number)/ "NID" number/ "BCN".
- After giving any one of them press the button "Search".
- System will generate "Stipend Eligibility Status" for that trainee according to the requirements of stipend. See figure: 1.





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SEIP Admin Baci admin@stip.com	🔄 Stipend Eligibility Check											
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Assessment 🚨	Eligibility Status											
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Job Placement 💼			Name : KAZI BODRUL HOSSAIN	Mobile01765151726 Email								
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Stipend Management 3	Ethnic Group		No									
Stipend Eligibility Check	Physically Disabled		No									
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Figure 1

ii. <u>Eligible Trainee(s)</u>:

TMS generates a list that contains information about trainees who are eligible for stipend within a time period. Navigate to "Stipend Management >> Stipend Eligibility Check".

- "Eligible Trainees for Stipend" page will be loaded.
- Select "Tranche".
- Put a date range in which you want to see the results.
- Press the "Search" button.
- A list of institution is generated according to user's selection. See figure: 2.
- If you want to see the trainee details click on the view button.
- If there is any eligible trainee under that institution, you will find their details. See figure: 3.
- User can export result in "XLS"/ "XLSX" format.





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Monitoring Report	8	6	Bashundhara Training & Testing Center (BTTC)										۲	
Stipend Management	(5)	7	BGIFT Institute of Science & Technology (BIST)				-						٩	
Stipend Eligibility Check		8	BRAC Dakkhota Unnoyon Proshikhon Kendro, Ashulia										•	
Disbursement Report		9	BRAC Institute of Skills Developments - Ashkona										•	

Figure 2





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Figure 3

iii. <u>Disbursement Report:</u>

To know about which trainees got their stipend user need to go to "Stipend Management >> Disbursement Report".

• "Stipend Management Report" page will be loaded.





- Select "Tranche".
- Put the date range.
- "Payment Quarter" (Divided into period of 3 months).
- Press "Show" button.

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Figure 4

