

Manual for Establishment Yearly Profile Update

Establishment version

NATS 2.0 PORTAL

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Version Control:

Version	Changes	Date
1.1	Initial version	22-05-2026
1.2	Restriction on editing of establishment profile fields and provision to highlight the edited fields at approval stages	13-07-2026

Purpose:

This manual provides step-by-step instructions for establishments to complete the Yearly Profile Update process in the NATS 2.0 Portal. The yearly update ensures that establishment information, manpower details, infrastructure, training requirements, and contact information remain accurate for the current Financial Year.

Step 1: How to update the manpower details.

Establishment will be allowed to update their profile in the month of April every Financial Year. Follow the manual to successfully update the profile.

Login as establishment:

Navigate to: Profile Management → Yearly Profile Update

The screenshot shows the NATS 2.0 Portal interface. The top navigation bar includes links for Dashboard, Advertisement Management, Apprenticeship Management, Issue/Grievance, Profile Management, DBT, and Test Aicte Anil Full Com!. The Profile Management dropdown menu is open, showing options: Change Request, Manage Student, Student Attendance View, Yearly Profile Update (highlighted with a red box), and Yearly Profile Update Status. Below the navigation bar, a welcome message "Welcome, test aicte anil full com !" is displayed. A "Convert to Non-Reimburse" button is visible. The user's enrollment ID (NDLCDC096396), email (dhasmana@gmail.com), and contact number are shown. A "View Profile" button is present. Below this, a "Select Financial Year" dropdown menu is set to "2023-2024".

The form to update workforce will be visible. Click on “edit” to update the manpower details.

The screenshot shows the "Update Workforce for FY (2025-2026)" form. It contains two tables. The first table, titled "Overall", has columns for Enrollment ID, State, District, Address, and Total Workforce. The second table, titled "Head Office", has columns for Enrollment ID, State, District, Address, Total Workforce, and Action. The "Action" column in the "Head Office" table has "Edit" and "View" buttons. The "Edit" button is highlighted with a red box.

Enrollment ID	State	District	Address	Total Workforce
NDLCDC096396	DELHI	CENTRAL DELHI		40

Enrollment ID	State	District	Address	Total Workforce	Action
NDLCDC096396	DELHI	CENTRAL DELHI	BURARI DELHI	40	Edit View

A new page will open with the previous year values pre-filled. Update the data with latest count of manpower. Click on the update details button to submit the form.

The screenshot shows the "Add Man Power Details" form. It has a "Skip" button at the top. The form contains four input fields for "Regular *", "Contractual *", "Casual *", and "Outsource *". Below these is a "Total *" field. A "Declare" section contains a text area for a declaration and a checkbox for "By clicking the box I agree to the above Terms and Conditions". The "Update Details" button is highlighted with a red box.

Add Man Power Details

Regular * Contractual * Casual * Outsource *

Total *

Declare

I xxx entering the data in my capacity as CEO mobile number (464646) hereby declare that the above statements are true and correct to the best of my knowledge. I also declare that i am an Indian citizen.

☒ * By clicking the box I agree to the above Terms and Conditions

[Update Details](#)

If a new location needs to be added, click on the “Add Location” button

Update Workforce for FY (2025-2026)

Overall

Enrollment ID	State	District	Address	Total Workforce
NDLDCD096396	DELHI	CENTRAL DELHI		40

Head Office

Enrollment ID	State	District	Address	Total Workforce	Action
NDLDCD096396	DELHI	CENTRAL DELHI	BURARI DELHI	40	Edit View

Sub Location

Enrollment ID	State	District	Address	Total Workforce	Action
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[Add Location](#)

Fill the details of the new location.

Add Factory / Unit / Office Location

Pin-Code *	Post Office *	District *	State *
PIN-CODE	SELECT POST OFFICE	DISTRICT	SELECT STATE
Address *			
ADDRESS			
Name of Contact Person *	Designation *	Mobile Number *	
NAME OF CONTACT PERSON	DESIGNATION	MOBILE NUMBER	
Email ID *			
email			
Add Man Power Details			
Regular *	Contractual *	Casual *	Outsource *
Total *			

☐ Whether You Want To Add Seprate Bank / Treasury Account Details For Each Location

[Add Details](#)

The establishments can also change whether they require the “Government Stipendiary support type” for the current financial year.

Update Workforce for FY (2026-2027)

Overall

Enrollment ID	State	District	Address	Total Workforce
NDLDCD111038	DELHI	CENTRAL DELHI		130

Head Office

Enrollment ID	State	District	Address	Total Workforce	Action
NDLDCD111038	DELHI	CENTRAL DELHI	DELHI	130	Edit View

Sub Location

Enrollment ID	State	District	Address	Total Workforce	Action
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[Add Location](#)

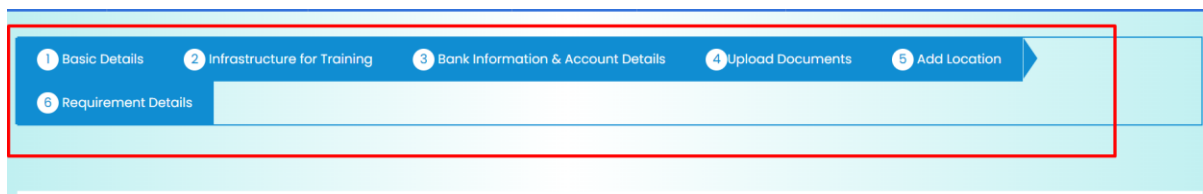
Govt. Stipendiary Support type:

[Save and Continue](#)

Preview the manpower details of under the Overall, head office and Sub location. To proceed further click on “Save and Continue”.

Step 2: How to update profile details.

Note: The establishment will be able to edit their profile details.



1. In the basic details, only the contact person details like name, designation, email ID, and mobile number can be edited.
2. In the infrastructure for training, all the details can be edited.
3. In the Bank information & Account Details, the disbursing bank account details can be edited.
4. In the upload Documents, no document can be updated.
5. In the Add location, the details filled earlier will be visible. If required, the details can be re-edited.
6. In the requirement Details, all the details can be edited.

In the requirement details, the requirement must be within 2.5% to 15% of the total updated manpower of establishment. Once the profile is submitted. The establishment profile will be sent to BOATs/ BOPT for approval.

The screenshot shows a table titled 'Yearly Upgrade status'. The table has six columns: Registration Date, Profile Upgrade Request Submit Date, Request Pending With, State/District, Yearly profile update status, and Remarks. A red box highlights the first row of data.

Registration Date	Profile Upgrade Request Submit Date	Request Pending With	State/District	Yearly profile update status	Remarks
02-Dec-2025	02-Dec-2025	Training Officer View Profile	DELHI / CENTRAL DELHI	Pending	

To check the approval status of the yearly profile update:

Navigation: Profile Management → Yearly Profile Update Status

The screenshot shows the 'Yearly Profile Update Status' table. The table has six columns: Registration Date, Profile Upgrade Request Submit Date, Request Pending With, State/District, Yearly profile update status, and Remarks. A red box highlights the first row of data. A dropdown menu is open from the 'Profile Management' tab, showing options: Change Request, Manage Student, Student Attendance View, Yearly Profile Update, and Yearly Profile Update Status (which is highlighted with a red box).

Registration Date	Profile Upgrade Request Submit Date	Request Pending With	State/District	Yearly profile update status	Remarks
02-Dec-2025	02-Oct-2024	View Profile	DELHI / CENTRAL DELHI	Approved	

Once the BOAT/ BOPT has approved the yearly update, the latest changes are reflected in the establishment's profile section. Until then the previous year data, slots will be applicable.