

BOARD OF PRACTICAL TRAINING (EASTERN REGION), KOLKATA

Uploading of RoP for generation of CoP of NATS 1.0 portal

1. Visit BOPT (ER) website www.bopte.gov.in, click on NATS portal on the header menu.
2. Click on “CoP for NATS 1.0”.
3. Provide log-in credentials of your establishment as follows-
 - a. Log-in Id is Establishment Id and password -
 - b. You will enter into the dashboard of your establishment which shows details of apprentices engaged in your establishment and registered in NATS 1.0 portal under ‘Apprentices’. This facility is for viewing only.
4. Go to “CoP”.
5. Fill the RoP of each candidate for all four quarters as per the process flow shown through navigation. It is to be noted that the apprentices with pre-matured termination, the CoA termination date is to be entered into as they are not entitled for CoP.
6. After completion of uploading RoP, please confirm through mail confirming completion of upload of RoP in respect of your establishment.
7. BOPT (ER) shall process all such requests of the establishments whose RoP shall be found fully uploaded and the Certificate will be generated and shall be available for establishment on their dashboard to download and share with apprentices.

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