

ATAL TINKERING LABS (ATL)

Frequently Asked Questions

ATL Application Queries

Q1: Who can apply for setting up an ATL?

Ans: Any Govt./Private school which operates from class 6th to 12th and with valid U-DISE code is eligible to apply for setting up an ATL.

Q2: When to apply?

Ans: Schools are requested to check the AIM website and social media handles for regular updates regarding application submission and closing. The website link is www.aim.gov.in

Q3: Where to submit the application for ATL establishment?

Ans. The application is to be submitted online by the schools on the ATL-Application Portal. Link for the same is available at AIM website at the time of application submission.

Q4. What is U-DISE code?

U-DISE code stands for UNIFIED DISTRICT INFORMATION SYSTEM for EDUCATION. You can get any school U-DISE code any time with one government website www.schoolreportcards.in

Steps to get your schools UDISE number :

Step 1 : Open website www.schoolreportcards.in in your browser.

Step 2 : Find the tab / menu **LOCATE SCHOOL** near HOME menu.

Step 3 : Click on it.You will see that there is a FORM with multiple fields.Simply you have to fill up these fields.

Note : Try to fill maximum fields that you know about school.ex . Academic Year,State,District,Block,Cluster,Village.

Step 4 : Finally hit Search button given below form.You will be need to hold your patience as search will take some time.It depends on your internet speed and data you provide to websites search engine.

After some time you will get search results in the form of school list. You can find your schools UDISE number.

Q5: While trying to sign up as a new user for ATL lab setup, a pop up displayed “email id and UDISE code already exists”, How to proceed?

Ans: Schools which have registered in previous phases currently can not re-register or create new application.

Q5: Are there any pre-requisite requirements to be fulfilled by the school for setting up of the ATL?

Ans: Any school with a minimum area of 1,500 sq. ft (in all-weather area) and 1,000 sq. ft. (in hilly/ Himalayan and island states, UTs) with basic facilities such as Computer Lab with internet, library and playground and regular attendance of the staff and students are eligible to apply. Detailed eligibility criteria can be viewed under the ATL application guidelines available at AIM website.

Q6: How much time will it take for disbursement of grant/ fund?

Ans: NITI Aayog shall provide financial support in the form of grant-in-aid of Rs. 20 lakh. Out of the total grant amount, Rs. 12 lakhs shall be disbursed to the schools in the first year itself. The remaining Rs. 8 lakhs shall be disbursed to the School in equal instalments over a period of next four years.

Q7: If a school is applying under ATL since last year(s), but still the school is not selected for ATL?

Ans: School must be falling short in something important information. Please go through the guidelines. (https://aim.gov.in/pdf/ATL-Application_Guidelines-2018.pdf)

Q8: No communication has been received after applying for ATL?

Ans: Only schools which are selected will be communicated with further plan of action.

Q9: How to correct the school name, if it is displayed wrong in ATL list?

Ans: List will only contain the name as mentioned during registration, the name cannot be changed later.

ATL 2nd Tranche related

1. **Is uploading Utilization Certificate mandatory?**

Yes, schools must generate and submit their Utilization certificate to the funding agency on or before the end of every financial year.

2. **What are the documents to be submitted by schools for Tranche 2?**

- Income Tax Declaration
http://aimapp2.aim.gov.in/atl_tranche_document2019/download/Declaration.pdf
- Utilization Certificate
http://aimapp2.aim.gov.in/atl_tranche_document2019/download/Form%20GFR%202012-A%20Utilisation%20Certificate.pdf
- Audited Statement of Accounts
http://aimapp2.aim.gov.in/atl_tranche_document2019/download/Audited%20Statement%20of%20Account.pdf
- EAT Report (to be downloaded from PFMS)
- GeM credentials

3. **Should UC for capital expense (Rs. 10,00,000) and operational expense (Rs. 2,00,000) be created separately?**

Yes, it is mandatory to generate separate UCs for capital expenses and operational expenses in the format mentioned above

4. **Should UC be created using GFR 12A**

Yes. The link to GFR 12A form format is given below:
http://aimapp2.aim.gov.in/atl_tranche_document2019/download/Form%20GFR%202012-A%20Utilisation%20Certificate.pdf

5. **Should the closing balance on PFMS and bank account match?**

Yes, the financial statement on both PFMS and bank account must match and the closing balance on both the platforms must be equal. In case of any discrepancy, schools must remedy this and update correct details.

6. **Should the balance on PFMS and Utilization Certificate match?**

Yes, it is mandatory that the balance specified in the Utilization Certificate must match with PFMS.

7. **Where should the honorarium of ATL In-Charge reflect?**

The honorarium of ATL In-Charge must reflect in the Operational Expenses.

8. **How much of the grant amount is to be used for eligibility of 2nd tranche?**

To apply for the 2nd tranche, schools must spend at least 80 percent of the Capital Expenses and at least 80 percent of the Operational Expenses.

9. **How to fill and generate EAT report?**

Please refer to the PFMS link: aim.gov.in/pdf/PFMS_User_Manual-Role_of_Administrator.pdf for details

10. **Unable to login on dashboard**

Schools must note that it is mandatory to upload the ATL activities on the MyATL dashboard. For first time users, the MyATL dashboard username and password is the respective schools ATL UID.

11. **To whom must the interest remittance be made to?**

As per the General Finance Rules, it is mandatory for all schools to return the interest generated on the ATL (if any) to the Government of India. This may be done in either of the following ways:

- a. A Demand Draft (DD) in favour of the Pay and Accounts Officer (PAO), NITI Aayog, New Delhi, Sansad Marg –110001

OR

- b. Generate a certificate after online transfer of the credited interest to Bharat Kosh
Kindly use link: <https://bharatkosh.gov.in/>

12. **Is my school eligible for 2nd tranche of ATL grant-in-aid?**

The 2nd tranche of Grant will be released on utilization of at least 80 percent of the Capital Expenses and at least 80 percent of the Operational Expenses. Only those schools, submitting complete information on MyATL Dashboard, shall be eligible for 2ndTranche.(It is mandatory for all the schools to fill the details on the dashboard and ensure the suitability for next tranche of grant disbursement)

13. **How to generate audited statement of accounts?**

A generic template for the Audited statement of accounts has been shared with the schools. Link : http://aimapp2.aim.gov.in/atl_tranche_document2019/download/Audited%20Statement%20of%20Account.pdf

14. Guidelines for Tranche 2

The guidelines for Tranche 2 can be found at :

http://aimapp2.aim.gov.in/atl_tranche_document2019/download/ATL%20Tranche%202%20-%20Guidelines.pdf

ATL Compliance-Document Queries

Q1: What are the documents that have to be uploaded and sent to AIM?

Ans: The list of the documents along with complete instructions will be mailed to the selected schools on their registered email-id. The list of documents will be uploaded on the website as well: http://aimapp2.aim.gov.in/atl_document_2019/documents.php

Q2: Unable to login at ATL Compliance portal, how to proceed?

Ans: Go through the email received with login credentials, kindly check your internet speed, and also make a note that you should avoid spaces between characters.

Q3: Is it mandatory that the Agency name and School's name on the bank account should match?

Ans: Yes, it is mandatory that the agency name and the school's name on the bank account must match.

Q4: Can documents be uploaded on ATL Compliance portal without PFMS code?

Ans: Yes, school can upload documents on ATL document portal without PFMS code.

Q5: How to open a bank account to avoid rejection on ATL Compliance portal?

Ans: Schools are requested to follow the following steps:

1. It should be a new account opened exclusively for ATL.
2. Bank account should be in the name of the school without prefixing principal, head master etc with the name.
3. Name should be followed by the name of city/town/village etc so as to clearly identify the school.
4. The word ATL should be suffixed with the name after city/town/village etc.

Q6: Does the school need to have a separate account for ATL?

Ans: Yes, the school needs to have a separate bank account for the ATL. The Bank Account should be in the school's name in a nationalized bank or any bank having CBS (Core Banking Solution) facility. The school can maintain its existing account only if the account is in the school's name. If the school doesn't have a bank account in its name then it needs to open a bank account in the name of : <Your School name> with State Bank of India or with a nationalized bank or with a bank having CBS (Core Banking Solution) facility.

Q7: Can the schools change their Bank Account Details?

Ans: No, the school cannot change their bank account details once the grant has been sanctioned. However, in case of an emergency the school can send a query at the Query Portal or call us at **011-23042577** explaining the situation.

Q8: Is there a concession in area for hilly regions and islands? Should schools submit a letter stating the same?

Ans: Schools in hilly region/islands can avail a space concession with the minimum requirement brought down to 1000 sq. ft. for these schools. The schools need to clarify this by stating that they are located in a hilly region/island and need a space concession on the Letter of Principal.

Q9: As per the requirement, if school has 1500 sq. ft area for ATL Lab but in the form of three different rooms in sequence. So will it be considerable for establishing Lab?

Ans: The rooms should be connected.

Q10: All necessary compliance process was done however still not received the grant. How to proceed?

Ans: After successfully completing the compliance process, school is requested to wait, the next course of action will be communicated through email.

GeM (Government e-Marketplace) and Procurement related Queries

Q1: How to register on GeM?

Ans: Government e-Marketplace (GeM) is introduced for the procurement of equipment in the Atal Tinkering Labs. GeM shall facilitate to create an open and transparent market which will benefit the ATL and for optimum utilization of grant money.

Login:

To access the portal and procure from GeM, schools would need to have a Gov\Nic\Gembuyer.in ID. For schools which do not have a Gov\Nic, the initial batches of schools (schools which received grant between 2016-2018) had to register on a google form but post that, AIM creates and shares the email ID to the schools by mail even before they receive the grant to enable them to procure from GeM.

Please raise a query using the ATL query resolution system (<http://expd.pro/cgrms-atl/register/>) if you do not have the Email ID.

Activation:

Once this Email ID is created, the school would receive a text message on their Principal's Aadhar linked registered mobile- number **(Note - For schools who had registered using the Google form which was floated initially, would have received a text message on the Aadhar linked number they'd specified in the form).** Using these credentials, the schools can access their Email ID on mail.gov.in and activate their GeM account.

Q2: Whether GeM portal is only for Government schools or Private school or for both Government and Private Schools?

Ans: GeM portal is for both Government and Private schools.

Q3: How can I login as secondary user in GeM?

Ans: GeM ID will be shared to schools along with the registration manual, which can be followed to register the school as secondary user. The document can also be accessed under GeM section in the resources available online on aim.gov.in.

Q4: Is it mandatory to buy all equipment via GeM only?

OR

If the school wants to purchase a few items, not the complete package, through GeM

Ans: Yes, it is mandatory for all the registered schools to buy all the required equipment for ATL from GeM only however, schools can buy equipment as per their need, it is not mandatory to buy a complete package.

Q5: The required equipment is not available in GeM list. How to proceed?

Ans: Schools can register their query on the ATL Helpline – Query Portal(<http://expd.pro/cgrms-atl/register/>), the link for the same is available at the website. The AIM team will get back with a solution/ reply.

Q6: Forgot the password to access GeM portal, how to reset it?

Ans: Schools are requested to follow the following steps:

1. Kindly visit <https://gem.gov.in/> and click on Login
2. Click on "Forgot your Password" link
3. Enter your User Id, kindly note that User Id is case sensitive
4. Type the Characters displayed in the captcha box, press SUBMIT
5. An e-mail will be sent to your registered e-mail ID with link to reset password
6. Click on reset link in your e-mail, and enter new password and confirm the same, press SUBMIT.

Q7: School has not received OTP during registration of GeM ID?

Ans: One-time password (OTP) is sent to school's Aadhaar linked mobile number. If any of the school hasn't received the OTP, please ensure that their registered mobile number is linked with Aadhaar.

Q8: How can a user verify his/her email id during registration?

Ans: Upon entering the gov.in/nic.in/gembuyer.in email ID during registration, user will receive an email with one-time password. He/she then needs to enter this OTP in the registration form for successful verification of email ID.

Q9: How does a secondary user activate himself?

Ans: For secondary user activation, click on the "Activation link" sent to their gov.in/nic.in/gembuyer.in email id, enter "Aadhaar Number" & "Aadhaar linked-Mobile Number", verify through OTP and create your account's password.

Q10: Is there any specific criteria for creating password on GeM?

Ans: Registered schools are requested to create the password which must be a minimum of 08 characters having upper case, lower case, numbers and special characters.

Password example: School@123

Q11: What if the school principal/teacher with whose details the GeM was created changes on account of resignation/retirement/ transfer etc.?

Ans: Each time there is a change in Principal/ ATL In-charge, with whose details the GeM ID is created, the former Principal/ ATL In charge or any other school staff member is supposed to update the details of the new personnel – for both the Gov Email ID and the GeM User ID (please refer the registration manual for the procedure). If proper handover has not been done, the school is expected to coordinate with the former personnel even after they've left and get the details updated as part of GeM Compliance. Schools should ensure that the GeM profile details are up to date at all times.

Q12: Can the school update the mobile number/ profile details related to my gov/nic/buyer.in email ID?

Ans. Yes, please follow the instructions specified in the GeM registration manual available on the aim.gov.in website under GeM section.

Q13: The school registered for GeM initially through the google form and made a typo while entering the mobile number because of which we are not getting the OTP.

Ans. Please raise a query using the ATL query resolution system (<http://expd.pro/cgrms-atl/register/>) with the details. Please note that these requests will be taken up only in case of typos. In case of staff change, it's the school's responsibility to keep all the details updated at all times.

For any GeM portal related queries, contact us at: 1800-419-3436 or 1800-102-3436

PFMS related Queries

Q1: How to register in PFMS?

Ans: Shortlisted schools must update their bank details on the compliance portal. After successful receipt and review of the compliance documents, AIM shall generate a PFMS code for the school. The school must follow the necessary instructions from AIM to activate their PFMS. Further, schools should not share their PFMS details with any 3rd party.

Q2: I have received an email regarding PFMS, but when I click on link to fill the form it shows 404 not found. How to proceed?

Ans: Schools can register their query on the ATL Helpline – Query Portal, the link for the same is available at the website. The AIM team will get back with a solution/ reply.

OR

The schools can call on 011-23042577

Q3: How to retrieve PFMS account if the principal has left and all details were sent on his/ her email id and number?

Ans: Use of personal email id should be avoided, email id should be the official mail id of the principal. However, password can be retrieved through “Forgot Password” option.

Q4: How can we add a new account number in the PFMS Account of the school?

Ans: Login in PFMS as admin and go to My schemes>Add New Scheme for adding a new bank account.

After that, send a mail to harish.chowdhry@nic.in (please make a note that you send mail only to one of email id) for approval of account, along with the copy of passbook of new account.

Q5: The bank status of our new bank account is OK, however the overall status is shown as Pending PD approval, How to proceed?

Ans: Once registered, schools are requested to wait for system generated confirmation mail. Once it is approved at PD level, it will show the status as pending PrAO approval. When approved from PrAO also, new account is ready for use.

Q6: How to transfer balance from old bank account to new bank account in PFMS?

Ans: Transfer physical money from old bank account to new bank account, than login into PFMS as data operator, and use insert account transfer facility for transferring the balance from old account to new account in PFMS.

Q7: School has been allotted PFMS code, however, unable to fill up the PFMS details online in spite of various attempts. How to proceed?

Ans: If issue arises while trying to fill details on ATL Compliance portal, send an email at shashanks.gore@nic.in, and if the issue is while trying to fill details on PFMS portal, send an email to harish.chowdhry@nic.in (please make a note that you send mail only to one of email id).

OR

Schools can register their query on the ATL Helpline – Query Portal, the link for the same is available at the website. The AIM team will get back with a solution/ reply.

Q8: Opening balance displayed online is higher as compared to balance in the passbook. How to proceed?

Ans: Schools are requested to enter correct and complete expenditure details on PFMS.

Q9: Unable to create users for data operator and data approver?

Ans: New users can be created between 14:00 hrs and 17:00 hrs on working days only. This facility is not available on central government holidays.

Q10: Which schools need to use DARPAN ID while registering?

Ans: The schools run by NGO should get the DARPAN ID of their parent NGO. If their parent NGO has not registered with DARPAN then they are required to register their NGO with DARPAN Portal and once DARPAN ID is generated, the same and NGO's PAN Number is to be submitted by School while registering with PFMS on their School Name.

Q11: Is Grant-in-Aid from government subject to deduction of income tax?

Ans: Go through the below points:

1. Government schools are not liable to pay income tax.
2. All private schools, including schools run by societies, trusts etc are required to include the amount of grants-in-aid in their income tax return (ITR) for relevant financial year. Such schools are required to upload self-declaration indicating whether the school is exempt from payment of income tax or not. If the school is exempt from same, relevant section of income tax act should be indicated. A copy of the exemption certificate issued by the concerned commissioner of income tax should be uploaded on document portal.
3. If the school is not exempt from income tax, a scanned copy of PAN card should be uploaded on document portal. If the Pan card is in the name of a society or trust etc under which the school is functioning, a self-declaration in this regard should also be uploaded.

Q12: What should be the type of account for ATL grant?

Ans: There should be a new **savings** bank account to be opened exclusively for ATL grant in the name of "School - ATL". The account should be operated by the Principal but the designation need not be prefixed with the name of the school.

Q13: How to prepare the Utilization Certificate?

Ans: Utilisation Certificate in form GFR 12-A may be prepared manually, signed by the Principal and countersigned by the Auditor may be sent to the Mission Director, Atal Innovation Mission along with other documents. Please ensure that the expenditure, receipts and the available balance shown in UC matches with the PFMS EAT Report 02.

MyATL Dashboard related Queries

Q1: Why should I fill the MyATL dashboard?

Ans: MyATL has been developed for filling up the details by the schools and submitting their monthly reports. It is mandatory for all the schools to fill the details on the dashboard, as this gives AIM an opportunity to recognize their active participation and achievements, and determine the suitability for next tranche of grant disbursement. The subsequent tranche(s) of grant will be released on utilization of the first tranche and successful implementation of the ATL in the school.

Q2: What is my username and password for MyATL dashboard?

Ans: The ATL Unique ID has been set as the username and password as default, unless the user changes the password from their end.

Q3: Unable to access the MyATL dashboard?

Ans: For any issue on the dashboard, schools can register their query on the ATL Helpline – Query Portal, the link for the same is available at the website (as well as dashboard). The AIM team will get back with a solution/ reply within 48 hours.

Q4: School has lost the MyATL dashboard password. How to proceed?

Ans: Schools can register their query on the ATL Helpline – Query Portal, the link for the same is available at the website. The AIM team will get back with a solution/ reply within 48 hours.

Q5: Do we have to fill all the details on the dashboard at a go?

Ans: Please note you can save the details at any point of time. However, you need to fill the complete information in one section to proceed to the next one.

Q6: How to change the contact details of the school - email id or phone no?

Ans: The provision to change the contact details of the school is available in the MyATL dashboard. School can login into the dashboard and change the details.

Q7: How to change the password/ login credentials of the MyATL Dashboard?

Ans: The provision to change the password of the school is available in the MyATL dashboard. School can login into the dashboard and change the credentials.

Q8: Which schools are eligible for filling the MyATL dashboard?

Ans: School must submit the ATL monthly report, from the month subsequent to the month in which the first tranche of ATL grant was received. The user can select the “year” and the “month” for submitting the monthly report from the available drop-down.

Q9: How to fill the details on the MyATL dashboard?

Ans: To better understand the process, schools are advised to watch the MyATL dashboard walkthrough video or go through the dashboard user manual.

Q10: What details to fill under the “Student Participation” section of the Monthly Report?

Ans: Start with specifying the number of students from various categories using the ATL in the current month. The categories include school students, other school students and community students.

Q11: What details to fill under the “Event Organization” section of the Monthly Report?

Ans: This section consists of questions related to the monthly activities/ events conducted in the ATL in that particular month such as the workshops conducted, mentoring sessions conducted, the various exhibitions, innovations, camps, conducted and the teacher training sessions conducted.

Q12: What details to fill under the “Innovation Projects” section of the Monthly Report?

Ans: This section includes questions related to the various innovation projects initiated/ running/ completed in the current month. Also mention the number of patents and copyrights filed in the current month. Kindly ensure all the values/ numbers being entered in each field are for that particular month.

Q13: When is the school expected to upload the monthly report(s) on the MyATL dashboard?

Ans: Schools are required to submit their monthly report by the 15th of every month, from the subsequent month the first tranche of the grant-in-aid is received.

Q14: When can the school view its performance status on the MyATL dashboard?

Ans: Schools can view their Performance under the “Dashboard” tab. The performance assessment shall be updated by the 20th of the same month, the school uploads the monthly report for.

Q15: What will be the outcome of the performance on the MyATL dashboard?

Ans: Every month, AIM announces the “ATLs of the Month” for each state, which is the list of top performing schools in a state based on the consistency of the data filled on the dashboard. Schools are gratified on the basis of the school’s regularly filling the correct information on the dashboard.

ATL Establishment and Implementation related Queries

Q1 - Are the following modifications allowed in the Atal Tinkering Lab - Installation of Air Conditioning; Soundproofing; Other cosmetic changes? Can funds from the grant be utilized from the same?

Ans: The schools are not allowed to use funds from the ATL grant for installation of air conditioning, soundproofing, and other cosmetic changes. However, the schools can make the above modifications using their own resources.

Q2: Can the schools use the ATL grant to construct the entire lab?

Ans: No, the schools cannot use the ATL grant to construct the lab and the school is expected to provide an existing space for the ATL

Q3: Can ATL fund be used for Industrial visit, which is useful for the school students?

Ans: No, ATL grant cannot be used for industrial visit. Kindly read guidelines.

Q4: Is It necessary to have WI-FI/Broadband connection for the ATL Lab?

Ans: Yes, ATL must have working internet connection.

Q5: Will the vendors help in setting up the lab?

Ans: No, it is the responsibility of the school to set up the lab. The grant money cannot be used to pay vendors for setting up the lab. Vendors shall only be providing the equipment for the same.

Q6: How to schedule curriculum for ATL activities for various classes?

Ans: The school can utilize zero periods/class teacher's period for dedicated sessions. They can use block periods for continuous lab sessions as this would help provide the students ample time to work at a stretch. Make a time table for after school hours for school students and similarly, students from other schools to use the ATL.

Q7: Is the ATL accessible to students and participants outside the school?

Ans: If any students from the nearby schools or the community are interested in accessing the ATL or working with the students of the concerned school then the ATL School must permit them to do so. The schools are not allowed to charge anyone for accessing the ATLS.

Q8: Is it possible for an NGO to tie up with a school for ATL?

Ans: Yes, it is possible for any external organization including NGOs to partner with a school hosting an ATL. However, no financial transactions of any kind are allowed from the ATL grant.

Q9. What is my ATL code?

The ATL code of your school is mentioned in the list of selected schools. You can find the selected schools list at the link below:

<http://aim.gov.in/hubs-of-innovation.php>

Q10. What is the link to the query portal?

<http://expd.pro/cgrms-atl/register/>

For any further assistance, please write to us on the ATL Query Portal