

1)Login to the Employee Portal, Use Google Chrome as Browser

2)In HRMS-> Final & Gratuity Bill (Arrow shows FinalBill)

| - → C ① ■ be                  | stundertaking.co/Forn        | ns/MainDashboardFaq         | e.aspx              |                            |                               |                                       |                                          | Ŷ                     | <b>• * •</b>      | Paused    |
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| Apps 🚺 nwee.pdf 🔍             | New Tab Search 🔇 \Lambda     | Account Access - L 🔀        | 10 Steps to Locking | 3 192.168.141.3            | 1 T Example of s              | ending (J) Sen                        | d attachments. (J)                       | Send e-mail with at   | 33                | 🗊 Readi   |
| Mail Login                    |                              |                             |                     |                            | 21404<br>Under                | R - ANUTA KRISHN<br>Package : Super A | AKANT SURVE L Pays<br>dmin               | sheet No : 006/16 j   | l lome 🔹          | ) Logout  |
| nployee Portal 🛛 🔞            |                              |                             | 2024024024024       | 50350360360                | *4224224                      | 12161216121612                        | 001002002002                             |                       | 2162362362        |           |
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| Grading                       | 050 057 102                  | <u>~</u>                    | Add From            | AUG Cat                    | DUIK Fd                       | DUIK DE                               | DUIX Fd.                                 | JANARDAN V PAND       | EY ] for          |           |
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| Mamento                       |                              |                             | elegate 😶 gaber     | 990 <b>(6)</b> (996        |                               | 100% <b>(</b> 00%)                    | 9409 :- 6040                             | 7. Final Bill of Empl | over 193821 [ 3]  | HARAT     |
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| Personnel Certificate         |                              | CARCE IN CARCER             | Nodal C             | Payroll                    |                               | Show My                               | AucitDe                                  | pending               |                   |           |
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| Scholarship                   | Statistic Ster statist       |                             |                     |                            |                               |                                       |                                          | VUAYKUMAR TIRT        | -RAJ SINGH J TOI  | 522.5     |
| SPL Doctors Leave             | Annual                       | Core Ac                     |                     |                            | \$0,205,0205,0265,02          |                                       | 25.55.25.35                              | 9 Final Bill of Empl  | nves 194499 [ <   | ISHOR     |
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| onion membership              |                              |                             | (CC) • (C)(C)       | e <b>14</b> 0              |                               |                                       | es Utres                                 | pending               |                   |           |
| yroll                         |                              |                             | Add Par.            | Personnel                  | Deputato                      | Cratuity                              | Change                                   | 10. Final Bill of Emp | lcyee 92478 [ 3   | AIIM      |
| counting                      |                              |                             |                     |                            | *****                         | 02002202602                           | 00000000000                              | EBANE KARIM KHA       | N ] for HOUSING   | ; action  |
| ovident Fund                  |                              |                             |                     |                            |                               |                                       |                                          | is pending            | A                 | WILLAC I  |
| terial Management             |                              | Stands - Stands             |                     |                            |                               |                                       |                                          | PADALE TOTER (        |                   | OT IS     |
| scellaneous                   | State Contract State         |                             | 32022 🔺 0220        | 20 💼 323                   |                               |                                       | 동생 <mark>은 전</mark> 통(일                  | pending               |                   | 352       |
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| /imme her tranhet skinger 100 | 190/FinalRill/Fembrasia iso? | D                           | 02071V.1.75 MO      | And a standard CIL 24., 22 | 512 - VEO                     | CONCEPTION CONCEPTION                 | dige digis                               | SHIVLING BHAGWA       | TINGALE ] for     |           |

## 3) In Transaction->Inbox pending bills

See The **Bill position** and **Pending at**, You can view only your department bills. Click anywhere on that line. (Arrow indicating, Bill which should be attended. Also at the bottom where arrow is shown there is search button to search for checkno).

Similarly supplementary bills are also shown in same list, just indicated by showing 'Y' in 'issupl' column in the list. 'issupl' column indicates - is the bill supplementary or final bill.

|          |                              |       | Final                    | & Gratuity Bill |           | Check No.  | 214048 706 | PaySheet 6/16 |            | lome Logou |
|----------|------------------------------|-------|--------------------------|-----------------|-----------|------------|------------|---------------|------------|------------|
| box(Pend | ing Bill)                    |       |                          |                 |           |            |            |               |            | Exit       |
| CheckNo  | Name                         | Ps No | Designation              | Depot           | Basic Pay | Sep Date   | Sep Reason | Bill Position | Pending At | issupl     |
| 321325   | MANGESH VISHWANATH SAWANT    | 5503  | SR. ELECTRICIAN (P)      | MUMBAI CENTRAL  | 45690     | 2021-11-24 |            | SMA           | Verifier   |            |
| 93162    | SHIVPRAKASH BHANPRATAP SINGH | 3717  | SR. DRIVER (P)           | GOREGAON        | 40005     | 2021-12-01 | Retired    | TRAFFIC_HO    | Verifier   |            |
| 91544    | SHYAMLAL PITAI PAL           | 3705  | SR. DRIVER (P)           | SANTACRUZ       | 40005     | 2021-11-01 | Retired    | ACCOUNT_CA    | Verifier   |            |
| 324427   | MOHAMMED H U SHAIKH          | 5533  | SR CLEANER (P)           | MAJAS           | 33165     | 2021-12-01 | Retired    | SMA           | Verifier   |            |
| 190467   | MANSING V PHADATARE          | 8606  | INSPECTOR                | KURLA           | 38575     | 2021-10-01 | Retired    | ACCOUNT_CA    | Verifier   |            |
| 187150   | RAIS MOHAMMED MASKE          | 3627  | STARTER                  | OSHIWARA        | 41755     | 2021-11-01 | Retired    | SMA           | Verifier   |            |
| 199087   | YASHWANT MAHADEO GARDI       | 3508  | SENIOR BUS CONDUCTOR (P) | POISAR          | 34255     | 2021-11-01 | Retired    | ACCOUNT_CA    | Verifier   |            |
| 187213   | SHYAMBIHARI KALIPRASAD PATEL | 3619  | STARTER                  | BANDRA          | 41755     | 2021-12-01 | Retired    | ACCOUNT_CA    | Verifier   |            |
| 191345   | GANGARAM ATMARAM MASURKAR    | 3525  | SENIOR BUS CONDUCTOR (P) | DINDOSHI        | 38575     | 2021-12-01 | Retired    | ACCOUNT_CA    | Verifier   |            |
| 190620   | SIDDHARTH CHANDAR AMBAVADE   | 3626  | STARTER                  | ANIK            | 38575     | 2021-09-01 | Retired    | FB_CASH>AUDIT | User       | Y 🚽        |
| 193952   | SURESH KRISHNA NARVEKAR      | 3535  | SENIOR BUS CONDUCTOR (P) | PRATIKSHA NAGAR | 38575     | 2021-12-01 | Retired    | ACCOUNT_CA    | Verifier   |            |
| 194281   | ANIL BALIRAM DAREKAR         | 3508  | SENIOR BUS CONDUCTOR (P) | POISAR          | 38575     | 2021-12-01 | Retired    | TK-ITAX       | Verifier   |            |
| 194979   | MATHEW CLEMENT CRASTO        | 3534  | SENIOR BUS CONDUCTOR (P) | GORAI           | 37820     | 2021-12-01 | Retired    | ACCOUNT_CA    | Verifier   |            |
| 192748   | PRITHVIRAJ BABAN JAGTAP      | 3532  | SENIOR BUS CONDUCTOR (P) | KALA KILLA      | 38575     | 2021-12-01 | Retired    | ACCOUNT_CA    | Verifier   |            |
| 195214   | AJIT MARUTI NALAWADE         | 3526  | SENIOR BUS CONDUCTOR (P) | ANIK            | 37820     | 2021-12-01 | Retired    | ACCOUNT_CA    | Verifier   |            |
| 192645   | ABDULSO MOHMMAD MUJAWAR      | 3528  | SENIOR BUS CONDUCTOR (P) | MALVANI         | 38575     | 2021-12-01 | Retired    | ACCOUNT_CA    | Verifier   |            |
| 197034   | ANTL P NALAWADE              | 3505  | SENTOR BUS CONDUCTOR (P) | SANTACRUZ       | 37080     | 2021-12-01 | Retired    | ACCOUNT CA    | Verifier   |            |

## 4) Click on the line, where Arrow is shown. Bill with adjustments will be opened

| box(Pen     | ding Bill)                               |                 |                        |               |              |               |                |                  | Add                | Mod         | Delete       | 1      | Save   | Bac |
|-------------|------------------------------------------|-----------------|------------------------|---------------|--------------|---------------|----------------|------------------|--------------------|-------------|--------------|--------|--------|-----|
| P           | aysheet No                               | 5510            |                        |               |              | Depar         | tment Code     |                  | 210                |             | <u> </u>     |        |        |     |
| C           | heck No*                                 | 407934          |                        |               |              | Name          |                |                  | S J SORAT          | E           |              |        |        |     |
|             | OSCS_NO Supply                           | OSC! Supply BIL | Final BillNo           | Final Bill Da | Final BillAm | Gratuity Am G | iratuityBillNo | GratuityBillDate | Gratuity yy        | Gratuity dd | NoGratuity : | View   | deptcd |     |
|             | T-32/2020-21                             |                 | 135                    | 2021-01-05    | 205809.34    | 1966654.00    | 136            | 2021-01-05       | 37                 | 30          | 1            | Select | 210 *  |     |
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| L           | 4                                        |                 |                        |               |              |               |                |                  | _                  | -           |              |        | •      | 4   |
| C           | OSCs No                                  |                 |                        |               |              | Uplo          | ad/View Rel    | ated Documents   | Docume             | ents        |              |        |        |     |
| в           | Sill No                                  |                 |                        |               |              |               |                |                  |                    |             |              |        |        |     |
| D           | Designation                              | UPHOLSTERER     |                        |               |              | Dep           | artment        |                  | ENGINEER           | ING SECTION | MAROL        |        |        |     |
| J.          | oining Date                              | 03/02/1983      |                        |               |              | Leng          | th Of Servic   | e                | YY37 I             | MM8 DD      | 29           |        |        |     |
| s           | eparation Date                           | 01/11/2020      |                        |               |              | Reas          | on Of Seper    | ation            | Retired            |             |              |        |        |     |
| G           | Bratuity Amount                          |                 |                        |               |              | G             | ratuity years  |                  |                    |             |              |        |        |     |
|             | iratuity Bill No                         |                 |                        |               |              | G             | ratuity days   |                  |                    |             |              |        |        |     |
| G           |                                          |                 |                        |               |              | N             | ot eligible ye | pars             |                    |             |              |        |        |     |
| G           | Bratuity Bill Date                       |                 |                        |               |              |               |                |                  |                    |             |              |        |        |     |
| G<br>G<br>P | Fratuity Bill Date                       |                 |                        |               |              |               |                |                  |                    |             |              |        |        |     |
| G<br>G<br>P | iratuity Bill Date<br>PF Membership Date | Re              | coveries               |               |              |               |                |                  | Pay                | ments       |              |        |        |     |
| G<br>P      | Fratuity Bill Date                       | Re              | ecoveries              |               |              |               | 1.1C1 D        |                  | Pay                | ments       |              |        |        |     |
| G<br>P      | F Membership Date                        | Re              | ecoveries<br>scription | An            | iount        | Div           | ActCd Pay      | /Cd              | Pay<br>Description | ments       | Amount       |        |        |     |

## 5) Press Modification button as shown

| ops 🕻 | nwec.p                                           | pdf Q N                                                                                                                                                                                      | ew Tab S                                    | earch 🔇                                            | Account Access - L.                                                  | 🔀 10 Ste                                        | ps to Locking                                              | 192.1      | 68.141.34                        | T Exam                                                           | nple of sen                                 | nding                                           | ( <b>J</b> ) Send attach                                                          | ments (J)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Send e-mail with                                                | n at     | »      | 📰 Rea |
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| box(P | ending                                           | Bill)                                                                                                                                                                                        |                                             |                                                    |                                                                      |                                                 |                                                            |            |                                  |                                                                  |                                             |                                                 | Add                                                                               | Mod                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Delete                                                          |          | Save   | Bac   |
|       | Payshe                                           | eet No                                                                                                                                                                                       |                                             | 5510                                               |                                                                      |                                                 |                                                            |            | Departm                          | ent Code                                                         |                                             |                                                 | 210                                                                               | 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                 |          |        |       |
|       | Check                                            | No*                                                                                                                                                                                          |                                             | 407934                                             |                                                                      |                                                 |                                                            |            | Name                             |                                                                  |                                             |                                                 | S J SORAT                                                                         | E                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                 |          |        |       |
|       | 0                                                | SCS_NO                                                                                                                                                                                       | Supply (                                    | OSC! Suppl                                         | y BIL Final BillNo                                                   | Final Bill Da                                   | a' Final BillAn                                            | n Gratuity | Am Grat                          | tuityBillNo                                                      | Gratuity                                    | BillDate                                        | Gratuity yy                                                                       | Gratuity dd                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | NoGratuity :                                                    | View     | deptcd |       |
|       | T-3                                              | 32/2020-21                                                                                                                                                                                   |                                             |                                                    | 135                                                                  | 2021-01-05                                      | 5 205809.3                                                 | 4 196665   | 4.00                             | 136                                                              | 2021-0                                      | 01-05                                           | 37                                                                                | 30                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1                                                               | Select-  | 210    |       |
|       | Joinin<br>Separa<br>Gratui                       | ig Date<br>ation Date<br>ity Amount                                                                                                                                                          |                                             | 03/02/198<br>01/11/202<br>1966654.0<br>136         | )<br>)                                                               |                                                 |                                                            |            | Length<br>Reason<br>Grat<br>Grat | Of Service<br>Of Seperativity years<br>wity days                 | e<br>ation                                  | 37<br>30                                        | YY37 N<br>Retired                                                                 | AM8 DD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 29                                                              |          |        |       |
|       | Gratui<br>Gratui                                 | ity Bill No<br>ity Bill Date                                                                                                                                                                 |                                             | 05/01/202                                          | 1                                                                    |                                                 |                                                            |            | Not                              | eligible ye                                                      | ars                                         | 1                                               |                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                 |          |        |       |
|       | Gratui<br>Gratui<br>PF Me                        | ity Bill No<br>ity Bill Date<br>embership I                                                                                                                                                  | a<br>Date                                   | 05/01/202<br>01/06/198                             | Recoveries                                                           |                                                 |                                                            |            | Not                              | eligible ye                                                      | tars                                        | 1                                               | Рау                                                                               | ments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                 |          |        |       |
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|       | Gratui<br>Gratui<br>PF Me<br>Div<br>Div          | ActCd P<br>ActCd P<br>ActC P<br>Act C P                                                                                                                                                      | ayCd<br>ayCd<br>ActCo<br>222                | 05/01/202<br>01/06/198<br>Select<br>d PayCd<br>103 | 1 3 Recoveries Description Descripti Income Tax And S                | Am<br>T<br>ion<br>burcharge                     | Amount<br>ount +<br>Amount<br>0.00                         | U          | Not Div A Div A Div A Delete     | eligible ye<br>actCd Pay<br>Act Cr Pay<br>Div<br>0               | Cd<br>Cd<br>ActCd<br>1003                   | elect<br>PayCd<br>100                           | Pay<br>Description<br>Descri<br>Provident Fund                                    | ments<br>The second secon | Amount<br>+<br>Amount<br>6.0                                    | ) U      |        |       |
|       | Gratui<br>Gratui<br>PF Me<br>Div<br>Div<br>Delet | ActCd P<br>ActCd P<br>ActC P<br>Act C P<br>te Div<br>0<br>210                                                                                                                                | ayCd<br>ayCd<br>ActCo<br>222<br>1063        | 05/01/202<br>01/06/198<br>Select<br>d PayCd<br>103 | 1 3 Recoveries Description Descripti Income Tax And S CLOTHING AND L | Amu<br>amu<br>ion<br>iurcharge<br>AUNDRY CH     | Amount<br>ount +<br>Amount<br>0.00<br>100.00               | U          | Not Div A Div A Div A Delete     | eligible yo<br>actCd Pay<br>Act Ci Pay<br>Div<br>0<br>210        | Cd<br>CdSe<br>ActCd<br>1003<br>1001         | elect<br>PayCd<br>100<br>058                    | Pay<br>Description<br>Descri<br>Provident Fund<br>Payment of Wo                   | ments<br>The second seco  | Amount<br>nount +<br>Amount<br>1,267.2                          | U<br>0 ^ |        |       |
|       | Gratui<br>Gratui<br>PF Me<br>Div<br>Div<br>Delet | ActCd P<br>ActCd P<br>ActCd P<br>Act C P<br>P<br>Act C P | ayCd<br>ayCd<br>ActCo<br>222<br>1063<br>152 | 05/01/202<br>01/06/198<br>Select<br>d PayCd<br>103 | Description           Description                                    | Amu<br>ion<br>Aurcharge<br>AUNDRY CH<br>DEPOSIT | Amount<br>ount +<br>Amount<br>0.00<br>100.00<br>125,000.00 | U          | Not                              | eligible yo<br>actCd Pay<br>Act Ci Pay<br>Div<br>0<br>210<br>210 | Cd<br>CdSd<br>ActCd<br>1003<br>1001<br>1002 | 1<br>elect<br>PayCd<br>100<br>058<br>221<br>221 | Pay<br>Description<br>Descri<br>Provident Fund<br>Payment of Wo<br>Variable Dearm | The second secon   | Amount<br>mount +<br>Amount<br>6.0<br>1,267.2<br>218.7<br>218.7 |          |        |       |

6) User can add adjustments ,Recovery & Payments either by selecting description, or adding actcd or payroll code . Add amount and click + button , Record will be added in the Grid. Pls check. After completing with the adjustments , There is small box shown by arrow at the bottom, 'Mark as

complete'. Click that and press SAVE Button at the top. Now the User has completed the form and

Bill flow goes to Verifier (Authorized Verifier of your department)

|   | OSCs N                                                                   | 0                                                                                  | Ĺ                                                          |                                                                      |                     | Upload,                                                   | View R                                                         | elated Do                       | cuments     | Documents No Car L                                          | oan               | , |
|---|--------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------------------|---------------------|-----------------------------------------------------------|----------------------------------------------------------------|---------------------------------|-------------|-------------------------------------------------------------|-------------------|---|
|   | Designa<br>Joining<br>Separat<br>Gratuit<br>Gratuit<br>Gratuit<br>PF Men | ntion<br>Date<br>ion Date<br>/ Amount<br>/ Bill No<br>/ Bill Date<br>nbership Date | Select<br>25th Year<br>5 Years P<br>Deposit In<br>Accident | s Increment<br>tost Office Recurring<br>nstalment.<br>Compensation - |                     | Departr<br>Length<br>Reason<br>Grate<br>Grate<br>Not e    | nent<br>Of Servi<br>Of Sepe<br>ity year<br>ity day<br>eligible | ce<br>ration<br>s<br>;<br>;ears | 3<br>3<br>1 | ENGINEERING SECTION N<br>YVJ37 MM8 DD2<br>Retired<br>7<br>0 | 1AROL<br>9        |   |
|   | Div<br>Div                                                               | ActCd PayCd                                                                        | Dearness<br>Accident                                       | Compensation Wages                                                   | Amount<br>nount + U | Div A                                                     | tCd Pa                                                         | yCd                             | Select      | Payments<br>Description                                     | Amount            |   |
|   | Delete                                                                   | Ac Ac                                                                              | tCd PayCd                                                  | Description                                                          | Amount              | Delete                                                    | Div                                                            | ActCd                           | PayCd       | Description                                                 | Amount            |   |
| _ | 0                                                                        | 0 2                                                                                | 22 103                                                     | Income Tax And Surcharge                                             | 0.00 🔶              |                                                           | 0                                                              | 1003                            | 100         | Provident Fund                                              | 6.00 🔶            |   |
|   |                                                                          | 210 1                                                                              | 063                                                        | CLOTHING AND LAUNDRY CH                                              | 100.00              |                                                           | 210                                                            | 1001                            | 058         | Payment of Working on Holida                                | 1,267.26          |   |
|   |                                                                          | 210 1                                                                              | 52                                                         | OUTWARD BILLS DEPOSIT                                                | 125,000.00          |                                                           | 210                                                            | 1002                            | 221         | Variable Dearness Allowance F                               | 218.73            |   |
|   |                                                                          | 210 1                                                                              | 000 000                                                    | Basic Salary/Wages                                                   | 39.38               |                                                           | 210                                                            | 1001                            | 201         | Addl. Weekly Off                                            | 951.94            |   |
|   |                                                                          | 210 1                                                                              | 001 025                                                    | 25th Years Increment                                                 | 0.23                |                                                           | 210                                                            | 1001                            | 0           | PL WAGES                                                    | 158,445.00        |   |
|   | ρφ                                                                       | 340 4                                                                              | ra ka Pag                                                  | ge 1 of 1 🔛 🖬 100 🗸                                                  | View 1 - 8 of 8     | ρ¢                                                        | 010                                                            | 1 1001                          | - Page      | e 1 of 1 🔛 🖬 100 🗸                                          | View 1 - 13 of 13 |   |
|   | Recove<br>Balance<br>Grand 1<br>Vouche                                   | ry Total<br>Payment<br>otal<br>r Details                                           | 125158.4<br>83094.82<br>208253.2<br>0                      | 7                                                                    |                     | Payment<br>Balance R<br>Grand To<br>Cheque D<br>Paid Deta | Total<br>ecovery<br>tal<br>etails                              | X                               | 0           | 208253.27<br>0.00<br>208253.27                              |                   |   |

- 7) Verifier should follow the same steps as above 1 to 4 steps , and the following 7<sup>th</sup> step for final bill.
  - a) Work conduct to be filled
  - b) Token surrender date to be updated in HRMS->Employee detail. There is a Label Bus Pass surender Date (Token), add Date, if surrendered, Else deduct Penalty under payroll code 141, Quarters Penalty under Act-cd 152
  - c) Click on your position eg: In this image TK-ITAX
  - d) Click on Send button. Bill will be send to next Department



In case of supplementary bill the above screen will look like shown as below,

| 0 222 103                                                                                                                         | Income Tax And Surcharge                                                                                                                                                                                                                                                                     | 0.00 ^                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                     | 734                                   | 1001                              | 25                  | SL S. I.                                        | 3,312.10           |
|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------|-----------------------------------|---------------------|-------------------------------------------------|--------------------|
|                                                                                                                                   |                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                     | 734                                   | 1001                              | 0                   | SL Wages                                        | 154,176.61         |
|                                                                                                                                   |                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 0                                                   | 734                                   | 1002                              | 20                  | SL VDA                                          | 254,143.75         |
|                                                                                                                                   |                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                     |                                       |                                   |                     |                                                 |                    |
|                                                                                                                                   |                                                                                                                                                                                                                                                                                              | π.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                     |                                       |                                   |                     |                                                 |                    |
| 🔎 🕼 📢 Pag                                                                                                                         | je 1 of 1 ⊨> ⊨i 100 ∨                                                                                                                                                                                                                                                                        | View 1 - 1 of 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ¢ Q                                                 |                                       | 14                                | 🔫 Pa                | ge 1 of 1 🕨 🕨 100 🗸                             | View 1 - 3 of      |
| lecovery Total 0.00                                                                                                               |                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Payment                                             | t Total                               |                                   | 41163               | 32.46                                           |                    |
| Jalance Payment 411632.46                                                                                                         | 6                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Balance                                             | Recovery                              | /                                 | 0.00                |                                                 |                    |
| irand Total 411632.46                                                                                                             | 6                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Grand To                                            | otal                                  |                                   | 41163               | 2.46                                            |                    |
| /oucher Details 0                                                                                                                 |                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Cheque                                              | Details                               |                                   | <u> </u>            |                                                 |                    |
| Marked as Complete                                                                                                                |                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | , and Der                                           |                                       |                                   | -                   |                                                 |                    |
| ast Forwarded Remark                                                                                                              |                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                     | 2                                     |                                   |                     |                                                 |                    |
| ast Forwarded Remark                                                                                                              | T FB PF>CASH                                                                                                                                                                                                                                                                                 | ~                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                     | 2                                     |                                   |                     |                                                 | Send               |
| Last Forwarded Remark                                                                                                             | TI <u>FB PF&gt;CASH</u><br>rward the bill with fixed flov<br>) > TK-ITAX > CASH > AUDT<br>AUDT = AUDIT dept(i.e bill<br>SH = CASH Dept (i.e. the bill                                                                                                                                        | Y 2<br>> AUDIT_GR (if gratuit<br>has passed through CA<br>I has passed through PF                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | y present) > PF<br>SH dept), FB_CA:<br>dept).       | 2<br>(if payrol<br>SH>AUD             | ll code :1<br>IT_GR = /           | 00 entrj<br>AUDIT c | y exists) > CASH<br>lept(for GRATUITY),         | Send               |
| Last Forwarded Remark<br>FB_CASH>AUDI<br>Do you want to for<br>* Fixed Flow : HOD<br>* Note : FB_CASH><br>FB_PF>CA<br>Remark Date | T FB PF>CASH<br>rward the bill with fixed flow<br>D > TK-ITAX > CASH > AUDIT<br>AUDIT = AUDIT dept(i.e bill<br>SH = CASH Dept (i.e. the bill<br>Bill Position                                                                                                                                | V<br>AUDIT_GR (if gratuit<br>has passed through CAt<br>has passed through PF<br>Next position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | y present) > PF<br>SH dept), FB_CA:<br>dept).       | 2<br>(if payrol<br>SH>AUD<br>orward R | II code :1<br>IT_GR = 1<br>cemark | 00 entrj<br>AUDIT c | y exists) > CASH<br>lept(for GRATUITY),<br>Reve | Send               |
| Last Forwarded Remark                                                                                                             | THER PF>CASH<br>rward the bill with fixed flow<br>> TK-TRX > CASH > AUDT<br>AUDT = AUDT dept(i.e bill<br>SH = CASH Dept (i.e. the bill<br>Bill Position<br>CASH                                                                                                                              | > AUDIT_GR (if gratuit<br>has passed through CA'<br>has passed through PF<br>Next position<br>FB_CASH>AUDIT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | y present) > PF<br>SH dept), FB_CA:<br>dept).<br>Fo | 2<br>(if payrol<br>SH>AUD<br>orward R | ll code :1<br>IT_GR = .<br>Jemark | 00 entry<br>AUDIT o | y exists) > CASH<br>lept(for GRATUITY),<br>Reve | Send<br>rt Remark  |
| Ast Forwarded Remark                                                                                                              | THE PF>CASH<br>rward the bill with fixed flow<br>> TK-TTAX > CASH > AUDT<br>AUDT = AUDT def(i.e bill<br>SH = CASH Dept (i.e. the bill<br>Bill Position<br>CASH<br>TK-TTAX                                                                                                                    | P C - AUDIT_GR (if gratuit<br>has passed through PF<br>Next position<br>FB_CASH-AUDIT<br>CASH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | y present) > PF<br>SH dept), FB_CA:<br>dept).<br>Fo | 2<br>(if payrol<br>SH>AUD<br>orward R | ll code :1<br>IT_GR = /           | 00 entrj<br>AUDIT c | y exists) > CASH<br>dept(for GRATUITY),<br>Reve | Send<br>ert Remark |
| Last Forwarded Remark                                                                                                             | FB         PF>CASH           rward the bill with fixed flow         > TK.TTAX > CASH > AUDT           AUDT = AUDIT dept(i.e. bill         SH = CASH Dept (i.e. the bill           SH = CASH Dept (i.e. the bill         Bill Position           CASH         I           TK.TTAX         HOD | Y      Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y     Y | y present) > PF<br>SH dept), FB_CA:<br>dept).<br>Fc | 2<br>(if payrol<br>SH>AUD<br>orward R | II code :1<br>IT_GR = /           | 00 entry<br>AUDIT c | y exists) > CASH<br>lept(for GRATUITY),<br>Reve | Send<br>rt Remark  |
| Last Forwarded Remark                                                                                                             | IFB PF>CASH           rward the bill with fixed flow           > TK-TTAX > CASH > AUDT           AUDT = AUDT dept(i.e) the           Bill Position           CASH           CASH           TK-TTAX           HOD           TK                                                                | V?<br>AUDIT_GR (if gratuit<br>has passed through CA:<br>has passed through PF<br>Naxt position<br>F8_CASH-AUDIT<br>CASH<br>TK-TTAX<br>HOD                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | y present) > PF<br>SH dept), FB_CA:<br>dept).<br>Fo | 2<br>(if payrol<br>SH>AUD<br>orward R | II code :1<br>IT_GR = /           | 00 entrj<br>AUDIT c | y exists) > CASH<br>lept(for GRATUITY),<br>Reve | Send<br>rt Remark  |

Note here that, supplementary bill is not required to be forwarded in the same flow as that of 1<sup>st</sup> final bill. Supplementary bill will be 1<sup>st</sup> attended by the time keeping department of the depot of that particular separated employee (you can see the arrow no 1 that show workflow history of bill, showing next position of bill as 'TK', i.e. time keeping department of that

separated employee). This department will then forward it to the requested department, who has asked to generate the supplementary bill. Then if needed it will be transferred to other departments. For transferring this bill to the next department, there is a provision given to select the department form list (as shown in arrow no. 2). You have to check the checkbox of your department (arrow no. 3) then select the required department in list and click on the 'Send' button.

Although the supplementary bill has flexible department wise flow, it has to pass through few departments compulsorily. We have considered this flow as fixed flow. Fixed flow is shown on the screen, it is as below,

\* Fixed Flow : HOD > TK-ITAX > CASH > AUDIT > AUDIT\_GR (if gratuity present) > PF (if payroll code :100 entry exists) > CASH

To make the bill go through the fixed flow, there is as a checkbox provided on screen(arrow no. 4). This checkbox will be shown only to the departments included in the fixed flow. Once it is checked, the flow of bill will be restricted to fixed flow. While in fixed flow the user has to just tick the checkbox of their department and send the bill ahead by clicking on 'Send' button.

Similar to 1<sup>st</sup> final bill, supplementary bill will also be handled by user and verifier of respective department. User has to tick the bill 'Mark as complete' and save. Then only it will be open for verifier to send forward.