

Inbox(Pending Bill)										Add	Mod	Delete	Save	Back
Paysheet No 13602 Check No* 214941					Department Code 136 Name BABURAO KANOJI SHELKE									
OSCS_NO	Supply OSC	Supply BIL	Final BillNo	Final Bill Da	Final BillAm	Gratuity Am	Gratuity BillIN	Gratuity BillDat	Gratuity yy	Gratuity dd	NoGratuity	View	deptcd	
5-54/2021-22			23	2021-05-12	1772646.63	3208814.00	24	2021-05-12	27	26	0	--Select--	136	
<div style="border: 1px solid #ccc; height: 20px; width: 100%; margin-top: 5px;"></div>														
OSCs No <input type="text"/> Bill No <input type="text"/> Designation <input type="text" value="DIVISIONAL ENGINEER"/> Joining Date <input type="text" value="01/07/1994"/> Separation Date <input type="text" value="01/04/2021"/> Gratuity Amount <input type="text"/> Gratuity Bill No <input type="text"/> Gratuity Bill Date <input type="text"/> PF Membership Date <input type="text"/>		Upload/View Related Documents Documents												
		Department <input type="text" value="CUSTOMER CARE 'F/S' WARD"/> Length Of Service <input type="text" value="YY26"/> <input type="text" value="MM9"/> <input type="text" value="DD0"/> Reason Of Separation <input type="text" value="Retired"/> Gratuity years <input type="text"/> Gratuity days <input type="text"/> Not eligible years <input type="text"/>												
<div style="display: flex; justify-content: space-around; color: red; font-weight: bold;"> Recoveries Payments </div>														
Div	ActCd	PayCd	Description	Amount		Div	ActCd	PayCd	Description	Amount				
Div	Act C	PayCd	--Select--	Amount	+ U	Div	Act C	Pay Cd	--Select--	Amount	+ U			
Delete	Div	ActCd	PayCd	Description	Amount	Delete	Div	ActCd	PayCd	Description	Amount			

Click on the bill and scroll down the screen. Select A grade officer to whom bill should be forwarded from the list provided.

Delete	Uiv	Act.Ld	Pay.Ld	Description	Amount
<input type="checkbox"/>	0	222	103	Income Tax And Surcharge	43,280.00

Delete	Uiv	Act.Ld	Pay.Ld	Description	Amount
<input type="checkbox"/>	136	1002	20	CL VDA	514.35
<input type="checkbox"/>	136	1001	25	PL S.I.	21,774.19
<input type="checkbox"/>	136	1001	25	SL S.I.	11,685.48
<input type="checkbox"/>	136	1001	25	CL S.I.	72.58
<input type="checkbox"/>	136	1001	57	PL Travel	1,475.00

Recovery Total	43280.00	Payment Total	1772646.63
Balance Payment	1729366.63	Balance Recovery	0.00
Grand Total	1772646.63	Grand Total	1772646.63

Voucher Details	0
-----------------	---

Marked as Complete
(Untick If Found Incomplete)

Complete ☒ Incomplete ☐

Last Forwarded Remark

Quarter Occupied ☐

Is Gratuity Forfeited ☐

Quarter Surrender Date

Is cancellation of final bill and re-instate ☐

Token Surrender Date

☒ AUDIT ☒ TK-ITAX ☐ HOD ☐ SMA ☐ HOUSING ☐ ACC

Revert Back To

Forward Remark

Send bill to A grade officer

--Select--

211848 - SHRI PRADEEP PRABHAKAR KULKARNI

211889 - MRS SUSHAMA AJAY REGE

211966 - NICHOLAS N SAMUEL

212069 - SHASHIKANT GOPALRAO DHISLE

212245 - NITEEN VASANT BHANDARI

212354 - DEVANG JAGANNATH CHAUHAN

212515 - BHUVEN DASHARATH ANDHALE

212540 - HARSHAD VASANT VAGAL

212761 - SANTOSH RAMCHANDRA CHAVAN

212790 - SAMBHAJI BABU MALI

212918 - SHIVADAS VITHOBA FULPAGARE

212960 - BILAL ABDUL WAHAB SHAIKH

212967 - SURESH RAMCHANDRA KOLEKAR

212970 - JAGALDAS N P

212980 - N M HERLEKAR

213015 - JAYSING SITARAM THORVE

213037 - RAJENDRA UTTAMRAO PATIL

213074 - AJAY VASANTRAO NAIK

213076 - VINAYAK MANOHAR KAMAT

--Select--

Remark Date	Bill Position	Next position	Forward Remark	Revert Remark
27/05/2021	TK-ITAX	HOD		
25/05/2021	AUDIT	TK-ITAX		

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Click send button to forward the bill.

Delete	Div	AcctLa	PayLa	Description	Amount
<input type="checkbox"/>	0	222	103	Income Tax And Surcharge	43,280.00

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Recovery Total	43280.00
Balance Payment	1729366.63
Grand Total	1772646.63
Voucher Details	0

Marked as Complete ☒ (Untick If Found Incomplete)

Last Forwarded Remark

Quarter Occupied ☐ Is Gratuity Forfeited ☐ Quarter Surrender Date Is cancellation of final bill and re-instate ☐ Token Surrender Date 2021-03-31

Work Conduct* --Select-- Gratuity forfeit remark

Bill Work Flow

☒ AUDIT ☐ TK-ITAX ☐ HOD ☐ SMA ☐ HOUSING ☐ ACCOUNT-CA ☐ AAOB ☐ CASH ☐ AUDIT ☐ AUDIT-GR ☐ PF ☐ CASH

Revert Back To --Select-- Revert Remark

Forward Remark

Send bill to A grade officer 212790 - SAMBHAJI BAPU MA

Send

Remark Date	Bill Position	Next position	Forward Remark	Revert Remark
27/05/2021	TK-ITAX	HOD		
25/05/2021	AUDIT	TK-ITAX		

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This message will be displayed on sending the bill to respective A grade officer

Delete	Div	AcctLa	PayLa	Description	Amount
<input type="checkbox"/>	0	222	103	Income Tax And Surcharge	43,280.00

Page 1 of 1 View 1 - 1 of 1

Recovery Total	43280.00
Balance Payment	1729366.63
Grand Total	1772646.63
Voucher Details	0

Marked as Complete ☐ (Untick If Found Incomplete)

Last Forwarded Remark

Payment Total 1772646.63 Balance Recovery 0.00 Grand Total 1772646.63

Cheque Details Paid Details

Bill is forwarded to A grade officer...

Ok

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Now, this bill will be removed from inbox of current supply department's verifier's login and will be shown in the respective A grade officer's Inbox for further actions...

Below is the Inbox list of A grade officer which we have selected in previous actions.

Inbox(Pending Bill)										Exit
CheckNo	Name	Ps No	Designation	Depot	Basic Pay	Sep Date	Sep Reason	Bill Position	Pending At	
214941	BABURAO KANOJI SHELKE	13602	DIVISIONAL ENGINEER	WADALA	100650	2021-04-01	Retired	HOD	Verifier	

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Open bill by clicking on the bill in the list.

Inbox(Pending Bill)															Add	Mod	Save	Back
Paysheet No		13602			Department Code		136											
Check No*		214941			Name		BABURAO KANOJI SHELKE											
OSCS_NO	Supply	OSCS	Supply BIL	Final BillNo	Final Bill Da	Final BillAm	Gratuity Am	GratuityBillNo	GratuityBillDat	Gratuity yy	Gratuity dd	NoGratuity	View	deptcd				
S-54/2021-22				23	2021-05-12	1772646.63	3208814.00	24	2021-05-12	27	26	0	--Select--	136				
<div> <div> <div>OSCS No</div> <div>S-54/2021-22</div> </div> <div> <div>Bill No</div> <div>23</div> </div> <div> <div>Designation</div> <div>DIVISIONAL ENGINEER</div> </div> <div> <div>Joining Date</div> <div>01/07/1994</div> </div> <div> <div>Separation Date</div> <div>01/04/2021</div> </div> <div> <div>Gratuity Amount</div> <div>3208814.00</div> </div> <div> <div>Gratuity Bill No</div> <div>24</div> </div> <div> <div>Gratuity Bill Date</div> <div>12/05/2021</div> </div> <div> <div>PF Membership Date</div> <div>01/07/1994</div> </div> </div> <div> <div>Upload/View Related Documents</div> <div>Documents</div> <div>No Car Loan</div> </div> <div> <div>Department</div> <div>CUSTOMER CARE F/S/ WARD</div> </div> <div> <div>Length Of Service</div> <div>YY26 MM9 DD0</div> </div> <div> <div>Reason Of Separation</div> <div>Retired</div> </div> <div> <div>Gratuity years</div> <div>27</div> </div> <div> <div>Gratuity days</div> <div>26</div> </div> <div> <div>Not eligible years</div> <div>0</div> </div> <div> <div>Leave status found ok</div> </div>																		

Recoveries

Payments

Div	ActCd	PayCd	Description	Amount		
Div	Act C	Pay Cd	--Select--	Amount	+	U
Delete	Div	ActCd	PayCd	Description	Amount	
<input type="checkbox"/>	0	222	103	Income Tax And Surcharge	43,280.00	

Div	ActCd	PayCd	Description	Amount		
Div	Act C	Pay Cd	--Select--	Amount	+	U
Delete	Div	ActCd	PayCd	Description	Amount	
<input type="checkbox"/>	136	1001	0	PL WAGES	974,032.26	
<input type="checkbox"/>	136	1001	0	SL Wages	522,730.65	
<input type="checkbox"/>	136	1001	0	CL Wages	3,246.77	
<input type="checkbox"/>	136	1002	20	PL VDA	154,305.00	

Click on the bill and scroll down the screen.

The screenshot displays a web-based bill management system. At the top, there are two tabs for navigation. The main content area is divided into several sections:

- Summary Section:** Contains fields for Recovery Total (43280.00), Balance Payment (1729366.63), Grand Total (1772646.63), Voucher Details (0), Payment Total (1772646.63), Balance Recovery (0.00), and Grand Total (1772646.63).
- Remarks Section:** Includes a 'Marked as Complete' checkbox (checked), a 'Remark' field, and a 'Last Forwarded Remark' field.
- Work Conduct Section:** Features checkboxes for 'Quarter Occupied', 'Is Gratuity Forfeited', and 'Quarter Surrender Date'. It also has a 'Work Conduct*' dropdown menu and a 'Gratuity forfeit remark' field.
- Token Surrender Date:** A date field set to 2021-03-31.
- Bill Work Flow:** A section with various checkboxes for different bill types: AUDIT, TK-ITAX, HOD, SMA, HOUSING, ACCOUNT-CA, AAOB, CASH, AUDIT-GR, PF, and CASH.
- Revert Back To:** A dropdown menu set to '--Select--' and a 'Revert Remark' field.
- Forward Remark:** A table with columns for Remark Date, Bill Position, Next position, Forward Remark, and Revert Remark. It shows two entries: one from 27/05/2021 by TK-ITAX to HOD, and another from 25/05/2021 by AUDIT to TK-ITAX.
- Buttons:** 'Revert To Verifier' and 'Send To Dept' buttons are located on the right side.

Now the A Grade officer will check and fill in the appropriate information of employee. i.e work conduct, gratuity forfeit etc. Now he/she has two options. If he finds the bill ok to send to next department i.e. 'SMA', then he/she will tick the 'HOD' checkbox and will click the 'Send To Dept' button. But if he/she found any issue or if the bill is wrongly forwarded to him/her then he/she will revert the bill. To do so, he/she will not tick the 'HOD' checkbox and will click on 'Revert To Verifier' button. On both the actions the bill will be removed for his/her inbox and will be forwarded to respective departments.

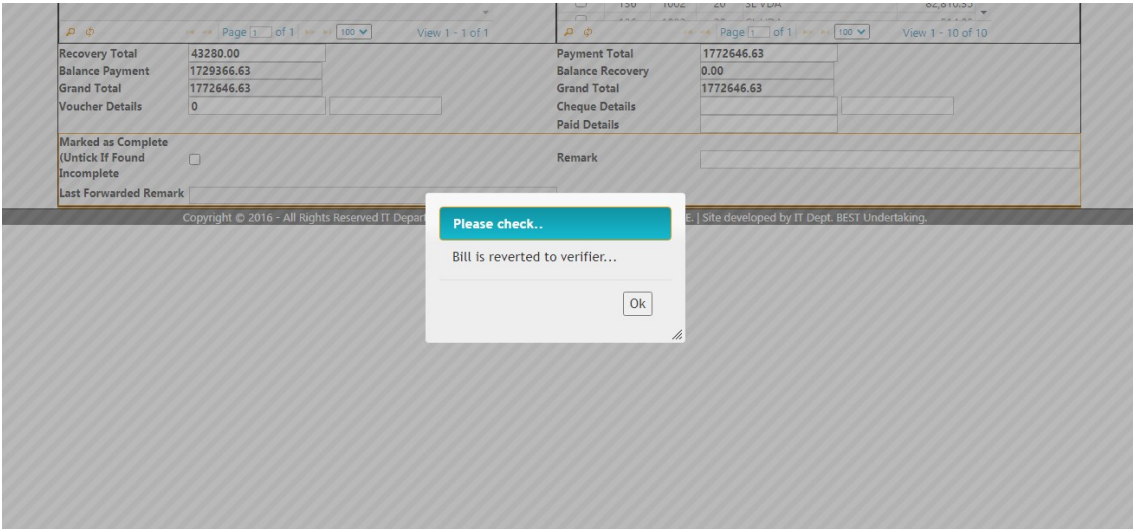
If the A grade officer tries to revert the bill to verifier with 'HOD' checkbox selected, system will throw the error message as below,

This screenshot shows the same bill management system interface as the previous one, but with an error message dialog box overlaid in the center. The dialog box has a title bar that says 'Please check...' and contains the following text:

Please untick the HOD checkbox as you are reverting the bill to verifier....

At the bottom of the dialog box is an 'Ok' button. In the background, the 'HOD' checkbox is checked, and the 'Revert To Verifier' button is visible.

On reverting the bill this message will be shown,



If A grade officer don't want to revert the bill and will try to forward the bill to SMA then he/she has to select appropriate work conduct of that employee and then click on 'Send To Dept' button. Following message will be displayed on screen after completion of action.

