

To forward the final bill of supply Department to appropriate A grade officer.

This is the Inbox(Pending List) at verifier of supply department.

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

Exit

View 1 - 1 of 1

Open the bill by clicking on the respective bill in the list.

Inbox(Pending Bill)										Add	Mod	Delete	Save	Back
Paysheet No		13602		Department Code		136								
Check No*		214941		Name		BABURAO KANOJI SHELKE								
OSCS_NO	Supply OSC	Supply BIL	Final BillNo	Final Bill Da	Final BillAm	Gratuity Am	GratuityBillNo	GratuityBillDat	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	
OSCs No				Upload/View Related Documents		Documents								
Bill No				Designation		DIVISIONAL ENGINEER				Department				
Joining Date		01/07/1994		Separation Date		01/04/2021				Length Of Service				
Gratuity Amount				Gratuity Bill No						Reason Of Separation				
Gratuity Bill Date				PF Membership Date						Retired				
										Gratuity years				
										Gratuity days				
										Not eligible years				
Recoveries										Payments				
Div	ActCd	PayCd	Description	Amount	Div	ActCd	PayCd	Description	Amount					
Div	Act C	PayCd	--Select--	Amount	Div	Act C	Pay Cd	--Select--	Amount					
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	ActLa	PayLa	Description	Amount	Delete	Uiv	ActLa	PayLa	Description	Amount
<input type="checkbox"/>	0	222	103	Income Tax And Surcharge	43,280.00	<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

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:

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

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

Payment Total: 1772646.63
Balance Recovery: 0.00
Grand Total: 1772646.63
Cheque Details:
Paid Details:
Remark:
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
Revert Back To: --Select--
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

Please check..

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.

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

View 1 - 1 of 1

Open bill by clicking on the bill in the list.

OSCS_NO	Supply	OSCI	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

OSCs No	S-54/2021-22	Upload/View Related Documents	Documents	No Car Loan
Bill No	23	Department	CUSTOMER CARE F/S' WARD	
Designation	DIVISIONAL ENGINEER	Length Of Service	YY26	MM9
Joining Date	01/07/1994	Reason Of Separation	Retired	
Separation Date	01/04/2021	Gratuity years	27	
Gratuity Amount	3208814.00	Gratuity days	26	
Gratuity Bill No	24	Not eligible years	0	
Gratuity Bill Date	12/05/2021	Leave status found ok		
PF Membership Date	01/07/1994			

Recoveries						Payments					
Div	ActCd	PayCd	Description	Amount	U	Div	ActCd	PayCd	Description	Amount	U
<input type="checkbox"/>	0	222	103	Income Tax And Surcharge	43,280.00	<input type="checkbox"/>	136	1001	0	PL WAGES	974,032.26
<input type="checkbox"/>						<input type="checkbox"/>	136	1001	0	SL Wages	522,730.65
<input type="checkbox"/>						<input type="checkbox"/>	136	1001	0	CL Wages	3,246.77
<input type="checkbox"/>						<input type="checkbox"/>	136	1002	20	PL VDA	154,305.00

Click on the bill and scroll down the screen.

The screenshot shows a web-based interface for bill management. At the top, there are two browser window tabs, both displaying 'Page 1 of 1' and 'View 1 - 1 of 1'. The main content area is divided into several sections:

- Financial Summary:**
 - Recovery Total: 43280.00
 - Balance Payment: 1729366.63
 - Grand Total: 1772646.63
 - Voucher Details: 0
 - Payment Total: 1772646.63
 - Balance Recovery: 0.00
 - Grand Total: 1772646.63
 - Cheque Details: [Empty]
 - Paid Details: [Empty]
- Status and Actions:**
 - Marked as Complete (Untick If Found Incomplete):
 - Remark: [Text Field]
 - Last Forwarded Remark: [Text Field]
 - Quarter Occupied:
 - Is Gratuity Forfeited:
 - Quarter Surrender Date: [Text Field]
 - Is cancellation of final bill and re-instate:
 - Token Surrender Date: 2021-03-31
 - Work Conduct*: --Select--
 - Gratuity forfeit remark: [Text Field]
- Navigation and Alerts:**
 - Buttons: **Revert To Verifier** (orange), **Send To Dept** (orange)
 - Revert Back To: --Select--
 - Revert Remark: [Text Field]
 - Forward Remark: [Text Field]
- Filtering and Forwarding Table:**
 - Checkboxes: AUDIT, TK-ITAX, HOD, SMA, HOUSING, ACCOUNT-CA, AAOOB, CASH, AUDIT, AUDIT-GR, PF, CASH
 - Table:

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

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.

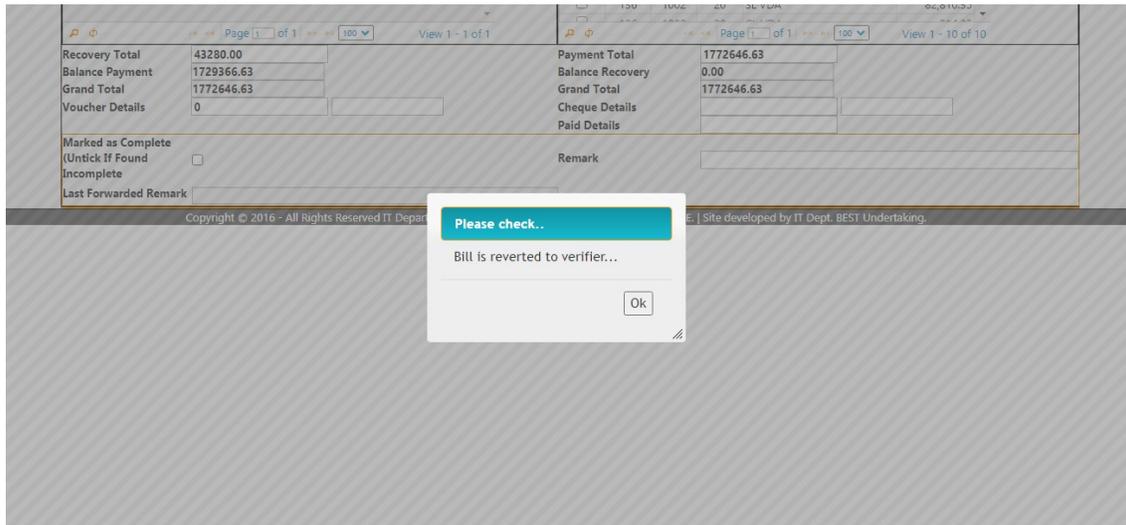
If the A grade officer tries to revert the bill to verifier with 'HOD' checkbox selected, system will throw the error message as below,

This screenshot shows the same interface as above, but with an error message dialog box overlaid in the center. The dialog box has a blue header 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 highlighted in orange.

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.

