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

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

			1						
CheckNo	Name	Ps No	Designation	Depot	Basic Pay	Sep Date	Sep Reason	Bill Position	Pending At
14941	BABURAO KANOJI SHELKE	13602	DIVISIONAL ENGINEER	WADALA	100650	2021-04-01	Retired	HOD	Verifier

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

Charle No.	13602					Department Co	ode	136						
Check No"	214941	Circl Dillbla	Final Bill Day	Final Dillam	Control to Ann	Name	Contrait Dill	BABU	RAO KANOJ	I SHELKE	Network	Manu	dented	-
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Gratuity Amount						Gratuity years		-						
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PF Membership Date						Not engible ye	3915							
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Click on the bill and scroll down the screen. Select A grade officer to whom bill should be forwarded from the list provided.

		escription /	mount	Delete	DIV	ACTLO	Payed	Description	Amount 02,010.33
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					136	1001	25	CL S. I.	72.58
			-		136	1001	57	PL Travel	1,475.00 -
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Recovery Total	43280.00			Payment	Total		177264	46.63	
Balance Payment	1729366.63			Balance F	lecovery	Y	0.00	L	
Grand Total	1772646.63			Grand To	tal		177264	16.63	
Voucher Details	0		Select				^		
			211848 - SHRI	RADEEP PRAB	HAKAR	ULKARNI			
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Send bill to A grade of	officer		Select		*				
Remark Date	Bill Position	Next position	F	orward Remar	k			Revert Remark	
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27/05/2021									

Click send button to forward the bill.

		Description	Amount	Delete	DIV	Actua	Payed	Description	Amount
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Recovery Total	43280.00			Payment	Total		177264	46.63	
Balance Payment	1729366.63			Balance F	Recovery	/	0.00		
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This message will be displayed on sending the bill to respective A grade officer

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Recovery Total	43280.00		Payment	Total	1772	546.63	///////	
Balance Payment	1729366.63		Balance R	ecovery	0.00			
Grand Total	1772646.63		Grand Tot	tal	17726	546.63		
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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.

пескійо	Name	Ps No	Designation	Depot	Basic Pay	Sep Date	Sep Reason	Bill Position	Pending At
4941	BABURAO KANOJI SHELKE	13602	DIVISIONAL ENGINEER	WADALA	100650	2021-04-01	Retired	HOD	Verifier

Open bill by clicking on the bill in the list.

Paysheet N	10	13	602					Departr	nent Co	de	136							
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Designatio	n	D	VISIONAL E	NGINEER				Departm	nent		CUSTO	MER CARE	F/S' WARD					
Joining Da	te	01	/07/1994					Length	Of Servi	ce	YY26	MM9	DD0					
Separation	Date	01	/04/2021					Reason	Of Sepe	ration	Retired							
Gratuity A	mount	32	08814.00					Gratuity	years		27							
Gratuity Bi	ill No	24	ł					Gratuity	days		26							
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Click on the bill and scroll down the screen.

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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 founds 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,

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Recovery Total	43280.00		Pay	ment Total	1772646.63			
Balance Payment	1729366.63		Bal	ance Recovery	0.00			
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s Gratuity Forfeited			Please untick the HC	DD checkbox	11111			
Quarter Surrender D	ate		as you are reverting	the bill to	11111			
	Gratuity Forfeited							
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On reverting the bill this message will be shown,

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Recovery Total	43280.00			Payment Total	1772646.63	11/1/1		
Balance Payment	1729366.63			Balance Recovery	0.00			
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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.

Recovery Total	43280.00			Payment Total	1772646.63	11
Balance Payment	1729366.63			Balance Recovery	0.00	
Grand Total	1772646.63			Grand Total	1772646.63	
Voucher Details	0			Cheque Details		
				Paid Details		
Marked as Complete						
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