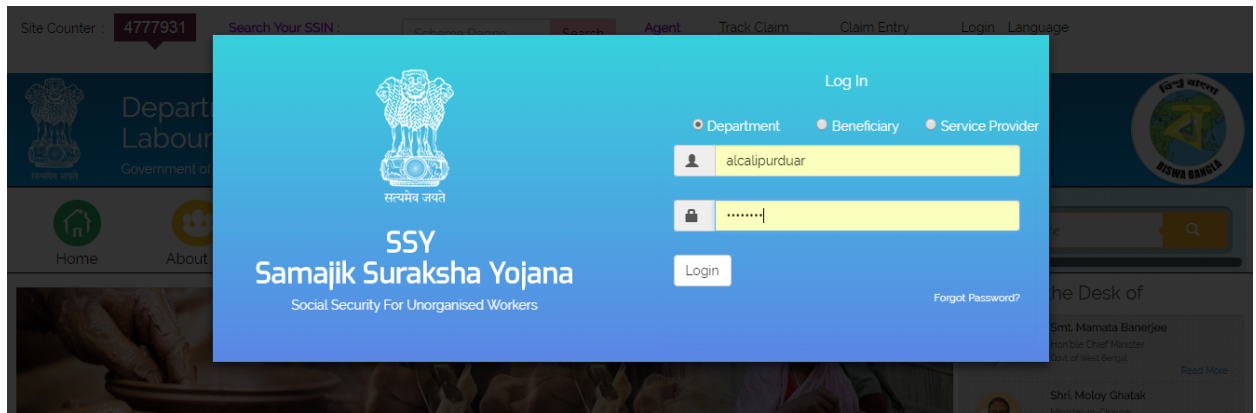


ALC functionality in Benefit Module

1. Open SSY application, and then ALC can login as “Department” as shown in below screen.



2. ALC can see newly received claims in “Pending” option under “Claim” menu list from left side menu as shown in the below screen.

Action	SSIN	Beneficiary Name	Beneficiary Type	Claim Reference No.	Claim Category	Submission Date	Amount	Forwarded Date
	302010000001	SULTAN AHAMED	TransportWorker	201800000019	Death	06/02/2019	200000	06/02/2019
	202030007291	Sudhir Roy	ConstructionWorker	201800000029	Disability	16/02/2019	200000	16/02/2019

3. ALC can review the claim when click on “Review Icon” under “Action” column as shown in above screen.
4. Then ALC can review claim form supporting documents and time line as shown in below screen.

Disability Details

Date of release from hospital/Accident: 01/02/2019

Nature of Disability : Loss of Both eye

Details of Disability: Loss vision of both the eyes

Disability Attachments

View All Attachments

Time Line

16th February 2019

Sudhir Roy - Submitted

Submitted

16th February 2019

Nurjamal Mian - ForwardtoALC

Application and Supporting documents are verified.....

Claims History

View Claims History

Activate Windows

- Once complete review and give the comments, then click on “Approve” button, then display success message as shown in below screen.

Success Message

Claim approved successfully

Ok

200000

ALC Comments*

Approved

Exception Comments

Cancel

Send Back

Approve

Reject

- ALC get the claim in “Fund Request” option under “Fund” menu list from left side menu as shown in the below screen.

Fund Request

ALC Details

ALC Name: ALC Alipurduar RLO Office Name & Address: Alipurduar

Fund Request Date: 16/02/2019

☒ Fund Request for Claims
 ☐ Fund Request for Expenses
 ☐ Advance Fund

Board* Construction Category All

Location All Get Claims

	SSIN	Beneficiary Name	Beneficiary Type	Claim Reference No.	Claim Category	Submission Date	Amount
<input type="checkbox"/>	202030007291	Sudhir Roy	ConstructionWorker	201800000029	Disability	16/02/2019	200000

- ALC submit the Fund Request to DLC by click on “Submit” button, then display success message as shown in below screen.

Status Message

Fund request forwarded to DLC

	SSIN	Beneficiary Name	Beneficiary Type	Claim Reference No.	Claim Category	Submission Date	Amount
<input checked="" type="checkbox"/>	202030007291	Sudhir Roy	ConstructionWorker	201800000029	Disability	16/02/2019	200000

Amount Required: 0

Submit Cancel

!! Thank You !!