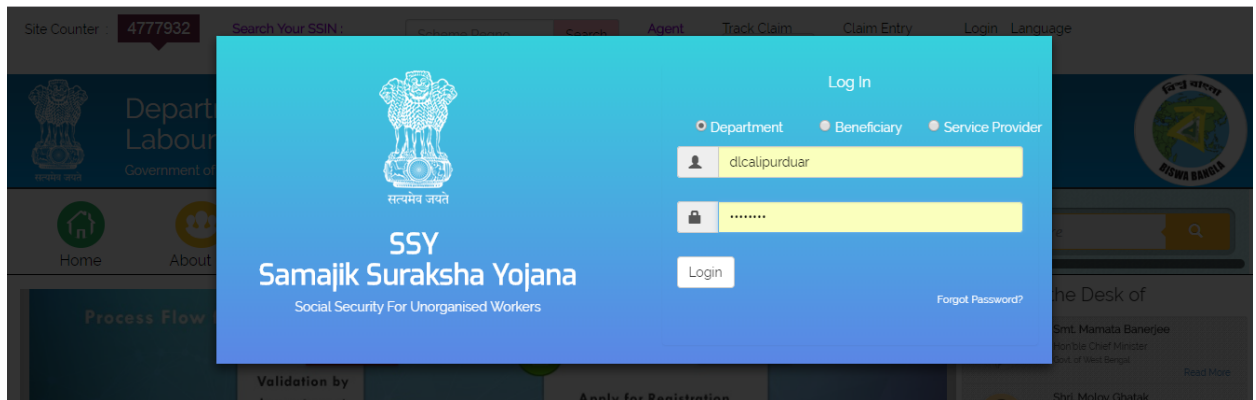
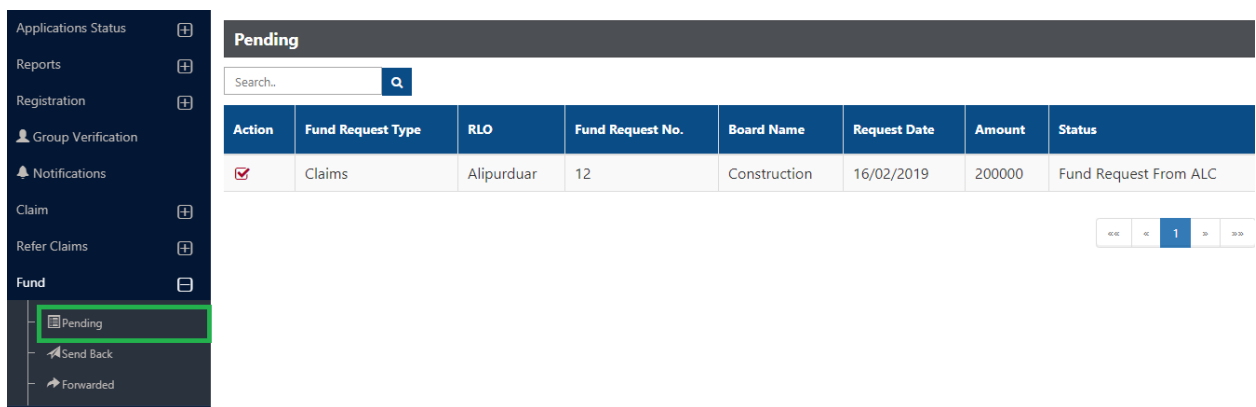


DLC functionality in Benefit Module

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



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



3. DLC can review the fund request when click on “Review Icon” under “Action” column as shown in above screen.
4. Once complete review and give the comments, then click on “Forward” button for forwarding to CEO, then display success message as shown in below screen.

Status Message

Fund request forwarded to CEO

Ok

Time Line

16th
February
2019

ALC Alipurduar - FundRequestFromALC

FundRequestFromALC

DLC Comments*

Fund can be approved

Send Back

Forward

Cancel

!! Thank You !!