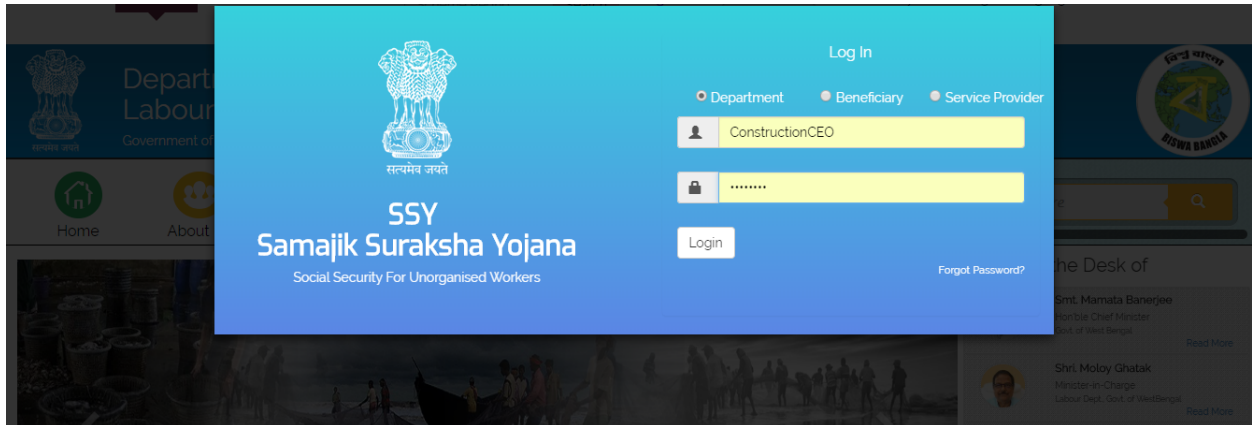
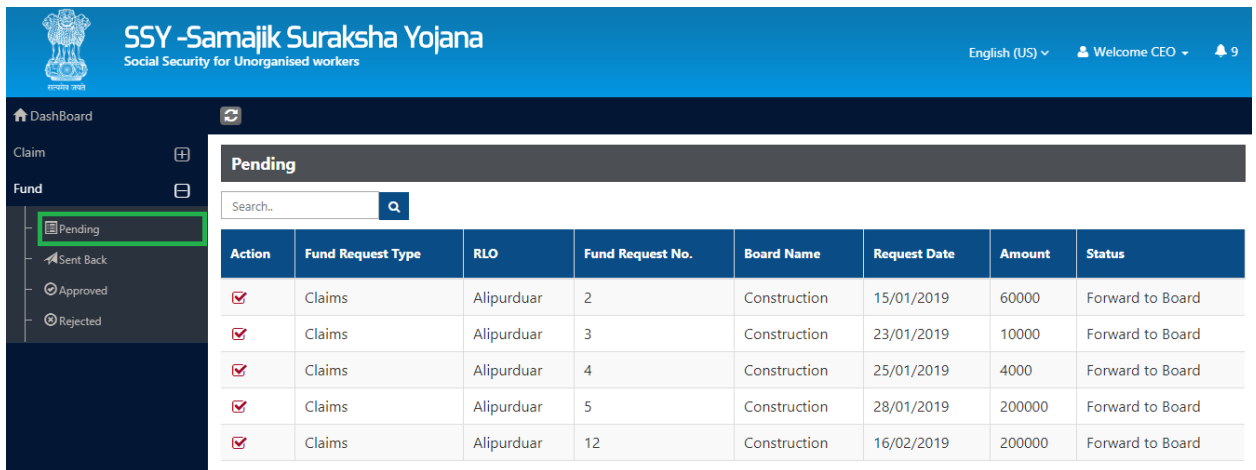


CEO Functionality in Benefit Module

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



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



Action	Fund Request Type	RLO	Fund Request No.	Board Name	Request Date	Amount	Status
<input checked="" type="checkbox"/>	Claims	Alipurduar	2	Construction	15/01/2019	60000	Forward to Board
<input checked="" type="checkbox"/>	Claims	Alipurduar	3	Construction	23/01/2019	10000	Forward to Board
<input checked="" type="checkbox"/>	Claims	Alipurduar	4	Construction	25/01/2019	4000	Forward to Board
<input checked="" type="checkbox"/>	Claims	Alipurduar	5	Construction	28/01/2019	200000	Forward to Board
<input checked="" type="checkbox"/>	Claims	Alipurduar	12	Construction	16/02/2019	200000	Forward to Board

3. CEO 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 board comments, then click on “Approve”, then display success message as shown in below screen.

Fund request approved successfully

Ok

Amount Required: 200000

Time Line

16th
February
2019

ALC Alipurduar - FundRequestFromALC
FundRequestFromALC

16th
February
2019

DLC Alipurduar - ForwardtoBoard
Fund can be approved

Board Comments*

Approved

Approve

Send Back

Reject

Cancel

Activate Windows
Go to PC settings to activate Windows

!! Thank You !!