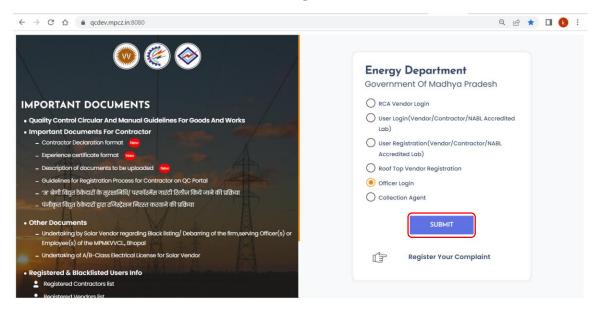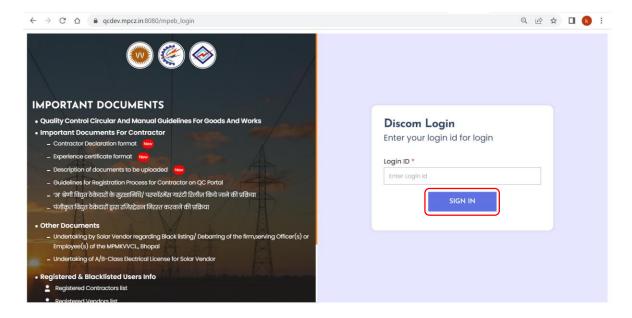# SOP for LAS(Local Area Store) for Send to NABL
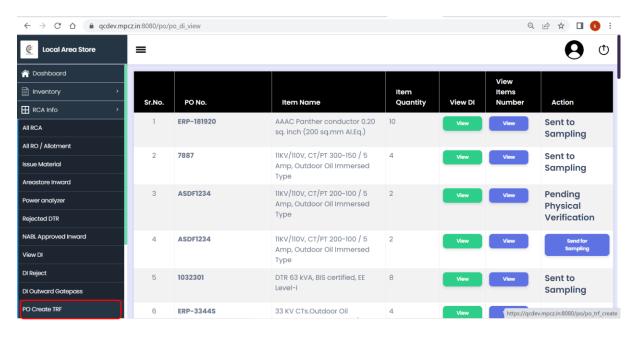
1. After that area store officer will log in and click on "submit" button
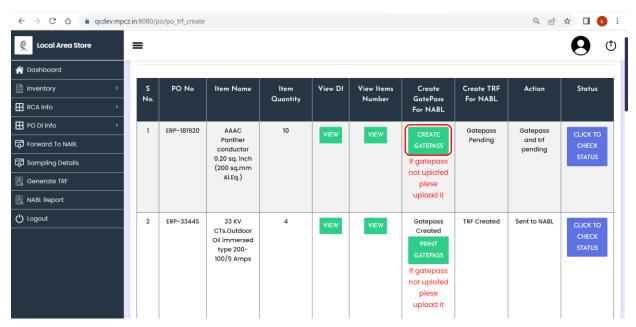

2. After click on "SIGN IN"
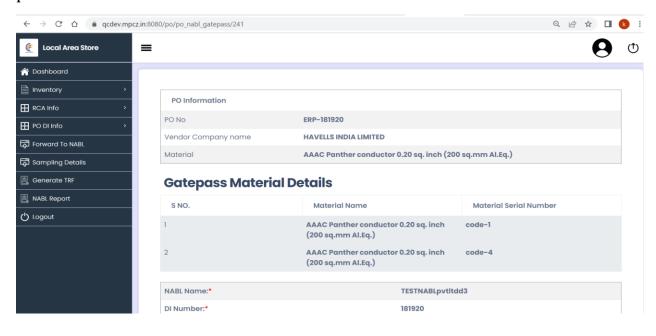
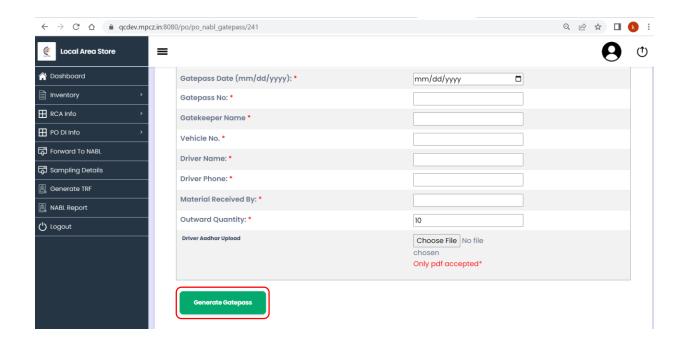## 3. Click on RCA info from side bar and select "PO create TRF"

4. After clicking show open page then click on "CREATE GATEPASS" button
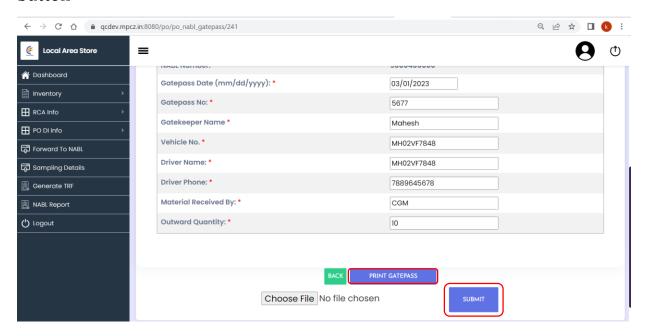
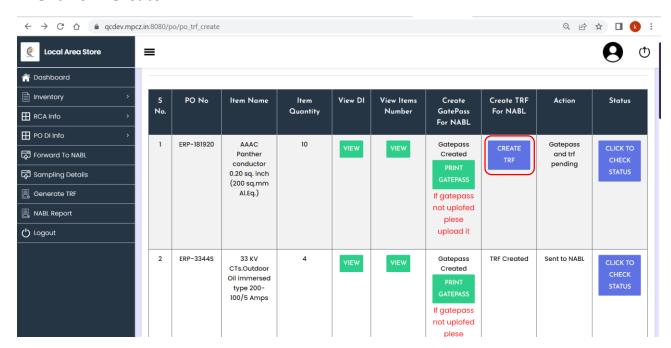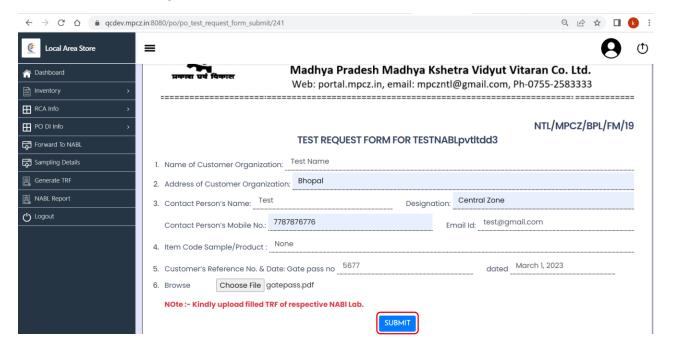## 5. Fill the mandatory details for gate pass and then click on "Generate Gate pass button"

6. After that click on "print gate pass" upload the gate pass and click on "submit" button
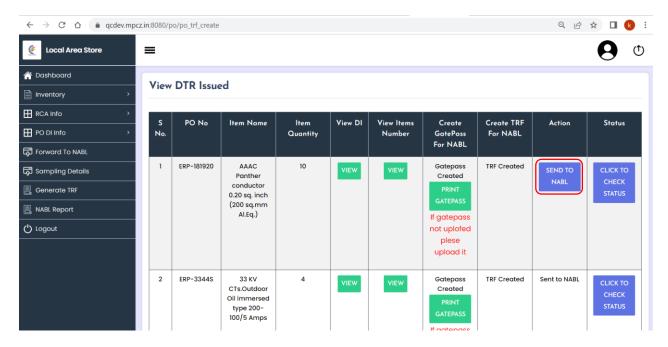

7. Click on "Create TRF"

8. Fill all mandatory TRF details and click on "submit button"

9. Print the TRF form click on "Print button"

10. After printing the TRF form status will get change into TRF created and then click on "SEND TO NABL"

11. Click on "click to check status"