



ONGC Videsh Ltd.



2021

Paperless Office Re-Appropriation of Budget – User Manual

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1 Introduction

This document is intended to guide you step by step through the Paperless E-Office Application.

2 Login in the Paperless office:

- Open the Process Portal URL: **<https://disha.ongcvidesh.in/ProcessPortal>**
- Enter Your Windows username/ Password



3 Login Screen Overview:

The screenshot shows the login screen dashboard for user 'cmc1'. The left sidebar contains a menu with 'Dashboard', 'INBOX', 'Outbox', 'Cabinet', and 'Launch'. The main area is titled 'Dashboard' and contains two panels: 'Priority Wise' and 'Task List In inbox'. The 'Priority Wise' panel shows a donut chart with segments for 92.5% (green) and 5.0% (yellow). The 'Task List In inbox' panel shows a table of tasks.

Annotations:

- A blue arrow points from the 'Launch' button in the sidebar to the 'View Process List Panel' text box.
- A blue arrow points from the 'Task List In inbox' panel to the 'Inbox – View task assign to you' text box.

View Process List Panel

Inbox – View task assign to you

File No	Subject
DLH/APAC/CSS/30099/00003	Access request
DLH/APAC/CSS/30099/00004	Welcome
DLH/APAC/CSS/30099/00005	IT Approval
DLH/APAC/CSS/300/00001	After Hos File
DLH/APAC/CSS/30099/00007	test script by gautam
DLH/APAC/CSS/30099/00010	test
DLH/APAC/CSS/30099/00011	test-----5
DLH/APAC/CSS/30099/00012	Approval for scanning Services
DLH/APAC/CSS/30001/00002	test
DLH/APAC/CSS/30099/00014	pdf create test

4 How to run the BU Processes

- Click on BU Processes.
- BU Processes Page displayed. List of Processes should be displayed. Process name with Launch button displays in table.

The screenshot shows the 'BU Processes' page. The left sidebar contains a menu with 'Dashboard', 'INBOX', 'Outbox', 'Cabinet', 'BU Processes', 'Common Functionality', 'Common Processes', 'HR Processes', 'Infocom Process', 'RT-PQ Register', and 'Launch'. The main area is titled 'BU Processes' and contains a table of processes.

Annotation:

- A blue arrow points from the 'BU Processes' button in the sidebar to the 'Click on BU Processes button on the Process list Panel' text box.

Click on BU Processes button on the Process list Panel

Process Name	Launch
Payment towards Compliance and Contracts	Launch
Interest/Penalty on Various Statutory Levies	Launch
Re-Appropriation of Budget	Launch

Showing 1 to 3 of 3 entries

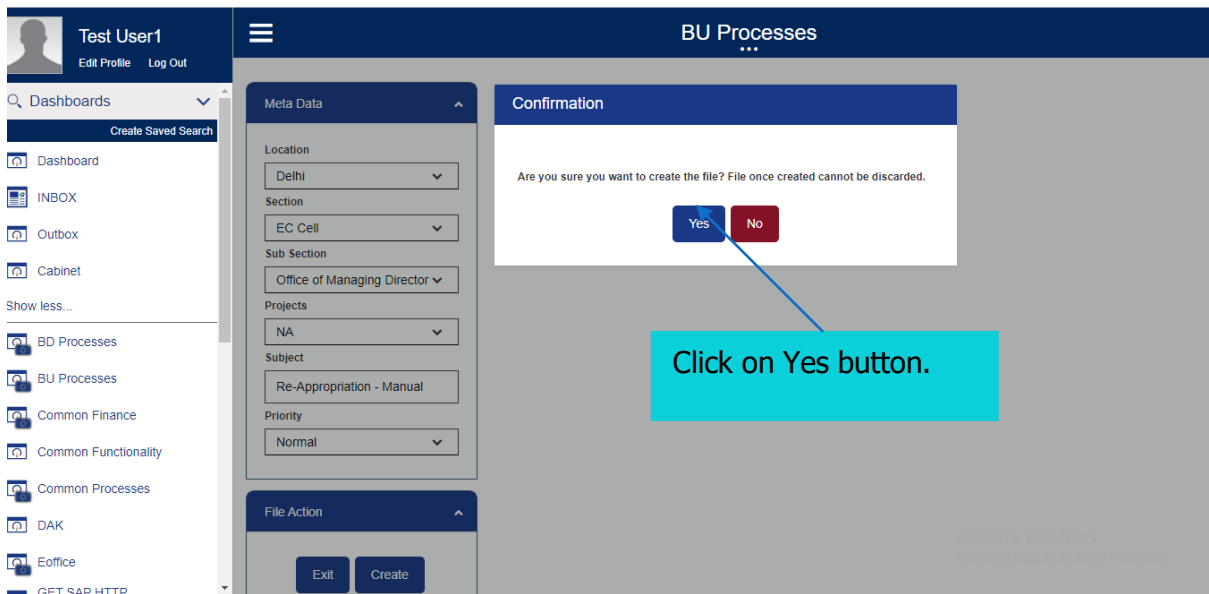
5 Re-Appropriation of Budget Process Launch:

- Click on Launch button.
- Meta Data, File Action Panel will open.
- Enter all the metadata field displayed on the Create file screen. **Note: Location, Section, Sub section, Priority will show repopulated based in the User login profile. If users want to change the repopulated field, he/she can select other value form the dropdown.**
- Click on Create button of File Action panel.

The screenshot shows the 'BU Processes' dashboard for user 'cmc1'. On the left is a sidebar with navigation options like Dashboards, INBOX, Outbox, Cabinet, and BU Processes. The main area displays a 'List of Processes' table with columns for 'Process Name' and 'Launch'. The table lists three processes: 'Payment towards Compliance and Contracts', 'Interest/Penalty on Various Statutory Levies', and 'Re-Appropriation of Budget'. The 'Launch' button for 'Re-Appropriation of Budget' is highlighted with a yellow box. A blue arrow points from this button to a callout box that says 'Click on Launch button'.

The screenshot shows the 'BU Processes' dashboard for user 'Test User1'. The 'Meta Data' panel is open, displaying dropdown menus for Location (Delhi), Section (EC Cell), Sub Section (Office of Managing Director), Projects (NA), Subject (Re-Appropriation - Manual), and Priority (Normal). Below the 'Meta Data' panel is the 'File Action' panel, which contains 'Exit' and 'Create' buttons. A blue arrow points from the 'Launch' button in the previous screenshot to the 'Create' button in this panel.

- Click on Yes button.



- Based on metadata entered at the time of file Selected/Entered, Unique File No get Created.

Note: File No convention based on Location/Sec/Sub Sec/File tag/File No Series e.g.,
DLH/APAC/CSS/30020/00001

■

6 Initiator Screen

Initiator Screen Opens in Full View:

Re-Appropriation of Budget Initiator

File No DLH/APAC/CSS/30020/00001 Creation Date 7-12-2021 Priority Normal Age Of File (in Days) 0 Year 2021-22

Subject Re-Appropriation_manual Location Delhi

Meta Data

BDP Clause

BDP

Select BDP View BDP

Budget Detail

Type Of Budget Type Of Budget Item Fiscal Year

Sender Project Detail

Per page: 5

Business Unit	Project	Amount	Currency
Showing 0 entries			

Previous Next

Receiver Project Detail

Activate Windows
Go to Settings to activate Windows.

6.1 Form Information

Meta Data – Meta Data shows the Location, Section, Sub Section, Project, Subject and priority.

BDP Clause-

Office Note/ Green Sheet – User can type the contents of the note sheet for which the approval is required in the file.

Enclosure – User can add the Enclosure by clicking on Add button.

Yellow Note – They are similar to the yellow post-it stickers we use in physical files. They are like informal instruction provided to the next user which is not recorder in the note. Since this is an informal way of communication this can be removed by any user once he reads the instruction. This does not for part of the note. However, it is user's purgative to remove the yellow note when he feels.

Outbox – Outbox will list all the task that a user has worked on and forwarded to any user from his/her inbox. User can also see the current status of the file through "History" button after opening the task in his Outbox.

File Action – File Action section has three buttons:

- Save & close – File is saved in Inbox.
- E-Sign –User can sign and forward the file.
- History –User can view the history of file.

6.2 Fill BDP Clause

- Select BDP Clause.
- Click on Add Details.

Select BDP Clause

BDP Clause

BDP

C3

View BDP

- Enter Budget Details
- Enter Sender Project Detail
- Enter Receiver Project Detail

Fill Budget Details

Budget Detail

Type Of Budget

RE

Type Of Budget Item

CAPEX

Fiscal Year

2020

Fill Sender Project Details

Sender Project Detail

Per page: 5

Business Unit	Project	Amount	Currency
Asia Pacific BU	Block 06. 1, Vietnam, Offshore	10000000	INR

Showing entry 1 of 1 entries

Previous 1 Next

Fill Receiver Project Detail

Receiver Project Detail

Per page: 5

Business Unit	Project	Amount	Currency
Asia Pacific BU	Block A-1, Myanmar, Offshore	10000000	INR

Showing entry 1 of 1 entries

Previous 1 Next

- Enter Reason For Re-Appropriation.
- Enter Remarks

Enter Reason For Re-Appropriation and Remarks

Reason For Re - Appropriation

Edit Insert View Format Table Tools

Formats B I

called the topic. Try to think about paragraphs in terms of thematic unity: a paragraph is a sentence or a group of sentences that supports one central, unified idea. Paragraphs add one idea at a time to your broader argument. A paragraph is **a series of related sentences developing a central idea**, called the topic. Try to think about paragraphs in terms of thematic unity: a paragraph is a sentence or a group of sentences that supports one central, unified idea. Paragraphs add one idea at a time to your broader argument.

Remarks

Edit Insert View Format Table Tools

Formats B I

called the topic. Try to think about paragraphs in terms of thematic unity: a paragraph is a sentence or a group of sentences that supports one central, unified idea. Paragraphs add one idea at a time to your broader argument. A paragraph is **a series of related sentences developing a central idea**, called the topic. Try to think about paragraphs in terms of thematic unity: a paragraph is a sentence or a group of sentences that supports one central, unified idea. Paragraphs add one idea at a time to your broader argument.

Activate Windows
Go to Settings to activate Windows.

6.3 Add Office Note/ Green Sheet

- Write your Office note.

Office Note / Green Sheet

Edit Insert View Format Table Tools

Formats B I

साथक पत्र / Working Paper

Type Office Note

6.4 Add Enclosure

- User can view the document with or without annotation.
- User can to the annotation on the enclosure after opening the enclosure in Preview Windows.
- Select the option in Enclosure section to open the document in with annotation or without annotation
- Select the document after selection view option.

Enclosures

☐ With Annotation ☐ Without Annotation

Description	By	Date	Actions
Showing 0 entries			
<div> Add Delete </div>			

Click on Add button to add Enclosure

Previous Next

- Click on Add Button of Enclosure.
- Fill the all detail of box, upload document and then click on Add button. (Description is mandatory field)
- Click on Add Button.
- Also you can Delete your enclosure, on clicking of radio button of your enclosure.

6.5 Add Yellow Note

- Click on Add Yellow Note button of Yellow Notes.
- Fill the box of yellow note.
- Click on Add Button.

7 Sending a File

7.1 Initiator Screen

- Click on E-sign button.

Note: On click on save button. Noting will saved as Draft.



- Select the user of Recommended, Concurred and Approved.
- Click on Add Button.
- All users are showing in table of selected users.
- Also if you want to click on Select Favourite button.
- Select dropdown list and click on Select Button.
- All the users are added on selected users table.
- Click on Forward Button.

Re-Appropriation of Budget Initiator

☐ Urgent

Select Favourite

Reviewed/Recommended By : **Add**

Agreed/Concurred By : **Add**

Approved By : **Add**

Selected Users Per page: 10

User Type	CPF No	Name	Section	Sub Section	Role/Designation	
Reviewed/Recommended By	900003	cmc2	MENA	PRJ	General Manager (Production)	✖
Agreed/Concurred By	900004	cmc3	OCS	OTH	General Manager (Geology)	✖
Approved By	900004	cmc3	OCS	OTH	General Manager (Geology)	✖

Showing 1 to 3 of 3 entries

Previous **1** Next

Forward **Exit**

Selected User Table

Click on Forward button

- Now task go to the Recommender.
- Login to that user.

7.2 Reviewer/Recommender Screen

- Task shown in Inbox.
- Now open the task.

The screenshot shows the 'INBOX' interface for user 'cmc2'. It features a sidebar with navigation options like 'Dashboards', 'INBOX', and 'Launch'. The main area displays a table of tasks with columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received. A blue callout box with the text 'Task is visible in Inbox' points to a task in the list.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received...
DLH/APAC/CSS/...	Re-Appropriation...	Re-Appropriation ...	Re-Appropriation ...	cmc1 (900002)-A...	Normal	Dec 7, 2021, 3...
DLH/MENA/PRJ/...	test	Incident/Activity R...	Incident/Activity R...		Normal	Dec 7, 2021, 1...
DLH/APAC/CSS/...	Test UAM by Diks...	User Access Man...	User Access Man...	cmc1 (900002)-A...	Normal	Dec 7, 2021, 1...
DLH/APAC/CSS/...	test-Generic-07/12	Generic File Appr...	Generic File Appr...	cmc3 (900004)-G...	Normal	Dec 7, 2021, 1...
DLH/MENA/PRJ/...	project test	Generic File			Normal	Dec 5, 2021, 1...
DLH/MENA/PRJ/...	Test By gautam 123	Generic File			Normal	Nov 29, 2021, ...
DLH/MENA/PRJ/...	ggg	Generic File			Normal	Nov 29, 2021, ...
DLH/MENA/PRJ/...	cmc2 test user	Generic File			Normal	Nov 29, 2021, ...
DLH/MENA/PRJ/...	test1	Generic File Initiator	Generic File Initiator		Normal	Nov 29, 2021, ...

The screenshot shows the 'Re-Appropriation of Budget Reviewer / Recommender' screen. It displays meta data for a specific task and an office note. The meta data includes fields like File No, Creation Date, Priority, Age Of File (in Days), Year, Subject, and Location. The office note section contains a green sheet with the text 'सार्थक पत्र / Working Paper' and 'Re-Appropriation of Budget'.

Meta Data

- File No: DLH/APAC/CSS/30020/00001
- Creation Date: 7-12-2021
- Priority: Normal
- Age Of File (in Days): 0
- Year: 2021-22
- Subject: Re-Appropriation_manual
- Location: Delhi

Office Note / Green Sheet

सार्थक पत्र / Working Paper

Re-Appropriation of Budget

Budget Detail

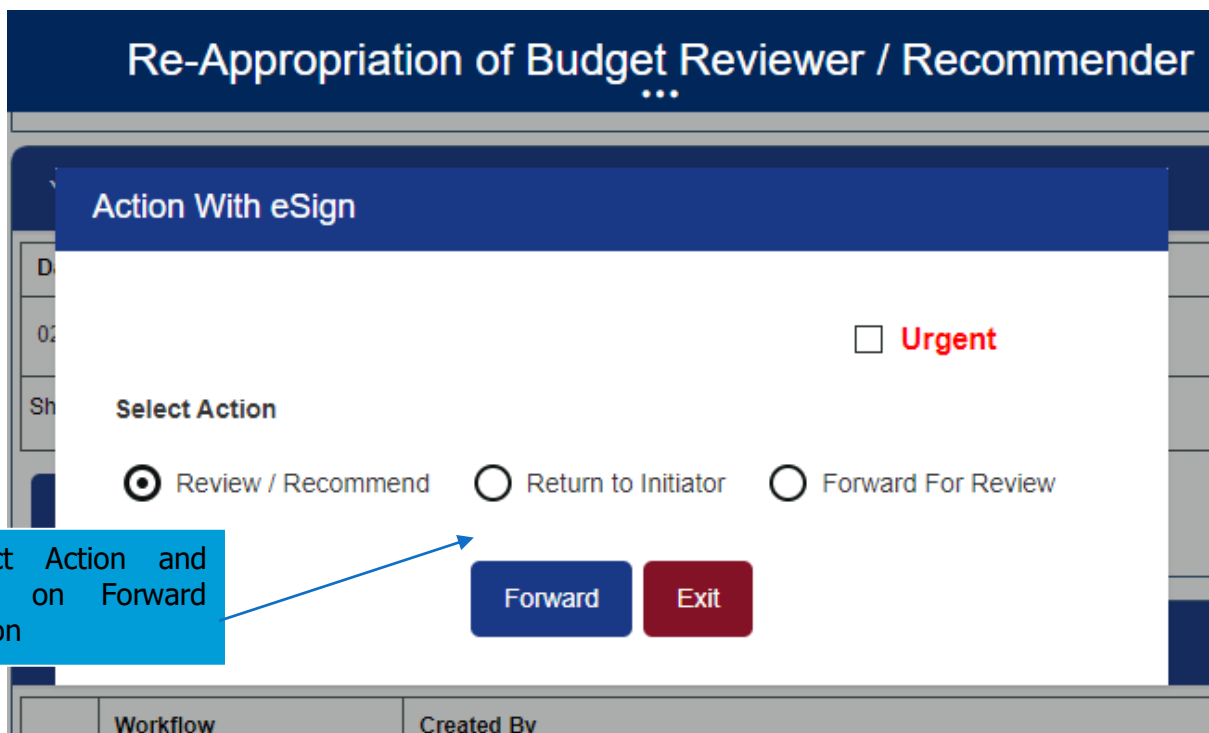
Type Of Budget: RE
Type of Budget Item: CAPEX

- All the sign of user shown in office note.
- Click on E-sign button.



Click on E-Sign

- Select Review/Recommended on Select Access.
- When you select Return to Initiator, task goes to the initiator, for doing next action. When you select Forward for Review, task go to the selected user.
- Click on Forward button.



Select Action and Click on Forward Button

- Task go to the Agree/Concurrer.
- Login with Concurrer User.

7.3 Agree/Concurrer Screen

- Open the task from Inbox.

Task is visible in Inbox

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received...
DLH/APAC/CSS/...	Re-Appropriation...	Re-Appropriation ...	Re-Appropriation ...	cmc2 (900003)-G...	Normal	Dec 7, 2021, 3:...
DLH/APAC/CSS/...	Test	Re-Appropriation ...	Re-Appropriation ...	cmc2 (900003)-G...	Normal	Dec 6, 2021, 2:...
DLH/APAC/CSS/...	Demo Test of ptcc	Payment towards...	Payment towards...	cmc1 (900002)-A...	Normal	Dec 6, 2021, 1:...

- All the sign of user shown in office note.
- Click on E-sign button.

Click on E-sign Button

File Action

Save & Close E-Sign History

Activate Windows
Go to Settings to activate Windows.

- Select Agree/Concur on Select Access.
- Click on Forward button.

Re-Appropriation of Budget Agree / Concurrer

Action With eSign

Select Action

☒ Agree / Concur ☐ Return to Initiator ☐ Forward For Review

Click on Forward button

Forward Exit

File Workflow

- Task go to the Approver.
- Login with Approver User.

7.4 Approver Screen.

- Open the task from Inbox.

The screenshot shows the 'INBOX' section of a web application. The header bar is dark blue with the text 'INBOX' in white. Below the header, there is a search bar and a table of tasks. The table has columns: File Name, File Subject, Stage, Task Name, Task From, Priority, and Task received... The first three rows of the table are highlighted in yellow. A blue arrow points to the 'Task Name' column. A text box with a blue background and white text says 'Task is visible in Inbox'.

File Name	File Subject	Stage	Task Name	Task From	Priority	Task received...
DLH/APAC/CSS/...	Re-Appropriation...	Re-Appropriation ...	Re-Appropriation ...	cmc3 (900004)-G...	Normal	Dec 7, 2021, 3...
DLH/APAC/CSS/...	Test	Re-Appropriation ...	Re-Appropriation ...	cmc2 (900003)-G...	Normal	Dec 6, 2021, 2...
DLH/APAC/CSS/...	Demo Test of ptcc	Payment towards...	Payment towards...	cmc1 (900002)-A...	Normal	Dec 6, 2021, 1...

The screenshot shows the 'Re-Appropriation of Budget Approver' screen. The header bar is dark blue with the text 'Re-Appropriation of Budget Approver' in white. Below the header, there is a form with fields for File No, Creation Date, Priority, Age Of File, Year, Subject, and Location. Below the form, there is a 'Meta Data' section and a 'Budget Detail' section.

File No: DLH/APAC/CSS/30020/00001
Creation Date: 7-12-2021
Priority: Normal
Age Of File (in Days): 0
Year: 2021-22
Subject: Re-Appropriation_manual
Location: Delhi

Meta Data

Location: Delhi
Section: Asia Pacific BU
Sub Section: Corporate Support Services
Project: NA
Subject: Re-Appropriation_manual
Priority: Normal

Budget Detail

Type Of Budget: RE

- All the sign of user shown in office note.
- Click on E-sign button.

The screenshot shows the 'File Action' section of a web application. The header bar is dark blue with the text 'File Action' in white. Below the header, there are three buttons: 'Save & Close', 'E-Sign', and 'History'. A blue arrow points to the 'E-Sign' button. A text box with a blue background and white text says 'Click on E-sign button'.

- Select Approve & Send to Finance User.

Re-Appropriation of Budget Approver

Action With eSign

Select Action

☒ Approve & Send To Finance User
 ☐ Return to Initiator
 ☐ Forward For Review

Select User

Forward
Exit

Select Approve & Send To Finance User

Workflow	Created By	Created

- Select User Box appears.
- Type and select the finance User.
- Click on Forward button.

Re-Appropriation of Budget Approver

Action With eSign

Select Action

☒ Approve & Send To Finance User
 ☐ Return to Initiator
 ☐ Forward For Review

Select User

900003-cmc2 (MENA-PRJ)-General Manager (Production)

900003-cmc2 (MENA-PRJ)-General Manager (Production)

Forward
Exit

Select User and Click on Forward Button

Workflow	Created By	Created

- Task go to the Finance User.
- Login with User.

7.5 Finance User Screen.

- Open the Task from Inbox.

The screenshot shows the 'INBOX' interface with a list of tasks. A yellow box highlights a task with ID 'cmc3 (900004)-G...'. A blue callout box with the text 'Task is Visible in Inbox' points to this task.

File Name	File Subject	Stage	Task Name	Task ID	Priority	Task Received...
DLH/APAC/CSS/...	Re-Appropriation...	Re-Appropriation ...	Re-Appropriation ...	cmc3 (900004)-G...	Normal	Dec 7, 2021, 3...
DLH/MENA/PRJ/...	test	Incident/Activity R...	Incident/Activity R...		Normal	Dec 7, 2021, 1...
DLH/APAC/CSS/...	Test UAM by Diks...	User Access Man...	User Access Man...	cmc1 (900002)-A...	Normal	Dec 7, 2021, 1...
DLH/APAC/CSS/...	test-Generic-07/12	Generic File Appr...	Generic File Appr...	cmc3 (900004)-G...	Normal	Dec 7, 2021, 1...
DLH/MENA/PRJ/...	project test	Generic File Initiator	Generic File Initiator			
DLH/MENA/PRJ/...	Test By gautam 123	Generic File Initiator	Generic File Initiator			
DLH/MENA/PRJ/...	ggg	Generic File Initiator	Generic File Initiator			
DLH/MENA/PRJ/...	cmc2 test user	Generic File Initiator	Generic File Initiator		Normal	Nov 29, 2021, ...
DLH/MENA/PRJ/...	test1	Generic File Initiator	Generic File Initiator		Normal	Nov 29, 2021, ...

The screenshot shows the 'Re-Appropriation of Budget For Finance' screen. It includes a form with the following fields:

- File No: DLH/APAC/CSS/30020/00001
- Creation Date: 7-12-2021
- Priority: Normal
- Age Of File (in Days): 0
- Year: 2021-22
- Subject: Re-Appropriation_manual
- Location: Delhi

Below the form, there are sections for 'Meta Data', 'BDP Clause', and 'FM Document Number'. The 'BDP Clause' section shows 'BDP: C3' and a 'View BDP' button. The 'FM Document Number' section has a text input field labeled 'Enter FM Doc. No. :'. The main content area is titled 'Office Note / Green Sheet' and contains a large green box with the text 'सार्थक पत्र / Working Paper' and 'Re-Appropriation of Budget'. At the bottom, there is a 'Budget Detail' section with a table showing 'Type Of Budget: RE' and 'Type of Budget Item: CAPEX'.

- Fill FM Document Number

FM Document Number

Enter FM Doc. No. :

2212

Enter FM Doc. No.

- Click on E-Sign button.

File Action

Save & Close E-Sign History

Click on E-Sign button

- Action With eSign Box opens.
- Select Complete.
- Click on Forward button.

Re-Appropriation of Budget For Finance

Action With eSign

Select Action

☒ Completed ☐ Forward For

Forward Exit

Select Complete and click on Submit button

File Workflow

- Task go to Initiator's Inbox.
- Login with Initiator.

7.6 Initiator Screen

Enter search text...

Q Dashboards

INBOX

Show more...(9)

Q Launch

INBOX

File Name	File Subject	Stage	Task Name	Task From	Priority	Task Review...
DLH/APAC/CSS/...	Re-Appropriation...	Re-Appropriation ...	Re-Appropriation ...	cmc3 (900004)-G...	Normal	Dec 7, 2021, 3...
DLH/APAC/CSS/...	test-manual	Incident/Activity R...	Incident/Activity R...		Normal	Dec 7, 2021, 3...
DLH/APAC/CSS/...	46556	Incident/Activity R...	Incident/Activity R...		Normal	Dec 7, 2021, 1...
DLH/APAC/CSS/...	testing	File Reviewed	File Reviewed	cmc3 (900004)-G...	Normal	Dec 7, 2021, 1...
DLH/APAC/CSS/...	Intrest Penalty on...	Interest/Penalty ...	Interest/Penalty ...		Normal	Dec 7, 2021, 1...
DLH/APAC/CSS/...	test-INCIDENT	Incident/Activity			Normal	Dec 7, 2021, 1...
DLH/APAC/CSS/...	test-123	HR Onboarding			Normal	Dec 7, 2021, 5...
DLH/CSS/HR/30...	Onboarding - Ren...	Onboarding - Re		IVANGI KIRTI ...	Normal	Dec 6, 2021, 4...
DLH/APAC/CSS/...	Reappropriation of ...	Re-Appropriation			Normal	Dec 6, 2021, 2...
DLH/APAC/CSS/...	Apart from countl...	Payment toward		c2 (900003)-G...	Normal	Dec 6, 2021, 2...
DLH/APAC/CSS/...	test	Payment toward			Normal	Dec 6, 2021, 2...
DLH/APAC/CSS/...	Additional capabil...	File Reviewed		c2 (900003)-G...	Normal	Dec 6, 2021, 1...
DLH/APAC/CSS/...	test-01	Generic File Initiator			Normal	Dec 6, 2021, 1...
DLH/APAC/CSS/...	Four wickets from...	User Access Man...	User Access Man...		Normal	Dec 6, 2021, 1...
DLH/APAC/CSS/...	test-06/12	Generic File Initiator			Low	Dec 6, 2021, 1...

1 - 25 items per page

1 - 25 of 30 items

Task visible in Inbox

Re-Appropriation of Budget Initiator

File No DLH/APAC/CSS/30020/00001 Creation Date 7-12-2021 Priority Normal Age Of File (in Days) 0 Year 2021-22

Subject Re-Appropriation_manual Location Delhi

Meta Data

- Location: Delhi
- Section: Asia Pacific BU
- Sub Section: Corporate Support Services
- Project: NA
- Subject: Re-Appropriation_manual
- Priority: Normal

Office Note / Green Sheet

सार्थक पत्र / Working Paper

Re-Appropriation of Budget

Budget Detail

Type Of Budget:	RE
Type of Budget Item:	CAPEX

File Action

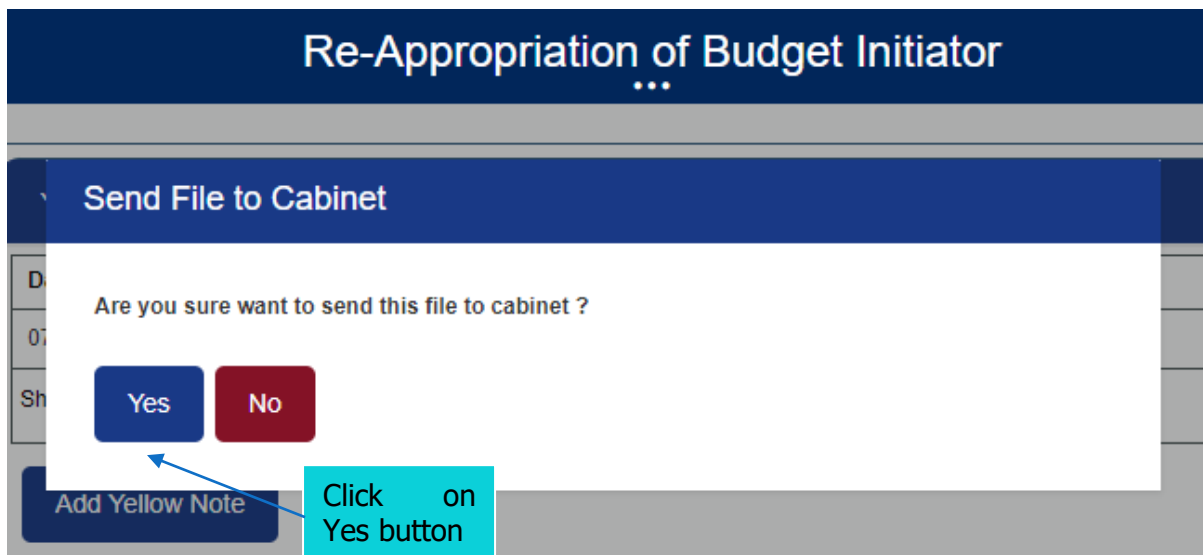
Save & Close

Send To Cabinet

History

Activate Windows
Go to Settings to activate Windows.

Click on Send to Cabinet



- Task will go to Initiator's Cabinet.

7.7 Initiator's Cabinet Screen

- File shown in table.
- Choose your File.
- Click on Open button.

cmc1
Edit Profile Log Out

Cabinet
 ...

Select Type : Closed

Search File :

File No ▼

	File No	Subject	File Type	Year	Created By	Created On	Updated On
⊙	DLH/APAC/CSS/3002 0/00001	Re-Appropriation_manual	ReAppropriation	2021-22	cmc1 (900002)	07-12-2021	07-12-2021
○	DLH/APAC/CSS/3000 8/00002	Test-Script			cmc1 (900002)	07-12-2021	07-12-2021
○	DLH/APAC/CSS/3000 1/00012	Ivyy			cmc1 (900002)	07-12-2021	07-12-2021
○	DLH/APAC/CSS/3000 1/00008	test-2387498827	HROnboarding	2021-22	cmc1 (900002)	06-12-2021	06-12-2021
○	DLH/APAC/CSS/3000 4/00006	Knowing the word count of a text can be important. For example, if an author has to write a minimum or maximum amount of words for an article, essay, report, story, book, paper, you name it. WordCounter will help to make sure its word coffeffrerreeer	Payment	2021-22	cmc1 (900002)	06-12-2021	06-12-2021
○	DLH/APAC/CSS/3000 4/00005	testing of PTCC	Payment	2021-22	cmc1 (900002)	06-12-2021	06-12-2021

Click to open the file.

- File opens in full view.

Cabinet

File No DLH/APAC/CSS/30020/00001
Subject Re-Appropriation_manual

Creation Date 7-12-2021
Priority Normal
Age Of File (in Days) 0
Year 2021-22
Location Delhi

Meta Data

Location
Delhi
Section
Asia Pacific BU
Sub Section
Corporate Support Services
Project
NA
Subject
Re-Appropriation_manual
Priority
Normal

Office Note / Green Sheet

सार्थक पत्र / Working Paper

Re-Appropriation of Budget

Budget Detail

Type Of Budget:	RE
Type of Budget Item:	CAPEX
Fiscal Year:	2020

➤ Click on History button.

File Action

Exit

History

Send For Review

Click on History button

➤ File Movement History is shown.

Cabinet

Movement History

File No :
DLH/APAC/CSS/30020/00001

Subject :
Re-Appropriation_manual

Per page: 10

Date	Stage	From	To
07.12.2021 03:36:18 PM	Re-Appropriation of Budget Initiator	cmc1 (900002)-Director (Finance)	cmc2 (900003)-General Manager (Production)
07.12.2021 03:48:47 PM	Review / Recommend	cmc2 (900003)-General Manager (Production)	cmc3 (900004)-General Manager (Geology)
07.12.2021 03:50:15 PM	Agree / Concur	cmc3 (900004)-General Manager (Geology)	cmc3 (900004)-General Manager (Geology)
07.12.2021 03:53:16 PM	Approve	cmc3 (900004)-General Manager (Geology)	cmc2 (900003)-General Manager (Production)
07.12.2021 03:55:53 PM	Finance	cmc2 (900003)-General Manager (Production)	cmc1 (900002)-Director (Finance)
07.12.2021 04:07:48 PM	Re-Appropriation of Budget Initiator	cmc1 (900002)-Director (Finance)	To Cabinet

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