

USER MANUAL FOR DIRECTOR

Approval of Estimate Form

1. When PCE forwarded you will get a notification approve

2. A notification will come to you..

3. you have two option either approve or reject

4. approve:

I) after clicking approve button a confirmation button and remark will added which will asked are you sure.

II) after clicking “Are You Sure To Approve” the file will move to PCE.

III) a notification will send to PCE to assign link up no and page no.

screen shot – 01



✓ Approve

Remark

ore than 200 character

✓ Are You Sure To Approve

5.reject:


I)after clicking reject a remark text area and “Are You Sure To Reject” button will added.

II) remark will be optional it should contain why are you form has been rejected.

III) after clicking “Are You Sure To Reject” file will move again to CI.

IV) a notification will send to CI to fill again.

screen shot – 02



✕ Reject

Remark

ot more than 200 character

✕ Are You Sure To Reject

Approving and sanctioning of Project Account Form.

1. When PCE recommend project account.
2. A notification will come to you for approve if total amount is greater than 200000.
3. you have two option either approve or reject
4. Approve:
 - I) after clicking forward button a confirmation button will added which will asked are you sure.
 - II) after clicking “Are You Sure To Approve” (it's completion of this consultancy).
 - III) a notification will send to CI.
- 5.reject:
 - I)after clicking reject a remark text area and “Are You Sure To Reject” button will added.
 - II) remark will be optional it should contain why are you form has been rejected.
 - III) after clicking “Are You Sure To Reject” file will move again to Ar project.
 - IV) a notificacation will send to Ar project. to fill again.

*** reject is same as estimate form.

Viewing of Consultancy File.

- You can track you file through following
- 1) click view consultancy form in header
 - 2) click link in action column
 - 3) A pop up window will open which will show the status of your file andall process it gone through.

screen shot – 03

The screenshot displays a web application interface with a sidebar on the left and a main content area. The sidebar contains a list of navigation options: Faculty, AR (Acad Section), DEO (Acad Section), Administrator, Data Entry Operator, Head of Department, Assign Roles, Consultancy And Short Courses, View Consultancy Form, Course Structure, JRF Mapping, Leave Management, Notices, Circulars or Minutes, and Semester Approved. The main content area shows a modal window titled "Title - fdasfas". Inside the modal, there are two tables. The first table, labeled "Form1", has columns: Serial No., View Estimate Form, Prev. Version Estimate Form, Scope of Work, and Request Letter. The second table, labeled "Form2 & Form3", has columns: Payment No., View Proposal Form, View Previous Version, DD, View Receipt, Previous Receipt, and Cash Receipt. The modal also includes a close button (X) in the bottom right corner.

Serial No.	View Estimate Form	Prev. Version Estimate Form	Scope of Work	Request Letter
21	view Estimate Form	view Previous Version	Download	Download

Payment No.	View Proposal Form	View Previous Version	DD	View Receipt	Previous Receipt	Cash Receipt
1	view Form		download	view Receipt Form		download