USER MANUAL FOR ASSISTANT REGISTAR (PROJECT)

Receipt

1. whenever PCE will submit receipt you will get notification of receipt.
2. it will view as follows

screen shot – 01

Receipt

Consultancy / Assignment No.	ISM Cash Receipt No.
2015	455662

Dated *	RS.
2016-04-28	15000

Scan Copy of Receipt   RECEIPT_201604281853361.pdf

Approval of Disbursement Sheet.

1. When PCE forward disbursement sheet.
2. A notification will come to you .
3. you have two option either forward 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" the file will move to PCE.
   III) now you have to fill account project

screen shot – 02

✔ Approve

✔ 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 notifiacation will send to CI to fill again.

screen shot – 03

✖ Reject

Remark

ot more than 200 character

✖ Are You Sure To Reject

Filling of Account Project Form.

Step 1: Detail of receipt.
   1. all the details are auto filled form consultant estmate form
   2. for the detail click link in red
screen shot – 04

Details of Receipt / Payment   Credits & Disbursement   Net Amount Paylable

Calculation Sheet For Course Consultancy/Testing Disbursement

Total Amount received	11400
Services Tax (Including CESS) Cess	1400
Consultancy Fee(A)	10000
Deduct: Actual expenditure/payment already made(details 🔗)	0
Balance	11400

Step 2: Credit and disbursement
   1. how are distributing the money .
   2.most of data are auto filled from previous form.

3. grand total should be sum of all the data.

Step 3: Net amount Payable
*   1. if you have filled all the data in previous step all three row will automatically filled*

Step 4: Calculation sheet for course consultancy/ testing disbursement
*   1. it will contain all the emp which are present in consultancy (faculty or non faculty)*
*   2. bank account no will auto fill if it is present in database.*
*   3. else fill it.*
*   4. fill the income tax and net amount paylable..*

screen shot – 23

l.No.	Employee No.	Employee's Name	Department	Bank A/C. No.	Gross Amount	Income Tax	Net Amount Paylable
	806	Chiranjeev Kumar	Computer Science and Engineering		5001		
	804	Anil Kumar	Audit Section				

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

Consultancy Form

Title - fdasfas

Form1

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

Form2 & Form3

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

Sidebar:
- 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
  - Semester Approved