

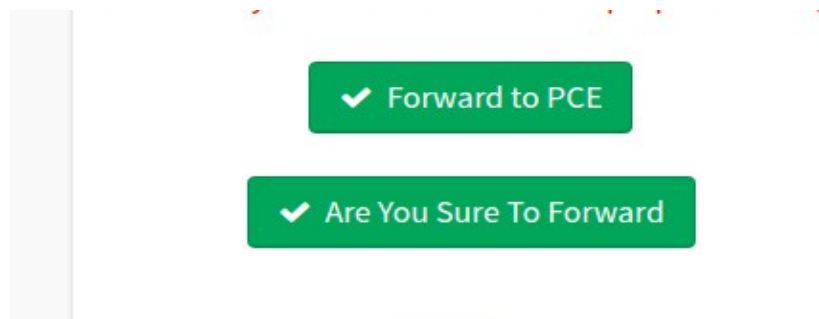
# USER MANUAL FOR HEAD OF DEPARTMENT/ HEAD OF SECTION

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## Forwarding of Estimate Form

1. When consultancy in charge submits estimate form.
2. A notification will come to you if the consultancy in charge belong to your department.
3. you have two option either forward or reject
4. forward to pce:
  - I) after clicking forward button a confirmation button will added which will asked are you sure.
  - II) after clicking “Are You Sure To Forward” the file will move to PCE.
  - III) a notification will send to PCE to approve or reject.

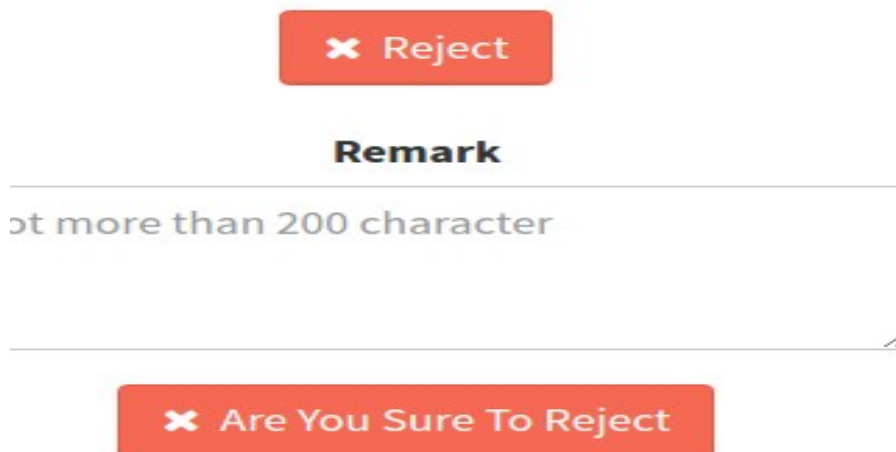
### screen shot – 01



## 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 notificacation will send to CI to fill again.

### screen shot – 02



## Forwarding of Disbursement Sheet.

1. When consultancy in charge submits disbursement sheet.
2. A notification will come to you if the consultancy in charge belong to your department.
3. you have two option either forward or reject
4. forward to pce:
  - I) after clicking forward button a confirmation button will added which will asked are you sure.
  - II) after clicking “Are You Sure To Forward” the file will move to PCE.
  - III) a notification will send to PCE to approve or reject.
- 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.

\*\*\* it is similar to consultancy 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. On the left, a sidebar lists various 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". This modal contains 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 background of the application shows a table with columns for status (To Be Approved, Approved, Completed, Canceled) and a "Requested File" section with "Download" buttons.

Serial No.	View Estimate Form	Prev. Version Estimate Form	Scope of Work	Request Letter
21	<a href="#">view Estimate Form</a>	<a href="#">view Previous Version</a>	<a href="#">Download</a>	<a href="#">Download</a>

Payment No.	View Proposal Form	View Previous Version.	DD	View Receipt	Previous Receipt	Cash Receipt
1	<a href="#">view Form</a>		<a href="#">download</a>	<a href="#">view Receipt Form</a>		<a href="#">download</a>