

User-manual
Of
Executive Officer (EO)
For
Telangana Scheduled Castes Co-Operative
Development Corporation Ltd (TSCCDCL)
Government of Telangana

Submitted by:



Centre for Good Governance	 CENTRE FOR GOOD GOVERNANCE Knowledge • Technology • People	E-Gov – 013 V1.0
QA Testing Request for Change Request		W. E. F. 01/29/2018

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Documentation Process:

	Prepared By	Reviewed By	Approved By
Name :	Rajesh.G	Sunitha.B	Purushottam.M
Designation :	Project Associate	Project Leader	Project Manager
Date:	20-06-2019		

Version History:

Version No.	Date	Changed By	Changes made to Sections
0.1	20-06-2019	Rajesh (PA)	Initial Draft

Overview:

The main objective of this Program is to improve un employed youth (SC & BC-C - Communities in the state of Telangana) communication skills by training them on different courses depend up-on their interest and their education qualification.

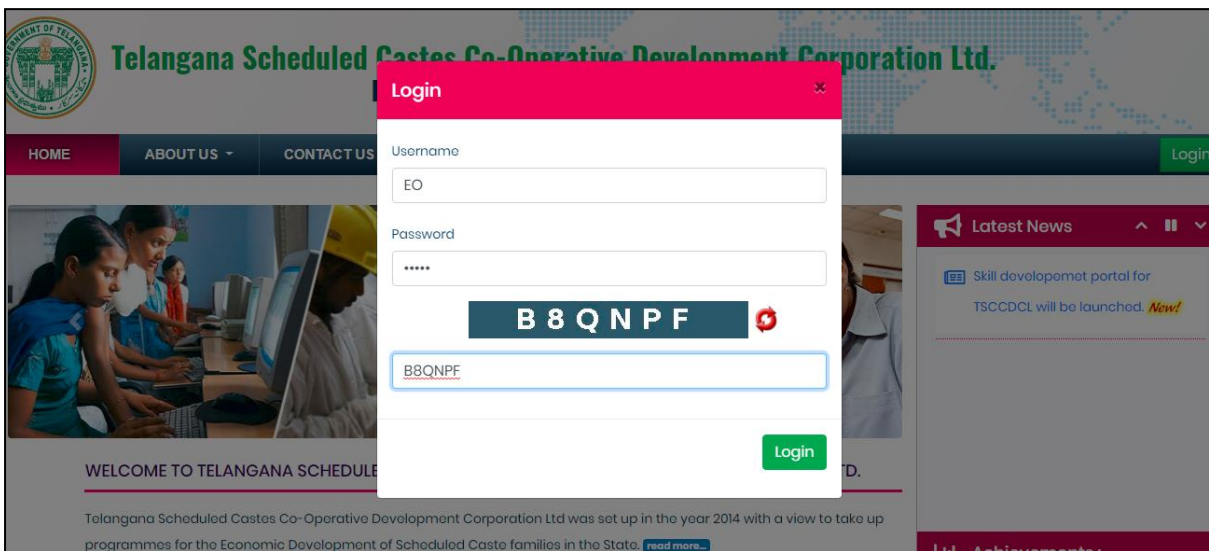
Web site address: <http://tsscbhavitha.cgg.gov.in/>

Centre for Good Governance	 CENTRE FOR GOOD GOVERNANCE Knowledge • Technology • People	E-Gov – 013 V1.0
QA Testing Request for Change Request		W. E. F. 01/29/2018

- 1) 1st Bill Proforma Invoice
- 2) 1st Bill Proceedings
- 3) 2nd Bill Proforma Invoice
- 4) 2nd Bill Proceedings

EO Login:

Click on “Login” button as shown in below figure.



Step1: Enter “Username” as shown in above figure.

Step2: Enter “Password” as shown in above figure.

Step3: Enter “**Security Captcha**” as shown in above figure.

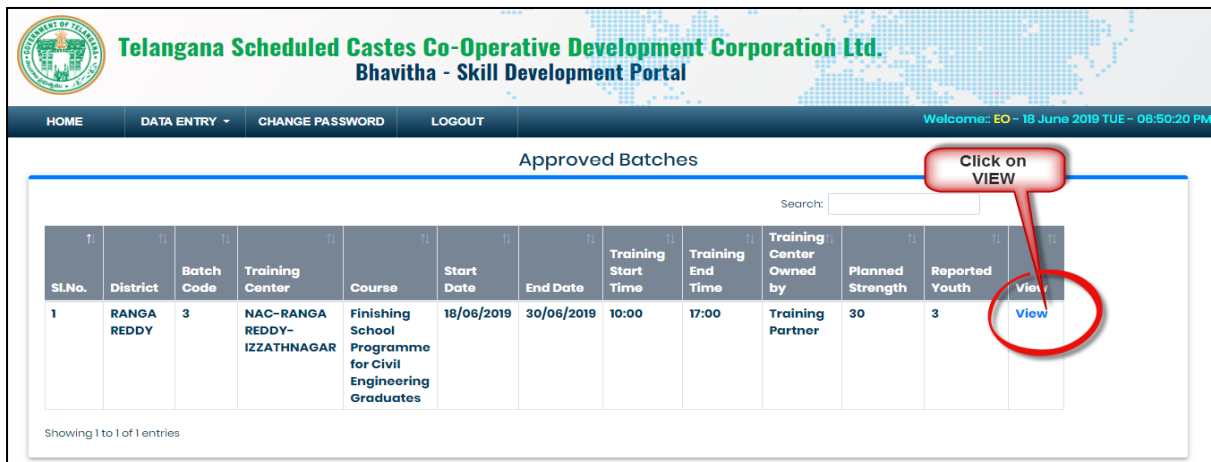
Step4: Then click on “**Login**” button as shown in above figure.

Approval for 1st Bill:

[Data Entry](#) → [Approvals](#) → [1st Bill](#)



Click on “**1st Bill**” as shown in above figure.



Click on “**VIEW**” as shown in above figure.



Telangana Scheduled Castes Co-Operative Development Corporation Ltd.
Bhavitha - Skill Development Portal

HOME DATA ENTRY CHANGE PASSWORD LOGOUT Welcome: EO - 18 June 2019 TUE - 06:51:17 PM

Approved Batches

Search:

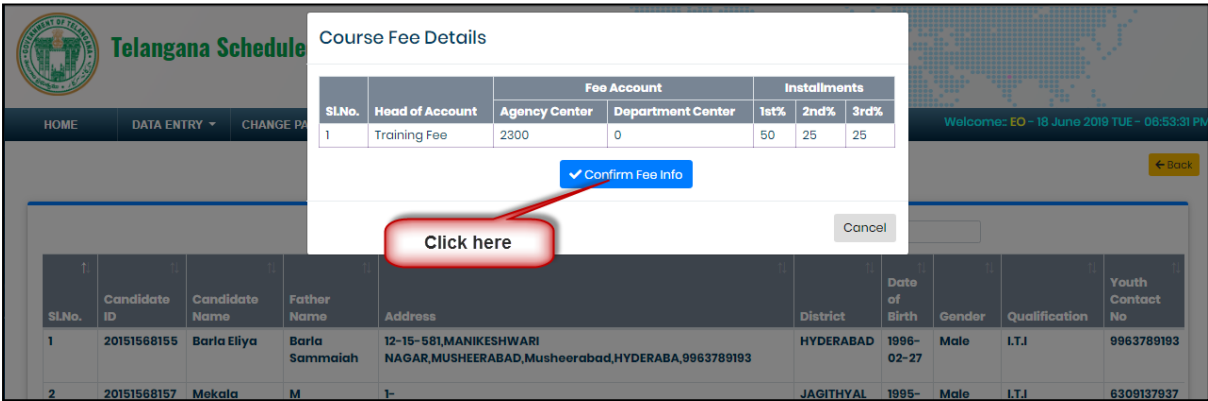
SL.No.	Candidate ID	Candidate Name	Father Name	Address	District	Date of Birth	Gender	Qualification	Youth Contact No
1	20151568155	Barla Eliya	Barla Sammaiah	12-15-581,MANIKESHWARI NAGAR,MUSHEERABAD,Musheerabad,HYDERABA,9963789193	HYDERABAD	1996-02-27	Male	I.T.I	9963789193
2	20151568157	Mekala Priyadarshini	M Hanumandlu	1-40,AREPET,Chowlamaddi,Metpalli,JAGITHYAL,505325,9440364937	JAGITHYAL	1995-04-03	Male	I.T.I	6309137937
3	20151568167	Mathangi Kavyasri	M Rajamouli	15-2-140,RANGAMPET,Hanamkonda,Hanamkonda,WARANGAL URBAN, 8106263181	WARANGAL URBAN	1992-06-30	Female	I.T.I	8008916270

Showing 1 to 3 of 3 entries

Generate e-Bill Drop Selected Candidates

To generate e-Bill Click here

Click on “**Generate e-Bill**” button as shown in above figure.



Telangana Schedule

HOME DATA ENTRY CHANGE PA Welcome: EO - 18 June 2019 TUE - 06:53:31 PM

Course Fee Details


SL.No.	Head of Account	Fee Account		Installments		
		Agency Center	Department Center	1st%	2nd%	3rd%
1	Training Fee	2300	0	50	25	25

Confirm Fee Info Cancel

Click here

Click on “**Confirm Fee Info**” button as shown in above figure.

Then system generates “**PROFORMA INVOICE**” as shown in below figure.



Telangana Scheduled Castes Co-Operative Development Corporation Ltd.
Bhavitha - Skill Development Portal

HOME DATA ENTRY CHANGE PASSWORD LOGOUT Welcome: EO - 18 June 2019 TUE - 08:54:3

[Back](#)

National Academy of Construction GSTIN:36AAAAAN0794MI2B		PROFORMA INVOICE NAC Campus, Kothaguda Post, Izzathnagar, Kondapur, Rangareddy 500084		ORIGINAL Tel:9948444334 Fax: 04023111997 Email:shantisree@nac.edu.in	
Customer Name: VC & MANAGING DIRECTOR Telangana Scheduled Castes Cooperative Development Corporation Ltd. Masab Tank, Hyderabad- 500028, State: Telangana Code:36	Your Order No. Lr.No./P3/307TSC/2018	INVOICE No. SC/NAC/30 /3/1	Date 06/01/2017	Date 03/07/2022	Order Acceptance No. KSEDC-HYD/SCCDCL/TS/19-20/02
	Terms of Payment As per MOU Payment Norms DL13.12.2017, Addendum DL18.04.2018	Challan No.	Vendor Code No. NAC		

Sl NO.	Product Distribution	HSN/SAC code	QTY	Rate(Rs.)	Value(Rs.)	25% of Value	Taxable Value	GST Rate	Amount
	Finishing School Programme for Civil Engineering Graduates Training bill 1st installment(50) Total Cost per Student		6	2300	13800	8900.0	8900.0	18%	1242.0
	Center-NAC-RANGA REDDY-IZZATHNAGAR-6 Students								
Total					13800	8900.0	8900.0		1242.0

1. This sale is subjected to terms and conditions stated in our order acceptance
 2. Please refer below mentioned details for making payment
 a) Bank Name & Branch Name: SBI & SSSS
 b) A/c No.:21345324563456
 c) Bank IFSC Code: SBIN067985
 3. Interest at 20% per annum will be charged on overdue accounts
 4. All cheques and remittance to be made payable to Kerala State Electronics Development Corporation Limited's a/c. Only the firms receipt will be recognised

Invoice in Words(Rupees): Five Thousand Six Hundred and Fifty Eight	Net Amount Payable 5658.0
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NAME OF THE AUTHORITY
WITH DESIGNATION & TRAINING PARTNER NAME

Click here to Verify

Verify
Print Invoice

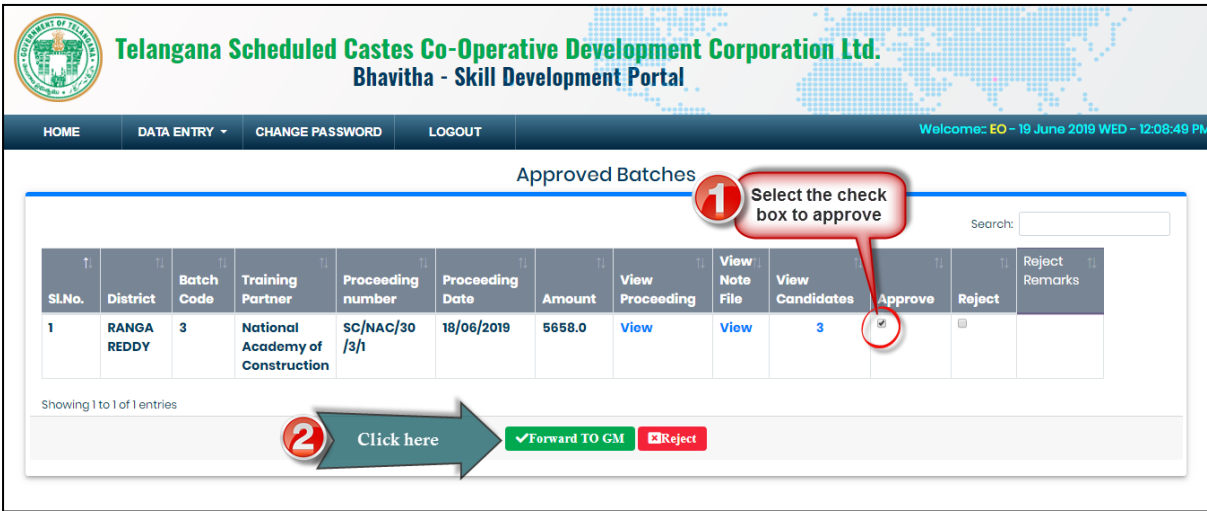
Click on **VERIFY** button as shown in above figure.

Approval for 1st Bill Proceedings:
Data Entry → Approvals → 1st Bill Proceedings



Click on “1st Bill Proceeding” as shown in above figure.

To Approve Proceeding:



Step1: Select Approve check box as shown in above figure.

Step2: Click on “Forward to GM” button as shown in above figure.

To Reject Proceeding:



Telangana Scheduled Castes Co-Operative Development Corporation Ltd.
Bhavitha - Skill Development Portal

HOME DATA ENTRY CHANGE PASSWORD LOGOUT Welcome: EO - 19 June 2019 WED - 12:09:00 PM

Approved Batches

SL.No.	District	Batch Code	Training Partner	Proceeding number	Proceeding Date	Amount	View Proceeding	View Note File	View Candidates	Approve	Reject	Reject Remarks
1	RANGA REDDY	3	National Academy of Construction	SC/NAC/30 /3/1	18/06/2019	5658.0	View	View	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Enter Reject Remarks

Showing 1 to 1 of 1 entries

[Forward TO CM](#) [Reject](#)

Step1: Select reject check box as shown in above figure.

Step2: Enter remarks as shown in above figure.

Step3: Click on **Reject** button as shown in above figure.

Approval for 2nd Bill:

Data Entry → Approvals → 2nd Bill



Telangana Scheduled Castes Co-Operative Development Corporation Ltd.
Bhavitha - Skill Development Portal

HOME DATA ENTRY CHANGE PASSWORD LOGOUT Welcome: EO - 20 June 2019 THU - 12:20:59 PM

Approvals

- 1st bill
- 1st bill proceeding
- 2nd bill
- 2nd bill proceedings

Welcome To: EO

Click on 2nd Bill

Click on **2nd Bill** as shown in above figure.



Telangana Scheduled Castes Co-Operative Development Corporation Ltd.
Bhavitha - Skill Development Portal

HOME DATA ENTRY CHANGE PASSWORD LOGOUT Welcome: EO - 20 June 2019 THU - 12:30:54 PM

Approved Batches

Search:

SLNo.	District	Batch Code	Training Center	Course	Start Date	End Date	Training Start Time	Training End Time	Training Center Owned by	Planned Strength	Reported Youth	View
1	RANGA REDDY	4	NAC-RANGA REDDY- IZZATHNAGAR	Finishing School - JAVA and TESTING	2019-01-06	2019-01-07	08:00	12:00	Training Partner	30	10	View

Click on **“VIEW”** as shown in above figure.



Telangana Scheduled Castes Co-Operative Development Corporation Ltd.
Bhavitha - Skill Development Portal

HOME DATA ENTRY CHANGE PASSWORD LOGOUT Welcome: EO - 18 June 2019 TUE - 06:51:17 PM

Approved Batches ← Back

Search:

SLNo.	Candidate ID	Candidate Name	Father Name	Address	District	Date of Birth	Gender	Qualification	Youth Contact No
1	20151568155	Barla Eliya	Barla Sammaiah	12-15-581,MANIKESHWARI NAGAR,MUSHEERABAD,Musheerabad,HYDERABA,9963789193	HYDERABAD	1996-02-27	Male	I.T.I	9963789193
2	20151568157	Mekala Priyadarshini	M Hanumandlu	1-40,AREPET,Chowlamaddi,Metpalli,JAGITHYAL,505325,9440364937	JAGITHYAL	1995-04-03	Male	I.T.I	6309137937
3	20151568167	Mathangi Kavyasri	M Rajamouli	15-2-140,RANGAMPET,Hanamkonda,Hanamkonda,WARANGAL URBAN, 8106263181	WARANGAL URBAN	1992-06-30	Female	I.T.I	8008916270

Showing 1 to 3 of 3 entries

[Generate e-Bill](#) [Drop Selected Candidates](#)

Click on **“Generate e-Bill”** button as shown in above figure.

Centre for Good Governance	 CENTRE FOR GOOD GOVERNANCE Knowledge • Technology • People	E-Gov – 013 V1.0
QA Testing Request for Change Request		W. E. F. 01/29/2018

Course Fee Details

Sl.No.	Head of Account	Fee Account		Installments		
		Agency Center	Department Center	1st%	2nd%	3rd%
1	Training Fee	10000	0	50	25	25

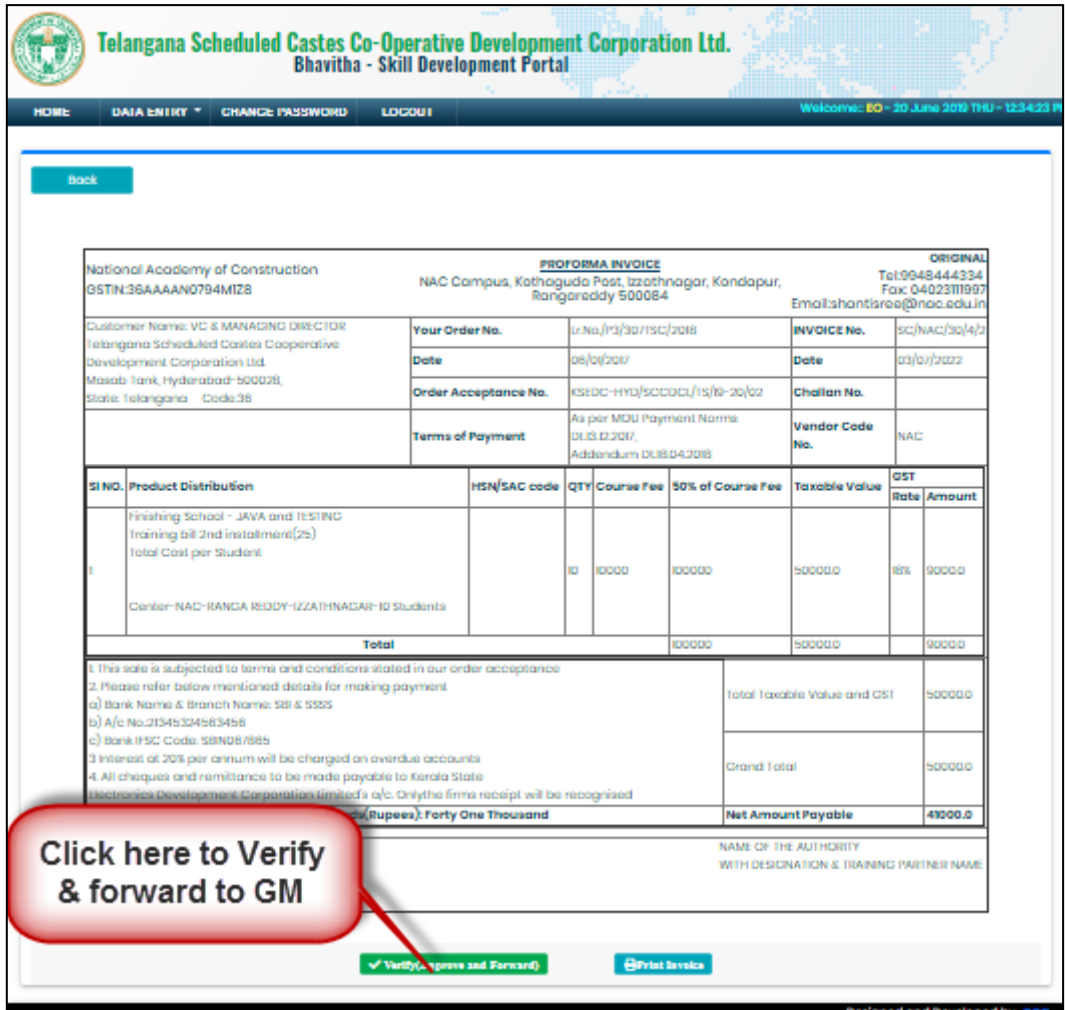
Click here to Confirm

Confirm Fee Info

Cancel

Click on **Confirm Fee Info** button as shown in above figure.

Then system generates **PROFORMA INVOICE** as shown in below figure.



Telangana Scheduled Castes Co-Operative Development Corporation Ltd.
Bhavitha - Skill Development Portal

HOME | DATA ENTRY | CHANGE PASSWORD | LOGOUT | Welcome: EO - 20 June 2018 THU - 12:43:23 PM

Back

National Academy of Construction GSTIN:36AAAAAN0794M128		PROFORMA INVOICE NAC Campus, Kathaguda Post, Izzathnagar, Kondapur, Rangareddy 500084		ORIGINAL Tel:9948444334 Fax: 0402311997 Email:shantisree@nac.edu.in	
Customer Name: VC & MANAGING DIRECTOR Telangana Scheduled Castes Cooperative Development Corporation Ltd, Masab Tank, Hyderabad-500028, State: Telangana Code:36		Your Order No.	Ln.No./13/30/ISC/2018	INVOICE No.	SC/NAC/30/4/2
		Date	05/09/2018	Date	03/01/2022
		Order Acceptance No.	KSRDC-HYD/SCDCDC/15/10-20/02	Challan No.	
		Terms of Payment	As per MOU Payment Terms DUS.D.2017, Addendum DUS.04.2018	Vendor Code No.	NAC

SI NO.	Product Distribution	HSN/SAC code	QTY	Course Fee	50% of Course Fee	Taxable Value	GST Rate	Amount
1	Finishing School - JAVA and TESTING Training bill 2nd installment(25) Total Cost per Student Center-NAC-RANGA REDDY-IZZATHNAGAR-10 Students		10	10000	5000.0	5000.0	18%	9000.0
Total						10000		9000.0

1. This sale is subjected to terms and conditions stated in our order acceptance
2. Please refer below mentioned details for making payment
a) Bank Name & Branch Name: SB & SBSS
b) A/c No.21345324563456
c) Bank IFSC Code: SBIN057895
3. Interest of 20% per annum will be charged on overdue accounts
4. All cheques and remittance to be made payable to Kerala State
Electronics Development Corporation Limited a/c. Only the firms receipt will be recognised

Total Taxable Value and GST: 50000.0
Grand Total: 50000.0
Net Amount Payable: 41000.0

(Rupees): Forty One Thousand

NAME OF THE AUTHORITY WITH DESIGNATION & TRAINING PARTNER NAME

Verify (Approve and Forward) | Print Invoice

Click on “**VERIFY (Approve and Forward)**” button as shown in above figure.



Telangana Scheduled Castes Co-Operative Development Corporation Ltd.
Bhavitha - Skill Development Portal

HOME | DATA ENTRY | CHANGE PASSWORD | LOGOUT | Welcome: EO - 20 June 2018 THU - 12:35:59 PM

Invoice Successfully Forwarded.
Approved Batches

Search:

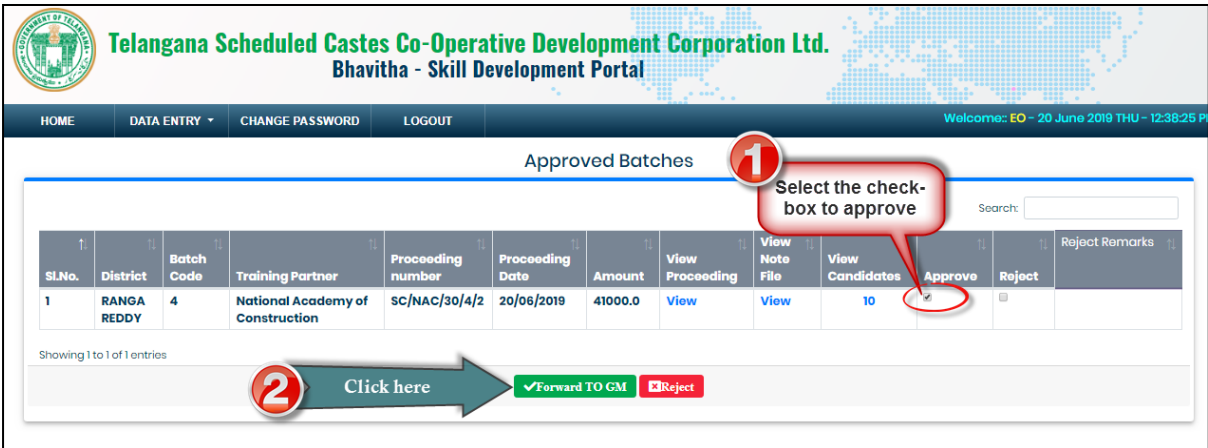
Then system display success message as shown in above figure.

Approval for 2nd Bill Proceedings:
Data Entry → Approvals → 2nd Bill Proceedings



Click on “2nd Bill Proceeding” as shown in above figure.

To Approve Proceeding:



Step1: Select Approve check box as shown in above figure.

Step2: Click on “Forward to GM” button as shown in above figure.

To Reject Proceeding:



Telangana Scheduled Castes Co-Operative Development Corporation Ltd.
Bhavitha - Skill Development Portal

HOME DATA ENTRY CHANGE PASSWORD LOGOUT Welcome: EO - 19 June 2019 WED - 12:09:00 PM

Approved Batches

SL.No.	District	Batch Code	Training Partner	Proceeding number	Proceeding Date	Amount	View Proceeding	View Note File	View Candidates	Approve	Reject	Reject Remarks
1	RANGA REDDY	3	National Academy of Construction	SC/NAC/30 /3/1	18/06/2019	5658.0	View	View	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text" value="Enter Reject Remarks"/>

Showing 1 to 1 of 1 entries

[Forward TO CM](#) [Reject](#)

Annotations:
1 Select the check box to Reject
2 Enter Remarks
3 Click here

Step1: Select reject check box as shown in above figure.

Step2: Enter remarks as shown in above figure.

Step3: Click on **Reject** button as shown in above figure.



Telangana Scheduled Castes Co-Operative Development Corporation Ltd.
Bhavitha - Skill Development Portal

HOME DATA ENTRY CHANGE PASSWORD LOGOUT Welcome: EO - 20 June 2019 THU - 12:40:38 PM

Invoice Successfully Forwarded.
Approved Batches

Search:

Then system display success message as shown in above figure.