User-manual

Of

General Manager (GM)

For

Telangana Scheduled Castes Co-Operative Development Corporation Ltd (TSCCDCL)

Government of Telangana

Submitted by:

CENTRE FOR GOOD GOVERNANCE
Knowledge • Technology • People

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Documentation Process:

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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:

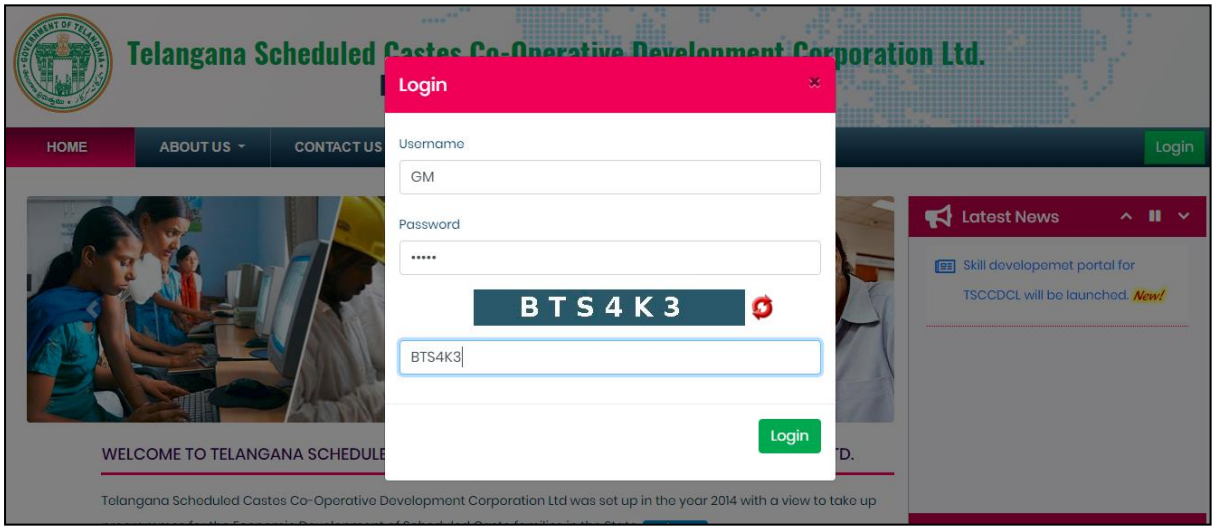
The main objective of this Program is to improve um employed youth (SC & BC-C - Communities in the state of Telangana) communication skills by training them on different courses depend up-on their interest and their education qualification.

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

1) 1ST Bill Proceedings
2) 2nd Bill Proceedings

GM 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 Proceeding:

Data Entry ➔ Approvals ➔ 1st Bill Proceeding

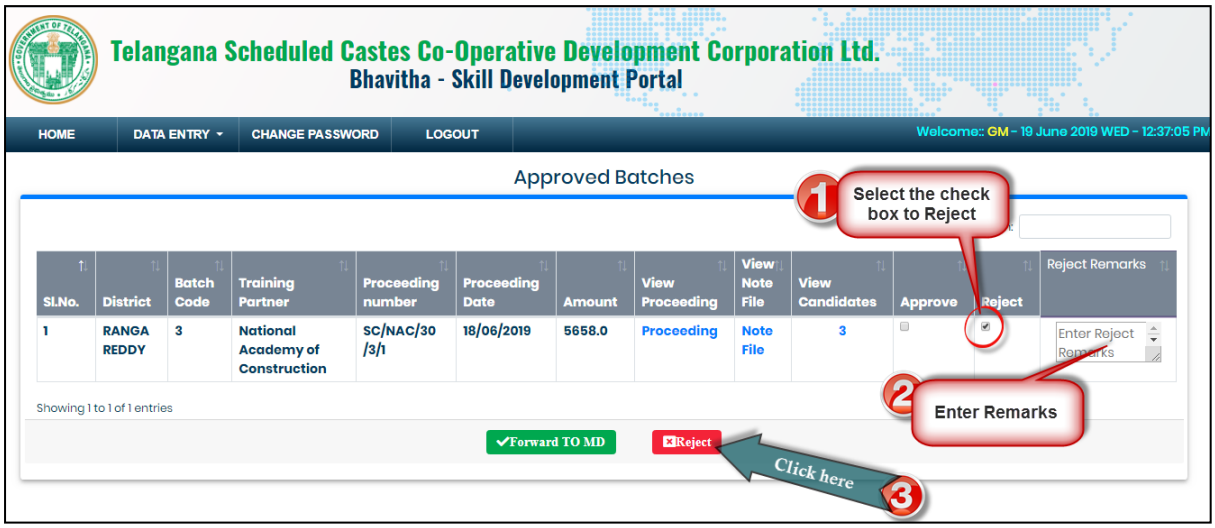
Click on "**1st Bill Proceeding**" sub menu item as shown in above figure.

To Approve Proceeding:

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

Step2: Click on "**Forward to MD**" button as shown in above figure.

To Reject Proceeding:



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

Step2: Enter remarks as shown in above figure.

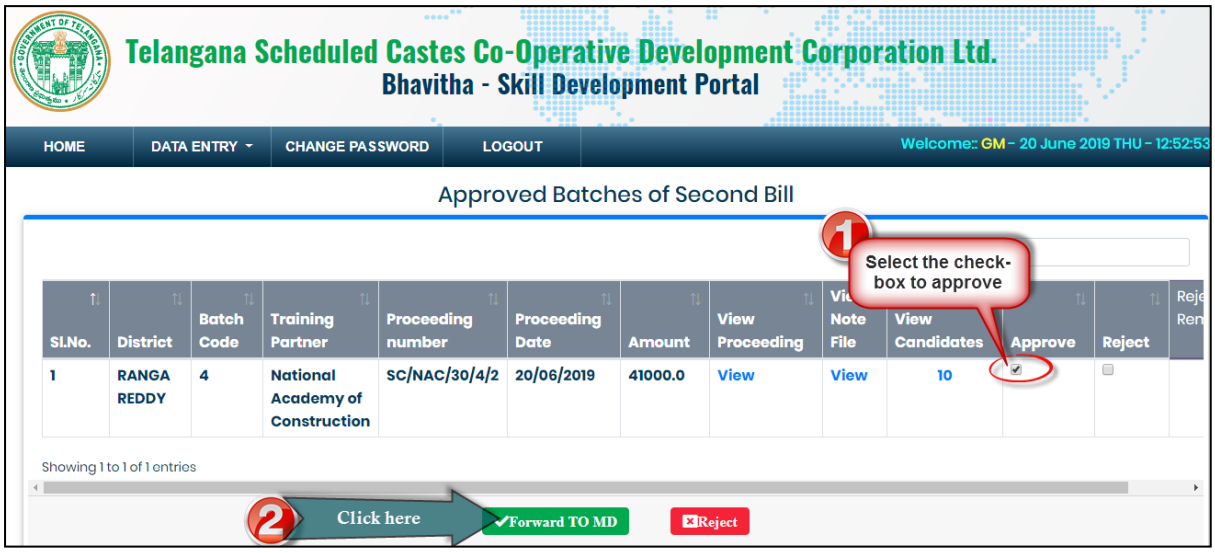
Step3: Click on "**Reject**" button as shown in above figure.

Approval for 2nd Bill Proceeding:

Data Entry → Approvals → 2nd Bill Proceeding

Click on "**2nd Bill Proceeding**" sub menu item as shown in above figure.

To Approve Proceeding:

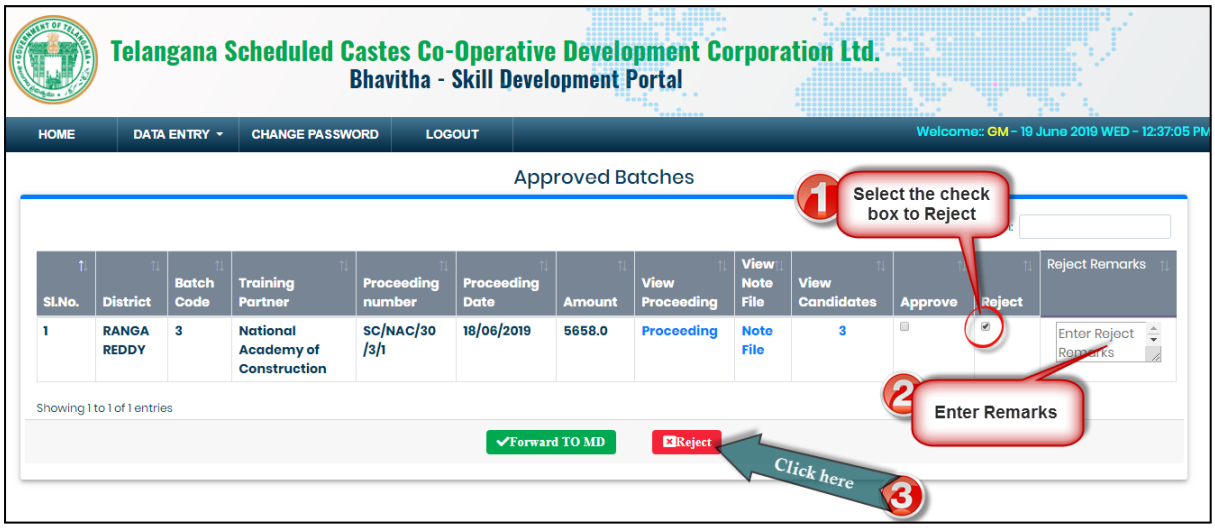


Step1: Select Approve check box as shown in above figure.

Step2: Click on "**Forward to MD**" button as shown in above figure.

Then system display success message as shown in above figure.

To Reject Proceeding:



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.