

User-manual
Of
Managing Director (MD)
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

Contents

MD Login:.....	3
Approval for 1st Bill Proceeding:	4
Reports:.....	7
Approval for 2nd Bill Proceeding:	8

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.

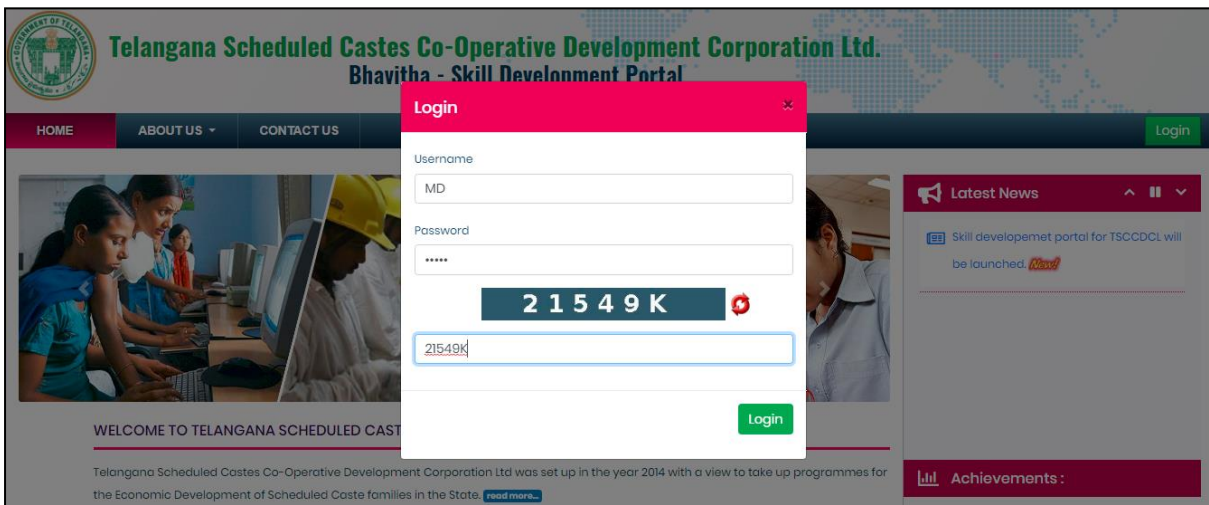
Web site address: <http://tscbhavitha.cgg.gov.in/>

- 1) 1ST Bill Proceedings
- 2) Reports
- 3) 2nd Bill Proceedings

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

MD 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 Approved date

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

Step2: Click on “Approve” button as shown in above figure.

To view Proceeding click on View button.


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

HOME

DATA ENTRY *

REPORTS *

CHANGE PASSWORD

LOGOUT

Welcome: MD - 21 June 2018 FRI - 04:39:40 PM

Back

**PROCEEDINGS OF THE VC & MANAGING DIRECTOR,
 TELANGANA SCHEDULED CASTES COOPERATIVE DEVELOPMENT CORPORATION LTD. ::
 HYDERABAD.**
**Present: Sri Lachiram Bhukya, IRSME,
 VC & Managing Director**

Procddgs.No: Trq/1423/TSC/2018

Date:

Sub: TSCCDC Ltd, Hyderabad -Implementation of Skill Development Programme under SC Action Plan - Training programme on IT based - **National Academy of Construction**, Finishing School Programme for Civil Engineering Graduates, Batch No: 3. Sanction for release of amount towards 50% (1st installment) - Orders - Issued - Reg.

Reg: 1. MoU with National Academy of Construction
 2. National Academy of Construction, -Invoice No: SC/NAC/30/3/1.

ORDER:

In the reference ____ read above, the Corporation has entered MOU with National Academy of Construction for a period of (12) Months from ____ to ____

In the reference ____ read above, the National Academy of Construction has furnished the batch wise attendance sheet of candidates to this office and requested to release 50% towards 1st installment on the total cost of the training programme to 6 number of candidates. On verification with reference to the attendance particulars it is found only 6 number of candidates eligible. The details of the amount to be released is shown below:

S.No.	Description	Remarks
1.	Training Partner	National Academy of Construction
2.	Training Center / Batch No	NAC-RANGA REDDY-IZZATHNAGAR / 3
3.	Duration of the course	12
4.	No. of Members Mapped	8
6.	Batch Start Date	2019-06-10
7.	Training fee(in Rs.)	2300 /-
8.	1 st Installment 50% of course fee	1150.0 /-

In view of the above, it may be considered to sanction an amount of Rs. 6900.0 /- (Rupees **Six Thousand Nine Hundred** only) to National Academy of Construction towards 1st installment.

S.No.	To whom payable	Account No. / IFS Code	Bank/ Branch	Gross Amount (in Rs.)	GST @18% (in Rs.)	Net Amount (in Rs.)
1	National Academy of Construction	21345324583458 / SBIN087885	SBI / SSSS	6900.0	1242.0	5658.0

Sanction is hereby accorded for release of an amount of Rs. 6900.0 /- (Rupees **Six Thousand Nine Hundred** only) towards 50% (as 1st installment) Institutional Charges, Boarding and Lodging charges of the above batch on the total training cost of 6 number of candidates to National Academy of Construction.

National Academy of Construction is requested to furnish the Utilization Certificate along with full details of batch/candidate-wise list for record purpose, as it is a 100% SCA grant. National Academy of Construction is also requested to take up placements immediately for these candidates and furnish the offer letters, joining dates of the candidates and tracking of the candidates to this office on the status of placements.

The Executive Officer (Accounts) of this office is directed to prepare a crossed cheque for Rs. 6900.0 /- (Rupees **Six Thousand Nine Hundred** only) towards 50% (as 1st installment) of Institutional Charges, Boarding and lodging charges of the above batch on the total training cost in favour of National Academy of Construction and book the expenditure under available funds, subject to reimbursement on receipt of SCA funds for adjustment.


Kindly acknowledge receipt of the proceedings.

Sd/-
 VC & Managing Director

To,
 Branch Manager, National Academy of Construction
 Copy to the Executive Officer(Accounts), TSCCDC Ltd, Hyderabad .for necessary action.
 Copy to the Executive Director, DSCSCDS Ltd, **RANGA REDDY** District.
 Copy to District Collector/Chairman, DSCSCDS Ltd, **RANGA REDDY** District.

Print Proceeding

To view Note file click on VIEW hyper link.



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

HOME DATA ENTRY REPORTS CHANGE PASSWORD LOGOUT Welcome: MD - 21 June 2018 Fri - 04:22:41 PM

Back

Office Note Submitted:

Sub: National Academy of Construction - Finishing School Programme for Civil Engineering Graduates - Batch No: 3 - 1st Bill - Approval

Ref: (i)

Kindly peruse the references cited. In the reference --- cited, the Corporation has entered MoU with National Academy of Construction for a period of (12) Months from ----- to -----.

In the reference ----- cited, the **National Academy of Construction** has furnished the batch wise attendance sheet of candidates to this office and requested to release 50% towards 1st installment on the total cost of the training programme to the **6** number of candidates. On verification with reference to the attendance particulars it is found only **6** number of candidates are eligible and the details of the amount to be released is shown below:

S.No.	Description	Remarks
1.	Training Partner	National Academy of Construction
2.	Training Center / Batch No	NAC- RANGA REDDY- IZATHNAGAR / 3
3.	Duration of the course	12
4.	No. of Members Mapped	6
6.	Batch Start Date	2016-06-10
7.	Training fee(in Rs.)	2300 /-
8.	1 st Installment 50% of course fee	1150.0 /-

In view of the above, it may be considered to sanction an amount of Rs. **6900.0 /-** (Rupees **Six Thousand Nine Hundred** only) to **National Academy of Construction** towards 1st installment.

S.No.	To Whom payable	Account No. / IFS Code	Bank / Branch	Gross Amount (in Rs.)	GST (in Rs.)	Net Amount (in Rs.)
1	National Academy of Construction	21345324563456 / SBIN067965	SBI / SSSS	6900.0	1242.0	5658.0

In view of the above, it may be considered to sanction an amount of Rs. **6900.0 /-** (Rupees **Six Thousand Nine Hundred** only) to **National Academy of Construction** towards 1st installment.

S.No.	To Whom payable	Account No. / IFS Code	Bank / Branch	Gross Amount (in Rs.)	GST (in Rs.)	Net Amount (in Rs.)
1	National Academy of Construction	21345324563456 / SBIN067965	SBI / SSSS	6900.0	1242.0	5658.0

If VC & MD pleases to agree, we may sanction an amount of Rs. **6900.0 /-** (Rupees **Six Thousand Nine Hundred** only) to **National Academy of Construction** towards 50% (as 1st installment) Institution Charges, Boarding and Lodging charges of the above batch on the total training cost of **6** number of candidates to **National Academy of Construction**.

The **National Academy of Construction** is requested to furnish the Utilization Certificate along with full details of batch/candidate-wise list for record purpose, as it is a 100% SCA grant. The **National Academy of Construction** is also requested to take up placements immediately for these candidates and furnish the offer letters joining dates of the candidates and tracking of the candidates to this office on the status of placements.

The Executive Officer (Accounts) of this office is directed to prepare a crossed cheque for Rs. **6900.0 /-** (Rupees **Six Thousand Nine Hundred** only) to **National Academy of Construction** towards 50% (as 1st installment) of Institutional Charges, Boarding and lodging charges of the above batch on the total training cost in favour of National Academy of Construction and book the expenditure under available funds, subject to reimbursement on receipt of SCA funds for adjustment.

Subject to orders, draft proceedings is placed below for kind perusal and approval.

EO(SD)
GM(SD)
MD

Print Note File

To Reject Proceeding:



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

HOME DATA ENTRY REPORTS CHANGE PASSWORD LOGOUT Welcome: MD - 19 June 2019 WED - 12:45:29

Approved Batches

SLNo.	District	Batch Code	Training Partner	Proceeding number	Amount	View Proceeding	View Note File	View Candidates	Approval Date(dd/mm/yyyy)	Approve	Reject	Reject Remarks
1	RANGA REDDY	3	National Academy of Construction	SC/NAC/30 /3/1	5658.0	View	View	3		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Enter Reject Remarks

Showing 1 to 1 of 1 entries

[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.

Reports:

[Reports](#) → [1st Bill Proceeding report](#)



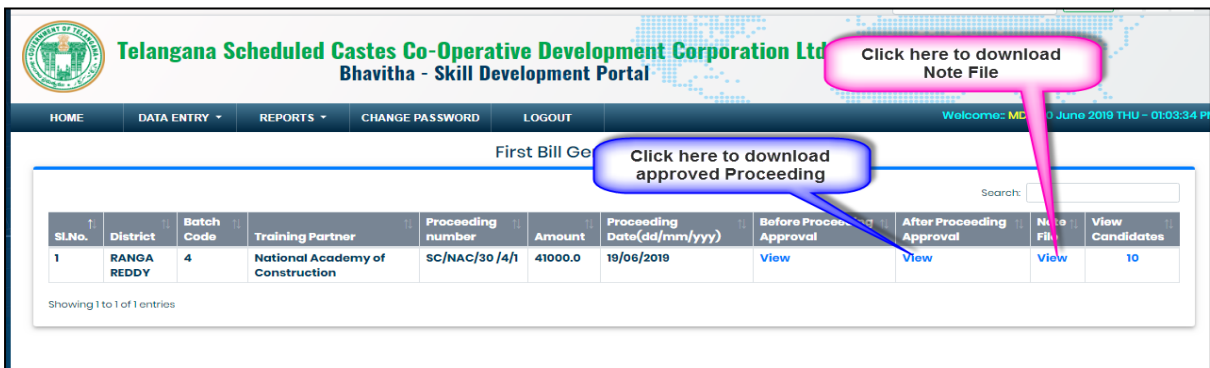
Telangana Scheduled Castes Co-Operative Development Corporation Ltd.
Bhavitha - Skill Development Portal

HOME DATA ENTRY **REPORTS** CHANGE PASSWORD LOGOUT Welcome: MD - 20 June 2019 THU - 01:02:48 PM

[1st Bill Proceeding Report](#)

Welcome To: MD

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



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

HOME DATA ENTRY REPORTS CHANGE PASSWORD LOGOUT Welcome: MD - 20 June 2019 THU - 01:03:34 PM

First Bill Proceeding Report

SLNo.	District	Batch Code	Training Partner	Proceeding number	Amount	Proceeding Date(dd/mm/yyyy)	Before Proceeding Approval	After Proceeding Approval	Note File	View Candidates
1	RANGA REDDY	4	National Academy of Construction	SC/NAC/30 /4/1	41000.0	19/06/2019	View	View	View	10

Showing 1 to 1 of 1 entries

Download approved proceedings and note file 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:




SL.No.	District	Batch Code	Training Partner	Proceeding number	Amount	View Proceeding	View Note File	View Candidates	Approval Date(dd/mm/yyyy)	Approve	Reject	Reject Remarks
1	RANGA REDDY	4	National Academy of Construction	SC/NAC/30/4/2	41000.0	View	View	10	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	KAMAREDDY	1	djgkjbjk.sdj	SC/JWREGF/10/h/2	2050.0	View	View	2	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Showing 1 to 2 of 2 entries

Step1: Select Approved date

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

Step2: Click on “Approve” 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

Then system display success message as shown in above figure.

To Reject Proceeding:



The screenshot shows the 'Approved Batches' section of the Skill Development Portal. A table lists one batch with the following details:

Sl.No.	District	Batch Code	Training Partner	Proceeding number	Amount	View Proceeding	View Note File	View Candidates	Approval Date(dd/mm/yyyy)	Approve	Reject	Reject Remarks
1	RANGA REDDY	3	National Academy of Construction	SC/NAC/30/3/1	5658.0	View	View	3		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Enter Reject Remarks

Below the table, there are buttons for 'Approve' (green) and 'Reject' (red), with a 'Click here' arrow pointing to the 'Reject' button. Red callouts with numbers 1, 2, and 3 indicate the steps: 1. Select the check box to Reject, 2. Enter Remarks, and 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.