

- 1) Compliance of scrutiny.
- 2) Only scrutiny which are not approved + New query if any will be displayed.
- 3) If the clerk/Manager (R.M)/General Manager not satisfies with the second scrutiny then it will again go in the same fashion. Otherwise the application would be approved.



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#### 1. How do I login to the portal?

- ► Go to the URL :- <a href="http://10.10.46.175/admin/login.aspx">http://10.10.46.175/admin/login.aspx</a>
- The following homepage will open.(A)



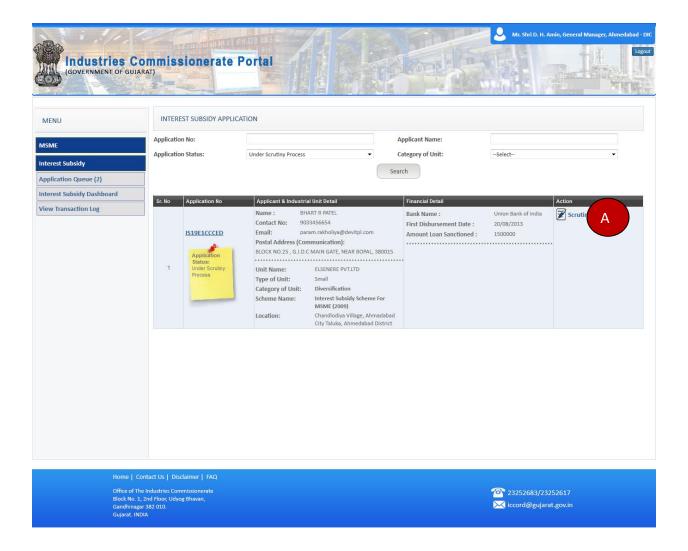




- After enter user name and password click on "Login" button and it will redirect to you into our system.(B)
- If you forgot your password then in that case click on "Forgot Password", it will ask you enter your Email Id for send your password on that Email Id.(C)



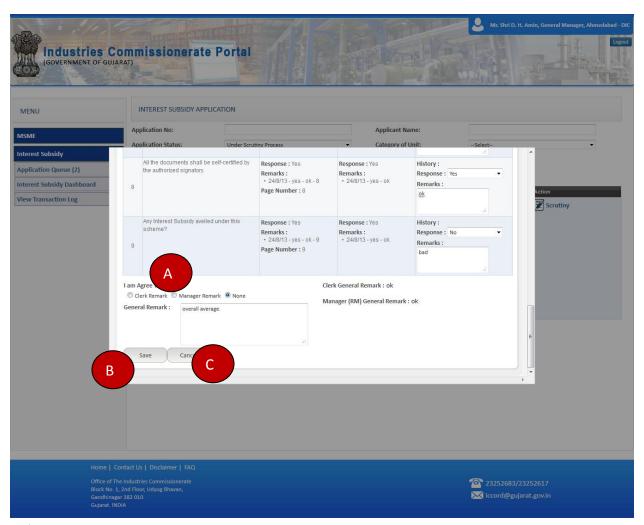
#### 2. How do I Perform Scrutiny?



Click on "Scrutiny" link which is displayed in above screenshot (in last column).(A)



#### 3. How do I Enter Scrutiny Details?

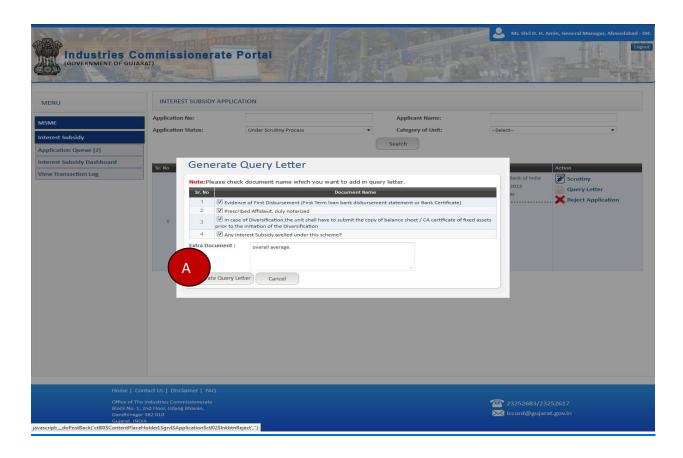


- ➤ When user clicks on "Scrutiny" then system will open a popup for enter scrutiny data.
- ➤ GM should have a facility for view scrutiny data which is entered by clerk and Manager
- ➤ If GM agrees with remarks of Manager then GM can fill remark using one click Just select "Manager Remarks" option from radio button. (A)
- ➤ If GM agrees with remarks of clerk then GM can fill his/her remark using one click Just select "Clerk Remarks" option from radio button. (A)
- If user selects "None" then user has to enter his / her remark for each document.



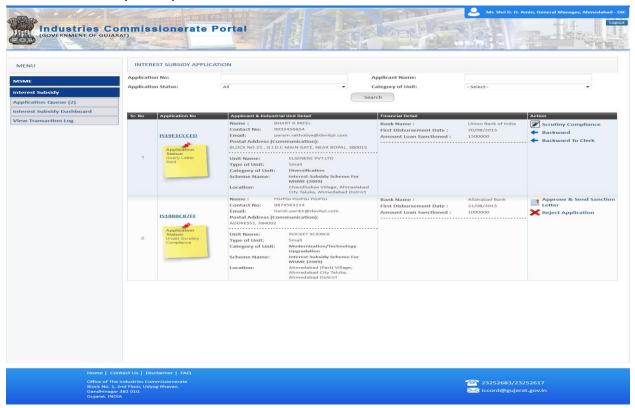
- When you want to **save scrutiny data**, Please select appropriate response from "**Response dropdown**" and enter your remarks and click on "Save" button.(B)
- ➤ Three option should be available for response Yes, No and Not Applicable.
- If you don't want to save scrutiny data now and want to close a popup then click on "Cancel" button.(C)
- After submission of data one process is available from below items:
  - Approval Process of Sanction Letter
  - Generate Query Letter

#### 4. How do I Generate Query Letter



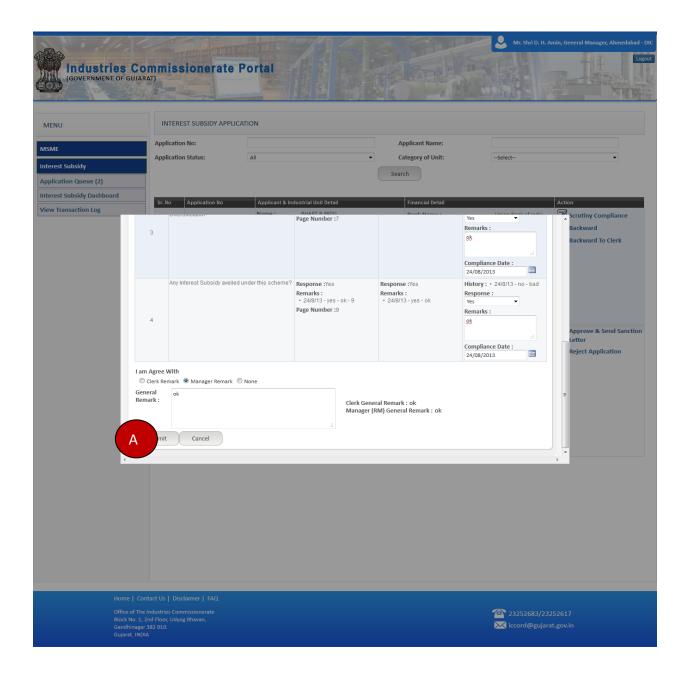


- ➤ When GM enters "No" for single document then system will allows for generate query letter.
- For Generate Query letter click on "Query Letter" which is displayed in last column.(A)
- When click on "Query Letter" then it will display pop up for select document which you want to send to applicant.
- For send Query letter user have to select one or more document by tick mark on check box.
- When user click on "Generate Query Letter" then mail will automatically send to applicant in predefine format with attachment
  - All selected document are listed in attachment.
- After generation of Query Letter system will allows you to perform two task
  - **Backward** When you click on Backward then that application will move automatically to respective Manager (RM).
  - **Backward to clerk**-When you click on Backward then that application will move automatically to respective clerk.





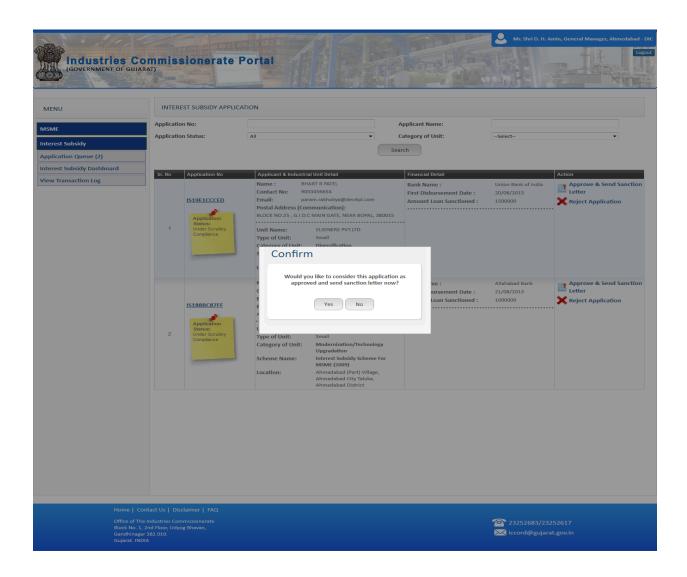
- Scrutiny Compliance
- 5. How do I Perform Scrutiny Compliance?





- ➤ When user wants to perform "Scrutiny Compliance "then click on "Scrutiny Compliance".
- ➤ GM should have a facility for view clerk's, Manager's and his / her own response and remarks.
- After enter data of compliance click on "Submit" button for submit data. (A)

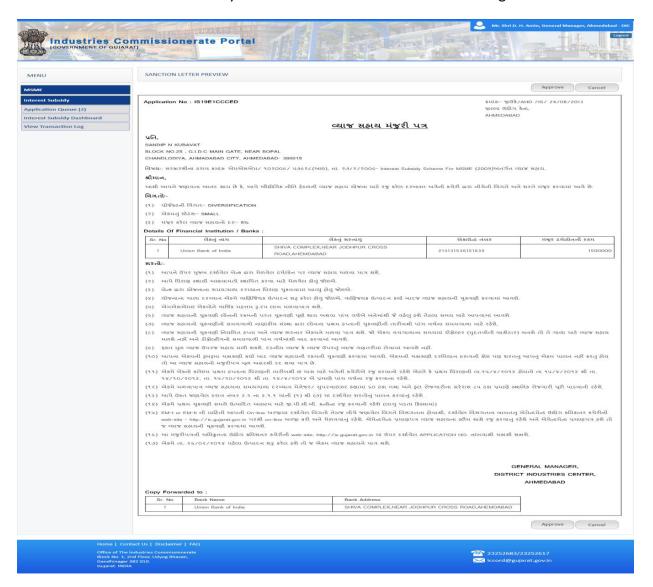
#### 6. How do I Send Sanction Letter?



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- ➤ When user enters "Yes" or "Not Applicable" at a time of "Scrutiny" or "Scrutiny Compliance" for all document then system will open a popup of confirmation for generate Acknowledgement.
- > If users click on "Yes" then system will redirect on "Sanction Letter Page".



- On Acknowledgement Page user can perform two actions.
  - Approve the Sanction Letter.
  - Print Acknowledgement.

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