

## 1. INTRODUCTION:

Claims in Chanakya deals with reimbursement of travel and transport expenses incurred by an employee for official duty in the organization. The employee can also claim for other type of expenses used for office work like mobile Bill, stationary purchased and repairs and maintenance expenses for official asset or inventory. He can claim for all type of official expenses incurred and borne by him while doing his duty.

But for all such expenses to be claimed prior permission must be taken from reporting or senior authority in the form of "Requisition". The requisition is the starting point for applying a claim. If the senior authority approves the requisition then the claim can be proceeded with for further processing by accounts.

Once the requisition is approved by the senior authority, requester can apply claim and it is processed by the accounts person to check the supporting documents and vetted by the internal auditor to proceed with fund release for the claim.

## Step1:- Apply Requisition.

The requisition is the starting point for applying a claim.

After submission of the requisition, the requisition will be visible to selected approver. The approver can approve, revert or reject the requisition. If the approver revert the requisition then it will return back to user who made requisition and the user has to reapply the requisition again. In any case the requisition is rejected by approver then the user has to make a fresh requisition as per the remark by the approver.

If the requisition is not approved within a period of 5 days then the requisition will be expired automatically. In that case the applicant can apply a fresh requisition. If the applicant wants to apply a claim in another project, he can choose his project and approver name from the appropriate dropdown.

Select Your Project, Approver, location and purpose of claim from the drop

**Apply Requisition**

\* Mandatory Fields

NAME	MANOJ KUMAR MUDULI	PROJECT NAME	Odisha Online
APPROVER NAME	Sabyasachi Mohapatra	PURPOSE	Deputation
START DATE	18/05/2017	END DATE	18/05/2017
FROM LOCATION	OESL, HEAD OFFICE	TO LOCATION	PURI DSR
ESTIMATED COST	200	BRIEF DETAILS	Hardware instalation.

ITEM WISE COST(Optional)

**SUBMIT** **RESET**

**Apply Requisition**

- Claim
- MIS Report
- Master Entry
- Requisition
  - Apply Requisition**
  - Approve Requisition
  - View Requisition Status
- Personal Details

### (Apply Requisition)

After filling all the requisition details, click on submit button for submitting it to the approver. Requisition code will be generated as shown below screen short.

 **Manoj Kumar Muduli**  
ITL 90929

- User <
- Leave <
- Attendance <
- Claim <
- My Message <
- Budget <
- Inventory Management <
- New Claim <

### Apply Requisition

\* Mandatory Fields

NAME	Manoj Kumar Muduli	PROJECT NAME	e-Municipality
APPROVER NAME	Asish Acharya	PURPOSE	--SELECT--
START DATE	18/05/2017	END DATE	18/05/2017
FROM LOCATION			
ESTIMATED COST			

Requisition Data has been Submitted successfully, your Requisition No. is RQ2017051800001 .

OK

ITEM WISE COST(Optional)

 SUBMIT  RESET

## Step2:-Requisition Status

The applicant can check the status of his requisition in the Requisition status page. He can edit he requisition details if needed till the time the approver has not taken any action on the requisition.

### (Requisition Status)

View Requisition Status and Apply Claim \* Mandatory Fields

FROM DATE 11/05/2017

TO DATE 18/05/2017

REQUISITION CODE

CHOOSE OPTION All

Start Date	End Date	Requisition Code	Approved By	Project	Purpose	From	To	Estimated Amt.	Status	
18/05/2017	18/05/2017	RQ2017051800001	Sabyasachi Mohapatra	Odisha Online	Deputation	OESL, HEAD OFFICE	PURI DSR	200	Pending	<a href="#">Edit</a>
12/05/2017	12/05/2017	RQ2017051200003	Sabyasachi Mohapatra	Odisha Online	Meeting			100	Applied	Claim Applied
12/05/2017	12/05/2017	RQ2017051200001	Sabyasachi Mohapatra	Odisha Online	Repairing of Hardware	OESL, HEAD OFFICE	KHURDA(BBSR) DSR	250	Applied	Claim Applied
12/05/2017	12/05/2017	RQ2017051200002	Sabyasachi Mohapatra	Odisha Online	Fooding			100	Applied	Claim Applied

Requisition can be edited, if approver has not taken any action of the requisition.

Navigation Menu:

- Leave Info
- Attendance
- Old Claim
- My Message
- HelpDesk
- Inventory Management
- Chanakya Support Admin
- Claim
  - Claim
  - MIS Report
  - Master Entry
  - Requisition
    - Apply Requisition
    - Approve Requisition
    - View Requisition Status**
- Personal Details

### Step3:- Approve Requisition

After submission of the requisition, the requisition can be approved as shown under.

FROM DATE 11/05/2017

TO DATE 18/05/2017

CHOOSE OPTION Pending

Search

Pending Requisition

**Note:-** Process the Requisition within the 5 days from date of arrival to avoid the delay in requisition process.

Start Date	End Date	Requisition Id	Purpose	Project	Employee Name	From	To	Remarks	Estimated Cost	Enter Remark	Approve	Revert	Reject
18/05/2017	18/05/2017	RQ2017051800001	Deputation	Odisha Online	MANOJ KUMAR MUDULI	OESL, HEAD OFFICE	PURI DSR	Test	200	ok	Approve	Revert	Reject

Approver can click the appropriate link to take action on the requisition.

### Requisition Approve

After approval of requisition, the applicant is able to apply claim.

#### Step4:-Apply Claim.

TO DATE: 18/05/2017

REQUISITION CODE:

CHOOSE OPTION: All

Search Apply New

Start Date	End Date	Requisition Code	Approved By	Project	Purpose	From	To	Estimated Amt.	Status	
18/05/2017	18/05/2017	RQ2017051800001	Sabyasachi Mohapatra	Odisha Online	Deputation	OESL, HEAD OFFICE	PURI DSR	200	Approved	<a href="#">Apply Claim</a>
12/05/2017	12/05/2017	RQ2017051200003	Sabyasachi Mohapatra	Odisha Online	Meeting			100	Applied	Claim Applied
12/05/2017	12/05/2017	RQ2017051200001	Sabyasachi Mohapatra	Odisha Online	Repairing of Hardware	OESL, HEAD OFFICE	KHURDA(BBSR) DSR	250	Applied	Claim Applied
12/05/2017	12/05/2017	RQ2017051200002	Sabyasachi Mohapatra	Odisha Online	Fooding			100	Applied	Claim Applied

This is the Apply Requisition Status screen of Claim. If the requisition status is approved then he/she can apply the claim, click on the link [Apply Claim](#)

Then it goes to Apply claim Page

- [User Info](#) <
- [Leave Info](#) <
- [Attendance](#) <
- [Old Claim](#) <
- [My Message](#) <
- [HelpDesk](#) <
- [Inventory Management](#) <
- [Chanakya Support Admin](#) <
- [Claim](#) <
- [Personal Details](#) <

REQUISITION CODE: RQ2017051800001

PURPOSE OF CLAIM: Deputation

FORM LOCATION: PURI DSR

DISTANCE: 78

AMOUNT: 100

PROJECT NAME: Odisha Online

DATE: 18/05/2017

TO LOCATION: OESL, HEAD OFFICE

MODE OF TRANSPORT: Travel by Bus

UPLOAD FILE:  No file selected.

Your permissible claim amount of this requisition is:- **200**, [View Your Permissible Amount Limits](#)

+ Add
↻ Reset

Your Submitted Claims

Date	From Location	To Location	Distance	Purpose of Claim	Mode Of Expense	Amount	File Name	
18/05/2017	OESL, HEAD OFFICE	PURI DSR	78	Deputation	Travel by Bus	100	<a href="#">Calendar-2017(9).pdf</a>	<a href="#">Remove</a>
18/05/2017	PURI DSR	OESL, HEAD OFFICE	78	Deputation	Travel by Bus	100	<a href="#">Calendar-2017.pdf</a>	<a href="#">Remove</a>

Comment

ok

Number of Characters Left: 100

📄 Submit
← Cancel

### Apply Claim

After filled the all claim details, user click on submit button for submit the claim.

Once the claim is submitted, it will directly go to the accounts for checking and processing further, after verification done by accounts (Checking supporting documents for the applied claim according to ilfs policy) the claim will go to internal auditor for further processing. Then the final step is file put up to the Head office in "Gurgoan". Once the claims are approved by "Gurgoan" office the funds will be released to the claimant and claim will be closed.

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