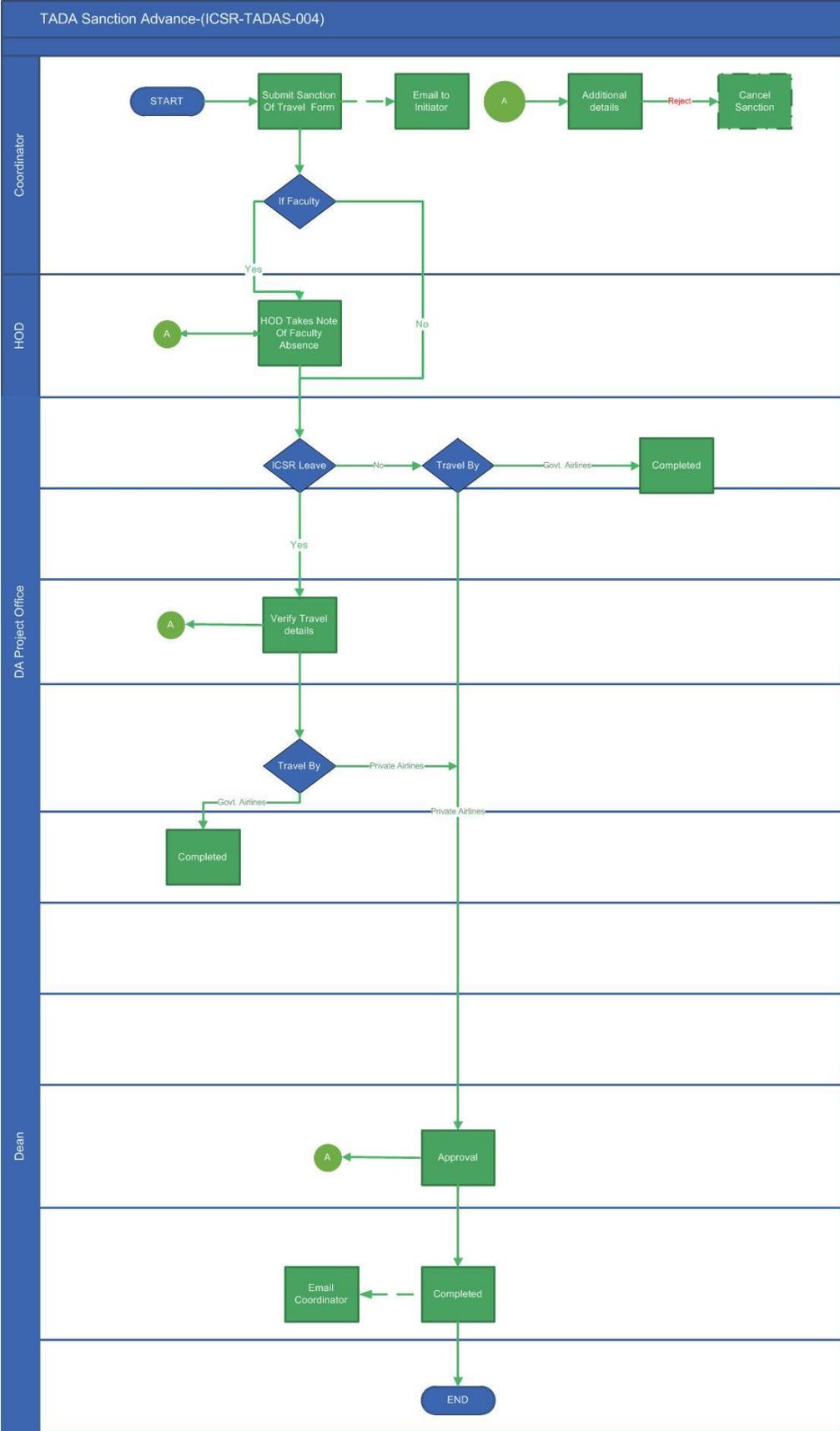


# || TADA ADVANCE

## OVERVIEW

### 1.1 Scope

This process describes the procedure involved by the faculty to submit the TADA sanction form.



## 2.2.1 Process Description

### 2.2.1.1 Key Information Captured

The following are the Key Fields in this process.

#### **Project Details**

1. Project Number
2. Basic Pay
3. Grade Pay
4. Financial Year
5. Project Title
6. User Info
7. Agency Name
8. Sanctioned Value
9. Available Amount in Projects
10. Total claims
11. Travel Mode
12. Budget Head
13. Available Amount in Budget Head
14. Reason for Visiting
15. Person Visiting

#### **Travel Details**

16. Place of Travel
17. Travel From
18. Travel To
19. Travel Amount
20. Other Expense
21. Over Draft Utilized
22. Over Draft Limit

#### **Leave Details**

23. Leave Type
24. Leave From
25. Leave To

26. Duration
27. Current ICSR-SCL Balance
28. Total Duration

### 2.2.1.2 Functional Specifications

1. When user invokes the process 'Domestic Travel', system generates the 'Domestic Travel' screen. This screen enables the faculty to submit the sanction form
2. System allows the user to select the 'Project Number' from the dropdown.
3. On selecting the project number, the fields such as 'Basic Pay', 'Grade Pay', 'Financial Year', 'Project Title', 'User Info', 'Agency Name', 'Sanctioned Value', 'Available Amount in Projects' and 'Total claims' are auto populated.
4. System allows the user to choose the fields 'budget head' and 'advance required', if advance is required.
5. System allows the user to select the travel mode from the drop down.
6. System auto populates the field 'Person Visiting'.
7. System allows the user to enter the reason for visiting and place of travel.
8. The date pickers are used to select the 'Travel from Date' and 'Travel to Date'.
9. System auto populates the fields 'Over Draft Utilized' and 'Over Draft Limit'.
10. System allows the user to enter the Travel Amount and Other expenses.
11. System generates an E-Mail to the initiator once the task is submitted.
12. System allows the user to enter ICSR SCL leave in the leave details grid

### 2.2.1.3 User Interface Design

When user invokes the process 'Domestic Travel', system generates the 'Domestic Travel' screen. This screen enables the faculty to submit the sanction form.

User selects the 'Project Number' from the dropdown field 'Project Number'.

Project Details ▲

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Project No * <input type="text" value="CR1819APM006AAAASKMV"/>	Budget Head * <input type="text" value="Others"/>	Reason for Visiting * <input type="text" value="Meeting"/>	Person Visiting <input type="text" value="vikash khanna"/>
Project Title <input type="text" value="Odin as an Indefinite Article in Russian and the Universal Evolution of the Numeral 'One' into an Indefinite Article"/>	Agency Name <input type="text" value="Common Code(AAAA)"/>	User Info <input type="text"/>	Financial Year <input type="text" value="2018-2019"/>
Basic Pay <input type="text" value="46,400.00"/>	Grade Pay <input type="text" value="9,000"/>	Sanctioned Value <input type="text" value="56,77,54,800"/>	Available Amt in Project <input type="text" value="0"/>
		Total Claims <input type="text" value="0"/>	Available Amt in Budget Head <input type="text" value="56,77,54,800"/>

On selecting the project number, the fields such as 'Basic Pay', 'Grade Pay', 'Financial Year', 'Project Title', 'User Info', 'Agency Name', 'Sanctioned Value', 'Available Amount in Projects' and 'Total claims' are auto populated.

User chooses the Budget Head.

User enters the reason for visiting in the field 'Reason for Visiting'.

The field 'Person Visiting' is auto populated.

Travel Details

Place of Travel \* chennai

Travel From \* 23/01/2019

Travel To \* 25/01/2019

Travel Amount 2,000.00

Other Expenses 500.00

Over Draft Utilized -21,265

Over Draft Limit 0

I request permission to travel by Non-Air India

User enters the place of travel in the field 'Place of Travel'.

User picks the dates from the 'Travel from' and 'Travel To' date pickers.

'Over Draft Utilized' and 'Over Draft Limit' are auto populated.

User enters the Travel Amount.

Leave Details

Leave Type *	Leave From *	Leave To *	Duration
No data found			

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Available Balance 6

Total Duration 0

User able to enter Leave From and Leave To of ICSR SCL leave.

Recommended Actions

Remarks advance requested

User enters the remarks and submits the task. If leave applied, task will send to ICSR DA.

Otherwise The task will be forwarded to HOD .

If air-India selected by user, task will be completed in HOD approval.

If Non-Air India is selected, it requires HOD and dean approval.

An E-Mail is sent to the initiator once the task is submitted.