

## SUBSIDY CLAIM PROCEDURE

1. AGENCY SUBMIT SUBSIDY CLAIM ONLINE DIVISION WISE.
2. ONE CLAIM CONSIST MAXIMUM 10 NOS OF APPLICATION.
3. AFTER SUBMISSION OF ONLINE CLAIM, TECHNICAL SECTION OF DIVISION OFFICE VERIFY THE CLAIM. IF FOUND OK THAN CLICK VERIFIED AND IF ANY QUERRY THAN RAISE COMMENTS, WHICH WILL BE RESOLVED BY AGENCIES.
4. AFTER CLAIM VERIFIED BY THE TECHNICAL SECTION & FOUND OK THAN AGENCY WILL TAKE PRINTOUT OF
  1. SYSTEM GENERATED COVERING LETTER (FORWARDING LETTER)
  2. SUMMARY SHEET (EXEL SHEET OF SUMMARY OF LIST AND INDIVIDUL PROJECT SUMMARY REPORT)
  3. SYSTEM GENERATED JOINT INSPECTION REPORT.THIS DOCUMENTS DULY SIGNED AND SUBMITTED IN HARD COPY TO DIVISION OFFICE.
5. THE ACCOUNT SECTION OF DIVISION OFFICE HAS VERIFIED THE PHYSICAL SUBMITTED CLAIM, PROCESS IT IN E-URJA FOR PAYMENT AND SUBMITTED TO CORPORATE OFFICE WITH VOUCHERS (INVOICE) FOR PAYMENT.
6. FINANCE DEPARTMENT OF CORPORATE OFFICE WILL PAY THE CLAIM TO AGENCY.