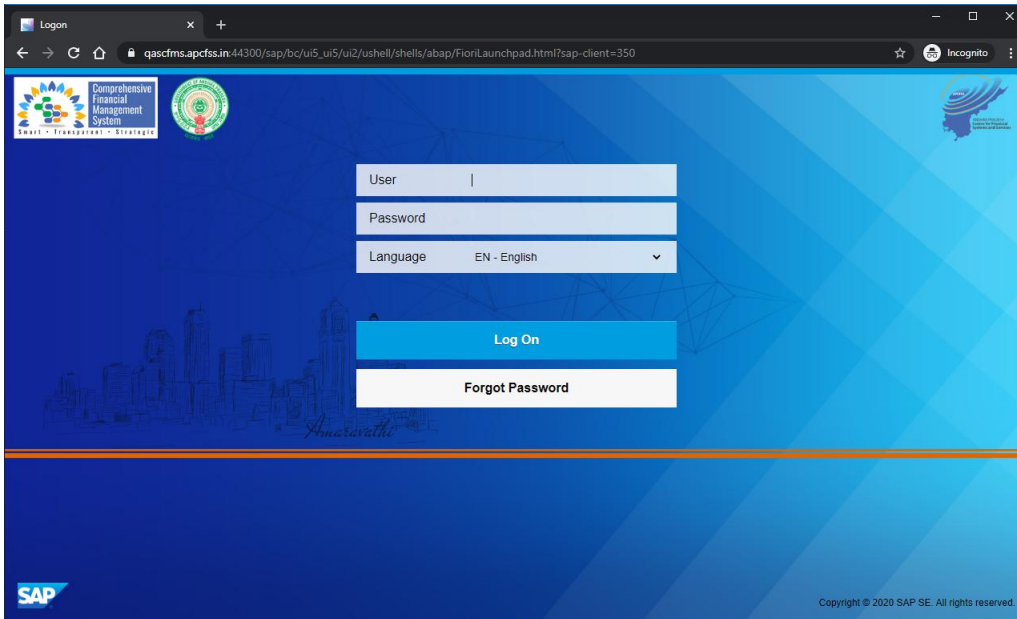


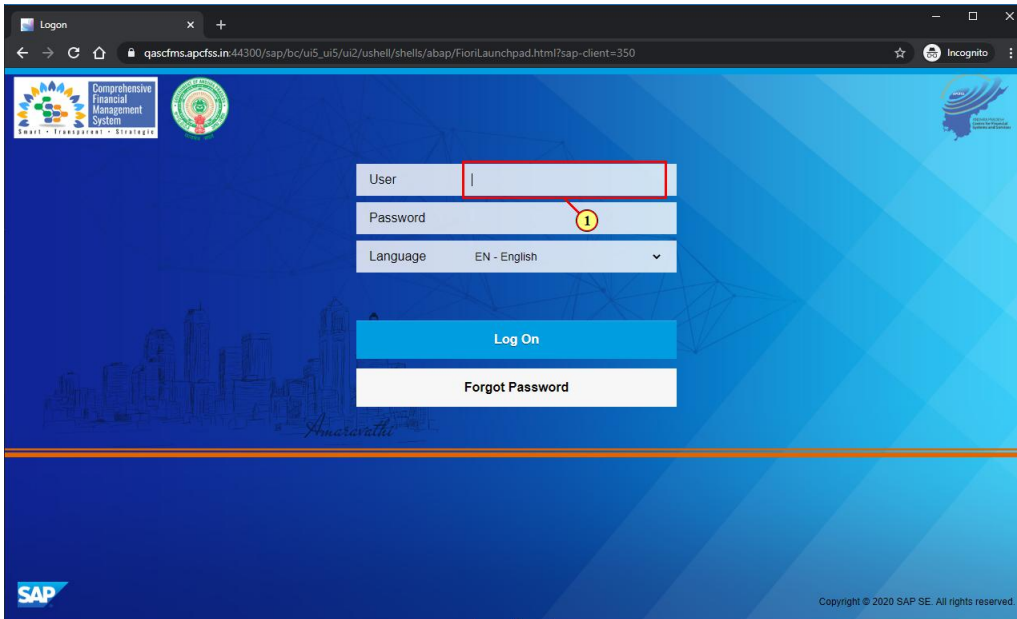
1.1. Village Volunteers-Honorarium- Failed payments lapsed-Repayment

1.1.1. Logon - Google Chrome



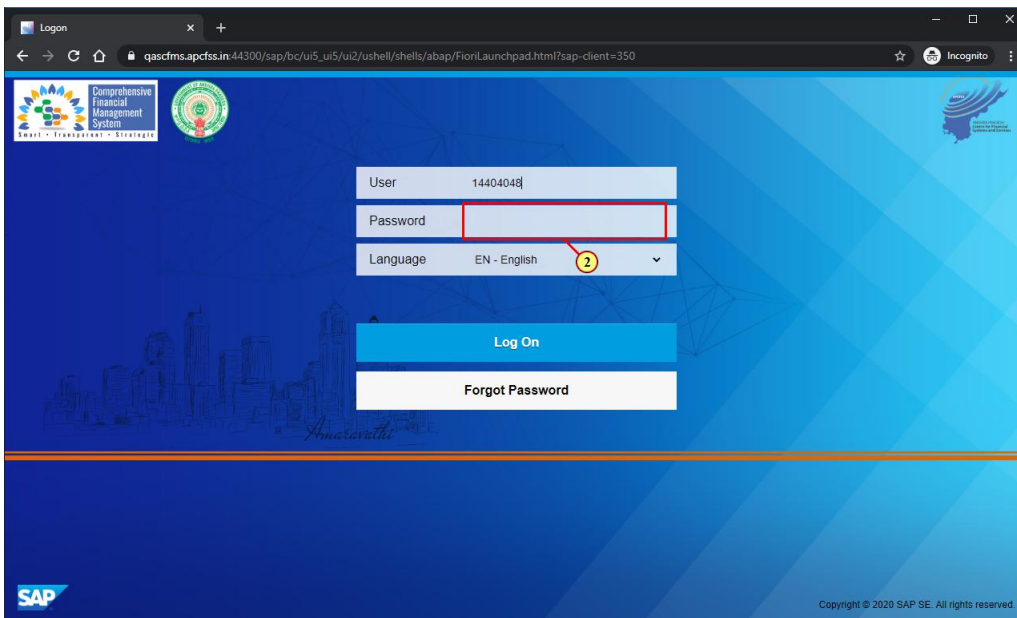
	DDO login to the CFMS
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1.1.2. Logon - Google Chrome



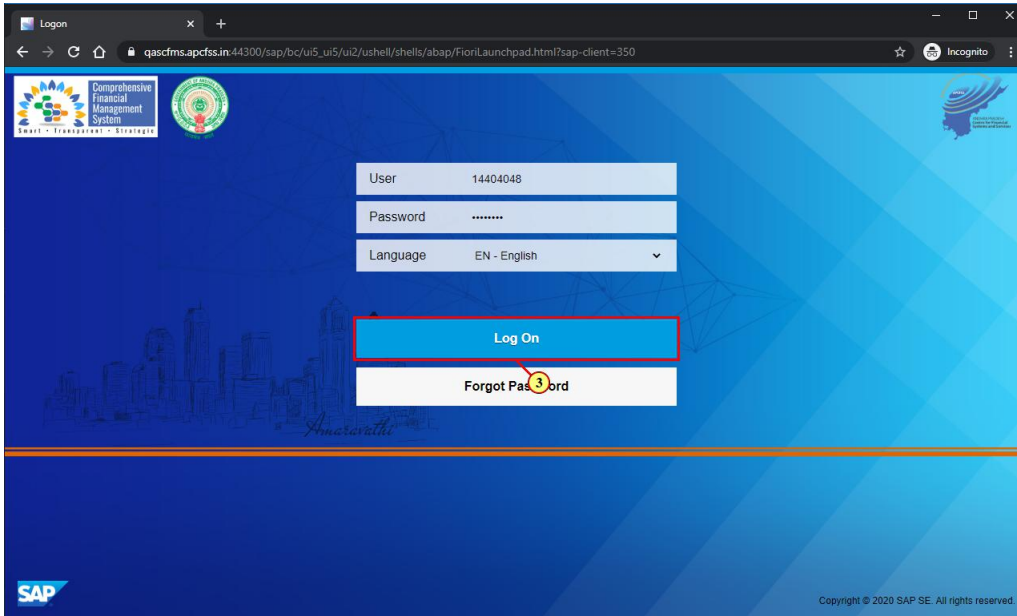
Step	Action
(1)	The User field is filled out.

1.1.3. Logon - Google Chrome



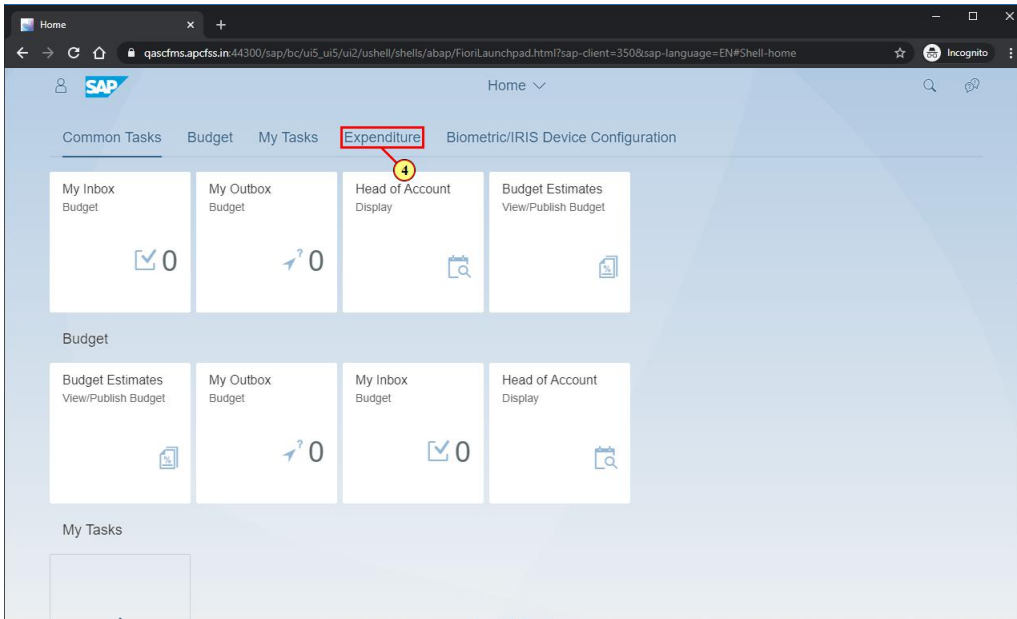
Step	Action
(2)	The Password field is filled out.

1.1.4. Logon - Google Chrome



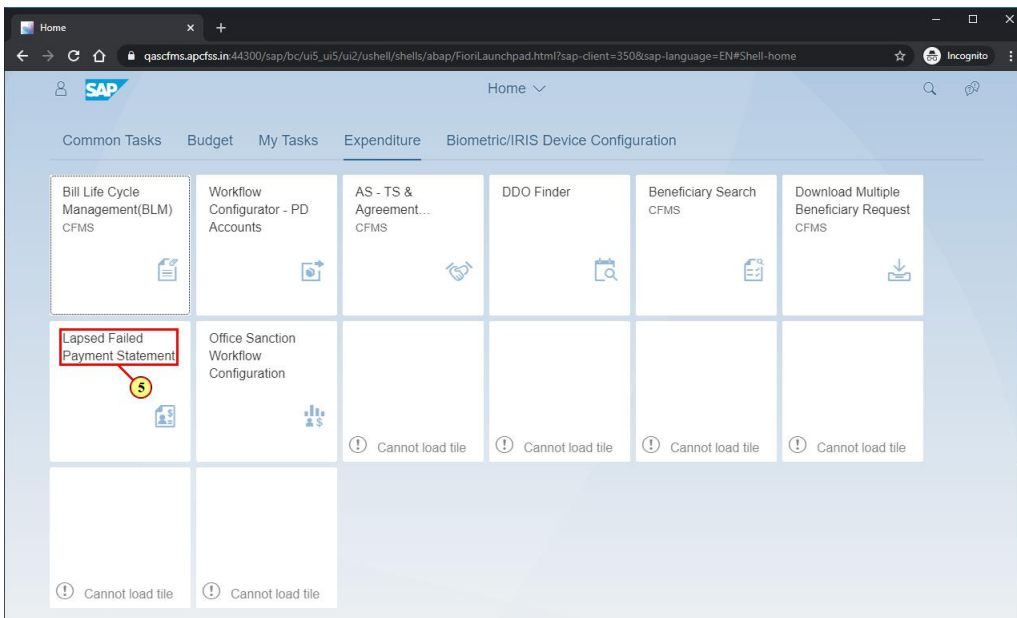
Step	Action
(3)	Click Log On .

1.1.5. Home - Google Chrome



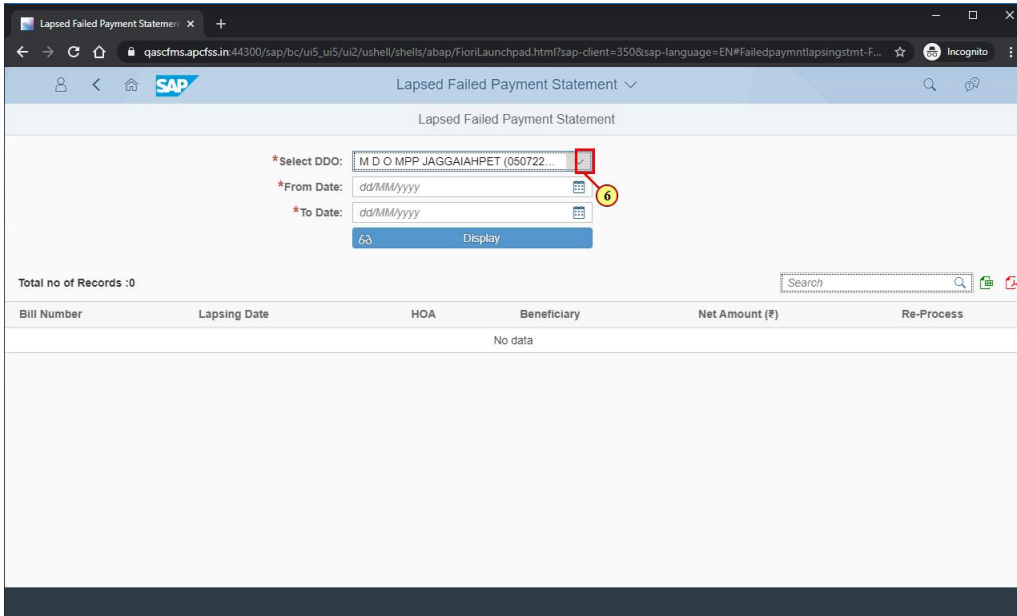
Step	Action
(4)	Click Expenditure .

1.1.6. Home - Google Chrome



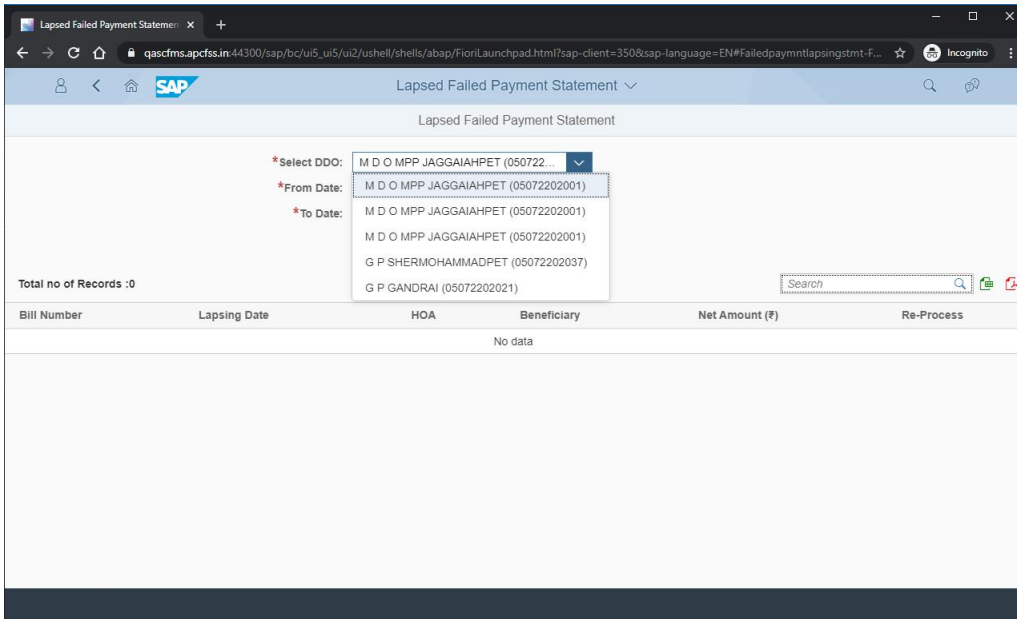
Step	Action
(5)	Click Lapsed Failed Payment Statement .


1.1.7. Lapsed Failed Payment Statement - Google Chrome



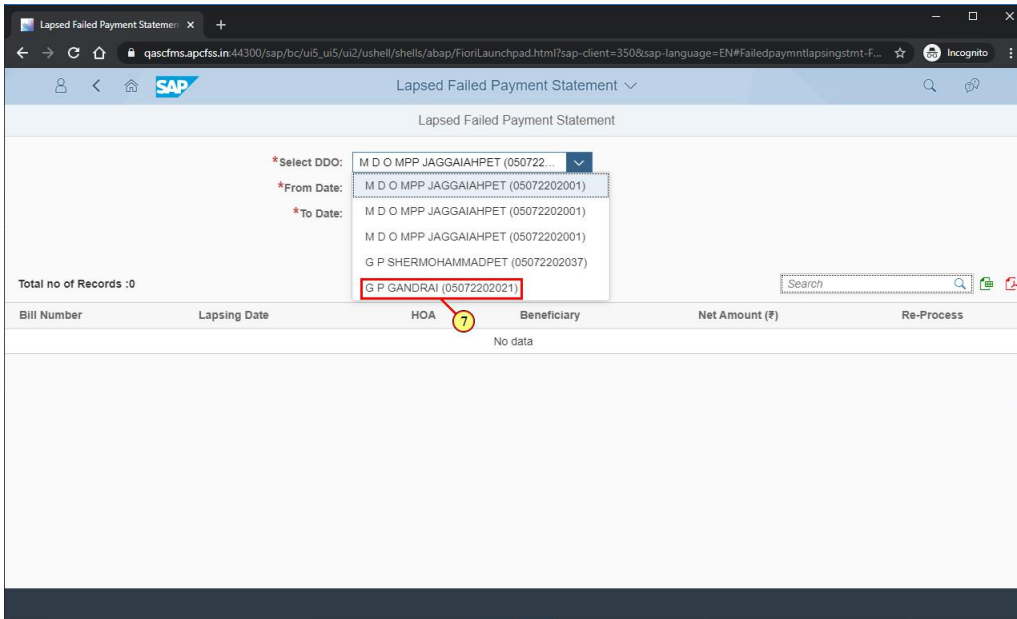
Step	Action
(6)	Clicking the button opens a dropdown list.

1.1.8. Lapsed Failed Payment Statement - Google Chrome



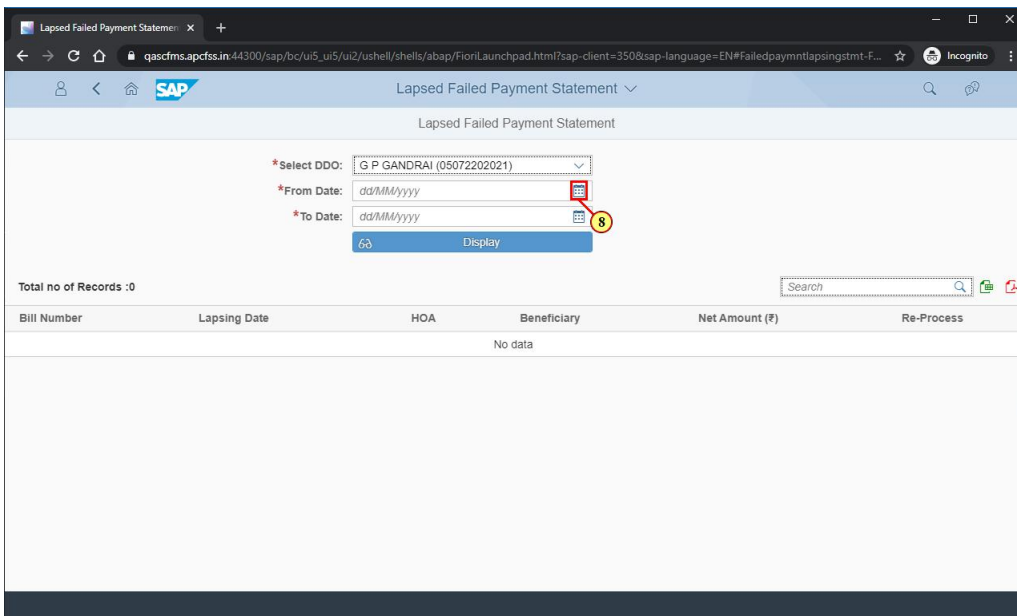
	Select the required DDO code from the values in the dropdown
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1.1.9. Lapsed Failed Payment Statement - Google Chrome



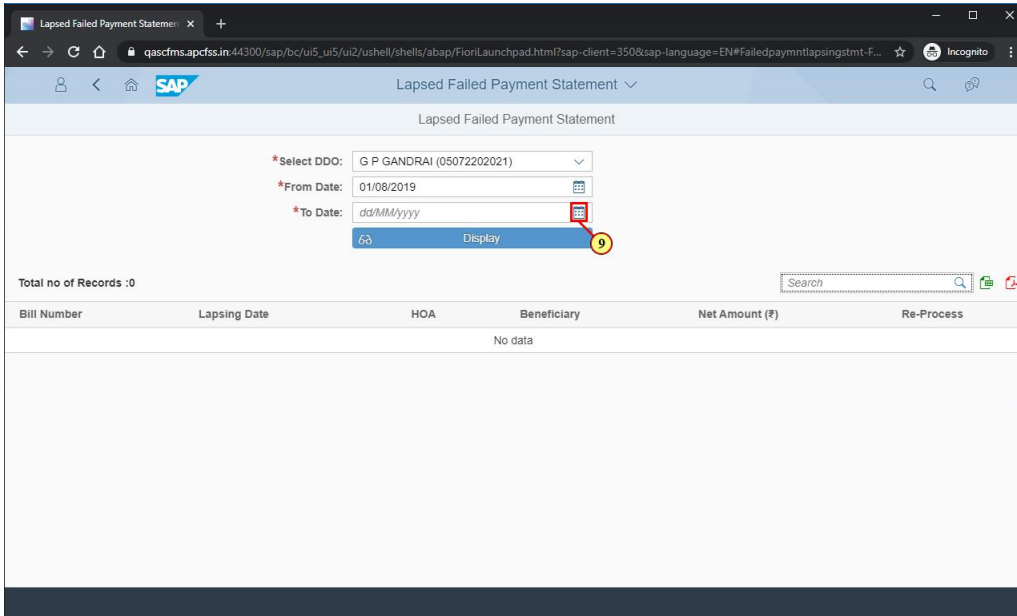
Step	Action
(7)	Clicking the entry G P GANDRAI (05072202021) selects it.

1.1.10. Lapsed Failed Payment Statement - Google Chrome



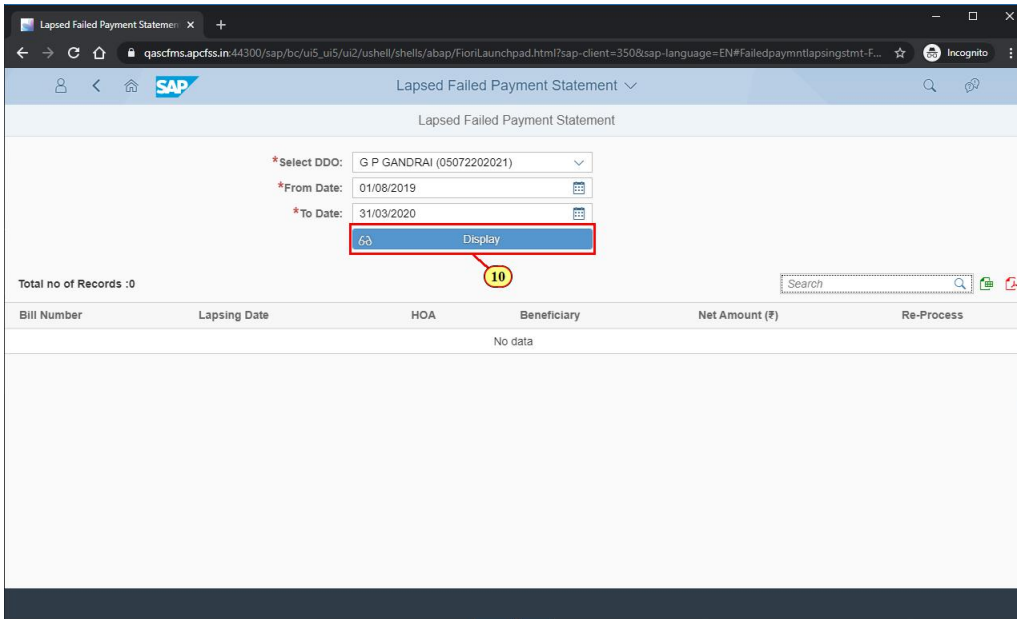
Step	Action
(8)	Click on Calendar Icon and select the applicable date.

1.1.11. Lapsed Failed Payment Statement - Google Chrome



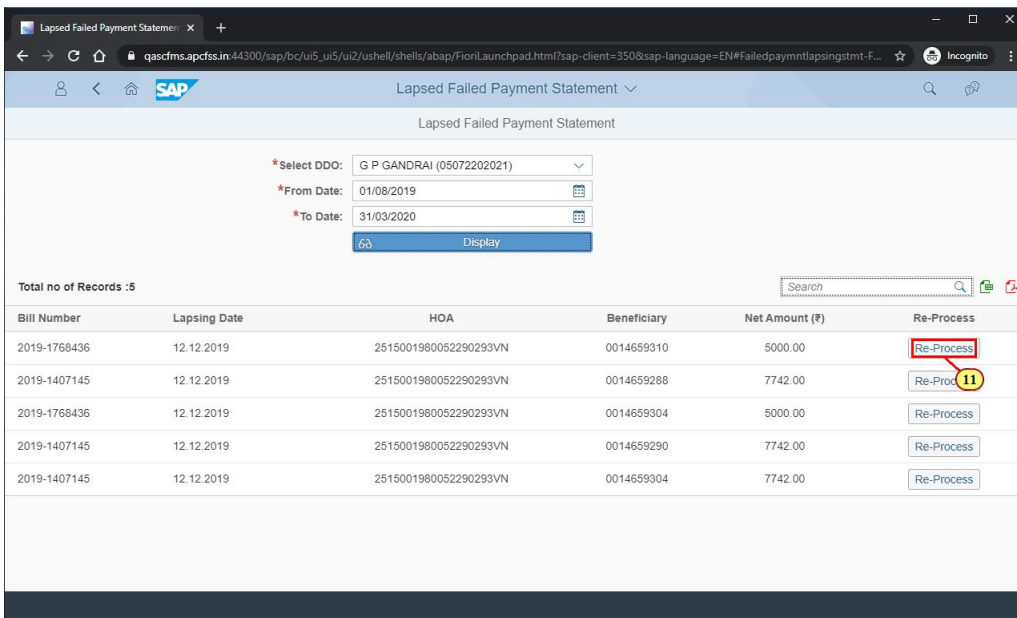
Step	Action
(9)	Click on Calendar Icon and select the applicable date.

1.1.12. Lapsed Failed Payment Statement - Google Chrome



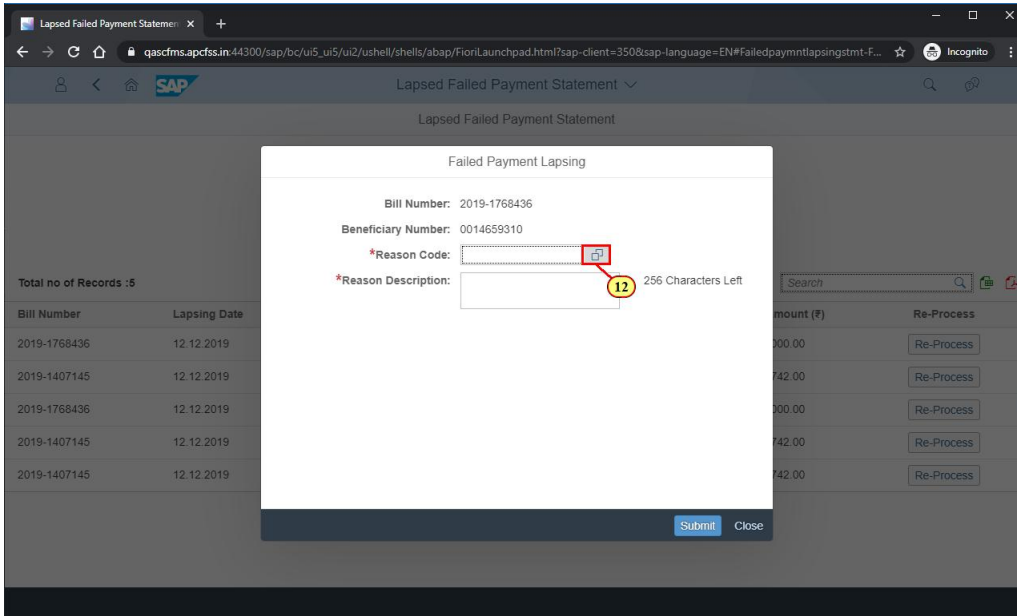
Step	Action
(10)	Click Display .

1.1.13. Lapsed Failed Payment Statement - Google Chrome



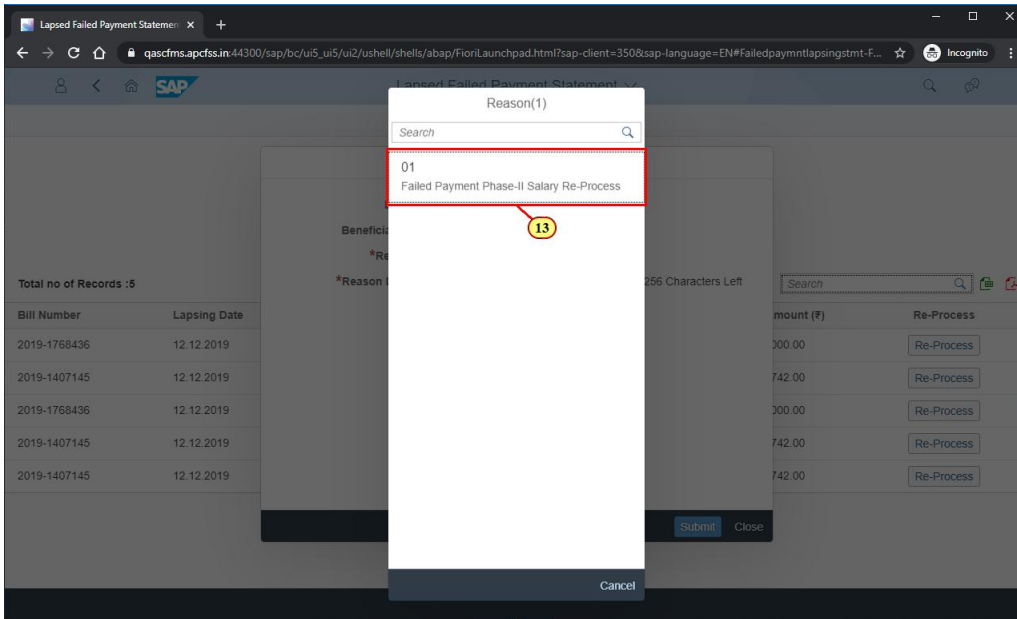
Step	Action
(11)	Click Re-Process on the bill for which failed payment has to be processed.

1.1.14. Lapsed Failed Payment Statement - Google Chrome



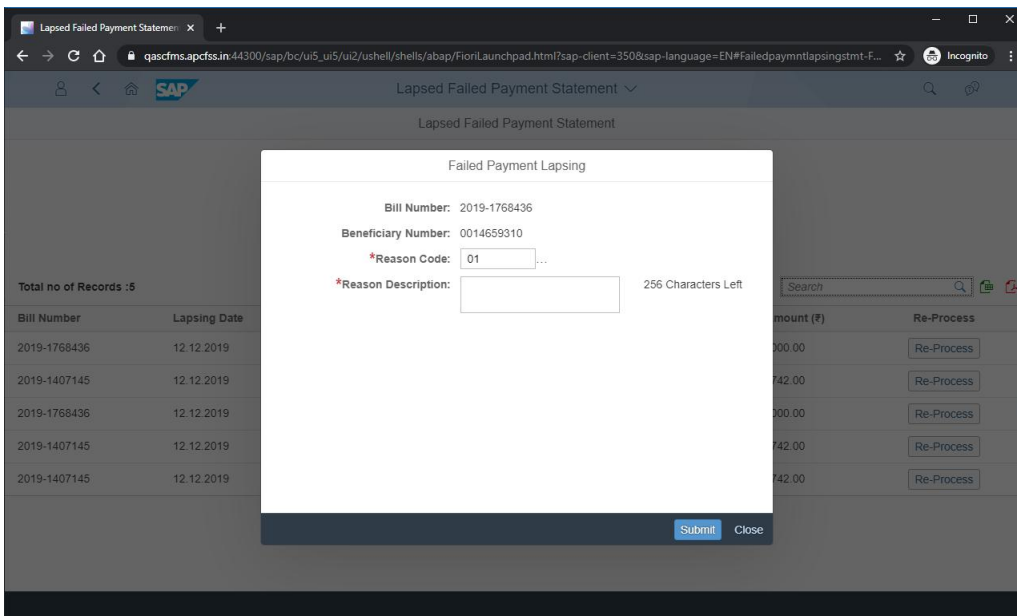
Step	Action
(12)	Click Reason Code Dropdown .


1.1.15. Lapsed Failed Payment Statement - Google Chrome



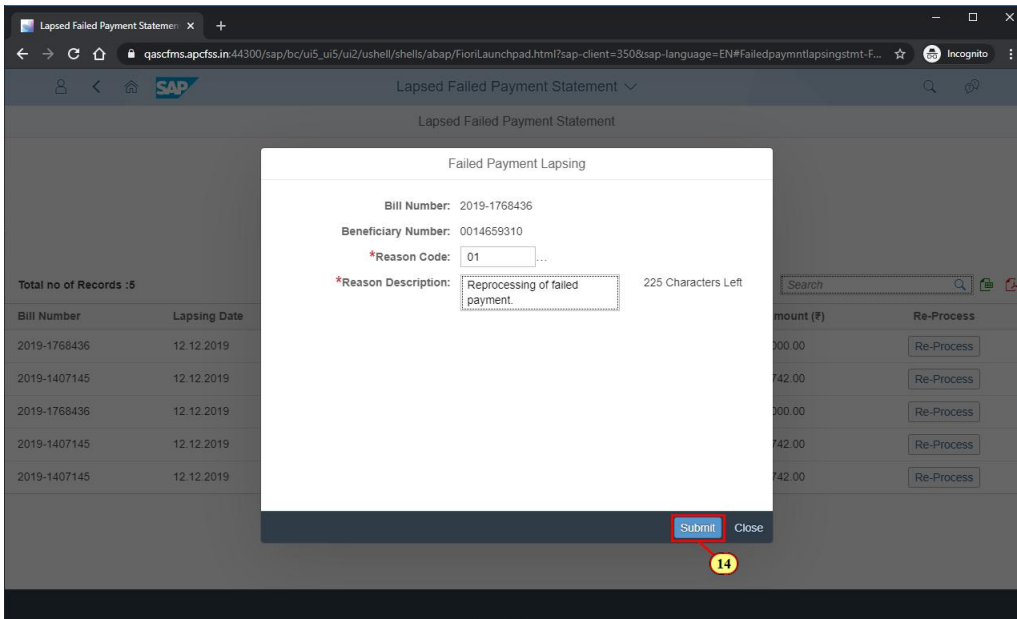
Step	Action
(13)	Click Reason Code .

1.1.16. Lapsed Failed Payment Statement - Google Chrome



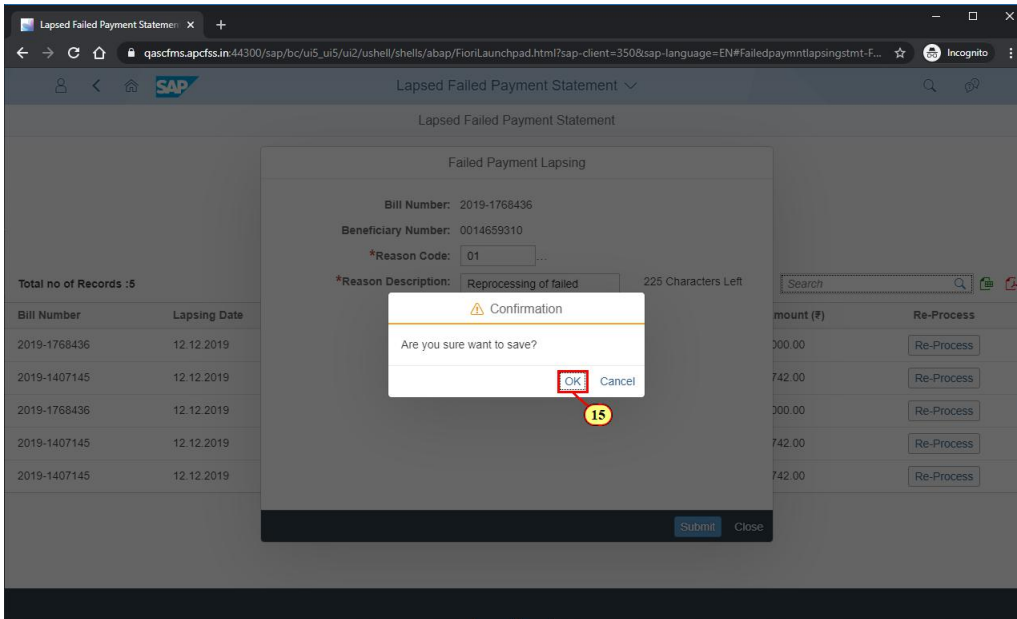
	Enter appropriate Reason Description
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1.1.17. Lapsed Failed Payment Statement - Google Chrome



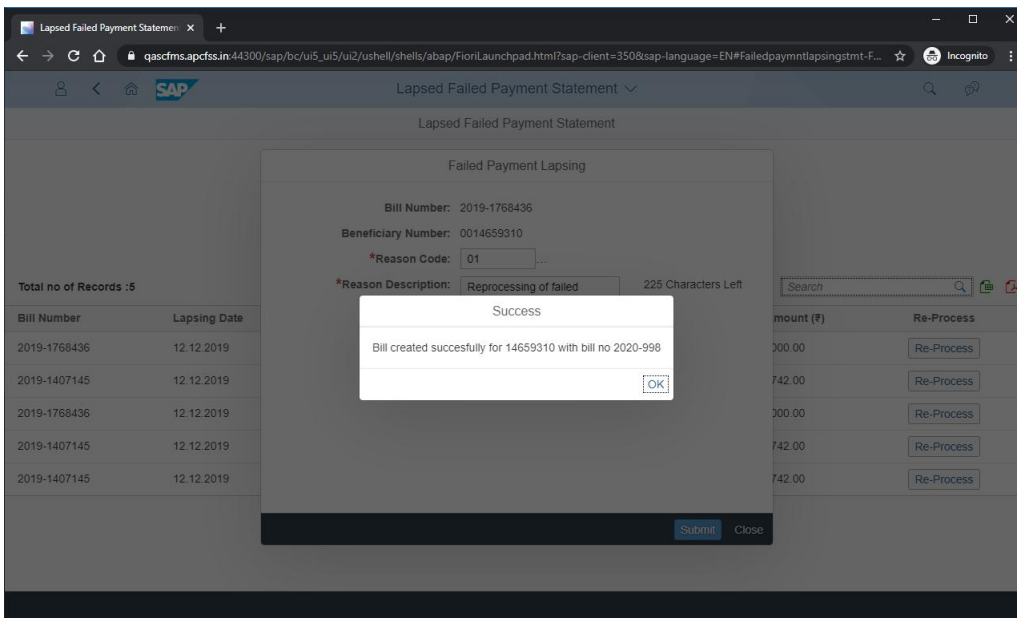
Step	Action
(14)	Click Submit .


1.1.18. Lapsed Failed Payment Statement - Google Chrome



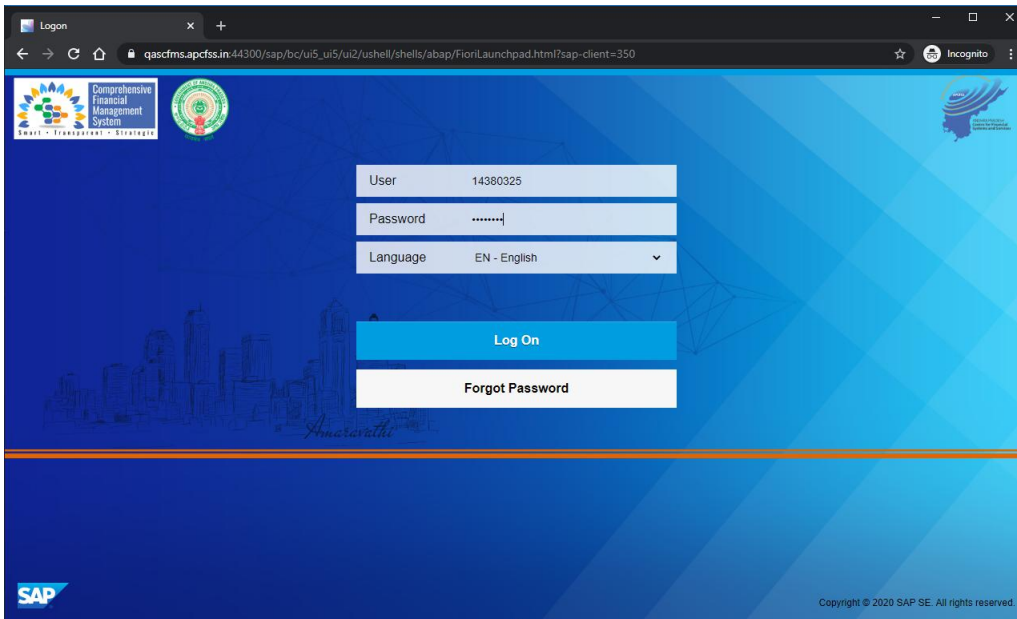
Step	Action
(15)	Click OK.


1.1.19. Lapsed Failed Payment Statement - Google Chrome



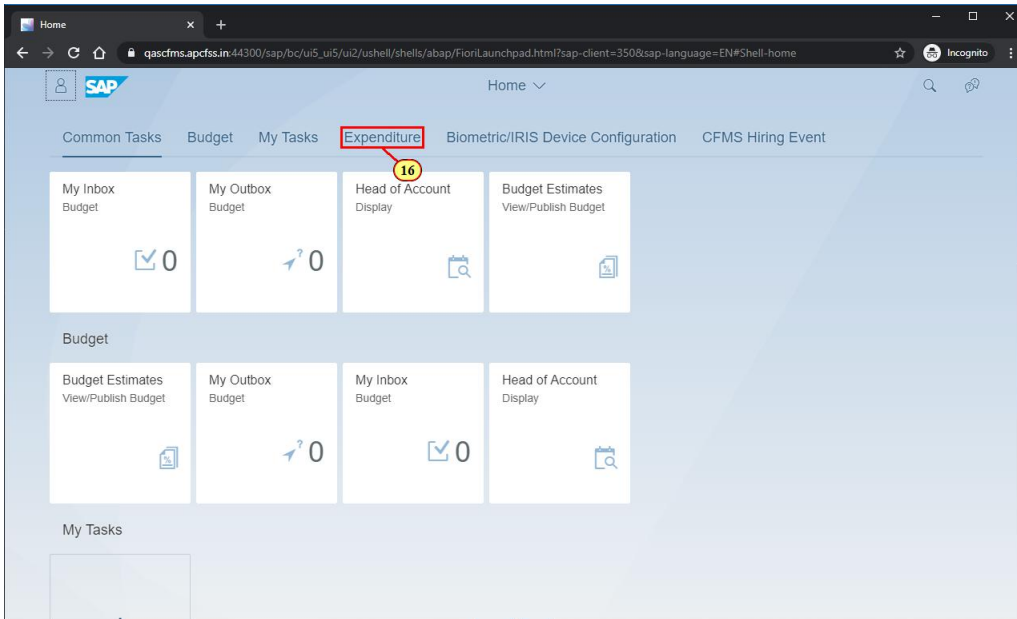
	Note the newly generated bill number.
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1.1.20. Logon - Google Chrome



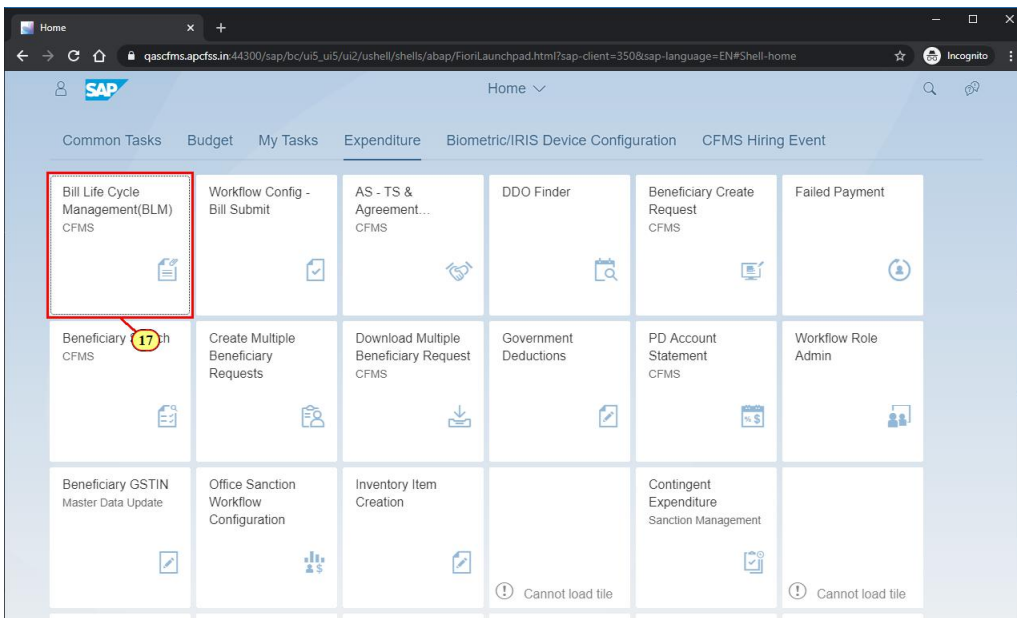
	The newly generated bill will be displayed in Maker Intry. The respective maker has to login to check the bill.
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1.1.21. Home - Google Chrome



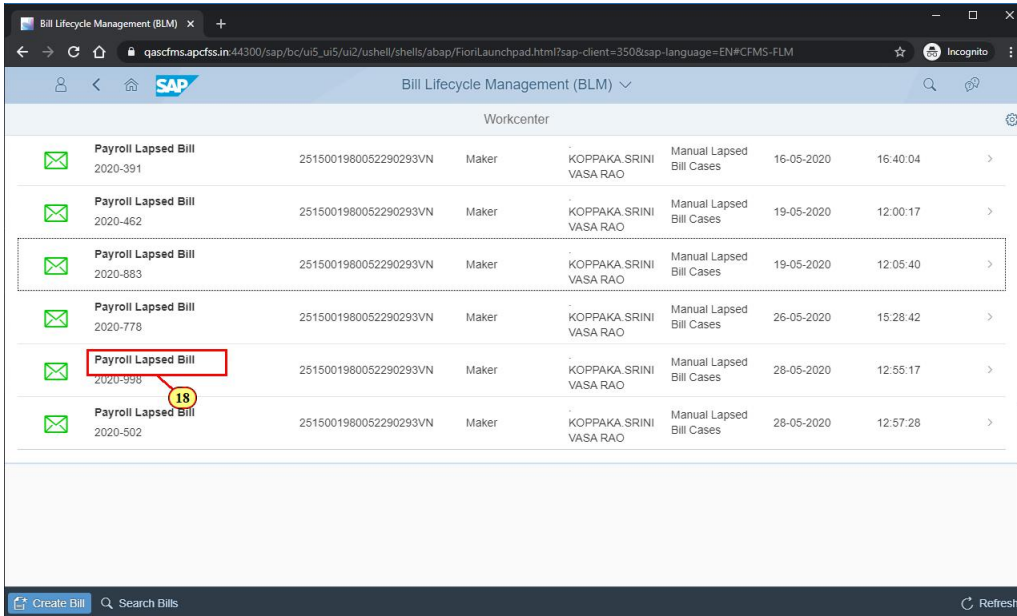
Step	Action
(16)	Click Expenditure .

1.1.22. Home - Google Chrome



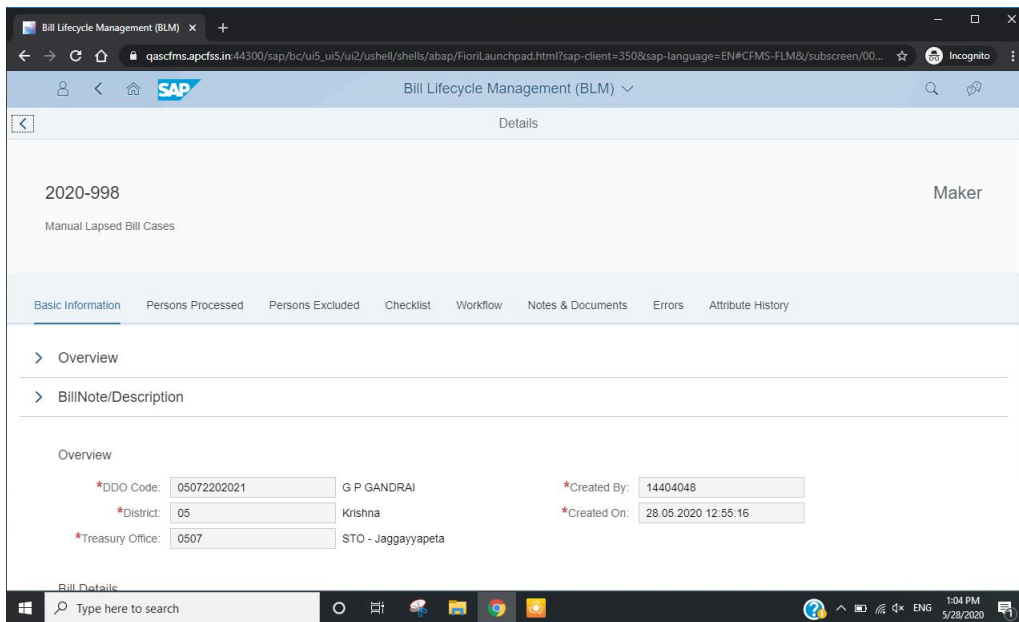
Step	Action
(17)	Click Bill Life Cycle Management(BLM) CFMS .


1.1.23. Bill Lifecycle Management (BLM) - Google Chrome



Step	Action
(18)	Click the required bill .

1.1.24. Bill Lifecycle Management (BLM) - Google Chrome



 The maker should proceed as per the regular process to submit the bill.