

**BENEFITS CLAIM BASED:
APPLICATION SUBMISSION**
Role: Application Certifier



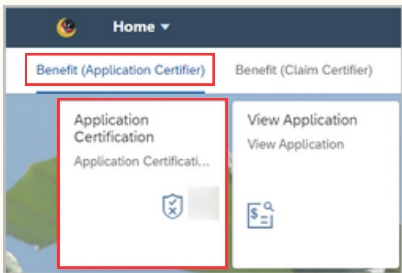
This module processes payments of employee's (benefits) claims, subject to Department’s final approval.
Prior to SSM, benefit claim based was processed via TAFIS using payment vouchers.

Below are the quick guide for Benefit Claim Based module:

Certify Application Submission

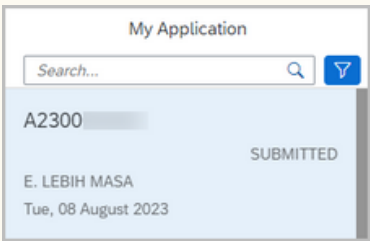
1

Click on **Application Certification** tile.



2

Select an **Application Transaction ID**.



3





Fill in the **validity period Start** and **End date**.


*Start Date:

*End Date:

4

Navigate to **Attachment** tab and click on **Display** button to view.

Supporting Doc	Type	Maximum Size	File Name	File Size	Action
Supporting Doc	pdf	3.5 MB	A23000...pdf	41.7 KB	

5

Navigate to **Notes** tab to view **Notes**.

Notes

Tue, 08 August 2023 16:51:08

6

Click on **History** tab to view the application history.

Employee	Date	Time	Status
	Tue, 08 August 2023	16:51:08	SUBMITTED

7

Tick **Declaration** checkbox and click on **Certify** button.

Declaration

☒

Segala butir-butir keterangan yang saya turunkan dalam borang ini adalah benar. Jika saya didapati memberikan butir-butir keterangan yang palsu, mengirukan atau tidak tepat, saya mengaku bahawa saya telah dikenakan tindakan undang-undang termasuk penalti dan jika berkenaan, saya juga boleh dikenakan tindakan kastam di bawah mana-mana peraturan-peraturan yang berkaitan dengan kesalahan dan kastam pegawai-pegawai Kanan.

Jika didapati butir-butir keterangan adalah palsu, mengirukan atau tidak tepat, jabatan Perberkhidmatan juga berhak untuk menarik balik sebarang ketetapan yang diberikan berhubung dengan permohonan ini dan menuntut balik pembayaran yang mungkin telah dibuat.

8

Input required **notes** and click on **Certify** button.

☒ Confirmation of Certification

Are you sure you want to Certify these application for Transaction Id:

BENEFITS CLAIM BASED: APPLICATION SUBMISSION

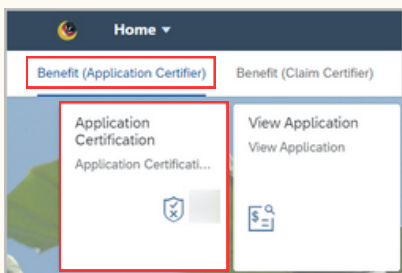
Role: Application Certifier



Rework Application Submission

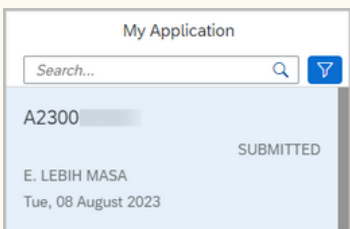
1

Click on **Application Certification** tile.



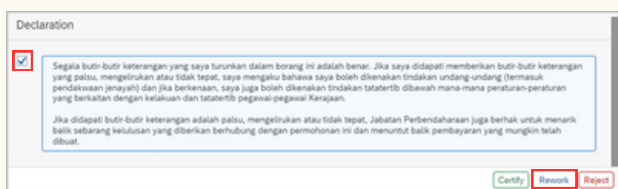
2

Select the correct **Application Transaction ID**.



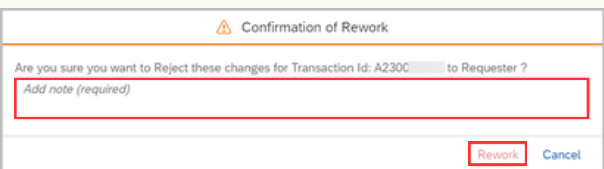
3

Tick **Declaration** checkbox, click on **Rework** button.



4

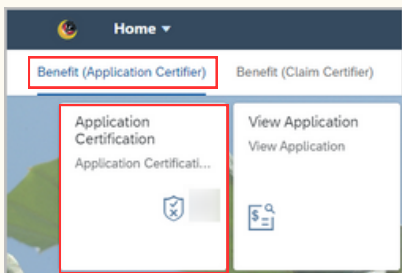
Input required notes and Click on **Rework** button.



Reject Application Submission

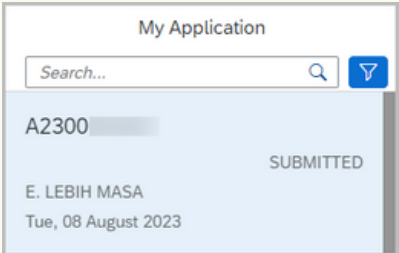
1

Click on **Application Certification** tile.



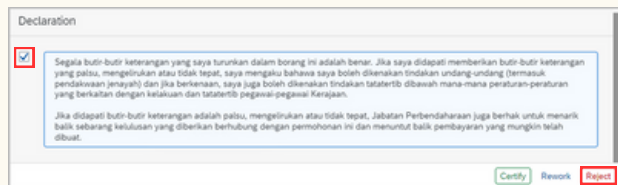
2

Select the correct **Application Transaction ID**.



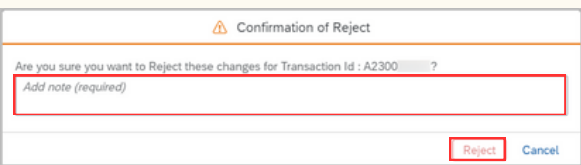
3

Tick **Declaration** checkbox and click on **Reject** button.



4

Input required notes and click on **Reject** button.



Please refer to the **User Guide** for a step-by-step guide. **Benefit Claim Based: Application Certifier User Guide** is available on **SSM Intra Website**: <https://psd.intra.gov.bn/ssm/>