

BENEFITS CLAIM BASED: APPLICATION SUBMISSION

Role: Application Certifier

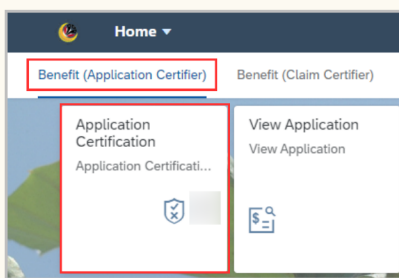


This module processes payments of employee's (benefits) claims, subject to Finance Department and STO's approval. Prior to SSM, benefit claim based was processed via TAFIS using payment vouchers.

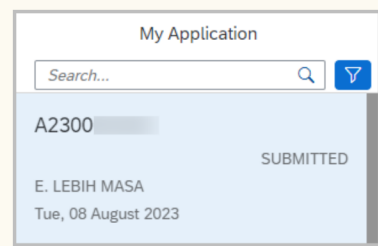
Below are the **quick guide** for **Benefit Claim Based** module:

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**.

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	A2300...pdf	41.7 KB	Display

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



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.

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

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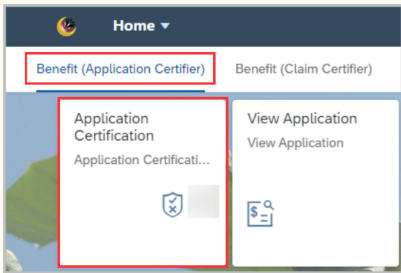
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Rework Application Submission

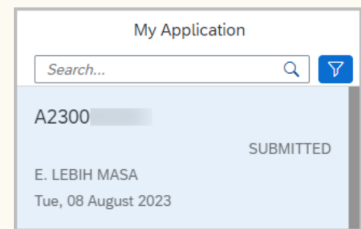
1

Click on **Application Certification** tile.



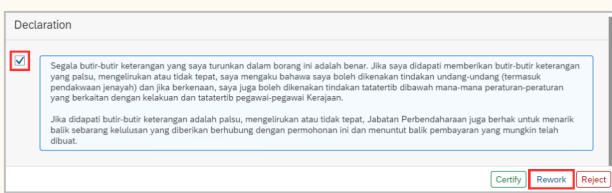
2

Select the correct **Application Transaction ID**.



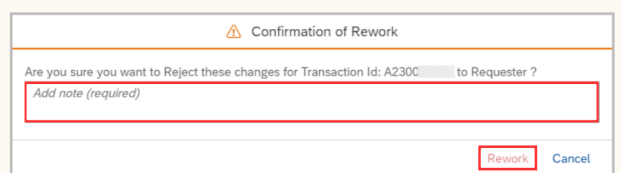
3

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



4

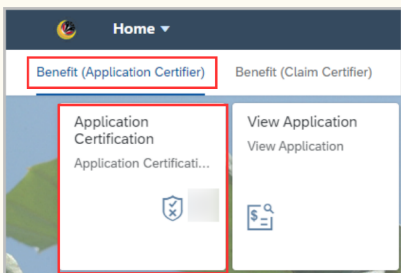
Input required notes and Click on **Rework** button.



Reject Application Submission

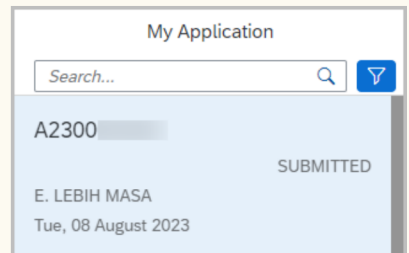
1

Click on **Application Certification** tile.



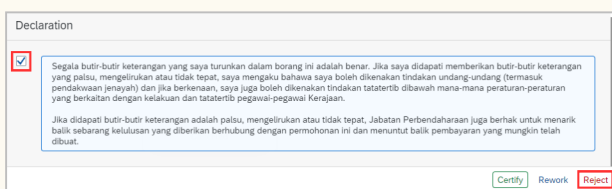
2

Select the correct **Application Transaction ID**.



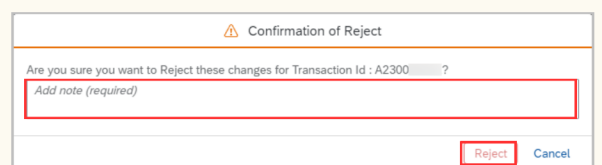
3

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/>