



BUDGET COBT

USER MANUAL TO FREEZE SANCTION POST DOCUMENTS

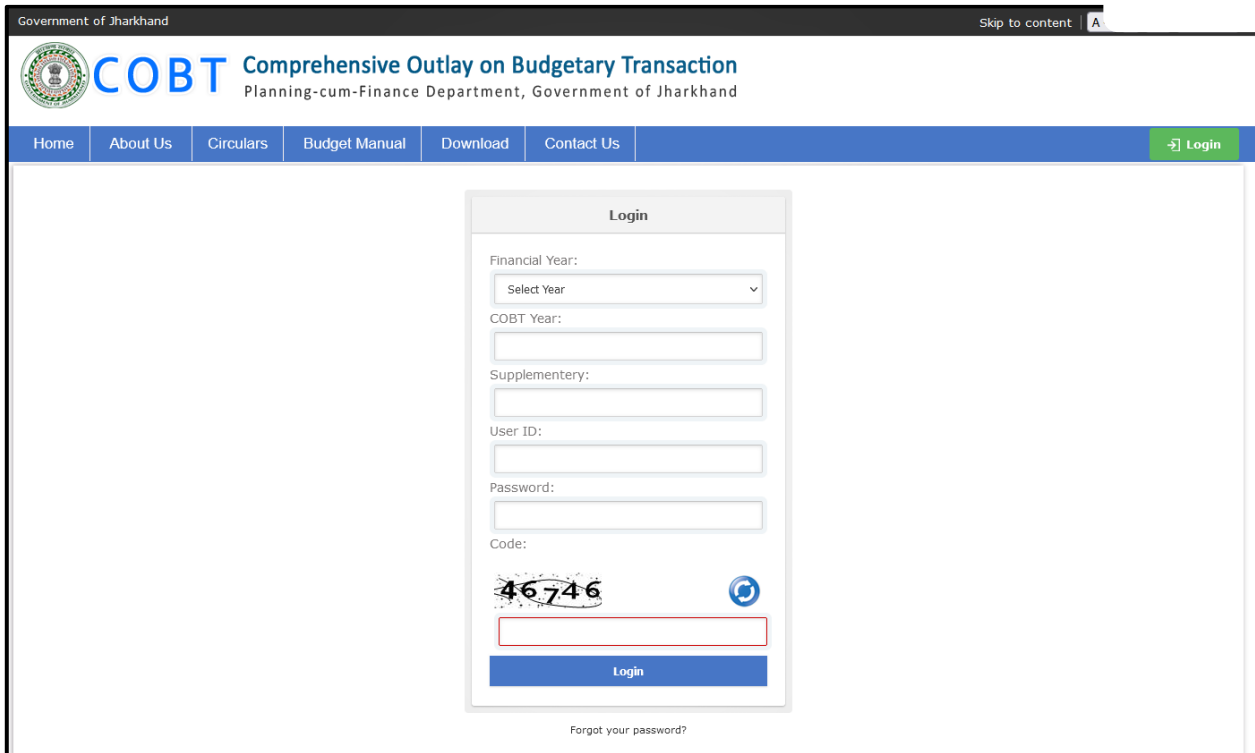
**PMU, Finance Department
Govt. Of Jharkhand**

Support from National Informatics
Centre, Jharkhand State Unit, Ranchi

INSTRUCTIONS TO FREEZE THE SANCTION POST DOCUMENTS

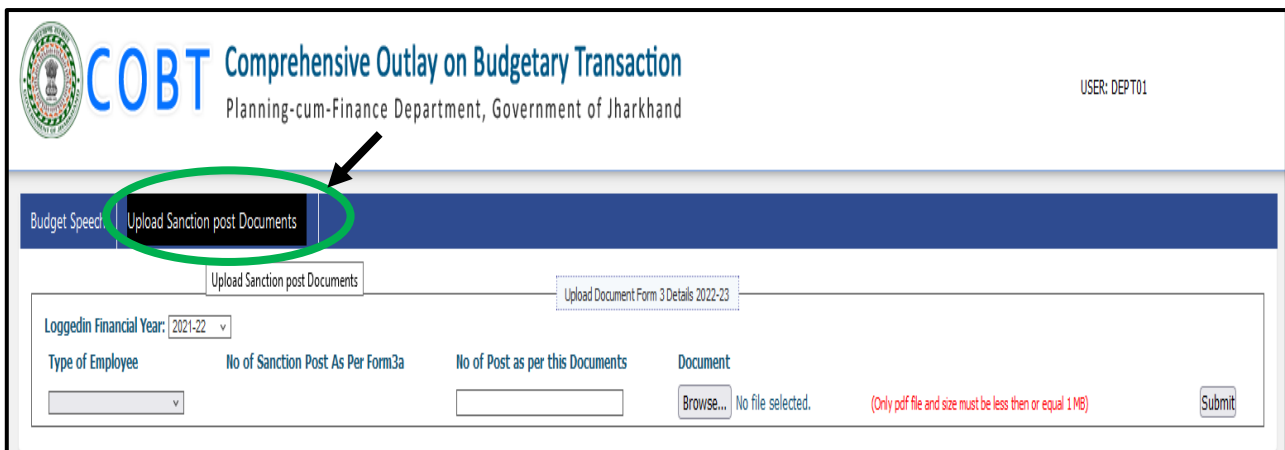
To Freeze the Sanction Post documents please follow the steps mentioned below:

1. Go to COBT Home page (<http://10.92.194.10/budgetjhr>, <https://jkuber.jharkhand.gov.in/budgetjhr>) and login with the User ID and Password provided by Budget Section.



The screenshot shows the COBT (Comprehensive Outlay on Budgetary Transaction) login page. The page header includes the Government of Jharkhand logo and the text "COBT Comprehensive Outlay on Budgetary Transaction Planning-cum-Finance Department, Government of Jharkhand". A navigation menu contains links for Home, About Us, Circulars, Budget Manual, Download, and Contact Us, along with a Login button. The main content area features a "Login" form with the following fields: Financial Year (dropdown menu), COBT Year (text input), Supplementary (text input), User ID (text input), Password (text input), and Code (text input). A CAPTCHA image with the number "46746" is displayed below the code field. A "Login" button is at the bottom of the form, and a "Forgot your password?" link is located below it.

2. Click on **Upload Sanction Post Documents**.



The screenshot shows the COBT dashboard after login. The header includes the Government of Jharkhand logo, the text "COBT Comprehensive Outlay on Budgetary Transaction Planning-cum-Finance Department, Government of Jharkhand", and the user ID "USER: DEPT01". A navigation menu contains links for Budget Speed, Upload Sanction post Documents, Upload Sanction post Documents, and Upload Document Form 3 Details 2022-23. The "Upload Sanction post Documents" link is circled in green and has an arrow pointing to it. Below the navigation menu, there is a form with the following fields: Loggedin Financial Year (dropdown menu), Type of Employee (dropdown menu), No of Sanction Post As Per Form3a (text input), No of Post as per this Documents (text input), Document (text input), and a "Browse..." button. A "Submit" button is at the bottom right. A red note indicates "(Only pdf file and size must be less then or equal 1MB)".

3. Select **Type of Employee**.

The screenshot shows the COBT web application interface. At the top, there is a header with the COBT logo and the text 'Comprehensive Outlay on Budgetary Transaction' and 'Planning-cum-Finance Department, Government of Jharkhand'. The user ID 'USER: DEPT01' is displayed in the top right corner. Below the header, there are two tabs: 'Budget Speech' and 'Upload Sanction post Documents'. The 'Upload Sanction post Documents' tab is active. Below the tabs, there are two buttons: 'Upload Sanction post Documents' and 'Upload Document Form 3 Details 2022-23'. Below these buttons, there is a 'Loggedin Financial Year' dropdown menu set to '2021-22'. Below the dropdown menu, there is a 'Type of Employee' dropdown menu highlighted with a green circle and an arrow pointing to it. To the right of the 'Type of Employee' dropdown menu, there are three input fields: 'No of Sanction Post As Per Form3a', 'No of Post as per this Documents', and 'Document'. Below the 'Document' input field, there is a 'Browse...' button and the text 'No file selected. (Only pdf file and size must be less then or equal 1 MB)'. To the right of the 'Document' input field, there is a 'Submit' button.

4. The details and documents for the selected employee type will be displayed. Click on **Freeze Record** to freeze the Sanction Post Documents for the selected employee type.

The screenshot shows the COBT web application interface. At the top, there is a header with the COBT logo and the text 'Comprehensive Outlay on Budgetary Transaction' and 'Planning-cum-Finance Department, Government of Jharkhand'. The user ID 'USER: DEPT07' is displayed in the top right corner. Below the header, there are two tabs: 'Budget Speech' and 'Upload Sanction post Documents'. The 'Upload Sanction post Documents' tab is active. Below the tabs, there are two buttons: 'Upload Sanction post Documents' and 'Upload Document Form 3 Details 2022-23'. Below these buttons, there is a 'Loggedin Financial Year' dropdown menu set to '2021-22'. Below the dropdown menu, there is a 'Type of Employee' dropdown menu. To the right of the 'Type of Employee' dropdown menu, there are three input fields: 'No of Sanction Post As Per Form3a', 'No of Post as per this Documents', and 'Document'. Below the 'Document' input field, there is a 'Browse...' button and the text 'No file selected. (Only pdf file and size must be less then or equal 1 MB)'. To the right of the 'Document' input field, there is a 'Submit' button. Below the input fields, there is a table with the following data:

DEMAND NO	Employee Type	No of Sanction Post As Per Form3a	No of Post as per this Documents		
07	Govt. Employee	100	10	View	Freeze Record
			Grand Total		Delete
			Total	10	