BUDGET COBT

USER MANUAL TO FREEZE SANCTION POST DOCUMENTS
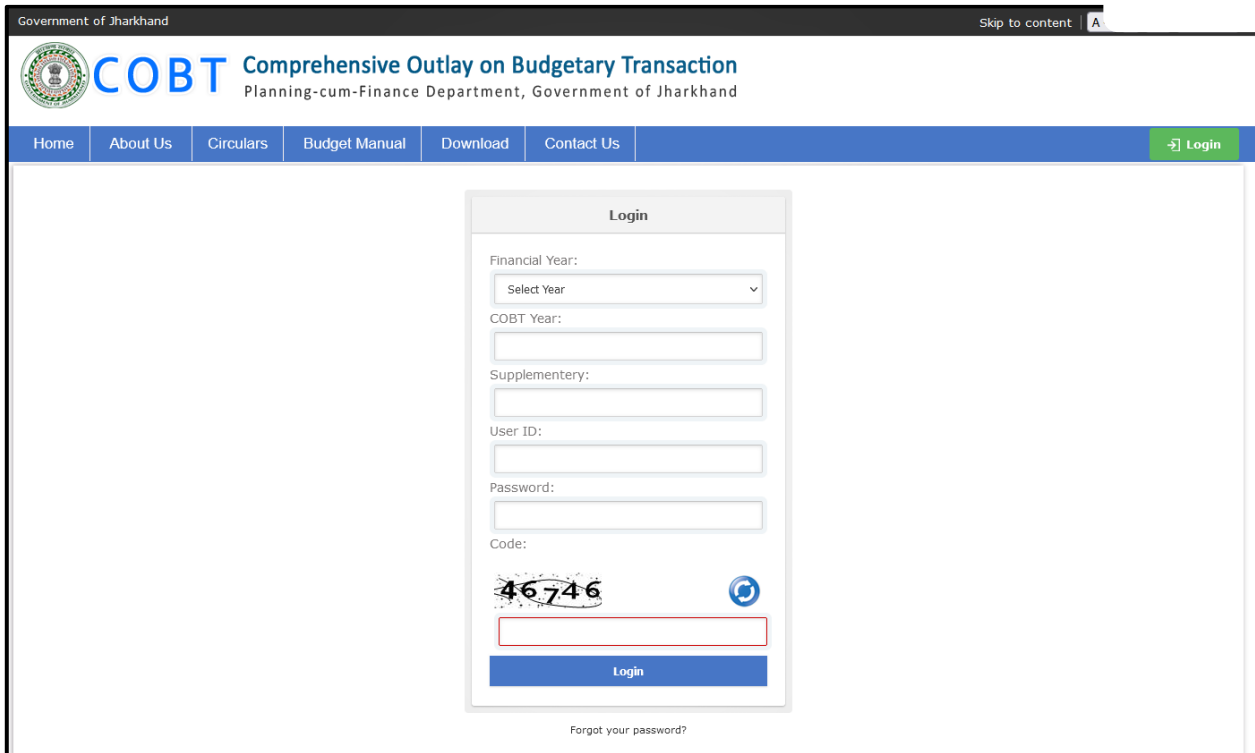
INSTRUCTIONS TO FREEZE THE SANCTION POST DOCUMENTS
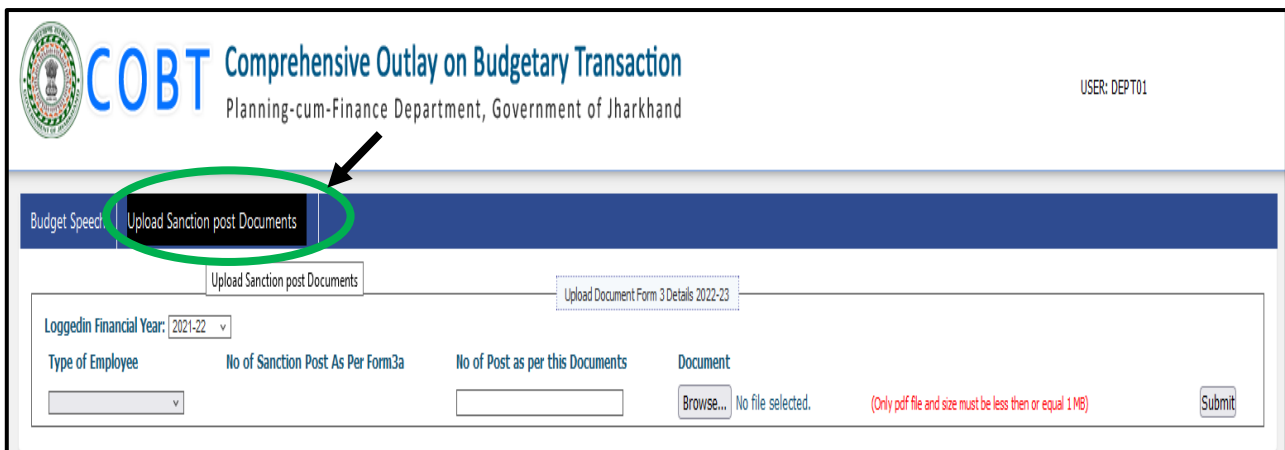
To Freeze the Sanction Post documents please follow the steps mentioned below:

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.

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

3. Select **Type of Employee.**

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.

.