## Steps for Adding Employee Project Bill on Samarth

Step-1 Click on https://du.samarth.ac.in/index.php/site/login and login window appears on user screen.

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Step 2: Click on Finance Tab.

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Step 3: Click on Manage Employee Bills Tab.



Step 4: Scroll down the left slider and click on the Manage Project Bills tab.

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номе Dashboard	Employee Pending Bills								Advance Filter	Multiple Bills
ACTIONS	# C Actions	Reference No	Employee	Department	Current User of the Bill	Created By	Budget Category	Budget Head	Budget SubHead	Payable Amou (Rs.)
MANAGE VENDOR BILLS Add new Vendor Bill										
Manage Pending Bills View Action Done Bills	No results found.									
View Reversed Bills	Last Updated: 0 days, 0 hours, 0 mi	nutes and 8 seconds ago								
MANAGE EMPLOYEE BILLS Add new Employee Bill										
Manage Pending Bills View Action Done Bills										
View Paid Bills View Reversed Bills										
Manage Project Bills Vendors										

## Step 5: Click on Add Bill Tab.

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ACTIONS	Showing	1-13 of	13 items.							
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Add new Vendor Bill Manage Pending Bills										
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View Paid Bills View Reversed Bills MANAGE EMPLOYEE BILLS				the CMS Experiment at CERN :Maintenance, Operation and Upgradation	Choudhary (র-উয খরা খাঁথरী), Senior Professor- Department of Physics and Astrophysics	Astrophysics	so, finance3i@admin.du.ac.in-SECTION OFFICE (Finance Section) (Administrative) ,Mr.UMESH CHAND	Section) (Adr ,Mr.UMESH C		