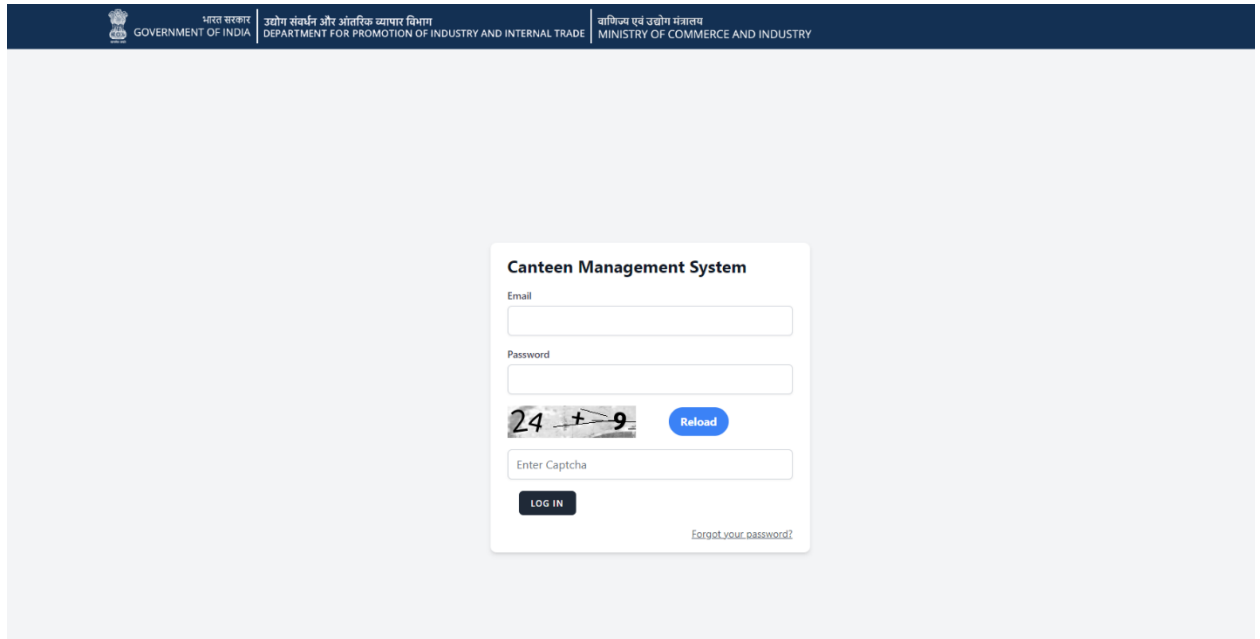


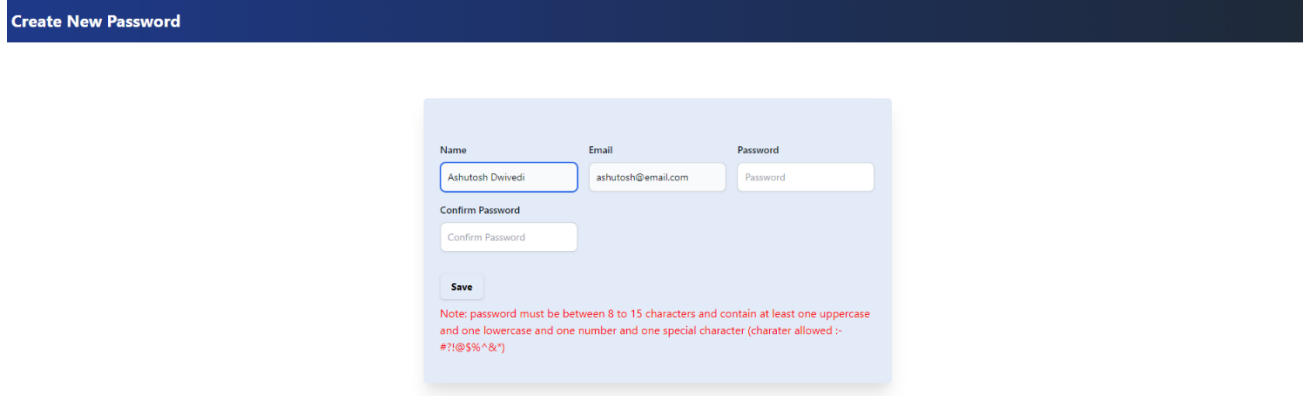
SOP OF CANTEEN REQUISITION SYSTEM FOR OFFICERS:

- Officers need to go on to the canteen portal (<https://apps.dpiit.gov.in/canteen>). The following page will be opened.



The screenshot shows the login interface for the Canteen Management System. At the top, there is a dark blue header with the Government of India logo and text in Hindi and English: 'भारत सरकार GOVERNMENT OF INDIA', 'उद्योग संवर्धन और आंतरिक व्यापार विभाग DEPARTMENT FOR PROMOTION OF INDUSTRY AND INTERNAL TRADE', and 'व्यापिक एवं उद्योग मंत्रालय MINISTRY OF COMMERCE AND INDUSTRY'. The main content area is light gray and contains a white login box titled 'Canteen Management System'. Inside the box, there are input fields for 'Email' and 'Password', a captcha image showing '24 + 9 =', a 'Reload' button, and an 'Enter Captcha' input field. Below these is a 'LOG IN' button and a link for 'Forgot your password?'.

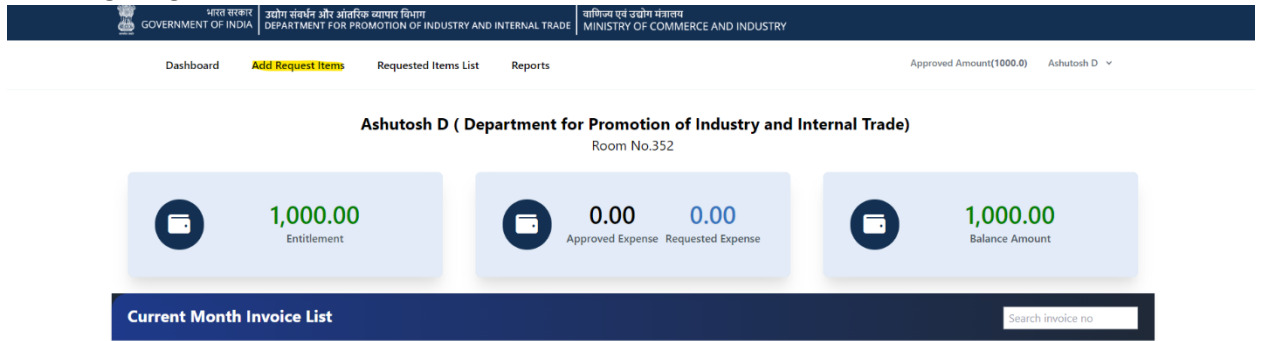
- Officer need to login on to this portal by Email and Password received on their emails. After logging in for the first time, the system will prompt officers to reset their password. This is depicted in below screenshot.



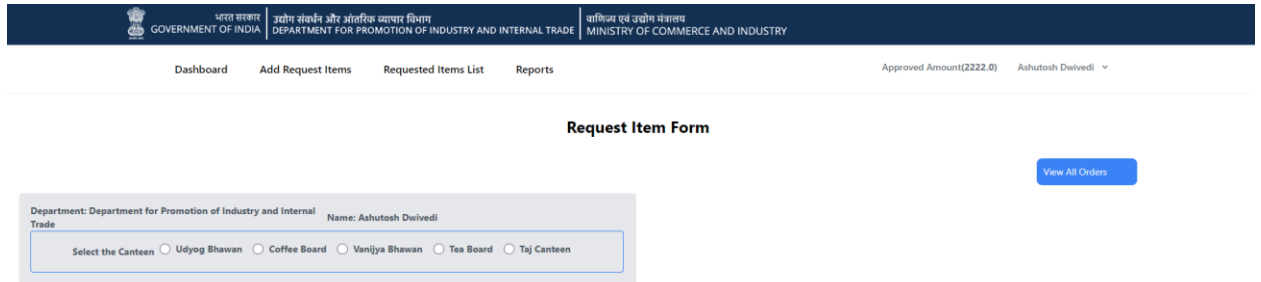
The screenshot shows the 'Create New Password' page. It has a dark blue header with the text 'Create New Password'. The main content area is light blue and contains a form with three input fields: 'Name' (with the value 'Ashutosh Doivedi'), 'Email' (with the value 'ashutosh@email.com'), and 'Password'. Below these is a 'Confirm Password' section with a 'Confirm Password' input field. A 'Save' button is located at the bottom left. A red note at the bottom states: 'Note: password must be between 8 to 15 characters and contain at least one uppercase and one lowercase and one number and one special character (charater allowed :- #?!@%*^&*')'.

- After resetting the password, system will redirect officer on to the login page where officer need to login with the new password.

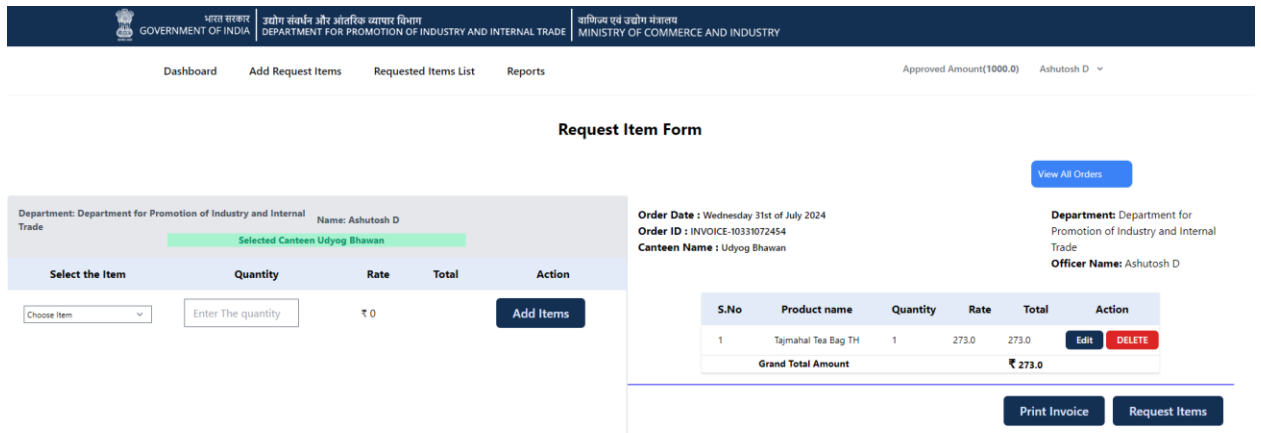
- After successful login, officers will land on their respective dashboard. This is depicted in the following image.



- Officer can request items by clicking on 'Add request items' button in the above image. After clicking on this button following screen will be rendered.



- In the above screen officer will need to select the canteen from which he/she intends to order. Officer can choose items from the dropdown list after selecting the canteen. This is depicted in the following image.



- After adding the items, officer will need to click on 'Request items' button to forward the request. Also, officer can see the sent request on his/her dashboard. This is depicted in below image.

The dashboard displays three summary cards: Entitlement (1,000.00), Approved Expense (0.00) and Requested Expense (273.00), and Balance Amount (727.00). Below these is a 'Current Month Invoice List' table with one entry.

S.No	Department	Canteen Name	Invoice No	Invoice Date	Invoice Type	Status	Action
1	Department for Promotion of Industry and Internal Trade	Udyog Bhawan	INVOICE-10331072420	31/07/2024	Online	Submitted	Print, Delete, View invoice

- After the above step, the request will be forwarded to Canteen and 'Requested Expenses' will be shown as 'Approved Expense' once requested items are approved from canteen. This is depicted in below image.




Ashutosh D (Department for Promotion of Industry and Internal Trade)
Room No.352

The dashboard displays three summary cards: Entitlement (1,000.00), Approved Expense (273.00) and Requested Expense (0.00), and Balance Amount (727.00). Below these is a 'Current Month Invoice List' table with two entries.

S.No	Department	Canteen Name	Invoice No	Invoice Date	Invoice Type	Status	Action
1	Department for Promotion of Industry and Internal Trade	Udyog Bhawan	INVOICE-10331072454	31/07/2024	Online	Draft	
2	Department for Promotion of Industry and Internal Trade	Udyog Bhawan	INVOICE-10331072420	31/07/2024	Online	Approved	View invoice

- Officer can also withdraw items before it is approved by the canteen by clicking on 'Delete button'. This is shown in the below image.




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Room No.352

 1,000.00 Entitlement	 0.00 273.00 Approved Expense Requested Expense	 727.00 Balance Amount
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Current Month Invoice List							
S.No	Department	Canteen Name	Invoice No	Invoice Date	Invoice Type	Status	Action
1	Department for Promotion of Industry and Internal Trade	Udyog Bhawan	INVOICE-10431072492	31/07/2024	Online	Submitted	Print Delete View invoice

- After deletion, the status of item would be shown as 'Withdrawal'. This is shown in below image.

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Room No.352

 1,000.00 Entitlement	 0.00 0.00 Approved Expense Requested Expense	 1,000.00 Balance Amount
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Current Month Invoice List							
S.No	Department	Canteen Name	Invoice No	Invoice Date	Invoice Type	Status	Action
1	Department for Promotion of Industry and Internal Trade	Udyog Bhawan	INVOICE-10431072492	31/07/2024	Online	Withdrawal	