



छत्तीसगढ़ राज्य भण्डार गृह निगम

(हेड ऑफिस, विलेज झाँझ, सेक्टर-24, अटलनगर, रायपुर(छत्तीसगढ़))

**ONLINE RESERVATION SYSTEM
(USER MANUAL AND DETAILED
PROCESS FLOW)**

Table of Contents

Introduction	3
About This User Manual	3
Process Flow.....	4
Getting Started.....	7
System Requirements	7
Accessing the website.....	8
Logging In and Logging Out	11
Navigating the website	13
Requesting Reservation	18
Approving Reservation Process	22
Managing Reservations	26
Support	30

Introduction

About This User Manual

This section provides an overview of the purpose and content of this user manual. It explains the importance of the manual as a resource for users to navigate and make the most of our online reservation system. You will learn how to use this manual effectively, what to expect in terms of guidance and assistance, and how it can enhance your overall experience with our website. By reading this section, you will gain a clear understanding of how this user manual will be a valuable tool in helping you maximize the benefits of our online reservation system.

The introduction section of this user manual provides essential context for users, explaining the purpose and scope of the manual. It serves as a guide to help users understand how to effectively use our Online Reservation System.

Our primary depositor comprises State Civil Supplies (NAN) and Food Corporation of India (FCI) looking to make reservations efficiently and effectively through our platform. This manual is designed to bridge the knowledge gap, catering to both those well-versed in online reservation systems and newcomers. Its purpose is to serve as a user-friendly, comprehensive guide, ensuring that users can easily access, understand, and maximize the capabilities of our system.

Process Flow

Scenario:

Start:

The process begins when a requester logs into the Online Reservation System.

Request Godown:

The requester navigates to the "Request Reservation" menu and submits a godown reservation request, specifying details such as the nodal, branch, dates, and commodities.

Check Nodal's Depositors:

The system checks whether the nodal associated with the request has only one depositor (NAN).

If Only NAN:

The system proceeds to the "Nodal Head Approval" step.

If Both NAN and FCI:

The system proceeds to the "Head Office Approval" step.

Nodal Head Approval:

The request is sent to the Nodal Head for approval since there is only one depositor (NAN) associated with the nodal.

If Approved: The reservation is confirmed, and the process continues to the end.

If Rejected: The requester is notified of the rejection, and the process ends.

Head Office Approval:

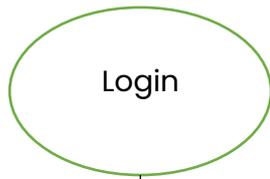
The request is sent to the Head Office for approval since there are multiple depositors (NAN and FCI) associated with the nodal.

If Approved: The reservation is confirmed, and the process continues to the end.

If Rejected: The requester is notified of the rejection, and the process ends.

End: The process concludes either with a confirmed reservation or a rejection, based on the approval decisions made by the Nodal Head or Head Office.

This flow represents the process for requesting reservation requests based on the presence of one or multiple depositors associated with the nodal.



Requester

If only NAN

If NAN and FCI both

NAN DMO

NAN/FCI

Request
Reservation

Request
Reservation

Status: Pending

Submit

Status: Pending

Submit

Edit Reservation

Submit

Approver/
Nodal Head

Edit Reservation

Submit

Approver/
Head Office

Approved

Rejected

Godowns alloted

End

Approved

Rejected

End

NAN

FCI

Nodal Head

Godowns alloted

View and
verify

Godowns alloted

End

End

Getting Started

System Requirements

To use our online reservation system, your computer or device should meet the following minimum system requirements:

Web Browser:

- Any modern web browser such as Google Chrome, Mozilla Firefox, Apple Safari, or Microsoft Edge.

Operating System:

- Windows 7 or later
- macOS 10.11 or later
- Linux with a compatible web browser

Internet Connection:

- A stable broadband internet connection is recommended for optimal performance.

Screen Resolution:

- A minimum screen resolution of 1280x800 pixels is recommended for the best user experience.

Cookies and JavaScript:

- Make sure that cookies and JavaScript are enabled in your web browser settings.

Additional Plugins:

- No additional plugins or software installations are required.

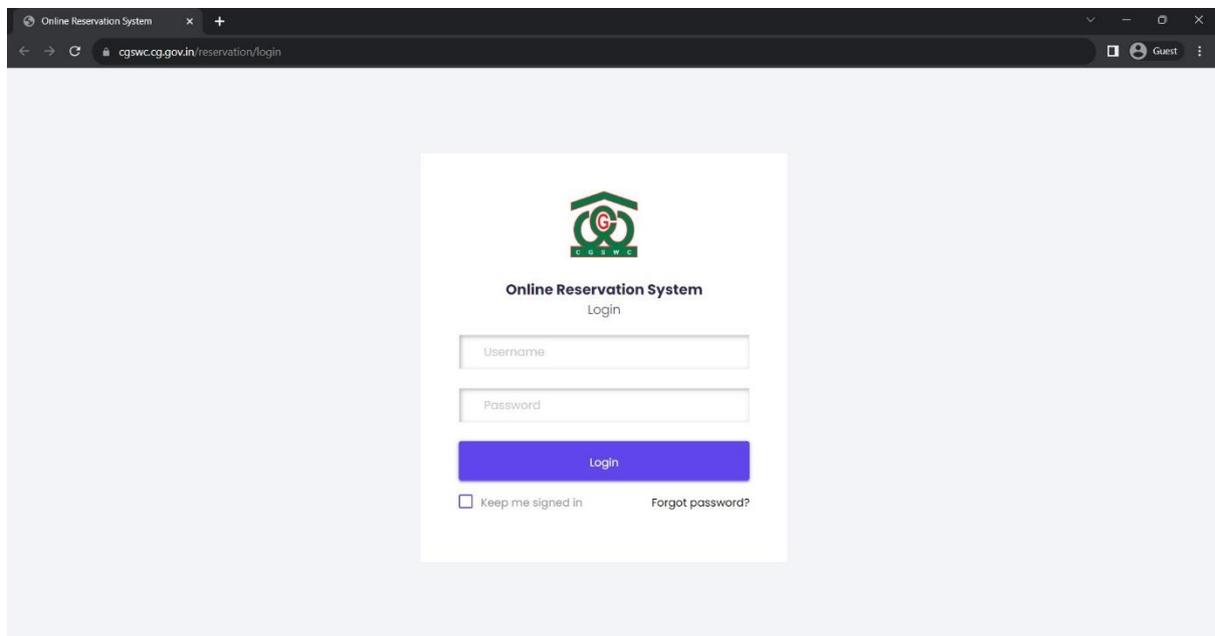
Accessing the website

Using a Desktop or Laptop Computer you can access the website by 2 ways:

1. Open your preferred web browser (e.g., Google Chrome, Mozilla Firefox, or Microsoft Edge).

In the address bar, type our website's URL

(<https://cgswc.cg.gov.in/reservation/login>) and press "Enter."



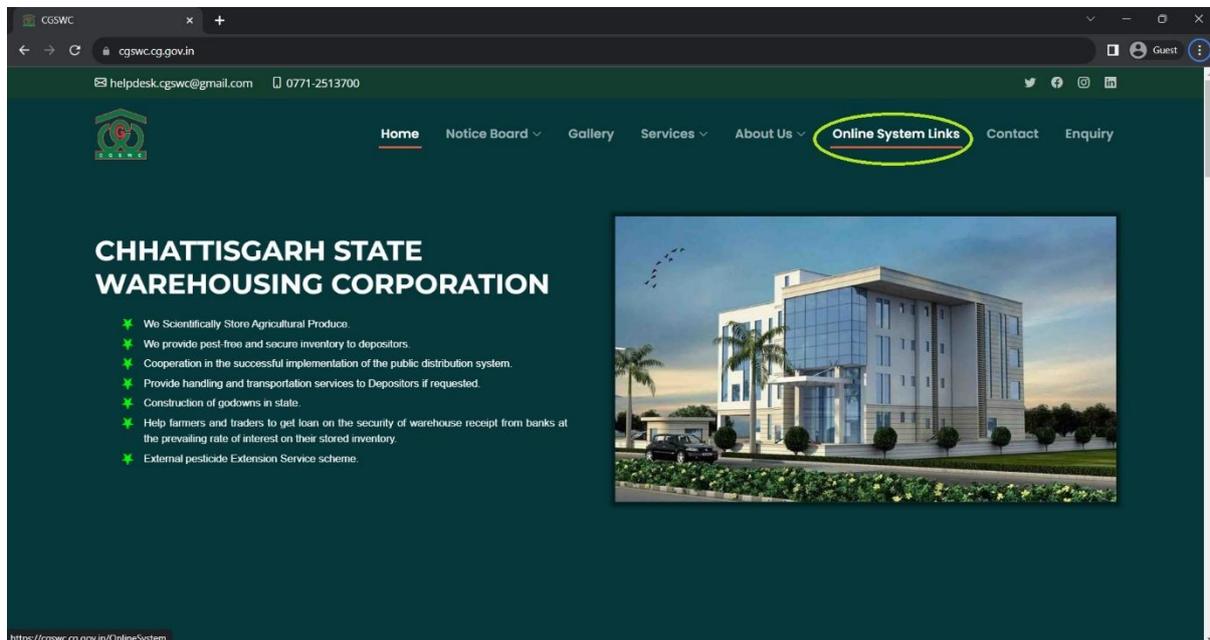
You'll be directed to our Login Page, you can now Login with your login credentials and start making reservations accordingly.

2. Open your preferred web browser (e.g., Google Chrome, Mozilla Firefox, or Microsoft Edge)

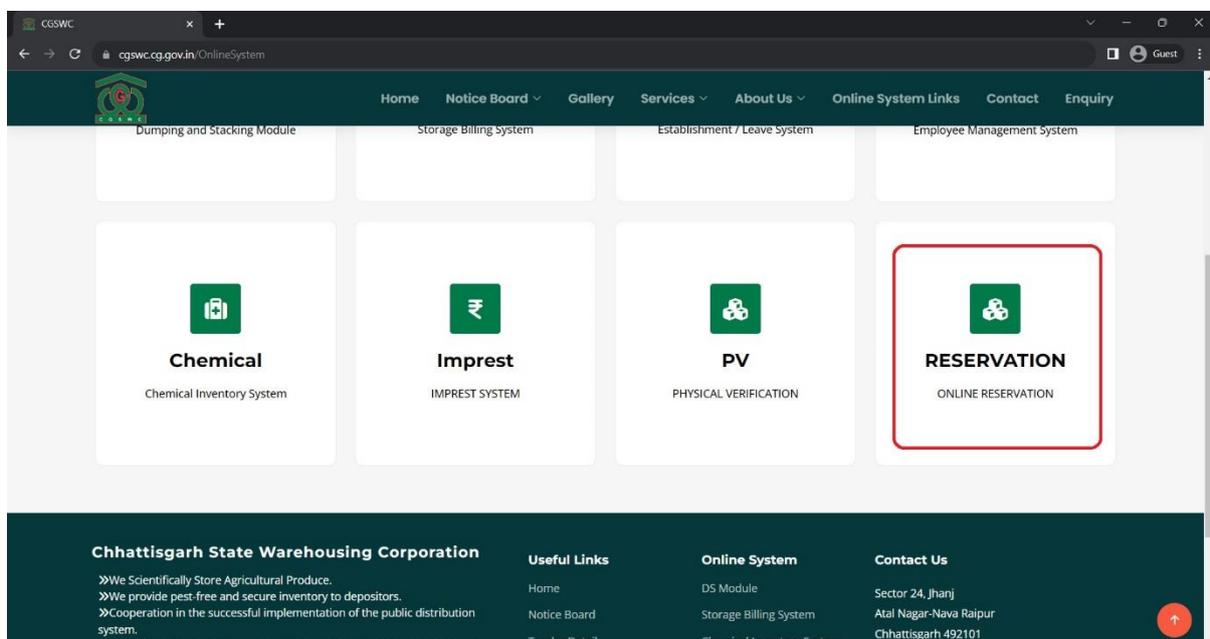
In the address bar, type CGSWC and press "Enter."

Then click on the first link you see in the google search result. You'll be directed to our main CGSWC website homepage.

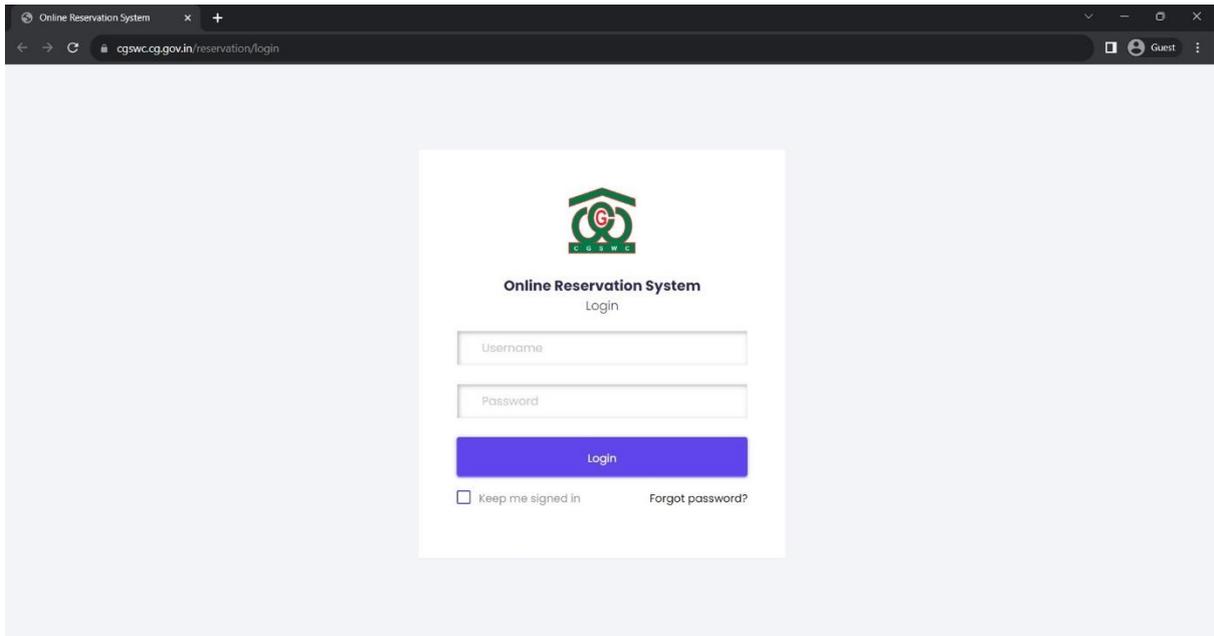
Now, click on Online System Links from the menu bar as shown in image below:



Now you will see all the modules name, scroll down and click on the Reservation as shown in the image below.



After this you will land on the Login page as show in the image below:



You can now Login with your login credentials and start making reservations accordingly.

Logging In and Logging Out

Once you have received Login credentials successfully, you can easily log in and log out of your account to access our online reservation system.

Here's how:

Logging In:

Step 1: Visit Our Website

1. Open your web browser and go to our website by typing the URL (<https://cgswc.cg.gov.in/reservation/login>) into the address bar and pressing "Enter."

Step 2: Access the Login Page

2. On the homepage, find the "Sign In" or "Log In" button and click on it to access the login page.

Step 3: Enter Your Credentials

3. On the login page, enter the user id and password associated with your account. Make sure they are correctly entered.

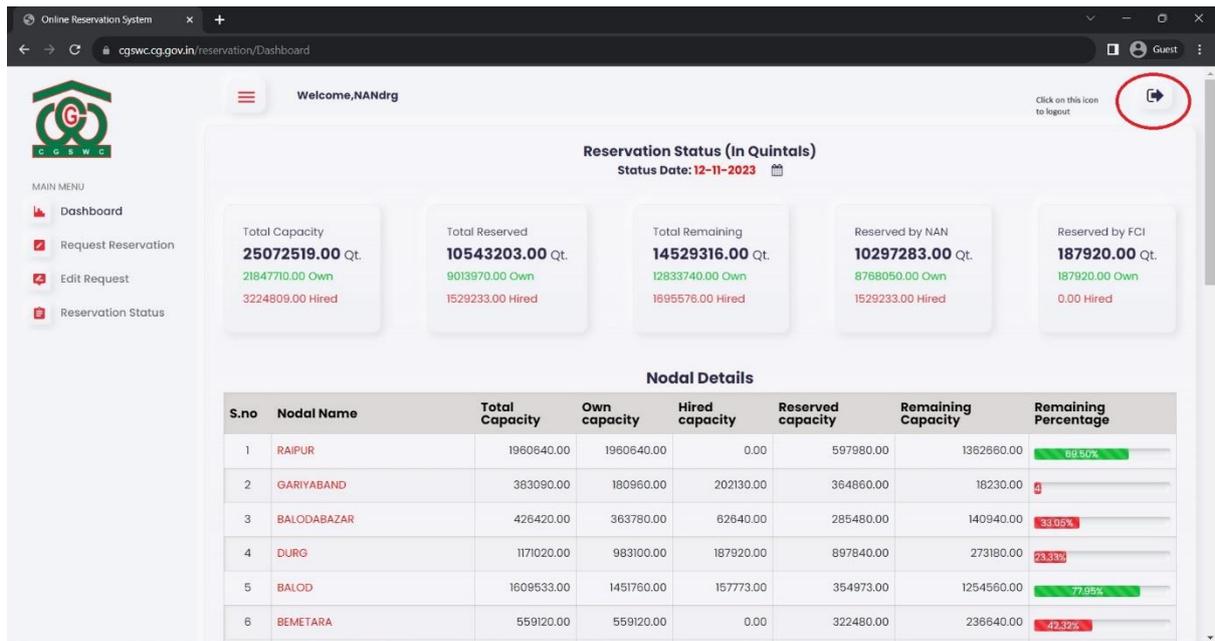
Step 4: Click "Log In"

4. Click the "Log In" or "Sign In" button. If your credentials are correct, you will be logged into your account.

Logging Out:

Step 1: Navigate to Your Profile

While you're logged into your account, locate and click on logout icon in the upper right corner of the screen.



The screenshot displays the 'Online Reservation System' dashboard. The top navigation bar includes the CGSWC logo, a welcome message 'Welcome, NANdrg', and a 'Logout' icon circled in red. The main content area is titled 'Reservation Status (In Quintals)' with a status date of '12-11-2023'. It features five summary cards: Total Capacity (25072519.00 Qt), Total Reserved (10543203.00 Qt), Total Remaining (14529316.00 Qt), Reserved by NAN (10297283.00 Qt), and Reserved by FCI (187920.00 Qt). Below these is a 'Nodal Details' table with columns for S.no, Nodal Name, Total Capacity, Own capacity, Hired capacity, Reserved capacity, Remaining Capacity, and Remaining Percentage.

S.no	Nodal Name	Total Capacity	Own capacity	Hired capacity	Reserved capacity	Remaining Capacity	Remaining Percentage
1	RAIPUR	1960640.00	1960640.00	0.00	597980.00	1362660.00	69.50%
2	GARIYABAND	383090.00	180960.00	202130.00	364860.00	18230.00	4.76%
3	BALODABAZAR	426420.00	363760.00	62640.00	285480.00	140940.00	33.05%
4	DURG	1171020.00	983100.00	187920.00	897840.00	273180.00	23.33%
5	BALOD	1609533.00	1451760.00	157773.00	354973.00	1254560.00	77.98%
6	BEMETARA	559120.00	559120.00	0.00	322480.00	236640.00	42.32%

You have now successfully logged into and out of your account.

Logging in allows you to access your reservations and use the Website's features.

Logging out is important for security and privacy, especially if you're using a shared or public computer. If you encounter any login issues, consult CGSWC IT section or mail us on tscgswc@gmail.com.

Navigating the website

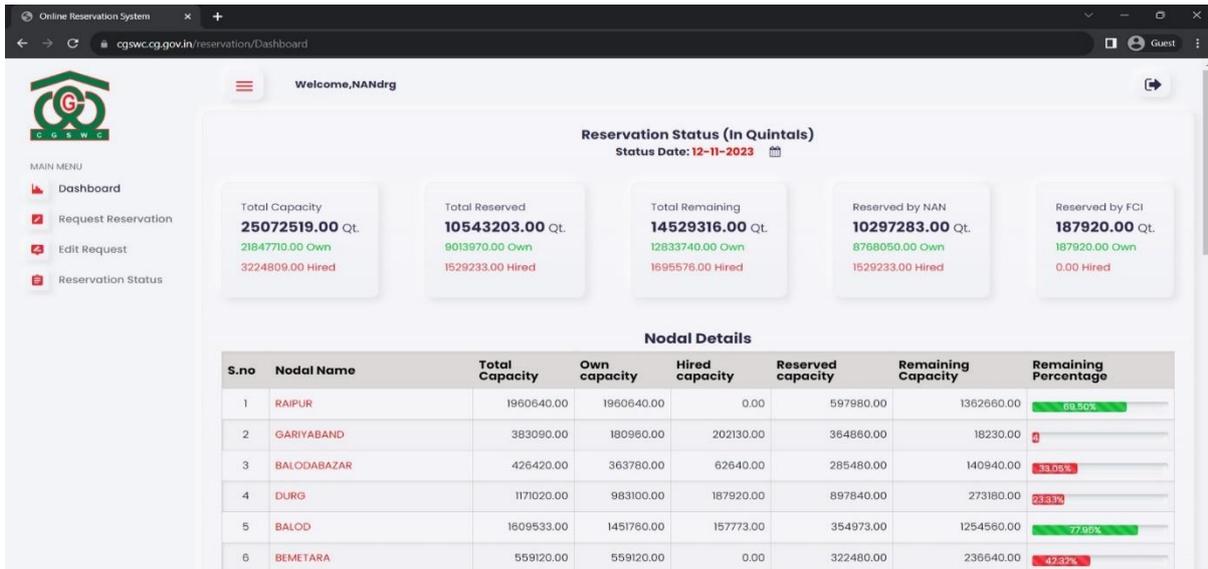
Welcome to our user-friendly online reservation system. Navigating our website is designed to be intuitive, ensuring a smooth and enjoyable experience have specific functionalities and menu options tailored for different user roles.

Depositor Menu:

1. Dashboard Overview:

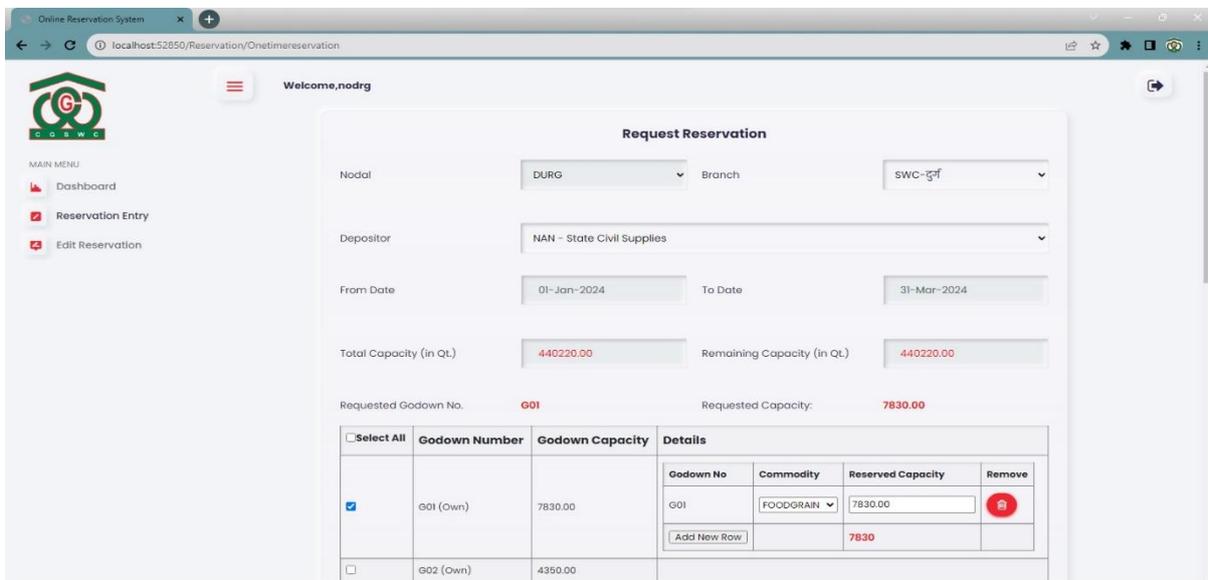
Upon entering and logging in to our Online Reservation website, you'll be greeted by a powerful and informative dashboard designed to provide you with a quick overview of key metrics. Our Online Reservation system features a powerful hierarchical dashboard, offering a detailed and structured view of reservations at various organizational levels. This innovative approach allows users to drill down into specific details based on nodal, branch, and godown selections.

- a. Nodal Level: At the top level, the dashboard presents an overview of total, reserved, and remaining reservations categorized according to nodal wise distribution. Users can quickly assess the reservation status across different nodals.
- b. Branch Level: Upon selecting a specific nodal, the dashboard dynamically updates to display detailed information for each branch falling under that nodal. This includes a breakdown of reservations and their status within each branch.
- c. Godown Level: Further granularity is achieved by selecting an individual branch. The dashboard then reveals the details of godowns within that branch. Users can instantly determine the availability or reservation status of each godown in the selected branch.



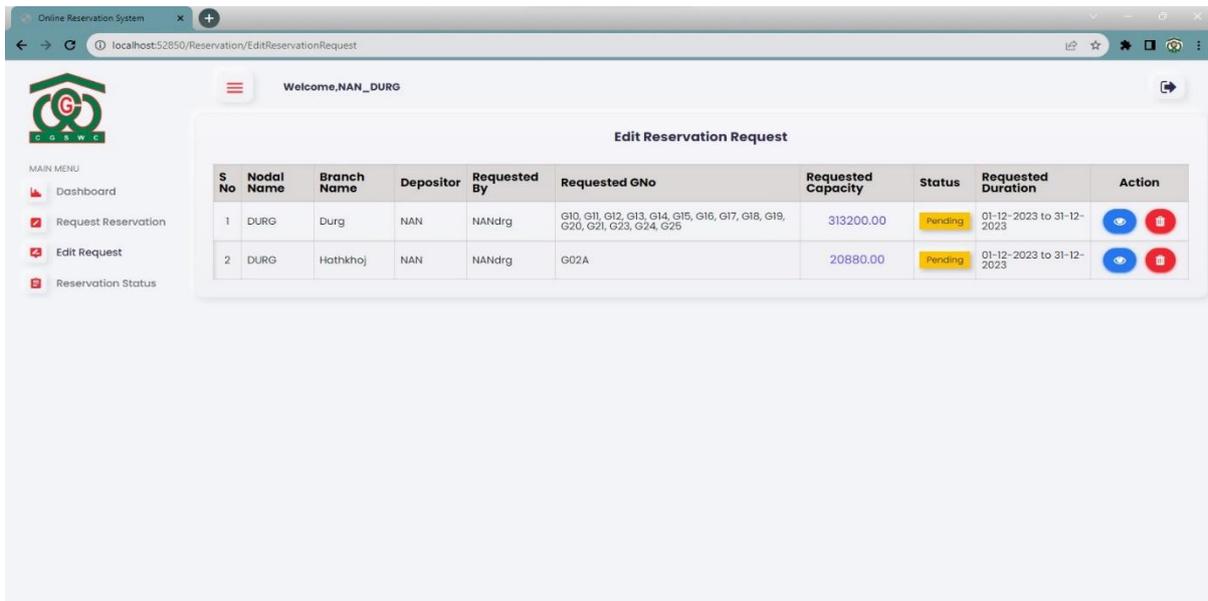
This hierarchical dashboard structure provides a streamlined and efficient approach to reservation management, allowing users to focus on specific organizational levels and make informed decisions based on real-time data.

2. **Request Reservation:** The "Request Reservation" feature empowers you to initiate new reservation requests. This section guides you through the process of selecting dates, and specific godowns for your reservations.

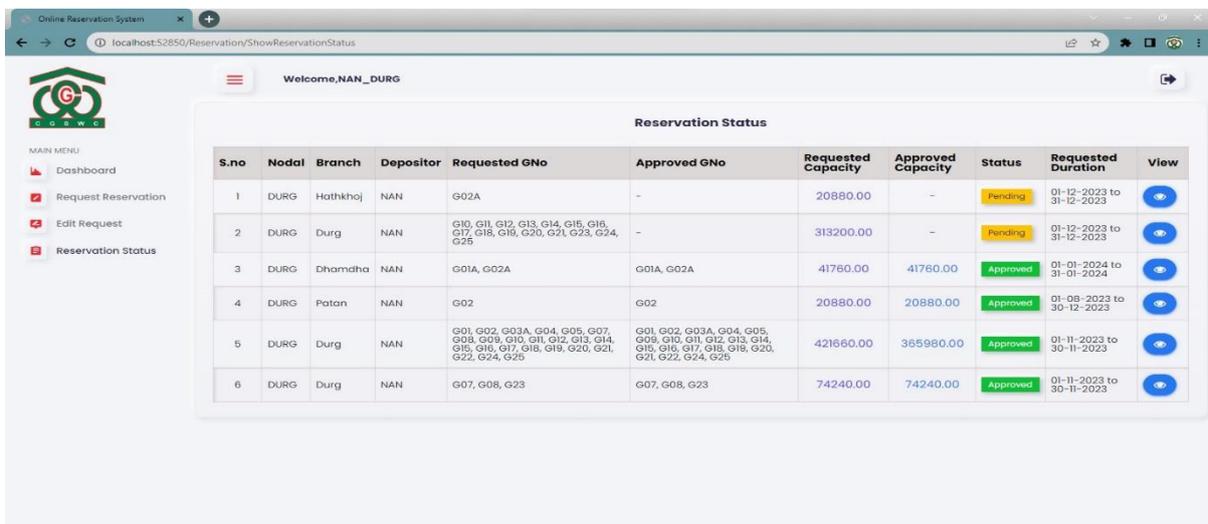


3. **Edit Reservation:** The "Edit Reservation" functionality allows you to make modifications to existing reservation details. Whether you need

to adjust dates, godown selections, or quantities, this feature ensures flexibility in managing your reservations.



4. **Reservation Status:** The "Reservation Status" menu provides a comprehensive overview of your reservation history. Track the status of your current and past requests for reservations but it can be done only if it is not approved. After approval you can't edit any reservation requests.

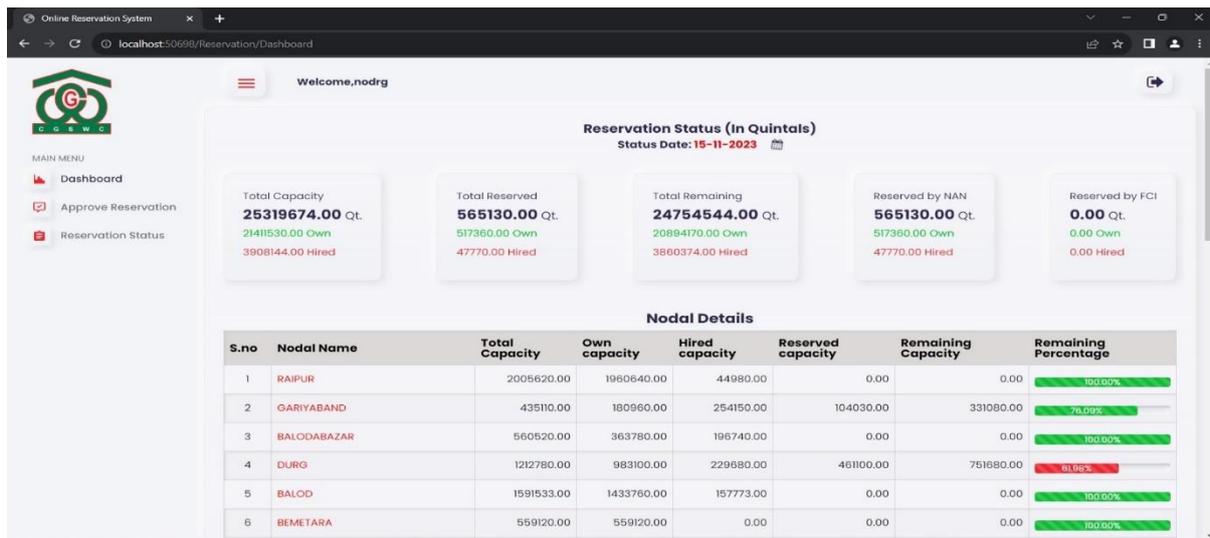


Approver Menu:

As an approver within our Online Reservation system, your user interface is strategically designed to streamline the approval process and provide a comprehensive overview of reservation activities. Upon logging in, you'll

find a menu bar tailored to your role, offering quick access to key functionalities. Here's a detailed look at the menu options available to you:

1. **Dashboard Overview:** The "Dashboard" serves as your central hub for monitoring reservation metrics. Similar to the depositor dashboard, it provides a summary of total reservations, nodal-wise distribution, and the status of reserved and available capacities. Use this space to gain quick insights into the overall reservation landscape.



2. **Approve Reservation:** The "Approve Reservation" feature is a pivotal tool for managing reservation requests. Here, you can review incoming reservation requests, assess their validity, and either approve or reject them based on your organizational policies. This functionality ensures a streamlined approval process.

S.No	Nodal Name	Branch Name	Depositor	Requested By	Requested GNo	Approved GNo	Requested Capacity	Approved Capacity	Status	Requested Duration	Action
1	DURG	Hathkhaj	NAN	NANdrg	G02A	-	20880.00	-	Pending	01-12-2023 to 31-12-2023	👁️
2	DURG	Durg	NAN	NANdrg	G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G23, G24, G25	-	313200.00	-	Pending	01-12-2023 to 31-12-2023	👁️
3	DURG	Dhamdha	NAN	nodrg	G01A, G02A	G01A, G02A	41760.00	41760.00	Approved	01-01-2024 to 31-01-2024	👁️
4	DURG	Patan	NAN	nodrg	G01	G01	20880.00	20880.00	Approved	01-09-2023 to 30-09-2023	👁️
5	DURG	Hathkhaj	NAN	nodrg	G01A, G01B	G01A, G01B	41760.00	41760.00	Approved	01-09-2023 to 30-09-2023	👁️
6	DURG	Patan	NAN	nodrg	G02	G02	20880.00	20880.00	Approved	01-08-2023 to 30-12-2023	👁️
7	DURG	Durg	NAN	nodrg	G01, G02, G03A, G04, G05, G07, G08, G09, G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G22, G23, G24, G25	G01, G02, G03A, G04, G05, G07, G08, G09, G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G01, G02, G03, G04, G05	440220.00	440220.00	Approved	01-08-2023 to 31-10-2023	👁️
8	DURG	Hathkhaj	NAN	nodrg	G01A, G02A, G04B, G04C, G05A, G08A, G08B, G08C	G01A, G02A, G04B, G04C, G05A, G08A, G08B, G08C	167040.00	167040.00	Approved	01-10-2023 to 31-10-2023	👁️
9	DURG	Kodiya	NAN	NANdrg	G01, G02, G03, G04, G05, G06, G07, G08, G09, G10, G11, G12	G01, G02, G03, G04, G05, G06, G07, G08, G09, G10, G11, G12	250560.00	250560.00	Approved	01-10-2023 to 31-10-2023	👁️

3. **Reservation Status:** The "Reservation Status" menu offers a comprehensive overview of reservation activities. Track the status of approved and rejected reservations, delve into nodal and branch-wise distributions, and stay informed about available and reserved capacities.

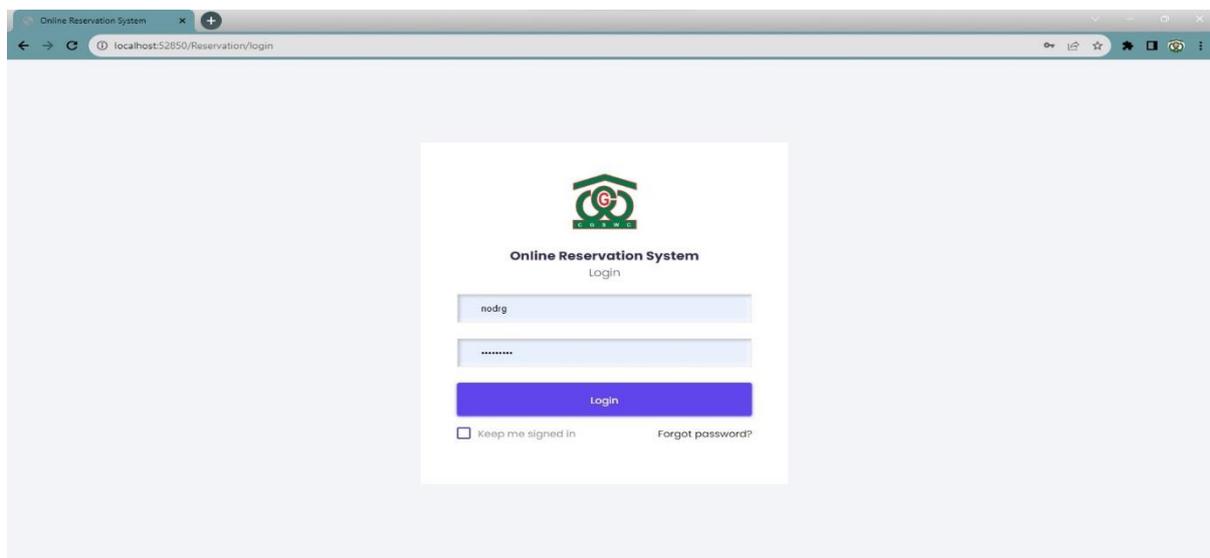
S.no	Nodal	Branch	Depositor	Requested GNo	Approved GNo	Requested Capacity	Approved Capacity	Status	Requested Duration	View
1	DURG	Hathkhoj	NAN	G02A	-	20880.00	-	Pending	01-12-2023 to 31-12-2023	View
2	DURG	Durg	NAN	G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G23, G24, G25	-	313200.00	-	Pending	01-12-2023 to 31-12-2023	View
3	DURG	Dhamdha	NAN	G01A, G02A	G01A, G02A	41760.00	41760.00	Approved	01-01-2024 to 31-01-2024	View
4	DURG	Patan	NAN	G02	G02	20880.00	20880.00	Approved	01-08-2023 to 30-12-2023	View
5	DURG	Durg	NAN	G01, G02, G03A, G04, G05, G07, G08, G09, G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G22, G24, G25	G01, G02, G03A, G04, G05, G09, G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G22, G24, G25	421660.00	365980.00	Approved	01-11-2023 to 30-11-2023	View
6	DURG	Durg	NAN	G07, G08, G23	G07, G08, G23	74240.00	74240.00	Approved	01-11-2023 to 30-11-2023	View

This specialized menu caters to the specific needs of an approver, providing efficient tools for evaluating and managing reservation requests. The shared dashboard ensures consistency in tracking reservation metrics, while the "Approve Reservation" feature empowers you to make informed decisions and maintain control over the reservation process.

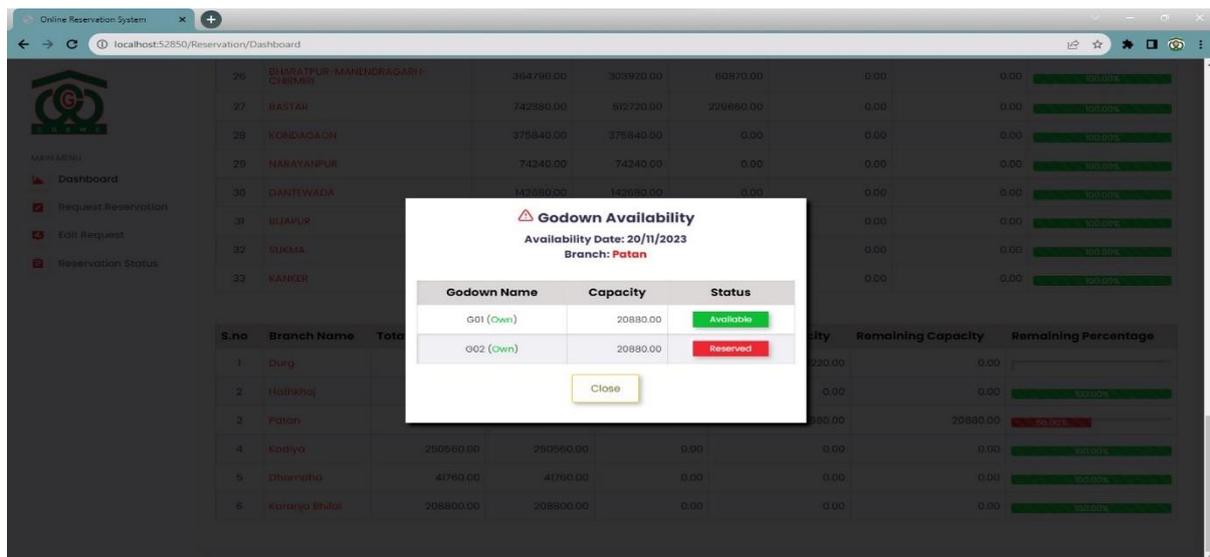
Requesting Reservation

To request a reservation, follow these step-by-step instructions:

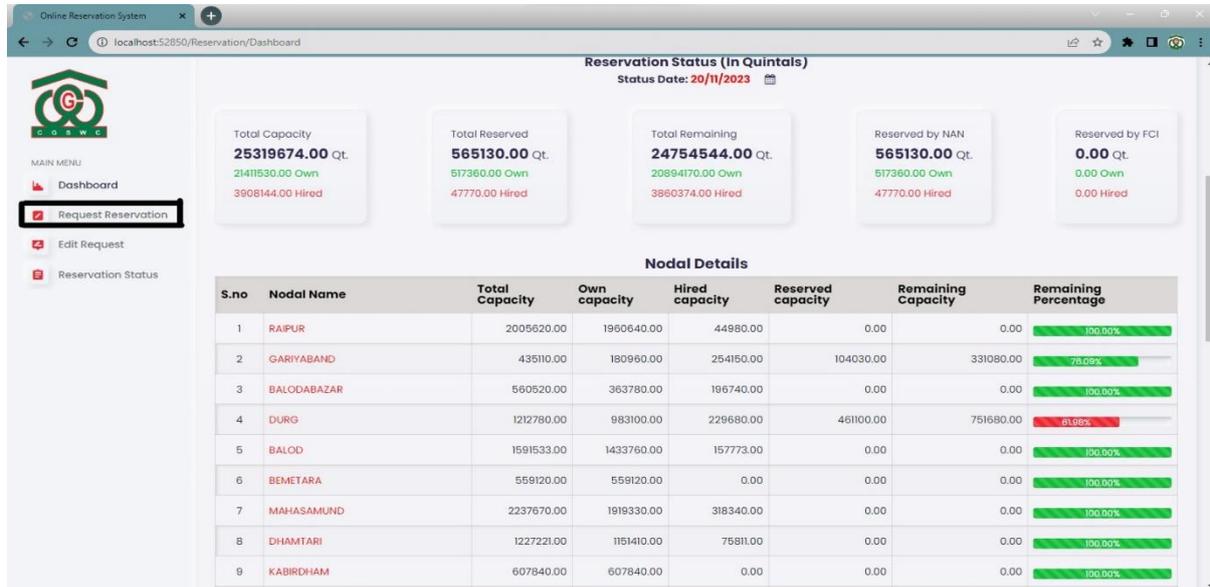
1. **Log In:** Begin by logging into the Online Reservation system using the provided credentials. Upon successful login, you will be directed to the dashboard.



2. **Check Godown Availability:** Navigate to the dashboard to assess the availability of godowns in the required branch. The dashboard provides a real-time overview of nodal, branch-wise, and godown capacities.



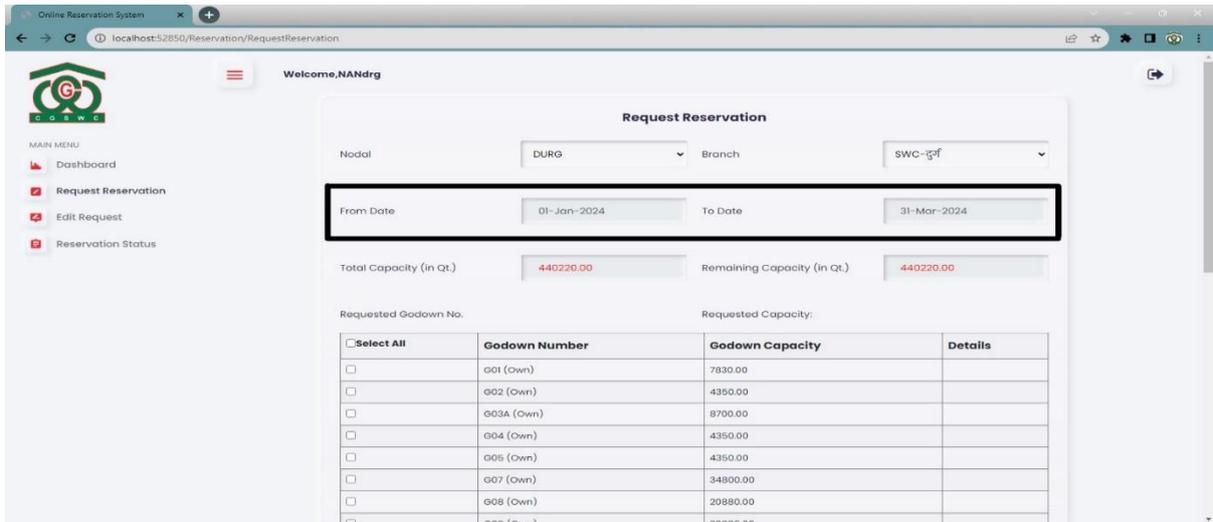
3. **Access Request Reservation Menu:** If the required capacity is available, proceed to the "Request Reservation" menu. This menu allows you to initiate a new reservation request.



4. **Select Branch:** In the "Request Reservation" menu, choose the branch where you need storage space. This ensures that your reservation aligns with the specific branch's capacity.

The screenshot shows the 'Request Reservation' form. The 'Nodal' dropdown is set to 'DURG' and the 'Branch' dropdown is set to 'SWC-दुर्ग', which is highlighted with a black box. Other fields include 'From Date', 'To Date', 'Total Capacity (in Qt)', 'Remaining Capacity (in Qt)', 'Letter No.', 'Letter Date', and a 'Remark' text area. A green 'Save' button is at the bottom.

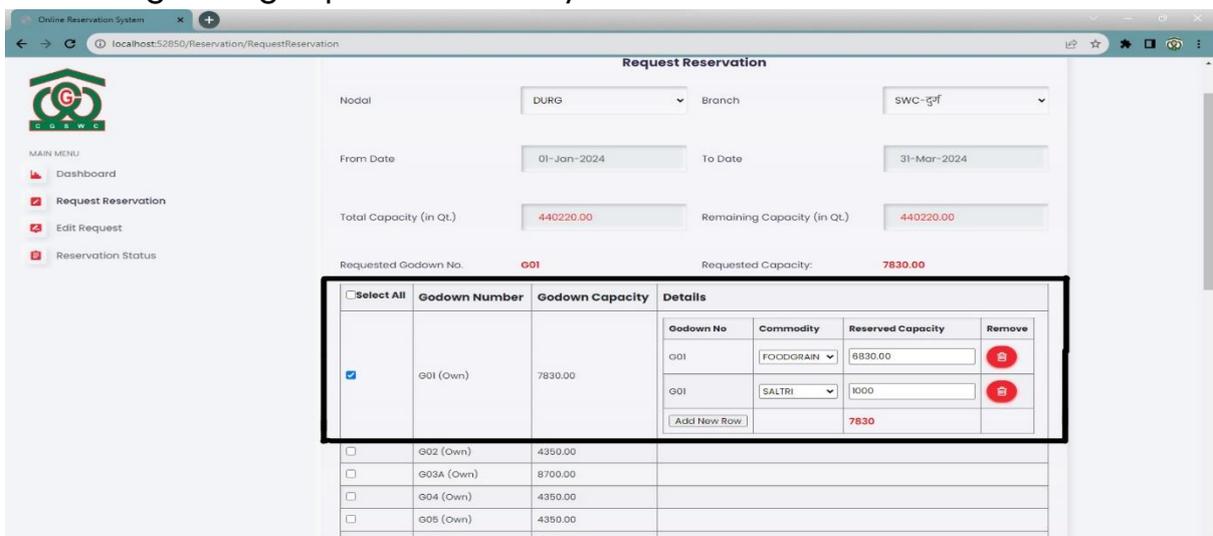
5. **Choose Reservation Dates:** Specify the start and end dates for your reservation. This defines the period for which you need the godown space.



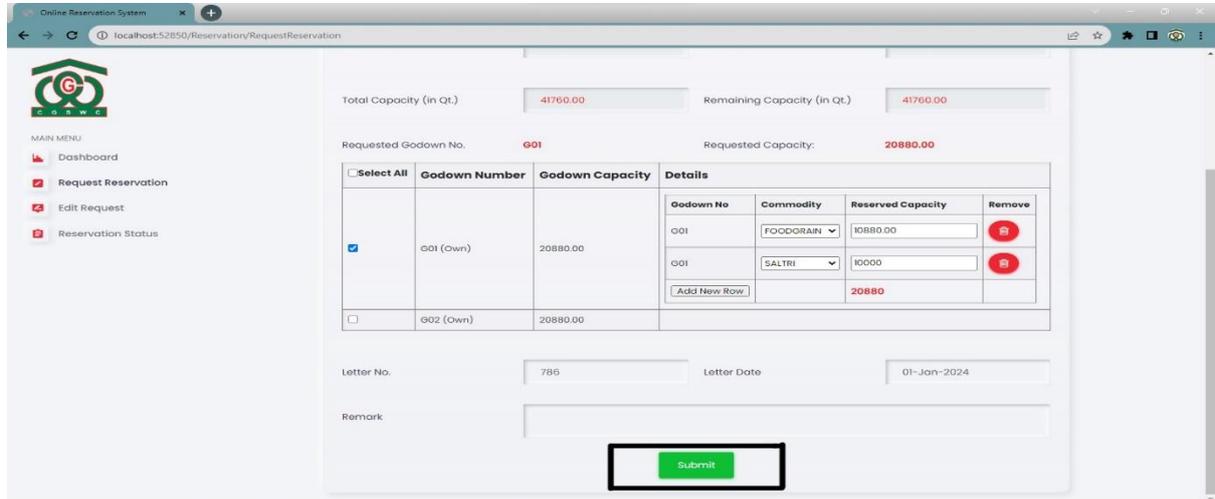
6. **View Available Godowns:** Upon entering the reservation dates, the system will display a list of available godowns for that specific period. This information allows you to make an informed selection based on your requirements.

7. **Select Godowns:** Check the boxes next to the godowns you wish to reserve. Users are required to request the entire capacity of the selected godown; partial capacity requests are not permitted.

8. **Specify Commodities:** For each selected godown, mention the commodities you intend to store. This information helps in managing and allocating storage space effectively.



9. **Submit Request:** Once you have selected the godowns and specified the commodities, letter number, letter Date and remarks if needed, click on the "Submit Request" button. This action sends your reservation request to the system for processing.



The screenshot displays the 'Request Reservation' page of an 'Online Reservation System'. The interface includes a sidebar menu with options like 'Dashboard', 'Request Reservation', 'Edit Request', and 'Reservation Status'. The main content area shows the following details:

- Total Capacity (in Qt.): 41760.00
- Remaining Capacity (in Qt.): 41760.00
- Requested Godown No.: G01
- Requested Capacity: 20880.00

Select All		Godown Number	Godown Capacity	Details			
				Godown No	Commodity	Reserved Capacity	Remove
<input checked="" type="checkbox"/>		G01 (Own)	20880.00	G01	FOODGRAIN	10880.00	<input type="button" value="Remove"/>
				G01	SALTRE	10000	<input type="button" value="Remove"/>
				<input type="button" value="Add New Row"/>		20880	
<input type="checkbox"/>		G02 (Own)	20880.00				

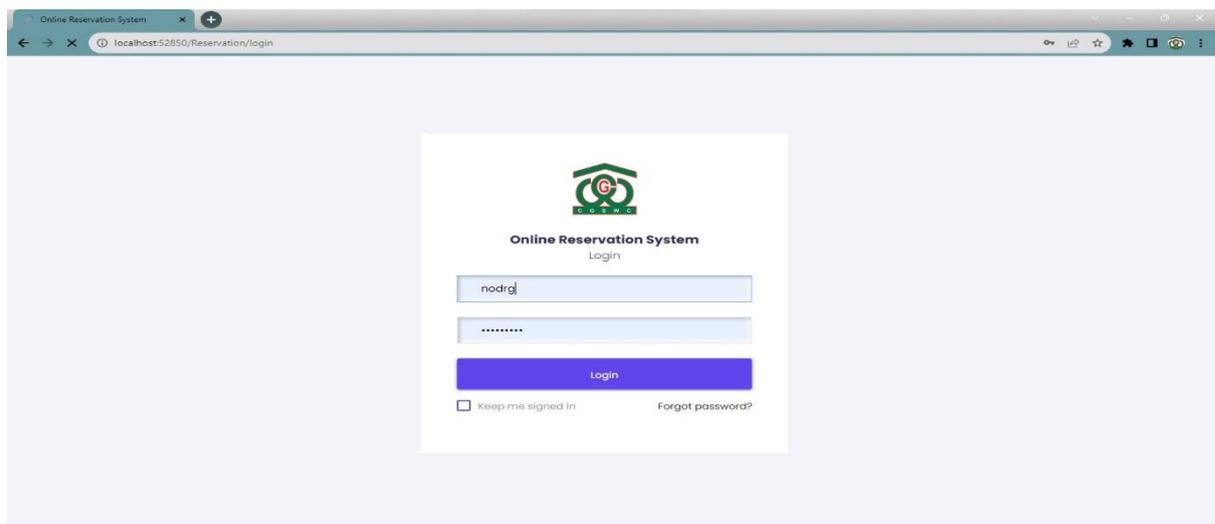
Below the table, there are input fields for 'Letter No.' (785), 'Letter Date' (01-Jan-2024), and a 'Remark' field. A green 'Submit' button is highlighted with a black box at the bottom center of the form.

Congratulations! You have successfully submitted a reservation request. The system will process your request, and you can track its status in the "Reservation Status" menu on the dashboard. If there are any issues or if additional information is required, you can directly contact to desired section or write a mail to tscgswc@gmail.com.

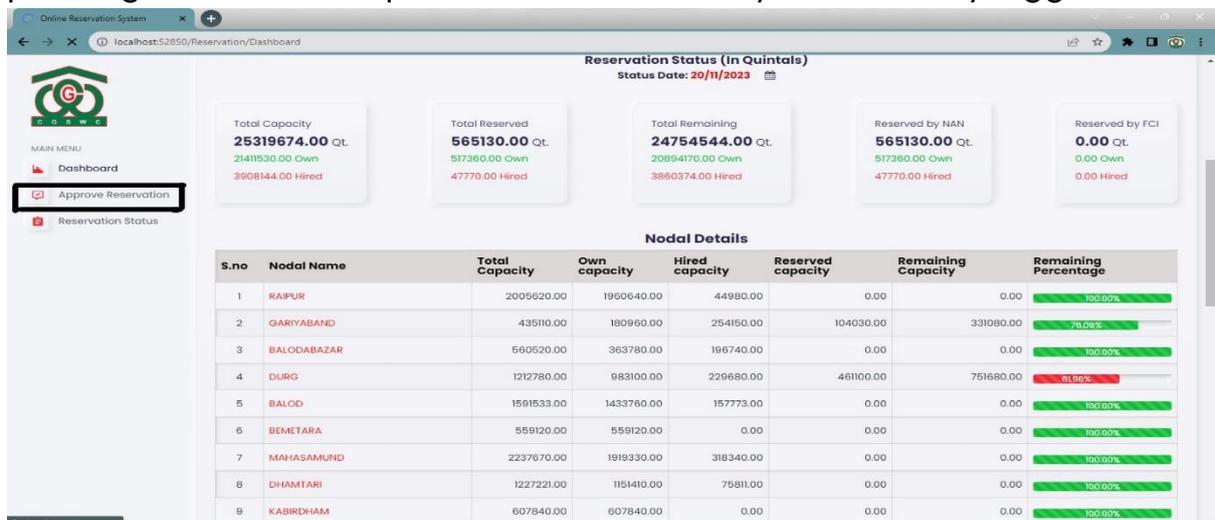
Approving Reservation Process

Approving reservation requests involves careful consideration of nodal-specific requests and making decisions based on capacity availability. Follow these steps to efficiently manage reservation approvals:

1. **Log in as Approver:** Access the Online Reservation system using approver credentials. Log in to the system, and you will be directed to the dashboard.



2. **Access Approve Reservation Menu:** Navigate to the "Approve Reservation" menu from the menu bar. Here, the approver can view all pending reservation requests for the nodal they are currently logged in.



The screenshot shows the dashboard of the Online Reservation System. The dashboard displays reservation status for 20/11/2023. It includes a main menu with 'Approve Reservation' highlighted. The dashboard shows total capacity, total reserved, total remaining, and reserved by NAN and FCI. A table titled 'Nodal Details' shows reservation status for various nodal names.

S.no	Nodal Name	Total Capacity	Own capacity	Hired capacity	Reserved capacity	Remaining Capacity	Remaining Percentage
1	RAIPUR	2005620.00	1960640.00	44980.00	0.00	0.00	100.00%
2	GARIYABAND	435110.00	180960.00	254150.00	104030.00	331080.00	76.09%
3	BALODABAZAR	560520.00	363780.00	196740.00	0.00	0.00	100.00%
4	DURG	1212780.00	983100.00	229680.00	461100.00	751680.00	61.96%
5	BALOD	1591533.00	1433760.00	157773.00	0.00	0.00	100.00%
6	BEMETARA	559120.00	559120.00	0.00	0.00	0.00	100.00%
7	MAHASAMUND	2237670.00	1919330.00	318340.00	0.00	0.00	100.00%
8	DHAMTARI	1227221.00	1151410.00	75811.00	0.00	0.00	100.00%
9	KABIRDHAM	607840.00	607840.00	0.00	0.00	0.00	100.00%

3. Review Pending Requests: In the "Approve Reservation" menu, the approver will see a list of pending reservation requests specifically for the nodal they have logged in. Each request will display details such as requested godowns, commodities, and reservation dates.

S No	Nodal Name	Branch Name	Depositor	Requested By	Requested GNo	Approved GNo	Requested Capacity	Approved Capacity	Status	Requested Duration	Action
1	DURG	Hathkhoj	NAN	NANdrg	G02A	-	20880.00	-	Pending	01-12-2023 to 31-12-2023	👁️
2	DURG	Durg	NAN	NANdrg	G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G22, G23, G24, G25	-	313200.00	-	Pending	01-12-2023 to 31-12-2023	👁️
3	DURG	Dhamdha	NAN	nodrg	G01A, G02A	G01A, G02A	41760.00	41760.00	Approved	01-01-2024 to 31-01-2024	👁️
4	DURG	Patan	NAN	nodrg	G01	G01	20880.00	20880.00	Approved	01-09-2023 to 30-09-2023	👁️
5	DURG	Hathkhoj	NAN	nodrg	G01A, G01B	G01A, G01B	41760.00	41760.00	Approved	01-09-2023 to 30-09-2023	👁️
6	DURG	Patan	NAN	nodrg	G02	G02	20880.00	20880.00	Approved	01-08-2023 to 30-12-2023	👁️
7	DURG	Durg	NAN	nodrg	G01, G02, G03A, G04, G05, G07, G08, G09, G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G22, G23, G24, G25	G01, G02, G03A, G04, G05, G07, G08, G09, G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G22, G23, G24, G25	440220.00	440220.00	Approved	01-08-2023 to 31-10-2023	👁️
8	DURG	Hathkhoj	NAN	nodrg	G01A, G02A, G04B, G04C, G05A, G08A, G08B, G08C	G01A, G02A, G04B, G04C, G05A, G08A, G08B, G08C	167040.00	167040.00	Approved	01-10-2023 to 31-10-2023	👁️
9	DURG	Kodiya	NAN	NANdrg	G01, G02, G03, G04, G05, G06, G07, G08, G09, G10, G11, G12	G01, G02, G03, G04, G05, G06, G07, G08, G09, G10, G11, G12	250560.00	250560.00	Approved	01-10-2023 to 31-10-2023	👁️

4. Modify Godown Allotments: The approver has the option to modify the godowns to be allotted based on availability. They can adjust the selection of godowns if needed to better align with current capacity constraints.

Hathkhoj (Pending)

Requested GodownNo: G02A Requested Capacity: 20880.00 Requested Duration: 01/12/2023 to 31/12/2023

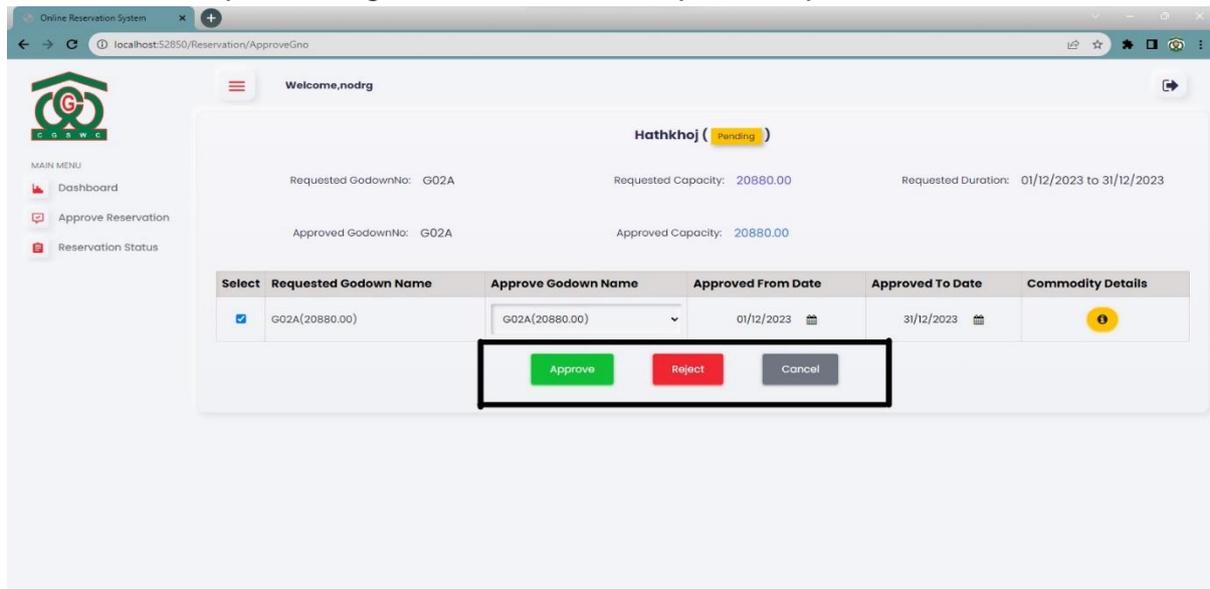
Approved GodownNo: G02A Approved Capacity: 20880.00

Select	Requested Godown Name	Approve Godown Name	Approved From Date	Approved To Date	Commodity Details
<input checked="" type="checkbox"/>	G02A(20880.00)	G02A(20880.00)	01/12/2023	31/12/2023	👁️

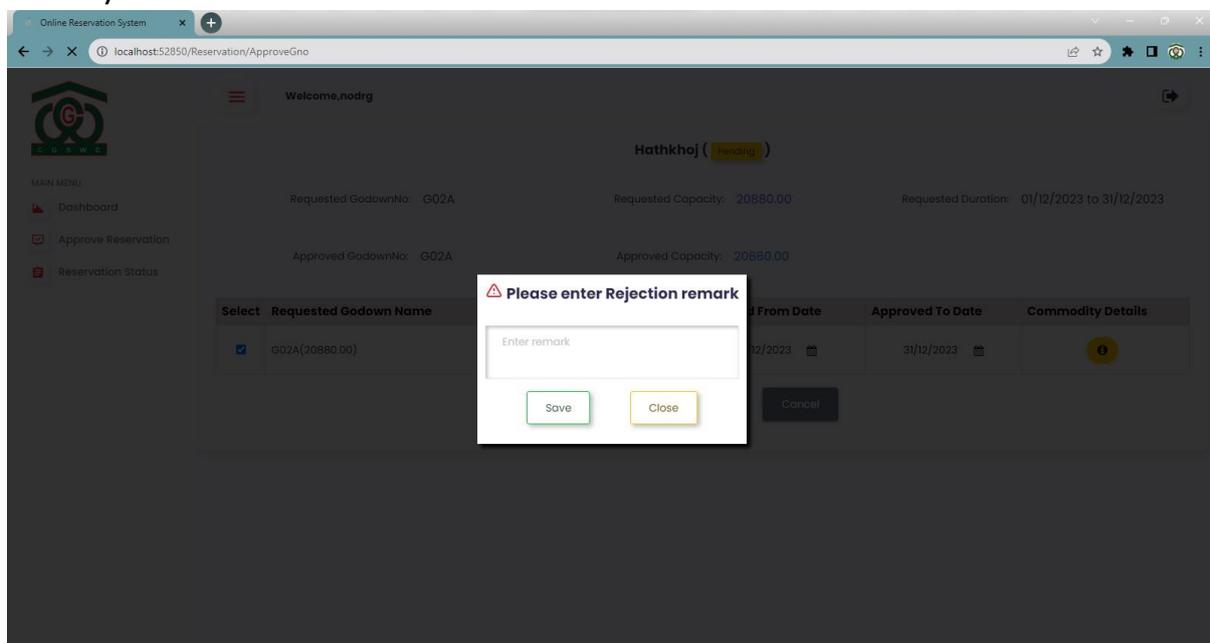
Dropdown menu options: --Select--, G01A(20880.00), G01B(20880.00), G01C(20880.00), G02A(20880.00), G04B(20880.00), G04C(20880.00), G05A(20880.00), G05B(20880.00), G08A(20880.00), G08B(20880.00), G08C(20880.00)

5. Approve or Reject Request: Based on the availability of capacity and alignment with organizational policies, the approver can choose to either

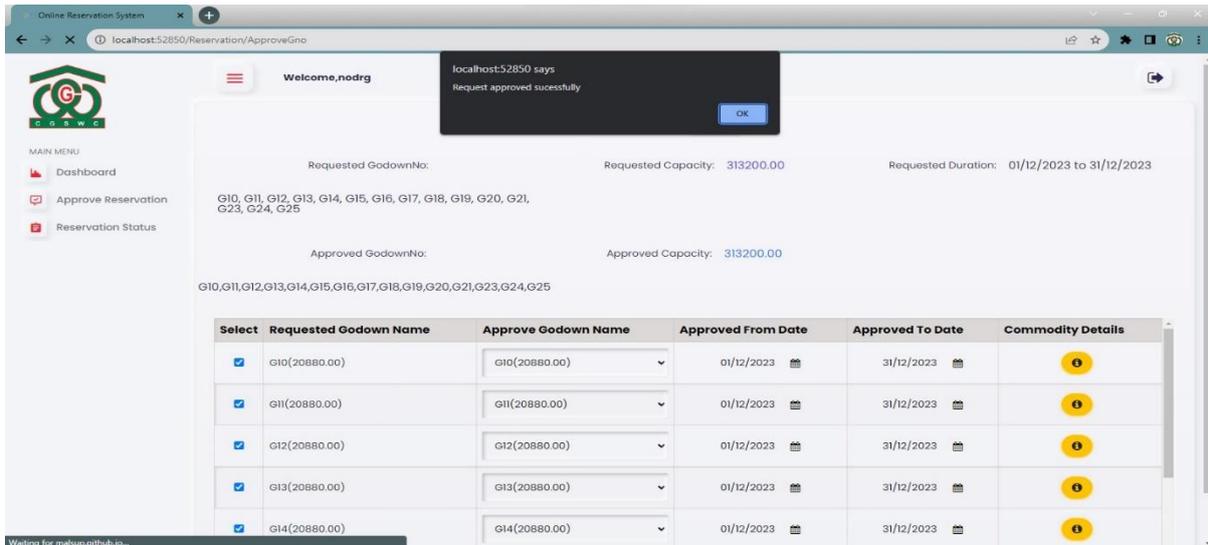
approve or reject the reservation request. If approved, the system will allocate the specified godowns for the requested period.



6. Note on Rejection: It's essential to note that once a reservation request is approved, it cannot be rejected. However, the approver has the flexibility to modify the to-date for the reservation in the future if needed.

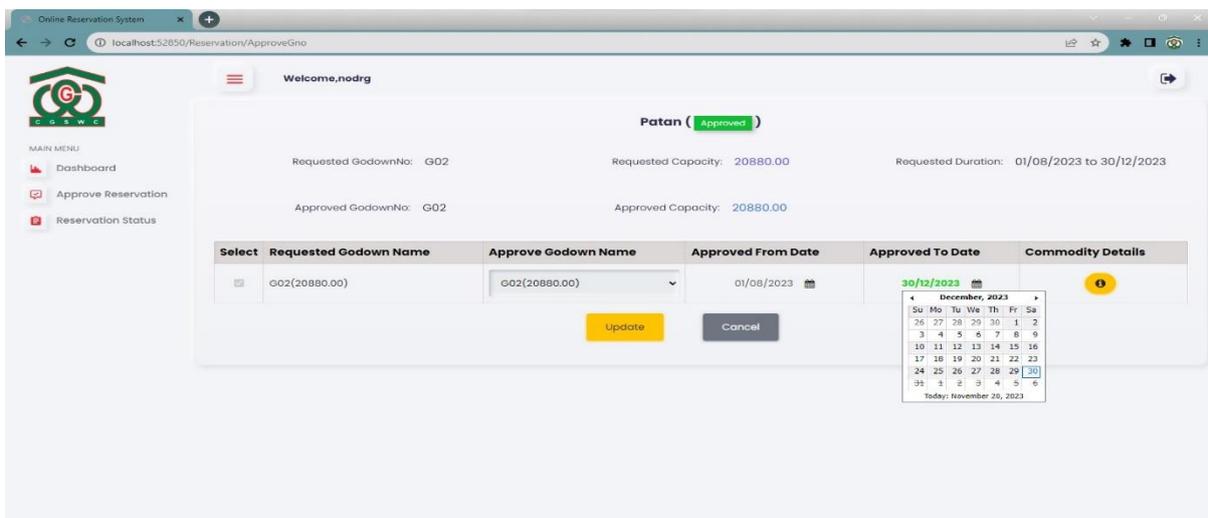


7. Confirm Approval: After making the necessary decisions, the approver confirms the approval. The system then processes the approved reservation, and the user is notified of the outcome.



Congratulations! The reservation request has been successfully approved, and the allocated godowns are reserved for the specified period. The system will automatically update the reservation status, and the user can proceed with their storage plans.

Remember that the approver has the authority to make informed decisions regarding reservation requests, ensuring optimal utilization of available resources. The specific conditions mentioned, such as the inability to reject an approved request and the flexibility to modify the to-date in the future, contribute to a streamlined and controlled reservation management process.



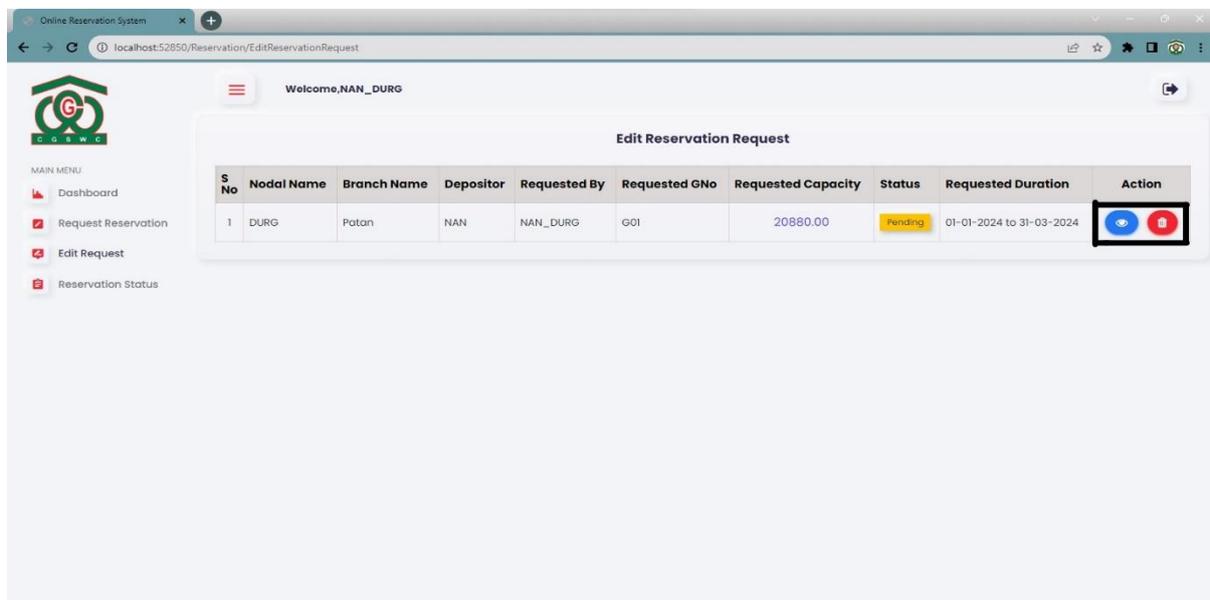
Managing Reservations

Efficiently manage your reservations with the following features available in the Online Reservation system:

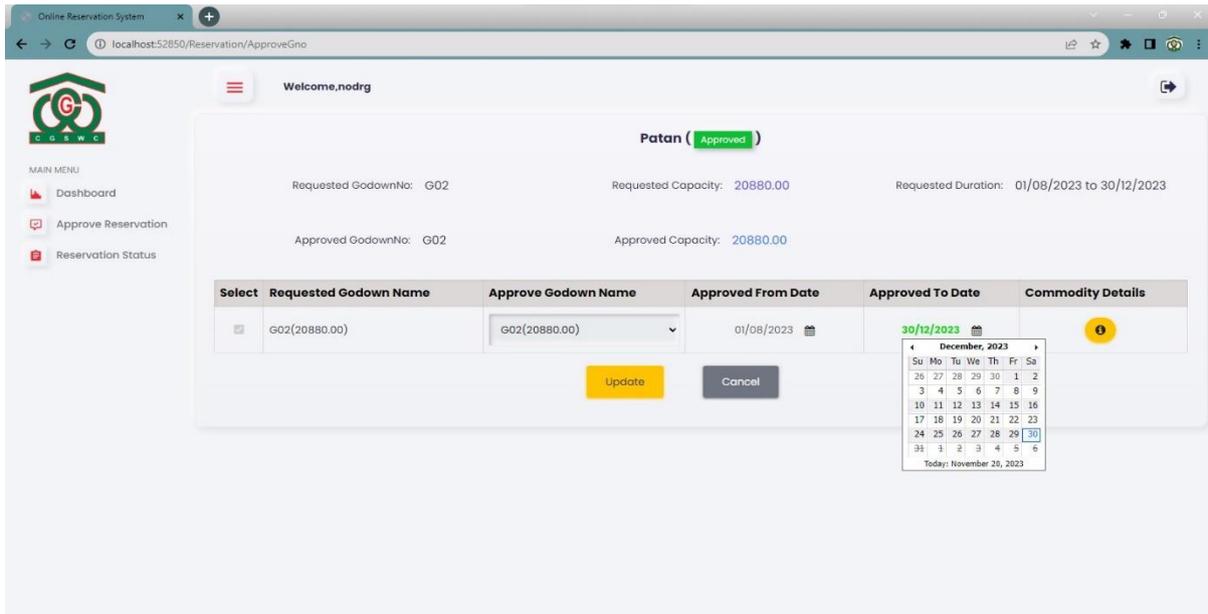
1. Edit Reservation Request:

Requester: To edit or modify a reservation request, access the "Edit Request" menu from the menu bar. Here, you'll find a list of all pending requests that have not been approved. Select the desired request, make necessary changes, and save the modifications.

Note that approved requests cannot be edited.

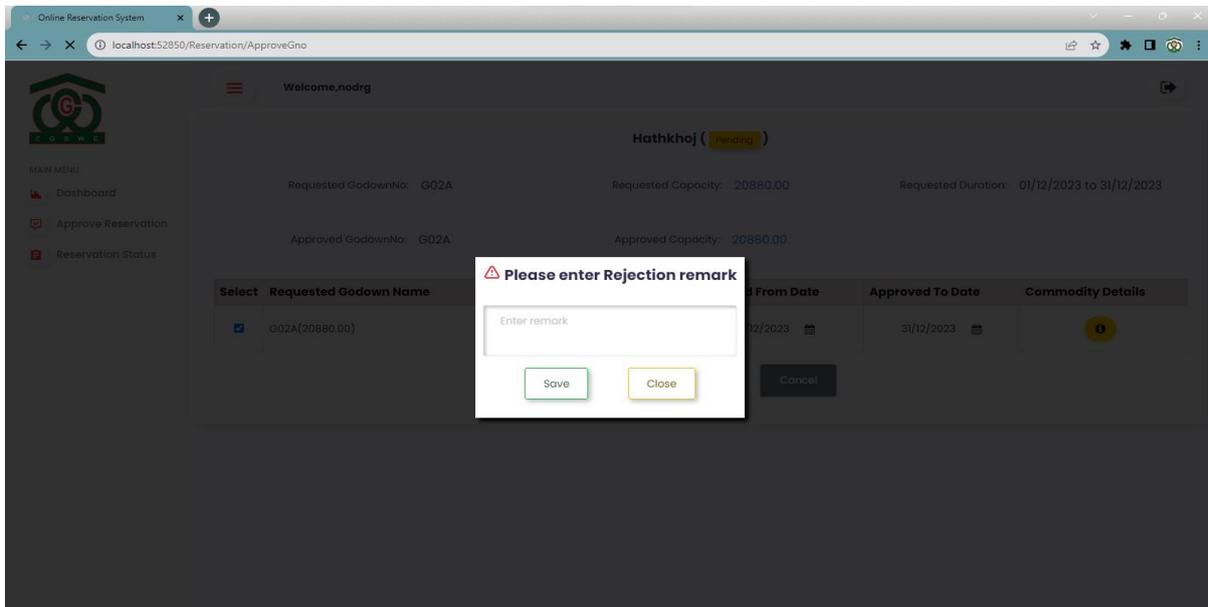


Approver: Approvers can edit requests by accessing the "Approve Request" menu. If an approver has already approved a request and wishes to make changes, they can modify the to-date for that specific reservation. Other details, such as godown selection and commodities, remain unchanged.



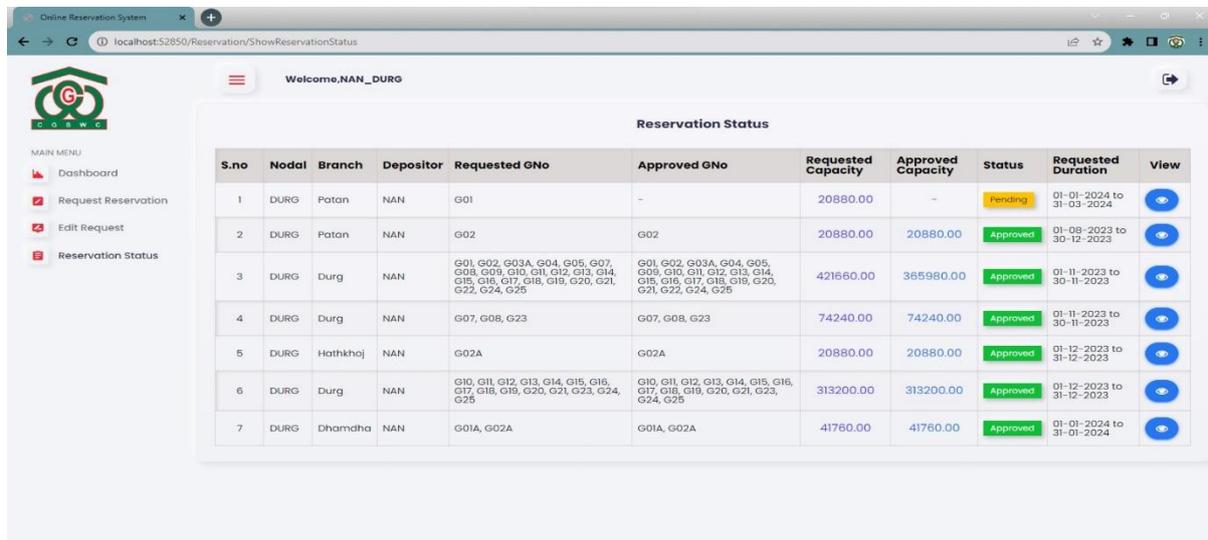
2. Rejecting Reservation Request:

Approver: If an approver needs to reject a reservation request, they can do so by accessing the "Approve Request" menu. Specify the reason for rejection in the provided remarks box in the popup. Note that once a request is approved, it cannot be rejected.



3. Viewing Reservation History:

Requester & Approver: Access the "Reservation Status" menu from the menu bar to view your reservation history. Here, you can see the details of all your past and current reservations, including nodal, branch, godown information, and reservation status.



S.no	Nodal	Branch	Depositor	Requested GNo	Approved GNo	Requested Capacity	Approved Capacity	Status	Requested Duration	View
1	DURG	Patan	NAN	G01	-	20880.00	-	Pending	01-01-2024 to 31-03-2024	
2	DURG	Patan	NAN	G02	G02	20880.00	20880.00	Approved	01-08-2023 to 30-12-2023	
3	DURG	Durg	NAN	G01, G02, G03A, G04, G05, G07, G08, G09, G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G22, G24, G25	G01, G02, G03A, G04, G05, G09, G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G22, G24, G25	421660.00	365980.00	Approved	01-11-2023 to 30-11-2023	
4	DURG	Durg	NAN	G07, G08, G23	G07, G08, G23	74240.00	74240.00	Approved	01-11-2023 to 30-11-2023	
5	DURG	Hathkhaj	NAN	G02A	G02A	20880.00	20880.00	Approved	01-12-2023 to 31-12-2023	
6	DURG	Durg	NAN	G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G23, G24, G25	G10, G11, G12, G13, G14, G15, G16, G17, G18, G19, G20, G21, G23, G24, G25	313200.00	313200.00	Approved	01-12-2023 to 31-12-2023	
7	DURG	Dhamdha	NAN	G01A, G02A	G01A, G02A	41760.00	41760.00	Approved	01-01-2024 to 31-01-2024	

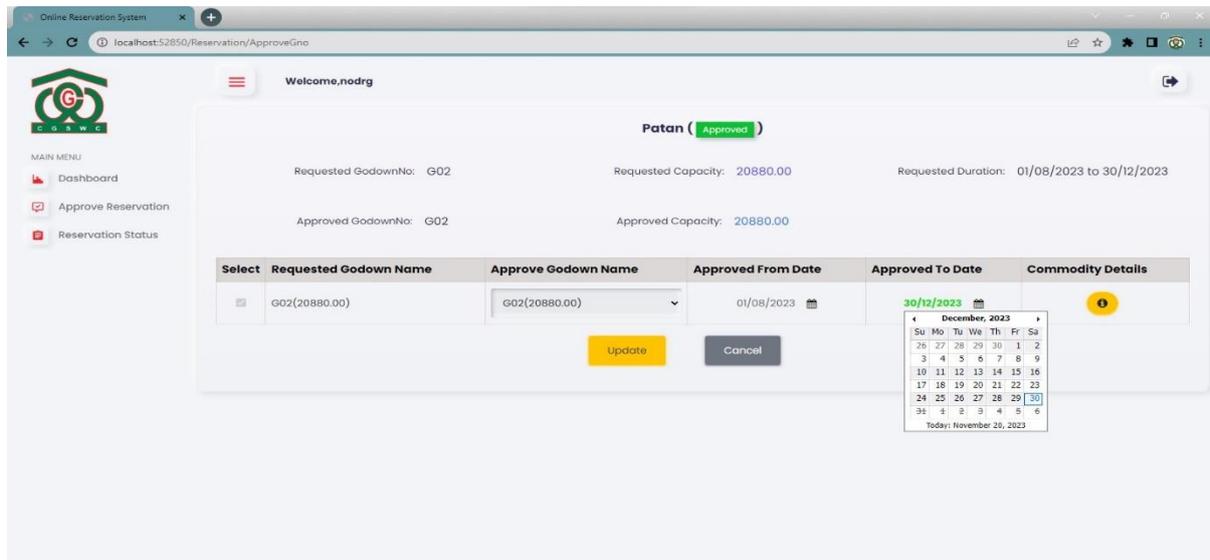
4. Cancelling Reservations:

Requester: If you need to cancel a reservation that has not been approved, you can do so by accessing the "Edit Request" menu. Select the reservation you wish to cancel, and there should be an option to cancel the reservation. Once a reservation is approved, it cannot be cancelled directly.



S.No	Nodal Name	Branch Name	Depositor	Requested By	Requested GNo	Requested Capacity	Status	Requested Duration	Action
1	DURG	Patan	NAN	NAN_DURGO	G01	20880.00	Pending	01-01-2024 to 31-03-2024	

Approver: Approvers can make changes to the to-date for an approved reservation but cannot directly cancel an approved reservation.



These features provide flexibility and control over your reservations, allowing you to make necessary adjustments, view historical data, and manage the entire reservation lifecycle effectively.

Support

If there is any issue regarding any process you can contact to Commercial Section on

Mail id-: commcgswc@gmail.com

Landline-: 0771-2272973/0711-2272972

If there is any issue regarding any technical or website related query you can use **E-grievance Module** or you can contact to IT Section on

Mail id-: tscgswc@gmail.com

Landline-: 0771-2272979/0771-2272981

Mobile No. -: 7880133127