ERROR CORRECTION MODULE

(I) CORRECTION REQUEST by the Commissionerates / Additional Directors General:

- Click on the “Correction” link. After clicking, a page will appear showing correction request. Correction can be done by the users following these steps:
- Select the stream, the user will be able to view the list of MPRs for which he is authorized to upload.
- Select the particular month, the year and the MPR which is / are required to be amended.
• After selecting the particular MPR, the existing data (already uploaded) will appear on the screen.

• Now, the user may change any existing data in the text boxes and thereafter click on the “submit” button. After submission of the correction request, the message “Correction Request submitted” will appear.
The user may view the submitted correction requests along with their status by clicking on the “See All Correction Requests” button as shown below:

The user may see the corrected and the existing report by clicking on the “View Corrected Report” as shown below:
The user will view the status of all the correction requests as – “Pending for validation”, “Pending for Approval”, “Approved”, “Rejected”. In case of “Rejected”, the reason of rejection will also be seen by the user.

If the user makes request for correction in a MPR having opening and closing balance which would necessarily lead to correction in the MPRs of successive months, then the User can not be allowed to submit the proposed correction only. In such a situation, the User would be led to the MPRs of the successive months one by one so that he would make necessary corrections in all the MPRs, only after all such corrections are made by the user, he would be able to submit all such corrected MPRs all at once.

If any request by the Commissionerate User to amend a particular MPR having opening balance and closing balance column is pending for validation / approval before the Chief Commissioner or the Functional Owner, then the respective zonal Chief Commissioner / Director General would not be able to validate the said MPR of the successive month.

(II) CORRECTION VALIDATION by the Zonal Chief Commissioners/Directors General:

The correction request to a MPR has to be validated by the jurisdictional Chief Commissioner / Directors General to be able to be approved by the FO. Steps involved are:

Click on the “Correction” link. After clicking, a home page will appear showing correction request pending for validation with the stream dropdown.

After selection of the particular stream, a list will appear if there is any correction request pending for validation as shown below.

After that, the User can view the list of all the correction requests submitted by the Commissionerates under his jurisdiction which are pending for validation.
• The user can view the corrected MPR along with the existing MPR by clicking on the "view report" link.

• To validate a particular correction request, the user will have to click the "checkbox" button. The user can validate all the pending correction request at one go by a single click of the "check box" button.

• After validation of the correction request, the status will replace from "CORRECTION REQUEST PENDING FOR VALIDATION" to "CORRECTION REQUEST PENDING FOR APPROVAL".

• The user may click on the “See All Correction Requests” link to view the old correction requests along with their status as – "Pending for Approval", "Request Approved" and "Request Rejected".
• In case of “Request Rejected”, the reason for rejection can be also seen by the user.
• The correction request validated by the jurisdictional Chief Commissioner / Directors General will be available for approval by the concerned Functional Owner.

(III) CORRECTION APPROVAL by the Functional Owners:

• The Functional Owner (FO) will click on the “Correction” link, a home page will appear showing correction request pending for approval with the stream dropdown.

• After selecting the particular stream, a list will appear showing the entire correction request pending for approval. This list contains details like Commissionerate, MPR, Month & Year, date of submission, etc having 3 options namely “View Report”, “Approve” and “Reject”.

• The FO may view the amended MPR along with the existing MPR by clicking on the “View Report” link and if satisfied, approve the correction requested.
• If FO clicks on **Approve** button, then the Correction Request will move away from the **Correction Requests Pending for Approval**. Simultaneously, the Corrected report will replace the Original report in the main database and the status will be updated from **Pending for Approval** to **approved**.
• To view the earlier report, the FO should click on the “see all Correction requests”.
• If FO wants to reject the particular correction request for any reason, he should click on the “Reject” button, thereafter a text box will appear to enter the “reason for rejection”. After entering the reason, click on the “OK” button.