Step 1: Logins are provided to all DGM and above-ranked officers.

Enter User Name & password and also the captcha for login into the portal.
Step 2: After login into the portal the following screen appears containing these tabs

Click on Add BG Button

Step 3: Fill all the details.

Step 4: Click on the Submit button, after that you will get the following screen.
Click on the “All BG” option on left side menu.

**Step 6**: Now, you can check BG status by clicking on view forwarded BG option.
Steps for Finance Department Approval:

**Step 7:** Once BG successfully uploaded by Technical department, then Finance department receive BG and give their approval.

Click on the Detail button.

**Step 8:** Click on the “status not uploaded” link.
**Step 9:** After that you will get the following screen. Give the approval on clicking the “accept” option. If any information is incorrect, click the “return” option.

If the BG is returned, the technical department has to upload it again using the above-mentioned steps.

**In Case the BG Expired:**

**Step 10:** If the uploaded BG has expired, then you need to renew the BG by clicking on the Renew BG button.
**Step 11:** The following form will open. Fill the details.

Submit the form. Now the finance department will do the further process.

**Instruction for Finance Department:**

**Step 12:** Click on the “Final Return” button. You will be asked to upload the related file. Select the file and click on the upload button.
Instruction for Technical Department:

Step 13: the file uploaded by the financial department will appear. Click on the “Return to customer” button and upload the related file.