

Grant Helper

Query Grant

Purpose: To response to query and resubmit queried grant application





One (1) month is given to employer to resubmit the queried grant application provided with the required information/documents (*refer Query Remarks*).



Failed to resubmit queried grant application within the period time given will lead to expired grant.

- (1) Login to Employer's *eTRiS* account
- (2) Click **Inbox**



(3) Click Inbox on the left side under Work List

HRDF - Google Chrome
 https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin&changeLang=en_US
 Close Last Login 17 Aug, 2016 10:54 am Welcome Friday 11:59 am

Workflow

Work List Record Room

Work List

- All Pending Tasks
- Inbox**
- Outbox

+ Search

Sr.No.	Subject	Document Number	Description	Received From	Received Date	Status
1	Notification (FYI)	C36926SBL_16_188122	File Approved	MOHAMAD SHAHRIL BIN MAZLAN	11/07/2016 10:44	-
2	Notification (FYI)	36926U_16_0040	File Approved	MOHAMAD SHAHRIL AZUAN BIN MOHAMAD NOR	26/06/2016 17:46	-
3	Notification (FYI)	C36926SBL_16_180283	File Approved	ZAINI BINTI SAMAN	24/06/2016 12:07	-
4	Notification (FYI)	C36926SBL_16_180283	Query has been raised for Online Claim Submission-SBL . Please refer the inbox for amendment and... More	ZAINI BINTI SAMAN	15/06/2016 09:44	-
5	Notification (FYI)	36926U_16_0038	File Approved	MOHAMAD SHAHRIL AZUAN BIN MOHAMAD	31/05/2016 08:15	-

Workflow | Your Session will expire within 119 minute(s) and 56 second(s) | Hotfix_V2.55.4.1 | Powered by DigiGov

(4) Click **Outstanding Action** under Inbox
(click small arrow before Inbox folder if Outstanding Action not appear)

(5) Click **File Number**

The screenshot shows a web browser window with the URL https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=doLogin&changeLang=en_US. The page title is "Workflow". The interface has two tabs: "Work List" (active) and "Record Room". On the left, a sidebar menu shows "Work List" expanded, with "Outstanding Action" highlighted. A hand cursor points to this menu item. The main content area features a search bar and a table with the following data:

Sr.No.	Subject	File Number	Description	Received From	Received Date	Status
1	Grant Application(SBL-KHAS Scheme)	36926U_15_0015	YGL CONVERGENCE MALAYSIA SDN BHD-POSITIVE SELF DEVELOPMENT COURSE (MANDARIN)-Requested Amount(RM... More	AZHARUDDIN BIN BERAHIM	22/05/2015 17:33	Pending

Below the table, it says "1 Records found, displaying 1 to 1 Records." and "1" in a red box. A hand cursor points to the "File Number" column. A legend at the bottom shows: "NEW" (red), "Files Already Seen" (black), "Group Job" (orange), and "Query replied/Returned" (pink). The footer includes "Workflow | Your Session will expire within 119 minute(s) and 1 second(s) | Hotfix_V2.55.4.1 | Powered by DigiGov".

(6) Open Grant Application and amend accordingly based on the Query Remarks

The screenshot shows a web browser window with the URL: https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=WF_ShowWorkflow_New&moduleName=WorkList&menuName=forFile&fileId=10001157415&docId=10342&receivedDate=22/0

The interface includes a navigation bar with tabs: Summary, Drafts, **Basic Info**, and Query Details. Below this is a sub-navigation bar with tabs: < Employer's Profile, Training Provider's Profile, Programme Details, Details of Training, Level of Certification, Summary of Trainees, Estimated Cost for Training Scheme, and Acknowledg >

The 'Levy Information' section displays the following data:

Company Name	[Redacted]	Levy Balance	RM 19,089.09
Total Grant Approved	RM 19,185.60	Grant Balance	RM 20,737.87
Grant Officer's Name	MOHAMAD SHAHRIL AZUAN BIN MOHAMAD NOR	Grant Officer's Email	msazuan@hrdf.com.my
Non-Technical Grant Balance	RM 8,375.15	Total Amount Applied	RM 0.00
Scheme Name	SBL-Khas		

Below the Levy Information section are 'Save' and 'Next' buttons. The 'Employer's Profile' section contains the following fields:

MyCoID	36926U(HQ)	Immediate Officer	Theresa Chou *
Company Name	YGL CONVERGENCE MALAYSIA SDN BHD	Email	theresachou@yglworld.com *

At the bottom left, there are 'Save' and 'Next' buttons, with a hand cursor icon pointing to the 'Next' button.

(7) After done attached any documents, ensure to click **Save** and then **Resubmit**

The screenshot shows a web browser window with the URL: https://www.hrdf.com.my/DigiGov/digigov.htm?actionFlag=WF_ShowWorkFlow_New&moduleName=WorkList&menuName=forFile&fileId=10001157415&docId=10342&receivedDate=22/0

Form Fields:

- * I agree to accept this training grant subject to terms and conditions as stated by Pembangunan Sumber Manusia Berhad. * I declare that all expenses incurred during this training will be borne by our company.
- * I declare that the facts stated in this application and the accompanying information are true and correct and that I have not withheld/distorted any material facts. I understand that if I obtain the grant by false or misleading statements, I may be prosecuted under Section 41 of Pembangunan Sumber Manusia Berhad Act, 2001 (Act 612) and in addition, PSMB may, at its discretion, withdraw the grant and recover immediately from us any amount of the grant that may have been disbursed.
- * I hereby agree that the approval of this application is subject to the finding of PSMB's officer during their training verification to our premise and/or training place (As and when needed).

Personal Information:

- Name: Theresa
- Designation: NA
- Email: @yglworld.com
- IC No.: 7307210
- Date: 22/05/2015

Supporting Documents

*Preferred file type/format is pdf file.

Supporting Documents Checklist:

- Course Fee Quotation (CF)
- Course Content (CC) / Time table
- Trainer's CV (CV)
- Consumable Materials
- Hotel Quotation

Attachment

File Description: [Empty] Attach File: Choose File No file chosen

Add Attachment

Only .JPG, .JPEG, .BMP, .GIF, .PNG, .TIF, .PPM, .DOC, .DOCX, .PDF, .RTF, .XLS, .XLSX, .TXT, .PPT, .PPTX, .PPSX are allowed

Description	File Name	Actions
ent	23 May 2015 CTP Conference at Penang Paradise Hotel.pdf	Remove / View

Buttons: Back, Save, Resubmit



Once successfully resubmitted grant application,



Grant Officer will review and re-evaluate your grant application within **two (2) working days**.