

Integrated Finance and Accounting  
software



**Month of submission:**

August , 2016

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# **Works and Billing Management Information System**

**User Manual  
Version 1.0**

**Prepared By**

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## **Table of Content**

### **Works and Billing Management Information System (WMS)**

1. Introduction	5
2. Objective	5
3. Functionalities	5
4. Flow Diagram	6
5. Login	10
6. Master Details	12
7. Proposal Work Details (Use EE login Credentials)	13
8. Approvals (Use EE login Credentials)	15
8.2. AA Details(Use EE login Credentials)	18
8.2. TS Details(Use EE login Credentials)	20
9. Tendering	22
9.1. BOQ Details(Use JE login)	22
9.2. Tender Details	28
9.3. PBC Details	30
9.4. Quotation Details	32
9.5. Awarding of Contract	34
10. Execution	37
10.1. Work Extension Details	37
10.2. Close Work	39
11. Work Reports	41
11.1. Scopewise Progress	41
11.2. Report Options	42
11.2.1. Show Work List	42
11.2.2. Show Administratively Approved Works	43
11.2.3. Show Technical Sanctioned Works	43
11.2.4. Show Work Awarded but No RA Bill is Raised	44
11.2.5. Show Work Awarded and RA Bill is Raised	44
11.2.6. Administrative Approval Register	45
11.2.7. Technical Sanction Register	46
11.2.8. Agreement Register	46
11.2.9. Completed Works Reports	47
11.2.10. Show Duration Between Stages	47
11.3. Monthly Progress Report	49
12. Bill Info	50

12.1.	RA Bill Details	50
12.2.	Extra Item	51
12.3.	Bill Items	53
12.4.	Royalty Calculation Details	55
12.5.	Bill Recoveries	57
12.6.	MB Record	59
13.	Billing Reports	61
13.1.	First & Final Bill	61
13.2.	RA Bill Report	62
13.3.	Deviation Statement	63
13.4.	Extra Items	64
13.5.	Material Consumption Statement	65
14.	Figure Index	66

# Works and Billing Management Information System (WMS)

**Section:** Works Management System

## 1. Introduction

The Works & Accounts Management Information System (WAMIS) is developed by Center for Development of Advanced Computing (C-DAC) for the Government of Jharkhand.

The system is developed with the aim of computerizing all the activities related to various Department across the Jharkhand State. It is a very comprehensive application deployed at centralized location and addresses all the activities carried out by Technical Section at the Divisional Offices. The system is interlinked with the other modules like Accounts and Budget Management System for extracting and producing the data.

The system has 'Graphical User Interface' which facilitates easy operations. The system authenticates the user and after successful authentication an interface is shown with navigation options on left hand side. The interface has links for navigation through records and screens, buttons to save/update/delete the records, shortcut keys for buttons, help-text for icons, context sensitive help for all the screens. Appropriate messages for errors, successful operations and failed operations are displayed. Guidelines are given at appropriate stages. Selection lists are provided wherever appropriate to reduce typographical errors. And it is consistent with the standard user interface.

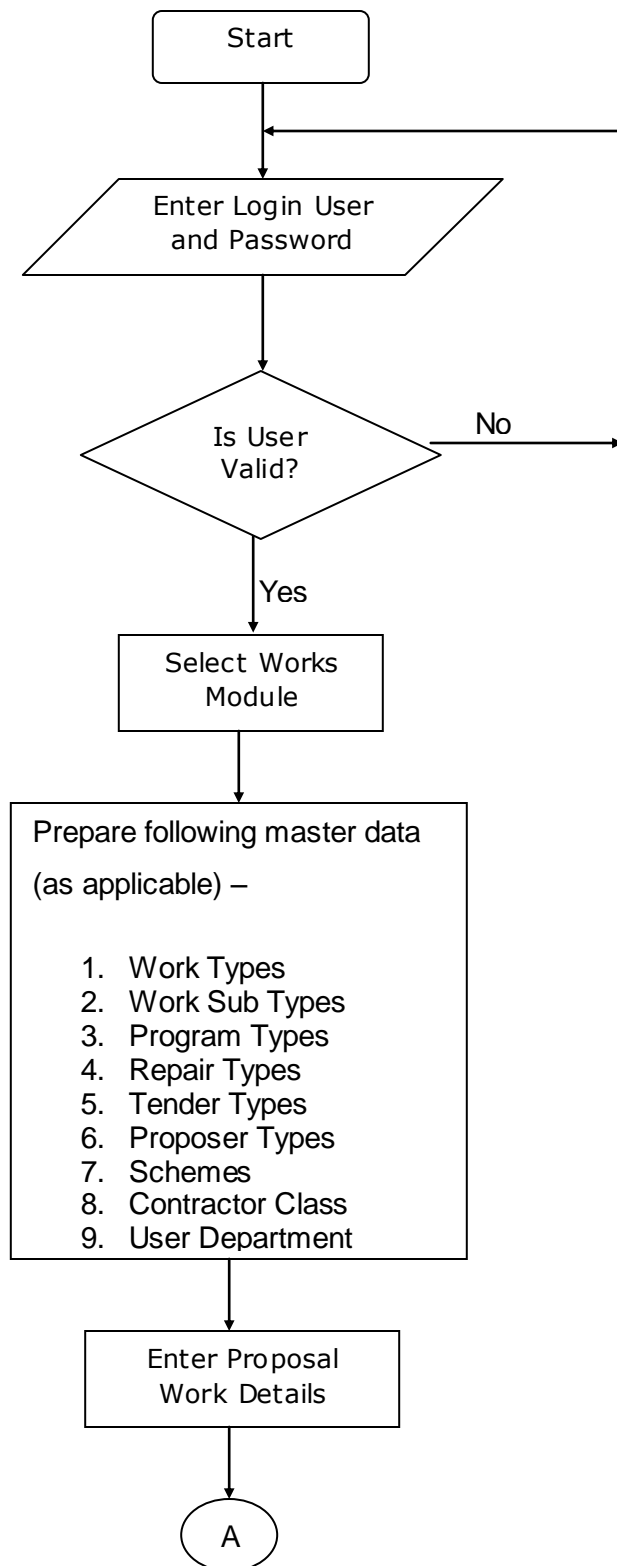
## 2. Objective

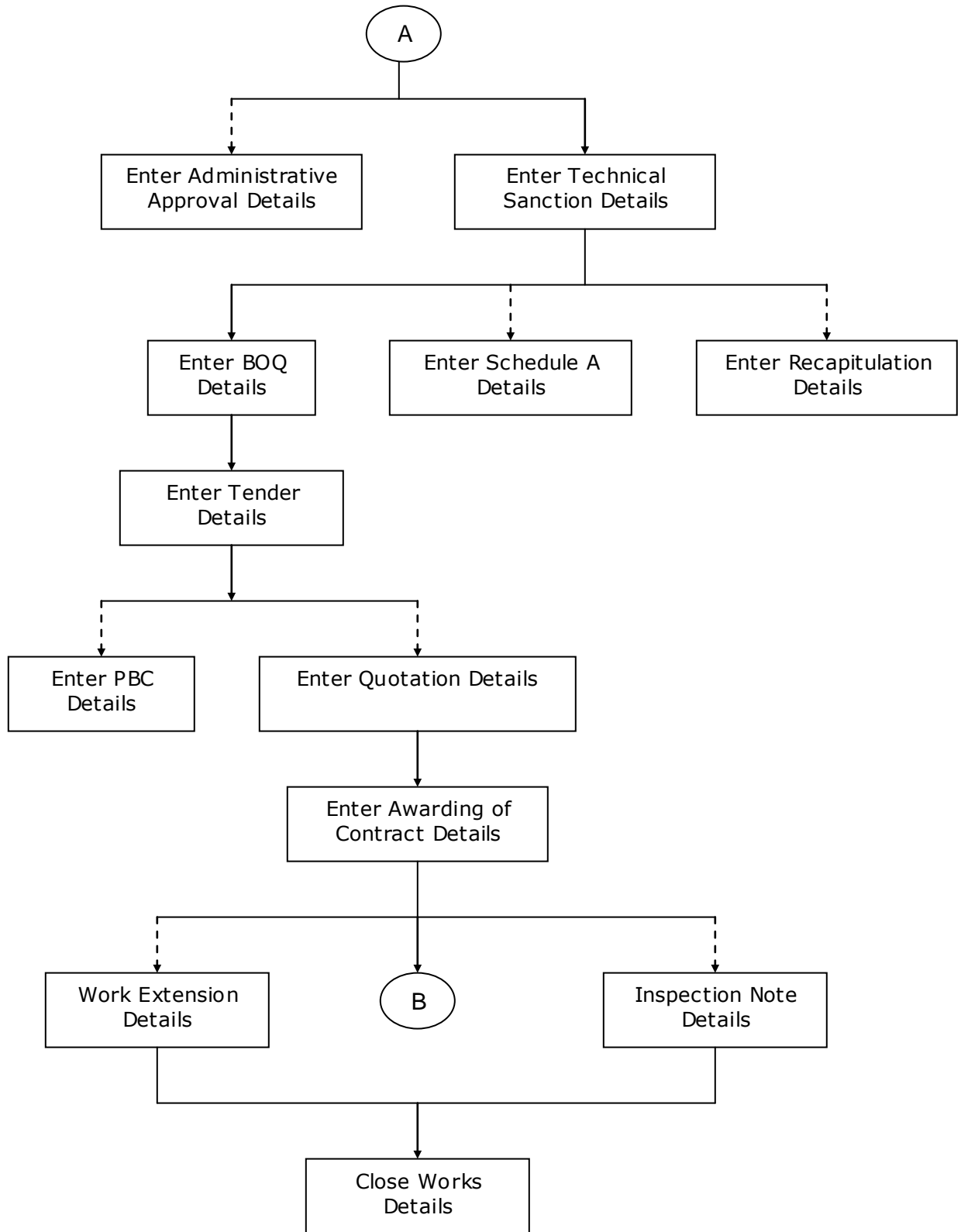
It facilitates Jharkhand Divisional Offices to enter and monitor the different Works from initiation to execution of the work. Also progress of on going works and completed works executed by that office are maintained.

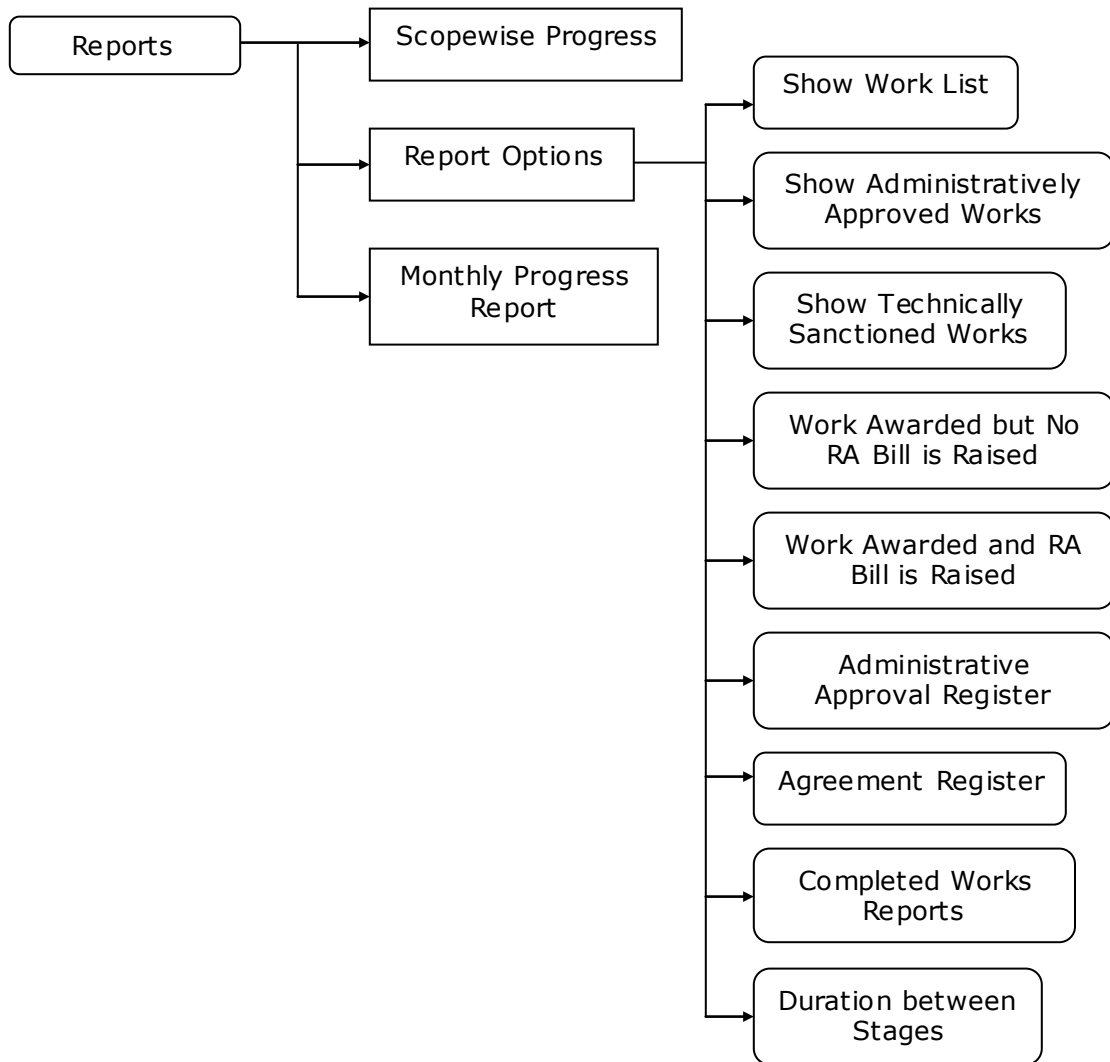
## 3. Functionalities

- Login
- Add, Edit, Delete Master data for works.
- Add, Edit, Delete, Filter for the works.
- Add, Edit, Delete and various transactions for Administrative Approvals, Technical Sanction, BoQ, Tendering, Quotations, Awarding and Execution of Works.
- Show, Export functionalities for various Work reports.

#### 4. Flow Diagram

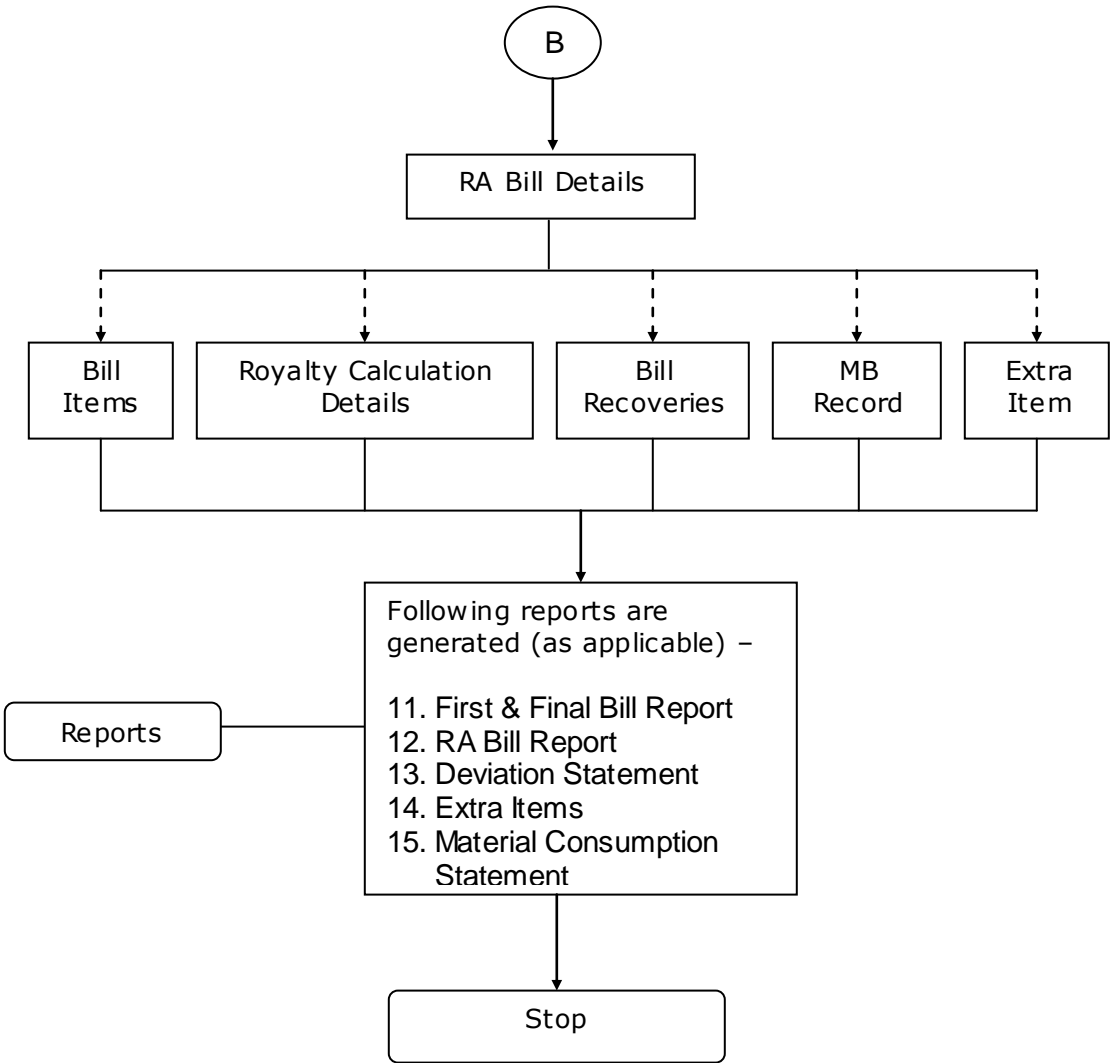








Billing Phase



## 5. Login

Logon with login credentials provided for the concerned users for each office. The link provided to each department for WAMIS acts as the entry point for the Works Management System.

For login the screen is displayed as shown below.

**Works and Accounts Management Information System ( WAMIS )**


**Member Log-In**

Enter a valid Username and Password. Then click the "Login" button to access the Online Monitoring Tool.

**Login Panel**

Username

Password

Security Code  M K B G B 

[Forgot Password ?](#)

Powered by C-DAC, Pune [Best viewed in Internet Explorer ver 6.0 and above in 1024 x 768 Resolution]

**Figure 1: Login Screen**

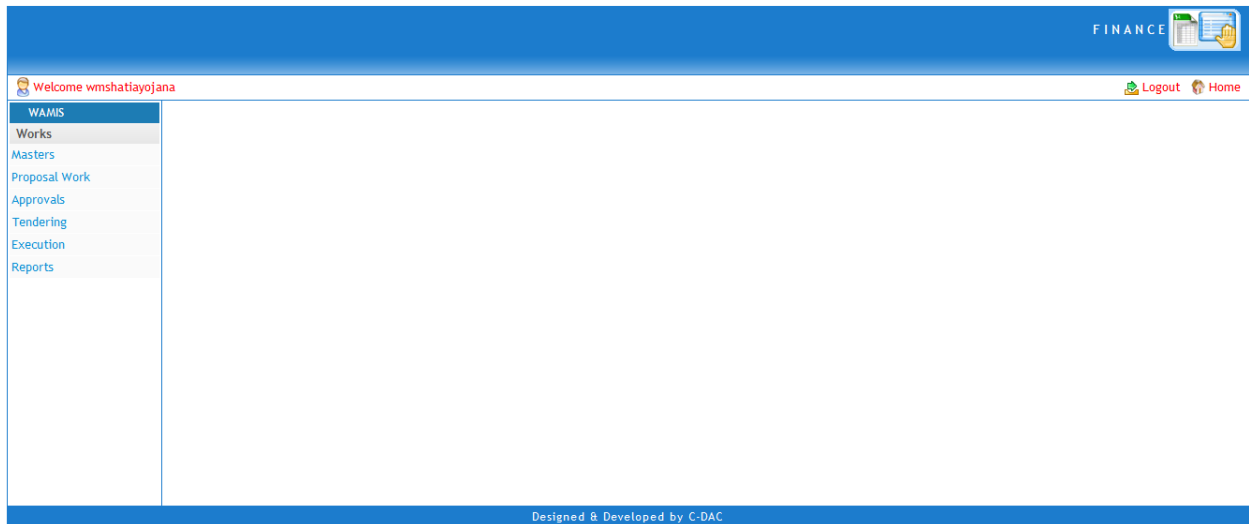
Enter the username and password as provided and enter the security code as shown in the CAPTCHA and click on the login button for login.

On successful login the main screen is displayed with various modules available for the user. Links for the screens/modules are enabled only for the users who have rights on the respective screens/modules; the other screens/modules for which the user doesn't have rights will be disabled. The screen is displayed as shown below.



**Figure 2: Home screen**

After clicking on any link in the Works module, the user is directed to the Works module with navigation links on left side. The sample screen is displayed as shown below.



**Figure 3: Main screen for Works**

The logged in Username will be displayed to the user.

User can click on any link available on left side under 'Works' module to start using the application.(Initial Entry in Works Module can be made through EE login)

To select any other module, click on the link 'Home' where different modules for the user are displayed.

To logout from the application, click on the link 'Logout'.

## **6. Master Details**

To start using the 'Works' application the user has to first provide the Master details like Authority, Work Types, Work Sub Types, Proposer Types, Publication Level, Programs, Repair Types, Schemes, Scopes, Tender Types, User Department, Contractor Class, Contractors, User Department details etc. as applicable to CDAC,Pune.

For 'Billing' application user has to enter the master details like Recovery Master through EE login credentials.

## 7. Proposal Work Details (Use EE login Credentials)

By selecting [Works](#) → [Proposal Work](#) → [Work Info](#), "Proposal Work Details" screen is displayed which shows all the WAMIS System entered works for the current logged-in division.

The screen is shown as below:

PROPOSAL WORK DETAILS							
Sr.No	Work No.	Work Description	Heads Classification	Category	Work Type	Edit	Delete
1	26/74	Testing Work	36/4215/01/796/06/07/59	Regular	Water Supply		
2	26/73	Deepening by Excavation of Earth by mech. Means of the dry Portion of Hatia Reservoir	36/4215/01/796/06/07/59	Regular	Water Supply		
3	26/72	Repair and Maintenance of Hatia water supply scheme	36/2215/NP/01/101/02/05/43	Regular	Water Supply		
4	26/71	Annual repair and maintenance of pipe line Hinoo, Singh More, Prakash nagar, Bandhu nagar, Hawaii nagar, Saket nagar, Shukla Colony, Kunwar Singh colony, Mani Tola, Sachiwalya colony, Mitat Colony, Goas nagar, Firdos Nagar, Nijam nagar, New PHED colony Hinoo, Shivpur, Klokhma Toli, Kiban colony, Pokhar Toli, Pather road under DW and S. Doranda section, Hatia Project, Ranchi.	36/2215/NP/01/101/02/05/-	Regular	Water Supply		
5	26/70	Engagement of Computer Operator on Works Contract	36/4215/SP/SS/01/796/02/03/22	Regular	Water Supply		
6	26/69	Payment of Stipend for training of ITI trained tranee	36/4215/SP/SS/01/796/02/03/35	Regular	Water Supply		
7	26/68	Extension of Pipeline from Sharma Work shop to Vijay Nayak House Kadru Ranchi	8443/SP/00/108/00/03/-	Deposit	Water Supply		
8	26/67	Supply of Chemicals for Supply of Pure water to Hatia W/s Scheme	36/2215/01/101/06/03/23	Regular	Water Supply		
9	26/66	Shifting of pipe line from Railway Bridge to Birsa chowk due widening of road and Construction of new Bridge at Birsa Chowk etc. under D.W. and S. Sub Division No. 3 Hatia Project Ranchi.	8443/SP/00/108/00/03/-	Deposit	Water Supply		
10	26/65	Restoring of Pipeline Birshachowk to Doranda 2015-16	8443/SP/00/108/00/03/-	Deposit	Water Supply		
11	26/64	Work of Rejuvenation and redevelopment of Hatia Reservoir	36/4215/01/796/06/07/59	Regular	Water Supply		
12	26/63	Remodelling of a room and provision of washing room, Furniture with A.C. facility for Director, P.M.U. in the campus of Doranda Tower.	36/4215/SP/SS/01/796/02/05/44	Regular	Water Supply		
13	26/62	Repairing and maintainance work of inspection bungalow of Hatia Filtration Plant Dhurwa	36/4215/SP/SS/01/796/02/05/44	Regular	Water Supply		
14	26/60	Constrct. Of Pipe line under missing Link under Jagarnathpur Zone (RMC, Ranchi)	8443/SP/00/108/00/03/-	Deposit	Water Supply		
15	26/59	Constrct. Of Pipe line under missing Link under Darji Mohallah, Zone (RMC, Ranchi)	8443/SP/00/108/00/03/-	Deposit	Water Supply		
16	26/57	Faceliftting of P. M. U. and R. C. E office along with widening of entrance gate and other related miscellaneous Work	36/4215/SP/SS/01/796/02/05/44	Regular	Water Supply		
17	26/51	Const. of B/W and its allied works at near water Tower campus Doranda for add. UGR and etc.	36/4215/SP/SS/01/796/02/05/44	Regular	Water Supply		
18	26/45	Temp. W/s arra. At Vidhan Sabha Maidan for Krishak Mahotshav 2012 (Deputy Fisheries Director)	8443/SP/00/108/00/03/-	Deposit	Water Supply		
19	26/44	W/s thr. Laying of Pipe line in AshokNagar from h n. 127c to Water No.2 (Deputy Fisheries Director)	8443/SP/00/108/00/03/-	Deposit	Water Supply		
20	26/43	Drilling of tube wells under central relief fund	8443/SP/00/108/00/03/-	Deposit	Water Supply		
21	26/42	Miscellaneous Works for which details are not available	8443/SP/00/108/00/03/-	Deposit	Water Supply		
22	26/41	Supply of Labor to State Laboratory (Chief Engineer, PMU, D.W. and S. D, Ranchi)	8443/SP/00/108/00/03/-	Deposit	Water Supply		
23	26/40	Temp. W/s arra. To Jharkhand Fishries Mela (Deputy Fisheries Director)	8443/SP/00/108/00/03/-	Deposit	Water Supply		
24	26/39	Prov. Of W/s to Cricket Stadium at HEC Township near HEC Hospital Dhurwa, Ranchi	8443/SP/00/108/00/03/-	Deposit	Water Supply		
25	26/38	Ext of Pipe line From Singh More to Kalyanpur, Rishaldar Baba and GwalToli	8443/SP/00/108/00/03/-	Deposit	Water Supply		
26	26/37	W/s Work in Homeguard Central Training Institute	8443/SP/00/108/00/03/-	Deposit	Water Supply		
27	26/36	Temp. W/s arra. At Shahid Maidan for Lactiferous Animal Mela (Deputy Director, Gavya)	8443/SP/00/108/00/03/-	Deposit	Water Supply		
28	26/35	Kishan Prashikhhan Kendra (Chief Instructor)	8443/SP/00/108/00/03/-	Deposit	Water Supply		
29	26/34	Ext. of Pipeline of Navni Nagar at Hathikhana	8443/SP/00/108/00/03/-	Deposit	Water Supply		
30	26/33	Shifting of Pipelne Hinoo Chowk ot Birsha Chowk	8443/SP/00/108/00/03/-	Deposit	Water Supply		

Figure 4: Proposal Work Screen

To search an existing Work Details for a specific Account Head and/or Work Description, user can use the parameters like Major Head in Head field and/or selecting Work type and/or entering the Work Description in short and click on the 'Filter' button, which shows the list of Proposal Work Details satisfying the search criteria. A Head criterion searches the exact match of the records whereas Work Description field works on the like match.

To edit the Works details click on 'Edit' link respective to that work, and after making the changes update the Work by clicking on 'Update' button. If the record is successfully updated the message 'Record Updated Successfully' is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any Proposal Work Details, click on 'Delete' link respective to that Work Details, and after user's confirmation the record is deleted permanently. (Note: - Works, which are already in use, cannot be deleted)

To add new Proposal Work detail, click on 'Add' button. The screen appears is shown below:

**Figure 5: Proposal Work Entry Screen**

Field Description:

**Work Number:** It will be automatically generate as per the unique DDO Code of the division.

**Work Category:** Select the work category whether the Work is regular, deposit or salary

**Work Description:** Enter the Name of the Work Proposal.

**District:** Select the District for which Proposal Work details is getting added.

**Taluka:** Select the Taluka for which Proposal Work details is getting added

**Village:** Select the Village for which Proposal Work details is getting added

**Habitation:** Select the Habitation for which Proposal Work details is getting added

**MLA Constituency:** Select the MLA Constituency for which Proposal Work details is getting added.

**Proposer Type:** Select the Proposer Type who has given the Work Proposal.

**Department:** Select the Department Name for which Work Proposal has come.

**Scheme:** Select the Scheme under which the Work Proposal is to be executed.

**Charged/Voted:** Select whether the work is Charged or Voted.

**Work Estimated Cost:** Enter the Estimated Cost for the Proposed Work.

inany

### Field Description:

**Demand No:** Select demand number for prescribed department.

**Plan/NonPlan:** Select the Scheme under which work is to be executed ,Select whether it is State Plan, Central Plan, Centrally Sponsored Plan or Non-Plan type.

**Sector:** Select the Sector whether district or state under which the work is to be created. Available only if State Plan, Central Plan or Centrally Sponsored Plan option is selected.

**Tree View:** Select heads classification using the tree view.(optional )

**Major Head:** Select the Major Head name for the work to be added.

**Sub Major Head:** Select the Sub Major Head name for the work to be added.

**Minor Head:** Select the Minor Head name for the work to be added.

**Sub Minor Head:** Select the Sub Minor Head name for the work to be added.

**Detail Head:** Select the Detail Head name for the work to be added.

**Object Head:** Select the Object Head name for the work to be added.

**Program Name:** Select the type of Program to be executed for Non-Plan Works

**Repair Type:** Select the Repair type under the Program for Non-Plan Works

**Budget Month:** Select the Budget Month for which the work is to be commenced.

**Budget Year:** Select the Budget Year from which the work is to be commenced.

**Work Type:** Select the Work Type as Building, Bridges or Roads etc as per the requirement.

**Work Sub Type:** Select the Work Sub Type as per the Work Type e.g. Residential Building, Administrative Building, Major Bridge, Minor Bridge, Major District Road, Village Road etc as per the requirement.

**Asset:** Select the Asset Name for which the work is being executed

**New/Upgrade:** Select whether the work is New, Upgrade or Maintenance & Repair

**Chainage From:** Enter Start Chainage for work.

**Chainage To:** Enter End Chainage for work.

**Remarks:** Enter the remarks for work

To save the Proposal Work Details, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully' is displayed else error messages are shown. User can cancel the add operation by clicking the 'Cancel' button.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## **8. Approvals (Use EE login Credentials)**

### **8.1. TA Details:**

Selecting [Works -> Approvals -> TA Details](#), displays 'Technical Approval Details' screen. This is the Screen for filling Technical Approval Details for the selected work. **This Entry is an optional Entry so as per the requirement user has to fill this entry.**

The Technical Approvals for each work can be entered through this screen. The first entry is considered as the 'Original' Technical Approval and subsequently the rest of the entries are considered as 'Revised' approvals.

ADD TECHNICAL APPROVAL (ORIGINAL)

Fields marked with an asterisk \* are required.

Approval Number: 26/75/1/1 \*

Approval Date: 12/08/2016 \*

Approving Authority: --select- \*

Approving Office: --select- \* [Select Office](#)

Outside Office: \*

Approved Amount: 0.00 \*

Remarks: [Text Area]

Save Cancel

Field Description:

**Approval Number:** Enter the AA Number for the work.

**Approval Date:** Select the approval date

**Approving Authority:** Select the Approving Authority

**Approving Office:** Select the Approving Authority Office Name

**Outside Office:** Enter outside office if Approving Authority belongs to outside office.

**Approved Amount:** Enter the approved amount for work.

**Remarks:** Enter the remarks for Technical Approval(Optional)



SEARCH WORK							
Parent Work Number	26/75						
Parent Work Description	testing work2						
TECHNICAL APPROVAL DETAILS							Amount in Rs.
Sr. No.	Approval Number	Approval Type	Approving Authority	Approval Date	Approved Amount	Edit	Delete
1	TA001	Original		12/08/2016	50,000.00		

Add ViewAll

**Figure 6: TA Approval Screen.**

To add the approval details, click on 'Add' link, the screen will be displayed to enter the data. User can save the record by clicking the 'Save' button. If the record is successfully saved the message 'Record Saved Successfully' is displayed else error messages are shown. User can cancel the save operation by clicking the 'Cancel' button.

To edit any approval details, click on 'Edit' link respective to that approval, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully' is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.


To delete any approval details, click on 'Delete' link respective to that approval, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.


## 8.2. AA Details(Use EE login Credentials)

Selecting [Works](#) -> [Approvals](#) -> [AA Details](#), displays 'Administrative Approval Details' screen. This is the Screen for filling Administrative Approval Details for the selected work. **This Entry is a optional Entry so as per the requirement user has to fill this entry.**

The Administrative Approvals for each work can be entered through this screen. The first entry is considered as the 'Original' Administrative Approval and subsequently the rest of the entries are considered as 'Revised' approvals.

SEARCH WORK	
Parent Work Number	<input type="text" value="26/75"/> 
Parent Work Description	testing work2

ADMINISTRATIVE APPROVAL (ORIGINAL)	
Fields marked with an asterisk * are required.	
Approval Number	<input type="text" value="26/75/1/1"/> *
Approval Date	<input type="text" value="12/08/2016"/>  *
Approving Authority	--select-- *
Approving Office	--select-- * <a href="#">Select Office</a>
Outside Office	<input type="text"/> *
Approved Amount	<input type="text" value="0.00"/> *
Remarks	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

**Figure 6: Administrative Approval Entry Screen**

### Field Description:

**Approval Number:** Enter the AA Number for the work.

**Approval Date:** Select the approval date

**Approving Authority:** Select the Approving Authority

**Approving Office:** Select the Approving Authority Office Name

**Outside Office:** Enter the outside office if Approving Authority belongs to outside office

**Approved Amount:** Enter the approved amount for work.

**Remarks:** Enter the remarks for Administrative approval(Optional)

**Figure 7: Administrative Approval Screen**

SEARCH WORK							
Parent Work Number	<input type="text" value="26/75"/>						
Parent Work Description	testing work2						

VIEW ADMINISTRATIVE APPROVAL DETAILS							Amount in Rs.
Sr. No.	Approval Number	Approval Type	Approving Authority	Approval Date	Approved Amount	Edit	Delete
1	26/75/1/1	Original	Chief Engineer	12/08/2016	500,000.00		

Add  ViewAll 

To add the approval details, click on 'Add' link, the screen will be displayed to enter the data. User can save the record by clicking the 'Save' button. If the record is successfully saved the message 'Record Saved Successfully' is displayed else error messages are shown. User can cancel the save operation by clicking the 'Cancel' button.

To edit any approval details, click on 'Edit' link respective to that approval, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully' is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.


To delete any approval details, click on 'Delete' link respective to that approval, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.


### 8.3. TS Details(Use EE login Credentials)

Selecting [Works](#) -> [Approvals](#) -> [TS Details](#), displays 'Technical Sanction Details' screen. This is the screen is used for filling the Estimate Sanction Details for the selected work. ***This Entry is mandatory for further Entries.***

The Technical Sanction for each work can be entered through this screen. The first entry is considered as the 'Original' Technical Sanction and subsequently the rest of the entries are considered as 'Revised' TS approvals.

SEARCH WORK	
Parent Work Number	<input type="text" value="26/75"/> 
Parent Work Description	testing work2

TECHNICAL SANCTION DETAILS (ORIGINAL)	
<b>Fields marked with an asterisk * are required.</b>	
TS Number/Work Order Number	<input type="text" value="26/75/1/1"/> *
TS Date	<input type="text" value="12/08/2016"/>  *
TS Office	--select-- <span style="float: right;">* Select Office</span>
TS Authority	--select-- *
TS SR Year	--select-- *
Zone	-- select -- *
TS Amount	<input type="text" value="0.00"/> *
Remarks	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

**Figure 8: Technical Sanction Entry Screen**

#### Field Description:

**TS Number:** Enter the Estimate Sanction Number for the work.

**TS Date:** Select the Technical Sanctioned date

**TS Office:** Select the TS Approving Office Name

**TS Authority:** Select the TS Approving Authority

**TS SR Year:** Select TS Schedule of Rate year

**TS Amount:** Enter the approved TS amount for the work.

**Remarks:** Enter the remarks for technical sanction details.(Optional)

**SEARCH WORK**

Parent Work Number	<input type="text" value="26/75"/>	
Parent Work Description	testing work2	

**VIEW TECHNICAL SANCTION DETAILS** Amount in Rs.

Sr. No.	TS Number/Work Order Number	TS Date	TS Type	SR Year	TS Zone	TS Amount	Edit	Delete
1	26/75/1/1	12/08/2016	Original	2016	Central	500,000.00		

Add 
ViewAll

**Figure 9: Technical Sanction Screen**

To add the TS details, click on 'Add' link, the screen will be displayed to enter the data. User can save the record by clicking the 'Save' button. If the record is successfully saved the message 'Record Saved Successfully' is displayed else error messages are shown. User can cancel the save operation by clicking the 'Cancel' button.

To edit any TS details, click on 'Edit' link respective to those TS, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully' is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any TS details, click on 'Delete' link respective to those TS, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 9. Tendering

### 9.1. BOQ Details(Use JE login)

Selecting [Works](#) -> [Tendering](#) -> [BoQ Details](#), displays 'BoQ Details' screen. This screen is used to prepare the Bill of Quantity (BoQ) for the selected Work.

(Note: -Before entering BoQ Details, user has to enter the technical sanction details.)

**Figure 10: BOQ Details Entry Screen**

#### Field Description:

**Department:** Choose the SR publishing Department

**Branch** : Choose the respective branch.

**Zone** : Select the zone.

**SR Year** : Select the Schedule of Rate Year.

**Item Type:** Select the item type as Civil, Electrical or Non-SR as per the requirement.

**Item:** Select the SR Item as required from the list populated as per the item type.

**Item Description:** Modify the item description if required.

**Unit:** Select Unit of the selected SR Item will be shown.






**Rate:** Modify the SR Item rate if required







**Quantity/Measurement:** Select the option whether quantity or measurement needs to be entered. Measurement is optional so select quantity and enter the quantity.

**Measurements (No\*L\*B\*D)(Optional):** If Measurement option is selected, then enter the measurement details as Number, Length, Breadth and Depth else enter the Quantity.

**Scope:** Select the scope for the selected SR Item.(Optional)

**Remarks:** Enter remarks if any.

SEARCH WORK									
Parent Work Number	26/75 								
Parent Work Description	testing work2								
Work Number	26/75/1								
Work Description	testing work2								
BOQ DETAILS									
Sr. No.	Item Code	Item Description	Scope	Unit	Rate	Quantity	Amount	Edit	Delete
1	20	Stripping and Storing Top Soil (Stripping, storing of top soil by road side at 15 m internal and re-application on embankment slopes, cut slopes and other areas in localities where the available embankment material is not conducive to plant growth)		cum	156.00	200.0000	31,200.00		
2	6	Cement - Fly ash concrete pavement. (Construction reinforced-reinforced, dowel jointed, plain cement concrete pavement over a prepared sub base with 43 grade cement, coarse and fine aggregate conforming to IS 383, maximum size of coarse aggregate not exceeding 25 mm, replacing cement by fly ash to the extent of 15% and sand by 10%, mixed in a batching and mixing plant as per approved mix design, transported to site, laid with a fixed form or slip form paver, spread, compacted and finished in a continuous operation including provision of contraction, expansion, construction and longitudinal joints, joint filler, separation membrane, sealant primer, joint sealant, debonding strip, dowel bar, tie rod, admixtures as approved, curing compound, finishing to lines and grades as per drawing )		cum	4830.00	28.0000	135,240.00		
<b>Total Amount :</b>							166440		
<b>Labour Cess :</b>							1,664.40		
<b>Grand Total :</b>							168,104.40		
<b>Tender Amount :</b>							0.00		

Copy BoQ  Add  Add Multiple Item  Delete All  Delete Selected   
 Finalize BoQ 

**Figure 11: BOQ Details Screen**

To add the BoQ details, click on 'Add' link, the screen will be displayed to enter the data. User can save the record by clicking the 'Save' button. If the record is successfully saved the message 'Record Saved Successfully' is displayed else error messages are shown. User can cancel the save operation by clicking the 'Cancel' button.

To edit any Item details, click on 'Edit' link respective to that item, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully' is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any Item details, click on 'Delete' link respective to that item, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 9.2: Upload BOQ Details(Alternate way of entering BOQ Details by JE login)

Selecting [Works](#) -> [Tendering](#) -> [Upload BOQ Details](#), displays 'Upload BOQ Details' screen. This screen is used to Upload the Bill of Quantity (BOQ) in excel format for the selected Work.

**SEARCH**

Parent Work Number	<input type="text"/>	Parent Work Description	<input type="text"/>
Choose Head	0000 All Heads	Scheme(Plan/Non Plan)	--All--
Scheme	--Select--	Work Type	--Select--
Category	<input type="radio"/> Regular <input type="radio"/> Deposit	Account Type	AG Account
BoQ Upload Status	--All--		

[CLICK HERE TO DOWNLOAD BOQ EXCEL TEMPLATE](#)

**UPLOAD BOQ** NOTE : BOQ DETAILS CAN BE UPLOADED MULTIPLE TIMES FOR THE SAME WORK

Department (SOR Published by)	--Select--	Branch	--Select--
SR Zone	--Select--	Work Number	-- Please Select Work --
Excel File	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>

**BOQ DETAILS**

Sr.No	Work No.	Work Description	Parent Work No.	Parent Work Description	Heads Classification	Category	Work Type	Select	View	Delete
1	26/75/1	testing work2	26/75	testing work2	36-4215-01-796-06-07-59	Regular	Irrigation Works	<input type="radio"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>

Designed & Developed by C-DAC

**Note:** For uploading BOQ details in Excel format user has to download the BOQ Excel Template by clicking on [CLICK HERE](#) link as shown in the figure above.

	A	B	C	D	E	F
1	Item Code	Item Description *	Quantity *	Rate *	Unit *	Sr Year
2	1	Earth work in ordinary soil	1	1		
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

**Figure: BOQ Excel Template.**

**Note:**

1. After downloading the BOQ Excel Template user has to Fill the BOQ Details in the BOQ Excel Template as per the format specified in the excel template.
2. **UNIT Column** and **SR Year Column** present in the Excel template has to be filled by User from the **DROP DOWN** only.



**SEARCH**

Parent Work Number:  Parent Work Description:

Choose Head:  Scheme(Plan/Non Plan):

Scheme:  Work Type:

Category:  Regular  Deposit Account Type:

BoQ Upload Status:

[CLICK HERE TO DOWNLOAD BOQ EXCEL TEMPLATE](#)

**UPLOAD BOQ** NOTE : BOQ DETAILS CAN BE UPLOADED MULTIPLE TIMES FOR THE SAME WORK

Department (SOR Published by):  Branch:

SR Zone:  Work Number:

Excel File:

**BOQ DETAILS**

Sr.No	Work No.	Work Description	Parent Work No.	Parent Work Description	Heads Classification	Category	Work Type	Select	View	Delete
1	26/75/1	testing work2	26/75	testing work2	36-4215-01-796-06-07-59	Regular	Irrigation Works	<input checked="" type="radio"/>		

Designed & Developed by C-DAC

Figure: Upload Boq Screen.

Selecting **Works->Tendering->Upload BOQ Details** user can upload the filled BOQ Excel Template through the **Upload BOQ screen** as shown above. As shown in the figure above user has to select the work against which BOQ needs to be uploaded by the parameters like entering work number and/or entering short description of the work and/or selecting major head and/or scheme etc. then clicking on filter button.

Field Description:

**Department:** Select the Department.

**Branch** : Select the **corresponding** Branch.

**SR Zone** : Select the Schedule of Rate Zone.

**Work Number:** Work number will be highlighted by selecting the **Select Browse:** Browse the filled BOQ excel template to be uploaded.

**Upload:** Click on Upload button to upload the BOQ Excel Template.

**BOQ DETAILS**

Sr. No.	Item Code	Item Description	Scope	Unit	Rate	Quantity	Amount	Edit	Delete
1	20	Stripping and Storing Top Soil (Stripping, storing of top soil by road side at 15 m internal and re-application on embankment slopes, cut slopes and other areas in localities where the available embankment material is not conducive to plant growth)		cum	156.00	200.0000	31,200.00		
2	6	Cement - Fly ash concrete pavement. (Construction reinforced-reinforced, dowel jointed, plain cement concrete pavement over a prepared sub base with 43 grade cement, coarse and fine aggregate conforming to IS 383, maximum size of coarse aggregate not exceeding 25 mm, replacing cement by fly ash to the extent of 15% and sand by 10%, mixed in a batching and mixing plant as per approved mix design, transported to site, laid with a fixed form or slip form paver, spread, compacted and finished in a continuous operation including provision of contraction, expansion, construction and longitudinal joints, joint filler, separation membrane, sealant primer, joint sealant, debonding strip, dowel bar, tie rod, admixtures as approved, curing compound, finishing to lines and grades as per drawing )		cum	4830.00	28.0000	135,240.00		
<b>Total Amount :</b>							166440		
<b>Labour Cess :</b>							1,664.40		
<b>Grand Total :</b>							168,104.40		
<b>Tender Amount :</b>							0.00		

Copy BoQ Add Add Multiple Item Delete All Delete Selected

Finalize BoQ

Note: Selecting **Works->Tendering->BOQ Details** and then clicking on **Finalize BOQ** option **BOQ Details** will be passed to the Sub Divisional Officer. After finalization user will have no rights to modify the BOQ.

### BOQ Observation at SDO (Use SDO login)

By selecting **Tendering->BOQ Details For AE** SDO can observe BOQ details arrived from JE login credentials.

Options		Not Finalized				
		<input type="button" value="filter"/>				
VIEW BOQ DETAILS						
Sr. No.	Work No	Work Description	Status	Details	Cancel	Finalize
1	26/75/1	testing work2	Not Finalized			

#### Field Description:

**Options:** Selecting **Not Finalized**, **Finalized**, **Cancelled** options and clicking on **Filter** button user can monitor the works whose BOQ details has not been finalized, has been finalized and has been cancelled by him.

**Details** : By clicking on Details user can observe and modify the quantity of BOQ items..

**Cancel** : User can return back the BOQ to JE..

**Finalize** : User can pass the BOQ to EE . After finalization user will have no rights to modify the BOQ.

### BOQ OBSERVATION AT EE (Use EE login Credentials):

By selecting **Tendering->BOQ Details For EE** SDO can observe BOQ details arrived from SDO login credentials.

FILTER						
Options		Not Finalized				
		<input type="button" value="filter"/>				
VIEW BOQ DETAILS						
Sr. No.	Work No	Work Description	Status	Details	Cancel	Finalize
1	26/63/1	Remodelling of a room and provision of washing room, Furniture with A.C. facility for Director, P.M.U. in the campus of Doranda Tower.	Not Finalized			
2	26/75/1	testing work2	Not Finalized			

Figure:--BOQ details Screen at EE login

#### Field Description:

**Options:** Selecting **Not Finalized**, **Finalized** , **Cancelled** options and clicking on **Filter** button user can monitor the works whose BOQ details has not been finalized, has been finalized and has been cancelled by him.


**Details** : By clicking on Details user can observe and modify the quantity of BOQ items..

**Cancel** : User can return back the BOQ to SDO..





**Finalize** : Finalize the BOQ at EE login for further entries . After finalization user will have no rights to modify the BOQ.

## 9.2. Tender Details

Selecting [Works](#) -> [Tendering](#) -> [Tender Details](#), displays 'Tender Details' screen. This screen is used to enter the Tender information for the selected work.

SEARCH WORK	
Parent Work Number	<input type="text" value="26/74"/> 
Parent Work Description	Testing Work
Work Number	26/74/1
Work Description	Testing Work

TENDER DETAILS	
Fields marked with an asterisk * are required.	
Tender Type	--select-- * 
Tender Amount	<input type="text" value="239350"/> *
Tender Opening Date	<input type="text" value="12/08/2016"/>  Clear
Approving Authority	--select-- * 
Contractor Class And Above	--select-- * 
Remarks	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

**Figure 12: Tender Details Entry Screen**

### Field Description:

- Tender Type:** Select the required tender type.
- Tender Amount:** Modify the Tender Amount if required
- Tender Opening Date:** Select the date for Tender Opening
- Approving Authority:** Select the approving authority
- Contractor Class:** Select the contractor class
- Remarks:** Enter remarks if any.

SEARCH WORK						
Parent Work Number	26/74					
Parent Work Description	Testing Work					
Work Number	26/74/1					
Work Description	Testing Work					

TENDER DETAILS						Amount in Rs.
Sr. No.	Contractor Class And Above	Tender Type	Tender Amount	Authority	Edit	Delete
1	B	P1/F2	239350.00	Executive Engineer		

Add ViewAll

**Figure 13: Tender Details Screen**

To add the Tender details, click on 'Add' link, the screen will be displayed to enter the data. User can save the record by clicking the 'Save' button. If the record is successfully saved the message 'Record Saved Successfully' is displayed else error messages are shown. User can cancel the save operation by clicking the 'Cancel' button.


To edit any tender details, click on 'Edit' link respective to that tender, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully' is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.



To delete any tender details, click on 'Delete' link respective to that tender, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

### 9.3. PBC Details

Selecting [Works -> Tendering -> PBC Details](#), displays 'PBC Details' screen. This screen is used to enter the details for the Pre Bid Conference held before the tender opening of the selected work. In order to enter the PBC Details for the tender, data must exist in Tender Information screen.

SEARCH WORK	
Parent Work Number	<input type="text" value="26/74"/> 
Parent Work Description	Testing Work
Work Number	26/74/1
Work Description	Testing Work

PBC DETAILS	
<b>Fields marked with an asterisk * are required.</b>	
Conference Date	<input type="text"/>  *
Venue	<input type="text"/>
Department attendees	<input type="text"/>
Contractor Representatives	<input type="text"/>
Tender Conditions Modified	<input type="radio"/> Yes <input checked="" type="radio"/> No
Minutes Issue Date	<input type="text"/>  *
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

**Figure 14: PBC Details Entry Screen**

Field Description:

**Conference Date:** Select conference date


**Venue:** Enter venue details

**PWD Attendees:** Enter the name of PWD representative



**Contractor Representative:** Enter the name of contractor's representatives



**Tender Conditions Modified:** Select whether the Tender condition modified or not.

**Minutes Issue Date:** Select minutes issue date.

SEARCH WORK	
Parent Work Number	26/74 
Parent Work Description	Testing Work
Work Number	26/74/1
Work Description	Testing Work

PBC DETAILS							
Sr. No.	Condition Modified	Conference Date	Minutes	Issue Date		Edit	Delete
1	N	11/08/2016		11/08/2016			

Add  ViewAll 

**Figure 15: PBC Details Screen**

To add the PBC details, click on 'Add' link, the screen will be displayed to enter the data. User can save the record by clicking the 'Save' button. If the record is successfully saved the message 'Record Saved Successfully' is displayed else error messages are shown. User can cancel the save operation by clicking the 'Cancel' button.


To edit any PBC details, click on 'Edit' link respective to that PBC, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record updated successfully' is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any PBC details, click on 'Delete' link respective to that PBC, and after user's confirmation the record is deleted permanently.


**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 9.4. Quotation Details

Selecting [Works -> Tendering -> Quotation Details](#), displays 'Quotation Details' screen. This screen is used to enter the details of the quotations submitted by the contractors for the selected work. In order to enter the Quotation Details for the work, data must exist in Tender Information screen. The user must fill this entry before going further. User has to enter the contractors quoted percentage or quoted amount Above/Below/At Par and accordingly quoted amount or quoted percentage will be automatically calculated.

SEARCH WORK	
Parent Work Number	<input type="text" value="26/74"/> 
Parent Work Description	Testing Work
Work Number	26/74/1
Work Description	Testing Work

QUOTATION DETAILS	
Contractor	--select--  *
Work Cost	239,350.00
Quotation in Amount/Percentage	<input type="radio"/> Amount(Rs.) <input checked="" type="radio"/> Percentage(%)
Quoted Amount	239350.00 *
Quoted % ( Above/Below/At Par )	<input checked="" type="radio"/> Above <input type="radio"/> Below <input type="radio"/> At Par
Quoted Percent	<input type="text" value="0.0"/> %
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

**Figure 16: Quotation Details Screen**

### Field Description:

**Contractor:** Select the name of the Contractor for whose quotation details are being entered

**Quotation in Amount/Percentage:** Select whether contractor has quoted in terms of percentage or amount.

**Quoted Amount:** Quoted amount will be automatically calculated if user would select Quotation in Percentage and enter the above/below/at par Percentage .Otherwise if user would choose quotation in amount and enter the quoted amount then quoted above/below/at percentage will be automatically calculated.

**Quoted %::** Quoted amount will be automatically calculated if user would select Quotation in Percentage and enter the above/below/at par Percentage .Otherwise if user would choose quotation in amount and enter the quoted amount then quoted

To



add the Quotation details, click on 'Add' link, the screen will be displayed to enter the data. User can save the record by clicking the 'Save button. If the record is successfully saved the message 'Record Saved Successfully' is displayed else error messages are shown. User can cancel the save operation by clicking the 'Cancel' button.


To edit any Quotation details, click on 'Edit' link respective to that PBC, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record updated successfully' is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any Quotation details, click on 'Delete' link respective to that Quotation, and after user's confirmation the record is deleted permanently.




**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 9.5. Awarding of Contract

Selecting [Works](#) -> [Tendering](#) -> [Awarding of Contract Details](#), displays 'Awarding Details' screen. This screen is used to enter the details of the award given to the contractor for the selected work.

SEARCH WORK	
Parent Work Number	<input type="text" value="26/74"/> 
Parent Work Description	Testing Work
Work Number	26/74/1
Work Description	Testing Work

AWARDING OF CONTRACT DETAILS	
<b>Fields marked with an asterisk * are required.</b>	
Contractor	<input type="text" value="M-S SANJEEV GOSAIN"/> *
Agreement No	<input type="text"/> *
Work Order No	<input type="text"/>
Agreement Date	<input type="text" value="12/08/2016"/>  *
Awarding Authority	<input type="text" value="--select--"/> *
Date Of Actual Commencement	<input type="text" value="12/08/2016"/>  *
Work Period	<input checked="" type="radio" value="Months"/> Months <input type="radio" value="Days"/> <input type="text"/> *
Stipulated Date Of Completion	<input type="text"/>  *
Agreement Type	P1/F2
Work Cost	239,350.00
Quoted Amount	203471.44 ( 14.99% Below)
Accepted Tender Other Than Lowest ?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Whether Excess Involved ?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Whether Negotiation Done ?	<input checked="" type="radio"/> No <input type="radio"/> Yes
Remarks	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

**Figure 17: Awarding of Contract Entry Screen**

Field Description:

- Contractor:** Select the contractor to whom the contract is to be awarded
- Agreement No:** Enter the agreement number
- Work Order No:** Enter the work order number
- Agreement Date:** Select Agreement date
- Awarding Authority:** Select awarding authority
- Date of Commencement:** Select date of commencement
- Work Period in Months or Days:** Enter work period in months or days as per requirement.
- Stipulated Date Of Completion:** Select stipulated date of completion
- Agreement type:** Agreement will be automatically shown if Quotation details has been filled.
- Accepted Tender Other Than Lowest:** Select option whether accepted tender other than lower
- Whether Excess Involved:** Select option for whether excess involved or not
- Whether Negotiation Done:** Select option for whether negotiation done or not
- Remarks:** Enter remarks if any

SEARCH WORK

Parent Work Number	<input type="text" value="26/74"/>
Parent Work Description	Testing Work
Work Number	26/74/1
Work Description	Testing Work

VIEW AWARDING OF CONTRACT DETAILS

Sr.No.	Work Number	Contractor	Commencement Date	Agreement No	Agreement Type	Quoted % ( Above/Below/At Par )	Accepted Amount	Edit	Delete
1	26/74/1	M-S SANJEEV GOSAIN	12/08/2016	3/16-17	P1/F2	14.99 % Below	203471.44		

Add ViewAll

**Figure 18: Awarding of Contract Screen**

To add the Awarding details, click on 'Add' link, the screen will be displayed to enter the data. User can save the record by clicking the 'Save' button. If the record is successfully saved the message 'Record Saved Successfully' is displayed else error messages are shown. User can cancel the save operation by clicking the 'Cancel' button.

To edit any awarding details, click on 'Edit' link respective to that awarding, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully' is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any awarding details, click on 'Delete' link respective to that awarding, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.


## 10. Execution

The actual execution process of the work is done. The contractors do the work & raise running account (RA) bills for payment from the department.


### 10.1. Work Extension Details

Selecting [Works](#) -> [Execution](#) -> [Work Extension Details](#), displays 'Work Extension Details' screen. This screen is used to enter the details of the extensions given to the contractors for the selected work.

This screen is used in cases where the work gets extended due to some reason. Number of extensions can be given to a single work as per the requirement of the Department.

SEARCH WORK	
Parent Work Number	<input type="text" value="26/74"/> 
Parent Work Description	Testing Work
Work Number	26/74/1
Work Description	Testing Work

WORK EXTENSION DETAILS	
<b>Fields marked with an asterisk * are required.</b>	
Extension Number	<input type="text"/> *
Extension Upto Date	<input type="text"/>  *
Value Of Work Completed Within Time(%)	<input type="text"/> *
Value of Remaining Work(%)	<input type="text"/> *
Extension If Any Granted With the Value Of Work Completed During The Said Period Of Extension Of Time Limit	<input type="text"/>
Extension Now Applied For By The Contractor(Ref.Of Contractors Letter To Be Given)	<input type="text"/>
Detailed Reason For Extension	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

**Figure 19: Work Extension Entry Screen**

Field Description:

**Extension Number:** Enter a unique extension number

**Extension Upto Date:** Select extension given up to date

**Value of Work Completed within Time (%):** Enter value of work completed within time in percentage

**Value of Remaining Work (%):** Enter value of remaining work in percentage.

**Extension If any Granted with the value of work completed during the said period of Extension of Time Limit:**

**Extension now applied for by the Contractor (Ref. of Contractors letter to be given):**

**Detailed Reason For Extension :**

SEARCH WORK				
Parent Work Number	26/74			
Parent Work Description	Testing Work			
Work Number	26/74/1			
Work Description	Testing Work			

VIEW WORK EXTENSION DETAILS				
Sr. No.	Extension Number	Extension Upto	Edit	Delete
1	EXT01	20/10/2016		

Add ViewAll

**Figure 20: Work Extension Details Screen**

To add the Work Extension details, click on 'Add' link, the screen will be displayed to enter the data. User can save the record by clicking the 'Save' button. If the record is successfully saved the message 'Record Saved Successfully' is displayed else error messages are shown. User can cancel the save operation by clicking the 'Cancel' button.

To edit any work extension details, click on 'Edit' link respective to that inspection details, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully' is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any work extension details, click on 'Delete' link respective to that Inspection Note, and after user's confirmation the record is deleted permanently.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 10.2. Close Work

Selecting [Works -> Execution -> Close Work](#), displays 'Close Work' screen. This screen is used to enter the closing date for the selected work. After entering the closing date for the work, this work will not be displayed in Budget, Billing and Accounting modules.

**Figure 21: Close Work Entry Screen**

### Field Description:

**Demand No:** Select demand number of the work to be searched, which is to be closed.

**Major head:**Select the Major Head of the work to be searched, which is to be closed.

**Work Number:** Enter the work number of the work to be searched, which is to be closed.

**Search:** Click on Search button to filter the particular work to be closed after selecting mandatory (\* mark) and entering necessary parameter.

**Closing Date:** Enter the closing date.

**Save:** Click on Save button to close the work.

SrNo	Select	Closing Date	Work Number	Work Description	Edit
1	<input checked="" type="checkbox"/>	12/08/2016	26/74/1	Testing Work	

**Figure 22: Close Work Screen**

To edit any close work details, click on 'Edit' link respective to that work, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully' is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

**Note:** You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



## 11. Work Reports

This section provides various reports required by the Division to monitor the various works being executed.

### 11.1. Scopewise Progress

By selecting [Works -> Reports -> Scopewise Progress](#), displays "Work Scope Progress" screen. This screen is used to download/view Scopewise Progress report for the selected work.

Based on selected work, month and year, Scopewise Progress report is generated. It shows the physical and financial progress of the selected work.

Login Office Name: Test Division Account Date: June : 2010

**WORK SCOPE PROGRESS**

Work :

Month & Year :

Scope Wise Progress For Work

Division : Test Division Month & Year: March 2009

Name of work: Improvement to Kendrapara Canal

Scope	Total Units to be completed	Total Units Completed	% of Physical Work Done	Total Sanctioned Cost	Total Expenditure Upto	% of Financial Amount	Status	% Deviation in Physical	% Deviation in Financial
No Scope	0.00	0.00	100.00	0.00	0.00	100.00	-	0.00	0.00
Total	0.00	0.00	100.00	0.00	0.00	100.00	-	0.00	0.00

**Figure 23: Scopewise Progress Report**

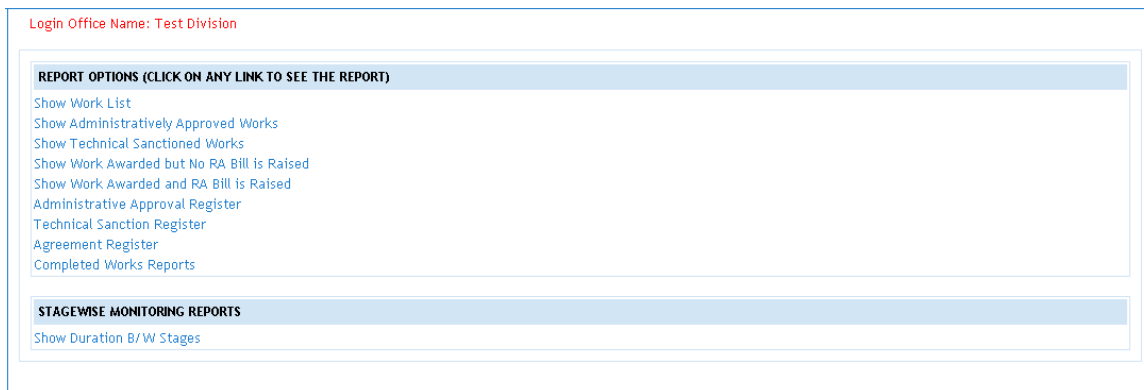
To view the report on the screen, click on 'Show' button.

To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

**Note:** 1) You must have the privileges to view the reports.

## 11.2. Report Options

By selecting [Works -> Reports -> Report Options](#), displays "Report Options" screen. This screen is used to show generate various reports required by the Divisions.

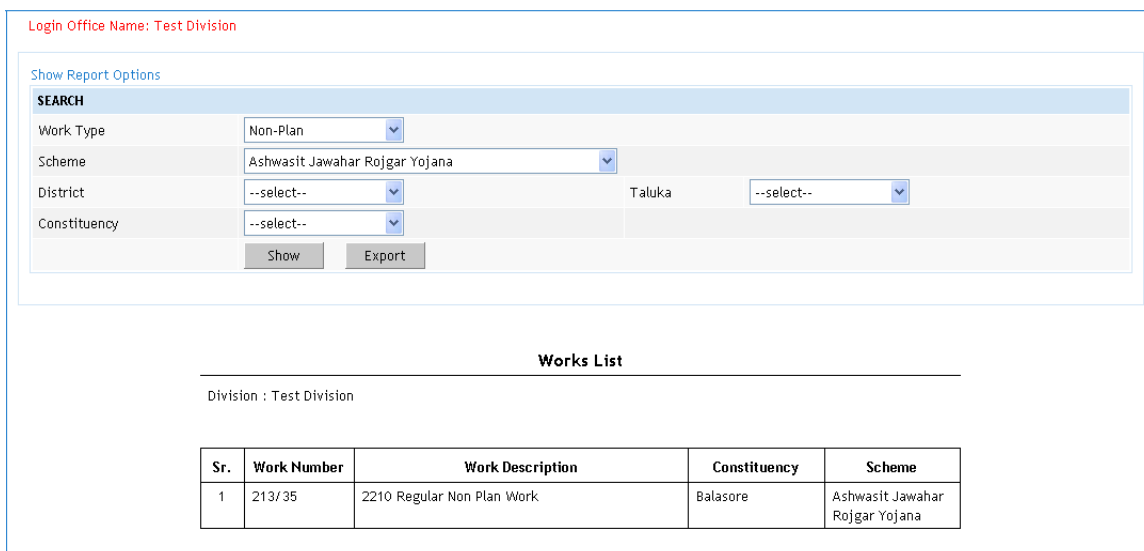


**Figure 24: Option Report Screen**

### 11.2.1. Show Work List

By selecting [Works -> Reports -> Report Options -> Show Work List](#), displays the report showing the list of Works being executed by the Division.

Based on selected filters work type, Scheme, District, Taluka and Constituency the list of Works is populated.



Sr.	Work Number	Work Description	Constituency	Scheme
1	213/35	2210 Regular Non Plan Work	Balasore	Ashwasit Jawahar Rojgar Yojana

**Figure 25: Work List Report**

To view the report on the screen, click on 'Show' button.

To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

## 11.2.2. Show Administratively Approved Works

By selecting [Works -> Reports -> Report Options](#)→ [Show Administratively Approved Works](#), displays the report showing the list of Administrative Approval received for various works.

Based on selected AA Month and AA Year Administrative approval report is generated for the Works getting the AA in the selected period.

Sr.No	Work Number	Work Description	Approval Number	Approval Date	Approved Amount
1	213/11	Improvement to Kendrapara Canal	App11	30/03/2009	10,000.00

**Figure 26: Administratively Approved Works Report**

To view the report on the screen, click on 'Show' button.

To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

## 11.2.3. Show Technical Sanctioned Works

By selecting [Works -> Reports -> Report Options](#)→ [Show Technical Sanctioned Works](#), displays the report showing the list of Technical Sanctions received for various works.

Based on selected TS Month and TS Year Technical Sanctioned Details report is generated for the Works getting the TS in the selected period.

Sr.No	Work Number	Work Description	Approval Number	Approval Date	Approved Amount
1	213/11	Improvement to Kendrapara Canal	TS11	30/03/2009	10,000.00

**Figure 27: Technical Sanctioned Works Report**

To view the report on the screen, click on 'Show' button.

To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

#### 11.2.4. Show Work Awarded but No RA Bill is Raised

By selecting [Works -> Reports -> Report Options](#)→ [Show Work Awarded but No RA Bill is Raised](#), displays the report showing the list of works for which the contract is awarded but there is no RA Bill generated.

Based on selected filters Scheme, District, Taluka and Constituency the report is generated.

Login Office Name: Test Division

Show Report Options

**WORK AWARDED AND NO RA BILL IS RAISED**

Scheme: Ashwasit Jawahar Rojgar Yojana

District: --select-- Taluka: --select--

Constituency: --select--

Show Export

**Work Awarded and No RA Bill is Raised**

Division : Test Division

Sr. No.	Work Number	Work Description	Scheme	Constituency	Agreement No	Contractor	Award Date
1	213/41	for work no 213/41 regular work	Ashwasit Jawahar Rojgar Yojana	Angul	1	abc	02/07/2010

**Figure 28: Work Awarded but No RA Bill is Raised Report**

To view the report on the screen, click on 'Show' button.

To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

#### 11.2.5. Show Work Awarded and RA Bill is Raised

By selecting [Works -> Reports -> Report Options](#)→ [Show Work Awarded and RA Bill is raised](#), displays.

Based on selected filters Scheme, District, Taluka and Constituency Work Awarded and RA Bill is Raised report is generated.

Login Office Name: Test Division

Show Report Options

**WORK AWARDED AND RA BILL IS RAISED**

Scheme: Ashwasit Jawahar Rojgar Yojana

District: --select-- Taluka: --select--

Constituency: --select--

Show Export

**Work Awarded and RA Bill is Raised**

Division : Test Division

Sr. No.	Work Number	Work Description	Scheme	Constituency	Agreement No	Contractor	Award Date
1	213/38	For work 213/38	Ashwasit Jawahar Rojgar Yojana	Angul	1	account	02/07/2010
2	213/40	for work no 213/40 regular work	Ashwasit Jawahar Rojgar Yojana	Angul	1	account	01/07/2010

**Figure 29: Work Awarded and RA Bill is Raised Work Report**

To view the report on the screen, click on 'Show' button.

To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

### 11.2.6. Administrative Approval Register

By selecting [Works](#) -> [Reports](#) -> [Report Options](#)→ [Administrative Approval Register](#), following screen is displayed.

This report generates the Administrative Approval Register by displaying the list of works with the Administrative Approvals.

Login Office Name: Test Division

Show Report Options

**ADMINISTRATIVE APPROVAL REGISTER**

Show Export

**Administrative Approval Register**

Division : Test Division

Sr. No.	Name of Work	Head of Account under which sanction	Name of Scheme	Approval By	Amount	Approval No./ Date	Sign
1	Renovation of old damage godao at bhubaneswar	28/2215/01/----	NABARD	Assistant Engineer	10,000.00	aa/0011(O) : 16/07/2010	
2	Renovation of old damage godao at bhubaneswar	28/2215/01/----	NABARD	Assistant Engineer	200,000.00	02(R) : 20/07/2010	
3	Improvement to Kendrapara Canal	28/5054/NP/04/337/1230/37142/-	District Level Scheme	Assistant Engineer	10,000.00	App11(O) : 30/03/2009	
4	regular	28/5054/SP/SS/03/101/01/61/-	Ashwasit Jawahar Rojgar Yojana	Chief Engineer	120.00	aa01(O) : 16/07/2010	
5	regular	28/5054/SP/SS/03/101/01/61/-	Ashwasit Jawahar Rojgar Yojana	Executive Engineer	5,220.00	aa002(R) : 16/07/2010	

**Figure 30: Administrative Approval Register Report**

To view the report on the screen, click on 'Show' button.

To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

### 11.2.7. Technical Sanction Register

By selecting [Works -> Reports -> Report Options](#)→ [Technical Sanction Register](#), following screen is displayed.

This report generates the Technical Sanction Register by displaying the list of works with the Technical Sanction.

Login Office Name: Test Division

Show Report Options

**TECHNICAL SANCTION REGISTER**

Show    Export

---

**Technical Sanction Register**

---

Division : Test Division

Sr. No.	Office Name	Name of Work	Head of Account	Civil Cost (A)	Contingency (B)	Total (A+B)	PC (C)	Total (A+B+C)	Sign
1	RURAL WORKS DIVISION, BHUBANESWAR	Katarasahi Bus-stand to Andharua Yatrapada Road 21033 Maintenance	28/3054/NP/04/337/1230/21033/-					41,266.00	
2	RURAL WORKS SUBDIVISION, KHURDA	Mandarbasta-Kalyanpur Road under S/R	28/3054/NP/04/337/1230/21033/-					41,455.00	
3	RURAL WORKS SUBDIVISION, KHURDA	Mandarbasta-Kalyanpur Road Under S/R	28/3054/NP/04/337/1230/21033/-					41,455.00	
4	RURAL WORKS DIVISION, BHUBANESWAR	S/R to pichukuli-Kotasingh road	28/3054/NP/04/337/1230/21033/-					35,783.00	
5	RURAL WORKS DIVISION, BHUBANESWAR	Nialmadhab Anantapur road under 12FCA	28/3054/NP/04/337/1790/21033/-					50,000.00	

**Figure 31: Technical Sanction Register Report**

To view the report on the screen, click on 'Show' button.

To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

### 11.2.8. Agreement Register

By selecting [Works -> Reports -> Report Options](#)→ [Agreement Register](#), following screen is displayed.

This report generates the Agreement Register by displaying the list of works, which have been awarded.

Login Office Name: Test Division

Show Report Options

**AGREEMENT REGISTER**

Show Export

---

**Agreement Register**

---

Division : Test Division

SR. No.	Contractor/Agency Name	Class of Contractor/ Agency	Name of Work	Agreement Value	Date of Commencement	Stipulated Date of Commencement
1	Bichitra Kumar Subudhi	Class II	Mandarbasta-Kalyanpur Road under S/R	41,454.98	15/03/2010	23/03/2010
2	Pradyumna Kumar Baral	Class II	Kapileswarddev High School at Jalavara	49,906.96	22/01/2010	22/03/2010
3	Pratap Kr Bidhar	Class II	Madanpur Paikarapur road under 21033 SR	49,369.10	18/02/2009	22/03/2009

**Figure 32: Agreement Register Report**

To view the report on the screen, click on 'Show' button.

To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

### 11.2.9. Completed Works Reports

By selecting [Works -> Reports -> Report Options](#)→ [Completed Works Reports](#), following screen is displayed.

This report displays the list of works, which have been completed.

Login Office Name: Test Division

Show Report Options

**COMPLETED WORKS REPORTS**

Show Export

---

**Completed Works Details**

---

Division : Test Division

Sr.No.	Work Number	Work Description	Contractor Name	Agreement Number	Date of Final Payment	Date of Actual Completion	Date of Closing
1	213/11	Improvement to Kendrapara Canal	Amit Patil	AGR/01	--	--	26/08/2010

**Figure 33: Completed Works Report**

To view the report on the screen, click on 'Show' button.

To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

### 11.2.10. Show Duration Between Stages

By selecting [Works -> Reports -> Report Options](#)→ [Show Duration Between Stages](#), following screen is displayed.

This report displays the duration taken between various stages of works.

Login Office Name: Test Division

Show Report Options

**DURATION WISE PROPOSAL DETAILS**

Show Export

**Duration Wise Proposal Details**

Division : Test Division

Sr.No.	Work Number	Work Description	AA Date	TS Date	Duration B/w AA & TS (in Days)	Award Date	Duration B/w TS & Award (in Days)	RA Bill Date	Duration B/w Awarding & RA Bill Raised (in Days)
1	2	3	4	5	6	7	8	9	10
1	3/1	Imp. to Malud Morada road	--	--	--	--	--	--	--
2	3/2	Imp. to Bhingarpur Kurangapradhan road	--	--	--	--	--	--	--
3	3/3	Imp. to Budhipada Aringal road	--	--	--	--	--	--	--
4	3/4	Gayabandha Olasing road under CWA	--	--	--	--	--	--	--
5	3/5	Imp. to Gurujanga Keranga road	--	--	--	--	--	--	--

**Figure 34: Duration Between Stages Report**

To view the report on the screen, click on 'Show' button.

To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

**Note:** 1) You must have the privileges to view the reports.



### 11.3. Monthly Progress Report

By selecting [Works -> Reports -> Monthly Progress Report](#), “Monthly Progress Report” screen is displayed. This screen is used to download/view Monthly Progress report.

Based on selected filters work type, Scheme, District, Taluka and Constituency Monthly Progress report is generated.

Login Office Name: Test Division

**MONTHLY PROGRESS REPORT**

Work Type:  Scheme:

District:  Taluka:

Constituency:

**Monthly Progress Report**

Division : Test Division

Sr.No.	Work Number	Work Description	District	Taluka	Constituency	Scheme	AA Date	Agreement No	Contractor Name	Commencement Date	Expected Completion Date
1	3/1	Imp. to Malud Morada road	Khordha	Bhubaneswar	Bhubaneswar	RIDF - NABARD	--	--	--	--	--
2	3/2	Imp. to Bhingarpur Kurangapradhan road	Khordha	Bhubaneswar	Bhubaneswar	CWA	--	--	--	--	--
3	3/3	Imp. to Budhipada Aringal road	Khordha	Bhubaneswar	Bhubaneswar	CWA	--	--	--	--	--
4	3/4	Gayabandha Olasing road under CWA	Khordha	Bhubaneswar	Bhubaneswar	CWA	--	--	--	--	--
5	3/5	Imp. to Gurujanga Keranga road	Khordha	Bhubaneswar	Bhubaneswar	CWA	--	--	--	--	--
6	3/6	Imp. to Khamanga Brahman sarangi road	Khordha	Bhubaneswar	Bhubaneswar	CWA	--	--	--	--	--
7	3/7	Imp. to Malud Budhibar road	Khordha	Bhubaneswar	Bhubaneswar	CWA	--	--	--	--	--
8	3/8	Imp. to N.H. 5 to Balianta road	Khordha	Bhubaneswar	Bhubaneswar	CWA	--	--	--	--	--

**Figure 35: Monthly Progress Report Screen**

To view the report on the screen, click on 'Show' button.

To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

**Note:** 1) You must have the privileges to view the reports.

**Section:** Billing Management System.

**12. Bill Info**

The RA bills are submitted time-to-time by the contractors for the works completed.

**12.1. RA Bill Details**

By selecting [Bill Info->RA Bill Details](#), RA Bill details entry screen will be displayed as shown in below figure.

In this screen the user has to enter the details of the RA bill raised by the contractor.

Option is provided for selecting RA Bill Date and whether the bill is First & final Bill or RA Bill.

SEARCH WORK	
Parent Work Number	26/74
Parent Work Description	Testing Work
Work Number	26/74/1
Work Description	Testing Work

RA BILL DETAILS	
Fields marked with an asterisk * are required.	
RA Bill Date	<input type="text"/>
Whether Final Bill	--select--
RA Bill No.	1
Remarks	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

**Figure 36: RA Bill Details Entry Screen**

After saving the RA bill details, System display following form in which details regarding Bill Items, Consumption Details, Recoveries and MB Record should be entered.

SEARCH WORK	
Parent Work Number	26/74
Parent Work Description	Testing Work
Work Number	26/74/1
Work Description	Testing Work

VIEW RA BILL DETAILS									
Sr. No.	RA Bill No.	RA Bill Date	Edit	Delete	Bill Items	Royalty Calculation	Recoveries	MB Record	Finalize
1	1	12/08/2016							

Add ViewAll

**Figure 37: RA Bill Details Screen**

## 12.2. Extra Item

By selecting [Billings](#) -> [Bill Info](#) -> [Extra Item](#), screen is displayed as shown below.

In this screen the user has to add extra item if needed.

SEARCH WORK	
Parent Work Number	26/74
Parent Work Description	Testing Work
Work Number	26/74/1
Work Description	Testing Work

ADD EXTRA ITEM DETAILS	
Fields marked with an asterisk * are required.	
Department	Drinking Water Sanitation
Branch	All
SR Zone	--Select--
Item Type	--Select-- *
SR Year	--Select-- *
Item	Search *
Item Description	*
Item Code	*
Unit	--select-- *
Rate	*
Quantity / Measurements	<input checked="" type="radio"/> Quantity <input type="radio"/> Measurements
Quantity	*
Scope	--select--
Remarks	
Save Cancel	

**Figure 38: Extra Item Entry Screen**

### Field Description:

**Department:** Choose the Department

**Branch** : Choose the respective branch.

**Zone** : Select the zone.

**SR Year** : Select the Schedule of Rate Year.

**Item Type:** Select the item type as Civil, Electrical or Non-SR as per the requirement.

**Item:** Select the SR Item as required from the list populated as per the item type.

**Item Description:** Modify the item description if required.

**Unit:** Select Unit of the selected Item.

**Rate:** Modify the Item rate if required.

Login Office Name: RURAL WORKS DIVISION, BHUBANESWAR

**SEARCH WORK**

Work Number:

Work Description: S/R to Madanpur Deulipatna road

**EXTRA ITEM**

Sr. No.	Item Id	Item Description	Unit	Rate	Msmt(L*B*D) Quantity	Amount	Edit	Delete
1	1-1-22.1	1st depth of 1.5m initial rate of excavation of foundation of same nature of soil.	--	50.0	40.00	2,000.00		
<b>Total Amount : 2,000.00</b>								

[Add](#)

**Figure 39: Extra Item Screen**

To add the Extra Item details, click on 'Add' link, the screen will be displayed to enter the data. User can save the record by clicking the 'Save' button. If the record is successfully saved the message 'Record Saved Successfully' is displayed else error messages are shown. User can cancel the save operation by clicking the 'Cancel' button.

To edit any Extra Item details, click on 'Edit' link respective to that item, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully' is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any Extra Item details, click on 'Delete' link respective to that item, and after user's confirmation the record is deleted permanently.

**Note:** 1) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

### 12.3. Bill Items

By selecting [Billings](#) -> [Bill Info](#) -> [Bill Items](#), screen is displayed as shown below.

In this screen the user has to select the items and then click on Add button.

Before entering Bill items, Item details should be present in the list or items can be added from extra item, by selecting [Billings](#) -> [Bill Info](#) -> [Extra Item](#).

Sr. No.	Select	BoQ Item No.	Item Id	Item Description
1	<input type="checkbox"/>	1	1-1-9	Labour charges for scaping cleaning the road surface for applying thickcoat using 3.0kg of bitumen for 1059m and laying 37.5m thick built of spray grouting etc. all complete as per direct aim of E.I.C.
2	<input type="checkbox"/>	2	1-1-44.1	Labour charges for scaping cleaning removing dust from the road surface from laying 20m thick premix carpet using 0.18 cum of 13.2m etc. all carpets
3	<input type="checkbox"/>	3	1-1-2	Labour charges for scaping cleaning removing and foreign materials from the road surface for layering 6m thick precoated seal coat etc. all carpet
4	<input type="checkbox"/>	4	1-1-2	Labour charges for applying tack coat with cist convenanycce of all materials etc. all complete
5	<input type="checkbox"/>	5	1-1-2	Providing Spreading laying good laterite moonum in bermshish of approved quantity worthbcost corvay labour TandP etc. all complete

**Figure 40: Bill Items Entry Screen**

Field Description:

**Select Option:** Select the particular 'Select Option' for corresponding affected items.

Sr. No.	Item Id	Item Description	Upto Date Msmt(L*B*D*No) Quantity	Remarks	Edit	Delete
1	1-1-1.1	W.B.M. GR II (40mm to 63mm)	10.00	all measured completed details	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	1-1-22.1	1st depth of 1.5m initial rate of excavation of foundation of same nature of soil.	5.00	second item	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Figure 41: Bill Items Screen**

To add the Bill Items details, click on 'Add' link, the screen will be displayed to enter the data. User can save the record by clicking the 'Save button. If the record is successfully saved the message 'Record Saved Successfully' is displayed else error

messages are shown. User can cancel the save operation by clicking the 'Cancel' button.

To edit any Bill Items details, click on 'Edit' link respective to that item, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully' is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any Bill Items details, click on 'Delete' link respective to that item, and after user's confirmation the record is deleted permanently.

**Note:** 1) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 12.4. Royalty Calculation Details

By selecting [Billings](#) -> [Bill Info](#) -> [Material Consumption Details](#), screen is displayed as shown below:

In this screen the user has to enter the details of materials i.e. Items used, quantity, rate and Remarks if any.

Before entering Material Consumption Details, Item details should be added in Masters, by selecting [Billings](#) -> [Masters](#) -> [Material Consumption Master](#).

Login Office Name: RURAL WORKS DIVISION, BHUBANESWAR

View

**SEARCH WORK**

Work Number: 3/775

Work Description: S/R to Madanpur Deulipatna road

**MATERIAL CONSUMPTION DETAILS FOR BILL NO : 1**

Fields marked with an asterisk \* are required.

Item: --select-- \*

Unit: --select-- \*

Rate: \*

Quantity: \*

Amount: Rs. \*

Remarks:

Save Cancel

**Figure 42: Material Consumption Entry Screen**

### Field Description:

**Item:** Select the items from list.

**Unit:** Unit will be displayed automatically.

**Rate:** Rate will be displayed automatically.

**Quantity:** Enter the quantity of material used.


**Amount:** Amount will be displayed according to rate and quantity.

**Remarks:** Enter the remarks if any.

Login Office Name: RURAL WORKS DIVISION, BHUBANESWAR Account Date: April : 2010

---





**SEARCH WORK**

Work Number  


Work Description

---

**MATERIAL CONSUMPTION DETAILS FOR BILL NO : 1**

Sr. No.	Item	Unit	Rate	Quantity	Amount	Edit	Delete
1	Cement Bag	Bags	100.00	2.00	200.00		
2	stones	Kilograms	500.00	1.00	500.00		

**Total : 700.00**

[Add](#) 

**Figure 43: Royalty Calculation Details Screen**

To add the Material Consumption details, click on 'Add' link, the screen will be displayed to enter the data. User can save the record by clicking the 'Save' button. If the record is successfully saved the message 'Record Saved Successfully' is displayed else error messages are shown. User can cancel the save operation by clicking the 'Cancel' button.

To edit any Material Consumption details, click on 'Edit' link respective to that item, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully' is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any Material Consumption details, click on 'Delete' link respective to that item, and after user's confirmation the record is deleted permanently.

**Note:** 1) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



## 12.5. Bill Recoveries

By selecting [Billings](#) -> [Bill Info](#) -> [Bill Recoveries](#), screen is displayed as shown below:

In this screen the user has to select recovery type, enter the details of recovery and Remarks if any.

Before entering Bill Recoveries, Recoveries should be present in recovery master or recoveries should be added in Masters, by selecting [Billings](#) -> [Masters](#) -> [Recovery Master](#).

Login Office Name: RURAL WORKS DIVISION, BHUBANESWAR

View

**SEARCH WORK**

Work Number:

Work Description: S/R to Madanpur Deulipatna road

---

**BILL RECOVERIES**

Fields marked with an asterisk \* are required.

RA Bill Number:  \*

Recovery Type:  \*

---

**SELECT RECOVERY ( BILL AMOUNT : RS. 43791.00)**

Sr. No.	Select	Dependent On	Class / Range	Recovery	Amount	Remark
1	<input type="radio"/>	-	-	0.00 Rs.	<input type="text" value="0.00"/>	<input type="text"/>

Save Cancel

**Figure 44: Bill Recoveries Entry Screen**

Field Description:

**Recovery Type:** Select the Recovery Type.

**Select Option:** Select the 'Select' option.

**Amount:** Enter the amount for that recovery.

**Remarks:** Enter the remarks if any.

Login Office Name: RURAL WORKS DIVISION, BHUBANESWAR

**SEARCH WORK**

Work Number:

Work Description: for work no 213/40 regular work

---

**BILL RECOVERIES FOR BILL NO : 1**

Sr. No.	Recovery Type	Amount	Edit	Delete
1	Income Tax (I.Tax)	250.00		
<b>Total Bill Amount</b>		5,250.00		
<b>Total Recovery Amount</b>		250.00		

Add

**Figure 45: Bill Recoveries Screen**

To add the Bill Recovery details, click on 'Add' link, the screen will be displayed to enter the data. User can save the record by clicking the 'Save button. If the record is successfully saved the message 'Record Saved Successfully' is displayed else error messages are shown. User can cancel the save operation by clicking the 'Cancel' button.

To edit any Bill Recovery, click on 'Edit' link respective to that recovery, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully' is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any Bill Recovery, click on 'Delete' link respective to that machinery type, and after user's confirmation the record is deleted permanently.

**Note:** 1) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 12.6. MB Record

By selecting [Billings](#) -> [Bill Info](#) -> [MB Record](#), screen is displayed as shown below:

In this screen the user has to enter the details of MB record and Remarks if any.

SEARCH WORK	
Work Number	3/775
Work Description	S/R to Madanpur Deulipatna road

MB RECORD FOR BILL NO : 1	
Fields marked with an asterisk * are required.	
Person Recording The Measurement (Junior Engineer)	--select-- *
Record Date	Calendar *
Measurement Book No	Text *
From Page	Text *
To Page	Text *
Checked By (Assistant Engineer)	--select-- *
Checked Date	Calendar *
Remarks	Text Area
Save Cancel	

**Figure 46: MB Record Entry Screen**

SEARCH WORK	
Work Number	3/775
Work Description	S/R to Madanpur Deulipatna road

MB RECORD FOR BILL NO : 1								
Sr. No.	Recorded By	Measure Book No	From Page	To Page	Record Date	Checked Date	Edit	Delete
1	abc a a	1	1	12	02/07/2010	02/07/2010		

Add

**Figure 47: MB Record Screen**

To add the MB Record details, click on 'Add' link, the screen will be displayed to enter the data. User can save the record by clicking the 'Save' button. If the record is successfully saved the message 'Record Saved Successfully' is displayed else error

Messages are shown. User can cancel the save operation by clicking the 'Cancel' button.

To edit any MB Record, click on 'Edit' link respective to that record, the screen with the previously entered data is displayed. User can modify the record and click 'Update' button to save the modified record. If the record is successfully updated the message 'Record Updated Successfully' is displayed else error messages are shown. User can cancel the edit operation by clicking the 'Cancel' button.

To delete any MB Record, click on 'Delete' link respective to that record, and after user's confirmation the record is deleted permanently.

**Note:** 1) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

## 13. Billing Reports

After entering RA bill details, system generates First & Final Bill Report, RA Bill Report, Deviation Statement, Extra Items (if extra items are added) and Material Consumption Statement for the selected work.

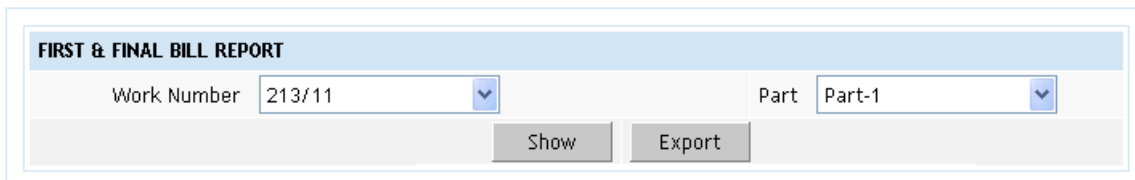
### 13.1. First & Final Bill

By selecting [Works](#) -> [Billing](#) -> [Reports](#) -> [First & Final Bill](#), "Form 1" screen is displayed. This screen is used to download/view Form 1 report.

Based on selected Work Number and Part option as "Part-1", First & Final Bill report is generated. It shows Item details & recoveries for the selected work.

Based on selected Work Number and Part option as "Part-2", First & Final Bill report is generated. It shows Item details & recoveries for the selected work.

Based on selected Work Number and Part option as "Part-3", First & Final Bill report is generated. It shows Item details & recoveries for the selected work.



FIRST & FINAL BILL REPORT	
Work Number	213/11
Part	Part-1
<input type="button" value="Show"/> <input type="button" value="Export"/>	

**Figure 48: First & Final Bill Selection Screen**

To view the report on the screen, click on 'Show' button.

To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

**Note:** 1) You must have the privileges to view the reports.

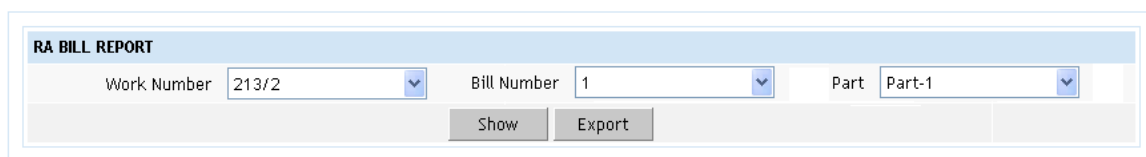
## 13.2. RA Bill Report

By selecting [Works -> Billing -> Reports -> RA Bill Report](#), "RA Bill Report" screen is displayed. This screen is used to download/view RA Bill report.

Based on selected Work Number, Bill Number as "1" and Part option as "Part-1", RA Bill report is generated. It shows Item details & recoveries for the selected work.

Based on selected Work Number, Bill Number as "1" and Part option as "Part-2", First & Final Bill report is generated. It shows Item details & recoveries for the selected work.

Based on selected Work Number, Bill Number as "1" and Part option as "Part-3", First & Final Bill report is generated. It shows Item details & recoveries for the selected work.



RA BILL REPORT					
Work Number	213/2	Bill Number	1	Part	Part-1
		Show	Export		

**Figure 49: RA Bill Report Selection Screen**

To view the report on the screen, click on 'Show' button.

To generate the 'PDF' file of the report for printing, click on 'Export' button. This will open a file download window allowing the user to 'Open' or 'Save' the file.

**Note:** 1) You must have the privileges to view the reports.









## 14. Figure Index

Figure 1: Login Screen .....	10
Figure 2: Home screen.....	11
Figure 3: Main screen for Works.....	11
Figure 4: Proposal Work Screen.....	13
Figure 5: Proposal Work Entry Screen.....	14
Figure 6: Administrative Approval Entry Screen.....	18
Figure 7: Administrative Approval Screen.....	19
Figure 8: Technical Sanction Entry Screen .....	20
Figure 9: Technical Sanction Screen .....	21
Figure 10: BOQ Details Entry Screen .....	22
Figure 11: BOQ Details Screen .....	23
Figure 16: Tender Details Entry Screen .....	28
Figure 17: Tender Details Screen .....	29
Figure 18: PBC Details Entry Screen.....	30
Figure 19: PBC Details Screen .....	31
Figure 20: Quotation Details Screen .....	32
Figure 21: Awarding of Contract Entry Screen.....	34
Figure 22: Awarding of Contract Screen.....	35
Figure 23: Work Extension Entry Screen.....	37
Figure 24: Work Extension Details Screen .....	38
Figure 27: Close Work Entry Screen.....	39
Figure 28: Close Work Screen .....	39
Figure 29: Scopewise Progress Report .....	41
Figure 30: Option Report Screen.....	42
Figure 31: Work List Report .....	42
Figure 32: Administratively Approved Works Report .....	43
Figure 33: Technical Sanctioned Works Report .....	43
Figure 34: Work Awarded but No RA Bill is Raised Report .....	44
Figure 35: Work Awarded and RA Bill is Raised Work Report .....	45
Figure 36: Administrative Approval Register Report .....	45
Figure 37: Technical Sanction Register Report.....	46
Figure 38: Agreement Register Report.....	47
Figure 39: Completed Works Report .....	47
Figure 40: Duration Between Stages Report .....	48
Figure 41: Monthly Progress Report Screen .....	49
Figure 42: RA Bill Details Entry Screen.....	50
Figure 43: RA Bill Details Screen .....	50
Figure 44: Extra Item Entry Screen .....	51
Figure 45: Extra Item Screen.....	52
Figure 46: Bill Items Entry Screen .....	53
Figure 47: Bill Items Screen .....	53
Figure 48: Material Consumption Entry Screen.....	55
Figure 49: Royalty Calculation Details Screen .....	56
Figure 50: Bill Recoveries Entry Screen.....	57
Figure 51: Bill Recoveries Screen .....	57
Figure 52: MB Record Entry Screen .....	59
Figure 53: MB Record Screen .....	59

Figure 54: First & Final Bill Selection Screen .....	61
Figure 55: RA Bill Report Selection Screen .....	62
Figure 56: Deviation Statement Report .....	63
Figure 57: Extra Items Report .....	64
Figure 58: Material Consumption Statement Report.....	65