Government of Odisha

Works and Accounting ManagementInformation System

WORKS MANUAL



1. Introduction

The Works & Billing System is developed by Centre

for Development of Advanced Computing (C-DAC) for different Engineering Department like Rural Development, Roads & Building, Water Resource and Housing & Urban Development, Government of Odisha.

The system is developed with the aim of computerizing all the activities related to RD, R&B, Water Resource and HUD Department across the Odisha 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

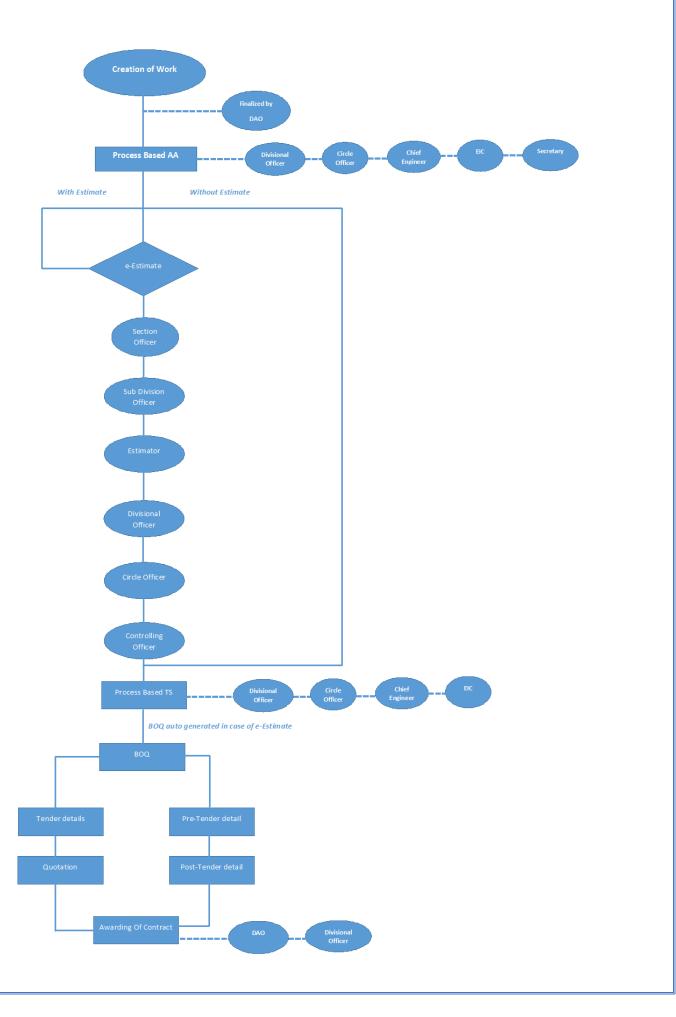
It facilitates Divisional Offices to enter and monitor the different Works from initiation to execution of the work. Also progress of on going works and completed works executed by that office are maintained.

3. Functionalities

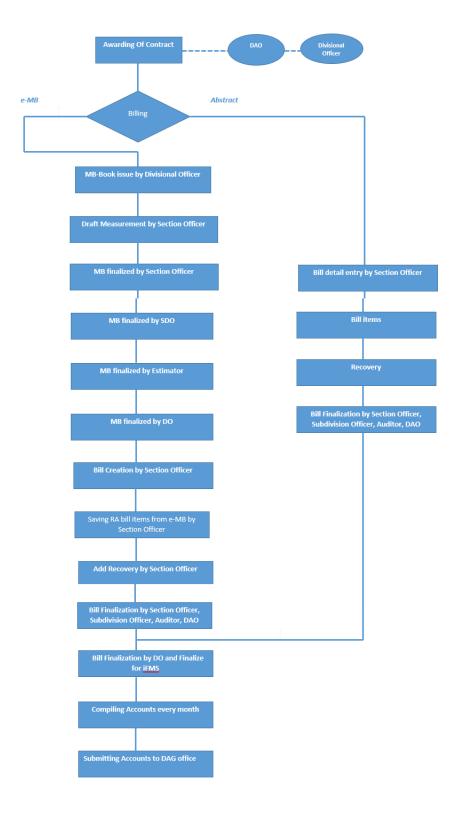
- Login
- Add, Edit, Delete Master data for works.
- Add, Edit, Delete, Filter for the works.
- Add, Edit, Delete and various transactions for Administrative Approvals, Technical Sanction, BoQ, Tendering, Quotations, Awarding, Negotiation and Execution of Works.
- Show, Export functionalities for various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



4. Flow Diagram







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5. Login

Login with login credentials provided for the concerned users for each office. The link provided acts as the entry point for the Works & Billing System.

For login the screen is displayed as shown below.

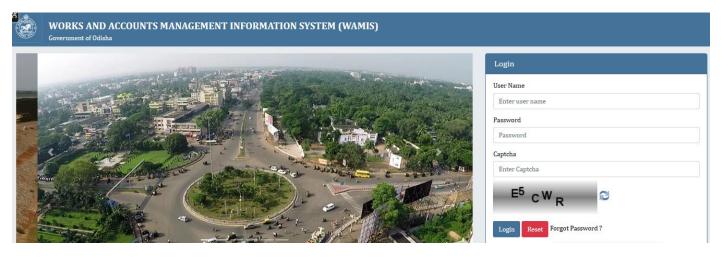
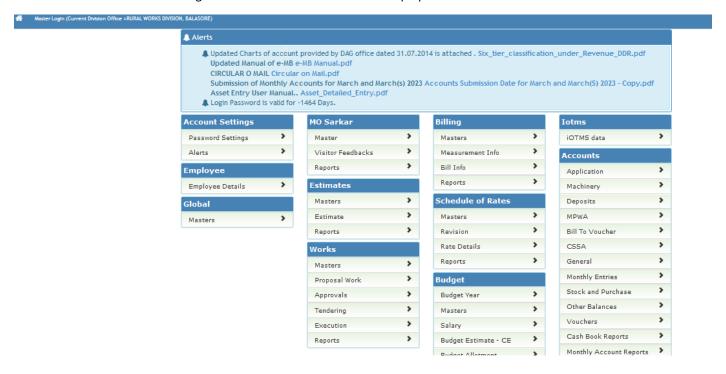


Figure 1 Login Screen

Enter the username and password in the fields provided 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.







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



The logged in Username and Office name are displayed to the user. User can click on any link available on left side under 'Works' module to start using the application. 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'.

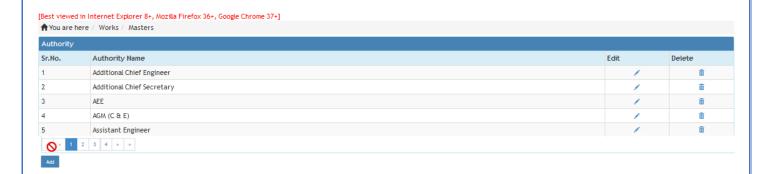


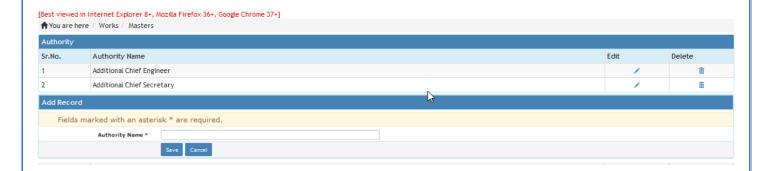
6. Master Data

To start using the 'Works' application the user has to first enter 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 etc. as applicable.

6.1. Authority

By selecting **Works** \rightarrow **Masters** \rightarrow **Authority**, displays the "Authority" Master screen. This screen is used to create the various approving authorities.





- To add new entry click on the "Add" button.
- To edit the details click on the "Edit" link.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



6.2 Work Types

By selecting **Works** \rightarrow **Masters** \rightarrow **Work Types**, displays the "Work Types" Master screen. This screen is used to create the various Work Types.



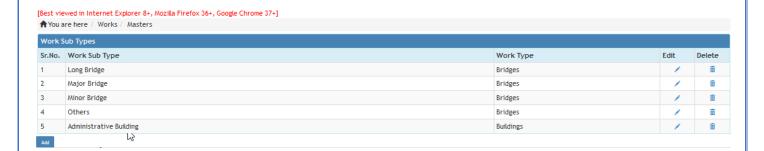


- To add new entry click on the "Add" button.
- To edit the details click on the "Edit" link.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



6.3 Work Sub Types

By selecting **Works** \rightarrow **Masters** \rightarrow **Work Sub Types**, displays the "Work Sub Types" Master screen. This screen is used to create the various Work Sub Types.





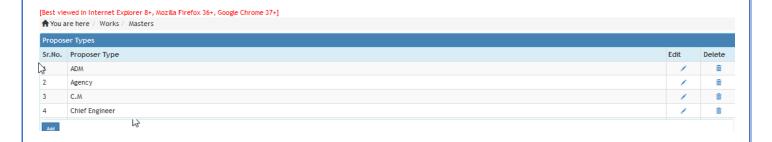
- To add new entry click on the "Add" button.
- To edit the details click on the "Edit" link.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



6.4 Proposer Types

By selecting **Works** \rightarrow **Masters** \rightarrow **Proposer Types**, displays the "Proposer Types" Master screen. This screen is used to create the various Proposer Types.

The screen is shown as below:

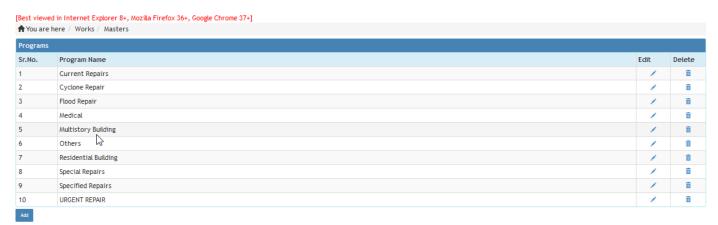




- To add new entry click on the "Add" button.
- To edit the details click on the "Edit" link.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

6.5 Programs

By selecting Works \rightarrow Masters \rightarrow Programs, displays the "Programs" Master screen. This screen is used to create the various Programs for non-plan works.



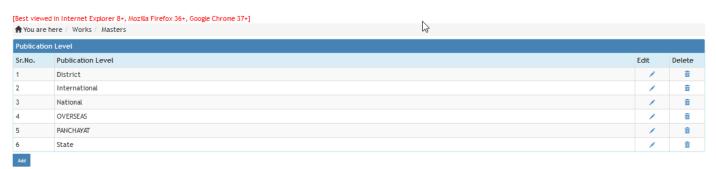




- To add new entry click on the "Add" button.
- To edit the details click on the "Edit" link.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

6.6 Publication Levels

By selecting **Works** \rightarrow **Masters** \rightarrow **Publication Levels**, displays the "Publication Levels" Master screen. This screen is used to create the various Publication Levels.



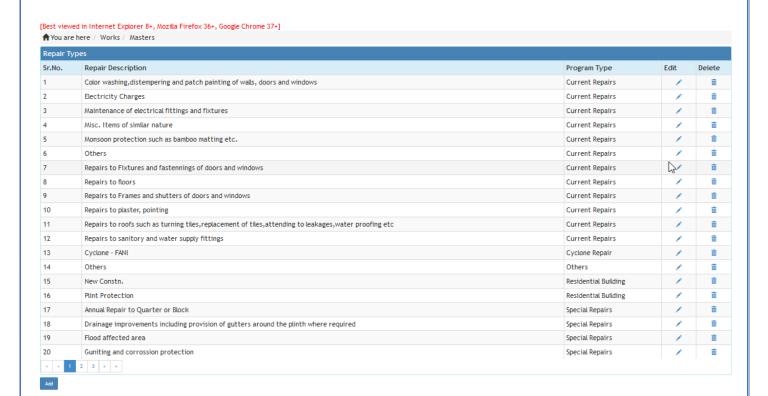


- To add new entry click on the "Add" button.
- To edit the details click on the "Edit" link.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



6.7 Repair Types

By selecting **Works** \rightarrow **Masters** \rightarrow **Repair Types**, displays the "Repair Types" Master screen. This screen is used to create the various Repair Types.



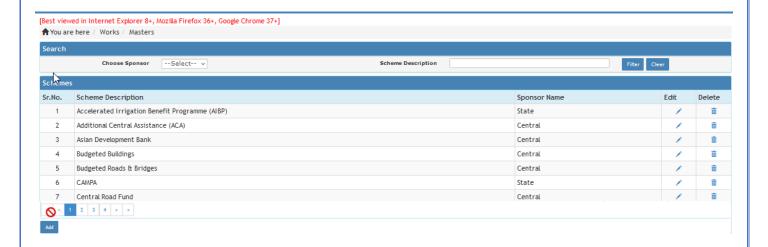


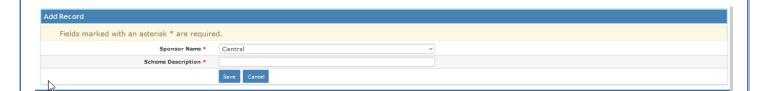
- To add new entry click on the "Add" button.
- To edit the details click on the "Edit" link.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



6.8 Schemes

By selecting **Works** \rightarrow **Masters** \rightarrow **Schemes**, displays the "Schemes" Master screen. This screen is used to create the various Schemes.





- To add new entry click on the "Add" button.
- To edit the details click on the "Edit" link.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



6.9 Scopes

By selecting **Works → Masters → Scopes**, displays the "Scopes" Master screen. This screen is used to create the various Scopes.



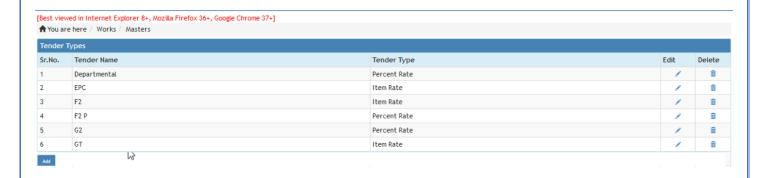


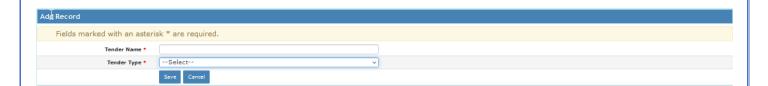
- To add new entry click on the "Add" button.
- To edit the details click on the "Edit" link.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



6.10 Tender Types

By selecting **Works** \rightarrow **Masters** \rightarrow **Tender Types**, displays the "Tender Types" Master screen. This screen is used to create the various Tender Types.





- To add new entry click on the "Add" button.
- To edit the details click on the "Edit" link.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



6.11 User Department

By selecting **Works** \rightarrow **Masters** \rightarrow **User Department**, displays the "User Department" Master screen. This screen is used to create the User department.





- To add new entry click on the "Add" button.
- To edit the details click on the "Edit" link.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



6.12 Contractor Class

By selecting **Works** \rightarrow **Masters** \rightarrow **Contractor Class**, displays the "Contractor Class" Master screen. This screen is used to create the Contractor Classes.

The screen is shown as below:



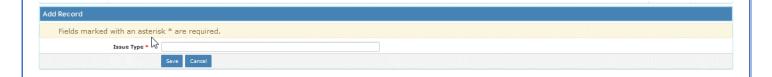
- To add new entry click on the "Add" button.
- To edit the details click on the "Edit" link.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

6.13 Issue Type

By selecting **Works** \rightarrow **Masters** \rightarrow **Issue Type**, displays the "Issue Type" Master screen. This screen is used to create the various Work Types.



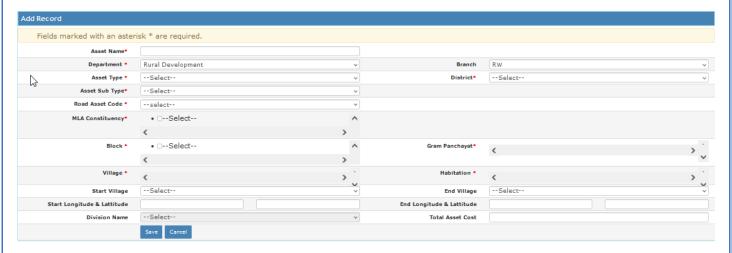




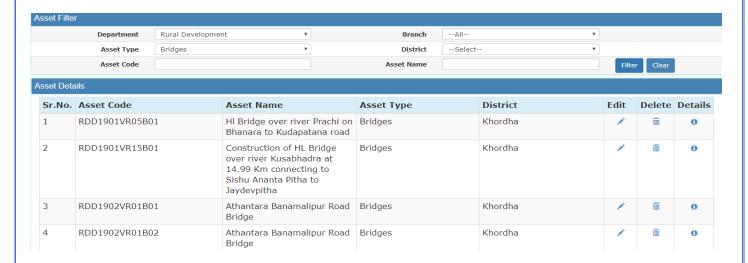
- To add new entry click on the "Add" button.
- To edit the details click on the "Edit" link.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

6.14 Asset

By selecting Works \rightarrow Masters \rightarrow Asset, displays the "Asset" Master screen. This screen is used to create the Asset for Roads, Bridge, Building and Culvert.







- To add new entry click on the "Add" button.
- To edit the details click on the "Edit" link.
- To save the entered values click on the "Save" button.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" button.
- To delete the entry click on the "Delete" link.
- To filter the details of the Asset based on "Asset type", "District", "Asset code" and/or "Asset Name" click on "Filter" button to filter data and "Clear" button to clear filter.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

6.15 Issue Description Type

By selecting **Works** \rightarrow **Masters** \rightarrow **Issue Description** type, displays the "Issue Description type" Master screen. This screen is used to create the descriptions of issues.







- To add new entry click on the "Add" button.
- To edit the details click on the "Edit" link.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

6.16 Work Description Type

By selecting **Works** \rightarrow **Masters** \rightarrow **Work Description** type, displays the "Work Description type" Master screen. This screen is used to create the descriptions of Work.





- To add new entry click on the "Add" button.
- To edit the details click on the "Edit" link.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.

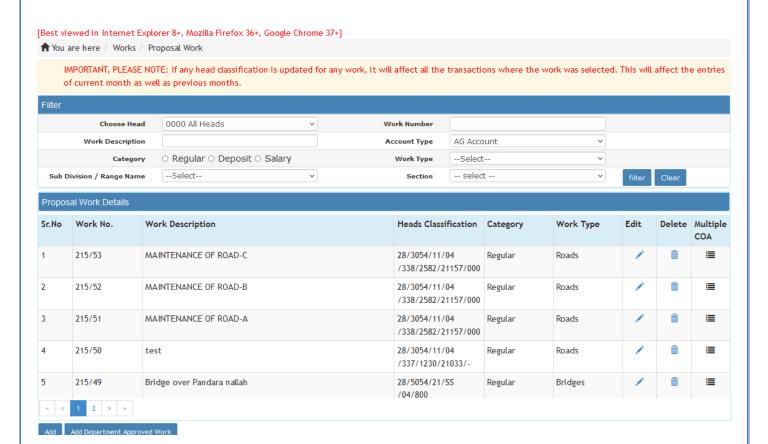


7. Proposal Work

The "Proposal Work" screen in WAMIS is the starting point for project proposals, where all relevant project details are captured and managed throughout the proposal process. This screen serves as a central repository for key project information.

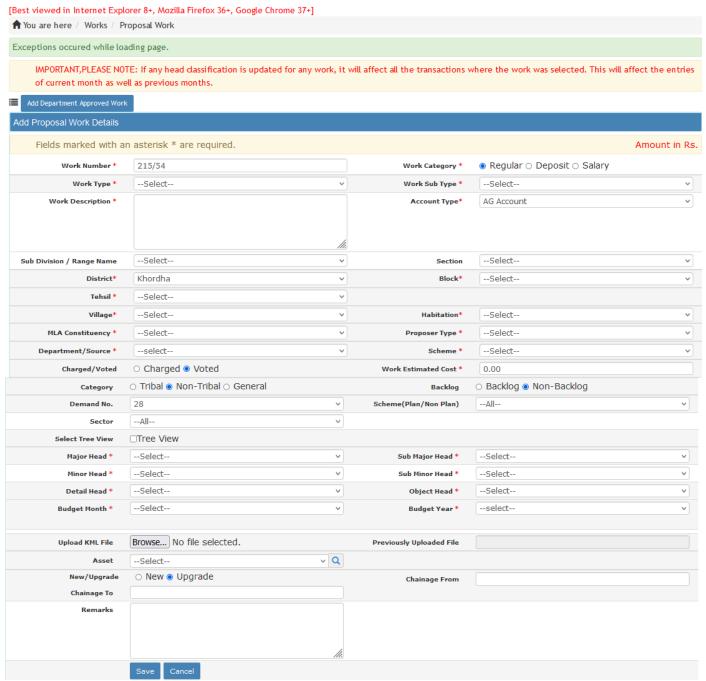
7.1 Work Info

By selecting Works \rightarrow Proposal Work \rightarrow Work Info, "Work Info" screen is displayed which shows all the Works for the current logged-in division.



- On clicking the Add button provided below the Proposal List. It redirects user to the Proposal Work entry screen.
- User enters all relevant details pertaining to the work details in "Add Proposal Work Details Screen".





- To add new entry click on the "Add" button.
- To edit the details click on the "Edit" link.
- To save the entered values click on the "Save" button.
- To cancel the entry or the modification click on the "Cancel" button.
- To delete the entry click on the "Delete" link.
- To view the list of Works click on the "View" link.
- To add Multiple Chart of Account click on the "Multiple COA" link.
- To filter the details of the Works based on "Choose Head" and/or "Work Description" click on "Filter" button to filter data and "Clear" button to clear filter.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



Field Description:

Work Number: Enter a unique Work Number for the work to be added. Default auto generated number will be shown to the user.

Work Category: Select the category of work to be added as Regular/Deposit/Salary.

Work Description: Enter the name of the Work.

Sub Division Name: Select the Sub Division Office executing the work.

District: Select the District for the work to be added.

Taluka: Select the Taluka for the work to be added.

Village: Select the Village for the work to be added.

Habitation: Select the Habitation for the work to be added.

MLA Constituency: Select the MLA Constituency for the work to be added.

Proposer Type: Select the Proposer Type who has given the work.

Department: Select the Department Name from which the work has come.

Scheme: Select the Scheme under which the work is to be executed

Work Estimated Cost: Enter the estimated cost for the work.

Charged/Voted: Select Charged/Voted for the work.

Tribal/Non-Tribal: Select the Tribal/Non-Tribal for the work.

Backlog: Select the Backlog/Non-Backlog for the work.

Demand Number: Select the Demand Number under which the Budget is allocated

Scheme: Select the Scheme as CSP/SP/CP/NP

Sector: Select the Sector as State/District for CSP/SP/CP

Heads: Select the Budget Heads under which the budget is allocated from the Dropdowns or through Tree

view.

Budget Month: Select the Budget Month for the Work

Budget Year: Select the Budget Year for the Work

Program Name: Select the Program Name for the Non-Plan Work

Repair Type: Select the Repair Type for the Non-Plan Work



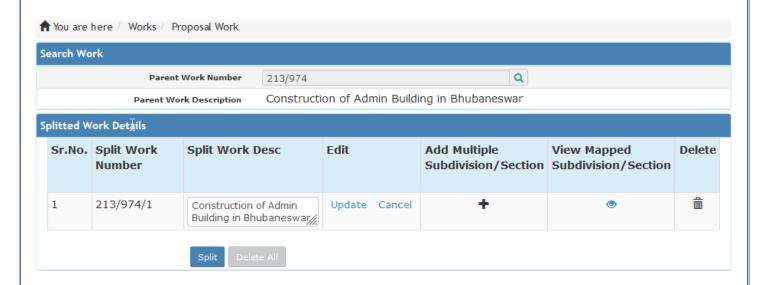
7.2 Work Splitting

By selecting Works \rightarrow Proposal Work \rightarrow Work Splitting. "Work Splitting" screen is displayed which shows the list of splitted works for the selected work or we can provide the number of further splits.

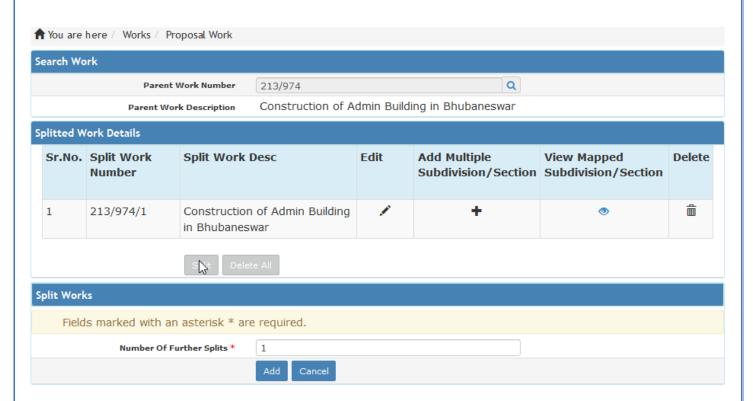


- The work Description can be updated clicking on "Edit" button.
- Click on "Update" button after editing the description.
- Click on "Cancel" button to cancel the entry of modification.

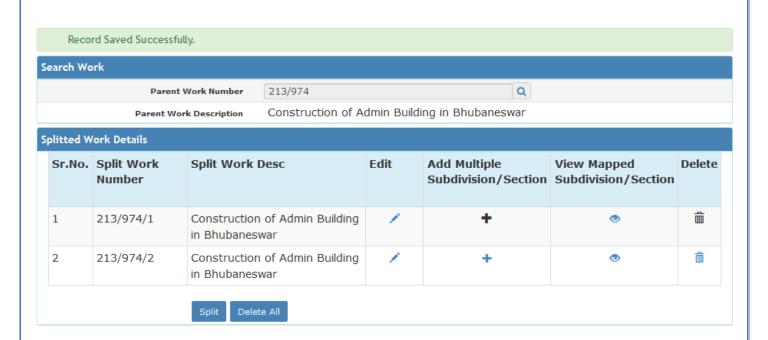








- To add new entry click on the "Split" button.
- To edit the details click on the "Edit" link.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- To delete all the split Works entries click on the "Delete All" button.
- To view the list of split Works select the Work through search screen.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

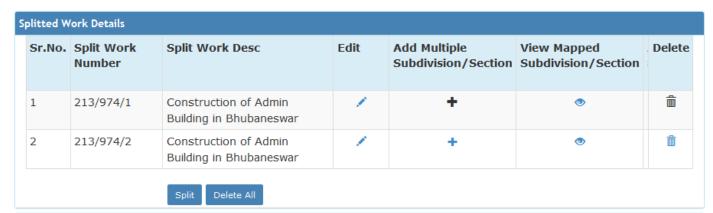




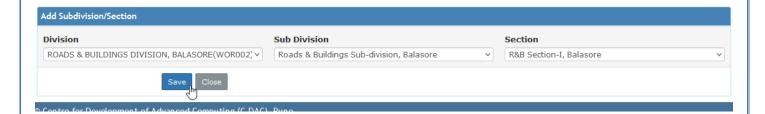
- To assign a respective work to multiple Sub-Division/Section click on "Add" icon button under Add Multiple Sub-division/Section.
- Select respective offices from the drop down.
- To save the selection click on "Save" button.
- Now, the respective Work ID gets visible under the selected offices.
- To view mapped offices click on "view" button.
- To delete the mapped offices click on "Delete" button.
- To close the view mapped offices screen click on "Close" button.

Note:

The Sub-Division Office and Section selected while creating proposal work is to be considered here as Nodal Offices which by default gets viewed while viewing the mapped office list.









Sr. No.	Division Office Name	Sub-Division Office Name	Section Office Name	Delete
1	ROADS & BUILDINGS DIVISION, BALASORE	GE Sub-Div, Balasore	GE Section, Balasore	
2	ROADS & BUILDINGS DIVISION, BALASORE	Roads & Buildings Sub-division, Balasore	R&B Section-I, Balasore	â



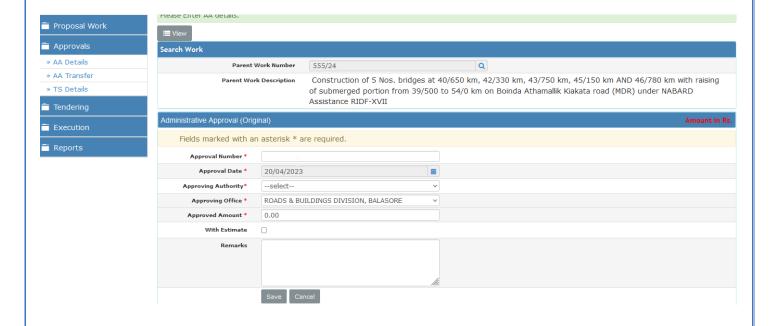
8. Approvals

Approvals in WAMIS are of two types: Administrative Approval and Technical Sanction.

8.1 AA Details

Selecting Works -> Approvals -> AA Details, displays 'AA Details' screen. This is the Screen for filling Administrative Approval Details for the selected work.

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.





Field Description:

AA Number: Enter the AA Number for the work.

AA Date: Select the AA approval date

Authority: Select the Approving Authority

AA Office: Select the Approving Office Name

AA Amount: Enter the approved amount for work.

Remarks: Enter the remarks for Administrative approval

- To add new entry click on the "Add" link.
- To edit the details click on the "Edit" link.
- To save the entered values click on the "Save" button.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- To view the list of AA entries click on the "View" link.
- To view the details of the AA select the Work through the "Search" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
- After AA details gets saved, Click on "Finalize" button to finalize the AA details against the work.
- For any modification, click on "Edit" button.
- Upon Finalization the AA details gets finalized successfully and button gets disable.

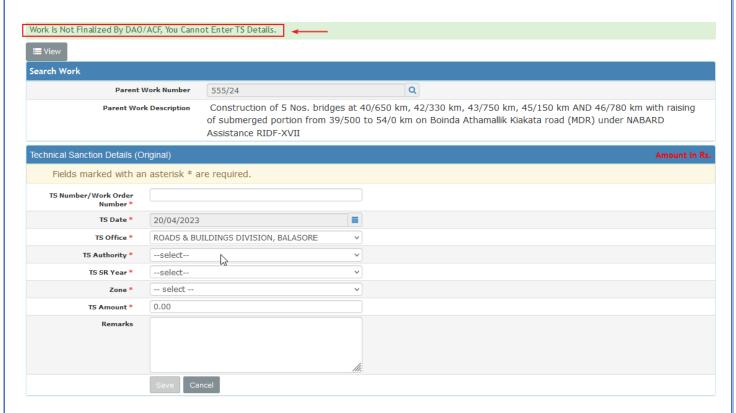




8.2 TS Details

Selecting Works -> Approvals -> TS Details, displays 'Technical Sanction Details' screen. This is the screen is used for filling the Technical Sanction Details for the selected work.

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.



Field Description:

TS Number: Enter the Technical Sanction Number for the work.

TS Date: Select the approval date

TS Office: Select the TS Approving Office Name

TS Authority: Select the TS Approving Authority

TS SR Year: Select TS SR year

Zone: Select Zone for SR rates

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

Remarks: Enter the remarks for technically sanction details.

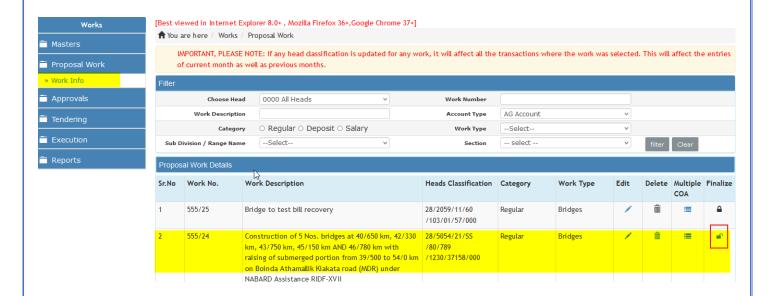


Note:

Before adding TS the respective work proposal should get finalized by Divisional Account Officer (DAO). Then only system will allow user to add/enter TS details.

Finalization of Work Proposal through DAO Login: -

After Logging into DAO user details select Works → Proposal Work. Now the list of works gets visible to DAO against which "Finalize" button has been facilitated. DAO clicks on it and finalizes the work proposal.



- To scrutinize the records of the work proposal, click on "Edit" icon.
- To remove the record, click on "Delete" icon.
- To Finalize the work, click on "Finalize" button.
- Then Continue for adding TS details.
- To add new entry click on the "Add" link.
- To edit the details click on the "Edit" link.
- To save the entered values click on the "Save" button.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- After TS details gets saved, Click on "Finalize" button to finalize the TS details against the work.
- For any modification, click on "Edit" button.
- Upon Finalization the TS details gets finalized successfully and button gets disable.



Record Saved Successfully.

Search Work

Parent Work Number 555/24 Q

Parent Work Description Construction of 5 Nos. bridges at 40/650 km, 42/330 km, 43/750 km, 45/150 km AND 46/780 km with raising of

submerged portion from 39/500 to 54/0 km on Boinda Athamallik Kiakata road (MDR) under NABARD Assistance RIDF-XVII

Vi	View Technical Sanction Details										ount in Rs.
Sr.	No.	TS Number/Work Order Number	TS Date	TS Type	SR Year	TS Zone	TS Amount	Edit	Delete	Finalize	Unfinalize
	1	1414	02/11/2022	Original	2017	Balasore Zone	5,000,000.00	1	â	<u>-</u>	Ē

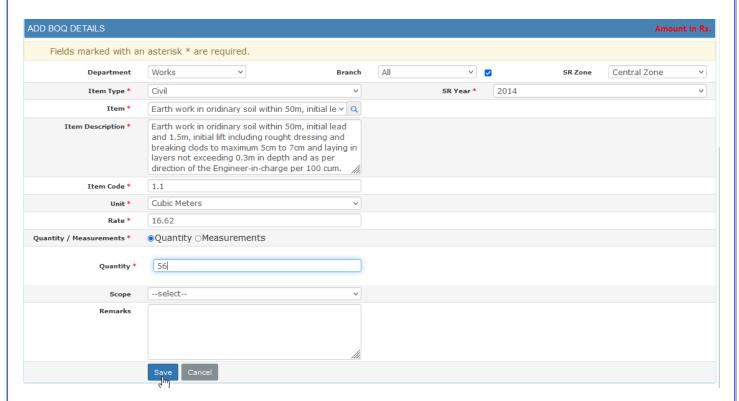


9. Tendering

9.1 BoQ Details

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.)



Item Type: Select the SR Item Type from the list populated

Item: Select the SR Item from the list populated

Item Description: Displays the Item Description for the selected Item.

Item Code: Displays the item code for the selected SR Item.

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

Rate: Displays the SR Item rate

Quantity/Measurement: Select whether entering Quantity or Measurement.

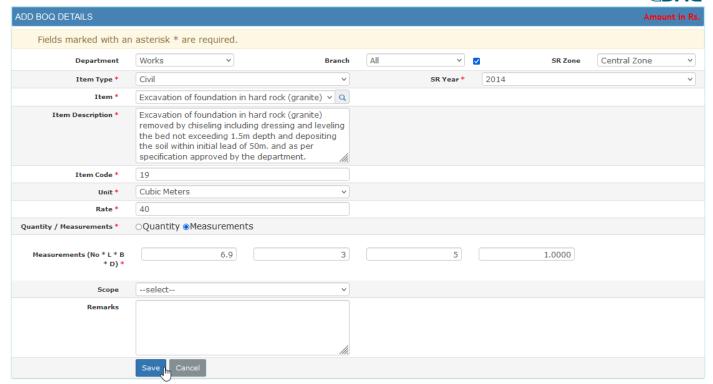
Quantity: Enter the Quantity to be executed for the Work.

Measurement: Enter the Measurements as Number, Length, Breadth & Depth.

Scope: Select the scope for the selected SR Item.

Remarks: Enter remarks if any.





- To add new entry click on the "Add" link.
- To add multiple SR Items in one go click on the "Add Multiple Items" link.
- To copy the BoQ Items from other works click on the "Copy BoQ" link.
- To edit the details click on the "Edit" link.
- To save the entered values click on the "Save" button.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- To delete all the BoQ Items click on the "Delete All" link.
- To view the list of BoQ entries click on the "View" link.
- To view the details of the BoQ select the Work through "Search" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



[Best viewed in Internet Explorer 8.0+ , Mozilla Firefox 36+, Google Chrome 37+]

♠ You are here / Works / Tendering Record Saved Successfully. Search Work Parent Work Number 555/24 Q Construction of 5 Nos. bridges at 40/650 km, 42/330 km, 43/750 km, 45/150 km AND 46/780 km with raising of submerged portion from 39/500 to 54/0 km on Boinda Athamallik Kiakata road (MDR) under NABARD Assistance RIDF-XVII Work Number 555/24/1 Construction of 5 Nos. bridges at 40/650 km, 42/330 km, 43/750 km, 45/150 km AND 46/780 km with raising of **Work Description** submerged portion from 39/500 to 54/0 km on Boinda Athamallik Kiakata road (MDR) under NABARD Assistance RIDF-XVII

hard rock (granite) removed by chiseling including dressing and leveling the bed not exceeding 1.5m depth and depositing the soil within initial lead of 50m. and as per specification approved by the			Item Description	Scope	Unit	SR	Department	Zone	Rate	Quantity	Amount	Edit	Delete	Select
Zone Zone Zone Zone Zone Zone Linu Earth work in oridinary soll within 50m, initial lead and 1.5m, initial lift including rought dressing and breaking clods to maximum 5cm to 7cm and laying in layers not exceeding 0.3m in depth and as per direction of the Engineer-in-charge per 100 cum. Zone Zone Linu Earth work in oridinary soll within 50m, initial lead and 1.5m, initial lead of 50m, and as per specification approved by the	No.	Code				Year								
within 50m, initial lead and 1.5m, initial lift including rought dressing and breaking clods to maximum 5cm to 7cm and laying in layers not exceeding 0.3m in depth and as per direction of the Engineer-incharge per 100 cum. 3 19 Excavation of foundation in hard rock (granite) removed by chiseling including dressing and leveling the bed not exceeding 1.5m depth and depositing the soil within initial lead of 50m. and as per specification approved by the	1	1	Earth work in ordinary soil			2014	Works		0.0000	0.0000	0.00		i	
charge per 100 cum. 2014 Works Central Zone Excavation of foundation in hard rock (granite) removed by chiseling including dressing and leveling the bed not exceeding 1.5m depth and depositing the soil within initial lead of 50m. and as per specification approved by the	2	1.1	within 50m, initial lead and 1.5m, initial lift including rought dressing and breaking clods to maximum 5cm to 7cm and laying in layers not exceeding 0.3m		cum	2014	Works		16.6200	44.0000	731.28	*		
hard rock (granite) removed by chiseling including dressing and leveling the bed not exceeding 1.5m depth and depositing the soil within initial lead of 50m. and as per specification approved by the			_											
department.	3 1		hard rock (granite) removed by chiseling including dressing and leveling the bed not exceeding 1.5m depth and depositing the soil within initial lead of 50m. and as per specification		cum	2014	Works		40.0000	103.5000	4,140.00	1	î	

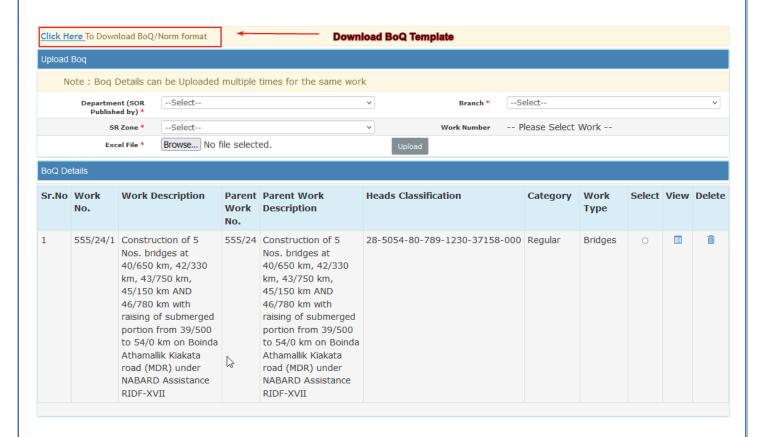
Copy BoQ 🐘 Add Add Multiple Item Delete All Delete Selected



9.2 Upload BoQ Details

Selecting Works -> Tendering -> Upload BoQ Details, displays 'Upload BoQ Details' screen. This screen is used to prepare the Bill of Quantity (BoQ) for the selected Work by uploading BOQ Excel template.

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



- To upload BoQ first user needs to download the template of BoQ provided in the screen.
- Enter and save the BoQ item details in the excel template and prepare to upload.

F3	3	f _x 2017				,
4	Α	В	С	D	E	F
1	Item Code	Item Description *	Quantity *	Rate *	Unit *	Sr Year
2		basement, tie beams, walls and steps in following types of soil including moorum, hard stony earth, earth mixed with boulders, Laterite rocks etc but not requiring blasting with initial leads and lifts including dressing and leveling the bed sides up	1554.28	207.9	Cubic Meters	2017
3		Earthwork in excavation upto 1.50mtr depth of foundation trenches for columns, basement, tie beams, walls and steps in following types of soil including moorum, hard stony earth, earth mixed with boulders, Laterite rocks etc but not requiring blasting with initial leads and lifts including dressing and leveling the bed sides up to rrequired depth and depositing the excavated materials at places away from the work site with T&P for shoring, shuttering, dewatering if rrequired etc. complete as per the drawing, design including cost of all labour, T&P etc. as rrequired for the work complete as directed by the Engineer-in-charge. In all kinds of soil Upto 1.5m depth 2-BHK SMALL (Single Unit)	499.64	207.9	© Cubic Meters	2017
4		Earthwork in excavation upto 1.50mtr depth of foundation trenches for columns, basement, tie beams, walls and steps in following types of soil including moorum, hard stony earth, earth mixed with boulders, Laterite rocks etc but not requiring blasting with initial leads and lifts including dressing and leveling the bed sides up to rrequired depth and depositing the excavated materials at places away from the work site with T&P for shoring, shuttering, dewatering if rrequired etc. complete as per the drawing, design including cost of all labour, T&P etc. as rrequired for the work complete as directed by the Engineer-in-charge. In all kinds of soil Upto 1.5m depth 2-BHK SMALL (Half Unit)	344.59	207.9	Cubic Meters	2017
		Earthwork in excavation upto 1.50mtr depth of foundation trenches for columns, basement, tie beams, walls and steps in following types of soil including moorum, hard stony earth, earth mixed with boulders, Laterite rocks etc but not requiring blasting with initial leads and lifts including dressing and leveling the bed sides up to rrequired depth and depositing the excavated materials at places away from the work site with TRP for shoring, shuttering, dewatering if required etc. complete as				



Field Description:

Department (SOR published by): Select the department name as Works

Branch: Select the branch name.

SR Zone: Select the zone for SR rates.

Work No: Select the radio button for the particular work.

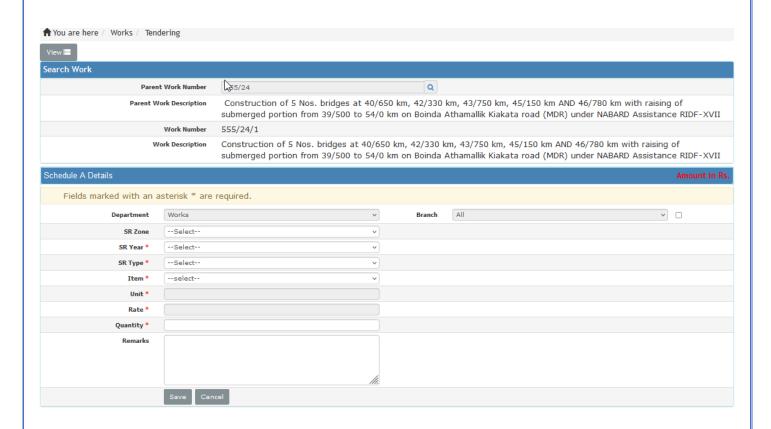
Excel File: Browse the BoQ excel template which is prepared for that particular work.

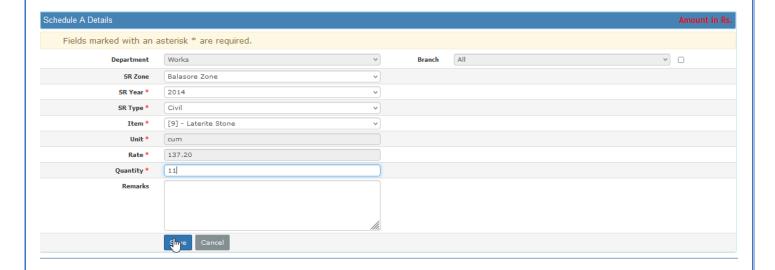
- To download BoQ Excel Template click on "Click Here" link.
- To get the Work No click on "Select" radio button.
- To upload BoQ details, browse the BoQ excel template click on the "Upload" button.
- To save the entered values click on the "Save" button.
- To view the BoQ details click on the "View" button.
- To delete the entry click on the "Delete" button.
- BoQ can be uploaded/Deleted /Modified if the tender details are not filled up for that work. Once the tender details are filled up, no BoQ will be uploaded for the work.
- BoQ will be upload as per the given format in WAMIS only .No Other format BoQ will be uploaded in wamis.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



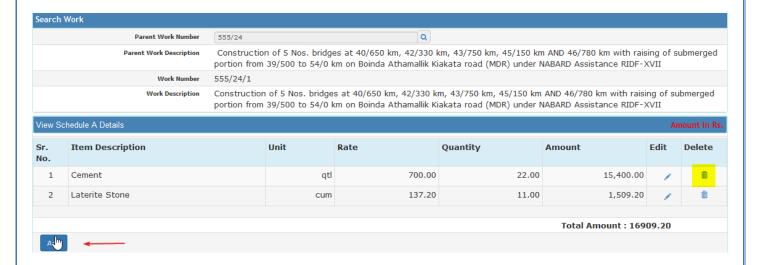
9.3 Schedule A Details

Selecting Works -> Tendering -> Schedule A Details, displays 'Schedule A Details' screen. This Screen is used for filling the Schedule "A" details for the Materials provided by the Department to the Contractor for execution of the selected work.









Field Description:

Item: Select the item to be provided to the contractor.

Unit: Display the unit for the selected Item.

Rate: Display the rate for the selected Item.

Quantity: Enter the quantity to be issued to the contractor.

Remarks: Enter the remarks if any.

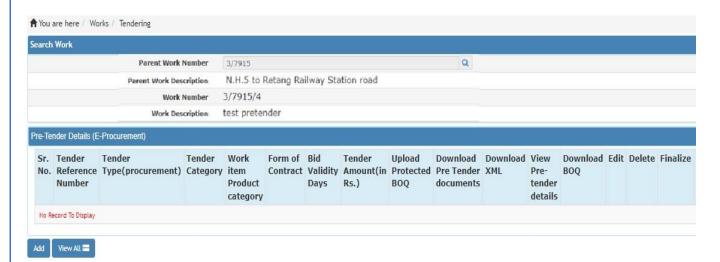
- To add new entry click on the "Add" link.
- To edit the details click on the "Edit" link.
- To save the entered values click on the "Save" button.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- To view the list of Schedule A entries click on the "View" link.
- To view the details of the Schedule A select the Work through "Search" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



9.4 Pre-Tender Details

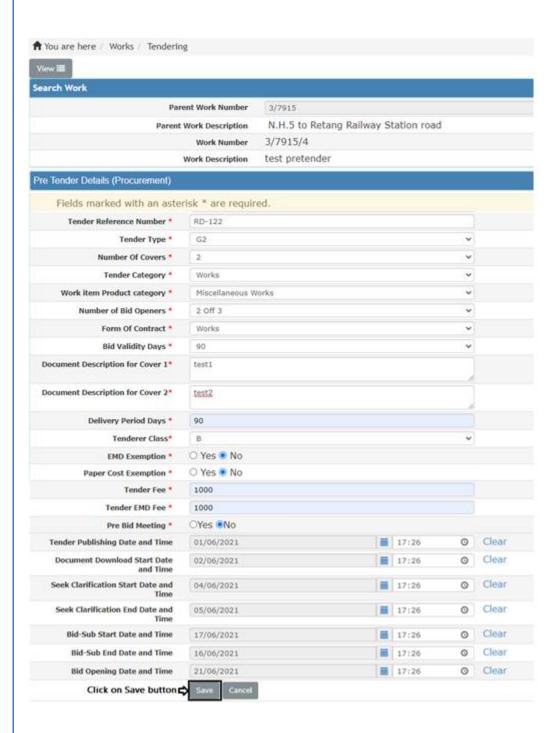
By selecting Works->Tendering ->Pre Tender Details, displays 'Pre Tender Details' screen. The Pre-Tender details required for GEPNIC portal can be prepared and submitted through the services. The below flow chart demonstrates the tender process flow.





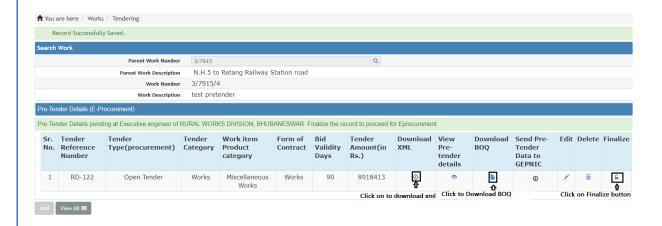
- Click on Add button after search and select the work number.
- Then the screen will be redirect to pre tender screen





- Enter tender reference number.
- Select Tender Type, Number of covers, Tender Category, work item product category, Number of Bid Openers, Form of Contract, Tender Class etc...
 like mandatory fields.
- Select Tender Publishing Date, Bid Opening Date etc....
- Click on Save button to save pretender details.





- Then user will redirect to Pre-Tender Detail List.
- By clicking on Download BOQ user can download BOQ and XML document.
- User also can edit pre tender details and also can delete by clicking on edit and delete button.
- Click on Finalize-to-finalize data.
- Pre-Tender detail can be push to GEPNIC by clicking on the button

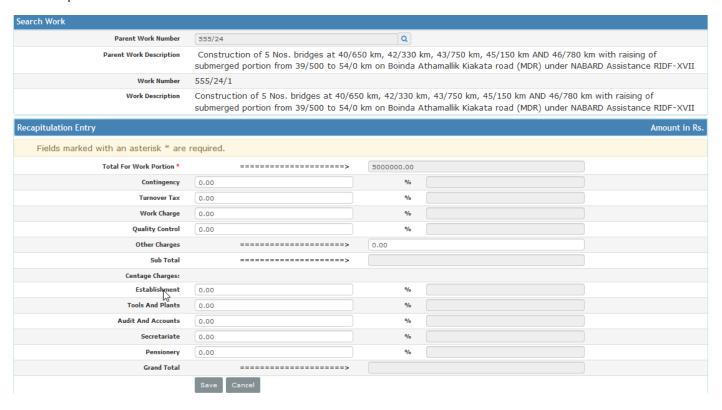


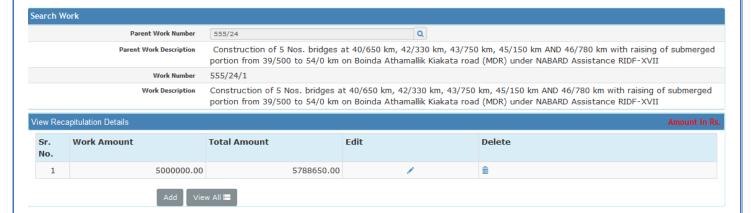
- User can view Pre tender details by clicking on button.
- User need to transfer to higher authority like circle officer login in case of Tender Inviting authority is Circle Officer by clicking on 'Transfer to SE' button.



9.5 Recapitulation Entry

Selecting Works -> Tendering -> Recapitulation Entry, displays 'Recapitulation Details' screen. This Screen is used to enter recapitulation details for the selected work.



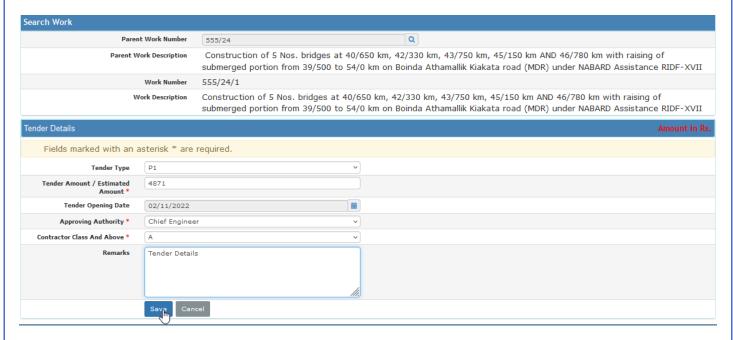


- To add new entry click on the "Add" link.
- To edit the details click on the "Edit" link.
- To save the entered values click on the "Save" button.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- To view the list of Recapitulation entries click on the "View" link.
- To view the details of the Recapitulation select the Work through "Search" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



9.6 Tender Details

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



Field Description:

Tender Type: Select the tender type.

Tender Amount: Enter the Tender Amount, calculated from the BoQ

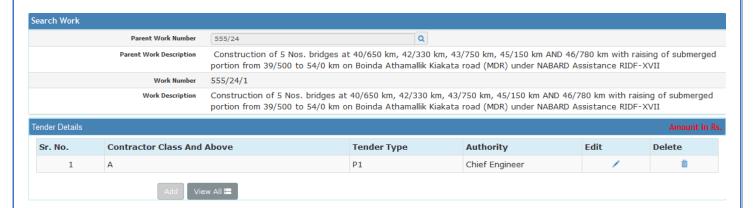
Tender Opening Date: Select the Tender Opening Date

Approving Authority: Select the Tendering authority

Contractor Class And Above: Select the contractor class

Remarks: Enter the remarks if any

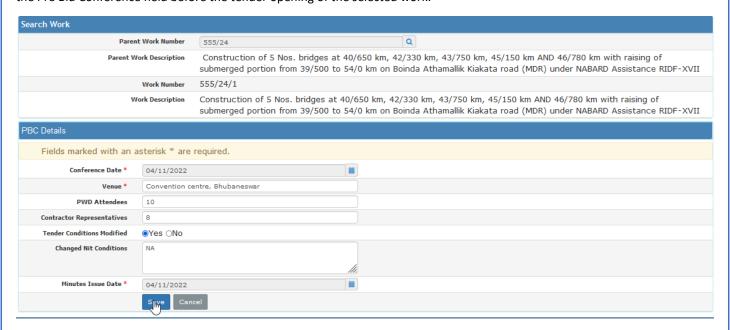




- To add new entry click on the "Add" link.
- To edit the details click on the "Edit" link.
- To save the entered values click on the "Save" button.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- To view the list of Tender entries click on the "View" link.
- To view the details of the Tender select the work through "Search" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

9.7 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.







Field Description:

Conference Date: Select conference date

Venue: Enter venue details

PWD Attendees: Enter the name of PWD representative

Contractor Representatives: Enter the name of contractor's representatives

Nit Conditions Modified: Select whether the Nit condition modified or not.

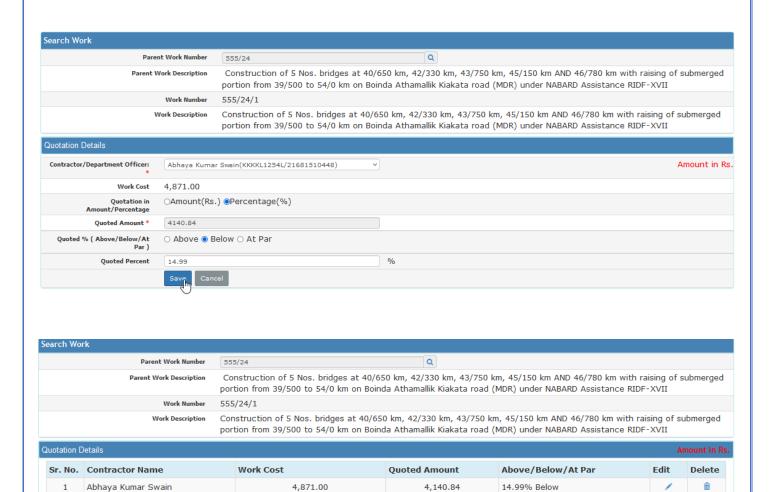
Minutes Issue Date: Select minutes issue date

- To add new entry click on the "Add" link.
- To edit the details click on the "Edit" link.
- To save the entered values click on the "Save" button.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- To view the list of PBC entries click on the "View" link.
- To view the details of the PBC select the work through "Search" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



9.8 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. The user must fill this entry before going further. Contractor simply quotes the amount, difference percentage will calculate automatically.



Field Description:

Percentage Rate

Contractor: Select the name of the Contractor for whom the quotation is being entered

Work Cost: Displays the Amount of the Work from Tender

Quotation in Amount/Percentage: Select whether the Quotation is in amount or the percentage

Quoted Amount: Enter the Quoted amount of the Contractor or displays the quoted amount calculated from the Quoted Percentage

Quoted % Above/Below/At Par: Displays whether the Quoted amount is above or below or equal to the Work amount



Quoted Percent: Displays the Quoted Percentage calculated from the Quoted amount or enter the Quoted Percentage

Item Rate

Contractor: Select the name of the Contractor for whom the quotation is being entered

Item Id: Displays the id of item which comes from SR

Item Description: Displays the BoQ Item for which the quoted amount is to be entered

Unit: Displays the BoQ Item Unit

Rate: Displays the BoQ Rate for the Item

Quantity: Displays the Quantity of the BoQ Item

Amount: This field is the multiplication of Rate and Quantity fields

Contractor Rate: Enter the Quoted Rate of the Contractor for the BoQ Item

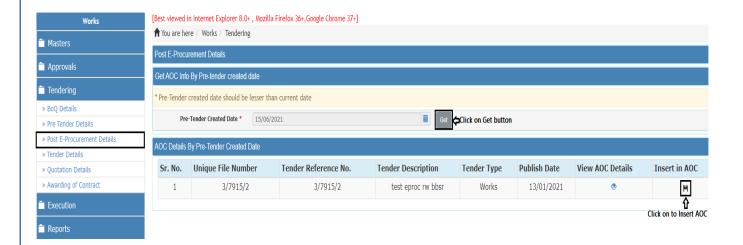
Above/Below/At Par: Displays whether the Quoted amount is above or below or equal to the BoQ amount

- To add new entry click on the "Add" link.
- To edit the details click on the "Edit" link.
- To save the entered values click on the "Save" button.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- To view the list of Quotation entries click on the "View" link.
- To view the details of the Quotation select the work through "Search" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



9.9 Post Tender Details

By selecting Works->Tendering ->Post E-Procurement Details, displays 'Post E-Procurement Details' screen. After e-procurement shares the agreement details same will be consumed by WAMIS otherwise Division will enter agreement details.



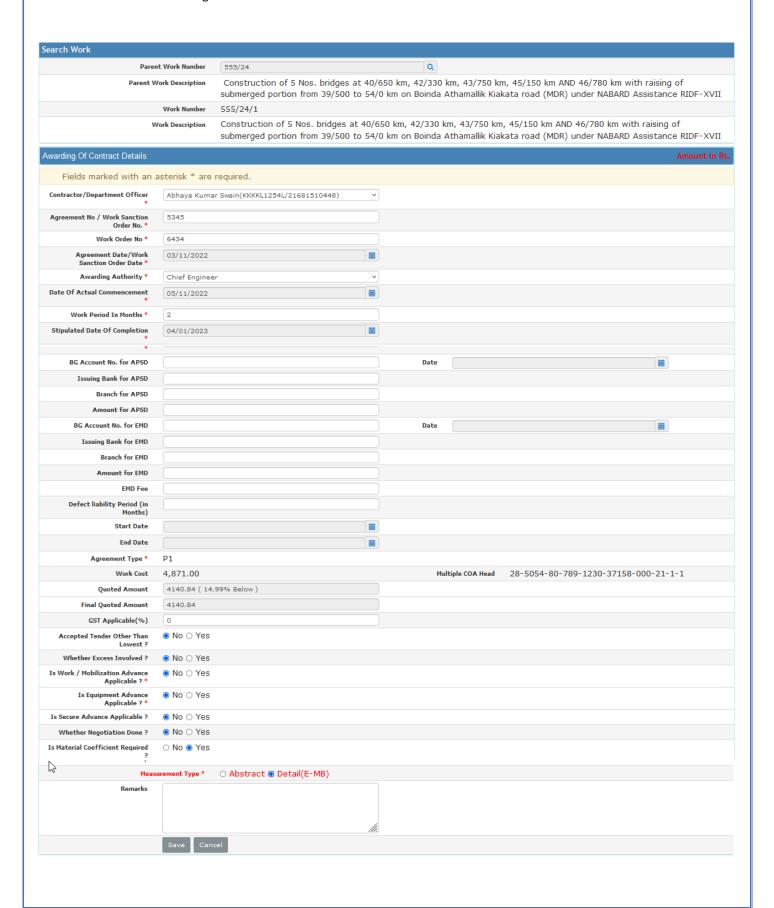
- User needs to Get AOC data from GEPNIC by selecting the date.
- By clicking on View AOC Details mail user can view AOC detail

AOC D	etails					Click on to c	
Unique	File Number	3/7915	/2		Tender Id	2021_EICCL_66462_1	
Tender Numbe	Reference er	3/7915	/2		Work Item Id	345047	
Tender	Description	test ep	roc rw bbsr		Tender Type	Works	
Publish	ned Date	13/01/	2021 14:00:00		No. of Bids	3	
Contra	ct Date	13/01/	2021 00:00:00		Contract No.	54452	
ORG Id		367			Organization Name	EIC-CIVIL SERNB-CIRCLE- CENTRAL EERNB-DIVN-II-BBSR	
Curren	су	INR			Remarks	NIL	
Qualifi S.No	ed Bidder Deta		Qualified Bidder Name	Qualified Bid GSTIN	Quoted Value	Bid Submitted Date	
1	1481060		GAGAN CHANDRA PRADHAN	21AKRPM7224O1P6	100818200	23/02/2021 13:46:18	
Non Q	ualified Bidder	Details					
S.No	Non Qualified	Bid Id	Non Qualified Bidder Name	Non Qualifie	d Bid GSTIN	Bid Submitted Date	
1	1478851		RAMESH CHANDRA BISWAL	21AJFPB9416	K2ZE	19/02/2021 17:34:27	
2 1480152			PRASANTA KUMAR NAYAK	21AGUPN9925	5L17W	23/02/2021 16:22:28	



9.10 Awarding of Contract

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





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 work agreement date

Awarding Authority: Select awarding authority

Date of Actual Commencement: Select date of actual commencement

Work Period in Months: Enter work period in months

Stipulated Date Of Completion: Select stipulated date of completion

Agreement Type: Select the Agreement Type

Work Cost: Displays the Work Cost as per the Tender

Quotation in Amount/Percentage: Select whether the Quotation is in amount or the percentage

Quoted Amount: Displays the Quoted Amount of the Contractor

Quoted % Above/Below/At Par: Displays whether the Quoted amount is above or below or equal to the Work amount

Quoted Percent: Displays the Quoted Percentage calculated from the Quoted amount or enter the Quoted Percentage

Accepted Tender Other Than Lowest: Select option whether accepted tender other than lower

Whether Excess Involved: Select whether excess involved or not

Whether Negotiation Done: Select whether negotiation being done or not

Negotiated %: Displays the negotiated percentage is above/below or at par

Accepted Percent: Enter the negotiated percentage (only for Percentage Type)

Remarks: Enter the remarks if any

- To add new entry click on the "Add" link.
- To edit the details click on the "Edit" link.
- To save the entered values click on the "Save" button.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- To view the list of Awarding entries click on the "View" link.
- To view the details of the Awarding select the work through "Search" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

• In Awarding details user has choice to either select "Abstract" or "e-MB" mode of Bill. Select any one from option available in radio button.



Finalization of Awarding details by DAO:

Selecting Works -> Tendering -> Awarding of Contract, displays 'Awarding of Contract' screen in DAO Login. The details of agreement get visible here to DAO.

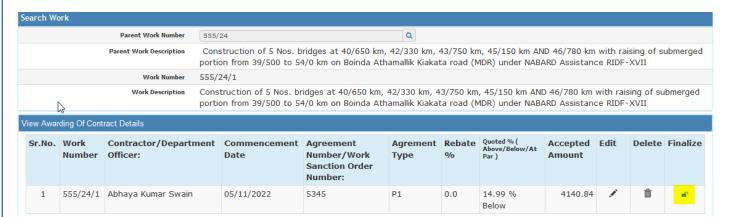
- To modify/view the agreement details, click on "Edit" icon and update the record if needed.
- To Finalize the agreement details, click on "Finalize" icon.



Finalization of Awarding details by DO:

Selecting Works -> Tendering -> Awarding of Contract, displays 'Awarding of Contract' screen in DO Login. The details of agreement get visible here to DO.

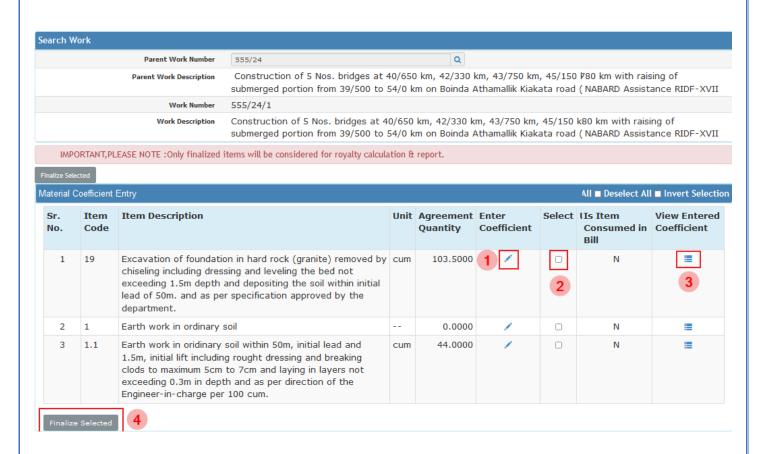
- DO does not have any privilege to edit the agreement details.
- To Finalize the agreement details, click on "Finalize" icon.

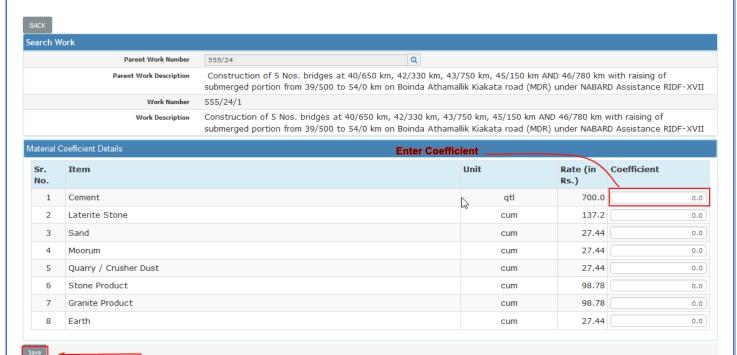




9.11 Material Co-efficient Entry

Selecting Works -> Tendering -> Material Coefficient entry, displays "Material Coefficient Screen" screen. This screen is used to enter the detail coefficient against the material used against each BoQ items.





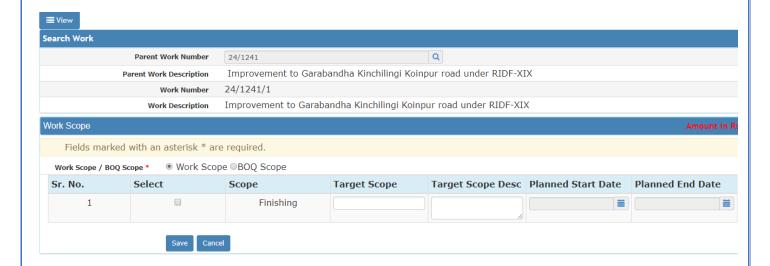


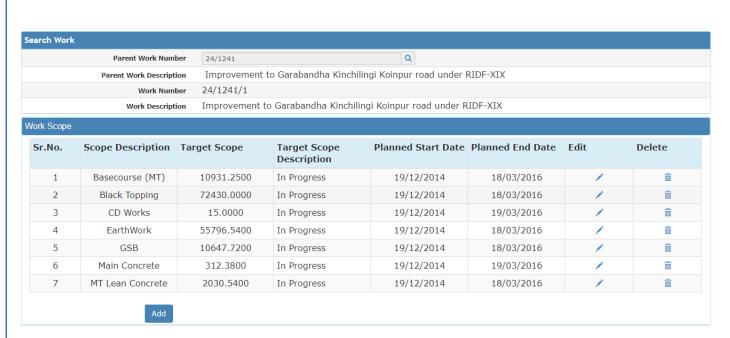
- To add coefficient, click on "Edit" button.
- · Enter coefficient against items.
- To save the entered coefficient, click on save button.
- To view entered coefficient, click on "View Entered Coefficient".
- To Select for finalization of coefficient, Select check box.
- To Finalize selected items, click on "Finalize Selected".

10. Execution

10.1 Work Scope

Selecting Works -> Execution -> Work Scope, displays 'Work Scope' screen. This screen is used to enter the planning dates for the selected work. Based on these planned dates the Physical Scope will be calculated. The scopes for the work are shown from the scopes mapped in the BoQ.







Field Description:

Select: Select the Check Box for which the entries are to be made.

Scope: Displays the name of the Scope.

Target Scope: Enter the total quantity which is to be consumed under that particular scope.

Target Scope description: Enter the description of the scope.

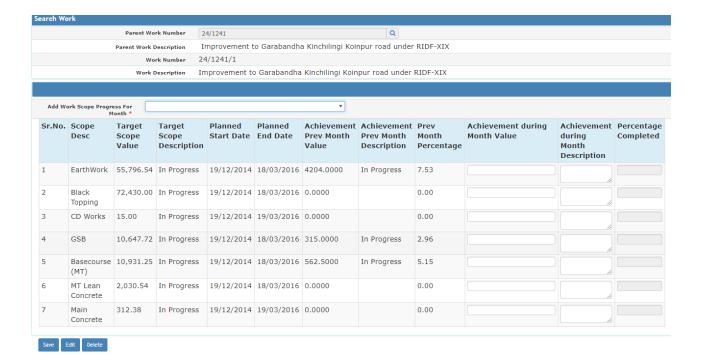
Planned Start Date: Select the Planned Start Date for the selected Scope.

Planned End Date: Select the Planned End Date for the selected Scope.

- To add new entry click on the "Add" link.
- To edit the details click on the "Edit" link.
- To save the entered values click on the "Save" button.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- To view the list of Scope entries click on the "View" link.
- To view the details of the Scope select the work through "Search" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

10.2 Work Scope Progress

Selecting Works -> Execution -> Work Scope Progress, displays 'Work Scope progress' screen. This screen is used to enter the achievement on monthly basis against the targeted scope for the selected work. Based on these Physical progress will be calculated. The scopes for the work are shown from the scopes mapped in the BoQ.





Field Description:

Add Work Scope progress for the month: Select the Month for which the entries are to be made.

Scope Desc: Displays the name of the Scope.

Target Scope Value: Displays total quantity which is to be consumed under that particular scope.

Target Scope description: Displays description of the scope.

Planned Start Date: Displays the Planned Start Date for the selected Scope.

Planned End Date: Displays the Planned End Date for the selected Scope.

Achievement Prev Month Value: Displays the Achievement completed in previous month for the selected Scope.

Achievement Prev Month Desc: Displays the description of the Achievement completed in previous month

Prev Month Percentage: Displays the percentage of the Achievement completed in previous month

Achievement during Month Value: Enter the Achievement completed during the month for the selected Scope.

Achievement during Month Desc: Enter the Achievement description during the month.

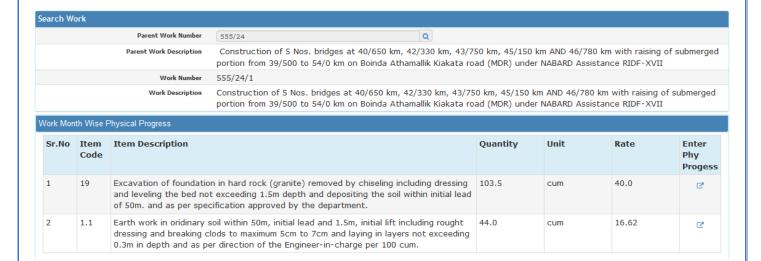
Percentage Completed: Displays the percentage of the Achievement during the month.

- To edit the details, click on the "Edit" link.
- To save the entered values click on the "Save" button.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

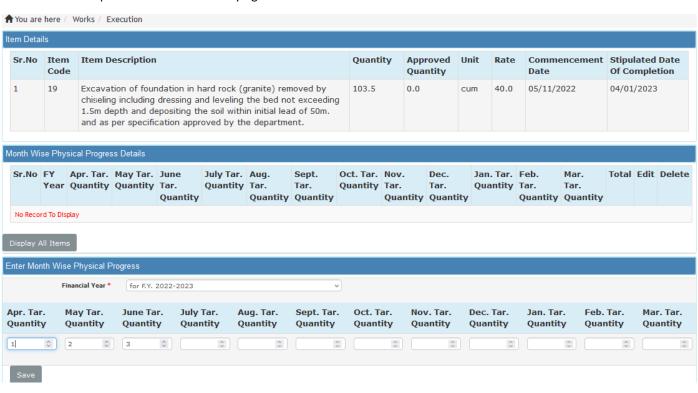


10.3 Monthly wise Physical Target (As per BoQ)

Selecting Works -> Execution -> Monthly wise Physical Target, This screen is used to enter the physical progress details as per BoQ items for the selected work.

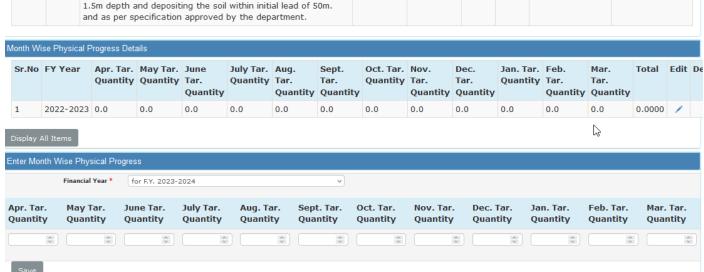


- To enter physical target, click on "Edit' icon.
- Enter respective month wise target quantity.
- To save the target quantities as per month, click on "Save" button.
- To update/modify the target quantities, click on "Edit" button.
- Click on update button after modifying the record.





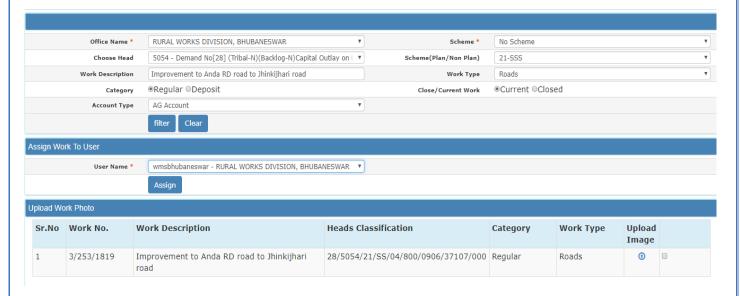
tem Details								
Sr.No	Item Code	Item Description	Quantity	Approved Quantity	Unit	Rate	Commencement Date	Stipulated Date Of Completion
1	19	Excavation of foundation in hard rock (granite) removed by chiseling including dressing and leveling the bed not exceeding 1.5m depth and depositing the soil within initial lead of 50m. and as per specification approved by the department.	103.5	0.0	cum	40.0	05/11/2022	04/01/2023



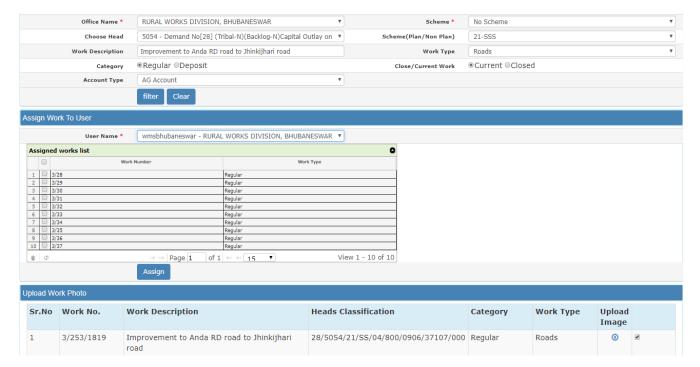


10.4 Upload Work Photo

Selecting Works -> Execution -> Upload Work Photo, displays 'Upload Work photo' screen. This screen is used to assign the Work against the usernames by using which the geo-tagged photos will be uploaded through WAMIS Mobile Application.



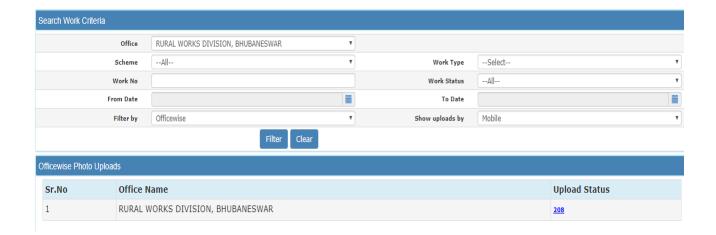
- To filter the details of the Works based on "Work description" and/or "Work type" click on "Filter" button to filter data and "Clear" button to clear filter
- To select the particular work for assigning purpose click on the "Checkbox".
- To assign a particular work against any username after selecting from checkbox click on the "Assign" button.
- To delete the assigned work entry click on the "Delete" link.
- To delete the uploaded photo against the particular work entry click on the "Upload Image" link of the work and then click on "Delete" link of the photo.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



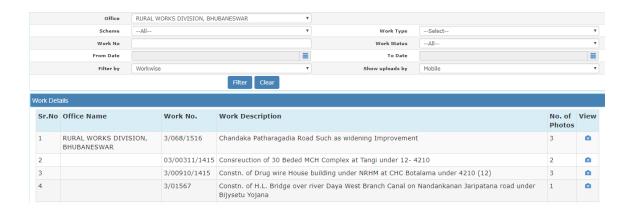


10.5 Work Photo Gallery

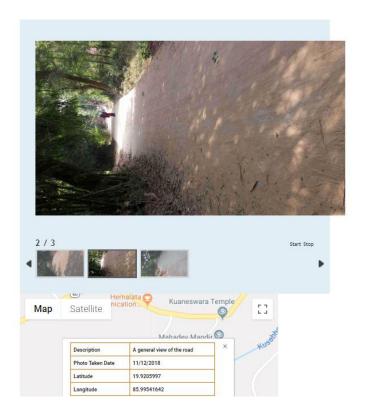
Selecting Works -> Execution -> Work Photo Gallery, displays 'Work photo gallery' screen. This screen is used to view the geo-tagged photographs along with longitude and latitude uploaded against the work through WAMIS Mobile Application.



- To filter the details of the Works based on "Work No", "Work type" and/or "Show Uploads By" click on "Filter" button to filter data and "Clear" button to clear filter.
- To view the number of photo entries against individual work click on the "Upload Status" link.
- To view the details latitude and longitude of the geo-tagged photograph entries click on the "View" link.









10.6 Completed/Closed/Drop

Selecting Works -> Execution -> Completed/Closed/Drop, This screen is used to add respective work proposals into Completed or Closed or Drop section list.

Initially in Close work screen users were closing the work simply adding the closing date. But now as per new requirement provided by RD Dept., CDAC has restructured and enhanced the screen with new features as Close/Drop/Completion for various works in WAMIS.

Characteristics of various functionalities: -

Closed Works

For those works whose agreement is present but Physical Completion Date is absent those work numbers get populated upon selecting **Closed** from the drop-down list.

Drop Works

Those works in WAMIS whose agreement details are not present will get populated upon selecting **Drop** from the drop-down list.

Completion Works

For those works whose agreement details have been present along with Physical Completion date but financial completion date is absent in WAMIS, such works will get populated upon selecting **Completion** from the drop-down List.

Feature Name	Agreement	Physical Completion
Closed Work	~	×
Drop Work	×	×
Completion Work	✓	~

Notes:

If a Parent work has multiple split IDs against it then in that case user needs to be aware of few things before Closing/Dropping the works or adding it to completion list.

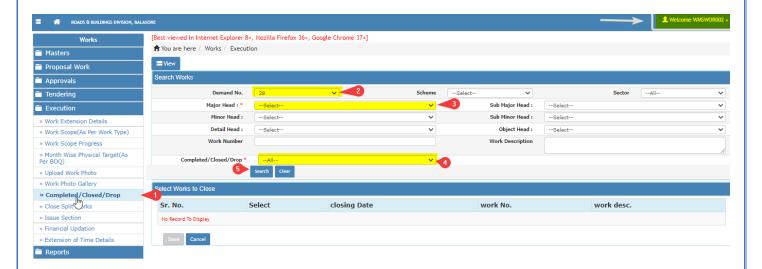
- In Close work scenario the parent work along with its split IDs must have agreement details present against it. Physical Completion Date should not be present against it for both parent and split IDs. System won't allow to view the work if in case the work doesn't fulfil the condition stated above.
- In Drop Work scenario the parent work along with its split IDs shouldn't contain any agreement details or Physical Completion against it. If the condition is not followed then desired work IDs won't get viewed upon selecting drop from drop down list.
- Similarly in Completion scenario both parent and split must have agreement details and Physical Completion date present against it. If in case a split ID doesn't have agreement & physical completion and User is expecting it to save it into completion list then system won't view the work in the list of completion work.



Close Work: -

In operator Login (WMS) user selects Works Module \rightarrow Execution \rightarrow Close/Drop/Completion.

Then user selects Demand No., Major Head and **Closed** from drop down filter header provided on the screen. On clicking Search button the list of work will get listed below who fulfils the conditions of closed work.



As shown in the image above user can proceed as follows:

- 1. Select Completed/Closed/Drop screen.
- 2. Choose Demand No.
- 3. Select Demand No.
- 4. Choose Closed from drop Down List.
- 5. Click on search button to generate the list of works which comes under Closed work scenario.



As shown in the image above user adds closing date and saves the work details.

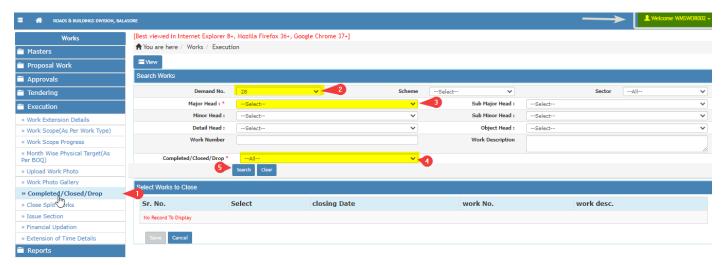
- 1. Click on check box to select the work.
- 2. Select Closing Date as desired.
- 3. Add suitable remarks upon closing the work details.
- 4. Click on Save button to save the details.
- 5. Successful message gets generated after saving the details.



Drop Work: -

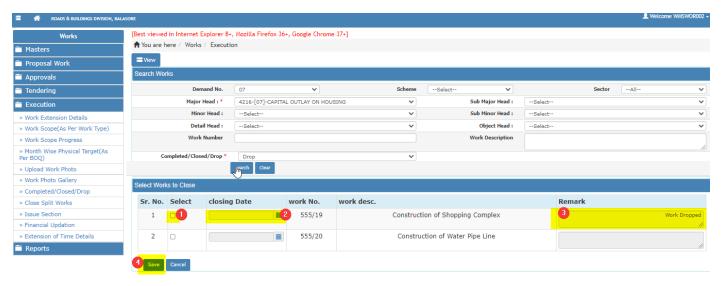
In operator Login (WMS) user selects Works Module \rightarrow Execution \rightarrow Close/Drop/Completion.

Then user selects Demand No., Major Head and **Drop** from drop down list provided on the screen. On clicking Search button the list of work will get listed below who fulfils the conditions of Drop work.



As shown in the image above user can proceed as follows:

- 1. Select Completed/Closed/Drop screen.
- 2. Choose Demand No.
- 3. Select Major Head.
- 4. Choose Drop from drop Down List.
- 5. Click on search button to generate the list of works which comes under Drop work scenario.



As shown in the image above user adds closing date and saves the work details.

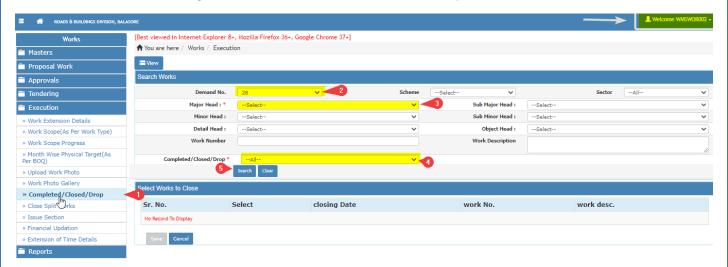
- 1. Click on check box to select the work.
- 2. Select Closing Date as desired.
- 3. Add suitable remarks upon closing the work details.
- 4. Click on Save button to save the details.
- 5. Successful message gets generated after saving the details.



Completed Work: -

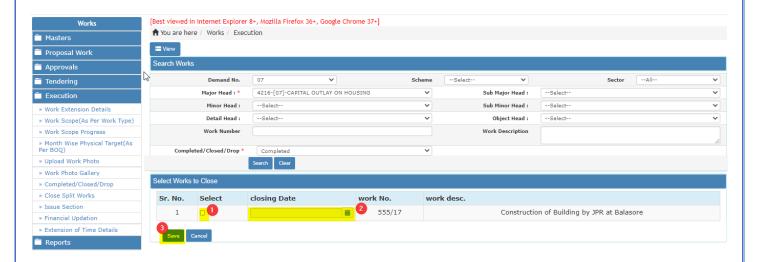
In operator Login (WMS) user selects Works Module \rightarrow Execution \rightarrow Close/Drop/Completion.

Then user selects Demand No., Major Head and **Completed** from drop down list provided on the screen. On clicking Search button the list of work will get listed below who fulfils the conditions of Drop work.



As shown in the image above user can proceed as follows:

- 1. Select Completed/Closed/Drop screen.
- 2. Choose Demand No.
- 3. Select Major Head.
- 4. Choose Completed from drop Down List.
- 5. Click on search button to generate the list of works which comes under Completed work scenario.



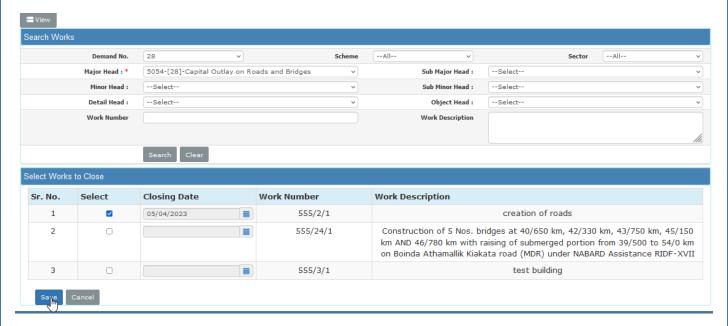
As shown in the image above user adds closing date and saves the work details.

- 1. Click on check box to select the work.
- 2. Select Closing Date as desired.
- 3. Click on Save button to save the details.
- 4. Successful message gets generated after saving the details.

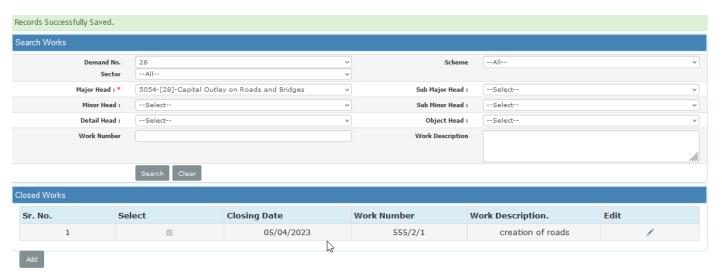


10.7 Close Split Works

Selecting Works -> Execution -> Close Split Works, displays 'Close Split Works' screen. This screen is used to enter the closing date for the selected split work. After entering the closing date for the split work, this work will not be displayed in Budget, Billing and Accounting modules for entry but will be available for reporting purpose. Closing of a split work will not close the other split works for the same parent work.



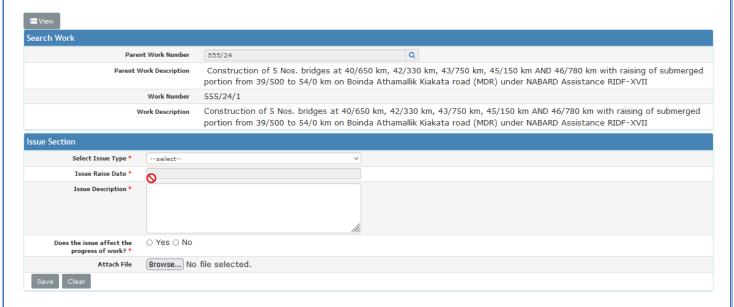
- To close new works, click on the "Add" link.
- To edit the details of closed works, click on the "Edit" link.
- To save the entered values click on the "Save" button.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To view the list of closed splits works click on the "View" link.
- To view the details of the closed split work, select the Split Work through "Search" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.





10.8 Issue Section

Selecting Works -> Execution -> Issue Section, displays 'Issue Section' screen. This screen is used to enter the issues related to the work.



Field Description:

Select Issue Type: Select the Issue type as Private Land Acquisition, Tree Cutting etc of the work

Issue Forwarded To: Enter the name of the official to whom issue will be forwarded.

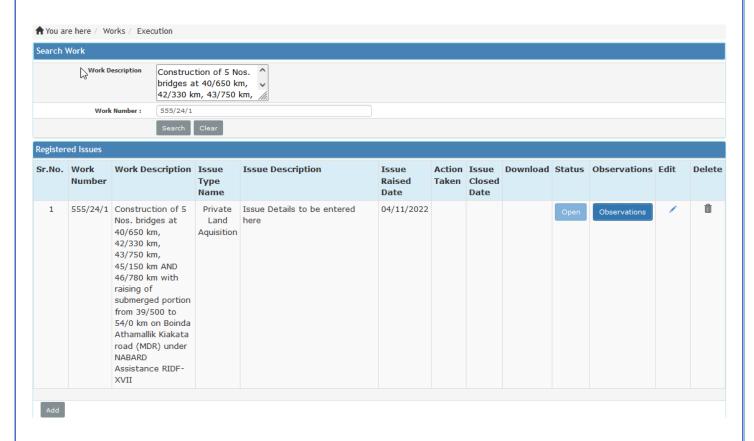
Issue Raise Date: Select the issue raised date of the work.

Issue description: Enter the detailed description of the issue.

Attach File: Browse the file or document which is to be attached.

- To add new entry click on the "Add" link.
- To edit the details click on the "Edit" link.
- To save the entered values click on the "Save" button.
- To clear the entry click on the "Clear" link.
- To save the modified values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- To delete the entry click on the "Delete" link.
- To know the status of the issue click on "Open" button.
- To close the issue click on "Close" radio button and enter the closing date and click on "Save changes" button.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.





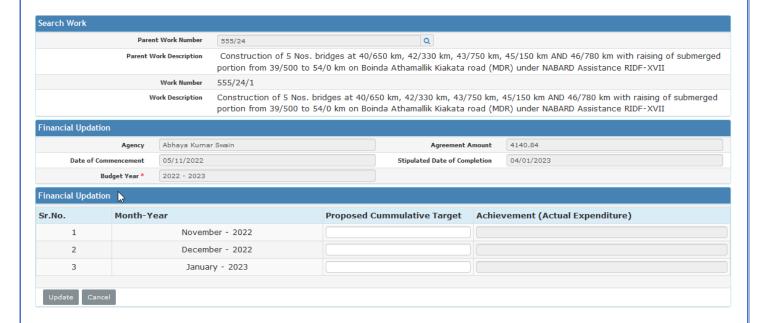
- To enter observation details, click on "Observation" button.
- Enter Observation details and also upload relevant document.





10.9 Financial Updation

Selecting Works -> Execution -> Financial Updation, displays 'Financial Updation' screen. This screen is used to enter the Financial Cumulative Target for the selected work of the budgeted year month wise. Based on the Target, the Achievement (Actual Expenditure) will display on monthly basis for the work. Based on these Financial progress will be calculated.



Field Description:

Agency: Displays the agency name of the work

Agreement Amount: Displays the agreement amount of the work.

Date Of Commencement: Displays the commencement date of the work.

Stipulated date of completion: Displays the completion date of the work.

Budget Year: Select the budget year of the work.

Proposed Cumulative Target: Enter the proposed cumulative target date of the work on monthly basis.

Achievement (Actual Expenditure): Based on the Target, the Achievement (Actual Expenditure) will display on monthly basis for the work.

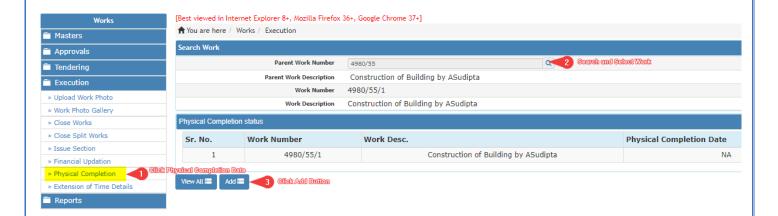
- To save the entered values click on the "Update" button.
- To cancel the entry or the modification click on the "Cancel" link.
- You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



10.10 Physical Completion

Selecting Works -> Execution -> Financial Updation, displays 'Financial Updation' screen. To Add physical completion date user needs to Login into through Divisional Officer and follow the procedure as given below.

Note: "The Physical Completion Date can only be added into the system only & when Agreement detailsis present for a work".



- > Step 1. Click on Physical Completion.
- > Step 2. Search Parent work and select work Number.
- > Step 3. Click on Add Button.
- > Step 4. Save the date of Physical Completion Date.
- > Step 5. Upload Physical Completion Certificate.
- > Step 6. Click on "Save" button to save the Physical Completion.
- Step 5. Physical Completion date saved successfully. (Will be seen on top of the screen)

