

## Step by Step guide to access and modify Measurement Book after unfinalization.

- 1 User after unfinalization of MB Book will proceed to Divisional Officer Login.



### Login

User Name  
amsanugulee

Password  
\*\*\*\*\*

Login Reset Forgot Password ?

### Step-by-step overview of the process: -

#### 1. Measurement Book Creation:

Measurement Books are created, containing various cycles with measurements details of each Bill of Quantity (BoQ) item.

#### 2. Measurement Book Finalization:

The Section Officer (SO) receives the detailed measurements from the draft measurement of the respective Measurement Book cycle. The SO finalizes the Measurement Book and sends it to the Sub-Divisional Officer (SDO).

#### 3. SDO Finalization:

The SDO reviews the Measurement Book and finalizes it further. After SDO finalization, it moves up the approval hierarchy.

#### **4. Divisional Officer Approval:**

The Divisional Officer reviews and approves the Measurement Book. Once approved, the cycle is ready to be used in billing.

#### **5. Unfinalization Request:**

If the Department User requests any changes in a measurement cycle, the CDAC support team unfinalizes the respective Measurement Book cycle.

#### **6. User Correction Screen:**

After unfinalization, the Department User proceeds to the Divisional Officer Login and accesses the Measurement Book Correction screen. Here, the user searches for the specific work, selects the Measurement Book No., and cycle that has been unfinalized.

#### **7. Edit or Delete Measurements:**

In the Correction screen, the user can edit the measurements or delete them if necessary. Two delete options are provided - "Delete All" to remove all measurements from the respective measurement cycle and "Delete" to remove specific measurement details.

#### **8. Draft Measurement by SO:**

If measurements are deleted, they are moved to the "Draft Measurement by SO" screen in the Section Officer's Login. The Section Officer can further edit the measurements in the draft or finalize them again.

#### **9. Re-Finalization Process:**

The process of finalization continues from each office, i.e., the Section Officer, SDO, and Divisional Officer, until the cycle is approved by the Divisional Officer.

#### **10. Cycle Ready for Billing:**

Once the Measurement Book cycle is re-approved by the Divisional Officer, it becomes ready to be consumed in billing processes.

2 Click "Measurement Info" under Billing Module.

The screenshot shows a web application interface with a navigation menu. The menu is organized into several sections: Settings, MO Sarkar, Billing, Totms, Accounts, and Works. The 'Billing' section is highlighted, and the 'Measurement Info' option is circled in orange. The 'Measurement Info' option is located under the 'Billing' section, which also includes 'Bill Info' and 'Reports'. The 'Totms' section includes 'iOTMS data'. The 'Accounts' section includes 'Application', 'Machinery', 'Deposits', 'MPWA', 'CSSA', 'General', 'Monthly Entries', 'Stock and Purchase', and 'Other Balances'. The 'Works' section includes 'Masters', 'Approvals', 'Tendering', 'Execution', and 'Reports'. The 'MO Sarkar' section includes 'Reports', 'Estimates', and 'Works'. The 'Settings' section includes 'Settings' and 'Details'. The 'Home Screen' tab is selected in the top navigation bar.

3 Click "» Measurement Book For Correction" under Measurement Info Screen.

The screenshot shows the 'Measurement Info' screen in a web application. The page title is 'RURAL WORKS DIVISION, ANGUL'. The 'Billing' section is expanded, showing a list of options: 'Measurement Info', '» MB Book Issue Entry', '» Measurement Book For EE', '» Measurement Book For Correction', and '» Bill Tracker'. The 'Measurement Book For Correction' option is circled in orange. The 'Bill Info' and 'Reports' sections are also visible. A breadcrumb trail at the top right reads 'You are here / Billing / Measurement Info'. A note at the top right indicates the page is best viewed in Internet Explorer 8.0+, Mozilla Firefox 36+, or Google Chrome.

#### 4 Click on search button to select the Work Number.

er 8.0+ , Mozilla Firefox 36+ , Google Chrome 37+]

Welcome amishgohil

Measurement Info

Parent Work Number

Parent Work Description

Work Number

Work Description

Before moving to next/Previous Page . Data will not persist during Next/Previous Page during updation. Data will be saved on Finalize. Once finalized, you can't modify any measurement values.

Book \*

Me No \*

Select All Deselect All Invert Selection

Description	Measurement Date	Item Measurements For	Typical Measurements	No.	Length	Breadth	Depth	Quantity	Checked by AE	Is Hidden	Remarks	Delete Item
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#### 5 Click on drop down icon to select the Measurement Book present against the Work Number.

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

You are here : Billing / Measurement Info

Please Select Measurement Book.

Search Work

Parent Work Number 14/19

Parent Work Description Demo Road for emb

Work Number 14/19/1

Work Description Demo Road for emb

IMPORTANT, PLEASE NOTE:  
1. Please Save Data before moving to next/Previous Page . Data will not persist during Next/Previous Page during updation.  
2. No measurement values will be saved on Finalize. Once finalized, you can't modify any measurement values.

Finalize

Measurement Book Selection

Measurement Book \*

Measurement Book Cycle No \*

Final Measurements for EE

Sr. No.	Item Code	Item Description	Measurement Date	Item Measurements For	Typical Measurements	No.	Length	Breadth
No Record To Display								

Save Delete All

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Click on drop down icon and select the Cycle ID under the Measurement Book which has been unfinalized.

**Search Work**

Parent Work Number	14/19
Parent Work Description	Demo Road for emb
Work Number	14/19/1
Work Description	Demo Road for emb

**IMPORTANT, PLEASE NOTE:**  
 1. Please Save Data before moving to next/Previous Page . Data will not persist during Next/Previous Page during updation  
 2. No measurement values will be saved on Finalize. Once finalized, you can't modify any measurement values.

**Finalize**

**Measurement Book Selection**

Measurement Book \* RC0003/14/19/1/1 RURAL WORKS SECTION, AHQUL-I

Measurement Book Cycle No \* --SELECT--

**Final Measurements for EE**

Sr. No.	Item Code	Item Description	Measurement Date	Item Measurements For	Typical Measurements	No.
NO Record To Display						

Save Delete All

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User after selecting the Measurement Book and its Cycle ID the measurement details of that specific cycle get visible. Upon scrolling down the page two buttons as "Delete" and "Delete All" has been provided to the users.

**GOVERNMENT OF ODISHA**

RURAL WORKS SECTION, AHQUL-I

[Best viewed in Internet Explorer 8.0+ Mozilla Firefox 3+ Google Chrome 37+]

You are here : Billing / Measurement Info

**Search Work**

Parent Work Number	14/19
Parent Work Description	Demo Road for emb
Work Number	14/19/1
Work Description	Demo Road for emb

**IMPORTANT, PLEASE NOTE:**  
 1. Please Save Data before moving to next/Previous Page . Data will not persist during Next/Previous Page during updation.  
 2. No measurement values will be saved on Finalize. Once finalized, you can't modify any measurement values.

**Finalize**

**Measurement Book Selection**

Measurement Book \* RC0003/14/19/1/1 RURAL WORKS SECTION, AHQUL-I

Measurement Book Cycle No \* 1

**Final Measurements for EE**

Sr. No.	Item Code	Item Description	Measurement Date	Item Measurements For	Typical Measurements	No.	Length	Breadth	Depth	Quantity	Checked by AE	Is Hidden	Remarks	Del
1	1	Earthwork in excavation upto 1.50mtr depth of foundation trenches for columns, balustric, 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 required depth and depositing the excavated materials at places away from the work site with TSP for shoring, shattering, dewatering if required etc, complete as per the measure. Arise include cost of all labour, TSP etc.	23/06/2023	--	--	11.888	0.918	1.129	0.840	102.4276				

Select All Reset All Invert Select

Delete Delete All

**8** Click this checkbox to select the respective measurement details and delete it.

any measurement values.

▼

▼

■ Select All ■ Deselect All ■ Invert Selection

Item Measurements For	Typical Measurements	No.	Length	Breadth	Depth	Quantity	Checked by AE	Is Hidden	Remarks	Delete Item
--	--	12.0000	0.9938	1.2291	8.8982	130.4276				<input type="checkbox"/>
							✓	×		<input type="checkbox"/>

**9** Click this checkbox.

							✓	×		<input type="checkbox"/>
1111*(1.2627)	1.0000	1.0000	1.0000	1.0000	40.6876		✓	×		<input type="checkbox"/>
1111*(1.2627)	1.0000	1.0000	1.0000	1.0000	40.6876		✓	×		<input type="checkbox"/>

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Click on "Delete" Button to delete the record from MB Book to MB Draft Measurement Screen of Section Officer in SO Login.

		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 required for the work complete as directed by the Engineer-in-charge. In all kinds of soil Upto 1.5m depth 3-BHK TOWER
2		
3		

- < 1 2 3 4 > -

Save Delete All Delete