Works & Accounts Management Information System (WAMIS)

User Manual

Works Management and Billing System
# Works & Billing System

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Works & Billing System

1. Introduction


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

Start

Enter Login User and Password

Is User Valid?

Yes

Select Works Module

Prepare following master data (as applicable) –

1. Authority
2. Work Types
3. Work Sub Types
4. Proposer Types
5. Programs
6. Repair Types
7. Schemes
8. Scopes
9. Tender Types
10. User Department
11. Contractor Class

Enter Work Information Details

Enter Split Works Information Details

A
Billing Phase

B

RA Bill Details

Extra Items

RA Bill Items

Schedule A Items
Royalty Calculations
Bill Recoveries

MB Record

Reports

Following reports are generated (as applicable) –
13. First & Final Bill Report
14. RA Bill Report
15. Royalty Calculation
16. Deviation Statement
17. Measurements
18. Extra Item

Stop
Schedule of Rates

Zone, Chapters & Categories Master

Labour, Material & Machinery Items Master

Civil, Electrical & Non SR Items Master

Rates Entry for Labour, Material & Machinery Items

Rate Analysis for Civil, Electrical & Non SR Items

Rate Updation for Labour, Material & Machinery Items

Rate Updation for Civil, Electrical & Non SR Items

D
5. Login

Logon 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.

![Login Screen](image)

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

**Government of Odisha**

**Member Log-In**

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

<table>
<thead>
<tr>
<th>Login Panel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
</tr>
<tr>
<td>Password</td>
</tr>
<tr>
<td><img src="image" alt="Login Button" /></td>
</tr>
</tbody>
</table>

Powered by C-DAC, Pune

**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, Billing or Schedule of Rates module, the user is directed to the corresponding module with navigation links on left side. The sample screen is displayed as shown below.

**Figure 2: Home screen**
Figure 3: Main screen for Works

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 → Masters → Authority, displays the "Authority" Master screen. This screen is used to create the various approving authorities.

The screen is shown as below:

![Figure 4: Authority Screen](image1)

![Figure 5: Authority Entry Screen](image2)
**Field Description:**

**Authority Name:** Provide the name of Authority

---

**Note:** 1) To add new entry click on the “Add” button.

2) To edit the details click on the “Edit” link.

3) To save the modified values click on the “Update” button.

4) To cancel the entry or the modification click on the “Cancel” link.

5) To delete the entry click on the “Delete” link.

6) 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 → Masters → Work Types, displays the “Work Types” Master screen. This screen is used to create the various Work Types.

The screen is shown as below:

Figure 6: Work Types Screen

Figure 7: Work Types Entry Screen
Field Description:

**Work Type:** Provide the type of Work

**Note:**
1) To add new entry click on the “Add” button.
2) To edit the details click on the “Edit” link.
3) To save the modified values click on the “Update” button.
4) To cancel the entry or the modification click on the “Cancel” link.
5) To delete the entry click on the “Delete” link.
6) 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 → Masters → Work Sub Types**, displays the “Work Sub Types” Master screen. This screen is used to create the various Work Sub Types.

The screen is shown as below:

![Figure 8: Work Sub Types Screen](image)
### Figure 9: Work Sub Types Entry Screen

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Work Sub Type</th>
<th>Work Type</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Long Bridge</td>
<td>Bridges</td>
<td>✔</td>
<td>□</td>
</tr>
<tr>
<td>2</td>
<td>Major Bridge</td>
<td>Bridges</td>
<td>✔</td>
<td>□</td>
</tr>
<tr>
<td>3</td>
<td>Minor Bridge</td>
<td>Bridges</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>4</td>
<td>Others</td>
<td>Bridges</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>5</td>
<td>Administrative Building</td>
<td>Buildings</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>6</td>
<td>Commercial Building</td>
<td>Buildings</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>7</td>
<td>Court Building</td>
<td>Buildings</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>8</td>
<td>Hospital Building</td>
<td>Buildings</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>9</td>
<td>Others</td>
<td>Buildings</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>10</td>
<td>Police Station</td>
<td>Buildings</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>11</td>
<td>Residential Building</td>
<td>Buildings</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>12</td>
<td>School Building</td>
<td>Buildings</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>13</td>
<td>Others</td>
<td>Pipe Water</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>14</td>
<td>Pipe Water</td>
<td>Pipe Water</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>15</td>
<td>Express Highway</td>
<td>Road</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>16</td>
<td>Major District Road</td>
<td>Road</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>17</td>
<td>Major State Highway</td>
<td>Road</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>18</td>
<td>National Highway</td>
<td>Road</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>19</td>
<td>Other District Road</td>
<td>Road</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>20</td>
<td>Others</td>
<td>Road</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

Fields marked with an asterisk (*) are required.
**Field Description:**

- **Work Type:** Select the type of Work
- **Work Sub Type:** Enter the sub type of work type
- **Sub Type Code:** Enter the code for sub work type

**Note:**
1) To add new entry click on the “Add” button.
2) To edit the details click on the “Edit” link.
3) To save the modified values click on the “Update” button.
4) To cancel the entry or the modification click on the “Cancel” link.
5) To delete the entry click on the “Delete” link.
6) 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 → Masters → Proposer Types, displays the "Proposer Types" Master screen. This screen is used to create the various Proposer Types.

The screen is shown as below:

**Figure 10: Proposer Types Screen**

**Figure 11: Proposer Types Entry Screen**
Note: 1) To add new entry click on the “Add” button.

2) To edit the details click on the “Edit” link.

3) To save the modified values click on the “Update” button.

4) To cancel the entry or the modification click on the “Cancel” link.

5) To delete the entry click on the “Delete” link.

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

Field Description:

Proposer Name: Provide the name of the proposer
6.5. Programs

By selecting *Works → Masters → Programs*, displays the “Programs” Master screen. This screen is used to create the various Programs for non-plan works.

The screen is shown as below:

![Programs Screen](image1)

**Figure 12: Programs Screen**

![Programs Entry Screen](image2)

**Figure 13: Programs Entry Screen**
**Field Description:**

**Program Name:** Provide the name of Program

**Note:**
1) To add new entry click on the “Add” button.
2) To edit the details click on the “Edit” link.
3) To save the modified values click on the “Update” button.
4) To cancel the entry or the modification click on the “Cancel” link.
5) To delete the entry click on the “Delete” link.
6) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
6.6. Repair Types

By selecting Works → Masters → Repair Types, displays the “Repair Types” Master screen. This screen is used to create the various repair Types under programs for non-plan works.

The screen is shown as below:

![Repair Types Screen](image_url)

**Figure 14: Repair Types Screen**
**Figure 15: Repair Types Entry Screen**

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Repair Description</th>
<th>Program Type</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Color washing, distempering and patch painting of walls, doors and windows</td>
<td>Current Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Maintenance of electrical fittings and fixtures</td>
<td>Current Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Misc. Items of similar nature</td>
<td>Current Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Monsoon protection such as bamboo matting etc.</td>
<td>Current Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Repairs to Fixtures and fastenings of doors and windows</td>
<td>Current Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Repairs to floors</td>
<td>Current Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Repairs to Frames and shutters of doors and windows</td>
<td>Current Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Repairs to plaster, pointing</td>
<td>Current Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Repairs to roofs such as tiling, replacement of tiles, attending to leakages, water proofing etc.</td>
<td>Current Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Repairs to sanitary and water supply fittings</td>
<td>Current Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Drainage improvements including provision of gutters around the plinth where required</td>
<td>Special Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Guiltting and corrosion protection</td>
<td>Special Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Plinth protection work if building is situated on B.C. Soil strata</td>
<td>Special Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Reconstruction of old cracked/decayed brick pillars/walls</td>
<td>Special Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Renewal of damage flooring</td>
<td>Special Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Renewal of decayed doors and windows</td>
<td>Special Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Renewal of Electrical Wiring which has outlived its life</td>
<td>Special Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Renewal of old deteriorated roof with M.Tiles, A.C. sheet etc.</td>
<td>Special Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Replacement of motors pumps, hoists etc which have outlived its economical life</td>
<td>Special Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Replastering of external walls that are wet due to leakages</td>
<td>Special Repairs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Field Description:**

**Program Name:** Select the program name

**Repair Description:** Provide the description of Repair types

**Note:**
1) To add new entry click on the “Add” button.
2) To edit the details click on the “Edit” link.
3) To save the modified values click on the “Update” button.
4) To cancel the entry or the modification click on the “Cancel” link.
5) To delete the entry click on the “Delete” link.
6) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
6.7. Schemes

By selecting Works → Masters → Schemes, displays the “Schemes” Master screen. This screen is used to create the various Schemes under which works are executed.

The screen is shown as below:

![Schemes Screen](image)

**Figure 16: Schemes Screen**
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Scheme Description</th>
<th>Sponsor Name</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jawahar Rojgar Yojana</td>
<td>Central</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2</td>
<td>Budgeted Buildings</td>
<td>Central</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3</td>
<td>Budgeted Roads &amp; Bridges</td>
<td>Central</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4</td>
<td>Central Road Fund</td>
<td>Central</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5</td>
<td>Centralized Scheme</td>
<td>Central</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>6</td>
<td>Collector</td>
<td>Central</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>7</td>
<td>CWA</td>
<td>Central</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>8</td>
<td>Deposit Works</td>
<td>Central</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>9</td>
<td>District Level Scheme</td>
<td>Central</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>10</td>
<td>Employment Guarantee Scheme</td>
<td>Central</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>11</td>
<td>Finance Commission Award</td>
<td>Central</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>12</td>
<td>Jawahar Rojgar Yojana</td>
<td>Central</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>13</td>
<td>Khasdar Scheme</td>
<td>Central</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>14</td>
<td>Local Development Programme (Andar Bhi)</td>
<td>Central</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>15</td>
<td>Local Fund (ZF)</td>
<td>Central</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>16</td>
<td>mRRE Wages Salaries</td>
<td>Central</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>17</td>
<td>Maintenance Works</td>
<td>Central</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>18</td>
<td>Maintenance under Plan Scheme (upto 10 Plan)</td>
<td>Central</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>19</td>
<td>Maintenance works</td>
<td>Central</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>20</td>
<td>Maintenance Works Wages Salaries</td>
<td>Central</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Figure 17: Schemes Entry Screen**
**Field Description:**

- **Sponsor Name:** Select the Sponsor name
- **Scheme Description:** Provide the description for Scheme

**Note:**

1) To add new entry click on the "Add" button.
2) To edit the details click on the "Edit" link.
3) To save the modified values click on the "Update" button.
4) To cancel the entry or the modification click on the "Cancel" link.
5) To delete the entry click on the "Delete" link.
6) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
6.8. Scopes

By selecting Works → Masters → Scopes, displays the “Scopes” Master screen. This screen is used to create the Scopes for various work types.

The screen is shown as below:

![Figure 18: Scopes Screen](image1)

![Figure 19: Scopes Entry Screen](image2)
**Field Description:**

- **Work Types:** Select the type of work
- **Scope Description:** Provide the description for Scope
- **Unit:** Select the unit type

---

**Note:** 1) To add new entry click on the “Add” button.

2) To edit the details click on the “Edit” link.

3) To save the modified values click on the “Update” button.

4) To cancel the entry or the modification click on the “Cancel” link.

5) To delete the entry click on the “Delete” link.

6) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
### 6.9. Tender Types

By selecting **Works → Masters → Tender Types**, displays the “Tender Types” Master screen. This screen is used to create the various Tender Types.

The screen is shown as below:

![Tender Types Screen](image)

**Figure 20: Tender Types Screen**

![Tender Types Entry Screen](image)

**Figure 21: Tender Types Entry Screen**
**Field Description:**

- **Tender Name:** Provide the name of tender type
- **Tender Type:** Select the type of tender

**Note:**
1) To add new entry click on the “Add” button.
2) To edit the details click on the “Edit” link.
3) To save the modified values click on the “Update” button.
4) To cancel the entry or the modification click on the “Cancel” link.
5) To delete the entry click on the “Delete” link.
6) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
6.10. User Department

By selecting **Works → Masters → User Department**, displays the "User Department" Master screen. This screen is used to create departments for which the works are executed.

The screen is shown as below:

![Figure 22: User Department Screen](image1)

**Figure 22: User Department Screen**

![Figure 23: User Department Screen](image2)

**Figure 23: User Department Screen**
Field Description:

User Department Name: Provide the name of user department
Demand Number: Enter the Demand number for user Department

Note: 1) To add new entry click on the "Add" button.

2) To edit the details click on the "Edit" link.

3) To save the modified values click on the "Update" button.

4) To cancel the entry or the modification click on the "Cancel" link.

5) To delete the entry click on the "Delete" link.

6) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
6.11. Contractor Class

By selecting Works → Masters → Contractor Class, displays the "Contractor Class" Master screen. This screen is used to create the Contractor class.

The screen is shown as below:

**Figure 24: Contractor Class Screen**

**Figure 25: Contractor Class Entry Screen**
**Field Description:**

**Contractor Class:** Enter the class of contractor

**Note:** 1) To add new entry click on the “Add” button.

   2) To edit the details click on the “Edit” link.

   3) To save the modified values click on the “Update” button.

   4) To cancel the entry or the modification click on the “Cancel” link.

   5) To delete the entry click on the “Delete” link.

   6) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
7. Proposal Work

7.1. Work Info

By selecting Works → Proposal Work → Work Info, “Work Info” screen is displayed which shows all the Works for the current logged-in division.

The screen is shown as below:

![Figure 26: Work Information Entry Screen](image)

![Figure 27: Work Information Screen](image)
Figure 28: Heads Selection Screen
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

**Work Type:** Select the Work Type as Roads/Buildings/Bridges etc

**Work Sub Type:** Select the Work Sub Type as NH/SH/Admin/Office etc

**Asset:** Select the Asset Name for which the Work is being created

**New/Upgrade/Maintenance:** Select whether it’s a New/Upgrade/Maintenance Work

**Chainage From:** Enter the start chainage of the work

**Chainage To:** Enter the end chainage of the work

**Remarks:** Enter the remarks if any
**Note:** 1) To add new entry click on the “Add” button.

2) To edit the details click on the “Edit” link.

3) To save the entered values click on the “Save” button.

4) To save the modified values click on the “Update” button.

5) To cancel the entry or the modification click on the “Cancel” button.

6) To delete the entry click on the “Delete” link.

7) To view the list of Works click on the “View” link.

8) 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.

9) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
7.2. Work Splitting

By selecting Works → Proposal Work → 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.

![Split Works Entry Screen](image1)

**Figure 29: Split Works Entry Screen**

![Split Works Information Screen](image2)

**Figure 30: Split Works Information Screen**

![Works Search Screen](image3)

**Figure 31: Works Search Screen**
**Field Description:**

- **Split Work Number:** Displays the Split Work Number auto-generated based on the entry of the Parent Work Number.
- **Split Work Desc:** Displays the Split Work Description as entered in the Parent Work Description to be updated as per requirement.
- **Number of Further Splits:** Enter number of further splits required for work.

**Note:**
1) To add new entry click on the “Split” button.
2) To edit the details click on the “Edit” link.
3) To save the modified values click on the “Update” button.
4) To cancel the entry or the modification click on the “Cancel” link.
5) To delete the entry click on the “Delete” link.
6) To delete all the split Works entries click on the “Delete All” button.
7) To view the list of split Works select the Work through search screen.
8) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
8. Approvals

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.

**Figure 32: Administrative Approval Entry Screen**

**Figure 33: Administrative Approval Details Screen**
Figure 34: Office Selection Screen

**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

**Note:**

1) To add new entry click on the “Add” link.

2) To edit the details click on the “Edit” link.

3) To save the entered values click on the “Save” button.

4) To save the modified values click on the “Update” button.

5) To cancel the entry or the modification click on the “Cancel” link.

6) To delete the entry click on the “Delete” link.
7) To view the list of AA entries click on the “View” link.

8) To view the details of the AA select the Work through the “Search” link.

9) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
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:** 1) To add new entry click on the “Add” link.

2) To edit the details click on the “Edit” link.

3) To save the entered values click on the “Save” button.

4) To save the modified values click on the “Update” button.

5) To cancel the entry or the modification click on the “Cancel” link.

6) To delete the entry click on the “Delete” link.

7) To view the list of TS entries click on the “View” link.

8) To view the details of the TS select the Work through “Search” link.

9) 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

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 37: BoQ Entry Screen

Figure 38: BoQ Details Screen
The SR Items can be searched and added in the Bill of Quantity through the SR Item Search screen.

![Search SR Item Screen](image)

**Figure 39: Search SR Items Screen**

Adding multiple SR Items in one go and specifying the Measurements or the Quantity for each item can prepare the Bill of Quantity.

![Adding Multiple Items in BOQ Screen](image)

**Figure 40: Adding Multiple Items in BOQ Screen**

The Bill of Quantity can be prepared by copying Bill Items from other works for which the Items are similar.
## Figure 41: Copy BoQ Screen

### Table: BoQ Details

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Item Code</th>
<th>Item Description</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.4</td>
<td></td>
<td>Earth work in ordinary soil in embankment and roads, etc. maximum laboratory dry density not less than 1.44g/m³/1.52g/m³, 1.45g/m³, per cubic centimeter in road embankment respectively up to 3m, more than 3m, high and top 0.5m, below subgrade level, within 15m. Initial load and 1.5m, initial lift from approved borrow pits 5m, away from toe of the final section of the road embankment, bottom of the pit not being cut by an imaginary line having a slope 1:4 projected form the edge of the final section of the bank including rough dressing and breaking down material 50m, to 70m, and laying in layer, each layer not exceeding 150m. In depth up to required level including removal of roots, shrubs, bushes and all foreign debris from the earth and benching the old embankment, sectioning and embankment the earth work and conveyance of all materials. T E P articles required for the work and complete in all respect as per specification of work and direction of the Engineer-In-Charge and to be measured on section measurement after compaction under O.M.C. condition (per 100 cu.m.) including cost of controlled compaction with F.R.R., water up to O.M.C., and confirming to approved specification including hire and running charges of F.R.R.</td>
<td></td>
</tr>
<tr>
<td>17.1</td>
<td>A) Column Footing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Brickwork with K.B. bricks 25cm. x 12cm. x 8cm size having crushing strength not less than 75 kg/cm² with dimensional tolerance ±8 percent in cement mortar (1:6) in foundation and plinths.</td>
<td></td>
</tr>
</tbody>
</table>
**Field Description:**

- **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.

**Note:**

1) To add new entry click on the “Add” link.

2) To add multiple SR Items in one go click on the “Add Multiple Items” link.

3) To copy the BoQ Items from other works click on the “Copy BoQ” link.

4) To edit the details click on the “Edit” link.

5) To save the entered values click on the “Save” button.

6) To save the modified values click on the “Update” button.

7) To cancel the entry or the modification click on the “Cancel” link.

8) To delete the entry click on the “Delete” link.

9) To delete all the BoQ Items click on the “Delete All” link.

10) To view the list of BoQ entries click on the “View” link.

11) To view the details of the BoQ select the Work through “Search” link.

12) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
9.2. 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.

![Figure 42: Schedule A Entry Screen](image)

![Figure 43: Schedule A Details Screen](image)
Figure 44: Item Search Screen
**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.

**Note:**
1) To add new entry click on the “Add” link.
2) To edit the details click on the “Edit” link.
3) To save the entered values click on the “Save” button.
4) To save the modified values click on the “Update” button.
5) To cancel the entry or the modification click on the “Cancel” link.
6) To delete the entry click on the “Delete” link.
7) To view the list of Schedule A entries click on the “View” link.
8) To view the details of the Schedule A select the Work through “Search” link.
9) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
9.3. Work Scope

Selecting Works -> Tendering -> 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 and Financial Scope will be calculated. The scopes for the work are shown from the scopes mapped in the BoQ.

**Figure 45: Work Scope Entry Screen**

**Figure 46: Work Scope Screen**
**Field Description:**

- **Select:** Select the Check Box for which the entries are to be made
- **Scope:** Displays the name 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

**Note:**

1) To add new entry click on the "Add" link.

2) To edit the details click on the "Edit" link.

3) To save the entered values click on the "Save" button.

4) To save the modified values click on the "Update" button.

5) To cancel the entry or the modification click on the "Cancel" link.

6) To delete the entry click on the "Delete" link.

7) To view the list of Scope entries click on the "View" link.

8) To view the details of the Scope select the work through “Search” link.

9) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
9.4. Recapitulation Entry

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

![Recapitulation Entry Screen](image1)

**Figure 47: Recapitulation Entry Screen**

![Recapitulation Details Screen](image2)

**Figure 48: Recapitulation Details Screen**
**Field Description:**

**Work Portion:** Displays the Work Portion amount for the Work from TS

**Contingency:** Enter contingency amount in percentage

**Turnover Tax:** Enter Turnover Tax amount in percentage

**Work Charges:** Enter Work Charges amount in percentage

**Quality Control:** Enter Quality Control amount in percentage

**Other Charges:** Enter Other Charges amount in percentage

**Sub Total:** Sub Total amount is calculated as sum of above calculations

**Centage Charges – Calculated on the (Work Portion + Sub Total)**

**Establishment:** Enter Establishment Charges amount in percentage

**Tools and Plants:** Enter Tools and Plants Charges amount in percentage

**Audit:** Enter Audit and Accounts Charges amount in percentage

**Secretariat:** Enter Secretariat Charges amount in percentage

**Pensionery:** Enter Pensionery Charges amount in percentage

**Grand Total:** Total amount will be calculated based on the above calculations

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**Note:** 1) To add new entry click on the "Add" link.

2) To edit the details click on the "Edit" link.

3) To save the entered values click on the "Save" button.

4) To save the modified values click on the "Update" button.

5) To cancel the entry or the modification click on the "Cancel" link.

6) To delete the entry click on the "Delete" link.

7) To view the list of Recapitulation entries click on the "View" link.

8) To view the details of the Recapitulation select the Work through "Search" link.

9) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
9.5. Tender Details

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

Figure 49: Tender Details Entry Screen

Figure 50: Tender Details Screen
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

Note: 1) To add new entry click on the "Add" link.

2) To edit the details click on the "Edit" link.

3) To save the entered values click on the "Save" button.

4) To save the modified values click on the "Update" button.

5) To cancel the entry or the modification click on the "Cancel" link.

6) To delete the entry click on the "Delete" link.

7) To view the list of Tender entries click on the "View" link.

8) To view the details of the Tender select the work through "Search" link.

9) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
9.6. 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.

Figure 51: PBC Details Entry Screen

Figure 52: PBC Details Screen
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

**Note:**
1) To add new entry click on the "Add" link.
2) To edit the details click on the "Edit" link.
3) To save the entered values click on the "Save" button.
4) To save the modified values click on the "Update" button.
5) To cancel the entry or the modification click on the "Cancel" link.
6) To delete the entry click on the "Delete" link.
7) To view the list of PBC entries click on the "View" link.
8) To view the details of the PBC select the work through "Search" link.
9) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
9.7. 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.

![Figure 53: Quotation Entry Screen (Percentage Rate)](image)

![Figure 54: Quotation Entry Screen (Item Rate)](image)

![Figure 55: Quotation Details Screen](image)
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
**Note:** 1) To add new entry click on the “Add” link.

2) To edit the details click on the “Edit” link.

3) To save the entered values click on the “Save” button.

4) To save the modified values click on the “Update” button.

5) To cancel the entry or the modification click on the “Cancel” link.

6) To delete the entry click on the “Delete” link.

7) To view the list of Quotation entries click on the “View” link.

8) To view the details of the Quotation select the work through “Search” link.

9) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
### 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.

#### Awarding of Contract Details Screen

- **Contractor**
- **Agreement No**
- **Work Order No**
- **Agreement Date**
- **Awarding Authority**
- **Date Of Actual Commencement**
- **Work Period In Months**
- **Stipulated Date Of Completion**
- **Agreement Type**
- **Work Cost**
- **Quotation in Amount/Percentage**
- **Quoted Amount**
- **Quoted S (Above/Below/At Par)**
- **Quoted Percent**
- **Accepted Tender Other Than Lowest ?**
- **Whether Excess Involved ?**
- **Whether Negotiation Done ?**
- **Remarks**

#### Figure 56: Awarding of Contract Entry Screen

#### Figure 57: Awarding of Contract Details 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 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
**Note:** 1) To add new entry click on the "Add" link.

2) To edit the details click on the "Edit" link.

3) To save the entered values click on the “Save” button.

4) To save the modified values click on the “Update” button.

5) To cancel the entry or the modification click on the “Cancel” link.

6) To delete the entry click on the “Delete” link.

7) To view the list of Awarding entries click on the “View” link.

8) To view the details of the Awarding select the work through "Search" link.

9) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
9.9. Negotiation Details

Selecting Works -> Tendering -> Awarding of Contract, displays ‘Awarding of Contract’ screen. If the negotiation is selected then the Negotiation link will be enabled for entering the negotiation amount. This screen is used to enter the details of the negotiations done with the contractors for the selected work.

![Figure 58: Negotiation Entry Screen](image)

![Figure 59: Negotiation Details Screen](image)
**Field Description:**

**Item Rate**

**Contractor:** Displays the name of the Contractor with whom the negotiation is being done

**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

**Contractor Rate:** Displays the Quoted Rate of the Contractor for the BoQ Item

**Negotiation Rate:** Enter the Negotiation Rate

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

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**Note:**

1) To enter the negotiation details click on the "Negotiation" link.

2) To save the entered values click on the "Update" button.

3) To cancel the entry or the modification click on the "Cancel" link.

4) To cancel the negotiation click on the "edit" link and select "No" for Negotiation.

5) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
10. Execution

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 unavoidable reasons. Number of extensions can be given to a single work as per the requirement of the Department.

Figure 60: Work Extension Entry Screen

Figure 61: Work Extension Details 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:** Enter the value of work completed during the extension period
- **Extension now applied for by the Contractor (Ref. of Contractors letter to be given):** Enter the reference letter no of the contractor for the extension
- **Detailed Reason For Extension:** Enter the detail reasons for extension given

**Note:**

1) To add new entry click on the “Add” link.

2) To edit the details click on the “Edit” link.

3) To save the entered values click on the “Save” button.

4) To save the modified values click on the “Update” button.

5) To cancel the entry or the modification click on the “Cancel” link.

6) To delete the entry click on the “Delete” link.

7) To view the list of extension entries click on the “View” link.

8) To view the details of the extensions select the Work through “Search” link.

9) 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 for entry but will be available only for reporting purpose. Also, the Split Works if any will be closed based on the closing of the Parent Work.

Field Description:

Select Option: Select the check box for the work, which is to be closed.

Closing Date: Enter the closing date.
Note: 1) To close new works click on the “Add” link.

2) To edit the details of closed works click on the “Edit” link.

3) To save the entered values click on the “Save” button.

4) To save the modified values click on the “Update” button.

5) To cancel the entry or the modification click on the “Cancel” link.

6) To view the list of closed works click on the “View” link.

7) To view the details of the closed work select the Work through “Search” link.

8) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
10.3. **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.

Figure 64: Close Split Work Entry Screen

Figure 65: Close Split Work Screen

**Field Description:**

- **Select Option:** Select the check box for the split work, which is to be closed.
- **Closing Date:** Enter the closing date.
**Note:**

1) To close new works click on the "Add" link.

2) To edit the details of closed works click on the "Edit" link.

3) To save the entered values click on the "Save" button.

4) To save the modified values click on the "Update" button.

5) To cancel the entry or the modification click on the "Cancel" link.

6) To view the list of closed split works click on the "View" link.

7) To view the details of the closed split work select the Split Work through "Search" link.

8) 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. 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 66: Report Options Screen

11.1.1. Work List

By selecting Works -> Reports -> Report Options -> Show Work List, displays the report showing the list of Works with the Division for execution.

Based on selected filters Work Type, Scheme, District, Taluka and Constituency the list of works can be populated. Here work type selection is mandatory.
11.1.2. Split Work List

By selecting Works -> Reports -> Report Options -> Split Works List, displays the report showing the list of Split Works with the Division for execution.

Based on selected Work Number the list of split works are populated and shown in the report.

11.1.3. Works With AA

By selecting Works -> Reports -> Report Options -> Works With AA, displays the report showing the list of Works, for which Administrative Approval has been entered.

Based on AA Date Administrative approval report is generated for the Works getting the AA in the selected month and year.
11.1.4. Works With No AA

By selecting Works -> Reports -> Report Options -> Works with No AA, displays the report showing the list of Works, for which the Administrative Approval has not been entered.

Figure 69: Administratively Approved Works Report

Figure 70: Works without Administrative Approval Report
11.1.5. Administrative Approval Register

By selecting Works -> Reports -> Report Options -> Administrative Approval Register, displays the Administrative Approval Register report.

Based on AA Month & AA Year Administrative Approval Register report is generated for the Works getting the AA in the selected month and year.

![Administrative Approval Register Report](image)

11.1.6. Works With TS

By selecting Works -> Reports -> Report Options -> Works With TS, displays the report showing the list of Works for which Technical Sanction has been entered.

Based on TS Date Technical Sanction report is generated for the Works getting the TS in the selected month and year.
Figure 72: Technical Sanctioned Works Report

11.1.7. Works With No TS

By selecting Works -> Reports -> Report Options -> Works With No TS, displays the report showing the list of Works for which there is no entry for Technical Sanction.

Figure 73: Works with No TS Report

11.1.8. Technical Sanction Register

By selecting Works -> Reports -> Report Options -> Technical Sanction Register, displays the report showing the details of Technical Sanction Register for various works.
11.1.9. Works With TS & No BoQ

By selecting Works -> Reports -> Report Options -> Works with TS and No BoQ, displays the report showing the list of Works with Technical Sanction but no entry for Bill of Quantity (BoQ).

Based on TS Date Works with TS and No BoQ report is generated for the Works getting the TS in the selected month and year.

11.1.10. Works With TS & BoQ

By selecting Works -> Reports -> Report Options -> Works With TS & BoQ, displays the report showing the list of Works with Technical Sanction and BoQ entries.

Based on TS Date Works with TS and BOQ report is generated for the Works getting the TS in the selected month and year.
By selecting Works -> Reports -> Report Options -> BoQ, displays the report showing the list of Bill of Quantity (BoQ) Items or Extra Items for the selected Work.

**Figure 77: BoQ Report**
11.1.12. Works with TS, BoQ and No Tender

By selecting Works -> Reports -> Report Options -> Works with TS & BoQ and No Tender, displays the report showing the list of Works with Technical Sanction and BoQ entries but no Tender entry.

Based on TS Date Works with TS, BOQ and No Tender report is generated for the Works getting the TS in the selected month and year.

11.1.13. Works with TS & BoQ and No Tender Report

By selecting Works -> Reports -> Report Options -> Works with TS, BoQ and Tender, displays the report showing the list of Works for which the Technical Sanction, BoQ and Tender entries are done.

Based on TS Date, Tender Date and Tender Type Works with TS, BOQ and Tender report is generated for the Works getting the TS, Tender and tender type in the selected month and year.
11.1.14. **Works With TS, BoQ, Tender & No Quotations**

By selecting **Works -> Reports -> Report Options -> Works With TS, BoQ, Tender & No Quotations**, displays the report showing the list of Works for which the Technical Sanction, BoQ and Tender is entered but no Quotation entries done.

Based on TS Date, Tender Date and Tender Type Works with TS, BoQ, Tender and No Quotations report is generated for the Works getting the TS, Tender and tender type in the selected month and year.

11.1.15. **Works with TS, BoQ, Tender and Quotations**

By selecting **Works -> Reports -> Report Options -> Works with TS, BoQ, Tender and Quotations**, displays the report showing the list of Works for which the Technical Sanction, BoQ, Tender and Quotation entries are done.

Based on TS Date, Tender Date and Tender Type Works with TS, BoQ, Tender and Quotations report is generated for the Works getting the TS, Tender and tender type in the selected month and year.
Figure 82: Works with TS, BoQ, Tender and Quotation Report

11.1.16. Work With TS, BOQ, Tender, Quotations & No Awarding

By selecting Works -> Reports -> Report Options -> Works with TS, BoQ, Tender & Quotations & No Awarding, displays the report showing the list of works for which Technical Sanction, BoQ, Tender & Quotation has been entered but the contract is not awarded.

Based on TS Date, Tender Date and Tender Type Works with TS, BoQ, Tender, Quotations & No Awarding report is generated for the Works getting the TS, Tender and tender type in the selected month and year.

Figure 83: Works with TS, BoQ, Tender, Quotation & No Awarding Report

11.1.17. Works with TS, BoQ, Tender, Quotation & Awarding

By selecting Works -> Reports -> Report Options -> Works with TS, BoQ, Tender, Quotation & Awarding, displays the report showing the list of works for which the Technical Sanction, BoQ, Tender, Quotation and contract awarding has been entered.

Based on Awarding Date Works with TS, BoQ, Tender, Quotations & Awarding report is generated for the Works getting the Awarding date in the selected month and year.
11.1.18. Quotation Details

By selecting Works -> Reports -> Report Options -> Quotation Details, displays the report showing the details of the Agreement Register.

Based on selected Work and contractor, Quotation Details report can be generated.

Figure 85: Quotation Details Report

11.1.19. Quotation Comparison Statement

By selecting Works -> Reports -> Report Options -> Quotation Comparison Statement, displays the report showing the details of the Agreement Register.

Based on selected work and contractor, Quotation Comparison Statement report can be generated.
11.1.20. Agreement Register

By selecting Works -> Reports -> Report Options → Agreement Register, displays the report showing the details of the Agreement Register.

11.1.21. Agreement Details

By selecting Works -> Reports -> Report Options → Agreement Details, displays the report showing the details of the Agreement Register.

Based on selected Work Agreement details can be generated.
11.1.22. Works Awarded but No RA Bill Raised

By selecting **Works -> Reports -> Report Options -> Works Awarded but No RA Bill Raised**, displays the report showing the list of works for which the Technical Sanction, BoQ, Tender, Quotation and contract awarding has been entered but there is no RA Bill generated.

Based on Scheme, District, Taluka, Constituency, Awarding month and year Works Awarded & No RA bill raised report can be generated.
11.1.23. Works Awarded & RA Bill is Raised

By selecting "Works -> Reports -> Report Options"→ "Works Awarded & RA Bill is Raised", displays the report showing the list of works for which the Technical Sanction, BoQ, Tender, Quotation, contract awarding along with the RA Bill is generated.

Based on Scheme, District, Taluka, Constituency, Awarding month and year Works Awarded & RA bill raised report can be generated.

Figure 90: Works Awarded and RA Bill Raised Report

11.1.24. Closed Split Works
By selecting \texttt{Works -> Reports -> Report Options -> Closed Split Works}, displays the report showing the list of split works, which have been completed or closed.

Based on closed split work month and year Closed Split Works report can be generated.

![Figure 91: Closed Split Works Report](image)

**11.1.25. Closed Works**

By selecting \texttt{Works -> Reports -> Report Options -> Closed Works}, displays the report showing the list of works, which are completed or closed.

Based on closed work month and year Closed Works report can be generated.

![Figure 92: Closed Works Report](image)

**11.1.26. Schedule A Details**

By selecting \texttt{Works -> Reports -> Report Options -> Schedule A Details}, following screen is displayed showing the list of works having Schedule A details.

Based on selected works Schedule A reports can be generated.
11.1.27. Show Duration Between Stages

By selecting Works -> Reports -> Report Options -> Show Duration Between Stages, following screen is displayed showing the duration between various stages of the life cycle of the work.

This report displays the duration taken between various stages of works.
Note: 1) You must have the privileges to view the reports.
11.2. Monthly Progress Report

By selecting Works -> Reports -> Monthly Progress Report, screen is displayed. This screen is used to view Monthly Progress report of the works at a glance.

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

![Monthly Progress Report Screen](image)

**Figure 95: Monthly Progress Report Screen**

**Note:** 1) You must have the privileges to view the reports.
11.3. Scopewise Progress Report

By selecting Works -> Reports -> Scopewise Progress Report, screen is displayed. This screen is used to view Scopewise Progress report of the works at a glance.

Based on parent work and its splitted work Scopewise progress report can be generated.

![Scopewise Progress Report Screen](image.png)

**Note:**

1) You must have the privileges to view the reports.
12. Billing Masters Details

12.1. Recovery Master

Selecting Billing -> Masters -> Recovery Master, displays ‘Recovery Master’ screen. This screen is used to enter the master data of various recovery types.

**Figure 97: Recovery Master Entry Screen**

**Figure 98: Recovery Master Details Screen**
**Field Description:**

- **Recovery Type:** Select for which type of recovery is to be added.
- **Contractor Class / Bill Amount / Flat:** Select the category of recovery type to be added as Contractor Class / Bill Amount / Flat.
- **Contractor Class:** Select the class of the contractor.
- **Bill Amount Range:** Provide the range for Bill Amount.
- **Percent / Amount:** Select whether calculation is done according to percent or amount.
- **Percent:** Enter percent for recovery.
- **Amount:** Enter amount for recovery.
13. Billing

13.1. RA Bill Details

Selecting Billing -> Bill Info -> RA Bill Details, displays ‘RA Bill Details’ screen. This screen is used to enter the details of the RA Bills generated for the work completed by the contractors for the selected work.

This screen is used to generate the RA Bills based on the measurements taken by the Junior Engineer for the volume of work completed. The entries for the Bill will be done first by the Junior Engineer (JE) and after finalization of the Bill by JE the bill will be presented to Assistant Engineer (AE) for verification and after finalization at AE level, the bill will be presented to Auditor. After finalization at Auditor level the bill will be presented to Divisional Accountant (DA). After DA finalizes the bill the bill will be presented to Executive Engineer (EE) for final approval. Once the Executive Engineer (EE) finalizes the bill the bill is considered to be ready for Payment. In RA Bill reports there will be a message displayed as “Preparation Mode” until the Executive Engineer finalizes the bill.

![Figure 99: RA Bill Entry Screen](image1)

![Figure 100: RA Bill Details Screen](image2)
**Field Description:**

- **RA Bill No:** Enter the RA Bill Number (default auto generated number is displayed)
- **RA Bill Date:** Select the date of RA Bill
- **Whether Final Bill:** Select whether the Bill is First & Final, RA or RA & Final
- **Remarks:** Enter the remarks if any.

**Note:**

1) To add new entry click on the "Add" link.
2) To edit the details click on the "Edit" link.
3) To save the entered values click on the "Save" button.
4) To save the modified values click on the "Update" button.
5) To cancel the entry or the modification click on the "Cancel" link.
6) To delete the entry click on the "Delete" link.
7) To view the latest Bill entry click on the "View" link.
8) To view the details of the RA Bill select the Work through "Search" link.
9) To view or enter the Bill Items for the RA Bill click on "Bill Items" link.
10) To view or enter the Royalty for the RA Bill click on "Royalty Calculation" link.
11) To view or enter the Recoveries for the RA Bill click on "Recoveries" link.
12) To view or enter the MB details for the RA Bill click on "MB Record" link.
13) To finalize the RA Bill click on the "Finalize" link.
14) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
13.2. Bill Items

Selecting Billing -> Bill Info -> Bill Items, displays ‘Bill Items’ screen. By selecting the link “Bill Items” the screen-displayed can be used for entering the details of the BoQ Items executed in the current bill for the selected work.

This screen is used to enter the up to date quantity or executed quantity or up to measurements or executed measurements for the selected BoQ Items in the current bill.

![Bill Items Selection Screen](image1)

**Figure 101: Bill Items Selection Screen**

![Bill Items Entry Screen](image2)

**Figure 102: Bill Items Entry Screen**
**Field Description:**

- **Item Description:** Displays the Item Description for which the quantity is being entered.
- **Executed / Upto Date:** Select whether entering Executed or Upto Date Quantity or Measurement.
- **Measurement / Quantity:** Enter the Executed or Upto date Measurement or Quantity for the BoQ item.
- **Rate:** Displays the awarded rate for calculation of the amount of the bill.
- **Amount:** Displays the amount calculated for the item as (upto date quantity * rate).
- **Remarks:** Enter remarks if any.

Figure 103: Bill Items Details Screen
**Note:**
1) To add new entry click on the "Add" link.
2) To edit the details click on the "Edit" link.
3) To save the entered values click on the "Save" button.
4) To save the modified values click on the "Update" button.
5) To cancel the entry or the modification click on the "Cancel" link.
6) To delete the entry click on the "Delete" link.
7) To view the list of items entered click on the "View" link.
8) To view the details of the bill select the Work through "Search" link.
9) To add more items in the bill click on "Add More" button.
10) To delete all items from the bill click on "Delete All" button.
11) To view the bill click on "Back" button.
12) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
13.3. **Royalty Calculations**

Selecting **Billing -> Bill Info -> Royalty Calculations**, displays 'Royalty Calculations' screen. This screen is used to calculate the Royalty to be applied on the material used as per the Rate Analysis of the Bill of Quantity (BoQ) Item in the current bill for the selected Work.

The material coefficients are automatically added in the Bill based on the BoQ Items Rate Analysis entered in the Schedule of Rates module.
**Figure 106: Royalty Calculation Screen**

**Field Description:**

- **Chapter:** Select the Chapter for the Item
- **Category:** Select the Category of the Item
- **Item Name:** Select the Item Name for which the Coefficient needs to be entered
- **Unit:** Unit of the selected Item will be shown.
- **Rate:** Displays the Item rate
- **Coefficient:** Enter the Coefficient for the Item.

**Note:**

1) To add new entry click on the “Add” link.
2) To edit the details click on the “Edit” link.
3) To save the entered values click on the “Save” button.
4) To save the modified values click on the “Update” button.
5) To cancel the entry or the modification click on the “Cancel” link.
6) To delete the entry click on the “Delete” link.
7) To view the list of Items entries click on the "Edit" link.

8) To view the details of the Royalty Calculations select the Work through "Search" link.

9) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
13.4. Bill Recoveries

Selecting Billing -> Bill Info -> Bill Recoveries, displays ‘Bill Recoveries’ screen. This screen is used to enter the recovery details to be recovered from the Contractor from the current bill for the selected Work.

Figure 107: Bill Recoveries Entry Screen

Figure 108: Bill Recoveries Screen
**Field Description:**

- **Recovery Type:** Select the Recovery Type to be entered
- **Recovery Column:** Select the Column in which the Recovery needs to be displayed in RA Bill Reports
- **Recovery Option:** Displays the various calculations based on the master entry. Select the option, which is required to be recovered from the bill

**Note:**

1) To add new entry click on the “Add” link.
2) To edit the details click on the “Edit” link.
3) To save the entered values click on the “Save” button.
4) To save the modified values click on the “Update” button.
5) To cancel the entry or the modification click on the “Cancel” link.
6) To delete the entry click on the “Delete” link.
7) To view the list of Recoveries entries click on the “View” link.
8) To view the details of the Recoveries select the Work through “Search” link.
9) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
13.5. MB Record

Selecting Billing -> Bill Info -> MB Record, displays ‘MB Record’ screen. By selecting the link “MB Records” the screen-displayed can be used for entering the details of the Measurement Book (MB) for the selected work.

This screen is used to enter the details of Measurement Book Number, Page Numbers, Names of Junior Engineer, Assistant Engineer and Executive Engineer who have verified the current bill.

![Figure 109: MB Record Entry Screen](image)

![Figure 110: MB Record Details Screen](image)
**Field Description:**

**Person Recording the Measurement:** Select the name of the person taking the measurements (Junior Engineer)

**Record Date:** Select the date on which measurements were taken

**Measurement Book Details:** Enter the MB Number and the Page Numbers in which entries are made (Multiple MB Numbers and Page Numbers can be entered)

**Checked Date (AE):** Select the date on which measurements were checked by AE

**Checked by (Assistant Engineer):** Select the name of Deputy/Assistant Engineer

**Checked Date (EE):** Select the date on which measurements were checked by EE

**Checked by (Executive Engineer):** Select the name of the Executive Engineer

**Remarks:** Enter the remarks if any

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**Note:**

1) To add new entry click on the “Add” link.

2) To edit the details click on the “Edit” link.

3) To save the entered values click on the “Save” button.

4) To save the modified values click on the “Update” button.

5) To cancel the entry or the modification click on the “Cancel” link.

6) To delete the entry click on the “Delete” link.

7) To view the list of items entered click on the “View” link.

8) To view the details of the bill select the Work through “Search” link.

9) To view the bill click on “RA Bill Details” link.

10) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
13.6. **Extra Items Details**

Selecting **Billing -> Bill Info -> Extra Items**, displays ‘Extra Items’ screen. This screen is used to add extra items in the Bill of Quantity (BoQ) for the selected Work after the work is awarded or the execution of the work is started.

![Image of Extra Items Entry Screen]

**Figure 111: Extra Items Entry Screen**

![Image of Extra Items Screen]

**Figure 112: Extra Items Screen**

The SR Items can be searched and added in the Extra Item through the SR Item Search screen.
Adding multiple SR Items in one go and specifying the Measurements or the Quantity for each item can prepare the Extra Item.

The Extra Item can be prepared by copying Bill of Quantity Items from other works for which the Items are similar.
**Figure 115: Copying BoQ Items in Extra Item Screen**

**Field Description:**

- **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.
- **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 and Depth.
- **Scope:** Select the scope for the selected SR Item.
- **Remarks:** Enter remarks if any.
**Note:**

1) To add new entry click on the “Add” link.

2) To edit the details click on the “Edit” link.

3) To save the entered values click on the “Save” button.

4) To save the modified values click on the “Update” button.

5) To cancel the entry or the modification click on the “Cancel” link.

6) To delete the entry click on the “Delete” link.

7) To view the list of Extra Items entries click on the “View” link.

8) To view the details of the Extra Items select the Work through “Search” link.

9) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
13.7. Item Measurements For AE

By selecting Billing -> Bill Info -> Item Measurements For AE, displays `Item Measurements For AE` screen. This screen is used to modify, cancel or finalize the quantity and rate as entered by JE (Junior Engineer).

Figure 116: Item Measurements for AE Entry Screen

Figure 117: Item Measurements for AE Details Screen
13.8. Item Measurements For Auditor

By selecting Billing -> Bill Info -> Item Measurements For Auditor, displays 'Item Measurements For Auditor' screen. This screen is used to modify, cancel or finalize the quantity and rate as entered by JE (Junior Engineer) and AE (Assistant Engineer).

Figure 118: Item Measurements for Auditor Entry Screen

Figure 119: Item Measurements for Auditor Details Screen
13.9. Item Measurements For DAO

By selecting Billing -> Bill Info -> Item Measurements For DAO, displays 'Item Measurements For DAO' screen. This screen is used to modify, cancel or finalize the quantity and rate as entered by JE (Junior Engineer), AE (Assistant Engineer) and Auditor.

![Figure 120: Item Measurements for DAO Entry Screen](image)

![Figure 121: Item Measurements for DAO Details Screen](image)
13.10. **Item Measurements For EE**

By selecting **Billing -> Bill Info -> Item Measurements For EE**, displays ‘Item Measurements For EE’ screen. This screen is used to modify, cancel or finalize the quantity and rate as entered by JE (Junior Engineer), AE (Assistant Engineer), Auditor and DAO (Divisional Accountant Officer).

![RA BILL DETAILS](image1)

Figure 122: Item Measurements for EE Entry Screen

![RA BILL ITEMS BY AE](image2)

Figure 123: Item Measurements for EE Details Screen
14. Billing Reports

14.1. First & Final Bill

By selecting Billing -> Reports -> First & Final Bill, “First & Final Bill” screen is displayed. This screen is used to download/view First & Final Bill report.

Based on selected Work Number and Part option as “Part-1”, First & Final Bill report is generated showing details for the selected work.

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

Based on selected Work Number and Part option as “Part-3”, First & Final Bill report is generated showing Measurement Book details for the selected work.

![Figure 124: First & Final Bill Selection Screen](image)

Figure 124: First & Final Bill Selection Screen
Figure 125: First & Final Bill – Part I Report
**Figure 126: First & Final Bill – Part II Report**

**Figure 127: First & Final Bill – Part III Report**
**Note:** 1) You must have the privileges to view the reports.

2) To view the report on the screen click on “Show” button.

3) To generate the ‘PDF’ file of the report for Printing click on “Export” button.
14.2. RA Bill Report

By selecting 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 and Part option as “Part-1”, RA Bill report is generated showing details for the selected work.

Based on selected Work Number, Bill Number and Part option as “Part-2”, RA Bill report is generated showing Item Measurement details for the selected work.

Based on selected Work Number, Bill Number and Part option as “Part-3”, RA Bill report is generated showing Measurement Book details for the selected work.

Based on selected Work Number, Bill Number and Part option as “Part-4”, RA Bill report is generated showing Bill Calculations for the selected work.

![Figure 128: RA Bill Report Selection Screen](image_url)
Figure 129: RA Bill – Part I Report
**Figure 130: RA Bill – Part II Report**

<table>
<thead>
<tr>
<th>Sr No</th>
<th>Item No.1</th>
<th>Description</th>
<th>Unit</th>
<th>Rate</th>
<th>Quantity</th>
<th>Payments on the basis of Actual Measurements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Item No.1. Providing 37.50 m thick R.S. I.S. 597.62 including cost of conveyance of all materials etc complete including trolley running charges of FRK bitumen with cost of conveyance, duties, royalties, of all materials bitumen, labour, Tar etc. as claimed.</td>
<td>s/m</td>
<td>195.65</td>
<td>91.35</td>
<td>12,775.30</td>
<td>12,775.30</td>
</tr>
<tr>
<td>2</td>
<td>Item No.2. Providing 22mm thick premix carpet after scraping cleaning road with 14 dial 10/30 arm with petrol-heat grade of bitumen, meeting, paving, and pouring precasted chips using 80% of 13.3 cm and 0.0% of 6 cm size SHS concrete blocks chips at 100 cm and rolling with FRK including trolley running charges of FRK cost of business other necessities with cost of conveyance, duties, royalties of all materials and labour Tar required for the work etc. complete for finished time of work as per direction of Engineer is charge.</td>
<td>s/m</td>
<td>95.10</td>
<td>91.35</td>
<td>8,687.30</td>
<td>8,687.30</td>
</tr>
</tbody>
</table>

Total | 21,463.00 | 21,463.00 |

Deduct 0.00% as per Tender: 0.00

Total Value of Work Done to Date (A) | 21,463.00 | 21,463.00 |

Deduct value of work shown in previous BIL: 0.00

Net Value of Work since Previous BIL (F) | 21,463.00 | 21,463.00 |

**Figure 131: RA Bill – Part III Report**
Figure 132: RA Bill – Part IV Report

**Note:**
1) You must have the privileges to view the reports.
2) To view the report on the screen click on “Show” button.
3) To generate the ‘PDF’ file of the report for Printing click on “Export” button.
14.3. Royalty Calculation

By selecting Billing -> Reports -> Royalty Calculation, “Royalty Calculation” screen is displayed. This screen is used to download/view Royalty Calculation report.

Based on selected Work Number and Bill Number Royalty Calculation report is generated showing the details of the calculations.

Figure 133: Royalty Calculation Report

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

2) To view the report on the screen click on “Show” button.

3) To generate the ‘PDF’ file of the report for Printing click on “Export” button.
14.4. Deviation Statement

By selecting Billing -> Reports -> Deviation Statement, “Deviation Statement” screen is displayed. This screen is used to download/view Deviation Statement report.

Based on selected Work Number Deviation Statement report is generated showing the details of the deviations as per the Bill of Quantity (BoQ).

![Deviation Statement Report]

**Figure 134: Deviation Statement Report**

**Note:**
1) You must have the privileges to view the reports.
2) To view the report on the screen click on “Show” button.
3) To generate the ‘PDF’ file of the report for Printing click on “Export” button.
14.5. Measurements

By selecting Billing -> Reports -> Measurements, "Measurements" screen is displayed. This screen is used to download/view Measurements report.

Based on selected Work Number, Bill Number and Part as JE, AE, Auditor, DA or EE the Measurements report is generated showing the details of the measurements entered at each level.

**Figure 135: Measurements Report**

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

2) To view the report on the screen click on "Show" button.

3) To generate the 'PDF' file of the report for Printing click on "Export" button.
14.6. Extra Items

By selecting Billing -> Reports -> Extra Items, “Extra Items” screen is displayed. This screen is used to download/view Extra Items report.

Based on selected Work Number the Extra Items report is generated showing the details of the extra items added in the Bill of Quantity (BoQ).

**Figure 136: Extra Items Report**

**Note:**
1. You must have the privileges to view the reports.
2. To view the report on the screen click on “Show” button.
3. To generate the ‘PDF’ file of the report for Printing click on “Export” button.
15. Schedule of Rates

15.1. Masters

15.1.1. Chapter Master

By selecting Schedule of Rates -> Masters -> Chapter Master, displays the Chapter Master Screen. This screen is used to create the various chapters for Labour, Machinery, Material and SR. The Miscellaneous Items are also added through this screen.

![Figure 137: Chapter Master Screen](image-url)

![Figure 138: Chapter Master Entry Screen](image-url)
**Field Description:**

- **Chapter Type:** Select the Chapter Type from the list populated
- **Year:** Select the Year under which the Chapter is to be created from the list
- **Chapter Name:** Enter the chapter name.

**Note:**
1) To add new entry click on the "Add" link.
2) To edit the details click on the "Edit" link.
3) To save the entered values click on the "Save" button.
4) To save the modified values click on the "Update" button.
5) To cancel the entry or the modification click on the "Cancel" link.
6) To delete the entry click on the "Delete" link.
7) To view the list of chapters entered click on the "View" link.
8) To view the chapters data select the "Chapter Type" & "Year" and click on "Show" button.
9) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.1.2. Category Master

By selecting Schedule of Rates -> Masters -> Category Master, displays the Category Master Screen. This screen is used to create the various categories under the selected chapters for Labour, Machinery, Material and SR.

![Category Master Screen](image1)

**Figure 139: Category Master Screen**

![Category Master Entry Screen](image2)

**Figure 140: Category Master Entry Screen**

**Field Description:**

- **Chapter Type:** Select the Chapter Type from the list populated
- **Year:** Select the Year
- **Chapter Name:** Select the chapter name under which the Category is to be created.
- **Category Name:** Enter the category name.
Note: 1) To add new entry click on the “Add” link.

2) To edit the details click on the “Edit” link.

3) To save the entered values click on the “Save” button.

4) To save the modified values click on the “Update” button.

5) To cancel the entry or the modification click on the “Cancel” link.

6) To delete the entry click on the “Delete” link.

7) To view the list of category entered click on the “View” link.

8) To view the categories data select the “Chapter Type”, “Year” & “Chapter” and click on “Show” button.

9) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.1.3. **Material Master**

By selecting Schedule of Rates - Masters - Material Master, displays the Material Master Screen. This screen is used to create the various materials.

Figure 141: Material Master Screen

![Material Master Screen](image)

Figure 142: Material Master Entry Screen

Field Description:

- **Year**: Select the Year
- **Chapter**: Select the chapter name under which the material is to be added
- **Category**: Select the category name under which the material is to be added
- **Item Description**: Enter the Description or name of the material
- **Item Unit**: Select the Unit for the material
- **Remarks**: Enter the remarks if any
Note: 1) To add new entry click on the “Add” link.

2) To edit the details click on the “Edit” link.

3) To save the entered values click on the “Save” button.

4) To save the modified values click on the “Update” button.

5) To cancel the entry or the modification click on the “Cancel” link.

6) To delete the entry click on the “Delete” link.

7) To view the list of materials entered click on the “View” link.

8) To view the materials data select the “Year”, “Chapter” & “Category” and click on “Show” button.

9) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.1.4. Labour Master

By selecting Schedule of Rates -> Masters -> Labour Master, displays the Labour Master Screen. This screen is used to create the various labours.

![Labour Master Screen](image1)

**Figure 143: Labour Master Screen**

![Labour Master Entry Screen](image2)

**Figure 144: Labour Master Entry Screen**
**Field Description:**

- **Year:** Select the Year
- **Chapter:** Select the chapter name under which the labour is to be added
- **Category:** Select the category name under which the labour is to be added
- **Item Description:** Enter the Description or name of the labour
- **Item Unit:** Select the Unit for the labour
- **Remarks:** Enter the remarks if any

**Note:**

1) To add new entry click on the "Add" link.

2) To edit the details click on the "Edit" link.

3) To save the entered values click on the "Save" button.

4) To save the modified values click on the "Update" button.

5) To cancel the entry or the modification click on the "Cancel" link.

6) To delete the entry click on the "Delete" link.

7) To view the list of labours entered click on the "View" link.

8) To view the labours data select the “Year”, “Chapter” & “Category” and click on "Show" button.

9) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.1.5. Machinery Master

By selecting Schedule of Rates -> Masters -> Machinery Master, displays the Machinery Master Screen. This screen is used to create the various machineries.

Figure 145: Machinery Master Screen

Figure 146: Machinery Master Entry Screen

**Field Description:**

- **Year:** Select the Year
- **Chapter:** Select the chapter name under which the machinery is to be added
- **Category:** Select the category name under which the machinery is to be added
- **Item Description:** Enter the Description or name of the machinery
- **Item Unit:** Select the Unit for the machinery
- **Remarks:** Enter the remarks if any
**Note:**

1) To add new entry click on the “Add” link.

2) To edit the details click on the “Edit” link.

3) To save the entered values click on the “Save” button.

4) To save the modified values click on the “Update” button.

5) To cancel the entry or the modification click on the “Cancel” link.

6) To delete the entry click on the “Delete” link.

7) To view the list of machinery entered click on the “View” link.

8) To view the machinery data select the “Year”, “Chapter” & “Category” and click on “Show” button.

9) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.1.6. Civil SR Master

By selecting Schedule of Rates -> Masters -> Civil SR Master, displays the Civil SR Master Screen. This screen is used to create various Schedule of Rate Items for Civil.

Figure 147: Civil SR Master Screen

Figure 148: Civil SR Master Entry Screen
**Field Description:**

- **Year:** Select the Year
- **Chapter:** Select the chapter name under which the item is to be added
- **Category:** Select the category name under which the item is to be added
- **Item Code:** Enter a Unique Code for the Item
- **Item Description:** Enter the Description or name of the item
- **Short Description:** Enter the Short Description for the item
- **Item Unit:** Select the Unit for the item
- **Calculation For:** Enter the value for which the calculation is being done
- **Remarks:** Enter the remarks if any

**Note:**
1) To add new entry click on the “Add” link.
2) To edit the details click on the “Edit” link.
3) To save the entered values click on the “Save” button.
4) To save the modified values click on the “Update” button.
5) To cancel the entry or the modification click on the “Cancel” link.
6) To create a sub item click on the “Sub Item” link for the parent item.
7) To delete the entry click on the “Delete” link.
8) To view the list of SR Item entered click on the “View” link.
9) To view the SR Item data select the “Year”, “Chapter” & “Category” and click on “Show” button.
10) To enter or view the Rate Analysis for the SR Item click on “Breakup” link.
11) To copy the Rate Analysis from one SR Item to another click on “Copy Breakup” link.
12) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.1.7. Electrical SR Master

By selecting Schedule of Rates -> Masters -> Electrical SR Master, displays the Electrical SR Master Screen. This screen is used to create various Schedule of Rate Items for Electrical.

![Figure 149: Electrical SR Master Screen](image)

![Figure 150: Electrical SR Master Entry Screen](image)
**Field Description:**

- **Year:** Select the Year
- **Chapter:** Select the chapter name under which the item is to be added
- **Category:** Select the category name under which the item is to be added
- **Item Code:** Enter a Unique Code for the Item
- **Item Description:** Enter the Description or name of the item
- **Short Description:** Enter the Short Description for the item
- **Item Unit:** Select the Unit for the item
- **Calculation For:** Enter the value for which the calculation is being done
- **Remarks:** Enter the remarks if any

**Note:**

1) To add new entry click on the “Add” link.
2) To edit the details click on the “Edit” link.
3) To save the entered values click on the “Save” button.
4) To save the modified values click on the “Update” button.
5) To cancel the entry or the modification click on the “Cancel” link.
6) To create a sub item click on the “Sub Item” link for the parent item.
7) To delete the entry click on the “Delete” link.
8) To view the list of SR Item entered click on the “View” link.
9) To view the SR Item data select the “Year”, “Chapter” & “Category” and click on “Show” button.
10) To enter or view the Rate Analysis for the SR Item click on “Breakup” link.
11) To copy the Rate Analysis from one SR Item to another click on “Copy Breakup” link.
12) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.1.8. Non SR Master

By selecting Schedule of Rates -> Masters -> Non SR Master, displays the Non SR Master Screen. This screen is used to create Items, which are not added in the Schedule of Rates or created after the publication of the Schedule of Rates.

Figure 151: Non SR Master Screen

Figure 152: Non SR Master Entry Screen
**Field Description:**

- **Year:** Select the Year
- **Chapter:** Select the chapter name under which the item is to be added
- **Category:** Select the category name under which the item is to be added
- **Item Code:** Enter a Unique Code for the Item
- **Item Description:** Enter the Description or name of the item
- **Short Description:** Enter the Short Description for the item
- **Item Unit:** Select the Unit for the item
- **Calculation For:** Enter the value for which the calculation is being done
- **Remarks:** Enter the remarks if any

**Note:**

1) To add new entry click on the “Add” link.

2) To edit the details click on the “Edit” link.

3) To save the entered values click on the “Save” button.

4) To save the modified values click on the “Update” button.

5) To cancel the entry or the modification click on the “Cancel” link.

6) To create a sub item click on the “Sub Item” link for the parent item.

7) To delete the entry click on the “Delete” link.

8) To view the list of SR Item entered click on the “View” link.

9) To view the SR Item data select the “Year”, “Chapter” & “Category” and click on “Show” button.

10) To enter or view the Rate Analysis for the SR Item click on “Breakup” link.

11) To copy the Rate Analysis from one SR Item to another click on “Copy Breakup” link.

12) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.1.9. **Rate Analysis**

By selecting *Schedule of Rates -> Masters -> SR Master*, displays the Civil, Electrical or Non SR Master Screen as click on the link. After clicking on the Breakup link the screen is displayed to prepare / view the Rate Analysis of SR Items.

<table>
<thead>
<tr>
<th>ITEM CODE</th>
<th>ITEM DESCRIPTION</th>
<th>ITEM UNIT</th>
<th>SEARCH ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Earth work in ordinary soil within 50m. initial load and 1.5m. initial lift including rough dressing and breaking clods to maximum 5cm. to 7cm., laying in layers not exceeding 0.3m., in depth and as per direction of the Engineer-in-charge.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Labour

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Description</th>
<th>Unit</th>
<th>Item Rate</th>
<th>Item Quantity</th>
<th>Amount</th>
<th>Sort</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Blaster (Licensed)</td>
<td>days</td>
<td>100.00</td>
<td>0.0001</td>
<td>0.01</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Stone dresser/ Cutter (Special)</td>
<td>days</td>
<td>10.00</td>
<td>1.0000</td>
<td>10.00</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 10.01

### Labour Miscellaneous

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Description</th>
<th>Percentage/Amount</th>
<th>Amount</th>
<th>Sort</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Misc :- 33.99 RS.</td>
<td></td>
<td>33.99</td>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 33.99

### Material

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Description</th>
<th>Unit</th>
<th>Item Rate</th>
<th>Item Quantity</th>
<th>Amount</th>
<th>Sort</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Material Temp</td>
<td>ten</td>
<td>100.00</td>
<td>2.0000</td>
<td>200.00</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 200.00

### Material Miscellaneous

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Description</th>
<th>Percentage/Amount</th>
<th>Amount</th>
<th>Sort</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Miscellaneous Y :- 1.0 RS.</td>
<td>Amount</td>
<td>1.00</td>
<td>7</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 1.00

### Machinery

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Description</th>
<th>Unit</th>
<th>Item Rate</th>
<th>Item Quantity</th>
<th>Amount</th>
<th>Sort</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Machinery Type</td>
<td>mtr</td>
<td>0.00</td>
<td>1.0000</td>
<td>0.00</td>
<td>8</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 0.00

### SR Item

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Description</th>
<th>Unit</th>
<th>Item Rate</th>
<th>Item Quantity</th>
<th>Amount</th>
<th>Sort</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Fine dressing of earth work in ordinary or hard soil in road formation according to the direction of the department including cutting or filling earth upto 3.5m. depth of Surface</td>
<td>sqm</td>
<td>10.00</td>
<td>2.0000</td>
<td>20.00</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** 20.00
**Field Description:**

**Chapter:** Select the chapter name from which the Items are to be selected

**Category:** Select the category name from which the Items are to be selected

**Item:** Select the Item, which needs to be added in the Rate Analysis

**Unit:** Displays the unit of the selected Item

**Rate:** Displays the rate of the selected Item

**Quantity:** Enter the Quantity of the Item in the Rate Analysis

**Sort:** Enter the sorting value within the Rate Analysis

**Remarks:** Enter the remarks if any

**Miscellaneous**

**Chapter:** Select the Miscellaneous Item from the list

**Percentage/Amount:** Select whether Percentage or Amount will be entered

**Percentage/Amount:** Enter the Value as per the Percentage or Amount selected

**Sort:** Enter the sorting value within the Rate Analysis

**Remarks:** Enter the remarks if any

---

**Figure 153: Rate Analysis Screen**

**Figure 154: Rate Analysis Entry Screen**
Note: 1) To add new entry click on the “Add” link of the required item like Labour, Material, Machinery, SR or Miscellaneous.

2) To edit the details click on the “Edit” link of the respective item.

3) To save the entered values click on the “Save” button.

4) To save the modified values click on the “Update” button.

5) To cancel the entry or the modification click on the “Cancel” button.

6) To delete the entry click on the “Delete” link.

7) To view the Rate Analysis Calculation of SR Item for a particular Zone select the Zone and click on the “Go” button.

8) To view the Rate Analysis of another SR Item click on “Search Item” link.

9) To view the SR Item list click on “Back” button.

10) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.1.10. Search SR Item

By selecting Schedule of Rates -> Masters -> SR Master, displays the Civil, Electrical or Non SR Master Screen as click on the link. After clicking on the Breakup link the screen is displayed to prepare / view the Rate Analysis of SR Item. On clicking the “Search Item” link the Search SR Item screen is displayed.

Figure 155: Search SR Item Screen

Field Description:

- **Year**: Select the Year
- **Chapter**: Select the chapter name from which the Items are to be searched
- **Category**: Select the category name from which the Items are to be searched
- **Item Desc**: Enter brief Item Description, which needs to be searched
- **Select**: Click to select the Item for displaying the Rate Analysis
- **Item Code**: Displays the Item Code for the searched Items
- **Item Description**: Displays the Item Description for the searched Items
- **Unit**: Displays the Unit for the searched Items
Note: 1) To search the items based on the criteria specified click on the “Search” button.

2) To reset the search criteria click on the “Reset” button.

3) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.1.11. Copy Breakup

By selecting Schedule of Rates -> Masters -> SR Master, displays the Civil, Electrical or Non SR Master Screen as click on the link. After clicking on the Copy Breakup link the screen is displayed to copy the Rate Analysis of one SR Item to another SR Item. The copy facility can be used to generate the Rate Analysis for an SR Item from another SR Item for which the Rate Analysis is filled and is similar.

Figure 156: Copy Breakup Screen

Field Description:

- **Year**: Select the Year
- **Chapter**: Select the chapter name from which the Items are to be selected
- **Category**: Select the category name from which the Items are to be selected
- **From Item**: Select the Item from which the Rate Analysis is to be copied
- **To Item**: Select the Item to which the Rate Analysis is to be copied

**Note**: 1) To copy the rate analysis click on the “Copy” button.

2) To reset the selection click on the “Reset” button.

3) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.2. Rate Details

15.2.1. Item Rate

By selecting Schedule of Rates -> Rate Details -> Item Rate, displays the Item Rate Screen. This screen is used to enter the rates for Labour, Machinery, and Material Items for various zones.

![Item Rate Screen](image)

**Figure 157: Item Rate Screen**

**Field Description:**

- **Chapter Type:** Select the Chapter Type from the list populated
- **Year:** Select the Year for which the rates are to be updated
- **Chapter:** Select the chapter name
- **Category:** Select the category name
- **Zone:** Select the Zone for which the rates are to be updated
- **Item Name:** Displays the Item Name
- **Item Rate:** Enter or Displays the Item Rate
- **Select:** Click to update the Item Rate
**Note:**

1) To enter the rates click on the “Select” check boxes for the Items.

2) To update the rates click on the “Update” button.

3) To copy the rates click on the “Copy Item Rates” link.

4) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.2.2. **SR Item Rate**

By selecting **Schedule of Rates -> Rate Details -> SR Item Rate**, displays the SR Item Rate Screen. This screen is used to enter the rates for Civil, Electrical, and Non SR Items for various zones.

**Figure 158: SR Item Rate Screen**

**Field Description:**

- **Chapter Type:** Select the Chapter Type from the list populated
- **Year:** Select the Year for which the rates are to be updated
- **Chapter:** Select the chapter name
- **Category:** Select the category name
- **Zone:** Select the Zone for which the rates are to be updated
- **Item Code:** Displays the Item Code
- **Item Name:** Displays the Item Name
- **Item Rate:** Enter or Displays the Item Rate
- **Select:** Click to update the Item Rate
Note: 1) To enter the rates click on the “Select” check boxes for the Items.

2) To update the rates click on the “Update” button.

3) To copy the rates click on the “Copy SR Item Rates” link.

4) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.2.3. Copy Item Rate

By selecting Schedule of Rates -> Rate Details -> Copy Item Rate, displays the Copy Item Rate Screen. This screen is used to copy the rates for Labour, Material, and Machinery Items from one zone to another zone.

![Copy Item Rate Screen](image)

**Field Description:**

- **Chapter Type:** Select the Chapter Type from the list populated
- **Year:** Select the Year for which the rates are to be updated
- **Chapter:** Select the chapter name
- **Category:** Select the category name
- **From Zone:** Select the Zone from which the rates are to be copied
- **To Zone:** Select the Zone from which the rates are to be copied

**Note:**

1) To copy the rates click on the “Copy” button.

2) To reset the selection click on the “Reset” button.

3) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.2.4. Copy SR Item Rate

By selecting Schedule of Rates -> Rate Details -> Copy SR Item Rate, displays the Copy SR Item Rate Screen. This screen is used to copy the rates for Civil, Electrical, and Non SR Items from one zone to another zone.

**Figure 160: Copy SR Item Rate Screen**

<table>
<thead>
<tr>
<th>Field Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chapter Type:</strong></td>
</tr>
<tr>
<td><strong>Year:</strong></td>
</tr>
<tr>
<td><strong>Chapter:</strong></td>
</tr>
<tr>
<td><strong>Category:</strong></td>
</tr>
<tr>
<td><strong>From Zone:</strong></td>
</tr>
<tr>
<td><strong>To Zone:</strong></td>
</tr>
</tbody>
</table>

**Note:**

1) To copy the rates click on the "Copy" button.

2) To reset the selection click on the "Reset" button.

3) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.3. Revision  
15.3.1. Generate SR

By selecting Schedule of Rates -> Revision -> Generate SR, displays the Generate SR Screen. This screen is used to generate the SR for the next selected year based the selected SR year. Using this screen the Chapters, Categories, Labour, Material, Machinery, Civil SR, Electrical SR and Non-SR Items are copied from the selected year to the new selected year.

![Generate SR Screen](image)

**Figure 161: Generate SR Screen**

**Field Description:**

- **From Year:** Select the Year from which the SR is to be generated
- **To Year:** Select the Year to which the SR is to be generated

**Note:**
1) To generate the SR click on the "Generate" button.
2) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.3.2. **Update Item Rates**

By selecting *Schedule of Rates -> Revision -> Update Item Rates*, displays the Update Item Rate Screen. This screen is used to update the Labour, Material and Machinery Items rates, which are copied from the previously selected year.

![Update Item Rates Screen](image)

**Figure 162: Update Item Rates Screen**

**Field Description:**

- **Chapter Type:** Select the Chapter Type from the list populated
- **Year:** Select the Year for which the rates are to be updated
- **Chapter:** Select the chapter name
- **Category:** Select the category name
- **Item:** Select the category name
- **Zone:** Select the Zone from which the rates are to be copied
- **Old Item Rate:** Select the Zone from which the rates are to be copied
- **Add/Subtract:** Select the category name
- **Percentage/Amount/Final Rate:** Select the category name
- **Percentage/Amount:** Select the category name
Note: 1) To update the rates click on the “Update” button.

2) To rest the selection click on the “Reset” button.

3) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.3.3. Update SR Item Rates

By selecting Schedule of Rates -> Revision -> Update SR Item Rates, displays the Update SR Item Rate Screen. This screen is used to update the Civil, Electrical and Non SR Items rates, which are copied from the previously selected year.

![Update SR Item Rates Screen](image)

**Figure 163: Update SR Item Rates Screen**

**Field Description:**

- **Chapter Type:** Select the Chapter Type from the list populated
- **Year:** Select the Year for which the rates are to be updated
- **Chapter:** Select the chapter name
- **Category:** Select the category name
- **SR Item:** Select the category name
- **Zone:** Select the Zone from which the rates are to be copied

**Note:**

1) To update the rates click on the “Update” button.
2) To rest the selection click on the “Reset” button.
3) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.4. SR Reports

15.4.1. Index List

By selecting Schedule of Rates -> Reports -> Index List, displays the Index List Report Screen. This report screen is used to generate the Labour, Machinery, Material, Civil, Electrical and Non SR Items index List.

![Index List Report](image1)

**Figure 164: Index List Report**

**Note:**
1) To view the report on screen click on the “Show” button.
2) To export the report in PDF file click on the “Export” button.
3) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

15.4.2. Item List

By selecting Schedule of Rates -> Reports -> Item List, displays the Item List Report Screen. This report screen is used to generate the Labour, Machinery and Material Items List.

![Item List Report](image2)

**Figure 165: Item List Report**

**Note:**
1) To view the report on screen click on the “Show” button.
2) To export the report in PDF file click on the “Export” button.
3) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.4.3. SR List

By selecting Schedule of Rates -> Reports -> SR List, displays the SR List Report Screen. This report screen is used to generate the Civil, Electrical and Non SR Items List.

![Figure 166: SR List Report](image)

**Note:**

1) To view the report on screen click on the “Show” button.
2) To export the report in PDF file click on the “Export” button.
3) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.

15.4.4. Rate Analysis

By selecting Schedule of Rates -> Reports -> Rate Analysis, displays the Rate Analysis Report Screen. This report screen is used to generate the Rate Analysis for Civil, Electrical and Non SR Items.

![Figure 167: Rate Analysis Report](image)

**Note:**

1) To view the report on screen click on the “Show” button.
2) To export the report in PDF file click on the “Export” button.
3) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.4.5. Comparison Statement

By selecting Schedule of Rates -> Reports -> Comparison Statement, displays the Comparison Statement Report Screen. This report screen is used to generate the Comparison Statement of Rates for Civil, Electrical and Non SR Items.

<table>
<thead>
<tr>
<th>Type</th>
<th>Civil SR</th>
<th>Year 1</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter</td>
<td>Earthwork</td>
<td>Category</td>
<td>Earthwork</td>
</tr>
<tr>
<td>Year 2</td>
<td>2007</td>
<td>Zone</td>
<td>Mumbai</td>
</tr>
</tbody>
</table>

Figure 168: Comparison Statement Report

Note: 1) To view the report on screen click on the “Show” button.

2) To export the report in PDF file click on the “Export” button.

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