Jal Shakti Vibhag

Government of Himachal Pradesh

User Manual

Version 1.0

Submitted By



THE IT SUPPORT PROFESSIONALS

National Informatics Centre Himachal Pradesh Department of information Technology Ministry of Communication & Information Technology Government of India

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3.4.4.1 3.4.4.2 3.4.4.3 3.4.4.3.1 3.4.4.3.2 3.4.4.3.2 3.4.4.3.2 3.4.4.5 3.4.4.7.1 3.4.4.7.2 3.4.4.7.4 3.4.4.7.5 3.4.4.7.6 3.4.4.7.6 3.4.4.7.6 3.4.4.7.6 3.4.4.7.1 3.4.4.7.1 3.4.4.7.2 3.4.4.7.1 3.4.4.7.2 3.4.5.1 3.4.5.2 3.4.5.3 3.4.5.4 3.4.5.6 3.4.5.6 3.4.5.7	Contractor Registration	220 226 227 227 229 233 233 233 234 236 237 238 240 240 241 242 242 244 246 246 247 248 252 253 254
3.4.4.1 3.4.4.2 3.4.4.3 3.4.4.3.1 3.4.4.3.2 3.4.4.3.2 3.4.4.3.2 3.4.4.5 3.4.4.7.1 3.4.4.7.2 3.4.4.7.3 3.4.4.7.4 3.4.4.7.5 3.4.4.7.6 3.4.4.7.6 3.4.4.7.6 3.4.4.7.5 3.4.4.7.1 3.4.4.7.1 3.4.4.7.2 3.4.4.7.1 3.4.4.7.2 3.4.4.7.1 3.4.4.7.2 3.4.4.7.1 3.4.4.7.2 3.4.5.1 3.4.5.1 3.4.5.3 3.4.5.4 3.4.5.5 3.4.5.7 3.4.5.7	Contractor Registration	220 226 227 227 229 231 233 234 234 234 234 234 234 240 240 241 242 242 244 246 246 247 248 246 247 248 252 254 254
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1. Background & Area of Operation

The Department of Irrigation & Public Health, headed by the Engineer-in-chief at Shimla, has offices throughout the state and the department has a very important role in rural water supply and sanitation, as 90% of state population lives in rural area. The department carries out the construction and maintenance of works of different schemes under following sectors:

- Rural & Urban drinking water supply schemes
- Installation of hand pumps
- Irrigation schemes
- Flood Protection schemes
- Sewerage System

The drinking water supply is a very important issue in the present times in the light of increasing health awareness among the people and their expectations from the government to provide safe drinking water. Though there is lot of improvements in various areas, availability of water and that too safe drinking water, both for human being and the cattle has become a major problem due to scarcity of water sources and due to increased levels of the pollution where water sources are available.

The various activities being carried out by the department are listed below:

- i. Design/ Estimation of various Projects/ Schemes under various Sectors
- ii. Construction of various drinking water supply schemes / Irrigation schemes / Sewerage schemes / Flood Protection works under various programs
- iii. Monitoring of Water quality to ensure safe drinking water
- iv. Installation / maintenance of Hand pumps
- v. Monitoring of Physical & Financial progress of various schemes/ Projects under different Sectors
- vi. Maintenance of various schemes under various sectors Monitoring of legal matters, court cases etc.
- vii. Establishment matters related to departmental personnel, accounting, budgeting, office expenditure, stores, inventory etc.

The below diagram represent the supervision and work execution Hierarchy of the Department:



Figure 1: Supervision and work execution Hierarchy of the Department

1.1. Organization Structure for JSV:



2. Introduction of work MIS

2.1. Objective

The objective of the application (Works MIS) is to automate the processes of Irrigation and Public Health Department to achieve the following goals:

- To identify and suggest an appropriate Government process re-engineering model
- To identify systems enabled mechanism that reduces and substantially removes redundant processes which otherwise delay flow of information among various stakeholders
- To identify and suggest an appropriate technology model that is both user friendly and which withstands the tough field conditions
- Induction of transparency and accountability in operations
- Electronic security and control of confidential data
- Dissemination of information as per public requirement
- MIS for easy monitoring and quick decision making
- Improving efficiency in Government administration by fixing responsibility
- Improve decision making in view of better reporting mechanisms on funds utilization
- To help carry various analytical studies by providing the data instantaneously
- Significant reduction in manual records/register maintenance
- Elimination of duplicate and inconsistent record keeping
- Reduce the dependency
- Support the organization in meeting its business and legal requirements
- Better implementation of Schemes
- To Provides cost effective service and quality of the same
- To provide a friendly, speedier and efficient interface

2.2. Short Comings of the Manual System

- Redundant processes
- Classical disconnect
- Absence of Proper Procedures
- Difficulty in monitoring

- Dependency
- Complexity
- Delay
- Lack of Transparency
- Lack of Accountability
- Unnecessary Excess Paper Work
- Difficulty in maintaining upto date Records
- Repetitive efforts
- Wastage of Time, Money and Efforts
- Lack of information
- No standardization and uniformity of the working methodology

2.3. Advantages of the WORK MIS System

- Web-enabled and work-flow based system for automation, standardization and uniformity of the working methodology
- Simple to execute and menu driven with various help messages
- Enhanced search features to query by selecting known parameters
- A friendly, speedier and efficient interface
- Dynamic search engine which generate several number of reports at click of the button
- Auto upward compilation of reports and queries
- Providing transparency on Department Activities to higher officials
- Reducing the dependency
- Dash board driven user interfaces
- Authorized login for Stack holders
- Easy data feeding and avoiding of duplicate entry
- On-line budget demand and passing of bills
- Yearly physical targets for effective utilization of funds
- Online measurements, auto generation of abstracts and running account bills
- Online Receipts & Payments
- Online Contractor Registration

- Auto Online compilation Monthly accounts
- Online Store Inventory
- Automation of Measurement Books
- Online Indents and Issue of Material
- Physical and financial progress and monitoring of works

3. WORKS MIS Application

3.1. Web Based System

3.1.1. Introduction to Web Based System

Works MIS application is web-based application software that can be accessed through the web browser. The software and database reside on a central server rather than being installed on the desktop system and is accessible over a network.

Web based application is a way to take advantage of today's technology to enhance the government productivity & efficiency. Web based application gives an opportunity to access the office information from anywhere in the world at anytime. It also facilitates to save time & money and improve the interactivity with higher authorities, subordinates and citizens.

With a computer connected to the Internet, a web browser and the right user name and password, officials can access the systems from any location. Web-based applications are easy to use and can be implemented without interrupting the existing work process.

Client Server Architecture

Client is a program that generates requests and **server** processes those requests in a meaningful way for the client. Web based application can also be called type of client-server application because it involves generating and processing requests. But client-server application is a broader term than web based, for example, in an office the use of a centralized printer or any other shared resource is client-server, but not web based.

Web based application is loaded on the central server. Client machine use the web application using **URL (Uniform Resource Locator)**. The URL is a unique address for a web-based application that is accessible through the Internet. For example <u>https://iph.hp.nic.in</u> is the URL to access web-based Works MIS application of JSV department. **Website** refers to a location on the Internet that is unique where web-based application is hosted and can be accessed through a URL.

In earlier types of client-server applications, each application had its own client program which served as its user interface and had to be separately installed on each user's personal computer. An upgrade to the server part of the application would typically require an upgrade to the clients installed on each user workstation, adding to the support cost and decreasing productivity.

In contrast, Web applications dynamically generate a series of Web documents/pages in a standard format supported by common browsers. A **browser** is an application program that provides a way to look at and interact with all the information on the World Wide Web through different URLs e.g. Internet Explorer, Google chrome, Mozilla Firefox etc.

Generally, each individual Web page is delivered to the client as a static document/page, but the sequence of pages can provide an interactive experience, as user input is returned through Web form elements embedded in the web page. The Web browser interprets and displays the pages, and acts as the universal client for any Web application.



Figure: Depicting the Client Server Architecture



Figure: Depicting Home Page of Works MIS application in a Web-Browser

Home page is a start or main web page of a website that appears first on the screen, when a web based application is accessed through the web browser. **Benefits of Web Based application:** Below are some of the core benefits of web based applications:

Virtual Office:

The JSV Officers/Officials can access the application from anywhere at any time using technology such as laptop, computers, cell phones and internet access. JSV Officers / Officials can manage their daily tasks even from outside the office.

Cross platform compatibility:

Web based applications are far more compatible across platforms than stand alone applications. Typically the minimum requirement would be a web browser of which there are many (Internet Explorer, Firefox, Netscape etc). These web browsers are available for a multitude of operating systems and so whether you use Windows, Linux or Mac OS you can still run the web application.

More manageable:

Web based systems need only be installed on the server placing minimal requirements on the end user workstation. This makes maintaining and updating the system much simpler as usually it can all be done on the server. Any client updates can be deployed via the web server with relative ease.

Highly deployable:

Due to the manageability and cross platform support deploying web applications to the end user is far easier. They are also ideal where bandwidth is limited and the system and data is remote to the user. At their most deployable you simply need to send the user a website address to log in to and provide them with internet access.

This has huge implications allowing you to widen access to your systems, streamline processes and improve relationships by providing more of your customers, suppliers and third parties with access to your systems.

Secure live data:

Web based system processes can often be consolidated reducing the need to move data around. Web based applications also provide an added layer of security by removing the need for the user to have access to the data and back end servers.

Reduced costs:

Web based applications can dramatically lower costs due to reduced support and maintenance, lower requirements on the end user system and simplified architecture.

3.1.2. User Authentication & Authorization

Authentication

Authentication verifies who you are. It is the process of validating the user. Authentication is the process of obtaining identification credentials such as name and password from a user and validating those credentials against some authority. If the credentials are valid, the entity that submitted the credentials is considered an authenticated identity. Once an identity has been authenticated, the authorization process determines whether that identity has access to a given resource/module.

There are many ways of authenticating a user like:

- Login/Password based authentication
- Device based authentication
- Biometric Authentication

Authorization

Authorization verifies what you are authorized to do. The purpose of authorization is to determine whether an identity should be granted the requested type of access to a given resource/module.

Module No.	M-JSV					
Nodule Name User Authentication using Login Credentials						
User	lser JSV User					
Description System authenticates the user based on the Login ID & Password ent						
	on the Home Page of Works MIS application					
How to Access	[Works MIS]:: [Works M	IS]::Authoriz	zed Logir	1		
Pre Module	Pre Module User Management					
Input Screen:						
C D https://iph.hp.nic.in/default_packag	німаснац рядован і фістера яде			Q A* & CD D# (B %) 🔮		
	JAL SHAKTI VIBHAG जल श्राक्ति विभाग	and the second				
		1 1 2 3 4 5 6	Home Citizen Services	a ∽ Centact Login		
Hime / Login						
Section wise list of Online Generated Water Bills			Front	* Authorized Login		
Sr.No. 1. Office Name	Benetit Location	E Period	Due Date	Department*		
1 (HZ) Barl Mandr Section	Begvara	01/04/2021 - 30/04/2022	16/12/2023	C In the rest of t		
2 (HZ) Barl Mandir Section	JE Office Barin Mandir	01/01/2022 - 30/04/2022	30/12/2023	login ID • login ID		
4 (H2) Barl Mandir Section	Panjot	01/04/2021 - 30/04/2022	30/12/2023	Password *		
5 (H2) Bari Mandir Section	Barara	01/08/2021 - 30/04/2022	16/12/2023	Password		
6 (H2) Barl Mandir Section 7 (H2) Harring & Section	Samirpur	01/04/2021 - 30/04/2022	16/12/2023	Captcha		
8 (H2) Hamilpu Section	Pucca Baroh/ Baru	01/01/2023 - 30/06/2023	30/11/2023	Kink E. T.		
9 (HZ) Nadaun-Il Section	Gagal	01/01/2020 - 30/04/2022	11/01/2024	19 Logn		
10 (H2) Sujanpur Section	Sujanpur	01/07/2023 - 31/10/2023	30/11/2023	Login Id of Personnel MIS (e. Service Book)		
Showing 1 to 10 of 30 entries		First	Previous 1 2 3 Next Last			
🗈 User Manuals & Helpdesk						
JSV User Manual	JIM Manual		Helpdesk for Works Mi	S		
	Disclahined This was journed has been developed as a compare DP solution to assume provide the developer wavering with undergoe come informations in the solution of the solution of the solution of the solution in the solution of the solution of the solution of the solution measures are unry, and and solution of the solution measures for any reason wasceness and an energy by Deales through the Develop Information Manager Connect with the pactions and on wavery by Deales through as for press constant Specific on Conference on the solution of the	yes the functioning of the entire Department and al provide better services to citizens through proper as actual Pradesh. Athough highest care has been sail net nor NIC is responsible for any leadwritence error machail Pradesh. For any quety regarding this websit nia PNL - T1 005 Himachail Fradesh India	JAL SHAKTI VIBH	AG		
	Websky	Designed and Devloped by NIC Himachal Pradesh				
Description of fields o	n screen:			· .		
1. Type URL of Wor	rks MIS website in the .	Address Ba	r of web	b browser (Internet Explorer) as		
that accepts a type	ed URL that the user wish	les to go to.				
2 Display the Home	Page of Works MIS webs	site				
		fallautinatia				
Go to the Authoriz	ea Login Area and do the	e tollowing to	or succes	istui iogin:		
(1) Login I	D <enter></enter>			_		
		- 11 - 11				
The Lo	gin ID and Password of a	all the office	rs/Official	s are created in e-Service (PMIS-		
Persona	al Management Information	System) by	respectiv	e establishment of the department		
and the	same Login IDs and passiv	ords are use	d horo			
anu trie	same Login ibs and passw	uius ale use	u nere.			
(2). Passwo	ord <enter></enter>					
(3). I ogin <	<click></click>					
Business Rules	Once the User pr	ovides the	Login II	D & Password details. svstem		
	evaluates the validit	y of the aive	n user ci	redentials		
		,				

3.1.2.1.User Authentication Using Login/Password Credentials

 evaluates the validity of the given user credentials

 • If the given credentials are not valid, system displays a message to the user as 'the given login id or password is invalid'

 Output
 On successful login, the user enters into the authorized screen of the selected application

 JE Site Dashboard:

JSV UM Ver 1.0



Description of fields on screen:

- 1. For Windows XP, You have to download by clicking on the link DTS(windows XP).zip for supporting files.
- 2. For Windows 7, You have to download by clicking on the link DTS(windows7).rar for supporting files.
- 3. In Third Block of first Row showing the Total Number of Works Exceeding Completion Time.
- 4. To Download Android Application JSV, Click on the Android Application Link on first block of second Row.
- 5. For JSV Offline Work, Click on the **JSV Offline Module link** on second block of second Row.
- 6. For JSV Work Whose Measurement not uploaded, Click on the WORKS (MEASUREMENTS NOT UPLOADED) link on third block of second Row.
- 7. In First Block of third Row showing the Total Number of pending water application.
- 8. In Second Block of third Row showing the Total Number of Rising main/Pumping M/C Estimate(LIS).
- 9. In Third Block of third Row showing the Total Number of Rising main/Pumping M/C Estimate(LWSS)

Module No	M-SYS
Module	User Authorization
User	System
Description	Authorization verifies what the authenticated user is authorized to do and which module he can access.
Pre Module	User authentication {M-JSV-}
Output:	
Once u to the u	user successfully logged into the application, system has to fetch the role assigned user from the database

3.1.2.2.User Authorization

System need to retrieve the roles from the database which are assigned to the given role

 Once the roles are retrieved system need to generate the menu accordingly and redirect the user to the concerned dashboard as follows:-

	DEPARTMENT	HIMACHAL PRADES	H PUBLIC HEALTH	rks MIS
Reports/Queries HC	NIOR ENGINEER Chhaila Se D/Zone/Circle Division Entrie Contractor Registration	Sub Division Entries Main Menu	Section(Site) Entries Sectio Raise Material Indent Gende Respire (Alleration to Sit	n(Store) Entres
	Case Progr	ess Details	Goods Receipt/Allocation to sit Measurement(s)	Work Measurements (Offline) Other Measurements Material Consumption
Ă	↓ D	↓ B	¢	▼ E

Description of fields on screen:

- The field A displayed at the top of the dashboard, describes the logged in User's name, designation and current Posting office.
- The field B describes the Main menu of the application. The menu is used to navigate between different modules. While pointing the main menu, a drop down list of sub menus is displayed.
- The field C describes the menu options that is enabled to the logged in user i.e., he is authorized to access these modules. The authorization to access the modules depends on the role assigned to the user.
- The field D describes the menu options that is disabled to the logged in user i.e., he is not authorized to access these modules.
- The field E is a logout button to exit the authorized login area.

On click on any option in the drop down menu, if the user is authorized to access it will display the data entry Screen/Query/Form. For e.g.,

				Logout
ANT RAM, SENIOR ASSISTAN	T Div.No.1 Shimla 9			
Reports/Queries HO/Zone/Circl	e 🕨 Division Entries 🕨	Sub Division Entries	Section(Site) Entries	Section(Store) Entries
	Opening/C	losing of Measureme	nt Book	
For new MB enter t	the details and click on sa	ave button & for updat	on/verification/closing clic	k >>>>> Update
M.B. Number #				
Sub-Division #	-SELECT-		*	
Section #	-SELECT-		*	
Issue Date #	0			
Type of MB	Old ONew			
	Issue MB	Verify	Reset	Close MB >

3.1.3. Description of Screen Layout

3.1.3.1. Input Forms/Screen

Scheme Entries Scheme Sub-H	iead Entries 🕨 Demand for Grants Entries 🕨 Budget/AA&ES/Fund Release 🕨 Monthly Progress Entrie						
Scheme Description(Budgeted)							
Department*	IRRIGATION AND PUBLIC HEALTH						
Scheme Code*	2004-306-40707 << Change						
Available Scheme Details							
District/Tribal Area*	SHIMLA District						
Scheme Name (Hindi)*	उठाऊ पेयजल योजना झालगी मलोग ग्रा॰ पं॰ रझाना, जिला शिमला						
Initial Year(When Apperared in Budget)*	2004						
Initial Estimated Cost*	4604000						
Revised Estimated Cost	0						
Scheme Details to be Entered	đ						
Executing Office*	Pooh Division						
Scheme Name*	LWSS-Jhalgi Molog in G.P. Rajhana Tehsil & Distt. Shimla HP Max. Characters : 500						
Scheme Type*	WSS-LWS						
Programme Type*	ARWSP (Accelerated Rural Water Supply Programme)						
Programme Sub-Type	-SELECT-						
Expected Date of completion*	1						
Scheme Nature*	Original V						
Start Month(When Apperared in Budget) Current Status & Date* A/A & E/S No. (Details) Initiated by* VIP Details Executing Agency Details Department Agency	May Ir Progress as on Date C.E.(S)No.1183Amount 4604000 Date31/03/2004 Approved By -SELECT- IRRIGATION AND PUBLIC HEALTH Peoh Division						
	Save Verify Reset						
	Calendar Drop Downs Action Buttons						
l ext E	30X						

Commonly used Controls on Screen:

Control			Control Name	Purpose
O Govt.	O IAS/HAS	Department	Radio Buttons	Radio Button / Option button
			allows the user to choose only one	
				of a predefined set of options
Login	Sav	/e	Action Button	An Action Button, when clicked,
				initiates the command action. It
				sends the values to the server.

		JSV UM Ver 1.0
-ALL- -ALL- Shimla No. 1 Sub Division Koti Sub Division Ghanahatti Sub Division Theog Sub Division Matiana Sub Division Sainj Sub Division	Drop Down List	Drop Down List is used to select one of the options from given list. User can not type any new value in Drop Down List
 SOLAN District UNA District KANGRA District PANGI (Tribal) 	Check Buttons	Check Box allows the user to select multiple choices from a predefined set of options
	Calendar	Calendar is used to select the date
~	Text Box	A Text Box allows to insert text/number data
Date* Current Stage* Details*	Labels	Labels are used to Display static data on the form that cannot be changed by the user

3.1.3.2. Queries & Reports

Query Input Parameters:

Please Note:- L Entries Marked wit Display Parameter For fast and accur After selection/ent	th * are essential. rs are mandatory. ate result please select/enter maximum numbe try please click on Search button for getting the	er of paramete e result.	emano/Buuge ars.	et/Exp. wise)	
	○ Tribal Areas ○ Other than Trib	al Areas			
)istt./Tribal Area 🔹	-ALL- MANDI District CHAMBA District LAHAUL (Tribal) Dummy District(Not in Use)	SHIML	A District PUR District District (Tribal)	SOLAN District	SIRMOUR District HAMIRPUR District KINNAUR (Tribal) HHARMOUR (Tribal)
election Param	eters		Display Para	meters	
>epartment Programme Name Financial Year * Demand Code Initiated By Amount Vigures in*	-ALL-		Check All District/Trib BudgetHead No. of Ongo Total no. of Demand for Fund Releas	al Area d ing Schemes(Approved) Schemes Grants sed	UnCheck All Department No. of RNS(Approved) Total no. of Minor Works Revised Budget Expenditure
Selecti	on Parameters	Search	R	leset	

Query Output:

Iain Menu	Progres	ss Summary	(Demand	/Budget/E	xp. Wise)	
tt./Tribal Area wise	summary of schemes for Finan	cial year 2011	-2012				
							(All An
int Report 🏻 🚑							
	District/Tribal Area	No. of Ongoing Schemes (Approved only)	No. of Ongoing Schemes (Total) [A]	No. of RNS Schemes (Approved only)	No. of RNS Schemes (Total) [B]	Total number of Schemes ([A] + [B])	Demand for Grants
	KINNAUR (Tribal)	373	1201	0	92	1293	1539.56
	LAHAUL (Tribal)	355	577	0	52	629	1374.52
	SPITI (Tribal)	204	537	0	56	593	986.27
	PANGI (Tribal)	188	523	0	97	620	1615.91
	BHARMOUR (Tribal)	158	298	0	45	343	1330.85
	Total :-	1278	3136	0	342	3478	6847.11

Report Selection Parameters:

		[Demand for Grants	(Head Wise)		
All Areas	 0 T	Tribal Areas		Other than Tribal Area	as	
District/Tribal Area *	-ALL- UNA District	SHIMLA District	SOLAN District	SIRMOUR District	MANDI District KANGRA District Dummy District(Not in Use)	BILASPUR Distric
Financial Year *	2011-2012		~			
Demand Code	0All Demands		~			
Amount Figures in	Rupees		~			

Report Output (in PDF form):

	Der	mand f	or Grants(He	ead Wise)	Report for th	ne financial Year : 2011-20	12	
District /	Tribal Area : For Se	elected	Districts/ Tr	ribal Area	IS	,	All amount figures are	in Rupees
Demand Code	Budget Head	SOE	Budget code	P/N	V/C	Amount Demanded (Verified)	Amount Demanded (Not Verified)	Amount Demanded (Total)
SPITI (Trib	al)						1	
31	4059-01-796-02	37	S00N	P	v	8000000.00	0.00	8000000.00
31	4202-01-796-01	37	SOON	Р	v	100000.00	0.00	100000.00
31	4202-01-796-03	37	S00N	Р	v	500000.00	0.00	500000.00
31	4202-03-796-01	37	S00N	Р	v	581000.00	0.00	581000.00
31	4202-04-796-01	37	SOON	Р	v	300000.00	0.00	300000.00
31	4210-02-796-01	37	SOONM	Р	v	500000.00	0.00	500000.00
31	4210-03-796-01	37	S00N	P	v	300000.00	0.00	300000.00
31	4215-01-796-01	37	S00N	Р	v	10800000.00	0.00	10800000.00
31	4216-01-796-02	37	S00N	Р	v	300000.00	0.00	300000.00
31	4403-00-796-01	37	S00N	Р	v	2000000.00	0.00	2000000.00
31	4406-01-796-02	37	S00N	Р	V	300000.00	0.00	300000.00
31	4408-02-796-01	37	S00N	P	v	250000.00	0.00	250000.00
31	4702-00-796-01	37	S00N	P	v	90000.00	0.00	90000.00
31	4702-00-796-02	37	SOON	P	v	21200000.00	0.00	21200000.00

~~eSameeksha~~

3.1.3.3. Postback on forms & Queries

Postback is a request to the same page that the form is on. In other words, the contents of the form are posted back to itself. This allows a page to perform validation and processing on its own form data. Postbacks are commonly seen in edit forms, where the user updates information in a form, hits save or submit, and the page is refreshed with a new form populated with the recently updated information.

e.g.

				1			Logo	ut
NARAYAN SINGH, JUNIO	R ENGINEER Chha	aila Section						
Reports/Queries 🕨 HO/Zo	one/Circle 🕨 Divisio	n Entries 🕨	Sub Division Entries	•	Section(Site) Entries	•	Section(Store) Entries	•
		Report :	Agreement Regi	ste	r			
Division #	Div.No.1 Shimla	9			*			
Select Sub Divison	Shimla No. 1 Sub	Division			~			
Select Section	-ALL- Shimla No. 1 Sub	Division						
Agreement Date	Koti Sub Division Ghanahatti Sub D	ivision						
Order by	Theog Sub Divisio Matiana Sub Divis Sainj Sub Division	on sion n						
							Report	>

On this Form of Selection Parameters, when you select name of the Division, the browser (Client) sends the division name to the Server and the server accordingly send back the names of Sub Division Names under that Division to the Client.

3.1.3.4. Action Buttons

Action Button	Description
Save	On clicking, details entered are transmitted to central Server for
	saving. If saved successfully, message appears on the client
	screen
Reset	Click to reset the data entry Screen on your client machine.
Verify	On clicking, the details saved on central server will be verified
·	and the data will be locked. Updation for that data will not be
	allowed
Get Details >>	On clicking, the detail of the selected data will be fetched from
	the server and will be displayed on client end
Delete Selected	On clicking, selected records are deleted from the central
	Server
<< Change	Click to Change the selected record
Add>>	Click to Add the Detail entered into the list
Select	Click to Select the displayed item
Search	Click to Search for the selected parameters from central Server
	and display the result on your client machine
<< Go Back	Click to go to Previous form
Close	Click to close the current window screen
Next >	Click to move next window screen
Edit	Click to edit the selected Row/Record
< Change Parameters	Click to change the Selected parameters
Print	Click to Print

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Insert	Click to insert the record entered on the central Server
Report >	Click to view the report based on input parameters
Update	Check to update the saved data
Update	
-Submit Demand	Click to Submit the demand to the selected office
Print Report 🚑	Click to print Report from query
K First Page	Click to go to first Page of the displayed list
Prev.Page	Click to go to Previous Page of the displayed list
➢ Next Page	Click to go to Next Page of the displayed list
🔊 Last Page	Click to go to Last Page of the displayed list
Go	Enter a value and Click to go to the particular Page of the
	displayed list
Change Budget Head	Click to Change the Budget Head
< Change Head	
Get Scheme >	Click to get the details of the scheme
Browse	Click to get a file from your client computer and select for
	uploading into the central Server
Get Contractor Record >	Click to get the detail of the contractor from central Server
Add Item to List	Click to add the newly added tem to a list
Open Data Entry	Click to Open online Data Entry for monthly Progress for an
	executing office
Delete selected items	Click to delete the selected items from the list
Auto Numbering	Click for auto numbering of the items in the list if some numbers
	are missing in the sequence
Assign	Click to assign the selected Budget Head
Reject	Click to Reject the Action e.g. indent
Cancel	Click to cancel the approved Action e.g. indent
Submit to Verification	Click to Submit Running bill for verification
Update Running Bill	Click to Update the Running Bill
Verify Runing Bill	Click to Verify the Running Bill
Revert Running Bill	Click to revert the Selected Running Bill
Generate Monthly Account >>	Click to generate the monthly Account
Marifu the Concepted Marthly Assessed	Click to Verify the generated Monthly Account
Verify the Generated Monthly Account >	
Issue	Click to issue the material against approved indent

3.1.3.5. Difference between Offline module & online module

In online software Module, the functionality and data resides on a server which is accessed over the internet, so an internet connection and a web browser are required to access.

The Offline Software is designed to add offline capabilities to the client. No internet connection is required to work in the Offline software module but later offline data needs to be transferred to the central server.

In Works MIS, the measurements of Tendered work are made offline by J.E. The Offline file needs to be downloaded from the online Works MIS application, so that measurement entries may be made offline. Once the Entries are made, these are uploaded to the online module using a Data Transmission Service (DTS) utility.

3.1.3.6. How entry can be made for Back Date?

Entry date is not the Current date. It is the date on which the last entry is made. The entry date may be selected between the Date of last entry and Current Date, because in date calendar the dates before the last entry date are disabled for selection. In this way back date entries may be made in the system but not before the Date of last entry.

3.1.3.7. Difference between Save & Verify buttons

Save is an Action on which the data entered is saved in the server and can be modified/ updated till it is not verified.

On verification, the data is locked and not available for any modification/updation.

3.1.3.8. Menu Options not Appearing properly

The website is designed to support the version of some standards and may display differently when viewed with web browsers designed to support other versions of the standards. In order to display website correctly, browser (Internet Explorer) supports a display mode called **Compatibility View**, which displays WebPages as if they were viewed by the designated version of the browser.

The following step enables Compatibility View:

Click the Compatibility View button in the Address bar when viewing a webpage. Usually, this button appears to the left of the Refresh button and contains an image of a broken piece of paper . This enables Compatibility View for all documents in the domain of the website being viewed.

3.1.3.9. Menu Options appearing but not Accessible

Authorization verifies what the authenticated user is authorized to do and which module he can access. For details, refer to Section "3.1.2.2. User Authorization".

To authorize user so that menu options are accessible, appropriate role is required to assign him. Roles can be assigned to the user by head office and for details, refer to following Sections:

- 3.7.5. MIS User Management
 - 3.7.5.1. User Management

3.2. Section Office

3.2.1. J.E (Site)

3.2.1.1. Raise Material Indent

Module No.	M- SEC-SITE-1	
Module Name	Raise Material Indent	
User	Section Office (JE-Site)	
Description	JE (Site) records the details of the material required for executing the v	vorks
	through Material Indent	
How to Access	[Works MIS] :: Section (site) Entries \rightarrow Raise Material Indent	
Pre Process	 [Works MIS]:: Division Entries → (D)rawing Branch → Work Speci 	fications
	\rightarrow Material To issue	
	[Material indent for Tendered Work]	
	• [e-Sameeksna]:: Scheme Entries → Scheme Description	
Dre Drocesses	[Material Indent for MAS(Material at Site)]	Offico
Sequences	A Material indept for Tendered Work	Onice
Ocqueriees	1 [e-Sameeksha]: Scheme Entries \rightarrow Scheme Description	Division
	2. [e-Sameeksha]:: Scheme Entries \rightarrow Work Description	Division
	3. [Works MIS]:: Division Entries \rightarrow (C)orrespondence Branch \rightarrow	Division
	Work Agreement Description	
	4. [Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work	Division
	Specifications \rightarrow Revised Schedule Of Quantity	Division
	Specifications → Material To issue	DIVISION
	B. Material indent for MAS (Material at Site)	
	1. [e-Sameeksha]:: Scheme Entries → Scheme Description	Division
Post Process	[Works MIS] :: Sub Division Entries → Sub Division Officer → Verification	on →
	Material Indent	
Dashboard:		
	HIMACHAL PRADESH WORKS A	AIS
	DEPARTMENT OF IRRIGATION & PUBLIC HEALTH	Logout
ASHISH KUMAR THAN Reports/Queries H	KUR, JUNIOR ENGINEER Mashobra Section 10/Zone/Circle Division Entries Sub Division Entries Section(Site) Entries Section(Store) E	ntries 🕨
Engineer		
1	50	
DTS(wind	ows XP).zip DTS(windows7) rar COMPLETION TIME	
	2 9	
		NOT
Android	Application IPH_Offline_Module UPLOADED)	NOT
	0 0	
Pending Wa Appli	ter Connection Rising Main / Pumping M/C Rising Main / Pumping M/C Estimate (LIS)	ic i
Content on this we	ebsite is Published & Managed by Irrigation and Public Health Department. Website De Developed By : National Informatics Centre, HP State Unit , Shimla(HP)	signed &

Input Screen:						
	F	Raise Ma	terial Indent			
Indent By Ofice #	Kasumpti Section			~		
Indent For #	• Tendered Work		Material at Site))		
Work Id #	2008-1499	<	Change			
Agreement By Office	Div.No.1 Shimla 9					
Scheme Code & Name	T19886-Prov. GWSS to in Teh. and Distt Shiml	o P.C. Hab la HP.	pitation of censu	us vill jalf and udli	in G.P.maly	rana
Work Nature	● Original ○ Repair	/Maintena	ince			
Work Serial No. & Name #	1.C/O 2 Nos Spring In	ntake,2 No	os.Storage tank	5000ltrs cap.C.O	Stand post	4 Nos 💙
Items to be Issued By #		red Work	O MAS (M	aterial at Site)		
Items Issuing Office #	Div.No.1 Shimla 9		V IPH	Store Mehli, Shim	nla	~
Select Indent #	-NEW-	 (Select 	New for Issuin	g a new indent)		
		~ Inden	t Details 🗤			
Indent Date =	10/10/2011					
Remarks					~	
Diseas Note of Freedom 1	and the in the sectors of the		Table difference		~	(Max.200 Chars.)
Consumption"	by value in the column "Qty	y.Aiready	issued enter l	Dacklog consumpt	ion record u	ising the module "Material
Item Details						-
Them Description	Revised Schedu	le of Qua	antity	D-t-	11	Quantity Indented
Item Description			Quantity	Rate	Unit	Qty. Indented Now
Steel->Square bars 8 mm	Compat		0.4000	34430.00	MT	0
Steel->Square bars 10 mm	Cement		0.4000	34430.00	MT	
 Indent by Office Display the Sect Indent for (I. Te 2. a. If 'Tendere o Work ID <e Display th</e Agreem o Scheme o Work N Work Sector 	 <display> ion of JE</display> ndered work, II. M d work' option is s inter> & Get Details e following details ient by Office Code & Name ature (Original or Ferial No. & Name 	IAS (M selecte s : R/M)	aterial at S ed	Site)) <i><selec< i=""></selec<></i>	:t>	
 2.b.If 'MAS' opt o Scheme Co <i>Display</i> 3. Items to be issu 3.a. If 'Store' option 	tion is selected ode <i><enter></enter></i> & Get <i>Scheme name</i> & Co led By (I. Store/ II. otion is selected	Details ode Tende	s ered by/ III	. MAS(Mate	rial at Si	te)) <i><select></select></i>
 Store < Display to 3.b. If 'Tendere 	Select> he list of stores of th ed Work' option is s	e conce selecte	erned divisi ed	on		
• Work IE) <enter> & Get De</enter>	etails				

Display the following details:

- Scheme Code & Name
- Work Nature (Original or R/M)
- Work Serial No. & Name
- 3.c. If 'MAS (Material At Site)' option is selected
 - Item Issuing Office <Select>
 - Scheme Code *<Enter>* & Get Details
 - Display the following details:
 - Scheme Code & Name
 - Work Nature (Original or R/M)
 - Work Serial No. & Name
- 4. Select Indent <Auto Gen> Indent Number is auto generated for the new indent. Existing indents may also be updated by selecting the indent number from the list
- 5. Indent Date < Select>
- 6. Select/enter the details of the items to be indented:
 - o Item
 - Unit <Display>
 - Quantity Indented now <*Enter*>
 - -----
- 7. Save/Update Confirmation made for the above entries and Indent id is generated automatically if selected indent is new
 Report/Query [e- Sanchalan] :: Reports/Queries → Inventory Reports → Indent Items

3.2.1.2. Goods Receipt/Allocation to site

Module No.	M-SEC-SITE-2
Module Name	Goods Receipt /Allocation to Site
User	Section Office - JE (Site)
Description	JE at Site submit the details of the Goods received from Supplier and
	allocates to work
How to Access	[Works MIS] :: Section (Site) Entries → Goods Receipt /Allocation to Site
Post Process	[Works MIS]::Sub Division Entries \rightarrow Sub Division Officer \rightarrow Verification \rightarrow
	Goods Receipt at Site
Input Screen :	

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			Goods Receipt at Store	
C				
Section	"		IPH Store Mehli, Shimla	
) ptions	Add I	New 🔍 Allocat	e to Multiple Work O Update/Verify GR No. # New	
GR Date	ø		27/02/2020	
1. Purch	ase Suppl	y Details		
Order Nu	mber 🖗		(Max. 50 Charact	ers)
Order Da	te #		27/02/2020	
Order Pla	ced By #		-SELECT- Other Ag	ency
Supplier I	Name #			
			Characters)	
Remarks	(If Any)			
			(Max. 200	
Payment	to be Made	by Office #	Div.No.1 Shimla 9	
2. Item	Details		Invoire Date #	
		(Max. 50 Charact	ers) 28/03/2020	
Item Cat Ouantity	as per	-SELECT-		•
Invoice	#			
Quantity Departm	as per ent #		Unit V Store Issue Rate Ø	
			Add Item	
3. Extra	Charges			
5r. No. 1	Charge Service C	Type Charges	Amount	
2	Inspectio	n Charges		
3	VAT			
4 5	Education	n Cess		
6	Incidenta	al Charges		
7	Excise Du	uty		
4. Amou Amount I	nt to be D (In Rs.) #	educted		
5. GR Ar	nount			
Item An	nount			
Extra Ch Amount	Deducted			
Total GR	Amount			
			Save Verify	Reset
acorin	tion of t	fields on or	reen.	
,sonp		10103 011 30		
1 9	Section	Name - Se	alects	
i. C				
2. (Options	(I.Add Nev	w II.Allocate To Multiple Work III.Update/verify) <select></select>	
I. I	f Add n	ew Option	is Selected:	
	o GF	R Date <au< td=""><td>to Gen or Select></td><td></td></au<>	to Gen or Select>	
	Ву	/ default dis	play the current date	
	o ME	3 Number	<select></select>	
	o Bil	I NO. <sele< td=""><td>ct> & Get Details</td><td></td></sele<>	ct> & Get Details	
		der NuMDE	n <eniler></eniler>	
		der Placed	By <select></select>	
		pplier Nam	e <enter></enter>	
	o Re	marks (If A	(NNY) < Enter>	
	⊖ Of	fice to mak	e payment <select></select>	

Enter the details of items :

- o Invoice No.
- o Invoice Date
- o Item Category
- o Item
- Quantity as per invoice
- o Unit
- o Item Rate as per invoice
- Quantity as per Dept.
- o Item Rate
- o Add
 - Click add to display the item detail in the grid system provide option to update, add more items
- 3. Enter the following Extra Charges
 - Service Charges
 - Inspection Charges
 - o VAT
 - o Freight
 - Education Cess
 - o Incidental Charges
 - o Excise Duty
- 4. Amount to be Deducted (If Any) < Enter>
- 5. Allocate All Items & Amount to Single Work or Scheme<*Check*>
 - Work ID or Scheme Code <*Enter>* & Get Details Displays the details of the work or Scheme
- 6. Save

Confirmation made for above entries and GR No. is generated Automatically.

II. If Allocate To multiple Work Option is Selected:

	Goods Receipt/Allocation to Site							
Section #	Kasumpti Section							
Options OAdd New	Allocate to Multiple Work Oupdate/Verify GR No. # 2011-63 Change							
GR Date #	22/10/2011							
Supplier Name	Rama industries pvt.							
M. B. Number #	1890							
2. Allocation to Work (Please Note : Select Material Item and Allocate to related work)							
Total Amt. for Allocation	2000.00 Rs. Amt. Already Allocated 0.00 Rs.							
Amt. Pending for Allocatio	on 2000.00 Rs.							
Allocate to #	Tendered Work O MAS(Material at Site)							
Work Id=	2008-1499 < Change							
Scheme Code & Name	Prov. GWSS to P.C. Habitation of census vill jalf and udli in G.P.malyana in T19886 Teh. and Distt Shimla HP.							
Work Nature=	Original Repair/Maintenance							
Work Sr.No. & Name #	C/O 2 Nos Spring Intake,2 Nos.Storage tank 5000ltrs cap.C.O Stand post 4 Nos 🐼							
Allocate	⊙ Amount ◯ Items							
Amount#	0.00 Rs.							
	Allocate							
 Supplic Supplic MB. No Allocate to No Total Amou Amou Date Allocate Allocate 7. a. If 'Ten Work IE Displation Sch Wor Wor 	er Name < <i>Displays</i> > umber < <i>Displays</i> > Work: Amount for Allocation < <i>Displays</i> > nt Pending for Allocation < <i>Displays</i> > nt Already Allocated < <i>Displays</i> > < <i>Displays</i> > te to (I. Tendered work, II. MAS (Material at Site)) <select< i="">> dered work' option is selected <i>O <enter< i=""> > & Get Details y the following details: eme Code & Name k Nature (Original or R/M) k Serial No. & Name</enter<></i></select<>							
7.b.lf 'MAS' o Scheme <i>Display</i> o Alle o Alle	option is selected e Code <i><enter></enter></i> & Get Details <i>Scheme Code & name</i> Docate (I. Amount II. Items) <i>lect Amount to Allocate the amount and Select Items to allocate Items</i> Docate <i><enter></enter></i>							
Report/Query	How to Access: [e- Sanchalan] :: Reports/Queries → Inventory Reports → Goods Receipt Sheet							

3.2.1.3. Work Measurements (Offline)

3.2.1.3.1. Download DTS and Enter Measurements

Module No.	M-SEC –SITE-3					
Module Name	Work measurements (Offline)					
User	Section Office (JE)					
Description	JE Downloads the offline Work ID wise module for entering measurements					
How to Access	[Works MIS]::Section (site) Entries \rightarrow Work Measurement \rightarrow Work					
	Measurements (Offline)					
Pre Process	• [Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work Specifications	s				
	→ Revised Schedule Of Quantity					
	• [Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work Specifications	s				
	→ Material To issue (if any)					
Pre Process	Sr. No. Module Offic	ce				
Sequence	1. [e-Sameeksha]:: Scheme Entries → Scheme Description Divisio	'n				
	2. [e-Sameeksha]:: Scheme Entries → Work Description Divisi					
	3. [Works MIS]:: Division Entries → (C)orrespondence Branch→ Divisio Work Agreement Description	'n				
	 [Works MIS]: Division Entries → (D)rawing Branch → Work Divisio Specifications → Revised Schedule Of Quantity 	n				
	 [Works MIS]: Division Entries → (D)rawing Branch → Work Divisio Specifications → Material To issue (If any) 	n				
Input Screen:						
	Work Measurements & Material Consumption					
DOWNLOAD FILE						
File	Description					
	DTS (Data Transformation Service) to transfer Offline Measurements &					
DTS.zip	Material Consumption to Online System.					
THU OFFICE STATE	OFFLINE MODULE for entering measurements & Material					
IPh_OIIIIneMod	Consumption of works. After download, fill it with agreement details using Data Transformation Service (HIMDTS)					
Description of fie	elds on screen:					
1. Download Offline Module This module (blank file) facilitates the offline entry of measurements for tendered works.						
2. Download This is a D and to tran used reper DTS file o O Uploa O Dowr O Data O Seleo O Folde	I the DTS file Data Transformation Service (DTS) to download Agreement details into the Offline Mod Insfer offline measurements to Online System, which can be downloaded once and can atedly offline includes the following details: ad Measurements hload Work Details Location ct MDB file er Location	dule າ be				

						<u></u> .	
C Heles	d bd a second		C Daumlar		Dataila		
Step 1	C Upload Measurements C Download Agreement Details						
From wh	ere do you v	vant to transfe	er offline data	а ?	<u></u>		
Data Lo	ocation	Select MD	B File				
Folder	Location	C:\Documer	nts and Setti	ngs\dinesh\[2		
File Na	ime	IPH_Offlinet	/lodule.mdb		-		
		,		Nevts			
			<u>.</u>	HOIR /			
Description of	of Fields On	Screen:					
Select D	ownload Wo	ork Details					
This sele	ction is made	for downloadir	ng the Work d	etails along w	ith RSQ and Mat	terial to Iss	sue
1 Soloct N							
Previous	slv downloade	ed offline Modu	ıle (blank file)	need to be s	selected from the	e comput	ter to fill it
with the	details of Wor	rk to be downlo	aded and su	bmit the detail	ls		
Displays	s the followir	ng details:					
∘ Offi	ce Name						
∘ Fol	der Location						
∘ File	Name						
A A NUCLUD Wester		Taraka	Constant Martin		Caratan		
FF NIC FP-WORKS	MIS-DIS [Data	Transformation	Service] Natio	inal Informatic	s centre		
C Upload Measuren	nents 🤅 E) ownload Agreemen	t Details H. (Div No.1, Shiml:	9 91			
Folder Location	C:\Documents /	and Settings\dinesh'	Desktop	3.0)			
File Name	IPH_OfflineMod	lule.mdb					
Step 2/3 : Dest	ination Crede	ntials (Online)					
To where do you wa	nt to transfer data ?	·					
Useria	15203						
User Password							
	<	Back Next>					
Data to be Dov	vnloaded Onlin	ie					
KAMAL RAJ KAPIL,	JUNIOR ENGINE	ER, Kasumpti					
Section							
Enter Work Id Number Here:-							
Lotting							
1	(Deels	Danieland Data					
	< Back	Download Data					
Departmention of [Fields on the	Sorcan					
Description of F	-ielas on the	Screen:					
5 Entor th	a Destination	n Credentiala	(lleer ld & E	Daeeword)			
5. ⊑nter th The sub	c Desination	n oregenitials	ntified by th	e Online svs	tem and name	of the e	emplovee.
			· · · ·			-	

							JSV U	M Ver	1.0
d	esignation	and office name ar	e displayed and only Jl	Es of	f concerned L	Division r	nay tı	ransfer	data
6. W W	ork ID ork ID for i	which measuremen	ts are to be entered						
7. D C	ownload \ In Download	Nork Details ad Work Details s	system identifies the	Work	ID and d	ownload	the	details	of that
a	greement								
Entering	Measure	ments in Downloa	ad Offline file:						
		IRRI	ATION AND PUBLIC HEALTH (Div.N	o.1 Shi	mla 9)				
Scheme	T200822	R/M of Patti Rehana in G.P Rajhana	a in Teh and Distt Shinla		Work Type:	Item Rate Te	ender		
Work Id:	2009-716	Laying and jointing of 25mm dia 6.1.1 tank (Proposed) Baragaon).	Pipe from Source Dhobighat below Ani to Sto	rage 📩	Work Nature:	Repair/Main	l Singh		
WOIK TO	lie Careere Description		Data Downloaded On: 14/10/2011		Cuntractor 503	*Coture auto	n Data Far	mak an ^a dd MA	460000
Current M	leasurements Abst	ract of Measurements	Material Consumption Abstract of Material	Consump	tion RSOQ Schedule	of Material Help		mat as iou/min	
MB No	Entry Date E	ntry No. Sub No. tem Sr.No.	Measurement Description	Measu	rement: (Quanility) e.g. (L*B*D)	Unit	Tolal Q	Juantity
1930	13/10/2011	1 <u>1</u> 1 v		2×10			cun		20
kinds o	ation in touridation, un of soil such as pick wi	ork,							-
- ¥ 1930	da nominal bore.	2 2.a. 💌		1*15		~	Rmt		15
*		0		0		<u></u>			
									_
Descripti	on of field	s on screen:							
	o una lo o do	d Offling file diam	ave the following det	منام					
D	ownioade	a Omine me aispi	ays the following det	alis					
	Work I								
C	Work t	o be Executed By	,						
C	Schem	e Code & Name							
C	Work N	lature							
C	b Curren	t Measurements	olumns:						
		B No <i><enter< i="">o</enter<></i>	olumna.						
	• IVII	ntry Date < <i>Enter></i>							
	• Er	ntry No. <i><enter></enter></i>							
	• Si	ub No. <i><enter></enter></i>							
	• Ite	em Sr. No. <select< td=""><td>></td><td></td><td></td><td></td><td></td><td></td><td></td></select<>	>						
select an Item from the list of Items of RSQ									
	• M	easurement Desc	ription < <i>Enter</i> >						
	• M	easurement <i>(Qua</i> i	ntity) <enter></enter>						
	• Ur	nit <i><auto gen=""></auto></i>							
	• To	otal Quantity < <i>Auto</i>	o Calc>						
C	Abstra	ct of Current Mea	surements <i><auto calc<="" i=""></auto></i>	>					
			IRRIGATION AN	D PUBLIC HEALTH (Div.No.1 SH	himla 9)				
-----------------------------	-------------------------------	---	---	--	-------------	---------------------	-----------	----------------------------------	--------------------------
cheme T200	1822	R/M of Patti Rehana i	n G.P Rajhana in Teh and I	Distt Shimla	Work	Type:		Item Rate Tender	
/ork Id: 2009	-716	Laying and jointing of 2 tank (Proposed) Barac	25mm dia G.I.Pipe from Sou taon).	rce Dhobighat below Anji to Storage 🚽	Work	Nature:		Repair/Maintenar	108
ork To Be Exec	uted By:	Contractor	son,		Contr	actor	903	Heminder Pal Sin	gh
	Baral	1001110000 1 1	Data Dowr	loaded On: 14/10/2011					Participation and an and
st Viewed in Scree	n Resolution	1024 X 768 pixels	ATTENTION PLEASE:->	*Current Entries are the entries since	e previous	contract	or bill	Set your system Dat	e Format as "dd/MM/yy
Lurrent Measurem	ents Absur	ict of medsurements		umption Abstract of Material Consum	nption R	.50Q 50	nedule of	Material Help	[1] (1) (1)
	Jescription	foundation translass a	to in oath werk in all kinds	of call such as pick work				l otal Quantity	
	jumper work,	plasting work, hard blas	sting and chiselling etc. stac	king the excavated soil not more than 3	3 mtrs.clea	ar from the	9	20	cum
a. 2	25mm dia nor	ninal bore.						15	Rmt
0	Curr	ent Materia	I Consumptio	DN ID PUBLIC HEALTH (Div.No.1 S	himla 9	1			
cheme T200	-716	H/M of Patti Rehana i	n G.P Rajhana in Teh and 25mm dia G.L Pipe from So	Distt Shimla Irce Dhobighat below Anii to Storage	Wor	k Type: k Nature	e.	Item Rate Tend Benair/Mainten	ance
ork To Be Even	uted Bu:	tank (Proposed) Barag	jaon).			tractor	902	Heminder Pal Si	nah
SIK TO DE ENCE	ateu by.	Contractor	Data Dow	nloaded On: 14/10/2011	CON		505		ngn
t Viewed in Scree	n Resolution	1024 X 768 pixels	ATTENTION PLEASE:->	*Current Entries are the entries sinc	e previou	is contrac	tor bill	*Set your system D	ate Format as "dd/MM/
MP No. Entre	Data E	ntru Number I Item Sr	Ma	Abstract of Material Consu	Mate	rial Unit			
1920 200	200/2011	1 1	IND.		mate		Quanuy	20	
Excavation in fo	undation, tre h as pick wo	nches,etc. in earth wor ik,	k in all	G.I. Pipe plain end- 25 mm dia - Light G.I. Pipe	Interior	;			
1930 30/ For Penal Recov	/09/2011	2 0	×	G.I.Pipe plain end-25 mm dia - Light G.I. Pipe	metre	;		5	
			~						
·									
Include	es the t	following co MB No. < <i>El</i> Entry Date Entry No. <	>en. olumns: nter> <enter> <enter> >. <select></select></enter></enter>						

			IRRIGATION AND PUBL	IC HEALTH (Div.No.1 Shi	mla 9)		
Scheme	T200822	R/M of Patti Rehana in 0	à.P Rajhana in Teh and Distt Shim	la	Work	. Туре:	Item Rate Tender
Work Id:	2009-716	Laying and jointing of 25	mm dia G.I.Pipe from Source Dhob	ighat below Anji to Storage 🍝	Work	Nature:	Repair/Maintenance
Work To Be	e Executed By:	Contractor			Cont	ractor 903	Heminder Pal Singh
Rost Viewed in	n Screen Decolution	1024 X 759 pixels	Data Downloaded	On: 14/10/2011	oreview	e contractor bill 🔹	Sat your system Date Format as "dd MM (your"
Current Mea	asurements Abstr	act of Measurements	Current Material Consumption	Abstract of Material Consump	otion F	RSOQ Schedule of	fMaterial Help
Bin No. : M	aterial		Unit	Total Quantity Cor	nsumed	Penal Recove	ery
26/3 : G.I.F	^p ipe plain end- 25 m	m dia - Light G.I. Pipe	metre		5	Yes	
26/3 : G.I.F	^p ipe plain end- 25 m	m dia - Light G.I. Pipe	metre		30	No	
	 Item Disp • •<td>wise RSOC lays the follo ltem Sr. No. ltem Descrip Quantity Unit Rate edule Of Mat ays the follo Bin No. mat Quantity Unit Rate Store</td><td>e details owing columns: otion terial wing columns: erial</td><td></td><td></td><td></td><td></td>	wise RSOC lays the follo ltem Sr. No. ltem Descrip Quantity Unit Rate edule Of Mat ays the follo Bin No. mat Quantity Unit Rate Store	e details owing columns: otion terial wing columns: erial				
	 Help This 	< <i>Display</i> > facilitates th	e user to enter t	he measureme	ents	in comp	uter through offline file.
Busine	ss Rules	o JE o Me in	should physical easurement entr the RSQ	lly visit the site ies must be er	for ntere	recording ed consid	Measurement Entries lering the items mention
Notoo	8 1001100		facilitata tha m		o nic		ront monouromente dete
INDIES à	& ISSUES		re automatically ntry can be mad ne entries made	easurement en copied to the e with little mod are auto saved	dific dific	s, the cur ext_row, s ations.	so that new measurements deta
		o He	elp tab facilitate	es the user to	ent	ter the m	easurements in compu
		o Ol da	nce entry made	on a particul ntries.	ar c	date JE o	cannot select the previo

3.2.1.3.1.1. Download Android Application

Go to the Google Play Store to Download Ar Himachal Pradesh Irrigation and Public Hea	ndroid application of Works MIS by searching alth.
Logo of app will look like	Himachal Pradesh Irrigation and Public Health Nic Gov Mobile Apps Tools *****1 = I Add to Wishlist Install
Now ,Click on the install E	Button to install the app.
After Installing the application ,The very First screen of application look like.	انت النظر المعند الم
 In the first column you have to enter the ID of JE 	User Name Online Agreement Number Password
 In the next column Online Agreement number is to be added. 	Submit Powerd By National Informatics Centre © 2013
 And in the last column you have to enter the password of the respective JE. 	G the I hi \P q ¹ w ² e ³ r ⁴ t ⁵ y ⁶ u ⁷ i ⁸ o ⁶ p ⁶ a s d f g h j k I \uparrow z x c v b n m \cong
Then Click on the Submit Button.	?123 ♥ ⊕ . →
After Clicking on the online agreement ,Following screen will open – which shows the Online Agreements Header with menus shows About and Setting	11115 Image: Content of the second secon
 About: About tab shows about the JSV's water related infrastructures 	
• Settings: Shows two tabs one is Back to Online Agreement which means after clicking on this tab it will display the previous screen and second is Reset Application which will reset the application	



After clicking on add measurement this screen will appear where we have to enter MB number, Entry Number, Sub-Number, Measurement description measurement calculation. After filling these details click on submit. If you want to delete the details click on cancel.

 Material Management displays the tab Add Material which display the following screen. Fill up the MB number, date and entry number after filling this click on submit.

11:16	
🔚 Add Measurement	1
103	
28/08/2018	
1	
2	
Walls (any thickness) but not less than 0.1 m this pillasters, buttresses, plinth and string courses e foundation level upto floor two level.	ckness) attached to. from top of
red 1/2 to 1/5	
1*4*5	
Submit	
Cancel	
Powerd By National Informatics Centre © 2013	
	<
11:54 AM 0.00K/s	ant 46 ant 👄 53%
🔜 Add Material	:
AD Number	
IMB Number	
31/08/2018	
Entry Number	
Walls (any thickness) but not less than 0.1 r attached pillasters, buttresses,plinth and st from top of foundation level upto floor two	n thickness) ing courses etc. evel.
Portland Pozzolanna Cement(Cement)	
Quantity	
Submit	
Cancel	
Powerd By National Informatics Centre © 2013	
overo by realistant mornalics centre of 2015	

Module No.	M-SEC-	SITE -4				
Module Name	Upload Offline Measurement into online System using DTS Package (Offline to					
	Online)					
User	Section (Office (JE)				
Description	JE throu	gh DTS file, uploads the offline module of recorded measurem	ents for			
	work into the online system					
How to Access	[Works N	[Works MIS]::DTS file \rightarrow Upload Measurements				
Pre Process	Entry of	Work Measurements (offline)				
Pre Process	Sr. No.	Module	Office			
Sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division			
	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division			
	3.	[Works MIS]:: Division Entries \rightarrow (C)orrespondence	Division			
		Branch→ Work Agreement Description				
	4.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work	Division			
		Specifications → Revised Schedule Of Quantity				
	5.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work	Division			
		Specifications → Material To issue				
	6.	Works MIS]::Section (site) Entries \rightarrow Work Measurement \rightarrow	Section			
		Work Measurements (Offline)				
	7.	Entry of Work Measurements (offline)	Section			
Post Process	[Works N	√IS]::Sub Division Entries → Sub Division Officer → Verification	n →Work			
	Measure	ements				
Input Screen:						

3.2.1.3.1.2. Upload Measurements

From where do you v	vant to transfer offline data ?	
Data Location	Select MDB File	
Folder Location		
File Name		

Description of fields on screen:

1. Open DTS File

This is a Data Transformation Service (DTS) to download Work Details into the Offline Module and to transfer offline measurements to Online System, which can be downloaded once and can be used repeatedly

2. Select Upload Measurements

3. Select MDB file & submit the details *This is the Offline file (Work wise) where the measurements entries are entered in the computer* Displays the following details:

- Office Name
- Work ID
- o Scheme name
- Work Name
- Contractor
- Agreement Type

C Haland Manual Street	eta 🦰 Denumbra di Amarana ant Detaile
Office Neme	IBBIGATION AND PUBLIC HEALTH (Div No.1 Shimla 9)
Work Id	2011.1140
Scheme Name	t200037: LWSS Tube well Mehli Pujarli in Teh and Distt. Shimla (HP)
Work Name	0: C/O Retaining Wall 1st Stage
Contractor	938: Geeta Ram Thakur
Agreement Type	Item Rate Tender
Step 2/3 : Destin To where do you want	ation Credentials (Online) to transfer data ?
User Id	15203
User Password	N MINIM
	<back next=""></back>
Data to be Uploa	aded Online
Data is ready to transfe	r by Usen-
KAMAL RAJ KAPIL, J Section	UNIOR ENGINEER, Kasumpti
Enter Remark Her	B: ⁻
(Max. 1000 Character	(s) < Back Upload Data >

Description of fields on the screen:

- 4. Enter the Destination Credentials (User Id & Password) The submitted credentials are identified by the Online system and name of the employee, designation and office name are displayed
- 5. Enter Remarks (if any)
- 6. Upload data
 - The Measurement entries entered is uploaded into the online system

3.2.1.4. Other Measurements

Module No.	M-SEC –SITE-5
Module Name	Other Measurements
User	Section Office (JE)
Description	JE enters the Other Measurements in MB and forward it to sub-division office
How to Access	[Works MIS]::Section (site) Entries \rightarrow Measurement(s) \rightarrow Other
	Measurements
Post Process	[Works MIS]::Sub Division Entries \rightarrow Sub Division Officer \rightarrow Verification \rightarrow
	Other Measurements
Input Screen:	

	Other Measurements
Section #	Silow DashBoard
M. B. Number #	
Chargeable To#	Scheme Ostock
Enter Scheme Code #	V010301080421 Various Schemes < Change Scheme
Scheme Name #	Various Schemes of Severage Section
Work Nature #	SELECT- BSNL Mandi Bank a/c no. 510101003629758 IFSC Code UBIN0914738
Measurement Type #	Kuldip Chand and Sons. Bank a/c no. 11056518903 IFSC Code SBIN0000674 HP AGRO INDUSTRIES CORP.BO MANDI Bank a/c no. 3377002100007442 IFSC Code PUNB0337700 M/S RISHI HP CENTRE MANDI Bank a/c no. 31760543098 IESC Code SBIN0010326
Entry Number *	Shimla Automobile Pvt. Ltd. Bank a/c no. 920020022606977 IFSC Code UTIB0001629
Entry Date #	Digital Dictinent System manu Bank a/c III. 9205011000013 IFSC Code ExClored Action/920
Scheme Group #	RAO GAS SERVICE MANDI Bank a/c no. 11056520263 IFSC Code SBIN0000676 HS THAKUR and ASSOCIATES MANDI Bank a/c no. 79202710000006 IFSC Code BKID0007920
Entry Type 🗰	The Commissioner Muncipal Corportation Mandi Bank a/c no. 0730104000046109 IFSC Code IBKL0000730 Bhorti Airtol Jurind Bank a/c pp. 00250104031 ESC Code ICCC0000003
Description 🛩	HPSEBL Mandi Bank a/c no. 3170200100 IFSC Code HPSC0000317 The Managing Director HPSCSC Shinal Bank a/c no. 08010210002643 IFSC Code UCBA0000981 Reserve Bank of India Bank a/c no. 23050200039962 IFSC Code RBIS0GSTPMT HPWD Division (8 and R) Thalout Bank a/c no. 823C111826 IFSC Code 0000000000 Tungal Printers Bank a/c no. 35873508709 IFSC Code SBIN0013709 MICRO COMPUTER Bank a/c no. 35973608709 IFSC Code SBIN0010326 Sona Sinkasan Enterprises Bank a/c no. 377002100121955 IFSC Code PUNB0337700
Select Supplier #	-SELFCT.
Amount (In Rs.) #	
Payment By #	-SELECT-
	Submit to Assistant Engineer Save Clear
 MB No. <s< li=""> Scheme Co Displays the o Abstract of I maintenance bills, Materia ,Arbitration </s<>	elect> ode / Stock & Get Details <i><enter></enter></i> ne following details (only in case of Scheme option) : Scheme Name Work Nature (Original or R/M) Measurement Type Entry Number <i><auto gen=""></auto></i> Entry Number <i><auto gen=""></auto></i> Entry Date <i><enter></enter></i> Entry type <i><select></select></i> Muster Roll for Departmental Works, Vehicle repair & Maintenance, Machinery repair & e bills, Furniture repair & maintenance bills, Electricity & Telephone bills, Water supply al Testing bills Private vehicle hired bills ,Loading & unloading material payment bills cases bills, Inspection fees
0	Description
 Amount(in Supplier:-Pe Payment B Save Confirmation 	Rs.) <enter> erson/ Firm to whom payment is to be made y <select> n made for above entries and Entry Number is generated automatically</select></enter>
Report/Querv	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Scheme Reports \rightarrow Work
	Measurements

3.2.1.5. Material Consumption (Backlog)

Module No.	M-SEC –SITE -6
Module Name	Material Consumption (Backlog)
User	Section Office (J.E.)
Description	J.E. enters the one time backlog of material Consumption after generating

		JSV_UM_Y	Ver 1.0
	running bi	ill, only if previous bills for the particular work id were made m	anually.
How to Access	[Works M	IS]::Section (Site) Entries \rightarrow Measurements \rightarrow Material	
	Consum	ption (Backlog)	
Pre Process	[Works M	IS]::Sub Division Entries → Sub Division → Generate runnin	g bill
Pre Process	Sr.No.	Module	Office
Sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division
•	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division
	3.	[Works MIS]:: Division Entries \rightarrow (C)orrespondence	Division
		Branch→ Work Agreement Description	
	4.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work	Division
		Specifications → Revised Schedule Of Quantity	
	5.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work	Division
		Specifications → Material To issue	
	6.	[Works MIS]::Section (site) Entries \rightarrow Work Measurement	Section
		→ Work Measurements (Offline)	
	6.1.	Download DTS and Offline Module	Section
	6.2.	Entry in Downloaded Offline file	Section
	6.3.	Upload Measurements	Section
	7.	[Works MIS]::Sub Division Entries \rightarrow Sub Division Officer \rightarrow	Sub
		Verification → Work Measurements	Division
	8.	[Works MIS]::Sub Division Entries \rightarrow Sub Division \rightarrow	Sub
		Generate running bill	Division
Post Process	[Works M	IS]::Sub Division Entries \rightarrow Running Bills (SD) \rightarrow Submit ru	nning bill
	to Accou	nt Branch	
Input Screen :			
		Material Consumption (Backlog)	
Section #		Chhaila Section	
Caten Marks Td			

	TROUG POST LOSS LOSS						
Scheme Code & Name	2011-306-1065-testing on 14.11.2011						
Work Nature	Original						
Executing Office	Div.No.1 Shimla 9						
Work Sr. No. & Name	1.Work testing 14.11.2011	1.Work testing 14.11.2011					
Running Bill #	2 🖌 G	et Items >					
Backlog for:	 Consumption of Material 	O Panel Recover	y of Material				
	N	VN Items NNN					
Item Description		Rate	Unit	Qty. Consumed Previously	Penal Recovery		
Tor steel: 8 mm		29200.00	MT	0.1250			
Cement: Ordinary Pozzol	anna Cement	230.00	Bags	12			
			LAT.				

Description of fields on screen:

- Section <Select>
- Work ID <*Enter*> Display the following Details
 - Scheme Code & Name < Display>
 - Work Nature
 - Executing Office
 - Work Sr. Number & name
 - Running Bill <select>

0	Get Items <click></click>
0	Backlog For <se ect=""></se>
-	Select consumption of material to make entries for the material consumed or select Penal Recovery of material
Dis	plays the details of Material in grid with following Columns :
0	Item Description
0	Rate
0	Unit
0	Quantity Consumed Previously < <i>Enter</i> >
0	Penal Recovery
 Sav 	e
Report/Que	ery How to Access:
	[Works MIS]::Reports/Queries→ Scheme Reports→ Running Bill

3.2.1.6. MAS Opening Balance

Module No.	M-SEC -	SITE -7	
Module Name	MAS Ope	ning Balance	
User	Section O	ffice (J.E.)	
Description	J.E. enter	s the details of the Material at Site.	
How to Access	[Works M	IS]::Section (Site) Entries → MAS Opening Balance	
Pre Process	Sr.No.	Module	Office
Sequence	1.	[e-Sameeksha]:: Scheme Entries → MAS Opening	Division
		Balance	
	1.1.	Section(Selected)	Division
	1.2.	Financial Year(Selected)	Division
	1.3.	Month(Selected)	Division
	1.4.	Scheme Code/Name: Added by User	Division
	1.5.	Nature of Work: To select whether it is Original or Repair&	Division
		Maintainence	
Input Screen :			

		-	All and and	T. 10.07	
	Rollin	19	HIMACHAL PRADESH	Wor	rks MIS
- Province -	D	EPARTMEN	T OF IRRIGATION & PUBL	IC HEALTH	Logout
ASHTSH KUMAR 1	THAKUR, JUNTOR EN	CINEER Masho	bra Section		
teports/Queries 🕨	HO/Zone/Circle	Division Entries	s 🕨 Sub Division Entries 🕨 Sec	tion(Site) Entries	(Store) Entries 🕨
			MAS Opening Balance		
Section: #		Mashobra Se	action T		
Financial Year		2018-2019	¥		
Month		August	▼		
Scheme Code/ N	lame #	2004-306-40	0707 Search >	LWSS Jhalgi Molog in G.P. F Shimla HP	Rajhana Tehsil & Distt.
Nature of Work #	•	Original	Repair & Maintenance		
Select	Category Code: ALUMUNIUM FITTI	NG 🔻	Item Code: -SELECT ITEM-	Opening Balance:	Add New Row
Content on t	A.C. pressure pipe All welded V Wire Almunium Pipe ALUMUNIUM FITTI API Pipe Asbestos Cement Automobile Parts Ball Bearing Bath Tub Bath Tub Bath Unit (C.P.) Bearing Check Nut Bed Ford Bill Book Bounding and Inte Bounding and Inte	rs. Screen ING Pressure pipe t Shaft egral water proc	ofing compound for Cement 75-1962/Angle iron 40x40x6 mm	size Bracket.	Delete bsite Designed &
	Bracket (Cast Iror Brass Bib Tap	, as per 1.3.1.7		•	
cription of t Section Financia	fields on scre <selected> al Year <selected></selected></selected>	en: ct>		¥	
cription of t Section Financia Month <	fields on scre 6 6 6 6 7 7 8 8 8 8 9 8 9 9 9 1	en: ct>			
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3.2.1.7. MAS Material Consumption

Module No.	M-SEC -S	SITE -8	
Module Name	MAS Mate	erial Consumption	
User	Section O	ffice (J.E.)	
Description	J.E. enter	s the details of the MAS Material Consumption at Store.	
How to Access	[Works M	S]::Section (Site) Entries → MAS Material Consumption	
Pre Process	Sr.No.	Module	Office
Sequence	1.	[e-Sameeksha]:: Scheme Entries → MAS Material	Division
- -		Consumption	
	1.1.	Section(Selected)	Division
	1.2.	Scheme Code (Selected) Click on Get	Division
	1.3.	It will display Scheme Name	Division
	1.4.	Scheme Nature: (Selected)	Division
	1.5.	Date: To be Selected	Division
Input Screen :			

				JSV_UM_V	<u>'er 1.0</u>
	HIMACHAL PRADE DEPARTMENT OF IRRIGATION	ESH & PUBLIC HEAL	W	orks MIS	ut
ASHISH KUMAR THAKUR,	, JUNIOR ENGINEER Mashobra Section				
Reports/Queries HO/Zo	one/Circle 🕨 Division Entries 🕨 Sub Division Entri	ies) Section(Site)	Entries	ction(Store) Entries	•
	MAS Material Consum	ption			1
	Silow Dashboard		Edit/ Del	ata Entrias	
Section	Mashobra Section	•	- Luity Del	ete Littres	
Scheme Code	2004-306-40707 < Cł	nange			
Scheme Name	LWSS Jhalgi Molog in G.P. Rajhana Tek	sil & Distt. Shimla	нр		
Scheme Nature	Original Repair/Maintenance				
Date	30/06/2018				
	!!! No Record !!!				*
Description of field	s on screen:				
 Section <section< li=""> </section<>	elected>				
Scheme Co	ode <select></select>				
Scheme Na	ame <displav></displav>				

- Scheme Code/ Nature <Enter>
- Date <To be Selected>

If Record is Exist then it will shows the data if not then it will show **NO Record**

3.2.2. J.E (Store)

3.2.2.1. Goods Opening Balance (Backlog Entry)

Module No.	M-SEC-STR -1
Module Name	Goods Opening Balance (Backlog Entry)
User	Section Office (JF – Store)
Description	JE (Store) maintains the Item wise opening balance at Store, if the Item balances
· · · · · · · ·	need to be made online for the first time
How to Access	[Works MIS] :: Section (store) Entries → Goods Opening Balance
Dashboard:	
KARAM CHAND VERM Reports/Queries 1 H unior Engineer(Stor	Image: Department of irrigation and Public Health Department. Website Designed & Managed by Irrigation and Public Health Department. Website Designed & Developed By : National Informatics Centre, HP State Unit , Shimla(HP)
Input Screen:	Coode Opening Balance
Vear #	
Opening Balance Da	ate # 01/04/2011
Item Category #	G.I.Pipe plain end
Item #	15 mm dia - Medium G.I. Pipe
Opening Balance De	etails
Quantity -	
onic -	metre Varify
	Insert Verify
Description of fie	elds on screen:
1. Select or ○ Y ○ O ○ Ite Di ○ Ite	Enter the following Details: ear <select> pening Balance Date <select> em Category <select> splay the list of Item Categories em <select></select></select></select></select>

Display the list of Item of the selected Item Category	
Quantity <i><enter></enter></i>	

- Quantity <*Enter*>
 Unit of Measurement <*Display*>
- Rate as per Department < Enter>
- 2. Insert

Confirmation made for the above

Business	• Item wise Opening balances are recorded only once as it is a backlog
Rules	entry, while making the department process online
Report/Query	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Inventory Reports \rightarrow Goods Balance

3.2.2.2. Goods Receipt at Store

Module No.	M-SEC-STR-2
Module Name	Goods Receipt at Store
User	Section Office - JE (Store)
Description	JE at Store enters the details of the Goods received from Supplier
How to Access	[Works MIS] :: Section (Store) Entries → Goods Receipt at Store
Post Process	[Works MIS]::Sub Division Entries → Sub Division Officer→ Verification → Good Receipt / Allocation to Site
Input Screen:	
	Goods Receipt at Store
Section #	IPH Store Mehli, Shimla 💌
Options # Odd New	O Allocate to Multiple Work O Update/Verify GR No. # New
GR Date #	23/07/2011
1. Purchase Supply Det	ails
Order Number #	(Max. 50 Characters)
Order Date =	21/10/2011
Order Placed By #	-SELECT- SELECT- Other Agency
Supplier Name =	
	(Max. 200
Remarks (If Any)	
	(Max, 200
Payment to be Made by O	ffice # Div No 1 Shimla 0
2. Item Details	
Invoice No. #	Invoice Date = 21/10/2011
(Max.	50 Characters)
Item Category # -SEL	ECT- Item# -SELECT-
Quantity as per Invoice #	Unit -SELECT- V Item Rate as per Invoice =
Quantity as per Department #	Unit Store Issue Rate =
	Add Item

3 Evtes	Charges		
Sr. No.	Charge Type	Amount	
1	Service Charges	Anount	
2	Inspection Charges		
3	VAT		
4	Frieght		
5	Education Cess		
5	Incidental Charges		
7	Excise Duty		
Amou	nt to be Deducted		
Amount ()	In Rs.) #		
GR Am	ount	<u> </u>	
item Am	ount	0	
Extra Ch	arges	0	
mount	Deducted		
otal GR	Amount	0	
a alexada de	his CD in:	<u> </u>	
nciude t	inis GK In:		
Whet	ther MPSA/ CSSA/ PW M	lisc. advance	
O Mater	ial purchase suspense acco	ount 🕓 Cash Sei	ttlement Suspense Account O PW miscellaneous advance
			Save Verify Reset
scrint	ion of fields on so	reen:	
Script			
1. S	Section Name <se< td=""><th>elect></th><td></td></se<>	elect>	
2 0	Intions (1 Add Ne	w 2 Undate/verif	v) < Select>
2. C			y > 3 = 1 = 1 = 1
2a.	If Add new Optio	n is Selected:	
	○ GR Date <au< th=""><th>to Gen or Select></th><th></th></au<>	to Gen or Select>	
	By default dis	nlay the current date	
	• Bill No. <seled< td=""><th>ct> & Get Details</th><td></td></seled<>	ct> & Get Details	
	 Order Number 	er <i><enter></enter></i>	
	 Order Date 	Enter>	
		By < Select>	
	 Supplier Nam 	ne <i><enter></enter></i>	
	 Remarks (If A 	Any) < Enter>	
	 Office to make 	e navment <selec< th=""><td>t></td></selec<>	t>
	Enter the details	of the items:	
	 Invoice Date 		
	 Item Category 	V	
	 Itom 	<i>.</i>	
	a ()upptity as n	er invoice	
	0 Quantity as p		
	• Unit		
	 O Quantity as p O Unit O Item Rate as 	per invoice	
	 Output the second second	per invoice	
	 Ounit Item Rate as Quantity as p 	per invoice er Dept.	
	 Ounit <	per invoice er Dept.	
	 Ounit <	per invoice er Dept.	
	 Ounit Ounit Item Rate as Quantity as p Item Rate Item Rate Add Display the iter 	per invoice er Dept. ms added in the grid	l and these may be updated
3 ⊏	 Ounit Ounit Item Rate as Quantity as p Item Rate Add Display the iter 	per invoice er Dept. <i>ms added in the gric</i>	and these may be updated
3. E	 Ounit 	per invoice er Dept. <i>ms added in the grid</i> J Extra Charges	and these may be updated
3. E	 Ounit 	per invoice er Dept. <i>ms added in the gric</i> J Extra Charges ges	and these may be updated
3. E	 Ounit 	per invoice er Dept. <i>ms added in the gric</i> J Extra Charges ges harges	and these may be updated
3. E	 Guantity as p Unit Item Rate as Quantity as p Item Rate Add Display the iter 	per invoice er Dept. <i>ms added in the grid</i> Ses ges narges	and these may be updated
3. E	 Guantity as p Unit Item Rate as Quantity as p Item Rate Add Display the iter 	per invoice er Dept. <i>ms added in the grid</i> ges ges narges	and these may be updated
3. E	 Guantity as p Unit Item Rate as Quantity as p Item Rate Add Display the iter 	per invoice er Dept. <i>ms added in the grid</i> Extra Charges ges narges	and these may be updated

Incidental Charges

o Excise Duty 4. Include this GR in: Material purchase Suspense Account MPSA option is selected when the material has been purchased and the payment is not yet done by the department • Cash settlement suspense account PW Misc Advance PW misc advance option is selected when the payment was already made for the material received now. Select payment number from the list of pending PW misc advance payments 5. Amount to be Deducted (If Any) < Enter> 6. Save <Click> Confirmation made for the above entries and good receipt number is generated automatically 2.b Update/verify Select Update/verify Option to Update the GR. Enter GR number and get the Details corresponding to the GR. Update the fields as per requirement. 7. Update <Click> Confirmation made to update the GR Report/Query How to Access: [e- Sanchalan] :: Reports/Queries → Inventory Reports → Goods Receipt

3.2.2.3. Issue Material

Sheet

Module No.	M-SEC-S	STR-3	
Module Name	Issue Ma	aterial	
User	Section	Office (JE-Store)	
Description	JE at sto	ore issues material against approved indents	
How to Access	[Works N	MIS] :: Section (Store) Entries →Issue Material	
Pre Process	[Works N	$MIS]:: \text{Division Entries} \rightarrow Executive Engineer \rightarrow Material \rightarrow Ap$	prove
	Material		
Pre Process	Sr. No.	Module	Office
Sequence	A. Mater	ial indent for Tendered Work	
	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division
	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division
	3.	Works MIS]:: Division Entries \rightarrow (C)orrespondence Branch \rightarrow	Division
ļ		Work Agreement Description	
	4.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work	Division
ļ		Specifications → Revised Schedule Of Quantity	
	5.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work	Division
ļ		Specifications → Material To issue	
	6.	[Works MIS] :: Section (site) Entries → Raise Material Indent	Section
	7.	Works MIS] :: Sub Division Entries \rightarrow Sub Division Officer \rightarrow	Sub
		Verification → Material Indent	Division
	8.	Works MIS] :: Division Entries \rightarrow Executive Engineer \rightarrow	Division
		Material → Approve Indents	

4. [VVOrKS MIS] :: DIVISION Entrie Material → Approve Indents put Screen: Issue Material Indents(Approved) Pending for Issuance Details Approval Approval Indent Number Date Number Indent By Details 2010-101 06/01/2011 2010-16 04/12/2010 [Jubarhatti Section	s → Executive Engineer → Divis
Ut Screen: Issue Material Indents(Approved) Pending for Issuance Details Approval Number Indent Date Indent Date Indent By Details 2010-101 06/01/2011 2010-16 04/12/2010 [Jubarhatti Section]	Issue
Issue Material Indents(Approved) Pending for Issuance Details Approval Number Date 2010-101 06/01/2011 2010-16 04/12/2010 [Jubarhatti Section]	Issue
Indents(Approved) Pending for Issuance Details Approval Number Approval Date Indent Number Indent Date Indent By Details 2010-101 06/01/2011 2010-16 04/12/2010 [Jubarhatti Section]	Issue
Details Approval Number Approval Date Indent Number Indent Date Indent By Details 2010-101 06/01/2011 2010-16 04/12/2010 Jubarhatti Sectio	
Details 2010-101 06/01/2011 2010-16 04/12/2010 [Jubarhatti Sectio	Indent To
131/ Scheme Cod 44676: Prov. LWS Chanog Work Nan distribution line a various capacity :	n]: Work Id: 2008- IPH Store Mehli, Shimla & Name: 2007-306- SS Paboo Bawin in G.P. me:Laying and jointing in nd C/O Storage Tank of and C.O. Stand post.
Details 2010-102 06/01/2011 2010-14 05/01/2011 [Kasumpti Section 3421 Scheme Cod Name: T19711:LL in Tehsil &Distt. S RCC Sump well of stage-1st & RCC cap. at stageIInt	n]: Work Id:2010- IPH Store Mehli, Shimla le & WSS Mehli in G.P. Beolia Shimla Work Name:C/O 372900 ltrs cap. at Sump well of 86200 ltrs.
Details 2010-104 06/01/2011 2010-2 05/10/2010 [Janedghat Section Name :2002-306 Nehra Kumali G.P Distt. Shimla	on] : Scheme Code & IPH Store Mehli, Shimla -30955:Prov. LWSS Janedghat in Teh. and
Details 2010-105 06/01/2011 2010-9 06/10/2010 [Kasumpti Section 2559 Scheme Cod Name :T200785: in G.P. Raihana Te	n] : Work Id :2010- IPH Store Mehli, Shimla le & R/M of FIS Bihar Kanlog h & Distt. Shimla Work
<u><</u>	<u>></u>

- Details <Click>
- Approval Number
- Approval date
- Indent Number
- Indent Date
- Indent By
- Indent To

On Clicking the 'Details' Button, redirect to the following screen: Description of fields on screen:

- 1. Display the Approval Details in following columns:
 - Approval Number
 - Date of Approval
- 2. Display the Indent Details in following columns:
 - Indent Number and Date
 - o Indent To
 - o Indent From
- 3. Display the Item wise details of the approved Indent in the following Columns:
 - ∘ ltem
 - o Unit Name
 - Quantity Indented
 - Quantity Approved
 - Storage Charges (%)

4. Issue

Confirmation made to Issue Material from Store.

Report/Query	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Inventory Reports \rightarrow Indent Items

3.2.2.4. Stock Account (Backlog)

Module No.	M-SEC –STR -4			
Module Name	Stock Account (Ba	acklog)		
User	Section Office (JE	-store)		
Description	JE(Store) enters the online	he details of the Stock Account if t	he Store inve	ntory is not
How to Access	[Works MIS]:: Sec	ction (Store) Entries → Stock Acc	ount (Backlo	og)
Input Screen:				-
		Stock Account Backlog Entry		
Select Store #	IPH Store Me	hli, Shimla 🛛 🔽 This store is not or	nline	
1. Financial Year ar	d Budget Head Selectio	on		
For dele	tion/updation/verification	of entries click here>>>>>> Delete/Upo	date/Verify Ba	cklog Entries 🗌
Year#	2011 💌	Month#	July	*
budget nead#	Demand Number Voted/Charged Plan/Non Plan Major Head Sub Major Head Minor Head Sub Minor Head Budget Code SOE Code Get/Change Bud	13-IRRIGATION, WATER SUPPLY AND SANITATI Voted Plan 4215-CAPITAL OUTLAY ON WATER SUPPLY & SA 01-WATER SUPPLY 102-RURAL WATER SUPPLY 01-RURAL WATER SUPPLY SCHEMES IN VAR.DIS C00N -C.S.S. 100% (NORMAL) 37-MAJOR WORKS dget Head >	ON ANITATION	
Indent Type	To Scheme		*	
Sub Division#	Shimla No. 1	Sub Division 💌		
Section#	Kasumpti Sec	tion 💌		
Scheme Code#	2004-306-407 LWSS Jhalgi M	07 Various Schemes Change olog in G.P. Rajhana Tehsil & Distt. Shimla HP		
Work Nature#	💿 Original 🤇	Repair/Maintenance		
2. Details				
Indent ID#				
Total Amount#				
Remarks≠	Characters)		~ ~ (M	ax. 200
				Jave
Description of fie 1. Store <di Display th 2. Select the o Finar o Mont</di 	elds on screen: <i>isplay></i> he concerned Store e following parame ncial Year h	e of JE ters		

3. Select the budget head	
4. Indent Type <select></select>	
5. Sub Division <select></select>	
6. Section <section></section>	
Scheme Code <enter> & Get Details</enter>	
Display Scheme name	
8. Work Nature <select></select>	
9. Indent ID <enter></enter>	
10 Amount <enter></enter>	
11 Remarks <enter></enter>	
Confirmation made to save above entries	
	h.
Report/Query How to Access:	
[e- Sanchalan] :: Reports/Que	eries \rightarrow Account Reports \rightarrow Abstract of Monthly
Stock Accou	Int
[e- Sanchalan] :: Reports/Quer	ies \rightarrow Account Reports \rightarrow Schedule of Monthly
Stock Accou	int

3.2.2.5. Store Issue and Receipt Entries

- o Material from site
- \circ Other store within division
- o Store of other division
- Other department

On selection of Contractor/tender work, displays the following fields on screen:

- 1. Online Agreement Number (Entered)
- 2. Item Category <Selected>
- 3. Item Description <Selected>
- 4. Quantity In Store <Selected>
- 5. Rate (Enter in Rupees) <Selected>
- 6. Quantity < Enter>
- 7. Date <Select>
- Total

On selection of Material at site option, displays the following fields on screen:

- 1. Scheme code *<Select>*
- 2. Scheme Nature <Select>
- 3. Item Category <*Selected*>
- 4. Item Description <Selected>
- 5. Quantity In Store <Selected>
- 6. Rate (Enter in Rupees) <Selected>
- 7. Quantity < Enter>
- 8. Date <Select>

On selection of 'Other store within division' option, displays the following fields on screen:

- 1. Store name <Select>
- 2. Item Category <Selected>
- 3. Item Description <*Selected*>
- 4. Quantity In Store <Selected>
- 5. Rate (Enter in Rupees) <Selected>
- 6. Quantity *<Enter>*
- 7. Date <Select>

On selection of 'Store of other division' option, displays the following fields on screen:

- 1. Division Name <Select>
- 2. Store name <Select>
- 3. Item Category <*Selected*>
- 4. Item Description <*Selected*>
- 5. Quantity In Store <Selected>
- 6. Rate (Enter in Rupees) <Selected>
- 7. Quantity < Enter>
- 8. Date <Select>

On selection of 'Other Department' option, displays the following fields on screen:

- 1. Department Name <Select>
- 2. Item Category <Selected>
- 3. Item Description <Selected>
- 4. Quantity In Store <Selected>

- 5. Rate (Enter in Rupees) <*Selected*>
- 6. Quantity <*Enter*>
- 7. Date <Select>

Then Click or	n Save Button.
Confirmatio	n made to save above entries.
Report/Query	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow Abstract of
	Monthly Stock Account
	[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow Schedule of
	Monthly Stock Account

3.3. Sub Division Office (SDO)

3.3.1. Assistant Engineer (AE)

3.3.1.1. Issue MB



ISV	UМ	Ver	10
J J V	0101	vu	1.0

For new MB enter the details and click on save buton 8. for updation/verification/closing click >>>>>> Update H.B. Number * SetECT- Section * Section * Description of fields on screen: * 1. Display the following columns: • M.B. Number < <i>Enter></i> Sub-Division Sub-Division Select> Display the Sub Division of concerned Division. Section Name Section Name Select> Display the Sections of Selected Sub Division Issue date Issue date Select> Type of MB (I.Old II. New) Select Old if the MB is already issued through manual process and needs to issue in Online MIS for making the department process online 2. Issue MB Confirmation made to issue the MB. 3. Check the Update button to Update or verify the issued M.B. 4. M.B. Number Enter>> & get details of the MB Update <click> Confirmation mad</click>	9		Opening/Cla	sing of Measurement B	ook	<u></u>
H.B. Number • SELECT. Sub-Division • SELECT. Section • SELECT. Issue Date • Type of HB Old Onew Section * Close MB Verify Reset Close MB > Description of fields on screen: 1. Display the following columns: M.B. Number <enter> Sub-Division <select> Display the Sub Division of concerned Division. Section Name <select> Display the Sections of Selected Sub Division Issue date <select> Display the Sections of Selected Sub Division Issue date <select> Type of MB (I.Old II. New) Select Old if the MB is already issued through manual process and needs to issue in Online MIS for making the department process online 2. Issue MB Confirmation made to issue the MB. 3. Check the Update button to Update or verify the issued M.B. 4. M.B. Number <enter> & get details of the MB Update <click> Confirmation made to Update the details 6. Verify Confirmation made to verify the Details of M.B.</click></enter></select></select></select></select></enter>		For new MB enter th	e details and click on say	ve button & for undation/v	erification/closing click	SSSSSS Undate
Sub-Division * -SELECT. Section * -SELECT. Issue Date * Image: Clock MD> Type of MB Old New Description of fields on screen: 1. Display the following columns: M.B. Number <enter> Sub-Division <select> Display the Sub Division of concerned Division. Section Name <select> Display the Sub Division of concerned Division. Section Name <select> Display the Sections of Selected Sub Division Issue date <select> Type of MB (I.Old II. New) Select Old if the MB is already issued through manual process and needs to issue in Online MIS for making the department process online Issue MB Confirmation made to issue the MB. Check the Update button to Update or verify the issued M.B. M.B. Number <enter> & get details of the MB Update <click> Confirmation made to Update the details 6. Verify Confirmation made to verify the Details of M.B.</click></enter></select></select></select></select></enter>	M.B. NI	umber #			critication, closing click	opute 🗆
Section * -SELECT- Issue Date * Image: Section * Type of MB Old O New Description of fields on screen: 1. Display the following columns: • M.B. Number <enter> Sub-Division of concerned Division. Section Name <select> Display the Sections of Selected Sub Division • Issue date <select> Display the Sections of Selected Sub Division • Issue date <select> Online MIS for making the department process and needs to issue in Online MIS for making the department process online 2. Issue MB Confirmation made to issue the MB. 3. Check the Update button to Update or verify the issued M.B. 4. M.B. Number <enter> & get details of the MB Update <click> Confirmation made to Update the details 6. Verify Confirmation made to verify the Details of M.B.</click></enter></select></select></select></enter>	Sub-Di	vision #	-SELECT-		~	
Image: Section ************************************	Sub-Di	vision #	SELECT			
Issue Date # Type of MB Old New Description of fields on screen: 1. Display the following columns: M.B. Number <enter> Sub-Division <select> Display the Sub Division of concerned Division. Section Name <select> Display the Sections of Selected Sub Division Issue date <select> Display the Sections of Selected Sub Division Issue date <select> Type of MB (I.Old II. New) Select Old if the MB is already issued through manual process and needs to issue in Online MIS for making the department process online Issue MB Confirmation made to issue the MB. Check the Update button to Update or verify the issued M.B. M.B. Number <enter> & get details of the MB Update the details (if any) Update <click> Confirmation made to Update the details Online made to update the details (if any)</click></enter></select></select></select></select></enter>	Section		-SELECT-			
Type of MB Old New Issue MB Venty Reset Close MB.> Description of fields on screen: 1. Display the following columns: • • M.B. Number < <i>Enter></i> • Sub-Division <select> Display the Sub Division of concerned Division. • Section Name <select> Display the Sections of Selected Sub Division • Issue date <select> Display the Sections of Selected Sub Division • Issue date <select> • • Type of MB (I.Old II. New) Select Old if the MB is already issued through manual process and needs to issue in Online MIS for making the department process online 2. Issue MB Confirmation made to issue the MB. 3. Check the Update button to Update or verify the issued M.B. 4. M.B. Number <<i>Enter></i> & get details of the MB Update the details (if any) 5. Update <click> Confirmation made to Update the details 6. 6. Verify Confirmation made to verify the Details of M.B.</click></select></select></select></select>	Issue	Date #				
Issue MB Verify Reset Close MB > Description of fields on screen: 1. Display the following columns: • M.B. Number < <i>Enter></i> • Sub-Division <select> Display the Sub Division of concerned Division. • Section Name <select> Display the Sections of Selected Sub Division • Issue date <select> Type of MB (I.Old II. New) Select Old if the MB is already issued through manual process and needs to issue in Online MIS for making the department process online 2. Issue MB Confirmation made to issue the MB. 3. Check the Update button to Update or verify the issued M.B. 4. M.B. Number <<i>Enter></i> & get details of the MB Update the details (if any) 5. Update <click> Confirmation made to Update the details 6.</click></select></select></select>	Type o	of MB	○ Old ○ New			
 Description of fields on screen: 1. Display the following columns: M.B. Number <<i>Enter></i> Sub-Division <<i>Select></i> Display the Sub Division of concerned Division. Section Name <<i>Select></i> Display the Sections of Selected Sub Division Issue date <<i>Select></i> Type of MB (I.Old II. New) Select Old if the MB is aiready issued through manual process and needs to issue in Online MIS for making the department process online 2. Issue MB Confirmation made to issue the MB. 3. Check the Update button to Update or verify the issued M.B. 4. M.B. Number <<i>Enter></i> & get details of the MB Update the details (if any) 5. Update < Click> Confirmation made to Update the details 6. Verify Confirmation made to verify the Details of M.B. 			Issue MB	Verify	Reset	Close MB >
 Description of fields on screen: Display the following columns: 						
 Description of fields on screen: 1. Display the following columns: M.B. Number <<i>Enter></i> Sub-Division <<i>Select></i> Display the Sub Division of concerned Division. Section Name <<i>Select></i> Display the Sections of Selected Sub Division Issue date <<i>Select></i> Type of MB (I.Old II. New) Select Old if the MB is already issued through manual process and needs to issue in Online MIS for making the department process online 2. Issue MB Confirmation made to issue the MB. 3. Check the Update button to Update or verify the issued M.B. 4. M.B. Number <<i>Enter></i> & get details of the MB Update Click> Confirmation made to Update the details 6. Verify Confirmation made to verify the Details of M.B. 						
 Display the following columns: M.B. Number <<i>Enter></i> Sub-Division <<i>Select></i> Display the Sub Division of concerned Division. Section Name <<i>Select></i> Display the Sections of Selected Sub Division Issue date <<i>Select></i> Type of MB (I.Old II. New) Select Old if the MB is already issued through manual process and needs to issue in Online MIS for making the department process online Issue MB Confirmation made to issue the MB. Check the Update button to Update or verify the issued M.B. M.B. Number <<i>Enter></i> & get details of the MB Update Click> Confirmation made to Update the details Verify Confirmation made to verify the Details of M.B. 	Descr	iption of fields on s	creen:			
 Display the following columns: M.B. Number <<i>Enter></i> Sub-Division <<i>Select></i> <i>Display the Sub Division of concerned Division</i>. Section Name <<i>Select></i> <i>Display the Sections of Selected Sub Division</i> Issue date <<i>Select></i> Type of MB (I.Old II. New) <i>Select Old if the MB is already issued through manual process and needs to issue in</i> <i>Online MIS for making the department process online</i> Issue MB <i>Confirmation made to issue the MB</i>. Check the Update button to Update or verify the issued M.B. M.B. Number <<i>Enter></i> & get details of the MB <i>Update the details (if any)</i> Update <click> <i>Confirmation made to Update the details</i></click> Verify <i>Confirmation made to verify the Details of M.B.</i> 						
 Select Old if the MB is already issued through manual process and needs to issue in Online MIS for making the department process online 2. Issue MB Confirmation made to issue the MB. 3. Check the Update button to Update or verify the issued M.B. 4. M.B. Number <<i>Enter></i> & get details of the MB Update the details (if any) 5. Update <click> Confirmation made to Update the details</click> 6. Verify Confirmation made to verify the Details of M.B. 	•	 M.B. Number <<i>Ei</i> Sub-Division <se< li=""> Display the Sub Division Section Name <s< li=""> Display the Section Issue date <selection< li=""> Type of MB (I.Old </selection<></s<></se<>	nter> lect> vision of concerned Select> ns of Selected Sub I st> d II. New)	Division. Division		
 Confirmation made to issue the MB. Check the Update button to Update or verify the issued M.B. M.B. Number <<i>Enter></i> & get details of the MB Update the details (if any) Update <click> Confirmation made to Update the details</click> Verify Confirmation made to verify the Details of M.B. 	2.	Select Old if the M Online MIS for ma Issue MB	B is already issued king the department	through manual pro t process online	cess and needs to	issue in
 Check the Update button to Update or verify the issued M.B. M.B. Number <<i>Enter></i> & get details of the MB Update the details (if any) Update <click> Confirmation made to Update the details</click> Verify Confirmation made to verify the Details of M.B. 		Confirmation made	to issue the MB.			
 4. M.B. Number <<i>Enter></i> & get details of the MB Update the details (if any) 5. Update <click> Confirmation made to Update the details</click> 6. Verify Confirmation made to verify the Details of M.B. 	3.	Check the Update) button to Update	e or verify the issue	ed M.B.	
 5. Update <click> Confirmation made to Update the details</click> 6. Verify Confirmation made to verify the Details of M.B. 	4.	M.B. Number <i><en< i=""> Update the details (</en<></i>	ter> & get details (if any)	of the MB		
 Verify Confirmation made to verify the Details of M.B. 	5.	Update <click></click>	to I Indate the detai	15		
6. Verify Confirmation made to verify the Details of M.B.						
Confirmation made to verify the Details of M.B.	6	Verify				
	0.	Confirmation made	to verify the Details	of M.B.		

3.3.1.2. Material Consumption (Backlog)

Module No.	M-SDO- 2			
Module Name	Material C	Consumption (Backlog)		
User	Sub Divisi	ional Office (AE/SDO)		
Description	AE update	es the material consumption entries submitted by JE		
How to Access	[Works M	[Works MIS]::Section (Site) Entries \rightarrow Measurements \rightarrow Update Material		
	Consumption			
Pre Process	[Works M	S]::Sub Division Entries → Sub Division → Generate runnin	g bill	
Pre Process	Sr.No.	Module	Office	
	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division	

					<u></u>	/I_Ver 1	0
Sequence	2.	[e-Sameeksha]:: S	Scheme E	ntries \rightarrow V	Vork Description		Division
	3.	[Works MIS] :: Div Branch → Work A	ision Entri	$es \rightarrow (C)o$	rrespondence		Division
F	4.	Works MIS]:: Div	ision Entri	\rightarrow (D)ration	awing Branch \rightarrow V	Vork	Division
		Specifications \rightarrow I	Revised S	chedulé	Of Quantity		
	5.	[Works MIS]:: Div Specifications → I	ision Entri Material T	$es \rightarrow (D)ra$	awing Branch \rightarrow V	Vork	Division
-	6	Works MISI: Sec	tion (site)	Entries -	Work Measureme	nt	Section
	0.	\rightarrow Work Measure	ements (O	ffline)	WOR Measurerie	7110	Section
	6.1.	Download D	TS and Of	line Modu	lle		Section
	6.2.	Entry in Dow	nloaded C	ffline file			Section
	6.3.	Upload Measurements					Section
	7.	[Works MIS] ∷ Sub Verification →Wo	Division E rk Measur	Entries → S rements	Sub Division Offic	er→	Sub Division
-	8	Works MIS1.Sub	Division F	$\frac{1}{1}$	Sub Division->		Sub
	0.	Generate runnin	a bill				Division
Post Process	[Works M	IS1::Sub Division F	ntries → I	Runnina B	Bills (SD) → Subm	it run	nina bill
	to Accou	nt Branch					
Input Screen :		Material Consur	nption (Backl	00)			_
Section #		Chhaila Section	iption (bucki				
Enter Work Id #		2011-3207 < Cha	nge Work Id]			
Scheme Code & Name	T2011-306-1	065-testing on 14.11.2011		_			
Work Nature	Original						
Executing Office	Div.No.1 Shir	mla 9					
Work Sr. No. & Name	1.Work testin	ng 14.11.2011					
Running Bill #	2	Get Item	s >				
Backlog for:	Ocnsump	otion of Material	Panel Recovery	of Material			
Item Description		NNN Iter	Rate	Unit	Qty. Consumed Pen Previously Reco	al overy	
Tor steel: 8 mm			29200.00	MT	0.1250		
Cement: Ordinary Pozzol	anna Cement		230.00	Bags	12		
Tor steel: 10 mm			29200.00	MT	0.0000		
					Sav	e	
 Description of fields Section < Set Work ID < Er Display the f Scheme Work N Executi Work S Running Get Iter Click to g Backlog Select of Recover 	s on scree lect> following De e Code & I ature ng Office r. Number g Bill <sele ns <click> g For <sele consumption ry of materia</sele </click></sele 	n: etails Name <i><display></display></i> & name ect> ems ect> n of material to ma al	ake entries	for the m g Column	naterial consumed	or sele	ect Penal

- Item Description
- o Rate
- o Unit
- Quantity Consumed Previously *<Enter>* Penal Recovery

Save

• Save	
Report/Query	How to Access:
	[Works MIS]::Reports/Queries→ Scheme Reports→ Running Bill

3.3.1.3. Verification

3.3.1.3.1. **Work Measurements**

Module No.	M-SDO -	- 2	
Module Name	Work me	asurements	
User	Sub Divis	sional Office (AE/SDO)	
Description	AE verifie	es the works measurement entries submitted by JE	
How to Access	[Works M	$IS::Sub Division Entries \rightarrow Sub Division Officer \rightarrow Verificatio$	n
	→Work	Measurements	
Pre Process	Upload M	leasurement Entries (Offline to Online)	
Pre Process	Sr. No.	Module	Office
Sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division
	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division
	3.	Works MIS]:: Division Entries \rightarrow (C)orrespondence	Division
		Branch→ Work Agreement Description	
	4.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work	Division
		Specifications → Revised Schedule Of Quantity	
	5.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work	Division
		Specifications → Material To issue	
	6.	Works MIS]::Section (site) Entries \rightarrow Work Measurement \rightarrow	Section
		Work Measurements (Offline)	
	6.1.	Download DTS and Offline Module	Section
	6.2.	Entry in Downloaded Offline file	Section
	6.3.	Upload Measurements	Section
		or	
	6.1.	Make entries in Android Application	Section
Post Process	[Works M	IS]::Sub Division Entries → Sub Division → Generate runnin	g bill
Input Screen :			

De altino di						
section #		Kasumpti Section	~			
M.B. Number #		2050				
Work Id #		2008-1499 < Chanc	ae Work Id			
Agreement By Office		Div.No.1 Shimla 9				
Scheme Code & Nam	ie	T19886-Prov. GWSS to P.C. Shimla HP.	Habitation of census vil	l jalf and udli in C	G.P.malyana in Teh. and	d Distt
Work Nature		Original				
Executing Office		Div.No.1 Shimla 9				
Work Serial Number	& Name	1.C/O 2 Nos Spring Intake,2 jointing of G.I.Pipes of vario	2 Nos.Storage tank 5000 ous dia.	ltrs cap.C.O Star	nd post 4 Nos and I;ayir	ng and
1. Revised Schedule	of Quantity :	Item of Work				
Item Sr. No. #		1				
Ex wo Item Description in de as		Excavation in foundation, trench work,jumper work,blasting work not more than 3 mtrs. clear fror in 15cm.layers when required in deposited layer by ramming and as directed within all leads and l	es,etc. in earth work in c, hard blasting and chise n the edge of excavation ito plinths sides of found d watering and then disp ifts.	all kinds of soil s elling etc. stackin n and then return ations etc. conso osing of all surple	uch as pick Ig the excavated soil Ing the stacked soil lidating each Us excavated earth	
Item Quanitity #	9	972.2900 cum				
Item Rate #	1	75.00				
					< Change Item]
. Measurement Des	cription					
intry Number =	New	Enter Sub-Entries				
Intry Date 🗯	28/06/2009	0				
	-				(growth	
leasurement Quantity LxBxD) =	(Max. 3000 Cha (Max. 100 Char	acters)				
Quantity						
Jnit	cum	×				
			Verify	Save	Clea	ar
Select Entry Sub-	Entry Me	easurement Details	Measur	ement	Quantity U	nit Verif
Select 1/1., 1	20/06/2009 Sto	orage Tank	0.7857*	4.4*4.4*1.8-8.24	4 19.1400	
Deleter -						
					Verify Chec	ked Item
 Description of fice Section N MB Num 	elds on sc Name <i><sel< i=""> ber <i><selec< i=""></selec<></i></sel<></i>	reen: lect> :t>				

	JSV UM Ver 1.0	
On click selected Ite Ite Ite	of any item of Revised Schedule of Quantity, display the measurements for the item in the following columns: em Sr. No. <i><display></display></i> em Description <i><display></display></i> em Quantity <i><display></display></i> em Rate <i><display></display></i>	
Display th Se Cl Er Su Er Mi Mi Qu UI Verify Che Confirmation	ne measurements in grid with following columns: elect <i><click></click></i> ick to update/ verify the selected measurement htry Number <i><display></display></i> ub Entries <i><display></display></i> htry Date <i><display></display></i> easurement Details <i><display></display></i> easurement <i><display></display></i> uantity <i><display></display></i> hit <i><display></display></i> erify <i><check></check></i> ecked Items on made for verification of the checked items	
Report/Query	How to Access: [Works MIS]::Reports/Queries→ Scheme Reports→ Work Measurements	

3.3.1.3.2. Other Measurements

Module No.	M-SDO – 4					
Module Name	Other Me	Other Measurements				
User	Sub Divis	sion Office (AE/SDO)				
Description	AE/SDO	verifies the Other Measurements of MB submitted by concer	rned JE			
How to Access	[Works M	IIS]::Sub Division Entries \rightarrow Work Measurement \rightarrow Verification	on →			
	Other M	leasurements				
Pre Process	[Works M	AIS]::Section (site) Entries \rightarrow Measurement(s) \rightarrow Other				
	Measure	ements				
Pre Process	Sr. No.	Module	Office			
Sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division			
	2.	[Works MIS]::Section (site) Entries \rightarrow Measurement(s) \rightarrow	Division			
	2.	[Works MIS]::Section (site) Entries → Measurement(s) → Other Measurements	Division			
Post Process	2. • [Work	[Works MIS]::Section (site) Entries → Measurement(s) → Other Measurements as MIS]:: Division Entries → Accounts Branch(Dashboard) →	Division • MB			
Post Process	2. • [Work Entrie	[Works MIS]::Section (site) Entries → Measurement(s) → Other Measurements (s MIS]:: Division Entries → Accounts Branch(Dashboard) → es (Others) for verification	Division			
Post Process Input Screen :	2. • [Work Entrie	[Works MIS]::Section (site) Entries → Measurement(s) → Other Measurements as MIS]:: Division Entries → Accounts Branch(Dashboard) → es (Others) for verification	Division			

				C She	other Measurements						
Section	#	5	Sewerage Section								
Chargea	imber # ible To#		Scheme Stock								
Enter So	heme Code #		/010301080421 Various Schemes < Change Scheme								
Scheme	Name #	V	arious Schemes of Sewerage Section -SELECT-								
Measure	ement Type #	<pre>{</pre>	ESNL Mandi Bank a/c no. 510101003629758 IFSC Code UBIN0914738 Kuldip Chand and Sons. Bank a/c no. 11056518903 IFSC Code SBIN0000676								
Measure	ement Entries		M/S RISHI Shimla Aut	HP CENTR	E MANDI Bank a/c no. 3176 t. Ltd. Bank a/c no. 920020	0543098	IFSC Code SE	3IN00103 UTIB000	26 1629	,	
Entry Nur Entry Dat	nder # e #		Digital Doc Neelkamal	ument Sys Buisness F	tem Mandi Bank a/c no. 792 Process Center MANDI Bank	a/c no. 6	000015 IFSC 0 011403459 IF	ode BKID	00007920 IDIB000M210		
Scheme G	Group 🖊		RAO GAS S HS THAKU	R and ASS	ANDI Bank a/c no. 1105652 OCIATES MANDI Bank a/c no Incipal Corportation Mandi F	0263 IFS 0. 79202 ank a/c	7100000006 I	FSC Code	BKID0007920	000730	
Descriptio	e # on #	1	Bharti Airte HPSEBL Ma	el Limted B andi Bank a	ank a/c no. 000705024029 a/c no. 3170200100 IFSC Co	IFSC Coo	de ICIC000000 00000317	07			
			The Manag Reserve Ba HPPWD Div Tungal Prin MICRO CO Sona Sihas	ing Directo ank of India vision (B ar iters Bank MPUTER Ba san Enterpr	or HPSCSC Shimla Bank a/c a Bank a/c no. 23050200035 nd R) Thalout Bank a/c no. E a/c no. 35873608709 IFSC (ank a/c no. 30296306833 IF ises Bank a/c no. 33770021	no. 0981 962 IFS 23C111 Code SBI SC Code 0012195	0210002643] C Code RBIS0 826 IFSC Code IN0013709 SBIN0010326 55 IFSC Code	PUNB033	e UCBA0000981 00000 7700		
Select Su	pplier #	ſ	-SELECT-	Thanehra M	1uhalla Mandi Bank a/c no. (0163100	0101713 IFSC	Code PSI	IB0000163	1	-
Amount (In Rs.) #	[
Payment	Ву #	L	-SELECT-	Subm	it to Assistant Engineer		Save		Clear]	
Select	Enter No	Enter	Ente		Description						Amount
Select	Entry NO.	Date	Entr	утуре	Description						Amount
Select	81	22/07/20)11 Ener Char	gy rges	CHARGABLE TO :- Si AGENCY :- HPSEB ACCOUNT NO :- 625 BILL NO. :- 8512195 DATED :- 15/10/2011 PERIOD :- 1 Click Sele DETAIL & ABSTRACT Energy Charges = R: Meter rent = Rs. 180 Service Charges= R: TOTAL = Rs. 500 Bill verified for Rs. 5	tock St 485221 0 ct Buttoo s. 270 s. 50	orage 15 <u>n to select</u>				500.00
1. 2. 3.	Section I MB No Scheme Displays • • • • • • • • • • • • • • • • • • •	Name < <i>Select:</i> Code 8 the fol Wor Mea the mo g it fror Selec Entry Entry Entry Desc Amo	CDispla Control Contro	y> Details detai lame ure (Or hent Ty ements grid: ck> per	s <i><enter></enter></i> ls iginal or R/M) /pe <i><display></display></i> s entered by J.E	E. in	a grid a	ind S	DO may ι	ıpdate/\∕	′erify it by
4.	Verify Confirmati	ion mad	e for ve	erificati	on of the selected	l item					
Repor	t/Querv	How	to Ac	cess:							
, copor	a Quor y	[W	orks M	4IS] ::	Reports/Queries	$s \rightarrow s$	Scheme	repor	rts → Work	Measu	rements

3.3.1.3.3. Material Indent

			ver 1.0			
Module No.	M-SDO	- 5				
Module Name	Material Indent					
User	Sub Div	Sub Division Office (SDO/AE)				
Description	SDO/A	E verifies the Material Indent raised by JE (Site) & JE Store ar	nd			
	submite	s it to the Sub Division Office				
How to Access	[Works	MIS] :: Sub Division Entries \rightarrow Sub Division Officer \rightarrow Verification	ation \rightarrow			
	Materi	al Indent				
Pre Process	[Works	MIS] :: Section (site) Entries → Raise Material Indent				
Pre Process	Sr.No.	Module	Office			
	A. Mat	erial indent for Tendered Work				
	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division			
	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division			
	3.	[Works MIS]:: Division Entries \rightarrow (C)orrespondence	Division			
		Branch→ Work Agreement Description				
	4.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work	Division			
		Specifications → Revised Schedule Of Quantity				
	5.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work	Division			
		Specifications → Material To issue				
	6.	[Works MIS] :: Section (site) Entries → Raise Material	Section			
	P Mo	Indent torial indent for MAS (Motorial at Site)				
		le Sameekshalu Scheme Entries - Scheme Description	Division			
	2	Works MIS1 :: Section (site) Entries \rightarrow Raise Material	Section			
	۷.	Indent	000000			
Post Process	[Works	MIS1 :: Division Entries \rightarrow Executive Engineer \rightarrow Material \rightarrow	Approve			
	Indent					
Innut Screen ·						
input obleen.						

JSV_UM_Ver 1.0

		verity ri	aterial Indent			
Indent By Ofice #	Kasumpti Section			~		
indent For #	• Tendered Work	C MAS	(Material at Site))		
Vork Id #	2008-1499		< Change			
greement By Office	Div.No.1 Shimla 9					
Scheme Code & Name	T19886-Prov. GWS G.P.malyana in Tel	S to P.C. H h. and Distt	labitation of cens Shimla HP.	sus vill jalf and u	udli in	
Work Nature	Original ○ Re	pair/Mainte	nance			
Work Serial No. & Name #	1.C/O 2 Nos Sprin	ng Intake,2	Nos.Storage tan	k 5000ltrs cap.(C.O Stand p	ost 4 N 🗸
Items to be Issued By #	⊙ Store O Ter	ndered Wor	·k 🔘 MAS (Ma	aterial at Site)		
Items Issuing Office #	Div.No.1 Shimla	9	V IPH	Store Mehli, Shi	mla	~
Select Indent #	-NEW-	Y (Sele	ct New for Issuir	ng a new indent)	1	
		∾ Inde	nt Details 🗤			
ndent Date ≠	22/10/2011	The				
Remarks					~	
					~	(Max.200 Chars.)
Please Note -> For adding bac	klog value in the colum	n "Qty.Alre	ady Issued" ente	er backlog consi	umption reco	ord using the module
Material Consumption						
	Revised Sche	dule of O	Jantity			Quantity Indented
Item Description			Quantity	Rate	Unit	Qty. Indented
					Unit	
Charl - Causar have 0 and			0.4000	24420.00	мт	Now
Steel->Square bars 8 mm	a Camant		0.4000	34430.00	MT	
Steel->Square bars 8 mm Cement->Portland Pozzolann Steel->Square bars 10 mm	a Cement		0.4000 70.0000 0.4000	34430.00 230.00 34430.00	MT Bags MT	
Steel->Square bars 8 mm Cement->Portland Pozzolann Steel->Square bars 10 mm Description of fields o	a Cement		0.4000 70.0000 0.4000 Print	34430.00 230.00 34430.00	MT Bags MT	Now O O O Save
Steel->Square bars 8 mm Cement->Portland Pozzolann Steel->Square bars 10 mm Description of fields o 1. Indent by Offic <i>Display the Sec</i> 2. Indent for (I. To 2a. If 'Tendere o Work ID 2. Indent for (I. To 2a. If 'Tendere o Work ID 3. Office Display the Sec Scheme o Work No 3. Office Scheme Content of the sec output to	a Cement n screen: e <select> tion of JE endered work, II. d work' option is Enter> & Get Det ne following deta nent by Office e Code & Name lature (Original of Serial No. & Nam tion is selected ode <enter> & G</enter></select>	MAS (N selecte ails ils: or R/M) ie	0.4000 70.0000 0.4000 Print	34430.00 230.00 34430.00 ✓ Site)) <selec< td=""><td>MT Bags MT erify</td><td>Now</td></selec<>	MT Bags MT erify	Now

<u>134 011 1</u>	.0
Display the following details:	
 Scheme Code & Name 	
 Work Nature (Original or R/M) 	
 Work Serial No. & Name 	
3c. If 'MAS (Material At Site)' option is selected	
 Item Issuing Office <select></select> 	
 Scheme Code < Enter> & Get Details 	
Display the following details:	
 Scheme Code & Name 	
 Work Nature (Original or R/M) 	
 Work Serial No. & Name 	
4. Select Indent < <i>Select</i> >	
5. Indent Date <i><display></display></i>	
6. Display the details of the items to be indented:	
o Item < <i>Display</i> >	
○ Unit < <i>Display</i> >	
 Quantity Indented now <display edit=""></display> 	
 7 \/orify	
Confirmation made to forward Indent to Executive Engineer.	
Depart/Ouerry How to Access	
Report/Query now to Access:	
[e- Sanchalan] :: Reports \rightarrow Inventory Reports \rightarrow Indent Items	

3.3.1.3.4. Goods Received at Store/Site

Module No.	M-SDO- 5
Module Name	Good Received at Store/Site
User	Sub Division Office (AE)
Description	AE verifies the details of the GRs entered by JE(Store/Site)
How to Access	[Works MIS] :: Sub Division Entries \rightarrow Sub Divisional Officer \rightarrow Verification
	ightarrow Good received at Store/Site
Pre Process	• [Works MIS] :: Section (Site) Entries → Goods Receipt /Allocation to
	Site
	• [Works MIS] :: Section (Store) Entries → Goods Receipt at Store
Post Process	• [Works MIS]:: Division Entries →Account Branch (Dashboard) → Goods
	Receipt Entries
Input Screen :	

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Section #	Kasur	npti Section	~		
Options O Add N	ew O Allocate to Multiple	e Work 💿 Update	/Verify G	R No. # 2011-63	< Change
# GR Date #	22/10/201	1			
M. B. Number #	1890	~			
1. Purchase Supply	/ Details				
Order Number -					
Order Namber =	23	1			(Max. 50 Characters)
Order Placed By #	22/10/201		- the first state of the state		
Supplier Name +	Section	Kasumpti :	Section		✓ Other Agency
	Kama Indi	ustries pvt.			(Max. 200
	Characters)	¢.			
Remarks (If Any)					~
	Characters)				(Max. 200
Payment to be Made	by Office # Div.No.1	Shimla 9		~	
2. Item Details					
Invoice No. #		In	voice Date #	22/10/2011	
Item Category a	Max. 50 Characters)	TL.			
Quantity as por	-SELECT-		em Rate as por	-SELECT-	×
Invoice #	Unit	-SELECT- V In	voice =		
Quantity as per Department #	Unit	V Ite	em Rate =		
				[Add Item
Invoice In	voice Date Category	Name	Qty(Supplier) F	Rate(Supplier) Qty(Deptt	.) Rate(Deptt.)
3. Extra Charges Sr. No. Charge Ty 1 Service Ch 2 Inspection 3 VAT 4 Frieght 5 Education 6 Incidental 7 Excise Dut 4. Amount to be De Amount (In Rs.) # 5. GR Amount Item Amount Extra Charges Amount Deducted Total GR Amount	pe Amount arges Charges Cess Charges ducted 				
Include this GR in:					
Whether MPSA/	CSSA/ PW Misc. advance				
O Material purchase	suspense account	Cash Settlement S	uspense Account	PW miscellaneou	us advance
			V	/erify Uodate	
					Reset
					Reset
Description of fi	elds on screen:				Reset
Description of fig	elds on screen:	a Columna:			Reset

- 1. Section Name <Select>
- 2. Options (I.Add New II.Allocate To Multiple Work III.Update/verify) <*Select*> Select Update/Verify to verify the Good Receipt:
- 3. GR No. <*Enter*> Display the Detail of GR
 - GR Date
 - MB Number
 - Bill No.
 - o Order Number
 - o Order Date
 - Order Placed By
 - Supplier Name
 - o Remarks (If Any)
 - Office to make payment

Display the Grid with the details of items in the bill with the following columns:

- \circ Invoice No.
- Invoice Date
- o Item Category
- \circ Item
- Quantity as per invoice
- o Unit
- $\circ~$ Item Rate as per invoice
- Quantity as per Dept.
- o Item Rate

System provide option to update, add more items

- 4. Display Extra Charges :
 - Service Charges
 - Inspection Charges
 - o VAT
 - o Freight
 - Education Cess
 - Incidental Charges
 - Excise Duty
- 5. Amount to be Deducted (If Any)
- 6. Verify

Confirmation made for above entries and GR No. is verified.

Report/Query	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Inventory Reports \rightarrow Goods Receipt Sheet

3.3.1.4. Submit Running Bill

Module No.	M-SDO –6
Module Name	Submit Running Bill
User	Sub Divisional Office (AE/SDO)
Description	AE/SDO submits the Generated Running bill to the concerned Division Office
How to Access	[Works MIS]:: Sub Division Entries \rightarrow Sub Division Officer \rightarrow Running Bills

	(SD) →	Submit Running Bill	
Pre Process	[Works	MIS]::Sub Division Entries → Sub Division → Generate running	ı bill
Pre Process	Sr.No.	Module	Office
Sequence	1.	e-Sameeksha]:: Scheme Entries -> Scheme Description	Division
	2.	e-Sameeksha]:: Scheme Entries -> Work Description	Division
	3.	Works MIS1:: Division Entries \rightarrow (C)orrespondence Branch \rightarrow	Division
		Work Agreement Description	
	4.	Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work	Division
		Specifications → Revised Schedule Of Quantity	
	5.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work	Division
		Specifications → Material To issue	
	6.	[Works MIS]::Section (site) Entries \rightarrow Work Measurement \rightarrow	Section
		Work Measurements (Offline)	
	6.1.	Download DTS and Offline Module	Section
	6.2.	Entry in Downloaded Offline file	Section
	6.3.	Upload Measurements	Section
	7.	Works MIS]::Sub Division Entries \rightarrow Sub Division Officer \rightarrow	Sub
		Verification → Work Measurements	Division
	8.	Works MIS]::Sub Division Entries \rightarrow Sub Division \rightarrow Generate	Sub
		running bill	Division
Post Process	[Works]	A ISI:: Division Entries \rightarrow Accounts Branch \rightarrow Dashboard \rightarrow Bur	nina
1 0001 100000		Bills Submit for varification	9
		Show DashBoard	
Submit to Account	ot Branch 2019	9-8222 / R.Bill No.:1 [MB: 655-Tara Devi Section]	
Submit to Account	nt Branch 2020	0-1706 / R.Bill No.:1 [MB: 549-Bharari Section]	
Submit to Accou	nt Branch 2020	0-1804 / R.Bill No.:1 [MB: 733-Kasumpti Section]	
Submit to Account	nt Branch 2020	0-1805 / R.Bill No.:1 [MB: 733-Kasumpti Section]	
Submit to Account	nt Branch 2020	D-1906 / K.Bill No.:1 [MB: /33-Kasumpti Section]	
Submit to Accourt	nt Branch 2020	0-4062 / R.Bill No.:1 [MB: 704-Tara Devi Section]	
Submit to Account	nt Branch 2020	D-4063 / R.Bill No.:1 [MB: 618-Jubarhatti Section]	
Submit to Account	nt Branch 2020	0-5042 / R.Bill No.:1 [MB: 617-Jubarhatti Section]	
Submit to Account	nt Branch 2020	0-5418 / R.Bill No.:1 [MB: 623-Mashobra Section]	
Submit to Account	nt Branch 2020	D-5419 / R.Bill No.:1 [MB: 623-Mashobra Section]	
	of Drance Hevel		
Description of fie	elds on so	preen:	
1. Display th	ne list of F	Running bills that are generated and are pending for submission	:
∘່Subr	nit to Acc	ount Branch <click></click>	
Click	to view ar	nd Submit Running Bill	
o Runi	ning Bill		
Displ	ay the Wo	rk Id, Running Bill No., M.B. Number and section of the running Bill	
2. On click of	of 'Submi	it to Account Branch' open the Generate Running Bill Screen	
		-	

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	Submit Running Bill
<< Back to Submit List	
Include Measurements Related T	• O Division O Sub Division • Section
Section #	Tara Devi Section
1. Agreement Description	
Work Id #	2010-4536 < Change Work Id
Scheme Code & Name	2003-306-40198-C/O LWSS To PC Hab Ibarial Khad To Talab Rampuri
Work Nature	Original
Executing Office	Div.No.1 Shimla 9
Work Serial No. & Name	11.Laying and jointing of distribution system from main storage tank at Talag to village jyoda shamleeg.
1.a Running Bill Description	
Running Bill #	3
Date of Running Bill #	23/07/2011
M. B. for Running Bill Entry #	29 🗸
Payment by	Div.No.1 Shimla 9
Is Final Bill?	✓ Yes
Agreement Type	Item Rate Tender
1.b Action on Running Bill.	
Advance to be given	0.00 Rs.
Deduct Advance (If Any)	0.00 Rs.
With Held Amount (Overall)	0.00 Rs.
Release From withHeld Amount (Overall)	0.00 Rs.
Add Duties (VAT & Excise etc.)	0.00 Rs.
Adjusted Earnest Money/Security	0.00 Rs.
Remarks	(Max.1000 Chars.)
2. Abstract of Measurement	
Sr.No. List of Items of Scheme W	York Qty Qty Amount With Hel Measured Measured Release Release Previously Currently Currently
1 Excavation in foundation, tre	nches,etc. in earth work in all kinds of 1031.9925 144.6000 18798.00 0
soil such as pick work,jumpe chiselling etc. stacking the ex from the edge of excavatior 15cm.layers when required i disposited layer by ramming surplus excavated earth as d	er work,blasting work, hard blasting and coavated soil not more than 3 mtrs. clear and then returning the stacked soil in nto plinths sides of foundations etc. then and watering and then disposing of all irected within all leads and lifts.
 Laying and jointing in trend grade)i/c tube fittings (earth paid for separately) Labour n 	ches, galvanised mild steel tubes(Light 0.0000 0.0000 0.000 0 work in trenches to be measured and ate only.
2.a. 15mm dia nominal bore.	1917.0000 603.0000 3980.00 0
2.b. 20mm dia nominal bore.	1591.0000 0.0000 0.000 0
2.c. 25mm dia nominal bore.	952.0000 0.0000 0.000 0
3 Providing and fixing of bras	s full way valve with wheel of superior 0.0000 0.0000 0.000 0

3. Recovery					33	
3.a.I Royalty of Items						
Items for Royalty		Qty Recovered Previously	Amt. Recovered Previously	Qty Recovered	Unit	Rate(Rs.)of Recovery per
Sand		0.0000	0.00	0.0000	cum	10.00
Stone		0.0000	0.00	0.0000	cum	20.00
Aggregrate		0.0000	0.00	0.0000	cum	12.00
3 a II Panchyat Tax on Royalty		0.0000				
Items		Otv	Amt	Otv	Unit	Rate(Rs.) of
T(C)		Recovered Previously	Recovered Previously	Recovered	Unit	Recovery per unit
Truck		0.0000	0.00	0.0000	nos	10.00
Trolley		0.0000	0.00	0.0000	nos	5.00
3.b Empty Material						
Empty Material		Qty Recovered	Amt. Recovered	Qty Recovered	Unit	Rate(Rs.) of Recovery per
Cement Bag		0.0000	Previously	0.0000	Bags	2.00
3 c Material Used						
Machinery Name	Rema	arks	Qty Recovered Previously	Amt. Qty Recovered Reco Previously Now	Ur overed	nit Rate(Rs.) of Recovery per unit
Moveable (Truck)			0.0000	0 0	.0000 Km	20.00
Immovable			0.0000		.0000 11	Hour 0.00
4 Deductions				· ·		
Deduction Type		Amour	nt To b	e Deducted Now		
		Deduc Previo	ted usly			
CGS1		0.00				
Income Tax		0.00				
Security		0.00		FDR		
Jahour Corr		0.00				
		0.00				
5. Miscellaneous Deductions		1				
Ture	L-SELEC	т.			Add	
туре	-SELEC			·	Auc	
Miscellaneous Deduction	0.00	Rs.				
			Upda	te Running Bill	Submit	to Account Branch
Description of fields on sc	roon:					
 Display the Selecter Division Sub Division Section 2. Section	ed option (1	to generate Ab	stract of M	easurements	s accord	ding to):

4. Running bill number *<Display>*

- Date of running bill Generated
- MB for running bill Entry
- Payment By
 Is final bill The "Is Final Bill" option is selected When contractor finishes the awarded work and no more bills can be generated further
- 5. Actions on Running Bill

Actions on Running bill can be specified:

- Advance to be Given
- Advance Given Previously
- Deduct advance
- Advance deducted previously
- Lump sum amount It is applicable only for lump sum tendered works
- Lump sum amount Previously It is applicable only for **lump sum** tendered works
- With held amount
- With held amount previously
- Release from with held amount
- Amount released previously
- Add Duties (VAT & Excise Duty)
- Duties added previously
- Adjust earnest money
- 6. Abstracts of Measurements

Display details with the following columns:

Display those abstract of measurements which are not been considered in the previous running bill Item Sr. No.

- List of Items of Scheme work
 Display details as per Actual Work Measured:
- Quantity Measured Previously
- Quantity Measured Currently Displays the total quantity of measurements recorded in MBs of various section(s) pertaining to division/sub division/section as per the selection
- Amount Released Previously
- Amount Released Currently
- > Withheld amount released previously
- Withheld amount released currently (item wise)
 - The amount to be released from withheld amount Item wise
- Withheld amount Released Currently (item wise) If the 'amount released currently' is modified, the balance amount is automatically added into the 'Withheld amount' column
- 7. Recoveries:

Recoveries are auto calculated, according to the defined fixed slabs and are uniform throughout the Division except Panchayat tax as it is uniform throughout state

7.a.i Royalty of Mining Material: (Sand, Stone and Aggregate) It is the mining material (Sand, Stone and Aggregate) used by the contractor, amount is recovered from the bill and is credited to the head of mining department

Display the following Columns:

Items of Royalty
- Quantity recovered Previously
- Amount recovered Previously
- Quantity recovered Now
- Unit
- Rate (Rs.) of Recovery Per Unit
- 7.a.ii Panchyat Tax on Royalty : (Truck and Trolley) Display the following Columns:
 - Items
 - Quantity recovered Previously
 - Amount recovered Previously
 - Quantity recovered Now
 - Unit
 - Rate (Rs.) of Recovery Per Unit
- 7.a.iii Empty Material such as empty cement bags etc. which are not returned by the contractor:

Display the following Columns:

- Empty Material
- Quantity recovered Previously
- Amount recovered Previously
- Quantity recovered Now
- Unit
- Rate (Rs.) of Recovery Per Unit
- 7.a.iv Departmental Machinery Used by contractor for execution of work Recovery is based on:
 - Machinery name
 - Remark
 - Quantity recovered Previously
 - Amount recovered Previously
 - Quantity recovered Now
 - Unit
 - Rate (Rs.) of Recovery Per Unit
- 8. Deductions such as Security, Income Tax, CGST, SGST, IGST and Labour Cess Deductions are auto calculated on 'Net Release Amount' (A.8 column of memorandum of payment), according to the defined standard slab and are uniform throughout the state. Deduction is based on:
 - Amount deducted previously
 - Whether to deduct in current running bill or not <Check>
 - Remarks <*Enter*> If deduction is not to be done, specify a remark for it

<u>***Security:</u> It is caution money that is kept hold with the department for a specific period of time to minimize the unforeseen risk and is refundable to contractor

e.g. 10% on (0-1 lac) 7.50% on (1 lac-2 lac) 5 % on (2 lac- above)

<u>***Income Tax:</u> Tax levied on the income earned by the contractor and may include Surcharge & education cess.

e.g. Income Tax @ 2%

***GST: Tax levied on the selling price of goods and services by the contractor.
 e.g. SGST @ 1%, CGST @ 1% & IGST @ 2%
 ***Labour Cess: Charge levied on utilization of labour which is credited in the account of labour department
 e.g. Labour Cess @ 1%
 9. Miscellaneous deductions such as recovery of Housing Charges, recovery of Energy Charges, Compensation on account of non completion of work etc.

- Deduction is based on:
- Selects the type of deduction
- Amount <Enter>
- Add to the list of Miscellaneous deductions

10. Submit

Submit the bill to Account branch for further checking.		
Report/Query	How to Access:	
	[Works MIS]:: Reports/Queries \rightarrow Scheme Reports \rightarrow Running bills	

3.3.1.5. Generate Monthly Account

Module No.	M-SDO –7		
Module Name	Generate Monthly Account		
User	Sub Division Office (SDO)		
Description	Sub Divisional Monthly Account is generated by SDO		
How to Access	[Works MIS]:: Sub Division Entries \rightarrow Sub Division Officer \rightarrow Generate		
	Monthly Account		
Input Screen:			
Concepte Monthly Account			



Report/Query	How to Ac	cess:
	[e- Sar	nchalan] :: Reports/Queries → Account Reports:
	1.	Receipts & Payment Vouchers
	2.	Abstract of Receipts & Payment
	3.	Schedule Of Credit and Debit to Remittance

3.3.1.6. Revert Verification

3.3.1.6.1. Generate Monthly Account (Revert Verification)

Modul	e No.	M-SDO –8	
Module	e Name	Generate Monthly Account (Revert Verification)	
User		Sub Division Office (SDO)	
Descri	ption	Sub Divisional Monthly Account month may be opened by SDO if verified by	
		mistake	
How to	Access	[Works MIS]:: Sub Division Entries \rightarrow Sub Division Officer \rightarrow Revert	
		Verification → Generate Monthly Account	
Input S	Screen:		
		Revert verification for Generate Monthly Account	
	-	Show DashBoard	
Office :		Shimla No. 1 Kasumpti	
Month &	Year:	2 2020	
	L	Monthly Account Open	
Descri	ption of field	is on screen:	
1.	1. Office <i><display></display></i>		
2	2 Marth 9 Maar		
Ζ.	2. Month & Year Displays the verified menth and year which is to be enabled		
	Displays the ventied month and year which is to be opened		
3	Monthly Ac	count Open	
0.	Confirmation	n made for opening the Monthly Account	
Report/	Query		

3.3.1.7. Water Bill

3.3.1.7.1. Bill Generation Period

Module No.	M-SDO –9
Module Name	Bill Generation Period
User	Sub Division Office (SDO)
Description	SDO/AE enters the period of water bill for which bills has to be generated
How to Access	[Works MIS]:: Sub Division Entries \rightarrow Sub Division Officer \rightarrow Water Bills \rightarrow Bill
	Generation Period
Input Screen:	

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		Bill Generation Perio	d	
		Show DashBoard		
			Update/Verify Bill Period	
Sub D	Division: #	Shimla No. 1 Kasumpti	\checkmark	
Sectio	on: #	Select	~	
Place	of Bill Deposit: #	Select	~	
Bill Pe	eriod:#	From : To:		
Due D	Date (First): #			
Due D	oate (Second): #			
Due D	Date (Third): #			
Verify	Master data(All Consumers)			
			Save	
Jescr	iption of fields on sci	een:		
1.	Sub Division <i><displa< i=""></displa<></i>	ay>		
2	Section < Select>			
۷.	Displays the sections of displayed sub division			
3.	3. Place of Bill deposit < <i>Select</i> >			
Displays the location of bill deposit of selected section				
4.	4. Bill Period			
Select the period of bill for which bill is to be generated				
5	Due Date First			
0.	The first date on which	h bills payments are to collect	ed at the location by the WWC	
		, ,	2	
6.	Due Date Second			
	The second date on w	vhich bills payments are to col	lected at the location by the WWC	
-				
1.	Due date I hird	uhiah hilla naumanta ara ta as	lasted at the location by the 14/14/C	
	The second date on t	which bills payments are to col	lected at the location by the WWC	
8	Verify Master Data	(All consumers)		
0.	Select this to verify a	I the consumer data		
9.	Save			
	Confirmation made for	or generation of Bill Period		
lepor	t/Query			

3.3.1.7.2. Approve / reject online applications

Module No.	M-SDO –10	
Module Name	Approve / reject Online applications	
User	Sub Division Office (SDO)	
Description	SDO/AE approves / rejects the applications submitted online by citizens for	
	new water connections	
How to Access	[Works MIS]:: Sub Division Entries \rightarrow Sub Division Officer \rightarrow Water Bills \rightarrow	
	Approve / reject online applications	

Input Screen:

Approve/Reject Online Applications							
Show DashBoard							
Pending Applications							
Online Application Id	Application Date	Applicant's Name & Address	View Site Plan	View Details	^		
WC/2017/4/1	22/04/2017	Test123 S/O abc Address: Village-Village :, P.OP.O. : Tehsil-Tehsil :, District-SHIMLA, Pin Code-171001	1	More details			
WC/2018/3/82	21/03/2018	TILAK RAJ S/O Sh. Shambhu Ram Address: Set No. 22, Type-III, HBC Mehli Shimla-9	1	More details			
WC/2018/10/51	28/10/2018	Sandeep Rajta S/O Laiq ram Address: Village-Chhakryal, P.OBhattakuffer Tehsil-Shimla, District-SHIMLA, Pin Code-171006	1	More details			
WC/2019/2/40	28/02/2019	Nimit S/O Patel Address: Village-Koti, P.OKoti Tehsil-Shimlaq, District- SHIMLA, Pin Code-171009	1	More details			
WC/2019/2/41	28/02/2019	Nimit S/O Patel Address: Village-Koti, P.OKoti Tehsil-Shimlaq, District- SHIMLA, Pin Code-171009	1	More details			

Description of fields on screen:

Displays the following details in grid:

- 1. Online Application ID < Display>
- 2. Application Date <*Display*>
- 3. Applicant's Name & Address < Display>
- 4. View Site Plan *<Display/view>*
- 5. View Details *<Display/view> Click to view the details, submitted by citizen*

	Show DashBoard
<u><< Back</u>	
Online Application Id :	WC/2018/10/51 Date: 28/10/2018
Applicant Name : #	Sandeep Rajta
Guardian's Name :	S/O 🗸 Laiq ram
Mobile Number :	+917018345622
Connection Type :	Domestic Commercial
Area Type:	Urban ® Rural
	• SADA Non-SADA
Village :	Chhakryal
P.O. :	Bhattakuffer
Tehsil :	Shimla
District :	SHIMLA
Name of the house :	Shiv bhawan
Locality :	Chhakryal
Year of construction :	2018
Name of owner of the building :	Aman Chauhan and Anurag rajta
Aadhar No. of Applicant :	
Khasra Number :	1648/655/1/6

tenant :		Constant Constant
Is the connection sought for new or old o	construction :	New Old
In case of new construction, has the com competent authority:	pletion plan been approved from the	• Yes No
Size of the communication pipes :		Half inches
Number of flushing distance required(if a fittings required :	any) with description and other	No
Details of existing fitting :		CPVC and GI
Pin Code:	171006	
Address of the owner/Tenant for correspondence :	Village-Chhakryal, P.OBhattakuffer Tehsil-Shimla, District-SHIMLA, Pin (Code-171006
Required Documents:		
NOC for new water connection from SADA		T
Approved copy of map of building (for wh from SADA	ich water connection is being taken)	
Patwari Report		
Affidavit attested by notary/ tehsildaar/ r	nayab tehsildar	
		- 400
To be entered at Sub Division Of	fice:	
Connection Type : #	Domestic (With Meter)	
Status of Application: #	Application Forwarded to JE	<u> </u>
Forwarded to Section *	-SELECT-	
	TOTWATU LO JE	
click of 'View details' button,	, displays the following de tion Id <display></display>	tails:
click of 'View details' button, Online Applica Applicant Nam Guardian's Na Mobile Numbe Connection Ty Area Type < <i>Dis</i> Village < <i>Displa</i> P.O. < <i>Display</i> Tehsil < <i>Display</i> Name of the bu	, displays the following de ation Id <i><display></display></i> ane <i><display></display></i> ame <i><display></display></i> app <i><display></display></i> app <i><display></display></i> ay> ay> ay>	tails:
click of 'View details' button, Online Applica Applicant Nam Guardian's Na Mobile Numbe Connection Ty Area Type < <i>Dis</i> Village < <i>Display</i> P.O. < <i>Display</i> District < <i>Display</i> Name of the he Locality < <i>Display</i>	, displays the following de ation Id <i><display></display></i> ane <i><display></display></i> ame <i><display></display></i> ape <i><display></display></i> appay> ay> ay> ay> ouse <i><display></display></i> ay>	tails:
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click of 'View details' button, Online Applica Applicant Nam Guardian's Na Mobile Numbe Connection Ty Area Type <di Village <display P.O. <display> Tehsil <display District <displa Name of the he Cocality <display Name of constru</display </displa </display </display></display </di 	, displays the following de ation Id <i><display></display></i> ane <i><display></display></i> ame <i><display></display></i> ar <i><display></display></i> ape <i><display></display></i> ay> ay> ouse <i><display></display></i> ay> ouse <i><display></display></i> ay> uction <i><display></display></i> ar of the building <i><display></display></i>	tails:
click of 'View details' button, Online Applica Applicant Nam Guardian's Na Mobile Numbe Connection Ty Area Type < <i>Di</i> Village < <i>Displa</i> P.O. < <i>Display</i> Tehsil < <i>Display</i> District < <i>Display</i> Name of the he Locality < <i>Displa</i> Year of constru Name of owne Aadhar numbe	, displays the following de ation Id <i><display></display></i> the <i><display></display></i> the <i><display></display></i> the <i><display></display></i> type <i><display></display></i> type <i><display></display></i> typ <i>ay></i> typ <i>ay></i> typ <i>ay></i> typ <i>ay></i> typ <i>ay></i> typ <i>ay></i> typ <i>ay></i> typ <i>ayy</i> typ <i>ay</i>	tails:
click of 'View details' button, Online Applica Applicant Nam Guardian's Na Mobile Numbe Connection Ty Area Type < <i>Dis</i> Village < <i>Displa</i> P.O. < <i>Display</i> Tehsil < <i>Display</i> District < <i>Displa</i> Name of the he Locality < <i>Displa</i> Year of constru Name of owne Aadhar numbe Khasra numbe	, displays the following de ation Id <i><display></display></i> the <i><display></display></i> the <i><display></display></i> the <i><display></display></i> type <i><display></display></i> type ay> ay> ouse <i><display></display></i> ay> uction <i><display></display></i> the building <i><display></display></i> the of the building <i><display></display></i> the of applicant <i><display></display></i>	tails:
click of 'View details' button, Online Applica Applicant Nam Guardian's Na Mobile Numbe Connection Ty Area Type <di Village <displa P.O. <display> Tehsil <display District <displa Name of the h Locality <displa Year of constru Name of owne Aadhar numbe Khasra numbe</displa </displa </display </display></displa </di 	, displays the following de tition Id <i><display></display></i> the <i><display></display></i> time <i><display></display></i> time <i><display></display></i> tipe <i><display></display></i> tisplay> tis	tails:
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click of 'View details' button, Online Applica Applicant Nam Guardian's Na Mobile Numbe Connection Ty Area Type <di Village <displa P.O. <display> Tehsil <display District <displa Name of the h Locality <displa Year of constru Name of owne Aadhar numbe Khasra numbe Name of the putenant <display Is the connection</display </displa </displa </display </display></displa </di 	, displays the following dention Id <i><display></display></i> the <i><display></display></i> the <i><display></display></i> the <i><display></display></i> type <i><display></display></i> type <i><display></display></i> typ <i><</i> typ <i><</i> ouse <i><display></display></i> ay> uction <i><display></display></i> ay> uction <i><display></display></i> type of the building <i><display></display></i> type of applicant <i><display></display></i> type <i><display></display></i> type of applicant <i><display></display></i> type <i><display></display></i> type the building to have the type the type of t	connection, whether owne
click of 'View details' button, Online Applica Applicant Nam Guardian's Na Mobile Numbe Connection Ty Area Type < <i>Di</i> Village < <i>Displa</i> P.O. < <i>Display</i> Tehsil < <i>Display</i> District < <i>Display</i> District < <i>Display</i> Name of the h Locality < <i>Displa</i> Year of construt Name of owne Aadhar numbe Khasra numbe Name of the putenant < <i>Display</i> Is the connection In case of new the competent	, displays the following dention Id <i><display></display></i> the <i><display></display></i> the <i><display></display></i> the <i><display></display></i> type <i><display></display></i> type <i><display></display></i> typ <i><</i> typ <i><</i> ouse <i><display></display></i> typ <i>></i> ouse <i><display></display></i> typ <i><</i> ouse <i><display></display></i> typ <i><</i> ouse <i><display></display></i> ter of the building <i><display></display></i> ter of applicant <i><display></display></i> ter <i><display< i=""> ter <i><display></display></i> ter <i><display></display></i> ter <i><dis< i=""></dis<></i></display<></i>	e connection, whether owne construction <i><display></display></i> npletion plan been approve

• Number of flushing distance required (if any), with description and other

	fittings required <i><display></display></i>
	 Details of existing fittings <display></display>
	• Pin code <i><display></display></i>
	• Address of the owner / tenant for correspondence < Display>
	Required documents:
	 NOC for new water connection from SADA<display></display>
	• Approved copy of map of building (for which water connection id being
	taken from SADA) <i><display></display></i>
	 Patwari report
	 Affidavit attested by Notary/ Tehsildar / Navab Tehsildar < Display >
	To be entered at sub Division Office
	 Connection type <select></select>
	Select from the following option:
	Domestic (With meter)
	Domestic (Without meter)
	Commercial (With meter)
	Commercial (Without meter)
	 Status of application <select></select>
	Application forward to JE
	 Forwarded to section <select></select>
	Select the section to which application is to be forwarded
	○ Remarks < <i>Enter</i> >
6. Forward to	JE
Confirmatio	n made for forwarding the application to JE
Report/Query	

3.3.2. Sub Division Clerk

3.3.2.1. Generate Running Bill

Module No.	M-SDC -	1			
Module Name	Generate	Generate Running Bill			
User	Sub Divis	sional Office (Clerk/Assistant)			
Description	Running	Bill is generated for making the payment to the contractor a	igainst the		
	measure	ments entered in the MB by JE for the work execute	ed by the		
	contracto	pr			
How to Access	[Works I	MIS]::Sub Division Entries → Sub Division → Generate runn	ning bill		
Pre Process	[Works M	IIS]::Sub Division Entries \rightarrow Sub Division Officer \rightarrow Verificat	ion \rightarrow		
	Work Me	Work Measurements			
Pre Process	Sr. No.	Module	Office		
Sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division		
	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division		
	3.	[Works MIS]:: Division Entries \rightarrow (C)orrespondence	Division		
		Branch→ Work Agreement Description			
	4.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow	Division		
		Work Specifications → Revised Schedule Of Quantity			

				JSV_UM_	Ver 1.0			
Ę	5.	[Works MIS]:: D Work Specificati	ivision Entries → ons → Material	(D)rawing Branch → To issue	Division			
(6.	[Works MIS]::Section (site) Entries \rightarrow Work Measurement \rightarrow Work Measurements (Offline)						
e	6.1.	Download DTS and Offline Module						
ĺ	62	Entry in Downloaded Offline file						
ť	6.3	Unload Measurements						
-	7	Works MIS1: Sub Division Entrice \rightarrow Sub Division						
		Officer → Verifica	ation →Work Me	easurements	Division			
Post Process [V	Norks M > Submi	S]:: Sub Divisior	n Entries → Sub D Account Bran	Division Officer → Runnin Ich	g Bills (SD)			
Input Screen:								
		Genera	ate Running Bill					
Include Measurements F	Related To:	O Division	O Sub Divsion	() Section				
Section #		Tara Devi Sectio	n 💽	 Image: A set of the set of the				
1. Agreement Descriptio	on							
Work Id #		2010-4536	< Change Work Id					
Scheme Code & Name		2003-306-40198-0	C/O LWSS To PC Hab.	Jharjal Khad To Talab Rampuri				
Work Nature		Original						
Executing Office		Div.No.1 Shimla 9	11 Laving and jointing of distribution system from main storage tank at Talag to village					
WORK Serial No. & Name		jyoda shamleeg.	ang of distribution syst	terri from main storage tank at raiag t	o village			
1.a Running Bill Descript	tion							
Running Bill #		New	*					
Date of Running Bill #		23/07/2011						
M. B. for Running Bill En	ntry #	29 💌						
Payment by		Div.No.1 Shimla	9 💙					
Is Final Bill?		✓ Yes						
Agreement Type		Item Rate Tende	er					
1.b Action on Running Bi	ill.							
Advance to be given		0.00 Rs.						
Deduct Advance (If Any	Deduct Advance (If Any)							
With Held Amount (Ove	Amount (Overall)							
Release From withHeld (Overall)	Amount	0 Rs.						
Add Duties (VAT & Exci	se etc.)	0 Rs.						
Adjusted Earnest Money/Security		0 Rs.						
Remarks				(Max.1000 Chars.)				

ir.No.	List of Items of Scheme Work				Qty Meas Previ	ured ously	Qty Measur Current	ed tly	Amount Release Currently	With He Amount Release Current
	Excavation in foundation, trenche soil such as pick work, jumper wo chiselling etc. stacking the excava from the edge of excavation and 15cm.layers when required into p disposited layer by ramming and surplus excavated earth as directed	s,etc. in eart rk,blasting w ted soil not m then returni linths sides o watering an ed within all le	th work in all k ork, hard blasti nore than 3 mtraing the stacked f foundations et d then disposine eads and lifts.	inds of ng and s. clear soil in c. then g of all	10	31.9925	144	4.6000	18798.00	
	Laying and jointing in trenches, grade)i/c tube fittings (earth worl paid for separately) Labour rate of	galvanised k in trenches	mild steel tube to be measur	s(Light ed and		0.0000	(0.0000	0.0	
.a.	15mm dia nominal bore.				19	17.0000	603	3.0000	3980.00	
.b.	20mm dia nominal bore.	15	91.0000	(0.0000	0.00				
.c.	25mm dia nominal bore.				9	52.0000	(0.0000	0.0	
•	Providing and fixing of brass full quality.	way valve v	with wheel of s	uperior		0.0000	(0.0000	0.0	
.a.	15mm dia nominal bore.					3.0000	1	2.0000	410.00	0 (
.b.	20mm dia nominal bore.					3.0000	. (0.0000	0.0	
.c.	25mm dia nominal bore.				2	1.0000	(0.0000	0.0	
										3
Rec	overy									
a.I R	oyalty of Items									
tems	for Royalty		Qty Recovered Previously	Amt. Reco Prev	vered	Qty Rec Now	overed	Un	it Rat Rec uni	e(Rs.)of covery pe t
and			0.0000		0		0.0000	cun	n 🗌	10.00
tone			0.0000		0		0.0000	cun	י 🗌	20.00
ggreg	rate		0.0000		0		0.0000	cun	י 🗌	12.00
a.II	Panchyat Tax on Royalty									
tems			Qty Recovered Previously	Amt. Reco	vered	Qty Rec	overed	Un	it Rat Rec	e(Rs.) of overy pe
ruck			0.0000		0		0.0000	nos		10.00
rolley			0.0000		0	- 0	0.0000	nos		5.00
.b En	upty Material									
mpty	/ Material		Qty Recovered	Amt. Recov	/ered	Qty Reco	vered	Unit	Rate Reco	(Rs.) of very per
Cemen	t Bag		Previously	Previe	ously	Now	.0000	Bags	unit	2.00
.c Ma	terial Used									2100
1achi	nery Name	Remarks		Qty Recov Previ	vered ously	Amt. Recover Previou	Qty red Reco sly Now	overed	Unit R J of R	ate(Rs.) f ecovery
loveat	le (Truck)				0000		0	0.0000	Km	20.00
mmov	able			0.	0000		0	0.0000	1 Hour	0.00
4. D	eductions									
De	duction Type		Amoun	t	Tob	e Deduc	ted Now	2		
			Deduct Previou	ed Isly						
Inc			0.00							
Sec	urity		0.00			FDP				
SG	ST		0.00							
	our Cess		0.00							
Lab										
5. N	liscellaneous Deductions									
5. N Ent	1iscellaneous Deductions er Amount									1

Description of fields on screen:

1. Select one of the following options to generate Abstract of Measurements according to:

Generate Running Bill

- Sub Division
- o Section
- 2. Section <Select>
- 3. Work ID <Enter>

Displays the following details:

- Scheme Code & Name
- Work Nature (Original or R/M)
- Executing Office
- Work Serial No. & Name
- Agreement type (Item rate, Percentage rate and lump sum rate)
- 4. Generate new or enter existing running bill number <Auto Gen or Enter >
 - Date of running bill Generated <Select>
 - MB for running bill Entry <Select>
 - Payment By <Select>
 - Mention whether final bill or not The "Is Final Bill" option is selected When contractor finishes the awarded work and no more bills can be generated further
- 5. Actions on Running Bill Actions on Running bill can be specified:
 - Advance to be Given <*Enter*>
 - Advance Given Previously <Enter only once>
 - Deduct advance <*Enter*>
 - Advance deducted previously <Enter only once>
 - Lump sum amount
 - It is applicable only for **lump sum** tendered works
 - Lump sum amount Previously <Enter only once> It is applicable only for lump sum tendered works
 - With held amount <Enter>
 - With held amount previously < Enter only once>
 - Release from with held amount < Enter>
 - Amount released previously < Enter only once>
 - Add Duties (VAT & Excise Duty) < Enter>
 - Duties added previously <Enter only once>
 - Adjust earnest money<Enter>
- 6. Abstracts of Measurements

Display details with the following columns:

Display those abstract of measurements which are not been considered in the previous running bill > Item Sr. No.

List of Items of Scheme work

Display details as per Actual Work Measured:

- Quantity Measured Previously <Enter only once / Display>
- Quantity Measured Currently <Display> Displays the total quantity of measurements recorded in MBs of various section(s) pertaining to division/sub division/section as per the selection

- > Amount Released Previously < Enter only once>
- Amount Released Currently <Auto Calc / Edit>
- > Withheld amount released previously < Enter only once>
- Withheld amount released currently (item wise) < Enter> The amount to be released from withheld amount Item wise
- Withheld amount Released Currently (item wise) <Auto Calc> If the 'amount released currently' is modified, the balance amount is automatically added into the 'Withheld amount' column

7. Recoveries:

Recoveries are auto calculated, according to the defined fixed slabs and are uniform throughout the Division except Panchayat tax as it is uniform throughout state

7.a.i Royalty of Mining Material: (Sand, Stone and Aggregate) It is the mining material (Sand, Stone and Aggregate) used by the contractor, amount is recovered from the bill and is credited to the head of mining department

Display the following Columns:

- Items of Royalty
- Quantity recovered Previously
- Amount recovered Previously
- Quantity recovered Now
- Unit
- Rate (Rs.) of Recovery Per Unit

7.a.ii Panchyat Tax on Royalty : (Truck and Trolley)

Display the following Columns:

- Items
- Quantity recovered Previously
- Amount recovered Previously
- Quantity recovered Now
- Unit
- Rate (Rs.) of Recovery Per Unit
- 7.a.iii Empty Material such as empty cement bags etc. which are not returned by the contractor:

Display the following Columns:

- Empty Material
- Quantity recovered Previously
- Amount recovered Previously
- Quantity recovered Now
- Unit
- Rate (Rs.) of Recovery Per Unit
- 7.a.iv Departmental Machinery Used by contractor for execution of work Recovery is based on:
 - Machinery name
 - Remark
 - Quantity recovered Previously
 - Amount recovered Previously
 - Quantity recovered Now
 - Unit
 - Rate (Rs.) of Recovery Per Unit

11. Deductions such as Security, Income Tax, CGST, SGST, IGST and Labour Cess Deductions are auto calculated on 'Net Release Amount' (A.8 column of memorandum of payment), according to the defined standard slab and are uniform throughout the state. Deduction is based on:

• Amount deducted previously

- Whether to deduct in current running bill or not <Check>
- Remarks <*Enter*>

If deduction is not to be done, specify a remark for it

<u>***Security:</u> It is caution money that is kept hold with the department for a specific period of time to minimize the unforeseen risk and is refundable to contractor

e.g. 10% on (0-1 lac)

7.50% on (1 lac-2 lac) 5 % on (2 lac- above)

<u>***Income Tax:</u> Tax levied on the income earned by the contractor and may include Surcharge & education cess.

e.g. Income Tax @ 2%

<u>***GST:</u> Tax levied on the selling price of goods and services by the contractor.

e.g. SGST @ 1%, CGST @ 1% & IGST @ 2%

<u>***Labour Cess:</u> Charge levied on utilization of labour which is credited in the account of labour department

e.g. Labour Cess @ 1%

- Miscellaneous deductions such as recovery of Housing Charges, recovery of Energy Charges, Compensation on account of non completion of work etc. Deduction is based on:
 - Selects the type of deduction
 - Amount <Enter>
 - Add to the list of Miscellaneous deductions

9. Generate Running Bill

After entering the above details, running bill is generated

Business Rules	 For generating Bills of Item rate tendered work, the above mention input flow is followed
	 For generating Bills of percentage rate tendered work, the premium percentage amount mentioned in the agreement is added to the memorandum of payment
	 For lump sum rate tendered work, the lump sum amount is entered for making the Bill
	 Date of Running Bill will be equal to or greater than the last running bill and last measurement recorded
	 Once final Bill is generated no more bills can be generated for the same Agreement
	 If tendered work falls under more than one section, the final abstract of measurements is made by one of the section. The Sub division of this section generates the bill
	• Fixed slabs should be considered while calculating the amount for the
	following:
	 Income tax (Nation Wide) Salas tax (ateta wide)
	• Sales lax (state wide)
	Need to consider as mentioned in the Agreement

	 Labour cess (<i>state wide</i>) CGST, SGST & IGST (<i>Nation wide</i>) Fixed recovery rates should be considered as mentioned in the Agreement for the following: Material recovery rate (<i>agreement wise</i>) Royalty of items rate (<i>division wise</i>) Panchayat tax on Royalty (<i>state wise</i>) Empty material (<i>division wise</i>) Departmental Machinery used (<i>division wise</i>) Recoveries and deductions should be made in every running bill but if not made then before generating final bill all financial settlements e.g. Royalty, Recoveries etc. should be made except release of security to contactor and the 'With held amount for testing' If any conditions mentioned in the agreement not to deduct certain taxes, it should be taken into consideration while generating bill Display those abstract of measurements which have not been considered in the previous running bill
Notes & Issues	 The fields with <i><enter and="" auto="" calc=""></enter></i> means that columns are open for insertion for backlog entries and once a bill is generated on these entries it is auto calculated next time The fields with <i><</i>Enter> means that they are open for entry every time The fields with <i><</i>Enter <i>only once></i> means that these are available for entry only once and after that these are hidden while generating the next bill After generation, the running bill is auto available to the SDO for further action
Report/Query	 How to Access: e- Sanchalan :: Reports/Queries → Scheme Reports → Running bill Out Put Description: In every running/final bill, the Difference or Deviation is auto calculated for each item in percentage Over all rebate and item wise rebate is auto calculated by the system as it is predefined in work agreement and RSQ Withheld amount while generating the bill: The amount is held for testing purpose and is released through next running/final bill Withheld amount while making payment: This amount is held in Deposit Head of Division while making the payment of running bill and is released through payment voucher. This may be done for the following reasons: If LOC is insufficient to make the full payment, partial payment is made and left out amount is withheld If final bill is prepared and testing is pending for the work executed, certain percentage of amount is withheld Debit to Work: It is the expenditure incurred on the work executed in bill which includes the net payment to be made to the contractor along with the taxes. This is charged into the Budget Head in which the budget is sanctioned for that scheme

3.3.2.2. Vouchers

Module No.	M-SDC-2					
Module Name	Token Book Entry					
User	Sub Division Office (SDC/Sr. Assistant)					
Description	Tokens, which are provided by treasury for making payments are entered by					
	SDC					
How to Access	[Works MIS]:: Sub Division Entries \rightarrow Vouchers \rightarrow Token Book Entry					
Post Process	[Works MIS]:: Sub Division Entries \rightarrow Vouchers \rightarrow Payment					
Input Screen:						
	Token Book Entry					
Select Sub Division#	Shimla No. 1 Kasumpti					
To Token No.						
2	S.No. From Token No. To Token No. Whether Used					
	1 202301 202400 Y					
	2 16120301 16120400					
Description of fi	elds on screen:					
1. Select Su	ub Division <i><display></display></i>					
2. From 10	starting number of token list					
3. To token	No <enter></enter>					
Enter the	last number of token list					
4. Save						
Confirmation made for the above token entries						
Business						
	Takena and and other the still taken is a should be the still taken in taken in the still taken in the still taken in the still taken in the still taken in ta					
INOTES & ISSUES	 I okens are entered when the old token series is exhausted (Used in making payments) 					

3.3.2.2.2 Account Opening Balance

Module No.	M-SDC-3
Module Name	Account Opening Balance
User	Sub Division Office (SDC/Sr. Assistant)
Description	Account opening balance is entered by SDC only once, while making the
	departmental process online for the first time
How to Access	[Works MIS]:: Sub Division Entries \rightarrow Vouchers \rightarrow Account opening balance
Input Screen:	

	JSV_UM_Ver1.L	<u> </u>
	Account opening balance	
Office Name		
Office Name	Shimla No. 1 Kasumpti	
Closing Balance on Februa	ary-2020 57.00	
Financial Year #	-SELECT- V	
Financial Month #	-SELECT-	
Opening Balance #		
	Save	
Description of field	ds on screen:	
1 Office Nam	1e <display></display>	
2 Closing bal	lance on (Prev. month of account generation) < Display>	
Z. Clobing bui	and on (Free, month of account generation) -Display	
3 Financial Y	/ear <select></select>	
4 Financial M	lonth < Select>	
E Opening B		
5. Opening Ba	alance <enter></enter>	
0 0		
6. Save		
Confirmation	n made for the above opening balance entries	
Business		
Rules		
Notes & Issues A	Account generation month will be set automatically same as the one	ening
	valance month	Juni
U		

3.3.2.2.3 Payment

Module No.	M-SDC-4	4				
Module Name	Payment					
User	Sub Divis	/ision Office (SDC/Sr. Assistant)				
Description	Various t	arious types of Payments Vouchers are generated by SDC				
How to Access	[Works N	$MS]:: Sub Division Entries \rightarrow Vouchers (SD) \rightarrow Payment$				
Pre Process	 [Wo → V [Wo Oth Or [Wo Entri [Wo Goc Or [Wo 	rks MIS]:: Division Entries → Executive Engineer → Running Bills (Ex) 'erification of Running Bill rks MIS]::Sub Division Entries → Sub Division Officer → Verification → er Measurements rks MIS]:: Division Entries → Executive Engineer → Dashboard → MB ries (Others) for verification rks MIS]::Sub Division Entries → Sub Division Officer → Verification → ods Receipt entries prks MIS]:: Division Entries → Executive Engineer → Dashboard → MB ries (Others) for verification				
Pre Process	Sr.No.	Module	Office			
	A. Veri	fication of Running Bill				

		JSV_UM_	Ver 1.0
Sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division
	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division
	3.	Works MIS]:: Division Entries \rightarrow (C)orrespondence	Division
		Branch -> Work Agreement Description	
	4.	Works MIS1:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work	Division
		Specifications → Revised Schedule Of Quantity	
	5.	Works MIS1:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work	Division
	•••	Specifications → Material To issue	
	6	Works MIS1::Section (site) Entries \rightarrow Work Measurement	Section
	0.	\rightarrow Work Measurements (Offline)	000000
	61	Download DTS and Offline Module	Section
	6.2	Entry in Downloaded Offline file	Section
	6.3	Linky in Downloaded Online me	Section
	0.5.	$\frac{1}{1000}$	Section
	1.		Sub Division
1	0	Werke MISusub Division Entrice A Sub Division A	
	Ö.		
		Generate running bill	Division
	9.	[Works MIS]:: Sub Division Entries \rightarrow Sub Division Officer	Sub
		\rightarrow Running Bills (SD) \rightarrow Submit Running Bill to Account	Division
		Branch	
	10	Works MIS1:: Division Entries \rightarrow Account Branch \rightarrow	Division
		Dashboard \rightarrow Submit Running hill to Account Officer	Difficient
	11		Division
	11.		Division
		Dashboard → Submit Running bill to Executive Engineer	
	12.	[Works MIS]:: Division Entries \rightarrow Executive Engineer \rightarrow	Division
		Running Bills (Ex) → Verification of Running Bill	
	B. Verif	ication of Other Work Bills	
	1.	Works MIS]::Section (site) Entries \rightarrow Measurement(s) \rightarrow	Section
		Other Measurements	
	2.	[Works MIS]::Sub Division Entries \rightarrow Sub Division Officer \rightarrow	Sub
		Verification → Other Measurements	Division
		(for payment amount less than rs. 500/-)	
	3.	Works MIS]:: Division Entries \rightarrow Account Branch \rightarrow	Division
	-	Dashboard → MB Entries (Others) for verification	
		(for norment amount more than rs 500/_)	
		() of payment amount more than is. 500/-)	
	4	Works MIS1.: Division Entries \rightarrow Account Branch \rightarrow	Division
	т.	Dashboard -> MB Entries (Others) for verification	Division
		(for payment amount more than rs. 500/-)	
		ification of Coodo Rossint at store	
		Morke MISI & Soction (Site) Entrice -> Coode Boosint	Soction
	Ι.		Section
		Allocation to Site or Goods Receipt at Store	
	2.	[Works MIS]::Sub Division Entries \rightarrow Sub Division Officer \rightarrow	Sub
		Verification → Goods Receipt Entries	Division
		(ror payment amount less than rs. 500/-)	
	3.	Works MISJ:: Division Entries \rightarrow Account Branch \rightarrow	Division
		Dashboard → Goods Receipt Entries	
		(for payment amount more than rs. 500/-)	
	4.	Works MIS]:: Division Entries \rightarrow Account Officer \rightarrow	Division
		Dashboard → Goods Receipt Entries	
·		1	

					JSV_UN	/_Ver 1.0
		(for payment a	mount more ti	han i	rs. 500/-)	
	5.	[Works MIS]::	Division Ent	ries	\rightarrow Executive Engineer \rightarrow	Divisior
		Dashboard →	Goods Rec	eipt	Entries	
		(for payment a	mount more ti	han r	rs. 500/-)	
ost Process	[Works	I MIS]::Sub Divi	sion Entries -	→ Si	ub Division Officer→ Genera	ate Month
	Accour	nt				
put Screen:			Vouchars - Ray	nont		
			vouchers : Payl	nem	Upd	ate Payment
1. Parameters Se	election		2. Head List Major Head	2215	WATER SUPPLY & SANITATION	
Head Type #	UDGET - LUM	PSUM EXPENDITU	Sub Major Head	01-W	ATER SUPPLY	
Demand	3IRRIGATI	N WATER SUPPLY	Sub Minor Head	001-L	ECUTION & ADMINISTRATION	
Number =			Budget Code	500N	-STATE SCHEMES	
# (Voted 🔿	Charged	SSE CODE	02*W.	< Ch	ange Head
Plan/Non Plan # (🔾 Plan 💿 N	lon Plan	3. Payment Amo	ount		
Major Head			Payment Voucher	No.		
		Change Parameters	Date of Payment#		9	
	<	Change Parameters			Include this voucher into Mont	thly Account
			Payment Type#		-SELECT-	~
Please Note :	= are mand	atory.	Payment Description	on#		~
2. After selecting	parameters	click Next Button to				~
get the head list on	right hand si	de.	Total Payment Cur	(Pa)	(Max. 1500 Characters)	
3. On right hand head, sanction bud	side, after s get details m	selecting the desired av be saved.	water the	+(RS.)		
, second da			-withheld Amoun	t(Rs.)		
			Amount To Pay(Rs	.)#		
			Mode of Payment#		-SELECT-	×
			Enter Mode Nu (if applic	imber cable)	(Tupe DD, CHO, STOR or MEET Inform	de puestos
					if payment is through DD,cheque, RTGS (or NEFT)
			->Cheque/DD	Date	0	
			->To Whom I	ssued		
					Verify Save Reset	
 Select the Financia Head Ty Demand Voted or Plan or N Enter Ma 	following I Year pe Number Chargeo Non Plan ajor Head	y parameters: d d <i><enter></enter></i> & Sub st with the follo	omit the detai	ls s:		
 Sr. No. Account Budget (SOE Content 	Head (M Code de /oucher l	lajor/Sub Major	/Minor/Sub N	1inor	·)	
If payment	voucher n	o. is already atta	ached to the vc	ouche	er display the existing number	
		. DUSITIESS KUIE	s) seieci>			
Himachal Prades	sh				Page 8	39 of 402

• Payment Type (ref: Business Rules) <Select>

Payment Description <Enter>

- Total Payment Due (Rs.) < Display / Enter>
- With held Amount (Rs.) < Enter>
- Amount to Pay <*Display*>
- Mode of Payment (Cash, Cheque/RTGS/NEFT(Payment), Demand Draft) <Select>
- Enter Mode Number < Enter>
- Cheque/DD Date <Select> If mode of Payment selected above is cheque or Demand Draft
- Whom to Issued <Enter>
 If mode of Payment selected above is cheque or Demand Draft
- Save Confirmation made for the above entries and payment voucher number is generated
- o Click the Update Check Box to Update/verify the Payment Voucher
- Payment Voucher <*Enter>* & Get the details of Payment Voucher The details of payment may be edited/ updated (if required)
- Update Confirmation made to Update the payment Voucher
- verify Confirmation made to Verify the payment Voucher

Business Rules	 Need to consider the Budget Head(s) and issuance generating vouchers for payment Parameters for Payment Types on Selection of: 	of LOCs before
	 Water Connected (Domestic) ->Rural This is the Water Connection Security amount to b Consumer, if the water connection is to be Disconnected 	e refunded to the
	 Water Connected (Domestic) ->Urban This is the Water Connection Security amount to b Consumer, if the water connection is to be Disconnected 	e refunded to the
	3. Water Connected (Domestic) ->Rural (TCP/SADA) This is the Water Connection Security amount to b Consumer, if the water connection is to be Disconnected	e refunded to the
	 Water Connected (Domestic) ->Urban (TCP/SADA) This is the Water Connection Security amount to b Consumer, if the water connection is to be Disconnected 	e refunded to the
	 Water Connected (Commercial) ->Rural This is the Water Connection Security amount to b Consumer, if the water connection is to be Disconnected 	e refunded to the

· · · · · ·	557_6M_VCI 1.0
	6. Water Connected (Commercial) ->Urban This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected
	 Water Connected (Commercial) ->Rural (TCP/SADA) This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected
	8. Water Connected (Commercial) ->Urban (TCP/SADA) This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected
	9. Deposit of CGST
	10. Deposit of SGST
	11. Deposit of IGST
	12. Tendered work (With MB Upload)
	 Select work ID Display the list of verified Running bills which are pending for payment with
	 Payment Description <auto gen=""></auto> Display the Contractor Code & Name, Scheme Code & Name, Work ID & Name
	 13. Tendered work (Without MB Upload) Select Work ID Display the list of verified Running bills which are pending for payment with
	Work ID /R.Bill No.:[MB No: - Section Office Name
	 Payment Description < Auto Gen> Display the Contractor Code & Name, Scheme Code & Name, Work ID & Name
	 Sub Division MB Number
	 Running Bill number
	I otal Payment due (Rs.) Enter amount calculated as per the measurement of work
	 Advances Secured advance, if given (to be deducted in this bill)
	 Cost of material Deduction of cost of material consumed, which was given to contractor from
	 Machinery
	 Deduction of cost of departmental machinery if used by contractor Add excide/Vat etc.
	 Debit to work Expenditure to be booked for against the scheme budget. This is calculated as per 'Total Payment due' minus the 'Cost of material & Machinery' and
	<i>Advances' given</i> ■ Withheld Amount
	 Security
	 Income Tax
	 Education Cess
	 Sales Tax
	CGST
	 SGST

 Labour Cess
 Royality
 Panchayat Tax
 Empty cement bags
 Other deductions
14. Payment against Other measurements (With MB Upload)
 Select MB No./Entry No.
Display the list of verified other measurements which are pending for
payment Entries along with the MB No. Section Office Name
 Payment Description <auto gen=""></auto>
Display the description of the other measurements as recorded in the MB
15. Payment against Other measurements (Without MB Upload)
 Scheme code
 Scheme Nature
 MB Entry Type
 Payment Description <enter></enter>
 Sub Division
 MB Number
 Debit to work
Expenditure to be booked for against the scheme budget.
 Withheld Amount
 GST Type
SGST & CGST for state payment & IGST for inter-state payments
 Misc advance recovery
 Income Tax TDS
 Labour Cess
16. Goods Receipt from Supplier (With MB Upload)
 Select GR Number
Display the list of verified GRs from supplier along with the MB No. which
are pending for payment
Payment Description <auto gen=""></auto>
Display the Supplier Name along with the Item wise Quantity received at
store
17 Goods Receipt from Supplier (Without MB Upload)
 Section <select></select>
Whether Store <auto select=""></auto>
 Scheme code
 Payment Description <<i>Enter</i>>
 MB Number
 GR Number
 Debit to work
Expenditure to be booked for against the scheme budget.
 Withheld Amount
 GST Type
SGST & CGST for state payment & IGST for inter-state payments
 Misc advance recovery
 Income Tax TDS
 Labour Cess
18. Office Contingency (Not Through MB)
These are things which are utilized for performing the official work
i.e., computer, table, chair, pen, pencil, petty purchases

 Select Contingency Type Display the list of Contingency Types e.g.: Table, Chair, Stationary Petty Purchases
 Payment Description <auto gen=""> Display the description of the Contingency type selected</auto>
19. Salary TA/DA/MR etc> Employee It is payment made to the Regular employees which is debited to work
 Select Employee Id Display the list of Employee IDs
 Payment Description <auto gen=""></auto> Display the Employee name and description
20. Salary TA/DA/MR etc>Daily wage Employees These are the payments made to daily labour which are debited to work
21. Deposit of Contractor -> Security It is the refund of amount to the contractor from the security deposit made
 Select Agreement By Office
Usplay the list of Offices Work ID < Enters & Get Details
 Payment Description <auto gen=""> Display the Agreement Details</auto>
22. Deposit Work -> Surrender Unspent/ Unutilized Amount These are the Deposited work amount to be returned to the depositor, which is not spent or not utilized
 Select Depositor Display the list of Depositor
 Enter Scheme Code <<i>Enter</i>> & Get Details Payment Description <<i>Auto Gen</i>> Display the details of the Scheme
23. Deposit Work -> Expenditure from Unspent Amount (Description)
 Select Depositor Display the list of Depositor
 Enter Scheme Code <<i>Enter</i>> & Get Details
 Payment Description <auto gen=""> Display the details of the Scheme</auto>
24. Deposit of Contractor -> Held Amount for Testing/LOC These are the details of the with hold amount that was kept hold for payment to the contractor, which is paid now after completion of testing for work done or receipt of LOC for the work
 Select Agreement by Office Display the list of Offices
 Enter Online Agreement ID < Enter> & Get Details
 Payment Description <auto gen=""></auto> Display the details of the Agreement
25. PW Miscellaneous Advance (Debit) It is the amount prepaid for the material yet to be purchased or loss to the department which shall be recovered in future from the concerned supplier

	or person or office
	 Select PW Misc. Adv. Category Display the list of categories of PWD Misc Advances i.e., Recoveries of telephone charges, Recoveries Officers/Officials within division, Recoveries from supplier/agencies/firms etc.
	 Enter Item ID <enter> & Get Details Item Ids vary from division to division and are defined by the concerned division from whom the recovery to be made </enter>
	 Deposit Work -> Surrender Unspent/Unutilized Amount (Part- IV) (Description)
	27. Deposit ->Calamity Relief Fund (CRF) It is the payment made for the relief of any kind of disaster happened due to nature calamities
	28. Deposit of Supplier -> Held Amount for Testing/LOC These are the details of the with hold amount that was kept hold while making payment to the supplier, which is paid now after completion of testing for the material supplied or receipt of LOC for the payment
	29. Deposit of Others-> Held Amount for Testing/LOC These are the details of the with hold amount that was kept hold while making payment to the other than supplier and contractor, which is paid now after completion of testing or receipt of LOC for the payment
	30. Select CFC [Cash from Chest] These are the details of the payments made from the Chest to labour or for purchase of any official item
	31. Sales Tax Deposited to ETC It is the payment of the sales tax to Excise and Taxation Commission (ETC) that was deducted from contractor's payment bill
	32. Transfer within Division [TWD] It is the payment transferred between divisions or sub divisions
	33. Select Remittance into Treasury (Bank Deposit through Treasury) These are the total receipts to the office, which are deposited into the treasury
Notes & Issues	 Budget head is a description of source under which fund is annually allotted and authorized for incurring expenditure
	(Schemes/Salaries/Office expenses etc)
	 Budget Head is a combination of : Demand Code- Major Head- Sub Major head- Minor Head- Sub minor Head- Budget Code-SOE-P/N-V/C
	 Payment should be made from the Budget Head from which the amount is allotted to incur expenditure for that particular payment
	 Once a Payment done at a particular date it should not allow to do payments at the previous date
Report/Query	How to Access: [e- Sanchalan] :: Reports/Queries → Account Reports → Monthly Account

→ Payment/Receipt Voucher
or
[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow Monthly Account
→ List of Payment/Receipt Voucher

3.3.2.2.4 Receipt

Module No.		M-SDC -5			
Module Nam	e	Receipt			
User		Sub Division Office (S	DC/Sr. Assist	ant)	
Description		Various types of Rece	ipts vouchers are generated by SDC		
How to Acce	ss	[Works MIS]:: Sub Div	ision Entries	$\rightarrow \vee o$	ouchers (SD) → Receipt
Post Process	s	Generation of Sub Div	visional Month	ly Ac	count
Input Screen	1:				
			Vouchers : Red	ceipt	
1. Demonstrate	Cala	ation	2. Hand Dataila		Update Receipt
1. Parameters	Sele	ction	2. Head Details	0215	-WATER SUPPLY & SANITATION
Financial Year #	201	1-2012	Sub Major Head	01-W	ATER SUPPLY
Head Type #	BUD	GET - RECEIPT	Minor Head	102-	RECEIPTS FROM RURAL WATER SUPPLY SCHEMES
Demand Number =	00	No Demand Code 🛛 😽	Sub Minor Head	01-5	HIMLA DISTRICT
Voted/Charged	(0)	(oted O Charged	SOE Code	00-	-
=	01	oteu () Chargeu			< Change Head
Plan/Non Plan #	• F	Plan 🔿 Non Plan	3. Receipt Amo	unt	
Major Head			Receipt No.		
			Date of Receipt#		
		< Change Parameters			☑ Include this voucher into Monthly Account
			Receipt Type#		-SELECT-
Blanco Noto I			Receipt Descriptio	n#	
1. All Fields mark	ed =	are mandatory.			
2. After selectin	g par	ameters, click Next Button to			~
get the head list of	on rig	ht hand side.			(Max. 300 Characters)
3. On right han	d sid	e, after selecting the desired	Receipt Head		
nead, seneron s	daget	details may be savea.	Receipt Amount(R	ls.)#	
			Mode of Receipt#		-SELECT-
			If Mode is Cheque	e/DD	
			->Cheque/DD	Date	
			->From Whom R	eceive	
					Verify Save Reset
					Just Reser
Description	<i></i>				
Description d	DT TIE	eias on screen:			
		C H			
		e following parameters:			
	au I non	yp e d Number			
	ndil od o	a number			
	ou C	Non Plan			
o Fiai o Fiai	er M	laior Head <fnter> & S</fnter>	ubmit the deta	ails	

Display the Head list with the following columns:

- o Sr. No.
- Account Head (Major/Sub Major/Minor/Sub Minor)
- o Budget Code
- \circ SOE Code
- 2. Select one Head from the displayed list Display the following details of the selected Head
 - Major Head
 - Sub Major Head
 - Sub Minor Head
 - o Budget Code
 - SOE Code
- 3. Receipt No. <*Auto Gen*>
- 4. Select the Date of Receipt (ref: Business Rules)
- 5. Select Receipt Type (*Ref: Business Rules*)
- 6. Enter Receipt Description < Enter>
- 7. Receipt Amount (Rs.) < Auto Gen/Enter>
- 8. Security Amount (Rs.) <*Auto Gen> if applicable Auto generates in relevance with the Receipt type selected above*
- 9. Total Amount <*Auto Calc*> Displays the auto calculated amount of Receipt Amount + Security Amount
- 10. Select Mode of Receipt (Cash/Cheque/Demand Draft)
- 11. Enter Number of Cheque/DD <*Enter*> If mode of Receipt selected above is cheque or Demand Draft
- 12. Select Date of Cheque/DD If mode of Receipt selected above is cheque or Demand Draft
- 13. Enter whom to Issue Cheque or DD If mode of Receipt selected above is cheque or Demand Draft
- 14. Save Confirmation made for the above entries and receipt number generated automatically
- 15. Click the Update Check Box to Update/verify the Receipt Voucher
- 16. Receipt Voucher <Enter> & Get the details of Receipt Voucher The details of receipt may be edited/ updated (if required)
- 17. Update Confirmation made to Update the receipt Voucher
- 18. Verify Confirmation made to verify the above entries

Business	Parameters for Receipt Types on Selection of:
Rules	 Water Connected (Domestic) ->Rural This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
	 Water Connected (Domestic) ->Urban This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
	3. Water Connected (Domestic) ->Rural (TCP/SADA) This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
	 Water Connected (Domestic) ->Urban (TCP/SADA) This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
	5. Water Connected (Commercial) ->Rural This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
	6. Water Connected (Commercial) ->Urban This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
	 Water Connected (Commercial) ->Rural (TCP/SADA) This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
	8. Water Connected (Commercial) ->Urban (TCP/SADA) This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
	 9. Sale of Material It is the amount received on the material sold Select Division Display the list of Division Offices Receipt Description <enter></enter>
	 10. Penalty on Contractor It is amount penalized on the contractor for not going according to the terms and conditions mentioned in the agreement Select Agreement by Office Display the list of Offices Work ID <enter> & Get Details</enter> Receipt Description Display the details of the Agreement
	 11. Deposit of Subordinate Security It is the refunded amount received from the security deposits made for the subordinate employees i. Select Employee ID Display the list of Employee IDs ii. Receipt Description
	Display the Employee Name & Description 12. Deposit of Contractor-> Security

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	It is the amount of security deposit amount received from the Contractor
	i. Select Agreement by Office
	Display the list of Offices
	ii. Work ID <i><enter></enter></i> & Get Details
	III. Receipt Description
	Display the details of the Agreement
	13 Deposit of Contractor-> Farnest Money
	It is the amount deposited by the contractor as an earnest money for the
	particular work and is deposited with the EE in form of fixed deposit or cash
	Select Agreement by Office
	Display the list of Offices
	i. Work ID <i><enter></enter></i> & Get Details
	ii. Receipt Description
	Display the details of the Agreement
	14 Deposit Work -> Receipt (Scheme wise)
	It is amount deposited by the other departments for executing the work to the
	Department
	i. Select Depositor
	Display the list of Depositors
	ii. Enter Scheme Code < Enter> & Get Details
	iii. Receipt Description
	Display the details of the Scheme
	15. PWD Misc. Advance (Credit) It is the recovery made for miscellaneous advances given to recover from a person concerned
	It is amount received as
	i. Select PW Misc. Adv. Category
	Display the list of PWD Misc. Advances
	ii. Enter Item ID < <i>Enter</i> > & Get Details
	iii. Receipt Description
	Display the details of the Item
	16. Deposit Work -> Receipt It is the amount received for executing the deposit works assigned to the department
	17 Dependent > Colomity Delief Fund (CDF)
	It is the amount received for the payment to be made for relief of any kind of disaster happened due to nature for which value has not been accessed priory
	18. Vehicle hired by Other Office It is the amount received from the department vehicles hired to others offices
	19. GIS (Group Insurance Scheme) It is amount received which shall be utilized for Insuring the Group of employees
	20. Recovery other than PW Misc. Advances It is the recovery made other than the PW miscellaneous advances

T

	21. Restoration of Damages It is the amount received for the purpose of restoring the damages of the department properties
	22. Transfer within Division (TWD) These are the details of the amount transfers made between divisions or sub divisions
	23. Sale of Material Other Department It is the amount received from the material sold to other departments
	24. RTI Documents It is amount received for spending on the Right to Information related documentation
	25. Sale of Contractor Registration Form It is the amount collected on sale of registration forms to the contractors
	26. Revenue from Dept Rest Houses It is amount of rent received from the Departmental Rest Houses
	27. Auction on Condemn Machinery It is the amount received from the sale made on the damaged machinery of the department
	28. CFC [Cash for Chest] It is the amount received for purchase of any official item or issued as an imprest to a employee
	29. Housing Charges (Rent) It is the amount of rent received from the rent charged on the houses of the department
	30. Sale of Tender Documents It is the amount received from the sale of the tender documents
	31. Contractor Registration Class A/B/C/D -> fee For New It is the amount received from the Contractor for New Registration
	32. Contractor Registration Class A/B/C/D -> fee For Renewal It is the amount received from the Contractor for Renewal of registration
	33. Contractor Registration Class A/B/C/D -> fee For Upgrading It is the amount received from the Contractor for Upgrading to higher contractor class
	34. Contractor Registration Class A/B/C/D -> change other info. It is the amount received from the Contractor to change any information in the registration
Notes & Issues	 Each and every Receipt Type falls under particular Budget Head which are defined by the Finance Department For any Receipt Type if security amount is applicable, it is automatically generated and posted to concerned Budget Head

Report/Query	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow Monthly Account
	→Payment/Receipt Voucher
	[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow Monthly Account
	→ List of Payment/Receipt Voucher

3.3.2.2.5 Payment (Backlog)

Module No.	M-SDC-	6	
Module Name	Paymen	t (Backlog)	
User	Sub Divi	sion Office (SDC/Sr. Assistant)	
Description	Backlog	entry Payments Vouchers are generated by Account Branch	1
How to	Works N	A IS1:: Division Entries \rightarrow (A)ccount Branch \rightarrow Vouchers \rightarrow P	avment
	[
Pre Process	• [\	Norks MIS]:: Division Entries \rightarrow Executive Engineer \rightarrow Runn	ing Bills
	() • [\	$P(x) \rightarrow Vermication of Running BinNorks MISI: Sub Division Entries \rightarrow Sub Division Officer\rightarrow V$	erification
	-	• Other Measurements	enneation
	• [\	Norks MIS1::Sub Division Entries \rightarrow Sub Division Officer \rightarrow V	erification
		→ Goods Receipt at Site	
Pre Process	Sr.No.	Module	Office
Sequence	D. Ver	fication of Running Bill	
	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division
	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division
	3.	[Works MIS]:: Division Entries \rightarrow (C)orrespondence	Division
		Branch→ Work Agreement Description	
	4.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work	Division
		Specifications - Revised Schedule Of Quantity	Division
	5.	[Works MIS]: Division Entries \rightarrow (D)rawing Branch \rightarrow Work Specifications \rightarrow Material To issue	Division
	6	$\frac{\text{Specifications} \times \text{Material TO ISSUE}}{\text{IWorks MISI-Section (site) Entries} \rightarrow \text{Work Measurement}}$	Section
	0.	\rightarrow Work Measurements (Offline)	Section
	6.1.	Download DTS and Offline Module	Section
	6.2.	Entry in Downloaded Offline file	Section
	6.3.	Upload Measurements	Section
	7.	Works MIS]::Sub Division Entries \rightarrow Sub Division Officer \rightarrow	Sub
		Verification → Work Measurements	Division
	8.	[Works MIS]::Sub Division Entries \rightarrow Sub Division \rightarrow	Sub
		Generate running bill	Division
	9.	[Works MIS]:: Sub Division Entries \rightarrow Sub Division Officer	Sub
		→ Running Bills (SD) → Submit Running Bill	Division
	10.	[Works MIS]:: Division Entries \rightarrow Executive Engineer \rightarrow	Division
		Running Bills (Ex) \rightarrow Verification of Running Bill	
	E. Verif	ication of Other Work Bills	
	1.	[Works MIS]::Section (site) Entries \rightarrow Measurement(s) \rightarrow	Section
		Other Measurements	
	2.	[Works MIS]::Sub Division Entries \rightarrow Sub Division Officer \rightarrow	Sub
		Verification → Other Measurements	Division
	F. Ver	ification of Goods Receipt at store	
	1.	Works MIS] :: Section (Site) Entries \rightarrow Goods Receipt	Section
		/Allocation to Site or Goods Receipt at Store	

		Sub Division Entri	ies \rightarrow Sub Division Officer \rightarrow Sub
	Verification →	Goods Receipt a	at Site Divisior
Post Process	[Works MIS]:: Division Account	Entries → Execut	ive Engineer → Generate Monthly
nput Screen:			
		Vouchers : Payment	
1. Parameters	Selection	2. Head List	Update Payment
Financial Year #	2011-2012 💙	Major Head 2215	WATER SUPPLY & SANITATION
Head Type =	BUDGET - LUMPSUM EXPENDITU	Minor Head 001-0	DIRECTION & ADMINISTRATION
Demand Number =	13IRRIGATION, WATER SUPPL'	Sub Minor Head 02-E Budget Code S00N	XECUTION V-STATE SCHEMES
Voted/Charged =	● Voted ○ Charged	SOE Code 02-W	AGES
Plan/Non Plan #	O Plan Non Plan	3. Payment Amount	< Change Head
Major Head		Payment Voucher No.	
		Date of Payment#	
	< Change Parameters		Include this voucher into Monthly Account
		Payment Type#	-SELECT-
Please Note : 1. All Fields mark	ed = are mandatory.	Payment Description#	<
2. After selectin	g parameters, click Next Button to		~
get the head list	on right hand side.	Total Payment Due(Rs.)	(Max. 1500 Characters)
 On right han head, sanction b 	d side, after selecting the desired udget details may be saved.	-Withheld Amount(Rs.)	
		Amount To Pav(Rs.)#	
		Mode of Payment#	-SELECT-
		Enter Mode Number	
		(ir applicable)	(Type DD, CHQ, RTGS or NEFT before Mode number if payment is through DD,cheque, RTGS or NEFT)
		->Cheque/DD Date	9
		->To Whom Issued	
			Verify Save Reset
 Select the Select th	ne following parameters: cial Year Type nd Number or Charged		
 Plan c Enter Display Sr. No Accout Budge SOE c 	or Non Plan Major Head <i><enter></enter></i> & Su the Head list with the fol o. Int Head (Major/Sub Major t Code Code	ubmit the details lowing columns: or/Minor/Sub Minc	or)
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- Total Payment Due (Rs.) < Display / Enter>
- With held Amount (Rs.) < Enter>
- Amount to Pay *<Display>*
- Mode of Payment (Cash, Cheque/RTGS/NEFT(Payment), Demand Draft) <Select>
- Enter Mode Number < Enter>
- Cheque/DD Date <Select> If mode of Payment selected above is cheque or Demand Draft
- Whom to Issued <*Enter*> If mode of Payment selected above is cheque or Demand Draft
- Save Confirmation made for the above entries and payment voucher number is generated
- Click the Update Check Box to Update/verify the Payment Voucher
- Payment Voucher <*Enter*> & Get the details of Payment Voucher *The details of payment may be edited/ updated (if required)*
- Update Confirmation made to Update the payment Voucher
- verify Confirmation made to Verify the payment Voucher

Business Rules	 Need to consider the Budget Head(s) and issuance of LOCs befor generating vouchers for payment 		
	 Parameters for Payment Types on Selection of: 		
	1. Water Connected (Domestic) ->Rural This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected		
	2. Water Connected (Domestic) ->Urban This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected		
	3. Water Connected (Domestic) ->Rural (TCP/SADA) This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected		
	4. Water Connected (Domestic) ->Urban (TCP/SADA) This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected		
	5. Water Connected (Commercial) ->Rural This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected		
	6. Water Connected (Commercial) ->Urban This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected		

 Water Connected (Commercial) ->Rural (TCP/SADA) This is the Water Connection Security amount to be refunded to the Consumer, if the water connection security amount to be refunded to the Consumer, if the water connection is to be Disconnected Water Connected (Commercial) ->Urban (TCP/SADA) This is the Water Connection is to be Disconnected Tendered work Select Work ID Display the list of verified Running bills which are pending for payment with Work ID /R Bill No.;/MB No Section Office Name Payment Description <auto gen=""> Display the Contractor Code & Name, Scheme Code & Name, Work ID & Name</auto> Payment Against Other measurements Select MB No./Entry No. Display the list of verified other measurements which are pending for payment Tensics along with the MB No. Section Office Name Payment Description <auto gen=""> Display the description of the other measurements as recorded in the MB</auto></auto></auto></auto></auto> Goods Receipt from Supplier Select GR Number Display the Stor forefield GRs from supplier along with the MB No. which are pending for payment Payment Description <auto gen=""> Display the Supplier Name along with the Item wise Quantity received at store</auto> Office Contingency (Not Through MB) These are things which are utilized for performing the official work i.e., computer, table, chair, pen, pencil, petty purchases Select Contingency Type Display the description of the Contingency type selected Salary TADA/MR etc> Employee this payment made to the Regular employees which is debited to work Select Employee Id Display the description <auto gen=""> Display the Ent of Contingency Types eg: Payment made to the Regular employees</auto>			L
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 Select Agreement By Office 		15. Deposit of Contractor -> Security It is the refund of amount to the contractor from the security deposit made for executing the awarded work	
		 Select Agreement By Office 	

	Display the list of Offices
· ·	Work ID < <i>Enter</i> > & Get Details
	Payment Description < <i>Auto Gen</i> >
	Display the Agreement Details
16.	Deposit Work -> Surrender Unspent/ Unutilized Amount
	These are the Deposited work amount to be returned to the depositor, which
	is not spent or not utilized
· ·	Select Depositor
	Display the list of Depositor
· · ·	Enter Scheme Code < Enter> & Get Details
-	Payment Description < <i>Auto Gen</i> >
	Display the details of the Scheme
17.	Deposit Work -> Expenditure from Unspent Amount (Description)
-	Select Depositor
	Display the list of Depositor
.	Enter Scheme Code < <i>Enter</i> > & Get Details
.	Payment Description < <i>Auto Gen</i> >
	Display the details of the Scheme
	,,
18.	Deposit of Contractor -> Held Amount for Testing/LOC
	These are the details of the with hold amount that was kept hold for
	payment to the contractor, which is paid now after completion of testing for
	work done or receipt of LOC for the work
	Select Agreement by Office
	Display the list of Offices
_	Enter Online Agreement ID < Enters & Cet Details
	Payment Description < Auto Gen>
	Display the details of the Agreement
19.	PW Miscellaneous Advance (Debit)
	It is the amount prepaid for the material vet to be purchased or loss to the
	department which shall be recovered in future from the concerned supplier
	or person or office
	Select PW Misc. Adv. Category
	Display the list of categories of PWD Misc Advances i.e., Recoveries of
	telephone charges. Recoveries Officers/Officials within division. Recoveries
	from supplier/agencies/firms etc.
	Enter Item ID < <i>Enters</i> & Get Details
	Item Ids vary from division to division and are defined by the concerned
	division from whom the recovery to be made
20	Deposit Work -> Surrender Unspent/Unutilized Amount (Part- IV)
20.	(Description)
21	Deposit ->Calamity Relief Fund (CRF)
21.	It is the payment made for the relief of any kind of disaster hannened due to
	nature calamities
	nataro valamitico
20	Deposit of Supplier -> Held Amount for Testing/LOC
22.	These are the details of the with hold amount that was kent hold while
	making navment to the supplier which is naid now after completion of
	making payment to the supplier, which is paid now after completion of

_		J24 OIM VELT.0	
		testing for the material supplied or receipt of LOC for the payment	
		23. Deposit of Others-> Held Amount for Testing/LOC These are the details of the with hold amount that was kept hold while making payment to the other than supplier and contractor, which is paid now after completion of testing or receipt of LOC for the payment	
		24. Select CFC [Cash from Chest] These are the details of the payments made from the Chest to labour or for purchase of any official item	
		25. Sales Tax Deposited to ETC It is the payment of the sales tax to Excise and Taxation Commission (ETC) that was deducted from contractor's payment bill	
		26. Transfer within Division [TWD] It is the payment transferred between divisions or sub divisions	
		27. Select Remittance into Treasury (Bank Deposit through Treasury) These are the total receipts to the office, which are deposited into the treasury	
	Notes & Issues	 Budget head is a description of source under which fund is annually allotted and authorized for incurring expenditure (Schemes/Salaries/Office expenses etc) 	
		 Budget Head is a combination of : Demand Code- Major Head- Sub Major head- Minor Head- Sub minor Head- Budget Code-SOE-P/N-V/C Payment should be made from the Budget Head from which the amount is allotted to incur expenditure for that particular payment Once a Payment done at a particular date it should not allow to do payments at the previous date 	
	Report/Query	How to Access: [e- Sanchalan] :: Reports/Queries → Account Reports → Payment/Receipt Voucher	
		or [e- Sanchalan] :: Reports/Queries → Account Reports → List of Payment/Receipt Voucher	

3.3.2.2.6 Receipt (Backlog)

Module No.	M-DIV–7
Module Name	Receipt Voucher (Backlog)
User	Division Office (Account Branch)
Description	Various types of Receipts vouchers are generated by Account Branch
How to Access	[Works MIS]:: Division Entries → (A)ccount Branch → Vouchers → Receipt (Backlog)
Post Process	Generation of Monthly Account {M-DIV-}
Input Screen:	

			JSV_UM_Ver 1.0
		Vouchers : Re	ceipt
			Update Receip
1. Parame	ters Selection	2. Head Details	
Financial Ye	ear # 2011-2012 ¥	Major Head	0215-WATER SUPPLY & SANITATION
Head Type :	# BUDGET - RECEIPT	Minor Head	102-RECEIPTS FROM RUBAL WATER SUPPLY SCHEMES
Demand		Sub Minor Head	01-SHIMLA DISTRICT
Number =	00No Demand Code	Budget Code	00000-
Voted/Chan	ged Voted Charged	SOE Code	00-
-			< Change Head
Plan/Non Pla	an # 💿 Plan 🔿 Non Plan	3. Receipt Amo	unt
Major Head		Receipt No.	
		Date of Receipt#	
	< Change Parameters		✓ Include this voucher into Monthly Account
		Receipt Type#	
		Receipt Descriptio	
Please Note	e:	Receipt Descriptio	DN#
1. All Fields I	markeu = are manuatory.		
After sel get the bead	lecting parameters, click Next Button to Llist on right hand side		
get the neur			(Max. 300 Characters)
On right head, sanct	hand side, after selecting the desired ion budget details may be saved.	Receipt Head	
		Receipt Amount(R	Rs.)#
		Mode of Receipt#	-SELECT-
		If Mode is Chequ	e/DD
		->Give Nu	imber
		->Cheque/DD	Date
		->From Whom R	teceive
			Verify Save Reset
		Į.	
Descriptio	on of fields on screen:		
1. Se	elect the Budget Head		
2 0/	againt No. 4446 Care		
Z. Re	eceipi no. <i><auto gen=""></auto></i>		
3 60	plact the Data of Passint (raf	Pusinasa Pulas	
J. JE		Dusiliess Rules	<i>>)</i>
4 64	ale at Descript Tyme (Daf Ducin		
4. 56	elect Receipt Type (Ref. Busin	ess Rules)	
5. EI		;/>	
6 D.	essint Amount (De) (Auto Ca		
0. RE	eceipt Amount (RS.) <i><auto ge<="" i=""></auto></i>	n/⊑nter>	
7 0			
7. Se	ecurity Amount (Rs.) <auto ge<="" td=""><td>n> if applicable</td><td></td></auto>	n> if applicable	
Au	to generates in relevance with th	ne Receipt type	Selected above
8. To	otal Amount <i><auto calc=""></auto></i>		
Dis	plays the auto calculated amour	nt of Receipt Arr	nount + Security Amount

- 9. Select Mode of Receipt (Cash/Cheque/Demand Draft)
- 10. Enter Number of Cheque/DD <*Enter*> If mode of Receipt selected above is cheque or Demand Draft
- 11. Select Date of Cheque/DD If mode of Receipt selected above is cheque or Demand Draft

12. Enter whon <i>If mode of R</i>	whom to Issue Cheque or DD e of Receipt selected above is cheque or Demand Draft			
13. Save Confirmatior	Save Confirmation made for the above entries and receipt number generated automatically			
14. Click the U	14. Click the Update Check Box to Update/verify the Payment Voucher			
15. Payment V <i>The details c</i>	15. Payment Voucher < <i>Enter</i> > & Get the details of Payment Voucher The details of payment may be edited/ updated (if required)			
16. Update <i>Confirmation</i>	16. Update Confirmation made to Update the payment Voucher			
17. Verify Confirmation	made to verify the above entries			
Business Rules	 Need to consider the details mentioned in the Budget before selecting the parameters for Receipt Parameters for Receipt Types on Selection of: 			
	 Water Connected (Domestic) ->Rural This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection 			
	 Water Connected (Domestic) ->Urban This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection 			
	 Water Connected (Domestic) ->Rural (TCP/SADA) This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection 			
	 Water Connected (Domestic) ->Urban (TCP/SADA) This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection 			
	 Water Connected (Commercial) ->Rural This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection 			
	 Water Connected (Commercial) ->Urban This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection 			
	 Water Connected (Commercial) ->Rural (TCP/SADA) This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection 			
	 Water Connected (Commercial) ->Urban (TCP/SADA) This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection 			
	 9. Sale of Material It is the amount received on the material sold i. Select Division Display the list of Division Offices 			
330_0101_061 1.0				
--				
16. Deposit Work -> Receipt It is the amount received for executing the deposit works assigned to the department				
17. Deposit -> Calamity Relief Fund (CRF) It is the amount received for the payment to be made for relief of any kind of disaster happened due to nature for which value has not been accessed priory				
18. Vehicle hired by Other Office It is the amount received from the department vehicles hired to others offices				
19. GIS (Group Insurance Scheme) It is amount received which shall be utilized for Insuring the Group of employees				
20. Recovery other than PW Misc. Advances It is the recovery made other than the PW miscellaneous advances				
21. Restoration of Damages It is the amount received for the purpose of restoring the damages of the department properties				
22. Transfer within Division (TWD) These are the details of the amount transfers made between divisions or sub divisions				
23. Sale of Material Other Department It is the amount received from the material sold to other departments				
24. RTI Documents It is amount received for spending on the Right to Information related documentation				
25. Sale of Contractor Registration Form It is the amount collected on sale of registration forms to the contractors				
26. Revenue from Dept Rest Houses It is amount of rent received from the Departmental Rest Houses				
27. Auction on Condemn Machinery It is the amount received from the sale made on the damaged machinery of the department				
28. CFC [Cash for Chest] It is the amount received for purchase of any official item or issued as an imprest to a employee				
29. Housing Charges (Rent) It is the amount of rent received from the rent charged on the houses of the department				

<u>JJV_OIVI_VELT.</u>
30. Sale of Tender Documents It is the amount received from the sale of the tender documents
31. Contractor Registration Class A/B/C/D -> fee For New It is the amount received from the Contractor for New Registration
32. Contractor Registration Class A/B/C/D -> fee For Renewal It is the amount received from the Contractor for Renewal of registration
33. Contractor Registration Class A/B/C/D -> fee For Upgrading It is the amount received from the Contractor for Upgrading to higher contractor class
34. Contractor Registration Class A/B/C/D -> change other info. It is the amount received from the Contractor to change any information in the registration
 Each and every Receipt Type falls under particular Budget Head which are defined by the Finance Department For any Receipt Type if security amount is applicable, it is automatically generated and posted to concerned Budget Head
How to Access:
[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow
Payment/Receipt Voucher
[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow
List of Payments / Receipts

3.3.2.3. Water Bills

3.3.2.3.1. Add Bill deposit Location

Module No.	M-SDC-8
Module Name	Add bill deposit location
User	Sub Division Office (WWC)
Description	Adding the various bill deposit locations under a section, so that bills are
	generated location wise for a particular section
How to Access	[Works MIS]:: Sub Division Entries \rightarrow Water bill \rightarrow Add Bill deposit location
Post Process	[Works MIS]:: Sub Division Entries \rightarrow Water bill \rightarrow Consumer Master Entry
Input Screen:	
	Add Bill Deposit Location
Cub Divisions #	
Sub Division: #	Shimla No. 1 Kasumpti
Section: #	-SELECT-
Bill Deposit Location	
	Save
-	
Description of fi	elds on screen:
1. Sub Divis	sion <i><display></display></i>

- 2. Section <Select>
- 3. Bill Deposit Location *<Enter>* Enter bill deposit location for the selected section
- 4. Save Confirmation made for the above location entries

Notes & Issues	 Location entry must be unique 	
Report/Query		

3.3.2.3.2. Consumer Master Entry

Module No.	M-SDC–9
Module Name	Consumer Master Entry
User	Sub Division Office (WWC)
Description	Entry of Consumer master data for a particular bill deposit locations under a
	section
How to Access	[Works MIS]:: Sub Division Entries \rightarrow Water bill \rightarrow Consumer Master Entry
Post Process	Works MIS]:: Sub Division Entries \rightarrow Water bill \rightarrow Meter readings Entry (Only
	for metered connections)
	[Works MIS]:: Sub Division Entries \rightarrow Water bill \rightarrow Bill generation /
	Regeneration
Input Screen:	
	Consumer Master Entry
<< Go back to	list of pending online water connections
	Update/Verify Consumer Entry
Online Account Nu	mber : Get>>
Sub Division: #	Shimla No. 1 Kasumpti
Section: #	-SELECT-
Account Number:	F
Consumer Details:	
Consumer Name:#	
Consumer's Guard	
Mobile Number:	+91
Area Type: #	Urban Area O Rural Area
Correspondence A	ddress: #
Permanent Addres	is: #
Want to Enter Con	nection Address:

Connection Type: #	-SELECT- V
Place of Bill Deposit: #	×
Date of Installation:	
Sanction Letter Number:	
Sanction Letter Dispatch Number:	
Sanction Letter Dispatch Date:	
Receipt Number:	
Receipt Date:	

Description of fields on screen:

- 1. Online Account Number < Auto Gen>
- 2. Sub Division < Display>
- 3. Section<Select>
- 4. Account Number Enter the manual account number of the consumer

Enter Consumer details

- 5. Consumer Name < Enter>
- 6. Consumer's Guardian Name < Enter>
- 7. Mobile Number <*Enter*>
- 8. Area Type <Select>
- 9. Correspondence Address < Enter>
- 10. Permanent Address < Enter>
- 11. Want to enter connection address <Select> Select only if the water connection address is different from Permanent/correspondence address
- 12. Connection Details < Enter>
- 13. Connection Type <Select> Select the connection type from the list
 - Domestic (with meter)
 - Domestic (without meter)
 - Domestic (With defunct meter)
 - Commercial (with meter)
 - Commercial (without meter)
 - Commercial (With defunct meter)
- 14. Place of Bill deposit <Select> Select the 'bill deposit location' from the list (entered for the selected section already)

15. Date of installation <select> 16. Sanction Letter Number <enter> 17. Sanction Letter Dispatch Number <enter> 18. Receipt Number <enter> 19. Receipt Date <enter> 20. Save Confirmation made for the above consumer entries 21. Verify Confirmation made for the above consumer entries Business Rules Notes & Issues ○ Location entry must be unique Report/Query How to Access: [e- Sanchalan] :: Reports/Queries → Water Bill Reports → Consumer check list</enter></enter></enter></enter></select>		<u>134 0101 461 1.0</u>
16. Sanction Letter Number <enter> 17. Sanction Letter Dispatch Number <enter> 18. Receipt Number <enter> 19. Receipt Date <enter> 20. Save Confirmation made for the above consumer entries 21. Verify Confirmation made for the above consumer entries Business Rules Notes & Issues ○ Location entry must be unique Report/Query How to Access: [e- Sanchalan] :: Reports/Queries → Water Bill Reports → Consumer check list</enter></enter></enter></enter>	15. Date of i	nstallation <select></select>
17. Sanction Letter Dispatch Number <enter> 18. Receipt Number <enter> 19. Receipt Date <enter> 20. Save Confirmation made for the above consumer entries 21. Verify Confirmation made for the above consumer entries Business Rules Notes & Issues ○ Location entry must be unique Report/Query How to Access: [e- Sanchalan] :: Reports/Queries → Water Bill Reports → Consumer check list</enter></enter></enter>	16. Sanction	Letter Number < <i>Enter</i> >
18. Receipt Number <enter> 19. Receipt Date <enter> 20. Save Confirmation made for the above consumer entries 21. Verify Confirmation made for the above consumer entries Business Rules Notes & Issues 0 Location entry must be unique Report/Query How to Access: [e- Sanchalan] :: Reports/Queries → Water Bill Reports → Consumer check list</enter></enter>	17. Sanction	Letter Dispatch Number < <i>Enter</i> >
19. Receipt Date <enter> 20. Save Confirmation made for the above consumer entries 21. Verify Confirmation made for the above consumer entries Business Rules Notes & Issues ○ Notes & Issues ○ Location entry must be unique Report/Query How to Access: [e- Sanchalan] :: Reports/Queries → Water Bill Reports → Consumer check list</enter>	18. Receipt I	Number < <i>Enter</i> >
20. Save Confirmation made for the above consumer entries 21. Verify Confirmation made for the above consumer entries Business Rules Notes & Issues O Location entry must be unique Report/Query How to Access: [e- Sanchalan] :: Reports/Queries → Water Bill Reports → Consumer check list	19. Receipt I	Date < <i>Enter</i> >
21. Verify Confirmation made for the above consumer entries Business Rules Notes & Issues • Location entry must be unique Report/Query How to Access: [e- Sanchalan] :: Reports/Queries → Water Bill Reports → Consumer check list	20. Save Confirmat	tion made for the above consumer entries
Business Rules Notes & Issues ○ Location entry must be unique Report/Query How to Access: [e- Sanchalan] :: Reports/Queries → Water Bill Reports → Consumer check list	21. Verify <i>Confirmat</i>	tion made for the above consumer entries
Rules Notes & Issues ○ Location entry must be unique Report/Query How to Access: [e- Sanchalan] :: Reports/Queries → Water Bill Reports → Consumer check list	Business	
Notes & Issues ○ Location entry must be unique Report/Query How to Access: [e- Sanchalan] :: Reports/Queries → Water Bill Reports → Consumer check Ist	Rules	
Report/Query How to Access: [e- Sanchalan] :: Reports/Queries → Water Bill Reports → Consumer check list	Notes & Issues	 Location entry must be unique
[e- Sanchalan] :: Reports/Queries → Water Bill Reports → Consumer check list	Report/Query	How to Access:
list		[e- Sanchalan] :: Reports/Queries \rightarrow Water Bill Reports \rightarrow Consumer check
		list

3.3.2.3.3. Consumer Connection Change

Module No.	M-SDO-10
Module Name	Consumer Connection Change
User	Sub Division Office (WWC)
Description	Consumer connection may needs to be updated for following reasons:
	 Change connection Type
	 Close Connection
	 Add Advance / Outstanding amount
How to Access	[Works MIS]:: Sub Division Entries \rightarrow Water bill \rightarrow Consumer Connection
	Change
Post Process	Works MIS]:: Sub Division Entries \rightarrow Water bill \rightarrow Meter readings Entry (Only
	for metered connections)
	[Works MIS]:: Sub Division Entries \rightarrow Water bill \rightarrow Bill generation /
	Regeneration
Input Screen:	

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					<u>130_0101_061_1.0</u>	
			Consumer	Connection Change		
					Edit Connection	
	Sub I	Division: #	Shimla No. 1 Kasumpti			
	Secti	on: #	Kasumpti Section			
	Bill D	eposit Location: #	Kasumpti Section			
	Accou	int No. / Owner Name (3	nak			
	Acco	unt Number:#	M-1421 (Consumer Name-Meen	akshi Chauhan)	~	
	Acco	unt Holder's Name:#	Meenakshi Chauhan W/O Lt.S	h.Rajesh Kumar		
	Onlin	e Account Number:	SML000003810			
	Actio	n Type:#	Change Connection Type	O Close Connection	O Add Advance/Outstanding Amount	
	Course					
	Con	nection Details:				
	Conn	ection Type: #	Domestic (Without Meter)		~	
	Chang	of Connection Type je #	a a			
					Save	
D	escri	ption of fields on s	creen:			
	1.	Sub Division < Dis	play>			
	•					
	2.	Section <select></select>				
	3	Bill Deposit Locat	ion <select></select>			
	0.					
	4.	Account no. / Ow	ner Name (3 characte	er) <i><enter></enter></i>		
		Enter any 3 charac	ters of name of the cons	sumer to serch		
	Б	Account Number	< Soloot			
	э.	Enter the manual a	<select> ccount number of the cl</select>	onsumer		
	6.	Account Holder's	Name <select></select>			
	_					
	7.	Online Account N	umber <i><display></display></i>			
	8	Action Type				
	0.	Select from the follo	owing action types:			
		 Change co. 	nnection type			
		 Close conn 	ection			
		 Add advan 	ce / outstanding amoun	t		
		On selection of 'C	hange connection two	e' option display	s the following details on screer	۰ ۱
	1	Connection Type	<select></select>			•••
	••	Select the connecti	on type from the list. to	which the connecti	on has been changed	
					5	
	2.	Date of connectio	n type change <selec< td=""><td>t></td><td></td><td></td></selec<>	t>		

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Sub Division: #	Consumer Connection Change	action
Sub Division: #	🗆 Edit Conn	ection
Sub Division: #		
	Shimla No. 1 Kasumpti	
Section: #	Kasumpti Section	
Bill Deposit Location: #	Kasumpti Section V	
Account No. / Owner Na	ame (3 pak	
Characters):#		
Account Number:#	M-1421 (Consumer Name-Meenakshi Chauhan)	
Account Holder's Name		
Online Account Number	r: SML000003810	
Action Type:#	Change Connection Type Oclase Connection Add Advance/Outsta	ding Amount
	Contraction Type Connection C Add Advance/ Outstan	
Connection Details:		
Connection Type: #	Domestic (Without Meter)	
Connection Closing dat	e # 🗖	
Amount Due to be paid	Whether amount paid	
		Save
Connection clo	sing date < <i>Select</i> >	
Connection clo Amount due to Enter the 'Due a	sing date <select> be paid <enter> mount to be paid' from the consumer before closing th</enter></select>	ie account
Connection clo Amount due to Enter the 'Due a If the amount ha	sing date <select> be paid <enter> mount to be paid' from the consumer before closing th s not been paid by the consumer, Final bill is raised to</enter></select>	ne account the consum
Connection clo Amount due to Enter the 'Due and If the amount has	sing date <select> be paid <enter> mount to be paid' from the consumer before closing th s not been paid by the consumer, Final bill is raised to Consumer Connection Change</enter></select>	ne account the consum
Connection clo Amount due to Enter the 'Due a If the amount has	sing date <select> be paid <enter> mount to be paid' from the consumer before closing th s not been paid by the consumer, Final bill is raised to Consumer Connection Change</enter></select>	the account
Connection clo Amount due to Enter the 'Due a If the amount ha	sing date <select> be paid <enter> mount to be paid' from the consumer before closing th s not been paid by the consumer, Final bill is raised to Consumer Connection Change</enter></select>	e account the consum ction
Connection clo	sing date <select> be paid <enter> mount to be paid' from the consumer before closing th s not been paid by the consumer, Final bill is raised to Consumer Connection Change</enter></select>	the account the consum ection
onnection clo mount due to nter the 'Due a the amount ha	sing date <select> be paid <enter> mount to be paid' from the consumer before closing th s not been paid by the consumer, Final bill is raised to Consumer Connection Change</enter></select>	the account the consum ection
Connection clo Amount due to Enter the 'Due a If the amount ha ision: # : # osit Location: #	sing date <select> be paid <enter> mount to be paid' from the consumer before closing th s not been paid by the consumer, Final bill is raised to Consumer Connection Change Edit Conn Shimla No. 1 Kasumpti Kasumpti Section</enter></select>	the account the consum ection
Connection clo Amount due to Enter the 'Due and f the amount have sion: # [# biosit Location: # [No. / Owner Name (3 rs):=	sing date <select> be paid <enter> mount to be paid' from the consumer before closing thes not been paid by the consumer, Final bill is raised to Consumer Connection Change</enter></select>	the account the consum ection
Connection clo mount due to inter the 'Due an the amount hat sion: # [sit Location: # [No. / Owner Name (3 (s):= [Number:# [sing date <select> be paid <enter> mount to be paid' from the consumer before closing thes not been paid by the consumer, Final bill is raised to Consumer Connection Change Edit Conn Shimla No. 1 Kasumpti Kasumpti Section Kasumpti Section Nak M-1421 (Consumer Name-Meenakshi Chauhan)</enter></select>	the account the consum ection
Connection clo Amount due to Enter the 'Due an if the amount has ision: # i	sing date <select> be paid <enter> mount to be paid' from the consumer before closing th s not been paid by the consumer, Final bill is raised to Consumer Connection Change Edit Conn Shimla No. 1 Kasumpti Kasumpti Section Kasumpti Section Nak M-1421 (Consumer Name-Meenakshi Chauhan)</enter></select>	ne account o the consum ection
Connection clo Amount due to Enter the 'Due and f the amount have sion: # [mosit Location: # [No. / Owner Name (3 rs):= [Number:#] Holder's Name:#]	sing date <select> be paid <enter> mount to be paid' from the consumer before closing th s not been paid by the consumer, Final bill is raised to Consumer Connection Change Edit Conn Shimla No. 1 Kasumpti Kasumpti Section Kasumpti Section Nak M-1421 (Consumer Name-Meenakshi Chauhan) V Meenakshi Chauhan W/O Lt.Sh.Rajesh Kumar</enter></select>	ection
Connection clo mount due to Enter the 'Due and the amount has sion: # sit Location: # No. / Owner Name (3 rs):= Number:# Holder's Name:#	sing date <select> be paid <enter> mount to be paid' from the consumer before closing th s not been paid by the consumer, Final bill is raised to Consumer Connection Change Edit Conn Shimla No. 1 Kasumpti Kasumpti Section Kasumpti Section NH-1421 (Consumer Name-Meenakshi Chauhan) MH-1421 (Consumer Name-Meenakshi Chauhan) MH-1421 (Consumer Name-Meenakshi Chauhan) MH-1421 (Consumer Name-Meenakshi Chauhan) MH-1421 (Consumer Name-Meenakshi Chauhan)</enter></select>	ection
Connection clo Amount due to Enter the 'Due au f the amount has sion: # [mosit Location: # [No. / Owner Name (3 rs):= Number:# [Holder's Name:#] ccount Number: s ype:# [sing date <select> be paid <enter> mount to be paid' from the consumer before closing th s not been paid by the consumer, Final bill is raised to Consumer Connection Change Edit Conn Shimla No. 1 Kasumpti Kasumpti Section Kasumpti Section N-1421 (Consumer Name-Meenakshi Chauhan) M-1421 (Consumer Name-Meenakshi Chauhan) Meenakshi Chauhan W/O Lt.Sh.Rajesh Kumar SML000003810 Change Connection Type Close Connection Add Advance/Outsta</enter></select>	ting Amount
Connection clo mount due to inter the 'Due an the amount has ithe amount has sithe amount h	sing date <select> be paid <enter> mount to be paid' from the consumer before closing th s not been paid by the consumer, Final bill is raised to Consumer Connection Change Edit Conn Shimla No. 1 Kasumpti Kasumpti Section Kasumpti Section N-1421 (Consumer Name-Meenakshi Chauhan) M-1421 (Consumer Name-Meenakshi Chauhan) M-1421 (Consumer Name-Meenakshi Chauhan) Change Connection Type Close Connection Add Advance/Outsta</enter></select>	ection
Connection clo Amount due to Enter the 'Due an if the amount has ision: # i	sing date <select> be paid <enter> mount to be paid' from the consumer before closing th s not been paid by the consumer, Final bill is raised to Consumer Connection Change Edit Conn Shimla No. 1 Kasumpti Kasumpti Section Kasumpti Section N-1421 (Consumer Name-Meenakshi Chauhan) Meenakshi Chauhan W/O Lt.Sh.Rajesh Kumar SML000003810 Change Connection Type Close Connection Add Advance/Outsta</enter></select>	ection
Connection clo Amount due to Enter the 'Due an If the amount had ision: # : # iosit Location: # No. / Owner Name (3 ers): = t Number: # t Holder's Name:# t Holder's Name:# tion Details: tion Type: #	sing date <select> be paid <enter> mount to be paid' from the consumer before closing th s not been paid by the consumer, Final bill is raised to Consumer Connection Change Edit Conn Shimla No. 1 Kasumpti Kasumpti Section Kasumpti Section N+1421 (Consumer Name-Meenakshi Chauhan) M-1421 (Consumer Name-Meenakshi Chauhan) Consection Type Close Connection Add Advance/Outsta Domestic (Without Meter)</enter></select>	ection
Connection clo Amount due to Enter the 'Due an f the amount has ision: # * Soit Location: # No. / Owner Name (3 rs):# Number: # Holder's Name: # ype: # ion Details: ion Type: # Amount:	sing date <select> be paid <enter> mount to be paid' from the consumer before closing th s not been paid by the consumer, Final bill is raised to Consumer Connection Change Edit Conn Shimla No. 1 Kasumpti Kasumpti Section Kasumpti Section N-1421 (Consumer Name-Meenakshi Chauhan) M-1421 (Consumer Name-Meenakshi Chauhan) Meenakshi Chauhan W/O Lt.Sh.Rajesh Kumar SML000003810 Change Connection Type Close Connection Add Advance/Outsta Domestic (Without Meter)</enter></select>	ection
Connection clo Amount due to Enter the 'Due an If the amount have vision: # [n: # [posit Location: # [t No. / Owner Name (3 ters):= nt Number: # [Account Number: s Type: # [ction Details: ction Type: # ce Amount: nding Amount:	sing date <select> be paid <enter> mount to be paid' from the consumer before closing th s not been paid by the consumer, Final bill is raised to Consumer Connection Change Edit Conn Shimla No. 1 Kasumpti Kasumpti Section Kasumpti Section Nak M-1421 (Consumer Name-Meenakshi Chauhan) V Meenakshi Chauhan W/O Lt.Sh.Rajesh Kumar SML00003810 C Change Connection Type Close Connection Add Advance/Outsta Domestic (Without Meter)</enter></select>	ection
Connection clo Amount due to Enter the 'Due an If the amount has rision: #	sing date <select> be paid <enter> mount to be paid' from the consumer before closing th s not been paid by the consumer, Final bill is raised to Consumer Connection Change Edit Conn Shimla No. 1 Kasumpti Kasumpti Section Kasumpti Section Nak M-1421 (Consumer Name-Meenakshi Chauhan) Keenakshi Chauhan W/O Lt.Sh.Rajesh Kumar SML00003810 Change Connection Type Close Connection Add Advance/Outsta Domestic (Without Meter)</enter></select>	ection
Connection clo Amount due to Enter the 'Due an If the amount has ision: # : # ision: # isio	sing date <select> be paid <enter> mount to be paid' from the consumer before closing th s not been paid by the consumer, Final bill is raised to Consumer Connection Change Edit Conn Shimla No. 1 Kasumpti Kasumpti Section Kasumpti Section Nak M-1421 (Consumer Name-Meenakshi Chauhan) Keenakshi Chauhan W/O Lt.Sh.Rajesh Kumar SML000003810 Change Connection Type Close Connection Add Advance/Outsta Domestic (Without Meter) S0.00 1.00 S0/02/2020</enter></select>	ection
Connection clo Amount due to Enter the 'Due an If the amount has ision: # i	sing date <select> be paid <enter> mount to be paid' from the consumer before closing th s not been paid by the consumer, Final bill is raised to Consumer Connection Change Edit Conn Shimla No. 1 Kasumpti Kasumpti Section Kasumpti Section Nak M-1421 (Consumer Name-Meenakshi Chauhan) Keenakshi Chauhan W/O Lt.Sh.Rajesh Kumar SML000003810 Change Connection Type Close Connection Add Advance/Outsta Domestic (Without Meter) S0.00 1.00 S0/02/2020</enter></select>	ection
Connection clo Amount due to Enter the 'Due an If the amount has ision: # i	sing date <select> be paid <enter> mount to be paid' from the consumer before closing th s not been paid by the consumer, Final bill is raised to Consumer Connection Change Edit Conn Shimla No. 1 Kasumpti Kasumpti Section Kasumpti Section N-1421 (Consumer Name-Meenakshi Chauhan) M-1421 (Consumer Name-Meenakshi Chauhan) M-1</enter></select>	tding Amount
Connection clo Amount due to Enter the 'Due and f the amount has sion: # [sion: # [multiple] sion: # [f the amount has sion: # [multiple] sion: # [multiple] s	sing date <select> be paid <enter> mount to be paid' from the consumer before closing the s not been paid by the consumer, Final bill is raised to Consumer Connection Change Edit Conn Shimla No. 1 Kasumpti Kasumpti Section Nak M-1421 (Consumer Name-Meenakshi Chauhan) Vetenakshi Chauhan W/O Lt.Sh.Rajesh Kumar SML000003810 Change Connection Type Close Connection Add Advance/Outsta Domestic (Without Meter) Solo 1.00 Solo2/2020 Contemport Solo2 Contemport Contemport Solo2 Contemport Contem</enter></select>	ection
Connection clo Amount due to Enter the 'Due ai f the amount has ision: # is	sing date <select> be paid <enter> mount to be paid' from the consumer before closing the s not been paid by the consumer, Final bill is raised to Consumer Connection Change Edit Conn Shimla No. 1 Kasumpti Kasumpti Section Nak M-1421 (Consumer Name-Meenakshi Chauhan) Vetenakshi Chauhan W/O Lt.Sh.Rajesh Kumar SML00003810 Change Connection Type Close Connection Add Advance/Outsta Domestic (Without Meter) 0.00 1.00 05/02/2020 Contended to the co</enter></select>	ection

- 5. Amount to be included in Select the period of water bill in which this advance / outstanding is to be included
- 6. Save

Confirmation made for the above entries

Business	
Rules	
Notes & Issues	• Outstanding amount can be entered only for the first time while making
	the bills online
	 Bills cannot be generated after closing the connection
Report/Query	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Water bill Reports \rightarrow Various Water
	bill reports

3.3.2.3.4. Meter Reading Entry

	O. I	1-SDC-11					
lodule Na	ame 🛛 🛛	/leter Reading I	Entry				
ser	S	Sub Division Of	fice (WWC)				
escriptio	n E	ntry of reading	s of metered co	onnections are ent	ered b	by WWC to gene	erate t
	b	oills					
ow to Ac	cess [Works MIS]:: S	ub Division Ent	ries \rightarrow Water bill -	> Met	er reading entr	'y
ost Proc	ess [Works MIS]:: S	ub Division Ent	ries \rightarrow Water bill -	→ Bill	generation /	_
	F	Regeneration				•	
put Scre	en:						
			Meter Reading	Entry			
0.07 D							
Office Detai	ils						
Office			Shimla No. 1 Kasumpti			\sim	
Select Sectio	n#		Kasumpti Section			~	
Select Water	Bill Deposit	Location#	Government Offices in Kas	sumpti Sub. Div. Shimla-9		~	
Period of Bill	ling#		01/07/2016 - 31/03/2019	9		~	
-	-						
Connection T	Details		Commercial (With Meter)				
Connection T Connection Account No.(Account Hole	Details Commercial ler Details	Water Connection)#	Commercial (With Meter) (JH-22)Air Port, A (JH-22)Air Port,	Air Port Officer Juberhatti Air Port Officer Juberhatti			
Connection T Connection Account No.(Account Hole From Date	Details Commercial ler Details To Date	Water Connection)#	Commercial (With Meter) (JH-22)Air Port, A (JH-22)Air Port, New Reading	Air Port Officer Juberhatti Air Port Officer Juberhatti Water Consumed(in Kilolitres)	Rate (/KL)	Water Consumed(Rs.)	
Connection T Connection Account No.(Account Hole From Date 01/07/2016	Details Commercial der Details To Date 31/03/2017	Water Connection)# Old Reading 3666	Commercial (With Meter) (JH-22)Air Port, A (JH-22)Air Port, New Reading 3971	Air Port Officer Juberhatti Air Port Officer Juberhatti Water Consumed(in Kilolitres) 305	Rate (/КL) 22.90	Vater Consumed(Rs.) 6984.50	
Connection T Account No.(Account Hole From Date 01/07/2016 01/04/2017	Details Commercial der Details To Date 31/03/2017 31/03/2018	Water Connection)# Old Reading 3666 3971	Commercial (With Meter) (JH-22)Air Port, A (JH-22)Air Port, New Reading 3971 4344	Air Port Officer Juberhatti Air Port Officer Juberhatti Water Consumed(in Kilolitres) 305 373	Rate (/KL) 22.90 25.19	Vater Consumed(Rs.) 6984.50 9395.87	
Connection T Account No.(Account No.(From Date 01/07/2016 01/04/2017 01/04/2018	Details Commercial der Details To Date 31/03/2017 31/03/2018 31/03/2019	Water Connection)# Old Reading 3666 3971 4344	Commercial (With Meter) (JH-22)Air Port, A (JH-22)Air Port, New Reading 3971 4344 4765	Air Port Officer Juberhatti Air Port Officer Juberhatti Water Consumed(in Kilolitres) 305 373 421	Rate (/KL) 22.90 25.19 27.71	Water Consumed(Rs.) 6984.50 9395.87 11665.91	
Connection T Connection Account No.(Account Hold From Date 01/07/2016 01/04/2017 01/04/2018	Details Commercial der Details To Date 31/03/2017 31/03/2018 31/03/2019	Water Connection)# Old Reading 3666 3971 4344	Commercial (With Meter) [(JH-22)Air Port, A (JH-22)Air Port, 3971 4344 4765	Air Port Officer Juberhatti Air Port Officer Juberhatti Water Consumed(in Kilolitres) 305 373 421	Rate (/KL) 22.90 25.19 27.71	Water Consumed(Rs.) 6984.50 9395.87 11665.91 28046.28	
Connection T Account No.(Account Hold From Date 01/07/2015 01/04/2017 01/04/2018 Online Account	Details Commercial der Details To Date 31/03/2017 31/03/2018 31/03/2019 unt Number	Water Connection)# Old Reading 3666 3971 4344	Commercial (With Meter) (JH-22)Air Port, A (JH-22)Air Port, A (JH-	Air Port Officer Juberhatti Air Port Officer Juberhatti Water Consumed(in Kilolitres) 305 373 421	Rate (/KL) 22.90 25.19 27.71	Water Consumed(Rs.) 6984.50 9395.87 11665.91 28046.28	
Connection T Account No.(Account Hold From Date 01/07/2016 01/04/2017 01/04/2018 Online Accou Amount for y	Details Commercial der Details To Date 31/03/2017 31/03/2018 31/03/2019 unt Number water Consur	Water Connection)# Old Reading 3666 3971 4344 med(in Rs.)	Commercial (With Meter) (JH-22)Air Port, A (JH-22)Air Port, A (JH-	Air Port Officer Juberhatti Air Port Officer Juberhatti Water Consumed(in Kilolitres) 305 373 421	Rate (/KL) 22.90 25.19 27.71	Water Consumed(Rs.) 6984.50 9395.87 11665.91 28046.28	
Connection T Account No.(Account Hold From Date 01/07/2016 01/04/2017 01/04/2018 Online Account Amount for w	Details Commercial fer Details To Date 31/03/2017 31/03/2018 31/03/2019 unt Number water Consul er Minimum	Water Connection)# Old Reading 3666 3971 4344 ned(in Rs.) Bill amount/month(in R	Commercial (With Meter) (JH-22)Air Port, A (JH-22)Air Port, A (JH-	Air Port Officer Juberhatti Air Port Officer Juberhatti Water Consumed(in Kilolitres) 305 373 421	Rate (/KL) 22.90 25.19 27.71	Vater Consumed(Rs.) 6984.50 9395.87 11665.91 28046.28	
Connection T Account No.(Account No.(From Date 01/07/2016 01/04/2017 01/04/2018 Online Accou Amount for v Amount as p OutStanding	Details Commercial der Details To Date 31/03/2017 31/03/2018 31/03/2019 unt Number water Consur er Minimum Amount(to l	Water Connection)# Old Reading 3666 3971 4344 ned(in Rs.) Bill amount/month(in R >e Paid)(in Rs.)	Commercial (With Meter) (JH-22)Air Port, A (JH-22)Air Port, A (JH-	Air Port Officer Juberhatti Air Port Officer Juberhatti Water Consumed(in Kilolitres) 305 373 421	Rate (/KL) 22.90 25.19 27.71	Water Consumed(Rs.) 6984.50 9395.87 11665.91 28046.28	
Connection T Account No.(Account Hold From Date 01/07/2016 01/04/2017 01/04/2018 Online Accou Amount for v Amount as p OutStanding Advance Amo	Details Commercial der Details To Date 31/03/2017 31/03/2018 31/03/2019 unt Number water Consur er Minimum Amount(to I ount paid(in	Water Connection)# Old Reading 3666 3971 4344 ned(in Rs.) Bill amount/month(in R Paid)(in Rs.) Rs.)	Commercial (With Meter) (JH-22)Air Port, A (JH-22)Air Port, A (JH-	Air Port Officer Juberhatti Air Port Officer Juberhatti Water Consumed(in Kilolitres) 305 373 421	Rate (/KL) 22.90 25.19 27.71	Water Consumed(Rs.) 6984.50 9395.87 11665.91 28046.28	
Connection T Account No.(Account No.(From Date 01/07/2016 01/04/2017 01/04/2018 01/04/2018 Conline Account Amount for w Amount as p OutStanding Advance Amount Total Bill(to	Details Commercial der Details To Date 31/03/2017 31/03/2018 31/03/2019 unt Number water Consur er Minimum Amount(to l ount paid(in be paid by d	Water Connection)# Old Reading 3666 3971 4344 Med(in Rs.) Bill amount/month(in R ve Paid)(in Rs.) Rs.) ue date)(in Rs.)	Commercial (With Meter) (JH-22)Air Port, A (JH-22)Air Port, A	Air Port Officer Juberhatti Air Port Officer Juberhatti Water Consumed(in Kilolitres) 305 373 421	Rate (/KL) 22.90 25.19 27.71	Vater Consumed(Rs.) 6984.50 9395.87 11665.91 28046.28	
Connection T Account No.(Account Hold From Date 01/07/2016 01/04/2017 01/04/2018 Online Accou Amount for v Amount as p OutStanding Advance Amo Total Bill(to Surcharge on	Details Commercial der Details To Date 31/03/2017 31/03/2018 31/03/2019 unt Number water Consur er Minimum Amount(to I ount paid(in be paid by du	Water Connection)# Old Reading 3666 3971 4344 4344 be read(in Rs.) Bill amount/month(in R be Paid)(in Rs.) Rs.) re date)(in Rs.) tt(in Rs.)	Commercial (With Meter) (JH-22)Air Port, A (JH-22)Air Port, A (JH-22)Air Port, A (JH-22)Air Port, A 3971 4344 4765 28046.28 5.) 900.00 0.00 0.00 28046.28 28046.28 28046.28 28046.28 28046.28	Air Port Officer Juberhatti Air Port Officer Juberhatti Water Consumed(in Kilolitres) 305 373 421	Rate (/KL) 22.90 25.19 27.71	Water Consumed(Rs.) 6984.50 9395.87 11665.91 28046.28	
Connection T Account No.(Account Hold From Date 01/07/2016 01/04/2017 01/04/2018 Online Account Amount for w Amount as p OutStanding Advance Amo Total Bill(to Surcharge on	Details Commercial der Details To Date 31/03/2017 31/03/2018 31/03/2019 unt Number water Consur er Minimum Amount(to l ount paid(in be paid by du n total amoun	Water Connection)# Old Reading 3666 3971 4344 ned(in Rs.) Bill amount/month(in R pe Paid)(in Rs.) Rs.) pe date)(in Rs.) 1t(in Rs.)	Commercial (With Meter) (JH-22)Air Port, A (JH-22)Air Port, A (JH-22)Air Port, 3971 4344 4765 50 50 50 50 50 50 50 50 50 50 50 50 50	Air Port Officer Juberhatti Air Port Officer Juberhatti Water Consumed(in Kilolitres) 305 373 421	Rate (/KL) 22.90 25.19 27.71	Vater Consumed(Rs.) 6984.50 9395.87 11665.91 28046.28	

Description of fields on screen:

- 1. Office <*Display*>
- 2. Section <Select>
- 3. Water Bill deposit location <Select>
- 4. Period of billing <Select>
- 5. Connection type <Select> Displays the metered connections i.e. Domestic (with meter) and Commercial (with meter)
- 6. Account Number (Commercial water connection) Enter the manual account number of the consumer
- 7. Account Holder details Enter the manual account number of the consumer

Displays the following data in grid period wise:

- From Date
- o To Date
- Old Readings
- New Readings
- Water Consumed (in kilolitres)
- Rate (/KL)
- Water Consumed (Rate)
- 8. Online Account Number < Display>
- 9. Amount of Water consumed (in Rs.) < Display>
- 10. Amount as per minimum bill amount per month (in Rs.) <Display>
- 11. Outstanding amount (to be paid) (in Rs.) *<Display>*
- 12. Advance Amount paid (in Rs.) < Display>
- 13. Total Bill to be paid by due date (in Rs.) < Display>
- 14. Surcharge (in Rs.) <*Display*>
- 15. Save Confirmation made for the above entries
- 16. Verify Confirmation made for the above entries

Business	
Rules	
Notes & Issues	
Report/Query	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Water bill Reports \rightarrow Various Water
	Bill reports

3.3.2.3.5.	Bill Generation / Re-generation
Module No.	M-SDC–12
Module Name	Bill generation / re-generation
User	Sub Division Office (WWC)
Description	Bills are generated for a particular location for the entered period
How to Access	[Works MIS]:: Sub Division Entries \rightarrow Water bill \rightarrow Bill generation / re-
	generation
Post Process	[Works MIS]:: Sub Division Entries \rightarrow Water bill \rightarrow Consumer Master Entry
	[Works MIS]:: Sub Division Entries \rightarrow Water bill \rightarrow Meter readings Entry (for
	metered connection only)
Input Screen:	
	Bill Generation/Regeneration
Sub Division: #	Shimla No. 1 Kasumpti
Section: #	-SELECT-
Period: #	-SELECT-
	Constant Visificall water kills
	Generate Venty all water bills Reset
Description of fi	elds on screen:
1. Sub Divi	sion < <i>Display</i> >
2. Section	<select></select>
Enter bill	deposit location for the selected section
4. Period	
5. Generate	e - Alexandra hille fan ar landrad land line
Generate	s the water bills for selected location
Rucinocc	
Rules	
Notes & lesuce	 Location entry must be unique
Penort/Ourry	
	[e-Sanchalan] :: Sub Division Entries \rightarrow Sub Division \rightarrow Water Bills \rightarrow

3.3.2.3.6. View/Print Water Bill

Module No.	M-SDC-13
Module Name	View/Print Water Bill
User	Sub Division Office (SDC/Sr. Assistant)
Description	WWC views the generated bills for checking and distribution to consumers
How to Access	[Works MIS]:: Sub Division Entries \rightarrow Sub Division \rightarrow Water bill \rightarrow View/ Print
	Water Bills
Input Screen:	

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	View/Print Water Bills				
Sub Division: #	Shimla No. 1 Kasumpti				
Section: #	-SELECT-				
Bill Deposit Location	n #				
Period: #	-SELECT-				
Connection Type: #	-All-				
Account Number:#	×				
Whether PageWise:	□ Yes				
	View Water Bill(s)	Reset			
 Bill Deposit Location <<i>Enter</i>> Enter bill deposit location for the selected section 					
4. Period <select></select>					
5. Connectio	on Type <i><select></select></i>				
 Connection Account N 	on Type <i><select></select></i> Number <i><select></select></i>				
 Connection Account No. Whether No. 	on Type <i><select></select></i> Number <i><select></select></i> Page Wise <i><select></select></i>				
 Connection Account No. Whether No. View Wate Click to view 	on Type <i><select></select></i> Number <i><select></select></i> Page Wise <i><select></select></i> ter Bills <i>>w water bill report</i>				
 Connection Account No. Whether No. View Watt Click to view 	on Type <i><select></select></i> Number <i><select></select></i> Page Wise <i><select></select></i> ter Bills <i>ew water bill report</i> How to Access:				
 Connection Account No. Whether No. View Watte Click to view Port/Query 	on Type <i><select></select></i> Number <i><select></select></i> Page Wise <i><select></select></i> ter Bills <i>ew water bill report</i> How to Access: [e- Sanchalan] :: Sub Division Entries → Sub Div	vision → Water bill →			

3.3.2.3.7. Bill receipt entry

Module No.	M-SDC-14
Module Name	Bill receipt entry
User	Sub Division Office (SDC/Sr. Assistant)
Description	WWC makes the entry of amount received which is paid by the user for
	consumption of water.
How to Access	[Works MIS]:: Sub Division Entries \rightarrow Sub Division \rightarrow Water bill \rightarrow Bill Receipt
	Entry
Post Process	[Works MIS]:: Sub Division Entries \rightarrow Sub Division Officer \rightarrow Water bill \rightarrow Bill
	Period Generation
Input Screen:	

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			Bill	Receipt En	try				
ten: 1									
lease enter the wat	on hill no coint	-							
Sub Division: #	er bill receipt	Chimle No. 1 Keepen	L:				7		
Faction: #		Snimia No. 1 Kasump	CI			~	-		
section: #		Kasumpti Section				~	<u></u>		
Bill Deposit Location	:#	Kasumpti Section				~			
Period : #		01/03/2018 - 31/10/2	2019)		~	<u></u>		
Search By :		O Ledger No.	۲	Consumer	Name	Onli	ne Account	No.	
Consumer Name :		kane			< Ch	lange			
Date of receipt: #		16/01/2020							
Online Acc.	Ledger	nill national		Bill		Total	Bill	Surcharge	
No.	Number	Bill Paid Option		amount	surcharge	received	Amount Paid	Paid	Advance
SML00000010	M-13 (Ch. kanabiwa	Calast		600	60				
	(Sn.kaneniya Ram)	Select	~	000	09	0			
SML00000035	M-52 (Sh kanebiya	Bill Daid After Due Date	V	666	67	732	666	66	0
	Ram)	Low Ford Arter Due Date				132			
									>
								Sav	/e
scription of fie	elds on so	creen:							
1. Sub Divis	ion <i><disp< i=""></disp<></i>	olay>							
2. Section <	Select>								
3. Bill Depos Enter bill a	sit Locati <i>leposit loc</i>	on <select> cation for the sel</select>	ect	ted secti	ion				
4. Period <s< td=""><td>Select></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></s<>	Select>								
5. Search by ○ Ledgo Searc	y <select er numbe h the con</select 	> er sumer by ledger	nı	ımber					
 Consi Searc 	umer Na <i>h all the c</i>	me consumer by con	su	mer nar	ne				
o Online Searc	e Accour h the con	nt Number sumer by online	ac	count n	umber				
6. Date of R	eceipt								
Displays	the follow	ving details in c	ario	4.					

		<u> </u>			
	0	Select Select to enter the bill receipt for the consumer			
	0	Online Account Number <i><display></display></i>			
	0	dger Number <i><display></display></i>			
	0	Bill paid option <select> Select the bill paid option i.e., Bill paid before due date or Bill paid after due date. If Bill is paid after due date, surcharge will be levied on the consumer as late fee</select>			
	0	Bill amount <i><display></display></i> Display the bill amount as per the water bill generated and given to consumer			
	0	Surcharge <display> Display the surcharge amount as per the water bill generated and given to consumer</display>			
	0	Total amount received <i><display></display></i> Enter the total amount paid by the consumer (including surcharge, if any)			
	0	Bill amount paid <auto gen=""> Bill amount is automatically calculated as per the 'Total amount received' and 'Bill paid option'</auto>			
	0	Surcharge paid <i><auto gen=""></auto></i> This is automatically calculated as per the 'Total amount received' if the bill is paid after due date			
	0	Advance <auto gen=""> Advance amount is automatically calculated as per the 'Total amount received' and 'Bill paid option'</auto>			
	0	Outstanding <auto gen=""> Outstanding amount is automatically calculated as per the 'Total amount received' and 'Bill paid option'</auto>			
	0	Surcharge on outstanding <i><auto gen=""></auto></i> Surcharge on outstanding amount is automatically calculated as per the 'Total amount received' and 'Bill paid option'			
7.	Save Confi	rmation to save the above made entries			
8.	Save After defau	e defaulter List making all the receipt entries, click the 'Save defaulter List' to save all other consumers as ilters who have not paid their bills			
Notes	& Iss	ues Defaulter list can be generated on once. This should be generated before			
_	_	generating the bills for next period			
Repor	t/Que	ry How to Access:			
•		[e- Sanchalan] :: Reports/Queries \rightarrow Water Bill Reports \rightarrow Various Water			
		Bill Reports			

3.3.2.3.8. Update Area Type

Module No.	M-SDC–15
Module Name	Update area type

User	Sub Division Office (WWC)
Description	WWC enters the area type i.e. Urban or Rural for consumer master data, if not
	entered before
How to Access	[Works MIS]:: Sub Division Entries \rightarrow Sub Division \rightarrow Water bill \rightarrow Update
	Area Type
Post Process	Area Type [Works MIS]:: Sub Division Entries → Sub Division → Water bill → Bill
Post Process	Area Type [Works MIS]:: Sub Division Entries → Sub Division → Water bill → Bill generation / re-generation

Update Area Type

Sub Division: #	Shimla No. 1 Kasumpti
Section: #	Kasumpti Section 🗸
Place of Bill Deposit: #	Kasumpti Section \checkmark
Enter Online Account No.	From:SML00000001 To:SML0000100 Get >

List of Account Number Between SML00000001 to SML0000100

Check	SNo	Online Account No.	Ledger No.	Customer Details	Area Type
	1	SML00000228	A-16	Sh Kashiv Ram(-Anji)	Rural 🖲 Urban 🔵
	2	SML00000231	A-21	Lt. Sh. Hira Lal(Lt. Sh. Khayali RamLaxmi Niwas Vikasnagar Anji Kasumpti)	Rural 🖲 Urban 🔵
	3	SML00000233	A-35	Sh B.L. sharma(-(Lal Niwas) Anji Vikasnagar)	Rural 🖲 Urban 🔵
	4	SML00000235	A-39	Sh R.L. Dulta(.Anji)	Rural 🖲 Urban 🔵
	5	SML00000236	A-40	BahadurChand Guleri(Sh.Lakshman Dass (Vikrant Harbour) Anji Vikasnagar)	Rural 🖲 Urban 🔵
	6	SML00000237	A-42	Sh K.D. Musafeer(-Dhobighat lower Jakha Malyana)	Rural 🖲 Urban 🔵
	7	SML00000238	A-46	Sh Desh Raj(Lt.Moti RamAnji Vikasnagar)	Rural 🖲 Urban 🔵
	8	SML00000240	A-47	Sh Perthi Chand(-(Shiv Niwas) Anji P.O.Kasumpati)	Rural 🖲 Urban 🔵
	9	SML000000242	A-48	Sh Rajeev Chauhan(Sh.Mohan ChauhanNear	Rural 🔍 Urban 🦳

Description of fields on screen:

- 1. Sub Division *<Display>*
- 2. Section <Select>
- 3. Place of bill Deposit *<Enter>* Enter bill deposit location for the selected section
- 4. Enter Online Account No.
 - From

Enter the last 9 digits of online account number from which list has to be displayed

- To Enter the last 9 digits of online account number till which list has to be displayed
- 5. Click the Get button and the following data is displayed in grid

Displays the following details in grid:

- Check <Select>
 - Select to update the consumer data
- Sr. No. <Display>
- Online Account Number <Display>

Т

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0	Ledger Number <display></display>			
0	Customer Details <display></display>			
0	Area Type Select the area type i.e., Urban or Rural, which is to be updated			
6. Save Confi	6. Save Confirmation to save the above made entries			
Report/Que	ry How to Access:			
	[e- Sanchalan] :: Reports/Queries → Water Bill Reports → Consumer Check List			

3.4. Division Office

3.4.1. Executive Engineer

3.4.1.1. Open Monthly Online Entry

Module No.	M-DIV-1					
Module Name	Open Monthly Or	line Entry				
User	Division Office (E	xecutive Engineer)				
Description	This module will be used by the divisions (which are not generating online Monthly Divisional Account) for entering monthly expenditure against the schemes and works. After opening Monthly Online Entry, monthly physical and financial progress may be entered in "e-Sameeksha" application.					
	When the divisi Generation in "V (financial progres and 'Monthly Or progress.	When the division will switch to the online Monthly Divisional Account Generation in "Works MIS" application, the figures of monthly expenditure (financial progress) will be automatically updated in "e-Sameeksha" application and 'Monthly Online Entry' will be opened for entering monthly physical progress				
How to Access	[e-Sameeksha]::	Monthly Progress Entrie	es → Open Monthly Online E	Entry		
Pre Module	Sr.No.	Modu	le	Office		
sequence	1. [e-Samee	ksha]:: Scheme Entries	$s \rightarrow$ Scheme Description	Division		
	2. [e-Samee	ksha]:: Scheme Entries	$s \rightarrow Assign Budget Head$	Division		
	3. [e-Samee (The Stage	eksnaj:: Scheme Entries e Should be "in progress")	$r \rightarrow change the Stage$	Division		
	4. [e-Samee	ksha]:: Scheme Work E	Intries → Work Description	Division		
	5. [e-Samee (The Stage	eksha]:: Scheme Work E e Should be "in progress")	Entries → Change the Stage	Division		
Post Module	[e-Sameeksha]::	Monthly Progress Entrie	es → Scheme Wise			
	[e-Sameeksha]::	Monthly Progress Entrie	es → Work Wise			
Dashboard:	Dash	Board : Executive Engineer(Penden	cy, AA & ES and Technical Sanctions)			
	0	87	12			
R	UNNING BILLS SUBMIT FOR VERIFICATION	APPROVE MATERIAL	AA & ES (ISSUED)			
	3	583	488			
т	ECHNICAL SANCTIONS	WORKS EXCEEDING COMPLETION TIME	WORKS(MEASUREMENTS NOT UPLOADED)			
_		0	0			
	(e-PROCUREMENT)	Rising Main / Pumping M/C Estimate (LIS)	Rising Main / Pumping M/C Estimate (LWSS)			
	0	0				
ME	B ENTRIES (OTHER) FOR VERIFICATION	GOODS RECEIPT ENTRIES				
Input Screen:						

			•	<u>50 0101 0C1 1.0</u>
	Ор	en Monthly Online Entry		
Department*	IRRIGATION AND	PUBLIC HEALTH	*	
Executing Office	* Div.No.1 Shimla 9)	~	
Financial Year*	2011-2012	~		
Month*	August	~		
			Open Data Entry	Reset
scription of f	elds on screen.			
1 Display	the Department Name			
1. Diopidy				
2 Displays	the executing office			
3 Financia	Year< <i>Enter</i> >			
Enter fina	ancial vear for the first time.	the system will auto o	displav the next mon	th for next time.
	, , , , , , , , , , , , , , , , , , ,	,		
4. Month <	< Enter>			
Enter mor	th for the first time, the syst	em will auto display t	he next month for ne	ext time.
	•			
5. Open Da	ata Entry< <i>Click</i> >			
Click the	button to Open Monthly O	nline Entry for the se	elected parameters.	After this action the
user will	be able to make entries in	n monthly progress S	Scheme wise and w	ork wise for all the
schemes	for selected executing offic	9.		
siness	Monthly progress may	be entered only for	those schemes/w	orks whose status
ules	has been marked as "I	n progress".		
		· •		

3.4.1.2. Include Left Schemes & Works

Module No.	M-DIV-2	2				
Module Name	Include	nclude Left Schemes & Works				
User	Division	Division Office (Executive Engineer)				
Description	The divi	The division office uses this module to include the Schemes or Works that is				
	entered	or updated with latest stage as in progress, to the mor	th and			
	financia	I year that is opened for Monthly Online Entry				
How to Access	[e-Same	eeksha]:: Monthly Progress Entries → Include Left Schemes	&			
	Works					
Pre Module	Sr.No.	Module	Office			
sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division			
	2.	[e-Sameeksha]:: Scheme Entries → Assign Budget Head	Division			
	3.	[e-Sameeksha]:: Scheme Entries \rightarrow Change the Stage	Division			
		(The Stage Should be in progress)				
	4.	[e-Sameeksha]:: Scheme Work Entries → Work Description	Division			
	5.	[e-Sameeksha]:: Scheme Work Entries → Change the Stage	Division			
		(The Stage Should be in progress)				
Post Module	[e-Same	eksha]:: Monthly Progress Entries → Scheme Wise				
	[e-Same	eeksha]:: Monthly Progress Entries → Work Wise				
Input Screen:						

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	Include Left Schemes & Works	
Department*	IRRIGATION AND PUBLIC HEALTH	~
Office*	Pooh Division	•
Financial Year*	2010-2011	
Month*	October	
	Include No	ew Schemes/ Work Reset
escription of field	s on screen:	
1. Display the	Department Name	
2. Displays the	e executing office	
3. Financial Ye	ear <display></display>	
financial yea	r that is opened for Monthly Online Entry for	selected Department and Executi
Office		
4. Month $< Dis$	splay>	
financial Mol	nth that is opened for Monthly Online Entry fo	r selected Department and Executi
Office		
5 Include Left	Schemes & Works < Click>	
Click to inclu	de the Schemes or Works that is entered or up	dated with latest stage as in progre
to the month	and financial year that is opened for Monthly O	nline Entrv
)
otes & Issues T	he Schemes and Works with status in proc	ress will be included for data en
	f monthly progress	

3.4.1.3. Demand Forward / Approve / Reject

Module No.	M-DIV-:	3				
Module Name	Deman	Demand Forward/Approve/Reject				
User	Division	Division Office (Executive Engineer)				
Description	Executiv	ve Engineer at Division Office forwards the recorded details of	of the			
	Annual	Demand for Capital Works				
How to Access	[e-Same	eeksha]:: Demand for Grants Entries \rightarrow Demand Forward /				
	Appro	ve / Reject				
Pre Process	[e-Same	eeksha] :: Demand for Grants Entries → Demand Generatio	n			
Pre Process	Sr.No.	Module	Office			
Sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division			
	2.	2. [e-Sameeksha]:: Scheme Entries → Assign Budget-Head Division				
	3.	3. [e-Sameeksha]: Demand for Grants Entries → Demand Division				
		Generation				
Input Screen:						

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ction	(Be	Forward (Approve C Reject C Mo arding Please Check/Fill Al	dify Demand Amount () Chang	e Budget Head 🔘 Revoke the	e Rejected Demands	S
< First	Page < Prev. Page	I OF C F OF M	~ Page	1 of 1 ~ OR Go To Page	Go	Next Page	Last Page >
						(All amount	s are in rupees
V All	Budget Head (DmdCode-Maj-S Min-SMin-SOE-Bud Code-V/C-	maj-Sche P/N)	eme	Executing Office	Submitted By	Demand Amount	Original Budget (Prev. Year)
51 2	31-4711-01-796-01-500N -3	7-V- 200	7-306-51669-C/O FPW to	IPH : Pooh Division	IPH : Pooh Division	214520.00	0.00
× F	p	Rala	ang Nallah in GP Ribba	IDH : Deeb Division	IDH : Deck District	214520.00	0.00
₹ F	b 21-4/11-01-/30-01-200M-3	Ava	lanche at Kanam Nallah in GP	IPH : POOR DIVISION	IPH : POON DIVISION	1452.00	0.00
7 3	31-4711-01-796-01-500N -3	7-V- 200	8-306-54962-FPW Chango	IPH : Pooh Division	IPH : Pooh Division	25416.00	0.00
	P 31- <mark>4711-01-796-01-500N -3</mark>	nalla 7-V- 200	an and Khuru nallah Chango. 18-306-54963-FPW Shangtak	& IPH : Pooh Division	IPH : Pooh Division	45220.00	0.00
- F	P 31-4711-01-796-01-SOON -3	Burt 7-V- 200	um in GP Sunam 18-306-54964-FPW Kechong	IPH : Pooh Division	IPH : Pooh Division	52580.00	0.00
	P 31-4711-01-796-01-500N -3	Cho 7-V- 200	ng Nallah at Ropa 18-306-54965-FPW Jamfaddir	IPH : Pooh Division	IPH : Pooh Division	22250.00	0.00
F	p	to G	arthung upto Changa Nallah in ngo	GP		23230,00	0.00
orward	d To >>>	Departr	ment *				
orman		Office L	evel *	IGATION AND PUBLIC HEALT	•		
		Office #	Circ	le Office	•		
		Office *	Rec	kong Peo-IPH Circle			
		Remark	dem.	and for the financial Year 201	11-2012		
		Remark	dem.	and for the financial Year 201	1/1-2012		
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escri o o o o	iption of fields of Department < Office Level < Office <i>Select</i> Financial Yea Demand Pend <i>Click to get the</i> Action (i. forw Head vi. Revo	Remark	reen: t> t> b Forward / Ap mes for the selection ii. Approve iii. e Rejected De selected ding demands to	proval <click> cted parameters th Reject iv. Modify mands)</click>	at are pending for y Demand Amou	<- Forward <i>forward / a</i> Junt v. Cha	_{>>} pproval ange Bu

- Select <Check>
- $\circ \quad \text{Budget Head} \quad$
- Executing Office Display the Executing Office of the Scheme
- Submitted By
- Demand Amount
- Display the Demanded amount for the selected financial year
- Original Budget
- Display the original budget amount for the previous financial year
- Revised Budget
- Display the revised budget amount for the previous financial year

 Total Expenditure (Till Date) Display the total expenditure amount till date. Fund Required for remaining Work Display total fund amount for remaining work 	
 Display the total expenditure amount till date. Fund Required for remaining Work Display total fund amount for remaining work 	
 Fund Required for remaining Work Display total fund amount for remaining work 	
 Fund Required for remaining work Display total fund amount for remaining work 	
Display total fund amount for remaining work	
o Remarks	
Note related to demand of the scheme	
Note related to demand of the scheme	
 Select the "Forward To" details: 	
 Dopartment < Soloats 	
Select Office level i.e. Circle, Zone, Head Office etc	
Control of the Office Name to which Demond Extrine are to be forward	
Select the Office Name to which Demand Entries are to be forward	ea for approval
o Remarks	
• Forward <click></click>	
Display a window to add the Covering letter and Subject to the Demands	5.
Forwarding	
You are trying to forward demands to Reckong Peo-IPH Circle, IRRIGATION AND PUBLIC HEALTH.	
Remarks : demand for the financial Year 2011-2012	c
Note: -1. If you want to attach covering letter with your demand letter, Please upload covering letter.	
Browse covering letter and enter subject then press next button to proceed.	
Covering Letter (Optional) C:\Users\Acer\Desktop\Pooh_IPH_2011_11_2011.pdf Browse (Only	/ PDF files are allowed)
Subject Forwarding from Book TDH	
i loi wai ung non Poor Pri	
Enclosure (List of demands) : Click here to show enclosure(pdf)	
<< Cancel Next >>	
 Covering Letter <<i>Click></i> <i>Click on the browse to upload covering letter from the local compute</i> Subject <i>Enter subject to the demands</i> Enclosure(list of demands) <<i>Click></i> <i>To view list of demands</i> Next<<i>Click></i> <i>Display the following screep to confirmation</i> 	∍r
Forwarding	
You are trying to forward demands to Reckong Peo-IPH Circle, IRRIGATION AND PUBLIC HEALTH.	
Remarks : approve by rikhi ram	
Note: -1. If you want to attach covering letter with your demand letter Please unload covering letter	
2. Browse covering letter and enter subject then press next button to proceed.	
Covering Letter (Optional)	DDE Glasses allowed)
Browse (Only	(PDF files are allowed)
Subject	
· · · · · · · · · · · · · · · · · · ·	
Easterner (List of demonds) visible have to show excession letter. Click have to show easter	
Enclosure (List or demands) : click here to show covering letter Click here to show enclo	sure(par)
<< Cancel Confirm >>	
Confirm <click< td=""><td></td></click<>	
The list of demands is forwarded to the selected office(i.e. higher of	office) in two formats –
1) Data list which is automatically merged with other data list an	d may be modified by
the higher office. Further the higher office may also forward the	he demands in similar
the myner onice. Further the myner onice may also forward th	
tashion.	
2) PDF file , which cannot be modified but may be downloaded as	record by any office. It
2) PDF file , which cannot be modified but may be downloaded as may include covering letter along with list of demands	record by any office. It
 2) PDF file, which cannot be modified but may be downloaded as may include covering letter along with list of demands. Note: - if all the demands are not required to be forwarded come of the second se	record by any office. It
 PDF file, which cannot be modified but may be downloaded as may include covering letter along with list of demands. Note: - if all the demands are not required to be forwarded, some of the forwarded of the demands are not required to be forwarded. 	record by any office. It hem may be rejected
 2) PDF file, which cannot be modified but may be downloaded as may include covering letter along with list of demands. Note: - if all the demands are not required to be forwarded, some of the by selecting action as "Reject". If the demands have been rejected m 	record by any office. It hem may be rejected istakenly, these may

6.ii If Approve is Selected Approve all pending demands

		Subm	it Demand for Grants			
enerated By/To I	be Forwarded By :					
Department *	IRRIGATIO	ON AND PUBLIC HEALTH	~			
Office Level *	-All-					
Office *	-ALL-					
ince	-ALL-		<u> </u>			
inancial Year	2012-2013	3				
Click >>>		<< Change	Rej	jected Demands (1) >>		
ist of Demands T	o Forward/Appro	ve/Reject				
ction	O Forwa	ard ③ Approve 〇 Reject 〇 Modify	Demand Amount 🔿 Cha	ange Budget Head 🔿 Revoke the	Rejected Demands	
	(Before A	Approving Please Check/Fill All the	pages of the list given)			
< First Page < Pre	ev. Page	~ Page $f 1$ o	f 1 ~ OR Go To Page	Go	(All amounts	Last Page
Budget Head	l (DmdCode-Maj-Smaj-	Scheme	Executing Office	Submitted By	Demand Amount	riginal Budget
Min-SMin-SO	E-Bud Code-V/C-P/N)					(Prev. Year)
31-4711-01-7	796-01-S00N -37-V-	2007-306-51669-C/O FPW to	IPH : Pooh Division	IPH : Pooh Division	214520.00	0.00
P 31-4711-01-3	796-01-500N -37-V-	Ralang Nallah in GP Ribba 2007-306-51670-C/O FPW	IPH : Pooh Division	IPH : Pooh Division	1452.00	0.00
P		Avalanche at Kanam Nallah in GP Kanam			1452,00	2.00
31-4711-01-	796-01-S00N -37-V-	2008-306-54962-FPW Chango	IPH : Pooh Division	IPH : Pooh Division	25416.00	0.00
P 31-4711-01-2	796-01-500N -37-V-	nallah and Khuru nallah Chango. 2008-306-54964-FPW Kechong	IPH : Pooh Division	IPH : Pooh Division	52580.00	0.00
P	796-01-5000 27 1	Chong Nallah at Ropa	IDH - Dash Division	IDH - Deel Division	52580.00	0.00
P	/ 56-01-500N -3/-V-	to Garthung upto Changa Nallah in GP	IPH : POON DIVISION	IPH : Pooh Division	23250.00	0.00
31-4711-01-3	796-01-500N -37-V-	Chango 2008-306-54966-EPW Vaksar	IPH : Pooh Division	TPH : Pook Division	54540.00	0.00
						>
oproval Remarks						
				×		
scription o	f fields on s	screen:		<<	Approve >>]
scription o	f fields on s	screen:	olumns [.]	<<	Approve >>]
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scription o • Dis ° °	f fields on s splay the de Select <0 Budget H Executing <i>Display the</i> Submitted	screen: etails in following co Check> lead g Office e Executing Office of d By	olumns: the Scheme	<<	Approve >>]
scription o • Dis ° ° °	f fields on s splay the de Select <0 Budget H Executing <i>Display the</i> Submitted	screen: etails in following co Check> lead g Office e <i>Executing Office of</i> d By Amount	olumns: the Scheme	<<	Approve >>]
scription o • Dis ° ° °	f fields on s splay the de Select <0 Budget H Executing <i>Display the</i> Submitted Demand <i>J</i>	screen: etails in following co Check> lead g Office e <i>Executing Office of</i> d By Amount e <i>Demanded amoun</i>	olumns: The Scheme	<<. ed financial year	Approve >>]
scription o • Dis ° ° ° °	f fields on s splay the de Select <0 Budget H Executing <i>Display the</i> Submitted Demand <i>J</i> <i>Display the</i> Original E	screen: etails in following co Check> lead g Office e <i>Executing Office of</i> d By Amount <i>e Demanded amoun</i> Budget	olumns: The Scheme	<< ed financial year	Approve >>]
scription o • Dis ° ° ° °	f fields on s splay the de Select <0 Budget H Executing Display the Submitted Demand J Display the Original E Display the	screen: etails in following co Check> lead g Office e <i>Executing Office of</i> d By Amount e <i>Demanded amoun</i> Budget e original budget amo	olumns: The Scheme t for the selecte	ed financial year	Approve >>]
scription o • Dis o o o o	f fields on s splay the de Select <0 Budget H Executing Display the Submitted Demand J Display the Original E Display the Revised F	screen: etails in following co Check> lead g Office e <i>Executing Office of</i> d By Amount e <i>Demanded amoun</i> Budget e <i>original budget amo</i> Budget	olumns: The Scheme t for the selecte	ed financial year evious financial year	Approve >>]
scription o • Dis 0 0 0 0	f fields on s splay the de Select <0 Budget H Executing Display the Submitted Demand J Display the Original E Display the Revised E	screen: etails in following co Check> lead g Office e <i>Executing Office of</i> d By Amount e <i>Demanded amoun</i> Budget e original budget amo Budget	olumns: The Scheme t for the selecte ount for the pre	ed financial year evious financial year	Approve >>]
scription o • Dis ° ° ° ° °	f fields on s splay the de Select <0 Budget H Executing Display the Submitted Demand J Display the Display the Display the	screen: etails in following co Check> lead g Office e Executing Office of d By Amount e Demanded amoun Budget e original budget amo Budget revised budget amo	olumns: The Scheme t for the selecte ount for the pre	ed financial year evious financial year vious financial year	Approve >>]
scription o • Dis ° ° ° ° ° ° °	f fields on s splay the de Select <0 Budget H Executing Display the Submitted Demand J Display the Original E Display the Revised E Display the Total Exp	screen: etails in following co check> lead g Office e Executing Office of d By Amount e Demanded amount Budget e original budget amo Budget revised budget amo benditure (Till Date	olumns: The Scheme t for the selecte ount for the pre-	ed financial year evious financial year vious financial year	Approve >>]
scription o • Dis ° ° ° ° ° ° °	f fields on s splay the de Select <0 Budget H Executing <i>Display the</i> Submitted Demand <i>J</i> <i>Display the</i> <i>Display the</i> <i>Display the</i> <i>Total Exp</i> <i>Display the</i>	screen: etails in following co Check> lead g Office e Executing Office of d By Amount e Demanded amoun Budget e original budget amo Budget revised budget amo benditure (Till Date total expenditure amo	olumns: The Scheme t for the selecte ount for the pre- ount for the pre- ount for the pre-	ed financial year evious financial year vious financial year	Approve >>]
scription o • Dis 0 0 0 0 0 0 0 0 0 0 0 0 0	f fields on s splay the de Select <0 Budget H Executing Display the Submitted Demand J Display the Display the Display the Total Exp Display the Fund Rec	screen: etails in following co check> lead g Office e Executing Office of d By Amount e Demanded amoun Budget e original budget amo Budget revised budget amo benditure (Till Date total expenditure amo guired for remainin	olumns: The Scheme t for the selecte ount for the pre- ount for the pre- ount for the pre- ount for the pre- ount for the pre-	ed financial year evious financial year vious financial year	Approve >>]
scription o • Dis ° ° ° ° ° ° ° ° ° ° ° ° °	f fields on s splay the de Select <0 Budget H Executing Display the Submitted Demand J Display the Display the Display the Total Exp Display the Fund Rec Display tot	screen: etails in following co check> lead g Office e Executing Office of d By Amount e Demanded amoun Budget e original budget amo Budget revised budget amo benditure (Till Date total expenditure amo quired for remainin tal fund amount for m	olumns: The Scheme t for the selecter ount for the pre- ount for the pre- ount till date. g Work emaining work	ed financial year evious financial year vious financial year	Approve >>]
scription o • Dis 0 0 0 0 0 0 0 0 0 0 0 0 0	f fields on s splay the de Select <0 Budget H Executing Display the Submitted Demand J Display the Display the Total Exp Display the Fund Rec Display tot Approval	screen: etails in following co check> lead g Office e Executing Office of d By Amount e Demanded amoun Budget e original budget amo Budget revised budget amo benditure (Till Date total expenditure and quired for remainin tal fund amount for re Remarks	olumns: The Scheme t for the selecter ount for the pre- ount for the pre- ount till date. g Work emaining work	ed financial year evious financial year vious financial year	Approve >>]
scription o Dis 0 0 0 0 0 0 0 0 0 0	f fields on s splay the de Select <0 Budget H Executing Display the Submitted Demand J Display the Display the Revised E Display the Total Exp Display the Fund Reo Display tot Approval	screen: etails in following co check> lead g Office e Executing Office of d By Amount e Demanded amount Budget e original budget amo Budget revised budget amo benditure (Till Date total expenditure and quired for remainin tal fund amount for re Remarks d to domand of the s	olumns: The Scheme t for the selecter ount for the pre- ount for the pre- ount till date. g Work emaining work	ed financial year evious financial year vious financial year	Approve >>]
scription o Dis 0 0 0 0 0 0 0 0 0 0	f fields on s splay the de Select <0 Budget H Executing Display the Submitted Demand J Display the Display the Total Exp Display the Fund Rec Display tot Approval Note related	screen: etails in following ca check> lead g Office e Executing Office of d By Amount e Demanded amount Budget e original budget amo Budget revised budget amo benditure (Till Date total expenditure and quired for remainin tal fund amount for re Remarks d to demand of the s	olumns: The Scheme t for the selecte ount for the prev ount for the prev onount till date. g Work emaining work	ed financial year evious financial year vious financial year	Approve >>]
scription o • Dis 0 0 0 0 0 0 0 0 0 0 0 0 0	f fields on s splay the de Select <0 Budget H Executing Display the Submitted Demand J Display the Display the Total Exp Display the Fund Rec Display tot Approval Note related	screen: etails in following co Check> lead g Office e Executing Office of d By Amount e Demanded amoun Budget e original budget amo benditure (Till Date total expenditure and quired for remainin tal fund amount for re Remarks d to demand of the s	olumns: the Scheme t for the selecte ount for the prev ount for the prev ount till date. g Work emaining work	ed financial year evious financial year vious financial year	Approve >>]
scription o Dis 0 0 0 0 0 0 0 0 0 0	f fields on s splay the de Select <c Budget H Executing Display the Submitted Demand J Display the Display the Total Exp Display the Fund Rec Display tot Approval Note related</c 	screen: etails in following co Check> lead g Office e Executing Office of d By Amount e Demanded amoun Budget e original budget amo Budget revised budget amo benditure (Till Date total expenditure and total expenditure and total expenditure and total expenditure and total expenditure and total expenditure and total expenditure and conditure for remainin tal fund amount for m Remarks d to demand of the second	olumns: the Scheme t for the selecte ount for the prev ount for the prev mount till date. g Work emaining work cheme	ed financial year evious financial year vious financial year	Approve >>]

	Approving
You are trying to ap	iprove demands.
Remarks : -N/A-	n den egeneration An of the second statement of the second to the second the second statement to the second statement of the second
Note: -1. If you war	nt to attach covering letter with your demand letter, Please upload covering letter.
2. Browse co	ivering letter and enter subject then press next button to proceed.
Covering Letter (Op	tional) C:\Documents and Settings\Mamta Sharma\Desktop\Covering Letter.d Browse (Only PDF files are allowed)
Subject	
1000	(W)
	Enclosure (List of demands) : Click here to show enclosure(pdf)
	<< Cancel Next >>
0	Covering Letter <click> Click on the browse to upload covering letter from the local computer Subject</click>
0	Enter subject to the demands
0	Enclosure(list of demands) < Click>
0	To view list of demands
	Novt Click
0	NEXISUICK?
	Display the following screen to commation
u are truing to appr	Approving
marks : -N/A-	uve demands.
ote: -1. If you want t	to attach covering letter with your demand letter,Please upload covering letter.
2. Browse cove	ring letter and enter subject then press next button to proceed.
overing Letter (Optio	(Only PDF files are allowed)
ibject	
	Enclosure (List of demands) : click here to show covering letter Click here to show enclosure(pdr)
	<< Cancel Confirm >>

6.iv Modify Demand Amount User can modify demand amount before demand is Forwarded or Approved

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enerated By/T	o be Forwarded By :				
Department *	-ALL-	•			
Office Level *	-ALL-	×			
Office *	-ALL-	•			
Financial Year *	2012-2013 🔻				
Click >>>	<< Change	F	Rejected Demands (0)	>>	
List of Demands	s To Forward/Approve/Reject				
Action	🔘 Forward 🔘 Approve 🔘 Reject 🖲	Modify Demand Amount O C	Change Budget Head 🔘	Revoke the Rejected Demand	ls
First Dags	(Before navigating to other page,P	lease save selected records of	the page)	Next Days	Last Dags N
rirst Page	v Prev. Page	rage 1 of 1 ~ OR Go To Page	GO	(All amoun	ts are in rupees)
All Budget Head	d (DmdCode-Maj-Smaj- Scheme	Executing Office	Submitted By	Demand Amount Remarks	Update
31-4711-0	1-796-01-SOON -37- 2007-306-51669-C/O FPW to	IPH : Pooh Division	IPH : Pooh Division	214520.00	Update
31-4711-0	1-796-01-S00N -37- 2007-306-51670-C/O FPW	IPH : Pooh Division	IPH : Pooh Division	1452.00	Update
- V-P	Avalanche at Kanam Nallah in G Kanam	P			
✓ 31-4711-0 V-P	1-796-01-SOON -37- 2008-306-54962-FPW Chango nallah and Khuru nallah Chango.	IPH : Pooh Division	IPH : Pooh Division	25416.00	Update
V-P	1-796-01-S00N -37- & Burtum in GP Sunam	ak IPH : Pooh Division	IPH : Pooh Division	45220.00	Update
31-4711-0 V-P	1-796-01-S00N -37- 2008-306-54964-FPW Kechon Chong Nallah at Ropa	g IPH : Pooh Division	IPH : Pooh Division	52580.00	Update
	1-796-01-SOON -37- Jamfadding to Garthung upto Changa Nallah in GP Chango	IPH : Pooh Division	IPH : Pooh Division	23250.00	Update
31-4711-0	1-796-01-S00N -37- 2008-306-54966-FPW Yaksar	IPH : Pooh Division	IPH : Pooh Division	54540.00	Update
scription o • Di o o	of fields on screen: splay the details in followi Select Budget Head	ng columns:			
0	Scheme				
0	Executing Office Display the Executing Office	ce of the Scheme			
0	Submitted By				
0	Demand Amount < Displ	lav/Edit>			
0	Display the Demanded ar	mount for the sele	cted financial	year that can be	modified
0	Remarks Display the entered Rema	rks			

Update <Click>
 Click to Update the Demanded amount

6.v Change Budget Head

User can change budget head of demand

Actio	n O Forw (Budget	ard ○ Approve ○ Reject ○ Modif Head for only one demand(on cur	y Demand Amount O Char rent page) can be change	ange Budget Head 〇 Revoke the	e Rejected Demand	S
< F	First Page < Prev. Page	~ Page 1 (of $1\sim OR$ Go To Page	Go	Next Page	> Last Page >>
					(All amoun	ts are in rupees)
	Budget Head (DmdCode-Maj-Smaj- Min-SMin-SOE-Bud Code-V/C-P/N)	Scheme	Executing Office	Submitted By	Demand Amount	Original Budge A (Prev. Year
	31-4711-01-796-01-500N -37-V- P	2007-306-51669-C/O FPW to Ralang Nallah in GP Ribba	IPH : Pooh Division	IPH : Pooh Division	214520.00	
	31-4711-01-796-01-500N -37-V- P	2007-306-51670-C/O FPW Avalanche at Kanam Nallah in GP Kanam	IPH : Pooh Division	IPH : Pooh Division	1452.00	=
	31-4711-01-796-01-500N -37-V- P	2008-306-54962-FPW Chango nallah and Khuru nallah Chango.	IPH : Pooh Division	IPH : Pooh Division	25416.00	
	31-4711-01-796-01-S00N -37-V- P	2008-306-54963-FPW Shangtak & Burtum in GP Sunam	IPH : Pooh Division	IPH : Pooh Division	45220.00	
	31-4711-01-796-01-S00N -37-V- P	2008-306-54964-FPW Kechong Chong Nallah at Ropa	IPH : Pooh Division	IPH : Pooh Division	52580.00	

Description of fields on screen:

- Display the details in following columns:
 - Select <Check>
 - Select to Change the Budget Head
 - Budget Head
 - <u>o</u> Scheme

Executing Office 0 Display the Executing Office of the Scheme Submitted By Demand Amount Display the Demanded amount for the selected financial year • Original Budget Display the original budget amount for the previous financial year • Revised Budget Display the revised budget amount for the previous financial year • Total Expenditure (Till Date) Display the total expenditure amount till date. • Fund Required for remaining Work Display the total fund amount for remaining work Remarks 0 Display the following Screen to Change the Budget Head:

Change Budget Head			Close(X)
Selected Demand			
Financial Year	2012-2013		
Department & Executing Office	IPH : Pooh Division		
Scheme	2008-306-54962-FPW Chango r	allah and Khuru nallah C	hango.
Current Budget Head	31-4711-01-796-01-S00N -37-\ (Dmd-Maj-Smaj-Min-SMin-SOE-BUD	/-P CODE-V/C-P/N)	
New Budget Head to Assign >>>			
Demand Number*	00No Demand Code	-	
Head Type*	-SELECT-	•	
Voted/Charged *	O Voted ○ Charged		
Plan/Non Plan*	Plan O Non Plan		
Account Sub Head* (Maj-SMaj-Min-Smin-BudCode-SOE)	-SELECT-	•	
		<	< Save >>

- Display the details of Selected Demand:
 - Financial Year
 - Department & Executing Office
 - o Scheme
 - Current Budget Head Display the Current Budget Head that needs to be changed
- Select the Following to Assign the New Budget head:
 - o Demand Number
 - Head Type
 - Voted / Charged
 - o Plan / Non Plan
 - Account Sub-Head
 Major Head Sub Major Head Minor Head Sub Minor Head Budget Code SOE
- Save <Click> Click to replace the old budget head with the selected Budget Head

Report/Query	How to Access:
	[e- Sameeksha] :: Queries \rightarrow General Query
	[e- Sameeksha] :: Queries \rightarrow Progress Summery \rightarrow Demand /Budget
	/Expenditure

[e- Sameeksha] :: Queries → Demand /Budget /Expenditure
[e- Sameeksha] :: Queries \rightarrow Demand for Grants
[e- Sameeksha] :: Reports \rightarrow Demand for Grants \rightarrow Head Wise
[e- Sameeksha] :: Reports \rightarrow Demand for Grants \rightarrow Scheme Wise
[e- Sameeksha] :: Reports \rightarrow Demand for Grants \rightarrow Department Wise

3.4.1.4. Approve Material Indents

Module No.	M-DIV-	4	
Module Name	Approv	e Material Indents	
User	Divisior	n Office (EE)	
Description	Executi	ve Engineer approves the Indents verified by the SDO/AE	
How to Access	[Works	MIS] :: Division Entries \rightarrow Executive Engineer \rightarrow Material \rightarrow A	pprove
	Materi	al	
Pre Process	Verifica	tion of Material Indent By SDO	
Pre Process	Sr.No.	Module	Office
Sequence	A. Mate	rial indent for Tendered Work	
	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division
	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division
	3.	[Works MIS]:: Division Entries \rightarrow (C)orrespondence Branch \rightarrow	Division
		Work Agreement Description	
	4.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work	Division
			D ····
	5.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work Specifications \rightarrow Material To issue	Division
	6	Works MISI :: Section (site) Entries \rightarrow Raise Material Indent	Section
	- 	Works MISI :: Sub Division Entries \rightarrow Sub Division Officer \rightarrow	Sub
		Verification → Material Indent	Division
	B. Mate	rial indent for MAS (Material at Site)	
	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division
	2.	[Works MIS] :: Section (site) Entries \rightarrow Raise Material Indent	Division
	3.	[Works MIS] :: Sub Division Entries \rightarrow Sub Division Officer \rightarrow	SUB
		Verification → Material Indent	Division
Post Process	•	[Works MIS] :: Division Entries \rightarrow Executive Engineer \rightarrow Mater	ial →
		Cancel approved Indents	
		or	
	•	[Works MIS] :: Section (Store) Entries →Issue Material	
Input Screen:			

	Аррі	ove material		
Pending Inc	lents			
Indent Date	Indent By	Indent Number	Indent To	1
01/01/2011	[Fagu Section] : Work Id:2010-220 Scheme Code & Name :T2009159:R/M of Store Building at Fagu Tehsil Theog Dist. Shimla. Work Name:SH:P/F of M.S.railing in front side of store building at Fagu.	2010-17	IPH Store Fagu, Theog	
01/01/2011	[Fagu Section] : Work Id:2010-223 Scheme Code & Name :T2009159:R/M of Store Building at Fagu Tehsil Theog Dist. Shimla. Work Name:SH:C/O Breast Wall for the protection of store lawn.	2010-16	IPH Store Fagu, Theog	
01/01/2011	[Fagu Section] : Work Id:2009-1715 Scheme Code & Name :2006-306-44667 :LWSS Dhamandri Padrog in G.P. Dhamandri Tehsil Theog Distt. Shimla. HP Work Name: C/O Pump house cum attendent qtr.Stage.Ist.	2010-15	IPH Store Fagu, Theog	
01/01/2011	[Balag Section] : Work Id:2010-3947 Scheme Code & Name :T2010-306-1054:R/R of GWSS to Village Badartoo Badair in G.P Basadhar. Work Name:L/J of G.I Pipes of various dia and Repair of Intake and S/Tank.	2010-6	IPH Store Fagu, Theog	
01/02/2011	[Tara Devi Section] : Work Id:2010-3625 Scheme Code & Name :T200518:R/M of LWSS Tara Devi Work Name:Concrete jacketing of sump well and c/o intake.	2010-21	IPH Store Mehli, Shimla	
01/03/2011	[kuffri Section] : Work Id:2010-4401 Scheme Code & Name :T2010-306-1241:Prov. GWS5 to P.C. Hab. of census village Domehar G.P. Dharbog Tehsil and Distt. Shimla. Work Name:C/O S/tank 52ltrs cap L/J testing G.I. Pipe 15mm dia 2190Rmt. 20mm dia 1020Rmt 25mm dia 1720+40mm 6Rmt.	2010-7	IPH Store Mehli, Shimla	
01/03/2011	[kuffri Section] : Scheme Code & Name :2003-306- 3907 1:LWSS Gharech Shoya Charbara in Tehsil &	2010-6	IPH Store Mehli, Shimla	
<				2

Description of fields on screen:

- 1. Display indents in the following Columns:
 - Indent Date
 - Date on which indent is raised
 - Indent By Display the description such as Section name, Work Id (if raised for tendered Work), scheme Code & Name for which indent is raised
 - Indent Number
 - Indent To Display the name of the store to which Indent is raised for issuance
- 2. On Click of any Indent, redirect the Screen as mentioned below:

		Show DashBoard			
		< Back (List of Pending Ir	ndents)		
1. Indent Details					
Indent Number and Date	2019-7, 13/06	/2019			
Indent To	IPH Store Meh	li, Shimla			
Indent By	[Sainj Section] Theog Distt. S] : Scheme Code & Name : himla.	:T19976:Prov. LIS :	Sainj in G.P. Sainj i	in G.P. Sainj Tehs
2. Item Details Entry					
Approval Date	09/04/2020				
	Click to view	already issued / Pending	for issuence Ind	ents for this worl	k
Remarks	Er. Mast Ram	Bragta J.E			(Max.200 Chars.)
Item	Unit Name	Qty. Available (in Store)	Qty. Indented Q	ty. Approve Now	Storage Charge
Cement->Portland Pozzolanna Cement	Bags	255.0000	80.0000	0	0
Tor steel-> 8 mm	MT	16.6210	0.8000	0	0
Tor steel->10 mm	MT	17.7880	0.4000	0	0
HDPE Pipe ->200mm outer dia PE-80 PN 2.5	metre	0	200.0000	0	0
	n-i	ant Drint		Marile	Caus

Description of fields on screen:

Display indents Details in the following Columns:
 Indent Number and Date

- o Indent To
- o Indent By
- 2. Display the following Column:
 - Approval Date <Select >
 - By default display the current date
 - o Remarks <*Enter*>

Display the indented items in grid with following columns:

- oItem
- o Unit Name
- o Qty. Indented
- Qty. Approve Now Executive engineer can approve either the whole quantity indented or can increase/decrease the quantity
- Storage Charges (%) Executive engineer can apply the storage charges, if the indent id raised by other Division/Dept
- 3. Save <Click> Confirmation made to above entries and Division wise unique Approval Number is generated Automatically
- 4. verify <*Click*> *Confirmation made to verify the saved entries*
- 5. Print <*Click*> *To print the approved Indent*
- Reject <Click>
 If Executive engineer does not want to approve material due to any reason such as unavailability of material in store, he can reject the indent

Report/QueryHow to Access:[e- Sanchalan] :: Reports/Queries → Inventory Reports → Indent Items

3.4.1.5. Cancel Approved Indents

Module No.	M-DIV-8	5	
Module Name	Cancel	Approved Indents	
User	Division	Office (EE)	
Description	Executive indents	ve Engineer after approving the Indent, can also cancel the app before issue of Material	proved
How to Access	[Works approv	MIS] :: Division Entries → Executive Engineer → Material → C a red Indents	ancel
Pre Process	[Works Indents	MIS] :: Division Entries → Executive Engineer → Material → A	oprove
Pre Process	Sr. No.	Module	Office
Sequence	A. Mate	rial indent for Tendered Work	
	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division
	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division
	3.	[Works MIS]:: Division Entries \rightarrow (C)orrespondence Branch \rightarrow	Division

4. 5 5. 5 6. 7 7. 7 8. 7 8. 7 1. 6 2. 7 3. 7 4. 7 4. 7 4. 7 5 5. 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Vork Agr Works MI Specificati Works MI Vorks MI Vorks MI Vorks MI Aaterial -> ial indent e-Sameel Works MI Vorks MI Vorks MI Vorks MI Aaterial ->	eement S]:: Divis ons $\rightarrow \mathbf{R}$ S]:: Divis ons $\rightarrow \mathbf{M}$ S]:: Sec S]:: Sub n $\rightarrow \mathbf{Mate}$ S]:: Divis $\rightarrow \mathbf{Mate}$ S]:: Sub n $\rightarrow \mathbf{Mate}$ S]:: Sub n $\rightarrow \mathbf{Mate}$ S]:: Sub n $\rightarrow \mathbf{Mate}$ S]:: Divis $\rightarrow \mathbf{Mate}$ S]:: Divis	ion Entries → (D)rawing E evised Schedule Of Qua ion Entries → (D)rawing E laterial To issue tion (site) Entries → Raise Division Entries → Sub D prial Indent sion Entries → Executive I 'e Indents (Material at Site) cheme Entries → Scheme tion (site) Entries → Saise Division Entries → Sub D prial Indent sion Entries → Executive I e Indents	Branch → Work ntity Branch → Work Material Indent ivision Officer→ Engineer → Description Material Indent ivision Officer→ Engineer →	Divisio Divisio Sectio Sub Divisio Divisio Sectio Sub Divisio
4. 5. 5. 6. 7. 6. 7. 6. 7. 6. 7. 7. 7. 7. 7. 7. 7. 7. 7. 7. 7. 7. 7.	Specificati Works MI Works MI Works MI Works MI Aterial – al indent Sameel Works MI Works MI Works MI Vorks MI Vorks MI Aterial –	Solutions → R Solutions → R Solutions → M Solutions → M Solutions → Mate Solutions → Mate	evised Schedule Of Qua evised Schedule Of Qua ion Entries → (D)rawing E aterial To issue tion (site) Entries → Raise Division Entries → Sub D erial Indent ion Entries → Executive I re Indents (Material at Site) cheme Entries → Scheme tion (site) Entries → Raise Division Entries → Sub D erial Indent Sion Entries → Executive I e Indents	antity Branch → Work Branch → Work Branch → Work Indent Vivision Officer → Engineer → Description Material Indent Vivision Officer → Engineer → Engineer → Engineer →	Divisio Sectio Sub Divisio Divisio Sectio Sub Divisio
5. 5. 5. 5. 5. 5. 5. 5. 5. 5. 5. 5. 5. 5	Vorks MI Specification Works MI Vorks MI Verification Vorks MI al indent e-Sameel Works MI Vorks MI Vorks MI Vorks MI Aaterial ->	S]:: Divis ons → M S]:: Sec S]:: Sub n → Mate S]:: Divis Approv for MAS (sha]:: Sec S]:: Sub n → Mate S]:: Divis Approv	sion Entries → (D)rawing E laterial To issue tion (site) Entries → Raise Division Entries → Sub D prial Indent sion Entries → Executive I re Indents (Material at Site) cheme Entries → Scheme tion (site) Entries → Raise Division Entries → Sub D prial Indent sion Entries → Executive I re Indents	Branch → Work Material Indent Wivision Officer→ Engineer → Description Material Indent Wivision Officer→ Engineer →	Divisio Sectio Sub Divisio Divisio Sectio Sub Divisio
3. 6. [] 6. [] 7. [] 8. [] 1. [] 2. [] 3. [] 4. [] veed) Pending for	Specificati Works MI Works MI Verification Works MI Aaterial -> al indent e-Sameel Works MI Works MI Vorks MI Vorks MI Aaterial ->	S_{1} :: Divisions → M S_{1} :: Sub S_{2} :: Sub S_{2} :: Division S_{2} :: Division S_{2} :: Division S_{2} :: Sub S_{2} :: Sub S_{2} :: Sub S_{2} :: Sub S_{2} :: Division S_{2} : Div	Interview > (Drawing E Interview > (Drawing E Inter	Material Indent ivision Officer→ Engineer → Description Material Indent ivision Officer→ Engineer →	Divisio Sub Divisio Divisio Section Sub Divisio
6. [7.] 8. [B. Materi 1. [2. [3.] 4. [4.]	Vorks MI Vorks MI Vorks MI Aaterial – al indent e-Sameel Vorks MI Vorks MI Vorks MI Vorks MI Aaterial –	S] :: Sec S] :: Sub n → Mate S] :: Divis Approv for MAS (sha]:: Sec S] :: Sub n → Mate S] :: Divis Approv	tion (site) Entries → Raise Division Entries → Sub D erial Indent sion Entries → Executive I re Indents (Material at Site) cheme Entries → Scheme tion (site) Entries → Raise Division Entries → Sub D erial Indent sion Entries → Executive I re Indents	Material Indent vivision Officer→ Engineer → Description Material Indent vivision Officer→ Engineer →	Sectio Sub Divisio Divisio Divisio Sectio Sub Divisio
O. 7. 7. 8. B. Materi 1. 6 2. 3. 4. 4. Approval Approval	Works MI /erification Morks MI /aterial -> ial indent e-Sameel Works MI Works MI /erification Works MI /aterial ->	S] :: Sub n → Mate S] :: Divis Approv for MAS (sha]:: Sec S] :: Sub n → Mate S] :: Divis Approv	Division Entries → Sub D arial Indent sion Entries → Executive I ve Indents (Material at Site) cheme Entries → Scheme tion (site) Entries → Raise Division Entries → Sub D arial Indent sion Entries → Executive I e Indents	Engineer → Description Material Indent vivision Officer→ Engineer →	Sectio Sub Divisio Divisio Sectio Sub Divisio
7. 1 8. 1 1. 6 2. 1 3. 1 4. 1	Vorks Mi /erification /aterial -> ial indent e-Sameel Works Mi Works Mi /erification Works Mi /aterial ->	S] :: Sub S] :: Divis Approv for MAS (sha]:: So S] :: Sub n → Mate S] :: Divis Approv	ion Entries → Sub D sion Entries → Executive I <u>e Indents</u> (Material at Site) cheme Entries → Scheme tion (site) Entries → Raise Division Entries → Sub D prial Indent sion Entries → Executive I <u>e Indents</u>	Engineer → Description Material Indent vivision Officer→ Engineer →	Divisio Divisio Divisio Section Sub Divisio
B. Materi 1. [6 2. [7 3. [7] 4. [7] 4. [7]	Vorks MI Aaterial -> al indent e-Sameel Works MI Works MI Vorks MI Vorks MI Aaterial ->	S] :: Divis Approv for MAS (sha]:: Sec S] :: Sec S] :: Sub n → Mate S] :: Divis Approv	sion Entries → Executive I re Indents (Material at Site) cheme Entries → Scheme tion (site) Entries → Raise Division Entries → Sub D srial Indent sion Entries → Executive I re Indents	Engineer → Description Material Indent vivision Officer→ Engineer →	Divisio Divisio Sectio Sub Divisio
O. N B. Materi 1. [4 2. [1 3. [4 4. [1] 4. [1]	Aaterial –) al indent e-Sameel Works MI Works MI /erification Works MI /aterial –)	S] :: Divis Approv for MAS (sha]:: Sec S] :: Sub n → Mate S] :: Divis Approv	Indents (Material at Site) (Material at Site) cheme Entries → Scheme tion (site) Entries → Raise Division Entries → Sub D prial Indent sion Entries → Executive I e Indents	Description Material Indent ivision Officer→ Engineer →	Divisio Section Sub Divisio
B. Materi 1. [6 2. [1 3. [1 4. [1] 4. [1] Approval Approval	al indent e-Sameel Works MI Works MI /erification Works MI /aterial ->	for MAS (sha]:: So S] :: Sec S] :: Sub n → Mate S] :: Divis Approv	(Material at Site) cheme Entries → Scheme tion (site) Entries → Raise Division Entries → Sub D prial Indent sion Entries → Executive I e Indents	Description Material Indent ivision Officer→ Engineer →	Divisio Sectio Sub Divisio
1. [4 2. [4 3. [4 4. [4]	e-Sameel Works MI Works MI /erification Works MI /aterial ->	(sha]:: Sec S] :: Sec S] :: Sub n → Mate S] :: Divis Approv	tion (site) Entries → Scheme tion (site) Entries → Raise Division Entries → Sub D arial Indent sion Entries → Executive I e Indents	Description Material Indent ivision Officer→ Engineer →	Divisio Section Sub Divisio
1. C 2. [] 3. [] 4. [] vved) Pending for	Vorks MI Works MI /erification Works MI /aterial ->	S] :: Sec S] :: Sub n → Mate S] :: Divis Approv	tion (site) Entries → Raise Division Entries → Sub D arial Indent sion Entries → Executive I e Indents	$\frac{1}{2}$ Material Indent wivision Officer→ Engineer →	Section Sub Divisio
2. C 3. M 4. M	Vorks M Works M Vorks M Material →	S] :: Sub S] :: Sub n → Mate S] :: Divis Approv	Division Entries → Sub D prial Indent sion Entries → Executive I re Indents	Finision Officer → Engineer →	Sectio Sub Divisio
3. [4]	Vorks Mi /erification Works MI /aterial ->	S] :: Sub n → Mate S] :: Divis Approv	sion Entries → Sub D sion Entries → Executive I re Indents	Engineer \rightarrow	Sub Divisio
oved) Pending for	Verification Works MI Aaterial ->	S] :: Divis	sion Entries → Executive I 'e Indents	Engineer →	Divisio
24. L			r <mark>e Indents</mark>		
oved) Pending for					DIVISIO
oved) Pending for	Issuance	Cancel			
oved) Pending for	Issuance	Cancel			
Approval Approval	Issuance	cuncery	Approved Material		
Approval Approval					
Approval Approval				Cancel	
Number Date	Indent Number	Indent Date	Indent By	Indent To	
2010-100 06/01/20	011 2010-7	04/11/2010	[Matiana Section] : Scheme Code & Name :T20034:Prov. LWSS Thundru Keltidhar G.P.Kiara Teh. Theog Distt.	IPH Store Fagu, Theog	
2010-101 06/01/20	011 2010-16	04/12/2010	Jubarhatti Section] : Work Id :2008- 1317 Scheme Code & Name :2007-306- 44676: Prov. LWSS Paboo Bawin in G.P. Chanog Work Name: Laying and jointing in distribution line and C/O Storage Tank of	IPH Store Mehli, Shimla	
2010-102 06/01/20	011 2010-14	05/01/2011	various capacity and C.O. Stand post. [Kasumpti Section] : Work Id :2010- 3421 Scheme Code & Name :T19711:LWSS Mehli in G.P. Beolia in Tehsil &Distt. Shimla Work Name:C/O RCC Sump well of 372900 ltrs cap. at stage-Ist & RCC Sump well of 86200 ltrs. cap. at stageIInd.	IPH Store Mehli, Shimla	
2010-103 06/01/20	011 2010-15	05/01/2011	[Dharampur Section] : Work Id :2010- 3441 Scheme Code & Name :T2010- 306-760:Prov.LWSS Sarog Thach from Chills Khad in G. P. Bharana Teksil Theory.	IPH Store Fagu, Theog	~
			Chilla Khad in G.P.Bharana Tensil Theod.		>
f fields on scre y indents in th Details	een: ie followir	ıg Colum	ns:		
Check		proved ind			
	2010-101 06/01/20 2010-102 06/01/20 2010-103 06/01/20 fields on scre 7 indents in th Details Check	2010-101 06/01/2011 2010-16 2010-102 06/01/2011 2010-14 2010-103 06/01/2011 2010-15 fields on screen: vindents in the followir Details Check	2010-101 06/01/2011 2010-16 04/12/2010 2010-102 06/01/2011 2010-14 05/01/2011 2010-103 06/01/2011 2010-15 05/01/2011 2010-103 06/01/2011 2010-15 05/01/2011 fields on screen: vindents in the following Colum Details Check	Snima Solution 101 06/01/2011 2010-16 04/12/2010 [Jubarhatti Section] : Work Id :2008- 1317 Scheme Code & Name :2007-306- 44676:Prov. LWSS Paboo Bawin in G.P. Chanog Work Name:Laying and jointing in distribution line and C/O Storage Tank of various capacity and C.O. Stand post. 2010-102 06/01/2011 2010-14 05/01/2011 [Kasumpti Section] : Work Id :2010- 3421 Scheme Code & Name :T19711:LWSS Mehli in G.P. Beolia in Tehsil &Distt. Shimla Work Name:C/O RCC Sump well of 372900 ltrs cap. at stage-1st & RCC Sump well of 862:00 ltrs cap. at stageIInd. 2010-103 06/01/2011 2010-15 05/01/2011 [Dharanpur Section] : Work Id :2010- 306-760:Prov.LWSS Sarog Thach from Chilla Khad in G.P.Bharana Tehsil Theod. fields on screen: v indents in the following Columns: Details Check	Shima Shima 2010-101 06/01/2011 2010-16 04/12/2010 [Jubrhatti Section] : Work Id :2008- 1317 Scheme Code & Name :2007-306- 4467 GrProv. LWSS Paboo Bawin in G.P. Chanog Work Name:Laying and jointing in distribution line and C/O Storage Tank of various capacity and C.O. Stand post. IPH Store Mehli, Shimla 2010-102 06/01/2011 2010-14 05/01/2011 [Kasumpti Section] : Work Id :2010- 3421 Scheme Code & Name :T19711:LWSS Mehli in G.P. Beolia in Tehsil & Distr. Shimla Work Name:CO RCC Sump well of 372900 ltrs cap. at stage-Ist & RCC Sump well of 86200 ltrs. cap. at stageIInd. IPH Store Fagu, Theog 2010-103 06/01/2011 2010-15 05/01/2011 [Dharampur Section] : Work Id :2010- 3441 Scheme Code & Name :T2010- 306-760:Prov.LWSS Sarog Thach from Chilla Khad in G.P.Bharana Tehsil Theod. IPH Store Fagu, Theog fields on screen: rindents in the following Columns: Details Check Details

				JSV_	<u>UM_Ver 1.0</u>
	с	ancel Approved	Material		- Da-l
1. Approval Details					< Back
Approval Number	2010-100				
Approval Date	06/01/2011				
2.Indent Details					
Indent Number and Date	2010-7, 04/11/20:	10			
Indent To	IPH Store Fagu, T	heog			
Indent From	[Matiana Section] Teh. Theog Distt.	: Scheme Code a Shimla	& Name :T20034:Prov.	LWSS Thundru Keltio	dhar G.P.Kiara
3. Item Details Entry					
Item		Unit Name	Qty. Indented	Qty. Approved	Storage
G.I.Pipe plain end-> 15 mm di	a -	metre	6110.0000	6110.0000	0.00
Light On Tipe					Cancel
					Cancer
 Approvation Indent N Indent T Indent F 	I Date lumber and Date o rom	e			
2. Display the inder	nted items in grid	d with followir	ng columns:		
∘ Item					
 Unit Nar 	ne				
 Qty. Ind 	ented				
 Qty. App 	proved				
 Storage 	Charges (%)				
3. Cancel					
siness Rules Once	Material Issued	by Executiv	e engineer can	be cancelled f	for issuance
the m	aterial is not issu	Jed.	0		
eport/Query How t	o Access:				
	Sanchalan ¹ [Poporte/Ouer	ion -> Inventory	Poporte 2 Ind	lant Itoma
le le	- Sanchalanj 🗄 F	zepons/Quer	ies - inventory		

3.4.1.6. Verification of Running Bill

Module No.	M-DIV-6		
Module Name	Verification	n of Running Bill	
User	Divisional	Office (EE)	
Description	EE verifies	s the running bill	
How to Access	[Works MI	S]:: Division Entries \rightarrow Executive Engineer \rightarrow Running Bills	$(Ex) \rightarrow$
	Verificati	on of Running Bill	
Pre Process	[Works MI	S]:: Division Entries \rightarrow Account Officer \rightarrow Dashboard \rightarrow Ru	nning
	Bill Subm	it for verification	
Pre Process	Sr.No.	Module	Office
	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division

		JSV_UM_\	/er 1.0
Sequence	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division
	3.	[Works MIS]:: Division Entries \rightarrow (C)orrespondence	Division
		Branch→ Work Agreement Description	
	4.	Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow	Division
		Work Specifications → Revised Schedule Of Quantity	
	5.	Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow	Division
		Work Specifications → Material To issue	
	6.	Works MIS]::Section (site) Entries \rightarrow Work Measurement	Section
		→ Work Measurements (Offline)	
	6.1.	Download DTS and Offline Module	Section
	6.2.	Entry in Downloaded Offline file	Section
	6.3.	Upload Measurements	Section
	7.	[Works MIS]::Sub Division Entries $ ightarrow$ Sub Division Officer $ ightarrow$	Sub
		Verification →Work Measurements	Division
	8.	Works MIS]::Sub Division Entries \rightarrow Sub Division \rightarrow	Sub
		Generate running bill	Division
	9.	[Works MIS]:: Sub Division Entries \rightarrow Sub Division Officer	Division
		\rightarrow Running Bills (SD) \rightarrow Submit Running Bill	
	11.	[Works MIS]:: Division Entries \rightarrow Account Branch \rightarrow	Division
		Dashboard → Running Bill submit for verification	
	10.	Works MIS]:: Division Entries \rightarrow Account Officer \rightarrow	Division
		Dashboard → Running Bill submit for verification	
Post Process	• [Works	MIS]:: Sub Division Entries \rightarrow Vouchers (SD) \rightarrow Payment	
	Or		
	• [Works	MIS]:: Division Entries \rightarrow (A)ccount Branch \rightarrow Vouchers \rightarrow	Payment
	-	· ·	-

Input Screen:

	Verify Running Bill	
Submit	Running Bill	
Submit to Verification	2007-209 / R.Bill No.:3 [MB: 2092-Matiana Section]	
Submit to Verification	2008-1340 / R.Bill No.:3 [MB: 2051-Bharari Section]	
Submit to Verification	2009-1980 / R.Bill No.:2 [MB: 62-Kasumpti Section]	
Submit to Verification	2009-2781 / R.Bill No.:3 [MB: 2228-Tara Devi Section]	
Submit to Verification	2011-1230 / R.Bill No.:1 [MB: 18-Tutu Section]	
Submit to Verification	2011-1235 / R.Bill No.:1 [MB: 18-Tutu Section]	
Submit to Verification	2011-1236 / R.Bill No.:1 [MB: 18-Tutu Section]	
1		

Description of fields on screen:

- 1. Display the list of Running bills that are submitted for verification:
 - Submit to Verification <*Click*> *Click to view and Verify Running Bill*
 - Running Bill Display the Work Id, Running Bill No., M.B. Number and section of the running Bill
- 3. On click of 'Submit to Verification' open the Generate Running Bill Screen

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<	< Back to Submit List					
Inclue	de Measurements Related T	O Division O Sub D	ivsion	 Section 		
Sectio	on #	Tutu Section	*			
1. Agr	eement Description					
Work	Id #	2011-1236 < Change W	ork Id			
Scher	ne Code & Name	T200025-R/M of LWSSChawala E	Buint Stage 2nd	in G.P Neri Teh	& Distt. Shim	la
Work	Nature	Repair/Maintenance				
Execu	iting Office	Div.No.1 Shimla 9				
Work	Serial No. & Name	21.C/O Rewinding of 100HP moto 1st stage.	or cromption gr	eaves make 29	40RPM 415 vo	lts. 50HZ
1.a Ru	Inning Bill Description					
Runni	ng Bill #	1				
Date	of Running Bill #	21/06/2011				
м. в.	for Running Bill Entry #	18 💌				
Paym	ent by	Div.No.1 Shimla 9				
Is Fin	al Bill?	✓ Yes				
Agree	ement Type	Item Rate Tender				
1.b Ac	tion on Running Bill.					
Adva	nce to be given	0.00 Rs.				
Dedu	ct Advance (If Any)	0.00 Rs.				
With	Held Amount (Overall)					
AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA		0.00 Rs.				
Add I	Duties (VAT & Excise etc.)	0.00 Rs.				
Add I	Duties (VAT & Excise etc.)	0.00 Rs.				
Add I Adjus	Duties (VAT & Excise etc.) sted Earnest sy/Security	0.00 Rs. 0.00 Rs. 0.00 Rs.				
Add I Adjus Mone	Duties (VAT & Excise etc.) sted Earnest cy/Security	0.00 Rs. 0.00 Rs. 0.00 Rs.				
Add I Adjus Mone	Duties (VAT & Excise etc.) sted Earnest cy/Security	0.00 Rs.		<u>^</u> (Max.	1000 Chars.)	
Add I Adjus Mone Remai	Duties (VAT & Excise etc.) sted Earnest cy/Security rks	0.00 Rs.		(Max.	1000 Chars.)	2
Add I Adjus Mone Remai	Duties (VAT & Excise etc.) sted Earnest cy/Security rks stract of Measurement . List of Items of Scheme We	0.00 Rs. 0.00 Rs. 0.00 Rs.	Qty Measured Previously	Qty Measured Currently	1000 Chars.) Amount Release Currently	With He Amount Release Current
Add I Adju: Mone Remai	Duties (VAT & Excise etc.) sted Earnest cy/Security rks stract of Measurement . List of Items of Scheme W Rewinding of 100 HP motor	O.00 Rs. O.00 Rs. O.00 Rs. O.00 Rs. Ork Kirloskar make 2940 RPM 415-VOLTS	Qty Measured Previously	Qty Measured Currently 100.0000	Amount Release Currently 35000.00	With He Amount Release Current
Add I Adju: Mone Remai	Duties (VAT & Excise etc.) sted Earnest sy/Security rks stract of Measurement List of Items of Scheme Wa Rewinding of 100 HP motor 50HZ with super copper wi specifications.	O.00 Rs. O.00 Rs. O.00 Rs. O.00 Rs. Ork Kirloskar make 2940 RPM 415-VOLTS ire BIC/Devi Dyal make as per ISI	Qty Measured Previously 0.0000	Qty Measured Currently 100.0000	1000 Chars.) Amount Release Currently 35000.00	With He Amount Release Current
Add I Adju: Mone Remai	Duties (VAT & Excise etc.) sted Earnest sy/Security rks stract of Measurement List of Items of Scheme Wa Rewinding of 100 HP motor 50HZ with super copper wi specifications. P/F main leads glass wire sir kirloskar make.	O.00 Rs. O.00 Rs. O.00 Rs. O.00 Rs. Ork Kirloskar make 2940 RPM 415-VOLTS ire BIC/Devi Dyal make as per ISI ngle fore suitable for 100 HP motor for	Qty Measured Previously 0.0000	Qty Measured Currently 100.0000 7.0000	Amount Release Currently 35000.00	With He Amount Release Current
Add I Adju: Mone Remai	Duties (VAT & Excise etc.) Sted Earnest cy/Security rks Stract of Measurement List of Items of Scheme W Rewinding of 100 HP motor 50HZ with super copper wi specifications. P/F main leads glass wire sir kirloskar make. P/F thimbles for main leads for	O.00 Rs. O.00 Rs. O.00 Rs. O.00 Rs. Kirloskar make 2940 RPM 415-VOLTS ire BIC/Devi Dyal make as per ISI ngle fore suitable for 100 HP motor for r 100HP motor for kitloskar make.	Qty Measured Previously 0.0000	(Max. Qty Measured Currently 100.0000 7.0000 6.0000	1000 Chars.) Amount Release Currently 35000.00 2100.00	With He Amount Release Current
Add I Adju: Mone Remai 2. Abs 5r.No 1 2 3 4	Puties (VAT & Excise etc.) sted Earnest sy/Security rks stract of Measurement List of Items of Scheme Ward Rewinding of 100 HP motor 50HZ with super copper wird specifications. P/F main leads glass wire sirk kirloskar make. P/F thimbles for main leads for P/F fibre sibre stick for motor	ork Kirloskar make 2940 RPM 415-VOLTS ire BIC/Devi Dyal make as per ISD ngle fore suitable for 100 HP motor for r 100HP motor for kitloskar make. slot 100 HP motor for kirloskar make.	Qty Measured Previously 0.0000 0.0000 0.0000	Qty Measured Currently 100.0000 7.0000 6.0000 48.0000	1000 Chars.) Amount Release Currently 35000.00 2100.00 600.00 3360.00	With He Amount Release Current
Add I Adju: Mone Reman	Duties (VAT & Excise etc.) Sted Earnest sy/Security rks Stract of Measurement List of Items of Scheme W Rewinding of 100 HP motor 50HZ with super copper wi specifications. P/F main leads glass wire sir kirloskar make. P/F thimbles for main leads fo P/F fibre sibre stick for motor P/F new terminal plate for 100	O.00 Rs. O.00 Rs. O.00 Rs. O.00 Rs. Kirloskar make 2940 RPM 415-VOLTS ire BIC/Devi Dyal make as per ISI ngle fore suitable for 100 HP motor for r 100HP motor for kitloskar make. slot 100 HP motor for kirloskar make.	Qty Measured Previously 0.0000 0.0000 0.0000	Qty Measured Currently 100.0000 7.0000 6.0000 48.0000	1000 Chars.) Amount Release Currently 35000.00 2100.00 600.00 3360.00 1200.00	With He Amount Release Current
Add I Adju: Mone Remai 2. Abs 2. Abs 5 5 5	Duties (VAT & Excise etc.) sted Earnest sy/Security rks stract of Measurement List of Items of Scheme Wasserifications. P/F main leads glass wire sirkirloskar make. P/F thimbles for main leads fo P/F fibre sibre stick for motor P/F new terminal plate for 100 Repair of stamping slot and ch	O.00 Rs. O.00 Rs. O.00 Rs. O.00 Rs. O.00 Rs. Sire BIC/Devi Dyal make as per ISI agle fore suitable for 100 HP motor for r 100HP motor for kitloskar make. Slot 100 HP motor for kirloskar make.	Qty Measured Previously 0.0000 0.0000 0.0000 0.0000	Qty Measured Currently 100.0000 7.0000 6.0000 48.0000 1.0000	1000 Chars.) Amount Release Currently 35000.00 2100.00 600.00 3360.00 1200.00 1100.00	With He Amount Release Current
Add I Adju: Mone Remai 2. Abs 5. Abs 7. Abs	Duties (VAT & Excise etc.) sted Earnest sy/Security rks stract of Measurement List of Items of Scheme Ward Rewinding of 100 HP motor 50HZ with super copper wird specifications. P/F main leads glass wire sind kirloskar make. P/F thimbles for main leads for P/F fibre sibre stick for motor P/F new terminal plate for 100 Repair of stamping slot and cher P/F Ball bearing DE 6314 SKF	O.00 Rs. O.00 Rs. O.00 Rs. O.00 Rs. Ork Kirloskar make 2940 RPM 415-VOLTS ire BIC/Devi Dyal make as per ISD ngle fore suitable for 100 HP motor for r 100HP motor for kirloskar make. slot 100 HP motor for kirloskar make. HP motor. memical wash for 100 HP motor. C3 make for 100 HP motor.	Qty Measured Previously 0.0000 0.0000 0.0000 0.0000 0.0000	Qty Measured Currently 100.0000 7.0000 6.0000 48.0000 1.0000 1.0000	1000 Chars.) Amount Release Currently 35000.00 2100.00 600.00 3360.00 1200.00 1100.00 2500.00	With He Amount Release Current
Add I Adju: Mone Remain 2. Abs 5. No 1 3 4 5 5 7 3	Duties (VAT & Excise etc.) Sted Earnest sy/Security rks Istract of Measurement List of Items of Scheme W Rewinding of 100 HP motor 50HZ with super copper wis specifications. P/F main leads glass wire sir kirloskar make. P/F thimbles for main leads fo P/F fibre sibre stick for motor P/F new terminal plate for 100 Repair of stamping slot and ch P/F Ball bearing ND 6311 SKF	O.00 Rs. O.00 Rs. O.00 Rs. O.00 Rs. O.00 Rs. Kirloskar make 2940 RPM 415-VOLTS ire BIC/Devi Dyal make as per ISI ngle fore suitable for 100 HP motor for r 100HP motor for kirloskar make. slot 100 HP motor for kirloskar make. HP motor. Demical wash for 100 HP motor. C3 make for 100 HP motor. C3 make for 100 HP motor.	Qty Measured Previously 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	Qty Measured Currently 100.0000 7.0000 6.0000 48.0000 1.0000 1.0000 1.0000	1000 Chars.) Amount Release Currently 35000.00 2100.00 600.00 3360.00 1200.00 1100.00 2500.00 2300.00	With He Amount Release Current
Add I Add Ju: Mone Remain 2. Abs 5. Abs 7. A	Duties (VAT & Excise etc.) sted Earnest sy/Security rks stract of Measurement List of Items of Scheme Wasserifications. P/F main leads glass wire sinkirloskar make. P/F thimbles for main leads for P/F fibre sibre stick for motor P/F new terminal plate for 100 Repair of stamping Slot and ch P/F ball bearing DE 6314 SKF P/F ball bearing ND 6311 SKF Motor rotor shaft welding and 100 HP motor	O.00 Rs. O.00 Rs. O.00 Rs. O.00 Rs. O.00 Rs. O.00 Rs. Sire BIC/Devi Dyal make as per ISI ngle fore suitable for 100 HP motor for r 100HP motor for kitloskar make. Slot 100 HP motor for kirloskar make. I HP motor. Demical wash for 100 HP motor. C3 make for 100 HP motor.	Qty Measured Previously 2 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	Qty Measured Currently 100.0000 7.0000 6.0000 48.0000 1.0000 1.0000 1.0000 2.0000	1000 Chars.) Amount Release Currently 35000.00 2100.00 600.00 1200.00 1100.00 2500.00 2300.00 2200.00	With He Amount Release Current
Add I Adju: Mone Rema 2. Abs 5. Abs 5. Abs 5. Abs 5. Abs 5. Abs 5. Abs 5. Abs 6. Abs 7. Abs 6. Abs 7. Abs 7	Duties (VAT & Excise etc.) Sted Earnest sy/Security rks Stract of Measurement List of Items of Scheme W Rewinding of 100 HP motor 50HZ with super copper wis specifications. P/F main leads glass wire sin kirloskar make. P/F thimbles for main leads fo P/F fibre sibre stick for motor P/F new terminal plate for 100 Repair of stamping slot and ch P/F Ball bearing DE 6314 SKF P/F ball bearing ND 6311 SKF Motor rotor shaft welding and 100 HP motor Rotor balancing for 100 HP motor	O.00 Rs. O.00 Rs. O.00 Rs. O.00 Rs. O.00 Rs. Kirloskar make 2940 RPM 415-VOLTS ire BIC/Devi Dyal make as per ISI ngle fore suitable for 100 HP motor for r 100HP motor for kirloskar make. slot 100 HP motor for kirloskar make. HP motor. C3 make for 100 HP motor.	Qty Measured Previously 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	Qty Measured Currently 100.0000 7.0000 6.0000 48.0000 1.0000 1.0000 1.0000 2.0000	1000 Chars.) Amount Release Currently 35000.00 2100.00 600.00 3360.00 1200.00 1200.00 2500.00 2300.00 2300.00 800.00	With He Amount Currenti
Add I Adju: Mone Remain 2. Abs Sr.No. 1 2 3 4 5 6 7 8 9 10 11	Duties (VAT & Excise etc.) Sted Earnest sy/Security rks Stract of Measurement List of Items of Scheme W Rewinding of 100 HP motor 50HZ with super copper wi specifications. P/F main leads glass wire sir kirloskar make. P/F thimbles for main leads fo P/F fibre sibre stick for motor P/F new terminal plate for 100 Repair of stamping slot and ch P/F ball bearing DE 6314 SKF P/F ball bearing ND 6311 SKF Motor rotor shaft welding and 100 HP motor Rotor balancing for 100 HP motor Rotor balancing sleeves f	O.00 Rs. O.00 Rs. O.00 Rs. O.00 Rs. O.00 Rs. Kirloskar make 2940 RPM 415-VOLTS ire BIC/Devi Dyal make as per ISI ngle fore suitable for 100 HP motor for r 100HP motor for kirloskar make. slot 100 HP motor for kirloskar make. I HP motor. memical wash for 100 HP motor. C3 make for 100 HP motor. C3 make for 100 HP motor. d turning make the ball bearing size for otor. or 100 HP motor.	Qty Measured Previously 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	Qty Measured Currently 100.0000 7.0000 6.0000 48.0000 1.0000 1.0000 1.0000 1.0000 1.0000 1.0000 1.0000	1000 Chars.) Amount Release Currently 35000.00 2100.00 3360.00 1200.00 1200.00 2300.00 2300.00 2200.00 800.00 2200.00	With He Amount Release Currenti
Add I Add I Mone Rema 2. Abs 5r.No 5r.No 1 2 3 4 5 6 7 8 9 10 11 12	Duties (VAT & Excise etc.) sted Earnest sy/Security rks stract of Measurement List of Items of Scheme Wa Rewinding of 100 HP motor 50HZ with super copper wi specifications. P/F main leads glass wire sir kirloskar make. P/F thimbles for main leads fo P/F fibre sibre stick for motor P/F new terminal plate for 100 Repair of stamping slot and ch P/F ball bearing DE 6314 SKF P/F ball bearing DE 6314 SKF P/F ball bearing ND 6311 SKF Motor rotor shaft welding and 100 HP motor Rotor balancing for 100 HP motor Motor cover housing sleeves f Dismentalling and refixing of	O.00 Rs. O.00 Rs. O.00 Rs. O.00 Rs. O.00 Rs. Cork Kirloskar make 2940 RPM 415-VOLTS ire BIC/Devi Dyal make as per ISD ngle fore suitable for 100 HP motor for r 100HP motor for kirloskar make. slot 100 HP motor for kirloskar make. HP motor. Demical wash for 100 HP motor. C3 make for 100 HP motor. d turning make the ball bearing size for ptor. or 100 HP motor. motor commissioning and testing at site	Qty Measured Previously 2 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000 0.0000	Qty Measured Currently 100.0000 7.0000 6.0000 48.0000 1.0000 1.0000 1.0000 1.0000 1.0000 2.0000 1.0000	1000 Chars.) Amount Release Currently 35000.00 2100.00 600.00 3360.00 1200.00 1100.00 2500.00 2200.00 2200.00 800.00 2200.00	With He Amount Release Current

3. Recovery						
3.a.I Royalty of Items						
Items for Royalty		Qty Recovered Previously	Amt. Recovered Previously	Qty Recovered Now	Unit	Rate(Rs.)of Recovery per unit
Sand		0.0000	0.00	0.0000	cum	10.00
Stone		0.0000	0.00	0.0000	cum	20.00
Aggregrate		0.0000	0.00	0.0000	cum	12.00
3.a.II Panchyat Tax on Royalty						
Items		Qty	Amt.	Qty	Unit	Rate(Rs.) of
		Recovered	Recovered	Recovered		Recovery per
Truck		0.0000	0.00	0.0000	nos	10.00
Trolley		0.0000	0.00	0.0000	nos	5.00
3.b Empty Material				·		
Empty Material		Qty Recovered Previously	Amt. Recovered Previously	Qty Recovered Now	Unit	Rate(Rs.) of Recovery per
Cement Bag		0.0000	0	0.0000	Bags	2.00
3.c Material Used						
Machinery Name	Remarks		Qty A Recovered R Previously P	mt. Qty ecovered Reco reviously Now	Unit overed	Rate(Rs.) of Recovery per unit
Moveable (Truck)			0.0000	0 0	0.0000 Km	20.00
Immovable			0.0000	0 0	0.0000 1 Hou	ur 0.00
4. Deductions						
Deduction Type	Amount [Deducted Previou	sly To be Deducte	ed Now		
CGST	0.00					
Income Tax	0.00					
Security	0.00					
SGST	0.00					
Labour Cess	0.00					
5. Miscellaneous Deductions						
Enter Amount						
Type -SE	LECT-			✓ Add	ł	
Miscellaneous Deduction 0.00	Rs.					
6 Withhald Amount[1 OC /Testing(Dark 10)						
Enter Amount	Rs.					
7. Remarks Of Accounts Officer						
Enter Remarks * Checked						
8. Remarks Of Executive Engineer						
Enter Remarks *						
		L	Update Running	Bill Veri	fy Running Bill	
 Description of fields on screen: 1. Display the Selected opt Division Sub Division Section 	ion (to g	enerate Abs	stract of Me	asurements	accordin	g to):
2. Section						

3. Work ID

Displays the following details:

- Scheme Code & Name
- Work Nature (Original or R/M)
- Executing Office
- Work Serial No. & Name
- Agreement type (Item rate, Percentage rate and lump sum rate)
- 4. Running bill number
 - Date of running bill Generated
 - MB for running bill Entry
 - Payment By
 - Is final bill
- 5. Actions on Running Bill

Actions on Running bill can be specified:

- Advance to be Given
- Advance Given Previously
- Deduct advance
- Advance deducted previously
- Lump sum amount It is applicable only for **lump sum** tendered works
- Lump sum amount Previously
 It is applicable only for lump sum tendered works
- With held amount
- With held amount previously
- Release from with held amount
- Amount released previously
- Add Duties (VAT & Excise Duty)
- o Duties added previously
- Adjust earnest money
- 6. Abstracts of Measurements

Display details with the following columns:

Display those abstract of measurements which are not been considered in the previous running bill

- ➢ Item Sr. No.
- List of Items of Scheme work

Display details as per Actual Work Measured:

- Quantity Measured Previously
- Quantity Measured Currently Displays the total quantity of measurements recorded in MBs of various section(s) pertaining to division/sub division/section as per the selection
- Amount Released Previously
- Amount Released Currently
- Withheld amount released previously
- Withheld amount released currently (item wise) The amount to be released from withheld amount Item wise
- Withheld amount Released Currently (item wise) If the 'amount released currently' is modified, the balance amount is automatically added into the 'Withheld amount' column
- 7. Recoveries:

Recoveries are auto calculated, according to the defined fixed slabs and are uniform throughout the Division except Panchayat tax as it is uniform throughout state

7.a.i Royalty of Mining Material: (Sand, Stone and Aggregate)

It is the mining material (Sand, Stone and Aggregate) used by the contractor, amount is

recovered from the bill and is credited to the head of mining department Display the following Columns:

- Items of Royalty
- Quantity recovered Previously
- Amount recovered Previously
- Quantity recovered Now
- Unit
- Rate (Rs.) of Recovery Per Unit
- 7.a.ii Panchyat Tax on Royalty : (Truck and Trolley)
 - Display the following Columns:
 - Items
 - Quantity recovered Previously
 - Amount recovered Previously
 - Quantity recovered Now
 - Unit
 - Rate (Rs.) of Recovery Per Unit
- 7.a.iii Empty Material such as empty cement bags etc. which are not returned by the contractor:

Display the following Columns:

- Empty Material
- Quantity recovered Previously
- Amount recovered Previously
- Quantity recovered Now
- Unit
- Rate (Rs.) of Recovery Per Unit

7.a.iv Departmental Machinery Used by contractor for execution of work

- Recovery is based on:
- Machinery name
- Remark
- Quantity recovered Previously
- Amount recovered Previously
- Quantity recovered Now
- Unit
- Rate (Rs.) of Recovery Per Unit
- Deductions such as Security, Income Tax, SGST, CGST, IGST and Labour Cess Deductions are auto calculated on 'Net Release Amount' (A.8 column of memorandum of payment), according to the defined standard slab and are uniform throughout the state.
 Deduction is based on:
 - Amount deducted previously
 - Whether to deduct in current running bill or not
 - o Remarks
 - If deduction is not to be done, specify a remark for it

<u>***Security:</u> It is caution money that is kept hold with the department for a specific period of time to minimize the unforeseen risk and is refundable to contractor

- **e.g.** 10% on (0-1 lac)
 - 7.50% on (1 lac-2 lac)
 - 5 % on (2 lac- above)
- ***Income Tax: Tax levied on the income earned by the contractor and may include Surcharge &

	<u>357_010_761_10</u>				
educatio	n cess.				
e.g. Incom	ne Tax @ 2%				
Educa	Education cess @ 3 % on Income Tax				
<u>***Sale</u>	Tax: Tax levied on the selling price of goods and services by the contractor.				
e.g. GST (@ 2%				
<u>***CGST</u>	,SGST and IGST: Charge levied on goods and services tax which is credited in the				
account	of income tax department				
e.g. CGST, SGST @ 1% or IGST @ 2%					
•					
 Miscellaneous deductions such as recovery of Housing Charges, recovery of Energy Charges, Compensation on account of non completion of work etc. Deduction is based on: 					
 Selects 	s the type of deduction				
 Amound 	t <i><enter></enter></i>				
 Add to 	the list of Miscellaneous deductions				
10. With held <i>With held</i> after the b 11. Remark	d amount LOC / testing (Part IV) amount, if needs to be deducted for lack of LOC amount or ant testing needs to be done bill payment of Account Officer <display></display>				
12. Remark	of Executive Engineer < <i>Enter</i> >				
13. Update Confirmation made to update the bill					
14 Verify					
Confirma	ation made to verify the bill				
Report/Querv	How to Access:				
	[Works MIS]:: Reports/Queries → Scheme Reports→ Running Bill				

3.4.1.7. Generate Monthly Account

Module No.	M-DIV-7
Module Name	Generation Monthly Account
User	Division Office (EE)
Description	Monthly Accounts are generated by Executive Engineer at Division Office
How to Access	[Works MIS]:: Division Entries \rightarrow Executive Engineer \rightarrow Generate Monthly
	Account
Input Screen:	

	Generate Month	y Account	<u> </u>
		1. Parameters Se	lection
COR	ARADA	Financial Year #	2011-2012 💙
		Financial Month =	July
			Generate Monthly Account >>
In Ala		Verify	y the Generated Monthly Account >>
U tAAQ			
And Mary Parents Viller St.	GLITTERYOURWAY.COM		
		Please Note :	000000000000000000000000000000000000000
		1. All Fields marked	= are mandatory.
r Roo		If the generated not be re-generated	Monthly Account is verified, it may
Description of fie	lds on screen:		
1. Display th	e following details:		
∘ Fi	nancial Year		
o Fi	nancial Month		
2. Generate	Monthly Account		
Confirmatio	on made for generation of Monthly Ad	ccount	
3. Verify the	generated Monthly Account	the Access	
Commatic	on made to verify the generated Mon		
Business			
Rules	Form 64 doc Form 80 doc	Suspense doc	
		Suspense.uoc	
Report/Ouery	How to Access:		
	I a Sanchalan Danarta/Our	orios -> Account I	Panarta
	Output at Annexure:	– 00)	
	1. Monthly Account (Form 80)	
	2. Schedule of Reve	nue (Form 46)	
	3. Abstract of Expend	diture (Form 74)	2.1)
	4. Schedule of works	s Expenditure (Fol	rm 04)
	5. Abstract of Monthl	IV STOCK A/C	
	6. IVIONTNIY STOCK ACC		
	7. Abstract of Depos	IIS (CPWA 78)	
	8. Schedules of Dep	OSILS	
	9. ADSTRACT OF P.W. N	Alise Advance	
	10. Schedule of P.W.		
	11. Suspense Accoun	it (CPVVA-73)	
	12. Suspense Stock M	/lanutacture (CPW	VA-12)
	13. Schedule Of Cred	it and Debit to Re	mittance

3.4.1.8. Revert Verifications

3.4.1.8.1. Scheme Description (Revert Verification)

Module No.	M-DIV-8			
Module Name	Scheme Description (Revert verification)			
User	Division Office (EE)			
	JSV UM Ver 1.0			
---	--	--	--	--
Description	Verification of Scheme Description is reverted by EE at Division Office if the			
	verification is done without correcting the mistakes			
How to Access	[Works MIS]:: Division Entries \rightarrow Executive Engineer \rightarrow Revert verification \rightarrow			
	Scheme Description			
Input Screen:				
·				
	Scheme Description			
The second second second	Show DashBoard			
Enter Scheme Code #	2004-306-40707 < Change Scheme			
Scheme Name	LWSS Jhalgi Molog in G.P. Rajhana Tehsil & Distt. Shimla HP			
Executing Office	Div.No.1 Shimla 9			
	Open Scheme Description			
Dependention of fig				
Description of the	Ids on screen:			
1. Enter Sch	eme Code <enter></enter>			
Displays the following details of Work :				
 Scheme Name 				
	-			
2. Open Sch	eme Description <click></click>			
Confirmatio	on made to open the Scheme Description			
Business Rules	Scheme verification can be opened for own Division only			
2. Open Sch <i>Confirmatic</i> Business Rules	teme Description <i><click></click></i> on made to open the Scheme Description Scheme verification can be opened for own Division only			

3.4.1.8.2. Work Description (Revert Verification)

Module No.	M-DIV–9		
Module Name	Work Description (Revert verification)		
User	Division Office (EE)		
Description	Verification of Work Description is reverted by EE at Division Office if the verification is done without correcting the mistakes		
How to Access	[Works MIS]:: Division Entries \rightarrow Executive Engineer \rightarrow Revert verification \rightarrow Work Description		
Input Screen:			
	Open Work Description		
	Show DashBoard		
Enter Work Id #	2008-1499 < Change Work Id		
Scheme Code & Nam	e T19886-Prov. GWSS to P.C. Habitation of census vill jalf and udli in G.P.malyana in Teh. and Distt Shimla HP.		
Work Nature	Original		
Executing Office	Div.No.1 Shimla 9		
Work Name	1.C/O 2 Nos Spring Intake,2 Nos.Storage tank 5000ltrs cap.C.O Stand post 4 Nos and I;aying and jointing of G.I.Pipes of various dia.		
	Open Work Description		
Description of fie	lds on screen:		
1. Enter Wo	rk Id <i><enter></enter></i>		

Displays	the foll	owing	g de	etails of Work :
-	-		-	

- Scheme Code & Name
- Work Nature
- $\circ \quad \text{Executing Office} \\$
- Work Name
- 2. Open Work Description <*Click*> Confirmation made to open the Work Description

Commation made to open the Work Description					
Business Rules	Scheme verification can be opened if Running bills have not been generated				

3.4.1.8.3. Agreement Description (Revert Verification)

Module No.	M-DIV-10			
Module Name	Agreement Description (Revert verification)			
User	Division Office (EE)			
Description	Verification of Agreement Description is reverted by EE at Division Office if the			
	verification is done without correcting the mistakes			
How to Access	[Works MIS]:: Division Entries \rightarrow Executive Engineer \rightarrow Revert verification \rightarrow			
	Agreement Description			
Input Screen:				
	Revert Verification: Agreement Description			
Second and the second second	Open Online-Agreement Description			
Enter Work Id #	2008-1499 Change Work Id			
Scheme Code & Nam	e T19886-Prov. GWSS to P.C. Habitation of census vill jalf and udli in G.P.malyana in Teh. and Distt Shimla HP.			
Work Nature	Original			
Executing Office	Div.No.1 Shimla 9			
work Name	I.C/O 2 Nos Spring Intake,2 Nos.Storage tank Subultrs cap.C.O Stand post 4 Nos and I;aying and jointing of G.I.Pipes of various dia.			
Contractor Registrat	ion ID & Name 938-Geeta Ram Thakur			
	Open Work Id			
Description of fie	lds on screen:			
1 Entor Wo	rk ld <entors< td=""></entors<>			
Displays the	of Nork :			
	me Code & Name			
	Nature (Original or R/M)			
	uting Office			
o Work	Name			
 Contractor Registration ID & Name 				
2. Open Wo	rk Id <i><enter></enter></i>			
Confirmation made	e to open the Agreement Description			
Business Rules	Verification cannot be opened if RSOQ or work measurements is done against the Work id			
	1			

Module	No.	M-DIV-11					
Module I	Name	Revised Schedule of Quantity (Revert verifica	ion)				
Jser		Division Office (EE)					
)escript	ion	Verification of Revised Schedule of Quantity is reverted by EE at Division Offic					
if the verification is done without correcting the mistakes							
low to /	Access	$IW_{orks} MISI.$ Division Entries \rightarrow Executive Er		Rovert ve	rification ->		
	-00033	Revised Schedule of Quantity	igineer 7				
nput Sc	reen:						
•							
Inter Wes	ek Td #	Revert verification: Revised Schedule of Qu	anti				
nter wor	rk 10 #	2011-1140 < Change Work Id		(1.1.m.)			
icheme C	ode & Na	ame t200037-LWSS Tube well Mehli Pujarli in Teh and	Distt. Shimla	(HP)			
vork Nati		Div No 1 Shimla 9					
Nork Sr. I	No. & Na	me 11.C/O Retaining Wall 1st Stage					
Open	Sr.No.	List of Items of Scheme Work	Quantity	Rate U	nit Rebate(%)		
Open	1	Cutting in earth work in all kinds of soil such as pick work, jumpi work, blasing work and chiselling work etc. and disposal of excavate earth as directed within all leads and lifts	er 23.7600 d	85.00 c	um		
Open	2.,	Excavation in foundation, trenches,etc. in earth work in all kinds	of 6.2400	135.00 c	um		
	-	soil such as pick work, jumper work, blasting work, hard blasting ar chiselling etc. stacking the excavated soil not more than 3 mtrs. clear	d				
		from the edge of excavation and then returning the stacked soil					
		consolidating each deposited layer by ramming and watering ar	d.				
		then disposing of all surplus excavated earth as directed within a leads and lifts	Ш				
Open	3	Prov. and laying cement concrete 1:6:12 (1cement:4sand:8grade	d				
	_	stone agg, 40mm nominal size) and curing complete excluding cost	of				
Open	3.a.	Foundation and plinth	6,2400	3050.00 c	um		
Open	4.,	Boulder filling behind retaining wall.	6.7500	760,00 c	um		
Open	5.,	Random rubble masonry/polygnal rubble mason	y 58,5000	2250,00 c	um		
		(uncoursed/brought to courses) with hard stone of approved quality in foundation and plinth including levelling up with cement concre-	y e				
		1:6:12(1cement:6sand:12graded stone agg.20mm nominal size)	n				
-		retaining and breast wall. In cement Mortar: 1:6(Icement : 6sand).					
escript	ion of f	ields on screen:					
		la de la la como construir de la como de la c					
1. E	nter w	ork Id < <i>Enter</i> >					
г	Jianlay	a the following details of Marks					
L	Jispiay						
(o Sch	neme Code & Name					
(o Wo	rk Nature (Original or R/M)					
(o Exe	ecuting Office					
(o Wo	rk Sr. No. & Name					
C	Display	s the details of Items of revised Schedule of Qua	ntity in grio	d with follo	wing Colum		
:							
(en < <i>click</i> >					
	Coi	nfirmation made to open the item of Revised Schedule	of Quantity	/			
(o Sr.	No.					
(o Scł	neme Code & Name					
	o List	of Items of Scheme Work					
(

3.4.1.8.4. Revised Schedule of Quantity (Revert Verification)

0 NIC, Himachal Pradesh

Rate

 Unit 	
 Rebatility 	ite (%)
Business Rules	Verification cannot be opened if work measurements are done against the Work id

3.4.1.8.5. Material to Issue (Revert Verification)

Madula Na	M DIV/ 40						
wodule No.	M-DIV-12						
Module Name	Material to Issue (Revert verification)						
User	Division Office (EE)						
Description	Verification of Material to Issue is reverted by EE at Division Office if the						
ľ	verification is done without correcting the mistakes						
How to Access	[Works MIS]:: Division Entries \rightarrow Executive Engineer \rightarrow Revert verification \rightarrow						
	Material to Issue						
Input Screen:							
	Revert Verifivation: Material to Issue						
Enter Work Id#	2011-1140 < Change Work Id						
Scheme Code & Na	me t200037-I WSS Tube well Mebli Pujarli in Teb and Distt. Shimla (HP)						
Work Nature	Original						
Executing Office	Div.No.1 Shimla 9						
Work Sr. No. & Nan	ne 11.C/O Retaining Wall 1st Stage						
Material to Issue							
Open Item Cate	agory Item Description Quantity Rate Unit To Issue at Store						
Open G.I.Pipe p	plain end 20 mm dia - Medium G.I. Pipe 20.0000 20.00 metre IPH Store Mehli, Shimla						
Open Cement	Portland Pozzolanna Cement 110.0000 230.00 Bags IPH Store Mehli, Shimla						
Description of fie 1. Enter Wor Displays to Sche Work Exect Work Displays to Confi o Item Item	Ids on screen: rk Id <i><enter></enter></i> the following details of Work : me Code & Name Nature (Original or R/M) uting Office Sr. No. & Name the details of Material to Issue in grid with following Columns : <i><click></click></i> rmation made to open the item of material to issue category Description						
o Quan o Rate o Unit	itity						
O I 0 Iss Business Rules	sue at Store Verification cannot be opened if Material Consumption entries are done against the Work id						

3.4.1.8.6. Work Measurements (Revert Verification)

Module No.	M-DIV-13
Module Name	Work Measurements (Revert verification)
User	Division Office (EE)
Description	Verification of Work Measurements is opened by EE at Division Office if the
	verification is done without correcting the mistakes
How to Access	[Works MIS]:: Division Entries \rightarrow Executive Engineer \rightarrow Revert verification \rightarrow
	Work Measurements

Input Screen:

		Revert Ve	rification: Work Measurer	nents		
Sub-Div	ision #	Shimla No. 1 Su	ub Division 🛛 🔽			
Section	#	Kasumpti Sectio	on 🔽			
M.B. Nur	mber # 2188					
Work Id	#	2011-1140	< Change Work Id			
Agreem	ent By Office	Div.No.1 Shimla	9			
Scheme	Code & Name	t200037-LWSS T	ube well Mehli Pujarli in Teh a	and Distt. Shimla	a (HP)	
Work Na	ature	Original				
Executio	ng Office	Div.No.1 Shimla	9			
Work Sr	. No. & Name	11.C/O Retaining	g Wall 1st Stage			
		Revi	ised Schedule of Quantity	0.020000000		
Sr.No.	List of Items of Work			Quantity	Rate Unit	
1	Cutting in earth work in all kinds of soil such as pick work, jumper work, blasing work and chiselling work etc. and disposal of excavated earth as directed within all leads and lifts.			23.7600	85.00 cum	
2	Excavation in foundation, trenches,etc. in earth work in all kinds of soil such as pick work,jumper work,blasting work, hard blasting and chiselling etc. stacking the excavated soil not more than 3 mtrs. clear from the edge of excavation and then returning the stacked soil in 15cm.layers when required into plinths sides of foundations etc. consolidating each deposited layer by ramming and watering and then disposing of all surplus excavated earth as directed within all leads and lifts.		6.2400	135.00 cum		
3	Prov. and laying cement concrete 1:6:12 (1cement:4sand:8graded stone agg. 40mm nominal size) and curing complete excluding costof centring and shuttering in		(1cement:4sand:8graded complete excluding costof			
3.a.	Foundation and plinth			6.2400	3050.00 cum	
4	Boulder filling behind reta	ining wall.		6.7500	760.00 cum	

Description of fields on screen:

- 1. Sub Division <Select>
- 2. Section <Select>
- 3. M.B. Number <Select>
- 4. Work Id < Enter>

Displays the following details of Work :

- Agreement by office
- Scheme Code & Name
- Work Nature (Original or R/M)
- Work Sr. No. & Name

Displays the details of Revised Schedule of Quantity in grid with following Columns :

- o Sr. No.
- List of Items of Work
- o Quantity
- o Rate
- o Unit
- 5. On click of any item of Revised Schedule of Quantity, display the measurements for the

	Revert Verification: Work	Measurements					
Sub-Division #	Shimla No. 1 Sub Division	*					
Section #	Kasumpti Section	~					
1.B. Number #	2188						
Nork Id #							
	2011-1140 < Change wor	K Id					
Igreement By Office	t200037-LWSS Tube well Mebli Pui	arli in Teb and Distt. Shimla (HP)					
Nork Nature	Original	ann in Ten and Distt. Shimia (IF)					
executing Office	Div.No.1 Shimla 9						
Vork Sr. No. & Name	11.C/O Retaining Wall 1st Stage						
1. Revised Schedule of Qu	antity : Item of Work						
Item Sr. No. #	1						
Item Description	Cutting in earth work in all kinds of chiselling work etc. and disposal of	soil such as pick work, jumper wo excavated earth as directed within	rk, blasing work and all leads and lifts.				
Item Quanitity #	23.7600 cum						
ítem Rate #	85.00						
			< Change Item				
. Measurement Description	on						
Open Entry Sub- Entry	Measurement Details	Measurement	Quantity Unit				
Open 1/1., 1 25/09/2	011 Test	20	20.0000				
Open 1/1 2 25/09/2	011 Test						
		2	2.0000				
escription of fields o o Item Sr o Item Do o Item Q	n screen: . No. <i><display></display></i> escription <i><display></display></i> uantity <i><display></display></i>	2	2.0000				
Description of fields o Item Sr Item Do Item Qu Item Qu Item Ra Display the mea Open < Confirm Entry N Sub Er Entry D Measur Quantit Unit </td <td>n screen: . No. <i><display></display></i> escription <i><display></display></i> uantity <i><display></display></i> ate <i><display></display></i> esurements in grid with following c <i><click></click></i> ation made to open the entry of w lumber <i><display></display></i> otries <i><display></display></i> pate <i><display></display></i> rement Details <i><display></display></i> rement <i><display></display></i> by <i><display></display></i> Display></td> <td>olumns: ork measurement</td> <td>2.0000</td>	n screen: . No. <i><display></display></i> escription <i><display></display></i> uantity <i><display></display></i> ate <i><display></display></i> esurements in grid with following c <i><click></click></i> ation made to open the entry of w lumber <i><display></display></i> otries <i><display></display></i> pate <i><display></display></i> rement Details <i><display></display></i> rement <i><display></display></i> by <i><display></display></i> Display>	olumns: ork measurement	2.0000				

3.4.1.8.7. Other Measurements (Revert Verification)

Module No.	M-DIV-14
Module Name	Other Measurements (Revert verification)
User	Division Office (EE)
Description	Verification of Other Measurements is reverted by EE at Division Office if the verification is done without correcting the mistakes
How to Access	[Works MIS]:: Division Entries \rightarrow Executive Engineer \rightarrow Revert verification \rightarrow

		Other	Measure	ments	_	
Input S	Screen:					
			Re	vert Verification: Other Measurement		
Sub-Di	Sub-Division # Shimla No. 1 Sub Division					
Section	n #		Kasumpi	i Section		
M. B. N	umber #		4			
Enter F	Entry No. #		81	< Change Entry No.		
Schem	e Code & Na	ame #				
Work N	ature #		Original			
Work S	ir. No. & Nai	me#	Other Wo	rks (Miscellaneous)		
Open	Entry No.	Entry Date	Entry Type	Description	Amount	
open			Charges	CHARGABLE TO :- Stock Storage 500.00 AGENCY :- HPSEB ACCOUNT NO :- 6254852215 BILL NO. :- 8512195 DATED :- 15/10/2010 PERIOD :- 1/9/2011 to 30/9/2011 DETAIL & ABSTRACT Energy Charges = Rs. 270 Meter rent = Rs. 180 Service Charges = Rs. 50 TOTAL = Rs. 500 Bill verified for Rs. 500		
1. 2. 3. 4.	Sub Divis Section - M.B. Nui Enter En Displays o Sch o Wor	sion <i><sel< i=""> <i><select></select></i> mber <i><se< i=""> itry Numb the follo eme Cod</se<></i></sel<></i>	ect> ect> per <enter> wing deta le & Name (Original</enter>	s ils of Work : s or R/M)		
	 Wor Displays Ope Con 	the deta the deta	& Name ails of Mate	erial to Issue in grid with following Columns :		
	 Con Entr Entr Entr Des Amo 	Trimation I Ty Numbe Ty Date Ty Type Accription	nade to op !r	en the other measurements in MB		
Busine	ess Rules	Verifica	tion canno	ot be opened if Payment is done for given measure	ment	

3.4.1.8.8.	Open Material Balance (Revert Verification)			
Module No.	M-DIV-15			
Module Name	Open Material Balance (Revert verification)			
User	Division Office (EE)			
Description	Verification of Material Balance is reverted by EE at Division Office if the			
	Verification is done without correcting the mistakes			
How to Access	[works MIS]: Division Entries \rightarrow Executive Engineer \rightarrow Revert verification \rightarrow Open Material Balance			
Input Screen:				
	Open Material Balance Show DashBoard			
Division #	Div.No.1 Shimla 9			
Financial Year #	2019			
Month #	October			
	UnVerify Delete			
Description of fie	lds on screen:			
1. Division <	Display>			
2. Financial Display the	Year <display> E Latest financial year of generated material return</display>			
3. Month <d Display the</d 	isplay> > Latest financial month of generated material return			
4. Unverify <i>Confirmati</i>	4. Unverify Confirmation made to open the material return entry			
5. Delete Confirmati	on made to Delete the material return entry			
Business Rules				

3.4.1.8.9. Open Indents (Revert Verification)

Module No.	M-DIV-16
Module Name	Open Indents (Revert verification)
User	Division Office (EE)
Description	Verification of Indents is reverted by EE at Division Office if the verification is
	done without correcting the mistakes
How to Access	[Works MIS]:: Division Entries \rightarrow Executive Engineer \rightarrow Revert verification \rightarrow
	Open Indents

				Open Inde	ents			
			Show	DashB	oard			
Divisio	on: #	Di N	d Chinala O					
o no i o i o i o i o i o i o i o i o i o		DIV.NO	5.1 Snimia 9				~	
● Veri	ified by SDO O Approve	d by Exen	O Rejected b	oy Exen	O Delive	red from Store	O Account Branch	
Select	Indent By			IndentNu	mber	Issuence Num	ber Indent to (office)	
	[Balag Section] : Scheme 890:Prov. LIS for all villag Ghorna, Bagri and Basadh Shimla (HP)	e Code & Na je of Gram P jar, etc. Teh	ame :2016-306- anchyat Kuthar, sil Theog, Distt	2019-16			IPH Store Mehli, Shimla	^
	[Bharari Section] : Schen 306-1440:LWSS kelti in G Shimla.	n e Code & I G.P. Dhalli Te	Name :T2013- hil and Distt.	2019-12			IPH Store Mehli, Shimla	
	[Chhaila Section] : Scher 306-883:Prov. LIS Dhano Tehsil Theog Distt. Shimla	ne Code & I from Kiar kl	Name :2018- had in G.P Kiar	2019-21			IPH Store Mehli, Shimla	
	[Chhaila Section] : Scher 306-811:GWSS Hat Dalou Theog Distt. Shimla.	ne Code & I Ir in G.P. Ka	Name :T2016- mah Tehsil	2019-23			IPH Store Mehli, Shimla	
	[Ghanahatti Section No-1 Name :T2014-306-2630: Gharog Ghandal to P.C. H Tehsil & Distt. Shimla.] : Scheme Prov. Extent ab. Kalani in	Code & ion from LWSS G.P. Halog in	2019-39			IPH Store Mehli, Shimla	
	[Ghanahatti Section No-1 Name :V010101010301: Ghanahatti Section No-1] : Scheme /arious Sche	Code & emes of	2019-35			IPH Store Mehli, Shimla	
	[Kasumpti Section] : Sch Name :T200827:LWSS R Tehsil and Distt. Shimla.	eme Code 8 ajhana in G.	k P. Rajhana in	2019-13			IPH Store Mehli, Shimla	
	[Kasumpti Section] : Sch Name :V01010101010101: Kasumpti Section	eme Code 8 /arious Sche	k mes of	2019-14			IPH Store Mehli, Shimla	
	[Kasumpti Section] : Sch	eme Code 8	k mes of	2019-17			IPH Store Mehli, Shimla	~

Description of fields on screen:

- 1. Division *<Display>*
- 2. Displays the following options to open the indents:
- Verified by SDO Displays the indents verified by SDO but not yet approved by Exen. Reverted indents will be sent back to JE
- Approved by Exen Displays the indents approved by Exen but not yet delivered from Store. Reverted indents will be sent back to SDO
- Rejected by Exen Displays the indents rejected by Exen. Reverted indents will be sent back to Exen for approval
- Delivered from store Displays the indents delivered from store but not yet taken in stock account. Reverted indents will be sent back to Store for delivery
- Account Branch Displays the indents taken in stock account but account not yet verified. Reverted indents will be sent back to Account branch

Displays the data in grid with following columns:

Select Select the record to be opened
Indent by
Indent number
Issuance Number
Indent to (Office)

3. Open <Click> Click to open the selected Indents
Business Rules

3.4.1.8.10. Delete Unverified Indents (Revert Verification)

odule	e No.	M-DIV–17					
odule Name Delete unverified Indents (Reve			ert verification)				
Jser Division Office (EE)							
escrip	otion	Unverified indents can be deleted	ed by EE at Divi	sion Office if the indents a			
		raised by mistake	,				
ow to	Access	Works MIS1:: Division Entries -	> Executive End	uineer → Revert verificatio			
		Delete Unverified Indents					
out S	creen:						
		Delete Unverifie	d Indent				
		Show DashBo	<u>pard</u>				
Divisio	n: #	Div.No.1 Shimla 9		\vee			
Check		Indent By	Indent Number	Indent to (office)			
to Select							
	[Balag Section] LIS for all villag Basadhar, etc.] : Scheme Code & Name :2016-306-890:Prov. ge of Gram Panchyat Kuthar, Ghorna, Bagri and Tehsil Theog, Distt Shimla (HP)	2019-16	IPH Store Mehli, Shimla			
	[Bharari Sectio 1440:LWSS ke	n] : Scheme Code & Name :T2013-306- Iti in G.P. Dhalli Tehil and Distt. Shimla.	2019-12	IPH Store Mehli, Shimla			
 [Chhaila Section] : Work Id:2020-5233 Scheme Code & Name :2018-306-883:Prov. LIS Dhano from Kiar khad in G.P Kiar Tehsil Theog Distt. Shimla. Work Name:C/O Head weir 1 No. Pump house, intake tank, sump well 10000 ltrs. cap. delivery tank, outlets 16 Nos. and laying and jointing of distribution system. 			2019-24	IPH Store Mehli, Shimla			
	[Chhaila Section] : Scheme Code & Name :2018-306-883:Prov.		2019-21	IPH Store Mehli, Shimla			
	[Chhaila Section 811:GWSS Hat	n] : Scheme Code & Name :T2016-306- Dalour in G.P. Kamah Tehsil Theog Distt. Shimla	2019-23	IPH Store Mehli, Shimla			
	[Ghanahatti Section No-1] : Work Id:2020-3259 Scheme Code & Name :T200528:Prov. LWSS Ghanahatti in Tehsil and Distt. Shimla. Work Name:Laying and jointing of 20mm dia pipe line to Animal Husbandry training centre of Ghanahatti)(Deposit work).		2019-37	IPH Store Mehli, Shimla			
	[Ghanahatti Section No-1] : Scheme Code & Name :2006-306- 45784:LIS Basti Gunana Garog in Tehsil & Distt. Shimla. H.P.		2019-34	IPH Store Mehli, Shimla			
	45/84:LIS Bas	tine No. 1] . Coheren Code 8 Name (T2014 200	2019-39	IPH Store Mehli, Shimla			
	Ghanahatti Se 2630:Prov. Ext Kalani in G.P. I	ention from LWSS Gharog Ghandal to P.C. Hab. Halog in Tehsil & Distt. Shimla.					
	Ghanahatti Se 2630:Prov. Ext Kalani in G.P. H	ention from LWSS Gharog Ghandal to P.C. Hab. Halog in Tehsil & Distt. Shimla.	2010 10				

Description of fields on screen:

1. Division <Display>

2. [Displays the following data in grid: Displays the unverified indents with following details Check to Select Select the record to be delete Indent by Indent number Indent to (Office)
0. 1	Click to delete the selected Indents
Busines	ss Rules

3.4.1.8.11. Open Goods Receipt (Revert Verification)

Module No.	M-DIV-18			
Module Name	Open Goods Receipt (Revert verification)			
User	Division Office (EE)			
Description	Verification of Goods Receipt is reverted by EE at Division Office if the			
	verification is done without correcting the mistakes			
How to Access	[Works MIS]:: Division Entries \rightarrow Executive Engineer \rightarrow Revert verification \rightarrow			
	Open Goods Receipt			
Input Screen:				
	Open Goods Receipt			
	Show DashBoard			
Division#	Div.No.1 Shimla 9			
GR Details 2010-7[Bh	arari Section]			
Amount 500.00				
	UnVerify			
Description of fie	lds on screen:			
1. Division <	Display>			
2. GR Detail	s <select></select>			
Display the verified GRs for which the payment is not yet done				
3. Amount <i><display></display></i>				
Display the	Amount of the selected GR			
4. Unverifv				
Confirmatio	on made to open the Goods Receipt			
Rusinosa Dulas				
DUSINESS KUIES				
L	1			

3.4.1.8.12. Water Bills (Revert Verification)

Module No.	M-DIV–19					
Module Name	Water Bill (Revert verification)					
User	Division Office (EE)					
Description	Verification of water bill is reverted by EE at Division Office if the verification is					
	done without correcting the mistakes					
How to Access	[Works MIS]:: Division Entries \rightarrow Executive Engineer \rightarrow Revert verification \rightarrow Water Bill					
Input Screen:						
	Water Bills					
	Show DashBoard					
Division: #	Div.No.1 Shimla 9					
Sub Division: #	Shimla No. 1 Kasumpti					
Section: #	Kasumpti Section					
Bill Deposit Location	# Kasumpti Section					
Period: #	-SELECT-					
	Unverify all water bills Reset					
Description of fie	lds on screen:					
1. Division <	Display>					
2. Sub Division < <i>Select</i> >						
3. Section <	Select>					
4. Bill Depos	it Location <i><select></select></i>					
5. Period < <i>Select</i> >						
6. Unverify Confirmatio	on made to open verified water bills					
Business Rules						

3.4.1.8.13. Update adv/outstanding amount (Revert Verification)

Module No.	M-DIV-20
Module Name	Update advance / Outstanding amount (Revert verification)
User	Division Office (EE)
Description	Water bill advance/outstanding amount is reverted by EE at Division Office if the
	bills are verified without correcting the mistakes
How to Access	[Works MIS]:: Division Entries \rightarrow Executive Engineer \rightarrow Revert verification \rightarrow
	Update advance / Outstanding amount

	Show DashBoard
Division: #	Div.No.1 Shimla 9
Sub Division: #	Ghanahatti Sub Division 🗸
Section: #	Dhami Section V
Bill Deposit Location: #	Dhami 🗸
Account No. / Owner Name (3 Characters):#	3 ram
Account Number:#	H/116 (Consumer Name-Jagaru Ram Sharma)
Account Holder's Name:#	Jagaru Ram Sharma S/O
Online Account Number:	GHN000557604
Advance Amount:	0.00
Outstanding Amount:	0.00
	Save

- 1. Division <Display>
- 2. Sub Division <Select>
- 3. Section <*Select*>
- 4. Bill Deposit Location <Select>
- 5. Account no. / Owner name (3 characters) < Enter>
- 6. Account Number <Select>
- 7. Account holder's Name < Display>
- 8. Online Account Number < Display>
- 9. Advance Amount *<Display/Edit> Display the advance amount of selected consumer bill*
- 10. Outstanding Amount *<Display/Edit> Display the outstanding amount of selected consumer bill*
- 11. Update Confirmation made to update water bills

Business Rules

3.4.1.8.14. Rectify Water Bills

Module No.	M-DIV- 21
Module Name	Rectify Water Bills
User	Division Office (EE)

	vvater bill a	advance/outstand	ling amount i	is reverted by EE at Divis	sion Office
	the bills are	e verified without	correcting th	ne mistakes	
w to Access	Works MIS	S1:: Division Entri	$es \rightarrow Execut$	tive Engineer → Revert v	verification
	Rectify Wa	ater Bills			
ut Screen [.]					
		Rectify W	/ater Bills		
		Show Das	hBoard		
Office Details					
Division		Div.No.1 Shimla 9		~	
Sub Division		Ghanahatti Sub Division		~	
Select Water Bill D	enosit Location#	Dhami Section		~	
Period of Billing#	cposit cocation.	01/02/2018 - 31/03/2019		~	
Search By :		ledger No	onsumer Name	Online Account No	
Consumer Name :		ram			
Account No.#		H/36 (Khyali Ram)		~	
		< Back			
Connection Detai	1s				
Account Holder De	tails				
Period From	Period To	Connection Type	Rate(/KL)	Bill Amount(Rs.)	
01/02/2018	31/03/2018	Domestic (Without Meter)	31.40	62.80	
01/04/2018	31/03/2019	Domestic (Without Meter)	34.54	414.48	
		(Minode Heter)		477.28	
Online Account Nu	mber	GHN000545179			
Advance Amount p	oaid(in Rs.)	0.00			
OutStanding Amou	int(to be Paid)(in Rs) 0.00			
Total Bill(to be pai	d by due date)(in R	477.28			
Surcharge on total	amount(in Rs.)	47.73			
Amount to be paid after due date		505.04			
Amount to be paid	atter due date	525.01			
Amount to be paid	after due date	525.01			
Amount to be paid	atter due date	525.01 Save			
Amount to be paid	ields on scre	Save			
Amount to be paid	ields on scre	Save			
Amount to be paid scription of f	ields on scre	en:			
Amount to be paid scription of fi 1. Office < <i>L</i>	ields on scre Display>	en:			
Amount to be paid scription of fi 1. Office < <i>l</i> 2. Section	ields on scre Display> <select></select>	en:			
Amount to be paid scription of fi 1. Office < <i>L</i> 2. Section	ields on scre Display> <select></select>	en:			
Amount to be paid scription of fi 1. Office < <i>l</i> 2. Section 3. Water B	ields on scre Display> <select> ill deposit loc</select>	en: cation < <i>Select</i> >			
Amount to be paid scription of fi 1. Office < <i>l</i> 2. Section 3. Water B	ields on scre Display> <select> ill deposit loc</select>	en: cation < <i>Select</i> >			
Amount to be paid scription of fi 1. Office < <i>L</i> 2. Section 3. Water B 4. Period o	ields on scre Display> <select> ill deposit loc f billing <sele< td=""><td>en: cation <<i>Select</i>></td><td></td><td></td><td></td></sele<></select>	en: cation < <i>Select</i> >			
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Amount to be paid scription of fi 1. Office < <i>l</i> 2. Section 3. Water B 4. Period o 5. Search to Search to S Search t	ields on scre Display> <select> ill deposit loc f billing <sele by <select> ger number ch the consum</select></sele </select>	en: cation <i><select></select></i> ect>	ber		
Amount to be paid scription of fi 1. Office < <i>L</i> 2. Section 3. Water B 4. Period o 5. Search to Sear Sear	ields on scre Display> <select> ill deposit loc f billing <sele Dy <select> ger number ch the consum</select></sele </select>	en: cation <i><select></select></i> ect>	ber		
Amount to be paid scription of fi 1. Office < <i>l</i> 2. Section 3. Water B 4. Period o 5. Search k o Ledo <i>Sear</i> o Con	ields on scre Display> <select> ill deposit loc f billing <sele by <select> ger number ch the consum sumer Name ch all the cons</select></sele </select>	en: cation < <i>Select</i> > ect> mer by ledger number sumer by consume	ber		
Amount to be paid scription of fi 1. Office < <i>l</i> 2. Section 3. Water B 4. Period o 5. Search to Sear o Ledo Sear	ields on scre Display> <select> ill deposit loc f billing <sele by <select> ger number ch the consum sumer Name ch all the cons</select></sele </select>	en: cation < <i>Select</i> > ect> mer by ledger numb sumer by consume	ber er name		
Amount to be paid scription of fi 1. Office < <i>L</i> 2. Section 3. Water B 4. Period o 5. Search to 0 Ledg Sear 0 Con Sear 0 Onlin	ields on scre Display> <select> ill deposit loc f billing <sele by <select> ger number ich the consum sumer Name ich all the consumer ne Account N</select></sele </select>	en: sation <i><select></select></i> ect> mer by ledger numb sumer by consume	ber er name		
Amount to be paid scription of fi 1. Office < <i>L</i> 2. Section 3. Water B 4. Period o 5. Search to 0 Ledg <i>Sear</i> 0 Con <i>Sear</i> 0 Onlin <i>Sear</i>	ields on scre Display> <select> ill deposit loc f billing <sele by <select> ger number ch the consum sumer Name ch all the consum ch the consum</select></sele </select>	en: sation <select> ect> mer by ledger numb sumer by consume Number mer by online accou</select>	ber er name unt number		
Amount to be paid scription of fi 1. Office < <i>l</i> 2. Section 3. Water B 4. Period o 5. Search to Sear o Con Sear o Onlin Sear	ields on scre Display> <select> ill deposit loc f billing <select> ger number ch the consum sumer Name ch all the consum the Account N ch the consum</select></select>	en: sation < <i>Select</i> > ect> mer by ledger numb sumer by consume Number mer by online accou	ber er name unt number		

	357_010_011:0					
7. Account Enter the	Holder details manual account number of the consumer					
Displays o Per o Old o Nev o Cor o Rat o Bill	the following data in grid period wise: iod From iod To Readings (for metered connections only) w Readings (for metered connections only) nection Type e Amount					
8. Online A	ccount Number <i><display></display></i>					
9. Outstand	9. Outstanding amount (to be paid) (in Rs.) <i><display edit=""></display></i>					
10. Advance	Amount paid (in Rs.) <i><display edit=""></display></i>					
11. Total Bill	to be paid by due date (in Rs.) <i><display></display></i>					
12. Surcharg	12. Surcharge (in Rs.) <i><display></display></i>					
13. Save Confirmat	ion made for the above entries					
Business						
Rules						
Notes & Issues	Bills should be rectifies before distributing the manual copy of bill to consumer					
Report/Query	How to Access:					
	[e- Sanchalan] :: Reports/Queries \rightarrow Water bill Reports \rightarrow Various Water					
	Bill reports					

3.4.2. Account Officer

3.4.2.1 Verification of Running Bill

Module No.	M-DIV-22				
Module Name	Verification of Running Bill				
User	Divisional Office (EE)				
Description	EE verifie	es the running bill			
How to Access	[Works M	IS:: Division Entries \rightarrow Account Officer \rightarrow Running Bills su	Ibmit for		
	Verificat	tion			
Pre Process	[Works M	IS]:: Division Entries \rightarrow Account Branch \rightarrow Dashboard \rightarrow Su	ıbmit		
	Running	Bill to Account Officer			
Pre Process	Sr.No.	Module	Office		
Sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division		
	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division		
	3.	[Works MIS]:: Division Entries \rightarrow (C)orrespondence	Division		
		Branch→ Work Agreement Description			
	4.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow	Division		
		Work Specifications	D		
	5.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow	Division		
	6	Works MISH Section (aits) Entries - Work Massurement	Section		
	0.	\rightarrow Work Measurements (Offline)	Section		
	61	Download DTS and Offline Module	Section		
	6.2.	Entry in Downloaded Offline file	Section		
	6.3.	Upload Measurements	Section		
	7.	[Works MIS]::Sub Division Entries \rightarrow Sub Division Officer \rightarrow	Sub		
		Verification →Work Measurements	Division		
	8.	[Works MIS]::Sub Division Entries \rightarrow Sub Division \rightarrow	Sub		
		Generate running bill	Division		
	9.	[Works MIS]:: Sub Division Entries \rightarrow Sub Division Officer	Sub		
		\rightarrow Running Bills (SD) \rightarrow Submit Running Bill to Account	Division		
		Branch			
	10.	[Works MIS]:: Division Entries \rightarrow Account branch \rightarrow	Division		
		Dashboard → Submit Running Bill to Account officer			
Post Process	[Works M Running	IIS]:: Division Entries → Executive Engineer→ Dashboard → Bill	Verify		
Input Screen:	1				

	Verify Running Bill	
Submit	Running Bill	
Submit to Verification	2007-209 / R.Bill No.:3 [MB: 2092-Matiana Section]	
Submit to Verification	2008-1340 / R.Bill No.:3 [MB: 2051-Bharari Section]	
Submit to Verification	2009-1980 / R.Bill No.:2 [MB: 62-Kasumpti Section]	
Submit to Verification	2009-2781 / R.Bill No.:3 [MB: 2228-Tara Devi Section]	
Submit to Verification	2011-1230 / R.Bill No.:1 [MB: 18-Tutu Section]	
Submit to Verification	2011-1235 / R.Bill No.:1 [MB: 18-Tutu Section]	
Submit to Verification	2011-1236 / R.Bill No.:1 [MB: 18-Tutu Section]	
5		

Description of fields on screen:

- 1. Display the list of Running bills that are submitted for verification:
 - Submit to Verification <Click> Click to view and Verify Running Bill
 - Running Bill Display the Work Id, Running Bill No., M.B. Number and section of the running Bill
- 2. On click of 'Submit to Verification' open the Generate Running Bill Screen

	Verify Running Bill				
<< Back to Submit List					
Include Measurements Related To:	O Division O Sub Division O Section				
Section #	Tutu Section				
1. Agreement Description					
Work Id #	2011-1236 < Change Work Id				
Scheme Code & Name	T200025-R/M of LWSSChawala Buint Stage 2nd in G.P Neri Teh & Distt. Shimla				
Work Nature	Repair/Maintenance				
Executing Office	Div.No.1 Shimla 9				
Work Serial No. & Name	21.C/O Rewinding of 100HP motor cromption greaves make 2940RPM 415 volts. 50HZ. 1st stage.				
1.a Running Bill Description	a de sur construction de la constru La construction de la construction d				
Running Bill #	1				
Date of Running Bill #	21/06/2011				
M. B. for Running Bill Entry #	18				
Payment by	Div.No.1 Shimla 9				
Is Final Bill?	▼ Yes				
Agreement Type	Item Rate Tender				
1.b Action on Running Bill.					
Advance to be given	0.00 Rs.				
Deduct Advance (If Any)	0.00 Rs.				
With Held Amount (Overall)	0.00 Rs.				
Add Duties (VAT & Excise etc.)	0.00 Rs.				
Adjusted Earnest Money/Security	0.00 Rs.				

n -	_	_		
ке	m	а	r	ĸs

Rema	rks						< >	(Max.:	1000 Chars.)	
2. Abs	stract of Measurement									
Sr.No	List of Items of Scheme Work				Qty Measu Previo	ured busly	Qty Measur Curren	ed tly	Amount Release Currently	With Helc Amount Released Currently
1	Rewinding of 100 HP motor Kirlos 50HZ with super copper wire BI specifications.	kar make C/Devi Dy	2940 RPM 415- al make as p	VOLTS er ISI		0.0000	10	0.0000	35000.00	0.
2	P/F main leads glass wire single for kirloskar make.	for 100 HP mo	tor for		0.0000		7.0000	2100.00	0.	
3	P/F thimbles for main leads for 100H	IP motor for	r kitloskar make		2	0.0000		5.0000	600.00	0.
4	P/F fibre sibre stick for motor slot 10	00 HP motor	r for kirloskar m	ake.		0.0000	4	8.0000	3360.00	0.
5	P/F new terminal plate for 100 HP m	otor.				0.0000		1.0000	1200.00	0.
6	Repair of stamping slot and chemica	I wash for 1	LOO HP motor.			0.0000		1.0000	1100.00	0.
7	P/F Ball bearing DE 6314 SKF C3 ma	ake for 100	HP motor.		2	0.0000		1.0000	2500.00	0.
8	P/F ball bearing ND 6311 SKF C3 ma	ake for 100	HP motor.			0.0000		1.0000	2300.00	0.
9	Motor rotor shaft welding and turni 100 HP motor	ng make th	e ball bearing s	ize for		0.0000		2.0000	2200.00	0.
10	Rotor balancing for 100 HP motor.					0.0000		1.0000	800.00	0.
11	Motor cover housing sleeves for 100) HP motor.				0.0000		2.0000	2200.00	0.
12	Dismentalling and refixing of motor for 100 HP motor.	commissio	ning and testing	at site		0.0000		1.0000	2000.00	0.
<)	>
3. Rec	overv									
3.a.I R	lovalty of Items									
Items	for Royalty		Qty Recovered Previously	Amt. Reco Prev	vered	Qty Rec Nov	overed	Uni	t Rate Rec	e(Rs.)of overy per
Sand			0.0000		0.00		0.0000	cum		10.00
Stone			0.0000	1	0.00		0.0000	cum		20.00
Aggreg	rate		0.0000		0.00		0.0000	cum		12.00
3.a.II	Panchyat Tax on Royalty									
Items			Qty Recovered Previously	Amt. Reco Prev	vered	Qty Rec Nov	overed	Uni	t Rate Rec unit	e(Rs.) of overy per
Truck			0.0000		0.00		0.0000	nos		10.00
Trolley			0.0000	0	0.00		0.0000	nos		5.00
3.b En	npty Material									
Empty	/ Material		Qty Recovered Previously	Amt. Reco Prev	vered	Qty Rec Nov	overed	Uni	t Rate Rec unit	e(Rs.) of overy per
Cement	t Bag		0.0000	-	0		0.0000	Bag	5	2.00
3.c Ma	terial Used									
Machi	nery Name	Remarks		Qty Reco Prev	vered	Amt. Recove Previo	Qty ered Re usly No	/ covere w	Unit F d c F	Rate(Rs.) of Recovery
Moveab	le (Truck)				0.0000		0	0.000	Km	20.00
Immov	able				0.0000		0	0.0000	1 Hour	0.00

1. Deductions			<u></u>
Deduction Type	Amount	To be Deducted N	low
	Deducted Previously		
Income Tax	0.00		
Security	0.00		
Sale Tax	0.00		
Labour Cess	0.00		
5. Miscellaneous Deductions			
Enter Amount			
Туре	-SELECT-		Add
Miscellaneous Deduction 0.00	Rs.		
		Update Running	Bill Verify Runing Bill
Description of fields on screen:			
 Section Work ID Displays the following details: Scheme Code & Name Work Nature (Original or Executing Office Work Serial No. & Name Agreement type (Item rat Running bill number Date of running bill Gene MB for running bill Entry Payment By Schemet By 	R/M) te, Percentage rate rated	e and lump sum r	[.] ate)
 5. Actions on Running Bill Actions on Running bill can b Advance to be Given Advance Given Previously Deduct advance Advance deducted previous Lump sum amount It is applicable only for lump s Lump sum amount Previous It is applicable only for lump s With held amount With held amount previousl Release from with held amount 	e specified: sly sum tendered works sly sum tendered works y punt		

- o Adjust earnest money
- 6. Abstracts of Measurements

Display details with the following columns:

- Display those abstract of measurements which are not been considered in the previous running bill Item Sr. No.
 - List of Items of Scheme work

Display details as per Actual Work Measured:

- Quantity Measured Previously
- Quantity Measured Currently Displays the total quantity of measurements recorded in MBs of various section(s) pertaining to division/sub division/section as per the selection
- Amount Released Previously
- Amount Released Currently
- Withheld amount released previously
- Withheld amount released currently (item wise)
 The amount to be released from withheld amount Item wise
- Withheld amount Released Currently (item wise) If the 'amount released currently' is modified, the balance amount is automatically added into the 'Withheld amount' column

7. Recoveries:

Recoveries are auto calculated, according to the defined fixed slabs and are uniform throughout the Division except Panchayat tax as it is uniform throughout state

7.a.i Royalty of Mining Material: (Sand, Stone and Aggregate) It is the mining material (Sand, Stone and Aggregate) used by the contractor, amount is recovered from the bill and is credited to the head of mining department

Display the following Columns:

- Items of Royalty
- Quantity recovered Previously
- Amount recovered Previously
- Quantity recovered Now
- Unit
- Rate (Rs.) of Recovery Per Unit
- 7.a.ii Panchayat Tax on Royalty : (Truck and Trolley) Display the following Columns:
 - Items
 - Quantity recovered Previously
 - Amount recovered Previously
 - Quantity recovered Now
 - Unit
 - Rate (Rs.) of Recovery Per Unit
- 7.a.iii Empty Material such as empty cement bags etc. which are not returned by the contractor:

Display the following Columns:

- Empty Material
- Quantity recovered Previously
- Amount recovered Previously
- Quantity recovered Now
- Unit

• Rate (Rs.) of Recovery Per Unit

7.a.iv Departmental Machinery Used by contractor for execution of work Recovery is based on:

- Machinery name
- Remark
- Quantity recovered Previously
- Amount recovered Previously
- Quantity recovered Now
- Unit
- Rate (Rs.) of Recovery Per Unit
- Deductions such as Security, Income Tax, Sales Tax and Labour Cess Deductions are auto calculated on 'Net Release Amount' (A.8 column of memorandum of payment), according to the defined standard slab and are uniform throughout the state. Deduction is based on:
 - Amount deducted previously
 - Whether to deduct in current running bill or not
 - Remarks If deduction is not to be done, specify a remark for it

<u>***Security</u>: It is caution money that is kept hold with the department for a specific period of time to minimize the unforeseen risk and is refundable to contractor

e.g. 10% on (0-1 lac)

7.50% on (1 lac-2 lac)

5 % on (2 lac- above)

***Income Tax: Tax levied on the income earned by the contractor and may include Surcharge & education cess.

e.g. Income Tax @ 2%

Education cess @ 3 % on Income Tax

<u>***Sale Tax:</u> Tax levied on the selling price of goods and services by the contractor.

e.g. Sale Tax @ 2%

<u>***Labour Cess:</u> Charge levied on utilization of labour which is credited in the account of labour department

e.g. Labour Cess @ 1%

- Miscellaneous deductions such as recovery of Housing Charges, recovery of Energy Charges, Compensation on account of non completion of work etc. Deduction is based on:
 - Selects the type of deduction
 - Amount <Enter>
 - Add to the list of Miscellaneous deductions
- 10. Update

Confirmation made to update the bill

11. Verify

Confirmation made to verify the bill

Report/Query	How to Access:
	[Works MIS]:: Reports/Queries \rightarrow Scheme Reports \rightarrow Running Bill

3.4.2.2 Other Measurements

Module No.	M-DIV-2	3				
Module Name	Other Me	easurem	ients			
User	Account Officer					
Description	Account	Account Officer checks and forwards the Other Measurements of MB				
·	submitte	d by Ac	count Branch			
How to Access	[Works N	/IS1::Ac	count Officer→ Dashboard	\rightarrow MB Entry (ot	her) for	
	verifica	tion		,	,	
Pre Process	[Works]	/IS1:: Ad	$x \rightarrow Dashboar$	d →MB Entry (C)ther) for	
	verificat	ion				
Pre Process	Sr No		Module			Office
Sequence	1	le-Sam	eekshal:: Scheme Entries	\rightarrow Scheme Desc	cription	Division
Sequence	2	[Works	MISI: Section (site) Entries	\rightarrow Measurement	$r(s) \rightarrow$	Section
	۷.	Other I	Measurements		n(3) 7	Occuon
	3.	Works	MIS1::Sub Division Entries	\rightarrow Sub Division	officer→	Sub
		Verifica	tion -> Other Measureme	nts		Division
	4.	[Works	MIS]:: Account Branch \rightarrow I	Dashboard →MB	B Entry	Division
		(Other)	for verification			
Post Process	[Works N	/IS]:: Di	vision Entries 🗲 Executive	e Engineer 🗲 Vei	rification -	→ Other
	measure	ement		•		
Input Screen :						
			Other Measurements			
			Show DashBoard			
Section #	Ļ	Kasumpti S	ection V			
M. B. Number #		28				
Chargeable To#		Scheme	Stock			
Enter Scheme Code	"	/010101010	101 Various Schemes	< Change Scheme		
Scheme Name #			anes of Rasumpti Section			
Work Nature #		Original Rep	air/Maintenance			
Measurement Type	<u>ا</u>	Other Work	s (Miscellaneous)		Ŧ	
Entry Number #	5	New				
Entry Date #		12/12/201	1			
Scheme Group #		-SELECT-	 ▼			
Entry Type #		-SELECT-	T			
Description #						
		(Max. 3000	Characters)			/
Amount (In Rs.) #						
Payment By #		-SELECT-		7	1	
			Submit to Assistant Engineer	Save	Clea	ar l

JSV UM Ver 1.0

	Entry No.	Entry Date	Entry Type	Description	Amount
Select	81	22/07/2011	Energy Charges	CHARGABLE TO :- Stock Storage AGENCY :- HPSEB ACCOUNT NO :- 6254852215 BILL NO. :- 8512195 DATED :- 15/10/2010 PERIOD :- 1 Click Select Button to select DETAIL & ABSTRACT Energy Charges = Rs. 270 Meter rent = Rs. 180 Service Charges = Rs. 50	500.00
				TOTAL = Rs. 500	
Descr	intion of f	ielde on e	croon.	Bill verified for Rs. 500	
3.	Scheme Displays	Code & C the follow	Set Details wing detail	s < <i>Enter></i> Is	
	•	Schem Work N Measu	ie Name Nature (Or rement Ty	iginal or R/M) /pe <i><display></display></i>	
	Display selecting	the meas g it from t Select - Entry N Entry D Entry ty Descrip Amount	te Name Nature (Or rement Ty surements he grid: < <i>Click></i> umber ate pe tion	iginal or R/M) /pe <i><display></display></i> s entered by J.E. in a grid and SDO may update/\	√erify it by
4.	Display selecting • • • • • • • • • • • • • • • •	Schem Work N Measu the meas g it from t Select - Entry N Entry D Entry ty Descrip Amount	te Name Nature (Or rement Ty surements he grid: < <i>Click></i> umber ate pe tion t	iginal or R/M) /pe <i><display></display></i> s entered by J.E. in a grid and SDO may update/\ on of the selected item	√erify it by
4. Report	Display selecting • • • • • • • • • • • • • • • • • • •	the measury of the measure of the me	e Name Nature (Or rement Ty surements he grid: < <i>Click></i> umber ate rpe tion t bor verification	iginal or R/M) /pe <i><display></display></i> s entered by J.E. in a grid and SDO may update/\ on of the selected item	√erify it by

3.4.2.3 Goods Receipt at Store

Module No.	M-DIV-24
Module Name	Goods Receipt at Store
User	Account Officer
Description	Account officer at division checks and forwards the details of the Goods
	received from Supplier to Executive Engineer
How to Access	[Works MIS] :: Division Engineer \rightarrow Account officer \rightarrow Dashboard \rightarrow Goods
	Receipt at Store
Post Process	[Works MIS]::Division Entries \rightarrow Executive Engineer \rightarrow Dashboard \rightarrow Good
	Receipt Entries

Goods Receipt at Store Store Methy Shmile Options © Add New Outpate/Verify GR No. • Eer GR Date = 22/07/2011 Other Agen Order Date = Order Nomber # Other Agen Suppler Name = Image: Start Colspan="2">Other Colspan="2" Payment to be Made by Office = Image: Start Colspan="2">Other Colspan="2" Item Details Image: Start Colspan="2" Image: Start Colspan="2" Invoice # Image: Start Colspan="2" Image: Start Colspan="2" Item Details Image: Start Colspan="2" Add Item 3. Extra Charges Image: Start Colspan="2" Add Item 3. Extra Charges Image: Start Colspan="2" Add Item	nput Screen:					
Section			Goods Rec	eipt at Store		
Peters Add New Allocate to Multiple Work Update/Venfy GR No. * Werk 3R Date * 23/07/2011 3. Dechase Supply Datails Order Namber * Order Placed By * StepEr Name * Characters Supplier Name * Characters StepEr Name * Characters Supplier Name * Characters StepEr Name * Characters Remarks (if Any) Characters Rem Category * SELECT Unit Set Characters Rem Category * SELECT Unit Set Characters Invoice No. * Max: 200 Characters Rem Category * SELECT Unit Set Characters Invoice No. * Max: 200 Characters Invoice No. * Invoice No. * <	Section #		IPH Store Mehli, Shimla	*		
3R Date # 22/07/2011 1. Purchase Supply Details Order Date # Order Date # Order Date # Supplier Name # Supplier Name # Supplier Name # Other Agen <	Options OAdd N	lew O Allocate	e to Multiple Work OUpd	ate/Verify	GR No. # New	
	GR Date #		23/07/2011			
briefer Number - prider Date = 21/0/2011 prider Date = 21/0/2011 prider Date = 21/0/2011 Supplier Name = Characters) Semarks (if Any) Characters) Remarks (if Any) Characters) Invoice No. = (if Any) Characters) Invoice Date = 21/10/2011 Invoice Date = 21/10/2011 Invoice Date = 21/10/2012 Characters) Invoice Date = 21/10/2012 Characters) Store Lasse Store Characters Add Item Store Characters	1. Purchase Suppl	y Details				
Jones Houldes Jones Date Parter Placed By # SELECT. SELECT. SELECT. SELECT. Characters) temarks (If Any) Characters) Invoice No. * Max. 80 Characters) Item Category * Secter Charges Sector Ch	Order Number +		[
Add Item	order Namber =		21/10/2011			(Max. 50 Characters)
Jorder Maced by * Jorder Maced by Office * Characters) Term Charges Store Issue Rate # Jorder Maced Dy Add Item Jorder Maced Add Item Jorder Maced Add Item Jorder Maced Add Item Jorder Maced Add Item Add Item Jorder Maced Add Item Add Add Item Add Add Add Add Add Add Add A			21/10/2011			
Suppler Name =	Order Placed By #		-SELECT-	Т-		Other Agency
Characters) termarks (If Any) Characters) tayment to be Made by Office = Div.No.1 Shimle 9 2. Item Details Invoice No. * (Max: 50 Characters) Item Category * SELECT. Unit SELECT. Item Category * SELECT. Unit SELECT. Item Category * SELECT. Unit SELECT. Item Acta charges Store Issue Rate = Characters) Service Charges Store Issue Rate = Add Item 3. Extra Charges Store Issue Rate = Add Item 3. Extra Charges Store Issue Rate = Add Item 3. Extra Charges Store Issue Rate = Add Item 3. Extra Charges Add Item 3. Extra Charges Store Issue Rate = Add Item 3. Extra Charges Store Issue Rate = Add Item 3. Extra Charges Store Issue Rate = Store Issue Rate = Charges Store Issue Rate =	Supplier Name =					 (Max. 200
Amount beducted Amount Beducte			Characters)			
characters) piv.No.1 Shimle 9 2. Item Details Invoice No. * Mex. 50 Characters) Item Category * SELECT: Quantity as per	(emarks (If Any)					(Max. 200
average	aumont to be the l	hu Office	Characters)			
Litem Details Invoice No. # Mac. 50 Characters] Invoice No. # Mac. 50 Characters] Item Category # -SELECT- Quantity as per Quanti	ayment to be Made	by Office #	Div.No.1 Shimla 9		*	
Invoice No, * (Mex. 50 Characters) Invoice Uate * (2/10/2011) Item Category * -SELECT- V Item * -SELECT- V Quantity as per Unit -SELECT- Item Rate as per Invoice Uate * - Quantity as per Unit -SELECT- V Item * -SELECT- V Add Item * -SELECT * Add Item * - SELECT * Add Item * - SELECT * Add Item * - Second * - Secon	2. Item Details				D1 (10 (0011 ===	
Item Category = SELECT. Quantity as per Unit -SELECT. Unit visce =	Invoice No. #	(Max, 50 Characte	ers)	Invoice Date =	21/10/2011	
Quantity as per Unit SELECT. Item Rate as per Quantity as per Unit Store Issue Rate = Add Item 3. Extra Charges Add Item Add Item 3. Extra Charges Incidental Charges Add Item 3. Extra Charges Incidental Charges Incidental Charges 3. Education Cess Incidental Charges Incidental Charges 4. Amount to be Deducted Amount (In Rs.) * S. GR Amount 1. Earcharges Incident Rs.) * S. GR Amount 1. Section Coss Incident Rs.) * Incident Rs.) * 5. GR Amount Incident Rs.) * Incident Rs.) * 6. Understand Rs.) * Incident Rs.) * Incident Rs.) * 7. Brocket Incident Rs.) * Incident Rs.) * 9. Waterial purchase suspense account Cash Settlement Suspense Account PW miscellaneous advance Incident Rs. Save Verify Reset 9. Section Name <select> Selected: Select</select>	Item Category =	-SELECT-	~	Item#	-SELECT-	~
Quantity as per Unit Store Issue Rate # 3. Extra Charges Add Item 3. Extra Charges Add Item 4. Anount to be Deducted Anount (In Rs.) # 5. GR Amount G 1. Section Darges G 3. Wat G 4. Amount to be Deducted G Amount (In Rs.) # G 5. GR Amount G Extra Charges G Amount (In Rs.) # G 5. GR Amount G Total GR Amount G Y Whether HPSA/ CSSA/ PW Hisc. advance PW miscellaneous advance Material purchase suspense account Cash Settlement Suspense Account PW miscellaneous advance Save Verify Reset escription of fields on screen: 1. Section Name <select> 2. Options (1.Add New 2. Update/verify) <select> 2a. If Add new Option is Selected: o. GR Date <auto gen="" or="" select=""> By default display the current date 0. Bill No. <select> & Get Details G</select></auto></select></select>	Quantity as per Invoice #		Unit -SELECT- 💌	Item Rate as per Invoice #		
Department = Add Item 3. Extra Charges Add Item 3. Extra Charges Add Item 1. Service Charges Image: Service Charges 3. VAT Image: Service Charges 3. Extra Charges Image: Service Charges 4. Amount to be Deducted Image: Service Charges 3. CR Amount Image: Service Charges 4. Amount to be Deducted Image: Service Charges 4. Amount to Be Deducted Image: Service Charges 4. Total CR Amount Image: Service Charges Include this GR in: Image: Service Charges Image: Whether MPSA/ CSSA/ PW Misc. advance Image: Service Charges Image: Material purchase suspense account Cash Settlement Suspense Account PW miscellaneous advance Image: Service Charges Save Verify Reset escription of fields on screen: 1. Section Name <select> Selected: Selected: Selected: 2. If Add new Option is Selected: Selected: Selected: <t< td=""><td>Quantity as per</td><td></td><td>Unit</td><td>Store Issue Rate</td><td>-</td><td></td></t<></select>	Quantity as per		Unit	Store Issue Rate	-	
Sextra Charges Sextra Charges Inspection Charges Var 4 Frieght 3 4 Frieght 3 4 Frieght 3 4 5 6 1 8 4 9 4 1 2 1 2 4 1 2 2 2 3 4 5 3 4 5 4 5 4 5 5 4 5 5 6 1 1 1 1 1 2 1 2 1 2	Department #					Add Thoma
 Material purchase suspense account Cash Settlement Suspense Account PW miscellaneous advance Save Verify Reset escription of fields on screen: Section Name < Select> Section Name < Select> 2. Options (1.Add New 2. Update/verify) < Select> 2a. If Add new Option is Selected: GR Date < Auto Gen or Select> By default display the current date Bill No. < Select> & Get Details 	4 Frieght 5 Education 6 Incidental 7 Excise Dut 4. Amount to be De Amount (In Rs.) # 5. GR Amount Item Amount Extra Charges Amount Deducted Total GR Amount Include this GR in: Whether MPSA	Cess Charges ty educted				
Save Verify Reset escription of fields on screen: . <td< td=""><td>O Material purchas</td><td>e suspense accou</td><td>nt 💛 Cash Settleme</td><td>nt Suspense Account</td><td>e O PW miscel</td><td>laneous advance</td></td<>	O Material purchas	e suspense accou	nt 💛 Cash Settleme	nt Suspense Account	e O PW miscel	laneous advance
 escription of fields on screen: 1. Section Name <<i>Select</i>> 2. Options (1.Add New 2. Update/verify) <<i>Select</i>> 2a. If Add new Option is Selected: GR Date <<i>Auto Gen or Select</i>> <i>By default display the current date</i> Bill No. <<i>Select</i>> & Get Details 				Save	Verify	Reset
 2. Options (1.Add New 2. Update/verify) <<i>Select</i>> 2a. If Add new Option is Selected: GR Date <<i>Auto Gen or Select</i>> By default display the current date Bill No. <<i>Select</i>> & Get Details 	Description of fi 1. Section	elds on scre Name <i><sel< i="">e</sel<></i>	een: ect>			
Order Number < <i>Enter</i> >	2. Options 2a. If Add o GR <i>By</i> o Bill <u>o O</u> rc	(1.Add New new Option Date <i><auto< i=""> <i>default displ</i> No. <i><select< i=""> ler Number</select<></i></auto<></i>	 2. Update/verify) < is Selected: Gen or Select> ay the current date & Get Details <enter></enter> 	Select>		

- o Order Date < Enter>
- Order Placed By <Select>
- Supplier Name < Enter>
- Remarks (If Any) < Enter>
- Office to make payment <Select>

Enter the details of the items:

- o Invoice No.
- Invoice Date
- Item Category
- \circ Item
- Quantity as per invoice
- o Unit
- Item Rate as per invoice
- Quantity as per Dept.
- o Item Rate
- o Add

Display the items added in the grid and these may be updated

3. Enter the following Extra Charges

- Service Charges
- Inspection Charges
- \circ VAT
- o Freight
- Education Cess
- Incidental Charges
- Excise Duty
- 4. Include this GR in:
 - Material purchase Suspense Account MPSA option is selected when the material has been purchased and the payment is not yet done by the department
 - Cash settlement suspense account
 - PW Misc Advance
 PW misc advance option is selected when the payment was already made for the material received now. Select payment number from the list of pending PW misc advance payments
- 5. Amount to be Deducted (If Any) < Enter>
- 6. Save <*Click*>

Confirmation made for the above entries and good receipt number is generated automatically

7. Update/verify

Select Update/verify Option to Update the GR. Enter GR number and get the Details corresponding to the GR. Update the fields as per requirement.

8. Update <*Click*> Confirmation made to update the GR

Report/Query	How to Access:
	[e- Sanchalan] :: Reports/Queries → Inventory Reports → Goods Receipt Sheet
	Sheet

3.4.2.4 Generation Monthly Account

Module No.	M-DIV-25
Module Name	Generation Monthly Account
User	Division Office (AO)
Description	Monthly Accounts are generated by accounts officer at Division Office
How to Access	[Works MIS]:: Division Entries \rightarrow Account Officer \rightarrow Generate Monthly
	Account

Input Screen:



Description of fields on screen:

- 1. Display the following details:
 - Financial Year
 - Financial Month
- 2. Generate Monthly Account Confirmation made for generation of Monthly Account
- 3. Verify the generated Monthly Account Confirmation made to verify the generated Monthly Account

Communat	on made to verify the generated monthly Account
Business Rules	Form 64.doc Form 80.doc Suspense.doc
Report/Query	 How to Access: [e- Sanchalan] :: Reports/Queries → Account Reports Output at Annexure: Monthly Account (Form 80) Schedule of Revenue (Form 46) Abstract of Expenditure (Form 74) Schedule of works Expenditure (Form 64) Abstract of Monthly Stock A/C Monthly Stock Account Schedule Abstract of Deposits (CPWA 78) Schedules of Deposits Abstract of P.W. Misc. Advance Schedule of P.W. Misc. Advance Schedule of P.W. Misc. Advance Suspense Account (CPWA-73) Suspense Stock Manufacture (CPWA-72) Schedule Of Credit and Debit to Remittance

3.4.2.5 Revert Verification

3.4.2.5.1. Delete Running Bill

Module No.	M-DIV-26						
Module Name	Delete Runni	ina Bill					
User	Division Offic	e (AO)					
Description	Running Bill	is reverted	by Accou	nt officer at	Division	Office if there	is anv
Decemption	mistake in de	eneration of r	Jnning Bill		Differen		
How to Access	[Works MIS]:	· Division Ent	ries \rightarrow Acc	count Officer	· → Rever	t verification →De	lete
	Running Bill						
Input Screen:	.	-					
							_
Sub-Division		Rev	ert Back Runni	ng Bill			-
Section #		Snimia No. 1 Su		M			
Work Id #		Rasumpti Sectio	Change	Work Id			
Scheme Code	& Name	T19886-Prov. GV	SS to P.C. Habit	ation of census vill	ialf and udli in (G.P.malvana in Teh. and	-
Scheme code	ananc	Distt Shimla HP.	100 to 1.c. habi	ation of census vin		S.r. maryana in ren. ana	
Work Nature		Original	<u>_</u>				_
Work Sr. No.	k Name	1.C/O 2 Nos Spri	9 ng Intake,2 Nos.	Storage tank 5000li	trs cap.C.O Star	nd post 4 Nos and I:aving	-
		and jointing of G	I.Pipes of variou	s dia.			
Running Bill	Number #	1 ~	< Change				
M. B. for Run	ning Bill Entry	2116					_
Is Final Runni	ing Bill?	No	,				-
Agreement Ty	/pe	Item Rate Tender	r				
						Revert Running Bil	1
You a will do cross	re going to do a elete the materi check the transa	i important tra al consumptio action details	nsaction.us n and other before doing	er will be resp entries relate transaction.	posible of a ed to the ru	any data loss .it unning bill. Please	
Description of fi	elds on screen	1:					
2. Section	<select></select>						
3. Work Id Displays Sch Wor Exe Wor Run Display M.B. Payr SIS Fi Agree	< <i>Enter></i> s the following of eme Code & N k Nature (Orig cuting Office k Serial No. & ining Bill Numb the following of for Running B ment by nal Running Bi eement Type	details: Iame inal or R/M) Name Der <i><select></select></i> details: Bill Entry					
4. Revert R <i>Confirmati</i>	Running Bill on made to reve	ert the Running	g Bill				

3.4.2.5.2. Running Bill (Revert Verification)

Module No.	M-DIV- 27
Module Name	Running Bill (Revert verification)
User	Division Office (AO)
Description	Verification of Running Bill is opened by AO at Division Office if the verification
	is done without correcting the mistakes
How to Access	[Works MIS]:: Division Entries \rightarrow Account Officer \rightarrow Revert verification \rightarrow
	Running Bill

Input Screen:

	Revert verification: Running Bill
Sub-Division #	Shimla No. 1 Sub Division
Section #	Kasumpti Section
Work Id #	2008-1499 < Change Work Id
Scheme Code & Name	T19886-Prov. GWSS to P.C. Habitation of census vill jalf and udli in G.P.malyana in Teh. and Distt Shimla HP.
Work Nature	Original
Executing Office	Div.No.1 Shimla 9
Work Sr. No. & Name	1.C/O 2 Nos Spring Intake, 2 Nos.Storage tank 5000ltrs cap.C.O Stand post 4 Nos and I;aying and jointing of G.I.Pipes of various dia.
Running Bill Number #	1 Change
M. B. for Running Bill Entry	2116
Payment by	Div.No.1 Shimla 9
Is Final Running Bill?	No
Debit to Work	81734
Agreement Type	Item Rate Tender

You are going to do a important transaction.user will be resposible of any data loss . Please cross check the transaction details before doing transaction.

Description of fields on screen:

- 1. Sub Division *<Select>*
- 2. Section <Select>
- 3. Work Id <*Enter*>

Displays the following details of Work :

- o Scheme Code & Name
- Work Nature (Original or R/M)
- Executing Office
- Work Sr. No. & Name
- 4. Running Bill Number <Select>

Displays the details of Running Bill with following Columns :

- M.B. foe Running Bill Entry
- Payment By
- o Is Final Bill
- Debit to Work
- o Agreement Type
- 5. Open <*Click*> Confirmation made to open the running bill

3.4.2.5.3. Receipt Voucher (Revert Verification)

Module No.	M-DIV–27					
Module Name	Receipt Vou	icher (Revert verification)				
User	Division Office (AO)					
Description	Verification	of Receipt Voucher is opened by AO at Division Office if the				
	verification i	s done without correcting the mistakes				
How to Access	[Works MIS]	:: Division Entries \rightarrow Account Officer \rightarrow Revert verification \rightarrow				
	Receipt Vo	ucher				
Input Screen:						
		Revert Verification : Receipt Voucher				
A second second		Open Receipt Voucher				
Receipt At 0	ffice	Shimla No. 1 Sub Division				
Voucher No.	# (YYYY/M/N)	2011/7/7 < Change				
Receipt Typ	e	Contractor Regis. Class				
Receipt Am	ount (Rs.)	200				
Voucher De	scription	Recived from Sh Joginder Thakur Govind Niwas, Totu Shimla-1.				
	Open Voucher					
Description of f	elds on scree	n:				
 Receipt At Office <i><select></select></i> Voucher <i><enter></enter></i> & get Details 						
 Displays the following details of Work : Receipt Type Receipt Amount (Rs.) Voucher Description 						
3. Open < Confirma	3. Open < <i>Click</i> > <i>Confirmation made to open the voucher</i>					
Business Rules	Verification	cannot be opened if the Monthly Account of that month is verified				

3.4.2.5.4. Payment Voucher (Revert Verification)

Module No.	M-DIV-28
Module Name	Payment Voucher (Revert verification)
User	Division Office (AO)
Description	Verification of Payment Voucher is opened by AO at Division Office if the verification is done without correcting the mistakes
How to Access	[Works MIS]:: Division Entries → Account officer → Revert verification → Payment Voucher

	Revert Verification : Payment Voucher		
	Open Payment Voucher		
Payment At Office	Div.No.1 Shimla 9		
Voucher No.# (YYYY/M/N)	2011/7/6 < Change		
Payment Type	Deposit of Contractor		
Payment Amount (Rs.)	5632		
Voucher Description	Payment Made To Contractor On A/C Of Security For Rs.=5632/-		
	Open Voucher		
1. Payment At Off	fice < <i>Select</i> >		
 Payment At Off Voucher No. < Displays the follo Payment Typ Rayment Typ 	fice <select> Enter> & get Details owing details of Work : De</select>		
 Payment At Off Voucher No. < Displays the follo Payment Typ Payment Am Voucher Des 	fice <select> Enter> & get Details owing details of Work : oe nount (Rs.) scription</select>		
 Payment At Off Voucher No. < Displays the follo Payment Typ Payment Am Voucher Des Open <click> Confirmation m.</click> 	fice <i><select></select></i> Enter> & get Details wing details of Work : be hount (Rs.) scription ade to open the voucher		

3.4.2.5.5. Adjust Running Bill Memo

Module No.	M-DIV- 29
Module Name	Adjust Running Bill Memo
User	Division Office (EE)
Description	Memorandum of Running Bill is adjusted by EE at Division Office if it needs
	adjustment due to some reason
How to Access	[Works MIS]:: Division Entries \rightarrow Executive Engineer \rightarrow Running Bills (Ex) \rightarrow
	Adjust Running Bill Memo
Input Screen:	

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	Adjust Running Bill M	emorandum	
Select Division #	Div.No.1 Shimla 9		~
Enter Work Id #			
Enter Running Bill No. #	-SELECT-		
Memorandum Payment Details			
A. Payment on Basis of measurem	ients	Previously	Currently(Rs.)
1. Actual Amount (after item wis	e rebate, if any)		
2.Amount(after item wise releas	e,if any)		
3. With held Amount for Testing			
4. Release Amount (A.2 - A.3)			
5. Release from Left out Amount			
6. Total Release Amount (A.4 + A	1.5)		
7. Secure Advance			
8. Net Release amount (A.6 + A.7	7)		
B. Recoveries			
1. Deduct Advance (If any)			
2. Material			
3. Machinery			
Total B: C. Debit to Work			
A.9 - B			
Add Duties (Excise/Vat etc.)			
Total C: (Debit to Work):			
D. Deductions:			
1. Security			
2. Income Tax			
3. Sale Tax			
4. Labour cess			
5.a Recovery of Housing Charge	s		0
5.b Recovery of Energy Charges			0
5.c Compensation on a/c of non	completion of work		0
Total (5.a+5.b+5.c)			
6. Royality			
7. Empty Material			
8. With Held Amount For Want of	f LOC/Testing		
Net Payable to Contractor (C-D)			
			Update
Description of fields on scre	en:		
1. Select Division < Sele	ect>		
2. Enter Work Id < Enter	>		

3. Running Bill Number *<Select>* Displays the following details of Memorandum of Payment : Display all the details for Current and Previous Amounts

A. Payments on the basis of Measurements:

- Actual Amount (after Item wise rebate, if any) < Display / Edit>
- Amount (after item wise release, if any) < Display / Edit>

- With held amount for testing *<Display / Edit>*
- Release amount <Display / Edit>
- Release from left out Amount *<Display / Edit>*
- Total Release Amount < Display / Edit>
- Secure Advance < Display / Edit>
- Net Release Amount < Auto calc>

B. Recoveries:

- Deduct Advance (if any) < Display / Edit>
- Material <Display / Edit>
- Machinery <Display / Edit>
- Total B <Auto calc>

C. Debit To Work :

- A9-B <Display / Edit>
- Add Duties (Excise / Vat etc.) < Display / Edit>
- Total C (Debit to Work) < Auto calc>

D. Deductions:

- Security < Display / Edit>
- Income Tax < Display / Edit>
- Sales tax < Display / Edit>
- Labour cess < Display / Edit>
- o a. Recovery of housing Charges < Display / Edit>
- b. Recovery of energy charges < Display / Edit>
- o c. Compensation on account of non completion of work < Display / Edit>
- Total (a. + b. + c.) <*Auto calc*>
- Royalty <Display / Edit>
- Empty Material <Display / Edit>
- With held Amount for want of LOC / Testing < Display / Edit>
- Net Payable to Contractor < Display / Edit>

4. Update

Confirmation made to Update the Memorandum

Business Rules	Running Bills Should be verified and no payment should be done against	
	that running Bill	

3.4.2.5.6. Remove Final Bill

Module No.	M-DIV-30
Module Name	Remove final bill (Revert verification)
User	Division Office (AO)
Description	Final bill is made as Running bill by AO at Division Office if the bill is made final erroreously
How to Access	[Works MIS]:: Division Entries → Account officer → Revert verification → Remove final bill
Input Screen:	

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	Remove Final Bill		
	Show DashBoard		
Colort Division			
Select Division #	Div.No.1 Shimla 9	× .	
Enter Work Id #	2019-14018		
Enter Running Bill No. #	1 ~		
Is Final Bill #			
			Save
escription of fie	lds on screen:		
1. Select	Division <i><display></display></i>		
2 Enter Work id < <i>Enter</i> >			
3 Punning hill number < Soloct			
4. IS IIINAI DIII <i><dispiay></dispiay></i>			
5. Open <click></click>			
Confirmation made to open the voucher			
Susiness Rules	Selected bill should be 'Final'		

3.4.2.5.7. Unverify Stock Account

Module No.	M-DIV-31	
Module Name	Unverify Stock Account	
User	Division Office (AO)	
Description	Verification of Stock Account is opened by AO at Division Office if the	
Description	verification of Stock Account is opened by AO at Division Office If the	
How to Access	Works MIS1:: Division Entries \rightarrow Account officer \rightarrow Povert verification \rightarrow	
	\downarrow vorks wisj. Division Entries \rightarrow Account oncer \rightarrow Revent vertication \rightarrow	
Input Screen:	Silverity Stock Account	
input Screen.		
	Unverify Stock Account	
	Show DashBoard	
Office #	Div.No.1 Shimla 9	
Store #	-SELECT-	
Financial Year #	-SELECT- V	
Select Month #	-SELECT-	
	Verify	
Description of fie	lds on screen:	
•		
1. Office <	:Display>	
2. Store <select></select>		
3. Financia 4. Soloct M	al Year <select></select>	
4. Select 1 5. Unverify		
Confirm	nation made to open the voucher	

	JSV UM Ver 1.0
Business Rules	Verification cannot be opened if the Monthly Account of that month is verified

Ē

3.4.3. (D)rawing Branch

3.4.3.1. Scheme Description (Temporary/Budgeted/Deposited)

3.4.3.1.1. Temporary

Module No.	M-DIV-32		
Module Name	Scheme Description-Temporary		
User	Division Office (Drawing Branch)		
Description	Schemes for which budget codes are not available i.e., Schemes Either don't		
	have budget codes or are appearing as RNS for the very first time		
How to Access	Sameeksha]:: Scheme Entries \rightarrow Scheme Description \rightarrow Temporary		
Input Screen:			
Scheme Description(Temporary)			
For Updation/Verification please Click >>>>>			
Department *	IRRIGATION AND PUBLIC HEALTH		
Scheme Details			
Scheme Code*	New Temporary/Old Scheme		
Scheme Name*			
Scheme Name (Hindi)	Max. Characters : 500		
Executing Office*			
Scheme Type*	-SELECT-		
Brogramme Type*			
Programme Sub-Type	-SELECT-		
Expected Date of com			
Start Year*	Start Month/When Apperared in Consort		
Start real	Budget)		
Initial Estimated Cost	Revised Estimated Cost		
District/Tribal Area*	-SELECT-		
Current Status*	-SELECT-		
A/A & E/S No. (Details	5) Amount Date Approved By		
Initiated by*	-SELECT-		
VIP Details			
Executing Agency D	Details		
Department*	-SELECT-		
Agency*			
	Save Verify Reset		
Description of fields on screen:			
1. Display the Department Name			
2. Scheme Code < <i>Auto Gen</i> >			
3. Enter Scheme Name (English) < <i>Enter</i> > Mention the details of the work to be executed for example, LWSS from Shimla to Vikasnagar			
4. Enter Scheme Name (Hindi) < <i>Enter</i> > <i>Mention the details of the work to be executed in Hindi</i>			

5. Select the following details:

• District/Tribal Area

- **Executing Office** Display the list of Executing Offices i.e., name of the division offices • Scheme Type Mention Scheme Type namely, Bridges, Building (Non Residential), Field Channels, Flood Protection, FIS, LIS, WSS-LWS, WSS-GWS etc. Program Type Mention the Program Type namely AIBP, ARWSP, AUWSP, Bharat Nirman, CAD, Major Irrigation, minor Irrigation etc. • Program Sub Type (If any) 6. Enter Expected Date of Completion Mention the expected end date to execute the Scheme 7. Enter Start Year < Enter> Mention the Start Year when the Scheme is to be executed 8. Select Start Month Display the Months from January to December 9. Enter Initial Estimated Cost < Enter> Mention the Cost estimated initially for executing the Scheme, if any 10. Enter Revised Estimated Cost < Enter> Mention the Revised Cost estimated initially for executing the Scheme, if any 11. Select Current Status Display the list of Statuses i.e., Proposal, In Progress, Infeasible, Approved, Completed 12. Enter as on Date < Enter> Mention the Date as on which the current status is stated 13. A/A & E/S No. (Details) < Enter> Mention the Administrative Approval & Estimate Sanction No. received from Finance Dept., if any 14. Enter Amount < Enter> Mention the Amount of AA & ES Sanctioned 15. Enter Date < Enter> Mention the Date of AA & ES provided 16. Approved by Mention the person who approved the AA & ES 17. Select Initiated by Mention the details of the person who initiated the Scheme namely, Chief Minister, Minister, MLA with Constituency, Chairman Zilla Parishad, Member Zilla Parishad, Pradhan, MP with Constituency, MP Rajva Sabha, Others (Specify) 18. Enter VIP Details < Enter> Mention the description/details of the initiated Person mentioned above 19. Enter the following executing agency details: • Department
 - Mention the Department which is going to executed the Scheme, mention self if it is executed
| by th | e same departed which created the Scheme |
|--------------|--|
| o Age | ncy |
| Ment | on the Office of the above Department which executes the work |
| | |
| 20. Save | |
| Save the a | above details and a temporary code is generated |
| | |
| 21. Verify | |
| Verify the | above details and after verification the scheme will be available in all modules where it |
| is required | 1 |
| Report/Query | How to Access: |
| | [e- Sameeksha] :: Queries → General Query |
| | [e- Sanchalan] :: Reports/Queries \rightarrow Scheme Reports \rightarrow List of Schemes |
| | |

3.4.3.1.2. Budgeted

Module No.	M-DIV-33
Module Name	Scheme Description-Budgeted
User	Division Office (Drawing Branch)
Description	schemes that already appeared in the budget and for which budget codes are available
How to Access	[e-Sameeksha]:: Scheme Entries \rightarrow Scheme Description \rightarrow Budgeted
Input Screen:	
	Scheme Description(Budgeted)
Department*	IRRIGATION AND PUBLIC HEALTH
Scheme Code*	2008-306-54059 << Change
Available Scheme	Details
District/Tribal Area*	KINNAUR (Tribal)
Scheme Name (Hindi	* बहाव सिंचाई योजना गुरगारंग से डांगडांगसी ग्रां॰पं॰ रकच्छन का निर्माण ।
Initial Year(When App Budget)*	perared in 2008
Initial Estimated Cost	* 4202600
Revised Estimated Co	ost 0
Scheme Details to	be Entered
Executing Office*	Reckong Peo Division
Scheme Name*	C/O FIS Gurgarang to Dangdangshi in GP Rakchham Max, Characters : 500
Scheme Type*	Flood Protection
Programme Type*	Flood
Programme Sub-Type	-SELECT-
Expected Date of con	apletion* 31/12/2014
Scheme Nature*	-SELECT-
Start Month(When Ap Budget)	perared in -SELECT-
Current Status & Dat	as on Date 06/01/2010
A/A & E/S No. (Detail	s) 492 Amount 4202600 Date[17/06/2009] Approved By D.C.Knr

			<u></u>
Initiat	ed by*	-SELECT-	
VIP D	etails		
Exec	iting Agency	Details	
Depar	tment	IRRIGATION AND PUBLIC HEALTH	
Agend	y	Reckong Peo Division	
		Save Verify	Reset
-			
Descr 1. 2.	iption of fie Enter Sch Display th O Distr O Sche O Initia O Revia O Sche O Sche O Sche O Sche O Sche O Prog O Prog O Prog O Prog O Revia O Sche O Sche O Sche O Sche O Sche O Sche O Aso O O AlA C O Amo O Date O Appr O Initia O VIP I O Depa O Ager Save	elds on screen: neme Code <i><enter></enter></i> & Get details he following details: ict Tribal Area me Name (Hindi) I Year (when appeared in Budget) I Estimated Cost <i><display enter="" or=""></display></i> sed Estimated Cost <i><display enter="" or=""></display></i> sed Estimated Cost <i><display enter="" or=""></display></i> uting Office me Name me Type ram Type ram Sub Type for de Date of Completion <i><display enter="" or=""></display></i> me Nature ent Status <i><display enter="" or=""></display></i> h Date <i><display enter="" or=""></display></i> & E/S No. (Details) <i><display enter="" or=""></display></i> <i><display enter="" or=""></display></i> <i>Details <i><display enter="" or=""></display></i> Details <i><display enter="" or=""></display></i> artment ncy</i>	
0	Confirmati	on made for the above entries	
3.	Verify	on made for varifying the details by the Varification Lloor	
Denci			
керо	t/Query	HOW IO ACCESS:	
		[e- Sameeksha] :: Queries → General Query	
		[e- Sanchalan] :: Reports/Queries \rightarrow Scheme Reports -	List of Schemes

3.4.3.1.3. Deposited Scheme Code

Module No	M-DIV-34
Module Name	Scheme Description-Deposited
User	Division Office (Drawing Branch)
Description	Schemes that belongs to other departments but is to be executed by JSV
	department
How to Access	[e-Sameeksha]:: Scheme Entries \rightarrow Scheme Description \rightarrow Deposited
UC Lline a chal Drada	

Input Screer	า:
--------------	----

	Scheme Description(Deposited)
	For Updation/Verification please Click >>>>>
Department *	IRRIGATION AND PUBLIC HEALTH
Scheme Details	
Scheme Code*	New Temporary/Old Scheme
Scheme Name*	
Scheme Name (Hindi)*	Max, Characters : 500
Executing Office*	
Scheme Type*	
Programme Type*	
Programme Sub-Type	
Expected Date of completion*	
Completion	
scheme Nature*	-SELECT-
(nitial Year(When Apperared in Budget)*	Start Month(When Apperared in Budget)
Initial Estimated Cost*	Revised Estimated Cost
District/Tribal Area*	-SELECT-
Current Status*	-SELECT-
A/A & E/S No. (Details)	
Initiated by*	
VID Detaile	
VIP Details	
Concerned Department Detai	
Office	
omee	
	Save Venry Reset
 Display the Depa Scheme Code Enter Scheme Na Mention the details Bridge Enter Scheme Na Mention the details Select the followin O District/Triba Executing O 	Irtment Name Auto Gen> ame <enter> s of the work to be executed for example, construction of Road or Buildin me (Hindi) <enter> of the work to be executed in Hindi ing details: al Area ffice</enter></enter>
Display the list Scheme Typ Mention Sche	t of Executing Offices i.e., name of the division offices be seme Type namely, Bridges, Building (Non Residential), Building Resider
Cable Ways, National High	Link road to Unconnected villages, Paths, Rural Roads, State Highw ways, Major District Roads, Minor District Roads
 Program Typ Mention the P Program Sult 	be Program Type namely, PMGSY, NABARD,RIDC, CRF, State Program b Type (If any)
6 Enter Expected D	Date of Completion

Mention the expected end date to execute the Scheme

- 7. Scheme Nature
- 8. Enter Start Year <*Enter*> *Mention the Start Year when the Scheme is to be executed*
- 9. Select Start Month Display the Months from January to December
- 10. Enter Initial Estimated Cost <*Enter*> Mention the Cost estimated initially for executing the Scheme, if any
- 11. Enter Revised Estimated Cost <*Enter*> Mention the Revised Cost estimated initially for executing the Scheme, if any
- 12. Select Current Status Display the list of Statuses i.e., Proposal, In Progress, Infeasible, Approved, Completed
- 13. Enter as on Date *<Enter>* Mention the Date as on which the current status is stated
- 14. A/A & E/S No. (Details) <*Enter*> Mention the Administrative Approval & Estimate Sanction No. received from Finance Dept., if any
- 15. Enter Amount <*Enter*> Mention the Amount of AA & ES Sanctioned
- 16. Enter Date <*Enter*> *Mention the Date of AA & ES provided*
- 17. Approved by Mention the person who approved the AA & ES
- 18. Select Initiated by

Mention the details of the person who initiated the Scheme namely, Chief Minister, Minister, MLA with Constituency, Chairman Zilla Parishad, Member Zilla Parishad, Pradhan, MP with Constituency, MP Rajya Sabha, Others (Specify)

- 19. Enter VIP Details *<Enter> Mention the description/details of the initiated Person mentioned above*
- 20. Enter the following Concerned Department details:
 - Department Mention the Department that owns the Scheme
 Office
 - Mention the Office of the above Department
- 21. Save

Confirmation made for the above details and a Deposited code is generated

22. Verify

Verify the above details

Report/Query	How to Access:
	[e- Sameeksha] :: Queries → General Query
	[e- Sanchalan] :: Reports/Queries \rightarrow Scheme Reports \rightarrow List of Schemes

3.4.3.2. Scheme Location Details

Module No.	M-DIV-3	5	
Module Name	Location	Details	
User	Division	Office (Drawing	g Branch)
Description	After Ve	rifying the Sche	eme user can add the location to the Scheme
How to Access	[e-Same	eksha]:: Schen	ne Entries → Location Details
Pre Process	[e-Same	eksha]:: Schen	ne Entries → Scheme Description
Input Screen:			
		Loca	tion Details of Scheme
Department*		IRRIGATION AND PL	JBLIC HEALTH
Scheme Code*		2004-306-40707	<< Change
Location Details			
Scheme Name		LWSS Jhalgi Molog in	G.P. Rajhana Tehsil & Distt. Shimla HP
Location ID		New	
District*		-SELECT-	
Constituency*		-SELECT-	
Area Type*		O Urban C	Rural
Block *			
Panchayat*			
Village			×
Ward (Location Des	cription)		~
Habitation(Location L	Description)		heremanne
			Max, Characters : 500
			Save Venty Reset
Delete Selected	Verify	/ Selected	
	ation ID Dist	rict Constituency	Location Details
Edit			Malog
Edit 2	Shin	Na SHIMLA	Rural Area >> Block : Mashodra Panchayat : RAJHANA Village : Pati Rahana
Description of fi	elds on so	creen:	
1. Enter the	e Scheme	Code < <i>Enter</i> >	
Display th	ne followir	ng details:	
∘ Sch	eme Nam	ie	
o Loca	ation Id </td <td>Auto Gen></td> <td></td>	Auto Gen>	
2 Salaat th	o followin	a dotoilo:	
\sim Dist	rict	g details.	
Disp	lay all the	districts of HP	
∘ Con	stituency		
Disp	lay all the	Constituencies of	of the selected district
o Area	a Type <i>(U</i>	rban/Rural)	
Follo	wing Sele	ections need to	be made if Area Type selected is Urban
• (Jrban Are	a	
	uspiay all ti	ne Urban areas o	or the selected Constituency
- V	vara (Loc	ation Description	on) < <i>Enter</i> >
Follo	wing sele	ections need to	be made if Area Type selected is Rural:

Block

Display all the blocks of the selected Constituency and Area Panchayat Display all the Panchayats of the selected Constituency Village Display all the Villages of the selected Panchayat Habitation (Location Description) < Enter> Save Save the above entries Verify Confirmation made for verifying the details by the Verification User Report/Query How to Access: In Sameskabel & Queries			<u> </u>
Report/Query How to Access:	3. Save Save 4. Verify Confin	Display all the blocks of the selected Constituency and Area Panchayat Display all the Panchayats of the selected Constituency Village Display all the Villages of the selected Panchayat Habitation (Location Description) <i><enter></enter></i>	35V_0M_VCI 1.0
	Report/Quer	How to Access:	
[e- Sameeksna] :: Quenes → General Query		[e- Sameeksha] :: Queries → General Query	

3.4.3.3. Change Scheme Stage

Module No.	M-DIV–36	
Module Name	Change The Stage	
User	Division Office (Drawing Branch)	
Description	Drawing Branch as per the changes occurred in the Stage of the Scheme	
	changes the stage of the Scheme	
How to Access	[e-Sameeksha]:: Scheme Entries → Change the Stage	
Pre Module	[e-Sameeksha]:: Scheme Entries → Scheme Description	
Input Screen:		
	Scheme Current Stage	
Department*	IRRIGATION AND PUBLIC HEALTH	
Scheme Code *	2004-306-40707 < Change	
a the second second		
Scheme Name	LWSS Ibalgi Molog in G.P. Raibaga Tebsil & Distt. Shimla HP	
Date*		
Gurrant Stage*		
Current Stage*	-SELECT-	
Details*		
	Max. Characters : 1000	
	Save Verify Reset	
Edit Sr.No. D	Ate Stage Details	
Edit 2 18/0	4/2008 Approved Work Approved A/E & E/S No.DC-452/10-21	
Edit 3 02/0	5/2008 In Progress Work Started	
Description of fie	elds on screen:	
 Enter the 	Scheme Code < Enter>	
Display the following details:		
o Sche	eme Name	
 Date 	<auto enter="" gen="" or=""></auto>	

By de	fault display the current date		
 Select the Display the Complete Enter the Enter the A/A & Amo Date Appr 	 Select the Current Stage <display enter="" or=""> Display the Stages of the Scheme namely, Proposal, In Progress, Infeasible, Approved, Completed</display> Enter the details of the Stage <enter></enter> Enter the following details if Current Stage selected is Approved A/A & E/S No. <auto enter="" gen="" or=""></auto> Amount <auto enter="" gen="" or=""></auto> Date <auto enter="" gen="" or=""></auto> Approved by <auto enter="" gen="" or=""></auto> 		
SaveVerify			
Report/Query	How to Access:		
	[e- Sameeksha] :: Queries \rightarrow General Query		
	[e- Sameeksha] :: Queries \rightarrow Progress Summery \rightarrow Latest Stage Wise		

3.4.3.4. Yearly Physical Target of the Scheme

Modul	le No.	M- DIV-37
Modul	e Name	Yearly Physical Target
User		Division Office (Drawing Branch)
Descri	ption	Drawing Branch sets the Yearly Physical Target for the Schemes
How to	o Access	[e-Sameeksha]:: Scheme Entries → Yearly Physical Target
Input S	Screen:	
		Yearly Physical Target
Departr	ment*	IRRIGATION AND PUBLIC HEALTH
Executi	ng Office*	Div.No.1 Shimla 9
Financia	al Year*	2012-2013
Scheme	e Code	<< Change
-		Save Verify
	2005-306-26 to Neri Bhont	620-Prov. LWSS from Kawi Khad
	2000-306-26 G.P.Mashobra	628-C/O LIS Kanda in a second se
	Theog Distt S	Shimla
	2000-206-26	
	Balag, Teh. T	Theog, Distt, Shimla
Deres		
Descri	ption of the	eids on screen:
1	Soloct the	e following Parameters:
1.	\circ Exec	cuting Office <select></select>
	Displ	lay list of all executing offices
Descri 1.	2000-306-26 Balag, Teh. T option of fie Select the Select the Displ	724-Aug. of LIS Balag, G.P. Theog, Distt. Shimla elds on screen: e following Parameters: cuting Office < Select> lay list of all executing offices

	0	Finar <i>Displa</i>	icial Year <select> y the list of financial year by default display the current financial year</select>
	0	Sche	me Code <i><enter></enter></i>
	Dis	play tł	ne Work details if scheme code is given or else display the schemes in the
	follo	owing	columns:
	0	Selec	at <check></check>
	0	Sche	me Description <i><display></display></i>
	0	Year	of completion <i><display enter="" or=""></display></i>
	0	large	et for the year < <i>Enter</i> >
2.	Sav	'e	
3.	Ve	rify	
Repor	t/Qu	ery	How to Access:
			[e- Sameeksha] :: Queries → General Query

3.4.3.5. Work Description

Module No.	M-DIV-38							
Module Name	Work Description							
User	Division Office (Drawing Branch)							
Description	User create Work Id regarding the details of the Works description							
How to Access	[e-Sameeksha]:: Scheme Work Entries → Work Description							
Pre Process	[e-Sameeksha]:: Scheme Entries → Scheme Description							
Input Screen:								
Department*	IRRIGATION AND PUBLIC HEALTH							
Scheme Code*	2004-306-40707 << Change							
Scheme Name	LWSS Jhalgi Molog in G.P. Rajhana Tehsil & Distt. Shimla HP							
Work Nature*	Original ○ Repair/Maintenance							
Action*	Add a New Work O Update/Verify an existing Work							
Work Details								
Work Id	New							
Serial No.*	New							
Work Name*	Max. Characters : 500							
To be Executed by*	O Contractor O Department							
Estimated Amount*								
Date of Start								
Time of Completion*	Days							
Terms & Conditions*								
Remarks (If Any)	Max. Characters : 500							
	Verify Save Reset							

NIC, Himachal Pradesh

Description of fields on screen:

- 1. Department name <*Display*>
- 2. Scheme Code <*Enter*> *Get Details Display the Scheme Name*
- 3. Work Nature (Original, Repair/Maintenance) <Select>
- 4. Action (I. Add a Work, II. Update/Verify Work) <Select>

4a. On Selection of 'Add Work' action enter the following details:

- Work ID <*Auto Gen*>
- Serial No. < Auto Gen>
- o Work Name <Enter>
- Assign work to (Contractor/Dept.) <Select>

Enter the following details if work is assigned either to Contractor or Dept.

- Estimated Amount < Enter>
- Date of Start <Enter>
- Time Of Completion <*Enter*>
- Terms & Conditions < Enter>
- Remarks (If Any)

4b. On Selection of 'Update/Verify Work' action display the grid with the following columns:

- o Select <Select>
- o **SI. No.**
- Work ID <Auto Gen>
- Work Name *<Enter>* On Selection of any of the Work id in the row display the details in the editable mode

5. Save

Confirmation made for the above details and System generates a Work Id

6. Update

7	Verify

7. Verny	
Report/Query	How to Access:
	[e- Sameeksha] :: Queries \rightarrow General Query

3.4.3.6. Work Location Details

Module No.	M-DIV-39							
Module Name	Location I	Location Details						
User	Division C	Office (Drawing Branch)						
Description	Location of	details are recorded against the Work						
How to Access	[e-Samee	[e-Sameeksha]:: Scheme Work Entries → Location Details						
Pre Process	[e-Samee	ksha]:: Scheme Entries → Work Description						
Pre Process	Sr. No. Module Office							
Sequence	1. [e-Sameeksha]:: Scheme Entries → Scheme Description Divis							
	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division					

Department* Scheme Code* Work Nature* Scheme Name Location Details Work Id Serial No.	IRRIGATION AND PU 2004-306-40707 Original Repair LWSS Jhalgi Molog i	/Maintenance n G.P. Rajhana Tehsil & Distt	× <<	Change
Scheme Code* Work Nature* Scheme Name Location Details Work Id Serial No.	2004-306-40707 Original Repair LWSS Jhalgi Molog i	/Maintenance n G.P. Rajhana Tehsil & Distt	<<	Change
Work Nature* Scheme Name Location Details Work Id Serial No.	Original ○ Repair LWSS Jhalgi Molog i	/Maintenance n G.P. Rajhana Tehsil & Distt	<<	Change
Scheme Name Location Details Work Id Serial No.	LWSS Jhalgi Molog i	n G.P. Rajhana Tehsil & Distt		
Location Details Work Id Serial No.			. Shimla HP	
Location Details Work Id Serial No.				
Location Details Work Id Serial No.				<< Change Work
Serial No.	2007-64			
	1			
Work Name	RCC Intake Tank Nall Cap.& C/O	ah Source, RCC Sed. Tank,5	2300 Ltrs. cap RC	C Filter Bed of 261550Ltrs.
Location ID	New			
District/Tribal Area*	-SELECT-		~	
Constituency*	-SELECT-		~	
Area Type*	O Urban C	Rural		
Block *			~	
Panchayat*			~	
Village			~	
Ward (Location Description)				~
				Max. Characters : 500
		Save	Verify	Reset
Edit 1 Si	himla KUSUMPTI	Rurai Area >> Block : Masi Village :Barhai Rural Area >> Block : Masi Village :Rajana	hobra Panchayat : hobra Panchayat :	RAJHANA
 Display the Depa Scheme Code Scheme Code Select Work Nate Display the Sche Display the grid voltage Select Select Select Select Select Not Select Not	screen: artment Name <i>Enter></i> ure eme Name with the following ect>	columns:		
On Selection of a Display the follow O Work Id Serial No. Work Name O Location Id	any one among th wing details: < <i>Auto Gen</i> > ing details:	ne displayed Works		

		<u></u>
	 Constituency Display all the Constituencies of the selected district Area Type (Urban/Rural) 	
	 Following Selections need to be made if Area Type selected is Urban Urban Area Display all the Urban areas of the selected Constituency Ward (Location Description) < Enter> 	
	 Following selections need to be made if Area Type selected is Rural: Block Display all the blocks of the selected Constituency and Area Panchayat Display all the Panchayats of the selected Constituency Village Display all the Villages of the selected Panchayat Habitation (Location Description) < Enter> 	
4. 5.	Save Confirmation made for the above entries Verify Confirmation made for Verifying the details by the Verification User	
Repor	t/Query How to Access: [e- Sameeksha] :: Queries → General Query	

3.4.3.7. Work Implementing Offices

Module No.	M-DIV-	40						
Module Name	Jule Name Implementing Offices							
User	Divisior	n Office (Drawing Branch)						
Description	User sı	Ibmits the details of the implementing offices of the Work						
How to Access	[e-Sam	eeksha]:: Scheme Work Entries → Implementing Offices						
Pre Process	[e-Sam	eeksha]:: Scheme Entries → Work Description						
Pre Process	Sr.No.	Module	Office					
Sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division					
	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division					
Input Screen:								
Department*	[IRRIGATION AND PUBLIC HEALTH						
Scheme Code*	[2004-306-40707						
Work Nature*		Original O Repair/Maintenance << Change						
Scheme Name		LWSS Jhalgi Molog in G.P. Rajhana Tehsil & Distt. Shimla HP						
		< Change Work						
Location Details								
Work Id		2007-64						
Sr. No.	1	1						
Work Name	F	RCC Intake Tank Nallah Source, RCC Sed. Tank,52300 Ltrs. cap RCC Filter Bed of 26155 Cap.& C/O	OLtrs.					
Implementing Offices*	•	-SELECT-						

Remar	ks(If Any)							2	Max. Characters : 500
					5	Save		Verify	Reset
De	lete Selecte	Ver	ify Selected						
Edit	Imn	lementing (office					Remarks	
Edit	Kası	impti Section							
Edit	Tara	Devi Section							
Deser	intion of f	ielde en e							
Descr		ielas on s	creen:						
1. 2. 3.	Display Scheme Display Work Na Display o Sel o Sl. o Wo o Wo	the Depar Code <a the Scher ature (Orio the list w ect <<i>Selec</i> No. rk ID rk Name</a 	rtment Name <i>uto Gen></i> me Name ginal, Repair/Ma ith the following st>	intena Colun	ance) <; nns:	Select>			
	On Sele Display SI. Wo Wo No Display O Rer	ction of a the follow No. rk Id rk Name lementing blay list of a narks (If A	ny one among tl /ing details: g Offices <i><select< i=""> sections Any) <i><enter< i="">></enter<></i></select<></i>	he dis >	played `	Work N	lame	s:	
4. 5	Save Confirma	tion made	for the above enti	ries					
Э.	Confirma	ation made	for Verifving the	details	bv the	Verificat	ion U	ser	
Repor	t/Querv	How to A	Access:		.,				
1		[e- S	ameeksha] :: Qı	ueries	→ Ger	neral Qu	Jery		

3.4.3.8. Change Work Stage

Module No.	M-DIV-41									
Module Name	Change the	Change the Stage								
User	Division Offi	ce (Drawing Branch)								
Description	Drawing Bra	inch as per the changes occurred in the Stage of the Wo	rk changes							
	the stage of	the Work								
How to Access	[e-Sameeks	ha]:: Scheme Work Entries → Change the Stage								
Pre Process	[e-Sameeks	ha]:: Scheme Entries → Work Description								
Pre Process	Sr.No.	Module	Office							
Sequence	1. [e-Sameeksha]:: Scheme Entries → Scheme Division									
		Description								
	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division							

Department *		IRRIGATION AND P	UBLIC HEALTH	Н		~			
Scheme Code *		2004-306-40707		Change					
Scheme Name		LWSS Jhaloi Molog in	n G.P. Raihan	a Tehsil & Di	istt. Shim	nla HP			
Work Nature*		Original O Repair	ir/Maintenance	e	ess onn				
			ny manneen an e				<<	Change Work	
tage Details								- in the second second	
/ork Id		2007-64							
r. No.		1							
/ork Name		RCC Intake Tank Nall	lah Source, R	CC Sed. Tan	k,52300	Ltrs. cap RCC	C Filter Be	d of 261550Ltrs.	
ate*		27/09/2011							
urrent Stage*		-SELECT-		~	1				
etails*		Jecon		10.50					
							<u>×</u>		
				Save		Verify		Reset	
Edit Sr No	Date 01/10/2008	Work Awarded	Contractor	Name : Sh.	Ramesh	Thakur			
			Father's Na	ame: Sh. Lai	q Ram Th	hakur 5 Nigam viba		Shimla	
			Address, D	Address: Bolck no.34, set no-56 , Nigam vihar Coloney Shimla					
escription c 1. Displa 2. Scher Displa	of fields on ay the Depa me Code < av the Sche	screen: artment Name A <i>uto Gen></i> eme Name	Phone No.:	0177-26285	46				
escription c 1. Displa 2. Scher Displa 3. Selec	of fields on ay the Depa me Code <, ay the Sche t Work Nat	screen: artment Name A <i>uto Gen></i> eme Name ure (Original, Reg	phone No.:	enance)	46				
escription of 1. Displa 2. Scher Displa 3. Selec Displa	of fields on ay the Depa me Code <br ay the Sche t Work Nat ay the list w	screen: artment Name A <i>uto Gen></i> eme Name ure (Original, Rep <i>i</i> ith the following (pair/Mainte	enance)	46				
escription of 1. Displa 2. Scher Displa 3. Selec Displa o S	of fields on ay the Depa me Code <, ay the Sche t Work Nat ay the list w Select < <i>Sele</i>	screen: artment Name A <i>uto Gen></i> eme Name ure (Original, Rep vith the following (ect>	pair/Mainte Columns:	enance)	46				
escription of 1. Displa 2. Scher Displa 3. Selec Displa o S o V	of fields on ay the Depa me Code <br ay the Sche t Work Nat ay the list w Select < <i>Sele</i> Vork ID	screen: artment Name A <i>uto Gen></i> eme Name ure (Original, Rep <i>v</i> ith the following (pair/Mainte	enance)	46				
escription of 1. Displa 2. Scher Displa 3. Selec Displa o S o V o V Selectio	of fields on ay the Depa me Code <, ay the Sche t Work Nat ay the list w Select < <i>Sele</i> Vork ID Vork Name on of any of	screen: artment Name Auto Gen> eme Name ure (Original, Rep vith the following (ect>	pair/Mainte Columns:	enance)	46				
escription of 1. Displa 2. Scher Displa 3. Selec Displa o S o V o V Selection Displa	of fields on ay the Depa me Code <br ay the Sche t Work Nat ay the list w Select < <i>Sele</i> Vork ID Vork Name on of any of ay the follo	screen: artment Name Auto Gen> eme Name ure (Original, Rep vith the following (ect> ne of the displaye wing details:	pair/Mainte Columns: ed Work	enance)	46				
1. Displa 2. Scher Displa 3. Selec Displa 0 S 0 V 0 V Selectio Displa 0 V	of fields on ay the Depa me Code <, ay the Sche t Work Nat ay the list w Select < <i>Sele</i> Vork ID Vork Name on of any of ay the follo Vork ID	screen: artment Name Auto Gen> eme Name ure (Original, Rep vith the following (ect> ne of the displaye wing details:	pair/Mainte Columns:	enance)	46				
escription of 1. Displa 2. Scher Displa 3. Selec Displa 0 V 0 V Selection Displa 0 V 0 V 0 Selection 0 Select	of fields on ay the Depa me Code <br ay the Sche t Work Nat ay the list w Select < <i>Sele</i> Vork ID Vork ID on of any of ay the follo Serial No.	screen: artment Name Auto Gen> eme Name ure (Original, Rep vith the following (ect> ne of the displaye wing details:	pair/Mainte Columns: ed Work	enance)	46				
1. Displa 2. Scher Displa 3. Selec Displa 0 S 0 V 0 V Selectio Displa 0 V 0 S 0 V 0 S 0 V 0 S 0 V	of fields on ay the Depa me Code <br ay the Sche t Work Nat ay the list w Select < <i>Sele</i> Vork ID Vork Name on of any of ay the follo Vork ID Serial No.	screen: artment Name Auto Gen> eme Name ure (Original, Rep vith the following (ect> ne of the displaye wing details:	pair/Mainte Columns:	enance)	46				
escription of 1. Displa 2. Scher Displa 3. Selec Displa 0 V 0 V Selection Displa 0 V 0 Selection 0 V 0 Selection 0 Select	of fields on ay the Depa me Code <br ay the Sche t Work Nat ay the list w Select < <i>Sele</i> Vork ID Vork Name on of any of ay the follo Vork ID Serial No. Vork Name Date < <i>Auto</i> of	screen: artment Name Auto Gen> eme Name ure (Original, Rep vith the following (ect> ne of the displaye wing details: Gen or Enter>	pair/Mainte Columns: ed Work	enance)	46				
escription of 1. Displa 2. Scher Displa 3. Select Displa 0 V 0 V Selection Displa 0 V 0 V 0 S 0 S 0 V 0 S 0 S 0 V 0 S 0 V 0 S 0 S 0 S 0 V 0 S 0 S 0 S 0 S 0 S 0 S 0 S 0 S	of fields on ay the Depa me Code <br ay the Sche t Work Nat ay the list w Select < <i>Sele</i> Vork ID Vork Name on of any of ay the follo Vork ID Serial No. Vork Name Date < <i>Auto of</i> <i>y default dis</i>	screen: artment Name Auto Gen> eme Name ure (Original, Rep vith the following (ect> ne of the displaye wing details: Gen or Enter> splay the current da get Server Se	pair/Mainte Columns: ed Work	enance)	46				
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3.4.3.9. Monthly Progress of Schemes

Module No.	M-DIV-42							
Module Name	Scheme	Scheme Wise Monthly Progress						
User	Division	Office (Drawing Branch)						
Description	Drawing	Branch as per the physical progress of the schemes records	the					
	details in	the system						
How to Access	[e-Same	eksha]:: Monthly Progress Entries \rightarrow Scheme Wise						
Pre Process	[e-Same	eksha]:: Monthly Progress Entries \rightarrow Open Monthly Online	Entry					
Pre Process	Sr. No.	Module	Office					
Sequence	1. [e-Sameeksha]:: Scheme Entries → Scheme Description D							
	2.	[e-Sameeksha]:: Scheme Entries \rightarrow Change The Stage	Division					
		[Scheme Stage Should be in Progress]						
	3.	[e-Sameeksha]:: Scheme Entries → Assign Budget Head	Division					

Input Screen:

Scheme wise Monthly Progress								
Department*	IRRIGATION	AND PUBLIC	HEALTH	~				
Scheme Code*	2009-306-161 C/O WSS Batakachour to Nagasaring via Rarang GP Barua							
Work Nature*	Original O Repair/Maintenance << Change							
Executing Office	Reckong Peo Division							
Financial Year *	2011-2012	*						
Month*	June	~						
Budget Head	Expenditure Upto March, 2011	Expenditure Upto Prev. Month during Year 2011-2012	Expenditure During the Month June	Physical Achievement Till Date	Image			
31-4215-01-796-01-S00N -37- Voted-Plan	479680	180670	45820	पाइंप का प्रबंद किया गया है ! 📥 कार्य प्रगति पर हे !	Browse			
				Save	Verify			

Description of fields on screen:

- 1. Department < Display>
- 2. Scheme Code <*Enter*> Display the Scheme Name
- Work Nature <*Select*> Display the following Details:
 - Executing Office
 - Financial Year
 - o Month

Display the details with the following Columns:

- Budget Head
- Expenditure Upto March
- Expenditure Upto Previous Month
- Expenditure During the month
- Physical Achievement Till date < Enter>
- o Image <Upload>
- 4. Save
- 5. Verify

Report/Query	How to Access:
	[e- Sameeksha] :: Queries → General Query
	[e- Sameeksha] :: Queries \rightarrow Progress Summery \rightarrow Demand /Budget
	/Expenditure
	[e- Sameeksha] :: Queries $ ightarrow$ Demand /Budget /Expenditure
	[e- Sameeksha] :: Reports \rightarrow Work Booklet \rightarrow Annual
	[e- Sameeksha] :: Reports \rightarrow Work Booklet \rightarrow Month Wise

3.4.3.10. Monthly Progress of Works

Module No.	M-DIV-	43							
Module Name	Work W	/ise Month	ly Progress	6					
User	Division	n Office (Di	rawing Brai	nch)					
Description	Drawing	g Branch a	s per the p	hysical pro	ogress of the worl	ks, records the	details		
	in the s	ystem							
How to Access	[e-Sam	eeksha]:: I	Monthly Pro	ogress Ent	ries → Work Wis	6e			
Pre Process	[e-Sam	eeksha]:: I	Monthly Pro	ogress Ent	ries → Open Mo	nthly Online I	Entry		
Pre Process	Sr.No.			Мо	dule		Office		
Sequence	1.	[e-Samee	ksha]:: Scł	neme Entri	ies → Scheme D	escription	Division		
	2.	[e-Samee	ksha]:: Sch	neme Entri	ies → Work Desc	cription	Division		
	3.	e-Sameel	(sha]:: Sch	eme Entrie	es → Assign Bu	dget Head	Division		
	4.	[e-Samee	ksha]:: Scł	neme Worl	k Entries → Char	ige the	Division		
		Stage							
	5.	e-Samee	kshaj:: Mo	nthly Prog	ress Entries $\rightarrow 0$	pen Monthly	Division		
Innut Screen:		Onine El	itry						
Department*		IRRIGATION	AND PUBLIC H	EALTH	×				
Scheme Code*		2009-306-161	009-306-161 C/O WSS Batakachour to Nagasaring via Rarang GP Barua						
Work Nature*		● Original ○	Repair/Mainter	nance	<< Change				
Executing Office		Reckong Peo	Division						
Financial Year *		2011-2012	~						
Month*		June	*						
Sr.No. Work Id &	Name		Expenditure Till Date (Rs.)	Work Progress Till Date(%)	Physical Achievement Till Date	Image			
1 2009-3955-0 Batakachow	C/O Intake Ch	amber at	34234.00	45.00	Foundation laid 🔥		Browse		
Batakachou	to Nagasaring	y			~				
]			
2 2009-3956-0	C/O Storage T	ank 45000ltrs	455300	39.00	~		Browse		
Capacity at	Capacity at Batakachour to Nagasaring				~				
3 2009-3957-0	C/O Storage T	ank 5000ltrs	0.00	0.00			Browse		
Capacity at	Batakachour t	o Nagasaring							
					~				
4 2009-3958-0 Capacity at	Batakachour t	o Nagasaring	63000	26	~		Browse		
					**	-			
5 2009-3959-0 Capacity at	C/O Storage T	ank 25000ltrs	0.00	0.00	^	[[Browse		
Capacity at	oatartachour (o nagasaring			~				
						1			

6	2009-3960-C/C Capacity at Bat 2009-3963-P/L System Bataka	Storage Tank 7000ltrs akachour to Nagasaring of GI Pipes in distribution chour to Nagasaring	0.00	0.00		Browse				
-					Save	Verify				
Desc	ription of fiel	ds on screen:								
1 2 3	 Department <<i>Display</i>> Scheme Code <<i>Enter</i>> <i>Display the Scheme Name</i> Work Nature <<i>Select</i>> Display the following Details: Executing Office Financial Year Month 									
	o Sr. No	e details with the f	ollowing Colur	nns:						
	• Work	ID & Name								
	o Work	Progress Till Date	(Rs.)							
	 Physi Image 	cal Achievement T	ill date < <i>Enter</i> ?	>						
	o maye									
4	. Save									
5	. Verify									
Repo	ort/Query	How to Access:								
		e- Sameeksi	na] :: Queries	→ Genera	al Query					

3.4.3.11. DNIT

3.4.2.11.1. Description DNIT (Draft Notice Inviting Tender)

Module No.	M-DIV-44	4						
Module Name	Descripti	Description (DNIT)						
User	Division (Division Office (Drawing Branch)						
Description	Draft noti Drawing	ce Invitation for Tender for work or material is prepared by the branch	e					
How to Access	[Works M (DNIT)	[Works MIS]::Division Entries →Drawing Branch → DNIT → Description (DNIT)						
Pre Process	[e-Same	[e-Sameeksha]:: Scheme Entries → Work Description						
Pre Process	Sr.No.	Module	Office					
Sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division					
	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division					
Post Process	[Works M	IIS]::Division Entries \rightarrow Drawing Branch \rightarrow DNIT \rightarrow Schedule	of					

Description (DNIT) Differentiation (DNIT) Differentiation (DNIT) Differentiation (DNIT) Tender for Raising Main Tender for Raising Main Tender for Raising Main Tender for Raising Main Differentiation (DNIT) Obtaining Tender Document = 1/11/2011 © 000 W Opening Financial Bid 2/11/2011 © 000 W Opening Financial Bid 2/2/11/2011 © 000 W 2. Other Details Related to Online DNIT Remarks (Max. 4000 Characters) Cond-totage 2. Work Sallab be cared out as per PWU/INF specifications and to the entrire statisfaction of the Engineer -in-charge 2. Work Sallab be cared out as per PWU/INF specifications and to the entrire statisfaction of the Engineer -in-charge 2. Work Sallab be cared out as per PWU/INF specifications and to the entrire statisfaction of the Engineer -in-charge 2. Work Sallab be cared out as per PWU/INF specifications and to the entrire statisfaction of the Engineer -in-charge 2. Work Sallab be issued at mehi store @ 34430/- PNIT /	D -NEW- Tender for Raising Ma Item Rate Tender	escription	(DNIT)				
Description (DNIT) Description (DNIT) Part of the set of the se	-NEW- Tender for Raising Ma Item Rate Tender	escription v	(DNIT)				
Inite DNIT Number * INEW- * Tender Title = Tender for Raising Main Tender Type = Item Rate Tender * I. Dates & Time For Obtaining Tender Document = 04/11/2011 0000 * Submitting Tender Document = 17/11/2011 0000 * * Opening Tender Document = 17/11/2011 0000 * * Opening Tender Document = 12/11/2011 0000 * * Opening Tender Document = 12/11/2011 0000 * * 2. Other Details Related to Online DNIT Remarks * * (Max. 4000 Characters) * * * Terms & Conditions 1 Contracters) * * Terms & Conditions 1 Contracters) * * Terms & Conditions 1 Contracters) * * * 1. List of Works 1 Contracters) * * * * 1. List of Work Sr. No. & Name # 6.P/L of rising main 150 mm dia Stag-1st * * * * 1. List of Work Sr. No. & Name # 6.P/L of rising main 150 mm dia Sta	-NEW- Tender for Raising Ma Item Rate Tender	in					
Tender Title # Tender for Raising Main Tender Type # Item Rate Tender 1. Dates & Time For Obtaining Tender Document # 04/11/2011 00 Dotaining Tender Document # 17/11/2011 00 Dotaining Tender Document # 17/11/2011 00 Dotaining Tender Document # 17/11/2011 00 Dot W Pre-Bid Meeting 10 Detaining Tender Document # 17/11/2011 00 Dot W Pre-Bid Meeting 11 Detains Related to Online DNIT Remarks (Max. 4000 Characters) Terms & Conditions 12 Ower betails Related to Online DNIT Remarks (Max. 4000 Characters) Terms & Conditions 12 Ower betails be carried out as per PWD/TPH specifications and to the entrire satisfaction of the Engineer	Tender for Raising Ma Item Rate Tender	in					
Tender Type # Item Rate Tender 1. Dates & Time For Obtaining Tender Document # 04/11/2011 0000 W Submitting Tender Document # 17/11/2011 0000 W Pre-Bid Metring 19/11/2011 0000 W Opening Technical Bid 22/11/2011 0000 W 2/011/2011 0000 W 000 W Opening Financial Bid 22/11/2011 0000 W 2. Other Details Related to Online DNIT Remarks (Max. 4000 Characters) Terms & Conditions 1. Generit shall be issued at mehli store @ Re. 230/- per bag including S.Charges 2. Work shall be carried out as per PWD/IPH specifications and to the entrire satisfaction of the Engineer -in-charge 3. Tor steel shall be issued at mehli store @ 34430/- PMT I/c storage charges. Wark 4000 Characters) 4. List of Works Sitter Scheme Code # 2004-306-40707 VWrk Nature # Original Repair/Maintenance Vark Nature # Original Repair/Maintenance Sitter Scheme Code # 2355410 Tender Document Cost 20 armest Money # 23500 1 2355410 Tender Document Cost 20 ib Other Details Related to Work Interactor Work	Item Rate Tender						
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Startest No. & Haine = 6.P/L of rising main 150 mm dia Stag-Ist Startest Money = 2356410 Tender Document Cost 20 Startest Money = 2500 Startest Money = Close Contractor Eligibility = Class B Close Cont. Class B Contractor Cont. Cont. Contractor Money Limit (Months) Class B Civil Contractor Startest Money Limit (Months) <td>DIV.No.1 Shimia 9</td> <td></td> <td>< (1</td> <td>nange</td> <td></td> <td></td> <td></td>	DIV.No.1 Shimia 9		< (1	nange			
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Earnest Money # 2500 B-b Other Details Related to Work Fime Limit # 6 Months Contractor Eligibility # Class B Contractor Category # Civil Contractor V Contractor Category # Civil Contractor V Mork Scheme Work Sr. No & Estimated Cost Cost Money Limit (Months) Delete 1 2004-306-40707- O-6-P/L of rising LWSS Jhalgi Molog in main 150 mm dia G.P. Rajhana Tehsil Stag-Ist & Distt. Shimla HP	2356410	4	Tender Docu	ment Cost		20	
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3.b Other Details Related to Work Fime Limit # 6 Months Contractor Category # Civil Contractor Vork Scheme Number Work Sr. No & Restinated Cost Tender Cost Earnest Time Money Limit (Months) Cont. Category Delete 1 2004-306-40707- LWSS Jhalgi Molog in main 150 mm dia G.P. Rajhana Tehsil & Stag-Ist 2356410.00 20.00 2500.00 6 Class B Civil Contractor	2500						
Contractor Category # Civil Contractor Vork Scheme Vork Sr. No & Estimated Cost Cost More Limit (Months) More Scheme Vork Sr. No & Estimated Cost Cost Money Limit (Months) Delete 1 2004-306-40707- 0-6-P/L of rising LWSS Jhalgi Molog in main 150 mm dia G.P. Rajhana Tehsil Stag-Ist Stag-Ist Stag-Ist Cont Stag-Ist Cont Contractor	Work		Contractor El	iaibility =	Class R		
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Number Name Cost Cost Cost Money Limit (Months) Eligibility Category Delete 1 2004-306-40707- LWSS Jhalgi Molog in main 150 mm dia G.P. Rajhana Tehsil & Distt. Shimla HP 0-6-P/L of rising Stag-Ist 2356410.00 20.00 2500.00 6 Class B Civil Contractor	Work Sr. No 8	Estimate	d Tender	Farnest	Time	Cont	Add Work
Delete 1 2004-306-40707- LWSS Jhalgi Molog in main 150 mm dia G.P. Rajhana Tehsil & Distt. Shimla HP 2356410.00 20.00 2500.00 6 Class B Civil Contractor	Name	Cos	st Cost	Money	Limit	Eligibility	Category
LWSS Jhalgi Molog in main 150 mm dia G.P. Rajhana Tehsil Stag-Ist & Distt. Shimla HP	-40707- O-6-P/L of rising	2356410.0	20.00	2500.00	(Months)	Class B	Civil
& Distt. Shimla HP	lgi Molog in main 150 mm dia ana Tebsil Stag-Ist						Contractor
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<< Verify and Generate NIT>> Update Reset		<< Verify	and Generate	e NIT>>	Upda	te	Reset
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		20/11/2011 20/11/2011 20/11/2011 00:00 22/11/2011 00:00 to Online DNIT (Max. 4000 Character 1.Cement shall be iss 2. Work shall be carri of the Engineer -in-ch 3. Tor steel shall be iss (Max. 4000 Character 2004-306-40707 LWSS : (Max. 4000 Character 2004-306-40707 LWSS : (Max. 4000 Character 2004-306-40707 LWSS : (Max. 4000 Character 2004-306-40707 LWSS : 2004-306-40707 LWSS : 2005-4000 LWSS : 2005	20/11/2011 00:00 22/11/2011 00:00 22/11/2011 00:00 to Online DNIT (Max. 4000 Characters) 1.Cement shall be issued at mehl 2. Work shall be carried out as pe of the Engineer -in-charge 3. Tor steel shall be issued at mel (Max. 4000 Characters) 2004-306-40707 LWSS Jhalgi Molog Original Repair/Maintenance Div.No.1 Shimla 9 6.P/L of rising main 150 mm dia Stag- In Rupees) 2356410 2500 Work 6 Months Civil Contractor Work Sr. No & Estimate Con 40707- 0-6-P/L of rising Ji Molog in main 150 mm dia ana Tehsil Stag-Ist mimla HP Stag-Ist No. < Select> Enter new DNIT <enter></enter>	20/11/2011 0 0:00 22/11/2011 0 0:00 22/11/2011 0 0:00 to Online DNIT (Max. 4000 Characters) 1.Cement shall be issued at mehli store @ Rs. 2. Work shall be carried out as per PWD/IPH sp of the Engineer -in-charge 3. Tor steel shall be issued at mehli store @ 34 (Max. 4000 Characters) 2004-306-40707 LWSS Jhalgi Molog in G.P. Rajhe Original Repair/Maintenance Div.No.1 Shimla 9 < CP 6.P/L of rising main 150 mm dia Stag-Ist In Rupees) 2356410 Tender Docu 2500 Work Contractor Work Sr. No & Estimated Tender Cost Cost 40707- 0-6-P/L of rising 2356410.00 20.00 gi Molog in main 150 mm dia ana Tehsil Stag-Ist imina HP Stag-Ist No. < Select> Enter new DNIT <enter></enter>	20/11/2011 00:00 V 22/11/2011 00:00 V to Online DNIT (Max. 4000 Characters) 1. Cement shall be issued at mehli store @ Rs. 230/- per 2. Work shall be carried out as per PVD/IPH specification of the Engineer -in-charge 3. Tor steel shall be issued at mehli store @ 34430/- PMT (Max. 4000 Characters) 2004-306-40707 LWSS Jhalgi Molog in G.P. Rajhana Tehsil Original Repair/Maintenance Div.No.1 Shimla 9 V Change 6.P/L of rising main 150 mm dia Stag-Ist In Rupees) 2356410 Tender Document Cost 2500 Vork Civil Contractor V 40707- O-6-P/L of rising 2356410.00 20.00 2500.00 40707- O-6-P/L of rising 2356410.00 20.00 2500.00 igi Molog in main 150 mm dia ana Tehsil Stag-Ist inmina HP Stag-Ist No. < Select> Enter new DNIT 	20/11/2011 00:00 22/11/2011 00:00 22/11/2011 00:00 22/11/2011 00:00 22/11/2011 00:00 22/11/2011 00:00 20:00	Image: Second

	JSV_UM_Ver 1.	0
4	 Select Dates & Time for the following: Obtaining Tender Document <select></select> Submitting Tender Document <select></select> Pre-Bid Meeting<select></select> Opening Technical Bid <select></select> Opening Financial Bid <select></select> 	
5	Remarks < Enter>	
6	Terms & Conditions < Enter>	
7	Save Confirmation made for the above entries and DNIT No. is auto generated. Also Enables the be option for further entries	∍low
8	Enter the following Details of Work:	
	 Scheme Code <<i>Enter</i>> Display the Scheme name Work Nature (Original or R/M) <<i>Select</i>> Execution office <<i>Select</i>> Display the concerned division office Work Sr. No. & Name <<i>Select</i>> Display the list of Scheme Sub-Heads if any 	
g	Other Details: Cost Related to Work (Rs.) • Estimated Cost <enter> • Tender Document Cost <enter> • Earnest Money <enter></enter></enter></enter>	
	Other Details Related to work Time Limit <<i>Enter</i>> Need to Enter Time Limit in Months Contractor Eligibility <<i>Select</i>> Display contractor classes namely Class A, Class B, Class C, Class D Contractor Category <<i>Select</i>> Display Civil, Mechanical & Electrical contractor 	
1). Add more <click> Display the list in the Grid with following Columns:</click>	
	 Delete <<i>Click></i> Work Number Scheme Work Sr. No. & Name Estimated Cost <<i>Enter></i> Tender Document Cost <<i>Enter></i> Earnest Money <<i>Enter></i> Time Limit (Months) Contractor Eligibility Contractor category 	
1	I. Kesel III. Kesel 	

To update/ Verify the DNIT:
12. Online DNIT Number *<Enter>* and Get Details of the DNIT The details of DNIT may be edited/ updated (if required)
13. Update *<Click> Confirmation made to update the DNIT*14. Verify & generate NIT *<Click> Confirmation made to Verify the entries of DNIT and Schedule of Quantity(DNIT) for generating the*

NIT

3.4.2.11.2. Schedule of Quantity (DNIT)

Module No.	M-DIV- 45							
Module Name	Schedule of Quantity (DNIT)							
User	Division Office (Drawing Branch)							
Description	As part of preparing DNIT for work, Drawing Branch prepares SOQ details							
How to Access	[Works MIS]:: Division Entries \rightarrow Drawing Branch \rightarrow DNIT \rightarrow Schedule of							
	Quantity (DNIT)							
Pre Process	[Works MIS]::Division Entries → Drawing Branch → DNIT → Description DNIT							
Pre Process	Sr.No. Module Office							
Sequence	1. [e-Sameeksha]:: Scheme Entries → Scheme Description Division							
	2. [e-Sameeksha]:: Scheme Entries → Work Description Division							
	 [Works MIS]::Division Entries →Drawing Branch → DNIT → Division Description (DNIT) 							
Post Process	[Works MIS]::Division Entries \rightarrow Drawing Branch \rightarrow DNIT \rightarrow Generate DNIT							
	for e-Procurement {M-DIV-}							
	Schedule of Quantity (DNIT)							
Enter Online DNIT Nu	umber # 2011-3 < Change							
Work Work Descript No.	ion VList of Works (Click to select)~ Estimated Tender Cost Earnest Time Limit Contractor Cost Money Eligibility							
1 Scheme:2004-306-40707-LWSS Jhalgi Rs.2356410.00 Rs.20.00 Rs.2500.00 6 Months Civil Contractor Molog in G.P. Rajhana Tehsil & Distt. Shimla HP Work Details:Original-6-P/L of rising main 150 mm dia Stag-Ist								
Description of fields on screen:								
1. Enter Onli <i>Display the</i>	ne DNIT Number <enter> e details in the Grid with following Columns:</enter>							
o W o W	 Work Number Work Description 							

- Estimated Cost
- Tender Document Cost
- o Earnest Money
- Time Limit (Months)
- Contractor Eligibility

On Clicking the details of DNIT, display the following Screen:

			Schedu	lie of	r Quantity (DNIT)				
Enter Online D	NIT Nu	mber #	2011-3	1	< Change				
Selected Work			Scheme:2004-30 Work Details:0	06-40 rigina	1707-LWSS Jhalgi Molog Il-6-P/L of rising main 15	in G.P. Rajł 50 mm dia S	iana Tehsil & (itag-Ist <mark>< C</mark> h	Distt. Sl lange V	nimla HP /ork
Items of Sche	dule of	Quantity							
Item Sr. No. #			5 a						
Item Descriptio	n #		Tor steel including a	II lea	ds and lifts.				1
Item Quantity			(Max. 3000 Characte	ers)					8
Item Rate (in R	s.)		32.00	D					
Item Unit			Kg	~					
			Verify		Update	R	eset		
Copy Items Fro	m		Rising Main Go >		~				
Delete selected	items	< <to ,<="" delete="" td=""><td>select the item(s) ar</td><td>nd clie</td><td>ck on delete button and</td><td>To edit/ver</td><td>ify a item click</td><td>c on edi</td><td>t button >></td></to>	select the item(s) ar	nd clie	ck on delete button and	To edit/ver	ify a item click	c on edi	t button >>
Auto Number	ring	<< For Autonu	umbering click on the	e Auto	o Numbering Button >>				
Verify All Ite	ms	<< For Verific	ation of All Items cli	ck on	the Verify All Items Bu	tton >>			
Edit Dele	te Sr.No 1	List of It Excavatio soil such chiselling from the in 15cm.l then dispo all curplus	ems n in foundation, tre as pick work, jumpe etc. stacking the ex edge of excavation a ayers when require osited layer by ramu aversuited earth as	nches cavat and th and int ming	s,etc. in earth work in rk,blasting work, hard t ted soil not more than 3 nen returning the stacke o plinths sides of foun and watering and then o ted within all leads and	all kinds of blasting and mtrs. clear d soil dations etc. disposing of Lifte	Quantity 848.9100	Rate	Uni 25.00 cur
Edit	2	Laying ar (Medium requireme paid for se	surplus excavated earth as directed within an leads and lifts. iying and jointing in trenches,flanged galvanised mild steel tubes ledium grade)i/c flanged bands of all degrees as per site iquirement (earth work in trenches and flanges to be measured and aid for separately/100mm dia nominal hore i/c all leads and lifts)	10.00 Rm
Edit	3	Prov. (1cement complete reinforced	Prov. and laying cement concrete work 1:2:4 1cement:2sand:4graded stone agg. 20mm nominal size) and curing complete excluding cost of form work and reinforcement for einforced concrete work in :-						
Edit	3.a.	Columns,	pillars posts and trut	s upt	o floor two level.		10.7100) :	2200.00 cur
Edit	4	Prov. and stone agg centring a	d laying cement o .40mm nominal size and shuttering in:	oncre e) an	te 1:4:8(1cement:4sar d curing complete exclu	nd:8graded) ding cost of			
Edit	4.a.	Foundatio	n and plinth includin	g all I	leads and lifts.		1.8600)	900.00 cur
Edit	5	Prov. Mil bending,b	ld steel/Tor steel	rein posi	forced for RCC wor ition complete upto floor	k including rtwolevel.			
COLORA DE LA COLOR		2/2 / 2/2 / 2/2 / 2/2 / 2/2 / 2/2 / 2/2 / 2/2 / 2/2 / 2/2 / 2/2 / 2/2 / 2/2 / 2/2 / 2/2 / 2/2 / 2/2 / 2/2 / 2/2					and the second second second		and the second second second

Description of fields on screen:

- 1. Enter the items SOQ details in the following columns:
 - o Item Sr. No.
 - Item Description

o Item Unit Update <Click> Confirmation made to save the Entries Reset <Click> Save <Click> Confirmation made to save the Entries 2. Copy from Master Similar type of items may be copied from other online Agreements, Working estimates or work categories like Rising main, Storage tank or pump house etc. in order to make entries faster 3. Delete selected Items To Delete the selected items if not yet verified 4. Display the Entry in Grid with following Columns: • Edit <Click> Click to edit the selected Item O Delete <Check> Click to delete the selected Item o Item Sr. No. • Item Description o Item Quantity o Item Unit 5. Auto numbering 6. Verify all Verify all the entries of SOQ Report/Query How to Access: [e- Sanchalan] :: Reports/Queries → Scheme Reports → Schedule of Quantity

3.4.3.12. Generate DNIT for e-procurement

Item Quantity

0

Module No.	M-DIV-	46	
Module Name	Genera	te DNIT for e-procurement	
User	Division	Office (EE)	
Description	Drawing	branch generate DNIT in Excel file, so that it may be uploaded	in e-
	procure	ment software for further processes	
How to Access	[Works	MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow DNIT \rightarrow Generat	te DNIT
	for e-pro	ocurement	
Pre Process	[Works	MIS]:: Division Entries \rightarrow Drawing Branch \rightarrow DNIT \rightarrow Schedule	e of
	Quantit	y (DNIT)	
Pre Process	Sr.No.	Module	Office
Sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division
	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division
	3.	[Works MIS]::Division Entries \rightarrow Drawing Branch \rightarrow DNIT \rightarrow	Division
		Description (DNIT)	
	4.	[Works MIS]:: Division Entries \rightarrow Drawing Branch \rightarrow DNIT \rightarrow	Division
		Schedule of Quantity (DNIT)	

nline D	NIT Number #	2011-1 🔹			
Fender	Title #	rtgwerfergrfqaergf			
<u>Fender</u>	Туре #	Item Rate Tender	*		
Work Numbe	Scheme	Work Detail	Estimated Cost	Tender Cost	Excel Sheet
1	2004-306-40707-LWSS Jhalgi Molog in G.P. Rajhana Tehsil & Distt. Shimla HP	O-1-RCC Intake Tank Nallah Source, RCC Sed. Tank,52300 Ltrs. cap RCC Filter Bed of 261550Ltrs. Cap.& C/O	100000.00	200.00	Generate
2	2004-306-40707-LWSS Jhalgi Molog in G.P. Rajhana Tehsil & Distt. Shimla HP	O-2-C/O Pump House cum Attendant Quarter .	100000.00	100.00	Generate
cripti 1. E	on of fields on scre inter Online DNIT N isplay the details in th	en: lumber <i><enter></enter></i> ne Grid with following Col	lumns:		

that it may be Uploaded in e-Procurement as Bill of Quantity(BOQ)

3.4.3.13. Work Specifications

3.4.2.13.1. Revised Schedule of Quantity (Work Specifications)

Module No.	M-DIV-47						
Module Name	Revised So	Revised Schedule Of Quantity (Work Specifications)					
User	Division Of	fice (Drawing Branch)					
Description	Revised So	hedule Of Quantity is made by the Drawing Branch for a	warding				
	the Contrac	ct to the Contractor					
How to Access	[Works MI	S]:: Division Entries $ ightarrow$ (D)rawing Branch $ ightarrow$ Work Specific	ations \rightarrow				
	Revised S	Schedule Of Quantity					
Pre Process	[Works MIS	S]:: Division Entries \rightarrow (C)orrespondence Branch \rightarrow Work	(
	Agreemen	Agreement Description					
Pre Process	Sr.No.	Module	Office				
Sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme	Division				
		Description					
	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division				
	3.	[Works MIS]:: Division Entries \rightarrow (C)orrespondence	Division				
		Branch → Work Agreement Description					
Post Process	[Works MIS	δ]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work Specification	ations →				

	Material to	Issue							
ut Screen:									
		Revised S	Schedule of Q	uantity					
ter Work Id #	2	2008-1460	< Change Worl	k Id					
heme Code & Name	Т	200718-LWSS Dur	ni Poabo in G.P	P. Bnont.					
ork Nature	R	lepair/Maintenance	\$						
ork Sr. No. & Name	7	Repair of kirloska	r nump 40/14 !	Sr.No.11390	95022 30 1	HP			
ems of Work									
sm Sr. No. #									
em Quantity	(Ma	ax. 3000 Character	s)						
an Rate (in Rs.)									
em Unit	-SI	ELECT-	*						
bate		%							
elete selected items Auto Numbering Verify All Items	Go < <to ,="" delete="" se<br=""><< For Autonum << For Verificati</to>	> elect the item(s) an bering click on the on of All Items clic	d click on delet Auto Numberir k on the Verify	te button and ng Button >> All Items Bi	d To edit/v	erify a iten	n click on (edit but	tton >
lit Delete Sr.N	. List of Items	of Work				Quantity	Rate	Unit P	Rebat
	P/F Assy shaft	of S.S.material				1.0000	4600.00	each	%)
	P/E bearing No	2056				1 0000	1300.00	each	
	P/E bearing No	7307 SKE				2,0000	1200.00	leach	
Edit 5	P/T bearing No					12,0000	250.00	leach	
Edit 4	P/F body neck	ring	1			12.0000	250.00	each	
Edit 5	P/F inpeller bo	dy bush removing	and setting.			12.0000	350.00	each	
Edit 6	P/F cooling bus	sh				2.0000	450.00	each	
Edit 7	Pump body bo	re and new bush fi	tting			12.0000	225.00	each)	
Edit 8	Suction and de	livery body bore a	and new neck fi	itting		2.0000	450.00	each	
Edit 9	P/F bearing ho	use bracket C.I.m	aterial(oil imme	ersed)		1.0000	2300.00	each)	
Edit 6 Edit 7 Edit 9	P/F cooling bus Pump body bo Suction and de P/F bearing ho	sh re and new bush fi slivery body bore a use bracket C.I.m	itting and new neck fi aterial(oil imme	itting ersed)		2.0000 12.0000 2.0000 1.0000	450.00 225.00 450.00 2300.00) each) each) each) each	

2. Items of Work Details:

	• Item S	r. No. <i><enter></enter></i>
	Item E	Description < <i>Enter</i> >
	Quant In Nun	ity <enter></enter>
	• Rate< In India	Enter> an rupee only
	 Unit < Unit of 	select> the item in which it is measured (like Kg, Metre ,Litre etc)
	Rebat Items v	e vise rebate given by the contractor.
	Amou	nt <i><auto calc=""></auto></i>
	Auto C	alculate Item quantity X Item Rate
3.	Save <clic< td=""><td>xx> ck></td></clic<>	xx> ck>
	Save life u	etails in the grid and clear the above helds for new entry
4.	Copy from Similar type	n Master e of items may be copied from other online Agreements, Working estimates or work
	categories l	ike Rising main, Storage tank or pump house etc. in order to make entries faster
5.	Delete se	ected Items
	To Delete t	he selected items if not yet verified
6.	Auto num	bering
7.	Verify all	a anti-
	verny an un	e entries of RSOQ
8.	Display th	e Entry in Grid with following Columns:
	 Edit < Click i 	<click> o edit the selected Item</click>
	 Delet 	e <check></check>
	Click	o delete the selected Item
	o Item	Sr. No.
	o Item	Quantity
	o Item	Unit
Repor	t/Query	How to Access:
		Works MIS :: Reports/Queries \rightarrow Scheme Reports \rightarrow
		Revised Schedule Of Quantity

3.4.2.13.2. Material to Issue (Work specification)

Module No.	M-DIV-48
Module Name	Material to issue
User	Division Office (D-Branch)
Description	Drawing Branch at Division Office records the details of the quantity & nature of material to be issued and name of the Stores for the work to be executed
How to Access	[Works MIS]:: Division Entries → Drawing Branch→ Work specification →Material to Issue

Dre Drocess	[]Morks		vision E	intries -	(D)ra	wing Bra		JSV_UM_	<u>Ver 1.0</u>
1101100035	Revise	d Sched	ule Of C	Juantity	י עטוים י	мпу ва			
Pre Process	Sr.No.	, conou		cauntity	M	odule			Office
Sequence	1	le-Same	ekshal:	: Schem	e Entr	ies \rightarrow Sc	heme Des	scription	Division
•	2.	e-Same	eksha]:	: Schem	e Entr	ies \rightarrow W	ork Descr	iption	Division
	3.	[Works N	/IS]:: Di	ivision E	ntries	\rightarrow (C)orr	esponden	ce Branch→	Division
		Work Aç	greemei	nt Desc	riptio	า			
	4.	[Works N	∕IIS]∷ Di	vision E	ntries	→ (D)rav	ving Branc	h→Work	Division
		Specifica	\rightarrow ations \rightarrow	[,] Revise	d Sch	edule O	f Quantity		
Input Screen:									
Enter Work Id#		2000		Material	to Issu	e			
Enter Work Id#		2008-	1460		in C.D. F				
Work Nature	ame	Repair	/Maintenan	ice	in G.P. c	mont.			
Executing Office		Div.No	.1 Shimla 9	÷					
Work Sr. No. & Na	me	7.Repa	air of kirlos	kar pump 4	0/14 Sr.	No.11390950	22 30 HP		
Material to Issue									
Item Category #		-SELECT-						~	
Item =		-SELECT-						~	
Item Quantity=									
Item Rate (in Rs.)=				1					
Item Unit#				~					
Store Name=		-SELECT-				*			
		V	erify		Save		Reset		
NNNN P	ease Note >	> For free	of cost n	naterial to	Contra	ctor mentio	on the Item F	Rate as zero www	NN
								Delete sele	ected items
Edit Delete	Item Catego	ory It	em Descrip	otion		Quantity	Rate Unit	To Issue at Store	
Edit	G.I.Pipe pla	in end 1	5 mm dia -	Light G.I. H	Pipe	20.0000	20.00 metre	IPH Store Menii,	Shimia
Description of f 1. Work IE Display Scl Scl Scl Scl Exe Vol 2. Materia Iter Iter Iter Iter Iter Iter Scl Scl Scl Scl Scl Scl Scl Scl	ields on s) <i><enter></enter></i> the follow heme Coo ork Nature ecuting O ork Sr. No I To Issue m categor m <i><select< i="">: m Quantit m Rate (ir m Unit <i><d< i=""> ore name</d<></i></select<></i>	ing Deta de & Nan ffice . & Nand details: y <select y <enter n Rs.) <e isplay> <select></select></e </enter </select 	ils: ne t> t> Sinter>						
From 3. Save Display t ○ Ed Dis ○ De	wnich the he above o it <click> play the de lete <cheo< td=""><td>details in g tails of th ck></td><td>s to to be grid ne item ir</td><td>י issued ז ו editable</td><td>e mode</td><td>ACIOF</td><td></td><td></td><td></td></cheo<></click>	details in g tails of th ck>	s to to be grid ne item ir	י issued ז ו editable	e mode	ACIOF			

o Iter	m Category					
o Iter	n					
o Iter	○ Item Quantity					
o Iter	m Rate					
o Iter	 Item Unit 					
o Sto	ore Name					
Report/Query	How to Access:					
	[e- Sanchalan] :: Reports/Queries \rightarrow Scheme Reports \rightarrow Revised					
	Schedule of Quantity					

3.4.3.14. Returns

3.4.2.14.1. Potential Created (Returns)

Module No.	M-DIV-48			
Module Name	Potential Created (Returns)			
User	Division Office (Drawing Branch)			
Description	Drawing branch prepare the Return of Potential Created for Irrigation Schemes			
How to Access	[Works MIS]:: Division Entries \rightarrow Drawing Branch \rightarrow Returns \rightarrow Potential			
	created			
Pre Process	[e-Sameeksha]:: Scheme Entries → Scheme Description			
Input Screen :				
	Return: Potential Created			
Division	Div.No.1 Shimla 9			
Stage	Consistent			

cheme Type	Minor Irrigation-Lift Irrigation Sch	eme Y Get >>	
Select	Scheme code & Name	Stage	^
Select	2005-306-25075:C/O LIS from Giri Khad to Gania in G.P.Gania(Koti)	Completed	
Select	2000-306-26726:C/O LIS Shadog in G.P.Chaily,(Ghanahatti)	Completed	
Select	2000-306-28567:C/O LIS for vill. Chanog Sujana Lajhoon in G.P.Chanog.(No-1,Shimla-9)	Completed	
Select	1999-306-28695:C/O LIS for Charain In G.P.Ghood	Completed	
Select	T200930:R/M of LIS Syon Neri GP Naldehra	Completed	
Select	1998-306-32168:C/O LIS from vill.	Completed	~
			>

Description of fields on screen:

- 1. Display the following columns:
- Division <Select>
- Stage <Display> Display only the 'Completed' stage as the return of potential created is calculated of Schemes which are complete
- Scheme Type <Select> & Get Details Display the Scheme Type i.e., Lift Irrigation Schemes, Flow Irrigation Schemes and Tube wells, as the return of potential created is of Irrigation Schemes only

- 2. Display the Schemes related to selected parameters in grid with following Details:
- Select
- Scheme Code & Name
- Stage
- 3. On selecting the scheme, display the following columns:

		Return: Potential Crea	ated	
				<< Back
Scheme Detail	2005-306-25075:C/O	LIS from Giri Khad to Gania i	n G.P.Gania(Koti)	
Completion Cost (Rs.)	2975119.00			
Scheme Status #	Functional	*		
Potential (Hect) #	As per estimate:	23.03 Created:	23.03 Present:	23.03
Detail				
				Undate
 Description of fie Scheme Completi Scheme Status of In Potential Potential is Details 	lds on screen: Details <i><display></display></i> on Cost (Rs.) <i><ei< i=""> Status <i>< Select ></i> rigation scheme is (Hect.) <i><enter></enter></i> s entered as per Es Display / Edit ></ei<></i>	nter > Functional, Partially Dei stimate, Created & Pres	funct or Fully Defunct ent	
4. Update <i>Confirmat</i>	ion made to Upda	ate the Details		
Report/Query	How to Access: [Works MIS] ::	Division Entries → Created	Returns → Irrigatio	n Schemes - Potential

3.4.2.14.2. Potential Utilization (Returns)

Module No.	M-DIV-49
Module Name	Potential Utilization (returns)

Jser	Division	Office (Dra	wing Brai	nch)					
Description	Drawing Scheme	awing Branch prepare the Return of Potential Utilization of Irrigation hemes							
low to Access	[Works Mutilization]	rks MIS]:: Division Entries → Drawing Branch → Returns → Potential zation							
Pre Process	[Works M Created	/orks MIS]:: Division Entries → Drawing Branch → Returns → Potential reated							
Pre Process	Sr. No.			Ν	lodule				Offic
Sequence	1.	e-Sameeks	sha]:: Sch	neme En	tries \rightarrow S	cheme	Descr	iption	Divisio
	2.	Works MIS Potential C]:: Divisio reated	n Entrie:	s → Drav	ving Bra	anch \rightarrow	• Returns -	→Divisio
nput Screen :									
			Return: Po	tential Uti	ization				
Division		Div.No.1 Shim	la 9			~			
Status		-ALL-		*					
Financial Year		2011-2012		*					
			Poten	tial Utiliza	tion (Hect.))			~
Scheme Code & Na	me Status	2009-2 Rahi	2010 Kharif	2010-20 Rahi)11 Kharif	2011-20 Rabi)12 Kahrif	Remark	
1999-306-28695:C/O	LIS Function	nal 0.00	0.00	0.00	0.00	0	0		
2000-306-26726:C/O Shadog in G.P.Chaily, (Ghanahatti)	LIS Function	nal 0.00	0.00	0.00	0.00	0	0		
2000-306-28567 :C/O for vill. Chanog Sujana Lajhoon in G.P.Chanog.(LIS Function	nal 0.00	0.00	0.00	0.00	0	0		
1,Shimla-9) 2005-306-25075:C/O from Giri Khad to Gania G. B. Gania (Kasi)	LIS Function	nal 0.00	0.00	0.00	0.00	0	0		
G.P.Gama(Koti)	aya Function	nal 0.00	0.00	0.00	0.00	0	0		
Ohri in G.P. Kot									

Description of fields on screen:

- 1. Display the following columns:
 - o Division <Select>
 - o Status <Select>
 - *Display status of Irrigation scheme i.e., Functional, Partially Defunct or Fully Defunct* • Financial Year <Select>
- 2. Display the Schemes related to selected parameters in grid with following Details
 - o Scheme Code & Name
 - o Status
 - Display the records for selected financial year and for two previous years for the entry of potential utilization of :
 - Rabi < Display / Enter>
 - Kharif < Display / Enter>

3. Save <Click>

Report/Query	How to Access:	
	[Works MIS] :: Division Entries $ ightarrow$ Returns $ ightarrow$ Irrigation Schemes	-
	Potential Utilization	

3.4.2.14.3. Components Entry – Sew Sector (returns)

Module	No.	M-DIV-	50						
Module I	Name	Compo	onents Entry –Sew Sector (returns)						
User		Divisior	Office (Drawing Bra	inch)					
Descript	tion	Drawing	Branch prepare the	return of com	ponents of Sew	erage sector			
		Scheme	es i i			0			
How to A	Access	ſWorks	MIS1:: Division Entrie	\rightarrow Drawing	Branch → Retu	rns → Compo	onent		
		entry (S	Sew Sector)	Je y Brannig					
	2000	le-Sam	eekshal:: Scheme Fi	ntries -> Scher	no Description				
Dro Droc	0000	Sr No		Modul			Office		
		31. NO. 1	la Samookshalu Sa	homo Entrios -	e - Schomo Doc	cription	Division		
Sequenc	ce	1.			7 Scheme Des	cription	DIVISION		
Input Sc	reen :								
			Components	Entry (Sew. Sector)					
Division	n #		Div.No.1 Shimla 9						
Scheme	Scheme Code/ Name # 1994-306-17274 < C			< Change					
Name o	Name of Scheme 1994-306-17274(Prov. Sewerage System Theog)			System Theog)					
Return	Type #		Sewerage Return 🗸						
A/A E/S	S No.#		Under Secretary IPH-13(F)17-6						
A/A & E	E/S Amount	ŧ	42317000.00						
A/A & E	E/S Date #		05/08/2016 C						
Compor	nent Details		SELECT UNIT V	1					
Teched	D.,		Govt. of H.P						
Issued	БУ				- 1 				
				Add More	Save	Verify			
Serial No.	Componen	t Details			Unit Code	ComponentId			
1	1.) Laying a	nd Jointing of	D.I. Pipe. i)150mm 9560 Rmt. ii)2	00mm 2460 Rmt.	Running Meter	C1			
2	2.) Manholes	s 403 Nos.			Cubic Meter	C2			
	3.)Treatmen	t Plant 1)0.45	MLD.II)1.15MLD.		Square Meter	C3			
3	(A) Eluching	10116 - 401 100.5.			Square Meter	04			

- 1. Division <Select>
- 2. Scheme code/ name < Enter & get>

- 3. Display the Schemes Details
 - Scheme Code & Name *<Display>*
 - Return type <*Display*>
 - o AA&ES Number <Display/Enter>
 - AA&ES amount <Display/Enter>
 - o AA&ES Date <Display/Enter>
 - Component details <*Display/Enter*>
 - Unit code <Select>
 - o Issued by <Display>

4. Save <*Click*>

Display the entered data in grid with following Details

- o Sr. No.
- o Component details
- o Unit
- o Component ID

Report/Query

3.4.2.14.4. Sewerage return

Module No.	M-DIV-	M-DIV-51					
Module Name	Sewera	ewerage return					
User	Division	Office (Drawing Branch)					
Description	Drawing	Branch prepare the return of Sewerage Schemes					
How to Access	[Works	MIS]:: Division Entries \rightarrow Drawing Branch \rightarrow Returns \rightarrow Sewera	ige				
	Return						
Pre Process	[e-Sam	eeksha]:: Scheme Entries → Scheme Description					
Pre Process	Sr. No.	Module	Office				
Sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division				
	2.	[Works MIS]:: Division Entries $ ightarrow$ Drawing Branch $ ightarrow$ Returns $ ightarrow$	Division				
		Component entry (Sew Sector)					
Input Screen :							

JSV UM Ver 1.0

		Sewerage	Return		
Division #	Div.No.1 Shimla 9	9 🗸			
Scheme Code/ Name: #	1994-306-17274	< Cł	ange		
Name of Scheme	1994-306-1727	4(Prov. Sewerage Syst	em Theog)		
Financial Year	2016	~			
Month	June	\sim			
A/A E/S No.	Under Secretary	y IPH-13(F)17-6			
A/A & E/S Amount	<u>42317000.00</u>				
A/A & E/S Date	08-05-2016				
Given By:	Govt. of H.P				
Component Details	Scope	Unit	Budget Provision	Expenditure upto March 2020	Expenditure d month
2.) Manholes 403 Nos.	403.00	Cubic Meter	0.00	0.00	0.00
3.)Treatment Plant 1)0.45MLD.II) 1.15MLD.	160.00	Square Meter	0.00	0.00	0.00
4.) Flushing tank=46 Nos.	46.00	Square Meter	0.00	0.00	0.00
5.)SOP	0.00	Meter	0.00	0.00	0.00
<					>
				Vorifie	Enus

Description of fields on screen:

- 1. Division <Select>
- 2. Scheme code/ name < Enter & get>
- 3. Display the Schemes Details
 - Scheme Code & Name < Display>
 - Financial Year <Select>
 - o Month <Select>
 - AA&ES Number < Display>
 - o AA&ES amount <Display>
 - AA&ES Date <Display>
 - Given by <Display>

4. Save <Click>

Display the entered data in grid with following Details

- o Component details
- o Scope
- o Unit
- Budget provision
- Expenditure upto March (Prev. fin year)
- Expenditure during the month

Report/Query

40445 0 L ...

3.4.2.1	4.5.	Schem	e Location						
Module N	lo.	M-DIV-	52						
Module N	ame	Scheme	cheme location						
User		Division	Office (Drawing E	Branch)					
Descriptio	n	Drawing	awing Branch prepare the return of Scheme location						
How to A	ccess	[Works	orks MIS]:: Division Entries \rightarrow Drawing Branch \rightarrow Returns \rightarrow Scheme						
		Locatio	'n						
Pre Proce	ess	[e-Same	eksha]:: Scheme	Entries \rightarrow	Scheme	e Descript	ion		
Pre Proce	ess	Sr. No.			Module			Office	
Sequence	;	1.	[e-Sameeksha]::	Scheme E	ntries \rightarrow	Scheme D	Description	Division	
Input Scre	een :								
			Sch	neme Location					
1									
Division #		Div	/.No.1 Shimla 9		~				
Select Schen	ne Type	0	New Scheme O All Scheme	s Old Schem	es 🖲 Search S	chemes			
Scheme Cod	le/ Name:	* 19	35-306-20741	< Change					
Check to	Name of	Numb	er Name of Location of	Latitude	Longitude	Discharge	Remarks	~	
Select	Scheme	Source	of Source es			(Liters/per)			
	1995-306 20741(LI	-	0						
	From Cha Nallah to	illy							
	Makrog G.P.Ghed	1							
	Tehsil & D Shimla. H	P)						~	
<		and the						>	
_									
Descriptio	on of fie	elds on so	reen:						
1. Div	/ision <	Select>							
2. Se	lect sc	heme typ	e	a al a sa associal d			a la va suite vala 0	latituda	
Se		type of so	neme to be display	ea on gria t	or updatio	n of schem	e iongituae &	latitude	
		splavs the	schemes for which loc	ation entrv h	as not beel	n made			
	o Al	Scheme	3						
	Di	splays all ti	ne schemes for which	either locatio	on entry has	s been made	or not		
	• O	d scheme		aith an 1 ť		- h 1			
		spiays all ti earch sche	ie schemes för which	either locatio	on entry has	s been made	ļ		
	Di	splays the	particular schemes for	r which is en	tered in 'Sc.	heme code /	name' search b	хох	
	Di O Al Di O Ol Di O Se	splays the s I Schemes splays all ti d scheme splays all ti earch sche	schemes for which loc in eschemes for which he schemes for which he schemes for which heme	either locatio either locatio either locatio	as not beel on entry has on entry has	n made s been made s been made	or not		
	o Se Di	earch sche splays the	me particular schemes for	r which is en	tered in 'Sc	he	me code /	me code /name' search b	

3. Save <Click>

Display the Schemes Details

- Check to select <Select>
- Name of scheme <Display>
- Number of sources <Enter>
- Name of location of source < Enter>
- Latitude <Enter>
- Longitude < Enter>
- Discharge (Litre/Per) < Enter>
- Remarks <Enter>

Report/Query	

3.4.2.14.6. Physical Progress (FMP)

ī

Module No.	M-DIV-	53					
Module Name	Physica	Physical Progress (FMP)					
User	Division	Division Office (Drawing Branch)					
Description	Drawing	Branch prepare the return of Flood Management programme F	Physical				
	Progres	S					
How to Access	[Works	MIS]:: Division Entries \rightarrow Drawing Branch \rightarrow Returns \rightarrow Physic	al				
	Progres	S					
Pre Process	[e-Same	[e-Sameeksha]:: Scheme Entries → Scheme Description					
Pre Process	Sr. No.	Sr. No. Module Office					
Sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division				
Input Screen :							

vivision #		Div.No.1 Shimla 9	~				
cheme Cod	e/ Name: #	T2010-306-1346	< (Change			
Name of Se	theme	T2010-306-1346(P Shimla.)	rov. Flood Protectio	n work for Frait Kat	yog Nallah in G.P. S	Shakrah Teh & D	listt
Financial Y	ear	2020	×				
Month		February	~				
Central Sha	are	D					
State Share	e	D					
A/A E/S N	o.						
A/A & E/S	Amount						
A/A & E/S	Date	13/04/2020					
Item of Works	Scope per Estimate	Physical Achievement (upto march)	Progress upto Month (Target)	Progress upto Month (Achieved)	Total Achievement during the month	Cumulative Progress	Remarks ^
Land	0	0	0	0	0	0	
Length of	0	0	0	0	0	0	
Length of	0	0	0	0	0	0	
revetment Length.	0	0	0	0	10	0	
has different							1
depth of launching apron							
depth of launching apron Quality of earth work	0	0	0	0]0	0	1
depth of launching apron Quality of earth work Quality of	0	0 0	0	0	0		
depth of aunching apron Quality of earth work Quality of stone works Concrete	0 0	0 0	0 0	0 0 0 0) e 		
depth of launching apron Quality of earth work Quality of stone works Concrete works Inspection prod if appr	0 0 0 0			0 0 0 0) 0 0 0 0		
Witch and depth of launching apron Quality of earth work Quality of stone works Concrete works Inspection road if any Drain if any	0 0 0 0			0 0 0 0			

Description of fields on screen:

- 1. Division <Select>
- 2. Scheme code/ name < Enter & get>
- 3. Display the Schemes Details
 - Scheme Code & Name < Display>
 - Financial Year <Select>
 - o Month <Select>
 - Central Share < Display/Enter>
 - State Share <Display/Enter>
 - o AA&ES Number <Display/Enter>
 - o AA&ES amount <Display/Enter>
 - o AA&ES Date <Display/Enter>
 - Given by <*Display/Enter*>
- 4. Enter the data in grid with following Details
 - o Items of work
 - Scope per estimate
 - Physical achieve upto March (Prev. fin year)
 - Progress upto month (Target)

- Progress upto month (achieved)
- Total achievement during the month
- o Cumulative progress
- o Remark
- 5. Save <*Click*> Save the entered data for the selected scheme Report/Query

3.4.2.14.7. Set Physical Scope (Irrigation schemes)

Module No.	M-DIV-54						
Module Name	Set Phy	Set Physical Scope (irrigation schemes)					
User	Division	Division Office (Drawing Branch)					
Description	Drawing	Branch prepare the return of Irrigation schemes					
How to Access	[Works	[Works MIS]:: Division Entries \rightarrow Drawing Branch \rightarrow Irrigation Returns \rightarrow Set					
	Physica	Physical scope					
Pre Process	[e-Same	[e-Sameeksha]:: Scheme Entries → Scheme Description					
Pre Process	Sr. No.	Sr. No. Module Office					
Sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division				
Input Screen :							
Description of fie	elds on so	creen:					
1. Division <	<display></display>						

Vision		Div.No.1 Shimla 9						
in Year =		2019-2020	2019-2020 🗸					
		View Non Targ	eted Schemes O View Targeted Schemes					
Charle to Calact	C No.	Set Irrigation Sci	Cohome Name					
	1	1995-306-20741	LIS From Chailly Nallah to Makrog G.P.Ghech Tehsil & Distt. Shimla. HP					
	2	1998-306-26596	LIS to Village Neri Tikker in G.P. Basadhar.					
	3	1999-306-26727	Prov. LIS to Vill.Basti Gunana Badog Syalmu					
	4	2000-306-32280	FIS to vill. Jotlu Batla in G.P. Baldian					
	5	2001-306-34394	Prov. LIS from Kawi Khad to Neri Bhont					
	6	2006-306-45784	LIS Basti Gunana Garog in Tehsil & Distt. Shimla. H.P.					
	7	2007-306-49137	LIS from Pubber River to Bhonoo in GP Thana Teh. Jubbal					
	8	2010-306-655	L.I.S Giri Khad To Peeran					
	9	2011-306-644	Providing lift irrigation scheme for village Sandhoot Kakret,Dhandhut,Chidi,Lagroo salana, Sari etc and other group of village in GP Thari and Rampuri Tehsil and Dist Shimla HP					
	10	2014-306-143	Providing LIS to village Tarapur From Noti Khad in G.P. Ghorna in tehsil Theog District Shimla					
	11	2014-306-164	Survey and Investigation of LIS under Division No-1 Provision for preparation of DPR of Honble MLA					
	12	2015-306-1179	Providing LIS for Horticulture Land at Kuthar and Adj. Village In GP kuthar, Basadh etc Tehsil Theog Distt Shimla HP					
	13	2015-306-1180	Improvement of Flow Irrigation Scheme Patshal in GP Mehali Tehsil and Distt. shimla (HP)					
	14	2015-306-1182	Providing LIS to Village Sandoot Kakret & Group of Villages					
	15	2015-306-1184	C/O FIS in various Gram Panchyat under I&PH Sub Divison Koti Tehsil & Distt Shimla					
	16	2015-306-1186	C/O LIS for village Khalog Jhakari, Khari etc. group of village in GP Dhamoon and Chanog Tehsil \$ Distt Shimla.					
	17	2015-306-725	Improvement of LIS Chanog Sujana in GPChanog Tehsil and Distt Shimla(HP)					
	18	2016-306-386	Flow Irrgation Scheme Ghist Parala Patshal in G.P. Kalihatti Tehsil and Distt. Shim					
	19	2016-306-387	F I S Bharandi in GP Koti Tehsil and Distt Shimla					

Description of fields on screen:

- 1. Division <Select>
- 2. Financial year <Select>
- 3. Select the following:
 - View Non targeted schemes Displays the schemes for which target has not been set for selected financial year
 - View targeted schemes
 Displays the schemes for which target has been set for selected financial year
- 4. Display the Schemes Data in grid:
 - Click to select <Select>
 - Click the schemes which are to be set as targeted
 - o Sr.No.<Display>
 - Scheme Code < Display>
 - o Scheme Nane <Display>
- 5. Save <Click>

Save the selected data to set the target of irrigation schemes

Report/Query
3.4.2.14.8. Set Physical Scope (Irrigation schemes)

Module No.	M-DIV-	M-DIV- 55					
Module Name	Set Phy	Set Physical Scope (irrigation schemes)					
User	Division	Division Office (Drawing Branch)					
Description	Drawing	Drawing Branch prepare the return of Irrigation schemes					
How to Access	[Works	[Works MIS]:: Division Entries \rightarrow Drawing Branch \rightarrow Irrigation Returns \rightarrow Set					
	Physica	al scope					
Pre Process	[e-Same	eeksha]:: Scheme Entries → Scheme Description					
Pre Process	Sr. No.	Module	Office				
Sequence	1.	1. [e-Sameeksha]:: Scheme Entries → Scheme Description Division					
Input Scroop :							

Input Screen :

				Set Physica	al Scope					
Divisio	n #		Div.No.1 Shimla 9		\sim					
			Set Physical Scope Fo	r Various S	cheme(s)					
Serial No.	Name of Zone/ Circle/ Division/ Constituency	Name of	Work	Type of Scheme FIS/ LIS/ TubeWell/ DugWell/ Shallow/ Deep TubeWell	Class of Scheme Major/ Medium/ Minor/ FPW/ CAD/ WM/ HIMCAD	Status of Scheme Completed/ Ongoing	Date of Completion	A/A & ES no./ Date/ Amount	Central Share AIBP/ PMKSY/ FMP/ CADWM/ HIMCAD	E 4 4 5 (
L	Shimla Zone/ Shimla-9 IPH Circle/ SHIMLA DISTRICT/ Div.No.1 Shimla 9	2006-306 Gunana G Shimla. H	i-45784 LIS Basti Garog in Tehsil & Distt. I.P.	LIS	ARWSP (Accelerated Rural Water Supply Programme)	In Progress	Mar 28 2012	-NA-/ -NA-/ - NA-	AIBP	
	Shimla Zone/ Shimla-9 IPH Circle/ SHIMLA DISTRICT/ Div.No.1 Shimla 9	2011-306 irrigation Sandhoot Kakret,Dl salana, S of village Rampuri HP	-644 Providing lift scheme for village nandhut,Chidi,Lagroo, ari etc and other group in GP Thari and Tehsil and Distt Shimla	LIS	NABARD	Proposal	Dec 31 2017	-NA-/ -NA-/ - NA-	AIBP	
•	Shimla Zone/ Shimla-9 IPH Circle/ SHIMLA DISTRICT/ Div.No.1 Shimla 9	2014-306 village Ta G.P. Ghor District S	-143 Providing LIS to rapur From Noti Khad in na in tehsil Theog himla	LIS	NABARD	In Progress	-NA-	Dy Secy. I/ Apr 17 2019/ 122.00	AIBP	<u> </u>
1	Shimla Zone/ Shimla-9 IPH Circle/ SHIMLA DISTRICT/ Div.No.1 Shimla 9	2015-306 Flow Irrig GP Mehal shimla (H	i-1180 Improvement of ation Scheme Patshal in i Tehsil and Distt. P)	FIS	Minor Irrigation	Proposal	Sep 9 2015	-NA-/ -NA-/ - NA-	AIBP	~[
<										>
									Save	

Description of fields on screen:

- 1. Division <Display>
- 2. Display the Schemes Data in grid:
 - Sr.No. <Select>
 - Click the schemes which are to be set as targeted
 - Name of Zone/Circle/Division/Constituency
 - Name of work
 - Type of scheme LIS/FIS/Tube well / Dug well / Shallow deep tube well
 - o Class of scheme Major / Medium / Minor / FPW / CAD / WM / HIMCAD
 - o Status of scheme Completed / ongoing
 - o Date of completion
 - AA & ES no / Date /Amount
 - Central share / AIBP / PMKSY / FMP / CADWM / HIMCAD
 - Externally aided agency share (JIKA)
 - o State share

0	Sector i.e. State / NABARD / AIBP / Total				
0	Normal (OTSC)				
0	SCCP				
0	BASP				
0	TSP				
0	Total				
0	SC families (in Nos)				
0	ST families (in Nos)				
3. Save <	3. Save < <i>Click</i> >				
Save ti	Save the entered data of irrigation schemes				
Report/Query					

3.4.2.14.9. Set Physical Target (Irrigation schemes)

Module No.	M-DIV-5	6							
Module Nam	e Set Phys	Set Physical Target (irrigation schemes)							
User	Division	Division Office (Drawing Branch)							
Description	Drawing	Branch p	orepare t	the retur	n of Irriga	tion sche	mes phys	ical target	t
How t	o [Works N	/IS]:: Div	ision En	tries \rightarrow [Drawing	Branch -)	Irrigation	n Returns	\rightarrow Set
	Physica	Physical target							
Pre Process	[e-Same	[e-Sameeksha]:: Scheme Entries → Scheme Description							
Pre Process	Sr. No.				Modul	e			Office
Sequence	1.	[e-Same	eeksha]:	:: Schem	e Entries	\rightarrow Sche	me Desc	ription	Division
Input Screen	:								
			:	Set Physica	l Target				
Division		Div.No.1 Sh	imla 9		\sim				
Fin Year #		2020-2021		~					
Serial Name of W	ork		Normal (OTSC)	SCCP	BASP	TSP	Total	SC Familie (In Nos.)	es ST Famil ^
1 2006-306-4	5784 LIS Basti Gu	nana Garog	0.00	0.00	0.00	0.00	0.00	0	0
2 2011-306-6	44 Providing lift in	rigation	0.00	0.00	0.00	0.00	0.00	0	0
scheme for Kakret,Dha	village Sandhoot ndhut,Chidi,Lagroo	, salana, Sari							
etc and oth and Rampu	er group of village	in GP Thari Shimla HP							
3 2014-306-1 Tarapur Ero	43 Providing LIS t m Noti Khad in G.I	o village P. Ghorna in	0.00	0.00	0.00	0.00	0.00	0	
tehsil Theor	District Shimla								
4 2015-306-1 Irrigation S	cheme Patshal in G	SP Mehali	0.00	0.00	0.00	0.00	0.00	0	
	istt. snimla (HP)								\rightarrow
									Save
Description c	f fields on so	creen:							
 Division 	on <display></display>								

2. Fin year <Display>

- 3. Display the Schemes Data in grid:
 - o Sr.No. <Select>
 - Name of work
 - Normal (OTSC)
 - o SCCP
 - o BASP
 - o TSP
 - o Total
 - SC families (in Nos)
 - ST families (in Nos)
- 4. Save <Click>

Save the entered data of irrigation schemes

Report/Query	

3.4.4. (C)orrespondence Branch

. . . . -41

Module No.	M-DIV-57
Module Name	Contractor Registration
User	Division Office (C-Branch)
Description	(C)orrespondence Branch at Division Office records and maintains the details
·	of the Contractors
How to Access	[Works MIS]:: Division Entries \rightarrow (C)orrespondence Branch \rightarrow Contractor
	Registration
Pre Process	[Works MIS]:: Sub Division Entries \rightarrow Vouchers (SD) \rightarrow Receipt
	[Receipt of Fee for- New/Renewal/ Upgrade/Change Other Information]
nput Screen:	
	Contractor Registration
O Manual to Onli	ne (Backlog)
O New/Renewal/	Upgrade/Change Other Information
O Black List	
O DIACK LIST	
Description of fiel	ds on screen:
Display the follo A. Manu B. New/l C. Black	owing options to register the contractor: al to Online (Backlog) <i><click></click></i> Renewal/Upgrade/Change Other Information <i><click></click></i> List <i><click></click></i>
A. Manual to This optic needs to l	Online (Backlog) on is selected when the Contractor is already registered through manual process and Register in online system for making the department process online.
On Click of Registratio	Manual to Online (Backlog), Display the following screen for Contractor n:
	Contractor Registration
	All fields marked # are mandatory
1 Desistantian Id	Contractor Registration (Manual to Online) Update Contractor Record < Back
1. Registration Id	
Online Registration Id	
Manual Registration Da	
Manual Registration N	te a la l
Manual RegistrationDa	
2. Class of Contract	tor
Contractor Category	-SELECT- Contractor Class# -SELECT-
3. Registration Val	idity in the second sec
ValidUp To#	

4. Personal Details		
Contractor Name#		
Father's Name #		
Oualification#		
Present Address#		
Permanent Address#	(Max. 300 Characters)	
	(Max. 300 Characters)	
Nationality#		
Phone No.#		
Mobile No.#		
Email Id		
PAN No.#		
PPF Account No.		
Bank/P.O. Account Detail#	Account No	
	Bank/PO Name SELECT-	
	Bank/PO Address	
Sale Tax No.#		
Work Experience		
Contractor Photo to Upload	(Max. 1000 Characters)	
	DIOWSE (Image Format:	JPG)
5. Proofs Attached		
Affidavit from the Engine		
Affidavit of Immovable P	Property with there current Market Value	
Affidavit of Machinery		
Bank Balance Certificate		
Copy of Electrical Licence		
Copy of Power of Attorne	ey	
Attested Copy of Pan Ca	ard	
Copy of Partnership of D	Deed	
Attested Copy Previous of	of Registration	
Detail of Engineering Sta	aff	
Experience Certificate		
GST/ CST Certificate		
Income Tax Clearance C	Certificate for latest Assessment Year	
Medical Certificate		
Police Verification Certifi	icate	
Registration Certificates	of Machinery	
Work done Certificate Fo	or Upgradation	
		Pecet
	Save	(CSCL
Description of fields on	Screen:	(eset
Description of fields on	Save F	(eset
Description of fields on	screen:	
Description of fields on 1. Display the follo	screen:	
Description of fields on 1. Display the follo ○ Online R ○ Online D	screen: lowing Details: Registration ID < <i>Auto Gen</i> > Date < <i>Auto Gen</i> >	

- 2. Enter Manual Registration No. <*Enter*> Need to enter only for the manual registration made first time online
- 3. Enter Manual Registration Date <*Enter*> Need to enter only for the manual registration made first time online
- 4. Enter Manually Registered by <*Enter*> Name of the Office where registration made
- 5. Select Contractor Category Display the list of Contractor Categories i.e., Civil, Electrical, Mechanical
- 6. Select Class of Contractor Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D
- 7. Enter Registration Valid Date Up to *<Enter>*
- 8. Enter the following Personal Details of the Contractor:
 - Contractor Name <*Enter*>
 - Father's name <*Enter*>
 - Qualification *<Enter>*
 - Present Address < Enter>
 - Permanent Address < Enter>
 - Nationality <*Enter*>
 - Phone No. <*Enter*>
 - Mobile No. <Enter>
 - PAN No. <Enter>
 - PPF Account No. < Enter>
 - Enter following Bank/P.O. Account Details:
 - i. Account No. < Enter>
 - Select Bank/PO Name Display the Bank names i.e., HDFC, ICICI, State Bank of India, State Bank of Patiala, Others if any
 - iii. Enter Bank/PO Address < Enter>
 - Sale Tax No. < Enter>
 - Work Experience <*Enter*>
 - Upload Photo
- 9. Check proofs submitted from the following:
 - Affidavit from the Engineers
 - Affidavit of Immovable Property with their current Market Value
 - Affidavit of Machinery
 - Bank Balance Certificate
 - Copy of Electrical License
 - Copy of Power of Attorney
 - Attested Copy of Pan Card
 - Copy of Partnership of Deed
 - Attested Copy Previous of Registration
 - o Detail of Engineering Staff
 - Experience Certificate
 - o GST/ CST Certificate
 - o Income Tax Clearance Certificate for latest Assessment Year
 - Medical Certificate
 - Police Verification Certificate
 - Registration Certificates of Machinery

• Work done Certificate For Up gradation

B. New/Renewal/Upgrade/Change Other Information

This option is selected when the Contractor is Registered through online process or Renewal, Upgradation or any other information is to be changed. The Contractor deposits the specified amount for this at Sub-Division / Division Office

On Click of Man New/Renewal/Upgrade/Change Other Information, Display the following screen:

Contraction Fees Deposited At						
Renewal	These Sub Division	2011/2/12	14/02/2011	4272	Madan Singh	
Renewal	Theory Sub Division	2011/3/12	15/02/2011	4272	Ralbir Chauban	Select
Renewal	Chief Cub Division	2011/3/20	15/03/2011	934	Ch Dees Bars Chubas	Select
Renewal	Sainj Sub Division	2011/3/33	17/03/2011	1/24	Sn.Deep Kam Chunan	Click b
Renewal	Sainj Sub Division	2011/3/35	17/03/2011	1128		Street
Renewal	Sainj Sub Division	2011/3/37	1//03/2011	2576	Snyam Singh.	Select
Renewal	Matiana Sub Division	2011/3/5	18/03/2011	1904	Madan Singh	Select
Renewal	Koti Sub Division	2011/3/8	19/03/2011	4347	Sh. Daya Nand Rajta	Select
Renewal	Matiana Sub Division	2011/3/18	21/03/2011	1796	Joginder Singh	Select
Renewal	Matiana Sub Division	2011/3/20	21/03/2011	6	Shri Parkash Chandel	Select
Renewal	Matiana Sub Division	2011/3/25	24/03/2011	1	Shri Mohinder Singh Chandel	Select
Renewal	Shimla No. 1 Sub Division	2011/3/152	26/03/2011	1862	Sohan Lal	Select

- deposited by the contractor
 Fee Deposited At
 Office at which the receipt is deposited by contractor
- o Receipt Number
- Receipt Date
- Online Id
 - Online Registration Id of Contractor. Display Online Id- 0, for New Transaction
- o Contractor Name
- Select <click> Click to enter the details

Display the following screen for entry :

	Contractor Registration	
	All fields marked # are m	andatory
	Contractor Registration - Renewal 🗹 Update Contractor Record 🧾 <	Back
1. Registration Id		<u> </u>
Online Registration Id	4347	×
Online Registration Date	28/03/2011	
Manual Registration No.	IPH-SE-WS-Enlistment of Class "D"/2008-09-2283-233	
Manual RegistrationDate	03/06/2009	
Manually Registered By	S.E. IPH Circle, Shimla-9	

JSV UM Ver 1.0

2. Class of Contractor							
Contractor Category#	-SELECT- Contractor Class= -SELECT- Add More						
Category Class	OnlineRegisteredByOffice OnlineRegisteringDate Delete						
Civil Contractor D	Div.No.1 Shimla 9 28/03/2011						
3. Registration Validity							
ValidUp To#	03/11/2013						
4. Personal Details							
Contractor Name=	Sh. Daya Nand Rajta						
Father's Name =	Sh. Mathu RamRajta						
Qualification#	10th						
Present Address#	Village Daushori, P.O. Nagan, Tehsil Kot Khai Distt. Shimla(HP) 🔗						
	(Max: 300 Characters)						
Permanent Address#	Village Daushori, P.O. Nagan, Tehsil Kot Khai Distt, Shimla(HP)						
Nationality	(Max. 300 Characters)						
Mabile No.=							
	94103-4441						
Email Id							
PAN No.#	AQOPR1022P						
PPF Account No.							
Bank/P.O. Account Detail#	Account No Add More						
	Bank/PO NameSELECT-						
	Bank/PO Address Bank Ac No. Bank Id. Bank Address Delate						
	730 Other Khaltu Nallah, Tehsil Kot Khai, Distt, Shimla						
- - N							
Sale Tax No.#							
	(Max. 1000 Characters)						
Contractor Photo to Upload	Browse (Image Format:JPG)						
5. Proofs Attached							
Affidavit from the Engi	neers						
Affidavit of Immovable	Property with there current Market Value						
Affidavit of Machinery							
Bank Balance Certifica	te						
Copy of Electrical Licer	nce						
Copy of Power of Attor	ney						
Attested Copy of Pan C	Card						
Copy of Partnership of	Deed						
Attested Copy Previou	Attested Copy Previous of Registration						
Detail of Engineering Staff							
Experience Certificate							
GST/ CST Certificate							
Income Tax Clearance	Certificate for latest Assessment Year						
Medical Certificate							
Police Verification Cod	ificate						
Ponce verification Cert	and to a second s						
	is or Machinery						
	Save Reset						

Description of fields on screen:

- 1. Display the following Details:
 - Online Registration ID < Auto Gen>
 - Online Date <Auto Gen> By default display the Current Date
- 2. Enter Manual Registration No. *<Enter>* Need to enter only for the manual registration made first time online
- 3. Enter Manual Registration Date <*Enter*> Need to enter only for the manual registration made first time online
- 4. Enter Manually Registered by *<Enter>* Name of the Office where registration made
- 5. Select Contractor Category Display the list of Contractor Categories i.e., Civil, Electrical, Mechanical
- 6. Select Class of Contractor Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D
- 7. Enter Registration Valid Date Up to < Enter>
- 8. Enter / Display the following Personal Details of the Contractor: *Display in case of Renewal / Upgradation / Change other information*
 - Contractor Name < Enter>
 - Father's name < Enter>
 - Qualification < Enter>
 - Present Address < Enter>
 - Permanent Address < Enter>
 - Nationality <*Enter*>
 - Phone No. <Enter>
 - o Mobile No. < Enter>
 - PAN No. < Enter>
 - PPF Account No. < Enter>
 - Enter following Bank/P.O. Account Details:
 - i. Account No. < Enter>
 - Select Bank/PO Name Display the Bank names i.e., HDFC, ICICI, State Bank of India, State Bank of Patiala. Others if any
 - iii. Enter Bank/PO Address < Enter>
 - Sale Tax No. < Enter>
 - Work Experience <*Enter*>
 - Upload Photo
- 9. Check proofs submitted from the following:
 - Affidavit from the Engineers
 - Affidavit of Immovable Property with their current Market Value
 - Affidavit of Machinery
 - o Bank Balance Certificate
 - Copy of Electrical License
 - Copy of Power of Attorney
 - Attested Copy of Pan Card
 - Copy of Partnership of Deed

- Attested Copy Previous of Registration
- Detail of Engineering Staff
- Experience Certificate
- o GST/ CST Certificate
- Income Tax Clearance Certificate for latest Assessment Year
- o Medical Certificate
- Police Verification Certificate
- Registration Certificates of Machinery
- Work done Certificate For Up gradation

10. Save

Confirmation made to save the above entries

11. Update

If there is any requirement to change the details of the contractor details can be updated i.e., phone number, address

12. Verify Confirmation made to verify the above entries

Business Rules	 Correspondence branch at Division verifies the details of the contractor and maintains the details of the contractors
Report/Query	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Contractor Reports \rightarrow
	Contractor Registration Details
	[e- Sanchalan] :: Reports/Queries \rightarrow Contractor Reports \rightarrow
	Contractor Identification Card

3.4.4.2. Issue MB

Module No.	M-DIV- 58						
Module Name	Issue M.B.						
User	Division Office (Correspondence Branch)						
Description	Correspondence Branch issues MBs as per the approval given by EE						
How to Access	[Works MIS]:: Division Entries \rightarrow Correspondence Branch \rightarrow Issue M.B.						
Input Screen :							
	Opening/Closing of Measurement Book						
For new M	B enter the details and click on save button & for updation/verification/closing click >>>>>> Update 🗌						
M.B. Number #							
Sub-Division #	-SELECT-						
Section #	-SELECT-						
Issue Date #							
Type of MB							
	Issue MB Verify Reset Close MB >						
n							

Description of fields on screen:

- 1. Display the following columns:
- o M.B. Number < Enter>
- Sub-Division <Select>
 Display the Sub Division of concerned Division.
- Section Name <Select>
 Display the Sections of Selected Sub Division
- o Issue date <Select>
- Type of MB (I.Old II. New)
 Select Old if the MB is already issued through manual process and needs to issue in Online MIS for making the department process online
- 2. Issue MB Confirmation made to issue the MB.
- 3. Check the **Update** button to Update or verify the issued M.B.
- 4. M.B. Number <*Enter>* & get details of the MB Update the details (if any)
- 5. Update <Click> Confirmation made to Update the details
- 6. Verify Confirmation made to verify the Details of M.B.

3.4.4.3. Work Agreement

3.4.4.3.1. New Work Agreement

Module No.	M-DIV-	59	
Module Name	Work A	greement Description	
User	Division	Office (Correspondence-Branch)	
Description	Agreem Office	ent details are framed by the Correspondence Branch at Divi	ision
How to Access	[Works	MIS]:: Division Entries \rightarrow (C)orrespondence Branch \rightarrow Work	
	Agreem	ent → Work Agreement Description	
Pre Process	[e-Same	eeksha]:: Scheme Entries → Work Description	
Pre Process	Sr.No.	Module	Office
Sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division
	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division
Post Process	[Works	MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work Specific	ations \rightarrow

	Work Agreement Description
Work Id	2011-2072 Change Work Id
Scheme Code#	T19851 R/M of GWSS Thund in G.P. Satlai Tebsil && Distt. Shimla.
Work Nature #	
Executing Office#	Div No 1 Shimla 9
Work Serial Number & Nam	e# 2.Laving & Jointing of G.I Pipe at Node No 94-95,94-108,94-109,105-110,105-106
Work Awarded To#	• To Contractor
1. Contractor	
Online Registration Id#	1 Get Contractor Record >
Contractor Name=	Shri Mohinder Singh Chandel
Registration ValidUp To#	31/03/2008
Class Of Contractor=	CategoryClassRegisteredByOfficeRegisteringDateCivil ContractorDDiv.No.1 Shimla 919/09/2007
Present Address=	S/O Shri Chet Ram Vilage Ratana,P.O. Shadi Tehsil Theog Distt.Shimla H.P
Phone No.#	0000
2. Agreement Details	
Category#	-SELECT-
Agreement Type	-SELECT-
Manual Agreement No.(If Any)	
Manual Agreement Date	
Agreement By Office#	Div.No.1 Shimla 9
NIT Number#	Online NIT No.
Tendered Amount (Work) #	12345678
NIT Date	
Date of Start#	
Time for Completion#	100 days
Terms & Conditions	
Over All Rebete	(Max. 4000 Characters)
Over All Rebate	₩ ¹ / ₀
	Verify Update Reset
Description of fields or 1. Work ID < <i>Enter</i> ?	ı screen:
Diamles the full	owing details.
 Online I Online I Scheme Work N 	Date <auto gen=""> ⇒ Code & Name ature (Original, R/M)</auto>

• Wo	ork Awarded to					
2. Online Reg	gistration Id < <i>Enter</i> >					
Display the Co Re Cla Pre Ph	e following Details of Contractor: ontractor Name gistration valid upto ass of Contractor esent Address one No.					
3. Category < Select category	<select> gory</select>					
4. Agreemen Select agre	t Type <i><select></select></i> ement Type					
5. Manual Ag	greement No. <i><enter></enter></i>					
6. Manual Ag	greement Date < <i>Enter</i> >					
7. Agreemen	t By Office <i><display></display></i>					
8. NIT Date.	<select></select>					
9. Date of sta	9. Date of start < Display / Select >					
10. Time Of Completion < <i>Display / Enter</i> >						
11. Terms & c	onditions < <i>Display / Enter</i> >					
12. Overall Re	12. Overall Rebate < <i>Enter</i> >					
13. Update Confirmation made to update the Agreement Details						
14. verify Confirmation	n made to verify the Agreement Details					
Report/Query	How to Access: [e- Sanchalan] :: Reports/Queries → Scheme Repor Register	ts → Agreement				

3.4.4.3.2. Extend Agreement Description

Module No.	M-DIV- 59
Module Name	Extend Agreement Description
User	Division Office (Correspondence-Branch)
Description	Agreement completion date can be extended by the Correspondence Branch
	at Division Office after approval of competent authority
How to Access	[Works MIS]:: Division Entries \rightarrow (C)orrespondence Branch \rightarrow Work
	Agreement → Extend Agreement Description
Pre Process	[e-Sameeksha]:: Scheme Entries → Work Description

NIC, Himachal Pradesh

Pre Process	Sr No	Module	Office
	1	Incodic In-Sameekshal:: Scheme Entries → Scheme Description	Divisio
	ו. ס	[o-Cameersha] Coheme Entries > Scheme Description	
Poot Droocco		Le-Sameershaj. Scheme Ennes 7 Work Description	
OST Process		IVIS :: DIVISION Entries \rightarrow (D)rawing Branch \rightarrow Work Specific	
	Revise	d Schedule Of Quantity	
nput Screen:			
		Extend Agreement	
		Show DashBoard	
Work Id	20	08-1499 Change Work Id	
Online Date	30/	/03/2009	
Scheme Code#	T19 Pro	9886	
Work Nature #	Ori	iginal Repair/Maintenance	
Executing Office#	Div	v.No.1 Shimla 9	
Work Serial Number & Na	me# 1.0	C/O 2 Nos Spring Intake,2 Nos.Storage tank 5000ltrs cap.C.O Stand post 4 Nos and \checkmark	
Work Awarded To#	۲	To Contractor	
1. Contractor			
Online Registration Id#	938	8	
Contractor Name#	Gee	eta Ram Thakur	
Registration ValidUp To#	31/	/03/2010	
Class Of Contractor#	Ca	tegory Class RegisteredByOffice RegisteringDate	
	Civ	vil Contractor B Div.No.1 Shimla 9 06/05/2013	
Present Address#	R/C	D Vill Dhobi Ghat P.O Sanjauli Teh & Distt Shimla	
Phone No.#	n/a		
2. Agreement Details	1.3		
Category#	Civi	il Works 🗸	
Agreement Type	Iten	n Rate Tender 🗸 🗸	
Manual Agreement No.(If Ar	y) 225/	/2008-09	
Manual Agreement Date	19/0	1/2009	
Agreement By Office#	Div.	No.1 Shimla 9	
NIT Number#			
Tandarad Amount (Work)	· _		
NTT Data			
NIT Date		-	
Date of Start#	03/0	02/2009	
Time for Completion#		90 days	
Terms & Conditions	1. C 2. T 3. S 4. T	tement shall be issued at Mehli store @ Rs. 230/- per bag includingg storage charges. he G.I.pipes shall be issued at IPH store Mehli @Rs. free of cost. iteel shall be issued at Mehli store @ Rs.34430/- P.M.T. including storage charges. he work shall be carried out as per PWD/IPH specifications and to the entire satisfaction of Engineering Charge (Charge Content)	
Over All Rebate	0	.00 %	
3. Agreement Extension D	etails:		
Extended Date of Completion	n: #		
Extension given By : #	5	elect V	
Extension Letter number : 4			
Letter date: #		1	
		Verify Save	
Description of fields	on scr	een:	
	•		
1 \N/ork ID -5-	tor		
	161 >		

Display the following details:

- Online Date <Auto gen>
- o Scheme Code & Name
- Work Nature (Original, R/M)
- Executing Office
- Work Serial Number & Name
- Work Awarded to
- Online Registration Id

Display the following Details of Contractor:

- o Contractor Name
- Registration valid upto
- Class of Contractor
- Present Address
- Phone No.
- o Category
- Agreement Type
- Agreement Type
- Manual Agreement No.
- o Manual Agreement Date
- Agreement By Office
- NIT Date.
- o Date of start
- Time Of Completion
- Terms & conditions
- Overall Rebate

Agreement Extension Details

- 2. Extended date of completion <Select> Select the new date of completion
- 3. Extension given by *<Enter>* Enter the competent authority details, by whom the extension was given
- 4. Extension letter number < Enter>
- Letter date <*Enter*>
- 7. Save Confirmation made to save the Agreement Details

Report/Query	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Scheme Reports \rightarrow Agreement
	Register

3.4.4.4. Generate supply Order (Industries)

Module No.	M-Div-60
Module Name	Generate Supply Order (Industries)
User	Division Office (Correspondence Branch)
Description	Correspondence branch generates supply order to industries
How to Access	[Works MIS] :: Division Entries \rightarrow (C)orrespondence Branch \rightarrow Generate

	JSV_UM_Ver 1.0
nout Screen:	Supply order industries
	Generate Supply Order (Industries)
	Show DashBoard
Office Name :	Div.No.1 Shimla 9
Supply Order for :	● Head Office ○ Zone ○ Circle ○ Division ○ Sub-Division
Supply Order No.	-New- 🗸
Supplier Name :	Click if you want to change Vendor Name for all below Item List
Office :	-SELECT- V
Item Category :	-SELECT-
Item Code :	-SELECT- V
Unit:	
Rate :	
Total :	
[]	Save Delete Concepte Order No. Verify Briet
L	Save Delete Generate Order No. Venny Print
 Ad Display 4. Supply ord 5. Supplier N 6. Office 7. Item Categ 8. Item code 9. Unit 	d item to List <i><select></select></i> <i>y the item in the grid.</i> ^r der no. Name egory
10. Rate	
11. Quantity	
12. Total	
13. Save: Saves the c	data in grid with following details
 Itel Un Ra Qu 	em Description nit ate uantity
14. Delete <i>Confirmatior</i>	on made to delete the selected item
15. Generate After saving	e order no. ng all the items, generate the order number
16. Verify <i>Confirmatio</i>	on made to delete the selected item

17. Print	
View to the	generated order details
Report/Query	

3.4.4.5. Returns

3.4.4.7.1. Material Balance (Returns)

		M-Div-	61						
Module Name	e Material balance (Returns)								
User	Division Office (Correspondence			nce Brancł	ר)				
Description	Entry of available material at s			store and site					
How to Access	low to Access [Works MIS] :: Division Entrie			es → (C)ori	responde	ence Branch	→ Retur	rns -	
		Materi	al Balance						
Pre Process	ess [e-Sameeksha]:: Master Entries				ies → Stor	e Items			
		[Only if	ltem is not a	available]					
Input Screen:									
			R	eturn: Materia	Balance				
Financial Year	1-2012				Month	August	**		
Item Category#	FCT C	ATEGORY.		~	Item=	August		~	
		ATEGORI-				-SEECT-			
Unit		~						Add Item	to Lis
Item Description		Unit	<opening b<br="">MAS</opening>	Stock	<receipt< td=""><td>> Stock</td><td><consumpti MAS</consumpti </td><td>on> Stock</td><td>f</td></receipt<>	> Stock	<consumpti MAS</consumpti 	on> Stock	f
G.I.Pipe plain end>1 dia - Light G.I. Pipe	00 mm	metre	747.0000	0.0000	0	0	0	0	Delet
G.I.Pipe plain end> 1 dia - Medium G.I. Pipe	15 mm	metre	49.0000	0.0000	0	0	0	0	Delet
and theatant out tipe		metre [1272.0000	0.0000	0				Delet
G.I.Pipe plain end> 4	40 mm	metre	1373,0000			0	0		
G.I.Pipe plain end> 4 dia - Medium G.I. Pipe G.I.Pipe plain end> 5	40 mm 50 mm	metre	3223.0000	0.0000	0	0	0		Delet
G.I.Pipe plain end> 4 dia - Medium G.I. Pipe G.I.Pipe plain end> 5 dia - Medium G.I. Pipe G.I.Pipe plain end> 6	40 mm 50 mm 55 mm	metre	3223.0000 916.0000	0.0000	0				Delet Delet
G.I.Pipe plain end> 4 dia - Medium G.I. Pipe G.I.Pipe plain end> 5 dia - Medium G.I. Pipe G.I.Pipe plain end> 6 dia - Medium G.I. Pipe G.I.Pipe plain end> 8	40 mm 50 mm 55 mm 80 mm	metre metre	3223.0000 916.0000 859.0000	0.0000	0				Delet Delet
G.I.Pipe plain end>4 dia - Medium G.I. Pipe G.I.Pipe plain end>5 dia - Medium G.I. Pipe G.I.Pipe plain end>6 dia - Medium G.I. Pipe G.I.Pipe plain end>8 dia - Medium G.I. Pipe G.I.Pipe plain end>1	40 mm 50 mm 55 mm 80 mm 90 mm	metre metre metre metre	3223.0000 916.0000 859.0000 470.0000	0.0000					Delet Delet Delet
G.I.Pipe plain end>4 dia - Medium G.I. Pipe G.I.Pipe plain end>5 dia - Medium G.I. Pipe G.I.Pipe plain end>6 dia - Medium G.I. Pipe G.I.Pipe plain end>2 dia - Medium G.I. Pipe G.I.Pipe plain end>1 dia - Medium G.I. Pipe G.I.Pipe plain end>1	40 mm 50 mm 55 mm 80 mm 00 mm	metre [metre [metre [metre [metre [3223.0000 916.0000 859.0000 470.0000	0.0000					Delet Delet Delet
G.I.Pipe plain end>4 dia - Medium G.I. Pipe G.I.Pipe plain end>5 dia - Medium G.I. Pipe G.I.Pipe plain end>6 dia - Medium G.I. Pipe G.I.Pipe plain end>1 dia - Medium G.I. Pipe G.I.Pipe plain end>1 dia - Medium G.I. Pipe G.I.Pipe plain end>1 dia - Medium G.I. Pipe G.I.Pipe plain end>1	40 mm 50 mm 55 mm 80 mm 00 mm 25 mm	metre [metre] metre [metre] metre]	3223.0000 916.0000 859.0000 470.0000 1497.0000	0.0000 352.0000 127.0000 80.0000 0.0000					Delet Delet Delet Delet
G.I.Pipe plain end>4 dia - Medium G.I. Pipe G.I.Pipe plain end>5 dia - Medium G.I. Pipe G.I.Pipe plain end>6 dia - Medium G.I. Pipe G.I.Pipe plain end>5 dia - Medium G.I. Pipe G.I.Pipe plain end>1 dia - Medium G.I. Pipe G.I.Pipe plain end>1 dia - Medium G.I. Pipe	40 mm 50 mm 55 mm 80 mm 25 mm 50 mm	metre [metre [metre [metre [metre [metre]	3223.0000 916.0000 859.0000 470.0000 1497.0000 528.0000	0.0000 352.0000 127.0000 80.0000 0.0000					Delet Delet Delet Delet Delet
G.I.Pipe plain end>4 dia - Medium G.I. Pipe G.I.Pipe plain end>5 dia - Medium G.I. Pipe G.I.Pipe plain end>6 dia - Medium G.I. Pipe G.I.Pipe plain end>1 dia - Medium G.I. Pipe G.I.Pipe plain end>1 dia - Medium G.I. Pipe G.I.Pipe plain end>1 dia - Medium G.I. Pipe G.I.Pipe plain end>2 dia - Medium G.I. Pipe G.I.Pipe plain end>2 dia - Heavy G.I. Pipe	40 mm 50 mm 55 mm 80 mm 20 mm 25 mm 50 mm 40 mm	metre [metre [metre [metre [metre [metre [metre [3223.0000 916.0000 859.0000 470.0000 1497.0000 528.0000 481.0000	0.0000 352.0000 127.0000 80.0000 0.0000 0.0000					Delet Delet Delet Delet Delet Delet
G.I.Pipe plain end>4 dia - Medium G.I. Pipe G.I.Pipe plain end>5 dia - Medium G.I. Pipe G.I.Pipe plain end>6 dia - Medium G.I. Pipe G.I.Pipe plain end>1 dia - Medium G.I. Pipe G.I.Pipe plain end>1 dia - Medium G.I. Pipe G.I.Pipe plain end>1 dia - Medium G.I. Pipe G.I.Pipe plain end>2 dia - Medium G.I. Pipe G.I.Pipe plain end>2 dia - Heavy G.I. Pipe dia - Heavy G.I. Pipe	40 mm 50 mm 55 mm 80 mm 25 mm 50 mm 40 mm	metre [metre [metre [metre [metre [metre [metre [metre [3223.0000 916.0000 859.0000 470.0000 1497.0000 528.0000 481.0000 142.0000	0.0000 352.0000 127.0000 0.0000 0.0000 0.0000 25.0000				1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0	Delet Delet Delet Delet Delet Delet Delet
G.I.Pipe plain end>4 dia - Medium G.I. Pipe G.I.Pipe plain end>5 dia - Medium G.I. Pipe G.I.Pipe plain end>6 dia - Medium G.I. Pipe G.I.Pipe plain end>1 dia - Medium G.I. Pipe G.I.Pipe plain end>1 dia - Medium G.I. Pipe G.I.Pipe plain end>1 dia - Medium G.I. Pipe G.I.Pipe plain end>2 dia - Heavy G.I. Pipe G.I.Pipe plain end>5 dia - Heavy G.I. Pipe G.I.Pipe plain end>5	40 mm 50 mm 55 mm 80 mm 25 mm 50 mm 50 mm 50 mm	metre [metre] metre [metre] metre [metre] metre] metre [3223.0000 916.0000 859.0000 470.0000 1497.0000 528.0000 481.0000 142.0000	0.0000 352.0000 127.0000 80.0000 0.0000 0.0000 25.0000 25.0000					Delet Delet Delet Delet Delet

Description of fields on screen:

- 1. Display the Columns with the list following details:
 - Financial Year <Select>
 - o Month <Select>
 - Item Category <Select>

o Item <Select>

• Add item to List <Select>

Display the item in the grid.

- 2. Display the Details in following Columns: Items having non zero closing balance in previous month are automatically displayed with their opening balance for entry in current month
 - Item Description
 - o Unit
 - o Opening Balance
 - MAS <Display / Enter>
 - Stock <Display / Enter>
 - Receipt
 - MAS <Enter>
 - Stock <Enter>
 - Consumption
 - MAS < Enter>
 - Stock <Enter>
- 3. Save

Confirmation made for submission of the above details

4. verify

Confirmation made for verification of the above details

Report/Query	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Returns \rightarrow Material Balance
	[e- Sanchalan] :: Reports/Queries \rightarrow Returns \rightarrow Material Balance –
	G.I.Pipes

3.4.4.7.2. Hand pump Master

Module No.	M-Div- 62
Module Name	Hand Pump Master
User	Division Office (Correspondence Branch)
Description	Correspondence branch makes the entry of Hand pumps installed in their division
How to Access	[Works MIS] :: Division Entries → (C)orrespondence Branch → Hand pump Master
Input Screen:	•

JSV UM Ver 1.0

			Hand Pu	mp Master				
			Show Das	<u>hBoard</u>				
Divis	ion #	Div.No.1 Shimla 9	\sim					
Selec	t Handpump Type	● New ○ Edit Old						
Hand	pump ID		NEW					
Name	a							
Locat	tion							
Distr	ict/Tribal Area	-SELECT-	~					
Long	itude							
Latit	ude							
Disch nume	arge (in lps)(only eric)							
Finar	icial Year	2019	~					
Mont	h	April	~					
Rema	arks							
								Save
Seria No.	al Handpump Id	Name	Location	Longitude	Latitude	Discharge	Remarks	^
1	H80	Malyana	Mehli Dhali Byepass	77.12.267	31.03.487	11.0000		
2	H83	Shiv Mandir Malyana	Mehli Dhali Byepass	77.11.181	31.05.187	6.0000		
3	H86	Shanan	Mehli Dhali Byepass	77.11.627	31.05.494	5.0000		

Description of fields on screen:

- 1. Division <get>
- 2. Select Hand pump type *Select 'New' to make new Hand pump entry and 'Edit' to update entered hand pump data*
- 3. Hand Pump ID <*Auto Gen*>
- 4. Name
- 5. Location
- 6. Distt /Tribal Area
- 7. Longitude
- 8. Latitude
- 9. Discharge (in LPS)
- 10. Financial Year
- 11. Month
- 12. Remark
- 13. Save

Confirmation made for submission of the above details and displays the data in grid:

- o Sr. no.
- Hand pump Id
- o Name
- \circ Location
- o Distt /Tribal Area
- \circ Longitude
- \circ Latitude
- o Discharge

∘ Remar	٢S
Report/Query	How to Access: [e- Sanchalan] :: Reports/Queries → Returns → Hand pump

3.4.4.7.3. Hand pump Return

Module I	Module No. M-Div- 63							
Module N	lame	Hand Pump Ma	ster					
User		Division Office	(Corre	espondence	Branch)			
Descriptio	on	Correspondenc their division	e brai	nch makes t	he entry o	of Hand	pumps re	eturn installed in
How to A	ccess	[Works MIS] ::	Divisio	on Entries ->	· (C)orres	sponden	ce Branc	h \rightarrow Hand pump
		Return						
Input Scr	een:							
			Ha	and Pump Return				
			5110	w Dashbuaru				
Division #		Div.No.1 Shimla 9		~				
Financial Y	/ear	2019		×				
Month		April	1	¥		-	-	
Check to Select	Handpump I ID	Name	Locatio	n	District	Latitude	Longitude	Discharge (Liters/per
	H83	5hiv Mandir Malyana	Mehli Dha	ali Byepass	SHIMLA DISTR	31.05.187	77.11.181	6.0000
	H113	Chamiana 2	Surala Ro	ad	SHIMLA DISTR	N31.05.127	E077.12.239	4.0000
	H88	Chamyana 1	Shurala R	toad	SHIMLA DISTR	31.05.365	77.12.210	7.0000
	H2666	Old Junga	Village Ol	d Junga	SHIMLA DISTR	31.01.22.2	77.11.12.0	0.2000
	H2635	Kamahalli	Kamahall Mehta	i Nr.H/O Babu Ram	SHIMLA DISTR	30.59.21.2	77.13.36.2	0.2000
	H2636	Kamahalli 2nd	Kamahall Keshar Si	i 2nd Nr.H/O Sh. ingh	SHIMLA DISTR	30.59.23.6	77.13.36.0	0.2000
	H2655	Bud-2nd	Village Bu	ıd	SHIMLA DISTR	30.58.17.4	77.14.27.14	0.2000
	H2656	Parthana	Parthana	Nr. Shed	SHIMLA DISTR	30.58.41.8	77.13.59.4	0.2000
	H2660	Kayana	Village Ka Nek Ram	ayana-Nr. H/O Sh.	SHIMLA DISTR	31.01.35.2	77.10.47.0	0.2000
	H2664	Balog	Balog Nr.	Govt. School Balog	SHIMLA DISTR	30.58.22.2	77.15.16.0	0.2000
<	115640	•	1.	0 0 F		00.50.400		>
				Verify All		Save		Check all
Descriptio 1. D 2. Fi 3. Fi D	on of field ivision <g inancial Y inancial M isplay the o Chec Selec o Hand</g 	ds on screen: /ear < <i>Display></i> /onth < <i>Display></i> e following data i k to Select t to update the dat	n grid a					
	o Nam	e						

	0	Distt /	Distt /Tribal Area				
	0	Longi	tude				
	0	Latitu	de				
	0	Disch	arge (in LPS)				
	0	Present status					
	0	Rema	ark				
4.	Save	;					
(Confir	mation	made for submission of the above details				
Report/Query		ry	How to Access:				
			[e- Sanchalan] :: Reports/Queries \rightarrow Returns \rightarrow Hand pump				

3.4.4.7.4. Components Entry – Irri. Sector (returns)

odule	No.	M-DIV-	64				
dule	Name	Compo	nents Entry –Irri. Se	ctor (returns)			
er		Divisior	Office (Correspond	dence Branch)			
script	tion	Correst	ondence Branch pr	epare the return	n of componer	ts of Sewerad	e sect
		Scheme	es				
w to /	Access	[Works	MIS]:: Division Entr	ies → Correspo	ndence Branc	h → Returns .	>
		Compo	onent entry (Irri. Se	ctor)			
e Proc	cess	[e-Sam	eeksha]:: Scheme E	, Entries → Sche	me Descriptio	n	
e Proc	cess	Sr. No.	_	Modu	le .		Offi
auen	ce	1.	[e-Sameeksha]:: S	cheme Entries	→ Scheme De	scription	Divisi
ut Sc	reen ·		<u> </u>			•	
ui oc	ieen.		Component	te Entry (Caw Sactor)			
			Component	s Entry (Sew. Sector)			
Division	n #		Div.No.1 Shimla 9	\sim			
Scheme	e Code/ Nam	ne #	1994-306-17274	< Change			
			1994-306-17274(Prov. Sewera	ge System Theog)			
Name o	of Scheme						
Return	Type #		Sewerage Return	~			
A/A E/	S No.#		Under Secretary IPH-13(F)17-6				
A/A & E	E/S Amount	#	42317000.00				
A/A & E	E/S Date #		05/08/2016 C				
Compos	nent Details						
compo	ient Details						
Unit Co	de#		SELECT UNIT	~			
Issued	Ву		Govt. of H.P				
				Add More	Save	Verify	
Serial No.	Componen	t Details			Unit Code	ComponentId	
1	1.) Laying a	nd Jointing of	D.I. Pipe. i)150mm 9560 Rmt. ii)200mm 2460 Rmt.	Running Meter	C1	
2	2.) Manhole	s 403 Nos.			Cubic Meter	C2	
3	3.)Treatmen	nt Plant 1)0.45	MLD.II)1.15MLD.		Square Meter	C3	
4	4.) Flushing	tank=46 Nos.			Square Meter	C4	
5	5.)SOP				Meter	C5	

Description of fields on screen:

- 1. Division <Select>
- 2. Scheme code/ name < Enter & get>
- 3. Display the Schemes Details
 - Scheme Code & Name < Display>
 - Return type <*Display*>
 - o AA&ES Number <Display/Enter>
 - AA&ES amount *<Display/Enter>*
 - o AA&ES Date <Display/Enter>
 - Component details <*Display/Enter*>
 - Unit code <Select>
 - Issued by <Display>
- 4. Save <Click>

Display the entered data in grid with following Details

- o Sr. No.
- o Component details
- o Unit
- o Component ID

Report/Query	
r toporti Quory	
L	Į

3.4.4.7.5. Water Supply Schemes

Module No.	M-DIV-	M-DIV- 65				
Module Name	Water S	Supply Schemes				
User	Division	Office (Correspondence Branch)				
Description	Corresp	ondence Branch prepare the return of water supply schemes				
How to Access	[Works	MIS]:: Division Entries $ ightarrow$ Correspondence Branch $ ightarrow$ Returns $ ightarrow$	Water			
	Supply	Schemes				
Pre Process	[e-Same	eeksha]:: Scheme Entries → Scheme Description				
Pre Process	Sr. No.	Module	Office			
Sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division			
Input Screen :						

ivision # Div.No.1 Shimla 9 <- Back to Schemes Name of Scheme 2006-306-44572 :-> Prov,Rcc storage to various school under IPH Division Type of Scheme ARWSP (Accelerated Rural Water Supply Programme) A/A E/S No. & Date -NA- Dated: -NA- Year of Commissioning	0	0	(Lts/hours)	0	0	
ivision # Div.No.1 Shimla 9 <-Back to Schemes Name of Scheme 2006-306-44572 :-> Prov,Rcc storage to various school under IPH Division Type of Scheme ARWSP (Accelerated Rural Water Supply Programme) A/A E/S No. & Date -NA- Dated: -NA- Year of Commissioning	Present daily water Demand	Present Discharge Of	Discharge of Pumps	No. of Daily Pumping Hours	Datewise water supplied Rema from the Scheme in	rks
vivision # Div.No.1 Shimla 9 <- Back to Schemes Name of Scheme 2006-306-44572 :-> Prov,Rcc storage to various school under IPH Division Type of Scheme ARWSP (Accelerated Rural Water Supply Programme) A/A E/S No. & Date -NA- Dated: -NA- Year of Commissioning	Per Capita per Da	ay Demand (LPCD)	0			
ivision # Div.No.1 Shimla 9 <- Back to Schemes	Present populati	on Served	0			
ivision # Div.No.1 Shimla 9 <- Back to Schemes	No. of Connection	ns Released	0			
ivision # Div.No.1 Shimla 9 <- Back to Schemes	Design Pumping	Daily Hours	0			
ivision # Div.No.1 Shimla 9 < - Back to Schemes	Design Year					
Div.No.1 Shimla 9 <- Back to Schemes	Ultimate Design	Population				
ivision # Div.No.1 Shimla 9 <- Back to Schemes	Name of Habitati	ion Covered				
Div.No.1 Shimla 9 <- Back to Schemes	Longitude					
Div.No.1 Shimla 9 <- Back to Schemes	Latitude					
ivision # Div.No.1 Shimla 9 <- Back to Schemes	Name of Source					
vivision # Div.No.1 Shimla 9 <- Back to Schemes	Completion cost	of Schemes	0			
Ivision # Div.No.1 Shimla 9 < Back to Schemes Name of Scheme 2006-306-44572 :-> Prov,Rcc storage to various school under IPH Division Type of Scheme ARWSP (Accelerated Rural Water Supply Programme) A/A E/S No. & Date -NA- Dated: -NA-	Year of Commiss	ioning				
Ivision # Div.No.1 Shimla 9 <- Back to Schemes Name of Scheme 2006-306-44572 :-> Prov,Rcc storage to various school under IPH Division Type of Scheme ARWSP (Accelerated Rural Water Supply Programme)	A/A E/S No. & D	ate	-NA- Dated: -	NA-		
ivision # Div.No.1 Shimla 9 <- Back to Schemes	Type of Scheme		ARWSP (Acce	lerated Rural Water Su	pply Programme)	
ivision # Div.No.1 Shimla 9 <- Back to Schemes	Name of Scheme		2006-306-44	572 :-> Prov,Rcc stora	ge to various school under IPH Divis	ion
	Division #	Div.No.1 Shir	nla 9 🗸 🗸	<- Back to Scheme	es l	
Show DashBoard			<u>51</u>	iow DashBoard		

Description of fields on screen:

- 1. Division <Display>
- 2. Scheme code/ name < Enter & get>
- 3. Type of Scheme
- 4. AA& ES No. & date
- 5. Year of commissioning
- 6. Completion cost of scheme
- 7. Name of the souse
- 8. Longitude
- 9. Latitude
- 10. Name of Habitation covered
- 11. Ultimate Design population
- 12. Design year
- 13. Design pumping daily hours
- 14. No. of connections released
- 15. Present population served
- 16. Per capita per dat demand

Display the following data in grid

- Present daily water demand
- Present discharge of source
- o Discharge of pumps
- No. of daily pumping hours
- Date wise water supplied from the scheme in Its/day
- \circ Remarks
- 17. Save <Click>

3.4.4.7.6. STP Locations

Module No.	M-Div- 66
Module Name	STP Locations
User	Division Office (Correspondence Branch)
Description	Entry of locations od sewerage treatment plants
How to Access	[Works MIS] :: Division Entries \rightarrow (C)orrespondence Branch \rightarrow Set STP
	Locations
Input Screen:	
	Update STP Locations
	Show DashBoard
Division #	Div.No.1 Shimla 9
Sample Collecting Agency	• IPH Deptt.,HP O Pollution control Board,HP O Eco Lab
Location of STP#	
	Save
Description of field	ls on screen.
Decemption of nois	
1. Division	
2. Sample co	llecting Agency
3. Location of	STP ample collecting agency i.e. ISV Dentt, Pollution control board, HP or ECO lab
Select the S	ample conceany agency i.e., 35 v Depa, 1 onation control board, 11 of 200 hab
4. Save	
Confirmation	made for submission of the above details
Report/Query	How to Access:
	e -Sanchalanj :: HomePage \rightarrow View STP Sample results

3.4.4.7.7. Daily STP results

Module No.	M-Div- 67
Module Name	Daily STP results
User	Division Office (Correspondence Branch)
Description	Entry of sewerage treatment plant's status on daily basis
How to Access	[Works MIS] :: Division Entries → (C)orrespondence Branch → Daily STP results
Input Screen:	

Description of fields on screen:

- 1. Division
- 2. Sample collecting Agency
- 3. Location of STP Select the sample collecting agency i.e., JSV Deptt, Pollution control board, HP or ECO lab
- 4. Save

Confirmation made for submission of the above details

Report/Query	How to Access: [e- Sanchalan] :: Home Page → View STP Results

3.4.4.6. Update GSTIN

Module No.	M-Div-68
Module Name	Update GSTIN
User	Division Office (Correspondence Branch)
Description	Entry of GSTIN of contractor
How to Access	[Works MIS] :: Division Entries → (C)orrespondence Branch → Update GSTIN
Input Screen:	
	Update GSTIN
Undate Contractor CSI	Show DashBoard
Online Registration Id#	Get Contractor Record >
Contractor Name#	
Registration ValidUp To#	
Class Of Contractor#	
Present Address#	
Phone No.#	
GSTIN No.#	
	Update Reset
Description of field	ds on screen:
1. Online regi 2. Displays th o Cor o Reg o Cla o Pre o Pho o GS	istration id <i><get></get></i> ne following details on contractor: ntractor Name gistration valid up to ass of contractor esent address one no. TIN no. <i><enter></enter></i>
3. Update	
. Himachal Pradesh	Page 241 of 402

Confirmation	made for submission of the above details	
Report/Query	How to Access: [e- Sanchalan] :: Reports/Queries → Details	Contractor Reports \rightarrow Contractor

3.4.4.7. Court Cases

3.4.4.7.1. Case Filing (Court Cases)

Module No.		M-DIV- 69
Module Name	9	Case Filing (Court Cases)
User		Division Office (Correspondence Branch)
Description		Entry of cases filed in various Courts relation to the particular Division
How to Acces	s	[Works MIS] :: Division Entries \rightarrow (C)orrespondence Branch \rightarrow Court
		Cases → Case Filing
Post Process		[Works MIS] :: Division Entries \rightarrow (C)orrespondence Branch \rightarrow Court
		Cases → Progress Details
Input Screen:		
		Court Cases : Case Filing
For new case ente	er the detail	s and click on save button & for updation/verification click here>>>Update Case Details
Section 1: Case	Details	
Court #	-SELEC	T COURT-
Case Year #		Nature # -SELECT- V Number #
Filing Date #	29/10/2	011 0
Old Appeal No. (If Any)		Get
Subject #	-SELEC	T SUBJECT-
Case Title #		
Case	(Max. 15)	0 Characters)
Description#	(May, 10	00 Characters)
Section 2: Party	Details	of ensiscers)
Department As	# 💿 App	pellant ORespondent
Respondent De	tails	
Select Type #	-SELECT-	Online Id(If Any)
Name #	((Max. 50 Characters)
Address #		(Max, 150 Characters)
L		

	357_011_01_1.0
Section 3: Advo	ocate Details
Respondent Ad	vocate
Name #	
Name #	(Max. 50 Characters)
Address #	<u>^</u>
	Max. 150 Characters)
Appellant Advo	ucate
News	
Name #	(Max. 50 Characters)
Address #	
	Max. 150 Characters)
	Save Verify
Description o • Displa	f fields on screen: ay the Case Details:
0	Court <select></select>
0	Nature <select></select>
0	Number < <i>Enter</i> >
0	
0	Case Year < <u>Enter</u> >
0	Filing Date <select></select>
0	Old Appeal no. (If any) < Selects
0	
0	Subject <select></select>
0	Case Title < <i>Enter</i> >
-	Case Description < Enter
0	Case Description < Enter>
• Displa o	iy the Party details: Department as Appellant or Respondent <i><select></select></i> If department is selected as Appellant, Enter the following Respondent details:
0 0	Select type Select the type of Respondent i. e., Employee, Contractor etc. Online Id (If any)
Co	Enter the online no. i.e., Employee code for Employee and Online Contractor Id for ontractor
0	Name < <i>Enter></i>
0	
0	Address <=riter>
lf depa	artment is selected as Respondent. Enter the following Appellant details:
	Select type
0	
	Select the type of Appellant I. e., Employee, Contractor etc.
0	Online Id (If any)
-	Enter the online no i.e. Employee code for Employee and Online Contractor Id for
~	
Ca	
0	Name <enter></enter>
\cap	Address < <i>Enter</i> >
0	
 Advoc 	ate detail Entry:
Respo	ndent Advocate Entry
1.00001	Name < Entry
0	
0	Address < <i>Enter</i> >
5	
- ···	
Appella	ant Advocate Entry
	Name < <i>Enter</i> >
0	Address < Enter
0	Auuress < Enter>
· Sava	

Confirmation made for submission of the above details		
Report/Query	How to Access: [e- Sanchalan] :: Reports/Queries → Court Case Reports	

3.4.4.7.2. Progress Details (Court Cases)

Module No.	M-DIV- 70
Module Name	Progress Details (Court Cases)
User	Division Office (Correspondence Branch)
Description	Entry of Progress details for after a case is filed.
How to Access	[Works MIS] :: Division Entries → (C)orrespondence Branch → Court Cases → Progress Details
Pre Process	[Works MIS] :: Division Entries \rightarrow (C)orrespondence Branch \rightarrow Court Cases \rightarrow Case Filing
Input Screen:	
	Court Case - Progress Details
Section 1 · Select Case	
Case Year #	Case Nature and Number # 04 · 65/2003
Cilling Data	
Filling Date	1//01/2011 State Administrative Tribunal, Shimla
Subject	Pension henefits
Case Title	Daulat Ram V/S State.
Section 2 : Progress De	staile Entry
Date of Progress #	Case Progress Type#SELECT-
Process Patrila 4	
(1	Max. 1000 Characters)
	Save
Description of fields	s on screen:
1. Display the o Case o Case Disp o Filin o Cou o Subj o Case	Columns with the list following details: e Year <i><enter></enter></i> e nature and Number <i><select></select></i> <i>lay the following details of case</i> g Date rt ject e Title
2. Enter the Pr o Date o Case <i>Case</i> <i>filed</i>	rogress Details Entry as follows: e of Progress <select> e Progress Type <select> e progress types such as case filed in higher court, Disposed, Hearing and Reply to be</select></select>

C	Prog	ress Details <i><enter></enter></i>
C	IS A	ction Required by Department se Progress type is Disposed
C	Next	: hearing date se Progress type is Hearing
C	Rep If cas	y to be filed (Within days) e Progress type is Reply to be filed
C	Rep	ly Filed on date
	lf cas	e Progress type is Reply to be filed
3. Save Conf	irmation	made for submission of the above details
Report/Que	'y	How to Access:
		[e- Sanchalan] :: Reports/Queries \rightarrow Court Case Reports

3.4.5. (A)ccounts Branch

3.4.5.1. Assign Budget Head to Scheme

	lule N	0.		M-DIV- 71							
Mod	ule Na	me		Assign Budge	t Head						
Use	r		\neg	Division Office (Account Branch)							
Des	criptio	า	+	Assign Budget Head to the Scheme from which either the fund is rece				is receive	ed		
				is to be dema	nded.						
Ном	to Ac	cess	+	[e-Sameeksh;	al:: Sch	eme F	Intries	\rightarrow Assian Budget H	lead		
Dro	Proces	2000	+	[e-Sameeksh	alu Sch	omo E	Intrioc	\rightarrow Scheme Description	tion		
	t Soro			le-oameeksna	aj Och						
inpu	it Scre	en.									
						Assign	Budget-	Head			
De	partment			IRRIG	ATION AND	D PUBLIC	C HEALTH	×			
Sc	heme Co	de*		2004-3	06-40707		<< Chi	ange			
Scl	heme Nar	me		LWSS J	Ihalgi Molo	g in G.P.	Rajhana	Tehsil & Distt. Shimla HP			
							1	Save		Verify	_
Bu	dget Hea	ads A	55igr	hed	Rudaat	COL	Select	Budget Heads To be Assign	ned		_
	CODE	v/c	-/ IN	(Maj-SMaj-Min-	Code	Code				<< Change	
X	13	V	D	SMin) 4215-01-101-01	SOON	37		Account Head (Maj-SMaj-Min-SMin)	Budget Code	SOE Code	^
~	1 10	v	P	4215-01-102-01	SOONM	37	<	2702-01-102-03	SOON	21	
X	1.5										
X	13						<	2702-01-102-03	SOON	70	-
X	13						<	2702-01-102-03 2702-01-102-03	SOON	70 21	
×	13						< < <	2702-01-102-03 2702-01-102-03 2702-01-103-01	S00N S00S S00N	70 21 21	
X	13						< < <td>2702-01-102-03 2702-01-102-03 2702-01-103-01 2702-03-102-01</td> <td>S00N S00S S00N S00N</td> <td>70 21 21 21 21</td> <td></td>	2702-01-102-03 2702-01-102-03 2702-01-103-01 2702-03-102-01	S00N S00S S00N S00N	70 21 21 21 21	
	13						< < < < <	2702-01-102-03 2702-01-102-03 2702-01-103-01 2702-03-102-01 2702-03-102-01	S00N S00S S00N S00N S00N	70 21 21 21 21 70	
×	13						< 	2702-01-102-03 2702-01-102-03 2702-01-103-01 2702-03-102-01 2702-03-102-01 2702-03-102-01	S00N S00S S00N S00N S00N S00N S00S	70 21 21 21 70 21	
	13							2702-01-102-03 2702-01-102-03 2702-01-103-01 2702-03-102-01 2702-03-102-01 2702-03-102-01 2702-03-102-01	S00N S00S S00N S00N S00N S00S S00N	70 21 21 21 21 70 21 21	
×								2702-01-102-03 2702-01-102-03 2702-01-103-01 2702-03-102-01 2702-03-102-01 2702-03-102-01 2702-03-102-01 2702-03-103-01 2702-80-001-01	S00N S00S S00N S00N S00N S00S S00N S00N	70 21 21 21 21 70 21 21 64	
								2702-01-102-03 2702-01-102-03 2702-01-103-01 2702-03-102-01 2702-03-102-01 2702-03-102-01 2702-03-103-01 2702-80-001-01 2702-80-001-05	S00N S00S S00N S00N S00N S00S S00N S00N	70 21 21 21 70 21 21 64 64	
								2702-01-102-03 2702-01-102-03 2702-01-103-01 2702-03-102-01 2702-03-102-01 2702-03-102-01 2702-03-103-01 2702-80-001-01 2702-80-001-05 2702-80-001-06	S00N S00S S00N	70 21 21 21 70 21 21 64 64 64 21	
×								2702-01-102-03 2702-01-102-03 2702-01-103-01 2702-03-102-01 2702-03-102-01 2702-03-102-01 2702-03-103-01 2702-80-001-01 2702-80-001-05 2702-80-001-06 2702-80-001-07	S00N S00S S00N S00N S00N S00N S00N S00N	70 21 21 21 70 21 21 64 64 64 21 21	
×								2702-01-102-03 2702-01-102-03 2702-01-103-01 2702-03-102-01 2702-03-102-01 2702-03-102-01 2702-03-103-01 2702-80-001-01 2702-80-001-05 2702-80-001-06 2702-80-001-07 2702-80-001-08	S00N S00S S00N S00N	70 21 21 21 70 21 21 64 64 64 21 21 64	*

Description of fields on screen:

- 1. Department *<Display>*
- 2. Scheme Code *<Enter>*
- 3. Get Details

Display the following details:

o Scheme Name

4. Select the following parameters to get the budget head:

- Demand Number
- Head Type
- Voted/Charged
- Plan/Non-Plan

5. Get

Click to get the budget for selected parameters

Display the Head list with the following columns wise details of budget heads:

- Account Head (Major/Sub Major/Minor/Sub Minor)
- o Budget Code

 $\circ \quad \text{SOE Code}$

o Select <

Click on this button to select the budget head from the list and add to budget head assigned list. User may delete the budget head from the assigned list until it is verified.

6. Save

Confirmation for the budget head assigned list and one or more Budget Head(s) assigned

7. Verify

Confirmation made for the verifying the saved details.

Business Rules	Once the assigned budget head to the scheme is verified user cannot change the details of the Budget Head(s)
Report/Query	How to Access: [e- Sameeksha] :: Queries → General Query

3.4.5.2. Scheme wise Budget (Back log)

Module No.	M-DIV-	72			
Module Name	Scheme	Scheme wise Budget (Backlog)			
User	Division	Division Office (Account Branch)			
Description	Accoun be carri	t Branch need to feed the Scheme wise Budget one time so ed online	that it can		
How to Access	[e-Same	[e-Sameeksha]:: Master Entries → Backlog → Scheme Wise Budget			
Pre Process	[e-Same	eeksha]:: Scheme Entries → Scheme Description			
Pre Process	Sr.No.	Module	Office		
Sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division		
	2.	[e-Sameeksha]:: Scheme Entries → Assign Budget Head	Division		
Input Screen:					

Input Screen:

	S	cheme Wise Budget (B	lacklog)	
Department*	IRRIGATION A	ND PUBLIC HEALTH	~	
Scheme Code*	2004-306-4070	D7 LWSS Jhalgi Mol	og in G.P. Rajhana Tehsil 8	Distt. Shimla HP
	<< Cha	inge		
Executing Office	Div.No.1 Shimla	9		
Financial Year *	2005-2006	~		
Budget Head	Original Budget	Additional Budget	Budget Surrendered	Remarks
13-4215-01-102-01- S00N -01-Voted-Plan	501100	123600		
			Save	e Verify
escription of fields	on screen:			
1. Department -	<display></display>			
2. Scheme Cod	e <i><enter></enter></i>			
Get Details				

Display the following details:

0	Scheme Name
0	Executing Office
4. Fin Sel Dis o o o o	icial Year <i>t the financial year for which you want to enter the backlog.</i> ay the following details: Budget Head <i>Display></i> Driginal Budget <i>Enter></i> Additional Budget <i>Enter></i> Budget Surrendered <i>Enter></i> Remarks <i>Enter></i>
5. Sav	
6. Vei	/
Report/Qu	y How to Access:
	[e- Sameeksha] :: Queries → General Query
	[e- Sameeksha] :: Queries → budget

3.4.5.3. Scheme wise Budget

Module No.	M-DIV-73
Module Name	Scheme wise Budget
User	Division Office (Account Branch)
Description	Account Branch need to feed the Additional Budget and the budget that is
	Surrendered as the original budget is transferred from the finance department
	and is made available for the user
How to Access	[e-Sameeksha]:: Budget / AA&ES / Fund Release→ Budget → Scheme Wise
	Budget
Pre Process	[e-Sameeksha]:: Scheme Entries → Scheme Description
	and
	Original budget for the financial year for which additional budget or budget to
	be surrendered is to be entered
Input Screen:	

 Entries Marked with For fast and accura After selection/entri 	n * are essential. te result please select/enter maximu y please click on Search button for g	m number of para etting the result.	meters.	
Select Parameters				
⊙ All Areas ○ Trib	al Areas Other than Tribal Areas	Majorhead	-ALL-	*
District/Tribal Area *		SubMajorhead	-ALL-	~
	-ALL-	Minorhead	-ALL-	~
	SHIMLA District	SubMinorhead	-ALL-	~
	SOLAN District	Buget Code	00000	~
		SOE Code	00	~
Department	IRRIGATION AND PUBLIC H	O Plan O N	on Plan 💿 Both	
Financial year *	ancial year * 2011-2012		Charged Both	
Demand code	13IRRIGATION WATE	0.000	enargea Obour	

Description of fields on screen:

On clicking the menu option displays the above screen displays the following as selection parameter.

- 1. Areas<select> Will display the list of District/Tribal Area as Area is Selected
 - All Areas
 - Tribal Areas
 - Other Than tribal areas
- 2. District/Tribal Area Select the District/Tribal Area for which entry is to be made
- 3. Department
- 4. Financial Year Select the financial year for which entry is to be made
- 5. Demand Code
- 6. Major head
- 7. Sub Major head
- 8. Minor head
- 9. Sub Minor head
- 10. Budget Code
- 11. SOE Code
- 12. Plan/ Non Plan /Both
- 13. Voted/ Charged/ Both
- 14. Search Click to get details on the bases of selected parameters

Main Men	u			Sch	eme-wis	e Bu	dget				< <search screen<="" th=""></search>
Head Wi	se Budget for	Financ	ial Year: 2	011	-2012	8				(All Amount Figure:	s are in Rupees)
∾ Pa	ge 1 of 1 ∾ OR Go to	Page	Go								
		(Click the Revised E	udget	column to	see S	cheme	wise details.			
District / Tribal Area	Department	Demand Code	Budgethead	SOE	Budget Code	P/N	v/c	Original Budget	Additional Budget	Surrendered Budget	Revised Budget
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4215-01-101-01	37	SOON	Ρ	v	5400000.00	0.00	0.00	5400000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4215-01-102-01	37	SOONM	Ρ	v	11304000.00	0.00	0.00	11304000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4215-01-102-16	37	SOON	Ρ	v	32172000.00	0.00	0.00	32172000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4702-00-101-01	37	SOON	Ρ	V	9677000.00	0.00	0.00	9677000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4702-00-101-02	37	SOON	Ρ	V	1758000.00	0.00	0.00	1758000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4702-00-101-03	37	SOON	Ρ	v	16775000.00	0.00	0.00	16775000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4702-00-101-04	37	SOON	Ρ	V	370000.00	0.00	0.00	370000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4702-00-101-06	37	SOON	Ρ	V	1481000.00	0.00	0.00	1481000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4702-00-101-07	37	SOON	Ρ	v	755000.00	0.00	0.00	755000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4702-00-800-14	37	SOON	Ρ	V	102000000.00	0.00	0.00	10200000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4705-00-313-01	37	S50N	Ρ	V	18500000.00	0.00	0.00	18500000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4711-01-800-01	37	SOON	Ρ	V	2150000.00	0.00	0.00	2150000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4215-01-102-08	37	SOONM	Ρ	v	21504000.00	0.00	0.00	21504000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	<mark>4215-01-102-2</mark> 0	37	S50N	Ρ	V	28967000.00	0.00	0.00	28967000.00
	Total of All Pages :-							252813000.00	0.00	0.00	252813000.00

Display o Ma Cli o Se Cli o Ge En o Dis o De	y the following details: ain Menu <click> ick to go to the main menu earch Screen <click> ick to go back to the search Screen(Previo</click></click>					
 Ma Cli Se Cli Go En Dis 	ain Menu <click> ick to go to the main menu earch Screen <click> ick to go back to the search Screen(Previo</click></click>					
o Se Cli o Go En o Di	ick to go to the main menu earch Screen <click> ick to go back to the search Screen(Previo</click>					
o Cli o Go En o Di o Di	ick to go back to the search Screen(Previ					
o Go En o Di		ous Screen)				
En o Di o De	0 <click></click>	-				
	Iter page number and click go to directly r	avigate that pa	ige			
() D	suici/ Ilibai Alea					
0 De	emand Code					
0 BL	udget Head					
o SC	DE					
0 BL	udget Code					
• P/	N					
• V/	C riginal Budgat					
	Iginal Budget					
	urrendered Budget					
• Re	evised Budget< <i>Click</i> >					
Cli	ick on revised budget to get the schei	me wise budg	et			
Main Menu	Scheme-	wise Budget			<<	Search Scree
		mse budget			<<	Go Back
		Department IRF	RIGATION AND	PUBLIC HEALTH	_	
HIMLA District						
HIMLA District	Budaet H	ead				
HIMLA District	<u>Budget H</u>	<u>ead</u>				
emand Code 13:-If	Budget H	ead BudgetCode	SOONM:-MIN	IMUM NEEDS PROGRA	MME (NORMAL)
emand Code 13:-11 lajorHead 4215: ubMajorHead 01:-W	Budget H RRIGATION, WATER SUPPLY AND SANITATION :-CAPITAL OUTLAY ON WATER SUPPLY & SANITATION VATER SUPPLY	ead BudgetCode SOE P/N	SOONM:-MIN 37:-MAJOR V Plan	IMUM NEEDS PROGRA VORKS	MME (NORMAL)
emand Code 13:-14 ajorHead 4215: ubMajorHead 01:-V linorHead 102:- ubMinorHead 01:-R	Budget H RRIGATION, WATER SUPPLY AND SANITATION :-CAPITAL OUTLAY ON WATER SUPPLY & SANITATION VATER SUPPLY RURAL WATER SUPPLY URAL WATER SUPPLY SCHEMES IN VAR.DISTT.	ead BudgetCode SOE P/N V/C	S00NM:-MIN: 37:-MAJOR V Plan Voted	IMUM NEEDS PROGRA VORKS	MME (NORMAL)
emand Code 13:-14 ajorHead 4215: ubMajorHead 01:-V inorHead 102:- ubMinorHead 01:-R	Budget H RRIGATION, WATER SUPPLY AND SANITATION CAPITAL OUTLAY ON WATER SUPPLY & SANITATION VATER SUPPLY RURAL WATER SUPPLY LURAL WATER SUPPLY SCHEMES IN VAR.DISTT.	ead BudgetCode SOE P/N V/C	SOONM:-MIN: 37:-MAJOR V Plan Voted	IMUM NEEDS PROGRA	MME (NORMAL)
emand Code 13:-I4 ajorHead 4215: ubMajorHead 01:-W inorHead 102:- ubMinorHead 01:-R	Budget H RRIGATION, WATER SUPPLY AND SANITATION :-CAPITAL OUTLAY ON WATER SUPPLY & SANITATION VATER SUPPLY RURAL WATER SUPPLY URAL WATER SUPPLY SCHEMES IN VAR.DISTT.	ead BudgetCode SOE P/N V/C	S00NM:-MINI 37:-MAJOR V Plan Voted	IMUM NEEDS PROGRA VORKS	MME (NORMAL) Page
emand Code 13:-14 lajorHead 4215: ubMajorHead 01:-W linorHead 102:- ubMinorHead 01:-R SFirst Page	Budget H RRIGATION, WATER SUPPLY AND SANITATION :-CAPITAL OUTLAY ON WATER SUPPLY & SANITATION WATER SUPPLY :RURAL WATER SUPPLY :RURAL WATER SUPPLY SCHEMES IN VAR.DISTT. Prev.Page or 3~ OR Go to (All Amount Figures are in Rupees)	ead BudgetCode SOE P/N V/C	SOONM:-MIN: 37:-MAJOR V Plan Voted	IMUM NEEDS PROGRA VORKS Next Page	MME (NORMAL) Page
emand Code 13:-II lajorHead 4215: ubMajorHead 102:- ubMinorHead 01:-R SFirst Page	Budget H RRIGATION, WATER SUPPLY AND SANITATION :-CAPITAL OUTLAY ON WATER SUPPLY & SANITATION VATER SUPPLY RURAL WATER SUPPLY (URAL WATER SUPPLY SCHEMES IN VAR.DISTT. Prev.Page ~Page 1 of 3~ OR Go to (All Amount Figures are in Rupees)	ead BudgetCode SOE P/N V/C	S00NM:-MINI 37:-MAJOR V Plan Voted	IMUM NEEDS PROGRA VORKS	MME (NORMAL) Page
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Report/Query	How to Access:
	[e- Sameeksha] :: Home page $ ightarrow$ Search budget allocated for Schemes
	[e- Sameeksha] :: Queries → General Query
	[e- Sameeksha] :: Queries \rightarrow Progress Summary \rightarrow Demand/ Budget/
	Expenditure
	[e- Sameeksha] :: Queries → budget
	[e- Sameeksha] :: Queries \rightarrow Demand/ Budget/ Expenditure

3.4.5.4. Scheme wise Expenditure (Backlog)

Module No.	M-DIV-74					
Module Name	Scheme wise Expenditure (Backlog)					
User	Division Office (Account Branch)					
Description	Account Branch need to feed the Scheme wise Financial Progress one time so that					
	it can be carried online					
How to Access	[e-Sameeksha]:: Master Entries → Backlog → Scheme Wise Expenditure					
Pre Process	[e-Sameeksha]:: Scheme Entries → Assign Budget Head					
Pre Process	Sr.No. Module Office					
Sequence	1. [e-Sameeksha]:: Scheme Entries → Scheme Description Division					
	2. [e-Sameeksha]:: Scheme Entries → Assign Budget Head Division					
Input Screen:						
	Scheme Wise Expenditure (Backlog)					
Department	IRRIGATION AND PUBLIC HEALTH					
Scheme Code	2004-306-40707 LWSS Jhalgi Molog in G.P. Rajhana Tehsil & Distt. Shimla HP					
Work Nature	Original O Repair/Maintenance << Change					
Executing Office	Div.No.1 Shimla 9					
Financial Year	2004-2005					
Budget Head	Expenditure Upto Net Expenditure Total Physical Achievements March 2004 During the year 2004-2005					
13-4215-01-102-01-S	S00N -01-Voted-Plan 256300 1564300 The Foundation and drainage Work					
	Save Verify					
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5. Financial Select the	Year financial year for which you want to enter the backlog.					
	Dis p 0 0 0	blay the f Budget Expendi Net Exp Total Ph	ollowing details: Head <i><display></display></i> ture upto March of previous financial year <i><enter></enter></i> enditure During the financial Year <i><enter></enter></i> tysical Progress <i><enter></enter></i>			
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6. 7	Sav	е				
8.	Veri	fy				
Repor	t/Que	ery	How to Access:			
		-	[e- Sameeksha] :: Queries → General Query			
			[e- Sameeksha] :: Queries \rightarrow Progress Summary \rightarrow Demand/ Budget/			
			Expenditure			
			[e- Sameeksha] :: Queries \rightarrow Demand/ Budget/ Expenditure			
			[e- Sameeksha] :: Reports → Work Booklet→Annual			
			[e- Sameeksha] :: Reports → Work Booklet→Month Wise			

3.4.5.5. Monthly Progress of Schemes

Module No.	M-DIV- 75							
Module Name	Scheme Wise Monthly Progress							
User	Division Office (Account Branch)							
Description	Drawing Branch as per the Financial progress of the schemes records the							
	details in the system	I						
How to Access	[e-Sameeksha]:: Monthly Progress Entries → Scheme Wise							
Pre Process	[e-Sameeksha]:: Monthly Progress Entries → Open Monthly online Entry							
Pre Process	Sr.No. Module Offic	е						
Sequence	1. [e-Sameeksha]:: Scheme Entries → Scheme Description Divisio	n						
	2. [e-Sameeksha]:: Scheme Entries → Change The Stage Divisio	n						
	[Scheme Stage Should be in progress]							
	3. [e-Sameeksha]:: Scheme Entries → Assign Budget Head Divisio	n						
Input Screen:		I						
		_						
	Scheme wise Monthly Progress							
Department*	IRRIGATION AND PUBLIC HEALTH							
Scheme Code*	2009-306-161 C/O WSS Batakachour to Nagasaring via Rarang GP Barua							
Work Nature*	Original O Repair/Maintenance << Change							
Executing Office	Reckong Peo Division							
Financial Year *	2011-2012							
Month*	June							
Budget Head	ExpenditureExpenditurePhysical AchievementImageUpto March,Upto Prev.During theTill Date2011MonthMonth Juneduring Year2011-2012							
31-4215-01-796-01-S00N Voted-Plan	-37- 479680 180670 45820 पाईप का प्रबंद किया गया हे ! • Browse कार्य प्रगति पर हे ! •]						
	Save Verify	1						

NIC, Himachal Pradesh

Description of fields on screen:

- 1. Department < Display>
- 2. Scheme Code <Enter> Display the Scheme Name
- 3. Work Nature <Select>

Display the following Details:

- Executing Office
- o Financial Year
- \circ Month

Display the details with the following Columns:

- o Budget Head
- Expenditure Upto March
- Expenditure Upto Previous Month
- Expenditure During the month
- Physical Achievement Till date < Enter>
- o Image <Upload>
- 4. Save
- 5. Verify

Report/Query	How to Access:
	[e- Sameeksha] :: Queries → General Query
	[e- Sameeksha] :: Queries \rightarrow Progress Summery \rightarrow Demand /Budget
	/Expenditure
	[e- Sameeksha] :: Queries \rightarrow Demand /Budget /Expenditure
	[e- Sameeksha] :: Reports \rightarrow Work Booklet \rightarrow Annual
	[e- Sameeksha] :: Reports \rightarrow Work Booklet \rightarrow Month Wise

3.4.5.6. Monthly Progress of Works

Module No.	M-DIV-	68				
Module Name	Work W	ise Monthly Progress				
User	Division	Office (Account Branch)				
Description Drawing details		Branch as per the Financial progress of the works, records the n the system				
How to Access	[e-Sam	eeksha]:: Monthly Progress Entries → Work Wise				
Pre Process	[e-Sam	eeksha]:: Scheme Entries → Work Description				
Pre Process	Sr.No.	Module	Office			
Sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division			
	2.	[e-Sameeksha]:: Scheme Entries → Assign Budget Head	Division			
	3.	[e-Sameeksha]:: Scheme Entries → Work Description	Division			

Depart Schem									
chem	tment*	IRRIGATION /	AND PUBLIC HEA	ALTH	*				
Scheme Code*		2009-306-161 C/O WSS Batakachour to Nagasaring via Rarang GP Barua							
Vork N	Nature*	Original	Repair/Maintena	ince	<< Change				
Execut	ting Office	Reckong Peo	Division						
inanc	ial Year *	2011-2012	~						
Ionth	*	June	~						
5r.No.	. Work Id & Name		Expenditure Till Date (Rs.) T	Work Progress	Physical Achievement Till Date	Image			
	2009-3955-C/O Intake Cl Batakachour to Nagasarir	namber at Ig	34234.00	45.00	Foundation laid	Browse			
	2009-3956-C/O Storage T Capacity at Batakachour	Fank 45000ltrs to Nagasaring	455300	39.00	~	Browse			
	2009-3957-C/O Storage T Capacity at Batakachour	Fank 5000ltrs to Nagasaring	0.00	0.00	<	Browse			
	2009-3958-C/O Storage 1 Capacity at Batakachour	Fank 10000ltrs to Nagasaring	63000	26	~ >	Browse			
5	2009-3959-C/O Storage T Capacity at Batakachour	Fank 25000ltrs to Nagasaring	0.00	0.00	~	Browse			
5	2009-3960-C/O Storage Tank 7000ltrs Capacity at Batakachour to Nagasaring		0.00	0.00	~	Browse			
,	2009-3963-P/L of GI Pipe System Batakachour to N	s in distribution lagasaring	0.00	0.00	~	Browse			
				[~				
					Save	Verify			
	iption of fields on s	screen.			Save	Verify			
1. 2. 3.	Department <i><disp< i=""> Scheme Code <i><e< i=""> <i>Display the Scheme I</i> Work Nature <i><sei< i=""> Display the follow</sei<></i></e<></i></disp<></i>	olay> Enter> Vame 'ect> 'ing Details:							
1. 2. 3.	Department <i><disp< i=""> Scheme Code <i><e< i=""> <i>Display the Scheme I</i> Work Nature <i><sel< i=""> Display the follow • Executing Of • Financial Yea • Month Display the detail • Sr. No. • Work ID & Na • Expenditure • Work Progre</sel<></i></e<></i></disp<></i>	blay> Enter> Name lect> ring Details: ffice ar ls with the fe ame Till Date (<i>R</i> ss Till Date	ollowing Co s.) (Rs.)	lumns:					

5. Verify

0. VCIIIY	
Report/Query	How to Access:
	[e- Sameeksha] :: Queries → General Query

3.4.5.7. Demand Generation

Module No.	M-DIV-	69								
Module Name	Demano	d Generation								
User	Division Office (Account Branch)									
Description	Account	Account Branch at Division Office submits the details of the Annual Demand								
·	for Capi	ital Works								
How to Access	le-Same	eekshal:: Demand	for Gran	ts Entrie	$es \rightarrow De$	mand	Generatio	on		
Pre Process	le-Same	ekshal: Scheme	Entries -		in Buda	et-Head	4			
Pre Process	Sr No		Entrioo		Jii Baag	Jot Hout	A	Office		
Sequence	1	le-Sameekshal:: S	cheme F	-ntries -	→ Schei	me Des	cription	Division		
Ocquence	2	le-Sameekshal'' S	cheme I	-ntries -		in Buda	ot-Hoad	Division		
Post Process	2. Io Same	ekshalu Demand	for Gran	te Entri		mand I	Eorward /			
FUSI FIUCESS								Approve		
Input Scroop:	/ itejec									
Department*			ITH	nts]						
Office*		Pooh Division	ne et t	- 						
Financial Year*		2012-2013 🔻								
Filter By Budget Head*		Demand Number*	31TRIB	AL DEVELOPME	ENT	-				
		Head Type*	BUDGET	- SCHEMES EX	PENDITURE	-				
		Voted/Charged*	() Voted	O Charged						
		Plan/Non Plan*	Plan	Non Plan						
		Account Sub Head* (Maj-SMaj-Min-Smin-BudCode-SO	E) 4711-01-	796-01-SOON -	37	-				
·								<< Change		
							Save	Verify		
First Page C Prev. Pa	ge	~ Page 1 of 3 ^	• OR Go To Pag	e Go			(All amount	s are in rupees)		
Select Budget Head (DmdCo SMaj-Min-SminS BudCode-P/N-V/	de-Maj- Scheme Na OE- C)	me	Original Budget (2011-2012)	Revised Budget (2011-2012)	Total Expenditure (till date)	Fund Required for Remaining Work	Demand Amount	Remarks 🔺		
31-4711-01-796-01 SOON -P-V	-37- 2007-306 GP Ribba	-51669 : C/O FPW to Ralang Nallah in	0	0	0	0	0			
31-4711-01-796-01	-37- 2007-306 Kanam Nal	-51670 : C/O FPW Avalanche at			0	0				
	itana in ita	lah in GD Kanam	0	0						
31-4711-01-796-01-37- S00N -P-V 2008-306-3 Khuru nallah		llah in GP Kanam								
31-4711-01-796-01 500N -P-V	-37- 2008-306 Khuru nalla	lah in GP Kanam -54962 : FPW Chango nallah and ah Chango.				0				
31-4711-01-796-01 SOON -P-V 31-4711-01-796-01 SOON -P-V	-37- 2008-306 Khuru nalla -37- 2008-306 GP Sunam	lah in GP Kanam -54962 : FPW Chango nallah and ah Chango. -54963 : FPW Shangtak & Burtum in			0	0				
31-4711-01-796-01 SOON -P-V 31-4711-01-796-01 SOON -P-V 31-4711-01-796-01 SOON -P-V	-37- 2008-306 Khuru nalla -37- 2008-306 GP Sunam -37- 2008-306 at Rona	lah in GP Kanam -54962 : FPW Chango nallah and ah Chango. -54963 : FPW Shangtak & Burtum in -54964 : FPW Kechong Chong Nallah			0	0				
31-4711-01-796-01 S00N -P-V 31-4711-01-796-01 S00N -P-V 31-4711-01-796-01 S00N -P-V 31-4711-01-796-01 S00N -P-V	-37- 2008-306 Khuru nalla -37- 2008-306 GP Sunam -37- 2008-306 at Ropa	lah in GP Kanam -54962 : FPW Chango nallah and ah Chango. -54963 : FPW Shangtak & Burtum in -54964 : FPW Kechong Chong Nallah								
31-4711-01-796-01 S00N -P-V	-37- 2008-306 Khuru nalla -37- 2008-306 GP Sunam -37- 2008-306 at Ropa -37- 2008-306 upto Chang	lah in GP Kanam -54962 : FPW Chango nallah and ah Chango. -54963 : FPW Shangtak & Burtum in -54964 : FPW Kechong Chong Nallah -54965 : FPW Jamfadding to Garthung ga Nallah in GP Chango								
31-4711-01-796-01 S00N -P-V 31-4711-01-796-01 S00N -P-V 31-4711-01-796-01 S00N -P-V 31-4711-01-796-01 S00N -P-V 31-4711-01-796-01 S00N -P-V 31-4711-01-796-01 S00N -P-V	-37- 2008-306 Khuru nalla -37- 2008-306 GP Sunam -37- 2008-306 at Ropa -37- 2008-306 upto Chang -37- 2008-306	lah in GP Kanam -54962 : FPW Chango nallah and ah Chango. -54963 : FPW Shangtak & Burtum in -54964 : FPW Kachong Chong Nallah -54965 : FPW Jamfadding to Garthung ga Nallah in GP Chango -54966 : FPW Yaksar Nallah in GP								
31-4711-01-796-01 S00N -P-V	-37- 2008-306 Khuru nalla -37- 2008-306 GP Sunam -37- 2008-306 at Ropa -37- 2008-306 upto Chang -37- 2008-306 Sunnam	lah in GP Kanam -54962 : FPW Chango nallah and ah Chango. -54963 : FPW Shangtak & Burtum in -54964 : FPW Kechong Chong Nallah -54965 : FPW Jamfadding to Garthung ga Nallah in GP Chango -54966 : FPW Yaksar Nallah in GP								
31-4711-01-796-01 S00N -P-V Description of field	-37- 2008-306 Khuru nalla -37- 2008-306 GP Sunam -37- 2008-306 at Ropa -37- 2008-306 upto Chang -37- 2008-306 Sunnam	lah in GP Kanam -54962 : FPW Chango nallah and ah Chango. -54963 : FPW Shangtak & Burtum in -54964 : FPW Kachong Chong Nallah -54965 : FPW Jamfadding to Garthung ga Nallah in GP Chango -54966 : FPW Yaksar Nallah in GP CICEEN:								
31-4711-01-796-01 S00N -P-V S00N -P-V Description of field	-37- 2008-306 Khuru nalla -37- 2008-306 GP Sunam -37- 2008-306 at Ropa -37- 2008-306 upto Chang -37- 2008-306 upto Chang -37- 2008-306 Sunnam	lah in GP Kanam -54962 : FPW Chango nallah and ah Chango. -54963 : FPW Shangtak & Burtum in -54964 : FPW Kachong Chong Nallah -54965 : FPW Jamfadding to Garthung ga Nallah in GP Chango -54966 : FPW Yaksar Nallah in GP CICECN:								
31-4711-01-796-01 S00N -P-V Description of field 1. Departmeter	-37- 2008-306 Khuru nalla -37- 2008-306 GP Sunam -37- 2008-306 at Ropa -37- 2008-306 upto Chang -37- 2008-306 sunnam elds on so	lah in GP Kanam -54962 : FPW Chango nallah and ah Chango. -54963 : FPW Shangtak & Burtum in -54964 : FPW Kachong Chong Nallah -54965 : FPW Jamfadding to Garthung ga Nallah in GP Chango -54966 : FPW Yaksar Nallah in GP CYCEEN:								
31-4711-01-796-01 S00N -P-V Description of field 1. Departme 2. Office <se< td=""></se<>	-37- 2008-306 Khuru nalla -37- 2008-306 GP Sunam -37- 2008-306 at Ropa -37- 2008-306 upto Chang -37- 2008-306 upto Chang -37- 2008-306 Sunnam elds on so ent <select elect></select 	lah in GP Kanam -54962 : FPW Chango nallah and ah Chango. -54963 : FPW Shangtak & Burtum in -54964 : FPW Kachong Chong Nallah -54965 : FPW Jamfadding to Garthung ga Nallah in GP Chango -54966 : FPW Yaksar Nallah in GP CIECEN:								
31-4711-01-796-01 S00N-P-V 31-4711-01-796-01 S00N-P-V 31-4711-01-796-01 S00N-P-V 31-4711-01-796-01 S00N-P-V 31-4711-01-796-01 S00N-P-V 31-4711-01-796-01 S00N-P-V Description of field 1. Departmet 2. Office <set< td=""> To which th</set<>	-37- 2008-306 Khuru nalla -37- 2008-306 GP Sunam -37- 2008-306 at Ropa -37- 2008-306 at Ropa -37- 2008-306 sunto Chang -37- 2008-306 sunnam elds on so ent <select e Scheme</select 	lah in GP Kanam -54962 : FPW Chango nallah and ah Chango. -54963 : FPW Shangtak & Burtum in -54964 : FPW Kechong Chong Nallah -54965 : FPW Jamfadding to Garthung ga Nallah in GP Chango -54966 : FPW Yaksar Nallah in GP CIECEN: t>								
31-4711-01-796-01 S00N-P-V 31-4711-01-796-01 S00N-P-V 31-4711-01-796-01 S00N-P-V 31-4711-01-796-01 S00N-P-V 31-4711-01-796-01 S00N-P-V 31-4711-01-796-01 S00N-P-V Description of field 1. Departmee 2. Office <se< td=""> To which the</se<>	-37- 2008-306 Khuru nalla -37- 2008-306 GP Sunam -37- 2008-306 at Ropa -37- 2008-306 upto Chang -37- 2008-306 upto Chang -37- 2008-306 sunnam elds on so ent <selec elect> e Scheme</selec 	lah in GP Kanam -54962 : FPW Chango nallah and ah Chango. -54963 : FPW Shangtak & Burtum in -54964 : FPW Kachong Chong Nallah -54965 : FPW Jamfadding to Garthung ga Nallah in GP Chango -54966 : FPW Yaksar Nallah in GP Creen: t>								
31-4711-01-796-01 \$00N-P-V 31-4711-01-796-01 \$00N-P-V \$1-4711-01-796-01 \$00N-P-V \$00N-P-V <t< td=""><td>-37- 2008-306 Khuru nalla -37- 2008-306 GP Sunam -37- 2008-306 at Ropa -37- 2008-306 upto Chang -37- 2008-306 sunnam elds on so ent <selecc elect> e Scheme Year <se< td=""><td>lah in GP Kanam -54962 : FPW Chango nallah and ah Chango. -54963 : FPW Shangtak & Burtum in -54964 : FPW Kechong Chong Nallah -54965 : FPW Jamfadding to Garthung ga Nallah in GP Chango -54966 : FPW Yaksar Nallah in GP Creen: t> t> ts relate lect></td><td></td><td></td><td></td><td></td><td></td><td></td></se<></selecc </td></t<>	-37- 2008-306 Khuru nalla -37- 2008-306 GP Sunam -37- 2008-306 at Ropa -37- 2008-306 upto Chang -37- 2008-306 sunnam elds on so ent <selecc elect> e Scheme Year <se< td=""><td>lah in GP Kanam -54962 : FPW Chango nallah and ah Chango. -54963 : FPW Shangtak & Burtum in -54964 : FPW Kechong Chong Nallah -54965 : FPW Jamfadding to Garthung ga Nallah in GP Chango -54966 : FPW Yaksar Nallah in GP Creen: t> t> ts relate lect></td><td></td><td></td><td></td><td></td><td></td><td></td></se<></selecc 	lah in GP Kanam -54962 : FPW Chango nallah and ah Chango. -54963 : FPW Shangtak & Burtum in -54964 : FPW Kechong Chong Nallah -54965 : FPW Jamfadding to Garthung ga Nallah in GP Chango -54966 : FPW Yaksar Nallah in GP Creen: t> t> ts relate lect>								
31-4711-01-796-01 \$00N-P-V 31-4711-01-796-01 \$00N-P-V 31-4711-01-796-01 \$00N-P-V 31-4711-01-796-01 \$00N-P-V \$1-4711-01-796-01 \$00N-P-V \$1-0 \$00N-P-V \$1-0 \$00N-P-V \$1-0 \$1-4711-01-796-01 \$00N-P-V \$1-0 \$00N-P-V \$1-0 \$00N-P-V \$1-0 \$1-0 \$1-0 \$1-0	-37- 2008-306 Khuru nalla -37- 2008-306 GP Sunam -37- 2008-306 at Ropa -37- 2008-306 upto Chang -37- 2008-306 -37- 20	lah in GP Kanam -54962 : FPW Chango nallah and ah Chango. -54963 : FPW Shangtak & Burtum in -54964 : FPW Kachong Chong Nallah -54965 : FPW Jamfadding to Garthung a Nallah in GP Chango -54966 : FPW Yaksar Nallah in GP -54966 : FPW Yaksar Nallah in GP Creen: t> es relate lect> ead								
31-4711-01-796-01 \$00N-P-V 31-4711-01-796-01 \$00N-P-V 31-4711-01-796-01 \$00N-P-V \$1-4711-01-796-01 \$00N-P-V	-37- 2008-306 Khuru nalla -37- 2008-306 GP Sunam -37- 2008-306 at Ropa -37- 2008-306 upto Chang -37- 2008-306 upto Chang -37- 2008-306 gunta Chang -37- 2008-306 sunnam elds on so ent <select e Scheme Year <se Sudget He following</se </select 	lah in GP Kanam -54962 : FPW Chango nallah and ah Chango. -54963 : FPW Shangtak & Burtum in -54964 : FPW Kechong Chong Nallah -54965 : FPW Jamfadding to Garthung ga Nallah in GP Chango -54966 : FPW Yaksar Nallah in GP Creen: t> ts es relate lect> ead to Filter the Scheme.	s by spec			Wise:				

- Head Type
- Voted / Charged
- Plan / Non Plan

Account Sub-Head
 Major Head – Sub Major Head – Minor Head – Sub Minor Head – Budget Code – SOE

5. Get Details <*Click*> *Click to get the Schemes for the selected parameters*

6. Display the Details in following Columns:

- Select <Check>
- o Budget Head
- Scheme Name Display scheme details i.e. scheme code & scheme name
- Original Budget Display the original budget amount for the previous financial year
 Revised Budget
 - Display the revised budget amount for the previous financial year
- Total Expenditure (Till Date)
 Display the total expenditure amount till date
- Fund Required for remaining Work Enter total fund amount for remaining work
- Demand Amount Enter Demand amount of scheme for Selected financial year
 Remarks
 - Remark related to demand of the scheme

7. Save

8. Verify The Schemes verified here will appear in the forwarding list of Demand Forward/Approve/Reject

9. Go

click to go to the page entered in text box of demand list

10. First Page click to go to first page of demand list

- 11. Previous Page click to go to previous page of demand list
- 12. Next Page click to go to next page of demand list
- 13. Last Page click to go to last page of demand list

Report/Query	How to Access:
	[e- Sameeksha] :: Queries → General Query
	[e- Sameeksha] :: Queries \rightarrow Progress Summery \rightarrow Demand /Budget
	/Expenditure
	[e- Sameeksha] :: Queries \rightarrow Demand /Budget /Expenditure
	[e- Sameeksha] :: Queries \rightarrow Demand for Grants
	[e- Sameeksha] :: Reports \rightarrow Demand for Grants \rightarrow Head Wise
	[e- Sameeksha] :: Reports \rightarrow Demand for Grants \rightarrow Scheme Wise
	[e- Sameeksha] :: Reports \rightarrow Demand for Grants \rightarrow Department Wise

3.4.4.8. LOC Distribution

Module No	M-DIV- 70							
Module Name	ution							
User	ice (Account	t Branc	h)					
Description Account Bra		anch as per	the LO	C receive	d from (Circle Offic	es distribute	es the LOC
	to the conce	erned sub di	vision o	offices				
How to Access	[e-Sameeks	sha]:: Budge	et/AA&E	S/Fund F	Release	\rightarrow LOC D	istribution	
Input Screen:	-							
		L	OC Distr	ibution				
Department *		IRRIGATION AN	ID PUBLIC	HEALTH		~		
Executing Office*		Reckong Peo Di	vision			~		
Budget Head*		31-4215-01-796	-01-37-S0	ON -Voted-Pl	an	✓ View	Head Details	
Monthly Progress ent	ered upto Month	June,2011						
Financial Year		2011-2012						
Date of LOC Distribut	tion	25/10/2011	<< 0	Change				
LOC Details								
Budget		OC Given earlier	.0	Expe	nditure	L	DC Now to Give	•
13350000	ar .00	During the Year	1	During 371	the Year		0.0	0
			-				0.0	<u> </u>
Remarks* (Max. 200 Characters) Progress Rating Progress Ratings>>>> 0- View Code	Not Mentioned, 1-Ex Scheme Name	cellent,2-Very Good	d,3-Good,4- Budget Year (Teitel)	Average,5-Poo A/A&E/S Date	or,6-Very Po Current Stage	or, 7-Not Known Estimated Cost	Expenditure till date	Rating
Details 1900-306-	L/S Provision for Mi	nor Works	(Initial) 1900		Proposal	0	7516968	
18871	WSS TECHE SHILP	I TO DANGRANG	2000	30/03/2000	In Progress	1943900	1414399	
30658	KANDA GP NATHA	PA.						
Details 2001-306- 35578	TRINARANG.	O VILLAGE	2001		In Progress	12/6220	2817828	
<u><</u>			_					2
				Save		Verify	Rese	et
 Description of fields on screen: 3.1. Department <<i>Display</i>> 3.2. Executing Office <<i>Select</i>> 3.3. Budget Head <<i>Select</i>> 3.4. Monthly Progress Entered upto Month <<i>Display</i>> 3.5. Financial Year <<i>Select</i>> 3.6. Date of LOC Distribution <<i>Select</i>> Display the following LOC details: Budget during the year <<i>Display</i>> LOC given earlier during the Year <<i>Display</i>> Expenditure during the Year <<i>Display</i>> LOC Now to give <<i>Enter</i>> Remark <<i>Enter</i>> 3.7. Progress Rating <i>Mark Progress Rating of the Schemes from 0 to 7 as per their progress</i> 								

Display the following details:

- View Details of the Schemes
- $\circ \ \ \, \text{Scheme Code}$
- o Scheme Name
- Budget Year (Initial)
- A/A & E/S Date
- Current Stage
- Estimated Cost
- Expenditure Till Date
- Rating <Enter>
- 8. Save
- 9. Verify

3.4.4.9. Rate of Recovery

Module No.	M-SDO- 20					
Module Name	Rate of recovery					
User	Division Office (Account Branch)					
Description	Recoveries rates (of contractor bills) are entered by Account Branch					
How to Access	[Works MIS]:: Division Entries \rightarrow (A)ccount Branch \rightarrow Rate of recovery					
Post Process	[Works MIS]:: Division Entries \rightarrow (A)ccount Branch \rightarrow Vouchers \rightarrow Payment					
Input Screen:						
	Rate of Recovery					
Office Name	Show DashBoard					
Once Name	Div.No.1 Shimla 9					
Sand						
Stone	144.00 cum					
Aggregerate	144.00 cum					
Royality of Machiner	u Pater					
Moveable (Truck)	20.00 Km					
Immovable	0.00 Per Hour					
Empty Material Reco	very Rate					
Cement Bag	1.26 Bags					
•	Save					
Description of fie	elds on screen:					
	ame < <i>Display></i>					
2. Sand <er< td=""><td>nter/Display></td></er<>	nter/Display>					
3. Stone < <i>E</i>	nter/Display>					
4. Aggregat	te <enter display=""></enter>					
5. Movable((Truck) <i><enter display=""></enter></i>					
6. Immovab	le < <i>Enter/Display></i>					
7. Empty Co	ement Bags <i><enter display=""></enter></i>					

8. Save Confirmation made for the above entries

Business	
Rules	

3.4.4.10. Token Book Entry

Module No.	M-SDO- 20
Module Name	Token Book Entry
User	Division Office (Account Branch)
Description	Tokens, which are provided by treasury for making payments are entered by
	Account Branch
How to Access	[Works MIS]:: Division Entries \rightarrow (A)ccount Branch \rightarrow Vouchers \rightarrow Token
	Book Entry
Post Process	[Works MIS]:: Division Entries \rightarrow (A)ccount Branch \rightarrow Vouchers \rightarrow Payment
Input Screen:	
	Token Book Entry
	Show DashBoard
Select Division. #	Div No 1 Shimla 9
From Token No.	
To Token No.	
	Save Verify >
	S No. From Token No. To Token No. Whether Used
	1 204401 204500 Y
	2 205101 205200 Y
	3 207401 207500 Y
	4 208401 208500 Y
	5 17105000 17105700 T
	7 18118001 18119000 Y
	8 19110600 19110700
Description of fi	ielde en eereen:
1. Select D	livision <i><display></display></i>
2. From To	oken No. <i><enter></enter></i>
Enter the	starting number of token list
To token	n No <i><enter></enter></i>
Enter the	last number of token list
4. Save	
Confirmat	tion made for the above token entries
Business	
Rules	
Notes & Issues	• Tokens are entered when the old token series is exhausted (Used in
	making navments)

3.4.4.11. Payment

Module No.	M-DIV –	71		
Module Name	Payment			
User	Division Office (Account Branch)			
Description	Various types of Payments Vouchers are generated by Account Branch			
How to Access	[Works]	Works MIS1: Division Entries \rightarrow (A)ccount Branch \rightarrow Vouchers \rightarrow Payment		
Pre Process		Norks MIS1:: Division Entries \rightarrow Executive Engineer \rightarrow Punn		
1101100033		Fx) \rightarrow Verification of Running Bill		
	• []	Works MIS1::Sub Division Entries \rightarrow Sub Division Officer \rightarrow V	erification	
		→ Other Measurements		
	• [\	Works MIS]::Sub Division Entries \rightarrow Sub Division Officer \rightarrow V	erification	
	-	Goods Receipt at Site		
Pre Process	Sr.No.	Module	Office	
Sequence	G. Ver	ification of Running Bill		
	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division	
	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division	
	3.	[Works MIS]:: Division Entries \rightarrow (C)orrespondence	Division	
		Branch→ Work Agreement Description		
	4.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work	Division	
		Specifications → Revised Schedule Of Quantity		
	5.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work	Division	
		Specifications \rightarrow Material 10 issue	Centiere	
	0.	Works MIS::Section (site) Entries \rightarrow work measurement	Section	
	61	Download DTS and Offline Module	Section	
	6.2	Entry in Downloaded Offline file	Section	
	6.3		Section	
	7	Works MISI: Sub Division Entries \rightarrow Sub Division Officer \rightarrow	Sub	
		Verification →Work Measurements	Division	
	8.	Works MIS]::Sub Division Entries \rightarrow Sub Division \rightarrow	Sub	
		Generate running bill	Division	
	9.	Works MIS1:: Sub Division Entries \rightarrow Sub Division Officer	Sub	
		\rightarrow Running Bills (SD) \rightarrow Submit Running Bill	Division	
	10	Works MISI: Division Entries \rightarrow Executive Engineer \rightarrow	Division	
	10.	Running Bills (Ex) \rightarrow Verification of Running Bill	Division	
	↓ Vorif	Tication of Other Work Bills		
		$\frac{1}{100}$	Section	
	1.	Other Measurements	Section	
	2	Works MISI::Sub Division Entries \rightarrow Sub Division Officer \rightarrow	Sub	
		Verification → Other Measurements	Division	
	I. Ver	ification of Goods Receipt at store		
	1.	Works MIS] :: Section (Site) Entries \rightarrow Goods Receipt	Section	
		/Allocation to Site or Goods Receipt at Store		
	2.	Works MIS]::Sub Division Entries \rightarrow Sub Division Officer \rightarrow	Sub	
		Verification → Goods Receipt at Site	Division	
Post Process	[Works N	$MIS]:: Division \; Entries \to Executive \; Engineer \to Generate \; M$	onthly	
	Accoun	t	-	
Input Screen:				

		Vouchers : Payr	nent	
				🗌 Update Payme
1. Parameters	Selection	2. Head List		
Financial Year #	2011-2012 💙	Major Head	2215	WATER SUPPLY & SANITATION
Hand Tune -		Sub Major Head	01-W/	ATER SUPPLY
neau rype #	BODGET - LOMPSON EXPENDITO	Minor Head	001-0	DIRECTION & ADMINISTRATION
Demand Number =	13IRRIGATION, WATER SUPPL'	Sub Minor Head	02-E>	(ECUTION
Voted/Charged		Budget Code	02-W	AGES
e entranged	• Voted O Charged	SOE CODE	02-00	< Change Head
Plan/Non Plan #	O Plan Non Plan	3. Payment Amo	unt	
Major Head		Payment Voucher I	No.	
		Date of Payment#		0
	< Change Parameters			I Tachuda this youchas into Monthly Account
		Payment Type#		
		Fayment Type=		-SELECT-
Please Note :		Payment Description	on#	~
1. All Fields mark	ced = are mandatory.			
2. After selectin	g parameters, click Next Button to			(May 1500 Characters)
get the head list	on right hand side.	Total Raymont Dug	(Del)	(Max. 1500 Characters)
3. On right han	d side, after selecting the desired	Total Payment Due	(RS.)	0
head, sanction budget details may be saved.		-Withheld Amoun	t(Rs.)	
		Amount To Pay(Rs	.)#	
		Mode of Payment#		-SELECT-
		Enter Mode Nu	mber	
		(if applic	able)	(Type DD, CHO, RTGS or NEFT before Mode numbe
				if payment is through DD,cheque, RTGS or NEFT)
		->Cheque/DD	Date	đ
		->To Whom Is	ssued	
				Verify Save Reset
cription of fi	elds on screen:			
. Select th o Financ o Head 1 o Demar	e following parameters: ial Year ſype nd Number			
 Voted i 	or Charged			
 Voted 	or Unarged			

- Plan or Non Plan
- Enter Major Head *<Enter>* & Submit the details

Display the Head list with the following columns:

- Sr. No.
- Account Head (Major/Sub Major/Minor/Sub Minor)
- Budget Code
- SOE Code
- 2. Payment Voucher No. <*Auto Gen>* If payment voucher no. is already attached to the voucher display the existing number
- 3. Date of Payment(ref: Business Rules) <Select>
- 4. Payment Type (ref: Business Rules) <Select>
- 5. Payment Description < Enter>
- 6. Total Payment Due (Rs.) < Display / Enter>
- 7. With held Amount (Rs.) <*Enter*>
- 8. Amount to Pay *<Display>*

Τ

9. Mode of P	Mode of Payment (Cash, Cheque/RTGS/NEFT(Payment), Demand Draft) <select></select>					
10. Enter Mod	0. Enter Mode Number <i><enter></enter></i>					
11. Cheque/D If mode of I	11. Cheque/DD Date <select> If mode of Payment selected above is cheque or Demand Draft</select>					
12. Whom to I If mode of P	sued <i><enter></enter></i> ayment selected above is cheque or Demand Draft					
13. Save Confirmatior	made for the above entries and payment voucher number is generated					
14. Click the L	pdate Check Box to Update/verify the Payment Voucher					
15. Payment \ <i>The details</i>	oucher < <i>Enter</i> > & Get the details of Payment Voucher of payment may be edited/ updated (if required)					
16. Update <i>Confirmatic</i>	n made to Update the payment Voucher					
17. verify <i>Confirmatic</i>	n made to Verify the payment Voucher					
Business Rules	 Need to consider the Budget Head(s) and issuance of LOCs before generating vouchers for payment Parameters for Payment Types on Selection of: Water Connected (Domestic) ->Rural This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected Water Connected (Domestic) ->Urban This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected Water Connected (Domestic) ->Urban This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected Water Connected (Domestic) ->Rural (TCP/SADA) This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected Water Connected (Domestic) ->Urban (TCP/SADA) This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected Water Connected (Commercial) ->Rural This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected Water Connected (Commercial) ->Rural This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected Water Connected (Commercial) ->Urban This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected Water Connected (Commercial) ->Urban This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected					
	8. Water Connected (Commercial) ->Urban (TCP/SADA)					

This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected
 9. Tendered work Select Work ID Display the list of verified Running bills which are pending for payment with Work ID /R.Bill No.:[MB No: - Section Office Name Payment Description <auto gen=""> Display the Contractor Code & Name, Scheme Code & Name, Work ID & Name</auto>
10. Payment Against Other measurements
 Select MB No./Entry No. Display the list of verified other measurements which are pending for payment Entries along with the MB No. Section Office Name Payment Description <auto gen=""> Display, the description of the other measurements as recorded in the MB</auto>
Display the description of the other measurements as recorded in the MD
 11. Goods Receipt from Supplier Select GR Number Display the list of verified GRs from supplier along with the MB No. which are pending for payment
 Payment Description <auto gen=""> Display the Supplier Name along with the Item wise Quantity received at store</auto>
12. Office Contingency (Not Through MB) These are things which are utilized for performing the official work i.e., computer, table, chair, pen, pencil, petty purchases
 Select Contingency Type Display the list of Contingency Types e.g.: Table, Chair, Stationary Petty Purchases
 Payment Description <<i>Auto Gen</i>> Display the description of the Contingency type selected
 13. Salary TA/DA/MR etc> Employee It is payment made to the Regular employees which is debited to work Select Employee Id
 Display the list of Employee IDs Payment Description <auto gen=""></auto> Display the Employee name and description
14. Salary TA/DA/MR etc>Daily wage Employees These are the payments made to daily labour which are debited to work
15. Deposit of Contractor -> Security It is the refund of amount to the contractor from the security deposit made for executing the awarded work
 Select Agreement By Office Display the list of Offices Work ID <enter> & Get Details </enter>
 Payment Description <<i>Auto Gen></i> Display the Agreement Details

 <u> </u>
16. Deposit Work -> Surrender Unspent/ Unutilized Amount These are the Deposited work amount to be returned to the depositor, which is not around an not utilized.
 Select Depositor
Display the list of Depositor
 Payment Description <<i>Auto Gen</i>>
Display the details of the Scheme
17. Deposit Work -> Expenditure from Unspent Amount (Description)
 Select Depositor Display the list of Depositor
 Enter Scheme Code < Enter> & Get Details
 Payment Description <auto gen=""> Display the details of the Scheme</auto>
 Deposit of Contractor -> Held Amount for Testing/LOC These are the details of the with hold amount that was kept hold for
payment to the contractor, which is paid now after completion of testing for work done or receipt of LOC for the work
 Select Agreement by Office Display the list of Office
 Enter Online Agreement ID < Enter> & Get Details
 Payment Description <auto gen=""> Display the details of the Agreement</auto>
19. PW Miscellaneous Advance (Debit) It is the amount prepaid for the material yet to be purchased or loss to the department which shall be recovered in future from the concerned supplier or person or office
 Select PW Misc. Adv. Category Display the list of categories of PWD Misc Advances i.e., Recoveries of telephone charges, Recoveries Officers/Officials within division, Recoveries from supplier/agencies/firms etc.
 Enter Item ID <<i>Enter</i>> & Get Details
Item Ids vary from division to division and are defined by the concerned division from whom the recovery to be made
 Deposit Work -> Surrender Unspent/Unutilized Amount (Part- IV) (Description)
21. Deposit ->Calamity Relief Fund (CRF) It is the payment made for the relief of any kind of disaster happened due to nature calamities
22. Deposit of Supplier -> Held Amount for Testing/LOC These are the details of the with hold amount that was kept hold while making payment to the supplier, which is paid now after completion of testing for the material supplied or receipt of LOC for the payment
23. Deposit of Others-> Held Amount for Testing/LOC These are the details of the with hold amount that was kept hold while making payment to the other than supplier and contractor, which is paid

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now after completion of testing or receipt of LOC for the payment
24. Select CFC [Cash from Chest] These are the details of the payments made from the Chest to labour or for purchase of any official item
25. Sales Tax Deposited to ETC It is the payment of the sales tax to Excise and Taxation Commission (ETC) that was deducted from contractor's payment bill
26. Transfer within Division [TWD] It is the payment transferred between divisions or sub divisions
27. Select Remittance into Treasury (Bank Deposit through Treasury) These are the total receipts to the office, which are deposited into the treasury
 Budget head is a description of source under which fund is annually allotted and authorized for incurring expenditure (Schemes/Salaries/Office expenses etc) Budget Head is a combination of : Demand Code- Major Head- Sub Major head- Minor Head- Sub minor Head- Budget Code-SOE-P/N-V/C Payment should be made from the Budget Head from which the amount is allotted to incur expenditure for that particular payment Once a Payment done at a particular date it should not allow to do payments at the previous date
How to Access:
[e- Sanchalan] :: Reports/Queries → Account Reports → Payment/Receipt Voucher
or
[e- Sanchalan] :: Reports/Queries → Account Reports → List of Payment/Receipt Voucher

3.4.4.12. Receipt

Module No.	M-DIV- 72
Module Name	Generate Receipt Voucher
User	Division Office (Account Branch)
Description	Various types of Receipts vouchers are generated by Account Branch
How to Access	[Works MIS]:: Division Entries \rightarrow (A)ccount Branch \rightarrow Vouchers \rightarrow Receipt
Post Process	Generation of Monthly Account {M-DIV-}
Input Screen:	

					J	SV_UM_Ver 1.0
			Vouchers : Red	ceipt		
1 Dawnerstern	Coloction		2 Hand Date:			Update Receipt
1. Parameters	Selection		2. Head Details			
Financial Year #	2011-2012 💙		Major Head	0215-1	TER SUPPLY & SANTIATION	
Head Type #	BUDGET - RECEIPT	~	Sub Major Head	102-RF	CEIDTS FROM RURAL WATER S	
Demand		1.000	Sub Minor Head	01-SH	IMLA DISTRICT	OFFET DETEMED
Number #	00No Demand Code	~	Budget Code	00000	-	
Voted/Charged	Voted O Charged		SOE Code	00-		
11	O Voted O enarged					< Change Head
Plan/Non Plan #	Plan Non Plan		3. Receipt Amo	unt		
Major Head			Receipt No.	[
			Date of Receipt#		0	
	< Change Para	ameters			V Include this yoush	ar into Monthly Assount
			Receipt Type#	- 7		
			Receipt Type#		-SELECT-	
Please Note :	od e pro mondatory		Receipt Descriptio	m#		<u>^</u>
1. All Fields Hark	.eu = are manuatory.					~
2. After selectin	g parameters, click Next B	utton to		L		<u> </u>
get the need list (on right hand side.			(Max. 300 Characters)	
On right han head, sanction b	d side, after selecting the udget details may be saved.	desired	Receipt Head			
			Receipt Amount(R	ts.)#		
			Mode of Receipt#	[-SELECT-	
			If Mode is Cheque	e/DD		
			->Give Nur	mber L		
			->Cheque/DD	Date	0	
			->From Whom Re	eceive		
					Verify Save Reset	:
Description o	of fields on screen:					
1. Selec	t the Budget Head					
2. Recei	2. Receipt No. < <i>Auto Gen</i> >					
3. Selec	t the Date of Receip	t (ref: l	Business Rules	;)		
4. Selec	t Receipt Type (Ref:	Busine	ess Rules)			
5. Enter	5. Enter Receipt Description < Enter>					
6. Recei	6. Receipt Amount (Rs.) < <i>Auto Gen/Enter</i> >					
7. Security Amount (Rs.) < <i>Auto Gen> if applicable</i> <i>Auto generates in relevance with the Receipt type selected above</i>						
8. Total <i>Display</i>	Amount <auto calc=""> s the auto calculated a</auto>	amoun	t of Receipt Am	nount +	- Security Amount	

- 9. Select Mode of Receipt (Cash/Cheque/Demand Draft)
- 10. Enter Number of Cheque/DD <*Enter*> If mode of Receipt selected above is cheque or Demand Draft
- 11. Select Date of Cheque/DD If mode of Receipt selected above is cheque or Demand Draft

12. Enter whor <i>If mode of F</i>	12. Enter whom to Issue Cheque or DD If mode of Receipt selected above is cheque or Demand Draft					
13. Save Confirmation	13. Save Confirmation made for the above entries and receipt number generated automatically					
14. Click the U	14. Click the Update Check Box to Update/verify the Payment Voucher					
15. Payment ∖ <i>The details</i> o	/oucher < <i>Enter</i> > & Get the details of Payment Voucher of payment may be edited/ updated (if required)					
16. Update Confirmation	made to Update the payment Voucher					
17. Verify	a made to verify the choice entries					
	n made to verify the above entries					
Dusiness Rules	 Need to consider the details mentioned in the Budget before selecting the parameters for Receipt Berameters for Receipt Types on Selection of: 					
	• Parameters for Receipt Types on Selection of:					
	 Water Connected (Domestic) ->Rural This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection 					
	 Water Connected (Domestic) ->Urban This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection 					
	 Water Connected (Domestic) ->Rural (TCP/SADA) This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection 					
	 Water Connected (Domestic) ->Urban (TCP/SADA) This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection 					
	 Water Connected (Commercial) ->Rural This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection 					
	 Water Connected (Commercial) ->Urban This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection 					
	7. Water Connected (Commercial) ->Rural (TCP/SADA) This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection					
	8. Water Connected (Commercial) ->Urban (TCP/SADA) This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection					
	9. Sale of Material It is the amount received on the material sold iii. Select Division Display the list of Division Offices					

iv. Receipt Description < <i>Enter</i> >
 10. Penalty on Contractor It is amount penalized on the contractor for not going according to the terms and conditions mentioned in the agreement iv. Select Agreement by Office Display the list of Offices v. Work ID <enter> & Get Details</enter> vi. Receipt Description Display the details of the Agreement
 11. Deposit of Subordinate Security It is the refunded amount received from the security deposits made for the subordinate employees iii. Select Employee ID Display the list of Employee IDs iv. Receipt Description Display the Employee Name & Description
 12. Deposit of Contractor-> Security It is the amount of security deposit amount received from the Contractor iv. Select Agreement by Office Display the list of Offices v. Work ID <enter> & Get Details</enter> vi. Receipt Description Display the details of the Agreement
13. Deposit of Contractor-> Earnest Money It is the amount deposited by the contractor as an earnest money for the particular work and is deposited with the EE in form of fixed deposit or cash Select Agreement by Office
Display the list of Offices iii. Work ID <i><enter></enter></i> & Get Details iv. Receipt Description Display the details of the Agreement
 14. Deposit Work -> Receipt (Scheme wise) It is amount deposited by the other departments for executing the work to the Department iv. Select Depositor Display the list of Depositors v. Enter Scheme Code <enter> & Get Details vi. Receipt Description Display the details of the Scheme</enter>
 15. PWD Misc. Advance (Credit) It is the recovery made for miscellaneous advances given to recover from a person concerned It is amount received as iv. Select PW Misc. Adv. Category Display the list of PWD Misc. Advances v. Enter Item ID < Enter> & Get Details vi. Receipt Description

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16. Deposit Work -> Receipt It is the amount received for executing the deposit works assigned to the department
17. Deposit -> Calamity Relief Fund (CRF) It is the amount received for the payment to be made for relief of any kind of disaster happened due to nature for which value has not been accessed priory
18. Vehicle hired by Other Office It is the amount received from the department vehicles hired to others offices
19. GIS (Group Insurance Scheme) It is amount received which shall be utilized for Insuring the Group of employees
20. Recovery other than PW Misc. Advances It is the recovery made other than the PW miscellaneous advances
21. Restoration of Damages It is the amount received for the purpose of restoring the damages of the department properties
22. Transfer within Division (TWD) These are the details of the amount transfers made between divisions or sub divisions
23. Sale of Material Other Department It is the amount received from the material sold to other departments
24. RTI Documents It is amount received for spending on the Right to Information related documentation
25. Sale of Contractor Registration Form It is the amount collected on sale of registration forms to the contractors
26. Revenue from Dept Rest Houses It is amount of rent received from the Departmental Rest Houses
27. Auction on Condemn Machinery It is the amount received from the sale made on the damaged machinery of the department
28. CFC [Cash for Chest] It is the amount received for purchase of any official item or issued as an imprest to a employee
29. Housing Charges (Rent) It is the amount of rent received from the rent charged on the houses of the department

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	30. Sale of Tender Documents It is the amount received from the sale of the tender documents
	31. Contractor Registration Class A/B/C/D -> fee For New It is the amount received from the Contractor for New Registration
	32. Contractor Registration Class A/B/C/D -> fee For Renewal It is the amount received from the Contractor for Renewal of registration
	33. Contractor Registration Class A/B/C/D -> fee For Upgrading It is the amount received from the Contractor for Upgrading to higher contractor class
	34. Contractor Registration Class A/B/C/D -> change other info. It is the amount received from the Contractor to change any information in the registration
Notes & Issues	 Each and every Receipt Type falls under particular Budget Head which are defined by the Finance Department For any Receipt Type if security amount is applicable, it is automatically generated and posted to concerned Budget Head
Report/Query	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow
	Payment/Receipt Voucher
	[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow
	List of Payments / Receipts

3.4.4.13. Payment (Backlog)

Module No.	M-DIV –	71		
Module Name	Payment (Backlog)			
User	Division	Division Office (Account Branch)		
Description	Various	types of Payments Vouchers are generated by Account Bran	ch	
How to Access	[Works N	/IS]:: Division Entries \rightarrow (A)ccount Branch \rightarrow Vouchers \rightarrow P	ayment	
Pre Process	• [\ (• [\	Works MIS]:: Division Entries → Executive Engineer → Runn Ex) → Verification of Running Bill Works MIS]::Sub Division Entries → Sub Division Officer→ V	ing Bills erification	
	• [\	Vorks MIS]::Sub Division Entries → Sub Division Officer→ V Goods Receipt at Site	erification	
Pre Process	Sr.No.	Sr.No. Module Office		
Sequence	J. Ver	J. Verification of Running Bill		
	1.	[e-Sameeksha]:: Scheme Entries → Scheme Description	Division	
	2.	[e-Sameeksha]:: Scheme Entries → Work Description	Division	
	3.	[Works MIS]:: Division Entries \rightarrow (C)orrespondence	Division	
		Branch→ Work Agreement Description		
	4.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work Specifications \rightarrow Revised Schedule Of Quantity	Division	
	5.	[Works MIS]:: Division Entries \rightarrow (D)rawing Branch \rightarrow Work Specifications \rightarrow Material To issue	Division	
	6.	Works MIS]::Section (site) Entries → Work Measurement → Work Measurements (Offline)	Section	

				<u>120 0101</u>	<u>ver 1.0</u>
	6.1.	Downloa	d DTS and Offlin	e Module	Section
	6.2.	Entry in	Downloaded Offli	ne file	Section
	6.3.	Upload N	Measurements		Section
	7.	[Works MIS]::	Sub Division Ent	ries \rightarrow Sub Division Officer \rightarrow	Sub
		Verification \rightarrow	Work Measuren	nents	Division
	8.	[Works MIS]::	Sub Division Ent	ries \rightarrow Sub Division \rightarrow	Sub
		Generate rur	nning bill		Division
	9.	[Works MIS]::	Sub Division En	tries \rightarrow Sub Division Officer	Sub
		\rightarrow Running B	ills (SD) → Subm	nit Running Bill	Division
-	10.	Works MIS1:	Division Entries	\rightarrow Executive Engineer \rightarrow	Division
		Runnina Bills	(Ex) → Verificat	ion of Running Bill	
- F	 K Verif	ication of Othe	er Work Bills		1
<u> </u>	1.	Works MIS1:	Section (site) En	tries \rightarrow Measurement(s) \rightarrow	Section
		Other Measu	rements		
	2.	[Works MIS]::	Sub Division Ent	ries \rightarrow Sub Division Officer \rightarrow	Sub
		Verification →	• Other Measure	ments	Division
	L. Veri	ification of Go	ods Receipt at st	ore	
	1.	[Works MIS] :	: Section (Site) E	intries → Goods Receipt	Section
		/Allocation t	o Site or Goods	Receipt at Store	
	2.	[Works MIS]::	Sub Division Ent	ries \rightarrow Sub Division Officer \rightarrow	Sub
		Verification \rightarrow	Goods Receipt	at Site	Division
Post Process [Works N	MIS]:: Division	Entries \rightarrow Execu	itive Engineer $ ightarrow$ Generate M	onthly
A	Account	t			
Input Screen:					
			vouchers : Payment	Updat	e Payment
1. Parameters Sele	ection		2. Head List	□Updat	e Payment
1. Parameters Sele	ection 1-2012 💙		2. Head List Major Head 2215 Sub Major Head 01-W	-WATER SUPPLY & SANITATION ATER SUPPLY	e Payment
1. Parameters Sele Financial Year = 201 Head Type = BUD Demand	Ction 1-2012 V DGET - LUMPS		2. Head List Major Head 2215 Sub Major Head 01-W Minor Head 001-E Sub Minor Head 02-E	-WATER SUPPLY & SANITATION ATER SUPPLY DIRECTION & ADMINISTRATION XECUTION	e Payment
1. Parameters Sele Financial Year = 201 Head Type = BUD Demand 13 Number = 13	Ction 1-2012 V DGET - LUMP -IRRIGATION	SUM EXPENDITU	2. Head List Major Head 2215 Sub Major Head 01-W Minor Head 001-I Sub Minor Head 02-E Budget Code S00N	Updat -WATER SUPPLY & SANITATION ATER SUPPLY DIRECTION & ADMINISTRATION XECUTION -STATE SCHEMES	e Payment
1. Parameters Sele Financial Year # 201 Head Type # BUD Demand Number # Voted/Charged #	interiories of the section sec	SUM EXPENDITU 🔗 N, WATER SUPPL' 😪	2. Head List Major Head 2215 Sub Major Head 01-W Minor Head 001-I Sub Minor Head 02-E Budget Code 500N SOE Code 02-W	Updat	re Payment
1. Parameters Sele Financial Year = 201 Head Type = BUD Demand 13 Number = 13 Voted/Charged \odot V Plan/Non Plan = 0 P	International Content of Content	SUM EXPENDITU S N, WATER SUPPL'S harged In Plan	2. Head List Major Head 2215 Sub Major Head 01-W Minor Head 001-I Sub Minor Head 02-EI Budget Code S00N SOE Code 02-W 3. Payment Amount	Updat	nge Head
1. Parameters Selet Financial Year = 201 Head Type = BUD Demand 13 Voted/Charged V Plan/Non Plan = P Major Head 1	I-2012 V I-2012 V IRRIGATION Voted C C Plan No	SUM EXPENDITU V N, WATER SUPPL' V harged In Plan	2. Head List Major Head 2215 Sub Major Head 01-1 Sub Minor Head 001-1 Sub Minor Head 02-E Budget Code SOON SOE Code 02-W 3. Payment Amount Payment Voucher No.	Updat	nge Head
1. Parameters Sele Financial Year = 201 Head Type = BUD Demand 13 Number = 13 Yoted/Charged Image: Compare the second sec	ection 1-2012 V DGET - LUMPS -IRRIGATION Voted C Plan No	SUM EXPENDITU	2. Head List Major Head 2215 Sub Major Head 01-W Minor Head 001-I Sub Minor Head 02-E Budget Code S00N SOE Code 02-W 3. Payment Amount Payment Voucher No. Date of Payment#	Updat	nge Head
1. Parameters Sele: Financial Year ≠ 201 Head Type ≠ BUD Demand 13 Number ≠ 13 Voted/Charged • ∨ Plan/Non Plan ≠ • P Major Head • •	I-2012 V GET - LUMP IRRIGATION Voted C Plan O No	SUM EXPENDITU V N, WATER SUPPL' V harged in Plan Change Parameters	2. Head List Major Head 2215 Sub Major Head 01-W Minor Head 001-I Sub Minor Head 02-E Budget Code SOON SOE Code 02-W 3. Payment Amount Payment Voucher No. Date of Payment#	Updat -WATER SUPPLY & SANITATION ATER SUPPLY DIRECTION & ADMINISTRATION XECUTION I-STATE SCHEMES AGES C Char	nge Head
1. Parameters Selet Financial Year = 2011 Head Type = BUD Demand 13 Yoted/Charged V Plan/Non Plan = P Major Head 13	Action 1-2012 V IGET - LUMPS -IRRIGATION Voted C Plan No No C	SUM EXPENDITU V N, WATER SUPPL'V harged In Plan Change Parameters	2. Head List Major Head 2215 Sub Major Head 01-W Minor Head 001-Sub Minor Head 001-Sub Minor Head 001-Sub Minor Head 02-E Budget Code S00N SOE Code 02-W 3. Payment Amount Payment Voucher No. Date of Payment# Payment Type# Payment Description #	Updat Updat Updat Updat Uncertainty & SANITATION ATER SUPPLY DIRECTION & ADMINISTRATION XECUTION -STATE SCHEMES AGES C Char Include this voucher into Monthl SELECT-	y Account
1. Parameters Select Financial Year # 201 Head Type # BUD Demand 13 Number # 13 Voted/Charged Image: Note # Plan/Non Plan # Image: Plan Major Head Image: Plan Planese Note : 1. All Fields marked #	Action 1-2012 V IGET - LUMPS IRRIGATION Voted C Plan No C C Are mandat	SUM EXPENDITU V N. WATER SUPPL' V harged in Plan Change Parameters	2. Head List Major Head 2215 Sub Major Head 01-W Minor Head 001-I Sub Minor Head 001-I Sub Minor Head 02-EI Budget Code 500N SOE Code 02-W 3. Payment Amount Payment Voucher No. Date of Payment# Payment Type# Payment Description#	Updat Updat Updat Updat Updat ATER SUPPLY & SANITATION ATER SUPPLY DIRECTION & ADMINISTRATION ECUTION U-STATE SCHEMES AGES C Char Include this voucher into Monthl SELECT-	y Account
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- Head Type
- Demand Number
- Voted or Charged
- Plan or Non Plan
- Enter Major Head *<Enter>* & Submit the details

Display the Head list with the following columns:

o Sr. No.

- Account Head (Major/Sub Major/Minor/Sub Minor)
- o Budget Code
- o SOE Code
- Payment Voucher No. <*Auto Gen>* If payment voucher no. is already attached to the voucher display the existing number
- Date of Payment(ref: Business Rules) <Select>
- Payment Type (ref: Business Rules) <Select>
- Payment Description < Enter>
- Total Payment Due (Rs.) < Display / Enter>
- With held Amount (Rs.) < Enter>
- Amount to Pay < Display>
- Mode of Payment (Cash, Cheque/RTGS/NEFT(Payment), Demand Draft) <Select>
- Enter Mode Number < Enter>
- Cheque/DD Date <Select> If mode of Payment selected above is cheque or Demand Draft
- Whom to Issued <*Enter*> If mode of Payment selected above is cheque or Demand Draft
- Save Confirmation made for the above entries and payment voucher number is generated
- Click the Update Check Box to Update/verify the Payment Voucher
- Payment Voucher <*Enter*> & Get the details of Payment Voucher *The details of payment may be edited/ updated (if required)*
- Update Confirmation made to Update the payment Voucher
- verify Confirmation made to Verify the payment Voucher

Business Rules	• Need to consider the Budget Head(s) and issuance of LOCs before
	generating vouchers for payment
	 Parameters for Payment Types on Selection of:

1.	Water Connected (Domestic) ->Rural This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected
2.	Water Connected (Domestic) ->Urban This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected
3.	Water Connected (Domestic) ->Rural (TCP/SADA) This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected
4.	Water Connected (Domestic) ->Urban (TCP/SADA) This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected
5.	Water Connected (Commercial) ->Rural This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected
6.	Water Connected (Commercial) ->Urban This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected
7.	Water Connected (Commercial) ->Rural (TCP/SADA) This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected
8.	Water Connected (Commercial) ->Urban (TCP/SADA) This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected
9. ■	Tendered work Select Work ID Display the list of verified Running bills which are pending for payment with Work ID /R.Bill No.: [MB No: - Section Office Name
-	Payment Description <i><auto gen=""></auto></i> Display the Contractor Code & Name, Scheme Code & Name, Work ID & Name
10.	Payment Against Other measurements
-	Select MB No./Entry No. Display the list of verified other measurements which are pending for payment Entries along with the MB No. Section Office Name
-	Payment Description <i><auto gen=""></auto></i> Display the description of the other measurements as recorded in the MB
11. •	Goods Receipt from Supplier Select GR Number Display the list of verified GRs from supplier along with the MB No. which
•	are pending for payment Payment Description <auto gen=""> Display the Supplier Name along with the Item wise Quantity received at store</auto>
12.	Office Contingency (Not Through MB)

These are things which are utilized for performing the official work
i.e., computer, table, chair, pen, pencil, petty purchases
 Select Contingency Type
Display the list of Contingency Types e.g.: Table, Chair, Stationary Petty
Purchases
 Payment Description <auto gen=""></auto>
Display the description of the Contingency type selected
Salary TA/DA/MR etc> Employee
It is payment made to the Regular employees which is debited to work
 Select Employee Id Display the list of Employee IDs
Display the list of Employee IDs
 Payment Description <auto gen=""></auto> Display the Employee name and description
Display the Employee hame and description
14 Salary TA/DA/MR etc ->Daily wage Employees
These are the payments made to daily labour which are debited to work
15. Deposit of Contractor -> Security
It is the refund of amount to the contractor from the security deposit made
for executing the awarded work
 Select Agreement By Office
Display the list of Offices
 Work ID < Enter> & Get Details
Payment Description <auto gen=""> Dianlay the Agreement Dataile</auto>
Display the Agreement Details
16 Deposit Work -> Surrender Upspent/ Uputilized Amount
These are the Deposited work amount to be returned to the depositor which
is not spent or not utilized
 Select Depositor
Display the list of Depositor
 Enter Scheme Code < Enter> & Get Details
 Payment Description <auto gen=""></auto>
Display the details of the Scheme
47. Den esit Merle X. France diture from the second (Deceminitien)
17. Deposit Work -> Expenditure from Unspent Amount (Description)
Select Dependent
 Select Depositor Display the list of Depositor
 Enter Scheme Code < Enter> & Get Details
 Payment Description <auto gen=""></auto>
Display the details of the Scheme
Deposit of Contractor -> Held Amount for Testing/LOC
These are the details of the with hold amount that was kept hold for
payment to the contractor, which is paid now after completion of testing for
work done or receipt of LOC for the work
 Select Agreement by Office Display the list of Offices
Enter Online Agreement ID < Enter & Cot Dataila
 Enter Online Agreement in Server's a Get Details Payment Description < Auto Gens
Display the details of the Agreement
19. PW Miscellaneous Advance (Debit)

	It is the amount prepaid for the material yet to be purchased or loss to the department which shall be recovered in future from the concerned supplier or person or office
	 Select PW Misc. Adv. Category Display the list of categories of PWD Misc Advances i.e., Recoveries of telephone charges, Recoveries Officers/Officials within division, Recoveries from supplier/agencies/firms etc.
	 Enter Item ID <enter> & Get Details Item Ids vary from division to division and are defined by the concerned division from whom the recovery to be made </enter>
	 Deposit Work -> Surrender Unspent/Unutilized Amount (Part- IV) (Description)
	21. Deposit ->Calamity Relief Fund (CRF) It is the payment made for the relief of any kind of disaster happened due to nature calamities
	22. Deposit of Supplier -> Held Amount for Testing/LOC These are the details of the with hold amount that was kept hold while making payment to the supplier, which is paid now after completion of testing for the material supplied or receipt of LOC for the payment
	23. Deposit of Others-> Held Amount for Testing/LOC These are the details of the with hold amount that was kept hold while making payment to the other than supplier and contractor, which is paid now after completion of testing or receipt of LOC for the payment
	24. Select CFC [Cash from Chest] These are the details of the payments made from the Chest to labour or for purchase of any official item
	25. Sales Tax Deposited to ETC It is the payment of the sales tax to Excise and Taxation Commission (ETC) that was deducted from contractor's payment bill
	26. Transfer within Division [TWD] It is the payment transferred between divisions or sub divisions
	27. Select Remittance into Treasury (Bank Deposit through Treasury) These are the total receipts to the office, which are deposited into the treasury
Notes & Issues	 Budget head is a description of source under which fund is annually allotted and authorized for incurring expenditure (Schemes/Salaries/Office expenses etc) Budget Head is a combination of : Demand Code- Major Head- Sub Major head- Minor Head- Sub minor Head- Budget Code-SOE-P/N-V/C Payment should be made from the Budget Head from which the amount is allotted to incur expenditure for that particular payment Once a Payment done at a particular date it should not allow to do payments at the previous date
Report/Query	How to Access:
. ,	

[e- Sanchalan] :: Reports/Queries → Account Reports → Payment/Receipt
Voucher
or
[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow List of
Payment/Receipt Voucher

3.4.4.14. Receipt (Backlog)

Module No.	M-DIV- 72		
Module Name	Receipt Voucher (E	Backlog)	
User	Division Office (Acc	ount Branch)	
Description	Various types of Re	ceipts vouche	rs are generated by Account Branch
How to Access	[Works MIS]:: Divisi	ion Entries \rightarrow	(A)ccount Branch \rightarrow Vouchers \rightarrow Receipt
	(Backlog)		
Post Process	Generation of Montl	hly Account {N	1-DIV-}
Input Screen:			
		Vouchers : Red	ceipt
1. Parameters Select	ion	2. Head Details	
Financial Year # 2011-	2012 💙	Major Head	0215-WATER SUPPLY & SANITATION
Head Type # BUDGE	ET - RECEIPT	Sub Major Head	01-WATER SUPPLY
Demand Demand	Demand Code	Sub Minor Head	01-SHIMLA DISTRICT
Number =	Demand Code	Budget Code	00000-
voted/Charged	ted O Charged	SOE Code	00-
Plan/Non Plan # 💿 Pla	n 🔘 Non Plan	3. Receipt Amo	unt
Major Head		Receipt No.	
		Date of Receipt#	
	< Change Parameters		Include this yousher into Meethly Assount
		Receipt Type#	
		Receipt Descriptio	n#
Please Note : 1. All Fields marked # ar	e mandatory.		
2. After selecting parar	meters, click Next Button to		×
get the head list on right	hand side.		(Max. 300 Characters)
3. On right hand side,	after selecting the desired	Receipt Head	
neady cancelon badget a		Receipt Amount(R	s.)#
		Mode of Receipt#	-SELECT-
		If Mode is Cheque	e/DD
		->Cheque/DD	Date
		->From Whom Re	eceive
			Verify Save Reset
Description of field	ds on screen:		
Booonplichterhol			
18. Select the	Budget Head		
19. Receipt No	o. <auto gen=""></auto>		
20. Select the	Date of Receipt (ref: I	Business Rules)

Т

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	21. Select Receipt Type (Ref: Business Rules)
	22. Enter Receipt Description < <i>Enter</i> >
	23. Receipt Amount (Rs.) < <i>Auto Gen/Enter></i>
	24. Security Amount (Rs.) <auto gen=""> if applicable Auto generates in relevance with the Receipt type selected above</auto>
	25. Total Amount <auto calc=""> Displays the auto calculated amount of Receipt Amount + Security Amount</auto>
	26. Select Mode of Receipt (Cash/Cheque/Demand Draft)
	27. Enter Number of Cheque/DD <i><enter></enter></i> If mode of Receipt selected above is cheque or Demand Draft
	28. Select Date of Cheque/DD If mode of Receipt selected above is cheque or Demand Draft
	29. Enter whom to Issue Cheque or DD If mode of Receipt selected above is cheque or Demand Draft
	30. Save Confirmation made for the above entries and receipt number generated automatically
	31. Click the Update Check Box to Update/verify the Payment Voucher
	32. Payment Voucher <i><enter></enter></i> & Get the details of Payment Voucher The details of payment may be edited/ updated (if required)
	33. Update Confirmation made to Update the payment Voucher
	34. Verify Confirmation made to verify the above entries
	Business Rules • Need to consider the details mentioned in the Budget before selecting the parameters for Receipt • Parameters for Receipt Types on Selection of:
	35. Water Connected (Domestic) ->Rural This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection 36. Water Connected (Domestic) ->Urban
	This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
	37. Water Connected (Domestic) ->Rural (TCP/SADA) This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
	38. Water Connected (Domestic) ->Urban (TCP/SADA) This is the Water Connection fee and security amount deposited be the

Consumer, to get a new water Connection
39. Water Connected (Commercial) ->Rural This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
40. Water Connected (Commercial) ->Urban This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
41. Water Connected (Commercial) ->Rural (TCP/SADA) This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
42. Water Connected (Commercial) ->Urban (TCP/SADA) This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
43. Sale of Material It is the amount received on the material sold v. Select Division Display the list of Division Offices vi. Receipt Description <i><enter></enter></i>
 44. Penalty on Contractor It is amount penalized on the contractor for not going according to the terms and conditions mentioned in the agreement vii. Select Agreement by Office Display the list of Offices viii. Work ID <enter> & Get Details</enter> ix. Receipt Description Display the details of the Agreement
 45. Deposit of Subordinate Security It is the refunded amount received from the security deposits made for the subordinate employees v. Select Employee ID Display the list of Employee IDs vi. Receipt Description Display the Employee Name & Description
 46. Deposit of Contractor-> Security It is the amount of security deposit amount received from the Contractor vii. Select Agreement by Office Display the list of Offices viii. Work ID <enter> & Get Details ix. Receipt Description Display the details of the Agreement</enter>
47. Deposit of Contractor-> Earnest Money It is the amount deposited by the contractor as an earnest money for the particular work and is deposited with the EE in form of fixed deposit or cash Select Agreement by Office
Display the list of Offices v. Work ID < <i>Enter</i> > & Get Details vi. Receipt Description

Display the details of the Agreement
 48. Deposit Work -> Receipt (Scheme wise) <i>It is amount deposited by the other departments for executing the work to</i> <i>the Department</i> vii. Select Depositor <i>Display the list of Depositors</i> viii. Enter Scheme Code <i><enter></enter></i> & Get Details ix. Receipt Description <i>Display the details of the Scheme</i>
 49. PWD Misc. Advance (Credit) It is the recovery made for miscellaneous advances given to recover from a person concerned It is amount received as vii. Select PW Misc. Adv. Category Display the list of PWD Misc. Advances viii. Enter Item ID <enter> & Get Details ix. Receipt Description Display the details of the Item</enter>
50. Deposit Work -> Receipt It is the amount received for executing the deposit works assigned to the department
51. Deposit -> Calamity Relief Fund (CRF) It is the amount received for the payment to be made for relief of any kind of disaster happened due to nature for which value has not been accessed priory
52. Vehicle hired by Other Office It is the amount received from the department vehicles hired to others offices
53. GIS (Group Insurance Scheme) It is amount received which shall be utilized for Insuring the Group of employees
54. Recovery other than PW Misc. Advances It is the recovery made other than the PW miscellaneous advances
55. Restoration of Damages It is the amount received for the purpose of restoring the damages of the department properties
56. Transfer within Division (TWD) These are the details of the amount transfers made between divisions or sub divisions
57. Sale of Material Other Department It is the amount received from the material sold to other departments
58. RTI Documents It is amount received for spending on the Right to Information related

	documentation
	59. Sale of Contractor Registration Form It is the amount collected on sale of registration forms to the contractors
	60. Revenue from Dept Rest Houses It is amount of rent received from the Departmental Rest Houses
	61. Auction on Condemn Machinery It is the amount received from the sale made on the damaged machinery of the department
	62. CFC [Cash for Chest] It is the amount received for purchase of any official item or issued as an imprest to a employee
	63. Housing Charges (Rent) It is the amount of rent received from the rent charged on the houses of the department
	64. Sale of Tender Documents It is the amount received from the sale of the tender documents
	65. Contractor Registration Class A/B/C/D -> fee For New It is the amount received from the Contractor for New Registration
	66. Contractor Registration Class A/B/C/D -> fee For Renewal It is the amount received from the Contractor for Renewal of registration
	67. Contractor Registration Class A/B/C/D -> fee For Upgrading It is the amount received from the Contractor for Upgrading to higher contractor class
	68. Contractor Registration Class A/B/C/D -> change other info. It is the amount received from the Contractor to change any information in the registration
Notes & Issues	 Each and every Receipt Type falls under particular Budget Head which are defined by the Finance Department For any Receipt Type if security amount is applicable, it is automatically generated and posted to concerned Budget Head
Report/Query	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow
	Payment/Receipt Voucher
	[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow
	List of Payments / Receipts

3.4.4.15. Correct Budget Head for Receipts/Payments Vouchers

Module No.	M-DIV – 73
Module Name	Correction of Budget Head for receipts/Payments Vouchers
User	Division Office (Accounts Branch)

	JSV UM Ver 1.0					
Description	Description If any Budget head in incorrectly mentioned for any payment or Receipt (at					
	Division or sub-division level) it is corrected by replacing the correct Budget					
	Head by Accounts Branch at Division Office					
How to Access	[Works MIS]:: Division Entries \rightarrow (A)ccounts Branch \rightarrow Vouchers \rightarrow Correct					
	Budget Head					
Input Screen:						
	Correct Budget Head					
	a Select Parameters to view the List of Pereints / Payments a					
	· Select Parameters to view the List of Receipts/Payments //					
Select Division. #	Div.No.1 Shimla 9					
Select Sub Division	-SELECT-					
Date	From Date 1/7/2011 0 To Date 10/7/2011 0					
Mode of Payment	-ALL-					
Select Report Type	O Receipt					
Select Transaction Type	-ALL-					
	Get List >>					

Description of fields on screen:

- 1. Display the Division Office
- 2. Select the Sub Division Office Display the list of Sub Division Office under the displayed Division
- 3. From Date <*Auto Gen & Edit*> By Default display the Current Date
- 4. To Date <*Auto Gen & Edit>* By Default display the Current Date
- 5. Select Mode of Payment/Receipt Display the list of Payment/Receipt Modes i.e., Cheque, Demand Draft and Cash. Select all to view all modes of payments/Receipts made or any one among the displayed list of payment/Receipt modes
- 6. Select Report Type (*Receipt or Payment*)
- Select Transaction Type & Get List
 If Report Type selected is Receipt display the list of receipt types
 If Report Type selected is Payment display the list of payment types
 Select all to view details of all Transaction types or any one among the displayed list of Transaction
 types

				Cor	rrect Budget Head			
						<< Ch	ange Par	ameters
Step -	1. To Set the	e Correct H	lead #		Select Head >>			
step-2	. To Select th	ne voucher	s from the l	ist for Cor	recting Heads.			
	13-2215- 01-799-01- S00N -79-P- V	2011/7/8	04/07/2011	201802.00	Cheque No.113127 Dated.04/07/2011	HPSCSC ltd shimla =Rs 201802	Yes	Yes
	13-2215- 01-799-01- S00N -79-P- V	2011/7/9	04/07/2011	3179.00	Cheque No.113128 Dated.04/07/2011	Section:Kasumpti Section M.B.No.:62 Entry No.4 BILL TYPE: Energy Charges [Stock Storage] SCHEME:V0101010101:Various Schemes of Kasumpti Section WORK :R:0: CHARGABLE TO :- Stock Storage AGENCY :- HPSEB Khlini ACCOUNT NO :- BILL NO. :- DATED :- PERIOD :- DETAIL & ABSTRACT	Yes	Yes
	13-2215- 01-799-01- S00N -79-P- V	2011/7/10	04/07/2011	1264.00	Cheque No.113129 Dated.04/07/2011	HPSEB=Rs 1264	Yes	Yes
_	13-2215-	2011/7/13	06/07/2011	105066 00	Cheque	IDH Store Mehli Shimla	Var	Var
<							10000 1000	>

Description of fields on screen:

- 1. Display the following Columns with the details of Receipts/Payments:
 - Select <Check>
 - Budget Head
 - Voucher No.
 - Voucher Date
 - o Amount
 - Mode of Payment/Receipt
 - Description
 - Verify (Yes/No)
- 2. Select Head <Select>

Display the following Selection parameters for getting Budget Head

- Head Type Budget Head under which Scheme budget is sanctioned
- Demand Number Demand number under which the scheme budget is sanctioned
- Voted/Charged Mention if the budget sanctioned for the Scheme is through maximum votes from Vidhan Sabha or charged directly without Vote
- Plan/Non Plan Mention if the budget sanctioned is through planning the budget estimates or sanctioned directly without any planned estimates
- Major Head <Enter> & Get Details
 Major Budget Head for which transfer entry to be made

Display the Head list with the following columns wise details of budget heads:

- **Sr. No.**
- Account Head (Major/Sub Major/Minor/Sub Minor)
- Budget Code
- SOE Code

e- Major Head- //C			
3. Select one or more Receipts/Payments from the rows			
4. Select Correct Confirmation made for the correction of the Budget Head			

3.4.4.16. Correct voucher details

Module No.	M-DIV – 73
Module Name	Correction of vouchers for Payments for which scheme or vehicle number(for
	stock manufacture head only) is not entered
User	Division Office (Accounts Branch)
Description	If any Budget head in incorrectly mentioned for any payment or Receipt (at
	Division or sub-division level) it is corrected by replacing the correct Budget
	Head by Accounts Branch at Division Office
How to Access	[Works MIS]:: Division Entries \rightarrow (A)ccounts Branch \rightarrow Vouchers \rightarrow Correct
	voucher details
Input Screen:	
Reports/Queries 🕨 HO/	/Zone/Circle 🕨 Division Entries 🕨 Sub Division Entries 🕨 Section(Site) Entries 🕨 Section(Store) Entries 🕨
	Correct Voucher Detail
	SHOW DASHBOARD
Office #	Nagrota Bagwan Division
Year *	2019-2020 V
Month *	March V Get Details >>
Description of fie	lds on screen:
1. Office	
2. Year	
Select fina	ncial year for which vouchers are to be corrected

- 3. Month Select month for which vouchers are to be corrected
- 4. Get details <get> Click to view the vouchers for which schemes/vehicle numbers are to be corrected
- 5. Select Mode of Payment/Receipt Display the list of Payment/Receipt Modes i.e., Cheque, Demand Draft and Cash. Select all to view all modes of payments/Receipts made or any one among the displayed list of payment/Receipt modes
- 6. Select Report Type (Receipt or Payment)
- 7. Select Transaction Type & Get List If Report Type selected is Receipt display the list of receipt types If Report Type selected is Payment display the list of payment types Select all to view details of all Transaction types or any one among the displayed list of Transaction types

				Cor	rrect Budget Head			
						<< Cha	ange Par	ameters
tep -	1. To Set the	e Correct H	lead #		Select Head >>			
tep-2	. To Select t	he voucher	s from the l	List for Cor	recting Heads.			
	13-2215- 01-799-01- S00N -79-P- V	2011/7/8	04/07/2011	201802.00	Cheque No.113127 Dated.04/07/2011	HPSCSC ltd shimla =Rs 201802	Yes	Yes 🔨
	13-2215- 01-799-01- S00N -79-P- V	2011/7/9	04/07/2011	3179.00	Cheque No.113128 Dated.04/07/2011	Section:Kasumpti Section M.B.No.:62 Entry No.4 BILL TYPE: Energy Charges [Stock Storage] SCHEME:V0101010101:Various Schemes of Kasumpti Section WORK :R:0: CHARGABLE TO :- Stock Storage AGENCY :- HPSEB Khlini ACCOUNT NO :- BILL NO. :- DATED :- PERIOD :- DETAIL & ABSTRACT	Yes	Yes
	13-2215- 01-799-01- S00N -79-P- V	2011/7/10	04/07/2011	1264.00	Cheque No.113129 Dated.04/07/2011	HPSEB=Rs 1264	Yes	Yes
		2011/2/12	06/07/2011	105066 00	Cheque	IDH Store Mehli Shimla	Var	Var

Description of fields on screen:

- 1. Display the following Columns with the details of Receipts/Payments:
 - Select <Check>
 - Budget Head
 - Voucher No.
 - Voucher Date
 - o Amount
 - Mode of Payment/Receipt
 - o Description
 - Verify (Yes/No)
- 2. Select Head <Select>

Display the following Selection parameters for getting Budget Head

- Head Type Budget Head under which Scheme budget is sanctioned
- Demand Number Demand number under which the scheme budget is sanctioned
- Voted/Charged Mention if the budget sanctioned for the Scheme is through maximum votes from Vidhan Sabha or charged directly without Vote
- Plan/Non Plan Mention if the budget sanctioned is through planning the budget estimates or sanctioned directly without any planned estimates
- Major Head <Enter> & Get Details
 Major Budget Head for which transfer entry to be made

Display the Head list with the following columns wise details of budget heads:

- o Sr. No.
- Account Head (Major/Sub Major/Minor/Sub Minor)
- Budget Code
- SOE Code
- Select one Head from the displayed list

Display the following details of the selected Head

- Major Head
- Sub Major Head
- Sub Minor Head
- o Budget Code
- o SOE Code
- Assign <Select>

Display the Correct Budget code with the combination of Demand Code- Major Head-Sub Major head- Minor Head- Sub minor Head- Budget Code-SOE-P/N-V/C

- 3. Select one or more Receipts/Payments from the rows
- 4. Select Correct Confirmation made for the correction of the Budget Head

Report/Query	How to Access: [e- Sanchalan] :: Reports/Queries → Account Reports

3.4.4.17. Scheme Expenditure Adjustment

Module No.	M-DIV – 74
Module Name	Scheme Expenditure Adjustment
User	Division Office (A-Branch)

	taken against that sale. The sale amount is subtracted from the debit of the scheme.
How to Access	[Works MIS]:: Division Entries → (A)ccounts Branch → Scheme Expenditure Adjustment
nput Screen:	•
	Scheme Expenditure Adjustment
	Update/Verify Adjustment
Office #	-SELECT-
Financial Year #	-SELECT- V
Select Month #	-SELECT-
Adjustment Date #	
Adjustment Type 🛎	-SELECT-
Adjust From	
Budget Head	Get Budget Head >>
Scheme Code	Get Scheme >
Scheme Name	Scheme Name
Work Nature	Original Repair/Maintenance
Adjust Receipt Vou	ther
Receipt At Office	-SELECT-
Voucher No. <mark># (YYYY/M</mark>	/N) Get >
Voucher Description	
Adjust Amount Amount To Adjust ≠ Reason For Adjustmer	0.00
	Save
Description of fie 1. Display (2. Select Fi <i>Display th</i>	elds on screen: Office Name nancial Year e list of financial years
3. Select M Need to s	onth elect Month on which scheme expenditure adjustment to be made
4. Adjustme By Defaul	ent Date <auto &="" enter="" gen=""> t display the first date of the selected month</auto>
5. Adjustme Display the	ent Type list of Adjustment Types i.e., Receipt against sale of material and Receipt against water Supp t Adjust from Budget Head <select></select>

- Voucher No.<Enter> 0 Display Voucher Description
- Amount To Adjust *<Enter>* Reason for adjustment *<Enter>*
- 7. Save
 - Confirmation made for above entries

3.4.4.18. Transfer Entries

Module No.	M-DIV- 75
Module Name	Transfer Entries
User	Division Office (A-Branch)
Description	Account Branch at Division Office does the transfer entries for the cases where
	adjustment of Budget Head for the misappropriation of Budget Head for
	payment or Receipt made in the past or adjustment for outturns of vehicles
	Amount will be deducted from Transfer from Budget Head and will be added
	into the Transfer To Budget Head
How to Access	[Works MIS]:: Division Entries \rightarrow (A)ccounts Branch \rightarrow Transfer Entry
Input Screen:	
	Transfer Entries
	Show DashBoard
Office #	Div.No.1 Shimla 9
Financial Year =	2019-2020 V
Select Month #	March 🗸
transfer Entry No. #	NEW
transfer Entry Date #	19/04/2020
Transfer From :	Transfer To :
Budget Head *	00-8443-00-108-00306P-C Budget Head * 13-2215-01-102-09-S00N -306-70-P-V
	Search
	○ Credit ○ Debit ○ Part ○ Scheme ○ Store ○ Vehicle ● Nothing ○ Items
Part Scheme	Store Vehicle Nothing Items Amount * + 100
Part	Deposit Part III-Deposit Work
Scheme Code	2000-306-28567 (LIS for vill. Cht 🗸
Nature	Orignal V
Amount *	- 100
Reason for transfer	
	Max 500 letters
	transfer Verify Delete
Description of fie	lds on screen:
1. Display O	ffice Name
2. Select Fir	nancial Year
Display the	e list of financial years
- 3. Select Month Need to select Month on which transfer entries to be made
- 4. Transfer Entry No. < Auto Gen>
- 5. Transfer Entry Date <*Auto Gen & Enter*> By Default display the first date of the selected month
- 6. Transfer From

Select the budget head from where amount is to be transferred. If the head operates in receipt and payment both sides, i.e., suspense heads and deposit heads etc., it displays the Credit & Debit options.

o Part

This option is available only when deposit head is entered. Displays all the parts of deposit from where amount may be transferred

- Deposit Part-1 : Cash Deposit of sub ordinate security
- Deposit Part-II : Cash Deposit of contractor security
- Deposit Part-III : Deposit Work
- Deposit Part-IV : Withheld amount/CRF
- Deposit Part-V : Security of Water Connection
- Deposit Part-VI :Sales Tax
- Deposit Part-VII : Labour Cess
- Deposit Part-VIII : CGST
- Deposit Part-IX : SGST
- Deposit Part-X : IGST
- o Scheme

This option is available on selection of head, where budget is available and expenditure has been made in this financial year

- Store This option is available for stock storage head
- Vehicle This option is available for stock Manufacture head
- Nothing This option is available for all the heads, if amount is to be transferred head wise only
- Items This option is available for Misc. Adv. head
- 7. Transfer To

Select the budget head to where amount is to be transferred. If the head operates in receipt and payment both sides, i.e., suspense heads and deposit heads etc., it displays the Credit & Debit options.

o Part

This option is available only when deposit head is entered. Displays all the parts of deposit from where amount may be transferred

- Deposit Part-1 : Cash Deposit of sub ordinate security
- Deposit Part-II : Cash Deposit of contractor security
- Deposit Part-III : Deposit Work
- Deposit Part-IV : Withheld amount/CRF
- Deposit Part-V : Security of Water Connection

	 Deposit Part-VI :Sales Tax Deposit Part-VII : Labour Cess Deposit Part-VIII : CGST Deposit Part-IX : SGST Deposit Part-X : IGST
o S	cheme
Ti	his option is available on selection of head, where budget is available and expenditure has
be	een made in this financial year
∘ S	tore
TI	his option is available for stock storage head
o V	ehicle
Ti	his option is available for stock Manufacture head
∘ N	othing
Ti	his option is available for all the heads, if amount is to be transferred head wise only
o lte	ems
Ti	his option is available for Misc. Adv. head
Enter Re	eason for Transfer < <i>Enter</i> >
Business Rules	 Once the verification of Transfer Entries are made The amount mentioned in the concerned Transfer From Budget Head(s) must be deducted from their respective account(s) The Amount mentioned in the Transfer From(s) and Transfer To(s) should be equal While making Scheme to Scheme Transfer when the scheme nature is repair & Maintenance the purpose of selecting Sub Division Office is to auto update Form 64 b. Reflection of TE in form 64b as it is sub division wise scheme expenditure account Reflection Of TEs in Account-Form-64,74,78,
Report/Query	How to Access: [e- Sanchalan] :: Reports/Queries → Account Reports → Transfer Entry Orders

3.4.4.19. Head wise Closing Balance (Monthly Account Backlog)

Module No.	M-DIV- 76
Module Name	Head wise Closing Balance (Monthly Account Backlog)
User	Division Office (Account Branch)
Description	Account Branch need to enter the Budget head wise opening balances one
	time so that it can be carried online
How to Access	[Works MIS] :: Division Office Entries \rightarrow Account Branch \rightarrow Monthly Account
	(Backlog) →Head wise Opening Balance

	Head wis	se Closing Accou	nt (Backlog)	
1. Parameters Se	lection	2. Head List		
Financial Year #	2011-2012 💙	Major Head	2215-WATER SUPPL	LY & SANITATION
inancial Month +	luna	Sub Major Head	01-WATER SUPPLY	
mancial Monut #	June	Minor Head	102-RURAL WATER	SUPPLY PROGRAMME
lead Type ≠	BUDGET - LUMPSUM EXPENDITU	Sub Minor Head	01-DIRECTION	
Demand Number #	13IRRIGATION, WATER SUPPL'	Budget Code	C005-C.S.S. 100% ((S.C.C.P.)
/oted/Charged #	● Voted ○ Charged	SUE CODE	21-MAINTENANCE	< Change Head
lan/Non Plan =	Plan Non Plan	3. Closing Acc	ount of Month: Ju	ne
any non-richt -		Expenditure Upt	o Previous Month#	
Major Head		Expenditure Dur	ing Month: June=	
	< Change Barameters			Save Reset
. On right hand si sanction budget det	de, after selecting the desired head tails may be saved.	4,		
Description of 1. Select t	fields on screen: the following Parameters	to get budget	head	
• • •	Head Type Demand Number Voted/Charged Plan/Non Plan Major Head <i><enter></enter></i> & Ge	et Details		
Display	/ the Head list with the fol	lowing colum	ns wise details	of budget heads:

- Sr. No.
- Account Head (Major/Sub Major/Minor/Sub Minor)
- Budget Code
- SOE Code

Display the following details of the selected Head

- Major Head
- Sub Major Head
- Sub Minor Head
- Budget Code
- SOE Code

Display the Budget Head

Enter the balance details of budget head as mentioned below:

- Expenditure Upto Previous Month < Enter>
- Expenditure During the month < Enter>
- 2. Save <Click> Confirmation made for the above entries
- 3. Reset <Click>

	JSV UM Ver 1.0
Business	Budget Head wise Opening balances are recorded only once as it is a backlog
Rules	entry, while making the department process online
Report/Query	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow Abstract of
	Expenditure (Form 74)
	[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow Schedule of
	Revenue (Form 46)

3.4.4.20. Scheme wise Closing Balance (Monthly Account Backlog)

Module No.	M-DIV- 77			
Module Name	Scheme wise Opening	Balance (Mo	onthly Account	Backlog)
User	Division Office (Accoun	t Branch)		
Description	Account Branch need to	o enter the S	cheme wise op	pening balances one time so
·	that it can be carried or	that it can be carried online		
How to Access	[Works MIS] :: Division	Office Entrie	es \rightarrow Account E	Branch \rightarrow Monthly Account
	(Backlog) → Scheme	wise Openi	ng Balance	-
Input Screen:			-	
	Scheme wi	se Closing Acco	unt (Backlog)	
1. Parameters Se	lection	2. Head List		
Financial Year #	2011-2012 💙	Major Head	4215-CAPITAL OUT	LAY ON WATER SUPPLY & SANITATION
Financial Month #	June	Sub Major Head	01-WATER SUPPLY	
Head Type .		Minor Head	01-RURAL WATER S	UPPLY SCHEMES IN VAR DISTT.
neau rype =	BODGET - SCHEMES EXPERIDITO	Budget Code	C00N -C.S.S. 100%	(NORMAL)
Demand Number #	13IRRIGATION, WATER SUPPLY	SOE Code	37-MAJOR WORKS	
Voted/Charged #	Voted Charged			< Change Head
Plan/Non Plan ≠	Plan O Non Plan	3. Scheme De	scription:	
Mariaallaad		Enter Scheme C	ode =	Get >
Major Head		Scheme Descrip	ition #	
	< Change Parameters	4. Scheme wis	se Closing Account	of Month: June
		Expenditure Upt	o March 2011#	
0.0001234035000		Yearly Expendite Month#	ure Upto Previous	
Please Note : 1. All Fields marked	= are mandatory.	Expenditure Dur	ing Month: June=	
After selecting p the head list on right	arameters, click Next Button to get hand side.			
3. On right hand sig sanction budget det	de, after selecting the desired head, ails may be saved.			
Description of t	fields on screen:			
Description of				
1 Soloct t	he following Parameters to	a at hudgat	bood	
		ger budger	neau	
•				
•	Demand Number			
•	Voted/Charged			
Plan/Non Plan				
 Major Head <enter> & Get</enter> 		t Details		
Display the Head list with the following columns wise details of budget heads:				
i		<u> </u>		5

- Sr. No.
- Account Head (Major/Sub Major/Minor/Sub Minor)
- Budget Code
- SOE Code

Display the following details of the selected Head

- Major Head
- Sub Major Head
- Sub Minor Head
- Budget Code
- SOE Code

Display the Budget Head

2. Scheme Code <*Enter*> Display the Scheme Description

Enter the balance details of the Scheme as mentioned below:

- Expenditure Upto March (Prev. Financial Year) < Enter>
- Yearly Expenditure Upto Previous Month < Enter>
- Expenditure During The Month < Enter>

3. Save

Confirmation made for the above entries

Business Rules	Scheme wise Opening balances are recorded only once as it is a backlog entry, while making the department process online
Output	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow
	Schedule of Work Expenditure (Form 64)

3.4.4.21. Deposit Schedule (Monthly Account Backlog)

Module No.	M-DIV- 78
Module Name	Deposit Schedule (Monthly Account Backlog)
User	Division Office (Account Branch)
Description	Account Branch need to enter the opening balances of Deposit schedule one
	time so that it can be carried online
How to Access	[Works MIS] :: Division Office Entries \rightarrow Account Branch \rightarrow Monthly Account
	(Backlog) → Deposit Schedule
Input Screen:	

vivision			<u>Show</u>	<u>DashBoard</u>						13	
Division				_							
VISION	[n: 1	the state of the									
in a second at Manager	Div.	vo.1 Shimla	a 🗸								
inancial Year =	2019	-2020	~								
1onth #	Marc	h	~								
Deposite Type#	D2		~								
dd Opening Balance	for			Get >>]						
lew Online Agreeme	nt				1						
Check to Select S	erial No.	Online	Agreement Number	Opening Balan	ce	Ор	ening Bala	nce		^	
1			2015-13868	196024			196024				
2			2016-12419	0			0				
3			2016-12422	0			0				
4			2016-14919	260294			260294				
5			2016-2692	0			0				
6			2016-8250	0			0				
Doposit											
 Select 'i opening On sele Add ope Check t Serial n Online a Opening 	D2 [;] to balanc ection c ening t o selec o agreen	enter/u e of sci of 'D2', palance ct nent nu	pdate contract hemes. displays the f for new onlin umber	or security o ollowing de ne agreeme	opening tails in nt num	g balan grid: Iber	ce and	'D3' t	o ent	er/upo	date
 Select 'i opening On sele Add ope Check t Serial n Online a Opening 	D2 [;] to balanc ection c ening k o sele o o agreen g balar	enter/u e of sca of 'D2', palance ct nent nu nce	pdate contract hemes. displays the fe e for new onlin umber	or security of ollowing de ne agreeme	opening tails in nt num	g balan grid: Iber	ce and	ʻD3' t	o ent	er/upo	date
 Select 'i opening On sele Add ope Check t Serial n Online a Opening 	D2 [;] to balanc ection c ening t o seler o agreen g balar	enter/u e of sci of 'D2', palance ct nent nu nce	pdate contract hemes. displays the fe for new onlin umber umber <u>Deposit</u>	or security of ollowing de ne agreeme t Schedule shBoard	opening tails in nt num	g balan grid: Iber	ce and	'D3' t	o ent	er/upo	date
 Select 'i opening On sele Add ope Check t Serial n Online a Opening 	D2 [;] to balanc ection c ening t o sele o agreen g balar	enter/u e of sci of 'D2', palance ct nent nu nce	pdate contract hemes. displays the for e for new onlin umber <u>Deposit</u> <u>Show Da</u>	or security of ollowing de ne agreeme t Schedule shBoard	opening tails in nt num	grid: ber	ce and	'D3' t	o ent	er/upo	date
 Select 'i opening On sele Add ope Check t Serial n Online a Opening 	D2 [;] to balanc ection c ening t o sele o agreen g balar	enter/u e of sci of 'D2', palance ct nent nu nce	pdate contract hemes. displays the for e for new onlin umber <u>Deposit</u> <u>Show Da</u>	or security of ollowing de ne agreeme t Schedule shBoard	opening tails in nt num	grid: ber	ce and	ʻD3' t	o ent	er/upo	date
 Select 'i opening On sele Add ope Check t Serial n Online a Opening 	D2 [;] to balanc ection c ening k o seler o agreen g balar	enter/L e of sci of 'D2', palance ct nent nu nce	pdate contract hemes. displays the fe for new onlin umber <u>Deposit</u> Show Da	or security of ollowing de ne agreeme t Schedule ShBoard	opening tails in nt num	grid: ber	ce and	'D3' t	o ent	er/upo	date
 Select 'i opening On sele Add ope Check t Serial n Online a Opening 	D2 [;] to balanc ection c ening k o seler o agreen g balar	enter/L e of sci of 'D2', palance ct nent nu nce	pdate contract hemes. displays the fe for new onlin umber Deposit Show Da	or security of ollowing de ne agreeme t Schedule shBoard	opening tails in nt num	grid: ber	ce and	'D3' t	o ent	er/upo	date
 Select 'i opening On sele Add ope Check t Serial n Online a Opening 	D2 [;] to balanc ection c ening k o selec o agreen g balar Div.No.1 2019-20 March D3	enter/L e of sci of 'D2', palance ct nent nu nce	pdate contract hemes. displays the fe for new onlin umber Deposit Show Da	or security of ollowing de ne agreeme t Schedule	opening tails in nt num	grid: ber	ce and	'D3' t	o ent	er/upo	date
Select 'i opening On sele Add ope Check t Serial n Online a Opening ivision nancial Year = onth = eposite Type= dd Opening Balance r New Work: (Enter // Check t	D2 [;] to balanc ection c ening k o selec o agreen g balar Div.No.1 2019-20 March D3	enter/L e of sci of 'D2', palance ct nent nu nce	pdate contract hemes. displays the fa e for new onlin umber Deposit Show Da	or security of ollowing de ne agreeme t Schedule ShBoard	opening tails in nt num	grid: Iber	ce and	'D3' t	o ent	er/upo	date
Vision nancial Year = onth = eposite Type = dd Opening Balance r New Work: (Enter ork Code) = heck to Select Ser	D2 [;] to balanc ection c ening k o seler o agreen g balar Div.No.1 2019-20 March b3	enter/L e of sci of 'D2', palance ct nent nu nce Shimla 9 20	pdate contract hemes. displays the fe e for new onlin umber Deposit Show Da	or security of ollowing de ne agreeme t Schedule shBoard	opening tails in nt num	grid: Iber	ce and	'D3' t	o ent	er/up	date
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 Check to 	eck to select				
 Serial no 	Serial no				
 Work cod 	le				
 Opening 	balance				
Business	Deposit schedule Opening balances are recorded only once as it is a backlog				
Rules	entry, while making the department process online				
Output	How to Access:				
	[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow				
	Schedule of Deposit				

3.4.4.22. Deposit Schedule (Monthly Account Backlog)

Module No.	M-DIV- 79		
Module Name	Deposit abstract (Monthly Account Backlog)		
User	Division Office (Account Branch)		
Description	Account Branch need to onter the opening balances	of Doposit abstract one	
Description	time so that it can be carried online		
	time so that it can be carried online		
How to Access	[Works MIS] :: Division Office Entries \rightarrow Account Bra	nch \rightarrow Monthly Account	
	(Backlog) → Deposit Abstract		
Input Screen:			
	Deposit Abstract		
	Show DashBoard		
Division	Div.No.1 Shimla 9		
Financial Year	2020 ~		
Financial Month	March 🗸		
S.No. Deposit W	/ork Details	Opening Balance	
1 D1 (Depos	it Part I-Cash Deposit of Subordinate Security)	0.00	
2 D10 (IGS))	0.00	
3 D2 (Depos	it Part II-Cash Deposit of Contractor as Security)	0.00	
5 D4 (Depos	it Part IV-Sum due to Contractor closed accounts [WithHeld Amount/CRE])	0.00	
6 D5 (Depos	it Part V(i) - Misc. Deposit Security of Water Connection)	0.00	
7 D6 (Depos	it Part V(ii) - Sales Tax)	0.00	
8 D7 (Depos	it Part V(iii) - Labour Cess)	0.00	
9 D8 (CGST)		0.00	
10 D9 (SGST)		0.00	
	Verify	Save	
	veny	3670	
Description of fie 1. Division 2. Financial 3. Month Displays o Serial no o Deposit w o Opening 4. Save	elds on screen: Year the following details in grid: vork details balance <i><enter update=""></enter></i>		

5. Verify	
Business	Deposit schedule Opening balances are recorded only once as it is a backlog
Rules	entry, while making the department process online
Output	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow
	Schedule of Work Expenditure (Form 64)

3.4.4.23. Form 73 (Monthly Account Backlog)

Module No.	M-DIV- 80			
Module Name	Form 73 (Monthly Account Backlog)			
User	Division Office (Account Branch)			
Description	Account Branch need to enter the opening balances of Stock manufacture one			
	time so that it can be carried online			
How to Access	[Works MIS] :: Division Office Entries → Account Branch→ Monthly Account (Backlog) → Form 73			
Input Screen:				
	Form 73			
	Show DashBoard			
Division #	Div.No.1 Shimla 9			
Financial Year	2020-2021 ~			
Month				
Head Type	-SELECT-			
Opening Balance				
	Save			
<	>			
Description of fie	elds on screen:			
1. Division	N .			
2. Financial	Year			
3. Monun 4. Head Tvr				
5. Opening	Balance			
5				
6. Save				
7. Verify				
Business Rules	Stock manufacture Opening balances are recorded only once as it is a backlog entry, while making the department process online			
Output	How to Access:			
	[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow Monthly			
	account \rightarrow Form 73			

3.4.4.24. Vehicle opening balance

Module No.	M-DIV- 81	
Module Name	Vehicle opening balance	
User	Division Office (Account Branch)	
Description	Account Branch need to enter the opening	balances of Stock manufacture one
Decemption	time so that it can be carried online	
How to Access	$\frac{1}{1}$	accupt Propole Monthly Account
HOW ID ACCESS	(Posklag) Nobiele energing belance	
Innut Carooni		
input Screen.		
	Vehicle Opening Balance Show DashBoard	
	Show Publication	
Division #	Div.No.1 Shimla 9	
Financial Year	2020-2021	
Month	SELECT V	
Head Type	13-2215-01-799-02-500N -306-79-P 🗸	
Forial No.	Vahida	Opening Palance
1 HP-	-03-1033	
2 HP-	-03-3632	0
3 HP-	-03-1582	0
4 HP- 5 HP-	0/A-2012 .07A-2014	
6 HP-	-07A-2011	
7 HP-	03-1505	0
8 HP-	-07A-0549	0
9 HP-	-07A-0424	0
10 HP-	-07A-0519	0
Description of fi 1. Division 2. Financia 3. Month 4. Head Ty	elds on screen: I Year pe	
Displays o Serial no o Vehicle o Opening	the following data in grid: o. g balance	
5. Save 6. Verify Business	Opening balances for each vehicles which	h are registered in the division are
Kules	process online	anay, write making the department

3.4.4.25. New Vehicle Entry

Module No.	M-DIV- 82
Module Name	New Vehicle Entry
User	Division Office (Account Branch)
Description	Account Branch need to register the vehicles online one time so that
	expenditure can be made for the vehicle
How to Access	[Works MIS] :: Division Office Entries → Account Branch→ New Vehicle

Entry		
Input Screen:	·	
	New Vehicle Entry	
	Show DashBoard	
Office : #	Div.No.1 Shimla 9	
Enter Vehicle :*	HP-	
Vehicle Type :*	Bolero Camper	
Vehicle Belongs To: :*	O Division O Sub-Division	
	Save	
 Office Enter Vel Vehicle ty Vehicle E Save 	hicle ype Belongs to	
<u> </u>		
Business Rules	BusinessVehicle are registered in the division only once, while making the departmentRulesprocess online	
Output	How to Access:	
·	[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow Monthly	
	account → Form 73	

3.4.4.26. MPSA & Misc Adv (Backlog)

Module No.	M-DIV- 83
Module Name	MPSA & Misc Adv (Backlog)
User	Division Office (Account Branch)
Description	Account Branch need to make backlog entry of MPSA & Misc advance items
	online one time which are pending for making payments
How to Access	[Works MIS] :: Division Office Entries → Account Branch→ MPSA & Misc
	Adv (Backlog)
Input Screen:	

JSV UM Ver 1.0

	Show DashBoard	
Division #	Div.No.1 Shimla 9	
Select Entry Type	Miscellaneous Advance MPSA/CCSA	
Category	-SELECT CATEGORY-	~
Sub Category		~
Item Category ID		~
Total Amount		
With held Amount		
Voor		
Month	lanuary V	
Honth	5700	
	- Save	
 a. Total amoun Total amoun Withheld am Year Month 	nount	
o. monun		
10. Save	MPSA & Misc Adv (Backlog) Show DashBoard	
10. Save	MPSA & Misc Adv (Backlog) Show DashBoard Div.No.1 Shimla 9	
10. Save	MPSA & Misc Adv (Backlog) Show DashBoard Div.No.1 Shimla 9	
10. Save Division # Select Entry Type Select Store #	MPSA & Misc Adv (Backlog) Show DashBoard Div.No.1 Shimla 9 O Miscellaneous Advance O MPSA/CCSA -SELECT-	
10. Save Division # Select Entry Type Select Store # GR Date	MPSA & Misc Adv (Backlog) Show DashBoard Div.No.1 Shimla 9 O Miscellaneous Advance O MPSA/CCSA -SELECT-	
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10. Save Division # Select Entry Type Select Store # GR Date Supply Order No. GR ID	MPSA & Misc Adv (Backlog) Show DashBoard Div.No.1 Shimla 9 Miscellaneous Advance MPSA/CCSA -SELECT- - - - - - - - - - - - - -	
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10. Save Division # Select Entry Type Select Store # GR Date Supply Order No. GR ID Supply Order Date Supplier Name Amount	MPSA & Misc Adv (Backlog) Show DashBoard Div.No.1 Shimla 9 OMiscellaneous Advance OMPSA/CCSA -SELECT- SELECT- OMISCELLANCE	
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8. Supplier 9. Amount	Name
10. Save MP	SA
Business Rules	Vehicle are registered in the division only once, while making the department process online
Output	How to Access: [e- Sanchalan] :: Reports/Queries → Account Reports → Monthly account → Schedule of Stock Manufacture

3.4.4.27. MPSA & Misc Adv (Backlog)

Module No.	M-DIV- 84
Module Name	MPSA & Misc Adv (Backlog)
User	Division Office (Account Branch)
Description	Account Branch need to make backlog entry of MPSA & Misc advance items
	online one time which are pending for making payments
How to Access	[Works MIS] :: Division Office Entries → Account Branch→ MPSA & Misc Adv (Backlog)
Input Screen:	
	MPSA & Misc Adv (Backlog)
	Snow DashBoard
Division #	Div.No.1 Shimla 9
Select Entry Type	Miscellaneous Advance MPSA/CCSA
Category Category	-SELECT CATEGORY-
Sub Category	
Item Category ID	Y
Total Amount	
With held Amount	
Year	
Month	January V
	Save
Description of fie	elds on screen:
 2. Select Er 3. Category 4. Sub Cate 5. Item cate 6. Total amo 7. Withheld 	itry Type gory gory ID ount amount
8. Year 9. Month	

	MPSA & Misc Adv (Backlog)
	Show DashBoard
Division #	Div.No.1 Shimla 9
Select Entry Type	O Miscellaneous Advance MPSA/CCSA
Select Store #	-SELECT-
GR Date	
Supply Order No.	
GR ID	
Supply Order Date	
Supplier Name	
Amount	
poorintian of field	
escription of fields 1. Division 2. Select Entry 3. Select Store 4. GR date 5. Supply orde 6. GR id 7. Supply orde 8. Supplier Na 9. Amount	s on screen: Type r no. r Date me
escription of fields 1. Division 2. Select Entry 3. Select Store 4. GR date 5. Supply orde 6. GR id 7. Supply orde 8. Supplier Nat 9. Amount 10. Save MPSA	s on screen: Type r no. r Date me ehicle are registered in the division only once, while making the depart

3.4.4.28. Correct budget head (MPSA & MA)

dula Nama	Corroy	et budget bead (MDS	$(\Delta 8, M\Delta)$	
			anah)	
scription	Accou	Int Branch has the op	otion to correct MPSA &	k IVIISC advance budge
	IT budg	get is received in mul	tiple suspense heads	
w to Access	[Work	s MIS] :: Division Off	ice Entries \rightarrow Account	Branch → Correct Bu
	Head	(MPSA & MA)		
ut Screen:				
		Correct Budget	Head (MPSA & MA)	
		SHOW Da	ISHBOARD	
		~ Select Pi	arameters to view the List of MPS	A/Misc. Advance ~
ivision	[Div.No.1 Shimla 9	\sim	
n Year	1	2020 🗸		
n Month	1	March 🗸		
elect GR Type		O MPSA	ce	
				Get List >>
		Correct Budget Show Di	: Head (MPSA & MA) <mark>ashBoard</mark>	<< Change Parameters
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ep - 1. To Set the p-2. To Select the Select 84 35 167 167 167 167 167 167 167 167	e Correct Hea he vouchers f GR ID 2 4 0 3 4 3 4 4	Correct Budget Show Di Show Di is a second state of the second state of above selected Voue	E Head (MPSA & MA) ashBoard lect Head >> ads. GR Date 21/02/2015 21/02/2015 30/03/2015 30/03/2015 30/03/2015 29/04/2015 28/05/2015 28/05/2015 28/05/2015 28/05/2015 05/11/2015 05/11/2015 05/03/2016 29/03/2016 29/03/2016	Correct >>
ep - 1. To Set the p-2. To Select the Select 17 84 35 163 164 174 86 29 ✓ 48 31 123 124 124 124 124 124 124 124 124	e Correct Hea he vouchers f GR ID 2 4 0 3 4 4 t the budget	Correct Budget Show Di Show Di is a second state of the second state of above selected Vouc	Head (MPSA & MA) ashBoard ashBoard lect Head >> ads. GR Date 21/02/2015 19/03/2015 30/03/2015 30/03/2015 28/05/2015 28/05/2015 05/11/2015 05/03/2016 29/03/2016 29/03/2016 29/03/2016	Correct >>
ep - 1. To Set the ep-2. To Select the Select 17 167 167 167 167 167 167 167 1	e Correct Hea he vouchers f GR ID 2 4 0 3 4 4 t the budget	Correct Budget Show Da Show Da a d # Se rom the List for Correcting He Div.No.1 Shimla 9 Div.No.1 Shim	Head (MPSA & MA) ashBoard lect Head >> ads. GR Date 21/02/2015 19/03/2015 30/03/2015 30/03/2015 29/04/2015 28/05/2015 10/06/2015 05/11/2015 05/03/2016 29/03/2016 29/03/2016	Correct >>
ap - 1. To Set the ap - 2. To Select the Select B4 35 16: 16: 17/ 86 37 16: 17/ 86 31 12: 13: 14: 15: 16: 17: 16: 17: 16: 17: 16: 17:	e Correct Hea he vouchers f GR ID 2 4 0 3 4 4 5 t the budget fields on a	Correct Budget Show Da ad # Se rom the List for Correcting He Store Name Div.No.1 Shimla 9 Div.No.1 Shimla 9	E Head (MPSA & MA) ashBoard lect Head >> ads. GR Date 21/02/2015 21/02/2015 30/03/2015 30/03/2015 30/03/2015 29/04/2015 28/05/2015 29/03/2016 20/05	Correct >>
ap - 1. To Set the ap - 2. To Select the Select a b c	e Correct Hea he vouchers f GR ID 2 4 0 3 4 4 5 ields on s	Correct Budget Show Dr Show Dr d # Se rom the List for Correcting He Store Name Div.No.1 Shimla 9 Div.No.1 Shimla 9	E Head (MPSA & MA) ashBoard lect Head >> ads. GR Date 21/02/2015 21/02/2015 30/03/2015 30/03/2015 30/03/2015 29/04/2015 28/05/2015 28/05/2015 28/05/2015 28/05/2015 05/11/2015 05/11/2015 05/03/2016 29/03/2016 29/03/2016 29/03/2016 29/03/2016	Correct >>
ap - 1. To Set the ap - 2. To Select the Select B4 35 161 162 163 164 174 164 174 164 174 164 174 164 174 164 174 164 174 164 174 164 174 164 174 164 174 164 174 164 174 164 174 174 174 174 174 174 174 174 174 174 174 174 174 174 174 174 174 174<	e Correct Hea he vouchers f GR ID 2 4 0 3 4 4 5 6 1 6 1 6 1 6 1 7 7 7 7 7 7 7 7 7 7 7 7	Correct Budget Show Da Show Da ad # Second Store Name Div.No.1 Shimla 9 Div.No.1 Shimla 9 Screen:	E Head (MPSA & MA) ashBoard lect Head >> ads. GR Date 21/02/2015 21/02/2015 30/03/2015 30/03/2015 30/03/2015 28/05/2015 29/03/2016 29/03/2016 29/03/2016 29/03/2016 29/03/2016 29/03/2016	Change Parameter GR Amount 73551000.0 64090000.0 3500000.0 65000000.0 217432.0 673816.0 6806.0 217803.0 50250000.0 98562000.0 4507360.0 4360530.0 > Correct >>

 Select Stop GR date Supply or GR id Supply or Supply or Supplier I Amount 	ore der no. der Date Name
Business Rules	Vehicle are registered in the division only once, while making the department process online
Output	How to Access: [e- Sanchalan] :: Reports/Queries → Account Reports → Monthly account → Schedule of Misc Advance

3.4.4.29. Set SOP Target

Module No.	M-DIV- 86				
Module Name	Set SOP Target				
User	Division Office (Account Brand	:h)			
Description	Account Branch has the option	n to set	SOP target for	generating the retu	rns
How to Access	[Works MIS] :: Division Office SOP Target	Entries	→ Account Bra	anch \rightarrow Returns \rightarrow	Set
Input Screen:					
	Set SOP T	arget			
	Show DashB	Board			
Division:	Div.No.1 Shimla 9			× .	
Financial Year : #	2020-2021	~			
Scheme Code/ Name:	-	5	Search >		
List of Targeted S	<u>cheme</u>				
Delete Scheme Code	Work Name		Whether Spilled Over	Financial Year (spilledOver)	
Delete 2014-306- 160	Improvement of LWSS Madak Devi temple GF Shimla.	V Kot Distt	No	-NA-	
Description of fie	lds on screen:				
1. Division < 2. Fin Year 3. Scheme (Display> <display> Code/name <search &="" get=""></search></display>				
Display th	e data in Grid with following de	tails:			

T

	Delete Scheme Code Scheme Name Whether Spilled Over Financial Year (If Spilled Over)
Business	Target entry is made only once, in the start of new financial year
Rules	
Output	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Returns \rightarrow Sop Target

3.4.4.30. Enter SOP Return

Т

odule No.	M-DIV-	87							
odule Name	Enter S	OP Retur	'n						
ser	Division	Office (A	ccoun	t Branc	h)				
escription	Account	Branch	genera	ating the	SOP r	eturns			
ow to Access	[Works SOP Ta	MIS] :: D arget	ivision	Office	Entries	→ Accc	ount Branch -	→ Returr	ns → Set
put Screen:									
			Er	ter SOP re	turn				
			Show	<u>ı DashBo</u>	ard				
Division		DIV.NO.1 Shimia	19			~			
Financial Year	2	2019-2020		×					
Month	Ŀ	March		~					
Scheme Code & Name	e HPSE Di	B HPSEB Cir v	HPSEB Zone	Estimated Amt of SOP	Cheque No. & Date of SOP Amount Deposit	Amount Deposited	Balance/Additional SOP amount to deposit with HPSEBL	Programme	^
T2014-306-2494: Prov. LIS Peeran in G.P. Peeran Tehs Distt. Shimla.	il & Shiml	a Shimla	Shimla	1823490.00	140591 _ Dt: ~	1933740.00	0.00	ARWSP (Acc	
2014-306-143: Providing L to village Tarapur From Not Khad in G.P. Ghorna in tehs Theog District Shimla	IS Shiml i sil	a Shimla	Shimla	2942000.00	17103672 Dt:29.03.18	3542000.00	0.00	NABARD	
2004-306-40693: Prov.LW3 to vill. Deothi Kalana & Tallidhar Tarpuna etc. in G. Deothi Tehsil Theon.	55 Theo P.	g Shimla	Shimla	5809840.00	839996 Dt:	2803717.00	0.00	ARWSP (Acc	
2016-306-740: prov LWSS From Dhelogar Khad vill. Pa in GP Mohri Teh Theog Dist Shimla	alat t	a Shimla	Shimla	511650.00	171036720 Dt:29.03.18	501650.00	0.00	SCSP (Schee	
T2013-306-2934: Prov. LW to village Neri Tikker in G.P Tikker Tehsil Theog Distt. Shimla.	SS Theo	g Shimla	Shimla	2840030.00	1811803 6 dt	2840030.00	0.00	ARWSP (Acc	
shimia.								5700	>

2. Fin Year	<display></display>	
3. Scheme (Code/name <search &="" get=""></search>	
Display tł	he data in Grid with following details:	
	Scheme Code & Name HPSEB Division HPSEB Circle HPSEB Zone Estimated amount of SOP Cheque Number and date of SOP amount deposited Amount Deposited Balance/Additional amount to be deposited to HPSEBL Programme Percentage of work done by JSV Work Done by HPSEB Remark Target Month	
4. Save		
5. Verify		
Business	Target entry is made only once, in the start of new financial year	
Rules		
Output	How to Access:	
	[e- Sanchalan] :: Reports/Queries → Returns → Sop Target	

3.4.4.31. Sanctioned Budget (Form 74 & 46)

Module No.	M-DIV- 88
Module Name	Sanctioned Budget (Form 74 & 46)
User	Division Office (Account Branch)
Description	Account Branch makes the entry of Sanctioned Budget for the financial year
How to Access	[Works MIS] :: Division Office Entries \rightarrow Account Branch \rightarrow Returns \rightarrow
	Sanctioned Budget (Form 74 & 46)
Input Screen:	

_

	Sanctio	oned Budget(Forn	13V_0IVI_VEI 1.0
	<u>SI</u>	how DashBoar	<u>d</u>
1. Parameters Sele	ection	2. Head List	
Financial Year #	2020-2021 🗸	Major Head	2215-WATER SUPPLY & SANITATION
Head Type #	BUDGET - LUMPSUM EXPENDITURE	Sub Major Head	01-WATER SUPPLY
Domand Number		Minor Head	001-DIRECTION & ADMINISTRATION
Demand Number #	13IRRIGATION, WATER SUPPLY ANI	Sub Minor Head	02-EXECUTION
Voted/Charged #	Voted Charged	SOE Code	01-SALARIES
			< Change Head
Plan/Non Plan #	🔵 Plan 🖲 Non Plan	3 Add Budget	Amount
Major Head		Budget Amount#	
nojer nese		Budget Amount#	
		budget Type: #	Estimate Additional Surrender
		1	Save Reset
	< Change Parameters		
 All Fields marked a After selecting pa head list on right han On right hand s sanction budget deta 	 are mandatory. arameters, click Next Button to get the id side. ide, after selecting the desired head ails may be saved. 	e /	
1. Head L Add Bi	List <select></select>		
2. Budge	t Amount		
3. Budge	t Type o Estimate o Additional o Surrender		
4. Save			
Rusiness	Estimated hudget	antry can be	e made only once, for a particular budget head
		sind y carl b	e made only once, for a particular budget head
Rules			
Dutput	How to Access:		
Julpul			
	le- Sanchal	anj :: Rep	ports/Queries \rightarrow Account Reports \rightarrow Monthly
	Account \rightarrow Form 7	4	
		•	

3.4.4.32. Sending Token to Treasury for Payment to Contractor/ Supplier

Module No.	M-DIV- 89
Module Name	Sending Token to Treasury for Payment to Contractor / Supplier
User	Division Office (Superintendent)
Description	Superintendent Grade-II posted in Division Office, sends Token to Treasury
	for Payment to Contractor / Supplier. In case Superintendent is not posted in a
	Division Office, then this role is available to the Concerned Executive Engineer
How to Access	[Works MIS] :: Division Office Entries \rightarrow Supdt.(Div.) \rightarrow DashBoard
Input Screen:	

JSV_UM_Ver 1.0
DashBoard : Superintendent(Division) Tokens Pending to be sent to Treasury
Jal Shakti Vibhag Himachal Pradesh Vorks Mission Logout NARAIN DEVI, SUPERINTENDENT GRADE II Pooh Division Reports/Queries > PMU > H0/Zone/Circle > Division Entries > Section(Site) Entries > Section(Site) Entries > Section(Site) Entries > Help > Pending Tokens to be sent to the concerned Treasury
Token NumberTotal AmountPressPressPressPressPressPress201167972149054View List of VouchersCancel this Token No.Send to TreasuryPrint RTGS AdvicePrint HPTR5Che
Description of fields on screen:
5. Token Number :- Issued by District Treasury/ Sub Treasury Office to the Concerned DDO
6. Total Payment Amount:- Sum of all the payment vouchers, against a single Token Number, to be sent to Treasury for payment
 List of Vouchers:- Total No. of payment vouchers, against a single Token Number, to be sent to Treasury for payment, by a DDO (Executive Engineer/ Assistant Engineer) Cancel This Token No.:- This option is disabled after a Token has been successfully sent to Treasury for Payment
9. Send to Treasury:- This option is available till a Token has been successfully sent to

Treasury for Payment 10. Print RTGS Advice:-

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3.5. Circle Office

3.5.1. Demand Forward/Approve/Reject

Module No.	M-CIR-	78				
Module Name	Demand	Forward/Appro	ove/Reject			
User	Circle O	ffice				
Description	Circle O	ffice Forward/Ar	prove/Reject th	e recorded det	ails of the Ann	ual
•	Demand	for Capital Wor	ks			
How to Access	le-Same	ekshal:: Demar	nd for Grants Er	ntries → Demar	nd Forward /	Approve
	/ Rejec	t				
Pre Process	le-Same	• •ekshal•• Demar	d for Grants Fr	otries -> Demar	nd Generation	
Pre Process	Sr No					Offico
Soquence	1		l:: Scheme Entr	ries -> Schome	Description	Division
Sequence	1.	Le-Sameeksha	I. Scheme Enti		Description	Division
	<u>∠.</u>	e-Sameeksna			Budget-meau	
	3.	e-Sameeksna	:: Demand for v	Grants Entries	→ Demand	Division
		Generation				
Input Screen:						
·						
		Subm	it Demand for Grants			
Generated By/To be For Department *	TRRIGATION /		Ţ			
Office Level *	-ALL-					
Office *	-ALL-					
Financial Year *	2012-2013	-				
Click >>>		<< Change	Rejecte	ed Demands (0) >>		
List of Demands To Forv	ward/Approve/	Reject				
Action	 Forward (Before Forward) 	Approve C Reject Modify varding Please Check/Fill All the	/ Demand Amount () Change ie pages of the list given)	e Budget Head 🔿 Revoke th	e Rejected Demands	
 First Page <mark><</mark> Prev. Page		~ Page 1 c	if 1 ~ OR Go To Page	Go	Next Page > Las	it Page 📂
Budget Head (DmdCo	ode-Maj-Smaj- Sch	eme	Executing Office	Submitted By	(All amounts are n Demand Amount Origina	n rupees) I Budget 🔺
Min-SMin-SOE-Bud Co	de-V/C-P/N)				(Pre	v. Year)
31-4711-01-796-01	500N-37-V- 20(2-206-51669-C/O EPW to	TOH - Deck Division	TOH - Book Division		0.00
P 31-4711-01-796-01	Rala -500N -37-V- 200	ang Nallah in GP Ribba	TPH : Pooh Division	IPH : Pooh Division	214520.00	0.00
P	Ava Kan	lanche at Kanam Nallah in GP			1452,00	=
31-4711-01-796-01- P	500N -37-V- 200 nall)8-306-54962-FPW Chango ah and Khuru nallah Chango.	IPH : Pooh Division	IPH : Pooh Division	25416.00	0.00
	S00N -37-V- 200 Burt)8-306-54963-FPW Shangtak & tum in GP Sunam	IPH : Pooh Division	IPH : Pooh Division	45220.00	0.00
31-4711-01-796-01- p	500N -37-V- 200 Cho	J8-306-54964-FPW Kechong ong Nallah at Ropa	IPH : Pooh Division	IPH : Pooh Division	52580.00	0.00
P 31-4711-01-796-01	500N -37-V- 200 to C	18-306-54965-FPW Jamfadding Sarthung upto Changa Nallah in GF	IPH : Pooh Division	IPH : Pooh Division	23250.00	0.00
			4		· · · · · ·	Þ
Forward To >>>	Departme	ent * IRRIGATIC	N AND PUBLIC HEALTH	-		
	Office Lev	/el * Circle Offic	e	-		
	Office *	Reckong Pr	eo-IPH Circle	•		
	Remarks	demand for	the financial Year 2011-201	2		
					<< Forward >>	
Description of fie	lds on sc	reen:				
 Departme 	ent <selec< td=""><td>;t></td><td></td><td></td><td></td><td></td></selec<>	;t>				
 Office Lev 	vel <selec< td=""><td>;t></td><td></td><td></td><td></td><td></td></selec<>	;t>				

Office <Select>

- Financial Year <Select>
- Demand Pending to Forward / Approval <Click> Click to get the schemes for the selected parameters that are pending for forward / approval
- Action (i. forward ii. Approve iii. Reject iv. Modify Demand Amount v. Change Budget Head vi. Revoke the Rejected Demands)

6.i If Forward is selected

Forward all pending demands to other office/department.

- Display the details in following columns:
 - Select <Check>
 - o Budget Head
 - Executing Office Display the Executing Office of the Scheme
 - o Submitted By
 - Demand Amount Display the Demanded amount for the selected financial year
 - Original Budget
 Display the original budget amount for the previous financial year
 Revised Budget
 - Display the revised budget amount for the previous financial year
 - Total Expenditure (Till Date)
 - Display the total expenditure amount till date.
 - Fund Required for remaining Work Display total fund amount for remaining work
 - Remarks Note related to demand of the scheme
- Select the "Forward To" details:
 - Department <Select>
 - Office Level
 - Select Office level i.e. Circle, Zone, Head Office etc Office
 - Select the Office Name to which Demand Entries are to be forwarded for approval
 Remarks
 - _

0

Forward <Click> Display a window to add the Covering letter and Subject to the Demands.

	Forwarding		
ou are trying to fo	rward demands to Reckong Peo-IPH Circle, IRRIGATION AND PUBLIC HEALTH.		
emarks : demand	for the financial Year 2011-2012		
ote: -1. If you wan 2. Browse co	nt to attach covering letter with your demand letter,Please upload covering letter. overing letter and enter subject then press next button to proceed.		
Covering Letter (Op	tional) C:\Users\Acer\Desktop\Pooh_IPH_2011_11_2011.pdf	Browse	(Only PDF files are allowed)
ubject	forwarding from Pooh IPH	* *	
	Enclosure (List of demands) : Click here to show enclosure(pdf)		
	<< Cancel Next >>		
escription of	fields on screen: Covering Letter <i><click></click></i>		
	Click on the browse to upload covering letter from the	local con	າputer
0	Subject Enter subject to the demands		

	0	Enclosure(list of demands) <0	Click>			
		To view list o	of demands				
	\circ	Next <click:< td=""><td>></td><td></td><td></td><td></td><td></td></click:<>	>				
	0	Disnlay the	following screen to c	onfirmation			
		Display the	ionowing screen to c	ommation			
			FOIWd	raing	1 TU		
ire trying to	o forwa	rd demands to Red	ckong Peo-IPH Circle, IRKIGAT	TION AND PUBLIC HEA	LIH.		
inks : appro	ove by	nikni ram	attag with your demand lattag	Dianas upland soverin	a lattar		
2. Browse	e cover	ing letter and enter	er subject then press next butt	ton to proceed.	y letter.		
ring Letter	(Option	al)			Browse (O	only PDF files are a	llowed)
ect					<u> </u>		
					*		
		Enclosu	re (List of demands) : click he	ere to show covering le	tter Click here to show en	closure(pdf)	
			angel Confirm an	in to chore coroning is		iciosar o(par)	
			ancer Commin >>				
Nc	ote: -	4) PDF file may incl if all the de	, which cannot be m lude covering letter a mands are not req	along with list of uired to be for	/ be downloaded a f demands. rwarded, some of	is record by a f them may l mistakenly	any offic be rejec these r
by be 6.ii Generated	sele revo If / App By/To	cting action ked by sele Approve is prove all pen	as "Reject". If the ecting action as "Re s Selected ding demands	evoke".	ve been rejected		
by be 6.ii Generated Department	sele revo If / App ^{By/To}	cting action ked by sele Approve is prove all pen be Forwarded By : [TRRIGATIO	as "Reject". If the ecting action as "Re s Selected ding demands Subm	e demands have been been been been been been been be	ve been rejected		
by be 6.ii Generated Department Office Level	sele revo If / App By/To t*	cting actior ked by sele Approve is prove all pen be Forwarded By : [IRRIGATIC -ALL-	as "Reject". If the ecting action as "Re s Selected ding demands Subm	it Demand for Grants	ve been rejected		
by be 6.ii Generated Department Office Level Office *	sele revo If A App ^{By/To}	cting actior ked by sele Approve is prove all pen be Forwarded By : [IRRIGATIO -ALL- -ALL-	as "Reject". If the ecting action as "Re s Selected ding demands Subm	it Demand for Grants	ve been rejected		
by be 6.ii Generated Department Office Level Office * Financial Yes	sele revo If / App by/To t*	cting actior ked by sele Approve is prove all pen be Forwarded By : IRRIGATIC -ALL- 2012-2013	A as "Reject". If the ecting action as "Resecting action as "Resected ding demands Subm N AND PUBLIC HEALTH	it Demand for Grants	ve been rejected		
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by be 6.ii Generated Department Office = Financial Ye Click >>> List of Den	sele revo If A App By/To t *	cting actior ked by sele Approve is prove all pen be Forwarded By : [RRIGATIO -ALL- [-ALL- [2012-2013] o Forward/Appro	A as "Reject". If the ecting action as "Re s Selected ding demands Subm ON AND PUBLIC HEALTH	it Demand for Grants	ected Demands (1) >>		
by be 6.ii Generated Department Office Level Office * Financial Ye Click >>> List of Den Action	sele revo If / App By/To t * * aar *	cting actior ked by sele Approve is prove all pen be Forwarded By : IRRIGATIO -ALL- 2012-2013 to Forward/Approv	A as "Reject". If the ecting action as "Reseting action as "Reseting action as "Resets Selected ding demands Subm N AND PUBLIC HEALTH CN AND PUBLIC HEA	it Demand for Grants	re Deen rejected ected Demands (1) >>	e Rejected Demands	
by be 6.ii Generated Department Office Level Office " Financial Ye: Click >>> List of Den Action	sele revo If J App By/To t * * ear *	cting actior ked by sele Approve is prove all pen be Forwarded By : [RRIGATIC -ALL- [2012-2013 [C Forward/Approv (Before A	A as "Reject". If the ecting action as "Re s Selected ding demands Subm ON AND PUBLIC HEALTH	it Demand for Grants	ected Demands (1) >>	e Rejected Demands	Last Page 1
by be 6.ii Generated Department Office Level Office * Financial Ye. Click >>> List of Den Action	sele revo If A App By/To t * * car * mands T	cting actior ked by sele Approve is prove all pen be Forwarded By : [RRIGATIC -ALL- [2012-2013 [Convert]/Approv (Before A w. Page	A as "Reject". If the ecting action as "Resetting action as "Resetting action as "Resets as Selected ding demands Subm ON AND PUBLIC HEALTH Average Approve OReject O Modify Approving Please Check/Fill All the or Page 1 or other as the section of the section o	it Demand for Grants	ected Demands (1) >>	e Rejected Demands Next Page 2 (All amounts	Last Page are in rupee:
by be 6.ii Generated Department Office Level Office * Financial Ye. Click >>> List of Den Action Kein Page	sele revo If J App By/To t * I * ear * mands 1	cting actior ked by sele Approve is prove all pen be Forwarded By : IRRIGATI -ALL- -ALL- 2012-2013 o Forward/Approv (Before A V. Page	A as "Reject". If the ecting action as "Re s Selected ding demands Subm ON AND PUBLIC HEALTH	it Demand for Grants	ected Demands (1) >> nge Budget Head () Revoke the Go Submitted By	e Rejected Demands Next Page S (All amounts Demand Amount	Last Page Page Page Page Page Page Page Page
by be 6.ii Generated Department Office Level Office * Financial Yee Click >>> List of Dem Action Keise First Page	sele revo If J App By/To t * I * By/To t * I * By/To t * I * By/To t * I * By/To t * I * By/To t * I * By/To t * I * App	Cting actior ked by sele Approve is prove all pen be Forwarded By : IRRIGATI -ALL- 2012-2013 (Defore A Sefore A v. Page (DmdCode-Maj-Smaj- E-Bud Code-V/C-P/N)	A as "Reject". If the ecting action as "Re s Selected ding demands ON AND PUBLIC HEALTH ON AND PUBLIC HEALTH <pre></pre>	it Demand for Grants	ected Demands (1) >> ected Demands (1) >> Go Submitted By	e Rejected Demands (All amounts Demand Amount 0	Last Page are in rupees iriginal Budget (Prev. Year)
by be 6.ii Generated Department Office Level Office * Financial Yee Click >>> Click >>> Click >>> List of Dem Action & First Page	sele revo If J App By/To t * ser * mands 1 e < Pro dget Head n-SMin-SO	Cting action ked by sele Approve is prove all pen be Forwarded By : IRRIGATI -ALL- 2012-2013 (Forward/Approv © Forward/Approv (Before A v. Page	A as "Reject". If the ecting action as "Re s Selected ding demands ON AND PUBLIC HEALTH	it Demand for Grants	ected Demands (1) >> nge Budget Head () Revoke th Go	e Rejected Demands (All amounts Demand Amount 0	Last Page are in rupee: riginal Budge (Prev. Year)
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• Display the details in following columns:

 Select <check></check> Budget Head Executing Office Display the Executing Office of the Scheme Submitted By Demand Amount Display the Demanded amount for the selected financial year Original Budget Display the original budget amount for the previous financial year Revised Budget Display the revised budget amount for the previous financial year Total Expenditure (Till Date) Display the total expenditure amount fill date. Fund Required for remaining Work Approval Remarks Note related to demand of the scheme
Display a window to upload the covering letter and enter subject to the demand list.
Approving
You are trying to approve demands. Remarks : -N/A- Note: -1. If you want to attach covering letter with your demand letter,Please upload covering letter. 2. Browse covering letter and enter subject then press next button to proceed. Covering Letter (Optional) Subject Enclosure (List of demands) : Click here to show enclosure(pdf) Subject
Description of fields on screen:
Click on the browse to upload covering letter from the local computer
 Subject Enter subject to the demands
 Enclosure(list of demands) <click></click> To view list of demands
 Next<click> Display the following screen to confirmation</click>
Approving You are trying to approve demands. Remarks : -N/A- Note: -1. If you want to attach covering letter with your demand letter,Please upload covering letter. 2. Browse covering letter and enter subject then press next button to proceed. Covering Letter (Optional) C:\Documents and Settings\Mamta Sharma\Desktop\Covering Letter.d Browse (Only PDF files are allowed) Subject Enclosure (List of demands) : click here to show covering letter Click here to show enclosure(pdf) <
 Confirm<click></click>
The list of demands is approved in two formats – 3) Data list which is locked and may not be modified by any office.

4) **PDF file**, which cannot be modified but may be downloaded as record by any office. It may include covering letter along with list of demands.

Note: - if all the demands are not required to be approved, some of them may be rejected by selecting action as "Reject". If the demands have been rejected mistakenly, these may be revoked by selecting action as "Revoke".

6.iv Modify Demand Amount

User can modify demand amount before demand is Forwarded or Approved

Generated By/To	be Forwarded By :				
Department *	-ALL-	_			
Office Level *	-ALL-	▼			
Office *	-ALL-	×			
Financial Year *	2012-2013 🔻				
Click >>>	<< (Change	Rejected Demands (0) :	>>	
List of Demands	To Forward/Approve/Reject				
Action	○ Forward ○ Approve ○ F	Reject Modify Demand Amount	Change Budget Head	Revoke the Rejected Dem	ands
< First Page < Pr	(Before havigating to other	~ Page 1 of 1 ~ OR Go To P	ane Go	Next Pa	ge > Last Page
				(All am	ounts are in rupe
All Budget Head	(DmdCode-Maj-Smaj- Scheme -Bud Code-V/C-P/N)	Executing Office	Submitted By	Demand Amount Remarks	Update
31-4711-01- V-P	796-01-S00N -37- 2007-306-51669-C/O Balang Nallah in GP Ribl	FPW to IPH : Pooh Division ba	IPH : Pooh Division	214520.00	Update
31-4711-01- V-P	796-01-500N -37- 2007-306-51670-C/O Avalanche at Kanam Na Kanam	FPW IPH : Pooh Division Ilah in GP	IPH : Pooh Division	1452.00	Update
31-4711-01- V-P	796-01-SOON -37- 2008-306-54962-FPW nallah and Khuru nallah	Chango IPH : Pooh Division	IPH : Pooh Division	25416.00	Update
31-4711-01-	796-01-500N -37- 2008-306-54963-FPW & Burtum in GP Supam	Shangtak IPH : Pooh Division	IPH : Pooh Division	45220.00	Update
31-4711-01- V-D	796-01-S00N -37- 2008-306-54964-FPW	Kechong IPH : Pooh Division	IPH : Pooh Division	52580.00	Update
V-P 31-4711-01- V-P	796-01-S00N -37- Jamfadding to Garthung Changa Nallah in GP Ch	IPH : Pooh Division	IPH : Pooh Division	23250.00	Update
31-4711-01-	796-01-S00N -37- 2008-306-54966-FPW	Yaksar IPH : Pooh Division	IPH : Pooh Division	54540.00	Update
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User can change budget head of demand

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Office *	[-ALL-					
Juice *	(-ALL-		*			
Financial Year *	(2012-2013	3 💌				
Click >>>			<< Change	Rej	ected Demands (0) >>		
list of Demand	s To Forwa	rd/Appro	ve/Reject				
ction		O Forwa	ard 🔘 Approve 🔘 Reject 🔘 Modi	ify Demand Amount 🖲 Cha	nge Budget Head 🔿 Revoke t	the Rejected Deman	ds
First Page	Prev. Page	(Budget	Head for only one demand(on cu	of 1 or OP Co To Page	d at a time)	Next Page	Last Page
			··· Page 1	of 1 ··· OK GO TO Page		(All amou	nts are in rupe
Budget He Min-SMin-	ead (DmdCode SOE-Bud Code	Maj-Smaj- V/C-P/N)	Scheme	Executing Office	Submitted By	Demand Amoun	t Original Budg (Prev. Yea
31-4711-0	1-796-01-50	DN -37-V-	2007-306-51669-C/O FPW to	IPH : Pooh Division	IPH : Pooh Division	214520.00	
31-4711-0	1-796-01-50	0N -37-V-	Ralang Nallah in GP Ribba 2007-306-51670-C/O FPW	IPH : Pooh Division	IPH : Pooh Division	1452.00	
P	1-796-01 50	001-27.14	Kanam	IDH - Doch Division	IDH - Deat Division		
P	1-796-01-50	UN -3/-V-	nallah and Khuru nallah Chango.	IDH : Pool Division	IPH : Pooh Division	25416.00	2
P	1-796-01-50	ON -37-V-	Burtum in GP Sunam		IPH : Pooh Division	45220.00	2
p	1-796-01-50	UN-3/-V-	Chong Nallah at Ropa	IPH : Poon Division	TPH : Pooh Division	52580.00	2
p	1-/96-01-50	UN -3/-V-	to Garthung upto Changa Nallah in G Chango	SP	IPH : Poon Division	23250.00	2
31-4711-0	1-796-01-50	0N -37-V-	2008-306-54966-EPW Vaksar	IPH : Pooh Division	IPH : Pooh Division	E4540.00	1
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Selected Demand	
Financial Year	2012-2013
Department & Executing Office	IPH : Pooh Division
Scheme	2008-306-54962-FPW Chango nallah and Khuru nallah Chango.
Current Budget Head	31-4711-01-796-01-SOON -37-V-P (Dmd-Maj-Smaj-Min-SMin-SOE-BUD CODE-V/C-P/N)
New Budget Head to Assign >>>	
Demand Number*	00No Demand Code 🔹
Head Type*	-SELECT-
Voted/Charged *	● Voted ○ Charged
Plan/Non Plan*	Plan O Non Plan
Account Sub Head* (Maj-SMaj-Min-Smin-BudCode-SOE)	-SELECT-
	<< Save >>
 Display the details of So Financial Year Department & Exect Scheme Current Budget He 	elected Demand: cuting Office ad

- Select the Following to Assign the New Budget head:
 - Demand Number
 - Head Type
 - Voted / Charged
 - Plan / Non Plan
 - Account Sub-Head
 Major Head Sub Major Head Minor Head Sub Minor Head Budget Code SOE
- Save <Click>

Click to replace the old budget head with the selected Budget Head

Report/Query	How to Access:
	[e- Sameeksha] :: Queries \rightarrow General Query
	[e- Sameeksha] :: Queries \rightarrow Progress Summery \rightarrow Demand /Budget
	/Expenditure
	[e- Sameeksha] :: Queries \rightarrow Demand /Budget /Expenditure
	[e- Sameeksha] :: Queries \rightarrow Demand for Grants
	[e- Sameeksha] :: Reports \rightarrow Demand for Grants \rightarrow Head Wise
	[e- Sameeksha] :: Reports \rightarrow Demand for Grants \rightarrow Scheme Wise
	[e- Sameeksha] :: Reports \rightarrow Demand for Grants \rightarrow Department Wise

3.5.2. Contractor Registration

Module No.	M-CIR – 79
Module Name	Contractor Registration
User	Circle Office
Description	Circle Office user records and maintains the details of the Contractors

	JSV UNI Ver 1.0
How to Access	[Works MIS]:: HO/Zone/Circle → Contractor Registration
Pre Process	[Works MIS]:: Sub Division Entries \rightarrow Vouchers (SD) \rightarrow Receipt
	[Receipt of Fee for- New/Renewal/ Upgrade/Change Other Information]
Input Screen:	
	Contractor Registration
O Manual to Onli	ne (Backlog)
O New/Renewal/	Upgrade/Change Other Information
O Black List	
Description of field	ds on screen:
Display the follo A. Manua B. New/R C. Black	wing options to register the contractor: al to Online (Backlog) <i><click></click></i> Renewal/Upgrade/Change Other Information <i><click></click></i> List <i><click></click></i>
A. Manual to C This option needs to R	Dnline (Backlog) n is selected when the Contractor is already registered through manual process and register in online system for making the department process online.
On Click on Registration	of Manual to Online (Backlog), Display the following screen for Contracto n:

I

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	Contractor Registration
0	All fields marked # are mandatory
1. Registration Id	
Online Registration Id	
Online Registration Date	
Manual Registration No.	
Manual Registration Not	
Manual RegistrationDate	
2. Class of Contractor	
Contractor Category#	-SELECT- Contractor Class= -SELECT- V
3. Registration Validity	
ValidUp To#	
4. Personal Details	
Contractor Name#	
Father's Name =	
Qualification#	
Present Address#	
	(Max. 300 Characters)
Permanent Address#	
	(Max. 300 Characters)
Nationality#	
Phone No.#	
Mobile No.#	
Email Id	
PAN No #	
PPE Account No.	
Bank/P.O. Account Detail#	Account No.
	Bank/PO NameSELECT-
	Bank/PO Address
Sale Tax No.#	

Work Experience	(Max. 1000 Characters)	× ×		
Contractor Photo to Upload		Browse (Ima	ge Format:JPG)	
5. Proofs Attached				
Affidavit from the Engine	eers			
Affidavit of Immovable	Property with there current Market Value			
Affidavit of Machinery				
Bank Balance Certificate	a			
Copy of Electrical Licence	e			
Copy of Power of Attorn	Copy of Power of Attorney			
Attested Copy of Pan Ca	ard			
Copy of Partnership of [Deed			
Attested Copy Previous	of Registration			
Detail of Engineering Sta	aff			
Experience Certificate				
GST/ CST Certificate				
Income Tax Clearance (Certificate for latest Assessment Year			
Medical Certificate				
Police Verification Certif	icate			
Registration Certificates	Registration Certificates of Machinery			
Work done Certificate Fo	or Upgradation			
		Save	Reset	
escription of fields on s	creen:			
1. Display the follo ○ Online Re ○ Online Da	wing Details: egistration ID <i><auto gen=""></auto></i> ate <i><auto gen=""></auto></i>			

- By default display the Current Date
- 2. Enter Manual Registration No. <*Enter*> Need to enter only for the manual registration made first time online
- 3. Enter Manual Registration Date <*Enter*> Need to enter only for the manual registration made first time online
- 4. Enter Manually Registered by *<Enter>* Name of the Office where registration made
- 5. Select Contractor Category Display the list of Contractor Categories i.e., Civil, Electrical, Mechanical
- 6. Select Class of Contractor Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D
- 7. Enter Registration Valid Date Up to < Enter>
- 8. Enter the following Personal Details of the Contractor:
 - o Contractor Name < Enter>

- Father's name < Enter>
- Qualification <Enter>
- Present Address <*Enter*>
- Permanent Address < Enter>
- Nationality <*Enter*>
- Phone No. < Enter>
- Mobile No. <*Enter*>
- o PAN No. < Enter>
- PPF Account No. < Enter>
- Enter following Bank/P.O. Account Details:
 - i. Account No. < Enter>
 - ii. Select Bank/PO Name
 - Display the Bank names i.e., HDFC, ICICI, State Bank of India, State Bank of Patiala, Others if any
 - iii. Enter Bank/PO Address < Enter>
- Sale Tax No. *<Enter>*
- Work Experience < Enter>
- Upload Photo
- 9. Check proofs submitted from the following:
 - Affidavit from the Engineers
 - Affidavit of Immovable Property with their current Market Value
 - Affidavit of Machinery
 - Bank Balance Certificate
 - Copy of Electrical License
 - Copy of Power of Attorney
 - Attested Copy of Pan Card
 - Copy of Partnership of Deed
 - Attested Copy Previous of Registration
 - Detail of Engineering Staff
 - Experience Certificate
 - o GST/ CST Certificate
 - o Income Tax Clearance Certificate for latest Assessment Year
 - Medical Certificate
 - Police Verification Certificate
 - Registration Certificates of Machinery
 - Work done Certificate For Up gradation

10. Save <Click>

Confirmation made to save the above entries

11. Reset <*Click*>

12. Verify *<Click> Confirmation made to verify the above entries*

B. New/Renewal/Upgrade/Change Other Information

This option is selected when the Contractor is to be Registered through online process or Renewal, Upgradation or any other information is to be changed. The Contractor deposits the specified amount for this at Sub-Division / Division office

On Click of Man New/Renewal/Upgrade/Change Other Information, Display the following screen:

			ontractor R	cyistiati		
Manual	to Online (Backlog)					
• New/Re	newal/Upgrade/Change Oth	er Information				
O Black Li	st					
ransaction	Fees Deposited At	Receipt Number	Receipt Date	OnlineId	Contractor Name	
tenewal	Theog Sub Division	2011/3/12	14/03/2011	4272	Madan Singh	Select
enewal	Theog Sub Division	2011/3/20	15/03/2011	934	Balbir Chauhan	Select
enewal	Sainj Sub Division	2011/3/33	17/03/2011	1724	Sh.Deep Ram Chuhan	Select
enewal	Sainj Sub Division	2011/3/35	17/03/2011	1128	P.C Rajta	SClick
tenewal	Sainj Sub Division	2011/3/37	17/03/2011	2576	Shyam Singh.	Selec
tenewal	Matiana Sub Division	2011/3/5	18/03/2011	1904	Madan Singh	Selec
Renewal	Koti Sub Division	2011/3/8	19/03/2011	4347	Sh. Daya Nand Rajta	Selec
Renewal	Matiana Sub Division	2011/3/18	21/03/2011	1796	Joginder Singh	Select
Renewal	Matiana Sub Division	2011/3/20	21/03/2011	6	Shri Parkash Chandel	Selec
Renewal	Matiana Sub Division	2011/3/25	24/03/2011	1	Shri Mohinder Singh Chandel	Select
lanowal	Shimla No. 1 Sub Division	2011/3/152	26/03/2011	1862	Sohan Lal	Select

- o Receipt Number
- Receipt Date
- Online Id
 - Online Registration Id of Contractor. Display Online Id- 0, for New Transaction
- o Contractor Name
- Select <click>
 - Click to enter the details

Display the following screen for entry :

		Cont	tractor Registrati	on		
					All fields marked # a	re mandatory
		Contractor Registration	- Renewal	🗹 u	pdate Contractor Record	< Back
1. Registration I	d	or the same and the fide of the second				
Online Registration	Id	4347				×
Online Registration	Date	28/03/2011	28/03/2011			
Manual Registratio	n No.	IPH-SE-WS-Enlistment of	IPH-SE-WS-Enlistment of Class "D"/2008-09-2283-233			
Manual Registration	nDate	03/06/2009				
Manually Registere	d By	S.E. IPH Circle, Shimla-	.9			
2. Class of Contr	actor					
Contractor Catego	ry=	-SELECT-	Contractor Class#	-SELECT- V	Add More	
Category	Class	OnlineRegisteredByOffice	OnlineRegi	teringDate	Delete	
Civil Contractor	D	Div.No.1 Shimla 9	28/03/2011			

3. Registration Validity				
ValidUp To#	03/11/2013			
4. Personal Details				
Contractor Name=	Sh. Daya Nand Rajta			
Father's Name #	Sh. Mathu RamRajta			
Qualification#	10th			
Present Address#	Village Daushori, P.O. Nagan, Tehsil Kot Khai Distt. Shimla(HP)			
	(Max. 300 Characters)			
Permanent Address#	Address= Village Daushori, P.O. Nagan, Tehsil Kot Khai Distt. Shimla(HP)			
	(Max, 300 Characters)			
Nationality#	Indian			
Phone No.#	Nil			
Mobile No.#	94183-4441			
Email Id				
PAN No.#	AQOPR1022P			
PPF Account No.				
3ank/P.O. Account Detail#	Account No			
	Bank/PO NameSELECT-			
	Bank/PO Address			
	Bank Ac.No. Bank Id Bank Address Delete			
	730 Other Khaltu Nallah, Tehsil Kot Khai, Distt. Shimla			
Sale Tax No.#	A/F			
Work Experience				
	×.			
Contractor Photo to Unload	(Max. 1000 Characters)			
	Browse (Image Format: JPG)			
5. Proofs Attached				
Affidavit from the Eng				
	e Property with there current Market Value			
Affidavit of Machinery				
Bank Balance Certific	ate			
Copy of Electrical Lice	ance			
Copy of Power of Atto	prney			
Attested Copy of Pan	Card			
Copy of Partnership o	of Deed			
Attested Copy Previo	us of Registration			
Detail of Engineering	Staff			
Experience Certificate	8			
GST/ CST Certificate				
Income Tax Clearanc	e Certificate for latest Assessment Year			
Medical Certificate				
Police Verification Cer	rtificate			
Registration Certificat	tes of Machinery			
Work done Certificate	s For Upgradation			
	Save Reset			
Description of fields of	on screen:			
i. Display the f				

- Online Registration ID <Auto Gen > Auto Generate the Registration Id for New Transaction Type
 Online Date <Auto Gen> By default display the Current Date
- 2. Manual Registration No.
- 3. Manual Registration Date
- 4. Manually Registered by
- 5. Contractor Category Display the list of Contractor Categories i.e., Civil, Electrical, Mechanical
- 6. Class of Contractor Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D
- 7. Registration Valid Date Up to
- 8. Enter/Display the following Personal Details of the Contractor: *Display in case of Renewal / Upgradation / Change other information*
 - Contractor Name
 - o Father's name
 - o Qualification
 - Present Address
 - Permanent Address
 - o Nationality
 - Phone No.
 - Mobile No.
 - PAN No.
 - o PPF Account No.
 - Enter following Bank/P.O. Account Details:
 - i. Account No.
 - ii. Bank/PO Name
 - Display the Bank names i.e., HDFC, ICICI, State Bank of India, State Bank of Patiala, Others if any
 - iii. Bank/PO Address < Enter>
 - o Sale Tax No.
 - Work Experience
 - Upload Photo
- 9. Check proofs submitted from the following:
 - Affidavit from the Engineers
 - o Affidavit of Immovable Property with their current Market Value
 - Affidavit of Machinery
 - o Bank Balance Certificate
 - Copy of Electrical License
 - Copy of Power of Attorney
 - o Attested Copy of Pan Card
 - Copy of Partnership of Deed
 - o Attested Copy Previous of Registration
 - Detail of Engineering Staff
 - Experience Certificate

- o GST/ CST Certificate
- o Income Tax Clearance Certificate for latest Assessment Year
- Medical Certificate
- Police Verification Certificate
- Registration Certificates of Machinery
- Work done Certificate For Up gradation

10. Save

Confirmation made to save the above entries

11. Reset

12. Verify

Confirmation made to verify the above entries

C. Black List

This option is selected when an administrative penalty disqualify a contractor (due to certain reasons) from participating in any government procurement for a given period

On Click of Black List, Display the following screen:

	Contractor Registration		
	All fields marked # are mandatory		
	Contractor Registration - Black Listing V Update Contractor Record < Back		
1. Registration Id			
Online Registration Id	100 🗙		
Online Registration Date	26/11/2007		
Manual Registration No.	5756-5826		
Manual RegistrationDate	09/08/2006		
Manually Registered By	CE South Zone Shimla-1		
2. Class of Contractor			
Contractor Category#	-SELECT- Contractor Class= -SELECT- V Add More		
Category Class	OnlineRegisteredByOffice OnlineRegisteringDate Delete		
Civil Contractor A	Head Office 26/11/2007		
3. Registration Validity			
ValidUp To≠	31/03/2009		
4. Personal Details			
Contractor Name=	Vinod Chauhan		
Father's Name =			
Qualification#	Civil Engg. Degree		
Present Address#	S/O Sh.Mohan Singh Chauhan.Chauhan Villa near PG Collage		
Permanent Address≠	(Max. 300 Characters) (Max. 300 Characters) (Max. 300 Characters)		
Nationality#	Indian		
Phone No.#	94181-09208 and 951792-229196		
Mobile No.#			
Email Id			
AN No.=	N/A		
PPF Account No.	N/A		
3ank/P.O. Account Detail=	Account No Add More Bank/PO NameSELECT-		
	Bank/PO Address		
	Bank Ac No. Bank Id Bank Address Delete		

Sale Tax No.=	N/A
Work Experience	M/A
Contractor Photo to Upload Black Listed By	Browse (Image Format: JPG)
Reason for Black Listing=	(Max. 200 Characters)
	Black List Reset

Description of fields on screen:

- 1. Online Registration ID < Enter> & get details of Contractor:
- 2. Online Date
- 3. Manual Registration No.
- 4. Manual Registration Date
- 5. Manually Registered by Name of the Office where registration made
- 6. Contractor Category Display the list of Contractor Categories i.e., Civil, Electrical, Mechanical
- 7. Class of Contractor Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D
- 8. Registration Valid Date Up to
- 9. Display the following Personal Details of the Contractor:
 - o Contractor Name
 - o Father's name
 - o Qualification
 - Present Address
 - Permanent Address
 - o Nationality
 - \circ Phone No.
 - Mobile No.
 - PAN No.
 - PPF Account No.
 - o Bank/P.O. Account Details:
 - i. Account No.
 - ii. Bank/PO Name
 - iii. Enter Bank/PO Address < Enter>
 - o Sale Tax No.
 - Work Experience
 - Upload Photo
10. Black Listed By

Reason for Black Listing <Enter> Enter Reasons for Blacking the Contractor

11. Black List

Confirmation made to Black List the contractor

Business Rules	Verification user verifies the details of the contractor
Report/Query	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Contractor Reports \rightarrow
	Contractor Registration Details
	[e- Sanchalan] :: Reports/Queries \rightarrow Contractor Reports \rightarrow
	Contractor Identification Card

3.5.3. Court Cases

3.5.3.1. Case Filing

Module No.	M-CIR- 80
Module Name	Case Filing (Court Case)
User	Circle Office
Description	Entry of cases filed in various Courts relating to the particular Circle
How to Access	[Works MIS] :: HO/Zone/Circle \rightarrow Court Cases \rightarrow Case Filing
Post Process	[Works MIS] :: HO/Zone/Circle \rightarrow Court Cases \rightarrow Progress Details
Input Screen:	
	Court Cases : Case Filing
For new case enter the	details and click on save button & for updation/verification click here>>>Update Case Details
Section 1: Case Deta	ils
Court #	SELECT COURT-
Case Year #	Nature # Number #
Filing Date # 29	/10/2011
Old Appeal No. (If Any)	Get
Subject #	SELECT SUBJECT-
Case Title #	
(M	ax. 150 Characters)
Description#	
(M	ax. 1000 Characters)
Section 2: Party Deta	ils
Department As #	③ Appellant ○ Respondent
Respondent Details	
Select Type # -SEL	CT- Online Id(If Any) Get
Name #	(Max. 50 Characters)
Address #	(Max. 150 Characters)

Dense la redu	
Respondent A	dvocate
Name #	(Max. 50 Characters)
Address #	
	(Max. 150 Characters)
Appellant Adv	ocate
Name #	(Max, 50 Characters)
Address #	
	(Max, 150 Characters)
	Save Verify
Description	of fields on screen:
1. Disp	lav the Case Details:
	Court <select></select>
C	Nature <select></select>
C	Number < <i>Enter</i> >
	Case Year < Enter>
	Filing Date <select></select>
	$\sim $ Old Anneal no. (If any) < Selects
C	Subject < Select>
С	
C	
C	Case Description < <i>Enter</i> >
2 Dien	lay the Party details:
	Department as Annellant or Respondent < Select>
C	If department is polasted as Appellant. Enter the following Respondent details:
	n department is selected as Appellant, Enter the following Respondent details.
	Select type
C	Select the type of Respondent i.e. Employee Contractor etc.
	Opling Id (If any)
C	Enter the online no. i.e. Employee code for Employee and Online Contractor Id f
	Contractor
	Nome Center
C	Address (Enter>
C	Address < <i>Enter</i> >
lf	department is selected as Respondent, Enter the following Appellant details:
С	Select type
	Select the type of Appellant i. e., Employee, Contractor etc.
С	Online Id (If any)
	Enter the online no. i.e., Employee code for Employee and Online Contractor Id f
	Contractor
C	Name < <i>Enter</i> >
0	Address < Enters
C	
3. Advo	ocate detail Entry:
	Respondent Advocate Entry
С	Name < <i>Enter</i> >
C	Address < <i>Enter</i> >
/	Appellant Advocate Entry
C	
С	Address <=nter>

4. Save

Confirmation made for submission of the above details

Report/Query	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Court Case Reports

3.5.3.2. Progress Details

Module No.	M-CIR- 81				
Module Name	Progress Details (Court Case)				
User	Circle Office				
Description	Entry of Progress details for after a case is filed.				
How to Access	[Works MIS] :: HO/Zone/Circle → Court Cases → Progress Details				
Pre Process	[Works MIS] :: HO/Zone/Circle \rightarrow Court Cases \rightarrow Case Filing				
Input Screen:					
	Court Case : Progress Details				
Section 1 : Select Case					
Case Year #	2003 Change Year Case Nature and Number # OA : 65/2003				
Filling Date	17/01/2011				
Court	State Administrative Tribunal, Shimla				
Subject	Pension benefits				
Case Title	Daulat Ram V/S State.				
Section 2 : Progress De	etaile Entry				
Date of Progress #	-SELECT-				
	Max. 1000 Characters)				
Description of fields 1. Display the o Cas o Cas <i>Displa</i> o Filin o Cou o Sub o Cas	s on screen: Columns with the list following details: e Year < <i>Enter></i> e nature and Number < <i>Select></i> <i>ay the following details of case</i> g Date rt ject e Title				
2. Enter the P ○ Date ○ Cas <i>Cas</i> e	rogress Details Entry as follows: e of Progress <i><select></select></i> e Progress Type <i><select></select></i> progress types such as case filed in higher court, Disposed, Hearing and Reply to				

	JSV L	JM Ver 1.0
be filed		_
o Proç	gress Details <i><enter></enter></i>	
∘ Is A	ction Required by Department	
lf ca	ase Progress type is Disposed	
o Nex	t hearing date	
lf ca	ise Progress type is Hearing	
o Rep	oly to be filed (Within days)	
lf cas	se Progress type is Reply to be filed	
o Rep	bly Filed on date	
If cas	se Progress type is Reply to be filed	
3. Save		
Confirmation	n made for submission of the above details	
	1	
Report/Query	How to Access:	
	[e- Sanchalan] :: Reports/Queries → Court Case Reports	
If cas 3. Save <i>Confirmation</i> Report/Query	se Progress type is Reply to be filed n made for submission of the above details How to Access: [e- Sanchalan] :: Reports/Queries → Court Case Reports	

3.4.4.8. Generate supply Order (Industries)

Module No.	M-Div- 60
Module Name	Generate Supply Order (Industries)
User	Circle Office
Description	Circle Office user generates supply order to industries
How to Access	[Works MIS1 :: HO/Zone/Circle \rightarrow Generate Supply order Industries
Input Screen:	[
input obreen.	
	Generate Supply Order (Industries)
	Show DashBoard
Office Name :	Rohru-IPH Circle
Supply Order for :	O Head Office O Zone O Circle O Division O Sub-Division
Supply Order No.	-New-
Supplier Name :	Click if you want to change Vendor Name for all below Item List
Office :	-SELECT-
Item Category :	-SELECT- V
Item Code :	-SELECT- V
Unit :	
Rate :	0
Quantity :	0
Total :	0
	Save Delete Generate Order No. Verify Print
Description of fie 1. Office na 2. Supply C 3. Display th o F	elds on screen: me Order for he Columns with the list following details: inancial Year <i><select></select></i>
• M	lonth <select></select>
o Ite	em Category <select></select>
o Ite	em <select></select>

• Add item to List *Select*> *Display the item in the grid.*

- 4. Supply order no.
- 5. Supplier Name
- 6. Office
- 7. Item Category
- 8. Item code
- 9. Unit
- 10. Rate
- 11. Quantity
- 12. Total
- 13. Save:

Saves the data in grid with following details

- Item Description
- o Unit
- o Rate
- o Quantity

14. Delete

Confirmation made to delete the selected item

- 15. Generate order no. After saving all the items, generate the order number
- 16. Verify

Confirmation made to delete the selected item

17. Print

View to the	generated order details

Report/Query

3.6. Zonal office

3.6.1. Demand Forward/Approve/Reject

Module No.	M-ZON- 82				
Module Name	Demand Forward/Approve/Reject				
User	Zone Office				
Description	Zone Office	Forward/Approve/Reject the recorded details of the	Annual		
	Demand for	Capital Works			
How to Access	[e-Sameeks	ha]:: Demand for Grants Entries → Demand Forwa	ard /		
	Approve / I	Reject			
Pre Process	[e-Sameeks	ha]:: Demand for Grants Entries → Demand Gene	ration		
Pre Process	Sr.No.	Module	Office		
Sequence	1.	[e-Sameeksha]:: Scheme Entries → Scheme	Division		
		Description			
	2.	[e-Sameeksha]:: Scheme Entries → Assign	Division		
		Budget-Head			
	3.	[e-Sameeksha]:: Demand for Grants Entries \rightarrow	Division		
		Demand Generation			
Input Screen:					
		Submit Demand for Grants			
Generated By/To be Forw	arded By :				
Department *	IRRIGATION AND PUBL	IC HEALTH			
Office Level *	-ALL-				
Office *	-ALL-	×			
Financial Year *	2012-2013 🔻				
Click >>>		<< Change Rejected Demands (0) >>			

K Firs	t Page < Prev. Page		~ Page 1 o	f 1 ~ OR Go To Page	Go	Next Page	> Last Page
						(All amoun	ts are in ruper
	Budget Head (DmdCode-Maj-Sr Min-SMin-SOE-Bud Code-V/C-P	naj- Scheme /N)		Executing Office	Submitted By	Demand Amount	Original Budge (Prev. Year
V	31-4711-01-796-01-500N -3	7-V- 2007-306-5166 Balang Nallah in	9-C/O FPW to 3P Ribba	IPH : Pooh Division	IPH : Pooh Division	214520.00	0.00
\checkmark	31-4711-01-796-01-SOON -3 P	7-V- 2007-306-5167 Avalanche at Kar Kanam	0-C/O FPW am Nallah in GP	IPH : Pooh Division	IPH : Pooh Division	1452.00	0.0
1	31-4711-01-796-01-500N -3	7-V- 2008-306-5496 nallah and Khuru	2-FPW Chango nallah Chango,	IPH : Pooh Division	IPH : Pooh Division	25416.00	0.0
1	31-4711-01-796-01-500N -3	7-V- 2008-306-5496 Burtum in GP Sur	3-FPW Shangtak &	IPH : Pooh Division	IPH : Pooh Division	45220.00	0.0
1	31-4711-01-796-01-500N -3 P	7-V- 2008-306-5496 Chong Nallah at P	4-FPW Kechong Ropa	IPH : Pooh Division	IPH : Pooh Division	52580.00	0.0
\checkmark	31-4711-01-796-01-500N -3 P	7-V- 2008-306-5496 to Garthung upto Chango	5-FPW Jamfadding Changa Nallah in GP	IPH : Pooh Division	IPH : Pooh Division	23250.00	0.0
				·		•••••••••	
orwar	d To >>> C	epartment *	IRRIGATIO	N AND PUBLIC HEALTH	-		
Office Office Rema		Office Level *	Circle Offic	e	•		
		Office *	Reckong Pe	eo-IPH Circle	-		
		lemarks	demand for	the financial Year 2011-20	12		
						< Forward >>	

Description of fields on screen:

- Department <Select>
- Office Level <Select>
- Office <Select>
- Financial Year <Select>
- Demand Pending to Forward / Approval <Click> Click to get the schemes for the selected parameters that are pending for forward / approval
- Action (i. forward ii. Approve iii. Reject iv. Modify Demand Amount v. Change Budget Head vi. Revoke the Rejected Demands)

6.i If Forward is selected

Forward all pending demands to other office/department.

- Display the details in following columns:
 - Select <Check>
 - Budget Head
 - Executing Office

Display the Executing Office of the Scheme

- o Submitted By
- Demand Amount
 - Display the Demanded amount for the selected financial year
- Original Budget
 Display the original budget amount for the previous financial year
 Revised Budget
 - Display the revised budget amount for the previous financial year
- Total Expenditure (Till Date)
- Display the total expenditure amount till date.
- Fund Required for remaining Work Display total fund amount for remaining work
- o Remarks

Note related to demand of the scheme
 Select the "Forward To" details:
 Department <select></select>
 Office Level Select Office level i.e. Circle, Zone, Head Office etc
 Office Select the Office Name to which Demand Entries are to be forwarded for approval
o Remarks
• Forward <click> Display a window to add the Covering letter and Subject to the Demands.</click>
Forwarding
You are trying to forward demands to Reckong Peo-IPH Circle, IRRIGATION AND PUBLIC HEALTH.
Note: -1. If you want to attach covering letter with your demand letter.Please upload covering letter.
2. Browse covering letter and enter subject then press next button to proceed.
Covering Letter (Optional) [C:\Users\Acer\Desktop\Pooh_IPH_2011_11_2011.pdf Browse (Only PDF files are allowed)
Subject forwarding from Pooh IPH
Enclosure (List of demands) : Click here to show enclosure(pdf)
<< Cancel Next >>
Description of fields on screen:
 Covering Letter < Click>
Click on the browse to upload covering letter from the local computer
 Subject Enter subject to the demands
 Enclosure(list of demands) <click></click> To view list of demands
 Next<click> Display the following screen to confirmation</click>
Famuradina
FOI Walding
Remarks : approve by rikhi ram
Note: -1. If you want to attach covering letter with your demand letter, Please upload covering letter.
Covering Letter (Optional) Rrowse (Only PDF files are allowed)
Subject
· · · · · · · · · · · · · · · · · · ·
Enclosure (List of demands) : click here to show covering letter Click here to show enclosure(pdf) << Cancel Confirm >>
 Confirm<click></click>
 The list of demands is forwarded to the selected office(i.e. higher office) in two formats – Data list which is automatically merged with other data list and may be modified by the higher office. Further the higher office may also forward the demands in similar fashion.
 PDF file, which cannot be modified but may be downloaded as record by any office. It may include covering letter along with list of demands.

Note: - if all the demands are not required to be forwarded, some of them may be rejected by selecting action as "Reject". If the demands have been rejected mistakenly, these may be revoked by selecting action as "Revoke".

6.ii If Approve is Selected

Approve all pending demands

Action	O Forw (Before	ard Approve Reject Modify Approving Please Check/Fill All the	Demand Amount O Cha pages of the list given)	nge Budget Head 📿 Revoke the	Rejected Demands	
K Firs	t Page 🧲 Prev. Page	~ Page 1 o	f 1 ~ OR Go To Page	Go	Next Page >	Last Page >
M AI	Budget Head (DmdCode-Maj-Smaj- Min-SMin-SOE-Bud Code-V/C-P/N)	Scheme	Executing Office	Submitted By	(All amounts Demand Amount	are in rupees Iriginal Budget (Prev. Year)
	31-4711-01-796-01-500N-37-V-	2007-306-51669-C/O FPW to Ralang Nallah in GP Ribba	IPH : Pooh Division	IPH : Pooh Division	214520.00	0.00
¥	31-4711-01-796-01-SOON -37-V- P	2007-306-51670-C/O FPW Avalanche at Kanam Nallah in GP Kanam	IPH : Pooh Division	IPH : Pooh Division	1452.00	0.00
V	31-4711-01-796-01-500N -37-V-	2008-306-54962-FPW Chango nallah and Khuru nallah Chango.	IPH : Pooh Division	IPH : Pooh Division	25416.00	0.00
V	31-4711-01-796-01-500N -37-V- P	2008-306-54964-FPW Kechong Chong Nallah at Ropa	IPH : Pooh Division	IPH : Pooh Division	52580.00	0.00
V	31-4711-01-796-01-SOON -37-V- P	2008-306-54965-FPW Jamfadding to Garthung upto Changa Nallah in GP Chango	IPH : Pooh Division	IPH : Pooh Division	23250.00	0.00
<	31-4711-01-796-01-500N -37-V-	2008-306-54966-FPW Vaksar	IPH : Pooh Division	TPH : Pooh Division	E4E40.00	0.00
Approv	val Remarks					
				<<	Approve >>]

- Display the details in following columns:
 - Select <Check>
 - o Budget Head
 - Executing Office Display the Executing Office of the Scheme
 - o Submitted By
 - Demand Amount Display the Demanded amount for the selected financial year
 - Original Budget Display the original budget amount for the previous financial year
 - Revised Budget Display the revised budget amount for the previous financial year
 - Total Expenditure (Till Date) Display the total expenditure amount till date.
 - Fund Required for remaining Work
 - Display total fund amount for remaining work
 Approval Remarks
 - Note related to demand of the scheme
- Approve <*Click*> *Display a window to upload the covering letter and enter subject to the demand list.*

	Approving	
You are trying to ap	approve demands.	
Remarks : -N/A-		
Note: -1. If you war	ant to attach covering letter with your demand letter, Please upload covering letter.	
2. Browse co	covering letter and enter subject then press next button to proceed.	The second second second second second
Covering Letter (Op	(C:\Documents and Settings\Mamta Sharma\Desktop\Covering Letter.d	(Only PDF files are allowed)
Subject	A	
	Enclosure (List of demands) : Click here to show enclosure(pdf)	
	<< Cancel Next >>	
Description of	f fields on screen:	
0	Covering Letter <click> Click on the browse to upload covering letter from the local com</click>	puter
0	Subject Enter subject to the demands	
0	Enclosure(list of demands) <i><click></click></i> <i>To view list of demands</i>	
0	Next <click> Display the following screen to confirmation</click>	
	Approving	
	Approving	
You are trying to appr	prove demands.	
You are trying to appr Remarks : -N/A-	rove demands.	
You are trying to appr Remarks : -N/A- Note: -1. If you want t 2. Browse cove	rove demands. to attach covering letter with your demand letter,Please upload covering letter. rering letter and enter subject then press next button to proceed.	
You are trying to appr Remarks : -N/A- Note: -1. If you want t 2. Browse cove Covering Letter (Optio	to attach covering letter with your demand letter,Please upload covering letter. rering letter and enter subject then press next button to proceed. ional) C:\Documents and Settings\Mamta Sharma\Desktop\Covering Letter.d Browse	(Only PDF files are allowed)
You are trying to appr Remarks : -N/A- Note: -1. If you want t 2. Browse cove Covering Letter (Optio Subject	it o attach covering letter with your demand letter,Please upload covering letter. rering letter and enter subject then press next button to proceed. ional) C:\Documents and Settings\Mamta Sharma\Desktop\Covering Letter.d	(Only PDF files are allowed)
You are trying to appr Remarks : -N/A- Note: -1. If you want t 2. Browse cove Covering Letter (Optio Subject	Approving transmission prove demands. to attach covering letter with your demand letter, Please upload covering letter. rering letter and enter subject then press next button to proceed. ional) C:\Documents and Settings\Mamta Sharma\Desktop\Covering Letter.dl Browse	(Only PDF files are allowed)
You are trying to appr Remarks : -N/A- Note: -1. If you want t 2. Browse cove Covering Letter (Optio Subject	Experior of demands. It to attach covering letter with your demand letter, Please upload covering letter. rering letter and enter subject then press next button to proceed. ional) C:\Documents and Settings\Mamta Sharma\Desktop\Covering Letter.d Image: State of demands in the show covering letter Image: State of demands in the show covering letter Image: State of demands in the show covering letter Click here to show covering letter Image: State of demands in the show covering letter Click here to show covering letter	(Only PDF files are allowed) enclosure(pdf)
You are trying to appr Remarks : -N/A- Note: -1. If you want t 2. Browse cove Covering Letter (Optio Subject	It to attach covering letter with your demand letter,Please upload covering letter. iering letter and enter subject then press next button to proceed. ional) C:\Documents and Settings\Mamta Sharma\Desktop\Covering Letter.d Image: Im	(Only PDF files are allowed) enclosure(pdf) ffice.
You are trying to appr Remarks : -N/A- Note: -1. If you want t 2. Browse cove Covering Letter (Optio Subject	Confirm <click> Confirm<click> The list of demands is approved in two formats – 1) Data list which is locked and may not be modified by any of may include covering letter along with list of demands.</click></click>	(Only PDF files are allowed) enclosure(pdf) ffice. I as record by any office. It
You are trying to appr Remarks : -N/A- Note: -1. If you want t 2. Browse cove Covering Letter (Optio Subject O Note: by sele be revo	Proving	(Only PDF files are allowed) enclosure(pdf) ffice. If as record by any office. It of them may be rejected d mistakenly, these may
You are trying to appr Remarks : -N/A- Note: -1. If you want t 2. Browse cove Covering Letter (Optio Subject Subject Note: by sele be revo 6.iv Mo US	<pre>rove demands. to attach covering letter with your demand letter,Please upload covering letter. rering letter and enter subject then press next button to proceed. ional)</pre>	(Only PDF files are allowed) enclosure(pdf) ffice. If as record by any office. It of them may be rejected d mistakenly, these may

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			Submit Demand for Grant				
enerated By/To	be Forwarded B	y:					
Department *	-ALL-		•				
Office Level *	-ALL-		•				
Office *	-ALL-		•				
Financial Year *	2012-2	013 🔻					
Click >>>		<< Change	R	ejected Demands (0)	>>		
List of Demands	To Forward/App	prove/Reject				***********	
ction	O Fo	rward 🔘 Approve 🔘 Reject 🍥	Modify Demand Amount 🔘 C	hange Budget Head	Revoke the Reject	ted Demands	
	(Befo	re navigating to other page,Ple	ase save selected records of	the page)			
K First Page K F	Prev. Page	~ Pa	ge $f 1$ of $f 1$ ~ OR Go To Page	Go		Next Page >	Last Page >
Budget Head	(DmdCode-Maj-Smaj- E-Bud Code-V/C-P/N)	Scheme	Executing Office	Submitted By	Demand Amount	Remarks	Update
J 31-4711-01	1-796-01-S00N -37-	2007-306-51669-C/O FPW to	IPH : Pooh Division	IPH : Pooh Division	214520.00		Update
31-4711-01	1-796-01-500N -37-	2007-306-51670-C/O FPW	IPH : Pooh Division	IPH : Pooh Division	1452.00		Update
V-P		Avalanche at Kanam Nallah in GP Kanam					
V-P	1-796-01-S00N -37-	2008-306-54962-FPW Chango nallah and Khuru nallah Chango.	IPH : Pooh Division	IPH : Pooh Division	25416.00		Update
✓ 31-4711-01 V-P	1-796-01-S00N -37-	2008-306-54963-FPW Shangtak & Burtum in GP Sunam	IPH : Pooh Division	IPH : Pooh Division	45220.00		Update
V-P	1-796-01-S00N -37-	2008-306-54964-FPW Kechong Chong Nallah at Ropa	IPH : Pooh Division	IPH : Pooh Division	52580.00		Update
✓ 31-4711-01 V-P	L-796-01-SOON -37-	2008-306-54965-FPW Jamfadding to Garthung upto	IPH : Pooh Division	IPH : Pooh Division	23250.00		Update
		Changa Nalian in GP Chango	IDH - Deah Division	IPH : Pooh Division	54540.00		Undate
31-4711-01 V-P	f fields on	2008-306-54966-FPW Yaksar Nallah in GP Sunnam			54340.00		
scription o	f fields on splay the d	2008-306-54966-FPW Yaksar Nallah in GP Sunnam screen: etails in following	columns:		34340.00		
scription o	f fields on splay the d	2008-306-54966-FPW Yaksar Nallah in GP Sunnam screen: etails in following	columns:		34340.00		
scription o • Dis • O	f fields on splay the d Select Budget H	2008-306-54966-FPW Yaksar Nallah in GP Sunnam screen: etails in following lead	columns:		34340.00		
scription o • Dis • O • O	f fields on splay the d Select Budget H Scheme	2008-306-54966-FPW Yaksar Nallah in GP Sunnam screen: etails in following lead	columns:		34340.00		
31-4711-01 V-P Scription o O	f fields on splay the d Select Budget H Scheme Executin	2008-306-54966-FPW Yaksar Nallah in GP Sunnam etails in following Head g Office	columns:		34340.00		
scription o • Dis • O • O	f fields on splay the d Select Budget H Scheme Executin <i>Display th</i>	2008-306-54966-FPW Yaksar Nallah in GP Sunnam etails in following Head g Office e Executing Office	columns:		34340.00		
scription o • Dis • O • O	f fields on splay the d Select Budget H Scheme Executin <i>Display th</i>	2008-306-54966-FPW Yaksar Nallah in GP Sunnam etails in following Head g Office e <i>Executing Office</i> ed By	of the Scheme		34340.00		
	f fields on splay the d Select Budget H Scheme Executin <i>Display th</i> Submitte Demand	2008-306-54966-PPW Yaksar Nallah in GP Sunnam etails in following Head g Office e Executing Office ed By Amount <i><display< i=""></display<></i>	of the Scheme		34340.00		
31-4711-01 V-P Scription o O	f fields on splay the d Select Budget H Scheme Executin <i>Display th</i> Submitte Demand <i>Display th</i>	2008-306-54966-PPW Yaksar Nallah in GP Sunnam etails in following Head g Office e Executing Office ed By Amount <display he Demanded amo</display 	of the Scheme //Edit>	ed financial ye	ear that can	be modi	fied
31-4711-01 V-P Scription o O	f fields on splay the d Select Budget H Scheme Executin <i>Display th</i> Submitte Demand <i>Display th</i> Remarks <i>Display th</i>	2008-306-54966-PPW Yaksar Nallah in GP Sunnam etails in following Head g Office e Executing Office ed By Amount <display he Demanded amo</display 	of the Scheme //Edit> ount for the selecte	ed financial ye	ear that can	be modi	fied

6.v Change Budget Head User can change budget head of demand

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o opai	rtment	-ALL-		-			
Office	: Level *	-ALL-		-			
Office	*	-ALL-					
inand	cial Year *	2012-2013	3 💌				
Click	>>>		<< Change	Rej	ected Demands (0) >>		
List o	of Demands To Forv	ward/Appro	ve/Reject	*******	***************************************		***********
ction		O Forwa	ard 🔿 Approve 🔿 Reject 🔿 Modify	Demand Amount O Cha	inge Budget Head 🔿 Revoke the	Rejected Demand	5
		(Budget	Head for only one demand(on curr	ent page) can be change	d at a time)		
ir Fir	rst Page < Prev. Page		~ Page 1 o	f 1 ~ OR Go To Page	Go	Next Page	Last Page
						(All amount	s are in rupee
	Min-SMin-SOE-Bud Co	ode-Maj-Smaj- ode-V/C-P/N)	Scheme	Executing Office	Submitted by	Demand Amount	(Prev. Year
	31-4711-01-796-01- P	500N -37-V-	2007-306-51669-C/O FPW to Ralang Nallah in GP Ribba	IPH : Pooh Division	IPH : Pooh Division	214520.00	
	31-4711-01-796-01- P	500N -37-V-	2007-306-51670-C/O FPW Avalanche at Kanam Nallah in GP Kanam	IPH : Pooh Division	IPH : Pooh Division	1452.00	
	31-4711-01-796-01- P	500N - 37 - V-	2008-306-54962-FPW Chango nallah and Khuru nallah Chango.	IPH : Pooh Division	IPH : Pooh Division	25416.00	
	31-4711-01-796-01- P	500N -37-V-	2008-306-54963-FPW Shangtak & Burtum in GP Sunam	IPH : Pooh Division	IPH : Pooh Division	45220.00	
	31-4711-01-796-01- P	500N -37-V-	2008-306-54964-FPW Kechong Chong Nallah at Ropa	IPH : Pooh Division	IPH : Pooh Division	52580.00	
1	31-4711-01-796-01- P	500N -37-V-	2008-306-54965-FPW Jamfadding to Garthung upto Changa Nallah in GP Chango	IPH : Pooh Division	IPH : Pooh Division	23250.00	
-	31-4711-01-796-01-	500N -37-V-	2008-306-54966-EPW Vaksar	IPH : Pooh Division	IPH : Pooh Division	E4540.00	F
-							1.1

- Display the details in following columns:
 - Select <Check>
 Select to Change the Budget Head
 - o Budget Head
 - Scheme
 - Executing Office Display the Executing Office of the Scheme
 - o Submitted By
 - Demand Amount Display the Demanded amount for the selected financial year
 - Original Budget Display the original budget amount for the previous financial year
 - Revised Budget Display the revised budget amount for the previous financial year
 - Total Expenditure (Till Date) Display the total expenditure amount till date
 - Fund Required for remaining Work Display the total fund amount for remaining work
 - Remarks
- Display the following Screen to Change the Budget Head:

Selected Demand	
Financial Year	2012-2013
Department & Executing Office	IPH : Pooh Division
Scheme	2008-306-54962-FPW Chango nallah and Khuru nallah Chango.
Current Budget Head	31-4711-01-796-01-SOON -37-V-P (Dmd-Maj-Smaj-Min-SOE-BUD CODE-V/C-P/N)
New Budget Head to Assign >>>	
Demand Number*	00No Demand Code 🔹
Head Type*	-SELECT-
Voted/Charged *	● Voted ○ Charged
Plan/Non Plan*	● Plan ○ Non Plan
Account Sub Head* (Maj-SMaj-Min-Smin-BudCode-SOE)	-SELECT-
	<< Save >>

- Financial Year
- o Department & Executing Office
- o Scheme
- Current Budget Head Display the Current Budget Head that needs to be changed
- Select the Following to Assign the New Budget head:
 - Demand Number
 - Head Type
 - Voted / Charged
 - Plan / Non Plan
 - Account Sub-Head
 Major Head Sub Major Head Minor Head Sub Minor Head Budget Code SOE
- Save <Click>
 - Click to replace the old budget head with the selected Budget Head

Report/Query	How to Access:
	[e- Sameeksha] :: Queries → General Query
	[e- Sameeksha] :: Queries \rightarrow Progress Summery \rightarrow Demand /Budget
	/Expenditure
	[e- Sameeksha] :: Queries $ ightarrow$ Demand /Budget /Expenditure
	[e- Sameeksha] :: Queries \rightarrow Demand for Grants
	[e- Sameeksha] :: Reports \rightarrow Demand for Grants \rightarrow Head Wise
	[e- Sameeksha] :: Reports \rightarrow Demand for Grants \rightarrow Scheme Wise
	[e- Sameeksha] :: Reports \rightarrow Demand for Grants \rightarrow Department Wise

3.6.2. Contractor Registration

Module No.	M-ZON – 83
Module Name	Contractor Registration
User	Zone Office
Description	Zone Office user records and maintains the details of the Contractors

Pre Process	[Works MIS]:: Sub Division Entries \rightarrow Vouchers (SD) \rightarrow Receipt
	[Receipt of Fee for- New/Renewal/ Upgrade/Change Other Information]
nput Screen:	
	Contractor Registration
O Manual to Or	nline (Backlog)
	al/Ungrade/Change Other Information
O New/Renewa	a/opgrade/ change other information
O Black List	
Description of fie	lds on screen:
Display the follo	owing options to register the contractor:
A. Manu	al to Online (Backlog) < <i>Click</i> >
B. New/	Renewal/Upgrade/Change Other Information <click></click>
C. Black	List <click></click>
A. Manual to	Online (Backlog)
A. Manual to <i>This optic</i>	Online (Backlog) on is selected when the Contractor is already registered through manual process a
A. Manual to This optic needs to l	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online.
A. Manual to This optic needs to P	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online.
A. Manual to This optic needs to P On Click of	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contract
A. Manual to <i>This optic</i> <i>needs to r</i> On Click of Registration:	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contract
A. Manual to <i>This optic</i> <i>needs to r</i> On Click of Registration:	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contract Contractor Registration
A. Manual to <i>This optic</i> <i>needs to r</i> On Click of Registration:	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contract Contractor Registration
A. Manual to <i>This optic</i> <i>needs to r</i> On Click of Registration:	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contract Contractor Registration All fields marked # are mandatory Contractor Registration (Manual to Online)
A. Manual to <i>This optic</i> <i>needs to f</i> On Click of Registration: 1. Registration Id	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contract Contractor Registration All fields marked # are mandatory Contractor Registration (Manual to Online) Update Contractor Record < Back
A. Manual to <i>This optic</i> <i>needs to f</i> On Click of Registration: 1. Registration Id Online Registration Id	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contract Contractor Registration All fields marked # are mandatory Contractor Registration (Manual to Online) Update Contractor Record < Back
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A. Manual to This optic needs to r On Click of Registration: 1. Registration Id Online Registration Da Manual Registration Na	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contract Contractor Registration All fields marked # are mandatory Contractor Registration (Manual to Online) Update Contractor Record < Back
A. Manual to <i>This optic</i> <i>needs to P</i> On Click of Registration: 1. Registration Id Online Registration Id Online Registration Da Manual Registration Da	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contract Contractor Registration All fields marked # are mandatory Contractor Registration (Manual to Online) Update Contractor Record < Back ate
A. Manual to This optic needs to r On Click of Registration: 1. Registration Id Online Registration Id Online Registration Da Manual Registration Da Manual Registration Da	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contract Contractor Registration All fields marked # are mandatory Contractor Registration (Manual to Online) Update Contractor Record < Back
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A. Manual to This optic needs to n On Click of Registration: 1. Registration Id Online Registration Da Manual Registration Da Manual Registration Da Manual Registration Da Manual Registration Da	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contract Contractor Registration All fields marked # are mandator Contractor Registration (Manual to Online) Update Contractor Record < Back
A. Manual to This optic needs to a On Click of Registration: 1. Registration Id Online Registration Id Online Registration Da Manual Registration Da Manual Registration Da Manual Registration Vali	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contract Contractor Registration Contractor Registration Contractor Registration (Manual to Online) Update Contractor Record < Back te
A. Manual to This optic needs to On Click of Registration: 1. Registration Id Online Registration Da Manual Vegistered B 2. Class of Contract Contractor Category= 3. Registration Vali ValidUp To=	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contract Contractor Registration All fields marked # are mandatory Contractor Registration (Manual to Online) Update Contractor Record < Back
A. Manual to This optic needs to On Click of Registration: 1. Registration Id Online Registration Da Manual Registration Da Manual Registration Da Manual Registration Da Manual Registration Da Manual Registration Vali Contractor Category= 3. Registration Vali ValidUp To= 4. Personal Details	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contract Contractor Registration All fields marked # are mandatory Contractor Registration (Manual to Online)Update Contractor Record < Back
A. Manual to This optic needs to On Click of Registration: 1. Registration Id Online Registration Id Online Registration Da Manual Registration Da Manual Registration Da Manual Registration Da Manual Registration Vali Contractor Category= 3. Registration Vali ValidUp To= 4. Personal Details Contractor Names	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contract Contractor Registration All fields marked = are mandatory Contractor Registration (Manual to Online) Update Contractor Record < Back the
A. Manual to This optic needs to On Click of Registration: 1. Registration Id Online Registration Id Online Registration Da Manual Registration Da Manual Registration Da Manual Registration Da Manually Registered B 2. Class of Contract Contractor Category= 3. Registration Vali ValidUp To= 4. Personal Details Contractor Name=	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contract Contractor Registration Contractor Registration Contractor Registration (Manual to Online)
A. Manual to This optic needs to On Click of Registration: 1. Registration Id Online Registration Da Manual Registratio	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contract Contractor Registration All fields marked # are mandatory Contractor Registration (Manual to Online)
A. Manual to This optic needs to On Click of Registration: 1. Registration Id Online Registration Da Manual Registration Da Manual Registration Da Manual Registration Da Manual Registration Da Manual Registration Da Manual Registration Valie Contractor Category= 3. Registration Valie ValidUp To= 4. Personal Details Contractor Name= Father's Name = Qualification= Descent Addore	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contract Contractor Registration All fields marked # are mandatory Contractor Registration (Manual to Online)
A. Manual to This optic needs to On Click of Registration: 1. Registration Id Online Registration Id Online Registration Da Manual Registration Da Manual Registration Da Manual Registration Vali Contractor Category= 3. Registration Vali ValidUp To= 4. Personal Details Contractor Name= Father's Name = Qualification= Present Address=	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contract Contractor Registration All fields marked # are mandatory Contractor Registration (Manual to Online)
A. Manual to This optic needs to On Click of Registration: 1. Registration Id Online Registration Da Manual Registratio	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contractor Contractor Registration All fields marked # are mandatory Contractor Registration (Hanual to Online) Update Contractor Record < Back the Contractor Registration (Hanual to Online) Update Contractor Record < Back the Contractor Class= -SELECT- V dity (Max: 300 Characters)
A. Manual to This optic needs to On Click of Registration: 1. Registration Id Online Registration Da Manual Registratio	Online (Backlog) on is selected when the Contractor is already registered through manual process a Register in online system for making the department process online. Manual to Online (Backlog), Display the following screen for Contract Contractor Registration All fields marked # are mandator Contractor Registration (Manual to Online) All fields marked # are mandator Contractor Registration (Manual to Online) ter

			<u></u>
Nationality#			
Phone No.#			
Mobile No.#			
Email Id			
PAN No.#	2 2		
PPF Account No.			
Bank/P.O. Account Detail#	Account No		
	Bank/PO NameSELECT-	*	
	Bank/PO Address		
Sale Tax No.#			
Work Experience		< >	
Contractor Photo to Unload	(Max. 1000 Characters)		
Contractor Prioto to Upload		Browse (Ima	age Format:JPG)
5. Proofs Attached			
Affidavit from the Engin	eers		
Affidavit of Immovable	Property with there current Market Value		
Affidavit of Machinery			
Bank Balance Certificat	e		
Copy of Electrical Licen	ce		
Copy of Power of Attorn	iey		
Attested Copy of Pan C	ard		
Copy of Partnership of	Deed		
Attested Copy Previous	of Registration		
Detail of Engineering St	aff		
Experience Certificate			
GST/ CST Certificate			
	Cartificate for latest Assessment Year		
	Certificate for latest Assessment fear		
	e		
Police Verification Certi	ncate		
Registration Certificates	; of Machinery		
Work done Certificate F	or Upgradation		
		Save	Reset
 Description of fields of 1. Display the fo 0 Online 0 Online By defa 	n screen: llowing Details: Registration ID <i><auto gen=""></auto></i> Date <i><auto gen=""></auto></i> <i>ult display the Current Date</i>		
2. Enter Manual F Need to enter on	Registration No. < <i>Enter</i> > Iy for the manual registration made first ti	me online	
3. Enter Manual F Need to enter on	Registration Date <i><enter></enter></i> Iy for the manual registration made first ti	me online	
4. Enter Manually Name of the Offi	Registered by <i><enter></enter></i> ce where registration made		
5. Select Contrac	tor Category		

Display the list of Contractor Categories i.e., Civil, Electrical, Mechanical

- 6. Select Class of Contractor Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D
- 7. Enter Registration Valid Date Up to <Enter>
- 8. Enter the following Personal Details of the Contractor:
 - Contractor Name < Enter>
 - Father's name <*Enter*>
 - Qualification <*Enter*>
 - Present Address < Enter>
 - Permanent Address *<Enter>*
 - Nationality <*Enter*>
 - Phone No. < Enter>
 - Mobile No. < Enter>
 - PAN No. <Enter>
 - PPF Account No. < Enter>
 - Enter following Bank/P.O. Account Details:
 - i. Account No. < Enter>
 - ii. Select Bank/PO Name Display the Bank names i.e., HDFC, ICICI, State Bank of India, State Bank of Patiala, Others if any
 - iii. Enter Bank/PO Address < Enter>
 - Sale Tax No. < Enter>
 - Work Experience < Enter>
 - Upload Photo
- 9. Check proofs submitted from the following:
 - Affidavit from the Engineers
 - o Affidavit of Immovable Property with their current Market Value
 - o Affidavit of Machinery
 - o Bank Balance Certificate
 - Copy of Electrical License
 - Copy of Power of Attorney
 - o Attested Copy of Pan Card
 - Copy of Partnership of Deed
 - Attested Copy Previous of Registration
 - Detail of Engineering Staff
 - Experience Certificate
 - GST/ CST Certificate
 - o Income Tax Clearance Certificate for latest Assessment Year
 - Medical Certificate
 - o Police Verification Certificate
 - Registration Certificates of Machinery
 - Work done Certificate For Up gradation
- 10. Save <*Click*>

Confirmation made to save the above entries

- 11. Reset <*Click*>
- 12. Verify <Click> Confirmation made to verify the above entries

B. New/Renewal/Upgrade/Change Other Information

This option is selected when the Contractor is to be Registered through online process or Renewal, Upgradation or any other information is to be changed. The Contractor deposits the specified amount for this at Sub-Division / Division office

On Click of Man New/Renewal/Upgrade/Change Other Information, Display the following screen:

		C	ontractor R	egistrati	on	
O Manual	to Online (Backlog)					
• New/Re	newal/Upgrade/Change Oth	ner Information				
O Black Li	st					
Transaction	Fees Deposited At	Receipt Number	Receipt Date	OnlineId	Contractor Name	
Renewal	Theog Sub Division	2011/3/12	14/03/2011	4272	Madan Singh	Select
Renewal	Theog Sub Division	2011/3/20	15/03/2011	934	Balbir Chauhan	Select
Renewal	Sainj Sub Division	2011/3/33	17/03/2011	1724	Sh.Deep Ram Chuhan	Select
Renewal	Sainj Sub Division	2011/3/35	17/03/2011	1128	P.C Rajta	S Click to
Renewal	Sainj Sub Division	2011/3/37	17/03/2011	2576	Shyam Singh.	Select
Renewal	Matiana Sub Division	2011/3/5	18/03/2011	1904	Madan Singh	Select
Renewal	Koti Sub Division	2011/3/8	19/03/2011	4347	Sh. Daya Nand Rajta	Select
Renewal	Matiana Sub Division	2011/3/18	21/03/2011	1796	Joginder Singh	Select
Renewal	Matiana Sub Division	2011/3/20	21/03/2011	6	Shri Parkash Chandel	Select
Renewal	Matiana Sub Division	2011/3/25	24/03/2011	1	Shri Mohinder Singh Chandel	Select
Renewal	Shimla No. 1 Sub Division	2011/3/152	26/03/2011	1862	Sohan Lal	Select

Description of fields on screen:

- 1. Display the details in grid:
 - o Transaction
 - Display transaction types i.e., New, Renewal or Upgradation, for which receipt fee deposited by the contractor
 - Fee Deposited At Office at which the receipt is deposited by contractor
 - Receipt Number
 - Receipt Date
 - Online Id
 - Online Registration Id of Contractor. Display Online Id- 0, for New Transaction
 - o Contractor Name
 - Select <click> Click to enter the details

Display the following screen for entry :

		Contr	actor Registration		
				All fields marked # are	mandatory
		Contractor Registration -	Renewal	Update Contractor Record	< Back
1. Registration Id	d				
Online Registration	Id	4347			×
Online Registration	Date	28/03/2011			1-
Manual Registration	No.	IPH-SE-WS-Enlistment of	Class "D"/2008-09-2283-233		
Manual Registration	Date	03/06/2009			
Manually Registere	d By	S.E. IPH Circle, Shimla-9			
2. Class of Contr	actor				
Contractor Catego	ry =	-SELECT- C	ontractor Class# -SELECT- 🔽	Add More	
Category	Class	OnlineRegisteredByOffice	OnlineRegisteringDate	Delete	
Civil Contractor	D	Div.No.1 Shimla 9	28/03/2011		

3 Peristantian Validity		
3. Registration Validity	03/11/2013	-
A Descent L Date 1		
4. Personal Details		
Contractor Name=	Sh. Daya Nand Rajta	
Father's Name #	Sh. Mathu RamRajta	
Qualification#	10th	
Present Address#	Village Daushori, P.O. Nagan, Tehsil Kot Khai Distt. Shimla(HP)	
Permanent Address#	Village Daushori, P.O. Nagan, Tehsil Kot Khai Distt. Shimla(HP)	
	(Max, 300 Characters)	
Nationality#		
Phone No.#		
Mobile No.#	94183-4441	
Email Id		
PAN No.#	AQOPR1022P	
	Bank/PO NameSELECT-	Delete
Cala Tau Na		
Sale Tax No.#	A/F	
Nork Experience		
Nork Experience	(Max. 1000 Characters) Browse (Imi	age Format:JPG)
Nork Experience Contractor Photo to Upload 5. Proofs Attached	(Max. 1000 Characters) Browse (Imi	age Format:JPG)
Nork Experience Contractor Photo to Upload S. Proofs Attached Affidavit from the Eng	(Max. 1000 Characters) (Max. 1000 Characters) Browse (Implements)	age Format:JPG)
Nork Experience Contractor Photo to Upload 5. Proofs Attached Contractor Affidavit from the Eng	(Max. 1000 Characters) (Max. 1000 Characters) Browse (Implement) pineers le Property with there current Market Value	age Format:JPG)
Nork Experience Contractor Photo to Upload . Proofs Attached Affidavit from the Eng Affidavit of Immovabl Affidavit of Machinery	(Max. 1000 Characters) (Max. 1000 Characters) Browse (Implements) Property with there current Market Value	age Format:JPG)
Work Experience Contractor Photo to Upload 5. Proofs Attached Affidavit from the Eng Affidavit of Immovabl Affidavit of Machinery Bank Balance Certific	(Max. 1000 Characters) (Max. 1000 Characters) Browse (Imi pineers le Property with there current Market Value ate	age Format:JPG)
Work Experience Contractor Photo to Upload 5. Proofs Attached Affidavit from the Eng Affidavit of Immovabl Affidavit of Machinery Ø Bank Balance Certific Copy of Electrical Lice	(Max. 1000 Characters) (Max. 1000 Characters) Browse (Implements) Property with there current Market Value ate ence	age Format:JPG)
Work Experience Contractor Photo to Upload 5. Proofs Attached Affidavit from the Eng Affidavit of Immovabl Affidavit of Machinery Bank Balance Certific Copy of Electrical Lice Copy of Power of Attached	(Max. 1000 Characters) (Max. 1000 Characters) Browse (Imi Browse (Imi	age Format:JPG)
Work Experience Contractor Photo to Upload 5. Proofs Attached Affidavit from the Eng Affidavit of Immovabl Affidavit of Machinery Bank Balance Certific Copy of Electrical Lice Copy of Power of Attached Y Attested Copy of Pan	(Max. 1000 Characters) (Max. 1000 Characters) (Immigrate pineers le Property with there current Market Value reacte ate ence prmey Card	age Format:JPG)
Work Experience Contractor Photo to Upload 5. Proofs Attached Affidavit from the Eng Affidavit of Immovabl Affidavit of Machinery Bank Balance Certific Copy of Electrical Lice Copy of Power of Attached Attested Copy of Pan Copy of Partnership of	(Max. 1000 Characters) (Max. 1000 Characters) (Max. 1000 Characters) Browse (Imultiple) (Imultiple) Browse (Imultiple) (Imultiple) (Imultiple) Browse (Imultiple) (Imultiple) Browse (Imultiple) (Imultiple) Browse (Imultiple) (Imultiple) Browse (Imultiple) (Imultiple) Browse (Imultiple) (Imultiple) Browse (Imultiple) (Imultiple) Browse (Imultiple)	age Format:JPG)
Work Experience Contractor Photo to Upload 5. Proofs Attached Affidavit from the Eng Affidavit of Immovabl Affidavit of Machinery Ø Bank Balance Certific Copy of Electrical Lice Copy of Power of Attached Ø Attested Copy of Pan Copy of Partnership o Attested Copy Previou	(Max. 1000 Characters) (Max. 1000 Characters) (Max. 1000 Characters) Browse (Imi Browse (Imi Imi Imi Imi Imi Imi Imi Imi	age Format:JPG)
Work Experience Contractor Photo to Upload 5. Proofs Attached Affidavit from the Eng Affidavit of Immovabl Affidavit of Machinery Ø Bank Balance Certific Copy of Electrical Licce Copy of Power of Attached Ø Attested Copy of Pan Copy of Partnership o Attested Copy Previou Detail of Engineering	(Max. 1000 Characters) (Max. 1000 Characters) (Max. 1000 Characters) Browse (Im) Browse (Im) ate ate ance broney Card of Deed us of Registration Staff	age Format:JPG)
Work Experience Contractor Photo to Upload 5. Proofs Attached Affidavit from the Eng Affidavit of Immovabl Affidavit of Machinery Ø Bank Balance Certific Copy of Electrical Lice Copy of Power of Attoched Ø Attested Copy of Pan Copy of Partnership of Attested Copy Previou Detail of Engineering Experience Certificate	(Max. 1000 Characters) (Max. 1000 Characters) (Immigrate Comperty with there current Market Value restance corney Card of Deed us of Registration Staff e	age Format:JPG)
Vork Experience Contractor Photo to Upload Contractor Photo to Upload Affidavit from the Eng Affidavit of Immovabl Affidavit of Machinery Bank Balance Certific Copy of Electrical Lice Copy of Power of Atto Attested Copy of Pan Copy of Partnership o Attested Copy Previou Detail of Engineering a Experience Certificate GST/ CST Certificate	(Max. 1000 Characters) (Max. 1000 Characters) (Max. 1000 Characters) Browse (Imi Browse (Imi ate ence orney Card of Deed us of Registration Staff a	age Format:JPG)
Work Experience Contractor Photo to Upload 5. Proofs Attached Affidavit from the Eng Affidavit of Immovabl Affidavit of Machinery Ø Bank Balance Certific Copy of Electrical Lice Copy of Power of Attached Ø Attested Copy of Pan Copy of Partnership o Attested Copy Previou Detail of Engineering 1 Experience Certificate Income Tax Clearance	(Max. 1000 Characters) (Max. 1000 Characters) (Max. 1000 Characters) Browse (Im) prineers le Property with there current Market Value ate ance priney Card of Deed us of Registration Staff a e Certificate for latest Assessment Year	age Format:JPG)
Vork Experience Contractor Photo to Upload S. Proofs Attached Affidavit from the Eng Affidavit of Immovabl Affidavit of Machinery Bank Balance Certific Copy of Electrical Lice Copy of Power of Attached Copy of Power of Attached Copy of Partnership o Attested Copy Previou Detail of Engineering Experience Certificate GST/ CST Certificate Income Tax Clearanc Medical Certificate	(Max, 1000 Characters) (Max, 1000 Characters) (Max, 1000 Characters) (Immigration State ance briney Card of Deed us of Registration Staff a e Certificate for latest Assessment Year	age Format:JPG)
Work Experience Contractor Photo to Upload 5. Proofs Attached Affidavit from the Eng Affidavit of Immovabl Affidavit of Machinery Ø Bank Balance Certific Copy of Electrical Lice Copy of Power of Attached Attested Copy of Pan Copy of Partnership of Attested Copy Previou Detail of Engineering if Experience Certificate GST/ CST Certificate Income Tax Clearanc Medical Certificate Police Verification Certificate	(Max. 1000 Characters) (Max. 1000 Characters) (Max. 1000 Characters) Browse (Imi Browse	age Format:JPG)
Work Experience Contractor Photo to Upload 5. Proofs Attached Affidavit from the Eng Affidavit of Immovabl Affidavit of Machinery Ø Bank Balance Certific Copy of Electrical Lice Copy of Power of Attached Ø Attested Copy of Pan Copy of Partnership o Attested Copy Previou Detail of Engineering i Experience Certificate GST/ CST Certificate Income Tax Clearanc Medical Certificate Police Verification Certificate	(Max. 1000 Characters) (Max. 1000 Characters) (Immunov pineers le Property with there current Market Value reate ence briney Card of Deed us of Registration Staff a e Certificate for latest Assessment Year rtificate tes of Machinery	age Format:JPG)
Work Experience Contractor Photo to Upload 5. Proofs Attached Affidavit from the Eng Affidavit of Immovabl Affidavit of Machinery Ø Bank Balance Certific Copy of Electrical Lice Copy of Power of Attached Ø Attested Copy of Pan Copy of Partnership o Attested Copy Previou Detail of Engineering i Experience Certificate Income Tax Clearanc Medical Certificate Police Verification Certificate Work done Certificate	(Max. 1000 Characters) (Max. 1000 Characters) (Max. 1000 Characters) (Immigration Staff a Card of Deed us of Registration Staff a Certificate for latest Assessment Year tificate tes of Machinery a For Upgradation	age Format:JPG)
Work Experience Contractor Photo to Upload 5. Proofs Attached Affidavit from the Eng Affidavit of Immovabl Affidavit of Machinery Ø Bank Balance Certific Copy of Electrical Lice Copy of Power of Atto Ø Attested Copy of Pan Copy of Partnership o Attested Copy Previou Detail of Engineering 1 Experience Certificate Income Tax Clearanc Medical Certificate Police Verification Certificate Work done Certificate	(Max. 1000 Characters) (Max. 1000 Characters) (Immigration of the second of the seco	age Format:JPG)

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- Online Registration ID <Auto Gen > Auto Generate the Registration Id for New Transaction Type
- Online Date <*Auto Gen*> By default display the Current Date
- 2. Manual Registration No.
- 3. Manual Registration Date
- 4. Manually Registered by
- 5. Contractor Category Display the list of Contractor Categories i.e., Civil, Electrical, Mechanical
- 6. Class of Contractor Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D
- 7. Registration Valid Date Up to
- 8. Enter/Display the following Personal Details of the Contractor:

Display in case of Renewal / Upgradation / Change other information

- o Contractor Name
- Father's name
- Qualification
- Present Address
- Permanent Address
- o Nationality
- o Phone No.
- o Mobile No.
- PAN No.
- o PPF Account No.
- Enter following Bank/P.O. Account Details:
 - i. Account No.
 - ii. Bank/PO Name Display the Bank names i.e., HDFC, ICICI, State Bank of India, State Bank of Patiala, Others if any
 - iii. Bank/PO Address < Enter>
- Sale Tax No.
- Work Experience
- Upload Photo
- 9. Check proofs submitted from the following:
 - Affidavit from the Engineers
 - o Affidavit of Immovable Property with their current Market Value
 - Affidavit of Machinery
 - Bank Balance Certificate
 - Copy of Electrical License
 - Copy of Power of Attorney
 - Attested Copy of Pan Card

< Back

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Copy of Partnership of Deed 0 Attested Copy Previous of Registration 0 Detail of Engineering Staff **Experience** Certificate 0 GST/ CST Certificate 0 Income Tax Clearance Certificate for latest Assessment Year 0 Medical Certificate 0 Police Verification Certificate **Registration Certificates of Machinery** 0 Work done Certificate For Up gradation 0 10. Save Confirmation made to save the above entries 11. Reset 12. Verify Confirmation made to verify the above entries C. Black List This option is selected when an administrative penalty disqualify a contractor (due to certain reasons) from participating in any government procurement for a given period On Click of Black List, Display the following screen: **Contractor Registration** All fields marked # are mandatory Update Contractor Record 1. Registration Id Online Registration Id 100 Online Registration Date 26/11/2007 Manual Registration No. 5756-5826 09/08/2006 Manual RegistrationDate Manually Registered By CE South Zone Shimla-1

2. Class of Contr	actor						
Contractor Categor	ry=	-SELECT-	V Cor	ntractor Class#	-SELECT-	✓ Add More	
Category	Class	OnlineRegisteredBy	Office	OnlineRegi	steringDate	Delete	
Civil Contractor	A	Head Office		26/11/200	7		
3. Registration V	alidity						
ValidUp To#		31/03/2009					
4. Personal Detai	ils						
Contractor Name=		Vinod Chauhan					
Father's Name =							
Qualification#		Civil Engg. Degre	Civil Engg. Degree				
Present Address#		S/O Sh.Mohan Si Solan HP.	S/O Sh.Mohan Singh Chauhan.Chauhan Villa near PG Collage				
		(Max. 300 Characte	ers)				
Permanent Address	5#	S/O Sh.Mohan Si Solan HP.	ngh Chauha	an.Chauhan Vil	la near PG (Collage	
		(Max. 300 Characte	ers)				
Nationality#		Indian					
Phone No.#		94181-09208 and	951792-22	29196			
Mobile No.#							
Email Id						1.	

N/A				
N/A				
Account No		1	Add More	
Bank/PO Name	eSELEC	Γ-	~	
Bank/PO Addr	ess			
Bank Ac.No.	Bank Id	Bank Address		Delete
N/A	Other	Jogindra Central Co-Operative	Bank Solan	
N/A				
N/A			~	
(Max. 1000 Cha	racters)		×	
		В	rowse (Image	Format:JPG)
		В	rowse (Image	Format:JPG)
		B	rowse (Image	Format:JPG)
(Max. 200 Chara	(cters)	B	rowse (Image	Format:JPG)
	N/A Account No Bank/PO Name Bank/PO Addr Bank Ac,No, N/A N/A N/A	N/A Account No Bank/PO NameSELEC Bank/PO Address Bank Ac.No, Bank Id N/A Other N/A N/A (Max. 1000 Characters)	N/A Account No	N/A Account No Bank/PO Name -SELECT- Bank/PO Address Bank/PO Address Bank Ac.No. Bank Address N/A Other Jogindra Central Co-Operative Bank Solan N/A N/A N/A (Max. 1000 Characters)

- 1. Online Registration ID < Enter> & get details of Contractor:
- 2. Online Date
- 3. Manual Registration No.
- 4. Manual Registration Date
- 5. Manually Registered by Name of the Office where registration made
- 6. Contractor Category Display the list of Contractor Categories i.e., Civil, Electrical, Mechanical
- 7. Class of Contractor Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D
- 8. Registration Valid Date Up to
- 9. Display the following Personal Details of the Contractor:
 - Contractor Name
 - o Father's name
 - o Qualification
 - Present Address
 - o Permanent Address
 - o Nationality
 - Phone No.
 - Mobile No.
 - PAN No.
 - o PPF Account No.

	J3V OIVI VEI 1.0
0 E 0 S 0 V 0 L	Bank/P.O. Account Details: i. Account No. <i>ii.</i> Bank/PO Name iii. Enter Bank/PO Address <i><enter></enter></i> Sale Tax No. Work Experience Jpload Photo
10. Black Lis ○ F <i>E</i>	sted By Reason for Black Listing <i><enter></enter></i> Enter Reasons for Blacking the Contractor
11. Black Lis Confirmat	st ion made to Black List the contractor
Report/Query	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Contractor Reports \rightarrow Contractor
	Registration Details
	[e- Sanchalan] :: Reports/Queries → Contractor Reports → Contractor Identification Card

3.6.3. Court Cases

3.6.3.1. Case Filing (Court Cases)

Module No.	M-ZON- 84			
Module Name	Case Filing (Court	: Cases)		
User	Zone Office			
Description	Entry of cases file	d in various Courts r	elation to the Zone O	ffice
How to Access	[Works MIS] :: HC)/Zone/Circle → Cou	rt Cases → Case Fil i	ing
Post Process	[Works MIS] :: HC)/Zone/Circle → Cou	rt Cases → Progress	s Details
Input Screen:				
		Court Cases : Case Filing		
For new case enter	the details and click on save butto	on & for updation/verification	n click here>>>Update Ca	se Details 🗌
Section 1: Case D	etails			s
Court #	-SELECT COURT-	*		
Case Year #		Nature #	-SELECT- V Number #	
Filing Date #	29/10/2011			
Old Appeal No. (If Any)	Get	*		
Subject #	-SELECT SUBJECT-	~		
Case Title #				
	(Max. 150 Characters)			
Case Description#				~
	(Max. 1000 Characters)			

Section 2: Party	/ Details
Department As	
Department A3	
Respondent De	
Select Type #	-SELECI- Online Id(If Any)
Name #	(Max. 50 Characters)
Address #	(Max. 150 Characters)
Section 3: Advo	ocate Details
Respondent Ad	vocate
Name #	(Max. 50 Characters)
Address #	
Appellant Advo	Max. 150 Characters)
Name #	(Max 50 Characters)
Address #	(Max, 50 Characters)
Address #	(Max. 150 Characters)
	Save Verify
Description o	f fields on screen:
1. Displa	ay the Case Details:
0	Coult <select></select>
0	Number < Enters
0	Case Vear < Enter>
0	Filing Date <select></select>
0	Old Anneal no. (If any) < Select>
0	Subject < Select>
0	Case Title < Enter>
0	Case Description <i><enter></enter></i>
0 Diank	evente Derty detailer
2. Displa	ay the Party details:
0	If department is selected as Appellant, Enter the following Respondent details:
0	Select type
	Select the type of Respondent i. e., Employee, Contractor etc.
0	Online Id (If any)
	Contractor
0	Name < <i>Enter</i> >
0	Address < Enter>
lf d	lepartment is selected as Respondent, Enter the following Appellant details:
0	Select type Select the type of Appellant i. e., Employee, Contractor etc.
0	Online Id (If any)
	Enter the online no. i.e., Employee code for Employee and Online Contractor Id for
	Contractor
0	Name < <i>Enter</i> >

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	011 10 10 110
o Add	ress < <i>Enter</i> >
3. Advocate d <i>Respond</i> o Nan o Add <i>Appellan</i> o Nan o Add	etail Entry: lent Advocate Entry ne <enter> ress <enter> nt Advocate Entry ne <enter> ress <enter></enter></enter></enter></enter>
4. Save Confirmation	n made for submission of the above details
Report/Query	How to Access: [e- Sanchalan] :: Reports/Queries → Court Case Reports

3.6.3.2. Progress Details (Court Cases)

Module No.	M-ZON- 85
Module Name	Progress Details (Court Cases)
User	Zone Office
Description	Entry of Progress details for after a case is filed.
How to Access	Works MIS1 :: HO/Zone/Circle \rightarrow Court Cases \rightarrow Progress Details
Pre Process	[Works MIS] :: HO/Zone/Circle \rightarrow Court Cases \rightarrow Case Filing
FIE FIOCESS	
input Screen:	
Section 1 : Select	Court Case : Progress Details
Case Year #	2003 Change Year Case Nature and Number # 04 · 65/2003
Filling Date	17/01/2011
Court	State Administrative Tribunal, Shimla
Subject	Pension benefits
Case Title	Daulat Ram V/S State.
Section 2 : Progre	ss Detaile Entry
Date of Progress	Case Progress Type# -SELECT-
Progress Details :	(Max. 1000 Characters)
Description of 1 1. Display o o	ields on screen: the Columns with the list following details: Case Year <i><enter></enter></i> Case nature and Number <i><select></select></i>

- Display the following details of case
- o Filing Date
- Court
- o Subject
- Case Title
- 2. Enter the Progress Details Entry as follows:
 - Date of Progress <Select>
 - Case Progress Type <Select> Case progress types such as case filed in higher court, Disposed, Hearing and Reply to be filed
 - Progress Details < Enter>
 - Is Action Required by Department If case Progress type is Disposed
 - Next hearing date
 If case Progress type is Hearing
 Reply to be filed (Within days)
 - If case Progress type is Reply to be filed
 - Reply Filed on date
 If case Progress type is Reply to be filed

3. Save

••••••	
Confirma	tion made for submission of the above details
Report/Query	How to Access:
	[e- Sanchalan] :: Reports/Queries → Court Case Reports

3.7. HEAD OFFICE

3.7.1. Demand Forward/Approve/Reject

Module No.	M-HO-	86					
Module Name	Demar	nd Forward	/Approv	/e/Reject			
User	Head C	Office					
Description	Head (Office forwa	rds/App	prove/Reject th	e recorded details	s of the Ann	ual
-	Demar	nd for Capita	al Work	s			
How to Access	[e-Sam	eeksha]:: [Demand	for Grants En	tries → Demand	Forward /	Approve
	/ Reje	ct					
Pre Process	[e-Sam	eeksha]:: [Demand	l for Grants En	tries → Demand	Generation	۱
Pre Process	Sr.No.			Mod	lule		Office
Sequence	1.	[e-Same	eksha]:	: Scheme Entr	ies → Scheme D	escription	Division
	2.	[e-Same	eksha]:	: Scheme Entr	ies → Assign Bu	dget-Head	Division
	3.	e-Same	eksha]:	: Demand for (Grants Entries \rightarrow	Demand	Division
		Generat	tion				
Input Screen:							
•							
			Subm	it Demand for Grants			
Generated By/To be For	rwarded By :						
Office Level *	IRRIGATIC	ON AND PUBLIC HEAL	.TH				
Office *	-ALL-						
Financial Year *	2012-2013	-					
Click >>>		<< Cha	inge	Reje	cted Demands (0) >>		
List of Demands To For	ward/Approv	/e/Reject					
K First Page K Prev. Page	Forwa (Before F	rd () Approve () Rej orwarding Please Ch	eck/Fill All the	Demand Amount () Char e pages of the list given)	nge Budget Head () Revoke the	Rejected Demands	Last Page
			or uge 1 o			(All amounts a	re in rupees)
All Budget Head (DmdCo Min-SMin-SOE-Bud C	ode-Maj-Smaj- ode-V/C-P/N)	Scheme		Executing Office	Submitted By	Demand Amount Ori	jinal Budget 🔺 (Prev. Year)
31-4711-01-796-01	-S00N -37-V-	2007-306-51669-C/C	D FPW to	IPH : Pooh Division	IPH : Pooh Division	214520.00	0.00
р 31-4711-01-796-01 р	-500N -37-V-	Ralang Nallah in GP Rib 2007-306-51670-C/C Avalanche at Kanam Na	oba D FPW allah in GP	IPH : Pooh Division	IPH : Pooh Division	1452.00	0.00
31-4711-01-796-01	-S00N -37-V-	2008-306-54962-FPV nallah and Khuru nallah	V Chango	IPH : Pooh Division	IPH : Pooh Division	25416.00	0.00
31-4711-01-796-01 P	-S00N -37-V-	2008-306-54963-FPV Burtum in GP Sunam	V Shangtak &	IPH : Pooh Division	IPH : Pooh Division	45220.00	0.00
31-4711-01-796-01	-S00N -37-V-	2008-306-54964-FPV Chong Nallah at Ropa	V Kechong	IPH : Pooh Division	IPH : Pooh Division	52580.00	0.00
31-4711-01-796-01 P	-500N -37-V-	2008-306-54965-FPV to Garthung upto Chang Chango	V Jamfadding ga Nallah in GP	IPH : Pooh Division	IPH : Pooh Division	23250.00	0.00
•			III				Þ
Forward To >>>	Depart	tment *	IRRIGATIO	N AND PUBLIC HEALTH			
	Office	Level *	Circle Office	e	•		
	Remar	ks	Reckong Pe	the financial Year 2011 - 2	•		
			demand for	the financial fear 2011-2	-		
					<	Forward >>]
Description of fie	elds on s	creen:					
 Departme 	ent <sele< td=""><td>ect></td><td></td><td></td><td></td><td></td><td></td></sele<>	ect>					
• Office Lev	vel <sele< td=""><td>ect></td><td></td><td></td><td></td><td></td><td></td></sele<>	ect>					

- Financial Year <Select>
- Demand Pending to Forward / Approval <Click>
 Click to get the schemes for the selected parameters that are pending for forward / approval
- Action (i. forward ii. Approve iii. Reject iv. Modify Demand Amount v. Change Budget Head vi. Revoke the Rejected Demands)

6.i If Forward is selected

Forward all pending demands to other office/department.

- Display the details in following columns:
 - Select <Check>
 - Budget Head
 - Executing Office Display the Executing Office of the Scheme
 - Submitted By
 - Demand Amount Display the Demanded amount for the selected financial year
 - Original Budget
 Display the original budget amount for the previous financial year
 Revised Budget
 - Revised Budget
 Display the revised budget amount for the previous financial year
 - Total Expenditure (Till Date) Display the total expenditure amount till date.
 - Fund Required for remaining Work
 - Display total fund amount for remaining work
 - Remarks Note related to demand of the scheme
- Select the "Forward To" details:
 - Department <Select>
 - Office Level Select Office level i.e. Circle, Zone, Head Office etc
 - Office
 - Select the Office Name to which Demand Entries are to be forwarded for approval
 - Remarks
- Forward <Click>

Display a window to add the Covering letter and Subject to the Demands.

	Forwarding		
'ou are trying to for	ward demands to Reckong Peo-IPH Circle, IRRIGATION AND PUBLIC HEALTH.		
temarks : demand t	or the financial Year 2011-2012		
Note: -1. If you wan 2. Browse co	t to attach covering letter with your demand letter,Please upload covering letter. vering letter and enter subject then press next button to proceed.		
Covering Letter (Opt	ional) C:\Users\Acer\Desktop\Pooh_IPH_2011_11_2011.pdf	Browse	(Only PDF files are allowed)
Subject	forwarding from Pooh IPH	*	
	Enclosure (List of demands) : Click here to show enclosure(pdf)		
	<< Cancel Next >>		
escription of	fields on screen:		
0	Covering Letter < <i>Click</i> >		
	Click on the browse to upload covering letter from the loo	cal corr	nputer
0	Subject		-
	•		

0	Enclosure	e(list of demands) <	Click>			
	To view lis	t of demands				
0	Next <click< td=""><td>k></td><td></td><td></td><td></td><td></td></click<>	k>				
	Display the	e following screen to	confirmation			
		Forwa	arding			
are trying to forw	ward demands to F	Reckong Peo-IPH Circle, IKRIGA	TION AND PUBLIC HEA	LIH.		
-1. If you want	to attach covering	a letter with your demand letter	Please unload covering	a letter.		
2. Browse cov	vering letter and er	nter subject then press next bu	tton to proceed.	giottori		
ring Letter (Opti	ional)			Browse (Or	nly PDF files are a	allowed)
ect				*		
				Ŧ		
	Enclo	sure (List of demands) : click h	ere to show covering le	etter Click here to show end	closure(pdf)	
	<<	Cancel Confirm >>				
	may in	clude covering letter	along with list of	f demands.		
Note: by sel be rev 6.ii If Ap	 if all the of lecting action roked by selected by selected by a selected by selected by selected by selected by selected by a sel	demands are not red on as "Reject". If th lecting action as "R is Selected ending demands	quired to be fol e demands hav evoke".	rwarded, some of ve been rejected r	them may nistakenly,	be rejec these n
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- Display the details in following columns:
 - Select <Check>
 - o Budget Head
 - Executing Office Display the Executing Office of the Scheme
 - Submitted By
 - Demand Amount
 - Display the Demanded amount for the selected financial year
 - Original Budget Display the original budget amount for the previous financial year
 Revised Budget
 - Display the revised budget amount for the previous financial year
 - Total Expenditure (Till Date)
 - Display the total expenditure amount till date.
 - Fund Required for remaining Work
 - Display total fund amount for remaining workApproval Remarks
 - Note related to demand of the scheme
- Approve <Click>

Display a window to upload the covering letter and enter subject to the demand list.

	Approving
/ou are trying to ap	prove demands.
Remarks : -N/A-	
Note: -1. If you wan	nt to attach covering letter with your demand letter,Please upload covering letter.
Covering Letter (Or	otional) C:\Documents and Settings\Mamta Sharma\Deskton\Covering Letter d. Browse (Only PDE files are allowed)
Subject	
	Enclosure (List of demands) : Click here to show enclosure(pdf)
	<< Cancel Next >>
escription of	fields on screen:
0	Covering Letter <click> Click on the browse to upload covering letter from the local computer</click>
0	Subject
0	Enclosure(list of demands) < <i>Click></i> <i>To view list of demands</i>
0	Next <click></click>
	Display the following screen to confirmation
	Approving
u are trying to appr	ove demands.
marks : -N/A-	
te: -1. If you want to 2. Browse cove	to attach covering letter with your demand letter,Please upload covering letter. ering letter and enter subject then press next button to proceed.
	nal) C:\Documents and Settings\Mamta Sharma\Desktop\Covering Letter.d Browse (Only PDF files are allowed)
overing Letter (Optio	
overing Letter (Optic	
overing Letter <mark>(Optic</mark> bject	×.
overing Letter <mark>(Optic</mark> Ibject	Enclosure (List of demands) : click here to show covering letter Click here to show enclosure(pdf)

The list of demands is approved in two formats -

1) Data list which is locked and may not be modified by any office.

2) **PDF file**, which cannot be modified but may be downloaded as record by any office. It may include covering letter along with list of demands.

Note: - if all the demands are not required to be approved, some of them may be rejected by selecting action as "Reject". If the demands have been rejected mistakenly, these may be revoked by selecting action as "Revoke".

6.iv Modify Demand Amount

User can modify demand amount before demand is Forwarded or Approved

Department *		y:				
	-ALL-		*			
Office Level *	-ALL-		_			
Office *	-ALL-		*			
Financial Year *	2012-20	013 🔻				
Click >>>		<< Change	1	Rejected Demands (0) >	>	
List of Demands I	To Forward/App	rove/Reject		*******		
Action	O Fo	rward O Approve O Reject ()	Modify Demand Amount	Change Budget Head	Pevoke the Rejected Dem	ands
	(Befor	re navigating to other page,Plea	ase save selected record	s of the page)		ianua.
🧲 First Page <mark><</mark> Pr	ev. Page	~ Pa	ge $f 1$ of $f 1$ ~ OR Go To Pa	ge Go	Next Pa	ge <mark>></mark> Last Page >
Budget Head	(DmdCada-Mai-Emai-	Cchama	Executing Office	Cubmitted By	(All am	ounts are in rupee
Min-SMin-SOE	-Bud Code-V/C-P/N)	Scheme	Executing Office	Submitted by	Demand Amount Remarks	opdate
V-P	796-01-S00N -37-	2007-306-51669-C/O FPW to Ralang Nallah in GP Ribba	IPH : Pooh Division	IPH : Pooh Division	214520.00	Update
V-P	796-01-S00N -37-	2007-306-51670-C/O FPW Avalanche at Kanam Nallah in GP	IPH : Pooh Division	IPH : Pooh Division	1452.00	Update
31-4711-01- V-P	796-01-S00N -37-	2008-306-54962-FPW Chango nallah and Khuru nallah Chango	IPH : Pooh Division	IPH : Pooh Division	25416.00	Update
V-P	796-01-S00N -37-	2008-306-54963-FPW Shangtak & Burtum in GP Sunam	IPH : Pooh Division	IPH : Pooh Division	45220.00	Update
V-P	796-01-S00N -37-	2008-306-54964-FPW Kechong Chong Nallah at Ropa	IPH : Pooh Division	IPH : Pooh Division	52580.00	Update
V-P	796-01-S00N -37-	2008-306-54965-FPW Jamfadding to Garthung upto	IPH : Pooh Division	IPH : Pooh Division	23250.00	Update
31-4711-01-	796-01-S00N -37-	2008-306-54966-FPW Yaksar	IPH : Pooh Division	IPH : Pooh Division	54540.00	Update
VP		Nalian in GP Sunnam				
• Dis 0	play the c Select	letails in followin	g columns:			
• Dis o	play the c Select	letails in followin	g columns:			
• Dis 0	play the c Select Budget l	letails in followin Head	g columns:			
• Dis 0 0	play the c Select Budget Scheme	letails in followin Head	g columns:			
• Dis 0 0	play the c Select Budget Scheme Executir <i>Display th</i>	letails in followin Head ng Office ne Executing Office	g columns: e of the Schen	пе		
• Dis 0 0 0	play the c Select Budget I Scheme Executir <i>Display th</i> Submitte	letails in followin Head ng Office <i>ne Executing Offic</i> e ed By	g columns: e of the Schen	ne		
 Dis 0 0	play the o Select Budget I Scheme Executir <i>Display th</i> Submitte Demanc <i>Display t</i>	letails in followin Head ng Office ne Executing Office ed By d Amount <i><displa< i=""> <i>he Demanded am</i></displa<></i>	g columns: e of the Schen by/Edit> rount for the se	ne elected financial y	/ear that can be	e modified
 Dis 0 0	play the o Select Budget I Scheme Executir Display th Submitte Demano Display t Remark Display th	letails in followin Head ang Office and Executing Offica ed By d Amount <i><displa< i=""> the Demanded am s and entered Remark</displa<></i>	g columns: e of the Schen by/Edit> count for the se	ne elected financial y	/ear that can be	e modified

JSV UM Ver 1.0

		Subm	it Demand for Grants			
ene	rated By/To be Forwarded By	/:				
Depa	artment * -ALL-		-			
Office	e Level * -ALL-		÷			
Office	e* -ALL-					
Financial Year * 2012-2013						
Click >>>		<< Change	Reje	cted Demands (0) >>		
list	of Demands To Forward/App	rove/Reject		****	****************	
KCTION	n 💿 For (Budge irst Page < Prev. Page	ward () Approve () Reject () Modify It Head for only one demand(on curr ~ Page 1 o	 Demand Amount Chan rent page) can be changed f 1 ~ OR Go To Page 	ige Budget Head	Rejected Demands	Last Page >
					(All amounts	s are in rupees
	Budget Head (DmdCode-Maj-Smaj Min-SMin-SOE-Bud Code-V/C-P/N	- Scheme	Executing Office	Submitted By	Demand Amount	Original Budge (Prev. Year
	31-4711-01-796-01-S00N -37-\ P	 2007-306-51669-C/O FPW to Ralang Nallah in GP Ribba 	IPH : Pooh Division	IPH : Pooh Division	214520.00	
		2007 200 E1020 C/O EDW	IPH : Pooh Division	IPH : Pooh Division	1452.00	
	31-4711-01-796-01-S00N -37-\ P	Avalanche at Kanam Nallah in GP Kanam			1402.00	
	31-4711-01-796-01-500N -37-\ P 31-4711-01-796-01-500N -37-\ P	Avalanche at Kanam Nallah in GP Kanam 2008-306-54962-FPW Chango nallah and Khuru nallah Chango.	IPH : Pooh Division	IPH : Pooh Division	25416.00	
	31-4711-01-796-01-SOON -37-\ P 31-4711-01-796-01-SOON -37-\ P 31-4711-01-796-01-SOON -37-\ P	Avalanche at Kanam Nallah in GP Kanam 2008-306-54962-FPW Chango nallah and Khuru nallah Chango. 2008-306-54963-FPW Shangtak & Burtum in GP Sunam	IPH : Pooh Division IPH : Pooh Division	IPH : Pooh Division IPH : Pooh Division	25416.00	
	31-4711-01-796-01-S00N -37-\ P 31-4711-01-796-01-S00N -37-\ 31-4711-01-796-01-S00N -37-\ P 31-4711-01-796-01-S00N -37-\ P	2009-306-316/01-00 FPW Kanam Xoalancha at Kanam Nallah in GP Kanam 2008-306-54962-FPW Chango nallah and Khuru nallah Chango. 2008-306-54963-FPW Shangtak & Burtum in GP Sunam 2008-306-54964-FPW Kachong Chong Nallah at Roga	IPH : Pooh Division IPH : Pooh Division IPH : Pooh Division	IPH : Pooh Division IPH : Pooh Division IPH : Pooh Division	25416.00 45220.00 52580.00	
	31-4711-01-796-01-SOON -37-\ P 31-4711-01-796-01-SOON -37-\ P 31-4711-01-796-01-SOON -37-\ P 31-4711-01-796-01-SOON -37-\ P	2009-306-54962-FPW Chango Avalanche at Kanam Nallah in GP Kanam 2008-306-54962-FPW Chango nallah and Khuru nallah Chango. 2008-306-54963-FPW Shangtak & Burtum in GP Sunam 2008-306-54965-FPW Jamfadding to Garthung upto Chango Nallah in GP Chango	IPH : Pooh Division IPH : Pooh Division IPH : Pooh Division IPH : Pooh Division	IPH : Pooh Division IPH : Pooh Division IPH : Pooh Division IPH : Pooh Division	25416.00 45220.00 52580.00 23250.00	
	31-4711-01-796-01-S00N -37-\ P 31-4711-01-796-01-S00N -37-\ P 31-4711-01-796-01-S00N -37-\ 9 31-4711-01-796-01-S00N -37-\ P 31-4711-01-796-01-S00N -37-\ P	2009-306-34962-FPW Chango nallah and Khuru nallah Chango 2008-306-54962-FPW Chango nallah and Khuru nallah Chango 2008-306-54963-FPW Shangtak & Burtum in GP Sunam 2008-306-54964-FPW Kachong Chong Nallah at Ropa 2008-306-54965-FPW Jamfadding to Garthung upto Changa Nallah in GP Chango 2008-306-54966-FPW Vaksar	IPH : Pooh Division IPH : Pooh Division IPH : Pooh Division IPH : Pooh Division IPH : Pooh Division	IPH : Pooh Division IPH : Pooh Division IPH : Pooh Division IPH : Pooh Division IPH : Pooh Division	25416.00 45220.00 52580.00 23250.00	

- Display the details in following columns:
 - Select <Check> Select to Change the Budget Head
 - o Budget Head
 - o Scheme
 - Executing Office Display the Executing Office of the Scheme
 - o Submitted By
 - Demand Amount Display the Demanded amount for the selected financial year
 - Original Budget Display the original budget amount for the previous financial year
 - Revised Budget Display the revised budget amount for the previous financial year
 - Total Expenditure (Till Date) Display the total expenditure amount till date.
 - Fund Required for remaining Work Display the total fund amount for remaining work
 - Remarks
- Display the following Screen to Change the Budget Head:

Change Budget Head					
Selected Demand					
Financial Year	2012-2013				
Department & Executing Office	IPH : Pooh Division				
Scheme	2008-306-54962-FPW Chango nallah and Khuru nallah Chango.				
Current Budget Head	Jrrent Budget Head 31-4711-01-796-01-S00N -37-V-P (Dmd-Maj-Smaj-Min-SOE-BUD CODE-V/C-P/N)				
New Budget Head to Assign >>>					
Demand Number*	00No Demand Code 🔹				
Head Type*	-SELECT-				
Voted/Charged *					
Plan/Non Plan*	Plan O Non Plan				
Account Sub Head* (Maj-SMaj-Min-Smin-BudCode-SOE)	-SELECT-				
	<< Save	>>			

- Display the details of Selected Demand:
 - Financial Year
 - o Department & Executing Office
 - o Scheme
 - Current Budget Head Display the Current Budget Head that needs to be changed
- Select the Following to Assign the New Budget head:
 - Demand Number
 - Head Type
 - Voted / Charged
 - Plan / Non Plan
 - Account Sub-Head
 Major Head Sub Major Head Minor Head Sub Minor Head Budget Code SOE
- Save <Click>

Click to replace the old budget head with the selected Budget Head

Report/Query	How to Access:
	[e- Sameeksha] :: Queries → General Query
	[e- Sameeksha] :: Queries \rightarrow Progress Summery \rightarrow Demand /Budget
	/Expenditure
	[e- Sameeksha] :: Queries $ ightarrow$ Demand /Budget /Expenditure
	[e- Sameeksha] :: Queries \rightarrow Demand for Grants
	[e- Sameeksha] :: Reports \rightarrow Demand for Grants \rightarrow Head Wise
	[e- Sameeksha] :: Reports \rightarrow Demand for Grants \rightarrow Scheme Wise
	[e- Sameeksha] :: Reports $ ightarrow$ Demand for Grants $ ightarrow$ Department Wise

3.7.2. Contractor Registration

Module No.	М-НО – 87
Module Name	Contractor Registration

	Head Office					
Description	Head Office user records and maintains the details of the Contractors					
How to Access	[Works MIS]:: HO/Zone/Circle → Contractor Registration					
Pre Process	[Works MIS]:: Sub Division Entries \rightarrow Vouchers (SD) \rightarrow Receipt					
	[Receipt of Fee for- New/Renewal/ Upgrade/Change Other Information]					
Input Screen:						
	Contractor Desistration					
	Contractor Registration					
O Manual to	Online (Backlog)					
O New/Beng						
O New/Rene	wai/opgrade/change other Information					
O Black List						
Description of fie	elds on screen:					
Display the fol	lowing options to register the contractor:					
A. Man	ual to Online (Backlog) < <i>Click</i> >					
B. New/Renewal/Upgrade/Change Other Information < <i>Click</i> >						
	interior and oppreder of angle of the interior and the					
C. Black	k List < <i>Click></i>					
C. Blac	k List < <i>Click</i> >					
C. Black	k List < <i>Click></i>					
C. Black A. Manual to This option	k List < <i>Click></i> o Online (Backlog) o is selected when the Contractor is already registered through manual process an					
C. Black A. Manual to This option needs to R	k List < <i>Click></i> o Online (Backlog) o is selected when the Contractor is already registered through manual process an egister in online system for making the department process online.					
C. Black A. Manual to This option needs to R	k List < <i>Click></i> O Online (Backlog) In is selected when the Contractor is already registered through manual process an egister in online system for making the department process online.					
C. Blac A. Manual to This option needs to R	k List < <i>Click</i> > o Online (Backlog) o is selected when the Contractor is already registered through manual process an egister in online system for making the department process online.					
C. Blac A. Manual to This option needs to R On Click o Registratio	k List < <i>Click</i> > O Online (Backlog) or is selected when the Contractor is already registered through manual process an egister in online system for making the department process online. Of Manual to Online (Backlog), Display the following screen for Contractor					
C. Blac A. Manual to <i>This option</i> <i>needs to R</i> On Click o Registratio	k List <i><click></click></i> o Online (Backlog) o is selected when the Contractor is already registered through manual process an egister in online system for making the department process online. of Manual to Online (Backlog), Display the following screen for Contractor on:					
C. Blac A. Manual to <i>This option</i> <i>needs to R</i> On Click o Registratio	k List < <i>Click</i> > o Online (Backlog) o is selected when the Contractor is already registered through manual process an egister in online system for making the department process online. of Manual to Online (Backlog), Display the following screen for Contractor on:					
C. Blac A. Manual to <i>This option</i> <i>needs to R</i> On Click o Registratio	k List < <i>Click</i> > Online (Backlog) <i>a is selected when the Contractor is already registered through manual process an egister in online system for making the department process online.</i> Of Manual to Online (Backlog), Display the following screen for Contractor on: Contractor Registration All fields marked # are mandatory					
C. Blac A. Manual to <i>This option</i> <i>needs to R</i> On Click o Registratio	k List < <i>Click</i> > o Online (Backlog) o is selected when the Contractor is already registered through manual process an egister in online system for making the department process online. of Manual to Online (Backlog), Display the following screen for Contractor con: Contractor Registration All fields marked # are mandatory Contractor Registration (Manual to Online) Update Contractor Record < Back					
C. Blac A. Manual to <i>This option</i> <i>needs to R</i> On Click o Registratio	k List < <i>Click></i> o Online (Backlog) o is selected when the Contractor is already registered through manual process an egister in online system for making the department process online. of Manual to Online (Backlog), Display the following screen for Contractor con: Contractor Registration All fields marked \$ are mandatory Contractor Registration [Update Contractor Record] < Back					
C. Blac A. Manual to <i>This option</i> <i>needs to R</i> On Click o Registratio	k List < <i>Click></i> o Online (Backlog) o is selected when the Contractor is already registered through manual process an egister in online system for making the department process online. of Manual to Online (Backlog), Display the following screen for Contractor con: Contractor Registration All fields marked # are mandatory Contractor Registration (Manual to Online) Update Contractor Record < Back d					
C. Black A. Manual to <i>This option</i> <i>needs to R</i> On Click of Registration 1. Registration Id Online Registration Id Online Registration D Manual Registration D	k List < <i>Click></i> o Online (Backlog) o is selected when the Contractor is already registered through manual process an egister in online system for making the department process online. of Manual to Online (Backlog), Display the following screen for Contractor con: Contractor Registration All fields marked # are mandatory Contractor Registration (Manual to Online) Update Contractor Record < Back d ate					
C. Blac A. Manual to <i>This option</i> <i>needs to R</i> On Click of Registration I. Registration Id Online Registration D Manual Registration D	k List < <i>Click</i> > o Online (Backlog) o is selected when the Contractor is already registered through manual process an egister in online system for making the department process online. of Manual to Online (Backlog), Display the following screen for Contractor con: Contractor Registration All fields marked # are mandatory Contractor Registration (Manual to Online)					
C. Blac A. Manual to <i>This option</i> <i>needs to Re</i> On Click of Registration 1. Registration Id Online Registration Id Online Registration Id Manual Registration D Manual Registration D	k List < <i>Click></i> o Online (Backlog) o is selected when the Contractor is already registered through manual process an egister in online system for making the department process online. of Manual to Online (Backlog), Display the following screen for Contractor on: Contractor Registration All fields marked # are mandatory Contractor Registration (Manual to Online) Update Contractor Record < Back d ate by D D D D D D D D D					
C. Blac A. Manual to <i>This option</i> <i>needs to R</i> On Click of Registration I. Registration Id Online Registration D Manual Registration D Manual Registration D Manual Registration D	k List < <i>Click</i> > o Online (Backlog) o is selected when the Contractor is already registered through manual process an egister in online system for making the department process online. of Manual to Online (Backlog), Display the following screen for Contractor on: Contractor Registration All fields marked # are mandatory Contractor Registration (Manual to Online)					
C. Blac A. Manual to <i>This option</i> <i>needs to Re</i> On Click of Registration I. Registration Id Online Registration Id Online Registration In Manual Registration Manually Registered I 2. Class of Contractor Contractor Category	k List < <i>Click></i> o Online (Backlog) o is selected when the Contractor is already registered through manual process an egister in online system for making the department process online. of Manual to Online (Backlog), Display the following screen for Contractor on: Contractor Registration All fields marked # are mandatory Contractor Registration (Manual to Online)					
C. Blac A. Manual to This option needs to Re On Click of Registration 1. Registration Id Online Registration Id Online Registration Id Online Registration Id Manual Registration I Manual Registration I Manual Registration I Manual Registration I A Registration Id Online Registration Id Online Registration Id Manual Registration Id A Registration Id Contractor Category	k List < <i>Click></i> o Online (Backlog) o is selected when the Contractor is already registered through manual process an egister in online system for making the department process online. of Manual to Online (Backlog), Display the following screen for Contractor on: Contractor Registration All fields marked ≠ are mandatory Contractor Registration (Manual to Online)					

4. Personal Details						
Contractor Name=						
Father's Name #						
Qualification#						
Present Address#		A				
	(Max, 300 Characters)	<u>×</u>				
Permanent Address#	(Max 300 Characters)					
		×				
Nationality	(Max. 300 Characters)					
Report No. *						
Mobile No.=						
Mobile No.=						
Email Id						
PAN NO.#						
PPF Account No.						
Bank/P.O. Account Detail#	Account No					
	Bank/PO NameSELECT-	· · · · · · · · · · · · · · · · · · ·				
Sale Tax No.#						
Work Experience						
work experience		<u>~</u>				
	(May 1000 Characters)	~				
Contractor Photo to Upload	(Max. 1000 Characters)	Browse				
C. Durafa Attached		(Ima	ge FormatioPG)			
5. Proofs Attached						
Amdavit from the Engine	sers					
	roperty with there current Market value					
Affidavit of Machinery						
Bank Balance Certificate						
Copy of Electrical Licenc	e					
Copy of Power of Attorn	ey					
Attested Copy of Pan Ca	ird					
Copy of Partnership of D	Deed					
Attested Copy Previous	of Registration					
Detail of Engineering Sta	ff					
Experience Certificate						
GST/ CST Certificate] GST/ CST Certificate					
Income Tax Clearance C	Certificate for latest Assessment Year					
Medical Certificate] Medical Certificate					
Police Verification Certifi	cate					
Registration Certificates	of Machinery					
Work done Certificate Fo	or Upgradation					
		Save	Reset			
Departmention of fields						
1. Display the fol ○ Online I ○ Online I By defau	lowing Details: Registration ID <i><auto gen=""></auto></i> Date <i><auto gen=""></auto></i> Ilt display the Current Date					
2 Enter Manual R	egistration No <i><enter></enter></i>					

Need to enter only for the manual registration made first time online

- 3. Enter Manual Registration Date <*Enter*> Need to enter only for the manual registration made first time online
- 4. Enter Manually Registered by *<Enter>* Name of the Office where registration made
- 5. Select Contractor Category Display the list of Contractor Categories i.e., Civil, Electrical, Mechanical
- 6. Select Class of Contractor Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D
- 7. Enter Registration Valid Date Up to < Enter>
- 8. Enter the following Personal Details of the Contractor:
 - Contractor Name < Enter>
 - Father's name < Enter>
 - Qualification <*Enter*>
 - Present Address <*Enter*>
 - Permanent Address < Enter>
 - Nationality <*Enter*>
 - Phone No. < Enter>
 - Mobile No. <Enter>
 - o PAN No. <Enter>
 - PPF Account No. <*Enter*>
 - Enter following Bank/P.O. Account Details:
 - i. Account No. < Enter>
 - ii. Select Bank/PO Name Display the Bank names i.e., HDFC, ICICI, State Bank of India, State Bank of Patiala, Others if any
 - iii. Enter Bank/PO Address < Enter>
 - Sale Tax No. *<Enter>*
 - Work Experience < Enter>
 - Upload Photo
- 9. Check proofs submitted from the following:
 - Affidavit from the Engineers
 - o Affidavit of Immovable Property with their current Market Value
 - Affidavit of Machinery
 - Bank Balance Certificate
 - Copy of Electrical License
 - Copy of Power of Attorney
 - Attested Copy of Pan Card
 - Copy of Partnership of Deed
 - Attested Copy Previous of Registration
 - o Detail of Engineering Staff
 - Experience Certificate
 - GST/ CST Certificate
 - Income Tax Clearance Certificate for latest Assessment Year
 - o Medical Certificate
 - Police Verification Certificate
 - Registration Certificates of Machinery
 - Work done Certificate For Up gradation

- 10. Save <Click> Confirmation made to save the above entries
- 11. Reset <*Click*>
- 12. Verify *<Click> Confirmation made to verify the above entries*
- B. New/Renewal/Upgrade/Change Other Information

This option is selected when the Contractor is to be Registered through online process or Renewal, Upgradation or any other information is to be changed. The Contractor deposits the specified amount for this at Sub-Division / Division office

On Click of Man New/Renewal/Upgrade/Change Other Information, Display the following screen:

Contractor Registration						
OManua	l to Online (Backlog)					
• New/R	enewal/Upgrade/Change Otl	ner Information				
O Black I	list					
Transactio	n Fees Deposited At	Receipt Number	Receipt Date	OnlineId	Contractor Name	
Renewal	Theog Sub Division	2011/3/12	14/03/2011	4272	Madan Singh	Select
Renewal	Theog Sub Division	2011/3/20	15/03/2011	934	Balbir Chauhan	Select
Renewal	Sainj Sub Division	2011/3/33	17/03/2011	1724	Sh.Deep Ram Chuhan	Select
Renewal	Sainj Sub Division	2011/3/35	17/03/2011	1128	P.C Rajta	Sclickt
Renewal	Sainj Sub Division	2011/3/37	17/03/2011	2576	Shyam Singh.	Select
Renewal	Matiana Sub Division	2011/3/5	18/03/2011	1904	Madan Singh	Select
Renewal	Koti Sub Division	2011/3/8	19/03/2011	4347	Sh. Daya Nand Rajta	Select
Renewal	Matiana Sub Division	2011/3/18	21/03/2011	1796	Joginder Singh	Select
Renewal	Matiana Sub Division	2011/3/20	21/03/2011	6	Shri Parkash Chandel	Select
Renewal	Matiana Sub Division	2011/3/25	24/03/2011	1	Shri Mohinder Singh Chandel	Select
Renewal	Shimla No. 1 Sub Division	2011/3/152	26/03/2011	1862	Sohan Lal	Select

- 1. Display the details in grid:
 - Transaction Display transaction types i.e., New, Renewal or Upgradation, for which receipt fee deposited by the contractor
 - Fee Deposited At Office at which the receipt is deposited by contractor
 - Receipt Number
 - Receipt Date
 - Online Id Online Registration Id of Contractor. Display Online Id- 0, for New Transaction
 - Contractor Name
• Select <click> Click to enter the details

Display the following screen for entry :

	Contractor Registration	
	All fields marked # are mandato	ry
	Contractor Registration - Renewal Volume Volume Contractor Record Section - Renewal	
1. Registration Id		_
Online Registration Id	4347	•
Online Registration Date	28/03/2011	
Manual Registration No.	IPH-SE-WS-Enlistment of Class "D"/2008-09-2283-233	
Manual RegistrationDate	03/06/2009	
Manually Registered By	S.E. IPH Circle, Shimla-9	
2. Class of Contractor		
Contractor Category#	-SELECT- Contractor Class# -SELECT- Add More	
Category Class	OnlineRegisteredByOffice OnlineRegisteringDate Delete	
3. Registration Validity		
ValidUp To#	03/11/2013	
4 Personal Details		
Contractor Name	Sh. Dava Nand Paita	
Contractor Name=	Sh. Daya Nahu Rajta	
Pather's Name #		
Qualification#		
Present Address=	(Max, 300 Characters)	
Permanent Address#	Village Daushori, P.O. Nagan, Tehsil Kot Khai Distt. Shimla(HP)	
	(Max. 300 Characters)	
Nationality#	Indian	
Phone No.#	Nil	
Mobile No.#	94183-4441	
Email Id		
PAN No.#	AQOPR1022P	
PPF Account No.		
Bank/P.O. Account Detail#	Account No	
	Bank/PO NameSELECT-	
	Bank/PO Address	
	Bank Ac.No. Bank Id Bank Address Delete	
	730 Other Khaltu Nallah, Tehsil Kot Khai, Distt. Shimla	
Sale Tax No.#	A/F	
Work Experience		
Contractor Photo to Unload	(Max. 1000 Characters)	
Contractor Photo to Opioad	Browse (Image Format: JPG)	

5. Proofs A	ttached		
Affidav	vit from the Engineers		
Affidav	it of Immovable Property with there current Market Value		
Affidav	vit of Machinery		
🖌 Bank B	Balance Certificate		
Сору о	of Electrical Licence		
Сору о	of Power of Attorney		
Atteste	ed Copy of Pan Card		
	of Partnership of Deed		
Atteste	d Copy Previous of Registration		
Detail o	of Engineering Staff		
Experie	ence Certificate		
	a Tax Clearance Certificate for latest Assessment Vear		
	Creating Control Continuate for fatest Assessment fear		
	In Certificate		
Police \			
Registr	ration Certificates of Machinery		
Work d	done Certificate For Upgradation		
		Save	Reset
1. Dis	 splay the following Details: Online Registration ID <auto gen=""> Auto Generate the Registration Id for New Transac</auto> Online Date <auto gen=""></auto> 	ction Type	
 Dis 2. Mar 3. Mar 4 Mar 	 splay the following Details: Online Registration ID <<i>Auto Gen</i> > <i>Auto Generate the Registration Id for New Transac</i> Online Date <<i>Auto Gen</i>> <i>By default display the Current Date</i> nual Registration No. nual Registration Date 	ction Type	
 Dis 2. Mar 3. Mar 4. Mar 5. Con <i>Disp</i> 	 splay the following Details: Online Registration ID <auto gen=""> Auto Generate the Registration Id for New Transact</auto> Online Date <auto gen=""> By default display the Current Date</auto> nual Registration No. nual Registration Date nual Registration Date 	ction Type I, Mechanical	
 Dis 2. Mar 3. Mar 4. Mar 5. Con Disp 6. Class Disp 	 splay the following Details: Online Registration ID <auto gen=""> Auto Generate the Registration Id for New Transact</auto> Online Date <auto gen=""> By default display the Current Date</auto> nual Registration No. nual Registration Date nually Registered by ntractor Category olay the list of Contractor Categories i.e., Civil, Electrical polay the list of Contractor Categories i.e., Class A, Class 	ction Type I, Mechanical s B, Class C, Class	s D
 Dis 2. Mar 3. Mar 4. Mar 5. Con <i>Disp</i> 6. Class <i>Disp</i> 7. Reg 	 splay the following Details: Online Registration ID <auto gen=""> Auto Generate the Registration Id for New Transact</auto> Online Date <auto gen=""> By default display the Current Date</auto> nual Registration No. nual Registration Date nually Registered by ntractor Category olay the list of Contractor Categories i.e., Civil, Electrical polay the list of Contractor Categories i.e., Class A, Class 	ction Type I, Mechanical s B, Class C, Class	зD
 Dis 2. Mar 3. Mar 4. Mar 5. Con Disp 6. Class Disp 7. Reg 8. Ente Disp 	 splay the following Details: Online Registration ID <<i>Auto Gen ></i> <i>Auto Generate the Registration Id for New Transac</i> Online Date <<i>Auto Gen ></i> <i>By default display the Current Date</i> nual Registration No. nual Registration Date nually Registered by ntractor Category olay the list of Contractor Categories i.e., Civil, Electrical ss of Contractor play the list of Contractor Categories i.e., Class A, Class gistration Valid Date Up to er/Display the following Personal Details of the Collay in case of Renewal / Upgradation / Change other in 	ction Type I, Mechanical s B, Class C, Class ontractor: nformation	зD

Phone No. 0

_

- Mobile No.
- PAN No.
- PPF Account No.
- Enter following Bank/P.O. Account Details:
 - i. Account No.
 - ii. Bank/PO Name Display the Bank names i.e., HDFC, ICICI, State Bank of India, State Bank of Patiala, Others if any
 - iii. Bank/PO Address < Enter>
- o Sale Tax No.
- Work Experience
- Upload Photo
- 9. Check proofs submitted from the following:
 - Affidavit from the Engineers
 - o Affidavit of Immovable Property with their current Market Value
 - Affidavit of Machinery
 - o Bank Balance Certificate
 - Copy of Electrical License
 - Copy of Power of Attorney
 - Attested Copy of Pan Card
 - Copy of Partnership of Deed
 - Attested Copy Previous of Registration
 - o Detail of Engineering Staff
 - Experience Certificate
 - o GST/ CST Certificate
 - o Income Tax Clearance Certificate for latest Assessment Year
 - Medical Certificate
 - o Police Verification Certificate
 - Registration Certificates of Machinery
 - Work done Certificate For Up gradation

10. Save

Confirmation made to save the above entries

- 11. Reset
- 12. Verify

Confirmation made to verify the above entries

C. Black List

This option is selected when an administrative penalty disqualify a contractor (due to certain reasons) from participating in any government procurement for a given period

On Click of Black List, Display the following screen:

JSV UM Ver 1.0

	Contractor Registration
	All fields marked # are mandatory
4 B 1 4 1 41	Contractor Registration - Black Listing V Update Contractor Record < Back
1. Registration Id	
Online Registration Id	100
Online Registration Date	26/11/2007
Manual Registration No.	5756-5826
Manual RegistrationDate	09/08/2006
Manually Registered By	CE South Zone Shimla-1
2. Class of Contractor	
Contractor Category#	-SELECT- Contractor Class# -SELECT- Add More
Category Class	OnlineRegisteredByOffice OnlineRegisteringDate Delete
Civil Contractor A	Head Office 26/11/2007
3. Registration Validity	31/03/2009
validup to#	57,00,2007
4. Personal Details	
Contractor Name=	Vinod Chauhan
Father's Name #	
Qualification=	Civil Engg. Degree
Present Address≠	S/O Sh.Mohan Singh Chauhan.Chauhan Villa near PG Collage
Permanent Address=	S/O Sh.Mohan Singh Chauhan.Chauhan Villa near PG Collage Solan HP.
Nationality#	Indian
Phone No.#	94181-09208 and 951792-229196
Mobile No.#	
Email Id	
PAN No *	N/A
PRE Account No.	
Bank/P.O. Account Detail#	
	Bank/PO Name -SELECT-
	Bank/PO Address
	Bank Ac,No. Bank Id Bank Address Delete
	N/A Other Jogindra Central Co-Operative Bank Solan
Sale Tax No.#	N/A
Work Experience	N/A
	(Max. 1000 Characters)
Contractor Photo to Upload	Browse (Image Format: JPG)
Black Listed By	
Reason for Black Listing≠	(Max 200 Characters)
	Black List Reset
Description of fields or	ו screen:
1. Online Regist	ration ID < Enter> & get details of Contractor:

2. Online Date

3. Manual Registration No.

- 4. Manual Registration Date
- 5. Manually Registered by Name of the Office where registration made
- 6. Contractor Category Display the list of Contractor Categories i.e., Civil, Electrical, Mechanical
- 7. Class of Contractor Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D
- 8. Registration Valid Date Up to
- 9. Display the following Personal Details of the Contractor:
 - Contractor Name
 - Father's name
 - Qualification
 - Present Address
 - Permanent Address
 - Nationality
 - Phone No.
 - Mobile No.
 - PAN No.
 - PPF Account No.
 - Bank/P.O. Account Details:
 - i. Account No.
 - ii. Bank/PO Name
 - iii. Enter Bank/PO Address < Enter>
 - Sale Tax No.
 - Work Experience
 - Upload Photo
- 10. Black Listed By
 - Reason for Black Listing <*Enter*> Enter Reasons for Blacking the Contractor
- 11. Black List Confirmation made to Black List the contractor

Business	Verification user verifies the details of the contractor
Rules	
Report/Query	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Contractor Reports \rightarrow Contractor
	Registration Details
	[e- Sanchalan] :: Reports/Queries \rightarrow Contractor Reports \rightarrow Contractor
	Identification Card

3.7.3. Court Cases

Module No.	М-НО- 88
Module Name	Case Filing (Court Cases)
User	Head Office
Description	Entry of cases filed in various Courts relation to the Head Office
How to Access	[Works MIS] :: HO/Zone/Circle → Case Filing
Post Process	[Works MIS] :: HO/Zone/Circle → Progress Details
Input Screen:	
	Court Cases : Case Filing
For new case enter the	te details and click on save button & for updation/verification click here>>>Update Case Details
Court #	-SELECT COURT-
Case Year #	Nature # Number #
Filing Date #	29/10/2011
(If Any)	Get
Subject #	-SELECT SUBJECT-
Case Title #	(May 150 Charactery)
Case	(Max. 150 Characters)
Description#	
l	(Max. 1000 Characters)
Section 2: Party De	atails
Department As #	
Respondent Detail	5
Select Type # -SE	ELECT- Online Id(If Any) Get
Name #	(Max. 50 Characters)
Address #	(Max. 150 Characters)
Section 3: Advocat	te Details
Respondent Advoc	rate and a second se
Name #	(Max. 50 Characters)
Address #	
	(Max. 150 Characters)
Appellant Advocat	
Address #	(Max. 50 Characters)
Aug 633 #	(Max. 150 Characters)
	Save verify
Departmention of f	
Description of fi	eius on screen:
1 Dienlay	the Case Details:
. ⊡ispidy ○ (Court <select></select>
0 N	Nature <select></select>
o N	Number < <i>Enter</i> >
o (Case Year <i><enter></enter></i>

3.7.3.1. Case Filing (Court Cases)

- Filing Date <Select>
- Old Appeal no. (If any) <Select>
- Subject <Select>
- Case Title <*Enter*>
- Case Description < Enter>
- 2. Display the Party details:
 - Department as Appellant or Respondent <Select>
 - If department is selected as Appellant, Enter the following Respondent details:
 - Select type
 - Select the type of Respondent i. e., Employee, Contractor etc.
 - Online Id (If any) Enter the online no. i.e., Employee code for Employee and Online Contractor Id for Contractor
 - o Name <Enter>
 - o Address <Enter>

If department is selected as Respondent, Enter the following Appellant details:

- Select type
 - Select the type of Appellant i. e., Employee, Contractor etc.
- Online Id (If any)

Enter the online no. i.e., Employee code for Employee and Online Contractor Id for Contractor

- Name <Enter>
- Address <Enter>
- 3. Advocate detail Entry:

Respondent Advocate Entry

- Name <Enter>
- Address <Enter>

Appellant Advocate Entry

- Name < Enter >
- Address <Enter>
- 4. Save

Confirmation made for submission of the above details

Report/Query	How to Access:
	[e- Sanchalan] :: Reports/Queries \rightarrow Court Case Reports

3.7.3.2. Progress Details (Court Cases)

Module No.	M-HO- 89
Module Name	Progress Details (Court Case)
User	Head Office
Description	Entry of Progress details for after a case is filed.
How to Access	[Works MIS] :: HO/Zone/Circle → Court Cases → Progress Details
Pre Process	[Works MIS] :: HO/Zone/Circle → Case Filing

Input Sc	reen:	
		Court Case : Progress Details
Section 1	: Select Ca	ase
Case Year	#	2003 Change Year Case Nature and Number # OA : 65/2003
Filling Da	te	17/01/2011
Court		State Administrative Tribunal, Shimla
Subject		Pension benefits
Case Inte	Duesauses	Daulat Ram V/S State.
Date of P	Progress	S Detaile Entry
Progress	ogress # Details #	(Max. 1000 Characters)
		Save
1. E	Display t	the Columns with the list following details: Case Year <i><enter></enter></i> Case nature and Number <i><select></select></i> <i>Inay the following details of case</i> Filing Date Court Subject Case Title
2. E	Enter the o C o C be file o Is If o F If o F If	e Progress Details Entry as follows: Date of Progress <i>Select></i> Case Progress Type <i>Select></i> Case progress types such as case filed in higher court, Disposed, Hearing and Reply to ed Progress Details <i>Enter></i> s Action Required by Department f case Progress type is Disposed Next hearing date f case Progress type is Hearing Reply to be filed (Within days) f case Progress type is Reply to be filed Reply Filed on date f case Progress type is Reply to be filed
3. S	ave Confirma	tion made for submission of the above details
Report/C	Querv	How to Access:
•	,	[e- Sanchalan] :: Reports/Queries → Court Case Reports

3.7.4. Add/Edit Water Bill Rates

lodule No.	M-HO- 89)			
/lodule Name	Add/Edit	water bill ra	tes		
Jser	Head Office				
Description	Head office user enters the rates of water consumption in the beginning of				
	financial y	/ear. Water	consumptio	on rates are raised arc	ound 10% every year b
	the govt.	of HP.			
low to Access	[Works M	IS] :: HO/Z	one/Circle -	→ Water Bill → Add/E	dit water bill rates
nput Screen:					
		Ad	ld/Edit Water Bill	Rates	
Financial Year		2019 2020		7	
		2019-2020	~]	
Connection Type (R	URAL Area)	Rate		Minimum rate/month (Rs.)	Surcharge (%)
Domestic (With Met	ter): #	13.86	/kl	13.86	10.00
Domestic (Without	Meter): #	34.54	/Month	34.54	10.00
Domestic (Defunct I	Meter): #	100.00	/Month	100.00	10.00
Commercial (With M	leter): #	27.71	/k1	100.00	10.00
Commercial (Withou	ut Meter): #	348.00	/Month	348.00	10.00
Commercial (Defund	ct Meter): #	348.00	/Month	348.00	10.00
Connection Type (U	RBAN Area)	Rate		Minimum rate/month (Rs.)	Surcharge (%)
Domestic (With Met	ter): #	13.86	/kl	13.86	10.00
Domestic (Without	Meter): #	137.47	/Month	137.47	10.00
Domestic (Defunct I	Meter): #	137.47	/Month	137.47	10.00
Commercial (With M	leter): #	27.71	/kl	27.71	10.00
Commercial (Withou	ut Meter): #	348.00	/Month	348.00	10.00
Commercial (Defund	ct Meter): #	348.00	/Month	348.00	10.00
				Update	Verify
escription of fi	ields on scr	een.			
1. Financia	al Year <se< td=""><td>lect></td><td></td><td></td><td></td></se<>	lect>			
Display	the followin	ig fields on	the screen:		
Enter the	Data Minin	auna vata / M	anth and Cu	vehave far Duvel Aven C	Servestion Turner
	Domestic (V	<i>num rate / M</i> Nith meter)	onth and Sul	charge for Rural Area C	onnection Type:
0 [Domestic (V	Vithout met	er)		
0	Domestic (V	Vith defunc	t meter)		
o (Commercia	I (With mete	er)		
0 (Commercia	I (Without n	neter)		
0 (Commercia	I (With defu	nct meter)		
Enter the	e Rate. Minin	num rate / M	onth and Su	rcharge for Urban Area (Connection Type:
o [Domestic (V	Vith meter)			
ο [Domestic (V	Vithout met	er)		
0	Domestic (V	Vith defunc	t meter)		
o (Commercia	I (With mete	er)		

- Commercial (Without meter)
- Commercial (With defunct meter)
- 2. Save

Confirmation made for submission of the above details

3.7.5. SOP Return

3.7.5.1. Generate Common Serial Number (SOP)

Module No.	М-НО- 89				
Module Name	Generate Common Serial Number (SOP)				
User	Head Office				
Description	Description Head office generates the common serial number for SOP Schemes. After the entry of SOP scheme return made by all the divisions, common serial number is generated by Head office user for SOP return.				
How to Access	[Works MIS] :: HO/Zone/Circle \rightarrow SOP return \rightarrow Generate Common Serial				
	Number (SOP)				
Input Screen:					
	Generate Commom Serial Number(SOP)				
Financial Year #	-SELECT YEAR-				
Month #	-SELECT MONTH-				
	Generate Common Serial Number				
Description of fi	elds on screen:				
1. Financia	l Year <select></select>				
2. Month <	Select>				
3. Generat <i>Confirma</i>	e Common Serial Number tion made for generation of common serial number				

3.7.5.2. Open Verification (SOP)

Module No.	М-НО- 89
Module Name	Open verification (SOP)
User	Head Office
Description	Head office may open the verification of SOP return for any division, if
	verification is done without correcting the mistakes.
How to Access	[Works MIS] :: HO/Zone/Circle → SOP return → Open Verification(SOP)
Input Screen:	

JSV_UM_Ver 1.0

Head Office Zone* ALL- Circle* ALL- Division* ALL- Return Type SOP Target Return Financial Year Financial Year Financial Month Oescription of fields on screen: All Head Office <i><display></display></i> 2. Zone <i><select></select></i> 3. Circle <i><select></select></i>	
Head Office Zone# ALL- Circle # ALL- Division # ALL- Return Type SOP Target Return Financial Year Financial Month Delete Unverify escription of fields on screen: 1. Head Office < Display> 2. Zone < Select> 3. Circle < Select>	
Zone + ALL- Circle + ALL- Division + ALL- Return Type BOP Target Return + Financial Year Financial Month Delete Unverify Delete Unverify 2. Zone < Select> 3. Circle < Select>	
Circle = ALL- Division = ALL- Return Type SOP Target Return Financial Year Financial Month Delete Unverify Delete Unverify 2. Zone <select> 3. Circle < Select></select>	
Division # ALL- V Return Type SOP Target Return Financial Year Financial Month Delete Unverify escription of fields on screen: 1. Head Office <i><display></display></i> 2. Zone <i><select></select></i> 3. Circle <i><select></select></i>	
Return Type Financial Year Financial Month Delete Delete Unverify escription of fields on screen: 1. Head Office < Display> 2. Zone < Select> 3. Circle < Select>	
Financial Year Financial Month Delete Unverify escription of fields on screen: 1. Head Office < <i>Display</i> > 2. Zone < <i>Select</i> > 3. Circle < <i>Select</i> >	
Pinancial Month Delete Unverify escription of fields on screen: 1. Head Office < Display> 2. Zone < Select> 3. Circle < Select>	
<pre>Delete Unverify escription of fields on screen: 1. Head Office <display> 2. Zone <select> 3. Circle <select></select></select></display></pre>	
escription of fields on screen: Head Office < Display> Zone < Select> 	
 Head Office <<i>Display</i>> Zone <<i>Select</i>> Circle <<i>Select</i>> 	
 Head Office <<i>Display</i>> Zone <<i>Select</i>> Circle <<i>Select</i>> 	
 Head Office <<i>Display</i>> Zone <<i>Select</i>> Circle <<i>Select</i>> 	
2. Zone <select></select>	
3 Circle < Select>	
3 (Jircle < Select>	
1 Division (Salast	
4. DIVISION-Select>	
5 Return Type < Display>	
o. Rotan Typo Dopidy	
6. Financial Year <select></select>	
7. Month <select></select>	
8. Delete	
Confirmation made for deletion of SOP return	
9. Unverity	

3.7.6. Create user AG office

Module No	-	M-HO- 89
Module Nar	ne	Create user AG office
User		Head Office
Description		Head office user creates the user and role for AG office user.
How to Acc	ess	[Works MIS] :: HO/Zone/Circle \rightarrow Create user AG office
Input Scree	n:	
		Create user (AG Office)
		Registration
First Name #		
Last Name #		
Designation #		
Office #	OD	ata Transfer O Divisional Account Officer
Email Address		
Password #		
Confirm Password#		
		Save

Description of fields on screen:

- 1. First name <*Enter*>
- 2. Last name < Enter>
- 3. Designation <*Enter*>
- 4. Office <Select>
- 5. Email Address < Enter>
- 6. Password < Enter>
- 7. Confirm password < Enter>
- 8. Save Confirmation made for creation of user

3.7.7. Master Store Items

3.7.7.1. Item Category (Master)

Module No.	M-HO- 90
Module Name	Item Category (Master)
User	Head Office
Description	Head Office creates a master entries of Store Items
How to Access	[e-Sameeksha]:: Master Entries \rightarrow Store Items \rightarrow Item Category
Input Screen:	
	Store Item Master : Item Category
Item Category	-SELECT CATEGORY-
Enter Category Na	me
	INSERT UPDATE
Description of fi	elds on screen:
1. Item Cat	egory <select></select>
Select lie	m Calegory to Opdale the already Entered Calegory
2 Enter Ca	tegory Name < <i>Enter</i> >
Enter to A	Add new Item Category
3. Insert <c< td=""><td>Slick></td></c<>	Slick>
Add new	Item Category
1 Undete .	< Entron
4. Upuale <	v⊏riici > ne Item Category

Business Rules Duplicate Item categories should not be entered

3.7.7.2. Items (Master)

Module No.	M-HO- 91		
Module Name	Item (Master)		
User	Head Office		
Description	Head Office creates a master entries of Store Items		
How to Access	[e-Sameeksha]:: Master Entries → Store Items → Item		
Pre Process	[e-Sameeksha]:: Master Entries \rightarrow Store Items \rightarrow Item Category		
Input Screen:			
	Store Item Master : Items		
Item Category	-SELECT CATEGORY-		
Item			
Enter New/Update	Item		
Departmental Unit	SELECT UNIT		
Is free to contracto	Or OYES ONO		
	INSERT UPDATE		
Description of fi	elds on screen:		
1. Item Cat Display th	egory <select> e Items corresponding to the Selected Item Category</select>		
2. Item <select> Select to Update the already Entered Item</select>			
3. Enter Ne Enter to A	w/Update Item <i><enter></enter></i> Add new Item		
4. Departm	ental Unit < <i>Select</i> >		
5. Is Free to Contractor (Yes / No) <select> Select Yes, if the concerned Item is free</select>			
6. Insert <0 Add new	Nick> Item		
7. Update < <i>Update th</i>	<enter> ne Item</enter>		
Business Rules	Duplicate Items should not be entered		

3.7.7.3. Item Unit (Master)

Module No.	М-НО– 92
Module Name	Item Unit (Master)
User	Head Office
Description	Head Office creates a master entries of Store Items
How to Access	[e-Sameeksha]:: Master Entries → Store Items → Item Units
Input Screen:	
	Store Item Master : Item Unit
Select Unit	SELECT UNIT
Enter Unit Name	
Enter Unit Full For	m
	INSERT
Description of fi	elds on screen:
1. Select U Select to	nit <select> Update the Unit Name / Unit Full Form</select>
2. Unit Nam Enter to A	ne <enter> Idd new Unit</enter>
3. Unit Full	Form <i><enter></enter></i>
4. Insert <c Add new</c 	lick> Unit
5. Update < <i>Update th</i>	Enter> e Selected Unit
Business Rules	Duplicate Units should not be entered

3.7.8. MIS User Management

3.7.5.1. User Management

Module No.	М-НО-93
Module Name	User Management
User	Head Office
Description	The User generates the Employee code (if does not exist), updates
	his current posting details and assign additional Department/Office (If
	Required)
How to Access	[e-JSV]:: [e-Service]::Initialization → Office Administrator → User
	Management
Input Screen:	
Initialization	
	User Management
Click above to select your option	e O Edit Employee Detail O Assign Additional Department
Generate Employee Code	
First Name	Middle Name Last Name
	#
English the second state of	
Employee Name in Hindi	
● Father ○ Husband ○ Moth	er # Date of Birth 29/02/1980
Current Posting Department	▼ =
Current Posting Office	jelect-
Current Designation -S	ELECT- 💌 # Branch -Select-
Establishment Deptt.	▼ #
Establisment Office	elect-
	Generate Employee Code View Employees
Description of fields o	n screen.
1 Select Form th	e following option:
Employ	vee Generation Code
Select	this option to generate new employee code for an employee if it is not
genera	ted vet
• Edit En	nplovee Detail
Select	this option to update the details entered earlier against an employee
 Assian 	Additional Department
Select	this option to assign additional department/Office to the employee if he
is havir	ng additional charge.
lf Employee Con	eration Code is Selected enter the following detail:
1 Firet Nor	eration code is delected enter the following detail.
Enter the fir	rst name of the employee
2. Middle Na	ame <i><enter></enter></i>
Enter the m	iddle name of the employee

JSV UM Ver 1.0 3. Last Name < Enter> Enter the last name of the employee Employee Name in hindi < Enter> Enter the employee name in hindi 5. Father's/Husband's/Mother's Name < Enter> Enter Father/husband/mother name of the employee Date of Birth <Select> 7. Current Posting Department <Select> 8. Current Posting Office <Select> Current Designation <Select> 10. Branch (If Any) <Select> 11. Establishment Department <Select> 12. Establishment Office <Select> 13. Generate Employee Code click on generate employee code button to save the entries mentioned above and it will generate a new employee code for the employee 14. View Employees <Select> Click to view the list of employees for whom the codes are already generated. If Edit Employee Detail is Selected user can update the following details: Department of IRRIGATION AND PUBLIC HEALTH Posted At: Logged As: 10000- Headoffice Administrator, User Management OAssign Additional Department Employee Generation Code Edit Employee Detail (Click above to select your option) Edit Employee Detail ***Important Instruction : Incase of any change in Current Office and Establishment Office of an Employee. Please make sure to change his existing Role (If already assigned) for New Office accordingly . He may misuse his permission. Search Enter Employee Code/Name (minimum 3 Char) 10440 (Already having an Employee Code) First Name Middle Name Last Name SANT RAM Employee Name in Hindi Date of MEHAR SINGH 12/09/1965 ● Father ○ Husband ○ Mother Birth SECTION - 1 : Current Posting Detail

 Enter Employee Code/Name Enter the employee code and search to display and update the following details.

Update

in the current post/office)

-Select-

Branch

IRRIGATION AND PUBLIC HEALTH

Div.No.1 Shimla 9[010101010000]

IRRIGATION AND PUBLIC HEALTH

Div.No.1 Shimla 9[010101010000]

Date of Joining Select Date

SENIOR ASSISTANT

2. First Name

Unlock/Unverify Record

Current Posting Department

SECTION - 2: Current Establishment Detail

Current Posting Office

Current Designation

Establishment At

Establisment Office

- 3. Middle Name
- 4. Last Name

V

V

				JSV_UM_Ver 1.0		
5. Employee	Name in Hindi					
6. Father's/H	lusband's/Mothe	r's Name				
7 Date of Bi	rth					
8 Current D	7. Date of Diffin					
0. Current P		i it				
9. Current P	osting Office					
10. Current D	esignation					
11. Branch (If	Any)					
12. Establishr	nent at Departm	ent				
13. Establishr	nent Office					
14. Update						
click on upd	ate button to save th	ne changes made				
lf Assign Add	itional Departm	nent is Sele	cted user can	assign additional		
department/Of	fice as additiona	l charge:				
·		U				
• Assign Departmen	t to Officer					
Enter Employee	Code/Name (minimum 3 Chr	ar) 10797	Search (Already having a	n Employee Code)		
First Nam	e	Middle Name	(Ancody normy	Last Name		
			SINGH			
NARAYAN			#			
Employee Name in Hindi						
● Father ○ Husband ○	Mother	IRAM	Date of Birth 06/0	5/1960		
Assign Additional Dep	artment to Officer					
Other Department	IRRIG	ATION AND PUBLIC HEA	ALTH	~		
Designation	-SELE	ст-		▼#		
Doorgination						
Office Name (if any)				*		
	Add	More				
	Number of I	Department Assigned	to the Employee			
Department	Designation	Office Name	Charge A	s Delete		
IRRIGATION AND PU	BLIC HEALTH JUNIOR ENG	SINEER Saini Section	Addition	Delete		
Disclaimer: Content on this Pradesh . Site is designe	s website is published a d by NIC State Centre, H	and managed by Dep limachal Pradesh.	artment of Personnel, Gov	ernment of Himachal		
Reports/Queries	How to Access					
	Worke MIS	·[a_Service]··In	itialization -> Office	Administrator →		
		Assign F	kole (Permission)			

Module No.	М-НО- 94
Module Name	Assign Role (Permission)
User	Head Office
Description	The User may assign Roles to an employee to access different
	applications accordingly
How to Access	Works MIS:: [e-Service]::Initialization \rightarrow Office Administrator \rightarrow
	Assign Role (Permission)
Input Screen:	
12	Department of IRRIGATION AND PUBLIC HEALTH
Logged As: 10000- H	eadoffice Administrator, Posted At:
Initialization	Accian Polo
Assign Role	
(Click above to select)	/our option)
Assign Software Rol	le to Users
(T)	
Establi./Posting Office	-Select-
Employee Name	-Select- 4
and a local sector and a first sector and a	-Select-
Application Name	Personal MIS 👻 # Role to Assigned Admin 🐼 #
Role Purpose	Data Entry/ Administrator/ General 🔲 Verification 🗌 *An employee can have single role purpose only
Current Status	User Password
Current Gtatus	
	Save (Assign Role) Checklist for Already Assign Role
Description of fie	elds on screen:
1. Select Fo	orm the following option:
• A:	ssign Role
Displays	the following to assign software role to users:
• E:	stablishment/ Posting Office <select></select>
36	sect the Establishment Posting Once of the employee
• E	mployee Name < <i>Select></i>
Se	elect the employee name and code
• A	pplication Name <select></select>
Sa	ameeksha, e-Samadhan etc.
• R	ole to assigned <select></select>
Se	elect the role for the application form the drop down and while accessing the applications
th	e menus will be active and inactive according to the role assigned to the employee
• R	ole Purpose <check></check>
W	hether the Role Purpose is for data Entry or for verification and while accessing the
ap	plication the options like save, verify etc. on the web page will behave accordingly.

3.7.5.2. Assign Role (Permission)

- Current Status <check> If current status is checked the permission given will be activated and if not they will be inactive state.
 - User Password <Enter> Set the user password for the first time and employee can reset it after getting permission.
- 2. Save (Assign Role)
- 3. Checklist for already assign Role *Click to check the list of employees with the permission/roles assigned to them.*

3.8. Home Page

3.8.1. Pay Water Bills Online

Module No.	M-HP- 1	
Module Name	Pay Water	Bills online
User	Citizen	
Description	Citizen can	pay their water bills online using the 'Pay JSV Water Bills
	Online' link	under Citizen Services.
How to Access	[Works MIS	S] :: Home Page → Pay JSV Water Bills Online
Input Screen:		
Gor	vernment of Himachal Prade	sh WORKS MIS
हिमापाल प्रवेश सरकार		
Management of the second se	Login Id of Perso	onnel MIS (e-Service Book) is required for accessing this web Application.
	Rollie St.	
C	itizen Services	Works MIS
	Services:	Carthorized Login
	Pay IPH Water Bills Online	Govt. OIAS/HAS @Department OA.G.Office
	Ĥ	Department * 🖌 Irrigation and Public Health 🗸
	Apply Online(Water Connection)	Login ID*
	View STP sample results	Password*
	ŧ	Captcha* EF2Y8
	Progress of IPH Contracts	
	1	Login
//2020) 1	by 17/06/2020, 11. Bikram Bagn Section	(Bikram Ba
Description of f	ields on screen:	
On click, displa	ys the following	fields on screen
4. Online A		r <enter></enter>
Enter the	e online account n	
Online Ac	count Number: #	NHN000243110 << Change
Consumer	's Details	
Consume	r's Name:	Gian Chand
Guardian	s Name:	Sudar Ram
Bill Detail	s	
Bill Depos	site Location:	BurmaPapri
Section:	-	Barma Papri Section
Sub-Divis Pariod of	ion: Bill:	Nahan Sub Division
Total Amo	ount to be Paid:	891
Enter Capt	tcha :	
		JNJ6
		Proceed to Pay Print Receipt
Displays f	the following fiel	ds on screen
5. Consum	ner's name <i><disµ< i=""></disµ<></i>	olay>
6. Guardia	n's name <i><displ< i=""></displ<></i>	lay>

10. Period 11. Total a 12. Enter (of Bill <i><displ< i=""> of Bill <i><displ< i=""> mount to be Captcha <i><er< i=""></er<></i></displ<></i></displ<></i>	ay> lay> paid <display> hter></display>	
13. Procee	ed to Pay	redirected to 'Himkosh' website payment a	ateway
	IFMIS - Governme Treasuries, Accounts a	ent Receipts Accounting System md Lotteries. Finance Department. GoHP	
III Pay Y	our Challan through Cyber Trea	isury, Govt of HP	
		eChallan -: Challan Payment Gateway	
	IPH : ONLINE PAYM	ENT FACILITY THROUGH CYBER TREASURY, GOHP	
	NOTE: IF YOUR BANK	ACCOUNT IS DEBITED , THEN DONOT MAKE DOUBLE PAYMENT WITHIN 24 HOURS.	
	DDO:	306-IPH 306-SMR00-722 E.E. I.P.H. NAHAN	
	DEPT REF. NO. :	ANC 1	
	TENDER BY :	Gian Chand	
	PERIOD FROM : SERVICES :	01-10-2019 To 31-03-2020	
		ID Payment of [Service] Head 1 SIRMAUR DISTRICT 0215-01-102-03	891
	AMOUNT (₹) :	891 (Rupees Eight Hundred Ninty One)	
	PAYMENT TYPE :	●e-banking ○Manually	
	SELECT BANK :	SBI - NetBanking 🗸	
	ENTER CODE :	7qM2 ENTER CODE MAKE PAYMENT CANCEL	
	Latest 10 Transaction:	s Done with Above Dept Ref No.	
	No Previous Transction Done	with Above Dept Ref No.	
Display 14. Depart 15. DDO 16. Dept R 17. Tender 18. Period 19. Service 20. Amour 21. Payme 22. Select Select t	ys the followi ment Ref. no. r By From es nt ent Type bank the bank name	ing details on screen: e from which payment id to be made	
Display 14. Depart 15. DDO 16. Dept R 17. Tendel 18. Period 19. Service 20. Amour 21. Payme 22. Select Select t 23. Enter 0 Enter th	ys the followi ment Ref. no. r By From es nt sent Type bank the bank name Code ne code displa	ing details on screen: e from which payment id to be made	
Display 14. Depart 15. DDO 16. Dept R 17. Tendel 18. Period 19. Service 20. Amour 21. Payme 22. Select Select t 23. Enter 0 Enter th 24. Make F On click	ys the followi ment Ref. no. r By From es nt ent Type bank the bank name Code ne code displa Payment k, user is re-di	ing details on screen: e from which payment id to be made ayed irected to the bank's payment interface.	
Display 14. Depart 15. DDO 16. Dept R 17. Tender 18. Period 19. Service 20. Amour 21. Payme 22. Select Select t 23. Enter 0 Enter th 24. Make R On clich	ys the followi ment Ref. no. r By From es nt ent Type bank the bank name Code he code displa Payment k, user is re-di es If paym	ing details on screen: e from which payment id to be made ayed <u>irected to the bank's payment interface.</u> ent is deducted from the bank account	, but receipt not displayed
Display 14. Depart 15. DDO 16. Dept R 17. Tender 18. Period 19. Service 20. Amour 21. Payme 22. Select Select to 23. Enter (Enter th 24. Make F On clich	ys the followi ment Ref. no. r By From es nt bank the bank name bank the bank name code bank the bank name bank the bank name bank name b	ing details on screen: e from which payment id to be made nyed <u>irected to the bank's payment interface.</u> ent is deducted from the bank account module. Please do the following:	, but receipt not displayed
Display 14. Depart 15. DDO 16. Dept R 17. Tendel 18. Period 19. Service 20. Amour 21. Payme 22. Select Select t 23. Enter O Enter th 24. Make R On clich	ys the followi ment Ref. no. r By From es nt ent Type bank the bank name Code he code displa Payment k, user is re-di es If paym on JSV	ing details on screen: e from which payment id to be made ayed <u>irected to the bank's payment interface.</u> ent is deducted from the bank account i module, Please do the following: Do not make another payment within 2	, but receipt not displayed
Display 14. Depart 15. DDO 16. Dept R 17. Tender 18. Period 19. Service 20. Amour 21. Payme 22. Select 23. Enter (Enter th 24. Make R On clich	ys the followi ment Ref. no. r By From es nt ent Type bank the bank name Code he code displa Payment k, user is re-di es If paym on JSV	ing details on screen: e from which payment id to be made ayed <u>irected to the bank's payment interface.</u> ent is deducted from the bank account module, Please do the following: Do not make another payment within 2 Check whether payment is received by	, but receipt not displayed 4 hours
Display 14. Depart 15. DDO 16. Dept R 17. Tender 18. Period 19. Service 20. Amour 21. Payme 22. Select Select t 23. Enter 0 Enter th 24. Make R On clich	ys the followi ment Ref. no. r By From es nt bank the bank name bank the bank name the bank name bank the bank name the bank name the bank the bank name the bank name the bank name bank the bank name the bank name	ing details on screen: e from which payment id to be made ayed <u>irected to the bank's payment interface.</u> ent is deducted from the bank account module, Please do the following: Do not make another payment within 2 Check whether payment is received by following link:	, but receipt not displayed 4 hours / treasury (Himkosh), using

3.8.2. Apply	Online (Water Connection)	
Module No.	M-HP-2	
Module Name	Apply online (Water Connection)	
User	Citizen	
Description	Citizen can apply online for new water	connection using the 'Apply online
	(Water Connection)' link under Citizen	i Services.
How to Access	[Works MIS] :: Home Page → Apply	Online (Water Connection)
Input Screen:		
JAL S Governme	SHAKTI VIBHAG ent of Himachal Pradesh	MIS V Every Drop of Water Counts
1	Login Id of Personnel MIS (e-Service Book) is required for accessing this web Applica	ation
Citizer	n Services	Works MIS
	Services:	 Authorized Login
Р	Pay IPH Water Bills Online	Govt. CIAS/HAS @Department CA.G.Office
Аррі	ly Online(Water Connection)	Department* A Irrigation and Public Health
		Password*
	View STP sample results	Captcha*
Р	Progress of IPH Contracts	
12000) by 17/06/3	1000 11 Elkram Back Section /Elkram Ba	Login
#2020) by 17/06/2	coo, n. binan bayr secion binan ba	
Description of fields On click, displays the	s on screen: he following fields on screen Jal Shakti Vibhag Himachal Bradesh	MORES Males Home
Password #	+91	
Enter Captcha :	V7P3DC	
Sign Up		Login to Apply
I de la companya de l		
Displays the f 1. Mobile Num 2. Password < 3. Enter Capto 4. Login to Ap <i>Click to login</i>	following fields on screen hber <i><enter></enter></i> <i>Enter ></i> cha <i><enter></enter></i> ply	

Applicant Name : #	cial	
Applicant Name : # Guardian's Name : # Guardian's Name : # Guardian's Name : # Hobile Number : # Hobile Number : # Hobile Number : # Connection Type : # Area Type: # Ourban Rural Village : P.O. : # Tehsil : # District : # Ourban Name of the house : # Locality : # Year of construction : # Name of the person desiring to have the connection, whether owner or tenant : # Is the connection sought for new or old construction : # In case of new construction, has the completion plan been approved it the completent authority: # Size of the communication pipes : # Number of flushing distance required(if any) with description and oth fittings required : # Details of existing fitting : #	rom O Yes	
Guardian's Name : # -SELECT. ✓ Mobile Number : # +919816896688 Connection Type : # Domestic Commer Area Type: # Urban Rural Village :	cial	
Mobile Number : # +91 State	r Owner	
Connection Type : # O Domestic Commer Area Type: # Urban Rural Village :	sr O Owne O New rom O Yes]]]] er O Tenant
Area Type: # Ourban Rural Village :	sr O Owne O New rom O Yes]]]]] er O Tenant
Village :	pr Owner]]]] er O Tenant
P.O.: #	pr O Owner O New rom O Yes]]]] er O Tenant
Tehsil : #	Pr O Owne O New rom O Yes]]] er O Tenant
District : # -Select- Name of the house : #	×r. Oowne ONew rom OYes	 er O Tenant
Name of the house : # Locality : # Year of construction : # Name of owner of the building : # Name of owner of the building : # Khasra Number : # Name of the person desiring to have the connection, whether owner of tenant : # Is the connection sought for new or old construction : # In case of new construction, has the completion plan been approved the competent authority: # Size of the communication pipes : # Number of flushing distance required(if any) with description and oth fittings required : # Details of existing fitting : # Name of the person desiring to have the connection, whether owner of the person desiring to have the connection, whether owner of the connection sought for any or old construction = #	sr Owne O New rom O Yes]] er O Tenant
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Name of the person desiring to have the connection, whether owner of tenant : " Is the connection sought for new or old construction : " In case of new construction, has the completion plan been approved the competent authority: " Size of the communication pipes : " Number of flushing distance required(if any) with description and oth fittings required : " Details of existing fitting : " Name of the person desiring to have the connection, whether owner of tenant : "	irom O Yes	er O Tenant
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fittings required : # Details of existing fitting : # Name of the person desiring to have the connection, whether owner of tenant : # (r the connection council for new or old construction : #	/er	
Details of existing fitting : # Name of the person desiring to have the connection, whether owner o tenant : #		
Name of the person desiring to have the connection, whether owner of tenant : #		
tenant : #	" Oo	
To the connection cought for now or old construction 1 #	Owne	
Is the connection sought for new or old construction : *	O New	O Old
In case of new construction, has the completion plan been approved f the competent authority: #	rom O Yes	O No
Size of the communication pipes : #		
Number of flushing distance required(if any) with description and oth fittings required : #	er 📃	
Details of existing fitting : #		
Pin Code: #		
Address of the owner/Tenant for correspondence : #		
Т <u>ь</u>		
Select IPH Division : # -SELECT-		~
Select IPH Sub-Division : # -SELECT-		~
Documents Required:		
(Please Upload the documents in PDF format)		
Pradhan Report		Browse
Patwari Report		Browse
Affide the sheet of her enders (Asheddares (see a hasheddare		
Amidavit attested by notary/ tensiidaar/ hayab tensiidar		Browse
Amidavit attested by notary/ tensiidaar/ nayab tensiidar		Browse

Village <Display>

- P.O. *<Display>*
- Tehsil <Display>
- District <Display>
- Name of the house <Display>
- Locality <Display>
- Year of construction *<Display>*
- Name of owner of the building *<Display>*
- Aadhar number of applicant <Display>
- Khasra number *<Display>*
- Name of the person desiring to have the connection, whether owner or tenant *<Display>*
- Is the connection sought for new or old construction *<Display>*
- In case of new construction, has the completion plan been approved from the competent authority *<Display>*
- Size of the communication pipes *<Display>*
- Number of flushing distance required (if any), with description and other fittings required *<Display>*
- Details of existing fittings <Display>
- Pin code < Display >
- Address of the owner / tenant for correspondence < Display>

Required documents:

- NOC for new water connection from SADA<Display>
- Approved copy of map of building (for which water connection id being taken from SADA) *<Display>*
- Patwari report <Display>
- o Affidavit attested by Notary/ Tehsildar / Nayab Tehsildar < Display>

5. Save

Confirmation made to save the changes

Business Rules	Registration is made using the mobile number of the consumer
	User can apply for only one connection

3.8.3. View STP Sample Results

Module No.	M-HP- 3
Module Name	View STP Sample results
User	Citizen
Description	Citizen can view the Sewerage Treatment Plat Sample results online using
	'View STP Sample results' link under Citizen Services. Entry of STP
	samples are made by JSV Division users
How to Access	[Works MIS] :: Home Page → View STP Sample results

input corcor	1.		
Energy with score	JAL SHAKTI VIBHAG Government of Himachal Pradesh	WORKS N	IS V & Every Drop of Water Counts
	Login Id of Personnel MIS (e-Service	Book) is required for accessing this web Application.	
	CON STOR		
	Citizen Services		Works MIS
	Services:		D Authorized Login
	Pay IPH Water Bills Online		OGovt. OIAS/HAS ⊛Department OA.G.Office
	Apply Opline(Water Connection)		Department * A Irrigation and Public Health
			Login ID *
	View STP sample results		Password*
	A Descrete of IDH Contracts		Captcha* EF2Y83
	2020) by 17/06/2020, 11. Bikram Bagh Section (Bikram Ba		Login
Description On click, dis	of fields on screen: plays the following fields or	n screen	
Division	-ALL-	~	
Enter Captcha :	28/05/2019	to 28/05/2020	
			Report >
Displa 1. Divis 2. Date 3. Ente 4. Repo	ys the following fields on sc ion <i><select></select></i> <i>< Select ></i> r Captcha <i><enter></enter></i> ort <i>to view report</i>	reen	

S.NO.	Location of STP	Agency (IPH/HPPCB/ Eco Lab) of STP	Dated	РН	TSS	BOD (mg/l)	COD (mb/l)	Fecal Coliform (MPN/ 100ml)	N Total (mg/l)	NH4 N (mg/l)	Remarks
				Limit 6.5-9.0	Limit <100	Limit <30	Limit <250	Limit <100	Limit <10	Limit <5]
1	Sewerage Scheme to Shri Naina Devi Ji Kola Tobha near Dry Nallah	IPH Deptt.,HP	28/05/2019	7.31	51.00	11.00	168.00	0.00	0.00	0.00	Results of BOD as on dated 26-05-2019
2	Sewerage Scheme to Shri Naina Devi Ji Kola Tobha near Dry Nallah	IPH Deptt.,HP	29/05/2019	7.29	49.00	10.00	160.00	0.00	0.00	0.00	Results on BOD as on dated 27-05-2019
3	Sewerage Scheme to Shri Naina Devi Ji Kola Tobha near Dry Nallah	IPH Deptt.,HP	30/05/2019	7.24	46.00	12.00	176.00	0.00	0.00	0.00	Results on BOD as on dated 28-05-2019
4	Sewerage Scheme to Shri Naina Devi Ji Kola Tobha near Dry Nallah	IPH Deptt.,HP	31/05/2019	7.21	50.00	13.00	184.00	0.00	0.00	0.00	Results on BOD as on dated 29-05-2019
5	Sewerage Scheme to Shri Naina Devi Ji Kola Tobha near Dry Nallah	IPH Deptt.,HP	01/06/2019	7.18	53.00	11.00	168.00	0.00	0.00	0.00	Results on BOD as on dated 30-05-2019
6	Sewerage Scheme to Shri Naina Devi Ji Kola Tobha near Dry Nallah	IPH Deptt.,HP	02/06/2019	7.23	60.00	10.00	160.00	0.00	0.00	0.00	Results on BOD as on dated 31-05-2019
7	Sewerage Scheme to Shri Naina Devi Ji Kola Tobha near Dry Nallah	IPH Deptt.,HP	03/06/2019	7.28	48.00	9.00	156.00	0.00	0.00	0.00	Results on BOD as on dated 01-06-2019
8	Sewerage Scheme to Shri Naina Devi Ji Kola Tobha near Dry Nallah	IPH Deptt.,HP	04/06/2019	7.21	55.00	7.00	140.00	0.00	0.00	0.00	Results on BOD as on dated 02-06-2019

3.8.4. Progress of JSV Contracts

Module No.	M-HP- 4
Module Name	Progress of JSV Contracts
User	Citizen
Description	Citizen can view the progress of contracts using 'View STP Sample results' link under Citizen Services.
How to Access	[Works MIS] :: Home Page → Progress of JSV Contracts

Input Scree	n:				_	
	JAL. SHAKTI VIBH Government of Himachal Pradesh		VORKS M	ь 🖞	Ev of Co	ery Drop Water unts
	Login Id of Personr	nel MIS (e-Service Book) is required fo	r accessing this web Application.			
	COLLER !!					
	Citizen Services			Work	s MIS	
	Services:			÷	Authorized Login	
	Pay IPH Water Bills Online			OGovt. OIAS/HAS	 Department 	OA.G.Office
-	Apply Opline/Water Connection)	-		Department *	on and Public Health	~
	L	-		Login ID *		
	View STP sample results			Password *	y 3	
	Progress of IPH Contracts	-		EF21	(8)	_
						_
	i/2020) by 17/06/2020, 11. Bikram Bagh Section (Bi	kram Ba		Login		_
					_	
			_			
Description	of fields on screen.					
Description						
On click dis	solays the following f	ields on screen				
	plays the following h					124
	Public Di	sclosure of IPH C	ontracts(10 Lacs	& Above)		
Division		-ALL-	~			
Date #		28/05/2020 To	28/05/2020			
Amount Figure	es In	Lacs	~			
Enter Captcha	8	7тн Г				
						Report >
Displa 1. Divis 2. Date 3. Amo <i>Selec</i> 4. Ente 5. Rep <i>Click</i>	iys the following field sion <i><select></select></i> ount Figure in <i>ct whether the amount</i> ort <i>Captcha <i><enter></enter></i> ort <i>to view report</i></i>	s on screen to be displayed	in Lacs or Ruree	°S		

Sno	Scheme Name	Agreement Dotails	Tender Cost (In Lacs)	Commencement	Completion Time	Physical Progress	Financial Progress (In Laca)	Percentag
1	(HZ) Barase Division	1						
11	(HZ) Bursar Section							
,	2015-206-1294:-IMP-of Source and Distribution system of LWSS Amberi Tipper Dandree.	2019-18804-SBL C/O Percolation well 6 meters dia and 06 meters deep Contractor Details: - 0318.5h.Karan Bodi 5/o 5h.Kamal Kiabare Bodi VPO Baral	17.35	28-Aug-2019	Original:24/05/2020	Not Entered	0.59	Not Entered
3	2015-306-1595:-Improvement of distribution system for LWSS Bani Barsar Oseli in Tehsil Bardar Dist. Hamirpur	2019-24777:-SB: P.L. MSERW pipe in gravity main Contractor Details:- 9637.5h. Shashank Jagota Govt. Contractor	121.93	25-Oct-2019	Original 02/04/2020	Not Entered	89.64	Not Entered
3	2016-206-123:-Providing flood protection work from Harsow head works to Jhajanani is Saryali Khad in Tcheil Barsar Diatt. Hamirgur (H F)	2020-4674-Providing flood protection work in Saryali blad from Harsour to Jugiani inTohuil Barrar District Hamippar. (344- ob wire casts RD1300-2130) Contractor Double: 2456-363 Auren Mcame Contractor	178.30	15-Feb-1020	Original 14/02/2021	Not Entered	\$2.02	Not Entered
4	2017-306-105-Renevation of Inspection but at IPH Sub Division Barear	2019-24266-3H-C/O Ground floor 1st floor and diamaxiing of store building including sanitary work Contractor Details:- 5435 Pawan Kumar Sharma	17.04	03-Aug-2019	Original 01/11/2019	Not Entered	12.13	Net Entered
1.5	(HZ) Bijheri Section							
1	2017-306-634-Censtruction of LWSS to Haviann Bastics of village chevel: Diabiti & Guru Ka Bas in Tchail Basar Dist. Hamirgur (H.P)	2019-18674-4 Sh CiO Clear water samp well 70000 liters at head works, were head storage tank 70000 liters at Nede H pump house laying jointing and testing of raising main distributions system & 5 E of gramping machinery Contraster Dealls 5968-5h. Yashvir Singh	35.27	01-Sep-2019	Original 31/08/2020	Not Entered	25.35	Net Entered
1.6	(HZ) Dandros Section							
1	2015-305-1894-:MP-of Seurce and Distribution system of LWSS Amberi Tipper Dandeon.	2019-18104-SBL C/O Percolation well 6 meters dia and 06 meters deep Contractor Details:- 9318:5h Karan Bodi S/o Sh Kamal Kishere Bodi VPO Baral	17.35	28-Aug-2019	Original 24/05/2020	Net Entered	10.95	Nat Entered
2	(HZ) Bilaspur Division							
2.1	(HZ) Harlog Section							
-	MCNET: MP+	Designed & Developed by : National Infor	matics Contro, State Cont	re, Shirela.			Page Nur	mber: Page 1 o
		* The data of this report is Informatory. Neither NIC nor IPH	Department is responsible	e for any discrepancy	er woong entry.			

4. Acronyms and Abbreviations

Acronym	Definition
JSV	Jal Shakti Vibhag
AA & ES	Administrative Approvals & Estimate Sanction
ADM	Assistant Draftsman
AE	Assistant Engineer
AG	Accountant General
AR	Annual Report
ARF	Annual Reporting Format
ASOR	Analysis of Schedule of Rates
ATR	Action Taken Report
BOD	Board of Director
CE	Chief Engineer
CE-cum-PD	Chief Engineer cum Project Director
CHD	Circle Head Draftsman
CRF	Calamity Relief Fund
D/MAN	Draftsman
DA	Dealing Assistant
DA	Dearness Allowance
DAT	Disciplinary Action Taken
DDO	Drawing & Disbursement Officer
DNIQ	Draft Notice Inviting Quotations
DNIT	Draft Notice Inviting Tenders
DPR	Detailed Project Report
EE	Executive Engineer
E-in-C	Engineer in Chief
EO	Executive Officer
FP	Final Payment
GM	General Manager
GoHP	Government of Himachal Pradesh
GOI	Government of India
GR	Goods Receipt
H.O	Head Office
HDM	Head Draftsman
HP	Himachal Pradesh
JE	Junior Engineer
LOC	Letter of Credit
MAS	Material At Site
МВ	Measurement Book
MIS	Management Information System
MLA	Member of Legislative Assembly

MP	Member of Parliament
NABARD	National Bank for Agriculture and Rural Development
NGO	Non Government Organization
NIC	National Informatics Center
NIT	Notice Inviting Tenders
PMIS	Personal Management Information System
PS	Principal Secretary
R&R	Resettlement & Rehabilitation
RCC	Reinforced cement concrete
RNS	Really New Schemes
RSOQ	Revised Schedule of Quantity
RTGS	Real Time Gross Settlement
S&P	Stores & Purchase
SCCP	Schedule Caste Component Plan
SDC	Sub Divisional Clerk
SDO	Sub Division Officer
SE	Superintending Engineer
SOQ	Schedule of Quantity
SOR	Schedule of Rates
SPO	Store Purchase Officer
SQM	State Quality Monitors
ТА	Travel Allowance
TASP	Tribal Area Sub Plan
TS	Technical Sanction
TTA	Tour & Travel Allowances
UT	Union Territories
VAT	Value Added Tax
RTGS	Real Time Gross Settlement
NEFT	National Electronics Funds Transfer System

5. Annexure – Queries, Reports & returns

5.1. Queries for drill down the Information

Sr.No.	Name	How to Access
1.	General Query	[e- Sameeksha] :: Queries → General Query
2.	Progress Summary :Latest Stage Wise	[e- Sameeksha] :: Queries → Progress Summery → Latest Stage Wise
3.	Progress Summary: Demand/Budget/Exp.	[e- Sameeksha] :: Queries → Progress Summery →Demand /Budget /Expenditure
4.	Progress Summary: Pendency Summary	[e- Sameeksha] :: Queries → Progress Summery → Pendency Summary
5.	Demand for Grants	[e- Sameeksha] :: Queries \rightarrow Demand for Grants
6.	Budget	[e- Sameeksha] :: Queries → Budget
7.	Demand/Budget/ Expenditure	[e- Sameeksha] :: Queries → Demand /Budget /Expenditure
8.	Search-Budget Allocated for Schemes	[e- Sameeksha] :: Home Page → Search-Budget Allocated for Schemes
9.	Court Cases Query	[e- Sanchalan] :: Reports/Queries → Court Case Query

1. General Query

For all queries, there is a common approach for drilling down the information as illustrated below for the 'General Query':

Main Menu			Gene	eral Query				
Please Note:- 1. Entries Marked w 2. Location Details (3. For fast and accu 4. After selection/en	ith * are essential. and Advance Options are irate result please select/ ntry please click on Searc	optional. enter maximum ch button for get	number of paramete	ers.				
All Areas	Tribal Areas	Other that	n Tribal Areas					
Distt./Tribal Area * -ALL- MANDI District CHAMBA District			SH BI KU SP	IIMLA District LASPUR District ILLU District III (Tribal)	SOLAN Dist	rict :	SIRMOUR District	
	Dummy District(N	lot in Use)						
Scheme Details			Amount Specifi	c Details		Department Sp	ecific Details	
Demand Code	0All Demands	•	Amount Figures In	Lakh 🔻		Department	-ALL-	•
Scheme Code			A/A & E/S No.	◯ Yes ◯ No		Office Level	-ALL-	•
Scheme Name (Min. 3 Characters)			AA & ES Amount Range	From to		Office	-ALL-	-
Work Name (Min. 3 Characters)			Estimated Cost			Programme Type	-ALL-	
Budget Year(Initial) (۲۲۲۲)		Estimated cost	⊖ Yes ⊖ No ♥ Both		(Select Department fo	-ALL- or before selecting executing o	ffice)
Current Steen	-ALL- 🔻		Range	From to		Department	-ALL-	-
Current Stage	-ALL- 🔻					Agency	-ALL-	•
Scheme	Temporary(Major)	Budgeted				(Select Department E office)	Executing Agency before selec	ting
Tolkinson Bur	MINO	Deposited				Location Detail	<u>s</u>	
Initiated By	-ALL-	•				District	-ALL-	
						Constituency		-
						Area Type	🔘 Urban 🔘 Rural 🔘 E	Both
			Search	Reset				

Step 2: List of schemes is displayed and click one scheme from the list

Main	Menu		General Que	r y				< <search screen<="" th=""></search>				
First 🛠	(All Amount Figures are in Lakh) S First Page ≤ Prev.Page ~ Page 1 of 18 ~ OR Go to Page Go Next Page So Last Page rint Report €											
View	Code	Scheme	Budget Year (Initial)	A/A&E/S Date	Current Stage	Estimated Cost	Expenditure till date	A/A & E/S Amount				
Details	1992-306- 19794	C/O Exn Office cum Residence at Keylong	1992	11/03/1993	In Progress	17.40	0.00	17.40				
Details	1992-306- 19795	C/o Type II Qtr. at Keylong	1992	22/04/1996	In Progress	5.48	0.00	5.48				
Details	1992-306- 19796	C/O Type III Qtr. at Keylong	1992	04/07/1998	Completed	35.01	0.00	35.01				
Details	1994-306- 18895	Aug. of WSS Keylong	1994	13/05/1997	Completed	56.92	0.00	56.92				
Details	1996-306- 21985	L/S provision for old WSS in Lahaul area(Imp. of WSS Jobrang)	1996	09/09/2009	In Progress	7.10	9.88	7.10				
Details	1998-306- 28162	C/O Type I Qtr. for class IV employee at Udaipur	1998	25/11/1998	In Progress	31.31	0.00	31.31				
Details	1998-306- 28166	C/O Lapshak Karing Kulh from Telang way	1998	15/05/2006	Approved	29.94	0.00	29.95				
Details	1999-306- 19773	C/O A.E Residence at Keylong	1999	27/05/1997	Completed	5.68	0.00	5.68				
Details	1999-306- 19774	C/O Type-II Qtr. at Keylong	1999	04/07/1998	Completed	19.70	0.00	19.70				
Details	1999-306- 29483	C/o chowkidar Qtr. at L.S. Bhawan Manali	1999	23/12/2005	In Progress	17.18	27.93	17.18				
Details	1999-306- 29484	C/o FIS Baror Tindi	1999	08/11/2002	Completed	<mark>58.44</mark>	0.00	58.44				
Details	1999-306- 29485	C/O FIS Tamloo in G.P. in G.P. Chimrit	1999	04/01/2000	In Progress	1 <mark>3.8</mark> 4	3.32	13.84				
Details	1999-306- 30061	L/S provision for Hand Pump in Lahaul Area	1999		Completed	0.00	0.00	-Not Entered-				
		Total No. of Schemes in All Pages :- 268										

Step 3: Screen is displayed showing the detail of the scheme and its works. Click any Action Button on the screen to drill down the further information

					Close					
		Scheme Details	All Amount Figures are in Lakh							
Scheme	1998-306-28159 ब०सि०यो. कुरूचेहड	-C/O FIS Kurched in GP Tindi ज्ञा निमार्ण		Other Related Deta nd Details	ails					
Department	IRRIGATION AN	D PUBLIC HEALTH	Budget - Expenditure							
Executing Office		Physical Target Stages								
District/Tribal Area	LAHAUL (Tribal)			Location Details						
Scheme Type	Minor Irrigation	Flow Irrigation Scheme		Budget H	L					
Scheme Type	Minor Inigation	now inighton scheme	Photo Gallery							
Program Type	Tribal Sub-Plan									
Program Sub Type		Expected date of completion	31/10/2013							
Budget Year(Initial)	1998	Current Stage	In Progress as on 29/9/2009							
AA & ES Details	DC No.8876-83	DC No.8876-83 Amount :- 17.75 Date :- 4/10/2007 Approved By :-DC Keylong								
Executing Agency	Keylong Division	eylong Division, IRRIGATION AND PUBLIC HEALTH								
Initial Estimated Cost	17.75	Revised Initial Estimated Cost	t	0.00						
Expenditure till date	32.55	Current Rating	0-Not Mentioned							
Budget Allocated till date	18.00	Fund Released till date	-NA-							
Work Details										
Progress Work(Id-Type-Name) Details			Est.Cost	Current Stage	Expenditure Till Date	Work Pro Till Dat				
More 2010-5943-Original-Patr	acutting		<mark>5.6</mark> 1		-Not Entered-	-Not En				
More 2010-5944-Original-CC	Lining		9.85		-Not Entered-	-Not En				
More 2010-5945-Original-Wire		1.78		-Not Entered-	-Not En					

Step 4: On Clicking the Action Button 'Budget – Expenditure' , the following screen will be displayed.

Budget - Expenditure Details of Budget Allocated and Expenditure Occurred										
		gures are in Lakh)	Close							
Financial Year	Budget Head	Revised Budget During the Year	Total Fund Released during the year	Total Expenditure upto Previous Year	Total Expenditure During the Year	Progressive Expenditure				
2007-08	31-4702-00-796-02-S00N -37- Voted-Plan	2.00	-NA-	0.00	0	0.00				
2008-09	31-4702-00-796-02-S00N -37- Voted-Plan	2.00	-NA-	0.00	0	0.00				
2009-10	31-4702-00-796-02-S00N -37- Voted-Plan	4.00	-NA-	0.00	0	0.00				
2010-11	31-4702-00-796-02-S00N -37- Voted-Plan	5.00	-NA-	16.64	15.91	32.55				
2011-12	31-4702-00-796-02-S00N -37- Voted-Plan	5.00	-NA-	32.55	0	32.55				

Step 5: On clicking Photo Gallery Button, physical progress of schemes can be monitored by viewing the incremental photographs uploaded against the schemes.



2. Progress Summary: Latest Stage Wise

Click any number on the screen, the related list of schemes will be displayed and follow the same steps for drilling down the information related to the schemes as mentioned for the 'General Query'.

Main Menu	Schemes Progress Summary (Latest Stage Wise) <pre> << Go Back</pre>									
District/Tribal Area Department	-All- IRRIGATION AND PUBLIC HEALTH									
Executing Office		Proposal	Currently Approved	In Progress	Completed	Infeasible	Total			
Div.No.1 Shimla 9		2	1	562	103	1	669			
Suni Division		0	0	78	21	1	100			
Arki Division		0	0	4	57	0	61			
Rohru Division		0	0	32	55	0	87			
Jubbal Division		30	17	103	49	1	200			
Nerwa Division		1	0	146	18	0	165			
Nahan Division		1	2	54	2	0	59			
Paonta Division		0	0	1	0	0	1			
Solan Division		1	0	213	285	0	499			
Reckong Peo Division		182	1	68	24	0	275			
Rampur Division		0	1	56	31	4	92			
Kaza Division		316	2	70	48	0	436			
Pooh Division		114	13	54	20	1	202			
Shimla Div. No. II		0	1	6	4	0	11			
WS&Sew. Division		0	0	4	2	0	6			
Chamba Division		43	8	327	107	1	486			
Dalhousie Division		12	0	80	5	0	97			
Salooni Division		0	0	49	14	0	63			
killar Division (HPPWD)		73	1	65	1	0	140			
Dharmshala Division		9	2	187	50	5	253			
Palampur Division		9	0	58	56	1	124			
Thural Division		0	0	104	1	0	105			

3. Progress Summary: Demand/Budget/Exp.

Click any number on the screen, the related list of schemes will be displayed and follow the same steps for drilling down the information related to the schemes as mentioned for the 'General Query'.

t Page < Prev.Page	~ Page 1 of 22	~ OR Go to Pag	ge Go			> Next Pa	ge
District/Tribal Area	BudgetHead	No. of Ongoing Schemes (Approved only)	No. of Ongoing Schemes (Total) [A]	No. of RNS Schemes (Approved only)	No. of RNS Schemes (Total) [B]	Total number of Schemes ([A] + [B])	De
SHIMLA District	13-4215-01-101-01-37-S00N -P-V	0	5	0	0	5	
SHIMLA District	13-4215-01-102-01-37-S00NM-P-V	15	42	0	0	42	
SHIMLA District	13-4215-01-102-08-37-S00NM-P-V	0	0	0	4	4	
SHIMLA District	13-4215-01-102-16-37-S00N -P-V	9	93	0	17	110	
SHIMLA District	13-4215-01-102-20-37-S50N -P-V	67	148	0	7	155	
SHIMLA District	13-4702-00-101-01-37-S00N -P-V	7	28	0	2	30	
SHIMLA District	13-4702-00-101-02-37-S00N -P-V	7	20	0	3	23	
SHIMLA District	13-4702-00-101-03-37-S00N -P-V	2	16	0	1	17	
SHIMLA District	13-4702-00-101-04-37-S00N -P-V	0	7	0	0	7	
SHIMLA District	13-4702-00-101-06-37-S00N -P-V	0	6	0	0	6	
SHIMLA District	13-4702-00-101-07-37-S00N -P-V	2	6	0	0	6	
SHIMLA District	13-4702-00-800-14-37-S00N -P-V	0	0	0	1	1	
SHIMLA District	13-4705-00-313-01-37-S50N -P-V	0	0	0	5	5	
SHIMLA District	13-4711-01-800-01-37-S00N -P-V	0	4	0	4	8	
	21 4015 01 705 01 27 4005 01/	0	2	0	0	2	

4. Progress Summary: Pendency Summary

Click any number on the screen, the related list of schemes will be displayed and follow the same steps for drilling down the information related to the schemes as mentioned for the 'General Query'.

30e	e-SAMEEKSHA Goyaenmanis Tuff	iative For Be	etter Impleme	entation & M	onitoring of Sc	Go hemes	Green
&\$.\$\$ \$ \$	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	& \$. \$ \$	୍ଟ୍ର୍୍ର୍୍୍ର୍୍ର୍୍ର୍୍୍ର୍୍ର୍୍ର୍୍୍ର୍୍୍ର୍୍୍୍୍୍		9.009.00	9.9 8 9.8	9.01.0
Main Menu		Pendency Su	mmary of Sche	mes		<<	Search Screen
Monthwise Summary of Scheme stage :ALL-	of Schemes(Distt./Tribal Ai	rea wise)					
District/Tribal	No. of Schemes	<	No. of Scheme	es for which Time	Limit exceeded	>	Total no.
Area	within Time Limit	0-3 Months	3-6 Months	6-9 Months	9-12 Months	>12 Months	of Schemes
BHARMOUR (Tribal)	37	0	0	0	28	1	66
BILASPUR District	2	0	0	1	0	0	3
CHAMBA District	5	0	0	0	1	2	8
HAMIRPUR District	49	6	1	3	1	13	73
KANGRA District	57	6	2	10	4	14	93
KINNAUR (Tribal)	192	0	1	0	57	0	250
KULLU District	267	8	6	3	0	12	296
LAHAUL (Tribal)	81	5	0	0	13	0	99
MANDI District	134	34	10	15	6	58	257
PANGI (Tribal)	109	0	0	0	4	0	113
SHIMLA District	3	0	0	3	1	9	16
SOLAN District	2	0	0	0	0	7	9
UNA District	17	5	8	3	0	8	41

5. Demand for Grants

Click the 'Demands' button on the screen, the related list of schemes will be displayed and follow the same steps for drilling down the information related to the schemes as mentioned for the 'General Query'.

40) 🕘 , e	-SAMEEKS	HA	ative For Be	tter	Implem	ienta	ation	& Monitoring	of Schemes	Go Green
& \$ \$	9.000	<u></u>	09.0	59.89.	4	9.04	1	\$ \$			2. 8.9 .81
Main Men	u			Deman	d For	Grants					< <search screen<="" th=""></search>
Budget Ho Print Report	ead Wise	Demands for I	Financial	Year: 2011-	201	2				(All Amount Figure	es are in Rupees)
N	Page 1 of 1	∾ OR Go to Page	Go								
View Schemewise	District / Tribal Area	Department	Demand Code	Budgethead	SOE	Budget Code	P/N	v/c	Amount Demanded (Verified)	Amount Demanded (Not Verified)	Amount Demanded (Total)
Demands	KINNAUR (Tribal)	IRRIGATION AND PUBLIC HEALTH	31	4215-01-796-01	37	SOON	P	v	15000000.00	0.00	15000000.00
Demands	KINNAUR (Tribal)	IRRIGATION AND PUBLIC HEALTH	31	4215-01-796-02	37	SOON	P	V	1500000.00	0.00	1500000.00
Demands	KINNAUR (Tribal)	IRRIGATION AND PUBLIC HEALTH	31	4215-01-796-03	37	SOON	Р	V	1500000.00	0.00	1500000.00
Demands	KINNAUR (Tribal)	IRRIGATION AND PUBLIC HEALTH	31	4215-01-796-05	37	SOON	P	V	4800000.00	0.00	4800000.00
Demands	KINNAUR (Tribal)	IRRIGATION AND PUBLIC HEALTH	31	4702-00-796-02	37	SOON	P	v	22400000.00	0.00	22400000.00
Demands	KINNAUR (Tribal)	IRRIGATION AND PUBLIC HEALTH	31	4702-00-796-03	37	SOON	P	V	700000.00	0.00	700000.00
Demands	KINNAUR (Tribal)	IRRIGATICA AND PUBLIC HEALT	31	4711-01-796-01	37	SOON	P	V	6000000.00	0.00	600000.00
	Total of All Pages :-								5190000.00	0.00	5190000.00
6. Budget

Click the Amount Figure on the screen, the related list of schemes will be displayed and follow the same steps for drilling down the information related to the schemes as mentioned for the 'General Query'.

Main Mer	nu				Budg	et					< <search screen<="" th=""></search>
Head W	ise Budget fo	r Financ	ial Year: 2	011	-2012				(A	ll Amount Figures	are in Rupees)
继 First Pa	ge < Prev.Page	~ Pag	e 1 of 22 v OR G	o to P	age	Go	1			➢ Next Page	e ≫ Last Page
		Click	k the Revised Budg	et colu	umn to see	Scher	ne wi	ise details.			
District / Tribal Area	Department	Demand Code	Budgethead	SOE	Budget Code	P/N	v/c	C Original Budget	Additional Budget	Surrendered Budget	Revised Budget
	IRRIGATION AND PUBLIC HEALTH	13	4215-01-102-01	37	SOONM	P	v	100000.00	0.00	0.00	100000.00
	IRRIGATION AND PUBLIC HEALTH	13	4215-01-102-01	37	SOONM	Р	V	260000.00	0.00	0.00	2600000.00
	IRRIGATION AND PUBLIC HEALTH	13	4702-00-101-03	37	SOON	P	v	200000.00	0.00	0.00	200000.00
	IRRIGATION AND PUBLIC HEALTH	13	4702-00-101-04	37	SOON	P	v	500000.00	0.00	0.00	50000.00
	IRRIGATION AND PUBLIC HEALTH	13	4702-00-101-07	37	SOON	P	V	100000.00	0.00	0.00	1000000.00
	IRRIGATION AND PUBLIC HEALTH	13	4702-00-102-01	37	SOON	P	V	150000.00	0.00	0.00	150000.00
	IRRIGATION AND PUBLIC HEALTH	32	4215-01-789-02	37	S00S	Р	V	11389000.00	0.00	0.00	11389000.00
	IRRIGATION AND PUBLIC HEALTH	32	4210-02-789-01	37	S00S	Р	V	0.00	0.00	0.00	0.00
	IRRIGATION AND PUBLIC HEALTH	32	4702-00-789-01	37	SOOS	Р	v	0.00	0.00	0.00	0.00
	IRRIGATION AND PUBLIC HEALTH	32	4702-00-789-06	37	S00S	P	V	15000000.00	0.00	0.00	15000000.00
	IRRIGATION AND PUBLIC HEALTH	32	4702-00-789-04	37	S00S	Р	V	10000000.00	0.00	0.00	10000000.00
	IRRIGATION AND PUBLIC HEALTH	32	4215-01-789-04	37	S00S	P	V	12500000.00	0.00	0.00	125000000.00
	IRRIGATION AND PUBLIC HEALTH	32	4702-00-789-07	37	S00S	Р	v	5000000.00	0.00	0.00	5000000.00
	IRRIGATION AND PUBLIC HEALTH	32	4702-00-789-05	37	S00S	P	v	13300000.00	0.00	0.00	13300000.00
	IRRIGATION AND PUBLIC HEALTH	32	4702-00-789-08	37	S00S	P	v	7500000.00	0.00	0.00	7500000.00
	Total of All Pages :-							5447690000.00	0.00	0.00	5447690000.00

7. Demand/Budget/ Expenditure

Click the 'Details' button on the screen, the related list of schemes will be displayed and follow the same steps for drilling down the information related to the schemes as mentioned for the 'General Query'.

Main Men	u			Demand/B	udge	et/Expe	nditu	re			< <search screen<="" th=""></search>
Budget He	ead Wise Page 1 of 1	Demands for ∾ OR Go to Page	Financia Go	al Year: 201	1-20	12				(All Amount Fig	ures are in Rupees)
View SchemeWise	District / Tribal Area	Department	Demand Code	Budgethead	SOE	Budget Code	P/N	v/c	Amount Demanded for the Financial Year	Revised Budget for the Financial Year	Expenditure during the Financial Year
Details	PANGI (Tribal)	IRRIGATION AND PUBLIC HEALTH	31	4215-01-796-01	37	SOON	P	V	830000.00	8300000.00	0.00
Details	PANGI (Tribal)	IRRIGATION AND PUBLIC HEALTH	31	4215-01-796-03	37	SOON	P	V	200000.00	200000.00	0.00
Details	PANGI (Tribal)	IRRIGATION AND PUBLIC HEALTH	31	4215-01-796-05	37	SOON	P	V	50000.00	50000.00	0.00
Details	PANGI (Tribal)	IRRIGATION AND PUBLIC HEALTH	31	4702-00-796-02	37	SOON	P	V	25872000.00	25872000.00	0.00
Details	PANGI (Tribal)	IRRIGATION AND PUBLIC HEALTH	31	4702-00-796-03	37	SOON	P	V	380000.00	3800000.00	0.00
Details	PANGI (Tribal)	IRRIGATION AND PUBLIC HEALTH	31	4711-01-796-01	37	SOON	P	V	350000.00	350000.00	0.00
	Total of All Pages :-		-						43972000.00	43972000.00	0.00

8. Court Cases Query

Step 1: Parameter Selection for displaying the summary of court cases

				Logout
ASHA SHARMA , SEN	IOR ASSISTANT Head Of	ffice		
Reports/Queries 🕨 H	0/Zone/Circle 🕨 Division En	tries 🕨 Sub Division Entrie	es 🕨 Section(Site) Entries 🛛	Section(Store) Entries
		Query: Court Case	es	
Please press only the	Search button to view the o	complete Summary of all t	the court cases entered .	
Court	-ALL-	-	Case Year	
Case Nature	-ALL-	•	Case Number	
Subject	-ALL-			•
Filing date from	0		Filing date to	
Hearing date from			Hearing date to	
Department as	🔘 Appelant 🛛 🔇	Respondent 💿 Both		
Case Title				
Case Description				
		Search Rese	et	

Step 2: Summary of court cases is displayed and click any number on the screen for displaying the related list of court cases.

							Logout
SHA SHARMA , SENIOR	ASSISTANT	Head Off	ice				
eports/Queries 🕨 HO/Z	one/Circle	Division Ent	ries 🕨 Sub	Division Entries	Section	(Site) Entries Section()	
			Quant	Court Casos		()(-	
			Query	Court cases	•		
						L	Go Back
Summary of Court c	ases						
				Dispo	osed		
Offices	Total Cases filed	Hearing	Reply to be filed	(No action required)	(Action required)	Action taken by Deptt. (Implementation)	Case filed in higher Cour
HZ) Bilaspur Division	17	<u>8</u>	4	1	<u>0</u>	1	<u>0</u>
HZ) Dehra Division	46	<u>0</u>	<u>0</u>	<u>15</u>	<u>0</u>	<u>0</u>	<u>0</u>
HZ) Hamirpur Division	18	<u>12</u>	1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
HZ) Una Division NoI	15	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Ani Division	5	<u>0</u>	1	2	1	<u>0</u>	1
Baggi Division	58	2	1	1	<u>0</u>	<u>0</u>	<u>0</u>
Chamba Division	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Div.No.1 Shimla 9	32	<u>11</u>	<u>0</u>	1	<u>0</u>	<u>0</u>	<u>0</u>
Carsog Division	<u>18</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(ullu Division	<u>14</u>	1	<u>0</u>	<u>6</u>	<u>0</u>	<u>0</u>	2
(ullu FC Division	4	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
1andi Division	<u>61</u>	<u>0</u>	<u>6</u>	<u>6</u>	<u>35</u>	<u>17</u>	<u>19</u>
lahan Division	1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
adhar Division	22	<u>0</u>	1	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ampur Division	27	<u>20</u>	2	<u>0</u>	3	<u>0</u>	<u>0</u>
eckong Peo Division	6	3	<u>0</u>	3	<u>0</u>	<u>0</u>	<u>0</u>
Solan Division	<u>96</u>	1	<u>0</u>	2	4	<u>0</u>	1
Sundernagar Division	34	0	0	0	0	0	0

Step 3: List of court cases is displayed and click any court case on the screen for displaying details.

							Logout	
ASHA SHAR	RMA, SENIOR	ASSISTA	NT He	ad Office				
Reports/Quer	ies 🕨 HO/Zo	ne/Circle	Divis	ion Entries	Sub Division Entries 🕨 Sectio	n(Site) Entries 🕨 Section	(Store) Entries 🕨	
					Query: Court Cases			
							Go Back	
List of Co	List of Court cases (Filed)							
View Case	Court Name	Case Year	Case No.	Case Date	Case Title	Office	Department as	
Details	High Court, Shimla	2010	5304	04/03/2011	Smt. Peena Devi Vs state	Karsog Division	Respondant	
Details	High Court, Shimla	2010	5309	19/02/2011	Sh Roshan Lal Vs State HP	Karsog Division	Respondant	
Details	High Court, Shimla	2010	5310	08/02/2011	Roop Chand Vs State	Karsog Division	Respondant	
Details	High Court, Shimla	2010	5749	04/03/2011	Lachhi ram Vs State	Karsog Division	Respondant	
Details	High Court, Shimla	2010	5783	04/03/2011	Tula Ram Vs State	Karsog Division	Respondant	
Details	High Court, Shimla	2010	6437	08/12/2010	Shri Sher Singh son of Shri Vir Chand V/S State	Karsog Division	Appellant	
Details	High Court, Shimla	2010	6443	05/02/2011	Desh Raj V.State	Karsog Division	Appellant	
Details	High Court, Shimla	2010	6447	05/02/2011	Dagu Ram V/S State of H.P.	Karsog Division	Appellant	
Details	High Court, Shimla	2010	6722	05/02/2011	Sh Netar Singh VS State of H.P.	Karsog Division	Appellant	
Details	High Court, Shimla	2010	6723	05/02/2011	Sher Singh S/o Keshav Ram VS State of H.P.	Karsog Division	Appellant	
Details	High Court, Shimla	2010	6742	05/02/2011	Netar Singh VS State of H.P.	Karsog Division	Appellant	
Details	High Court, Shimla	2010	6744	05/02/2011	Narain Singh VS State of H.P.	Karsog Division	Appellant	

Step 4: Screen is displayed showing the detail of the court case and its history

		Close			
Detailed Case Description					
2010	Case No.	6443			
High Court, Shimla	Case Nature	CWP			
05/02/2011	Office	Karsog Division,EE Karsog			
Desh Raj V.State					
Regarding Regularization					
-NA-					
Appellant					
Addl. Advocate General,Hon, ble High court H.P.Shimla					
H.K Pal,Hon, ble	High court Shimla				
Employee	Respondant Online Id	-NA-			
Desh Raj,Shri Desh Raj, S/O Sh. Bhagat Ram, village Gattu, P.O. Bihani, Teshil Thunag, Distt. Mandi.					
-NA-					
	Detailed	Detailed Case No. 2010 Case No. High Court, Shimla Case Nature 05/02/2011 Office Desh Raj V.State Office Regarding Regularization -NA- Appellant Addl. Advocate General, Hon, ble High court H.P. H.K Pal, Hon, ble High court Shimla Employee Respondant Online Id Desh Raj, Shri Desh Raj, S/O Sh. Bhagat Ram, vil Teshil Thunag, Distt Mandi. -NA- -NA-			

5.2.	Reports	
Sr.No.	Name	How to Access
1.	Demand For Grants: Head Wise	[e- Sameeksha] :: Reports → Demand for Grants → Head Wise
2.	Demand For Grants: District/Tribal Area Wise	[e- Sameeksha] :: Reports \rightarrow Demand for Grants \rightarrow Scheme Wise
3.	Demand For Grants: Department Wise	[e- Sameeksha] :: Reports → Demand for Grants → Department Wise
4.	Demand For Grants: Scheme Wise	[e- Sameeksha] :: Reports → Demand for Grants → Scheme Wise
5.	Work Booklet: Annual	[e- Sameeksha] :: Reports → Work Booklet→Annual
6.	Work Booklet: Month Wise	[e- Sameeksha] :: Reports → Work Booklet→Month Wise
7.	Budget 2011- 2012(RNS)	[e- Sameeksha] :: Home Page →Budget 2011- 2012(RNS)
8.	Budget 2011- 2012(RNS)	[e- Sameeksha] :: Home Page →Budget 2011- 2012(RNS)
9.	Account Reports: Payment / Receipt Voucher	[e- Sanchalan] :: Reports/Queries → Account Reports → Payment/Receipt Voucher
10.	Account Reports: Schedule of Income Tax and Sales Tax	[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow Schedule of Income Tax and Sales Tax
11.	Account Reports: List of Cheques/RTGS/NEFT	[e- Sanchalan] :: Reports/Queries → Account Reports → List of Cheques/RTGS/NEFT
12.	Account Reports: Abstract of Receipts / Payments	[e- Sanchalan] :: Reports/Queries → Account Reports → Abstract of Receipts / Payments
13.	Account Reports: List of Receipts / Payments	[e- Sanchalan] :: Reports/Queries → Account Reports → List of Receipts / Payments
14.	Account Reports: Monthly Account (CPWA 80)	[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow Monthly Account (CPWA 80)
15.	Account Reports: Schedule of Revenue	[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow

	(CPWA 46)	Schedule of Revenue (CPWA 46)
16.	Account Reports: Abstract of Expenditure (CPWA 74)	[e- Sanchalan] :: Reports/Queries → Account Reports → Abstract of Expenditure (CPWA 74)
17.	Account Reports: Schedule of Works Expenditure (CPWA 64)	[e- Sanchalan] :: Reports/Queries → Account Reports → Schedule of Works Expenditure (CPWA 64)
18.	Account Reports: Abstract of Monthly Stock A/C	[e- Sanchalan] :: Reports/Queries → Account Reports → Abstract of Monthly Stock A/C
19.	Account Reports: Schedule of Monthly Stock A/C	[e- Sanchalan] :: Reports/Queries → Account Reports → Schedule of Monthly Stock A/C
20.	Account Reports: Abstract of Deposits (CPWA 78)	[e- Sanchalan] :: Reports/Queries → Account Reports → Abstract of Deposits (CPWA 78)
21.	Account Reports: Schedules of Deposits	[e- Sanchalan] :: Reports/Queries \rightarrow Account Reports \rightarrow Schedules of Deposits
22.	Account Reports: Abstract of P.W. Misc. Advance	[e- Sanchalan] :: Reports/Queries → Account Reports → Abstract of P.W. Misc. Advance
23.	Account Reports: Schedule of P.W. Misc. Advance	[e- Sanchalan] :: Reports/Queries → Account Reports → Schedule of P.W. Misc. Advance
24.	Account Reports: Transfer Entry Orders	[e- Sanchalan] :: Reports/Queries → Account Reports → Transfer Entry Orders
25.	Account Reports: Schedule Of Credit and Debit to Remittance	[e- Sanchalan] :: Reports/Queries → Account Reports → Schedule Of Credit and Debit to Remittance
26.	Scheme Reports: List of Schemes	[e- Sanchalan] :: Reports/Queries → Scheme Reports → List of Schemes
27.	Scheme Reports: Agreement Register	[e- Sanchalan] :: Reports/Queries → Scheme Reports → Agreement Register
28.	Scheme Reports:	[e- Sanchalan] :: Reports/Queries → Scheme Reports →

		<u> </u>
	Revised Schedule of Quantity	Revised Schedule of Quantity
29.	Scheme Reports: Work Measurements	[e- Sanchalan] :: Reports/Queries → Scheme Reports → Work Measurements
30.	Scheme Reports: Running Bill	[e- Sanchalan] :: Reports/Queries → Scheme Reports → Running Bill
31.	Contractor Reports: Contractor Registration Details	[e- Sanchalan] :: Reports/Queries → Contractor Reports → Contractor Registration Details
32.	Contractor Reports: Contractor Indentity Card	[e- Sanchalan] :: Reports/Queries → Contractor Reports → Contractor Indentity Card
33.	Inventory Reports: Goods Receipt Sheet	[e- Sanchalan] :: Reports/Queries → Inventory Reports → Goods Receipt Sheet
34.	Inventory Reports: Goods Balance	[e- Sanchalan] :: Reports/Queries → Inventory Reports → Goods Balance
35.	Inventory Reports: Indent Items	[e- Sanchalan] :: Reports/Queries → Inventory Reports → Indent Items

5.3. Returns

Sr.No.	Name	How to Access
1.	Returns : Irrigation Schemes - Potential Created	[e- Sanchalan] :: Reports/Queries → Returns → Irrigation Schemes - Potential Created Items
2.	Returns : Irrigation Schemes - Potential Utilization	[e- Sanchalan] :: Reports/Queries → Returns → Irrigation Schemes - Potential Utilization
3.	Returns : Material Balance	[e- Sanchalan] :: Reports/Queries → Returns → Material Balance
4.	Returns : Material Balance - G.I.Pipes	[e- Sanchalan] :: Reports/Queries → Returns → Material Balance - G.I.Pipes