

**GOVERNMENT OF TRIPURA
PUBLIC WORKS DEPARTMENT (R & B)
AGARTALA : TRIPURA**

No.F.48(2)/MC-PWD/2000/1573-1672

Dated, Agartala, the November 05, 2020

MEMORANDUM


Since long, all wings of PWD have been submitting their monthly accounts through WAMIS, an application developed by C-DAC, Pune. Now, the Government in Public Works Department with concurrence from AG (A&E), Tripura has decided to introduce Digital Signature Certificate (DSC) for submission of monthly accounts by the respective Divisions to AG(A&E), Tripura through the same application.

Now to implement it, all Executive Engineers, in charge of Divisions, are requested to procure DSC (Class-II for signing is the minimum requirement), one for Executive Engineer and other for Divisional Accounts Officer/Divisional Accountant for submission of monthly accounts digitally to AG(A&E), Tripura. The officials who are already in possession of DSC for any other purpose including e-procurement, need not to procure again, as existing DSC (Class-II or Class-III) would serve the purpose. The detailed guidelines for registration of DSCs etc. is available at Homepage of PWD with the link https://pwd.tripura.gov.in/pwd/images/downloads/manual/DSC_Registration_Process_And_Digitally_Signed_Report.pdf It is also desired by AG(A&E), Tripura as communicated vide letter No.WM/DA/CORRS/2020-21 dated 7th September, 2020 that hard copy of Schedule Dockets (Form 61) also be submitted separately with all vouchers, sub-vouchers and related documents physically to that office. This application provides the provision to download the voucher list in WAMIS by the Office of the AG(A&E), Tripura.

To facilitate all Executive Engineers, in charge of working Divisions, a list of mandatory forms/reports which are to be signed digitally is enclosed with this Memorandum for further guidance.

This new system for online submission of accounts using DSCs will come into force with immediate effect.

Encl: As stated


(Susanta Dutta)
Deputy Secretary
Public Works Department

To:

Executive Engineer, PWD(R&B/ DWS/WR/ Buildings/NH) _____

Copy to:

1. Chief Engineer, PWD(R&B/ DWS/WR/ Buildings/NH), Tripura.
2. Addl. Chief Engineer, PWD(R&B/ DWS/WR/ Buildings/NH)

Copy also to:

1. PS to Principal Secretary, PWD, Govt. of Tripura
2. Engineer-in-Chief, PWD, Agartala, Tripura
3. Senior Deputy Accountant General (Kind attention Shri Abhijit Dhar), Office of the AG(A&E), Tripura, Agartala.
4. ITCC, PWD(R&B), Netaji Chowmuhani, Agartala with a request to extend support as and when required by the field office.

List of Mandatory Forms/Reports

1

Required Forms	Name Of Documents	Signature Required
C.P.W.A.- 83	LIST OF ACCOUNTS SUBMITTED TO ACCOUNTANT GENERAL	DAO/DA And Executive Engineer
Certificate Balance	Memo Of Misc. Cash Receipt Paid In To Treasury	DAO/DA And Executive Engineer
80	Monthly Account	DAO/DA And Executive Engineer
46	Schedule of Refunds of Revenue, Receipt and Recoveries on Capital Account	DAO/DA
74	Classified Abstracts of Expenditures	DAO/DA
64	Schedule of Works Expenditures	DAO/DA
79	Schedule of Deposits	DAO/DA
61	Schedule Dockets (with necessary vouchers, transfer entry orders,survey reports and sale accounts attached to each)	DAO/DA
62	Schedule Dockets of Percentage Recoveries	DAO/DA And Executive Engineer
73	Stock Account (With sale accounts in support of the cash credits to stock)	DAO/DA And Executive Engineer
72	Schedule of Debit to Stock	DAO/DA
53	Transfer Entry Orders	DAO/DA And Executive Engineer
65	Schedule of Deposits Works	DAO/DA
54	Transfer Entry Number Book	DAO/DA And Executive Engineer
76	Schedule of Credits to Misc. Heads of Account	DAO/DA
76	Schedule of Debits to Misc. Heads of Accounts	DAO/DA
5	Cash Balance Report	DAO/DA And Executive Engineer
76 A	C.S.S.A. Report	DAO/DA
70	M.P.W.A. Report.	DAO/DA
77	Schedule of Credit to Remittances	DAO/DA
77	Schedule of Debit to Remittances	DAO/DA
51	Schedule of Monthly Settlement with Treasuries.	DAO/DA
L-CESS	Labour CESS Statement	DAO/DA
Voucher List	Voucher List	DAO/DA
IT	Income Tax Statement	DAO/DA
SD	Security Deposit Recovery Statement	DAO/DA
Cheques	List of Cheques.	DAO/DA And Executive Engineer