Government of Tripura

Works & Billing

User Manual
Version 1.0

Prepared By

Centre For Development of Advanced Computing
e-Governance Solutions Group
Pune
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Works & Billing System

1. Introduction

The Works & Billing System is developed by Center for Development of Advanced Computing (C-DAC) for the Public Works Department (PWD), Government of Tripura.

The system is developed with the aim of computerizing all the activities related to PW Department across the Tripura State. It is a very comprehensive application deployed at centralized location and addresses all the activities carried out by Technical Section at the Divisional Offices. The system is interlinked with the other modules like Accounts and Budget Management System for extracting and producing the data.

The system has 'Graphical User Interface' which facilitates easy operations. The system authenticates the user and after successful authentication an interface is shown with navigation options on left hand side. The interface has links for navigation through records and screens, buttons to save/update/delete the records, shortcut keys for buttons, help-text for icons, context sensitive help for all the screens. Appropriate messages for errors, successful operations and failed operations are displayed. Guidelines are given at appropriate stages. Selection lists are provided wherever appropriate to reduce typographical errors. And it is consistent with the standard user interface.

2. Objective

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

3. Functionalities

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

Start

Enter Login User and Password

Is User Valid?

Yes

Select Works Module

Prepare following master data (as applicable) –

8. Work Type
9. Work Sub Type
10. Program Types
11. Repair Types
12. Tender Types
13. Proposer Types
14. Schemes
15. Contractor Class
16. User Department
17. Authority

Enter Work Information Details

Enter Split Works Information Details

A
A

Enter Administrative Approval Details

Enter Technical Sanction Details

Enter BoQ Details

Enter Schedule A Details

Enter Recapitulation Details

Enter Tender Details

Enter PBC Details

Enter Quotation Details

Enter Awarding of Contract Details

Enter Negotiation Details

Enter Scope Details

Work Extension Details

Inspection Note Details

Close Split Works Details

Close Works Details
Following reports are generated (as applicable) –

1. First & Final Bill Report
2. RA Bill Report
3. Royalty Calculation
4. Deviation Statement
5. Measurements
6. Extra Item
Schedule of Rates

Zone, Chapters & Categories Master

Labour, Material & Machinery Items Master

Civil, Electrical & Non SR Items Master

Rates Entry for Labour, Material & Machinery Items

Rate Analysis for Civil, Electrical & Non SR Items

Rate Updation for Labour, Material & Machinery Items

Rate Updation for Civil, Electrical & Non SR Items

D
5. Login

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

For login the screen is displayed as shown below.

![Login Screen](image)

**Figure 1: Login Screen**

Enter the username and password in the fields provided for login.

On successful login the main screen is displayed with various modules available for the user. Links for the screens/modules are enabled only for the users who have rights on the respective screens/modules; the other screens/modules for which the user doesn’t have rights will be disabled. The screen is displayed as shown below.
Alert!!!

- Provision for viewing the supplementary month reports is provided.
- Facility to add gross amount in Payment Voucher is provided for cross verification. But, actual amount entered in transaction will only affect the calculation and not the gross amount entered in the header part of the voucher.
- Also Other Reports -> Misclassification Report indicates the count of payment vouchers, for which the expected gross amount is not matching with the actual gross amount.

Figure 2: Home screen
After clicking on any link in the Works or Billing module, the user is directed to the corresponding module with navigation links on left side. The sample screen is displayed as shown below.

![Main screen for Works](image)

**Figure 3: Main screen for Works**

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

To select any other module, click on the link ‘Home’ where different modules for the user are displayed.

To logout from the application, click on the link ‘Logout’.
6. Master Details

To start using the ‘Works’ application the user has to first enter the Master details like Authority, Work Types, Work Sub Types, Proposer Types, Programs, Repair Types, Schemes, Scopes, Tender Types, User Department, Contractor Class, Contractors details etc. as applicable.

6.1 Authority Master

By selecting Works -> Masters -> Authority Master, displays the Authority Master Screen. This screen is used to create the authorized persons.
Field Description:

Authority Name: Enter the authority name.

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

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

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

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

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

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

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

8) You must have the privileges to add/edit/delete the records otherwise the corresponding options will be disabled.
6.2 Work Types

By selecting **Works -> Masters -> Work Type**, displays the Work Type Screen. This screen is used to create the work types.

![Work Type Master Screen](image)

**Figure 6: Work Type Master Screen**

![Work Type Master Entry Screen](image)

**Figure 7: Work Type Master Entry Screen**

**Field Description:**

**Work Type:** Enter the work type.
**Note:** 1) To add new entry click on the “Add” link.

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

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

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

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

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

7) You must have the privileges to add/edit/delete the records otherwise the corresponding options will be disabled.
6.3 Work Sub Types

By selecting Works -> Masters -> Work Sub Type, displays the Work Sub Type Screen. This screen is used to create the work sub types.

<table>
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<th>Work Sub Type</th>
<th>Work Type</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Long Bridge</td>
<td>Bridges</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>2</td>
<td>Major Bridge</td>
<td>Bridges</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>Minor Bridge</td>
<td>Bridges</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>Others</td>
<td>Bridges</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>5</td>
<td>Administrative Building</td>
<td>Buildings</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>6</td>
<td>Commercial Building</td>
<td>Buildings</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>Court Building</td>
<td>Buildings</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>Hospital Building</td>
<td>Buildings</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>Others</td>
<td>Buildings</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>10</td>
<td>Police Station</td>
<td>Buildings</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>11</td>
<td>Residential Building</td>
<td>Buildings</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

Figure 8: Work Sub Type Master Screen

Figure 9: Work Sub Type Master Entry Screen

**Field Description:**

**Work Type:** Select the work type.  
**Work Sub Type:** Enter the work type.  
**Sub Type Code:** Enter the sub type code.

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

By selecting Works -> Masters -> Proposer Type, displays the Proposer Type Screen. This screen is used to create the proposer types.

**Figure 10: Proposer Type Master Screen**

**Figure 11: Proposer Type Master Entry Screen**

**Field Description:**

**Proposer Name:** Enter the name of the proposer.
**Note:** 1) To add new entry click on the “Add” link.

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

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

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

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

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

7) You must have the privileges to add/edit/delete the records otherwise the corresponding options will be disabled.
6.5 Programs

By selecting Works -> Masters -> Programs, displays the Program Screen. This screen is used to create the program types.

![Figure 12: Program Master Screen](image)

![Figure 13: Program Master Entry Screen](image)

**Field Description:**

- **Program Name:** Select the program name.

**Note:**

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

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

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

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

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

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

7) You must have the privileges to add/edit/delete the records otherwise the corresponding options will be disabled.
6.6 Repair Types

By selecting Works -> Masters -> Repair Types, displays the Repair Type Screen. This screen is used to create the repair types.

![Figure 14: Repair Type Master Screen](image)

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Repair Description</th>
<th>Program Type</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Works of replacement of weather sheds</td>
<td>Special Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Distempering and coloring</td>
<td>Specified Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Miscellaneous items of special repairs in case of any damage</td>
<td>Specified Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Partial Reproofing</td>
<td>Specified Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Periodical Oil Painting</td>
<td>Specified Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Plaster to walls</td>
<td>Specified Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Replacement of Electrical wiring</td>
<td>Specified Repairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Replacement of water supply and sanitary pipes</td>
<td>Specified Repairs</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Figure 15: Repair Type Master Entry Screen](image)

**Field Description:**

**Program Name:** Select the program name.

**Repair Description:** Enter the repair description.
Note: 1) To add new entry click on the “Add” link.

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

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

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

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

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

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

By selecting **Works -> Masters -> Schemes**, displays the Schemes Screen. This screen is used to create the schemes.

#### Figure 16: Scheme Master Screen

![Scheme Master Screen](image)

#### Figure 17: Scheme Master Entry Screen

![Scheme Master Entry Screen](image)

#### Field Description:

**Sponsor Name**: Select the sponsor name.

**Scheme Description**: Enter the scheme description.
3) To save the entered values click on the “Save” button.

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

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

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

7) To search any entry, select the scope and enter scheme and then click on the “Filter” button.

8) To clear the search contents click on the “Clear” button.

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

6.8 Scopes
By selecting Works -> Masters -> Scope, displays the Scope Screen. This screen is used to create the Scopes.
Figure 18: Scopes Master Screen

Figure 19: Scope Master Entry Screen

**Field Description:**

- **Work Type:** Select the work type.
- **Scope Description:** Enter the scope description.
- **Unit:** Select the required unit.

**Note:** 1) To add new entry click on the “Add” link.
2) To edit the details click on the “Edit” link.

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

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

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

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

7) To search any entry, select the work type and enter scope description and then click on the “Filter” button.

8) To clear the search contents click on the “Clear” button.

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

6.9 Tender Types

By selecting Works -> Masters -> Tender Type, displays the Tender Type Screen. This screen is used to create the new tender types.
Note: 1) To add new entry click on the “Add” link.

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

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

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

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

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

7) You must have the privileges to add/edit/delete the records otherwise the corresponding options will be disabled.
6.10 User Department

By selecting Works -> Masters -> User Department, displays the User Department Screen. This screen is used to create the new user departments.

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>User Department Name</th>
<th>Demand Number</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Agriculture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Forest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Health</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Home</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Public Works</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Rural</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Water Resources</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add

Figure 22: User Department Master Screen

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>User Department Name</th>
<th>Demand Number</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Agriculture</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Forest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Health</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Home</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Public Works</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Rural</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Water Resources</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ADD RECORD
Fields marked with an asterisk * are required.
User Department Name: Finance
Demand Number: 12

Save Cancel

Figure 23: User Department Master Entry Screen

**Field Description:**

**User Department Name:** Enter the user department name.

**Demand Number:** Enter the demand number.
Note: 1) To add new entry click on the “Add” link.

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

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

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

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

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

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

By selecting **Works -> Masters -> Contractor Class**, displays the Contractor Class Screen. This screen is used to create the new contractor classes.

#### Figure 24: Contractor Class Master Screen

#### Figure 25: Contractor Class Master Entry Screen

**Field Description:**

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

**Note:**

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

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

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

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

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

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

7.1. Work Information

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

The screen is shown as below:

Figure 26: Work Information Entry Screen

Figure 27: Work Information Screen
Figure 28: Heads Selection Screen
Field Description:

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

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

Work Description: Enter the name of the Work.

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

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

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

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

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

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

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

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

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

Project Cost: Enter the estimated cost for the work.

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

Category: Select the TSP/SCSP/General for the work.

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

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

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

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

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

Budget Month: Select the Budget Month for the Work

Budget Year: Select the Budget Year for the Work

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

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

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

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

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

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

Chainage From: Enter the start chainage of the work

Chainage To: Enter the end chainage of the work

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

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

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

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

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

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

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

8) To filter the details of the Works based on “Choose Head” and/or “Work Description” click on “Filter” button to filter data and “Clear” button to clear filter.

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

By selecting Works → Proposal Work → Split Works Information, “Split Works Information” screen is displayed which shows the list of splitted works for the selected work.

Figure 29: Split Works Entry Screen

Figure 30: Split Works Information Screen

Figure 31: Works Search Screen
Field Description:

**Split Work Number:** Displays the Split Work Number auto-generated based on the entry of the Parent Work Number.

**Split Work Desc:** Displays the Split Work Description as entered in the Parent Work Description to be updated as per requirement.

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

8.1. AA & ES Details

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

The Administrative Approvals for each work can be entered through this screen. The first entry is considered as the ‘Original’ Administrative Approval and subsequently the rest of the entries are considered as ‘Revised’ approvals.

![Administrative Approval Entry Screen](image)

**Figure 32: Administrative Approval Entry Screen**

![Administrative Approval Details Screen](image)

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

**Field Description:**

- **AA Number**: Enter the AA Number for the work.
- **AA Date**: Select the AA approval date.
- **Authority**: Select the Approving Authority.
- **AA Office**: Select the Approving Office Name.
- **ES Amount**: Enter the ES amount for work.
- **Demand No**: Enter the demand Number.
- **Scheme (Plan/Non Plan)**: Enter the Scheme as Plan or Non Plan.
- **Major Head**: Enter the major head.
- **Sub Major Head**: Enter the Sub major head.
- **Minor Head**: Enter the minor head.
- **Sub Minor Head**: Enter the Sub minor head.
- **Detail Head**: Enter the detail head.
- **Object Head**: Enter the object head.
- **JOB Number**: Enter the job number.
- **Remarks**: Enter the remarks for Administrative approval.
Note: 1) To add new entry click on the “Add” link.

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

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

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

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

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

7) To view the list of AA/ES entries click on the “View” link.

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

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

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

The Technical Sanction for each work can be entered through this screen. The first entry is considered as the ‘Original’ Technical Sanction and subsequently the rest of the entries are considered as ‘Revised’ TS approvals.

Figure 35: Technical Sanction Entry Screen

Figure 36: Technical Sanction Details Screen
**Field Description:**

- **TS Number**: Enter the Technical Sanction Number for the work.
- **TS Date**: Select the approval date
- **TS Office**: Select the TS Approving Office Name
- **TS Authority**: Select the TS Approving Authority
- **TS SR Year**: Select TS SR year
- **Zone**: Select Zone for SR rates
- **Specification**: Select specification as MORD/MORTH/CPWD/State PWD
- **Time Period**: Enter the time period in months.
- **Land**: Select if land used.
- **Tools & Plants**: Select if tools and plants used.
- **TS Amount**: Enter the approved TS amount for the work.
- **Method**: Enter the method to be used.
- **Remarks**: Enter the remarks for technically sanction details.

**Note:**

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

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

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

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

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

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

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

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

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

9.1. BoQ Details

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

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

![BoQ Entry Screen](image1)

Figure 37: BoQ Entry Screen

![BoQ Details Screen](image2)

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

**Figure 39: Search SR Items Screen**

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

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

The Bill of Quantity can be prepared by copying Bill Items from other works for which the Items are similar.
**Field Description:**

- **Item Type:** Select the SR Item Type from the list populated.
- **Item:** Select the SR Item from the list populated.
- **Item Description:** Displays the Item Description for the selected Item.
- **Unit:** Unit of the selected SR Item will be shown.
- **Rate:** Displays the SR Item rate.
- **Quantity/Measurement:** Select whether entering Quantity or Measurement.
- **Quantity:** Enter the Quantity to be executed for the Work.
- **Measurement:** Enter the Measurements as Number, Length, Breadth & Depth.
- **Scope:** Select the scope for the selected SR Item.
- **Remarks:** Enter remarks if any.
**Note:** 1) To add new entry click on the “Add” link.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Field Description:

- **Item**: Select the item to be provided to the contractor.
- **Unit**: When item is selected its unit gets entered automatically.
- **Rate**: Modify the item rate for the selected item if required.
- **Quantity**: Enter the quantity to be issued to the contractor.
- **Remarks**: Enter the remarks if any.

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

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

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

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

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

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

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

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

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

![Figure 45: Work Scope Entry Screen](image1)

![Figure 46: Work Scope Screen](image2)

**Field Description:**
- **Select**: Select the Check Box for which the entries are to be made
- **Scope**: Displays the name of the Scope
- **Planned Start Date**: Select the Planned Start Date for the selected Scope
- **Planned End Date**: Select the Planned End Date for the selected Scope
**Note:**

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

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

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

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

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

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

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

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

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

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

Figure 47: Recapitulation Entry Screen

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

- **Work Portion**: Displays the Work Portion amount for the Work from TS
- **Contingency**: Enter contingency amount in percentage
- **Turnover Tax**: Enter Turnover Tax amount in percentage
- **Work Charges**: Enter Work Charges amount in percentage
- **Quality Control**: Enter Quality Control amount in percentage
- **Other Charges**: Enter Other Charges amount in percentage
- **Sub Total**: Sub Total amount is calculated as sum of above calculations
- **Percentage Charges**: Calculated on the (Work Portion + Sub Total)
- **Establishment**: Enter Establishment Charges amount in percentage
- **Tools and Plants**: Enter Tools and Plants Charges amount in percentage
- **Audit**: Enter Audit and Accounts Charges amount in percentage
- **Secretariat**: Enter Secretariat Charges amount in percentage
- **Pensionery**: Enter Pensionery Charges amount in percentage
- **Grand Total**: Total amount will be calculated based on the above calculations

### Note:

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

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

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

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

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

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

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

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

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

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

**Figure 49: Tender Details Entry Screen**

**Figure 50: Tender Details Screen**
Field Description:

- **Tender Type:** Select the tender type.
- **Estimate Amount:** Enter the Tender Amount, calculated from the BoQ
- **Tender Opening Date:** Select the Tender Opening Date
- **Contractor Class:** Select the contractor class
- **Approving Authority:** Select the Tendering authority
- **Bid Type:** Select Single Bid/Double Bid.
- **Remarks:** Enter the remarks if any

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

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

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

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

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

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

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

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

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

Selecting Works -> Tendering -> PBC Details, displays 'PBC Details' screen. This screen is used to enter the details for the Pre Bid Conference held before the tender opening of the selected work.

![Figure 51: PBC Details Entry Screen](image)

![Figure 52: PBC Details Screen](image)
Field Description:

Conference Date: Select conference date
Venue: Enter venue details
PWD Attendees: Enter the name of PWD representative
Contractor Representatives: Enter the name of contractor’s representatives
Nit Conditions Modified: Select whether the Nit condition modified or not.
Minutes Issue Date: Select minutes issue date

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

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

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

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

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

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

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

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

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

Selecting Works -> Tendering -> Quotation Details, displays ‘Quotation Details’ screen. This screen is used to enter the details of the quotations submitted by the contractors for the selected work. The user must fill this entry before going further. Contractor simply quotes the amount, difference percentage will calculate automatically.

Figure 53: Quotation Entry Screen (Percentage)

```
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Item Id</th>
<th>Item Description</th>
<th>Unit</th>
<th>Rate</th>
<th>Quantity</th>
<th>Amount</th>
<th>Contractor Rate</th>
<th>Above/Below</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13-1-68</td>
<td>Providing 37.50 mm thick B.U.S.G. including cost conveyance of all materials etc complete including hire running charges of PPR bimmen with cost conveyance, taxes royalties of all materials bimmen labour TandP etc. all completed.</td>
<td>Square Meters</td>
<td>139.85</td>
<td>91.3506</td>
<td>12,775.30</td>
<td>139.85</td>
<td>0% (At Par)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>13-1-69</td>
<td>Providing 20mm thick premix carpet after scraping cleaning road with 14.60kg/105sqm area with penetration grade of bitumen heating, pouring and spreading precoated chips using 180cm of 13.2mm and 0.69cm of 4mm size BSG crusher brokek chips at 165gm and rolling with PPR including hire and running charges of PPR cost of business, other machineries with cost conveyance, royalties, taxes of all materials and labour TandP required for the work etc. complete for finished item of work as per direction of Engineer in charge.</td>
<td>Square Meters</td>
<td>95.10</td>
<td>91.3506</td>
<td>8,687.38</td>
<td>95.10</td>
<td>0% (At Par)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>13-1-70</td>
<td>Providing and applying tack coat with bitumen beater fitted with spraycoat 0.45kg/sqm area including cleaning the surface etc complete for finished item of work including cost conveyance royalty taxes labour TandP all other materials required for the work etc complete as per direction of the Engineer in charge.</td>
<td>Square Meters</td>
<td>8.30</td>
<td>124.1806</td>
<td>1,030.69</td>
<td>8.30</td>
<td>0% (At Par)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>13-1-71</td>
<td>Providing 6mm thickness pre-coated seal coat type B using 6.7mm size H.G. chips and down graded as per size analysis and 6.88kg of Bitumen per 19.5sqm including hire and running charges of PPR with cost conveyance royalty taxes labour TandP and all other materials required for the work etc complete as per direction of Engineer in charge.</td>
<td>Square Meters</td>
<td>37.14</td>
<td>124.1806</td>
<td>4,612.05</td>
<td>37.14</td>
<td>0% (At Par)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>12-1-72</td>
<td>Providing 6mm thickness pre-coated seal coat type B using 6.7mm size H.G. chips and down graded as per size analysis and 6.88kg of Bitumen per 19.5sqm including hire and running charges of PPR with cost conveyance royalty taxes labour TandP and all other materials required for the work etc complete as per direction of Engineer in charge.</td>
<td>Square Meters</td>
<td>287.12</td>
<td>49.2206</td>
<td>14,160.76</td>
<td>287.12</td>
<td>0% (At Par)</td>
<td></td>
</tr>
</tbody>
</table>
```
**Figure 55: Quotation Details Screen**

**Field Description:**

- **Percentage**
  - **Contractor:** Select the name of the Contractor for whom the quotation is being entered
  - **Work Cost:** Displays the Amount of the Work from Tender

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

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

- **Quoted Percentage:** Displays the Quoted Percentage calculated from the Quoted amount or enter the Quoted Percentage

- **Above/Below:** Displays whether the Quoted amount is above or below the Work amount

- **Item Rate**
  - **Contractor:** Select the name of the Contractor for whom the quotation is being entered
  - **Item Description:** Displays the BoQ Item for which the quoted amount is to be entered

- **Item Unit:** Displays the BoQ Item Unit

- **Rate:** Displays the BoQ Rate for the Item

- **Quantity:** Displays the Quantity of the BoQ Item

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

- **Above/Below:** Displays whether the Quoted amount is above or below the BoQ amount
Note: 1) To add new entry click on the "Add" link.

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

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

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

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

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

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

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

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

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

Figure 56: Awarding of Contract Entry Screen

Figure 57: Awarding of Contract Screen
**Field Description:**

- **Contractor:** Select the contractor to whom the contract is to be awarded
- **Agreement No:** Enter the agreement number
- **Work Order No:** Enter the work order number
- **Agreement Date:** Select agreement date
- **Accepting Authority:** Select accepting authority
- **Date of Actual Commencement:** Select date of actual commencement
- **Work Period in Months:** Enter work period in months
- **Stipulated Date Of Completion:** Select stipulated date of completion
- **Agreement Type:** Select the Agreement Type
- **Work Cost:** Displays the Work Cost as per the Tender
- **Quoted Amount:** Displays the Quoted Amount of the Contractor
- **Accepted Tender Other Than Lowest:** Select option whether accepted tender other than lower
- **Whether Excess Involved:** Select whether excess involved or not
- **Whether Negotiation Done:** Select whether negotiation being done or not
- **Accepted Percentage:** Enter the negotiated percentage (only for Percentage Type)
- **Negotiated %:** Displays the negotiated percentage is above/below or at par
- **Remarks:** Enter the remarks if any

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

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

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

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

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

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

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

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

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

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

Figure 58: Negotiation Entry Screen

Figure 59: Negotiation Details Screen
Field Description:

**Item Rate**

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

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

**Item Unit:** Displays the BoQ Item Unit

**Rate:** Displays the BoQ Rate for the Item

**Quantity:** Displays the Quantity of the BoQ Item

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

**Negotiation Rate:** Enter the Negotiation Rate

**Above/Below:** Displays whether the Negotiation amount is above or below the BoQ amount

---

**Note:**

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

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

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

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

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

10.1. Work Extension Details

Selecting Works -> Execution -> Work Extension Details, displays ‘Work Extension Details’ screen. This screen is used to enter the details of the extensions given to the contractors for the selected work.

This screen is used in cases where the work gets extended due to some unavoidable reasons. Number of extensions can be given to a single work as per the requirement of the Department.

![Figure 60: Work Extension Entry Screen](image1)

![Figure 61: Work Extension Details Screen](image2)
Field Description:

**Extension Number:** Enter a unique extension number

**Stipulated Date of Completion:** This date gets automatically selected but you can change this date.

**Extension Upto Date:** Select extension given up to date

**Value of Work Completed within Time (%):** Enter value of work completed within time in percentage

**Value of Remaining Work (%):** Enter value of remaining work in percentage.

**Extension if any Granted with the value of work completed during the said period of Extension of Time Limit:** Enter the value of work completed during the extension period

**Extension now applied for by the Contractor (Ref. of Contractors letter to be given):**

**Detailed Reason For Extension:** Enter the detail reasons for extension given

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

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

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

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

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

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

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

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

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

Selecting **Works -> Execution -> Close Work**, displays ‘Close Work’ screen. This screen is used to enter the closing date for the selected work. After entering the closing date for the work, this work will not be displayed in Budget, Billing and Accounting modules for entry but will be available only for reporting purpose. Also, the Split Works if any will be closed based on the closing of the Parent Work.

**Field Description:**

- **Select Option:** Select the check box for the work, which is to be closed.
- **Closing Date:** Enter the closing date.
**Note:** 1) To close new works click on the "Add" link.

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

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

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

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

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

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

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

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

![Close Split Work Entry Screen](image1)

**Figure 64: Close Split Work Entry Screen**

![Close Split Work Screen](image2)

**Figure 65: Close Split Work Screen**

**Field Description:**

- **Select Option:** Select the check box for the split work, which is to be closed.
- **Closing Date:** Enter the closing date.
**Note:** 1) To close new works click on the “Add” link.

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

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

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

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

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

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

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

This section provides various reports required by the Division to monitor the various works being executed.

11.1. Report Options

By selecting Works -> Reports -> Report Options, displays “Report Options” screen. This screen is used to show generate various reports required by the Divisions.

Figure 66: Option Report Screen

11.1.1. Show Work List

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

Based on selected filters Work Type, Scheme, District, Taluka and Constituency the list of works can be populated.
11.1.2. Split Works List

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

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

11.1.3. Works With AA

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

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

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

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

![Administrative Approval Register](image)

### Figure 71: Administrative Approval Register Report

11.1.6. Work with TS

By selecting Works -> Reports -> Report Options -> Work With TS, displays the report showing the list of Works for which Technical Sanction has been entered. Based on TS Date Technical Sanction report is generated for the Works getting the TS in the selected month and year.

![Technical Sanction Details](image)

### Figure 72: TechnicalSanctioned Works Report
11.1.7. **Works with No TS**

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

![Show Report Options](image)

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Work Number</th>
<th>Work Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3/1</td>
<td>Imp. to Halid Morada road</td>
</tr>
<tr>
<td>2</td>
<td>3/1311</td>
<td>test data by arun 000000000000001</td>
</tr>
<tr>
<td>3</td>
<td>3/1313</td>
<td>Regular work 3/1313</td>
</tr>
<tr>
<td>4</td>
<td>3/1313</td>
<td>Regular work 3/1313</td>
</tr>
<tr>
<td>5</td>
<td>3/1313</td>
<td>Regular work 3/1313</td>
</tr>
</tbody>
</table>

*Figure 73: Works with No TS Report*

11.1.8. **Technical Sanction Register**

By selecting Works -> Reports -> Report Options→ Technical Sanction Register, displays the report showing the details of Technical Sanction Register for various works. Select TS Month and TS Year to display the report.

![Show Report Options](image)

![Technical Sanction Register](image)

*Figure 74: Technical Sanction Register Report*

11.1.9. **Works with TS and No BoQ**

By selecting Works -> Reports -> Report Options→ Works with TS and No BoQ, displays the report showing the list of Works with Technical Sanction but no entry for Bill of Quantity (BoQ). Enter the TS Month and TS Year to display the report.
11.1.10. **Works with TS and BoQ**

By selecting **Works -> Reports -> Report Options**\(\rightarrow\) **Works with TS & BoQ**, displays the report showing the list of Works with Technical Sanction and BoQ entries. Enter the TS Month and TS Year to display the record.

**Figure 76: Works with TS & BoQ Report**

11.1.11. **BoQ**

By selecting **Works -> Reports -> Report Options**\(\rightarrow\) **BoQ**, displays the report showing the list of Bill of Quantity (BoQ) Items for the selected Work.
11.1.12. **Works with TS, BoQ and No Tender**

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

11.1.13. **Works with TS, BoQ and Tender**

By selecting **Works -> Reports -> Report Options** → **Works with TS, BoQ and Tender**, displays the report showing the list of Works for which the Technical Sanction, BoQ and Tender entries are done. Enter TS Month, TS Year, Tender Month, Tender Year and Tender Type to display the report.
Figure 79: Works with TS, BoQ and Tender Report

11.1.14. **Works with TS, BoQ & Tender but No Participation**

By selecting **Works -> Reports -> Report Options** ➔ **Works with TS, BoQ, Tender but No Participation**, displays the report showing the list of Works for which the Technical Sanction, BoQ and Tender is entered but no Quotation entries done. Enter TS Month, TS Year, TENDER Month, TENDER Year and TENDER TYPE to display the report.

Figure 80: Works with TS, BoQ, Tender and No Quotation Report

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

By selecting **Works -> Reports -> Report Options** ➔ **Works with TS, BoQ, Tender and Participation**, displays the report showing the list of Works for which the Technical Sanction, BoQ, Tender and Quotation entries are done. Enter TS Month, TS Year, TENDER Month, TENDER Year and TENDER TYPE to display the report.
Figure 81: Works with TS, BoQ, Tender and Participation Report

**11.1.16. Works with TS, BoQ, Tender & Participation & Not Award**

By selecting Works -> Reports -> Report Options-> Works with TS, BoQ, Tender & Participation but Not Award, displays the report showing the list of works for which Technical Sanction, BoQ, Tender & Quotation has been entered but the contract is not awarded.

Figure 82: Works with TS, BoQ, Tender & Participation but Not Awarded Report

**11.1.17. Works with TS, BoQ, Tender, Participation & Awarding**

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

By selecting Works -> Reports -> Report Options -> Agreement Register, displays the report showing the details of the Agreement Register. Select Awarding Month and Awarding Year to display the report.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Work Number</th>
<th>Work Description</th>
<th>Split Work Number</th>
<th>Split Work Description</th>
<th>TS Amount</th>
<th>BoQ Amount</th>
<th>Tender Amount</th>
<th>Contractor Name</th>
<th>Agreement No</th>
<th>Commencement Date</th>
<th>Expected Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>28/44</td>
<td>Construction of new Building</td>
<td>28/44/1</td>
<td>substa</td>
<td>31217.00</td>
<td>24.00</td>
<td>12.00</td>
<td>Shri Shyam Paul</td>
<td>AM1231</td>
<td>2012-09-26</td>
<td>2013-04-1</td>
</tr>
</tbody>
</table>

**Figure 83: Works with TS, BoQ, Tender, Participation and Awarding Report**

11.1.19. Works Awarded but No RA Bill Raised

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

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

Figure 86: Works Awarded and RA Bill Raised Report
11.1.21. Closed Split Works

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

![Figure 87: Closed Split Works Report](image)

11.1.22. Closed Works

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

![Figure 88: Closed Works Report](image)
11.1.23. Agreement Details

By selecting Works -> Reports -> Report Options -> Agreement Details, following screen is displayed showing agreement details regarding particular work.

![Agreement Details](image)

**Figure 89: Duration Between Stages Report**

11.1.24. Show Duration Between Stages

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

This report displays the duration taken between various stages of works.
11.1.25. Quotation Comparison Statement

By selecting Works -> Reports -> Report Options -> Quotation Comparison Statement, following screen is displayed showing the comparison of quotation filed by 3 contractor for a particular work.

Figure 90: Duration Between Stages Report
11.1.26. Quotation Details

By selecting Works -> Reports -> Report Options -> Quotation Details, following screen is displayed showing quotation filed by a contractor for a work.

Figure 92: Quotation Details Report
11.1.27. **Schedule A Details**

By selecting **Works -> Reports -> Report Options** -> **Schedule A Details**, following screen is displayed showing Schedule A Details of the work.

![Schedule A Details Report](image.png)

**Figure 93: Schedule A Details Report**

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

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

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

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Work Number</th>
<th>Work Description</th>
<th>District</th>
<th>Taluka</th>
<th>Constituency</th>
<th>Scheme</th>
<th>A A Date</th>
<th>Agreement No</th>
<th>Contractor Name</th>
<th>Commencement Date</th>
<th>Expected Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2/104</td>
<td>N.P.S to Kapsadari Sar.</td>
<td>Khordha</td>
<td>Shubanoor</td>
<td>Shubanoor</td>
<td>Non Pan Schemes - O.</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>1</td>
<td>2/104/1</td>
<td>N.P.S to Kapsadari Sar.</td>
<td>Khordha</td>
<td>Shubanoor</td>
<td>Shubanoor</td>
<td>Non Pan Schemes - O.</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>2</td>
<td>3/483</td>
<td>Harneada Dhuranto under RDP - XIII</td>
<td>Khordha</td>
<td>Shubanoor</td>
<td>Shubanoor</td>
<td>Maintenance Works</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>3/483/1</td>
<td></td>
<td>Harneada Dhuranto under RDP - XIII</td>
<td>Khordha</td>
<td>Shubanoor</td>
<td>Shubanoor</td>
<td>Maintenance Works</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>2</td>
<td>3/1550</td>
<td>F.D.O. to Calundalepore to Pelamah road</td>
<td>Khordha</td>
<td>Balangai</td>
<td>Jayadev</td>
<td>Non Pan Schemes - O.</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>3/1550/1</td>
<td></td>
<td>F.D.O. to Calundalepore to Pelamah road</td>
<td>Khordha</td>
<td>Balangai</td>
<td>Jayadev</td>
<td>Non Pan Schemes - O.</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>5</td>
<td>2/651</td>
<td>Homeopathic Dispensary at Vatila</td>
<td>Khordha</td>
<td>--</td>
<td>Chakra</td>
<td>Non Pan Schemes - O.</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>3/651/1</td>
<td></td>
<td>Homeopathic Dispensary at Vatila</td>
<td>Khordha</td>
<td>--</td>
<td>Chakra</td>
<td>Non Pan Schemes - O.</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>6</td>
<td>3/653</td>
<td>Sub Register building at Beguna under - 409</td>
<td>Khordha</td>
<td>--</td>
<td>Beguna</td>
<td>Non Pan Schemes - O.</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
<td>--</td>
</tr>
</tbody>
</table>

Figure 94: Monthly Progress Report Screen

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

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

Figure 95: Scope wise Progress Report Screen

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

12.1. Recovery Master

Selecting Billing -> Masters -> Recovery Master, displays ‘Recovery Master’ screen. This screen is used to enter the details of the recoveries that are required during the bill recoveries.

![Recovery Master Screen](image)

**Figure 96: Recovery Master Screen**

![Recovery Master Entry Screen](image)

**Figure 97: Recovery Master Entry Screen**
**Field Description:**

- **Recovery Type:** Select the recovery type.
- **Contractor Class / Bill Amount / Flat:** Select Contractor Class/Bill Amount/Flat.
- **Contractor Class:** If Contractor Class checkbox is checked then select required contractor class.
- **Bill Amount Range:** If Bill Amount checkbox is checked enter Bill Amount Range.
- **Percentage/Amount:** Select whether percentage or amount is required.
- **Percentage:** If percentage checkbox is checked enter the percentage.
- **Amount:** If amount checkbox is checked enter the amount.

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

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

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

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

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

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

8) You must have the privileges to add/edit/delete the records otherwise the corresponding options will be disabled.
12.2. RA Bill Details

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

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

![Figure 98: RA Bill Entry Screen](image)

![Figure 99: RA Bill Details Screen](image)
**Field Description:**

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

**Note:**

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

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

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

![Figure 100: Bill Items Selection Screen](image-url)
Figure 101: Bill Items Entry Screen

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>BoQ Item No.</th>
<th>Item Description</th>
<th>Executed/Up to Date</th>
<th>Measurements</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13-1-68</td>
<td>Providing 37.50 mm thick B.U.S.G. including cost conveyance of all materials etc complete including hire running charges of P&amp;R bitumen with cost, conveyance, taxes, royalties of all materials bitumen labour TaniP etc. all completed.</td>
<td>0.0009</td>
<td>Executed Quantity</td>
<td>139.05</td>
<td>12775.30</td>
</tr>
</tbody>
</table>

Total: 12,775.30

Figure 102: Bill Items Details Screen

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>BoQ Item No.</th>
<th>Item Description</th>
<th>BoQ Quantity</th>
<th>Executed Quantity</th>
<th>Up to Date Quantity</th>
<th>Amount</th>
<th>Remarks</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13-1-68</td>
<td>Providing 37.50 mm thick B.U.S.G. including cost conveyance of all materials etc complete including hire running charges of P&amp;R bitumen with cost, conveyance, taxes, royalties of all materials bitumen labour TaniP etc. all completed.</td>
<td>91.3560</td>
<td>10.8009</td>
<td>101.3560 14173.7975</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Field Description:

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

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

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

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

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

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

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

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

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

9) To add more items in the bill click on “Add More” button.

10) To delete all items from the bill click on “Delete All” button.

11) To view the bill click on “Back” button.

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

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

The material coefficients are automatically added in the Bill based on the BoQ Items Rate Analysis entered in the Schedule of Rates module.

**Figure 103: Royalty Calculations Entry for Item Screen**
### Figure 104: Royalty Calculation for Item Screen

<table>
<thead>
<tr>
<th>Field Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter:</td>
<td>Select the Chapter for the Item</td>
</tr>
<tr>
<td>Category:</td>
<td>Select the Category of the Item</td>
</tr>
<tr>
<td>Item Name:</td>
<td>Select the Item Name for which the Coefficient needs to be entered</td>
</tr>
<tr>
<td>Unit:</td>
<td>Unit of the selected Item will be shown.</td>
</tr>
<tr>
<td>Rate:</td>
<td>Displays the Item rate</td>
</tr>
<tr>
<td>Coefficient:</td>
<td>Enter the Coefficient for the Item.</td>
</tr>
</tbody>
</table>

### Figure 105: Royalty Calculation Screen

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Item Id</th>
<th>Item Description</th>
<th>Amount In Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13-1-69</td>
<td>Providing 20mm thick premix carpet after scraping cleaning road with 14.60kg/10sqm area with penetrative grade of bitumen heating, pouring and spreading precoated chips using 126m of 13.2mm and 0.99cm of item size B.H.C. crusher broke chips at 10sqm and rolling with P.R.R. including hire and running charges of P.R.R. cost of labour, other machineries with cost, conveyance, royalties, taxes of all materials and labour TandP required for the work etc. Complete for finished item of work as per direction of Engineer in charge.</td>
<td>91,350</td>
</tr>
<tr>
<td>2</td>
<td>13-1-68</td>
<td>Providing 37.50 mm thick B.U.S.G. including cost, conveyance of all materials etc. Complete including hire running charges of P.R.R. bitumen with cost, conveyance, taxes royalties of all materials bitumen labour TandP etc. all completed.</td>
<td>91,350</td>
</tr>
</tbody>
</table>

UpTo Date Royalty: 4,111.00
Since Previous Recovered Royalty: 0.00
Actual Royalty: 4,111.00
**Note:** 1) To add new entry click on the “Add” link.

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

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

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

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

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

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

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

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

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

**Figure 106: Bill Recoveries Entry Screen**

**Figure 107: Bill Recoveries Screen**
**Field Description:**

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

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

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

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

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

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

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

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

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

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

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

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

![MB Record Entry Screen](image)

**Figure 108: MB Record Entry Screen**

![MB Record Details Screen](image)

**Figure 109: MB Record Details Screen**
Field Description:

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

Record Date: Select the date on which measurements were taken

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

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

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

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

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

Remarks: Enter the remarks if any

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

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

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

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

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

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

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

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

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

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

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

Figure 110: Extra Items Entry Screen

Figure 111: Extra Items Screen
**Field Description:**

- **Item Type:** Select the SR Item Type from the list populated
- **Item:** Select the SR Item from the list populated
- **Item Description:** Displays the Item Description for the selected Item.
- **Unit:** Unit of the selected SR Item will be shown.
- **Rate:** Displays the SR Item rate
- **Quantity/Measurement:** Select whether entering Quantity or Measurement.
- **Quantity:** Enter the Quantity to be executed for the Work.
- **Measurement:** Enter the Measurements as Number, Length, Breadth and Depth.
- **Scope:** Select the scope for the selected SR Item.
- **Remarks:** Enter remarks if any.

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

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

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

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

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

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

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

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

9) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
12.8. **Item Measurement For AE**
Selecting Billing -> Bill Info -> Item Measurement For AE, displays bill details as seen by AE.

![Figure 112: Item Measurement For AE Screen](image)

**Field Description:**

- **Work Number:** Shows the Work Number of the work.
- **Work Description:** Displays the Work Description for the selected work.
- **RA Bill No:** Shows the RA Bill Number filed for the work.
- **RA Bill Date:** Shows the date when the RA Bill date was filed.

**Note:**
1) To see the details of the Bill click on the “Details” link.
2) To cancel the bill click on the “Cancel” link.
3) To finalize the bill click on the “Finalize” link.
4) You must have the privileges to cancel/finalize the records otherwise the corresponding options will be disabled.
### 12.9. Item Measurement For Auditor

Selecting Billing -> Bill Info -> Item Measurement For Auditor, displays bill details as seen by Auditor.

**Figure 113: Item Measurement For Auditor Screen**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Work No</th>
<th>Work Description</th>
<th>RA Bill No</th>
<th>RA Bill Date</th>
<th>Details</th>
<th>Cancel</th>
<th>Finalize</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>28/2/1</td>
<td>Payment made to Senior Manager ESD Durjoynagar for Electricity Bill of Asphalt Drum Mix Plant Bundamla</td>
<td></td>
<td>25/09/2012</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Field Description:**

- **Work Number:** Shows the Work Number of the work.
- **Work Description:** Displays the Work Description for the selected work.
- **RA Bill No:** Shows the RA Bill Number filed for the work.
- **RA Bill Date:** Shows the date when the RA Bill date was filed.

**Note:**

1) To see the details of the Bill click on the “Details” link.

2) To cancel the bill click on the “Cancel” link.

3) To finalize the bill click on the “Finalize” link.

4) You must have the privileges to cancel/finalize the records otherwise the corresponding options will be disabled.
12.10. **Item Measurement For DAO**

Selecting **Billing -> Bill Info -> Item Measurement For DAO**, displays bill details as seen by Divisional Officer.

![View RA Bill Details By DAO](image)

**Figure 114: Item Measurement For DAO Screen**

**Field Description:**

- **Work Number**: Shows the Work Number of the work.
- **Work Description**: Displays the Work Description for the selected work.
- **RA Bill No**: Shows the RA Bill Number filed for the work.
- **RA Bill Date**: Shows the date when the RA Bill date was filed.

**Note:**

1) To see the details of the Bill click on the “Details” link.

2) To cancel the bill click on the “Cancel” link.

3) To finalize the bill click on the “Finalize” link.

4) You must have the privileges to cancel/finalize the records otherwise the corresponding options will be disabled.
12.11. Item Measurement For EE
Selecting Billing -> Bill Info -> Item Measurement For EE, displays bill details as seen by Executive Engineer.

Note:
1) To see the details of the Bill click on the “Details” link.
2) To cancel the bill click on the “Cancel” link.
3) To finalize the bill click on the “Finalize” link.
4) You must have the privileges to cancel/finalize the records otherwise the corresponding options will be disabled.
13. Billing Reports

13.1. First & Final Bill

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

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

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

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

Figure 116: First & Final Bill Selection Screen
### First & Final Bill Report

**Work Number**: 3/005A/1

#### Financial Rule Form No. 12

**Division**: RURAL WORKS DIVISION, BHUBANESWAR

**Sub-Division**: -

**Cash Book Voucher Number**: -

**Voucher Date**: -

**Name Of Contractor / Supplier**: Pradyumna Kumar Deval

**Name of Work**: S @ to Kaplanwar High School, Jharsa for 2009-10 in construction of compound wall PART A

**Work Number**: 3/005A/1

**Agreement Number**: 2111 F2

**Work Order Number**: 2111 F2

**Work Order Date**: 22/01/2010

**Commencement Date**: 22/01/2010

**Date of actual completion**: 22/03/2010

**Date of Measurement**: 22/03/2010

**Allocation**:

<table>
<thead>
<tr>
<th>Code</th>
<th>Public Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Office Buildings</td>
</tr>
<tr>
<td>050</td>
<td>Maintenance and Repairs</td>
</tr>
<tr>
<td>0853</td>
<td>Maintenance of Buildings under Chief Engineer, Rural Works</td>
</tr>
<tr>
<td>21033</td>
<td>Maintenance Work</td>
</tr>
</tbody>
</table>

---

**Figure 117: First & Final Bill – Part I Report**
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Rate</th>
<th>Unit</th>
<th>Amount</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Item No. 1. Earthwork in excavation of foundation on in all kinds of soil including hard moor, stony earth under foot of the foundation, 10.32</td>
<td>57.85</td>
<td>cum</td>
<td>597.01</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Item No. 2. Latte stone Masonry in c.m. 1.6 in FBP</td>
<td>2.09</td>
<td>50</td>
<td>cum</td>
<td>1,095</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>Item No. 3. Latte stone Masonry in c.m. 1.6 in SUPERSTRUCTURE</td>
<td>9.68</td>
<td>1,931.40</td>
<td>cum</td>
<td>18,959.95</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>Item No. 4. Cement concrete (1:2:6) in foundation and floor with 40 mm. size black hard granite broken metal.</td>
<td>2.766.15</td>
<td>cum</td>
<td>4,923.75</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Item No. 5. Cement concrete (1:2:4) with 12 mm. size using broken hard granite concrete step including natural, levelling</td>
<td>2,172.09</td>
<td>cum</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Item No. 6. 20 mm thick cement plaster (1) cover stone Masonry work finished smooth with cost of concrete, true cost, etc.,</td>
<td>6.717</td>
<td>sqm</td>
<td>79.92</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Item No. 7. Cement washing one course new plaster surface with approved cement including levelling</td>
<td>691.31</td>
<td>sqm</td>
<td>79.92</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Item No. 8. Finishing work with water proofing cement painting two coats with any approval shade after cleaning surface with brush</td>
<td>1,222.78</td>
<td>sqm</td>
<td>79.92</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

Recoveries:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Recovery Type</th>
<th>Amount</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CESS</td>
<td>499.00</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>Income Tax (I.Tax)</td>
<td>1996.00</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>Royalty</td>
<td>1439.00</td>
<td>-</td>
</tr>
<tr>
<td>4</td>
<td>Sales Tax (S.T.)</td>
<td>1371.00</td>
<td>-</td>
</tr>
<tr>
<td>5</td>
<td>Security Deposit (SD)</td>
<td>1449.00</td>
<td>-</td>
</tr>
</tbody>
</table>

Total: 49,908.96

No Add/Subtract: 0.00

Total As Per Agreement: 49,907.00

Recoveries: 6,502.00

Total Amount: 56,409.00

**Figure 118: First & Final Bill – Part II Report**
Figure 119: First & Final Bill – Part III Report

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

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

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

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

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

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

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

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

Figure 120: RA Bill Report Selection Screen
<table>
<thead>
<tr>
<th>Work Number</th>
<th>3/1/1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Number</td>
<td>1</td>
</tr>
<tr>
<td>Part</td>
<td>Part-1</td>
</tr>
</tbody>
</table>

**Figure 121: RA Bill – Part I Report**

<table>
<thead>
<tr>
<th>Division</th>
<th>RURAL WORKS DIVISION, BHUBANESWAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sub-Division</td>
<td>-</td>
</tr>
<tr>
<td>Cash Book Voucher</td>
<td>-</td>
</tr>
<tr>
<td>Number</td>
<td>-</td>
</tr>
<tr>
<td>Voucher Date</td>
<td>-</td>
</tr>
<tr>
<td>Name Of Contractor/Supplier</td>
<td>Anubhab Ch. Das</td>
</tr>
<tr>
<td>Name of Work</td>
<td>Imp. to Halui Morada road</td>
</tr>
<tr>
<td>Work Number</td>
<td>3/1/1</td>
</tr>
<tr>
<td>Serial No. of this bill</td>
<td>1</td>
</tr>
<tr>
<td>No. and date of previous W/S</td>
<td>-</td>
</tr>
<tr>
<td>Agreement Number</td>
<td>123</td>
</tr>
<tr>
<td>Work Order Number</td>
<td>123</td>
</tr>
<tr>
<td>Work Order Date</td>
<td>30/05/2011</td>
</tr>
<tr>
<td>Commencement Date</td>
<td>01/06/2011</td>
</tr>
<tr>
<td>Date of actual completion</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Allocation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5054</td>
<td>Capital Outlay on Roads and Bridges</td>
</tr>
<tr>
<td>04</td>
<td>District and Other Roads</td>
</tr>
<tr>
<td>79</td>
<td>Special Component Plan for Scheduled Castes</td>
</tr>
<tr>
<td>0909</td>
<td>Minimum Needs Programme - KRB Districts from SCA under RLTAP</td>
</tr>
</tbody>
</table>
Figure 122: RA Bill – Part II Report

Figure 123: RA Bill – Part III Report
Figure 124: RA Bill – Part IV Report

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

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

3) To generate the ‘PDF’ file of the report for Printing click on "Export" button.
13.3. Royalty Calculation

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

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

Figure 125: Royalty Calculation Report

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

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

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

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

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

![Deviation Statement Report]

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

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

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

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

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

![Measurements Report Table]

**Figure 127: Measurements Report**

**Note:**
1) You must have the privileges to view the reports.
2) To view the report on the screen click on “Show” button.
3) To generate the 'PDF' file of the report for Printing click on "Export" button.
13.6. Extra Items

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

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

![Image of Extra Items Report]

**List of Extra Items Proposed for Sanction**

<table>
<thead>
<tr>
<th>St. No.</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Rate</th>
<th>Unit</th>
<th>Amount</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Item No.5. Earthwork in excavation of foundation including rough dressing and breaking costs to maximum 6cm to 7cm in row and laying in layers not exceeding 0.3m in depth.</td>
<td>10.45</td>
<td>120.00</td>
<td>cum</td>
<td>1,254.00</td>
<td>-</td>
</tr>
</tbody>
</table>

I accept the above rates. Total : 1,254.00

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
<th>Number</th>
<th>Date</th>
<th>Number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. 1</td>
<td>3/4</td>
<td>No. 2</td>
<td>5/7</td>
<td>No. 3</td>
<td>11/12</td>
</tr>
<tr>
<td>Submitted to the Executive Engineer</td>
<td>Date for return</td>
<td>Submitted to SE, circle for approval</td>
<td>Returned and sanctioned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior Engineer</td>
<td>Executive Engineer</td>
<td>Superintending Engineer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Figure 128: Extra Items Report**

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

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

3) To generate the ‘PDF’ file of the report for Printing click on “Export” button.
14. Schedule of Rates

14.1. Masters

14.1.1. Chapter Master

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

Figure 129: Chapter Master Screen

Figure 130: Chapter Master Entry Screen
**Field Description:**

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

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

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

**Figure 131: Category Master Screen**

**Figure 132: Category Master Entry Screen**

**Field Description:**

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

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

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

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

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

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

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

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

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

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

![Material Master Screen](image)

**Figure 133: Material Master Screen**

![Material Master Entry Screen](image)

**Figure 134: Material Master Entry Screen**

**Field Description:**

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

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

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

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

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

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

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

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

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

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

![Labour Master Screen](image)

**Figure 135: Labour Master Screen**

![Labour Master Entry Screen](image)

**Figure 136: Labour Master Entry Screen**
**Field Description:**

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

**Note:**

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

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

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

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

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

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

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

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

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

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

Figure 137: Machinery Master Screen

Figure 138: Machinery Master Entry Screen

Field Description:

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

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

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

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

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

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

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

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

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

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

![Civil SR Master Screen](image1)

**Figure 139: Civil SR Master Screen**

![Civil SR Master Entry Screen](image2)

**Figure 140: Civil SR Master Entry Screen**
### Field Description:

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

### Note:

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

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

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

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

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

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

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

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

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

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

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

12) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
### 14.1.7. Electrical SR Master

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

![Electrical SR Master Screen](image1.png)

**Figure 141: Electrical SR Master Screen**

![Electrical SR Master Entry Screen](image2.png)

**Figure 142: Electrical SR Master Entry Screen**
**Field Description:**

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

**Note:**

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

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

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

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

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

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

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

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

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

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

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

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

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

**Figure 143: Non SR Master Screen**

**Figure 144: Non SR Master Entry Screen**
**Field Description:**

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

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

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

Figure 145: Rate Analysis Entry Screen
**Field Description:**

- **Chapter:** Select the chapter name from which the Items are to be selected
- **Category:** Select the category name from which the Items are to be selected
- **Item:** Select the Item, which needs to be added in the Rate Analysis
- **Rate:** Displays the rate of the selected Item
- **Quantity:** Enter the Quantity of the Item in the Rate Analysis
- **Remarks:** Enter the remarks if any

**Miscellaneous**

- **Chapter:** Select the Miscellaneous Item from the list
- **Percentage/Amount:** Select whether Percentage or Amount will be entered
- **Percentage/Amount:** Enter the Value as per the Percentage or Amount selected
- **Remarks:** Enter the remarks if any

**Note:**

1) To add new entry click on the "Add" link of the required item like Labour, Material, Machinery, SR or Miscellaneous.

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

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

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

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

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

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

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

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

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

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

![Search SR Item Screen](image)

**Figure 146: Search SR Item Screen**
Field Description:

- **Year**: Select the Year
- **Chapter**: Select the chapter name from which the Items are to be searched
- **Category**: Select the category name from which the Items are to be searched
- **Item Desc**: Enter brief Item Description, which needs to be searched
- **Select**: Click to select the Item for displaying the Rate Analysis
- **Item Code**: Displays the Item Code for the searched Items
- **Item Description**: Displays the Item Description for the searched Items
- **Unit**: Displays the Unit for the searched Items

Note: 1) To search the items based on the criteria specified click on the “Search” button.

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

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

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

![Copy Breakup Screen](image)

**Figure 147: Copy Breakup Screen**

**Field Description:**

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

**Note:**

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

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

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

By selecting Schedule Of Rates -> Masters -> Zone Master, displays the Zone Master Screen. This screen is used to create the zones.

![Zone Master Screen]

**Figure 148: Zone Master Screen**

![Zone Master Entry Screen]

**Figure 149: Zone Master Entry Screen**

**Field Description:**

- **Zone Code:** Enter the Zone code.
- **Zone Name:** Enter the zone name.

**Note:**

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

14.2.1. Item Rate

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

![Item Rate Screen]

**Figure 150: Item Rate Screen**

**Field Description:**

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

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

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

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

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

![SR Item Rate Screen](image)

**Figure 151: SR Item Rate Screen**

### Field Description:

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

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

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

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

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

**Figure 152: Copy Item Rate Screen**

<table>
<thead>
<tr>
<th>Field Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chapter Type</strong>: Select the Chapter Type from the list populated</td>
</tr>
<tr>
<td><strong>Year</strong>: Select the Year for which the rates are to be updated</td>
</tr>
<tr>
<td><strong>Chapter</strong>: Select the chapter name</td>
</tr>
<tr>
<td><strong>Category</strong>: Select the category name</td>
</tr>
<tr>
<td><strong>From Zone</strong>: Select the Zone from which the rates are to be copied</td>
</tr>
<tr>
<td><strong>To Zone</strong>: Select the Zone from which the rates are to be copied</td>
</tr>
</tbody>
</table>

**Note:**

1) To copy the rates click on the “Copy” button.
2) To reset the selection click on the “Reset” button.
3) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
14.2.4. **Copy SR Item Rate**

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

### Figure 153: Copy SR Item Rate Screen

<table>
<thead>
<tr>
<th>Field Description:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chapter Type:</strong> Select the Chapter Type from the list populated</td>
<td></td>
</tr>
<tr>
<td><strong>Year:</strong> Select the Year for which the rates are to be updated</td>
<td></td>
</tr>
<tr>
<td><strong>Chapter:</strong> Select the chapter name</td>
<td></td>
</tr>
<tr>
<td><strong>Category:</strong> Select the category name</td>
<td></td>
</tr>
<tr>
<td><strong>From Zone:</strong> Select the Zone from which the rates are to be copied</td>
<td></td>
</tr>
<tr>
<td><strong>To Zone:</strong> Select the Zone from which the rates are to be copied</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

![Generate SR Screen](image)

**Figure 154: Generate SR Screen**

**Field Description:**

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

**Note:**

1) To generate the SR click on the “Generate” button.

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

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

![Update Item Rate Screen](image)

**Figure 155: Update Item Rates Screen**

**Field Description:**

- **Chapter Type:** Select the Chapter Type from the list populated
- **Year:** Select the Year for which the rates are to be updated
- **Chapter:** Select the chapter name
- **Category:** Select the category name
- **Item:** Select the category name
- **Zone:** Select the Zone from which the rates are to be copied
- **Old Item Rate:** Select the Zone from which the rates are to be copied
- **Add/Subtract:** Select the category name
- **Percentage/Amount/Final Rate:** Select the category name
- **Percentage/Amount:** Select the category name

**Note:**

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

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

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

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

Figure 156: Update SR Item Rates Screen

Field Description:

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

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

14.4.1. Index List

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

**Figure 157: Index List Report**

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

14.4.2. Item List

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

**Figure 158: Item List Report**

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

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

![Figure 159: SR List Report](image)

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

14.4.4. Rate Analysis

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

![Figure 160: Rate Analysis Report](image)

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

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

![Comparison Statement Report Screen](Image)

**Figure 161: Comparison Statement Report**

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

15.1. Master Details

15.1.1. Rate Affecting Factor

By selecting Estimates -> Masters -> Rate Affecting Factor, displays the Rate Affecting Factor Screen. This screen is used to create the new rate affecting factors.

![Rate Affecting Factor Screen](image1)

**Figure 162: Rate Affecting Master Screen**

![Rate Affecting Master Entry Screen](image2)

**Figure 163: Rate Affecting Master Entry Screen**

**Field Description:**

Rate Affecting Factor: Enter the rate affecting factor.
Rate: Enter the rate.
**Note:** 1) To add new entry click on the “Add” link.

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

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

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

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

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

7) You must have the privileges to add/edit/delete the records otherwise the corresponding options will be disabled.
15.2. Estimate

15.2.1. Estimate Master

By selecting Estimates -> Estimate-> Estimate Master, displays the Estimate Master Screen. This screen is used to create the new estimates.

![Estimate Master Screen](image)

Figure 164: Estimate Master Entry Screen

![Estimate Main Screen](image)

Figure 165: Estimate Main Screen

![Copy Estimate Screen](image)

Figure 166: Copy Estimate Screen
Field Description:

Estimate Number: Enter the estimate number.
Estimate Description: Enter the estimate description.
Estimate For: Enter the estimate for details.
Estimate Date: Enter the estimate date.
SR Year: Enter the SR Year.
Zone: Enter the zone.
Rate Affecting Factor: Enter the rate affecting factor.
Prepared By: Enter the prepared by details.
Checked By: Enter the checked by details.
Remarks: Enter the remarks.

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

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

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

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

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

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

7) To copy the entry click on the “Copy” link.

8) To view the entry click on the “View” link.

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

By selecting Estimates -> Estimate -> Measurement, displays the Estimate Measurement Screen. This screen is used to create the measurement of SR items.

Figure 167: Measurement Master Entry Screen

Figure 168: Measurement Main Screen
Field Description:

Items Description: Enter the item description
Heading: Enter the heading.
Sub Heading: Enter the Sub heading.
Item No: Enter the item no.
Quant?: Select if quantity or measurement.
Quantity: Enter the quantity.
Length: Enter the length.
Breadth: Enter the breadth.
Height: Enter the height.
Floor No: Enter the floor No.

Note: 1) To add new entry click on the “Add” link.
2) To edit the details click on the “Edit” link.
3) To save the entered values click on the “Save” button.
4) To save the modified values click on the “Update” button.
5) To cancel the entry or the modification click on the “Cancel” link.
6) To delete the entry click on the “Delete” link.
7) To copy the entry click on the “Copy” link.
8) To view the entry click on the “View” link.
9) You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.
15.2.3. Used Estimates

By selecting Estimates -> Estimate -> Used Estimates, displays the used Estimate Screen. This screen is used to create used estimates.

Figure 169: Used Estimate Main Screen

Figure 170: Copy Estimate Screen

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

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

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

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

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

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

7) To copy the entry click on the “Copy” link.

8) To view the entry click on the “View” link.

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

15.3.1. Measurement Report

By selecting Estimates -> Reports -> Measurement Report, displays “Measurement report” screen. Select Estimate Number to display the report.

![Image of Measurement Report Screen]

**Figure 171: Measurement Report Screen**

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

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

3) To generate the ‘PDF’ file of the report for Printing click on “Export” button.
15.3.2. Abstract Sheet Report

By selecting Estimates -> Reports -> Abstract Sheet, displays “Abstract Sheet report” screen. Select Estimate Number to display the report.

**Figure 172: Abstract Sheet Report Screen**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>SR Type</th>
<th>Category</th>
<th>Item Code</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Rate</th>
<th>Unit</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Non-SR</td>
<td>Non-SR</td>
<td></td>
<td>Earthwork in excavation in all kinds of soil in foundation, trenches or drains (not exceeding 1.5 m in width or 10 cm on plan) Including dressing of sides and ramming of bottoms, lift up to 1.5 m, including getting out the excavated soil, stacking the suitable soil properly for using the same in the building below floor and disposal of surplus excavated soil as directed, within a lead of 50 m as directed as per clauses of Chapter - 2 of CPWD specification. With dewatering</td>
<td></td>
<td></td>
<td></td>
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<td>Floor No. 1</td>
<td>1.00E+0</td>
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<td></td>
<td>Total</td>
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<td>0</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>Filling in trenches, pilings, under floor, sides of foundations etc. with available excavated suitable soil in regular horizontal layers, each not exceeding 200 mm in depth with all load and lifts, consolidating each layer by watering and ramming with steel rollers or 1/2 tonne roller as per clauses of Chapter - 2 of CPWD specification.</td>
<td></td>
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</tr>
</tbody>
</table>

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

By selecting Estimates -> Reports -> Estimate Details Report, displays “Estimate Details report” screen. Select Estimate Number to display the report.

![Estimate Details Report Screen]

Figure 173: Estimate Details Report Screen

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

By selecting Estimates -> Reports -> Project Cost Report, displays “Project Cost report” screen. Select Estimate Number to display the report.

![Project Cost Report Screen]

**Figure 174: Project Cost Report Screen**

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

By selecting Estimates -> Reports -> Used Estimate Report, displays “Used Estimate report” screen. Select Estimate Number to display the report.

![Used Estimate Report Screen]

**Figure 175: Used Estimate Report Screen**

**Note:**

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

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

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