Irrigation & Public Health Department

Government of Himachal Pradesh

User Manual

Version 1.0

Submitted By

National Informatics Centre

Himachal Pradesh

Department of information Technology

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Government of India

TABLE OF CONTENTS

Table of Detailed Contents

1. Background & Area of Operation

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

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

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

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

i. Design/ Estimation of various Projects/ Schemes under various Sectors

ii. Construction of various drinking water supply schemes / Irrigation schemes / Sewerage schemes / Flood Protection works under various programs

iii. Monitoring of Water quality to ensure safe drinking water

iv. Installation / maintenance of Hand pumps

v. Monitoring of Physical & Financial progress of various schemes/ Projects under different Sectors

vi. Maintenance of various schemes under various sectors Monitoring of legal matters, court cases etc.

vii. Establishment matters related to departmental personnel, accounting, budgeting, office expenditure, stores, inventory etc.

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

Head office – Engineer in Chief

Zone – Chief Engineer   **Supervision Authority**

Circle – Superintending Engineer

Work Execution   Division – Executive Engineer

Sub Division – Asstt. Engineer

Section – Junior Engineer
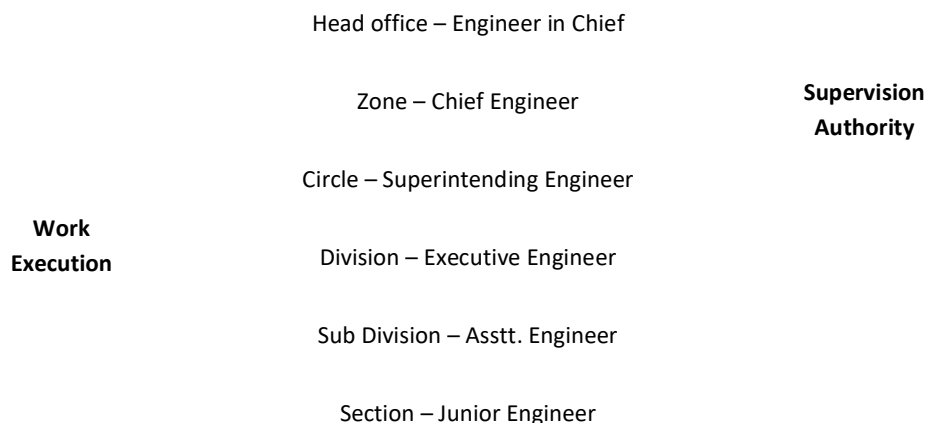
Figure 1: Supervision and work execution Hierarchy of the Department

1.1. Organization Structure for IPH:

ORGANISATION CHART OF IRRIGATION AND PUBLIC HEALTH DEPARTMENT , HIMACHAL PRADESH
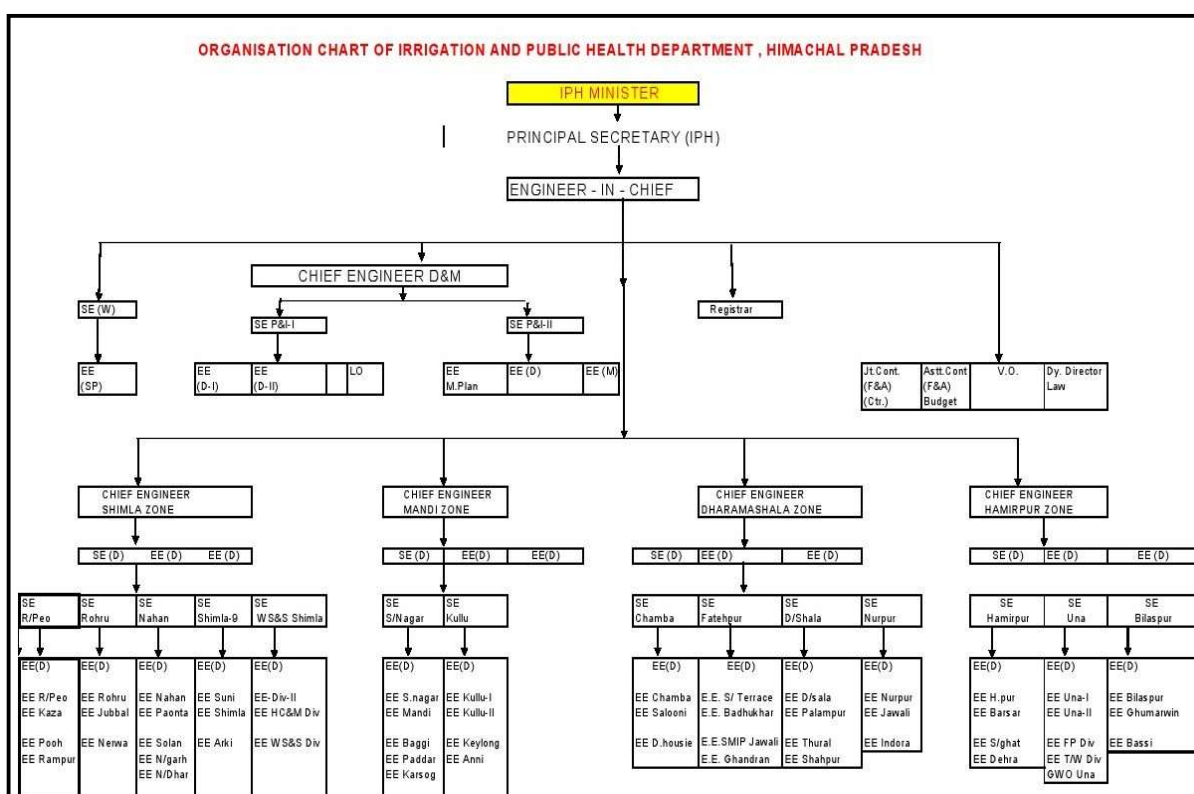
2. Introduction of work MIS

2.1. Objective

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

- To identify and suggest an appropriate Government process re-engineering model

- To identify systems enabled mechanism that reduces and substantially removes redundant processes which otherwise delay flow of information among various stakeholders

- To identify and suggest an appropriate technology model that is both user friendly and which withstands the tough field conditions

- Induction of transparency and accountability in operations

- Electronic security and control of confidential data

- Dissemination of information as per public requirement

- MIS for easy monitoring and quick decision making

- Improving efficiency in Government administration by fixing responsibility

- Improve decision making in view of better reporting mechanisms on funds utilization

- To help carry various analytical studies by providing the data instantaneously

- Significant reduction in manual records/register maintenance

- Elimination of duplicate and inconsistent record keeping

- Reduce the dependency

- Support the organization in meeting its business and legal requirements

- Better implementation of Schemes

- To Provides cost effective service and quality of the same

- To provide a friendly, speedier and efficient interface

2.2. Short Comings of the Manual System

- Redundant processes

- Classical disconnect

- Absence of Proper Procedures

- Difficulty in monitoring

- Dependency

- Complexity

- Delay

- Lack of Transparency

- Lack of Accountability

- Unnecessary Excess Paper Work

- Difficulty in maintaining upto date Records

- Repetitive efforts

- Wastage of Time, Money and Efforts

- Lack of information

- No standardization and uniformity of the working methodology

2.3. Advantages of the WORK MIS System

- Web-enabled and work-flow based system for automation, standardization and uniformity of the working methodology

- Simple to execute and menu driven with various help messages

- Enhanced search features to query by selecting known parameters

- A friendly, speedier and efficient interface

- Dynamic search engine which generate several number of reports at click of the button

- Auto upward compilation of reports and queries

- Providing transparency on Department Activities to higher officials

- Reducing the dependency

- Dash board driven user interfaces

- Authorized login for Stack holders

- Easy data feeding and avoiding of duplicate entry

- On-line budget demand and passing of bills

- Yearly physical targets for effective utilization of funds

- Online measurements, auto generation of abstracts and running account bills

- Online Receipts & Payments

- Online Contractor Registration

- Auto Online compilation Monthly accounts

- Online Store Inventory

- Automation of Measurement Books

- Online Indents and Issue of Material

- Physical and financial progress and monitoring of works

3. WORKS MIS Application

3.1. Web Based System

3.1.1. Introduction to Web Based System

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

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

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

Client Server Architecture

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

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

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

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

Generally, each individual Web page is delivered to the client as a static document/page, but the sequence of pages can provide an interactive experience, as user input is returned through Web form elements embedded in the web page. The Web browser interprets and displays the pages, and acts as the universal client for any Web application.
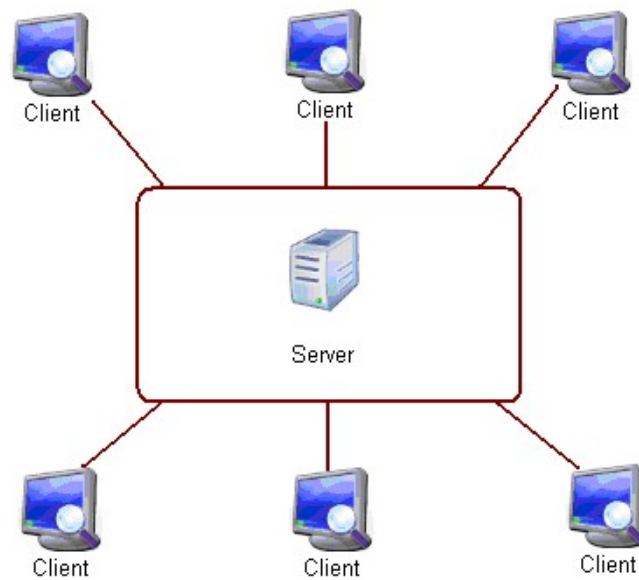
Figure: Depicting the Client Server Architecture
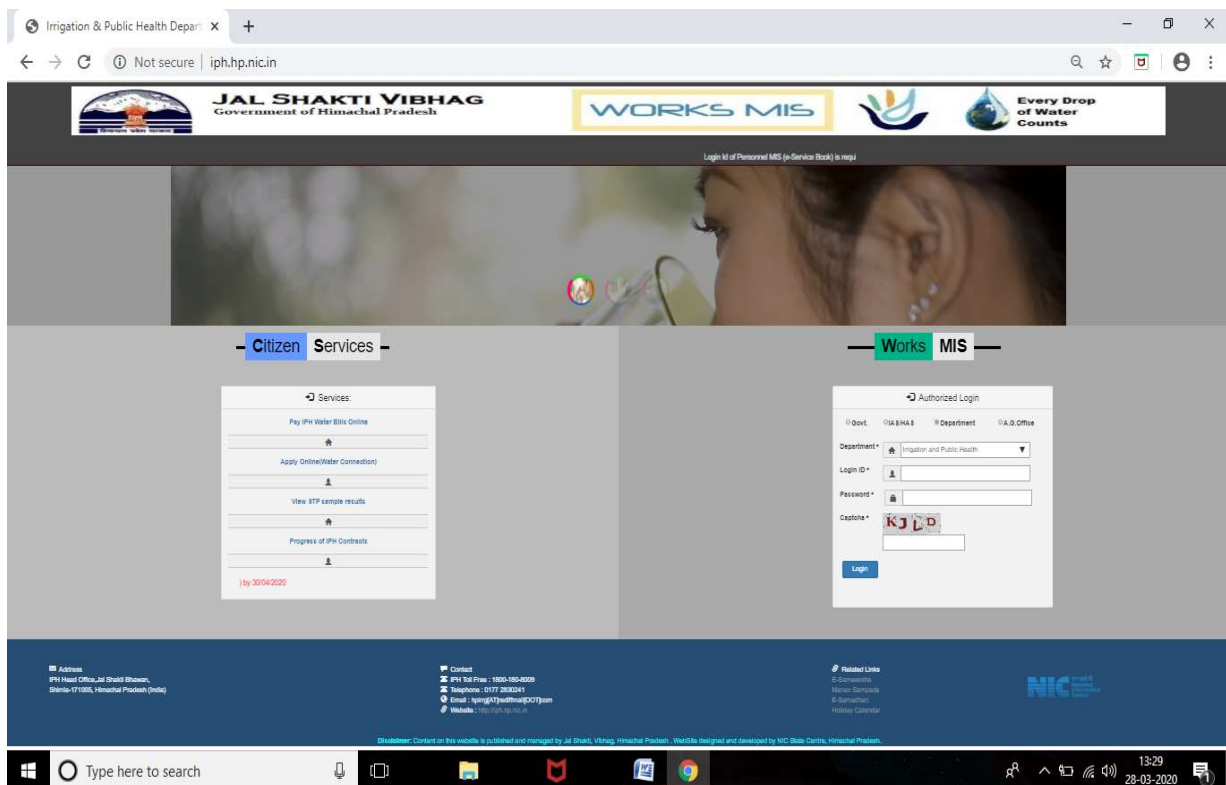
URL (http://iph.hp.nic.in)   Address Bar

Figure: Depicting Home Page of e-IPH application in a Web-Browser

Home page is a start or main web page of a website that appears first on the screen, when a web based application is accessed through the web browser.

Benefits of Web Based application:

Below are some of the core benefits of web based applications:

Virtual Office:

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

Cross platform compatibility:

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

More manageable:

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

Highly deployable:

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

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

Secure live data:

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

Reduced costs:

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

3.1.2. User Authentication & Authorization

Authentication

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

There are many ways of authenticating a user like:

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

Authorization

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

3.1.2.1.User Authentication Using Login/Password Credentials

Module No.	M-IPH
Module Name	User Authentication using Login Credentials
User	IPH User
Description	System authenticates the user based on the Login ID & Password entered on the Home Page of e-IPH application
How to Access	[e-IPH]:: [e-Sanchalan]::Authorized Login
Pre Module	User Management

Input Screen:

Description of fields on screen:

1. Type URL of e-IPH website in the Address Bar of web browser (Internet Explorer) as http://iph.hp.nic.in. An address bar (also location bar or URL bar) is a feature in a web browser that accepts a typed URL that the user wishes to go to.

2. Display the Home Page of e-IPH website
   Go to the Authorized Login Area and do the following for successful login:
   (1).   Login ID*enter*
   The Login ID and Password of all the officers/Officials are created in e-Service (PMIS-Personal Management Information System) by respective establishment of the department and the same Login IDs and passwords are used here.
   (2).   Password *enter*
   (3).   Login *click*

Business Rules	• Once the User provides the Login ID & Password details, system evaluates the validity of the given user credentials • If the given credentials are not valid, system displays a message to the user as 'the given login id or password is invalid'
Output	On successful login, the user enters into the authorized screen of the selected application

JE Site Dashboard:-

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

3.1.2.2. User Authorization

Module No	M-SYS
Module	User Authorization
User	System
Description	Authorization verifies what the authenticated user is authorized to do and which module he can access.
Pre Module	User authentication {M-IPH-}
Output:	

- Once user successfully logged into the application, system has to fetch the role assigned to the user from the database
- System need to retrieve the roles from the database which are assigned to the given role
- Once the roles are retrieved system need to generate the menu accordingly and redirect the user to the concerned dashboard as follows:-
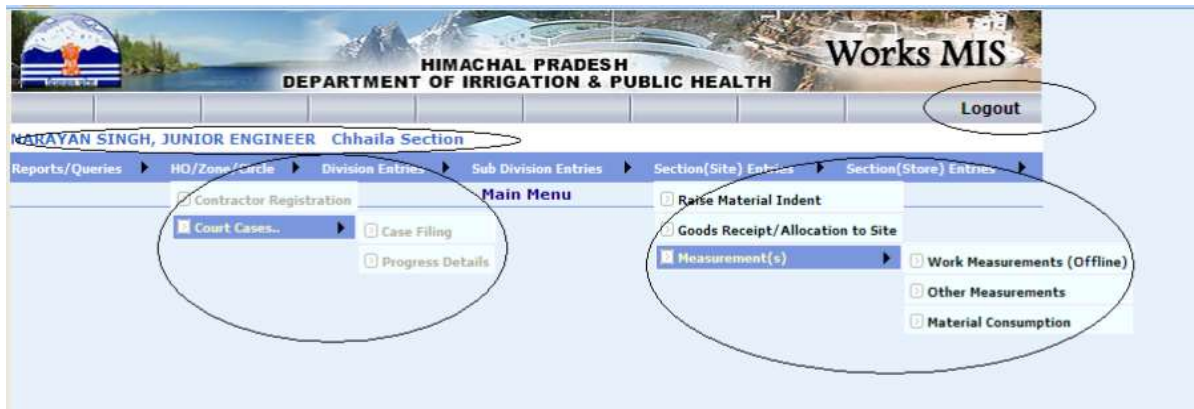
| A | D | B | C | E |

Description of fields on screen:

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

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

3.1.3. Description of Screen Layout

3.1.3.1. Input Forms/Screen

| Label | Calendar | Drop Downs | Action Buttons |

Text Box

Commonly used Controls on Screen:

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

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

3.1.3.2. Queries & Reports

Query Input Parameters:

Main Menu	**Progress Summary (Demand/Budget/Exp. Wise)**

Please Note:-
1. Entries Marked with * are essential.
2. Display Parameters are mandatory.
3. For fast and accurate result please select/enter maximum number of parameters.
4. After selection/entry please click on Search button for getting the result.

⦿ All Areas   ○ Tribal Areas   ○ Other than Tribal Areas

Distt./Tribal Area *

☐ -ALL-   ☐ SHIMLA District   ☐ SOLAN District   ☐ SIRMOUR District
☐ MANDI District   ☐ BILASPUR District   ☐ UNA District   ☐ HAMIRPUR District
☐ CHAMBA District   ☐ KULLU District   ☐ KANGRA District   ☐ KINNAUR (Tribal)
☐ LAHAUL (Tribal)   ☐ SPITI (Tribal)   ☐ PANGI (Tribal)   ☐ BHARMOUR (Tribal)
☐ Dummy District(Not in Use)

Selection Parameters

Department	-ALL-
Programme Name	-ALL-
Financial Year *	2011-2012
Demand Code	0--All Demands
Initiated By	-ALL-
Amount Figures in*	Lakh

Display Parameters

[Check All]   [UnCheck All]

☐ District/Tribal Area   ☐ Department
☐ BudgetHead
☐ No. of Ongoing Schemes(Approved)   ☐ No. of RNS(Approved)
☑ Total no. of Schemes   ☐ Total no. of Minor Works
☐ Demand for Grants   ☐ Revised Budget
☐ Fund Released   ☐ Expenditure

[Search]   [Reset]

Selection Parameters

Query Output:

Main Menu	**Progress Summary (Demand/Budget/Exp. Wise)** <<Search Screen

Distt./Tribal Area wise summary of schemes for Financial year 2011-2012

(All Amount Figures are in Lakh)

[Print Report 🖨]

District/Tribal Area	No. of Ongoing Schemes (Approved only)	No. of Ongoing Schemes (Total) [A]	No. of RNS Schemes (Approved only)	No. of RNS Schemes (Total) [B]	Total number of Schemes ([A] + [B])	Demand for Grants
KINNAUR (Tribal)	373	1201	0	92	1293	1539.56
LAHAUL (Tribal)	355	577	0	52	629	1374.52
SPITI (Tribal)	204	537	0	56	593	986.27
PANGI (Tribal)	188	523	0	97	620	1615.91
BHARMOUR (Tribal)	158	298	0	45	343	1330.85
Total :-	**1278**	**3136**	**0**	**342**	**3478**	**6847.11**

Report Selection Parameters:

Report Output (in PDF form):

~~eSameeksha~~

Demand for Grants(Head Wise) Report for the financial Year : 2011-2012

District / Tribal Area : For Selected Districts/ Tribal Areas   All amount figures are in Rupees

Demand Code	Budget Head	SOE	Budget code	P/N	V/C	Amount Demanded (Verified)	Amount Demanded (Not Verified)	Amount Demanded (Total)
SPITI (Tribal)								
31	4059-01-796-02	37	S00N	P	V	8000000.00	0.00	8000000.00
31	4202-01-796-01	37	S00N	P	V	100000.00	0.00	100000.00
31	4202-01-796-03	37	S00N	P	V	500000.00	0.00	500000.00
31	4202-03-796-01	37	S00N	P	V	581000.00	0.00	581000.00
31	4202-04-796-01	37	S00N	P	V	300000.00	0.00	300000.00
31	4210-02-796-01	37	S00NM	P	V	500000.00	0.00	500000.00
31	4210-03-796-01	37	S00N	P	V	300000.00	0.00	300000.00
31	4215-01-796-01	37	S00N	P	V	10800000.00	0.00	10800000.00
31	4216-01-796-02	37	S00N	P	V	3000000.00	0.00	3000000.00
31	4403-00-796-01	37	S00N	P	V	2000000.00	0.00	2000000.00
31	4406-01-796-02	37	S00N	P	V	300000.00	0.00	300000.00
31	4408-02-796-01	37	S00N	P	V	250000.00	0.00	250000.00
31	4702-00-796-01	37	S00N	P	V	90000.00	0.00	90000.00
31	4702-00-796-02	37	S00N	P	V	21200000.00	0.00	21200000.00

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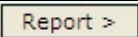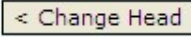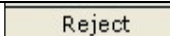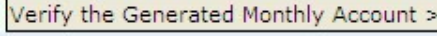
Postback is a request to the same page that the form is on. In other words, the contents of the form are posted back to itself. This allows a page to perform validation and processing on its own form data. Postbacks are commonly seen in edit forms, where the user updates information in a form, hits save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

e.g.

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

3.1.3.4. Action Buttons

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

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

3.1.3.5. Difference between Offline module & online module

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

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

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

3.1.3.6. How entry can be made for Back Date?

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

3.1.3.7. Difference between Save & Verify buttons

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

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

3.1.3.8. Menu Options not Appearing properly

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

The following step enables Compatibility View:

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

3.1.3.9. Menu Options appearing but not Accessible

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

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

3.7.5. MIS User Management

3.7.5.1. User Management

3.2. Section Office

3.2.1. J.E (Site)

3.2.1.1. Raise Material Indent

Module No.	M- SEC-SITE-1		
Module Name	Raise Material Indent		
User	Section Office (JE-Site)		
Description	JE (Site) records the details of the material required for executing the works through Material Indent		
How to Access	[e-Sanchalan] **::** Section (site) Entries → **Raise Material Indent**		
Pre Process	• [e-Sanchalan]**::** Division Entries → (D)rawing Branch → Work Specifications → **Material To issue** *[Material indent for Tendered Work]* • [e-Sameeksha]**::** Scheme Entries → **Scheme Description** *[Material indent for MAS(Material at Site)]*		
Pre Processes Sequences	**Sr.No.**	**Module**	**Office**
	A. Material indent for Tendered Work		
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]**::** Scheme Entries → **Work Description**	Division
	3.	[e-Sanchalan]**::** Division Entries → (C)orrespondence Branch→ **Work Agreement Description**	Division
	4.	[e-Sanchalan]**::** Division Entries → (D)rawing Branch → Work Specifications → **Revised Schedule Of Quantity**	Division
	5.	[e-Sanchalan]**::** Division Entries → (D)rawing Branch → Work Specifications → **Material To issue**	Division
	B. Material indent for MAS (Material at Site)		
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
Post Process	[e-Sanchalan] **::** Sub Division Entries → Sub Division Officer→ Verification → **Material Indent**		

Dashboard:

Input Screen:

Raise Material Indent	
Indent By Ofice #	Kasumpti Section ▼
Indent For #	◉ Tendered Work ○ MAS(Material at Site)
Work Id #	2008-1499 [< Change]
Agreement By Office	Div.No.1 Shimla 9
Scheme Code & Name	T19886-Prov. GWSS to P.C. Habitation of census vill jalf and udli in G.P.malyana in Teh. and Distt Shimla HP.
Work Nature	◉ Original ○ Repair/Maintenance
Work Serial No. & Name #	1.C/O 2 Nos Spring Intake,2 Nos.Storage tank 5000ltrs cap.C.O Stand post 4 Nos ▼
Items to be Issued By #	◉ Store ○ Tendered Work ○ MAS (Material at Site)
Items Issuing Office #	Div.No.1 Shimla 9 ▼ IPH Store Mehli, Shimla ▼
Select Indent #	-NEW- ▼ (Select New for Issuing a new indent)

~ Indent Details ~	
Indent Date #	10/10/2011 📅
Remarks	[ ] (Max.200 Chars.)

Please Note -> For adding backlog value in the column "Qty.Already Issued" enter backlog consumption record using the module "Material Consumption"

Item Details

	Revised Schedule of Quantity				Quantity Indented
Item Description	**Quantity**	**Rate**	**Unit**		**Qty. Indented Now**
Steel->Square bars 8 mm	0.4000	34430.00	MT		0
Cement->Portland Pozzolanna Cement	70.0000	230.00	Bags		0
Steel->Square bars 10 mm	0.4000	34430.00	MT		0

Print	Verify	Save

Description of fields on screen:

1. Indent by Office *<Display>*
   Display the Section of JE

2. Indent for (I. Tendered work, II. MAS (Material at Site)) *<Select>*
   2. a. If 'Tendered work' option is selected
      o Work ID *<Enter>* & Get Details
         Display the following details:
         o Agreement by Office
         o Scheme Code & Name
         o Work Nature (Original or R/M)
         o Work Serial No. & Name

   2.b. If 'MAS' option is selected
      o Scheme Code *<Enter>* & Get Details
         Display Scheme name & Code

3. Items to be issued By (I. Store/ II. Tendered by/ III. MAS(Material at Site)) *<Select>*
   3.a. If 'Store' option is selected
      o Store *<Select>*
         Display the list of stores of the concerned division

   3.b. If 'Tendered Work' option is selected
      o Item Issuing Office *<Select>*
      o Work ID *<Enter>* & Get Details

Display the following details:
- o Scheme Code & Name
- o Work Nature (Original or R/M)
- o Work Serial No. & Name

    3.c. If 'MAS (Material At Site)' option is selected
- o Item Issuing Office *<Select>*
- o Scheme Code *<Enter>* & Get Details

Display the following details:
- o Scheme Code & Name
- o Work Nature (Original or R/M)
- o Work Serial No. & Name

4. Select Indent *<Auto Gen>*
Indent Number is auto generated for the new indent. Existing indents may also be updated by selecting the indent number from the list

5. Indent Date *< Select>*

6. Select/enter the details of the items to be indented:

- o Item
- o Unit *<Display>*
- o Quantity Indented now *<Enter>*

    ----

7. Save/Update
Confirmation made for the above entries and Indent id is generated automatically if selected indent is new

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

3.2.1.2. Goods Receipt/Allocation to site

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

Goods Receipt at Store

Section #	IPH Store Mehli, Shimla ▼

Options # ⦿ Add New   ○ Allocate to Multiple Work   ○ Update/Verify   **GR No. #** [New]

GR Date #   27/02/2020 📅

1. Purchase Supply Details

Order Number #	[_____] (Max. 50 Characters)
Order Date #	27/02/2020 📅
Order Placed By #	-SELECT- ▼ -SELECT- ▼ ☐ Other Agency
Supplier Name #	[_____] (Max. 200 Characters)
Remarks (If Any)	[_____] (Max. 200 Characters)
Payment to be Made by Office #	Div.No.1 Shimla 9 ▼

2. Item Details

Invoice No. #	[_____] (Max. 50 Characters) Invoice Date # 28/03/2020 📅
Item Category #	-SELECT- ▼ Item# -SELECT- ▼
Quantity as per Invoice #	[_____] Unit -SELECT- ▼ Item Rate as per Invoice # [_____]
Quantity as per Department #	[_____] Unit [_____ ▼] Store Issue Rate # [_____]

         [Add Item]

3. Extra Charges

Sr. No.	Charge Type	Amount
1	Service Charges	[_____]
2	Inspection Charges	[_____]
3	VAT	[_____]
4	Frieght	[_____]
5	Education Cess	[_____]
6	Incidental Charges	[_____]
7	Excise Duty	[_____]

4. Amount to be Deducted

Amount (In Rs.) #	[0]

5. GR Amount

Item Amount	[0]
Extra Charges	[0]
Amount Deducted	[0]
Total GR Amount	[0]

[Save]   [Verify]   [Reset]

Description of fields on screen:

1. Section Name *<Select>*

2. Options (I.Add New II.Allocate To Multiple Work III.Update/verify) *<Select>*
   I. If Add new Option is Selected:
      o GR Date *<Auto Gen or Select>*
         By default display the current date
      o MB Number *<Select>*
      o Bill No. *<Select> & Get Details*
      o Order Number *<Enter>*
      o Order Date *<Enter>*
      o Order Placed By *<Select>*
      o Supplier Name *<Enter>*
      o Remarks (If Any) *< Enter>*
      o Office to make payment *<Select>*

Enter the details of items :
- o Invoice No.
- o Invoice Date
- o Item Category
- o Item
- o Quantity as per invoice
- o Unit
- o Item Rate as per invoice
- o Quantity as per Dept.
- o Item Rate
- o Add
  Click add to display the item detail in the grid
  system provide option to update, add more items

3. Enter the following Extra Charges
   - o Service Charges
   - o Inspection Charges
   - o VAT
   - o Freight
   - o Education Cess
   - o Incidental Charges
   - o Excise Duty

4. Amount to be Deducted (If Any) *<Enter>*

5. Allocate All Items & Amount to Single Work or Scheme*<Check>*
   - o Work ID or Scheme Code *<Enter>* & Get Details
     Displays the details of the work or Scheme

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

II. If Allocate To multiple Work Option is Selected:

Goods Receipt/Allocation to Site

Section #	Kasumpti Section

| Options # | ○ Add New ● Allocate to Multiple Work ○ Update/Verify | GR No. # | 2011-63 | < Change |

GR Date #	22/10/2011
Supplier Name	Rama industries pvt.
M. B. Number #	1890

2. Allocation to Work (Please Note : Select Material Item and Allocate to related work)

Total Amt. for Allocation	2000.00 Rs.	Amt. Already Allocated	0.00 Rs.
Amt. Pending for Allocation	2000.00 Rs.		

Allocate to #	● Tendered Work ○ MAS(Material at Site)
Work Id#	2008-1499 < Change
Scheme Code & Name	Prov. GWSS to P.C. Habitation of census vill jalf and udli in G.P.malyana in T19886 Teh. and Distt Shimla HP.
Work Nature#	● Original ○ Repair/Maintenance
Work Sr.No. & Name #	C/O 2 Nos Spring Intake,2 Nos.Storage tank 5000ltrs cap.C.O Stand post 4 Nos
Allocate	● Amount ○ Items
Amount#	0.00 Rs.
	Allocate

Description of fields on screen:

- o GR Number *<Enter> &* Get Details
- o GR Date *< Displays >*
- o Supplier Name *< Displays >*
- o MB. Number *< Displays >*

7. Allocate to Work:
   - o Total Amount for Allocation *< Displays >*
   - o Amount Pending for Allocation *< Displays >*
   - o Amount Already Allocated *< Displays >*
   - o Date *< Displays >*
   - o Allocate to (I. Tendered work, II. MAS (Material at Site)) *<Select>*

   7. a. If 'Tendered work' option is selected
   - o Work ID *<Enter>* & Get Details
     Display the following details:
     - o Scheme Code & Name
     - o Work Nature (Original or R/M)
     - o Work Serial No. & Name

   7.b. If 'MAS' option is selected
   - o Scheme Code *<Enter>* & Get Details
     Display Scheme Code & name

   - o Allocate (I. Amount II. Items)
     Select Amount to Allocate the amount and Select Items to allocate Items
   - o Allocate *<Enter>*

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

3.2.1.3. Work Measurements (Offline)

3.2.1.3.1. Download DTS and Enter Measurements

Module No.	M-SEC –SITE-3		
Module Name	Work measurements (Offline)		
User	Section Office (JE)		
Description	JE Downloads the offline Work ID wise module for entering measurements		
How to Access	[e-Sanchalan]::Section (site) Entries → Work Measurement → **Work Measurements (Offline)**		
Pre Process	• [e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Revised Schedule Of Quantity** • [e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Material To issue** (if any)		
Pre Process Sequence	**Sr. No.**	**Module**	**Office**
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]:: Scheme Entries → **Work Description**	Division
	3.	[e-Sanchalan]:: Division Entries → (C)orrespondence Branch→ **Work Agreement Description**	Division
	4.	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Revised Schedule Of Quantity**	Division
	5.	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Material To issue** (If any)	Division

Input Screen:

Work Measurements & Material Consumption

DOWNLOAD FILE

File	Description
DTS.zip	*DTS (Data Transformation Service) to transfer Offline Measurements & Material Consumption to Online System.*
IPH_OfflineModule.mdb	*OFFLINE MODULE for entering measurements & Material Consumption of works. After download, fill it with agreement details using Data Transformation Service (HIMDTS)*

Description of fields on screen:

1. Download Offline Module
   This module (blank file) facilitates the offline entry of measurements for tendered works.

2. Download the DTS file
   This is a Data Transformation Service (DTS) to download Agreement details into the Offline Module and to transfer offline measurements to Online System, which can be downloaded once and can be used repeatedly

   DTS file offline includes the following details:
   o Upload Measurements
   o Download Work Details
   o Data Location
   o Select MDB file
   o Folder Location
   o File Name

Description of Fields On Screen:

3. Select Download Work Details
   This selection is made for downloading the Work details along with RSQ and Material to Issue

4. Select MDB File
   Previously downloaded offline Module (blank file) need to be selected from the computer to fill it with the details of Work to be downloaded and submit the details
   Displays the following details:
   o Office Name
   o Folder Location
   o File Name

Description of Fields on the Screen:

5. Enter the Destination Credentials (User Id & Password)
   The submitted credentials are identified by the Online system and name of the employee,

designation and office name are displayed and only JEs of concerned Division may transfer data

6. Work ID
   Work ID for which measurements are to be entered

7. Download Work Details
   On Download Work Details system identifies the Work ID and download the details of that agreement

   ----

Entering Measurements in Download Offline file:

Description of fields on screen:

Downloaded Offline file displays the following details
- o Name of the Division
- o Work ID
- o Work to be Executed By
- o Scheme Code & Name
- o Work Nature
- o Current Measurements
   Includes the following columns:
   - MB No. *<Enter>*
   - Entry Date *<Enter>*
   - Entry No. *<Enter>*
   - Sub No. *<Enter>*
   - Item Sr. No. *<Select>*
     select an Item from the list of Items of RSQ
   - Measurement Description *<Enter>*
   - Measurement *(Quantity) <Enter>*
   - Unit *<Auto Gen>*
   - Total Quantity *<Auto Calc>*

- o Abstract of Current Measurements *<Auto calc>*

IRRIGATION AND PUBLIC HEALTH (Div.No.1 Shimla 9)

Scheme	T200822	R/M of Patti Rehana in G.P Rajhana in Teh and Distt Shimla	Work Type:	Item Rate Tender
Work Id:	2009-716	Laying and jointing of 25mm dia G.I.Pipe from Source Dhobighat below Anji to Storage tank (Proposed) Baragaon).	Work Nature:	Repair/Maintenance
Work To Be Executed By:	Contractor		Contractor	903 Heminder Pal Singh

Data Downloaded On: 14/10/2011

Best Viewed in Screen Resolution 1024 X 768 pixels   ATTENTION PLEASE:-> *Current Entries are the entries since previous contractor bill   *Set your system Date Format as "dd/MM/yyyy"

Current Measurements | Abstract of Measurements | Current Material Consumption | Abstract of Material Consumption | RSOQ | Schedule of Material | Help

ItemSrNo	Description	Total Quantity	Unit
1.	Excavation in foundation, trenches,etc. in earth work in all kinds of soil such as pick work, jumper work,blasting work, hard blasting and chiselling etc. stacking the excavated soil not more than 3 mtrs.clear from the	20	cum
2.a.	25mm dia nominal bore.	15	Rmt

- o Current Material Consumption

IRRIGATION AND PUBLIC HEALTH (Div.No.1 Shimla 9)

Scheme	T200822	R/M of Patti Rehana in G.P Rajhana in Teh and Distt Shimla	Work Type:	Item Rate Tender
Work Id:	2009-716	Laying and jointing of 25mm dia G.I.Pipe from Source Dhobighat below Anji to Storage tank (Proposed) Baragaon).	Work Nature:	Repair/Maintenance
Work To Be Executed By:	Contractor		Contractor	903 Heminder Pal Singh

Data Downloaded On: 14/10/2011

Best Viewed in Screen Resolution 1024 X 768 pixels   ATTENTION PLEASE:-> *Current Entries are the entries since previous contractor bill   *Set your system Date Format as "dd/MM/yyyy"

Current Measurements | Abstract of Measurements | Current Material Consumption | Abstract of Material Consumption | RSOQ | Schedule of Material | Help

MB No.	Entry Date	Entry Number	Item Sr.No.	Material Bin No.	Material Unit	Quantity Consumed
1930	30/09/2011	1	1..	26/3	metre	30
			Excavation in foundation, trenches,etc. in earth work in all kinds of soil such as pick work,	G.I.Pipe plain end- 25 mm dia - Light G.I. Pipe		
1930	30/09/2011	2	0....	26/3	metre	5
			For Penal Recovery	G.I.Pipe plain end- 25 mm dia - Light G.I. Pipe		
*			-	-		

Description of fields on screen:

Includes the following columns:
- MB No. *<Enter>*
- Entry Date *<Enter>*
- Entry No. *<Enter>*
- Item Sr. No. *<Select>*
  Select an Item from the list of Items of RSQ. Select item Serial No. 0 (zero) for penal recovery
- Material Bin No *<Select>*
- Material Unit *<Auto Gen>*
- Quantity Consumed *<Auto Calc>*

- o Abstract of Material Consumption *<Auto calc>*

IRRIGATION AND PUBLIC HEALTH (Div.No.1 Shimla 9)				
Scheme	T200822	R/M of Patti Rehana in G.P Rajhana in Teh and Distt Shimla	Work Type:	Item Rate Tender
Work Id:	2009-716	Laying and jointing of 25mm dia G.I.Pipe from Source Dhobighat below Anji to Storage tank (Proposed) Baragaon).	Work Nature:	Repair/Maintenance
Work To Be Executed By:	Contractor		Contractor 903	Heminder Pal Singh

Data Downloaded On: 14/10/2011

Best Viewed in Screen Resolution 1024 X 768 pixels   ATTENTION PLEASE:-> *Current Entries are the entries since previous contractor bill   *Set your system Date Format as "dd/MM/yyyy"

Current Measurements | Abstract of Measurements | Current Material Consumption | Abstract of Material Consumption | RSOQ | Schedule of Material | Help

Bin No. : Material	Unit	Total Quantity Consumed	Penal Recovery
26/3 : G.I.Pipe plain end- 25 mm dia - Light G.I. Pipe	metre	5	Yes
26/3 : G.I.Pipe plain end- 25 mm dia - Light G.I. Pipe	metre	30	No

----

- o Item wise RSOQ details
  Displays the following columns:
  - Item Sr. No.
  - Item Description
  - Quantity
  - Unit
  - Rate

- o Schedule Of Material
  displays the following columns:
  - Bin No. material
  - Quantity
  - Unit
  - Rate
  - Store

- o Help *<Display>*
  This facilitates the user to enter the measurements in computer through offline file.

Business Rules	o JE should physically visit the site for recording Measurement Entries o Measurement entries must be entered considering the items mentioned in the RSQ o JE must download offline module file (Blank File)
Notes & Issues	o To facilitate the measurement entries, the current measurements details are automatically copied to the next row, so that new measurement entry can be made with little modifications. o The entries made are auto saved. o Help tab facilitates the user to enter the measurements in computer through offline file. o Once entry made on a particular date JE cannot select the previous date for further entries.

3.2.1.3.1.1. Download Android Application

Go to the Google Play Store to Download Android application of IPH by searching **Himachal Pradesh Irrigation and Public Health.**

Logo of app will look like	Himachal Pradesh Irrigation and Public Health NIC eGov Mobile Apps Tools 3+ ★★★★★ 1 Add to Wishlist Install

Now ,Click on the install Button to install the app.

After Installing the application ,The very First screen of application look like. • In the first column you have to enter the ID of JE • In the next column Online Agreement number is to be added. • And in the last column you have to enter the password of the respective JE. Then Click on the Submit Button.	11:13 Himachal Pradesh Application Initialization ! User Name Online Agreement Number Password Submit Powerd By National Informatics Centre © 2013
After Clicking on the online agreement ,Following screen will open – which shows the Online Agreements Header with menus shows About and Setting • About: About tab shows about the IPH's water related infrastructures • Settings: Shows two tabs one is Back to Online Agreement which means after clicking on this tab it will display the previous screen and second is Reset Application which will reset the application	11:15 OnLine Agreements Add Agreement 2015-3556 (Prov. LWSS Baldian in GP Baldian, Tehsil and Distt.Shimla HP.) Powerd By National Informatics Centre © 2013
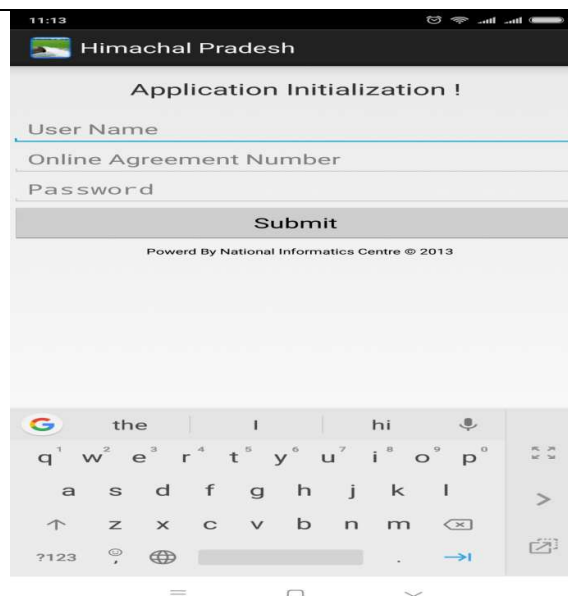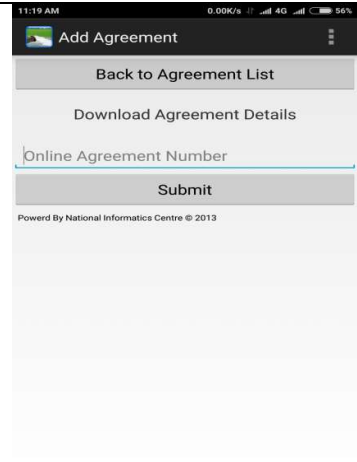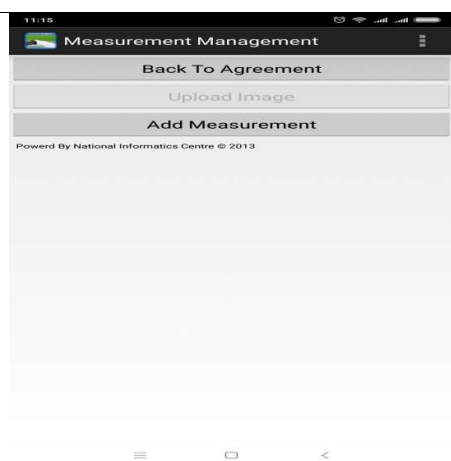
and shows the very first screen on your Mobile. On the main screen you will able to see the Add Agreement tab. After clicking on this tab add agreement screen will appear with **back to agreement list.** Now to download agreement details enter the online agreement number and click on submit.	11:19 AM · 0.00K/s ·· 4G · 56% **Add Agreement** Back to Agreement List Download Agreement Details Online Agreement Number Submit Powerd By National Informatics Centre © 2013
After clicking on online agreement number this screen will appear Now in this screen details of junior engineer appears and it will show three tabs namely like back to online agreement, measurement management and material management.	11:15 **OnLine Agreement :: 2015-3556** Upload Data Back To OnLine Agreements Measurement Management Material Management JE Name : ASHISH KUMAR THAKUR JE Code : 31132 JE Designation : JUNIOR ENGINEER Office Name : Mashobra Section Office Code : 010101010104 Powerd By National Informatics Centre © 2013
• Back to online agreement goes back to the previous screen. • Measurement Management displays another three tabs which are according to the screen shots.	11:15 **Measurement Management** Back To Agreement Upload Image Add Measurement Powerd By National Informatics Centre © 2013

After clicking on add measurement this screen will appear where we have to enter MB number, Entry Number, Sub-Number, Measurement description measurement calculation. After filling these details click on submit. If you want to delete the details click on cancel. • Material Management displays the tab Add Material which display the following screen. Fill up the MB number, date and entry number after filling this click on submit.	

3.2.1.3.1.2. Upload Measurements

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

Description of fields on screen:

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

2. Select Upload Measurements

3. Select MDB file & submit the details
   This is the Offline file (Work wise) where the measurements entries are entered in the computer
   Displays the following details:
   o Office Name
   o Work ID
   o Scheme name
   o Work Name
   o Contractor
   o Agreement Type

Description of fields on the screen:

4. Enter the Destination Credentials (User Id & Password)
    The submitted credentials are identified by the Online system and name of the employee, designation and office name are displayed

5. Enter Remarks (if any)

6. Upload data
    The Measurement entries entered is uploaded into the online system

3.2.1.4. Other Measurements

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

MADAN GOPAL KAPOOR, JUNIOR ENGINEER Kasumpti Section

Reports/Queries ▶	HO/Zone/Circle ▶	Division Entries ▶	Sub Division Entries ▶	Section(Site) Entries ▶	Section(Store) Entries ▶

Other Measurements

Show DashBoard

Section #	Kasumpti Section ▼
M. B. Number #	28 ▼
Chargeable To#	◉ Scheme ○ Stock
Enter Scheme Code #	V010101010101 ☑ Various Schemes [< Change Scheme]
Scheme Name #	Various Schemes of Kasumpti Section
Work Nature #	○ ◉ Original Repair/Maintenance
Measurement Type #	Other Works (Miscellaneous) ▼

Measurement Entries

Entry Number #	New
Entry Date #	13/12/2011
Scheme Group #	-SELECT- ▼
Entry Type #	-SELECT- ▼
Description #	(Max. 3000 Characters)
Amount (In Rs.) #	
Payment By #	-SELECT- ▼

Submit to Assistant Engineer	Save	Clear

Description of fields on screen:

1. Section Name *<Display>*
2. MB No. *<Select>*
3. Scheme Code / Stock & Get Details *<Enter>*
   Displays the following details (only in case of Scheme option) :
   - Scheme Name
   - Work Nature (Original or R/M)
   - Measurement Type
   o Entry Number *<Auto Gen>*
   o Entry Date *<Enter>*
   o Entry type *<select>*
   Abstract of Muster Roll for Departmental Works, Vehicle repair & Maintenance, Machinery repair & maintenance bills, Furniture repair & maintenance bills, Electricity & Telephone bills, Water supply bills, Material Testing bills Private vehicle hired bills ,Loading & unloading material payment bills ,Arbitration cases bills, Inspection fees

   o Description

4. Amount(in Rs.) *<Enter>*
5. Payment By *<Select>*
6. Save
   Confirmation made for above entries and Entry Number is generated automatically

Report/Query	How to Access: [e- Sanchalan] :: Reports/Queries → Scheme Reports → Work Measurements

3.2.1.5. Material Consumption (Backlog)

Module No.	M-SEC –SITE -6		
Module Name	Material Consumption (Backlog)		
User	Section Office (J.E.)		
Description	J.E. enters the one time backlog of material Consumption after generating running bill, only if previous bills for the particular work id were made manually.		
How to Access	[e-Sanchalan]::Section (Site) Entries → Measurements →**Material Consumption (Backlog)**		
Pre Process	[e-Sanchalan]::Sub Division Entries → Sub Division→ **Generate running bill**		
Pre Process Sequence	**Sr.No.**	**Module**	**Office**
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]:: Scheme Entries → **Work Description**	Division
	3.	[e-Sanchalan]:: Division Entries → (C)orrespondence Branch→ **Work Agreement Description**	Division
	4.	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Revised Schedule Of Quantity**	Division
	5.	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Material To issue**	Division
	6.	[e-Sanchalan]::Section (site) Entries → Work Measurement → **Work Measurements (Offline)**	Section
	6.1.	Download DTS and Offline Module	Section
	6.2.	Entry in Downloaded Offline file	Section
	6.3.	Upload Measurements	Section
	7.	[e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification →**Work Measurements**	Sub Division
	8.	[e-Sanchalan]::Sub Division Entries → Sub Division→ **Generate running bill**	Sub Division
Post Process	[e-Sanchalan]::Sub Division Entries → Running Bills (SD) → **Submit running bill to Account Branch**		

Input Screen :

Description of fields on screen:

- Section *<Select>*

- Work ID *<Enter>*
  Display the following Details
  - Scheme Code & Name *<Display>*
  - Work Nature
  - Executing Office
  - Work Sr. Number & name
  - Running Bill *<select>*
  - Get Items *<Click>*
    Click to get list of items
  - Backlog For *<select>*
    Select consumption of material to make entries for the material consumed or select Penal Recovery of material

  Displays the details of Material in grid with following Columns :
  - Item Description
  - Rate
  - Unit
  - Quantity Consumed Previously *<Enter>*
  - Penal Recovery

- Save

Report/Query	How to Access: [e-Sanchalan]**::**Reports/Queries→ Scheme Reports→ Running Bill

3.2.1.6. MAS Opening Balance

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

Description of fields on screen:

- Section *<Selected>*

- Financial Year *<Select>*

- *Month <Selected>*

- *Scheme Code/ Nature <Enter>*

- *Nature of Work <Enter if Original>*

Click on Save

3.2.1.7. MAS Material Consumption

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

Description of fields on screen:

- Section *<Selected>*

- Scheme Code *<Select>*

- *Scheme Name <Display>*

- *Scheme Code/ Nature <Enter>*

- *Date <To be Selected>*

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

3.2.2. J.E (Store)

3.2.2.1. Goods Opening Balance (Backlog Entry)

Module No.	M-SEC–STR -1
Module Name	Goods Opening Balance (Backlog Entry)
User	Section Office (JE – Store)
Description	JE (Store) maintains the Item wise opening balance at Store, if the Item balances need to be made online for the first time
How to Access	[e-Sanchalan] **::** Section (store) Entries → **Goods Opening Balance**

Dashboard:

Input Screen:

Description of fields on screen:

1. Select or Enter the following Details:
   - Year *<Select>*
   - Opening Balance Date *<Select>*
   - Item Category *<Select>*
     Display the list of Item Categories
   - Item *<Select>*

Display the list of Item of the selected Item Category
- o Quantity *<Enter>*
- o Unit of Measurement *<Display>*
- o Rate as per Department *<Enter>*

2. Insert
   Confirmation made for the above

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

3.2.2.2. Goods Receipt at Store

Module No.	M-SEC-STR-2
Module Name	Goods Receipt at Store
User	Section Office - JE (Store)
Description	JE at Store enters the details of the Goods received from Supplier
How to Access	[e-Sanchalan] **::** Section (Store) Entries → **Goods Receipt at Store**
Post Process	[e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification → **Good Receipt / Allocation to Site**

Input Screen:

Goods Receipt at Store

Section #	IPH Store Mehli, Shimla
Options #	⦿ Add New ◯ Allocate to Multiple Work ◯ Update/Verify GR No. # New
GR Date #	23/07/2011

1. Purchase Supply Details

Order Number #	(Max. 50 Characters)
Order Date #	21/10/2011
Order Placed By #	-SELECT- -SELECT- ☐ Other Agency
Supplier Name #	(Max. 200 Characters)
Remarks (If Any)	(Max. 200 Characters)
Payment to be Made by Office #	Div.No.1 Shimla 9

2. Item Details

Invoice No. #	(Max. 50 Characters)	Invoice Date #	21/10/2011
Item Category #	-SELECT-	Item=	-SELECT-
Quantity as per Invoice #	Unit -SELECT-	Item Rate as per Invoice #	
Quantity as per Department #	Unit	Store Issue Rate #	
			Add Item

3. Extra Charges

Sr. No.	Charge Type	Amount
1	Service Charges	
2	Inspection Charges	
3	VAT	
4	Frieght	
5	Education Cess	
6	Incidental Charges	
7	Excise Duty	

4. Amount to be Deducted

Amount (In Rs.) #	0

5. GR Amount

Item Amount	0
Extra Charges	0
Amount Deducted	0
Total GR Amount	0

Include this GR in:

☑ Whether MPSA/ CSSA/ PW Misc. advance

○ Material purchase suspense account   ○ Cash Settlement Suspense Account   ○ PW miscellaneous advance

Save	Verify	Reset

Description of fields on screen:

1. Section Name *<Select>*

2. Options (1.Add New 2. Update/verify) *<Select>*
   2a. If Add new Option is Selected:
   - GR Date *<Auto Gen or Select>*
     By default display the current date
   - Bill No. *<Select> & Get Details*
   - Order Number *<Enter>*
   - Order Date *<Enter>*
   - Order Placed By *<Select>*
   - Supplier Name *<Enter>*
   - Remarks (If Any) *< Enter>*
   - Office to make payment <Select>

   Enter the details of the items:
   - Invoice No.
   - Invoice Date
   - Item Category
   - Item
   - Quantity as per invoice
   - Unit
   - Item Rate as per invoice
   - Quantity as per Dept.
   - Item Rate
   - Add
     Display the items added in the grid and these may be updated

3. Enter the following Extra Charges
   - Service Charges
   - Inspection Charges
   - VAT
   - Freight
   - Education Cess
   - Incidental Charges

o Excise Duty

4. Include this GR in:
    o Material purchase Suspense Account
    MPSA option is selected when the material has been purchased and the payment is not yet done by the department
    o Cash settlement suspense account
    o PW Misc Advance
    PW misc advance option is selected when the payment was already made for the material received now. Select payment number from the list of pending PW misc advance payments

5. Amount to be Deducted (If Any) *<Enter>*

6. Save *<Click>*
    Confirmation made for the above entries and good receipt number is generated automatically

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

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

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

3.2.2.3. Issue Material

Module No.	**M-SEC-STR-3**	
Module Name	Issue Material	
User	Section Office (JE-Store)	
Description	JE at store issues material against approved indents	
How to Access	[e-Sanchalan] **::** Section (Store) Entries →**Issue Material**	
Pre Process	[e-Sanchalan]**::** Division Entries → Executive Engineer → Material → **Approve Material**	
Pre Process Sequence	**Sr. No.**	**Module**	**Office**
	A. Material indent for Tendered Work		
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]**::** Scheme Entries → **Work Description**	Division
	3.	[e-Sanchalan]**::** Division Entries → (C)orrespondence Branch→ **Work Agreement Description**	Division
	4.	[e-Sanchalan]**::** Division Entries → (D)rawing Branch → Work Specifications → **Revised Schedule Of Quantity**	Division
	5.	[e-Sanchalan]**::** Division Entries → (D)rawing Branch → Work Specifications → **Material To issue**	Division
	6.	[e-Sanchalan] **::** Section (site) Entries → **Raise Material Indent**	Section
	7.	[e-Sanchalan] **::** Sub Division Entries → Sub Division Officer→ Verification → **Material Indent**	Sub Division
	8.	[e-Sanchalan] **::** Division Entries → Executive Engineer →	Division

	Material → **Approve Indents**	
	B. Material indent for MAS (Material at Site)	
1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
2.	[e-Sanchalan] **::** Section (site) Entries → **Raise Material Indent**	Section
3.	[e-Sanchalan] **::** Sub Division Entries → Sub Division Officer→ Verification → **Material Indent**	Sub Division
4.	[e-Sanchalan] **::** Division Entries → Executive Engineer → Material → **Approve Indents**	Division

Input Screen:

Description of fields on screen:

1. Display the Approved indents with the following columns:
   o Details *<Click>*
   o Approval Number
   o Approval date
   o Indent Number
   o Indent Date
   o Indent By
   o Indent To

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

1. Display the Approval Details in following columns:
   o Approval Number
   o Date of Approval

2. Display the Indent Details in following columns:
   o Indent Number and Date
   o Indent To
   o Indent From

3. Display the Item wise details of the approved Indent in the following Columns:
   o Item
   o Unit Name

- o Quantity Indented
- o Quantity Approved
- o Storage Charges (%)

4. Issue
   Confirmation made to Issue Material from Store.

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

3.2.2.4. Stock Account (Backlog)

Module No.	**M-SEC –STR -4**
Module Name	Stock Account (Backlog)
User	Section Office (JE-store)
Description	JE(Store) enters the details of the Stock Account if the Store inventory is not online
How to Access	[e-Sanchalan]**::** Section (Store) Entries → **Stock Account (Backlog)**

Input Screen:

Stock Account Backlog Entry

Select Store #   IPH Store Mehli, Shimla   This store is not online

1. Financial Year and Budget Head Selection

For deletion/updation/verification of entries click here>>>>>>>> **Delete/Update/Verify Backlog Entries** ☐

Year#	2011	Month#	July

Budget Head#

Demand Number	13-IRRIGATION, WATER SUPPLY AND SANITATION
Voted/Charged	Voted
Plan/Non Plan	Plan
Major Head	4215-CAPITAL OUTLAY ON WATER SUPPLY & SANITATION
Sub Major Head	01-WATER SUPPLY
Minor Head	102-RURAL WATER SUPPLY
Sub Minor Head	01-RURAL WATER SUPPLY SCHEMES IN VAR.DISTT.
Budget Code	C00N -C.S.S. 100% (NORMAL)
SOE Code	37-MAJOR WORKS

Get/Change Budget Head >

Indent Type	To Scheme
Sub Division#	Shimla No. 1 Sub Division
Section#	Kasumpti Section
Scheme Code#	2004-306-40707 ☐ Various Schemes < Change
	LWSS Jhalgi Molog in G.P. Rajhana Tehsil & Distt. Shimla HP
Work Nature#	⊙ Original ○ Repair/Maintenance

2. Details

Indent ID#	
Total Amount#	
Remarks#	(Max. 200 Characters)

Save

Description of fields on screen:

1. Store *<Display>*
   Display the concerned Store of JE

2. Select the following parameters

o Financial Year
o Month

3. Select the budget head
4. Indent Type <Select>
5. Sub Division <Select>
6. Section <Section>
7. Scheme Code <Enter> & Get Details
   Display Scheme name

8. Work Nature <Select>
9. Indent ID <Enter>
10. Amount<Enter>
11. Remarks <Enter>
12. Save
    Confirmation made to save above entries.

Report/Query	How to Access:
	[e- Sanchalan] **::** Reports/Queries → Account Reports → Abstract of Monthly Stock Account
	[e- Sanchalan] **::** Reports/Queries → Account Reports → Schedule of Monthly Stock Account

3.2.2.5. Store Issue and Receipt Entries

Module No.	**M-SEC –STR -5**
Module Name	Store Issue and Receipt Entries
User	Section Office (JE-store)
Description	JE(Store) enters the details of the Issue and Receipt entries at store for cases in which material is not issues or received online
How to Access	[e-Sanchalan]**::** Section (Store) Entries → **Store Issue and Receipt Entries**
Input Screen:	

1. Office *<Selected>*
2. Transfer Type *<Select>*
   whether it is new or it is to be edited. Entry Number inherited by new or edit checkbox

3. Issue Material From Store *<Select>*
Select the Issue type from the list
- o Contractor/tender work
- o Material from site
- o Other store within division
- o Store of other division
- o Other department

On selection of Contractor/tender work, displays the following fields on screen:
1. Online Agreement Number (Entered)
2. Item Category *<Selected>*
3. Item Description *<Selected>*
4. Quantity In Store *<Selected>*
5. Rate (Enter in Rupees) *<Selected>*
6. Quantity *<Enter>*
7. Date *<Select>*
- • Total

On selection of Material at site option, displays the following fields on screen:
1. Scheme code *<Select>*
2. Scheme Nature *<Select>*
3. Item Category *<Selected>*
4. Item Description *<Selected>*
5. Quantity In Store *<Selected>*
6. Rate (Enter in Rupees) *<Selected>*
7. Quantity *<Enter>*
8. Date *<Select>*

On selection of 'Other store within division' option, displays the following fields on screen:
1. Store name *<Select>*
2. Item Category *<Selected>*
3. Item Description *<Selected>*
4. Quantity In Store *<Selected>*
5. Rate (Enter in Rupees) *<Selected>*
6. Quantity *<Enter>*
7. Date *<Select>*

On selection of 'Store of other division' option, displays the following fields on screen:
1. Division Name *<Select>*
2. Store name *<Select>*
3. Item Category *<Selected>*
4. Item Description *<Selected>*
5. Quantity In Store *<Selected>*
6. Rate (Enter in Rupees) *<Selected>*
7. Quantity *<Enter>*
8. Date *<Select>*

On selection of 'Other Department' option, displays the following fields on screen:
1. Department Name *<Select>*

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

Then Click on Save Button.
Confirmation made to save above entries.

Report/Query	How to Access:
	  [e- Sanchalan] **::** Reports/Queries → Account Reports → Abstract of
	                Monthly Stock Account
	  [e- Sanchalan] **::** Reports/Queries → Account Reports → Schedule of
	                Monthly Stock Account

3.3. Sub Division Office (SDO)

3.3.1. Assistant Engineer (AE)

3.3.1.1. Issue MB

Module No.	M-SDO- 1
Module Name	Issue M.B.
User	Sub Division Office (AE)
Description	AE issues MBs as per the approval given by Division Office (Correspondence Branch)
How to Access	[e-Sanchalan]:: Sub Division Entries → Sub Division Officer → **Issue M.B.**
Dashboard:	

DashBoard : Assistant Engineer(Pendency)

Input Screen :

Opening/Closing of Measurement Book

For new MB enter the details and click on save button & for updation/verification/closing click >>>>>>> **Update** ☐

M.B. Number #	[ ]
Sub-Division #	-SELECT- ▾
Section #	-SELECT- ▾
Issue Date #	📅
Type of MB	○ Old ○ New
	Issue MB Verify Reset Close MB >

Description of fields on screen:

1. Display the following columns:
   - M.B. Number *<Enter>*
   - Sub-Division *<Select>*
     Display the Sub Division of concerned Division.
   - Section Name *<Select>*
     Display the Sections of Selected Sub Division
   - Issue date *<Select>*
   - Type of MB (I.Old   II. New)
     Select Old if the MB is already issued through manual process and needs to issue in Online MIS for making the department process online

2. Issue MB
   Confirmation made to issue the MB.

3. Check the **Update** button to Update or verify the issued M.B.

4. M.B. Number *<Enter>* & get details of the MB
   Update the details (if any)

5. Update <Click>
   Confirmation made to Update the details

6. Verify
   Confirmation made to verify the Details of M.B.

3.3.1.2. Material Consumption (Backlog)

Module No.	M-SDO- 2		
Module Name	Material Consumption (Backlog)		
User	Sub Divisional Office (AE/SDO)		
Description	AE updates the material consumption entries submitted by JE		
How to Access	[e-Sanchalan]::Section (Site) Entries → Measurements → **Update Material Consumption**		
Pre Process	[e-Sanchalan]::Sub Division Entries → Sub Division→ **Generate running bill**		
Pre Process	**Sr.No.**	**Module**	**Office**

Sequence	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]:: Scheme Entries → **Work Description**	Division
	3.	[e-Sanchalan]:: Division Entries → (C)orrespondence Branch→ **Work Agreement Description**	Division
	4.	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Revised Schedule Of Quantity**	Division
	5.	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Material To issue**	Division
	6.	[e-Sanchalan]::Section (site) Entries → Work Measurement → **Work Measurements (Offline)**	Section
	6.1.	Download DTS and Offline Module	Section
	6.2.	Entry in Downloaded Offline file	Section
	6.3.	Upload Measurements	Section
	7.	[e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification →**Work Measurements**	Sub Division
	8.	[e-Sanchalan]::Sub Division Entries → Sub Division→ **Generate running bill**	Sub Division
Post Process		[e-Sanchalan]::Sub Division Entries → Running Bills (SD) → **Submit running bill to Account Branch**	

Input Screen :

Description of fields on screen:

- Section *<Select>*

- Work ID *<Enter>*
  Display the following Details
  - Scheme Code & Name *<Display>*
  - Work Nature
  - Executing Office
  - Work Sr. Number & name
  - Running Bill *<select>*
  - Get Items *<Click>*
    Click to get list of items
  - Backlog For *<select>*
    Select consumption of material to make entries for the material consumed or select Penal Recovery of material

Displays the details of Material in grid with following Columns :
- o Item Description
- o Rate
- o Unit
- o Quantity Consumed Previously *<Enter>*
- o Penal Recovery

- • Save

Report/Query	How to Access: [e-Sanchalan]**::**Reports/Queries→ Scheme Reports→ Running Bill

3.3.1.3. Verification

3.3.1.3.1.   Work Measurements

Module No.	**M-SDO – 2**	
Module Name	Work measurements	
User	Sub Divisional Office (AE/SDO)	
Description	AE verifies the works measurement entries submitted by JE	
How to Access	[e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification →**Work Measurements**	
Pre Process	Upload Measurement Entries (Offline to Online)	
Pre Process Sequence	**Sr. No.**	**Module**	**Office**
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]**::** Scheme Entries → **Work Description**	Division
	3.	[e-Sanchalan]**::** Division Entries → (C)orrespondence Branch→ **Work Agreement Description**	Division
	4.	[e-Sanchalan]**::** Division Entries → (D)rawing Branch → Work Specifications → **Revised Schedule Of Quantity**	Division
	5.	[e-Sanchalan]**::** Division Entries → (D)rawing Branch → Work Specifications → **Material To issue**	Division
	6.	[e-Sanchalan]::Section (site) Entries → Work Measurement → **Work Measurements (Offline)**	Section
	6.1.	Download DTS and Offline Module	Section
	6.2.	Entry in Downloaded Offline file	Section
	6.3.	Upload Measurements	Section
		or	
	6.1.	Make entries in Android Application	Section
Post Process	[e-Sanchalan]::Sub Division Entries → Sub Division→ **Generate running bill**	
Input Screen :		

Section #	Kasumpti Section
M.B. Number #	2050
Work Id #	2008-1499 < Change Work Id
Agreement By Office	Div.No.1 Shimla 9
Scheme Code & Name	T19886-Prov. GWSS to P.C. Habitation of census vill jalf and udli in G.P.malyana in Teh. and Distt Shimla HP.
Work Nature	Original
Executing Office	Div.No.1 Shimla 9
Work Serial Number & Name	1.C/O 2 Nos Spring Intake,2 Nos.Storage tank 5000ltrs cap.C.O Stand post 4 Nos and l;aying and jointing of G.I.Pipes of various dia.

1. Revised Schedule of Quantity : Item of Work

Item Sr. No. #	1..
Item Description	Excavation in foundation, trenches,etc. in earth work in all kinds of soil such as pick work,jumper work,blasting work, hard blasting and chiselling etc. stacking the excavated soil not more than 3 mtrs. clear from the edge of excavation and then returning the stacked soil in 15cm.layers when required into plinths sides of foundations etc. consolidating each deposited layer by ramming and watering and then disposing of all surplus excavated earth as directed within all leads and lifts.
Item Quanitity #	972.2900 cum
Item Rate #	75.00
	< Change Item

2. Measurement Description

Entry Number #	New ☐ Enter Sub-Entries
Entry Date #	28/06/2009
Measurement Details #	
	(Max. 3000 Characters)
Measurement Quantity (LxBxD) #	
	(Max. 100 Characters)
Quantity	
Unit	cum
	Verify Save Clear

Select	Entry No.	Sub-Entry	Entry Date	Measurement Details	Measurement	Quantity	Unit	Verify
Select	1/1..	1	20/06/2009	Storage Tank	0.7857*4.4*4.4*1.8-8.24	19.1400		☐
								Verify Checked Items

Description of fields on screen:

- Section Name <*Select*>

- MB Number <*Select*>

- Work ID <*Enter*>
  Display the following Details
  - Agreement By Office <*Display*>
  - Scheme Code & Name <*Display*>
  - Work Nature
  - Executing Office
  - Work ID & Name <*Display*>
  - Work Sr. Number & name <*Select*>
  - Display revised Schedule of Quantity
    - Item Sr. No. <*Display*>
    - Item Description <*Display*>

On click of any item of Revised Schedule of Quantity, display the measurements for the selected item in the following columns:

- Item Sr. No. *<Display>*
- Item Description *<Display>*
- Item Quantity *<Display>*
- Item Rate *<Display>*

Display the measurements in grid with following columns:

- Select *<Click>*
  Click to update/ verify the selected measurement
- Entry Number *<Display>*
- Sub Entries *<Display>*
- Entry Date *<Display>*
- Measurement Details *<Display >*
- Measurement *<Display>*
- Quantity *<Display>*
- Unit *<Display>*
- Verify *<check>*

- Verify Checked Items
  Confirmation made for verification of the checked items

Report/Query	How to Access:
	[e-Sanchalan]::Reports/Queries→ Scheme Reports→ Work Measurements

3.3.1.3.2.   Other Measurements

Module No.	M-SDO – 4	
Module Name	Other Measurements	
User	Sub Division Office (AE/SDO)	
Description	AE/SDO verifies the Other Measurements of MB submitted by concerned JE	
How to Access	[e-Sanchalan]::Sub Division Entries→ Work Measurement → Verification → **Other Measurements**	
Pre Process	[e-Sanchalan]::Section (site) Entries → Measurement(s) → **Other Measurements**	
Pre Process Sequence	**Sr. No.**	**Module**	**Office**
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sanchalan]::Section (site) Entries → Measurement(s) → **Other Measurements**	Division
Post Process	• [e-Sanchalan]:: Division Entries → Accounts Branch(Dashboard) → **MB Entries (Others) for verification**	
Input Screen :		

Other Measurements
Show DashBoard

Section #	Kasumpti Section ▼
M. B. Number #	28 ▼
Chargeable To#	⦿ Scheme ○ Stock
Enter Scheme Code #	V010101010101 ☑ Various Schemes [< Change Scheme]
Scheme Name #	Various Schemes of Kasumpti Section
Work Nature #	○ Original ⦿ Repair/Maintenance
Measurement Type #	Other Works (Miscellaneous) ▼

Measurement Entries

Entry Number #	New
Entry Date #	13/12/2011 📅
Scheme Group #	-SELECT- ▼
Entry Type #	-SELECT- ▼
Description #	
	(Max. 3000 Characters)
Amount (In Rs.) #	
Payment By #	-SELECT- ▼

[Submit to Assistant Engineer] [Save] [Clear]

Select	Entry No.	Entry Date	Entry Type	Description	Amount
Select	81	22/07/2011	Energy Charges	CHARGABLE TO :- Stock Storage AGENCY :- HPSEB ACCOUNT NO :- 6254852215 BILL NO. :- 8512195 DATED :- 15/10/2010 PERIOD :- 1 [Click Select Button to select] DETAIL & ABSTRACT ---------------------- Energy Charges = Rs. 270 Meter rent = Rs. 180 Service Charges= Rs. 50 TOTAL = Rs. 500 Bill verified for Rs. 500	500.00

Description of fields on screen:

1. Section Name *<Display>*
2. MB No. *<Select>*
3. Scheme Code & Get Details *<Enter>*
   Displays the following details
   - Scheme Name
   - Work Nature (Original or R/M)
   - Measurement Type *<Display>*

   Display the measurements entered by J.E. in a grid and SDO may update/Verify it by selecting it from the grid:
   - Select *<Click>*
   - Entry Number
   - Entry Date
   - Entry type
   - Description
   - Amount

4. Verify *Confirmation made for verification of the selected item*	
Report/Query	How to Access: [e-Sanchalan] **::** Reports/Queries → Scheme reports → Work Measurements

3.3.1.3.3. Material Indent

Module No.	**M-SDO- 5**	
Module Name	Material Indent	
User	Sub Division Office (SDO/AE)	
Description	SDO/AE verifies the Material Indent raised by JE (Site) & JE Store and submits it to the Sub Division Office	
How to Access	[e-Sanchalan] **::** Sub Division Entries → Sub Division Officer→ Verification → **Material Indent**	
Pre Process	[e-Sanchalan] **::** Section (site) Entries → **Raise Material Indent**	

Pre Process	Sr.No.	Module	Office
		A. Material indent for Tendered Work	
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]**::** Scheme Entries → **Work Description**	Division
	3.	[e-Sanchalan]**::** Division Entries → (C)orrespondence Branch→ **Work Agreement Description**	Division
	4.	[e-Sanchalan]**::** Division Entries → (D)rawing Branch → Work Specifications → **Revised Schedule Of Quantity**	Division
	5.	[e-Sanchalan]**::** Division Entries → (D)rawing Branch → Work Specifications → **Material To issue**	Division
	6.	[e-Sanchalan] **::** Section (site) Entries → **Raise Material Indent**	Section
		B. Material indent for MAS (Material at Site)	
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
	2.	[e-Sanchalan] **::** Section (site) Entries → **Raise Material Indent**	Section

Post Process	[e-Sanchalan] **::** Division Entries → Executive Engineer → Material → **Approve Indent**
Input Screen :	

Verify Material Indent

Indent By Ofice #	Kasumpti Section
Indent For #	◉ Tendered Work ○ MAS(Material at Site)
Work Id #	2008-1499 < Change
Agreement By Office	Div.No.1 Shimla 9
Scheme Code & Name	T19886-Prov. GWSS to P.C. Habitation of census vill jalf and udli in G.P.malyana in Teh. and Distt Shimla HP.
Work Nature	◉ Original ○ Repair/Maintenance
Work Serial No. & Name #	1.C/O 2 Nos Spring Intake,2 Nos.Storage tank 5000ltrs cap.C.O Stand post 4 N
Items to be Issued By #	◉ Store ○ Tendered Work ○ MAS (Material at Site)
Items Issuing Office #	Div.No.1 Shimla 9 IPH Store Mehli, Shimla
Select Indent #	-NEW- (Select New for Issuing a new indent)

~ Indent Details ~

Indent Date #	22/10/2011
Remarks	(Max.200 Chars.)

Please Note -> For adding backlog value in the column "Qty.Already Issued" enter backlog consumption record using the module "Material Consumption"

Item Details

Revised Schedule of Quantity				Quantity Indented
Item Description	**Quantity**	**Rate**	**Unit**	**Qty. Indented Now**
Steel->Square bars 8 mm	0.4000	34430.00	MT	0
Cement->Portland Pozzolanna Cement	70.0000	230.00	Bags	0
Steel->Square bars 10 mm	0.4000	34430.00	MT	0

Print	Verify	Save

Description of fields on screen:

1. Indent by Office *<Select>*
   Display the Section of JE

2. Indent for (I. Tendered work, II. MAS (Material at Site)) *<Select>*
   2a. If 'Tendered work' option is selected
     ○ Work ID *<Enter>* & Get Details
       Display the following details:
       ○ Agreement by Office
       ○ Scheme Code & Name
       ○ Work Nature (Original or R/M)
       ○ Work Serial No. & Name

   2b.If 'MAS' option is selected
     ○ Scheme Code *<Enter>* & Get Details
       Display Scheme name & Code

3. Items to be issued By (I. Store/ II. Tendered by/ III. MAS(Material at Site)) *<Select>*
   3a. If 'Store' option is selected
     ○ Store *<Select>*
       Display the list of stores of the concerned division

   3b. If 'Tendered Work' option is selected
     ○ Item Issuing Office *<Select>*
     ○ Work ID *<Enter>* & Get Details

Display the following details:
- o Scheme Code & Name
- o Work Nature (Original or R/M)
- o Work Serial No. & Name

3c. If 'MAS (Material At Site)' option is selected
- o Item Issuing Office *<Select>*
- o Scheme Code *<Enter>* & Get Details

Display the following details:
- o Scheme Code & Name
- o Work Nature (Original or R/M)
- o Work Serial No. & Name

4. Select Indent *<Select>*

5. Indent Date *<Display>*

6. Display the details of the items to be indented:

- o Item *<Display>*
- o Unit *<Display>*
- o Quantity Indented now *<Display/Edit>*
    ----

7. Verify
    Confirmation made to forward Indent to Executive Engineer.

Report/Query	How to Access:
	[e- Sanchalan] **::** Reports → Inventory Reports → Indent Items

3.3.1.3.4.   Goods Received at Store/Site

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

Section #	Kasumpti Section ▼			
Options #	○ Add New ○ Allocate to Multiple Work ● Update/Verify		GR No. #	2011-63 < Change

GR Date #	22/10/2011 📅
M. B. Number #	1890 ▼

1. Purchase Supply Details

Order Number #	23 (Max. 50 Characters)
Order Date #	22/10/2011 📅
Order Placed By #	Section ▼ Kasumpti Section ▼ ☐ Other Agency
Supplier Name #	Rama industries pvt. (Max. 200 Characters)
Remarks (If Any)	(Max. 200 Characters)
Payment to be Made by Office #	Div.No.1 Shimla 9 ▼

2. Item Details

Invoice No. #	(Max. 50 Characters)	Invoice Date #	22/10/2011 📅
Item Category #	-SELECT- ▼	Item #	-SELECT- ▼
Quantity as per Invoice #	Unit -SELECT- ▼	Item Rate as per Invoice #	
Quantity as per Department #	Unit ▼	Item Rate #	

Add Item

	Invoice No.	Invoice Date	Category	Name	Qty(Supplier)	Rate(Supplier)	Qty(Deptt.)	Rate(Deptt.)
Delete	12	22/10/2011	C.I. Pipe	150mm dia	20.0000 Rmt	100.00	20.0000	100.00

3. Extra Charges

Sr. No.	Charge Type	Amount
1	Service Charges	
2	Inspection Charges	
3	VAT	
4	Frieght	
5	Education Cess	
6	Incidental Charges	
7	Excise Duty	

4. Amount to be Deducted

Amount (In Rs.) #	0

5. GR Amount

Item Amount	0
Extra Charges	0
Amount Deducted	0
Total GR Amount	0

Include this GR in:

☑ Whether MPSA/ CSSA/ PW Misc. advance

○ Material purchase suspense account   ○ Cash Settlement Suspense Account   ○ PW miscellaneous advance

Verify   Update   Reset

Description of fields on screen:

Display the details in the following Columns:

1. Section Name *<Select>*

2. Options (I.Add New II.Allocate To Multiple Work III.Update/verify) *<Select>*
   Select Update/Verify to verify the Good Receipt:

3. GR No. *<Enter>*
   Display the Detail of GR
   o GR Date
   o MB Number
   o Bill No.
   o Order Number
   o Order Date
   o Order Placed By
   o Supplier Name
   o Remarks (If Any)
   o Office to make payment

   Display the Grid with the details of items in the bill with the following columns:
   o Invoice No.
   o Invoice Date
   o Item Category
   o Item
   o Quantity as per invoice
   o Unit
   o Item Rate as per invoice
   o Quantity as per Dept.
   o Item Rate
   System provide option to update, add more items

4. Display Extra Charges :
   o Service Charges
   o Inspection Charges
   o VAT
   o Freight
   o Education Cess
   o Incidental Charges
   o Excise Duty

5. Amount to be Deducted (If Any)

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

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

3.3.1.4. Submit Running Bill

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

		(SD) → **Submit Running Bill**	
Pre Process		[e-Sanchalan]::Sub Division Entries → Sub Division→ **Generate running bill**	
Pre Process Sequence	**Sr.No.**	**Module**	**Office**
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]:: Scheme Entries → **Work Description**	Division
	3.	[e-Sanchalan]:: Division Entries → (C)orrespondence Branch→ **Work Agreement Description**	Division
	4.	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Revised Schedule Of Quantity**	Division
	5.	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Material To issue**	Division
	6.	[e-Sanchalan]::Section (site) Entries → Work Measurement → **Work Measurements (Offline)**	Section
	6.1.	Download DTS and Offline Module	Section
	6.2.	Entry in Downloaded Offline file	Section
	6.3.	Upload Measurements	Section
	7.	[e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification →**Work Measurements**	Sub Division
	8.	[e-Sanchalan]::Sub Division Entries → Sub Division→ **Generate running bill**	Sub Division
Post Process		[e-Sanchalan]:: Division Entries → Accounts Branch→ Dashboard → **Running Bills Submit for verification**	

Input Screen:

Show DashBoard

Submit to Account Branch	2019-8222 / R.Bill No.:1 [MB: 655-Tara Devi Section]
Submit to Account Branch	2020-1706 / R.Bill No.:1 [MB: 549-Bharari Section]
Submit to Account Branch	2020-1804 / R.Bill No.:1 [MB: 733-Kasumpti Section]
Submit to Account Branch	2020-1805 / R.Bill No.:1 [MB: 733-Kasumpti Section]
Submit to Account Branch	2020-1906 / R.Bill No.:1 [MB: 733-Kasumpti Section]
Submit to Account Branch	2020-3798 / R.Bill No.:1 [MB: 618-Jubarhatti Section]
Submit to Account Branch	2020-4062 / R.Bill No.:1 [MB: 704-Tara Devi Section]
Submit to Account Branch	2020-4063 / R.Bill No.:1 [MB: 618-Jubarhatti Section]
Submit to Account Branch	2020-5042 / R.Bill No.:1 [MB: 617-Jubarhatti Section]
Submit to Account Branch	2020-5418 / R.Bill No.:1 [MB: 623-Mashobra Section]
Submit to Account Branch	2020-5419 / R.Bill No.:1 [MB: 623-Mashobra Section]
Submit to Account Branch	2020-5420 / R.Bill No.:1 [MB: 623-Mashobra Section]

Description of fields on screen:

1. Display the list of Running bills that are generated and are pending for submission:
   o Submit to Account Branch <*Click*>
     Click to view and Submit Running Bill
   o Running Bill
     Display the Work Id, Running Bill No., M.B. Number and section of the running Bill

2. On click of 'Submit to Account Branch' open the Generate Running Bill Screen

Submit Running Bill

<< Back to Submit List

Include Measurements Related To:	○ Division	○ Sub Divsion	● Section
Section #	Tara Devi Section		

1. Agreement Description

Work Id #	2010-4536	< Change Work Id
Scheme Code & Name	2003-306-40198-C/O LWSS To PC Hab. Jharjal Khad To Talab Rampuri	
Work Nature	Original	
Executing Office	Div.No.1 Shimla 9	
Work Serial No. & Name	11.Laying and jointing of distribution system from main storage tank at Talag to village jyoda shamleeg.	

1.a Running Bill Description

Running Bill #	3
Date of Running Bill #	23/07/2011
M. B. for Running Bill Entry #	29
Payment by	Div.No.1 Shimla 9
Is Final Bill?	☑ Yes
Agreement Type	Item Rate Tender

1.b Action on Running Bill.

Advance to be given	0.00 Rs.
Deduct Advance (If Any)	0.00 Rs.
With Held Amount (Overall)	0.00 Rs.
Release From withHeld Amount (Overall)	0.00 Rs.
Add Duties (VAT & Excise etc.)	0.00 Rs.
Adjusted Earnest Money/Security	0.00 Rs.
Remarks		(Max.1000 Chars.)

2. Abstract of Measurement

Sr.No.	List of Items of Scheme Work	Qty Measured Previously	Qty Measured Currently	Amount Release Currently	With Held Amount Released Currently
1..	Excavation in foundation, trenches,etc. in earth work in all kinds of soil such as pick work,jumper work,blasting work, hard blasting and chiselling etc. stacking the excavated soil not more than 3 mtrs. clear from the edge of excavation and then returning the stacked soil in 15cm.layers when required into plinths sides of foundations etc. then disposited layer by ramming and watering and then disposing of all surplus excavated earth as directed within all leads and lifts.	1031.9925	144.6000	18798.00	0.
2..	Laying and jointing in trenches, galvanised mild steel tubes(Light grade)i/c tube fittings (earth work in trenches to be measured and paid for separately) Labour rate only.	0.0000	0.0000	0.00	0.
2.a.	15mm dia nominal bore.	1917.0000	603.0000	3980.00	0.
2.b.	20mm dia nominal bore.	1591.0000	0.0000	0.00	0.
2.c.	25mm dia nominal bore.	952.0000	0.0000	0.00	0.
3..	Providing and fixing of brass full way valve with wheel of superior quality.	0.0000	0.0000	0.00	0.

3. Recovery

3.a.I Royalty of Items

Items for Royalty	Qty Recovered Previously	Amt. Recovered Previously	Qty Recovered Now	Unit	Rate(Rs.)of Recovery per unit
Sand	0.0000	0.00	0.0000	cum	10.00
Stone	0.0000	0.00	0.0000	cum	20.00
Aggregrate	0.0000	0.00	0.0000	cum	12.00

3.a.II Panchyat Tax on Royalty

Items	Qty Recovered Previously	Amt. Recovered Previously	Qty Recovered Now	Unit	Rate(Rs.) of Recovery per unit
Truck	0.0000	0.00	0.0000	nos	10.00
Trolley	0.0000	0.00	0.0000	nos	5.00

3.b Empty Material

Empty Material	Qty Recovered Previously	Amt. Recovered Previously	Qty Recovered Now	Unit	Rate(Rs.) of Recovery per unit
Cement Bag	0.0000	0	0.0000	Bags	2.00

3.c Material Used

Machinery Name	Remarks	Qty Recovered Previously	Amt. Recovered Previously	Qty Recovered Now	Unit	Rate(Rs.) of Recovery per unit
Moveable (Truck)		0.0000	0	0.0000	Km	20.00
Immovable		0.0000	0	0.0000	1 Hour	0.00

4. Deductions

Deduction Type	Amount Deducted Previously	To be Deducted Now	
CGST	0.00	☑	
Income Tax	0.00	☑	
Security	0.00	☐	FDR
SGST	0.00	☑	
Labour Cess	0.00	☑	

5. Miscellaneous Deductions

Enter Amount	
Type	-SELECT- ▼ [Add]

Miscellaneous Deduction	0.00	Rs.

[Update Running Bill] [Submit to Account Branch]

Description of fields on screen:

1. Display the Selected option (to generate Abstract of Measurements according to):
   - Division
   - Sub Division
   - Section

2. Section *<Display>*
3. Work ID *<Display>*
   Displays the following details:
   - Scheme Code & Name
   - Work Nature (Original or R/M)
   - Executing Office
   - Work Serial No. & Name
   - Agreement type (Item rate, Percentage rate and lump sum rate)

4. Running bill number *<Display>*

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

5. Actions on Running Bill
   Actions on Running bill can be specified:
   o Advance to be Given
   o Advance Given Previously
   o Deduct advance
   o Advance deducted previously
   o Lump sum amount
     *It is applicable only for **lump sum** tendered works*
   o Lump sum amount Previously
     *It is applicable only for **lump sum** tendered works*
   o With held amount
   o With held amount previously
   o Release from with held amount
   o Amount released previously
   o Add Duties (VAT & Excise Duty)
   o Duties added previously
   o Adjust earnest money

6. Abstracts of Measurements

   Display details with the following columns:
   Display those abstract of measurements which are not been considered in the previous running bill
   ➢ Item Sr. No.
   ➢ List of Items of Scheme work
     Display details as per Actual Work Measured:
   ➢ Quantity Measured Previously
   ➢ Quantity Measured Currently
     Displays the total quantity of measurements recorded in MBs of various section(s) pertaining to division/sub division/section as per the selection
   ➢ Amount Released Previously
   ➢ Amount Released Currently
   ➢ Withheld amount released previously
   ➢ Withheld amount released currently (item wise)
     The amount to be released from withheld amount Item wise
   ➢ Withheld amount Released Currently (item wise)
     If the 'amount released currently' is modified, the balance amount is automatically added into the ' Withheld amount' column

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

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

       Display the following Columns:
   - Items of Royalty

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

7.a.ii   Panchyat Tax on Royalty : (Truck and Trolley)
Display the following Columns:
- Items
- Quantity recovered Previously
- Amount recovered Previously
- Quantity recovered Now
- Unit
- Rate (Rs.) of Recovery Per Unit

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

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

8. Deductions such as Security, Income Tax, CGST, SGST, IGST and Labour Cess
   Deductions are auto calculated on 'Net Release Amount' (A.8 column of memorandum of payment), according to the defined standard slab and are uniform throughout the state.
   Deduction is based on:
   o Amount deducted previously
   o Whether to deduct in current running bill or not *<Check>*
   o Remarks *<Enter>*
      If deduction is not to be done, specify a remark for it

   ***Security: *It is caution money that is kept hold with the department for a specific period of time to minimize the unforeseen risk and is refundable to contractor*
   e.g. *10% on (0-1 lac)*
      7.50% on (1 lac-2 lac)
      5 % on (2 lac- above)
   ***Income Tax: *Tax levied on the income earned by the contractor and may include Surcharge & education cess.*
   e.g. Income Tax @ 2%

***GST:** *Tax levied on the selling price of goods and services by the contractor.*
***e.g.** SGST @ 1%, CGST @ 1% & IGST @ 2%*

***Labour Cess:** *Charge levied on utilization of labour which is credited in the account of labour department*
***e.g.** Labour Cess @ 1%*

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

10. Submit
    Submit the bill to Account branch for further checking.

Report/Query	How to Access: [e-Sanchalan]**::** Reports/Queries → Scheme Reports →Running bills

3.3.1.5. Generate Monthly Account

Module No.	M-SDO –7
Module Name	Generate Monthly Account
User	Sub Division Office (SDO)
Description	Sub Divisional Monthly Account is generated by SDO
How to Access	[e-Sanchalan]**::** Sub Division Entries → Sub Division Officer → **Generate Monthly Account**
Input Screen:	

Generate Monthly Account

1. Parameters Selection
Financial Year ≠ 2011-2012
Financial Month ≠ July

Generate Monthly Account >>

Verify the Generated Monthly Account >>

Please Note :
1. All Fields marked ≠ are mandatory.
2. If the generated Monthly Account is verified, it may not be re-generated.

Description of fields on screen:

1. Display the following details:
   o Financial Year
   o Financial Month

2. Generate Monthly Account
   Confirmation made for generation of Monthly Account

3. Verify the generated Monthly Account
   Confirmation made to verify the generated Monthly Account

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

3.3.1.6. Revert Verification

3.3.1.6.1. Generate Monthly Account (Revert Verification)

Module No.	M-SDO –8
Module Name	Generate Monthly Account (Revert Verification)
User	Sub Division Office (SDO)
Description	Sub Divisional Monthly Account month may be opened by SDO if verified by mistake
How to Access	[e-Sanchalan]**::** Sub Division Entries → Sub Division Officer → Revert Verification → **Generate Monthly Account**
Input Screen:	

Revert verification for Generate Monthly Account

Show DashBoard

Office :	Shimla No. 1 Kasumpti
Month & Year :	2 2020
	Monthly Account Open

Description of fields on screen:

1. Office *<Display>*

2. Month & Year
   Displays the verified month and year which is to be opened

3. Monthly Account Open
   Confirmation made for opening the Monthly Account

Report/Query	

3.3.1.7. Water Bill

3.3.1.7.1. Bill Generation Period

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

Bill Generation Period
Show DashBoard

☐ Update/Verify Bill Period

Sub Division: #	Shimla No. 1 Kasumpti ⌄
Section: #	--Select-- ⌄
Place of Bill Deposit: #	--Select-- ⌄
Bill Period:#	From : 📅 To: 📅
Due Date (First): #	📅
Due Date (Second): #	📅
Due Date (Third): #	📅
Verify Master data(All Consumers)	☐

Save

Description of fields on screen:

1. Sub Division *<Display>*

2. Section *<Select>*
   Displays the sections of displayed sub division

3. Place of Bill deposit *<Select>*
   Displays the location of bill deposit of selected section

4. Bill Period
   Select the period of bill for which bill is to be generated

5. Due Date First
   The first date on which bills payments are to collected at the location by the WWC

6. Due Date Second
   The second date on which bills payments are to collected at the location by the WWC

7. Due date Third
   The second date on which bills payments are to collected at the location by the WWC

8. Verify Master Data (All consumers)
   Select this to verify all the consumer data

9. Save
   Confirmation made for generation of Bill Period

Report/Query	

3.3.1.7.2.   Approve / reject online applications

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

Input Screen:

Approve/Reject Online Applications
Show DashBoard

Pending Applications

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

Description of fields on screen:
  Displays the following details in grid:
  1. Online Application ID *<Display>*
  2. Application Date *<Display>*
  3. Applicant's Name & Address *<Display>*
  4. View Site Plan *<Display/view>*
  5. View Details *<Display/view>*
     Click to view the details, submitted by citizen

Approve/Reject Online Applications
Show DashBoard

<< Back

Online Application Id :	WC/2018/10/51	Date :	28/10/2018

Applicant Name : #	Sandeep Rajta
Guardian's Name :	S/O Laiq ram
Mobile Number :	+91 7018345622
Connection Type :	⦿ Domestic ◯ Commercial
Area Type:	◯ Urban ⦿ Rural
	⦿ SADA ◯ Non-SADA
Village :	Chhakryal
P.O. :	Bhattakuffer
Tehsil :	Shimla
District :	SHIMLA

Name of the house :	Shiv bhawan
Locality :	Chhakryal
Year of construction :	2018
Name of owner of the building :	Aman Chauhan and Anurag rajta
Aadhar No. of Applicant :	
Khasra Number :	1648/655/1/6

Name of the person desiring to have the connection, whether owner or tenant :	◉ Owner ◯ Tenant
Is the connection sought for new or old construction :	◉ New ◯ Old
In case of new construction, has the completion plan been approved from the competent authority:	◉ Yes ◯ No
Size of the communication pipes :	Half inches
Number of flushing distance required(if any) with description and other fittings required :	No
Details of existing fitting :	CPVC and GI

Pin Code:	171006
Address of the owner/Tenant for correspondence :	Village-Chhakryal, P.O.-Bhattakuffer Tehsil-Shimla, District-SHIMLA, Pin Code-171006

Required Documents:

NOC for new water connection from SADA	[PDF]
Approved copy of map of building (for which water connection is being taken) from SADA	[PDF]
Patwari Report	[PDF]
Affidavit attested by notary/ tehsildaar/ nayab tehsildar	[PDF]

To be entered at Sub Division Office:	
Connection Type : #	Domestic (With Meter) ⌄
Status of Application: #	Application Forwarded to JE ⌄
Forwarded to Section #	-SELECT- ⌄
Remarks: #	

<div align="center">

[Forward to JE]

</div>

On click of 'View details' button, displays the following details:

- Online Application Id *<Display>*
- Applicant Name *<Display>*
- Guardian's Name *<Display>*
- Mobile Number *<Display>*
- Connection Type *<Display>*
- Area Type *<Display>*
- Village *<Display>*
- P.O. *<Display>*
- Tehsil *<Display>*
- District *<Display>*
- Name of the house *<Display>*
- Locality *<Display>*
- Year of construction *<Display>*
- Name of owner of the building *<Display>*
- Aadhar number of applicant *<Display>*
- Khasra number *<Display>*
- Name of the person desiring to have the connection, whether owner or tenant *<Display>*
- Is the connection sought for new or old construction *<Display>*
- In case of new construction, has the completion plan been approved from the competent authority *<Display>*
- Size of the communication pipes *<Display>*
- Number of flushing distance required (if any), with description and other

fittings required *<Display>*
- o Details of existing fittings *<Display>*
- o Pin code *<Display>*
- o Address of the owner / tenant for correspondence *<Display>*

Required documents:
- o NOC for new water connection from SADA*<Display>*
- o Approved copy of map of building (for which water connection id being taken from SADA) *<Display>*
- o Patwari report *<Display>*
- o Affidavit attested by Notary/ Tehsildar / Nayab Tehsildar *<Display>*

To be entered at sub Division Office
- o Connection type *<Select>*
  Select from the following option:
  - Domestic (With meter)
  - Domestic (Without meter)
  - Commercial (With meter)
  - Commercial (Without meter)
- o Status of application *<Select>*
  Application forward to JE

- o Forwarded to section *<Select>*
  Select the section to which application is to be forwarded

- o Remarks *<Enter>*

6. Forward to JE
   Confirmation made for forwarding the application to JE

Report/Query	

3.3.2. Sub Division Clerk

3.3.2.1. Generate Running Bill

Module No.	**M-SDC -1**		
Module Name	Generate Running Bill		
User	Sub Divisional Office (Clerk/*Assistant*)		
Description	Running Bill is generated for making the payment to the contractor against the measurements entered in the MB by JE for the work executed by the contractor		
How to Access	[e-Sanchalan]::Sub Division Entries → Sub Division→ **Generate running bill**		
Pre Process	[e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification → **Work Measurements**		
Pre Process Sequence	**Sr. No.**	**Module**	**Office**
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]:: Scheme Entries → **Work Description**	Division
	3.	[e-Sanchalan]:: Division Entries → (C)orrespondence Branch→ **Work Agreement Description**	Division
	4.	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Revised Schedule Of Quantity**	Division

	5.	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Material To issue**	Division
	6.	[e-Sanchalan]::Section (site) Entries → Work Measurement → **Work Measurements (Offline)**	Section
	6.1.	Download DTS and Offline Module	Section
	6.2.	Entry in Downloaded Offline file	Section
	6.3.	Upload Measurements	Section
	7.	[e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification →**Work Measurements**	Sub Division
Post Process		[e-Sanchalan]:: Sub Division Entries → Sub Division Officer → Running Bills (SD) → **Submit Running Bill to Account Branch**	

Input Screen:

Generate Running Bill

Include Measurements Related To:	○ Division ○ Sub Divsion ⦿ Section
Section #	Tara Devi Section

1. Agreement Description

Work Id #	2010-4536 < Change Work Id
Scheme Code & Name	2003-306-40198-C/O LWSS To PC Hab. Jharjal Khad To Talab Rampuri
Work Nature	Original
Executing Office	Div.No.1 Shimla 9
Work Serial No. & Name	11.Laying and jointing of distribution system from main storage tank at Talag to village jyoda shamleeg.

1.a Running Bill Description

Running Bill #	New
Date of Running Bill #	23/07/2011
M. B. for Running Bill Entry #	29
Payment by	Div.No.1 Shimla 9
Is Final Bill?	☑ Yes
Agreement Type	Item Rate Tender

1.b Action on Running Bill.

Advance to be given	0.00 Rs.
Deduct Advance (If Any)	0 Rs.
With Held Amount (Overall)	0.00 Rs.
Release From withHeld Amount (Overall)	0 Rs.
Add Duties (VAT & Excise etc.)	0 Rs.
Adjusted Earnest Money/Security	0 Rs.
Remarks	(Max.1000 Chars.)

2. Abstract of Measurement

Sr.No.	List of Items of Scheme Work	Qty Measured Previously	Qty Measured Currently	Amount Release Currently	With Held Amount Released Currently
1..	Excavation in foundation, trenches,etc. in earth work in all kinds of soil such as pick work,jumper work,blasting work, hard blasting and chiselling etc. stacking the excavated soil not more than 3 mtrs. clear from the edge of excavation and then returning the stacked soil in 15cm.layers when required into plinths sides of foundations etc. then disposited layer by ramming and watering and then disposing of all surplus excavated earth as directed within all leads and lifts.	1031.9925	144.6000	18798.00	0.
2..	Laying and jointing in trenches, galvanised mild steel tubes(Light grade)i/c tube fittings (earth work in trenches to be measured and paid for separately) Labour rate only.	0.0000	0.0000	0.00	0.
2.a.	15mm dia nominal bore.	1917.0000	603.0000	3980.00	0.
2.b.	20mm dia nominal bore.	1591.0000	0.0000	0.00	0.
2.c.	25mm dia nominal bore.	952.0000	0.0000	0.00	0.
3..	Providing and fixing of brass full way valve with wheel of superior quality.	0.0000	0.0000	0.00	0.
3.a.	15mm dia nominal bore.	3.0000	2.0000	410.00	0.
3.b.	20mm dia nominal bore.	3.0000	0.0000	0.00	0.
3.c.	25mm dia nominal bore.	1.0000	0.0000	0.00	0.

3. Recovery

3.a.I Royalty of Items

Items for Royalty	Qty Recovered Previously	Amt. Recovered Previously	Qty Recovered Now	Unit	Rate(Rs.)of Recovery per unit
Sand	0.0000	0	0.0000	cum	10.00
Stone	0.0000	0	0.0000	cum	20.00
Aggregrate	0.0000	0	0.0000	cum	12.00

3.a.II Panchyat Tax on Royalty

Items	Qty Recovered Previously	Amt. Recovered Previously	Qty Recovered Now	Unit	Rate(Rs.) of Recovery per unit
Truck	0.0000	0	0.0000	nos	10.00
Trolley	0.0000	0	0.0000	nos	5.00

3.b Empty Material

Empty Material	Qty Recovered Previously	Amt. Recovered Previously	Qty Recovered Now	Unit	Rate(Rs.) of Recovery per unit
Cement Bag	0.0000	0.0000	0.0000	Bags	2.00

3.c Material Used

Machinery Name	Remarks	Qty Recovered Previously	Amt. Recovered Previously	Qty Recovered Now	Unit	Rate(Rs.) of Recovery per unit
Moveable (Truck)		0.0000	0	0.0000	Km	20.00
Immovable		0.0000	0	0.0000	1 Hour	0.00

4. Deductions

Deduction Type	Amount Deducted Previously	To be Deducted Now	
CGST	0.00	☑	
Income Tax	0.00	☑	
Security	0.00	☐	FDR
SGST	0.00	☑	
Labour Cess	0.00	☑	

5. Miscellaneous Deductions

Enter Amount	
Type	-SELECT- ▼ [Add]

Miscellaneous Deduction	0.00	Rs.

| | Generate Running Bill | Verify Runing Bill |

Description of fields on screen:

1. Select one of the following options to generate Abstract of Measurements according to:
   o Division
   o Sub Division
   o Section

2. Section *<Select>*
3. Work ID *<Enter>*
   Displays the following details:
   o Scheme Code & Name
   o Work Nature (Original or R/M)
   o Executing Office
   o Work Serial No. & Name
   o Agreement type (Item rate, Percentage rate and lump sum rate)

4. Generate new or enter existing running bill number *<Auto Gen or Enter >*
   - Date of running bill Generated *<Select>*
   - MB for running bill Entry *<Select>*
   - Payment By *<Select>*
   - Mention whether final bill or not
     The "Is Final Bill" option is selected When contractor finishes the awarded work and no more bills can be generated further

5. Actions on Running Bill
   Actions on Running bill can be specified:
   o Advance to be Given *<Enter>*
   o Advance Given Previously <Enter *only once>*
   o Deduct advance *<Enter>*
   o Advance deducted previously <Enter *only once>*
   o Lump sum amount
     *It is applicable only for **lump sum** tendered works*
   o Lump sum amount Previously <Enter *only once>*
     *It is applicable only for **lump sum** tendered works*
   o With held amount *<Enter>*
   o With held amount previously *<Enter only once>*
   o Release from with held amount *<Enter>*
   o Amount released previously *<Enter only once>*
   o Add Duties (VAT & Excise Duty) *<Enter>*
   o Duties added previously *<Enter only once>*
   o Adjust earnest money*<Enter>*

6. Abstracts of Measurements

   Display details with the following columns:
   Display those abstract of measurements which are not been considered in the previous running bill
   ➢ Item Sr. No.
   ➢ List of Items of Scheme work

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

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

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

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

   Display the following Columns:
   • Items of Royalty
   • Quantity recovered Previously
   • Amount recovered Previously
   • Quantity recovered Now
   • Unit
   • Rate (Rs.) of Recovery Per Unit

7.a.ii Panchyat Tax on Royalty : (Truck and Trolley)
   Display the following Columns:
   • Items
   • Quantity recovered Previously
   • Amount recovered Previously
   • Quantity recovered Now
   • Unit
   • Rate (Rs.) of Recovery Per Unit

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

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

11. Deductions such as Security, Income Tax, CGST, SGST, IGST and Labour Cess
Deductions are auto calculated on 'Net Release Amount' (A.8 column of memorandum of payment), according to the defined standard slab and are uniform throughout the state.
Deduction is based on:
o Amount deducted previously
o Whether to deduct in current running bill or not *<Check>*
o Remarks *<Enter>*
If deduction is not to be done, specify a remark for it

***Security: *It is caution money that is kept hold with the department for a specific period of time to minimize the unforeseen risk and is refundable to contractor*
e.g. *10% on (0-1 lac)*
7.50% on (1 lac-2 lac)
5 % on (2 lac- above)
***Income Tax: *Tax levied on the income earned by the contractor and may include Surcharge & education cess.*
e.g. *Income Tax @ 2%*

***GST: *Tax levied on the selling price of goods and services by the contractor.*
e.g. *SGST @ 1%, CGST @ 1% & IGST @ 2%*
***Labour Cess: *Charge levied on utilization of labour which is credited in the account of labour department*
e.g. *Labour Cess @ 1%*

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

9. Generate Running Bill
After entering the above details, running bill is generated

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

	o Labour cess *(state wide)*
	   o CGST, SGST & IGST *(Nation wide)*
	   Fixed recovery rates should be considered a*s* mentioned in the Agreement for the following:
	   o Material recovery rate *(agreement wise)*
	   o Royalty of items rate *(division wise)*
	   o Panchayat tax on Royalty *(state wise)*
	   o Empty material *(division wise)*
	   o Departmental Machinery used *(division wise)*
	• Recoveries and deductions should be made in every running bill but if not made then before generating final bill all financial settlements e.g. Royalty, Recoveries etc. should be made except release of security to contactor and the 'With held amount for testing'
	• If any conditions mentioned in the agreement not to deduct certain taxes, it should be taken into consideration while generating bill
	• Display those abstract of measurements which have not been considered in the previous running bill

Notes & Issues	• The fields with *<Enter and auto calc>* means that columns are open for insertion for backlog entries and once a bill is generated on these entries it is auto calculated next time • The fields with <Enter> means that they are open for entry every time • The fields with <Enter *only once*> means that these are available for entry only once and after that these are hidden while generating the next bill • After generation, the running bill is auto available to the SDO for further action

Report/Query	How to Access:
	e- Sanchalan :: Reports/Queries → Scheme Reports → Running bill
	Out Put Description:
	• In every running/final bill, the Difference or Deviation is auto calculated for each item in percentage
	• Over all rebate and item wise rebate is auto calculated by the system as it is predefined in work agreement and RSQ
	• **Withheld amount while generating the bill**: The amount is held for testing purpose and is released through next running/final bill
	• **Withheld amount while making payment:**
	This amount is held in Deposit Head of Division while making the payment of running bill and is released through payment voucher. This may be done for the following reasons:
	   o If LOC is insufficient to make the full payment, partial payment is made and left out amount is withheld
	   o If final bill is prepared and testing is pending for the work executed, certain percentage of amount is withheld
	• **Debit to Work:**
	 It is the expenditure incurred on the work executed in bill which includes the net payment to be made to the contractor along with the taxes. This is charged into the Budget Head in which the budget is sanctioned for that scheme

3.3.2.2. Vouchers

3.3.2.2.1   Token Book Entry

Module No.	M-SDC-2
Module Name	Token Book Entry
User	Sub Division Office (SDC/Sr. Assistant)
Description	Tokens, which are provided by treasury for making payments are entered by SDC
How to Access	[e-Sanchalan]:: Sub Division Entries → Vouchers → **Token Book Entry**
Post Process	[e-Sanchalan]:: Sub Division Entries → Vouchers → **Payment**
Input Screen:	

Token Book Entry

Select Sub Division	Shimla No. 1 Kasumpti
From Token No.	
To Token No.	

Save   Verify >

S.No.	From Token No	To Token No	Whether Used
1	202301	202400	Y
2	16120301	16120400	

Description of fields on screen:

1. Select Sub Division *<Display>*
2. From Token No. *<Enter>*
    Enter the starting number of token list

3. To token No *<Enter>*
    Enter the last number of token list

4. Save
    Confirmation made for the above token entries

Business Rules	
Notes & Issues	○ Tokens are entered when the old token series is exhausted (Used in making payments)

3.3.2.2.2   Account Opening Balance

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

Input Screen:

Account opening balance

Office Name	Shimla No. 1 Kasumpti
Closing Balance on February-2020	57.00
Financial Year *	-SELECT- ⌄
Financial Month *	-SELECT- ⌄
Opening Balance *	
	Save

Description of fields on screen:

1. Office Name *<Display>*
2. Closing balance on (Prev. month of account generation) *<Display>*

3. Financial Year *<Select>*

4. Financial Month *<Select>*

5. Opening Balance *<Enter>*

6. Save
   Confirmation made for the above opening balance entries

Business Rules	
Notes & Issues	Account generation month will be set automatically same as the opening balance month

3.3.2.2.3   Payment

Module No.	M-SDC-4
Module Name	Payment
User	Sub Division Office (SDC/Sr. Assistant)
Description	Various types of Payments Vouchers are generated by SDC
How to Access	[e-Sanchalan]:: Sub Division Entries →Vouchers (SD) → Payment
Pre Process	• [e-Sanchalan]:: Division Entries → Executive Engineer → Running Bills (Ex) → **Verification of Running Bill** • [e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification → **Other Measurements** Or [e-Sanchalan]:: Division Entries → Executive Engineer → Dashboard → **MB Entries (Others) for verification** • [e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification → **Goods Receipt entries** **Or** [e-Sanchalan]:: Division Entries → Executive Engineer → Dashboard → **Goods receipt entries**
Pre Process	**Sr.No.** **Module** **Office**

Sequence	A. Verification of Running Bill		
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]:: Scheme Entries → **Work Description**	Division
	3.	[e-Sanchalan]:: Division Entries → (C)orrespondence Branch→ **Work Agreement Description**	Division
	4.	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Revised Schedule Of Quantity**	Division
	5.	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Material To issue**	Division
	6.	[e-Sanchalan]::Section (site) Entries → Work Measurement → **Work Measurements (Offline)**	Section
	6.1.	Download DTS and Offline Module	Section
	6.2.	Entry in Downloaded Offline file	Section
	6.3.	Upload Measurements	Section
	7.	[e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification →**Work Measurements**	Sub Division
	8.	[e-Sanchalan]::Sub Division Entries → Sub Division→ **Generate running bill**	Sub Division
	9.	[e-Sanchalan]:: Sub Division Entries → Sub Division Officer → Running Bills (SD) → **Submit Running Bill to Account Branch**	Sub Division
	10.	[e-Sanchalan]:: Division Entries → Account Branch → Dashboard → **Submit Running bill to Account Officer**	Division
	11.	[e-Sanchalan]:: Division Entries → Account Branch → Dashboard → **Submit Running bill to Executive Engineer**	Division
	12.	[e-Sanchalan]:: Division Entries → Executive Engineer → Running Bills (Ex) → **Verification of Running Bill**	Division
	B. Verification of Other Work Bills		
	1.	[e-Sanchalan]::Section (site) Entries → Measurement(s) → **Other Measurements**	Section
	2.	[e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification → **Other Measurements** *(for payment amount less than rs. 500/-)*	Sub Division
	3.	[e-Sanchalan]:: Division Entries → Account Branch → Dashboard → **MB Entries (Others) for verification** *(for payment amount more than rs. 500/-)*	Division
	4.	[e-Sanchalan]:: Division Entries → Account Branch → Dashboard → **MB Entries (Others) for verification** *(for payment amount more than rs. 500/-)*	Division
	C. Verification of Goods Receipt at store		
	1.	[e-Sanchalan] :: Section (Site) Entries → **Goods Receipt /Allocation to Site** or **Goods Receipt at Store**	Section
	2.	[e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification → **Goods Receipt Entries** *(for payment amount less than rs. 500/-)*	Sub Division
	3.	[e-Sanchalan]:: Division Entries → Account Branch → Dashboard → **Goods Receipt Entries** *(for payment amount more than rs. 500/-)*	Division
	4.	[e-Sanchalan]:: Division Entries → Account Officer →	Division

		Dashboard → **Goods Receipt Entries** *(for payment amount more than rs. 500/-)*	
	5.	[e-Sanchalan]**::** Division Entries → Executive Engineer → Dashboard → **Goods Receipt Entries** *(for payment amount more than rs. 500/-)*	Division
Post Process		[e-Sanchalan]::Sub Division Entries → Sub Division Officer→ **Generate Monthly Account**	

Input Screen:

Description of fields on screen:

- o Select the following parameters:
  - o Financial Year
  - o Head Type
  - o Demand Number
  - o Voted or Charged
  - o Plan or Non Plan
  - o Enter Major Head *<Enter>* & Submit the details

  Display the Head list with the following columns:
  - o Sr. No.
  - o Account Head (Major/Sub Major/Minor/Sub Minor)
  - o Budget Code
  - o SOE Code

- o Payment Voucher No. *<Auto Gen>*
  If payment voucher no. is already attached to the voucher display the existing number

- o Date of Payment*(ref: Business Rules) <Select>*

o   Payment Type *(ref: Business Rules) <Select>*

o   Payment Description *<Enter>*

o   Total Payment Due (Rs.) *<Display / Enter>*

o   With held Amount (Rs.) *<Enter>*

o   Amount to Pay *<Display>*

o   Mode of Payment *(Cash, Cheque/RTGS/NEFT(Payment), Demand Draft) <Select>*

o   Enter Mode Number *<Enter>*

o   Cheque/DD Date *<Select>*
    If mode of Payment selected above is cheque or Demand Draft

o   Whom to Issued *<Enter>*
    If mode of Payment selected above is cheque or Demand Draft

o   Save
    Confirmation made for the above entries and payment voucher number is generated

o   Click the Update Check Box to Update/verify the Payment Voucher

o   Payment Voucher *<Enter>* & Get the details of Payment Voucher
    The details of payment may be edited/ updated (if required)

o   Update
    Confirmation made to Update the payment Voucher

o   verify
    Confirmation made to Verify the payment Voucher

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

Consumer, if the water connection is to be Disconnected

6. Water Connected (Commercial) ->Urban
   This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected

7. Water Connected (Commercial) ->Rural (TCP/SADA)
   This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected

8. Water Connected (Commercial) ->Urban (TCP/SADA)
   This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected

9. Deposit of CGST

10. Deposit of SGST

11. Deposit of IGST

12. Tendered work (With MB Upload)
   - Select Work ID
     Display the list of verified Running bills which are pending for payment with Work ID /R.Bill No.:[MB No: - Section Office Name
   - Payment Description *<Auto Gen>*
     Display the Contractor Code & Name, Scheme Code & Name, Work ID & Name

13. Tendered work (Without MB Upload)
   - Select Work ID
     Display the list of verified Running bills which are pending for payment with Work ID /R.Bill No.:[MB No: - Section Office Name
   - Payment Description *<Auto Gen>*
     Display the Contractor Code & Name, Scheme Code & Name, Work ID & Name
   - Sub Division
   - MB Number
   - Running Bill number
   - Total Payment due (Rs.)
     Enter amount calculated as per the measurement of work
   - Advances
     Secured advance, if given (to be deducted in this bill)
   - Cost of material
     Deduction of cost of material consumed, which was given to contractor from store
   - Machinery
     Deduction of cost of departmental machinery if used by contractor
   - Add excide/Vat etc.
   - Debit to work
     Expenditure to be booked for against the scheme budget. This is calculated as per 'Total Payment due' minus the 'Cost of material & Machinery' and 'Advances' given
   - Withheld Amount
   - Security
   - Income Tax
   - Education Cess
   - Sales Tax
   - CGST

- SGST
- Labour Cess
- Royality
- Panchayat Tax
- Empty cement bags
- Other deductions

14. Payment against Other measurements (With MB Upload)
- Select MB No./Entry No.
  Display the list of verified other measurements which are pending for payment Entries along with the MB No. Section Office Name
- Payment Description *<Auto Gen>*
  Display the description of the other measurements as recorded in the MB

15. Payment against Other measurements (Without MB Upload)

- Scheme code
- Scheme Nature
- MB Entry Type
- Payment Description *<Enter>*
- Sub Division
- MB Number
- Debit to work
  Expenditure to be booked for against the scheme budget.
- Withheld Amount
- GST Type
  SGST & CGST for state payment & IGST for inter-state payments
- Misc advance recovery
- Income Tax TDS
- Labour Cess

16. Goods Receipt from Supplier   (With MB Upload)
- Select GR Number
  Display the list of verified GRs from supplier along with the MB No. which are pending for payment
- Payment Description *<Auto Gen>*
  Display the Supplier Name along with the Item wise Quantity received at store

17. Goods Receipt from Supplier   (Without MB Upload)
- Section *<Select>*
- Whether Store *<Auto select>*
- Scheme code
- Payment Description *<Enter>*
- MB Number
- GR Number
- Debit to work
  Expenditure to be booked for against the scheme budget.
- Withheld Amount
- GST Type
  SGST & CGST for state payment & IGST for inter-state payments
- Misc advance recovery
- Income Tax TDS
- Labour Cess

18. Office Contingency (Not Through MB)
  These are things which are utilized for performing the official work

i.e., computer, table, chair, pen, pencil, petty purchases

- Select Contingency Type
  Display the list of Contingency Types e.g.: Table, Chair, Stationary Petty Purchases
- Payment Description *<Auto Gen>*
  Display the description of the Contingency type selected

19. Salary TA/DA/MR etc.-> Employee
   It is payment made to the Regular employees which is debited to work

- Select Employee Id
  Display the list of Employee IDs
- Payment Description *<Auto Gen>*
  Display the Employee name and description

20. Salary TA/DA/MR etc.->Daily wage Employees
   These are the payments made to daily labour which are debited to work

21. Deposit of Contractor -> Security
   It is the refund of amount to the contractor from the security deposit made for executing the awarded work

- Select Agreement By Office
  Display the list of Offices
- Work ID *<Enter>* & Get Details
- Payment Description *<Auto Gen>*
  Display the Agreement Details

22. Deposit Work -> Surrender Unspent/ Unutilized Amount
   These are the Deposited work amount to be returned to the depositor, which is not spent or not utilized

- Select Depositor
  Display the list of Depositor
- Enter Scheme Code *<Enter>* & Get Details
- Payment Description *<Auto Gen>*
  Display the details of the Scheme

23. Deposit Work -> Expenditure from Unspent Amount (Description)

- Select Depositor
  Display the list of Depositor
- Enter Scheme Code *<Enter>* & Get Details
- Payment Description *<Auto Gen>*
  Display the details of the Scheme

24. Deposit of Contractor -> Held Amount for Testing/LOC
   These are the details of the with hold amount that was kept hold for payment to the contractor, which is paid now after completion of testing for work done or receipt of LOC for the work

- Select Agreement by Office
  Display the list of Offices
- Enter Online Agreement ID *<Enter>* & Get Details
- Payment Description *<Auto Gen>*
  Display the details of the Agreement

25. PW Miscellaneous Advance (Debit)
   It is the amount prepaid for the material yet to be purchased or loss to the

department which shall be recovered in future from the concerned supplier or person or office

- Select PW Misc. Adv. Category
  Display the list of categories of PWD Misc Advances i.e., Recoveries of telephone charges, Recoveries Officers/Officials within division, Recoveries from supplier/agencies/firms etc.
- Enter Item ID *<Enter>* & Get Details
  Item Ids vary from division to division and are defined by the concerned division from whom the recovery to be made

26. Deposit Work -> Surrender Unspent/Unutilized Amount (Part- IV) (Description)

27. Deposit ->Calamity Relief Fund (CRF)
    It is the payment made for the relief of any kind of disaster happened due to nature calamities

28. Deposit of Supplier -> Held Amount for Testing/LOC
    These are the details of the with hold amount that was kept hold while making payment to the supplier, which is paid now after completion of testing for the material supplied or receipt of LOC for the payment

29. Deposit of Others-> Held Amount for Testing/LOC
    These are the details of the with hold amount that was kept hold while making payment to the other than supplier and contractor, which is paid now after completion of testing or receipt of LOC for the payment

30. Select CFC [Cash from Chest]
    These are the details of the payments made from the Chest to labour or for purchase of any official item

31. Sales Tax Deposited to ETC
    It is the payment of the sales tax to Excise and Taxation Commission (ETC) that was deducted from contractor's payment bill

32. Transfer within Division [TWD]
    It is the payment transferred between divisions or sub divisions

33. Select Remittance into Treasury (Bank Deposit through Treasury)
    These are the total receipts to the office, which are deposited into the treasury

Notes & Issues	• Budget head is a description of source under which fund is annually allotted and authorized for incurring expenditure (Schemes/Salaries/Office expenses etc) • Budget Head is a combination of : Demand Code- Major Head- Sub Major head- Minor Head- Sub minor Head- Budget Code-SOE-P/N-V/C • Payment should be made from the Budget Head from which the amount is allotted to incur expenditure for that particular payment • Once a Payment done at a particular date it should not allow to do payments at the previous date
Report/Query	How to Access:

3.3.2.2.4   Receipt

Module No.	M-SDC -5
Module Name	Receipt
User	Sub Division Office (SDC/Sr. Assistant)
Description	Various types of Receipts vouchers are generated by SDC
How to Access	[e-Sanchalan]**::** Sub Division Entries → Vouchers (SD) → **Receipt**
Post Process	Generation of Sub Divisional Monthly Account
Input Screen:	

Description of fields on screen:

1. Select the following parameters:
    o Financial Year
    o Head Type
    o Demand Number
    o Voted or Charged
    o Plan or Non Plan

    ○ Enter Major Head *<Enter>* & Submit the details

    Display the Head list with the following columns:
- ○ Sr. No.
- ○ Account Head (Major/Sub Major/Minor/Sub Minor)
- ○ Budget Code
- ○ SOE Code

2. Select one Head from the displayed list
   Display the following details of the selected Head
   - ○ Major Head
   - ○ Sub Major Head
   - ○ Sub Minor Head
   - ○ Budget Code
   - ○ SOE Code

3. Receipt No. *<Auto Gen>*

4. Select the Date of Receipt *(ref: Business Rules)*

5. Select Receipt Type *(Ref: Business Rules)*

6. Enter Receipt Description *<Enter>*

7. Receipt Amount (Rs.) *<Auto Gen/Enter>*

8. Security Amount (Rs.) *<Auto Gen>* if applicable
   Auto generates in relevance with the Receipt type selected above

9. Total Amount *<Auto Calc>*
   Displays the auto calculated amount of Receipt Amount + Security Amount

10. Select Mode of Receipt *(Cash/Cheque/Demand Draft)*

11. Enter Number of Cheque/DD *<Enter>*
    If mode of Receipt selected above is cheque or Demand Draft

12. Select Date of Cheque/DD
    If mode of Receipt selected above is cheque or Demand Draft

13. Enter whom to Issue Cheque or DD
    If mode of Receipt selected above is cheque or Demand Draft

14. Save
    Confirmation made for the above entries and receipt number generated automatically

15. Click the Update Check Box to Update/verify the Receipt Voucher

16. Receipt Voucher <Enter> & Get the details of Receipt Voucher
    The details of receipt may be edited/ updated (if required)

17. Update
    Confirmation made to Update the receipt Voucher

18. Verify

	Confirmation made to verify the above entries

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

12. Deposit of Contractor-> Security
It is the amount of security deposit amount received from the Contractor
   i. Select Agreement by Office
      Display the list of Offices
   ii. Work ID *<Enter>* & Get Details
   iii. Receipt Description
      Display the details of the Agreement

13. Deposit of Contractor-> Earnest Money
It is the amount deposited by the contractor as an earnest money for the particular work and is deposited with the EE in form of fixed deposit or cash

Select Agreement by Office
Display the list of Offices
   i. Work ID *<Enter>* & Get Details
   ii. Receipt Description
      Display the details of the Agreement

14. Deposit Work -> Receipt (Scheme wise)
It is amount deposited by the other departments for executing the work to the Department
   i. Select Depositor
      Display the list of Depositors
   ii. Enter Scheme Code *<Enter>* & Get Details
   iii. Receipt Description
      Display the details of the Scheme

15. PWD Misc. Advance (Credit)
It is the recovery made for miscellaneous advances given to recover from a person concerned
It is amount received as
   i. Select PW Misc. Adv. Category
      Display the list of PWD Misc. Advances
   ii. Enter Item ID *<Enter>* & Get Details
   iii. Receipt Description
      Display the details of the Item

16. Deposit Work -> Receipt
It is the amount received for executing the deposit works assigned to the department

17. Deposit -> Calamity Relief Fund (CRF)
It is the amount received for the payment to be made for relief of any kind of disaster happened due to nature for which value has not been accessed priory

18. Vehicle hired by Other Office
It is the amount received from the department vehicles hired to others offices

19. GIS (Group Insurance Scheme)
It is amount received which shall be utilized for Insuring the Group of employees

20. Recovery other than PW Misc. Advances
It is the recovery made other than the PW miscellaneous advances

21. Restoration of Damages
It is the amount received for the purpose of restoring the damages of the department properties

22. Transfer within Division (TWD)
These are the details of the amount transfers made between divisions or sub divisions

23. Sale of Material Other Department
It is the amount received from the material sold to other departments

24. RTI Documents
It is amount received for spending on the Right to Information related documentation

25. Sale of Contractor Registration Form
It is the amount collected on sale of registration forms to the contractors

26. Revenue from Dept Rest Houses
It is amount of rent received from the Departmental Rest Houses

27. Auction on Condemn Machinery
It is the amount received from the sale made on the damaged machinery of the department

28. CFC [Cash for Chest]
It is the amount received for purchase of any official item or issued as an imprest to a employee

29. Housing Charges (Rent)
It is the amount of rent received from the rent charged on the houses of the department

30. Sale of Tender Documents
It is the amount received from the sale of the tender documents

31. Contractor Registration Class A/B/C/D -> fee For New
It is the amount received from the Contractor for New Registration

32. Contractor Registration Class A/B/C/D -> fee For Renewal
It is the amount received from the Contractor for Renewal of registration

33. Contractor Registration Class A/B/C/D -> fee For Upgrading
It is the amount received from the Contractor for Upgrading to higher contractor class

34. Contractor Registration Class A/B/C/D -> change other info.
It is the amount received from the Contractor to change any information in the registration

Notes & Issues	o Each and every Receipt Type falls under particular Budget Head which are defined by the Finance Department

	o For any Receipt Type if security amount is applicable, it is automatically generated and posted to concerned Budget Head
Report/Query	How to Access: [e- Sanchalan] **::** Reports/Queries → Account Reports → Monthly Account →Payment/Receipt Voucher [e- Sanchalan] **::** Reports/Queries → Account Reports → Monthly Account → List of Payment/Receipt Voucher

3.3.2.2.5   Payment (Backlog)

Module No.	**M-SDC-6**	
Module Name	Payment (Backlog)	
User	Sub Division Office (SDC/Sr. Assistant)	
Description	Backlog entry Payments Vouchers are generated by Account Branch	
How to	[e-Sanchalan]**::** Division Entries → (A)ccount Branch → Vouchers → **Payment**	
Pre Process	• [e-Sanchalan]**::** Division Entries → Executive Engineer → Running Bills (Ex) → **Verification of Running Bill** • [e-Sanchalan]**::**Sub Division Entries → Sub Division Officer→ Verification → **Other Measurements** • [e-Sanchalan]**::**Sub Division Entries → Sub Division Officer→ Verification → **Goods Receipt at Site**	

Pre Process Sequence	**Sr.No.**	**Module**	**Office**
	D. Verification of Running Bill		
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]**::** Scheme Entries → **Work Description**	Division
	3.	[e-Sanchalan]**::** Division Entries → (C)orrespondence Branch→ **Work Agreement Description**	Division
	4.	[e-Sanchalan]**::** Division Entries → (D)rawing Branch → Work Specifications → **Revised Schedule Of Quantity**	Division
	5.	[e-Sanchalan]**::** Division Entries → (D)rawing Branch → Work Specifications → **Material To issue**	Division
	6.	[e-Sanchalan]**::**Section (site) Entries → Work Measurement → **Work Measurements (Offline)**	Section
	6.1.	Download DTS and Offline Module	Section
	6.2.	Entry in Downloaded Offline file	Section
	6.3.	Upload Measurements	Section
	7.	[e-Sanchalan]**::**Sub Division Entries → Sub Division Officer→ Verification →**Work Measurements**	Sub Division
	8.	[e-Sanchalan]**::**Sub Division Entries → Sub Division→ **Generate running bill**	Sub Division
	9.	[e-Sanchalan]**::** Sub Division Entries → Sub Division Officer → Running Bills (SD) → **Submit Running Bill**	Sub Division
	10.	[e-Sanchalan]**::** Division Entries → Executive Engineer → Running Bills (Ex) → **Verification of Running Bill**	Division
	E. Verification of Other Work Bills		
	1.	[e-Sanchalan]**::**Section (site) Entries → Measurement(s) → **Other Measurements**	Section
	2.	[e-Sanchalan]**::**Sub Division Entries → Sub Division Officer→ Verification → **Other Measurements**	Sub Division
	F. Verification of Goods Receipt at store		

	1.	[e-Sanchalan] :: Section (Site) Entries → **Goods Receipt /Allocation to Site** or **Goods Receipt at Store**	Section
	2.	[e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification → **Goods Receipt at Site**	Sub Division
Post Process	[e-Sanchalan]:: Division Entries → Executive Engineer → **Generate Monthly Account**		

Input Screen:

Description of fields on screen:

- Select the following parameters:
  - Financial Year
  - Head Type
  - Demand Number
  - Voted or Charged
  - Plan or Non Plan
  - Enter Major Head *<Enter>* & Submit the details

  Display the Head list with the following columns:
  - Sr. No.
  - Account Head (Major/Sub Major/Minor/Sub Minor)
  - Budget Code
  - SOE Code

- Payment Voucher No. *<Auto Gen>*
  If payment voucher no. is already attached to the voucher display the existing number

- Date of Payment*(ref: Business Rules) <Select>*

- Payment Type *(ref: Business Rules) <Select>*

- Payment Description *<Enter>*

- Total Payment Due (Rs.) *<Display / Enter>*

- With held Amount (Rs.) *<Enter>*

- Amount to Pay *<Display>*

- Mode of Payment *(Cash, Cheque/RTGS/NEFT(Payment), Demand Draft) <Select>*

- Enter Mode Number *<Enter>*

- Cheque/DD Date *<Select>*
  If mode of Payment selected above is cheque or Demand Draft

- Whom to Issued *<Enter>*
  If mode of Payment selected above is cheque or Demand Draft

- Save
  Confirmation made for the above entries and payment voucher number is generated

- Click the Update Check Box to Update/verify the Payment Voucher

- Payment Voucher *<Enter>* & Get the details of Payment Voucher
  The details of payment may be edited/ updated (if required)

- Update
  Confirmation made to Update the payment Voucher

- verify
  Confirmation made to Verify the payment Voucher

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

6. Water Connected (Commercial) ->Urban
This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected

7. Water Connected (Commercial) ->Rural (TCP/SADA)
This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected

8. Water Connected (Commercial) ->Urban (TCP/SADA)
This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected

9. Tendered work
- Select Work ID
 Display the list of verified Running bills which are pending for payment with Work ID /R.Bill No.:[MB No: - Section Office Name
- Payment Description *<Auto Gen>*
Display the Contractor Code & Name, Scheme Code & Name, Work ID & Name

10. Payment Against Other measurements

- Select MB No./Entry No.
Display the list of verified other measurements which are pending for payment Entries along with the MB No. Section Office Name
- Payment Description *<Auto Gen>*
Display the description of the other measurements as recorded in the MB

11. Goods Receipt from Supplier
- Select GR Number
Display the list of verified GRs from supplier along with the MB No. which are pending for payment
- Payment Description *<Auto Gen>*
Display the Supplier Name along with the Item wise Quantity received at store

12. Office Contingency (Not Through MB)
These are things which are utilized for performing the official work
i.e., computer, table, chair, pen, pencil, petty purchases
- Select Contingency Type
Display the list of Contingency Types e.g.: Table, Chair, Stationary Petty Purchases
- Payment Description *<Auto Gen>*
Display the description of the Contingency type selected

13. Salary TA/DA/MR etc.-> Employee
It is payment made to the Regular employees which is debited to work
- Select Employee Id
Display the list of Employee IDs
- Payment Description *<Auto Gen>*
Display the Employee name and description

14. Salary TA/DA/MR etc.->Daily wage Employees
These are the payments made to daily labour which are debited to work

15. Deposit of Contractor -> Security

It is the refund of amount to the contractor from the security deposit made for executing the awarded work

- Select Agreement By Office
  Display the list of Offices
- Work ID *<Enter>* & Get Details
- Payment Description *<Auto Gen>*
  Display the Agreement Details

16. Deposit Work -> Surrender Unspent/ Unutilized Amount
    These are the Deposited work amount to be returned to the depositor, which is not spent or not utilized

- Select Depositor
  Display the list of Depositor
- Enter Scheme Code *<Enter>* & Get Details
- Payment Description *<Auto Gen>*
  Display the details of the Scheme

17. Deposit Work -> Expenditure from Unspent Amount (Description)

- Select Depositor
  Display the list of Depositor
- Enter Scheme Code *<Enter>* & Get Details
- Payment Description *<Auto Gen>*
  Display the details of the Scheme

18. Deposit of Contractor -> Held Amount for Testing/LOC
    These are the details of the with hold amount that was kept hold for payment to the contractor, which is paid now after completion of testing for work done or receipt of LOC for the work

- Select Agreement by Office
  Display the list of Offices
- Enter Online Agreement ID *<Enter>* & Get Details
- Payment Description *<Auto Gen>*
  Display the details of the Agreement

19. PW Miscellaneous Advance (Debit)
    It is the amount prepaid for the material yet to be purchased or loss to the department which shall be recovered in future from the concerned supplier or person or office

- Select PW Misc. Adv. Category
  Display the list of categories of PWD Misc Advances i.e., Recoveries of telephone charges, Recoveries Officers/Officials within division, Recoveries from supplier/agencies/firms etc.
- Enter Item ID *<Enter>* & Get Details
  Item Ids vary from division to division and are defined by the concerned division from whom the recovery to be made

20. Deposit Work -> Surrender Unspent/Unutilized Amount (Part- IV) (Description)

21. Deposit ->Calamity Relief Fund (CRF)
    It is the payment made for the relief of any kind of disaster happened due to nature calamities

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

3.3.2.2.6   Receipt (Backlog)

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

Input Screen:

Vouchers : Receipt	

☐ Update Receipt

1. Parameters Selection

Financial Year #	2011-2012 ⌄
Head Type #	BUDGET - RECEIPT ⌄
Demand Number #	00--No Demand Code ⌄
Voted/Charged #	⦿ Voted ◯ Charged
Plan/Non Plan #	⦿ Plan ◯ Non Plan
Major Head	[ ]

< Change Parameters

Please Note :
1. All Fields marked # are mandatory.

2. After selecting parameters, click Next Button to get the head list on right hand side.

3. On right hand side, after selecting the desired head, sanction budget details may be saved.

2. Head Details

Major Head	0215-WATER SUPPLY & SANITATION
Sub Major Head	01-WATER SUPPLY
Minor Head	102-RECEIPTS FROM RURAL WATER SUPPLY SCHEMES
Sub Minor Head	01-SHIMLA DISTRICT
Budget Code	00000-
SOE Code	00-

< Change Head

3. Receipt Amount

Receipt No.	[ ]
Date of Receipt#	🗓
	☑ Include this voucher into Monthly Account
Receipt Type#	-SELECT- ⌄
Receipt Description#	[ ] (Max. 300 Characters)
Receipt Head	
Receipt Amount(Rs.)#	[ ]
Mode of Receipt#	-SELECT- ⌄
If Mode is Cheque/DD ->Give Number	[ ]
->Cheque/DD Date	🗓
->From Whom Receive	[ ]
	Verify Save Reset

Description of fields on screen:

1. Select the Budget Head

2. Receipt No. *<Auto Gen>*

3. Select the Date of Receipt *(ref: Business Rules)*

4. Select Receipt Type *(Ref: Business Rules)*

5. Enter Receipt Description *<Enter>*

6. Receipt Amount (Rs.) *<Auto Gen/Enter>*

7. Security Amount (Rs.) *<Auto Gen>* if applicable
   Auto generates in relevance with the Receipt type selected above

8. Total Amount *<Auto Calc>*
   Displays the auto calculated amount of Receipt Amount + Security Amount

9. Select Mode of Receipt *(Cash/Cheque/Demand Draft)*

10. Enter Number of Cheque/DD *<Enter>*
    If mode of Receipt selected above is cheque or Demand Draft

11. Select Date of Cheque/DD
   If mode of Receipt selected above is cheque or Demand Draft

12. Enter whom to Issue Cheque or DD
   If mode of Receipt selected above is cheque or Demand Draft

13. Save
   Confirmation made for the above entries and receipt number generated automatically

14. Click the Update Check Box to Update/verify the Payment Voucher

15. Payment Voucher *<Enter>* & Get the details of Payment Voucher
   The details of payment may be edited/ updated (if required)

16. Update
   Confirmation made to Update the payment Voucher

17. Verify
   Confirmation made to verify the above entries

Business Rules	• Need to consider the details mentioned in the Budget before selecting the parameters for Receipt • Parameters for Receipt Types on Selection of: 1. Water Connected (Domestic) ->Rural *This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection* 2. Water Connected (Domestic) ->Urban *This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection* 3. Water Connected (Domestic) ->Rural (TCP/SADA) *This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection* 4. Water Connected (Domestic) ->Urban (TCP/SADA) *This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection* 5. Water Connected (Commercial) ->Rural *This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection* 6. Water Connected (Commercial) ->Urban *This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection* 7. Water Connected (Commercial) ->Rural (TCP/SADA) *This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection* 8. Water Connected (Commercial) ->Urban (TCP/SADA) *This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection* 9. Sale of Material *It is the amount received on the material sold*

      i.   Select Division
Display the list of Division Offices
     ii.   Receipt Description *<Enter>*

10. Penalty on Contractor
It is amount penalized on the contractor for not going according to the terms and conditions mentioned in the agreement
      i.   Select Agreement by Office
Display the list of Offices
     ii.   Work ID *<Enter>* & Get Details
    iii.   Receipt Description
Display the details of the Agreement

11. Deposit of Subordinate Security
It is the refunded amount received from the security deposits made for the subordinate employees
      i.   Select Employee ID
Display the list of Employee IDs
     ii.   Receipt Description
Display the Employee Name & Description

12. Deposit of Contractor-> Security
It is the amount of security deposit amount received from the Contractor
      i.   Select Agreement by Office
Display the list of Offices
     ii.   Work ID *<Enter>* & Get Details
    iii.   Receipt Description
Display the details of the Agreement

13. Deposit of Contractor-> Earnest Money
It is the amount deposited by the contractor as an earnest money for the particular work and is deposited with the EE in form of fixed deposit or cash
Select Agreement by Office

Display the list of Offices
      i.   Work ID *<Enter>* & Get Details
     ii.   Receipt Description
Display the details of the Agreement

14. Deposit Work -> Receipt (Scheme wise)
It is amount deposited by the other departments for executing the work to the Department
      i.   Select Depositor
Display the list of Depositors
     ii.   Enter Scheme Code *<Enter>* & Get Details
    iii.   Receipt Description
Display the details of the Scheme

15. PWD Misc. Advance (Credit)
It is the recovery made for miscellaneous advances given to recover from a person concerned
It is amount received as
      i.   Select PW Misc. Adv. Category
Display the list of PWD Misc. Advances
     ii.   Enter Item ID *<Enter>* & Get Details

      iii.   Receipt Description
           Display the details of the Item

16. Deposit Work -> Receipt
It is the amount received for executing the deposit works assigned to the department

17. Deposit -> Calamity Relief Fund (CRF)
It is the amount received for the payment to be made for relief of any kind of disaster happened due to nature for which value has not been accessed priory

18. Vehicle hired by Other Office
It is the amount received from the department vehicles hired to others offices

19. GIS (Group Insurance Scheme)
It is amount received which shall be utilized for Insuring the Group of employees

20. Recovery other than PW Misc. Advances
It is the recovery made other than the PW miscellaneous advances

21. Restoration of Damages
It is the amount received for the purpose of restoring the damages of the department properties

22. Transfer within Division (TWD)
These are the details of the amount transfers made between divisions or sub divisions

23. Sale of Material Other Department
It is the amount received from the material sold to other departments

24. RTI Documents
It is amount received for spending on the Right to Information related documentation

25. Sale of Contractor Registration Form
It is the amount collected on sale of registration forms to the contractors

26. Revenue from Dept Rest Houses
It is amount of rent received from the Departmental Rest Houses

27. Auction on Condemn Machinery
It is the amount received from the sale made on the damaged machinery of the department

28. CFC [Cash for Chest]
It is the amount received for purchase of any official item or issued as an imprest to a employee

29. Housing Charges (Rent)
It is the amount of rent received from the rent charged on the houses of the

> *department*

30. Sale of Tender Documents
    It is the amount received from the sale of the tender documents

31. Contractor Registration Class A/B/C/D -> fee For New
    It is the amount received from the Contractor for New Registration

32. Contractor Registration Class A/B/C/D -> fee For Renewal
    It is the amount received from the Contractor for Renewal of registration

33. Contractor Registration Class A/B/C/D -> fee For Upgrading
    It is the amount received from the Contractor for Upgrading to higher contractor class

34. Contractor Registration Class A/B/C/D -> change other info.
    It is the amount received from the Contractor to change any information in the registration

Notes & Issues	○ Each and every Receipt Type falls under particular Budget Head which are defined by the Finance Department ○ For any Receipt Type if security amount is applicable, it is automatically generated and posted to concerned Budget Head
Report/Query	How to Access: [e- Sanchalan] **::** Reports/Queries → Account Reports → Payment/Receipt Voucher [e- Sanchalan] **::** Reports/Queries → Account Reports → List of Payments / Receipts

3.3.2.3. Water Bills

3.3.2.3.1. Add Bill deposit Location

Module No.	M-SDC–8
Module Name	Add bill deposit location
User	Sub Division Office (WWC)
Description	Adding the various bill deposit locations under a section, so that bills are generated location wise for a particular section
How to Access	[e-Sanchalan]**::** Sub Division Entries → Water bill → **Add Bill deposit location**
Post Process	[e-Sanchalan]**::** Sub Division Entries → Water bill → **Consumer Master Entry**
Input Screen:	

Add Bill Deposit Location

Sub Division: #   Shimla No. 1 Kasumpti
Section: #   -SELECT-
Bill Deposit Location: #

Save

Description of fields on screen:

1. Sub Division *<Display>*

2. Section *<Select>*

3. Bill Deposit Location *<Enter>*
   Enter bill deposit location for the selected section

4. Save
   Confirmation made for the above location entries

Notes & Issues	o Location entry must be unique
Report/Query	

3.3.2.3.2.   Consumer Master Entry

Module No.	**M-SDC–9**
Module Name	Consumer Master Entry
User	Sub Division Office (WWC)
Description	Entry of Consumer master data for a particular bill deposit locations under a section
How to Access	[e-Sanchalan]:: Sub Division Entries → Water bill → **Consumer Master Entry**
Post Process	e-Sanchalan]:: Sub Division Entries → Water bill → **Meter readings Entry** *(Only for metered connections)* [e-Sanchalan]:: Sub Division Entries → Water bill → **Bill generation / Regeneration**
Input Screen:	

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

Save   Verify

Description of fields on screen:

1. Online Account Number *<Auto Gen>*

2. Sub Division *<Display>*

3. Section*<Select>*

4. Account Number
   Enter the manual account number of the consumer

   Enter Consumer details
5. Consumer Name *<Enter>*

6. Consumer's Guardian Name *<Enter>*

7. Mobile Number *<Enter>*

8. Area Type *<Select>*

9. Correspondence Address *<Enter>*

10. Permanent Address *<Enter>*

11. Want to enter connection address *<Select>*
    Select only if the water connection address is different from Permanent/correspondence address

12. Connection Details *<Enter>*

13. Connection Type *<Select>*
    Select the connection type from the list
    - *Domestic (with meter)*
    - *Domestic (without meter)*
    - *Domestic (With defunct meter)*
    - *Commercial (with meter)*
    - *Commercial (without meter)*
    - *Commercial (With defunct meter)*

14. Place of Bill deposit *<Select>*
    Select the 'bill deposit location' from the list (entered for the selected section already)

15. Date of installation *<Select>*

16. Sanction Letter Number *<Enter>*

17. Sanction Letter Dispatch Number *<Enter>*

18. Receipt Number *<Enter>*

19. Receipt Date *<Enter>*

20. Save
   Confirmation made for the above consumer entries

21. Verify
   Confirmation made for the above consumer entries

Business Rules	
Notes & Issues	o Location entry must be unique
Report/Query	How to Access: [e- Sanchalan] **::** Reports/Queries → Water Bill Reports → Consumer check list

3.3.2.3.3. Consumer Connection Change

Module No.	M-SDO–10
Module Name	Consumer Connection Change
User	Sub Division Office (WWC)

Description	Consumer connection may needs to be updated for following reasons:
	   o Change connection Type
	   o Close Connection
	   o Add Advance / Outstanding amount

How to Access	[e-Sanchalan]**::** Sub Division Entries → Water bill → **Consumer Connection Change**
Post Process	e-Sanchalan]**::** Sub Division Entries → Water bill → **Meter readings Entry** *(Only for metered connections)* [e-Sanchalan]**::** Sub Division Entries → Water bill → **Bill generation / Regeneration**
Input Screen:	

Description of fields on screen:

1. Sub Division *<Display>*

2. Section *<Select>*

3. Bill Deposit Location *<Select>*

4. Account no. / Owner Name (3 character) *<Enter>*
   Enter any 3 characters of name of the consumer to serch

5. Account Number *<Select>*
   Enter the manual account number of the consumer

6. Account Holder's Name *<Select>*

7. Online Account Number *<Display>*

8. Action Type
   Select from the following action types:
   - *Change connection type*
   - *Close connection*
   - *Add advance / outstanding amount*

   On selection of 'Change connection type' option, displays the following details on screen :

1. Connection Type *<Select>*
   Select the connection type from the list, to which the connection has been changed

2. Date of connection type change *<Select>*

Consumer Connection Change

☐ **Edit Connection**

Sub Division: #	Shimla No. 1 Kasumpti
Section: #	Kasumpti Section
Bill Deposit Location: #	Kasumpti Section
Account No. / Owner Name (3 Characters):#	nak
Account Number: #	M-1421 (Consumer Name-Meenakshi Chauhan)

Account Holder's Name:#   Meenakshi Chauhan W/O Lt.Sh.Rajesh Kumar

Online Account Number: SML000003810

Action Type:#   ○ Change Connection Type   ◉ Close Connection   ○ Add Advance/Outstanding Amount

Connection Details:

Connection Type: #	Domestic (Without Meter)
Connection Closing date #	📅
Amount Due to be paid:	0 ☐ Whether amount paid

Save

On selection of 'close connection' option, displays the following details on screen:

1. Connection Type *<Display>*

2. Connection closing date *<Select>*

3. Amount due to be paid *<Enter>*
   Enter the 'Due amount to be paid' from the consumer before closing the account
   If the amount has not been paid by the consumer, Final bill is raised to the consumer

Consumer Connection Change

☐ **Edit Connection**

Sub Division: #	Shimla No. 1 Kasumpti
Section: #	Kasumpti Section
Bill Deposit Location: #	Kasumpti Section
Account No. / Owner Name (3 Characters):#	nak
Account Number:#	M-1421 (Consumer Name-Meenakshi Chauhan)

Account Holder's Name:#   Meenakshi Chauhan W/O Lt.Sh.Rajesh Kumar

Online Account Number: SML000003810

Action Type:#   ○ Change Connection Type   ○ Close Connection   ◉ Add Advance/Outstanding Amount

Connection Details:

Connection Type: #	Domestic (Without Meter)
Advance Amount:	0.00
Outstanding Amount:	1.00
Date of Payment: #	05/02/2020 📅
Amount to be included in: #	○ 01/03/2018 - 31/10/2019

Save

On selection of 'Add Advance/Outstanding amount' option, displays the following details on screen:

1. Connection Type *<Select>*
2. Advance Amount *<Enter>*
3. Outstanding Amount *<Enter>*
4. Date of Payment *<Enter>*

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

6. Save
   Confirmation made for the above entries

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

3.3.2.3.4. Meter Reading Entry

Module No.	**M-SDC–11**
Module Name	Meter Reading Entry
User	Sub Division Office (WWC)
Description	Entry of readings of metered connections are entered by WWC to generate the bills
How to Access	[e-Sanchalan]:: Sub Division Entries → Water bill → **Meter reading entry**
Post Process	[e-Sanchalan]:: Sub Division Entries → Water bill → **Bill generation / Regeneration**

Input Screen:

Meter Reading Entry

Office Details

Office	Shimla No. 1 Kasumpti
Select Section#	Kasumpti Section
Select Water Bill Deposit Location#	Government Offices in Kasumpti Sub. Div. Shimla-9
Period of Billing#	01/07/2016 - 31/03/2019
Connection Type	Commercial (With Meter)

Connection Details

Account No.(Commercial Water Connection)#   (JH-22)Air Port, Air Port Officer Juberhatti

Account Holder Details   (JH-22)Air Port, Air Port Officer Juberhatti

From Date	To Date	Old Reading	New Reading	Water Consumed(in Kilolitres)	Rate (/KL)	Water Consumed(Rs.)
01/07/2016	31/03/2017	3666	3971	305	22.90	6984.50
01/04/2017	31/03/2018	3971	4344	373	25.19	9395.87
01/04/2018	31/03/2019	4344	4765	421	27.71	11665.91
						28046.28

Online Account Number	SML000021623
Amount for water Consumed(in Rs.)	28046.28
Amount as per Minimum Bill amount/month(in Rs.)	900.00
OutStanding Amount(to be Paid)(in Rs.)	0.00
Advance Amount paid(in Rs.)	0.00
Total Bill(to be paid by due date)(in Rs.)	28046.28
Surcharge on total amount(in Rs.)	2804.62800000

Save   Reset   Verify

Description of fields on screen:

1. Office *<Display>*

2. Section *<Select>*

3. Water Bill deposit location *<Select>*

4. Period of billing *<Select>*

5. Connection type *<Select>*
    Displays the metered connections i.e. Domestic (with meter) and Commercial (with meter)

6. Account Number (Commercial water connection)
    Enter the manual account number of the consumer

7. Account Holder details
    Enter the manual account number of the consumer

    Displays the following data in grid period wise:
    o From Date
    o To Date
    o Old Readings
    o New Readings
    o Water Consumed (in kilolitres)
    o Rate (/KL)
    o Water Consumed (Rate)
8. Online Account Number *<Display>*

9. Amount of Water consumed (in Rs.) *<Display>*

10. Amount as per minimum bill amount per month (in Rs.) *<Display>*

11. Outstanding amount (to be paid) (in Rs.) *<Display>*

12. Advance Amount paid (in Rs.) *<Display>*

13. Total Bill to be paid by due date (in Rs.) *<Display>*

14. Surcharge (in Rs.) *<Display>*

15. Save
    Confirmation made for the above entries

16. Verify
    Confirmation made for the above entries

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

3.3.2.3.5. Bill Generation / Re-generation

Module No.	M-SDC–12
Module Name	Bill generation / re-generation
User	Sub Division Office (WWC)
Description	Bills are generated for a particular location for the entered period
How to Access	[e-Sanchalan]:: Sub Division Entries → Water bill → **Bill generation / re-generation**
Post Process	[e-Sanchalan]:: Sub Division Entries → Water bill → **Consumer Master Entry** [e-Sanchalan]:: Sub Division Entries → Water bill → **Meter readings Entry** (for metered connection only)

Input Screen:	
	
	Bill Generation/Regeneration
	
	Sub Division: # Shimla No. 1 Kasumpti
	Section: # -SELECT-
	Bill Deposit Location # -SELECT-
	Period: # -SELECT-
	
	Generate Verify all water bills Reset
	
	Description of fields on screen:
	
	1. Sub Division *<Display>*
	2. Section *<Select>*
	3. Bill Deposit Location *<Enter>*
	   Enter bill deposit location for the selected section
	4. Period
	
	5. Generate
	   Generates the water bills for selected location

Business Rules	
Notes & Issues	o Location entry must be unique
Report/Query	How to Access: [e- Sanchalan] **::** Sub Division Entries → Sub Division → Water Bills → View/ Print Water Bills

3.3.2.3.6. View/Print Water Bill

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

View/Print Water Bills

Sub Division: #	Shimla No. 1 Kasumpti ⌄
Section: #	-SELECT- ⌄
Bill Deposit Location #	-SELECT- ⌄
Period: #	-SELECT- ⌄
Connection Type: #	-All- ⌄
Account Number: #	⌄
Whether PageWise:	☐ Yes

View Water Bill(s)   Reset

Description of fields on screen:

1. Sub Division *<Display>*

2. Section *<Select>*

3. Bill Deposit Location *<Enter>*
    Enter bill deposit location for the selected section

4. Period *<Select>*

5. Connection Type *<Select>*

6. Account Number *<Select>*

7. Whether Page Wise *<Select>*

8. View Water Bills
    Click to view water bill report

Report/Query	How to Access:
	    [e- Sanchalan] **::** Sub Division Entries → Sub Division → Water bill →
	       View/ Print Water Bills

3.3.2.3.7.   Bill receipt entry

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

Bill Receipt Entry

Step: 1

Please enter the water bill receipts

Field	Value
Sub Division: #	Shimla No. 1 Kasumpti
Section: #	Kasumpti Section
Bill Deposit Location: #	Kasumpti Section
Period : #	01/03/2018 - 31/10/2019
Search By :	○ Ledger No. ⦿ Consumer Name ○ Online Account No.
Consumer Name :	kane < Change
Date of receipt: #	16/01/2020

Select	Online Acc. No.	Ledger Number	Bill Paid Option	Bill amount	surcharge	Total Amount received	Bill Amount Paid	Surcharge Paid	Advance
☐	SML000000010	M-13 (Sh.kanehiya Ram)	--Select--	688	69	0	0	0	0
☐	SML000000035	M-52 (Sh.kanehiya Ram)	Bill Paid After Due Date	666	67	732	666	66	0

Save

Step: 2

Click to view defaulter list

On completion of Step 1, Click the 'Save Defaulter List' button to Save all the remaining water bills for which bill amount is not received.

Save Defaulter List

Description of fields on screen:

1. Sub Division *<Display>*

2. Section *<Select>*

3. Bill Deposit Location *<Select>*
   Enter bill deposit location for the selected section

4. Period *<Select>*

5. Search by *<Select>*
   o Ledger number
     Search the consumer by ledger number

   o Consumer Name
     Search all the consumer by consumer name

   o Online Account Number
     Search the consumer by online account number

6. Date of Receipt

   Displays the following details in grid:

- o Select
  Select to enter the bill receipt for the consumer

- o Online Account Number *<Display>*

- o Ledger Number *<Display>*

- o Bill paid option *<Select>*
  Select the bill paid option i.e., Bill paid before due date or Bill paid after due date. If Bill is paid after due date, surcharge will be levied on the consumer as late fee

- o Bill amount *<Display>*
  Display the bill amount as per the water bill generated and given to consumer

- o Surcharge *<Display>*
  Display the surcharge amount as per the water bill generated and given to consumer

- o Total amount received *<Display>*
  Enter the total amount paid by the consumer (including surcharge, if any)

- o Bill amount paid *<Auto gen>*
  Bill amount is automatically calculated as per the 'Total amount received' and 'Bill paid option'

- o Surcharge paid *<Auto gen>*
  This is automatically calculated as per the 'Total amount received' if the bill is paid after due date

- o Advance *<Auto gen>*
  Advance amount is automatically calculated as per the 'Total amount received' and 'Bill paid option'

- o Outstanding *<Auto gen>*
  Outstanding amount is automatically calculated as per the 'Total amount received' and 'Bill paid option'

- o Surcharge on outstanding *<Auto gen>*
  Surcharge on outstanding amount is automatically calculated as per the 'Total amount received' and 'Bill paid option'

7. Save
   Confirmation to save the above made entries

8. Save defaulter List
   After making all the receipt entries, click the 'Save defaulter List' to save all other consumers as defaulters who have not paid their bills

Notes & Issues	Defaulter list can be generated on once. This should be generated before generating the bills for next period
Report/Query	How to Access: [e- Sanchalan] **::** Reports/Queries → Water Bill Reports → Various Water Bill Reports

3.3.2.3.8.   Update Area Type

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

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

Input Screen:

Update Area Type

Sub Division: #	Shimla No. 1 Kasumpti
Section: #	Kasumpti Section
Place of Bill Deposit: #	Kasumpti Section
Enter Online Account No.	From: SML 00000001 To: SML 0000100 Get >

List of Account Number Between SML00000001 to SML0000100

Check	SNo	Online Account No.	Ledger No.	Customer Details	Area Type
☐	1	SML000000228	A-16	Sh Kashiv Ram(-Anji)	Rural ◉ Urban ◯
☐	2	SML000000231	A-21	Lt. Sh. Hira Lal(Lt. Sh. Khayali RamLaxmi Niwas Vikasnagar Anji Kasumpti)	Rural ◉ Urban ◯
☐	3	SML000000233	A-35	Sh B.L. sharma(-(Lal Niwas) Anji Vikasnagar)	Rural ◉ Urban ◯
☐	4	SML000000235	A-39	Sh R.L. Dulta(.Anji)	Rural ◉ Urban ◯
☐	5	SML000000236	A-40	BahadurChand Guleri(Sh.Lakshman Dass (Vikrant Harbour) Anji Vikasnagar)	Rural ◉ Urban ◯
☐	6	SML000000237	A-42	Sh K.D. Musafeer(-Dhobighat lower Jakha Malyana)	Rural ◉ Urban ◯
☐	7	SML000000238	A-46	Sh Desh Raj(Lt.Moti RamAnji Vikasnagar)	Rural ◉ Urban ◯
☐	8	SML000000240	A-47	Sh Perthi Chand(-(Shiv Niwas) Anji P.O.Kasumpati)	Rural ◉ Urban ◯
☐	9	SML000000242	A-48	Sh Rajeev Chauhan(Sh.Mohan ChauhanNear	Rural ◉ Urban ◯

Save

Description of fields on screen:

1. Sub Division *<Display>*

2. Section *<Select>*

3. Place of bill Deposit *<Enter>*
   Enter bill deposit location for the selected section

4. Enter Online Account No.
   o From
   Enter the last 9 digits of online account number from which list has to be displayed

   o To
   Enter the last 9 digits of online account number till which list has to be displayed

5. Click the Get button and the following data is displayed in grid

   Displays the following details in grid:
   o Check <Select>
   Select to update the consumer data
   o Sr. No. <Display>

   o Online Account Number <Display>

o   Ledger Number <Display>

o   Customer Details <Display>

o   Area Type
Select the area type i.e., Urban or Rural, which is to be updated

6. Save
Confirmation to save the above made entries

Report/Query	How to Access: [e- Sanchalan] **::** Reports/Queries → Water Bill Reports → Consumer Check List

3.4. Division Office

3.4.1. Executive Engineer

3.4.1.1. Open Monthly Online Entry

Module No.	M-DIV-1		
Module Name	Open Monthly Online Entry		
User	Division Office (Executive Engineer)		
Description	This module will be used by the divisions (which are not generating online Monthly Divisional Account) for entering monthly expenditure against the schemes and works. After opening Monthly Online Entry, monthly physical and financial progress may be entered in "e-Sameeksha" application. When the division will switch to the online Monthly Divisional Account Generation in "e-Sanchalan" application, the figures of monthly expenditure (financial progress) will be automatically updated in "e-Sameeksha" application and 'Monthly Online Entry' will be opened for entering monthly physical progress.		
How to Access	[e-Sameeksha]:: Monthly Progress Entries → **Open Monthly Online Entry**		
Pre Module sequence	**Sr.No.**	**Module**	**Office**
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]:: Scheme Entries → **Assign Budget Head**	Division
	3.	[e-Sameeksha]:: Scheme Entries → **Change the Stage** *(The Stage Should be "in progress")*	Division
	4.	[e-Sameeksha]:: Scheme Work Entries → **Work Description**	Division
	5.	[e-Sameeksha]:: Scheme Work Entries → **Change the Stage** *(The Stage Should be "in progress")*	Division
Post Module	[e-Sameeksha]:: Monthly Progress Entries → **Scheme Wise** [e-Sameeksha]:: Monthly Progress Entries → **Work Wise**		

Dashboard:

DashBoard : Executive Engineer(Pendency, AA & ES and Technical Sanctions)

0 RUNNING BILLS SUBMIT FOR VERIFICATION	87 APPROVE MATERIAL	12 AA & ES (ISSUED)
3 TECHNICAL SANCTIONS	583 WORKS EXCEEDING COMPLETION TIME	488 WORKS(MEASUREMENTS NOT UPLOADED)
UPLOAD BOQ (e-PROCUREMENT)	0 Rising Main / Pumping M/C Estimate (LIS)	0 Rising Main / Pumping M/C Estimate (LWSS)
0 MB ENTRIES (OTHER) FOR VERIFICATION	0 GOODS RECEIPT ENTRIES	

Input Screen:

Description of fields on screen:

1. Display the Department Name

2. Displays the executing office

3. Financial Year*<Enter>*
   Enter financial year for the first time, the system will auto display the next month for next time.

4. Month < *Enter>*
   Enter month for the first time, the system will auto display the next month for next time.

5. Open Data Entry*<Click>*
   Click the button to Open Monthly Online Entry for the selected parameters. After this action the user will be able to make entries in monthly progress Scheme wise and work wise for all the schemes for selected executing office.

Business Rules	Monthly progress may be entered only for those schemes/works whose status has been marked as "In progress".

3.4.1.2. Include Left Schemes & Works

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

Description of fields on screen:

1. Display the Department Name

2. Displays the executing office

3. Financial Year*<Display>*
   financial year that is opened for Monthly Online Entry for selected Department and Executing Office

4. Month *< Display>*
   financial Month that is opened for Monthly Online Entry for selected Department and Executing Office

5. Include Left Schemes & Works *<Click>*
   Click to include the Schemes or Works that is entered or updated with latest stage as in progress, to the month and financial year that is opened for Monthly Online Entry

Notes & Issues	The Schemes and Works with status in progress will be included for data entry of monthly progress

3.4.1.3.   Demand Forward / Approve / Reject

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

	Submit Demand for Grants		

Generated By/To be Forwarded By :

Department *	IRRIGATION AND PUBLIC HEALTH
Office Level *	-ALL-
Office *	-ALL-
Financial Year *	2012-2013
Click >>>	<< Change	Rejected Demands (0) >>

List of Demands To Forward/Approve/Reject

Action ◉ Forward ◯ Approve ◯ Reject ◯ Modify Demand Amount ◯ Change Budget Head ◯ Revoke the Rejected Demands
(Before Forwarding Please Check/Fill All the pages of the list given)

<< First Page	< Prev. Page	~ Page 1 of 1 ~ OR Go To Page [ ] Go	Next Page >	Last Page >>

(All amounts are in rupees)

☑ All	Budget Head (DmdCode-Maj-Smaj-Min-SMin-SOE-Bud Code-V/C-P/N)	Scheme	Executing Office	Submitted By	Demand Amount	Original Budget (Prev. Year)
☑	31-4711-01-796-01-S00N -37-V-P	2007-306-51669-C/O FPW to Ralang Nallah in GP Ribba	IPH : Pooh Division	IPH : Pooh Division	214520.00	0.00
☑	31-4711-01-796-01-S00N -37-V-P	2007-306-51670-C/O FPW Avalanche at Kanam Nallah in GP Kanam	IPH : Pooh Division	IPH : Pooh Division	1452.00	0.00
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54962-FPW Chango nallah and Khuru nallah Chango.	IPH : Pooh Division	IPH : Pooh Division	25416.00	0.00
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54963-FPW Shangtak & Burtum in GP Sunam	IPH : Pooh Division	IPH : Pooh Division	45220.00	0.00
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54964-FPW Kechong Chong Nallah at Ropa	IPH : Pooh Division	IPH : Pooh Division	52580.00	0.00
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54965-FPW Jamfadding to Garthung upto Changa Nallah in GP Chango	IPH : Pooh Division	IPH : Pooh Division	23250.00	0.00

Forward To >>>	Department *	IRRIGATION AND PUBLIC HEALTH
	Office Level *	Circle Office
	Office *	Reckong Peo-IPH Circle
	Remarks	demand for the financial Year 2011-2012

	<< Forward >>

Description of fields on screen:

- o Department *<Select>*

- o Office Level *<Select>*

- o Office *<Select>*

- o Financial Year *<Select>*

- o Demand Pending to Forward / Approval <Click>
  Click to get the schemes for the selected parameters that are pending for forward / approval

- o Action (i. forward   ii. Approve iii. Reject iv. Modify Demand Amount   v. Change Budget Head vi. Revoke the Rejected Demands)

  6.i If Forward is selected
   Forward all pending demands to other office/department.

- • Display the details in following columns:
  - o Select <Check>
  - o Budget Head
  - o Executing Office
     Display the Executing Office of the Scheme
  - o Submitted By
  - o Demand Amount
     Display the Demanded amount for the selected financial year
  - o Original Budget
     Display the original budget amount for the previous financial year
  - o Revised Budget
     Display the revised budget amount for the previous financial year

- o Total Expenditure (Till Date)
  Display the total expenditure amount till date.
- o Fund Required for remaining Work
  Display total fund amount for remaining work
- o Remarks
  Note related to demand of the scheme

- Select the "Forward To" details:
  - o Department *<Select>*
  - o Office Level
    Select Office level i.e. Circle, Zone, Head Office etc
  - o Office
    Select the Office Name to which Demand Entries are to be forwarded for approval
  - o Remarks

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

Description of fields on screen:

- o Covering Letter *<Click>*
  Click on the browse to upload covering letter from the local computer
- o Subject
  Enter subject to the demands
- o Enclosure(list of demands) *<Click>*
  To view list of demands
- o Next*<Click>*
  Display the following screen to confirmation

- o Confirm*<Click>*
  The list of demands is forwarded to the selected office(i.e. higher office) in two formats –
  1) *Data list which is automatically merged with other data list and may be modified by the higher office. Further the higher office may also forward the demands in similar fashion.*
  2) *PDF file, which cannot be modified but may be downloaded as record by any office. It may include covering letter along with list of demands.*

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

6.ii If Approve is Selected
Approve all pending demands

Description of fields on screen:

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

- Approve *<Click>*
  Display a window to upload the covering letter and enter subject to the demand list.

```
                              Approving ..........
You are trying to approve demands.
Remarks : -N/A-
Note: -1. If you want to attach covering letter with your demand letter,Please upload covering letter.
      2. Browse covering letter and enter subject then press next button to proceed.
Covering Letter (Optional)   C:\Documents and Settings\Mamta Sharma\Desktop\Covering Letter.d [Browse...] (Only PDF files are allowed)
Subject                      [                                    ]
                             Enclosure (List of demands) :  Click here to show enclosure(pdf)
                             [ << Cancel ] [ Next >> ]
```

Description of fields on screen:

- o Covering Letter *<Click>*
  Click on the browse to upload covering letter from the local computer
- o Subject
  Enter subject to the demands
- o Enclosure(list of demands) *<Click>*
  To view list of demands
- o Next*<Click>*
  Display the following screen to confirmation

```
                              Approving ..........
You are trying to approve demands.
Remarks : -N/A-
Note: -1. If you want to attach covering letter with your demand letter,Please upload covering letter.
      2. Browse covering letter and enter subject then press next button to proceed.
Covering Letter (Optional)   C:\Documents and Settings\Mamta Sharma\Desktop\Covering Letter.d [Browse...] (Only PDF files are allowed)
Subject                      [                                    ]
                             Enclosure (List of demands) : click here to show covering letter   Click here to show enclosure(pdf)
                             [ << Cancel ] [ Confirm >> ]
```

- o Confirm*<Click>*
  The list of demands is approved in two formats –
  1) **Data list** *which is locked and may not be modified by any office.*
  2) **PDF file**, *which cannot be modified but may be downloaded as record by any office. It may include covering letter along with list of demands.*
  Note: - if all the demands are not required to be approved, some of them may be rejected by selecting action as "Reject". If the demands have been rejected mistakenly, these may be revoked by selecting action as "Revoke".

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

Submit Demand for Grants

Generated By/To be Forwarded By :

Department *	-ALL-
Office Level *	-ALL-
Office *	-ALL-
Financial Year *	2012-2013
Click >>>	<< Change Rejected Demands (0) >>

List of Demands To Forward/Approve/Reject

Action: ○ Forward ○ Approve ○ Reject ◉ Modify Demand Amount ○ Change Budget Head ○ Revoke the Rejected Demands
(Before navigating to other page,Please save selected records of the page)

<< First Page < Prev. Page   ~ Page 1 of 1 ~ OR Go To Page [ ] Go   Next Page > Last Page >>
(All amounts are in rupees)

☑ All	Budget Head (DmdCode-Maj-Smaj-Min-SMin-SOE-Bud Code-V/C-P/N)	Scheme	Executing Office	Submitted By	Demand Amount	Remarks	Update
☑	31-4711-01-796-01-S00N -37-V-P	2007-306-51669-C/O FPW to Ralang Nallah in GP Ribba	IPH : Pooh Division	IPH : Pooh Division	214520.00	**	Update
☑	31-4711-01-796-01-S00N -37-V-P	2007-306-51670-C/O FPW Avalanche at Kanam Nallah in GP Kanam	IPH : Pooh Division	IPH : Pooh Division	1452.00		Update
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54962-FPW Chango nallah and Khuru nallah Chango.	IPH : Pooh Division	IPH : Pooh Division	25416.00		Update
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54963-FPW Shangtak & Burtum in GP Sunam	IPH : Pooh Division	IPH : Pooh Division	45220.00		Update
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54964-FPW Kechong Chong Nallah at Ropa	IPH : Pooh Division	IPH : Pooh Division	52580.00		Update
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54965-FPW Jamfadding to Garthung upto Changa Nallah in GP Chango	IPH : Pooh Division	IPH : Pooh Division	23250.00		Update
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54966-FPW Yaksar Nallah in GP Sunnam	IPH : Pooh Division	IPH : Pooh Division	54540.00		Update

Description of fields on screen:

- Display the details in following columns:
  - Select
  - Budget Head
  - Scheme
  - Executing Office
    Display the Executing Office of the Scheme
  - Submitted By
  - Demand Amount *<Display/Edit>*
    Display the Demanded amount for the selected financial year that can be modified
  - Remarks
    Display the entered Remarks
  - Update *<Click>*
    Click to Update the Demanded amount

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

Action: ○ Forward ○ Approve ○ Reject ○ Modify Demand Amount ◉ Change Budget Head ○ Revoke the Rejected Demands
(Budget Head for only one demand(on current page) can be changed at a time)

<< First Page < Prev. Page   ~ Page 1 of 1 ~ OR Go To Page [ ] Go   Next Page > Last Page >>
(All amounts are in rupees)

	Budget Head (DmdCode-Maj-Smaj-Min-SMin-SOE-Bud Code-V/C-P/N)	Scheme	Executing Office	Submitted By	Demand Amount	Original Budget (Prev. Year
☐	31-4711-01-796-01-S00N -37-V-P	2007-306-51669-C/O FPW to Ralang Nallah in GP Ribba	IPH : Pooh Division	IPH : Pooh Division	214520.00	
☐	31-4711-01-796-01-S00N -37-V-P	2007-306-51670-C/O FPW Avalanche at Kanam Nallah in GP Kanam	IPH : Pooh Division	IPH : Pooh Division	1452.00	
☐	31-4711-01-796-01-S00N -37-V-P	2008-306-54962-FPW Chango nallah and Khuru nallah Chango.	IPH : Pooh Division	IPH : Pooh Division	25416.00	
☐	31-4711-01-796-01-S00N -37-V-P	2008-306-54963-FPW Shangtak & Burtum in GP Sunam	IPH : Pooh Division	IPH : Pooh Division	45220.00	
☐	31-4711-01-796-01-S00N -37-V-P	2008-306-54964-FPW Kechong Chong Nallah at Ropa	IPH : Pooh Division	IPH : Pooh Division	52580.00	

Description of fields on screen:

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

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

- Display the following Screen to Change the Budget Head:

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

- Display the details of Selected Demand:
  - o Financial Year
  - o Department & Executing Office
  - o Scheme
  - o Current Budget Head
    Display the Current Budget Head that needs to be changed

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

- Save *<Click>*
  Click to replace the old budget head with the selected Budget Head

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

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

3.4.1.4. Approve Material Indents

Module No.	M-DIV-4	
Module Name	Approve Material Indents	
User	Division Office (EE)	
Description	Executive Engineer approves the Indents verified by the SDO/AE	
How to Access	[e-Sanchalan] **::** Division Entries → Executive Engineer → Material → **Approve Material**	
Pre Process	Verification of Material Indent By SDO	
Pre Process Sequence	**Sr.No.**	**Module**	**Office**
	A. Material indent for Tendered Work		
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]**::** Scheme Entries → **Work Description**	Division
	3.	[e-Sanchalan]**::** Division Entries → (C)orrespondence Branch→ **Work Agreement Description**	Division
	4.	[e-Sanchalan]**::** Division Entries → (D)rawing Branch → Work Specifications → **Revised Schedule Of Quantity**	Division
	5.	[e-Sanchalan]**::** Division Entries → (D)rawing Branch → Work Specifications → **Material To issue**	Division
	6.	[e-Sanchalan] **::** Section (site) Entries → **Raise Material Indent**	Section
	7.	[e-Sanchalan] **::** Sub Division Entries → Sub Division Officer→ Verification → **Material Indent**	Sub Division
	B. Material indent for MAS (Material at Site)		
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
	2.	[e-Sanchalan] **::** Section (site) Entries → **Raise Material Indent**	Division
	3.	[e-Sanchalan] **::** Sub Division Entries → Sub Division Officer→ Verification → **Material Indent**	SUB Division
Post Process	• [e-Sanchalan] **::** Division Entries → Executive Engineer → Material → **Cancel approved Indents** or • [e-Sanchalan] **::** Section (Store) Entries →**Issue Material**	
Input Screen:		

Approve Material

Pending Indents

Indent Date	Indent By	Indent Number	Indent To
01/01/2011	[Fagu Section] : **Work Id:**2010-220 **Scheme Code & Name :**T2009159:R/M of Store Building at Fagu Tehsil Theog Distt. Shimla. **Work Name:**SH:P/F of M.S.railing in front side of store building at Fagu.	2010-17	IPH Store Fagu, Theog
01/01/2011	[Fagu Section] : **Work Id:**2010-223 **Scheme Code & Name :**T2009159:R/M of Store Building at Fagu Tehsil Theog Distt. Shimla. **Work Name:**SH:C/O Breast Wall for the protection of store lawn.	2010-16	IPH Store Fagu, Theog
01/01/2011	[Fagu Section] : **Work Id:**2009-1715 **Scheme Code & Name :**2006-306-44667:LWSS Dhamandri Padrog in G.P. Dhamandri Tehsil Theog Distt. Shimla. HP **Work Name:** C/O Pump house cum attendent qtr.Stage.Ist.	2010-15	IPH Store Fagu, Theog
01/01/2011	[Balag Section] : **Work Id:**2010-3947 **Scheme Code & Name :**T2010-306-1054:R/R of GWSS to Village Badartoo Badair in G.P Basadhar. **Work Name:**L/J of G.I Pipes of various dia and Repair of Intake and S/Tank.	2010-6	IPH Store Fagu, Theog
01/02/2011	[Tara Devi Section] : **Work Id:**2010-3625 **Scheme Code & Name :**T200518:R/M of LWSS Tara Devi **Work Name:**Concrete jacketing of sump well and c/o intake.	2010-21	IPH Store Mehli, Shimla
01/03/2011	[kuffri Section] : **Work Id:**2010-4401 **Scheme Code & Name :**T2010-306-1241:Prov. GWSS to P.C. Hab. of census village Domehar G.P. Dharbog Tehsil and Distt. Shimla. **Work Name:**C/O S/tank 52ltrs cap L/J testing G.I. Pipe 15mm dia 2190Rmt. 20mm dia 1020Rmt 25mm dia 1720+40mm 6Rmt.	2010-7	IPH Store Mehli, Shimla
01/03/2011	[kuffri Section] : **Scheme Code & Name :**2003-306-39071:LWSS Gharech Shoya Charbara in Tehsil &	2010-6	IPH Store Mehli, Shimla

Description of fields on screen:

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

2. On Click of any Indent, redirect the Screen as mentioned below:

Reports/Queries ▶	HO/Zone/Circle ▶	Division Entries ▶	Sub Division Entries ▶	Section(Site) Entries ▶	Section(Store) Entries ▶

Show DashBoard

< Back (List of Pending Indents)

1. Indent Details

Indent Number and Date	2019-7, 13/06/2019
Indent To	IPH Store Mehli, Shimla
Indent By	[Sainj Section] : **Scheme Code & Name :**T19976:Prov. LIS Sainj in G.P. Sainj in G.P. Sainj Tehsil Theog Distt. Shimla.

2. Item Details Entry

Approval Date	09/04/2020

Click to view already issued / Pending for issuence Indents for this work

Remarks	Er. Mast Ram Bragta J.E
	(Max.200 Chars.)

Item	Unit Name	Qty. Available (in Store)	Qty. Indented	Qty. Approve Now	Storage Charges(%)
Cement->Portland Pozzolanna Cement	Bags	255.0000	80.0000	0	0
Tor steel-> 8 mm	MT	16.6210	0.8000	0	0
Tor steel->10 mm	MT	17.7880	0.4000	0	0
HDPE Pipe ->200mm outer dia PE-80 PN 2.5	metre	0	200.0000	0	0

Reject	Print	Verify	Save

Description of fields on screen:
1. Display indents Details in the following Columns:
   - Indent Number and Date

- o Indent To
- o Indent By

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

   Display the indented items in grid with following columns:
   - o Item
   - o Unit Name
   - o Qty. Indented
   - o Qty. Approve Now
     Executive engineer can approve either the whole quantity indented or can increase/decrease the quantity
   - o Storage Charges (%)
     Executive engineer can apply the storage charges, if the indent id raised by other Division/Dept

3. Save *<Click>*
   Confirmation made to above entries and Division wise unique Approval Number is generated Automatically

4. verify *<Click>*
   Confirmation made to verify the saved entries

5. Print *<Click>*
   To print the approved Indent

6. Reject *<Click>*
   If Executive engineer does not want to approve material due to any reason such as unavailability of material in store, he can reject the indent

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

3.4.1.5. Cancel Approved Indents

Module No.	M-DIV-5		
Module Name	Cancel Approved Indents		
User	Division Office (EE)		
Description	Executive Engineer after approving the Indent, can also cancel the approved indents before issue of Material		
How to Access	[e-Sanchalan] **::** Division Entries → Executive Engineer → Material → **Cancel approved Indents**		
Pre Process	[e-Sanchalan] **::** Division Entries → Executive Engineer → Material → **Approve Indents**		
Pre Process Sequence	Sr. No.	Module	Office
	A. Material indent for Tendered Work		
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]**::** Scheme Entries → **Work Description**	Division
	3.	[e-Sanchalan]**::** Division Entries → (C)orrespondence	Division

		Branch→ **Work Agreement Description**	
	4.	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Revised Schedule Of Quantity**	Division
	5.	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Material To issue**	Division
	6.	[e-Sanchalan] :: Section (site) Entries → **Raise Material Indent**	Section
	7.	[e-Sanchalan] :: Sub Division Entries → Sub Division Officer→ Verification → **Material Indent**	Sub Division
	8.	[e-Sanchalan] :: Division Entries → Executive Engineer → Material → **Approve Indents**	Division
B. Material indent for MAS (Material at Site)			
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sanchalan] :: Section (site) Entries → **Raise Material Indent**	Section
	3.	[e-Sanchalan] :: Sub Division Entries → Sub Division Officer→ Verification → **Material Indent**	Sub Division
	4.	[e-Sanchalan] :: Division Entries → Executive Engineer → Material → **Approve Indents**	Division

Input Screen:

Description of fields on screen:

1. Display indents in the following Columns:
   - Details
   - Check
     To cancel multiple approved indents together
   - Approval Number
   - Approval Date
   - Indent Number
   - Indent Date
   - Indent By
     Display the description such as Section name, Work Id (if raised for tendered Work), Scheme Code & Name for which indent is raised
   - Indent To
     Display the name of the store to which Indent is raised for issuance

2. On Click of 'Details' redirect the Screen as mentioned below:

Cancel Approved Material

	< Back

1. Approval Details

Approval Number	2010-100
Approval Date	06/01/2011

2. Indent Details

Indent Number and Date	2010-7, 04/11/2010
Indent To	IPH Store Fagu, Theog
Indent From	[Matiana Section] : **Scheme Code & Name** :T20034:Prov. LWSS Thundru Keltidhar G.P.Kiara Teh. Theog Distt. Shimla

3. Item Details Entry

Item	Unit Name	Qty. Indented	Qty. Approved	Storage Charges(%)
G.I.Pipe plain end-> 15 mm dia - Light G.I. Pipe	metre	6110.0000	6110.0000	0.00

Cancel

Description of fields on screen:
1. Display indents Details in the following Columns:

    o Approval Number
    o Approval Date
    o Indent Number and Date
    o Indent To
    o Indent From

2. Display the indented items in grid with following columns:
    o Item
    o Unit Name
    o Qty. Indented
    o Qty. Approved
    o Storage Charges (%)

3. Cancel

Business Rules	Once Material Issued by Executive engineer can be cancelled for issuance, if the material is not issued.
Report/Query	How to Access: [e- Sanchalan] :: Reports/Queries → Inventory Reports → Indent Items

3.4.1.6. Verification of Running Bill

Module No.	M-DIV-6		
Module Name	Verification of Running Bill		
User	Divisional Office (EE)		
Description	EE verifies the running bill		
How to Access	[e-Sanchalan]:: Division Entries → Executive Engineer → Running Bills (Ex) → **Verification of Running Bill**		
Pre Process	[e-Sanchalan]:: Division Entries → Account Officer → Dashboard → **Running Bill Submit for verification**		
Pre Process	Sr.No.	Module	Office
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division

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

Input Screen:

Verify Running Bill

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

Description of fields on screen:

1. Display the list of Running bills that are submitted for verification:
   o Submit to Verification *<Click>*
     Click to view and Verify Running Bill

   o Running Bill
     Display the Work Id, Running Bill No., M.B. Number and section of the running Bill

3. On click of 'Submit to Verification' open the Generate Running Bill Screen

Verify Running Bill

<< Back to Submit List	

Include Measurements Related To:	○ Division ○ Sub Divsion ◉ Section
Section #	Tutu Section ▾

1. Agreement Description

Work Id #	2011-1236 < Change Work Id
Scheme Code & Name	T200025-R/M of LWSSChawala Buint Stage 2nd in G.P Neri Teh & Distt. Shimla
Work Nature	Repair/Maintenance
Executing Office	Div.No.1 Shimla 9
Work Serial No. & Name	21.C/O Rewinding of 100HP motor cromption greaves make 2940RPM 415 volts. 50HZ. 1st stage.

1.a Running Bill Description

Running Bill #	1 ▾
Date of Running Bill #	21/06/2011
M. B. for Running Bill Entry #	18 ▾
Payment by	Div.No.1 Shimla 9 ▾
Is Final Bill?	☑ Yes
Agreement Type	Item Rate Tender

1.b Action on Running Bill.

Advance to be given	0.00 Rs.
Deduct Advance (If Any)	0.00 Rs.
With Held Amount (Overall)	0.00 Rs.
Add Duties (VAT & Excise etc.)	0.00 Rs.
Adjusted Earnest Money/Security	0.00 Rs.

Remarks		(Max.1000 Chars.)

2. Abstract of Measurement

Sr.No.	List of Items of Scheme Work	Qty Measured Previously	Qty Measured Currently	Amount Release Currently	With Held Amount Released Currently
1..	Rewinding of 100 HP motor Kirloskar make 2940 RPM 415-VOLTS 50HZ with super copper wire BIC/Devi Dyal make as per ISI specifications.	0.0000	100.0000	35000.00	0.
2..	P/F main leads glass wire single fore suitable for 100 HP motor for kirloskar make.	0.0000	7.0000	2100.00	0.
3..	P/F thimbles for main leads for 100HP motor for kitloskar make.	0.0000	6.0000	600.00	0.
4..	P/F fibre sibre stick for motor slot 100 HP motor for kirloskar make.	0.0000	48.0000	3360.00	0.
5..	P/F new terminal plate for 100 HP motor.	0.0000	1.0000	1200.00	0.
6..	Repair of stamping slot and chemical wash for 100 HP motor.	0.0000	1.0000	1100.00	0.
7..	P/F Ball bearing DE 6314 SKF C3 make for 100 HP motor.	0.0000	1.0000	2500.00	0.
8..	P/F ball bearing ND 6311 SKF C3 make for 100 HP motor.	0.0000	1.0000	2300.00	0.
9..	Motor rotor shaft welding and turning make the ball bearing size for 100 HP motor	0.0000	2.0000	2200.00	0.
10..	Rotor balancing for 100 HP motor.	0.0000	1.0000	800.00	0.
11..	Motor cover housing sleeves for 100 HP motor.	0.0000	2.0000	2200.00	0.
12..	Dismentalling and refixing of motor commissioning and testing at site for 100 HP motor.	0.0000	1.0000	2000.00	0.

3. Recovery

3.a.I Royalty of Items

Items for Royalty	Qty Recovered Previously	Amt. Recovered Previously	Qty Recovered Now	Unit	Rate(Rs.)of Recovery per unit
Sand	0.0000	0.00	0.0000	cum	10.00
Stone	0.0000	0.00	0.0000	cum	20.00
Aggregrate	0.0000	0.00	0.0000	cum	12.00

3.a.II Panchyat Tax on Royalty

Items	Qty Recovered Previously	Amt. Recovered Previously	Qty Recovered Now	Unit	Rate(Rs.) of Recovery per unit
Truck	0.0000	0.00	0.0000	nos	10.00
Trolley	0.0000	0.00	0.0000	nos	5.00

3.b Empty Material

Empty Material	Qty Recovered Previously	Amt. Recovered Previously	Qty Recovered Now	Unit	Rate(Rs.) of Recovery per unit
Cement Bag	0.0000	0	0.0000	Bags	2.00

3.c Material Used

Machinery Name	Remarks	Qty Recovered Previously	Amt. Recovered Previously	Qty Recovered Now	Unit	Rate(Rs.) of Recovery per unit
Moveable (Truck)		0.0000	0	0.0000	Km	20.00
Immovable		0.0000	0	0.0000	1 Hour	0.00

4. Deductions

Deduction Type	Amount Deducted Previously	To be Deducted Now
CGST	0.00	☑
Income Tax	0.00	☑
Security	0.00	☑
SGST	0.00	☑
Labour Cess	0.00	☑

5. Miscellaneous Deductions

Enter Amount

Type   -SELECT-   [Add]

Miscellaneous Deduction   0.00   Rs.

6. Withheld Amount[LOC/Testing(Part IV)]

Enter Amount   0   Rs.

7. Remarks Of Accounts Officer

Enter Remarks *   Checked

8. Remarks Of Executive Engineer

Enter Remarks *

[Update Running Bill]   [Verify Running Bill]

Description of fields on screen:

1. Display the Selected option (to generate Abstract of Measurements according to):
   o Division
   o Sub Division
   o Section

2. Section

3. Work ID
   Displays the following details:

- o Scheme Code & Name
- o Work Nature (Original or R/M)
- o Executing Office
- o Work Serial No. & Name
- o Agreement type (Item rate, Percentage rate and lump sum rate)

4. Running bill number
   - Date of running bill Generated
   - MB for running bill Entry
   - Payment By
   - Is final bill

5. Actions on Running Bill
   Actions on Running bill can be specified:
   - o Advance to be Given
   - o Advance Given Previously
   - o Deduct advance
   - o Advance deducted previously
   - o Lump sum amount
     *It is applicable only for **lump sum** tendered works*
   - o Lump sum amount Previously
     *It is applicable only for **lump sum** tendered works*
   - o With held amount
   - o With held amount previously
   - o Release from with held amount
   - o Amount released previously
   - o Add Duties (VAT & Excise Duty)
   - o Duties added previously
   - o Adjust earnest money

6. Abstracts of Measurements
   Display details with the following columns:
   Display those abstract of measurements which are not been considered in the previous running bill
   - ➢ Item Sr. No.
   - ➢ List of Items of Scheme work

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

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

   7.a.i   Royalty of Mining Material: (Sand, Stone and Aggregate)
   It is the mining material (Sand, Stone and Aggregate) used by the contractor, amount is

recovered from the bill and is credited to the head of mining department

Display the following Columns:

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

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

Display the following Columns:

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

7.a.iii   Empty Material such as empty cement bags etc. which are not returned by the contractor:

Display the following Columns:

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

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

Recovery is based on:

- Machinery name
- Remark
- Quantity recovered Previously
- Amount recovered Previously
- Quantity recovered Now
- Unit
- Rate (Rs.) of Recovery Per Unit

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

***Security: *It is caution money that is kept hold with the department for a specific period of time to minimize the unforeseen risk and is refundable to contractor*
   e.g. *10% on (0-1 lac)*
        7.50% on (1 lac-2 lac)
        5 % on (2 lac- above)
***Income Tax: *Tax levied on the income earned by the contractor and may include Surcharge &*

education cess.
e.g. Income Tax @ 2%
    Education cess @ 3 % on Income Tax
***Sale Tax:* *Tax levied on the selling price of goods and services by the contractor.*
e.g. GST @ 2%
***CGST,SGST* *and* *IGST:* *Charge levied on goods and services tax which is credited in the account of income tax department*
e.g. CGST, SGST @ 1%   or IGST @ 2%

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

10. With held amount LOC / testing (Part IV)
    With held amount, if needs to be deducted for lack of LOC amount or ant testing needs to be done after the bill payment
11. Remark of Account Officer *<Display>*

12. Remark of Executive Engineer *<Enter>*

13. Update
    Confirmation made to update the bill

14. Verify
    Confirmation made to verify the bill

Report/Query	How to Access:
	[e-Sanchalan]**::** Reports/Queries → Scheme Reports→ Running Bill

3.4.1.7.   Generate Monthly Account

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

Description of fields on screen:

1. Display the following details:
    o Financial Year
    o Financial Month

2. Generate Monthly Account
   Confirmation made for generation of Monthly Account

3. Verify the generated Monthly Account
   Confirmation made to verify the generated Monthly Account

Business Rules	Form 64.doc Form 80.doc Suspense.doc
Report/Query	How to Access: [e- Sanchalan] **::** Reports/Queries → Account Reports Output at Annexure: 1. Monthly Account (Form 80) 2. Schedule of Revenue (Form 46) 3. Abstract of Expenditure (Form 74) 4. Schedule of works Expenditure (Form 64) 5. Abstract of Monthly Stock A/C 6. Monthly Stock Account Schedule 7. Abstract of Deposits (CPWA 78) 8. Schedules of Deposits 9. Abstract of P.W. Misc. Advance 10. Schedule of P.W. Misc. Advance 11. Suspense Account (CPWA-73) 12. Suspense Stock Manufacture (CPWA-72) 13. Schedule Of Credit and Debit to Remittance

3.4.1.8. Revert Verifications

3.4.1.8.1. Scheme Description (Revert Verification)

Module No.	M-DIV-8
Module Name	Scheme Description (Revert verification)
User	Division Office (EE)

Description	Verification of Scheme Description is reverted by EE at Division Office if the verification is done without correcting the mistakes
How to Access	[e-Sanchalan]:: Division Entries → Executive Engineer → Revert verification → **Scheme Description**
Input Screen:	

<div align="center">

Scheme Description

Show DashBoard

Enter Scheme Code #	2004-306-40707	< Change Scheme
Scheme Name	LWSS Jhalgi Molog in G.P. Rajhana Tehsil & Distt. Shimla HP	
Executing Office	Div.No.1 Shimla 9	

Open Scheme Description

</div>

Description of fields on screen:

1. Enter Scheme Code *<Enter>*
   Displays the following details of Work :
   - Scheme Name

   - Executing Office

2. Open Scheme Description *<Click>*
   Confirmation made to open the Scheme Description

Business Rules	Scheme verification can be opened for own Division only

3.4.1.8.2.   Work Description (Revert Verification)

Module No.	M-DIV–9
Module Name	Work Description (Revert verification)
User	Division Office (EE)
Description	Verification of Work Description is reverted by EE at Division Office if the verification is done without correcting the mistakes
How to Access	[e-Sanchalan]:: Division Entries → Executive Engineer → Revert verification → **Work Description**
Input Screen:	

<div align="center">

Open Work Description

Show DashBoard

Enter Work Id #	2008-1499	< Change Work Id
Scheme Code & Name	T19886-Prov. GWSS to P.C. Habitation of census vill jalf and udli in G.P.malyana in Teh. and Distt Shimla HP.	
Work Nature	Original	
Executing Office	Div.No.1 Shimla 9	
Work Name	1.C/O 2 Nos Spring Intake,2 Nos.Storage tank 5000ltrs cap.C.O Stand post 4 Nos and l;aying and jointing of G.I.Pipes of various dia.	

Open Work Description

</div>

Description of fields on screen:

1. Enter Work Id *<Enter>*

Displays the following details of Work :
- o Scheme Code & Name
- o Work Nature
- o Executing Office
- o Work Name

2. Open Work Description *<Click>*
Confirmation made to open the Work Description

Business Rules	Scheme verification can be opened if Running bills have not been generated

3.4.1.8.3. Agreement Description (Revert Verification)

Module No.	M-DIV–10
Module Name	Agreement Description (Revert verification)
User	Division Office (EE)
Description	Verification of Agreement Description is reverted by EE at Division Office if the verification is done without correcting the mistakes
How to Access	[e-Sanchalan]:: Division Entries → Executive Engineer → Revert verification → **Agreement Description**
Input Screen:	

Revert Verification: Agreement Description

Open Online-Agreement Description

Enter Work Id #	2008-1499 < Change Work Id
Scheme Code & Name	T19886-Prov. GWSS to P.C. Habitation of census vill jalf and udli in G.P.malyana in Teh. and Distt Shimla HP.
Work Nature	Original
Executing Office	Div.No.1 Shimla 9
Work Name	1.C/O 2 Nos Spring Intake,2 Nos.Storage tank 5000ltrs cap.C.O Stand post 4 Nos and l;aying and jointing of G.I.Pipes of various dia.
Contractor Registration ID & Name	938-Geeta Ram Thakur
	Open Work Id

Description of fields on screen:

1. Enter Work Id *<Enter>*
   Displays the following details of Work :
   - o Scheme Code & Name
   - o Work Nature (Original or R/M)
   - o Executing Office
   - o Work Name
   - o Contractor Registration ID & Name

2. Open Work Id *<Enter>*
Confirmation made to open the Agreement Description

Business Rules	Verification cannot be opened if RSOQ or work measurements is done against the Work id

3.4.1.8.4. Revised Schedule of Quantity (Revert Verification)

Module No.	M-DIV-11
Module Name	Revised Schedule of Quantity (Revert verification)
User	Division Office (EE)
Description	Verification of Revised Schedule of Quantity is reverted by EE at Division Office if the verification is done without correcting the mistakes
How to Access	[e-Sanchalan]:: Division Entries → Executive Engineer → Revert verification → **Revised Schedule of Quantity**

Input Screen:

Revert verification: Revised Schedule of Quanti	
Enter Work Id #	2011-1140 < Change Work Id
Scheme Code & Name	t200037-LWSS Tube well Mehli Pujarli in Teh and Distt. Shimla (HP)
Work Nature	Original
Executing Office	Div.No.1 Shimla 9
Work Sr. No. & Name	11.C/O Retaining Wall 1st Stage

Open	Sr.No.	List of Items of Scheme Work	Quantity	Rate	Unit	Rebate(%)
Open	1..	Cutting in earth work in all kinds of soil such as pick work, jumper work, blasing work and chiselling work etc. and disposal of excavated earth as directed within all leads and lifts.	23.7600	85.00	cum	
Open	2..	Excavation in foundation, trenches,etc. in earth work in all kinds of soil such as pick work,jumper work,blasting work, hard blasting and chiselling etc. stacking the excavated soil not more than 3 mtrs. clear from the edge of excavation and then returning the stacked soil in 15cm.layers when required into plinths sides of foundations etc. consolidating each deposited layer by ramming and watering and then disposing of all surplus excavated earth as directed within all leads and lifts.	6.2400	135.00	cum	
Open	3..	Prov. and laying cement concrete 1:6:12 (1cement:4sand:8graded stone agg. 40mm nominal size) and curing complete excluding costof centring and shuttering in				
Open	3.a.	Foundation and plinth	6.2400	3050.00	cum	
Open	4..	Boulder filling behind retaining wall.	6.7500	760.00	cum	
Open	5..	Random rubble masonry/polygnal rubble masonry (uncoursed/brought to courses) with hard stone of approved quality in foundation and plinth including levelling up with cement concrete 1:6:12(1cement:6sand:12graded stone agg.20mm nominal size) in retaining and breast wall.In cement Mortar:1:6(1cement : 6sand).	58.5000	2250.00	cum	

Description of fields on screen:

1. Enter Work Id *<Enter>*

    Displays the following details of Work :
    - Scheme Code & Name
    - Work Nature (Original or R/M)
    - Executing Office
    - Work Sr. No. & Name

    Displays the details of Items of revised Schedule of Quantity in grid with following Columns
    :
    - Open *<click>*
      Confirmation made to open the item of Revised Schedule of Quantity
    - Sr. No.
    - Scheme Code & Name
    - List of Items of Scheme Work
    - Quantity
    - Rate

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

3.4.1.8.5. Material to Issue (Revert Verification)

Module No.	M-DIV-12
Module Name	Material to Issue (Revert verification)
User	Division Office (EE)
Description	Verification of Material to Issue is reverted by EE at Division Office if the verification is done without correcting the mistakes
How to Access	[e-Sanchalan]:: Division Entries → Executive Engineer → Revert verification → **Material to Issue**

Input Screen:

Revert Verifivation: Material to Issue

Enter Work Id#	2011-1140 < Change Work Id
Scheme Code & Name	t200037-LWSS Tube well Mehli Pujarli in Teh and Distt. Shimla (HP)
Work Nature	Original
Executing Office	Div.No.1 Shimla 9
Work Sr. No. & Name	11.C/O Retaining Wall 1st Stage

Material to Issue

Open	Item Category	Item Description	Quantity	Rate	Unit	To Issue at Store
Open	G.I.Pipe plain end	20 mm dia - Medium G.I. Pipe	20.0000	20.00	metre	IPH Store Mehli, Shimla
Open	Cement	Portland Pozzolanna Cement	110.0000	230.00	Bags	IPH Store Mehli, Shimla

Description of fields on screen:

1. Enter Work Id *<Enter>*

   Displays the following details of Work :
   - o Scheme Code & Name
   - o Work Nature (Original or R/M)
   - o Executing Office
   - o Work Sr. No. & Name

   Displays the details of Material to Issue in grid with following Columns :
   - o Open *<click>*
     Confirmation made to open the item of material to issue
   - o Item category
   - o Item Description
   - o Quantity
   - o Rate
   - o Unit
   - o To issue at Store

Business Rules	Verification cannot be opened if Material Consumption entries are done against the Work id

3.4.1.8.6. Work Measurements (Revert Verification)

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

Input Screen:

Revert Verification: Work Measurements

Field	Value
Sub-Division #	Shimla No. 1 Sub Division
Section #	Kasumpti Section
M.B. Number #	2188
Work Id #	2011-1140 < Change Work Id
Agreement By Office	Div.No.1 Shimla 9
Scheme Code & Name	t200037-LWSS Tube well Mehli Pujarli in Teh and Distt. Shimla (HP)
Work Nature	Original
Executing Office	Div.No.1 Shimla 9
Work Sr. No. & Name	11.C/O Retaining Wall 1st Stage

Revised Schedule of Quantity

Sr.No.	List of Items of Work	Quantity	Rate Unit
1..	Cutting in earth work in all kinds of soil such as pick work, jumper work, blasing work and chiselling work etc. and disposal of excavated earth as directed within all leads and lifts.	23.7600	85.00 cum
2..	Excavation in foundation, trenches,etc. in earth work in all kinds of soil such as pick work,jumper work,blasting work, hard blasting and chiselling etc. stacking the excavated soil not more than 3 mtrs. clear from the edge of excavation and then returning the stacked soil in 15cm.layers when required into plinths sides of foundations etc. consolidating each deposited layer by ramming and watering and then disposing of all surplus excavated earth as directed within all leads and lifts.	6.2400	135.00 cum
3..	Prov. and laying cement concrete 1:6:12 (1cement:4sand:8graded stone agg. 40mm nominal size) and curing complete excluding costof centring and shuttering in		
3.a.	Foundation and plinth	6.2400	3050.00 cum
4..	Boulder filling behind retaining wall.	6.7500	760.00 cum

Description of fields on screen:

1. Sub Division *<Select>*
2. Section *<Select>*
3. M.B. Number *<Select>*
4. Work Id *<Enter>*
   Displays the following details of Work :
   o Agreement by office
   o Scheme Code & Name
   o Work Nature (Original or R/M)
   o Work Sr. No. & Name

   Displays the details of Revised Schedule of Quantity in grid with following Columns :
   o Sr. No.
   o List of Items of Work
   o Quantity
   o Rate
   o Unit

5. On click of any item of Revised Schedule of Quantity, display the measurements for the

selected item in the following columns:

Revert Verification: Work Measurements						
Sub-Division #	Shimla No. 1 Sub Division					
Section #	Kasumpti Section					
M.B. Number #	2188					
Work Id #	2011-1140	< Change Work Id				
Agreement By Office	Div.No.1 Shimla 9					
Scheme Code & Name	t200037-LWSS Tube well Mehli Pujarli in Teh and Distt. Shimla (HP)					
Work Nature	Original					
Executing Office	Div.No.1 Shimla 9					
Work Sr. No. & Name	11.C/O Retaining Wall 1st Stage					

1. Revised Schedule of Quantity : Item of Work

Item Sr. No. #	1..
Item Description	Cutting in earth work in all kinds of soil such as pick work, jumper work, blasing work and chiselling work etc. and disposal of excavated earth as directed within all leads and lifts.
Item Quanity #	23.7600 cum
Item Rate #	85.00
	< Change Item

2. Measurement Description

Open	Entry No.	Sub-Entry	Entry Date	Measurement Details	Measurement	Quantity	Unit
Open	1/1..	1	25/09/2011	Test	20	20.0000	
Open	1/1..	2	25/09/2011	Test	2	2.0000	

Description of fields on screen:

- o Item Sr. No. *<Display>*
- o Item Description *<Display>*
- o Item Quantity *<Display>*
- o Item Rate *<Display>*

Display the measurements in grid with following columns:
- o Open *<Click>*
  Confirmation made to open the entry of work measurement
- o Entry Number *<Display>*
- o Sub Entries *<Display>*
- o Entry Date *<Display>*
- o Measurement Details *<Display >*
- o Measurement *<Display>*
- o Quantity *<Display>*
- o Unit *<Display>*

Business Rules	Verification cannot be opened if Running bill is generated for given measurements

3.4.1.8.7. Other Measurements (Revert Verification)

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

Other Measurements

Input Screen:

Revert Verification: Other Measurement		
Sub-Division #	Shimla No. 1 Sub Division	
Section #	Kasumpti Section	
M. B. Number #	4	
Enter Entry No. #	81	< Change Entry No.
Scheme Code & Name #		
Work Nature #	Original	
Work Sr. No. & Name#	Other Works (Miscellaneous)	

Open	Entry No.	Entry Date	Entry Type	Description	Amount
Open	81	22/07/2011	Energy Charges	CHARGABLE TO :- Stock Storage AGENCY :- HPSEB ACCOUNT NO :- 6254852215 BILL NO. :- 8512195 DATED :- 15/10/2010 PERIOD :- 1/9/2011 to 30/9/2011 DETAIL & ABSTRACT ---------------------- Energy Charges = Rs. 270 Meter rent = Rs. 180 Service Charges= Rs. 50 TOTAL = Rs. 500 Bill verified for Rs. 500	500.00

Description of fields on screen:

1. Sub Division *<Select>*
2. Section *<Select>*
3. M.B. Number *<Select>*
4. Enter Entry Number *<Enter>*
   Displays the following details of Work :
   o Scheme Code & Name
   o Work Nature (Original or R/M)
   o Work Sr. No. & Name

   Displays the details of Material to Issue in grid with following Columns :
   o Open *<click>*
      Confirmation made to open the other measurements in MB
   o Entry Number
   o Entry Date
   o Entry Type
   o Description
   o Amount

Business Rules	Verification cannot be opened if Payment is done for given measurement

3.4.1.8.8. Open Material Balance (Revert Verification)

Module No.	M-DIV-15
Module Name	Open Material Balance (Revert verification)
User	Division Office (EE)
Description	Verification of Material Balance is reverted by EE at Division Office if the verification is done without correcting the mistakes
How to Access	[e-Sanchalan]:: Division Entries → Executive Engineer → Revert verification → **Open Material Balance**

Input Screen:

Open Material Balance

Show DashBoard

Division #	Div.No.1 Shimla 9
Financial Year #	2019
Month #	October

UnVerify   Delete

Description of fields on screen:

1. Division *<Display>*

2. Financial Year *<Display>*
   Display the Latest financial year of generated material return

3. Month *<Display>*
   Display the Latest financial month of generated material return

4. Unverify
   Confirmation made to open the material return entry

5. Delete
   Confirmation made to Delete the material return entry

Business Rules	

3.4.1.8.9. Open Indents (Revert Verification)

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

Input Screen:

Description of fields on screen:

1. Division *<Display>*

2. Displays the following options to open the indents:
   o Verified by SDO
   Displays the indents verified by SDO but not yet approved by Exen. Reverted indents will be sent back to JE

   o Approved by Exen
   Displays the indents approved by Exen but not yet delivered from Store. Reverted indents will be sent back to SDO

   o Rejected by Exen
   Displays the indents rejected by Exen. Reverted indents will be sent back to Exen for approval

   o Delivered from store
   Displays the indents delivered from store but not yet taken in stock account. Reverted indents will be sent back to Store for delivery

   o Account Branch
   Displays the indents taken in stock account but account not yet verified. Reverted indents will be sent back to Account branch

   Displays the data in grid with following columns:

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

3. Open *<Click>*
Click to open the selected Indents

Business Rules	

3.4.1.8.10. Delete Unverified Indents (Revert Verification)

Module No.	M-DIV–17
Module Name	Delete unverified Indents (Revert verification)
User	Division Office (EE)
Description	Unverified indents can be deleted by EE at Division Office if the indents are raised by mistake
How to Access	[e-Sanchalan]:: Division Entries → Executive Engineer → Revert verification → **Delete Unverified Indents**

Input Screen:

Description of fields on screen:

1. Division *<Display>*

2. Displays the following data in grid:
Displays the unverified indents with following details
- Check to Select
  Select the record to be delete
- Indent by
- Indent number
- Indent to (Office)

3. Delete *<Click>*
Click to delete the selected Indents

Business Rules	

3.4.1.8.11. Open Goods Receipt (Revert Verification)

Module No.	M-DIV-18
Module Name	Open Goods Receipt (Revert verification)
User	Division Office (EE)
Description	Verification of Goods Receipt is reverted by EE at Division Office if the verification is done without correcting the mistakes
How to Access	[e-Sanchalan]:: Division Entries → Executive Engineer → Revert verification → **Open Goods Receipt**
Input Screen:	

Open Goods Receipt
Show DashBoard

Division=	Div.No.1 Shimla 9
GR Details	2010-7[Bharari Section]
Amount	500.00
	UnVerify

Description of fields on screen:

1. Division *<Display>*

2. GR Details *<Select>*
   Display the verified GRs for which the payment is not yet done

3. Amount *<Display>*
   Display the Amount of the selected GR

4. Unverify
   Confirmation made to open the Goods Receipt

Business Rules	

3.4.1.8.12. Water Bills (Revert Verification)

Module No.	M-DIV–19
Module Name	Water Bill (Revert verification)
User	Division Office (EE)
Description	Verification of water bill is reverted by EE at Division Office if the verification is done without correcting the mistakes
How to Access	[e-Sanchalan]:: Division Entries → Executive Engineer → Revert verification → **Water Bill**
Input Screen:	

Description of fields on screen:

1. Division *<Display>*

2. Sub Division *<Select>*

3. Section *<Select>*

4. Bill Deposit Location *<Select>*

5. Period *<Select>*

6. Unverify
   Confirmation made to open verified water bills

Business Rules	

3.4.1.8.13. Update adv/outstanding amount (Revert Verification)

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

Input Screen:

Update Out/ Adv Amount
Show DashBoard

Division: #	Div.No.1 Shimla 9
Sub Division: #	Ghanahatti Sub Division
Section: #	Dhami Section
Bill Deposit Location: #	Dhami
Account No. / Owner Name (3 Characters): *	ram
Account Number: #	H/116 (Consumer Name-Jagaru Ram Sharma)

Account Holder's Name: #	Jagaru Ram Sharma S/O --
Online Account Number:	GHN000557604
Advance Amount:	0.00
Outstanding Amount:	0.00

Save

Description of fields on screen:

1. Division *<Display>*

2. Sub Division *<Select>*

3. Section *<Select>*

4. Bill Deposit Location *<Select>*

5. Account no. / Owner name (3 characters) *<Enter>*

6. Account Number *<Select>*

7. Account holder's Name *<Display>*

8. Online Account Number *<Display>*

9. Advance Amount *<Display/Edit>*
   Display the advance amount of selected consumer bill

10. Outstanding Amount *<Display/Edit>*
    Display the outstanding amount of selected consumer bill

11. Update
    Confirmation made to update water bills

Business Rules	

3.4.1.8.14. Rectify Water Bills

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

Description	Water bill advance/outstanding amount is reverted by EE at Division Office if the bills are verified without correcting the mistakes
How to Access	[e-Sanchalan]:: Division Entries → Executive Engineer → Revert verification → **Rectify Water Bills**

Input Screen:

Rectify Water Bills

Show DashBoard

Office Details

Division	Div.No.1 Shimla 9
Sub Division	Ghanahatti Sub Division
Select Section#	Dhami Section
Select Water Bill Deposit Location#	Dhami
Period of Billing#	01/02/2018 - 31/03/2019
Search By :	○ Ledger No. ● Consumer Name ○ Online Account No.
Consumer Name :	ram
Account No.#	H/36 (Khyali Ram)

< Back

Connection Details

Account Holder Details

Period From	Period To	Connection Type	Rate(/KL)	Bill Amount(Rs.)
01/02/2018	31/03/2018	Domestic (Without Meter)	31.40	62.80
01/04/2018	31/03/2019	Domestic (Without Meter)	34.54	414.48
				477.28

Online Account Number	GHN000545179
Advance Amount paid(in Rs.)	0.00
OutStanding Amount(to be Paid)(in Rs.)	0.00
Total Bill(to be paid by due date)(in Rs.)	477.28
Surcharge on total amount(in Rs.)	47.73
Amount to be paid after due date	525.01

Save

Description of fields on screen:

1. Office *<Display>*

2. Section *<Select>*

3. Water Bill deposit location *<Select>*

4. Period of billing *<Select>*

5. Search by *<Select>*
   o Ledger number
     Search the consumer by ledger number

   o Consumer Name
     Search all the consumer by consumer name

   o Online Account Number
     Search the consumer by online account number

6. Account Number *<Select>*
   Select the manual account number of the consumer

7. Account Holder details
   Enter the manual account number of the consumer

   Displays the following data in grid period wise:
   - Period From
   - Period To
   - Old Readings (for metered connections only)
   - New Readings (for metered connections only)
   - Connection Type
   - Rate
   - Bill Amount

8. Online Account Number *<Display>*

9. Outstanding amount (to be paid) (in Rs.) *<Display/Edit>*

10. Advance Amount paid (in Rs.) *<Display/Edit>*

11. Total Bill to be paid by due date (in Rs.) *<Display>*

12. Surcharge (in Rs.) *<Display>*

13. Save
    Confirmation made for the above entries

Business Rules	
Notes & Issues	Bills should be rectifies before distributing the manual copy of bill to consumer
Report/Query	How to Access: [e- Sanchalan] **::** Reports/Queries → Water bill Reports → Various Water Bill reports

3.4.2. Account Officer

3.4.2.1 Verification of Running Bill

Module No.	M-DIV-22	
Module Name	Verification of Running Bill	
User	Divisional Office (EE)	
Description	EE verifies the running bill	
How to Access	[e-Sanchalan]:: Division Entries → Account Officer → **Running Bills submit for Verification**	
Pre Process	[e-Sanchalan]:: Division Entries → Account Branch → Dashboard → **Submit Running Bill to Account Officer**	
Pre Process Sequence	**Sr.No.**	**Module**	**Office**
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]:: Scheme Entries → **Work Description**	Division
	3.	[e-Sanchalan]:: Division Entries → (C)orrespondence Branch→ **Work Agreement Description**	Division
	4.	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Revised Schedule Of Quantity**	Division
	5.	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Material To issue**	Division
	6.	[e-Sanchalan]::Section (site) Entries → Work Measurement → **Work Measurements (Offline)**	Section
	6.1.	Download DTS and Offline Module	Section
	6.2.	Entry in Downloaded Offline file	Section
	6.3.	Upload Measurements	Section
	7.	[e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification →**Work Measurements**	Sub Division
	8.	[e-Sanchalan]::Sub Division Entries → Sub Division→ **Generate running bill**	Sub Division
	9.	[e-Sanchalan]:: Sub Division Entries → Sub Division Officer → Running Bills (SD) → **Submit Running Bill to Account Branch**	Sub Division
	10.	[e-Sanchalan]:: Division Entries → Account branch → Dashboard → **Submit Running Bill to Account officer**	Division
Post Process	[e-Sanchalan]:: Division Entries → Executive Engineer→ Dashboard → **Verify Running Bill**	
Input Screen:		

Description of fields on screen:

1. Display the list of Running bills that are submitted for verification:
   - Submit to Verification *<Click>*
     Click to view and Verify Running Bill

   - Running Bill
     Display the Work Id, Running Bill No., M.B. Number and section of the running Bill

2. On click of 'Submit to Verification' open the Generate Running Bill Screen

Remarks		
		(Max.1000 Chars.)

2. Abstract of Measurement

Sr.No.	List of Items of Scheme Work	Qty Measured Previously	Qty Measured Currently	Amount Release Currently	With Held Amount Released Currently
1..	Rewinding of 100 HP motor Kirloskar make 2940 RPM 415-VOLTS 50HZ with super copper wire BIC/Devi Dyal make as per ISI specifications.	0.0000	100.0000	35000.00	0.
2..	P/F main leads glass wire single fore suitable for 100 HP motor for kirloskar make.	0.0000	7.0000	2100.00	0.
3..	P/F thimbles for main leads for 100HP motor for kitloskar make.	0.0000	6.0000	600.00	0.
4..	P/F fibre sibre stick for motor slot 100 HP motor for kirloskar make.	0.0000	48.0000	3360.00	0.
5..	P/F new terminal plate for 100 HP motor.	0.0000	1.0000	1200.00	0.
6..	Repair of stamping slot and chemical wash for 100 HP motor.	0.0000	1.0000	1100.00	0.
7..	P/F Ball bearing DE 6314 SKF C3 make for 100 HP motor.	0.0000	1.0000	2500.00	0.
8..	P/F ball bearing ND 6311 SKF C3 make for 100 HP motor.	0.0000	1.0000	2300.00	0.
9..	Motor rotor shaft welding and turning make the ball bearing size for 100 HP motor	0.0000	2.0000	2200.00	0.
10..	Rotor balancing for 100 HP motor.	0.0000	1.0000	800.00	0.
11..	Motor cover housing sleeves for 100 HP motor.	0.0000	2.0000	2200.00	0.
12..	Dismentalling and refixing of motor commissioning and testing at site for 100 HP motor.	0.0000	1.0000	2000.00	0.

3. Recovery

3.a.I Royalty of Items

Items for Royalty	Qty Recovered Previously	Amt. Recovered Previously	Qty Recovered Now	Unit	Rate(Rs.)of Recovery per unit
Sand	0.0000	0.00	0.0000	cum	10.00
Stone	0.0000	0.00	0.0000	cum	20.00
Aggregrate	0.0000	0.00	0.0000	cum	12.00

3.a.II Panchyat Tax on Royalty

Items	Qty Recovered Previously	Amt. Recovered Previously	Qty Recovered Now	Unit	Rate(Rs.) of Recovery per unit
Truck	0.0000	0.00	0.0000	nos	10.00
Trolley	0.0000	0.00	0.0000	nos	5.00

3.b Empty Material

Empty Material	Qty Recovered Previously	Amt. Recovered Previously	Qty Recovered Now	Unit	Rate(Rs.) of Recovery per unit
Cement Bag	0.0000	0	0.0000	Bags	2.00

3.c Material Used

Machinery Name	Remarks	Qty Recovered Previously	Amt. Recovered Previously	Qty Recovered Now	Unit	Rate(Rs.) of Recovery per unit
Moveable (Truck)		0.0000	0	0.0000	Km	20.00
Immovable		0.0000	0	0.0000	1 Hour	0.00

4. Deductions

Deduction Type	Amount Deducted Previously	To be Deducted Now
Income Tax	0.00	☑
Security	0.00	☑
Sale Tax	0.00	☑
Labour Cess	0.00	☑

5. Miscellaneous Deductions

Enter Amount	
Type	-SELECT- ▾ Add

Miscellaneous Deduction	0.00 Rs.

Update Running Bill   Verify Runing Bill

Description of fields on screen:

1. Display the Selected option (to generate Abstract of Measurements according to):
   - Division
   - Sub Division
   - Section

2. Section

3. Work ID
   Displays the following details:
   - Scheme Code & Name
   - Work Nature (Original or R/M)
   - Executing Office
   - Work Serial No. & Name
   - Agreement type (Item rate, Percentage rate and lump sum rate)

4. Running bill number
   - Date of running bill Generated
   - MB for running bill Entry
   - Payment By
   - Is final bill

5. Actions on Running Bill
   Actions on Running bill can be specified:
   - Advance to be Given
   - Advance Given Previously
   - Deduct advance
   - Advance deducted previously
   - Lump sum amount
     *It is applicable only for **lump sum** tendered works*
   - Lump sum amount Previously
     *It is applicable only for **lump sum** tendered works*
   - With held amount
   - With held amount previously
   - Release from with held amount
   - Amount released previously
   - Add Duties (VAT & Excise Duty)
   - Duties added previously

    o Adjust earnest money

6. Abstracts of Measurements
   Display details with the following columns:
   Display those abstract of measurements which are not been considered in the previous running bill
   ➢ Item Sr. No.
   ➢ List of Items of Scheme work

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

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

   7.a.i Royalty of Mining Material: (Sand, Stone and Aggregate)
     It is the mining material (Sand, Stone and Aggregate) used by the contractor, amount is recovered from the bill and is credited to the head of mining department
     Display the following Columns:
   • Items of Royalty
   • Quantity recovered Previously
   • Amount recovered Previously
   • Quantity recovered Now
   • Unit
   • Rate (Rs.) of Recovery Per Unit

   7.a.ii Panchyat Tax on Royalty : (Truck and Trolley)
     Display the following Columns:
   • Items
   • Quantity recovered Previously
   • Amount recovered Previously
   • Quantity recovered Now
   • Unit
   • Rate (Rs.) of Recovery Per Unit

   7.a.iii Empty Material such as empty cement bags etc. which are not returned by the contractor:
     Display the following Columns:
   • Empty Material
   • Quantity recovered Previously
   • Amount recovered Previously
   • Quantity recovered Now
   • Unit

- Rate (Rs.) of Recovery Per Unit

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

- Machinery name
- Remark
- Quantity recovered Previously
- Amount recovered Previously
- Quantity recovered Now
- Unit
- Rate (Rs.) of Recovery Per Unit

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

   ***<u>Security:</u> *It is caution money that is kept hold with the department for a specific period of time to minimize the unforeseen risk and is refundable to contractor*
   e.g. *10% on (0-1 lac)*
          7.50% on (1 lac-2 lac)
          5 % on (2 lac- above)
   ***<u>Income Tax:</u> *Tax levied on the income earned by the contractor and may include Surcharge & education cess.*
   e.g. *Income Tax @ 2%*
         Education cess @ 3 % on Income Tax
   ***<u>Sale Tax:</u> *Tax levied on the selling price of goods and services by the contractor.*
   e.g. *Sale Tax @ 2%*
   ***<u>Labour Cess:</u> *Charge levied on utilization of labour which is credited in the account of labour department*
   e.g. *Labour Cess @ 1%*

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

10. Update
    Confirmation made to update the bill

11. Verify
    Confirmation made to verify the bill

Report/Query	How to Access:
	[e-Sanchalan]**::** Reports/Queries → Scheme Reports→ Running Bill

3.4.2.2 Other Measurements

Module No.	M-DIV–23	
Module Name	Other Measurements	
User	Account Officer	
Description	Account Officer checks and forwards the Other Measurements of MB submitted by Account Branch	
How to Access	[e-Sanchalan]::Account Officer→ Dashboard → **MB Entry (other) for verification**	
Pre Process	[e-Sanchalan]:: Account Branch → Dashboard →**MB Entry (Other) for verification**	

Pre Process Sequence	Sr. No.	Module	Office
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sanchalan]::Section (site) Entries → Measurement(s) → **Other Measurements**	Section
	3.	[e-Sanchalan]::Sub Division Entries → Sub Division officer→ Verification → **Other Measurements**	Sub Division
	4.	[e-Sanchalan]:: Account Branch → Dashboard →**MB Entry (Other) for verification**	Division

Post Process	[e-Sanchalan]:: Division Entries → Executive Engineer → Verification → **Other measurement**
Input Screen :	

Other Measurements

Show DashBoard

Section #	Kasumpti Section ▼
M. B. Number #	28 ▼
Chargeable To#	⦿ Scheme ◯ Stock
Enter Scheme Code #	V010101010101 ☑ Various Schemes [< Change Scheme]
Scheme Name #	Various Schemes of Kasumpti Section
Work Nature #	◯ ⦿ Original Repair/Maintenance
Measurement Type #	Other Works (Miscellaneous) ▼
Measurement Entries	
Entry Number #	New
Entry Date #	13/12/2011
Scheme Group #	-SELECT- ▼
Entry Type #	-SELECT- ▼
Description #	(Max. 3000 Characters)
Amount (In Rs.) #	
Payment By #	-SELECT- ▼
	[Submit to Assistant Engineer] [Save] [Clear]

Select	Entry No.	Entry Date	Entry Type	Description	Amount
Select	81	22/07/2011	Energy Charges	CHARGABLE TO :- Stock Storage AGENCY :- HPSEB ACCOUNT NO :- 6254852215 BILL NO. :- 8512195 DATED :- 15/10/2010 PERIOD :- 1[Click Select Button to select] DETAIL & ABSTRACT ---------------------- Energy Charges = Rs. 270 Meter rent = Rs. 180 Service Charges= Rs. 50 TOTAL = Rs. 500 Bill verified for Rs. 500	500.00

Description of fields on screen:

1. Section Name *<Display>*
2. MB No. *<Select>*
3. Scheme Code & Get Details *<Enter>*
   Displays the following details
   - Scheme Name
   - Work Nature (Original or R/M)
   - Measurement Type *<Display>*

   Display the measurements entered by J.E. in a grid and SDO may update/Verify it by selecting it from the grid:
   - Select *<Click>*
   - Entry Number
   - Entry Date
   - Entry type
   - Description
   - Amount

4. Verify
   Confirmation made for verification of the selected item

Report/Query	How to Access: [e-Sanchalan] **::** Reports/Queries → Scheme reports → Work Measurements

3.4.2.3 Goods Receipt at Store

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

Input Screen:

Goods Receipt at Store

Section #	IPH Store Mehli, Shimla ▾
Options #	◉ Add New ○ Allocate to Multiple Work ○ Update/Verify **GR No. #** New
GR Date #	23/07/2011 📅

1. Purchase Supply Details

Order Number #	_____ (Max. 50 Characters)
Order Date #	21/10/2011 📅
Order Placed By #	-SELECT- ▾ -SELECT- ▾ ☐ Other Agency
Supplier Name #	_____ (Max. 200 Characters)
Remarks (If Any)	_____ (Max. 200 Characters)
Payment to be Made by Office #	Div.No.1 Shimla 9 ▾

2. Item Details

Invoice No. #	_____ (Max. 50 Characters)	Invoice Date #	21/10/2011 📅
Item Category #	-SELECT- ▾	Item#	-SELECT- ▾
Quantity as per Invoice #	_____ Unit -SELECT- ▾	Item Rate as per Invoice #	_____
Quantity as per Department #	_____ Unit ▾	Store Issue Rate #	_____

Add Item

3. Extra Charges

Sr. No.	Charge Type	Amount
1	Service Charges	
2	Inspection Charges	
3	VAT	
4	Frieght	
5	Education Cess	
6	Incidental Charges	
7	Excise Duty	

4. Amount to be Deducted

Amount (In Rs.) #	0

5. GR Amount

Item Amount	0
Extra Charges	0
Amount Deducted	0
Total GR Amount	0

Include this GR in:

☑ Whether MPSA/ CSSA/ PW Misc. advance

○ Material purchase suspense account   ○ Cash Settlement Suspense Account   ○ PW miscellaneous advance

Save   Verify   Reset

Description of fields on screen:

1. Section Name *<Select>*

2. Options (1.Add New 2. Update/verify) *<Select>*
   2a. If Add new Option is Selected:
      o GR Date *<Auto Gen or Select>*
         By default display the current date
      o Bill No. *<Select> & Get Details*
      o Order Number *<Enter>*

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

Enter the details of the items:
- o Invoice No.
- o Invoice Date
- o Item Category
- o Item
- o Quantity as per invoice
- o Unit
- o Item Rate as per invoice
- o Quantity as per Dept.
- o Item Rate
- o Add
  Display the items added in the grid and these may be updated

3. Enter the following Extra Charges
   - o Service Charges
   - o Inspection Charges
   - o VAT
   - o Freight
   - o Education Cess
   - o Incidental Charges
   - o Excise Duty

4. Include this GR in:
   - o Material purchase Suspense Account
     MPSA option is selected when the material has been purchased and the payment is not yet done by the department
   - o Cash settlement suspense account
   - o PW Misc Advance
     PW misc advance option is selected when the payment was already made for the material received now. Select payment number from the list of pending PW misc advance payments

5. Amount to be Deducted (If Any) *<Enter>*

6. Save *<Click>*
   Confirmation made for the above entries and good receipt number is generated automatically

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

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

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

3.4.2.4 Generation Monthly Account

Module No.	M-DIV–25
Module Name	Generation Monthly Account
User	Division Office (AO)
Description	Monthly Accounts are generated by accounts officer at Division Office
How to Access	[e-Sanchalan]:: Division Entries → Account Officer → **Generate Monthly Account**
Input Screen:	

Description of fields on screen:	

1. Display the following details:
   - o Financial Year
   - o Financial Month

2. Generate Monthly Account
   Confirmation made for generation of Monthly Account

3. Verify the generated Monthly Account
   Confirmation made to verify the generated Monthly Account

Business Rules	Form 64.doc Form 80.doc Suspense.doc
Report/Query	How to Access: [e- Sanchalan] :: Reports/Queries → Account Reports Output at Annexure: 1. Monthly Account (Form 80) 2. Schedule of Revenue (Form 46) 3. Abstract of Expenditure (Form 74) 4. Schedule of works Expenditure (Form 64) 5. Abstract of Monthly Stock A/C 6. Monthly Stock Account Schedule 7. Abstract of Deposits (CPWA 78) 8. Schedules of Deposits 9. Abstract of P.W. Misc. Advance 10. Schedule of P.W. Misc. Advance 11. Suspense Account (CPWA-73) 12. Suspense Stock Manufacture (CPWA-72) 13. Schedule Of Credit and Debit to Remittance

3.4.2.5 Revert Verification

3.4.2.5.1.   Delete Running Bill

Module No.	M-DIV–26
Module Name	Delete Running Bill
User	Division Office (AO)
Description	Running Bill is reverted by Account officer at Division Office if there is any mistake in generation of running Bill
How to Access	[e-Sanchalan]:: Division Entries → Account Officer → Revert verification→**Delete Running Bill**

Input Screen:

Revert Back Running Bill

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

Revert Running Bill

⚠ You are going to do a important transaction.user will be resposible of any data loss .it will delete the material consumption and other entries related to the running bill. Please cross check the transaction details before doing transaction.

Description of fields on screen:

1. Sub Division <*Select*>

2. Section <*Select*>

3. Work Id <*Enter*>
    Displays the following details:
    o   Scheme Code & Name
    o   Work Nature (Original or R/M)
    o   Executing Office
    o   Work Serial No. & Name
    o   Running Bill Number <*Select*>
    Display the following details:
    o   M.B. for Running Bill Entry
    o   Payment by
    o   Is Final Running Bill
    o   Agreement Type

4. Revert Running Bill
    Confirmation made to revert the Running Bill

3.4.2.5.2. Running Bill (Revert Verification)

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

Input Screen:

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

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

Description of fields on screen:

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

   Displays the following details of Work :
   o Scheme Code & Name
   o Work Nature (Original or R/M)
   o Executing Office
   o Work Sr. No. & Name

4. Running Bill Number <Select>

   Displays the details of Running Bill with following Columns :
   o M.B. foe Running Bill Entry
   o Payment By
   o Is Final Bill
   o Debit to Work
   o Agreement Type

5. Open <Click>
   Confirmation made to open the running bill

Business Rules	Verification cannot be opened if Payment is done for given Running Bill

3.4.2.5.3.   Receipt Voucher (Revert Verification)

Module No.	M-DIV–27
Module Name	Receipt Voucher (Revert verification)
User	Division Office (AO)
Description	Verification of Receipt Voucher is opened by AO at Division Office if the verification is done without correcting the mistakes
How to Access	[e-Sanchalan]:: Division Entries → Account Officer → Revert verification → **Receipt Voucher**
Input Screen:	

Description of fields on screen:

1. Receipt At Office *<Select>*
2. Voucher *<Enter> &* get Details

   Displays the following details of Work :
   - Receipt Type
   - Receipt Amount (Rs.)
   - Voucher Description

3. Open *<Click>*
   Confirmation made to open the voucher

Business Rules	Verification cannot be opened if the Monthly Account of that month is verified

3.4.2.5.4.   Payment Voucher (Revert Verification)

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

Input Screen:

Revert Verification : Payment Voucher	
Open Payment Voucher	
Payment At Office	Div.No.1 Shimla 9
Voucher No. # (YYYY/M/N)	2011/7/6 < Change
Payment Type	Deposit of Contractor
Payment Amount (Rs.)	5632
Voucher Description	Payment Made To Contractor On A/C Of Security For Rs.=5632/-
	Open Voucher

Description of fields on screen:

1. Payment At Office *<Select>*
2. Voucher No. *<Enter>* & get Details

   Displays the following details of Work :
   o Payment Type
   o Payment Amount (Rs.)
   o Voucher Description

3. Open *<Click>*
   Confirmation made to open the voucher

Business Rules	Verification cannot be opened if the Monthly Account of that month is verified

3.4.2.5.5.   Adjust Running Bill Memo

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

Adjust Running Bill Memorandum

Select Division #	Div.No.1 Shimla 9 ⌄
Enter Work Id #	
Enter Running Bill No. #	-SELECT- ⌄

Memorandum Payment Details

A. Payment on Basis of measurements	Previously	Currently(Rs.)
1. Actual Amount (after item wise rebate, if any)		
2.Amount(after item wise release,if any)		
3. With held Amount for Testing		
4. Release Amount (A.2 - A.3)		
5. Release from Left out Amount		
6. Total Release Amount (A.4 + A.5)		
7. Secure Advance		
8. Net Release amount (A.6 + A.7)		

B. Recoveries		
1. Deduct Advance (If any)		
2. Material		
3. Machinery		
Total B:		
C. Debit to Work		
A.9 - B		
Add Duties (Excise/Vat etc.)		
Total C: (Debit to Work):		
D. Deductions:		
1. Security		
2. Income Tax		
3. Sale Tax		
4. Labour cess		
5.a Recovery of Housing Charges		0
5.b Recovery of Energy Charges		0
5.c Compensation on a/c of non completion of work		0
Total (5.a+5.b+5.c)		
6. Royality		
7. Empty Material		
8. With Held Amount For Want of LOC/Testing		
Net Payable to Contractor (C-D)		

[Update]

Description of fields on screen:

1. Select Division *<Select>*

2. Enter Work Id *<Enter>*

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

   A. Payments on the basis of Measurements:
   o Actual Amount (after Item wise rebate, if any) *<Display / Edit>*
   o Amount (after item wise release, if any) *<Display / Edit>*

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

B. Recoveries:
- o Deduct Advance (if any) *<Display / Edit>*
- o Material *<Display / Edit>*
- o Machinery *<Display / Edit>*
- o Total B *<Auto calc>*

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

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

4. Update
   Confirmation made to Update the Memorandum

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

3.4.2.5.6.   Remove Final Bill

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

Remove Final Bill
Show DashBoard

Select Division *	Div.No.1 Shimla 9
Enter Work Id *	2019-14018
Enter Running Bill No. *	1
Is Final Bill *	☑

Save

Description of fields on screen:

1. Select Division *<Display>*
2. Enter Work id *<Enter>*
3. Running bill number *<Select>*
4. Is final bill *<Display>*
5. Open *<Click>*
    Confirmation made to open the voucher

Business Rules	Selected bill should be 'Final'

3.4.2.5.7. Unverify Stock Account

Module No.	M-DIV-31
Module Name	Unverify Stock Account
User	Division Office (AO)
Description	Verification of Stock Account is opened by AO at Division Office if the verification is done without correcting the mistakes
How to Access	[e-Sanchalan]:: Division Entries → Account officer → Revert verification → **Unverify Stock Account**

Input Screen:

Unverify Stock Account
Show DashBoard

Office *	Div.No.1 Shimla 9
Store *	-SELECT-
Financial Year *	-SELECT-
Select Month *	-SELECT-

Verify

Description of fields on screen:

1. Office *<Display>*
2. Store *<Select>*
3. Financial Year *<Select>*
4. Select Month *<Select>*
5. Unverify *<Click>*
    Confirmation made to open the voucher

| Business Rules | Verification cannot be opened if the Monthly Account of that month is verified |

3.4.3.   (D)rawing Branch

3.4.3.1.   Scheme Description (Temporary/Budgeted/Deposited)

3.4.3.1.1. Temporary

Module No.	M-DIV-32
Module Name	Scheme Description-Temporary
User	Division Office (Drawing Branch)
Description	Schemes for which budget codes are not available i.e., Schemes Either don't have budget codes or are appearing as RNS for the very first time
How to Access	[e-Sameeksha]:: Scheme Entries → Scheme Description → **Temporary**

Input Screen:

Description of fields on screen:

1.   Display the Department Name

2.   Scheme Code *<Auto Gen>*

3.   Enter Scheme Name (English) *<Enter>*
     Mention the details of the work to be executed for example, LWSS from Shimla to Vikasnagar

4.   Enter Scheme Name (Hindi) *<Enter>*
     Mention the details of the work to be executed in Hindi

5.   Select the following details:

     o   District/Tribal Area

o Executing Office
Display the list of Executing Offices i.e., name of the division offices

o Scheme Type
Mention Scheme Type namely, Bridges, Building (Non Residential), Field Channels, Flood Protection, FIS, LIS, WSS-LWS, WSS-GWS etc.

o Program Type
Mention the Program Type namely AIBP, ARWSP,AUWSP, Bharat Nirman, CAD, Major Irrigation, minor Irrigation etc.

o Program Sub Type (If any)

6. Enter Expected Date of Completion
Mention the expected end date to execute the Scheme

7. Enter Start Year *<Enter>*
Mention the Start Year when the Scheme is to be executed

8. Select Start Month
Display the Months from January to December

9. Enter Initial Estimated Cost *<Enter>*
Mention the Cost estimated initially for executing the Scheme, if any

10. Enter Revised Estimated Cost *<Enter>*
Mention the Revised Cost estimated initially for executing the Scheme, if any

11. Select Current Status
Display the list of Statuses i.e., Proposal, In Progress, Infeasible, Approved, Completed

12. Enter as on Date *<Enter>*
Mention the Date as on which the current status is stated

13. A/A & E/S No. (Details) *<Enter>*
Mention the Administrative Approval & Estimate Sanction No. received from Finance Dept., if any

14. Enter Amount *<Enter>*
Mention the Amount of AA & ES Sanctioned

15. Enter Date *<Enter>*
Mention the Date of AA & ES provided

16. Approved by
Mention the person who approved the AA & ES

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

18. Enter VIP Details *<Enter>*
Mention the description/details of the initiated Person mentioned above

19. Enter the following executing agency details:
o Department
Mention the Department which is going to executed the Scheme, mention self if it is executed

	by the same departed which created the Scheme
	    o Agency
	        Mention the Office of the above Department which executes the work
	
	20. Save
	    Save the above details and a temporary code is generated
	
	21. Verify
	    Verify the above details and after verification the scheme will be available in all modules where it is required

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

3.4.3.1.2. Budgeted

Module No.	M-DIV-33
Module Name	Scheme Description-Budgeted
User	Division Office (Drawing Branch)
Description	schemes that already appeared in the budget and for which budget codes are available
How to Access	[e-Sameeksha]**::** Scheme Entries → Scheme Description → **Budgeted**
Input Screen:	

Scheme Description(Budgeted)

Department*	IRRIGATION AND PUBLIC HEALTH
Scheme Code*	2008-306-54059 << Change

Available Scheme Details

District/Tribal Area*	KINNAUR (Tribal)
Scheme Name (Hindi)*	बहाव सिंचाई योजना गुरगारंग से डांगडांगसी ग्रां०पं० रकछम का निर्माण ।
Initial Year(When Apperared in Budget)*	2008
Initial Estimated Cost*	4202600
Revised Estimated Cost	0

Scheme Details to be Entered

Executing Office*	Reckong Peo Division
Scheme Name*	C/O FIS Gurgarang to Dangdangshi in GP Rakchham Max. Characters : 500
Scheme Type*	Flood Protection
Programme Type*	Flood
Programme Sub-Type	-SELECT-
Expected Date of completion*	31/12/2014
Scheme Nature*	-SELECT-
Start Month(When Apperared in Budget)	-SELECT-
Current Status & Date*	In Progress as on Date 06/01/2010
A/A & E/S No. (Details)	492 Amount 4202600 Date 17/06/2009 Approved By D.C.Knr

Description of fields on screen:

1. Enter Scheme Code *<Enter>* & Get details
    Display the following details:
    o   District Tribal Area
    o   Scheme Name (Hindi)
    o   Initial Year (when appeared in Budget)
    o   Initial Estimated Cost *<Display or Enter>*
    o   Revised Estimated Cost *<Display or Enter>*
    o   Executing Office
    o   Scheme Name
    o   Scheme Type
    o   Program Type
    o   Program Sub Type
    o   Expected Date of Completion *<Display or Enter>*
    o   Scheme Nature
    o   Current Status *<Display or Enter>*
    o   As on Date *<Display or Enter>*
    o   A/A & E/S No. (Details) *<Display or Enter>*
    o   Amount *<Display or Enter>*
    o   Date *<Display or Enter>*
    o   Approved by *<Display or Enter>*
    o   Initiated by *<Display or Enter>*
    o   VIP Details *<Display or Enter>*
    o   Department
    o   Agency

2. Save
    Confirmation made for the above entries
3. Verify
    Confirmation made for verifying the details by the Verification User

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

3.4.3.1.3. Deposited Scheme Code

Module No	M-DIV-34
Module Name	Scheme Description-Deposited
User	Division Office (Drawing Branch)
Description	Schemes that belongs to other departments but is to be executed by IPH department
How to Access	[e-Sameeksha]**::** Scheme Entries → Scheme Description → **Deposited**

Input Screen:

Description of fields on screen:

1. Display the Department Name
2. Scheme Code *<Auto Gen>*
3. Enter Scheme Name *<Enter>*
   Mention the details of the work to be executed for example, construction of Road or Building or Bridge
4. Enter Scheme Name (Hindi) *<Enter>*
   Mention the details of the work to be executed in Hindi
5. Select the following details:
   o District/Tribal Area
   o Executing Office
     Display the list of Executing Offices i.e., name of the division offices
   o Scheme Type
     Mention Scheme Type namely, Bridges, Building (Non Residential), Building Residential, Cable Ways, Link road to Unconnected villages, Paths, Rural Roads, State Highways, National Highways, Major District Roads, Minor District Roads
   o Program Type
     Mention the Program Type namely, PMGSY, NABARD,RIDC, CRF, State Program
   o Program Sub Type (If any)

6. Enter Expected Date of Completion

Mention the expected end date to execute the Scheme

7. Scheme Nature
8. Enter Start Year *<Enter>*
   Mention the Start Year when the Scheme is to be executed

9. Select Start Month
   Display the Months from January to December

10. Enter Initial Estimated Cost *<Enter>*
    Mention the Cost estimated initially for executing the Scheme, if any

11. Enter Revised Estimated Cost *<Enter>*
    Mention the Revised Cost estimated initially for executing the Scheme, if any

12. Select Current Status
    Display the list of Statuses i.e., Proposal, In Progress, Infeasible, Approved, Completed

13. Enter as on Date *<Enter>*
    Mention the Date as on which the current status is stated

14. A/A & E/S No. (Details) *<Enter>*
    Mention the Administrative Approval & Estimate Sanction No. received from Finance Dept., if any

15. Enter Amount *<Enter>*
    Mention the Amount of AA & ES Sanctioned

16. Enter Date *<Enter>*
    Mention the Date of AA & ES provided

17. Approved by
    Mention the person who approved the AA & ES

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

19. Enter VIP Details *<Enter>*
    Mention the description/details of the initiated Person mentioned above

20. Enter the following Concerned Department details:
    o Department
       Mention the Department that owns the Scheme
    o Office
       Mention the Office of the above Department

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

22. Verify
    Verify the above details

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

3.4.3.2. Scheme Location Details

Module No.	M-DIV–35
Module Name	Location Details
User	Division Office (Drawing Branch)
Description	After Verifying the Scheme user can add the location to the Scheme
How to Access	[e-Sameeksha]**::** Scheme Entries → **Location Details**
Pre Process	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**

Input Screen:

Description of fields on screen:

1. Enter the Scheme Code *<Enter>*
    Display the following details:
    - o Scheme Name
    - o Location Id *<Auto Gen>*

2. Select the following details:
    - o District
      Display all the districts of HP
    - o Constituency
      Display all the Constituencies of the selected district
    - o Area Type *(Urban/Rural)*
      Following Selections need to be made if Area Type selected is Urban
      - ▪ Urban Area
        Display all the Urban areas of the selected Constituency
      - ▪ Ward (Location Description) *<Enter>*

      Following selections need to be made if Area Type selected is Rural:
      - ▪ Block

> *Display all the blocks of the selected Constituency and Area*
> - Panchayat
>   *Display all the Panchayats of the selected Constituency*
> - Village
>   *Display all the Villages of the selected Panchayat*
> - Habitation (Location Description) *<Enter>*

3. Save
   Save the above entries

4. Verify
   Confirmation made for verifying the details by the Verification User

Report/Query	How to Access: [e- Sameeksha] **::** Queries → General Query

3.4.3.3. Change Scheme Stage

Module No.	M-DIV–36
Module Name	Change The Stage
User	Division Office (Drawing Branch)
Description	Drawing Branch as per the changes occurred in the Stage of the Scheme changes the stage of the Scheme
How to Access	[e-Sameeksha]**::** Scheme Entries → **Change the Stage**
Pre Module	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**

Input Screen:

Description of fields on screen:

- Enter the Scheme Code *<Enter>*
  Display the following details:
  - Scheme Name
  - Date *<Auto Gen or Enter>*

	By default display the current date
	 • Select the Current Stage *<Display or Enter>*
	   Display the Stages of the Scheme namely, Proposal, In Progress, Infeasible, Approved, Completed
	 • Enter the details of the Stage *<Enter>*
	 • Enter the following details if Current Stage selected is Approved
	   o A/A & E/S No. *<Auto Gen or Enter>*
	   o Amount *<Auto Gen or Enter>*
	   o Date *<Auto Gen or Enter>*
	   o Approved by *<Auto Gen or Enter>*
	
	 • Save
	 • Verify

Report/Query	How to Access:
	    [e- Sameeksha] **::** Queries → General Query
	    [e- Sameeksha] **::** Queries → Progress Summery → Latest Stage Wise

3.4.3.4. Yearly Physical Target of the Scheme

Module No.	M- DIV-37
Module Name	Yearly Physical Target
User	Division Office (Drawing Branch)
Description	Drawing Branch sets the Yearly Physical Target for the Schemes
How to Access	[e-Sameeksha]**::** Scheme Entries → **Yearly Physical Target**

Input Screen:

Yearly Physical Target

Department*	IRRIGATION AND PUBLIC HEALTH
Executing Office*	Div.No.1 Shimla 9
Financial Year*	2012-2013
Scheme Code	[ ] [<< Change]

[Save] [Verify]

☑ 2005-306-26620-Prov. LWSS from Kawi Khad to Neri Bhont

☑ 2000-306-26628-C/O LIS Kanda in G.P.Mashobra

☑ 1998-306-26694-C/O LIS Parala in Tehsil Theog Distt Shimla

☑ 2000-306-26724-Aug. of LIS Balag, G.P. Balag, Teh. Theog, Distt. Shimla

Description of fields on screen:

1. Select the following Parameters:
   o Executing Office *<Select>*
     Display list of all executing offices

o Financial Year *<Select>*
Display the list of financial year by default display the current financial year
o Scheme Code *<Enter>*
Display the Work details if scheme code is given or else display the schemes in the following columns:
o Select *<Check>*
o Scheme Description *<Display>*
o Year of completion *<Display or Enter>*
o Target for the year *<Enter>*

2. Save

3. Verify

Report/Query	How to Access: [e- Sameeksha] **::** Queries → General Query

3.4.3.5. Work Description

Module No.	M-DIV-38
Module Name	Work Description
User	Division Office (Drawing Branch)
Description	User create Work Id regarding the details of the Works description
How to Access	[e-Sameeksha]**::** Scheme Work Entries → **Work Description**
Pre Process	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**
Input Screen:	

Description of fields on screen:

1. Department name *<Display>*

2. Scheme Code *<Enter> Get Details*
   Display the Scheme Name
3. Work Nature (Original, Repair/Maintenance) *<Select>*

4. Action (I. Add a Work, II. Update/Verify Work) *<Select>*

   4a. On Selection of 'Add Work' action enter the following details:
   o   Work ID *<Auto Gen>*
   o   Serial No. *<Auto Gen>*
   o   Work Name *<Enter>*
   o   Assign work to (Contractor/Dept.) *<Select>*

   Enter the following details if work is assigned either to Contractor or Dept.
   ▪   Estimated Amount *<Enter>*
   ▪   Date of Start *<Enter>*
   ▪   Time Of Completion *<Enter>*
   ▪   Terms & Conditions *<Enter>*
   ▪   Remarks *(If Any)*

   4b. On Selection of 'Update/Verify Work ' action display the grid with the following columns:
   o   Select *<Select>*
   o   Sl. No.
   o   Work ID *<Auto Gen>*
   o   Work Name *<Enter>*
   On Selection of any of the Work id in the row display the details in the editable mode

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

6. Update

7. Verify

Report/Query	How to Access:
	[e- Sameeksha] **::** Queries → General Query

3.4.3.6.   Work Location Details

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

Input Screen:

Department*	IRRIGATION AND PUBLIC HEALTH
Scheme Code*	2004-306-40707
Work Nature*	● Original ○ Repair/Maintenance << Change
Scheme Name	LWSS Jhalgi Molog in G.P. Rajhana Tehsil & Distt. Shimla HP

<< Change Work

Location Details

Work Id	2007-64
Serial No.	1
Work Name	RCC Intake Tank Nallah Source, RCC Sed. Tank,52300 Ltrs. cap RCC Filter Bed of 261550Ltrs. Cap.& C/O
Location ID	New
District/Tribal Area*	-SELECT-
Constituency*	-SELECT-
Area Type*	○ Urban ○ Rural
Block *	
Panchayat*	
Village	
Ward (Location Description)	Max. Characters : 500

Save   Verify   Reset

Delete Selected   Verify Selected

Edit	☐	Location ID	District	Constituency	Location Details
Edit	☐	1	Shimla	KUSUMPTI	Rural Area >> Block : Mashobra Panchayat : RAJHANA Village :Barhai
Edit	☐	2	Shimla	KUSUMPTI	Rural Area >> Block : Mashobra Panchayat : RAJHANA Village :Rajana

Description of fields on screen:

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

Display the Scheme Name
Display the grid with the following columns:
- o Select *<Select>*
- o Sl. No.
- o Work ID
- o Work Name

On Selection of any one among the displayed Works
Display the following details:
- o Work Id
- o Serial No.
- o Work Name
- o Location Id *<Auto Gen>*

Select the following details:
- o District
  Display all the districts of HP

- o Constituency
  Display all the Constituencies of the selected district
- o Area Type *(Urban/Rural)*

Following Selections need to be made if Area Type selected is Urban
- Urban Area
  Display all the Urban areas of the selected Constituency
- Ward (Location Description) *<Enter>*

Following selections need to be made if Area Type selected is Rural:
- Block
  Display all the blocks of the selected Constituency and Area
- Panchayat
  Display all the Panchayats of the selected Constituency
- Village
  Display all the Villages of the selected Panchayat
- Habitation (Location Description) *<Enter>*

4. Save
   Confirmation made for the above entries
5. Verify
   Confirmation made for Verifying the details by the Verification User

Report/Query	How to Access: [e- Sameeksha] **::** Queries → General Query

3.4.3.7.   Work Implementing Offices

Module No.	**M-DIV-40**		
Module Name	Implementing Offices		
User	Division Office (Drawing Branch)		
Description	User submits the details of the implementing offices of the Work		
How to Access	[e-Sameeksha]**::** Scheme Work Entries → **Implementing Offices**		
Pre Process	[e-Sameeksha]**::** Scheme Entries → **Work Description**		
Pre Process Sequence	**Sr.No.**	**Module**	**Office**
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]**::** Scheme Entries → **Work Description**	Division

Input Screen:

Department*	IRRIGATION AND PUBLIC HEALTH
Scheme Code*	2004-306-40707
Work Nature*	⦿ Original ○ Repair/Maintenance << Change
Scheme Name	LWSS Jhalgi Molog in G.P. Rajhana Tehsil & Distt. Shimla HP
	<< Change Work

Location Details

Work Id	2007-64
Sr. No.	1
Work Name	RCC Intake Tank Nallah Source, RCC Sed. Tank,52300 Ltrs. cap RCC Filter Bed of 261550Ltrs. Cap.& C/O
Implementing Offices*	-SELECT-

Remarks(If Any)				Max. Characters : 500

		Save	Verify	Reset

Delete Selected	Verify Selected

Edit	☐	**Implementing Office**	**Remarks**
Edit	☐	Kasumpti Section	
Edit	☐	Tara Devi Section	

Description of fields on screen:

1. Display the Department Name
2. Scheme Code *<Auto Gen>*
   Display the Scheme Name
3. Work Nature (Original, Repair/Maintenance) *<Select>*
   Display the list with the following Columns:
   - Select *<Select>*
   - Sl. No.
   - Work ID
   - Work Name

   On Selection of any one among the displayed Work Names:
   Display the following details:
   - Sl. No.
   - Work Id
   - Work Name
   - Implementing Offices *<Select>*
     Display list of sections
   - Remarks (If Any) *<Enter>*

4. Save
   Confirmation made for the above entries
5. Verify
   Confirmation made for Verifying the details by the Verification User

Report/Query	How to Access: [e- Sameeksha] **::** Queries → General Query

3.4.3.8.   Change Work Stage

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

Input Screen:

Department *	IRRIGATION AND PUBLIC HEALTH
Scheme Code *	2004-306-40707 << Change
Scheme Name	LWSS Jhalgi Molog in G.P. Rajhana Tehsil & Distt. Shimla HP
Work Nature*	⊙ Original ○ Repair/Maintenance

<< Change Work

Stage Details

Work Id	2007-64
Sr. No.	1
Work Name	RCC Intake Tank Nallah Source, RCC Sed. Tank,52300 Ltrs. cap RCC Filter Bed of 261550Ltrs. Cap.& C/O
Date*	27/09/2011
Current Stage*	-SELECT-
Details*	

Save   Verify   Reset

Edit	Sr No	Date	Stage	Details
Edit	1	01/10/2008	Work Awarded	Contractor Name : Sh. Ramesh Thakur Father's Name: Sh. Laiq Ram Thakur Address: Bolck no.34, set no-56 , Nigam vihar Coloney Shimla Phone No.:0177-2628546

Description of fields on screen:

1. Display the Department Name
2. Scheme Code *<Auto Gen>*
   Display the Scheme Name
3. Select Work Nature (Original, Repair/Maintenance)
   Display the list with the following Columns:
   o Select *<Select>*
   o Work ID
   o Work Name
   Selection of any one of the displayed Work
   Display the following details:
   o Work ID
   o Serial No.
   o Work Name
   o Date *<Auto Gen or Enter>*
     By default display the current date
   o Current Stage *<Auto Gen or Enter>*
   o Details *<Enter>*

   If the state is work awarded display the following details:
   o Contractor Category *<Select>*
   o Contractor Class *<Select>*

4. Save
   Confirmation made for the above entries
5. Verify
   Confirmation made for Verifying the details by the Verification User

Report/Query	How to Access: [e- Sameeksha] **::** Queries → General Query

3.4.3.9. Monthly Progress of Schemes

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

Input Screen:

Description of fields on screen:

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

   Display the details with the following Columns:
   o Budget Head
   o Expenditure Upto March
   o Expenditure Upto Previous Month
   o Expenditure During the month
   o Physical Achievement Till date *<Enter>*
   o Image *<Upload>*

4. Save
5. Verify

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

3.4.3.10.   Monthly Progress of Works

Module No.	**M-DIV-43**		
Module Name	Work Wise Monthly Progress		
User	Division Office (Drawing Branch)		
Description	Drawing Branch as per the physical progress of the works, records the details in the system		
How to Access	[e-Sameeksha]**::** Monthly Progress Entries → **Work Wise**		
Pre Process	[e-Sameeksha]**::** Monthly Progress Entries → **Open Monthly Online Entry**		
Pre Process Sequence	**Sr.No.**	**Module**	**Office**
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]**::** Scheme Entries → **Work Description**	Division
	3.	e-Sameeksha]**::** Scheme Entries → **Assign Budget Head**	Division
	4.	[e-Sameeksha]**::** Scheme Work Entries → **Change the Stage**	Division
	5.	[e-Sameeksha]**::** Monthly Progress Entries → **Open Monthly Online Entry**	Division
Input Screen:			

| 6 | 2009-3960-C/O Storage Tank 7000ltrs Capacity at Batakachour to Nagasaring | 0.00 | 0.00 | | | Browse... |
| 7 | 2009-3963-P/L of GI Pipes in distribution System Batakachour to Nagasaring | 0.00 | 0.00 | | | Browse... |

Save   Verify

Description of fields on screen:

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

   Display the details with the following Columns:
   o Sr. No.
   o Work ID & Name
   o Expenditure Till Date *(Rs.)*
   o Work Progress Till Date *(Rs.)*
   o Physical Achievement Till date *<Enter>*
   o Image *<Upload>*

4. Save

5. Verify

| Report/Query | How to Access:
[e- Sameeksha] :: Queries → General Query |

3.4.3.11.   DNIT

3.4.2.11.1. Description DNIT (Draft Notice Inviting Tender)

Module No.	M-DIV-44		
Module Name	Description (DNIT)		
User	Division Office (Drawing Branch)		
Description	Draft notice Invitation for Tender for work or material is prepared by the Drawing branch		
How to Access	[e-Sanchalan]::Division Entries →Drawing Branch → DNIT → **Description (DNIT)**		
Pre Process	[e-Sameeksha]:: Scheme Entries → **Work Description**		
Pre Process Sequence	**Sr.No.**	**Module**	**Office**
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]**::** Scheme Entries → **Work Description**	Division
Post Process	[e-Sanchalan]::Division Entries →Drawing Branch → DNIT → **Schedule of**		

	Quantity (DNIT)

Input Screen:

Description (DNIT)

Online DNIT Number #	-NEW- ▾
Tender Title ≠	Tender for Raising Main
Tender Type ≠	Item Rate Tender ▾

1. Dates & Time For

Obtaining Tender Document ≠	04/11/2011	00:00 ▾
Submitting Tender Document ≠	17/11/2011	00:00 ▾
Pre-Bid Meeting	19/11/2011	00:00 ▾
Opening Technical Bid	20/11/2011	00:00 ▾
Opening Financial Bid	22/11/2011	00:00 ▾

2. Other Details Related to Online DNIT

Remarks	
	(Max. 4000 Characters)
Terms & Conditions	1.Cement shall be issued at mehli store @ Rs. 230/- per bag including S.Charges 2. Work shall be carried out as per PWD/IPH specifications and to the entire satisfaction of the Engineer -in-charge 3. Tor steel shall be issued at mehli store @ 34430/- PMT i/c storage charges.
	(Max. 4000 Characters)

3. List of Works

Enter Scheme Code ≠	2004-306-40707 LWSS Jhalgi Molog in G.P. Rajhana Tehsil & Distt. Shimla HP
Work Nature ≠	⦿ Original ◯ Repair/Maintenance
Executing Office ≠	Div.No.1 Shimla 9 ▾ [< Change]
Work Sr. No. & Name ≠	6.P/L of rising main 150 mm dia Stag-Ist ▾

3.a Costs Related to Work (In Rupees)

Estimated Cost ≠	2356410	Tender Document Cost ≠	20
Earnest Money ≠	2500		

3.b Other Details Related to Work

Time Limit ≠	6 Months	Contractor Eligibility ≠	Class B ▾
Contractor Category ≠	Civil Contractor ▾		

[Add Work]

	Work Number	Scheme	Work Sr. No & Name	Estimated Cost	Tender Cost	Earnest Money	Time Limit (Months)	Cont. Eligibility	Cont. Category
Delete	1	2004-306-40707-LWSS Jhalgi Molog in G.P. Rajhana Tehsil & Distt. Shimla HP	O-6-P/L of rising main 150 mm dia Stag-Ist	2356410.00	20.00	2500.00	6	Class B	Civil Contractor

[<< Verify and Generate NIT>>]   [Update]   [Reset]

Description of fields on screen:

1. Online DNIT No. *<Select>*
   Select New to Enter new DNIT

2. Tender Title *<Enter>*

3. Tender Type *<Select>*
   Display the list of Tender Types namely Item Rate Tender, Percentage Rate Tender, Lump Sun Tender

4. Select Dates & Time for the following:
    o Obtaining Tender Document *<Select>*
    o Submitting Tender Document *<Select>*
    o Pre-Bid Meeting*<Select>*
    o Opening Technical Bid *<Select>*
    o Opening Financial Bid *<Select>*

5. Remarks *<Enter>*

6. Terms & Conditions *<Enter>*

7. *Save*
   Confirmation made for the above entries and DNIT No. is auto generated. Also Enables the below option for further entries

8. Enter the following Details of Work:
   ----
    o Scheme Code *<Enter>*
      Display the Scheme name
    o Work Nature (Original or R/M) *<Select>*
    o Execution office *<Select>*
      Display the concerned division office
    o Work Sr. No. & Name *<Select>*
      Display the list of Scheme Sub-Heads if any
   ----

9. Other Details:
   Cost Related to Work (Rs.)
    o Estimated Cost *<Enter>*
    o Tender Document Cost *<Enter>*
    o Earnest Money *<Enter>*

   Other Details Related to work
    o Time Limit *<Enter>*
       Need to Enter Time Limit in Months
    o Contractor Eligibility *<Select>*
      Display contractor classes namely Class A, Class B, Class C, Class D
    o Contractor Category *<Select>*
      Display Civil, Mechanical & Electrical contractor

10. Add more *<Click>*
    Display the list in the Grid with following Columns:

    o Delete *<Click>*
    o Work Number
    o Scheme
    o Work Sr. No. & Name
    o Estimated Cost *<Enter>*
    o Tender Document Cost *<Enter>*
    o Earnest Money *<Enter>*
    o Time Limit (Months)
    o Contractor Eligibility
    o Contractor category

11. Reset *<Click>*

To update/ Verify the DNIT:
12. Online DNIT Number *<Enter>* and Get Details of the DNIT
    The details of DNIT may be edited/ updated (if required)

13. Update *<Click>*
    Confirmation made to update the DNIT

14. Verify & generate NIT *<Click>*
    Confirmation made to Verify the entries of DNIT and Schedule of Quantity(DNIT) for generating the NIT

3.4.2.11.2. Schedule of Quantity (DNIT)

Module No.	M-DIV- 45		
Module Name	Schedule of Quantity (DNIT)		
User	Division Office (Drawing Branch)		
Description	As part of preparing DNIT for work, Drawing Branch prepares SOQ details		
How to Access	[e-Sanchalan]:: Division Entries → Drawing Branch → DNIT → **Schedule of Quantity (DNIT)**		
Pre Process	[e-Sanchalan]::Division Entries → Drawing Branch → DNIT → **Description DNIT**		
Pre Process Sequence	**Sr.No.**	**Module**	**Office**
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]:: Scheme Entries → **Work Description**	Division
	3.	[e-Sanchalan]::Division Entries →Drawing Branch → DNIT → **Description (DNIT)**	Division
Post Process	[e-Sanchalan]::Division Entries → Drawing Branch → DNIT → **Generate DNIT for e-Procurement {M-DIV-}**		
Input Screen:			

Input Screen:

Schedule of Quantity (DNIT)

Enter Online DNIT Number # | 2011-3 | | < Change |

~List of Works (Click to select)~

Work No.	Work Description	Estimated Cost	Tender Cost	Earnest Money	Time Limit	Contractor Eligibility
1	**Scheme:**2004-306-40707-LWSS Jhalgi Molog in G.P. Rajhana Tehsil & Distt. Shimla HP **Work Details:**Original-6-P/L of rising main 150 mm dia Stag-Ist	Rs.2356410.00	Rs.20.00	Rs.2500.00	6 Months	Civil Contractor Class B

Description of fields on screen:

1. Enter Online DNIT Number *<Enter>*
   Display the details in the Grid with following Columns:

   o Work Number
   o Work Description

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

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

Schedule of Quantity (DNIT)		
Enter Online DNIT Number #	2011-3	< Change
Selected Work	**Scheme:**2004-306-40707-LWSS Jhalgi Molog in G.P. Rajhana Tehsil & Distt. Shimla HP **Work Details:**Original-6-P/L of rising main 150 mm dia Stag-Ist < Change Work	
Items of Schedule of Quantity		
Item Sr. No. #	5 a	
Item Description #	Tor steel including all leads and lifts. (Max. 3000 Characters)	
Item Quantity	636.0000	
Item Rate (in Rs.)	32.00	
Item Unit	Kg	
	Verify Update Reset	
Copy Items From	Rising Main Go >	

Delete selected items <<To delete , select the item(s) and click on delete button and To edit/verify a item click on edit button >>
Auto Numbering << For Autonumbering click on the Auto Numbering Button >>
Verify All Items << For Verification of All Items click on the Verify All Items Button >>

Edit	Delete	Sr.No.	List of Items	Quantity	Rate	Unit
Edit	☐	1..	Excavation in foundation, trenches,etc. in earth work in all kinds of soil such as pick work,jumper work,blasting work, hard blasting and chiselling etc. stacking the excavated soil not more than 3 mtrs. clear from the edge of excavation and then returning the stacked soil in 15cm.layers when required into plinths sides of foundations etc. then disposited layer by ramming and watering and then disposing of all surplus excavated earth as directed within all leads and lifts.	848.9100	25.00	cum
Edit	☐	2..	Laying and jointing in trenches,flanged galvanised mild steel tubes (Medium grade)i/c flanged bands of all degrees as per site requirement (earth work in trenches and flanges to be measured and paid for separately)100mm dia nominal bore i/c all leads and lifts	465.0000	10.00	Rmt
Edit	☐	3..	Prov. and laying cement concrete work 1:2:4 (1cement:2sand:4graded stone agg. 20mm nominal size) and curing complete excluding cost of form work and reinforcement for reinforced concrete work in :-			
Edit	☐	3.a.	Columns,pillars posts and truts upto floor two level.	10.7100	2200.00	cum
Edit	☐	4..	Prov. and laying cement concrete 1:4:8(1cement:4sand:8graded) stone agg.40mm nominal size) and curing complete excluding cost of centring and shuttering in:			
Edit	☐	4.a.	Foundation and plinth including all leads and lifts.	1.8600	900.00	cum
Edit	☐	5..	Prov. Mild steel/Tor steel reinforced for RCC work including bending,binding and placing in position complete upto floor two level.			
Edit	☐	5.a.	Tor steel including all leads and lifts.	636.0000	32.00	Kg

Description of fields on screen:

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

- o Item Quantity
- o Item Unit
- o Update *<Click>*
   Confirmation made to save the Entries
- o Reset *<Click>*
- o Save *<Click>*
   Confirmation made to save the Entries

2. Copy from Master
   Similar type of items may be copied from other online Agreements, Working estimates or work categories   like Rising main, Storage tank or pump house etc. in order to make entries faster

3. Delete selected Items
   To Delete the selected items if not yet verified

4. Display the Entry in Grid with following Columns:
   - o Edit *<Click>*
      Click to edit the selected Item
   - o Delete *<Check>*
      Click to delete the selected Item
   - o Item Sr. No.
   - o Item Description
   - o Item Quantity
   - o Item Unit

5. Auto numbering

6. Verify all
   Verify all the entries of SOQ

Report/Query	How to Access:
	[e- Sanchalan] **::** Reports/Queries → Scheme Reports → Schedule of Quantity

3.4.3.12.   Generate DNIT for e-procurement

Module No.	M-DIV–46		
Module Name	Generate DNIT for e-procurement		
User	Division Office (EE)		
Description	Drawing branch generate DNIT in Excel file, so that it may be uploaded in e-procurement software for further processes		
How to Access	[e-Sanchalan]:: Division Entries → (D)rawing Branch → DNIT → Generate DNIT for e-procurement		
Pre Process	[e-Sanchalan]**::** Division Entries → Drawing Branch → DNIT → **Schedule of Quantity (DNIT)**		
Pre Process Sequence	Sr.No.	Module	Office
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]**::** Scheme Entries → **Work Description**	Division
	3.	[e-Sanchalan]::Division Entries →Drawing Branch → DNIT → **Description (DNIT)**	Division
	4.	[e-Sanchalan]**::** Division Entries → Drawing Branch → DNIT → **Schedule of Quantity (DNIT)**	Division

Input Screen:

Description of fields on screen:

1. Enter Online DNIT Number *<Enter>*
   Display the details in the Grid with following Columns:

   - Work Number
   - Scheme
   - Work Detail
   - Estimated Cost
   - Tender Document Cost
   - Excel Sheet (Generate) <Click>
     Generates DNIT in Excel Sheet and displays the link to download the DNIT in Excel file, so that it may be Uploaded in e-Procurement as Bill of Quantity(BOQ)

3.4.3.13.   Work Specifications

3.4.2.13.1. Revised Schedule of Quantity (Work Specifications)

Module No.	M-DIV-47		
Module Name	Revised Schedule Of Quantity (Work Specifications)		
User	Division Office (Drawing Branch)		
Description	Revised Schedule Of Quantity is made by the Drawing Branch for awarding the Contract to the Contractor		
How to Access	[e-Sanchalan]:: Division Entries → (D)rawing Branch→Work Specifications → **Revised Schedule Of Quantity**		
Pre Process	[e-Sanchalan]:: Division Entries → (C)orrespondence Branch→ **Work Agreement Description**		
Pre Process Sequence	**Sr.No.**	**Module**	**Office**
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]:: Scheme Entries → **Work Description**	Division
	3.	[e-Sanchalan]:: Division Entries → (C)orrespondence Branch→ **Work Agreement Description**	Division
Post Process	[e-Sanchalan]:: Division Entries → (D)rawing Branch→Work Specifications →		

Material to Issue

Input Screen:

Revised Schedule of Quantity

Enter Work Id #	2008-1460	< Change Work Id
Scheme Code & Name	T200718-LWSS Dumi Poabo in G.P. Bnont.	
Work Nature	Repair/Maintenance	
Executing Office	Div.No.1 Shimla 9	
Work Sr. No. & Name	7.Repair of kirloskar pump 40/14 Sr.No.1139095022 30 HP	

Items of Work

Item Sr. No. =			

Item Description =

(Max. 3000 Characters)

Item Quantity	
Item Rate (in Rs.)	
Item Unit	-SELECT-
Rebate	%

Verify	Save	Reset

Copy From Master	-SELECT-

Go >

Delete selected items   <<To delete , select the item(s) and click on delete button and To edit/verify a item click on edit button >>
Auto Numbering   << For Autonumbering click on the Auto Numbering Button >>
Verify All Items   << For Verification of All Items click on the Verify All Items Button >>

Edit	Delete	Sr.No.	List of Items of Work	Quantity	Rate	Unit	Rebate (%)
Edit	☐	1..	P/F Assy shaft of S.S.material	1.0000	4600.00	each	
Edit	☐	2..	P/F bearing No.206K	1.0000	1300.00	each	
Edit	☐	3..	P/F bearing No.7307 SKF	2.0000	1200.00	each	
Edit	☐	4..	P/F body neckring	12.0000	250.00	each	
Edit	☐	5..	P/F inpeller body bush removing and setting.	12.0000	350.00	each	
Edit	☐	6..	P/F cooling bush	2.0000	450.00	each	
Edit	☐	7..	Pump body bore and new bush fitting	12.0000	225.00	each	
Edit	☐	8..	Suction and delivery body bore and new neck fitting	2.0000	450.00	each	
Edit	☐	9..	P/F bearing house bracket C.I.material(oil immersed)	1.0000	2300.00	each	

Description of fields on screen:

1. Work ID <Enter>
   Displays the following details:
   o   Scheme code & name
   o   Work Nature
   o   Executing office
   o   Work Serial No. & Name

2. Items of Work Details:

- Item Sr. No.*<Enter>*
- Item Description *<Enter>*
- Quantity *<Enter>*
  In Number only
- Rate*<Enter>*
  In Indian rupee only
- Unit *<select>*
  Unit of the item in which it is measured (like Kg, Metre ,Litre etc)
- Rebate
  Items wise rebate given by the contractor.
- Amount *<Auto Calc>*
  Auto Calculate Item quantity X Item Rate

----

3. Save *<Click>*
   Save the details in the grid and clear the above fields for new entry

4. Copy from Master
   Similar type of items may be copied from other online Agreements, Working estimates or work categories like Rising main, Storage tank or pump house etc. in order to make entries faster

5. Delete selected Items
   To Delete the selected items if not yet verified

6. Auto numbering

7. Verify all
   Verify all the entries of RSOQ

8. Display the Entry in Grid with following Columns:
   o Edit *<Click>*
     Click to edit the selected Item
   o Delete *<Check>*
     Click to delete the selected Item
   o Item Sr. No.
   o Item Description
   o Item Quantity
   o Item Unit

Report/Query	How to Access:
	e-Sanchalan :: Reports/Queries → Scheme Reports → Revised Schedule Of Quantity

3.4.2.13.2. Material to Issue (Work specification)

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

Pre Process	[e-Sanchalan]:: Division Entries → (D)rawing Branch→Work Specifications → **Revised Schedule Of Quantity**		
Pre Process Sequence	Sr.No.	Module	Office
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]:: Scheme Entries → **Work Description**	Division
	3.	[e-Sanchalan]:: Division Entries → (C)orrespondence Branch→ **Work Agreement Description**	Division
	4.	[e-Sanchalan]:: Division Entries → (D)rawing Branch→Work Specifications → **Revised Schedule Of Quantity**	Division

Input Screen:

Material to Issue

Enter Work Id#	2008-1460	< Change Work Id
Scheme Code & Name	T200718-LWSS Dumi Poabo in G.P. Bnont.	
Work Nature	Repair/Maintenance	
Executing Office	Div.No.1 Shimla 9	
Work Sr. No. & Name	7.Repair of kirloskar pump 40/14 Sr.No.1139095022 30 HP	

Material to Issue

Item Category #	-SELECT-
Item =	-SELECT-
Item Quantity#	
Item Rate (in Rs.)=	
Item Unit=	
Store Name=	-SELECT-

Verify	Save	Reset

~~~~ Please Note >> For free of cost material to Contractor mention the Item Rate as zero ~~~~

Delete selected items

Edit	Delete	Item Category	Item Description	Quantity	Rate	Unit	To Issue at Store
Edit	☐	G.I.Pipe plain end	15 mm dia - Light G.I. Pipe	20.0000	20.00	metre	IPH Store Mehli, Shimla

Description of fields on screen:

1. Work ID *<Enter>*
   Display the following Details:
   - Scheme Code & Name
   - Work Nature
   - Executing Office
   - Work Sr. No. & Name

2. Material To Issue details:
   - Item category *<Select>*
   - Item *<Select>*
   - Item Quantity *<Enter>*
   - Item Rate (in Rs.) *<Enter>*
   - Item Unit *<Display>*
   - Store name *<Select>*
   From which the material is to to be issued to contractor

3. Save
   Display the above details in grid
   - Edit *<Click>*
     Display the details of the item in editable mode
   - Delete *<Check>*

	o Item Category o Item o Item Quantity o Item Rate o Item Unit o Store Name
Report/Query	How to Access: [e- Sanchalan] **::** Reports/Queries → Scheme Reports → Revised Schedule of Quantity

3.4.3.14. Returns

3.4.2.14.1. Potential Created (Returns)

Module No.	M-DIV-48
Module Name	Potential Created (Returns)
User	Division Office (Drawing Branch)
Description	Drawing branch prepare the Return of Potential Created for Irrigation Schemes
How to Access	[e-Sanchalan]:: Division Entries → Drawing Branch → Returns → **Potential created**
Pre Process	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**
Input Screen :	

Return: Potential Created

Division	Div.No.1 Shimla 9	
Stage	Completed	
Scheme Type	Minor Irrigation-Lift Irrigation Scheme	Get >>

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

Description of fields on screen:

1. Display the following columns:

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

2. Display the Schemes related to selected parameters in grid with following Details:
- Select
- Scheme Code & Name
- Stage

3. On selecting the scheme, display the following columns:

Description of fields on screen:

- Scheme Details *<Display>*
- Completion Cost (Rs.) *<Enter >*
- Scheme Status *< Select >*
  Status of Irrigation scheme is Functional, Partially Defunct or Fully Defunct
- Potential (Hect.) *<Enter >*
  Potential is entered as per Estimate, Created & Present
- Details *< Display / Edit >*

4. Update
Confirmation made to Update the Details

Report/Query	How to Access:
	[e-Sanchalan] :: Division Entries → Returns → Irrigation Schemes - Potential Created

3.4.2.14.2. Potential Utilization (Returns)

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

User	Division Office (Drawing Branch)		
Description	Drawing Branch prepare the Return of Potential Utilization of Irrigation Schemes		
How to Access	[e-Sanchalan]:: Division Entries → Drawing Branch → Returns → **Potential utilization**		
Pre Process	[e-Sanchalan]:: Division Entries → Drawing Branch → Returns → **Potential Created**		
Pre Process Sequence	**Sr. No.**	**Module**	**Office**
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
	2.	[e-Sanchalan]:: Division Entries → Drawing Branch → Returns → **Potential Created**	Division

Input Screen :

Return: Potential Utilization

		Potential Utilization (Hect.)						
		2009-2010		**2010-2011**		**2011-2012**		
Scheme Code & Name	**Status**	**Rabi**	**Kharif**	**Rabi**	**Kharif**	**Rabi**	**Kahrif**	**Remark**
1999-306-28695:C/O LIS for Charain In G.P.Ghood	Functional	0.00	0.00	0.00	0.00	0	0	
2000-306-26726:C/O LIS Shadog in G.P.Chaily, (Ghanahatti)	Functional	0.00	0.00	0.00	0.00	0	0	
2000-306-28567:C/O LIS for vill. Chanog Sujana Lajhoon in G.P.Chanog.(No-1,Shimla-9)	Functional	0.00	0.00	0.00	0.00	0	0	
2005-306-25075:C/O LIS from Giri Khad to Gania in G.P.Gania(Koti)	Functional	0.00	0.00	0.00	0.00	0	0	
T199626:R/M of FIS Gaya Ohri in G.P. Kot	Functional	0.00	0.00	0.00	0.00	0	0	

Division: Div.No.1 Shimla 9
Status: -ALL-
Financial Year: 2011-2012

SAVE

Description of fields on screen:

1. Display the following columns:
   o Division *<Select>*
   o Status *<Select>*
     Display status of Irrigation scheme i.e., Functional, Partially Defunct or Fully Defunct
   o Financial Year *<Select>*

2. Display the Schemes related to selected parameters in grid with following Details
   o Scheme Code & Name
   o Status
   o Display the records for selected financial year and for two previous years for the entry of potential utilization of :
     • Rabi <Display / Enter>
     • Kharif *<Display / Enter>*

3. Save *<Click>*	
Report/Query	How to Access: [e-Sanchalan] :: Division Entries → Returns → Irrigation Schemes - Potential Utilization

3.4.2.14.3. Components Entry – Sew Sector (returns)

Module No.	**M-DIV-50**		
Module Name	Components Entry –Sew Sector (returns)		
User	Division Office (Drawing Branch)		
Description	Drawing Branch prepare the return of components of Sewerage sector Schemes		
How to Access	[e-Sanchalan]:: Division Entries → Drawing Branch → Returns → **Component entry (Sew Sector)**		
Pre Process	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**		
Pre Process Sequence	**Sr. No.**	**Module**	**Office**
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division

Input Screen :

Components Entry (Sew. Sector)

Division #	Div.No.1 Shimla 9
Scheme Code/ Name #	1994-306-17274 < Change
Name of Scheme	1994-306-17274(Prov. Sewerage System Theog)
Return Type #	Sewerage Return
A/A E/S No.#	Under Secretary IPH-13(F)17-6
A/A & E/S Amount#	42317000.00
A/A & E/S Date #	05/08/2016 0
Component Details	
Unit Code#	--SELECT UNIT--
Issued By	Govt. of H.P

Add More   Save   Verify

Serial No.	Component Details	Unit Code	ComponentId
1	1.) Laying and Jointing of D.I. Pipe. i)150mm 9560 Rmt. ii)200mm 2460 Rmt.	Running Meter	C1
2	2.) Manholes 403 Nos.	Cubic Meter	C2
3	3.)Treatment Plant 1)0.45MLD.II)1.15MLD.	Square Meter	C3
4	4.) Flushing tank=46 Nos.	Square Meter	C4
5	5.)SOP	Meter	C5

Description of fields on screen:

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

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

4. Save *<Click>*
   Display the entered data in grid with following Details
   - o Sr. No.
   - o Component details
   - o Unit
   - o Component ID

Report/Query	

3.4.2.14.4. Sewerage return

Module No.	M-DIV-51		
Module Name	Sewerage return		
User	Division Office (Drawing Branch)		
Description	Drawing Branch prepare the return of Sewerage Schemes		
How to Access	[e-Sanchalan]:: Division Entries → Drawing Branch → Returns → **Sewerage Return**		
Pre Process	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**		
Pre Process Sequence	Sr. No.	Module	Office
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
	2.	[e-Sanchalan]:: Division Entries → Drawing Branch → Returns → **Component entry (Sew Sector)**	Division
Input Screen :			

Description of fields on screen:

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

3. Display the Schemes Details
   o Scheme Code & Name *<Display>*
   o Financial Year *<Select>*
   o Month *<Select>*
   o AA&ES Number *<Display>*
   o AA&ES amount *<Display>*
   o AA&ES Date *<Display>*
   o Given by *<Display>*

4. Save *<Click>*
   Display the entered data in grid with following Details
   o Component details
   o Scope
   o Unit
   o Budget provision
   o Expenditure upto March (Prev. fin year)
   o Expenditure during the month

Report/Query	

3.4.2.14.5. Scheme Location

Module No.	M-DIV-52		
Module Name	Scheme location		
User	Division Office (Drawing Branch)		
Description	Drawing Branch prepare the return of Scheme location		
How to Access	[e-Sanchalan]:: Division Entries → Drawing Branch → Returns → **Scheme Location**		
Pre Process	[e-Sameeksha]:: Scheme Entries → **Scheme Description**		
Pre Process Sequence	**Sr. No.**	**Module**	**Office**
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division

Input Screen :

Description of fields on screen:

1. Division *<Select>*
2. Select scheme type
   Select the type of scheme to be displayed on grid for updation of scheme longitude & latitude
   - New Scheme
     Displays the schemes for which location entry has not been made
   - All Schemes
     Displays all the schemes for which either location entry has been made or not
   - Old scheme
     Displays all the schemes for which either location entry has been made
   - Search scheme
     Displays the particular schemes for which is entered in 'Scheme code /name' search box

3. Save *<Click>*
   Display the Schemes Details
   - Check to select *<Select>*
   - Name of scheme *<Display>*
   - Number of sources *<Enter>*
   - Name of location of source *<Enter>*
   - Latitude *<Enter>*
   - Longitude *<Enter>*
   - Discharge (Litre/Per) *<Enter>*
   - Remarks *<Enter>*

Report/Query	

3.4.2.14.6. Physical Progress (FMP)

Module No.	**M-DIV- 53**		
Module Name	Physical Progress (FMP)		
User	Division Office (Drawing Branch)		
Description	Drawing Branch prepare the return of Flood Management programme Physical Progress		
How to Access	[e-Sanchalan]:: Division Entries → Drawing Branch → Returns → **Physical Progress**		
Pre Process	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**		
Pre Process Sequence	**Sr. No.**	**Module**	**Office**
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
Input Screen :			

Physical Progress (FMP)

Division #	Div.No.1 Shimla 9
Scheme Code/ Name: #	T2010-306-1346 < Change
Name of Scheme	T2010-306-1346(Prov. Flood Protection work for Frait Katyog Nallah in G.P. Shakrah Teh & Distt Shimla.)
Financial Year	2020
Month	February
Central Share	0
State Share	0
A/A E/S No.	
A/A & E/S Amount	
A/A & E/S Date	13/04/2020

Item of Works	Scope per Estimate	Physical Achievement (upto march..)	Progress upto Month (Target)	Progress upto Month (Achieved)	Total Achievement during the month	Cumulative Progress	Remarks
Land acquisition	0	0	0	0	0	0	
Length of embankment	0	0	0	0	0	0	
Length of revetment	0	0	0	0	0	0	
Length, width and depth of launching apron	0	0	0	0	0	0	
Quality of earth work	0	0	0	0	0	0	
Quality of stone works	0	0	0	0	0	0	
Concrete works	0	0	0	0	0	0	
Inspection road if any	0	0	0	0	0	0	
Drain if any	0	0	0	0	0	0	

Verify   Save

Description of fields on screen:
1. Division *<Select>*
2. Scheme code/ name *<Enter & get>*

3. Display the Schemes Details
   o Scheme Code & Name *<Display>*
   o Financial Year *<Select>*
   o Month *<Select>*
   o Central Share *<Display/Enter>*
   o State Share *<Display/Enter>*
   o AA&ES Number *<Display/Enter>*
   o AA&ES amount *<Display/Enter>*
   o AA&ES Date *<Display/Enter>*
   o Given by *<Display/Enter>*

4. Enter the data in grid with following Details
   o Items of work
   o Scope per estimate
   o Physical achieve upto March (Prev. fin year)
   o Progress upto month (Target)

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

3.4.2.14.7. Set Physical Scope (Irrigation schemes)

Module No.	**M-DIV-54**		
Module Name	Set Physical Scope (irrigation schemes)		
User	Division Office (Drawing Branch)		
Description	Drawing Branch prepare the return of Irrigation schemes		
How to Access	[e-Sanchalan]:: Division Entries → Drawing Branch → Irrigation Returns → **Set Physical scope**		
Pre Process	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**		
Pre Process Sequence	**Sr. No.**	**Module**	**Office**
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
Input Screen : Description of fields on screen: 1. Division *<Display>*			

Description of fields on screen:

1. Division *<Select>*
2. Financial year *<Select>*
3. Select the following:
   - View Non targeted schemes
     Displays the schemes for which target has not been set for selected financial year
   - View targeted schemes
     Displays the schemes for which target has been set for selected financial year

4. Display the Schemes Data in grid:
   - Click to select *<Select>*
     Click the schemes which are to be set as targeted
   - Sr.No.*<Display>*
   - Scheme Code *<Display>*
   - Scheme Nane *<Display>*

5. Save *<Click>*
   Save the selected data to set the target of irrigation schemes

Report/Query	

3.4.2.14.8. Set Physical Scope (Irrigation schemes)

Module No.	M-DIV- 55		
Module Name	Set Physical Scope (irrigation schemes)		
User	Division Office (Drawing Branch)		
Description	Drawing Branch prepare the return of Irrigation schemes		
How to Access	[e-Sanchalan]:: Division Entries → Drawing Branch → Irrigation Returns → **Set Physical scope**		
Pre Process	[e-Sameeksha]:: Scheme Entries → **Scheme Description**		
Pre Process Sequence	**Sr. No.**	**Module**	**Office**
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division

Input Screen :

Description of fields on screen:
1. Division *<Display>*

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

o   Sector i.e. State / NABARD / AIBP / Total
o   Normal (OTSC)
o   SCCP
o   BASP
o   TSP
o   Total
o   SC families (in Nos)
o   ST families (in Nos)

3. Save *<Click>*
    Save the entered data of irrigation schemes

Report/Query	

3.4.2.14.9. Set Physical Target (Irrigation schemes)

Module No.	M-DIV-56		
Module Name	Set Physical Target (irrigation schemes)		
User	Division Office (Drawing Branch)		
Description	Drawing Branch prepare the return of Irrigation schemes physical target		
How to	[e-Sanchalan]:: Division Entries → Drawing Branch → Irrigation Returns → **Set Physical target**		
Pre Process	[e-Sameeksha]:: Scheme Entries → **Scheme Description**		
Pre Process Sequence	**Sr. No.**	**Module**	**Office**
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division

Input Screen :

Set Physical Target

Division	Div.No.1 Shimla 9
Fin Year #	2020-2021

Serial No.	Name of Work	Normal (OTSC)	SCCP	BASP	TSP	Total	SC Families (In Nos.)	ST Famil (In Nos.
1	2006-306-45784 LIS Basti Gunana Garog in Tehsil & Distt. Shimla. H.P.	0.00	0.00	0.00	0.00	0.00	0	0
2	2011-306-644 Providing lift irrigation scheme for village Sandhoot Kakret,Dhandhut,Chidi,Lagroo, salana, Sari etc and other group of village in GP Thari and Rampuri Tehsil and Distt Shimla HP	0.00	0.00	0.00	0.00	0.00	0	0
3	2014-306-143 Providing LIS to village Tarapur From Noti Khad in G.P. Ghorna in tehsil Theog District Shimla	0.00	0.00	0.00	0.00	0.00	0	0
4	2015-306-1180 Improvement of Flow Irrigation Scheme Patshal in GP Mehali Tehsil and Distt. shimla (HP)	0.00	0.00	0.00	0.00	0.00	0	0

Save

Description of fields on screen:
1. Division *<Display>*
2. Fin year *<Display>*

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

4. Save *<Click>*
   Save the entered data of irrigation schemes

Report/Query	

3.4.4. (C)orrespondence Branch

3.4.4.1. Contractor Registration

Module No.	M-DIV-57
Module Name	Contractor Registration
User	Division Office (C-Branch)
Description	(C)orrespondence Branch at Division Office records and maintains the details of the Contractors
How to Access	[e-Sanchalan]:: Division Entries → (C)orrespondence Branch → **Contractor Registration**
Pre Process	[e-Sanchalan]:: Sub Division Entries →Vouchers (SD) → **Receipt** *[Receipt of Fee for– New/Renewal/ Upgrade/Change Other Information]*

Input Screen:

Contractor Registration

○ Manual to Online (Backlog)
○ New/Renewal/Upgrade/Change Other Information
○ Black List

Description of fields on screen:

Display the following options to register the contractor:
- A. Manual to Online (Backlog) *<Click>*
- B. New/Renewal/Upgrade/Change Other Information *<Click>*
- C. Black List *<Click>*

A. Manual to Online (Backlog)
   This option is selected when the Contractor is already registered through manual process and needs to Register in online system for making the department process online.

On Click of Manual to Online (Backlog), Display the following screen for Contractor Registration:

Contractor Registration

All fields marked # are mandatory

Contractor Registration (Manual to Online).................☐ Update Contractor Record   < Back

1. Registration Id

Online Registration Id	
Online Registration Date	
Manual Registration No.	
Manual RegistrationDate	
Manually Registered By	

2. Class of Contractor

Contractor Category# -SELECT-   Contractor Class# -SELECT-

3. Registration Validity

ValidUp To#

4. Personal Details

Contractor Name#	
Father's Name #	
Qualification#	
Present Address#	(Max. 300 Characters)
Permanent Address#	(Max. 300 Characters)
Nationality#	
Phone No.#	
Mobile No.#	
Email Id	
PAN No.#	
PPF Account No.	
Bank/P.O. Account Detail#	Account No......... Bank/PO Name... -SELECT- Bank/PO Address
Sale Tax No.#	

Work Experience

(Max. 1000 Characters)

Contractor Photo to Upload   Browse... (Image Format:JPG)

5. Proofs Attached

- ☐ Affidavit from the Engineers
- ☐ Affidavit of Immovable Property with there current Market Value
- ☐ Affidavit of Machinery
- ☐ Bank Balance Certificate
- ☐ Copy of Electrical Licence
- ☐ Copy of Power of Attorney
- ☐ Attested Copy of Pan Card
- ☐ Copy of Partnership of Deed
- ☐ Attested Copy Previous of Registration
- ☐ Detail of Engineering Staff
- ☐ Experience Certificate
- ☐ GST/ CST Certificate
- ☐ Income Tax Clearance Certificate for latest Assessment Year
- ☐ Medical Certificate
- ☐ Police Verification Certificate
- ☐ Registration Certificates of Machinery
- ☐ Work done Certificate For Upgradation

Save	Reset

Description of fields on screen:

1. Display the following Details:
   - Online Registration ID *<Auto Gen>*
   - Online Date *<Auto Gen>*
     By default display the Current Date

2. Enter Manual Registration No. *<Enter>*
    Need to enter only for the manual registration made first time online

3. Enter Manual Registration Date *<Enter>*
    Need to enter only for the manual registration made first time online

4. Enter Manually Registered by *<Enter>*
    Name of the Office where registration made

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

6. Select Class of Contractor
    Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D

7. Enter Registration Valid Date Up to *<Enter>*

8. Enter the following Personal Details of the Contractor:

    - Contractor Name *<Enter>*
    - Father's name *<Enter>*
    - Qualification *<Enter>*
    - Present Address *<Enter>*
    - Permanent Address *<Enter>*
    - Nationality *<Enter>*
    - Phone No. *<Enter>*
    - Mobile No. *<Enter>*
    - PAN No. *<Enter>*
    - PPF Account No. *<Enter>*
    - Enter following Bank/P.O. Account Details:
        i.   Account No. *<Enter>*
        ii. Select Bank/PO Name
             Display the Bank names i.e., HDFC, ICICI, State Bank of India, State Bank of Patiala, Others if any
        iii. Enter Bank/PO Address *<Enter>*
    - Sale Tax No. *<Enter>*
    - Work Experience *<Enter>*
    - Upload Photo

9. Check proofs submitted from the following:
    - Affidavit from the Engineers
    - Affidavit of Immovable Property with their current Market Value
    - Affidavit of Machinery
    - Bank Balance Certificate
    - Copy of Electrical License
    - Copy of Power of Attorney
    - Attested Copy of Pan Card
    - Copy of Partnership of Deed
    - Attested Copy Previous of Registration
    - Detail of Engineering Staff
    - Experience Certificate
    - GST/ CST Certificate
    - Income Tax Clearance Certificate for latest Assessment Year
    - Medical Certificate
    - Police Verification Certificate
    - Registration Certificates of Machinery

o   Work done Certificate For Up gradation

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

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

Contractor Registration

○ Manual to Online (Backlog)
◉ New/Renewal/Upgrade/Change Other Information
○ Black List

Transaction	Fees Deposited At	Receipt Number	Receipt Date	OnlineId	Contractor Name	
Renewal	Theog Sub Division	2011/3/12	14/03/2011	4272	Madan Singh	Select
Renewal	Theog Sub Division	2011/3/20	15/03/2011	934	Balbir Chauhan	Select
Renewal	Sainj Sub Division	2011/3/33	17/03/2011	1724	Sh.Deep Ram Chuhan	Select
Renewal	Sainj Sub Division	2011/3/35	17/03/2011	1128	P.C Rajta	Select
Renewal	Sainj Sub Division	2011/3/37	17/03/2011	2576	Shyam Singh.	Select
Renewal	Matiana Sub Division	2011/3/5	18/03/2011	1904	Madan Singh	Select
Renewal	Koti Sub Division	2011/3/8	19/03/2011	4347	Sh. Daya Nand Rajta	Select
Renewal	Matiana Sub Division	2011/3/18	21/03/2011	1796	Joginder Singh	Select
Renewal	Matiana Sub Division	2011/3/20	21/03/2011	6	Shri Parkash Chandel	Select
Renewal	Matiana Sub Division	2011/3/25	24/03/2011	1	Shri Mohinder Singh Chandel	Select
Renewal	Shimla No. 1 Sub Division	2011/3/152	26/03/2011	1862	Sohan Lal	Select

Description of fields on screen:

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

    Display the following screen for entry :

Contractor Registration

All fields marked # are mandatory

Contractor Registration - Renewal.......................... ☑ Update Contractor Record   < Back

1. Registration Id

Online Registration Id	4347
Online Registration Date	28/03/2011
Manual Registration No.	IPH-SE-WS-Enlistment of Class "D"/2008-09-2283-233
Manual RegistrationDate	03/06/2009
Manually Registered By	S.E. IPH Circle, Shimla-9

2. Class of Contractor

Contractor Category= -SELECT- Contractor Class= -SELECT- Add More

Category	Class	OnlineRegisteredByOffice	OnlineRegisteringDate	Delete
Civil Contractor	D	Div.No.1 Shimla 9	28/03/2011	☐

3. Registration Validity

ValidUp To= 03/11/2013 📅

4. Personal Details

Contractor Name=	Sh. Daya Nand Rajta
Father's Name =	Sh. Mathu RamRajta
Qualification=	10th
Present Address=	Village Daushori, P.O. Nagan, Tehsil Kot Khai Distt. Shimla(HP)
	(Max. 300 Characters)
Permanent Address=	Village Daushori, P.O. Nagan, Tehsil Kot Khai Distt. Shimla(HP)
	(Max. 300 Characters)
Nationality=	Indian
Phone No.=	Nil
Mobile No.=	94183-4441
Email Id	
PAN No.=	AQOPR1022P
PPF Account No.	

Bank/P.O. Account Detail=

Account No......... Add More
Bank/PO Name... -SELECT-
Bank/PO Address

Bank Ac.No.	Bank Id	Bank Address	Delete
730	Other	Khaltu Nallah, Tehsil Kot Khai, Distt. Shimla	☐

Sale Tax No.=	A/F
Work Experience	
	(Max. 1000 Characters)
Contractor Photo to Upload	Browse... (Image Format:JPG)

5. Proofs Attached

- ☐ Affidavit from the Engineers
- ☐ Affidavit of Immovable Property with there current Market Value
- ☐ Affidavit of Machinery
- ☑ Bank Balance Certificate
- ☐ Copy of Electrical Licence
- ☐ Copy of Power of Attorney
- ☑ Attested Copy of Pan Card
- ☐ Copy of Partnership of Deed
- ☐ Attested Copy Previous of Registration
- ☐ Detail of Engineering Staff
- ☐ Experience Certificate
- ☐ GST/ CST Certificate
- ☐ Income Tax Clearance Certificate for latest Assessment Year
- ☐ Medical Certificate
- ☐ Police Verification Certificate
- ☐ Registration Certificates of Machinery
- ☐ Work done Certificate For Upgradation

Save Reset

Description of fields on screen:

1.   Display the following Details:
     o Online Registration ID *<Auto Gen>*
     o Online Date *<Auto Gen>*
        By default display the Current Date

2. Enter Manual Registration No. *<Enter>*
    Need to enter only for the manual registration made first time online

3. Enter Manual Registration Date *<Enter>*
    Need to enter only for the manual registration made first time online

4. Enter Manually Registered by *<Enter>*
    Name of the Office where registration made

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

6. Select Class of Contractor
    Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D

7. Enter Registration Valid Date Up to *<Enter>*

8. Enter / Display the following Personal Details of the Contractor:
    Display in case of Renewal / Upgradation / Change other information

     o Contractor Name *<Enter>*
     o Father's name *<Enter>*
     o Qualification *<Enter>*
     o Present Address *<Enter>*
     o Permanent Address *<Enter>*
     o Nationality *<Enter>*
     o Phone No. *<Enter>*
     o Mobile No. *<Enter>*
     o PAN No. *<Enter>*
     o PPF Account No. *<Enter>*
     o Enter following Bank/P.O. Account Details:
          i.   Account No. *<Enter>*
          ii. Select Bank/PO Name
               Display the Bank names i.e., HDFC, ICICI, State Bank of India, State Bank of Patiala, Others if any
          iii. Enter Bank/PO Address *<Enter>*
     o Sale Tax No. *<Enter>*
     o Work Experience *<Enter>*
     o Upload Photo

9. Check proofs submitted from the following:
     o Affidavit from the Engineers
     o Affidavit of Immovable Property with their current Market Value
     o Affidavit of Machinery
     o Bank Balance Certificate
     o Copy of Electrical License
     o Copy of Power of Attorney
     o Attested Copy of Pan Card
     o Copy of Partnership of Deed

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

10. Save
    Confirmation made to save the above entries

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

12. Verify
    Confirmation made to verify the above entries

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

3.4.4.2.   Issue MB

Module No.	M-DIV- 58
Module Name	Issue M.B.
User	Division Office (Correspondence Branch)
Description	Correspondence Branch issues MBs as per the approval given by EE
How to Access	[e-Sanchalan]:: Division Entries → Correspondence Branch → **Issue M.B.**
Input Screen :	

Opening/Closing of Measurement Book

For new MB enter the details and click on save button & for updation/verification/closing click >>>>>>> Update ☐

M.B. Number #	[ ]
Sub-Division #	-SELECT-
Section #	-SELECT-
Issue Date #	[📅]
Type of MB	○ Old ○ New

| Issue MB | Verify | Reset | Close MB > |

Description of fields on screen:

1. Display the following columns:
   o M.B. Number *<Enter>*
   o Sub-Division *<Select>*
   Display the Sub Division of concerned Division.

   o Section Name *<Select>*
   Display the Sections of Selected Sub Division

   o Issue date *<Select>*

   o Type of MB (I.Old   II. New)
   Select Old if the MB is already issued through manual process and needs to issue in Online MIS for making the department process online

2. Issue MB
   Confirmation made to issue the MB.

3. Check the **Update** button to Update or verify the issued M.B.

4. M.B. Number *<Enter>* & get details of the MB
   Update the details (if any)

5. Update <Click>
   Confirmation made to Update the details

6. Verify
   Confirmation made to verify the Details of M.B.

3.4.4.3.   Work Agreement

3.4.4.3.1.   New Work Agreement

Module No.	M-DIV– 59	
Module Name	Work Agreement Description	
User	Division Office (Correspondence-Branch)	
Description	Agreement details are framed by the Correspondence Branch at Division Office	
How to Access	[e-Sanchalan]:: Division Entries → (C)orrespondence Branch→ Work Agreement → **Work Agreement Description**	
Pre Process	[e-Sameeksha]:: Scheme Entries → **Work Description**	
Pre Process Sequence	**Sr.No.**	**Module**	**Office**
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]:: Scheme Entries → **Work Description**	Division
Post Process	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications	

→ **Revised Schedule Of Quantity**

Input Screen:

Work Agreement Description

Work Id	2011-2072 < Change Work Id
Online Date	
Scheme Code#	T19861 R/M of GWSS Thund in G.P. Satlai Tehsil && Distt. Shimla.
Work Nature #	○ Original ⦿ Repair/Maintenance
Executing Office#	Div.No.1 Shimla 9
Work Serial Number & Name#	2.Laying & Jointing of G.I Pipe at Node No 94-95,94-108,94-109,105-110,105-106
Work Awarded To#	⦿ To Contractor

1. Contractor

Online Registration Id#	1 Get Contractor Record >
Contractor Name#	Shri Mohinder Singh Chandel
Registration ValidUp To#	31/03/2008
Class Of Contractor#	Category Class RegisteredByOffice RegisteringDate Civil Contractor D Div.No.1 Shimla 9 19/09/2007
Present Address#	S/O Shri Chet Ram Vilage Ratana,P.O. Shadi Tehsil Theog Distt.Shimla H.P
Phone No.#	0000

2. Agreement Details

Category#	-SELECT-
Agreement Type	-SELECT-
Manual Agreement No.(If Any)	
Manual Agreement Date	📅
Agreement By Office#	Div.No.1 Shimla 9
NIT Number#	☐ Online NIT No.
Tendered Amount (Work) #	12345678
NIT Date	📅
Date of Start#	📅
Time for Completion#	100 days
Terms & Conditions	(Max. 4000 Characters)
Over All Rebate	%

Verify	Update	Reset

Description of fields on screen:

1. Work ID *<Enter>*

   Display the following details:
   - Online Date *<Auto gen>*
   - Scheme Code & Name
   - Work Nature *(Original, R/M)*
   - Executing Office
   - Work Serial Number & Name

o Work Awarded to

2. Online Registration Id *<Enter>*

   Display the following Details of Contractor:
   o Contractor Name
   o Registration valid upto
   o Class of Contractor
   o Present Address
   o Phone No.

3. Category *<Select>*
   Select category

4. Agreement Type *<Select>*
   Select agreement Type

5. Manual Agreement No. *<Enter>*

6. Manual Agreement Date *<Enter>*

7. Agreement By Office *<Display>*

8. NIT Date. *<Select>*

9. Date of start *< Display / Select >*

10. Time Of Completion *< Display / Enter >*

11. Terms & conditions *<Display / Enter>*

12. Overall Rebate *<Enter>*

13. Update
    Confirmation made to update the Agreement Details

14. verify
    Confirmation made to verify the Agreement Details

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

3.4.4.3.2. Extend Agreement Description

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

Pre Process Sequence	Sr.No.	Module	Office
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]:: Scheme Entries → **Work Description**	Division
Post Process		[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Revised Schedule Of Quantity**	

Input Screen:

Extend Agreement

Show DashBoard

Work Id	2008-1499 < Change Work Id
Online Date	30/03/2009
Scheme Code#	T19886
	Prov. GWSS to P.C. Habitation of census vill jalf and udli in G.P.malyana in Teh. and Distt Shimla HP.
Work Nature #	⦿ Original ◯ Repair/Maintenance
Executing Office#	Div.No.1 Shimla 9
Work Serial Number & Name#	1.C/O 2 Nos Spring Intake,2 Nos.Storage tank 5000ltrs cap.C.O Stand post 4 Nos and
Work Awarded To#	⦿ To Contractor

1. Contractor

Online Registration Id≠	938
Contractor Name≠	Geeta Ram Thakur
Registration ValidUp To≠	31/03/2010
Class Of Contractor≠	

Category	Class	RegisteredByOffice	RegisteringDate
Civil Contractor	B	Div.No.1 Shimla 9	06/05/2013

Present Address≠	R/O Vill Dhobi Ghat P.O Sanjauli Teh & Distt Shimla
Phone No.≠	n/a

2. Agreement Details

Category≠	Civil Works
Agreement Type	Item Rate Tender
Manual Agreement No.(If Any)	225/2008-09
Manual Agreement Date	19/01/2009
Agreement By Office≠	Div.No.1 Shimla 9
NIT Number≠	. ☐ Online NIT No.
Tendered Amount (Work) ≠	175300
NIT Date	
Date of Start≠	03/02/2009
Time for Completion≠	90 days
Terms & Conditions	1. Cement shall be issued at Mehli store @ Rs. 230/- per bag includingg storage charges. 2. The G.I.pipes shall be issued at IPH store Mehli @Rs. free of cost. 3. Steel shall be issued at Mehli store @ Rs.34430/- P.M.T. including storage charges. 4. The work shall be carried out as per PWD/IPH specifications and to the entire satisfaction of the Engineer-in-Charge
	(Max. 4000 Characters)
Over All Rebate	0.00 %

3. Agreement Extension Details:

Extended Date of Completion: ≠	
Extension given By : ≠	--Select--
Extension Letter number : ≠	
Letter date: ≠	

Verify   Save

Description of fields on screen:

1. Work ID *<Enter>*

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

Display the following Details of Contractor:
- o Contractor Name
- o Registration valid upto
- o Class of Contractor
- o Present Address
- o Phone No.

- o Category
- o Agreement Type
- o Agreement Type
- o Manual Agreement No.
- o Manual Agreement Date
- o Agreement By Office
- o NIT Date.
- o Date of start
- o Time Of Completion
- o Terms & conditions
- o Overall Rebate

Agreement Extension Details
2. Extended date of completion *<Select>*
   Select the new date of completion

3. Extension given by *<Enter>*
   Enter the competent authority details, by whom the extension was given

4. Extension letter number *<Enter>*
5.
6. Letter date *<Enter>*

7. Save
   Confirmation made to save the Agreement Details

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

3.4.4.4.   Generate supply Order (Industries)

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

	Supply order Industries

Input Screen:

Description of fields on screen:
1. Office name
2. Supply Order for
3. Display the Columns with the list following details:
   - Financial Year *<Select>*
   - Month *<Select>*
   - Item Category *<Select>*
   - Item *<Select>*
   - Add item to List *<Select>*
   Display the item in the grid.

4. Supply order no.
5. Supplier Name
6. Office
7. Item Category
8. Item code
9. Unit
10. Rate
11. Quantity
12. Total
13. Save:
    Saves the data in grid with following details

    - Item Description
    - Unit
    - Rate
    - Quantity

14. Delete
    Confirmation made to delete the selected item

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

16. Verify
    Confirmation made to delete the selected item

17. Print
    View to the generated order details

Report/Query	

3.4.4.5.　Returns

3.4.4.7.1.　Material Balance (Returns)

Module No.	M-Div- 61
Module Name	Material balance (Returns)
User	Division Office (Correspondence Branch)
Description	Entry of available material at store and site
How to Access	[e-Sanchalan] :: Division Entries → (C)orrespondence Branch → Returns → Material Balance
Pre Process	[e-Sameeksha]:: Master Entries → **Store Items** *[Only if Item is not available]*

Input Screen:

Return: Material Balance

		Financial Year	2011-2012			Month	August	

Item Category* : -SELECT CATEGORY-　　　Item* : -SELECT-

Unit : 　　　　　　　　　　　　　　　[Add Item to List]

Item Description	Unit	<--Opening Balance--> MAS	<--Opening Balance--> Stock	<--Receipt--> MAS	<--Receipt--> Stock	<--Consumption--> MAS	<--Consumption--> Stock	
G.I.Pipe plain end-->100 mm dia - Light G.I. Pipe	metre	747.0000	0.0000	0	0	0	0	Delet
G.I.Pipe plain end--> 15 mm dia - Medium G.I. Pipe	metre	49.0000	0.0000	0	0	0	0	Delet
G.I.Pipe plain end--> 40 mm dia - Medium G.I. Pipe	metre	1373.0000	0.0000	0	0	0	0	Delet
G.I.Pipe plain end--> 50 mm dia - Medium G.I. Pipe	metre	3223.0000	0.0000	0	0	0	0	Delet
G.I.Pipe plain end--> 65 mm dia - Medium G.I. Pipe	metre	916.0000	352.0000	0	0	0	0	Delet
G.I.Pipe plain end--> 80 mm dia - Medium G.I. Pipe	metre	859.0000	127.0000	0	0	0	0	Delet
G.I.Pipe plain end-->100 mm dia - Medium G.I. Pipe	metre	470.0000	80.0000	0	0	0	0	Delet
G.I.Pipe plain end-->125 mm dia - Medium G.I. Pipe	metre	1497.0000	0.0000	0	0	0	0	Delet
G.I.Pipe plain end-->150 mm dia - Medium G.I. Pipe	metre	528.0000	0.0000	0	0	0	0	Delet
G.I.Pipe plain end--> 40 mm dia - Heavy G.I. Pipe	metre	481.0000	0.0000	0	0	0	0	Delet
G.I.Pipe plain end--> 50 mm dia - Heavy G.I. Pipe	metre	142.0000	25.0000	0	0	0	0	Delet
G.I.Pipe plain end--> 65 mm	metre	321.0000	0.0000	0	0	0	0	Delet

[SAVE] [VERIFY]

Description of fields on screen:

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

- o Item *<Select>*
- o Add item to List *<Select>*
  Display the item in the grid.

2. Display the Details in following Columns:
   Items having non zero closing balance in previous month are automatically displayed with their opening balance for entry in current month

   - o Item Description
   - o Unit
   - o Opening Balance
     - MAS *<Display / Enter>*
     - Stock *<Display / Enter>*
   - o Receipt
     - MAS *<Enter>*
     - Stock *<Enter>*
   - o Consumption
     - MAS *< Enter>*
     - Stock *<Enter>*

3. Save
   Confirmation made for submission of the above details

4. verify
   Confirmation made for verification of the above details

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

3.4.4.7.2. Hand pump Master

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

Hand Pump Master
Show DashBoard

Division #	Div.No.1 Shimla 9
Select Handpump Type	⦿ New ○ Edit Old
Handpump ID	NEW
Name	
Location	
District/Tribal Area	-SELECT-
Longitude	
Latitude	
Discharge (in lps)(only numeric)	
Financial Year	2019
Month	April
Remarks	

Save

Serial No.	Handpump Id	Name	Location	Longitude	Latitude	Discharge	Remarks
1	H80	Malyana	Mehli Dhali Byepass	77.12.267	31.03.487	11.0000	---
2	H83	Shiv Mandir Malyana	Mehli Dhali Byepass	77.11.181	31.05.187	6.0000	----
3	H86	Shanan	Mehli Dhali Byepass	77.11.627	31.05.494	5.0000	---
4	H89	Panthaghatti	NH 22	77.12.253	31.04.977	4.0000	---

Description of fields on screen:

1. Division *<get>*
2. Select Hand pump type
   Select 'New' to make new Hand pump entry and 'Edit' to update entered hand pump data

3. Hand Pump ID *<Auto Gen>*

4. Name

5. Location
6. Distt /Tribal Area
7. Longitude
8. Latitude
9. Discharge (in LPS)
10. Financial Year
11. Month
12. Remark
13. Save
    Confirmation made for submission of the above details and displays the data in grid:

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

	o Remarks
Report/Query	How to Access: [e- Sanchalan] **::** Reports/Queries → Returns → Hand pump

3.4.4.7.3.   Hand pump Return

Module No.	**M-Div- 63**
Module Name	Hand Pump Master
User	Division Office (Correspondence Branch)
Description	Correspondence branch makes the entry of Hand pumps return installed in their division
How to Access	[e-Sanchalan] **::** Division Entries → (C)orrespondence Branch → Hand pump Return

Input Screen:

Hand Pump Return

Show DashBoard

Division #	Div.No.1 Shimla 9
Financial Year	2019
Month	April

Check to Select	Handpump ID	Name	Location	District	Latitude	Longitude	Discharge (Liters/per
☐	H83	Shiv Mandir Malyana	Mehli Dhali Byepass	SHIMLA DISTR	31.05.187	77.11.181	6.0000
☐	H113	Chamiana 2	Surala Road	SHIMLA DISTR	N31.05.127	E077.12.239	4.0000
☐	H88	Chamyana 1	Shurala Road	SHIMLA DISTR	31.05.365	77.12.210	7.0000
☐	H2666	Old Junga	Village Old Junga	SHIMLA DISTR	31.01.22.2	77.11.12.0	0.2000
☐	H2635	Kamahalli	Kamahalli Nr.H/O Babu Ram Mehta	SHIMLA DISTR	30.59.21.2	77.13.36.2	0.2000
☐	H2636	Kamahalli 2nd	Kamahalli 2nd Nr.H/O Sh. Keshar Singh	SHIMLA DISTR	30.59.23.6	77.13.36.0	0.2000
☐	H2655	Bud-2nd	Village Bud	SHIMLA DISTR	30.58.17.4	77.14.27.14	0.2000
☐	H2656	Parthana	Parthana-Nr. Shed	SHIMLA DISTR	30.58.41.8	77.13.59.4	0.2000
☐	H2660	Kayana	Village Kayana-Nr. H/O Sh. Nek Ram	SHIMLA DISTR	31.01.35.2	77.10.47.0	0.2000
☐	H2664	Balog	Balog Nr. Govt. School Balog	SHIMLA DISTR	30.58.22.2	77.15.16.0	0.2000

[Verify All]   [Save]   [Check all]

Description of fields on screen:

1. Division *<get>*
2. Financial Year *<Display>*
3. Financial Month *<Display>*

Display the following data in grid

- o Check to Select
  Select to update the data
- o Hand Pump ID
- o Name
- o Location

- o Distt /Tribal Area
- o Longitude
- o Latitude
- o Discharge (in LPS)
- o Present status
- o Remark
4. Save
   Confirmation made for submission of the above details

Report/Query	How to Access: [e- Sanchalan] **::** Reports/Queries → Returns → Hand pump

3.4.4.7.4. Components Entry – Irri. Sector (returns)

Module No.	**M-DIV- 64**		
Module Name	Components Entry –Irri. Sector (returns)		
User	Division Office (Correspondence Branch)		
Description	Correspondence Branch prepare the return of components of Sewerage sector Schemes		
How to Access	[e-Sanchalan]:: Division Entries → Correspondence Branch → Returns → **Component entry (Irri. Sector)**		
Pre Process	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**		
Pre Process Sequence	**Sr. No.**	**Module**	**Office**
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division

Input Screen :

Components Entry (Sew. Sector)

Division #	Div.No.1 Shimla 9	
Scheme Code/ Name #	1994-306-17274	< Change
Name of Scheme	1994-306-17274(Prov. Sewerage System Theog)	
Return Type #	Sewerage Return	
A/A E/S No.#	Under Secretary IPH-13(F)17-6	
A/A & E/S Amount#	42317000.00	
A/A & E/S Date #	05/08/2016 0	
Component Details		
Unit Code#	--SELECT UNIT--	
Issued By	Govt. of H.P	

	Add More	Save	Verify

Serial No.	Component Details	Unit Code	ComponentId
1	1.) Laying and Jointing of D.I. Pipe. i)150mm 9560 Rmt. ii)200mm 2460 Rmt.	Running Meter	C1
2	2.) Manholes 403 Nos.	Cubic Meter	C2
3	3.)Treatment Plant 1)0.45MLD.II)1.15MLD.	Square Meter	C3
4	4.) Flushing tank=46 Nos.	Square Meter	C4
5	5.)SOP	Meter	C5

Description of fields on screen:

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

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

4. Save *<Click>*
    Display the entered data in grid with following Details
    o Sr. No.
    o Component details
    o Unit
    o Component ID

Report/Query	

3.4.4.7.5.   Water Supply Schemes

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

Water Supply Schemes
Show DashBoard

Division #	Div.No.1 Shimla 9 ▾	<- Back to Schemes

Name of Scheme	2006-306-44572 :-> Prov,Rcc storage to various school under IPH Division
Type of Scheme	ARWSP (Accelerated Rural Water Supply Programme)
A/A E/S No. & Date	-NA- Dated: -NA-
Year of Commissioning	
Completion cost of Schemes	0
Name of Source	
Latitude	
Longitude	
Name of Habitation Covered	
Ultimate Design Population	
Design Year	
Design Pumping Daily Hours	0
No. of Connections Released	0
Present population Served	0
Per Capita per Day Demand (LPCD)	0

Present daily water Demand	Present Discharge Of Source	Discharge of Pumps (Lts/hours)	No. of Daily Pumping Hours	Datewise water supplied from the Scheme in Lts/Day	Remarks
0	0	0	0	0	

Save

Description of fields on screen:

1. Division *<Display>*
2. Scheme code/ name *<Enter & get>*
3. Type of Scheme
4. AA& ES No. & date
5. Year of commissioning
6. Completion cost of scheme
7. Name of the souse
8. Longitude
9. Latitude
10. Name of Habitation covered
11. Ultimate Design population
12. Design year
13. Design pumping daily hours
14. No. of connections released
15. Present population served
16. Per capita per dat demand
    Display the following data in grid
    - Present daily water demand
    - Present discharge of source
    - Discharge of pumps
    - No. of daily pumping hours
    - Date wise water supplied from the scheme in lts/day
    - Remarks

17. Save *<Click>*

Report/Query	How to Access: [e- Sanchalan] **::** Reports & Queries → Returns → Water Supply Schemes

3.4.4.7.6. STP Locations

Module No.	M-Div- 66
Module Name	STP Locations
User	Division Office (Correspondence Branch)
Description	Entry of locations od sewerage treatment plants
How to Access	[e-Sanchalan] **::** Division Entries → (C)orrespondence Branch → **Set STP Locations**
Input Screen:	

Update STP Locations
Show DashBoard

Division ＊ Div.No.1 Shimla 9
Sample Collecting Agency ＊ ⦿ IPH Deptt.,HP ◯ Pollution control Board,HP ◯ Eco Lab
Location of STP＊

Save

Description of fields on screen:

1. Division
2. Sample collecting Agency

3. Location of STP
   Select the sample collecting agency i.e., IPH Deptt, Pollution control board, HP or ECO lab

4. Save
   Confirmation made for submission of the above details

Report/Query	How to Access: [e- Sanchalan] **::** HomePage → View STP Sample results

3.4.4.7.7. Daily STP results

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

Description of fields on screen:

1. Division
2. Sample collecting Agency

3. Location of STP
   Select the sample collecting agency i.e., IPH Deptt, Pollution control board, HP or ECO lab

4. Save
   Confirmation made for submission of the above details

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

3.4.4.6. Update GSTIN

Module No.	M-Div-68
Module Name	Update GSTIN
User	Division Office (Correspondence Branch)
Description	Entry of GSTIN of contractor
How to Access	[e-Sanchalan] **::** Division Entries → (C)orrespondence Branch → **Update GSTIN**

Input Screen:

Description of fields on screen:

1. Online registration id *<get>*
2. Displays the following details on contractor:
   - Contractor Name
   - Registration valid up to
   - Class of contractor
   - Present address
   - Phone no.
   - GSTIN no. *<Enter>*

3. Update

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

3.4.4.7.   Court Cases

3.4.4.7.1. Case Filing (Court Cases)

Module No.	M-DIV- 69
Module Name	Case Filing (Court Cases)
User	Division Office (Correspondence Branch)
Description	Entry of cases filed in various Courts relation to the particular Division
How to Access	[e-Sanchalan] :: Division Entries → (C)orrespondence Branch → Court Cases → **Case Filing**
Post Process	[e-Sanchalan] :: Division Entries → (C)orrespondence Branch → Court Cases → **Progress Details**
Input Screen:	

Section 3: Advocate Details

Respondent Advocate

Name #		(Max. 50 Characters)
Address #		(Max. 150 Characters)

Appellant Advocate

Name #		(Max. 50 Characters)
Address #		(Max. 150 Characters)

Save   Verify

Description of fields on screen:

- Display the Case Details:
    - Court *<Select>*
    - Nature *<Select>*
    - Number *<Enter>*
    - Case Year *<Enter>*
    - Filing Date *<Select>*
    - Old Appeal no. (If any) *<Select>*
    - Subject *<Select>*
    - Case Title *<Enter>*
    - Case Description *<Enter>*

- Display the Party details:
    - Department as Appellant or Respondent *<Select>*
        If department is selected as Appellant, Enter the following Respondent details:

    - Select type
      Select the type of Respondent i. e., Employee, Contractor etc.
    - Online Id (If any)
      Enter the online no. i.e., Employee code for Employee and Online Contractor Id for Contractor
    - Name *<Enter>*
    - Address *<Enter>*

    If department is selected as Respondent, Enter the following Appellant details:
    - Select type
      Select the type of Appellant i. e., Employee, Contractor etc.
    - Online Id (If any)
      Enter the online no. i.e., Employee code for Employee and Online Contractor Id for Contractor
    - Name *<Enter>*
    - Address *<Enter>*

- Advocate detail Entry:
    Respondent Advocate Entry
    - Name *<Enter>*
    - Address *<Enter>*

    Appellant Advocate Entry
    - Name *<Enter>*
    - Address *<Enter>*

- Save

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

3.4.4.7.2. Progress Details (Court Cases)

Module No.	**M-DIV- 70**
Module Name	Progress Details (Court Cases)
User	Division Office (Correspondence Branch)
Description	Entry of Progress details for after a case is filed.
How to Access	[e-Sanchalan] **::** Division Entries → (C)orrespondence Branch → Court Cases → **Progress Details**
Pre Process	[e-Sanchalan] **::** Division Entries → (C)orrespondence Branch → Court Cases → **Case Filing**

Input Screen:

Court Case : Progress Details

Section 1 : Select Case

Case Year #	2003 Change Year Case Nature and Number # OA : 65/2003
Filling Date	17/01/2011
Court	State Administrative Tribunal, Shimla
Subject	Pension benefits
Case Title	Daulat Ram V/S State.

Section 2 : Progress Detaile Entry

Date of Progress #   Case Progress Type#   -SELECT-

Progress Details #

(Max. 1000 Characters)

Save

Description of fields on screen:

1. Display the Columns with the list following details:
   - Case Year *<Enter>*
   - Case nature and Number *<Select>*
     Display the following details of case
   - Filing Date
   - Court
   - Subject
   - Case Title

2. Enter the Progress Details Entry as follows:
   - Date of Progress *<Select>*
   - Case Progress Type *<Select>*
     Case progress types such as case filed in higher court, Disposed, Hearing and Reply to be filed

	- o Progress Details *<Enter>* - o Is Action Required by Department *If case Progress type is Disposed* - o Next hearing date *If case Progress type is Hearing* - o Reply to be filed (Within days) *If case Progress type is Reply to be filed* - o Reply Filed on date *If case Progress type is Reply to be filed* 3. Save *Confirmation made for submission of the above details*
Report/Query	How to Access: [e- Sanchalan] **::** Reports/Queries → Court Case Reports

3.4.5.   (A)ccount Branch

3.4.5.1.   Assign Budget Head to Scheme

Module No.	M-DIV- 71
Module Name	Assign Budget Head
User	Division Office (Account Branch)
Description	Assign Budget Head to the Scheme from which either the fund is received or is to be demanded.
How to Access	[e-Sameeksha]:: Scheme Entries → **Assign Budget Head**
Pre Process	[e-Sameeksha]:: Scheme Entries → **Scheme Description**

Input Screen:

Description of fields on screen:

1. Department *<Display>*
2. Scheme Code *<Enter>*
3. Get Details
   Display the following details:
   o Scheme Name

4. Select the following parameters to get the budget head:
   o Demand Number
   o Head Type
   o Voted/Charged
   o Plan/Non-Plan

5. Get
   Click to get the budget for selected parameters
   Display the Head list with the following columns wise details of budget heads:
   o Account Head (Major/Sub Major/Minor/Sub Minor)
   o Budget Code

o SOE Code
o Select <button><</button>

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

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

7. Verify
Confirmation made for the verifying the saved details.

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

3.4.5.2. Scheme wise Budget (Back log)

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

Description of fields on screen:
1. Department *<Display>*
2. Scheme Code *<Enter>*
3. Get Details
   Display the following details:

- o Scheme Name
- o Executing Office

4. Financial Year
   Select the financial year for which you want to enter the backlog.
   Display the following details:
   - o Budget Head *<Display>*
   - o Original Budget *<Enter>*
   - o Additional Budget *<Enter>*
   - o Budget Surrendered *<Enter>*
   - o Remarks *<Enter>*

5. Save
6. Verify

Report/Query	How to Access:
	    [e- Sameeksha] **::** Queries → General Query
	    [e- Sameeksha] **::** Queries → budget

3.4.5.3.   Scheme wise Budget

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

Input Screen:

Description of fields on screen:

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

1. Areas *<select>*
   Will display the list of District/Tribal Area as Area is Selected
   - All Areas
   - Tribal Areas
   - Other Than tribal areas

2. District/Tribal Area
   Select the District/Tribal Area for which entry is to be made

3. Department

4. Financial Year
   Select the financial year for which entry is to be made

5. Demand Code
6. Major head
7. Sub Major head
8. Minor head
9. Sub Minor head
10. Budget Code
11. SOE Code
12. Plan/ Non Plan /Both
13. Voted/ Charged/ Both
14. Search
    Click to get details on the bases of selected parameters

| Main Menu | Scheme-wise Budget | | | | | | | | | <<Search Screen |

Head Wise Budget for Financial Year: 2011-2012 (All Amount Figures are in Rupees)

Print Report

~ Page 1 of 1 ~ OR Go to Page [ ] Go

Click the Revised Budget column to see Scheme wise details.

District / Tribal Area	Department	Demand Code	Budgethead	SOE	Budget Code	P/N	V/C	Original Budget	Additional Budget	Surrendered Budget	Revised Budget
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4215-01-101-01	37	S00N	P	V	5400000.00	0.00	0.00	5400000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4215-01-102-01	37	S00NM	P	V	11304000.00	0.00	0.00	11304000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4215-01-102-16	37	S00N	P	V	32172000.00	0.00	0.00	32172000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4702-00-101-01	37	S00N	P	V	9677000.00	0.00	0.00	9677000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4702-00-101-02	37	S00N	P	V	1758000.00	0.00	0.00	1758000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4702-00-101-03	37	S00N	P	V	16775000.00	0.00	0.00	16775000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4702-00-101-04	37	S00N	P	V	370000.00	0.00	0.00	370000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4702-00-101-06	37	S00N	P	V	1481000.00	0.00	0.00	1481000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4702-00-101-07	37	S00N	P	V	755000.00	0.00	0.00	755000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4702-00-800-14	37	S00N	P	V	102000000.00	0.00	0.00	102000000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4705-00-313-01	37	S50N	P	V	18500000.00	0.00	0.00	18500000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4711-01-800-01	37	S00N	P	V	2150000.00	0.00	0.00	2150000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4215-01-102-08	37	S00NM	P	V	21504000.00	0.00	0.00	21504000.00
SHIMLA District	IRRIGATION AND PUBLIC HEALTH	13	4215-01-102-20	37	S50N	P	V	28967000.00	0.00	0.00	28967000.00
	Total of All Pages :-							252813000.00	0.00	0.00	252813000.00

Display the following details:
- o **Main Menu**<*Click*>
  Click to go to the main menu
- o **Search Screen** <*Click*>
  Click to go back to the search Screen(Previous Screen)
- o **Go** <*Click*>
  Enter page number and click go to directly navigate that page
- o **District/ Tribal Area**
- o **Department**
- o **Demand Code**
- o **Budget Head**
- o **SOE**
- o **Budget Code**
- o **P/N**
- o **V/C**
- o **Original Budget**
- o **Additional Budget**
- o **Surrendered Budget**
- o **Revised Budget**<*Click*>
  Click on revised budget to get the scheme wise budget

Main Menu	Scheme-wise Budget	<<Search Screen
		<< Go Back

SHIMLA District   Department   **IRRIGATION AND PUBLIC HEALTH**

Budget Head

Demand Code 13:-IRRIGATION, WATER SUPPLY AND SANITATION	BudgetCode S00NM:-MINIMUM NEEDS PROGRAMME (NORMAL)
MajorHead 4215:-CAPITAL OUTLAY ON WATER SUPPLY & SANITATION	SOE 37:-MAJOR WORKS
SubMajorHead 01:-WATER SUPPLY	P/N Plan
MinorHead 102:-RURAL WATER SUPPLY	V/C Voted
SubMinorHead 01:-RURAL WATER SUPPLY SCHEMES IN VAR.DISTT.	

« First Page	‹ Prev.Page	~Page 1 of 3~ OR Go to Page [ ] Go	› Next Page	» Last Page

Scheme wise Budget   (All Amount Figures are in Rupees)

Print Report 🖶

View Scheme	Scheme Code	Scheme Name	Executing Office	Original Budget	Additional Budget	Surrendered Budget	Revised Budget
Details	2001-306-38283	Prov. LWSS to vill. Palana Kaprol & Kiyarli Bagan	Div.No.1 Shimla 9	360000.00	0.00	0.00	360000.00
Details	2001-306-38300	Prov.LWSS Shawalthi Shilli Bagi Majhola in G.P. Baggi Stage 1st.	Div.No.1 Shimla 9	250000.00	0.00	0.00	250000.00
Details	2001-306-38301	Prov. LWSS Nukar Khad to Nehra Dharog	Div.No.1 Shimla 9	250000.00	0.00	0.00	250000.00
Details	2003-306-40109	LWSS for Village Pargeya in G.P. Pargeya Tehsil Theog Distt. Shimla. HP	Div.No.1 Shimla 9	150000.00	0.00	0.00	150000.00
Details	2003-306-40126	Prov. LWSS Malehri in G.P. Mohri Teh. Theog & Distt. Shimla	Div.No.1 Shimla 9	300000.00	0.00	0.00	300000.00
Details	2003-306-40131	Prov.LWSS to PC Hab. to Village Pari ja Nallah to Tarapur Patangly Dhandhog in G.P.	Div.No.1 Shimla 9	300000.00	0.00	0.00	300000.00
Details	2003-306-40136	LWSS Kathori Mehog Punder in G.P. Kuthar Tehsil Theog Distt. Shimla. HP	Div.No.1 Shimla 9	300000.00	0.00	0.00	300000.00
Details	2003-306-40138	LWSS Kala Binu etc. in G.P. Anandpur.	Div.No.1 Shimla 9	200000.00	0.00	0.00	200000.00
Details	2003-306-40196	LWSS to Nehra Khad to Rehech in G.P. Kathog. Teh. & Distt. Shimla	Div.No.1 Shimla 9	200000.00	0.00	0.00	200000.00
Details	2003-306-40198	C/O LWSS To PC Hab. Jharjal Khad To Talab Rampuri	Div.No.1 Shimla 9	100000.00	0.00	0.00	100000.00

Display the following details:
- o **Main Menu**<*Click*>
  Click to go to the main menu
- o **Search Screen** <*Click*>
  Click to go back to the search Screen(Previous Screen)
- o **Go** <*Click*>
  Enter page number and click go to directly navigate that page
- o **First Page**

- o Prev. page
- o Next Page
- o Last Page
- o Print Report
  Click on print Report to print the report of budget Scheme Wise
- o View Scheme
  Click to view the detail of the scheme
- o Scheme code
- o Scheme Name
- o Executing office
- o Original Budget
- o Additional Budget
  Click on addition budget amount link to make entry of additional budget and a pop up window will appear

- o Surrendered Budget
  Click on addition budget amount link to make entry of additional budget and a pop up window will appear

- o Revised Budget
  Click on revised budget will display the total transaction of budget for that scheme. For example:

Sanction Date (dd/mm/yyyy)	Budget Type	Budget Amount	Remarks	Verified
01/04/2009	Original	1000000.00		Y
10/05/2009	Additional	400000.00		Y
07/07/2009	Additional	400000.00		Y
15/10/2009	Surrender	200000.00		Y

All Amount Figures are in Rupees

Close Window

Report/Query	How to Access:
	[e- Sameeksha] **::** Home page→ Search budget allocated for Schemes
	[e- Sameeksha] **::** Queries → General Query
	[e- Sameeksha] **::** Queries → Progress Summary →Demand/ Budget/ Expenditure
	[e- Sameeksha] **::** Queries → budget
	[e- Sameeksha] **::** Queries → Demand/ Budget/ Expenditure

3.4.5.4.   Scheme wise Expenditure (Backlog)

Module No.	M-DIV-74		
Module Name	Scheme wise Expenditure (Backlog)		
User	Division Office (Account Branch)		
Description	Account Branch need to feed the Scheme wise Financial Progress one time so that it can be carried online		
How to Access	[e-Sameeksha]:: Master Entries→ Backlog → **Scheme Wise Expenditure**		
Pre Process	[e-Sameeksha]:: Scheme Entries → **Assign Budget Head**		
Pre Process Sequence	**Sr.No.**	**Module**	**Office**
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]:: Scheme Entries → **Assign Budget Head**	Division

Input Screen:

Description of fields on screen:

1. Department *<Display>*
2. Scheme Code *<Enter>*
3. Work Nature
4. Get Details
   Display the following details:
   - Scheme Name
   - Executing Office

5. Financial Year
   Select the financial year for which you want to enter the backlog.

Display the following details:
- o Budget Head *<Display>*
- o Expenditure upto March of previous financial year *<Enter>*
- o Net Expenditure During the financial Year *<Enter>*
- o Total Physical Progress *<Enter>*

6. Save
7.
8. Verify

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

3.4.5.5. Monthly Progress of Schemes

Module No.	M-DIV- 75		
Module Name	Scheme Wise Monthly Progress		
User	Division Office (Account Branch)		
Description	Drawing Branch as per the Financial progress of the schemes records the details in the system		
How to Access	[e-Sameeksha]**::** Monthly Progress Entries → **Scheme Wise**		
Pre Process	[e-Sameeksha]**::** Monthly Progress Entries → **Open Monthly online Entry**		
Pre Process Sequence	**Sr.No.**	**Module**	**Office**
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]**::** Scheme Entries → **Change The Stage** *[Scheme Stage Should be **in progress**]*	Division
	3.	[e-Sameeksha]**::** Scheme Entries → **Assign Budget Head**	Division

Input Screen:

Description of fields on screen:

1. Department *<Display>*

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

3. Work Nature *<Select>*

   Display the following Details:
   o Executing Office
   o Financial Year
   o Month

   Display the details with the following Columns:
   o Budget Head
   o Expenditure Upto March
   o Expenditure Upto Previous Month
   o Expenditure During the month
   o Physical Achievement Till date *<Enter>*
   o Image *<Upload>*

4. Save

5. Verify

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

3.4.5.6. Monthly Progress of Works

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

Input Screen:

Department*	IRRIGATION AND PUBLIC HEALTH	
Scheme Code*	2009-306-161	C/O WSS Batakachour to Nagasaring via Rarang GP Barua
Work Nature*	◉ Original ○ Repair/Maintenance	<< Change
Executing Office	Reckong Peo Division	
Financial Year *	2011-2012	
Month*	June	

Sr.No.	Work Id & Name	Expenditure Till Date (Rs.)	Work Progress Till Date(%)	Physical Achievement Till Date	Image
1	2009-3955-C/O Intake Chamber at Batakachour to Nagasaring	34234.00	45.00	Foundation laid	Browse...
2	2009-3956-C/O Storage Tank 45000ltrs Capacity at Batakachour to Nagasaring	455300	39.00		Browse...
3	2009-3957-C/O Storage Tank 5000ltrs Capacity at Batakachour to Nagasaring	0.00	0.00		Browse...
4	2009-3958-C/O Storage Tank 10000ltrs Capacity at Batakachour to Nagasaring	63000	26		Browse...
5	2009-3959-C/O Storage Tank 25000ltrs Capacity at Batakachour to Nagasaring	0.00	0.00		Browse...
6	2009-3960-C/O Storage Tank 7000ltrs Capacity at Batakachour to Nagasaring	0.00	0.00		Browse...
7	2009-3963-P/L of GI Pipes in distribution System Batakachour to Nagasaring	0.00	0.00		Browse...

Save   Verify

Description of fields on screen:

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

   Display the details with the following Columns:
   o Sr. No.
   o Work ID & Name
   o Expenditure Till Date *(Rs.)*
   o Work Progress Till Date *(Rs.)*
   o Physical Achievement Till date *<Enter>*
   o Image *<Upload>*

4. Save
5. Verify

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

3.4.5.7. Demand Generation

Module No.	M-DIV- 69	
Module Name	Demand Generation	
User	Division Office (Account Branch)	
Description	Account Branch at Division Office submits the details of the Annual Demand for Capital Works	
How to Access	[e-Sameeksha]:: Demand for Grants Entries → **Demand Generation**	
Pre Process	[e-Sameeksha]:: Scheme Entries → **Assign Budget-Head**	
Pre Process Sequence	**Sr.No.** **Module**	**Office**

Pre Process Sequence	Sr.No.	Module	Office
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]:: Scheme Entries → **Assign Budget-Head**	Division
Post Process	[e-Sameeksha]:: Demand for Grants Entries → **Demand Forward / Approve / Reject**	

Input Screen:

Description of fields on screen:

1. Department *<Select>*

2. Office *<Select>*
    To which the Schemes relate

3. Financial Year *<Select>*

4. Filter By Budget Head
    Select the following to Filter the Schemes by specific Budget Head Wise:
    o Demand Number

o   Head Type
o   Voted / Charged
o   Plan / Non Plan
o   Account Sub-Head
   Major Head – Sub Major Head – Minor Head – Sub Minor Head – Budget Code – SOE

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

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

7. Save

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

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

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

11. Previous Page
     click to go to previous page of demand list

12. Next Page
    click to go to next page of demand list

13. Last Page
    click to go to last page of demand list

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

3.4.4.8. LOC Distribution

Module No	M-DIV– 70
Module Name	LOC Distribution
User	Division Office (Account Branch)
Description	Account Branch as per the LOC received from Circle Offices distributes the LOC to the concerned sub division offices
How to Access	[e-Sameeksha]:: Budget/AA&ES/Fund Release → **LOC Distribution**

Input Screen:

Description of fields on screen:

3.1.   Department *<Display>*
3.2.   Executing Office *<Select>*
3.3.   Budget Head *<Select>*
3.4.   Monthly Progress Entered upto Month *<Display>*
3.5.   Financial Year *<Select>*
3.6.   Date of LOC Distribution *<Select>*
   Display the following LOC details:
    o   Budget during the year *<Display>*
    o   LOC given earlier during the Year *<Display>*
    o   Expenditure during the Year *<Display>*
    o   LOC Now to give *<Enter>*
    o   Remark *<Enter>*
3.7.   Progress Rating
   Mark Progress Rating of the Schemes from 0 to 7 as per their progress

Display the following details:
- o View Details of the Schemes
- o Scheme Code
- o Scheme Name
- o Budget Year (Initial)
- o A/A & E/S Date
- o Current Stage
- o Estimated Cost
- o Expenditure Till Date
- o Rating *<Enter>*

8. Save
9. Verify

3.4.4.9. Rate of Recovery

Module No.	M-SDO– 20
Module Name	Rate of recovery
User	Division Office (Account Branch)
Description	Recoveries rates (of contractor bills) are entered by Account Branch
How to Access	[e-Sanchalan]:: Division Entries → (A)ccount Branch → **Rate of recovery**
Post Process	[e-Sanchalan]:: Division Entries → (A)ccount Branch → Vouchers → **Payment**

Input Screen:

Rate of Recovery
Show DashBoard

Office Name	Div.No.1 Shimla 9	
Royality Rates of Material		
Sand	96.00	cum
Stone	144.00	cum
Aggregrate	113.00	cum
Royality of Machinery Rates		
Moveable (Truck)	20.00	Km
Immovable	0.00	Per Hour
Empty Material Recovery Rate		
Cement Bag	1.26	Bags
	Save	

Description of fields on screen:

1. Office Name *<Display>*
2. Sand *<Enter/Display>*

3. Stone *<Enter/Display>*

4. Aggregate *<Enter/Display>*

5. Movable(Truck) *<Enter/Display>*

6. Immovable *<Enter/Display>*

7. Empty Cement Bags *<Enter/Display>*

8. Save
Confirmation made for the above entries

Business Rules	

3.4.4.10. Token Book Entry

Module No.	M-SDO– 20
Module Name	Token Book Entry
User	Division Office (Account Branch)
Description	Tokens, which are provided by treasury for making payments are entered by Account Branch
How to Access	[e-Sanchalan]:: Division Entries → (A)ccount Branch → Vouchers → **Token Book Entry**
Post Process	[e-Sanchalan]:: Division Entries → (A)ccount Branch → Vouchers → **Payment**

Input Screen:

Token Book Entry
Show DashBoard

Select Division. # Div.No.1 Shimla 9
From Token No.
To Token No.

Save   Verify >

S.No.	From Token No	To Token No	Whether Used
1	204401	204500	Y
2	205101	205200	Y
3	207401	207500	Y
4	208401	208500	Y
5	17103600	17103700	Y
6	16110500	16110600	Y
7	18118001	18119000	Y
8	19110600	19110700	

Description of fields on screen:

1. Select Division *<Display>*
2. From Token No. *<Enter>*
   Enter the starting number of token list

3. To token No *<Enter>*
   Enter the last number of token list

4. Save
   Confirmation made for the above token entries

Business Rules	
Notes & Issues	o Tokens are entered when the old token series is exhausted (Used in making payments)

3.4.4.11. Payment

Module No.	M-DIV – 71	
Module Name	Payment	
User	Division Office (Account Branch)	
Description	Various types of Payments Vouchers are generated by Account Branch	
How to Access	[e-Sanchalan]:: Division Entries → (A)ccount Branch → Vouchers → **Payment**	
Pre Process	• [e-Sanchalan]:: Division Entries → Executive Engineer → Running Bills (Ex) → **Verification of Running Bill** • [e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification → **Other Measurements** • [e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification → **Goods Receipt at Site**	
Pre Process Sequence	**Sr.No.**	**Module**	**Office**
	G. Verification of Running Bill	
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]:: Scheme Entries → **Work Description**	Division
	3.	[e-Sanchalan]:: Division Entries → (C)orrespondence Branch→ **Work Agreement Description**	Division
	4.	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Revised Schedule Of Quantity**	Division
	5.	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Material To issue**	Division
	6.	[e-Sanchalan]::Section (site) Entries → Work Measurement → **Work Measurements (Offline)**	Section
	6.1.	Download DTS and Offline Module	Section
	6.2.	Entry in Downloaded Offline file	Section
	6.3.	Upload Measurements	Section
	7.	[e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification →**Work Measurements**	Sub Division
	8.	[e-Sanchalan]::Sub Division Entries → Sub Division→ **Generate running bill**	Sub Division
	9.	[e-Sanchalan]:: Sub Division Entries → Sub Division Officer → Running Bills (SD) → **Submit Running Bill**	Sub Division
	10.	[e-Sanchalan]:: Division Entries → Executive Engineer → Running Bills (Ex) → **Verification of Running Bill**	Division
	H. Verification of Other Work Bills	
	1.	[e-Sanchalan]::Section (site) Entries → Measurement(s) → **Other Measurements**	Section
	2.	[e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification → **Other Measurements**	Sub Division
	I. Verification of Goods Receipt at store	
	1.	[e-Sanchalan] :: Section (Site) Entries → **Goods Receipt /Allocation to Site** or **Goods Receipt at Store**	Section
	2.	[e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification → **Goods Receipt at Site**	Sub Division
Post Process	[e-Sanchalan]:: Division Entries → Executive Engineer → **Generate Monthly Account**	
Input Screen:		

Vouchers : Payment

☐ Update Payment

1. Parameters Selection

Financial Year =	2011-2012 ▾
Head Type =	BUDGET - LUMPSUM EXPENDITU ▾
Demand Number =	13--IRRIGATION, WATER SUPPL ▾
Voted/Charged =	◉ Voted ○ Charged
Plan/Non Plan =	○ Plan ◉ Non Plan
Major Head =	[ ]

< Change Parameters

Please Note :

1. All Fields marked = are mandatory.

2. After selecting parameters, click Next Button to get the head list on right hand side.

3. On right hand side, after selecting the desired head, sanction budget details may be saved.

2. Head List

Major Head	2215-WATER SUPPLY & SANITATION
Sub Major Head	01-WATER SUPPLY
Minor Head	001-DIRECTION & ADMINISTRATION
Sub Minor Head	02-EXECUTION
Budget Code	S00N -STATE SCHEMES
SOE Code	02-WAGES

< Change Head

3. Payment Amount

Payment Voucher No.	[ ]
Date of Payment#	📅
	☑ Include this voucher into Monthly Account
Payment Type#	-SELECT- ▾
Payment Description#	[ ] (Max. 1500 Characters)
Total Payment Due(Rs.)	0
-Withheld Amount(Rs.)	[ ]
Amount To Pay(Rs.)#	[ ]
Mode of Payment#	-SELECT- ▾
Enter Mode Number (if applicable)	[ ] (Type DD, CHQ, RTGS or NEFT before Mode number if payment is through DD,cheque, RTGS or NEFT)
->Cheque/DD Date	📅
->To Whom Issued	[ ]

Verify Save Reset

Description of fields on screen:

1. Select the following parameters:
   o Financial Year
   o Head Type
   o Demand Number
   o Voted or Charged
   o Plan or Non Plan
   o Enter Major Head *<Enter>* & Submit the details

   Display the Head list with the following columns:
   o Sr. No.
   o Account Head (Major/Sub Major/Minor/Sub Minor)
   o Budget Code
   o SOE Code

2. Payment Voucher No. *<Auto Gen>*
   If payment voucher no. is already attached to the voucher display the existing number

3. Date of Payment*(ref: Business Rules) <Select>*

4. Payment Type *(ref: Business Rules) <Select>*

5. Payment Description *<Enter>*

6. Total Payment Due (Rs.) *<Display / Enter>*

7. With held Amount (Rs.) *<Enter>*

8. Amount to Pay *<Display>*

9. Mode of Payment *(Cash, Cheque/RTGS/NEFT(Payment), Demand Draft)* *<Select>*

10. Enter Mode Number *<Enter>*

11. Cheque/DD Date *<Select>*
    If mode of Payment selected above is cheque or Demand Draft

12. Whom to Issued *<Enter>*
    If mode of Payment selected above is cheque or Demand Draft

13. Save
    Confirmation made for the above entries and payment voucher number is generated

14. Click the Update Check Box to Update/verify the Payment Voucher

15. Payment Voucher *<Enter>* & Get the details of Payment Voucher
    The details of payment may be edited/ updated (if required)

16. Update
    Confirmation made to Update the payment Voucher

17. verify
    Confirmation made to Verify the payment Voucher

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

This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected

9. Tendered work
- Select Work ID
  Display the list of verified Running bills which are pending for payment with Work ID /R.Bill No.:[MB No: - Section Office Name
- Payment Description *<Auto Gen>*
  Display the Contractor Code & Name, Scheme Code & Name, Work ID & Name

10. Payment Against Other measurements

- Select MB No./Entry No.
  Display the list of verified other measurements which are pending for payment Entries along with the MB No. Section Office Name
- Payment Description *<Auto Gen>*
  Display the description of the other measurements as recorded in the MB

11. Goods Receipt from Supplier
- Select GR Number
  Display the list of verified GRs from supplier along with the MB No. which are pending for payment
- Payment Description *<Auto Gen>*
  Display the Supplier Name along with the Item wise Quantity received at store

12. Office Contingency (Not Through MB)
   These are things which are utilized for performing the official work
   i.e., computer, table, chair, pen, pencil, petty purchases
- Select Contingency Type
  Display the list of Contingency Types e.g.: Table, Chair, Stationary Petty Purchases
- Payment Description *<Auto Gen>*
  Display the description of the Contingency type selected

13. Salary TA/DA/MR etc.-> Employee
   It is payment made to the Regular employees which is debited to work
- Select Employee Id
  Display the list of Employee IDs
- Payment Description *<Auto Gen>*
  Display the Employee name and description

14. Salary TA/DA/MR etc.->Daily wage Employees
   These are the payments made to daily labour which are debited to work

15. Deposit of Contractor -> Security
   It is the refund of amount to the contractor from the security deposit made for executing the awarded work
- Select Agreement By Office
  Display the list of Offices
- Work ID *<Enter>* & Get Details
- Payment Description *<Auto Gen>*
  Display the Agreement Details

16. Deposit Work -> Surrender Unspent/ Unutilized Amount
    These are the Deposited work amount to be returned to the depositor, which is not spent or not utilized

- Select Depositor
  Display the list of Depositor
- Enter Scheme Code *<Enter>* & Get Details
- Payment Description *<Auto Gen>*
  Display the details of the Scheme

17. Deposit Work -> Expenditure from Unspent Amount (Description)

- Select Depositor
  Display the list of Depositor
- Enter Scheme Code *<Enter>* & Get Details
- Payment Description *<Auto Gen>*
  Display the details of the Scheme

18. Deposit of Contractor -> Held Amount for Testing/LOC
    These are the details of the with hold amount that was kept hold for payment to the contractor, which is paid now after completion of testing for work done or receipt of LOC for the work

- Select Agreement by Office
  Display the list of Offices
- Enter Online Agreement ID *<Enter>* & Get Details
- Payment Description *<Auto Gen>*
  Display the details of the Agreement

19. PW Miscellaneous Advance (Debit)
    It is the amount prepaid for the material yet to be purchased or loss to the department which shall be recovered in future from the concerned supplier or person or office

- Select PW Misc. Adv. Category
  Display the list of categories of PWD Misc Advances i.e., Recoveries of telephone charges, Recoveries Officers/Officials within division, Recoveries from supplier/agencies/firms etc.
- Enter Item ID *<Enter>* & Get Details
  Item Ids vary from division to division and are defined by the concerned division from whom the recovery to be made

20. Deposit Work -> Surrender Unspent/Unutilized Amount (Part- IV) (Description)

21. Deposit ->Calamity Relief Fund (CRF)
    It is the payment made for the relief of any kind of disaster happened due to nature calamities

22. Deposit of Supplier -> Held Amount for Testing/LOC
    These are the details of the with hold amount that was kept hold while making payment to the supplier, which is paid now after completion of testing for the material supplied or receipt of LOC for the payment

23. Deposit of Others-> Held Amount for Testing/LOC
    These are the details of the with hold amount that was kept hold while making payment to the other than supplier and contractor, which is paid

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

3.4.4.12. Receipt

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

Vouchers : Receipt

☐ Update Receipt

1. Parameters Selection

Financial Year #	2011-2012 ▼
Head Type #	BUDGET - RECEIPT ▼
Demand Number #	00--No Demand Code ▼
Voted/Charged #	◉ Voted ○ Charged
Plan/Non Plan #	◉ Plan ○ Non Plan
Major Head	[ ]

< Change Parameters

Please Note :
1. All Fields marked # are mandatory.

2. After selecting parameters, click Next Button to get the head list on right hand side.

3. On right hand side, after selecting the desired head, sanction budget details may be saved.

2. Head Details

Major Head	0215-WATER SUPPLY & SANITATION
Sub Major Head	01-WATER SUPPLY
Minor Head	102-RECEIPTS FROM RURAL WATER SUPPLY SCHEMES
Sub Minor Head	01-SHIMLA DISTRICT
Budget Code	00000-
SOE Code	00-

< Change Head

3. Receipt Amount

Receipt No.	[ ]
Date of Receipt#	📅
	☑ Include this voucher into Monthly Account
Receipt Type#	-SELECT- ▼
Receipt Description#	[ ] (Max. 300 Characters)
Receipt Head	
Receipt Amount(Rs.)#	[ ]
Mode of Receipt#	-SELECT- ▼
If Mode is Cheque/DD ->Give Number	[ ]
->Cheque/DD Date	📅
->From Whom Receive	[ ]

Verify | Save | Reset

Description of fields on screen:

1. Select the Budget Head

2. Receipt No. *<Auto Gen>*

3. Select the Date of Receipt *(ref: Business Rules)*

4. Select Receipt Type *(Ref: Business Rules)*

5. Enter Receipt Description *<Enter>*

6. Receipt Amount (Rs.) *<Auto Gen/Enter>*

7. Security Amount (Rs.) *<Auto Gen>* if applicable
   Auto generates in relevance with the Receipt type selected above

8. Total Amount *<Auto Calc>*
   Displays the auto calculated amount of Receipt Amount + Security Amount

9. Select Mode of Receipt *(Cash/Cheque/Demand Draft)*

10. Enter Number of Cheque/DD *<Enter>*
    If mode of Receipt selected above is cheque or Demand Draft

11. Select Date of Cheque/DD
    If mode of Receipt selected above is cheque or Demand Draft

12. Enter whom to Issue Cheque or DD
   If mode of Receipt selected above is cheque or Demand Draft

13. Save
   Confirmation made for the above entries and receipt number generated automatically

14. Click the Update Check Box to Update/verify the Payment Voucher

15. Payment Voucher *<Enter>* & Get the details of Payment Voucher
   The details of payment may be edited/ updated (if required)

16. Update
   Confirmation made to Update the payment Voucher

17. Verify
   Confirmation made to verify the above entries

Business Rules	• Need to consider the details mentioned in the Budget before selecting the parameters for Receipt
	• Parameters for Receipt Types on Selection of:
	
	1. Water Connected (Domestic) ->Rural
	    This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
	
	2. Water Connected (Domestic) ->Urban
	    This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
	
	3. Water Connected (Domestic) ->Rural (TCP/SADA)
	    This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
	
	4. Water Connected (Domestic) ->Urban (TCP/SADA)
	    This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
	
	5. Water Connected (Commercial) ->Rural
	    This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
	
	6. Water Connected (Commercial) ->Urban
	    This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
	
	7. Water Connected (Commercial) ->Rural (TCP/SADA)
	    This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
	
	8. Water Connected (Commercial) ->Urban (TCP/SADA)
	    This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection
	
	9. Sale of Material
	    It is the amount received on the material sold
	      iii. Select Division
	        Display the list of Division Offices

iv.   Receipt Description *<Enter>*

10. Penalty on Contractor
It is amount penalized on the contractor for not going according to the terms and conditions mentioned in the agreement
iv.   Select Agreement by Office
Display the list of Offices
v.   Work ID *<Enter>* & Get Details
vi.   Receipt Description
Display the details of the Agreement

11. Deposit of Subordinate Security
It is the refunded amount received from the security deposits made for the subordinate employees
iii.   Select Employee ID
Display the list of Employee IDs
iv.   Receipt Description
Display the Employee Name & Description

12. Deposit of Contractor-> Security
It is the amount of security deposit amount received from the Contractor
iv.   Select Agreement by Office
Display the list of Offices
v.   Work ID *<Enter>* & Get Details
vi.   Receipt Description
Display the details of the Agreement

13. Deposit of Contractor-> Earnest Money
It is the amount deposited by the contractor as an earnest money for the particular work and is deposited with the EE in form of fixed deposit or cash
Select Agreement by Office

Display the list of Offices
iii.   Work ID *<Enter>* & Get Details
iv.   Receipt Description
Display the details of the Agreement

14. Deposit Work -> Receipt (Scheme wise)
It is amount deposited by the other departments for executing the work to the Department
iv.   Select Depositor
Display the list of Depositors
v.   Enter Scheme Code *<Enter>* & Get Details
vi.   Receipt Description
Display the details of the Scheme

15. PWD Misc. Advance (Credit)
It is the recovery made for miscellaneous advances given to recover from a person concerned
It is amount received as
iv.   Select PW Misc. Adv. Category
Display the list of PWD Misc. Advances
v.   Enter Item ID *<Enter>* & Get Details
vi.   Receipt Description
Display the details of the Item

16. Deposit Work -> Receipt
    It is the amount received for executing the deposit works assigned to the department

17. Deposit -> Calamity Relief Fund (CRF)
    It is the amount received for the payment to be made for relief of any kind of disaster happened due to nature for which value has not been accessed priory

18. Vehicle hired by Other Office
    It is the amount received from the department vehicles hired to others offices

19. GIS (Group Insurance Scheme)
    It is amount received which shall be utilized for Insuring the Group of employees

20. Recovery other than PW Misc. Advances
    It is the recovery made other than the PW miscellaneous advances

21. Restoration of Damages
    It is the amount received for the purpose of restoring the damages of the department properties

22. Transfer within Division (TWD)
    These are the details of the amount transfers made between divisions or sub divisions

23. Sale of Material Other Department
    It is the amount received from the material sold to other departments

24. RTI Documents
    It is amount received for spending on the Right to Information related documentation

25. Sale of Contractor Registration Form
    It is the amount collected on sale of registration forms to the contractors

26. Revenue from Dept Rest Houses
    It is amount of rent received from the Departmental Rest Houses

27. Auction on Condemn Machinery
    It is the amount received from the sale made on the damaged machinery of the department

28. CFC [Cash for Chest]
    It is the amount received for purchase of any official item or issued as an imprest to a employee

29. Housing Charges (Rent)
    It is the amount of rent received from the rent charged on the houses of the department

30. Sale of Tender Documents
It is the amount received from the sale of the tender documents

31. Contractor Registration Class A/B/C/D -> fee For New
It is the amount received from the Contractor for New Registration

32. Contractor Registration Class A/B/C/D -> fee For Renewal
It is the amount received from the Contractor for Renewal of registration

33. Contractor Registration Class A/B/C/D -> fee For Upgrading
It is the amount received from the Contractor for Upgrading to higher contractor class

34. Contractor Registration Class A/B/C/D -> change other info.
It is the amount received from the Contractor to change any information in the registration

Notes & Issues	o Each and every Receipt Type falls under particular Budget Head which are defined by the Finance Department o For any Receipt Type if security amount is applicable, it is automatically generated and posted to concerned Budget Head
Report/Query	How to Access: [e- Sanchalan] **::** Reports/Queries → Account Reports → Payment/Receipt Voucher [e- Sanchalan] **::** Reports/Queries → Account Reports → List of Payments / Receipts

3.4.4.13. Payment (Backlog)

Module No.	**M-DIV – 71**	
Module Name	Payment (Backlog)	
User	Division Office (Account Branch)	
Description	Various types of Payments Vouchers are generated by Account Branch	
How to Access	[e-Sanchalan]:: Division Entries → (A)ccount Branch → Vouchers → **Payment**	
Pre Process	• [e-Sanchalan]:: Division Entries → Executive Engineer → Running Bills (Ex) → **Verification of Running Bill** • [e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification → **Other Measurements** • [e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification → **Goods Receipt at Site**	

Pre Process Sequence	Sr.No.	Module	Office
		J. Verification of Running Bill	
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]:: Scheme Entries → **Work Description**	Division
	3.	[e-Sanchalan]:: Division Entries → (C)orrespondence Branch→ **Work Agreement Description**	Division
	4.	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Revised Schedule Of Quantity**	Division
	5.	[e-Sanchalan]:: Division Entries → (D)rawing Branch → Work Specifications → **Material To issue**	Division
	6.	[e-Sanchalan]::Section (site) Entries → Work Measurement → **Work Measurements (Offline)**	Section

6.1.	Download DTS and Offline Module	Section
6.2.	Entry in Downloaded Offline file	Section
6.3.	Upload Measurements	Section
7.	[e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification →**Work Measurements**	Sub Division
8.	[e-Sanchalan]::Sub Division Entries → Sub Division→ **Generate running bill**	Sub Division
9.	[e-Sanchalan]:: Sub Division Entries → Sub Division Officer → Running Bills (SD) → **Submit Running Bill**	Sub Division
10.	[e-Sanchalan]:: Division Entries → Executive Engineer → Running Bills (Ex) → **Verification of Running Bill**	Division
K.	**Verification of Other Work Bills**	
1.	[e-Sanchalan]::Section (site) Entries → Measurement(s) → **Other Measurements**	Section
2.	[e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification → **Other Measurements**	Sub Division
L.	**Verification of Goods Receipt at store**	
1.	[e-Sanchalan] :: Section (Site) Entries → **Goods Receipt /Allocation to Site** or **Goods Receipt at Store**	Section
2.	[e-Sanchalan]::Sub Division Entries → Sub Division Officer→ Verification → **Goods Receipt at Site**	Sub Division
Post Process	[e-Sanchalan]:: Division Entries → Executive Engineer → **Generate Monthly Account**	

Input Screen:

Description of fields on screen:

- Select the following parameters:
  - Financial Year

- o Head Type
- o Demand Number
- o Voted or Charged
- o Plan or Non Plan
- o Enter Major Head *<Enter>* & Submit the details

   Display the Head list with the following columns:
- o Sr. No.
- o Account Head (Major/Sub Major/Minor/Sub Minor)
- o Budget Code
- o SOE Code

- Payment Voucher No. *<Auto Gen>*
  If payment voucher no. is already attached to the voucher display the existing number

- Date of Payment*(ref: Business Rules) <Select>*

- Payment Type *(ref: Business Rules) <Select>*

- Payment Description *<Enter>*

- Total Payment Due (Rs.) *<Display / Enter>*

- With held Amount (Rs.) *<Enter>*

- Amount to Pay *<Display>*

- Mode of Payment *(Cash, Cheque/RTGS/NEFT(Payment), Demand Draft) <Select>*

- Enter Mode Number *<Enter>*

- Cheque/DD Date *<Select>*
  If mode of Payment selected above is cheque or Demand Draft

- Whom to Issued *<Enter>*
  If mode of Payment selected above is cheque or Demand Draft

- Save
  Confirmation made for the above entries and payment voucher number is generated

- Click the Update Check Box to Update/verify the Payment Voucher

- Payment Voucher *<Enter>* & Get the details of Payment Voucher
  The details of payment may be edited/ updated (if required)

- Update
  Confirmation made to Update the payment Voucher

- verify
  Confirmation made to Verify the payment Voucher

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

1. Water Connected (Domestic) ->Rural
   This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected

2. Water Connected (Domestic) ->Urban
   This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected

3. Water Connected (Domestic) ->Rural (TCP/SADA)
   This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected

4. Water Connected (Domestic) ->Urban (TCP/SADA)
   This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected

5. Water Connected (Commercial) ->Rural
   This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected

6. Water Connected (Commercial) ->Urban
   This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected

7. Water Connected (Commercial) ->Rural (TCP/SADA)
   This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected

8. Water Connected (Commercial) ->Urban (TCP/SADA)
   This is the Water Connection Security amount to be refunded to the Consumer, if the water connection is to be Disconnected

9. Tendered work
   - Select Work ID
     Display the list of verified Running bills which are pending for payment with Work ID /R.Bill No.:[MB No: - Section Office Name
   - Payment Description *<Auto Gen>*
     Display the Contractor Code & Name, Scheme Code & Name, Work ID & Name

10. Payment Against Other measurements

    - Select MB No./Entry No.
      Display the list of verified other measurements which are pending for payment Entries along with the MB No. Section Office Name
    - Payment Description *<Auto Gen>*
      Display the description of the other measurements as recorded in the MB

11. Goods Receipt from Supplier
    - Select GR Number
      Display the list of verified GRs from supplier along with the MB No. which are pending for payment
    - Payment Description *<Auto Gen>*
      Display the Supplier Name along with the Item wise Quantity received at store

12. Office Contingency (Not Through MB)

*These are things which are utilized for performing the official work
i.e., computer, table, chair, pen, pencil, petty purchases*

- Select Contingency Type
  Display the list of Contingency Types e.g.: Table, Chair, Stationary Petty Purchases
- Payment Description *<Auto Gen>*
  Display the description of the Contingency type selected

13. Salary TA/DA/MR etc.-> Employee
    It is payment made to the Regular employees which is debited to work
- Select Employee Id
  Display the list of Employee IDs
- Payment Description *<Auto Gen>*
  Display the Employee name and description

14. Salary TA/DA/MR etc.->Daily wage Employees
    These are the payments made to daily labour which are debited to work

15. Deposit of Contractor -> Security
    It is the refund of amount to the contractor from the security deposit made for executing the awarded work
- Select Agreement By Office
  Display the list of Offices
- Work ID *<Enter>* & Get Details
- Payment Description *<Auto Gen>*
  Display the Agreement Details

16. Deposit Work -> Surrender Unspent/ Unutilized Amount
    These are the Deposited work amount to be returned to the depositor, which is not spent or not utilized
- Select Depositor
  Display the list of Depositor
- Enter Scheme Code *<Enter>* & Get Details
- Payment Description *<Auto Gen>*
  Display the details of the Scheme

17. Deposit Work -> Expenditure from Unspent Amount (Description)

- Select Depositor
  Display the list of Depositor
- Enter Scheme Code *<Enter>* & Get Details
- Payment Description *<Auto Gen>*
  Display the details of the Scheme

18. Deposit of Contractor -> Held Amount for Testing/LOC
    These are the details of the with hold amount that was kept hold for payment to the contractor, which is paid now after completion of testing for work done or receipt of LOC for the work
- Select Agreement by Office
  Display the list of Offices
- Enter Online Agreement ID *<Enter>* & Get Details
- Payment Description *<Auto Gen>*
  Display the details of the Agreement

19. PW Miscellaneous Advance (Debit)

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

[e- Sanchalan] **::** Reports/Queries → Account Reports → Payment/Receipt Voucher

or

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

3.4.4.14.   Receipt (Backlog)

Module No.	M-DIV– 72
Module Name	Receipt Voucher (Backlog)
User	Division Office (Account Branch)
Description	Various types of Receipts vouchers are generated by Account Branch
How to Access	[e-Sanchalan]**::** Division Entries → (A)ccount Branch → Vouchers → Receipt (Backlog)
Post Process	Generation of Monthly Account {M-DIV-}

Input Screen:

Description of fields on screen:

18. Select the Budget Head

19. Receipt No. *<Auto Gen>*

20. Select the Date of Receipt *(ref: Business Rules)*

21. Select Receipt Type *(Ref: Business Rules)*

22. Enter Receipt Description *<Enter>*

23. Receipt Amount (Rs.) *<Auto Gen/Enter>*

24. Security Amount (Rs.) *<Auto Gen>* if applicable
    Auto generates in relevance with the Receipt type selected above

25. Total Amount *<Auto Calc>*
    Displays the auto calculated amount of Receipt Amount + Security Amount

26. Select Mode of Receipt *(Cash/Cheque/Demand Draft)*

27. Enter Number of Cheque/DD *<Enter>*
    If mode of Receipt selected above is cheque or Demand Draft

28. Select Date of Cheque/DD
    If mode of Receipt selected above is cheque or Demand Draft

29. Enter whom to Issue Cheque or DD
    If mode of Receipt selected above is cheque or Demand Draft

30. Save
    Confirmation made for the above entries and receipt number generated automatically

31. Click the Update Check Box to Update/verify the Payment Voucher

32. Payment Voucher *<Enter>* & Get the details of Payment Voucher
    The details of payment may be edited/ updated (if required)

33. Update
    Confirmation made to Update the payment Voucher

34. Verify
    Confirmation made to verify the above entries

Business Rules	• Need to consider the details mentioned in the Budget before selecting the parameters for Receipt • Parameters for Receipt Types on Selection of:
	35. Water Connected (Domestic) ->Rural *This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection*
	36. Water Connected (Domestic) ->Urban *This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection*
	37. Water Connected (Domestic) ->Rural (TCP/SADA) *This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection*
	38. Water Connected (Domestic) ->Urban (TCP/SADA) *This is the Water Connection fee and security amount deposited be the*

Consumer, to get a new water Connection

39. Water Connected (Commercial) ->Rural
    This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection

40. Water Connected (Commercial) ->Urban
    This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection

41. Water Connected (Commercial) ->Rural (TCP/SADA)
    This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection

42. Water Connected (Commercial) ->Urban (TCP/SADA)
    This is the Water Connection fee and security amount deposited be the Consumer, to get a new water Connection

43. Sale of Material
    It is the amount received on the material sold
    v. Select Division
       Display the list of Division Offices
    vi. Receipt Description *<Enter>*

44. Penalty on Contractor
    It is amount penalized on the contractor for not going according to the terms and conditions mentioned in the agreement
    vii. Select Agreement by Office
         Display the list of Offices
    viii. Work ID *<Enter>* & Get Details
    ix. Receipt Description
        Display the details of the Agreement

45. Deposit of Subordinate Security
    It is the refunded amount received from the security deposits made for the subordinate employees
    v. Select Employee ID
       Display the list of Employee IDs
    vi. Receipt Description
        Display the Employee Name & Description

46. Deposit of Contractor-> Security
    It is the amount of security deposit amount received from the Contractor
    vii. Select Agreement by Office
    Display the list of Offices
    viii. Work ID *<Enter>* & Get Details
    ix. Receipt Description
    Display the details of the Agreement

47. Deposit of Contractor-> Earnest Money
    It is the amount deposited by the contractor as an earnest money for the particular work and is deposited with the EE in form of fixed deposit or cash
    Select Agreement by Office

    Display the list of Offices
    v. Work ID *<Enter>* & Get Details
    vi. Receipt Description

Display the details of the Agreement

48. Deposit Work -> Receipt (Scheme wise)
It is amount deposited by the other departments for executing the work to the Department

    vii. Select Depositor
          Display the list of Depositors
    viii. Enter Scheme Code *<Enter>* & Get Details
    ix.   Receipt Description
          Display the details of the Scheme

49. PWD Misc. Advance (Credit)
It is the recovery made for miscellaneous advances given to recover from a person concerned

    It is amount received as

    vii. Select PW Misc. Adv. Category
          Display the list of PWD Misc. Advances
    viii. Enter Item ID *<Enter>* & Get Details
    ix.   Receipt Description
          Display the details of the Item

50. Deposit Work -> Receipt
It is the amount received for executing the deposit works assigned to the department

51. Deposit -> Calamity Relief Fund (CRF)
It is the amount received for the payment to be made for relief of any kind of disaster happened due to nature for which value has not been accessed priory

52. Vehicle hired by Other Office
It is the amount received from the department vehicles hired to others offices

53. GIS (Group Insurance Scheme)
It is amount received which shall be utilized for Insuring the Group of employees

54. Recovery other than PW Misc. Advances
It is the recovery made other than the PW miscellaneous advances

55. Restoration of Damages
It is the amount received for the purpose of restoring the damages of the department properties

56. Transfer within Division (TWD)
These are the details of the amount transfers made between divisions or sub divisions

57. Sale of Material Other Department
It is the amount received from the material sold to other departments

58. RTI Documents
It is amount received for spending on the Right to Information related

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

3.4.4.15. Correct Budget Head for Receipts/Payments Vouchers

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

Description	If any Budget head in incorrectly mentioned for any payment or Receipt (at Division or sub-division level) it is corrected by replacing the correct Budget Head by Accounts Branch at Division Office
How to Access	[e-Sanchalan]:: Division Entries → (A)ccounts Branch → Vouchers → **Correct Budget Head**

Input Screen:

Correct Budget Head

~ Select Parameters to view the List of Receipts/Payments ~

Select Division. ＊   Div.No.1 Shimla 9

Select Sub Division   -SELECT-

Date   From Date 1/7/2011   To Date 10/7/2011

Mode of Payment   -ALL-

Select Report Type   ○ Receipt   ◉ Payments

Select Transaction Type   -ALL-

Get List >>

Description of fields on screen:

1. Display the Division Office

2. Select the Sub Division Office
   Display the list of Sub Division Office under the displayed Division

3. From Date *<Auto Gen & Edit>*
   By Default display the Current Date

4. To Date *<Auto Gen & Edit>*
   By Default display the Current Date

5. Select Mode of Payment/Receipt
   Display the list of Payment/Receipt Modes i.e., Cheque, Demand Draft and Cash. Select all to view all modes of payments/Receipts made or any one among the displayed list of payment/Receipt modes

6. Select Report Type *(Receipt or Payment)*

7. Select Transaction Type & Get List
   If Report Type selected is Receipt display the list of receipt types
   If Report Type selected is Payment display the list of payment types
   Select all to view details of all Transaction types or any one among the displayed list of Transaction types

Correct Budget Head

`<< Change Parameters`

Step - 1. To Set the Correct Head #   `Select Head >>`

Step-2. To Select the vouchers from the List for Correcting Heads.

☑	13-2215-01-799-01-S00N -79-P-V	2011/7/8	04/07/2011	201802.00	Cheque No.113127 Dated.04/07/2011	HPSCSC ltd shimla =Rs 201802	Yes	Yes
☐	13-2215-01-799-01-S00N -79-P-V	2011/7/9	04/07/2011	3179.00	Cheque No.113128 Dated.04/07/2011	Section:Kasumpti Section M.B.No.:62 Entry No.4 BILL TYPE: Energy Charges [Stock Storage] SCHEME:V010101010101:Various Schemes of Kasumpti Section WORK :R:0: CHARGABLE TO :- Stock Storage AGENCY :- HPSEB Khlini ACCOUNT NO :- BILL NO. :- DATED :- PERIOD :- DETAIL & ABSTRACT ---------------------- Energy Charges = Rs. Meter rent = Rs. Service Charges= Rs. TOTAL = Rs. 3179/- Bill verified for Rs.3179/- ...	Yes	Yes
☐	13-2215-01-799-01-S00N -79-P-V	2011/7/10	04/07/2011	1264.00	Cheque No.113129 Dated.04/07/2011	HPSEB=Rs 1264	Yes	Yes
☐	13-2215-	2011/7/13	06/07/2011	105966.00	Cheque	IPH Store Mehli, Shimla	Yes	Yes

Step - 3.: To Correct the budget Heads of above selected Vouchers in the List.   `Correct >>`

Description of fields on screen:

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

2. Select Head <*Select*>

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

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

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

o   Select one Head from the displayed list

Display the following details of the selected Head

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

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

3.   Select one or more Receipts/Payments from the rows

4.   Select Correct
     Confirmation made for the correction of the Budget Head

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

3.4.4.16.   Correct voucher details

Module No.	M-DIV – 73
Module Name	Correction of vouchers for Payments for which scheme or vehicle number(for stock manufacture head only) is not entered
User	Division Office (Accounts Branch)
Description	If any Budget head in incorrectly mentioned for any payment or Receipt (at Division or sub-division level) it is corrected by replacing the correct Budget Head by Accounts Branch at Division Office
How to Access	[e-Sanchalan]:: Division Entries → (A)ccounts Branch → Vouchers → **Correct voucher details**
Input Screen:	

Reports/Queries ▶	HO/Zone/Circle ▶	Division Entries ▶	Sub Division Entries ▶	Section(Site) Entries ▶	Section(Store) Entries ▶

Correct Voucher Detail

Show DashBoard

Office = [Nagrota Bagwan Division ▽]
Year * [2019-2020 ▽]
Month * [March ▽] [Get Details >>]

Description of fields on screen:
1.   Office

2.   Year
     Select financial year for which vouchers are to be corrected

3. Month
   Select month for which vouchers are to be corrected

4. Get details *<get>*
   Click to view the vouchers for which schemes/vehicle numbers are to be corrected

5. Select Mode of Payment/Receipt
   Display the list of Payment/Receipt Modes i.e., Cheque, Demand Draft and Cash. Select all to view all modes of payments/Receipts made or any one among the displayed list of payment/Receipt modes

6. Select Report Type *(Receipt or Payment)*

7. Select Transaction Type & Get List
   If Report Type selected is Receipt display the list of receipt types
   If Report Type selected is Payment display the list of payment types
   Select all to view details of all Transaction types or any one among the displayed list of Transaction types

Correct Budget Head

							<< Change Parameters	

Step - 1. To Set the Correct Head #   Select Head >>

Step-2. To Select the vouchers from the List for Correcting Heads.

☑	13-2215-01-799-01-S00N -79-P-V	2011/7/8	04/07/2011	201802.00	Cheque No.113127 Dated.04/07/2011	HPSCSC ltd shimla =Rs 201802	Yes	Yes
☐	13-2215-01-799-01-S00N -79-P-V	2011/7/9	04/07/2011	3179.00	Cheque No.113128 Dated.04/07/2011	Section:Kasumpti Section M.B.No.:62 Entry No.4 BILL TYPE: Energy Charges [Stock Storage] SCHEME:V010101010101:Various Schemes of Kasumpti Section WORK :R:0: CHARGABLE TO :- Stock Storage AGENCY :- HPSEB Khlini ACCOUNT NO :- BILL NO. :- DATED :- PERIOD :- DETAIL & ABSTRACT ---------------------- Energy Charges = Rs. Meter rent = Rs. Service Charges= Rs. TOTAL = Rs. 3179/- Bill verified for Rs.3179/- ...	Yes	Yes
☐	13-2215-01-799-01-S00N -79-P-V	2011/7/10	04/07/2011	1264.00	Cheque No.113129 Dated.04/07/2011	HPSEB=Rs 1264	Yes	Yes
☐	13-2215-	2011/7/13	06/07/2011	105966.00	Cheque	IPH Store Mehli, Shimla	Yes	Yes

Step - 3.: To Correct the budget Heads of above selected Vouchers in the List.   Correct >>

Description of fields on screen:

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

2. Select Head *<Select>*

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

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

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

Display the following details of the selected Head

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

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

3. Select one or more Receipts/Payments from the rows

4. Select Correct
   Confirmation made for the correction of the Budget Head

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

3.4.4.17. Scheme Expenditure Adjustment

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

Description	If any sale of material or Supply of water is made from Scheme, then receipt is taken against that sale. The sale amount is subtracted from the debit of the scheme.
How to Access	[e-Sanchalan]:: Division Entries → (A)ccounts Branch → **Scheme Expenditure Adjustment**

Input Screen:

Scheme Expenditure Adjustment

☐ Update/Verify Adjustment

Office *	-SELECT-
Financial Year *	-SELECT-
Select Month *	-SELECT-
Adjustment Date *	📅
Adjustment Type *	-SELECT-

Adjust From

Budget Head	Get Budget Head >>
Scheme Code	[_____] Get Scheme >
Scheme Name	Scheme Name
Work Nature	⦿ Original ◯ Repair/Maintenance

Adjust Receipt Voucher

Receipt At Office	-SELECT-
Voucher No. * (YYYY/M/N)	[_____] Get >
Voucher Description	

Adjust Amount

Amount To Adjust *	0.00
Reason For Adjustment *	

Save

Description of fields on screen:

1. Display Office Name
2. Select Financial Year
   Display the list of financial years

3. Select Month
   Need to select Month on which scheme expenditure adjustment to be made

4. Adjustment Date *<Auto Gen & Enter>*
   By Default display the first date of the selected month

5. Adjustment Type
   Display the list of Adjustment Types i.e., Receipt against sale of material and Receipt against   water Supply
   o Get Adjust from Budget Head *<Select>*
      Display the Transfer from Budget Head(s)
      • Scheme Code *<Enter>* & Get Details
        Display Scheme Name
      • Select work Nature (Original, R/M)
        If repair & Maintenance is selected display the list of Sub Division Offices
   o Receipt at Office *<Select>*

o   Voucher No.*<Enter>*
Display Voucher Description

5. Amount To Adjust *<Enter>*
6. Reason for adjustment *<Enter>*
7. Save
    Confirmation made for above entries

3.4.4.18.   Transfer Entries

Module No.	M-DIV– 75
Module Name	Transfer Entries
User	Division Office (A-Branch)
Description	Account Branch at Division Office does the transfer entries for the cases where adjustment of Budget Head for the misappropriation of Budget Head for payment or Receipt made in the past or adjustment for outturns of vehicles Amount will be deducted from Transfer from Budget Head and will be added into the Transfer To Budget Head
How to Access	[e-Sanchalan]**:: Division Entries → (A)ccounts Branch → Transfer Entry**

Input Screen:

Description of fields on screen:

1. Display Office Name

2. Select Financial Year
    Display the list of financial years

3. Select Month
Need to select Month on which transfer entries to be made

4. Transfer Entry No. *<Auto Gen>*

5. Transfer Entry Date *<Auto Gen & Enter>*
By Default display the first date of the selected month

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

   o Part
   This option is available only when deposit head is entered. Displays all the parts of deposit from where amount may be transferred
   - *Deposit Part-1 : Cash Deposit of sub ordinate security*
   - *Deposit Part-II : Cash Deposit of contractor security*
   - *Deposit Part-III : Deposit Work*
   - *Deposit Part-IV : Withheld amount/CRF*
   - *Deposit Part-V : Security of Water Connection*
   - *Deposit Part-VI :Sales Tax*
   - *Deposit Part-VII : Labour Cess*
   - *Deposit Part-VIII : CGST*
   - *Deposit Part-IX : SGST*
   - *Deposit Part-X : IGST*

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

   o Store
   This option is available for stock storage head

   o Vehicle
   This option is available for stock Manufacture head

   o Nothing
   This option is available for all the heads, if amount is to be transferred head wise only

   o Items
   This option is available for Misc. Adv. head

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

   o Part
   This option is available only when deposit head is entered. Displays all the parts of deposit from where amount may be transferred
   - *Deposit Part-1 : Cash Deposit of sub ordinate security*
   - *Deposit Part-II : Cash Deposit of contractor security*
   - *Deposit Part-III : Deposit Work*
   - *Deposit Part-IV : Withheld amount/CRF*
   - *Deposit Part-V : Security of Water Connection*

- *Deposit Part-VI :Sales Tax*
- *Deposit Part-VII : Labour Cess*
- *Deposit Part-VIII : CGST*
- *Deposit Part-IX : SGST*
- *Deposit Part-X : IGST*

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

o Store
This option is available for stock storage head

o Vehicle
This option is available for stock Manufacture head

o Nothing
This option is available for all the heads, if amount is to be transferred head wise only

o Items
This option is available for Misc. Adv. head

Enter Reason for Transfer *<Enter>*

Business Rules	Once the verification of Transfer Entries are made
	• The amount mentioned in the concerned Transfer From Budget Head(s) must be deducted from their respective account(s)
	• The Amount mentioned in the Transfer From(s) and Transfer To(s) should be equal
	• While making Scheme to Scheme Transfer when the scheme nature is repair & Maintenance the purpose of selecting Sub Division Office is to auto update Form 64 b.
	Reflection of TE in form 64b as it is sub division wise scheme expenditure account
	Reflection Of TEs in Account-Form-64,74,78,
Report/Query	How to Access:
	[e- Sanchalan] **::** Reports/Queries → Account Reports → Transfer Entry Orders

3.4.4.19. Head wise Closing Balance (Monthly Account Backlog)

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

Input Screen:

Head wise Closing Account (Backlog)

1. Parameters Selection		2. Head List	
Financial Year #	2011-2012	Major Head	2215-WATER SUPPLY & SANITATION
Financial Month #	June	Sub Major Head	01-WATER SUPPLY
Head Type #	BUDGET - LUMPSUM EXPENDITU	Minor Head	102-RURAL WATER SUPPLY PROGRAMME
Demand Number #	13--IRRIGATION, WATER SUPPL	Sub Minor Head	01-DIRECTION
Voted/Charged #	● Voted ○ Charged	Budget Code	C00S-C.S.S. 100% (S.C.C.P.)
Plan/Non Plan #	● Plan ○ Non Plan	SOE Code	21-MAINTENANCE
Major Head			< Change Head

3. Closing Account of Month: June

Expenditure Upto Previous Month#

Expenditure During Month: **June**=

Save   Reset

< Change Parameters

Please Note :
1. All Fields marked # are mandatory.

2. After selecting parameters, click Next Button to get the head list on right hand side.

3. On right hand side, after selecting the desired head, sanction budget details may be saved.

Description of fields on screen:

1. Select the following Parameters to get budget head
   - Head Type
   - Demand Number
   - Voted/Charged
   - Plan/Non Plan
   - Major Head *<Enter> & Get Details*

   Display the Head list with the following columns wise details of budget heads:
   - Sr. No.
   - Account Head (Major/Sub Major/Minor/Sub Minor)
   - Budget Code
   - SOE Code

   Display the following details of the selected Head
   - Major Head
   - Sub Major Head
   - Sub Minor Head
   - Budget Code
   - SOE Code

   Display the Budget Head

   Enter the balance details of budget head as mentioned below:
   - o Expenditure Upto Previous Month *<Enter>*
   - o Expenditure During the month *<Enter>*

2. Save <Click>
   Confirmation made for the above entries

3. Reset <Click>

Business Rules	Budget Head wise Opening balances are recorded only once as it is a backlog entry, while making the department process online

Report/Query	How to Access:
	    [e- Sanchalan] **::** Reports/Queries → Account Reports → Abstract of Expenditure (Form 74)
	    [e- Sanchalan] **::** Reports/Queries → Account Reports → Schedule of Revenue (Form 46)

3.4.4.20. Scheme wise Closing Balance (Monthly Account Backlog)

Module No.	**M-DIV- 77**
Module Name	Scheme wise Opening Balance (Monthly Account Backlog)
User	Division Office (Account Branch)
Description	Account Branch need to enter the Scheme wise opening balances one time so that it can be carried online
How to Access	[e-Sanchalan] **::** Division Office Entries → Account Branch→ Monthly Account (Backlog) → **Scheme wise Opening Balance**

Input Screen:

Scheme wise Closing Account (Backlog)

1. Parameters Selection

Financial Year #	2011-2012
Financial Month #	June
Head Type #	BUDGET - SCHEMES EXPENDITU
Demand Number #	13--IRRIGATION, WATER SUPPL
Voted/Charged #	◉ Voted ○ Charged
Plan/Non Plan #	◉ Plan ○ Non Plan
Major Head	

< Change Parameters

Please Note :
1. All Fields marked # are mandatory.

2. After selecting parameters, click Next Button to get the head list on right hand side.

3. On right hand side, after selecting the desired head, sanction budget details may be saved.

2. Head List

Major Head	4215-CAPITAL OUTLAY ON WATER SUPPLY & SANITATION
Sub Major Head	01-WATER SUPPLY
Minor Head	102-RURAL WATER SUPPLY
Sub Minor Head	01-RURAL WATER SUPPLY SCHEMES IN VAR.DISTT.
Budget Code	C00N -C.S.S. 100% (NORMAL)
SOE Code	37-MAJOR WORKS

< Change Head

3. Scheme Description:

| Enter Scheme Code # | | Get > |
| Scheme Description # | |

4. Scheme wise Closing Account of Month: June

Expenditure Upto March 2011#	
Yearly Expenditure Upto Previous Month#	
Expenditure During Month: June=	

Description of fields on screen:

1. Select the following Parameters to get budget head
   - Head Type
   - Demand Number
   - Voted/Charged
   - Plan/Non Plan
   - Major Head *<Enter> & Get Details*

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

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

Display the following details of the selected Head
- Major Head
- Sub Major Head
- Sub Minor Head
- Budget Code
- SOE Code

Display the Budget Head

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

Enter the balance details of the Scheme as mentioned below:
  o Expenditure Upto March (Prev. Financial Year) *<Enter>*
  o Yearly Expenditure Upto Previous Month *<Enter>*
  o Expenditure During The Month *<Enter>*

3. Save
Confirmation made for the above entries

Business Rules	Scheme wise Opening balances are recorded only once as it is a backlog entry, while making the department process online

Output	How to Access:
	    [e- Sanchalan] **::** Reports/Queries → Account Reports →
	                    Schedule of Work Expenditure (Form 64)

3.4.4.21.   Deposit Schedule (Monthly Account Backlog)

Module No.	M-DIV- 77
Module Name	Deposit Schedule (Monthly Account Backlog)
User	Division Office (Account Branch)
Description	Account Branch need to enter the opening balances of Deposit schedule one time so that it can be carried online
How to Access	[e-Sanchalan] **::** Division Office Entries → Account Branch→ Monthly Account (Backlog) → **Deposit Schedule**
Input Screen:	

Deposit Schedule

Show DashBoard

Division	Div.No.1 Shimla 9
Financial Year ✳	2019-2020
Month ✳	March
Deposite Type ✳	D2
Add Opening Balance for New Online Agreement Number: ✳	Get >>

Check to Select	Serial No.	Online Agreement Number	Opening Balance	Opening Balance
☐	1	2015-13868	196024	196024
☐	2	2016-12419	0	0
☐	3	2016-12422	0	0
☐	4	2016-14919	260294	260294
☐	5	2016-2692	0	0
☐	6	2016-8250	0	0

Description of fields on screen:

1. Division
2. Financial Year
3. Month
4. Deposit type
   Select 'D2' to enter/update contractor security opening balance and 'D3' to enter/update the opening balance of schemes.

   On selection of 'D2', displays the following details in grid:
   o Add opening balance for new online agreement number
   o Check to select
   o Serial no
   o Online agreement number
   o Opening balance

Deposit Schedule

Show DashBoard

Division	Div.No.1 Shimla 9
Financial Year ✳	2019-2020
Month ✳	March
Deposite Type ✳	D3
Add Opening Balance for New Work: (Enter Work Code) ✳	Get >>

Check to Select	Serial No.	Work Code	Work Code & Name	Opening Balance	Opening Balance
☐	1	2003-306-40199	LWSS to PC Hab. to Village Khaljog teer Chhakdyal in G.P. Chamiana Tehsil & Distt. Shimla. (Repair)		
☐	2	T2012-306-148	LIS Panesh Kanda. (Repair)		
☐	3	T2012-306-510	Engineer-in-Chief office building at Tutikaandi (Panjri) Tehsil & Distt. Shimla. (Original)		
☐	4	T2012-306-510	Engineer-in-Chief office building at Tutikaandi (Panjri) Tehsil & Distt. Shimla. (Repair)		
☐	5	T2016-306-799	Various LWSS under IPH Section Junga in Tehsil & Distt. Shimla. (Repair)		

On selection of 'D3', displays the following details in grid:
o Add opening balance for new work

	o Check to select
	o Serial no
	o Work code
	o Opening balance
Business Rules	Deposit schedule Opening balances are recorded only once as it is a backlog entry, while making the department process online
Output	How to Access: [e- Sanchalan] **::** Reports/Queries → Account Reports → Schedule of Deposit

3.4.4.22. Deposit Schedule (Monthly Account Backlog)

Module No.	M-DIV- 77
Module Name	Deposit abstract (Monthly Account Backlog)
User	Division Office (Account Branch)
Description	Account Branch need to enter the opening balances of Deposit abstract one time so that it can be carried online
How to Access	[e-Sanchalan] **::** Division Office Entries → Account Branch→ Monthly Account (Backlog) → **Deposit Abstract**

Input Screen:

Description of fields on screen:

1. Division
2. Financial Year
3. Month

   Displays the following details in grid:
   o Serial no
   o Deposit work details
   o Opening balance *<Enter/Update>*

4. Save

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

3.4.4.23. Form 73 (Monthly Account Backlog)

Module No.	M-DIV- 77
Module Name	Form 73 (Monthly Account Backlog)
User	Division Office (Account Branch)
Description	Account Branch need to enter the opening balances of Stock manufacture one time so that it can be carried online
How to Access	[e-Sanchalan] **::** Division Office Entries → Account Branch→ Monthly Account (Backlog) → **Form 73**
Input Screen:	

Description of fields on screen:

1. Division
2. Financial Year
3. Month
4. Head Type
5. Opening Balance

6. Save
7. Verify

Business Rules	Stock manufacture Opening balances are recorded only once as it is a backlog entry, while making the department process online
Output	How to Access: [e- Sanchalan] **::** Reports/Queries → Account Reports → Monthly account → Form 73

3.4.4.24. Vehicle opening balance

Module No.	M-DIV- 77
Module Name	Vehicle opening balance
User	Division Office (Account Branch)
Description	Account Branch need to enter the opening balances of Stock manufacture one time so that it can be carried online
How to Access	[e-Sanchalan] :: Division Office Entries → Account Branch→ Monthly Account (Backlog) → **Vehicle opening balance**

Input Screen:

Vehicle Opening Balance
Show DashBoard

Division #	Div.No.1 Shimla 9
Financial Year	2020-2021
Month	--SELECT--
Head Type	13-2215-01-799-02-S00N -306-79-P

Serial No.	Vehicle	Opening Balance
1	HP-03-1033	0
2	HP-03-3632	0
3	HP-03-1582	0
4	HP-07A-2012	0
5	HP-07A-2014	0
6	HP-07A-2011	0
7	HP-03-1505	0
8	HP-07A-0549	0
9	HP-07A-0424	0
10	HP-07A-0519	0

Description of fields on screen:

1. Division
2. Financial Year
3. Month
4. Head Type

    Displays the following data in grid:
 o   Serial no.
 o   Vehicle
 o   Opening balance

5. Save
6. Verify

Business Rules	Opening balances for each vehicles which are registered in the division are recorded only once as it is a backlog entry, while making the department process online

3.4.4.25. New Vehicle Entry

Module No.	M-DIV- 77
Module Name	New Vehicle Entry
User	Division Office (Account Branch)
Description	Account Branch need to register the vehicles online one time so that expenditure can be made for the vehicle
How to Access	[e-Sanchalan] :: Division Office Entries → Account Branch→ **New Vehicle**

	Entry
Input Screen:	

Description of fields on screen:

1. Office
2. Enter Vehicle
3. Vehicle type
4. Vehicle Belongs to

5. Save

Business Rules	Vehicle are registered in the division only once, while making the department process online
Output	How to Access: [e- Sanchalan] **::** Reports/Queries → Account Reports → Monthly account → Form 73

3.4.4.26. MPSA & Misc Adv (Backlog)

Module No.	**M-DIV- 77**
Module Name	MPSA & Misc Adv (Backlog)
User	Division Office (Account Branch)
Description	Account Branch need to make backlog entry of MPSA & Misc advance items online one time which are pending for making payments
How to Access	[e-Sanchalan] **::** Division Office Entries → Account Branch→ **MPSA & Misc Adv (Backlog)**
Input Screen:	

MPSA & Misc Adv (Backlog)

Show DashBoard

Division #	Div.No.1 Shimla 9
Select Entry Type	⦿ Miscellaneous Advance ○ MPSA/CCSA
Category	-SELECT CATEGORY-
Sub Category	
Item Category ID	
Total Amount	
With held Amount	
Year	
Month	January

Save

Description of fields on screen:

1. Division
2. Select Entry Type
3. Category
4. Sub Category
5. Item category ID
6. Total amount
7. Withheld amount
8. Year
9. Month

10. Save

MPSA & Misc Adv (Backlog)

Show DashBoard

Division #	Div.No.1 Shimla 9
Select Entry Type	○ Miscellaneous Advance ⦿ MPSA/CCSA
Select Store #	-SELECT-
GR Date	
Supply Order No.	
GR ID	
Supply Order Date	
Supplier Name	
Amount	

Save MPSA

Description of fields on screen:

1. Division
2. Select Entry Type
3. Select Store
4. GR date
5. Supply order no.
6. GR id
7. Supply order Date

8. Supplier Name
9. Amount

10. Save MPSA

Business Rules	Vehicle are registered in the division only once, while making the department process online
Output	How to Access: [e- Sanchalan] **::** Reports/Queries → Account Reports → Monthly account → Schedule of Stock Manufacture

3.4.4.27. MPSA & Misc Adv (Backlog)

Module No.	M-DIV- 77
Module Name	MPSA & Misc Adv (Backlog)
User	Division Office (Account Branch)
Description	Account Branch need to make backlog entry of MPSA & Misc advance items online one time which are pending for making payments
How to Access	[e-Sanchalan] **::** Division Office Entries → Account Branch→ **MPSA & Misc Adv (Backlog)**

Input Screen:

MPSA & Misc Adv (Backlog)
Show DashBoard

Division #	Div.No.1 Shimla 9
Select Entry Type	⦿ Miscellaneous Advance ○ MPSA/CCSA
Category	-SELECT CATEGORY-
Sub Category	
Item Category ID	
Total Amount	
With held Amount	
Year	
Month	January

Save

Description of fields on screen:

1. Division
2. Select Entry Type
3. Category
4. Sub Category
5. Item category ID
6. Total amount
7. Withheld amount
8. Year
9. Month

10. Save

MPSA & Misc Adv (Backlog)

Show DashBoard

Division #	Div.No.1 Shimla 9
Select Entry Type	○ Miscellaneous Advance ● MPSA/CCSA
Select Store #	-SELECT-
GR Date	
Supply Order No.	
GR ID	
Supply Order Date	
Supplier Name	
Amount	

Save MPSA

Description of fields on screen:

1. Division
2. Select Entry Type
3. Select Store
4. GR date
5. Supply order no.
6. GR id
7. Supply order Date
8. Supplier Name
9. Amount

10. Save MPSA

Business Rules	Vehicle are registered in the division only once, while making the department process online
Output	How to Access: [e- Sanchalan] **::** Reports/Queries → Account Reports → Monthly account → Form 73

3.4.4.28. Correct budget head (MPSA & MA)

Module No.	M-DIV- 77
Module Name	Correct budget head (MPSA & MA)
User	Division Office (Account Branch)
Description	Account Branch has the option to correct MPSA & Misc advance budget head if budget is received in multiple suspense heads
How to Access	[e-Sanchalan] **::** Division Office Entries → Account Branch→ **Correct Budget Head (MPSA & MA)**

Input Screen:

Description of fields on screen:

1. Division
2. Fin Year
3. Fin Month
4. Select GR Type

Description of fields on screen:

1. Division
2. Select Entry Type

3. Select Store
4. GR date
5. Supply order no.
6. GR id
7. Supply order Date
8. Supplier Name
9. Amount

10. Save MPSA

Business Rules	Vehicle are registered in the division only once, while making the department process online
Output	How to Access: [e- Sanchalan] **::** Reports/Queries → Account Reports → Monthly account → Schedule of Misc Advance

3.4.4.29. Set SOP Target

Module No.	M-DIV- 77
Module Name	Set SOP Target
User	Division Office (Account Branch)
Description	Account Branch has the option to set SOP target for generating the returns
How to Access	[e-Sanchalan] **::** Division Office Entries → Account Branch → Returns → **Set SOP Target**

Input Screen:

Set SOP Target

Show DashBoard

Division:	Div.No.1 Shimla 9
Financial Year : ≠	2020-2021
Scheme Code/ Name: ≠		Search >

List of Targeted Scheme

Delete	Scheme Code	Work Name	Whether Spilled Over	Financial Year (spilledOver)
Delete	2014-306-160	Improvement of LWSS Madak Devi temple GP Kot Distt Shimla.	No	-NA-

Description of fields on screen:

1. Division *<Display>*
2. Fin Year *<Display>*
3. Scheme Code/name *<Search & Get>*

Display the data in Grid with following details:

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

3.4.4.30. Enter SOP Return

Module No.	**M-DIV- 77**
Module Name	Enter SOP Return
User	Division Office (Account Branch)
Description	Account Branch generating the SOP returns
How to Access	[e-Sanchalan] **::** Division Office Entries → Account Branch → Returns → **Set SOP Target**
Input Screen:	

Enter SOP return

Show DashBoard

Division	Div.No.1 Shimla 9
Financial Year	2019-2020
Month	March

Scheme Code & Name	HPSEB Div	HPSEB Cir	HPSEB Zone	Estimated Amt of SOP	Cheque No. & Date of SOP Amount Deposit	Amount Deposited	Balance/Additional SOP amount to deposit with HPSEBL	Programme	
T2014-306-2494: Prov. LIS Peeran in G.P. Peeran Tehsil & Distt. Shimla.	Shimla	Shimla	Shimla	1823490.00	140591 Dt:	1933740.00	0.00	ARWSP (Acc	
2014-306-143: Providing LIS to village Tarapur From Noti Khad in G.P. Ghorna in tehsil Theog District Shimla	Shimla	Shimla	Shimla	2942000.00	17103672 Dt:29.03.18	3542000.00	0.00	NABARD	
2004-306-40693: Prov.LWSS to vill. Deothi Kalana & Tallidhar Tarpuna etc. in G.P. Deothi Tehsil Theog.	Theog	Shimla	Shimla	5809840.00	839996 Dt:	2803717.00	0.00	ARWSP (Acc	
2016-306-740: prov LWSS From Dhelogar Khad vill. Palat in GP Mohri Teh Theog Distt Shimla	Shimla	Shimla	Shimla	511650.00	171036720 Dt:29.03.18	501650.00	0.00	SCSP (Sche	
T2013-306-2934: Prov. LWSS to village Neri Tikker in G.P. Tikker Tehsil Theog Distt. Shimla.	Theog	Shimla	Shimla	2840030.00	1811803 6 dt	2840030.00	0.00	ARWSP (Acc	

Verify   Save

Description of fields on screen:

1. Division *<Display>*

2. Fin Year *<Display>*
3. Scheme Code/name *<Search & Get>*

   Display the data in Grid with following details:

   - Scheme Code & Name
   - HPSEB Division
   - HPSEB Circle
   - HPSEB Zone
   - Estimated amount of SOP
   - Cheque Number and date of SOP amount deposited
   - Amount Deposited
   - Balance/Additional amount to be deposited to HPSEBL
   - Programme
   - Percentage of work done by IPH
   - Work Done by HPSEB
   - Remark
   - Target Month

4. Save

5. Verify

Business Rules	Target entry is made only once, in the start of new financial year
Output	How to Access: [e- Sanchalan] **::** Reports/Queries → Returns → Sop Target

3.4.4.31. Sanctioned Budget (Form 74 & 46)

Module No.	**M-DIV- 77**
Module Name	Sanctioned Budget (Form 74 & 46)
User	Division Office (Account Branch)
Description	Account Branch makes the entry of Sanctioned Budget for the financial year
How to Access	[e-Sanchalan] **::** Division Office Entries → Account Branch → Returns → **Sanctioned Budget (Form 74 & 46)**
Input Screen:	

Sanctioned Budget(Form 74 & 46)

Show DashBoard

1. Parameters Selection		2. Head List	
Financial Year #	2020-2021	Major Head	2215-WATER SUPPLY & SANITATION
Head Type #	BUDGET - LUMPSUM EXPENDITURE	Sub Major Head	01-WATER SUPPLY
Demand Number #	13--IRRIGATION, WATER SUPPLY AN	Minor Head	001-DIRECTION & ADMINISTRATION
		Sub Minor Head	02-EXECUTION
Voted/Charged #	◉ Voted ○ Charged	Budget Code	S00N -STATE SCHEMES
		SOE Code	01-SALARIES
Plan/Non Plan #	○ Plan ◉ Non Plan		< Change Head

3. Add Budget Amount:

Major Head		Budget Amount#	0 (In Rupees)
		Budget Type: #	◉ Estimate ○ Additional ○ Surrender
< Change Parameters		Save Reset	

Please Note :
1. All Fields marked # are mandatory.

2. After selecting parameters, click Next Button to get the head list on right hand side.

3. On right hand side, after selecting the desired head, sanction budget details may be saved.

Description of fields on screen:

1. Head List *<Select>*

   Add Budget Amount
2. Budget Amount

3. Budget Type
   - Estimate
   - Additional
   - Surrender

4. Save

Business Rules	Estimated budget entry can be made only once, for a particular budget head
Output	How to Access: [e- Sanchalan] **::** Reports/Queries → Account Reports → Monthly Account → Form 74

3.5. Circle Office

3.5.1. Demand Forward/Approve/Reject

Module No.	M-CIR- 78	
Module Name	Demand Forward/Approve/Reject	
User	Circle Office	
Description	Circle Office Forward/Approve/Reject the recorded details of the Annual Demand for Capital Works	
How to Access	[e-Sameeksha]:: Demand for Grants Entries → **Demand Forward / Approve / Reject**	
Pre Process	[e-Sameeksha]:: Demand for Grants Entries → **Demand Generation**	

Pre Process Sequence	Sr.No.	Module	Office
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]:: Scheme Entries → **Assign Budget-Head**	Division
	3.	[e-Sameeksha]:: Demand for Grants Entries → **Demand Generation**	Division

Input Screen:

Description of fields on screen:

- o Department *<Select>*

- o Office Level *<Select>*

- o Office *<Select>*

- o Financial Year *<Select>*

- o Demand Pending to Forward / Approval <Click>
  Click to get the schemes for the selected parameters that are pending for forward / approval

- o Action (i. forward   ii. Approve iii. Reject iv. Modify Demand Amount   v. Change Budget Head vi. Revoke the Rejected Demands)

  ### 6.i If Forward is selected
  Forward all pending demands to other office/department.

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

- • Select the "Forward To" details:
  - o Department *<Select>*
  - o Office Level
    Select Office level i.e. Circle, Zone, Head Office etc
  - o Office
    Select the Office Name to which Demand Entries are to be forwarded for approval
  - o Remarks

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

Description of fields on screen:

- o Covering Letter *<Click>*
  Click on the browse to upload covering letter from the local computer

- o Subject
  Enter subject to the demands

- o Enclosure(list of demands) *<Click>*
  To view list of demands

- o Next*<Click>*
  Display the following screen to confirmation

- o Confirm*<Click>*
  The list of demands is forwarded to the selected office(i.e. higher office) in two formats –
  3) **Data list** *which is automatically merged with other data list and may be modified by the higher office. Further the higher office may also forward the demands in similar fashion.*

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

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

6.ii If Approve is Selected
Approve all pending demands

Description of fields on screen:

- Display the details in following columns:

- o   Select <Check>
- o   Budget Head
- o   Executing Office
  Display the Executing Office of the Scheme
- o   Submitted By
- o   Demand Amount
  Display the Demanded amount for the selected financial year
- o   Original Budget
  Display the original budget amount for the previous financial year
- o   Revised Budget
  Display the revised budget amount for the previous financial year
- o   Total Expenditure (Till Date)
  Display the total expenditure amount till date.
- o   Fund Required for remaining Work
  Display total fund amount for remaining work
- o   Approval Remarks
  Note related to demand of the scheme

- • Approve <*Click*>
  Display a window to upload the covering letter and enter subject to the demand list.

Description of fields on screen:

- o   Covering Letter <*Click*>
  Click on the browse to upload covering letter from the local computer

- o   Subject
  Enter subject to the demands

- o   Enclosure(list of demands) <*Click*>
  To view list of demands

- o   Next<*Click*>
  Display the following screen to confirmation

- o   Confirm<*Click*>

  The list of demands is approved in two formats –
    3) **Data list** *which is locked and may not be modified by any office.*

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

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

6.iv Modify Demand Amount

User can modify demand amount before demand is Forwarded or Approved

Submit Demand for Grants							
Generated By/To be Forwarded By :							
Department *	-ALL-						
Office Level *	-ALL-						
Office *	-ALL-						
Financial Year *	2012-2013						
Click >>>	<< Change			Rejected Demands (0) >>			

List of Demands To Forward/Approve/Reject

Action: ○ Forward ○ Approve ○ Reject ● Modify Demand Amount ○ Change Budget Head ○ Revoke the Rejected Demands
(Before navigating to other page,Please save selected records of the page)

<< First Page < Prev. Page ~ Page **1** of **1** ~ OR Go To Page [ ] Go Next Page > Last Page >>
(All amounts are in rupees)

☑ All	Budget Head (DmdCode-Maj-Smaj-Min-SMin-SOE-Bud Code-V/C-P/N)	Scheme	Executing Office	Submitted By	Demand Amount	Remarks	Update
☑	31-4711-01-796-01-S00N -37-V-P	2007-306-51669-C/O FPW to Ralang Nallah in GP Ribba	IPH : Pooh Division	IPH : Pooh Division	214520.00	--	Update
☑	31-4711-01-796-01-S00N -37-V-P	2007-306-51670-C/O FPW Avalanche at Kanam Nallah in GP Kanam	IPH : Pooh Division	IPH : Pooh Division	1452.00		Update
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54962-FPW Chango nallah and Khuru nallah Chango.	IPH : Pooh Division	IPH : Pooh Division	25416.00		Update
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54963-FPW Shangtak & Burtum in GP Sunam	IPH : Pooh Division	IPH : Pooh Division	45220.00		Update
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54964-FPW Kechong Chong Nallah at Ropa	IPH : Pooh Division	IPH : Pooh Division	52580.00		Update
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54965-FPW Jamfadding to Garthung upto Changa Nallah in GP Chango	IPH : Pooh Division	IPH : Pooh Division	23250.00		Update
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54966-FPW Yaksar Nallah in GP Sunnam	IPH : Pooh Division	IPH : Pooh Division	54540.00		Update

Description of fields on screen:

- Display the details in following columns:
  - Select

  - Budget Head

  - Scheme

  - Executing Office
    Display the Executing Office of the Scheme

  - Submitted By
  - Demand Amount *<Display/Edit>*
    Display the Demanded amount for the selected financial year that can be modified

  - Remarks
    Display the entered Remarks

  - Update *<Click>*
    Click to Update the Demanded amount

6.v Change Budget Head

User can change budget head of demand

Submit Demand for Grants

Generated By/To be Forwarded By :

Department *	-ALL- ▼
Office Level *	-ALL- ▼
Office *	-ALL- ▼
Financial Year *	2012-2013 ▼
Click >>>	<< Change	Rejected Demands (0) >>

List of Demands To Forward/Approve/Reject

Action ○ Forward ○ Approve ○ Reject ○ Modify Demand Amount ● Change Budget Head ○ Revoke the Rejected Demands
(Budget Head for only one demand(on current page) can be changed at a time)

<< First Page < Prev. Page   ~ Page 1 of 1 ~ OR Go To Page [   ] Go   Next Page > Last Page >>
(All amounts are in rupees)

	Budget Head (DmdCode-Maj-Smaj-Min-SMin-SOE-Bud Code-V/C-P/N)	Scheme	Executing Office	Submitted By	Demand Amount	Original Budget (Prev. Year
☐	31-4711-01-796-01-S00N -37-V-P	2007-306-51669-C/O FPW to Ralang Nallah in GP Ribba	IPH : Pooh Division	IPH : Pooh Division	214520.00	
☐	31-4711-01-796-01-S00N -37-V-P	2007-306-51670-C/O FPW Avalanche at Kanam Nallah in GP Kanam	IPH : Pooh Division	IPH : Pooh Division	1452.00	
☐	31-4711-01-796-01-S00N -37-V-P	2008-306-54962-FPW Chango nallah and Khuru nallah Chango.	IPH : Pooh Division	IPH : Pooh Division	25416.00	
☐	31-4711-01-796-01-S00N -37-V-P	2008-306-54963-FPW Shangtak & Burtum in GP Sunam	IPH : Pooh Division	IPH : Pooh Division	45220.00	
☐	31-4711-01-796-01-S00N -37-V-P	2008-306-54964-FPW Kechong Chong Nallah at Ropa	IPH : Pooh Division	IPH : Pooh Division	52580.00	
☐	31-4711-01-796-01-S00N -37-V-P	2008-306-54965-FPW Jamfadding to Garthung upto Changa Nallah in GP Chango	IPH : Pooh Division	IPH : Pooh Division	23250.00	
☐	31-4711-01-796-01-S00N -37-V-	2008-306-54966-FPW Yaksar	IPH : Pooh Division	IPH : Pooh Division	54540.00	

Description of fields on screen:

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

  - Budget Head
  - Scheme
  - Executing Office
    Display the Executing Office of the Scheme

  - Submitted By
  - Demand Amount
    Display the Demanded amount for the selected financial year

  - Original Budget
    Display the original budget amount for the previous financial year

  - Revised Budget
    Display the revised budget amount for the previous financial year

  - Total Expenditure (Till Date)
    Display the total expenditure amount till date.

  - Fund Required for remaining Work
    Display the total fund amount for remaining work

  - Remarks

- Display the following Screen to Change the Budget Head:

- Display the details of Selected Demand:
  - Financial Year
  - Department & Executing Office
  - Scheme
  - Current Budget Head
    Display the Current Budget Head that needs to be changed

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

- Save *<Click>*
  Click to replace the old budget head with the selected Budget Head

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

3.5.2. Contractor Registration

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

How to Access	[e-Sanchalan]**::** HO/Zone/Circle → **Contractor Registration**
Pre Process	[e-Sanchalan]**::** Sub Division Entries →Vouchers (SD) → **Receipt**
	[Receipt of Fee for– New/Renewal/ Upgrade/Change Other Information]

Input Screen:

Contractor Registration

○ Manual to Online (Backlog)

○ New/Renewal/Upgrade/Change Other Information

○ Black List

Description of fields on screen:

Display the following options to register the contractor:
   A. Manual to Online (Backlog) *<Click>*
   B. New/Renewal/Upgrade/Change Other Information *<Click>*
   C. Black List *<Click>*

A. Manual to Online (Backlog)
   This option is selected when the Contractor is already registered through manual process and needs to Register in online system for making the department process online.

   On Click of Manual to Online (Backlog), Display the following screen for Contractor Registration:

Contractor Registration

All fields marked # are mandatory

Contractor Registration (Manual to Online)................. ☐ Update Contractor Record   < Back

1. Registration Id

Online Registration Id	
Online Registration Date	
Manual Registration No.	
Manual RegistrationDate	📅
Manually Registered By	

2. Class of Contractor

Contractor Category# -SELECT- ▼   Contractor Class# -SELECT- ▼

3. Registration Validity

ValidUp To# 📅

4. Personal Details

Contractor Name#	
Father's Name #	
Qualification#	
Present Address#	
	(Max. 300 Characters)
Permanent Address#	
	(Max. 300 Characters)
Nationality#	
Phone No.#	
Mobile No.#	
Email Id	

PAN No.#	
PPF Account No.	
Bank/P.O. Account Detail#	Account No.........
	Bank/PO Name... -SELECT- ▼
	Bank/PO Address
Sale Tax No.#	

Description of fields on screen:

1.   Display the following Details:
     o Online Registration ID *<Auto Gen>*
     o Online Date *<Auto Gen>*
        By default display the Current Date

2. Enter Manual Registration No. *<Enter>*
    Need to enter only for the manual registration made first time online

3. Enter Manual Registration Date *<Enter>*
    Need to enter only for the manual registration made first time online

4. Enter Manually Registered by *<Enter>*
    Name of the Office where registration made

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

6. Select Class of Contractor
    Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D

7. Enter Registration Valid Date Up to *<Enter>*

8. Enter the following Personal Details of the Contractor:

     o Contractor Name *<Enter>*

- o Father's name *<Enter>*
- o Qualification *<Enter>*
- o Present Address *<Enter>*
- o Permanent Address *<Enter>*
- o Nationality *<Enter>*
- o Phone No. *<Enter>*
- o Mobile No. *<Enter>*
- o PAN No. *<Enter>*
- o PPF Account No. *<Enter>*
- o Enter following Bank/P.O. Account Details:
  - i. Account No. *<Enter>*
  - ii. Select Bank/PO Name
    Display the Bank names i.e., HDFC, ICICI, State Bank of India, State Bank of Patiala, Others if any
  - iii. Enter Bank/PO Address *<Enter>*
- o Sale Tax No. *<Enter>*
- o Work Experience *<Enter>*
- o Upload Photo

9. Check proofs submitted from the following:
   - o Affidavit from the Engineers
   - o Affidavit of Immovable Property with their current Market Value
   - o Affidavit of Machinery
   - o Bank Balance Certificate
   - o Copy of Electrical License
   - o Copy of Power of Attorney
   - o Attested Copy of Pan Card
   - o Copy of Partnership of Deed
   - o Attested Copy Previous of Registration
   - o Detail of Engineering Staff
   - o Experience Certificate
   - o GST/ CST Certificate
   - o Income Tax Clearance Certificate for latest Assessment Year
   - o Medical Certificate
   - o Police Verification Certificate
   - o Registration Certificates of Machinery
   - o Work done Certificate For Up gradation

10. Save *<Click>*
Confirmation made to save the above entries

11. Reset *<Click>*

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

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

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

Contractor Registration

○ Manual to Online (Backlog)

◉ New/Renewal/Upgrade/Change Other Information

○ Black List

Transaction	Fees Deposited At	Receipt Number	Receipt Date	OnlineId	Contractor Name	
Renewal	Theog Sub Division	2011/3/12	14/03/2011	4272	Madan Singh	Select
Renewal	Theog Sub Division	2011/3/20	15/03/2011	934	Balbir Chauhan	Select
Renewal	Sainj Sub Division	2011/3/33	17/03/2011	1724	Sh.Deep Ram Chuhan	Select
Renewal	Sainj Sub Division	2011/3/35	17/03/2011	1128	P.C Rajta	Select
Renewal	Sainj Sub Division	2011/3/37	17/03/2011	2576	Shyam Singh.	Select
Renewal	Matiana Sub Division	2011/3/5	18/03/2011	1904	Madan Singh	Select
Renewal	Koti Sub Division	2011/3/8	19/03/2011	4347	Sh. Daya Nand Rajta	Select
Renewal	Matiana Sub Division	2011/3/18	21/03/2011	1796	Joginder Singh	Select
Renewal	Matiana Sub Division	2011/3/20	21/03/2011	6	Shri Parkash Chandel	Select
Renewal	Matiana Sub Division	2011/3/25	24/03/2011	1	Shri Mohinder Singh Chandel	Select
Renewal	Shimla No. 1 Sub Division	2011/3/152	26/03/2011	1862	Sohan Lal	Select

Description of fields on screen:

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

   Display the following screen for entry :

Contractor Registration

All fields marked # are mandatory

Contractor Registration - Renewal......................... ☑ Update Contractor Record   < Back

1. Registration Id

Online Registration Id	4347	☒
Online Registration Date	28/03/2011	
Manual Registration No.	IPH-SE-WS-Enlistment of Class "D"/2008-09-2283-233	
Manual RegistrationDate	03/06/2009	
Manually Registered By	S.E. IPH Circle, Shimla-9	

2. Class of Contractor

Contractor Category# -SELECT-   Contractor Class# -SELECT-   Add More

Category	Class	OnlineRegisteredByOffice	OnlineRegisteringDate	Delete
Civil Contractor	D	Div.No.1 Shimla 9	28/03/2011	☐

3. Registration Validity

ValidUp To✶ 03/11/2013

4. Personal Details

Contractor Name✶	Sh. Daya Nand Rajta
Father's Name ✶	Sh. Mathu RamRajta
Qualification✶	10th
Present Address✶	Village Daushori, P.O. Nagan, Tehsil Kot Khai Distt. Shimla(HP)
	(Max. 300 Characters)
Permanent Address✶	Village Daushori, P.O. Nagan, Tehsil Kot Khai Distt. Shimla(HP)
	(Max. 300 Characters)
Nationality✶	Indian
Phone No.✶	Nil
Mobile No.✶	94183-4441
Email Id	
PAN No.✶	AQOPR1022P

PPF Account No.

Bank/P.O. Account Detail✶
Account No......... [ ] Add More
Bank/PO Name... -SELECT-
Bank/PO Address

Bank Ac.No.	Bank Id	Bank Address	Delete
730	Other	Khaltu Nallah, Tehsil Kot Khai, Distt. Shimla	☐

Sale Tax No.✶ A/F

Work Experience
(Max. 1000 Characters)

Contractor Photo to Upload Browse... (Image Format:JPG)

5. Proofs Attached

- ☐ Affidavit from the Engineers
- ☐ Affidavit of Immovable Property with there current Market Value
- ☐ Affidavit of Machinery
- ☑ Bank Balance Certificate
- ☐ Copy of Electrical Licence
- ☐ Copy of Power of Attorney
- ☑ Attested Copy of Pan Card
- ☐ Copy of Partnership of Deed
- ☐ Attested Copy Previous of Registration
- ☐ Detail of Engineering Staff
- ☐ Experience Certificate
- ☐ GST/ CST Certificate
- ☐ Income Tax Clearance Certificate for latest Assessment Year
- ☐ Medical Certificate
- ☐ Police Verification Certificate
- ☐ Registration Certificates of Machinery
- ☐ Work done Certificate For Upgradation

Save   Reset

Description of fields on screen:

1. Display the following Details:

- o Online Registration ID *<Auto Gen >*
  Auto Generate the Registration Id for New Transaction Type
- o Online Date *<Auto Gen>*
  By default display the Current Date

2. Manual Registration No.

3. Manual Registration Date

4. Manually Registered by

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

6. Class of Contractor
   Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D

7. Registration Valid Date Up to

8. Enter/Display the following Personal Details of the Contractor:
   Display in case of Renewal / Upgradation / Change other information

   - o Contractor Name
   - o Father's name
   - o Qualification
   - o Present Address
   - o Permanent Address
   - o Nationality
   - o Phone No.
   - o Mobile No.
   - o PAN No.
   - o PPF Account No.
   - o Enter following Bank/P.O. Account Details:
     - i. Account No.
     - ii. Bank/PO Name
       Display the Bank names i.e., HDFC, ICICI, State Bank of India, State Bank of Patiala, Others if any
     - iii. Bank/PO Address *<Enter>*
   - o Sale Tax No.
   - o Work Experience
   - o Upload Photo

9. Check proofs submitted from the following:

   - o Affidavit from the Engineers
   - o Affidavit of Immovable Property with their current Market Value
   - o Affidavit of Machinery
   - o Bank Balance Certificate
   - o Copy of Electrical License
   - o Copy of Power of Attorney
   - o Attested Copy of Pan Card
   - o Copy of Partnership of Deed
   - o Attested Copy Previous of Registration
   - o Detail of Engineering Staff
   - o Experience Certificate

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

10. **Save**
   Confirmation made to save the above entries

11. **Reset**

12. **Verify**
   Confirmation made to verify the above entries

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

   On Click of Black List, Display the following screen:

Contractor Registration		
		All fields marked # are mandatory

Contractor Registration – Black Listing.................... ☑ Update Contractor Record `< Back`

1. Registration Id

Online Registration Id	100	☒
Online Registration Date	26/11/2007	
Manual Registration No.	5756-5826	
Manual RegistrationDate	09/08/2006	
Manually Registered By	CE South Zone Shimla-1	

2. Class of Contractor

Contractor Category# -SELECT-   Contractor Class# -SELECT-   `Add More`

Category	Class	OnlineRegisteredByOffice	OnlineRegisteringDate	Delete
Civil Contractor	A	Head Office	26/11/2007	☐

3. Registration Validity

ValidUp To#	31/03/2009

4. Personal Details

Contractor Name#	Vinod Chauhan
Father's Name #	
Qualification#	Civil Engg. Degree
Present Address#	S/O Sh.Mohan Singh Chauhan.Chauhan Villa near PG Collage Solan HP. (Max. 300 Characters)
Permanent Address#	S/O Sh.Mohan Singh Chauhan.Chauhan Villa near PG Collage Solan HP. (Max. 300 Characters)
Nationality#	Indian
Phone No.#	94181-09208 and 951792-229196
Mobile No.#	
Email Id	
PAN No.#	N/A
PPF Account No.	N/A
Bank/P.O. Account Detail#	Account No......... `Add More`
	Bank/PO Name... -SELECT-
	Bank/PO Address

Bank Ac.No.	Bank Id	Bank Address	Delete
N/A	Other	Jogindra Central Co-Operative Bank Solan	☐

Sale Tax No.#	N/A
Work Experience	N/A (Max. 1000 Characters)
Contractor Photo to Upload	[Browse...] (Image Format:JPG)
Black Listed By	
Reason for Black Listing#	 (Max. 200 Characters)
	[Black List] [Reset]

Description of fields on screen:

1. Online Registration ID *<Enter>* & get details of Contractor:

2. Online Date

3. Manual Registration No.

4. Manual Registration Date

5. Manually Registered by
   Name of the Office where registration made

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

7. Class of Contractor
   Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D

8. Registration Valid Date Up to

9. Display the following Personal Details of the Contractor:

   o Contractor Name
   o Father's name
   o Qualification
   o Present Address
   o Permanent Address
   o Nationality
   o Phone No.
   o Mobile No.
   o PAN No.
   o PPF Account No.
   o Bank/P.O. Account Details:
       i. Account No.
       ii. Bank/PO Name
       iii. Enter Bank/PO Address *<Enter>*
   o Sale Tax No.
   o Work Experience
   o Upload Photo

10. Black Listed By
  o Reason for Black Listing *<Enter>*
    Enter Reasons for Blacking the Contractor

11. Black List
  Confirmation made to Black List the contractor

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

3.5.3.   Court Cases

3.5.3.1. Case Filing

Module No.	M-CIR- 80
Module Name	Case Filing (Court Case)
User	Circle Office
Description	Entry of cases filed in various Courts relating to the particular Circle
How to Access	[e-Sanchalan] **::** HO/Zone/Circle → Court Cases → **Case Filing**
Post Process	[e-Sanchalan] **::** HO/Zone/Circle → Court Cases → **Progress Details**

Input Screen:

Court Cases : Case Filing

For new case enter the details and click on save button & for updation/verification click here>>>**Update Case Details** ☐

Section 1: Case Details

Court # -SELECT COURT-

Case Year # ____   Nature # -SELECT-   Number # ____

Filing Date # 29/10/2011

Old Appeal No. (If Any) ____ Get ____

Subject # -SELECT SUBJECT-

Case Title # ____ (Max. 150 Characters)

Case Description# ____ (Max. 1000 Characters)

Section 2: Party Details

Department As # ⦿ Appellant ◯ Respondent

Respondent Details

Select Type # -SELECT-   Online Id(If Any) ____ Get

Name # ____ (Max. 50 Characters)

Address # ____ (Max. 150 Characters)

Section 3: Advocate Details

Respondent Advocate

Name #		(Max. 50 Characters)
Address #		(Max. 150 Characters)

Appellant Advocate

Name #		(Max. 50 Characters)
Address #		(Max. 150 Characters)

Save   Verify

Description of fields on screen:

1. Display the Case Details:
   o Court *<Select>*
   o Nature *<Select>*
   o Number *<Enter>*
   o Case Year *<Enter>*
   o Filing Date *<Select>*
   o Old Appeal no. (If any) *<Select>*
   o Subject *<Select>*
   o Case Title *<Enter>*
   o Case Description *<Enter>*

2. Display the Party details:
   o Department as Appellant or Respondent *<Select>*
     If department is selected as Appellant, Enter the following Respondent details:

   o Select type
     Select the type of Respondent i. e., Employee, Contractor etc.
   o Online Id (If any)
     Enter the online no. i.e., Employee code for Employee and Online Contractor Id for Contractor
   o Name *<Enter>*
   o Address *<Enter>*

     If department is selected as Respondent, Enter the following Appellant details:
   o Select type
     Select the type of Appellant i. e., Employee, Contractor etc.

   o Online Id (If any)
     Enter the online no. i.e., Employee code for Employee and Online Contractor Id for Contractor

   o Name *<Enter>*

   o Address *<Enter>*

3. Advocate detail Entry:
   Respondent Advocate Entry
   o Name *<Enter>*
   o Address *<Enter>*

   Appellant Advocate Entry
   o Name *<Enter>*
   o Address *<Enter>*

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

3.5.3.2.   Progress Details

Module No.	M-CIR- 81
Module Name	Progress Details (Court Case)
User	Circle Office
Description	Entry of Progress details for after a case is filed.
How to Access	[e-Sanchalan] **::** HO/Zone/Circle → Court Cases → **Progress Details**
Pre Process	[e-Sanchalan] **::** HO/Zone/Circle → Court Cases → **Case Filing**

Input Screen:

Description of fields on screen:

1. Display the Columns with the list following details:
    o   Case Year *<Enter>*
    o   Case nature and Number *<Select>*
        Display the following details of case
    o   Filing Date
    o   Court
    o   Subject
    o   Case Title

2. Enter the Progress Details Entry as follows:
    o   Date of Progress *<Select>*
    o   Case Progress Type *<Select>*
        Case progress types such as case filed in higher court, Disposed, Hearing and Reply to

be filed
- o Progress Details *<Enter>*
- o Is Action Required by Department
  If case Progress type is Disposed
- o Next hearing date
  If case Progress type is Hearing
- o Reply to be filed (Within days)
  If case Progress type is Reply to be filed
- o Reply Filed on date
  If case Progress type is Reply to be filed

3. Save
   Confirmation made for submission of the above details

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

3.4.4.8. Generate supply Order (Industries)

Module No.	M-Div- 60
Module Name	Generate Supply Order (Industries)
User	Circle Office
Description	Circle Office user generates supply order to industries
How to Access	[e-Sanchalan] **::** HO/Zone/Circle → **Generate Supply order Industries**

Input Screen:

Description of fields on screen:
1. Office name
2. Supply Order for
3. Display the Columns with the list following details:
   - o Financial Year *<Select>*
   - o Month *<Select>*
   - o Item Category *<Select>*
   - o Item *<Select>*

- o Add item to List *<Select>*
  Display the item in the grid.

4. Supply order no.
5. Supplier Name
6. Office
7. Item Category
8. Item code
9. Unit
10. Rate
11. Quantity
12. Total
13. Save:
   Saves the data in grid with following details

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

14. Delete
   Confirmation made to delete the selected item

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

16. Verify
   Confirmation made to delete the selected item

17. Print
   View to the generated order details

Report/Query	

3.6. Zonal office

3.6.1. Demand Forward/Approve/Reject

Module No.	**M-ZON- 82**	
Module Name	Demand Forward/Approve/Reject	
User	Zone Office	
Description	Zone Office Forward/Approve/Reject the recorded details of the Annual Demand for Capital Works	
How to Access	[e-Sameeksha]**::** Demand for Grants Entries → **Demand Forward / Approve / Reject**	
Pre Process	[e-Sameeksha]**::** Demand for Grants Entries → **Demand Generation**	
Pre Process Sequence	**Sr.No.**	**Module**	**Office**
	1.	[e-Sameeksha]**::** Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]**::** Scheme Entries → **Assign Budget-Head**	Division
	3.	[e-Sameeksha]**::** Demand for Grants Entries → **Demand Generation**	Division

Input Screen:

Submit Demand for Grants	
Generated By/To be Forwarded By :	
Department *	IRRIGATION AND PUBLIC HEALTH
Office Level *	-ALL-
Office *	-ALL-
Financial Year *	2012-2013
Click >>>	<< Change Rejected Demands (0) >>

List of Demands To Forward/Approve/Reject

Action   ◉ Forward ○ Approve ○ Reject ○ Modify Demand Amount ○ Change Budget Head ○ Revoke the Rejected Demands
(Before Forwarding Please Check/Fill All the pages of the list given)

| « First Page | ‹ Prev. Page | ~ Page **1** of **1** ~ OR Go To Page [ ] Go | Next Page › | Last Page » |

(All amounts are in rupees)

All	Budget Head (DmdCode-Maj-Smaj-Min-SMin-SOE-Bud Code-V/C-P/N)	Scheme	Executing Office	Submitted By	Demand Amount	Original Budget (Prev. Year)
☑	31-4711-01-796-01-S00N -37-V-P	2007-306-51669-C/O FPW to Ralang Nallah in GP Ribba	IPH : Pooh Division	IPH : Pooh Division	214520.00	0.00
☑	31-4711-01-796-01-S00N -37-V-P	2007-306-51670-C/O FPW Avalanche at Kanam Nallah in GP Kanam	IPH : Pooh Division	IPH : Pooh Division	1452.00	0.00
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54962-FPW Chango nallah and Khuru nallah Chango.	IPH : Pooh Division	IPH : Pooh Division	25416.00	0.00
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54963-FPW Shangtak & Burtum in GP Sunam	IPH : Pooh Division	IPH : Pooh Division	45220.00	0.00
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54964-FPW Kechong Chong Nallah at Ropa	IPH : Pooh Division	IPH : Pooh Division	52580.00	0.00
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54965-FPW Jamfadding to Garthung upto Changa Nallah in GP Chango	IPH : Pooh Division	IPH : Pooh Division	23250.00	0.00

Forward To >>>	Department *	IRRIGATION AND PUBLIC HEALTH ▼
	Office Level *	Circle Office ▼
	Office *	Reckong Peo-IPH Circle ▼
	Remarks	demand for the financial Year 2011-2012

[<< Forward >>]

Description of fields on screen:

- o Department *<Select>*

- o Office Level *<Select>*

- o Office *<Select>*

- o Financial Year *<Select>*

- o Demand Pending to Forward / Approval <Click>
  Click to get the schemes for the selected parameters that are pending for forward / approval

- o Action (i. forward   ii. Approve iii. Reject   iv. Modify Demand Amount   v. Change Budget Head vi. Revoke the Rejected Demands)

  6.i   If Forward is selected
      Forward all pending demands to other office/department.

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

Note related to demand of the scheme

- Select the "Forward To" details:
  - Department *<Select>*

  - Office Level
    Select Office level i.e. Circle, Zone, Head Office etc

  - Office
    Select the Office Name to which Demand Entries are to be forwarded for approval

  - Remarks

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

Description of fields on screen:

  - Covering Letter *<Click>*
    Click on the browse to upload covering letter from the local computer

  - Subject
    Enter subject to the demands

  - Enclosure(list of demands) *<Click>*
    To view list of demands

  - Next*<Click>*
    Display the following screen to confirmation

  - Confirm*<Click>*

    The list of demands is forwarded to the selected office(i.e. higher office) in two formats –
    1) **Data list** *which is automatically merged with other data list and may be modified by the higher office. Further the higher office may also forward the demands in similar fashion.*

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

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

6.ii   If Approve is Selected
Approve all pending demands

Description of fields on screen:

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

- Approve *<Click>*
  Display a window to upload the covering letter and enter subject to the demand list.

Description of fields on screen:

- o Covering Letter *<Click>*
  Click on the browse to upload covering letter from the local computer

- o Subject
  Enter subject to the demands

- o Enclosure(list of demands) *<Click>*
  To view list of demands

- o Next*<Click>*
  Display the following screen to confirmation

- o Confirm*<Click>*
  The list of demands is approved in two formats –
  1) **Data list** *which is locked and may not be modified by any office.*

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

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

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

Submit Demand for Grants

Generated By/To be Forwarded By :

Department *	-ALL-
Office Level *	-ALL-
Office *	-ALL-
Financial Year *	2012-2013
Click >>>	<< Change	Rejected Demands (0) >>

List of Demands To Forward/Approve/Reject

Action   ○ Forward ○ Approve ○ Reject ● Modify Demand Amount ○ Change Budget Head ○ Revoke the Rejected Demands
(Before navigating to other page,Please save selected records of the page)

| << First Page | < Prev. Page | ~ Page **1** of **1** ~ OR Go To Page [ ] Go | Next Page > | Last Page >> |

(All amounts are in rupees)

☑ All	Budget Head (DmdCode-Maj-Smaj-Min-SMin-SOE-Bud Code-V/C-P/N)	Scheme	Executing Office	Submitted By	Demand Amount	Remarks	Update
☑	31-4711-01-796-01-S00N -37- V-P	2007-306-51669-C/O FPW to Ralang Nallah in GP Ribba	IPH : Pooh Division	IPH : Pooh Division	214520.00	--	Update
☑	31-4711-01-796-01-S00N -37- V-P	2007-306-51670-C/O FPW Avalanche at Kanam Nallah in GP Kanam	IPH : Pooh Division	IPH : Pooh Division	1452.00		Update
☑	31-4711-01-796-01-S00N -37- V-P	2008-306-54962-FPW Chango nallah and Khuru nallah Chango.	IPH : Pooh Division	IPH : Pooh Division	25416.00		Update
☑	31-4711-01-796-01-S00N -37- V-P	2008-306-54963-FPW Shangtak & Burtum in GP Sunam	IPH : Pooh Division	IPH : Pooh Division	45220.00		Update
☑	31-4711-01-796-01-S00N -37- V-P	2008-306-54964-FPW Kechong Chong Nallah at Ropa	IPH : Pooh Division	IPH : Pooh Division	52580.00		Update
☑	31-4711-01-796-01-S00N -37- V-P	2008-306-54965-FPW Jamfadding to Garthung upto Changa Nallah in GP Chango	IPH : Pooh Division	IPH : Pooh Division	23250.00		Update
☑	31-4711-01-796-01-S00N -37- V-P	2008-306-54966-FPW Yaksar Nallah in GP Sunnam	IPH : Pooh Division	IPH : Pooh Division	54540.00		Update

Description of fields on screen:

- Display the details in following columns:
    - Select
    - Budget Head
    - Scheme
    - Executing Office
    Display the Executing Office of the Scheme

    - Submitted By
    - Demand Amount *<Display/Edit>*
    Display the Demanded amount for the selected financial year that can be modified

    - Remarks
    Display the entered Remarks

    - Update *<Click>*
    Click to Update the Demanded amount

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

Submit Demand for Grants		

Generated By/To be Forwarded By :

Department *	-ALL-
Office Level *	-ALL-
Office *	-ALL-
Financial Year *	2012-2013
Click >>>	<< Change · Rejected Demands (0) >>

List of Demands To Forward/Approve/Reject

Action   ○ Forward ○ Approve ○ Reject ○ Modify Demand Amount ● Change Budget Head ○ Revoke the Rejected Demands
(Budget Head for only one demand(on current page) can be changed at a time)

<< First Page < Prev. Page   ~ Page **1** of **1** ~ OR Go To Page [   ] Go   Next Page > Last Page >>
(All amounts are in rupees)

	Budget Head (DmdCode-Maj-Smaj-Min-SMin-SOE-Bud Code-V/C-P/N)	Scheme	Executing Office	Submitted By	Demand Amount	Original Budget (Prev. Year
☐	31-4711-01-796-01-S00N -37-V-P	2007-306-51669-C/O FPW to Ralang Nallah in GP Ribba	IPH : Pooh Division	IPH : Pooh Division	214520.00	
☐	31-4711-01-796-01-S00N -37-V-P	2007-306-51670-C/O FPW Avalanche at Kanam Nallah in GP Kanam	IPH : Pooh Division	IPH : Pooh Division	1452.00	
☐	31-4711-01-796-01-S00N -37-V-P	2008-306-54962-FPW Chango nallah and Khuru nallah Chango.	IPH : Pooh Division	IPH : Pooh Division	25416.00	
☐	31-4711-01-796-01-S00N -37-V-P	2008-306-54963-FPW Shangtak & Burtum in GP Sunam	IPH : Pooh Division	IPH : Pooh Division	45220.00	
☐	31-4711-01-796-01-S00N -37-V-P	2008-306-54964-FPW Kechong Chong Nallah at Ropa	IPH : Pooh Division	IPH : Pooh Division	52580.00	
☐	31-4711-01-796-01-S00N -37-V-P	2008-306-54965-FPW Jamfadding to Garthung upto Changa Nallah in GP Chango	IPH : Pooh Division	IPH : Pooh Division	23250.00	
☐	31-4711-01-796-01-S00N -37-V-	2008-306-54966-FPW Yaksar	IPH : Pooh Division	IPH : Pooh Division	54540.00	

Description of fields on screen:

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

  - Budget Head

  - Scheme

  - Executing Office
    Display the Executing Office of the Scheme

  - Submitted By

  - Demand Amount
    Display the Demanded amount for the selected financial year

  - Original Budget
    Display the original budget amount for the previous financial year

  - Revised Budget
    Display the revised budget amount for the previous financial year

  - Total Expenditure (Till Date)
    Display the total expenditure amount till date

  - Fund Required for remaining Work
    Display the total fund amount for remaining work

  - Remarks

- Display the following Screen to Change the Budget Head:

Change Budget Head   Close(X)

Selected Demand

Financial Year	2012-2013
Department & Executing Office	IPH : Pooh Division
Scheme	2008-306-54962-FPW Chango nallah and Khuru nallah Chango.
Current Budget Head	31-4711-01-796-01-S00N -37-V-P
	(Dmd-Maj-Smaj-Min-SMin-SOE-BUD CODE-V/C-P/N)

New Budget Head to Assign >>>

Demand Number*	00--No Demand Code
Head Type*	-SELECT-
Voted/Charged *	⦿ Voted ◯ Charged
Plan/Non Plan*	⦿ Plan ◯ Non Plan
Account Sub Head* (Maj-SMaj-Min-Smin-BudCode-SOE)	-SELECT-
	<< Save >>

- Display the details of Selected Demand:
  - Financial Year
  - Department & Executing Office
  - Scheme
  - Current Budget Head
    Display the Current Budget Head that needs to be changed

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

- Save *<Click>*
  Click to replace the old budget head with the selected Budget Head

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

3.6.2. Contractor Registration

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

How to Access	[e-Sanchalan]**::** HO/Zone/Circle → **Contractor Registration**
Pre Process	[e-Sanchalan]**::** Sub Division Entries →Vouchers (SD) → **Receipt**
	[Receipt of Fee for– New/Renewal/ Upgrade/Change Other Information]

Input Screen:

Contractor Registration

○ Manual to Online (Backlog)

○ New/Renewal/Upgrade/Change Other Information

○ Black List

Description of fields on screen:

Display the following options to register the contractor:
- A. Manual to Online (Backlog) *<Click>*
- B. New/Renewal/Upgrade/Change Other Information *<Click>*
- C. Black List *<Click>*

A. Manual to Online (Backlog)

This option is selected when the Contractor is already registered through manual process and needs to Register in online system for making the department process online.

On Click of Manual to Online (Backlog), Display the following screen for Contractor Registration:

Contractor Registration

All fields marked # are mandatory

Contractor Registration (Manual to Online)................. ☐ Update Contractor Record   < Back

1. Registration Id

Online Registration Id	
Online Registration Date	
Manual Registration No.	
Manual RegistrationDate	📅
Manually Registered By	

2. Class of Contractor

Contractor Category# -SELECT-   Contractor Class# -SELECT-

3. Registration Validity

ValidUp To# 📅

4. Personal Details

Contractor Name#	
Father's Name #	
Qualification#	
Present Address#	
	(Max. 300 Characters)
Permanent Address#	
	(Max. 300 Characters)

Nationality=	
Phone No.=	
Mobile No.=	
Email Id	
PAN No.=	
PPF Account No.	
Bank/P.O. Account Detail=	Account No.........
	Bank/PO Name... -SELECT-
	Bank/PO Address
Sale Tax No.=	

Work Experience

(Max. 1000 Characters)

Contractor Photo to Upload _____ Browse... (Image Format:JPG)

5. Proofs Attached

- ☐ Affidavit from the Engineers
- ☐ Affidavit of Immovable Property with there current Market Value
- ☐ Affidavit of Machinery
- ☐ Bank Balance Certificate
- ☐ Copy of Electrical Licence
- ☐ Copy of Power of Attorney
- ☐ Attested Copy of Pan Card
- ☐ Copy of Partnership of Deed
- ☐ Attested Copy Previous of Registration
- ☐ Detail of Engineering Staff
- ☐ Experience Certificate
- ☐ GST/ CST Certificate
- ☐ Income Tax Clearance Certificate for latest Assessment Year
- ☐ Medical Certificate
- ☐ Police Verification Certificate
- ☐ Registration Certificates of Machinery
- ☐ Work done Certificate For Upgradation

Save	Reset

Description of fields on screen:

1. Display the following Details:
   - Online Registration ID *<Auto Gen>*
   - Online Date *<Auto Gen>*
     By default display the Current Date

2. Enter Manual Registration No. *<Enter>*
   Need to enter only for the manual registration made first time online

3. Enter Manual Registration Date *<Enter>*
   Need to enter only for the manual registration made first time online

4. Enter Manually Registered by *<Enter>*
   Name of the Office where registration made

5. Select Contractor Category

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

6. Select Class of Contractor
    Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D

7. Enter Registration Valid Date Up to *<Enter>*

8. Enter the following Personal Details of the Contractor:

    o   Contractor Name *<Enter>*
    o   Father's name *<Enter>*
    o   Qualification *<Enter>*
    o   Present Address *<Enter>*
    o   Permanent Address *<Enter>*
    o   Nationality *<Enter>*
    o   Phone No. *<Enter>*
    o   Mobile No. *<Enter>*
    o   PAN No. *<Enter>*
    o   PPF Account No. *<Enter>*
    o   Enter following Bank/P.O. Account Details:
        i.   Account No. *<Enter>*
        ii. Select Bank/PO Name
             Display the Bank names i.e., HDFC, ICICI, State Bank of India, State Bank of Patiala, Others if any
        iii. Enter Bank/PO Address *<Enter>*
    o   Sale Tax No. *<Enter>*
    o   Work Experience *<Enter>*
    o   Upload Photo

9. Check proofs submitted from the following:
    o   Affidavit from the Engineers
    o   Affidavit of Immovable Property with their current Market Value
    o   Affidavit of Machinery
    o   Bank Balance Certificate
    o   Copy of Electrical License
    o   Copy of Power of Attorney
    o   Attested Copy of Pan Card
    o   Copy of Partnership of Deed
    o   Attested Copy Previous of Registration
    o   Detail of Engineering Staff
    o   Experience Certificate
    o   GST/ CST Certificate
    o   Income Tax Clearance Certificate for latest Assessment Year
    o   Medical Certificate
    o   Police Verification Certificate
    o   Registration Certificates of Machinery
    o   Work done Certificate For Up gradation

10. Save *<Click>*
    Confirmation made to save the above entries

11. Reset *<Click>*

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

B. New/Renewal/Upgrade/Change Other Information

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

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

Contractor Registration

○ Manual to Online (Backlog)
◉ New/Renewal/Upgrade/Change Other Information
○ Black List

Transaction	Fees Deposited At	Receipt Number	Receipt Date	OnlineId	Contractor Name	
Renewal	Theog Sub Division	2011/3/12	14/03/2011	4272	Madan Singh	Select
Renewal	Theog Sub Division	2011/3/20	15/03/2011	934	Balbir Chauhan	Select
Renewal	Sainj Sub Division	2011/3/33	17/03/2011	1724	Sh.Deep Ram Chuhan	Select
Renewal	Sainj Sub Division	2011/3/35	17/03/2011	1128	P.C Rajta	Select
Renewal	Sainj Sub Division	2011/3/37	17/03/2011	2576	Shyam Singh.	Select
Renewal	Matiana Sub Division	2011/3/5	18/03/2011	1904	Madan Singh	Select
Renewal	Koti Sub Division	2011/3/8	19/03/2011	4347	Sh. Daya Nand Rajta	Select
Renewal	Matiana Sub Division	2011/3/18	21/03/2011	1796	Joginder Singh	Select
Renewal	Matiana Sub Division	2011/3/20	21/03/2011	6	Shri Parkash Chandel	Select
Renewal	Matiana Sub Division	2011/3/25	24/03/2011	1	Shri Mohinder Singh Chandel	Select
Renewal	Shimla No. 1 Sub Division	2011/3/152	26/03/2011	1862	Sohan Lal	Select

Description of fields on screen:

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

   Display the following screen for entry :

Contractor Registration

All fields marked # are mandatory

Contractor Registration - Renewal......................... ☑ Update Contractor Record   < Back

1. Registration Id

Online Registration Id	4347	☒
Online Registration Date	28/03/2011	
Manual Registration No.	IPH-SE-WS-Enlistment of Class "D"/2008-09-2283-233	
Manual RegistrationDate	03/06/2009	
Manually Registered By	S.E. IPH Circle, Shimla-9	

2. Class of Contractor

Contractor Category# -SELECT-   Contractor Class# -SELECT-   Add More

Category	Class	OnlineRegisteredByOffice	OnlineRegisteringDate	Delete
Civil Contractor	D	Div.No.1 Shimla 9	28/03/2011	☐

3. Registration Validity

ValidUp To#   03/11/2013 📅

4. Personal Details

Contractor Name#	Sh. Daya Nand Rajta
Father's Name #	Sh. Mathu RamRajta
Qualification#	10th
Present Address#	Village Daushori, P.O. Nagan, Tehsil Kot Khai Distt. Shimla(HP)

(Max. 300 Characters)

Permanent Address#	Village Daushori, P.O. Nagan, Tehsil Kot Khai Distt. Shimla(HP)

(Max. 300 Characters)

Nationality#	Indian
Phone No.#	Nil
Mobile No.#	94183-4441
Email Id	
PAN No.#	AQOPR1022P

PPF Account No.

Bank/P.O. Account Detail#

Account No.........   [   ]   Add More

Bank/PO Name... -SELECT-

Bank/PO Address

Bank Ac.No.	Bank Id	Bank Address	Delete
730	Other	Khaltu Nallah, Tehsil Kot Khai, Distt. Shimla	☐

Sale Tax No.#   A/F

Work Experience

(Max. 1000 Characters)

Contractor Photo to Upload   [   ] Browse... (Image Format:JPG)

5. Proofs Attached

- ☐ Affidavit from the Engineers
- ☐ Affidavit of Immovable Property with there current Market Value
- ☐ Affidavit of Machinery
- ☑ Bank Balance Certificate
- ☐ Copy of Electrical Licence
- ☐ Copy of Power of Attorney
- ☑ Attested Copy of Pan Card
- ☐ Copy of Partnership of Deed
- ☐ Attested Copy Previous of Registration
- ☐ Detail of Engineering Staff
- ☐ Experience Certificate
- ☐ GST/ CST Certificate
- ☐ Income Tax Clearance Certificate for latest Assessment Year
- ☐ Medical Certificate
- ☐ Police Verification Certificate
- ☐ Registration Certificates of Machinery
- ☐ Work done Certificate For Upgradation

Save	Reset

Description of fields on screen:

1. Display the following Details:

      o Online Registration ID *<Auto Gen >*
        Auto Generate the Registration Id for New Transaction Type

      o Online Date *<Auto Gen>*
        By default display the Current Date

2. Manual Registration No.

3. Manual Registration Date

4. Manually Registered by

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

6. Class of Contractor
Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D

7. Registration Valid Date Up to

8. Enter/Display the following Personal Details of the Contractor:

   Display in case of Renewal / Upgradation / Change other information
   - Contractor Name
   - Father's name
   - Qualification
   - Present Address
   - Permanent Address
   - Nationality
   - Phone No.
   - Mobile No.
   - PAN No.
   - PPF Account No.

   - Enter following Bank/P.O. Account Details:
       i. Account No.

       ii. Bank/PO Name
          Display the Bank names i.e., HDFC, ICICI, State Bank of India, State Bank of Patiala, Others if any

       iii. Bank/PO Address *<Enter>*

   - Sale Tax No.
   - Work Experience
   - Upload Photo

9. Check proofs submitted from the following:

   - Affidavit from the Engineers
   - Affidavit of Immovable Property with their current Market Value
   - Affidavit of Machinery
   - Bank Balance Certificate
   - Copy of Electrical License
   - Copy of Power of Attorney
   - Attested Copy of Pan Card

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

10. Save
   Confirmation made to save the above entries

11. Reset

12. Verify
   Confirmation made to verify the above entries

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

   On Click of Black List, Display the following screen:

Contractor Registration		
		All fields marked # are mandatory

Contractor Registration - Black Listing................... ☑ Update Contractor Record < Back

1. Registration Id

Online Registration Id	100	☒
Online Registration Date	26/11/2007	
Manual Registration No.	5756-5826	
Manual RegistrationDate	09/08/2006	
Manually Registered By	CE South Zone Shimla-1	

2. Class of Contractor

Contractor Category# -SELECT-   Contractor Class# -SELECT-   Add More

Category	Class	OnlineRegisteredByOffice	OnlineRegisteringDate	Delete
Civil Contractor	A	Head Office	26/11/2007	☐

3. Registration Validity

ValidUp To#   31/03/2009

4. Personal Details

Contractor Name#	Vinod Chauhan
Father's Name #	
Qualification#	Civil Engg. Degree
Present Address#	S/O Sh.Mohan Singh Chauhan.Chauhan Villa near PG Collage Solan HP. (Max. 300 Characters)
Permanent Address#	S/O Sh.Mohan Singh Chauhan.Chauhan Villa near PG Collage Solan HP. (Max. 300 Characters)
Nationality#	Indian
Phone No.#	94181-09208 and 951792-229196
Mobile No.#	
Email Id	

PAN No.▪	N/A
PPF Account No.	N/A
Bank/P.O. Account Detail▪	Account No......... [ ] Add More
	Bank/PO Name... -SELECT-
	Bank/PO Address [ ]

Bank Ac.No.	Bank Id	Bank Address	Delete
N/A	Other	Jogindra Central Co-Operative Bank Solan	☐

Sale Tax No.▪	N/A
Work Experience	N/A (Max. 1000 Characters)
Contractor Photo to Upload	[ ] Browse... (Image Format:JPG)
Black Listed By	
Reason for Black Listing#	(Max. 200 Characters)

Black List   Reset

Description of fields on screen:

1. Online Registration ID *<Enter>* & get details of Contractor:

2. Online Date

3. Manual Registration No.

4. Manual Registration Date

5. Manually Registered by
   Name of the Office where registration made

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

7. Class of Contractor
   Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D

8. Registration Valid Date Up to

9. Display the following Personal Details of the Contractor:

   o Contractor Name
   o Father's name
   o Qualification
   o Present Address
   o Permanent Address
   o Nationality
   o Phone No.
   o Mobile No.
   o PAN No.
   o PPF Account No.

- o Bank/P.O. Account Details:
    - i. Account No.
    - *ii.* Bank/PO Name
    - iii. Enter Bank/PO Address *<Enter>*
- o Sale Tax No.
- o Work Experience
- o Upload Photo

10. Black Listed By
    - o Reason for Black Listing *<Enter>*
      Enter Reasons for Blacking the Contractor

11. Black List
    Confirmation made to Black List the contractor

Report/Query	How to Access: [e- Sanchalan] **::** Reports/Queries → Contractor Reports → Contractor Registration Details [e- Sanchalan] **::** Reports/Queries → Contractor Reports → Contractor Identification Card

3.6.3.   Court Cases

3.6.3.1. Case Filing (Court Cases)

Module No.	M-ZON- 84
Module Name	Case Filing (Court Cases)
User	Zone Office
Description	Entry of cases filed in various Courts relation to the Zone Office
How to Access	[e-Sanchalan] **::** HO/Zone/Circle → Court Cases → **Case Filing**
Post Process	[e-Sanchalan] **::** HO/Zone/Circle → Court Cases → **Progress Details**
Input Screen:	

Section 2: Party Details

Department As #	⦿ Appellant ○ Respondent

Respondent Details

Select Type #	-SELECT- ▾ Online Id(If Any) [ ] Get
Name #	[ ] (Max. 50 Characters)
Address #	[ ] (Max. 150 Characters)

Section 3: Advocate Details

Respondent Advocate

Name #	[ ] (Max. 50 Characters)
Address #	[ ] (Max. 150 Characters)

Appellant Advocate

Name #	[ ] (Max. 50 Characters)
Address #	[ ] (Max. 150 Characters)

Save   Verify

Description of fields on screen:

1. Display the Case Details:
   - Court *<Select>*
   - Nature *<Select>*
   - Number *<Enter>*
   - Case Year *<Enter>*
   - Filing Date *<Select>*
   - Old Appeal no. (If any) *<Select>*
   - Subject *<Select>*
   - Case Title *<Enter>*
   - Case Description *<Enter>*

2. Display the Party details:
   - Department as Appellant or Respondent *<Select>*
     If department is selected as Appellant, Enter the following Respondent details:

   - Select type
     Select the type of Respondent i. e., Employee, Contractor etc.

   - Online Id (If any)
     Enter the online no. i.e., Employee code for Employee and Online Contractor Id for Contractor

   - Name *<Enter>*

   - Address *<Enter>*

     If department is selected as Respondent, Enter the following Appellant details:
   - Select type
     Select the type of Appellant i. e., Employee, Contractor etc.

   - Online Id (If any)
     Enter the online no. i.e., Employee code for Employee and Online Contractor Id for Contractor

   - Name *<Enter>*

o Address *<Enter>*

3. Advocate detail Entry:
   Respondent Advocate Entry
   o Name *<Enter>*
   o Address *<Enter>*

   Appellant Advocate Entry
   o Name *<Enter>*
   o Address *<Enter>*

4. Save
   Confirmation made for submission of the above details

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

3.6.3.2. Progress Details (Court Cases)

Module No.	M-ZON- 85
Module Name	Progress Details (Court Cases)
User	Zone Office
Description	Entry of Progress details for after a case is filed.
How to Access	[e-Sanchalan] **::** HO/Zone/Circle → Court Cases → **Progress Details**
Pre Process	[e-Sanchalan] **::** HO/Zone/Circle → Court Cases → **Case Filing**

Input Screen:

Court Case : Progress Details

Section 1 : Select Case

Case Year #	2003 Change Year	Case Nature and Number #	OA : 65/2003
Filling Date	17/01/2011		
Court	State Administrative Tribunal, Shimla		
Subject	Pension benefits		
Case Title	Daulat Ram V/S State.		

Section 2 : Progress Detaile Entry

Date of Progress #		Case Progress Type#	-SELECT-

Progress Details #

(Max. 1000 Characters)

Save

Description of fields on screen:

1. Display the Columns with the list following details:
   o Case Year *<Enter>*
   o Case nature and Number *<Select>*

Display the following details of case
- o Filing Date
- o Court
- o Subject
- o Case Title

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

3. Save
   Confirmation made for submission of the above details

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

3.7. HEAD OFFICE

3.7.1.   Demand Forward/Approve/Reject

Module No.	M-HO- 86		
Module Name	Demand Forward/Approve/Reject		
User	Head Office		
Description	Head Office forwards/Approve/Reject the recorded details of the Annual Demand for Capital Works		
How to Access	[e-Sameeksha]:: Demand for Grants Entries → **Demand Forward / Approve / Reject**		
Pre Process	[e-Sameeksha]:: Demand for Grants Entries → **Demand Generation**		
Pre Process Sequence	Sr.No.	Module	Office
	1.	[e-Sameeksha]:: Scheme Entries → **Scheme Description**	Division
	2.	[e-Sameeksha]:: Scheme Entries → **Assign Budget-Head**	Division
	3.	[e-Sameeksha]:: Demand for Grants Entries → **Demand Generation**	Division

Input Screen:

Description of fields on screen:

- o   Department *<Select>*

- o   Office Level *<Select>*

- o   Office *<Select>*

o Financial Year *<Select>*

o Demand Pending to Forward / Approval <Click>
Click to get the schemes for the selected parameters that are pending for forward / approval

o Action (i. forward   ii. Approve iii. Reject iv. Modify Demand Amount   v. Change Budget Head vi. Revoke the Rejected Demands)

6.i If Forward is selected
Forward all pending demands to other office/department.

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

- Select the "Forward To" details:
    o Department *<Select>*
    o Office Level
      Select Office level i.e. Circle, Zone, Head Office etc
    o Office
      Select the Office Name to which Demand Entries are to be forwarded for approval
    o Remarks

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

Description of fields on screen:

    o Covering Letter *<Click>*
      Click on the browse to upload covering letter from the local computer
    o Subject
      Enter subject to the demands

- o Enclosure(list of demands) *<Click>*
  To view list of demands
- o Next*<Click>*
  Display the following screen to confirmation

Forwarding ....

You are trying to forward demands to Reckong Peo-IPH Circle,IRRIGATION AND PUBLIC HEALTH.

Remarks : approve by rikhi ram

Note: -1. If you want to attach covering letter with your demand letter,Please upload covering letter.
  2. Browse covering letter and enter subject then press next button to proceed.

Covering Letter (Optional)   [ ]   Browse...   (Only PDF files are allowed)

Subject   [ ]

Enclosure (List of demands) : click here to show covering letter   Click here to show enclosure(pdf)

[<< Cancel]   [Confirm >>]

- o Confirm*<Click>*
  The list of demands is forwarded to the selected office(i.e. higher office) in two formats –
  1) ***Data list*** *which is automatically merged with other data list and may be modified by the higher office. Further the higher office may also forward the demands in similar fashion.*

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

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

6.ii   If Approve is Selected
Approve all pending demands

Submit Demand for Grants

Generated By/To be Forwarded By :

Department *	IRRIGATION AND PUBLIC HEALTH
Office Level *	-ALL-
Office *	-ALL-
Financial Year *	2012-2013
Click >>>	[<< Change] [Rejected Demands (1) >>]

List of Demands To Forward/Approve/Reject

Action   ○ Forward ◉ Approve ○ Reject ○ Modify Demand Amount ○ Change Budget Head ○ Revoke the Rejected Demands
(Before Approving Please Check/Fill All the pages of the list given)

[<< First Page] [< Prev. Page]   ~ Page 1 of 1 ~ OR Go To Page [ ] [Go]   [Next Page >] [Last Page >>]
(All amounts are in rupees)

All	Budget Head (DmdCode-Maj-Smaj-Min-SMin-SOE-Bud Code-V/C-P/N)	Scheme	Executing Office	Submitted By	Demand Amount	Original Budget (Prev. Year)
☑	31-4711-01-796-01-S00N -37-V-P	2007-306-51669-C/O FPW to Ralang Nallah in GP Ribba	IPH : Pooh Division	IPH : Pooh Division	214520.00	0.00
☑	31-4711-01-796-01-S00N -37-V-P	2007-306-51670-C/O FPW Avalanche at Kanam Nallah in GP Kanam	IPH : Pooh Division	IPH : Pooh Division	1452.00	0.00
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54962-FPW Chango nallah and Khuru nallah Chango.	IPH : Pooh Division	IPH : Pooh Division	25416.00	0.00
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54964-FPW Kechong Chong Nallah at Ropa	IPH : Pooh Division	IPH : Pooh Division	52580.00	0.00
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54965-FPW Jamfadding to Garthung upto Changa Nallah in GP Chango	IPH : Pooh Division	IPH : Pooh Division	23250.00	0.00
☐	31-4711-01-796-01-S00N -37-V-	2008-306-54966-FPW Yaksar	IPH : Pooh Division			0.00

Approval Remarks   [ ]

[<< Approve >>]

Description of fields on screen:

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

- Approve *<Click>*
  Display a window to upload the covering letter and enter subject to the demand list.

Description of fields on screen:

  - Covering Letter *<Click>*
    Click on the browse to upload covering letter from the local computer

  - Subject
    Enter subject to the demands

  - Enclosure(list of demands) *<Click>*
    To view list of demands

  - Next*<Click>*
    Display the following screen to confirmation

  - Confirm*<Click>*
    The list of demands is approved in two formats –
    1) *Data list* *which is locked and may not be modified by any office.*

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

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

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

	Submit Demand for Grants						
Generated By/To be Forwarded By :							
Department *	-ALL-						
Office Level *	-ALL-						
Office *	-ALL-						
Financial Year *	2012-2013						
Click >>>	<< Change		Rejected Demands (0) >>				

List of Demands To Forward/Approve/Reject

Action: ○ Forward ○ Approve ○ Reject ⦿ Modify Demand Amount ○ Change Budget Head ○ Revoke the Rejected Demands
(Before navigating to other page,Please save selected records of the page)

<< First Page   < Prev. Page   ~ Page **1** of **1** ~ OR Go To Page [ ] Go   Next Page >   Last Page >>
(All amounts are in rupees)

☑ All	Budget Head (DmdCode-Maj-Smaj-Min-SMin-SOE-Bud Code-V/C-P/N)	Scheme	Executing Office	Submitted By	Demand Amount	Remarks	Update
☑	31-4711-01-796-01-S00N -37-V-P	2007-306-51669-C/O FPW to Ralang Nallah in GP Ribba	IPH : Pooh Division	IPH : Pooh Division	214520.00	--	Update
☑	31-4711-01-796-01-S00N -37-V-P	2007-306-51670-C/O FPW Avalanche at Kanam Nallah in GP Kanam	IPH : Pooh Division	IPH : Pooh Division	1452.00		Update
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54962-FPW Chango nallah and Khuru nallah Chango.	IPH : Pooh Division	IPH : Pooh Division	25416.00		Update
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54963-FPW Shangtak & Burtum in GP Sunam	IPH : Pooh Division	IPH : Pooh Division	45220.00		Update
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54964-FPW Kechong Chong Nallah at Ropa	IPH : Pooh Division	IPH : Pooh Division	52580.00		Update
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54965-FPW Jamfadding to Garthung upto Changa Nallah in GP Chango	IPH : Pooh Division	IPH : Pooh Division	23250.00		Update
☑	31-4711-01-796-01-S00N -37-V-P	2008-306-54966-FPW Yaksar Nallah in GP Sunnam	IPH : Pooh Division	IPH : Pooh Division	54540.00		Update

Description of fields on screen:

- Display the details in following columns:
  - Select

  - Budget Head

  - Scheme

  - Executing Office
    Display the Executing Office of the Scheme

  - Submitted By

  - Demand Amount *<Display/Edit>*
    Display the Demanded amount for the selected financial year that can be modified

  - Remarks
    Display the entered Remarks

  - Update *<Click>*
    Click to Update the Demanded amount

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

Description of fields on screen:

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

  - Budget Head

  - Scheme

  - Executing Office
    Display the Executing Office of the Scheme

  - Submitted By

  - Demand Amount
    Display the Demanded amount for the selected financial year

  - Original Budget
    Display the original budget amount for the previous financial year

  - Revised Budget
    Display the revised budget amount for the previous financial year

  - Total Expenditure (Till Date)
    Display the total expenditure amount till date.

  - Fund Required for remaining Work
    Display the total fund amount for remaining work

  - Remarks

- Display the following Screen to Change the Budget Head:

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

- Display the details of Selected Demand:
  o Financial Year
  o Department & Executing Office
  o Scheme
  o Current Budget Head
    Display the Current Budget Head that needs to be changed

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

- Save *<Click>*
  Click to replace the old budget head with the selected Budget Head

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

3.7.2. Contractor Registration

Module No.	M-HO – 87
Module Name	Contractor Registration

User	Head Office
Description	Head Office user records and maintains the details of the Contractors
How to Access	[e-Sanchalan]:: HO/Zone/Circle → **Contractor Registration**
Pre Process	[e-Sanchalan]:: Sub Division Entries →Vouchers (SD) → Receipt
	[Receipt of Fee for– New/Renewal/ Upgrade/Change Other Information]

Input Screen:

Contractor Registration

○ Manual to Online (Backlog)

○ New/Renewal/Upgrade/Change Other Information

○ Black List

Description of fields on screen:

Display the following options to register the contractor:
  A. Manual to Online (Backlog) *<Click>*

  B. New/Renewal/Upgrade/Change Other Information *<Click>*

  C. Black List *<Click>*

  A. Manual to Online (Backlog)
   This option is selected when the Contractor is already registered through manual process and needs to Register in online system for making the department process online.

   On Click of Manual to Online (Backlog), Display the following screen for Contractor Registration:

Contractor Registration

All fields marked # are mandatory

Contractor Registration (Manual to Online)................ ☐ Update Contractor Record | < Back

1. Registration Id

Online Registration Id	
Online Registration Date	
Manual Registration No.	
Manual RegistrationDate	📅
Manually Registered By	

2. Class of Contractor

Contractor Category# -SELECT- ▼   Contractor Class# -SELECT- ▼

3. Registration Validity

ValidUp To# 📅

4. Personal Details

Contractor Name＃ [_____]

Father's Name ＃ [_____]

Qualification＃ [_____]

Present Address＃ [_____]
(Max. 300 Characters)

Permanent Address＃ [_____]
(Max. 300 Characters)

Nationality＃ [_____]

Phone No.＃ [_____]

Mobile No.＃ [_____]

Email Id [_____]

PAN No.＃ [_____]

PPF Account No. [_____]

Bank/P.O. Account Detail＃
   Account No......... [_____]
   Bank/PO Name... [-SELECT-　▼]
   Bank/PO Address [_____]

Sale Tax No.＃ [_____]

Work Experience [_____]
(Max. 1000 Characters)

Contractor Photo to Upload [_____] [Browse...] (Image Format:JPG)

5. Proofs Attached

- [ ] Affidavit from the Engineers
- [ ] Affidavit of Immovable Property with there current Market Value
- [ ] Affidavit of Machinery
- [ ] Bank Balance Certificate
- [ ] Copy of Electrical Licence
- [ ] Copy of Power of Attorney
- [ ] Attested Copy of Pan Card
- [ ] Copy of Partnership of Deed
- [ ] Attested Copy Previous of Registration
- [ ] Detail of Engineering Staff
- [ ] Experience Certificate
- [ ] GST/ CST Certificate
- [ ] Income Tax Clearance Certificate for latest Assessment Year
- [ ] Medical Certificate
- [ ] Police Verification Certificate
- [ ] Registration Certificates of Machinery
- [ ] Work done Certificate For Upgradation

[Save]   [Reset]

Description of fields on screen:

1. Display the following Details:
   - o Online Registration ID *<Auto Gen>*
   - o Online Date *<Auto Gen>*
     By default display the Current Date

2. Enter Manual Registration No. *<Enter>*

Need to enter only for the manual registration made first time online

3. Enter Manual Registration Date *<Enter>*
    Need to enter only for the manual registration made first time online

4. Enter Manually Registered by *<Enter>*
    Name of the Office where registration made

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

6. Select Class of Contractor
    Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D

7. Enter Registration Valid Date Up to *<Enter>*

8. Enter the following Personal Details of the Contractor:

    o Contractor Name *<Enter>*
    o Father's name *<Enter>*
    o Qualification *<Enter>*
    o Present Address *<Enter>*
    o Permanent Address *<Enter>*
    o Nationality *<Enter>*
    o Phone No. *<Enter>*
    o Mobile No. *<Enter>*
    o PAN No. *<Enter>*
    o PPF Account No. *<Enter>*
    o Enter following Bank/P.O. Account Details:
        i.   Account No. *<Enter>*
        ii. Select Bank/PO Name
             Display the Bank names i.e., HDFC, ICICI, State Bank of India, State Bank of Patiala, Others if any
        iii. Enter Bank/PO Address *<Enter>*
    o Sale Tax No. *<Enter>*
    o Work Experience *<Enter>*
    o Upload Photo

9. Check proofs submitted from the following:
    o Affidavit from the Engineers
    o Affidavit of Immovable Property with their current Market Value
    o Affidavit of Machinery
    o Bank Balance Certificate
    o Copy of Electrical License
    o Copy of Power of Attorney
    o Attested Copy of Pan Card
    o Copy of Partnership of Deed
    o Attested Copy Previous of Registration
    o Detail of Engineering Staff
    o Experience Certificate
    o GST/ CST Certificate
    o Income Tax Clearance Certificate for latest Assessment Year
    o Medical Certificate
    o Police Verification Certificate
    o Registration Certificates of Machinery
    o Work done Certificate For Up gradation

10. Save *<Click>*
    Confirmation made to save the above entries

11. Reset *<Click>*

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

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

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

Contractor Registration

○ Manual to Online (Backlog)
◉ New/Renewal/Upgrade/Change Other Information
○ Black List

Transaction	Fees Deposited At	Receipt Number	Receipt Date	OnlineId	Contractor Name	
Renewal	Theog Sub Division	2011/3/12	14/03/2011	4272	Madan Singh	Select
Renewal	Theog Sub Division	2011/3/20	15/03/2011	934	Balbir Chauhan	Select
Renewal	Sainj Sub Division	2011/3/33	17/03/2011	1724	Sh.Deep Ram Chuhan	Select
Renewal	Sainj Sub Division	2011/3/35	17/03/2011	1128	P.C Rajta	Select
Renewal	Sainj Sub Division	2011/3/37	17/03/2011	2576	Shyam Singh.	Select
Renewal	Matiana Sub Division	2011/3/5	18/03/2011	1904	Madan Singh	Select
Renewal	Koti Sub Division	2011/3/8	19/03/2011	4347	Sh. Daya Nand Rajta	Select
Renewal	Matiana Sub Division	2011/3/18	21/03/2011	1796	Joginder Singh	Select
Renewal	Matiana Sub Division	2011/3/20	21/03/2011	6	Shri Parkash Chandel	Select
Renewal	Matiana Sub Division	2011/3/25	24/03/2011	1	Shri Mohinder Singh Chandel	Select
Renewal	Shimla No. 1 Sub Division	2011/3/152	26/03/2011	1862	Sohan Lal	Select

Description of fields on screen:

1. Display the details in grid:
   o Transaction
     *Display transaction types i.e., New, Renewal or Upgradation, for which receipt fee
     deposited by the contractor*

   o Fee Deposited At
     Office at which the receipt is deposited by contractor

   o Receipt Number

   o Receipt Date

   o Online Id
     Online Registration Id of Contractor. Display Online Id- 0, for New Transaction

   o Contractor Name

- o   Select <click>
  Click to enter the details

Display the following screen for entry :

Contractor Registration		
		All fields marked # are mandatory
Contractor Registration - Renewal........................ ☑ Update Contractor Record		`< Back`

1. Registration Id

Online Registration Id	`4347`
Online Registration Date	`28/03/2011`
Manual Registration No.	`IPH-SE-WS-Enlistment of Class "D"/2008-09-2283-233`
Manual RegistrationDate	`03/06/2009` 📅
Manually Registered By	`S.E. IPH Circle, Shimla-9`

2. Class of Contractor

Contractor Category# `-SELECT-`   Contractor Class# `-SELECT-`   `Add More`

Category	Class	OnlineRegisteredByOffice	OnlineRegisteringDate	Delete
Civil Contractor	D	Div.No.1 Shimla 9	28/03/2011	☐

3. Registration Validity

ValidUp To# `03/11/2013` 📅

4. Personal Details

Contractor Name#	`Sh. Daya Nand Rajta`
Father's Name #	`Sh. Mathu RamRajta`
Qualification#	`10th`
Present Address#	`Village Daushori, P.O. Nagan, Tehsil Kot Khai Distt. Shimla(HP)`
	(Max. 300 Characters)
Permanent Address#	`Village Daushori, P.O. Nagan, Tehsil Kot Khai Distt. Shimla(HP)`
	(Max. 300 Characters)
Nationality#	`Indian`
Phone No.#	`Nil`
Mobile No.#	`94183-4441`
Email Id	
PAN No.#	`AQOPR1022P`
PPF Account No.	
Bank/P.O. Account Detail#	Account No......... `[          ]` `Add More`
	Bank/PO Name... `-SELECT-`
	Bank/PO Address `[          ]`

Bank Ac.No.	Bank Id	Bank Address	Delete
730	Other	Khaltu Nallah, Tehsil Kot Khai, Distt. Shimla	☐

Sale Tax No.#	`A/F`
Work Experience	
	(Max. 1000 Characters)
Contractor Photo to Upload	`[          ]` `Browse...` (Image Format:JPG)

5. Proofs Attached

- ☐ Affidavit from the Engineers
- ☐ Affidavit of Immovable Property with there current Market Value
- ☐ Affidavit of Machinery
- ☑ Bank Balance Certificate
- ☐ Copy of Electrical Licence
- ☐ Copy of Power of Attorney
- ☑ Attested Copy of Pan Card
- ☐ Copy of Partnership of Deed
- ☐ Attested Copy Previous of Registration
- ☐ Detail of Engineering Staff
- ☐ Experience Certificate
- ☐ GST/ CST Certificate
- ☐ Income Tax Clearance Certificate for latest Assessment Year
- ☐ Medical Certificate
- ☐ Police Verification Certificate
- ☐ Registration Certificates of Machinery
- ☐ Work done Certificate For Upgradation

Save	Reset

Description of fields on screen:

1. Display the following Details:
   - Online Registration ID *<Auto Gen >*
     Auto Generate the Registration Id for New Transaction Type

   - Online Date *<Auto Gen>*
     By default display the Current Date

2. Manual Registration No.

3. Manual Registration Date

4. Manually Registered by

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

6. Class of Contractor
   Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D

7. Registration Valid Date Up to

8. Enter/Display the following Personal Details of the Contractor:
   Display in case of Renewal / Upgradation / Change other information

   - Contractor Name
   - Father's name
   - Qualification
   - Present Address
   - Permanent Address
   - Nationality
   - Phone No.

- o Mobile No.
- o PAN No.
- o PPF Account No.

- o Enter following Bank/P.O. Account Details:
    - i. Account No.

    - ii. Bank/PO Name
        Display the Bank names i.e., HDFC, ICICI, State Bank of India, State Bank of Patiala, Others if any

    - iii. Bank/PO Address *<Enter>*

- o Sale Tax No.
- o Work Experience
- o Upload Photo

9. Check proofs submitted from the following:

- o Affidavit from the Engineers
- o Affidavit of Immovable Property with their current Market Value
- o Affidavit of Machinery
- o Bank Balance Certificate
- o Copy of Electrical License
- o Copy of Power of Attorney
- o Attested Copy of Pan Card
- o Copy of Partnership of Deed
- o Attested Copy Previous of Registration
- o Detail of Engineering Staff
- o Experience Certificate
- o GST/ CST Certificate
- o Income Tax Clearance Certificate for latest Assessment Year
- o Medical Certificate
- o Police Verification Certificate
- o Registration Certificates of Machinery
- o Work done Certificate For Up gradation

10. Save
    Confirmation made to save the above entries

11. Reset

12. Verify
    Confirmation made to verify the above entries

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

    On Click of Black List, Display the following screen:

Contractor Registration

All fields marked # are mandatory

Contractor Registration - Black Listing.................. ☑ Update Contractor Record | < Back |

1. Registration Id

Online Registration Id	100
Online Registration Date	26/11/2007
Manual Registration No.	5756-5826
Manual RegistrationDate	09/08/2006
Manually Registered By	CE South Zone Shimla-1

[x]

2. Class of Contractor

Contractor Category# -SELECT-   Contractor Class# -SELECT- | Add More |

Category	Class	OnlineRegisteredByOffice	OnlineRegisteringDate	Delete
Civil Contractor	A	Head Office	26/11/2007	☐

3. Registration Validity

ValidUp To# 31/03/2009

4. Personal Details

Contractor Name#	Vinod Chauhan
Father's Name #	
Qualification#	Civil Engg. Degree
Present Address#	S/O Sh.Mohan Singh Chauhan.Chauhan Villa near PG Collage Solan HP. (Max. 300 Characters)
Permanent Address#	S/O Sh.Mohan Singh Chauhan.Chauhan Villa near PG Collage Solan HP. (Max. 300 Characters)
Nationality#	Indian
Phone No.#	94181-09208 and 951792-229196
Mobile No.#	
Email Id	
PAN No.#	N/A
PPF Account No.	N/A
Bank/P.O. Account Detail#	Account No......... [ ] Add More Bank/PO Name... -SELECT- Bank/PO Address [ ]

Bank Ac.No.	Bank Id	Bank Address	Delete
N/A	Other	Jogindra Central Co-Operative Bank Solan	☐

Sale Tax No.#	N/A
Work Experience	N/A (Max. 1000 Characters)
Contractor Photo to Upload	[ ] Browse... (Image Format:JPG)

Black Listed By

Reason for Black Listing#	(Max. 200 Characters)

| Black List | Reset |

Description of fields on screen:

1. Online Registration ID *<Enter> &* get details of Contractor:

2. Online Date

3. Manual Registration No.

4. Manual Registration Date

5. Manually Registered by
   Name of the Office where registration made

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

7. Class of Contractor
   Display the list of Contractor Categories i.e., Class A, Class B, Class C, Class D

8. Registration Valid Date Up to

9. Display the following Personal Details of the Contractor:

   o Contractor Name
   o Father's name
   o Qualification
   o Present Address
   o Permanent Address
   o Nationality
   o Phone No.
   o Mobile No.
   o PAN No.
   o PPF Account No.
   o Bank/P.O. Account Details:
     i. Account No.
     ii. Bank/PO Name
     iii. Enter Bank/PO Address *<Enter>*
   o Sale Tax No.
   o Work Experience
   o Upload Photo

10. Black Listed By
    o Reason for Black Listing *<Enter>*
       Enter Reasons for Blacking the Contractor

11. Black List
    Confirmation made to Black List the contractor

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

3.7.3. Court Cases

3.7.3.1. Case Filing (Court Cases)

Module No.	M-HO- 88
Module Name	Case Filing (Court Cases)
User	Head Office
Description	Entry of cases filed in various Courts relation to the Head Office
How to Access	[e-Sanchalan] **::** HO/Zone/Circle → **Case Filing**
Post Process	[e-Sanchalan] **::** HO/Zone/Circle → **Progress Details**

Input Screen:

<div style="border:1px solid">

Court Cases : Case Filing

For new case enter the details and click on save button & for updation/verification click here>>>**Update Case Details** ☐

Section 1: Case Details

Court # -SELECT COURT- ▾

Case Year # [   ]   Nature # -SELECT- ▾ **Number** # [   ]

Filing Date # 29/10/2011 📅

Old Appeal No. (If Any) [   ] [Get] [▾]

Subject # -SELECT SUBJECT- ▾

Case Title # [   ]
(Max. 150 Characters)

Case Description# [   ]
(Max. 1000 Characters)

Section 2: Party Details

Department As # ⦿ Appellant ◯ Respondent

Respondent Details

Select Type # -SELECT- ▾ Online Id(If Any) [   ] [Get]

Name # [   ] (Max. 50 Characters)

Address # [   ] (Max. 150 Characters)

Section 3: Advocate Details

Respondent Advocate

Name # [   ] (Max. 50 Characters)

Address # [   ] (Max. 150 Characters)

Appellant Advocate

Name # [   ] (Max. 50 Characters)

Address # [   ] (Max. 150 Characters)

[Save] [Verify]

</div>

Description of fields on screen:

1. Display the Case Details:
   o Court *<Select>*
   o Nature *<Select>*
   o Number *<Enter>*
   o Case Year *<Enter>*

- Filing Date *<Select>*
- Old Appeal no. (If any) *<Select>*
- Subject *<Select>*
- Case Title *<Enter>*
- Case Description *<Enter>*

2. Display the Party details:
   - Department as Appellant or Respondent *<Select>*
     If department is selected as Appellant, Enter the following Respondent details:
   - Select type
     Select the type of Respondent i. e., Employee, Contractor etc.
   - Online Id (If any)
     Enter the online no. i.e., Employee code for Employee and Online Contractor Id for Contractor
   - Name *<Enter>*
   - Address *<Enter>*

   If department is selected as Respondent, Enter the following Appellant details:
   - Select type
     Select the type of Appellant i. e., Employee, Contractor etc.
   - Online Id (If any)
     Enter the online no. i.e., Employee code for Employee and Online Contractor Id for Contractor
   - Name *<Enter>*
   - Address *<Enter>*

3. Advocate detail Entry:
   Respondent Advocate Entry
   - Name *<Enter>*
   - Address *<Enter>*

   Appellant Advocate Entry
   - Name *<Enter>*
   - Address *<Enter>*

4. Save
   Confirmation made for submission of the above details

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

3.7.3.2. Progress Details (Court Cases)

Module No.	M-HO- 89
Module Name	Progress Details (Court Case)
User	Head Office
Description	Entry of Progress details for after a case is filed.
How to Access	[e-Sanchalan] **::** HO/Zone/Circle → Court Cases → **Progress Details**
Pre Process	[e-Sanchalan] **::** HO/Zone/Circle → **Case Filing**

Input Screen:

Court Case : Progress Details

Section 1 : Select Case			
Case Year #	2003 Change Year	Case Nature and Number #	OA : 65/2003 ⌄
Filling Date	17/01/2011		
Court	State Administrative Tribunal, Shimla		
Subject	Pension benefits		
Case Title	Daulat Ram V/S State.		

Section 2 : Progress Detaile Entry			
Date of Progress #	📅	Case Progress Type#	-SELECT- ⌄
Progress Details #			

(Max. 1000 Characters)

Save

Description of fields on screen:

1. Display the Columns with the list following details:
   - Case Year *<Enter>*
   - Case nature and Number *<Select>*

   Display the following details of case
   - Filing Date
   - Court
   - Subject
   - Case Title

2. Enter the Progress Details Entry as follows:
   - Date of Progress *<Select>*
   - Case Progress Type *<Select>*

   Case progress types such as case filed in higher court, Disposed, Hearing and Reply to be filed
   - Progress Details *<Enter>*
   - Is Action Required by Department

   If case Progress type is Disposed
   - Next hearing date

   If case Progress type is Hearing
   - Reply to be filed (Within days)

   If case Progress type is Reply to be filed
   - Reply Filed on date

   If case Progress type is Reply to be filed

3. Save

   Confirmation made for submission of the above details

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

3.7.4. Add/Edit Water Bill Rates

Module No.	**M-HO- 89**
Module Name	Add/Edit water bill rates
User	Head Office
Description	Head office user enters the rates of water consumption in the beginning of financial year. Water consumption rates are raised around 10% every year by the govt. of HP.
How to Access	[e-Sanchalan] **::** HO/Zone/Circle → Water Bill → **Add/Edit water bill rates**

Input Screen:

Add/Edit Water Bill Rates

Financial Year: 2019-2020

Connection Type (RURAL Area)	Rate		Minimum rate/month (Rs.)	Surcharge (%)
Domestic (With Meter): #	13.86	/kl	13.86	10.00
Domestic (Without Meter): #	34.54	/Month	34.54	10.00
Domestic (Defunct Meter): #	100.00	/Month	100.00	10.00
Commercial (With Meter): #	27.71	/kl	100.00	10.00
Commercial (Without Meter): #	348.00	/Month	348.00	10.00
Commercial (Defunct Meter): #	348.00	/Month	348.00	10.00

Connection Type (URBAN Area)	Rate		Minimum rate/month (Rs.)	Surcharge (%)
Domestic (With Meter): #	13.86	/kl	13.86	10.00
Domestic (Without Meter): #	137.47	/Month	137.47	10.00
Domestic (Defunct Meter): #	137.47	/Month	137.47	10.00
Commercial (With Meter): #	27.71	/kl	27.71	10.00
Commercial (Without Meter): #	348.00	/Month	348.00	10.00
Commercial (Defunct Meter): #	348.00	/Month	348.00	10.00

[Update] [Verify]

Description of fields on screen:

1. Financial Year *<Select>*

   Display the following fields on the screen:

   Enter the Rate, Minimum rate / Month and Surcharge for Rural Area Connection Type:
   - Domestic (With meter)
   - Domestic (Without meter)
   - Domestic (With defunct meter)
   - Commercial (With meter)
   - Commercial (Without meter)
   - Commercial (With defunct meter)

   Enter the Rate, Minimum rate / Month and Surcharge for Urban Area Connection Type:
   - Domestic (With meter)
   - Domestic (Without meter)
   - Domestic (With defunct meter)
   - Commercial (With meter)

- o Commercial (Without meter)
- o Commercial (With defunct meter)

2. Save
   Confirmation made for submission of the above details

3.7.5. SOP Return

3.7.5.1. Generate Common Serial Number (SOP)

Module No.	**M-HO- 89**
Module Name	Generate Common Serial Number (SOP)
User	Head Office
Description	Head office generates the common serial number for SOP Schemes. After the entry of SOP scheme return made by all the divisions, common serial number is generated by Head office user for SOP return.
How to Access	[e-Sanchalan] :: HO/Zone/Circle → SOP return → **Generate Common Serial Number (SOP)**

Input Screen:

Description of fields on screen:

1. Financial Year *<Select>*

2. Month *<Select>*

3. Generate Common Serial Number
   Confirmation made for generation of common serial number

3.7.5.2. Open Verification (SOP)

Module No.	**M-HO- 89**
Module Name	Open verification (SOP)
User	Head Office
Description	Head office may open the verification of SOP return for any division, if verification is done without correcting the mistakes.
How to Access	[e-Sanchalan] :: HO/Zone/Circle → SOP return → **Open Verification(SOP)**
Input Screen:	

Open Verification

Head Office	Head Office ▾
Zone #	-ALL- ▾
Circle #	-ALL- ▾
Division #	-ALL- ▾
Return Type	SOP Target Return ▾
Financial Year	▾
Financial Month	▾

[Delete]   [Unverify]

Description of fields on screen:

1. Head Office *<Display>*

2. Zone *<Select>*

3. Circle *<Select>*

4. Division*<Select>*

5. Return Type *<Display>*

6. Financial Year *<Select>*

7. Month *<Select>*

8. Delete
   Confirmation made for deletion of SOP return

9. Unverify
   Confirmation made for opening of SOP return

3.7.6. Create user AG office

Module No.	M-HO- 89
Module Name	Create user AG office
User	Head Office
Description	Head office user creates the user and role for AG office user.
How to Access	[e-Sanchalan] **::** HO/Zone/Circle → Create user AG office
Input Screen:	

Create user (AG Office)

Registration

First Name #	
Last Name #	
Designation #	
Office #	○ Data Transfer ○ Divisional Account Officer
Email Address	
Password #	
Confirm Password#	

[Save]

Description of fields on screen:

1. First name *<Enter>*

2. Last name *<Enter>*

3. Designation *<Enter>*

4. Office *<Select>*

5. Email Address *<Enter>*

6. Password *<Enter>*

7. Confirm password *<Enter>*

8. Save
   Confirmation made for creation of user

3.7.7. Master Store Items

3.7.7.1.   Item Category (Master)

Module No.	M-HO– 90
Module Name	Item Category (Master)
User	Head Office
Description	Head Office creates a master entries of Store Items
How to Access	[e-Sameeksha]:: Master Entries → Store Items → **Item Category**

Input Screen:

Store Item Master : Item Category

Item Category	-SELECT CATEGORY-
Enter Category Name	
	INSERT UPDATE

Description of fields on screen:

1. Item Category *<Select>*
   Select Item Category to Update the already Entered Category

2. Enter Category Name *<Enter>*
   Enter to Add new Item Category

3. Insert *<Click>*
   Add new Item Category

4. Update *<Enter>*
   Update the Item Category

Business Rules	Duplicate Item categories should not be entered

3.7.7.2. Items (Master)

Module No.	**M-HO– 91**
Module Name	Item (Master)
User	Head Office
Description	Head Office creates a master entries of Store Items
How to Access	[e-Sameeksha]:: Master Entries → Store Items → **Item**
Pre Process	[e-Sameeksha]:: Master Entries → Store Items → **Item Category**

Input Screen:

Store Item Master : Items

Item Category	-SELECT CATEGORY-
Item	
Enter New/Update Item	
Departmental Unit	--SELECT UNIT--
Is free to contractor	○ YES ● NO

INSERT   UPDATE

Description of fields on screen:

1. Item Category *<Select>*
   Display the Items corresponding to the Selected Item Category

2. Item *<Select>*
   Select to Update the already Entered Item

3. Enter New/Update Item *<Enter>*
   Enter to Add new Item

4. Departmental Unit *<Select>*

5. Is Free to Contractor (Yes / No) *<Select>*
   Select Yes, if the concerned Item is free

6. Insert *<Click>*
   Add new Item

7. Update *<Enter>*
   Update the Item

Business Rules	Duplicate Items should not be entered

3.7.7.3. Item Unit (Master)

Module No.	M-HO– 92
Module Name	Item Unit (Master)
User	Head Office
Description	Head Office creates a master entries of Store Items
How to Access	[e-Sameeksha]:: Master Entries → Store Items → **Item Units**

Input Screen:

Store Item Master : Item Unit	
Select Unit	--SELECT UNIT--
Enter Unit Name	
Enter Unit Full Form	
	INSERT UPDATE

Description of fields on screen:

1. Select Unit *<Select>*
   Select to Update the Unit Name / Unit Full Form

2. Unit Name *<Enter>*
   Enter to Add new Unit

3. Unit Full Form *<Enter>*

4. Insert *<Click>*
   Add new Unit

5. Update *<Enter>*
   Update the Selected Unit

Business Rules	Duplicate Units should not be entered

3.7.8. MIS User Management

3.7.5.1. User Management

Module No.	M-HO-93
Module Name	User Management
User	Head Office
Description	The User generates the Employee code (if does not exist) , updates his current posting details and assign additional Department/Office (If Required)
How to Access	[e-IPH]:: [e-Service]::Initialization→ Office Administrator → **User Management**

Input Screen:

Description of fields on screen:
1. Select Form the following option:
   - Employee Generation Code
     Select this option to generate new employee code for an employee if it is not generated yet
   - Edit Employee Detail
     Select this option to update the details entered earlier against an employee
   - Assign Additional Department
     Select this option to assign additional department/Office to the employee if he is having additional charge.

   If Employee Generation Code is Selected enter the following detail:
   1. First Name *<Enter>*
      Enter the first name of the employee
   2. Middle Name *<Enter>*
      Enter the middle name of the employee

3. Last Name *<Enter>*
   Enter the last name of the employee
4. Employee Name in hindi *<Enter>*
   Enter the employee name in hindi
5. Father's/Husband's/Mother's Name *<Enter>*
   Enter Father/husband/mother name of the employee
6. Date of Birth *<Select>*
7. Current Posting Department *<Select>*
8. Current Posting Office *<Select>*
9. Current Designation *<Select>*
10. Branch (If Any) *<Select>*
11. Establishment Department *<Select>*
12. Establishment Office *<Select>*
13. Generate Employee Code
    click on generate employee code button to save the entries mentioned above and it will generate a new employee code for the employee
14. View Employees *<Select>*
    Click to view the list of employees for whom the codes are already generated.

If Edit Employee Detail is Selected user can update the following details:

1. Enter Employee Code/Name
   Enter the employee code and search to display and update the following details.
2. First Name
3. Middle Name
4. Last Name

5. Employee Name in Hindi
6. Father's/Husband's/Mother's Name
7. Date of Birth
8. Current Posting Department
9. Current Posting Office
10. Current Designation
11. Branch (If Any)
12. Establishment at Department
13. Establishment Office
14. Update
    click on update button to save the changes made

If Assign Additional Department is Selected user can assign additional department/Office as additional charge:

Reports/Queries	How to Access: [e-IPH]::[e-Service]::Initialization→ Office Administrator → Assign Role (Permission)

3.7.5.2. Assign Role (Permission)

Module No.	M-HO- 94
Module Name	Assign Role (Permission)
User	Head Office
Description	The User may assign Roles to an employee to access different applications accordingly
How to Access	[e-IPH]:: [e-Service]::Initialization→ Office Administrator → **Assign Role (Permission)**

Input Screen:

Department of IRRIGATION AND PUBLIC HEALTH

Logged As: 10000- Headoffice Administrator,   Posted At:

Initialization

Assign Role

⊙ Assign Role

(Click above to select your option)

Assign Software Role to Users

| Establi./Posting Office | -Select- | # |
| Employee Name | -Select- | # |

| Application Name | Personal MIS | # | Role to Assigned | Admin | # |

Role Purpose   Data Entry/ Administrator/ General ☐   Verification ☐   *An employee can have single role purpose only

Current Status   ☐ Active *Check this to allow login to user   User Password [   ]

[Save (Assign Role)]   [Checklist for Already Assign Role]

Description of fields on screen:
1. Select Form the following option:
    - Assign Role

    Displays the following to assign software role to users:
    - Establishment/ Posting Office *<Select>*
      Select the Establishment/ Posting Office of the employee

    - Employee Name *<Select>*
      Select the employee name and code

    - Application Name *<Select>*
      Select the application name for which you want to permit the access e.g. e-Sanchalan, e-Sameeksha, e-Samadhan etc.

    - Role to assigned *<Select>*
      Select the role for the application form the drop down and while accessing the applications the menus will be active and inactive according to the role assigned to the employee

    - Role Purpose *<check>*
      Whether the Role Purpose is for data Entry or for verification and while accessing the application the options like save, verify etc. on the web page will behave accordingly.

- Current Status *<check>*

  If current status is checked the permission given will be activated and if not they will be inactive state.

- User Password *<Enter>*

  Set the user password for the first time and employee can reset it after getting permission.

2. Save (Assign Role)

3. Checklist for already assign Role

   Click to check the list of employees with the permission/roles assigned to them.

3.8. Home Page

3.8.1. Pay Water Bills Online

Module No.	M-HP- 1
Module Name	Pay Water Bills online
User	Citizen
Description	Citizen can pay their water bills online using the 'Pay IPH Water Bills Online' link under Citizen Services.
How to Access	[e-Sanchalan] :: Home Page → **Pay IPH Water Bills Online**

Input Screen:

Description of fields on screen:

On click, displays the following fields on screen

4. Online Account Number *<Enter>*
   Enter the online account number for which bill is to be paid

Displays the following fields on screen
5. Consumer's name *<Display>*
6. Guardian's name *<Display>*

7. Bill deposit location *<Display>*
8. Section *<Display>*
9. Sub Division *<Display>*
10. Period of Bill *<Display>*
11. Total amount to be paid *<Display>*
12. Enter Captcha *<Enter>*

13. Proceed to Pay
    On click, you will be redirected to 'Himkosh' website payment gateway

      Displays the following details on screen:
14. Department
15. DDO
16. Dept Ref. no.
17. Tender By
18. Period From
19. Services
20. Amount
21. Payment Type
22. Select bank
    Select the bank name from which payment id to be made

23. Enter Code
    Enter the code displayed

24. Make Payment
    On click, user is re-directed to the bank's payment interface.

Business Rules	If payment is deducted from the bank account, but receipt not displayed on IPH module, Please do the following: - Do not make another payment within 24 hours - Check whether payment is received by treasury (Himkosh), using the following link: https://himkosh.hp.nic.in/echallan/hodreport.aspx

3.8.2. Apply Online (Water Connection)

Module No.	M-HP-2
Module Name	Apply online (Water Connection)
User	Citizen
Description	Citizen can apply online for new water connection using the 'Apply online (Water Connection)' link under Citizen Services.
How to Access	[e-Sanchalan] **::** Home Page → **Apply Online (Water Connection)**

Input Screen:

Description of fields on screen:

On click, displays the following fields on screen

   Displays the following fields on screen
1. Mobile Number *<Enter>*
2. Password *< Enter >*
3. Enter Captcha *<Enter>*

4. Login to Apply
   Click to login

Change Password

Field marked with # are mandatory Log Out

| Online Application Id : | New | | Date : | 28/05/2020 |

Applicant Name : #

Guardian's Name : # -SELECT- ∨

Mobile Number : # +91 9816896688

Connection Type : # ○ Domestic ○ Commercial

Area Type: # ○ Urban ○ Rural

Village :

P.O. : #

Tehsil : #

District : # -Select- ∨

Name of the house : #

Locality : #

Year of construction : #

Name of owner of the building : #

Khasra Number : #

Name of the person desiring to have the connection, whether owner or tenant : # ○ Owner ○ Tenant

Is the connection sought for new or old construction : # ○ New ○ Old

In case of new construction, has the completion plan been approved from the competent authority: # ○ Yes ○ No

Size of the communication pipes : #

Number of flushing distance required(if any) with description and other fittings required : #

Details of existing fitting : #

Name of the person desiring to have the connection, whether owner or tenant : # ○ Owner ○ Tenant

Is the connection sought for new or old construction : # ○ New ○ Old

In case of new construction, has the completion plan been approved from the competent authority: # ○ Yes ○ No

Size of the communication pipes : #

Number of flushing distance required(if any) with description and other fittings required : #

Details of existing fitting : #

Pin Code: #

Address of the owner/Tenant for correspondence : #

Select IPH Division : # -SELECT- ∨

Select IPH Sub-Division : # -SELECT- ∨

Documents Required:
(Please Upload the documents in PDF format)

Pradhan Report Browse...

Patwari Report Browse...

Affidavit attested by notary/ tehsildaar/ nayab tehsildar Browse...

Save

Displays the following details on screen:
- o Online Application Id *<Display>*
- o Applicant Name *<Display>*
- o Guardian's Name *<Display>*
- o Mobile Number *<Display>*
- o Connection Type *<Display>*
- o Area Type *<Display>*
- o Village *<Display>*

- o P.O. *<Display>*
- o Tehsil *<Display>*
- o District *<Display>*
- o Name of the house *<Display>*
- o Locality *<Display>*
- o Year of construction *<Display>*
- o Name of owner of the building *<Display>*
- o Aadhar number of applicant *<Display>*
- o Khasra number *<Display>*
- o Name of the person desiring to have the connection, whether owner or tenant *<Display>*
- o Is the connection sought for new or old construction *<Display>*
- o In case of new construction, has the completion plan been approved from the competent authority *<Display>*
- o Size of the communication pipes *<Display>*
- o Number of flushing distance required (if any), with description and other fittings required *<Display>*
- o Details of existing fittings *<Display>*
- o Pin code *<Display>*
- o Address of the owner / tenant for correspondence *<Display>*

    Required documents:
- o NOC for new water connection from SADA*<Display>*
- o Approved copy of map of building (for which water connection id being taken from SADA) *<Display>*
- o Patwari report *<Display>*
- o Affidavit attested by Notary/ Tehsildar / Nayab Tehsildar *<Display>*

5. Save
   Confirmation made to save the changes

Business Rules	Registration is made using the mobile number of the consumer User can apply for only one connection

3.8.3. View STP Sample Results

Module No.	M-HP- 3
Module Name	View STP Sample results
User	Citizen
Description	Citizen can view the Sewerage Treatment Plat Sample results online using 'View STP Sample results' link under Citizen Services. Entry of STP samples are made by IPH Division users
How to Access	[e-Sanchalan] **::** Home Page → **View STP Sample results**

Input Screen:

Description of fields on screen:

On click, displays the following fields on screen

Displays the following fields on screen
1. Division *<Select>*
2. Date *< Select >*
3. Enter Captcha *<Enter>*

4. Report
   Click to view report

SEWERAGE TREATMENT PLANT SAMPLE RESULTS W.E.F. 28/05/2019 to 28/05/2020
(IRRIGATION & PUBLIC HEALTH DEPARTMENT)

Division: (HZ) Bilaspur Division

S.No.	Location of STP	Agency (IPH/HPPCB/ Eco Lab) of STP	Dated	PH	TSS	BOD (mg/l)	COD (mb/l)	Fecal Coliform (MPN/ 100ml)	N Total (mg/l)	NH4 N (mg/l)	Remarks
				Limit 6.5-9.0	Limit <100	Limit <30	Limit <250	Limit <100	Limit <10	Limit <5	
1	Sewerage Scheme to Shri Naina Devi Ji Kola Tobha near Dry Nallah	IPH Deptt.,HP	28/05/2019	7.31	51.00	11.00	168.00	0.00	0.00	0.00	Results of BOD as on dated 26-05-2019
2	Sewerage Scheme to Shri Naina Devi Ji Kola Tobha near Dry Nallah	IPH Deptt.,HP	29/05/2019	7.29	49.00	10.00	160.00	0.00	0.00	0.00	Results on BOD as on dated 27-05-2019
3	Sewerage Scheme to Shri Naina Devi Ji Kola Tobha near Dry Nallah	IPH Deptt.,HP	30/05/2019	7.24	46.00	12.00	176.00	0.00	0.00	0.00	Results on BOD as on dated 28-05-2019
4	Sewerage Scheme to Shri Naina Devi Ji Kola Tobha near Dry Nallah	IPH Deptt.,HP	31/05/2019	7.21	50.00	13.00	184.00	0.00	0.00	0.00	Results on BOD as on dated 29-05-2019
5	Sewerage Scheme to Shri Naina Devi Ji Kola Tobha near Dry Nallah	IPH Deptt.,HP	01/06/2019	7.18	53.00	11.00	168.00	0.00	0.00	0.00	Results on BOD as on dated 30-05-2019
6	Sewerage Scheme to Shri Naina Devi Ji Kola Tobha near Dry Nallah	IPH Deptt.,HP	02/06/2019	7.23	60.00	10.00	160.00	0.00	0.00	0.00	Results on BOD as on dated 31-05-2019
7	Sewerage Scheme to Shri Naina Devi Ji Kola Tobha near Dry Nallah	IPH Deptt.,HP	03/06/2019	7.28	48.00	9.00	156.00	0.00	0.00	0.00	Results on BOD as on dated 01-06-2019
8	Sewerage Scheme to Shri Naina Devi Ji Kola Tobha near Dry Nallah	IPH Deptt.,HP	04/06/2019	7.21	55.00	7.00	140.00	0.00	0.00	0.00	Results on BOD as on dated 02-06-2019

Business Rules	Registration is made using the mobile number of the consumer User can apply for only one connection

3.8.4. Progress of IPH Contracts

Module No.	M-HP- 4
Module Name	Progress of IPH Contracts
User	Citizen
Description	Citizen can view the progress of contracts using 'View STP Sample results' link under Citizen Services.
How to Access	[e-Sanchalan] :: Home Page → **Progress of IPH Contracts**

Input Screen:

Description of fields on screen:

On click, displays the following fields on screen

Displays the following fields on screen
1. Division *<Select>*
2. Date *< Select >*
3. Amount Figure in
   Select whether the amount to be displayed in Lacs or Rurees

4. Enter Captcha *<Enter>*

5. Report
   Click to view report

Department of Irrigation and Publich Health,
Government of Himahal Pradesh.

Public Disclosure of Progress of IPH Contracts above the value of INR 10 Lacs w.e.f. 28/06/2019 to 28/05/2020

Figures: In Lacs

Sno	Scheme Name	Agreement Details	Tender Cost (In Lacs)	Commencement Date	Completion Time	Physical Progress	Financial Progress (In Lacs)	Percentage of work completed
1	(HZ) Barsar Division							
1.1	(HZ) Barsar Section							
1	2015-306-1594:-IMP-of Source and Distribution system of LWSS Amberi Tipper Dandroo.	2019-18804:-SH: C/O Percolation well 6 meters dia and 06 meters deep Contractor Details:- 9318:Sh.Karan Bodi S/o Sh.Kamal Kishore Bodi VPO Basral	17.35	28-Aug-2019	Original:24/05/2020	Not Entered	0.59	Not Entered
2	2015-306-1595:-Improvement of distribution system for LWSS Bani Barsar Gurli in Tehsil Bardar Distt. Hamirpur	2019-24777:-SH: P/L MSERW pipe in gravity main Contractor Details:- 9637:Sh. Shashank Jagota Govt. Contractor	121.93	25-Oct-2019	Original:02/04/2020	Not Entered	89.64	Not Entered
3	2016-306-133:-Providing flood protection work from Harsour head works to Jhajnani in Saryali Khad in Tehsil Barsar Distt. Hamirpur (H.P)	2020-4674:-Providing flood protection work in Saryali khad from Harsour to Jhajiani inTehsil Barsar District Hamirpur. (SH:- c/o wire crate RD1380-2130) Contractor Details:- 2456:Naresh Kumar Contractor	178.30	15-Feb-2020	Original:14/02/2021	Not Entered	82.02	Not Entered
4	2017-306-105:-Renovation of Inspection hut at IPH Sub Division Barsar	2019-24266:-SH:C/O Ground floor 1st floor and dismantling of store building including sanitary work Contractor Details:- 5485:Pawan Kumar Sharma	17.04	03-Aug-2019	Original:01/11/2019	Not Entered	12.13	Not Entered
1.5	(HZ) Bijheri Section							
1	2017-306-634:-Construction of LWSS to Harizan Bastics of village chowki Dhabiri & Guru Ka Ban in Tehsil Barsar Distt. Hamirpur (H.P)	2019-18674:-(Sh:- C/O Clear water sump well 70000 liters at head works, over head storage tank 70000 liters at Node H pump house laying jointing and testing of rising main distributions system & S/E of pumping machinery Contractor Details:- 5968:Sh. Yashvir Singh	35.27	01-Sep-2019	Original:31/08/2020	Not Entered	25.35	Not Entered
1.6	(HZ) Dandroo Section							
1	2015-306-1594:-IMP-of Source and Distribution system of LWSS Amberi Tipper Dandroo.	2019-18804:-SH: C/O Percolation well 6 meters dia and 06 meters deep Contractor Details:- 9318:Sh.Karan Bodi S/o Sh.Kamal Kishore Bodi VPO Basral	17.35	28-Aug-2019	Original:24/05/2020	Not Entered	10.95	Not Entered
2	(HZ) Bilaspur Division							
2.1	(HZ) Harlog Section							

<NICNET.HP>

Designed & Developed by : National Informatics Centre, State Centre, Shimla.

Page Number: Page 1 of 182

* The data of this report is Informatory. Neither NIC nor IPH Department is responsible for any discrepancy or wrong entry.

Business Rules	

4. Acronyms and Abbreviations

Acronym	Definition
IPH	Irrigation & Public Health
AA & ES	Administrative Approvals & Estimate Sanction
ADM	Assistant Draftsman
AE	Assistant Engineer
AG	Accountant General
AR	Annual Report
ARF	Annual Reporting Format
ASOR	Analysis of Schedule of Rates
ATR	Action Taken Report
BOD	Board of Director
CE	Chief Engineer
CE-cum-PD	Chief Engineer cum Project Director
CHD	Circle Head Draftsman
CRF	Calamity Relief Fund
D/MAN	Draftsman
DA	Dealing Assistant
DA	Dearness Allowance
DAT	Disciplinary Action Taken
DDO	Drawing & Disbursement Officer
DNIQ	Draft Notice Inviting Quotations
DNIT	Draft Notice Inviting Tenders
DPR	Detailed Project Report
EE	Executive Engineer
E-in-C	Engineer in Chief
EO	Executive Officer
FP	Final Payment
GM	General Manager
GoHP	Government of Himachal Pradesh
GOI	Government of India
GR	Goods Receipt
H.O	Head Office
HDM	Head Draftsman
HP	Himachal Pradesh
JE	Junior Engineer
LOC	Letter of Credit
MAS	Material At Site
MB	Measurement Book
MIS	Management Information System
MLA	Member of Legislative Assembly

MP	Member of Parliament
NABARD	National Bank for Agriculture and Rural Development
NGO	Non Government Organization
NIC	National Informatics Center
NIT	Notice Inviting Tenders
PMIS	Personal Management Information System
PS	Principal Secretary
R&R	Resettlement & Rehabilitation
RCC	Reinforced cement concrete
RNS	Really New Schemes
RSOQ	Revised Schedule of Quantity
RTGS	Real Time Gross Settlement
S&P	Stores & Purchase
SCCP	Schedule Caste Component Plan
SDC	Sub Divisional Clerk
SDO	Sub Division Officer
SE	Superintending Engineer
SOQ	Schedule of Quantity
SOR	Schedule of Rates
SPO	Store Purchase Officer
SQM	State Quality Monitors
TA	Travel Allowance
TASP	Tribal Area Sub Plan
TS	Technical Sanction
TTA	Tour & Travel Allowances
UT	Union Territories
VAT	Value Added Tax
RTGS	Real Time Gross Settlement
NEFT	National Electronics Funds Transfer System

5. Annexure – Queries, Reports & returns

5.1. Queries for drill down the Information

Sr.No.	Name	How to Access
1.	General Query	[e- Sameeksha] :: Queries → General Query
2.	Progress Summary :Latest Stage Wise	[e- Sameeksha] :: Queries → Progress Summery → Latest Stage Wise
3.	Progress Summary: Demand/Budget/Exp.	[e- Sameeksha] :: Queries → Progress Summery →Demand /Budget /Expenditure
4.	Progress Summary: Pendency Summary	[e- Sameeksha] :: Queries → Progress Summery → Pendency Summary
5.	Demand for Grants	[e- Sameeksha] :: Queries → Demand for Grants
6.	Budget	[e- Sameeksha] :: Queries → Budget
7.	Demand/Budget/ Expenditure	[e- Sameeksha] :: Queries → Demand /Budget /Expenditure
8.	Search-Budget Allocated for Schemes	[e- Sameeksha] :: Home Page → Search-Budget Allocated for Schemes
9.	Court Cases Query	[e- Sanchalan] :: Reports/Queries → Court Case Query

1. General Query

For all queries, there is a common approach for drilling down the information as illustrated below for the 'General Query':

Step 1: Parameter Selection for searching the list of schemes

Step 2: List of schemes is displayed and click one scheme from the list

View	Code	Scheme	Budget Year (Initial)	A/A&E/S Date	Current Stage	Estimated Cost	Expenditure till date	A/A & E/S Amount
Details	1992-306-19794	C/O Exn Office cum Residence at Keylong	1992	11/03/1993	In Progress	17.40	0.00	17.40
Details	1992-306-19795	C/o Type II Qtr. at Keylong	1992	22/04/1996	In Progress	5.48	0.00	5.48
Details	1992-306-19796	C/O Type III Qtr. at Keylong	1992	04/07/1998	Completed	35.01	0.00	35.01
Details	1994-306-18895	Aug. of WSS Keylong	1994	13/05/1997	Completed	56.92	0.00	56.92
Details	1996-306-21985	L/S provision for old WSS in Lahaul area(Imp. of WSS Jobrang)	1996	09/09/2009	In Progress	7.10	9.88	7.10
Details	1998-306-28162	C/O Type I Qtr. for class IV employee at Udaipur	1998	25/11/1998	In Progress	31.31	0.00	31.31
Details	1998-306-28166	C/O Lapshak Karing Kulh from Telang way	1998	15/05/2006	Approved	29.94	0.00	29.95
Details	1999-306-19773	C/O A.E Residence at Keylong	1999	27/05/1997	Completed	5.68	0.00	5.68
Details	1999-306-19774	C/O Type-II Qtr. at Keylong	1999	04/07/1998	Completed	19.70	0.00	19.70
Details	1999-306-29483	C/o chowkidar Qtr. at L.S. Bhawan Manali	1999	23/12/2005	In Progress	17.18	27.93	17.18
Details	1999-306-29484	C/o FIS Baror Tindi	1999	08/11/2002	Completed	58.44	0.00	58.44
Details	1999-306-29485	C/O FIS Tamloo in G.P. in G.P. Chimrit	1999	04/01/2000	In Progress	13.84	3.32	13.84
Details	1999-306-30061	L/S provision for Hand Pump in Lahaul Area	1999		Completed	0.00	0.00	-Not Entered-
		Total No. of Schemes in All Pages :- 268						

Step 3: Screen is displayed showing the detail of the scheme and its works. Click any Action Button on the screen to drill down the further information

Scheme Details   All Amount Figures are in Lakh

Scheme	1998-306-28159-C/O FIS Kurched in GP Tindi ब०सि०यो. कुरूचहड का निमार्ण
Department	IRRIGATION AND PUBLIC HEALTH
Executing Office	Keylong Division
District/Tribal Area	LAHAUL (Tribal)
Scheme Type	Minor Irrigation-Flow Irrigation Scheme
Program Type	Tribal Sub-Plan

Click to Get Other Related Details
- Demand Details
- Budget - Expenditure
- Physical Target
- Stages
- Location Details
- Budget Heads Assigned
- Photo Gallery

Program Sub Type	--	Expected date of completion	31/10/2013
Budget Year(Initial)	1998	Current Stage	In Progress as on 29/9/2009
AA & ES Details	DC No.8876-83 Amount :- 17.75 Date :- 4/10/2007 Approved By :-DC Keylong		
Executing Agency	Keylong Division,IRRIGATION AND PUBLIC HEALTH		
Initial Estimated Cost	17.75	Revised Initial Estimated Cost	0.00
Expenditure till date	32.55	Current Rating	0-Not Mentioned
Budget Allocated till date	18.00	Fund Released till date	-NA-

Work Details

Progress Details	Work(Id-Type-Name)	Est.Cost	Current Stage	Expenditure Till Date	Work Pro Till Dat
More...	2010-5943-Original-Patracutting	5.61		-Not Entered-	-Not En
More...	2010-5944-Original-CC Lining	9.85		-Not Entered-	-Not En
More...	2010-5945-Original-Wire crate	1.78		-Not Entered-	-Not En

Step 4: On Clicking the Action Button 'Budget – Expenditure' , the following screen will be displayed.

Budget - Expenditure
Details of Budget Allocated and Expenditure Occurred

(All Amount Figures are in Lakh)   Close

Financial Year	Budget Head	Revised Budget During the Year	Total Fund Released during the year	Total Expenditure upto Previous Year	Total Expenditure During the Year	Progressive Expenditure
2007-08	31-4702-00-796-02-S00N -37-Voted-Plan	2.00	-NA-	0.00	0	0.00
2008-09	31-4702-00-796-02-S00N -37-Voted-Plan	2.00	-NA-	0.00	0	0.00
2009-10	31-4702-00-796-02-S00N -37-Voted-Plan	4.00	-NA-	0.00	0	0.00
2010-11	31-4702-00-796-02-S00N -37-Voted-Plan	5.00	-NA-	16.64	15.91	32.55
2011-12	31-4702-00-796-02-S00N -37-Voted-Plan	5.00	-NA-	32.55	0	32.55

Step 5: On clicking Photo Gallery Button, physical progress of schemes can be monitored by viewing the incremental photographs uploaded against the schemes.

2.   Progress Summary: Latest Stage Wise

Click any number on the screen, the related list of schemes will be displayed and follow the same steps for drilling down the information related to the schemes as mentioned for the 'General Query'.

Main Menu	Schemes Progress Summary (Latest Stage Wise)					<< Go Back
District/Tribal Area	-All-					
Department	IRRIGATION AND PUBLIC HEALTH					
Executing Office	**Proposal**	**Currently Approved**	**In Progress**	**Completed**	**Infeasible**	**Total**
Div.No.1 Shimla 9	2	1	562	103	1	669
Suni Division	0	0	78	21	1	100
Arki Division	0	0	4	57	0	61
Rohru Division	0	0	32	55	0	87
Jubbal Division	30	17	103	49	1	200
Nerwa Division	1	0	146	18	0	165
Nahan Division	1	2	54	2	0	59
Paonta Division	0	0	1	0	0	1
Solan Division	1	0	213	285	0	499
Reckong Peo Division	182	1	68	24	0	275
Rampur Division	0	1	56	31	4	92
Kaza Division	316	2	70	48	0	436
Pooh Division	114	13	54	20	1	202
Shimla Div. No. II	0	1	6	4	0	11
WS&Sew. Division	0	0	4	2	0	6
Chamba Division	43	8	327	107	1	486
Dalhousie Division	12	0	80	5	0	97
Salooni Division	0	0	49	14	0	63
killar Division (HPPWD)	73	1	65	1	0	140
Dharmshala Division	9	2	187	50	5	253
Palampur Division	9	0	58	56	1	124
Thural Division	0	0	104	1	0	105

3.   Progress Summary: Demand/Budget/Exp.

Click any number on the screen, the related list of schemes will be displayed and follow the same steps for drilling down the information related to the schemes as mentioned for the 'General Query'.

								(All Amount Figures
nt Report								
tt./Tribal Area and budgetHead wise summary of schemes for Financial year 2011-2012 and IRRIGATION AND PUBLIC HEALTH departme								
First Page < Prev.Page			~ Page 1 of 22 ~ OR Go to Page [ ] Go				> Next Page >>	
District/Tribal Area	**BudgetHead**	**No. of Ongoing Schemes (Approved only)**	**No. of Ongoing Schemes (Total) [A]**	**No. of RNS Schemes (Approved only)**	**No. of RNS Schemes (Total) [B]**	**Total number of Schemes ([A] + [B])**	**De**	**C**
SHIMLA District	13-4215-01-101-01-37-S00N -P-V	0	5	0	0	5		
SHIMLA District	13-4215-01-102-01-37-S00NM-P-V	15	42	0	0	42		
SHIMLA District	13-4215-01-102-08-37-S00NM-P-V	0	0	0	4	4		
SHIMLA District	13-4215-01-102-16-37-S00N -P-V	9	93	0	17	110		
SHIMLA District	13-4215-01-102-20-37-S50N -P-V	67	148	0	7	155		
SHIMLA District	13-4702-00-101-01-37-S00N -P-V	7	28	0	2	30		
SHIMLA District	13-4702-00-101-02-37-S00N -P-V	7	20	0	3	23		
SHIMLA District	13-4702-00-101-03-37-S00N -P-V	2	16	0	1	17		
SHIMLA District	13-4702-00-101-04-37-S00N -P-V	0	7	0	0	7		
SHIMLA District	13-4702-00-101-06-37-S00N -P-V	0	6	0	0	6		
SHIMLA District	13-4702-00-101-07-37-S00N -P-V	2	6	0	0	6		
SHIMLA District	13-4702-00-800-14-37-S00N -P-V	0	0	0	1	1		
SHIMLA District	13-4705-00-313-01-37-S50N -P-V	0	0	0	5	5		
SHIMLA District	13-4711-01-800-01-37-S00N -P-V	0	4	0	4	8		
SHIMLA District	31-4215-01-796-01-37-A00S -P-V	0	2	0	0	2		

4.   Progress Summary: Pendency Summary

Click any number on the screen, the related list of schemes will be displayed and follow the same steps for drilling down the information related to the schemes as mentioned for the 'General Query'.

5.   Demand for Grants

Click the 'Demands' button on the screen, the related list of schemes will be displayed and follow the same steps for drilling down the information related to the schemes as mentioned for the 'General Query'.

6.   Budget

Click the Amount Figure on the screen, the related list of schemes will be displayed and follow the same steps for drilling down the information related to the schemes as mentioned for the 'General Query'.

Main Menu								Budget				<<Search Screen

Head Wise Budget for Financial Year: 2011-2012   (All Amount Figures are in Rupees)

Print Report

	First Page		Prev.Page	~ Page 1 of 22 ~ OR Go to Page		Go				Next Page		Last Page

Click the Revised Budget column to see Scheme wise details.

District / Tribal Area	Department	Demand Code	Budgethead	SOE	Budget Code	P/N	V/C	Original Budget	Additional Budget	Surrendered Budget	Revised Budget
	IRRIGATION AND PUBLIC HEALTH	13	4215-01-102-01	37	S00NM	P	V	100000.00	0.00	0.00	100000.00
	IRRIGATION AND PUBLIC HEALTH	13	4215-01-102-01	37	S00NM	P	V	2600000.00	0.00	0.00	2600000.00
	IRRIGATION AND PUBLIC HEALTH	13	4702-00-101-03	37	S00N	P	V	200000.00	0.00	0.00	200000.00
	IRRIGATION AND PUBLIC HEALTH	13	4702-00-101-04	37	S00N	P	V	500000.00	0.00	0.00	500000.00
	IRRIGATION AND PUBLIC HEALTH	13	4702-00-101-07	37	S00N	P	V	1000000.00	0.00	0.00	1000000.00
	IRRIGATION AND PUBLIC HEALTH	13	4702-00-102-01	37	S00N	P	V	150000.00	0.00	0.00	150000.00
	IRRIGATION AND PUBLIC HEALTH	32	4215-01-789-02	37	S00S	P	V	11389000.00	0.00	0.00	11389000.00
	IRRIGATION AND PUBLIC HEALTH	32	4210-02-789-01	37	S00S	P	V	0.00	0.00	0.00	0.00
	IRRIGATION AND PUBLIC HEALTH	32	4702-00-789-01	37	S00S	P	V	0.00	0.00	0.00	0.00
	IRRIGATION AND PUBLIC HEALTH	32	4702-00-789-06	37	S00S	P	V	150000000.00	0.00	0.00	150000000.00
	IRRIGATION AND PUBLIC HEALTH	32	4702-00-789-04	37	S00S	P	V	100000000.00	0.00	0.00	100000000.00
	IRRIGATION AND PUBLIC HEALTH	32	4215-01-789-04	37	S00S	P	V	125000000.00	0.00	0.00	125000000.00
	IRRIGATION AND PUBLIC HEALTH	32	4702-00-789-07	37	S00S	P	V	50000000.00	0.00	0.00	50000000.00
	IRRIGATION AND PUBLIC HEALTH	32	4702-00-789-05	37	S00S	P	V	13300000.00	0.00	0.00	13300000.00
	IRRIGATION AND PUBLIC HEALTH	32	4702-00-789-08	37	S00S	P	V	75000000.00	0.00	0.00	75000000.00
	Total of All Pages :-							5447690000.00	0.00	0.00	5447690000.00

7.   Demand/Budget/ Expenditure

Click the 'Details' button on the screen, the related list of schemes will be displayed and follow the same steps for drilling down the information related to the schemes as mentioned for the 'General Query'.

Main Menu								Demand/Budget/Expenditure			<<Search Screen

Budget Head Wise Demands for Financial Year: 2011-2012   (All Amount Figures are in Rupees)

~ Page 1 of 1 ~ OR Go to Page [ ] Go

View SchemeWise	District / Tribal Area	Department	Demand Code	Budgethead	SOE	Budget Code	P/N	V/C	Amount Demanded for the Financial Year	Revised Budget for the Financial Year	Expenditure during the Financial Year
Details	PANGI (Tribal)	IRRIGATION AND PUBLIC HEALTH	31	4215-01-796-01	37	S00N	P	V	8300000.00	8300000.00	0.00
Details	PANGI (Tribal)	IRRIGATION AND PUBLIC HEALTH	31	4215-01-796-03	37	S00N	P	V	2000000.00	2000000.00	0.00
Details	PANGI (Tribal)	IRRIGATION AND PUBLIC HEALTH	31	4215-01-796-05	37	S00N	P	V	500000.00	500000.00	0.00
Details	PANGI (Tribal)	IRRIGATION AND PUBLIC HEALTH	31	4702-00-796-02	37	S00N	P	V	25872000.00	25872000.00	0.00
Details	PANGI (Tribal)	IRRIGATION AND PUBLIC HEALTH	31	4702-00-796-03	37	S00N	P	V	3800000.00	3800000.00	0.00
Details	PANGI (Tribal)	IRRIGATION AND PUBLIC HEALTH	31	4711-01-796-01	37	S00N	P	V	3500000.00	3500000.00	0.00
	Total of All Pages :-								43972000.00	43972000.00	0.00

8. Court Cases Query

Step 1: Parameter Selection for displaying the summary of court cases

	Logout

ASHA SHARMA , SENIOR ASSISTANT   Head Office

Reports/Queries ▶ HO/Zone/Circle ▶ Division Entries ▶ Sub Division Entries ▶ Section(Site) Entries ▶ Section(Store) Entries ▶

Query: Court Cases

Please press only the Search button to view the complete Summary of all the court cases entered .

Court	-ALL- ▾	Case Year	
Case Nature	-ALL- ▾	Case Number	
Subject	-ALL- ▾		
Filing date from	📅	Filing date to	📅
Hearing date from	📅	Hearing date to	📅
Department as	○ Appelant ○ Respondent ◉ Both		
Case Title			
Case Description			

[Search]   [Reset]

Step 2: Summary of court cases is displayed and click any number on the screen for displaying the related list of court cases.

	Logout

ASHA SHARMA , SENIOR ASSISTANT   Head Office

Reports/Queries ▶ HO/Zone/Circle ▶ Division Entries ▶ Sub Division Entries ▶ Section(Site) Entries ▶ Section(Store) Entries ▶

Query: Court Cases

[Go Back]

Summary of Court cases

Offices	Total Cases filed	Hearing	Reply to be filed	Disposed (No action required)	Disposed (Action required)	Action taken by Deptt. (Implementation)	Case filed in higher Court
(HZ) Bilaspur Division	17	8	4	1	0	1	0
(HZ) Dehra Division	46	0	0	15	0	0	0
(HZ) Hamirpur Division	18	12	1	0	0	0	0
(HZ) Una Division No.-I	15	0	0	0	0	0	0
Ani Division	5	0	1	2	1	0	1
Baggi Division	58	2	1	1	0	0	0
Chamba Division	1	0	0	0	0	0	0
Div.No.1 Shimla 9	32	11	0	1	0	0	0
Karsog Division	18	0	0	0	0	0	0
Kullu Division	14	1	0	6	0	0	2
Kullu FC Division	4	0	0	0	0	0	0
Mandi Division	61	0	6	6	35	17	19
Nahan Division	1	0	0	0	0	0	0
Padhar Division	22	0	1	0	0	0	0
Rampur Division	27	20	2	0	3	0	0
Reckong Peo Division	6	3	0	3	0	0	0
Solan Division	96	1	0	2	4	0	1
Sundernagar Division	34	0	0	0	0	0	0

~ Designed & Developed By : National Informatics Centre, HP State Unit , Shimla(HP) ~

Step 3: List of court cases is displayed and click any court case on the screen for displaying details.

ASHA SHARMA , SENIOR ASSISTANT   Head Office

Reports/Queries ▸   HO/Zone/Circle ▸   Division Entries ▸   Sub Division Entries ▸   Section(Site) Entries ▸   Section(Store) Entries ▸

Query: Court Cases

Go Back

List of Court cases (Filed)

View Case	Court Name	Case Year	Case No.	Case Date	Case Title	Office	Department as
Details	High Court, Shimla	2010	5304	04/03/2011	Smt. Peena Devi Vs state	Karsog Division	Respondant
Details	High Court, Shimla	2010	5309	19/02/2011	Sh Roshan Lal Vs State HP	Karsog Division	Respondant
Details	High Court, Shimla	2010	5310	08/02/2011	Roop Chand Vs State	Karsog Division	Respondant
Details	High Court, Shimla	2010	5749	04/03/2011	Lachhi ram Vs State	Karsog Division	Respondant
Details	High Court, Shimla	2010	5783	04/03/2011	Tula Ram Vs State	Karsog Division	Respondant
Details	High Court, Shimla	2010	6437	08/12/2010	Shri Sher Singh son of Shri Vir Chand V/S State	Karsog Division	Appellant
Details	High Court, Shimla	2010	6443	05/02/2011	Desh Raj V.State	Karsog Division	Appellant
Details	High Court, Shimla	2010	6447	05/02/2011	Dagu Ram V/S State of H.P.	Karsog Division	Appellant
Details	High Court, Shimla	2010	6722	05/02/2011	Sh Netar Singh VS State of H.P.	Karsog Division	Appellant
Details	High Court, Shimla	2010	6723	05/02/2011	Sher Singh S/o Keshav Ram VS State of H.P.	Karsog Division	Appellant
Details	High Court, Shimla	2010	6742	05/02/2011	Netar Singh VS State of H.P.	Karsog Division	Appellant
Details	High Court, Shimla	2010	6744	05/02/2011	Narain Singh VS State of H.P.	Karsog Division	Appellant

Step 4: Screen is displayed showing the detail of the court case and its history

Close

Detailed Case Description

Case Year	2010	Case No.	6443
Court Name	High Court, Shimla	Case Nature	CWP
Case fillng Date	05/02/2011	Office	Karsog Division,EE Karsog
Case Title	Desh Raj V.State		
Case Decription	Regarding Regularization		
Old Appeal No.	-NA-		
Department as	Appellant		
Advocate(Appellant)	Addl. Advocate General,Hon, ble High court H.P.Shimla		
Advocate(Respondant)	H.K Pal,Hon, ble High court Shimla		
Respondant Type	Employee	Respondant Online Id	-NA-
Respondant Details	Desh Raj,Shri Desh Raj, S/O Sh. Bhagat Ram, village Gattu, P.O. Bihani, Teshil Thunag, Distt. Mandi.		
Case Status	-NA-		

History of case progress after filing.

5.2. Reports

Sr.No.	Name	How to Access
1.	Demand For Grants: Head Wise	[e- Sameeksha] :: Reports → Demand for Grants → Head Wise
2.	Demand For Grants: District/Tribal Area Wise	[e- Sameeksha] :: Reports → Demand for Grants → Scheme Wise
3.	Demand For Grants: Department Wise	[e- Sameeksha] :: Reports → Demand for Grants → Department Wise
4.	Demand For Grants: Scheme Wise	[e- Sameeksha] :: Reports → Demand for Grants → Scheme Wise
5.	Work Booklet: Annual	[e- Sameeksha] :: Reports → Work Booklet→Annual
6.	Work Booklet: Month Wise	[e- Sameeksha] :: Reports → Work Booklet→Month Wise
7.	Budget 2011-2012(RNS)	[e- Sameeksha] :: Home Page →Budget 2011-2012(RNS)
8.	Budget 2011-2012(RNS)	[e- Sameeksha] :: Home Page →Budget 2011-2012(RNS)
9.	Account Reports: Payment / Receipt Voucher	[e- Sanchalan] :: Reports/Queries → Account Reports → Payment/Receipt Voucher
10.	Account Reports: Schedule of Income Tax and Sales Tax	[e- Sanchalan] :: Reports/Queries → Account Reports → Schedule of Income Tax and Sales Tax
11.	Account Reports: List of Cheques/RTGS/NEFT	[e- Sanchalan] :: Reports/Queries → Account Reports → List of Cheques/RTGS/NEFT
12.	Account Reports: Abstract of Receipts / Payments	[e- Sanchalan] :: Reports/Queries → Account Reports → Abstract of Receipts / Payments
13.	Account Reports: List of Receipts / Payments	[e- Sanchalan] :: Reports/Queries → Account Reports → List of Receipts / Payments
14.	Account Reports: Monthly Account (CPWA 80)	[e- Sanchalan] :: Reports/Queries → Account Reports → Monthly Account (CPWA 80)
15.	Account Reports: Schedule of Revenue	[e- Sanchalan] :: Reports/Queries → Account Reports →

	(CPWA 46)	Schedule of Revenue (CPWA 46)
16.	Account Reports: Abstract of Expenditure (CPWA 74)	[e- Sanchalan] :: Reports/Queries → Account Reports → Abstract of Expenditure (CPWA 74)
17.	Account Reports: Schedule of Works Expenditure (CPWA 64)	[e- Sanchalan] :: Reports/Queries → Account Reports → Schedule of Works Expenditure (CPWA 64)
18.	Account Reports: Abstract of Monthly Stock A/C	[e- Sanchalan] :: Reports/Queries → Account Reports → Abstract of Monthly Stock A/C
19.	Account Reports: Schedule of Monthly Stock A/C	[e- Sanchalan] :: Reports/Queries → Account Reports → Schedule of Monthly Stock A/C
20.	Account Reports: Abstract of Deposits (CPWA 78)	[e- Sanchalan] :: Reports/Queries → Account Reports → Abstract of Deposits (CPWA 78)
21.	Account Reports: Schedules of Deposits	[e- Sanchalan] :: Reports/Queries → Account Reports → Schedules of Deposits
22.	Account Reports: Abstract of P.W. Misc. Advance	[e- Sanchalan] :: Reports/Queries → Account Reports → Abstract of P.W. Misc. Advance
23.	Account Reports: Schedule of P.W. Misc. Advance	[e- Sanchalan] :: Reports/Queries → Account Reports → Schedule of P.W. Misc. Advance
24.	Account Reports: Transfer Entry Orders	[e- Sanchalan] :: Reports/Queries → Account Reports → Transfer Entry Orders
25.	Account Reports: Schedule Of Credit and Debit to Remittance	[e- Sanchalan] :: Reports/Queries → Account Reports → Schedule Of Credit and Debit to Remittance
26.	Scheme Reports: List of Schemes	[e- Sanchalan] :: Reports/Queries → Scheme Reports → List of Schemes
27.	Scheme Reports: Agreement Register	[e- Sanchalan] :: Reports/Queries → Scheme Reports → Agreement Register
28.	Scheme Reports:	[e- Sanchalan] :: Reports/Queries → Scheme Reports →

	Revised Schedule of Quantity	Revised Schedule of Quantity
29.	Scheme Reports: Work Measurements	[e- Sanchalan] :: Reports/Queries → Scheme Reports → Work Measurements
30.	Scheme Reports: Running Bill	[e- Sanchalan] :: Reports/Queries → Scheme Reports → Running Bill
31.	Contractor Reports: Contractor Registration Details	[e- Sanchalan] :: Reports/Queries → Contractor Reports → Contractor Registration Details
32.	Contractor Reports: Contractor Indentity Card	[e- Sanchalan] :: Reports/Queries → Contractor Reports → Contractor Indentity Card
33.	Inventory Reports: Goods Receipt Sheet	[e- Sanchalan] :: Reports/Queries → Inventory Reports → Goods Receipt Sheet
34.	Inventory Reports: Goods Balance	[e- Sanchalan] :: Reports/Queries → Inventory Reports → Goods Balance
35.	Inventory Reports: Indent Items	[e- Sanchalan] :: Reports/Queries → Inventory Reports → Indent Items

5.3. Returns

Sr.No.	Name	How to Access
1.	Returns : Irrigation Schemes - Potential Created	[e- Sanchalan] :: Reports/Queries → Returns → Irrigation Schemes - Potential Created Items
2.	Returns : Irrigation Schemes - Potential Utilization	[e- Sanchalan] :: Reports/Queries → Returns → Irrigation Schemes - Potential Utilization
3.	Returns : Material Balance	[e- Sanchalan] :: Reports/Queries → Returns → Material Balance
4.	Returns : Material Balance - G.I.Pipes	[e- Sanchalan] :: Reports/Queries → Returns → Material Balance - G.I.Pipes