WORKS MANAGEMENT

Draft User's Manual - Version WM 1.0

JUNE, 2016

EGOVERNMENTS FOUNDATION

Bangalore

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Master Data Process

Master data in Works Management Module derived based on ULB Level requirements, standard procedures and practices. ULB system administrators provided privilege to add certain master data and some of the seeded master data loaded into the system.

- Departments
- Functions
- Fund
- Work Type
- Sub Work Type
- Wards
- Locations
- Budget head
- Scheme
- Sub scheme

- Milestone Template
- Contractors
- Contractor Grades

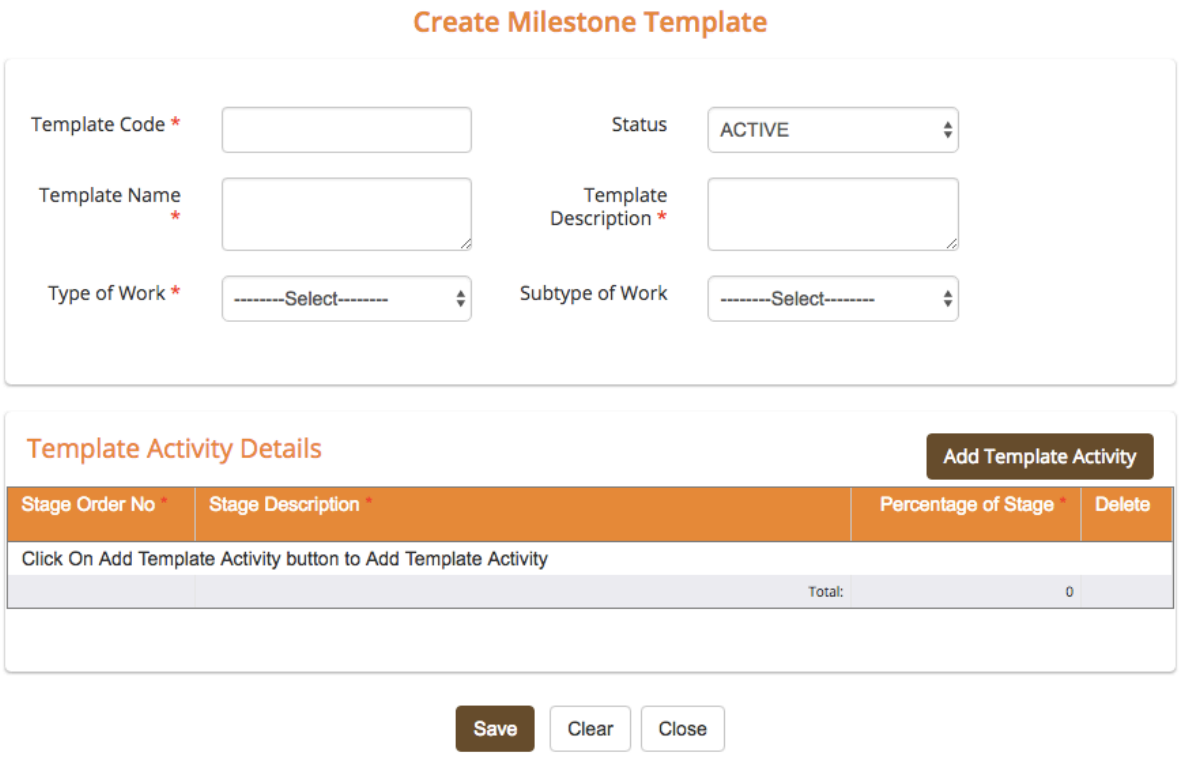
Create and Manage Milestone Templates

Engineering Department normally takes up homogeneous works and projects of different nature of works. Each nature of work broadly comprises of similar tasks. For repeated use, milestone templates can be created for each type of work or even optionally sub type of work. Multiple milestone templates can be created for each type of work depending on the requirements.

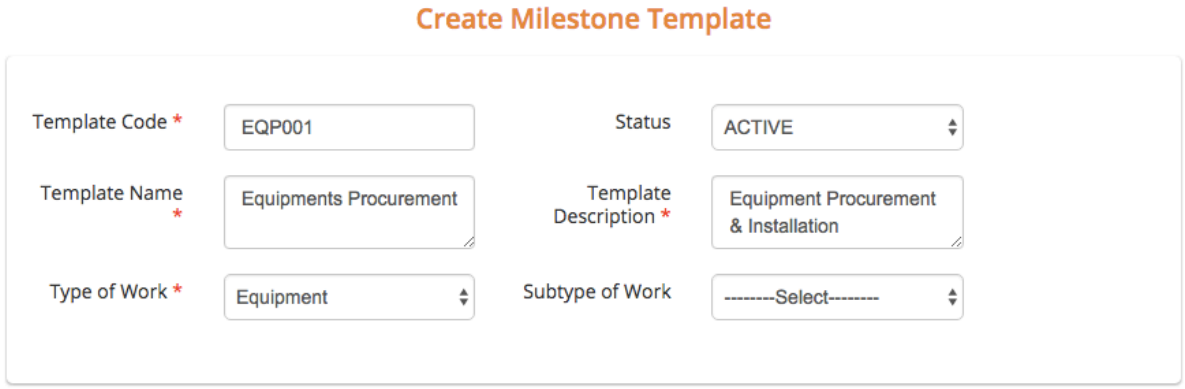
Step 1: Open the Create Milestone Template by clicking on it

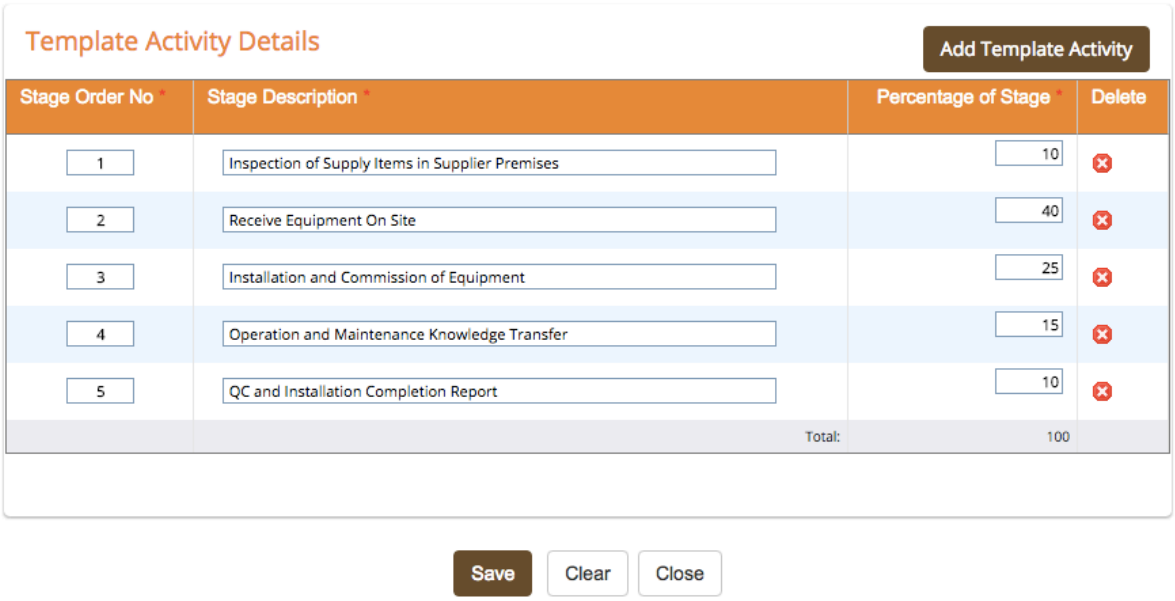
Path: Applications>Works>Masters>Milestone Template>Create Milestone Template
Tip: Type Create Milestone Template in Search Menu

Step 2: Enter Details for New Milestone Template

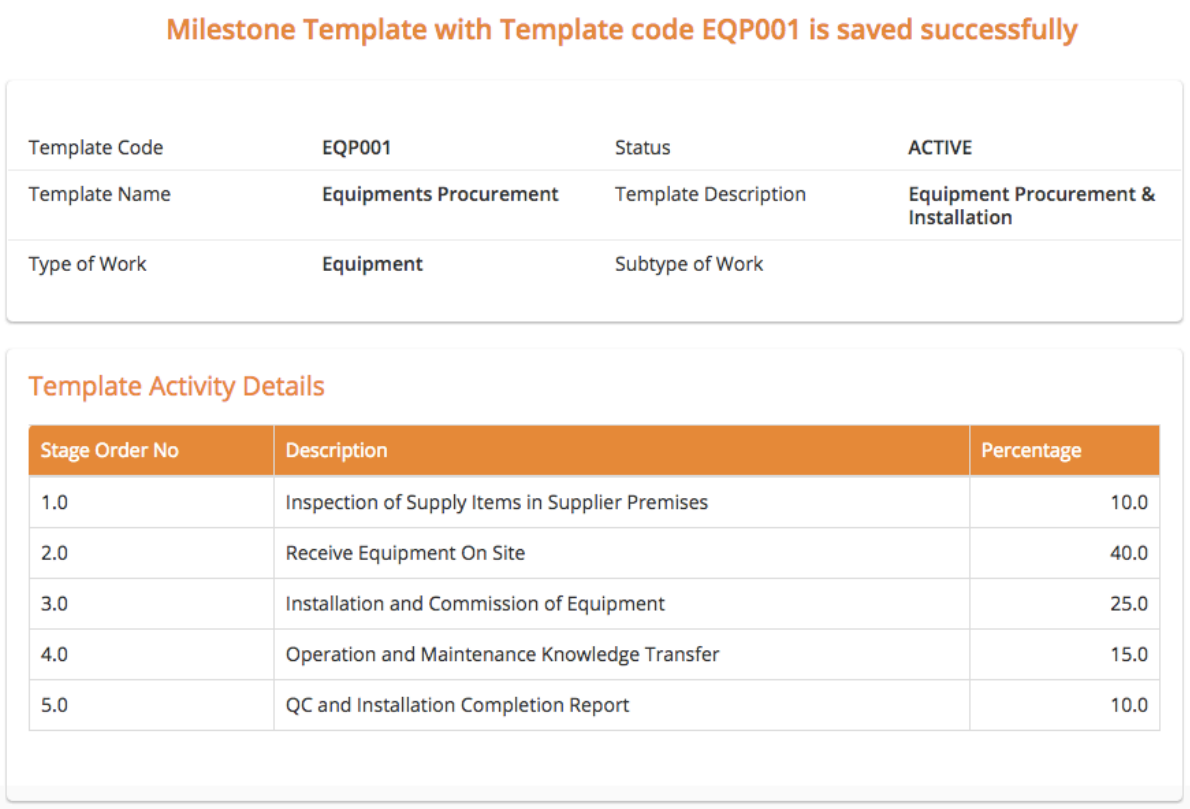


- Unique Template Code consisting of 6 alpha numeric indicate Type of Work (3 Characters in caps) and 3 digits of running number starting from 001 shall be entered.
- Status can be active for using the template in Letter of Acceptance.
- Unique name of the Template shall be entered
- Further description of template shall be entered in Template Description Field.
- Select the appropriate Type of Work from the list.
- Optionally select the appropriate Sub Type of Work from the list.
- Click on Add Template Activity to add row. Multiple rows can be added depending on the requirements.





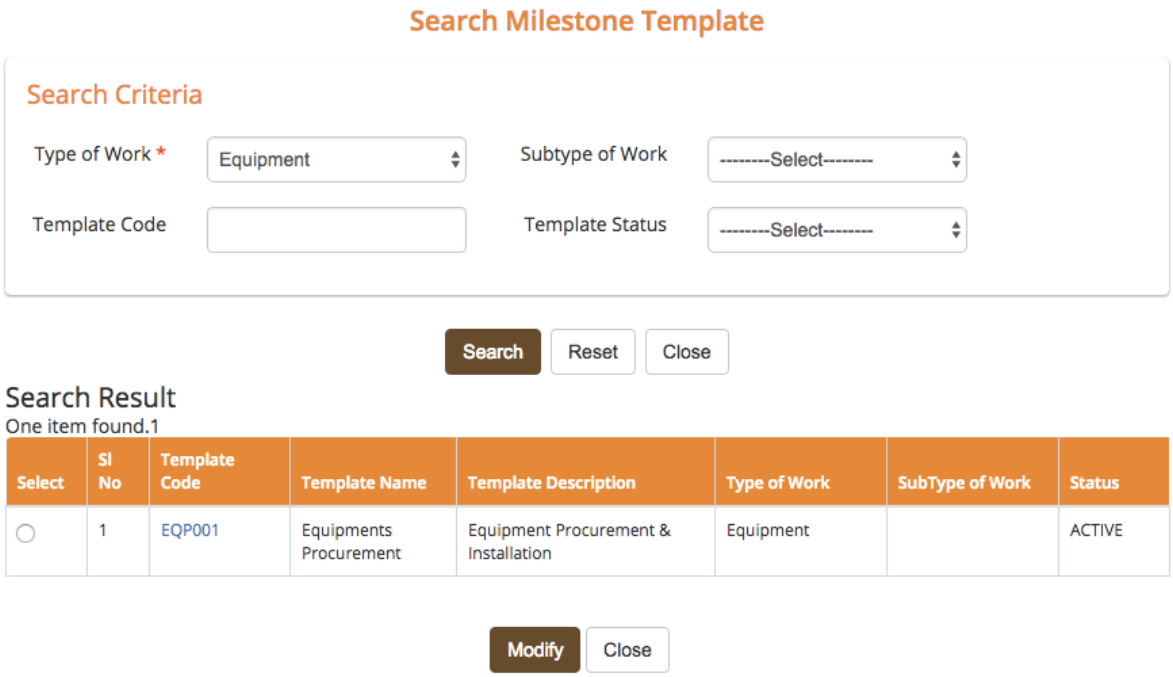
- To remove unwanted row in Template Activity Details delete button shown in the required row may be clicked.
- Click on the save button to store the Milestone Template Data.
- The sum of percentage entered against each stage order should be equal to 100.



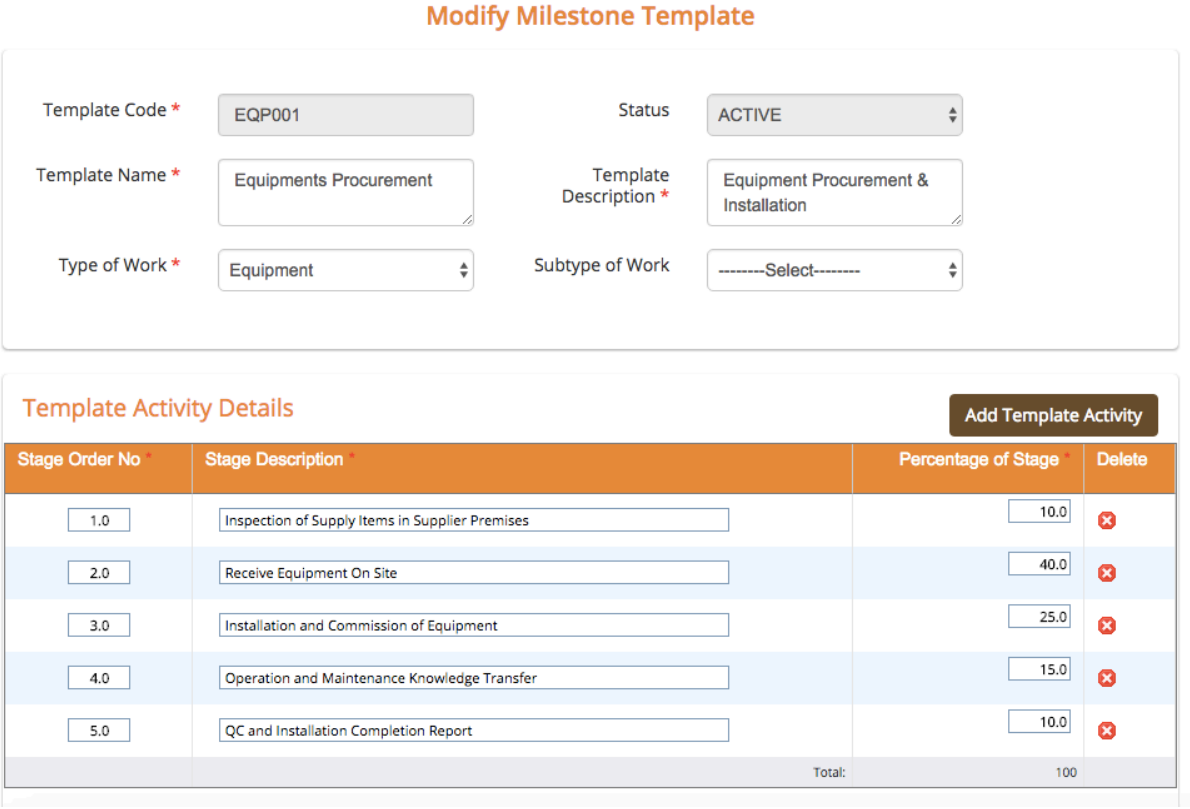
- Once data saved above confirmation displayed.
- Click on Close button to go back to previous window

Step 3: Open the Modify Milestone Template by clicking on it

Path: Applications>Works>Masters>Milestone Template>Modify Milestone Template
Tip: Type Modify Milestone Template in Search Menu
Click on Search Button to list already created Milestone Template



Step4: Select on required listed Milestone Template for modification

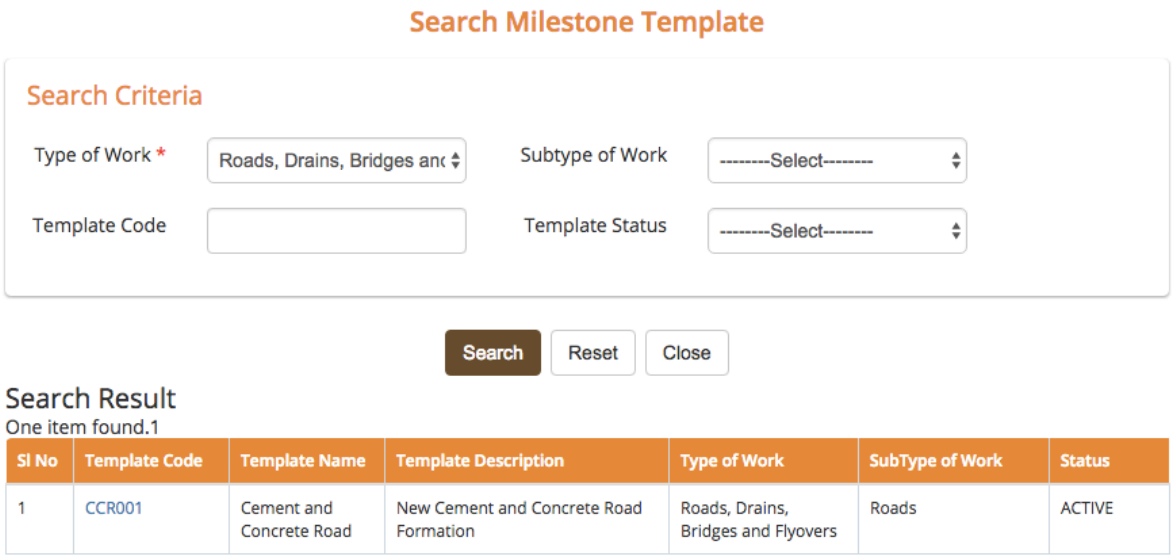


- Modify the information in the relevant field based on requirements.

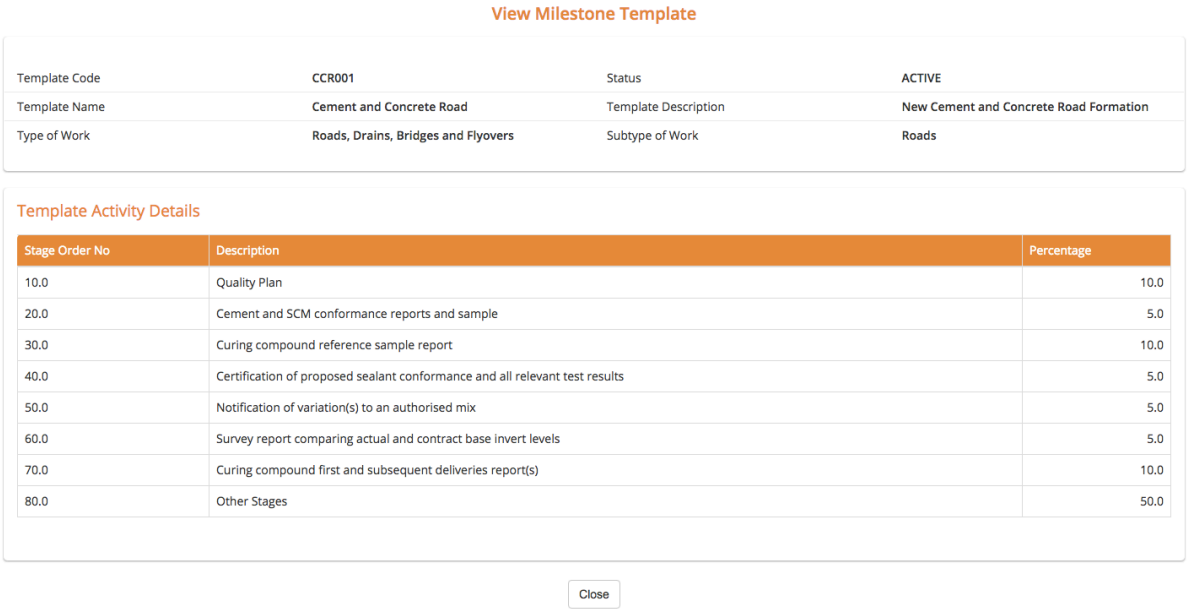
- Click on save button to save the modifications.

Step 5: Open the View Milestone Template by clicking on it

Path: Applications>Works>Masters>Milestone Template>View Milestone Template
Tip: Type View Milestone Template in Search Menu



- Select Type of work from the list and click on Search Button to list Templates
- Click on relevant listed record to view.



- Click on Close button to go back to home screen.

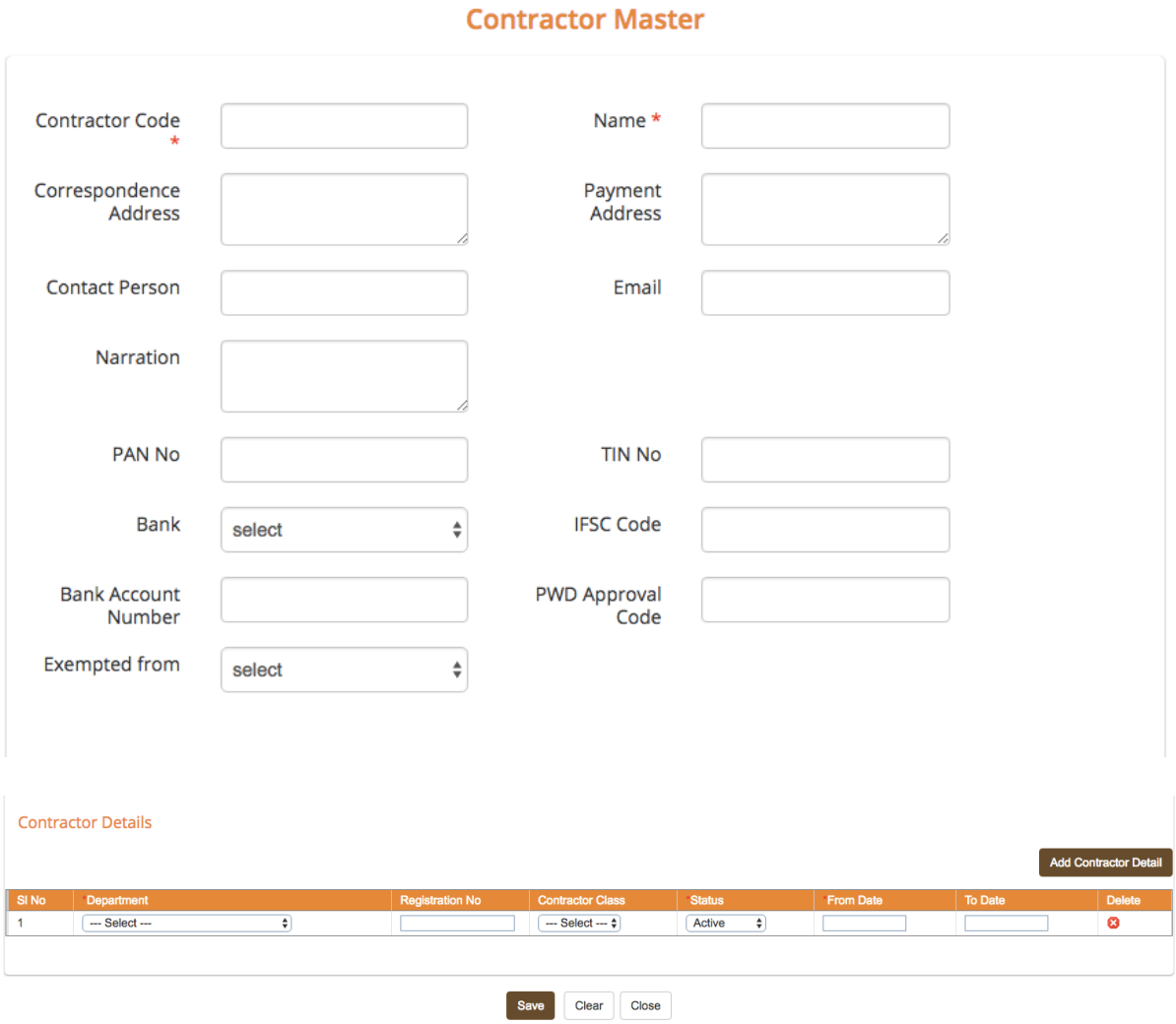
Create and Manage Contractors

Contractor information is essential for Deposits like (EMD, RMD, FSD, ASD etc) which normally paid subsequently with laps of significant time. Multiple time contractor information is required in various stages of process from LoA to Cheque or Fund Transfer and also effect the deductions and make remittance to the concerned authorities with appropriate reference of Contractor.

Broadly contractor contact data, PAN, TIN and Bank Account data required to be collected and stored for repeated usage.

Step 1: Open the Create Contractor by clicking on it

Path: Applications>Works>Masters>Contractors>Create Contractor
Tip: Type Create Contractor in Search Menu



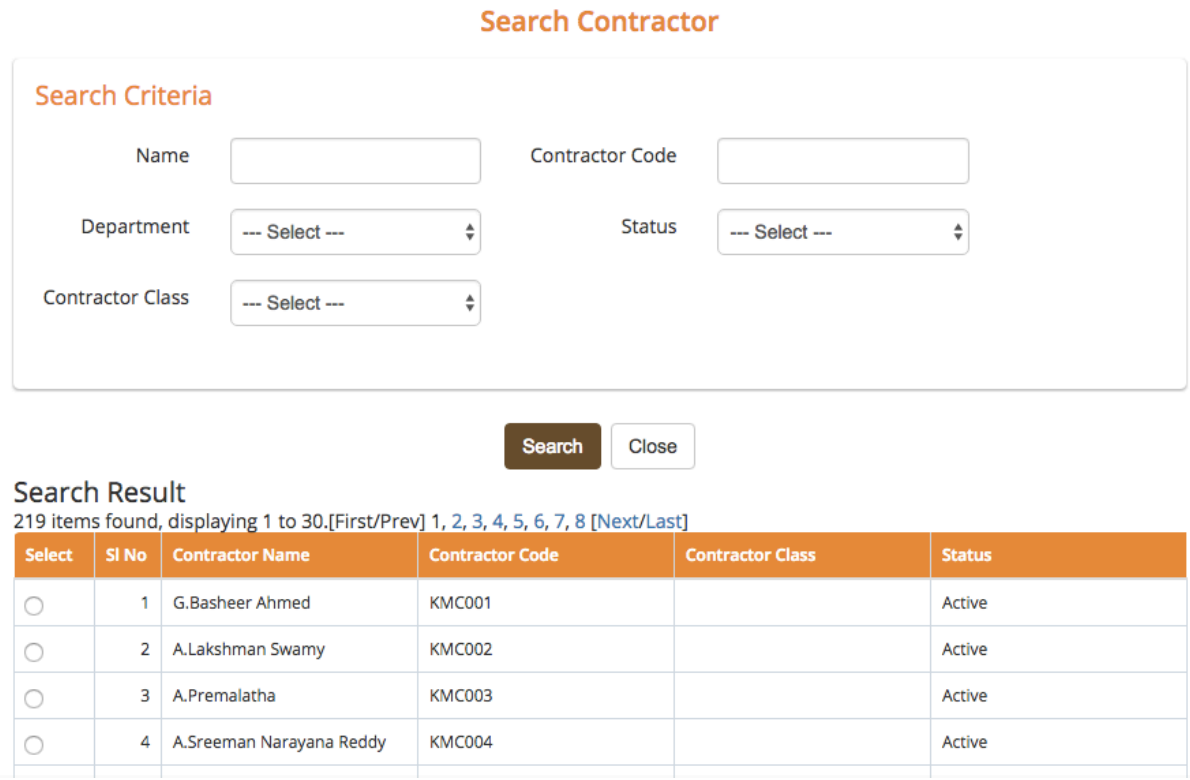
Step 2: Enter Details of New Contractor
Tip: Contractor Details need to be searched to confirm non-existing of contractor data already in the system.

- Short Name of ULB and 4 digit running serial number shall be entered in Contractor Code Filed.
- Exact name of the contractor shall be entered in Name field.
- Though rest of the fields are optional it is wise to enter all the fields with relevant and correct information.
- PAN and TIN numbers may be ensured collect and entered correctly
- Bank Details of Contractor may be obtained and entered correctly. Based on this information NIFT/RTGS remittances directly to the contractor account can be ensured.
- Some contractors are exempted from income tax and sales taxes, that information may be capture in exempted from field.
- Contractor registration details can be captured at the department level and same contractor can be registered with different departments in the ULB during the same time period.
- After entering the details Press Save Button to Save the Record.

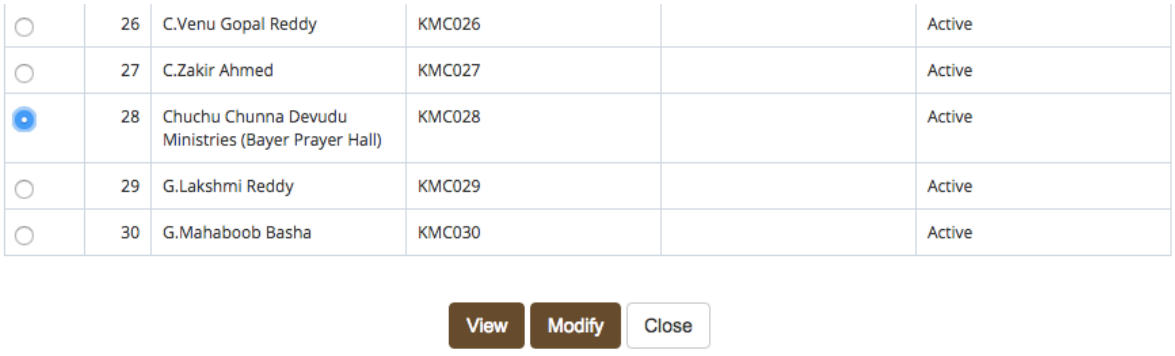
Step 3: Open the View/Modify Contractor by clicking on it

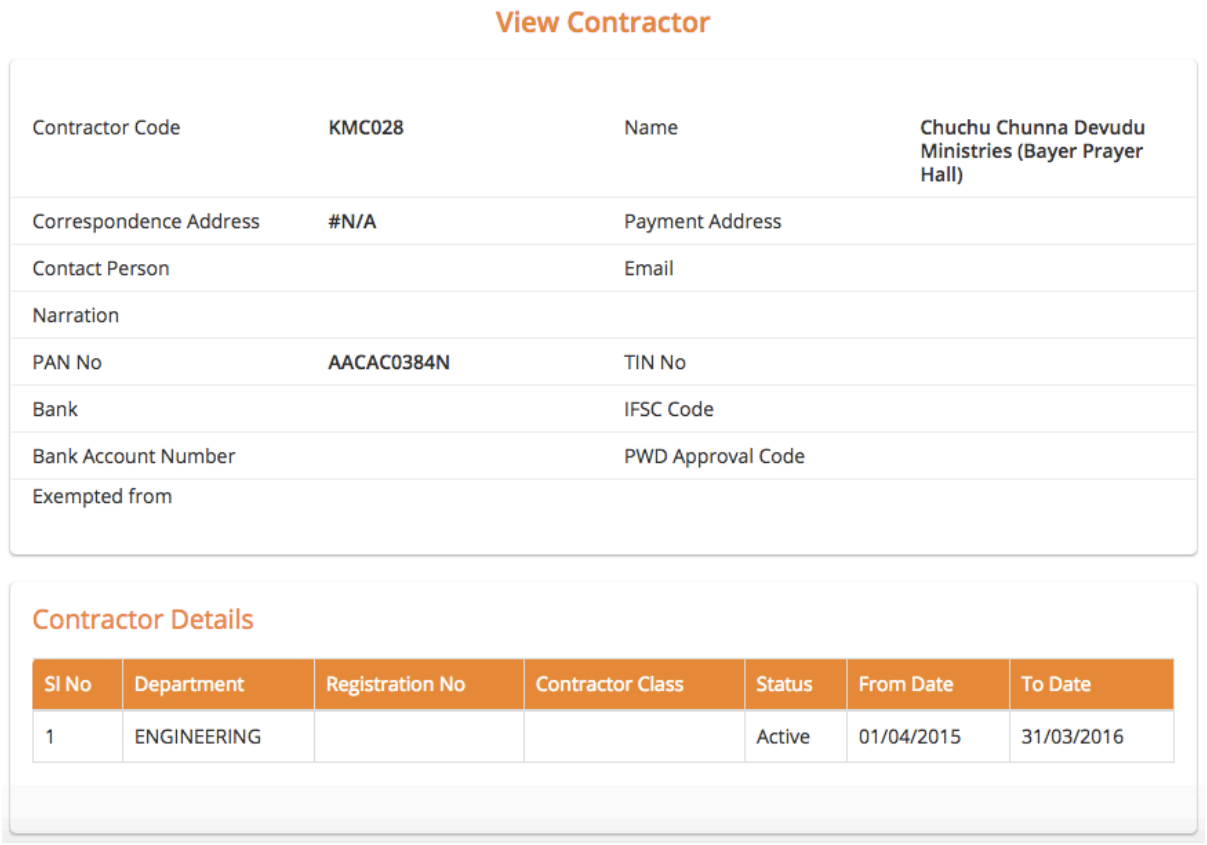
Path: Applications>Works>Masters>Contractors>View/Modify Contractor
Tip: Type View/Modify Contractor in Search Menu

- Enter partial or full values in Search Criteria then Click on Search Button to list all existing Contractors (Maximum 30 Contractors displayed in each page)



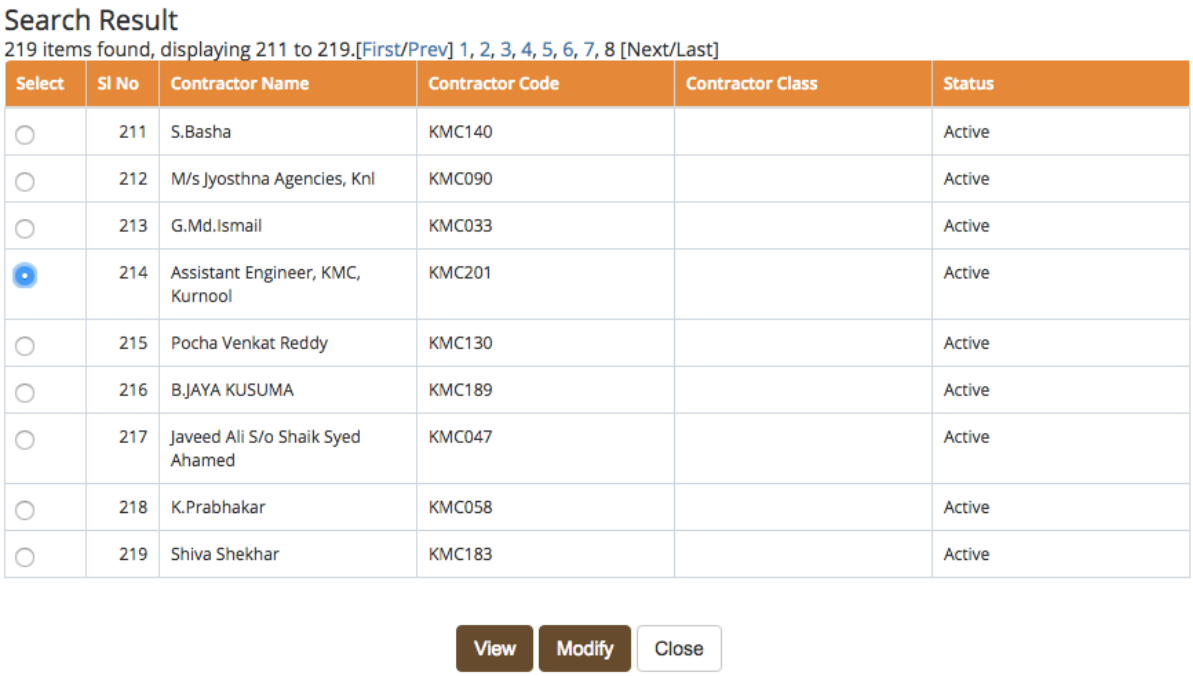
Step4: Select any listed Contractor and Click on View Button for detailed view





- Click on Close button to go back to Home Screen

Step 5: View and Modify require similar navigation and search, however for editing contractor information Modify button shall be clicked.



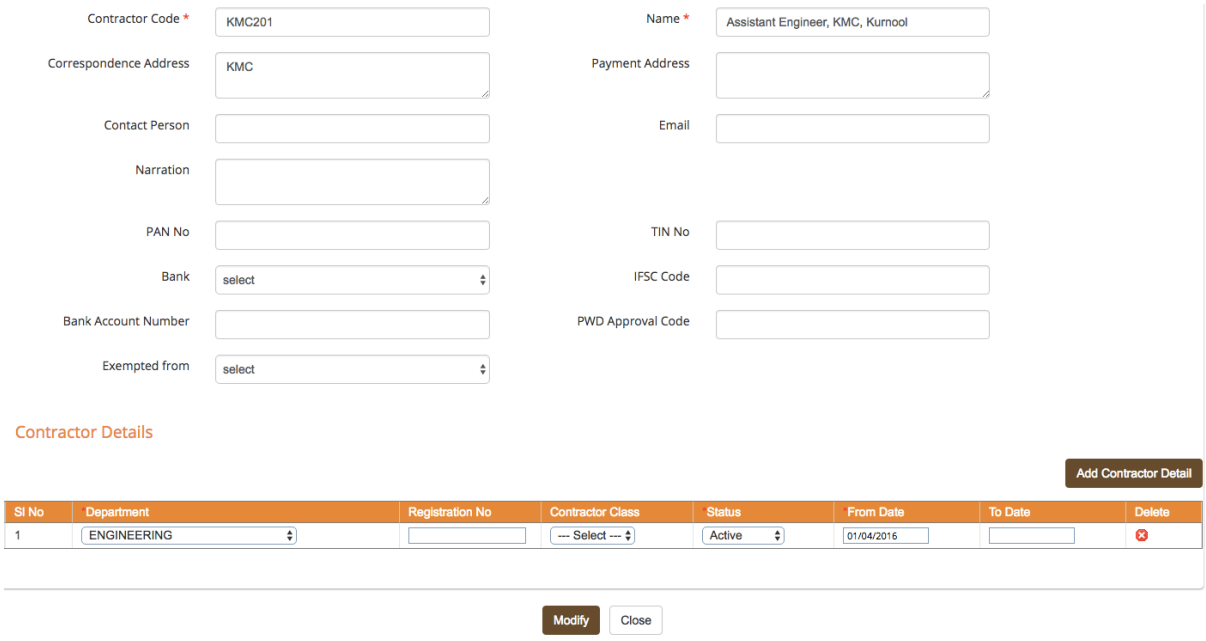
Search Result

219 items found, displaying 211 to 219.[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Select	Sl No	Contractor Name	Contractor Code	Contractor Class	Status
○	211	S.Basha	KMC140		Active
○	212	M/s Jyosthna Agencies, Knl	KMC090		Active
○	213	G.Md.Ismail	KMC033		Active
◉	214	Assistant Engineer, KMC, Kurnool	KMC201		Active
○	215	Pocha Venkat Reddy	KMC130		Active
○	216	B.JAYA KUSUMA	KMC189		Active
○	217	Javeed Ali S/o Shaik Syed Ahamed	KMC047		Active
○	218	K.Prabhakar	KMC058		Active
○	219	Shiva Shekhar	KMC183		Active

View Modify Close

- Select Contractor details to edit and click on Modify Button



Contractor Code * KMC201

Name * Assistant Engineer, KMC, Kurnool

Correspondence Address KMC

Payment Address

Contact Person

Email

Narration

PAN No

TIN No

Bank select

IFSC Code

Bank Account Number

PWD Approval Code

Exempted from select

Contractor Details

Add Contractor Detail

Sl No	Department	Registration No	Contractor Class	Status	From Date	To Date	Delete
1	ENGINEERING		--- Select ---	Active	01/04/2016		

Modify Close

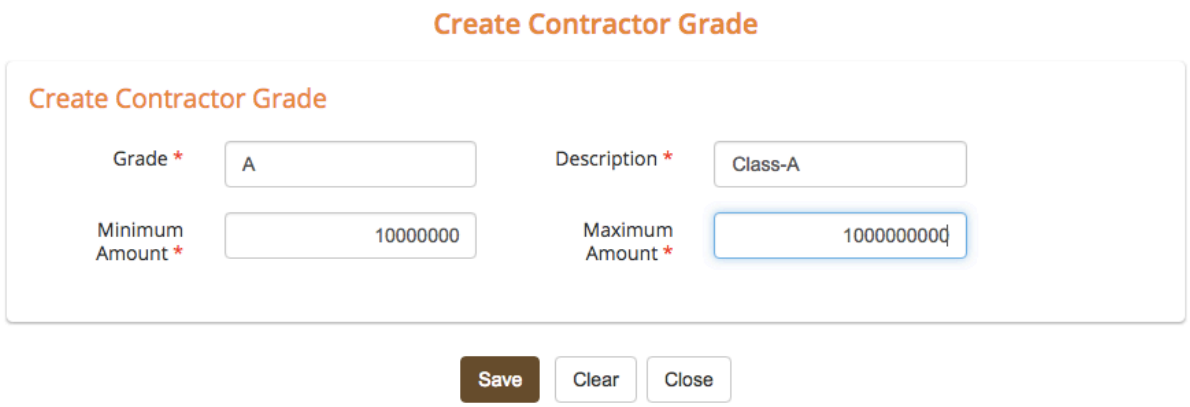
- Modify the information in the relevant field based on requirements.
- Contractors can be even made inactive or black listed or debarred using this feature.
- Click on Modify button to effect the changes.
- Click on Close button to go back to home screen.

Create and Manage Contractor Grade

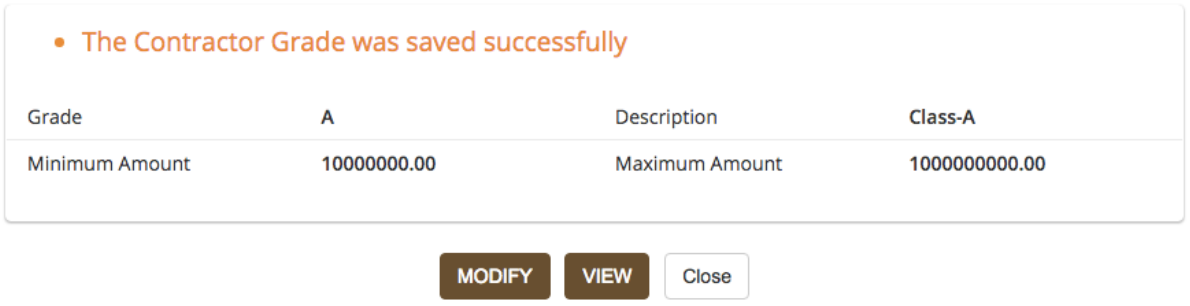
Contractor Grading Based on Financials, Performance, Experience, Quality, Quantity, Response, Commitments On Hand etc parameters are essential to manage the continuous and huge ULB spending through contractors. Policies and Procedures may be finalized from the Department keeping the requirements in mind in respect of Contractor Grading on various parameters. Works Management Module enabled the capability of Grading Contractors.

Step 1: Open the Create Contractor Grade by clicking on it

Path: Applications>Works>Masters>Contractors Grade> Create Contractor Grade
Tip: Type Create Contractor Grade in Search Menu



- Enter the details in the fields
- Click on Save button to store the data

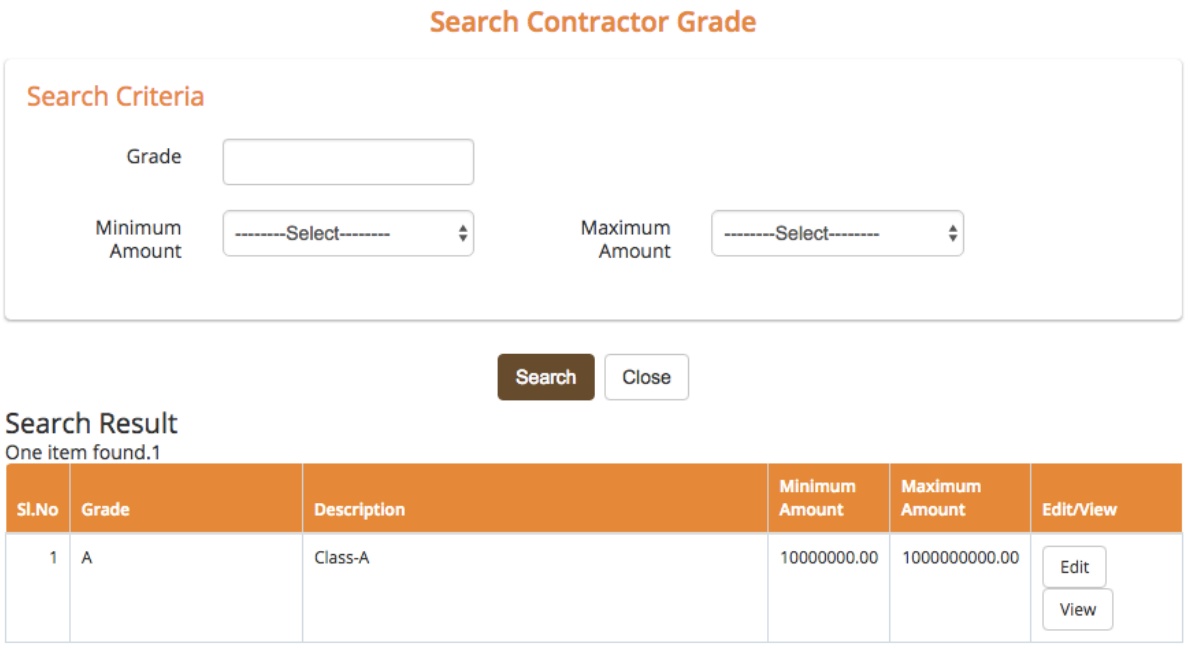


- Click on Close Button to go back to home window

Step 2: Open the View/Edit Contractor Grade by clicking on it

Path: Applications>Works>Masters>Contractors Grade> View/Edit Contractor Grade
Tip: Type View/Edit Contractor Grade in Search Menu

- Click on Search button to list all the stored Contractor Grades



- Click on View button to view the details
- Click on Edit button to modify the details
- Click Close Button to go back to previous window.

Engineering Works Data Management

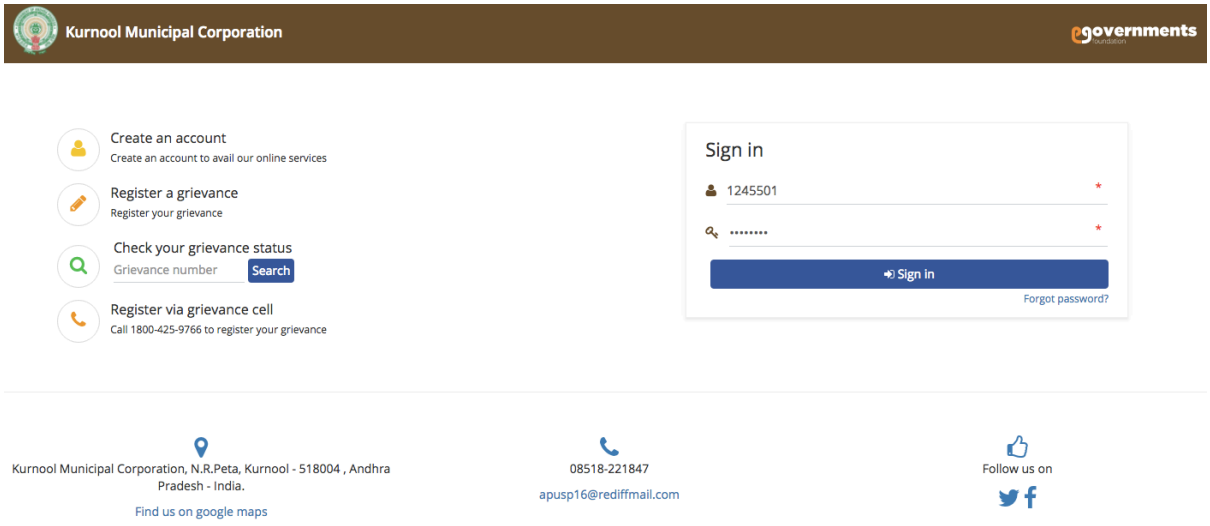
Line Estimate

Engineering work requirement felt based on routine process of ULB such as requisition from citizen, colony association, people representatives as well as department inspections. Identified work requirement need to be assessed for feasibility to take up on various aspects such as technical feasibility, budget availability, administrative and technical sanctions based on set rules.

As a first step to take up the work, Estimate need to be prepared. Abstract Estimate normally prepared to cover every possible requirement of the work and resulted quantitative and financial requirements. Based on abstract estimate file shall be put up for Budget availability check, Administrative Sanction as well as Technical Sanction. Following steps need to be performed as part of digitization of Estimate online.

Create and Manage Line Estimate

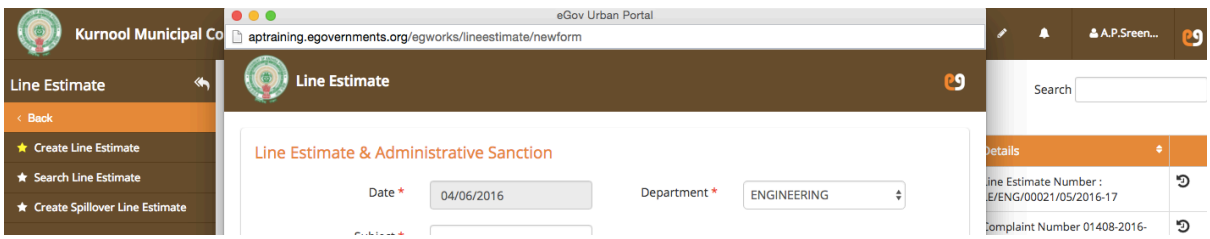
Step 1: Sign in <ULB Name>.emunicipal.ap.gov.in with username and password.



Step 2: Open Create Line Estimate Screen in Works Management Application

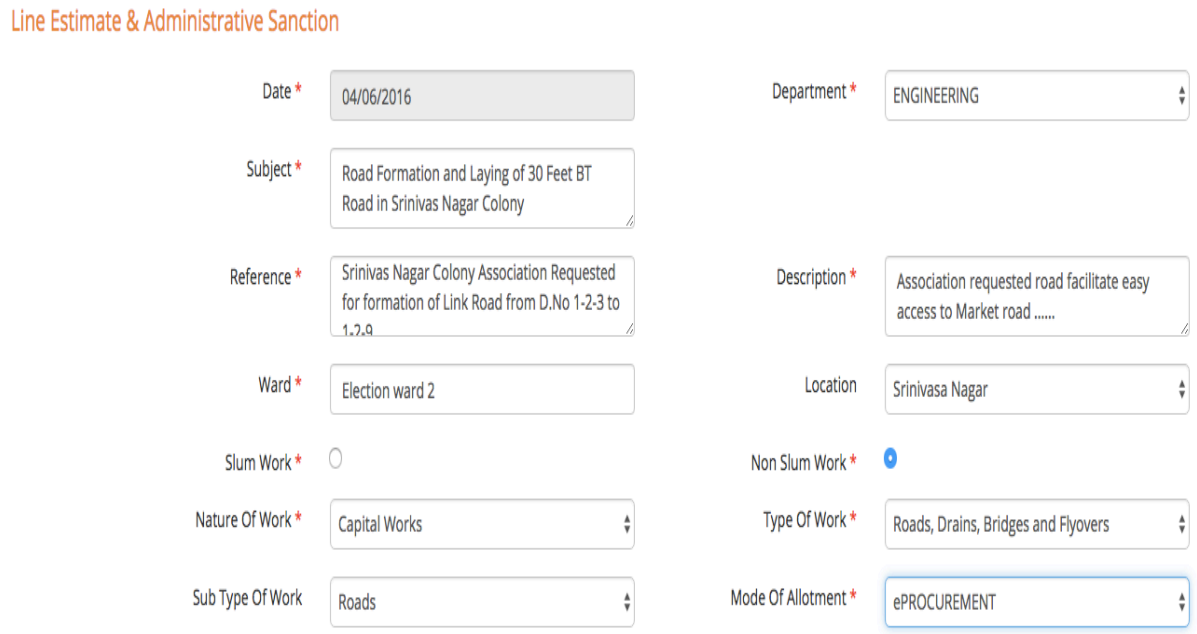
Path: **Applications>Works Management>Line Estimate>Create Line Estimate**

Tip: Create Line estimate can be added to favorites for easy access



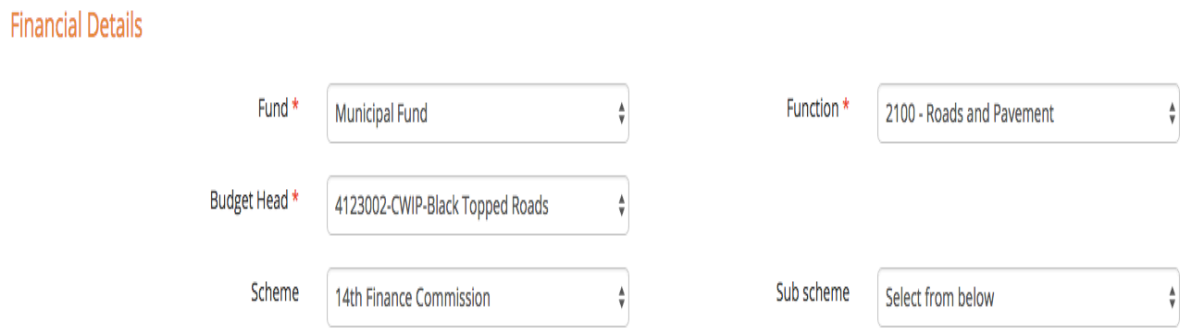
Step 3: Enter the details in Line Estimate Screen. * marked fields need to be filled mandatorily and other fields are optional. Transaction data can be saved after providing all the mandatory data.

Step 4: Line Estimate Work Details.



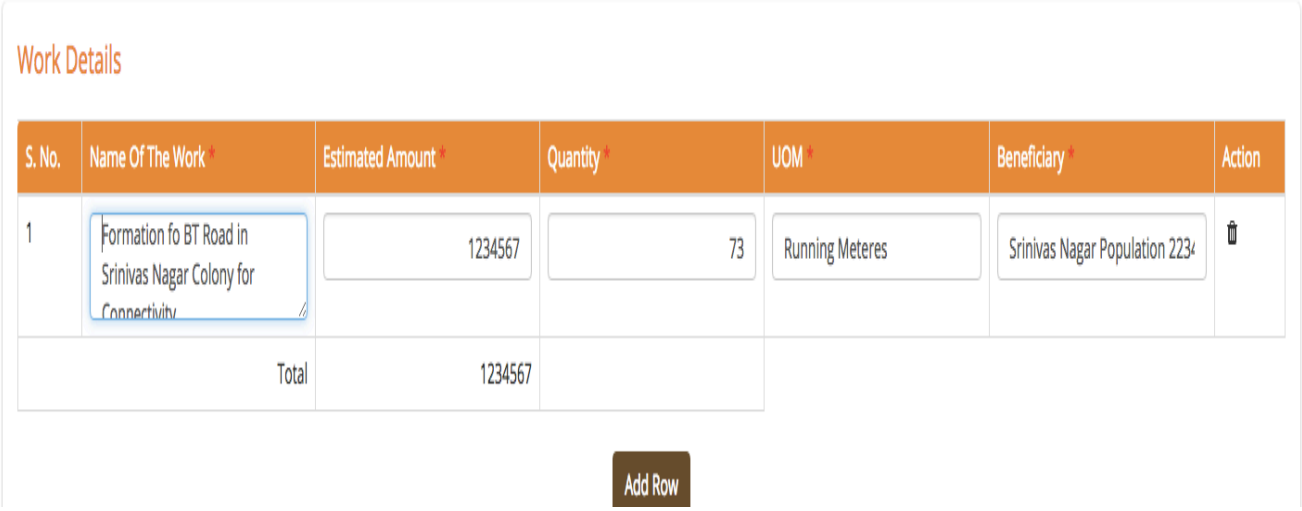
1) As the Line Estimate entered on real time basis current date shall be displayed which cannot be modified.
2) Based on the accessed user the Department Field gets filled, which cannot be modified. However, the accessed user is responsible for more than one department and departments assigned to the user gest listed for selection.
3) Brief description of proposed work should be entered in Subject Field.
4) Basis for the proposal shall be entered in Reference Field
5) Important points for the proposal such as benefits, urgency, feasibility of proposal should be entered.
6) Relevant Election ward to be selected from the list. To get the list populated user can enter “Ele” to display the list.
7) Location Filed is optional. All the locations gets listed and relevant location to be selected.
8) Works taken up in slums shall be identified by clicking on radio button of Slum Work. For other works Non Slum radio button shall be opted.
9) For slum work user has to give Slum Type and Beneficiary from the lists mandatorily.
10) Nature of Work comprises of Original (Capital) or Repair and Maintenance work.
11) Type of work comprises of broad categories of works normally taken up by the Engineering Department with an additional optional field of Sub Type of Work for further classification.
12) Proposed mode of work allotment shall be indicated based on the requirements. In normal circumstances it would be eProcurment.

Step 5: Line Estimate – Financial Details.



1) Fill Fund from the list.
2) Select relevant Function from the List, Fuction list is filtered based on the selected fund
3) Select relevant Budget Head from the List, Budget head list is narrowed down based on the fund , function selected and the nature of work
4) Selected budget head should have the project code as sub-ledger or else application will throw an error. User has to go to COA masters, do the mapping and proceed for line estimate creation.
5) Scheme can be selected to from the list for identification of scheme works. This will facilitate issuance of Utilization Certificate based on the Scheme Code entered by the user. Though the Scheme Field is optional it would be prudent to enter the correct scheme code.
6) Further sub components in the scheme can be selected from the list. This is optional field.

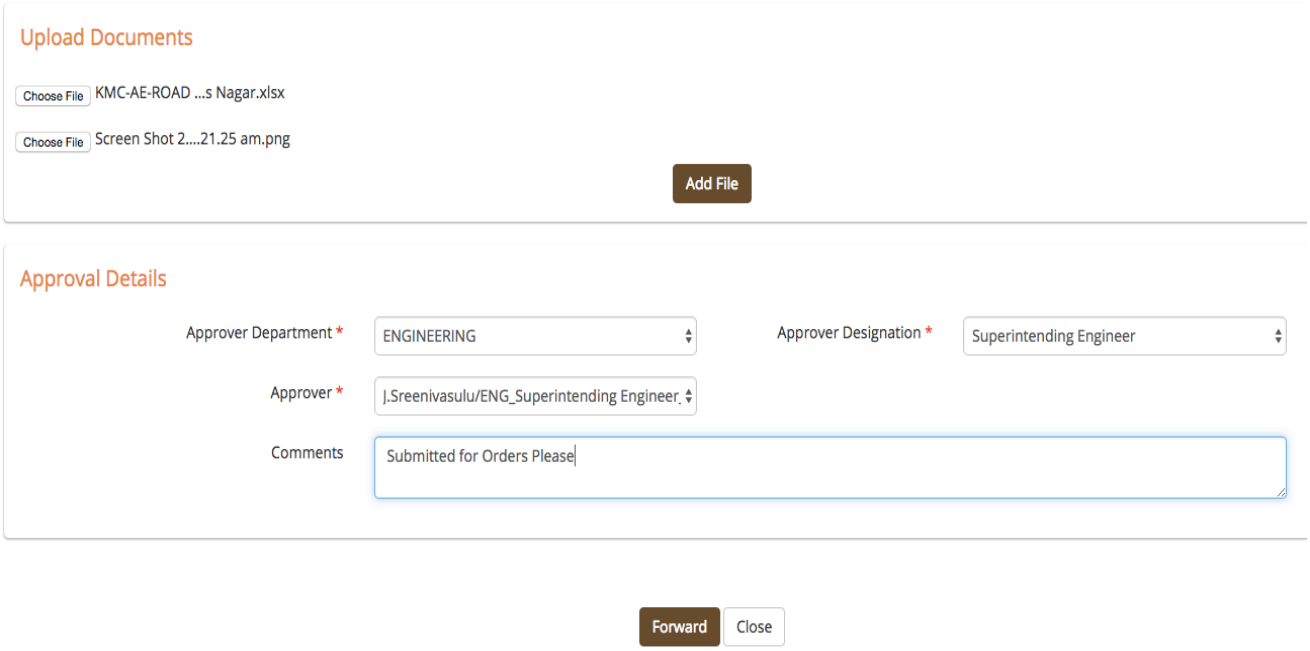
Step 6: Work Details.



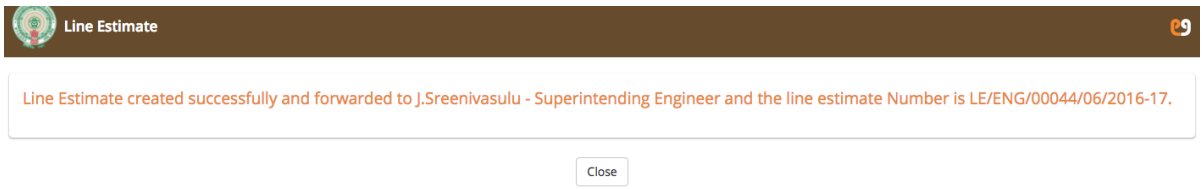
1) Caption of the proposed work can be entered.
2) Sum of abstract estimate shall be entered in Estimated Amount
3) As it is line estimate outcome quantity if identifiable can be entered.

4) Unit of Measurement of entered Quantity need to be specified in UOM Field.
5) Proposed work beneficiary/beneficiary group and targeted outcome shall be specified.
6) Similar nature proposals can be added with Add Row Button.
7) For Deletion of Row in Action Filed Delete symbol can be clicked to delete the row.

Step 7: Upload and Approval Authority Information.



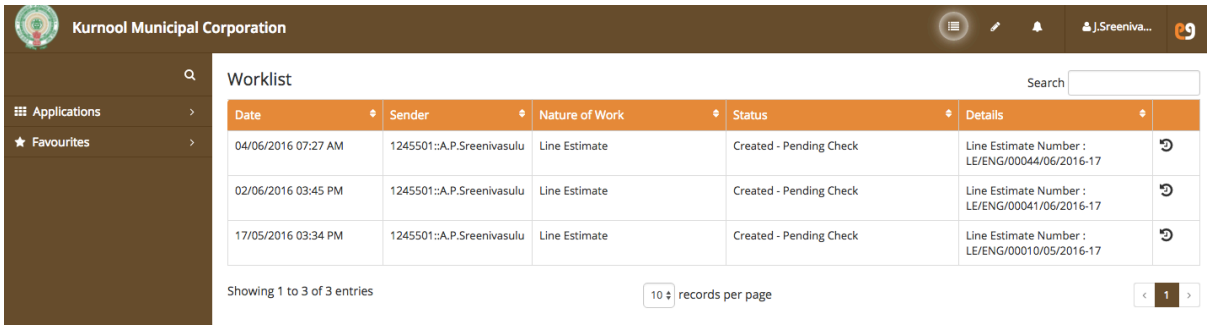
1. Upload Abstract Estimate Excel or PDF File
2. Upload images of Site
3. Upload representation received if any to propose the work
4. Fill in the approval details with comments.
5. Press forward button to save and push the entered information to next level.
6. Following Confirmation message gets displayed with system generated line estimate number.



7. Click on close button to go back to home page.

Line Estimate Processing

Basic information moves to the next level and available in their “Work List”



On clicking relevant row of Line estimate the details of Line estimate displayed for view and forwarding for Budget Check.

Line Estimate & Administrative Sanction

Line Estimate Number	LE/ENG/00044/06/2016-17	Date	04/06/2016
Department	ENGINEERING	Subject	Road Formation and Laying of 30 Feet BT Road in Srinivas Nagar Colony
Reference	Srinivas Nagar Colony Association Requested for formation of Link Road from D.No 1-2-3 to 1-2-9	Description	Association requested road facilitate easy access to Market road .....
Ward	Election ward 2	Location	Srinivasa Nagar
Work Category	Non Slum Work		
Nature Of Work	Capital Works	Type Of Work	RDBF
Sub Type Of Work	ROADS	Mode Of Allotment	EPROCUREMENT

Financial Details

Fund	Municipal Fund	Function	Roads and Pavement
Budget Head	4123002-CWIP-Black Topped Roads		
Scheme	14th Finance Commission	Sub scheme	N/A

Work Details

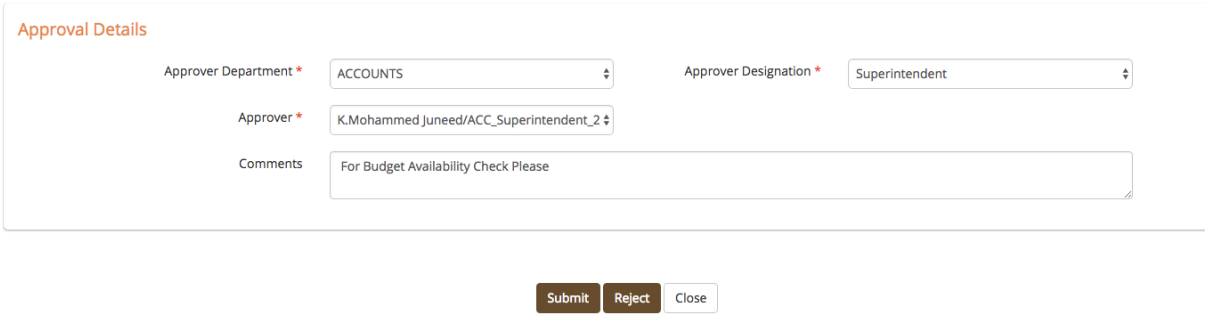
Sl No.	Name Of The Work	Estimated Amount	Quantity	UOM	Beneficiary
1	Formation fo BT Road in Srinivas Nagar Colony for Connectivity	1234567.00	73.00	Running Meteres	Srinivas Nagar Population 2234 apart from general connectivity
	Total	1234567.00			

Uploaded Documents

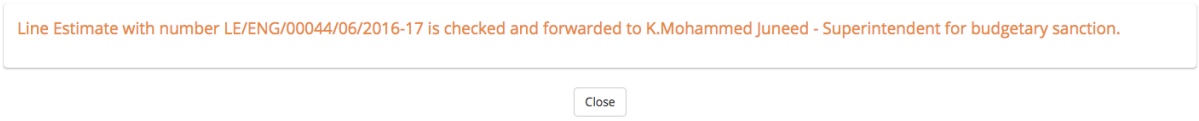
KMC-AE-ROAD FORMATION-Srinivas Nagar.xlsx
Screen Shot 2016-06-04 at 7.21.25 am.png

Workflow History

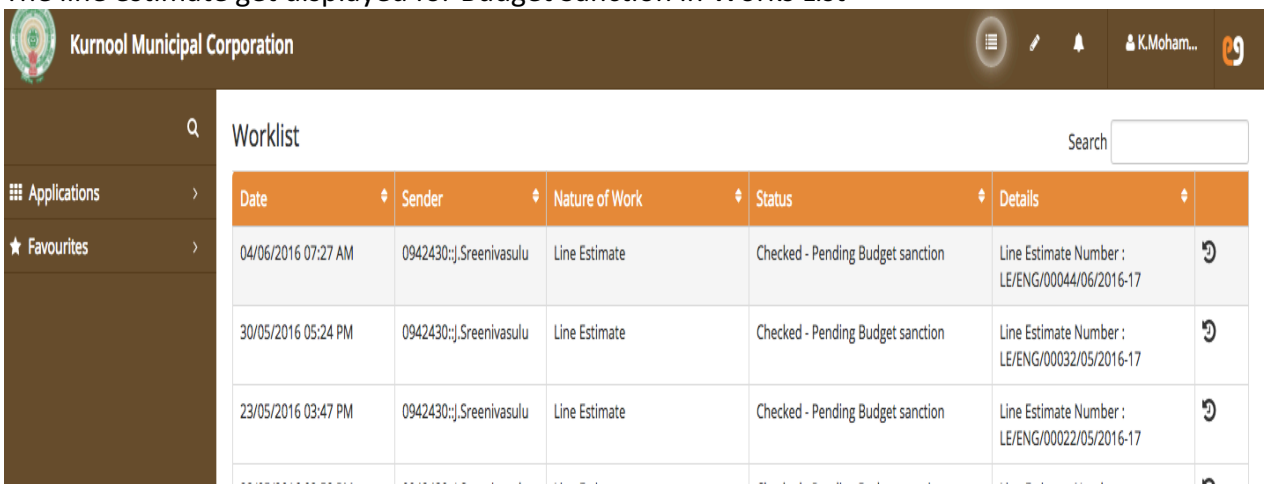
Date	Updated By	Status	Current Owner	Department	Comments
04-06-2016 07:27 AM Sat	1245501::A.P.Sreenivasulu	Created	0942430::J.Sreenivasulu	ENGINEERING	



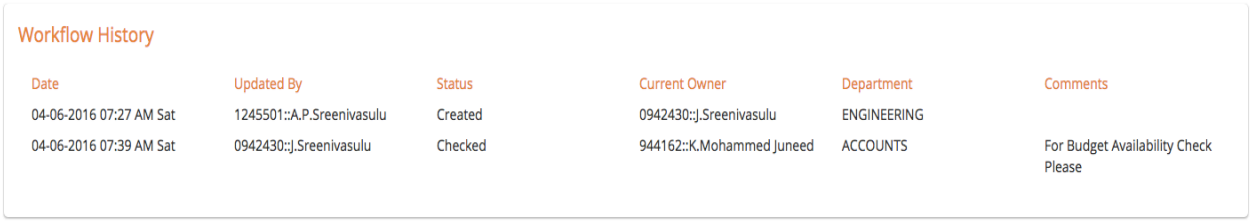
After entering the details and submitting button press the transaction moves for Budget validation and following message gets displayed.

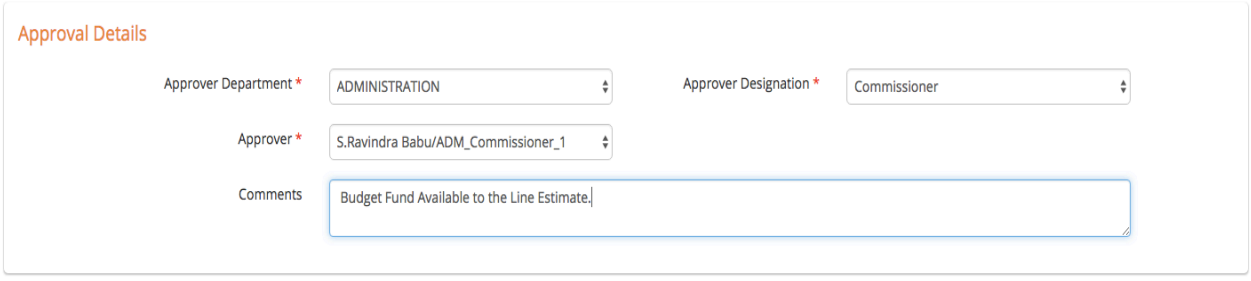


The line estimate get displayed for Budget Sanction in Works List

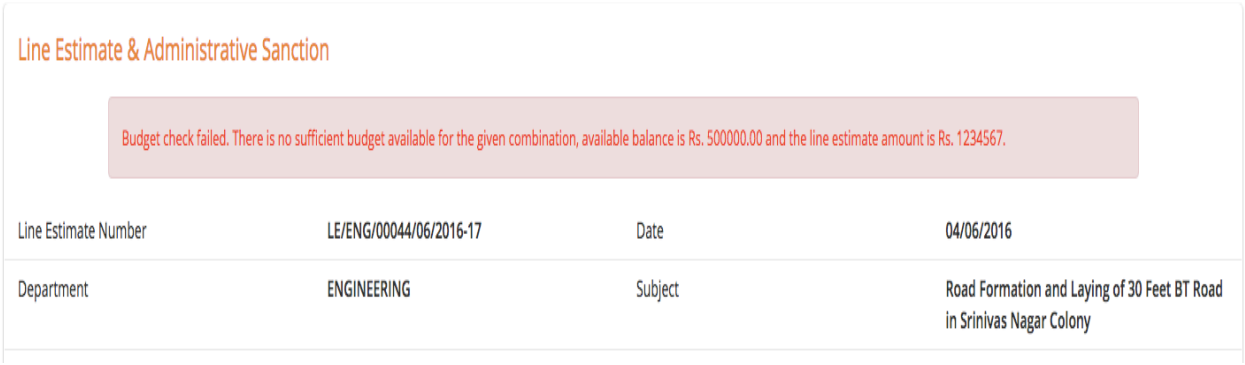


After clicking on the relevant line estimate row details gets displayed.

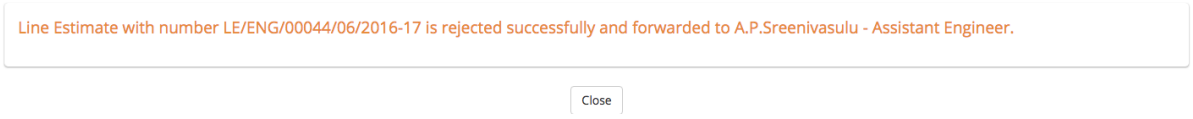




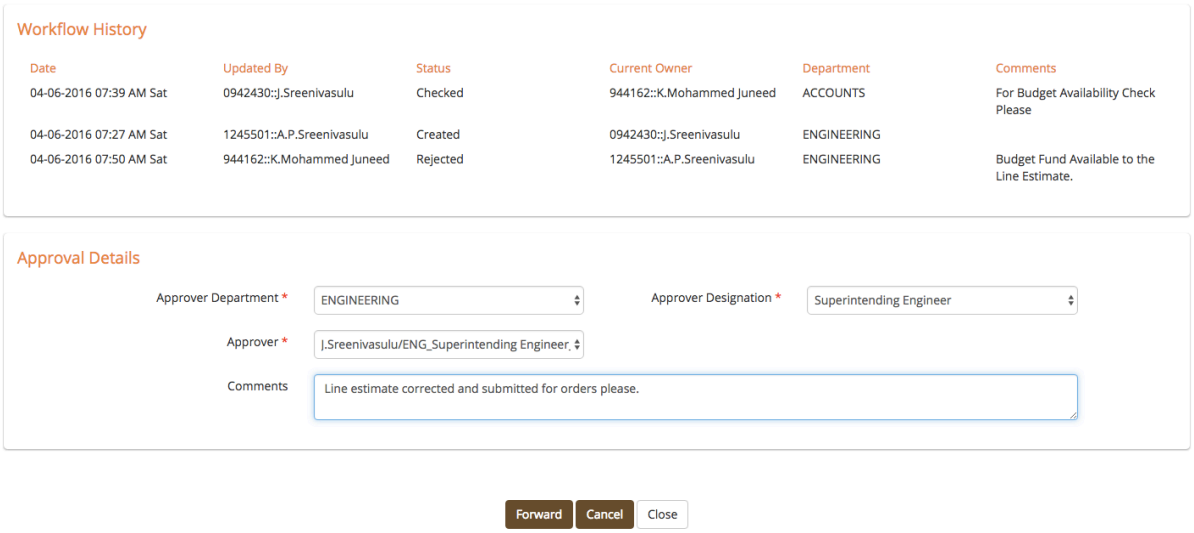
After entering appropriate information submit button can be pressed to push the proposal to next level. If fund available it moves forward otherwise it displays the following message.



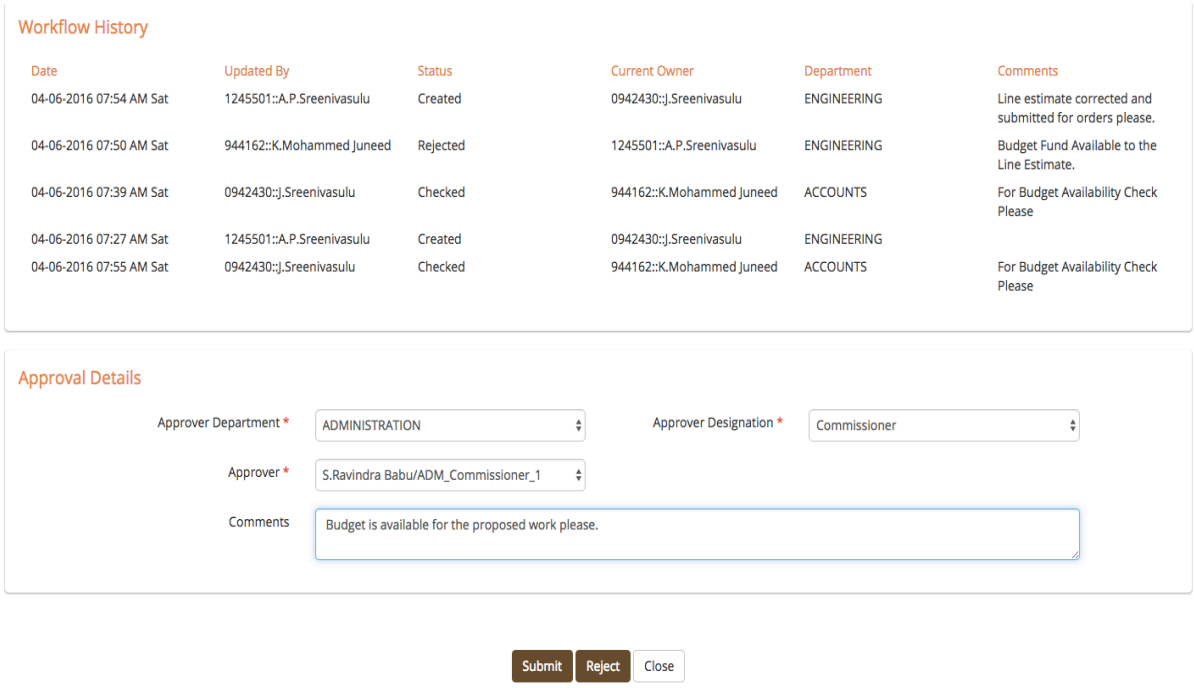
As budget is not available proposal need to be send back by pressing reject button, then following message gets displayed.



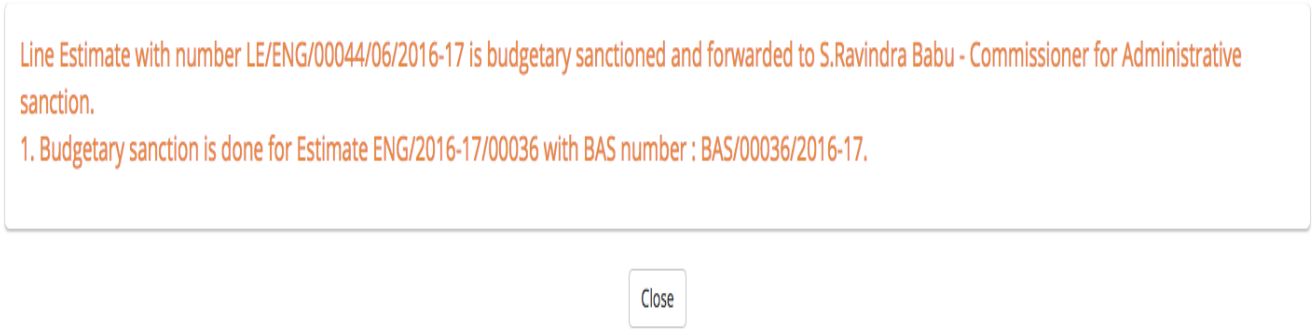
Revised Proposal from Engineering Section



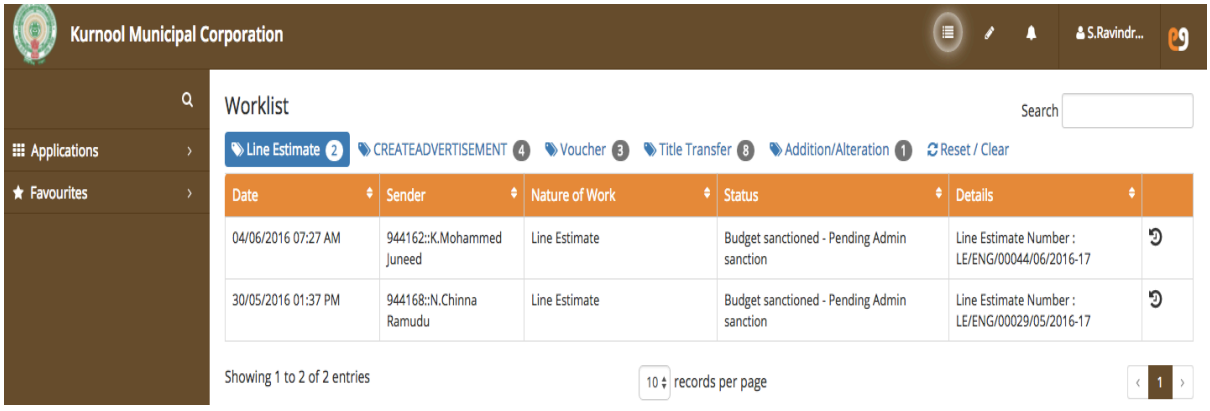
Budget Check Clearance to modified Line Estimate



On submission following confirmation message gets displayed.

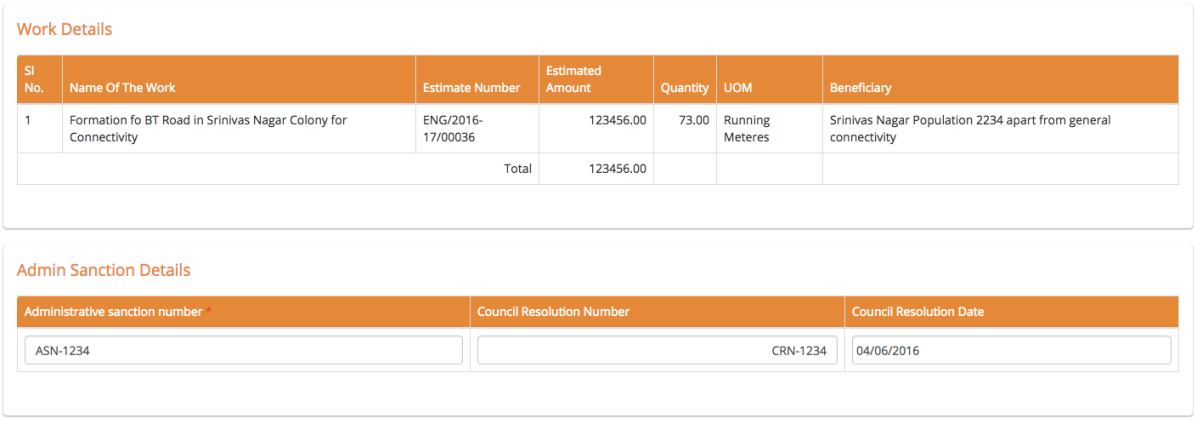


The Proposal gets listed in work list of the Commissioner for the Approval.



Following details need to be provided to the proposal

- Administrative Sanction Number
- Council Resolution Number
- Council Resolution Date



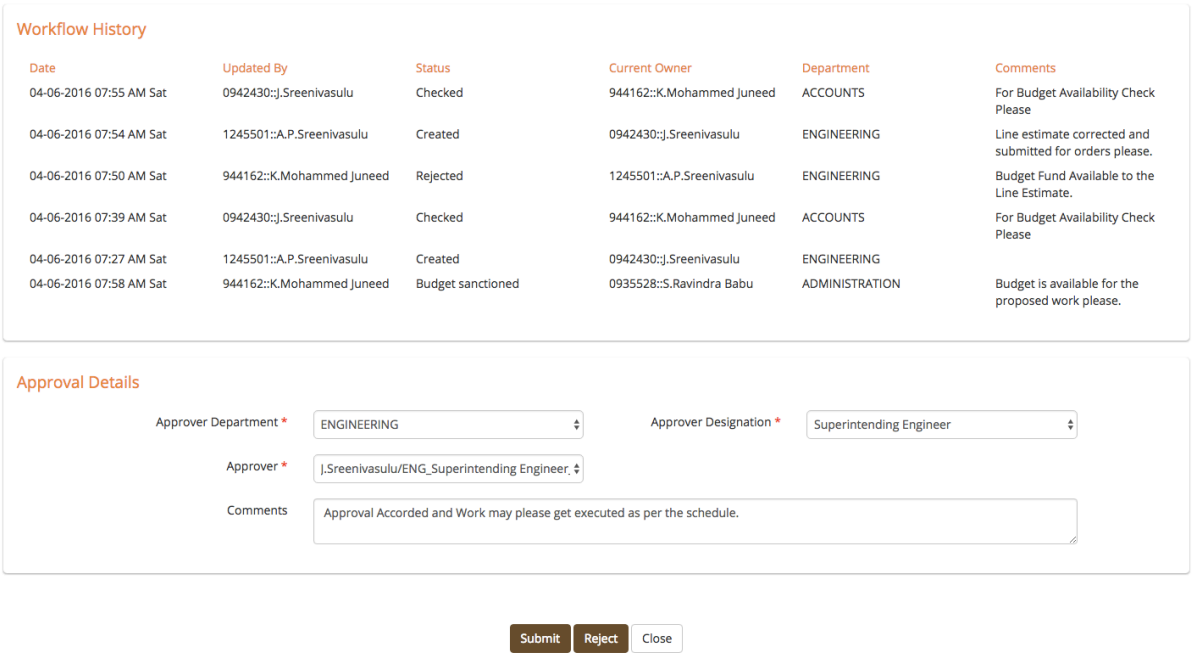
Work Details

Sl No.	Name Of The Work	Estimate Number	Estimated Amount	Quantity	UOM	Beneficiary
1	Formation fo BT Road in Srinivas Nagar Colony for Connectivity	ENG/2016-17/00036	123456.00	73.00	Running Meteres	Srinivas Nagar Population 2234 apart from general connectivity
		Total	123456.00			

Admin Sanction Details

Administrative sanction number *	Council Resolution Number	Council Resolution Date
ASN-1234	CRN-1234	04/06/2016

With appropriate remarks the proposal need to be send back to the Engineering Department for next process.



Workflow History

Date	Updated By	Status	Current Owner	Department	Comments
04-06-2016 07:55 AM Sat	0942430::J.Sreenivasulu	Checked	944162::K.Mohammed Juneed	ACCOUNTS	For Budget Availability Check Please
04-06-2016 07:54 AM Sat	1245501::A.P.Sreenivasulu	Created	0942430::J.Sreenivasulu	ENGINEERING	Line estimate corrected and submitted for orders please.
04-06-2016 07:50 AM Sat	944162::K.Mohammed Juneed	Rejected	1245501::A.P.Sreenivasulu	ENGINEERING	Budget Fund Available to the Line Estimate.
04-06-2016 07:39 AM Sat	0942430::J.Sreenivasulu	Checked	944162::K.Mohammed Juneed	ACCOUNTS	For Budget Availability Check Please
04-06-2016 07:27 AM Sat	1245501::A.P.Sreenivasulu	Created	0942430::J.Sreenivasulu	ENGINEERING	
04-06-2016 07:58 AM Sat	944162::K.Mohammed Juneed	Budget sanctioned	0935528::S.Ravindra Babu	ADMINISTRATION	Budget is available for the proposed work please.

Approval Details

Approver Department * ENGINEERING

Approver Designation * Superintending Engineer

Approver * J.Sreenivasulu/ENG_Superintending Engineer

Comments: Approval Accorded and Work may please get executed as per the schedule.

Submit | Reject | Close

Following Confirmation message gets displayed on clicking Submit button.

Administrative Sanction done for Line estimate LE/ENG/00044/06/2016-17 with sanction number : ASN-1234 and this is forwarded to J.Sreenivasulu-Superintending Engineer for technical Sanction.

Generate Proceedings | Close

Proceedings can be generated by clicking on Generate Proceedings button.

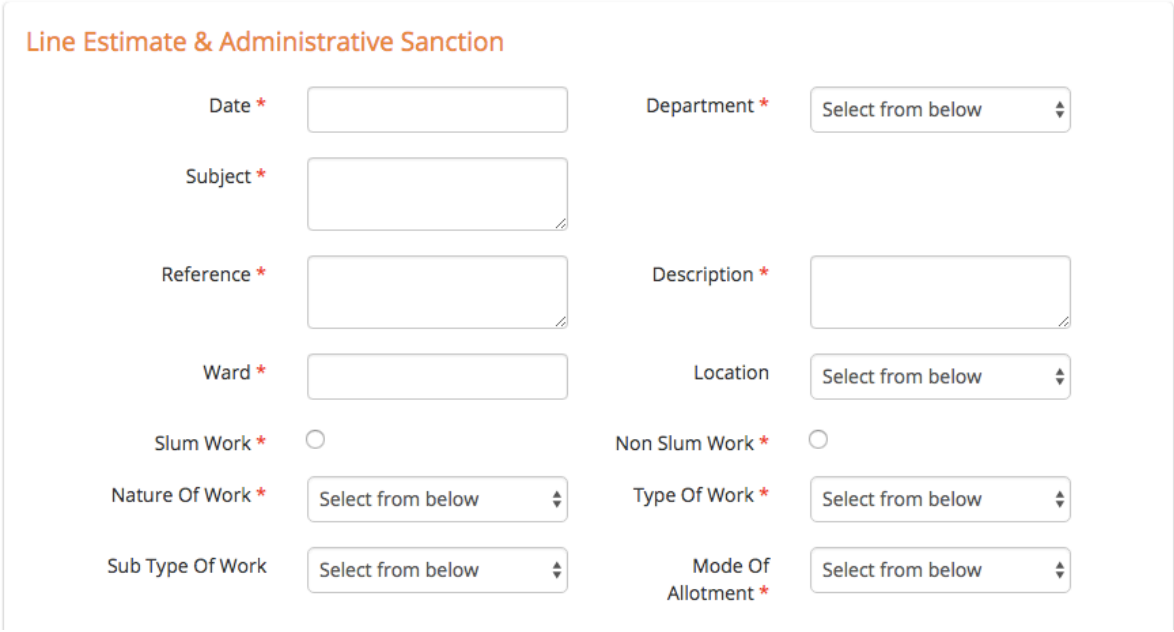
Create and Manage Spillover Line Estimate

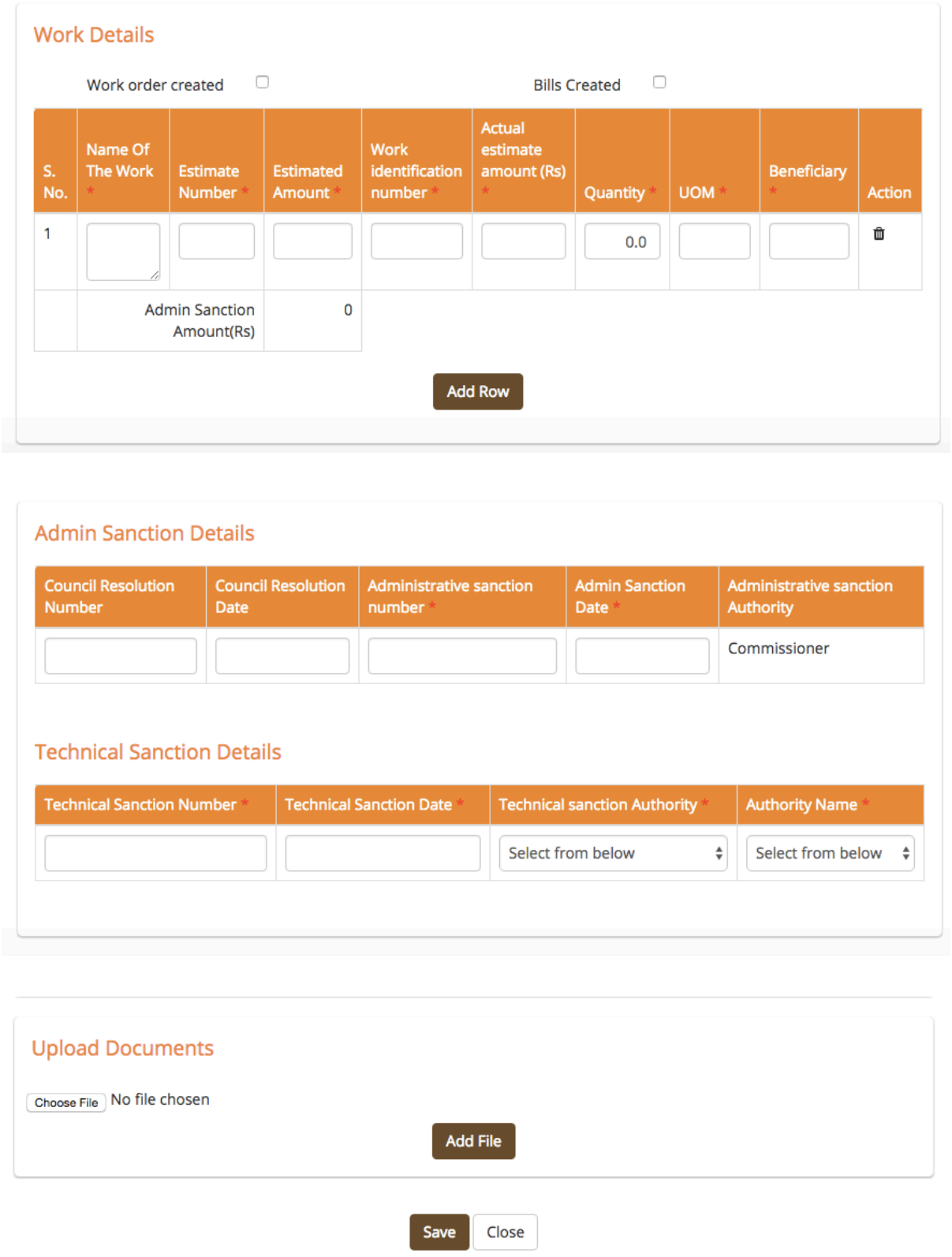
Line Estimate date obtained from the current system date which cannot be modified to make the transaction entry real time. For capturing backlog data up to going live with line estimates, Spillover Line Estimate Screen shall be used to capture historical data of ULB Engineering Works for which M.Book Recording is mandatory.

Stp 1: Open Spillover Line Estimate Screen

Path: **Applications>Works Management>Line Estimate>Create Spillover Line Estimate**

- All the details are same as Line Estimate Screen except for following changes
  - Line Estimate Date Can be Entered by the User
  - In work details Work Order Created Status can be stored. If already Work Order issued for the Line estimate this check box need to be clicked. Once checked this box then only user can manually enter LoA number and agreement date in LoA screen.
  - Bill Created Check Box shall be checked if part payment completed before 31st Mar 16 (Before the day of implementing Works Management Module i.e 1st Apr 2016).If Bill created check box is checked then user has to enter the total amount of part bills issued so far for the estimate and bills can be created only for the remaining amount excluding the total part bill from estimate amount.
  - Workflow approvals are not required for Spillover Line Estimate Entry
  - Administrative Sanction Number and Date Can be entered
  - Technical Sanction Number and Date Can be entered
  - Council Resolution number and date can be entered

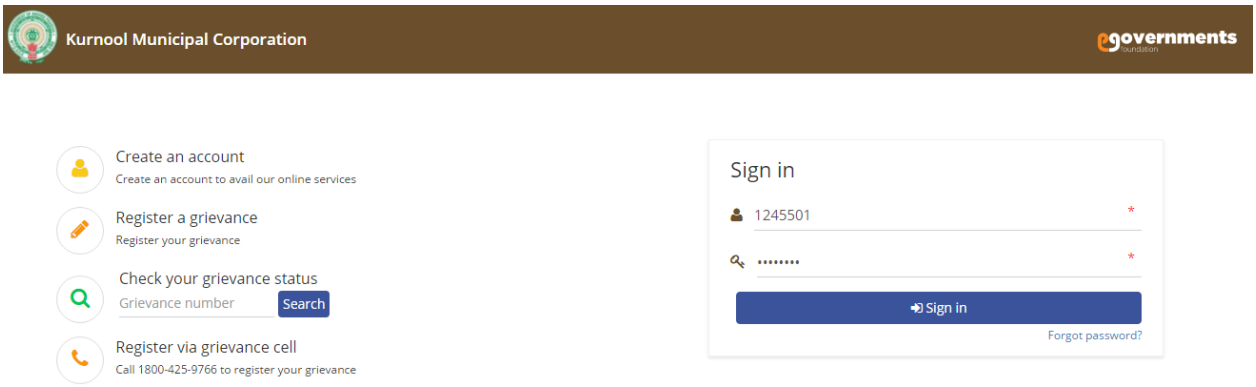




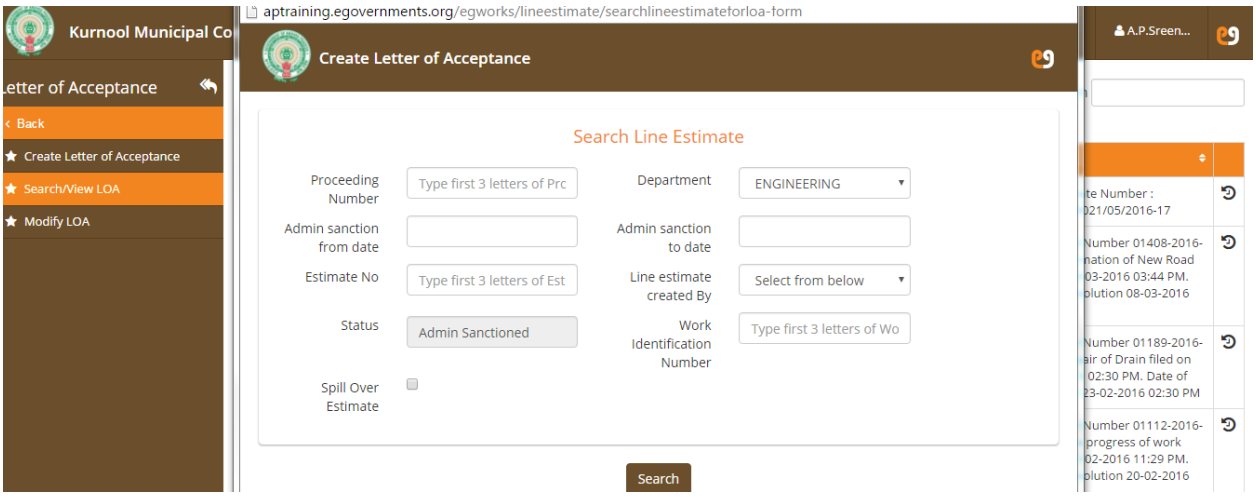
- Click on Save button to save the Spillover Line Estimate details.
- Click on close button to go back to the previous window.

Letter of Acceptance (LoA)

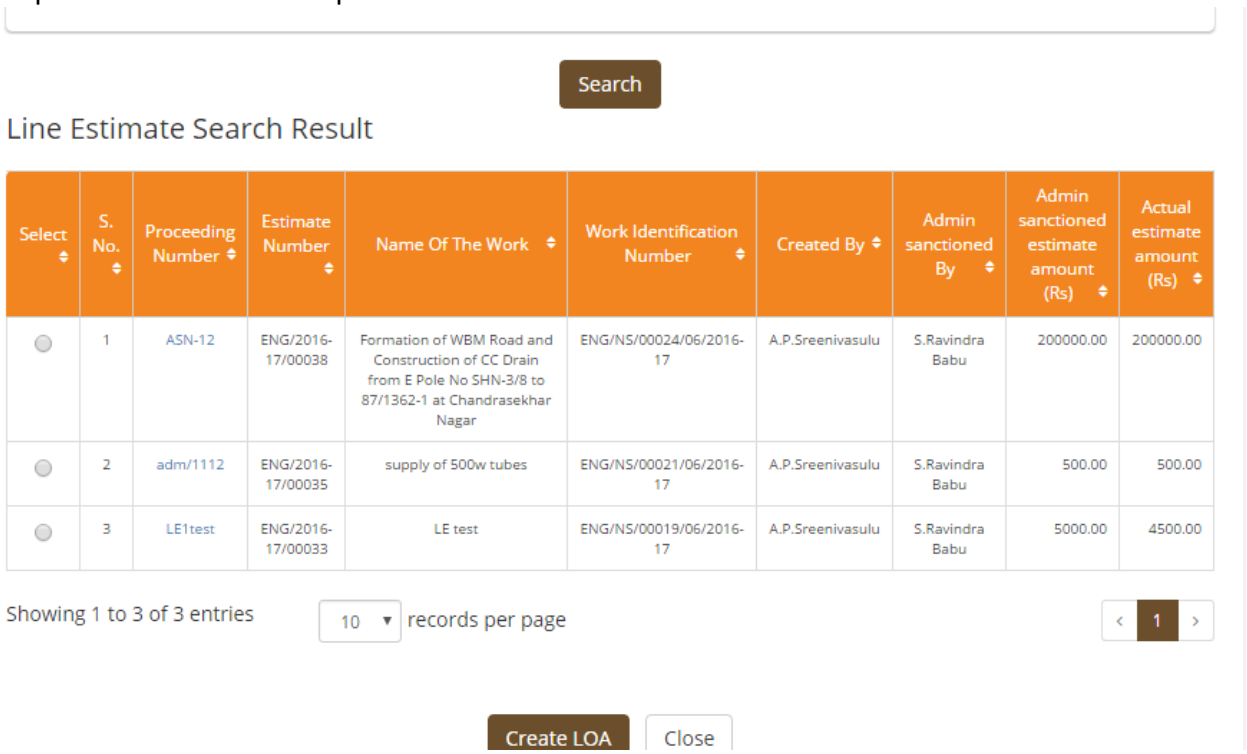
Step 1: Sign in <ULB Name>.emunicpal.ap.gov.in with username and password.



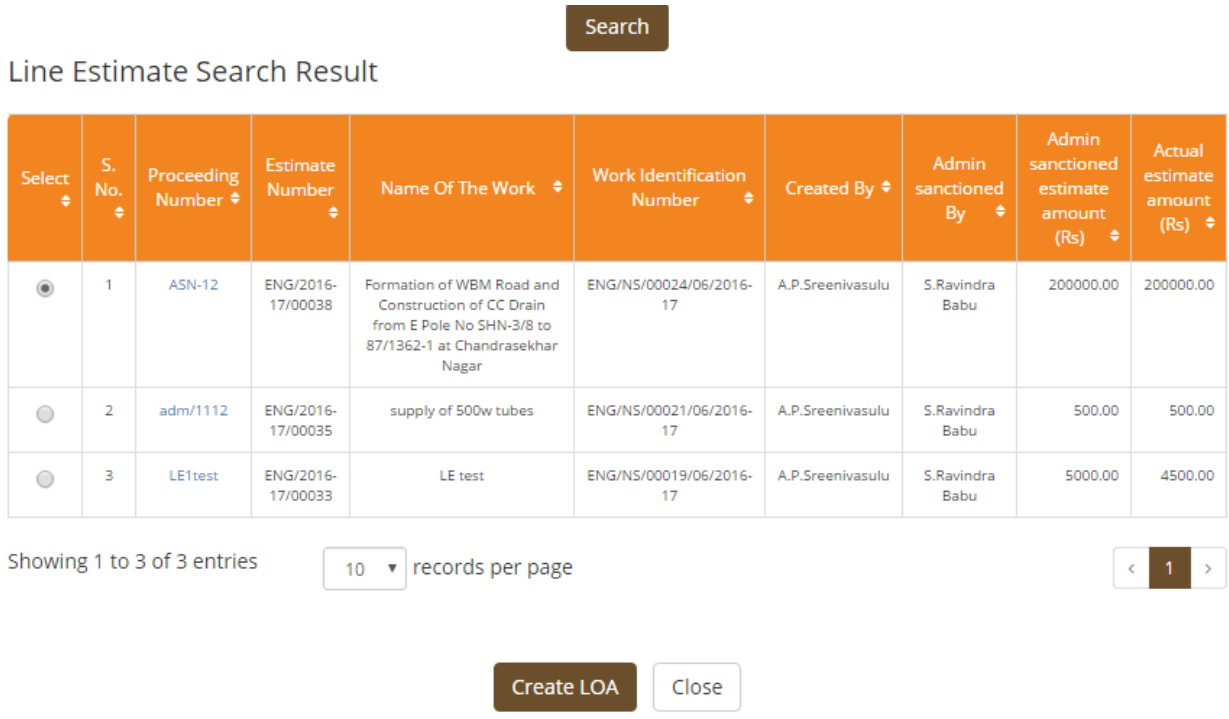
Step 2: Open Create LOA in Works Management Application
Path: **Applications>Works Management>Letter of Acceptance>Create Letter of Acceptance**



Step 3:Click on search to open the line estimate search results

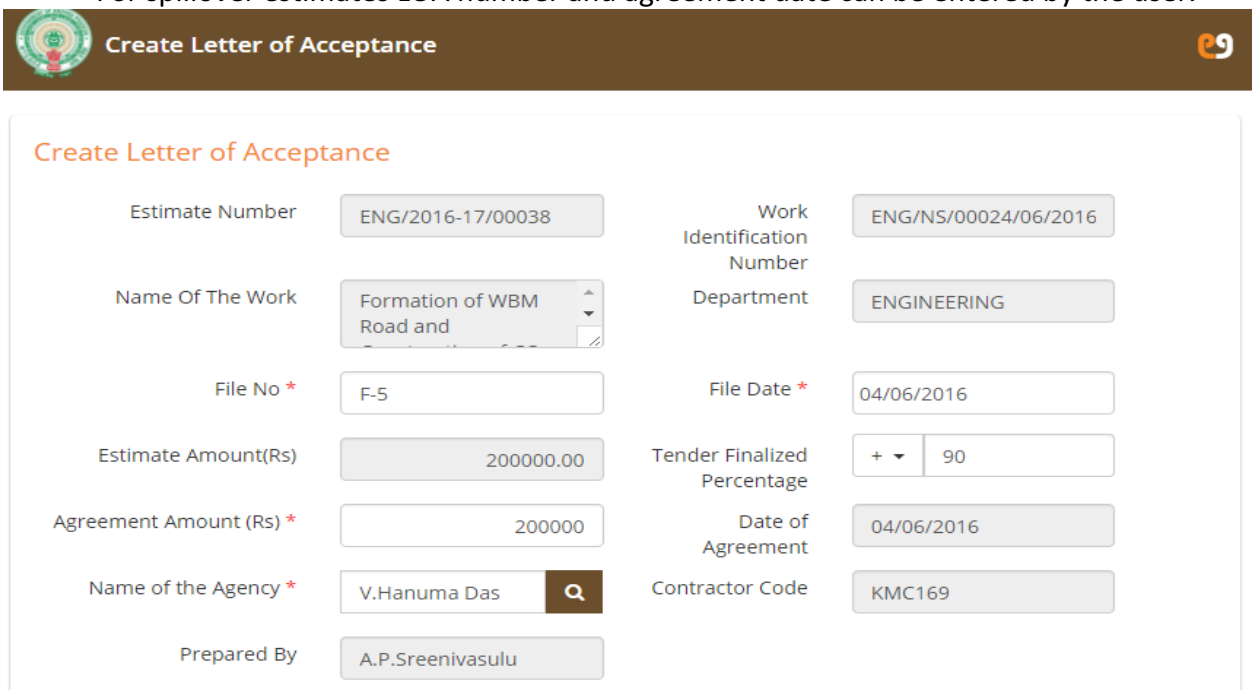


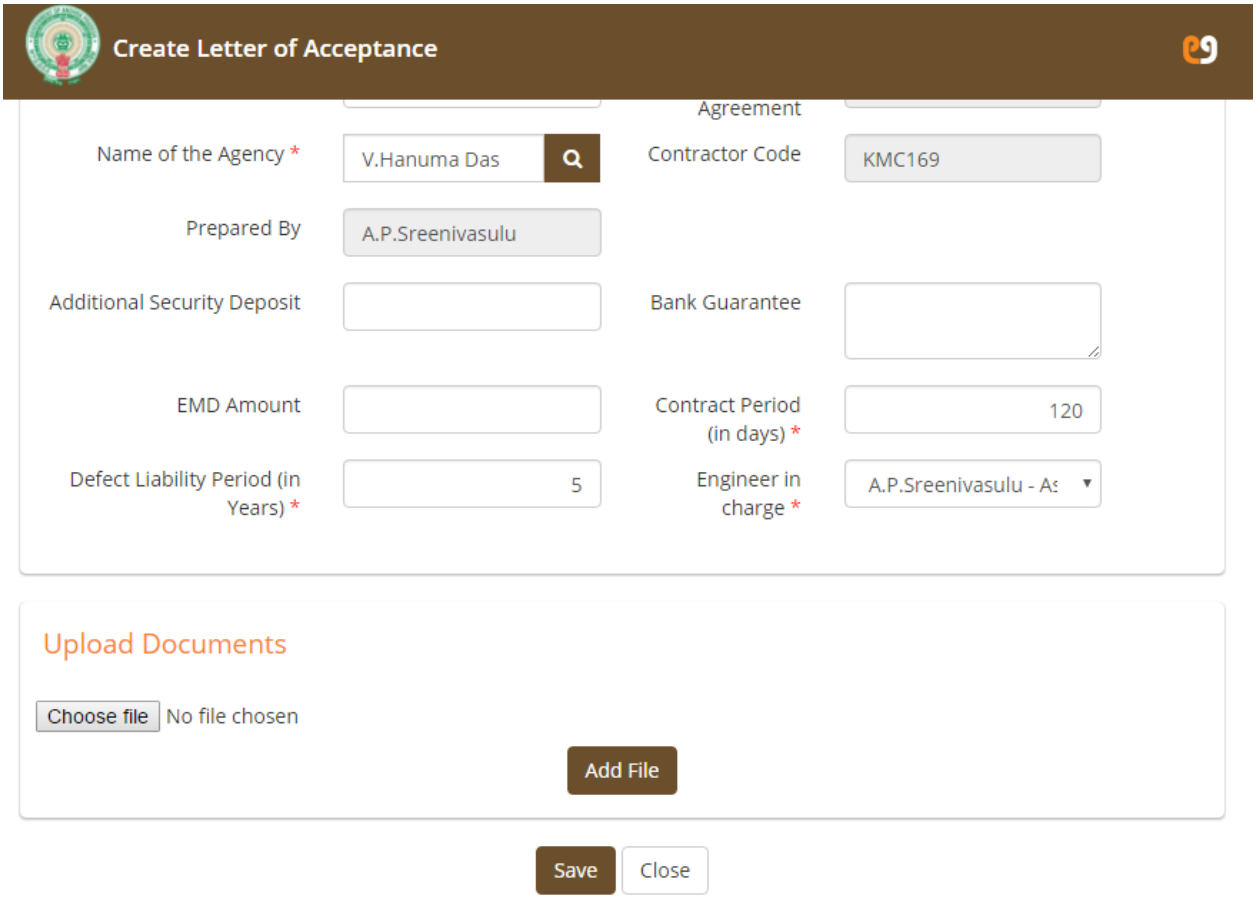
Step 4: Select the line estimate and click on create LOA



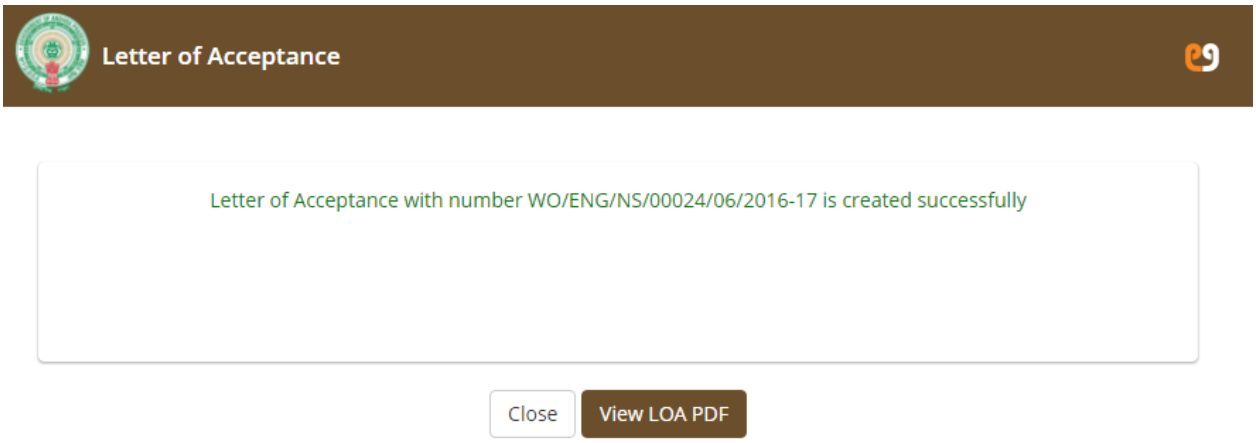
Step 4: Enter the details in Letter Of Acceptance Screen. * marked fields need to be filled mandatorily and other fields are optional.

- File number entered is the tender file number and the file date is the tender file date and this date cannot be less than the administrative sanctioned date
- Either tender finalized percentage percentage can be entered so that application will calculate the agreement amount by applying the tender finalized percentage on estimate amount or agreement amount can be directly entered in to the system.
- ASD, bank guarantee, EMD and DLP can be captured in this screen.
- This work can be assigned to an assistant engineer who will be responsible for this work. Application will show the all the assistant engineers from the estimate department and user can select one from them.
- For spillover estimates LOA number and agreement date can be entered by the user.





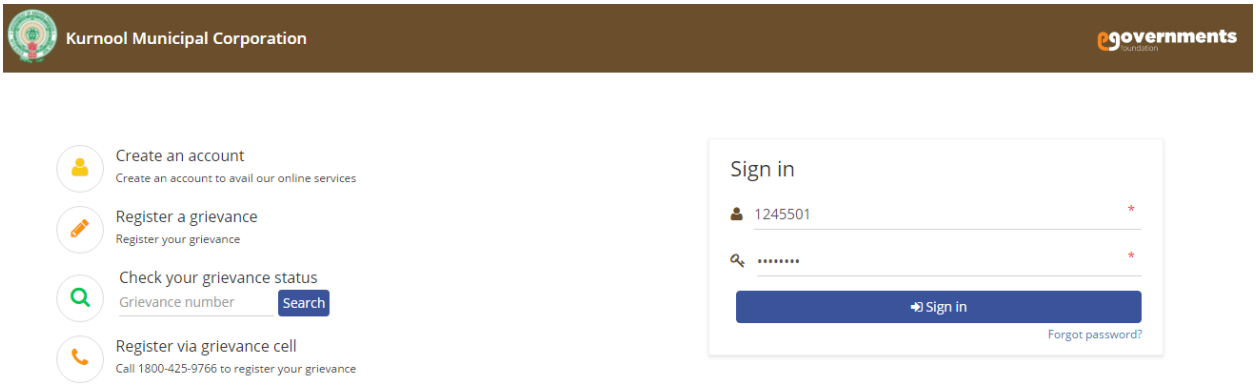
Following Confirmation message gets displayed with system generated letter of Acceptance number.



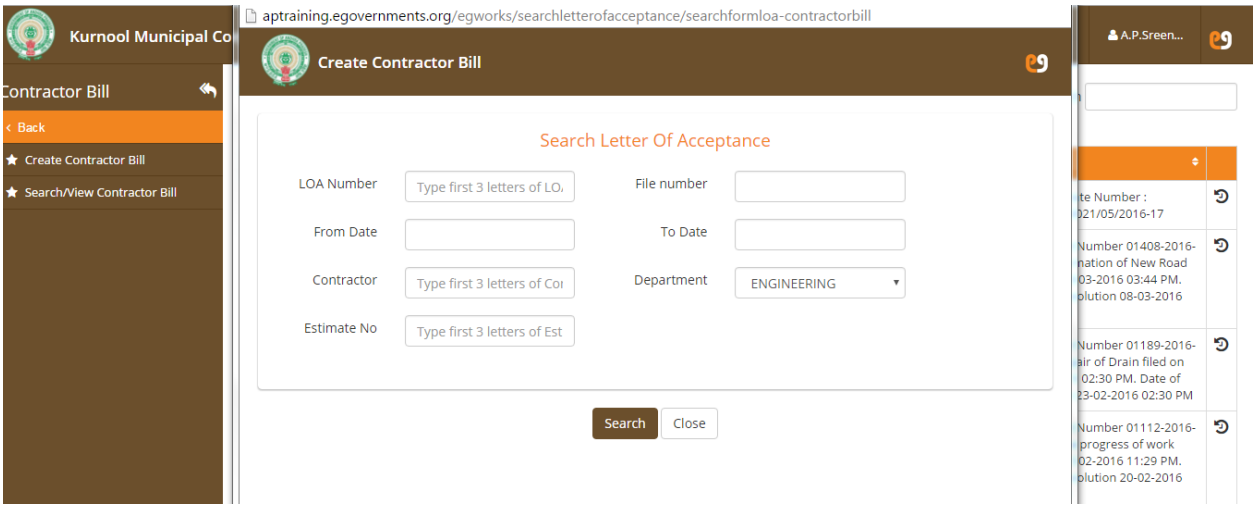
PDF can be create by clicking the view LOA PDF

Contractor Bill

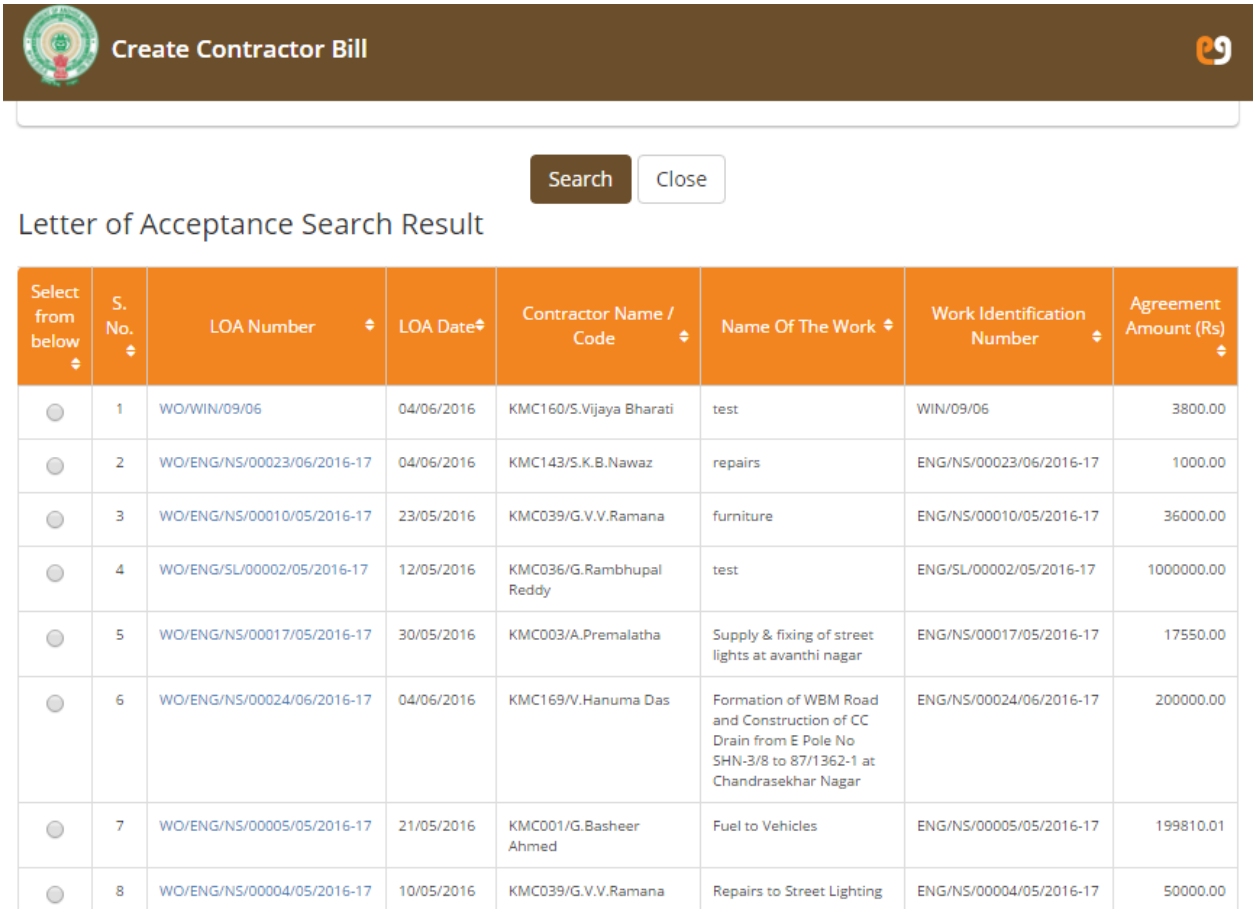
Step 1: Sign in <ULB Name http://aptraining.egovernments.org/egi/login/secure with username and password.



Step 2: Open Create Contractor bill in Works Management Application
Path: **Applications>Works Management>Contractor Bill >Create Contractor Bill**



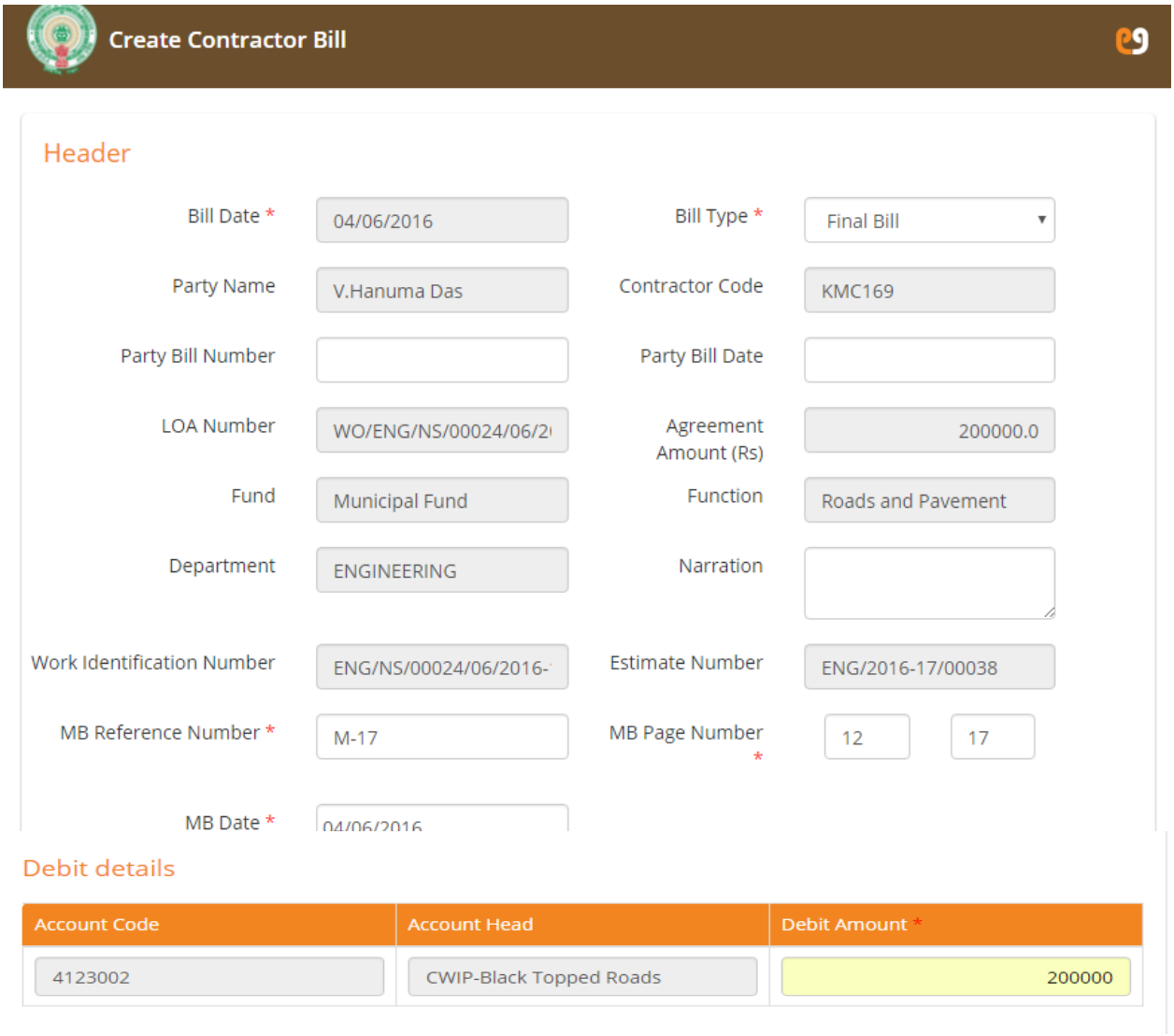
Step 3:Click on search to open the Letter of Acceptance search results

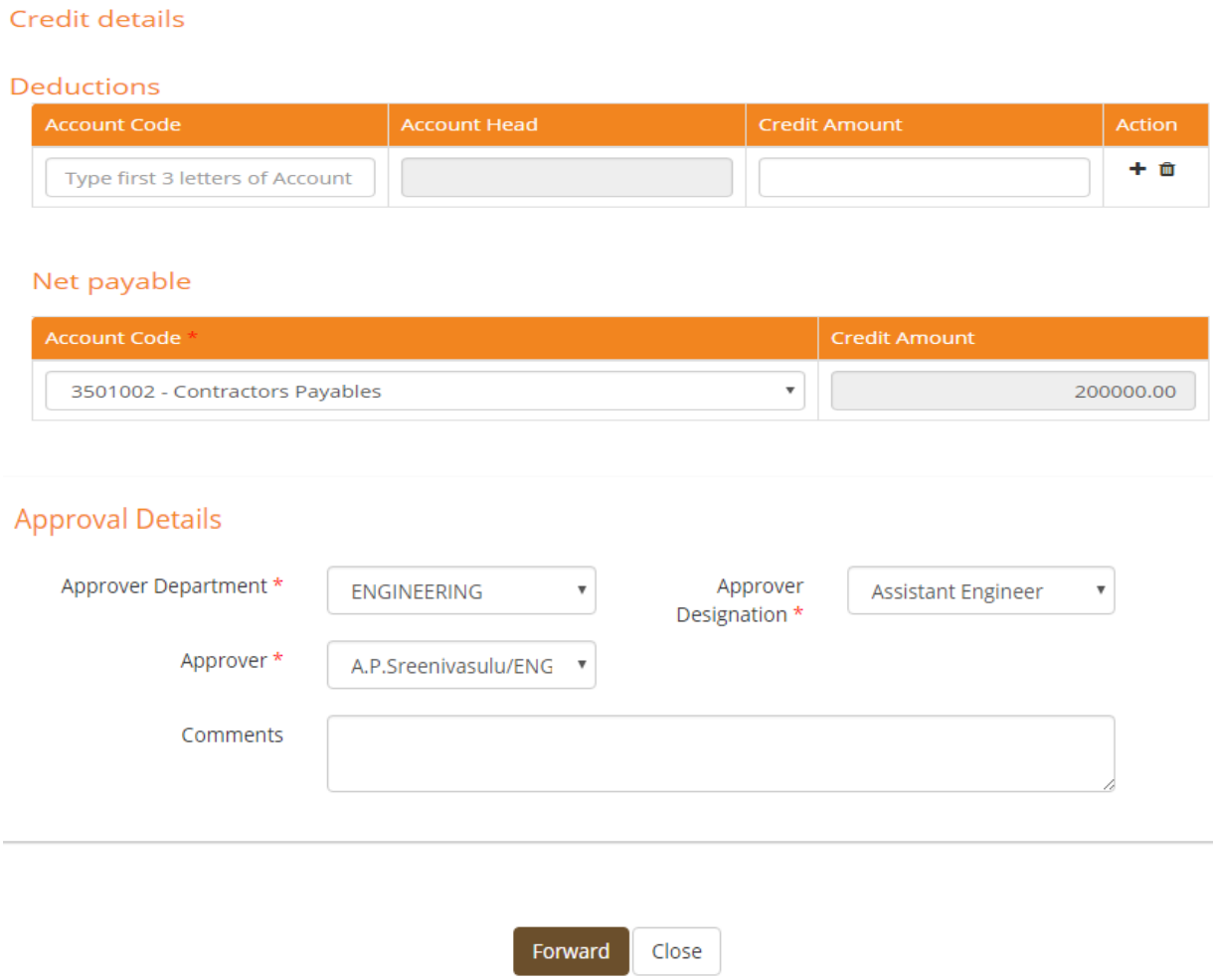


Step 4:Select the Letter of Acceptance and click on Create contractor Bill.

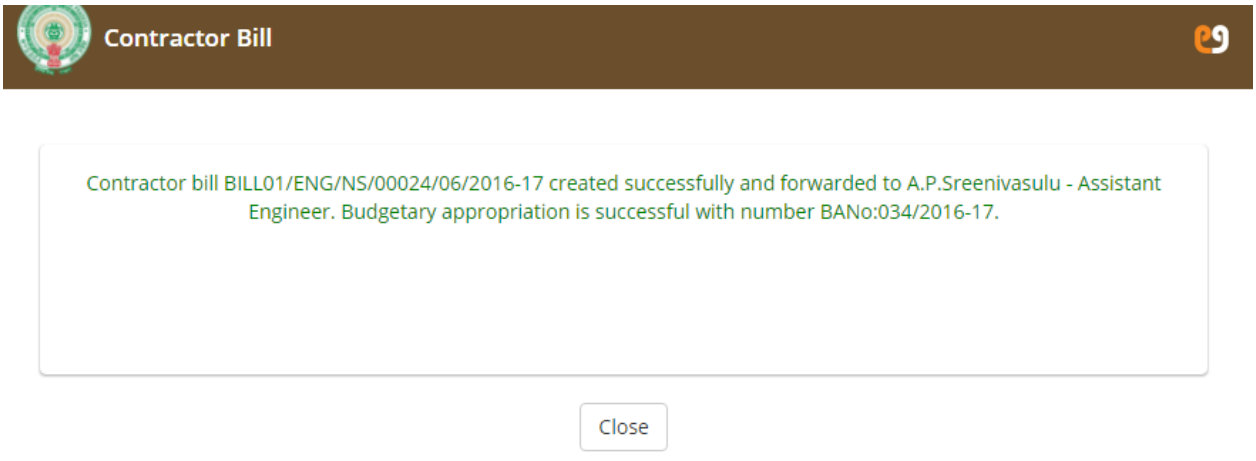
Step 5: Enter the details in create contractor bill Screen. * marked fields need to be filled mandatorily and other fields are optional.

- If it is spillover estimate user will be allowed to enter the bill date.
- Bill type is important and if final bill is created for an estimate , user cannot create one more bill for the same estimate.
- MB date ,party bill date and bill date cannot be less than the agreement date
- Bill date cannot be prior to MB date.
- Income tax, sales tax, manual workers welfare deductions, other deductions and penalties can be applied in the bill screen and the net payable will be paid to the contractor.
- Application will validate for the sum of the all the bills created for this estimate with the agreement amount and if it exceeds bill creation will fail.
- If there is no sufficient budget available in the selected budget combination during bill creation it will fail.

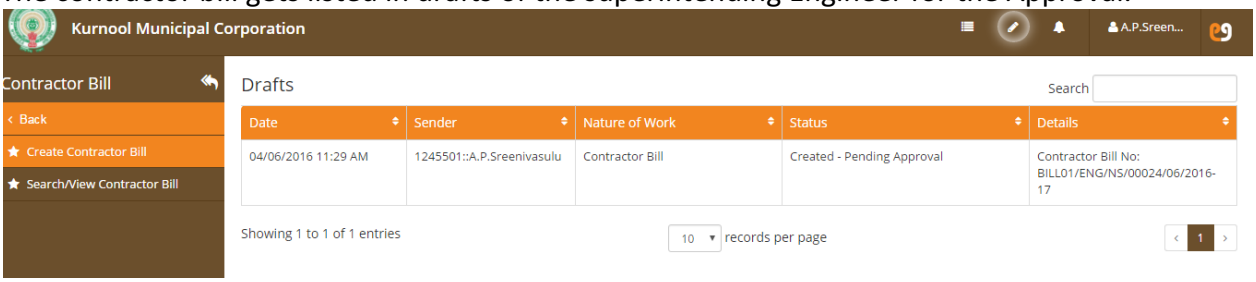




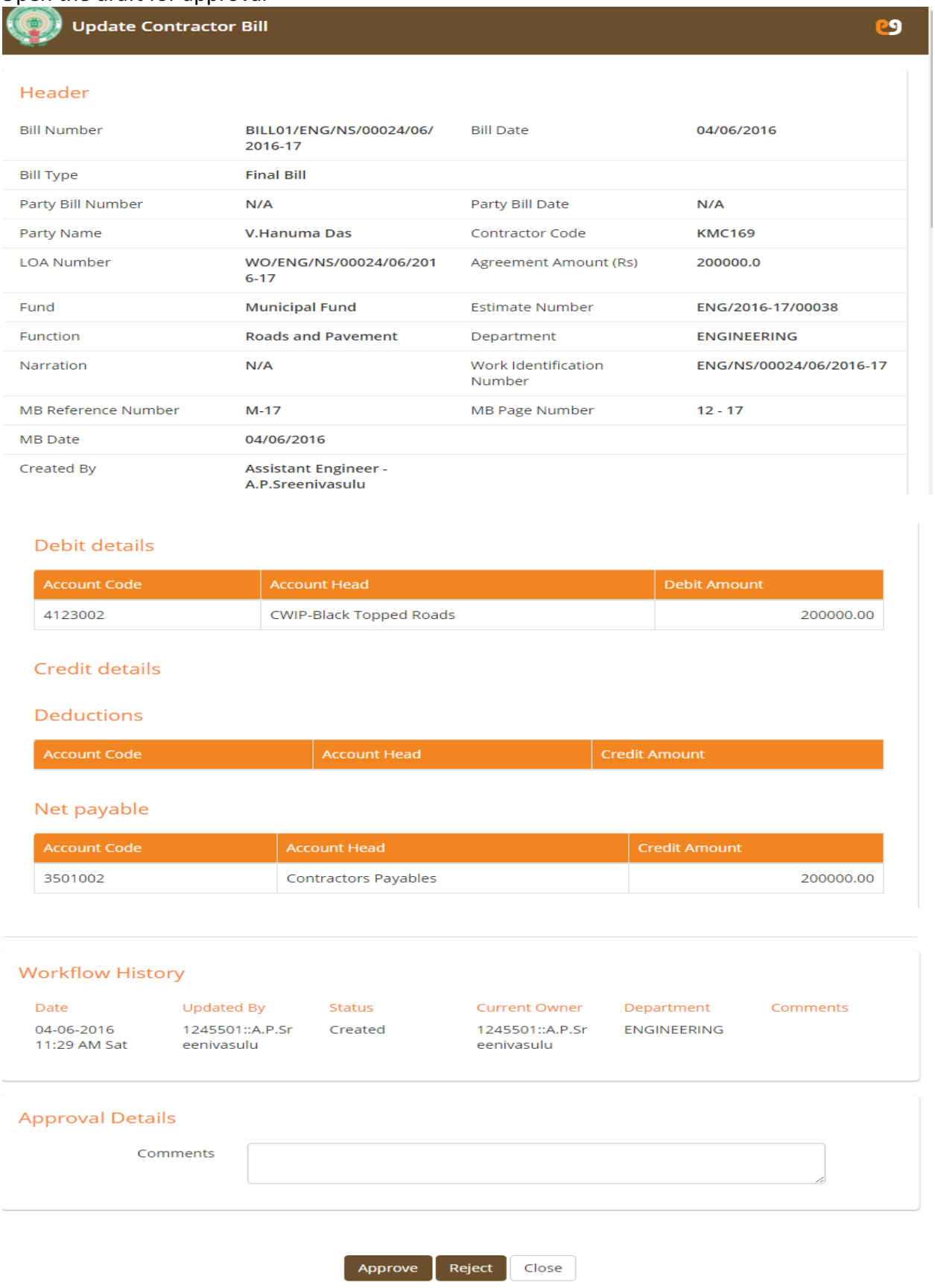
Following Confirmation message gets displayed with system generated Contractor bill number.



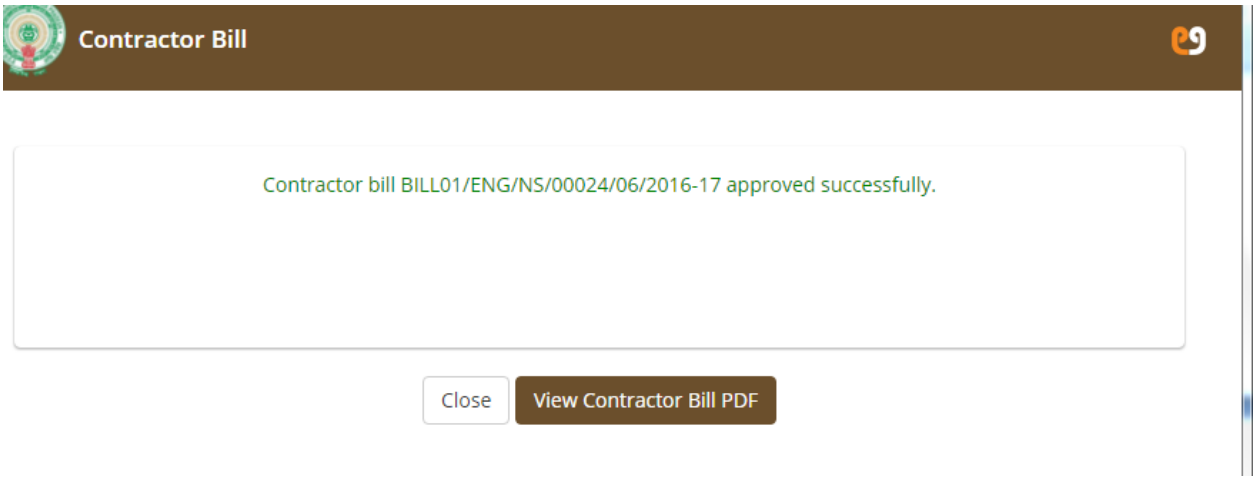
The contractor bill gets listed in drafts of the superintending Engineer for the Approval.



Open the draft for approval



Following Confirmation message gets displayed with system generated contractor bill number



PDF can be create by clicking the view Contractor bill PDF

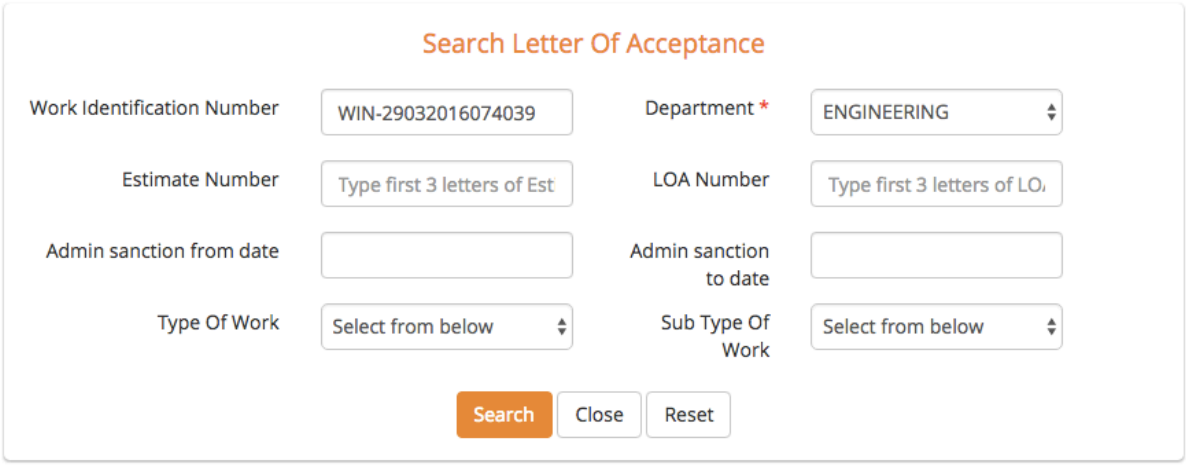
Track Milestone

Engineering Works monitoring against the scheduled timelines in respect of Quantitative and Qualitative Work Progress is mandatory. Normally similar nature works require compliances with same set of work tasks and timelines.

Create Milestone

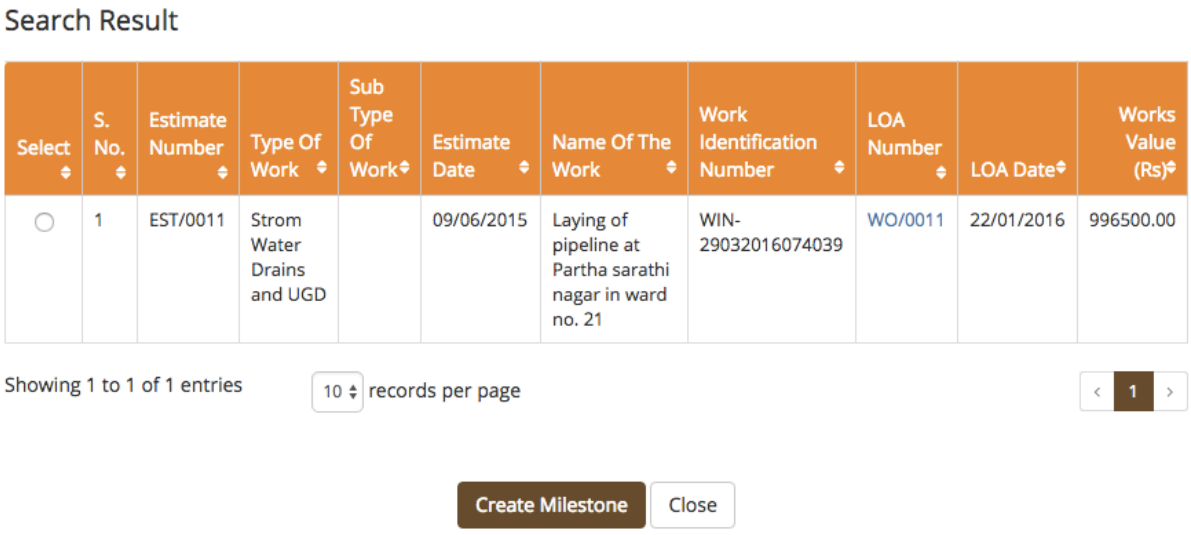
Milestones Template can be added to the Letter of Acceptance and if required modified in line with the deliverables and its timelines agreed up on.

Step 1: Open Create Milestone Screen
Path: **Applications>Works Management>Milestone/Track Milestone>Create Milestone**



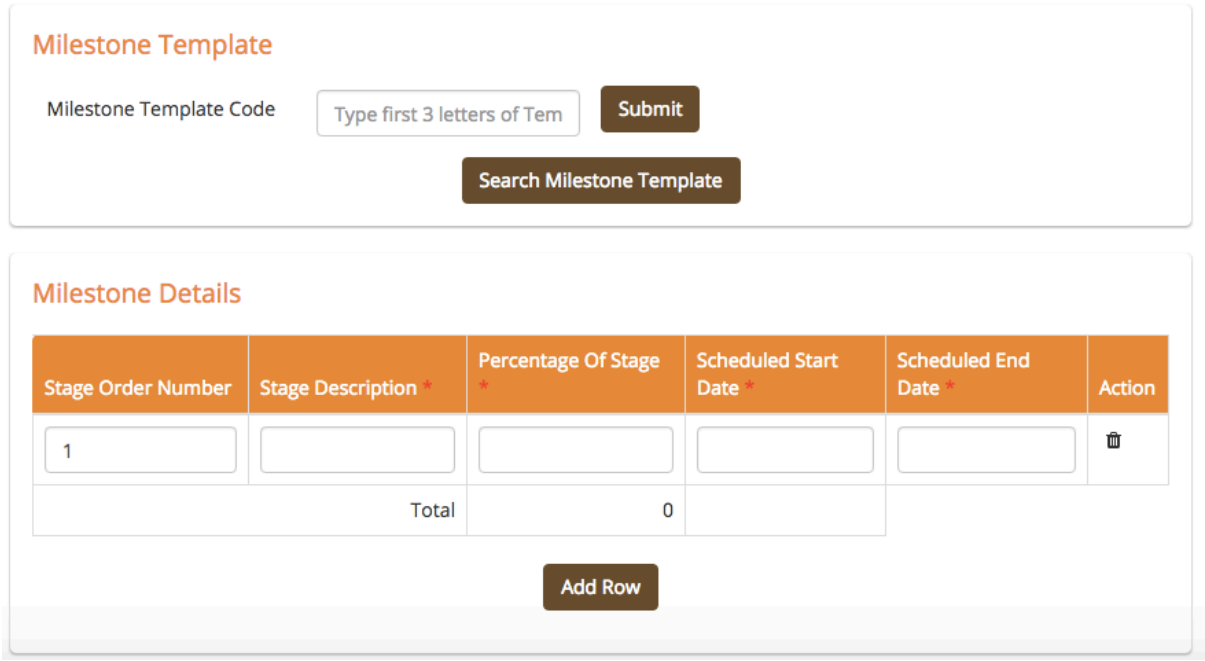
- Enter work Identification Number for which milestone to be entered
- Select the Department
- Click on Search Button

Step 2: Listing of concerned Letter of Acceptance



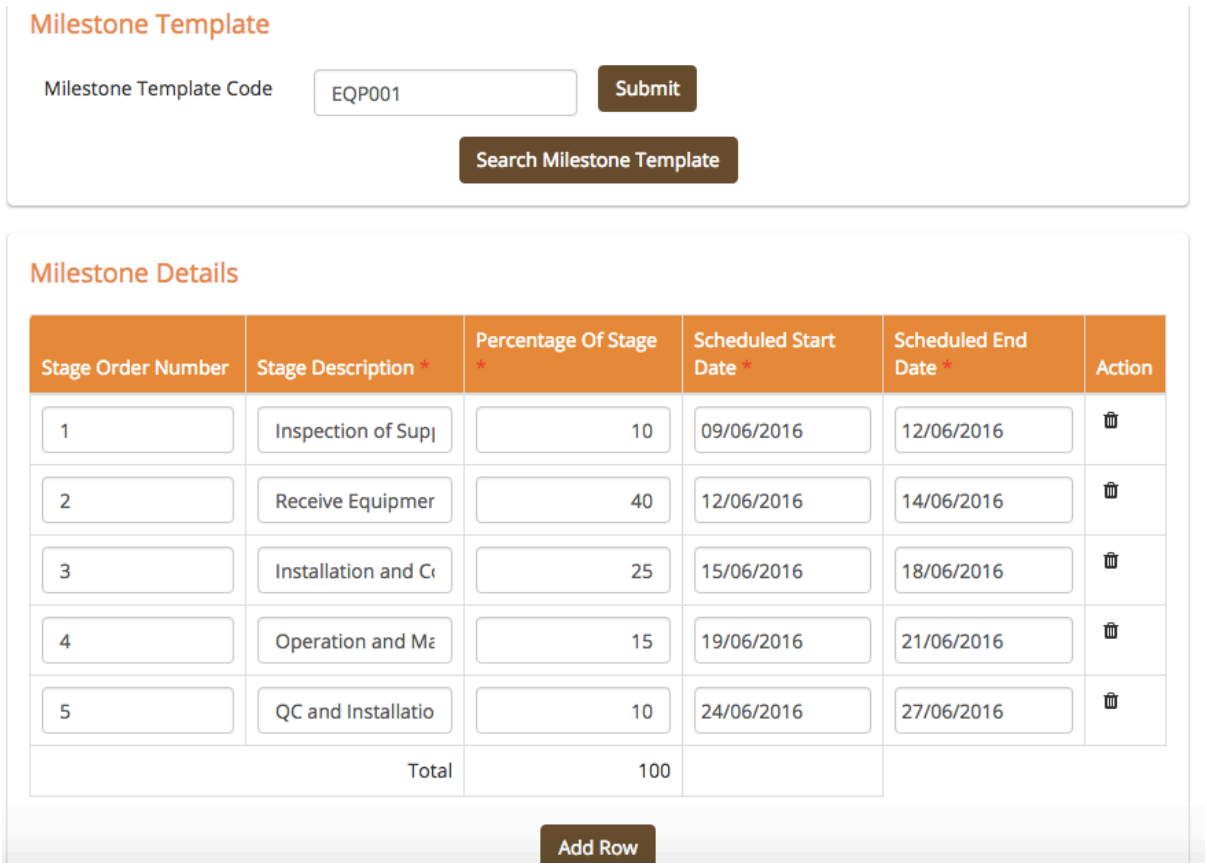
- Select the Letter of Acceptance for which Milestones to be entered
- Click on Create Milestone Button

Step 3: Attaching mile stone template and updating

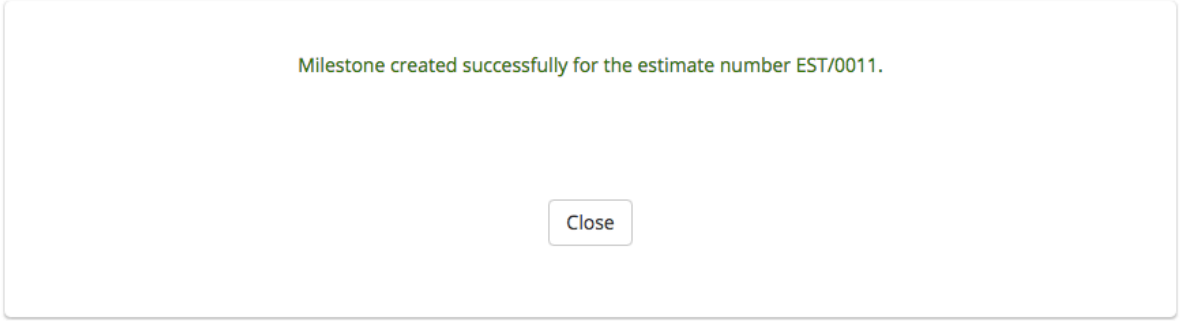


- Milestone template code can be entered and click on submit button to populate the milestone template details filled.
- If milestone template code is unknown then Search Milestone Template Button Clicked to search and select the concerned milestone template.
- Alternatively user can enter milestone details manually.

Step 3: Milestone Details Entry after fetching details from template



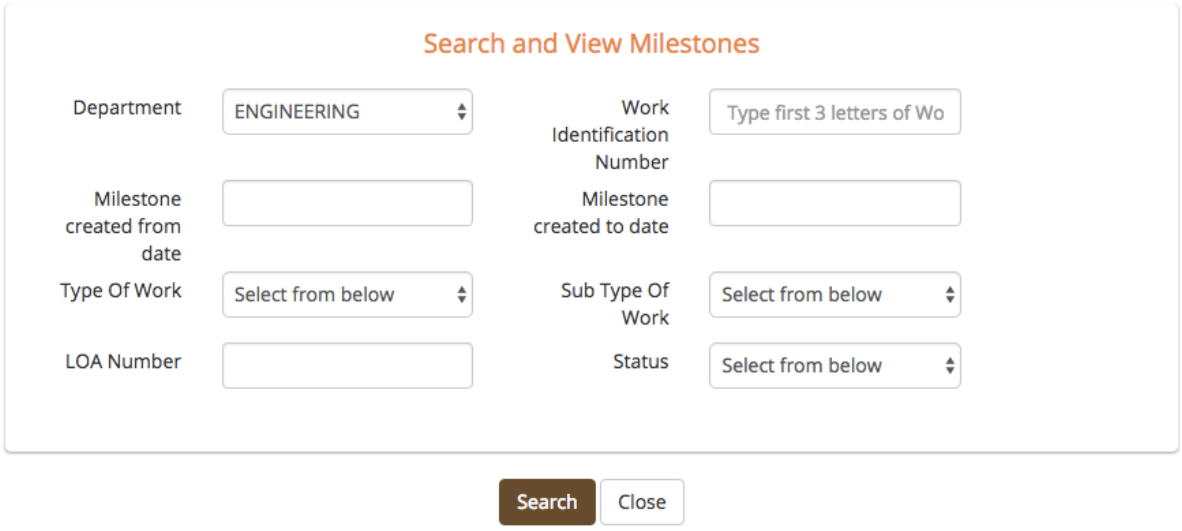
- Update details of scheduled start and end dates.
- If required stage description also can be updated.
- New rows can be added by clicking on Add Row in addition to the prepopulated stages from template
- Irrelevant stage description line can be deleted.
- After completion of Milestone Details Entry the data can be saved by clicking on save button.



- Click on Close button to go back.

View Milestone

Step 1: Open View Milestone Screen
Path: **Applications>Works Management>Milestone/Track Milestone>View Milestone**



Search Result

- Select Department
- Optionally enter other details to fetch works with milestone defined
- Click on Search Button to list the Records.

Step 2: Select Required Work to View Milestone Status

Search Result

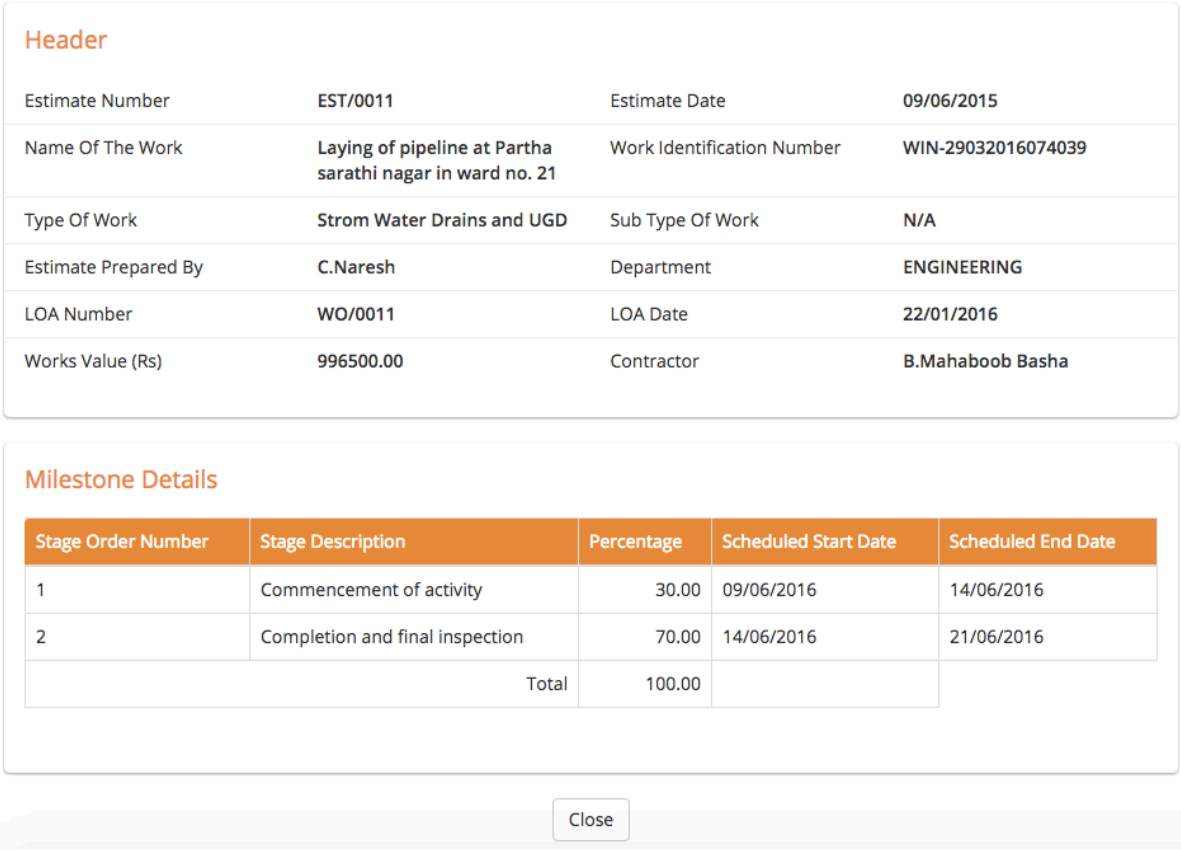
S. No.	WIN Code	Name Of The Work	Department	LOA Number	Agreement Amount (Rs)	Type Of Work	Sub Type Of Work	Status	View
1	WIN-29032016074039	Laying of pipeline at Partha sarathi nagar in ward no. 21	ENGINEERING	WO/0011	996500.00	Strom Water Drains and UGD		APPROVED	View Milestone
2	win/005	Construction of CC Road Opp To Christian burel Ground at DNo 47/1 to Toilet Block near DNo : 47/1-4-B Ward no 15	ENGINEERING	LE/ENG/00005	99000.00	Roads, Drains, Bridges and Flyovers	Roads	CANCELLED	View Milestone

Showing 1 to 2 of 2 entries

Close

- Click on View Milestone for details.

Step 4: View and Close Work Details with Milestones



Header

Estimate Number	EST/0011	Estimate Date	09/06/2015
Name Of The Work	Laying of pipeline at Partha sarathi nagar in ward no. 21	Work Identification Number	WIN-29032016074039
Type Of Work	Strom Water Drains and UGD	Sub Type Of Work	N/A
Estimate Prepared By	C.Naresh	Department	ENGINEERING
LOA Number	WO/0011	LOA Date	22/01/2016
Works Value (Rs)	996500.00	Contractor	B.Mahaboob Basha

Milestone Details

Stage Order Number	Stage Description	Percentage	Scheduled Start Date	Scheduled End Date
1	Commencement of activity	30.00	09/06/2016	14/06/2016
2	Completion and final inspection	70.00	14/06/2016	21/06/2016
	Total	100.00		

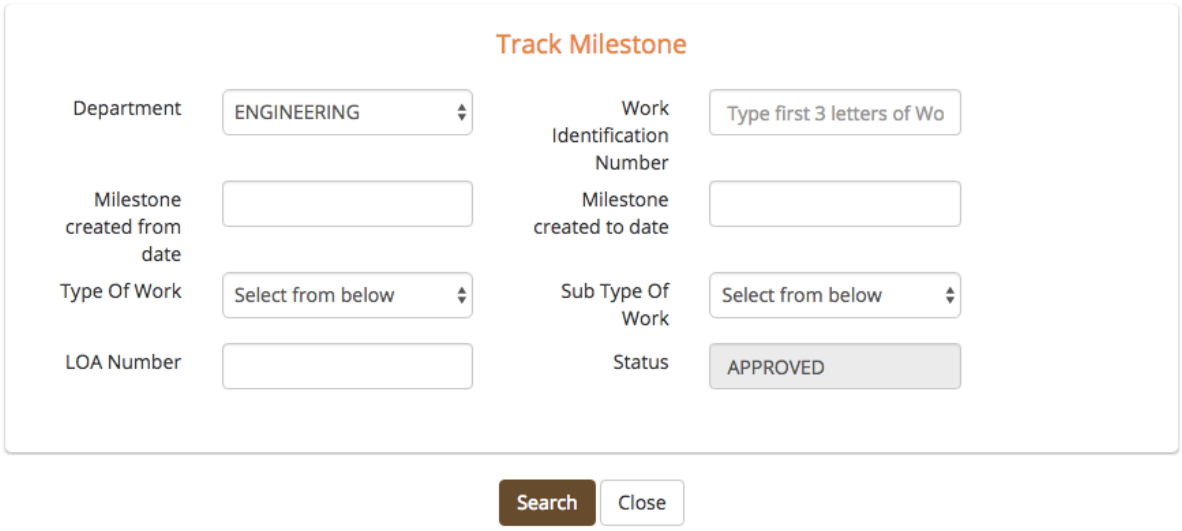
Close

- Click on Close Button to go back.

Track Milestone

Step 1: Open View Milestone Screen

Path: **Applications>Works Management>Milestone/Track Milestone>Track Milestone**



Track Milestone

Department	ENGINEERING	Work Identification Number	Type first 3 letters of Wo
Milestone created from date		Milestone created to date	
Type Of Work	Select from below	Sub Type Of Work	Select from below
LOA Number		Status	APPROVED

Search Close

Track Milestone Search Result

- Enter details to fetch relevant works to track milestones.
- Click on Search Button.

Step 2: Select Work to track

Track Milestone Search Result

Select	S. No.	WIN Code	Name Of The Work	Department	LOA Number	Agreement value (Rs)	Type Of Work	Sub Type Of Work	Status	View
◉	1	WIN-29032016074039	Laying of pipeline at Partha sarathi nagar in ward no. 21	ENGINEERING	WO/0011	996500.00	Strom Water Drains and UGD		APPROVED	View Milestone

Showing 1 to 1 of 1 entries

Track Milestone | Close

- Click on Track Milestone Button.

Step 3: Open Work details with milestones for updating.

Header

Estimate Number	EST/0011	Estimate Date	09/06/2015
Name Of The Work	Laying of pipeline at Partha sarathi nagar in ward no. 21	Work Identification Number	WIN-29032016074039
Type Of Work	Strom Water Drains and UGD	Sub Type Of Work	
Estimate Prepared By	C.Naresh	Department	ENGINEERING
LOA Number	WO/0011	LOA Date	22/01/2016
Works Value (Rs)	996500.00	Contractor	B.Mahaboob Basha

Milestone Details

Stage Order Number	Stage Description	Percentage of stage(A)	Scheduled Start Date	Scheduled End Date	Current status of stage *	Completed percentage of stage (B)	Actual percentage of stage (C)	Completion Date	Reason For Delay
1	Commencement of activity	30	09/06/2016	14/06/2016	IN PROGRESS	60	18	11/06/2016	
2	Completion and final inspection	70	14/06/2016	21/06/2016	NOT YET STAF	0	0		
	Total	100				Work Completion Percentage	18		

Save | Close

- Enter the status of task, %age completed and date of completion.
- Click on save button to store the data.

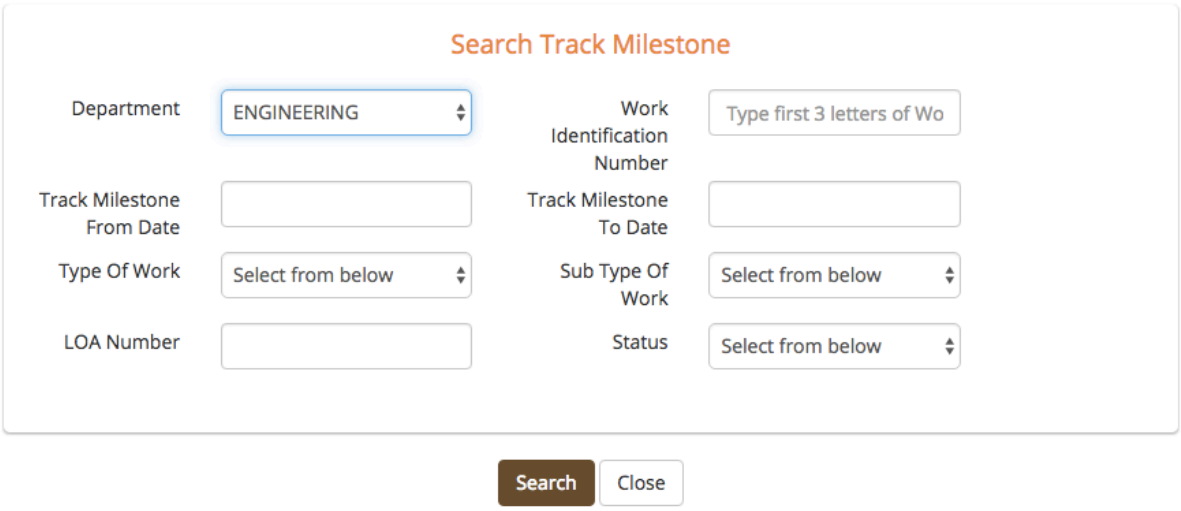
Track Milestone updated successfully for the estimate number EST/0011.

Close

- Click on Close Button to go back

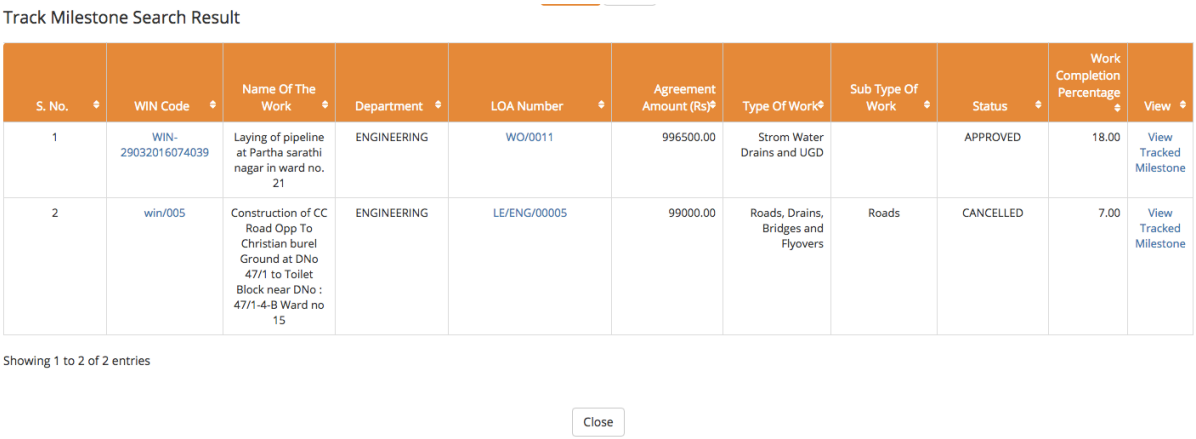
Tracked Milestone View

Step 1: Open View Tracked Milestone Screen
Path: **Applications>Works Management>Milestone/Track Milestone>Track Milestone View**



- Enter details and Click on Search Button.

Step 2: View search results and select record for detailed view.



- Click on View Tracked Milestone link.

Type Of Work	**Strom Water Drains and UGD**	Sub Type Of Work	**N/A**
Estimate Prepared By	**C.Naresh**	Department	**ENGINEERING**
LOA Number	**WO/0011**	LOA Date	**22/01/2016**
Works Value (Rs)	**996500.00**	Contractor	**B.Mahaboob Basha**

Milestone Details

Stage Order Number	Stage Description	Percentage of stage(A)	Scheduled Start Date	Scheduled End Date	Current status of stage	Completed percentage of stage (B)	Actual percentage of stage (C)	Completion Date	Reason For Delay
1	Commencement of activity	30.00	09/06/2016	14/06/2016	IN_PROGRESS	60.00	18.00	11/06/2016	
2	Completion and final inspection	70.00	14/06/2016	21/06/2016	NOT_YET_STARTED	0.00	0.00		
	Total	100.00				Work Completion Percentage	18.00		

Close

- Click on close button to go back

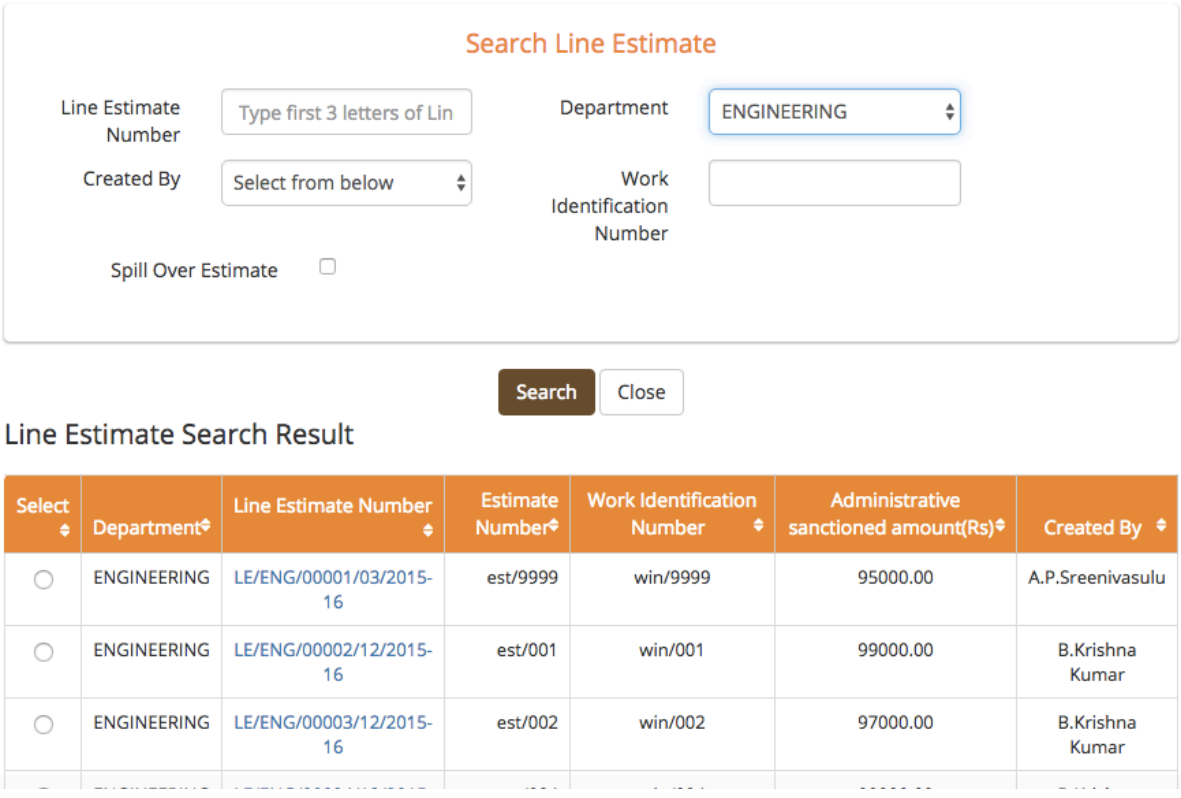
Works Administration

Data captured in works management module might require changes due to various reasons. To correct the data entry errors or other reasons following transactions can be cancelled.

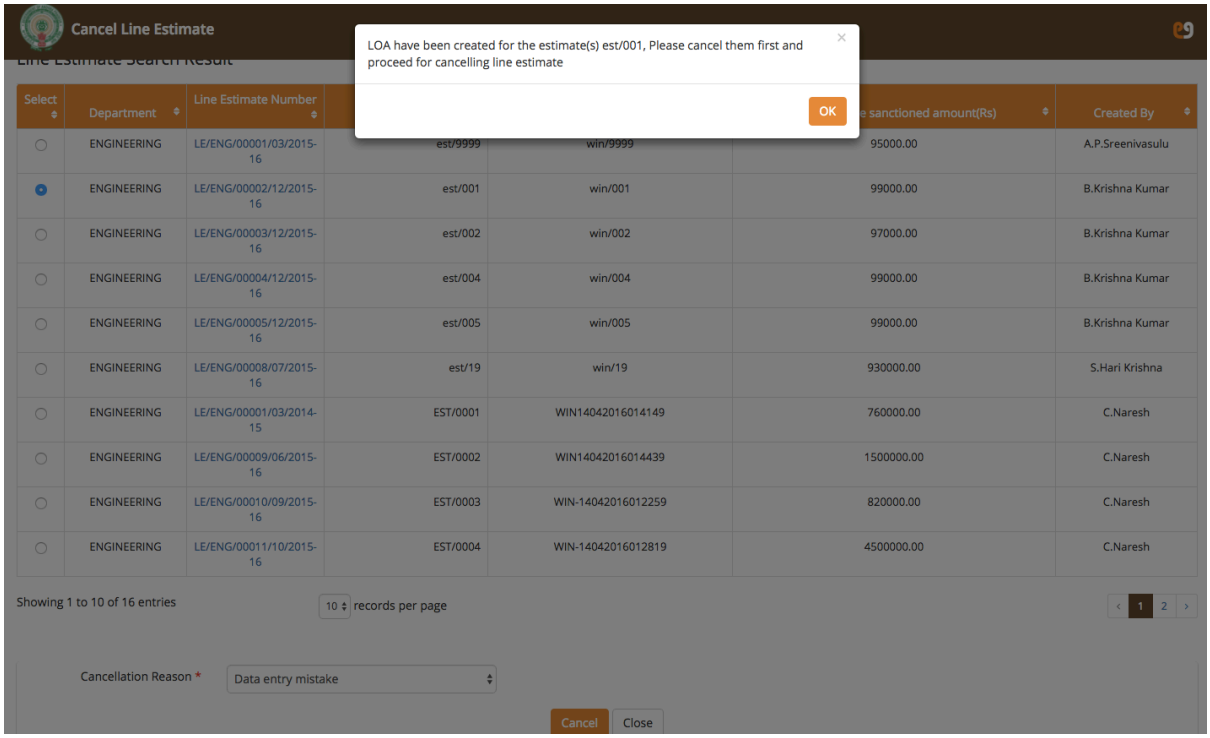
- Line Estimate – Cannot be cancelled if there is an LOA in any status other than cancelled
- LoA – Cannot be cancelled if there is an bill in any status other than cancelled
- Contractor Bills – Cannot be cancelled if there is a bill voucher in any status other than cancelled.
- By default in all cancellation screens cancellation reason will be displayed as data entry mistake.If it is cancelled for any other reason user has to select the reason for cancellation as others and enter the proper reason.

Cancel Line Estimate

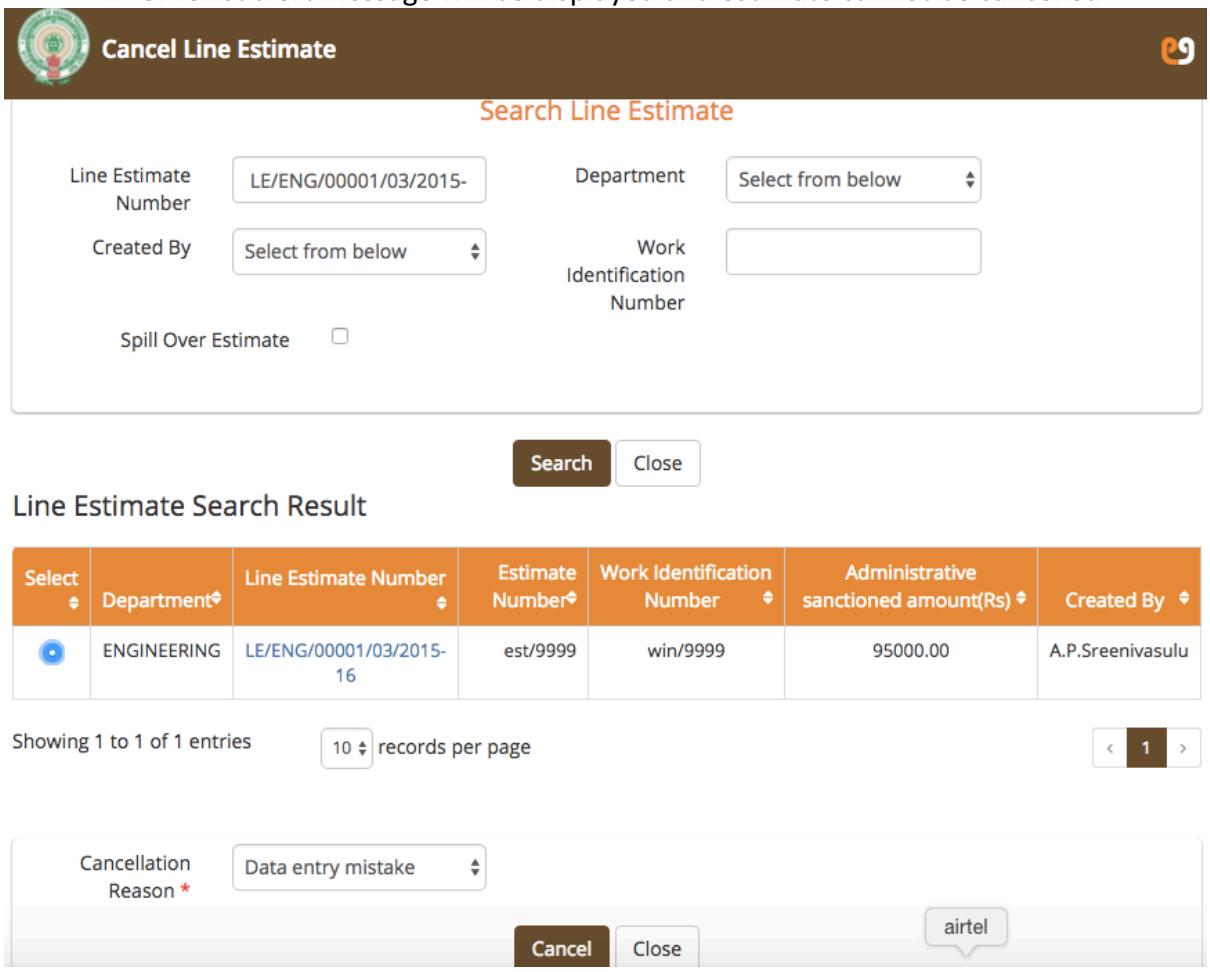
Path: **Applications>Works Management>Works Administrator>Cancel Line Estimate**



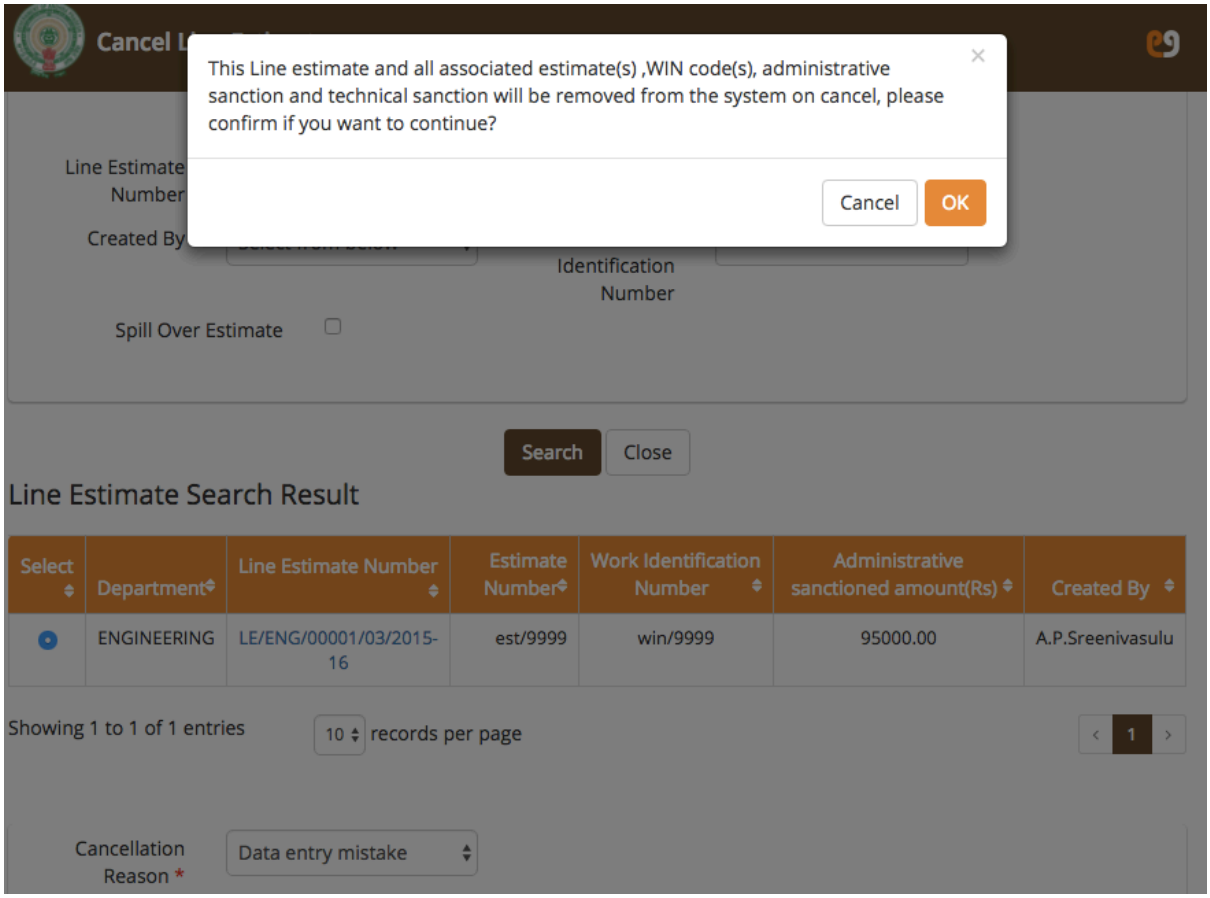
- Enter Details in Search Line Estimate and Click on the Search Button to list the search results.



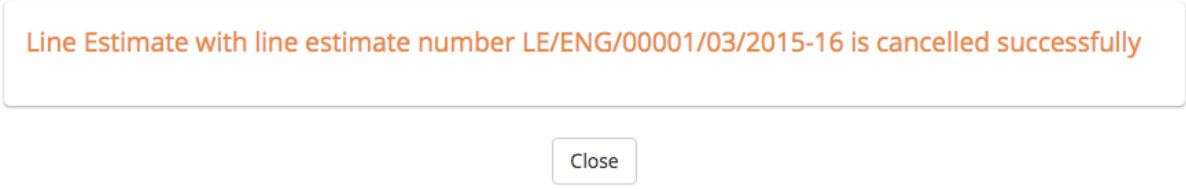
- If LOA exist alert message will be displayed and estimate cannot be cancelled



- Click on Cancel Button to Cancel the Line Estimate after selecting relevant Line Estimate and Recording the reasons for cancellation.



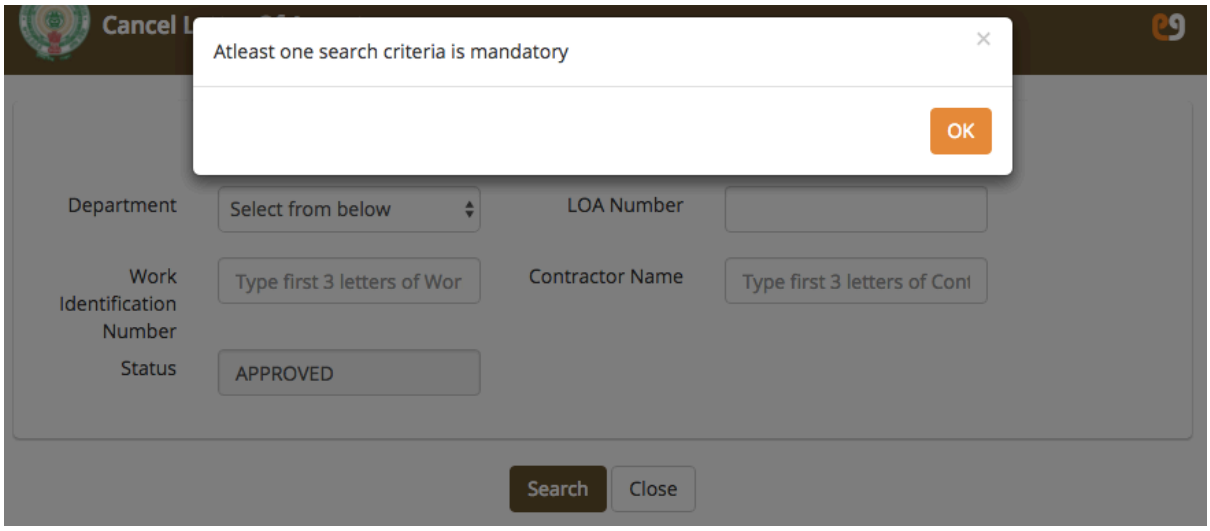
- Confirmation message of cancellation of Line Estimate gets displayed.
- Click on Ok button to cancel the transaction



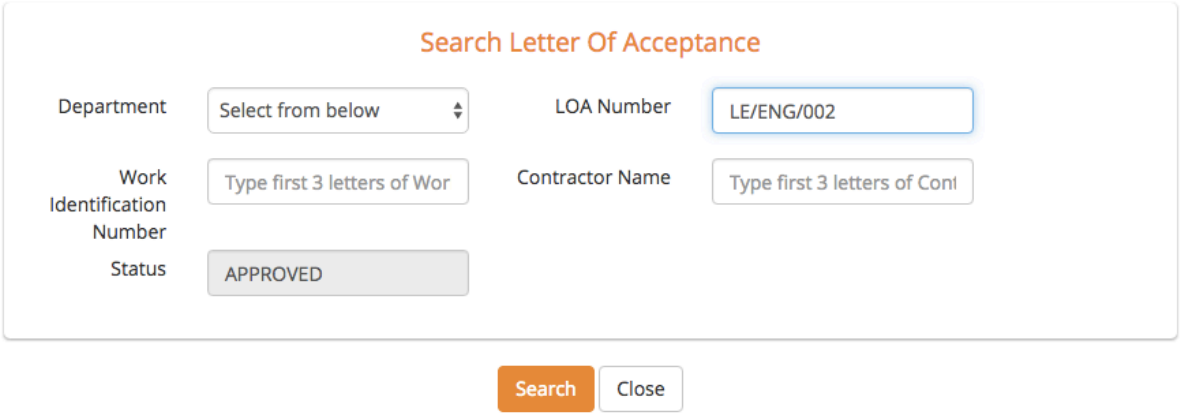
- Successful cancellation of Line estimate displayed and close button can be clicked to go back.

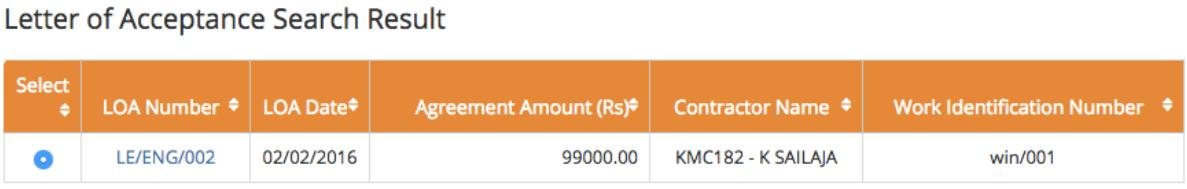
Cancel LoA

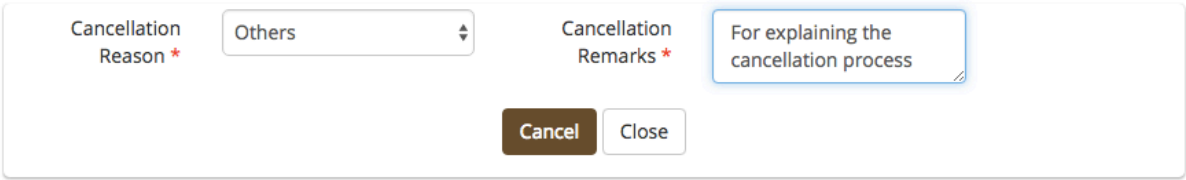
Path: **Applications>Works Management>Works Administrator>Cancel LoA**

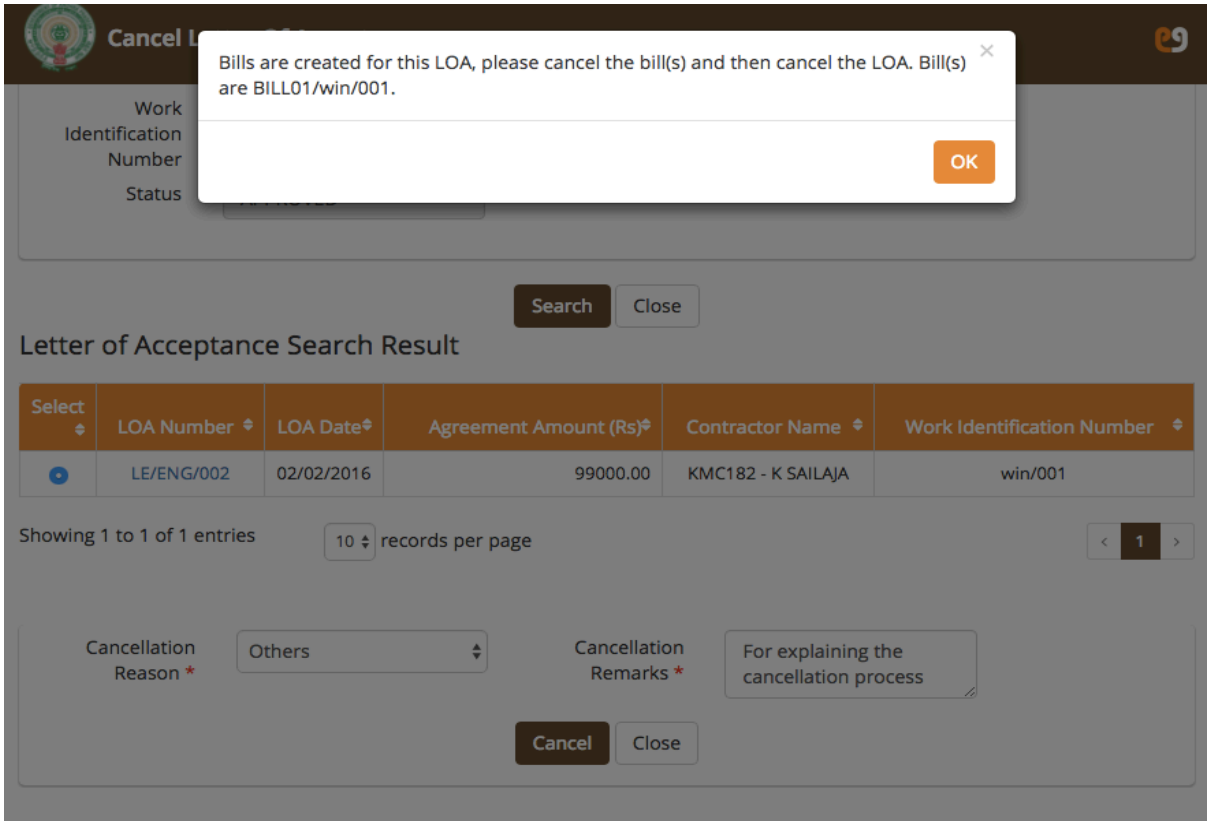


- Enter at least one field before clicking on Search Button

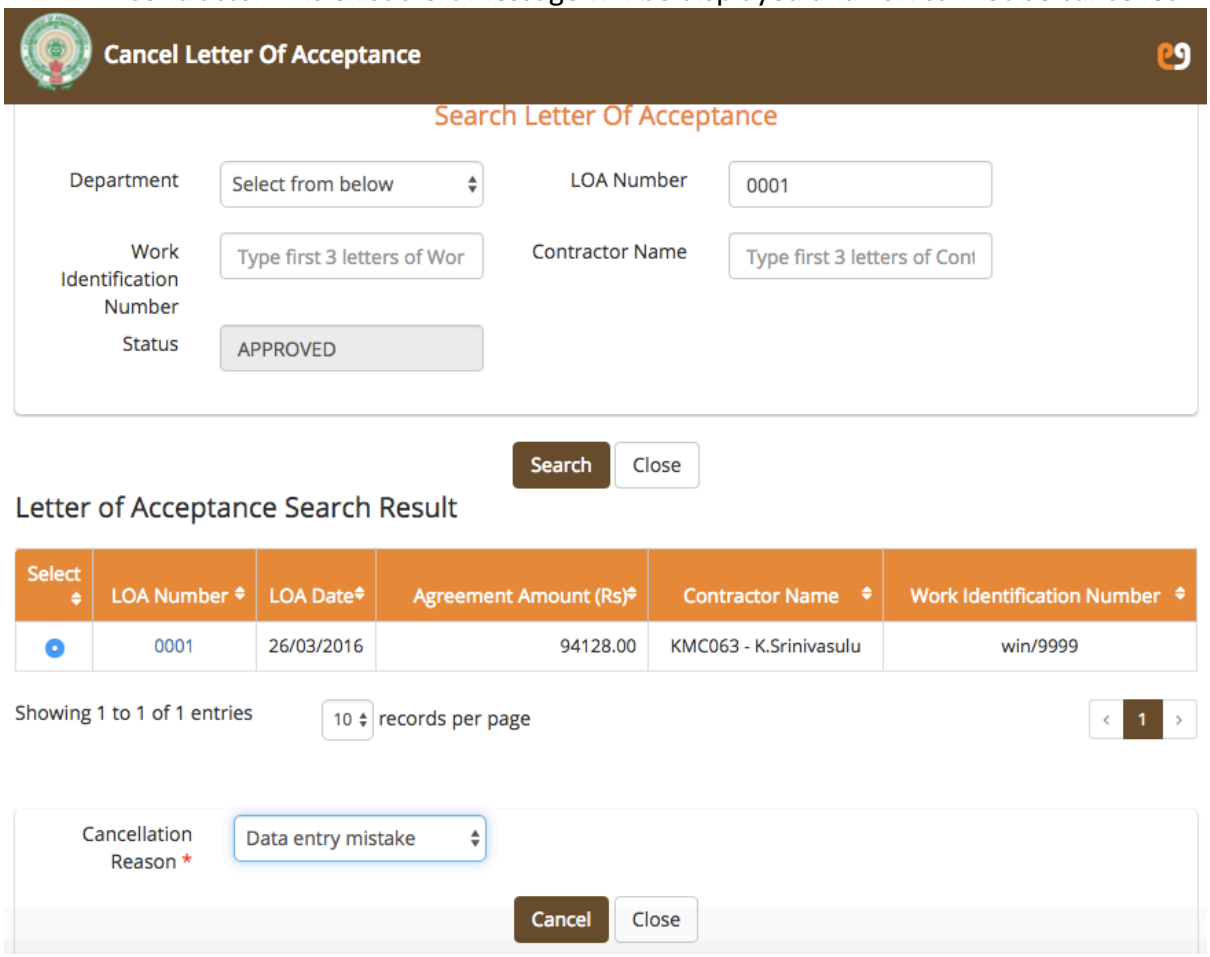


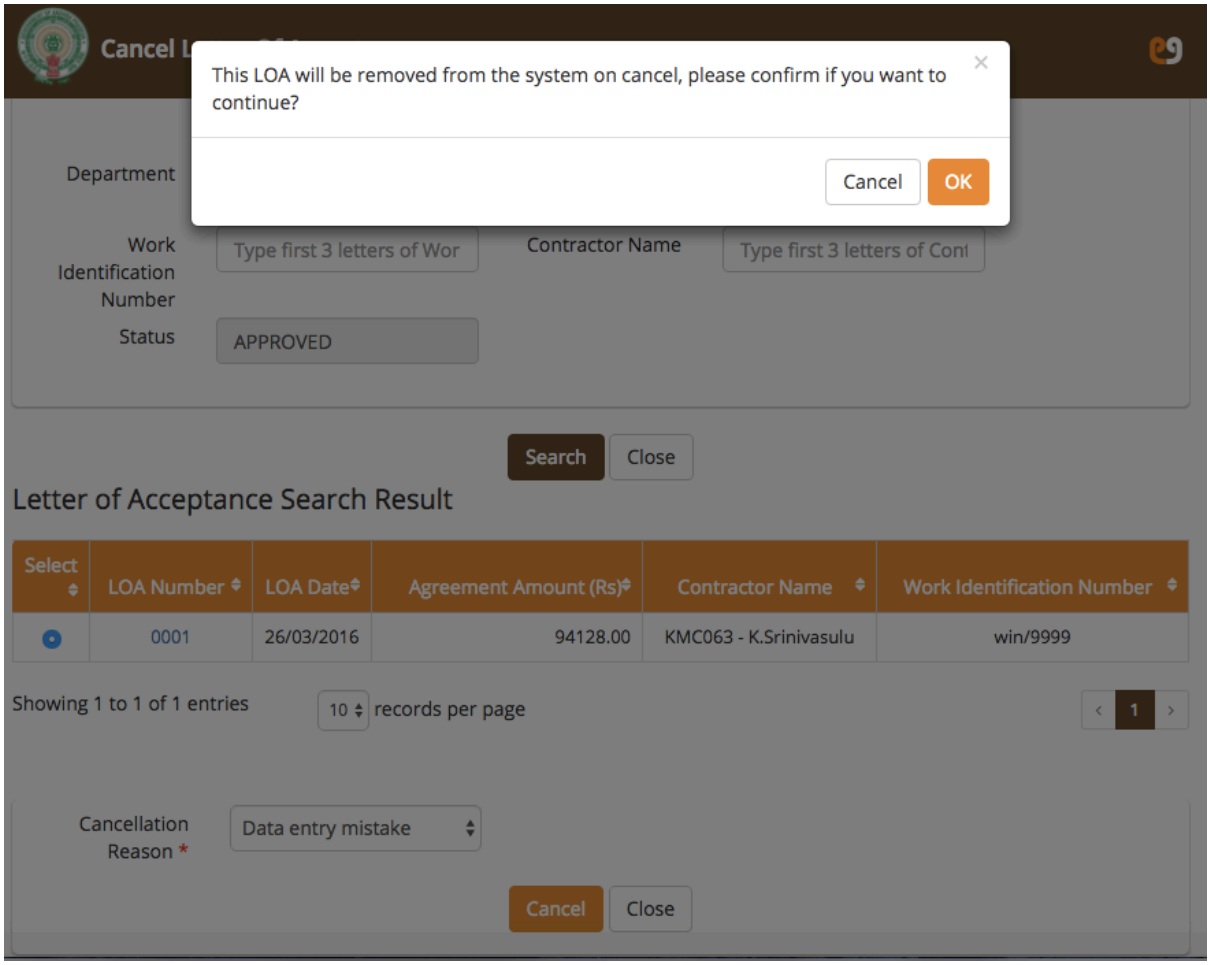




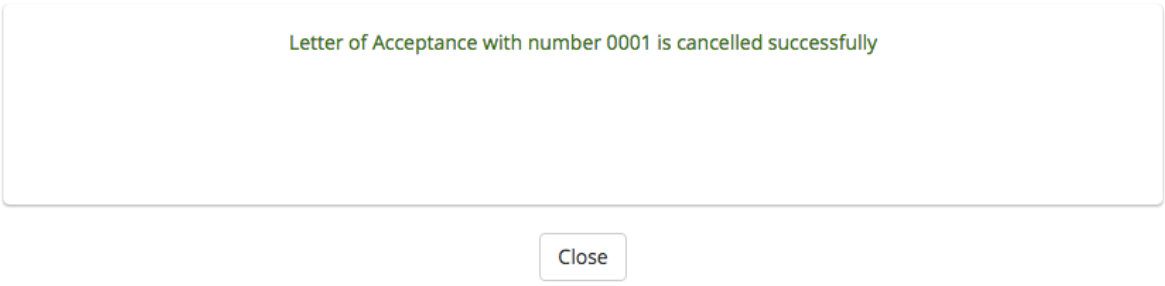


- If Contractor Bills exist alert message will be displayed and LoA cannot be cancelled





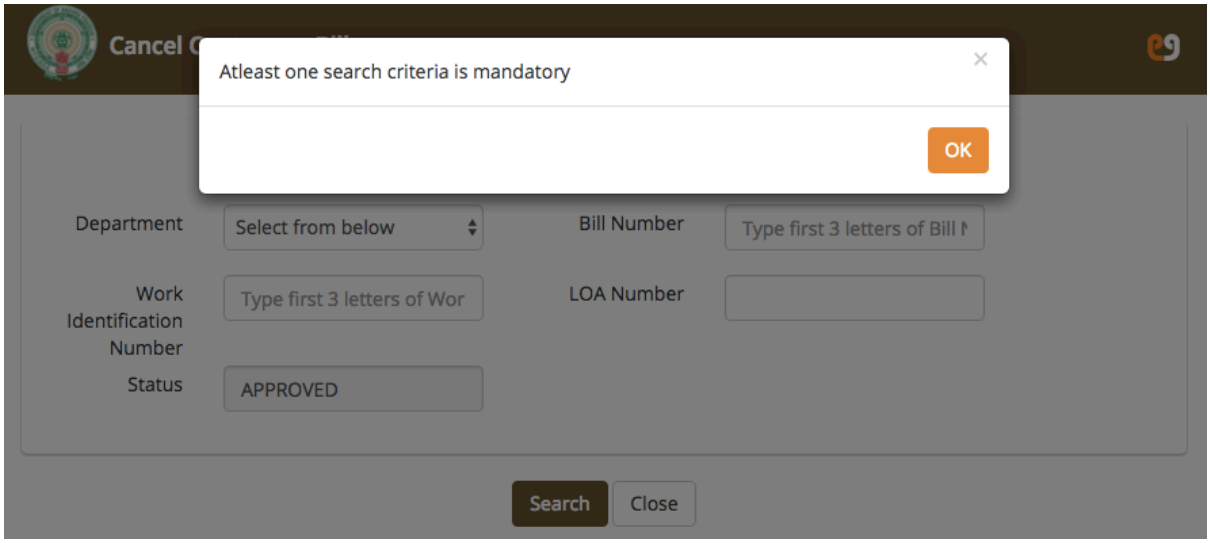
- Click on OK button to cancel the LoA

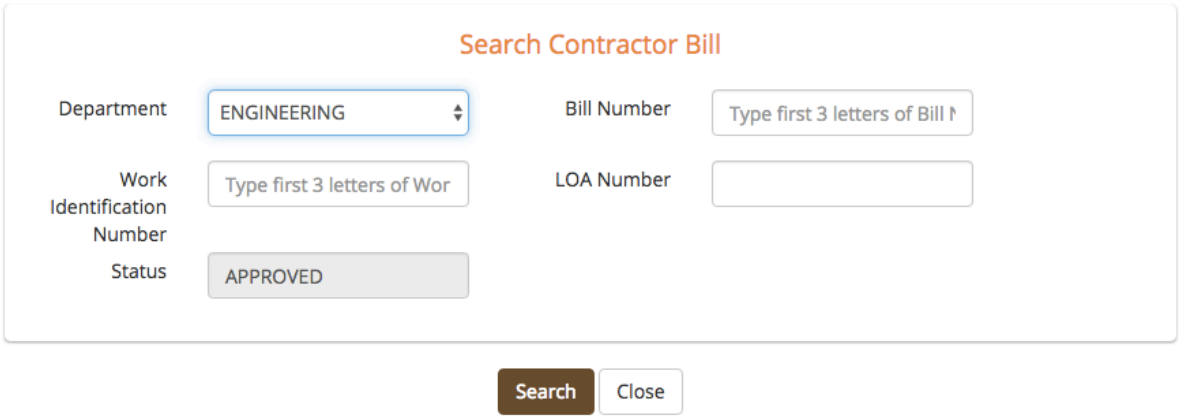


- Click on Close Button to go back.

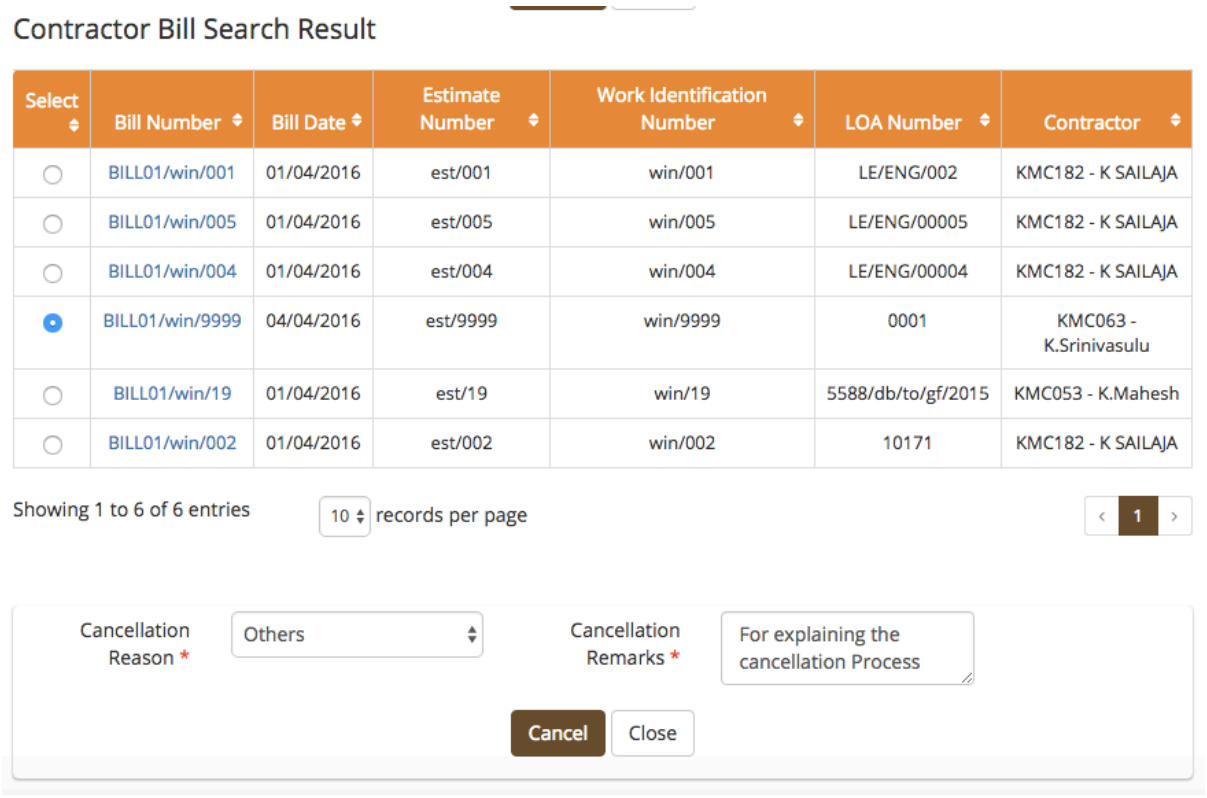
Cancel Contractor Bill

Path: **Applications>Works Management>Works Administrator>Cancel Contractor Bill**

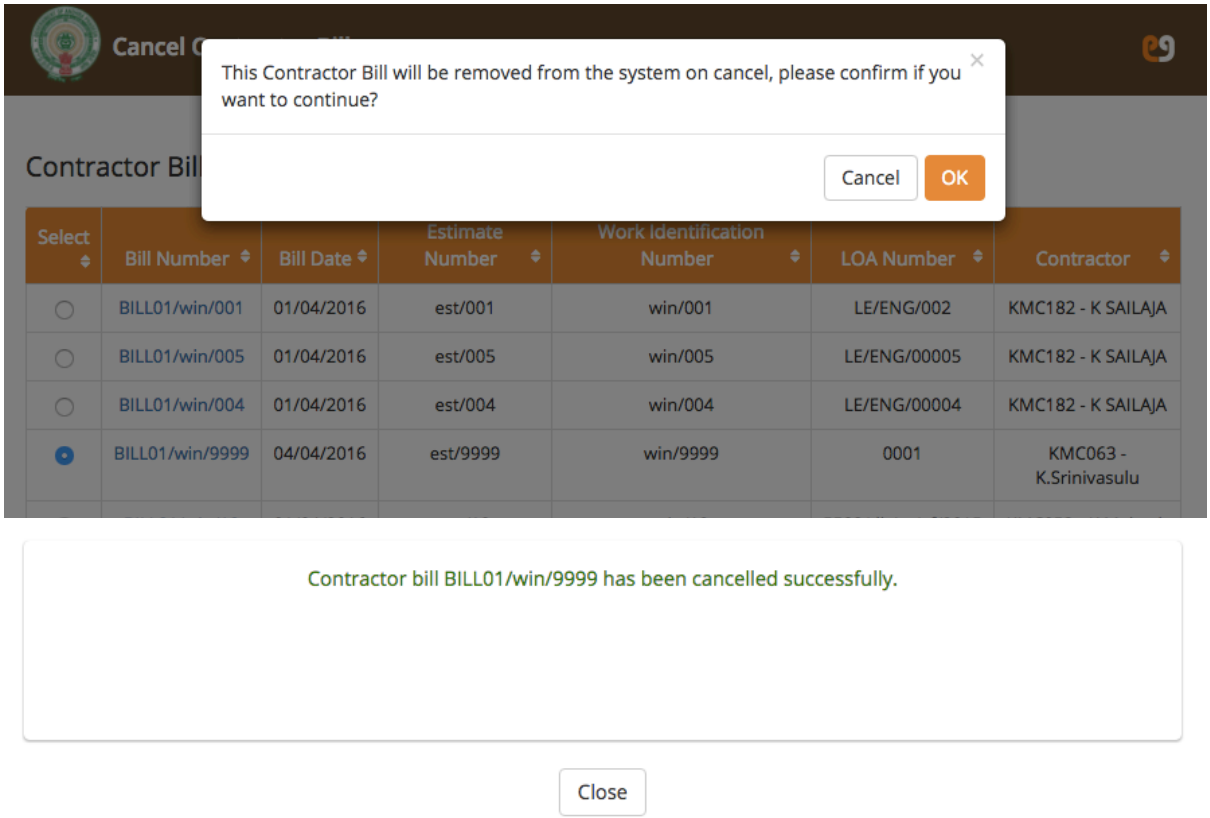




- Enter the details in Search Contractor Bill for display of required Bill/s to display for cancellation



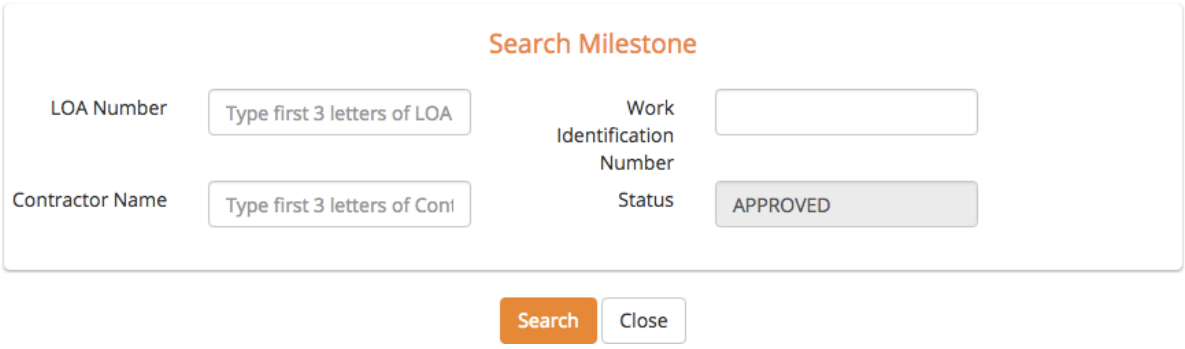
- Select the Bill for cancellation
- Select the reason for cancellation from the list
- For Other Reasons, cancellation remarks need to be entered
- Click on Cancel Button to Cancel the Bill.



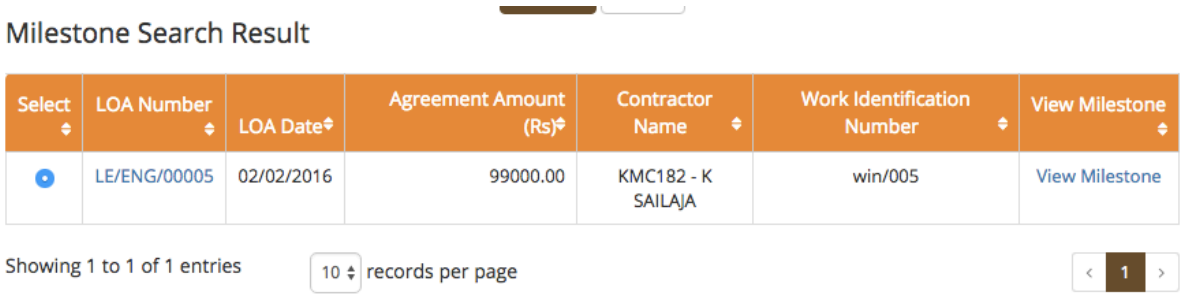
- Click on Close Button to go back.

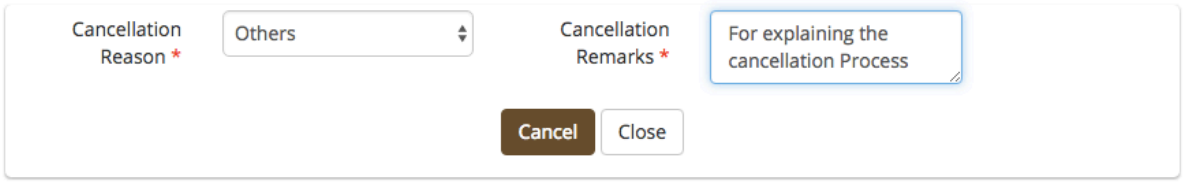
Cancel Milestone

Path: **Applications>Works Management>Works Administrator>Cancel Milestone**

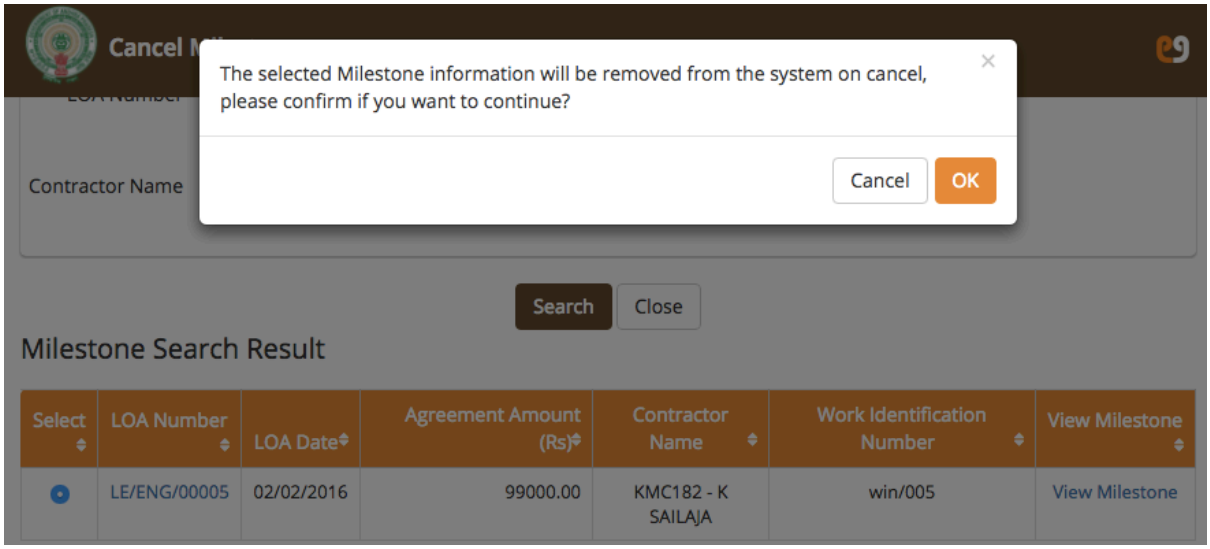


- Enter details and Click on Search Button to list.

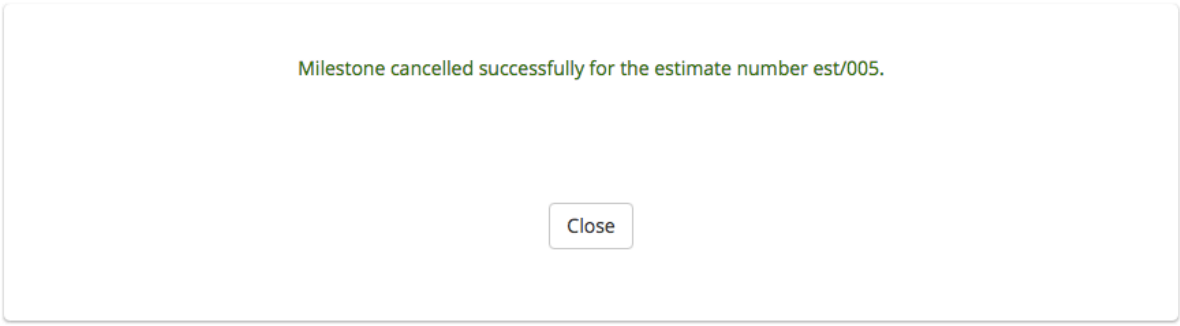




- Select the LoA for which milestone required to be cancelled.
- Select the Cancellation Reason
- Add cancellation remarks
- Click on Cancel button



- Confirmation message displayed for user inputs.
- Click on OK button to confirm the cancellation

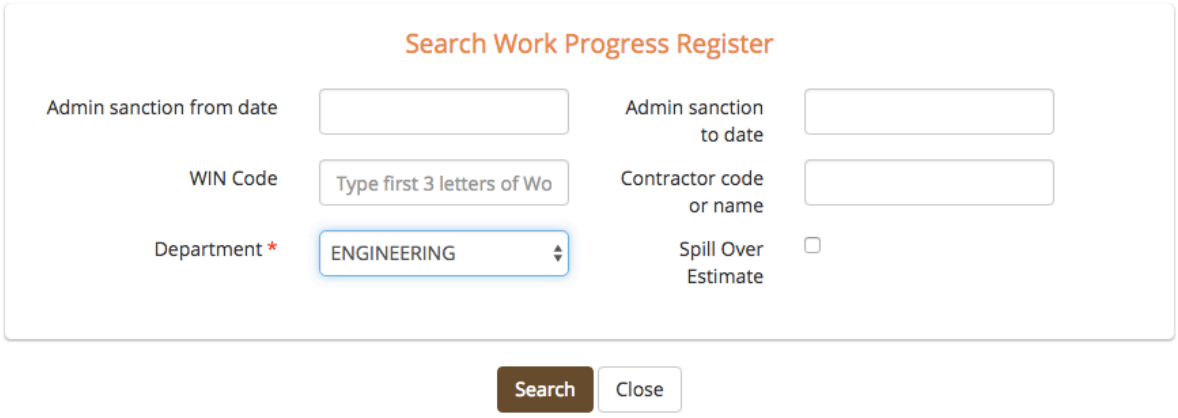


- Click on Close Button to go back.

Engineering Works Information Management

Works Progress Register

Path: **Applications>Works Management>Reports>Works Progress Register**



Line Estimate Search Result

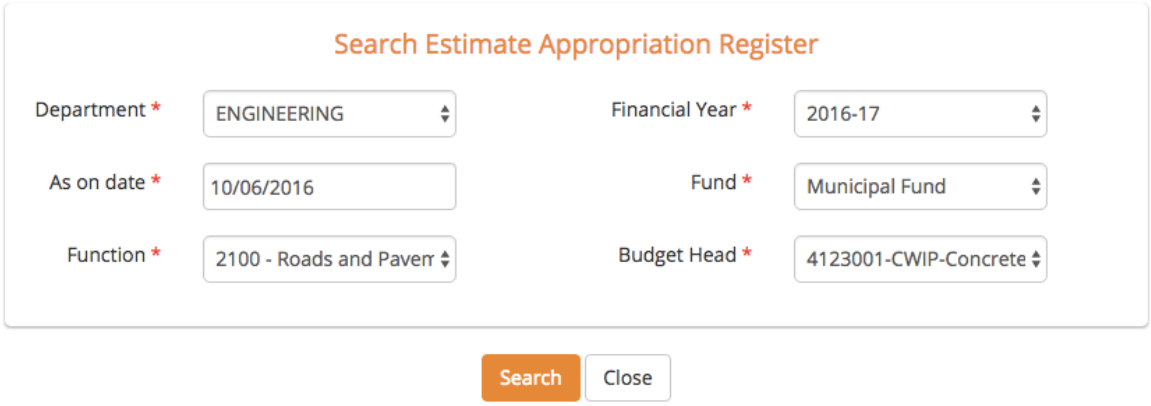
Work Progress Register Report for Department : ENGINEERING

The information in this report is not real time, it provides information of the transactions that happened till 12/06/2016 11:50 PM

S. No.	Ward	Location	Type Of Slum	Beneficiaries	Name Of The Work	WIN Code	Fund	Function	Budget Head	Type Of Work	Sub Type Of Work	Admin sanction authority and date	Admin Sanction Amount(Rs)	Technical sanction Authority and date	Estimate Amount(Rs)	M Allot
1	Election ward 42		Non slum work	NA	Laying of 200 mm dia. and 100 mm dia. AC Pipe line in Indira Gandhi nagar.	WIN-14042016013247	01 - Municipal Fund	2500 - Storm water Drains	4123103-CWIP-Minor Drains	Strom Water Drains and UGD		Commissioner - S.Ravindra Babu, 09/06/2015	3000000.00	Superintending Engineer - J.Sreenivasulu, 06/11/2015	3000000.00	EPROCUR
2	Election ward 15	Budhavara Peta	Non slum work	NA	Construction of CC Road at A Camp Park Towards Christian Burial Ground at Mantessi	win/004	01 - Municipal Fund	2100 - Roads and Pavement	4123001-CWIP-Concrete Road	Roads, Drains, Bridges and Flyovers	Roads	Commissioner - S.Ravindra Babu, 15/12/2015	99000.00	Executive Engineer - G.Raja Sekhar, 26/12/2015	99000.00	NOMIN

Estimate Appropriation Register

Path: **Applications>Works Management>Reports>Estimate Appropriation Register**



Available Balance : 103773000.00

S. No.	Appropriation Number	Appropriation date	Appropriated value	Estimate Number	WIN Code	Name Of The Work	Estimate Date	Estimate Value	Cumulative total	Balance available
1	BAS/00002/2015-16	03/06/2016	99000.00	est/001	win/001	Construction of CC road at A.camp montessori school towards christian burriel ground at d.no.47/1/4/b in w-15	08/12/2015	99000.00	0	105000000.00
2	BAS/00004/2015-16	03/06/2016	99000.00	est/004	win/004	Construction of CC Road at A Camp Park Towards Christian Burial Ground at Mantessi School in Ward -15	05/12/2015	99000.00	99000.00	104901000.00
3	BAS/00005/2015-16	03/06/2016	99000.00	est/005	win/005	Construction of CC Road Opp To Christian burel Ground at DNo 47/1 to Toilet Block near DNo : 47/1-4-B Ward no 15	05/12/2015	99000.00	198000.00	104802000.00
4	BAS/00008/2015-16	03/06/2016	930000.00	est/0008	win/0008	Laying of CC road for the widening portion from kondareddy buruju to old saibaba theatre in W-51	27/07/2015	930000.00	297000.00	104703000.00
5	BAS/C/00008/2015-16	03/06/2016	-930000.00	est/0008	win/0008	Laying of CC road for the widening portion from kondareddy buruju to old saibaba theatre in W-51	27/07/2015	930000.00	1227000.00	103773000.00
6	BAS/00009/2015-16	03/06/2016	930000.00	est/19	win/19	Laying of CC road for the widening portion from Kondareddy Buruju to old saibaba theatre in W-51	21/07/2015	930000.00	297000.00	104703000.00
								Latest status	1227000.00	103773000.00

Showing 1 to 6 of 6 entries

10 records per page

1

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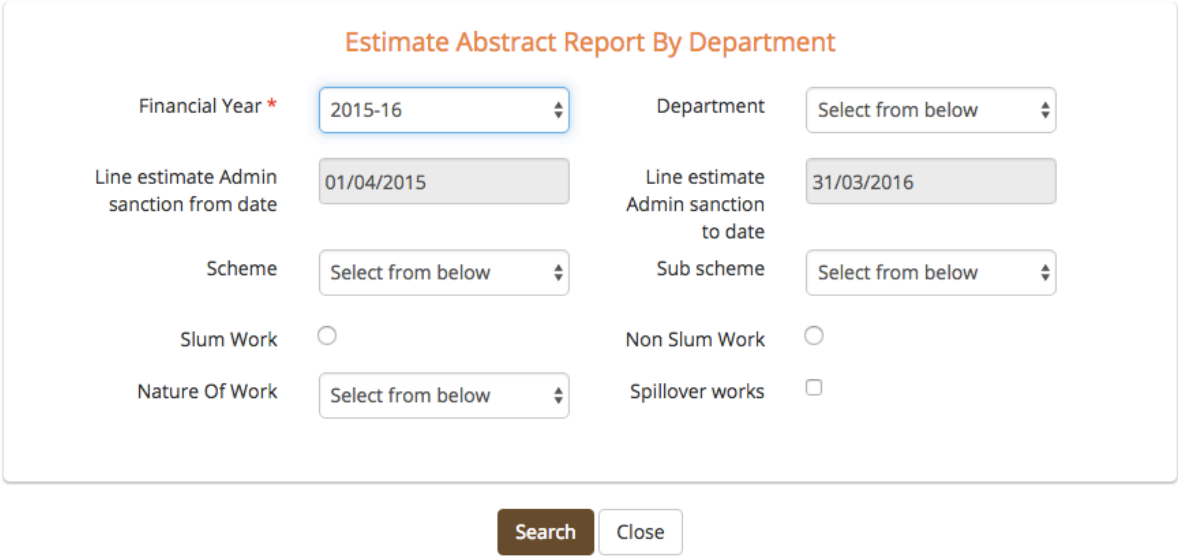
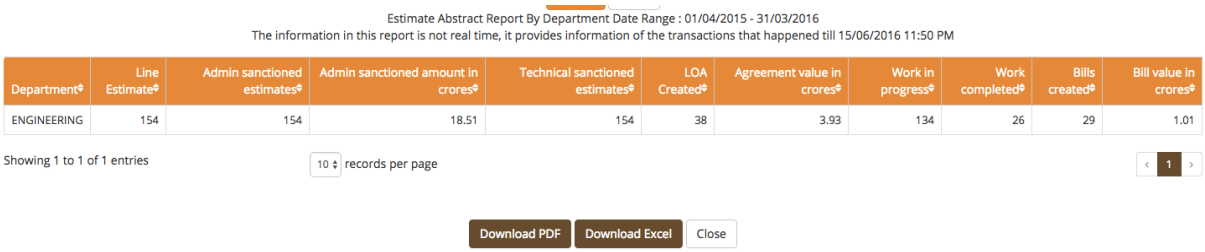
Estimate Abstract Report By Department

Path: **Applications>Works Management>Reports>Estimate Abstract Report By Department**



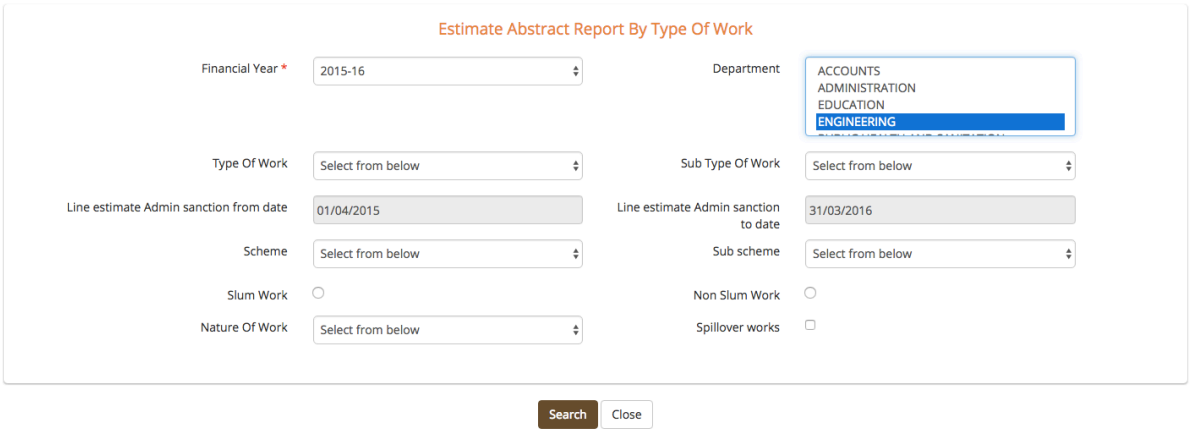
- Abstract Report Generated Based On Estimate Dates
- Enter relevant data in the optional fields to get the precise summary
- Click on Search Button to Publish the Report.



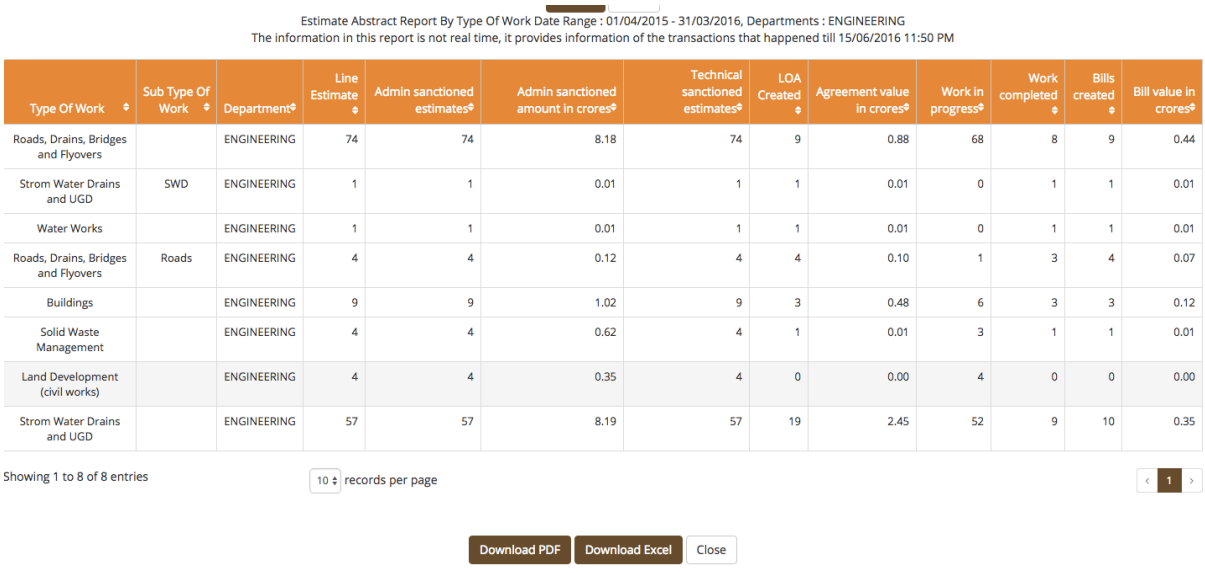
- Report can be downloaded in PDF or Excel File Format.

Estimate Abstract Report By Type of Work

Path: **Applications>Works Management>Reports>Estimate Abstract Report By Type of Work**



- Abstract Report Generated Based On Estimate Dates
- Enter relevant data in the optional fields to get the precise summary
- Click on Search Button to Publish the Report.



Type Of Work	Sub Type Of Work	Department	Line Estimate	Admin sanctioned estimates	Admin sanctioned amount in crores	Technical sanctioned estimates	LOA Created	Agreement value in crores	Work in progress	Work completed	Bills created	Bill value in crores
Roads, Drains, Bridges and Flyovers		ENGINEERING	74	74	8.18	74	9	0.88	68	8	9	0.44
Strom Water Drains and UGD	SWD	ENGINEERING	1	1	0.01	1	1	0.01	0	1	1	0.01
Water Works		ENGINEERING	1	1	0.01	1	1	0.01	0	1	1	0.01
Roads, Drains, Bridges and Flyovers	Roads	ENGINEERING	4	4	0.12	4	4	0.10	1	3	4	0.07
Buildings		ENGINEERING	9	9	1.02	9	3	0.48	6	3	3	0.12
Solid Waste Management		ENGINEERING	4	4	0.62	4	1	0.01	3	1	1	0.01
Land Development (civil works)		ENGINEERING	4	4	0.35	4	0	0.00	4	0	0	0.00
Strom Water Drains and UGD		ENGINEERING	57	57	8.19	57	19	2.45	52	9	10	0.35

- Report can be downloaded in PDF or Excel File Format.