	E-Nagar User Manual
User manual	
E-Works Softwa	ro
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	Dec- 4 - FFC
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## Intoduction:

E-Works is a web based online application software for administrative financial, technical approval of the works. It's include entire flow of the work and genrate bill accordingly. In which all concern users can view/review and comment on the file and process further.

### Landing details and S/W user level

#### Link to land and URLs

AJMER: http://117.240.201.126/E-nagar/engineering\_demo/Ajmer/uengineeringadmin/index.php

**Bharatpur:** http://117.240.201.126/E-nagar/engineering\_demo/bharatpur/uengineeringadmin/index.php

Bhilwara: http://117.240.201.126/E-nagar/engineering\_demo/bhilwara/uengineeringadmin/index.php

Bikaner: http://117.240.201.126/E-nagar/engineering\_demo/bikaner/uengineeringadmin/index.php

**Jodhpur**: <a href="http://117.240.201.126/E-nagar/engineering\_demo/jodhpur/uengineeringadmin/index.php">http://117.240.201.126/E-nagar/engineering\_demo/jodhpur/uengineeringadmin/index.php</a>

### Administrator Credentials and OTP:

Srno	Username	Password	Dummy OTP	Description
1	superadmin	111	1234	Create Users and modify website
				content

### Users Credentials and OTP:

	**	ъ .	D 077D	5
Srno	Username	Password	Dummy OTP	Description
1	jen	111	1234	Create BSR Master Entry
				Create New Project
				Create Estimate
				Create the Bill
				freeze the Bill
2	aen	111	1234	Process and Review and modify
3	xen	111	1234	Process and Review
				Generate Technical Sanction
4	se	111	1234	Process and Review
				Generate Office Order
				Generate Technical Sanction
5	nit	111	1234	NIT information (Process and
				Final Result Upload)
6	accounts	111	1234	Process and Review
				Generate Negotiation Letter
				Generate PG Letter
				PG Deposit Notice 1
				PG Deposit Notice 2
				PG Deposit Process
				Bill Deduction
				Bill Approval
				Retender
7	secretary	111	1234	Process Approval and Review
8	chairman	111	1234	Process Approval and Review

### Walk through the navigation bar

#### Menu by Menu Navigation

- I/O Box
  - o Inbox
  - Out box
  - o Other Box
- Maters
  - G Schedule
  - o H Schedule
- BSR
  - Building BSR
  - o Road BSR
  - o RUIDP BSR
  - o Electrical BSR
  - o Other BSR
  - H Schedule Building
  - o H Schedule Road
  - o H Schedule RUIDP
  - o H Schedule Electrical
  - H Schedule Other
- New Project
- User create
- User configuration
- Report
  - o Works Report
  - Division Wise Report
  - o [EXCEL] Office Order Register
  - Office Order Register
  - Work Order Register
  - o P G Order Register
  - Negotiation Letter
  - Works Completion Report
  - Budget Head Report
  - o Division Wise Report
- Password
- Logout

#### BSR:

Basic Schedule Rate means the priced Schedule of Rates forming part of the tender also means the schedule of quantities as specified and forming part of this contract. And Rate means any schedule included in the Contract which, in respect of any section or item of the Services to be carried out, shows the respective rate (Fee) of payment for performance of that service and which may also include lump sums, other sums, quantities and prices.

## Workflow

#### Role:

- 1. Project Create
- 2. Office Order
- 3. Tenchnical Senction
- 4. NIT upload
- 5. Nit other Details Uploads
- 6. Negotiation Letter
- 7. PG Letter
- 8. PG notice 1 Letter
- 9. PG notice 2 Letter
- 10. PG Deposited
- 11. Work Order
- 12. Bill Generate 1
- 13. Bill Approval
- 14. Bill Freeze
- 15. Bill Generate 2 same as (Step 12 TO Step 14)

#### Project flow

- **Step 1.** BSR Entry From Master menu.
- **Step 2.** New Project Create From JEN Account.
- Step 3. Generate G Schedule Estimate and Generate H Schedule Estimate in the project.
- **Step 4. -** Fill Administrative and Financial Sanction Form of the project.
- **Step 5.** Check Estimate and record page.
- **Step 6. -** Project forward JEN to AEN.
- **Step 7.** AEN Verify the G schedule and H schedule of the project. If there any change, will make the changes and send the file to Xen.
- **Step 8.** XEN Verify and check the project and forword to SE.
- Step 9. SE will scrutinize the project and send the file to the Account officer for Budget verification.
- **Step 10.** The Accounts Officer will examine the budget head and send the file as per the budget head to the Secretary/Chairman for approval.
- **Step 11.** Once the approval is completed, SE will generate the Office Order of project.
- **Step 12.** After Office order generate, SE will forword the file to XEN for technical senction.
- **Step 13.** After technical senction, XEN will forward the file to Accounts for further processing.
- **Step 14.** The Accounts Department will send that file to the NIT (NIT section is part of accounts) .
- **Step 15.** After the release of NIT, all the information and related documents of that NIT will be put and later on the project which is Final L1 details will be entered. Then it will be sent to the accounts department
- Step 16. The Accounts Department will generate the Negotiation Letter if required and issue the PG Letter. If the contractor does not deposit the PG amount then the accounts department will issue him PG notice 1 letter and if he still does not deposit then he will be issued PG notice 2 letter and if he deposits the PG amount then his PG is deposited after File is sent to XEN for generate Work Order.

- **Step 17.** After deposit the PG amount, XEN will check PG amount is generated then XEN will Genrate Work Order.
- **Step 18.** After generate work order, The file sent XEN to JEN for bill generation.
- **Step 19.** JEN will generate the bill and apply the quantity as per the bill also add as per MB book records and then JEN will send that bill to the accounts department for deduction on that bill.
- **Step 20.** Accounts Department adds a deduction on that bill and after approving that bill sends to the JEN for freeze the bill
- **Step 21.** After approval of the bill from the Accounts Department, JEN freezes that bill and bill is generated.
- **Step 22.** If he wants to generate bill a second time, JEN will create bill and add the quantity and send that bill to the Accounts Department for approval. Once approved, JEN will freeze the bill. (Same process follow for running bill)

#### Project Create and data flow



- This is a main page of our project.
- This is Log-In page.
- Here all the users in Organization can Log-In through this page, and the OTP will come on their respective Phone Number Which will provide by Employee.
- And hence The Dashboard of that respective Designation Will reflect after Successful Log-In.
- Firstly, JEN will Log-In for project creation purpose.



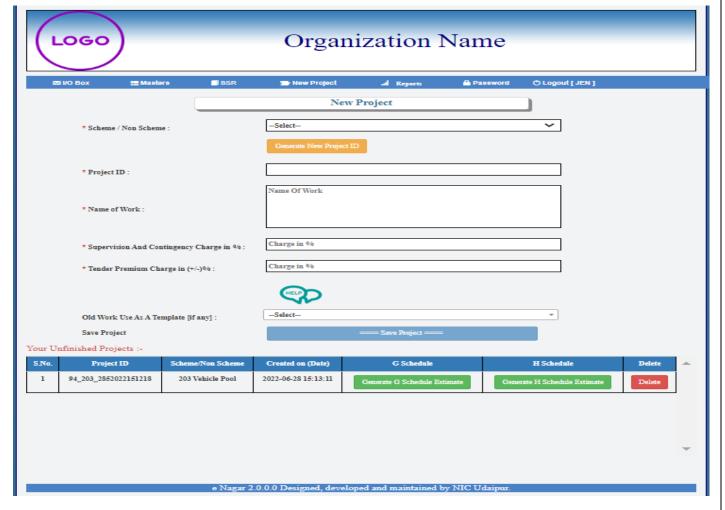
- This POP-UP reflects after Log-In on our Log-In page.
- Here OTP will entered whatsoever come on the respective phone number for secure Log-In.

## STEP 1 - JEN Dashboard page



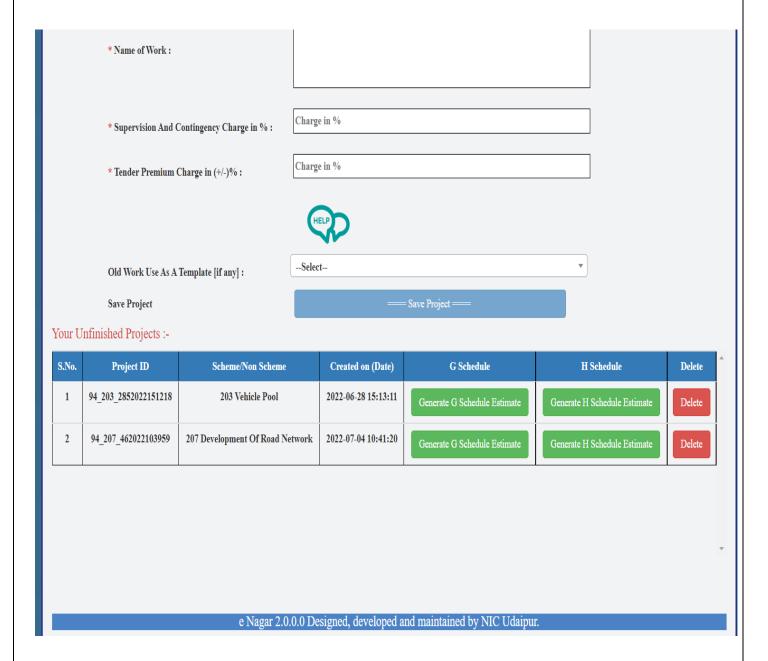
- In this page we have I/O Box, Masters, BSR, New-Project, Reports, Password and Log-Out Buttons are available.
- I/O Box: This refers to the Inbox, Outbox as well as Other Box where the different message exists.
  - Inbox: In this user can take action against the file which is sent by other employee and which
    is currently pending with him.
  - Other Box: In this user can see the file which is held with other employee, but can not edit/modify.
- Masters: It contains G-Schedules & H-Schedules for insert BSR records.
- BSR: [Basic Schedule Rate] IN BSR Menu see all BSR records of G-Schedule and H-Schedule.
- **New-Project:** Here Only JEN will create the New-Project.
- **Reports:** From here respective **Officers** can check the Work-Report, Office-Order, Work-Order, PG-Order, Negotiation-Letter, Work Completion Report, Budget-Head Report.
- **Password:** Here respective person can change their password if required.
- Log-Out: From here respective person can Log-Out.

### New-Project



- Firstly, JEN will select Scheme/Non-Scheme.
- And then JEN will click on the Generate New Project-ID button, after clicking on the button. project id will be generated on the Project ID in the text box, this is the UNIQUE PROJECT IF for further reference
- After Generating Project-ID, JEN will fill the details like Name of Work, Supervision and Contingency Charge, Tender Premium, and if he has any older projects related to this the relative Officer can use as Template.
- Name of work: In this JEN will write the Name of work on which project JEN wanted to work upon.
- Supervision and Contingency Charge: In this Supervision and Contingency Charge indicates the identical expenses of a miscellaneous character which cannot be reasonably predicted during preparation of the estimate and to meet such unforeseen expenses an additional amount of percentage estimated cost of work is provided in the total estimate.
- Tender Premium charge: Tender premium refers to the amount of money a bidder quotes that is higher than the estimated cost of a project. The Finance Department noted that many procurement entities sanctioned tenders with bids more than the estimated cost.
- Old Project Use As Template: Here JEN use select the projects related to this one, if as any old project reference and hence the G-Schedule and H-Schedule amount related to that particular project are autometically set. And if there is no project related to that project than JEN can leave this field and click save project button.

After saving the project Unfinished projects shows at the end of the page.



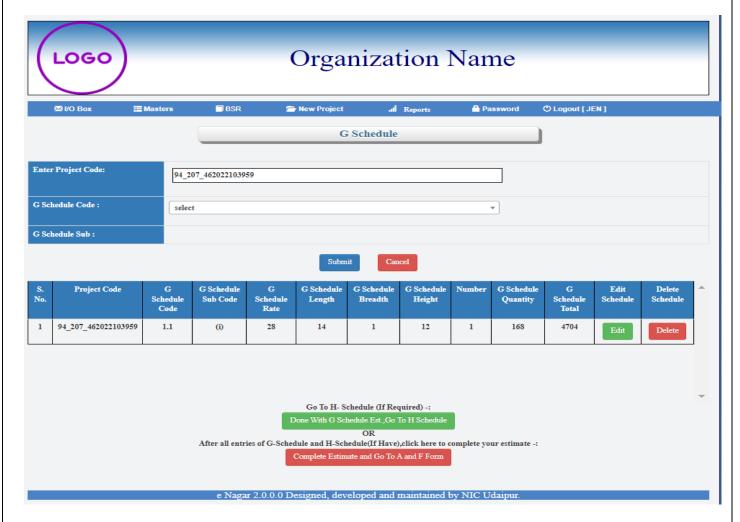
- Unfinished Projects list are shown in Table, buttons are avialable as Generate G-Schedule and H-Schedule
   Estimate and delete.
- In this grid user (JEN) go to generate G-Schedules and H-Schedules for that projects only.
- JEN wants to add G-Schedule items then click on Generate G-Schedule Estimates.
  - G-SCHEDULE ITEMS:



- JEN will fill the generating G-Schedule Items for the projects.
- First JEN have to select a G schedule code once G Schedule code has selected if G-Schedule code have their
   Sub-Item-unit then automatically Sub Item Units are selected which JEN has already inserted in G schedule
   Masters.
- After getting Sub Items Unit/G-Schedule Item JEN have to define their Sub Item / Item after define their
   Length, Breadth, Height/Depth, Number, Qty/ Area, Total, in the end JEN can give their Remark of Sub Item
   Unit/ Item Unit.
- Once JEN done with filling Items click on **Submit.** And hence once G-Schedule item is generated.

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- If the Project G-Schedule item inserted Successfully **POP-UP** will reflect here on this page G-Schedule item inserted Successfully.
- After insert G-Schedule items then list G-Schedule items are shown in Table, buttons are avialable as Edit and delete.

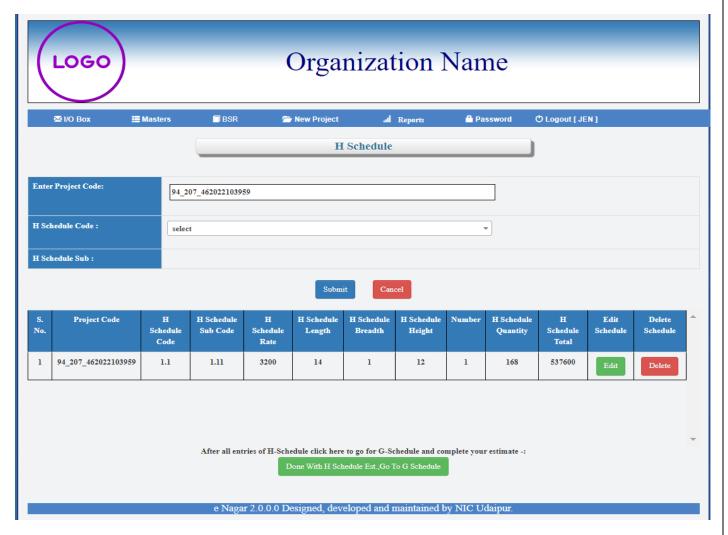


- Once Record Inserted in G Schedule JEN can see all the details on this page regarding G-Schedule.
- In this page, JEN can EDIT/DELETE items or sub items in G-Schedule after doing all this click on Done with G-Go To H-Schedule for further generation of H-Schedule.
- H- Schedule item process are as same as G-Schedule item
  - H-SCHEDULE ITEMS:



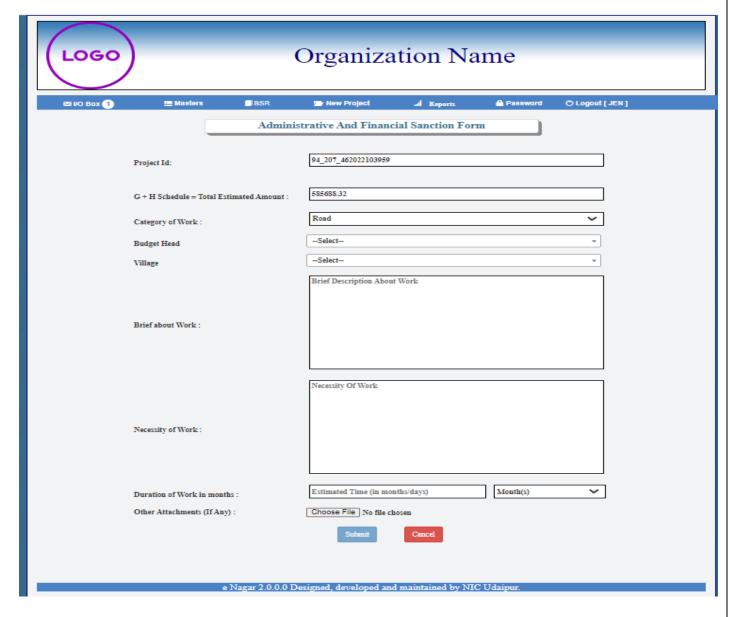
- JEN will fill the generating H-Schedule Items after generating G-Schedule for projects.
- First JEN have to select a H-schedule code once H-Schedule code has selected if H-Schedule code have their
   Sub-Item-unit then automatically Sub Item Units are selected which JEN has already inserted in H-schedule
   Masters.
- After getting Sub Items Unit/ H-Schedule Item JEN have to define their Sub Item / Item after define their
   Length, Breadth, Height/Depth, Number, Qty/ Area, Total, in the end JEN can give their Remark of Sub Item
   Unit/ Item Unit.
- Once JEN done with filling Items click on **Submit.** And hence once H-Schedule item is generated.
- If the Project H-Schedule item inserted Successfully POP-UP will reflect here on this page H-Schedule item inserted Successfully.

 After insert H-Schedule items then list H-Schedule items are shown in Table, buttons are avialable as Edit and delete.



- And once H-Schedule is generated successfully JEN can see all the details on this page regarding H-Schedule.
- In this page, JEN can **EDIT/DELETE** items or sub items in H schedule
- After doing all this Click-On Done with H-Schedule Estimate, Go To G-Schedule button.
- After clicking on button the page will redirect on G-Schedule Item page where Complete Estimate and Go To A
  and F form button is availabe below.

#### Administrative and Financial Sanction Form



- In this page Project-Id, Total Estimated Amount, Category of work, Budget-Head, Village can select from the above buttons, Brief about the work, Necessity of work can write in the particular box provided by just next to the option, Duration Of work & if any other attachment are available to add can add with the options.
  - o Project-Id : Project-Id which is generated by JEN while creating New project which is Unique Id.
  - Total Estimated Amount: After adding G-Schedule and H-Schedule items/sub items by the JEN, the total amount of that project is shown which cannot be edited.
  - o Category of work: In This category of work selected by JEN behalf of work.
  - o Budget Head: JEN will select Budget-Head which is already exists on accounts Software.

- o Breif About work: In this Description of the work can be written here.
- o Necessety of work: In this Necessety of the work can be written here.
- Duration of work: In this text box we define the estimated time of the work to be completed behalf of selecting months/days.
- Other Attachment: Here if any attachment regarding this projects are available then JEN can attached here.
- After filling the all fields then Click-On Submit button then page will redirect to Estimation page and this
  project will show in JEN inbox page.

#### ESTIMATE AND RECORD PAGE

Estimate and Record Page of this Project will reflect here.



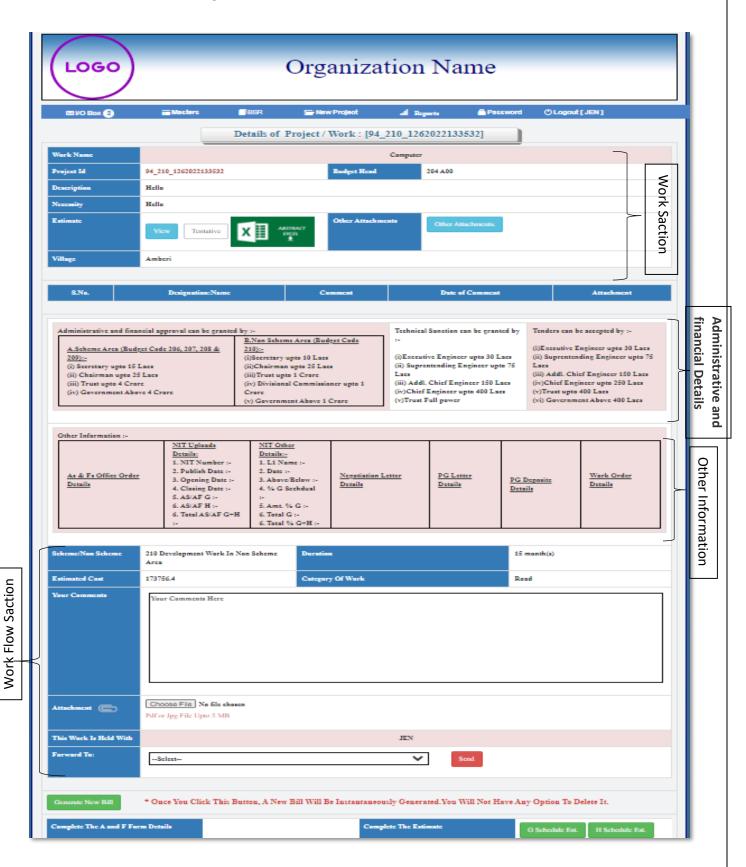
 In this page we can see the G-Schedule and H-Schedule Estimation separately as well as with calculating G-Schedule and H-Schedule Estimation combined.

#### JEN INBOX PAGE



- JEN will back to their Dashboard and open I/O Box and hence click on Inbox to where the Number of projects which are pending on behalf
- In grid the project details are show in table where Project-Name, Description, Estimated-Amount, Pending-Status and Details of the project.
- If JEN wants to take action against the project then click on details button.
- Where JEN will click on the details to check the details of this project.

## • Details Of Project



- JEN can see here
  - Work-Name
  - o Project-Id
  - o BUDGET-Head
  - Description
  - Necessity of Work
  - Village
- View Estimate: View As Estimate Page, as PDF as well as EXCEL, and can see Other Attachments also about G Schedule & H-Schedule Which Attachment while create New Project.
- JEN can see
  - o Scheme/Non-Scheme
  - Duration of Work
  - Estimated Cost
  - Category OF Work As well at the end of the page.
- JEN can give comments and add Attachments after all the fields are completed.
- Next Step JEN forward this project to AEN for further modification and process of this Project.
- JEN will Log-Out from their respective Dashboard.



## **STEP 2 - AEN Dashboard page**

- After successful Log-In by AEN. AEN dashboard will reflect here.
- There after AEN will open I/O Box and hence Click-On Inbox to see The Project forwarded by JEN.
- JEN will back to their Dashboard and open I/O Box and hence click on Inbox to where the Number of projects which are pending on behalf.
- In grid the project details are shown in table where Project-Name, Description, Estimated-Amount, Pending-Status and Details of the project.



### DETAILS OF PROJECT ( AEN PANEL )

- AEN can see here Work-Name, Project-Id, BUDGET-Head, Description & Necessity of Work, Village.
- View Estimate: As Page, PDF as well as EXCEL, and can see Other Attachments also about G-Schedule & H-Schedule.
- AEN can see Scheme/Non-Scheme, Duration of Work, Estimated Cost, Category OF Work As well at the end of the page. AEN can give his/her Comments and add Attachments after all the fields are completed. And if they are going ok till now
- AEN will forwarding this for further supervision to XEN.
- Here AEN can see the Entries project details.
- AEN can customization G-Schedule and H-Schedule item which had added by JEN
- AEN can give comments and add Attachments after customization are completed.
- Next Step AEN forward this project to XEN for further modification and process of this Project

## **STEP 3 - XEN Dashboard page**

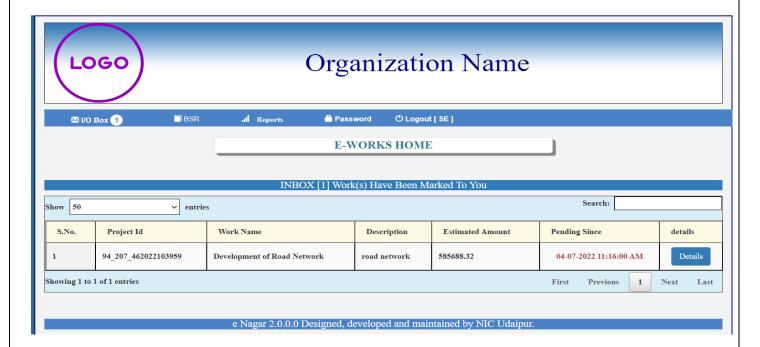
- After successful Log-In by XEN. XEN dashboard will reflect here.
- There after XEN will open I/O Box and hence Click-On Inbox to see The Project forwarded by AEN.



- Here XEN will click on I/O Box to see the inbox forwarded by AEN and XEN can see the entries of the number of
   Projects click on the details of the project which he/she wanted for further customization of this project.
- XEN can see here Work-Name, Project-Id, BUDGET-Head, Description & Necessity of Work, Village.
- View Estimate: As Page, PDF as well as EXCEL, and can see Other Attachments also about G-Schedule & H-Schedule.
- XEN can see Scheme/Non-Scheme, Duration of Work, Estimated Cost, Category OF Work As well at the end of the page.
- XEN can give Comments and add Attachments after all the fields are completed XEN can see Sign Work-Order
  Button at the end of this page but at this stage Work-Order cannot be generated because of some pending
  Stages are about to complete before generating Work-Order Like (Office order, Technical Senction, Approval
  For Chairman and secretary).
- Xen will Check G-Schedule and H-Schedule are correct for this project then XEN will forward to this for further supervision to SE.
- XEN will log out from the dashboard.

## STEP 4 - SE Dashboard page

- After successful Log-In by SE. SE dashboard will reflect here.
- There after SE will open I/O Box and hence Click-On Inbox to see The Project forwarded by XEN.



- Here SE will click on I/O Box to see the inbox forwarded by XEN and SE can see the entries of the number of
   Projects click on the details of the project which he/she wanted for further customization of this project.
- SE can see here Work-Name, Project-Id, BUDGET-Head, Description & Necessity of Work, Village.
- View Estimate: As Page, PDF as well as EXCEL, and can see Other Attachments also about G-Schedule & H-Schedule.
- SE can see Scheme/Non-Scheme, Duration of Work, Estimated Cost, Category OF Work As well at the end of the page.
- SE can see Sign Office-Order Button At the end of this page but cannot generate because Waiting for Approval by Chairman and secretary and Accounts.
- SE will Check Project then SE give Comments and add Attachments About The project after all the fields are completed then SE will forward for further supervision to Accounts.
- SE will log out from the dashboard.

## **STEP 5 - Accounts Dashboard page**

- After successful Log-In by Accounts.
- Accounts dashboard will reflect here.
- There after Accounts will open I/O Box and hence Click-On Inbox to see The Project forwarded by SE.



- Here SE will click on I/O Box to see the inbox forwarded by XEN and SE can see the entries of the number of
   Projects click on the details of the project which he/she wanted for further customization of this project.
- Accounts can see the entries of the number of Projects click on the details of the project which he/she wanted
  for further customization of this project here Accounts will click on details of the project for further
  customization of this project.

- Accounts can see here Work-Name, Project-Id, BUDGET-Head, Description & Necessity of Work, Village.
- View Estimate: As Page, PDF as well as EXCEL, and can see Other Attachments also about G-Schedule & H-Schedule.
- Accounts can see Scheme/Non-Scheme, Duration of Work, Estimated Cost, Category OF Work As well at the end of the page.
- Accounts have Many buttons are available bottom of the page but without approval accounts can not click on buttons because Project Flows like this
  - Office order
  - > Technical senction
  - > NIT Upload
  - > NIT Bid upload
  - > PG letter
  - Negotiation Letter
  - Notice 1 Letter
  - Notice 2 Letter
  - Pg Deposited
  - Work Order
  - > Bill Approval
  - ➢ Bill Freeze
- Account officer will check budget head according to their project.
- If Budget Head is according to their project then Accounts will forward this for further supervision to Secretary/Chairman.
- Account will log out from the dashboard .

## STEP 6 - Secretary/Chairman Dashboard page

- After successful Log-In by Secretary/Chairman.
- Secretary/Chairman dashboard will reflect here.
- There after Secretary/Chairman will open **I/O Box** and hence Click-On Inbox to see The Project forwarded by Accounts.



- Secretary/Chairman can see the entries of the number of Projects click on the details of the project which he/she wanted for further Approval of this project.
- Secretary/Chairman will click on details of the project for further Approval of this project.
- Secretary/Chairman can see here Work-Name, Project-Id, BUDGET-Head, Description & Necessity of Work,
   Village.
- View Estimate: As Page, PDF as well as EXCEL, and Secretary can see Other Attachments also about G-Schedule
   & H-Schedule.
- Secretary/Chairman can see Scheme/Non-Scheme, Duration of Work, Estimated Cost, Category OF Work As
   well at the end of the page. Secretary/Chairman can give Comments.
- And if they are going ok till now then Secretary/Chairman will for forwarding this for further supervision to SE.
- Secretary/Chairman will log out from the dashboard .

# STEP 7 – SE Dashboard page

- After successful Log-In by SE.
- SE dashboard will reflect here.
- There after SE will open I/O Box and hence Click-On Inbox to see The Project forwarded by Secretary/Chairman.



SE can see the entries of the number of Projects click on the details of the project which he/she wanted for
further customization of this project here SE will click on details of the project for further customization of this
project.



- SE can see here Work-Name, Project-Id, BUDGET-Head, Description & Necessity of Work, Village.
- View Estimate: As Page, PDF as well as EXCEL, and SE can see Other Attachments also about G-Schedule & H-Schedule.
- SE can see Scheme/Non-Scheme, Duration of Work, Estimated Cost, Category OF Work As well at the end of the page. SE can give his/her Comments and add Attachments after all the fields are completed.
- If approved by Secretary/Chairman Then SE will assign AEN Officer and JEN Officer then click on Sign-Office-Order Button.
- After click on button Work order will generated on project Comments.
- All Officers can See comments/Attachment/Order on their Panel.
- SE will forward it to XEN For technical Senction.
- SE will Log Out from Dashboard

# STEP 8 – XEN Dashboard page

- After successful Log-In by XEN. XEN dashboard will reflect here.
- There after XEN will open I/O Box and hence Click-On Inbox to see.



- XEN can see the entries of the number of Projects click on the details of the project which he/she wanted for further customization of this project.
- Here XEN will click on details of the project for further customization of this project.
- XEN can see here Work-Name, Project-Id, BUDGET-Head, Description & Necessity of Work, Village, view Estimate: As Page, PDF as well as EXCEL, and XEN can see Other Attachments also about G-Schedule & H-Schedule.



- XEN can see Scheme/Non-Scheme, Duration of Work, Estimated Cost, Category OF Work As well at the end of the page.
- XEN Have Sign work order Button But XEN is not allowed to click on Sign-Work-Order button at this stage.
- XEN will generate Technical Sanction here by select AEN and select JEN and input NIT-FORMAT and input T.S.
   Competency and then Click on Sign-Technical-Sanction Button on this page.
- After click on button Technical-Sanction will generated on page.
- Generate Technical-Sanction order on Comments panel
- After Generate Technical-Sanction Then XEN can give Comments and add any project Attachments and XEN
   will forward it to Accounts
- And after signing Technical-Sanction XEN will forward it to Accounts.
- XEN will Log Out from Dashboard

## STEP 9 – Accounts Dashboard page

- After successful Log-In by Accounts.
- Accounts dashboard will reflect here.
- There after Accounts will open I/O Box and hence Click-On Inbox to see The Project forwarded by XEN.



- Accounts can see the entries of the number of Projects click on the details of the project which he/she wanted
  for further customization of this project here Accounts will click on details of the project for further
  customization of this project.
- Accounts can see the details as above pages.
- And more details at the end of this page, as Generate-Negotiation-Letter, Generate-PG-Letter and PG-Deposited here on this page but these fields are filled after completing the further processes.
- Here Accounts forward to NIT Section because A&F is genrated and also approved by chairman/secretary and also approved technical sention so Accounts forward to NIT Section.
- Accounts will Log Out from Dashboard

# STEP 10 - NIT Dashboard page

- successful Log-In by NIT.
- NIT dashboard will reflect here.
- There after NIT will open I/O Box and hence Click-On Inbox to see The Project forwarded by Accounts.

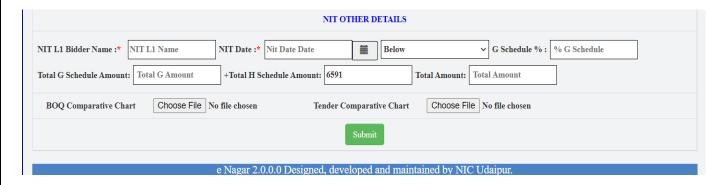


- NIT can see the entries of the number of Projects click on the details of the project which he/she wanted for further customization of this project.
- Here NIT will click on details of the project for further customization of this project.

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- NIT can see the details as above pages, and more details at the end of this page, as NIT UPLOADS DETAILS where NIT fill some details like NIT No, Date of Publishing, Date of Closing, NIT Opening Date, Estimated Cost AS/FS= G-Schedule Amount, + H-Schedule Amount, = Total Amount, choose file as (NIT-Upload, Bid Document, BOQ) and after doing all these process Click On submit button.
- After Submitting the details, The POP-UP message will be shown on the same page and message like NIT details are successfully insert.
- After submission of NIT-Uploads, Then all NIT-Other-Details Show bottom of the pages



- NIT-Other-Details like: NIT (L1 Bidder Name, Date) and NIT will select the (Below or Above G-Schedule), (G-Schedule %), (Total G-Schedule Amount), (+ Total H-Schedule Amount), Total Amount and choose attachments like (BOQ-Comparative-Chart, Tender-Comparative-Chart).
- Once NIT fill G-Schedule %, then through this % initially the POP-UP message come on the same page and (the
  Total G-Schedule + Total H-Schedule Amount and Total Amount) fields are automatically generated and then
  NIT click on submit button and POP-UP will come on this page.
- After submission all the details, NIT will forward it to Accounts.
- NIT will Log Out from Dashboard by click on Logout Button.

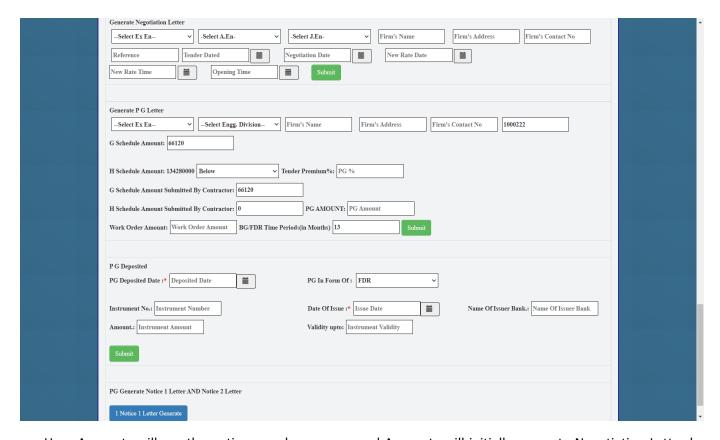
# STEP 11 - Accounts Dashboard page

- After successful Log-In by Accounts.
- Accounts dashboard will reflect here.
- There after Accounts will open I/O Box and hence Click-On Inbox to see The Project forwarded by NIT.



Accounts can see the entries of the number of Projects click on the details of the project which he/she
 wanted for further customization of this project here Accounts will click on details of the project for further customization of this project.

#### **E-Nagar User Manual**



- Here Accounts will see the options as above pages and Accounts will initially generate Negotiation Letter by selecting the fields like: (Selecting XEN, AEN, JEN) and fill the details like (Firm's-Name, Firm's-Address, Firm's-Phone) and choose Reference (If any), Tender-Date, Negotiation-Date, New-Rate-Date, New-Rate-Time, Opening-Time and click on submit.
- After Submitting the Negotiation Letter, the POP-UP message will show at the top of the page that Negotiation
   -Letter generated successfully.
- After click on button Submit button Negotiation Letter will generated on page.
- Generate Negotiation Letter order on Comments panel
- After Negotiation Letter Generate then department send the negotation letter by E-Mail ID and Send Hard Copy
   Through Post on contractor firm address
- After negotiation completed then genrate PG Letter for contractor

- Here Accounts will see the options as above pages and Accounts will then generate PG Letter by select the fields like: (Selecting XEN, Eng. Division) and the details like (Firm's-Name, Firm's-Address, Firm's-Phone Tender-Premium, G-Schedule Amount are selected automatically). Then H-Schedule Amount, will be selected automatically, and after input Tender-Premium rate and the click on PG Letter letter button then POP-UP message will show at the top of the page that PG -Letter generated successfully.
- PG -Letter will generated on page.
- PG-Letter Genrated on Comments panel
- If contractor is not deposted amount of PG-letter then Accounts will generate NOTICE-LETTER 1 for contractor.
- Again contrator Is not not deposted amount accroding PG-letter then Accounts will generate NOTICE-LETTER 2
  for contractor.
- If PG is Deposited from contractor then genrated PG depostied.
- Genrated PG depostied such fields are : -(PG-Deposite-Date, PG-In-Form-Of, Instrument number, Date
   Of-Issue, Name-Of-Issuer-Bank, Ammount, Validity-Upto ).
- Once all the details of PG depostied are filled From Accounts officer then click on Submit to generate PG-Deposite.
- After submit PG-deposite details the POP-UP message will reflect on the top of the screen.
- Once PG-Deposited Generated Successfully Accounts will forward this project to XEN For generate Work Oder
- Now accounts will Log-Out from their Dashboard.

# STEP 12 - XEN Dashboard page

- After successful Log-In by XEN.
- XEN dashboard will reflect here.
- There after XEN will open I/O Box and hence Click-On Inbox to see.



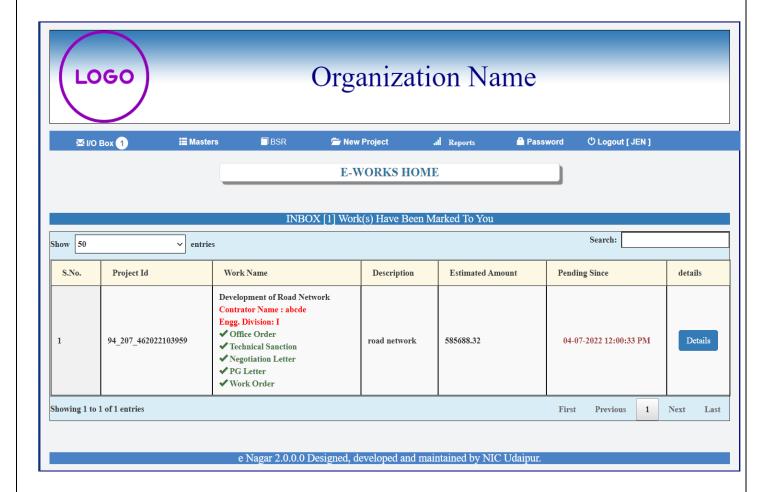
- XEN can see the entries of the number of Projects click on the details of the project which he/she wanted for further customization of this project.
- Here XEN will click on details of the project for further customization of this project.



- On this page XEN will Generate Sign-Work-Order
- For Genrate Work Order first by selecting AEN, selecting JEN and some fields are filled automatically (Firm's-Name, Firm's-Address, Firm's-Phone) and filling the fields like: (Reference in Work-Order (If Any), (%Below G-Schedule), (%Above G-Schedule), (Total Amount Quoted for H-Schedule items By the Firm), (Date of Commencement)).
- Once All field has field then click on XEN click on Sign-Work-Order Button after click button POP-UP will show
  on the top of the screen Work-Order Signed Successfully.
- Work-Order will generated on page.
- Generate Work-Order order on Comments panel
- XEN will Forward this file to JEN for generate bill.
- Now XEN will Log-Out from their Dashboard.

# STEP 13 – JEN Dashboard page

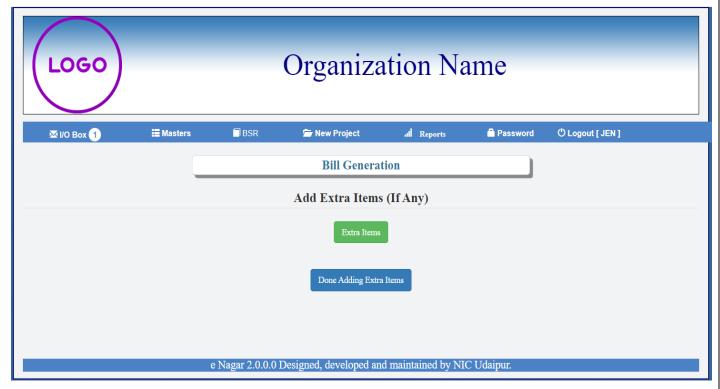
- After successful Log-In by JEN.
- JEN dashboard will reflect here.
- There after JEN will open I/O Box and hence Click-On Inbox to see.



- JEN can see the entries of the number of Projects click on the details of the project which he/she wanted for further customization of this project.
- Here JEN will click on details of the project for further customization of this project.

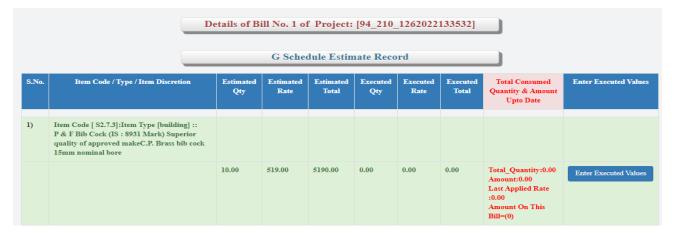


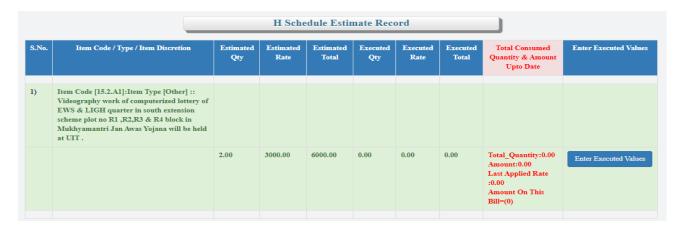
- Here on this Page JEN will simply click on Generate-New-Bill for the generating bill of the project. Once you
  click on this button, A bill will automatically generated. Then You will not have any option to delete it.
- After you click on this button then POP-UP will show on the top of the screen that Are you sure want to create
  New-Bill if JEN will click on ok buttonthen New-Bill will Generated successfully. Again, POP-UP will show on the
  top Bill is generated Successfully.
- Again, POP-UP will show on the top of the screen that about the **Tender-Premium**.



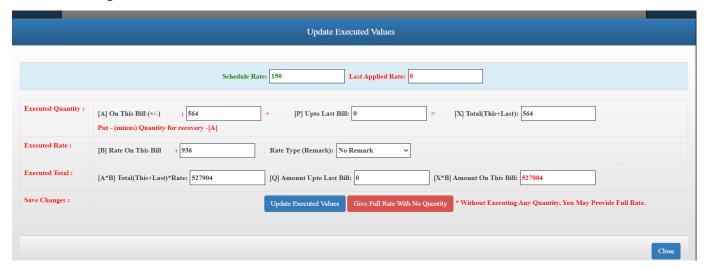
- Here we have option to add Extra Items and if there is no need to add any extra items then we will go to the
   Done Adding Extra Items.
- And after click on Done-Adding-Extra-Items.
- The POP-UP will show on the top of the screen that Are You Sure? You will Not be able to add any extra Items after clicking ok button.

- Once done with all these once again POP-UP will show on the top of the screen Updated-Successfully.
- Again, POP-UP will show about Tender-Premium.





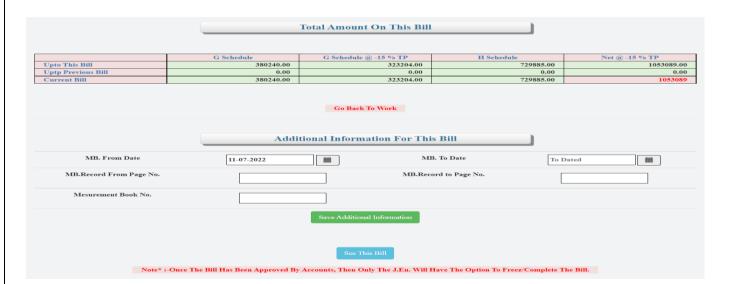
- After click on done adding extra items, JEN has to click on **Enter executed values**.
- After clicking On Enter-Executed-Value this screen of G-Schedule will shown in the middle of the screen.



• Where JEN have to Update the Executed values by filling the above fields like: -{(executed Quantity [A] On This Bill + [P]Upto Last Bill = [X]Total(This+Last), Executed-Rate, Rate-Type, Executed Total)} and after filling all the details.

- JEN will click on Save Changes to Execute Update.
- Once fields are filled JEN will click on Update-Executed-Values.
- Once Done with updating the Executed-values, the POP-UP will shown on the top of the screen about Thses
   Executed Valuess will not be Reverted, If Once Submitted. So Do You Really Want To really Submit?. Click On
   Ok buttonto agree.
- Again POP-UP will Shown On the top of the screen aboutn Executed-Values-Updated-Successfully.
- After clicking On Enter-Executed-Value this screen of H-Schedule will shown in the middle of the screen.
- Where JEN have to Update the Executed values by filling the above fields like: {(executed Quantity [A] On
  This Bill + [P]Upto Last Bill = [X]Total(This+Last), Executed-Rate, Rate-Type, Executed Total)} and after filling all
  the details JEN will click on Save Changes to Execute Update. Once fields are filled JEN will click on UpdateExecuted-Values.
- Once Done with updating the Executed-values, the POP-UP will shown on the top of the screen about Thses
   Executed Valuess will not be Reverted, If Once Submitted. So Do You Really Want To raelly Submit?. Click On
   Ok buttonto agree.
- Again POP-UP will Shown On the top of the screen aboutn Executed-Values-Updated-Successfully
- Now JEN will fill The Additional Information For This Bill. like: -(MB.Form-Date, MB.TO-Date, MB. Record-

From-Page- No, MB.Record-TO-Page-No, Mesurement Book No).



- After filling all the Fields JEN will click-on Save-Additional-Information.
- The POP-UP will shown on the top of the screen about Information Updated Successfully.
- Now JEN forward this project to Accounts for Bill Freeze and Bill Deducation
- JEN will log out form the dashboard.

# STEP 14 - Accounts Dashboard page

- After successful Log-In by Accounts.
- Accounts dashboard will reflect here.
- There after Accounts will open I/O Box and hence Click-On Inbox to see The Project forwarded by JEN.



- Accounts can see the entries of the number of Projects click on the details of the project which he/she wanted for further customization of this project.
- Here Accounts will click on details of the project for further customization of this project.

	Apply Do	eductions					
Compensation		DMFT Amount					
Electricity charges		INCOME TAX (Contractor)					
LABOUR CESS		OTHERS					
Patrakar Kosh		PENALTIES					
ROYALTY		ROYALTY WITHHELD					
SALES TAX		SD 5th					
SECURITY DEPOSIT		SERVICE TAX					
SURCHARGE ON INCOME TAX		TCS Of Royalty					
TDS C GST		TDS S GST					
WELFARE (FLAG DAY)							
Amount Pay Rs.[for RTGS] = 1053089  Total Deductions Rs. =							
See This Bill  Note*:-Once The Bill Has Been Approved By Accounts, Then Only The J.En. Will Have The Option To Freez/Complete The Bill.  Approve This Bill							

- On this page Accounts has to do Deduction on the bill by filling all the fields shown above on this page.
- After applying Deduction Accounts will click on Apply Deduction.
- After Applying Deduction, the POP-UP will show at the top of the screen about **Deduction Updated** successfully.
- After Deduction applied successfully Accounts will click on **Approve the bill** Button.
- After Approving the bill by Accounts Again, POP-UP will show on the top of the screen about Bill Has Been Approved.
- Here on This page Accounts will forward this project to JEN. Once forwarded successfully.
- The POP-UP will show on the top of the screen about Forwarded Successfully.
- Accounts send Bill to JEN For Complete and Freeze this bill.
- Accounts will log out from dashboard.

# STEP 15 – JEN Dashboard page

- After successful Log-In by JEN.
- JEN dashboard will reflect here.
- There after Accounts will open I/O Box and hence Click-On Inbox to see The Project forwarded by Accounts



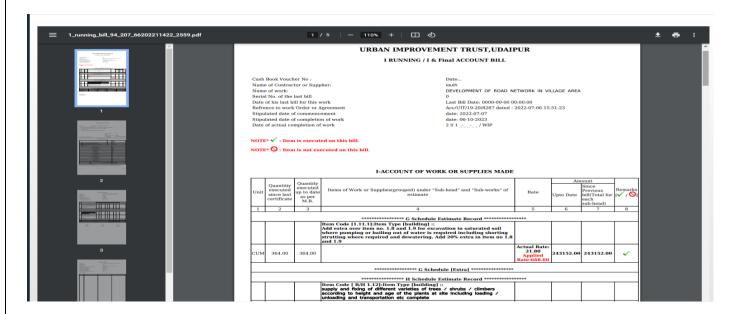
- JEN can see the entries of the number of Projects click on the details of the project which he/she wanted for further customization of this project.
- Here JEN will click on details of the project for further customization of this project.



Now on this Page JEN will click on the bill button. The POP-UP will show on the top of the screen about Tender-Premium.



- Here JEN will click on Freeze the bill. For freezing the bill.
- Here we got pop up message about Bill Freeze and attached with work. After Clicking on ok Again POP-UP will show Bill freeze successfully.



- Jen want to generate a new bill (Second Bill) then click on Bill generate button and genrate new bill and same process as like genrate first bill
  - Bill approve by Accounts
  - o Bill freeze by JEN

# See Attachment

- Officer order
- Technical sanction
- Negotiation Letter
- PG Letter
- PG Notice 1 Letter
- Work order
- Running bill

### Office order

### Organization Name(Raj.)

#### Office Order

I am directed to convey Administrative and Financial Approval For Rs. 585688.32 against the work of Development of Road Network The amount shall be chargeable against head 204 B00 This bears approval of competent authority, Organization Name,

Supdt. Engineer Organization Name,

No. :Organization Name/2022-2023/8278 04-07-2022

- 1. Executive Engineer to issue NIT in 7 days time.
- 2. Asst. Engineer Shri aen
- 3. To Submit approved estimate and 'G' Schedule (8 Copies) duly signed by Executive Engineer to Account Section 7 days prior to date of tender.
- 4. A.O. Organization Name
- 5. Jr. Engineer Shri JEN

Supdt. Engineer Organization Name

### Technical senction

Estimate Record of Project / Work: [94\_207\_116202217375]: 207 Development of Road Netwrok

\* Note : In any discrepancy in rates please refer to concerned BSR and related circulars.[Project and Estimate created on 2022-07-11 17:37:30]

#### G Schedule Estimate Record

S.No.	Item Code / Type / Item Discretion	Remark	No.	Length	Breadth	Height	Unit	Qty/Area	Rate	Total
	Item Code [ROAD 3.16 NEW]:Item Type [building] ::Embankment construction with material obtained from Borrow Pits (Construction of embankment with approved material obtained from borrow pits with all lifts and leads, transporting to site, spreading, grading to required slope and compacting to meet requirement of table 300-2)									
		for screenshot	1	19	1	20	сим	380	174	66120
	TOTAL							380		66120
	GRAND TOTAL OF G SCHEDULE ESTIMATE								9	66120

#### H Schedule Estimate Record

S.No.	Item Code / Type / Item Discretion	Remark	No.	Length	Breadth	Height	Unit	Qty/Area	Rate	Total
1)	Item Code [Model road raniroad]:Item Type [Other]:: Preparation of landscape design, schedule of services, concept design, preliminary design and drawings, working drawings including tender documents etc. complete in all respect as per direction of engineer-in-charge									
		for screenshot	1	18	1	20	Each	360	373000	134280000
	TOTAL							360		134280000
Š	GRAND TOTAL H SCHEDULE ESTIMATE									134280000

#### G + H = Total Estimate of Entire Work

=>	GRAND TOTAL ESTIMATE [G + H] OF ENTIRE WORK	G + H = Total : 66120 + 134280000 = 134346120
=>	3% Amount For Supervision And Contingency	4030383.6
=>	5% Amount For Tender Premium	6717306
=>	Amount After Adding Supervision And Contingency / Tender Premium Cost	145093809.6134346120 + 4030383.6 + (6717306) = 145093809.6

#### **Organization Name**

#### **Technical Sanction**

:Organization Name/2022-2023/8289 Date :11-07-2022

Name of work :207 Development of Road Netwrok

Work/Project ID :94\_207\_116202217375

:204 C00 **Budget code** 

AS and FS reference and :Organization Name/2022-2023/8288 Date:11-07-2022 Date

Amount of work(Rs) :145093809.6

BSR reference :As mentioned in above estimate

NIT fromat :NIT

Justification of work :Necessity of Work

:road network develpoment Description

**Estimate** :Estimate of work[Abstract](excel sheet)

Competency athourity to :XEN

technical sanction

Aen: Jen: JEN

 ${\bf Note}^*: {\bf This} \ {\bf is} \ {\bf Computer-generate} \ {\bf document} \ {\bf hence} \ {\bf NO} \ {\bf SIGNATURE} \ {\bf required}.$ 

### Negotiation letter

Reg.A.D.

### **OFFICE OF THE Organization Name,**

**Sub.:- Tender For** :-Development of Road Network **Ref.:-** :-25

You had tendered for the above cited subject work on 14-07-2022 in the office of the undersigned. As the rates offered by you are considered on higher side, it is decided to negotiate with you on 21-07-2022

You are therefore, requested to please submit your revised and final offer (rate) for the work on 22-07-2022 at 11:50 AM in sealed cover to this office which will be opened on the same day at 01:00 PM.

In case you do not offer any new rates on the date and time specified above or Increase the rate or impose any new condition it shall be assumed that you stick to your original offer.

# Executive Engineer Organization Name,

Copy forwarded to the following for information & necessary action:

- 1. Sh.aen, Assistant Engineer, Organization Name, ...
- 2. Sh.JEN, Junior Engineer, Organization Name,
- 3. Mining Engineer (Mines and Geology Department, ).
- 4. Labour Inspector (Contract),

**Executive Engineer Organization Name**,

#### PG letter

#### Organization Name

No.:F-2()Accts/Works/2022-2023/8281

Date:-04-07-2022

#### abcde

**abcdefgh** 8965337127

विषय :-परफॉरमेंस गारंटी (पी.जी.) राशि एवं / सिक्योरिटी डिपोजिट (एस.डी.) राशि जमा कराने बाबत ।

प्रसंग :-Development of Road Network बाबत ई-निविदा सूचना संख्या 26

उपर्युक्त विषयान्तर्गत लेख है कि इस कार्यालय द्वारा आमंत्रित ई-निविदा सूचना संख्या 26 में प्रासांगिक कार्य के निविदा राशि रुपये 4704.00 के विरुद्ध आप द्वारा निविदित राशि 4000.40 रुपये न्युनतम होने पर न्यास द्वारा स्वीकार कर ली गई है ।

आप उक्त कार्य की G-Schedule राशि रुपये 4704.00 के विरुद्ध आप द्वारा दी गई दर 0 % Below पेटे राशि रुपये 0 की बैंक गारंटी, NSC अथवा एफ.डी.आर. (राष्ट्रीयकृत बैंक / अनुसूचित बैंक द्वारा जारी) वर्क परफॉर्मैंस गारंटी सचिव Organization Name, उदयपुर के नाम से दोष निवारण अविध तक की इस पत्र के जारी होने की तिथि से 14 दिवस की अविध में आवश्यक रूप से जमा करावें।

साथ ही कार्य की कार्यादेश राशि रूपये 4000.40 के अनुरूप अनुबंध हेतु राशि रूपये 1000 का न्यास सचिव के नाम जारी Non Judicial स्टाम्प न्यास कार्यालय में प्रस्तुत कर RPWA -100 प्रपन्न में अनुबंध सम्पादित करावें ।

सिक्योरिटी डिपाजिट रिनंग बिलों से काटने अथवा सम्पूर्ण कार्यादेश राशि की 3% राशि की न्यास सिचव के पक्ष में जारी Fixed Deposite Reciept (एफ.डी.आर.) जिसकी वैधता Defect Liability Period के एक माह अतिरिक्त तक की अविध का हो, वह प्रस्तुत करने हेतु प्रार्थना पत्र प्रस्तुत करें।

एक माह अतिरिक्त तक की अविध का हो, वह प्रस्तुत करने हेतु प्रार्थना पत्र प्रस्तुत करें । निर्धारित 14 दिवस की अविध तक उक्तानुसार परफारमेंस गारंटी, सिक्योरिटी डिपाजिट एवं वांछित स्टाम्प पर अनुबंध पत्र प्रस्तुत नहीं करने की स्थिति में अधोहस्ताक्षरकर्ता के विवेकानुसार एवं निर्णयानुसार आपको सीमित/ असीमित अविध के लिए निविदा हेतु अपवर्जित/ निलम्बित करते हुए 2% धरोहर राशि (Earnest Money) जब्त कर ली जावेगी ।

(xen) अधिशाषी अभियंता ,खंड प्रथम Organization Name, उदयपुर

Note- : This is a secured system generated letter from Organization Name hence does not require manual signature.

#### PG Notice 1 Letter

# **Organization Name**

No.:F-2()Accts/Works/2022-2023/8293

Date:-12-07-2022

### Notice-1 For Non Submission of PG/stamp

UIT

UIT head Office 7894561234

विषय: परफॉरमेंस गारंटी (पी.जी.) राशि एवं / सिक्योरिटी डिपोजिट (एस.डी.) राशि जमा नहीं कराने बाबत नोटिस - 1 ।

प्रसंग : 207 Development of Road Netwrok जारी पी.जी. लेटर नंबर : 8291 एवं दिनाक : 11-07-2022

उपर्युक्त विषयान्तर्गत प्रासंगिक पी.जी. लेटर के द्धारा आपको निविदित राशि 64803.60 रुपये हेतुBelow राशि 0 की पी.जी. जमा करने एवं वांछित राशि के स्टाम्प व अनुबंध संपादित करने हेतु जारी किया गया था ।

अत्यंत खेद का विषय है की 14 दिवस व्यतीत होने के पश्चात भी अभी तक आपके द्धारा वांछित राशि की पी.जी. व रूटाम्प इस कार्यालय में प्ररुत्त नहीं किए गए है, जिसके कारण कार्यादेश जारी नहीं किया जा सका है जिसके कार्य के निष्पादन में विलम्ब हो रहा है ।

इस संबंध में अपने कारण रूपष्ट करते हुए तीन दिवस में उक्त कार्यवाही सम्पादित करावे, अन्यथा यह मानते हुए की आप उक्त कार्य करने के इच्छुक नहीं है एवं नियमानुसार PWF & AR नियमों के Appendix-XI RPWA-100 की धारा-2 के तहत कार्यवाही प्रस्तावित कर दी जायेगी । जिसकी समस्त जिम्मेदारी आप रुवयं की होगी ।

> अधिशाषी अभियंता ,खंड द्वितीय Organization Name, उदयपुर

Note- : This is a secured system generated letter from Organization Name hence does not require manual signature.

#### Work order

#### OFFICE OF THE URBAN IMPROVEMENT TRUST, UDAIPUR (RAJ.)

No.:UIT/2022-2023/8282 Date:-04-07-2022

#### Work - Order

To.

**abcde** abcdefgh 8965337127

Subject :- Development of Road Network

**Ref.**:-10

Your tender for the above mentioned work has been accepted on behalf of the Urban Improvement Trust, Udaipur at your tendered percentage of [G-Schedule: +5% (Above) = 4939.20 + H-Schedule: 28.00] the G & H Schedule (Tendered amount to Rs. 4967.20 is hereby approved without any condition.

You are hereby directed to start the work at once, please note that the time allowed for carrying out the work as entered in the tender shall be reckoned to commencement work from 21-07-2022 and stipulated date of completion will be 20-06-2023 as **(11 month(s))**.

This letter of acceptance together with the tender submitted by you embodying all the conditions therein constituted the contract agreement between you and Urban Improvement Trust, Udaipur for the aforesaid work. Excess & Extra item without prior permission shall not be payable. As requested by you. SD will be deducted from running bills of this work @3% of the bill amount.

Executive Engineer Urban Improvement Trust, Udaipur

Copy forwarded to the following for information & necessary action:

- 1. **Sh.aen**, Assistant Engineer, UIT, Udaipur..
- 2. Sh.JEN, Junior Engineer, UIT, Udaipur
- 3. Mining Engineer (Mines and Geology Department, Udaipur).
- 4. Labour Inspector (Contract), Udaipur

Executive Engineer Urban Improvement Trust, Udaipur

# Runninig Bill

#### URBAN IMPROVEMENT TRUST, UDAIPUR

#### I RUNNING / I & Final ACCOUNT BILL

Cash Book Voucher No:
Name of Contractor or Supplier:
Name of work:
Serial No. of the last bill
Date of his last bill for this work
Refrence to work Order or Agreement
Stipulated date of commencement
Stipulated date of completion of work
Date of actual completion of work

Date:.. abcde Development of Road Network 0 Last Bill Date: 0000-00-00 00:00:00

Acc/UIT/19-20/8282 dated : 2022-07-04 11:57:58

date: 2022-07-21 date: 20-06-2023 2 0 1 \_-\_ \_- / WIP

NOTE\*  $\checkmark$ : Item is executed on this bill. NOTE\*  $\circ$ : Item is not executed on this bill.

#### I-ACCOUNT OF WORK OR SUPPLIES MADE

					A	mount	
Unit	Quantitiy executed since last certificate	Quantity executed up to date as per M.B.	Items of Work or Supplies(grouped) under "Sub-head" and "Sub-works" of estimate	Rate	Upto Date	Since Previous bill(Total for each sub-head)	Remarks [√/ <mark>○</mark> ]
1	2	3	4	5	6	7	8
			**************************************				
			Item Code [1.1]:Item Type [road] :: Loading and Unloading of lime, Aggregate, stone Boulder, Brick Aggregate, Kankar, Building Rubbish, Crushed Slag, Stone for Masonry Work by Manual Means				
CUM	15.00	15.00	Sub Item Code [1.1 + (i)]:  Loading and Unloading of lime, Aggregate, stone Boulder, Brick Aggregate, Kankar, Building Rubbish, Crushed Slag, Stone for Masonry Work by Manual Means  (i) Loading of Lime, Aggregate, stone Boulder, Brick Aggregate, Kankar, Building Rubbish, Crushed Slag, Stone for Masonry Work by Manual Means including a lead upto 30 m	Actual Rate: 28.00 Applied Rate: 16.00	240.00	240.00	~
			**************************************				
			**************************************				
			Item Code [1.1]:Item Type [road] :: cobble stone				,
Sqm	16.00	16.00	Sub Item Code [1.1 + 1.11]: cobble stone 75 mm thk	Actual Rate: 3200 Applied Rate: 14	224.00	224.00	<b>✓</b>

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	G Schedule	G Schedule @ 5 % TP	H Schedule	Net @ 5 % TP			
Upto This Bill	240.00	252.00	224.00	476.00			
Upto Previous Bill	0.00	0.00	0.00	0.00			
Current Bill	240.00	252.00	224.00	476.00			

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PR : PART RATE RR : REDUCED RATE FR : FULL RATE

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THANK YOU	

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