



Works And Accounts Management System

User Manual

For

Public Works Department

Government of Tamil Nadu

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1. Introduction

The Works and Accounts Management Information System (WAMIS) is an integrated software solution designed to streamline and optimize the management of both works and financial processes within a Public Works Department Government of Tamil Nadu. It combines tools for managing works, financial transactions, and reporting to ensure efficient workflow, accurate tracking, and transparent financial operations. The system also facilitates audit trails, enabling transparent tracking of all activities related to project execution and financial transactions.

Key components and features of WAMIS include:

1. **Works Monitoring:** The system facilitates the planning, scheduling, and tracking of progress on various works. It allows for the addition of work and provides ongoing monitoring throughout the work's life cycle, ensuring timely completion.
2. **e-MB (Electronic Measurement Book):** This feature enables the digital recording and management of Measurement Books, providing accuracy and ease in tracking measurements associated with works.
3. **Billing:** WAMIS simplifies the billing process by generating accurate and timely bills, ensuring proper management of Running Bills and Final Bills.
4. **Department Admin:** This module shall enable the creation, management of users and roles for access to the application. The users shall be able to access the modules as per the prescribed / assigned roles. Users shall be able to perform specific functions as per the assigned role. Users can be enabled for more than one module depending upon the role assigned. User registration, user authentication, reset and change password will be carried out through this module. Further Master Admin module facilitates the creation of master data, which serves as the core information necessary for system operations and process execution

2. System Requirements

To access and use the Works and Accounts Management Information System (WAMIS) effectively, the following system requirements are recommended:

- **Web Browser:** A modern web browser with JavaScript enabled is required. Supported browsers include:
 - Google Chrome (version 125.0.0.0 or later)
 - Mozilla Firefox (version 128.0.0.0 or later)
- **Hardware:** While no specialized hardware is required, the following system specifications are recommended for optimal performance:
 - Minimum 4 GB RAM
 - Dual-core processor or higher
 - Stable and reliable internet connection

These requirements ensure smooth navigation, optimal system response time, and seamless access to all WAMIS features.

3. Login & Navigation

Login with login credentials provided for the concerned users for each office. WAMIS application UAT URL is **https://tnworks-uat.tn.gov.in** Actual URL will be provided after go-live.

Step-by-step instructions with Screenshots

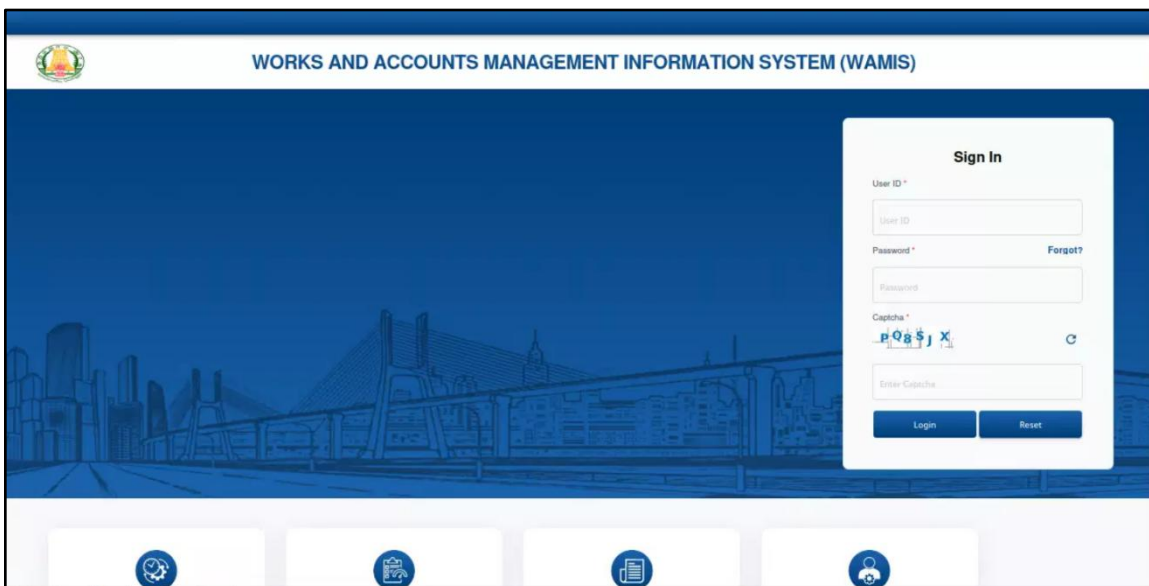


Figure 3.1 Login Screen

1. Enter the WAMIS URL in the browser.
2. Enter the “User ID”, “Password” & Captcha
3. Click on the “Login” button to Login
4. Reset button to clear text entered in User ID & Password Fields

3.1. Forgot Password

If the user forgets the passwords, then using the forgot option, the Password can be reset as below.

Steps :

1. Click on “**Forgot**” on the login page as shown in Figure 3.1.1
2. Enter the “User Id” & Captcha
3. Click on Send OTP button to receive One Time Password by registered mobile or e-mail.



Figure 3.1.1 Forgot Password

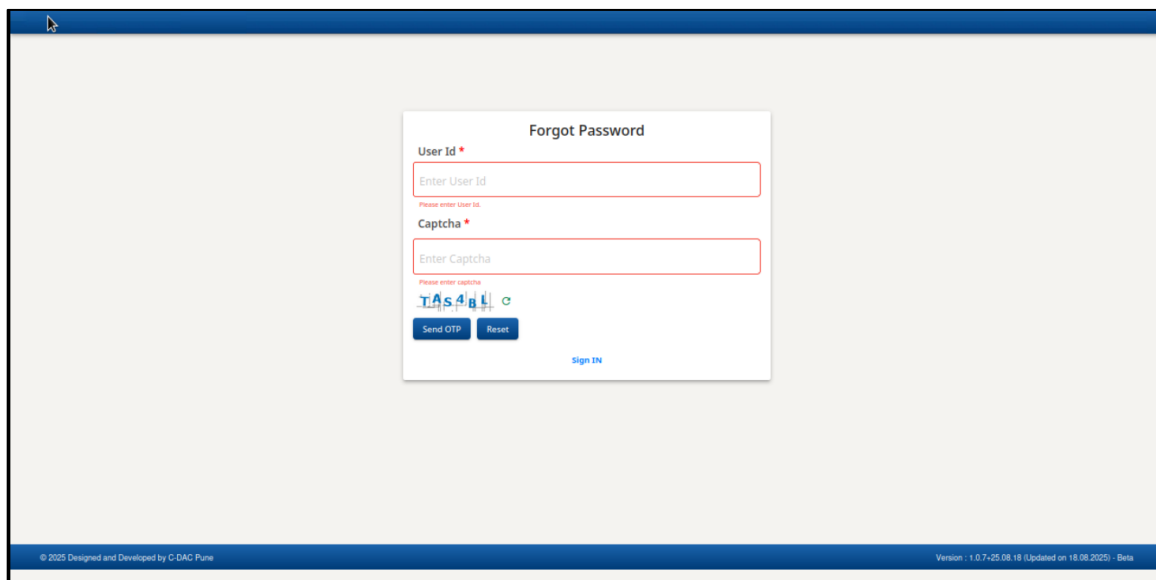


Figure 3.1.2 Reset Forgotten password

Change Password

Go to **Profile --> Setting --> Password**, as shown in Figure 3.1.3, password screen will be displayed as shown in figure 3.1.4

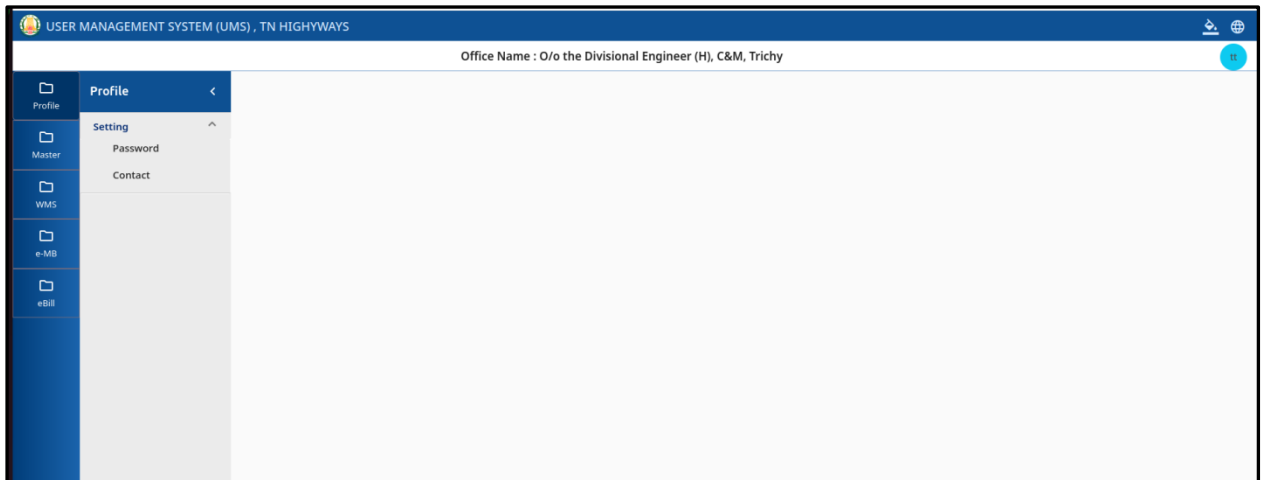


Figure 3.1.3 Profile Screen

After clicking the password menu, the change of password screen will be displayed.

Users must enter their Old Password, New Password, and Confirm Password. Clicking on Change Password validates and updates the password successfully. If the input is incorrect, appropriate error messages are shown. The Clear button clears all entered details. Click on the change password button to change the password

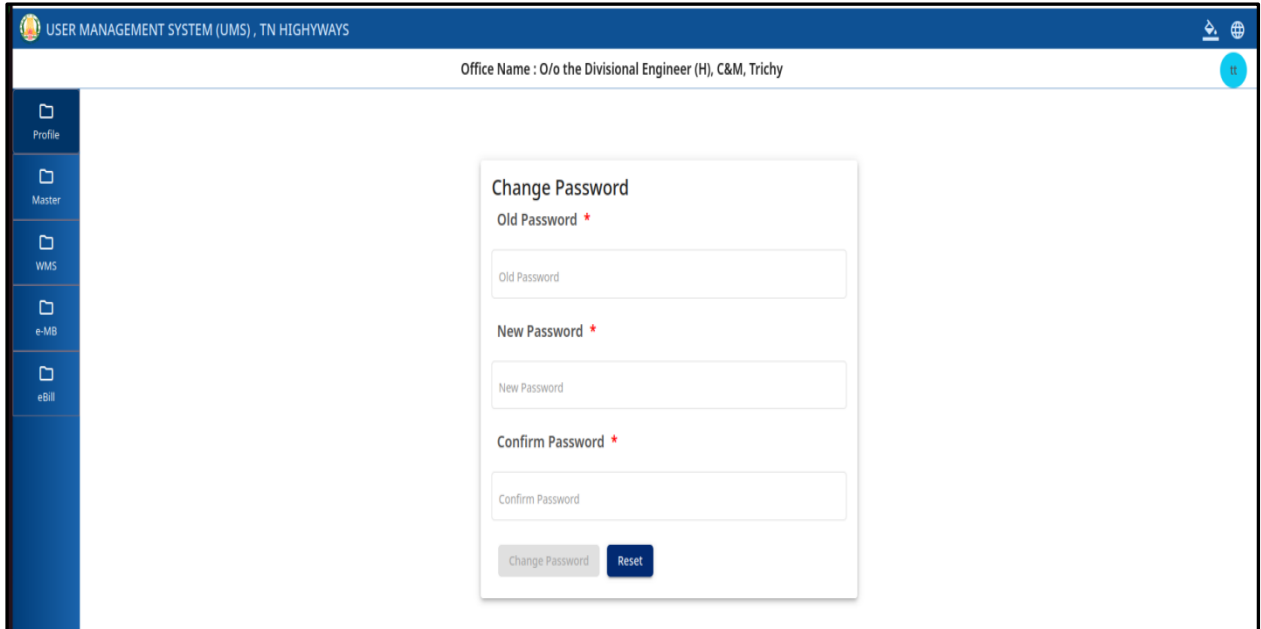


Figure 3.1.4 Change Password

Field Description:

Field Name	Mandatory	Description	Validation
Old Password	Yes	It is a User Enterable field.	Enter the old password currently in use
New Password	Yes	It is a User Enterable field.	Enter the New password 1.Password cannot be less than 8 characters 2.Passwords should contain at least one upper case and lower-case character, number and special character.
Confirm Password	Yes	It is a User Enterable field.	Enter the Confirm password
Reset	No	To Clear/Erase all input field values	If user wants to cancel Change Password before click Change Password button
Change Password	Yes	To Change Password must be clicked	

4. Module-Based Flow

4.1. WMS

This module facilitates the extensive capture of details related to the entire project lifecycle. It includes key stages such as Administrative Approval, Estimates, Technical Sanction (TS), Agreement Details, and Revised Approvals. The system ensures that all essential data related to the project, and its progress are systematically captured, enabling easy retrieval, reporting, and analysis. This provides a clear and accurate view of the project's status, as suggested by the concerned department.

Step-by-step instructions with Screenshots

WMS comprises core modules:

1. Work details
2. Sub Work Details
3. Tender Details
4. GO Master
5. Milestone

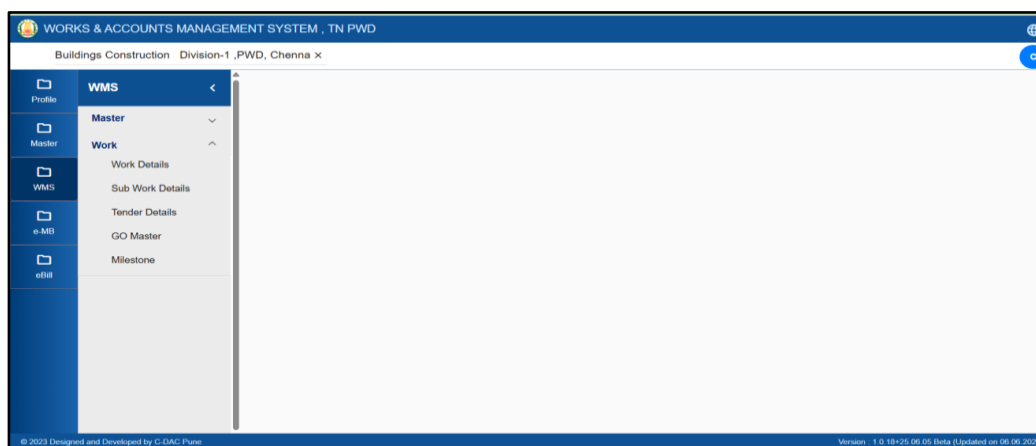


Figure 4.1 Modules in Work Management System

4.1.1. Work details

The "Work Details" screen in WAMIS is the starting point for project proposals, where all relevant project details are captured and managed throughout the project's progress. To get work details follow the procedure as given below navigate to the main menu click on **WMS Work Details (Figure4.1.1)**, screen is displayed as shown in below figure (Figure 4.1.1.1). The Work Details module comprises the following sub-module to fill in work details:

- Office Mapping
- Work Type
- DPR Details
- Estimate
- GO/AS
- Head Mapping
- TS Estimate
- TS

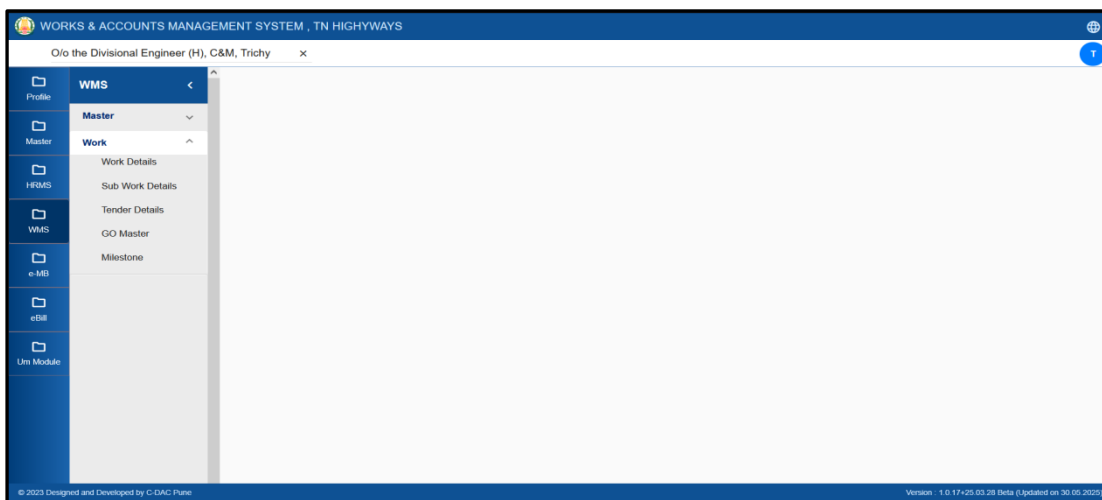


Figure 4.2 Work Details Navigation

After selecting ‘**Work Details**’ from the menu, we will get an **Add** section and a **View** section as shown in (Figure4.1.1.2)

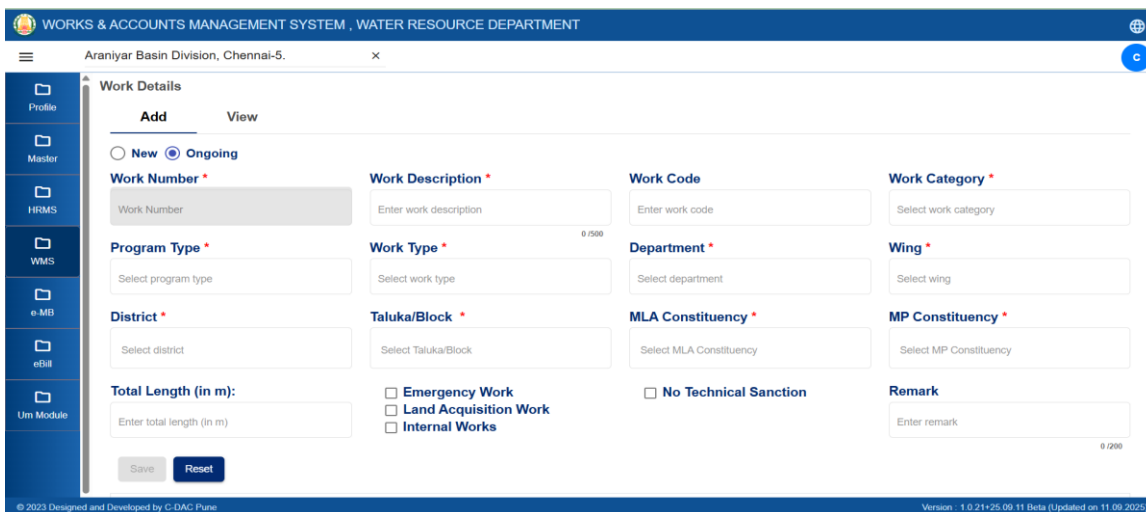


Figure 4.3 Work Details (Add)

In the Work Management System (WMS), works are generally categorized as **New** or **Ongoing**.

- **New Work** refers works which are initiated through WAMIS
- **Ongoing Work** refers to projects that are already in progress or have existing agreements.

Currently, the WAMIS system supports only **Ongoing Works**; therefore, the selection is fixed to Ongoing by default and cannot be modified by the user

Field Description:

Field Name	Mandatory	Description	Validation
Work Number	No	Auto generated after saving. Non-editable field.	System-generated; no manual input.
Work Description	Yes	User-enterable mandatory field.	Cannot be blank; alphanumeric; max 200 characters.
Work Code (IFHRMS Work Code)	No	User-enterable Conditionally mandatory field.	Must follow defined code format (e.g., alphanumeric) , if Work is ported from the IFHRMS, Work code
Work Category	Yes	Single-select dropdown field.	one option must be selected from dropdown
Program Type	Yes	Single-select dropdown field.	one option must be selected from dropdown
Work Type	Yes	Single-select dropdown field.	one option must be selected from dropdown

Department	Yes	Single-select dropdown field.	one option must be selected from dropdown
Wing	Yes	Single-select dropdown field.	one option must be selected from dropdown
District	Yes	Multi-select dropdown field.	At least one district must be selected.
Taluka/Block	Yes	Multi-select dropdown; depends on District selection.	Select at least one corresponding Taluk.
MLA Constituency	Yes	Multi-select dropdown field.	select the MLA Constituency the District gets auto populated
MP Constituency	Yes	Multi-select drop down field.	Select the MP Constituency the District gets auto populated.
Total Length (in m)	No	User-enterable numeric field.	Optional field: must be a positive number if entered.
Emergency work	No	Click on Check box if the work is Emergency category	Optional.
Land Acquisition work	No	Click on Check box if the work is related to Land Acquisition	Optional.
Internal works	No	Click on Check box if the work is Departmental / Internal work	Optional.

No Technical Sanction	No	Click on Check box if the work is Technical Sanctioned is not applicable for the work	Optional.
Remarks	No	User-enterable text field.	Optional; Max 200 words; special characters restricted.
Save	-	Saves the work details.	All mandatory fields must be valid before saving.
Reset	-	Clears all entered work details.	Confirmation prompt before clearing.

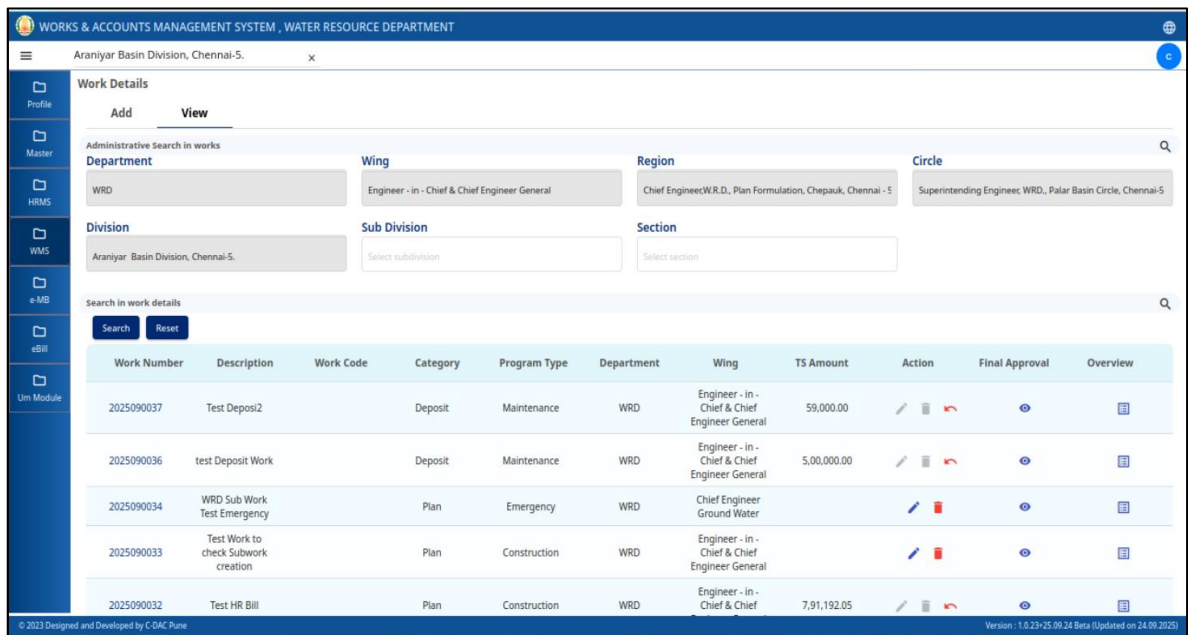



Figure 4.4 Work Details (View)

For the ongoing work in WAMIS before approval, editing of work details is possible, to edit details click on the edit  icon action from Work Details View. This will populate the relevant details into the Work Details edit form then proceed to the editable form. Once all

editing completed then click on **Update** button to save edited information in Work Details. If user want to delete the work details click Trash icon to delete work before approval.


Note: If user want to do change in work details after approval only EE login user can unfinalize the approved work details by click on  icon to undo approved status

Figure 4.5 Work Details Edit ongoing work before approval

For the works ported from IFHRMS into WAMIS, click on the edit action from Work Details View. This will populate the relevant details into the Work Details edit form then proceed to the editable form.

Sr.No.	Office Level *	Office Name *	Is Nodal	Actions
1	Division Office	O/o the Divisional Engineer (H), C&M, Trichy	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Figure 4.6 Work Details (Edit - IFHRMS Work)

4.1.1.1. Office Mapping

Office Mapping refers to map work under specific administrative offices for works.

- Select the appropriate offices as per the offices executing the work in the following hierarchy in office level. Hierarchical structure like **Division** → **Sub-Division** → **Section**.
- The **Nodal Division** can initiate the bill if multiple sub-divisions are involved.

Sr.No.	Office Level *	Office Name *	Is Nodal	Actions
1	Division Office	O/o the Divisional Engineer (H), C&M, Trichy	<input type="radio"/> Yes <input checked="" type="radio"/> No	
2	Sub-Division Office	O/o the Assistant Divisional Engineer (H), C&M, Musiri	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3	Section Office	O/o the Assistant Engineer (H), C&M, Thathiangarpettai	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Figure 4.7 Office Mapping

A **Nodal Office** is the designated office responsible for coordinating and overseeing specific projects, works, or administrative activities within a department or jurisdiction. The Nodal Office primary allocating works / project to other divisional offices. In WAMIS, the Nodal Office typically acts as the primary point of contact for the execution and monitoring of works under its purview.

Field Description:

Field Name	Mandatory	Description	Validation
Office Level	Yes	A mandatory field with a single selectable dropdown representing office hierarchy	Select one valid option from the dropdown list.
Office Name	Yes	A mandatory field with a single selectable dropdown to choose the corresponding office name under the selected level.	select one valid office name from the dropdown list.
Is Nodal	Yes	A mandatory Boolean field indicates whether the selected office is a Nodal Office for the work. Work defined by Nodal office to sub offices under jurisdiction.	Must be explicitly selected (Yes/No); Radio button must be selected or deselected.
Actions			
Delete	No	Conditionally to delete mapped office entries	
Add	No	To mapp new Office information for work	

Edit	No	To Edit Office already mapped	
------	----	-------------------------------	--

4.1.1.2. Work Type

The Work Type section in the Work Management System (WMS) is used to categorize work and define the nature and scope of a project. It is used for collecting information about each work is accurately classified based on its type, sub type, classification, and nature of work.

If the work is ported from IFHRMS, the **Work Type** will be automatically mapped based on the value specified in the **Work Details** header, as shown in Figure 4.1.6. The **Work Type** is auto selected and cannot be modified by the user.

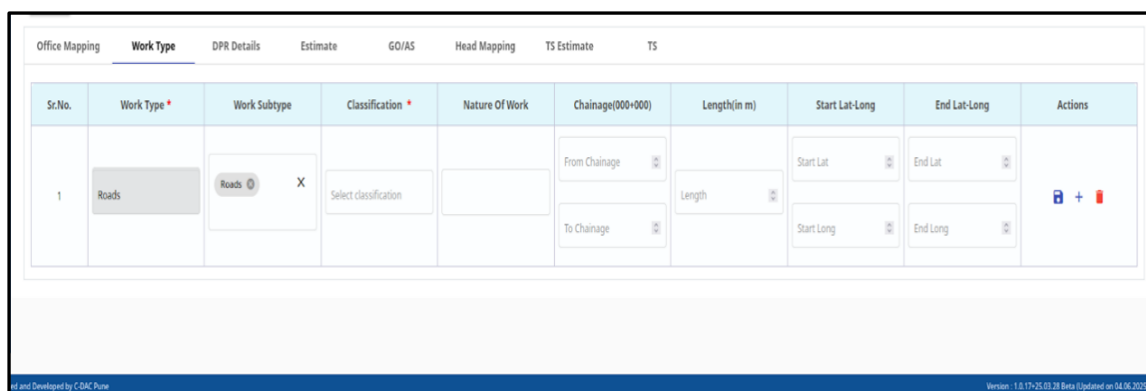


Figure 4.1.6: Work Type Screen

If the work is newly added, then the information about the work listed in below field description table needs to be entered by user who has the right to create work. If Work is ported from IFHRMS then Work Type filed would be auto populated, remaining would be manually entered with corresponding values.

Field Description:

Field Name	Mandatory	Description	Validation
Work Type	Yes	This field is auto populated based on the selected work.	It is mandatory and cannot be modified.

Work Subtype	No	Selectable drop-down field that provides further granularity to the selected Work Type.	Optional; if selected, must be from drop down list. If Work is approved, then editing of Work sub type is not possible
Classification	Yes	Multi-select drop down for classifying the work under various categories.	At least one classification must be selected.
Nature of Work	No	Multi-select drop down field for indicating the nature of work (e.g., repair, construction, etc.).	Optional; if selected, there must be valid options from the drop down.
Chainage (000+000)	No	User-enterable text field to capture the Chainage location in specified format.	Optional; format must be like 123+456; numeric only.
Length (in M)	No	User-enterable numeric field to indicate the work length in meters.	Optional; if entered, must be a positive number to specify the length / distance of the work in meters like 10/100/10000/2569
Start Lat-Long	No	User-enterable field to capture starting GPS coordinates.	Optional; format must be decimal degrees (e.g., 12.9716, 77.5946).
End Lat-Long	No	User-enterable field to capture ending GPS coordinates.	Optional; format must be decimal degrees (e.g., 12.9716, 77.5946).

Save	-	Saves the current Work Type row details.	All mandatory fields must be validated before saving.
Add (icon: "+")	-	Adds a new row for entering additional Work Type details.	Adds a blank row with same field structure.
Delete	-	Deletes the selected Work Type row from the table.	Prompts confirmation before deletion.
Edit		To Edit already saved work type details by click on pencil icon	For Editing Work Type, must be added and saved at least once, if Work is Approved then unable to edit Work Type

4.1.1.3. DPR Details

The DPR (Detailed Project Report) Details section in the Work Management System (WMS) is used to record technical and financial information about a proposed project. The department or external agency preparing the DPR must upload scanned copies of all supporting documents. To add a DPR, click the Add DPR button as shown in Figure 4.1.1.3.1.

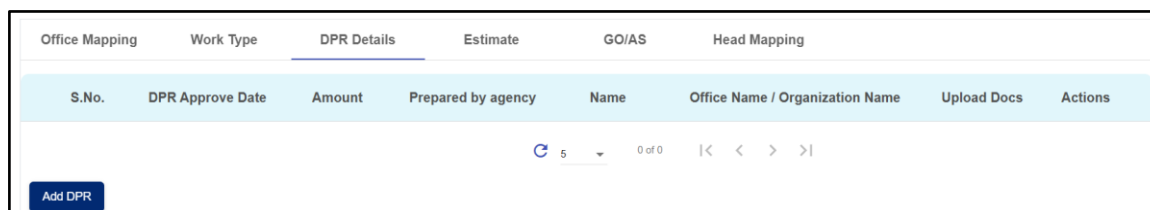


Figure 4.8 Add Detailed Project Report (DPR)

After clicking on Add DPR Button, DPR form will be displayed as shown in Figure 4.1.1.3.2

The screenshot shows the 'DPR Details' tab in a web application. It contains the following fields and controls:

- DPR Approval Date ***: A date input field with the value '01/07/2024' and a calendar icon. Below the field is the format 'DDMMYYYY'.
- Amount. ***: A numeric input field with the value '4486448000'.
- Prepared by agency**: A radio button group with 'Yes' and 'No' options. The 'No' option is selected.
- Upload of DPR ***: A file upload field with a paperclip icon and the text 'GO.pdf'.

At the bottom of the form are three buttons: 'Save', 'Reset', and 'View DPR'.

Figure 4.9 DPR Prepared by Department

The screenshot shows the 'DPR Details' tab in a web application. It contains the following fields and controls:

- DPR Approval Date ***: A date input field with the value '01/07/2024' and a calendar icon. Below the field is the format 'DDMMYYYY'.
- Amount. ***: A numeric input field with the value '4486448000'.
- Prepared by agency**: A radio button group with 'Yes' and 'No' options. The 'Yes' option is selected.
- Name ***: A text input field with the value 'xxxxx' and a character count '5/100'.
- Office Name / Organization Name ***: A text input field with the value 'M/s ABCD Agency' and a character count '15/100'.
- Upload of DPR ***: A file upload field with a paperclip icon and the text 'GO.pdf'.

At the bottom of the form are three buttons: 'Save', 'Reset', and 'View DPR'.

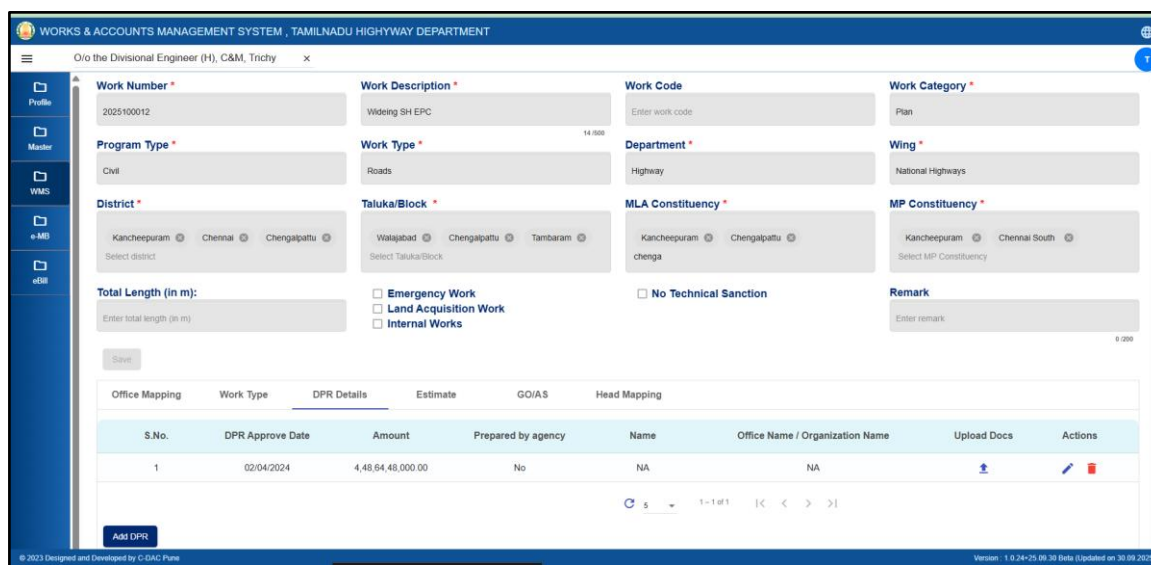
Figure 4.10 DPR Screen if DPR prepared by Agency

Field Description:

Field Name	Mandatory	Description	Validation
DPR Approval Date	Yes	User-enterable date field indicating the date on which DPR was approved.	The field is mandatory, must contain a valid date, and future dates are not allowed.
Amount	Yes	User-enterable numeric field for total DPR amount.	This field is mandatory and must contain a positive numeric value; it cannot be left blank.
Prepared by Agency	No	Checkbox to indicate if DPR was prepared by either Agency or Department.	Optional, (Yes/No).

Name	Conditionally Mandatory	Name of Officer Who prepared the DPR	Required if Prepared by Agency is selected as Yes, Allow 100 Alphanumeric Characters
Office Name / Organization Name	Conditionally Mandatory	Name of Agency / Organization which Prepared the DPR	Required if Prepared by Agency is selected as Yes, Allow 100 Alphanumeric Characters
Upload DPR	Yes	Mandatory file upload field to attach the DPR document.	File must be uploaded; allowed formats: PDF, DOCX; size limited to 2MB. Total number file for uploading limit is maximum 5 Nos
Save	-	Saves the DPR details entered.	All mandatory fields must be validated before saving.
Reset	-	Clears all entered DPR details.	Prompts confirmation before clearing (optional).
View DPR	-	To View already saved DPR details	

After clicking the save click on the View DPR button then the DPR Details gets saved and shows as in Figure 4.1.1.3.4



WORKS & ACCOUNTS MANAGEMENT SYSTEM, TAMILNADU HIGHWAY DEPARTMENT

O/o the Divisional Engineer (H), C&M, Trichy

Work Number * 2025100012

Work Description * Widening SH EPC

Work Code Enter work code

Work Category * Plan

Program Type * Civil

Work Type * Roads

Department * Highway

Wing * National Highways

District * Kancheepuram Chennai Chengalpattu

Taluka/Block * Walajabad Chengalpattu Tambaram

MLA Constituency * Kancheepuram Chengalpattu

MP Constituency * Kancheepuram Chennai South

Total Length (in m): Enter total length (in m)

Emergency Work

Land Acquisition Work

Internal Works

No Technical Sanction

Remark Enter remark

Save

Office Mapping Work Type DPR Details Estimate GO/AS Head Mapping

S.No.	DPR Approve Date	Amount	Prepared by agency	Name	Office Name / Organization Name	Upload Docs	Actions
1	02/04/2024	4,48,84,48,000.00	No	NA	NA		

Add DPR

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Figure 4.11 View DPR

4.1.1.4. Estimate

The Estimate section in Work Management System (WMS) is designed to capture the details of abstract estimate and Detailed estimate details in the form of components and sub-components, the financial forecast for a proposed infrastructure project. Estimate section collects the following information

- Estimate Number
- Estimate Date
- HSN / SAC for calculating Tax applicable
- Components
- Estimate Amount for Components
- Components estimate amount includes GST or not
- Is Estimate for Lump sum or not

Types of Estimates in WMS:

1. **Abstract Estimate:**
A summary-level estimate outlines the major components and sub-components of the work without item-wise cost details.
2. **Detailed Estimate:**
A comprehensive estimate that includes rate analysis and item-wise costing for each component and sub-component, based on quantity and unit rates.

Click on the Estimate tab and click on Add Estimate button as shown in Figure 4.1.1.4.1

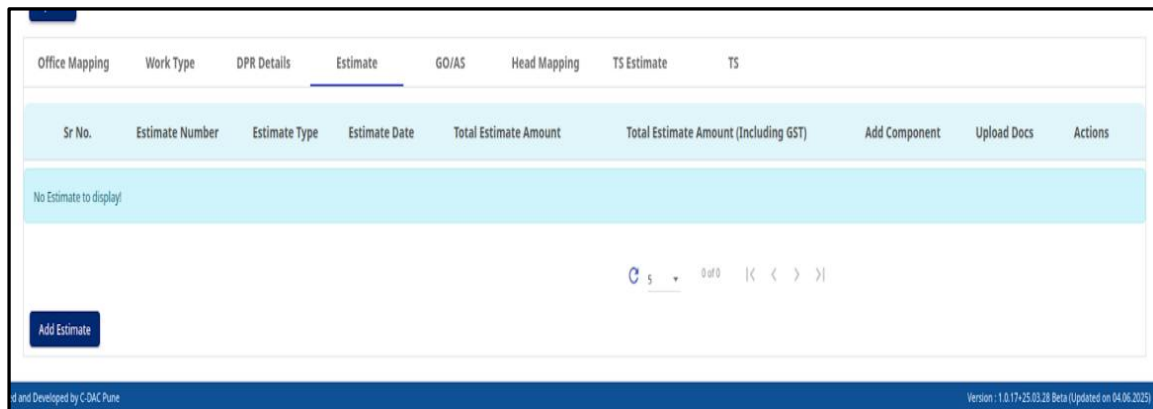


Figure 4.12 Add Estimate

After clicking on Add Estimate button, the estimate form will be displayed as shown in Figure 4.1.1.4.2.

Fill the Estimate Number, Select Estimate Type, Select Date of estimate and HSN/SAC then click on Save Button

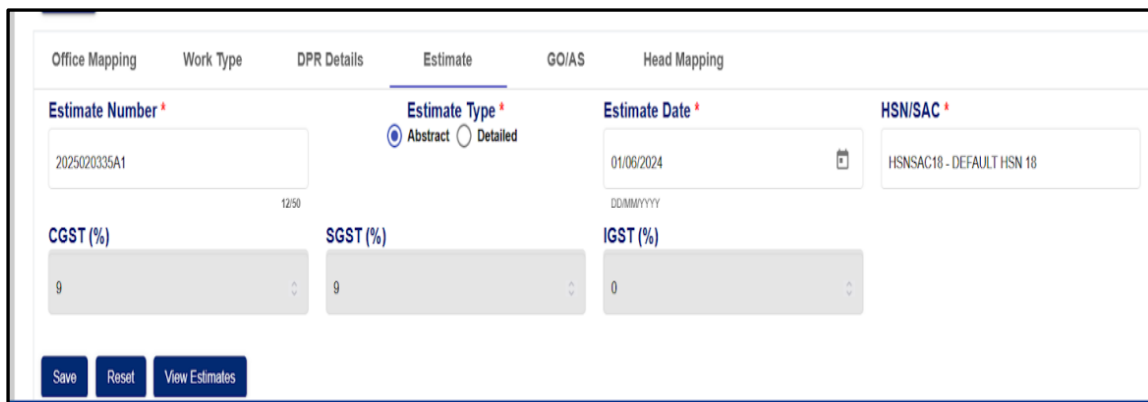


Figure 4.13 Add Estimate

Field Description:

Field Name	Mandatory	Description	Validation
------------	-----------	-------------	------------

Estimate Number	Yes	User-enterable field for entering the estimate reference number.	Max 50 characters; allows letters, numbers, slashes (/), and hyphens (-).
Estimate Type	Yes	Radio buttons provided for selecting the estimate type as Abstract / Detailed (e.g., Detailed, Abstract).	One option must be selected for Estimate Types; those are Abstract and Detailed. Abstract estimate consists of components and sub-components, while Detailed estimate consists of estimate items.
Estimate Date	Yes	User-enterable date field for the estimate creation date.	Must be a valid date; cannot be blank; future dates may be restricted.
HSN/SAC	Yes	User-selectable drop-down field for selecting the appropriate HSN/SAC code.	Must select one valid HSN/SAC code from the drop down to get applicable CGST/SGST/IGST in percentile of the amount. Example 18 % ,12 %
CGST	No	Auto-calculated tax value based on selected HSN/SAC.	System-calculated; read-only.
SGST	No	Auto-calculated tax value based on selected HSN/SAC.	System-calculated; read-only.
IGST	No	Auto-calculated tax value based on selected HSN/SAC.	System-calculated; read-only.
Save	-	Saves the Estimate Details.	All mandatory fields must be validated before saving.

Reset	-	Clears all entered Estimate Details	Confirmation prompt before resetting (optional).
-------	---	-------------------------------------	--

After clicking on view estimate. Entered details will be displayed as shown in Figure 4.1.1.4.3

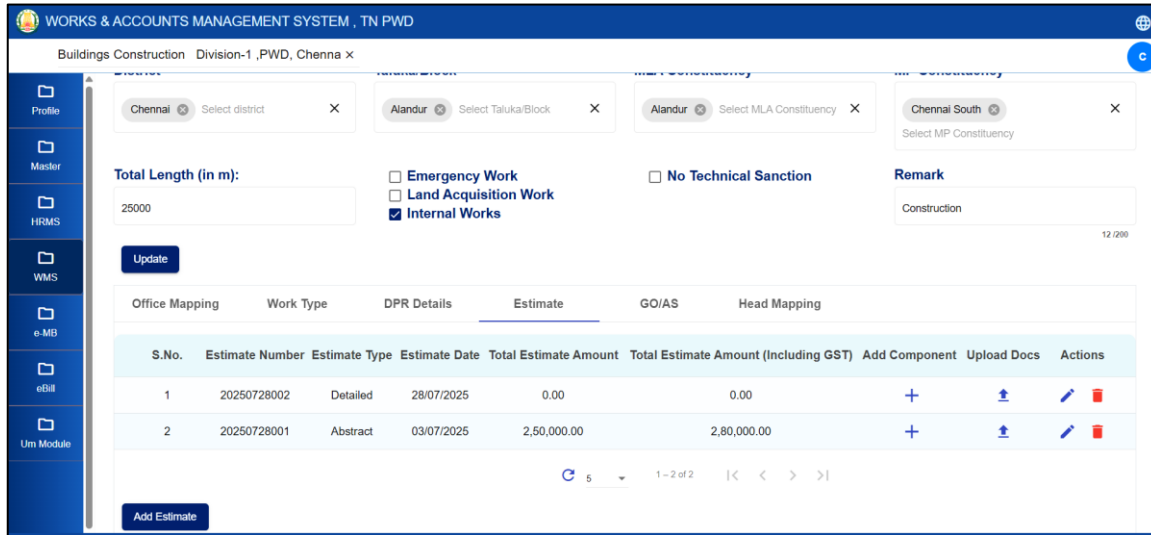






Figure 4.14 View Estimate

Click on the  icon to Add Component pop up window will appear as shown in Figure 4.1.1.4.4 to input each component’s details like components name, estimated Amount for the component  etc., then click on floppy icon to save component, after saving component edit  and delete action  icons will appear. To submit the Estimate related document, click on arrow icon

Add Component x

Enter Component Name to Search 🔍 ↻





Sr No.	Component Name *	Amount	Is LS	Include GST	Remark	Add Subcomponent	Actions
1	Civil Work	2576095	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Remark	0/200 +	✎ 🗑
2	Provisions for Labour Welfar	343000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Remark	0/200 +	✎ 🗑
3	Select Component	Amount	<input type="checkbox"/>	<input type="checkbox"/>	Remark	0/200 +	📄 🗑

Add Component

Figure 4.15 Add Component

Field Description:

Field Name	Mandatory	Description	Validation
Component Name	Yes	Selectable drop-down field to choose the component name.	Select one valid option must be from the drop down.
Amount	No	User-enterable numeric field for component amount.	There must be a positive number if entered; decimals allowed.
Is LS (Lump Sum)	No	Checkbox provided to indicate if the amount is Lump Sum.	Optional.
Include GST	No	Checkbox to include GST in the component amount.	Optional; if checked, GST is calculated and applied based on rules.

Remarks	No	User-enterable text field for additional comments.	Optional; alphanumeric; character limit as defined (e.g., 200 chars).
Add Sub-component +	-	User click on + icon Opens a pop-up window to add sub-component details under this component.	Pop-up must replicate structure with appropriate validations.
Save 	-	Saves the component details.	All mandatory fields must be validated before saving components details
Delete 	-	Deletes the selected component entry.	Confirmation required before deletion.
Edit 	-	To edit details of the component already saved	Click on  icon

Click on the Add Subcomponent **+** icon you a pop up will appear as shown in Figure 4.1.1.4.5




Add Subcomponent
x

Sr No.	Component Name *	Sub Component	Amount	Remark	Actions
1	Civil Work	<input style="width: 100%;" type="text" value="Sub Component"/>	<input style="width: 100%;" type="text" value="Amount"/>	<input style="width: 100%;" type="text" value="Remark"/>	0/200

Figure 4.16 Add Subcomponents

Field Description:

Field Name	Mandatory	Description	Validation
Component Name	Yes	Drop down populated based on the selected main component.	Must select a valid component; auto linked from the Component section.
Subcomponent	No	User-enterable text field for the sub-component name.	Cannot be blank; alphanumeric; max 100 characters.
Amount	No	User-enterable numeric field for sub-component cost.	Optional; if entered, there must be a positive number (decimals allowed). Amount Estimated for sub component should not exceed

				estimate amount of main Component
Remarks	No		User-enterable character field for additional comments/details.	Optional; alphanumeric; max 200 characters.
Actions	Save	Yes	To Save Subcomponent Details	Click on  icon
	Edit	No	To edit details of the subcomponent already saved	Click on  icon
	Delete	No	To Delete subcomponent	Click on  icon and accept confirmation before deletion.

Note: Total of all Sub-Component amount should not exceed the estimate amount of the component

Users will be able to see the overall Total Estimate Components Added Value and its respective amount, including GST, as shown in Figure 4.1.1.4.6, after clicking the Close button in the pop-up window once all components have been added, as shown in Figure 4.1.1.4.4.





Sr No.	Estimate Number	Estimate Type	Estimate Date	Total Estimate Amount	Total Estimate Amount (Including GST)	Add Component	Upload Docs	Actions
1	123	Abstract	05/03/2025	29,19,095.00	33,82,792.10	+		 

Figure 4.17 Total estimate value

If any supporting documents are available, click on  icon under column named Upload Docs and upload the necessary documents. Documents should be satisfied with the validation conditions as follows

- File size less than 1 MB in PDF format document
- Maximum 5 files are allowed for uploading

- Each filename should be different

4.1.1.5. GO/AS

- GO: Government Order
- AS: Administrative Sanction

Together, GO/AS refers to the approval issued by the Government as Order for the work.

Work Initialization:

For any Ongoing work, Government Order / Administrative Sanction details to be registered in WAMIS system. GO Master needs to be mapped with corresponding Head of Account for the work.

- GO/AS details (like number, date, amount, file number) are recorded while adding a work.
- Tender amount should not exceed GO/AS Sanction amount
- If the work is ported from IFHRMS then the data for the GO/AS auto populated

Click on the GO/AS Tab you will be able to see the GO/AS mapped to the work as shown in Figure 4.1.1.5.1

Office Mapping	Work Type	DPR Details	Estimate	GO/AS	Head Mapping	TS Estimate	TS
	GO No.		GO Type	GO Date		Sanction Amount Inclusive of GST	Scheme
	1456		Administrative sanction	01/03/2025		34,30,000.00	

Figure 4.18 GO/AS

4.1.1.6. Head Mapping

Head Mapping refers to linking a work/project to Head of Account for the department to take a specific financial. In the **GO (Government Order) Master** screen, **Head mapping** refers to the process of linking a Government Order to the appropriate Officer as **Head of account** under which funds are allocated for a specific work. Head Mapping happening two levels

1. Chief Engineer / map Head with corresponding Government Order (GO)
2. Head Mapping for work details

Login using the **CE credentials**, go to **WMS** → select **GO Master**, → map the **Head of Account** by selecting the relevant GO and adding the appropriate head details as shown in figure 4.19. If Work ported from IFHRMS then all GO/AS Head Mapping will be appeared in respective section of work details.

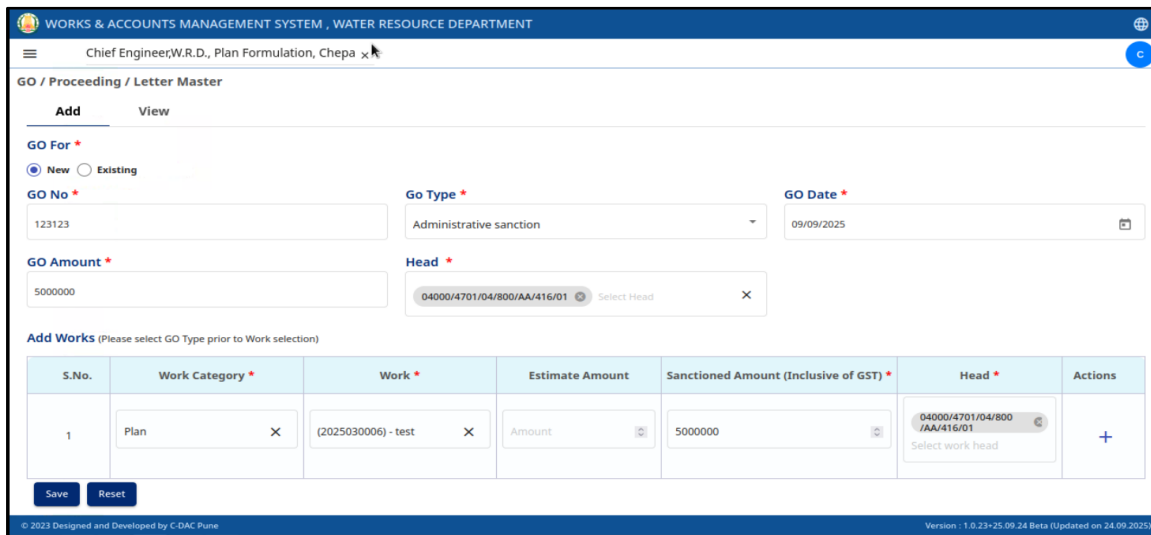


Figure 4.20 GO/AS & Head Mapping for work

To get works Head mapping after GO/AS & Head Mapped for the work Click on the Head Mapping Tab to get the Head Mapping information shown as shown in the Figure 4.1.1.6.3.

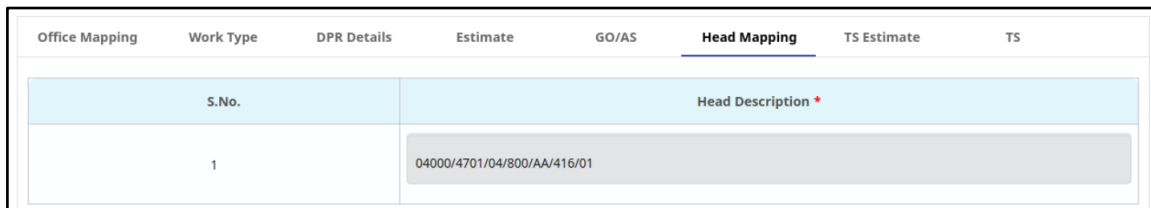


Figure 4.21 Head Mapping

If the work is ported from IFHRMS then the data gets auto populated. If the work is new, then the Head Mapping will be assigned by the Officer,

4.1.1.7. TS Estimate

The **TS (Technical Sanction) Estimate** is a formal approval for the cost estimates for Material Machineries to be used for the work / project. WAMIS collects the following information under Technical Sanction Estimate

- Estimate Number
- Estimate Type
- Estimate Date
- Total Estimate Amount
- Components
- Documents for TS Estimate

Click on the TS Estimate tab you will be able to view / add TS Estimate as shown in Figure 4.1.1.7.1



Figure 4.22 Add TS Estimate

After clicking on Add Estimate, Add Estimate form will be displayed with the following fields as shown in Figure 4.1.1.7.2

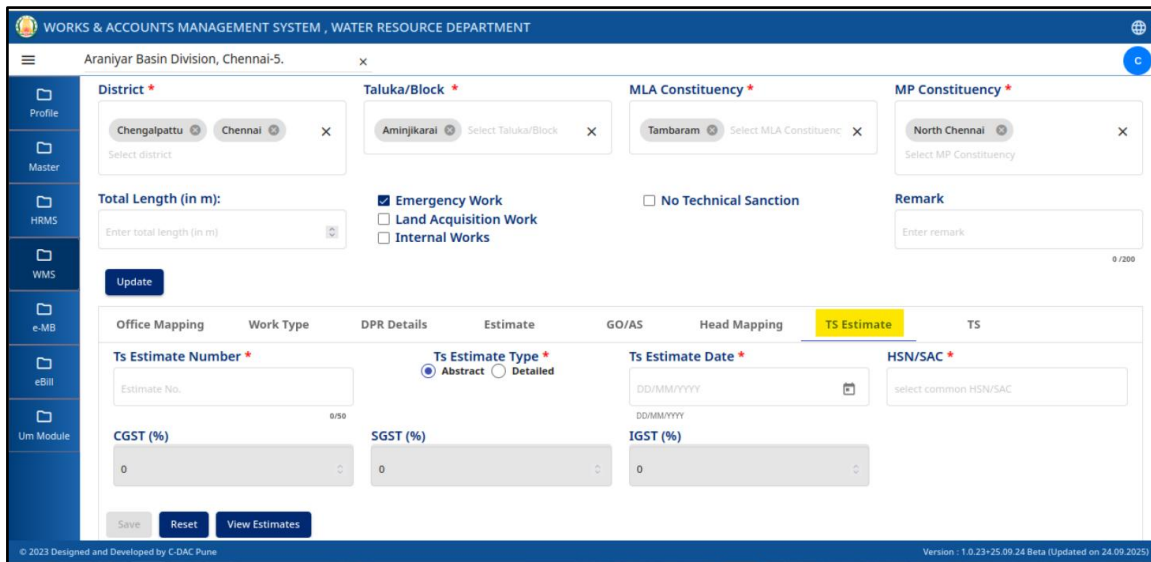


Figure 4.23 Adding TS Estimate Details

Field Description:

Field Name	Mandatory	Description	Validation
TS Estimate Number	Yes	User-enterable field for entering the estimate reference number.	Max 50 characters; allows letters, numbers, slashes (/), and hyphens (-).
TS Estimate Type	Yes	Radio buttons provided to select the type of estimate (e.g., Abstract, Detailed).	One option must be selected. Abstract Estimate – To show Estimate in High Level for Components Detailed estimate for each Components
TS Estimate Date	Yes	User-enterable field for the date the estimate is created.	Must be a valid date; cannot be blank; future dates may be restricted.
HSN/SAC	Yes	Drop down field to select the relevant HSN/SAC code for tax classification.	Users must select one valid code from the drop-down list. To include respective percentile of Tax addition to estimated amount for TS Estimate
CGST	No	Auto-calculated Central GST based on the selected HSN/SAC code.	It is system-generated and read-only.
SGST	No	Auto-calculated State GST based on the selected HSN/SAC code.	It is system-generated and read-only.

IGST	No	Auto-calculated Integrated GST based on the selected HSN/SAC code.	It is system-generated and read-only.
Save	-	Button to save all entered Estimate Details.	All mandatory fields must be validated before saving.
Reset	-	Button to clear all entered Estimate Details.	Optional confirmation prompt before clearing (based on UI design).

After clicking on view estimate, entered details will be displayed.

Click on the plus icon Add components and view or modify the components present in the Components section.

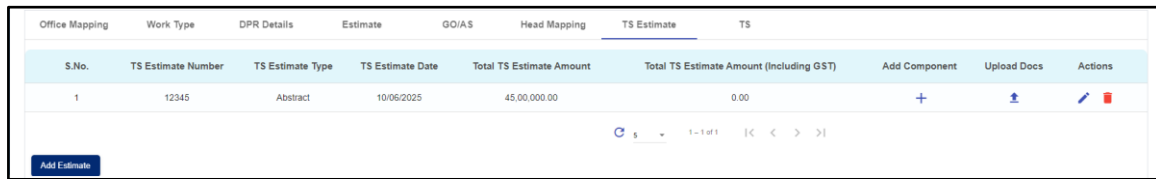



Figure 4.24 View TS estimate

Click on the plus  icon Add components and view or modify the components present in the Components section and in sub-components section as shown in the Figure 4.1.20

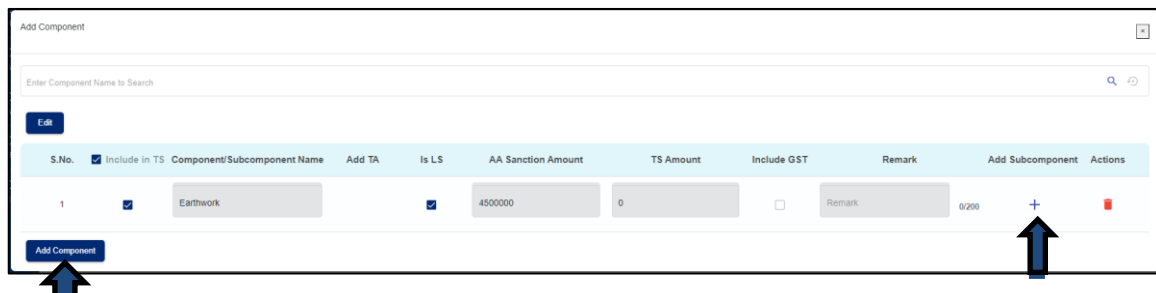



Figure 4.25 Add Component / Sub Component

If a component has sub-components, click the  icon to display the sub-component popup screen.

Enter the sub components details in the below screen as shown in the Figure 4.1.1.7.5 Sub Components and save the sub components popup screen.

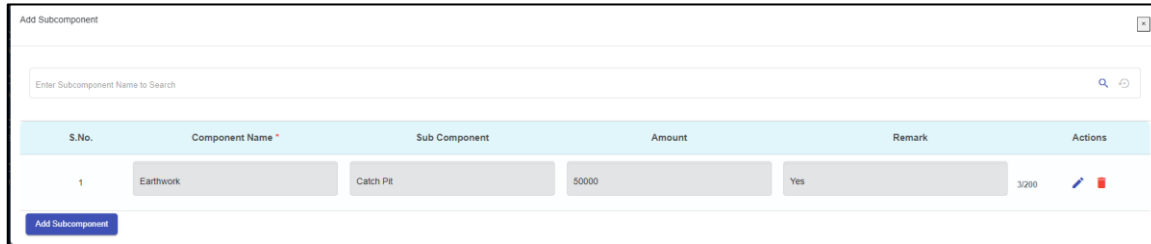


Figure 4.26 Sub Component

If the sub-component has any TA (Technical Approval), add it by clicking the **Add TA** icon. Close the sub-component popup screen, and you will appear as a **Add TA** icon on the component screen.

Click the **Add TA +** icon on the component screen to add the TA details for the sub-component, as shown in Figure 4.1.1.7.6.

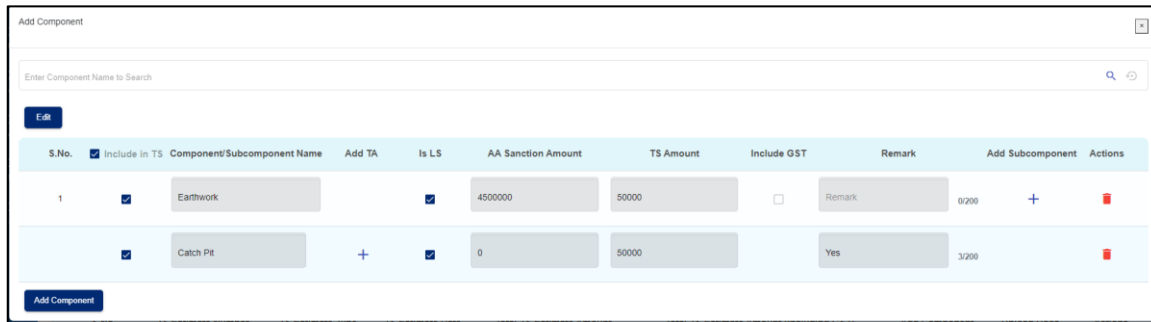


Figure 4.27 Add TA

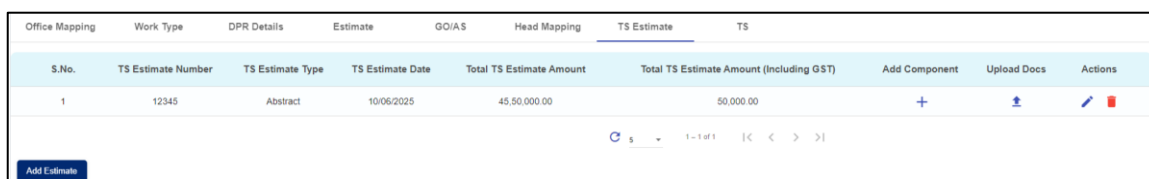


Figure 4.28 TA screen

After click the add TA icon in the component screen the popup screen will be displayed as shown in the figure 4.1.1.7.7

Enter the TA details for the sub components and click the save button.

Close the popup window displayed, you will be able to see the final TS Estimate Amount for the components to be proceeded in the TS as shown in Figure 4.1.1.7.8. The Cumulative amount for all subcomponents is less or equal to the TS estimate amount.



S.No.	TS Estimate Number	TS Estimate Type	TS Estimate Date	Total TS Estimate Amount	Total TS Estimate Amount (Including GST)	Add Component	Upload Docs	Actions
1	12345	Abstract	10/06/2025	45,50,000.00	50,000.00	+	📄	✎ 🗑

Figure 4.29 : View TS ESTIMATE

Here the components, A Sanction Amount are populated from the Estimate tab screen.

Field Name	Mandatory	Description	Validation
Sub Component	Yes	It is user enterable filed	Enter the sub component name for the component
Amount	Yes	It is user enterable filed	Enter the amount is less or equal to the TS estimate amount.
TA Date	Yes	It is user enterable filed	Enter the TA date for the subcomponent
TA No	Yes	It is user enterable filed	Enter the TA No for the subcomponent
TA Amount	Yes	It is user enterable filed	Enter the TA Amount for the subcomponent
Edit	No	Click the edit icon to update the components/sub components and TA details.	
Delete	No	Click the delete icon to clear/delete the components/sub components and TA details.	

4.1.1.8. TS

TS stands for Technical Sanction. It is an official approval granted by a competent authority

Click on the TS TAB. User will be able to see an add TS button as shown in the Figure 4.1.1.8.1

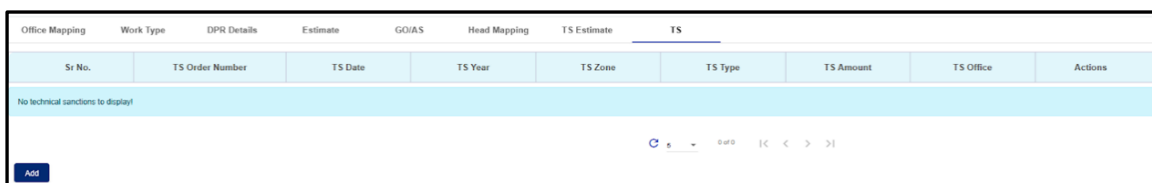


Figure 4.30 Technical Sanction

Click on Add button User will be able to see a TS form as shown in Figure 4.1.1.8.2

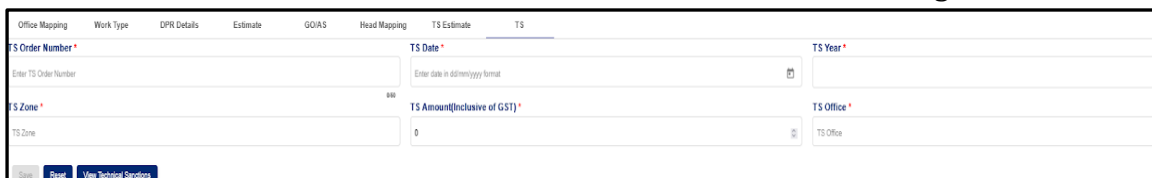


Figure 4.31 TS Form

Field Description:

Field Name	Mandatory	Description	Validation
TS Order Number	Yes	User-enterable field for the official TS reference/order number.	Alphanumeric; must not be blank; max length limit as per system (e.g., 50).
TS Date	Yes	Date field to select the date of Technical Sanction issuance.	Must be a valid past or present date; cannot be left blank.
TS Year	Yes	User-selectable field indicating the sanction year.	Must be selected from a valid year range; cannot be left blank.
TS Zone	Yes	User-enterable field indicating the applicable zone.	Alphanumeric; required; predefined zone names may be validated if applicable.
TS Amount (inclusive of GST)	Yes	Numeric field for total sanctioned amount including GST.	Positive number; mandatory; decimal values allowed.

TS Office	Yes	User Selectable field, Select the office responsible for TS.	Cannot be blank; Select the office from the dropdown list of the options
Save	Yes	To save Technical Sanction information	
Reset	No	To Clear filled Information	
View TS		To view the TS information saved already	

Click on view TS button user will be able to see a Technical Sanction of the work with details as shown in Figure 4.1.1.8.4.



Sr No.	TS Order Number	TS Date	TS Year	TS Zone	TS Type	TS Amount	TS Office
1	3	04/02/2020	2024-25	Chennai	Original	11,80,00,000.00	Buildings Construction Division-1, PWD, Chennai-6

Figure 4.32 View TS

APPROVE WORK DETAILS

To review and approve the work details and associated estimates added in the Work Management System (WMS), follow the steps below:

1. **Login** to WMS Portal using your appropriate credentials.
2. Navigate to the **Work Management System** section and click on the **"View"** tab.
3. From the displayed list, **identify the work** you wish to approve.
4. Under the **"Action"** column, click the **Edit** icon to open and modify the work details, if necessary.
5. Click the **Eye** icon under the **"Final Approval"** column to **generate and preview** the Work Details, as shown in *Figure 4.1.1.8.4*

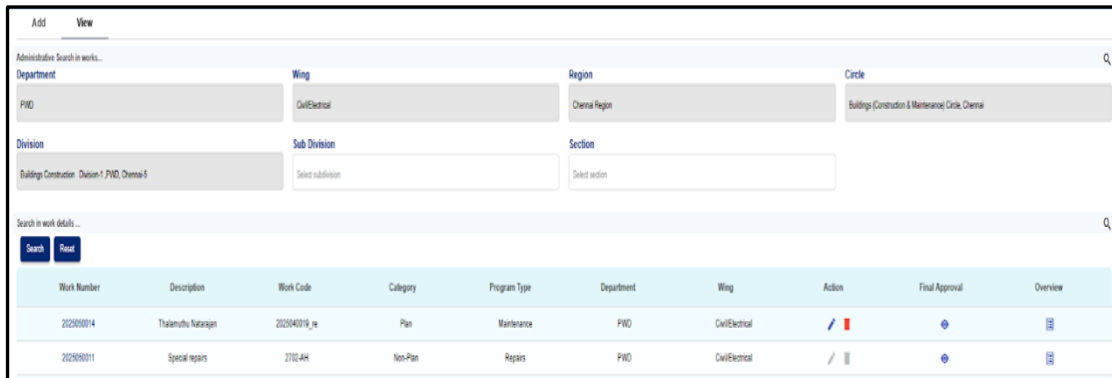


Figure 4.33 View Final Approval of Work Details

Click on the eye icon the report preview will display all entered work information shown in Figure 4.1.1.8.4

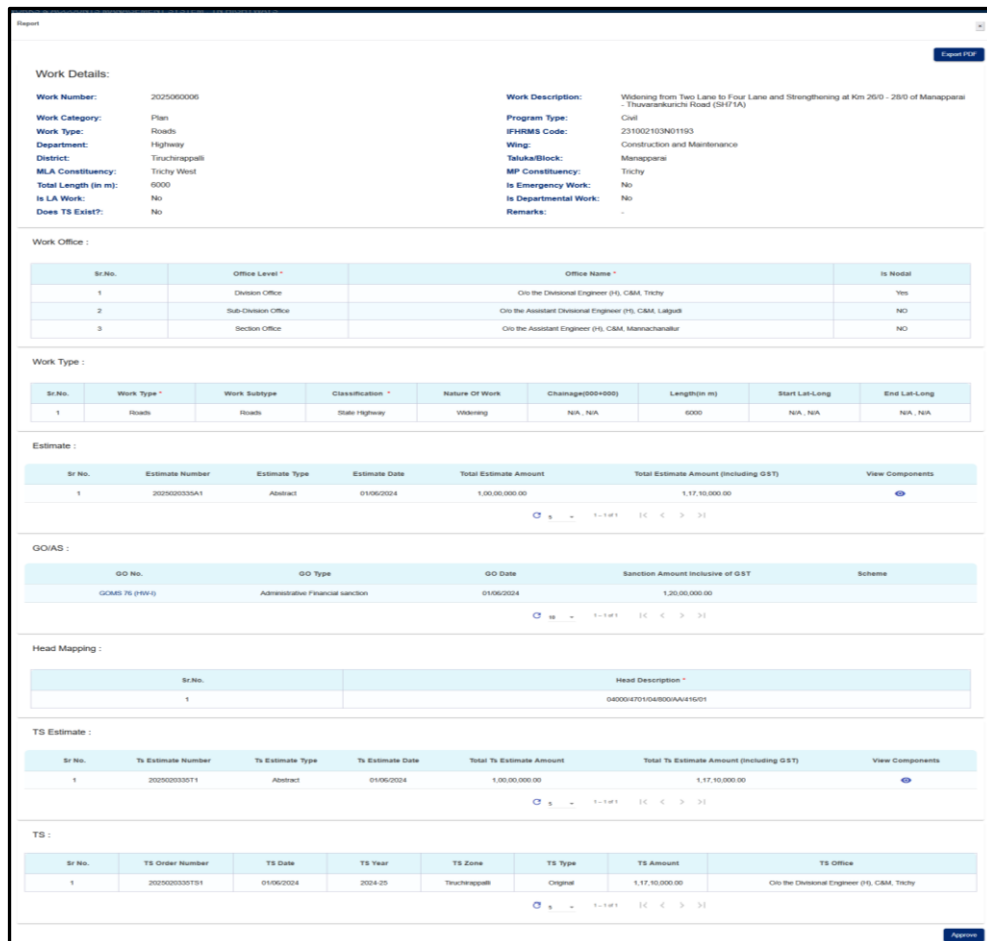


Figure 4.34 Preview Page of Work Details

Click on the Approve button to Approve the Work Details, The Approver should validate all information before approving work details. If once the Work Details View Tab is Approved, the User won't be able to edit or modify.

4.1.2. Sub Work Details

Sub-Work Details refer to the smaller, clearly defined components of a main work. Sub-Works are created based on the agreements that are planned or already executed for ongoing works within the **Work Management System (WMS)**.

To access the Sub work Details, navigate to **WMS -> WORK -> SUB-WORK DETAILS**

Click on the Sub-Work Details user will be able to see an ADD/VIEW TABS

Click on the ADD button and the user will be able to see a form as shown in Figure 4.1.2.1

Figure 4.35 Add Sub-work Details

Field Description:

Field Name	Mandatory	Description	Validation
Parent Work	Yes	Drop down to select the main parent work from the list of approved works.	Must select a valid entry from the drop down cannot be left blank.

Sub Work Number	Yes	Auto Populated Sub Work Number	Alphanumeric; must be unique; max length as per system (e.g., 50 characters).
Sub Work Description	Yes	Text area for entering a description of the sub-work (max 500 characters).	Cannot be left blank; character limit: 500; alphanumeric with special symbols & () _/ , ' " .
Amount for Tender	Yes	User-enterable numeric field specifying the tender value of the sub-work	Amount must be a positive number; decimals allowed; mandatory field. Tender Amount should not cross the cumulative of all components Technical Sanctioned Estimate Amount for the work
Amount for Tender (Including GST)	No	Auto-calculated automatically based on HSN/SAC field based on the "Amount for Tender".	System-calculated; read-only; includes applicable GST rate. Amount for Tender including GST = Tender Amount+ (% of GST Select in HSN/SAC Code) HSN/SAC code defined in Master of WMS Module time to time as per rule to describe the Tax percentile for applicable GST over amount

Note: The Amount for Tender (Including GST) should not exceed GO/AS amount

Based on selection of the Parent work automatically the mapped components will be displayed as per components added in Technical Sanction shown in Figure 4.1.2.2

S.No	Include Components	TS Sanction Amount	Previously Tendered Amount	Current Tender Amount	Balance Tender Amount
1	<input type="checkbox"/> Civil Work	2901718.6	2901718.6	0	0
2	<input type="checkbox"/> External Electrical Work	1097500	1097500	0	0
	<input type="checkbox"/> Renewal of LED	1200000	1200000	0	0
	<input type="checkbox"/> Video Conference System	697500	697500	0	0
3	<input type="checkbox"/> Provisions for Advertisement Charges	50000	0	0	50000
4	<input checked="" type="checkbox"/> Other miscellaneous works	100000	0	100000	100000
5	<input type="checkbox"/> Provisions for Contingencies and unforeseen Charges	701.4	0	0	701.4
6	<input type="checkbox"/> Provisions for Labour Welfare Fund @ 1% of Contract Value	50000	50000	0	0

Figure 4.36 Map Components

Click on the necessary components and enter the respective Current Tender Amount. The amount entered for each component or sub-component must not exceed its available Balance Tender Amount. The total tender amount should be less than or equal to the cumulative Balance Tender Amount of the selected components.

Field Description:

Field Name	Mandatory	Description	Validation
Include Components	No	Checkbox list to select applicable components (e.g., Civil Work, External Electrical Work).	Selecting components enables the relevant TS and tender fields.
TS Sanction Amount	No (Read-only)	Numeric field showing the sanctioned amount for each component.	Read-only, fetched from TS sanction details; cannot be modified.
Previously Tendered Amount	No (Read-only)	Shows previous tendered values against the selected component.	Read-only, fetched from earlier tender records.
Current Tender Amount	Yes	User enterable field indicating the current tender value per component.	Must be a valid positive number if component is selected.

Balance Tender Amount	Auto	Auto-calculated field: TS Sanction Amount – (Previous + Current Tendered).	Read-only, updated dynamically based on entries for the respective components. TS Sanction Amount – (Previous + Current Tendered).
Save	-	Button to save the mapped tender component values.	All mandatory entries must be valid; triggers back end validation if required.

The Sub Work Details module comprises the following sub-modules, which optional for enter data:

- **Office Mapping**
- **TS**

4.1.2.1. Office Mapping

Office Mapping refers to categorizing work under specific administrative offices for all type of construction and non-construction works. For sub works office mapping is not mandatory. Among the offices already mapped on parent work, only selective offices that will be executing the sub work can be mapped under this section. Sub Office mapping must be created by the Officer who has authorization to assign sub-work to Sub-Offices. Then Sub-Office work estimates, and Technical Sanction would be submitted to Approval Authority (Parent office)


If office mapping on sub work is skipped, all the offices mapped on parent work will be mapped on sub work as well.



4.1.2.2. TS

Technical Sanction for sub works is a non-mandatory section. If a new TS is taken for sub work, those details can be entered in this section, If TS is taken on a sub-work separately (Mostly for LS components).

APPROVE SUB WORK DETAILS

Once the **Save** button is clicked after entering the Sub Work details:

- Navigate to the View section,
- Locate the Final Approve column and click on tick mark icon
- To Unfinalized the Sub work details after approval click on  icon

- To edit Sub Work information, click on pencil  icon
- To Delete the sub-work, before approval by click on  Trash icon
- Click on Tick Mark icon in the column to approve the Sub Work as shown in the image Figure 4.1.2.2.1

Work Name	Sub Work Number	Sub Work Description	Tender Amount	Tender Amount(Incl GST)	TS Amount	Work Status	Action	Close	Final Approval
TEST_2	2025090003/2	Test	₹1,545,544.00	₹1,823,741.92	18,23,741.92				
TESTING_WORKFLO	2025090001/2	TESTING	₹3,000,000.00	₹3,000,000.00	50,00,000.00				
TESTING_WORKFLO	2025090001/3	TESTING2	₹2,000,000.00	₹2,000,000.00	50,00,000.00				

Figure 4.37 View Sub Work

4.1.3. TENDER

A Tender in WMS refers to the recording of documents related to a Tender awarded to contractors who have won the bidding for a specific work/contract. It includes capturing all necessary information such as package, value, dates, and award details. To Capture NIT (Notice Inviting Tender), EMD, Corrigendum, and final award.

- Ensure transparency in work allocation.

The Tender Details module comprises the following sub-modules

- **NIT**
- **Awarding**

Navigate this module by clicking **WMS** → **WORK** → **TENDER Details** and Click on Add Tab it will display as shown in Figure 4.1.3.1

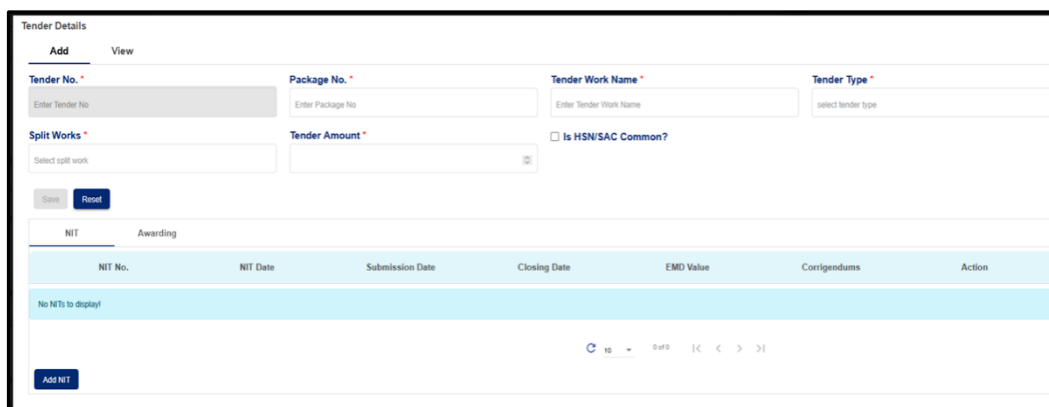


Figure 4.38 Tender Details

Field Description:

Field Name	Mandatory	Description	Validation
Tender No.	Auto	Unique ID automatically generated after saving the tender details.	It is system-generated and read-only.
Package No.	Yes	User-enterable field to specify the package number.	Enter the values.
Tender Work Name	Yes	User-enterable field to name the tendered work.	Enter the name max 100-200 characters.
Tender Type	Yes	User-selectable drop down for selecting the type of tender like. item Rate, Percentage and EPC	Select from the drop down. Only following type of Tender is applicable only in Tamil Nadu, those are Item Rate, Percentage, EPC
Split Works	Yes	Multi-select drop down to choose split works from approved sub-works.	Must select at least one; populated from approved sub-work list.

Tender Amount	Yes	Calculated value is displayed but is editable.	It must be a positive number (decimals allowed) and is read-only; not editable by the user.
Is HSN/SAC Common?	No	Checkbox indicating whether a common HSN/SAC code applies across all works.	Optional; if GST is applicable then must be selected/ checked to select corresponding HSN/SAC code to be selected works. If not selected / checked HSN/Sac code is not visible

Click on the save tab. It will automatically create a Tender Number.

4.1.3.1. NIT

In WAMIS, the NIT section captures key details such as **NIT Number**, **NIT Date**, **EMD Amount**, **Tender Submission Dates**, and other basic tender-related information required for processing the tender. Click on the Add NIT button an NIT form will be displayed as shown in Figure 4.1.3.1.1

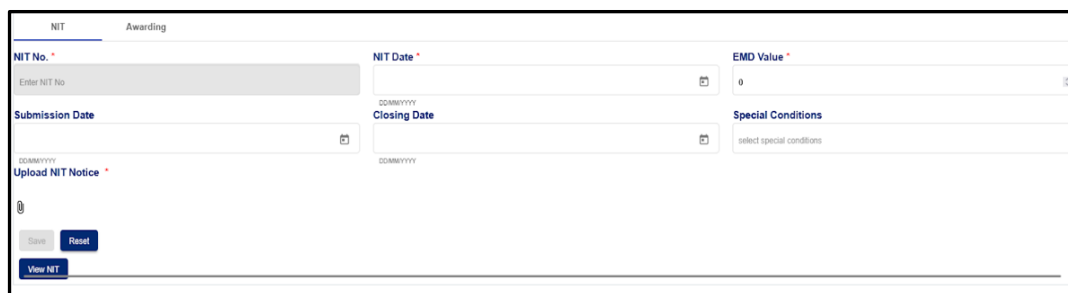


Figure 4.39 Add NIT for Tender

Field Description:

Field Name	Mandatory	Description	Validation
NIT No.	Yes	User-enterable field for entering the unique NIT reference number.	Alphanumeric; must not be blank; max character limit (e.g., 50 chars).

NIT Date	Yes	Date field to select the date of NIT issuance.	Must be a valid past or present date; cannot be blank.
Submission Date	No	Date field for selecting the last date to submit the tender.	Must be a valid future date; optional.
Closing Date	No	Date field indicating the tender closing date.	Must be a valid date; should be after Submission Date if both are filled.
EMD Value	Yes	User-enterable numeric field for Earnest Money Deposit amount.	Must be a positive number; decimals allowed; cannot be blank.
Special Conditions	No	Dropdown to choose predefined tender-specific conditions.	Optional; selection from predefined list.
Upload NIT Notice	Yes	Upload field for attaching the NIT document (PDF or doc).	File upload required; only allowed formats; file size restrictions may apply.
Save	-	Button to save the entered NIT details.	All mandatory fields must be validated before saving.
Reset	-	Button to clear all user-entered NIT details.	Button to clear user inputs.

Click on the view NIT button it will display the entered details as shown in Figure 4.1.3.1.2

NIT No.	NIT Date	Submission Date	Closing Date	EMD Value	Corrigendums	Action
2025050038	02/03/2025	03/03/2025	03/03/2025	₹1,000.00	+	

Figure 4.40 View NIT

4.1.3.2. AWARDING

The **WAMIS** system is used to capture details related to the selection of the winning bidder and the issuance of the agreement. The awarding process itself is carried out externally; **WAMIS** is used only to record the finalized information. It captures details related to the awardee, as shown in Figure 4.1.3.2.1.

Click on the Awarding tab, Awarding Tab UI will appear as shown in Figure 4.1.3.2.1

Agreement No.	Agreement Date	Item/Per Rate	Quoted Per	Quoted Agreement Amt.	Quoted Agreement Amt. with GST	Upload BOQ			Approve	Actions
						Split work no	Items	Amendment		
No awarding detail records to display										

Figure 4.41 Tender Awarding

Click on the Add Awarding button, Awarding Tab form will appear as shown in Figure 4.1.3.2.2

Figure 4.42 ADD AWARDING

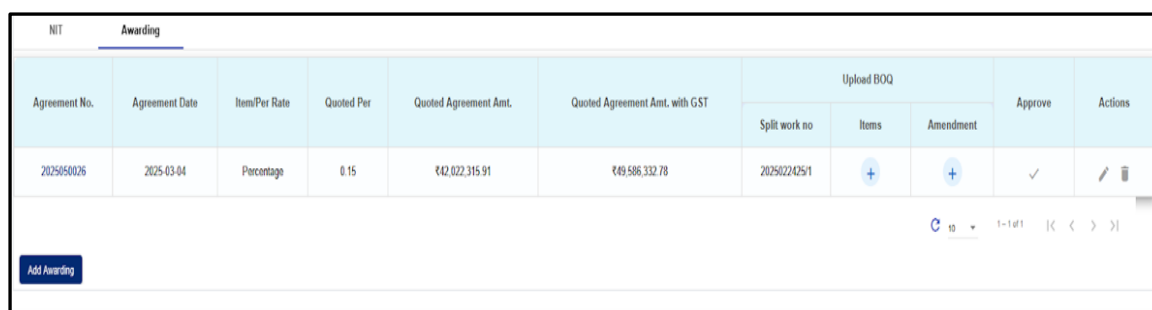
Field Description:

Field Name	Mandatory	Description	Validation
Agreement No.	Yes	User-enterable unique agreement number.	Alphanumeric; cannot be blank; max character limit as per system.
Agreement Date	Yes	Date field to select the agreement signing date.	Valid date; must be past or current date; required field.
LOA Date	Yes	Date of issuance of Letter of Acceptance (LOA).	Valid date; must be before or equal to Agreement Date.
Start Date	Yes	Work commencement date.	Valid date; cannot be blank.
Duration (Days)	Yes	Duration of work in number of days.	Must be a positive integer; required field.
Stipulated End Date	Auto/User	Auto-calculated as Start Date + Duration; editable if necessary.	Auto filled if duration and start date present; optionally editable.
Quoted Per Type	No	Drop down to select quotation type (At Par, Less, Above.).	Select from list.
Quoted Percent	Yes	User-enterable numeric field for contractor's quoted percentage.	Must be a number (can be negative for below); mandatory field.

Is Common Quote?	No	Checkbox indicating the same % applies to all items. This is applicable only for Tender Type as Percentage	Optional; affects calculation logic.
Payee	Yes	Drop down to select registered contractor.	select from contractor to whom work is awarded by bidding.
Authorized Signatory Name	No	Name of the signatory authorized to represent the contractor.	Alphanumeric; optional; character limit as per system.
Authorized Signatory Designation	No	Designation of the authorized signatory.	Optional; character limit applies.
Total Security Deposit	No	Numeric field to specify total security deposit amount.	Optional; must be a positive number if entered.
Is Eligible for Mobilization Advance?	No	Checkbox to enable mobilization advance.	Optional; if selected, next field becomes visible.
Mobilization Advance in percent of amount	Conditional	Radio button shown only if the above checkbox is checked.	Must select a mode (e.g., % of contract, fixed amount) if enabled.
Upload of DD/BG/FSD	Yes	File upload for Demand Draft / Bank Guarantee / FSD documents.	Mandatory; accepted formats: PDF, DOC; max file size rules apply.

Default Liability Period	No	Numeric field for default liability period (in days).	Optional; must be a valid number if entered.
Is Measurement Required?	Yes	Dropdown (Yes/No) to confirm if measurement process is needed.	select Yes or No. If User Select Yes, then e-MB for filling measurement book is mandatory, otherwise E-MB is not required, e-Billing is required for Items without measurement
Save	-	Button to save entered awarding details.	All mandatory validations must be passed before saving.
Reset	-	Button to undo or clear the entered awarding details.	Optional confirmation dialog; clears current form inputs.

Click on the View Awarding button, entered details will appear in tabulated as shown in Figure 4.1.3.2.3



Agreement No.	Agreement Date	Item/Per Rate	Quoted Per	Quoted Agreement Amt.	Quoted Agreement Amt. with GST	Upload BOQ			Approve	Actions
						Split work no	Items	Amendment		
2025050026	2025-03-04	Percentage	0.15	₹42,022,315.91	₹49,586,332.78	2025022425/1	+	+	✓	✎

Figure 4.43 View AWARDING DETAILS

Refer figure 4.1.3.2.3 Where a column labeled Upload BOQ is displayed. For every sub-work included in the tender, there is a field to capture BOQ items and amendment details, organized under sub-work sections.

To upload BoQ click on the + icon present in the ITEM sub split of BoQ. It will display a pop up as shown in Figure 4.1.3.2.4

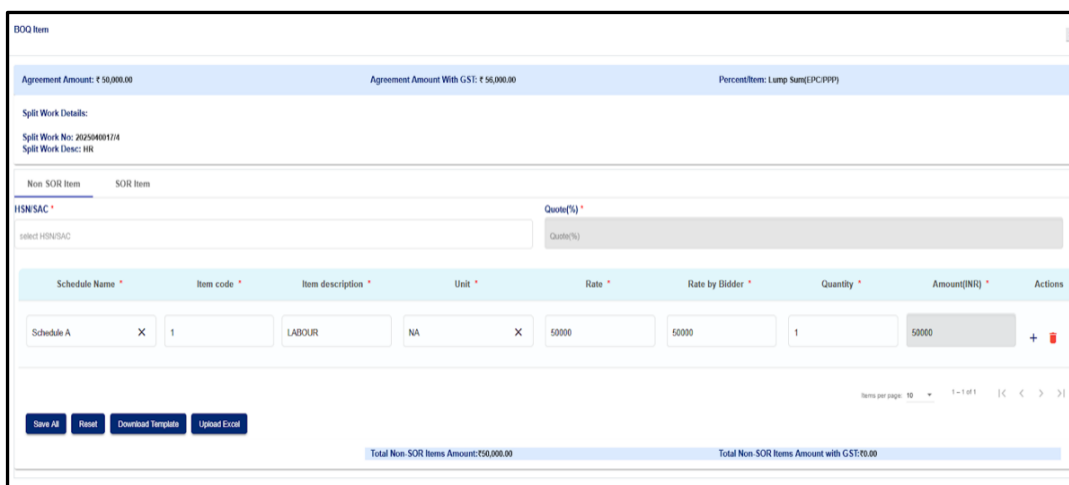


Figure 4.44 Upload BoQ

Field Description:

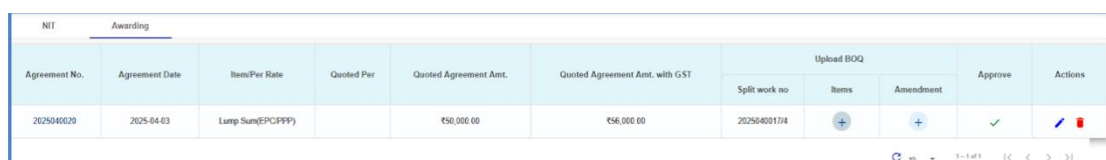
Field Name	Mandatory	Description	Validation
HSN/SAC	Yes	HSN/SAC; HSN/SAC is auto set	HSN/SAC; HSN/SAC is auto set if user has selected a HSN/SAC percent while entering Tender details, or else it is open for selection.
Quote (%)	No	Auto populated value of Quoted percentage. Quoted Percentage filled as per Quoted Percentage Type	-
Schedule Name	Yes	Drop down to select the schedule group (e.g., Schedule A).	Must choose from predefined list; cannot be blank.
Item Code	No	User-enterable item number or code.	Optional; alphanumeric; max length as defined.

Item Description	Yes	Description of the BOQ item (e.g., LABOUR, MATERIAL).	Cannot be blank; max 250 characters; alphanumeric with special characters allowed.
Unit	Yes	Unit of measurement for the item (e.g., NOS, SQM, Litre).	Cannot be blank; must select from defined unit list.
Rate	No	Estimated/base rate per unit provided by the department.	Optional; numeric; may be used for comparison purposes.
Rate by Bidder	No	The quoted rate entered by the bidder per unit.	Optional; numeric; must be positive if entered. Rate by Bidder column is displayed only for Item Rate type of tenders
Quantity	Yes	Total quantity/units for the BOQ item.	Cannot be blank; numeric; must be a positive number.
Amount (INR)	Auto	Total amount = Rate by Bidder × Quantity. For Tender type is item rate calculated per item rate quoted by bidder, if tender type is Percentage calculated based on percentage	Auto calculated; read-only field.
Actions	-	Buttons to Add (+) or Delete (🗑️) individual item rows.	Operational UI controls for row-level editing.
Save All	-	Save all entered BOQ item details.	Ensure all mandatory fields validated before saving.

Reset	-	Clears all entered fields in the form.	Confirmation popup before clearing (optional, UI-dependent).
Download Template	-	Downloads an Excel template for bulk BOQ entry.	Template format must match upload structure.
Upload Excel	-	Uploads Excel file to bulk insert BOQ items into the system.	Validates file structure, format, and data before insertion.

After entering or uploading the BOQ (Bill of Quantity) Items, click "Save All" to ensure all items of BOQ are stored in the system. Once saved, close the BOQ Item pop-up window and navigate back to the Split Work List or main table view.

In the "Action" column corresponding to the relevant split work entry, click on the tick mark [✓] icon to **approve** the BOQ. This confirms that the BOQ details are finalized and locked for further processing. As shown in Figure 4.1.3.2.5





Agreement No.	Agreement Date	Item/Per Rate	Quoted Per	Quoted Agreement Amt.	Quoted Agreement Amt. with GST	Upload BOQ				
						Split work no	Items	Amendment	Approve	
2025040029	2025-04-03	Lump Sum(EPC/PPP)		₹50,000.00	₹56,000.00	2025040017/4	+	+	✓	 

Figure 4.45 Approve Awarding

Note: Once Awarding is Approved, we won't be able to edit BoQ and other details.

4.1.3.2.1. Amendments

Amendments in awarding include registering the expiration of time, deviations, and supplement items or item details of the work after approval of the awarding. The WAMIS system has the following types of amendments available:

- EOT
- Deviation
- Supplements Items

4.1.3.2.2. EOT-Extension of Time

EOT for register the details and document proof of EOT request and approval for the Work's completion date extension

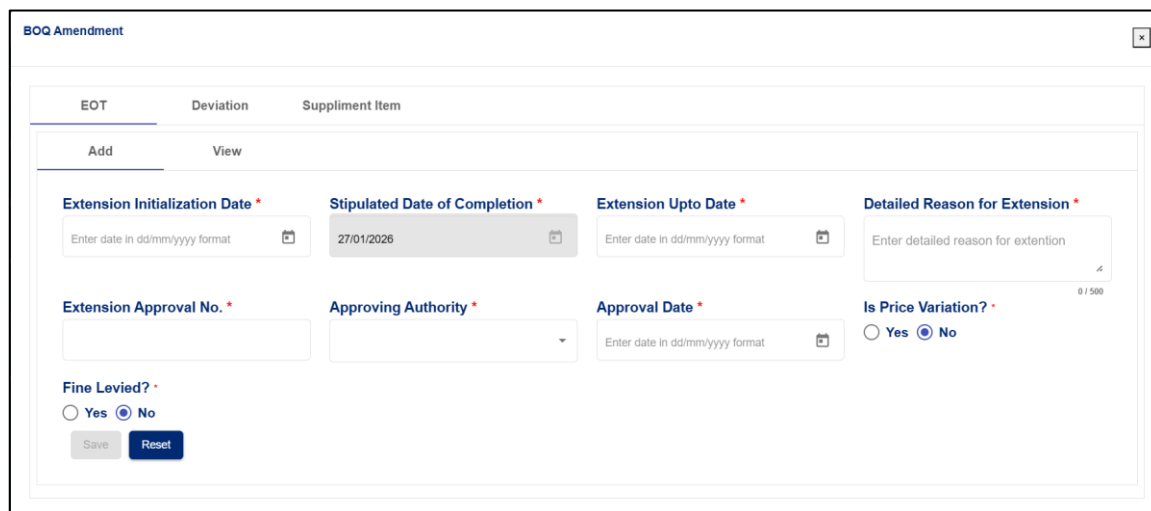


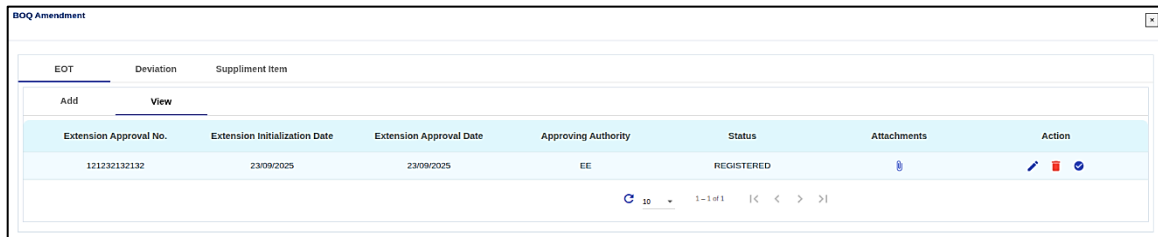
Figure 4.46 Extension of Time (EOT) Amendment

Field Description:

Field Name	Mandatory	Description	Validation
Extension Initialization Date	Yes	Select date of Extension initialized for work	Choose date from Calendar panel,
Stipulated Date of Completion	Yes	Auto Populated date as Actual date of completion as per Tender Agreement, while awarding registered for work	Existing Date of Completion selected initial Awarding
Extension Up to Date	Yes	Select date of new date of completion for the work	Choose date from Calendar panel

Detailed Reason for Extension	Yes	Enter description about reason for extension	Maximum length 500 Characters
Extension Approval No	Yes	User enterable field for fill extension approval number	Cannot be blank; max 20 characters; alphanumeric with special characters “/ - “allowed.
Approving Authority	Yes	Select approving Authority from the dropdown list	Cannot be blank; must select from defined drop-down list.
Approval Date	Yes	Select Approval Date	Select approval date from calendar
Is Price Variation?	Yes	Select either Yes or No option, if price variations is there click on Yes otherwise No	Select one option must
Fine Levied?	Yes	Select either Yes or No option	Select one option must
Actions	-	Buttons to Add (+) or Delete (🗑️) individual item rows.	Operational UI controls for row-level editing.
Fine Levied In?	Conditionally Mandatory	If Fine Levied is selected as Yes, then fine levied as percent or amount will appear in screen	Select one option either Percent or Amount
Is Fine deducted	Conditionally Mandatory	If Fine Levied is selected as Yes, then fine deducted or not option will; be appeared in	Select one option either Yes or No

		screen. If yes fine deducted, otherwise select No	
Save All	-	Save amendment details.	Ensure all mandatory fields validated before saving.
Reset	-	Clears all entered fields in the form.	



Extension Approval No.	Extension Initialization Date	Extension Approval Date	Approving Authority	Status	Attachments	Action
121232132132	23/09/2025	23/09/2025	EE	REGISTERED		

Figure 4.47 View of EOT

Field Description:

Field Name	Mandatory	Description	Validation
Extension Approval No.	-	Select date of Extension Approval No for BoQ amendment	Auto Populated
Extension Initialization Date	-	Date of Extension Initialization	Auto Populated
Extension Approval Date	-	Select date of Extension initialized for work	Auto Populated

Status	-	Status of Extension of Time will be displayed	Based on Approval and Registration of EOT
Attachments	-	To Upload scanned copy of the documents for approval granted for EOT	Scanned file in PDF format of size 1MB, Maximum 5 files are allowed for upload
Action	Yes		
Edit	-	To edit already added EOT details	Editing is possible only before approve the amendment
Delete	-	To delete already added EOT details	Deletion is possible only before approve the amendment
Approve	Yes	Approve the amendment detail in the EOT form.	Mandatory to extend EOT

4.1.3.2.3. Deviation Registration for BOQ Items

If the BOQ contains any deviation in the quantity of SOR or Non-SOR items, the corresponding amendment details must be registered in the WAMIS system after the approval of the award. The following information is required to be entered in the system during deviation registration:

- Deviation Initialization Date
- Approval Number
- Approving Authority
- Approval Date

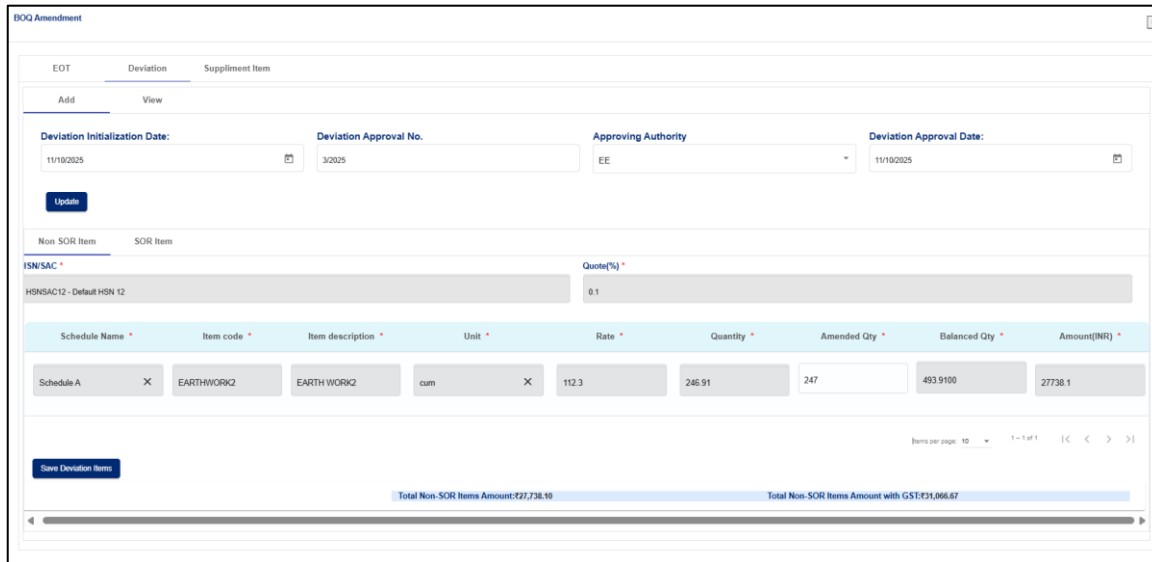


Figure 4.48 Update Deviation in amendment of BoQ in Awarding

After add deviation of BOQ items needs to be approved in View Tab by click on Tick Mark

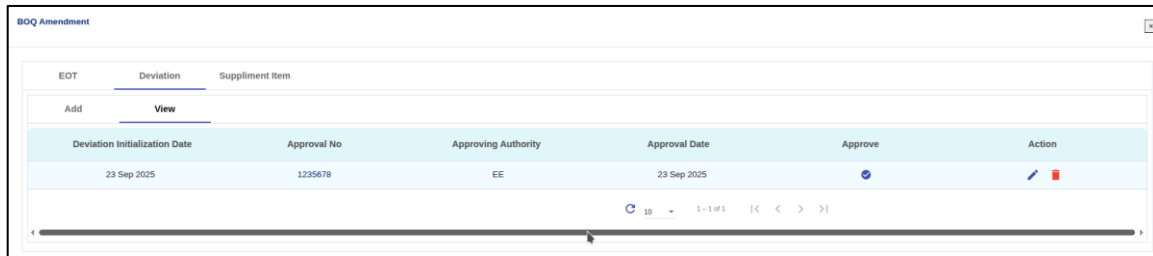


Figure 4.1.3.2.3.2 View Deviation for BOQ amendment

Field Description:

Field Name	Mandatory	Description	Validation
Deviation Initialization Date	Yes	Select date of Extension initialized for work	Choose date from Calendar panel,
Deviation Approval No	Yes	Approval Number for Deviation	Alphanumeric Value

Approving Authority	Yes	Selectable option from drop-down list of approving authority	Select one appropriate approving authority
Deviation Approval Date	Yes	Date of approval for the deviation	Select date from Calendar tool
Save	Yes	Clickable button to save the Deviation approval details	
Reset	No	To Clear input field values	
Deviation Item	Yes	Clickable button to get existing Non-SOR / SOR Items	Must be fill the deviation item
Select	Yes	Click on check box to select item which having deviation	Check on check box
Add Item	Yes	To add selected items for fill the deviation	Item Must be selected and click on button
Schedule Name	yes	Schedule of the item, auto populated from BoQ	
Item code	yes	Item code auto populated from BoQ	

Item description	yes	Item Description auto populated from BoQ	
Unit	Yes	Measurement Unit of an item populated from BoQ	Unit of measurement in character
Rate	Yes	Rate of an item auto populated	Item rate in Number
Quantity	Yes	Existing Quantity of an item populated from BoQ	Quantity in number
Amended Qty	Yes	New / Deviated Quantity of an item to be entered by user	Quantity in number
Amount (INR)	Yes	Auto populated values based on calculation Rate*Amended Quantity	Amount in number with 2 decimal points

4.1.3.2.4. Supplement Item

Amendment of Supplement Items is used to add additional item *details* or include new items *used* for completing the work after the tender has been awarded. *An Extra item may be Non SOR / SOR Item*, The Supplement Item Amendment Information shall be updated as per the item details as follow:

- Non-SOR / SOR Item Code
- Item Description
- Rate
- Quantity
- Unit
- HSN/SAC Code
- Quoted Percentage (%)

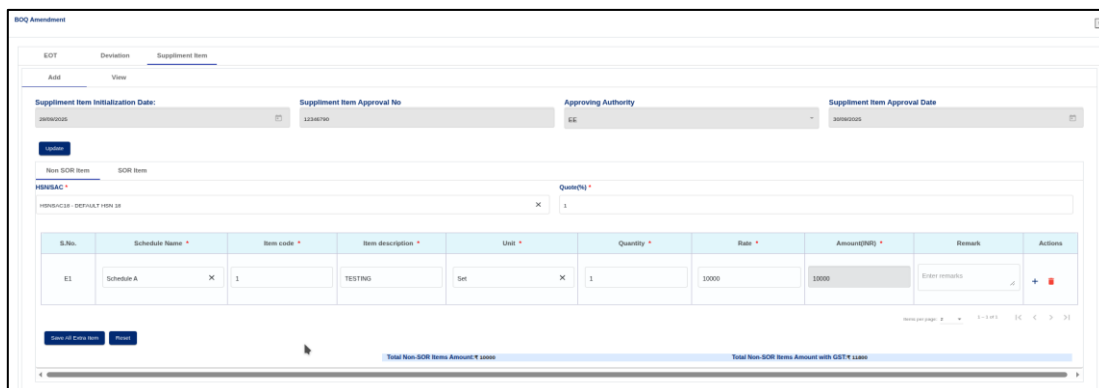


Figure 4.49 Amendment of Supplement Items

Field Description:

Field Name	Mandatory	Description	Validation
Suppliment Item Initialization Date	Yes	Select date of Supplement Item initialized for work	Choose date from Calendar panel
Suppliment Item Approval No	Yes	Approval Number for Supplement item approval	Alphanumeric Value
Approving Authority	Yes	Selectable option from drop-down list of approving authority	Select one appropriate approving authority
Suppliment Item Approval Date	Yes	Date of approval for the Suppliment Item	Select date from Calendar tool
Save	Yes	Clickable button to save the Deviation approval details	

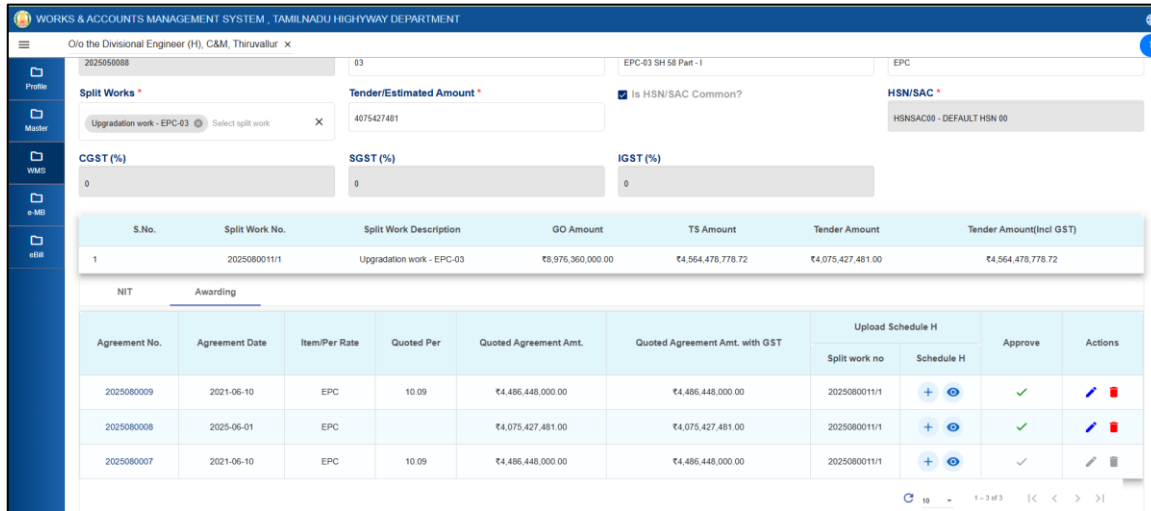
Reset	No	To Clear input field values	
Suppliment Items as either Non-SOR / SOR Item filled in respective Tabs			
HSN/SAC	Yes	Auto populated HSN/Sac code from work details	
Quote (%)	yes	Auto populated Quoted Percentage as per tender award details	Numerical value in percentage
Schedule Name	yes	Schedule of the item, to be selected from drop down list	Select schedule name of
Item code	yes	User Enterable field for Item code of non-SOR item	Applicable for only Non-SOR item tab
Item description	yes	User Enterable field for short description about of non-SOR item	Applicable for only Non-SOR item tab
Item	Yes	Selectable option from drop-down list of SOR Items	Select one SOR Item
Unit	Yes	Select Measurement Unit of an item from drop-down list	Select one unit of measurement according to Non-SOR / SOR item

Rate	Yes	Enter Rate of an item	Item rate in decimal Number rounded with 2 decimal digits
Quantity	Yes	Enter quantity of item	Quantity in number, rounded with 3 decimal digits
Amount (INR)	Yes	Auto populated values based on calculation Amount = Rate*Quantity	Amount in number with 2 decimal points
Remark	No	User enterable field with short description as remark	
Actions			
Add +	No	Clickable icon to add more extra items click on +	Clickable icon
Delete	No	Clickable icon to delete an extra item from supplement item list of the amendment	Clickable icon

4.1.3.3. Awarding for EPC works

For EPC Works instead of BoQ, Schedule-H Items need to added follows, Go to WMS->Work->Tender Details-> View Tab click on Edit and go to Awarding Tab

Click on + icon under Upload Schedule-H Column, define number Levels required for Schedule-H Items, Add each Items by level by level



The screenshot displays the 'Awarding' tab in the WMS & Accounts Management System. It shows a summary of the tender details and a table for uploading Schedule H items.

S.No.	Split Work No.	Split Work Description	GO Amount	TS Amount	Tender Amount	Tender Amount(Incl GST)
1	2025080011/1	Upgradation work - EPC-03	₹9,976,360,000.00	₹4,564,478,778.72	₹4,075,427,481.00	₹4,564,478,778.72

Agreement No.	Agreement Date	Item/Per Rate	Quoted Per	Quoted Agreement Amt.	Quoted Agreement Amt. with GST	Upload Schedule H		Approve	Actions
						Split work no	Schedule H		
2025080009	2021-06-10	EPC	10.09	₹4,486,448,000.00	₹4,486,448,000.00	2025080011/1	+ [Eye Icon]	✓	[Edit] [Delete]
2025080008	2025-06-01	EPC		₹4,075,427,481.00	₹4,075,427,481.00	2025080011/1	+ [Eye Icon]	✓	[Edit] [Delete]
2025080007	2021-06-10	EPC	10.09	₹4,486,448,000.00	₹4,486,448,000.00	2025080011/1	+ [Eye Icon]	✓	[Edit] [Delete]

Figure 4.50 Schedule -H for EPC Type of Tender

Add Item by following procedure for EPC kind of tender awarded

- Select Level – Number of levels required to fill Items / Node details, if Item saved in Level 1 then unable to change the level as per Figure 4.1.3.3.3
- Each Item, Node of EPC work could be added level by level as shown in Figure 4.1.3.3.4
- For Each level after Level-1 select an Item / Node which added in previous level
- Fill the Item code, Item Description, Percentage, Unit, Quantity, Rate in each level
- If Node having any sub-node, then that sub-node to be filled in the next level, Parent Node details filled with only Item code and Item Description
- Amount will be calculated as per Unit, Quantity & Rate

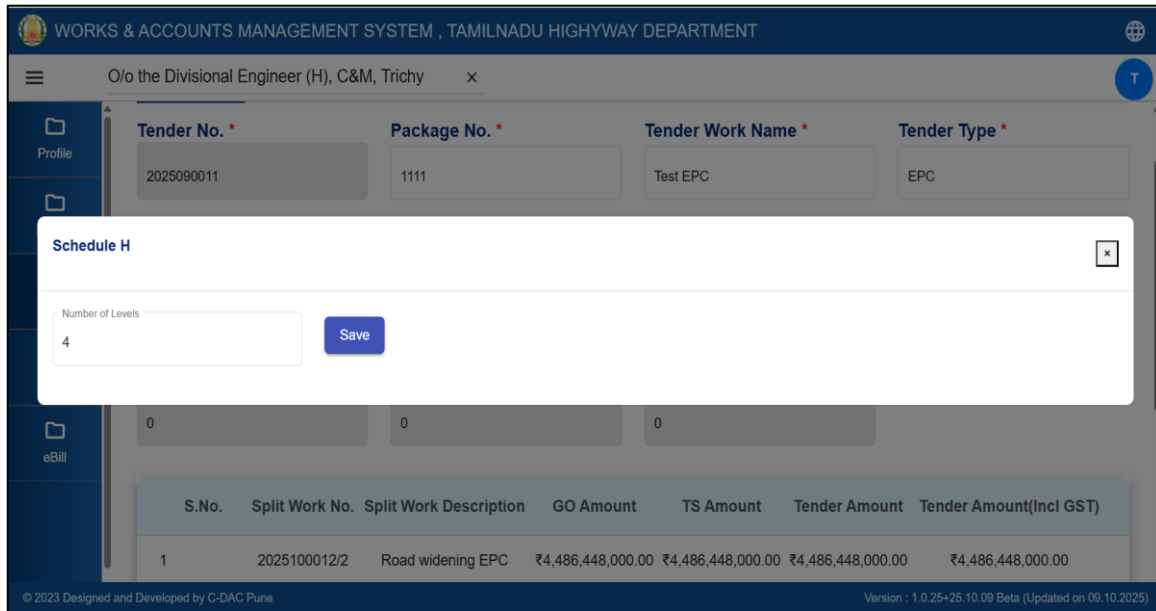


Figure 4.51 Number of levels required for Schedule-H

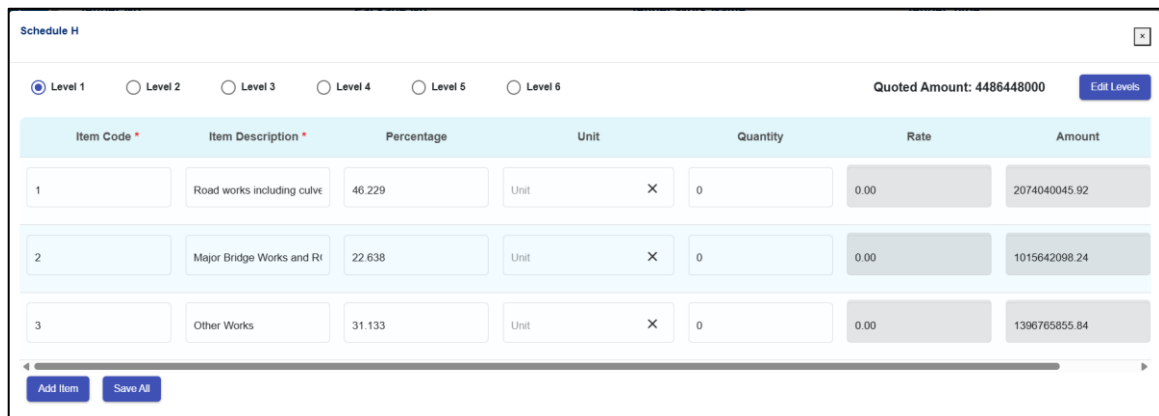


Figure 4.52 Level-1 data for Schedule-H

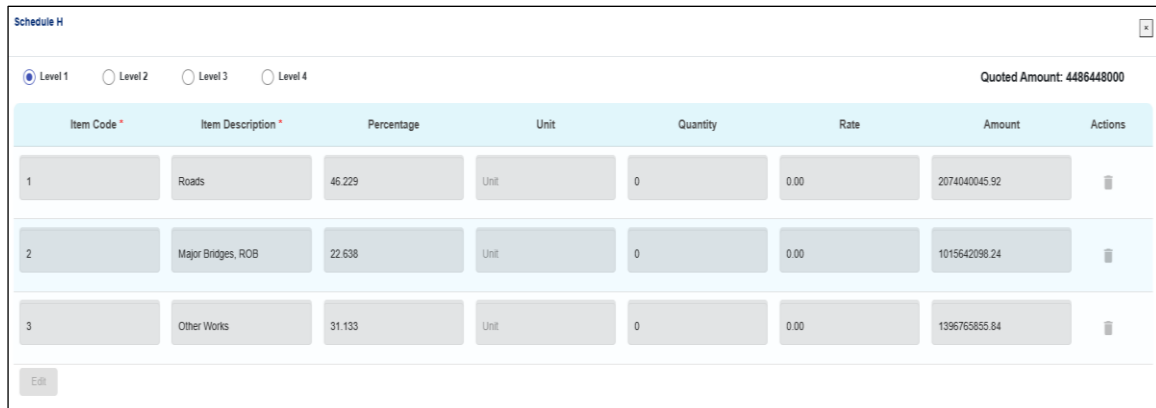


Figure 4.53 Filling Data for Schedule-H

Field Description:

Field Name	Mandatory	Description	Validation
Level	Yes	Select the level of the schedule-H item / node details to be filled	Select the appropriate level based on Schedule-H for Work to fill the Item/ Node details If Level1 – Items percentage is must be 100% If Level 2 – Item with description only If Level3 – Node values with Percentage, Unit & Quantity to get Rate. In Level 3 if any node has sub node, then do not fill the percentage, unit, Quantity
Item Code	Yes	Unique Item code to identify the item / the node in level	Unique item code for item, in Alphanumeric Characters
Item Description	yes	User Enterable field, to describe short description	Description in Alphabets maximum of 100 characters
Percentage	Conditionally Mandatory	If Item described in Percentage, then value of percent to be filled	Value of percentage 0-100 with decimal point. Sum of percentage of each item in that level should be 100%

Unit	Conditionally Mandatory	Unit of measurement of an item/node based on level selected	Select one unit of measurement from drop-down list
Quantity	Conditionally Mandatory	User Enterable field, for node then Quantity entered in number,	If node is applicable for level enter the value for quantity as number rounded to 3 digits of decimal point
Rate	Yes	Rate of an item / node would be auto populated	
Amount	-	Auto populated based on either percentage or Rate & Quantity	Amount should cross the value for the level
Delete	-	To Delete an item from the level by clicking Trash icon	Item / Node to be deleted from appropriate level
Save All	Yes	To save details about item/node entered in the selected level	
Edit	-	To edit item details	To edit item details in the current level
Update	Conditionally Mandatory	If Any Item / Node details are edited by user, then click update button to save the changes	Must be clicked to save changes after editing

4.1.3.4. Reports & Exports

Work Details compiled report is available at WMS -> Work Details -> View section. Click on Final Approval button of a work to get PDF format report for Work Details.

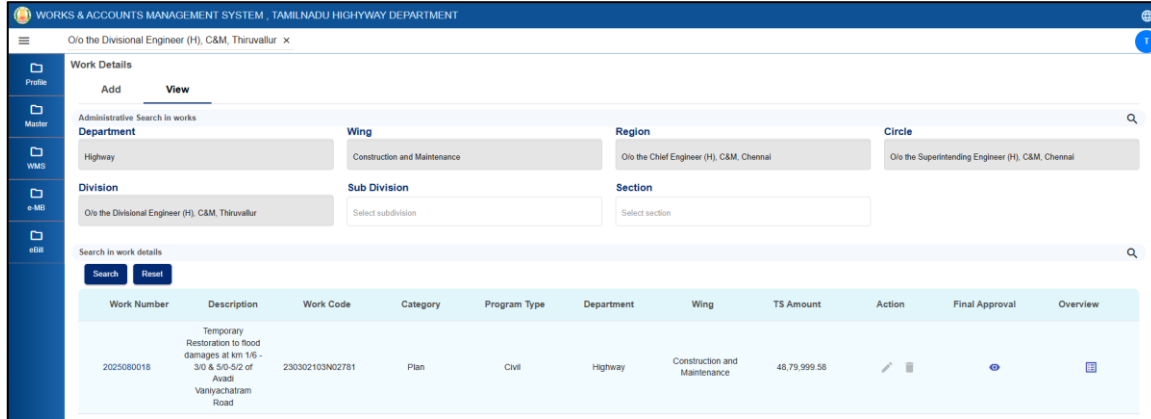


Figure 4.54 Work Details Report

Work Details:

Work Category:	Plan	Program Type:	Civil
Work Type:	Roads	IFHRMS Code:	230402103N06744
Department:	Highway	Wing:	Construction and Maintenance
District:	Perambalur, Tiruchirappalli	Taluka/Block:	Lalgudi
MLA Constituency:	-	MP Constituency:	Perambalur
Total Length (in m):	1200	Is Emergency Work:	No
Is LA Work:	No	Is Departmental Work:	Yes
Does TS Exist?:	No	Remarks:	-

Work Office:

Sr No.	Office Level	Office Name	Is Nodal
1	Division Office	O/o the Divisional Engineer (H), C&M, Trichy	Yes

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Figure 4.55 Work Details Report (1)

2	Sub-Division Office	O/o the Assistant Divisional Engineer (H), C&M, Lalgudi	No
3	Section Office	O/o the Assistant Engineer (H), C&M, Lalgudi	No

Work Type:

Sr. No	Work Type	Work Subtype	Classification	Natur of Work	Chainage(000 + 000)	Lenght(in m)	Start Lat-Long	End Lat-long
1	Roads	Roads	-	Improvements	0.000 , -	0	- , -	- , -

Estimate:

Sr No.	Estimate Number	Estimate Type	Estimate Date	Total Estimate Amount	Total Estimate Amount(Incl GST)
1	TRY06B	Abstract	07/10/2022	2822980.00	3269999.56

Sr. No	Component/Subcomponent Name	Is LS	AA Sanction Amount	Include in GST
1	Civil Work	No	2483442.00	Yes
	Picking	No	4241.00	No
	WMM	No	131724.00	No
	Prime coat 7.00 kg	No	50470.00	No

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Figure 4.56 Work Details Report (2)

	Tack coat 2.50kg	No	11678.00	No
	BM	No	465189.00	No
	Tack coat 2.00 kg	No	107770.00	No
	BC	No	1664421.00	No
	Carted Earth	No	47949.00	No
2	Provisions for Labour Welfare Fund @ 1% of Contract Value	Yes	29305.00	No
3	Provisions for Road Furniture @ 3% to 5% of Contract Value	Yes	58609.00	No
4	Provisions for Quality Control Charges @ 1% of Contract Value	Yes	29305.00	No
5	Provision for Escalation @ 5% of Contract Value	Yes	146523.00	No
6	Provisions for Advertisement Charges	Yes	14653.00	No
7	Provisions for Contingencies and unforeseen Charges	Yes	61143.00	No

GO/AS:

Sr No.	Go No.	Go Type	Go Date	Sanction Amount (Incl GST)	Scheme
1	G.O.Ms.No.191/2 Highways and Minor Ports (HF2) Department	Administrative sanction	29/09/2022	3270000.00	-

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Figure 4.57 Work Details Report (3)

Head Mapping:

Sr No.	Head Description
1	02100/5054/04/337/KF/416/01

TS Estimate:

Sr No.	TS Estimate Number	TS Estimate Type	TS Estimate Date	Total TS Estimate Amount	Total TS Estimate Amount(Incl GST)
1	TRY06B	Abstract	07/10/2022	2822980.00	3269999.56

Sr No.	Component/Subcomponent Name	Is Ls	AA Sanction Amount	TS Amount	Include In GST
1	Civil Work	No	2483442.00	2483442.00	Yes
	Picking	No	4241.00	4241.00	No
	WMM	No	131724.00	131724.00	No
	Prime coat 7.00 kg	No	50470.00	50470.00	No
	Tack coat 2.50kg	No	11678.00	11678.00	No
	BM	No	465189.00	465189.00	No

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Figure 4.58 Work Details Report (4)

	Tack coat 2.00 kg	No	107770.00	107770.00	No
	BC	No	1664421.00	1664421.00	No
	Carted Earth	No	47949.00	47949.00	No
2	Provisions for Labour Welfare Fund @ 1% of Contract Value	Yes	29305.00	29305.00	No
3	Provisions for Quality Control Charges @ 1% of Contract Value	Yes	29305.00	29305.00	No
4	Provisions for Road Furniture @ 3% to 5% of Contract Value	Yes	58609.00	58609.00	No
5	Provisions for Advertisement Charges	Yes	14653.00	14653.00	No
6	Provisions for Contingencies and unforeseen Charges	Yes	61143.00	61143.00	No
7	Provision for Escalation @ 5% of Contract Value	Yes	146523.00	146523.00	No

TS:

Sr No.	TS Order Number	TS Date	TS Year	TS Zone	TS Type	TS Amount	TS Office
1	211/2022-23	23/02/2023	2022	Tiruchirappalli	Original	3269999.56	O/o the Superintending

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Figure 4.59 Work Details Report (5)

4.2.

e-MB

The e-MB module makes the measurement process for public works department digital, accurate, and more transparent. It enables authorized users—Recorder, Verifier, and Approver to efficiently track and manage work-related measurements

Step-by-step instructions with Screenshots

The module comprises two core functions:

1. **MB Issue** – Allocation of MB books to designated officers for recording purposes.
2. **MB Recording** – Capturing and managing work measurements with system validations and approvals.

Note :

- Currently in Tamil Nadu, the Section Officer (AE) acts as the Recorder, the Sub-Divisional Officer (AEE) serves as the Verifier, and the Divisional Officer (EE) functions as the Approver.
- The Divisional Officer is responsible for issuing the e-MB to officers of the respective offices.

4.2.1. MB Issue

Navigate to, e-MB --> **Master** --> **Allocation** (Figure 4.2.1), **Allocation** screen is displayed as shown in Figure 4.2.2.

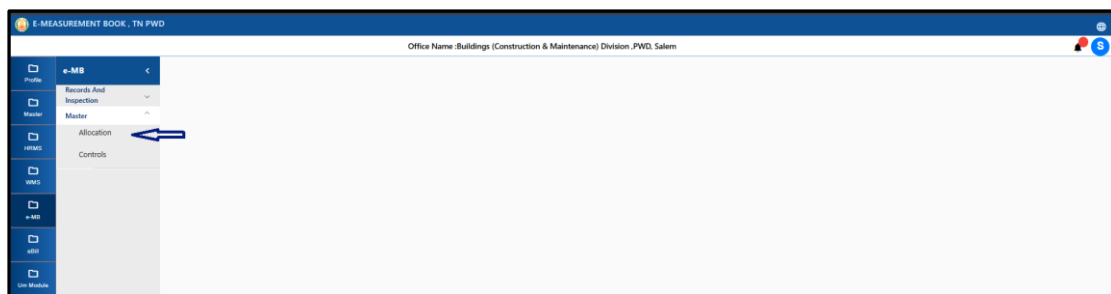
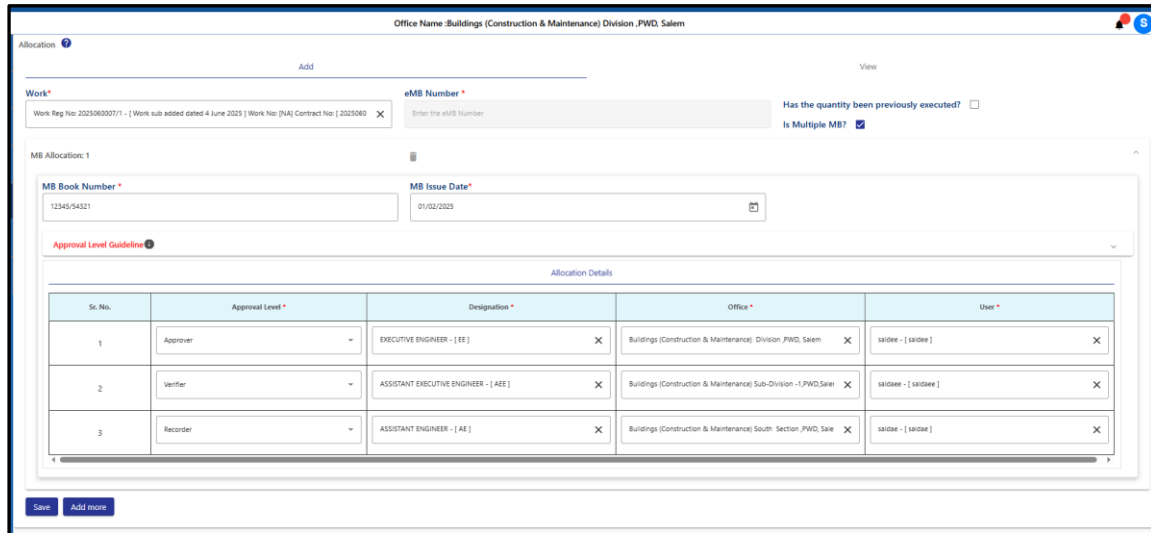


Figure 4.2.1: MB Allocation Navigation



Figure 4.2.2 Allocation

After selection of Work from the drop down, MB Allocation details like MB Book Number, MB Issue Date and Allocation details are displayed on screen as shown in Figure 4.2.3.



Office Name: Buildings (Construction & Maintenance) Division, PWD, Salem

Work: Work Reg No: 20230800771 - [Work sub added dated 4 June 2023] Work No: [NA] Contract No: [2023060]

eMB Number: Enter the eMB Number

Has the quantity been previously executed?

Is Multiple MB?

MB Allocation: 1

MB Book Number: 1245/54321

MB Issue Date: 01/02/2023

Approval Level Guidelines

Sr. No.	Approval Level *	Designation *	Office *	User *
1	Approver	EXECUTIVE ENGINEER - [EE]	Buildings (Construction & Maintenance) Division, PWD, Salem	saidee - [saidee]
2	Verifier	ASSISTANT EXECUTIVE ENGINEER - [AEE]	Buildings (Construction & Maintenance) Sub-Division -1,PWD,Salem	saidee - [saidee]
3	Recorder	ASSISTANT ENGINEER - [AE]	Buildings (Construction & Maintenance) South Section, PWD, Salem	saidee - [saidee]

Save Add more

Figure 4.2.3: Add Allocation

Users can select the 'Is Multiple MB' checkbox when allocating multiple Measurement Books (MB's) for a single work. This is applicable in the following scenarios:

Scenario 1: Allocation of MBs to multiple Sections within the same Sub-Divisions

Scenario 2: Allocation of MBs to multiple Sections and multiple Sub-Divisions within the same Division.

Scenario 3: Allocation of MBs to multiple Sections, multiple Sub-Divisions and multiple Divisions

To issue a Measurement Book, the user must enter the MB Book Number (i.e., the actual physical measurement book number), MB Issue Date, and allocation details including approval level, designation, office, and user information.

Upon clicking Save, a confirmation alert (as shown in Figure 4.2.4) will appear. Click OK to proceed. The system will then generate an eMB Number in the format: divCode/uniqueParentWorkID/splitWorkID/1 (where '1' is an incremental value) and save the MB allocation successfully.

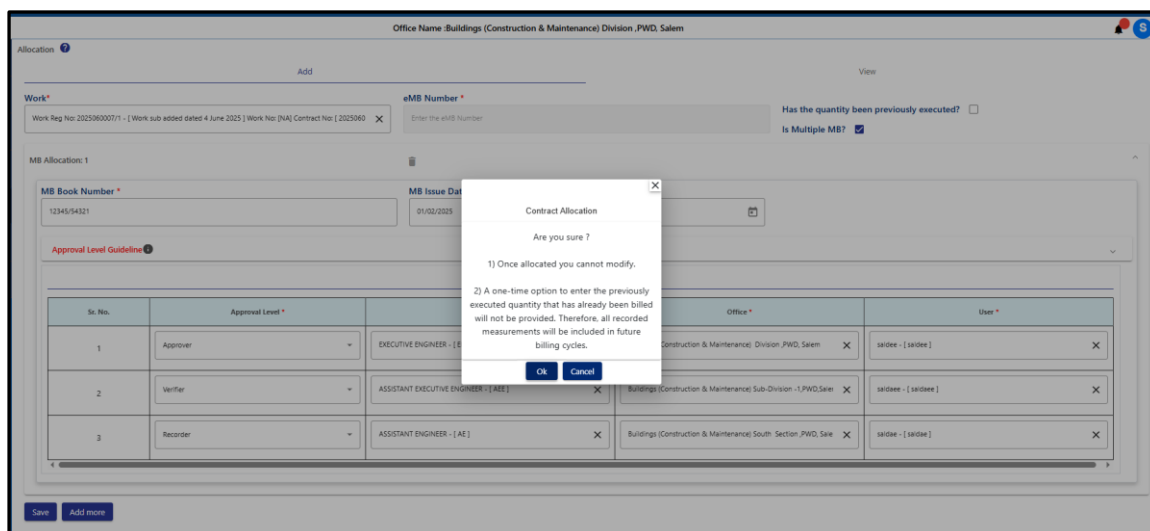


Figure 4.2.4 : eMB Allocation Save Confirmation Alert

In case of multiple physical MB books available with section officers those MB book numbers can be entered as comma separated under the MB book number field as illustrated in Figure 4.2.5

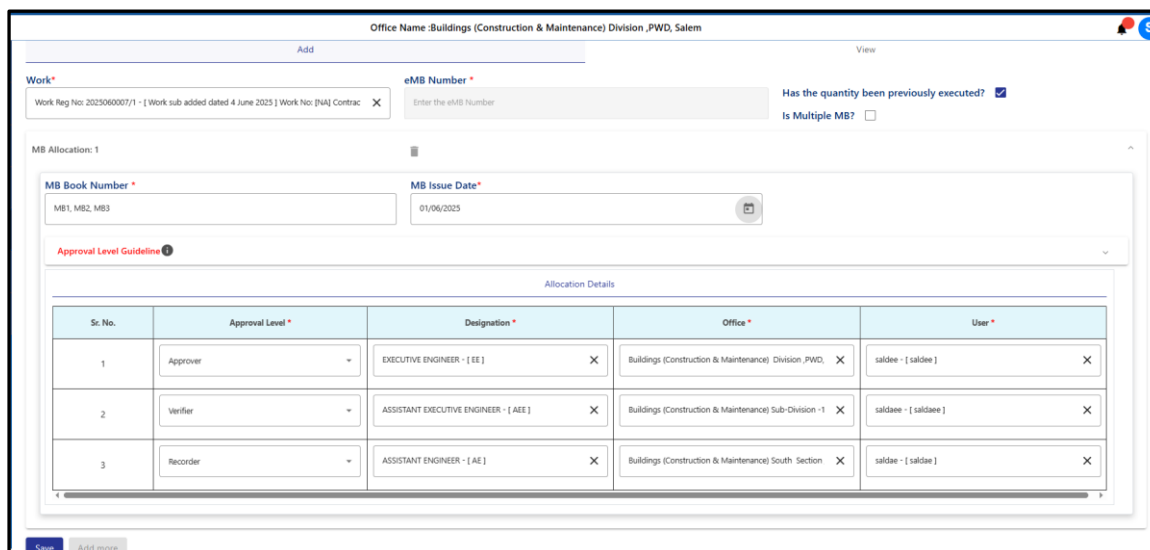


Figure 4.2.5 : multiple eMB entry

Multiple MB:

The Multiple MB functionality allows users to allocate measurements across multiple Sections, Sub-Divisions, and Divisions within a single MB issuance process

To issue multiple Measurement Books (MB), select the 'Is Multiple MB' checkbox. Upon selection, the Add More button is enabled, allowing the user to add multiple allocation entries, as illustrated in Figure 4.1.3.

Scenario 1: Allocation of MB's to multiple Sections within the same Sub-Divisions

To allocate multiple MB's across multiple Sections within the same Sub-Divisions, the user must enter the respective MB Record Number and MB Issue Date for each allocation. The relevant Sections and their corresponding Sub-Divisions should then be selected accordingly, as illustrated in Figure 4.2.6

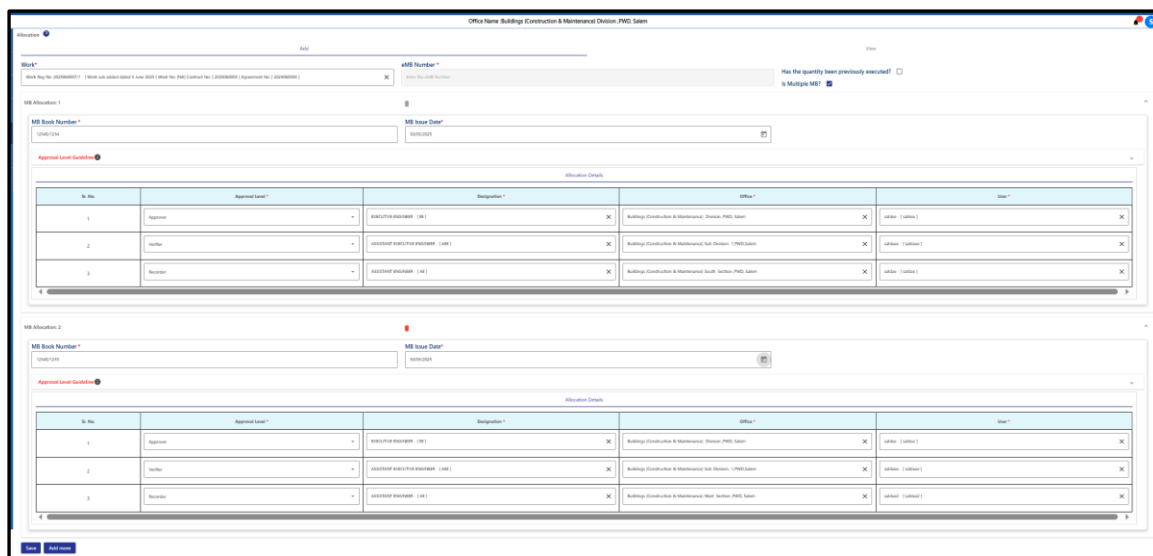


Figure 4.2.6 : MB Allocation to different Sections and same Sub-Divisions

Scenario 2: Allocation of MB's to multiple Sections and multiple Sub-Divisions within the same Division

To allocate multiple MB's under the multiple Section and multiple Sub-Divisions within the same Division, the user must enter the MB Record Number and MB Issue Date for each allocation. The appropriate section and corresponding Sub-Divisions should then be selected, as illustrated in Figure 4.2.7.

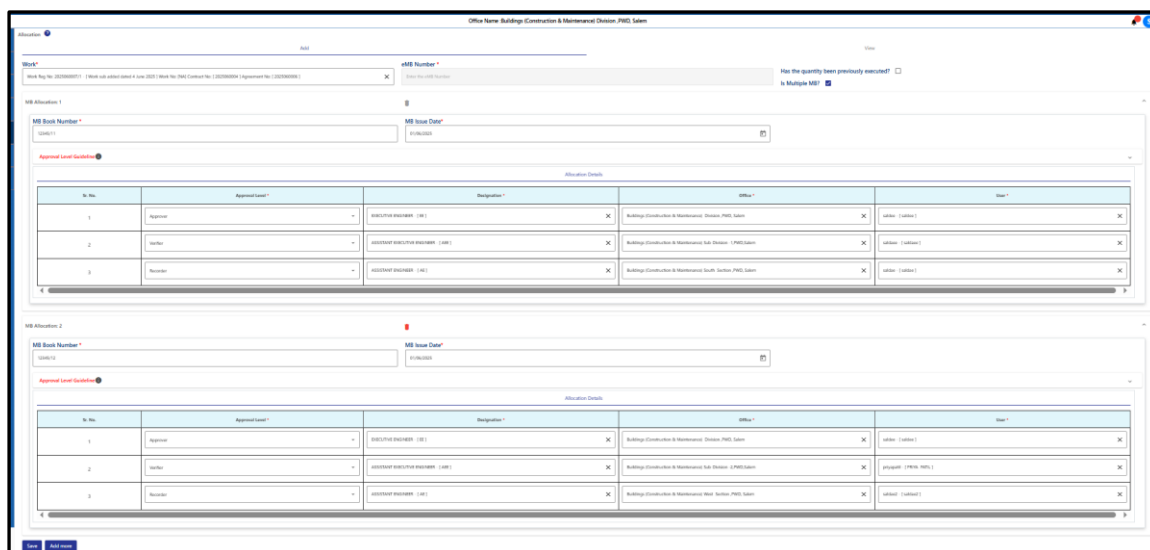


Figure 4.2.7 : MB Allocation to same Section and across different Sub-Divisions

Scenario 3: Allocation of MB's to multiple Sections, multiple Sub-Divisions, and multiple Divisions

To allocate MB's across multiple Sections, Sub-Divisions, and Divisions, the user must enter the MB Record Number and MB Issue Date for each allocation. The relevant Section, Sub-Division, and Division must then be selected accordingly.

To edit the MB issue details, navigate to the View tab and select the relevant Work. Once selected, all associated allocation details will be displayed on the screen, along with the Update and Reallocation options.

Click the Update button to modify the MB issue details, as illustrated in Figure 4.2.8.

The user can reallocate issue details by modifying the Office and User for the flow of e-MB for any given work.

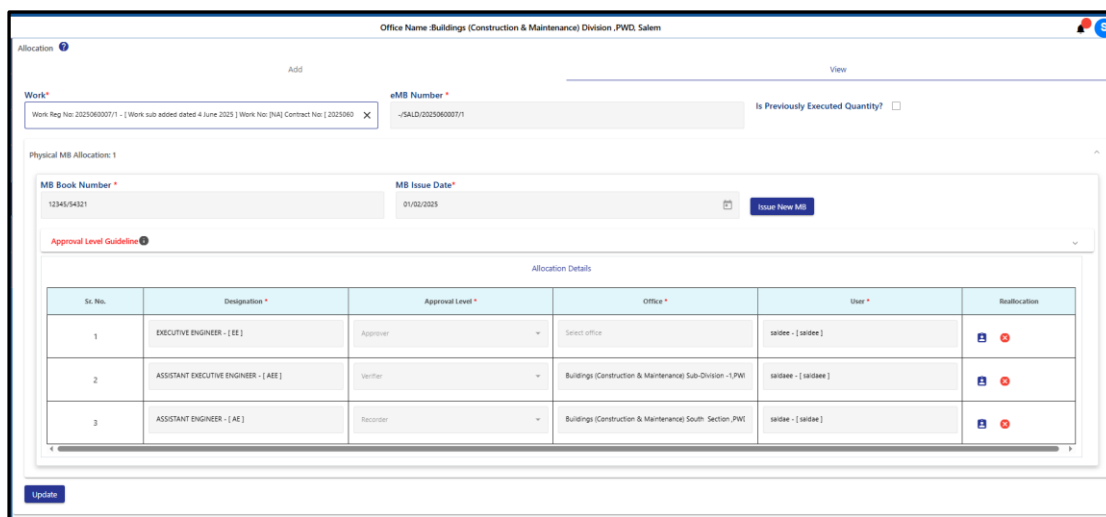


Figure 4.2.8 : Update Issue e-MB and Reallocation

Field Description:

Field Name	Mandatory	Description	Validation
Contract/Agreement	Yes	Select the appropriate contract/agreement from the drop down.	Must be selected before saving.
eMB Number	Yes	It is auto generated after saving allocation details. Format : divcode/uniqueParentworkID/sp litworkID/incremental value starting from 1	Automatically generated by the system and non-editable
Has the quantity been previously executed?	No	This is optional field. If this option is selected while issuing the MB, the Recorder will be able to enter consolidated item-wise executed measurements up to the current date before recording detailed measurements in the WAMIS application for ongoing work based on users choice.	--
Is Multiple MB?	No	This is optional field. If this option is selected, Multiple MB functionality allows users to	--

		allocate measurements across multiple Sections, Sub-Divisions, and Divisions within a single MB issuance process	
MB Book Number	Yes	Enter MB book number. MB book numbers can be entered as comma separated if multiple physical MB's issued to same section office	Must be a alphanumeric value.
MB Issue Date	Yes	Select MB issue date	Allows selection up to the current date
Approval Level	Yes	Select the appropriate Approval level	Must be selected before saving.
Designation	Yes	Select the appropriate Designation	Must be selected before saving.
Office	Yes	Select the appropriate Office	Must be selected before saving.
User	Yes	Select the appropriate User	Must be selected before saving.
Save	--	On click Saves the allocation details	--

4.2.2. MB Recording

The MB Recording process follows a three-level workflow: Recording, Verification, and Approval.

The Recorder enters the MB details, the Verifier reviews and confirms them, and the Approver gives the final approval

Navigate to, e-MB --> Record And Inspection --> Measurement (Figure 4.2.9)

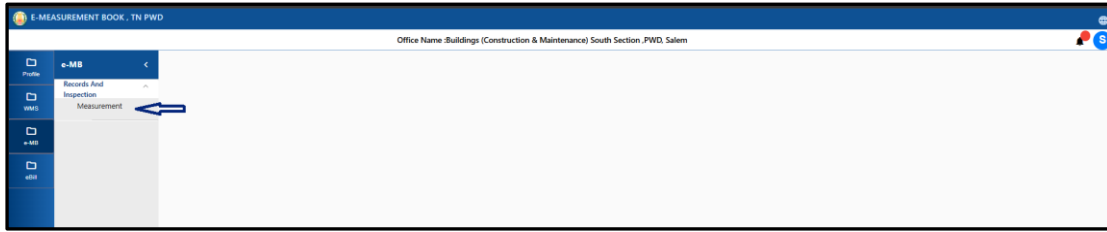


Figure 4.2.9 : Measurement Navigation

Measurement screen is displayed as shown in Figure 4.2.10.

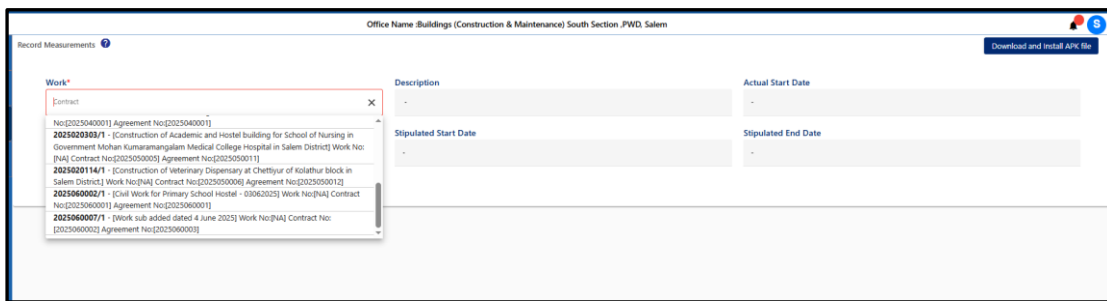


Figure 4.2.10 : Measurement Work Selection

Select the relevant Work. Once selected, all associated measurement and BoQ details will be displayed on the screen, along with the Photo Upload and View, Record Measurement, BoQ Items, Download Measurement Book, Download Excel and Upload Excel options as illustrated in Figure 4.2.11

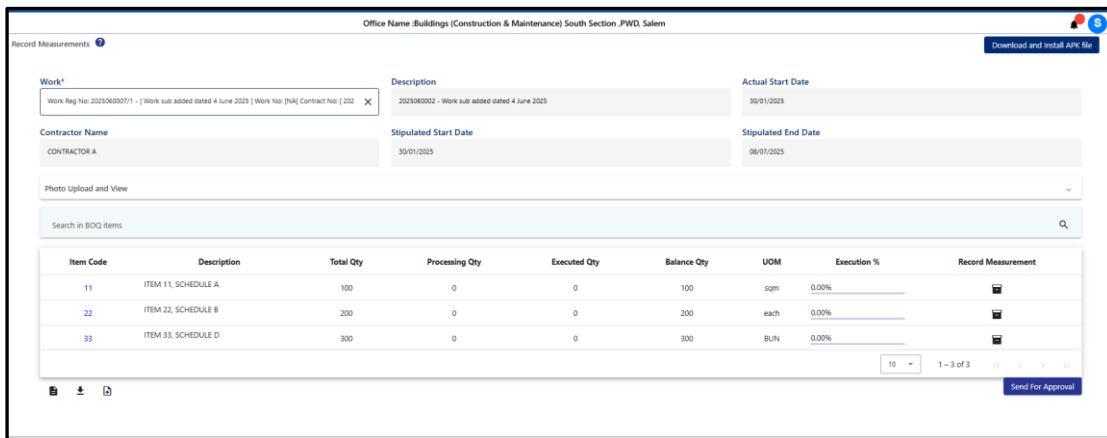


Figure 4.2.11 Record Measurement

Photo Upload and View: In this section, the user can upload photos of the actual site measurement progress as shown in Figure 4.2.12.

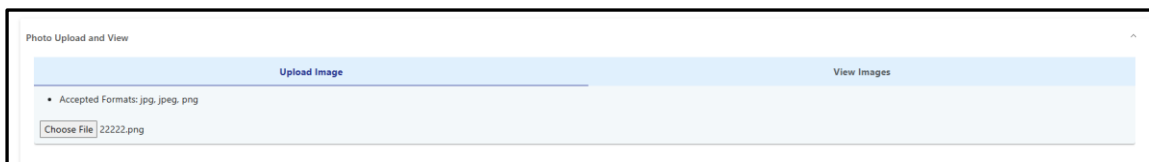


Figure 4.2.12 Photo Upload

Field Description:

Field Name	Mandatory	Description	Validation
Upload Image	Yes	Select the image file to upload	Image formats include .jpg, .jpeg, and .png, with a maximum file size of 2MB per image

Uploaded images can be viewed from View tab as illustrated in Figure 4.2.13

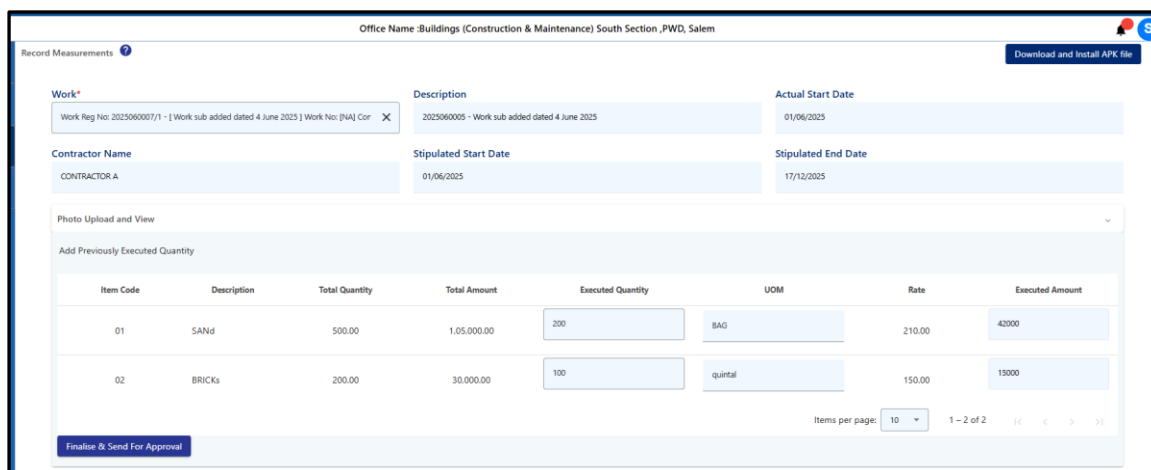


Figure 4.2.13: Photo View

Add Previously Executed Quantity:-

If the ‘Has the quantity been previously executed?’ option is selected while issuing the MB, the user will be provided with an option to enter consolidated item-wise quantities, as shown in Figure 4.2.14.

After entering the details,, the details should be finalized and sent for verification to the verifier.



Office Name :Buildings (Construction & Maintenance) South Section ,PWD, Salem

Record Measurements

Download and Install APK file

Work*
Work Reg No: 2025060007/1 - [Work sub added dated 4 June 2025] Work No [NA] Cor X

Description
2025060005 - Work sub added dated 4 June 2025

Actual Start Date
01/06/2025

Contractor Name
CONTRACTOR A

Stipulated Start Date
01/06/2025

Stipulated End Date
17/12/2025

Photo Upload and View

Add Previously Executed Quantity

Item Code	Description	Total Quantity	Total Amount	Executed Quantity	UOM	Rate	Executed Amount
01	SANd	500.00	1,05,000.00	200	BAG	210.00	42000
02	BRICKs	200.00	30,000.00	100	quintal	150.00	15000

Items per page: 10 1 - 2 of 2

Finalise & Send For Approval

Figure 4.2.14: Add Previously Executed Quantity

Add Measurement: Click the Record Measurement button to record the measurement details, as illustrated in Figure 4.2.15.

- User needs to select Date, enter Measurement For, Number, Typical Formula, Length, Breadth, Height/Depth details.
- Quantity is auto-calculated as per the entered Number, Typical Formula, Length, Breadth, Height/Depth details
- UOM and Rate (INR) details are auto displayed as per entered BoQ details
- Amount (INR) is auto calculated from Quantity and Rate (INR)
- Hidden Box provided in screen if any measurement is marked as hidden.

Add More will add new Row for measurement details and **Save All** will save all the added measurement details

Negative Measurements: Negative measurements against an item are recorded in the measurement book to reduce the executed quantity.

Negative measurements are recorded in the MB using a negative (-) sign in typical measurements, as well as in the fields of number, length, breadth, and depth
Quantity is auto calculated with negative value. The Total Quantity of the item should not be Zero (0) or less than Zero.

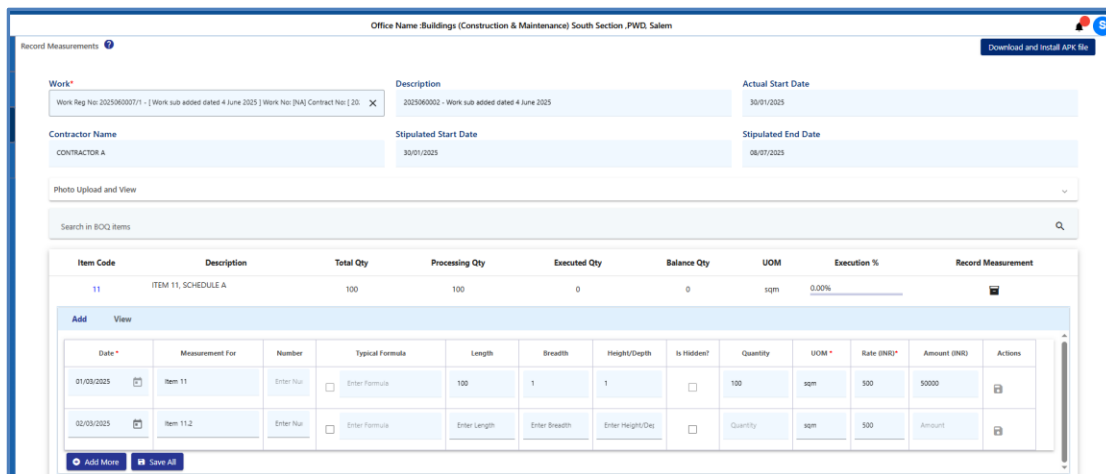


Figure 4.2.15: Add Measurement

For the Number, Typical Formula, Length, Breadth and Height fields Formulas are displayed as shown in Figure 4.2.16

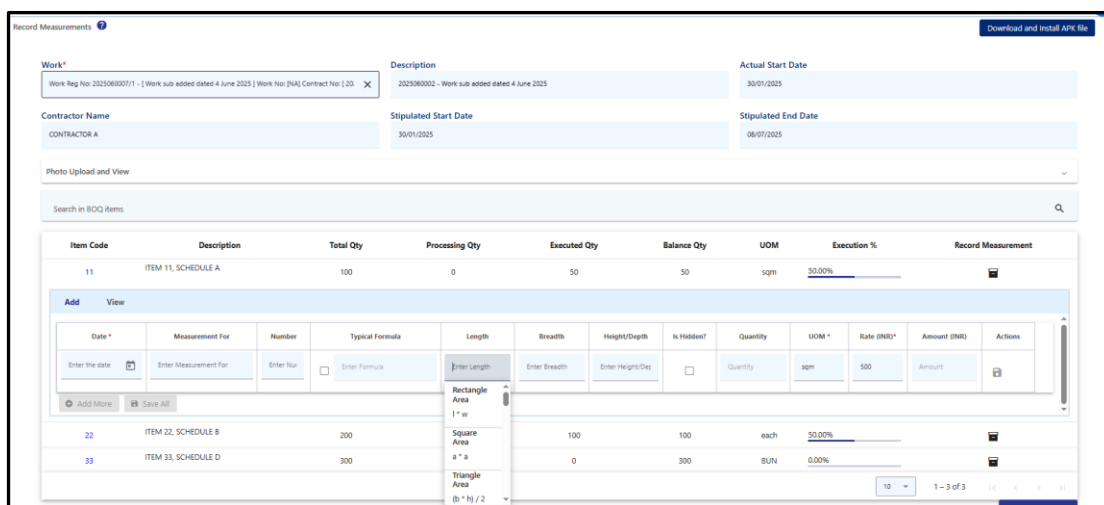


Figure 4.2.16 : Formula displayed for Measurement

Field Description:

Field Name	Mandatory	Description	Validation
Date	Yes	Select the appropriate date for measurement	Mandatory – Must be selected before saving.
Measurement For	Yes	Enter measurement for details.	Accept alphanumeric data

Number	No	Enter number details or select formula In the case of a formula, the user must enter the value of the variable.	--
Typical Formula	No	Enter formula or select typical formula In the case of a formula, the user must enter the value of the variable.	--
Length	No	Enter Length or select formula In the case of a formula, the user must enter the value of the variable.	--
Breadth	No	Enter Breadth or select formula In the case of a formula, the user must enter the value of the variable.	--
Height/Depth	No	Enter height/depth or select formula In the case of a formula, the user must enter the value of the variable.	--
Is Hidden?	No	User can mark the measurement as hidden	--
Quantity	No	Quantity is auto-calculated as per the entered Number, Typical Formula, Length, Breadth, Height/Depth details	--
UOM (Unit of Measurement)	Yes	It is auto-displayed	--

Rate(INR)	Yes	It is auto-displayed	--
Amount(INR)	Yes	It is auto-displayed	Auto calculated by the system

Users can add measurement details by uploading the measurement Excel template, which is available for download from the Reorder login

Download the Excel template for measurement as shown in Figure 4.2.17

The user is required to enter the following details in the Excel template: Item Code, Description, Date, Measurement For, Number, Typical Formula, Length, Breadth, Height/Depth, Rate, Quantity, Amount, Unit of Measurement (UOM), Pending Quantity, and Executed Quantity.

Item Code	Description	Date	Measurement For	Number	Typical Formula	Length	Breadth	Height	Rate	Quantity	Amount	uom	Pending Quantit	Executed Quantity
11	EM 11, SCHEDULE 05/Jun/2025 M 11, SCHEDUL	05/06/2025	M 11, SCHEDUL	50		1	1	1	500	50	25000.00	sqm	50.000	0.000
22	EM 22, SCHEDULE 05/Jun/2025 M 22, SCHEDUL	05/06/2025	M 22, SCHEDUL	100		1	1	1	600	100	60000.00	each	100.000	0.000
33	EM 33, SCHEDULE 05/Jun/2025 M 33, SCHEDUL	05/06/2025	M 33, SCHEDUL	100		1	1	1	700	100	70000.00	BUN	300.000	0.000

Figure 4.2.17: Measurement Excel Template

Navigate to the View tab under Record Measurement to access saved measurement details. For each measurement entry, options such as Edit, Delete, Submit for Finalization, Comments, Audit Trail, and Attachments are available, as illustrated in Figure 4.2.18.

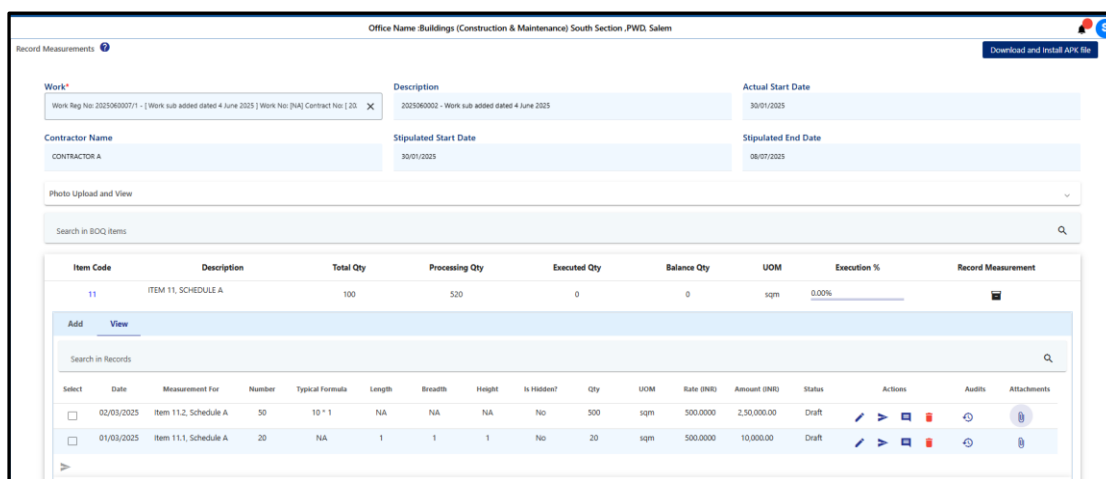


Figure 4.2.18: View Measurement

Click the Edit icon to modify the measurement details.
Click the Delete icon to remove the measurement entry.

Note: Once the Recorder submits the measurement details for verification, the Edit and Delete options are disabled.

Measurement Remark is displayed on click of Comments icon as showing in Figure 4.2.19

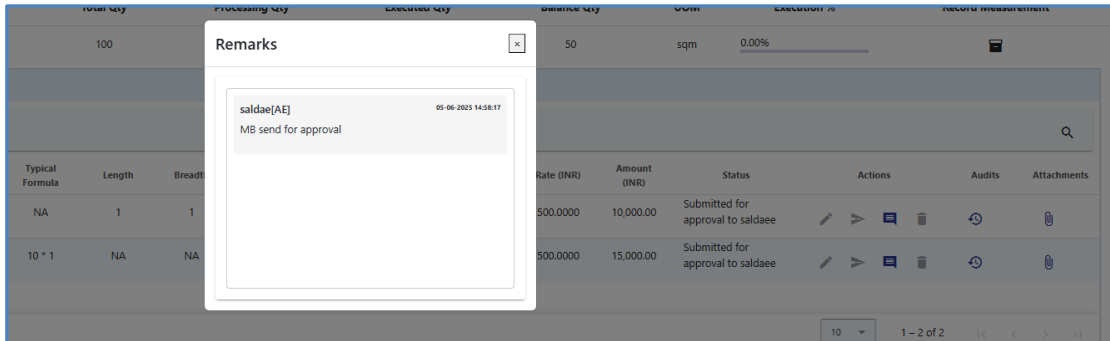


Figure 4.2.19 : Measurement Comments

Audits

This section displays the complete audit history of recorded measurements, including details such as User Name, Employee Name, Designation, Remarks, and Timestamp as shown in Figure 4.2.20.

It ensures traceability and accountability of all actions performed on measurement entries.

Sr. No.	Remark	User Name	Employee Name	Designation	Timestamp
1	Measurement details updated Successfully.	saldae	saldae	AE	05/06/2025 14:22:36
2	Measurement details recorded successfully.	saldae	saldae	AE	05/06/2025 14:20:42

Figure 4.2.20: Measurement Audit

Attachment

Users can upload relevant supporting documents for each measurement entry. To upload a document, select the desired file as shown in Figure 4.2.21.

Once uploaded, details such as File Name, Upload Date, and the Delete option will be displayed on the screen.

Sr.No.	File Name	Upload Date	Delete
1	L_05-06-2025-14-25_MB.pdf	05/04/2025	

Figure 4.2.21: Measurement Attachment

Field Description :

Field Name	Mandatory	Description	Validation
Choose File	Yes	Select the image file to upload	Image formats include .pdf, .jpg, .jpeg, .png, .xls . A maximum of 5 documents per measurement, with each file up-to 2 MB in size is allowed..

Once all measurement details have been entered, click the “Send for Approval” button to forward the entries to the Verifier for verification along with remarks.

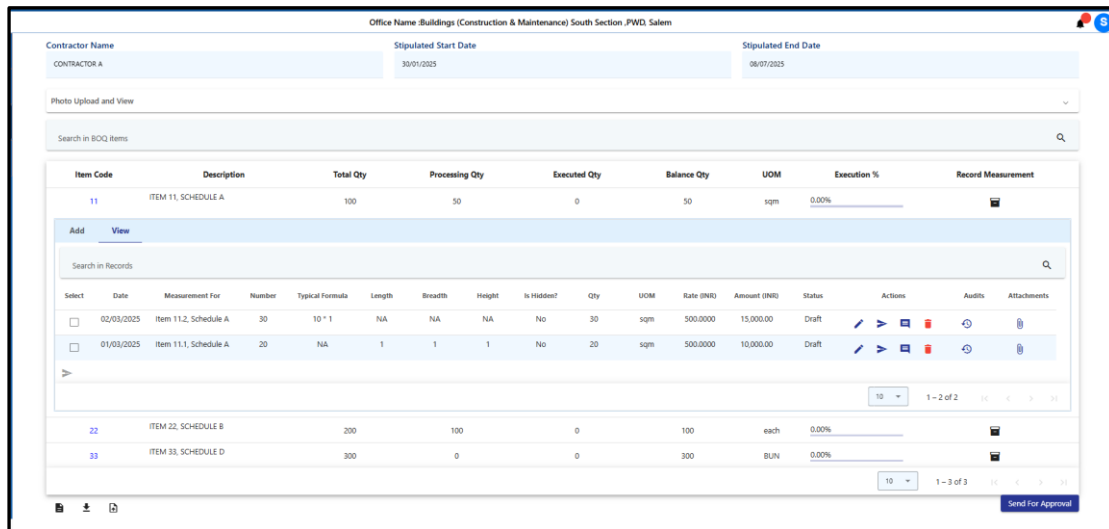


Figure 4.2.22 : Measurement Send for Approval

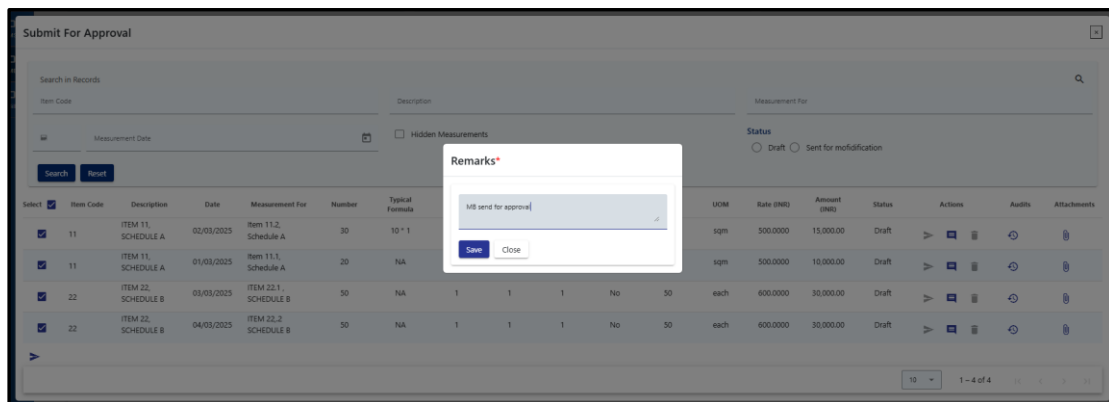


Figure 4.2.23 : Measurement Remark for Approval

4.2.3. MB Verification

Once the measurement is recorded and submitted by the Recorder, it becomes available to the Verifier for verification.

Navigate to, **e-MB --> Record and Inspection--> Verification (Figure 4.2.24)**, Allocation screen is displayed as shown in Figure 4.2.25.

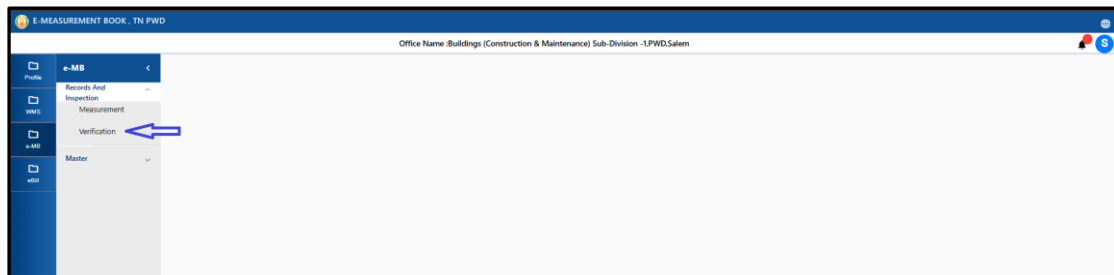


Figure 4.2.24 : Measurement Navigation - Verifier

Measurement screen is displayed as shown in Figure 4.2.25.

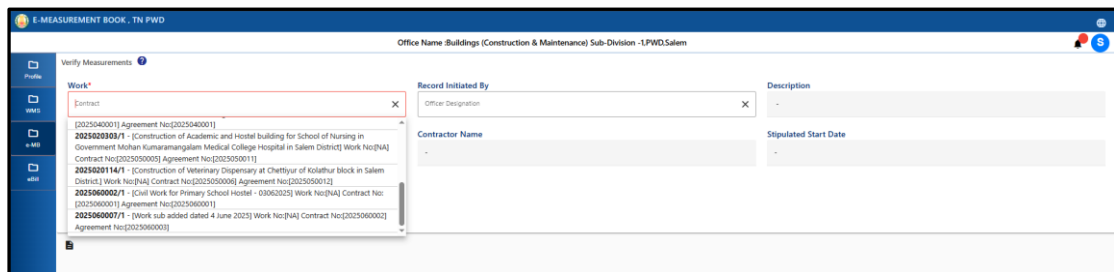


Figure 4.2.25 : Measurement Work Selection

Select the relevant Work. Once selected, all associated measurement details including Records for Finalize, Finalized/Verified Records, Record Sent for Modification will be displayed on the screen, along with the Download Measurement Book option as illustrated in Figure 4.2.26

- Records for Finalize : All records that have not yet been finalized appear in this section.
- Finalized/Verified Records : This section shows the Finalized or Verified records
- Record Sent for Modification : This section shows the records which are available for modification

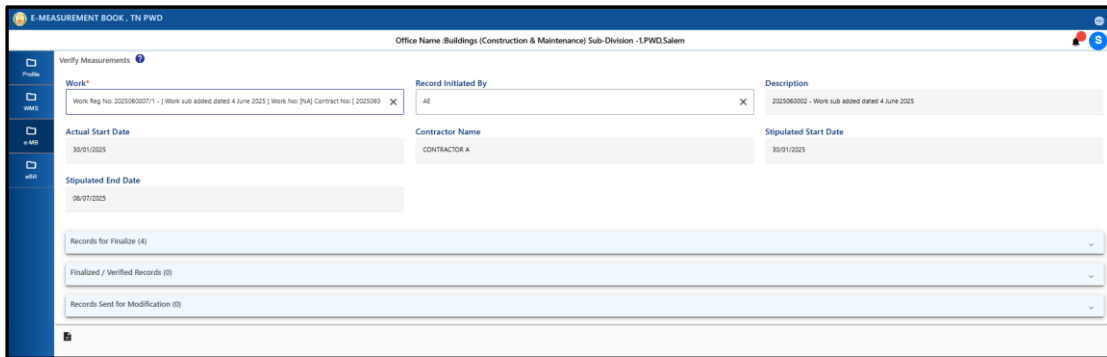


Figure 4.2.26 : Record Measurement

Records for Finalize sections shows all the records which are available for finalize as illustrated in Figure 4.2.27

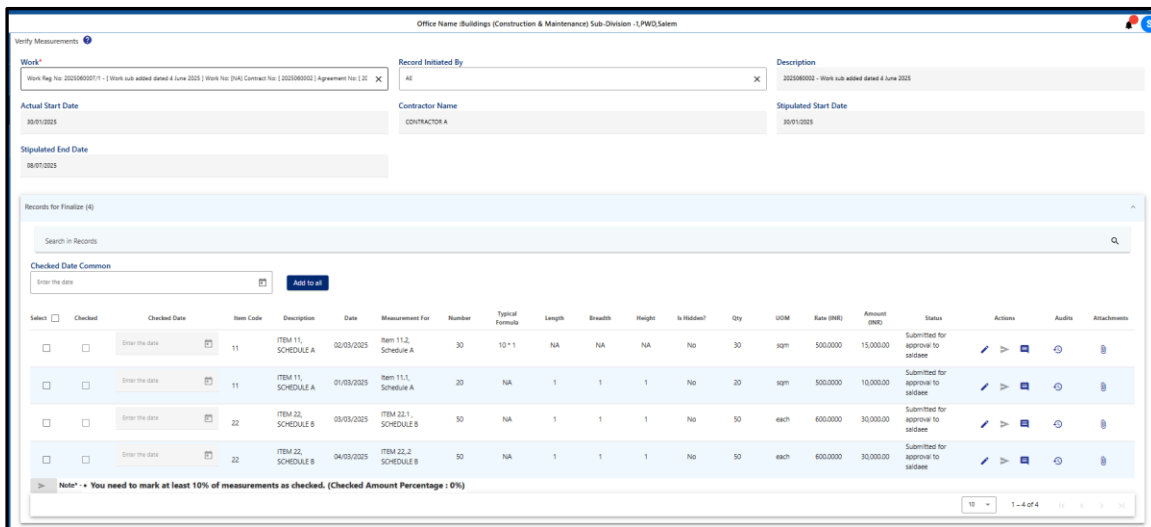


Figure 4.2.27 : Record For Finalize Measurement

To apply a common Checked Date to all measurement records, select the desired date in the Checked Date (Common) field and click the Add to All button, as shown in Figure 4.2.28. Alternatively, users can manually set the Checked Date for each individual measurement record as needed.

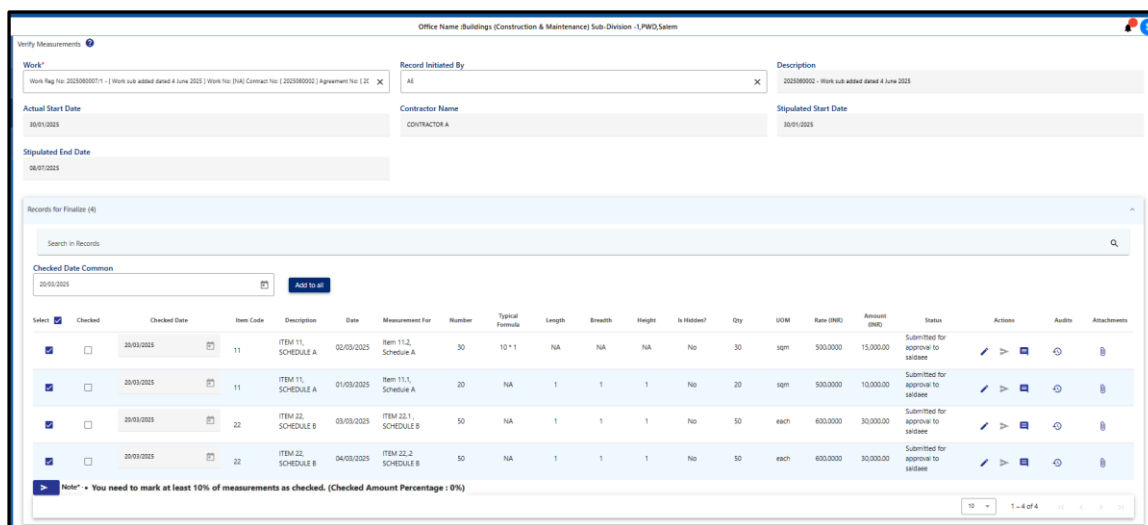


Figure 4.2.28 : Record For Checked Date

At the Verifier level, for each measurement Edit, Remark, Audit, and Attachment options are available.

Edit: Allows the Verifier to update the recorded measurement details.

Remark: Displays the remarks entered during the measurement process.

Audit: Provides a complete audit trail of the measurement, including User Name, Employee Name, Designation, Remarks, and Timestamp, ensuring transparency and accountability.

Attachment: Shows the list of uploaded files associated with the measurement, including File Name and Upload Date.

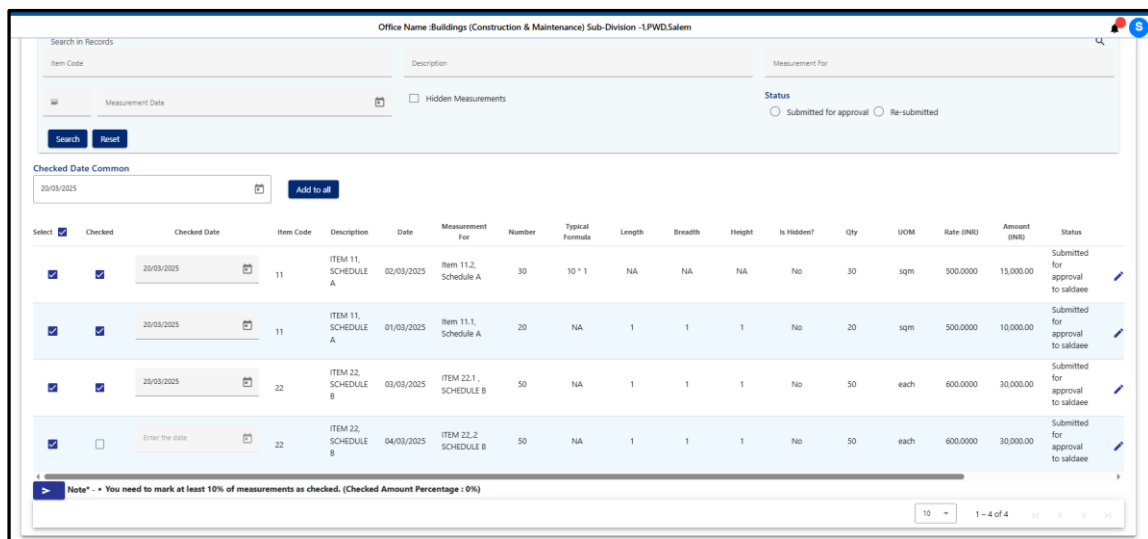



Figure 4.2.29 : Record For Finalize Measurement

Note : While Approving the measurement check is applied that User needs to mark at least 10% of measurements as checked before proceeding.



Click the Approve icon  to open the confirmation screen with two options: Send Back or Approve.

Send Back: Returns the measurement details to the Reorder level for necessary corrections, along with mandatory remarks.

Approve: Forwards the measurement details to the Approver level for further processing, accompanied by the provided remarks.

Item Code	Description	Date	Measurement For	Number	Typical Formula	Length	Breadth	Height	Is Hidden?	Qty
11	ITEM 11, SCHEDULE A	02/03/2025	Item 11.2, Schedule A	30	10 * 1	NA	NA	NA	No	30
11	ITEM 11, SCHEDULE A	01/03/2025	Item 11.2, Schedule A	20	10 * 1	1	1	1	No	20
22	ITEM 22, SCHEDULE B	03/03/2025	ITEM 22.2, SCHEDULE B	50	10 * 1	1	1	1	No	50
22	ITEM 22, SCHEDULE B	04/03/2025	ITEM 22.2, SCHEDULE B	50	NA	1	1	1	No	50

Select Action to Perform

Proceed to send back
Proceed to Approve

Figure 4.2.30: Send Back or Finalize Measurement

02/03/2025	Item 11.2, Schedule A	30	10 * 1	NA	NA	NA	No
01/03/2025					1	1	No
03/03/2025					1	1	No
04/03/2025	ITEM 22,2 SCHEDULE B	50	NA	1	1	1	No

Remarks*

Verified from AEE

Approve
Close

Figure 4.2.31 : Finalize Measurement

After the measurements are finalized at the Verifier level, all finalized records are displayed under the Finalized/Verified Records section.

Item Code	Description	Date	Measurement For	Number	Typical Formula	Length	Breadth	Height	Is Hidden?	Qty	UOM	Rate (INR)	Amount (INR)	Status	Audits	Attachments
11	ITEM 11, SCHEDULE A	02/03/2025	Item 11.2, Schedule A	30	10 * 1	NA	NA	NA	No	30	sqm	500.0000	15,000.00	Approved by salshee (A&T)		
11	ITEM 11, SCHEDULE A	01/03/2025	Item 11.1, Schedule A	20	NA	1	1	1	No	20	sqm	500.0000	10,000.00	Approved by salshee (A&T)		
22	ITEM 22, SCHEDULE B	03/03/2025	ITEM 22.1, SCHEDULE B	50	NA	1	1	1	No	50	each	600.0000	30,000.00	Approved by salshee (A&T)		
22	ITEM 22, SCHEDULE B	04/03/2025	ITEM 22.2 SCHEDULE B	50	NA	1	1	1	No	50	each	600.0000	30,000.00	Approved by salshee (A&T)		

Figure 4.2.32 : Finalized/Verified Records

After the measurements are send back from Verifier level, all records are displayed under the Records Sent for Modification section as illustrated in Figure 4.2.33

Item Code	Description	Date	Measurement For	Number	Typical Formula	Length	Breadth	Height	Is Hidden?	Qty	UOM	Rate (INR)	Amount (INR)	Status	Audits	Attachments
33	ITEM 33, SCHEDULE D	20/03/2025	ITEM 33, SCHEDULE D	100	NA	1	1	1	No	100	BUN	700.0000	70,000.00	Sent for Modification		

Figure 4.2.33 : Sent for Modification

4.2.4. MB Approval

Once the measurement is Verified by the Verifier, it becomes available to the Approver login for approval.

Navigate to, e-MB --> Record and Inspection--> Verification (Figure 4.2.34), Allocation screen is displayed as shown in Figure 4.2.34.

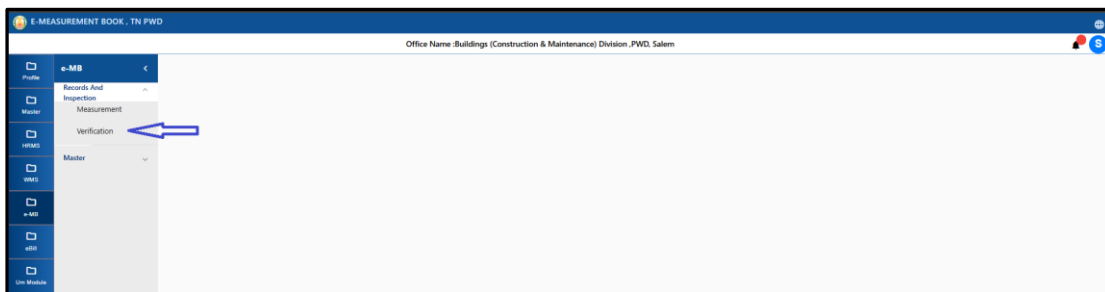


Figure 4.2.34 : Measurement Navigation - Approver

Measurement screen is displayed as shown in Figure 4.2.35

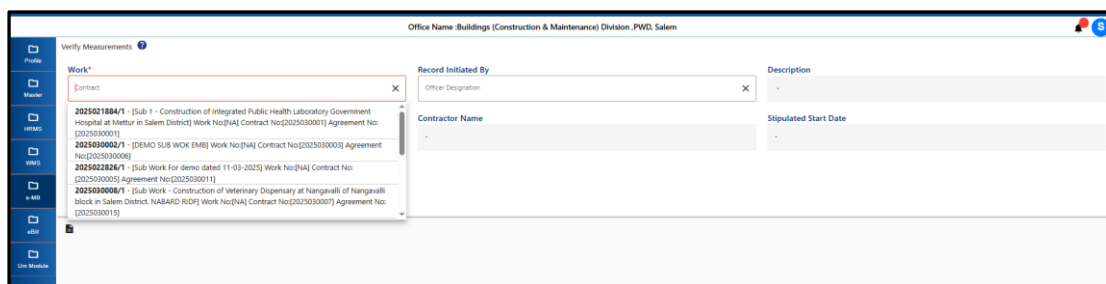


Figure 4.2.35 : Measurement Work Selection

Select the relevant Work. Once selected, all associated measurement details including Records for Finalize, Finalized/Verified Records, Record Sent for Modification will be displayed on the screen, along with the Download Measurement Book option as illustrated in Figure 4.2.36

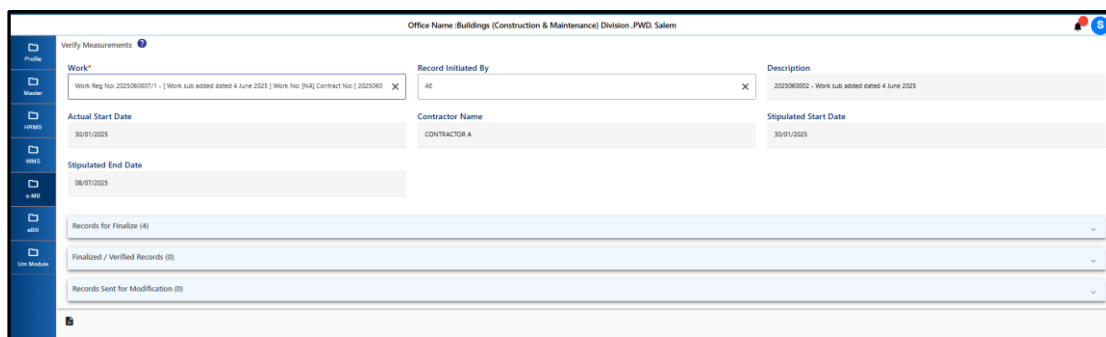


Figure 4.2.36 : Record Measurement

Records for Finalize sections shows all the records which are available for finalize as illustrated in Figure 4.2.37

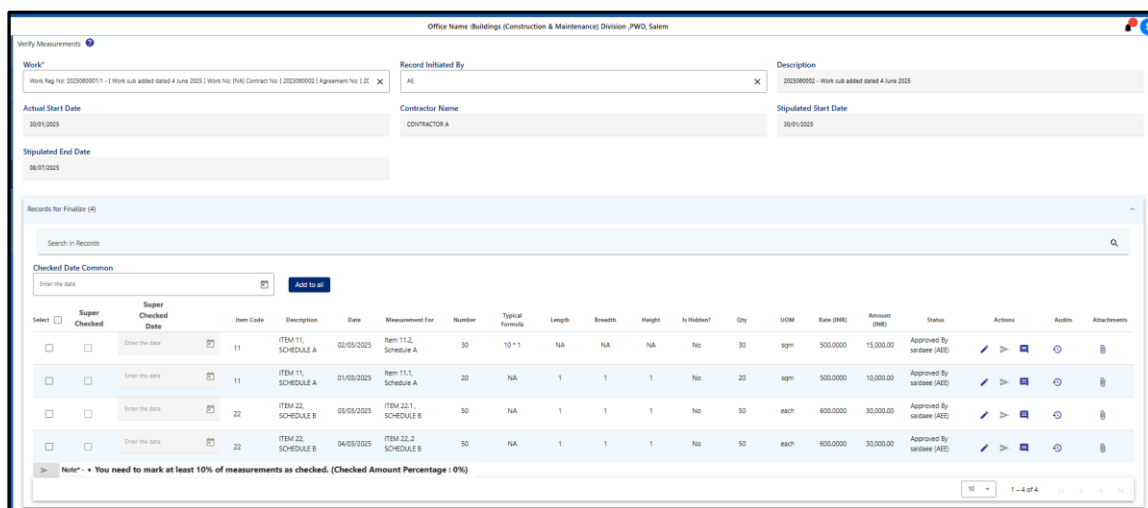


Figure 4.2.37 : Record For Finalize Measurement

To apply a common Checked Date to all measurement records, select the desired date in the Checked Date (Common) field and click the Add to All button, as shown in Figure 4.2.38. Alternatively, users can manually set the Checked Date for each individual measurement record as needed.

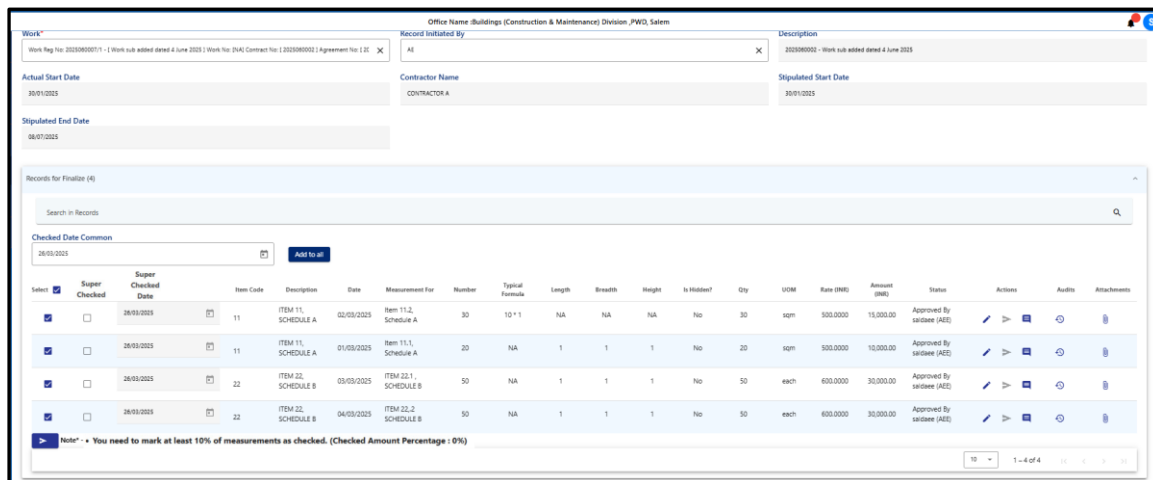


Figure 4.2.38 : Record For Checked Date

At the Approver level, the following options are available for each measurement record: Edit, Remark, Audit and Attachment.

Edit: Allows the Approver to update the recorded measurement details.

Remark: Displays the remarks entered during the measurement process.

Audit: Provides a complete audit trail of the measurement, including User Name, Employee Name, Designation, Remarks, and Timestamp, ensuring transparency and accountability.

Attachment: Shows the list of uploaded files associated with the measurement, including File Name and Upload Date.

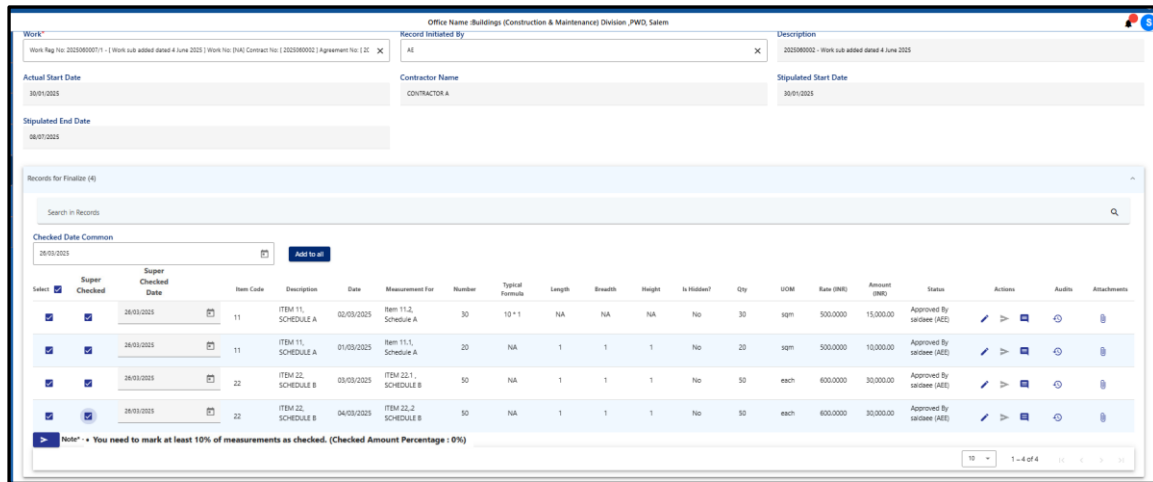



Figure 4.2.39 : Record For Finalize Measurement

Note : While Approving the measurement check is applied that User needs to mark at least 10% of measurements as checked before proceeding..



Click the Approve icon  to open the confirmation screen with two options: Send Back or Approve.

Send Back: Returns the measurement details to the Verifier level for necessary corrections, along with mandatory remarks.

Approve: Measurement details are approved by Approver level accompanied by the provided remarks.

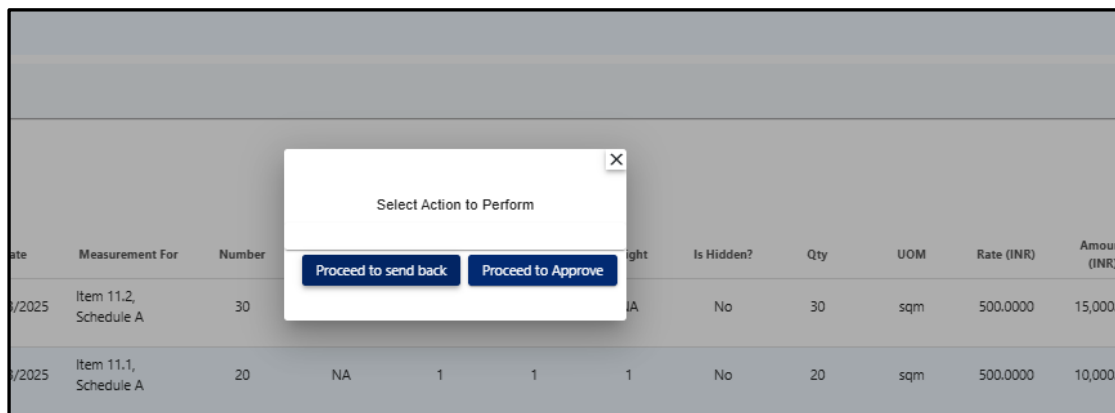


Figure 4.2.40 : Send Back or Finalize Measurement

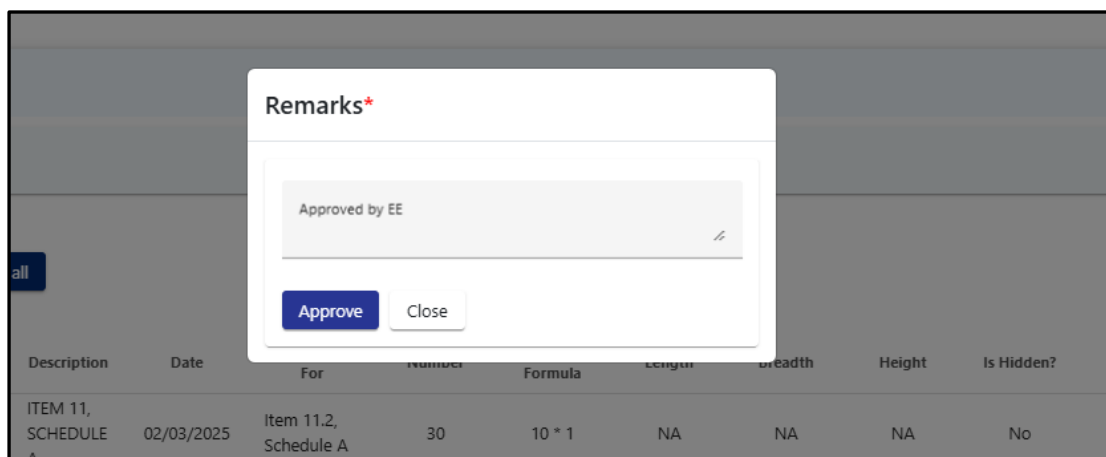


Figure 4.2.41 : Finalize Measurement

After the measurements are finalized at the Approver level, all finalized records are displayed under the Finalized/Verified Records section.

Item Code	Description	Date	Measurement For	Number	Typical Formula	Length	Breadth	Height	Is Hidden?	Qty	UOM	Rate (INR)	Amount (INR)	Status	Audits	Attachments
11	ITEM 11, SCHEDULE A	02/03/2025	Item 11.2, Schedule A	30	10 * 1	NA	NA	NA	No	30	sqm	500.0000	15,000.00	Approved By saldee (EE)		
11	ITEM 11, SCHEDULE A	01/03/2025	Item 11.1, Schedule A	20	NA	1	1	1	No	20	sqm	500.0000	10,000.00	Approved By saldee (EE)		
22	ITEM 22, SCHEDULE B	03/03/2025	ITEM 22.1, SCHEDULE B	50	NA	1	1	1	No	50	each	600.0000	30,000.00	Approved By saldee (EE)		
22	ITEM 22, SCHEDULE B	04/03/2025	ITEM 22.2 SCHEDULE B	50	NA	1	1	1	No	50	each	600.0000	30,000.00	Approved By saldee (EE)		

Figure 4.2.42 : Finalized/Verified Records

Handling Multiple e-MB's Across Division, Sub-Divisions and Sections

Scenario 1: Allocation of MB's to multiple Sections within the same Sub-Divisions

The system supports the creation of multiple MB's under the same Division, including across multiple Sections within the same Sub-Divisions.

When multiple sections operate within the same Sub-Division, each Section officer can independently generate and submit MB's for their assigned measurements.

Each MB is uniquely identified by its MB Book Number and follows a predefined approval workflow:

Recorder → Verifier → Approver .

In case of multiple sections, section 1 will Record and Approve the the measurement details as illustrated in Figure 4.2.43

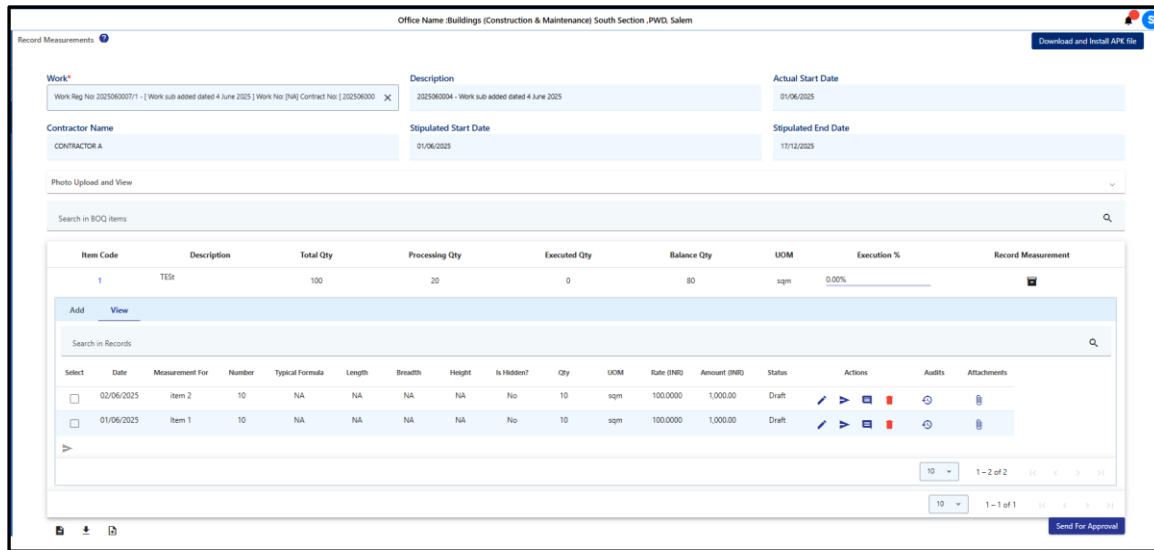


Figure 4.2.43 : Measurement by Section 1

Section 2 will Record and Approve the measurement details as illustrated in Figure 4.2.44

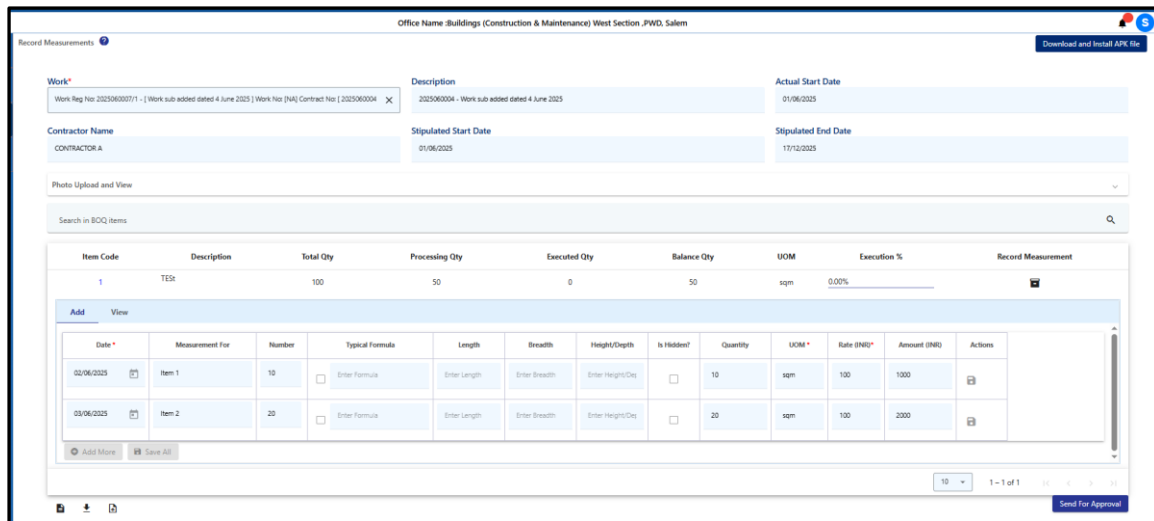


Figure 4.2.44 : Measurement by Section 2

Consolidated measurement details from section1 and section2 will be available to sub-division level as illustrated in Figure 4.2.45

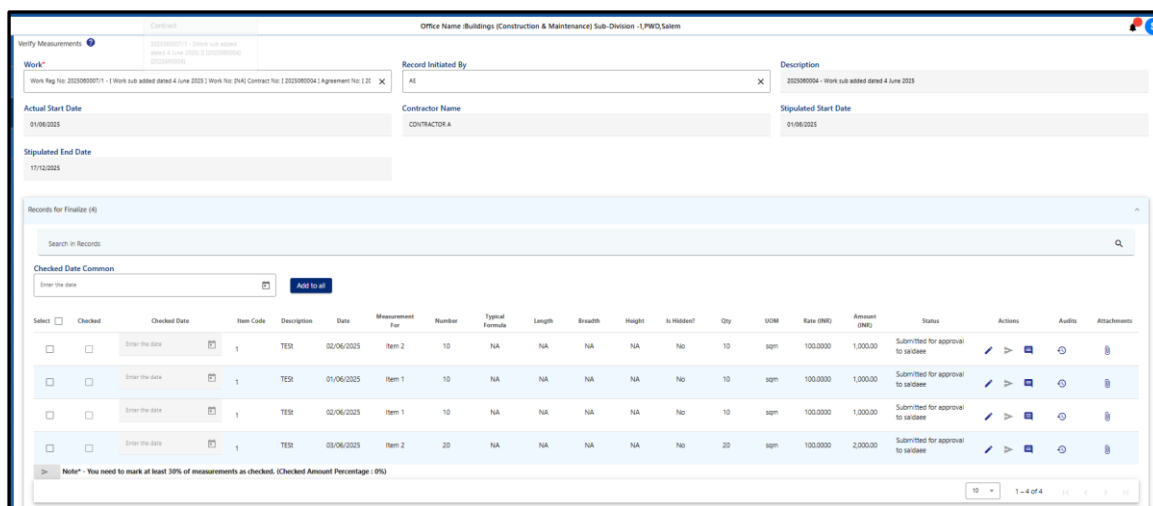


Figure 4.2.45 : Consolidated Measurement at Sub-division

Scenario 2: Allocation of MBs to multiple Sections and multiple Sub-Divisions within the same Division.

In scenarios where sections operate under different Sub-Divisions, each section officer can similarly generate and submit MBs for their respective Verifier.

The respective Verifier verifies these measurements, after which a consolidated summary is forwarded to the Approver for final approval.

Scenario 3: Allocation of MBs to multiple Sections, multiple Sub-Divisions, and multiple Divisions

In scenarios where different sections operate under different Sub-Divisions and different Divisions, each section officer can similarly generate and submit MBs for their respective Verifier.

The respective Verifier verifies these measurements and forwards to the Approver for final approval.

4.2.5. Reports & Exports

Navigate to **e-MB** → **Record and Inspection** → **Verification** to access the available report options.

Under **Download Measurement Book**, users can generate three types of reports:

- 1. Measurement Book**

2. **Measurement Record Entry – Part I**
3. **Measurement Record Entry – Part II**

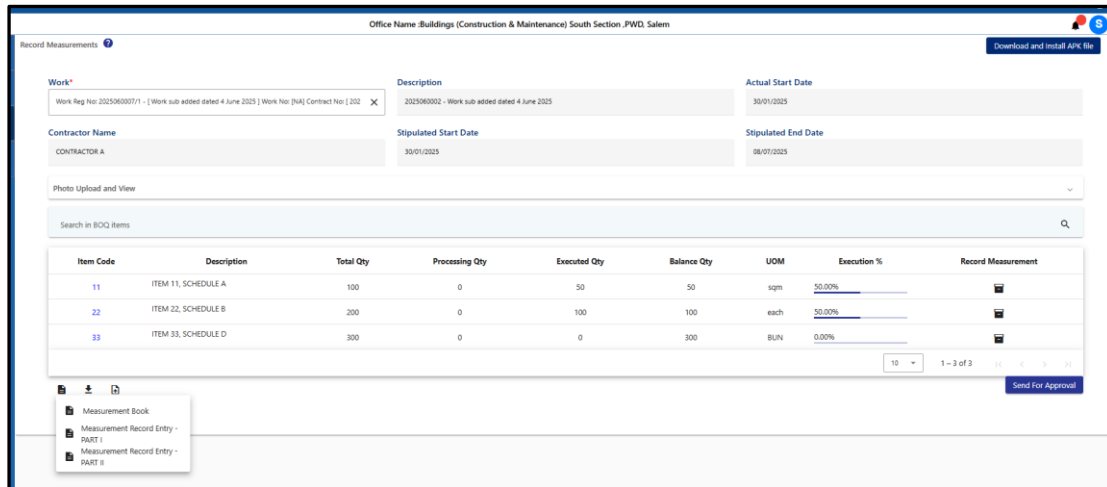


Figure 4.2.46: Download Measurement Book

1. Measurement Book Report : It shows the details of measurement books for each levels as illustrated in Figure 4.2.47 and Figure 4.2.48

Measurement Book									
Name Of Work :		Work sub added dated 4 June 2025							
Contractor :		CONTRACTOR A							
Agreement No. :		2025060003/2024-25/Date: 30/01/2025				Agreement Date : 30/01/2025			
Financial Year :		2024-25							
eMB No. :		-/SALD/2025060007/1							
Date	Details of Actual Measurement						Quantity	Action	Officer
	Particulars	No	Length	Breadth	Height	Typical Formula			
01/03/2025	11 - Item 11.1, Schedule A	20.00	1.0000	1.0000	1.0000		20.0000	Finalized	AE - saldae
02/03/2025	11 - Item 11.2, Schedule A	30.00				10 * 1	30.0000	Finalized	AE - saldae
03/03/2025	22 - ITEM 22.1, SCHEDULE B	50.00	1.0000	1.0000	1.0000		50.0000	Finalized	AE - saldae
04/03/2025	22 - ITEM 22.2 SCHEDULE B	50.00	1.0000	1.0000	1.0000	-	50.0000	Finalized	AE - saldae

Figure 4.2.47 : Measurement Book

Measurement Book									
Name Of Work : Sub 1 - Construction of Integrated Public Health Laboratory Government Hospital at Mettur in Salem District									
Contractor : CONTRACTOR A									
Agreement No. : 2025030001/2024-25/Date: 01/03/2025 Agreement Date : 01/03/2025									
Financial Year : 2024-25									
eMB No. : -/SALD/2025021884/1 MB No. : MB5432									
Date	Details of Actual Measurement						Quantity	Action	Officer
	Particulars	No	Length	Breadth	Height	Typical Formula			
04/03/2025	1.00 -		2.0000	3.0000	2.2000		13.2000	Finalized	AE - saldae
04/03/2025	1.00 -		2.0000	3.0000	2.2000		13.2000	✓ Verified	AEE - saldaee
04/03/2025	1.00 -		2.0000	3.0000	2.2000		13.2000	✓ Approved	EE - saldee
04/03/2025	2.00 -		3.5000	2.2000			7.7000	Finalized	AE - saldae
04/03/2025	2.00 -		3.5000	2.2000			7.7000	✓ Verified	AEE - saldaee
04/03/2025	2.00 -		3.5000	2.2000			7.7000	✓ Approved	EE - saldee
04/03/2025	3.00 -		2.0000	(0.29*2)/5			0.2300	Finalized	AE - saldae
04/03/2025	3.00 -		2.0000	(0.29*2)/5			0.2300	Verified	AEE - saldaee
04/03/2025	3.00 -		2.0000	(0.29*2)/5			0.2300	Approved	EE - saldee
04/03/2025	5.1 -	(2+2)/2					2.0000	Finalized	AE - saldae
04/03/2025	5.1 -	(2+2)/2					2.0000	✓ Verified	AEE - saldaee
04/03/2025	5.1 -	(2+2)/2					2.0000	✓ Approved	EE - saldee

Figure 4.2.48 : Measurement Book

2. Measurement Record Entry – Part I Report: It shows the measurement details for each levels i.e AE, AEE and EE as illustrated in Figure 4.2.49

MEASUREMENT RECORD ENTRY(PART - I)									
Division:									
Contractor: CONTRACTOR A									
MB Book Issue -/SALD/2025060007/1									
Parent Work 2025060002									
Work Name: Work sub added dated 4 June 2025									
11 : ITEM 11, SCHEDULE A									
Date	Item Measurement For	Typical Measurement	Number	Length	Breadth	Height	Total Quantity	Unit	Remarks
01/03/2025	Item 11.1, Schedule A		20.000	1.0000	1.0000	1.0000	20.0000	sqm	Approved By saldee (EE)
02/03/2025	Item 11.2, Schedule A	10 * 1	30.000				30.0000	sqm	Modified by higher authority
02/03/2025	Item 11.2, Schedule A	10 * 1	0.0000				1.0000	sqm	Modified by higher authority
02/03/2025	Item 11.2, Schedule A	10 * 1	30.000				30.0000	sqm	Approved By saldee (EE)
Total Approved Quantity: 50.0000									
22 : ITEM 22, SCHEDULE B									
Date	Item Measurement For	Typical Measurement	Number	Length	Breadth	Height	Total Quantity	Unit	Remarks
03/03/2025	ITEM 22.1 , SCHEDULE B		50.000	1.0000	1.0000	1.0000	50.0000	each	Approved By saldee (EE)
04/03/2025	ITEM 22.,2 SCHEDULE B		50.000	1.0000	1.0000	1.0000	50.0000	each	Approved By saldee (EE)
Total Approved Quantity: 100.0000									

Figure 4.2.49 : Measurement Record Entry Part I

3. Measurement Record Entry – Part II Report: It shows all the changes of actual measurement for each level i.e AE, AEE and EE as illustrated in Figure 4.2.50

MEASUREMENT RECORD ENTRY(PART - II)																				
Division:			Contractor: CONTRACTOR A																	
Work No.: 2025060002			Work sub added dated 4 June 2025																	
22 : ITEM 22, SCHEDULE B																				
Item Measurement	Unit	Date	JE					AE					EE							
			Typical	Number	Length	Breadth	Height	Quantity	Typical	Number	Length	Breadth	Height	Quantity	Typical	Number	Length	Breadth	Height	Quantity
ITEM 22.1, SCHEDULE B	each	03/03/2025		50.0000	1.0000	1.0000	1.0000	50.0000		50.0000	1.0000	1.0000	1.0000	50.0000						50.0000
ITEM 22.2, SCHEDULE B	each	04/03/2025	-	50.0000	1.0000	1.0000	1.0000	50.0000	-	50.0000	1.0000	1.0000	1.0000	50.0000	-					50.0000
			Total Quantity					100.0000					100.0000							
11 : ITEM 11, SCHEDULE A																				
Item Measurement	Unit	Date	JE					AE					EE							
			Typical	Number	Length	Breadth	Height	Quantity	Typical	Number	Length	Breadth	Height	Quantity	Typical	Number	Length	Breadth	Height	Quantity
Item 11.1, Schedule A	sqm	01/03/2025		20.0000	1.0000	1.0000	1.0000	20.0000		20.0000	1.0000	1.0000	1.0000	20.0000						20.0000
Item 11.2, Schedule A	sqm	02/03/2025	10 * 1	0.0000				1.0000	10 * 1	30.0000				30.0000	10 * 1	30.0000				30.0000
Item 11.2, Schedule A	sqm	02/03/2025	10 * 1	30.0000				30.0000	10 * 1	30.0000				30.0000	10 * 1	30.0000				30.0000
Item 11.2, Schedule A	sqm	02/03/2025	10 * 1	30.0000				30.0000	10 * 1	0.0000				1.0000	10 * 1	0.0000				1.0000
			Total Quantity					81.0000					81.0000							

Figure 4.2.50: Measurement Record Entry Part II

4.3. e -Bill

This module facilitates the billing process for construction and maintenance works while ensuring transparency. It allows a generation of contractor bills based on measurements included in the bill, which are verified and approved by the concerned officers. The system supports various types of bills, including:

- **Running Account (RA) Bills** – periodic payments based on work progress,
- **Final Bills** – raised upon project completion, and
- **First and Final Bills** – used when the entire work is completed in a single phase, with no prior RA bills raised.

The module includes two types of bills, each designed to handle different billing requirements effectively.

1. **Contractor Bill:** A contract bill is a payment request submitted by a contractor for the work completed as per the work agreement. It is prepared based on the measured quantity of work and is approved by the concerned department before making the payment. This type of bill follows a six or seven level process with respect to the work category, ensuring proper verification and approval by multiple officers at each stage.

2. **Hand Receipt Bill (HR):**

A Hand Receipt Bill is used for making payments for various kind of expenditure for the work like Miscellaneous expenses.

The **WAMIS system** supports the following types of Hand Receipts:

- i. PETTY EXPENSES
- ii. LABOUR WAGES
- iii. MACHINERY
- iv. OTHERS
- v. WORK
- vi. CONTINGENCIES
- vii. REFUND SD/DEFAULT WITHHELD - CLASS II DEPOSITS
- viii. BALANCE REFUND - CLASS III DEPOSIT
- ix. LABOUR WELFARE FUND
- x. MISCELLANEOUS PAYMENTS
- xi. FIRM/ADVERTISEMENT
- xii. REFUND OF REVENUE - REVENUE REFUND HEAD (1054)

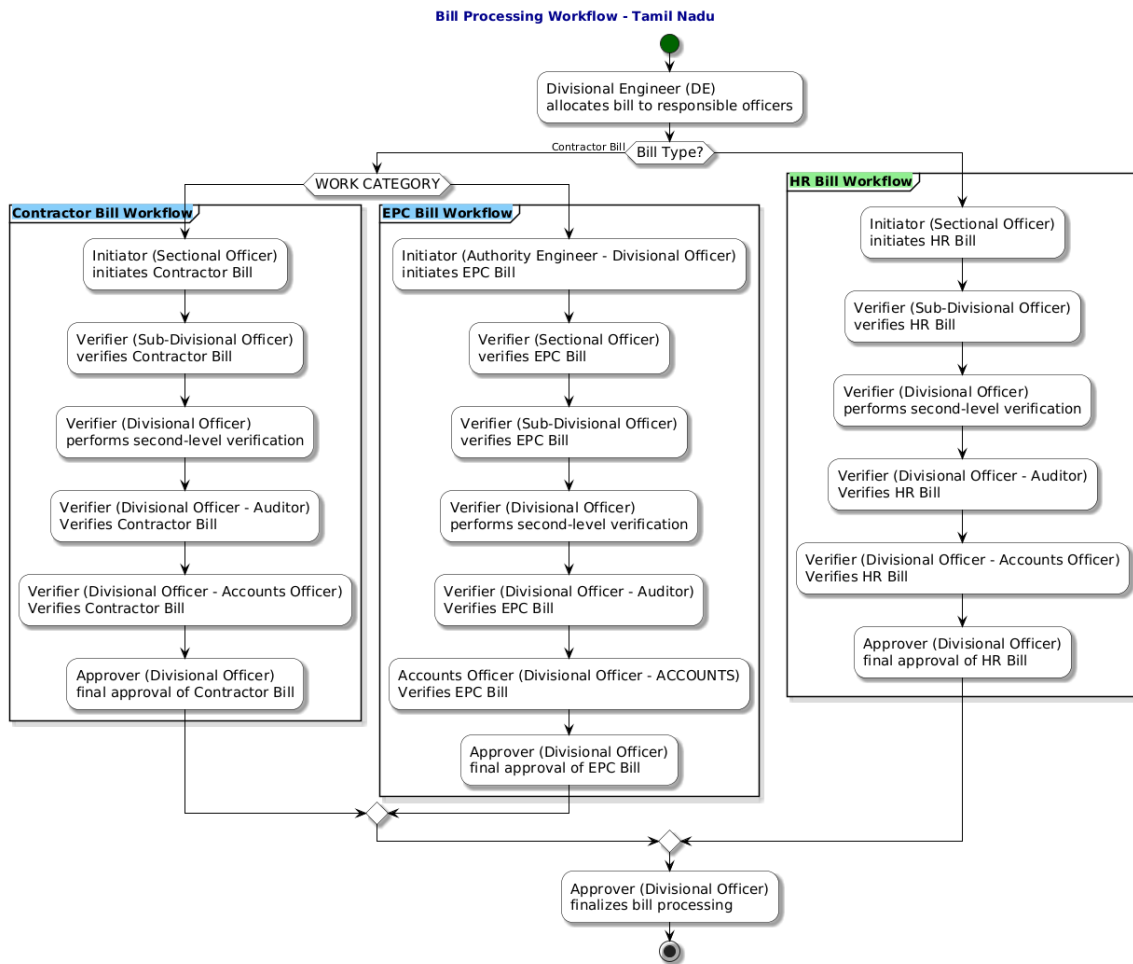


Figure 4.60 Bill workflow

1. Initiator (Section Officer)

The Initiator selects Item Details and Tax details to save the details then submits the bill to the next level Verifier for further processing.

2. Verifier (Sub-divisional Officer)

The verifier scrutinizes the Item Details as per billed quantity with executed quantity provided by the initiator Upon confirmation; the verifier saves the information and submits the bill to the divisional level verifier.

3. Verifier (Divisional Officer)

The Divisional Officer cross-checks the Item Details and Tax details provided by the initiator and Verifier then saves the entries and submits the bill to the next level for verification.

4. **Verifier (Divisional Officer-Auditor)**

The Verifier audits the bill and calculates the applicable Taxes, Advances, Withheld and Recoveries for the bill and then forwards it to the next level accounts verifier.

5. **Verifier (Divisional Officer -Accounts)**

The accounts officer verifies and, if necessary, modifies the Taxes, Advances, Withheld and Recoveries section before submitting the bill back to the Divisional officer.

6. **Approver (Divisional Officer)**

The Approver performs a final review of all entries and validations made by the Tax Verifier and Accounts officer. Once confirmed, the approver submits the bill for further processing.

Note:

- Currently in Tamil Nadu, for Contractor Bills & Hand Receipts, the Section Officer (AE) acts as the Bill Initiator, the Sub-Divisional Officer (AEE) serves as the Verifier, the Divisional Officers (AU/DAO) also serve as Verifiers, and the Divisional Engineer (DE) functions as the Approver.
- For EPC type of Tender works bill Initiator is Authority Engineer (AUE) assigned by Division Officer who configures the bill flow
- The ENC User (Divisional Master Admin) is allocating flow control for Hand Receipts (HR) types of bills to the respective officers under the division.

4.3.1. e-Billing Process for Contractor Bill

e-Bill platforms typically incorporate role-based access controls to ensure that only authorized personnel such as Section officer, Sub divisional officer and Divisional officer can enter, edit, verify and approve billing records.

To configure bill flow for each role, navigate to, **e-Bill --> Configuration --> Flow Control** as shown in (Figure 4.3.1.1), Flow Control screen is displayed as shown in Figure 4.3.1.2

After getting window for 'Flow Control', click on the 'Add' tab to get bill flow configuration screen will be displayed. On this screen, select the bill type from the Transaction Type dropdown list. Then select respective Work numbers from the dropdown list

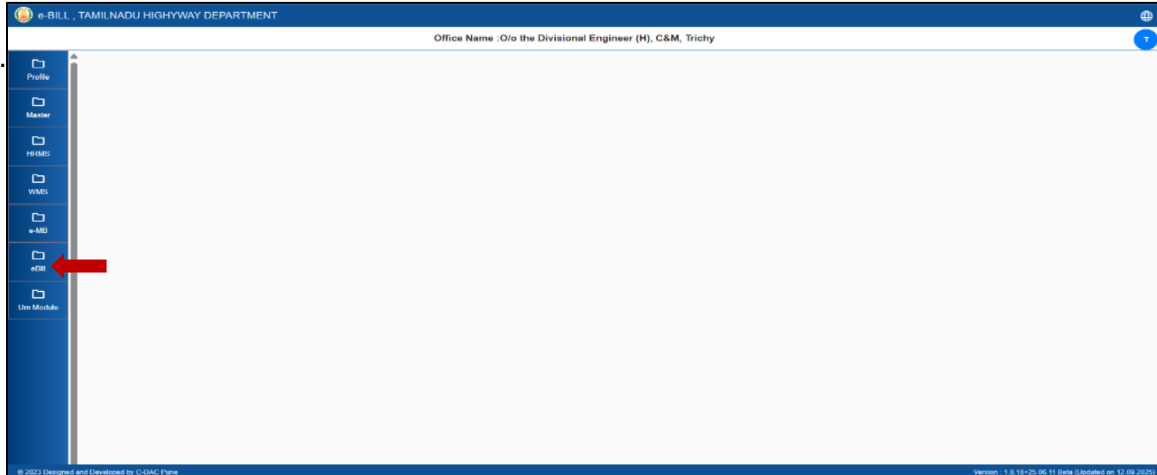


Figure 4.61 Bill flow navigation

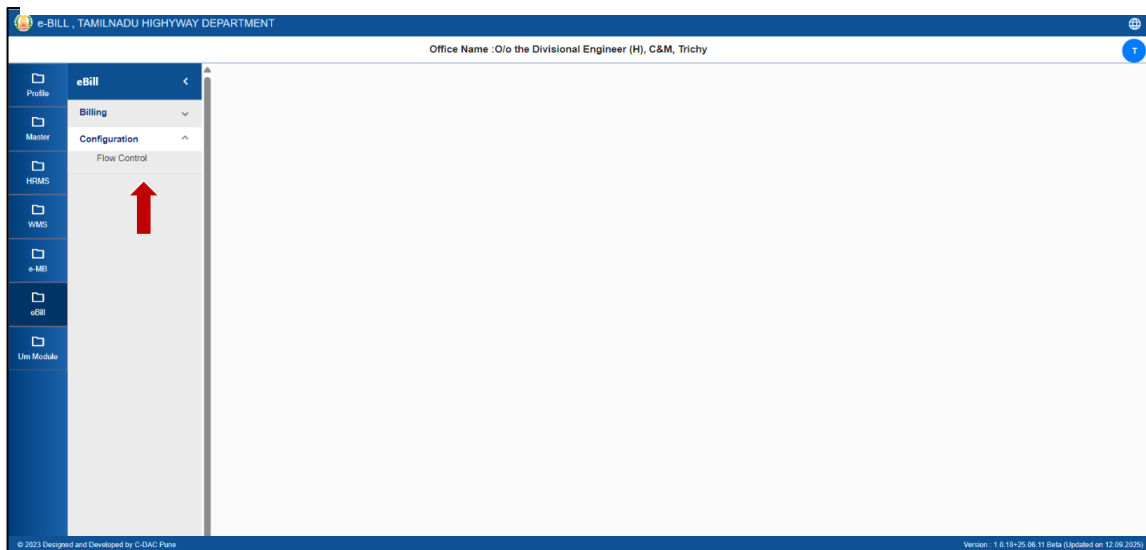


Figure 4.62 Bill flow configuration by Divisional Officer

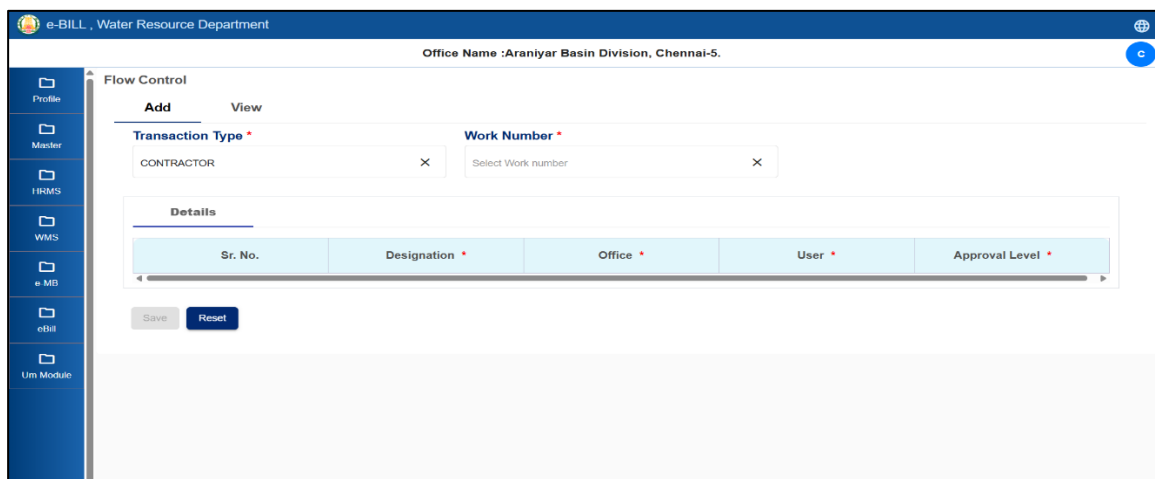
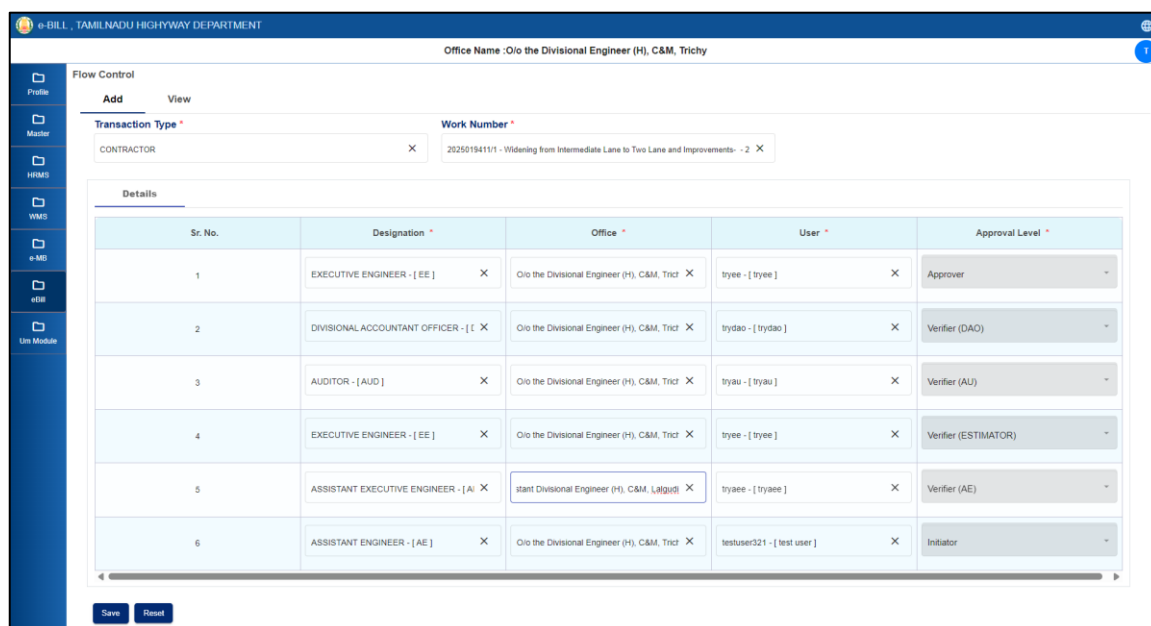


Figure 4.63 Contractor Bill flow control configuration



Office Name :Oio the Divisional Engineer (H), C&M, Trichy

Transaction Type * CONTRACTOR X Work Number * 2025019411/1 - Widening from Intermediate Lane to Two Lane and Improvements - 2 X

Sr. No.	Designation *	Office *	User *	Approval Level *
1	EXECUTIVE ENGINEER - [EE] X	Oio the Divisional Engineer (H), C&M, Trichy X	tryee - [tryee] X	Approver
2	DIVISIONAL ACCOUNTANT OFFICER - [E] X	Oio the Divisional Engineer (H), C&M, Trichy X	trydao - [trydao] X	Verifier (DAO)
3	AUDITOR - [AUD] X	Oio the Divisional Engineer (H), C&M, Trichy X	tryau - [tryau] X	Verifier (AU)
4	EXECUTIVE ENGINEER - [EE] X	Oio the Divisional Engineer (H), C&M, Trichy X	tryee - [tryee] X	Verifier (ESTIMATOR)
5	ASSISTANT EXECUTIVE ENGINEER - [AE] X	start Divisional Engineer (H), C&M, Lalgaon X	tryaee - [tryaee] X	Verifier (AE)
6	ASSISTANT ENGINEER - [AE] X	Oio the Divisional Engineer (H), C&M, Trichy X	testuser321 - [test user] X	Initiator

Save Reset

Figure 4.64 Bill Allocation as per Role

Field Description:

Field Name	Mandatory	Description	Validation
Transaction Type	Yes	It is a user selectable drop-down field, select Contractor / Hand Receipts Type	Must be selected from the drop-down list.
Work Number	Yes	It is a user selectable drop-down field. If Work having any measurement, should be completed, those work numbers will be listed in options	The user must select the specific work in the Work Number field to proceed with the bill flow allocation.
Designation	Yes	Select the appropriate Designation from the drop down	Must be selected before saving.
Approval Level	Yes	Select the appropriate Approval level from the drop down	Must be selected before saving.

Office	Yes	Select the appropriate Office from the drop down	Must be selected before saving.
User	Yes	Select the appropriate User	Must be selected before saving.
Save	--	Click the save button and the Bill allocation gets saved. After saved the button changed into update	Once the allocation is saved, it cannot be edited.

Contractor e-bill Initiation

The Bill initiator can start bill registration process after the allocation is completed by the Concern Authority from Divisional Office . The bill will be initiated by the initiator login, and then it will proceed to the next level of authority for further processing.

Navigate to, **e-Bill --> Billing --> Bill Registration** as shown in below figure

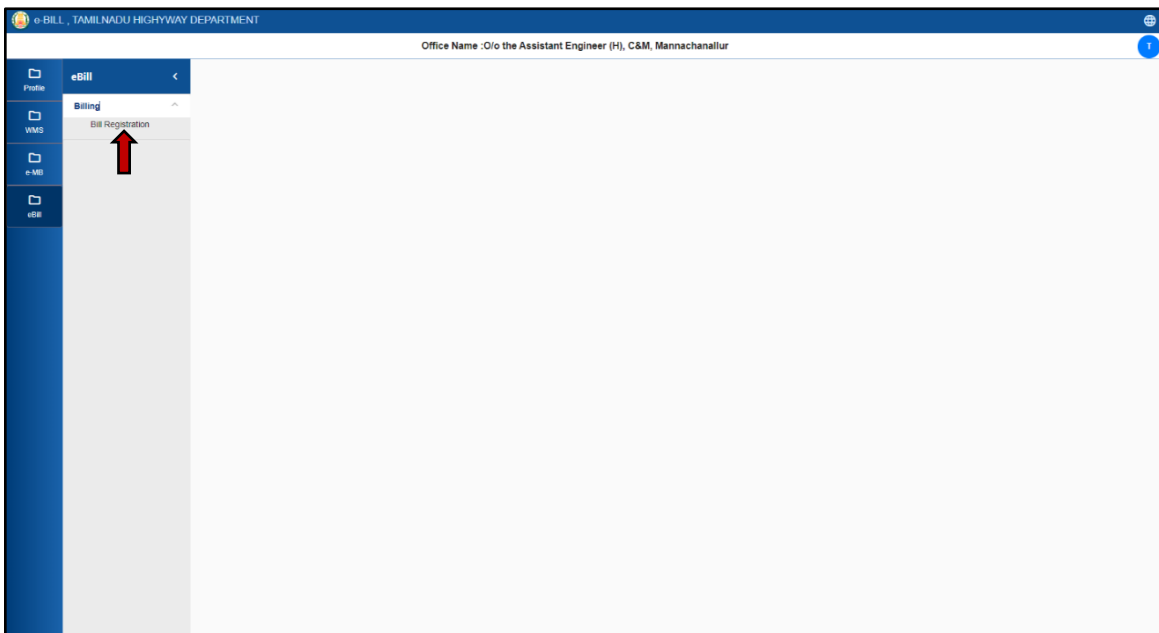
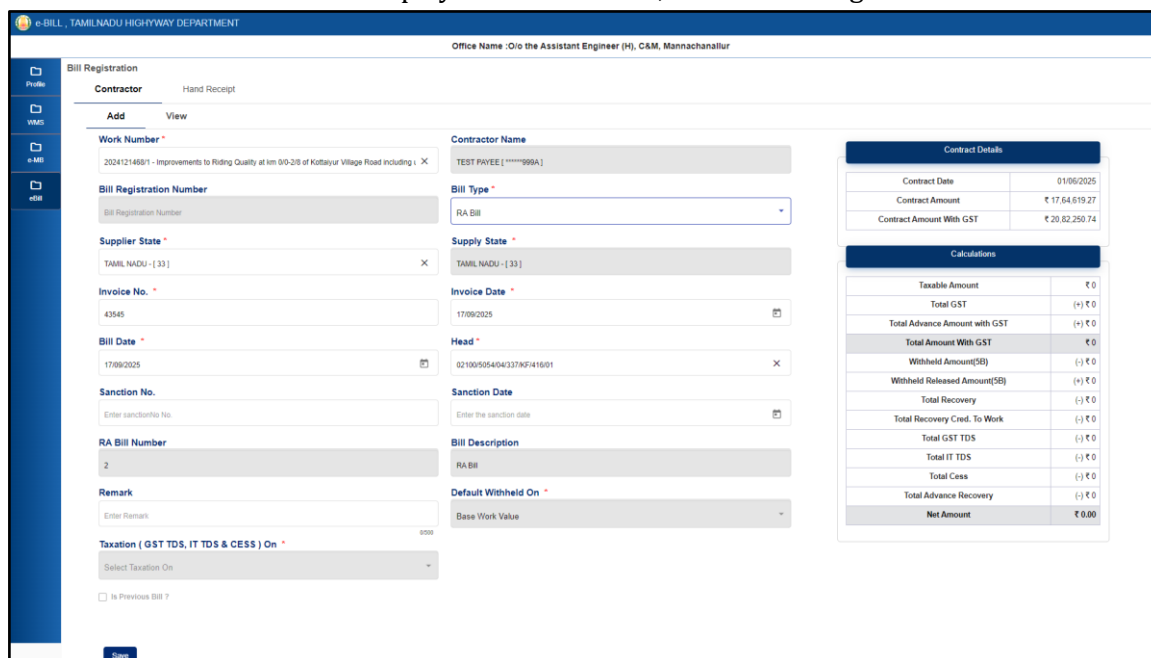


Figure 4.65 Bill Registration Navigation

Select the relevant Work Number. Once selected, all associated bill details and corresponding contract information will be displayed on the screen, as shown in Figure 4.3.1.5.



The screenshot shows the 'Bill Registration' form for a contractor. The form is divided into several sections:

- Contractor Information:** Contractor Name (TEST PAVEE), Bill Type (RA Bill), Supplier State (TAMIL NADU), Invoice Date (17/09/2025), Head (021009054943276741601), Sanction Date, Bill Description (RA Bill), and Default Withheld On (Base Work Value).
- Registration Details:** Work Number (20241214691 - Improvements to Riding Quality at km 0/0-2/8 of Kottayur Village Road including...), Bill Registration Number, Invoice No. (43545), Bill Date (17/09/2025), and Sanction No. (Enter sanction No.).
- Other Fields:** RA Bill Number (2), Remark (Enter Remark), and Taxation (GST TDS, IT TDS & CESS) On (Selected Taxation On).
- Summary Tables:**
 - Contract Details:**

Contract Date	01/06/2025
Contract Amount	₹ 17,64,619.27
Contract Amount With GST	₹ 20,82,250.74
 - Calculations:**

Taxable Amount	₹ 0
Total GST	(+) ₹ 0
Total Advance Amount with GST	(+) ₹ 0
Total Amount With GST	₹ 0
Withheld Amount(SB)	(-) ₹ 0
Withheld Released Amount(SB)	(+) ₹ 0
Total Recovery	(-) ₹ 0
Total Recovery Cred. To Work	(-) ₹ 0
Total GST TDS	(-) ₹ 0
Total IT TDS	(-) ₹ 0
Total Cess	(-) ₹ 0
Total Advance Recovery	(-) ₹ 0
Net Amount	₹ 0.00

Figure 4.66 Bill Registration for Work

Field Description:

Field Name	Mandatory	Description	Validation
Work Number	Yes	Select the appropriate Work Number from the drop-down.	The user must select the related work.
Contractor Name	No	It is auto populated	It is populated according to the work number selected.
Bill registration Number	No	It is auto generated	--
Bill Type	Yes	It is a User selectable Drop down. RA Bill / Final Bill	Select the bill type from the Drop-Down list.
Supplier State	Yes	It is a User selectable Drop down.	Select the Supplier state from the drop-down list.

Supply State	Yes	It is auto populated	It is populated according to the work number selected. For Tamil Nadu default as Tamil Nadu
Invoice No	Yes	It is a User enterable field	Enter the Invoice number of the Selected work.
Invoice Date	Yes	It is a User enterable field	Enter the Invoice Date of the Selected work.
Bill Date	Yes	It is a User enterable field	Bill date cannot be less than agreement date / last inspection date
Head	Yes	It is an auto populated	Heads will be populated according to the Work selected as per Heads mapped on the work will be displayed for selection.
Sanction No.	No	It is a User enterable field	Enter the valid Sanction No of the Work selected.
RA Bill Number	No	It auto generated	It is generated according to bill count for the work selected.
Bill Description	No	User Enterable	It is generated according to bill type for the work selected.
Remarks	No	It is a User enterable field	It allows a maximum of 500 characters to enter.
Default Withheld On	Yes	It is a User selectable Drop	Must select the

		down.	withheld for the work selected.
Taxation (GST TDS, IT TDS & CESS) On	Yes	Select one option from the drop-down list to get applicable Tax values in that bill. Option one of the following <ul style="list-style-type: none"> • Base Work Value • Base Work - Withheld (Base Work Value) • Base Work - Withheld (Base Work Value + GST) 	Select one option of the following <ul style="list-style-type: none"> • Base Work Value (For EPC Works) • Base Work - Withheld (Base Work Value) • Base Work - Withheld (Base Work Value + GST)
Is previous bill	No	Check box is provided	Select the checkbox if the selected work has a previous bill. Bill details will be added for the previously executed bill.
Save	-	Click the on the save button to save the bill master / header details	--
Update	No	Click the update button to modify the Bill details.	--

After the bill details are entered and successfully saved, multiple subsection tabs will appear below the Bill Registration screen. These tabs are shown in Figure 4.3.6

Item Details	Tax Details	Advances	With-held Amounts	Recoveries	Certificate Checklist	Submit
Select Items for Billing with: <input type="checkbox"/> Agreement Rate <input checked="" type="checkbox"/> All Options						
Search Items						

Figure 4.67 Bill Sub Sections

Field Description:

Name	Description
Items Details	The user must select the relevant items that should be included in the bill. The selected items will be used to prepare and generate the bill.
Tax Details	<p>The user must select Yes /No options from dropdown list of "Is GST TDS Applicable" /"Is IT TDS Applicable" / "Is CESS Applicable" dropdown list.</p> <p>By default, Is GST TDS Applicable is applicable to all bills as Yes.</p> <ul style="list-style-type: none"> • If "Yes" is selected for IT TDS applicability, Income Tax will be deducted from the bill amount. • If "No" is selected, only GST will be applied, and no Income Tax deduction will occur. • If "YES" is selected Is CESS Applicable, cess rate would be deducted from the bill amount, by default showing rate as 1 % of Bill amount • If "NO" is selected Is CESS Applicable, cess is not deducted
Advances	This section allows users to manage advances related to contractor bills by:

	<ul style="list-style-type: none"> • Giving Advance – Issuing new advances (Mobilization, Material, or Secured) to support project needs. • Recovering Advance – Deducting previously issued advances from the current bill. <p>In Tamil Nadu, common advance types include:</p> <ul style="list-style-type: none"> • Mobilization Advance – For initial setup costs. • Material Advance – For procuring project materials. • Secured Advance – Against durable materials brought to site. <p>The system ensures all advances are properly recorded and recovered, following departmental procedures and using familiar terms like Giving Advance and Recovering Advance.</p>
With-held amounts	<p>A withheld amount is the portion of a contractor’s bill that is deliberately retained by the department during bill processing, rather than making the full payment. This retention acts as a security measure to ensure compliance and completion of work.</p> <p>In Tamil Nadu, there are two types:</p> <ul style="list-style-type: none"> • Default Withheld – System-defined deductions according to the works • Manual Withheld – User-defined based on specific needs <p>Applicable percentage of Withheld Rates:</p> <ul style="list-style-type: none"> • RA Bill: 5% retention • Final Bill: 2.5% retention • 6 % for EPC category of work

	This section enables users to manage, and record withheld amounts across bill types.
Recoveries	The applicable deductions for the bill can be deducted It is divided into two main parts: Credited to Work and Recovery .
Certificates	Select the certificates submitted for the particular work
Submit	This section allows the user to do any one of the actions based on their role as per Bill flow allocation like Register / Approve/ Verify/ Send back. Click the submit tab to submit the bill.

All subsections require the user to input relevant information or perform specific actions as part of the complete E-Bill preparation and submission process.

Within the available tabs under the Bill Registration screen, this is configurable depending on the user rights over screen, the following workflow is followed:

Item Details:

Item Details displays all items available for billing, with the executed quantity shown as the billed quantity. Select the Item Details tab (see Figure 4.3.1.7), then check the boxes for the items you want to add to the bill. If any material coefficient is required for billing (see Figure 4.3.1.8), enter it, and then click the Save Items button to save the selected items.

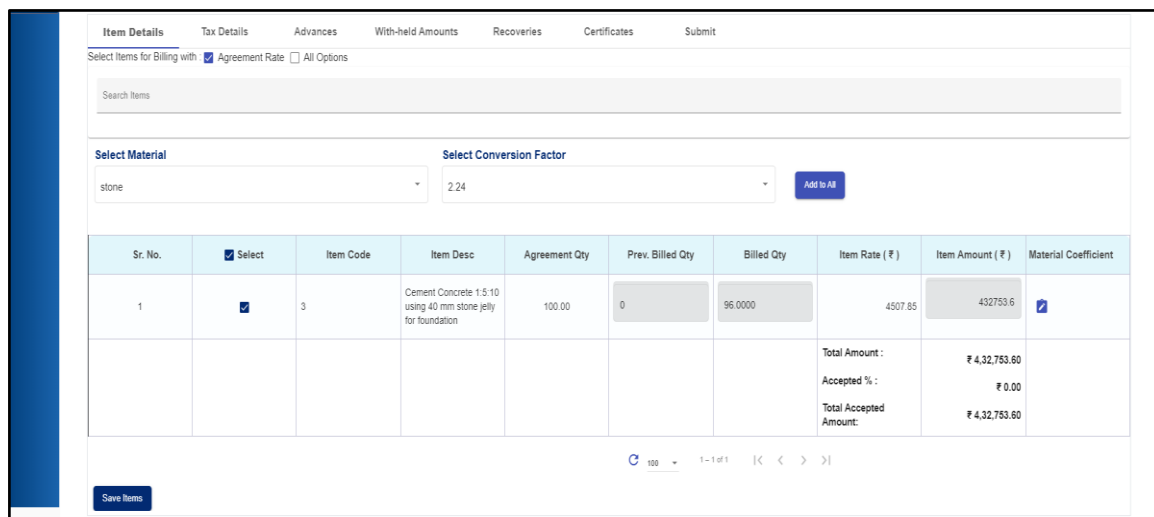



Figure 4.68 Item Details for Billing

Field Description:

Field Name	Mandatory	Description	Validation
Select	Yes	Click the checkbox to select an item for applicable billing	Must be selected before saving, to select an item included for billing
Item code	--	Auto populated from the BOQ	--
Agreement Qty	--	Auto populated from the BOQ	--
Prev. Billed Qty	--	It shows the up-to-date quantity of the item executed up to the previous bill otherwise value shown as zero	Auto populated value, cumulative sum of Previously billed quantity.
Billed Qty	--	Auto populated after approval of measurement book	Auto populated value, sum of Previously billed quantity and value i quantity is equal to the quantity in measurement
Item Rate	--	Auto populated from the BOQ	--
Item Amount	--	Auto populated (Billed Qty * Rate)	--
Material Coefficient	No	If Material coefficient applicable	Click on Note icon

Save Item	yes	On click Save item the item details get saved	--
-----------	-----	---	----



Sr. No.	Material	Co-efficient	Conversion Factor	Actions
1	sand [cum]		1.6	

Save Add

Figure 4.69 Material Coefficient

Field Description:

Field Name	Mandatory	Description	Validation
Material	Yes	It is user selectable drop down	Select the material from the drop-down list
Co-efficient	Yes	It is a User enterable field	Enter the Co-efficient between 0 to 20
Conversion Factor	Yes	Auto populated field	Auto populated according to the material selected
Actions	-	Click the edit icon to update the entered fields	-
Save	-	Click the save button to save the entered fields	-
Add	-	Click the add button to add the new Material Co-efficient table.	-

Tax Details:

Figure 4.70 Tax Details for Billing

Tax details need to be filled in to deduct the applicable taxes from the bill amount. Click the Save Tax button to save the tax details, and then click the Submit tab to forward the details to the next-level verifying authority. If the “Is IT TDS Applicable and Is CESS Applicable” is select “yes” from the drop-down list. Then the screen below will be displayed.

Figure 4.71 IT TDS & CESS details for bill

Field Description:

Field Name	Mandatory	Description	Validation
Effective Date	Yes	It is user selectable and enterable filed	-
Section	Yes	It is auto populated form the payment master table	
IT TDS Rate	Yes	It is user enterable filed	Enter the percentage of TDS rate and only 2 digits are allowed
Cess Type	Yes	It is auto populated	
Cess Rate	Yes	It is user enterable filed	Enter the cess rate and only 2 digits are allowed
Save tax	-	Click the tax button to save the tax details of the work.	

Advances

Click the Advances tab sections as shown in the figure 4.3.1.12, Here, advances related to this bill can be added by entering the required details on the table displayed.

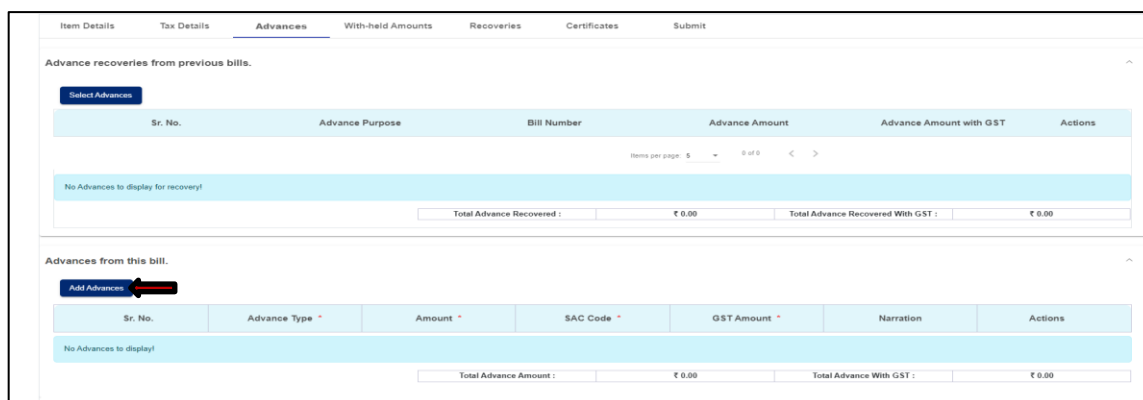


Figure 4.72 Advances

On click the add advances button, the below screen will be displayed.

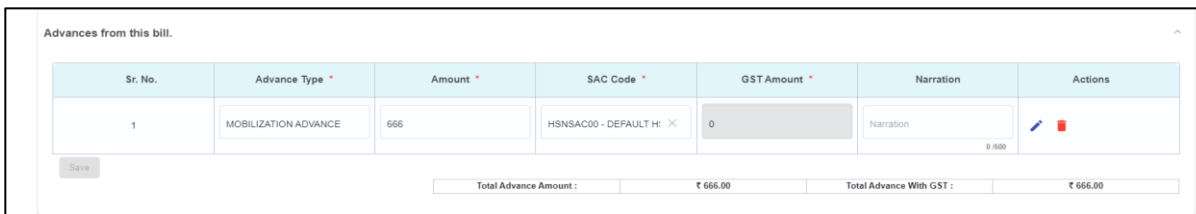




Figure 4.73 Add Advances

Then, save the **Advances** and submit the bill to the next-level **Verifying Authority**.

Field Description:

Field Name	Mandatory	Description	Validation
Advance Type	Yes	It is a user selectable single drop down	Select the advance type from the drop down
Amount	Yes	It is a User enterable field	Enter the amount
SAC code	Yes	It is a user selectable single drop down, Appropriate HSN/SAC to be selected	Select the HSN/SAC code from the drop-down list.
GST Amount	Yes	It is auto generated	It is generated according to the HSN/SAC code selected.
Narration	No	It is remark entered by user for reference	This field is short description of the bill by user for references
Edit 	No	To Edit click on icon in actions	Click the edit icon to update the advances information
Delete 	No	To delete click on icon in actions	Click the delete icon to delete the advances information
Save	Yes	Button Must be Clicked	To save the changes

With-held Amounts

Click on the with-held amounts tab as shown in the figure 4.3.1.13. In Tamil Nadu, there are two types of Withheld Amounts: **Default Withheld** and **Manual Withheld**. Default withheld for RA bill is 5%, Final bill 2.5 % and for EPC type of Works is 6%.

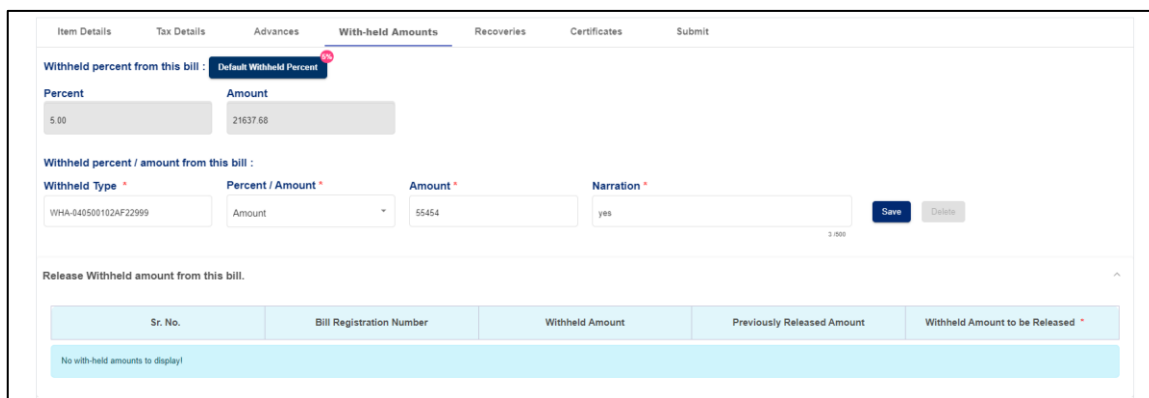


Figure 4.74 With-held amounts

Field Description

Field Name	Mandatory	Description	Validation
Withheld Type	Yes	User can select the withheld type according to the head mapped.	Select one from the drop-down list
Percent/Amount	Yes	Select the percentage/Amount for this bill	Must enter the percentage/Amount
Amount	Yes	Its user enterable filed	Must enter the amount.
Narration	Yes	Enter a brief explanation or context (up to 500 characters).	--

Recoveries

Click on the recoveries tab section as shown in the figure 4.3.1.14, This describes the various recoveries would be recovered from the bill amount

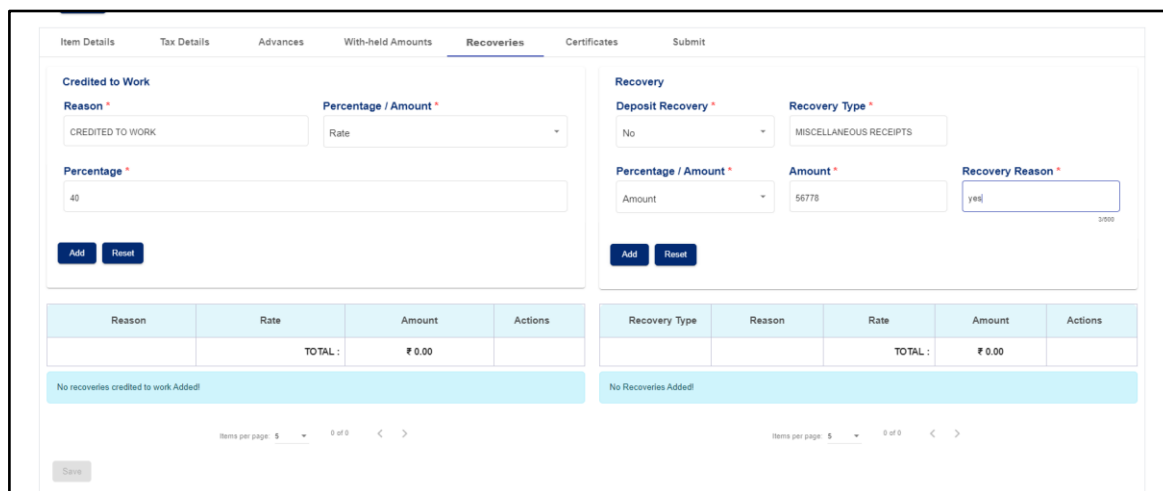


Figure 4.75 Recoveries

Field Description:

Credited To works			
Field Name	Mandatory	Description	Validation
Reason	Yes	It is user selectable drop down, based on reason recoveries deducted from the bill	Select the reason from the drop-down list
Percentage /Amount	Yes	It is user selectable field either Rate or Amount	Select one option either Percentage or Amount from the drop down
Amount	Yes	It is user enterable field	-
Save	Yes	-	Users will be saving details
2. Recovery			

Recovery Type	Yes	It is user selectable drop down	Select the Type from the drop-down list
Recovery Reason	Yes	It is user enterable field	Enter the reason in the Field
Percentage /Amount	Yes	It is user enterable field	Select the percentage/Amount from the drop down
Deposit Recovery	Yes	It is user selectable field either Yes or No, If Yes- The recovery for Deposit work, otherwise select No	One option must be selected from drop down list
Amount	Yes	It is user enterable field	Enter the amount to be recovered
Save	Yes	-	Users will be saving details

Finally, submit the Tax details, Advances, withheld amounts and Recoveries subsection tabs to the next-level authority, the **Accounts Officer**, for verification.

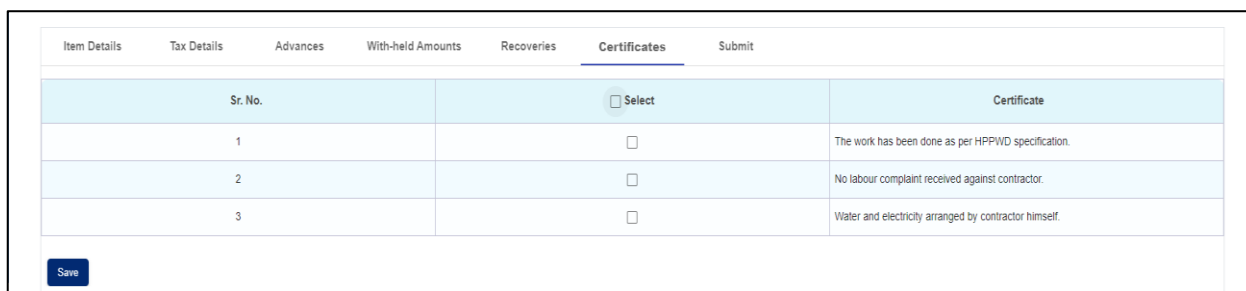
Once all the subsections are submitted by the **Auditor**, the bill becomes available in the **Accounts Officer's** login for further verification.

Navigate to **e-Bill → Billing → Bill Registration**, following the same steps as described above.

Then the accounts officer verifies those sub-section tabs and finally submitted them to final approval of the divisional officer.

Certificates Checklist:

Certificate checklist listing which are certificates submitted for billing, select applicable certificate from the list by click on respective check box against the certificate and click on Save button.



Sr. No.	Select	Certificate
1	<input type="checkbox"/>	The work has been done as per HPPWD specification.
2	<input type="checkbox"/>	No labour complaint received against contractor.
3	<input type="checkbox"/>	Water and electricity arranged by contractor himself.

Figure 4.76 Certificate Checklist

Field Name	Mandatory	Description	Validation
Sr.No	Auto Generated Sequence	Serial Number	Optional selection
Certificate	Auto Populated Certificate List	Auto Populated certificate list	
Select	Conditional	Check box to select applicable certificates to be consider for billing	

Submit:

Once complete all the tabs and clicks of the submit tab are shown in the figure 4.3.1.17

Here, clicks the register button the submission popup screen will be displayed as shown in the figure 4.3.1.18

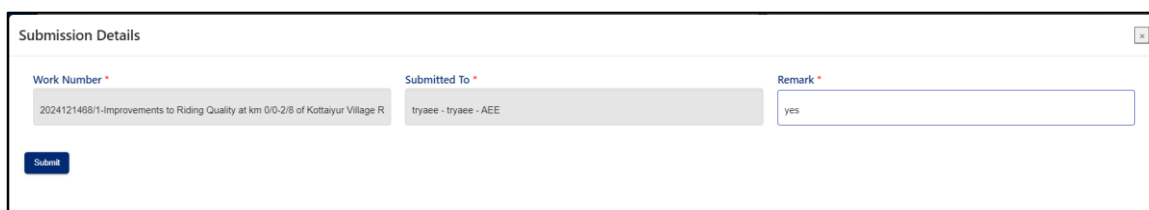


Figure 4.77 Submission Screen

Check the submission details and enter the remark, then click the submit button.

On clicking the 'Submit' button, a confirmation popup will be displayed with 'OK' and 'Cancel' options, as shown in Figure 4.3.1.18.

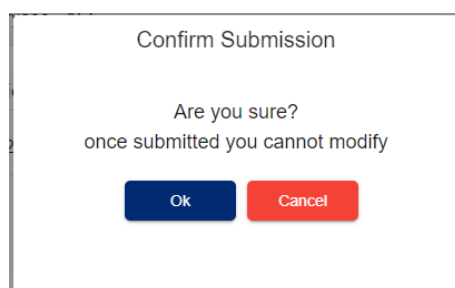


Figure 4.3.1.18 Confirmation Screen

Field Description:

Field Name	Mandatory	Description	Validation
Work Number	Auto Generated Sequence	Auto populated Work Number for that bill registered	Optional selection
Submitted To	Yes	Auto Populated user id , who will proceed the bill verification / approval	
Remark	Yes	Text field to have users remarks on each level of Bill verification and Approval	Allow Alpha numeric characters, max of 200 characters length
Register	Yes	To Register Bill information to next level of Officer as per Bill flow	Click on Button

		control configured	
Verify	Yes	This option is applicable to Bill Details Verifiers as per the flow control configuration. Based on the defined approval hierarchy, Verifiers can review the bill details and take the necessary actions such as approval, modification requests, or returning the bill to the previous level	User should be configured as Verifier in flow control
Send Back	Optional	If any modifications or updates are required in the bill details, the Verifier can send it back to the Bill Initiator or the previous level of Verifier in the flow control configuration	Applicable while revert the bill to correct the billing information after verified by verifier as per flow control
Approve	Yes	Final approval is required to submit the bill for payment processing. Approval rights are given to the Approver role in the flow control configuration	Click Approve button, and type short description in the Approval confirmation prompt screen

The screenshot shows a 'Bill Registration' form with the following fields:

- Contractor:** Add, View
- Work Number ***: 202000002 - New - 202100001 - 202100001 - VMS-008
- Contractor Name**: VISHWANATHIEST (VMS)
- Bill Registration Number**: COW 2021000001
- Bill Type ***: RA-BI
- Supplier State ***: TMH, NDCV - (23)
- Supply State ***: TMH, NDCV - (23)
- Invoice No.**: Enter the invoice No.
- Invoice Date**: Enter the invoice date
- Bill Date ***: 01/10/2020
- Head ***: 00004396339004-VISD
- Sanction No.**: Enter sanction No.
- Sanction Date**: 01/10/2020
- RA Bill Number**: 0
- Bill Description**: RA-BI
- Remark**: Enter Remark
- Outflow Withheld On ***: New Work - 0027
- Taxation**: (GST 1105, W 105 & CFES) On *
- See Work - (Remark) (See Work Value - 0027)**

Contract Dates Summary:

Contract Date	01/10/2020
Contract Amount	₹ 18,45,342.00
Contract Amount With GST	₹ 18,23,762.74

Contributions Summary:

Taxable Amount	₹ 18,45,342.00
Total GST	(₹) 2,78,587.74
Total Advance Amount with GST	₹ 0.00
Total Amount With GST	₹ 18,23,762.74
Withheld Amount(ES)	(₹) 0.00
Withheld Advance Amount(ES)	(₹) 0.00
Total Recovery	(₹) 0.00
Total Recovery Credit To Work	(₹) 0.00
Total GST TDS	(₹) 29,587.12
Total Of TDS	(₹) 4,121.78
Total Cash	(₹) 14,343.80
Total Advance Recovery	(₹) 0.00
Net Amount	₹ 16,91,156.92

Figure 4.79 Verified by each level of verification

The screenshot shows a navigation bar with the following tabs: Item Details, Tax Details, Advances, With-held Amounts, Recoveries, Certificate Checklist, and Submit. Below the navigation bar, there are two buttons: 'Approve' and 'Send Back'.

Figure 4.80 Approval for Bill

Field Description:

Field Name	Mandatory	Description	Validation
Work Number	Auto Generated Sequence	Auto populated Work Number for that bill registered	Optional selection
Submitted To	Yes	Auto Populated user id , who will proceed the bill verification / approval	
Remark	Yes	Text field to have users remarks on each level of Bill verification and Approval	Allow Alpha numeric characters, max of 200 characters length
Submit	Yes	To Send Registered Bill information to next level of Officer as per Bill flow control configured	Click on Button

Verify	Yes	This option is applicable to Bill Details Verifiers as per the flow control configuration. Based on the defined approval hierarchy, Verifiers can review the bill details and take the necessary actions such as approval, modification requests, or returning the bill to the previous level	User should be configured as Verifier in flow control
Send Back	Optional	If any modifications or updates are required in the bill details, the Verifier can send it back to the Bill Initiator or the previous level of Verifier in the flow control configuration	Applicable while revert the bill to correct the billing information after verified by verifier as per flow control
Approve	Yes	Final approval is required to submit the bill for payment processing. Approval rights are given to the Approver role in the flow control configuration	Click Approve button, and type short description in the Approval confirmation prompt screen

Role-Based Module Access:

User Role	Role Description	User Module Access Menus						
		Item Details	Tax Details	Advances	With-held Amounts	Recoveries	Certificates	Submit
AE	Initiator	Select the necessary items	-	-	-	-	Select the necessary certificates	Register Bill
AEE	Verifier	Allows users to save updates	-	-	-	-	Select the necessary certificates	Submit or revert back
AU	Verifier		Allows users to save updates	Allows users to save updates	Allows users to save updates	Allows users to save updates	Select the necessary certificates	Submit or revert back
DAO	Verifier		Allows users to save updates	Allows users to save updates	Allows users to save updates	Allows users to save updates	Select the necessary certificates	Submit or revert back
EE	Verifier (Estimator)/Approver	Allow users to save updates	Allow users to save updates	Allow users to save updates	Allow users to save updates	Allow users to save updates	Allow users to save updates	Allows users to submit and revert

4.3.2. Reports & Exports

Go to the view section, search the bill and click on the Bill Registration No. Bill registration screen will be displayed here click the submit section tab. User can see the generate All report button. Click the button their User can see the four types of bills

- Running Account Bill / First & Final Bill / Final Bill – Abstract summary of work.
- Part I - Account of Work Executed
- Part II - Certificate and Signature

- Part III - Memorandum of Payments

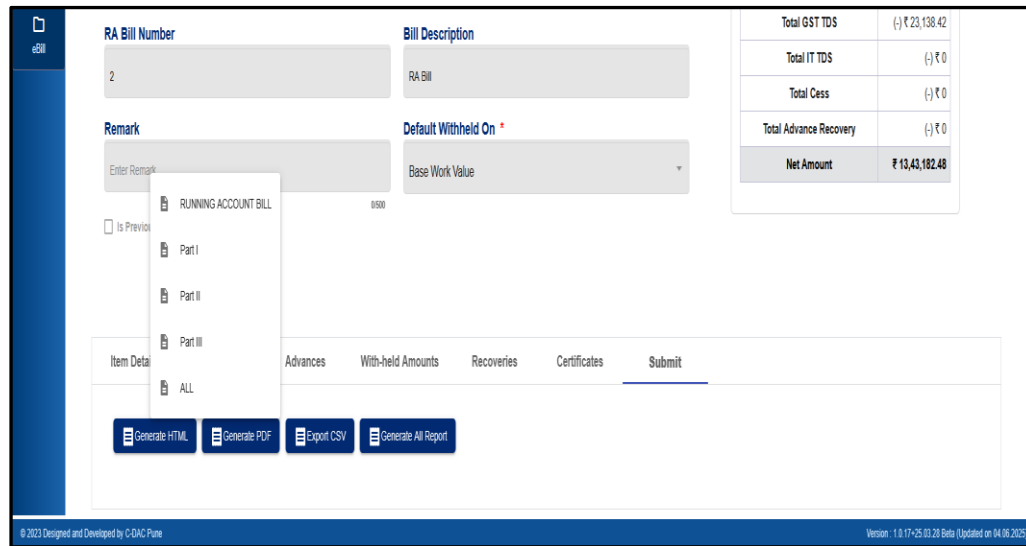


Figure 4.81 Bill Report Generation

RA Bill and Final Bill reports will be generated based on the type selected during bill registration by the Initiator.

Bill Report

RA BILL Report

RUNNING ACCOUNT BILL																	
Division :	O/o the Divisional Engineer (H), C&M, Trichy																
Sub Division :	O/o the Assistant Divisional Engineer (H), C&M, Lalgudi																
CashBook Voucher Number :																	
Voucher Date:																	
Name of Contractor :	TEST PAYEE																
Name of Work :	KPT road Km 30/0-34/0																
Work Number :	2025012571/1																
Contract Number :	2025050005																
Agreement Number :	2025050010 / 2023-24 / Date: 01/11/2023																
Bill Registration Number :	CON-20250500003 19/03/2024																
Serial No. of this bill :	2nd RA BILL																
Invoice Number :	NA																
Invoice Date :	NA																
Previous Bill No & Date :	1st RA BILL 08/03/2024																
Commencement Date :	01/11/2023																
Date of actual completion :																	
Allocation :	Demand Number	02100															
	5054	CAPITAL OUTLAY ON ROADS AND BRIDGES															
	04	District and other Roads															
	337	Road Works															
	JT	Comprehensive Road Infrastructure Development Programme (CRIDP) - Major District Roads															
	416	Major Works															
	01	Major Works															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">For use in Divisional Office</th> <th style="width: 50%; text-align: center;">For use in Accountant General's Office</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Checked</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">Accounts Clerk Divisional Accountant</td> <td style="text-align: center;"> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">Checked with schedule of rates/checked with the rate as per agreement</td> <td style="width: 33%; text-align: center;">Classification checked</td> <td style="width: 33%; text-align: center;">Reviewed</td> </tr> <tr> <td style="text-align: center;">Audited</td> <td></td> <td style="text-align: center;">Reviewed</td> </tr> <tr> <td style="text-align: center;">Auditor</td> <td style="text-align: center;">Superintendent</td> <td style="text-align: center;">Gazetted Officer</td> </tr> </table> </td> </tr> </tbody> </table>			For use in Divisional Office	For use in Accountant General's Office	Checked	Completed	Accounts Clerk Divisional Accountant	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">Checked with schedule of rates/checked with the rate as per agreement</td> <td style="width: 33%; text-align: center;">Classification checked</td> <td style="width: 33%; text-align: center;">Reviewed</td> </tr> <tr> <td style="text-align: center;">Audited</td> <td></td> <td style="text-align: center;">Reviewed</td> </tr> <tr> <td style="text-align: center;">Auditor</td> <td style="text-align: center;">Superintendent</td> <td style="text-align: center;">Gazetted Officer</td> </tr> </table>	Checked with schedule of rates/checked with the rate as per agreement	Classification checked	Reviewed	Audited		Reviewed	Auditor	Superintendent	Gazetted Officer
For use in Divisional Office	For use in Accountant General's Office																
Checked	Completed																
Accounts Clerk Divisional Accountant	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">Checked with schedule of rates/checked with the rate as per agreement</td> <td style="width: 33%; text-align: center;">Classification checked</td> <td style="width: 33%; text-align: center;">Reviewed</td> </tr> <tr> <td style="text-align: center;">Audited</td> <td></td> <td style="text-align: center;">Reviewed</td> </tr> <tr> <td style="text-align: center;">Auditor</td> <td style="text-align: center;">Superintendent</td> <td style="text-align: center;">Gazetted Officer</td> </tr> </table>	Checked with schedule of rates/checked with the rate as per agreement	Classification checked	Reviewed	Audited		Reviewed	Auditor	Superintendent	Gazetted Officer							
Checked with schedule of rates/checked with the rate as per agreement	Classification checked	Reviewed															
Audited		Reviewed															
Auditor	Superintendent	Gazetted Officer															

Figure 4.82 RA Bill

Part I Bill

Part I - Account of Work Executed													
Name Of Work :		KPT road Km 30/0-34/0			Work Number:			2025012571/1		Bill No: 2nd RA BILL		Bill Date: 19/03/2024	
Sr. No.	Item Description	Unit	Rate	Current Bill Quantity	Previous Bill Up-to-date Quantity	Up-to-date Quantity	Agreement Quantity	Payments on the basis of Actual Measurements			Remark		
								Current Bill	Previous Bill Up-to-date	Up-to-date			
1	2	3	4	5	6	7	8	9	10				
1	1 - Picking	sqm	19.87	0.00	3,807.29	3,807.29	7,312.00	0.00	75,650.77	75,650.77			
2	2 - Excavation	cum	112.05	0.00	1,107.51	1,107.51	2,080.00	0.00	1,24,096.50	1,24,096.50			
3	5 - GSB Gr.V	cum	1,619.65	0.00	378.89	378.89	770.00	0.00	6,13,661.09	6,13,661.09			
4	6 - GSB Gr.III	cum	1,714.96	0.00	291.45	291.45	592.00	0.00	4,99,825.09	4,99,825.09			
5	7 - WMM	cum	1,976.29	0.00	1,797.28	1,797.28	3,683.00	0.00	35,51,936.61	35,51,936.61			
6	8 - Prime coat 7 Kg	sqm	74.81	13,020.00	0.00	13,020.00	27,873.00	9,74,026.20	0.00	9,74,026.20			

Figure 4.83 Part I Bill

Part II - Certificate and Signature													
Name Of Work :		KPT road Km 30/0-34/0			Work Number:			2025012571/1		Bill No: 2nd RA BILL		Bill Date: 19/03/2024	
1. The measurements on which are based the entries in columns 1 to 5 were made by													
Sr. No.	Record By:(Section Officer)	Record Date	Measurement Book Details	Check Date:(Sub Division Officer)	Checked By:(Sub Division Officer)	Check% By:(Sub Division Officer)	Check Date:(Division Officer)	Checked By:(Division Officer)	Check% By:(Division Officer)	Remark			
1	Ganapathi [AE]	18/03/2024	8404-A / -/-/2025012571/1	-	-	-	18/03/2024	tryee [EE]	10	-			
2. Certified that in addition to and quite apart from the quantities of work actually executed as shown in column 4 of Account I, some works have actually been done in connection with several items and the value of such work (after deducting therefrom the proportionate amount of secured advances, if any ultimately recoverable on account of the quantities of materials used therein) is no case, less than advance payments as per item 2 of memorandum of payments made or proposed to be made for the convenience of the contractor in anticipation of and subject to the results of detailed measurements, which will be made as soon as possible.													
Date :													
Signature of Contractor				Signature of Officer Preparing the Bill				Signature of Officer Authorising Payment					
Date :				Date :				Date :					
* This certificate must be signed by the Subdivisional or Divisional Officer.													
Report dated 11/06/2025 14:20:24 pm						Designed & Developed by C-DAC, Pune							

Figure 4.84 Part II Bill

Part III Bill

Part III - Memorandum of Payments																			
Name Of Work	KPT road Km 30/0-34/0																		
Work Number:	2025012571/1	Bill No:	2nd RA BILL	Bill Date: 19/03/2024															
				Rs. Ps															
1. Total value of work actually measured, as per Act I, Col.5, Entry [A]				1,73,07,739.00															
a) Base value of work				1,46,67,575.69															
b) GST (18.00%)				26,40,163.62															
2. Total up-to-date advance payments for work not yet measured as per details given				0.00															
a) From Previous Bill as per last Running Account Bill				0.00															
b) From this Bill				0.00															
3. Total up-to-date secured advances on security of materials as per Annexure (Form 26-A)				0.00															
4. Total (Items 1 + 2 + 3)				1,73,07,739.00															
5. Deduct amount with held :																			
a) From Previous Bill as per last Running Account Bill				0.00															
	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Recovery Type</th> <th>Amount</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Sr. No.	Recovery Type	Amount	Remark											
Sr. No.	Recovery Type	Amount	Remark																
b) From this Bill				5,78,428.00															
	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Recovery Type</th> <th>Amount</th> <th>Head</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Default withheld for this bill</td> <td>5,78,428.05</td> <td>-</td> <td>Default 5%</td> </tr> </tbody> </table>				Sr. No.	Recovery Type	Amount	Head	Remark	1	Default withheld for this bill	5,78,428.05	-	Default 5%					
Sr. No.	Recovery Type	Amount	Head	Remark															
1	Default withheld for this bill	5,78,428.05	-	Default 5%															
				5,78,428.00															
6. Balance, i.e. 'up-to-date' payments (Items 4-5) [K]*				1,67,29,311.00															
7. Total amount of payments already made as per entry [K] of last Running Account Bill No. : 1 forwarded with accounts				57,39,178.00															
				1,09,90,133.00															
8. Payment now to be made, as detailed below :-																			
a) By Recovery of amounts creditable to this work	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Recovery Type</th> <th>Amount</th> <th>Head</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Sr. No.	Recovery Type	Amount	Head	Remark										
Sr. No.	Recovery Type	Amount	Head	Remark															
Total 5[b] + 8[a].....[G]				5,78,428.00															
b) By Recovery of amounts creditable to other works or Heads of Accounts				1,96,077.00															
	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Recovery Type</th> <th>Amount</th> <th>Head</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SGST TDS</td> <td>98,038.65</td> <td>6600/8658/00/112/A A/801/02</td> <td>Calculated SGST TDS</td> </tr> <tr> <td>2</td> <td>CGST TDS</td> <td>98,038.65</td> <td>6600/8658/00/112/A A/801/02</td> <td>Calculated CGST TDS</td> </tr> </tbody> </table>				Sr. No.	Recovery Type	Amount	Head	Remark	1	SGST TDS	98,038.65	6600/8658/00/112/A A/801/02	Calculated SGST TDS	2	CGST TDS	98,038.65	6600/8658/00/112/A A/801/02	Calculated CGST TDS
Sr. No.	Recovery Type	Amount	Head	Remark															
1	SGST TDS	98,038.65	6600/8658/00/112/A A/801/02	Calculated SGST TDS															
2	CGST TDS	98,038.65	6600/8658/00/112/A A/801/02	Calculated CGST TDS															
c) By Cheque**				1,07,94,056.00															
Total 8[b] + 8[c].....[H]				1,09,90,133.00															
Pay Rs. [1,07,94,056.00] To TEST PAYEE By Cheque Rs. 1,07,94,056.00 (One Crore Seven Lakh Ninety Four Thousand Fifty Six Rupees Only)																			
Rs. [0] Credit To O/o the Divisional Engineer (H), C&M, Trichy																			

Figure 4.85 Part III Bill

4.3.3. e-Billing Process for Hand Receipt Bill

e-Bill platforms for Hand Receipts bill (HR) typically incorporate role-based access controls to ensure that only authorized personnel such as Section officer, Sub divisional officer and Divisional officer can enter, edit, verify and approve HR billing records.

4.3.3.1. Hand Receipt Bill Flow Configuration

To configure bill flow for Hand Receipt bills each role would be configured using Department Admin user login, navigate to, e-Bill --> Configuration --> Flow Control as shown in (Figure 4.3.3.1.1), Flow Control screen is displayed as shown in Figure 4.3.3.1.2

After getting window for 'Flow Control', click on the 'Add' tab to get bill flow configuration screen will be displayed. On this screen, select the bill type from the Transaction Type dropdown list.

Then select respective Transaction Type for Hand Receipt bill would be processed from the dropdown list as shown in Figure 4.86

To save HR bill flow control click on save button as shown in Figure 4.87 select Designation and roles for Initiator(Sectional Officer), Verifier(Sub Divisional officer), Verifier (Divisional Officer), Verifier (Divisional Officer- Tax), Verifier (Divisional Officer-Accounts), Approver (Divisional Officer)

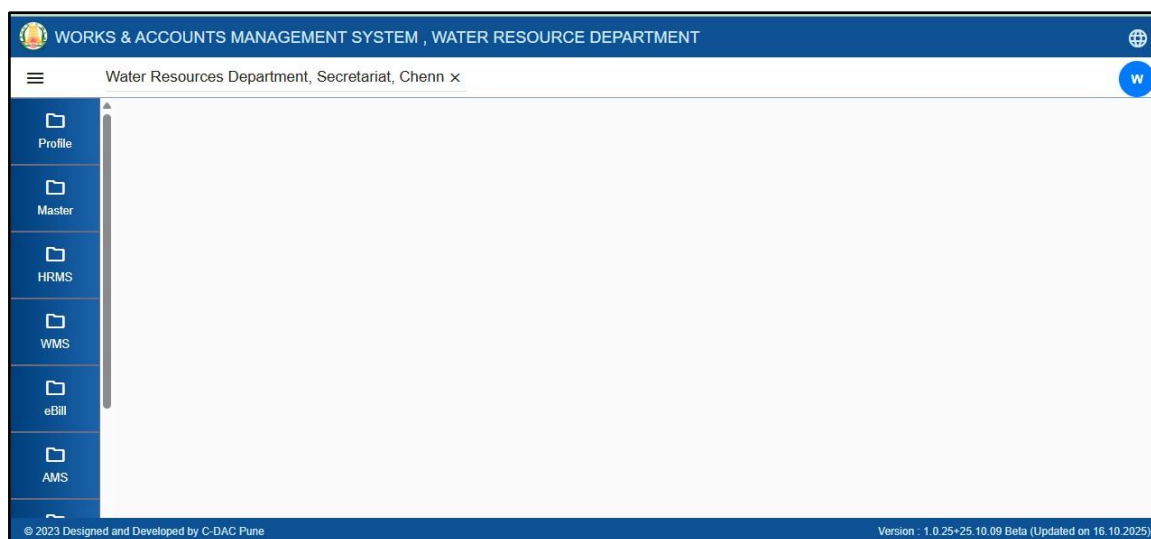


Figure 4.3.3.1.1 Hand Receipt Bill flow configuration by Department master Admin user

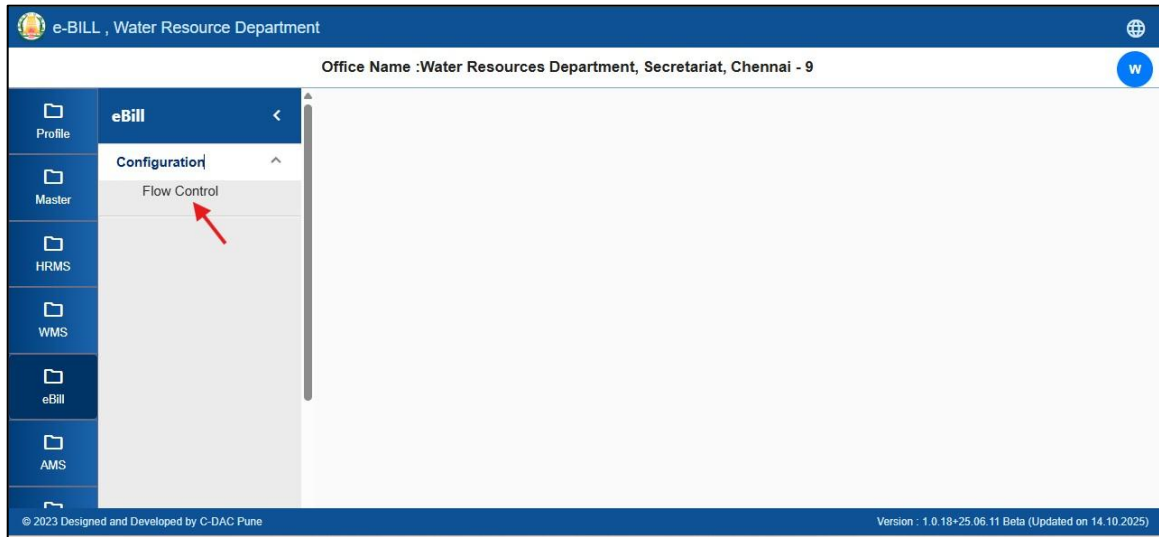


Figure 4.3.3.1.2 Navigation Bill Flow Control

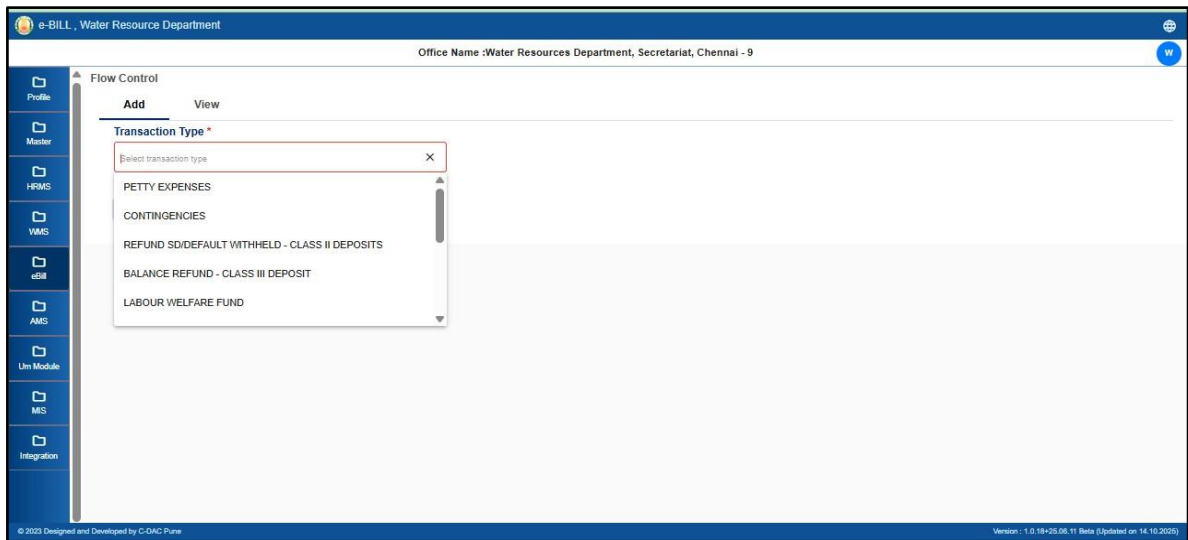
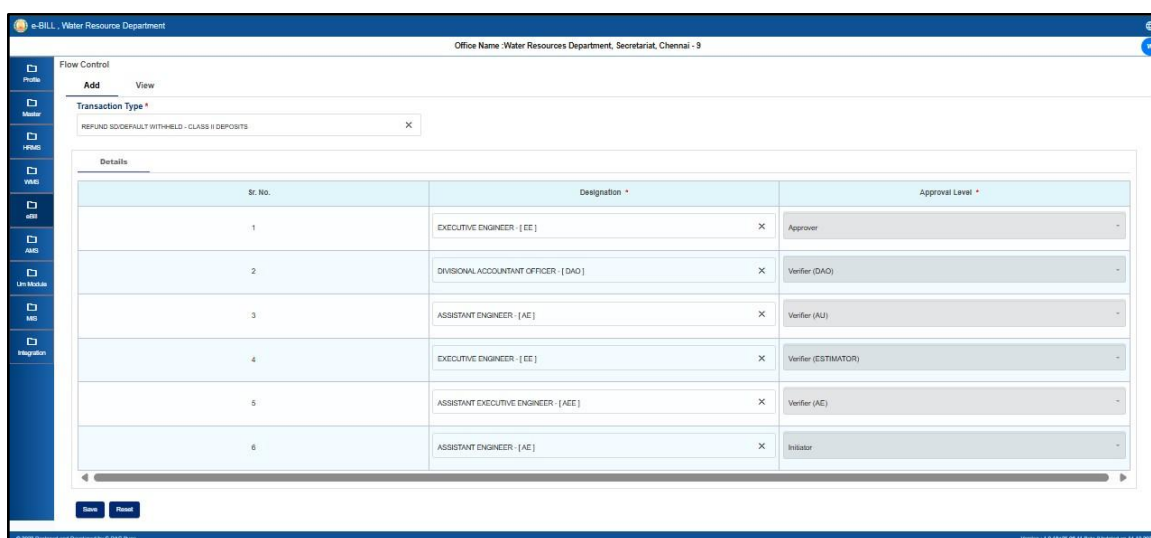


Figure 4.3.3.1.3 Select Hand Receipts Transaction Type



Sr. No.	Designation *	Approval Level *
1	EXECUTIVE ENGINEER - [EE]	Approver
2	DIVISIONAL ACCOUNTANT OFFICER - [DAO]	Verifier (DAO)
3	ASSISTANT ENGINEER - [AE]	Verifier (AJ)
4	EXECUTIVE ENGINEER - [EE]	Verifier (ESTIMATOR)
5	ASSISTANT EXECUTIVE ENGINEER - [AEE]	Verifier (AE)
6	ASSISTANT ENGINEER - [AE]	Initiator

Figure 4.3.3.1.4 Assign Department User & Roles for HR Bill

Field Description:

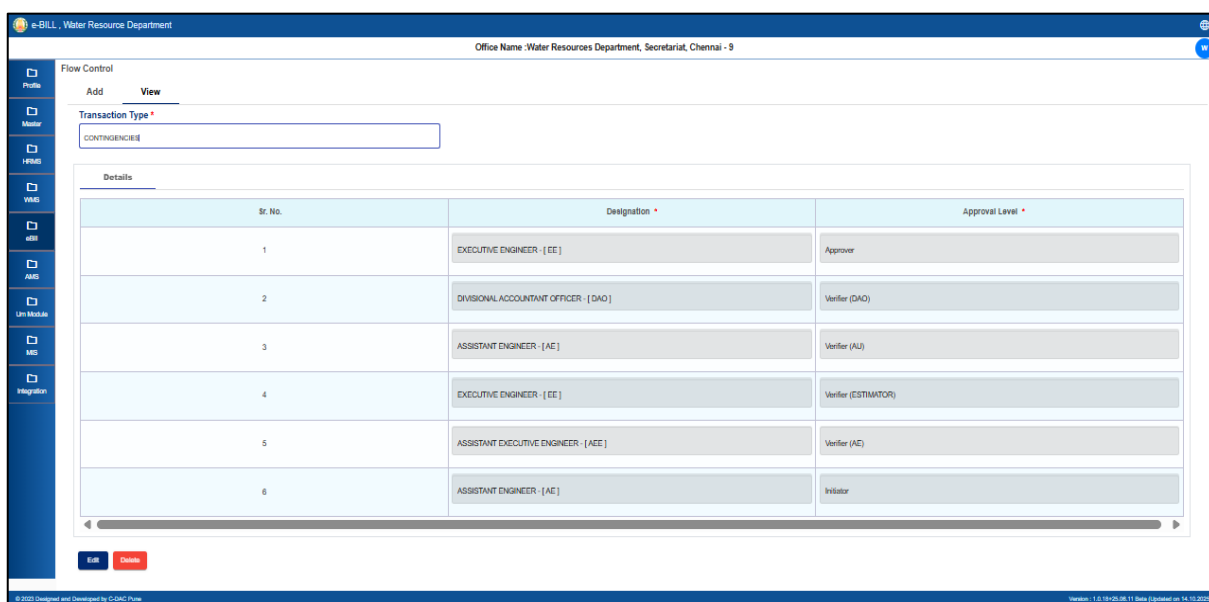
Field Name	Mandatory	Description	Validation
Transaction Type	Yes	It is a user selectable drop-down field, select Hand Receipts Transaction Type	Must be selected from the drop-down list.
Designation	Yes	Select the appropriate Designation from the drop down	Must be selected before saving.
Approval Level	Yes	Select the appropriate Approval level from the drop down	Must be selected before saving.
Save	Yes	To save flow control configuration for Transaction Type of HR bill	Must be clicked to save
Reset	No	To clear the selected value for drop down list for Transaction Type of HR bill	

To view existing flow control, click on “View” tab and select Transaction Type from the drop-down list.

If any change of flow control required click on Edit Button to change flow control designation and Approval level for HR bill as shown Figure 4.88

After editing / change Designation & Approval role click on Update button to save changes

Note: If Any HR Bill initiated and in-progress unable to edit the Bill flow control



Sr. No.	Designation	Approval Level
1	EXECUTIVE ENGINEER - [EE]	Approver
2	DIVISIONAL ACCOUNTANT OFFICER - [DAO]	Verifier (DAO)
3	ASSISTANT ENGINEER - [AE]	Verifier (AU)
4	EXECUTIVE ENGINEER - [EE]	Verifier (ESTIMATOR)
5	ASSISTANT EXECUTIVE ENGINEER - [AEE]	Verifier (AE)
6	ASSISTANT ENGINEER - [AE]	Initiator

Figure 4.3.3.1.7 Edit HR Flow Control

Field Description:

Field Name	Mandatory	Description	Validation
Transaction Type	Yes	It is a user selectable drop-down field, select Hand Receipts Transaction Type	Must be selected from the drop-down list.
Designation	Conditionally Mandatory only while Edit	Select the appropriate Designation from the drop down	Must be selected before update changes.
Approval	Conditionally	Select the appropriate	Must be selected

Level	Mandatory only while edit	Approval level from the drop down	before update changes
Edit	Yes	To save flow control configuration for Transaction Type of HR bill	Must be clicked to save
Delete	No	To delete the flow for drop down list for Transaction Type of HR bill	

4.3.3.2. Hand Receipt Bill Process

The Bill initiator can start bill registration process after the allocation is completed by the Concern Authority from Divisional Office. The bill will be initiated by the initiator login, and then it will proceed to the next level of authority for further processing.

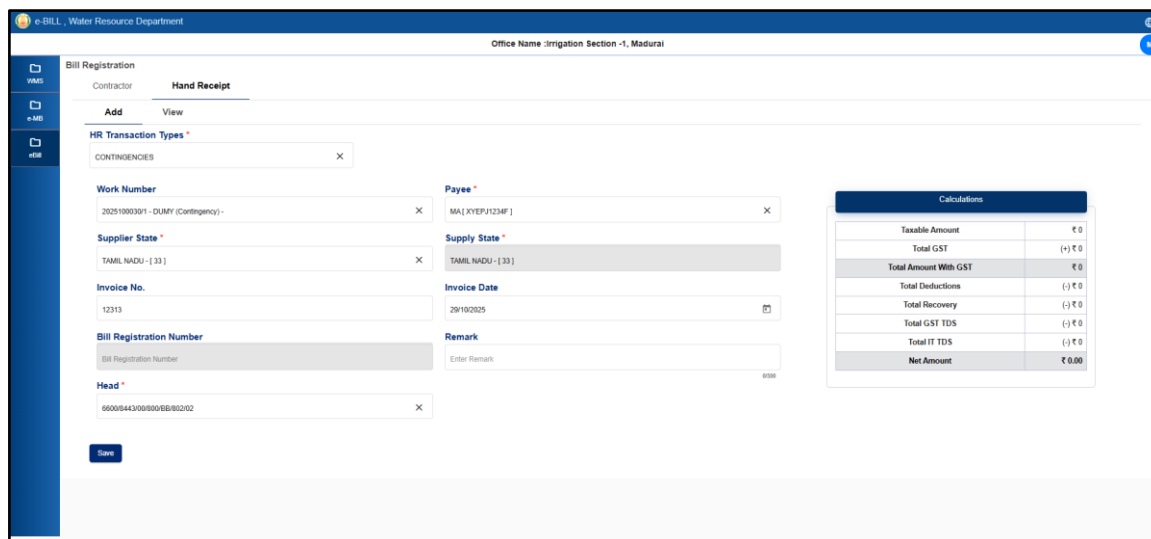
Navigate to, **e-Bill --> Billing --> Bill Registration** as shown in below figure



Figure 4.3.3.2.1 HR Bill Navigation Initiator

Select the Hand Receipts tab, select the transaction type from the drop-down list.

Select the relevant Work Number. Once selected, all associated bill details and corresponding Hand Receipt Header information will be displayed on the screen, as shown in Figure 4.3.3.2.2.



The screenshot shows the 'Hand Receipt Bill Header' form in the e-BILL system. The form is titled 'Bill Registration' and 'Hand Receipt'. It includes the following fields:

- HR Transaction Types ***: CONTINGENCIES
- Work Number**: 20251000301 - DUMMY (Contingency)
- Payee ***: MAL XYEP1234F
- Supplier State ***: TAMIL NADU - [33]
- Supply State ***: TAMIL NADU - [33]
- Invoice No.**: 12313
- Invoice Date**: 2010/2025
- Bill Registration Number**: Bill Registration Number
- Remark**: Enter Remark
- Head ***: 66005443000006B00202

The **Calculations** table is as follows:

Calculations	
Taxable Amount	₹ 0
Total GST	(+) ₹ 0
Total Amount With GST	₹ 0
Total Deductions	(-) ₹ 0
Total Recovery	(-) ₹ 0
Total GST TDS	(-) ₹ 0
Total IT TDS	(-) ₹ 0
Net Amount	₹ 0.00

Figure 4.90 Hand Receipt Bill Header

Field Description:

Field Name	Mandatory	Description	Validation
Work Number	Yes	Select the appropriate Work Number from the drop-down.	The user must select the related work.
Payee	Yes	Select the appropriate Payee details from the list of payees in the drop-down	One Payee must be selected from the drop down
Bill registration Number	No	It is auto generated	--
Supplier State	Yes	It is a User selectable Drop down.	Select the Supplier state from the drop-down list.
Supply State	Yes	It is auto populated	It is populated according to the work number selected. For Tamil Nadu default as Tamil Nadu
Invoice No	Yes	It is a User enterable field	Enter the Invoice

			number of the Selected work.
Invoice Date	Yes	It is a User enterable field	Enter the Invoice Date of the Selected work.
Remarks	No	It is a User enterable field	It allows a maximum of 500 characters to enter.
Save	-	Click the on the save button to save the bill master / header details	--
Update	No	Click the update button to modify the Bill details.	If once Initiator save the bill header then only Update button would be visible

After the bill details are entered and successfully saved, multiple subsection tabs will appear below the Bill Registration screen shown in Figure 4.3.3.2.3 Items Details, Tax Details, Recoveries and Submit

Field Description:

Name	Description
Items Details	The user must select the relevant items that should be included in the bill. The selected items will be used to prepare and generate the bill.
Tax Details	<p>The user must select Yes /No options from dropdown list of "Is GST TDS Applicable" /"Is IT TDS Applicable" dropdown list.</p> <p>By default, Is GST TDS Applicable is applicable to all bills as Yes.</p> <ul style="list-style-type: none"> If "Yes" is selected for IT TDS applicability, Income Tax will be deducted from the bill amount.

	<ul style="list-style-type: none"> If “No” is selected, only GST will be applied, and no Income Tax deduction will occur. If “YES” is selected Is CESS Applicable, cess rate would be deducted from the bill amount, by default showing rate as 1 % of Bill amount
Recoveries	The applicable deductions for the bill can be deducted It as recoveries for HR bill.
Submit	This section allows the user to do any one of the actions based on their role as per Bill flow allocation like Register / Approve/ Verify/ Send back. Click the submit tab to submit the bill.

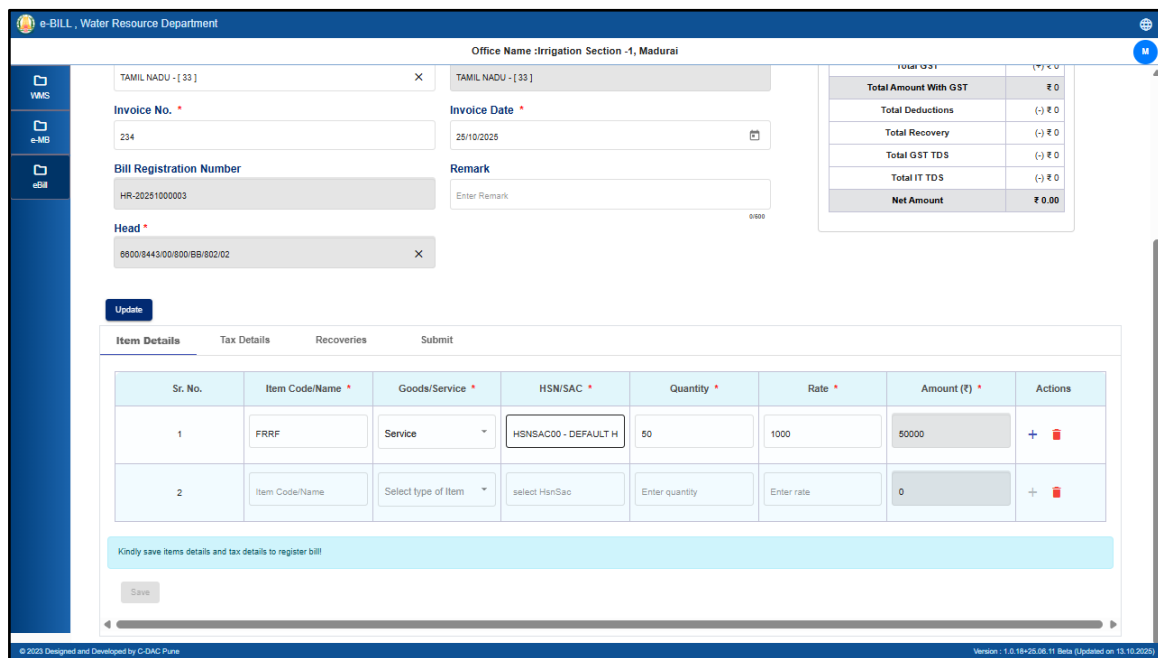




Figure 4.91 HR Bills Items

Item Details Field Description:

Field Name	Mandatory	Description	Validation
Sr.No	Yes	Auto Generated Serial Number	Must be selected before saving, to select an item included for billing

Item Code Name	Yes	User Enterable Field	Enter
Good / Service	Yes	Selectable Option from dropdown list	Must select one option either Good or Service
HSN/SAC	Yes	Selectable option from drop down list, select the applicable HSN/Sac code from the list	Must select one option from the drop-down list
Quantity	Yes	User Enterable field for fill the quantity of Item as used for billing	Enter the quantity in numerical value
Rate	yes	User Enterable field, enter the rate of an item in numeric value	Enter only Numeric value
Amount	--	Auto populated (Billed Qty * Rate)	--
Save	Yes	Clickable button to save add item details	Must be clicked once after adding the item
Delete []	--	Clickable action icon to delete an item	Clickable action icon to be clicked to delete an item
Add Item []	Yes	Clickable icon to add new item for the bill	Must be clicked to add more item for HR Bill

Recoveries

Click on the recoveries tab section as shown in the figure 4.3.3.2.4, This describes the various recoveries would be recovered from the HR bill amount

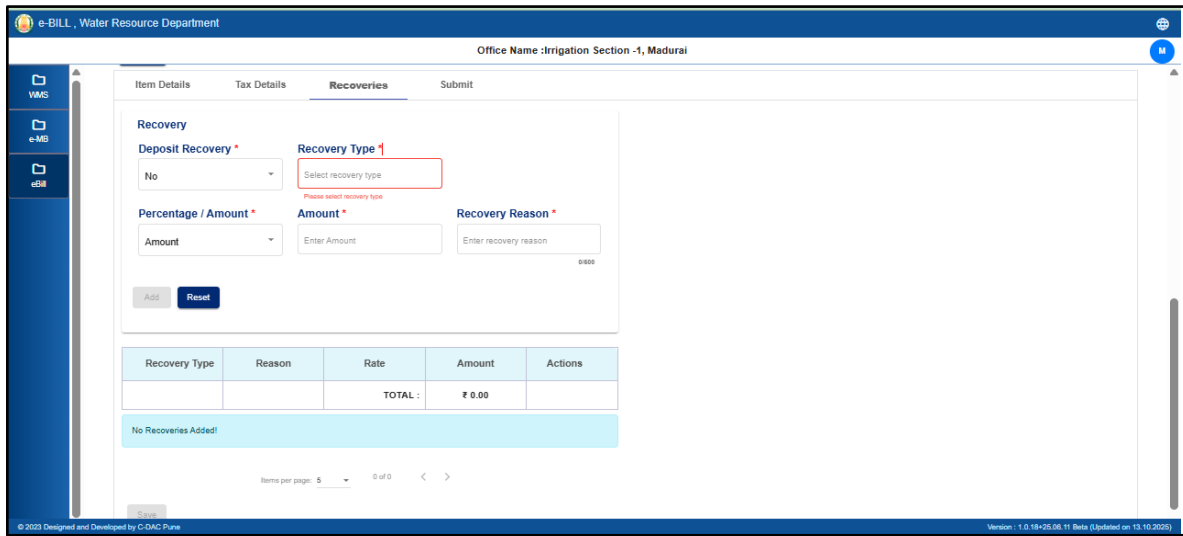


Figure 4.92 Recoveries for Hand Receipt

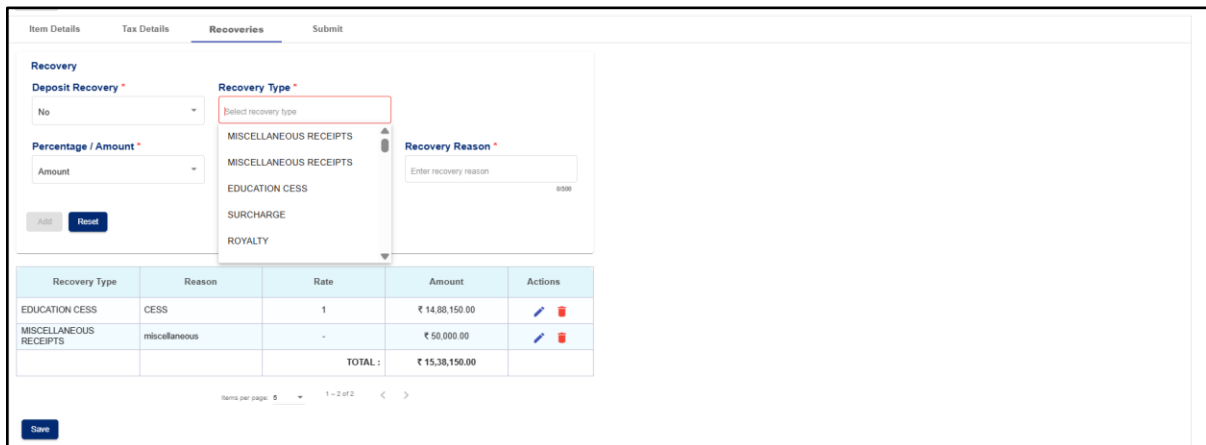


Figure 4.93 Recoveries for HR Bill

Field Description:

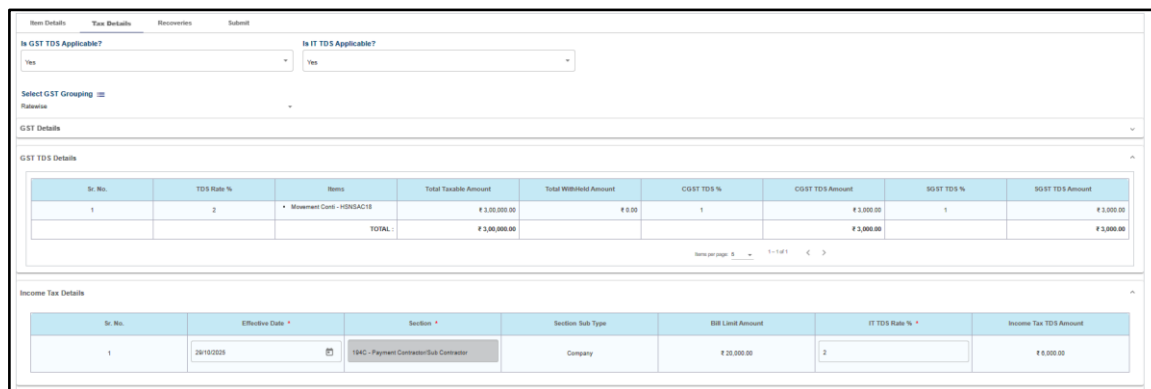
Field Name	Mandatory	Description	Validation
Recovery Type	Yes	It is user selectable drop down	Select the Type from the drop-down list

Recovery Reason	Yes	It is user enterable field	Enter the reason in the Field
Percentage /Amount	Yes	It is user selectable field	Select the percentage/Amount from the drop down
Deposit Recovery	Yes	It is user selectable field either Yes or No, If Yes- The recovery for Deposit work, otherwise select No	One option must be selected from drop down list
Amount	Yes	It is user enterable field	Enter the amount to be recovered
Save	Yes	-	Users will be saving details

Tax Details:

Tax details need to be filled in to deduct the applicable taxes from the bill amount. Click the Save Tax button to save the tax details, and then click the Submit tab to forward the details to the next-level verifying authority. Tax details for HR type of bills shown below

Figure 4.94 HR Bill Tax Details



The screenshot displays the 'HR Bill Tax Details' form. It includes sections for 'GST TDS Applicable?' (Yes/No), 'Select GST Grouping', and 'GST Details'. The 'GST TDS Details' table is as follows:

Sr. No.	TDS Rate %	Items	Total Taxable Amount	Total Withheld Amount	CGST TDS %	CGST TDS Amount	SGST TDS %	SGST TDS Amount
1	2	Movement Card - HNSIACIS	₹ 3,00,000.00	₹ 0.00	1	₹ 3,000.00	1	₹ 3,000.00
TOTAL:			₹ 3,00,000.00			₹ 3,000.00		₹ 3,000.00

The 'Income Tax Details' table is as follows:

Sr. No.	Effective Date	Section	Section Sub Type	Bill Limit Amount	IT TDS Rate %	Income Tax TDS Amount
1	2016/03/01	154C - Payment Contractor/Sub-Contractor	Company	₹ 25,000.00	2	₹ 0.00

Figure 4.95 HR Bill Tax Details

Field Description:

Field Name	Mandatory	Description	Validation
Is GST TDS Applicable	Yes	It is user selectable drop down	Select either Yes or No from drop down list
GST Tax Detail			
Sr.No		Auto generated Serial Number	
Rate %		Rate of % GST TDS applicable for Item/ Amount	
Item		Items added in Bill	
Total withheld Amount		Total Withheld Amount deducted as per configuration	
CGST%		Rate of % CGST	
CGST Amount		CGST in Amount	
SGST %		Rate % of SGST	
SGST Amount		SGST Amount	

Is IT TDS Applicable	Yes	It is user selectable drop down	Select either Yes or No from drop down list
Income Tax Details			
Sr.No		Auto generated Serial Number	
Effective Date		Date of Tax applied	
Section		Section of Tax deduction applicable for Tax Deduction, auto selected based on configuration	
Section Sub type		Tax detection section sub type	
Bill limit Amount		Limit amount for Taxation	
IT TDS Rate %		Rate of Tax % applicable	
Income Tax Amount		Amount of tax to be deducted from bill amount	
Save	Yes	-	Users will be saving details

Submit Bill for Verification:

Hand Receipts bills register in while initiator click on Register Button. Bill will send to after submitted for next level of officer in flow control for approval. As shown in Figure 4.96 Initiator have to click on Register Button in Submit Tab

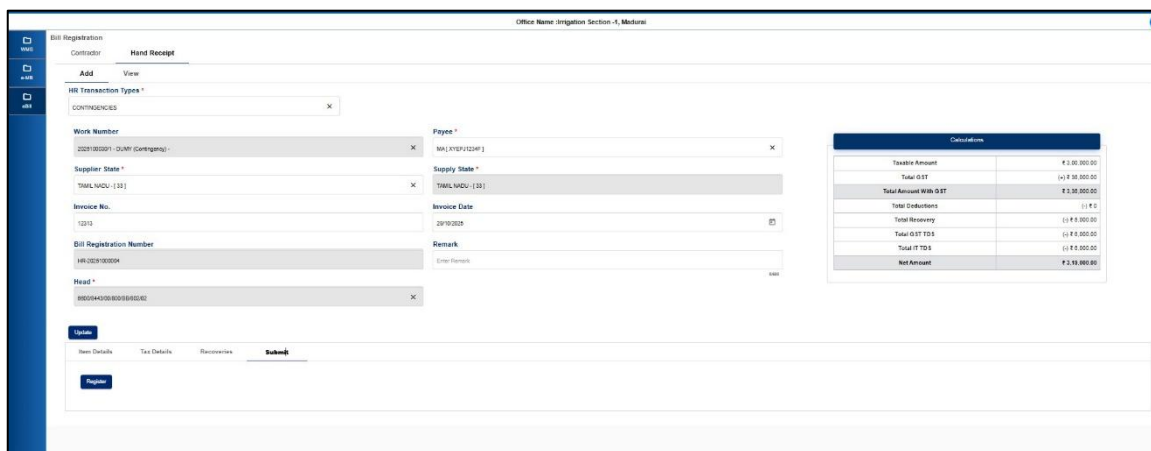


Figure 4.97 HR Bill Registration

For each level verification officer have to verifies the details of bill Items, Tax Details, Recoveries and finally submit it for next level approval click on Verify button



Figure 4.98 HR Bill verification

To Update bill information verifier can send back the bill to Previous level of Verifier / Initiator by click on Send Back button

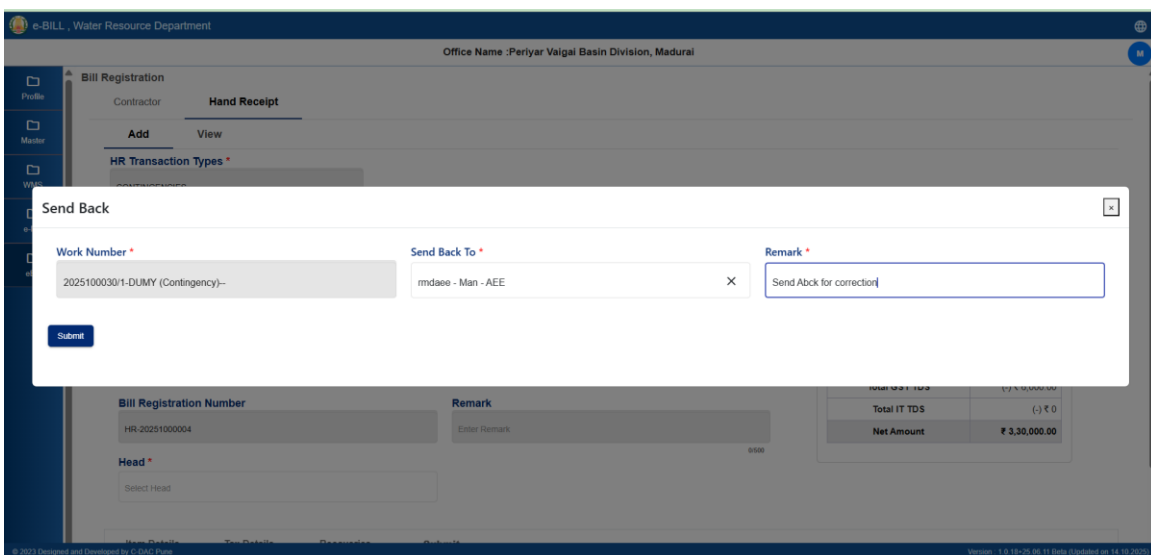


Figure 4.99 HR Bill Send back during verification

Field Description:

Field Name	Mandatory	Description	Validation
Work Number	Auto Generated Sequence	Auto populated Work Number for that bill registered	Optional selection
Submitted To	Yes	Auto Populated user id , who will proceed the bill verification / approval	
Remark	Yes	Text field to have users remarks on each level of Bill verification and Approval	Allow Alpha numeric characters, max of 200 characters length
Register	Yes	To Register Bill information to next level of Officer as per Bill flow control configured	Click on Button
Verify	Yes	This option is applicable to Bill Details Verifiers as per the flow control configuration. Based on the defined approval hierarchy, Verifiers can review the bill details and take the necessary actions such as approval, modification requests, or returning the bill to the previous level	User should be configured as Verifier in flow control
Send Back	Optional	If any modifications or updates are required in the bill details, the Verifier can send it back to the Bill Initiator or the previous level of Verifier in the flow control configuration	Applicable while revert the bill to correct the billing information after verified by verifier as per flow control

Approve	Yes	Final approval is required to submit the bill for payment processing. Approval rights are given to the Approver role in the flow control configuration	Click Approve button, and type short description in the Approval confirmation prompt screen
---------	-----	--	---

4.4. Department Masters

Master Data refers to the core set of information that is essential for the consistent operation of processes within the system. It serves as the foundation for all transactional and operational activities across departments and modules.

Access Control:

Master Admin of the Division is the authorized personnel can **view and create** the Master Data to align their operations with defined parameters, ensuring system-wide consistency.

WAMIS consists of the following Master Data entries:

- **Scheme**-Defines the funding or administrative scheme under which the work is sanctioned.
- **User Department** - The department whose work is being executed
- **Work Type** - Categorizes the primary nature of the work (e.g., Building, Bridges, Roads, Water Resources).
- **Work Office** – Specify Office classified into CSSA Office and User Office
- **Work Sub-Type** - further classifies the work type into more specific categories.
- **Proposer Type** - Indicates whether the proposer is new, revised, or supplemental.
- **Work Advance Type** - Specifies the type of advance payment applicable to the work.
- **Payee** -Identifies the individual or organization to whom payments will be made.
- **HSN/SAC** -Denotes the tax code classification for goods (HSN) or services (SAC).
- **Unit of Measurement** - Defines the measurement units (e.g., meters, tons) for work quantities.

4.4.1. Scheme

Login with the respective Department Master Admin account.

Navigate to WMS → Masters → SCHEME. This opens the 'SCHEME' Master Screen, which is used to create and manage various schemes (see Figure 4.4.1.1). Once you click on SCHEME, the entry form will automatically appear.

To add a new entry, select the Scheme option listed, choose a Sponsor Name from the available options, and enter the Scheme Name. Then, click the 'Save' button (see Figure 4.4.1.2). After saving, click on the View tab to approve the scheme created from the Add tab.

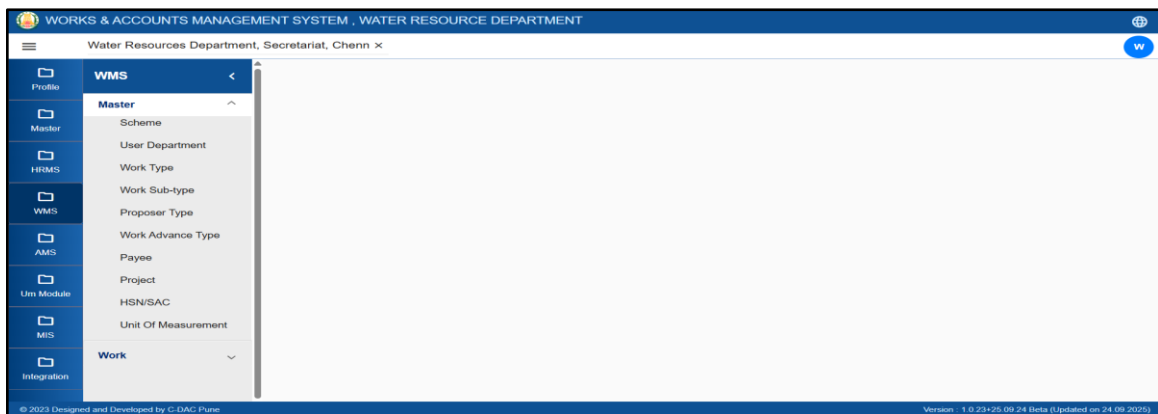


Figure 4.100 Master Navigation to Scheme

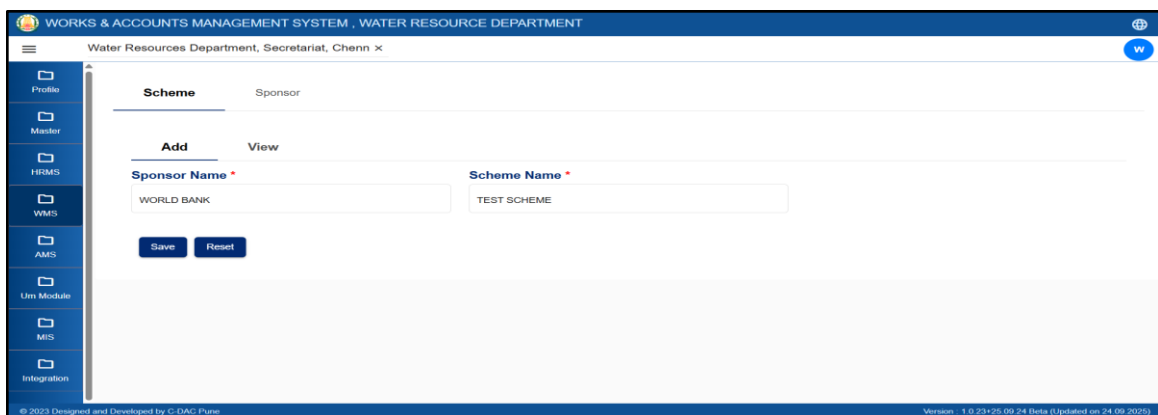


Figure 4.101 Add Scheme

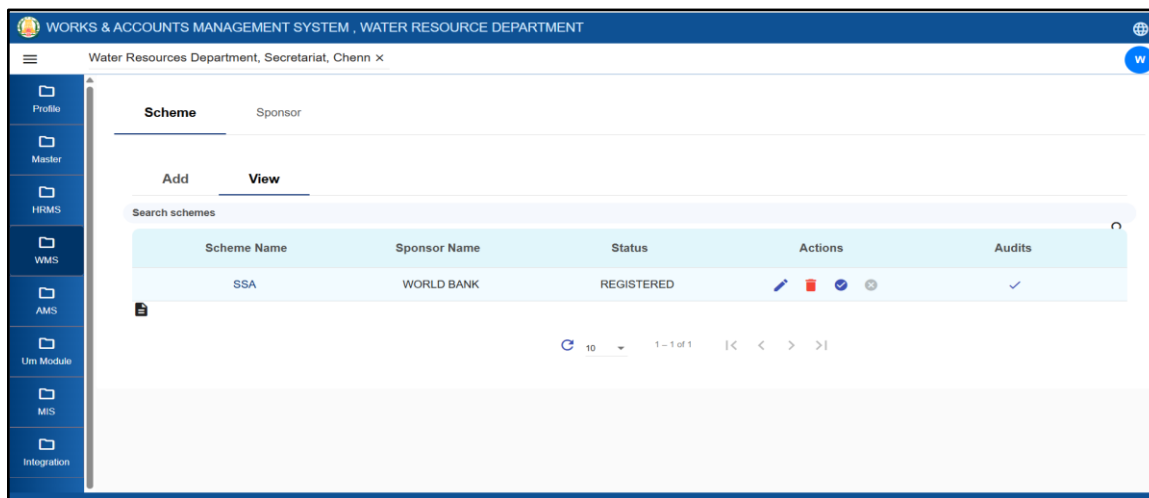







Figure 4.102 Scheme View Screen

- To add new item, verify the details before approving it
- To edit the details, click on the “pencil”  icon.
- To save the modified values click on the “update” Button.
- To cancel the entry or the modification click on  the “cancel” icon.
- To delete the entry, click on the “delete”  icon”.
- To approve the entry, click on the “tick mark”  icon”.
- To confirm the approval, check the details and click on Approve Button
- To audit about scheme information which are users and action performed by them on Scheme data by click on tick mark 

Go to **WMS -->Masters -->SCHEME-->SPONSOR**, this screen displays the "SPONSOR" Master Screen, which is used to create and manage various sponsor for scheme.

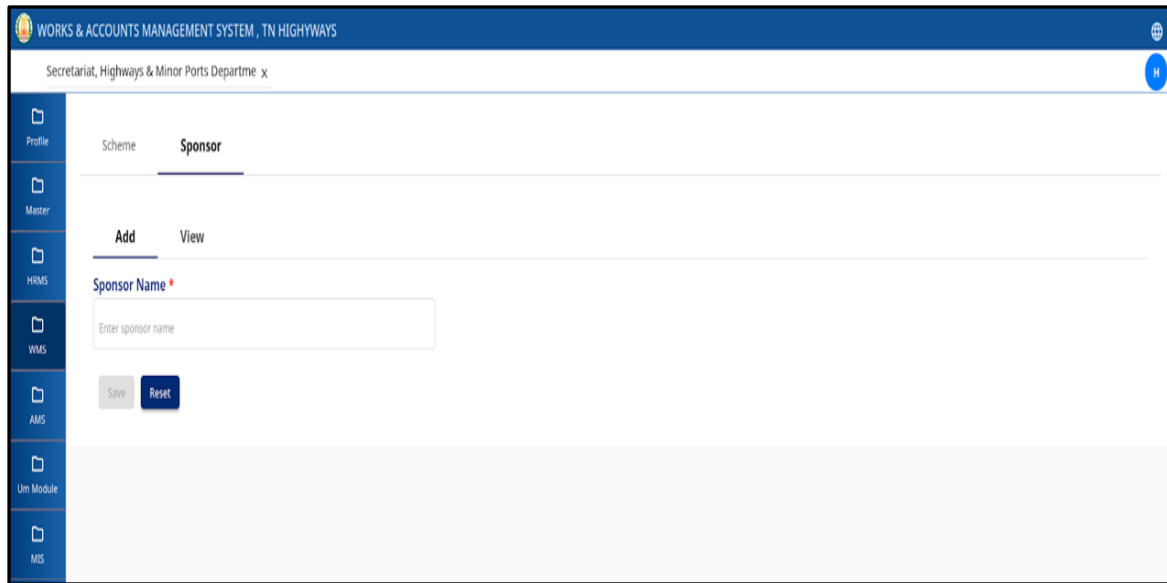


Figure 4.103 Sponsor Add Screen

Field Description:

Field Name	Mandatory	Description	Validation
Sponsor Name	Yes	User Enterable text field to specify the name of the sponsor	
Save	Yes	Clickable button to save sponsor name	Must be clicked after entering Sponsor name to save information
Reset	No	Clickable button to clear all input fields	

To add a new entry for a sponsor, click on the Sponsor tab and then click on the Add tab. Enter the Sponsor Name and click the Save button to add the sponsor. Next, click on the View tab to approve the newly created sponsor. You can also approve, edit, delete, or cancel sponsor information by using the options available in the Action column of the View tab

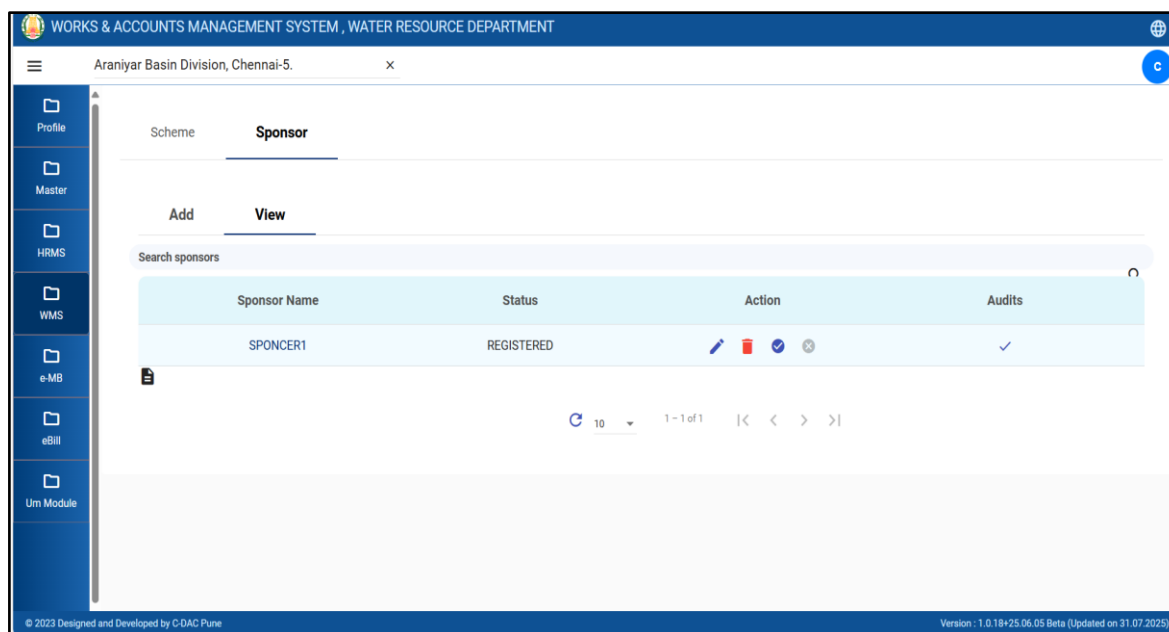







Figure 4.104 : Sponsor View Screen

- To add new item, verify the details before approving it
- To edit the details, click on the “pencil”  icon.
- To save the modified values click on the “update” Button.
- To cancel the entry or the modification click on  the “cancel” icon.
- To delete the entry, click on the “delete”  icon”.
- To approve the entry, click on the “tick mark”  icon”.
- To confirm the approval, check the details and click on Approve Button
- To auditing which are users and action performed on Sponsor data click the tick mark 

4.4.2. User Department

Go to WMS → Masters → User Department (see Figure 4.4.2.1). Select the Add tab, then enter the Department Name, Department Number, and Department Code, and click on Save.

On the View page, users can see the list of departments, approve them, and search for departments by name or number using the search option available in the View tab.

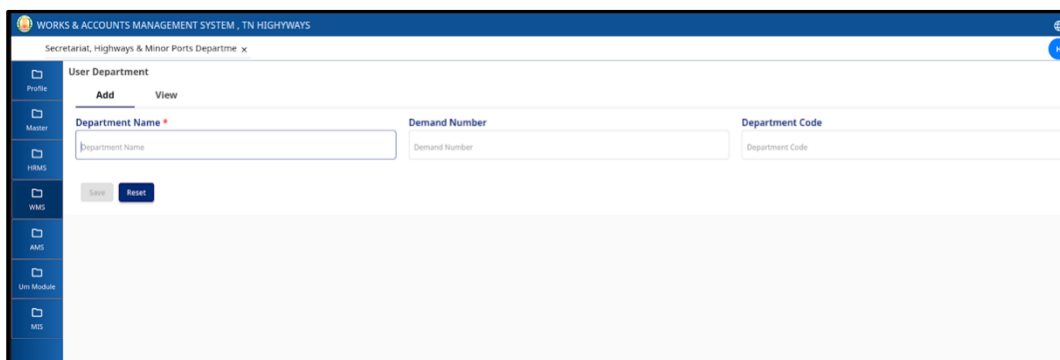







Figure 4.105 User Department Add Screen

Field Description:

Field Name	Mandatory	Description	Validation
Department Name	Yes	User-enterable text field to specify the department name. Which would be displayed as User Department in Deposit category of works	Cannot be blank; max character limit is 50 Chars Only letters (A-Z), spaces, periods (.), hyphens (-), ampersands (&) and parentheses (())
Demand Number	Yes	User-enterable field for the department's demand number.	Cannot be blank; alphanumeric; special characters allowed as per format. Max Length is 4 Characters
Department Code	Yes	Alphanumeric field for department code (e.g., "D123", "A45B").	Must contain letters and/or numbers; max length (e.g., 10 chars); no spaces.
Save	Yes	Clickable button, to save User Department details	Enabled & Clicked after enter required input fields

Click on view tab, to edit / delete /approve user department saved in Add tab as shown in Figure 4.4.2.2. Following step describe various action could be performed on saved user department details.

- To add new item, verify the details before approving it
- To edit the details, click on the “pencil”  icon.
- Then update / Modify required changes, to save the modified values click on the “Modify” Button.
- To cancel the entry or the modification click on  the “cancel” icon.
- To delete the entry, click on the “delete”  icon”.
- To approve the entry, click on the “tick mark”  icon”.
- To confirm the approval, check the details and click on Approve Button
- To view which are users and action performed by user-on-User Department data click on tick mark 

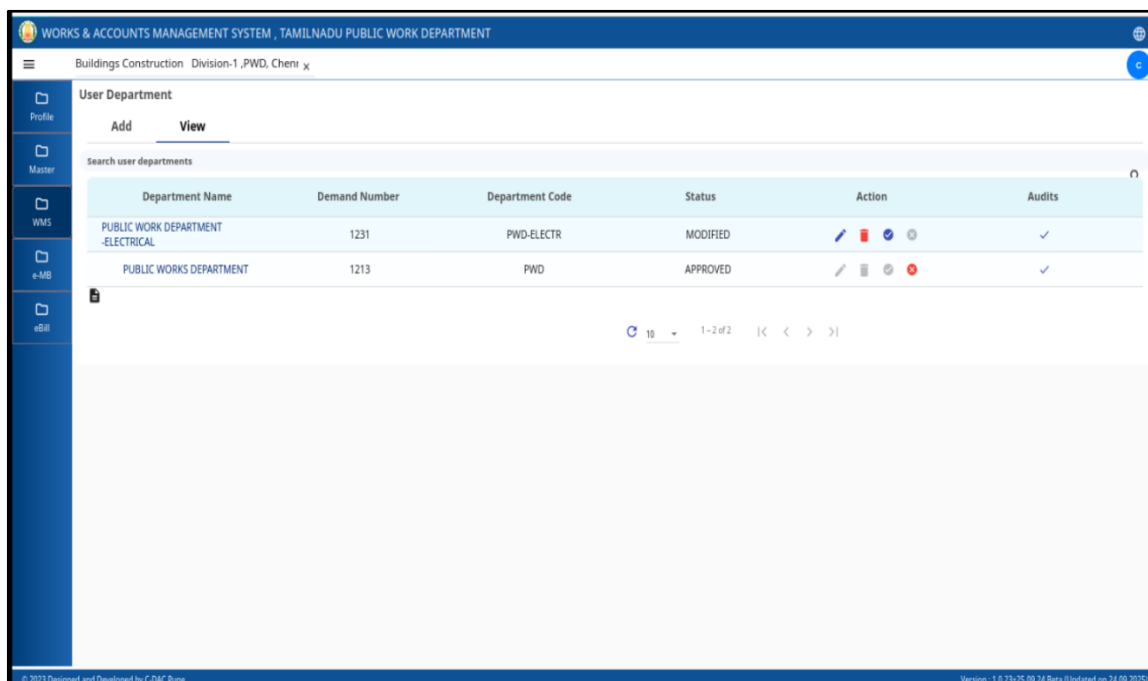


Figure 4.4.2.2 View and Approve User Department

Field Description:

Field Name	Mandatory	Description	Validation
Department Name	Yes	Describe the user departments for Deposit category of work, which is auto populated from already saved data	Auto populated from after save in Add User Department, cannot be blank; max character limit is 50 Chars Only letters (A-Z), spaces, periods (.), hyphens (-), ampersands (&) and parentheses (())
Demand Number	Yes	Auto populated data field for the department's demand number, from already saved data.	Auto Populated, cannot be blank; alphanumeric; special characters allowed as per format. Max Length is 4 Characters
Department Code	Yes	Alphanumeric field for department code (e.g., "D123", "A45B").	Must contain letters and/or numbers; max length (e.g., 10 chars); no spaces.
Status	Yes	Status field have one of the following REGISTERED/MODIFIED/REJECTED/APPROVED /CANCELED, based on action performed on data by Admin user	Status value gets updated as per Action performed on saved data. Initial value is REGISTERED, if User department should be Approved for display while creating Deposit Works

4.4.3. Work Types

Go to **WMS** → **Masters** → **Work Types**. This screen displays the Work Types master screen, which is used to create various work types. Click on Add, enter the necessary details, and then click Save.

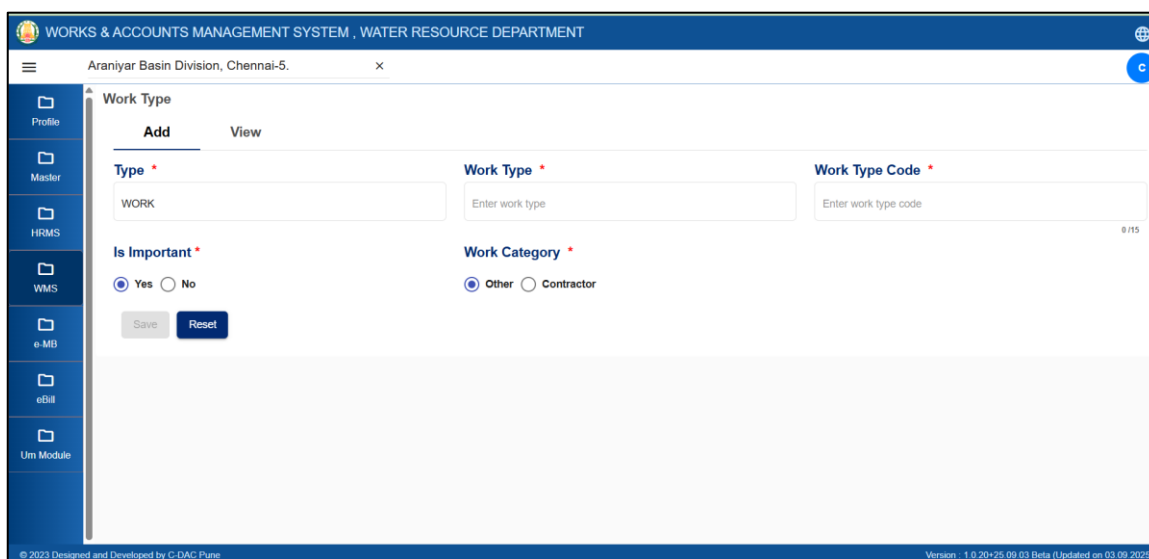


Figure 4.107 Work Types List view screen

Field Description:

Field Name	Mandatory	Description	Validation
Type	Yes	User-enterable text field to specify the type. To describe the type of work	Alphanumeric; cannot be blank; max length (e.g., 100 chars).
Work Type	Yes	User-enterable text field to define the nature of the work.	Alphanumeric; cannot be blank; max 100 characters. Only Alphanumeric and. ()/_&:"- " characters only allowed
Work Type Code	Yes	Numeric field representing the unique code for the work type.	Must be numeric only; cannot be blank; no special characters allowed. Maximum length limit is 15 characters
Is Important	Yes	Yes/No field (radio button or dropdown) to mark criticality.	Must select either "Yes" or "No"; default selection disabled.
Work Category	Yes	Dropdown field to select category (e.g., Other, Contractor).	Must select from predefined values; default must not be empty.

Save	Yes	Clickable button to save Work Type information	Must be clicked after entering data for required input fields
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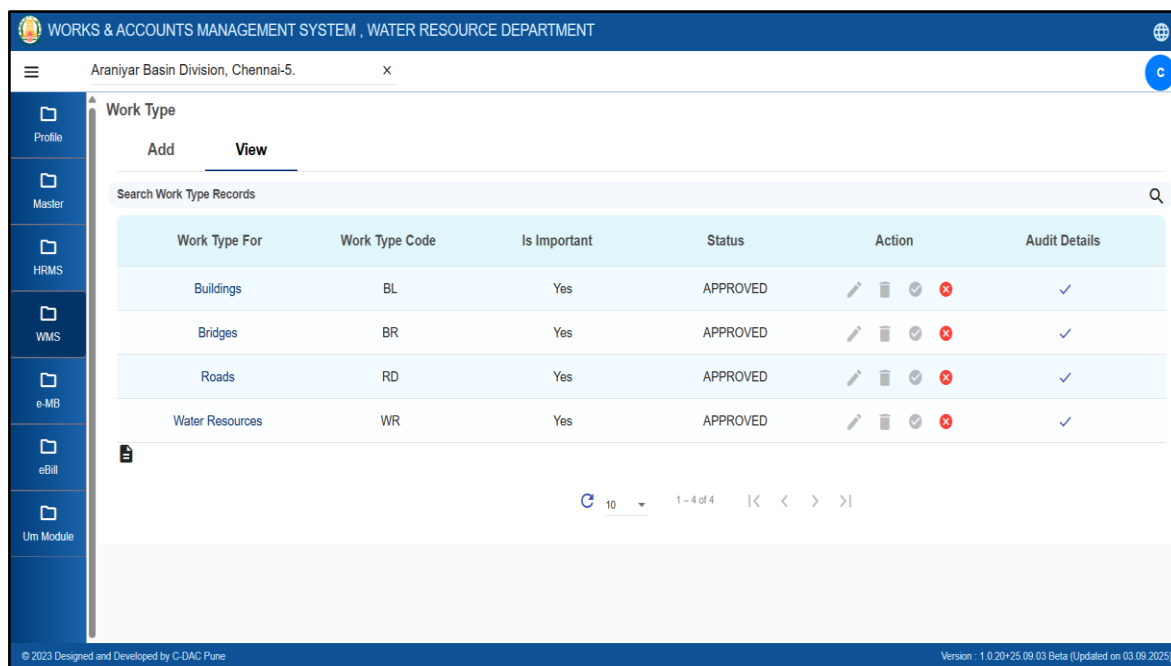







Figure 4.108 Work Types Entry Screen

- To add new item, verify the details before approving it
- To edit the work type details, click on the “”  icon.
- To save the modified values click on the “Modify” Button.
- To cancel the entry or the modification click on  icon .
- To delete the entry, click on the “delete  icon”.
- To approve the entry, click on the “tick mark  icon”.
- To confirm the approval, check the details and click on Approve Button
- To audit the users and the actions performed for adding a work type, click on the tick mark 
- Divisional Officers have the privilege to view records.
- Department nodal has the privilege to view, add, approve and delete records.

4.4.4. Work Sub Types

Go to **WMS -->Masters --> Work Subtypes**, this screen displays the “Work Subtypes” Master screen. This screen is used to create the various sub type of work

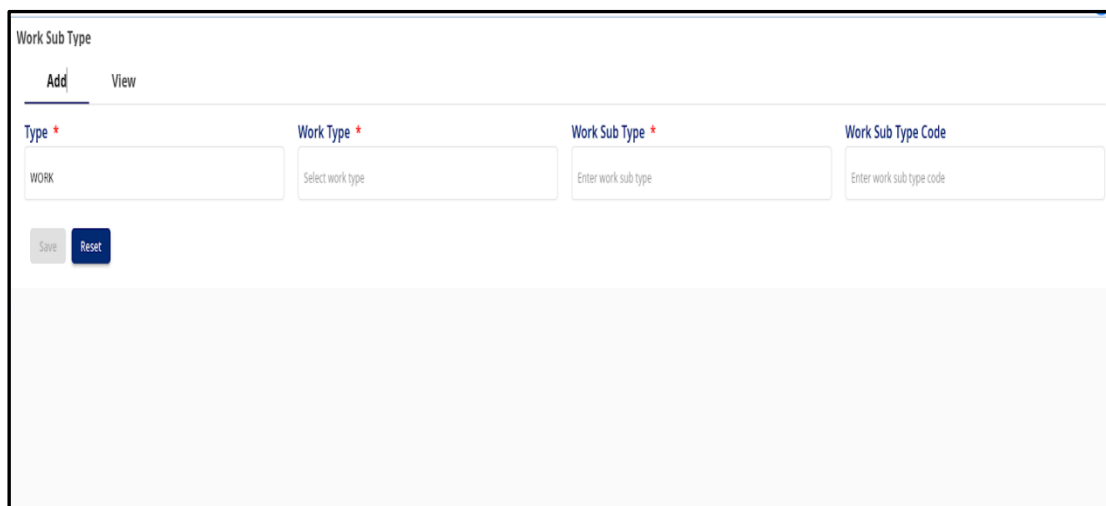
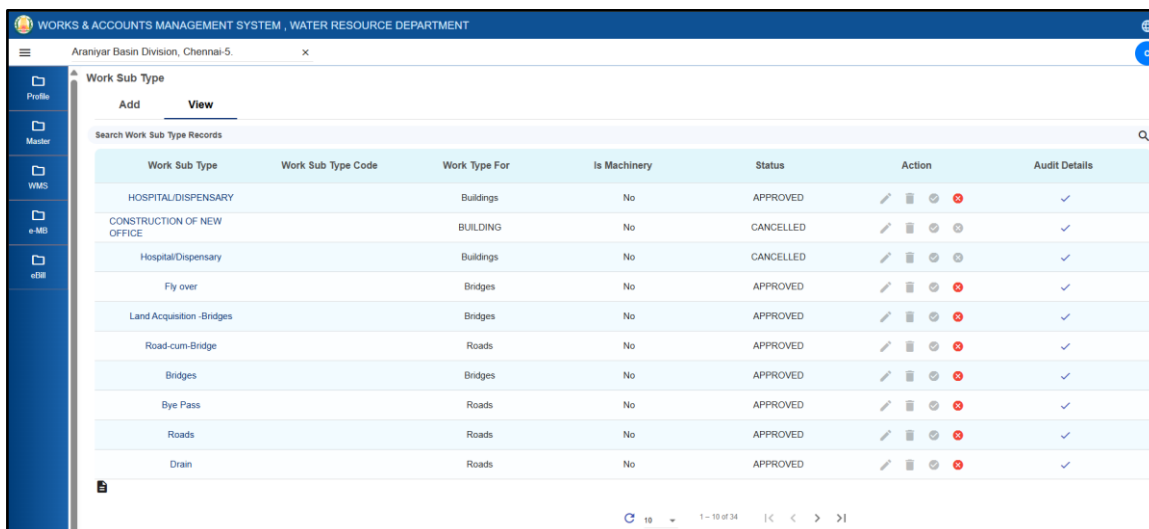


Figure 4.109 Work Subtypes Entry Screen

Field Description:

Field Name	Mandatory	Description	Validation
Type	Yes	User must select type from list of options shown.	Cannot be blank; Select at least one option from the list
Work Type	Yes	User must select type from list of options shown	Cannot be blank; Select at least one option from the list
Work Sub Type	Yes	Field to specify a more granular classification of the work type.	Cannot be blank; alphanumeric; must match associated Work Type.
Work Sub Type Code	Yes	Unique code for the work sub-type.	Alphanumeric or numeric; must be unique; no special characters; max 10 chars.
Save	Yes	Clickable button to save Work Type information	Must be clicked after entering data for required input fields


























































Work Sub Type	Work Sub Type Code	Work Type For	Is Machinery	Status	Action	Audit Details
HOSPITAL/DISPENSARY		Buildings	No	APPROVED	   	
CONSTRUCTION OF NEW OFFICE		BUILDING	No	CANCELLED	   	
Hospital/Dispensary		Buildings	No	CANCELLED	   	
Fly over		Bridges	No	APPROVED	   	
Land Acquisition -Bridges		Bridges	No	APPROVED	   	
Road-cum-Bridge		Roads	No	APPROVED	   	
Bridges		Bridges	No	APPROVED	   	
Bye Pass		Roads	No	APPROVED	   	
Roads		Roads	No	APPROVED	   	
Drain		Roads	No	APPROVED	   	

Figure 4.110 View / Approve Work Sub Type

- To View Work Sub Type Entries, click on View Tab.
- To edit the details, click on the “pencil”  icon.
- To save the modified values click on the “update” Button.
- To cancel the entry or the modification click on “cancel”  icon.
- To delete the entry, click on the “delete”  icon”.
- To approve the entry, click on the “tick mark”  icon”.
- To accept the entry, click on Approve Button
- Divisional Officers have the privilege to delete, approve and cancel records.
- To audit the users and the actions performed for adding a work sub-type, click on the tick mark 

4.4.5. Proposer Types

Go to **WMS-->MASTER --> PROPOSER Types**, this screen displays the Proposer Types” Master screen. This screen is used to create the various Proposer Types.

Enter the Proposer Name and click on save as shown in figure 4.4.5.1, then click on View Tab to approve the newly added proposer details

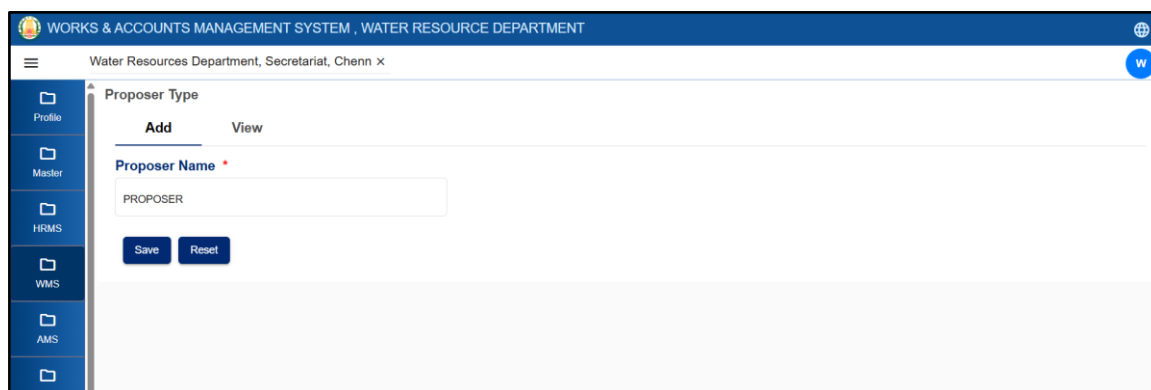


Figure 4.111 Add Proposer Type

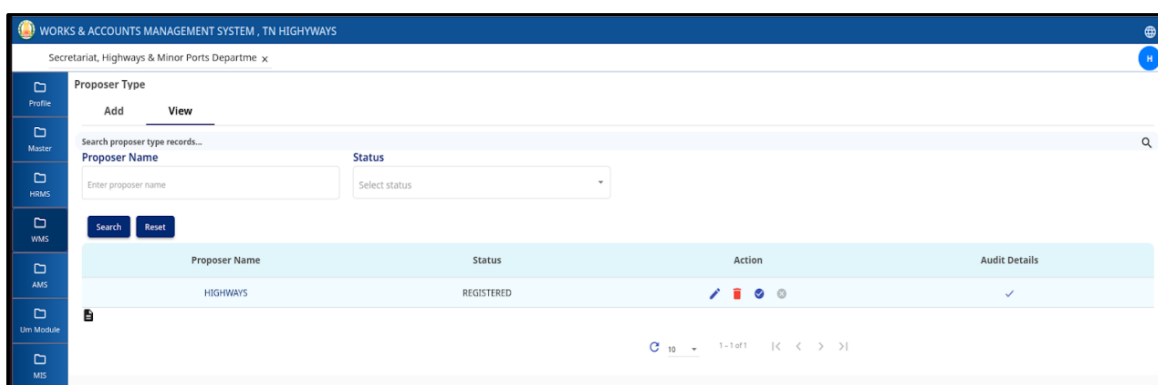






Figure 4.4.5.2 View / Approve Proposer Type

Visit View tab and see the Proposer Name details which will be automatically once given save in the add tab.

- To add new entry, click on the “Save” Button.
- To View Proposer Type Entries, click on View Tab.
- To edit the Proposer Type, click on the “pencil”  icon.
- To save the modified values click on the “Modify” Button.
- To cancel the entry or the modification click on  the “cancel” icon.
- To delete the entry, click on the “delete”  icon”.
- To approve the entry, click on the “tick mark”  icon”.
- To accept the entry, click on Approve Button
- Divisional Officers have the privilege to, delete, approve and cancel records.
- To audit the users and the actions performed for adding a proposer type, click on the tick mark

4.4.6. Work Advance Type

Go to **WMS --> Masters --> Work Advance Type**, this screen displays the “**Work Advance Type**” Master screen. This screen is used to create the various **Work Advance Type**.

Enter the Work Advance Type and click **Save**. It will be reflected in the **View** tab and updated in the relevant forms, allowing users to select it from the drop down according to the master data.

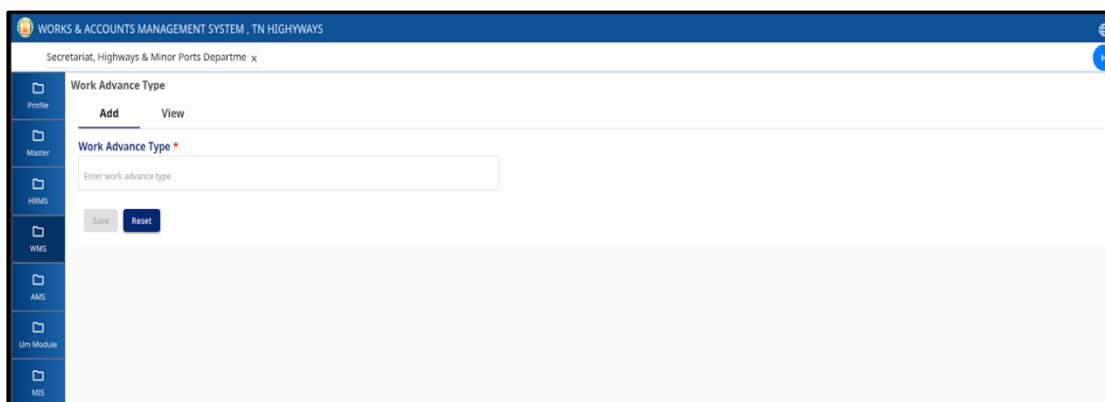






Figure 4.4.6.1 Work Advance Type List Entry Screen

- To View Work Advance Type Entries, click on View Tab.
- To edit Work Advances Type, click on the “Pencil”  icon.
- To cancel the entry or the modification click on  the “cancel” icon.
- To delete the entry, click on the “Trash  icon”.
- To approve the entry, click on the “circled tick mark  icon”.
- To accept the entry, click on Approve Button

4.4.7. Payee

Go to **WMS --> Masters --> Payee** this screen displays the “Payee” Master screen. This screen is used to create the various Payee Types.

Figure 4.114 Payee type List Entry Screen

To add GSTIN details of the Payee if applicable, then click on “Add GSTIN” button and fill the GST Type, Registration State, Effective from Date, Effective to Date and Registration Address kind of Information as shown in figure 4.4.7.2.

S.No.	GST Type *	GSTIN *	Registration State *	Registration Address	Effective From Date	Effective To Date	Actions
1	Select GST type	Enter GST number	Select state	Enter registration address	Enter the date	Enter the date	+ -

Figure 4.115 Payee type List Entry Screen

Field Description:

Field Name	Mandatory	Description	Validation
Payee No	Auto generated	Unique ID automatically generated by the WAMIS system.	Read-only, system generated.
Payee Type	Yes	Dropdown field to select the type of payee (e.g., Other, Company/Agency, Government Payee).	Must select one from predefined values listed in the option.
PAN Number	Conditional (if Payee Type = Company/Agency or Government Payee)	User-enterable PAN number.	10-character alphanumeric PAN format (e.g., ABCDE1234F); Validate the PAN number match with format XXXXX0000X.
Name as per PAN	Conditional (if Payee Type = Company/Agency or Government Payee)	Text field to enter the name exactly as per PAN card.	Must match format; cannot be blank if PAN Number is provided.
Payee Name	Conditional (if Payee Type = Company/Agency or Government Payee)	User-enterable name of the payee.	Alphanumeric; cannot be blank if Payee Type is selected.

Payee Code	Conditional (if Payee Type = Company/Agency or Government Payee)	Numeric code assigned to the payee.	Numeric only; required if Payee Type is selected.
TAN Number	Conditional (Yes if Payee Type requires TDS)	Enter TAN if required by Payee Type (e.g., contractor/firms with TDS obligations).	Must match TAN format (10-character alphanumeric, e.g., MUMA12345G).
If GSTIN is applicable, then only below fields need to be filled for Payee after Clicking Add GSTIN button			
GST Type	Yes	Select any one of the options listed "Composite, Unregistered, Regular"	Must one option to be selected
GSTIN	Yes	Enter GSTIN Registration Number of the Payee	Alphanumeric Characters of at Most 15 Characters only
Registration State	Yes	Auto Filled based GSTIN Type	Registration State Should be Displayed based on State code assigned for GSTIN
Registration Address	No	Enter Full address of GSTIN Registered	Enter Address Details within 80 Characters length

Effective From Date	No	Select Date from Calendar to specify GSTIN Registration Date	Date	
Effective To Date	No	Select Date from Calendar to specify the GSTIN Expiration Date	Date	
Actions		Yes	To Add GSTIN Details	Click on + icon
		No	To Delete GSTIN details	Click on delete Icon
Save	-		Click Button to Save GSTIN details	

- To add a new entry, click on the “Save” Button.
- To the edit details, click on the “pencil icon” Link.
- To save the modified values click on the “update” Button.

After clicking the Save button, the payee details will be saved and displayed in the View tab for approval. Click the View tab to see the newly added payee details from the Add screen.

View Tab

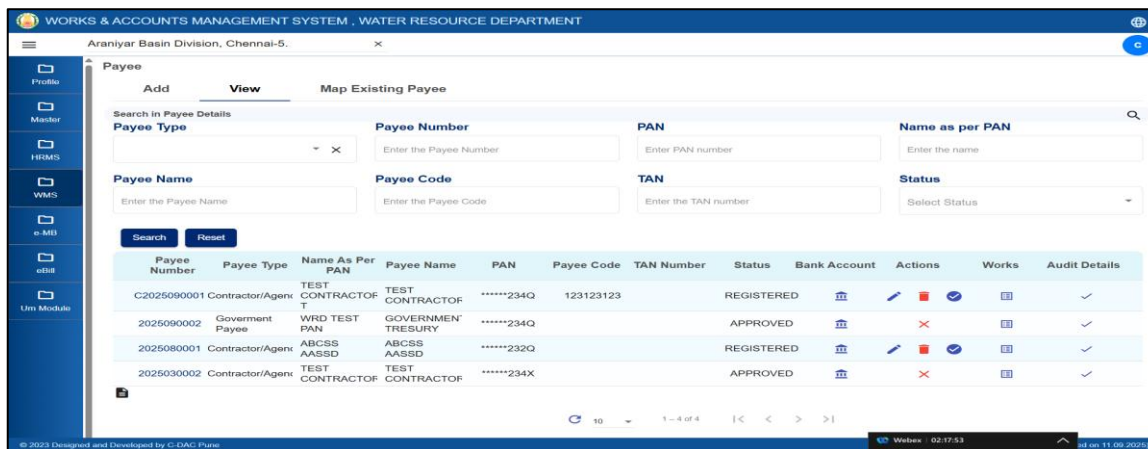
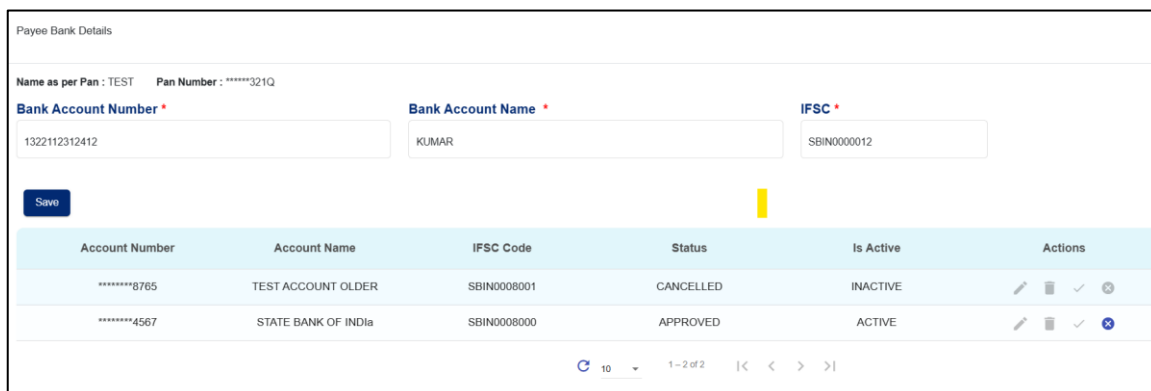


Figure 4.116 Payee View

Search for the payee details by entering any one of the displayed fields to retrieve the newly added payee information. Click the Approval button in the Actions column of the View table. The payee details will then be submitted to the 'Map Existing Payee' tab for mapping the newly added payee as shown in the Figure 4.4.7.4. Before Approving Payee Bank Account Details to be added by click Bank Icon. Once Payee's bank account details are updated / added as per figure 4.4.7.5



Payee Bank Details

Name as per Pan : TEST Pan Number : *****321Q

Bank Account Number * 1322112312412 Bank Account Name * KUMAR IFSC * SBIN0000012

Save









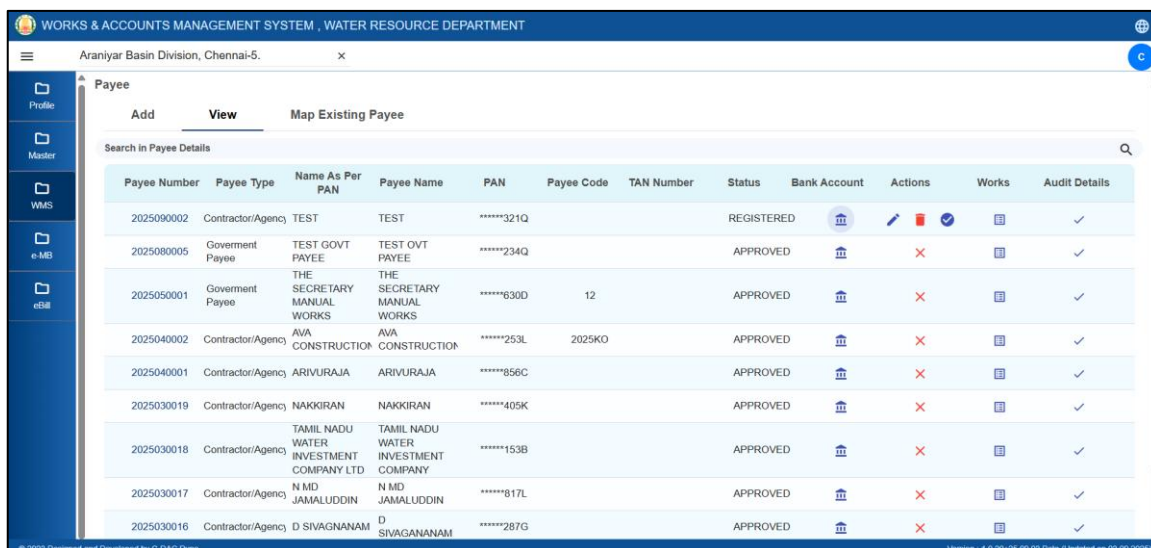
Account Number	Account Name	IFSC Code	Status	Is Active	Actions
*****8765	TEST ACCOUNT OLDER	SBIN0008001	CANCELLED	INACTIVE	   
*****4567	STATE BANK OF INDIA	SBIN0008000	APPROVED	ACTIVE	   

Figure 4.117 Payee Bank Account Details



WORKS & ACCOUNTS MANAGEMENT SYSTEM , WATER RESOURCE DEPARTMENT

Araniyar Basin Division, Chennai-5.

Payee

Add View Map Existing Payee

Search in Payee Details











































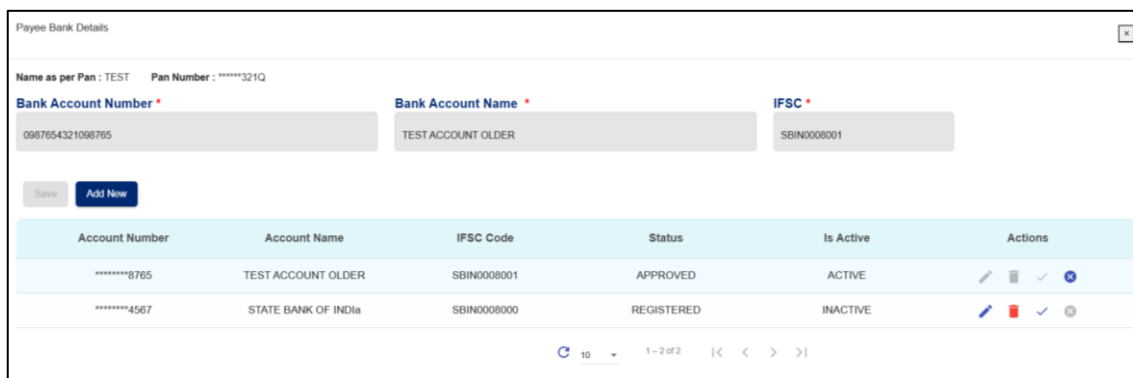
Payee Number	Payee Type	Name As Per PAN	Payee Name	PAN	Payee Code	TAN Number	Status	Bank Account	Actions	Works	Audit Details
2025090002	Contractor/Agency	TEST	TEST	*****321Q			REGISTERED		  		
2025080005	Government Payee	TEST GOVT PAYEE	TEST OVT PAYEE	*****234Q			APPROVED				
2025050001	Government Payee	THE SECRETARY MANUAL WORKS	THE SECRETARY MANUAL WORKS	*****630D	12		APPROVED				
2025040002	Contractor/Agency	AWA CONSTRUCTION	AWA CONSTRUCTION	*****253L	2025KO		APPROVED				
2025040001	Contractor/Agency	ARIVURAJA	ARIVURAJA	*****856C			APPROVED				
2025030019	Contractor/Agency	NAKKIRAN	NAKKIRAN	*****405K			APPROVED				
2025030018	Contractor/Agency	TAMIL NADU WATER INVESTMENT COMPANY LTD	TAMIL NADU WATER INVESTMENT COMPANY	*****153B			APPROVED				
2025030017	Contractor/Agency	N MD JAMALUDDIN	N MD JAMALUDDIN	*****817L			APPROVED				
2025030016	Contractor/Agency	D SIVAGANAM	D SIVAGANAM	*****287G			APPROVED				

Figure 4.118 Approve payee

- To View Payees Entries, click on View Tab
- To add /update Payee Bank Account Details click on  icon,
- Enter Payee's Bank Account Number, Bank Account Name & Banks IFSC Code
- Click on Save button to Save Account Details for Payee
- To the details, click on the "pencil"  icon
- To Apply updates / modification Click on **Modify** Button

- To delete the entry, click on the “delete  icon”
- Click on  to cancel added bank account details, to makes the tat bank account details INACTIVE














Account Number	Account Name	IFSC Code	Status	Is Active	Actions
*****8765	TEST ACCOUNT OLDER	SBIN0008001	APPROVED	ACTIVE	   
*****4567	STATE BANK OF INDIA	SBIN0008000	REGISTERED	INACTIVE	   

Figure 4.119 Approve payee account details

- To the details, click on the “ icon link
- To save the modified values click on the “update” Button
- To delete the entry, click on the “delete  icon” Link
- To approve the entry, click on the “tick mark  icon” Link.
- To accept the entry, click on Approve Button
- Divisional Officers have the privilege to, delete, approve and cancel bank account details.

Map Existing Payee

Click the ‘Map Existing Payee’ tab to view the payees to be mapped, the division office can map a payee that has already been added by another division. This functionality allows users to use the same payee.

Click the toggle button in Map column switch to map the existing payee details. When it is turned on, a payee mapping confirmation alert will be displayed as shown in the figure 4.4.7.7

Check the payee details and click the Map button to map the payee.

Payee details

Payee No. C2025030005 PAN * (Format for PAN XXXXXX0000X) ACCP50729G Name as per PAN * V SAKTHIVEL

Payee Name * V SAKTHIVEL Payee Code Enter Payee Code TAN (Format for TAN XXXXXX0000X) Enter TAN number

GSTIN Details

Sr.No.	GSTIN *	GST Type *	Registration State *	Registration Address	Effective From Date	Effective To Date
1	33ACCP50729G1ZU	Regular	TAMIL NADU	Enter registration address	Enter the date	Enter the date

Payee Names
SAKTHIVEL
V SAKTHIVEL

Figure 4.4.7.8 Map Payee

WORKS & ACCOUNTS MANAGEMENT SYSTEM , TN HIGHWAYS
Secretariat, Highways & Minor Ports Departme: x

Payee

Add View **Map Existing Payee**

Search in Existing Payee Details...

Payee Number	Payee Type	Name as per PAN	PAN	TAN	Payee Code	Payee Created By	Map	Bank Account	Action	Audit Details
C2025030005	Contractor	V SAKTHIVEL	*****729G			O/o the Divisional Engineer (H), C&M, Thiruvallur	<input type="checkbox"/>			
C2025030001	Agency	TEST PAYEE	*****999A		32435	O/o the Divisional Engineer (H), C&M, Trichy	<input type="checkbox"/>			
C2025030007	Agency	RGH	*****234H		45454	O/o the Chief Engineer (H), C&M, Chennai	<input type="checkbox"/>			
C2025030009	Contractor	RJK CONSTRUCTIONS	*****754K			O/o the Chief Engineer (H), C&M, Chennai	<input type="checkbox"/>			
C2025030008	Contractor	SMA INFRA PROJECTS	*****326D			Divisional Engineer, Chennai Metropolitan Development Plan, Division - V, Chennai-18	<input type="checkbox"/>			

Figure 4.4.7.7 Map Existing Payee

4.4.8. HSN/SAC

WORKS & ACCOUNTS MANAGEMENT SYSTEM , WATER RESOURCE DEPARTMENT
Araniyar Basin Division, Chennai-5

HSN/SAC

Add View

HSN/SAC Code * HSN/SAC Code Description * HSN/SAC Cod for EPC Goods / Services * Goods Services

GST Rates

NOTE : IGST is calculated as CGST + SGST

S.No.	CGST Rate *	SGST Rate *	CGST TDS Rate *	SGST TDS Rate *	Effective From Date *	Effective To Date	Actions
1	9	9	9	9	11/08/2025	Enter the date	+ -

Save Reset

Figure 4.122 Add HSN/SAC

- On the left side main menu bar, locate and click on the **WMS** module (already selected in the image).
- Under the WMS module, find and click on the **Master** dropdown (already expanded in the image).
- From the Master dropdown, click on **HSN/SAC** to open the HSN/SAC management page
- On the HSN/SAC page, User can see two tabs: **Add** and **View**. Click on the **Add** tab (already selected in the figure 4.4.8.1) to start adding new HSN/SAC details.

Field Description:

Field Name	Mandatory	Description	Validation
HSN/SAC Code	Yes	Enter the appropriate code to classify goods (HSN) or services (SAC).	Must be a valid Alphanumeric code; typically, 4 to 10 characters only.no special characters are allowed
Description	Yes	Description of goods/services linked to the HSN/SAC code.	Alphanumeric; max 250 characters; cannot be blank.
Goods / Services	Yes	Radio button to select whether the code applies to goods or services.	Must choose either "Goods" or "Services".
GST Rate (%)	Yes	Total GST applicable for the item/service	Numeric; range between 0-100; up to 2 decimal places.

		(e.g., 18%, 28%).	
SGST Rate (%)	Yes	State GST rate, typically half of GST rate (e.g., 9% if GST is 18%).	Numeric; auto or manual; range between 0-50.
CGST TDS Rate (%)	Yes	CGST TDS deduction rate (e.g., 1%) if applicable.	Numeric; range 0-5; up to 2 decimal places.
SGST TDS Rate (%)	Yes	SGST TDS deduction rate (typically same as CGST TDS).	Numeric; range 0-5; up to 2 decimal places.
Effective From Date	Yes	The date from which this tax configuration becomes applicable.	Date format: DD-MM-YYYY; must be a valid current or future date.
Effective To Date	No	The Date	The Effective to Date for expiration of HSNSAC code to be valid date
save	Yes	Click the button to save	Button would be clickable after enter values for mandatory fields

Steps to View and Approve HSN/SAC Details

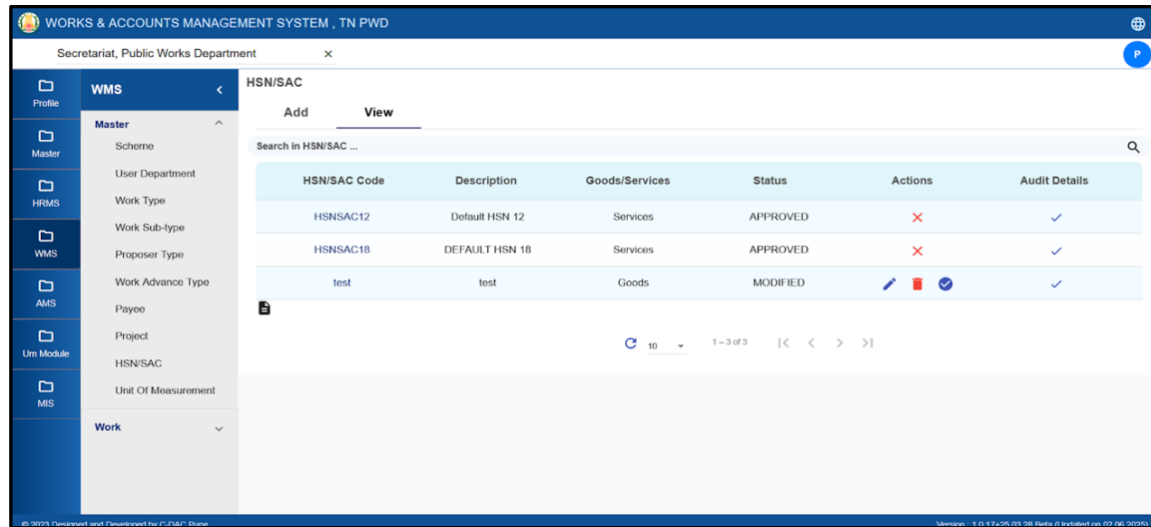


Figure 4.4.8.2 View HSN/SAC

1. **Go to the View Tab:**
 - On the HSN/SAC page, click on the **View** tab (next to the Add tab) to see the list of added HSN/SAC entries.
2. **Locate the Added Entry:**
 - In the View tab, user will see a table listing all HSN/SAC codes, their descriptions, tax rates, and status. Find the entry user just added (it might show a "Pending Approval" status if approval is required).
3. **Approve the Entry:**
 - Depending on the system's workflow, there might be an **Approve** button or option next to the entry (this isn't visible in the image since we're in the Add tab). Click **Approve** to confirm the details and make the HSN/SAC code active for use in the system.

4.4.9. Unit of Measurements

Unit of Measurement (UOM) specifies the standard unit in which the quantity of a work item is measured and recorded. This may include units such as cubic meter (cum), square meter (sqm), running meter (rm), etc.

To add a new Unit of Measurement, follow the navigation: WMS → Masters → Unit of Measurement.

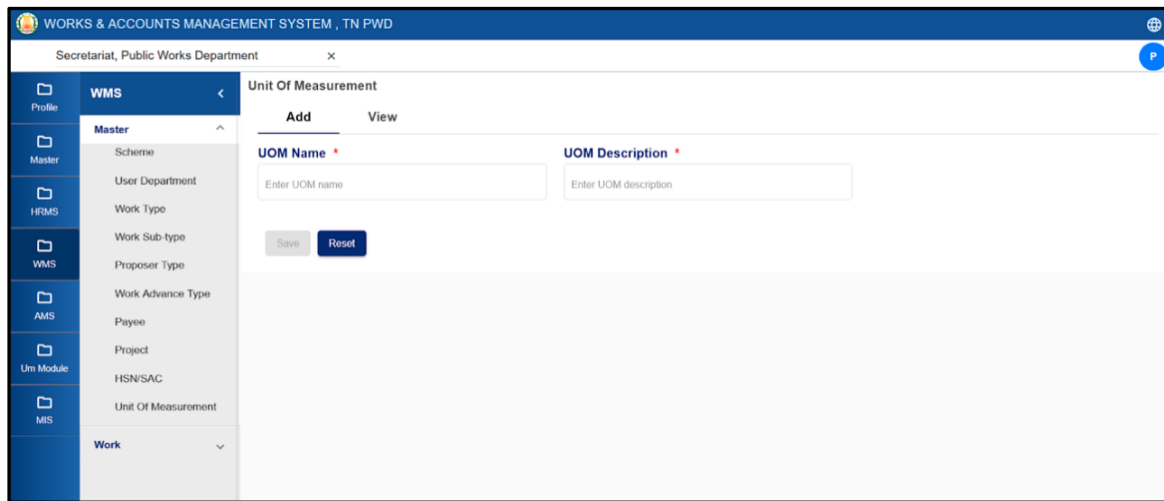


Figure 4.124 Add UOM

Field Description:

Field Name	Mandatory	Description	Validation
UOM Name	Yes	Enter the appropriate Unit of Measurement in Short Form	Must be valid Alphabets
UOM Description	Yes	Description of Unit of Measurement in Detail	Alphanumeric; max 250 characters; cannot be blank.
Save	Yes	To Save UOM Details	Confirmation Message would be displayed

Reset	No	To	All the values from input field to be cleared
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Steps to View and Approve Unit of Measurement (UOM) Details

- **Go to the View Tab:** On the Unit of Measurement page, click on the **View** tab (already selected in the image) to see the list of UOM entries.
- **Locate the Entry to Approve:**

In the View tab, user can see a table with columns: **UOM Name**, **UOM Description**, **Status**, **Actions**, and **Audit Details** Look for entries with the status as any one of the following statuses **REGISTERED/ MODIFIED**, this status would indicate a newly added or ed entry awaiting approval.

- **Approve the Entry:**

In the **Actions** column, for an entry with **MODIFIED/REGISTERED** status, user can see a blue **Approve** button

Click the **Approve** button to confirm the entry. Once approved, the status will change to **APPROVED**

The screenshot shows the 'Unit Of Measurement' page in the WMS system. The page has a search bar and a table with the following data:

UOM Name	UOM Description	Status	Actions	Audit Details
BAG	BAGS	APPROVED	X	✓
BKL	BUCKLES	APPROVED	X	✓
BOU	BOU	APPROVED	X	✓
BOX	BOX	APPROVED	X	✓
BTL	BOTTLES	APPROVED	X	✓
BUN	BUNCHES	APPROVED	X	✓

Field Description:

Field Name	Mandatory	Description	Validation
UOM Name	Yes	Enter the appropriate Unit of Measurement in Short Form	Must be valid Alphabets
UOM Description	Yes	Description of Unit of Measurement in Detail	Alphanumeric; max 250 characters; cannot be blank.
Status	No	Display Status about approval for Newly added UOM entry	<p>If UoM added newly then REGISTERED</p> <p>If Modified Then MODIFIED</p> <p>If Rejected during Approval then status is REJECTED</p> <p>If UoM is Approved after registration / Modification the status is APPROVED</p> <p>If UoM is Cancelled after Approval then status is CANCELED</p>
Actions	Yes	To, Cancel and Approve UOM entries	Click on Tick Mark icon to Approve the UOM

Auditing	No	Auditing contains log details about the actions performed by admin users on the UoM, which is useful for tracking and auditing purposes	
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4.5. User Management -UM Module

4.5.1. User Creation

This module facilitates user creation and assigns appropriate respective roles to users

Login to the respective master admin via the respective department master admin user account

Step-by-step instructions with Screenshots

Go to **UM Module--> Manage Users --> User** this screen displays the User Creation Master screen as shown in the figure 4.5.1.1.

Click on the User in list of menu options to display the Add and View User screen. From there, select the Add tab to create new users.

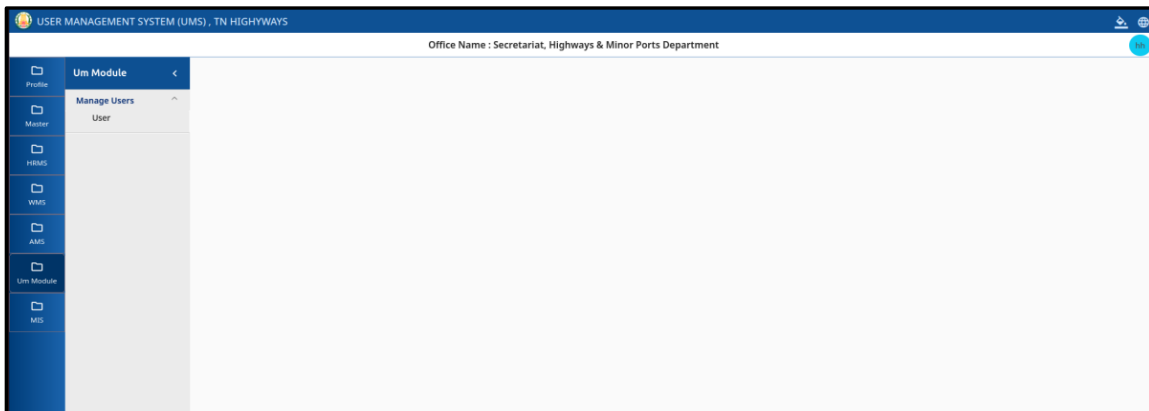
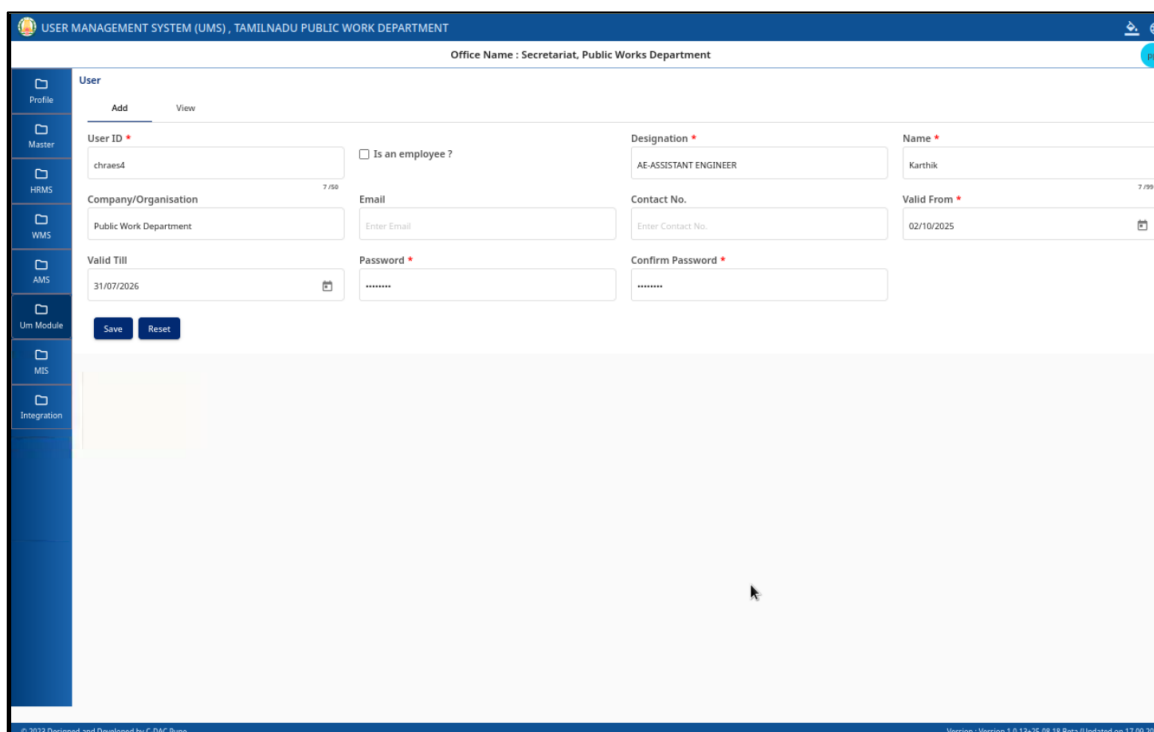


Figure 4.5.1.1 UM Module screen

Enter all the fields, including the mandatory. After all the details are saved, click on the **View** tab to assign roles to the created users.



The screenshot shows the 'Add User' form in the UMS. The form is titled 'User' and has tabs for 'Add' and 'View'. The 'Add' tab is active. The form contains the following fields:

- User ID: chraes4
- Is an employee?:
- Designation: AE-ASSISTANT ENGINEER
- Name: Karthik
- Company/Organisation: Public Work Department
- Email: Enter Email
- Contact No.: Enter Contact No.
- Valid From: 02/10/2025
- Valid Till: 31/07/2026
- Password: *****
- Confirm Password: *****

Buttons for 'Save' and 'Reset' are located below the form fields. A sidebar on the left contains navigation options: Profile, Master, HRMS, WMS, AMS, Um Module, MIS, and Integration.

Figure 4.126 Add User

Field Description

Field Name	Mandatory	Description	Validation
User ID	Yes	It is a user enterable field	Enter the User Id and it allows max 50 character
Is Employee	No	if the user is employee, select the Designation from the drop-down list populated HRMS master.	Click check box. If the check box is selected, a new 'Employee' field will appear after the 'Designation' field."
Designation	Yes	It is a user selectable drop-down field	Select the Designation from the drop down
Name	Yes	It is a user enterable field.	Enter the name in Alphabet with maximum size of 99 characters, only . & _

			are allowed.
Company/Organisation	No	It is a user enterable field.	Enter the Company/Organisation
Email	No	It is a user enterable field.	Enter the Email
Contact No.	No	It is a user enterable field.	Enter the Contact No.
Valid From	Yes	It is a user enterable/Selectable field. From the date user id is active	Select the date and date should be current or future date.
Valid Till	No	It is a user enterable/Selectable field. To select user account validity end date as Validity Till	Select the date or enter date as future date from date selected in Valid From in the format DD/MM/YYYY
Password	Yes	It is a user enterable field.	Password should have 8 to 32 Characters, at least 1 Capital letter,1 Small letter,1 number and 1Special Character
Confirm Password	Yes	It is a user enterable field.	Enter the Confirm password as same as Password
Save	Yes	Click the save button to save the users	Save button is enabled only when all mandatory fields are filled
Reset		Click the reset button to clear the user details	User details get cleared.

Click the View tab, then click the 'Search in Users' button to filter a specific user by entering any of the fields as shown in figure 4.5.1.4

Click the search button you can see the user as shown in below figure 4.5.1.5

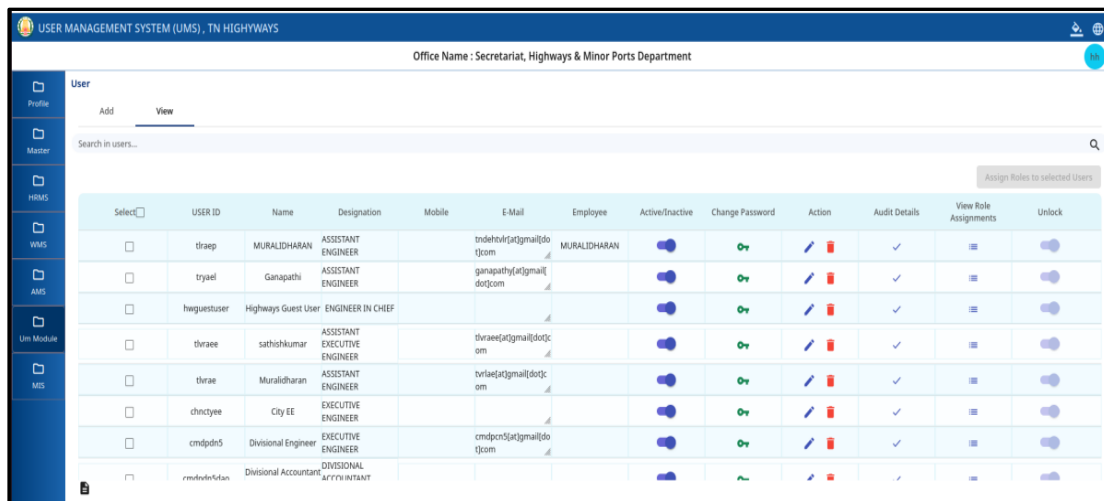


Figure 4.5.1.3 View User

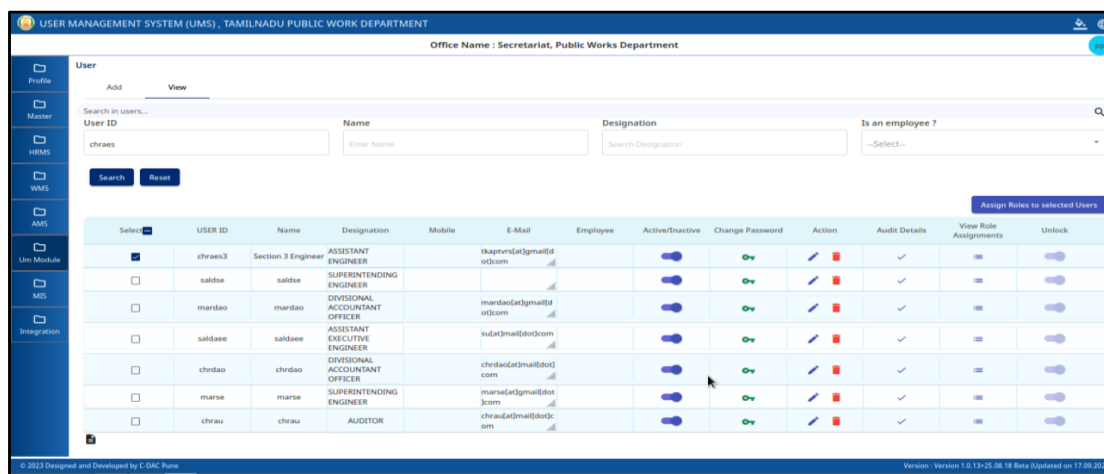









Figure 4.128 Search user in list of users

Select/Click on the **Checkbox against the User ID** to assign roles. Once the checkbox is selected, the 'Assign Roles to Selected User' button at the top of the table will be visible, as shown Figure 4.5.1.5.

Roles to be assigned to user

1. Open **UM Module** → **Manage Users** → **Users** → **View**.
2. Locate the user(s) you want to update/ assign role.

3. Click the checkbox to the left of the **User ID** for each user you want to modify.
4. Click the **Assign Roles to Selected Users** button.
5. In the dialog that appears, set the scope fields: **Administration, Region, Circle, Division, Subdivision, and Section**.
 - These are usually dropdowns choose the appropriate value for each.
6. Click **Select** to confirm those scope values.
7. Switch to the **Roles** tab to find out defined roles already exist.
8. For each role you want to inspect, click the role's  icon to view the role's functionality and which screens the role grants access to.
9. In the **Roles** tab, under the **Select** column, click the **Assign** checkbox (tick mark) next to each specific role to assign it to the selected user(s).
10. After choosing roles, click **it** (whichever button your UI displays) to apply the changes.
11. After clicking Assign, a confirmation alert will appear. Click the OK button to confirm the role assignment
12. Verify the assignment: look for a confirmation message (e.g., *Roles assigned successfully*) and check the user's profile or the **Assigned Roles** column to confirm the roles are listed.
13. To change password for the user, click on key icon 
14. To Activate/Inactivate the user using click toggle  button under Active/Inactive column
15. To edit user information, click on pencil  icon
16. To Delete User ID from User master, click on  Trash icon
17. To verify the roles assigned to user by click menu  icon in the column View Role Assignments
18. To unlock locked User ID due to multiple attempts of failed login, click on  toggle icon in Unlock column

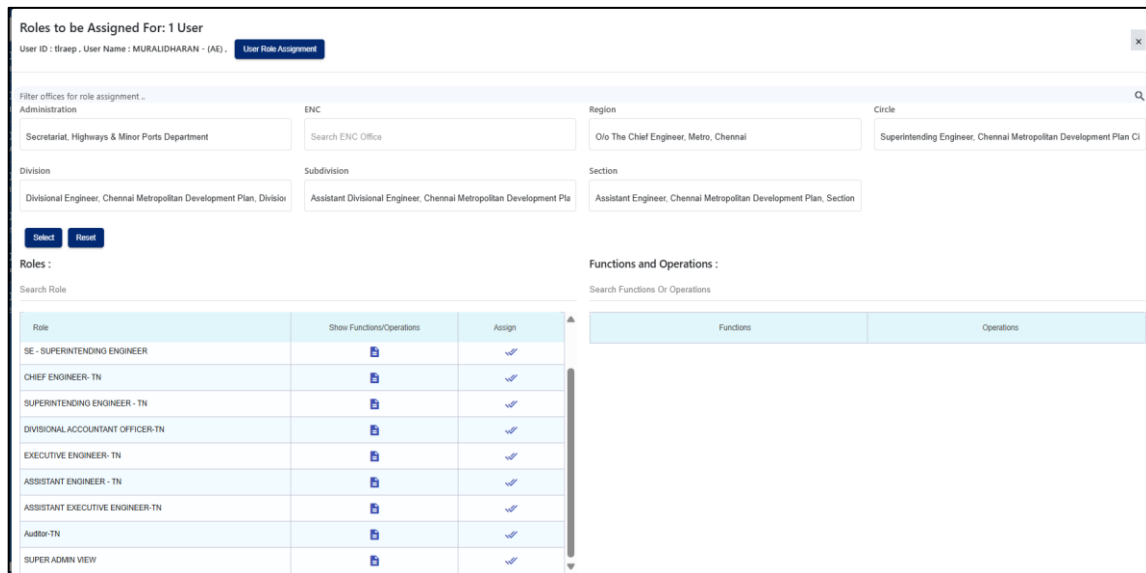


Figure 4.5.1.5 Assigning Role to User

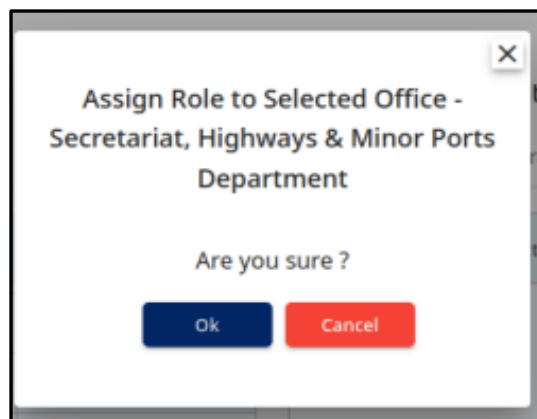


Figure 4.130 Confirm Role Assignment

Change User's Password:

1. To Change password of the user, select user by click on the check box against the user id, then click on Key icon
2. Change password window will be appeared over the screen
3. Selected User ID would be auto populated in user id field
4. Enter Password and Confirm Password

5. Now Save button will be enabled, then click on save button to save password

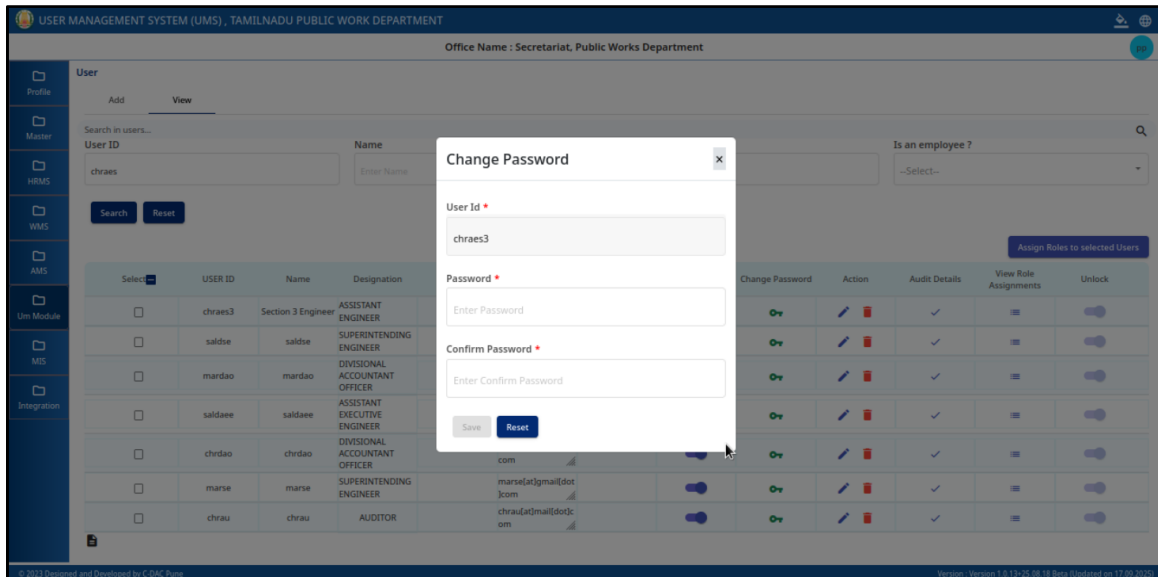


Figure 4.131 Change password for user

Unlock User ID:

A User entered login credentials more than 3 times the user id will be locked. To unlock that user id master admin user has to select the locked user id by click on check box and click on toggle button in locked state under Unlock column as shown in Figure 4.5.1.9

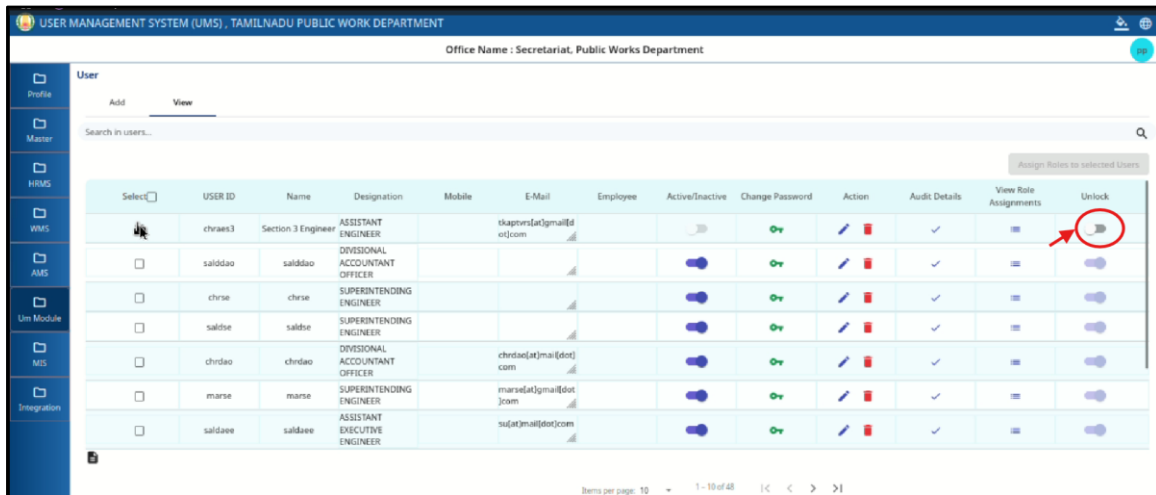


Figure 4.132 Unlock locked user id

4.6. Master

4.6.1. Jurisdiction Master

This module facilitates the creation of Jurisdiction Master data as mentioned below, which are added by Master Administrator Login Only

- **State**
- **District**
- **Office**

Login to the respective master admin via the respective department master admin

Step-by-step instructions with Screenshots

Go to Master --> Jurisdiction --> State this screen displays the “State” Master screen as shown in the figure 4.6.1.1.

1. State

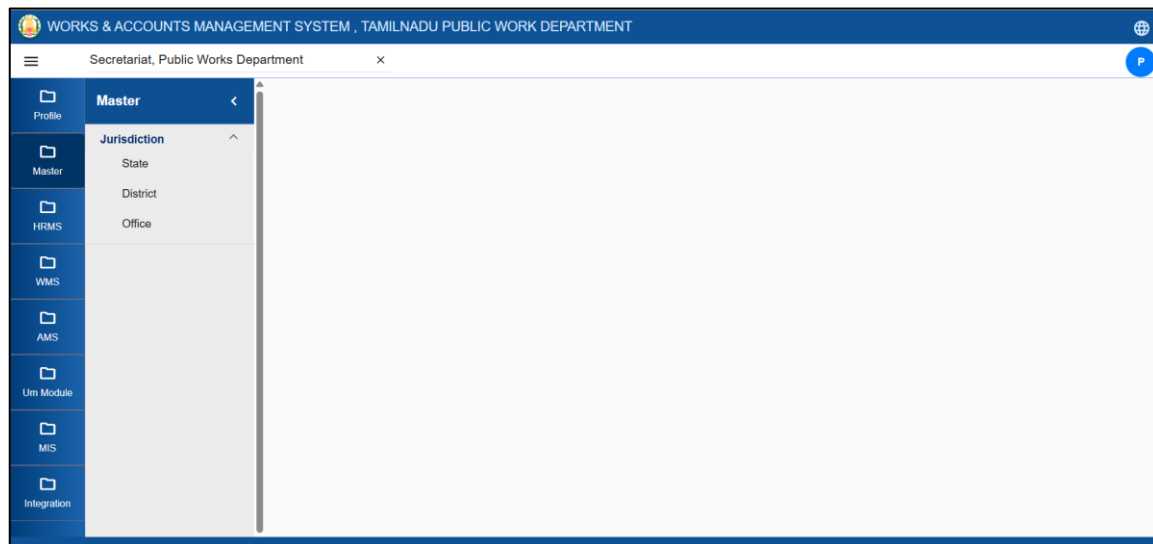


Figure 4.133 Master data creation for State

Click on the State menu button to see the Add and View screens after that click the Add button to add a new state.

Enter the State Name in the field; it is mandatory. After filling the State field, the Save button will be enabled.

Click the Save button to save the state name details.




Figure 4.134 Adding State

Field Description

Field Name	Mandatory	Description	Validation
State Name	Yes	It is a user enterable field	Enter the State Name and it allows max 100 characters Only Alphabets
LGD CODE	Yes	It is a user enterable field	2-digit Number only acceptable
Save	Yes	Clickable Button	Once all required fields are filled with required Data Then only Button Enabled
Reset	No	Clickable button to remove text from all the input fields	Reset should be clicked before Save

After saving the state name, click the View tab to see the newly added state name. In the View section, there is a search option for states. Click on Search to view state details by entering fields such as State Name and selecting the Status from the dropdown list. The available status options are: DRAFT, REGISTERED, MODIFIED, FINALIZED, and REJECTED. As shown in Figure 4.6.1.3, the View section also includes actions to edit, delete, and **approve** state details, as follows:

- Click the **Edit**  icon to update the state data.

- Click the **Delete**  icon to remove the entered state data.
- Click the **Tick mark**  icon to approve or finalize the entered office data.
- Click the **X**  icon to discard the changes.

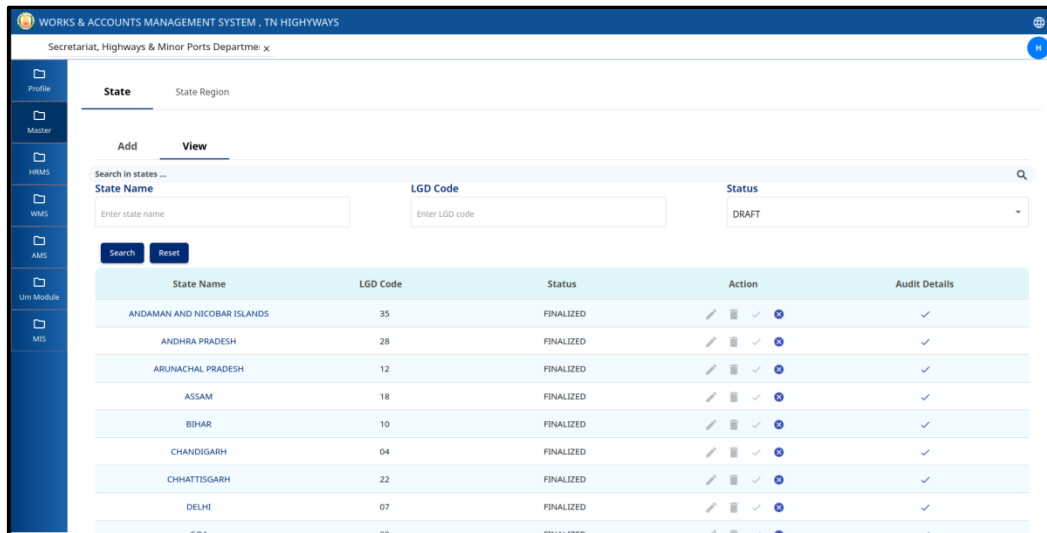


Figure 4.135 View Screen

2. District

Go to Master --> Jurisdiction --> District **this screen displays the “District” Master screen as shown in the above figure 4.6.1.4.**

Click on the District menu button on the same screen above to see the Add and View screens of district.

Click the Add tab to add district details. Fill in all the mandatory fields: Name and State.

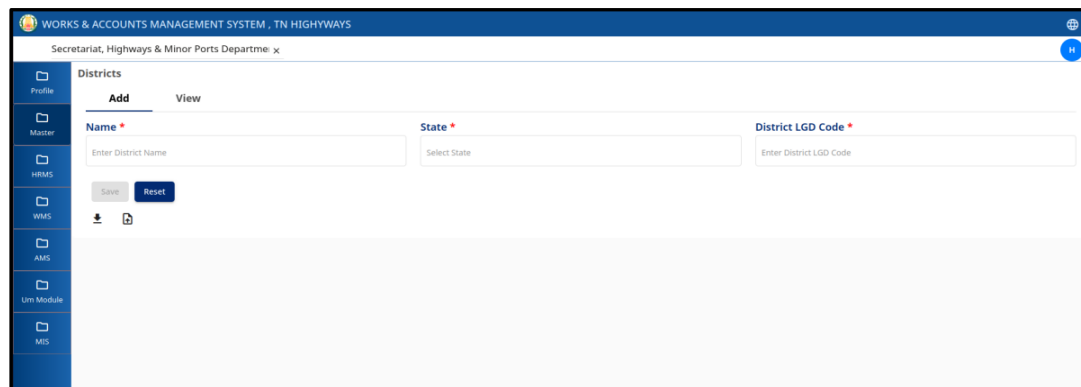


Figure 4.136 Add District Screen

After filling the Name field, the Save button will be enabled.

Click the Save button to save the district name details.

Below the Save button, there are options to Download Excel and Upload Excel.

Click the Download Excel button to download the Excel template, and after filling it, click the Upload Excel button to upload it.

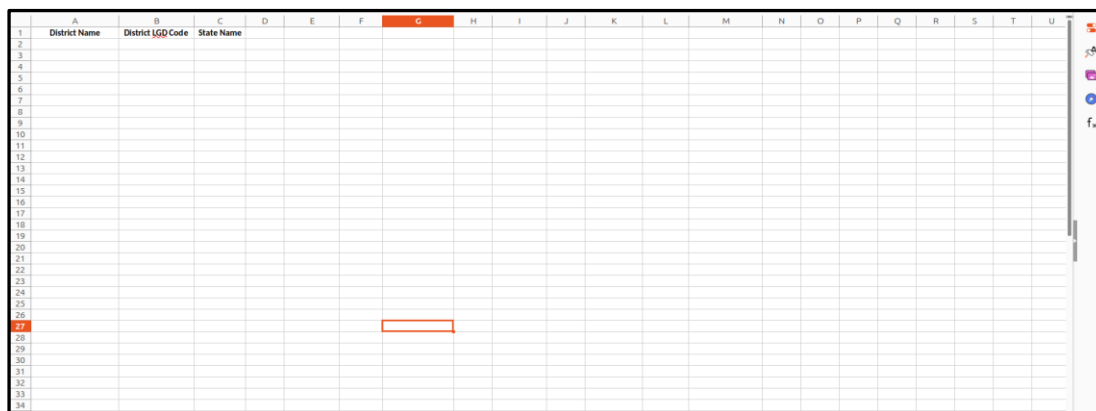



Figure 4.137 Excel template for Add Districts

Field Description

Field Name	Mandatory	Description	Validation
Name	Yes	Enter District Name to be added newly as a Single Entry	Enter the District Name and it allows max 100 characters Only Alphabets
LGD CODE	Yes	It is a user enterable field LGD Code Relevant	3-digit Number only acceptable
Save	Yes	Clickable Button	Once all required fields are filled with required Data Then only Button Enabled
Reset	No	To Clear / Erase filled Data	Use only when correction required before saving data
Download 	No	To Download Template as Excel file	

Upload	No	To Upload District Information as bulk data	Must be Upload the excel file with valid Data Entered Manually
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Click the View tab to see the newly added district master details from the Add screen.

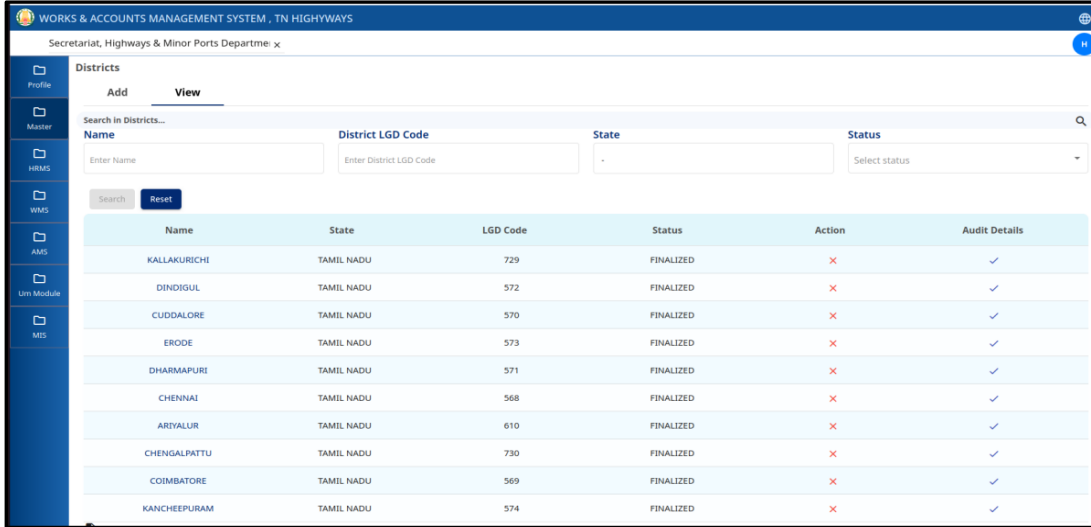


Figure 4.138 View District screen

3. Office

Go to Master --> Jurisdiction --> Office this screen displays the “Office” Master screen as shown in the above figure 4.6.1.7

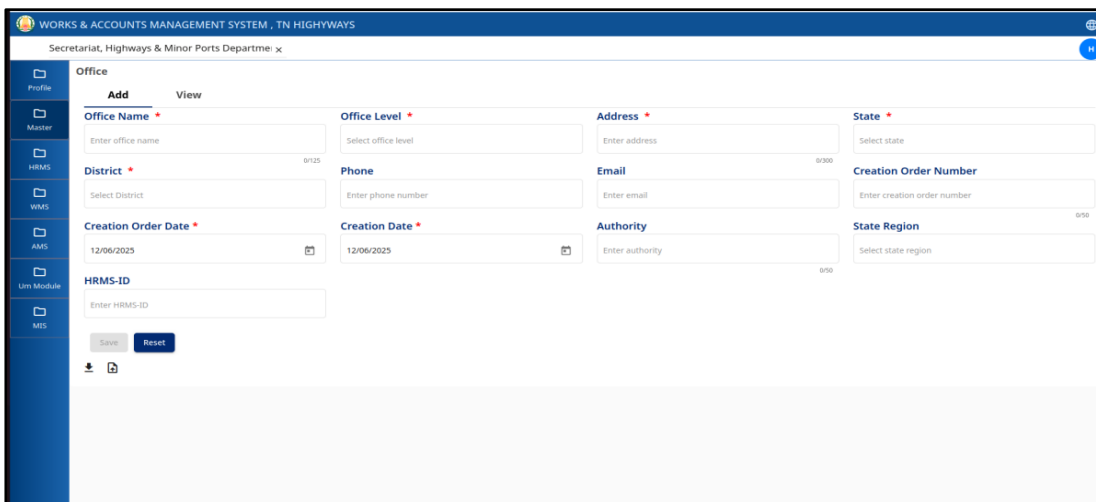


Figure 4.139 Adding Office

Click on the Office menu button on the same screen above to see the Add and View screen. Click the Add tab to add office details. Fill in all the mandatory and click on the save button.

Field Description:

Field Name	Mandatory	Description	Validation
Office Name	Yes	It is a user enterable field.	Enter the name and it allow max 125 characters.
Office Level	Yes	It is user selectable drop down	Select the office level from the drop-down list
Address	Yes	It is a user enterable field.	Enter the address; a maximum of 300 characters is allowed.
State	Yes	It is user selectable drop down	Select the State from the drop-down list.
District	Yes	It is user selectable drop down	Select the District from the drop-down list
Phone	No	It is a User enterable field.	Enter the number.
Email	No	It is a User enterable filed.	Enter the mail Id
Creation Order Number	No	It is a User enterable field	Enter the number and enter the order number a maximum 50 digits are allowed.
Creation Order Date	Yes	It is a User enterable and selectable field.	Enter or select the date
Creation Date	Yes	It is a User enterable and selectable field.	Enter or select the date
Authority	No	It is a User enterable filed.	Enter the authority a maximum 50mcharacters are allowed
State Region	No	It is a User selectable field	Select the region.
HRMS-ID	No	It is a User enterable field	Enter the HRMS ID.

Click the Save button to save the office details. Once saved, the office details will be displayed on the View screen.

Click the View tab to see the newly added office master details from the Add screen.

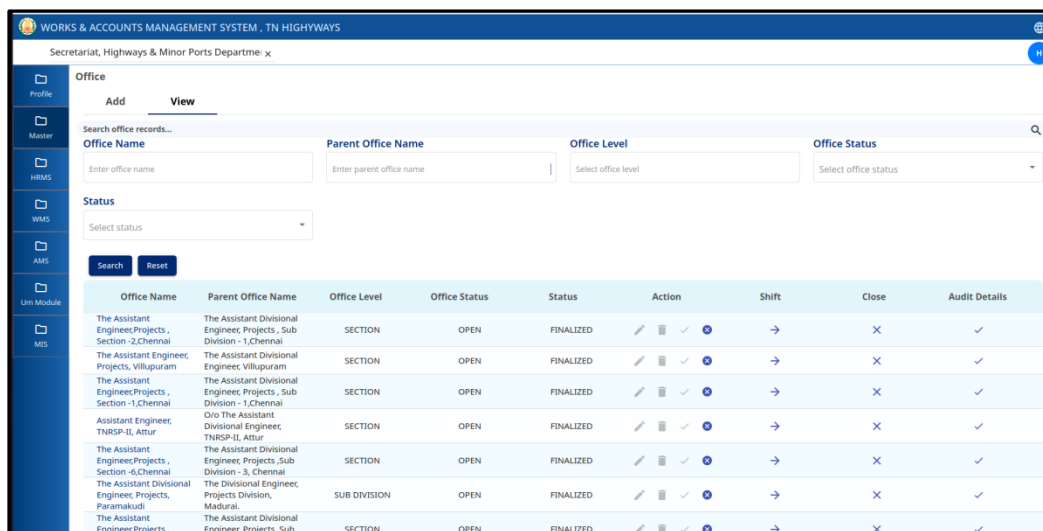






Figure 4.140 View Offices

Click **Search Office Records** and enter the necessary fields to filter the office records.

Field Description:

Field Name	Mandatory	Description	Validation
Office Name	No	It is a user enterable field.	Enter the particular office name
Parent office name	No	It is a user enterable field.	Enter the particular parent office name
Office level	No	It is user selectable drop down	Select the office level from the drop-down list
Office status	No	It is user selectable drop down	Select the office status from the drop-down list
Status	No	It is user selectable drop down	Select the status from the drop-down list
Search	No	Click the search button to get the data	-
Reset	No	Click the reset button the entered fields get cleared	-

In the below screen, the **Action** tab contains icons like **Edit**, **Delete**, **Finalize**, and **Cancel**.

- Click the **Edit**  icon to update the office data.
- Click the **Delete**  icon to remove the entered office data.
- Click the **Tick mark**  icon to approve or finalize the entered office data.
- Click the **Cancel**  icon to discard the changes.