

User Manual *For*

Steps to be done after Go-live of WAMIS for existing CFMS Work



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Finance Department



Table of Contents

WAMIS	S-BIHAR	1
1. W	VAMIS Application Login	4
2. Pi	roposal Work (Login through Executive Engineer)	6
2.1.	CFMS migrated Works:	6
2.2.	Multiple Chart of Account (Applicable for Regular works only)	9
3. Aj	pprovals (Use EE login Credentials)	12
3.1.	Technical Approval Details	12
3.2.	Administrative Approval Details	14
3.3.	Technical Sanction Details	15
3.4.	GST Percentage	18
3.5.	Labour Cess	18
4. Be	oQ Upload & Finalization	19
4.1.	BoQ Upload Details (Use JE Login credentials)	19
4.2.	Verify & Finalize BoQ through Assistant Engineer	25
4.3.	Verify and finalize through EE (Use EE Login credentials)	25
5. Te	ender Details	26
6. Av	warding of Contract (Use EE Login credentials)	28
7. M	Iaking Bills in WAMIS	31
7.1.	Entering Employee details	32
7.2.	MB Draft Measurements by JE:	35
7.3.	Generate RA Bill / Other Claim Types (BY JE)	39
1.1.	Entering Employee details Error! Bookmark not o	defined.
1.2.	Generate RA Bill / Other Claim Types (BY JE) Error! Bookmark not o	defined.
10.3	3 Draft Bill	40
1.1.	MB Draft Measurements by JE:	42
1.2.	Measurement Book finalization through JE:	45
1.3.	Bill Items	47
1.4.	Checklist for JE	47
1.5.	Finalize Bill through JE	48
1.6.	Measurement book for AE	48
1.7.	Finalize the measurement through AE	49
1.8.	Checklist for AE	50
1.9.	Finalize Bill through AE	51
1.10	Check and Pass (Log-in with Executive Engineer)	51
1.11	. Log-in with Bill Clerk	54



	1.12.	Check List for Clerk	55
	1.13.	Bill Recoveries (Use Clerk Login credentials)	57
	1.14.	Expenditure Sanction initiation (Initiated from Clerk level):)	58
	1.15.	Expenditure Sanction Finalization (Initiated from Clerk level):)	59
	1.16.	Log-in with DAO Finalize the Measurement	60
	1.17.	Finalize the Expenditure Sanction Finalize (DAO)	61
2.	Bill	Tracker	64



1. WAMIS Application Login

Login at the user page, User login credentials provided for the concerned users/officers for the 9 works/Forest department, Government of Bihar.

Official Log-In		\boxtimes
	User Name	
	rcdptnwestrdee	
	Password	
	Captcha	
	4Q59U	
	⁴ Q ₅ ^{9 U}	
	Login Reset	
	Forgot Password?	



For login, the screen is displayed as shown below.

On successful login, the main screen is displayed with various modules available for the user. Links for the screens/modules are enabled only for the users who have rights on the respective screens/modules; the other screens/modules for which the user doesn't have rights will be disabled.

The screen is displayed as shown below.

5, GOVERNMENT OF BIHA	R								
TEST DIVISION							A	MS User Manual W	MS User Manual
Works Status At A Glance Ale	rts / No	tifications D	ownloads						
990 970 Total Works Total Regula Works	,	20 Total Deposit Works	383 Total Works Awarded	607 Total Works Not Awarded	2 Work Completed 5 Days Ago	O Works Completing Today	2 View Details	O No Of Works On Bills Prepared Yesterday	62 Final Bill Prepared But Work Not closed
Account Settings		Works							
Password Settings	>	Master	5	>					
Employee		Propos	al Work	>					
Employee Details	>	Approv		>					
Accounts		Tenderi	-	>					
General	>	Executi Reports		>					
			5						
		Billing		>					
		Master	ement Info	>					
		Bill Info							
		Draft H		>					
		Reports	5	>					
		Schedu	le of Rates						
		Masters	5	>					



Figure 2: WAMIS landing page (For Executive Engineer)

After clicking on any link in the Works or Billing, the user is directed to the corresponding module with navigation links on the left side.

🟽 WAMIS, GOVERNME	NT OF BIHAR	
■ Home TEST DIVISION		ANS User Manual 🛛 WNS User Manual 🕹 Welcome testee 🗸
Works	🕈 You are here / Works / Proposal Work / Work Info	
🗎 Masters		
📋 Proposal Work		
» Work Info		
Work Splitting		
Approvals		
📋 Tendering		
Execution		
â Reports		

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Figure 3: Main screen for Work

- The logged-in Username and Office name are displayed to the user.
- Users can click on any link available on the left side under the 'Works' module to start using the application.
- To select any other module, click on the link 'Home' where different modules for the user are displayed.
- To log out from the application, click on the link 'Logout'.



2. Proposal Work (Login through Executive Engineer)

2.1. CFMS migrated Works:

Woks migrated from CFMS has been listed in the Work info.

To see the all those listed works go to Works --> Proposal Work--> Work Info

and click on 'View' as shown in the figure given below.

≣ ↑ Home Ganga Sone Floo	od Protection Division Digha Patna
Works	♠ You are here / Works / Proposal Work / Work Info
Masters	≣view 2
🗎 Proposal Work	Add Proposal Work Details
» Work Info	Fields marked with an asterisk * are required.

🕈 You are	e here / Works / Pro	oposal Work / Work Info							
Filter									
	Choose Hea	d 0000 All Heads	*						
	Work Description	n	Acc	ount Type	AG Account		~		
	Categor	y 🔍 Regular 🔿 Deposit	N N	Vork Type	Other		~	filter Clear	
Proposa	al Work Details								
Sr.No	Work No.	Work Description	Heads Classification	Category	Work Type	Edit	Delete	CFMS Work Number	Multiple COA
61	167/91	Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-69 Road towards Ranitalab near Hospital more, Paliganj under RCD Patna West for the Year 2019- 20	41/3054/P/03/103/0002/27/02	Regular	Other	1	8	1920PNBROA006719819	=
62	167/90	Restoration & Repair Work in Km 1 & 2 of Ular Surya Mandir to Samda, Bahadurganj Taari Bazar Road under Patna West Road	41/3054/P/03/103/0002/27/02	Regular	Other	1	Û	1920PNBROA006719579	=

Click on the edit button against the work and enter the mandatory fields and save/update. To edit the Works details, click on 'Edit' link respective to that work, and after making the changes update the Work by clicking on 'Update' button.

If the record is successfully updated the message 'Record Updated successfully' is displayed else error messages are shown.

Already running works can be seen as shown in the list below. Some details like Sub-division and section needs to be added and few other details as well. So, user needs to fill details whichever is blank and mandatory.

User can cancel the edit operation by clicking the 'Cancel' button.



District Select N District Select N Panchayat Select Village Select Proposer Type Select V Department Road Construction Department V Demand No.* 41 V Select Tree View Heads Classification : Major Head* 3054-[41]Roads and Bridges V Sub Major Head* 03-STATE HIGHWAYS Minor Head* 103-MAINTENANCE AND REPAIRS Sub Minor Head* Object Head* 02-Maintenance and repair Program Name Select N Budget Year * 2020 V F.Y 2020-2021 V	Work Category *	Regular				
District*Select PanchayatSelect 4 Village Proposer TypeSelect 4 * Proposer TypeSelect * * Department * Road Construction Department Demand No.* 41 * * Select Tree View Tree View Tree View Tree View Major Head * 03-STATE HIGHWAYS Minor Head * 002-(P]NA Object Head * 002-(P]NA Object Head * 02-Maintenance and repair Program NameSelect * * Work TypeSelect New/Upgrade Naintainance Repairs Chainage From Chainage To	Work Description *	Laying Fixing of Paver Block in 147th (p) & 148th	h (p) Km of SH-69 Road	towards Ranitalab near Hospita	l more, Paliganj under RCD Patna West for the	Year 2019-20
Parchayat •Select • •Select • • · · Select • • · · Select • • · · · Select • • · · · · · · · · · · · · · · · · · ·	Sub Division Name *	Select	*	Section *	Select	```
Proposer TypeSelect Proposer TypeSelect Department Road Construction Department Demand No.* 41 Select Tree View Tree View Major Head* 3054-[41]Roads and Bridges 3054-[41]Roads and Bridges Sub Major Head* 002-[D]NA No Minor Head* 103-MAINTENANCE AND REPAIRS Sub Minor Head* 002-[D]NA Object Head* 02-Maintenance and repair Program NameSelect Repair TypeSelect Budget Year* 2020 F.Y 2020-2021 V New/Upgrade Maintainance Repairs Chainage From Chainage To	District *	Select	~	Block *	Select	```
Department * Road Construction Department Demand No.* 41 Select Tree View Tree View Major Head * 3054-[41]Roads and Bridges 3054-[41]Roads and Bridges Sub Major Head * 0002-[P]NA N Detail Head * 27-Minor Work Detail Head * 27-Minor Work Vork Type Select Repair Type Select Work Type Select Work Type Select Work Type Select New/Upgrade New @ Upgrade @ Maintainance Repairs Chainage From Chainage To	Panchayat	• 🗆Select	*	Village	•Select	
Department * Road Construction Department Demand No.* 41 Select Tree View Tree View Major Head * 3054-[41]Roads and Bridges 3054-[41]Roads and Bridges Sub Major Head * 0002-[P]NA N Detail Head * 27-Minor Work Detail Head * 27-Minor Work Vork Type Select * Select Work Type Select * 2020 * York Sub Type * Other New/Upgrade New @ Upgrade @ Maintainance Repairs Chainage From Chainage To		4			4	+
Openand No.* 41 Demand No.* 41 Select Tree View Tree View Major Head * 3054-[41]Roads and Bridges 3054-[41]Roads and Bridges Sub Major Head * 03-STATE HIGHWAYS Minor Head * 103-MAINTENANCE AND REPAIRS Sub Minor Head * 0002-[P]NA Detail Head * 27-Minor Work Object Head * 02-Maintenance and repair N Program Name Select V Repair Type Select N Budget Year * 2020 r.Y 2020-2021 V Select N Work Type Select V Work Sub Type Other N New/Upgrade New @ Upgrade O Maintainance Repairs Chainage To Chainage To	Proposer Type	Select	~			
Select Tree View Heads Classification : Major Head * 3054-[41]Roads and Bridges V Sub Major Head * 03-STATE HIGHWAYS V Minor Head * 103-MAINTENANCE AND REPAIRS Sub Major Head * 0002-[P]NA V Detail Head * 27-Minor Work V Object Head * 02-Maintenance and repair V Program Name Select V Repair Type Select V Budget Year * 2020 Y 2020-2021 V Select V Work Type Select V Work Sub Type Other V New/Upgrade New @ Upgrade O Maintainance Repairs Chainage Tro Chainage To Chainage To	Department *	Road Construction Department				
Major Head 3054-[41]Roads and Bridges Sub Major Head 03-STATE HIGHWAYS Minor Head 103-MAINTENANCE AND REPAIRS Sub Minor Head 0002-[P]NA Detail Head 27-Minor Work Object Head 002-/[P]NA Program Name Select Repair Type Select Budget Year 2020 F.Y 2020-2021 Work Type Other New/Upgrade New @ Upgrade O Maintainance Repairs Chainage Trom Chainage To	Demand No. *	41	~			
Minor Head * 103-MAINTENANCE AND REPAIRS Sub Minor Head * 0002-[P]NA Detail Head * 27-Minor Work Object Head * 02-Maintenance and repair Program Name Select Repair Type Select Budget Year * 2020 - Select Work Type Select Work Sub Type Other Now/ Dygrade New / Upgrade O Maintainance Repairs Chainage Too Chainage From Chainage Too Chainage Too	Select Tree View	Tree View		Heads Classification :		
Detail Head * 27-Minor Work Object Head * 02-Maintenance and repair Program Name Select Repair Type Select Budget Year * 2020 > F.Y 2020-2021 > Select Work Type Select > New/Upgrade O New & Upgrade O Maintainance Repairs Chainage From Chainage To	Major Head *	3054-[41]Roads and Bridges	~	Sub Major Head *	03-STATE HIGHWAYS	~
Program Name Select Repair Type Select Budget Year* 2020 V F.Y 2020-2021 V Work Type Select V New/Upgrade O New ® Upgrade O Maintainance Repairs Chainage From Chainage To	Minor Head *	103-MAINTENANCE AND REPAIRS	~	Sub Minor Head *	0002-[P]NA	~
Budget Year * 2020 V F.Y 2020-2021 V Work Type Select V New/Upgrade O New ® Upgrade O Maintainance Repairs Chainage From Chainage To	Detail Head *	27-Minor Work	~	Object Head *	02-Maintenance and repair	~
F.Y 2020-2021 Work Type Select New/Upgrade O New © Upgrade O Maintainance Repairs Chainage From	Program Name	Select	~	Repair Type	Select	~
Work Type Select Work Sub Type Other New/Upgrade O New ® Upgrade O Maintainance Repairs Chainage From Chainage To	Budget Year *	2020	~			
New/Upgrade O New Upgrade O Maintainance Repairs Chainage From Chainage From Chainage To		F.Y 2020-2021				
Chainage From Chainage To	Work Type	Select	~	Work Sub Type	Other	~
	New/Upgrade	🔿 New 🖲 Upgrade 🔿 Maintainance Repairs				
Remarks	Chainage From			Chainage To		
	Remarks					

After filling all the details, it should like this when we click the edit button.



t Proposal Work Details Fields marked with an as	sterisk * are required.				
Work Category *	Regular				
Work Description *	Laying Fixing of Paver Block in 147th (p) & 14 Year 2019-20	48th (p) Km of SH-6	9 Road towards Ranitalab ne	ear Hospital more, Paliganj under RCD Patn	a West for
Sub Division Name *	Road Subdivision Paliganj	~	Section *	Road Section Pali 1 H.Q	
Sub Division Name *	Road Subdivision Paliganj	~	Section *	Road Section Pali 1 H.Q	
District *	PATNA	~	Block *	PATNA SADAR	
Panchayat			Village	• 🗆Select	
	MAHULI MARCHI		-	4	
	- TAIAUTA DIVADA	• •			
Proposer Type	Other	~			
Department *	Road Construction Department				
Demand No. *	41	~			
Select Tree View	Tree View		Heads Classification :		
Major Head *	3054-[41]Roads and Bridges	~	Sub Major Head *	03-STATE HIGHWAYS	
Minor Head *	103-MAINTENANCE AND REPAIRS	~	Sub Minor Head *	0002-[P]NA	
Detail Head *	27-Minor Work	~	Object Head *	02-Maintenance and repair	
Program Name	Select	~	Repair Type	Select	
Budget Year *	2020	~			
	F.Y 2020-2021				
Work Type	Other	~	Work Sub Type	Other	
New/Upgrade	New O Upgrade O Maintainance Repairs				
Chainage From			Chainage To		
Remarks					



2.2. Multiple Chart of Account (Applicable for Regular works only)

Sometimes fund is allocated in more than one head of account. To add Multiple Chart of Account, click on the "**Multiple COA**" link displayed in the proposal work info screen.

Note !						
Prin	mary Head Edit	6 entries are allowed . , Delete functionality are restricted . Itiple COA after voucher generation ,aga	inst particular head is r	estricted .		
1	Work Number	167/91	Work Description	Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-		
	Demand No.	41	~			
	Major Head	3054-[41]Roads and Bridges 🔹 🗸	Sub Major Head	03-STATE HIGHWAYS		
	Minor Head *	103-MAINTENANCE AND REPAIRS	Sub Minor Head *	0002-[P]NA 🗸		
	Detail Head *	27-Minor Work	Object Head *	02-Maintenance and repair		
		Save Close				
ltiple CO	A Details					
/ork o.	Work Descript	ion		Heads Classification	Edit	Delete
67/91		of Paver Block in 147th (p) & 148th (p) F r Hospital more, Paliganj under RCD Patr			1	â
57/91	Laying Fixing	of Paver Block in 147th (p) & 148th (p) H	(m of SH-69 Road towa	ds 41/5054/P/02/337/0101/53/02	1	曲

Primary heads of account cannot be edited or deleted.

The screen for adding Multiple COA is shown below:

Figure 4: Multiple COA

User can selection heads of account through Tree View as shown below

(Expand tree and double click on Object Head:





Figure 5: Heads Selection Screen through Tree View

Field Description:

Work Category: Select the category of work to be added as Regular/Deposit. Work Description: Enter the name of the Work. Sub Division Name: Select the Sub Division Office executing the work. Section Name: Select the name of the Section executing the work **District:** Select the District for the work to be added. Block: Select the Taluka for the work to be added. Panchayat: Select the Panchayat for the work to be added. Village: Select the Village for the work to be added. **Proposer Type:** Select the Proposer Type who has given the work. **Department:** Select the Department Name from which the work has come. Demand Number: Select the Demand Number under which the Budget is allocated Sector: In Sector, no selection applicable. 'All' automatically will be populated. Select Tree View: If Head of Account to be selected through Tree View. Heads: Select the Budget Heads under which the budget is allocated from the Drop-downs or through Tree view. Major Head: Enter major head. Sub-Major Head: Enter sub-major head Minor Head: Enter minor head Sub-minor Head: Enter sub-minor head Detail Head: Enter detail head **Object Head:** Enter object head. Budget Year: Select the Budget Year for the Work Program Name: Select the Program **Repair Type:** Select the Repair Type **Work Type:** Select the Work Type as Roads/Buildings/Bridges etc Work Sub Type: Select the Work Sub Type as MDR Roads/ Building New/Upgrade/Maintenance: Select whether it's a New/Upgrade/Maintenance Work **Chainage From:** Enter the start Chainage of the work



Note:

To add new entry, click on the "Add" button.

To edit the details, click on the "Edit" link.

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

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

To cancel the entry or the modification click on the "Cancel" button.

To delete the entry, click on the "Delete" link.

To view the list of Works, click on the "View" link.

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

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



3. Approvals (Use EE login Credentials)

3.1. Technical Approval Details

Selecting **Works** ->**Approvals** ->**TA Details**, displays 'TA Details' screen. This is the Screen for filling Technical Approval Details for the selected work.

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

A You are here / Works / Appr	ovals / TA Deta	ils					
View 🗮							
Search Work							
Parent Wo	rk Number	167/91			Q		
Parent Work E	Description	Laying Fixing of Paver E under RCD Patna West f				ad towards Ranitalab near Hospital more,	Paliganj
Edit Technical Approval (Or	iginal)						Amount i
Fields marked with an a	asterisk * are i	required.					
Approval Number	167/100/1/1	L		*	Approval Date	20/01/2022	i
Approving Authority	Executive E	ngineer	~	*	Approving Office	PATNA WEST ROAD DIVISION PATNA	~
Approved Amount	1404735.00			*			
Remarks				11			
	Update	Cancel					

Figure 6: Technical Approval Details Entry Screen

/iew 📕							
Search Work							
	Parent Work Number	167/91		Q			
	Parent Work Description		f Paver Block in 147th (p) &	N 7	9 Road towards Ranitalab	near Hospital	more, Paligan
		under RCD Path	a West for the Year 2019-20)			
Technical A	Approval Details	under RCD Path	a west for the Year 2019-20				
Technical A Sr. No.	Approval Details Approval Number	Approval Type	Approving Authority	Approval Date	Approved Amount	Edit	Delete



Figure 7: Technical Approval Details Screen

Field Description:

Approval Number: TA Number will be auto populated.

Approval Date: Select the TA approval date.

Approving Authority: Select the Approving Authority.

Approving Office: Enter office name of Approving Authority

Approved Amount: Enter the approved amount for work.

TA Amount: Enter the approved TAamount for work.

Remarks: Enter the remarks for Technical approval



3.2. Administrative Approval Details

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

The Administrative Approvals for such works (Old/running CFMS works) are already entered

The first entry is considered as the 'Original' Administrative Approval and subsequently the rest of the entries are considered as 'Revised' approvals.

earch Wor	k						
	Parent Work Number	167/91	٩				
Par	ent Work Description		aver Block in 147th (j ganj under RCD Patn			vards Ranitalat	o near
					2017 20		
iew Admiı	nistrative Approval Detail				2013 20	Amoi	unt in F
'iew Admiı r. No.	nistrative Approval Detail Approval Number		Approval Date	Approved Amount	Uploaded File	Amou Edit	unt in l Dele

Field Description:

Work Type: Choose whether it is Regular (for Tender/ Work carried out

fromDepartments own fund) or Purchasing item (to purchase items)

Approval Number: Enter the AA Number for the work.

Approval Date: Select the AA approval date

Authority: Select the Approving Authority

Approval Amount: Enter the approved amount for work.

Remarks: Enter the remarks for administrative approval

Upload (PDF Up to 2MB): Upload Administrative Approval copy up to 2 MB.

Figure 8: Administrative Approval Details Screen



3.3. Technical Sanction Details

Selecting Works -> Approvals -> TS Details, displays 'Technical Sanction Details'

screen. This is the screen used for filling the Technical Sanction Details for the selected work.

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

🕈 You are here / Works / Approvals / TS Deta	ails	
View 🗮		
Search Work		
Parent Work Number	167/91	Q
Parent Work Description	Laying Fixing of Paver Block in 147th (p) & under RCD Patna West for the Year 2019-20	& 148th (p) Km of SH-69 Road towards Ranitalab near Hospital more, Paliganj 0
Technical Sanction Details (Original)		Amount in Rs.
Fields marked with an asterisk \ast are	required.	
Work Type *	● Tender ○ Departmental	
TS Number/Work Order Number *	167/100/1/1	
TS Date *	20/01/2022	
TS Office *	PATNA WEST ROAD DIVISION PATNA	v
TS Authority *	Executive Engineer	~
SR Year *	2020	~
Zone *	Zone 1 - State	▼
TS Amount *	1404735.00	
Remarks	ok	
	Save Cancel	

Figure 9: Technical Sanction Entry Screen



If Departmental is selected than Contractor profit is asked to enter in case of departmental work.

View 🗮		
Search Work		
Parent Work Number	167/91 Q	
Parent Work Description	Laying Fixing of Paver Block in 147th (p) & 148th under RCD Patna West for the Year 2019-20	(p) Km of SH-69 Road towards Ranitalab near Hospital more, Paliganj
Technical Sanction Details (Original)		Amount in Rs.
Fields marked with an asterisk * are	required.	
Work Type *	🔿 Tender 🖲 Departmental	
TS Number/Work Order Number *	167/100/1/1	
TS Date *	20/01/2022	
TS Office *	PATNA WEST ROAD DIVISION PATNA	·
TS Authority *	Executive Engineer	
SR Year *	2020	
Zone *	Zone 1 - State	
TS Amount *	1404735.00)
Contractor Profit(%) *	9.1	
Remarks	ok G	
	Save Cancel	

♠ You are here / Works / Approvals / TS Details

	Parent Work Number	167/91				Q					
Parent Work Description Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-69 Road towards Ranitalab near Hospital more, Paliganj under RCD Patna West for the Year 2019-20											
/iew Techni	cal Sanction Details									Amount in F	
Sr. No.	TS Number/Work Order Number	TS Date	TS Type	SR Year	TS Zone	TS Amount	Work Type	Contrctor Profit	Edit	Delete	



Field Description:

Work Type: Select whether it is Regular or Departmental.
 (Note - For Departmental work, tendering process is not applicable.)
 TS Number/Work Order Number: Enter the Technical Sanction Number or Work order no.
 for the work.

TS Date: Select the approval date

TS Office: Select the TS Approving Office Name

TS Authority: Select the TS Approving Authority

SR Year: Select SR year Zone: Select Zone for SR rates

TS Amount: Enter the approved TS amount for the work.

Remarks: Enter the remarks for technically sanction details.

Note:

To add new entry, click on the "Add" link.

To edit the details, click on the "Edit" link.

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

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

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

To delete the entry, click on the "Delete" link.

To view the list of TS entries click on the "View" link.

To view the details of the TS select the Work through "Search" link.



3.4. GST Percentage

Selecting **Works -> Approvals ->GST Percentage**, displays '**GST Details**' screen. This is the screen used for filling the GST Details for the selected work. If GST is already included in the rate of item in the BOQ then adding GST is not required, User can select not applicable option.

The GST details for each work can be entered through this screen.

GST Detai	ils						
Sr.No.	Work Number	Work Desc	SGST Percentage	CGST Percentage	IGST Percentage	Applicable	Not Applicable
1	167/91/1	Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH- 69 Road towards Ranitalab near Hospital more, Paliganj under RCD Patna West for the Year 2019-20	0.0	0.0	0.0		

Figure 11: GST Entry Details Screen

3.5. Labour Cess

Selecting **Works -> Approvals ->Labour Cess**, displays Labour Cess Details' screen. This is the

Screen used for filling the Labour Cess Details for the selected work. If Labour Cess is already included in the rate of item in the BOQ then adding Labour Cess is not applicable.

Sr.No.	Work Number	Work Desc	Is Labour Cess Including GST	Percentage	Applicable	Not Applicable
1	167/91/1	Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-69 Road towards Ranitalab near Hospital more, Paliganj under RCD Patna West for the Year 2019-20	Inclusive Exclusive	0.0		

Figure 12: GST Entry Details Screen

The Labour Cess details for each work can be entered through this screen.



4. BoQ Upload & Finalization

4.1. BoQ Upload Details (Use JE Login credentials)

Selecting Works -> Tendering -> Upload BOQ Details, displays 'Upload BOQ Details,' screen.

(Note: -Before entering BoQ Details, the user has to enter the Administrative & Technical sanction details.)

This screen is used to prepare the Bill of Quantity (BOQ) for the selected Work.

📰 🕈 Home Road Section Pali 1 H.Q										WMS User Manu	al 👤 Welcom	e rcdptnpa	lije1 -
Works	🕈 You a	re here / V	Vorks / Tenderir	ng / Upload BoQ/Item-wise De	etails								
Tendering	Search												
» Upload BoQ/Item-wise Details		Parent Wo	ork Number				Parent Work	Description					
» BoQ/Item-wise Details		Cł	noose Head	0000 All Heads		~	Scheme(Plar	n/Non Plan)	All		*		
			Scheme	Select		~		Work Type	Select		*		
			Category	○ Regular ○ Deposit			A	ccount Type	AG Account		~		
		Upload	BoQ Status	Not Uploaded		~							
				Filter Clear									
	≛ CI	ick Here To I	Download BoQ Ex	cel Template									
	Upload	Boq						Note	: Boq Details c	an be Uploaded m	ultiple times fo	r the same	e work
		De	partment *	Road Construction Depar	tment	*	Branch*	Road Construc	tion Departme	ent 🗸			
			SR Zone	State		~	Work Number	167/91/1					
		I	Excel File *	Choose File No file chose	en		Original BOQ document	Choose File	Io file chosen				
				Upload									
	BoQ De	tails											
	Sr.No	Work No.	Work Descripti	on	Parent Work No.	Parent	Work Description	Heads Classifica	tion	Category	Work Type	Select	View
	1	167/91/1	148th (p) Km of	Paver Block in 147th (p) & SH-69 Road towards Hospital more. Paligani under	167/91	148th	Fixing of Paver Block in 147th (p) & (p) Km of SH-69 Road towards ab near Hospital more. Paligani under	41/3054/P/03/1	03/0002/27/02	Regular	Other	۲	•

Figure 13: BOQ Upload Screen



BoQ Template is displayed as shown below.

Item Code	Item Description *	Quantity *	Rate *	Unit *	Sr Year
1	Earth work in ordinary soil	1.000000	1	Tonnes	2019

Figure 14: BOQ Template

Item Code	Item Description *	Quantity *	Rate *	Unit *	Sr Year
A.a.1.1	(A) Road works including Medians,culverts,widening and Strengthening 1- WIDENING AND STRENGTHENING OF EXISTING ROAD				
A.a. I. I	Earthwork up to top of the Sub-grade and Site clearance	13.70	2957874.92	Kilometers	2019
	(A) Road works including Medians,culverts,widening and Strengthening 1- WIDENING AND STRENGTHENING OF EXISTING ROAD				
A.a.1.2	Earthwork up to top of the Sub-grade and Site clearance				
	Sub-Base Course (inverted Choke)	13.70	7688299.88	Kilometers	2019
	(A) Road works including Medians, culverts, widening and Strengthening				
A.a.2.1	Non Bituminous Base Course				
	GSB(for road work)	13.70	12277355.82	Kilometers	2019

Figure 15: BOQ Template with an example

BOQ Details (Use JE login credentials)

Field Description:

Department (SOR published by): Select the department name as Works

Branch: Select the branch name.

SR Zone: Select the zone for SR rates.

Work No: Select the radio button for the particular work.

Excel File: Browse the BoQ excel template which is prepared for that particular work.

Note:

Item code must not be empty, if there are Non-SOR Items, NS1 or NSR1 etc. Needs to be entered.

Unit, SR Year must be selected from the BoQ Template.

None of the rows can be left blank.

Some special characters must be removed like (,), \$. & from Item Code.

To download BoQ Excel Template click on "Click Here" link.

To get the Work No click on "Select" radio button.

To upload BoQ details, browse the BoQ excel template click on the "Upload" button.

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

To view the BoQ details click on the "View" button.

To delete the entry click on the "Delete" button.

BoQ can be uploaded/Deleted /Modified if the tender details are not filled up for that work. Once the tender details are filled up, no BoQ will be uploaded for the work.

BoQ will be upload as per the given format in WAMIS only. No. Other format BoQ will be uploaded in WAMIS.

Name of the file of Boq will be in .xls extension of user can choose MS 1997-2003 etension.

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

Selecting Works -> Tendering -> BoQ Details, displays BoQ Details' screen.

This screen is used to Add, Copy, Finalize the Bill of Quantity (BOQ) for the selected Work



	rk											
		Parent Work Number	167/91				Q					
		Parent Work Description	Laying Fixing of Pav	er Block in 14	7th (p) & 148	Ith (p) Km of SH	-69 Road towards Ranit	alab near Hospital	more, Paliganj under RCD Patna West for th	e Year 20	019-20	
		Work Number	167/91/1									
		Work Description	Laying Fixing of Pave	er Block in 147	th (p) & 148	th (p) Km of SH-	-69 Road towards Ranita	lab near Hospital	more, Paliganj under RCD Patna West for the	Year 20	19-20	
		Remark										
	iorage											
SoQ/Item-v	vise Details											Amount in R
Sr. No.	Item Code	Item Description		Scope	Unit	Rate	Quantity	Amount	SR/Purchase/EOI Year	Edit	Delete	Select
1	13	Earth work in ordinary soil 13			mtr	500.00	200.000000	100,000.00	2020	1	Û	v
2	14	Earth work in ordinary soil 14			mtr	500.00	200.000000	100,000.00	2020	1	Û	v
3	11	Earth work in ordinary soil 11			mtr	200.00	500.000000	100,000.00	2020	1	Û	¥
4	12	Earth work in ordinary soil 12			mtr	500.00	200.000000	100,000.00	2020	1	Û	\$
5	13	Earth work in ordinary soil 13			mtr	500.00	200.000000	100,000.00	2020	1	Û	¥
6	14	Earth work in ordinary soil 14			mtr	500.00	200.000000	100,000.00	2020	1	Û	v
Total Amou	unt :		600,000.00									
SGST(6.00)%):		36,000.00									
CGST(6.00	0%):		36,000.00									
IGST(0.00	%):		0.00									
Total Amou	unt (Including GST)	:	672,000.00									
Labour Ces	ss(1.00 %) :		6,000.00									
seigniorage	e Amount :		0.00									
Grand Tota	d:		678,000.00									
Tender Am	iount :		0.00									

Figure 16: BOQ details Screen

The SR Items can be searched and added in the Bill of Quantity through the SR Item Search screen.

ADD BOQ DETAILS					Amount in Rs.
Fields marked with an asteris	k * are required.				
Department	Road Construction Department	Brane	ch	Road Construction Department $~\checkmark~$	
SR Zone	State	•			
Item Type *	Civil	SR Year	•	2019	~
Item •	Loading and unloading of stone boulder / stone aggreg 🗸 🕻				
Item Description *	Loading and unloading of stone boulder / stone aggregates / sand / kanker / moorum. (Placing tipper at loading point,				
Item Code *	1.1				
Unit •	Cubic Meters	•			
Rate *	167				
Quantity / Measurements *	Quantity OMeasurements				
Quantity *	100				
Scope	select	•			
Remarks	Add BoQ				
	Save Cancel				

Adding multiple SR Items in one go and specifying the Measurements or the Quantity for each item can be used to enter items in the Bill of Quantity.

Figure 17: 'Add BoQ details through SOR' Screen



1	Already Existing ite	ems in Se	lected Work are not shown						
	Departs	nent	Road Construction Department	~	Branch	Road Construction D	epartment	¥	
	SR Zone		State	*					
	Chapter Type		Civil	*	SR Year	2019			
	Chapter N	ame	CHAPTER-15	*	Category Name	RIVER TRAINING	AND PRO	TECTION	WORKS
loQ De	tails							BACK	wert Selection
r.No.	Item Code	Iten	n Description				Unit	Rate	Select
15.1.1 Prov			riding and laying boulders apron on river bed for plete as per drawing and Technical specification.	• •		t less than 40 kg each	cum	0.0	~
	15.10.1	Curt	tain wall complete as per drawing and Technical	specification Stone masonry	in cement mortar (1:3)		cum	0.0	

Figure 18: 'Adding Multiple Items in BoQ' Screen

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

•	Q Detai	ь			a na na ang sa	в	ACK Inv	ert Sele	rction		
Already Existing items in Selected Work are not shown											
		Select Work	9/51/	-Work for Tendering BOQ Details test 🗸 🗸							
	Sr.No.	Item Code		Item Description	Item Rate	Item Quantity	Total Amount	SR Year	Select		
	1	1		Earth work in ordinary soil	1	1	1	2019			

Figure 19: 'Copy BoQ' Screen

		Parent Work Number	TST/9/2021/688			Q					
		Parent Work Description	Test Complete Work Flow work e-MB								
		Work Number	TST/9/2021/688/1								
		Work Description	Test Complete Work Flow work e-MB	1							
		Remark	ok								
Enter Seig	niorage										
loQ Detai	ls										Amount in
r. No.	Item Code	Item Description		Scope	Unit	Rate	Quantity	Amount	Edit	Delete	Select
1	1	Earth work in ordinary soil			ton	1.00	1.000000	1.00	1	â	
2	1.1	/ moorum. (Placing tipper at loadi	oulder / stone aggregates / sand / kanker ng point, loading with front end loader, xcluding time for haulage and return		cum	167.00	100.000000	16,700.00	1		
Total Ame	ount :		16,701.00								
SGST(0.0	96):		0.00								
CGST(0.0	9%):		0.00								
IGST(0.0	%):		0.00								
Total Amo	ount (Including GS1	r) :	16,701.00								
Labour C	ess :		0.00								
Seigniora	ge Amount :		1,000.00								
Grand To	tal :		17,701.00								
Tender Amount :			0.00								

Figure 20: Enter Seigniorage Button



		_						_				
			Enter Seigniorage Amount Det	ails					WM	S User Manu	al 👤 Welcom	e rcdptnpalije1
🕈 You are he	re / Works / Te	endering / BoQ/It)	<				
Search Work		_	Seigniorage Amount :		20000							
		Pa										
		Paren					Save Close	near Hospital	more, Paliganj under RCD Patna West for th	e Year 201	9-20	
		1	Work Description Laying Fixing of	Paver Block in 147	th (p) & 14	18th (p) Km of SH-	69 Road towards Ranita	lab near Hospital I	more, Paliganj under RCD Patna West for the	Year 2019	-20	
			Remark									
Enter Seignio	rage											
BoQ/Item-wi	se Details											Amount in F
Sr. No.	Item Code	Item Description		Scope	Unit	Rate	Quantity	Amount	SR/Purchase/EOI Year	Edit	Delete	Select
1	13	Earth work in ordir	nary soil 13		mtr	500.00	200.000000	100,000.00	2020	1	Û	Ý
2	14	Earth work in ordin	nary soil 14		mtr	500.00	200.000000	100,000.00	2020	1	Û	¥
3	11	Earth work in ordin	nary soil 11		mtr	200.00	500.000000	100,000.00	2020	1	Û	¥
4	12	Earth work in ordin	nary soil 12		mtr	500.00	200.000000	100,000.00	2020	1	Û	¥
5	13	Earth work in ordir	nary soil 13		mtr	500.00	200.000000	100,000.00	2020	1	Û	¥
6	14	Earth work in ordir	nary soil 14		mtr	500.00	200.000000	100,000.00	2020	1	Û	¥



BoQ/Item-	wise Details							
ir. No.	Item Code	Item Description		Scope	Unit	Rate	Quantity	Amount
1	13	Earth work in ordinary soil 13			mtr	500.00	200.000000	100,000.00
2	14	Earth work in ordinary soil 14			mtr	500.00	200.000000	100,000.0
3	11	Earth work in ordinary soil 11			mtr	200.00	500.000000	100,000.0
4	12	Earth work in ordinary soil 12			mtr	500.00	200.000000	100,000.0
5	13	Earth work in ordinary soil 13			mtr	500.00	200.000000	100,000.0
6	14	Earth work in ordinary soil 14			mtr	500.00	200.000000	100,000.0
Total Amo	unt :		600,000.00					
SGST(6.0	0%):		36,000.00					
CGST(6.0	0 %):		36,000.00					
IGST(0.00	%):		0.00					
Total Amo	unt (Including GST)	:	672,000.00					
Labour Ce	ss(1.00 %) :		6,000.00					
seigniorag	e Amount :		20,000.00					
Grand Tota	sl :		698,020,00					
Tender An	iount :		0.00					

Figure 22: Finalize BoQ from Junior Engineer



4.2. Verify & Finalize BoQ through Assistant Engineer

As JE finalizes, BoQ goes at Assistant Engineer (AE) level. AE can see the details, also can edit BoQ by changing quantity if required and if found there are major changes in the BoQ or it has to be uploaded again then AE will send it back to JE by clicking the **cancel** button against that work.

A You a	re here / V	Vorks / Tendering / BoQ/Item-wise Details For AE											
Filter	Filter												
		Options Not Finalized V Filter											
View Bo	Q/Item-wis	e Details											
Sr. No.	Work No	Work Description	Status	Details	Cancel	Finalize	View BOQ doc						
1	167/91/1	Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-69 Road towards Ranitalab near Hospital more, Paliganj under RCD Patna West for the Year 2019-20	Not Finalized	1	*	-	¥						

Figure 23: Finalize BoQ from Assistant Engineer

4.3. Verify and finalize through EE (Use EE Login credentials)

As AE finalizes, BoQ goes at Executive Engineer (EE) level. EE can see the details, also can edit BoQ by changing quantity then EE will send it back to AE by clicking the cancel button against that work.

EE can finalize the BoQ by Clicking **Finalize** button.

🕈 You ai	A You are here / Works / Tendering / BoQ/Item-wise Details For EE												
Filter	Filter												
		Options Not Finalized Y Filter											
View Bo	Q/Item-wis	e Details											
Sr. No.	Work No	Work Description	Status	Details	Cancel	Finalize	View BOQ doc						
1	167/91/1	Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-69 Road towards Ranitalab near Hospital more, Paliganj under RCD Patna West for the Year 2019-20	Not Finalized	1	*	a	¥						

Figure 24: Finalize BoQ from Executive Engineer



5. Tender Details

After Finalizing the BoQ details by EE and Selecting Works -> Tendering -> Tender Details, displays 'Tender Details' screen. This screen is used to enter the Tender information for the selected work by EE.

In case of departmental work, Tender details is not needed to select.

Figure 25: Tender Details menu

Works		
Masters		
Proposal Work		
 Approvals 		
Tendering		
earch Work		
Parent Work Number	167/91	Q
Parent Work Description	Laying Fixing of Paver Block in 147th (p) & 148 under RCD Patna West for the Year 2019-20	3th (p) Km of SH-69
Work Number	167/91/1	
Work Description	Laying Fixing of Paver Block in 147th (p) & 148 under RCD Patna West for the Year 2019-20	th (p) Km of SH-69 I
ender Details		
Fields marked with an asterisk * are	e required.	
Tender Type *	SBD Percentage Rate	~
Tender Amount *	698000	
	Tender Amount Is Inclusive of GST charges.	
Bid Due Date *	20/01/2022	
Approving Authority *	Executive Engineer	~
Contractor Class And Above *	E	~
Remarks		

Save

Cancel

Figure 26: Enter Tender Details screen



🕈 You are here / Works / Tendering / Tender Details										
Record Successfully Saved.										
Search Work										
	Parent Work Number	167/91		Q						
	Parent Work Description	, 2	ing of Paver Block in 147th (p) Patna West for the Year 2019-		-69 Road towards Ranitalab	near Hospital mo	re, Paliganj			
	Work Number	167/91/1								
			ng of Paver Block in 147th (p) Patna West for the Year 2019-		69 Road towards Ranitalab r	near Hospital mor	re, Paliganj			
Tender Details							Amount in Rs.			
Sr. No.	Contractor Class And Above		Tender Type	Tender Amount	Authority	Edit	Delete			
1	E		SBD Percentage Rate	698000.00	Executive Engineer	1	Ô			
+Add 🗮 View All										

Figure 27: Tender details screen

Field Description:

Tender Type: Select the tender type. Tender Amount: Enter the Tender Amount, calculated from the BoQ. Bid due date: Enter Bid due date which is the last date of Submission of Tender date. Approving Authority: Select the Tendering authority Contractor Class And Above: Select the contractor class Remarks: Enter the remarks if any

Note:

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

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

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

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

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

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

To view the list of Tender entries click on the "View" link.

To view the details of the Tender select the work through "Search" link.

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



6. Awarding of Contract (Use EE Login credentials)

After entering the tender details, enter the awarding of contract details as described below.

Go to Works -->Tendering--> and click on Awarding of Contract

In case of departmental work payee will be Assistant Engineer.

Award You are here / Works / Tendering / Award	ing of Contract				
View 🗮					
Search Work					
Parent Work Number	167/91		Q		
Parent Work Description	Laying Fixing of Paver Bloc under RCD Patna West for t) Km of SH-69 Road towards R	anitalab near Hospital more, Paliganj
Work Number	167/91/1				
Work Description	Laying Fixing of Paver Block under RCD Patna West for t			Km of SH-69 Road towards Ra	anitalab near Hospital more, Paliganj
Awarding Of Contract Details					Amount in R
Fields marked with an asterisk * are	required.				
Contractor *	SURENDRA PRASAD & LAH	IRI CONSTR	UCTION PRIV	ATE LIMITED C Refresh	AAUCS8214R
Agreement No *	123				
Work Order No					
Agreement Date *	20/01/2022		i		
Awarding Authority *	Executive Engineer		~		
Date Of Commencement *	20/01/2022				
Work Period *	●Months ○Days	15			
Date Of Completion *	19/04/2023				
Agreement Type	SBD Percentage Rate				
Work Cost	698,000.00			Multiple COA Head	41/3054/P/03/103/0002/27/02, 41/5054/P/02/337/0101/53/02
Quotation in Amount/Percentage	OAmount(Rs.) OPercentage	e(%)			
Quoted Amount	767800.00				
Quoted % (Above/Below/At Par)	● Above ○ Below ○ At Par				
Quoted Percent	10.0		% Above		
Accepted Tender Other Than Lowest ?	◉ No ○ Yes				
Whether Negotiation Done ?	● No ○ Yes				
Is Contractor Bonus/Incentive Applicable ?	◉ No ○ Yes				
Measurement Type	O Abstract O Detail(E-MB)				
Remarks	ok		G		
	Save Cancel				

Figure 28: Awarding of contract Entry Screen.



♠ You are here / Works / Tendering / Awarding of Contract

Search	Work											
		Parent Work Number	167/91		Q							
Parent Work Description Laying Fixing of Paver Block in 147th (under RCD Patna West for the Year 201						h (p) Km of SH-	69 Road towards Ranit	alab near Hos	spital m	ore, Palig	anj	
Work Number 167/91/1												
		Work Description		Work Description Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-69 Road towards Ranitalab near Hospital r under RCD Patna West for the Year 2019-20								
View Aw	varding Of Co	ntract Details								Amou	unt in Rs.	
	varding Of Co Work Number	ntract Details Contractor Name	Commencement Date	Agreement No	Agreement Type	Measurement Type	Quoted % (Above/Below/At Par)	Accepted Amount	Edit			
View Aw Sr.No. 1	Work		Date HRI 20/01/2022						Edit		unt in Rs. Finalize	

Figure 29: Awarding of Contract details Screen



Field Description

Contractor: Select the contractor to whom the contract is to be awarded **Agreement No:** Enter the agreement number Work Order No: Enter the work order number Agreement Date: Select work agreement date Awarding Authority: Select awarding authority Date of Actual Commencement: Select date of actual commencement Work Period in Months: Enter work period in months or in Days. Stipulated Date of Completion: Select stipulated date of completion of the work Agreement Type: It will be auto-populated. Work Cost: Displays the Work Cost as per the Tender Quotation in Amount/Percentage: Select whether the Quotation is in amount or the percentage Quoted Amount: Displays the Quoted Amount of the Contractor Quoted % Above/Below/At Par: select whether the Quoted amount is above or below or equal to the Work amount Quoted Percent: Displays the Quoted Percentage calculated from the Quoted amount or enter the **Quoted Percentage** Accepted Tender Other Than Lowest: Select option whether accepted tender other than lower Whether Excess Involved: Select whether excess involved or not Whether Negotiation Done: Select whether negotiation being done or not negotiated % Displays the negotiated percentage is above/below or at par Accepted Percent: Enter the negotiated percentage (only for Percentage Type) **Remarks:** Enter the remarks if any

Note:

To add new entry, click on the "Add" link. To edit the details, click on the "Edit" link. To save the entered values click on the "Save" button. To save the modified values click on the "Update" button. To cancel the entry or the modification click on the "Cancel" link. To delete the entry, click on the "Delete" link. To view the list of Awarding entries, click on the "View" link. To view the details of the Awarding select the work through "Search" link. You must have the privileges to view/add/edit/delete the records otherwise the corresponding options will be disabled.



7. Making Bills in WAMIS

Before making bills in WAMIS, awarding of contract must be finalized.

- ✓ Login with EE credentials and issue MB to Junior Engineer.
- ✓ MB must be issued before entering records into MB.
- ✓ Go to **Billing** → **Measurement Info.**
- ✓ Click on **MB Book Issue Entry**.

Note: MB book can be issued, if and only if during the entering of awarding of contract details, measurement type is entered as e-MB

E WAMIS, GOVERNMEN	F OF BIHAR
E A Home TEST DIVISION	
Billing	♠ You are here / Billing / Measurement Info
Masters	
Measurement Info	
» MB Book Issue Entry	
» Measurement Book For EE	
💼 Bill Info	
🗎 Draft HR Info	
Reports	

Figure 30: MB Book Issue Entry menu



7.1. Entering Employee details

EE will assign junior engineer for recording e-mb from drop-down given. There must be entries in Employee Details then after only names of employee names can be selected from here.

Steps can be seen below:

	A Home	PATNA CITY ROAD	Division G	ULJARBAGH PATNA		
	Empl	oyee	🕇 You	are here / Employee / En	nployee Details / Personal	Details
	Employee (Filter			
	Personal Det			Report Name		
» 5	Service Deta	ils				
×	Transfered E	mployee			filter Clear	
»	Retired Empl	oyee	Deres	onal Details		
			Perso	onal Details		
			Sr.No	Employee No.	Title	First Name
			1	GPF/145	Mr.	Pramod
			2	GPF/146	Mr.	Anuj
			3	GPF/227	Mr.	Rakesh
			Add	2		

Clicking on Add button will open a add record form:

Employee number is automatically generated by WAMIS. No need to enter it. And User should not confuse with this GPF number with CFMS/wherever GPF number is being used.

Add Record					
	asterisk * are required. asterisk ** are numeric.				
Employee Number	GPF/349	*	Title	Mr.	* *
First Name	Nitin	*	Middle Name	Kumar	
Last Name	Kasyap		Report Name	Nitin Kumar Kashyap	*
	Save Cancel				



After that Go to **Service details** and click on the Add button.

E PATNA CITY ROAD DIVISION GULJARBAGH PATNA										
Employee	♠ You are here / Employee / Employee Details / !									
Employee Details	Filter									
» Personal Details		Employee Name								
» Service Details		Employee Nume	_							
» Transfered Employee			filter Clear							
» Retired Employee	Servi	ce Details								
	Sr.No	Employee Name	Employee No.							
	1	Anuj Kumar	GPF/146							
	2	Pramod Kumar	GPF/145							
	3	Rakesh Kumar Singh	GPF/227							
	Add	2								

Add record by filling all the details shown below. Wherein office is the concerned Sub-division office.

Add Record					
Fields marked with an	asterisk * are required.				
Employee Name	Nitin Kumar Yadav (GPF/349)	~ * Q	Designation	Junior Engineer	× *
Office	Patna City Road Subdivision	*			
Period From					
Month	November	✓ *	Year	2018	* *
	Save Cancel				



Billing	A You are here / Billing / Measurement Info / MB	Book Issue Entry			
Masters	View =				
Measurement Info	Search Work				
» MB Book Issue Entry	Parent Work Number	TST/9/2021/6	525	Q	
> Measurement Book For EE	Parent Work Description	Test Work UM			
🗎 Bill Info	Work Number	TST/9/2021/6	25/1		
🗎 Draft HR Info	Work Description	Test Work UM			
Reports	MB Issue				
	Fields marked with an asterisk * are req	uired.			
	Person Recording The Measurement (Juni	or Engineer) *	MOKAMAJE		¥
	Measurement B	ook Number *	TST/9/2021/625/00001		
	м	8 Issue Date *	05/04/2021		#
			Save Cancel		

Figure 31: MB Issue entry to Junior Engineer

Click on "save" button and following screen will be displayed.

Se	earch Wo	rk					
Parent Work Number		Parent Work Nu	umber TST/9/2021/625	Q			
	Parent Work Description		iption Test Work UM				
	Work Number		umber TST/9/2021/625/1				
		Work Descr	iption Test Work UM				
M	B Issue						
	Sr. No.	Work Details	Recorded By(JE)	Measurement Book Details	Reported Date	Edit	Delete
	1	Test Work UM	MOKAMAJE	TST/9/2021/625/00001	05/04/2021	1	Ô
A	dd						

Figure 32: MB issue screen (MB details)



7.2. MB Draft Measurements by JE:

In Awarding of Contract, measurement type must be detail-(e-MB) for e-MB type measurement,

Draft measurements is entered by JE.

- \triangleright Log-in with JE and go to Billing \rightarrow Measurement Info
- ➤ Click on MB Draft Measurement by JE.
- Select Work and Click on '+' under Enter Measurements for selected work.

Billing	🕈 You ar	🕈 You are here / Billing / Measurement Info / MB Draft Measuements By JE									
Measurement Info	Search V	Vork									
» MB Draft Measuements By JE			Parent Work Number	TST/9/2021/625		Q					
» Measurement Book		Par	ent Work Description	Test Work UM							
Bill Info			Work Number	TST/9/2021/625/1							
Draft HR Info			Work Description	Test Work UM							
Reports	Search It	tems									
		Item (Code:		Item Description:			Search Clear			
	BoQ Iten	ns							Select All Dese	lect All 🗖 Invert	Selecti
	Sr. No.	Item Code	Item Description		Agreement Quantity	Unit	Total Quantity as per Measurements	Enter Measurements	View Measurements	Edit Measurements	
	Sr. No.	Item Code	Item Description Earth work in ordinary	soil 1		Unit			View		
	Sr. No. 1 2				Quantity		per Measurements	Measurements	View Measurements		Finaliz Item

Figure 33: Item selection for draft measurement by JE



Enter Number, Length, Breadth and Depth or Height. Select Date of Measurement. "Item Measurement For" field is optional. Documents can be uploaded by clicking on Upload, which is optional. To add more measurement, click on Add Measurements. Click on Save after entering all required fields. To replicate any measurement row, click on Copy. To reset the page completely, use Cancel. Return to Item Selection button is provided to go back to Item selection for draft measurement

NI-9-892-1 Earth work in ordinary soil 1											
	BoQ Rate	1.0		BoQ	Quantity 500.0			Total Measurement Amount 0.00			
Add Measurements									05/04/2	021	
Item Measurement For	Typical	Typical Measurements	No.	Length	Breadth	Depth	Quantity	Upload Document	Hidden	Delete	Сору
Test Measurement) 0		2	15	17		510	Choose file No file chosen	0	Û	රි Copy
Add Measurements Save	Cancel	Return to Item Selection						Total	Quantity:	510	

Figure 34: Measurement through MB taking Length, Breadth, depth etc.


To enter a **Typical Measurement** (complex measurements for which simple formula is not applicable) select Typical and then enter Formula. Select Date of Measurement and Save. You can upload file containing complex measurements for your reference.

ll-9-892-1 Earth work in ord	inary soil 1										
l	BoQ Rate	1.0		BoQ	Quantity 500.0		T	otal Measurement Amount 0.00			
dd Measurements									05/04/2	021	Ê
Item Measurement For	Typical	Typical Measurements	No.	Length	Breadth	Depth	Quantity	Upload Document	Hidden	Delete	Сору
Test //easurement		8*12*13					1248	Choose file No file chosen		Ô	샵 Copy
Add Measurements Save	Cancel	Return to Item Selection						Tota	l Quantity:	1248	
								Attach file for complicated neasurement (Optional)			

Measurements can be added and edited until the items have not been finalized. To Finalize Items, select items for which Measurements have been recorded.

Billing	🛉 You a	re here / Billing	/ Measurement Info / MB	Draft Measuements By JE							
Measurement Info	Search	Work									
• MB Draft Measuements By JE			Parent Work Number	TST/9/2021/625		Q					
Measurement Book			rent Work Description	Test Work UM							
Bill Info		Fa	Work Number	TST/9/2021/625/1							
Draft HR Info			Work Description	Test Work UM							
Reports	Search	Items									
			Cada		Item Description						
		Item	Code:		Item Description:			Search Clear			
	BoQ Ite	Item	Code:		Item Description:			Search Clear	✓ Select All ■ Des	select All 🗖 Invert	Selec
	BoQ Ite	Item	Code:		Item Description:	Unit		Enter		elect All ■ Invert Edit Measurements	Fina
	BoQ Ite	Item ms			Agreement	Unit	Total Quantity as	Enter	Select All Des	Edit	Fina
	BoQ Ite Sr. No.	Item ms	Item Description	y soil 1	Agreement Quantity		Total Quantity as per Measurements	Enter Measurements	✓ Select All ■ Des View Measurements	Edit Measurements	Fina

Figure 36: List of item selection for MB Book



> After Selecting Items, Click on Finalize Selected Draft Measurements.

Search I	ems									
	Item C	lode:	Item Descr	iption:			Search Clear			
BoQ Iter	ช							🗸 Select All 🗖 Desel	lect All 🗖 Invert	Selectio
Sr. No.	Item Code	Item Description		eement ntity	Unit	Total Quantity as per Measurements	Enter Measurements	View Measurements	Edit Measurements	Finaliz Item
1	1	Earth work in ordinary soil 1	5	500.000000	cum	1248.0000	+		G	~
2	2	Earth work in ordinary soil 2	5	500.000000	cum	68.0000	+		G	~
3	3	Earth work in ordinary soil 4	5	500.000000	cum	780.0000	+		C	

Figure 37: Finalize Selected Draft Measurements.



7.3. Generate RA Bill / Other Claim Types (BY JE)

- ▶ Go to Billing \rightarrow Bill Info
- Click on RA Bill Details. Enter the required fields by JE.
 - ▶ RA Bill Date: Enter the R.A. Bill date.
 - ➢ Claim Type
 - I. Mobilization Advance
 - II. Account of work (Part/Running) Bill: For Work Execution
 - III. Final Works Bill
 - IV. Draft Bill: Draft bill is a base bill for the processed bill for pre-WAMIS work migrated from CFMS.
 - V. Equipment Advance (Other Advance)
 - VI. Secure Advance
 - VII. Draft Bill
 - > Multiple COA Head Selection: Select HoA through which amount will be given.
 - ▶ RA Bill No.: RA No. will be generated by System
 - ▶ Remarks: Enter Remarks if required.

For Work execution, Account of work (Part/Running) Bill is selected.



10.3 Draft Bill

This type of Bill is created to bring processed bill in CFMS/ Pre-WAMIS to WAMIS. Draft bill is created only in the beginning, i.e. Draft bill cannot be 2nd, 3rd. It would be considered as 1st Bill in WAMIS.

RA Bill Details	
Fields marked with an asterisk * are required.	
RA Bill Date *	07/05/2021
Claim Type *	Draft Bill
No of Bills Created at CFMS *	1
Multiple COA Head Selection *	19/2406/P/01/001/0001/33/02
RA Bill No.*	1
Work / Mobilization Advance Amount Given	1000000
Work / Mobilization Advance Amount Recovered	-50000
Equipment Advance Amount Given	20000
Equipment Advance Amount Recovered	
Secure Advance Amount Given	10000
Secure Advance Amount Recovered	-16000
Remarks	
	Update Cancel

Figure 38: Draft Bill



Field Description:

RA Bill date: Enter RA Bill date

Claim Type: Enter the claim Type.

No. of Bills created at CFMS: Enter No. of Bills processed at CFMS whose payment has been completed.

Multiple COA Head Selection: Select HoA through which amount will be given.

RA Bill No.: RA No. will be generated by System

Work/ Mobilization advance amount given: Enter cumulative Work/ Mobilization advance amount given

Work/ Mobilization advance amount Recovered: Enter cumulativeWork/ Mobilization advance amount Recovered.

Equipment advance amount given: Enter cumulative Equipment advance amount given

Equipment advance amount Recovered: Enter cumulative Equipment advance amount Recovered.

Secure advance amount given: Enter cumulative secure advance amount given:

Secure advance amount Recovered Enter cumulative secure advance amount Recovered

Remarks: Enter Remarks if required.



1.1. MB Draft Measurements by JE:

In Awarding of Contract, measurement type must be detail-(e-MB) for e-MB type measurement,

Draft measurements is entered by JE.

- \blacktriangleright Log-in with JE and go to BILLING \rightarrow Measurement Info
- ≻ Click on MB Draft Measurement by JE.
- > Select Work and Click on '+' under Enter Measurements for selected work.

Measurement Info	Search V	Nork									
	Scarum	HUIK					\				
» MB Draft Measuements By JE		1	Parent Work Number	TST/9/2021/625		Q					
Heasurement Book		Par	ent Work Description	Test Work UM							
Bill Info			Work Number	TST/9/2021/625/1							
Draft HR Info			Work Description	Test Work UM							
Reports	Search I	tome									
	Search	сепь				<u></u>					
		Item C	Code:		Item Description:			Search Clear			
	BoQ Iter	ns							Select All Des	elect All 🗖 Invert	t Selec
		ns Item Code	Item Description		Agreement Quantity	Unit	Total Quantity as per Measurements	Enter	Select All Des	elect All Invert	Fina
		_	Item Description Earth work in ordinary	soil 1				Enter	View	Edit	Fina
		_			Quantity	00 cum	per Measurements	Enter Measurements	View Measurements	Edit	Fina
		_	Item Description			Unit		Enter	View	Edit	

Figure 39: Item selection for draft measurement by JE

Enter Number, Length, Breadth and Depth or Height. Select Date of Measurement. "Item Measurement For" field is optional. Documents can be uploaded by clicking on Upload, which is optional. To add more measurement, click on Add Measurements. Click on Save after entering all required fields. To replicate any measurement row, click on Copy. To reset the page completely, use Cancel. Return to Item Selection button is provided to go back to Item selection for draft measurement



NI-9-892-1 Earth work in ordi	nary soil 1										
B	oQ Rate	1.0		BoQ	Quantity 500.0			Total Measurement Amount 0.00			
Add Measurements									05/04/2	2021	#
Item Measurement For	Typical	Typical Measurements	No.	Length	Breadth	Depth	Quantity	Upload Document	Hidden	Delete	Сору
Test Measurement			2	15	17		510	Choose file No file chosen		Ô	දී] Copy
Add Measurements Save	Cancel	Return to Item Selection						Total	Quantity:	510	

Figure 40: Measurement through MB taking Length, Breadth, depth etc.



➤ To enter a **Typical Measurement** (complex measurements for which simple formula is not applicable) select Typical and then enter Formula. Select Date of Measurement and Save. You can upload file containing complex measurements for your reference.

II-9-892-1 Earth work in ord	linary soil 1										
I	BoQ Rate	1.0		BoQ	Quantity 500.0			Total Measurement Amount 0.00)		
Add Measurements									05/04/2	021	Ê
Item Measurement For	Typical	Typical Measurements	No.	Length	Breadth	Depth	Quantity	Upload Document	Hidden	Delete	Сору
Test Measurement		8*12*13					1248	Choose file No file chosen		Ô	샵) Copy
Add Measurements Save	Cancel	Return to Item Selection						Tota	l Quantity:	1248	
								Attach file for complicated measurement (Optional)			
								measurement (Optional)			

Measurements can be added and edited until the items have not been finalized. To Finalize Items, select items for which Measurements have been recorded.

Billing	🕈 You a	re here / Billing	/ Measurement Info / ME	8 Draft Measuements By JE							
Measurement Info	Search	Work									
» MB Draft Measuements By JE			Parent Work Number	TST/9/2021/625		Q					
Measurement Book		Par	rent Work Description	Test Work UM							
Bill Info			Work Number	TST/9/2021/625/1							
Draft HR Info			Work Description	Test Work UM							
Reports	Search	items Item (Code:		Item Description:			Search Clear			
Reports	BoQ Ite	Item (11.5			✓ Select All ■ Des		-
Reports		Item (Code:		Item Description:	Unit		Enter		select All ■ Invert Edit Measurements	Fina
Reports	BoQ Ite	Item (Agreement	Unit	Total Quantity as	Enter	✓ Select All ■ Des	Edit	Fina Item
Reports	BoQ Ite	Item (Item Description	y soil 1	Agreement Quantity		Total Quantity as per Measurements	Enter Measurements	✓ Select All ■ Des View Measurements	Edit Measurements	Fina

Figure 42: List of item selection for MB Book



> After Selecting Items, Click on Finalize Selected Draft Measurements.

Item Code:	110	m Description:			Ch Cl			
		in Description.			Search Clear			
						🗹 Select All 🗖 Dese	lect All 🗖 Invert	Selecti
ode Item	Description	Agreement Quantity	Unit	· · ·		View Measurements	Edit Measurements	Finali: Item
1 Eart	h work in ordinary soil 1	500.000000	cum	1248.0000	+		G	
2 Eart	h work in ordinary soil 2	500.000000	cum	68.0000	+		G	
3 Eart	h work in ordinary soil 4	500.000000	cum	780.0000	+		©.	
	1 Earti	1 Earth work in ordinary soil 1 2 Earth work in ordinary soil 2	Quantity 1 Earth work in ordinary soil 1 500.00000 2 Earth work in ordinary soil 2 500.00000	Quantity 1 Earth work in ordinary soil 1 500.00000 cum 2 Earth work in ordinary soil 2 500.000000 cum	Quantity per Measurements 1 Earth work in ordinary soil 1 500.00000 cum 1248.000 2 Earth work in ordinary soil 2 500.000000 cum 68.0000	Item Description Agreement Quantity Unit Quantity Total Quantity as per Measurements Enter Measurements 1 Earth work in ordinary soil 1 500.000000 cum 1248.0000 + 2 Earth work in ordinary soil 2 500.000000 cum 68.0000 +	Item Description Agreement Quantity Unit Quantity Total Quantity as per Measurements Enter Measurements View Measurements 1 Earth work in ordinary soil 1 500.00000 cum 1248.0000 + IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Quantity per Measurements Measurements<

Figure 43: Finalize Selected Draft Measurements.

1.2. Measurement Book finalization through JE:

- ➢ Login with JE credentials.
- ▶ Go to Billing \rightarrow Measurement Info.
- Now Click on Measurement Book.
- > All items are automatically considered for the Bill.

Click on Finalize the Items. After finalization all items are added to bill.

Billing	#14	are here	Billing : thesaurement lifts : the	warehed basis										
Heavy weeks to be	Seed	Non												
HE GOR Heatemarks by 35			Farent Wark Number	101/9/2021/4/20		5	6							
Parameter Red			Farend Work Description	Test work off										
tid Leis			Work Burnhese	1937/9/2021/625/1										
Dealt the Dela			Work Description	Test Work UPI										
firports -	Track	1. Firme 3		nature Over Realized per	(and readily any test	namet ides				_	Select AL			_
kepulti	Track	1. Former 1 1. No news	are Sala botton montry to seal: P commuti values will be seved an P		(and readily any test		h.	Leigh	Brieffi	_		Cooddae Tor Sti		
kaporta	Track	L Forent S	we Cata Seller reving to real: Pr cernand values will be seved on P	nalist Georffeation) one	part costily any re-	liptal Nacionati	ĸ	Lingth	Brack() 8.0000	Dayot		Coodder For SH		
lagurta	Tradi	L Forent S	ar Bets hefter mening to oos: P comment values will be seved as P new Description	halipt (her fraken), an Maaarener Date	pert reality ary re- bes Nancoments For	liptal Nacionati	ĸ	Lingth		Dayot	Quartitis	Coodder For SE	Delete	

Figure 44: Measurement Book finalization through JE:





1.3. Bill Items

Click on RA Bill Details. If you want to check Bill items for particular bill, then find Bill Items column and click on it.

Search V	/ork									
	1	Parent Work Number	TST/9/2021/625			Q				
	Pare	ent Work Description	Test Work UM							
		Work Number	TST/9/2021/625/1							
		Work Description	Test Work UM							
		Remark								
/iew RA	Bill Details									
ir. No.	RA Bill No.	RA Bill Date	Measurement Type	Edit	Delete	Bill Items	Royalty Calculation	MB Record	Recoveries	Finalize
1	1	05/04/2021	Detail (E-MB)	1	â		\$			A
+Add	E View All									

Figure 90: Record of RA bill details

1.4.Checklist for JE

CI	heck list saved successfully.								
arch V	Vork								
	Parent Work Number	157/38		٩					
	Parent Work Description			eokali to Bibipur via Jaitiya, Gab 5 Km) for the year 2018-19.	aspur, Satauli-Bidau	uli in Km 0.00 to 7	.610 Km and vll	lage approach ro	ad
	Work Number	157/38/1							
	Work Description			okali to Bibipur via Jaitiya, Gaba for the year 2018-19.	aspur, Satauli-Bidau	li in Km 0.00 to 7.	610 Km and vill	age approach roa	ad 2.04
1.	PORTANT,PLEASE NOTE: Please check list before bill finalization Once finalized, you can't modify any check	list values.							
eck Li	ist						Select All 🗖 De	eselect All 🗖 Inver	rt Select
No.	Check List	Checked By JE	Checked By AE	Checked By EE At Check & Pass	Checked By Clerk	Checked By DAO	Checked By EE	Module Type	Sel
1	All Attachments are verified and are correct	~	×	×	×	×	*	Expenditure	5
2	others	~	×	×	×	×	×	Expenditure	
з	MB Details	~	×	×	×	×	×	Expenditure	
4	Declaration from office admin/e-bill approver on deductions	~	×	×	×	×	×	Expenditure	
5	Agreement	~	×	×	×	×	×	Expenditure	
6	Technical sanction order	~	×	×	×	×	×	Expenditure	
7	Administrative Sanction order	~	×	×	×	×	×	Expenditure	
8	Validated if sufficient allotment is there or not	~	×	×	×	×	×	Expenditure	
9	Head of account is correctly choosen	~	×	×	×	×	×	Expenditure	
10	Correct Payees has been attached	~	×	×	×	×	×	Expenditure	
11	All details are verified and are correct	~	×	×	×	×	×	Expenditure	
12	Expenditure Sanction Order	~	×	×	×	×	×	Expenditure	
13	Government Order is verified by Offcials	~	×	×	×	×	×	Payment	
1.4	All supporting Documents attached	~	×	×	×	×	×	Payment	
15	Correct Payees has been attached	~	×	×	×	×	×	Payment	
16	Head of account is correctly choosen	-	×	×	×	*	×	Payment	
17	Governement Order is Available for the Expd. Sanction	~	×	×	×	×	×	Payment	
18	Administrative Sanction order is attached	~	×	×	×	×	×	Payment	
19	Technical sanction order is attached	-	×	×	×	×	×	Payment	
20	Agreement is attached	~	×	×	×	×	×	Payment	
21	Applicable TDS is deducted	~	×	×	×	×	×	Payment	
22	others	-	×	×	×	×	×	Payment	
23	Third party inspection report verified		×	*	×	×	×	Payment	

Figure 45: Checklist for JE



1.5.Finalize Bill through JE

View RA Bill Details												
Sr. No.	RA Bill No.	RA Bill Date	Measurement Type	Edit	Delete	Bill Items	Royalty Calculation	MB Record	Recoveries	Finalize		
1	1	05/04/2021	Detail (E-MB)	1	Î		\$			â		
+Add	View All											

Figure 46: RA bill is finalized by JE and it will be submitted to the AE

1.6. Measurement book for AE

Go to Billing \rightarrow Measurement INFO and click on Measurement Book By AE.



Figure 47: Measurement Book by AE



1.7. Finalize the measurement through AE

AE can save remarks and then can finalize the measurements

Billing	()	au are h	ere Billing M	essurement info	Neasurement	Book Far AE									
Measurement Info	500	rch War	k												
Hanavarenned Book For AE			Par	ent Work Nuce	ber TST/9/	2021/625			Q.						
Bill Info			Parent	Work Descript	ian Test W	ork UH									
Draft HR Info				Work Num	ber TST/9/2	2021/625/1									
Reports				Work Descript	ion Test Wo	irk UM									
	-	2. Ho alter A d Neves	ense Save Data bef i meanurement vak ummernin for Al- itam Description	es will be saved	f on Finalize. One	: . Data wili not per e finalized, you car Typical					Guntity	JE	Scient All		
	-	L Pla 2. Ho Marcal Monore Bern	ressurement val rements for AB	es will be saved	ton Finalize. Onc barn Reasurements	e finalized, you can	e't modify any r	neasurement	olyes.		Quentity	JE Remarks	Considered for bill		Downios Uploade
	Fin 5: No.	L Pla 2. Ho Marcol Marcol Bern	rremunement val aromentin for AF Item Description Earth work in	es will be saved Measurement	ton Finalize. Onc Bans Reasurements For Test	e finalized, you can Typical	e't modify any r	neasurement	olyes.	Depth	Quertity 1248.0000		Considered	Cansider	Downios Uploade
	Fin 5: No.	L.Ph 2.Ho Bern Code	menurement val arments for AF item Descriptos	es vill be saves Nonucroment Date	lon Finalize. Onc Item Reasurements For	e finalized, you can Typical Weasurements	et modify any s	Length	olyes Brouth	Depth			Considered for bill by JE	Consider for Bill	Downlow Uploade Docume

Figure 48: Finalize Measurement through AE



1.8. Checklist for AE

Click on Check List for AE to checklist as it is mandatory step before Finalizing RA Bill.

Sr. No.	Check List	Checked By JE	Checked By AE	Checked By EE At Check & Pass	Checked By Clerk	Checked By DAO	Checked By EE	Module Type
1	Expenditure Sanction Order			×	x	X	x	Expenditure
2	All Attachments are verified and are correct			×	x	×	x	Expenditure
3	All details are verified and are correct		1	×	X	X	X	Expenditure
4	Correct Payees has been attached		1	×	X	X	X	Expenditure
5	Head of account is correctly choosen		1	×	X	X	X	Expenditure
6	Validated if sufficient allotment is there or not			×	×	×	x	Expenditure
7	Governement Order is Available for the Expd. Sanction			×	×	×	x	Payment
8	Government Order is verified by Offcials			×	x	x	x	Payment
9	All supporting Documents attached		1	×	X	X	X	Payment
10	Correct Payees has been attached		1	×	X	×	X	Payment
11	Head of account is correctly choosen	1	1	×	X	×	x	Payment

Figure 49: Checklist for AE



1.9. Finalize Bill through AE

Go to BILLING \rightarrow BILL INFO and click on Bill Details for AE and can finalize the Bill.

At this level, Bill needs to be checked first before finalization.

Figure 50: Finalize Bill through AE

(Bill Is	Finalized.											
ew RA Bill Details												
. No.	Work No	Work Description	Measurement Type	RA Bill No	RA Bill Date	Remark BY JE	Work Type	Bill Amount	100% Check	Details	Cancel	Finalize
1	ROA/167/2021/117/1	rcd test work having cp	Detail (E-MB)	2	29/10/2021	ОК	Regular	0.00	Checked	≣	*	a
2	ROA/167/2021/138/1	Test Work for Point no. 81 on testinstance	Detail (E-MB)	1	30/11/2021	ok	Regular	94920.00	check	≣	*	-

1.10. Check and Pass (Log-in with Executive Engineer)

Go to BILLING \rightarrow Measurement Info \rightarrow and click on Measurement Book for EE.

	A Home	TEST DIVISION			
	B	illing	🕈 You are here / Billing / Measurement Info / Ma	easurement Book For EE	
î	Masters		Mb-Book is under process for current bill at o	ther level.	
î	Measurem	ent Info	Search Work		
	MB Book Iss		Parent Work Number	TST/9/2021/625	Q
		it Book For EE 🛛 🗲	Parent Work Description	Test Work UM	
	Bill Info		Work Number	TST/9/2021/625/1	
	Draft HR In	ıfo	Work Description	Test Work UM	
•	Reports			revious Page . Data will not persist during Next/Prev Inalize. Once finalized, you can't modify any measur	

Figure 51: MB book is already processes and now submitted to other level



EE can save his remarks then finalize the Measurements.

	Mb-Boo	ok is under process for curren	nt bill at other le	vel.										
Searc	h Work													
		Parent Work I	lumber TS	ST/9/2021/625				Q						
		Parent Work Des	ription Tes	st Work UM										
		Work !	lumber TST	7/9/2021/625/1										
		Work Des	ription Tes	t Work UM										
inal		neasurement values will be s	^a Finaliz measur	ze the 👘	ou can't modify any	y measure	ement val							
inal r.	lize	neasurement values will be s ments for EE Item Descripion	Finaliz	ze the rement. , ^y rement.				ues.	Depth	Quantity	AE Remarks	Select All Considered for bill by AF		Downloa Uploade
r. lo.	lize Measure Item	ements for EE	Finaliz measur Measurement	ze the ^{, y} rement.	ou can't modify any Typical	No.		ues. Breadth	·	Quantity 1248.0000	AE Remarks	Considered	Consider	
inal r. o. 1	lize Measure Item Code	ements for EE Item Descripion Earth work in ordinary	Finaliz measur Measurement Date	ze the verticement.	ou can't modify any Typical Measurements	No.	Length	ues. Breadth	0.0000		AE Remarks	Considered for bill by AE	Consider for Bill	Downloa Uploade Documer



Checklist before check and Pass

Click on Check List before Check and Pass to checklist as it is mandatory step before Finalizing RA Bill.

Check and Pass

Go to Billing \rightarrow Bill Info and Click On Check and Pass. After that, click on finalize button to finalize.



E Atlane TELT Sectors							-	ter Namel	WK the R	-	Witness	e bindine -
Miling	ft fan er	eles: Blig B	IL Info / Check & Pass									
Neters	Vere SA	All Details										
Measurement Info	Sc Hu	Wash Bu	Wark Description	Besiarement		RABIL	Benack BY	Work	84	. Details	General	Feela
a Bill Tele				See	No.	Date	AL.	Type .	Amount			
- Check List Ballare Check And		157/9/2021/394/1	Rubech Rumes, Bubitso 22-01-3021	Detail (E-HE)	1	22/01/2025	14	Replar			*	
Page	2	157/9/2021/417/1	P Phanadok AT Lacitt Branner 22 Jan 2021	Detail (5.48)	1	22/01/2023	j .	hepler				
 Check Rat before Pleafaatteen (# 8/8 	3	757/9/2021/474/1	pilot work training for IWD Department	Detroit (E-HB)	1	28/01/2021	4	Replar.				
· fill farmenine	4	157/9/2021/4521	Test RMD work at Vidroestranaiya Bhavan on 28th Jan 2021 52 km A	Detail (E-HE)	1	2870172021	OK.	hquirr			*	
· Extra Dave			11									
 Press Excelation, (Differential East 	8	757/9/2021/506/1	samang vork	Detail (E-HE)	1	30101-0001	the bill	Replar				
r (Davk & Fran	6	757/9/2021/625/1	Test Wark UN	Detail (E-HI)	τ	05/04/2021	sh.	Replac			*	
Hayalty Calculation Details												
· Hit Record												
- Finalise/Cannel Bill For Payment												1
+ Bill Recall												
+ Bill Chipselloon												
+ Bill Tracker												
- Bill Shareh												
Expenditure Sanction Finalise 0.03												
0.03												
Dealt Mi Inde												

Figure 53: Check and Pass.



1.11. Log-in with Bill Clerk

Go to **Billing** \rightarrow **Measurement Info** \rightarrow **Measurement Book For CLERK** and after saving the measurement finalize it.



Figure 54: Measurement Book for CLERK



1.12. Check List for Clerk

Go to Billing --> Bill Info --> Check List for Clerk to complete the checklist process.

Cł	neck list saved successfully.								
arch V	Vork								
	Parent Work Number	157/38		Q					
	Parent Work Description			eokali to Bibipur via Jaitiya, Gab 5 Km) for the year 2018-19.	aspur, Satauli-Bida	uli in Km 0.00 to 7	.610 Km and vil	llage approach ro	ad
	Work Number	157/38/1							
	Work Description			okali to Bibipur via Jaitiya, Gaba for the year 2018-19.	aspur, Satauli-Bidau	li in Km 0.00 to 7.	610 Km and vill	age approach roa	ad 2.04
1.	PORTANT,PLEASE NOTE: Please check list before bill finalization Once finalized, you can't modify any check	list values.							
eck Li	st						🗖 Select All 🗖 D	eselect All 🗖 Inver	rt Select
No.	Check List	Checked By JE	Checked By AE	Checked By EE At Check & Pass	Checked By Clerk	Checked By DAO	Checked By EE	Module Type	Sele
1	All Attachments are verified and are correct	~	×	×	×	×	×	Expenditure	C
2	others	~	~	×	~	×	×	Expenditure	C
3	MB Details	~	~	×	~	×	×	Expenditure	
4	Declaration from office admin/e-bill approver on deductions	×	~	×	×	×	×	Expenditure	•
5	Agreement	~	~	×	~	×	×	Expenditure	
6	Technical sanction order	~	~	×	~	×	×	Expenditure	
7	Administrative Sanction order	~	~	×	~	×	×	Expenditure	
8	Validated if sufficient allotment is there or not	-	-	×	-	×	×	Expenditure	
9	Head of account is correctly choosen	~	×	×	×	×	×	Expenditure	
10	Correct Payees has been attached	-	×	×	-	×	×	Expenditure	
11	All details are verified and are correct	~	~	×	~	×	×	Expenditure	
12	Expenditure Sanction Order	~	~	×	~	×	×	Expenditure	
13	Government Order is verified by Offcials	~	~	×	~	×	×	Payment	
14	All supporting Documents attached	~	~	×	~	×	×	Payment	
15	Correct Payees has been attached	~	~	×	~	×	×	Payment	
16	Head of account is correctly choosen	~	~	×	~	×	×	Payment	
17	Governement Order is Available for the Expd. Sanction	×	~	×	×	×	×	Payment	•
18	Administrative Sanction order is attached	×	×	×	×	×	×	Payment	
19	Technical sanction order is attached	×	×	×	×	×	×	Payment	
20	Agreement is attached	×	×	×	×	×	×	Payment	
21	Applicable TDS is deducted	×	×	×	×	×	×	Payment	
22	others	×	×	×	~	×	×	Payment	
23	Third party inspection report verified	1	1	~	-	×	×	Payment	

Figure 55: Checklist for Clerk





1.13. Bill Recoveries (Use Clerk Login credentials)

At Clerk level, provision of Recovery and expenditure Sanction is provided.

For recovery and withheld there go to Billing Bill Info Bill Recoveries and select the recovery option. Please remember that whenever withheld is to be done that it has to be done through 5B but other deduction would be done through 8B.

🏽 WAMIS, GOVERNMENT	OF BIH	AR							
Home TEST DIVISION						AMS User Manu	ual WMS User Manual	L Welco	me testclerk -
Billing	🕈 You ar	e here / Billing / Bill Info / Bill Recoveri	es						
Measurement Info	Record si	aved successfully.							
💼 Bill Info	Search V	Vork							
> Check List For CLERK		Parent Work Number	TST/9/2021/625		Q				
» Bill Details For CLERK			Test Work UM						
» Bill Recoveries	-	Parent Work Description							
» Bill Tracker		Work Number	TST/9/2021/625/1						
> Expenditure Sanction		Work Description	Test Work UM						
💼 Draft HR Info	Bill Reco	weries							Amount in Rs.
Reports	Sr. No.	Recovery Type		Transaction Ty	pe Recovery C	olumn Amount		Edit	Delete
	1	CGST		Non Refundable	e 8(B)		19.00	1	1
	2	Income Tax (Monthly Contribution)		Non Refundable	e 8(B)		21.00	1	î
	3	SGST		Non Refundable	e 8(B)		19.00	1	Ê
	Total	Bill Amount : 2096		Tot	tal Recovery Amount : 59.00				
	會 Delete	e All							
	Bill Reco	veries							
		5(A) and 5(B) Recoveries should be add elds marked with an asterisk = are req			H	ere list of sav would be		es	
		RA Bill Number * 1				would be	e shown.		
		Recovery Column O 8(A) • 8(E	3)						
	Select R	ecovery (Bill Amount : Rs. 2096							Amount in Rs.
	Sr.No	Recovery Type	Recovery Column	Transaction Type	Recovery percentage/amount	Amount	Remarks	ſ	Delete
	1	select 🗸							8
	Add Rec	overy Rows Save Recovery Delete All							
		Copyright ©	Centre for Development of Advance	ed Computing (C-DAC), P	une.				

Figure 56: Bill Recoveries



Home TEST DIVISION					AMS User Manual	WMS User Manual	L Welcome testcle
Billing	🕇 You are her	e / Billing / Bill Info / Bill Recoverie	5				
Measurement Info	Search Work						
Bill Info		Parent Work Number	TST/9/2021/625	٩			
heck List For CLERK		Parent Work Description	Test Work UM				
Il Details For CLERK		Work Number	TST/9/2021/625/1				
ill Recoveries	_	Work Description	Test Work UM				
ill Tracker	Bill Recoverie	5					Amount i
xpenditure Sanction Draft HR Info	Sr. No.	Recovery Type	Transaction Type	Recovery Column	Amount	Edit	Delete
teports	No Record To		in an account type	necovery column	Pariodik	Curt	benete
		mount : 2096		Total Recovery Amount : 0.00			
	會 Delete All						
	Fields	s and 5(B) Recoveries should be add marked with an asterisk * are requ At Bill Number * 1 tecovery Column 0 5(B) 0 8(A rry (Bill Amount : Rs. 2096	uired.	Select from Either 5B, are basically Recover you can refer to BTC for the Report section. For from current Bill 5B is and for deductions 8B i	y colum. orm 35 in Withheld chosen		Amount
	Sr.No 1 Add Recovery	Recovery Type	Recovery Column	Select from list of deductions/Recoveries from drop down menu.	Amount	Remarks	Delete

Figure 57: Bill Recoveries selection

1.14. Expenditure Sanction initiation (Initiated from Clerk level):)

For expenditure sanction got to Billing --> Bill Info --> Expenditure Sanction & fill all the required details.

WAMIS, GOVERNMENT OF	BIHAR				
Home TEST DIVISION			AMS	User Manual WMS User Manual L Welcome	testclerk +
Billing	You are here / Billing / Bill Info / Expenditure	Sanction			
Measurement Info	earch Work				
🚔 Bill Info	Parent Work Number	TST/9/2021/625	Q		
> Check List For CLERK	Parent Work Description	Test Work UM			
> Bill Details For CLERK	Work Number	TST/9/2021/625/1			
> Bill Recoveries	Work Description	Test Work UM			
> Bill Tracker	A Bill Details				
Expenditure Sanction Draft HR Info	Parent Work Number	TST/9/2021/625			
	Parent Work Description	131/9/2022/023			
Reports	Parent work Description	Test Work UM		le le	
	Work Number	TST/9/2021/625/1			
	Work Description	Test Work UM		4	
	RA Bill No :	1			
	RA Bill Date :	05/04/2021			
	ixpenditure Sanction Fields marked with an asterisk = are requ	uired.			
	Department Name	TEST Department			
	Head Of Account	35/2052/P/00/090/0010/01/01	Bill amount must be	equal to expenditure	
	Charged/Voted	N/A	sanction amount. if ther	e is less fund available	
	Bill Amount	2096	 than withheld needs to I 	be done in 5(b) column	
	Financial Year *	2021	of Recovery & accord automatical	dingly Bill amount be ly updated.	
	Expenditure Sanction Amount *	2096			
	Expenditure Sanction Date *	07/04/2021			
	Expenditure Sanction Authority *	Assistant Engineer	~		
	Expenditure Sanction Rules *	Bihar Travelling Allowance Rules Bihar Treasury Code 2011 Bihar Financial Rule	*		
	Sanction Subject *	1245			
	Preamble *	Preamble			
	Order Number *	12			
	Remark	Expenditure Sanction	e		
		Save Back			
	Copyright © C	entre for Development of Advanced Computing (C-DA), Pune.		

Figure 58: Expenditure Sanction Initiation



1.15. Expenditure Sanction Finalization (Initiated from Clerk level):)

For expenditure sanction finalize got to Billing --> Bill Info --> Expenditure Sanction & finalize the expenditure sanction.

🏽 WAMIS, GOVERNMENT	F OF BIHAR							
E A Home TEST DIVISION						AMS User M	lanual WMS User Manual	👤 Welcome testclerk 🕶
Billing	A You are here	/ Billing / Bill Info / Expenditu	re Sanction					
Measurement Info	Record Save Su	cessfully						
🗎 Bill Info	Search Work							
Check List For CLERK Bill Details For CLERK Bill Recoveries		Parent Work Number Parent Work Description			٩			
Bill Tracker Expenditure Sanction		Work Number Work Description						
🗎 Draft HR Info	Sr. No.	Work Number	Sanction Number	Sanction Date	Sanction Amount	Sanction Authority	Edit	Delete Finalize
🗎 Reports	1	TST/9/2021/625/1	ES/2020/9/892/1/1	07/04/2021	2096.00	Assistant Engineer	1	â 🔒
				F	inalize the ex	penditure sancti	ion.	

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Figure 59: Expenditure Sanction Finalization

Go to Bill details for clerk and finalize the Bill.

Hone TIST DWINDS						AKS	berr Nama	WHE C	ter Bana		felcome I	estates
Billing	A You ar	where Silling - B	IL lefs Bill Details For CLERK									
Measurement Info	View RA	Bill Details										
Bill Info	St: No.	Work No	Work Description	Measurement			Remark		BHI	Details	Cancel	Finaliz
= Check Unit Far CLERK				Type	Dill.	Date	BYEE	Type	Amount			
Bill Outails For CLERK		9/12/1	test work recovery	Abstract	2	11/06/2020	nk	Replar				
· Bill Reconsting	2	9/2/1	construction of road work from 0/00 to 5/00 at nashik By kundanT	Abstract	-	05/06/2020		RepJar				1.2
- Bill Tracker		9/20/1	Construction of School Building at bihar By kundant	Abstract		22/06/2020		Reptor				-
Draft HR Info		T5T/9/2020/209/1		Abstract		28/12/2020		Reputar				-
			Test Work 01st Dec 2020.	Autract	1	01/12/2020		Reputar				12
Reports	-		tent by CFRS FAISAL	Detail (E-ME)		25/12/2020		Regular				-
	7		read construction boring to pathe station	Detail (E-ME)		11/12/2020		Replar			44	- 2
		T5T/9/2020/302/1		Abstract	4	26/12/2020		Replar			-	-
			Test Advances to Dhing 1	Abstract		20/01/2021		Reptar				-
	50		work proposed by RAVI KR	Owtail (E-ME)		22/01/2021		Replar				
	11		Danapur vidhamabha ishetra 186 ile antargat ward no. 27 nagar p daishin panchuli nagar Gandhi uttar ke taraf se chatwan iachi sad	wished damapur Detail (E-ME)		22/01/2021	ok	Regular		10		
	12	TST/9/2021/470/1	aintel Notspot work	Detail (E-MB)	٩.	28/01/2021	Bill parped	Regular			**	
	13	TST/9/2021/501/1	test work for BCD	Ortall (E-MB)	1	29/01/2021	ok	Regular		18		
	54	T5T/9/2021/532/1	Patra City gurdvara Road	Ovtail (E-MB)	1	11/02/2021	Page	Repúar			**	
	15	157/9/2021/534/1	Link road between Patna sahib to Patna Sahib gurudwara	Detail (E-MB)	2	11/02/2021	Check and pass	Regular			*	•
	16	TST/9/2021/563/1	Test Pritam	Abstract	2	08/01/2020	nk	Regular		10		
	37	T5T/9/2021/566/1	from latur	Abstract	2	12/03/2021	Higt	Regular			-	
	18	151/9/2021/577/1	construction for pune EMB settlement	Detail (E-148)	1	16/01/2021	ok	Reputar				
	19	157/9/2021/596/1	test work for extra item 017	Abstract		23/03/2021	part.	Repúlar		10	**	
	20	TST/9/2021/606/1	24th_Harch_eH8_Case1	Abstract	1	26/03/2021	OV EE	Regular				
		8 2										

Figure 60: Finalize the Bill through Clerk



1.16. Log-in with DAO Finalize the Measurement.

Go to BILLING \rightarrow Measurement INFO and click on Measurement Book For DAO. DAO can save his remarks then Finalize the Measurement.

E Atkey TETONOON		HAR													
the second s											ANS the Re		Our Nexal	1.000	ne testiko
Billing	A You	ais here	e Billing Heasemen	t Info - Heature	ment Book For DA).									
Nasters	Search	h Work													
Neuroremont Info	-		Parent Work	Number TS	57/9/2021/625			¢.							
+ Heasserstern Bauk For SAD	-	_	Parent Work Der	eription Te	st Work UH										
a dill'Info			Wark	Number TS	7/9/2021/625/1										
Draft 191 Jefa			Work Der	ocription Tes	z Work UM										
	final	Liters	se Save Data before moving maturmment values will be												
	Find	Herewo	ments for DVD												
	5- M.	Rem Code	Rami Description	Annual Conternation	hen Anaszronarda For	Typical Measurements	He.	Longth	Breath	Depth	Quantity	Author Renarks	Canaidered for bill by EE	Remarks	Download Upinaded Document
	1	8	Earth work in ordinary sell 1	25/04/2021	Test Nessarement	81213	8.0000	8.0000	0.0000	9.0000	1248.0000			С,	*
	2	2	Earth work in ordinary sell 2	05/04/2021	Response	1234	0.0000	0.0000	0.0000	0.0000	58.0000				٨
	3	3.	Earth work in ordinary soil 4	05/04/2021	Test Heauvenent	91213	0.0000	0.0000	0.0000	0.0000	780.0000				*

Figure 61: Measurement Book for DAO

DAO needs to checklist before finalize the Bill.

CF	neck list saved successfully.								
arch V	/ork								
	Parent Work Number	157/38		٩					
	Parent Work Description			eokali to Bibipur via Jaitiya, Gab 5 Km) for the year 2018-19.	aspur, Satauli-Bidar	all in Km 0.00 to 7	.610 Km and vil	lage approach ro	ad
	Work Number	157/38/1							
	Work Description			okali to Bibipur via Jaitiya, Gaba for the year 2018-19.	aspur, Satauli-Bidau	li in Km 0.00 to 7.	610 Km and vill	age approach roa	ad 2.04
4.1	PORTANT,PLEASE NOTE: Please check list before bill finalization Once finalized, you can't modify any check	list values.							
eck Li	st						Select All D	eselect All 🗖 Inver	t Select
No.	Check List	Checked By JE	Checked By AE	Checked By EE At Check & Pass	Checked By Clerk	Checked By DAO	Checked By EE	Module Type	Sele
1	All Attachments are verified and are correct	~	~	~	~	~	*	Expenditure	
2	others	~	~	~	~	~	×	Expenditure	
з	MB Details	~	~	~	~	~	×	Expenditure	•
4	Declaration from office admin/e-bill approver on deductions	~	~	-	~	~	*	Expenditure	
5	Agreement	~	~	~	~	~	×	Expenditure	
6	Technical sanction order	~	~	~	~	~	×	Expenditure	
7	Administrative Sanction order	~	~	~	~	~	×	Expenditure	
8	Validated if sufficient allotment is there or not	~	~	-	~	~	*	Expenditure	
9	Head of account is correctly choosen	~	~	~	~	~	×	Expenditure	
10	Correct Payees has been attached	~	~	~	~	~	×	Expenditure	
11	All details are verified and are correct	~	~	~	~	~	×	Expenditure	
12	Expenditure Sanction Order	~	~	~	~	~	×	Expenditure	
13	Government Order is verified by Officials	~	~	~	~	~	×	Payment	
1.4	All supporting Documents attached	-	-	-	-	-	×	Payment	
15	Correct Payees has been attached	~	~	~	~	~	×	Payment	
16	Head of account is correctly choosen	~	~	~	~	~	×	Payment	
17	Governement Order is Available for the Expd. Sanction	-	-	-	~	~	*	Payment	
18	Administrative Sanction order is attached	~	~	~	~	~	*	Payment	
19	Technical sanction order is attached	~	~	~	~	~	×	Payment	
20	Agreement is attached	~	~	~	~	~	×	Payment	
21	Applicable TDS is deducted	~	~	~	~	~	×	Payment	
22	others	~	~	-	~	~	×	Payment	
23	Third party inspection report verified			-			×	Payment	

Figure 62: Checklist for DAO



1.17. Finalize the Expenditure Sanction Finalize (DAO).

Go to Billing Bill Info and Click on Expenditure Sanction Finalize (DAO) and Finalize the Expenditure Sanction.

Home TEST DIVISION					AMS User Manual	W//S User Manual	Welcome testdao
Billing	🕈 You a	re here / Billing / Bill Inf	o / Expenditure Sanction Finalize (DAO)				
Masters	Expend	iture Sanction Details					
Measurement Info	Sr. No.	Work No	Work Description	Sanction	Sanction Number	Sanction Date	Finalize
Bill Info				Amount			
Check List For DAO	1	TST/9/2021/621/1	withheld testing only no advance.	11300.00	ES/2019/9/888/1/1	31/03/2021	a
Bill Recoveries	2	TST/9/2021/625/1	Test Work UM	2096.00	ES/2020/9/892/1/1	07/04/2021	a
» Bill Details For DAO	3	ROA/94/2021/34/1	Kusheshwar asthan to Phooltaura ghat road length 2.10 KM	22118548.00	100	27/01/2021	
Draft HR Info							1

Figure 63: Expenditure Sanction finalize from DAO

Go to **Billing-->Bill Info--> Bill Details for DAO** and Finalize the Bill.

Home TEST DIVISION							AHS L	Iser Manual	WMS User Man	uai 👤	Welcome	testdao
Billing	🕈 You ar	e here / Billing / Bi	ll Info / Bill Details For DAO									
Masters	View RA	Bill Details										
Measurement Info Bill Info	Sr. No.	Work No	Work Description	Measurement Type	RA Bill No	RA Bill Date	Remark BY AU	Work Type	Bill Amount	Details	Cancel	Finaliz
> Check List For DAO	1	9/28/1	test work laeo new	Abstract	1	24/06/2020	ok	Regular			*1	
» Bill Recoveries	2	RCD/9/2020/127/1	construction of road at patna district	Detail (E-MB)	1	04/08/2020	ok	Regular				
» Bill Details For DAO	-	RCD/9/2020/69/1	test work	Abstract	1	05/08/2020	ok	Regular				
» Bill Tracker	4	TST/9/2020/187/1	road construction at test 101 bihar by kundant	Detail (E-MB)	1	16/07/2020	ok	Regular				
 Expenditure Sanction Finalize (DAO) 	5	TST/9/2021/400/1	WORK TEST BY RAMU KAKA OFFICE RWD CE4 JAMUI	Detail (E-MB)	1	22/01/2021	ok	Regular			**	
i Draft HR Info	6	TST/9/2021/410/1	work masaudhi vidhan sabha ke dhanarua prakhand me PCC	Detail (E-MB)	1	22/01/2021	ok	Regular			**	
Reports	7	TST/9/2021/436/1	test bcd	Detail (E-MB)	1	25/01/2021	ok	Regular				
Reports	8	TST/9/2021/438/1	Construction of Boundrywall in Maner vidhansabha at Khankah	Detail (E-MB)	1	25/01/2021	ok	Regular				
	9	TST/9/2021/440/1	Construction of Panchayat sarkar Bhawan at Sihi Block Paligang	Detail (E-MB)	1	25/01/2021	ok	Regular				
	10	TST/9/2021/625/1	Test Work UM	Detail (E-MB)	1	05/04/2021	ok	Regular				

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Figure 64: Finalize the Bill through DAO



Login through EE

Go to BILLING \rightarrow Bill Info --> Check list before Finalization Of Bill

🏽 wam	IS, GOVERNMEN	T OF BIHAR
🔳 🖍 Hon		
	Billing	☆ You are here / Billing / Bill Info
Masters	5	
💼 Measur	ement Info	
💼 🛛 Bill Info	•	
» Check Lis Pass	st Before Check And	
» Check lis	t before Finalization	Check list before Finalization of Bill.
> Bill Reco	veries	
» Extra Ite	m	
» Price Esc Cost	alation/Differential	
» Check &	Pass	
» Royalty (Calculation Details	
» MB Reco	rd	
» Finalize/ Payment	Cancel Bill For	
» Bill Reca	I	
» Bill Obje	tion	
» Bill Track	(er	
» Bill Searc	:h	
» Payment	Info	
» Expendit (EE)	ure Sanction Finalize	
💼 Draft H	R Info	
Reports	5	

Figure 65: Checklist before finalization of Bill.

Go to BILLING \rightarrow Bill Info \rightarrow Expenditure Sanction Finalize (EE) and finalize

Home TEST DIVISION				AMS 12	ser Manual WHG User Ma	uni 1 Welcon	ne bestee
Billing	ft 100.0	e here Billing Billin	fo Expenditure Sanction Finalize (EE)				
Mesters	Expend	ture Senction Details					
Neaverement Info	Sr. No.	Work No	Nork Description	Sanction	Sanction Rumber	Sanction Data	Finalis
E Bill Enfo				Amount			
Check List Befare Check And Page		157/9/2021/438/1	Construction of Boundrywall in Mareer vidhaesabha at Rhaolath	1508000.00	70	25/01/2021	
Check Bit before Finalization	5	151/8/2021/561/3	Test Work for Deposit Bill	200800.00	E5/2020/%/802/1/1	12/03/2021	
Of Bill	1	TET/9/2021/562/1	Test Work for Ital Test.	50000.00	E5/2020/9/562/1	11/03/2021	
Bill Recoveries	4	157/9/2021/699/1	Test Withheld Work	450.00	E5/2010/9/886/2/2	01/04/2021	
- Extra Dem	- 5	757/9/2021/620/1	advance bill scenario testing	6308.00	E5/2019/9/887/2/2	31/03/2021	
 Price Escalation/Differential Cost 		157/9/2020/021/1	withheid testing only no advance.	11300.00	E5/2019/W/BEE/1/1	31/03/2021	
Check & Pass	7	157/9/2021/625/1	Test Mork UM	2095.00	E5/2020/9/092/5/1	07/04/2021	
 Royalty Calculation Details 		157/9/2021/452/1	test work 9	16415.00	E5/2021/9/919/1/1	15/04/2021	
· MB Record		801/196/2021/602/1	5/v to G0 flat to 40/4 at new punatchak, patrix for the year of 2020-21	84387.00	E5/2021/196/602/1/1	15/04/2021	
> Finalize/Cancel Bill For Poyment	10	001/237/2021/418/1	Repair to inver boundary well of gauge ward (inver) in the campus of ANK Beur Patna for the year 2020-21	418849.00	E5/2020/237/418/1/1	09/04/2021	
- Bill Recall	11	80//255/2021/10/77/1	SrR to water supply sanitary installation and sewerage system of res no-13 at Alangles road patha	6008.00	E5/2020/255/1077/1/1	10/04/2021	
 Bill Objection 	12		repair and painting work for ptr no-26 road no-01 karipar patha for the year 20-21	50000.00	15/2020/258/1279/1/1	09/04/2021	
- Bill Trucker	13		repair and painting work of utr no 26 road no 1	95421.00	ES/080/258/1280/1/1		
Bill Scarch					E5/2020/258/1285/1/1	10000	
Payment Info	14	80023872011/128311	Repair and painting work for Qt: no 26	30383.00	E2/30/0/238/1285/1/1	13/194/2021	
 Expenditure Sanction Finalize (D1) 	-						
Draft Hill Info							
Reports							

Counties & Gentre for Development of Advanced Computing (C-EAC), Pune

Figure 66: Expenditure Sanction Finalize (EE)



Home TEST DIVISION									AMS Us	er Manual	I WMS U	Iser Manual 👤 Welco	ome testee
Billing	🏫 You ar	e here / Billing / Bi	ll Info / Finalize/Cancel Bill For Payment										
Masters	View RA	Bill Details											
Measurement Info	Sr. No.	Work No	Work Description	Measurement	RA	RA Bill	Remark	Work	Bill	Details	Cancel	Check Bill Amount	Finali
Bill Info				Туре	Bill No	Date	BY DAO	Туре	Amount			Validation	
Check List Before Check And ass	1	TST/9/2021/367/1	TEST WORK BY POONAM AT LALIT BHAWAN RURAL WORKS DEPARTMENT 21 JANUARY 2021	Detail (E-MB)	1	22/01/2021	ok	Regular			*	S	•
Check list before Finalization of Bill	2	TST/9/2021/421/1	ae work at danapur diara	Abstract	1	18/02/2021	ok	Regular				Ø	
Bill Recoveries	3		Masaudhi vidhan ke Dhanarua Prakhand ke panchavat	Detail (E-MB)	1	23/01/2021		Regular			44	8	-
Extra Item	Ű.	1011772021142071	moriyawa me PCC	betan (Emb)		2070172021	-	in Baran				Č.	
Price Escalation/Differential	4	TST/9/2021/428/1	Danapur vidhansabha me danapur nager ward no 12 me PCC	Detail (E-MB)	1	23/01/2021	ok	Regular			*	8	•
Check & Pass	5	TST/9/2021/528/4	test work for EPC e MB and bill	Detail (E-MB)	9	09/04/2021	For Bill	Regular		E	*	8	
Royalty Calculation Details				,			Objection			-		Ť	
MB Record	6	TST/9/2021/528/4		etail (E-MB)	7	20/03/2021	Test	Regular		=	*	0	
Finalize/Cancel Bill For Payment	7 TST/9	TST/9/2021/528/4	Finalize/Cancel Bill For	etail (E-MB)	5	05/03/2021	Test	Regular		E		8	-
Bill Recall	8	TST/9/2021/528/4	Payment	etail (E-MB)	4	04/03/2021	Test	Regular		=		8	-
Bill Objection	9	TST/9/2021/561/1	lest Work for Deposit Bill	Detail (E-MB)	6	18/03/2021	ok	Deposit		=	*	8	
Bill Tracker	10	TST/9/2021/561/1	Test Work for Deposit Bill	Detail (E-MB)	5	17/03/2021	ok	Deposit				ø	
Bill Search	11	TST/9/2021/561/1	Test Work for Deposit Bill	Detail (E-MB)	2	12/03/2021	ok	Deposit				8	-
Payment Info	12	TST/9/2021/561/1	Test Work for Deposit Bill	Detail (E-MB)	1	11/03/2021	ok	Deposit			*	8	
Expenditure Sanction Finalize EE)	13	TST/9/2021/562/1	Test Work for bill Test	Detail (E-MB)	1	11/03/2021	ok	Regular			*	8	
Draft HR Info	14	TST/9/2021/564/1	from patana	Abstract	1	13/03/2021	bheh	Regular				8	
Reports	15	TST/9/2021/571/1	from pune	Detail (E-MB)	4	15/03/2021	ok	Regular		E	*	8	
	16	TST/9/2021/572/1	from sangli	Abstract	1	15/03/2021	kjik	Regular			*	8	
	17	TST/9/2021/573/1	construction of building first and final by pritam	Abstract	1	29/03/2019		Regular			*	8	
	18		construction of bridge (test e-mb) by pritam		5	15/08/2019		Regular				ß	
	19		Road Construction from Pune to mumbai for settlement of advance	Abstract	2	15/03/2021	ok	Regular		Ħ	*	ø	-
	20	TST/9/2021/576/1	from mumbai	Abstract	1	16/03/2021	ok	Regular			*	8	

Click on Finalize/Cancel Bill for Payment from EE login.

Figure 67: Finalize/Cancel Bill for Payment from EE login.

Before finalizing the bill, user needs to click on Check Bill Amount Validation.

For Regular work type bill the amount validation will be done on that selected head of the bill. For Deposit work type bill the amount validation will be done on that selected PLOP code and Ledger Id.

If the bill amount is available on that head or PLOP code/Ledger Id then user can finalize the bill.

A Home TEST DIVISION									AMS U	ser Manu	al WM	S User Manual 👤 Welc	ome testee
Billing	🕈 You a	re here / Billing / E	ill Info / Finalize/Cancel Bill For Paym	ent									
Masters	View R/	A Bill Details											
Measurement Info	Sr. No.	Work No	Work Description	Measurement		RA Bill	Remark BY	Work	Bill Amount	Details	Cancel		Finaliz
Bill Info				Туре	Bill	Date	DAO	Туре				Validation	
Check List Before Check And Pass	1	TST/9/2021/561/1	Test Work for Deposit Bill	Detail (E-MB)	6	18/03/2021	ok	Deposit	2200000.00		*	8	
Check list before Finalization Of Bill	2	TST/9/2021/561/1	Test Work for Deposit Bill	Detail (E-MB)	5	17/03/2021	ok	Deposit	4100000.00		*	S	
Bill Recoveries	3	TST/9/2021/561/1	Test Work for Deposit Bill	Detail (E-MB)	2	12/03/2021	ok	Deposit	100000.00			ø	
Extra Item												ø	_
Price Escalation/Differential Cost	4	TST/9/2021/561/1	Test Work for Deposit Bill	Detail (E-MB)	1	11/03/2021	ok	Deposit	200000.00				-
Check & Pass	5	TST/9/2021/562/1	Test Work for bill Test	Detail (E-MB)	1	11/03/2021	ok	Regular	50000.00		*	S	a
Royalty Calculation Details	6	TST/9/2021/571/1	from pune	Detail (E-MB)	4	15/03/2021	ok	Regular	40800000.00			S	
MB Record	7	TST/9/2021/572/1	from sangli	Abstract	1	15/03/2021	kak	Permlar	50000.00			S	
Finalize/Cancel Bill For Payment					•							_	
Bill Recall	8	TST/9/2021/573/1	construction of building first and final by pritam	Abstract	1	29/03/2019	ok 😽	Regular	180030.00		*	S	
Bill Objection													_
Bill Tracker	9	TST/9/2021/574/1	construction of bridge (test e-mb) by	Detail (E-MB)	5	15/08/2019	ok	Regular	648200.00			S	-
Bill Search			pritam										
Payment Info	10	TST/9/2021/575/1	Road Construction from Pune to	Abstract	2	15/03/2021	ok	Regular	37466.00			S	a
CFMS Bill Details			mumbai for settlement of advance										
Expenditure Sanction Finalize (EE)	11	TST/9/2021/576/1	from mumbai	Abstract	1	16/03/2021	ok	Regular	2500000.00		*	S	a
Draft HR Info Reports	12	TST/9/2021/583/1	Testcase work 1803/01	Abstract	2	19/03/2021	dao finl mobil	Regular	1100000.00		*	8	-

Figure 68: Finalize/Cancel Bill for Payment from EE login



In case of draft Bill, Check Bill Amount Validation is not applicable since payment for these works has already been done previously

2. Bill Tracker

Bill tracker is available for all login to track bill status to know at which stage the bill is pending.

- ▶ Go to Billing \rightarrow Bill Info and
- ➢ Click On Bill Tracker.
- Select work number and bill number
- ➢ click on Show button



Figure 69: Bill Tracker

