# User Manual
## *For*

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

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# 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.

*Figure 1: Login Screen*

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.

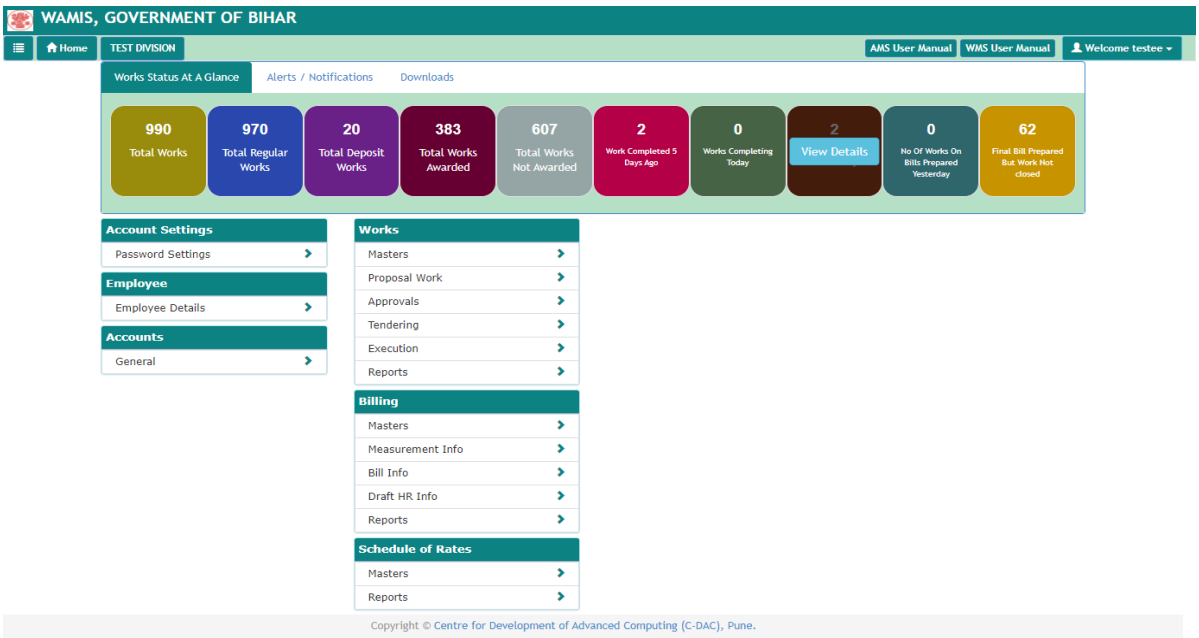


*Figure 2: WAMIS landing page (For Executive Engineer)*

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.

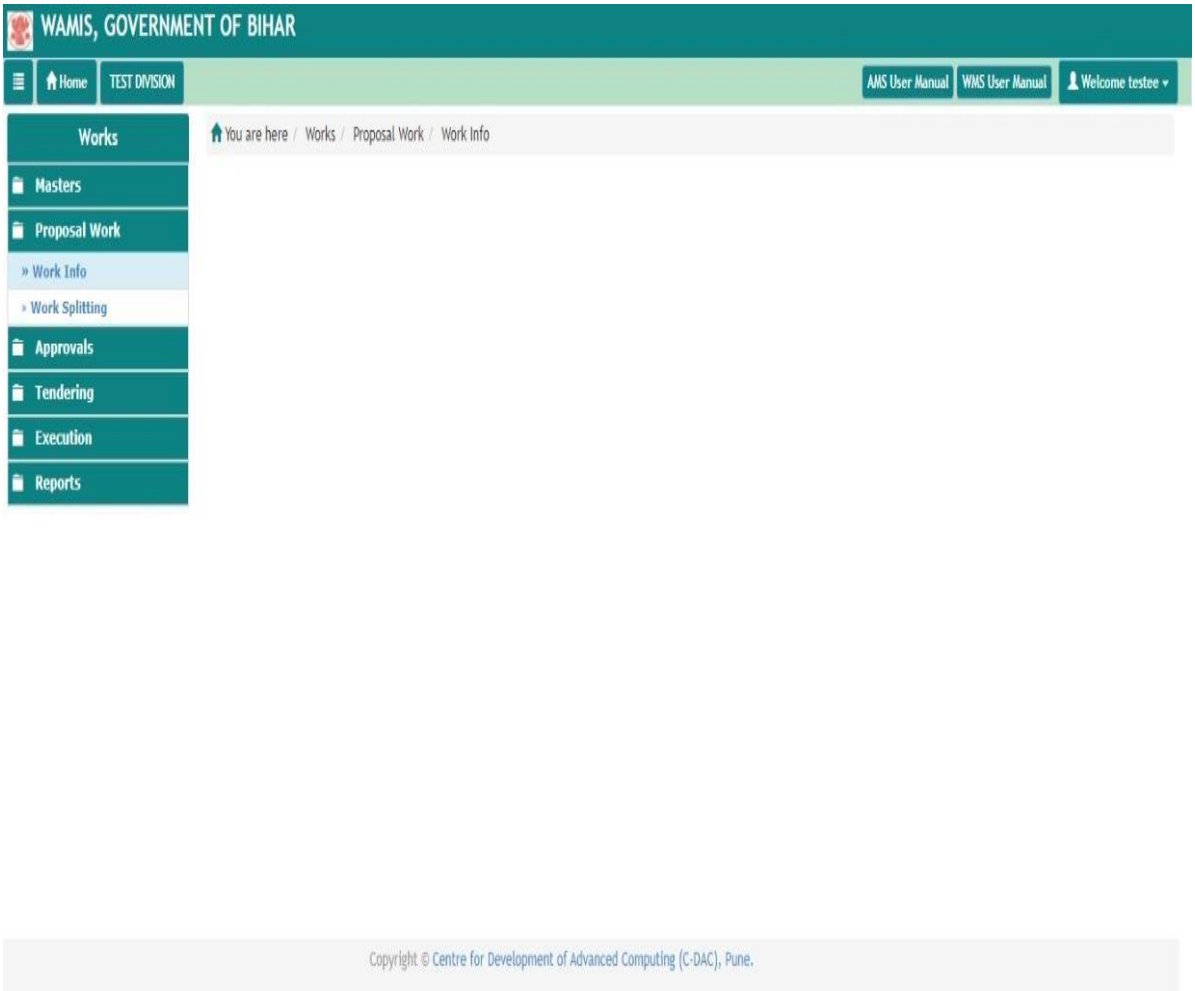



*Figure 3: Main screen for Work*

- 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'.

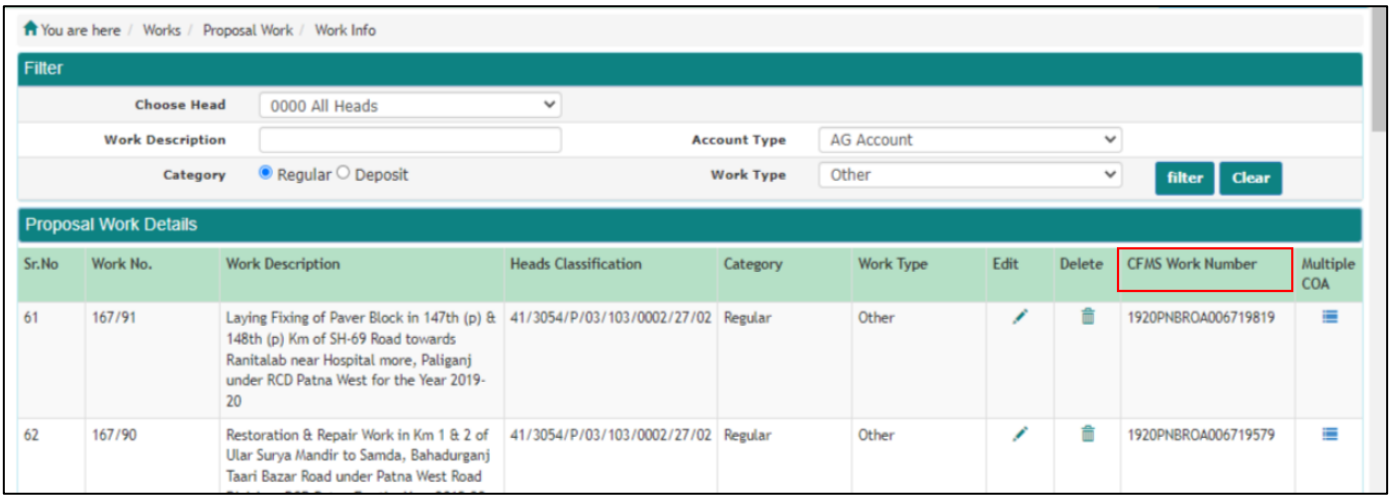
## 2. Proposal Work (Login through Executive Engineer)

### 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.

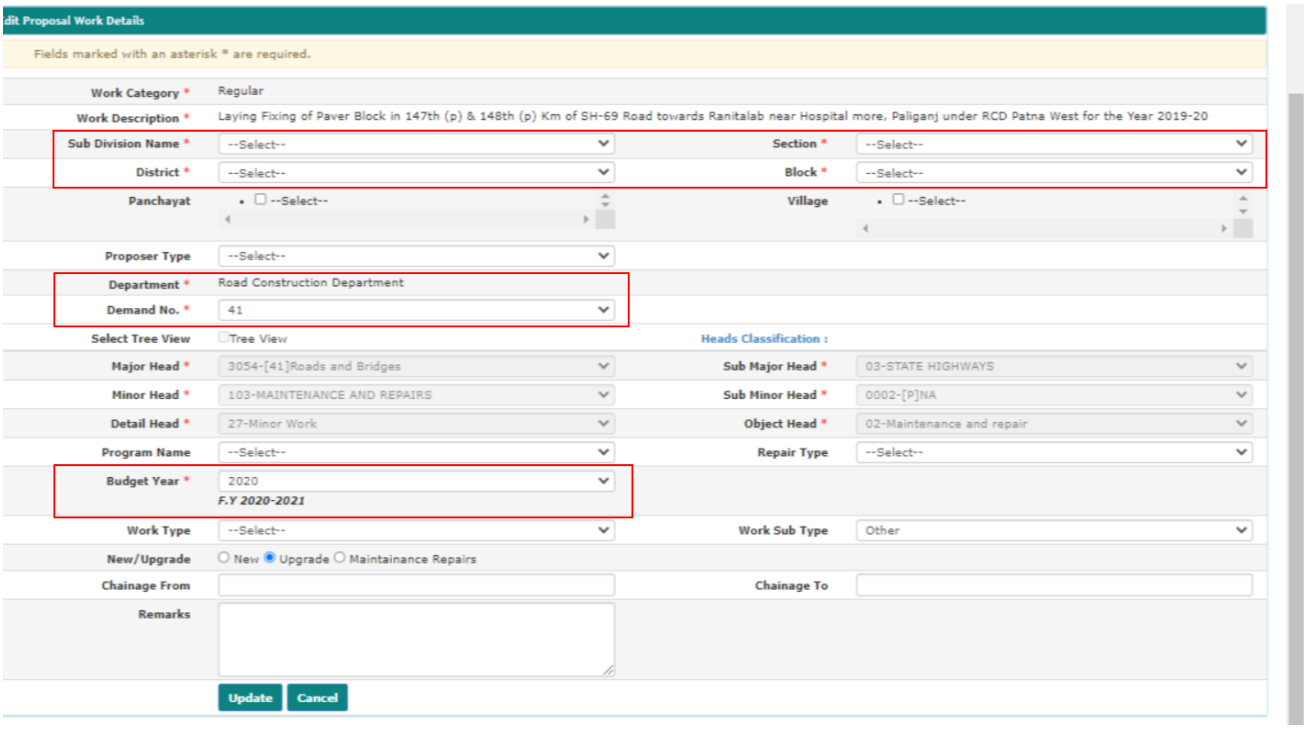



Click on the edit button against the work and enter the mandatory fields and save/update. To edit the Works details, click on 'Edit' link respective to that work, and after making the changes update the Work by clicking on 'Update' button.

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.



dit Proposal Work Details

Fields marked with an asterisk * are required.

| | | | |
|---|---|---|---|
| Work Category * | Regular | | |
| 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 | | |
| Sub Division Name * | --Select-- | Section * | --Select-- |
| District * | --Select-- | Block * | --Select-- |
| Panchayat | --Select-- | Village | --Select-- |
| Proposer Type | --Select-- | | |
| 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<br>*F.Y 2020-2021* | | |
| Work Type | --Select-- | Work Sub Type | Other |
| New/Upgrade | New Upgrade Maintainance Repairs | | |
| Chainage From | | Chainage To | |
| Remarks | | | |

Update Cancel

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

You are here / Works / Proposal Work / Work Info

View

**Edit Proposal Work Details**

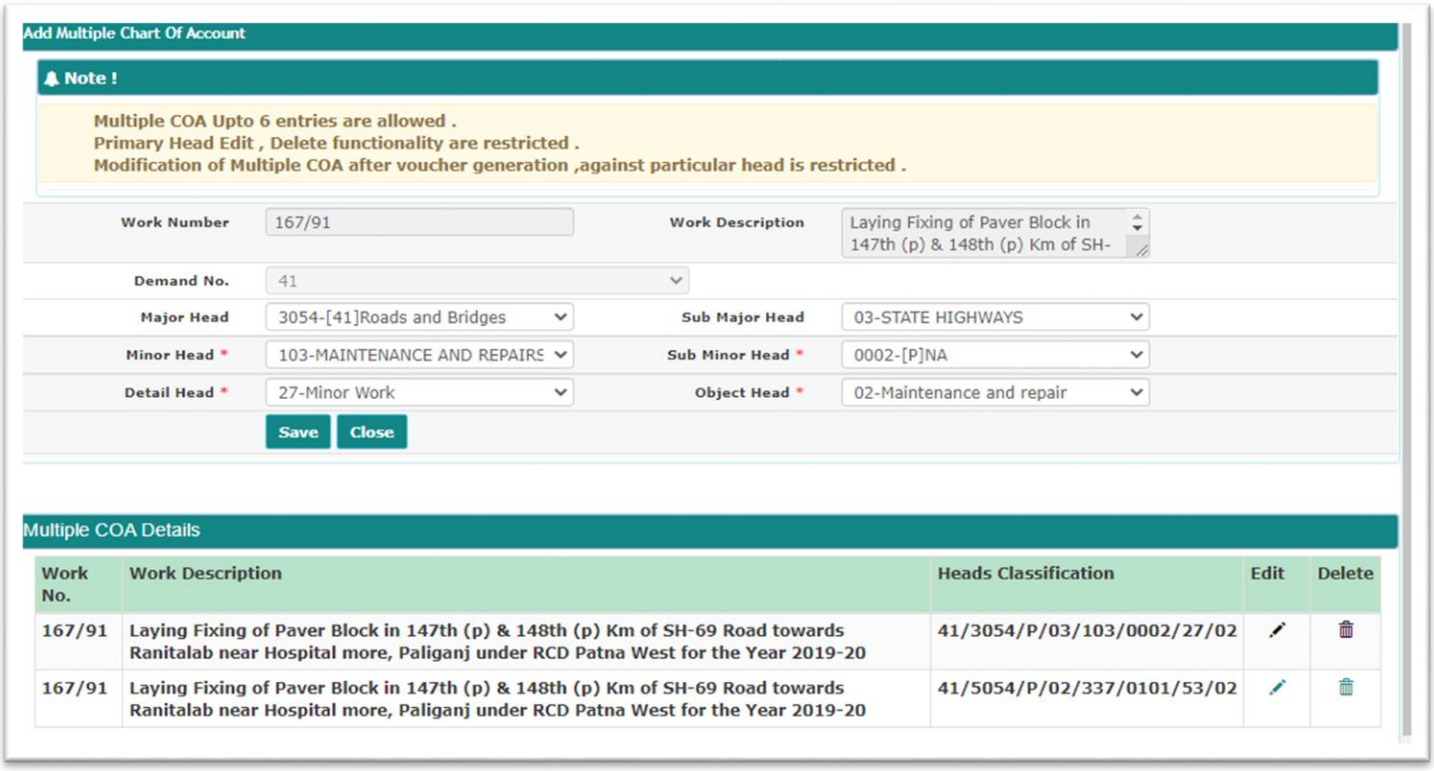
Fields marked with an asterisk * are required.

| | | | |
|---|---|---|---|
| **Work Category** * | Regular | | |
| **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 | | |
| **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** | • ☐ PATEHPUR<br>• ☐ MAHULI<br>• ☐ MARCHI<br>• ☐ NAKTA DIYARA | **Village** | • ☐ --Select-- |
| **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<br>*F.Y 2020-2021* | | |
| **Work Type** | Other | **Work Sub Type** | Other |
| **New/Upgrade** | ◉ New ○ Upgrade ○ Maintainance Repairs | | |
| **Chainage From** | | **Chainage To** | |
| **Remarks** | | | |

Update Cancel

## 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.




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:

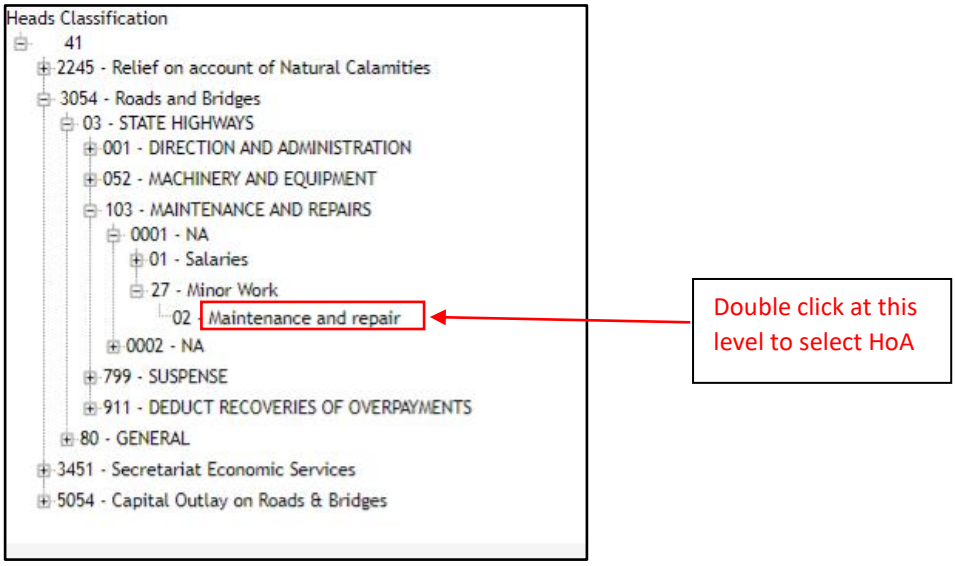



*Figure 5: Heads Selection Screen through Tree View*

**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.

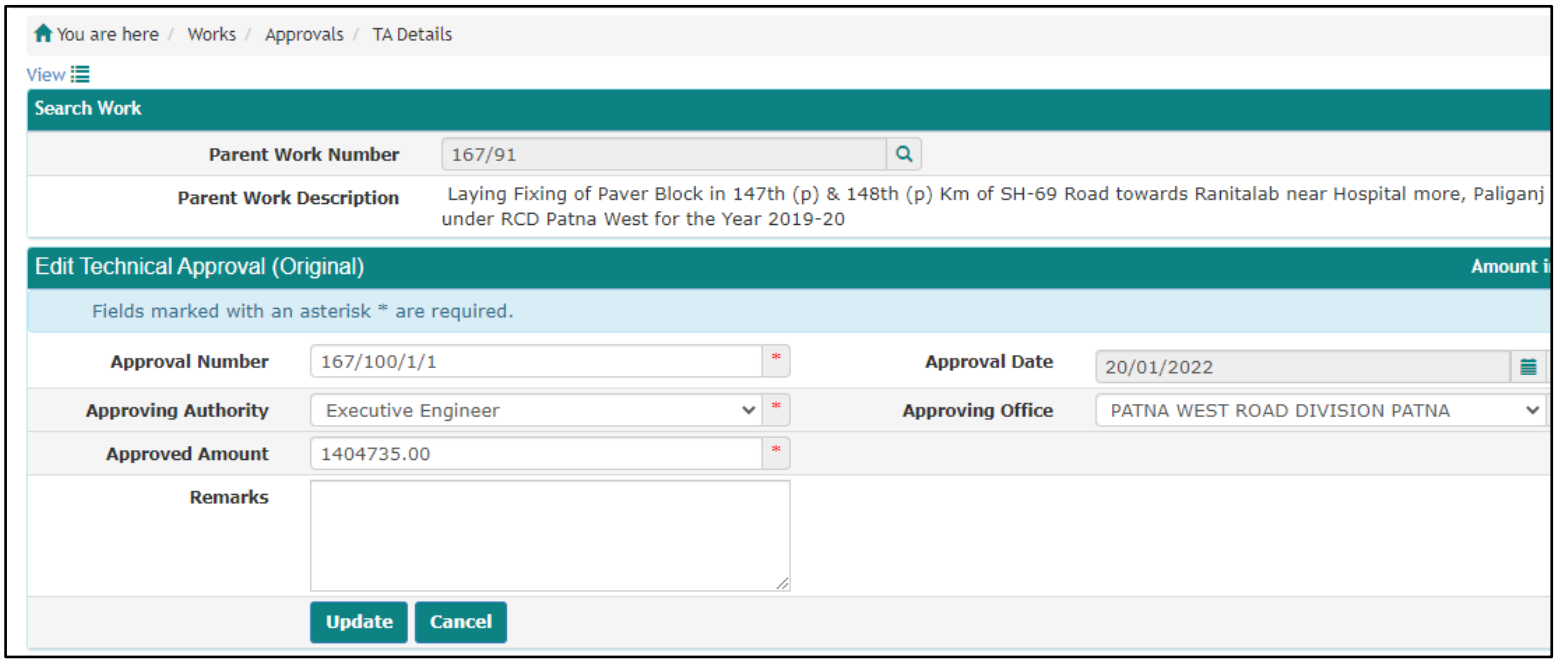



*Figure 6: Technical Approval Details Entry Screen*

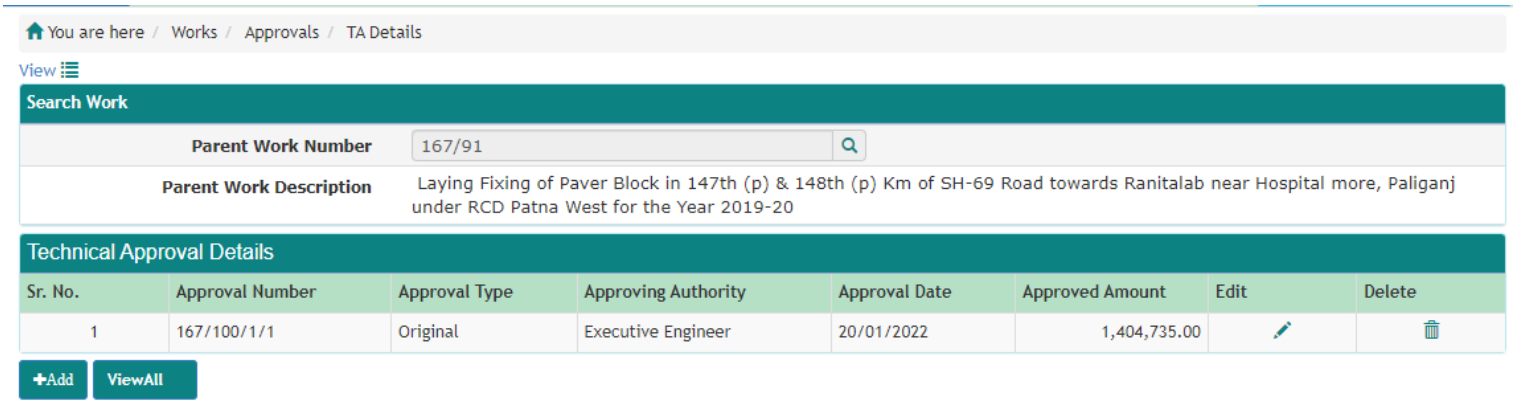


*Figure 7: Technical Approval Details Screen*

**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.

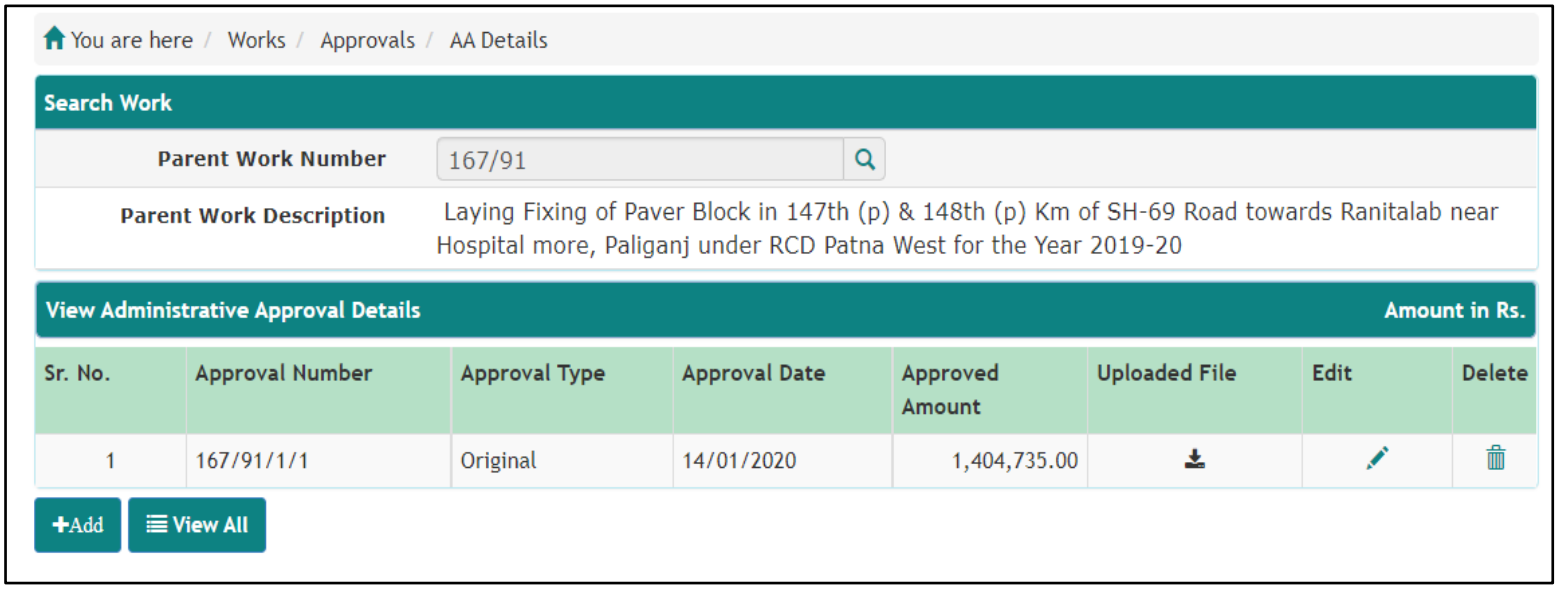
**Remarks:** Enter the remarks for Technical approval

## 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.




### 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.

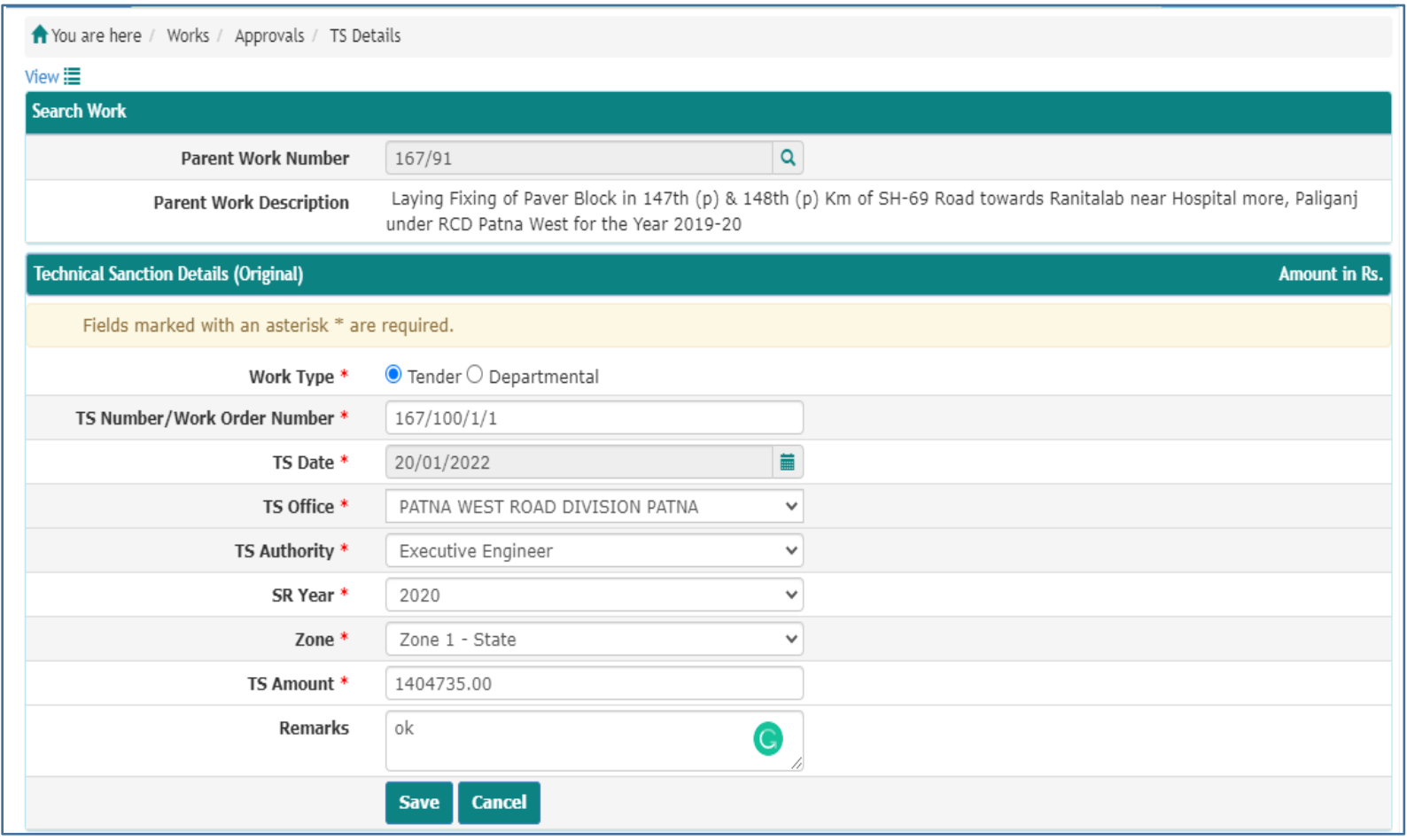
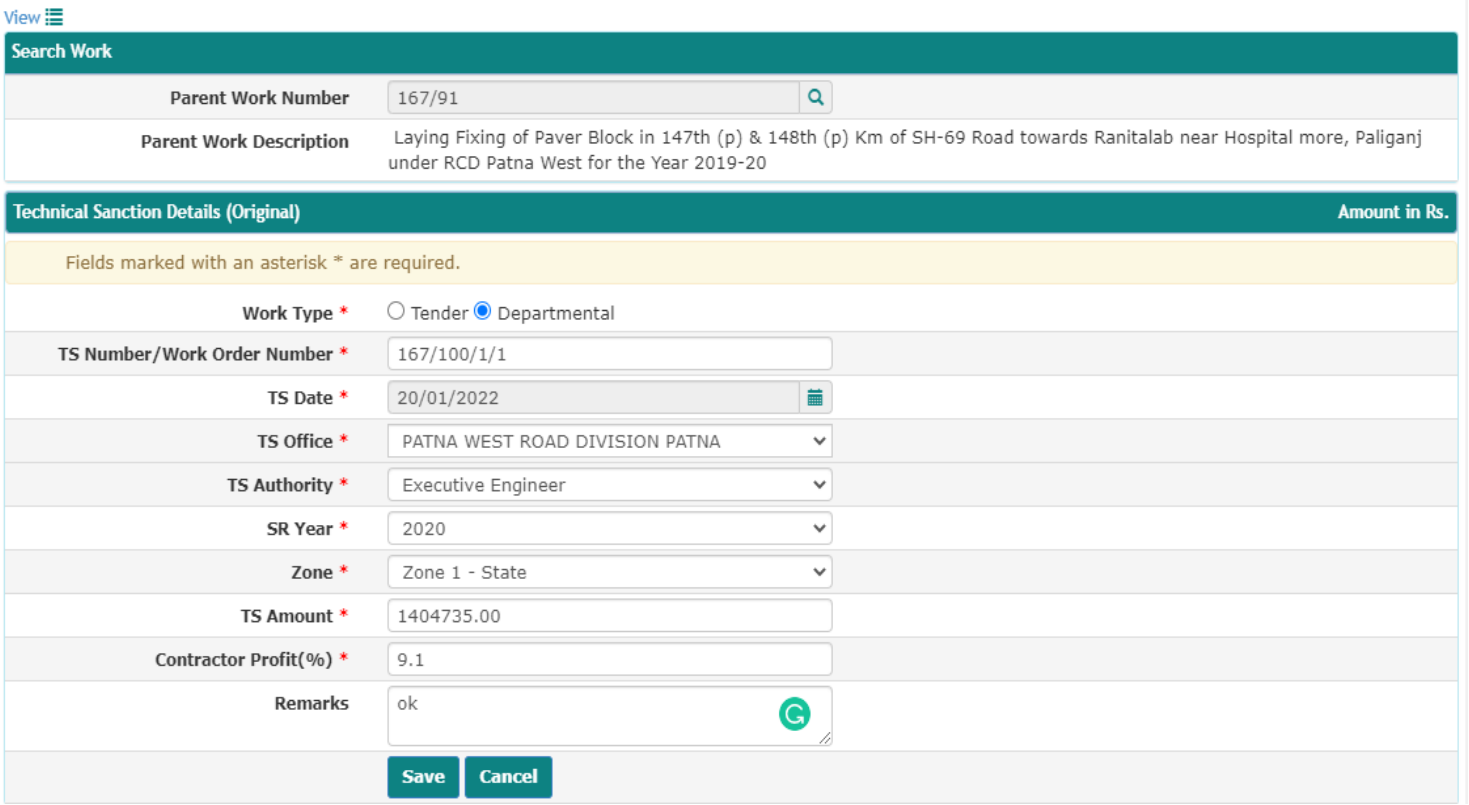



*Figure 9: Technical Sanction Entry Screen*

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



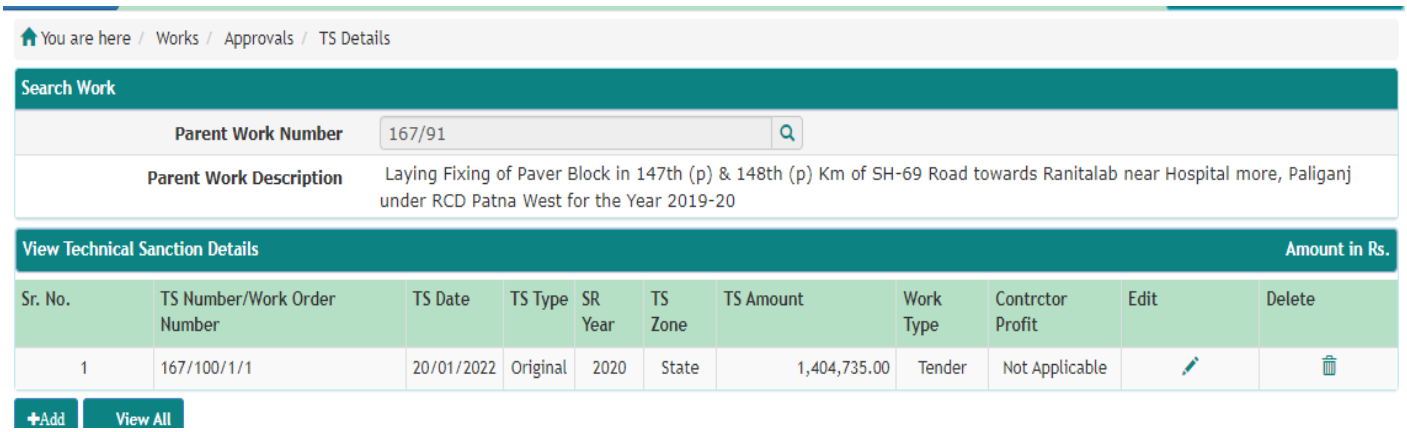




*Figure 10.1: Technical Sanction Details Screen*

**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.

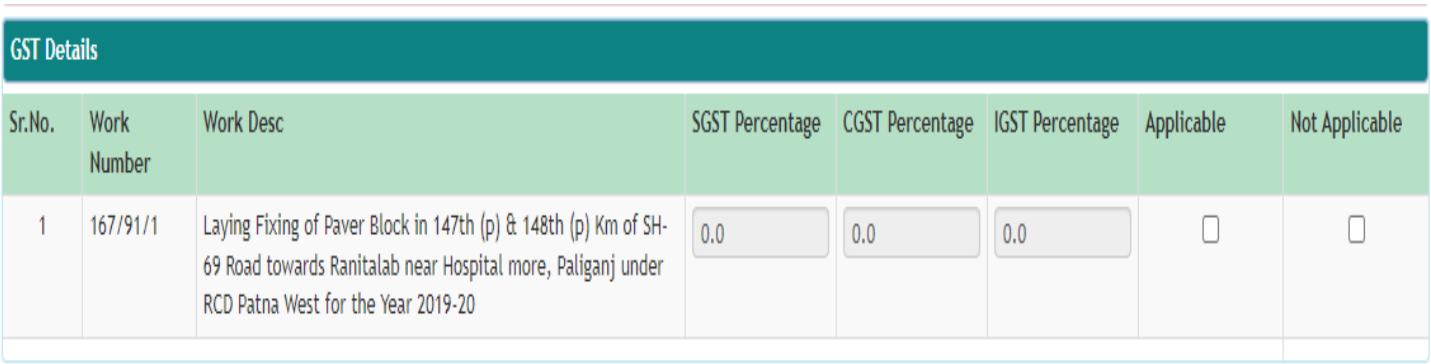
To view the list of TS entries click on the "View" link.

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 Details

| 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.

Labour Cess Details

| 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 | ☐ | ☐ |

Update Save

*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.

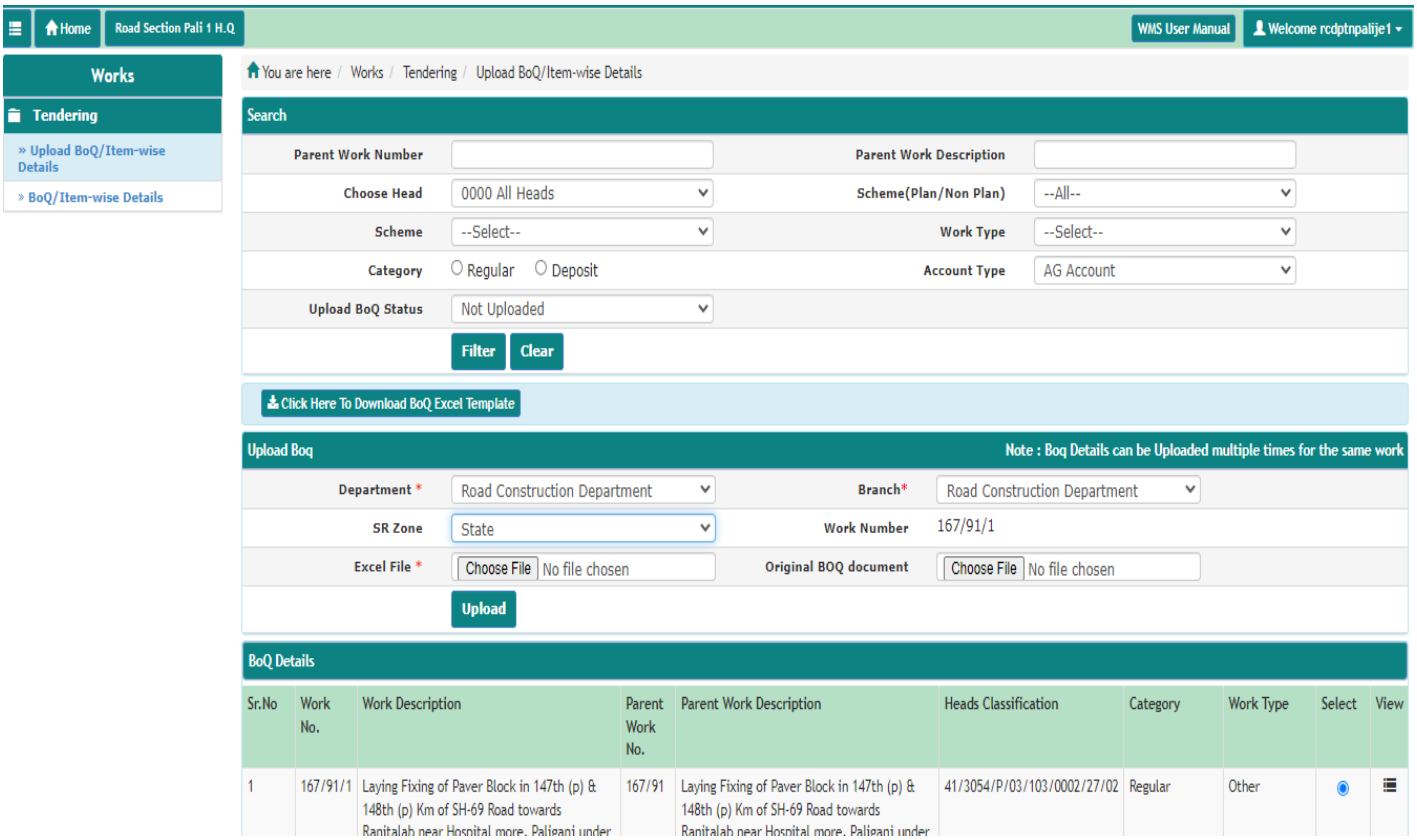



*Figure 13: BOQ Upload Screen*

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<br>1- WIDENING AND STRENGTHENING OF EXISTING ROAD<br>**Earthwork up to top of the Sub-grade and Site clearance** | 13.70 | 2957874.92 | Kilometers | 2019 |
| A.a.1.2 | (A) Road works including Medians,culverts,widening and Strengthening<br>1- WIDENING AND STRENGTHENING OF EXISTING ROAD<br>Earthwork up to top of the Sub-grade and Site clearance<br>**Sub-Base Course (inverted Choke)** | 13.70 | 7688299.88 | Kilometers | 2019 |
| A.a.2.1 | (A) Road works including Medians,culverts,widening and Strengthening<br>Non Bituminous Base Course<br>**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.

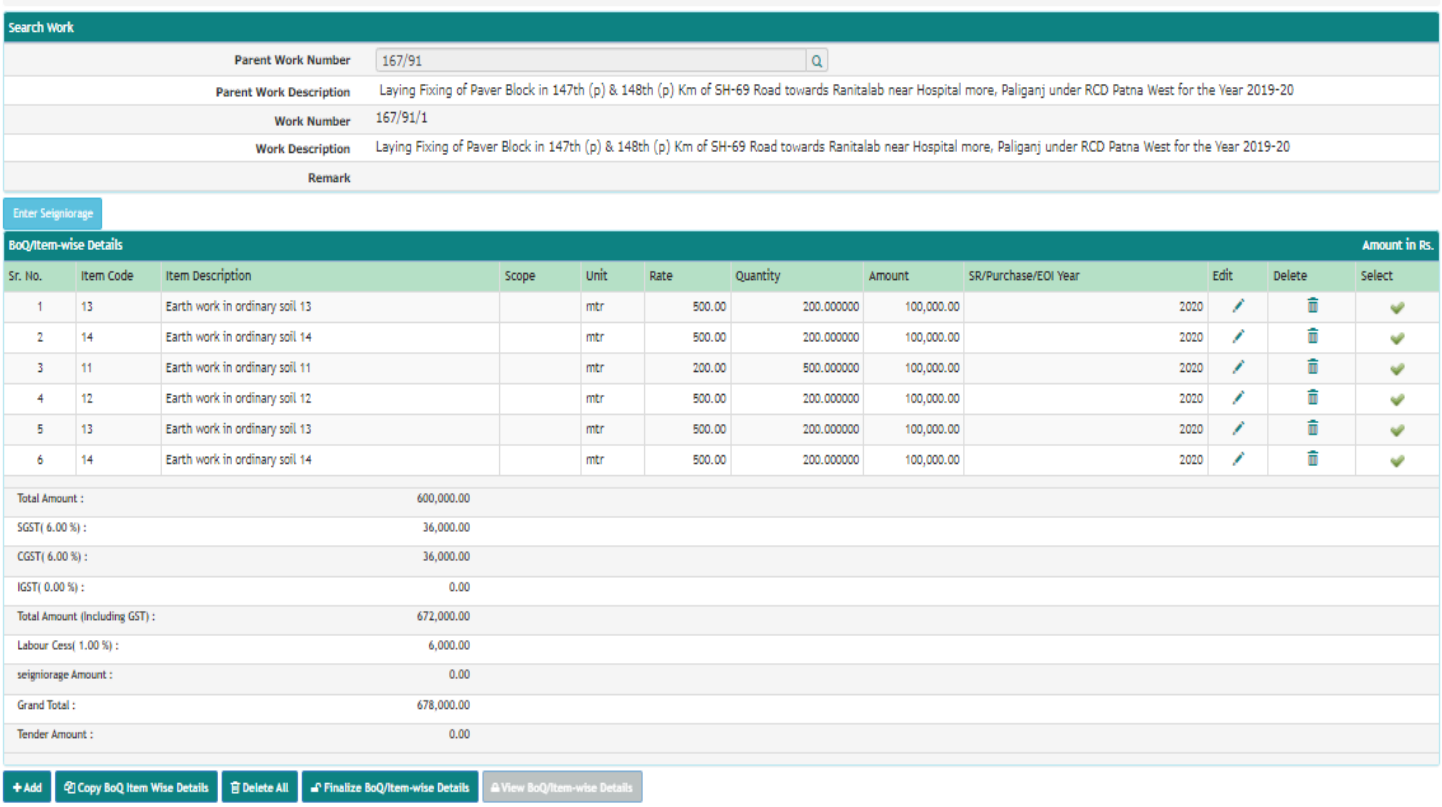
BoQ will be upload as per the given format in WAMIS only. No. Other format BoQ will be uploaded in WAMIS.

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



Search Work

| | |
|---|---|
| Parent Work Number | 167/91 |
| 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 |
| Work Number | 167/91/1 |
| 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 |
| Remark | |

Enter Seigniorage

BoQ/Item-wise Details — Amount in Rs.

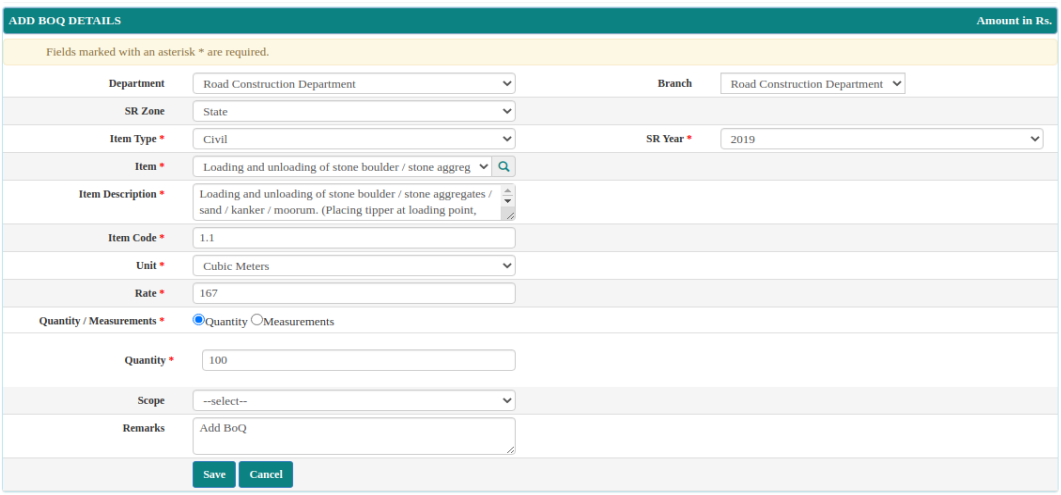
| Sr. No. | Item Code | Item Description | Scope | Unit | Rate | Quantity | Amount | SR/Purchase/EOI Year | Edit | Delete | Select |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 13 | Earth work in ordinary soil 13 | | mtr | 500.00 | 200.000000 | 100,000.00 | 2020 | | | |
| 2 | 14 | Earth work in ordinary soil 14 | | mtr | 500.00 | 200.000000 | 100,000.00 | 2020 | | | |
| 3 | 11 | Earth work in ordinary soil 11 | | mtr | 200.00 | 500.000000 | 100,000.00 | 2020 | | | |
| 4 | 12 | Earth work in ordinary soil 12 | | mtr | 500.00 | 200.000000 | 100,000.00 | 2020 | | | |
| 5 | 13 | Earth work in ordinary soil 13 | | mtr | 500.00 | 200.000000 | 100,000.00 | 2020 | | | |
| 6 | 14 | Earth work in ordinary soil 14 | | mtr | 500.00 | 200.000000 | 100,000.00 | 2020 | | | |

| | |
|---|---|
| Total Amount : | 600,000.00 |
| SGST( 6.00 %) : | 36,000.00 |
| CGST( 6.00 %) : | 36,000.00 |
| IGST( 0.00 %) : | 0.00 |
| Total Amount (Including GST) : | 672,000.00 |
| Labour Cess( 1.00 %) : | 6,000.00 |
| seigniorage Amount : | 0.00 |
| Grand Total : | 678,000.00 |
| Tender Amount : | 0.00 |

+ Add | Copy BoQ Item Wise Details | Delete All | Finalize BoQ/Item-wise Details | View BoQ/Item-wise Details

*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 asterisk * are required.

| | | | |
|---|---|---|---|
| Department | Road Construction Department | Branch | Road Construction Department |
| 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 Measurements | | |
| 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*

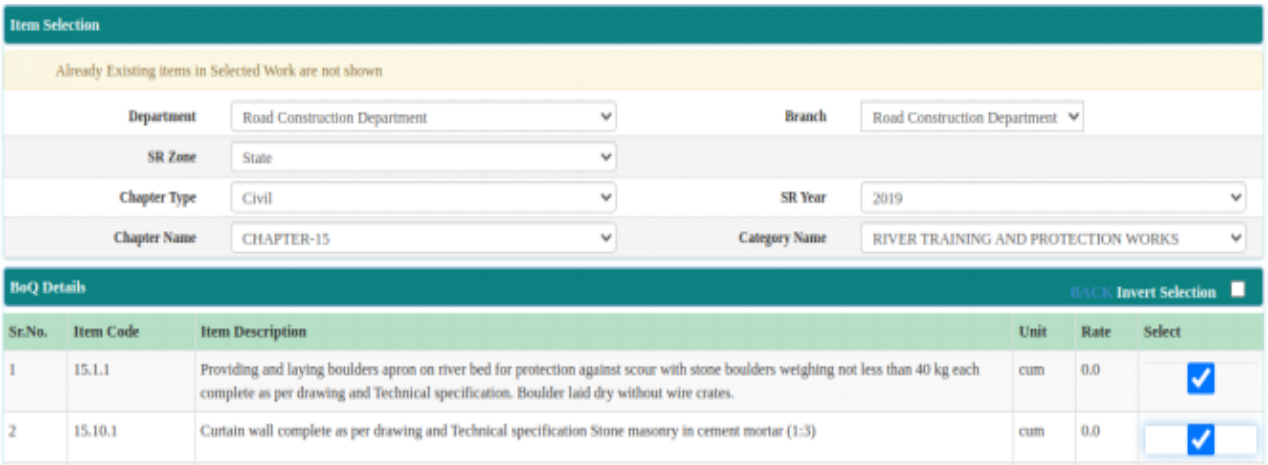



*Figure 18: 'Adding Multiple Items in BoQ' Screen*

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

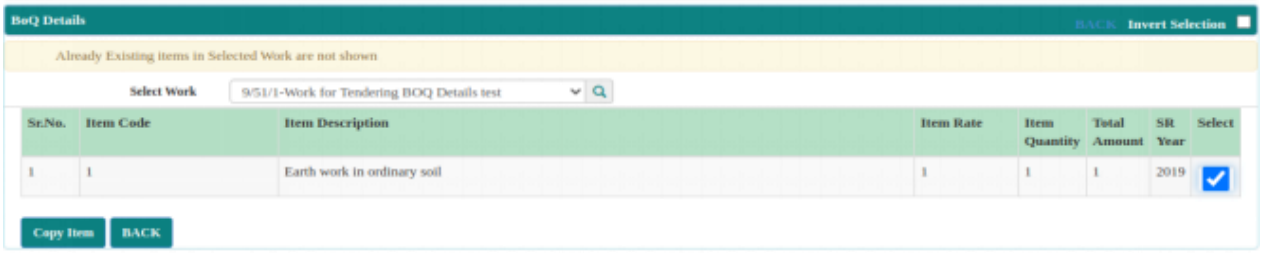



*Figure 19: 'Copy BoQ' Screen*

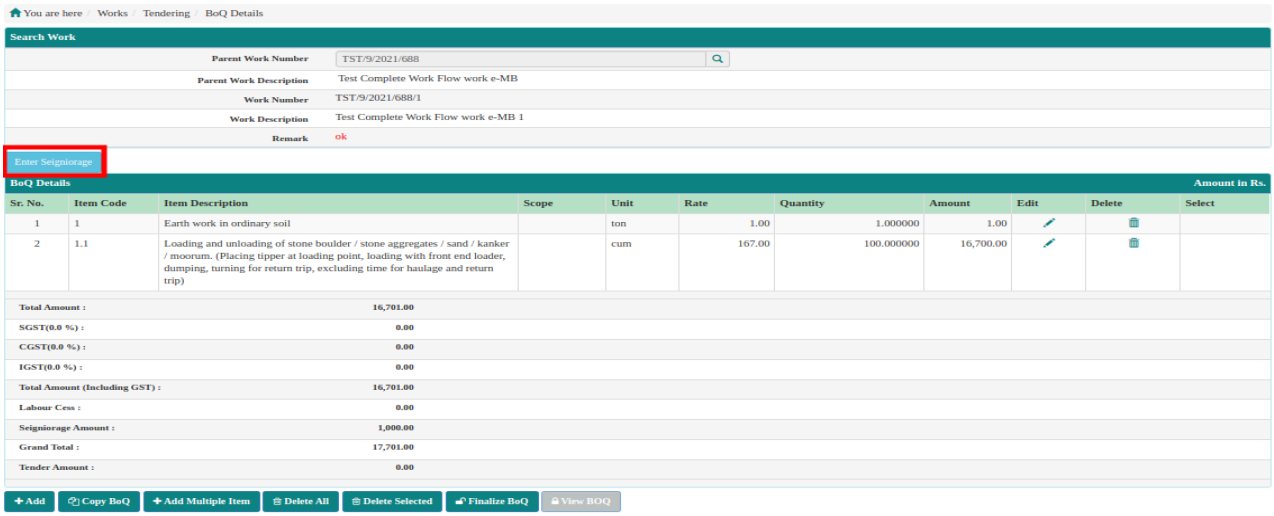



*Figure 20: Enter Seigniorage Button*

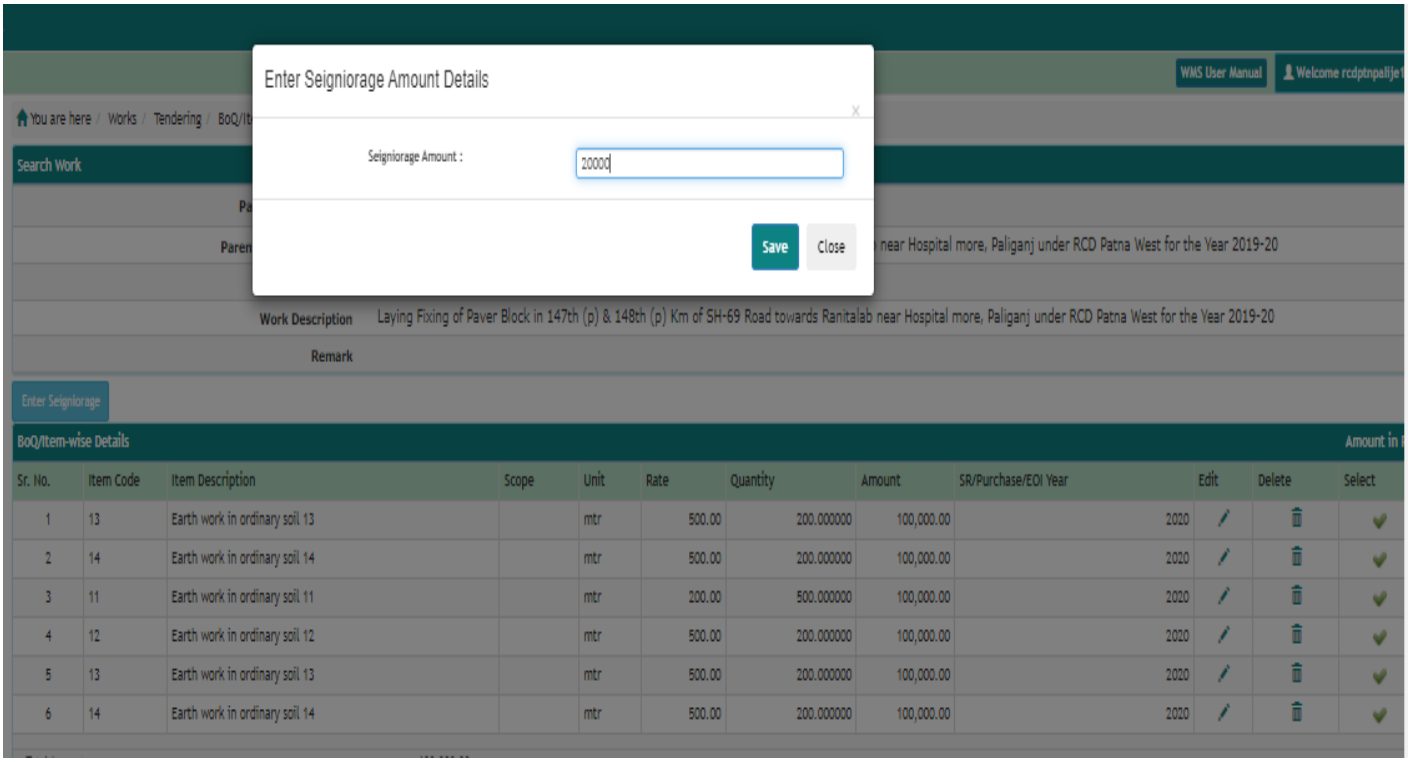



*Figure 21: 'Enter Seigniorage Amount'*

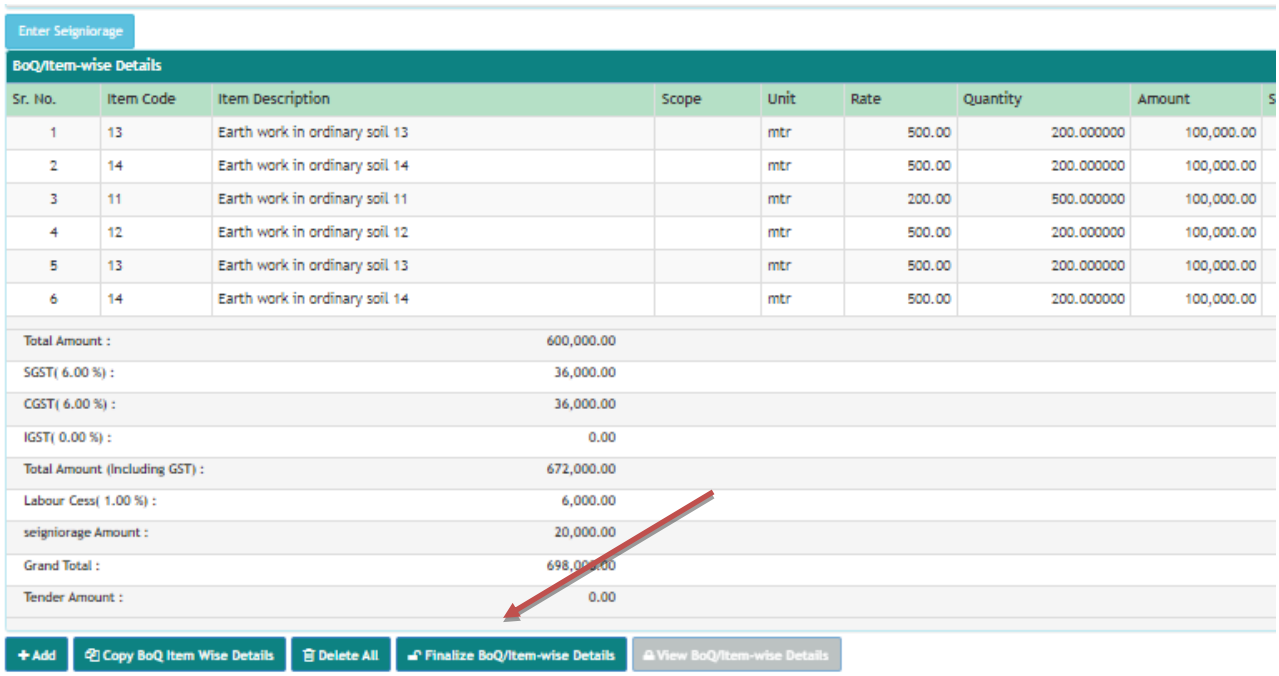



*Figure 22: Finalize BoQ from Junior Engineer*

## 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.

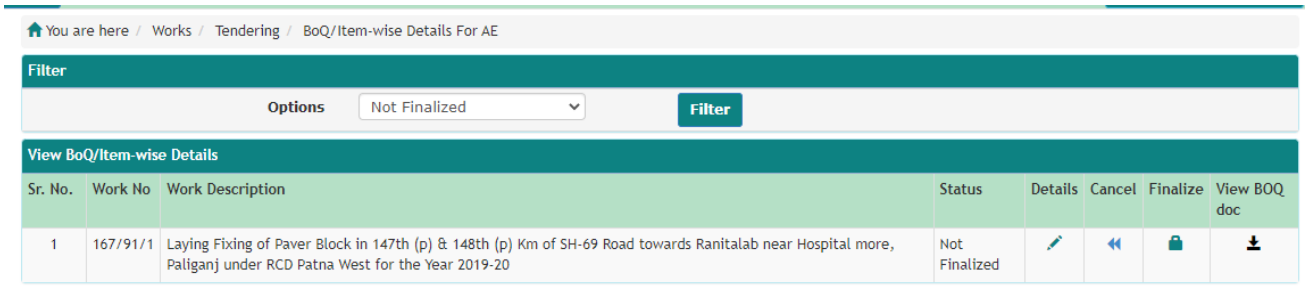



*Figure 23: Finalize BoQ from Assistant Engineer*

## 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.

*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*

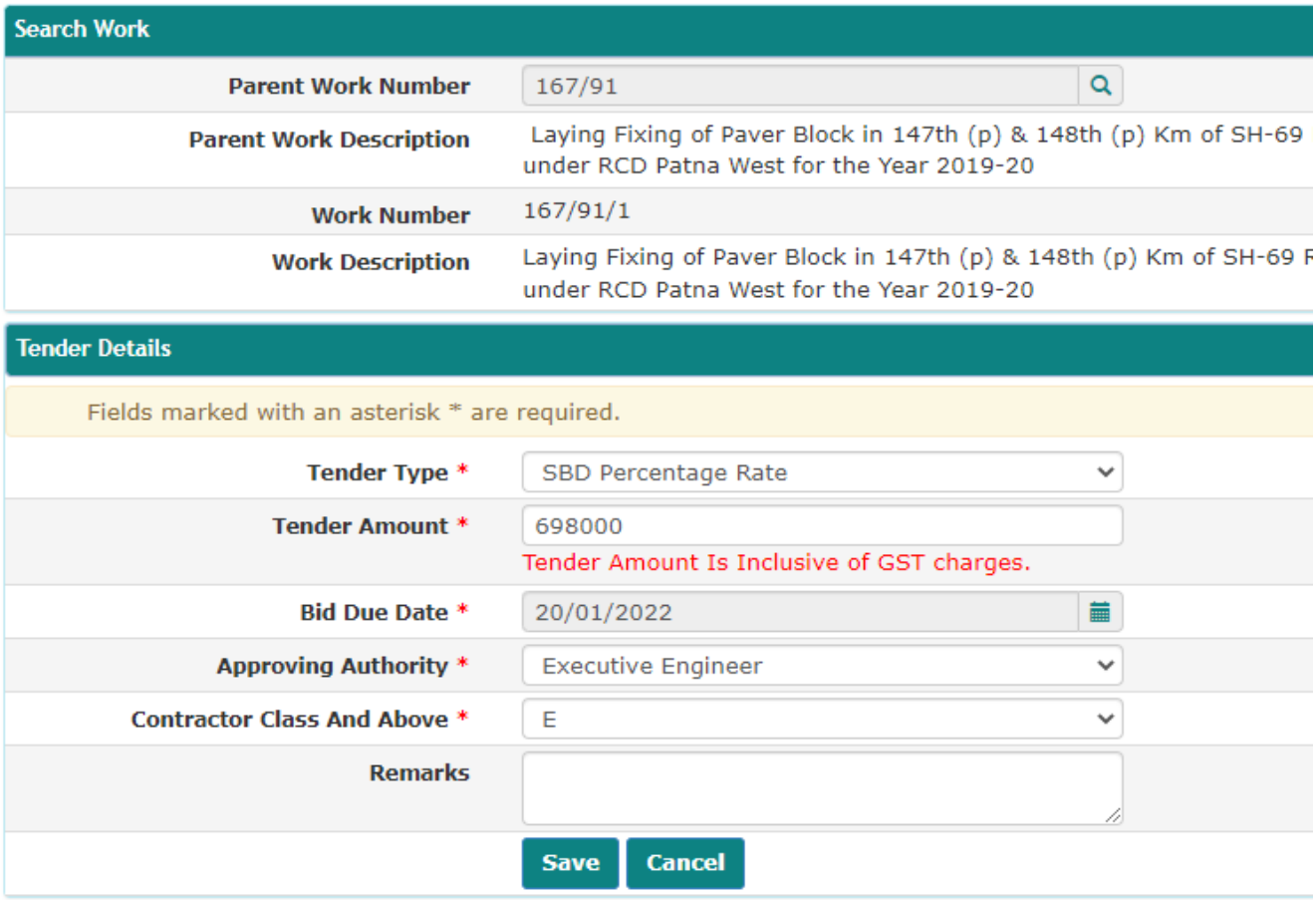



*Figure 26: Enter Tender Details screen*

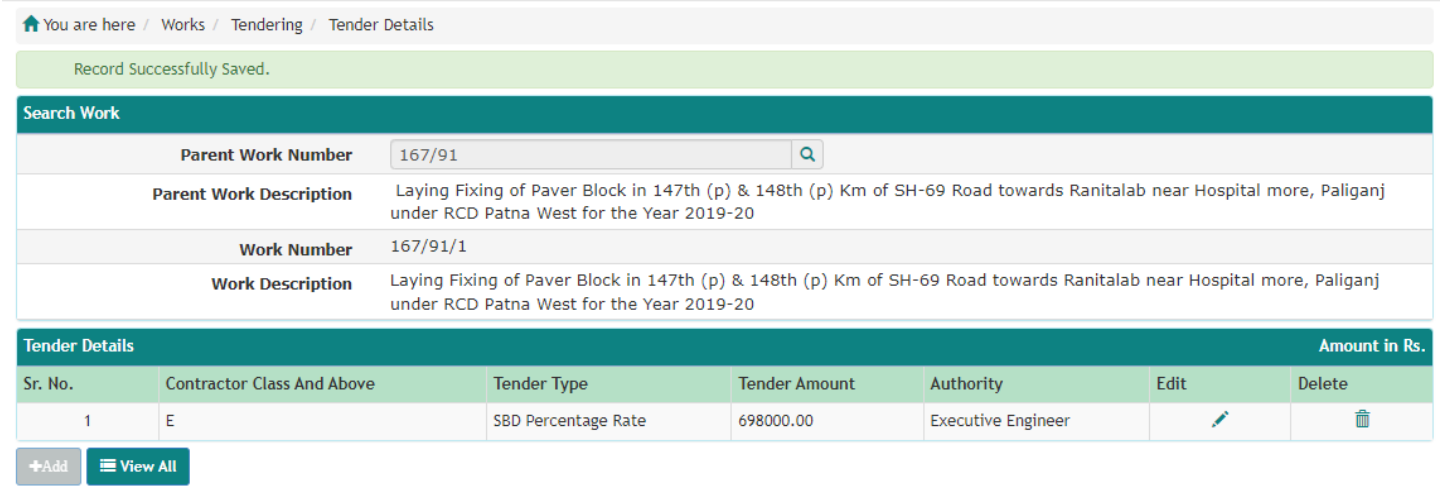



*Figure 27: Tender details screen*

**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.

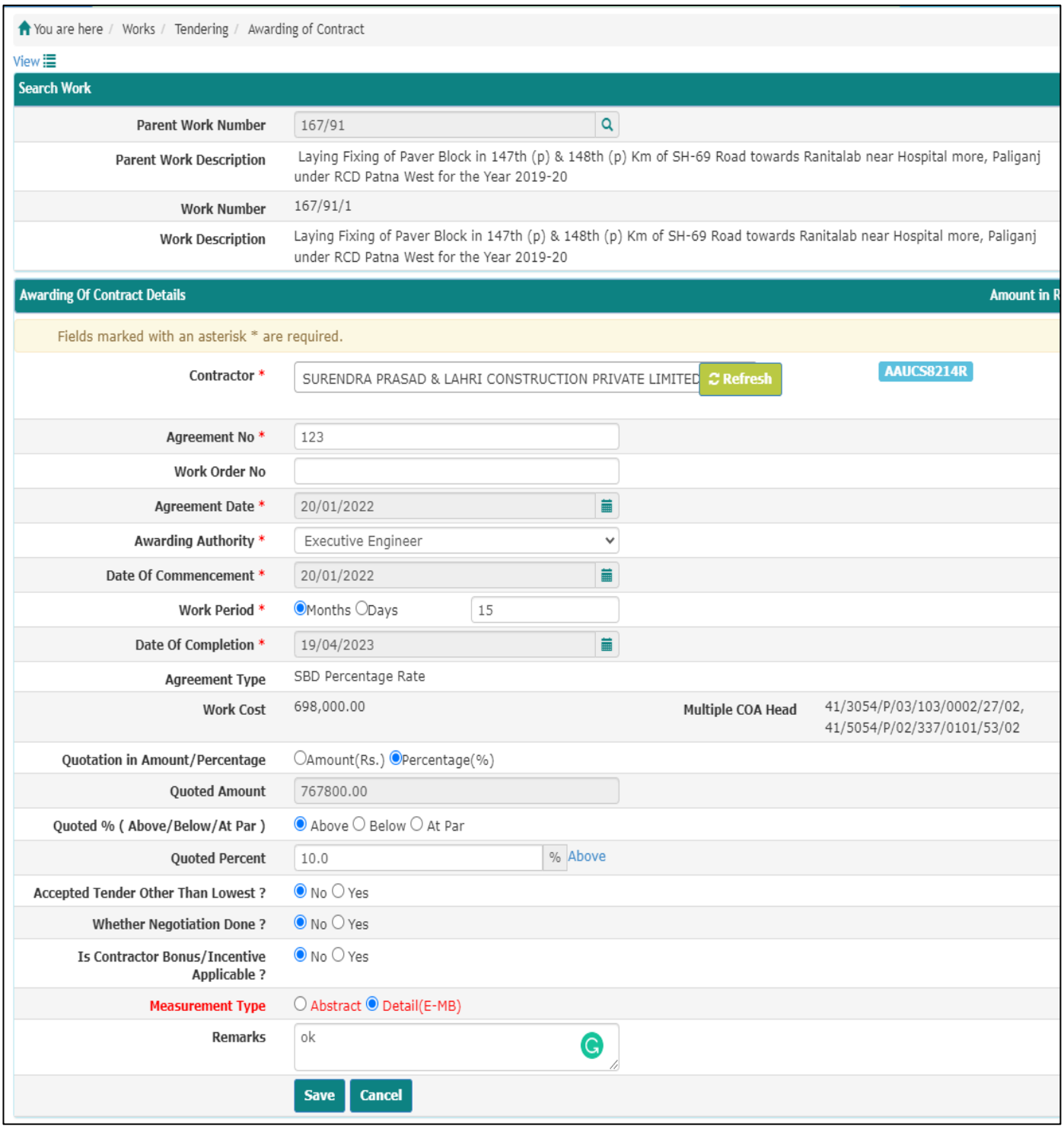



*Figure 28: Awarding of contract Entry Screen.*

You are here / Works / Tendering / Awarding of Contract

**Search Work**

| | |
|---|---|
| **Parent Work Number** | 167/91 |
| **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 |
| **Work Number** | 167/91/1 |
| **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 |

**View Awarding Of Contract Details** Amount in Rs.

| Sr.No. | Work Number | Contractor Name | Commencement Date | Agreement No | Agreement Type | Measurement Type | Quoted % ( Above/Below/At Par ) | Accepted Amount | Edit | Delete | Finalize |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 167/91/1 | SURENDRA PRASAD & LAHRI CONSTRUCTION PRIVATE LIMITED | 20/01/2022 | 123 | SBD Percentage Rate | Detail(E-MB) | 10.0 % Above | 767800.00 | | | |

+Add View All

*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**

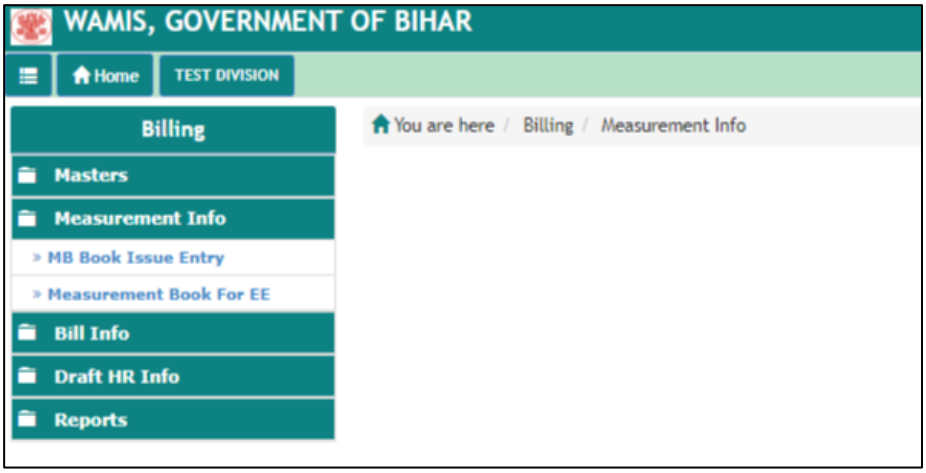
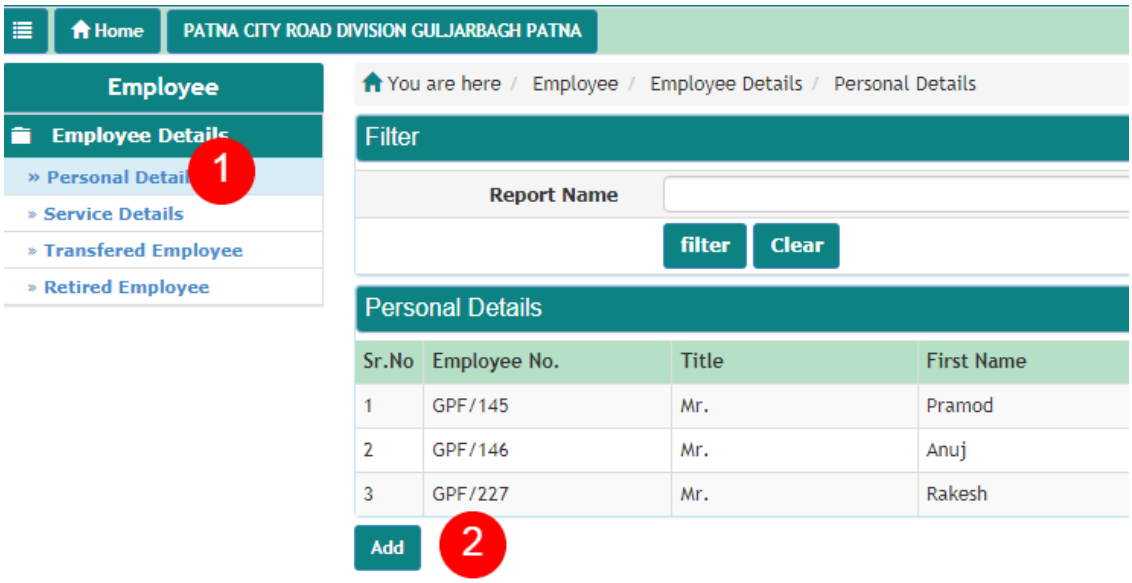



*Figure 30: MB Book Issue Entry menu*

## 7.1. Entering Employee details

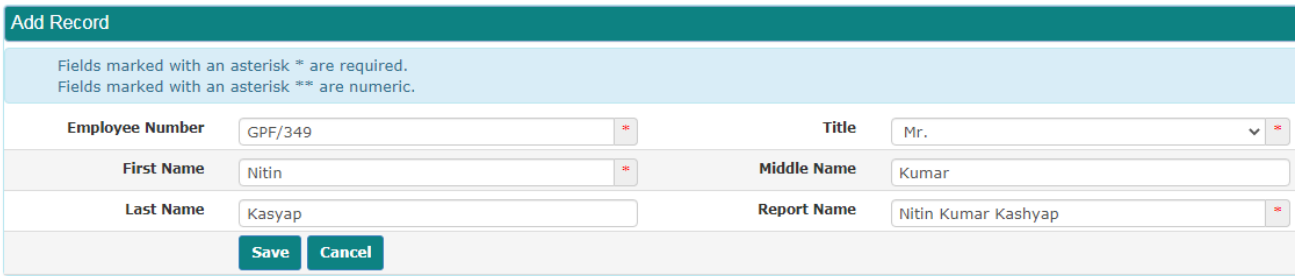
EE will assign junior engineer for recording e-mb from drop-down given. There must be entries in Employee Details then after only names of employee names can be selected from here.

Steps can be seen below:

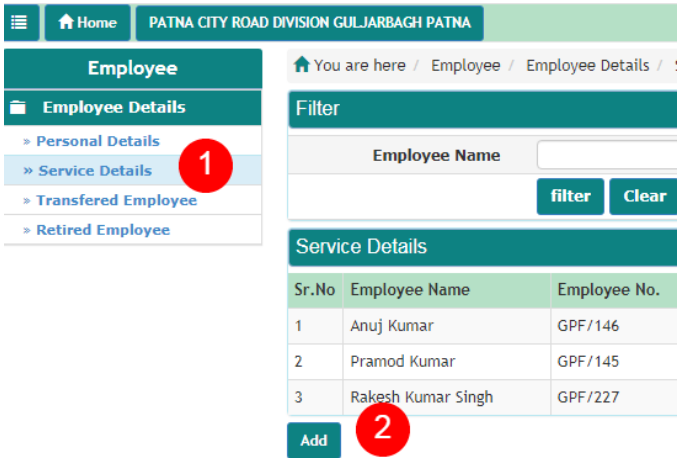



Clicking on Add button will open a add record form:

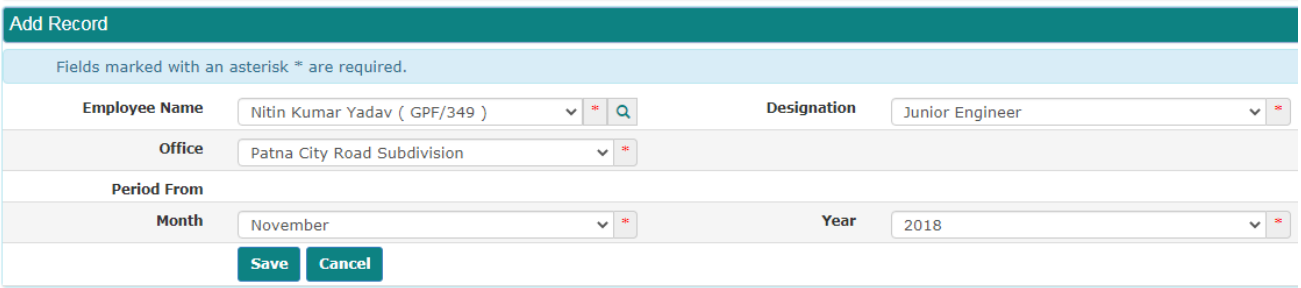
Employee number is automatically generated by WAMIS. No need to enter it. And User should not confuse with this GPF number with CFMS/wherever GPF number is being used.



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




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



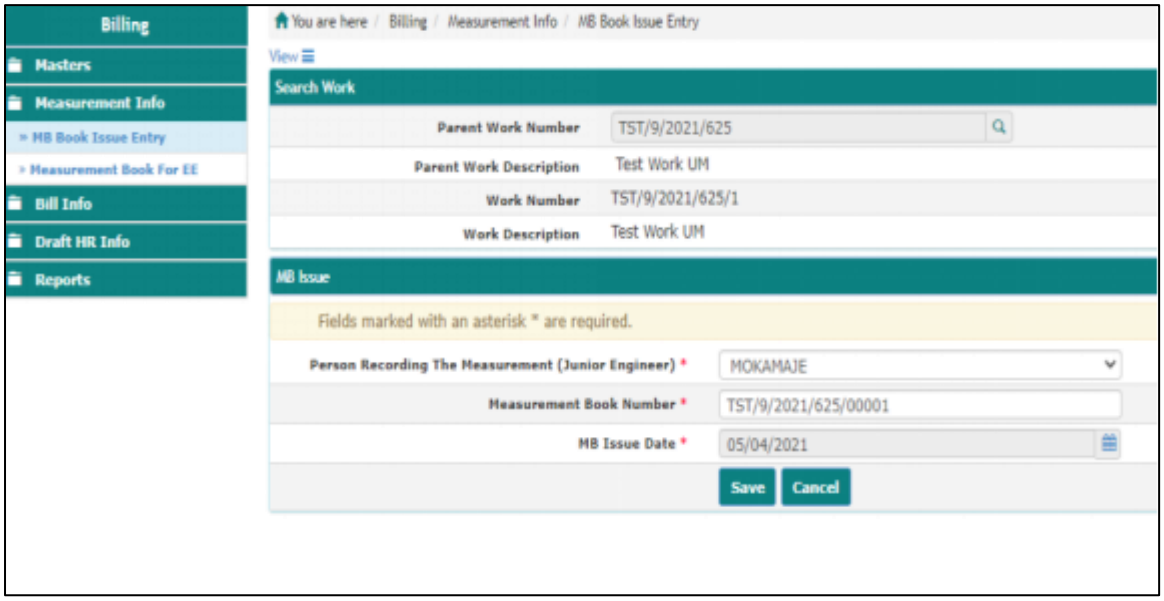



*Figure 31: MB Issue entry to Junior Engineer*

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

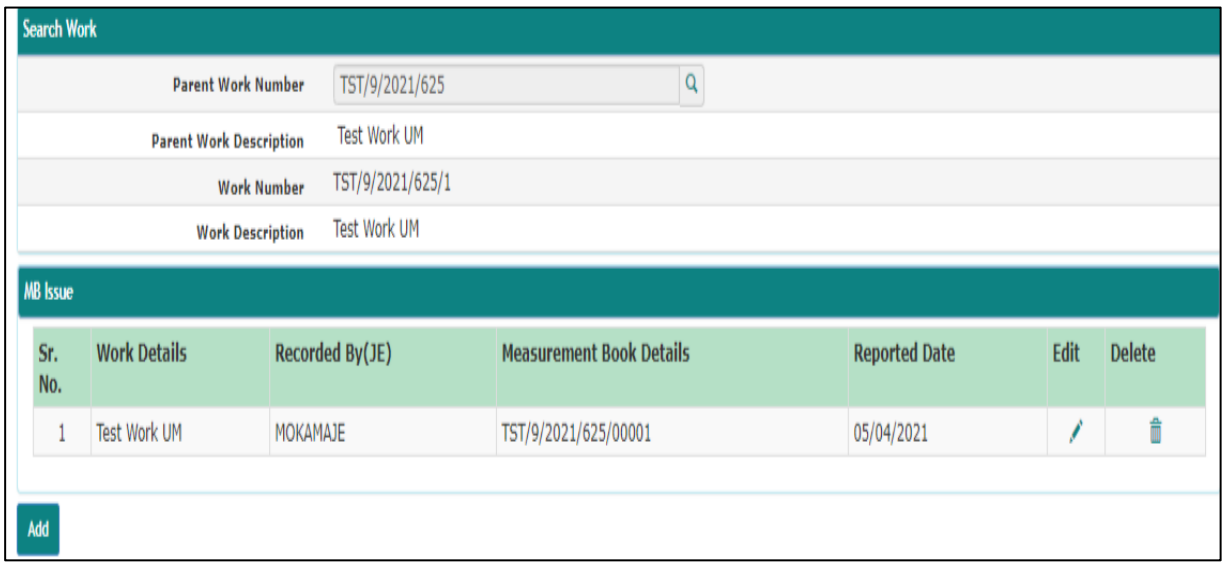



*Figure 32: MB issue screen (MB details)*

## 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.

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

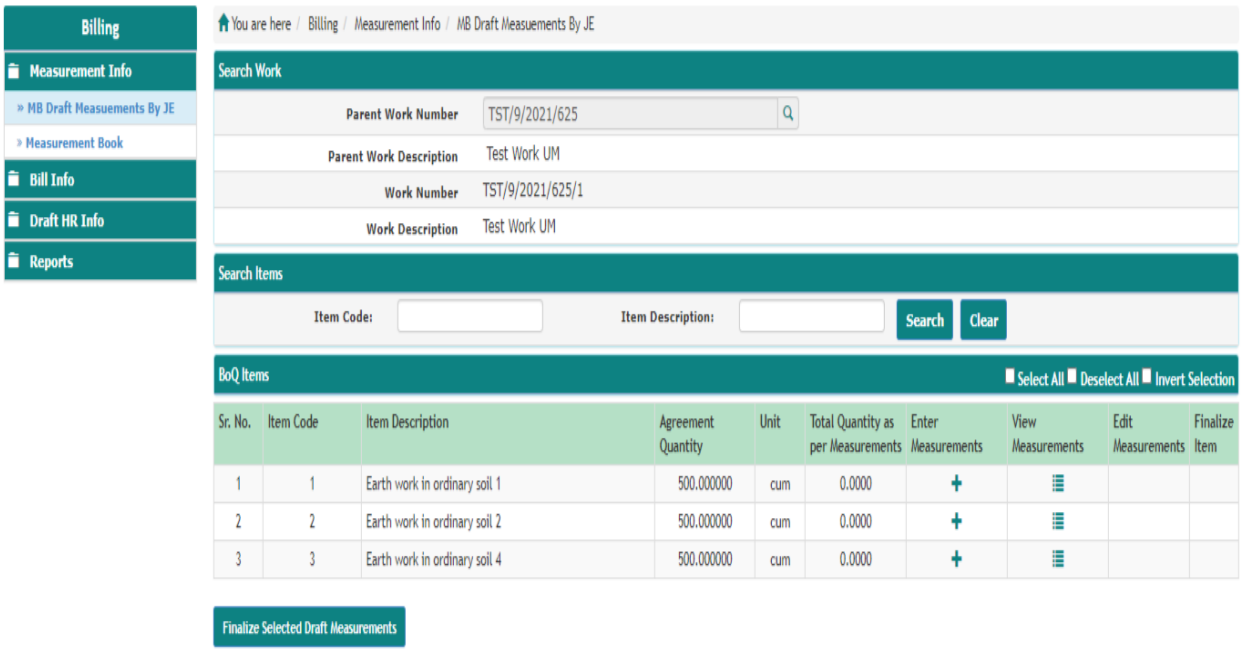



*Figure 33: Item selection for draft measurement by JE*

- 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

*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.

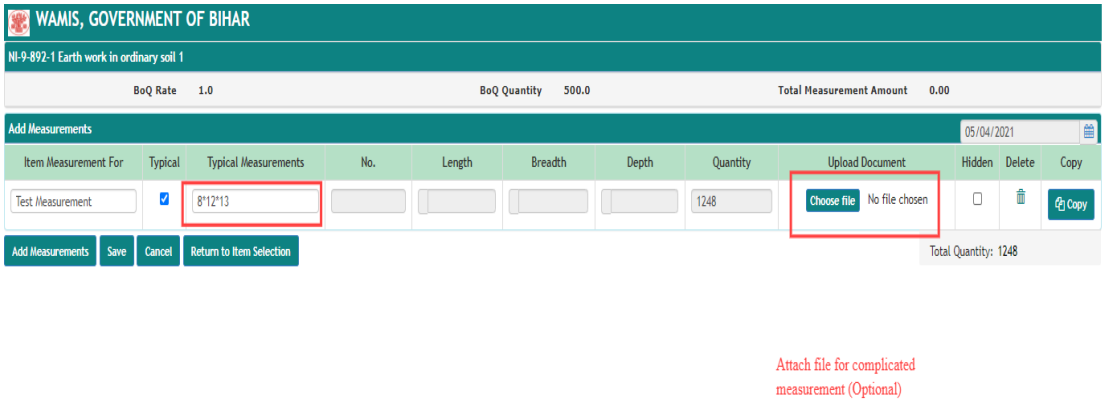



*Figure 35: Typical measurements*

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

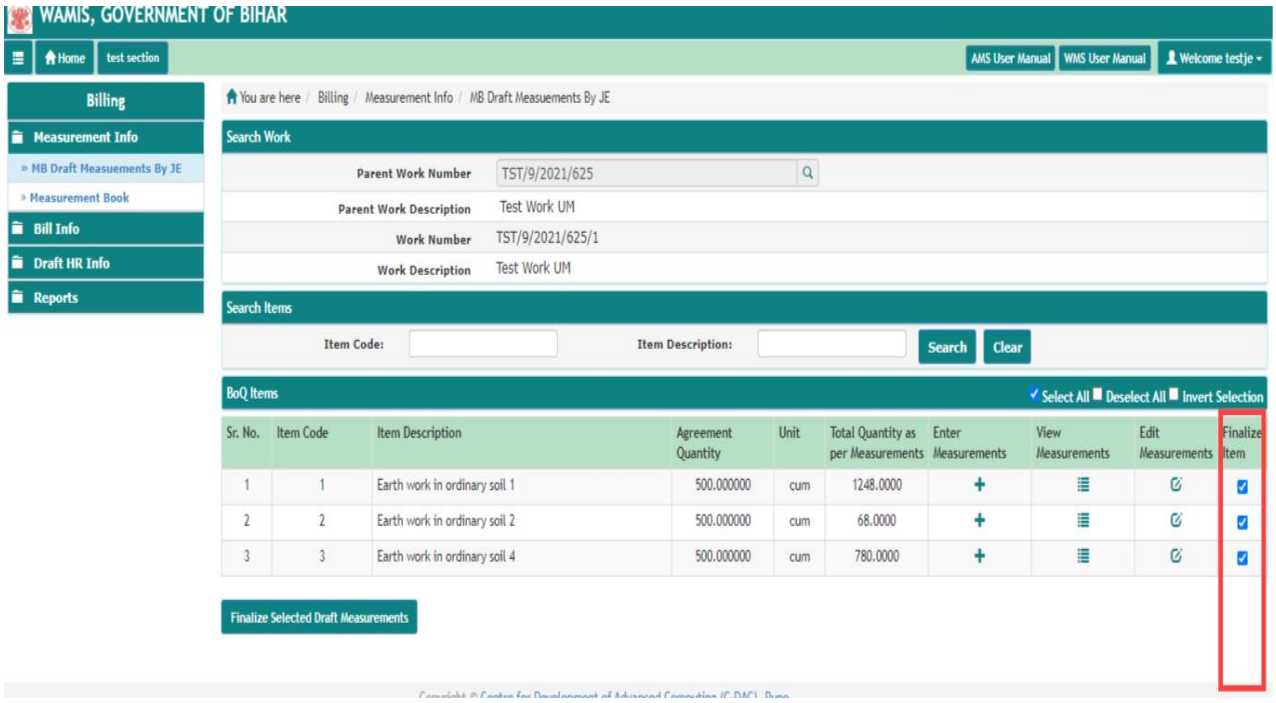



*Figure 36: List of item selection for MB Book*

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

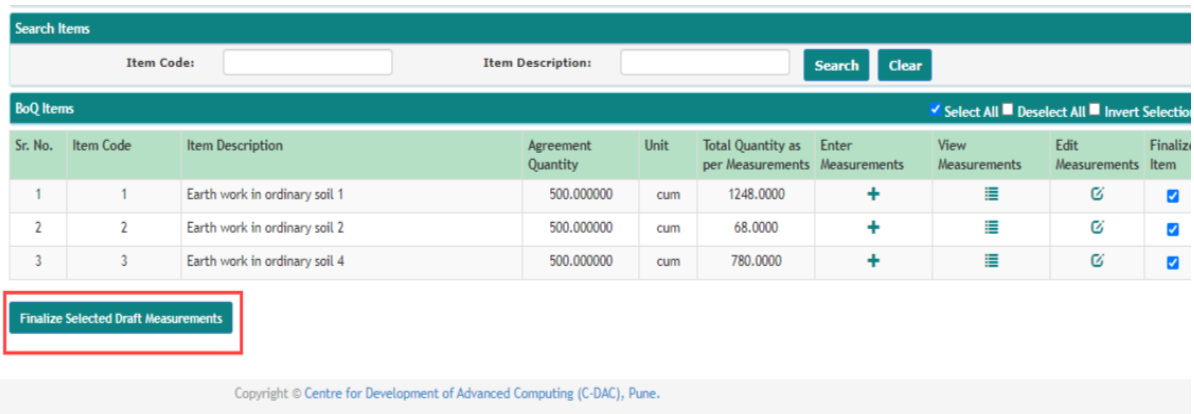



*Figure 37: Finalize Selected Draft Measurements.*

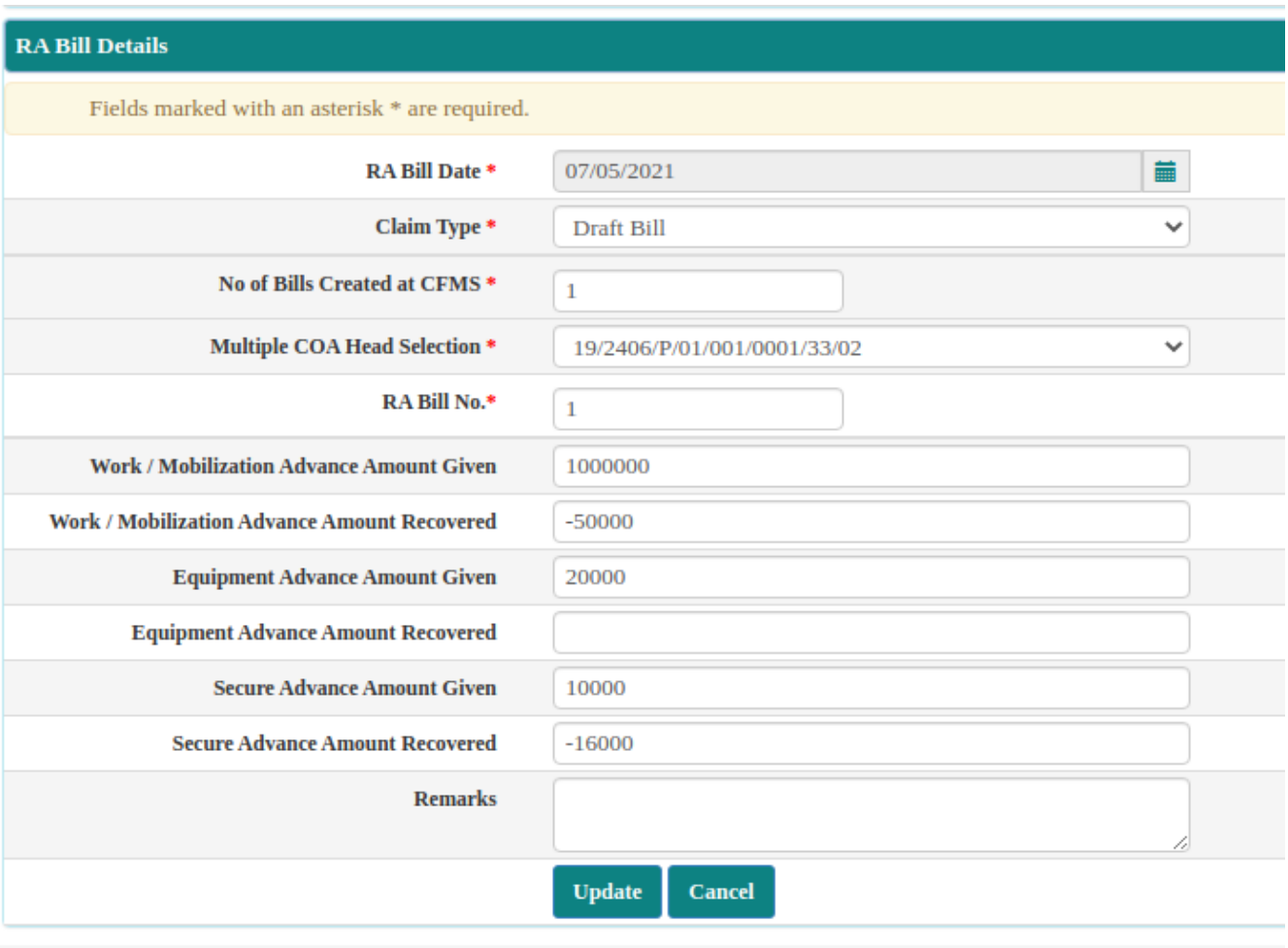
### 7.3. Generate RA Bill / Other Claim Types (BY JE)

- Go to Billing → 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.

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

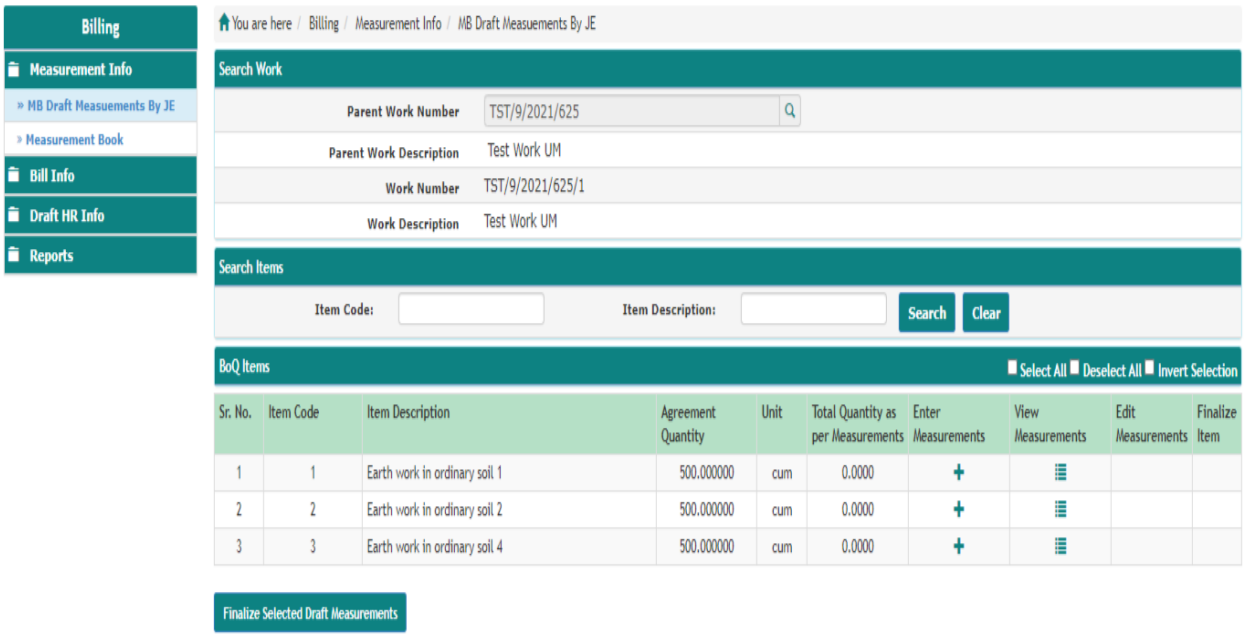



*Figure 39: Item selection for draft measurement by JE*

- 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

*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.

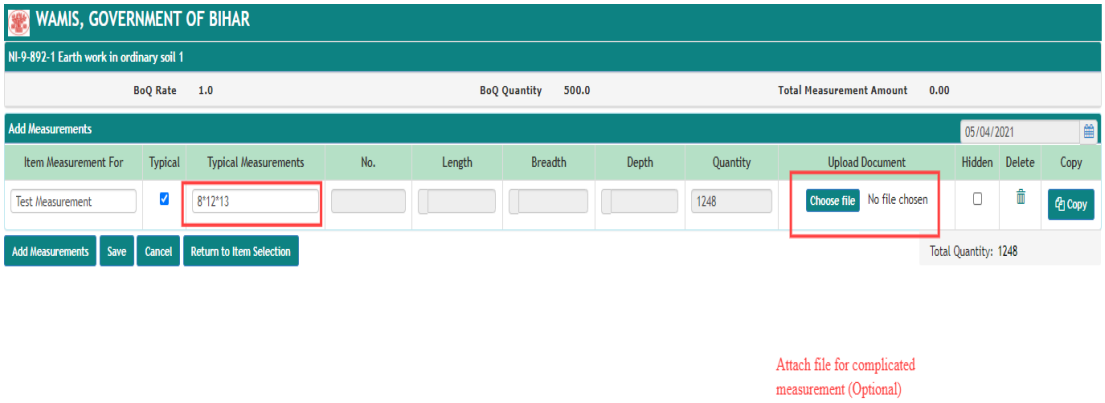



*Figure 41: Typical measurements*

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

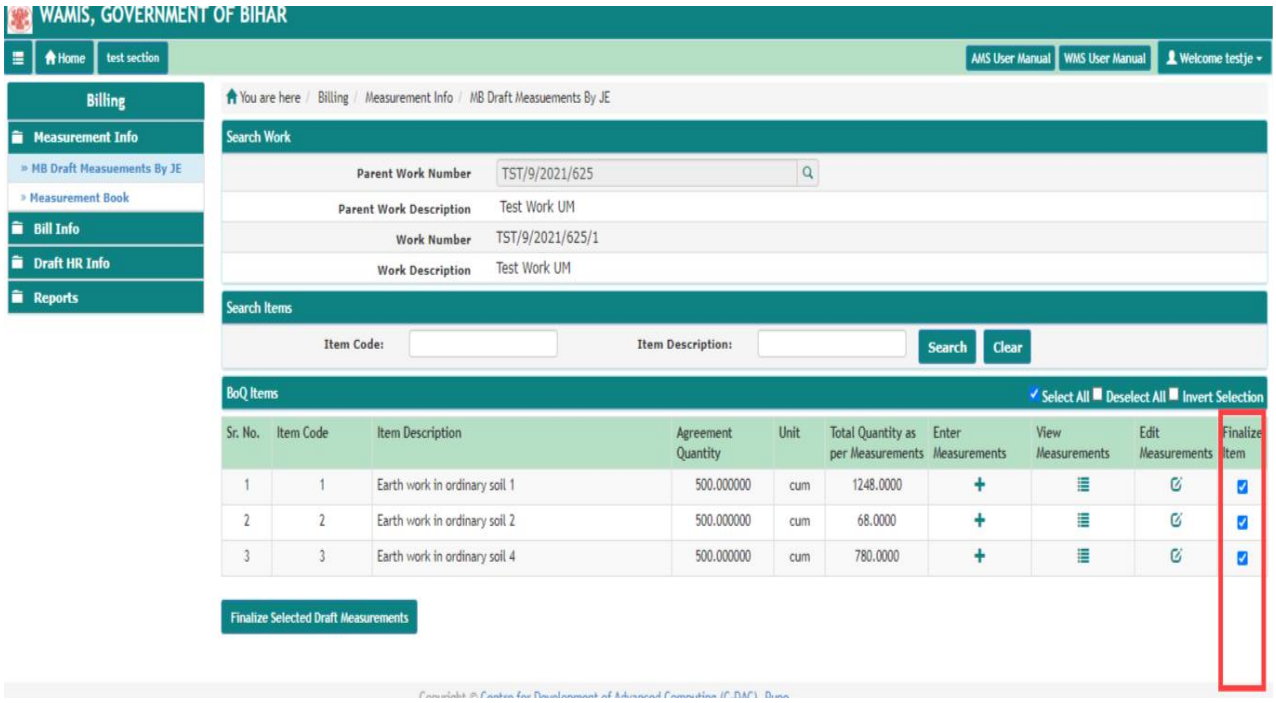



*Figure 42: List of item selection for MB Book*

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

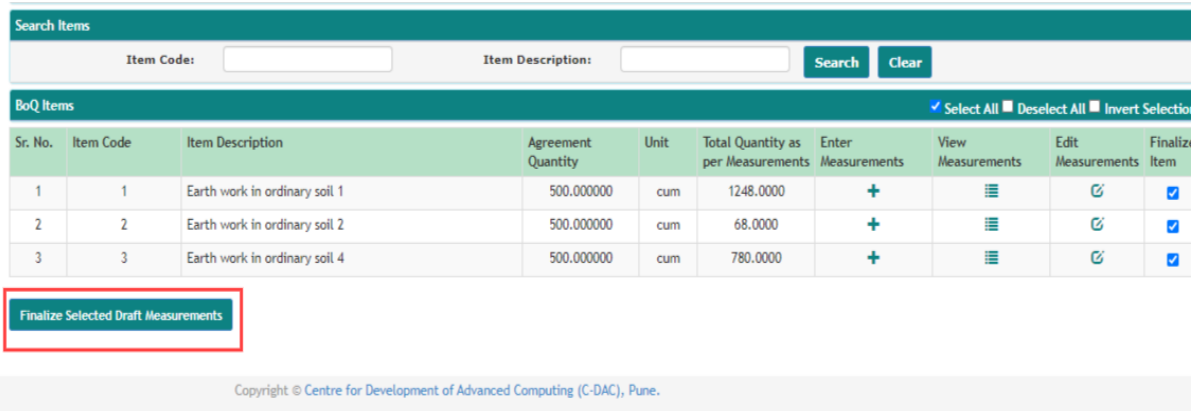



*Figure 43: Finalize Selected Draft Measurements.*

## 1.2.Measurement Book finalization through JE:

- Login with JE credentials.
- Go to Billing→ 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.

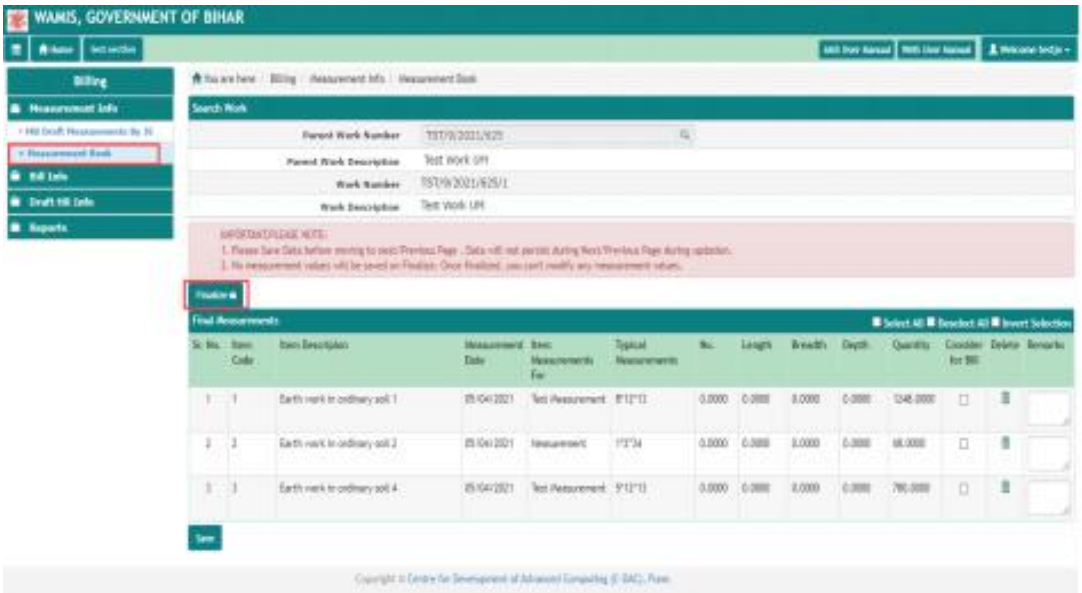



*Figure 44: Measurement Book finalization through JE:*

## 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.

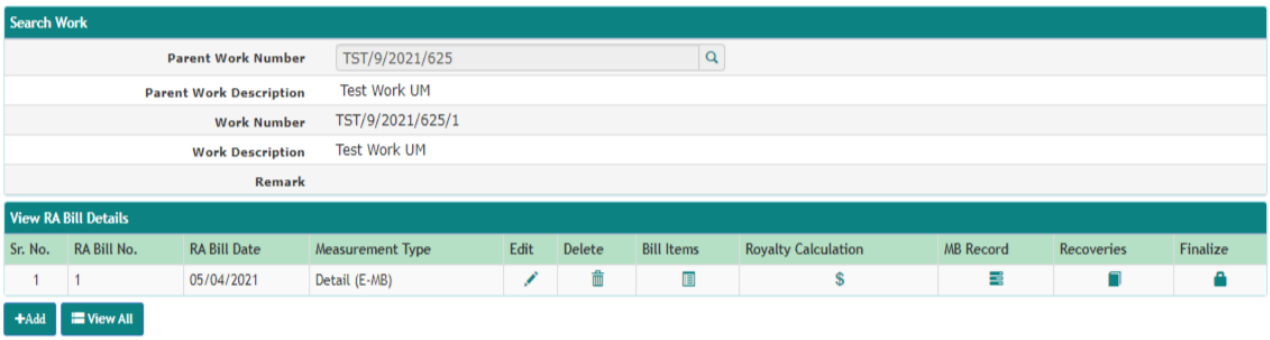



Figure 90: Record of RA bill details

## 1.4.Checklist for JE

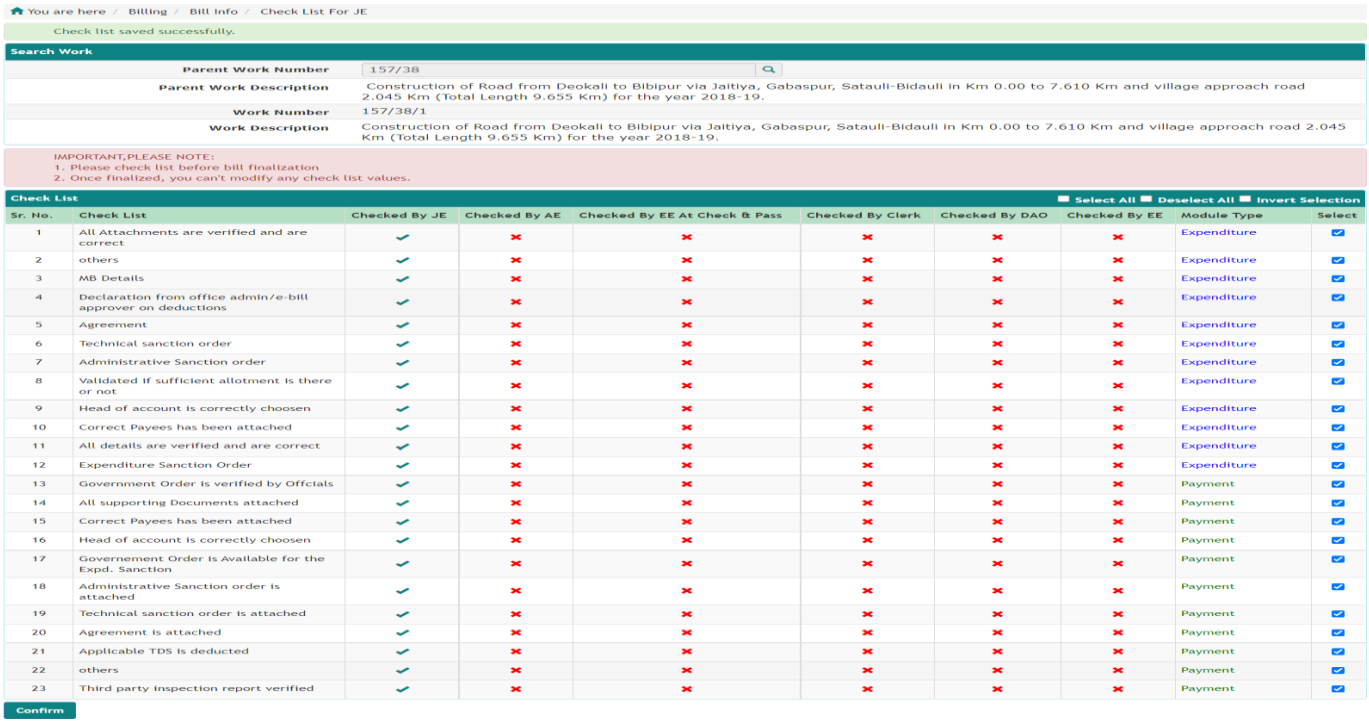



*Figure 45: Checklist for JE*

## 1.5.**Finalize Bill through JE**

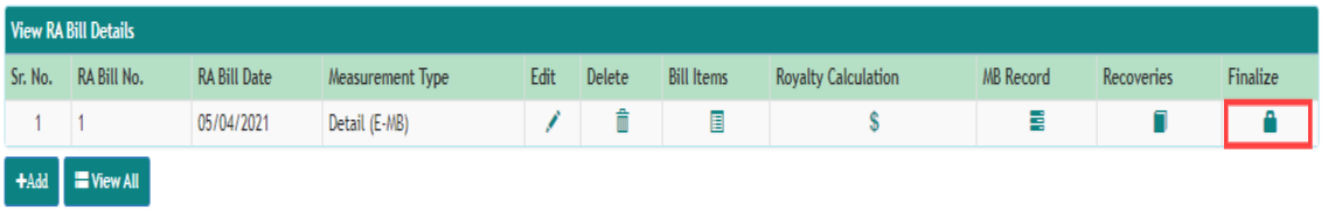



*Figure 46: RA bill is finalized by JE and it will be submitted to the AE*

## 1.6.**Measurement book for AE**

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

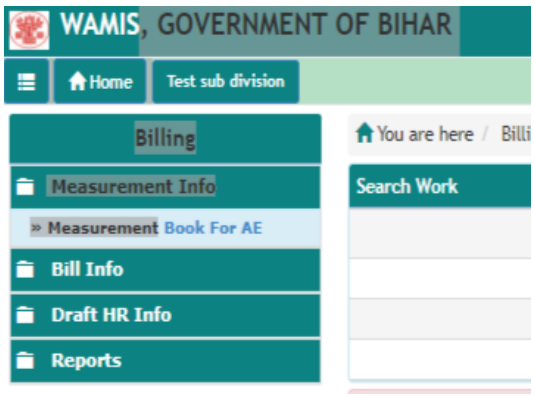



*Figure 47: Measurement Book by AE*

## 1.7. Finalize the measurement through AE

AE can save remarks and then can finalize the measurements

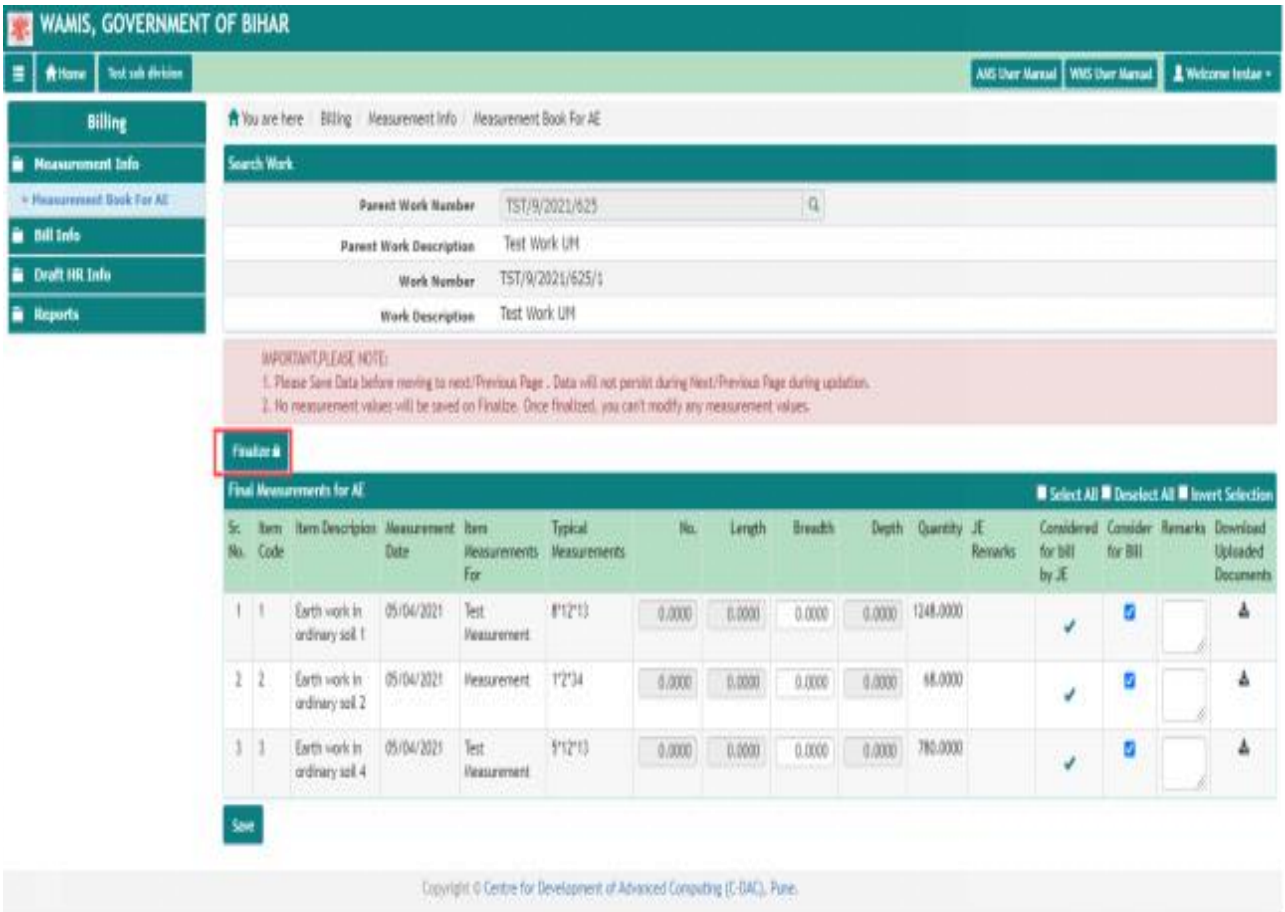



*Figure 48: Finalize Measurement through AE*

## 1.8. Checklist for AE

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

Check List — Select All | Deselect All | Invert Selection

| 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 | ✓ | ✓ | ✗ | ✗ | ✗ | ✗ | Expenditure |
| 2 | All Attachments are verified and are correct | ✓ | ✓ | ✗ | ✗ | ✗ | ✗ | Expenditure |
| 3 | All details are verified and are correct | ✓ | ✓ | ✗ | ✗ | ✗ | ✗ | Expenditure |
| 4 | Correct Payees has been attached | ✓ | ✓ | ✗ | ✗ | ✗ | ✗ | Expenditure |
| 5 | Head of account is correctly choosen | ✓ | ✓ | ✗ | ✗ | ✗ | ✗ | Expenditure |
| 6 | Validated if sufficient allotment is there or not | ✓ | ✓ | ✗ | ✗ | ✗ | ✗ | Expenditure |
| 7 | Governement Order is Available for the Expd. Sanction | ✓ | ✓ | ✗ | ✗ | ✗ | ✗ | Payment |
| 8 | Government Order is verified by Offcials | ✓ | ✓ | ✗ | ✗ | ✗ | ✗ | Payment |
| 9 | All supporting Documents attached | ✓ | ✓ | ✗ | ✗ | ✗ | ✗ | Payment |
| 10 | Correct Payees has been attached | ✓ | ✓ | ✗ | ✗ | ✗ | ✗ | Payment |
| 11 | Head of account is correctly choosen | ✓ | ✓ | ✗ | ✗ | ✗ | ✗ | Payment |

Confirm

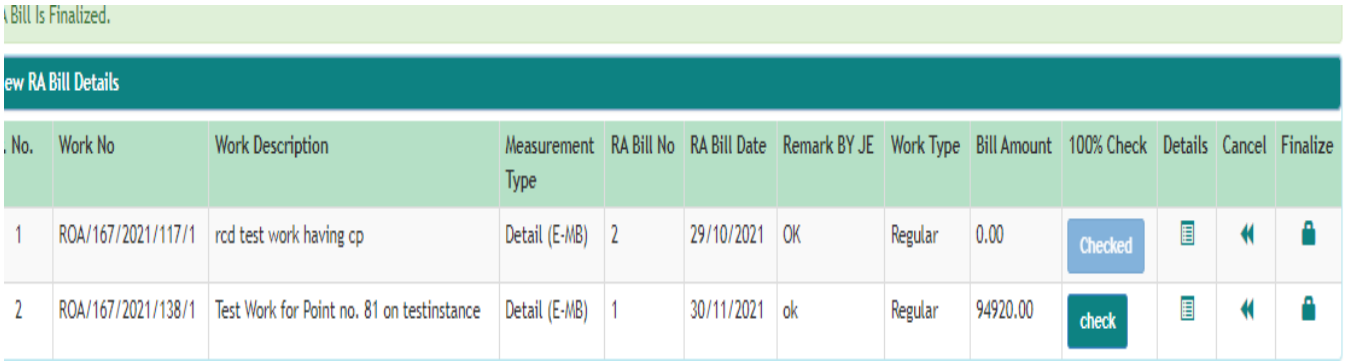
*Figure 49: Checklist for AE*

## 1.9. Finalize Bill through AE

Go to BILLING → 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*




| . 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 | OK | Regular | 0.00 | Checked | | | |
| 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 → Measurement Info → and click on Measurement Book for EE.

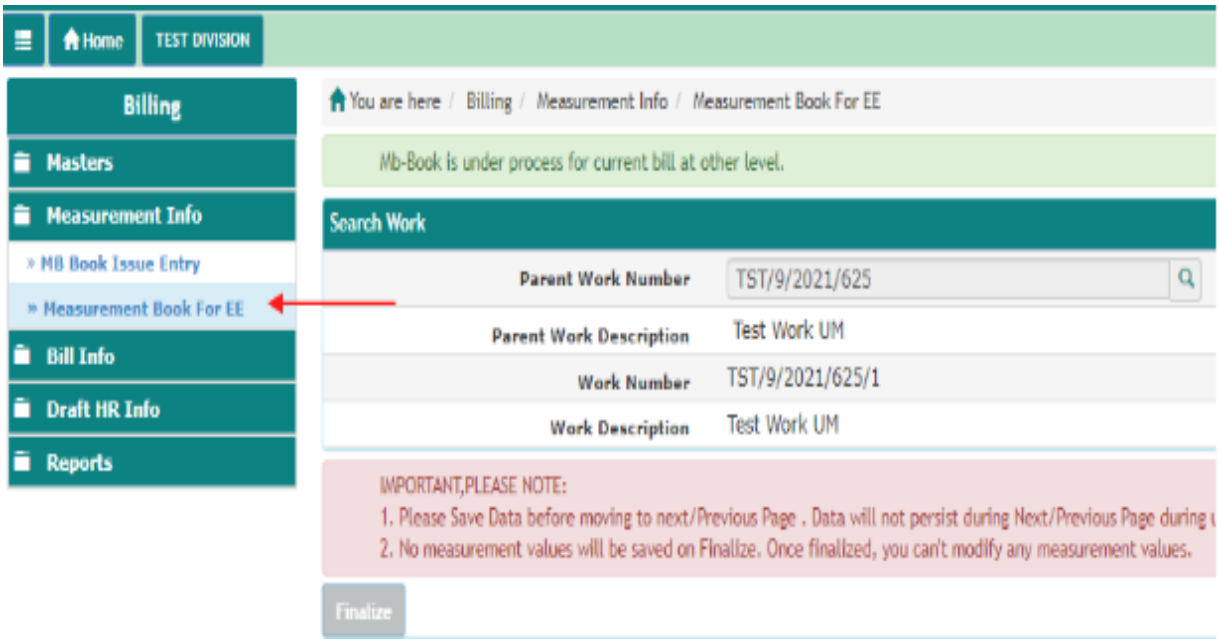
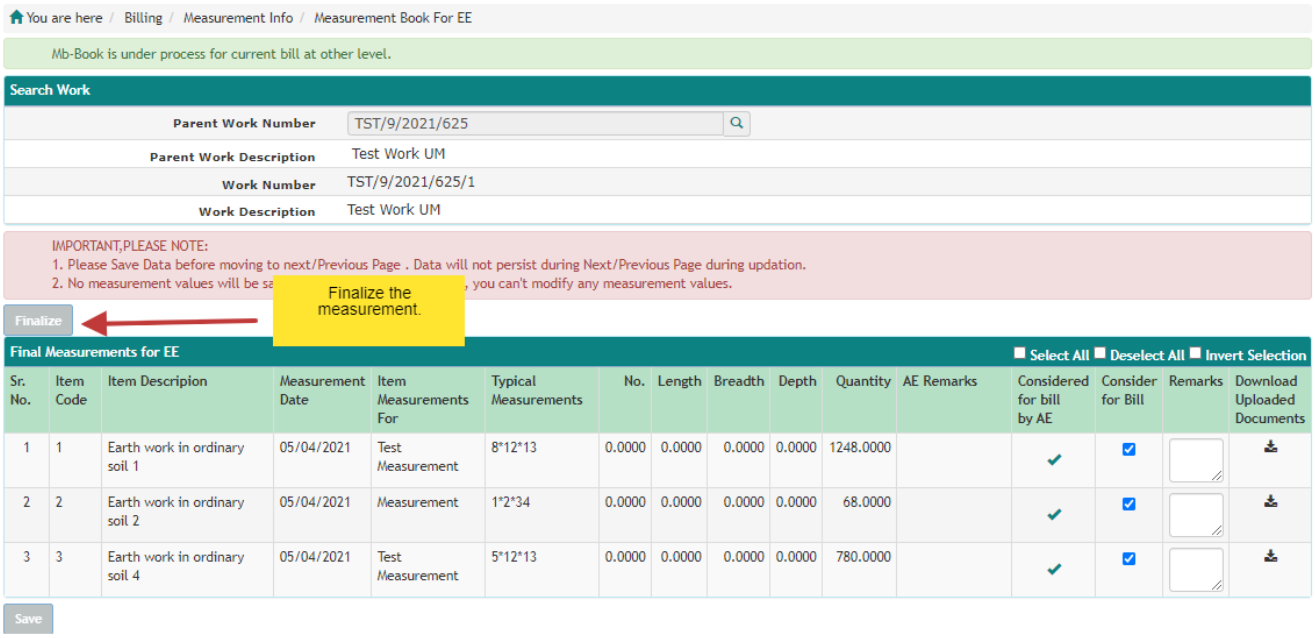



*Figure 51: MB book is already processes and now submitted to other level*

EE can save his remarks then finalize the Measurements.




| Sr. No. | Item Code | Item Descripion | Measurement Date | Item Measurements For | Typical Measurements | No. | Length | Breadth | Depth | Quantity | AE Remarks | Considered for bill by AE | Consider for Bill | Remarks | Download Uploaded Documents |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | Earth work in ordinary soil 1 | 05/04/2021 | Test Measurement | 8*12*13 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 1248.0000 | | ✔ | ☑ | | |
| 2 | 2 | Earth work in ordinary soil 2 | 05/04/2021 | Measurement | 1*2*34 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 68.0000 | | ✔ | ☑ | | |
| 3 | 3 | Earth work in ordinary soil 4 | 05/04/2021 | Test Measurement | 5*12*13 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 780.0000 | | ✔ | ☑ | | |

*Figure 52: Finalize the Measurements through EE*

### 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 → Bill Info and Click On Check and Pass. After that, click on finalize button to finalize.

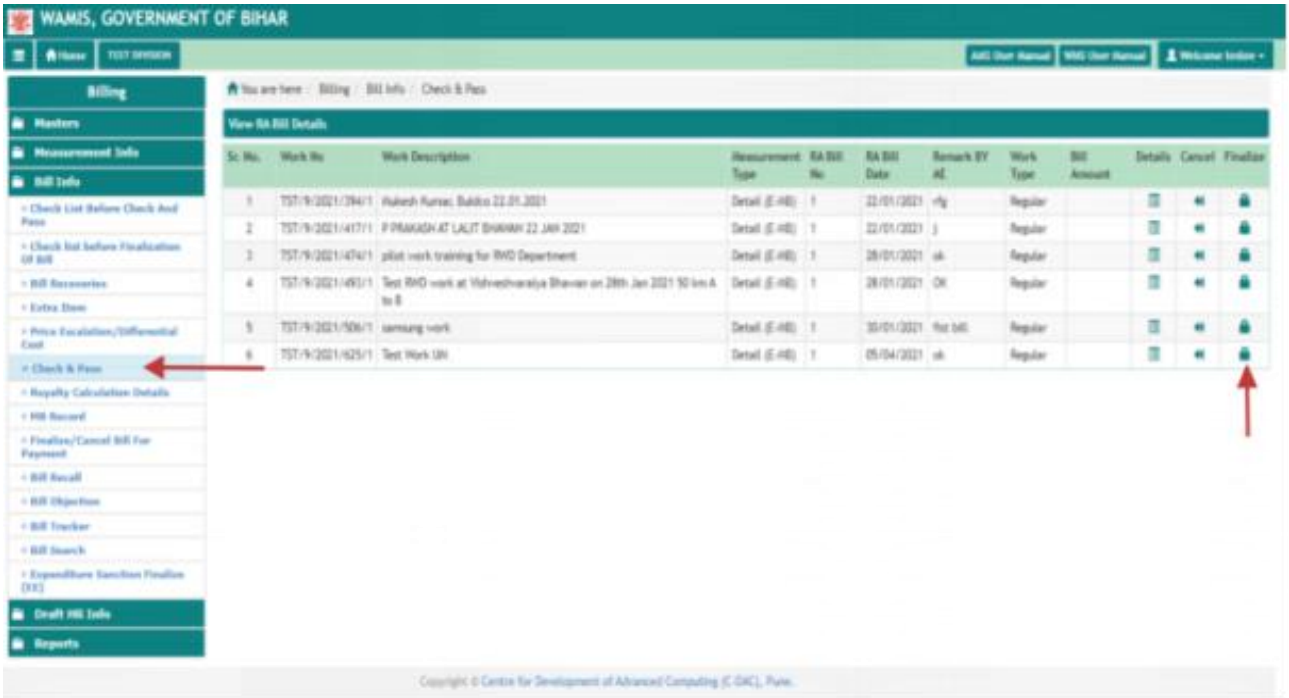



*Figure 53: Check and Pass.*

## 1.11. Log-in with Bill Clerk

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

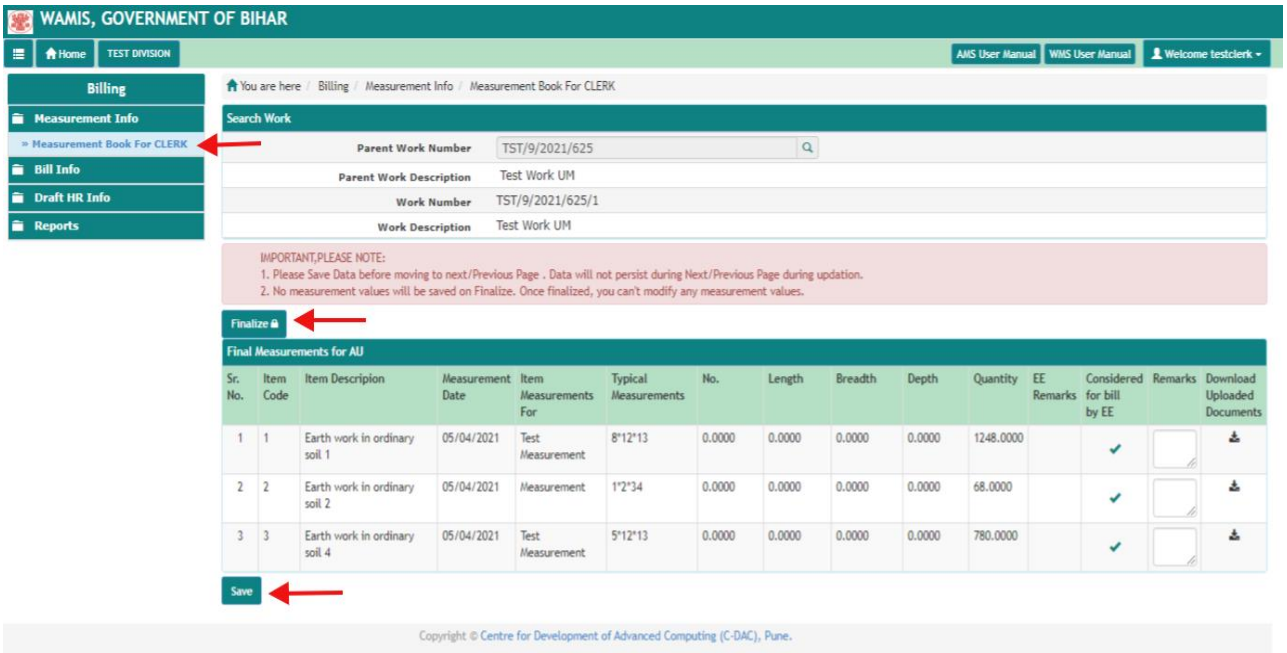



*Figure 54: Measurement Book for CLERK*

## 1.12. Check List for Clerk

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

You are here / Billing / Bill Info / Check List For CLERK

Check list saved successfully.

**Search Work**

| | |
|---|---|
| **Parent Work Number** | 157/38 |
| **Parent Work Description** | Construction of Road from Deokali to Bibipur via Jaitiya, Gabaspur, Satauli-Bidauli in Km 0.00 to 7.610 Km and village approach road 2.045 Km (Total Length 9.655 Km) for the year 2018-19. |
| **Work Number** | 157/38/1 |
| **Work Description** | Construction of Road from Deokali to Bibipur via Jaitiya, Gabaspur, Satauli-Bidauli in Km 0.00 to 7.610 Km and village approach road 2.045 Km (Total Length 9.655 Km) for the year 2018-19. |

IMPORTANT,PLEASE NOTE:
1. Please check list before bill finalization
2. Once finalized, you can't modify any check list values.

**Check List** — Select All / Deselect All / Invert Selection

| 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 | Select |
|---|---|---|---|---|---|---|---|---|---|
| 1 | All Attachments are verified and are correct | ✔ | ✔ | ✔ | ✔ | ✘ | ✘ | Expenditure | ☑ |
| 2 | others | ✔ | ✔ | ✔ | ✔ | ✘ | ✘ | Expenditure | ☑ |
| 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 | ✔ | ✔ | ✔ | ✔ | ✘ | ✘ | Payment | ☑ |

Confirm

*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.

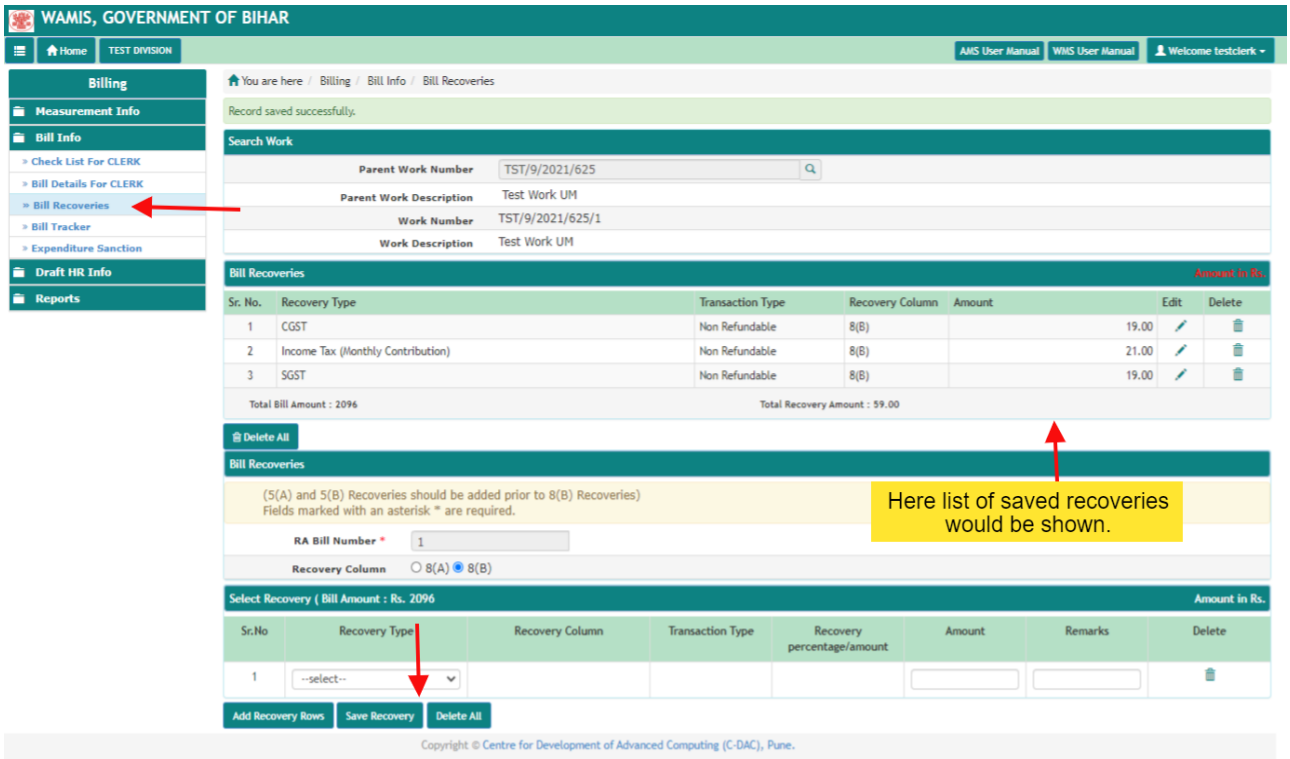



*Figure 56: Bill Recoveries*

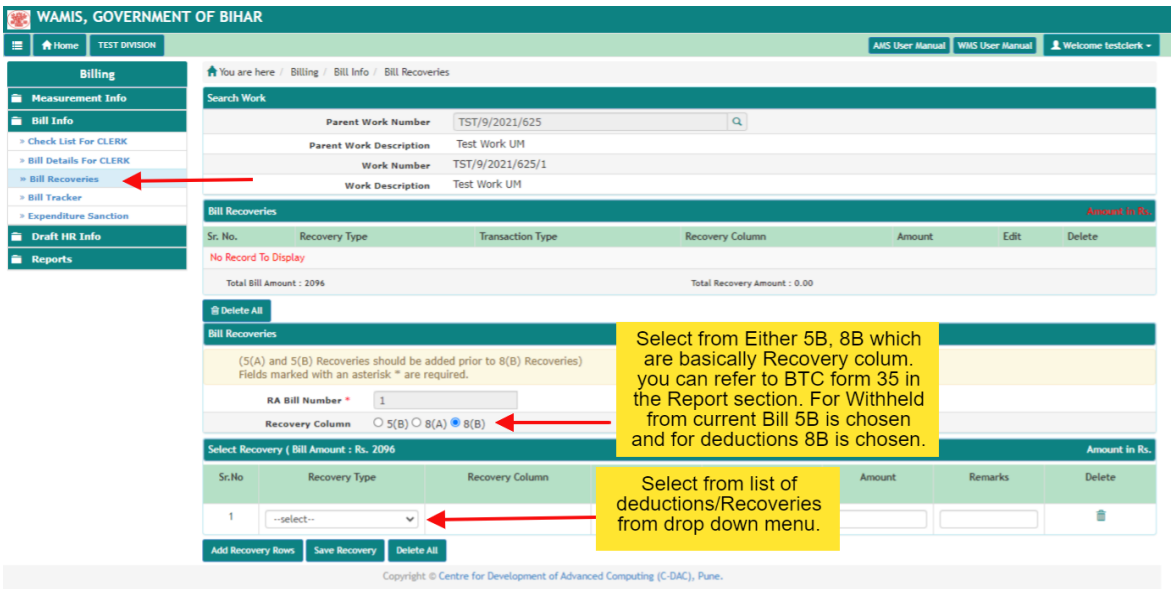



*Figure 57: Bill Recoveries selection*

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

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

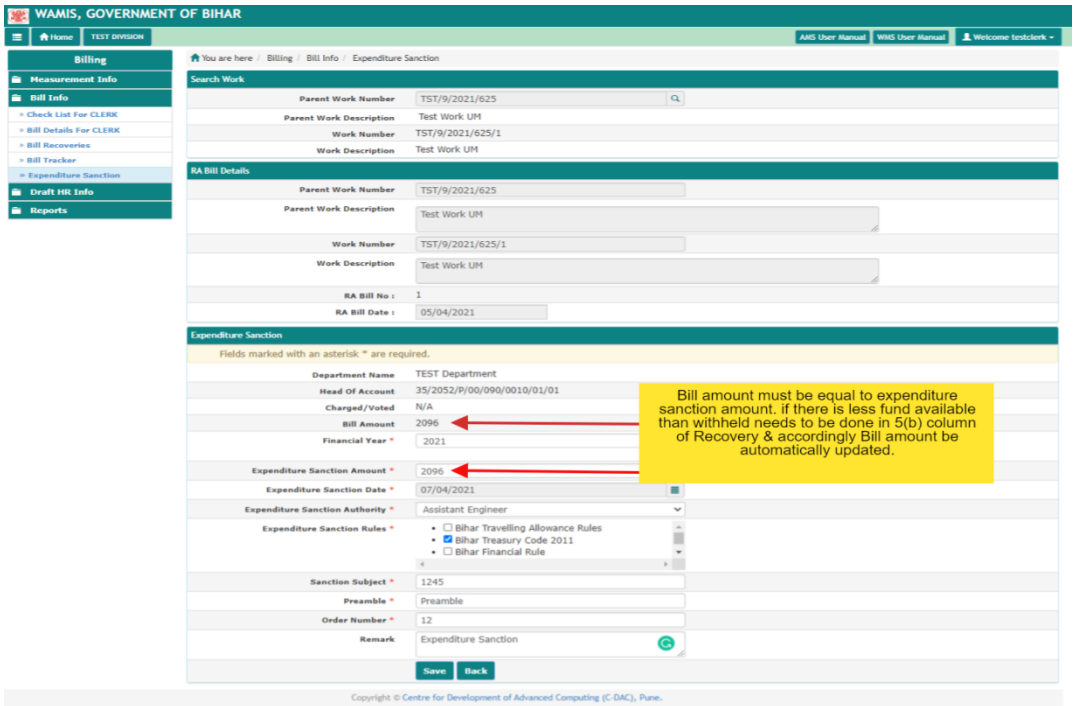



*Figure 58: Expenditure Sanction Initiation*

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

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

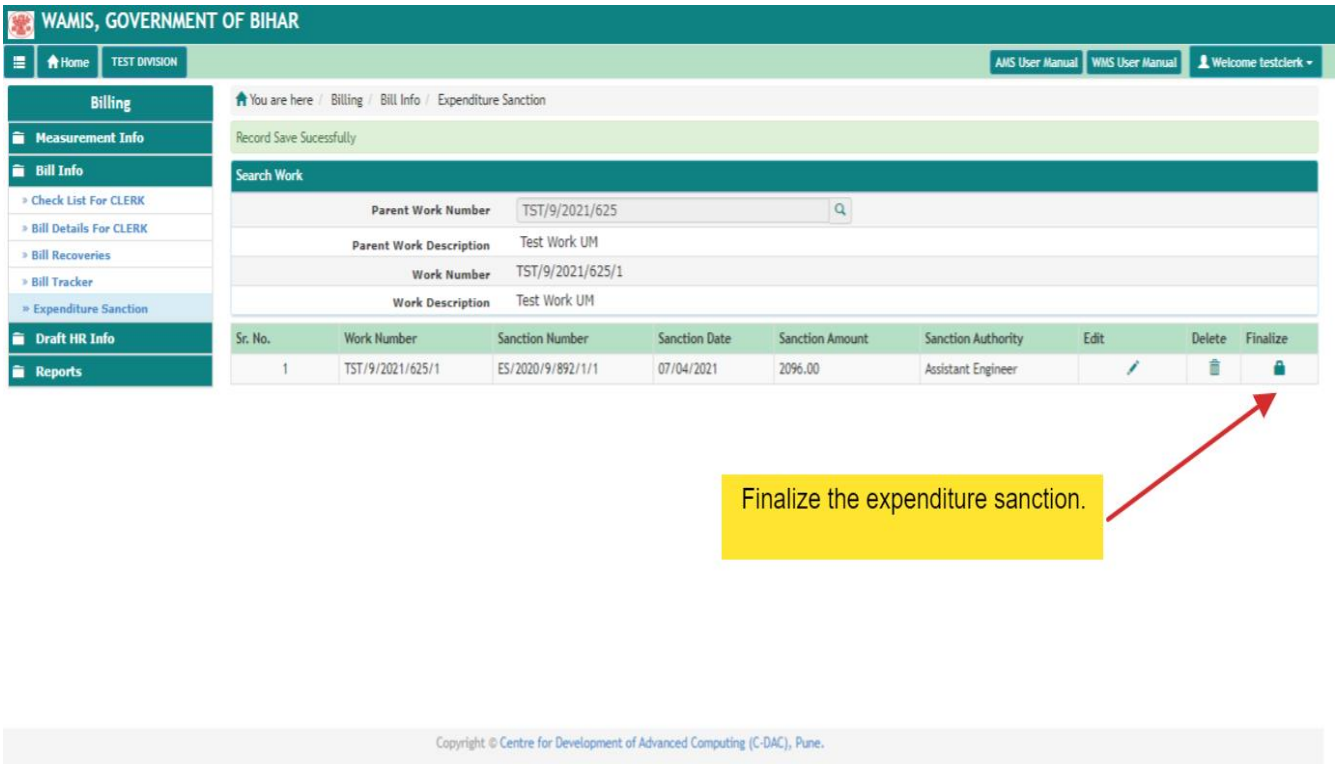



*Figure 59: Expenditure Sanction Finalization*

**Go to Bill details for clerk and finalize the Bill.**

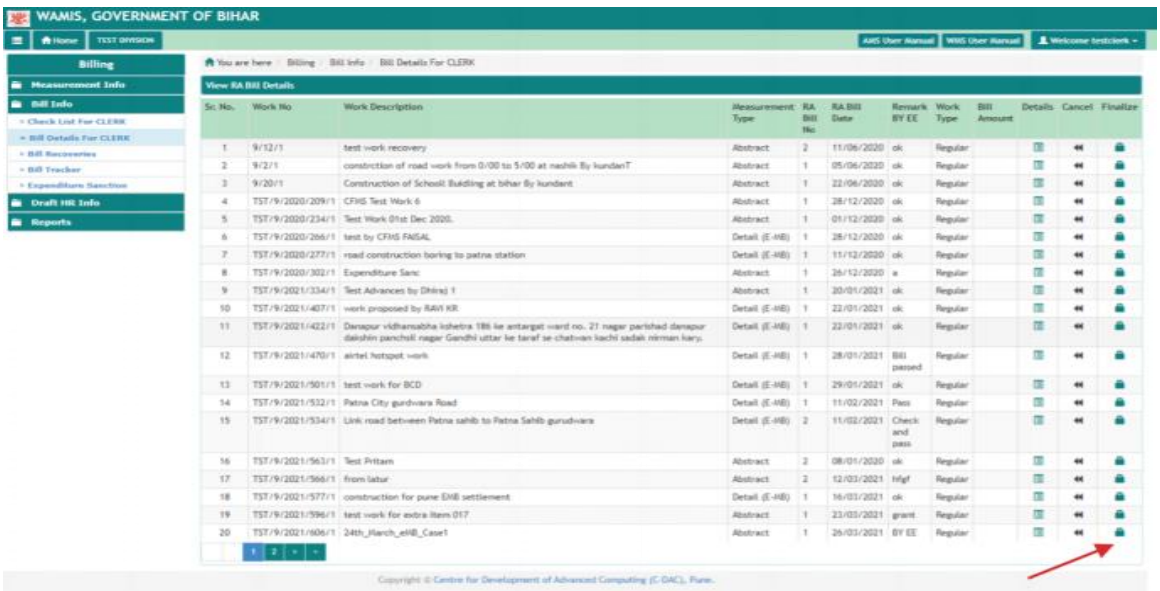



*Figure 60: Finalize the Bill through Clerk*

## 1.16. Log-in with DAO Finalize the Measurement.

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

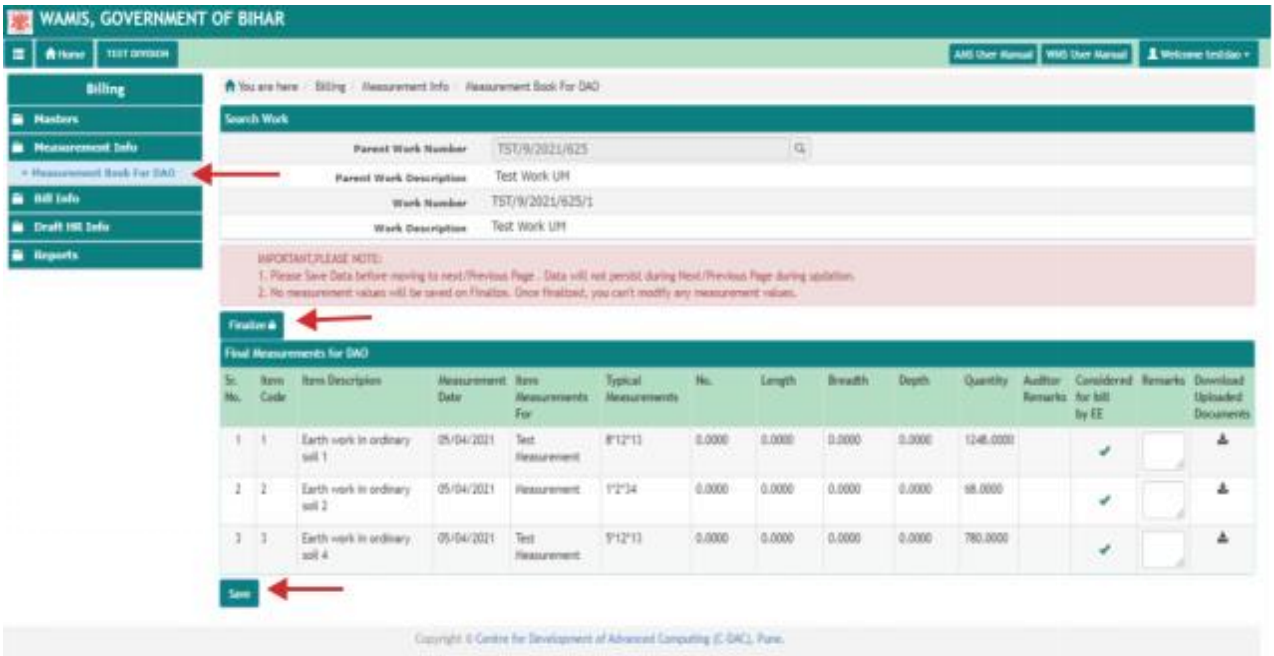



*Figure 61: Measurement Book for DAO*

## DAO needs to checklist before finalize the Bill.

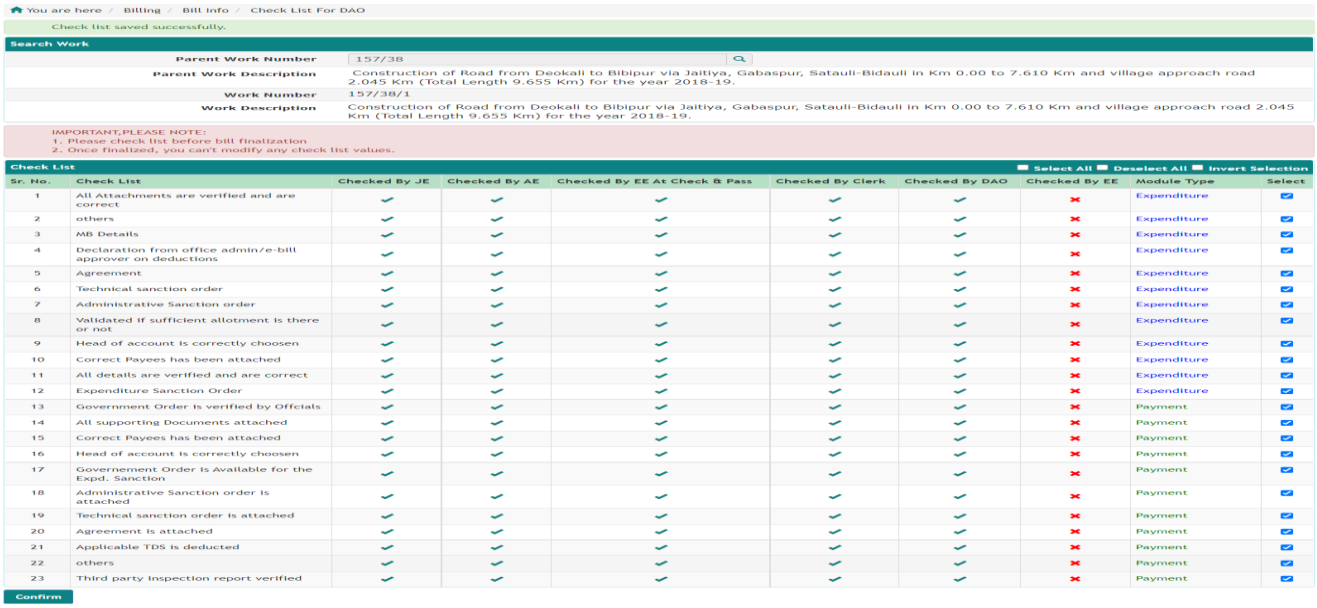



*Figure 62: Checklist for DAO*

## 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.

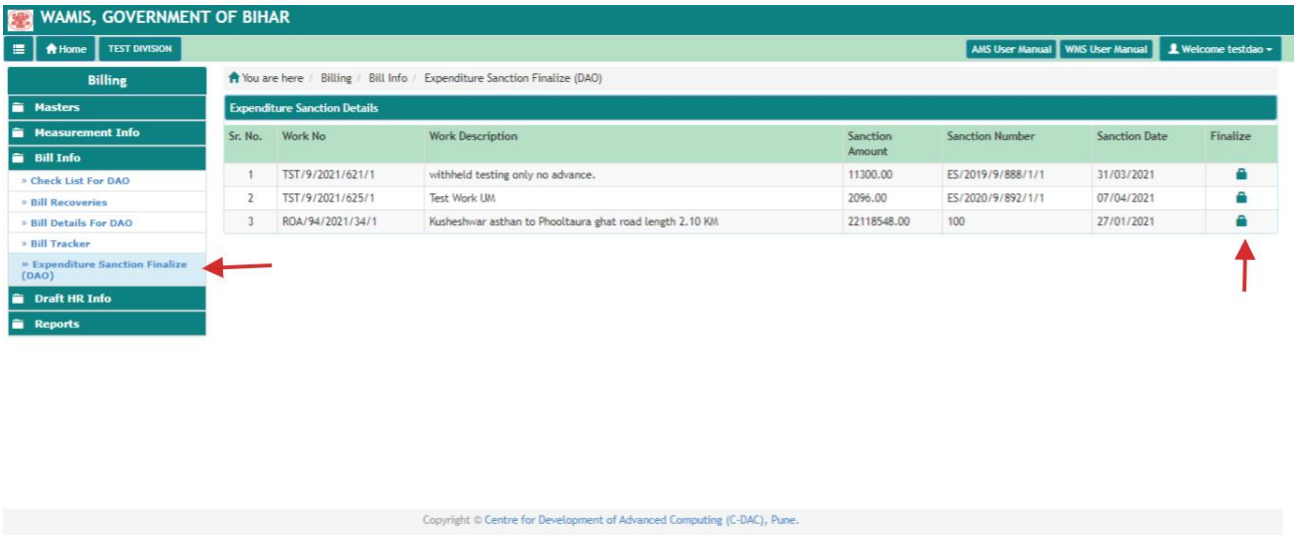



*Figure 63: Expenditure Sanction finalize from DAO*

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

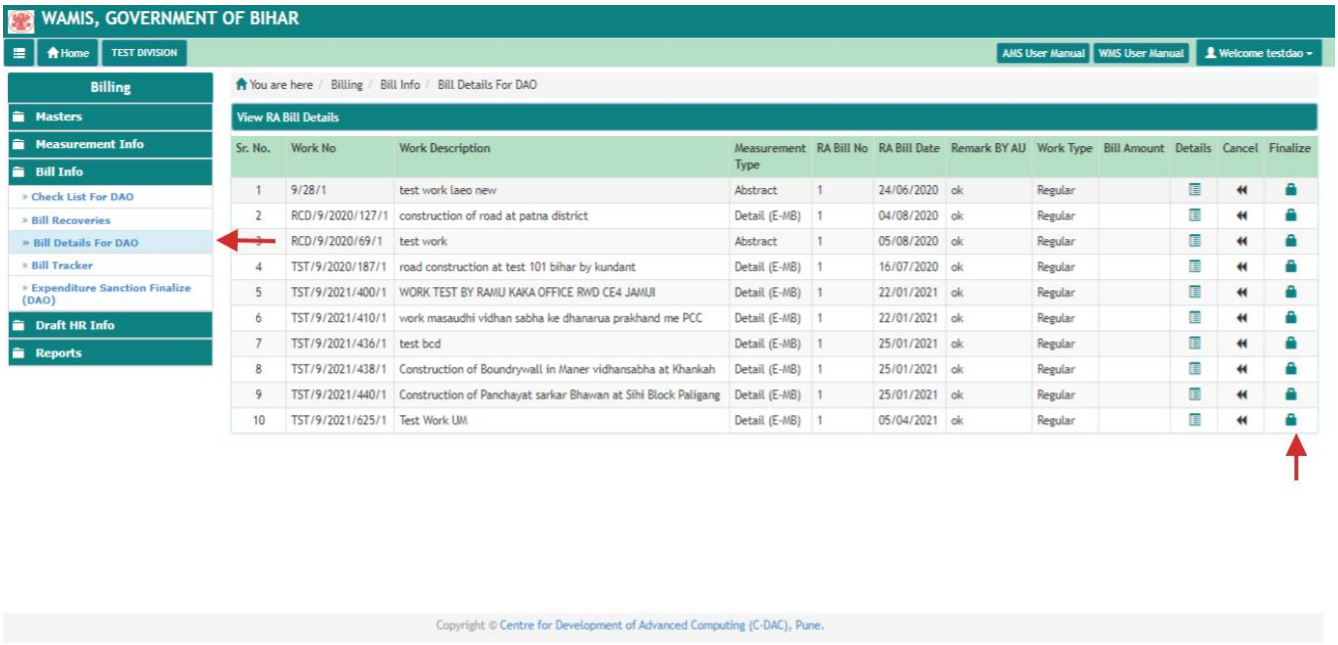



*Figure 64: Finalize the Bill through DAO*

## Login through EE

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

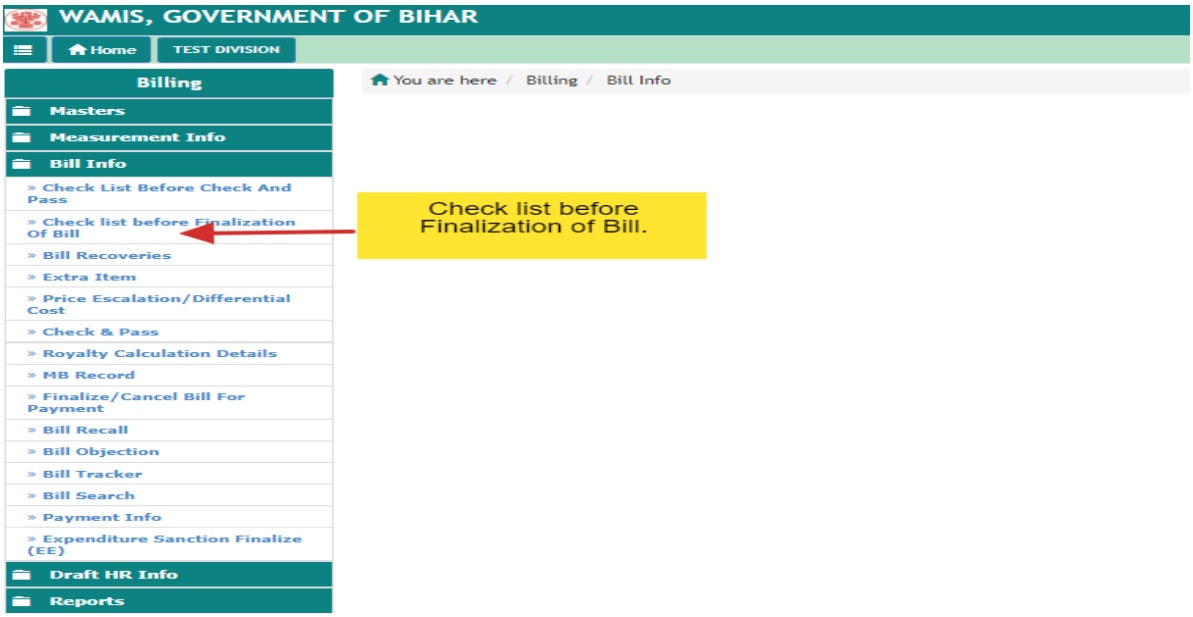



*Figure 65: Checklist before finalization of Bill.*

**Go to BILLING → Bill Info → Expenditure Sanction Finalize (EE) and finalize**

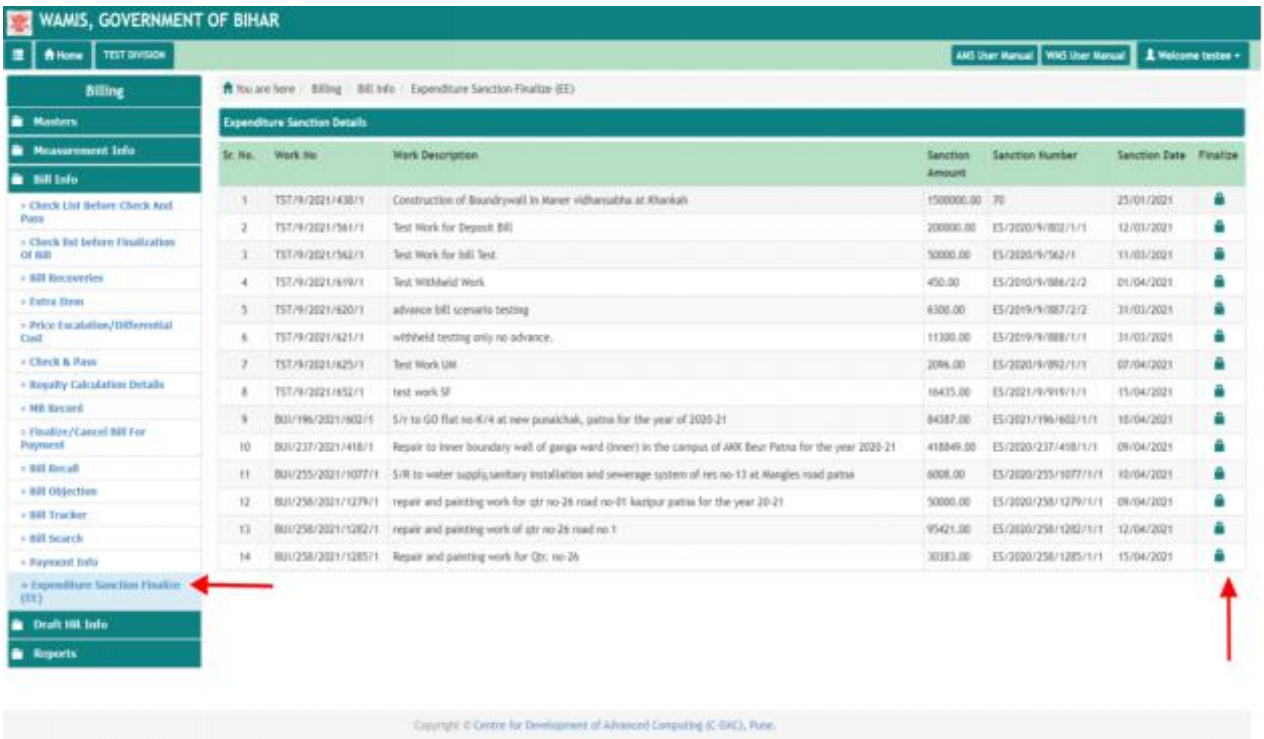



*Figure 66: Expenditure Sanction Finalize (EE)*

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

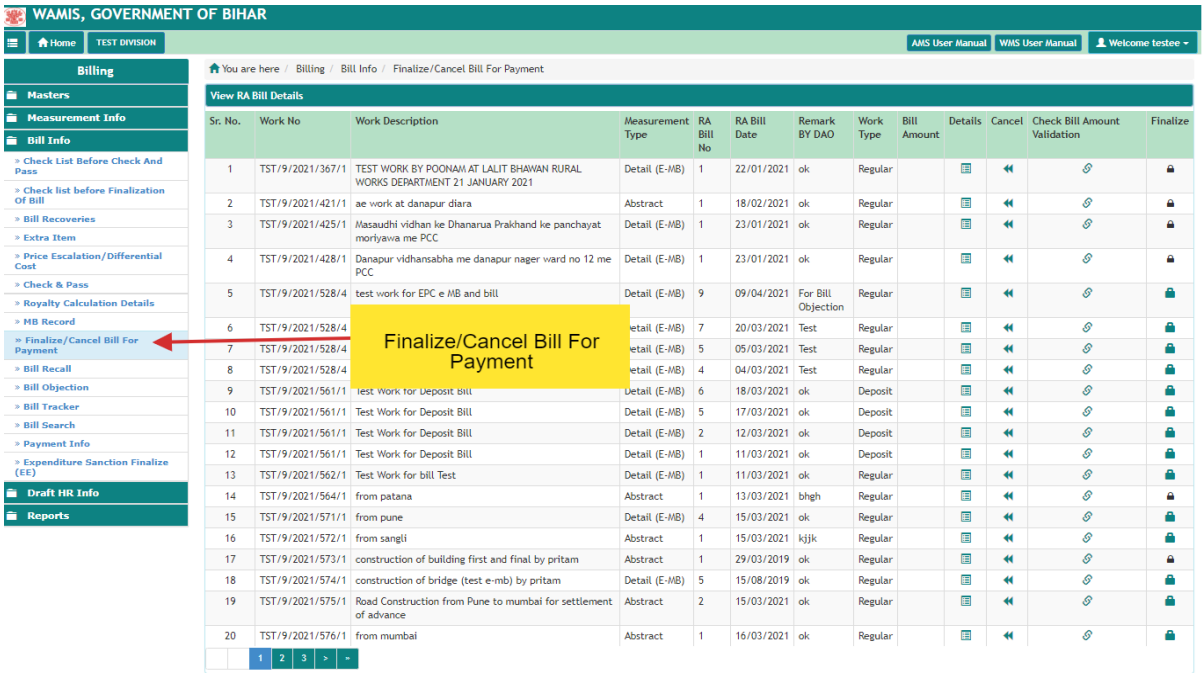



*Figure 67: Finalize/Cancel Bill for Payment from EE login.*

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.

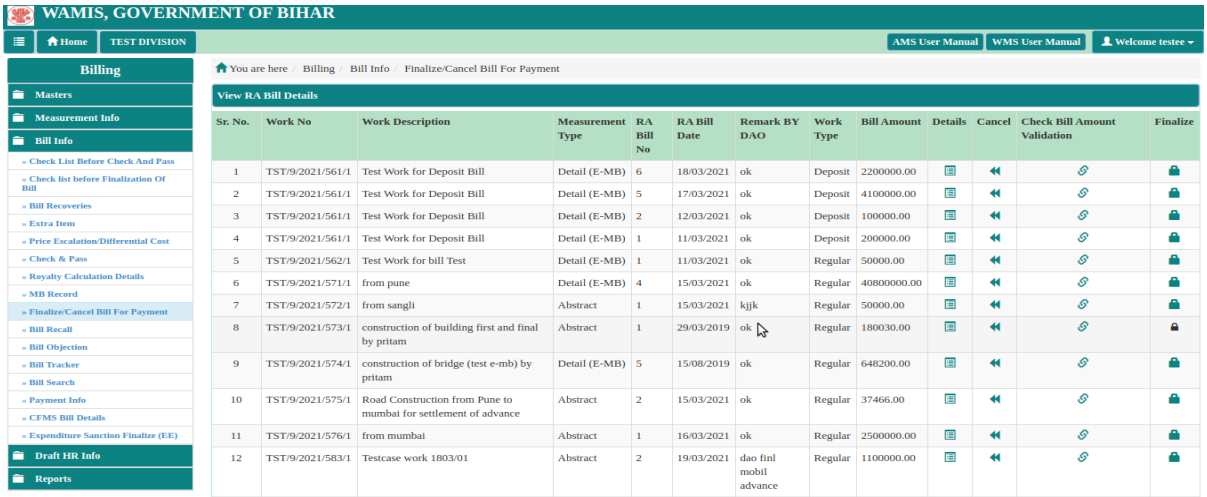



*Figure 68: Finalize/Cancel Bill for Payment from EE login*

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 →Bill Info and
- Click On Bill Tracker.
- Select work number and bill number
- click on Show button

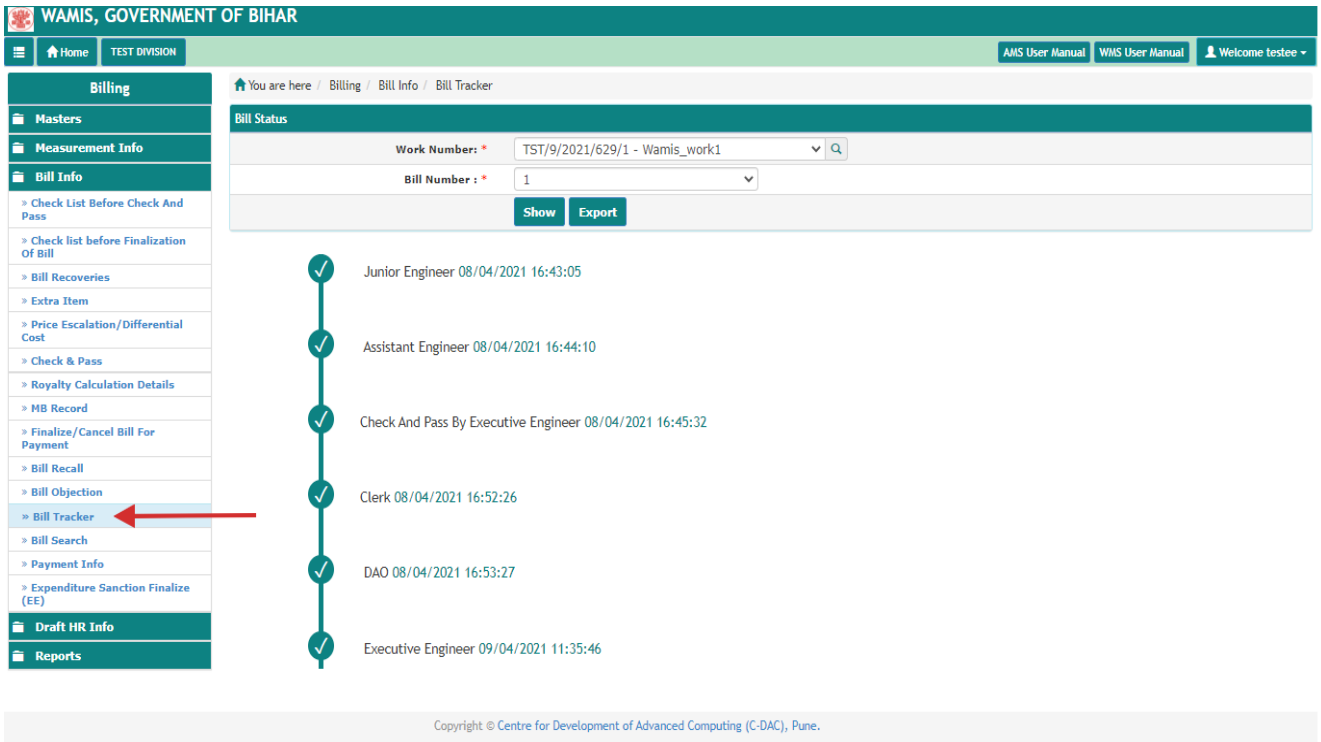



*Figure 69: Bill Tracker*