

User Manual *For*

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



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Prepared by: Centre for Development of Advance Computing (C-DAC)e-Governance Solutions Group, WAMIS-BIHAR

> **Contact Address:** Innovation Park C-DAC, Panchavati, Pashan, Pune 411 008

Finance Department



Table of Contents

WA	MIS-E	BIHAR	1
1.	WAN	MIS Application Login	4
2.	Prop	oosal 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.	App	rovals (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.	BoQ	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.	Tenc	der Details	. 26
6.	Awa	rding of Contract (Use EE Login credentials)	. 28
7.	Mak	ing 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 defin	ed.
1.	.2.	Generate RA Bill / Other Claim Types (BY JE) Error! Bookmark not defin	ed.
10	0.3 D	raft 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	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	als	>					
Accounts		Tenderi	ng	>					
General	>	Executi	on	>					
		Keporte	5						
		Billing							
		Master	ement Info						
		Bill Info)	>					
		Draft H	R Info	>					
		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 ar	You are here / Works / Proposal Work / Work Info														
Filter	Filter														
	Choose Head 0000 All Heads														
	Work Descriptio	n	Acc	ount Type	AG Account		~								
	Categor	y 🖲 Regular 🔿 Deposit	,	Work Type	Other		~	filter Clear							
Propos	al Work Details														
Sr.No	Work No.	Work Description	Heads Classification	Category	Work Type	Edit	Delete	CFMS Work Number	Multiple COA						
61	1 167/91 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	Ê	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.



osal Work Details					
elds marked with an asteri	sk * are required.				
Work Category *	Regular				
Work Description *	Laying Fixing of Paver Block in 147th (p) & 148t	h (p) Km of SH-69 Road	towards Ranitalab near Hospita	l 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	
	4	÷.		4	÷
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	~			
	F.Y 2020-2021				
Work Type	Select	~	Work Sub Type	Other	
New/Upgrade	🔿 New 🖲 Upgrade 🔿 Maintainance Repairs				
Chainage From			Chainage To		
Remarks					
		10			
	Undate Cancel				

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



roposal Work Details					
Fields marked with an a	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 n	ear Hospital more, Paliganj under RCD Pa	tna 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	
	• 🗆 MARCHI			4	
	- 🗆 MANTA DIVADA	Þ.			
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 ○ Upgrade ○ 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 !								
Mul Prin Mod	ltiple COA Upto mary Head Edit dification of Mu	6 entries are allowed . , Delete functionality are restricted . Itiple COA after voucher generation ,aga	inst part	icular head is re	stricted .			
١	Work Number	167/91	w	ork Description	Laying Fit 147th (p)	king of Paver Block in & 148th (p) Km of SH-		
	Demand No.	41	~					
	Major Head	3054-[41]Roads and Bridges 🔹 🗸	5	Sub Major Head	03-STAT	E HIGHWAYS		
	Minor Head *	103-MAINTENANCE AND REPAIRS	Su	b Minor Head *	0002-[P]	NA 🗸		
1	Detail Head *	27-Minor Work		Object Head *	02-Maint	enance and repair		
		Save Close						
ltiple CO.	A Details							
/ork o.	Work Descript	ion				Heads Classification	Edit	Delete
67/91	Laying Fixing Ranitalab near	of Paver Block in 147th (p) & 148th (p) H r Hospital more, Paliganj under RCD Patr	Km of SH na West f	-69 Road toward or the Year 2019	ls 9- <mark>20</mark>	41/3054/P/03/103/0002/27/02	1	â
67/91	Laying Fixing	of Paver Block in 147th (p) & 148th (p) H	Km of SH	-69 Road toward	ls	41/5054/P/02/337/0101/53/02	1	â

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	Block in 147 or the Year	th (p) 2019-2	& 148th (p) Km of SH-69 Ro 20	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

🕈 You are here)	Works / Approvals / TA De	etails					
View 📕							
Search Work							
	Parent Work Number	167/91	Q				
	Parent Work Description	Laying Fixing of F under RCD Patna	Paver Block in 147th (p) & 1 West for the Year 2019-20	48th (p) Km of SH-69	Road towards Ranitalab	near Hospital m	ore, Paliganj
Technical App	roval Details						
Sr. No.	Approval Number	Approval Type	Approving Authority	Approval Date	Approved Amount	Edit	Delete
1	167/100/1/1	Original	Executive Engineer	20/01/2022	1,404,735.00	1	Ô



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.

🔒 You are h	nere / Works / Approvals	/ AA Details							
Search Wor	k								
	Parent Work Number	167/91	167/91 Q						
Par	ent Work Description	Laying Fixing of Pa Hospital more, Pali <u>c</u>	aying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-69 Road towards Ranitalab. ospital more, Paliganj under RCD Patna West for the Year 2019-20						
View Admir	nistrative Approval Details	;				Amou	int in Rs.		
Sr. No.	Approval Number	Approval Type	Approval Date	Approved Amount	Uploaded File	Edit	Delete		
1	167/91/1/1	Original	14/01/2020	1,404,735.00	<u>*</u>	1	Ŵ		
+ Add ≣	≣ View All								

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 Det	ails	
View 🗮		
Search Work		
Parent Work Number	167/91	Q
Parent Work Description	Laying Fixing of Paver Block in 147th (p) & 14 under RCD Patna West for the Year 2019-20	8th (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	v
TS Authority *	Executive Engineer	v
SR Year *	2020	v
Zone *	Zone 1 - State	v
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

Search Work											
	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										ore, Paliganj	
View Technical Sa	anction Details									Amount in Rs.	
Sr. No.	TS Number/Work Order Number	TS Date	Т Ѕ Туре	SR Year	TS Zone	TS Amount	Work Type	Contrctor Profit	Edit	Delete	
1	167/100/1/1	20/01/2022	Original	2020	State	1,404,735.00	Tender	Not Applicable	1	Ô	
+Add View	All										



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 C	ess 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.

📰 🕈 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	Laying Fixing of 148th (p) Km of Ranitalab near	Paver Block in 147th (p) & SH-69 Road towards Hospital more. Paligani under	167/91	Laying 148th Ranital	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 *	Ouantity *	Rate *	Unit *	Sr Year
A.a.1.1	(A) Road works including Medians, culverts, widening and Strengthening 1- WIDENING AND STRENGTHENING OF EXISTING ROAD	12 70	0057074.00		2040
A.a.1.2	(A) Road works including Medians, culverts, widening and Strengthening 1- WIDENING AND STRENGTHENING OF EXISTING ROAD Earthwork up to top of the Sub-grade and Site clearance	13.70	2957874.92	Kilometers	2019
A.a.2.1	(A) Road works including Medians,culverts,widening and Strengthening 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



Search Wor	t												
		Parent Work Number	167/91				٩						
		Parent Work Description	Laying Fixing of Pav	ing 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	/91/1									
		Work Description	Laying Fixing of Pave	1g 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 Seigni	orage												
BoQ/Item-w	ise 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	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	v	
4	12	Earth work in ordinary soil 12			mtr	500.00	200.000000	100,000.00	2020	1	Û	v	
5	13	Earth work in ordinary soil 13			mtr	500.00	200.000000	100,000.00	2020	1	Û	v	
6	14	Earth work in ordinary soil 14			mtr	500.00	200.000000	100,000.00	2020	1	Û	v	
Total Amou	nt :		600,000.00										
SGST(6.00	%):		36,000.00										
CGST(6.00	%):		36,000.00										
IGST(0.00	6):		0.00										
Total Amou	nt (Including GST) :		672,000.00										
Labour Ces	(1.00 %) :		6,000.00										
seigniorage	Amount :		0.00										
Grand Total	:		678,000.00										
Tender Amo	unt :		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



Item Se	lection										
ł	Already Existing item	ıs in Sel	ected Work are not shown								
	Departme	Road Construction D	Department 💙								
	SR Zone State V										
	Chapter Type Civil ¥ SR Year 2019					2019	*				
	Chapter Nar	me	CHAPTER-15	*	Category Name	RIVER TRAINING	AND PROT	ECTION	WORKS	۷	
BoQ De	tails							BACK I	wert Selection	. 💶	
Sr.No.	Item Code	Item	Description				Unit	Rate	Select		
1	1 15.1.1 Providing and laying boulders apron on river bed for protection against scour with stone boulders weighing not less than 40 kg each complete as per drawing and Technical specification. Boulder laid dry without wire crates.								 ✓ 		
2 15.10.1 Curtain wall complete as per drawing and Technical specification Stone masonry in cement mortar (1:3)								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.

BoQ Detai	Invert Selection											
Alm	Already Existing items in Selected Work are not shown											
	Select Work	9/51/1-Work for Tendering BOQ Details test										
Sr.No.	Item Code	Item Description	Item Rate Item Total SR Se Quantity Amount Year	elect								
1	1	Earth work in ordinary soil	1 1 1 2019	~								
Copy II	em BACK											

Figure 19: 'Copy BoQ' Screen

🕈 You are	here / Works / 7	Tendering / BoQ Details												
Search Wo	ork													
		Parent Work N	iumber	TST/9/2021/688				۹						
Parent Work Description Test Complete Work Flow work e-M					low work e-MB									
Work Number TST/9/2021/688/1														
Work Description Test Complete Work Flow work e-MB 1														
		R	temark G	ok										
Enter Seigr	niorage													
BoQ Detai	ls													Amount in Rs.
Sr. No.	Item Code	Item Description				Scope	Unit	Rate		Quantity	Amount	Edit	Delete	Select
1	1	Earth work in ordinary s	oil				ton		1.00	1.000000	1.00	1	D	
2	1.1	Loading and unloading of / moorum. (Placing tippe dumping, turning for retu trip)	of stone boul er at loading urn trip, excl	der / stone aggregates / point, loading with fro uding time for haulage	sand / kanker nt end loader, and return		cum		167.00	100.000000	16,700.00	1		
Total Ame	ount :			16,701.00										
SGST(0.0	%):			0.00										
CGST(0.0	9%):			0.00										
IGST(0.0	%):			0.00										
Total Amo	ount (Including GS	T) :		16,701.00										
Labour C	ess :			0.00										
Seigniorage Amount : 1,000.00														
Grand Total : 17,701.00														
Tender Ar	mount :			0.00										
+ Add	🔁 Copy BoQ	+ Add Multiple Item 🗎	🗄 Delete All	Delete Selected	🗗 Finalize Bo	Q A View BO	2							

Figure 20: Enter Seigniorage Button



		_						_				
			Enter Seigniorage Amount Deta	ils					WM	S User Manu	si 👤 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 the	e Year 2019	9-20	
							_					
		١	Work Description Laying Fixing of P	aver Block in 147	th (p) & 14	8th (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 ordin	nary soil 13		mtr	500.00	200.000000	100,000.00	2020	1	Û	V
2	14	Earth work in ordin	nary soil 14		mtr	500.00	200.000000	100,000.00	2020	1	Û	V
3	11	Earth work in ordin	nary soil 11		mtr	200.00	500.000000	100,000.00	2020	1	Î	V
4	12	Earth work in ordin	nary soil 12		mtr	500.00	200.000000	100,000.00	2020	1	Û	V
5	13	Earth work in ordin	nary soil 13		mtr	500.00	200.000000	100,000.00	2020	1	Û	Ý
6	14	Earth work in ordin	nary soil 14		mtr	500.00	200.000000	100,000.00	2020	1	Û	V



Enter Seiş	niorage							
BoQ/Item	wise Details							
Sr. 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	100,000.00
3	11	Earth work in ordinary soil	11		mtr	200.00	500.000000	100,000.00
4	12	Earth work in ordinary soil	12		mtr	500.00	200.000000	100,000.00
5	13	Earth work in ordinary soil	13		mtr	500.00	200.000000	100,000.00
6	14	Earth work in ordinary soil	14		mtr	500.00	200.000000	100,000.00
Total Am	punt :		600,000.00					
SGST(6.	00 %) :		36,000.00					
CGST(6.	00 %) :		36,000.00					
IGST(0.0	0 %) :		0.00					
Total Am	ount (Including GST)	:	672,000.00					
Labour C	ess(1.00 %) :		6,000.00					
seigniora	ge Amount :		20,000.00					
Grand To	tal :		698,004,00					
Tender A	mount :		0.00					
						1		

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	♠ You are here / Works / Tendering / BoQ/Item-wise Details For AE											
Filter	Filter											
		Options Not Finalized V Filter										
View Bo	View BoQ/Item-wise 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	**	-	Ŧ					
		Paliganj under RCD Patna West for the Year 2019-20	Finalized									

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	🕈 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		
Search 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	th (p) Km of SH-69
Work Number	167/91/1	
Work Description	Laying Fixing of Paver Block in 147th (p) & 148t under RCD Patna West for the Year 2019-20	:h (p) Km of SH-69 F
Tender Details		
Fields marked with an asterisk * are	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	A You are here / Works / Tendering / Tender Details										
Record S	Successfully Saved.										
Search Work	Search Work										
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										
	Work Number	167/91/1									
	Work Description	Laying Fixir under RCD	ng of Paver Block in 147th (p) Patna West for the Year 2019	& 148th (p) Km of SH- -20	69 Road towards Ranitalab	near Hospital mo	re, Paliganj				
Tender Details	;						Amount in Rs.				
Sr. No.	Sr. No. Contractor Class And Above Tender Type Tender Amount Authority Edit Delete										
1	E		SBD Percentage Rate	698000.00	Executive Engineer	1	â				
+Add 🗮 Vie	+Add EView 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		٩	1	
Parent Work Description	Laying Fixing of Paver Bloc under RCD Patna West for t	k in 147th (he Year 201	p) & 148th (.9-20	(p) Km of SH-69 Road towards Ranitalab near Hospital more, Paliga	nj
Work Number	167/91/1				
Work Description	Laying Fixing of Paver Block under RCD Patna West for t	c in 147th (p he Year 201	o) & 148th (j .9-20	p) Km of SH-69 Road towards Ranitalab near Hospital more, Paligar	ıj
Awarding Of Contract Details				Amour	nt in R
Fields marked with an asterisk * are	required.				
Contractor *	SURENDRA PRASAD & LAH	IRI CONSTR	UCTION PRI	IVATE LIMITED C Refresh AAUCS8214R	
Agreement No *	123				
Work Order No					
Agreement Date *	20/01/2022				
Awarding Authority *	Executive Engineer		~		
Date Of Commencement *	20/01/2022		i	1	
Work Period *	●Months ○Days	15			
Date Of Completion *	19/04/2023			i	
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.) OPercentag	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	○ Abstract				
Remarks	ok		G		
	Save Cancel				

Figure 28: Awarding of contract Entry Screen.



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

Search	Search Work											
		Parent Work Number		Q								
Parent Work Description Laying Fixing of Paver Block in 147th (p) & 148 under RCD Patna West for the Year 2019-20						n (p) Km of SH-6	59 Road towards Ranit	alab near Hos	spital mo	ore, Palig	anj	
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, under RCD Patna West for the Year 2019-20								re, Paliga	anj			
View Aw	varding Of Co	ntract Details								Amou	unt 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 & LAHR CONSTRUCTION PRIVATE LIMITED	20/01/2022	123	SBD Percentage Rate	Detail(E-MB)	10.0 % Above	767800.00	1	Ô	-	
+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

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 / Employee Details / Personal Details						
	Employee (Details	Filter						
»	Personal Det	ail		Report Name					
» 5	Service Deta	ils							
×	Transfered E	mployee			filter Clear				
»	Retired Empl	oyee	Deres	anal Dataila					
			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					
Fields marked with an	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 A Home PATNA CITY ROAD D	DIVISION G	ULJARBAGH 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 Nu	umber TST/9/2021/625	٩			
		Parent Work Descr	iption Test Work UM				
		Work Nu	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	Î
4	\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	re here / Billing /	Measurement Info / MB	Draft Measuements By JE								
🗎 Measurement Info	Search \	Nork										
» MB Draft Measuements By JE		1	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 I	tems										
		Item C	ode:		Item Desc	ription:			Search Clear			
	BoQ Iter	115								Select All Dese	lect All 🗖 Invert	Selection
	Sr. No.	Item Code	Item Description		Agı Qu	reement antity	Unit	Total Quantity as per Measurements	Enter Measurements	View Measurements	Edit Measurements	Finalize Item
	1	1	Earth work in ordinary	r soil 1		500.000000	cum	0.0000	+			
	2	2	Earth work in ordinary	r soil 2		500.000000	cum	0.0000	+			
	3	3	Earth work in ordinary	r soil 4		500.000000	cum	0.0000	+	=		
	Finalize	Selected Draft Mea	surements									

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	Ê		
Item Measurement For Typical Typical Measure	ments No.	Length	Breadth	Depth	Quantity	Upload Document	Hidden	Delete	Сору		
Test //easurement	2	15	17		510	Choose file No file chosen		Û	රි Copy		
Add Measurements Save Cancel Return to Item Select	ion					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.

NI-9-892-1 Earth work in ordi	inary soil 1										
E	loQ 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	0	Ô	샵) Copy
Add Measurements Save	Cancel	Return to Item Selection						Total	Quantity:	1248	
								Attach file for complicated measurement (Optional)			
gure 35: Typ	oical	measurement	ts								

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

E A Home test section								AMS User M	anual WMS User Mai	nual 👤 Welcon	ie testj
Billing	🕈 You a	re here / Billing	/ Measurement Info / MB	Draft Measuements By JE							
j Measurement Info	Search	Work									
MB Draft Measuements By JE			Parent Work Number	TST/9/2021/625		Q					
Measurement Book		Pa	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	tome									
		Item	Code:		Item Description:			Search Clear			
	BoQ Ite	ms							Select All Dese	elect All 🗖 Invert	Select
	C	Itom Code	Itom Description		Animatica	Hoit	Total Quantity as	Foter	Manue	Edit	Final
	5r. No.	item code	itelii bescription		Quantity	Unit	per Measurements	Measurements	Measurements	Measurements	ltem
	5г. но. 1	1	Earth work in ordinar	r soil 1	Quantity 500.000000	cum	per Measurements 1248.0000	Measurements	Measurements	Measurements	ltem
	5r. No.	1 2	Earth work in ordinar	y soil 1 y soil 2	Agreement Quantity 500.000000 500.000000	cum	per Measurements 1248.0000 68.0000	Measurements + +	Measurements	Measurements	item

Figure 36: List of item selection for MB Book



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

Search It	ems								
	Item Coo	de:	Item Description:			Search Clear			
BoQ Iten	в						🛛 Select All 🗖 Dese	lect All 🗖 Invert	Selectio
Sr. No.	Item Code	Item Description	Agreement Quantity	Unit	Total Quantity as per Measurements	Enter Measurements	View Measurements	Edit Measurements	Finaliz Item
1	1	Earth work in ordinary soil 1	500.000000	cum	1248.0000	+		G	
2	2	Earth work in ordinary soil 2	500.000000	cum	68.0000	+		G	
3	3	Earth work in ordinary soil 4	500.000000	cum	780.0000	+		G	
Finalize	Selected Draft Measu	rements							
		Copyright © Centre for Development of A	dvanced Computing (C-DAC), P	une.					

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.

Billing	🕈 You ar	re here / Billing /	Measurement Info / MB	Draft Measuements By JE								
🗎 Measurement Info	Search \	Nork										
» MB Draft Measuements By JE		I	Parent Work Number	TST/9/2021/625			Q					
» Measurement Book		Pare	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	tems										
		Item C	Code:		Item I	Description:			Search Clear			
	BoQ Iter	ns								Select All Dese	lect All 🗖 Invert	Selection
	Sr. No.	Item Code	Item Description			Agreement Quantity	Unit	Total Quantity as per Measurements	Enter Measurements	View Measurements	Edit Measurements	Finalize Item
	1	1	Earth work in ordinary	soil 1		500.000000	cum	0.0000	+			
	2	2	Earth work in ordinary	soil 2		500.000000	cum	0.0000	+			
	3	3	Earth work in ordinary	soil 4		500.000000	cum	0.0000	+			
	Finalize	Selected Draft Mea	surements									

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 ordinary soil 1											
	3oQ Rate	1.0		BoQ	Quantity 500.0			Total Measurement Amount 0.00			
Add Measurements									05/04/2	2021	m
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		Ŵ	ද් 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	inary soil 1										
	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	0	Ô	샵) Copy
Add Measurements Save	Cancel	Return to Item Selection						Total	Quantity:	1248	
								Attach file for complicated measurement (Optional)			
								Attach file for complicated 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.

♠ Home test section								AMS User I	Aanual WMS User Ma	anual 👤 Welcom	e testje
Billing	🕈 You a	re here / Billing	/ Measurement Info / MB	8 Draft Measuements By JE							
Measurement Info	Search	Work									
B Draft Measuements By JE			Parent Work Number	TST/9/2021/625		Q					
easurement Book		Pa	rent Work Description	Test Work UM							
ill Info			Work Number	TST/9/2021/625/1							
raft HR Info			Work Description	Test Work UM							
Reports	Search	ltems									
Reports	Search	ltems Item	Code:		Item Description:			Search Clear			
Reports	Search	ltems Item	Code:		Item Description:			Search Clear			
Reports	Search I BoQ Iter	ltems Item ms	Code:		Item Description:			Search Clear	🗸 Select All 🗏 Des	elect All 🗖 Invert	Selecti
leports	Search I BoQ Iter Sr. No.	Items Item ms Item Code	Code:		Item Description:	Unit	Total Quantity as per Measurements	Search Clear Enter Heasurements	Select All Des View Measurements	elect All I Invert Edit Weasurements	Selecti Finali
eports	Search BoQ Iter Sr. No. 1	Items Item Ins Item Code	Code: Item Description Earth work in ordinary	y soil 1	Item Description:	Unit	Total Quantity as per Measurements 1248.0000	Search Clear Enter Weasurements +	✓ Select All ■ Des View Measurements	elect All ■ Invert Edit Measurements ©	Selecti Finali Item
eports	Search I BoQ Iter Sr. No. 1 2	Items Item Item Item Item Item Item Item Item	Code: Item Description Earth work in ordinar: Earth work in ordinar	y soil 1 y soil 2	Item Description: Agreement Quantity 500.000000 500.00000	Unit cum cum	Total Quantity as per Measurements 1248.0000 68.0000	Search Clear Enter Measurements + +	View Measurements	elect All Invert Edit Measurements C	Selecti Finali Item

Figure 42: List of item selection for MB Book



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

Search It	tems								
	Item Coo	le:	tem Description:			Search Clear			
BoQ Iten	ns						🛛 Select All 🗖 Dese	lect All 🗖 Invert	Selectio
Sr. No.	Item Code	Item Description	Agreement Quantity	Unit	Total Quantity as per Measurements	Enter Measurements	View Measurements	Edit Measurements	Finaliz Item
1	1	Earth work in ordinary soil 1	500.000000	cum	1248.0000	+		G	
2	2	Earth work in ordinary soil 2	500.000000	cum	68.0000	+		G	
3	3	Earth work in ordinary soil 4	500.000000	cum	780.0000	+		G	
Finalize	Selected Draft Measu	rements							
		Copyright © Centre for Development of Advan	ced Computing (C-DAC),	Pune.					

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.

WARIS, GOVERNMENT	F OF BI	HAR												
E Ates betretter									C	al too has	net lies		1.000	ne tedje-
Billing	A 14	are here	Bing : Heavened Ms In	manifest families										
 Heatersmith Info 	Seed	Non												
+ Hill Drivelt, Heaturemental, By 35	1		Furned Work Sumber	181/9/2021/4/25		1	£.							
* Description I and			Parent Nucl. Description	Test work off										
0 1010s			Work Sumier	18258/2021/652/1										
Contraction (Contraction)			Work Description	Test Work UN										
	5.00	tan Catr	taes Beactplan	Maaareer V Date	Exe: Herepresents	Typical Neuroraetty	N .	Logis	Bredh	Dayof.	Quantity	Coodder for SE	Delete	learts
	1		Beth rent in ordinary soli 1	18 (Se 2021	Ter Pessenint	#10'0	0.0000	C alme	0.0000	0.000	1346.0000		з	
	1	3	Earth wark in ordinary soll 3	m (xe 201	Incent	17734	0.0000	6.388	8.000	6.000	18.2000			۲
	1	3	Earth neck triordinary soil 4	844201	lei Anveneri	91210	0.0000	0.000	2.0000	1.000	70.000	0	.8	
	-		Gergers	Canato das Deveningaciones de J	Warrent Tampathia	(§ BAC), Pare								

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	Vork									
	р	arent Work Number	TST/9/2021/625			Q				
	Pare	nt Work Description	Test Work UM							
		Work Number	TST/9/2021/625/1							
		Work Description	Test Work UM							
		Remark								
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	â		\$			a
+Add	E View All									

Figure 90: Record of RA bill details

1.4.Checklist for JE

🟫 You are	e here / Billing / Bill Info / Check List Fo	or JE							
Ch	eck list saved successfully.								
Search W	/ork								
	Parent Work Number	157/38		٩					
	Parent Work Description	Construction 2.045 Km (To	of Road from Detail Length 9.65	eokali to Bibipur via Jaitiya, Gab. 5 Km) for the year 2018-19.	aspur, Satauli-Bidau	ull in Km 0.00 to 7	.610 Km and vil	age approach roa	d
	Work Number	157/38/1							
	Work Description	Construction	of Road from De	okali to Bibipur via Jaitiya, Gaba for the year 2018-19	ispur, Satauli-Bidau	li in Km 0.00 to 7.	610 Km and villa	age approach road	1 2.045
IMI 1. 2.	PORTANT, PLEASE NOTE: Please check list before bill finalization Once finalized, you can't modify any check	list values.							
Check Li	st						🗖 Select All 🗖 De	select 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	2
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	2
1.4	All supporting Documents attached	~	×	×	×	×	×	Payment	~
15	Correct Payees has been attached	~	×	×	×	×	×	Payment	2
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	2
20	Agreement is attached	~	×	×	×	×	×	Payment	~
21	Applicable TDS is deducted	~	×	×	×	×	×	Payment	2
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	E	\$		Ĩ	<u> </u>
+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

🐮 WAMIS, GOVERNMENT	r of i	BIHAR						а а а		i T						
E Altane Sed unb division												Miller	Namual WWS (her Nanad	1.00	come lestar -
Billing	#)	bu are h	ere Billing M	easurement info	Neasurement	Book For AE										
🖬 Neasuroment Info	See	rch War	k;													
+ Heavareneed Baak 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										
	fin S: No	illeri Illeri Bern Code	rements for AD	Nonzement Date	tam Ressurements	Typical Vezsurements	Na	Length	Breakh	Depth	Quantity	JE Remarks	Scient All Considered for bill	Desclot Consider for Bill	Al Dire	ert Selection Download Uploaded
					For								by JE			Documents
	1	1	Earth work in ordinary soil 1	05/04/2021	Test Reaurement	81213	0.0000	0.0000	0.0000	0.0000	1248.0000		*	0		4
	2	2	Earth work in ordinary soil 2	05/04/2021	Heisurenent	172734	6,000	0.0000	0.0000	0.0000	58.0000		1	8		4
	3	1	Earth work in ordinary soil 4	05/04/2025	Test Resourcement	91210	0.0000	0.0000	0.0000	0.0000	780.0000			٥		۵
	Se	*														

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 Lis	t					Selec	t All 🗖 Deselect A	I 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	1	1	×	X	X	X	Expenditure
2	All Attachments are verified and are correct		1	×	x	×	×	Expenditure
3	All details are verified and are correct	1	1	×	X	X	X	Expenditure
4	Correct Payees has been attached	1	1	×	X	×	X	Expenditure
5	Head of account is correctly choosen	1	1	×	X	X	X	Expenditure
6	Validated if sufficient allotment is there or not	4	4	×	×	×	×	Expenditure
7	Governement Order is Available for the Expd. Sanction	4	4	×	×	×	×	Payment
8	Government Order is verified by Offcials	4	4	×	×	×	×	Payment
9	All supporting Documents attached	4	4	×	X	X	X	Payment
10	Correct Payees has been attached		1	×	X	×	X	Payment
11	Head of account is correctly choosen	4	1	×	X	X	X	Payment
0								

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		*	â
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	lling	🕈 You are here / Billing / Measurement Info / Me	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	ue Entry	Parent Work Number	TST/9/2021/625	Q
	Measuremen	t 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		IMPORTANT, PLEASE NOTE: 1. Please Save Data before moving to next/P 2. No measurement values will be saved on F Finalize	revious Page . Data will not persist during Next Inalize. Once finalized, you can't modify any r	t/Previous Page during u neasurement values.

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



EE can save his remarks then finalize the Measurements.

f You	u are here	e / Billing / Measurement	Info / Measure	ment Book For EE											
	Mb-Bool	k is under process for curren	t bill at other l	evel.											
Searc	ch Work														
		Parent Work N	lumber T	ST/9/2021/625				Q							
		Parent Work Desc	ription Te	est Work UM											
		Work N	lumber TS	T/9/2021/625/1											
		Work Desc	ription Te	st Work UM											
Final	IMPORT/ 1. Pleas 2. No m lize	ANT,PLEASE NOTE: se Save Data before moving i neasurement values will be s ments for EE	to next/Previou Final measu	s Page . Data will n ize the ^{, y} irement.	ot persist during Ne ou can't modify any	ext/Previe / measure	ous Page (ement val	during upd ues.	lation.			Select All	Daralact	All 🗖 Inve	
Sr. No.	Item												- Deserect		ert Selection
	Code	Item Descripion	Measurement Date	ltem Measurements For	Typical Measurements	No.	Length	Breadth	Depth	Quantity	AE Remarks	Considered for bill by AE	Consider for Bill	Remarks	Download Uploaded Documents
1	Code 1	Earth work in ordinary	Measurement Date 05/04/2021	Item Measurements For Test Measurement	Typical Measurements 8*12*13	No.	Length 0.0000	Breadth	Depth 0.0000	Quantity 1248.0000	AE Remarks	Considered for bill by AE	Consider for Bill	Remarks	Download Uploaded Documents
1	Code 1 2	Item Descripion Earth work in ordinary soil 1 Earth work in ordinary soil 2	Measurement Date 05/04/2021 05/04/2021	Item Measurements For Test Measurement Measurement	Typical Measurements 8*12*13 1*2*34	No. 0.0000 0.0000	Length 0.0000 0.0000	Breadth 0.0000 0.0000	Depth 0.0000 0.0000	Quantity 1248.0000 68.0000	AE Remarks	Considered for bill by AE	Consider for Bill	Remarks	Download Uploaded Documents
1 2 3	Code 1 2 3	Item Descripion Earth work in ordinary soil 1 Earth work in ordinary soil 2 Earth work in ordinary soil 4	Measurement Date 05/04/2021 05/04/2021 05/04/2021	Item Measurements For Test Measurement Test Measurement	Typical Measurements 8*12*13 1*2*34 5*12*13	No. 0.0000 0.0000	Length 0.0000 0.0000	Breadth 0.0000 0.0000	Depth 0.0000 0.0000 0.0000	Quantity 1248.0000 68.0000 780.0000	AE Remarks	Considered for bill by AE	Consider for Bill	Remarks	Download Uploaded Documents



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.



WAMIS, GOVERNMENT	OF BIH	AR										
E Arbane TELT Seetnem								-	WHG Over IN	-1	Witness	. Littler -
Alling	A 100 P	eter: Blirg B	II Info - Check & Ples									
E Heltes	Vice SA	All Details										
 However, and Sola 	Sc Ho.	Wark Bu	Wark Description	Residenced	SADE.	RABIL	Benack BY	Work.	M	Details	General	Feelar
Bill Indu				100	Re	Date	AL.	Type .	Anout			
- Check List Ballare Check And		157/9/2021/394/1	Huberh Rumer, Bublico 22.01.3021	Detail (E-HE)	1	22/01/2025	14	Replay			*	
Page	1	757/9/2021/417/1	IF PRAVASIN AT LACIT BRANKIN 22 JAIN 2021	Setal (E+B)	1	12/01/2021	1	hepler				
 Check Ital before Floahiation OF BIL 	2	757/9/2021/474/1	pilot work training for RVD Department	Deniel (E-HB)	1	28/01/2021	4	legier.				
· Bill Recoveries	4	157/9/2021/4521	Test RAD work at Vidvoethranalya Bhawar on 28th Jan 2021 52 km A	Detail (5-142)	1	28/01/2021	OK.	hepler			*	
+ Ketra Dom			11									
· Pres Excelution/Differential	. 9	757/9/2021/506/1	tarning vork	Detail (E-HD)	1	35101.0001	the bill	Replac				
r Charde & Faust	6	757/9/2021/625/1	Test Work UN	Detail (E-HD)	τ	05/04/2021	sk.	Replac				
+ Hayalty Calculation Details												•
+ Hit Record												
- Finalize/Cancel Bill For- Payment												
+ Bill Recall												
- Bill Disjon from												
4 Bill Tracker												
+ Bill Shareh												
+ Expenditure Sanction Finalise (US)												
Credt Hill Jude												
Erperts												
			County is a Centre for Sevenament of Advanced Centrality	CORL Puter								

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.

📌 You are	e here / Billing / Bill Info / Check List Fo	or CLERK							
Ch	eck list saved successfully.								
Search W	′ork								
	Parent Work Number	157/38		٩					
	Parent Work Description	Construction 2.045 Km (To	of Road from De tal Length 9.655	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 vil	llage approach roa	ad
	Work Number	157/38/1							
	Work Description	Construction Km (Total Ler	of Road from De ngth 9.655 Km)	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	d 2.045
IMI 1. 2.	PORTANT,PLEASE NOTE: Please check list before bill finalization Once finalized, you can't modify any check	list values.							
Check Lis	st						Select All 🗖 D	eselect All 🗖 Inver	t 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	-	~	×	1	×	×	Expenditure	Z
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	Z
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.

🏽 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 s	aved successfully.							
🖀 Bill Info	Search V	Vork							
> Check List For CLERK		Parent Work Number	TST/9/2021/625		Q				
» Bill Details For CLERK			Tect Work UM						
» Bill Recoveries	-	Parent Work Description	TESL WORK UP						
» Bill Tracker		Work Number	151/9/2021/625/1						
> 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	÷.
	Total	Bill Amount : 2096		Tot	tal Recovery Amount : 59.00				
	🖹 Delet	e All							
	Bill Reco	veries							
	() Fi	5(A) and 5(B) Recoveries should be add elds marked with an asterisk * are req	ded prior to 8(B) Recoveries) uired.		H	ere list of sav	ved recoverie	es	
		RA Bill Number * 1					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 V							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



🏽 WAMIS, GOVERNMENT	OF BIHAR	ł					
E AHome TEST DIVISION					AMS User Manual	WMS User Manual	L Welcome testclerk -
Billing	🕈 You are h	ere / Billing / Bill Info / Bill Recoveri	es				
Measurement Info	Search Wor	k					
🗎 Bill Info		Parent Work Number	TST/9/2021/625	٩			
» 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	Bill Recove	ries					Amount in Rs.
Draft HR Info	Sr. No.	Recovery Type	Transaction Type	Recovery Column	Amount	Edit	Delete
Reports	No Record	To Display					
	Total Bi	Amount : 2096		Total Recovery Amount : 0.00			
	會 Delete A						
	Bill Recove	ries		Select from Either 5B.	8B which		
	(5(4	and 5(B) Recoveries should be add	ded prior to 8(B) Recoveries)	are basically Recover	y colum.		
	Field	is marked with an asterisk — are req	uirea.	you can refer to BTC fo	orm 35 in		
		RA Bill Number * 1		the Report section. For	vvitnneid		
		Recovery Column O 5(B) O 8(A	A) 🖲 8(B) 🔫	 from current Bill 5B is 	cnosen		
	Select Rec	overy (Bill Amount : Rs. 2096		and for deductions 8B i	s chosen.		Amount in Rs.
	Sr.No	Recovery Type	Recovery Column	Select from list of	Amount	Remarks	Delete
	1	select 🗸		from drop down menu.			Î
	Add Recove	ry Rows Save Recovery Delete All					
		Copyright ©	Centre for Development of Advance	d Computing (C-DAC), Pune.			

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 (DF BIHAR			
Home TEST DIVISION			AMS User Manual WMS User Manual L Welcome te	stclerk +
Billing	A You are here / Billing / Bill Info / Expenditure	Sanction		
Measurement Info	Search 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	RA Bill Details			
» Expenditure Sanction	Parent Work Number	TST/9/2021/625		
	Provide March Provide March	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		
	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 there is less fund available	
	Bill Amount	2096	 than withheld needs to be done in 5(b) column 	
	Financial Year *	2021	of Recovery & accordingly Bill amount be automatically updated.	
	Expenditure Sanction Amount *	2096		
	Expenditure Sanction Date *	07/04/2021	1 C C C C C C C C C C C C C C C C C C C	
	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	0	
		Save Back		
	Copyright © C	entre for Development of Advanced Computing (C-DA	AC), 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	anual WMS User Manual	L Welcome testclerk -
Billing	A You are here	/ Billing / Bill Info / Expenditur	e 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	TST/9/2021/625 Test Work UM		٩			
Bill Tracker Expenditure Sanction		Work Number Work Description	TST/9/2021/625/1 Test Work UM					
🗎 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	ê 🔒
				F	inalize the exp	penditure sancti	ion.	

Copyright © Centre for Development of Advanced Computing (C-DAC), Pune.

Figure 59: Expenditure Sanction Finalization

Go to Bill details for clerk and finalize the Bill.

TEST DWISIDE						4451	ber Namu	e wws.u	tter Harsa	1.0	elcome be	STORE
Billing	A You ar	e here Billing B	IL Info Bill Details For CLERK									
Measurement Info	View RA	BILI Details										
Bill Indo	St. No.	Work No	Work Description	Nexsurement	RA	RABII	Remark	Work	BHI	Details:	Cancel	Tinaliz
Check List For CLERK				Type	DIE	Dete	BY EE	Type	Amount			
Bill Outadia For CLERK		8/172/17	test and second	The band	100	11/16/0010	-	Barris and		-		
Bill Recoveries		actury.	and were recovery	ADIOVACE	-	11/05/2020	OR.	reput		-	-	
Bill Tracker	-	9/2/1	constriction of road work from 0/00 to 5/00 at nashle By kundan?	Abstract	-	95/06/2020	ck.	negular				
Expenditure Sanction		9/20/1	Construction of School Building at bihar By kundant	Abstract		11/06/2020	ok	Regular			**	
Draft HR Info		151/9/2020/209/1	CFIIG Test Work 6	Abstract	1	28/12/2020	ok	Regular		10	**	
Reports	5	TST/9/2020/234/1	Test Wark 01st Dec 2020.	Abstract	1	01/12/2020	ak	Regular			**	
		TST/9/2020/266/1	test by CFI/IS FAISAL	Detail (E-ME)	1	25/12/2020	ak	Regular				
	7	157/9/2020/277/1	read construction boring to pathe station	Detail (E-MB)	1	11/12/2020	ok	Rep <i>ilar</i>			46	
		T5T/9/2020/302/1	Expenditure Sanc	Abstract	+	26/12/2020		Regular		10	**	
		TST/9/2021/334/1	Test Advances by Dhiraj 1	Abstract	1	30/01/2021	ak.	Reputar			**	
	50	TST/9/2021/407/1	work proposed by RAVI KR	Detail (E-MB)	9	22/01/2021	ek.	Regular			**	
	11	157/9/2021/422/1	Danapur vidhamabha ishetra 186 ile antargat want oo. 21 nagar parishad i daishin panchsil nagar Gandhi uttar ke taraf se chatwan kachi sadak nimu	anapar Detail (E-MB) s kary:	1	22/01/2021	sk	Regular			*	•
	12	157/9/2021/470/1	airtei hotspot vork	Detail (E-MB)	1	28/01/2021	Bill parped	Regular		-	**	
	13	TST/9/2021/501/1	test work for BCD	Ovtall (E-HE)	1	29/01/2021	ak	Reptor		100	- 44	
	54	TST/9/2021/532/1	Patna City gurdwara Road	Detail (E-MB)	1	11/02/2021	Page	Repúar			**	
	15	TST/9/2021/534/1	Link road between Patna sahib to Patna Sahib gurudwara	Detail (E-MB)	2	11/02/2021	Check and pass	Regular		a	*	•
	16	757/9/2021/563/1	Test Pritam	Abstract	2	08/01/2020	sk	Regular		100	44	
	17	T5T/9/2021/566/1	from latur	Abstract	2	12/03/2021	nigt	Replar			-	
	18	157/9/2021/577/1	construction for pure EMB settlement	Detail (E-148)	1	16/01/2021	ok	Reputar			**	
	19	157/9/2021/596/1	test work for extra item 017	Abstract	1	23/05/2024	grant.	Reputer		10	**	
	20	TST/9/2021/606/1	24th Harch eHB Case1	Abstract	1	26/03/2021	OV ST.	Reptor				
												-

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.

	OF BI	HAR												-	
A Hone - 1007 DWDDH											ANS ther Re-	-	User Named	1.000	
Billing	A 10	i are here	r Billing Heasement	t Info - Heature	ment Book For DA	0-									
Nasters	Searc	h Work													
Neutrorement Info			Parent Work	Number TS	\$7/9/2021/625			a,							
· Haassensent Bask For SAD	-	-	Parent Work Der	erription Te	st Work UH										
a Bill Lefo			work	Number TS	1/1/2021/625/1										
Draft 191 Julia			Work Der	ocription Tes	z Work UM										
	Test	2.80 0	entresent sites will be	seed on Finalize	Gnow Healthed, y	you can't modify an	y meansy on	art values.	handd,						
	Find	Hereisen	ments for DVD												
	5. M.	Rem Code	Rans Description	Measurement Data	Rem Anasaramanta For	Typical Mexisurements	He.	Longth	Breath	Depth	Quantity	Author Resurts	Considered for bill by EE	Remarks	Download Uploaded Document
	1	8.	Earth work in ordinary sell 1	25/04/2021	Test Nessarement	81213	8.0000	8.0000	0.0000	9.000E	1248.0000			С,	*
	1	2	Earth work in ordinary sell 2	05/04/2021	Response	1234	0.0000	0.0000	0.0000	0.0000	58.0000				٨

Figure 61: Measurement Book for DAO

DAO needs to checklist before finalize the Bill.

n You are	e here / Billing / Bill Info / Check List Fo	or DAO							
Ch	eck list saved successfully.								
Search W	/ork								
	Parent Work Number	157/38		٩					
	Parent Work Description	Construction 2.045 Km (To	of Road from Do tal Length 9.655	eokali to Bibipur via Jaitiya, Gab 5 Km) for the year 2018-19.	aspur, Satauli-Bidau	all in Km 0.00 to 7	7.610 Km and vil	lage approach ro	ad
	Work Number	157/38/1							
	Work Description	Construction Km (Total Ler	of Road from De ngth 9.655 Km)	okali to Bibipur via Jaitiya, Gaba for the year 2018-19.	ispur, Satauli-Bidau	li in Km 0.00 to 7	.610 Km and vill	age approach roa	id 2.045
1. 1. 2.	PORTANT, PLEASE NOTE: Please check list before bill finalization Once finalized, you can't modify any check	list values.							
Check Lis	st						Select All	eselect All 🗖 Inver	t 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	S
3	MB Details	~	-	~	~	~	×	Expenditure	~
4	Declaration from office admin/e-bill approver on deductions	~	~	~	~	~	*	Expenditure	
5	Agreement	~	~	~	~	~	×	Expenditure	~
6	Technical sanction order	~	~	~	~	~	×	Expenditure	2
7	Administrative Sanction order	~	~	~	~	~	×	Expenditure	~
8	Validated if sufficient allotment is there or not	~	-	-	~	~	×	Expenditure	
9	Head of account is correctly choosen	~	~	~	~	~	*	Expenditure	2
10	Correct Payees has been attached	~	~	~	~	~	×	Expenditure	2
1.1	All details are verified and are correct	~	~	~	~	~	×	Expenditure	2
12	Expenditure Sanction Order	~	~	~	~	~	*	Expenditure	~
13	Government Order is verified by Officials	~	~	~	~	~	*	Payment	~
1.4	All supporting Documents attached	~	-	-	-	~	*	Payment	2
15	Correct Payees has been attached	~	~	~	~	~	×	Payment	2
16	Head of account is correctly choosen	~	~	~	~	~	*	Payment	~
17	Governement Order is Available for the Expd. Sanction	-	-	-	-	-	*	Payment	2
18	Administrative Sanction order is attached	~	~	~	~	~	*	Payment	~
19	Technical sanction order is attached	~	~	~	~	~	*	Payment	~
20	Agreement is attached	~	~	~	-	~	×	Payment	~
2.1	Applicable TDS is deducted	~	~	~	~	~	×	Payment	2
22	others	~	~	~	~	~	×	Payment	2
23	Third party inspection report verified	~	~	-	~	~	×	Payment	2
Confirm									

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.

Billing Indicates been et / Billing / Bill.Info / Expenditure Sanction Finalize (DAO) Masters Expenditure Sanction Details Sanction Date IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	Home TEST DIVISION					AMS User Manual	WMS User Manual	/elcome testda
Masters Ependiture Sunction Details Measurement Info Sr, No. Work No Work Description Sanction Amount. Sanction Number Amount.	Billing	🔒 You a	re here / Billing / Bill Inf	o / Expenditure Sanction Finalize (DAO)				
Measurement Info Sr. No. Work No Work Description Sanction Amount Sanction Number Sanction Date Finitize Bill Info 1 T5T/9/2021/621/1 withhelid testing only no advance. 1300.000 E5/2019/9/881/1/1 31/03/2021 6 Bill Recoveries 2 TST/9/2021/625/1 Test Work UM 2096.00 E5/2020/9592/1/1 07/04/2021 6 Bill Details For DAO 3 ROA/94/2021/34/1 Kusheshwar asthan to Phooltaura ghat road length 2.10 KM 2118548.00 100 27/01/2021 6 Bill Tracker Espondature Sanction Finalize Finalize Finalize Finalize Finalize Draft Hit Info Esponta Finalize Finalize Finalize Finalize	Masters	Expend	iture Sanction Details					
Instrume 1 TST/9/2021/621/1 withheid 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/2020/9/992/1/1 07/04/2021 6 Bill Details For DAO 3 ROA/94/2021/34/1 Kusheshwar asthan to Phooltaura ghat road length 2.10 KM 2018548.00 100 27/01/2021 6 Bill Tracker Expenditure Sanction Finalize OAC) Fill Tracker	Measurement Info	Sr. No.	Work No	Work Description	Sanction Amount	Sanction Number	Sanction Date	Finalize
Bill Recoveries 2 TST/9/2021/825/1 Test Work UM 2096.00 ES/2020/9/892/1/1 07/04/2021 6 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 6 Bill Tracker Expenditure Sanction Finalize OXO V V V V F Draft HR Info Reports V	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	
Bill Details For DAO 3 ROA/94/2021/34/1 Kusheshwar asthan to Phooltaura ghat road length 2.10 KM 2218548.00 100 27/01/2021 E Bill Tracker Expenditure Sanction Finalize OAO Finalize Comparison	Bill Recoveries	2	TST/9/2021/625/1	Test Work UM	2096.00	ES/2020/9/892/1/1	07/04/2021	
Bill Tracker Expenditure Sanction Finalize OAO) Draft HR Info Reports	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 Reports							4

Figure 63: Expenditure Sanction finalize from DAO

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

Home TEST DIVISION							AMS L	Jser Manual	WMS User Man	ual 1	Welcome	testdao
Billing	🕈 You ar	e here / Billing / Bi	ll Info / Bill Details For DAO									
Masters	View RA	Bill Details										
Measurement 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
Bill Into	1	9/28/1	test work laeo new	Abstract	1	24/06/2020	ok	Regular				
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	5	TST/9/2021/400/1	WORK TEST BY RAMU KAKA OFFICE RWD CE4 JAMUI	Detail (E-MB)	1	22/01/2021	ok	Regular			*	
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				
	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

🏽 🖉	IS, GOVERN	ENT OF BIHAR
🔳 🔒 Hom		
Billing		A You are here / Billing / Bill Info
Masters		
🗎 Measurement Info		
💼 🛛 Bill Info	•	
» Check List Before Check And Pass		
» Check list before Finalization of Bill		Finalization of Bill.
» Bill Recoveries		
» Extra Item		
» Price Escalation/Differential Cost		1
» Check & Pass		
» Royalty Calculation Details		
» MB Record		
» Finalize/Cancel Bill For Payment		
» Bill Recall		
» Bill Objection		
» Bill Tracker		
» Bill Search		
» Payment Info		
» Expenditure Sanction Finalize (EE)		te .
🗎 Draft H	R Info	
Reports	1	

Figure 65: Checklist before finalization of Bill.

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

Home TEST BY/SON		AMS User Manual WHS User Manual 1 Welcome bestee											
Billing	ft 100 A	o here / Billing Bill In	fo Expenditure Sanction Finalize (EE)										
Masters	Expend	Expenditure Sention Details											
Heaverement Info	Sr. No.	Work No	Mark Description	Sanction	Sanction Number	Sanction Data	Finaliz						
Bill Enfo	10000			Amount									
Check List Before Check And		157/9/2021/438/1	Construction of Boundrywell in Marrer vidhaesabha at Rhaoloth	1500000.00	71	25/01/2021							
Augus	2	151/8/2021/561/1	Test Work for Deposit (MI	200800.00	E5/2020/9/802/1/1	12/03/2021							
Check Est before Finalization of RB	1	117/9/2021/562/1	Test Work for bill Test.	50000.00	E5/2820/9/562/1	11/03/2021							
Bill Recoveries	4	157/9/2021/6/9/1	Test Withheld Work	450.00	E5/2010/9/886/2/2	01/04/2021							
Extra Dem	. 5	TST/9/2021/620/1	advance bill scenario testing	6308.00	15/2019/9/887/2/2	31/03/2021							
Price Escalation/Differential		157/9/2020/821/1	withheld 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	2096.00	E5/2020/9/892/1/1	07/04/2021							
Royalty Calculation Details		157/9/2021/452/1	test work 9	15435.00	E5/2021/9/919/1/1	15/04/2021							
MB Record		801/196/2021/602/1	5/v to G0 flat to K/4 at new punakhak, patna for the year of 2020-21	84387.00	E5/2021/196/602/1/1	15/04/2021							
 Finalize/Cancel Bill For Payment 	10	001/237/2521/418/1	Repair to inner boundary wall of gauge ward (meer) in the camput of ARK Bear Patna for the year 2020-21	418849.00	E5/2020/237/418/1/1	09/04/2021							
Bill Recall	11	80//255/2521/1077/1	SrR to water supply sanitary installation and sewerage system of res no-13 at Margles road patta	6008.00	E5/2020/255/1077/1/1	10/04/2021							
Bill Objection	12	8/0/250/2021/1279/1	requir and painting work for str no-26 read ro-81 karinar paths for the year 20-21	50000.00	E5/3020/258/1078/1/1	08/04/2021							
Bill Trucker		80.058.001/000/1	require and existing serviced strate 36 man are 1	95421.00	ES (08)/(058/(080/077	10/04/2021							
Bill Scarch			under and famous of the second s	and the second			1.2						
Payment Info	14	800238/2011/1205/1	Repair and paretting work for QD, no 26	30183.00	E2/30/0/258/1285/1/1	15/04/2021							
Expenditure Sanction Finalize	-						4						
Draft Hill Info							- 1						
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Counties & Gentre for Development of Advanced Computing (C-EAC), Pune

Figure 66: Expenditure Sanction Finalize (EE)



Billing If You are filled Image: Maskers View RA Bill Image: Maskers Sr. No. Image: Bill Info Image: Bill Info Image: Bill Info Image: Bill Info Image: Bill Bacoveries Image: Bill Bacoveries Image: Bill Bacoveries <th>e here / Billing / E Bill Details Work No TST/9/2021/367/1 TST/9/2021/421/1 TST/9/2021/425/1</th> <th>III Info / Finalize/Cancel Bill For Payment Work Description TEST WORK BY POONAM AT LALIT BHAWAN RURAL WORKS DEPARTMENT 21 JANUARY 2021</th> <th>Measurement Type</th> <th>RA Bill</th> <th>RA Bill</th> <th>Remark</th> <th>Work</th> <th></th> <th></th> <th></th> <th></th> <th></th>	e here / Billing / E Bill Details Work No TST/9/2021/367/1 TST/9/2021/421/1 TST/9/2021/425/1	III Info / Finalize/Cancel Bill For Payment Work Description TEST WORK BY POONAM AT LALIT BHAWAN RURAL WORKS DEPARTMENT 21 JANUARY 2021	Measurement Type	RA Bill	RA Bill	Remark	Work																	
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i Draft HR Info 14 1 i Reports 16 16	TST/9/2021/562/1	Test Work for bill Test	Detail (E-MB)	1	11/03/2021	ok	Regular		E	*	S													
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16	TST/9/2021/571/1	from pune	Detail (E-MB)	4	15/03/2021	ok	Regular			*	8													
	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	ok	Regular		E	*	8	a												
18	TST/9/2021/574/1	construction of bridge (test e-mb) by pritam	Detail (E-MB)	5	15/08/2019	ok	Regular			*	8													
19	TST/9/2021/575/1	Road Construction from Pune to mumbai for settlement of advance	Abstract	2	15/03/2021	ok	Regular		Ħ	*	ø	-												
20		from mumbai	Abstract	1	16/03/2021	ok	Regular		=		0													

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.

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» 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	-
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Reports							mobil advance						

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.

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



Figure 69: Bill Tracker

