

Annexure A

Steps for creating and finalizing the draft Bills in WAMIS.

Junior Engineer Role:-

Step1: **Division to ensure agreement detail is filled up with proper contractor mapping on the migrated CFMS work id**

Step 2: MB to issue to the correct junior engineer

Step 3: Division should ready with following details

(a) Item wise up-to-date measurement details

(b) Up-to-date advance details given and settled (Mobilization advance, secure advance, equipment advance)

(c) Up-to-date withheld amount given and recovered. Total withheld amount remain

(d) Up-to-date Salvage amount

(e) Individual BT wise up-to-date recovery amount

Step 4: While preparing the bill junior engineer should select **claim type/bill type** as **draft** and enter the up-to-date measurement details and ensure the total measurement amount is tally with their manual last bill amount and all advance and withheld details mentioned in Step 2 serial number (a) to (c) should tally with CFMS up-to-date last bill amount. (In case of figure mismatch during the rounding issue in item measurement screen the division officer may take a call regarding adjusting it with price adjustment feature)

Step 5: Regarding the royalty calculation all applicable material coefficient to be filled up.

Step 6: Appropriate Item on **Checklist for JE** screen should be selected and click on the confirm button.

Step 7: Finalize the bill at his login for submit it to assistant engineer for verification.

Assistant Engineer Role:-

Step 8: After login verify the bill details forwarded from junior engineer, If correction required, then send back it to junior engineer by clicking on **send back** button and entering the details required for the correction in the **Remark** field. Junior Engineer will do necessary correction and again forward it to the assistant engineer.

If every bill parameter is verified and found okay then go to **“measurement book for AE”** screen, verify and finalize the MB.

Step 9: Appropriate Item on **“Checklist for AE”** screen should be selected and click on the confirm button.

Step 10: Check the 100% check of Bill details and Finalize the bill at his login for submit it to executive engineer for check & pass.

Executive Engineer Role (Check & Pass):-

Step 11: After login verify the bill details forwarded from assistant engineer, If correction required, then send back it to assistant engineer by clicking on **send back** button and entering the details required for the correction in the **Remark** field. Assistant Engineer will verify the bill details if correction required then send back the bill by clicking on send back button and entering the details required for the correction in remarks field. Junior Engineer

will do necessary correction and again forward it to the assistant engineer.

If every bill parameter is verified and found okay then go to **“measurement book for EE”** screen, verify and finalize the MB.

Step 12: Appropriate Item on **“Checklist before check and pass”** screen should be selected and click on the confirm button.

Step 13: Go to Check & pass and Finalize the bill at his login for submit it to Clerk for verification.

Clerk Role :-

Step 14: After login verify the bill details forwarded from executive engineer,

If correction required, then send back it to executive engineer by clicking on **send back** button and entering the details required for the correction in the remark field. Executive Engineer will verify the bill details if correction required then send back the bill by clicking on send back button and entering the details required for the correction in remarks field. Assistant Engineer will verify the bill details if correction required then send back the bill by clicking on send back button and entering the details required for the correction in remarks field. Junior Engineer will do necessary correction and again forward it to the assistant engineer.

If every bill parameter is verified and found okay then go to **“measurement book for clerk”** screen, verify and finalize the MB.

Step 15: Enter the recoveries details such as up-to-date Salvage amount and individual BT wise up-to-date recovery amount and ensure the total recoveries/deduction is tally with their manual last bill amount.

Step 16: Enter the expenditure details and finalize it.

Step 17: Appropriate Item on **“Checklist for clerk”** screen should be selected and click on the confirm button.

Step 18: Finalize the bill at his login for submit it to DAO for verification.

DAO Role:-

Step 19: After login verify the bill details forwarded from Clerk, If correction required, then send back it to Clerk by clicking on **send back** button and entering the details required for the correction in the **Remark** field. Executive Engineer will verify the bill details if correction required then send back the bill by clicking on send back button and entering the details required for the correction in remarks field. Assistant Engineer will verify the bill details if correction required then send back the bill by clicking on send back button and entering the details required for the correction in remarks field. Junior Engineer will do necessary correction and again forward it to the assistant engineer.

If every bill parameter is verified and found okay then go to **“measurement book for DAO”** screen, verify and finalize the MB.

Step 20: Verify the expenditure details and finalize it.

Step 21: Appropriate Item on **“Checklist for DAO”** screen should be selected and click on the confirm button.

Step 22: Finalize the bill at his login for submit it to executive engineer for verification.

Executive Engineer Role (Bill Finalize for payment) :-

Step 23: Verify the bill details forwarded from DAO, If correction required, then send back it to assistant engineer by clicking on **send back** button and entering the details required for the correction in the **Remark** field. Assistant Engineer will verify the bill details if

correction required then send back the bill by clicking on send back button and entering the details required for the correction in remarks field. Junior Engineer will do necessary correction and again forward it to the assistant engineer.

Step 24: If every bill parameter is verified and found okay then go to **“expenditure sanction Finalize(EE)”** screen, verify and finalize the expenditure details.

Step 25: Appropriate Item on **“Checklist before finalization of Bill”** screen should be selected and click on the confirm button.

Step 26: Verify the bill details properly and ensure that figure is match as per CFMS last payment details and then finalize it. Once the draft bill is finalized there will be no provision in WAMIS for correction.

Note:- Draft bill will not submit to CFMS for payment however it enable the division for creating the next bill for payment.