User Manual
For

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

Month of submission:
January, 2022

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

WAMIS-BIHAR 1
1. WAMIS Application Login 4
2. Proposal 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. Approvals (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 24
4.3. Verify and finalize through EE (Use EE Login credentials) 24
5. Tender Details 26
6. Awarding of Contract (Use EE Login credentials) 28
7. Making 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 defined.**
1.2. Generate RA Bill / Other Claim Types (BY JE) ..... **Error! Bookmark not defined.**
10.3 Draft Bill 40
1.1. MB Draft Measurements by JE: 42
1.2. Measurement Book finalization through JE: 45
1.3. Bill Items 46
1.4. Checklist for JE 46
1.5. Finalize Bill through JE 47
1.6. Measurement book for AE 47
1.7. Finalize the measurement through AE 48
1.8. Checklist for AE 49
1.9. Finalize Bill through AE 50
1.10. Check and Pass (Log-in with Executive Engineer) 50
1.11. Log-in with Bill Clerk 53

1.12. Check List for Clerk....54
1.13. Bill Recoveries (Use Clerk Login credentials)....56
1.14. Expenditure Sanction initiation (Initiated from Clerk level):)....57
1.15. Expenditure Sanction Finalization (Initiated from Clerk level):)....58
1.16. Log-in with DAO Finalize the Measurement. 59
1.17. Finalize the Expenditure Sanction Finalize (DAO). 60
2. Bill Tracker....63

1. WAMIS Application Login

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

Figure 1: Login Screen

For login, the screen is displayed as shown below.

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

The screen is displayed as shown below.

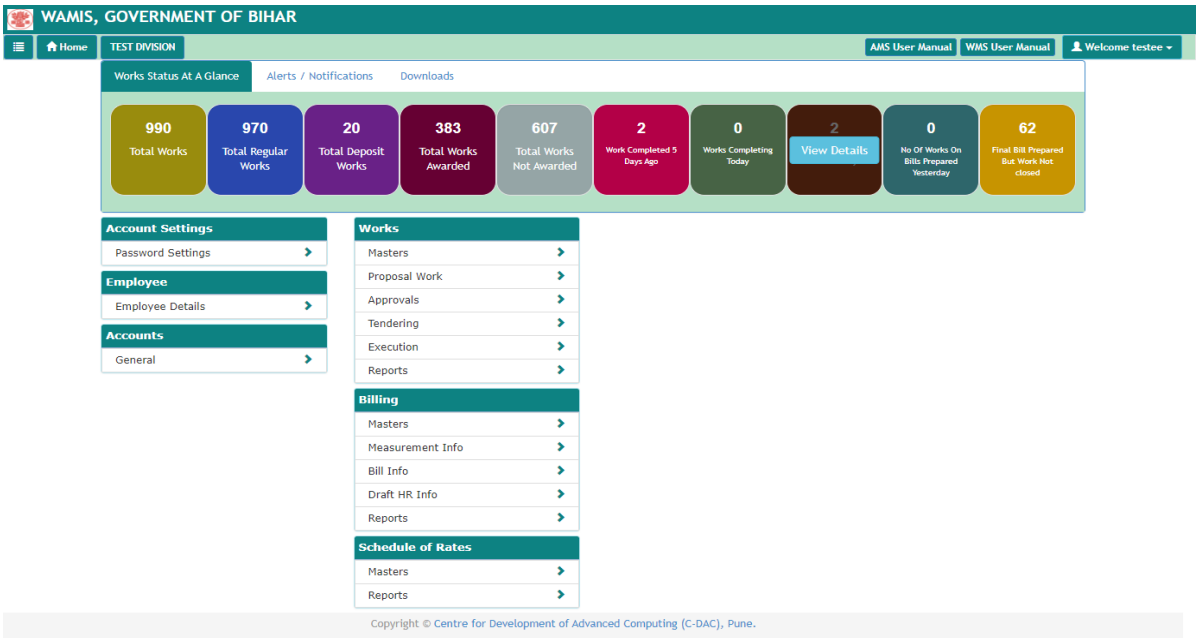


Figure 2: WAMIS landing page (For Executive Engineer)

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

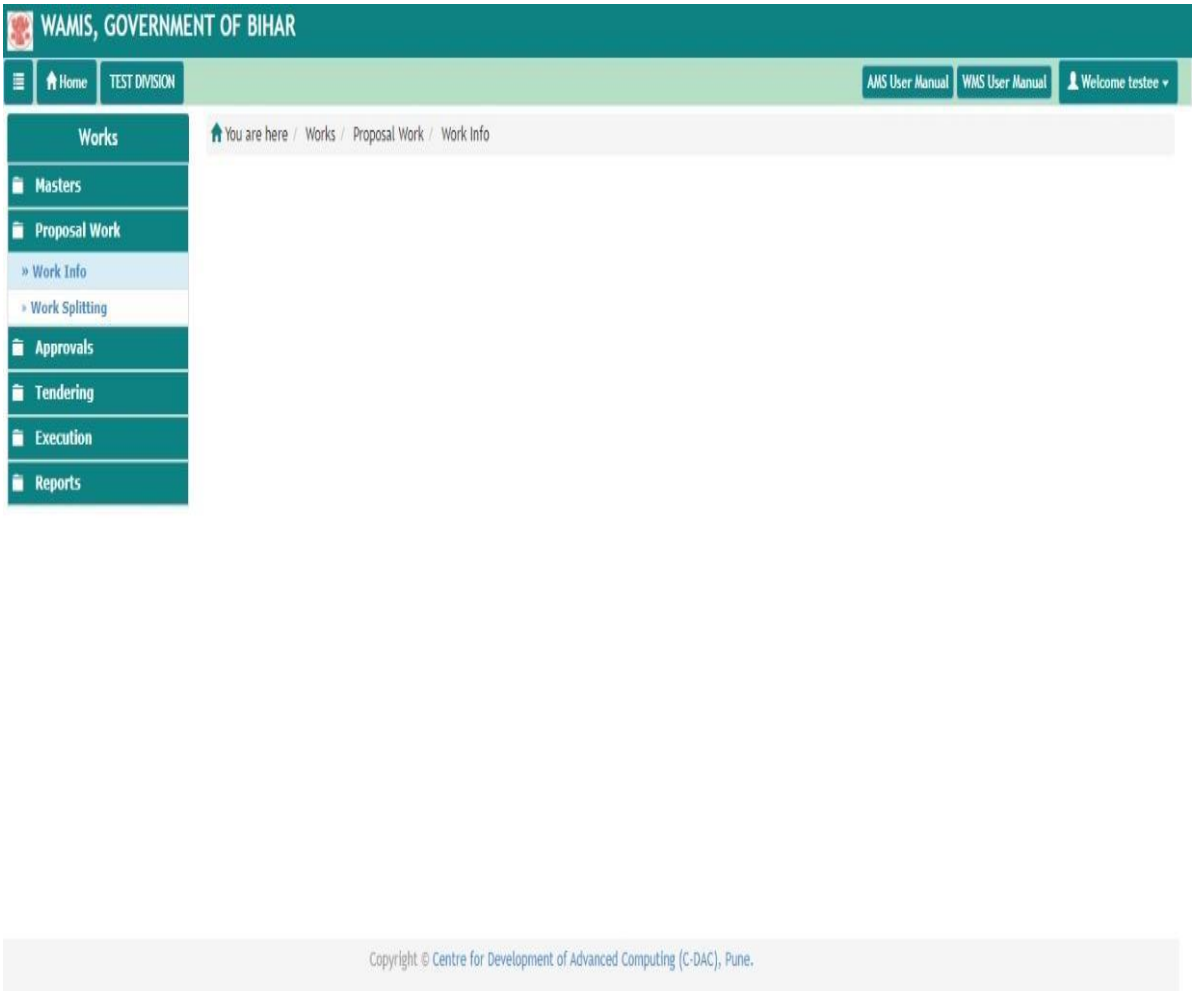


Figure 3: Main screen for Work

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

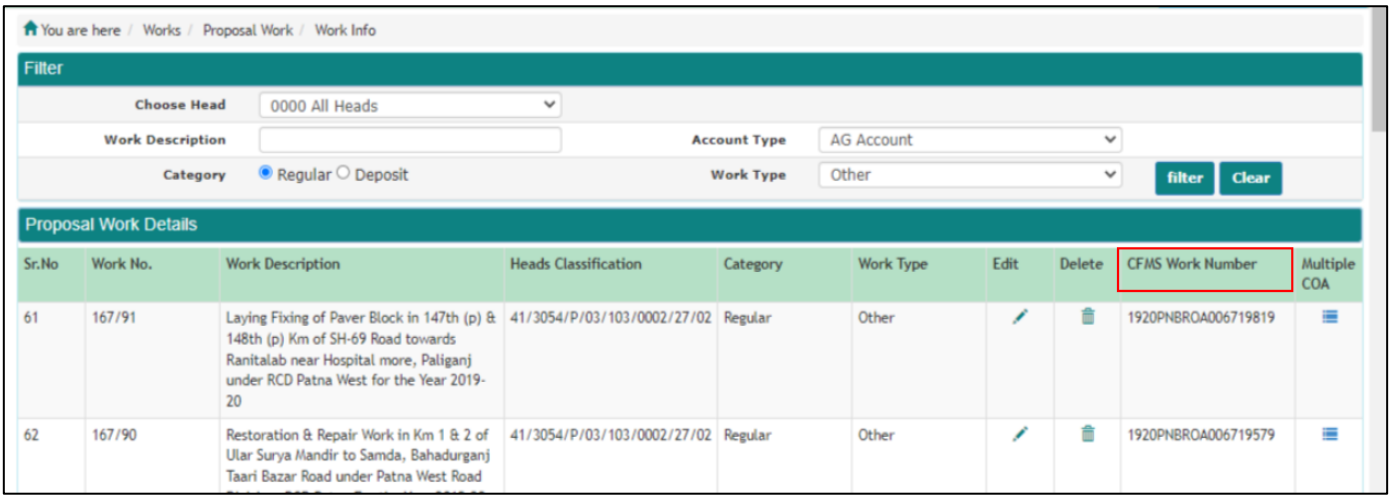
2. Proposal Work (Login through Executive Engineer)

2.1. CFMS migrated Works:

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

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

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

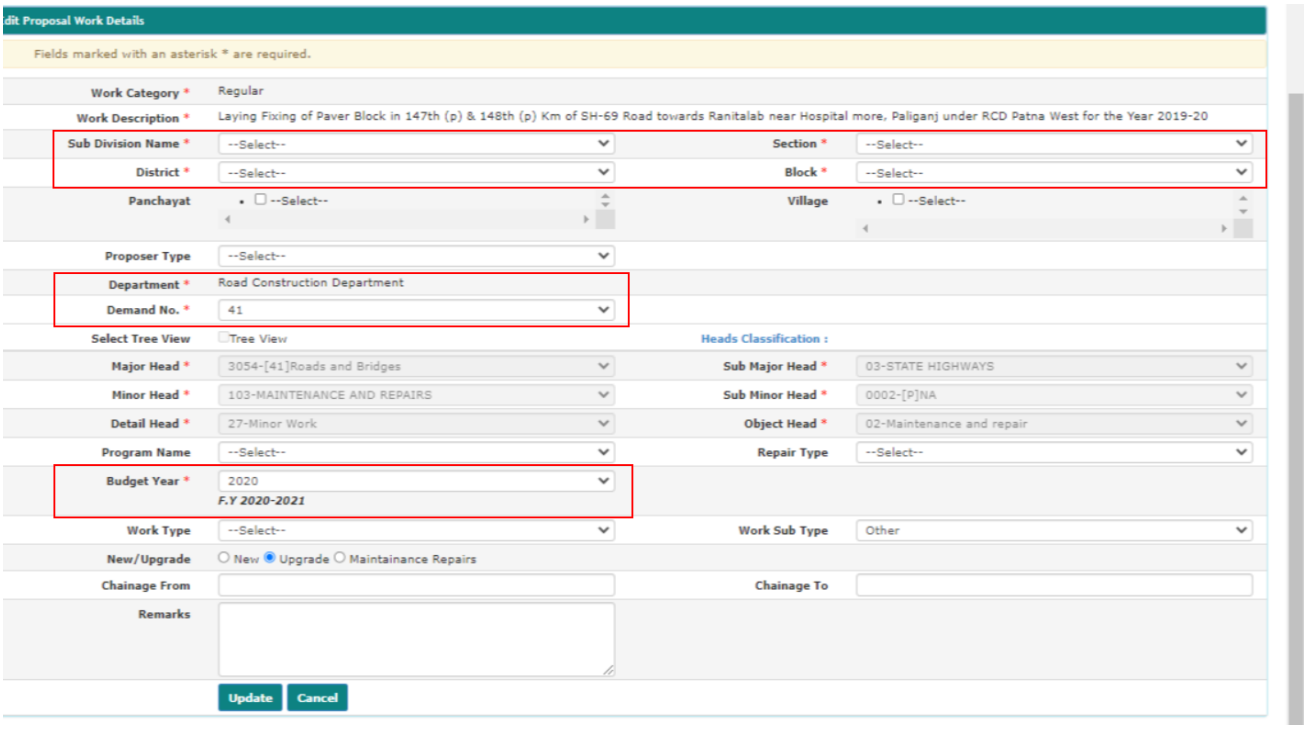


Click on the edit button against the work and enter the mandatory fields and save/update. To edit the Works details, click on 'Edit' link respective to that work, and after making the changes update the Work by clicking on 'Update' button.

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

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

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



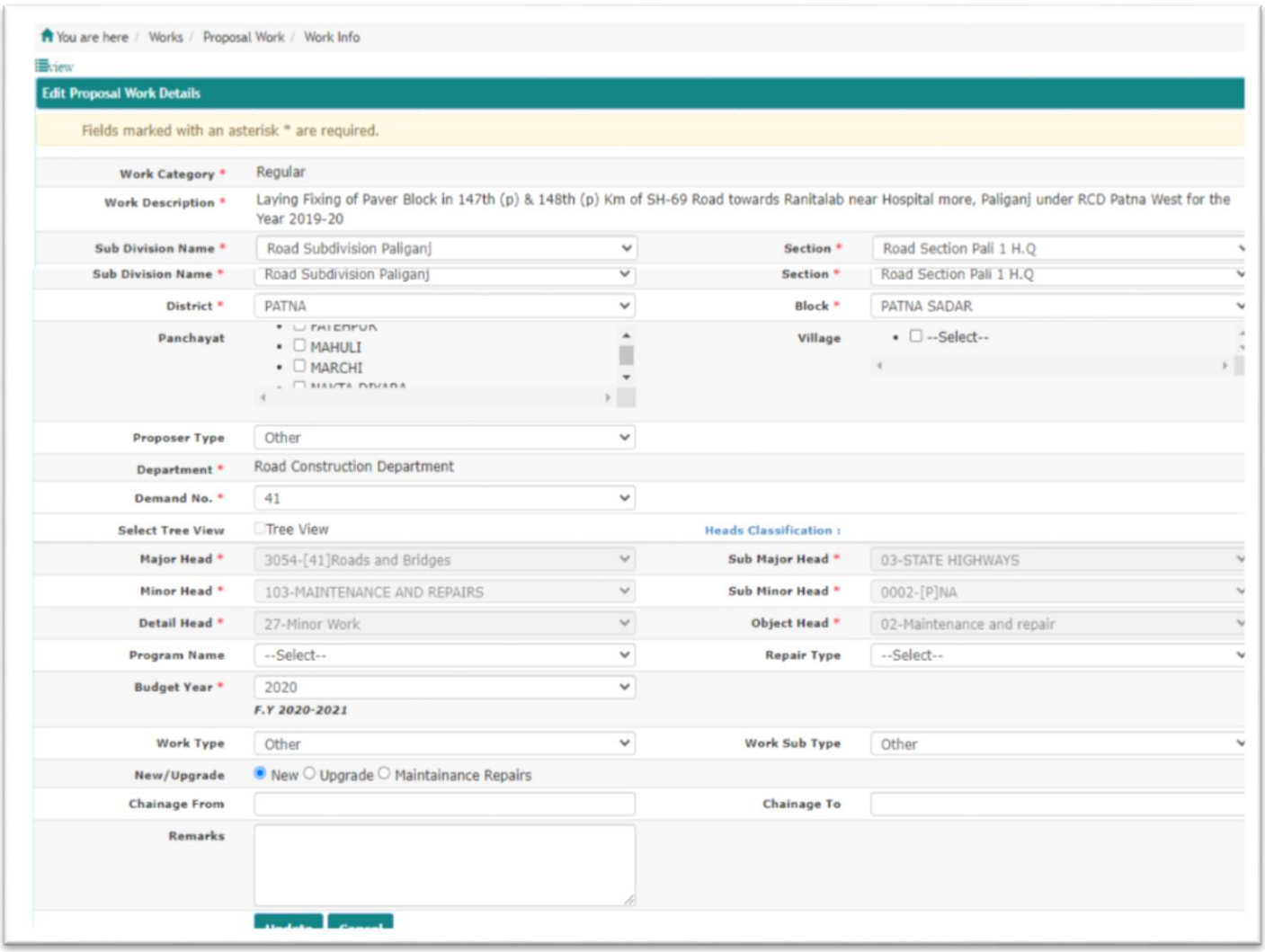
dit Proposal Work Details

Fields marked with an asterisk * are required.

Work Category *	Regular		
Work Description *	Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-69 Road towards Ranitalab near Hospital more, Paliganj under RCD Patna West for the Year 2019-20		
Sub Division Name *	--Select--	Section *	--Select--
District *	--Select--	Block *	--Select--
Panchayat	• --Select--	Village	• --Select--
Proposer Type	--Select--		
Department *	Road Construction Department		
Demand No. *	41		
Select Tree View	Tree View	Heads Classification :	
Major Head *	3054-[41]Roads and Bridges	Sub Major Head *	03-STATE HIGHWAYS
Minor Head *	103-MAINTENANCE AND REPAIRS	Sub Minor Head *	0002-[P]NA
Detail Head *	27-Minor Work	Object Head *	02-Maintenance and repair
Program Name	--Select--	Repair Type	--Select--
Budget Year *	2020 *F.Y 2020-2021*		
Work Type	--Select--	Work Sub Type	Other
New/Upgrade	New Upgrade Maintainance Repairs		
Chainage From		Chainage To	
Remarks			

Update Cancel

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



You are here / Works / Proposal Work / Work Info

View

Edit Proposal Work Details

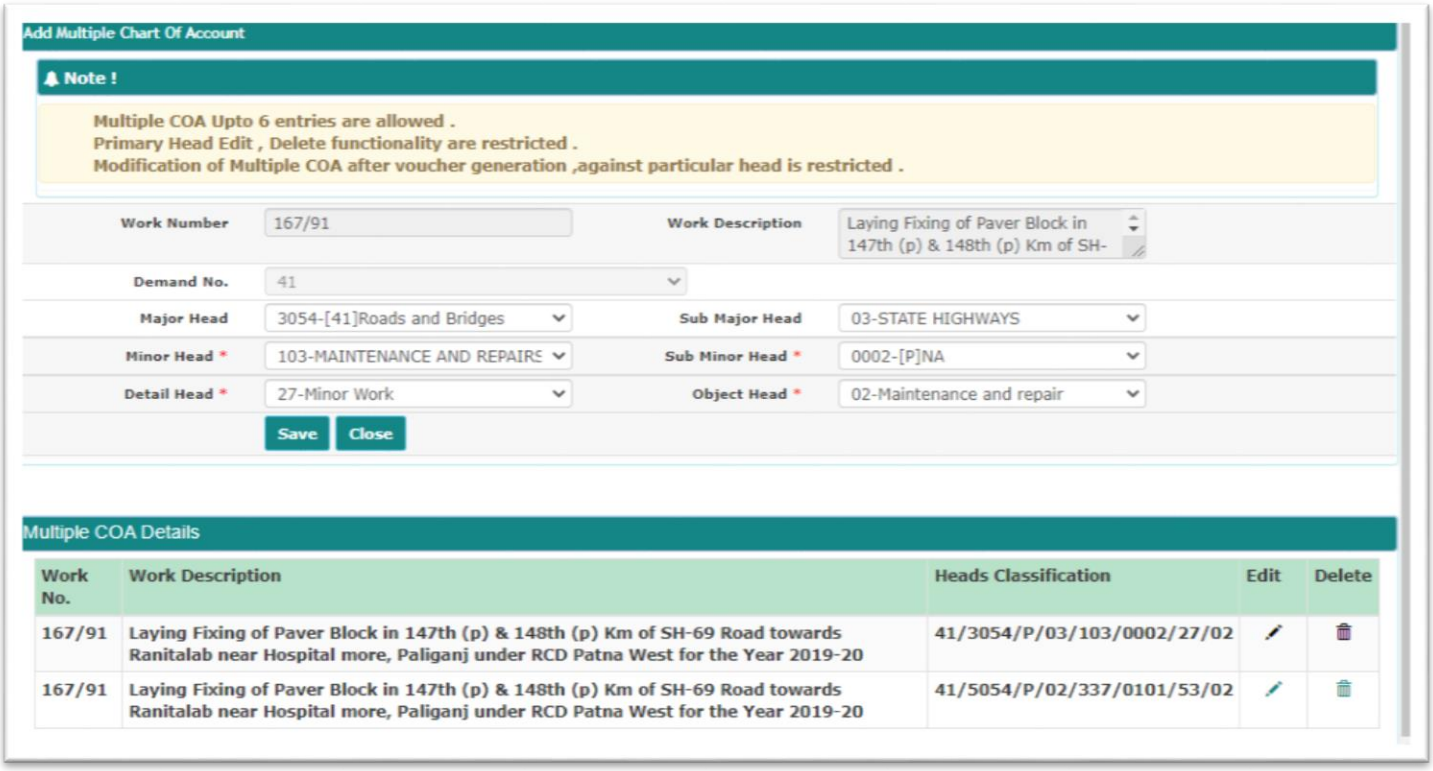
Fields marked with an asterisk * are required.

Work Category *	Regular		
Work Description *	Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-69 Road towards Ranitalab near Hospital more, Paliganj under RCD Patna West for the Year 2019-20		
Sub Division Name *	Road Subdivision Paliganj	Section *	Road Section Pali 1 H.Q
Sub Division Name *	Road Subdivision Paliganj	Section *	Road Section Pali 1 H.Q
District *	PATNA	Block *	PATNA SADAR
Panchayat	• MAHULI • MARCHI	Village	• --Select--
Proposer Type	Other		
Department *	Road Construction Department		
Demand No. *	41		
Select Tree View	Tree View	Heads Classification :	
Major Head *	3054-[41]Roads and Bridges	Sub Major Head *	03-STATE HIGHWAYS
Minor Head *	103-MAINTENANCE AND REPAIRS	Sub Minor Head *	0002-[P]NA
Detail Head *	27-Minor Work	Object Head *	02-Maintenance and repair
Program Name	--Select--	Repair Type	--Select--
Budget Year *	2020 *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.

Primary heads of account cannot be edited or deleted.



The screen for adding Multiple COA is shown below:

Figure 4: Multiple COA

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

(Expand tree and double click on Object Head:

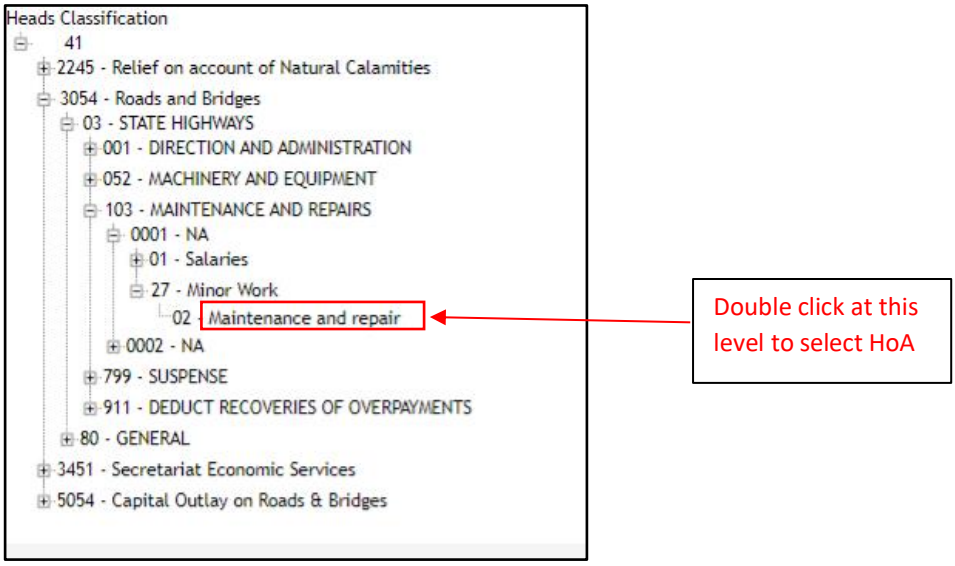


Figure 5: Heads Selection Screen through Tree View

Field Description:

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

Note:

To add new entry, click on the “Add” button.

To edit the details, click on the “Edit” link.

To save the entered values click on the “Save” button.

To save the modified values click on the “Update” button.

To cancel the entry or the modification click on the “Cancel” button.

To delete the entry, click on the “Delete” link.

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

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

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

3. Approvals (Use EE login Credentials)

3.1. Technical Approval Details

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

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

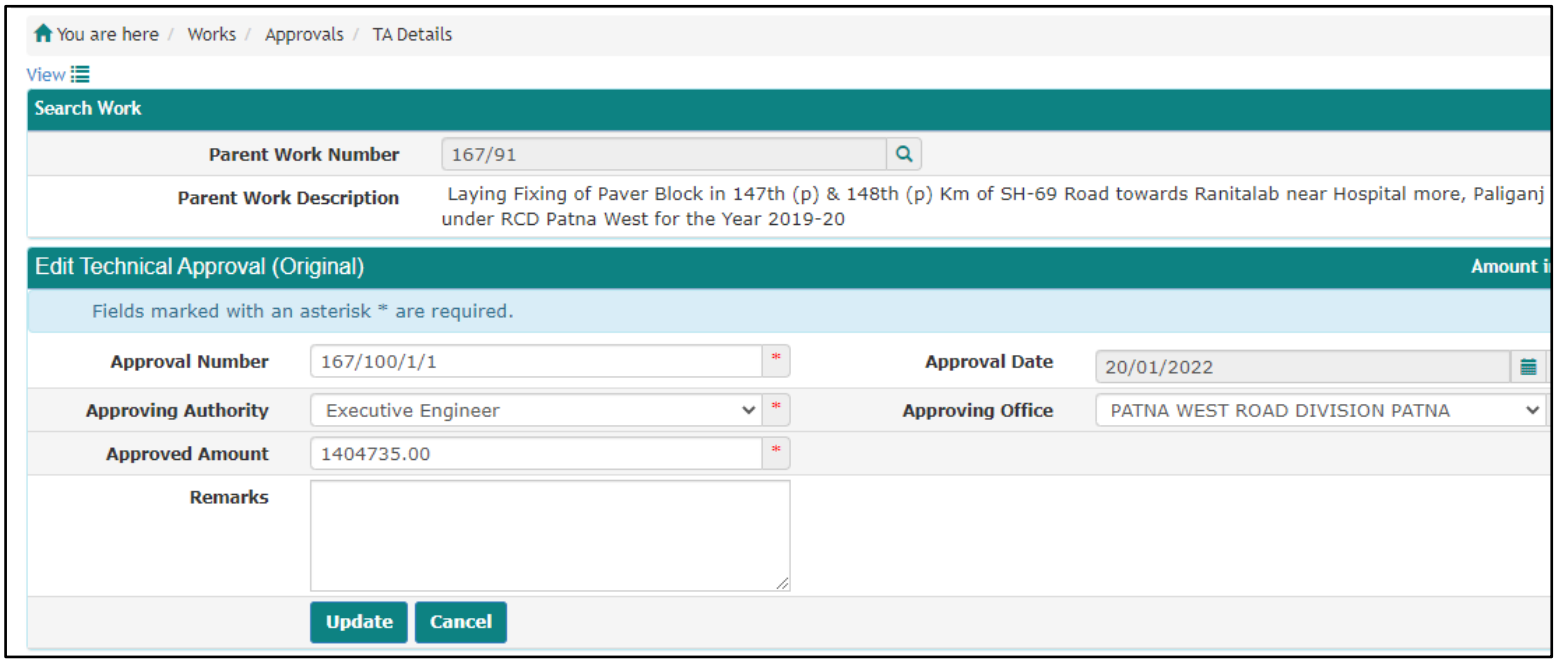


Figure 6: Technical Approval Details Entry Screen

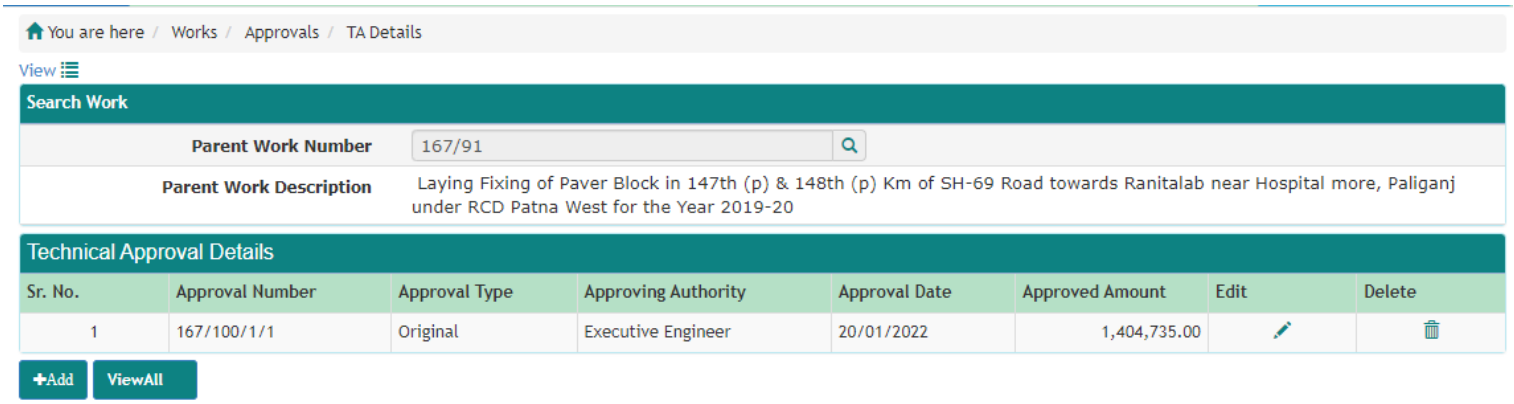


Figure 7: Technical Approval Details Screen

Field Description:

Approval Number: TA Number will be auto populated.

Approval Date: Select the TA approval date.

Approving Authority: Select the Approving Authority.

Approving Office: Enter office name of Approving Authority

Approved Amount: Enter the approved amount for work.

TA Amount: Enter the approved TA amount 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.

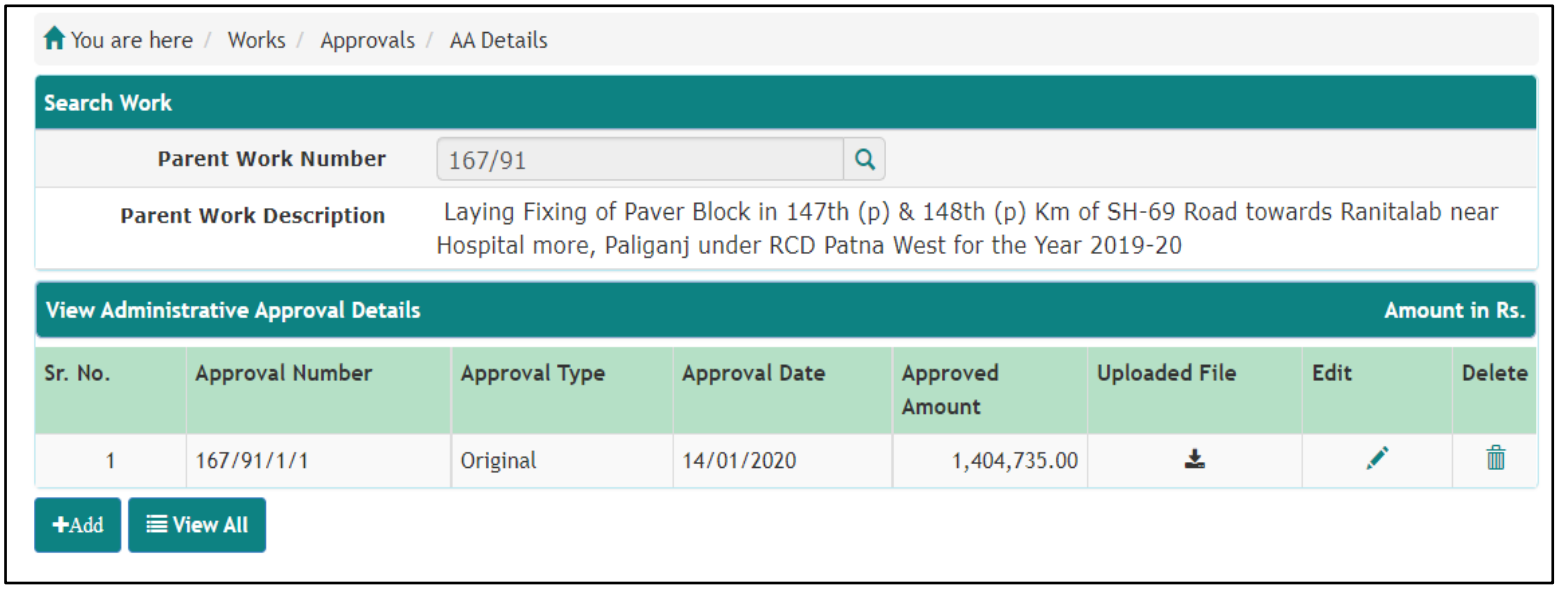


Figure 8: Administrative Approval Details Screen

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.

3.3. Technical Sanction Details

Selecting **Works -> Approvals -> TS Details**, displays '**Technical Sanction Details**' screen. This is the screen used for filling the Technical Sanction Details for the selected work.

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

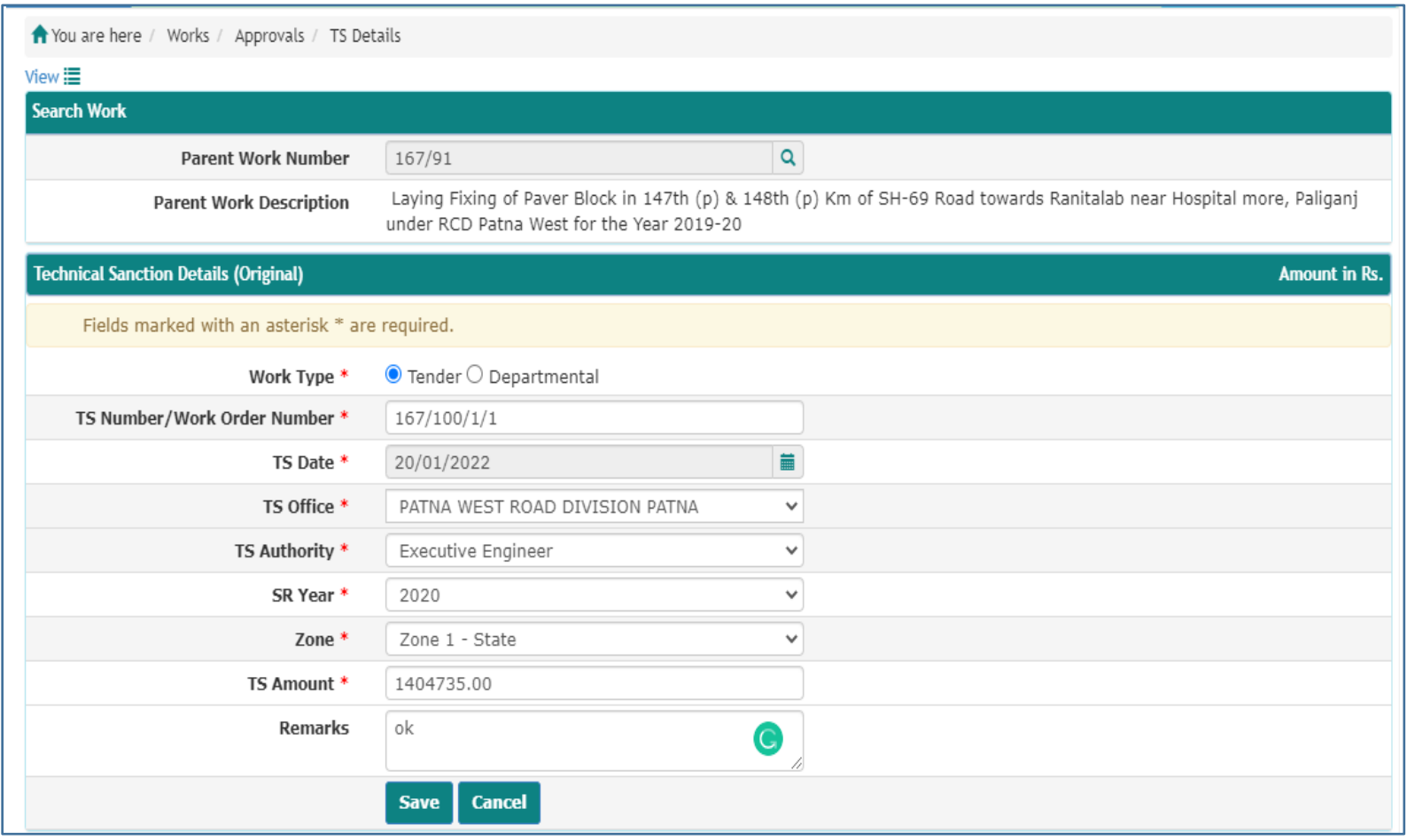


Figure 9: Technical Sanction Entry Screen

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

View

Search Work

Parent Work Number	167/91
Parent Work Description	Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-69 Road towards Ranitalab near Hospital more, Paliganj under RCD Patna West for the Year 2019-20

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

Save Cancel

You are here / Works / Approvals / TS Details

Search Work

Parent Work Number	167/91
Parent Work Description	Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-69 Road towards Ranitalab near Hospital more, Paliganj under RCD Patna West for the Year 2019-20

View Technical Sanction Details — Amount in Rs.

Sr. No.	TS Number/Work Order Number	TS Date	TS Type	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		

+Add View All

Figure 10.1: Technical Sanction Details Screen

Field Description:

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

TS Date: Select the approval date

TS Office: Select the TS Approving Office Name

TS Authority: Select the TS Approving Authority

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

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

Remarks: Enter the remarks for technically sanction details.

Note:

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

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

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

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

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

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

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

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

3.4. GST Percentage

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

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

GST Details

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

Figure 11: GST Entry Details Screen

3.5. Labour Cess

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

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

Figure 12: GST Entry Details Screen

Labour Cess Details

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

Update Save

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

4. BoQ Upload & Finalization

4.1. BoQ Upload Details (Use JE Login credentials)

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

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

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

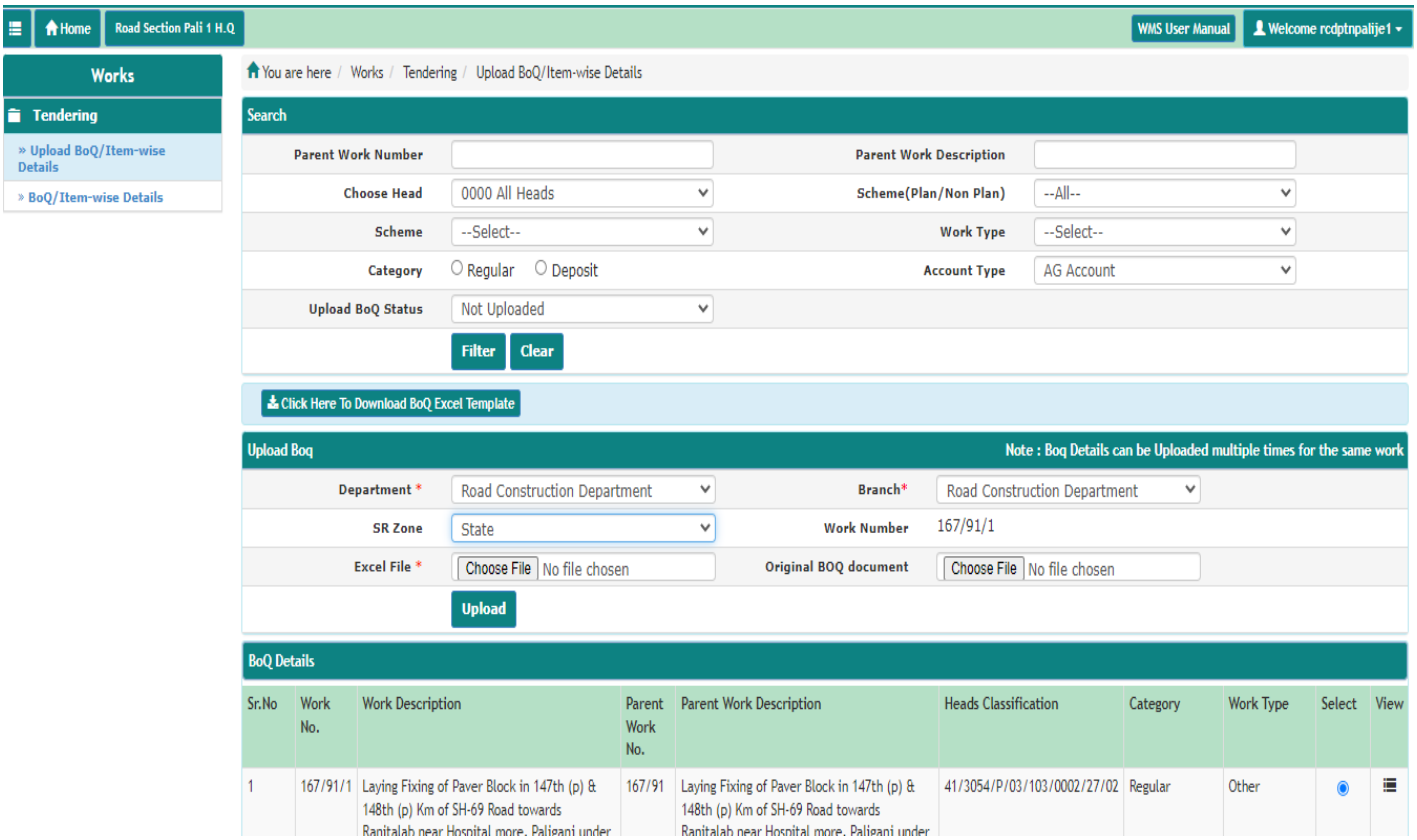


Figure 13: BOQ Upload Screen

BoQ Template is displayed as shown below.

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

Figure 14: BOQ Template

Item Code	Item Description *	Quantity *	Rate *	Unit *	Sr Year
A.a.1.1	(A) Road works including Medians,culverts,widening and Strengthening 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.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 **Sub-Base Course (inverted Choke)**	13.70	7688299.88	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.

None of the rows can be left blank.

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

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

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

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

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

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

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

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

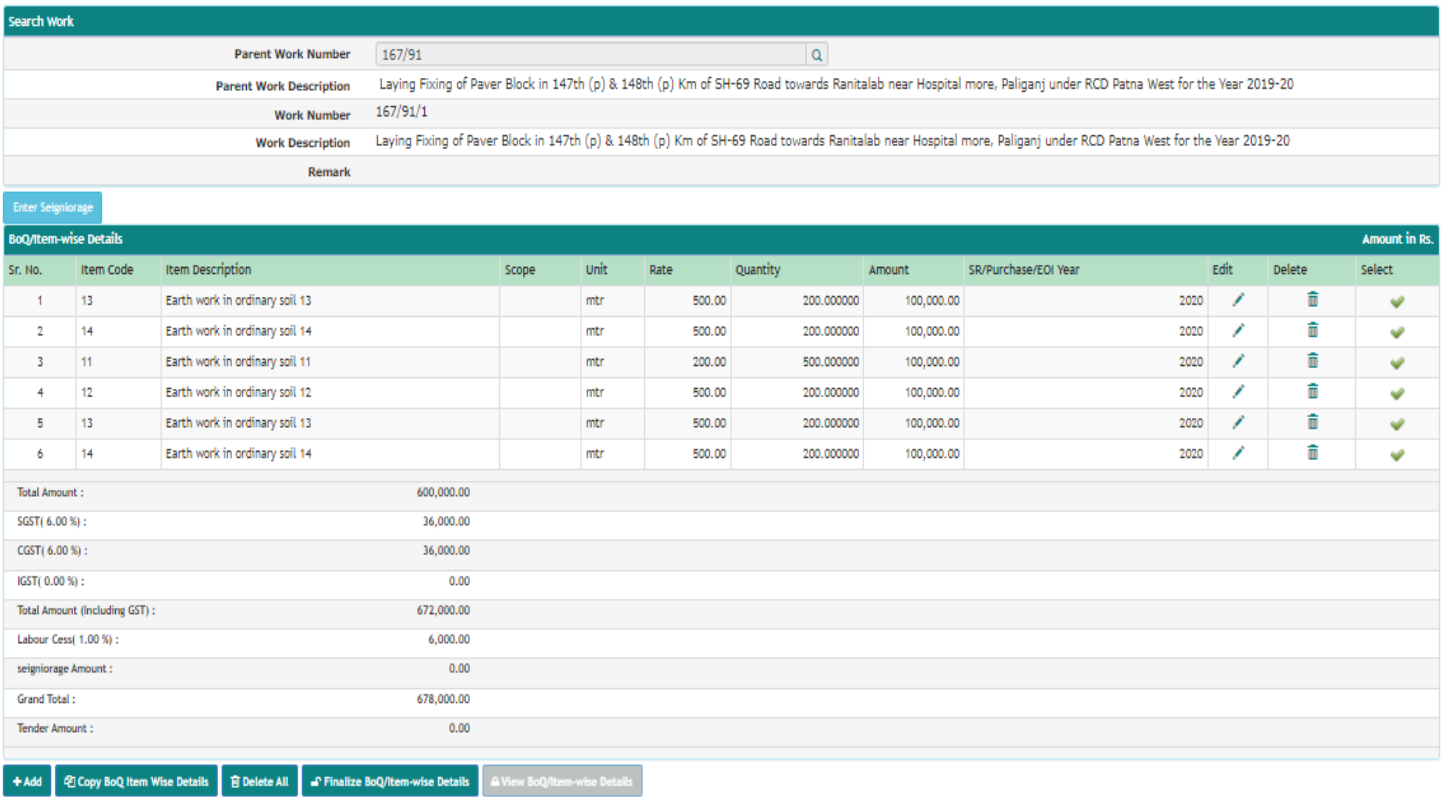
BoQ will be upload as per the given format in WAMIS only. No. Other format BoQ will be uploaded in WAMIS.

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

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

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

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



Search Work

Parent Work Number	167/91
Parent Work Description	Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-69 Road towards Ranitalab near Hospital more, Paliganj under RCD Patna West for the Year 2019-20
Work Number	167/91/1
Work Description	Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-69 Road towards Ranitalab near Hospital more, Paliganj under RCD Patna West for the Year 2019-20
Remark	

Enter Seigniorage

BoQ/Item-wise Details — Amount in Rs.

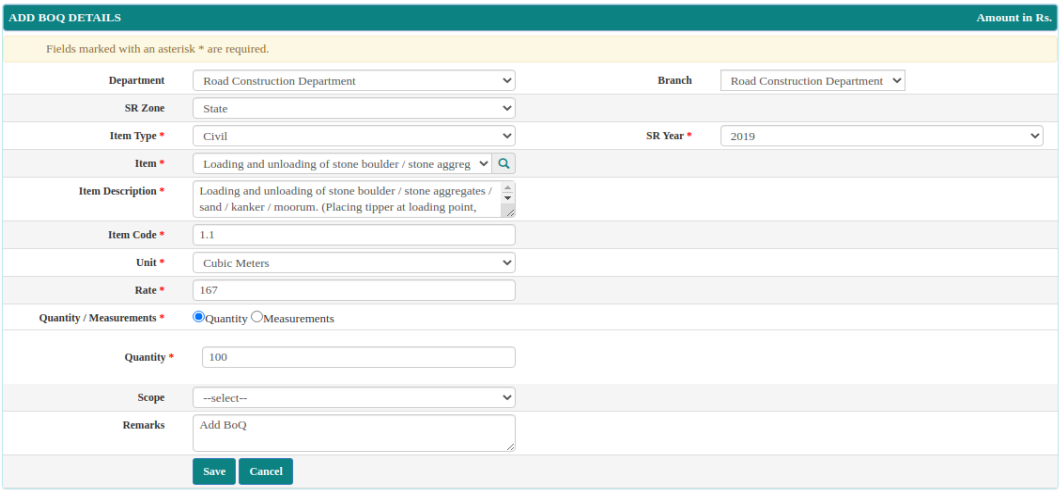
Sr. No.	Item Code	Item Description	Scope	Unit	Rate	Quantity	Amount	SR/Purchase/EOI Year	Edit	Delete	Select
1	13	Earth work in ordinary soil 13		mtr	500.00	200.000000	100,000.00	2020			
2	14	Earth work in ordinary soil 14		mtr	500.00	200.000000	100,000.00	2020			
3	11	Earth work in ordinary soil 11		mtr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

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

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

Figure 16: BOQ details Screen

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



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

Figure 17: 'Add BoQ details through SOR' Screen

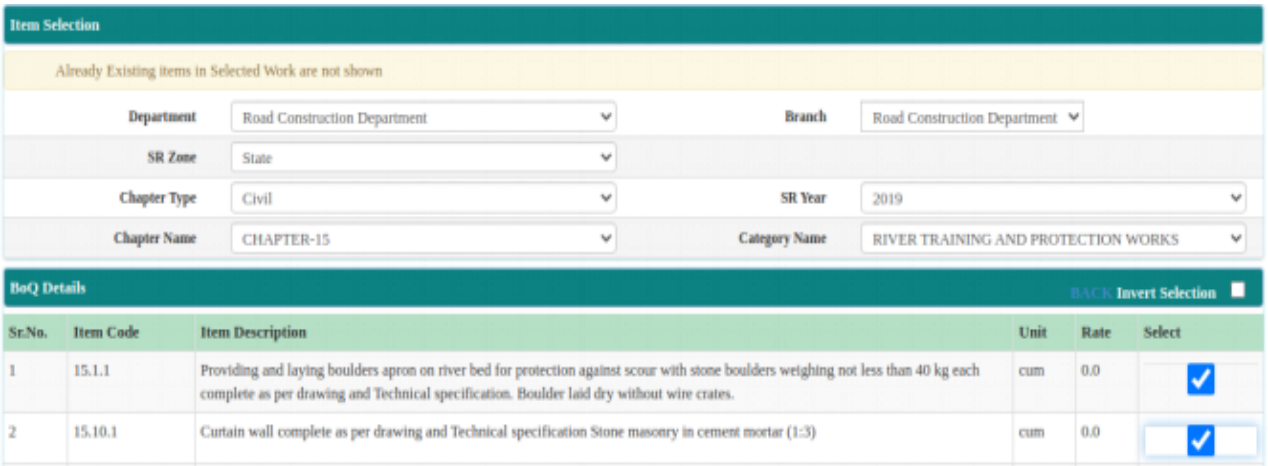


Figure 18: 'Adding Multiple Items in BoQ' Screen

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

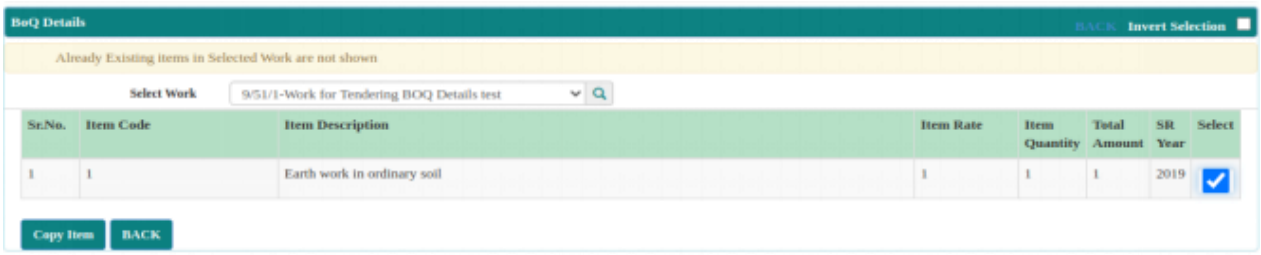


Figure 19: 'Copy BoQ' Screen

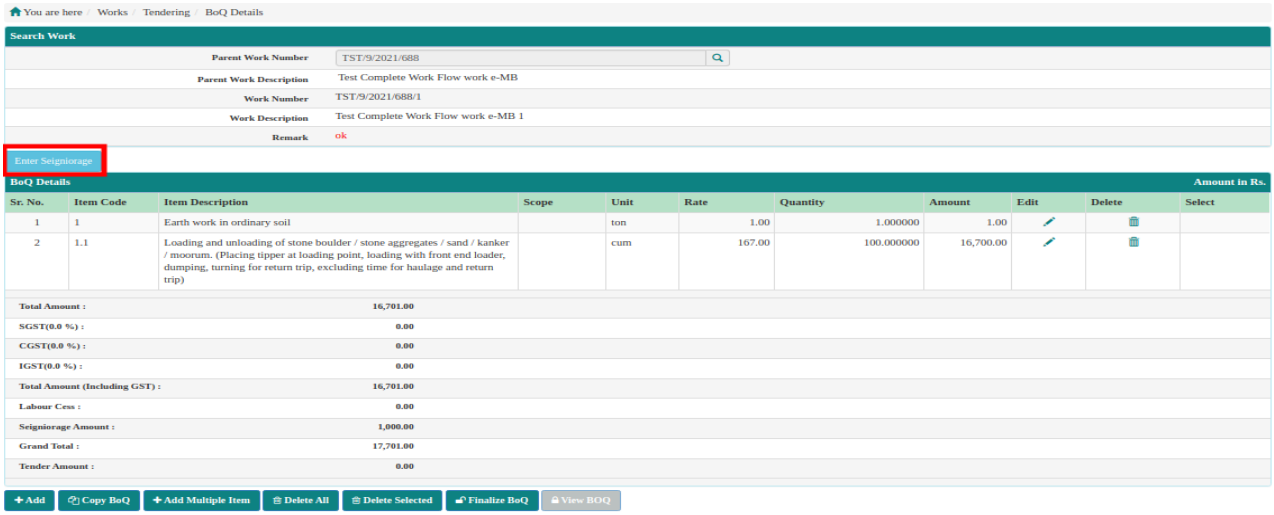


Figure 20: Enter Seigniorage Button

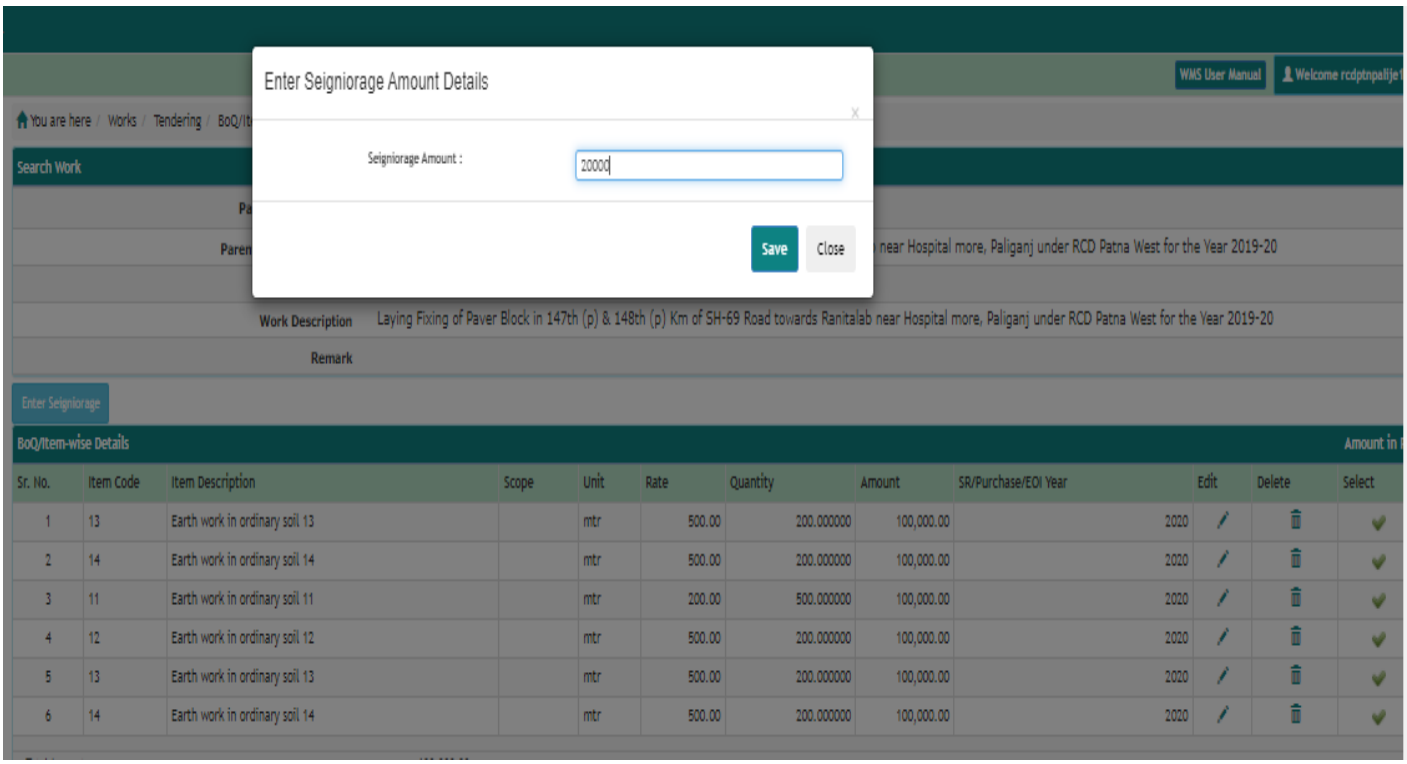
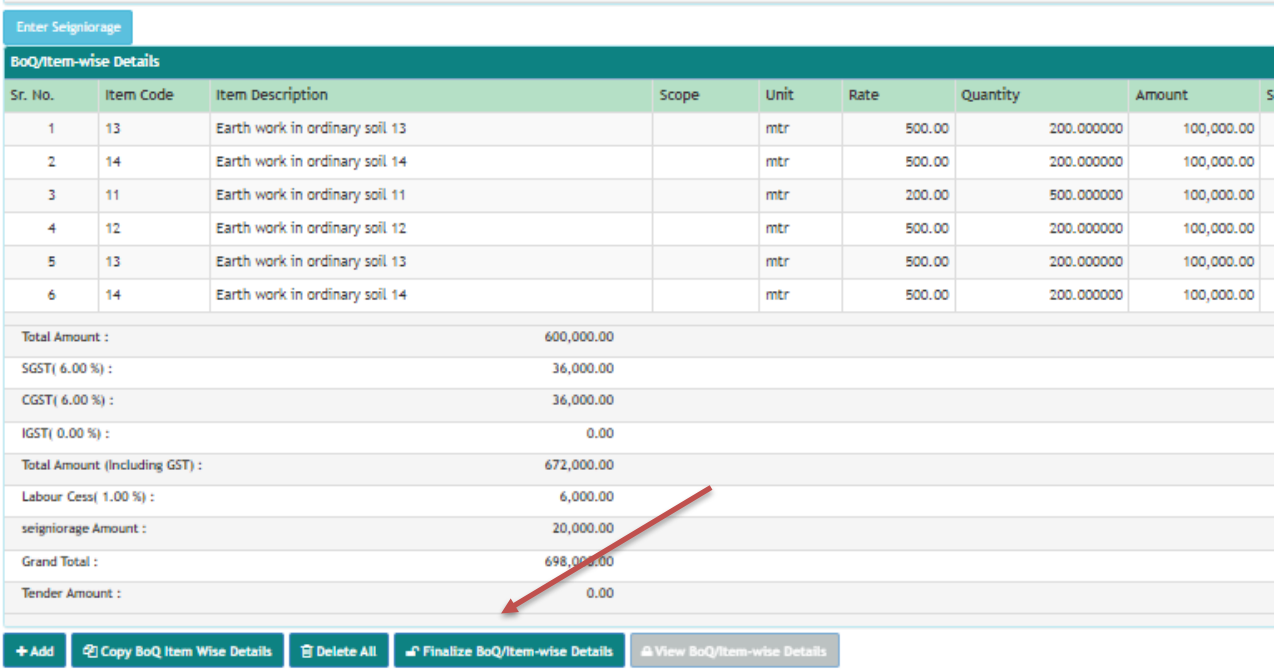


Figure 21: 'Enter Seigniorage Amount'



Enter Seigniorage

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

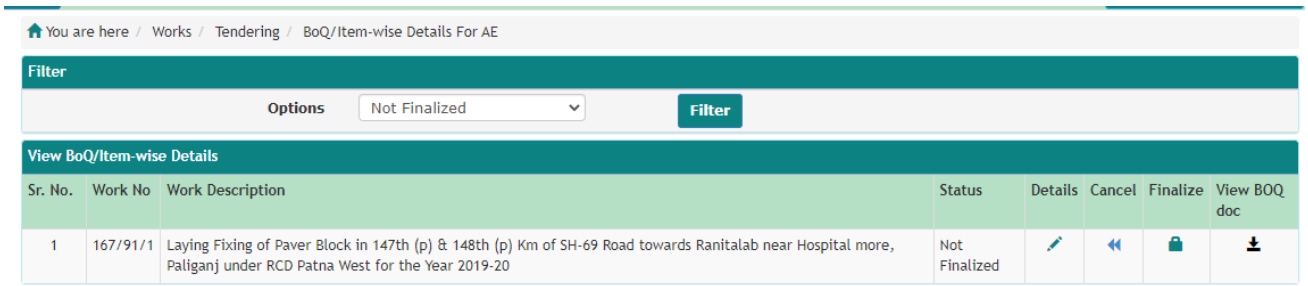
Total Amount :	600,000.00
SGST(6.00 %) :	36,000.00
CGST(6.00 %) :	36,000.00
IGST(0.00 %) :	0.00
Total Amount (Including GST) :	672,000.00
Labour Cess(1.00 %) :	6,000.00
seigniorage Amount :	20,000.00
Grand Total :	698,000.00
Tender Amount :	0.00

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

Figure 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.



You are here / Works / Tendering / BoQ/Item-wise Details For AE

Filter

Options: Not Finalized — Filter

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				

Figure 23: Finalize BoQ from Assistant Engineer

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

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

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

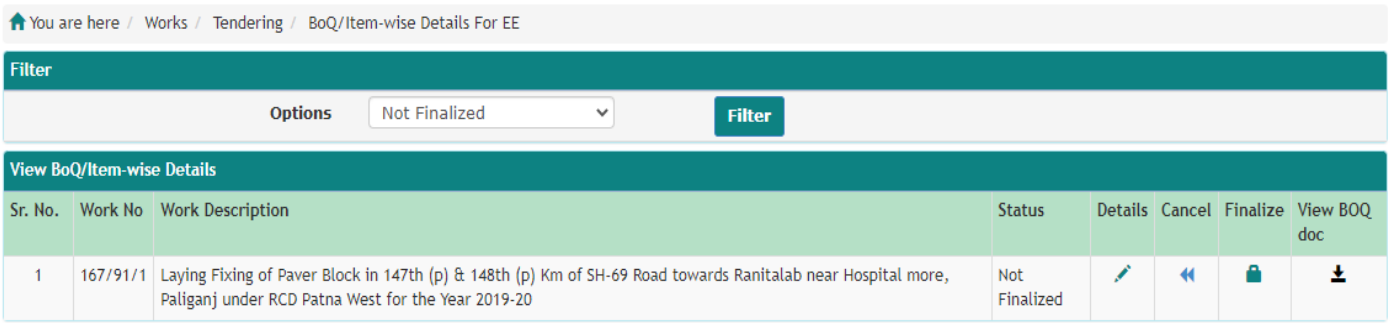


Figure 24: Finalize BoQ from Executive Engineer

5. Tender Details

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

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

Figure 25: Tender Details menu

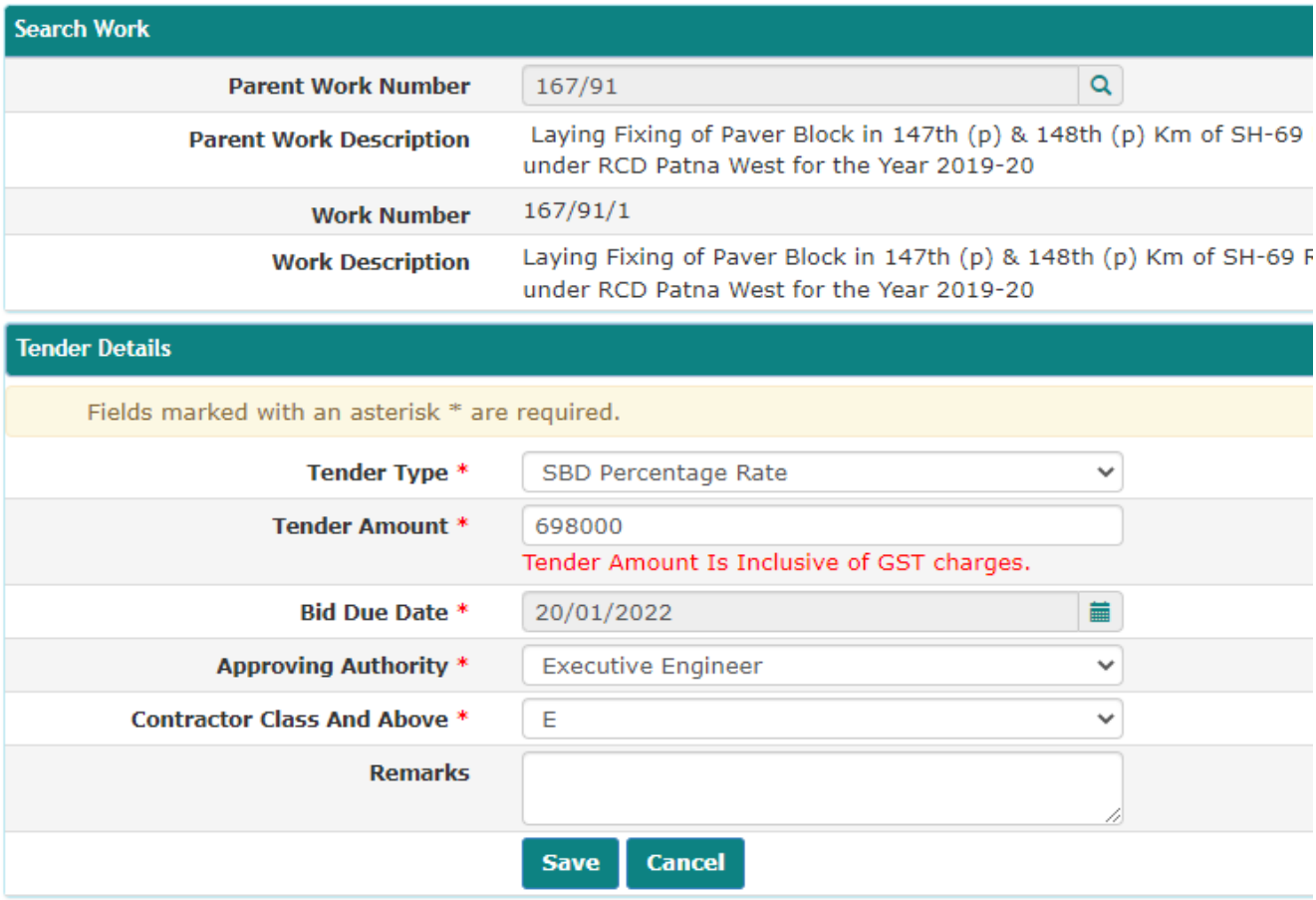


Figure 26: Enter Tender Details screen

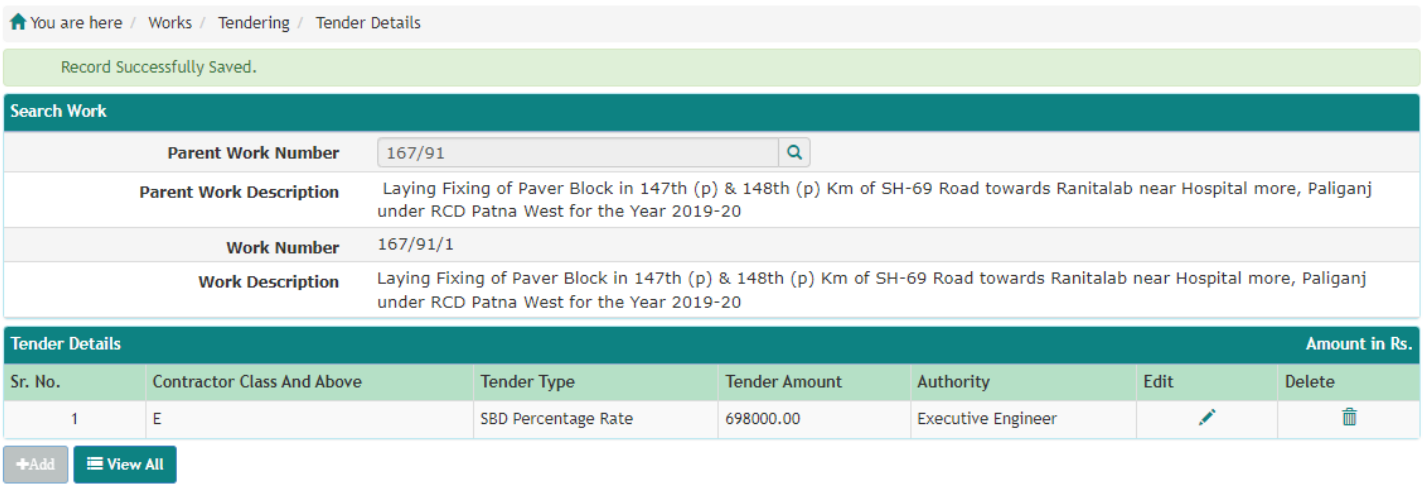


Figure 27: Tender details screen

Field Description:

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

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

6. Awarding of Contract (Use EE Login credentials)

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

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

In case of departmental work payee will be Assistant Engineer.

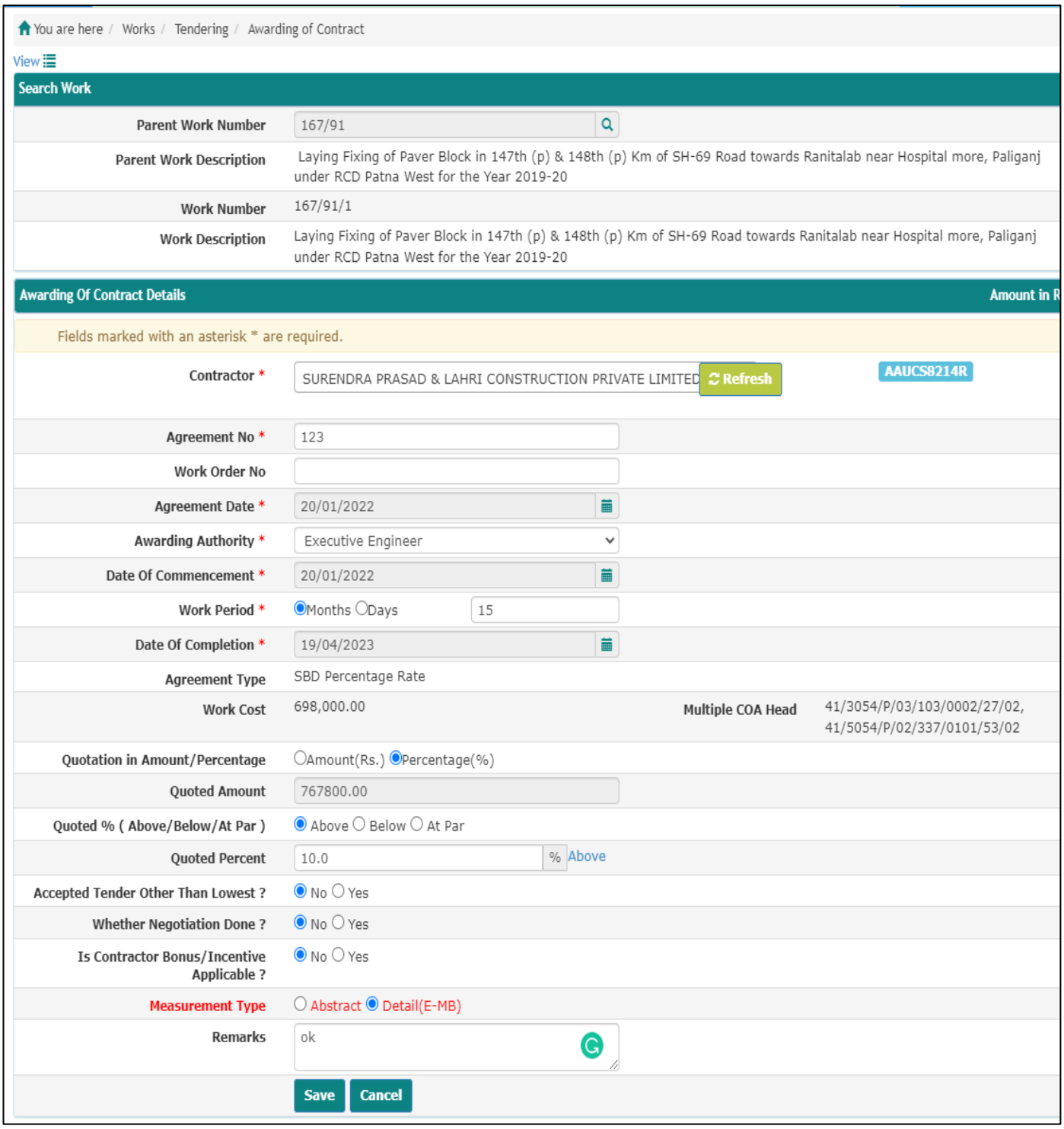


Figure 28: Awarding of contract Entry Screen.

You are here / Works / Tendering / Awarding of Contract

Search Work

Parent Work Number	167/91
Parent Work Description	Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-69 Road towards Ranitalab near Hospital more, Paliganj under RCD Patna West for the Year 2019-20
Work Number	167/91/1
Work Description	Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-69 Road towards Ranitalab near Hospital more, Paliganj under RCD Patna West for the Year 2019-20

View Awarding Of Contract Details Amount in Rs.

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

+Add View All

Figure 29: Awarding of Contract details Screen

Field Description

Contractor: Select the contractor to whom the contract is to be awarded

Agreement No: Enter the agreement number

Work Order No: Enter the work order number

Agreement Date: Select work agreement date

Awarding Authority: Select awarding authority

Date of Actual Commencement: Select date of actual commencement

Work Period in Months: Enter work period in months or in Days.

Stipulated Date of Completion: Select stipulated date of completion of the work

Agreement Type: It will be auto-populated.

Work Cost: Displays the Work Cost as per the Tender

Quotation in Amount/Percentage: Select whether the Quotation is in amount or the percentage

Quoted Amount: Displays the Quoted Amount of the Contractor

Quoted % Above/Below/At Par: select whether the Quoted amount is above or below or equal to the Work amount

Quoted Percent: Displays the Quoted Percentage calculated from the Quoted amount or enter the Quoted Percentage

Accepted Tender Other Than Lowest: Select option whether accepted tender other than lower

Whether Excess Involved: Select whether excess involved or not

Whether Negotiation Done: Select whether negotiation being done or not negotiated % Displays the negotiated percentage is above/below or at par

Accepted Percent: Enter the negotiated percentage (only for Percentage Type)

Remarks: Enter the remarks if any

Note:

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

7. Making Bills in WAMIS

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

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

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

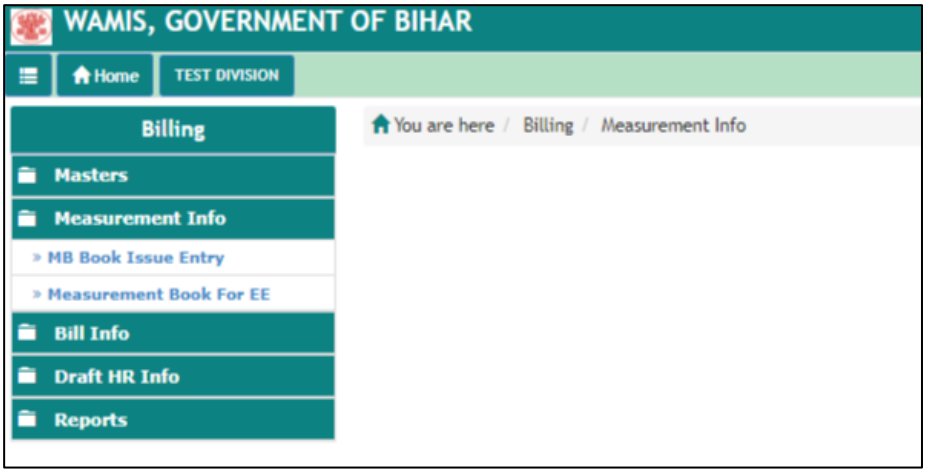
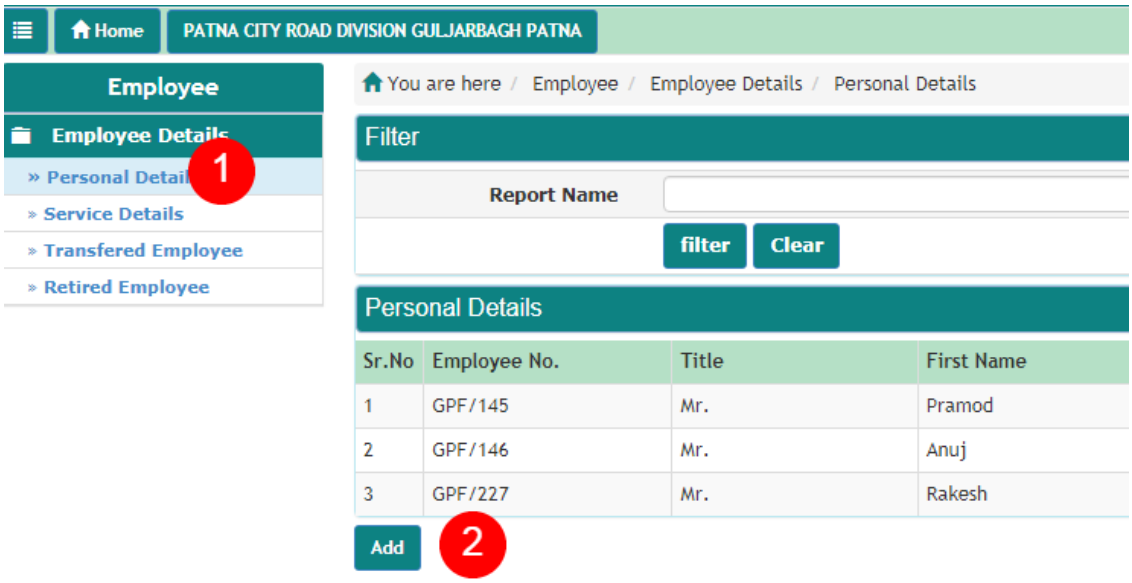


Figure 30: MB Book Issue Entry menu

7.1. Entering Employee details

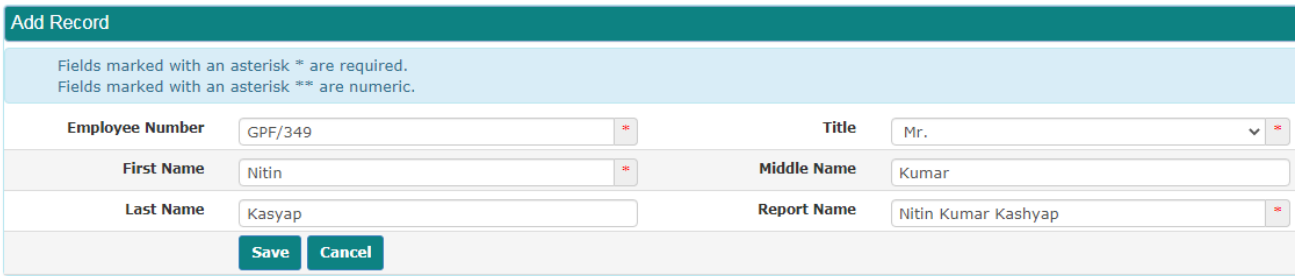
EE will assign junior engineer for recording e-mb from drop-down given. There must be entries in Employee Details then after only names of employee names can be selected from here.

Steps can be seen below:

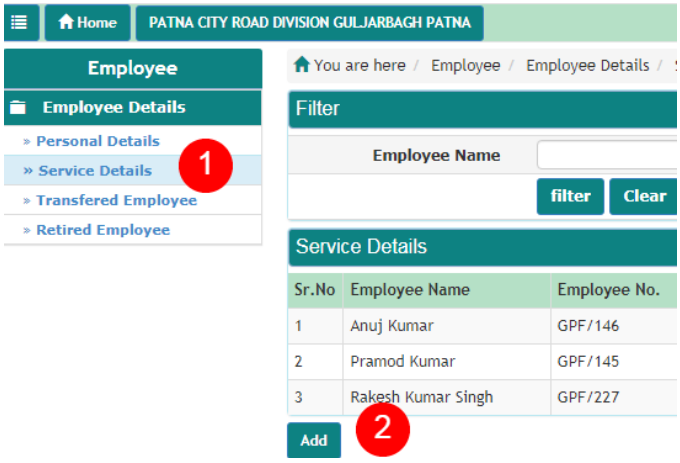


Clicking on Add button will open a add record form:

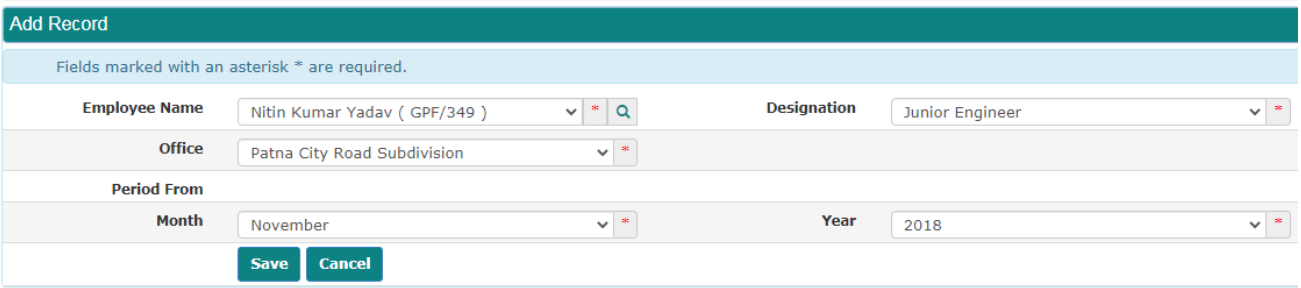
Employee number is automatically generated by WAMIS. No need to enter it. And User should not confuse with this GPF number with CFMS/wherever GPF number is being used.



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



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



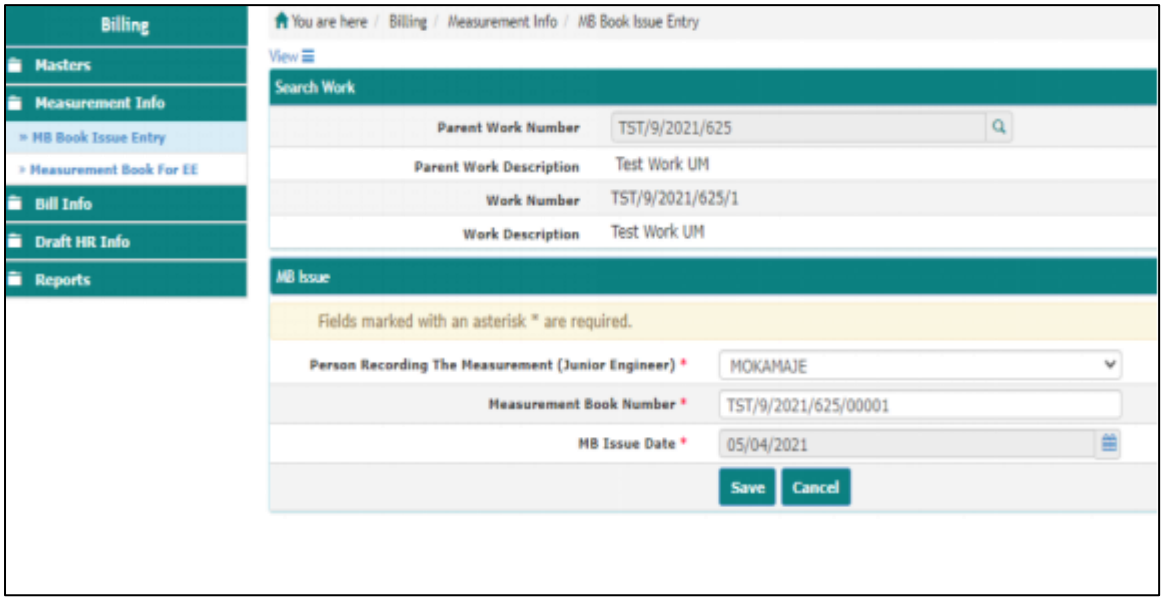


Figure 31: MB Issue entry to Junior Engineer

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

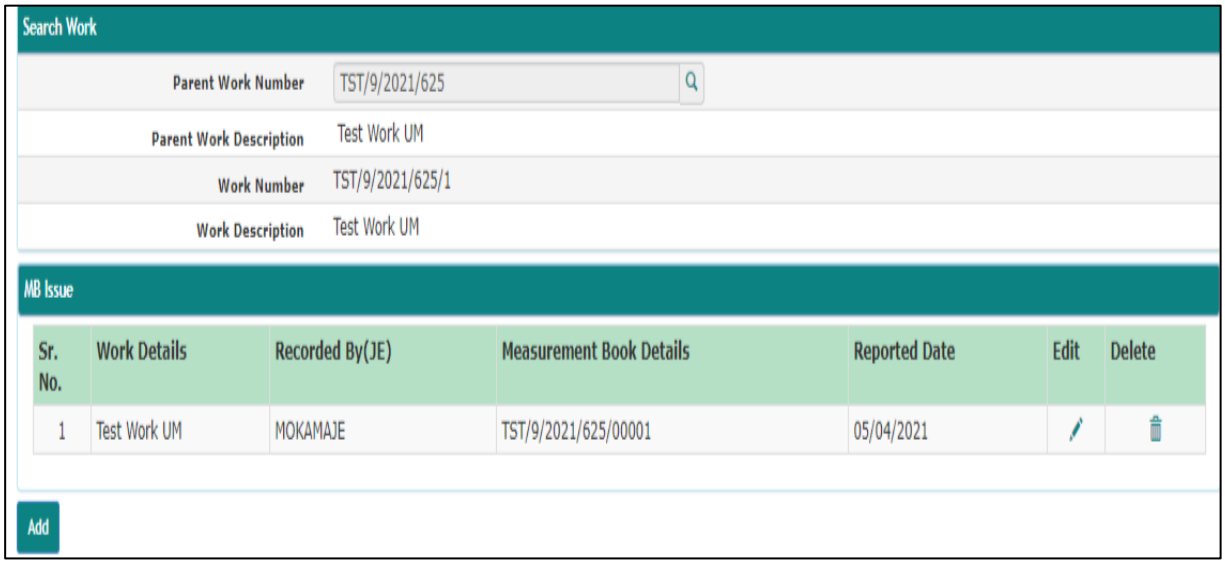


Figure 32: MB issue screen (MB details)

7.2. MB Draft Measurements by JE:

In Awarding of Contract, measurement type must be detail-(e-MB) for e-MB type measurement, Draft measurements is entered by JE.

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

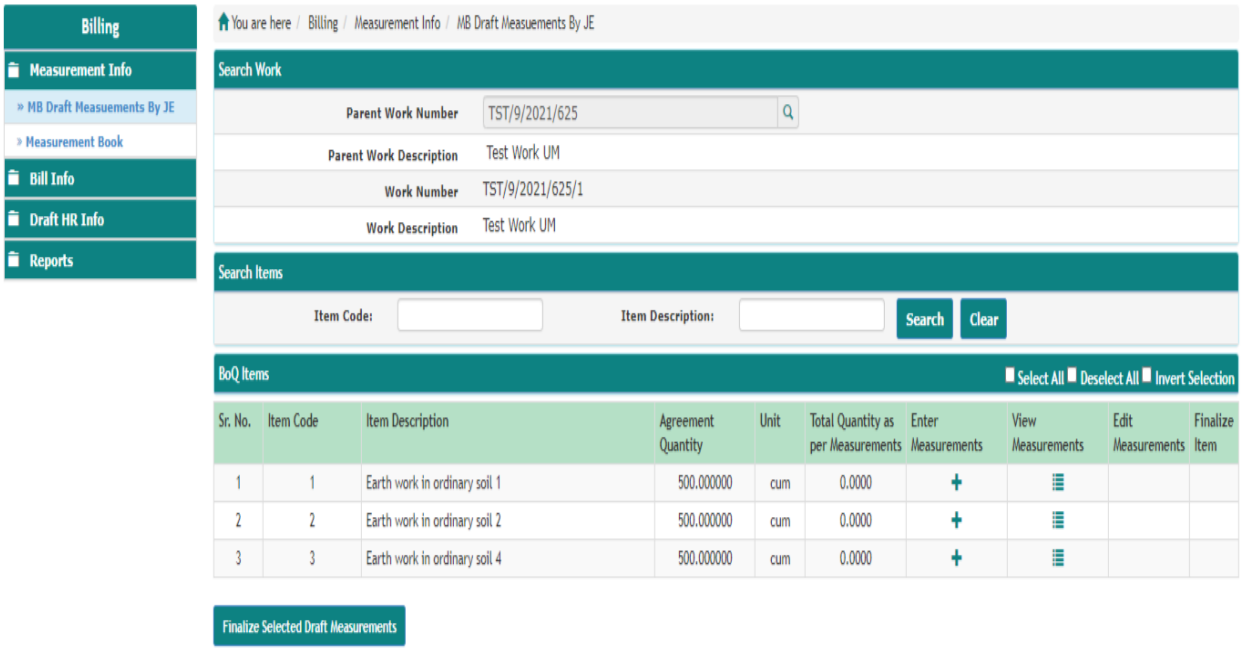


Figure 33: Item selection for draft measurement by JE

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

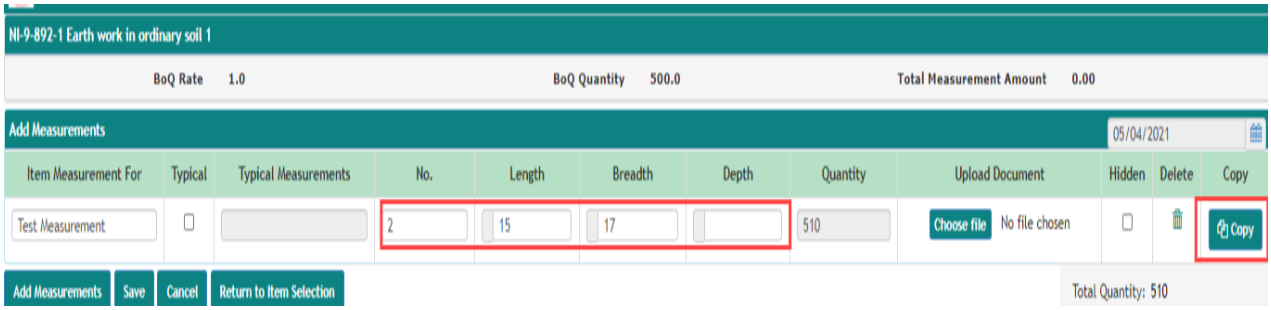


Figure 34: Measurement through MB taking Length, Breadth, depth etc.

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

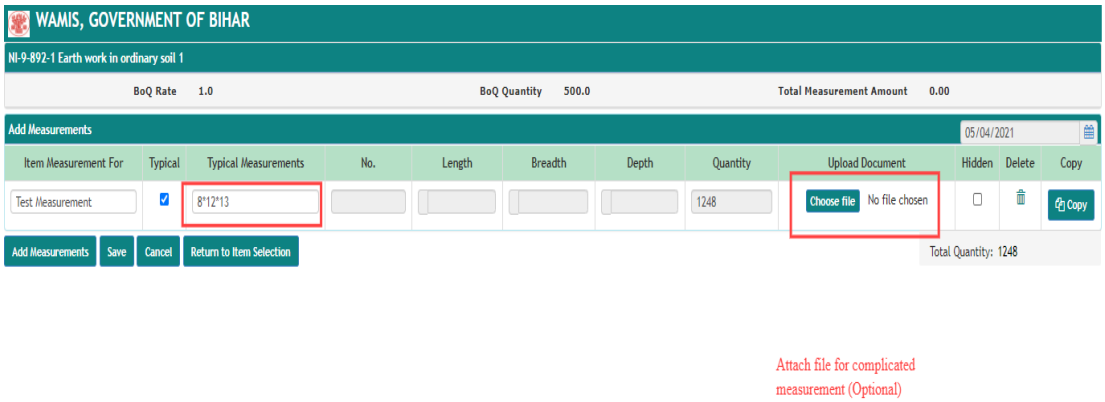


Figure 35: Typical measurements

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

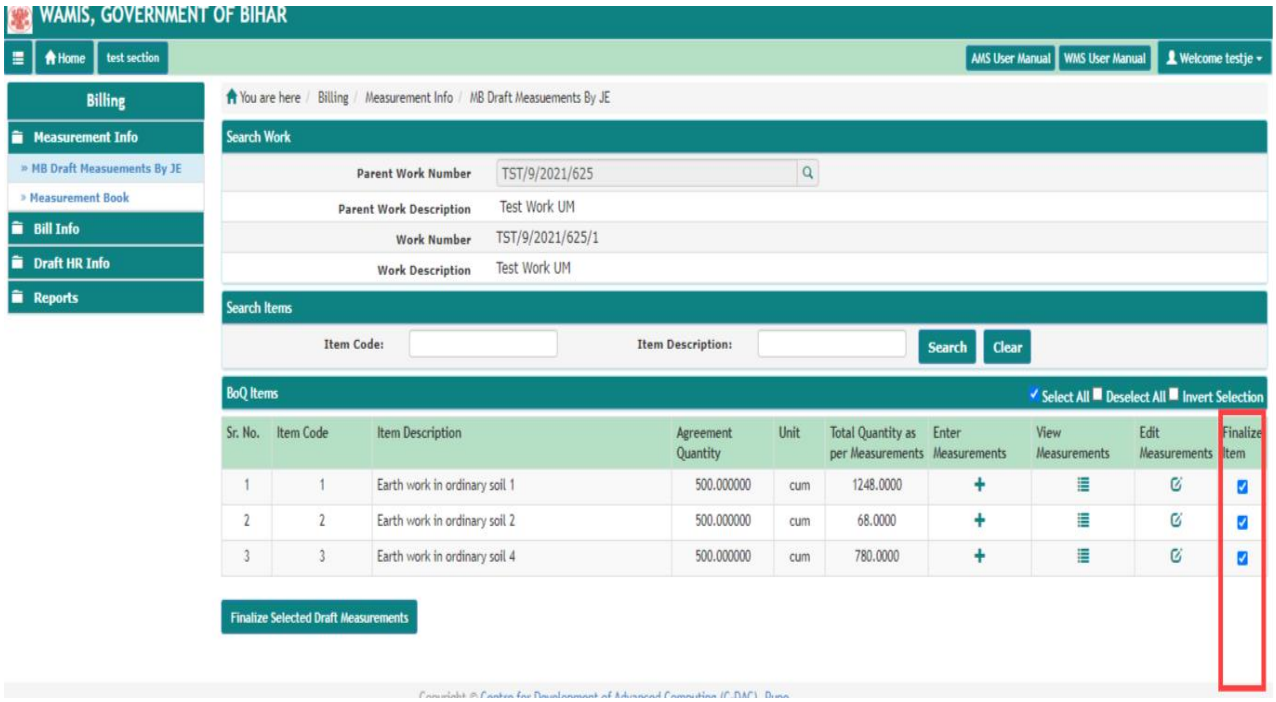


Figure 36: List of item selection for MB Book

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

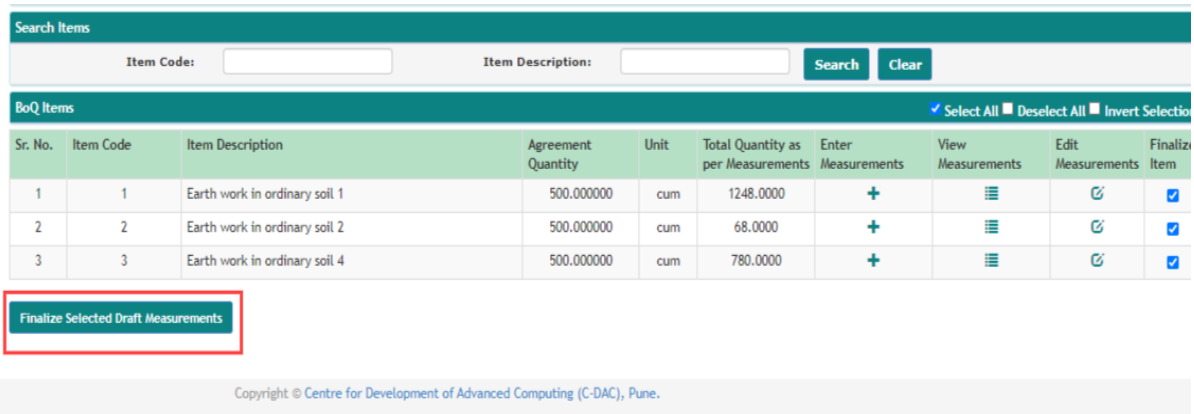


Figure 37: Finalize Selected Draft Measurements.

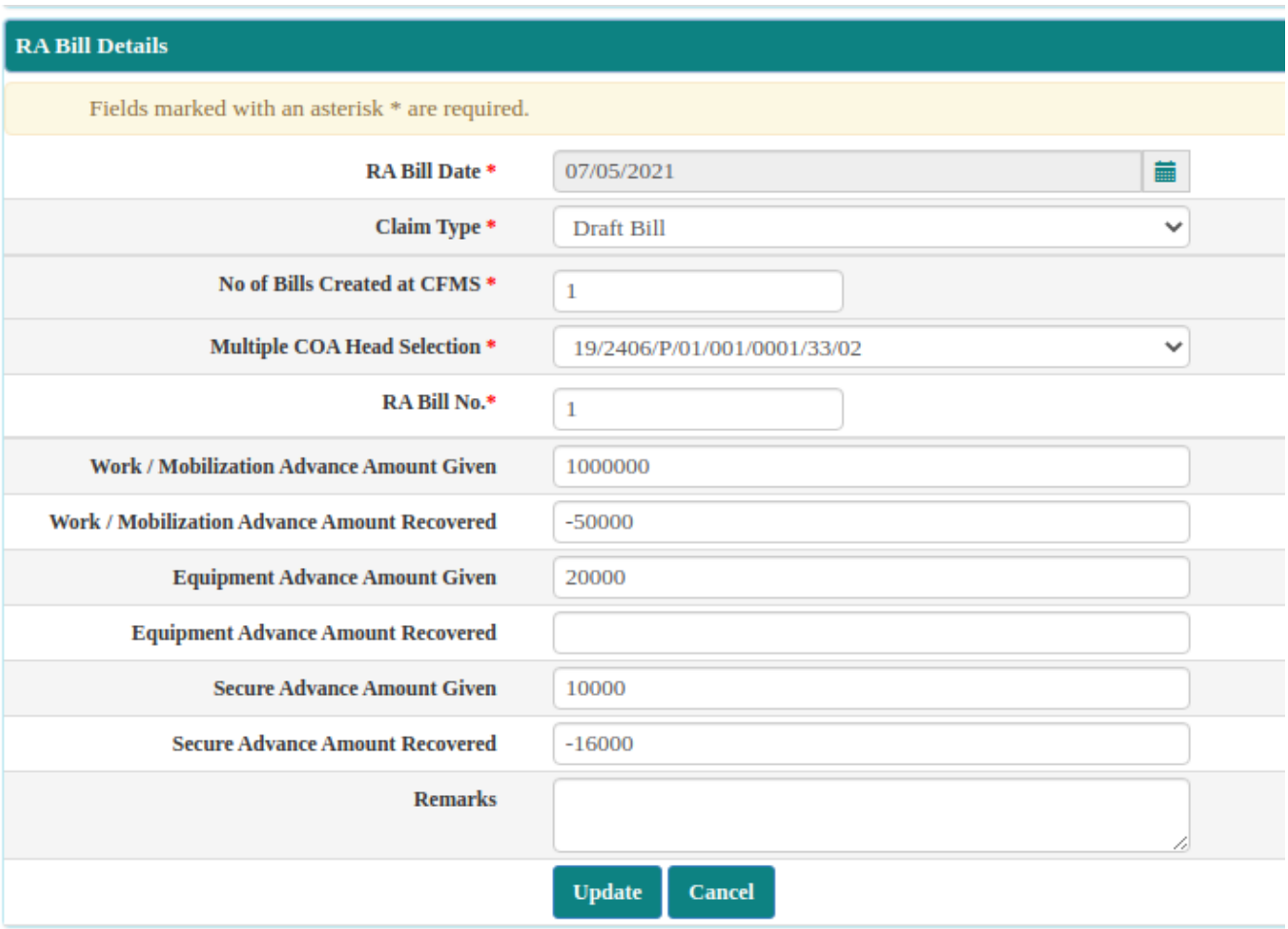
7.3. Generate RA Bill / Other Claim Types (BY JE)

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

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

10.3 Draft Bill

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



RA Bill Details

Fields marked with an asterisk * are required.

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

Update Cancel

Figure 38: Draft Bill

Field Description:

RA Bill date: Enter RA Bill date

Claim Type: Enter the claim Type.

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

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

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

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

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

Equipment advance amount given: Enter cumulative Equipment advance amount given

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

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

Secure advance amount Recovered Enter cumulative secure advance amount Recovered

Remarks: Enter Remarks if required.

1.1. MB Draft Measurements by JE:

In Awarding of Contract, measurement type must be detail-(e-MB) for e-MB type measurement, Draft measurements is entered by JE.

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

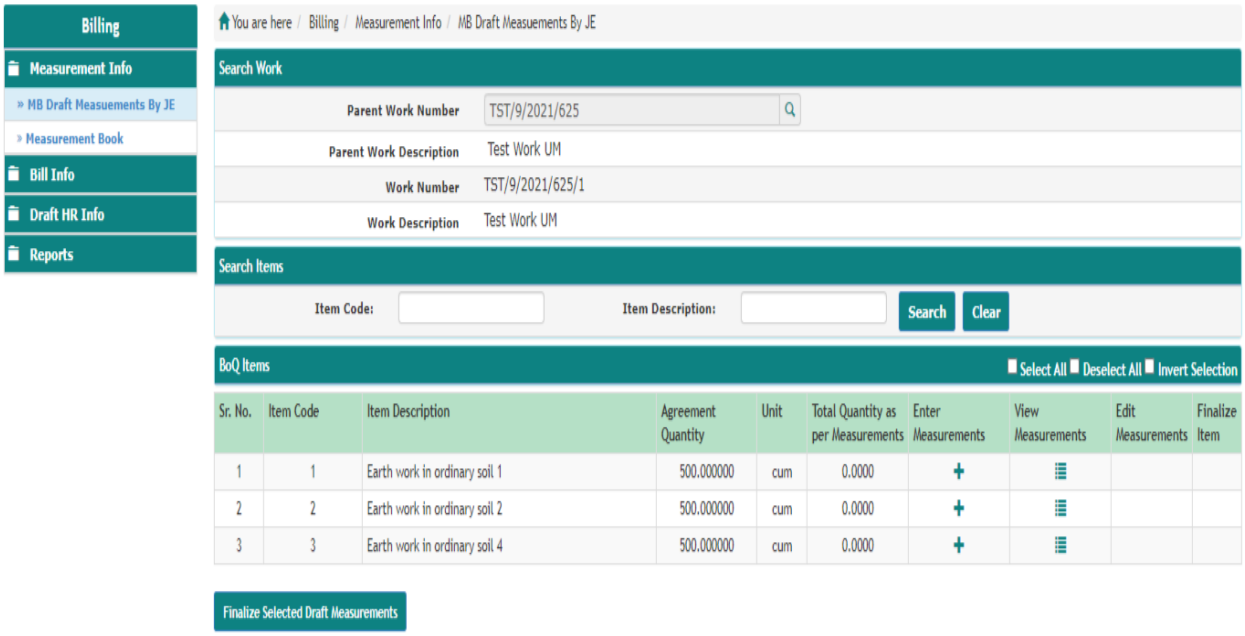


Figure 39: Item selection for draft measurement by JE

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

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

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

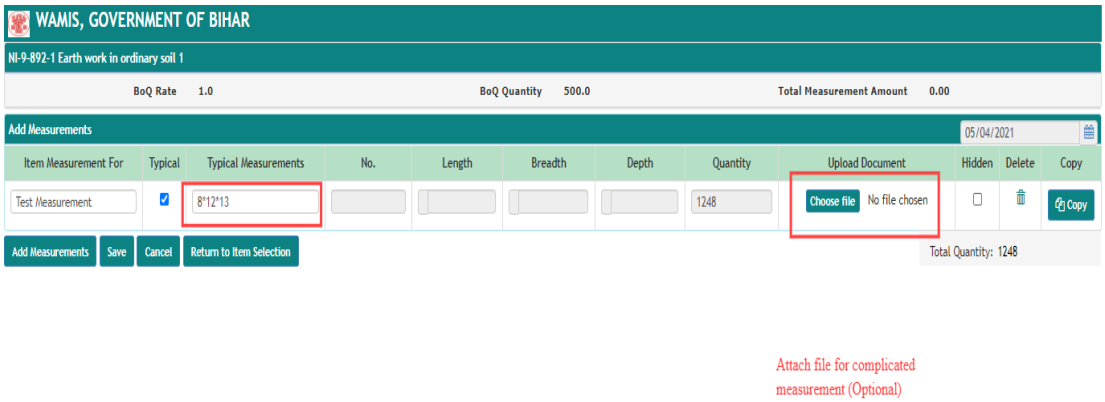


Figure 41: Typical measurements

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

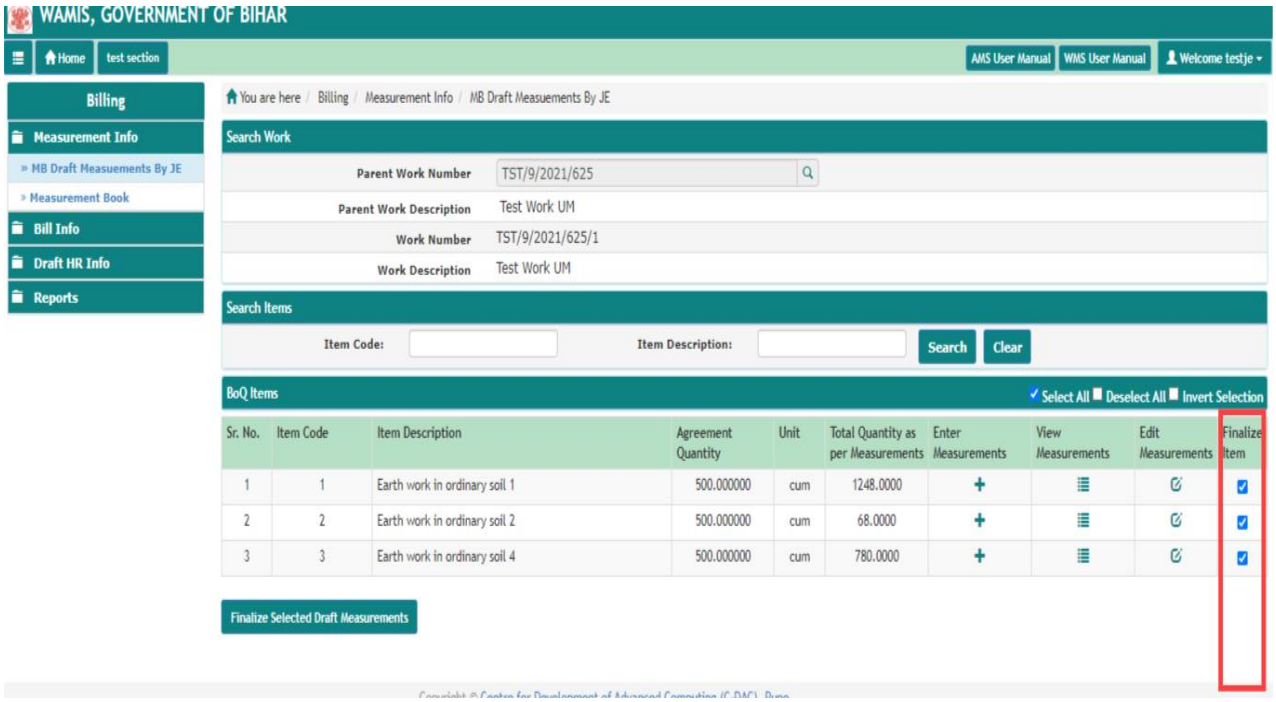


Figure 42: List of item selection for MB Book

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

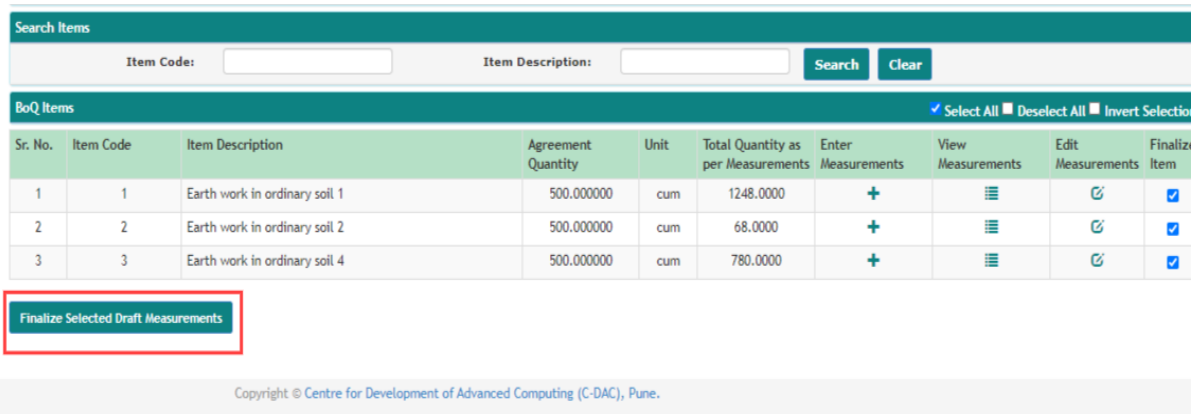


Figure 43: Finalize Selected Draft Measurements.

1.2.Measurement Book finalization through JE:

- Login with JE credentials.
- Go to Billing→ Measurement Info.
- Now Click on Measurement Book.
- All items are automatically considered for the Bill.

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

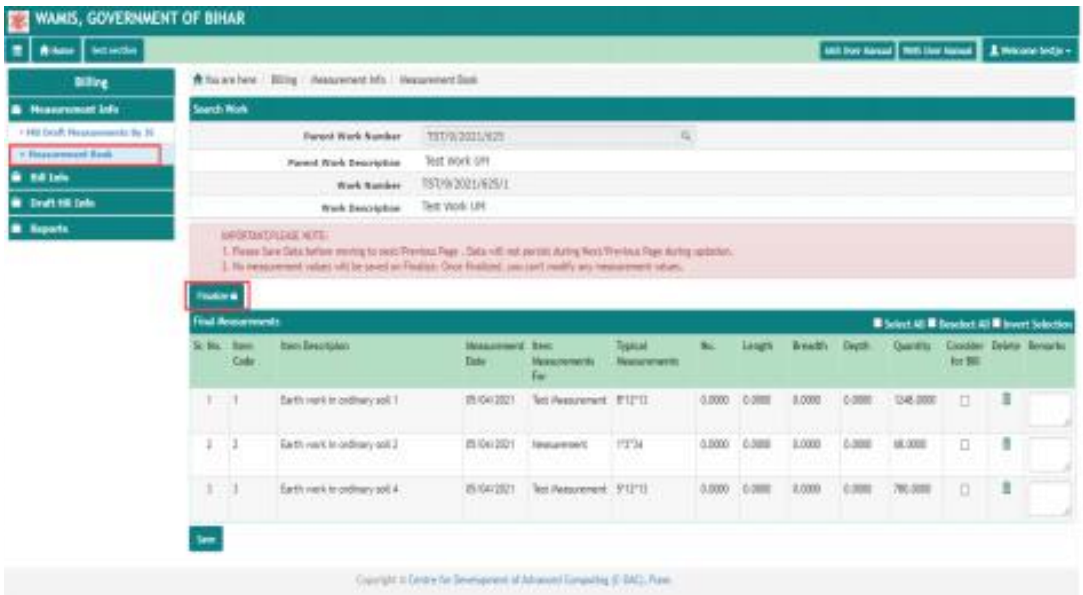


Figure 44: Measurement Book finalization through JE:

1.3. Bill Items

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

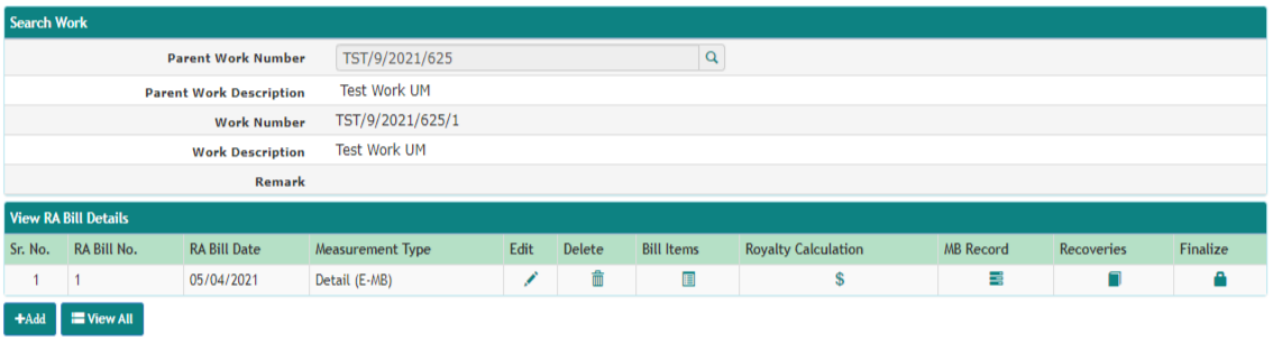


Figure 90: Record of RA bill details

1.4. Checklist for JE

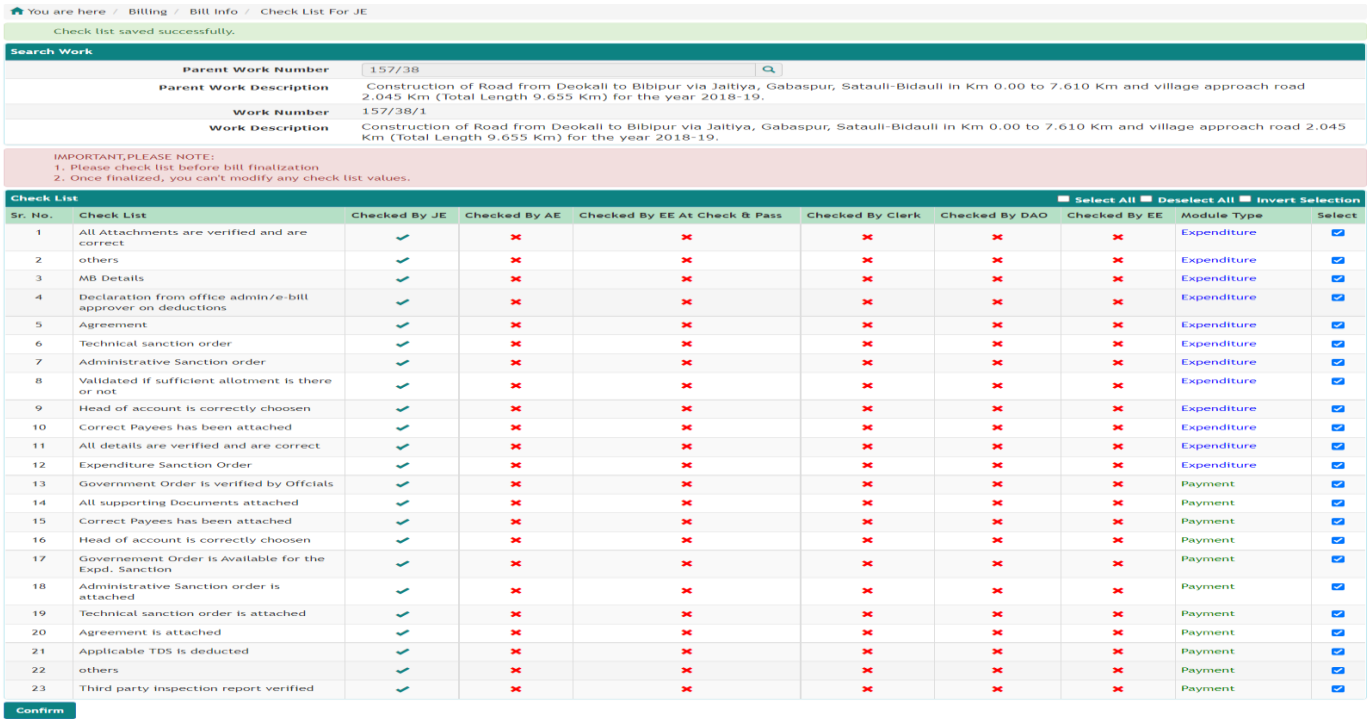


Figure 45: Checklist for JE

1.5. **Finalize Bill through JE**

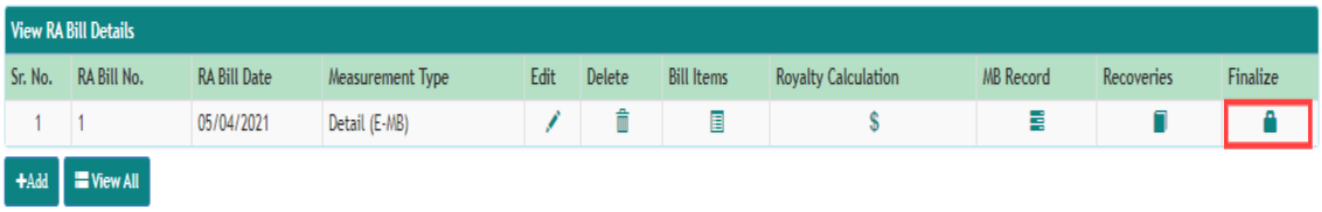


Figure 46: RA bill is finalized by JE and it will be submitted to the AE

1.6.**Measurement book for AE**

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

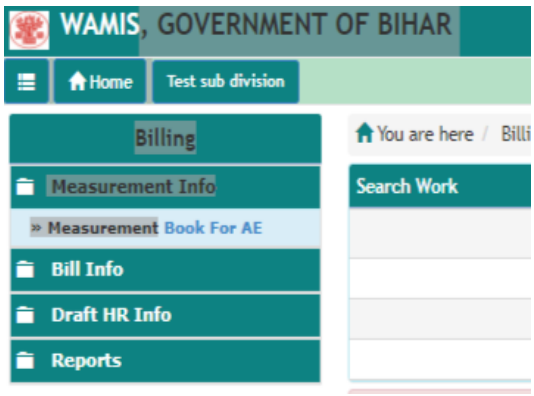


Figure 47: Measurement Book by AE

1.7. Finalize the measurement through AE

AE can save remarks and then can finalize the measurements

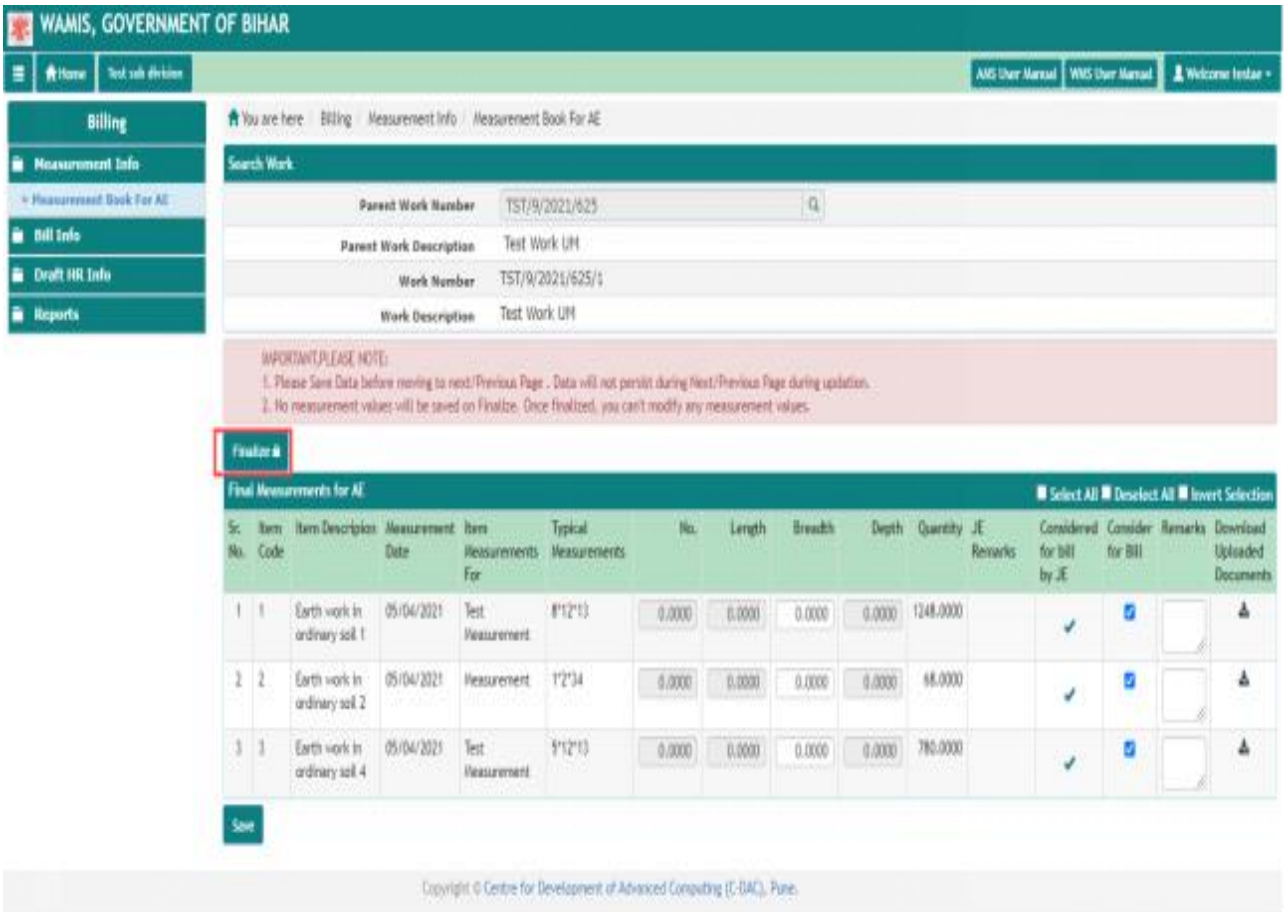


Figure 48: Finalize Measurement through AE

1.8. Checklist for AE

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

Check List

Select All Deselect All Invert Selection

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

Confirm

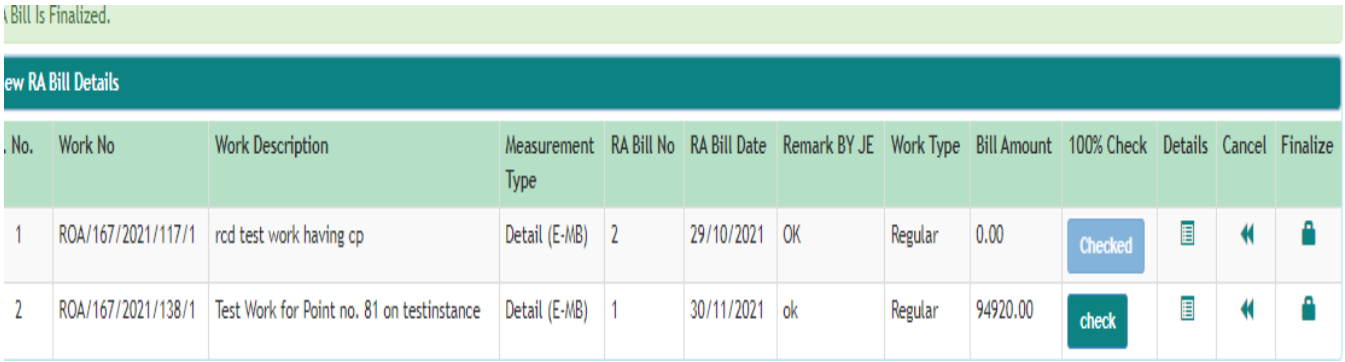
Figure 49: Checklist for AE

1.9. Finalize Bill through AE

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

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

Figure 50: Finalize Bill through AE



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

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

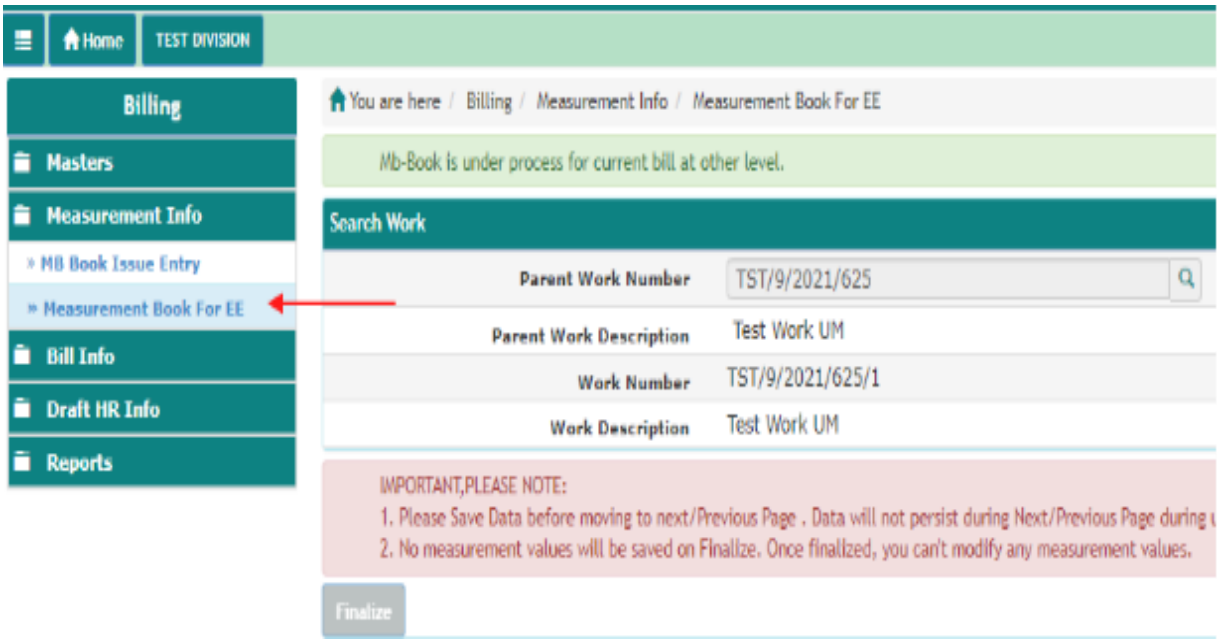


Figure 51: MB book is already processes and now submitted to other level

EE can save his remarks then finalize the Measurements.

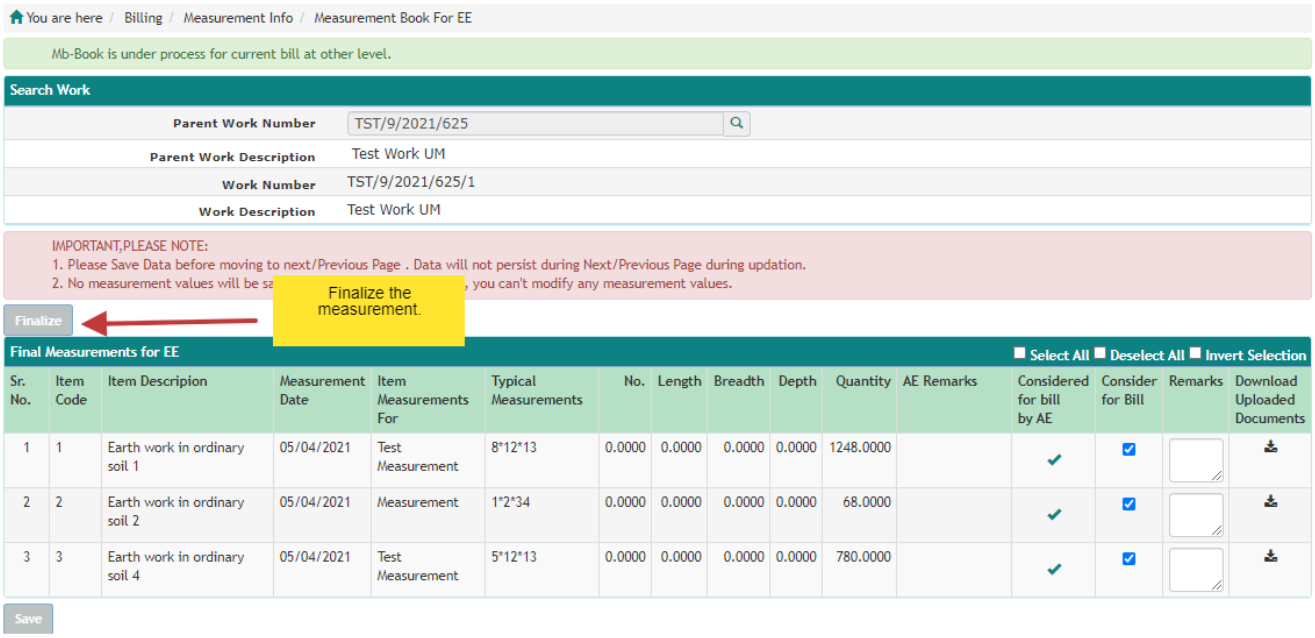


Figure 52: Finalize the Measurements through EE

Checklist before check and Pass

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

Check and Pass

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

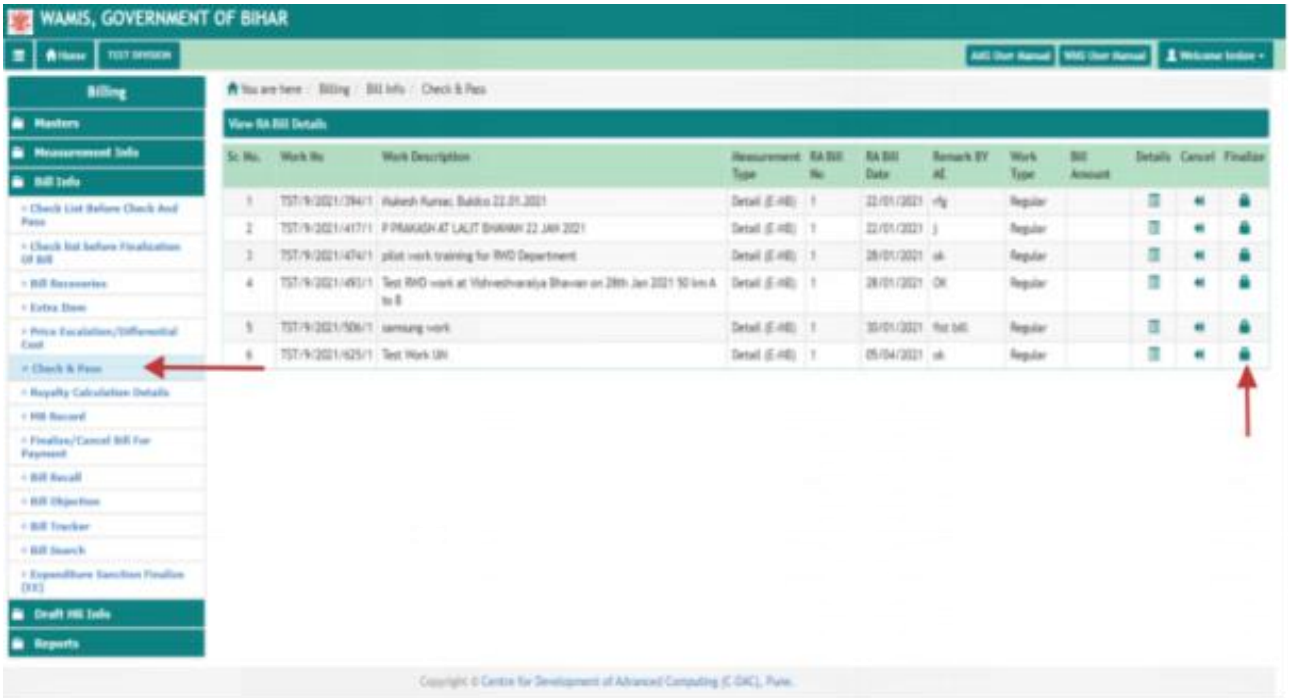


Figure 53: Check and Pass.

1.11. Log-in with Bill Clerk

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

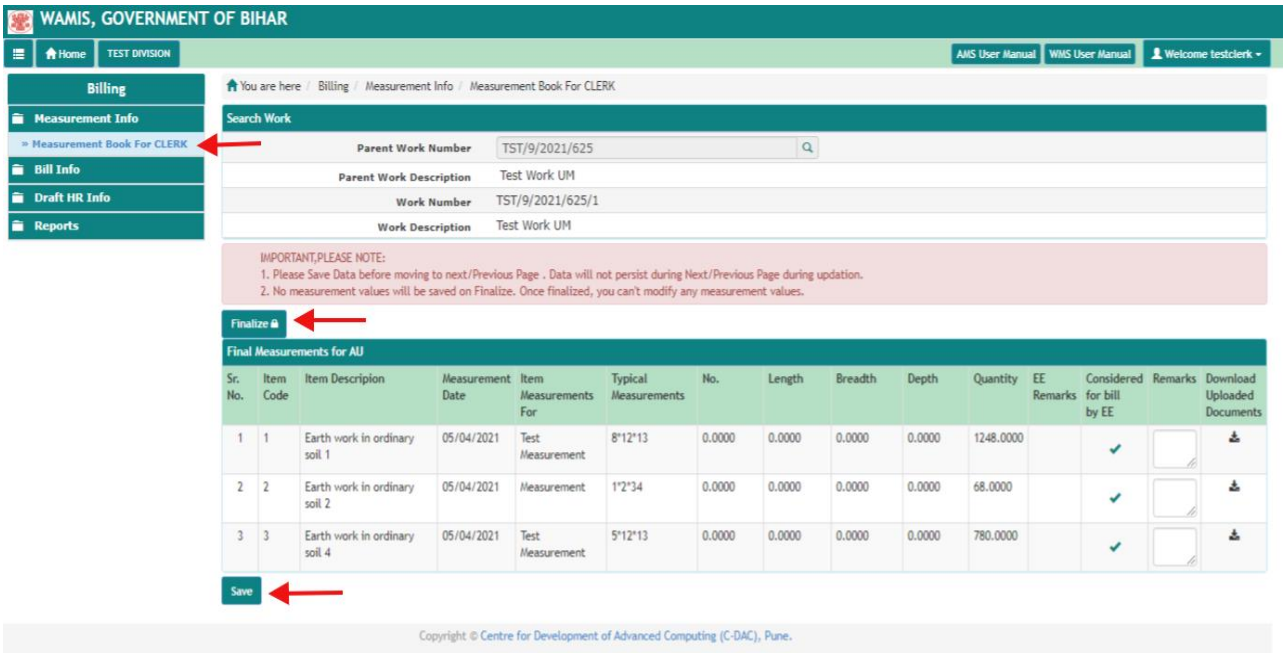
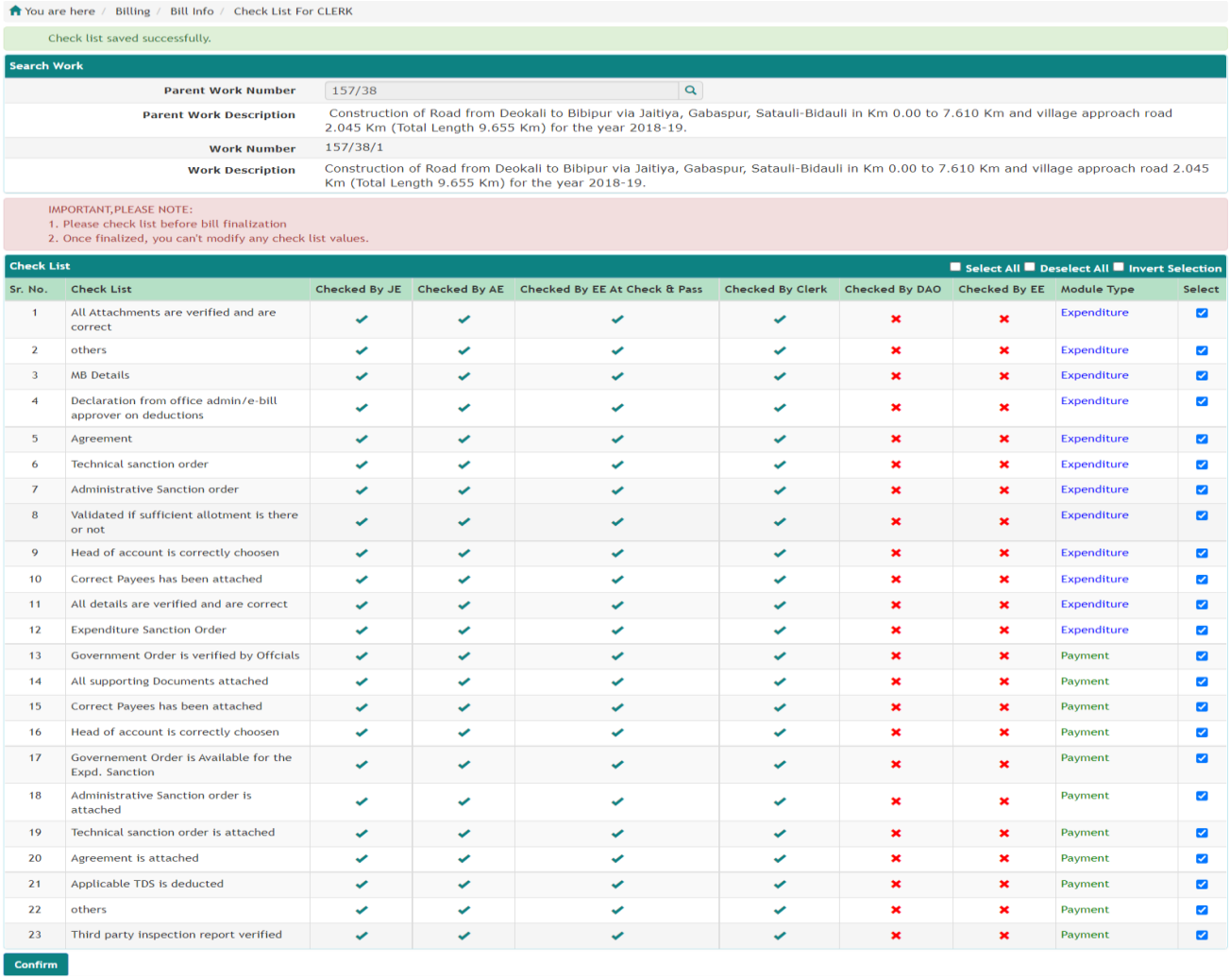


Figure 54: Measurement Book for CLERK

1.12. Check List for Clerk

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



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

Check list saved successfully.

Search Work

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

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

Check List — Select All / Deselect All / Invert Selection

Sr. No.	Check List	Checked By JE	Checked By AE	Checked By EE At Check & Pass	Checked By Clerk	Checked By DAO	Checked By EE	Module Type	Select
1	All Attachments are verified and are correct	✔	✔	✔	✔	✘	✘	Expenditure	☑
2	others	✔	✔	✔	✔	✘	✘	Expenditure	☑
3	MB Details	✔	✔	✔	✔	✘	✘	Expenditure	☑
4	Declaration from office admin/e-bill approver on deductions	✔	✔	✔	✔	✘	✘	Expenditure	☑
5	Agreement	✔	✔	✔	✔	✘	✘	Expenditure	☑
6	Technical sanction order	✔	✔	✔	✔	✘	✘	Expenditure	☑
7	Administrative Sanction order	✔	✔	✔	✔	✘	✘	Expenditure	☑
8	Validated if sufficient allotment is there or not	✔	✔	✔	✔	✘	✘	Expenditure	☑
9	Head of account is correctly choosen	✔	✔	✔	✔	✘	✘	Expenditure	☑
10	Correct Payees has been attached	✔	✔	✔	✔	✘	✘	Expenditure	☑
11	All details are verified and are correct	✔	✔	✔	✔	✘	✘	Expenditure	☑
12	Expenditure Sanction Order	✔	✔	✔	✔	✘	✘	Expenditure	☑
13	Government Order is verified by Offcials	✔	✔	✔	✔	✘	✘	Payment	☑
14	All supporting Documents attached	✔	✔	✔	✔	✘	✘	Payment	☑
15	Correct Payees has been attached	✔	✔	✔	✔	✘	✘	Payment	☑
16	Head of account is correctly choosen	✔	✔	✔	✔	✘	✘	Payment	☑
17	Governement Order is Available for the Expd. Sanction	✔	✔	✔	✔	✘	✘	Payment	☑
18	Administrative Sanction order is attached	✔	✔	✔	✔	✘	✘	Payment	☑
19	Technical sanction order is attached	✔	✔	✔	✔	✘	✘	Payment	☑
20	Agreement is attached	✔	✔	✔	✔	✘	✘	Payment	☑
21	Applicable TDS is deducted	✔	✔	✔	✔	✘	✘	Payment	☑
22	others	✔	✔	✔	✔	✘	✘	Payment	☑
23	Third party inspection report verified	✔	✔	✔	✔	✘	✘	Payment	☑

Confirm

Figure 55: Checklist for Clerk

1.13. Bill Recoveries (Use Clerk Login credentials)

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

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

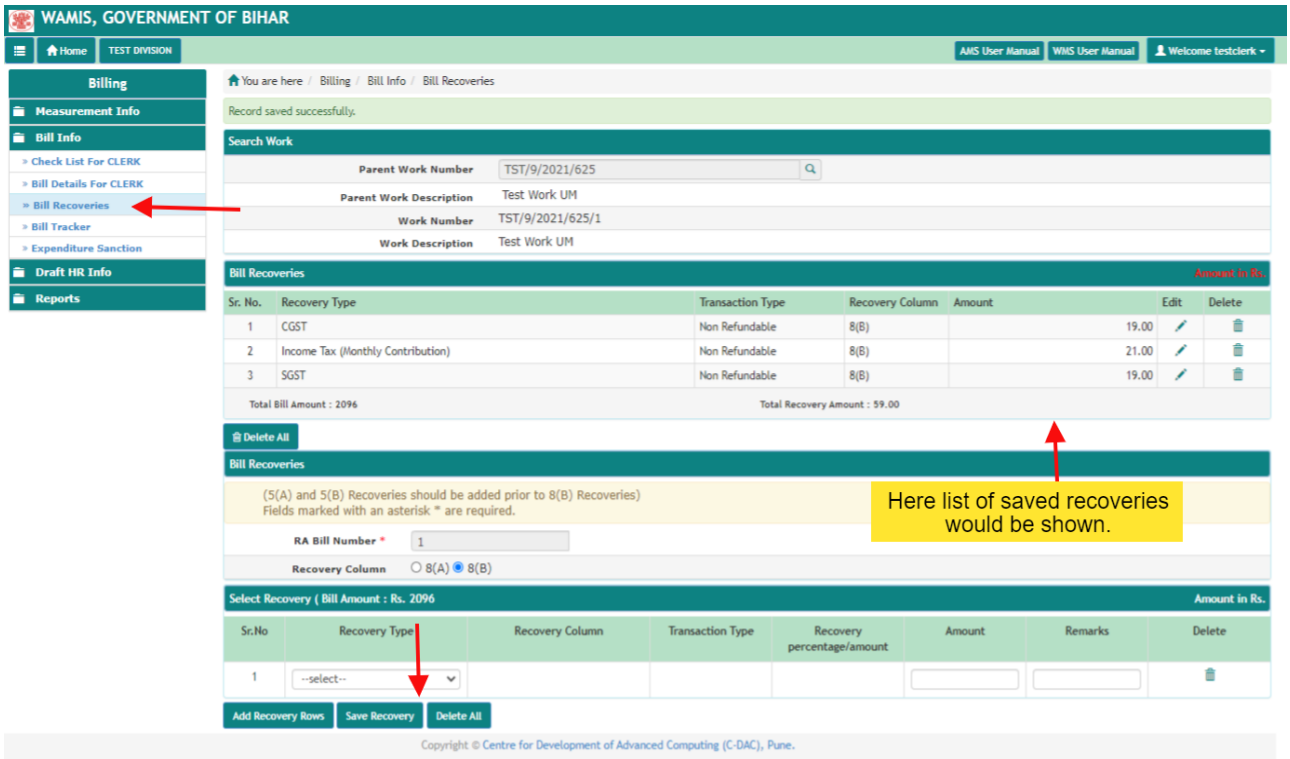


Figure 56: Bill Recoveries

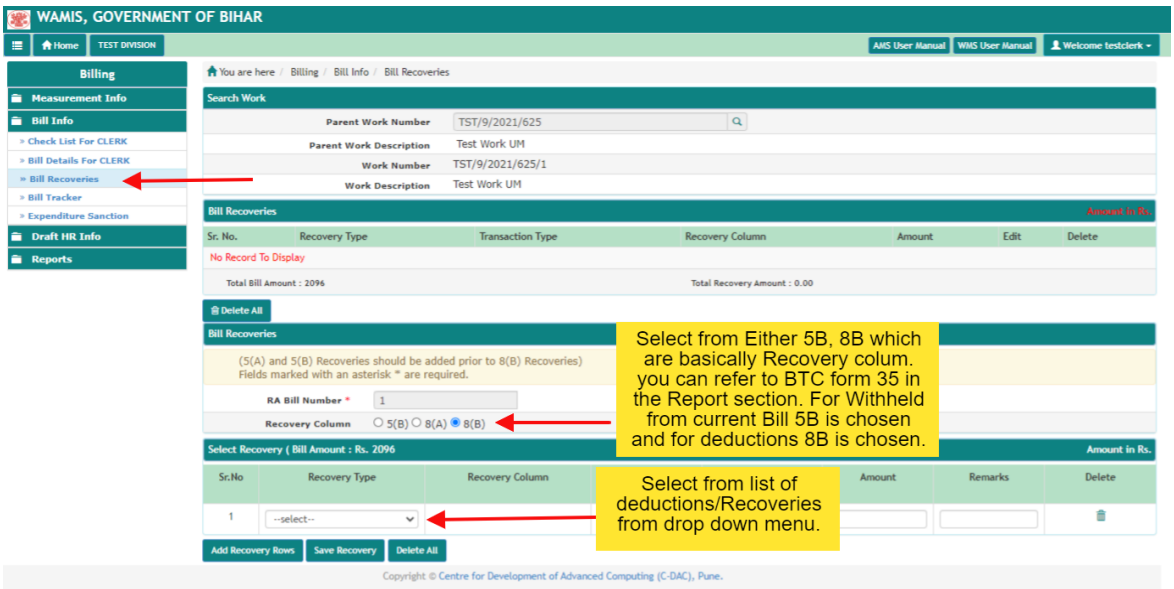


Figure 57: Bill Recoveries selection

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

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

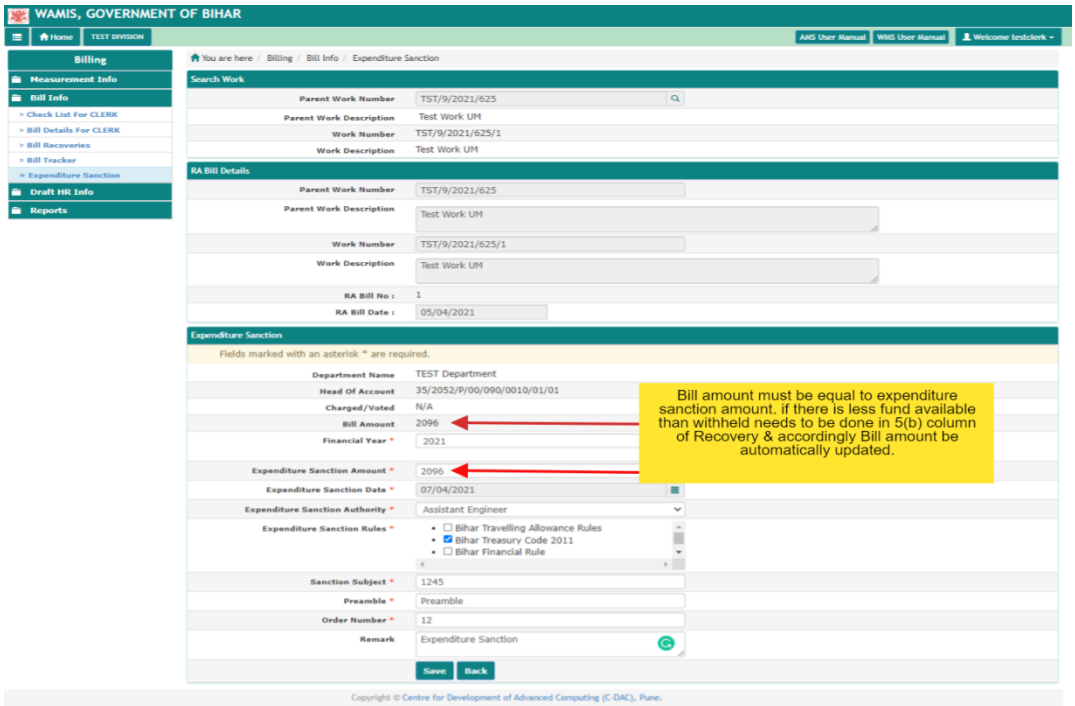


Figure 58: Expenditure Sanction Initiation

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

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

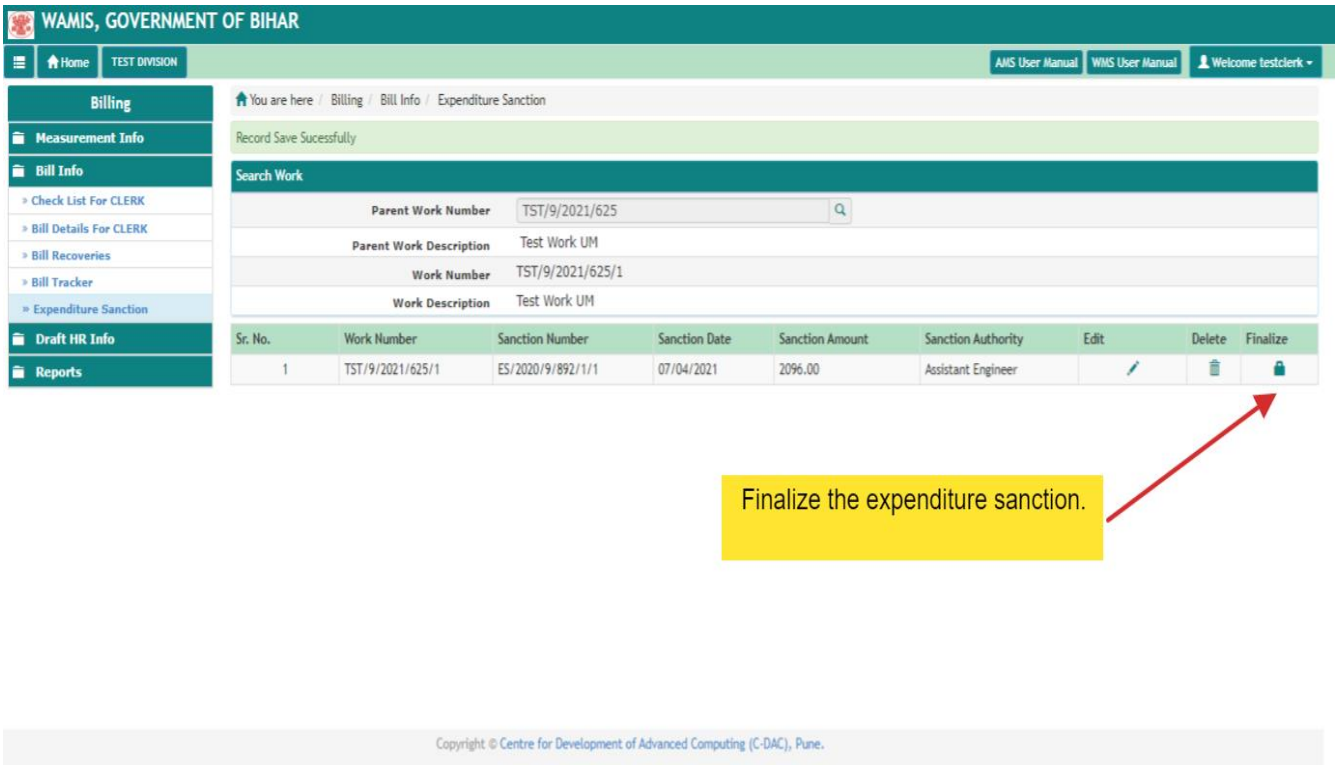


Figure 59: Expenditure Sanction Finalization

Go to Bill details for clerk and finalize the Bill.

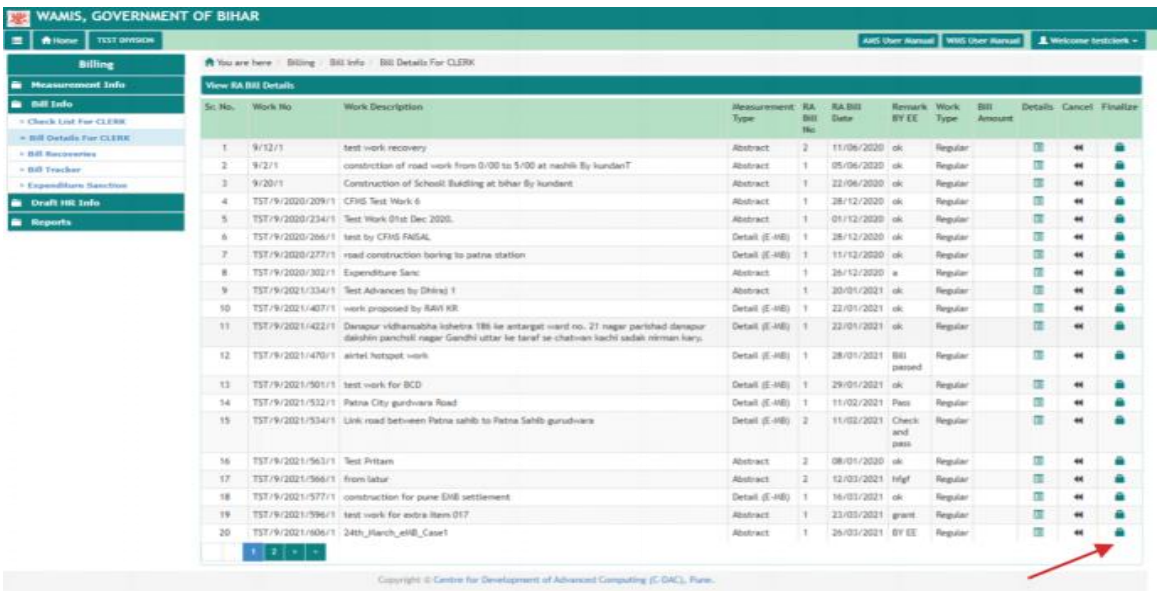


Figure 60: Finalize the Bill through Clerk

1.16. Log-in with DAO Finalize the Measurement.

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

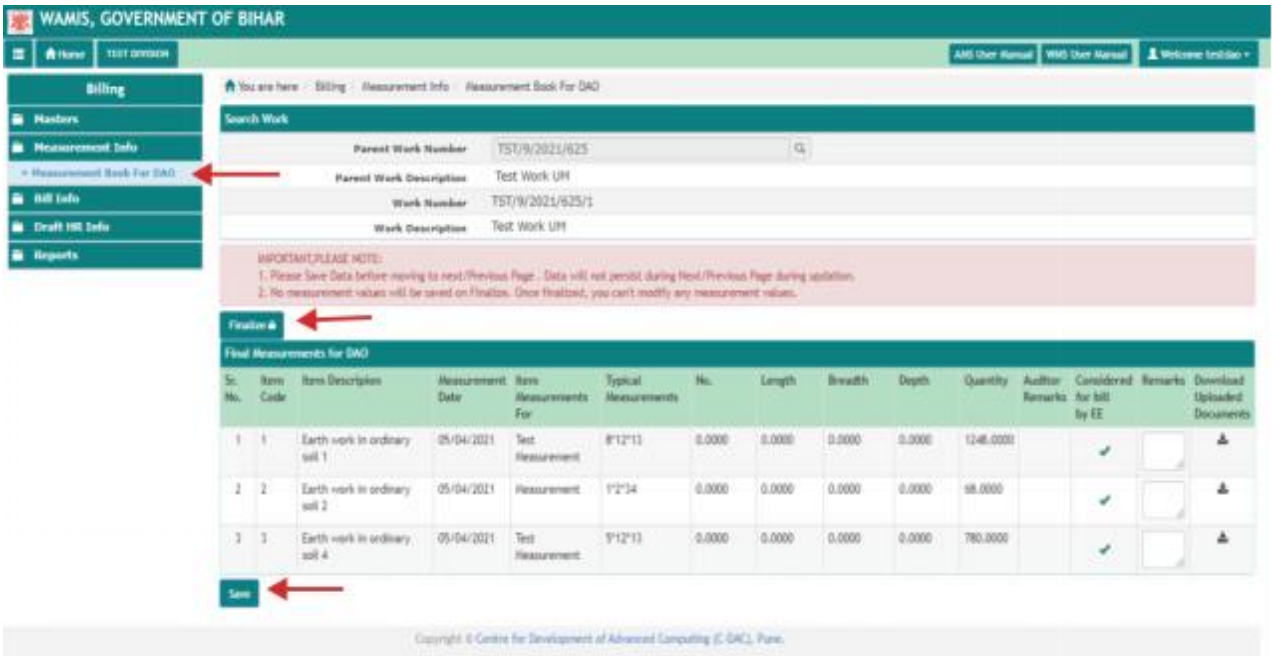


Figure 61: Measurement Book for DAO

DAO needs to checklist before finalize the Bill.

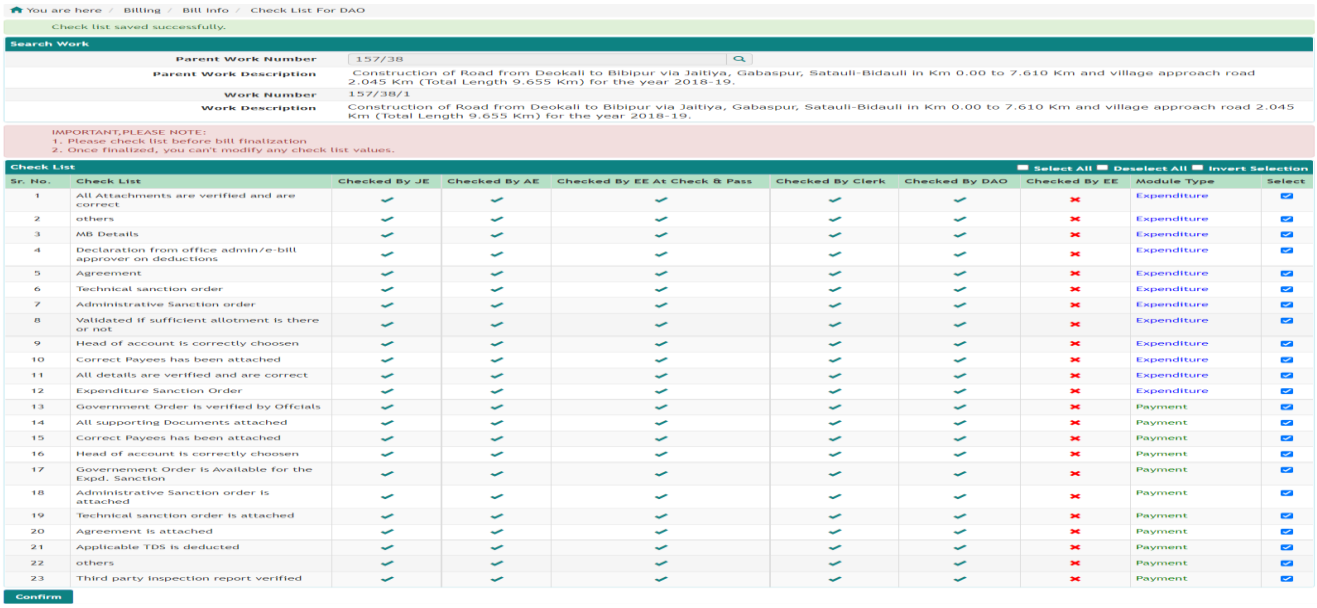


Figure 62: Checklist for DAO

1.17. Finalize the Expenditure Sanction Finalize (DAO).

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

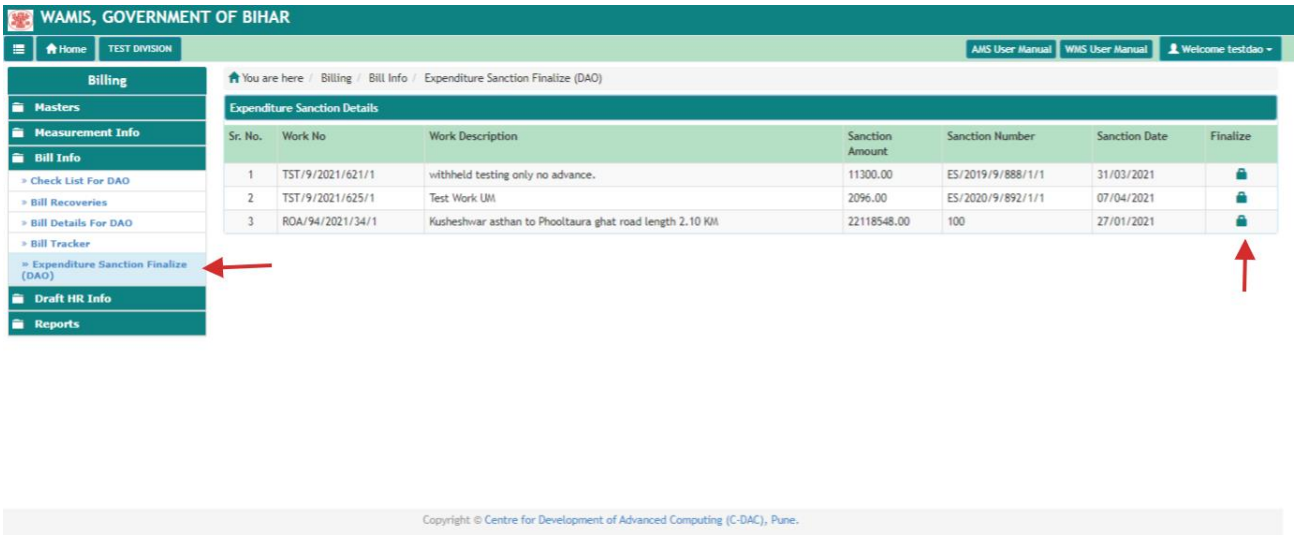


Figure 63: Expenditure Sanction finalize from DAO

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

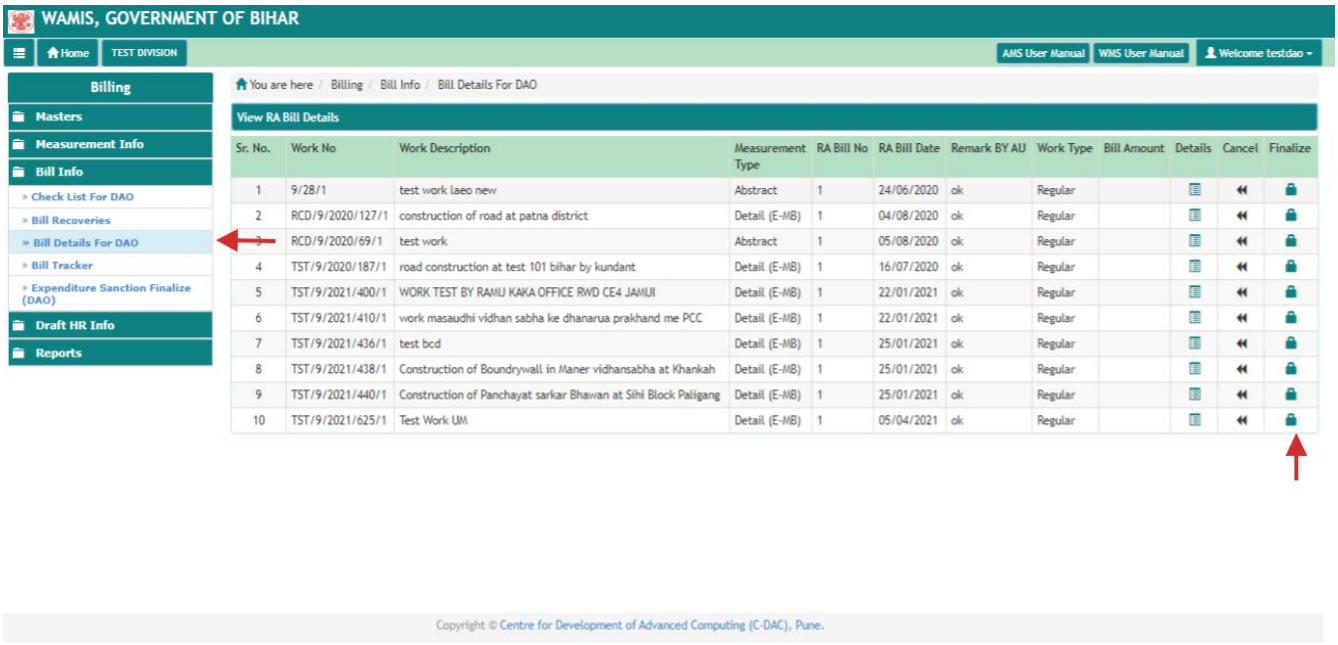
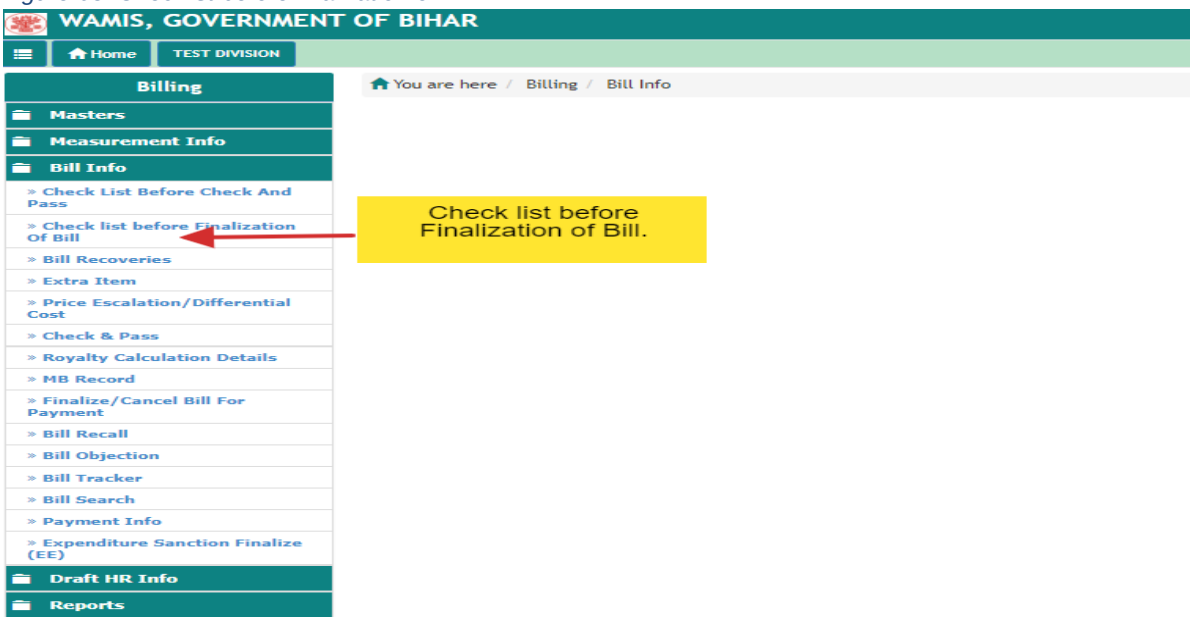


Figure 64: Finalize the Bill through DAO

Login through EE

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

Figure 65: Checklist before finalization of Bill.



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

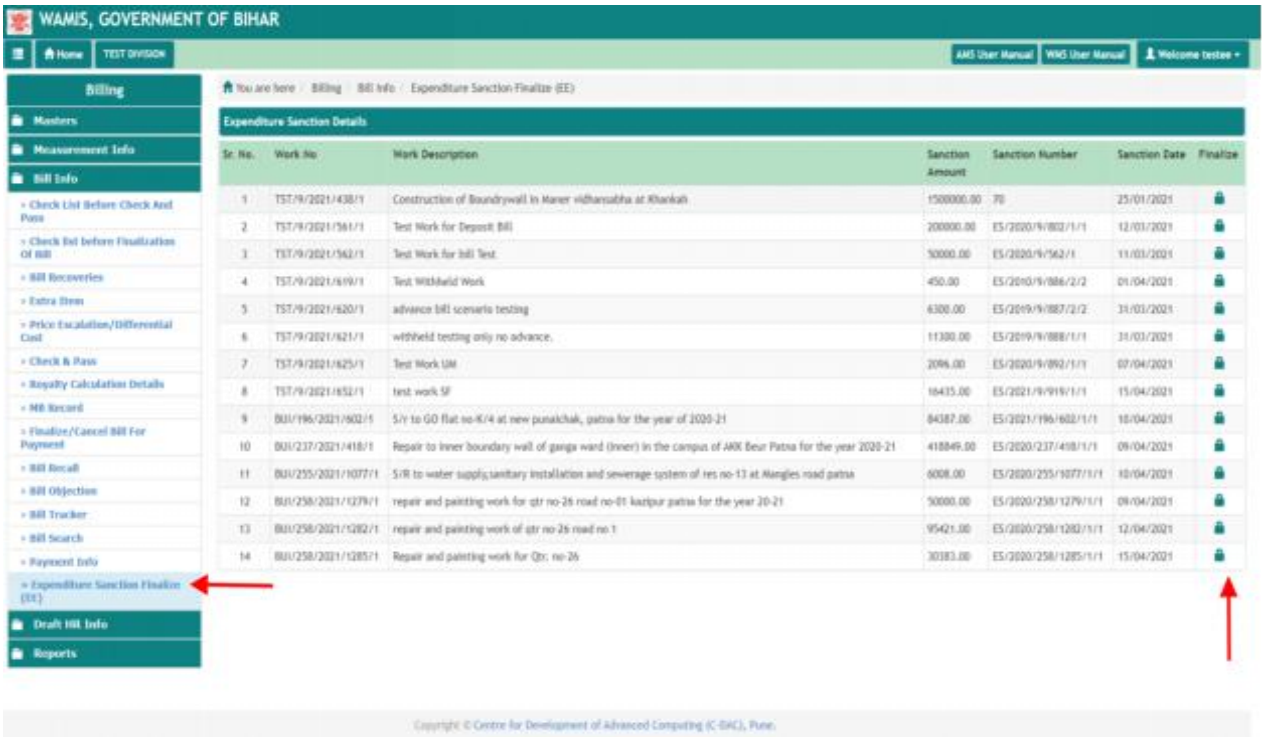


Figure 66: Expenditure Sanction Finalize (EE)

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

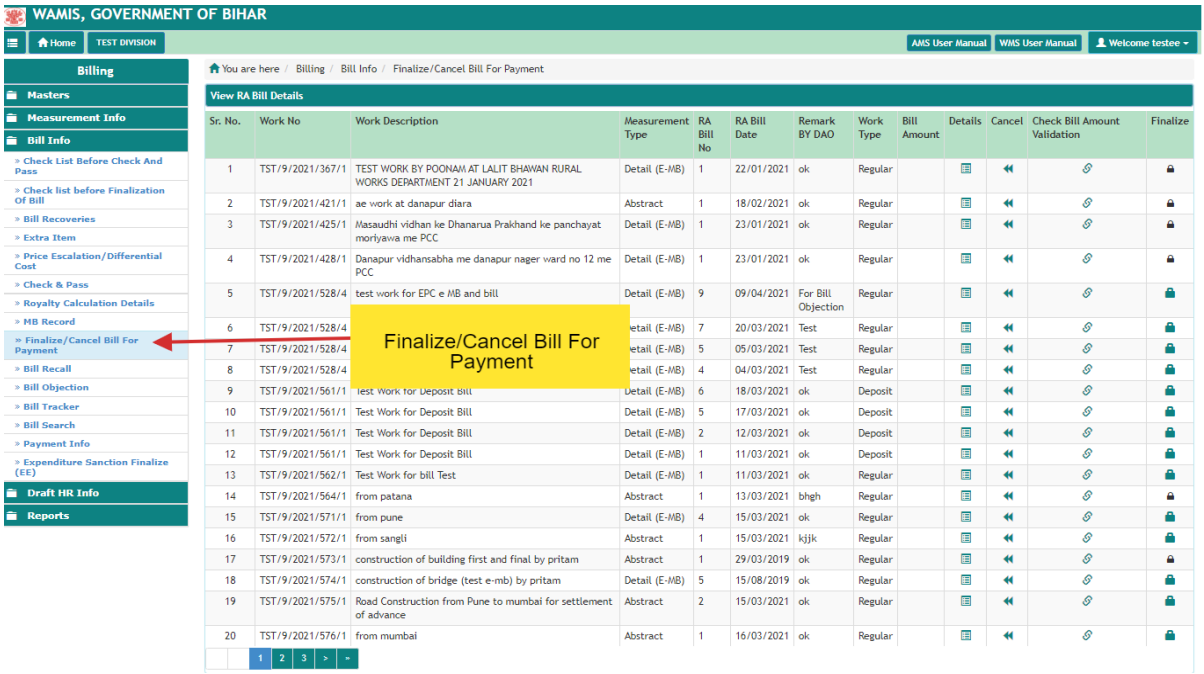


Figure 67: Finalize/Cancel Bill for Payment from EE login.

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

For Regular work type bill the amount validation will be done on that selected head of the bill.

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

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

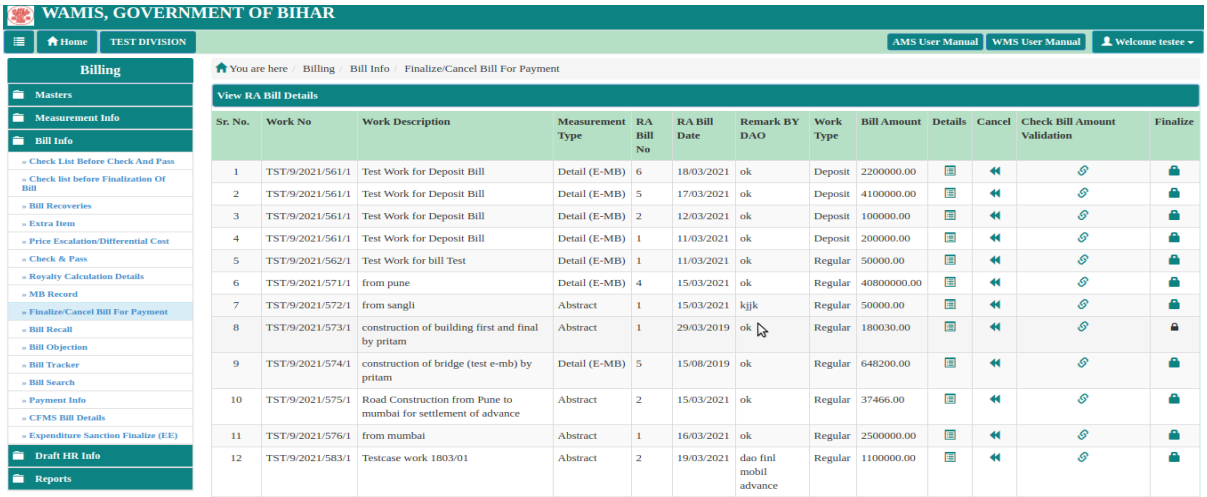


Figure 68: Finalize/Cancel Bill for Payment from EE login

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

2. Bill Tracker

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

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

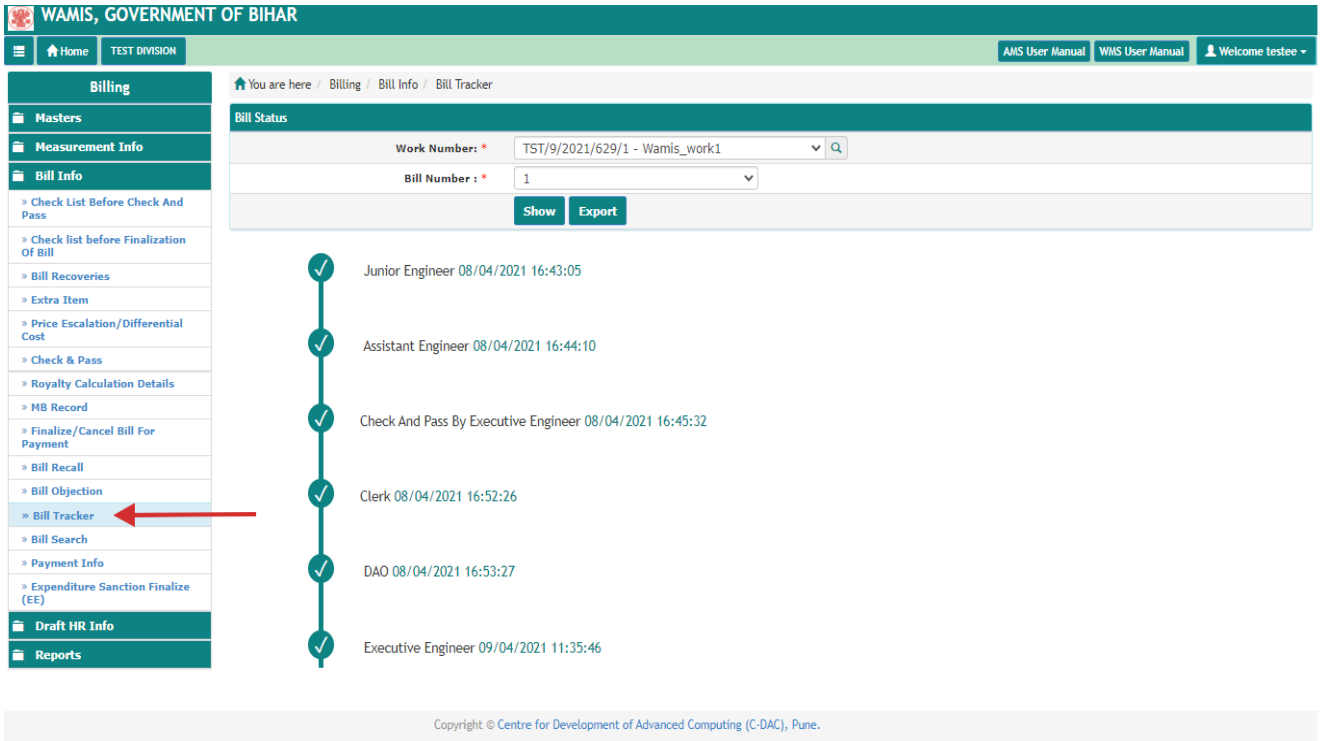


Figure 69: Bill Tracker