

User Manual *For*

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



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1. WAMIS Application Login

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

Official Log-In

User Name
rcdptnwestrdee

Password
.....

Captcha
4Q59U

4 Q 5 9 U

Login Reset

[Forgot Password?](#)

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.

WAMIS, GOVERNMENT OF BIHAR

Home TEST DIVISION AMS User Manual WMS User Manual Welcome testee

Works Status At A Glance Alerts / Notifications Downloads

990	970	20	383	607	2	0	2	0	62
Total Works	Total Regular Works	Total Deposit Works	Total Works Awarded	Total Works Not Awarded	Work Completed 5 Days Ago	Works Completing Today	View Details	No Of Works On Bills Prepared Yesterday	Final Bill Prepared But Work Not closed

Account Settings

- Password Settings

Employee

- Employee Details

Accounts

- General

Works

- Masters
- Proposal Work
- Approvals
- Tendering
- Execution
- Reports

Billing

- Masters
- Measurement Info
- Bill Info
- Draft HR Info
- Reports

Schedule of Rates

- Masters
- Reports

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.

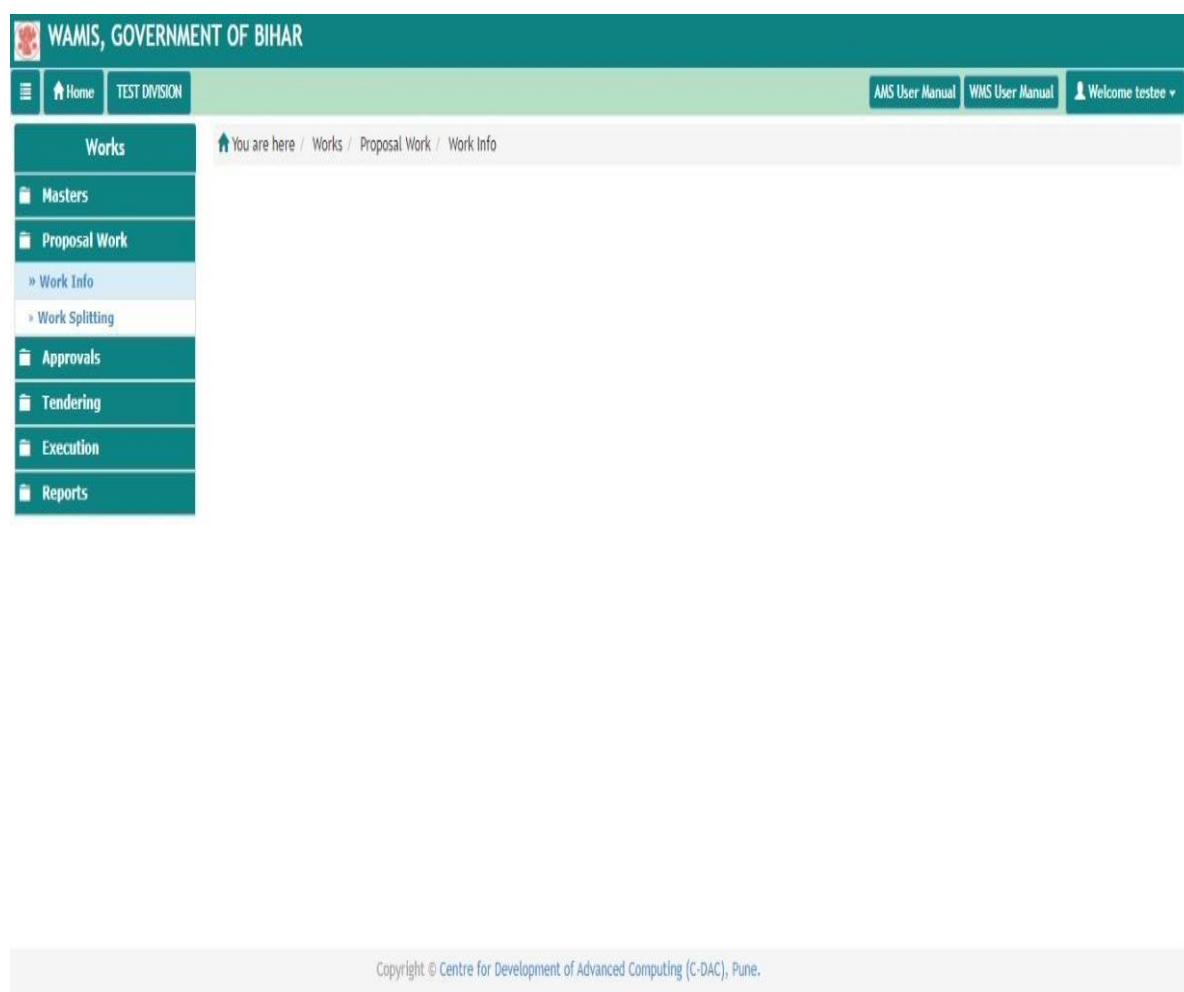


Figure 3: Main screen for Work

- 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'.

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 *--Select--

Section *--Select--

District *--Select--

Block *--Select--

Panchayat *--Select--

Village *--Select--

Proposer Type--Select--

Department *Road Construction Department

Demand No. *41

Select 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 TypeOther

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.

[Home](#) 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	☐ PALEMPUR ☐ MAHULI ☐ MARCHI ☐ MAHULI DIVARA	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 ☐ Maintenance Repairs		
Chainage From		Chainage To	
Remarks			

[Update](#) [Save](#)

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.

Add Multiple Chart Of Account

Note !

Multiple COA Upto 6 entries are allowed .

Primary Head Edit , Delete functionality are restricted .

Modification of Multiple COA after voucher generation ,against particular head is restricted .

Work Number

167/91

Work Description

Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-

Demand No.

41

Major Head

3054-[41]Roads and Bridges

Sub Major Head

03-STATE HIGHWAYS

Minor Head *

103-MAINTENANCE AND REPAIRS

Sub Minor Head *

0002-[P]NA

Detail Head *

27-Minor Work

Object Head *

02-Maintenance and repair

Save

Close

Multiple COA Details

Work No.	Work Description	Heads Classification	Edit	Delete
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		
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	41/5054/P/02/337/0101/53/02		

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:

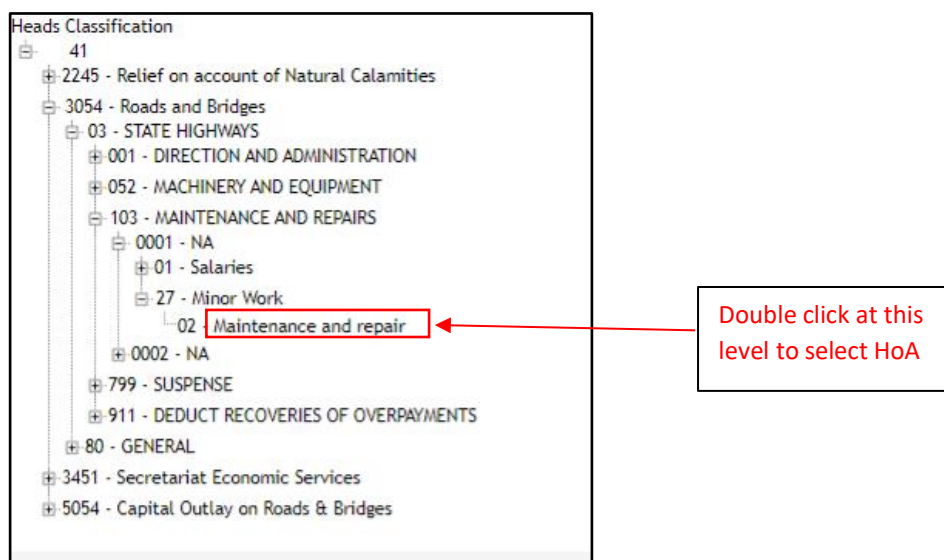


Figure 5: Heads Selection Screen through Tree View

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.

[You are here](#) / [Works](#) / [Approvals](#) / [TA Details](#)

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

Edit Technical Approval (Original) Amount i

Fields marked with an asterisk * are required.

Approval Number 167/100/1/1 *

Approval Date 20/01/2022

Approving Authority Executive Engineer *

Approving Office PATNA WEST ROAD DIVISION PATNA *

Approved Amount 1404735.00 *

Remarks

Update **Cancel**

Figure 6: Technical Approval Details Entry Screen

[You are here](#) / [Works](#) / [Approvals](#) / [TA Details](#)

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 Approval 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		

+Add **ViewAll**

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.

[You are here](#) / [Works](#) / [Approvals](#) / [AA Details](#)

Search Work

Parent Work Number

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 Administrative Approval Details Amount 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			

Figure 8: Administrative Approval Details Screen

Field Description:

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

You are here / Works / Approvals / TS Details

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

Remarks

ok

Save

Cancel

Figure 9: Technical Sanction Entry Screen

If Departmental is selected then 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 (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	Contractor 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.

The screenshot displays the 'Upload BOQ Details' screen. The left sidebar shows the navigation menu with 'Works' and 'Tendering' sections. The 'Tendering' section is expanded, showing 'Upload BoQ/Item-wise Details' and 'BoQ/Item-wise Details'. The main content area has a breadcrumb trail: 'You are here / Works / Tendering / Upload BoQ/Item-wise Details'. Below the breadcrumb is a search section with various filters: Parent Work Number, Parent Work Description, Choose Head (0000 All Heads), Scheme (Plan/Non Plan), Scheme (--Select--), Work Type (--Select--), Category (Regular, Deposit), Account Type (AG Account), and Upload BoQ Status (Not Uploaded). There are 'Filter' and 'Clear' buttons. Below the search section is a link to 'Click Here To Download BoQ Excel Template'. The 'Upload Boq' section includes a note: 'Note : Boq Details can be Uploaded multiple times for the same work'. It has fields for Department (Road Construction Department), Branch (Road Construction Department), SR Zone (State), Work Number (167/91/1), Excel File (Choose File), and Original BOQ document (Choose File). An 'Upload' button is at the bottom. The 'BoQ Details' section shows a table with columns: Sr.No, Work No., Work Description, Parent Work No., Parent Work Description, Heads Classification, Category, Work Type, Select, and View. The table contains one row with the following data: Sr.No: 1, Work No.: 167/91/1, Work Description: Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-69 Road towards Ranitalah near Hosnital more. Palisani under, Parent Work No.: 167/91, Parent Work Description: Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-69 Road towards Ranitalah near Hosnital more. Palisani under, Heads Classification: 41/3054/P/03/103/0002/27/02, Category: Regular, Work Type: Other, Select: (radio button), View: (icon).

Sr.No	Work No.	Work Description	Parent Work No.	Parent Work Description	Heads Classification	Category	Work Type	Select	View
1	167/91/1	Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-69 Road towards Ranitalah near Hosnital more. Palisani under	167/91	Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-69 Road towards Ranitalah near Hosnital more. Palisani under	41/3054/P/03/103/0002/27/02	Regular	Other	☐	

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 extension.

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												

BoQ/Item-wise Details													Amount in Rs.
Sr. No.	Item Code	Item Description	Scope	Unit	Rate	Quantity	Amount	SR/Purchase/EOI Year	Edit	Delete	Select		
1	13	Earth work in ordinary soil 13		mtr	500.00	200.000000	100,000.00	2020					
2	14	Earth work in ordinary soil 14		mtr	500.00	200.000000	100,000.00	2020					
3	11	Earth work in ordinary soil 11		mtr	200.00	500.000000	100,000.00	2020					
4	12	Earth work in ordinary soil 12		mtr	500.00	200.000000	100,000.00	2020					
5	13	Earth work in ordinary soil 13		mtr	500.00	200.000000	100,000.00	2020					
6	14	Earth work in ordinary soil 14		mtr	500.00	200.000000	100,000.00	2020					
Total Amount :		600,000.00											
SGST(6.00 %) :		36,000.00											
CGST(6.00 %) :		36,000.00											
IGST(0.00 %) :		0.00											
Total Amount (including GST) :		672,000.00											
Labour Cess(1.00 %) :		6,000.00											
seigniorage Amount :		0.00											
Grand Total :		678,000.00											
Tender Amount :		0.00											

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

Figure 16: BOQ details Screen

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

ADD BOQ DETAILS		Amount in Rs.
Fields marked with an asterisk * are required.		
Department	Road Construction Department	Branch: Road Construction Department
SR Zone	State	
Item Type *	Civil	SR Year *: 2019
Item *	Loading and unloading of stone boulder / stone aggreg	
Item Description *	Loading and unloading of stone boulder / stone aggregates / sand / kanker / moorum. (Placing tipper at loading point,	
Item Code *	1.1	
Unit *	Cubic Meters	
Rate *	167	
Quantity / Measurements *	☒ Quantity ☐ Measurements	
Quantity *	100	
Scope	--select--	
Remarks	Add BoQ	
Save Cancel		

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

Figure 17: 'Add BoQ details through SOR' Screen

Item Selection					
Already Existing items in Selected Work are not shown					
Department	Road Construction Department	Branch	Road Construction Department		
SR Zone	State				
Chapter Type	Civil	SR Year	2019		
Chapter Name	CHAPTER-15	Category Name	RIVER TRAINING AND PROTECTION WORKS		

BoQ Details						BACK	Invert Selection
Sr.No.	Item Code	Item Description	Unit	Rate	Select		
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.	cum	0.0	☒		
2	15.10.1	Curtain wall complete as per drawing and Technical specification Stone masonry in cement mortar (1:3)	cum	0.0	☒		

Figure 18: 'Adding Multiple Items in BoQ' Screen

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

BoQ Details									BACK	Invert Selection
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 Quantity	Total Amount	SR Year	Select			
1	1	Earth work in ordinary soil	1	1	1	2019	☒			
Copy Item		BACK								

Figure 19: 'Copy BoQ' Screen

You are here / Works / Tendering / BoQ Details

Search Work

Parent Work Number	TST/9/2021/688
Parent Work Description	Test Complete Work Flow work e-MB
Work Number	TST/9/2021/688/1
Work Description	Test Complete Work Flow work e-MB 1
Remark	ok

Enter Seigniorage

BoQ Details

Sr. No.	Item Code	Item Description	Scope	Unit	Rate	Quantity	Amount	Edit	Delete	Select
1	1	Earth work in ordinary soil		ton	1.00	1.000000	1.00			
2	1.1	Loading and unloading of stone boulder / stone aggregates / sand / kanker / moorum. (Placing tipper at loading point, loading with front end loader, dumping, turning for return trip, excluding time for haulage and return trip)		cum	167.00	100.000000	16,700.00			
Total Amount :							16,701.00			
SGST(0.0 %) :							0.00			
CGST(0.0 %) :							0.00			
IGST(0.0 %) :							0.00			
Total Amount (Including GST) :							16,701.00			
Labour Cess :							0.00			
Seigniorage Amount :							1,000.00			
Grand Total :							17,701.00			
Tender Amount :							0.00			

+ Add Copy BoQ + Add Multiple Item Delete All Delete Selected Finalize BoQ View BOQ

Figure 20: Enter Seigniorage Button

You are here / Works / Tendering / BoQ Details

Search Work

Parent Work Number	TST/9/2021/688
Parent Work Description	Test Complete Work Flow work e-MB
Work Number	TST/9/2021/688/1
Work Description	Test Complete Work Flow work e-MB 1
Remark	ok

Enter Seigniorage

Enter Seigniorage Amount Details

Seigniorage Amount : 20000

Save Close

BoQ/Item-wise Details

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			

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.

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

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 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
Parent Work Description	Laying Fixing of Paver Block in 147th (p) & 148th (p) Km of SH-69 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 F under RCD Patna West for the Year 2019-20

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](#) / [Works](#) / [Tendering](#) / [Tender Details](#)

Record Successfully Saved.

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

Tender Details

						Amount in Rs.
Sr. No.	Contractor Class And Above	Tender Type	Tender Amount	Authority	Edit	Delete
1	E	SBD Percentage Rate	698000.00	Executive Engineer		

[+Add](#)

[View All](#)

Figure 27: Tender details screen

Field Description:

Tender Type: Select the tender type.

Tender Amount: Enter the Tender Amount, calculated from the BoQ.

Bid due date: Enter Bid due date which is the last date of Submission of Tender date.

Approving Authority: Select the Tendering authority

Contractor Class And Above: Select the contractor class

Remarks: Enter the remarks if any

Note:

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

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

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

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

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

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

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

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

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

6. Awarding of Contract (Use EE Login credentials)

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

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

In case of departmental work payee will be Assistant Engineer.

You are here / Works / Tendering / Awarding of Contract

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	
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	

Awarding Of Contract Details

Amount in R

Fields marked with an asterisk * are required.

Contractor *	SURENDRA PRASAD & LAHRI CONSTRUCTION PRIVATE LIMITED	Refresh	AAUCS8214R
Agreement No *	123		
Work Order No			
Agreement Date *	20/01/2022		
Awarding Authority *	Executive Engineer		
Date Of Commencement *	20/01/2022		
Work Period *	☒ Months ☐ Days	15	
Date Of Completion *	19/04/2023		
Agreement Type	SBD Percentage Rate		
Work Cost	698,000.00	Multiple COA Head	41/3054/P/03/103/0002/27/02, 41/5054/P/02/337/0101/53/02
Quotation in Amount/Percentage	☐ Amount(Rs.) ☒ Percentage(%)		
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 ☒ Detail(E-MB)		
Remarks	ok		

Save Cancel

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

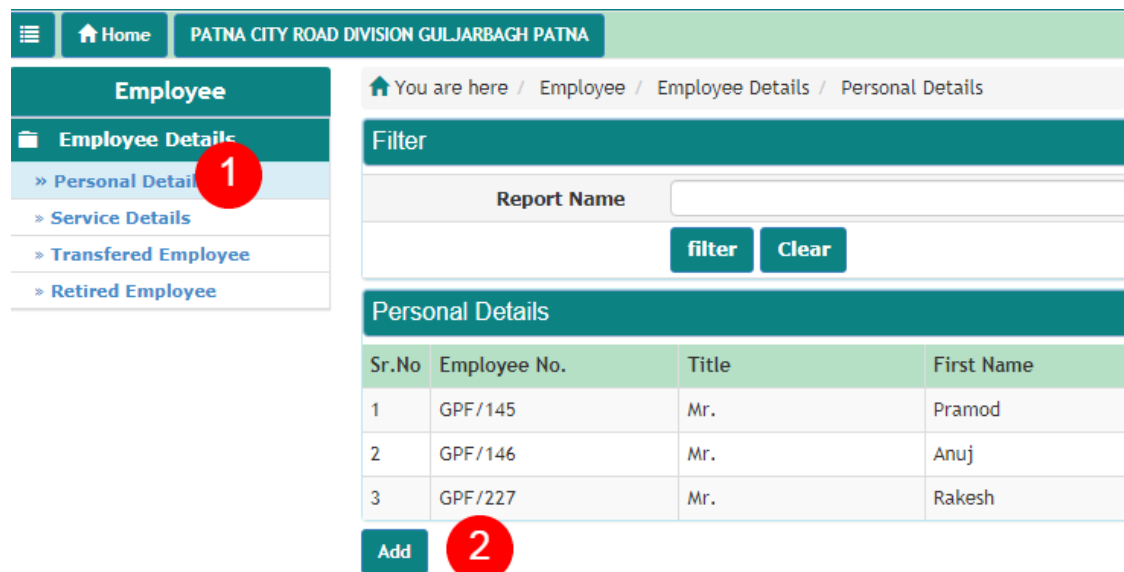


Figure 30: MB Book Issue Entry menu

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:



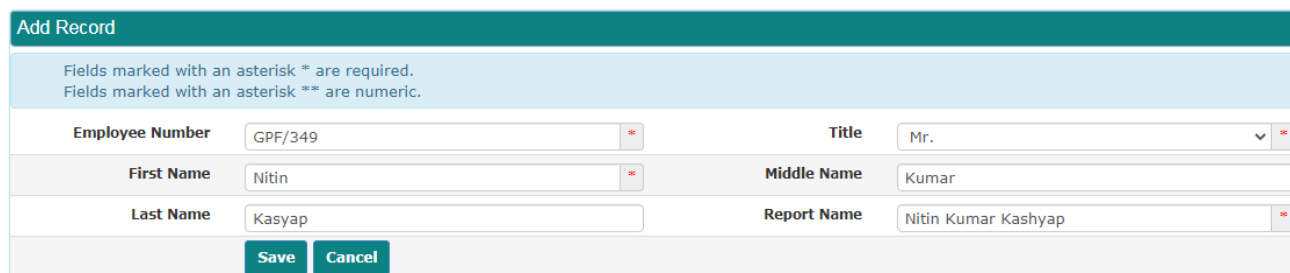
The screenshot shows the 'Employee Details' page. The left sidebar has a menu with 'Employee Details' and sub-items: 'Personal Details', 'Service Details', 'Transferred Employee', and 'Retired Employee'. The 'Personal Details' sub-item is highlighted with a red circle and the number '1'. The main content area shows a breadcrumb trail: 'You are here / Employee / Employee Details / Personal Details'. Below this is a 'Filter' section with a 'Report Name' input field and 'filter' and 'Clear' buttons. The 'Personal Details' section contains a table with the following data:

Sr.No	Employee No.	Title	First Name
1	GPF/145	Mr.	Pramod
2	GPF/146	Mr.	Anuj
3	GPF/227	Mr.	Rakesh

At the bottom of the table is an 'Add' button, which is highlighted with a red circle and the number '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.

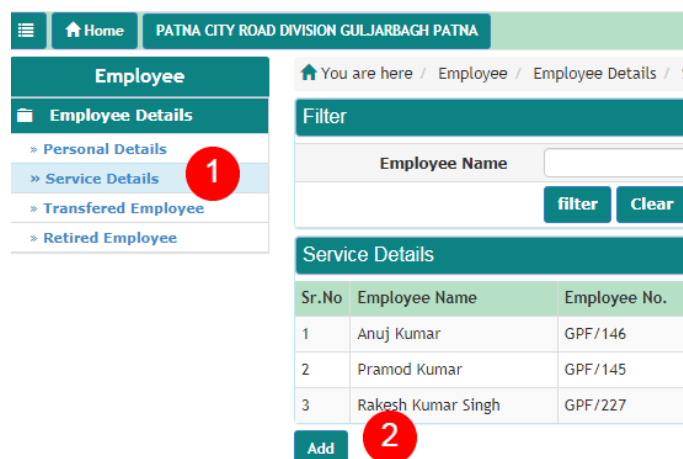


The 'Add Record' form contains the following fields and values:

Field	Value
Employee Number	GPF/349
First Name	Nitin
Last Name	Kashyap
Title	Mr.
Middle Name	Kumar
Report Name	Nitin Kumar Kashyap

At the bottom of the form are 'Save' and 'Cancel' buttons.

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



Employee

Employee Details

- » Personal Details
- » Service Details **1**
- » Transferred Employee
- » Retired Employee

You are here / Employee / Employee Details /

Filter

Employee Name

filter Clear

Service 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) * Designation Junior Engineer *

Office Patna City Road Subdivision *

Period From

Month November * Year 2018 *

Save Cancel

Billing

- Masters
- Measurement Info
 - MB Book Issue Entry
 - Measurement Book For EE
- Bill Info
- Draft HR Info
- Reports

You are here / Billing / Measurement Info / MB Book Issue Entry

View

Search Work

Parent Work Number	TST/9/2021/625
Parent Work Description	Test Work UM
Work Number	TST/9/2021/625/1
Work Description	Test Work UM

MB Issue

Fields marked with an asterisk * are required.

Person Recording The Measurement (Junior Engineer) *	MOKAMAJE
Measurement Book Number *	TST/9/2021/625/00001
MB 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.

Search Work

Parent Work Number	TST/9/2021/625
Parent Work Description	Test Work UM
Work Number	TST/9/2021/625/1
Work Description	Test Work UM

MB 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		

Add

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.

Billing

Measurement Info

» MB Draft Measurements By JE

» Measurement Book

Bill Info

Draft HR Info

Reports

You are here / Billing / Measurement Info / MB Draft Measurements By JE

Search Work

Parent Work Number

TST/9/2021/625

Q

Parent Work Description

Test Work UM

Work Number

TST/9/2021/625/1

Work Description

Test Work UM

Search Items

Item Code:

Item Description:

Search

Clear

BoQ Items

Select All

Deselect 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 Measurements

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										05/04/2021	
Item Measurement For	Typical	Typical Measurements	No.	Length	Breadth	Depth	Quantity	Upload Document	Hidden	Delete	Copy
Test Measurement	☐		2	15	17		510	Choose file No file chosen	☐	Delete	Copy
Add Measurements		Save	Cancel	Return to Item Selection				Total Quantity: 510			

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

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

WAMIS, GOVERNMENT OF BIHAR

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 05/04/2021

Item Measurement For	Typical	Typical Measurements	No.	Length	Breadth	Depth	Quantity	Upload Document	Hidden	Delete	Copy
Test Measurement	☒	8*12*13					1248	Choose file No file chosen	☐		

Add Measurements Save Cancel Return to Item Selection

Total Quantity: 1248

Attach file for complicated measurement (Optional)

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.

WAMIS, GOVERNMENT OF BIHAR

Home test section AMS User Manual WMS User Manual Welcome testje

You are here / Billing / Measurement Info / MB Draft Measurements By JE

Search Work

Parent Work Number TST/9/2021/625

Parent Work Description Test Work UM

Work Number TST/9/2021/625/1

Work Description Test Work UM

Search Items

Item Code: Item Description: Search Clear

BoQ Items ☒ Select All ☐ Deselect 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	1248.0000	+			☒
2	2	Earth work in ordinary soil 2	500.000000	cum	68.0000	+			☒
3	3	Earth work in ordinary soil 4	500.000000	cum	780.0000	+			☒

Finalize Selected Draft Measurements

Figure 36: List of item selection for MB Book

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

Search Items

Item Code:

Item Description:

Search

Clear

BoQ Items

☒ Select All ☐ Deselect 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	1248.0000	+			☒
2	2	Earth work in ordinary soil 2	500.000000	cum	68.0000	+			☒
3	3	Earth work in ordinary soil 4	500.000000	cum	780.0000	+			☒

Finalize Selected Draft Measurements

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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.

Billing

Measurement Info

» MB Draft Measurements By JE

» Measurement Book

Bill Info

Draft HR Info

Reports

You are here / Billing / Measurement Info / MB Draft Measurements By JE

Search Work

Parent Work Number

TST/9/2021/625

Q

Parent Work Description

Test Work UM

Work Number

TST/9/2021/625/1

Work Description

Test Work UM

Search Items

Item Code:

Item Description:

Search

Clear

BoQ Items

Select All Deselect 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 Measurements

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											
BoQ Rate		1.0		BoQ Quantity		500.0		Total Measurement Amount		0.00	
Add Measurements										05/04/2021	
Item Measurement For	Typical	Typical Measurements	No.	Length	Breadth	Depth	Quantity	Upload Document	Hidden	Delete	Copy
Test Measurement	☐		2	15	17		510	Choose file No file chosen	☐		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.

WAMIS, GOVERNMENT OF BIHAR

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 05/04/2021

Item Measurement For	Typical	Typical Measurements	No.	Length	Breadth	Depth	Quantity	Upload Document	Hidden	Delete	Copy
Test Measurement	☒	8*12*13					1248	Choose file No file chosen	☐		

Add Measurements Save Cancel Return to Item Selection

Total Quantity: 1248

Attach file for complicated measurement (Optional)

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.

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You are here / Billing / Measurement Info / MB Draft Measurements By JE

Search Work

Parent Work Number TST/9/2021/625

Parent Work Description Test Work UM

Work Number TST/9/2021/625/1

Work Description Test Work UM

Search Items

Item Code: Item Description: Search Clear

BoQ Items ☒ Select All ☐ Deselect 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	1248.0000	+			☒
2	2	Earth work in ordinary soil 2	500.000000	cum	68.0000	+			☒
3	3	Earth work in ordinary soil 4	500.000000	cum	780.0000	+			☒

Finalize Selected Draft Measurements

Figure 42: List of item selection for MB Book

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

Search Items

Item Code:
Item Description:

Search Clear

BoQ Items

☒ Select All
☐ Deselect 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	1248.0000	+			☒
2	2	Earth work in ordinary soil 2	500.000000	cum	68.0000	+			☒
3	3	Earth work in ordinary soil 4	500.000000	cum	780.0000	+			☒

Finalize Selected Draft Measurements

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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.

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Search Work

Parent Work Number: TST/9/2021/625

Parent Work Description: Test Work 011

Work Number: TST/9/2021/625/1

Work Description: Test Work 011

WARNING/PLEASE NOTE:

1. Please Save Data before moving to next/Previous Page. Data will not persist during Next/Previous Page during updation.

2. No measurement values will be saved on Finalize. Once Finalized, you can't modify any measurement values.

Finalize

Final Measurements

☒ Select All
☐ Deselect All
☐ Invert Selection

Sr. No.	Item Code	Item Description	Measurement Date	Item Measurements For	Typical Measurements	No.	Length	Breadth	Depth	Quantity	Consider for Bill	Delete	Remarks
1	1	Earth work in ordinary soil 1	25/04/2021	Test Measurement	8'12"11	0.0000	0.0000	0.0000	0.0000	1248.0000	☐		
2	2	Earth work in ordinary soil 2	25/04/2021	Measurement	1'12"04	0.0000	0.0000	0.0000	0.0000	68.0000	☐		
3	3	Earth work in ordinary soil 4	25/04/2021	Test Measurement	9'12"11	0.0000	0.0000	0.0000	0.0000	780.0000	☐		

Save

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Figure 44: Measurement Book finalization through 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)				\$			
+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 → Measurement INFO and click on Measurement Book By AE.

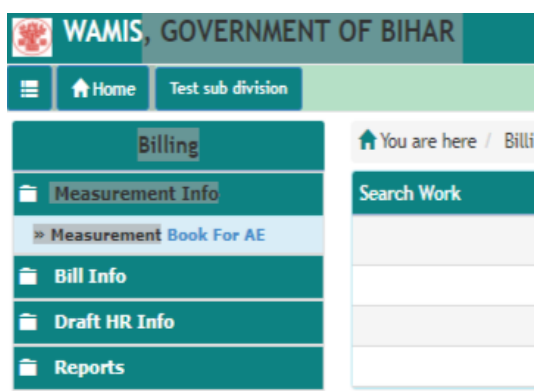


Figure 47: Measurement Book by AE

1.7. Finalize the measurement through AE

AE can save remarks and then can finalize the measurements

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Search Work

Parent Work Number: TST/9/2021/625

Parent Work Description: Test Work UM

Work Number: TST/9/2021/625/1

Work Description: Test Work UM

IMPORTANT PLEASE NOTE:

1. Please Save Data before moving to next/Previous Page . Data will not persist during Next/Previous Page during updation.
2. No measurement values will be saved on Finalize. Once finalized, you can't modify any measurement values.

Finalize

Final Measurements for AE

Select All | Deselect All | Invert Selection

Sr. No.	Item Code	Item Description	Measurement Date	Item Measurements For	Typical Measurements	No.	Length	Breadth	Depth	Quantity	JE Remarks	Considered for bill by JE	Consider for Bill	Remarks	Download Uploaded Documents
1	1	Earth work in ordinary soil 1	05/04/2021	Test Measurement	8"12"13	0.0000	0.0000	0.0000	0.0000	1248.0000		☒	☒		
2	2	Earth work in ordinary soil 2	05/04/2021	Measurement	1"2"34	0.0000	0.0000	0.0000	0.0000	68.0000		☒	☒		
3	3	Earth work in ordinary soil 4	05/04/2021	Test Measurement	9"12"13	0.0000	0.0000	0.0000	0.0000	780.0000		☒	☒		

Save

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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	Government Order is Available for the Expd. Sanction	✓	✓	✗	✗	✗	✗	Payment
8	Government Order is verified by Officials	✓	✓	✗	✗	✗	✗	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

Bill Is Finalized.

New 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	rod test work having cp	Detail (E-MB)	2	29/10/2021	OK	Regular	0.00	Checked			
2	ROA/167/2021/138/1	Test Work for Point no. 81 on testinstance	Detail (E-MB)	1	30/11/2021	ok	Regular	94920.00	check			

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

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

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» Measurement Book For EE

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MB-Book is under process for current bill at other level.

Search Work

Parent Work Number TST/9/2021/625

Parent Work Description Test Work UM

Work Number TST/9/2021/625/1

Work Description Test Work UM

IMPORTANT,PLEASE NOTE:
1. Please Save Data before moving to next/Previous Page . Data will not persist during Next/Previous Page during u
2. No measurement values will be saved on Finalize. Once finalized, you can't modify any measurement values.

Finalize

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

EE can save his remarks then finalize the Measurements.

You are here / Billing / Measurement Info / Measurement Book For EE

Mb-Book is under process for current bill at other level.

Search Work

Parent Work Number	TST/9/2021/625
Parent Work Description	Test Work UM
Work Number	TST/9/2021/625/1
Work Description	Test Work UM

IMPORTANT,PLEASE NOTE:
 1. Please Save Data before moving to next/Previous Page . Data will not persist during Next/Previous Page during updation.
 2. No measurement values will be saved if you click on Next/Previous Page button, you can't modify any measurement values.

Finalize  **Finalize the measurement.**

Final Measurements for EE											■ Select All ■ Deselect All ■ Invert Selection				
Sr. No.	Item Code	Item Description	Measurement Date	Item Measurements For	Typical Measurements	No.	Length	Breadth	Depth	Quantity	AE Remarks	Considered for bill by AE	Consider for Bill	Remarks	Download Uploaded Documents
1	1	Earth work in ordinary soil 1	05/04/2021	Test Measurement	8*12*13	0.0000	0.0000	0.0000	0.0000	1248.0000		☒	☒		
2	2	Earth work in ordinary soil 2	05/04/2021	Measurement	1*2*34	0.0000	0.0000	0.0000	0.0000	68.0000		☒	☒		
3	3	Earth work in ordinary soil 4	05/04/2021	Test Measurement	5*12*13	0.0000	0.0000	0.0000	0.0000	780.0000		☒	☒		

Save

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.

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- Check & Pass**
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- Bill Recall
- Bill Objection
- Bill Transfer
- Bill Search
- Expenditure Sanction Finalize (XX)

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View RA Bill Details

Sl. No.	Work No.	Work Description	Measurement Type	RA Bill No.	RA Bill Date	Remark BY	Work Type	Bill Amount	Details	Cancel	Finalize
1	TST/9/2021/394/1	Rakesh Kumar, Subilo 22.01.2021	Detail (E-HB)	1	22/01/2021	rlg	Regular			✖	✔
2	TST/9/2021/417/1	P PRANASH AT LALIT BHARAN 22 Jan 2021	Detail (E-HB)	1	22/01/2021	J	Regular			✖	✔
3	TST/9/2021/474/1	plait work training for RWD Department	Detail (E-HB)	1	28/01/2021	sk	Regular			✖	✔
4	TST/9/2021/493/1	Test RWD work at Vidheshwariya Bhawan on 28th Jan 2021 50 km A to B	Detail (E-HB)	1	28/01/2021	OK	Regular			✖	✔
5	TST/9/2021/506/1	samsung work	Detail (E-HB)	1	30/01/2021	for 640	Regular			✖	✔
6	TST/9/2021/625/1	Test Work UN	Detail (E-HB)	1	05/04/2021	sk	Regular			✖	✔

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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.

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→ **Measurement Book For CLERK**

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Search Work

Parent Work Number TST/9/2021/625

Parent Work Description Test Work UM

Work Number TST/9/2021/625/1

Work Description Test Work UM

IMPORTANT, PLEASE NOTE:

1. Please Save Data before moving to next/Previous Page . Data will not persist during Next/Previous Page during updation.
2. No measurement values will be saved on Finalize. Once finalized, you can't modify any measurement values.

Finalize

Final Measurements for AU

Sr. No.	Item Code	Item Description	Measurement Date	Item Measurements For	Typical Measurements	No.	Length	Breadth	Depth	Quantity	EE Remarks	Considered for bill by EE	Remarks	Download Uploaded Documents
1	1	Earth work in ordinary soil 1	05/04/2021	Test Measurement	8"12"13	0.0000	0.0000	0.0000	0.0000	1248.0000		✓		
2	2	Earth work in ordinary soil 2	05/04/2021	Measurement	1"2"34	0.0000	0.0000	0.0000	0.0000	68.0000		✓		
3	3	Earth work in ordinary soil 4	05/04/2021	Test Measurement	5"12"13	0.0000	0.0000	0.0000	0.0000	780.0000		✓		

Save

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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 Officials	✓	✓	✓	✓	✗	✗	Payment	✓
14	All supporting Documents attached	✓	✓	✓	✓	✗	✗	Payment	✓
15	Correct Payees has been attached	✓	✓	✓	✓	✗	✗	Payment	✓
16	Head of account is correctly choosen	✓	✓	✓	✓	✗	✗	Payment	✓
17	Government 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.

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- Bill Details For CLERK
- Bill Recoveries**
- Bill Tracker
- Expenditure Sanction

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Reports

You are here / Billing / Bill Info / Bill Recoveries

Record saved successfully.

Search Work

Parent Work Number TST/9/2021/625

Parent Work Description Test Work UM

Work Number TST/9/2021/625/1

Work Description Test Work UM

Bill Recoveries

Sr. No.	Recovery Type	Transaction Type	Recovery Column	Amount	Edit	Delete
1	CGST	Non Refundable	8(B)	19.00		
2	Income Tax (Monthly Contribution)	Non Refundable	8(B)	21.00		
3	SGST	Non Refundable	8(B)	19.00		

Total Bill Amount : 2096 Total Recovery Amount : 59.00

Delete All

Bill Recoveries

(5(A) and 5(B) Recoveries should be added prior to 8(B) Recoveries)
Fields marked with an asterisk * are required.

RA Bill Number * 1

Recovery Column ☐ 8(A) ☒ 8(B)

Select Recovery (Bill Amount : Rs. 2096)

Sr.No	Recovery Type	Recovery Column	Transaction Type	Recovery percentage/amount	Amount	Remarks	Delete
1	--select--						

Add Recovery Rows Save Recovery Delete All

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Figure 56: Bill Recoveries

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You are here / Billing / Bill Info / Bill Recoveries

Search Work

Parent Work Number TST/9/2021/625

Parent Work Description Test Work UM

Work Number TST/9/2021/625/1

Work Description Test Work UM

Bill Recoveries

Sr. No. Recovery Type Transaction Type Recovery Column Amount Edit Delete

No Record To Display

Total Bill Amount : 2096 Total Recovery Amount : 0.00

Delete All

Bill Recoveries

(5(A) and 5(B) Recoveries should be added prior to 8(B) Recoveries)
Fields marked with an asterisk * are required.

RA Bill Number * 1

Recovery Column ☐ 5(B) ☐ 8(A) ☒ 8(B)

Select Recovery (Bill Amount : Rs. 2096)

Sr.No. Recovery Type Recovery Column Amount Remarks Delete

1 --select--

Add Recovery Rows Save Recovery Delete All

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Select from Either 5B, 8B which are basically Recovery colum. you can refer to BTC form 35 in the Report section. For Withheld from current Bill 5B is chosen and for deductions 8B is chosen.

Select from list of deductions/Recoveries from drop down menu.

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.

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Search Work

Parent Work Number TST/9/2021/625

Parent Work Description Test Work UM

Work Number TST/9/2021/625/1

Work Description Test Work UM

RA Bill Details

Parent Work Number TST/9/2021/625

Parent Work Description Test Work UM

Work Number TST/9/2021/625/1

Work Description Test Work UM

RA Bill No : 1

RA Bill Date : 05/04/2021

Expenditure Sanction

Fields marked with an asterisk * are required.

Department Name TEST Department

Head Of Account 35/2052/P/00/090/0010/01/01

Charged/Voted N/A

Bill Amount 2096

Financial Year * 2021

Expenditure Sanction Amount * 2096

Expenditure Sanction Date * 07/04/2021

Expenditure Sanction Authority * Assistant Engineer

Expenditure Sanction Rules * ☐ Bihar Travelling Allowance Rules ☒ Bihar Treasury Code 2011 ☐ Bihar Financial Rule

Sanction Subject * 1245

Preamble * Preamble

Order Number * 12

Remark Expenditure Sanction

Save Back

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Bill amount must be equal to expenditure sanction amount. If there is less fund available than withheld needs to be done in 5(b) column of Recovery & accordingly Bill amount be automatically updated.

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 OF BIHAR

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You are here / Billing / Bill Info / Expenditure Sanction

Record Save Successfully

Search Work

Parent Work Number TST/9/2021/625

Parent Work Description Test Work UM

Work Number TST/9/2021/625/1

Work Description Test Work UM

Sr. No.	Work Number	Sanction Number	Sanction Date	Sanction Amount	Sanction Authority	Edit	Delete	Finalize
1	TST/9/2021/625/1	ES/2020/9/892/1/1	07/04/2021	2096.00	Assistant Engineer			

Finalize the expenditure sanction.

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Figure 59: Expenditure Sanction Finalization

Go to Bill details for clerk and finalize the Bill.

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You are here / Billing / Bill Info / Bill Details For CLERK

View RA Bill Details

Sr. No.	Work No.	Work Description	Measurement Type	RA Bill No.	RA Bill Date	Remark BY EE	Work Type	Bill Amount	Details	Cancel	Finalize
1	9/12/1	test work recovery	Abstract	2	11/06/2020	ok	Regular				
2	9/12/1	construction of road work from 0:00 to 5:00 at machhi by kundanT	Abstract	1	05/06/2020	ok	Regular				
3	9/20/1	Construction of School Building at bihar by kundanT	Abstract	1	22/06/2020	ok	Regular				
4	TST/9/2020/209/1	CFHS Test Work 6	Abstract	1	28/12/2020	ok	Regular				
5	TST/9/2020/234/1	Test Work 01st Dec 2020.	Abstract	1	01/12/2020	ok	Regular				
6	TST/9/2020/266/1	test by CFHS FMSAL	Detail (E-AB)	1	28/12/2020	ok	Regular				
7	TST/9/2020/277/1	road construction boring to patna station	Detail (E-AB)	1	11/12/2020	ok	Regular				
8	TST/9/2020/302/1	Expenditure Sanc	Abstract	1	26/12/2020	a	Regular				
9	TST/9/2021/334/1	Test Advances by (Shree) 1	Abstract	1	20/01/2021	ok	Regular				
10	TST/9/2021/407/1	work proposed by RAVI KR	Detail (E-AB)	1	22/01/2021	ok	Regular				
11	TST/9/2021/422/1	Danapur vidhansabha ishetra 186 ke antargat ward no. 21 nagar parishad danapur dakhin pancholi nagar Gandhi uttar ke taraf se chahien kachi sadak nirman kary.	Detail (E-AB)	1	22/01/2021	ok	Regular				
12	TST/9/2021/470/1	airtel hotspot work	Detail (E-AB)	1	28/01/2021	Bill passed	Regular				
13	TST/9/2021/501/1	test work for BCD	Detail (E-AB)	1	29/01/2021	ok	Regular				
14	TST/9/2021/532/1	Patna City gurdwara Road	Detail (E-AB)	1	11/02/2021	Pass	Regular				
15	TST/9/2021/534/1	Link road between Patna sahib to Patna Sahib gurdwara	Detail (E-AB)	2	11/02/2021	Check and pass	Regular				
16	TST/9/2021/563/1	Test Pittam	Abstract	2	08/01/2020	ok	Regular				
17	TST/9/2021/566/1	from latur	Abstract	2	12/03/2021	Infyl	Regular				
18	TST/9/2021/577/1	construction for pune EMB settlement	Detail (E-AB)	1	16/03/2021	ok	Regular				
19	TST/9/2021/596/1	test work for extra item 017	Abstract	1	23/03/2021	grant	Regular				
20	TST/9/2021/606/1	24th March_eMB_Case1	Abstract	1	26/03/2021	BY EE	Regular				

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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.

WAMIS, GOVERNMENT OF BIHAR

You are here: [Billing](#) / [Measurement Info](#) / [Measurement Book For DAO](#)

Search Work

Parent Work Number: TST/W/2021/625

Parent Work Description: Test Work UM

Work Number: TST/W/2021/625/1

Work Description: Test Work UM

IMPORTANT PLEASE NOTE:

1. Please Save Data before moving to next/Previous Page. Data will not persist during Next/Previous Page during validation.
2. No measurement values will be saved on Finalize. Once finalized, you can't modify any measurement values.

Finalize

Final Measurements for DAO

Sr. No.	Item Code	Item Description	Measurement Date	Item Measurements For	Typical Measurements	No.	Length	Breadth	Depth	Quantity	Author Remarks	Considered for bill by EE	Remarks	Download Uploaded Documents
1	1	Earth work in ordinary soil 1	05/04/2021	Test Measurement	8'12"11	0.000	0.000	0.000	0.000	1248.000		☒		
2	2	Earth work in ordinary soil 2	05/04/2021	Measurement	1'2"34	0.000	0.000	0.000	0.000	98.000		☒		
3	3	Earth work in ordinary soil 4	05/04/2021	Test Measurement	9'12"11	0.000	0.000	0.000	0.000	780.000		☒		

Save

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Figure 61: Measurement Book for DAO

DAO needs to checklist before finalize the Bill.

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You are here: [Billing](#) / [Bill Info](#) / [Check List For DAO](#)

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

Sr. No.	Check List	Checked By JE	Checked By AE	Checked By EE At Check B 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	AB Details	☒	☒	☒	☒	☒	☒	Expenditure	☒
4	Declaration from office admin/e-bill approver on deductions	☒	☒	☒	☒	☒	☒	Expenditure	☒
5	Agreement	☒	☒	☒	☒	☒	☒	Expenditure	☒
6	Technical sanction order	☒	☒	☒	☒	☒	☒	Expenditure	☒
7	Administrative Sanction order	☒	☒	☒	☒	☒	☒	Expenditure	☒
8	Validated if sufficient allotment is there or not	☒	☒	☒	☒	☒	☒	Expenditure	☒
9	Head of account is correctly choosen	☒	☒	☒	☒	☒	☒	Expenditure	☒
10	Correct Payees has been attached	☒	☒	☒	☒	☒	☒	Expenditure	☒
11	All details are verified and are correct	☒	☒	☒	☒	☒	☒	Expenditure	☒
12	Expenditure Sanction Order	☒	☒	☒	☒	☒	☒	Expenditure	☒
13	Government Order is verified by Officials	☒	☒	☒	☒	☒	☒	Payment	☒
14	All supporting Documents attached	☒	☒	☒	☒	☒	☒	Payment	☒
15	Correct Payees has been attached	☒	☒	☒	☒	☒	☒	Payment	☒
16	Head of account is correctly choosen	☒	☒	☒	☒	☒	☒	Payment	☒
17	Government 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 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.

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 - Expenditure Sanction Finalize (DAO)
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Expenditure Sanction Details

Sr. No.	Work No	Work Description	Sanction Amount	Sanction Number	Sanction Date	Finalize
1	TST/9/2021/621/1	withheld testing only no advance.	11300.00	ES/2019/9/888/1/1	31/03/2021	
2	TST/9/2021/625/1	Test Work UM	2096.00	ES/2020/9/892/1/1	07/04/2021	
3	ROA/94/2021/34/1	Kusheshwar asthan to Phooltura ghat road length 2.10 KM	22118548.00	100	27/01/2021	

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Figure 63: Expenditure Sanction finalize from DAO

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

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View RA Bill Details

Sr. No.	Work No	Work Description	Measurement Type	RA Bill No	RA Bill Date	Remark BY AU	Work Type	Bill Amount	Details	Cancel	Finalize
1	9/28/1	test work laeo new	Abstract	1	24/06/2020	ok	Regular				
2	RCD/9/2020/127/1	construction of road at patna district	Detail (E-HB)	1	04/08/2020	ok	Regular				
3	RCD/9/2020/69/1	test work	Abstract	1	05/08/2020	ok	Regular				
4	TST/9/2020/187/1	road construction at test 101 bihar by kundant	Detail (E-HB)	1	16/07/2020	ok	Regular				
5	TST/9/2021/400/1	WORK TEST BY RAMU KAKA OFFICE RWD CE4 JAMUI	Detail (E-HB)	1	22/01/2021	ok	Regular				
6	TST/9/2021/410/1	work masaudhi vidhan sabha ke dhanarus prakhand me PCC	Detail (E-HB)	1	22/01/2021	ok	Regular				
7	TST/9/2021/436/1	test bcd	Detail (E-HB)	1	25/01/2021	ok	Regular				
8	TST/9/2021/438/1	Construction of Boundrywall in Maner vidhansabha at Khankah	Detail (E-HB)	1	25/01/2021	ok	Regular				
9	TST/9/2021/440/1	Construction of Panchayat sarkar Bhawan at Sihhi Block Paligang	Detail (E-HB)	1	25/01/2021	ok	Regular				
10	TST/9/2021/625/1	Test Work UM	Detail (E-HB)	1	05/04/2021	ok	Regular				

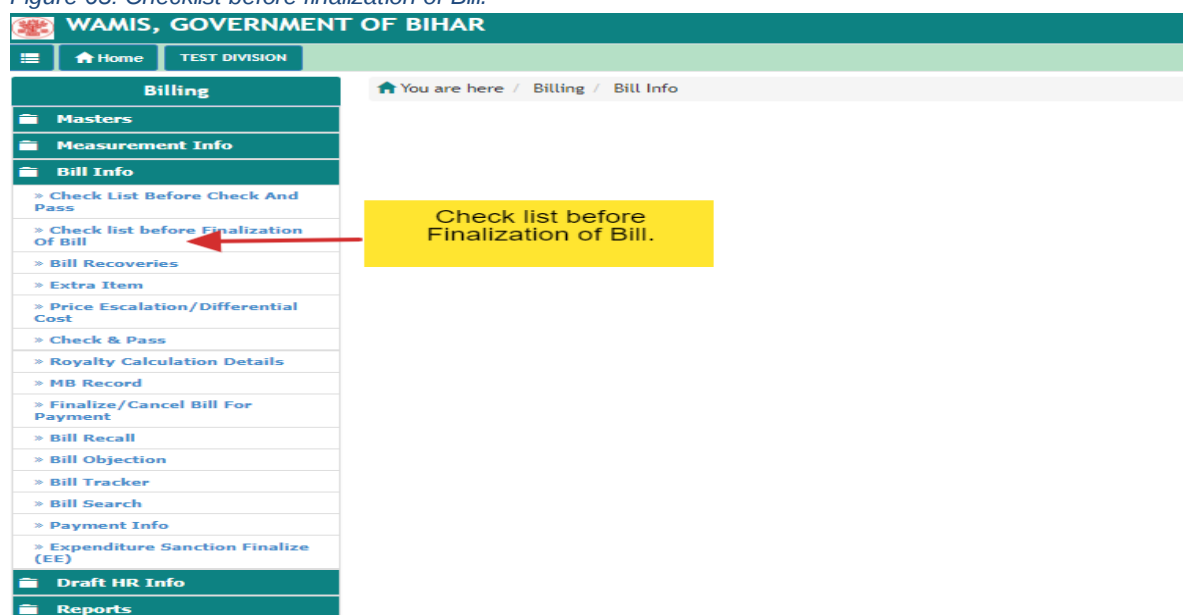
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Figure 64: Finalize the Bill through DAO

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

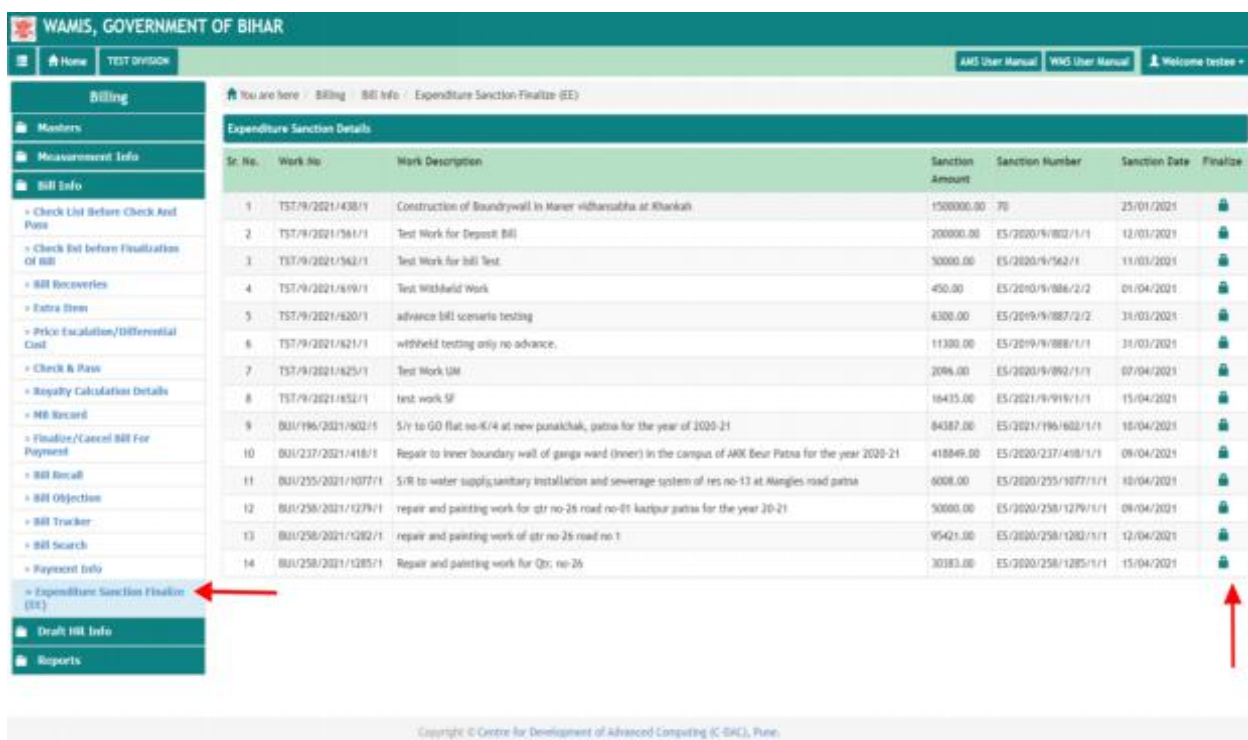


Figure 66: Expenditure Sanction Finalize (EE)

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

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You are here / Billing / Bill Info / Finalize/Cancel Bill For Payment

View RA Bill Details

Sr. No.	Work No	Work Description	Measurement Type	RA Bill No	RA Bill Date	Remark BY DAO	Work Type	Bill Amount	Details	Cancel	Check Bill Amount Validation	Finalize
1	TST/9/2021/367/1	TEST WORK BY POONAM AT LALIT BHAWAN RURAL WORKS DEPARTMENT 21 JANUARY 2021	Detail (E-MB)	1	22/01/2021	ok	Regular					
2	TST/9/2021/421/1	ae work at danapur diara	Abstract	1	18/02/2021	ok	Regular					
3	TST/9/2021/425/1	Masaudhi vidhan ke Dhanarua Prakhand ke panchayat mortyawa me PCC	Detail (E-MB)	1	23/01/2021	ok	Regular					
4	TST/9/2021/428/1	Danapur vidhansabha me danapur nager ward no 12 me PCC	Detail (E-MB)	1	23/01/2021	ok	Regular					
5	TST/9/2021/528/4	test work for EPC e MB and bill	Detail (E-MB)	9	09/04/2021	For Bill Objection	Regular					
6	TST/9/2021/528/4		Detail (E-MB)	7	20/03/2021	Test	Regular					
7	TST/9/2021/528/4		Detail (E-MB)	5	05/03/2021	Test	Regular					
8	TST/9/2021/528/4		Detail (E-MB)	4	04/03/2021	Test	Regular					
9	TST/9/2021/561/1	test Work for Deposit Bill	Detail (E-MB)	6	18/03/2021	ok	Deposit					
10	TST/9/2021/561/1	Test Work for Deposit Bill	Detail (E-MB)	5	17/03/2021	ok	Deposit					
11	TST/9/2021/561/1	Test Work for Deposit Bill	Detail (E-MB)	2	12/03/2021	ok	Deposit					
12	TST/9/2021/561/1	Test Work for Deposit Bill	Detail (E-MB)	1	11/03/2021	ok	Deposit					
13	TST/9/2021/562/1	Test Work for bill Test	Detail (E-MB)	1	11/03/2021	ok	Regular					
14	TST/9/2021/564/1	from patana	Abstract	1	13/03/2021	bhgh	Regular					
15	TST/9/2021/571/1	from pune	Detail (E-MB)	4	15/03/2021	ok	Regular					
16	TST/9/2021/572/1	from sangli	Abstract	1	15/03/2021	kjjk	Regular					
17	TST/9/2021/573/1	construction of building first and final by pritam	Abstract	1	29/03/2019	ok	Regular					
18	TST/9/2021/574/1	construction of bridge (test e-mb) by pritam	Detail (E-MB)	5	15/08/2019	ok	Regular					
19	TST/9/2021/575/1	Road Construction from Pune to mumbai for settlement of advance	Abstract	2	15/03/2021	ok	Regular					
20	TST/9/2021/576/1	from mumbai	Abstract	1	16/03/2021	ok	Regular					

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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Sr. No.	Work No	Work Description	Measurement Type	RA Bill No	RA Bill Date	Remark BY DAO	Work Type	Bill Amount	Details	Cancel	Check Bill Amount Validation	Finalize
1	TST/9/2021/561/1	Test Work for Deposit Bill	Detail (E-MB)	6	18/03/2021	ok	Deposit	2200000.00				
2	TST/9/2021/561/1	Test Work for Deposit Bill	Detail (E-MB)	5	17/03/2021	ok	Deposit	4100000.00				
3	TST/9/2021/561/1	Test Work for Deposit Bill	Detail (E-MB)	2	12/03/2021	ok	Deposit	100000.00				
4	TST/9/2021/561/1	Test Work for Deposit Bill	Detail (E-MB)	1	11/03/2021	ok	Deposit	200000.00				
5	TST/9/2021/562/1	Test Work for bill Test	Detail (E-MB)	1	11/03/2021	ok	Regular	50000.00				
6	TST/9/2021/571/1	from pune	Detail (E-MB)	4	15/03/2021	ok	Regular	40800000.00				
7	TST/9/2021/572/1	from sangli	Abstract	1	15/03/2021	kjjk	Regular	50000.00				
8	TST/9/2021/573/1	construction of building first and final by pritam	Abstract	1	29/03/2019	ok	Regular	180030.00				
9	TST/9/2021/574/1	construction of bridge (test e-mb) by pritam	Detail (E-MB)	5	15/08/2019	ok	Regular	648200.00				
10	TST/9/2021/575/1	Road Construction from Pune to mumbai for settlement of advance	Abstract	2	15/03/2021	ok	Regular	37466.00				
11	TST/9/2021/576/1	from mumbai	Abstract	1	16/03/2021	ok	Regular	2500000.00				
12	TST/9/2021/583/1	Testcase work 1803/01	Abstract	2	19/03/2021	dao finl mobil advance	Regular	1100000.00				

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

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You are here / Billing / Bill Info / Bill Tracker

Bill Status

Work Numbers: * TST/9/2021/629/1 - Wamis_work1

Bill Number: * 1

Show Export

Junior Engineer 08/04/2021 16:43:05

Assistant Engineer 08/04/2021 16:44:10

Check And Pass By Executive Engineer 08/04/2021 16:45:32

Clerk 08/04/2021 16:52:26

DAO 08/04/2021 16:53:27

Executive Engineer 09/04/2021 11:35:46

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Figure 69: Bill Tracker