User Manual

For

Land Acquisition

To access the application, user must log on to the Portal using the URL: http://irrigationpms.cgg.gov.in/pms/home. There will be a Home Page of Project Monitoring System (PMS) and then on click over login button the user will be redirected to the below shown screen. In this page user needs to enter valid Login & Password (as provided) and click on Login button to enter into the Application.

After login the Special collector will be able to view the details of data entered by him in the dashboard as shown below in the screen. Further "Click here for Main DashBoard..." will be redirect you to main application services.

After clicking on the compensation amount further a detail sheet will be displayed in which project wise entered details will be shown as below

On click on each project name, details entered against that particular project will be shown awarde wise as shown below. There is a button *back* it helps you to come back to main sheet and a *print* button is provided to take print of that sheet.
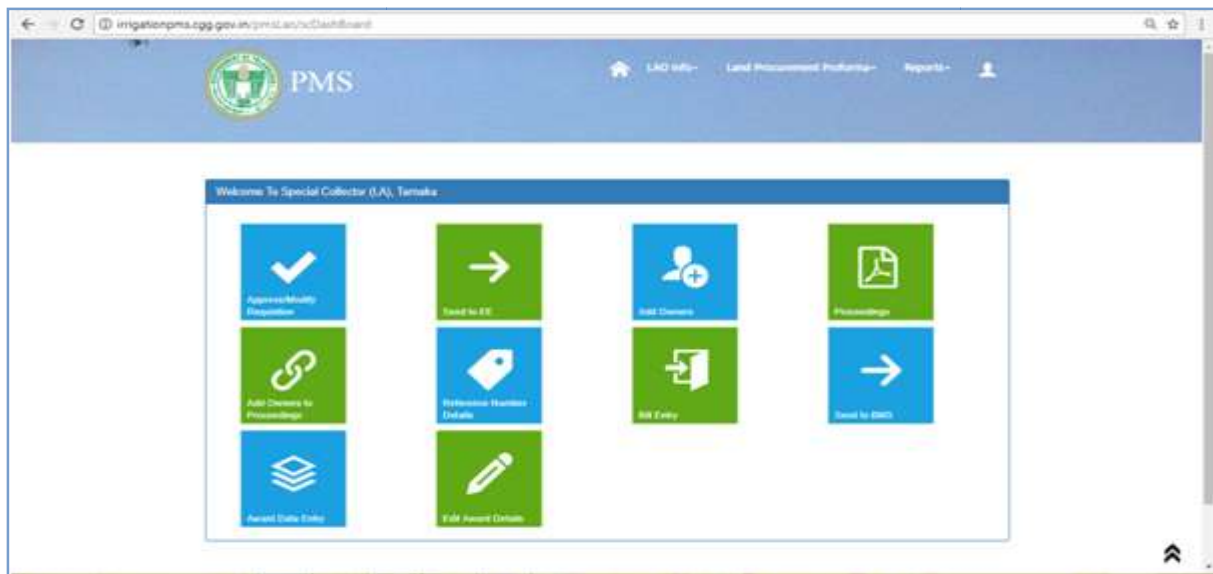

The main service screen will be as shown below, here for each access for the user it is been provided with tabs for each service, by a

direct click on them you can start your work. Further in detail about each service will be explained below.

After you receive requisition from Executive Engineer to *view/approve/modify* the requisition click on the first tab "Approve Modify Requisition" you will be redirected to the screen as shown below.
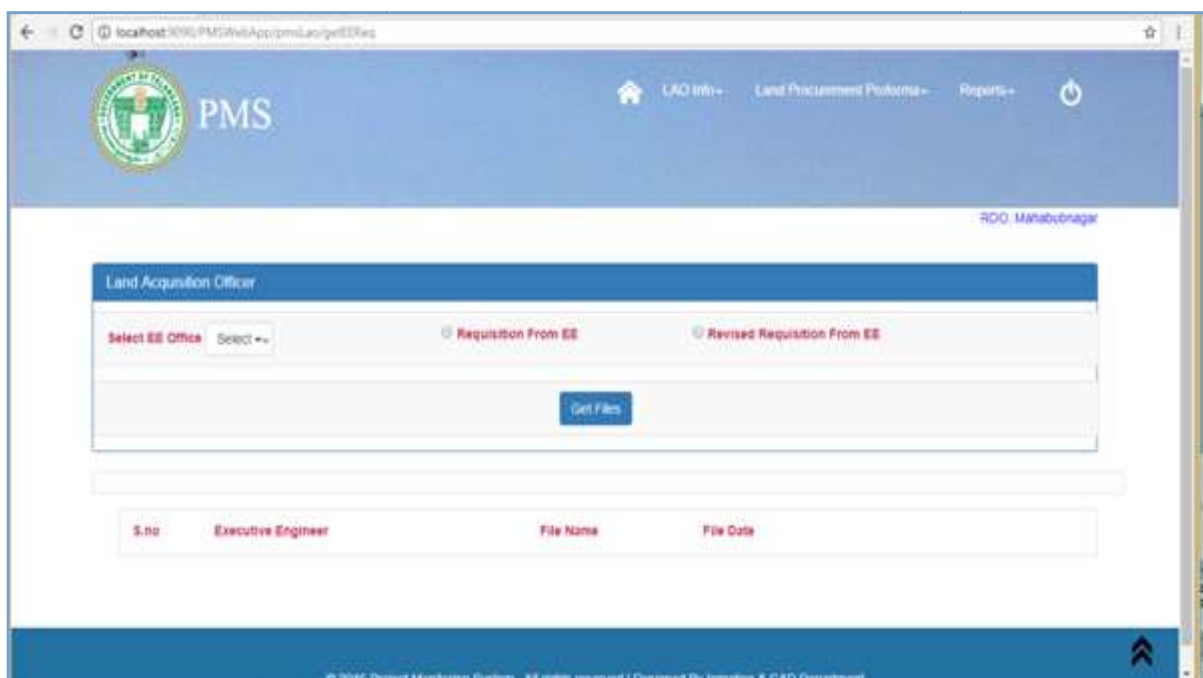
In this select the respective division office as shown below and across that there are two options as requisition from EE and revised requisition from EE. For the first time select requisition option and click on **Get Files** button requisition received will be viewed in the bottom as shown below.
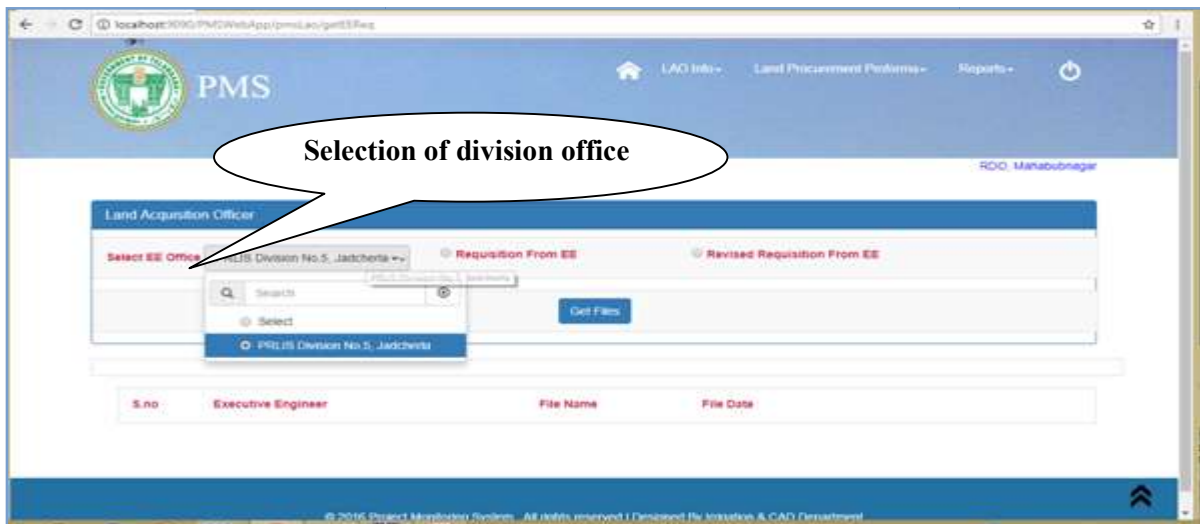
The requisitions received from EE will be displayed as shown below.
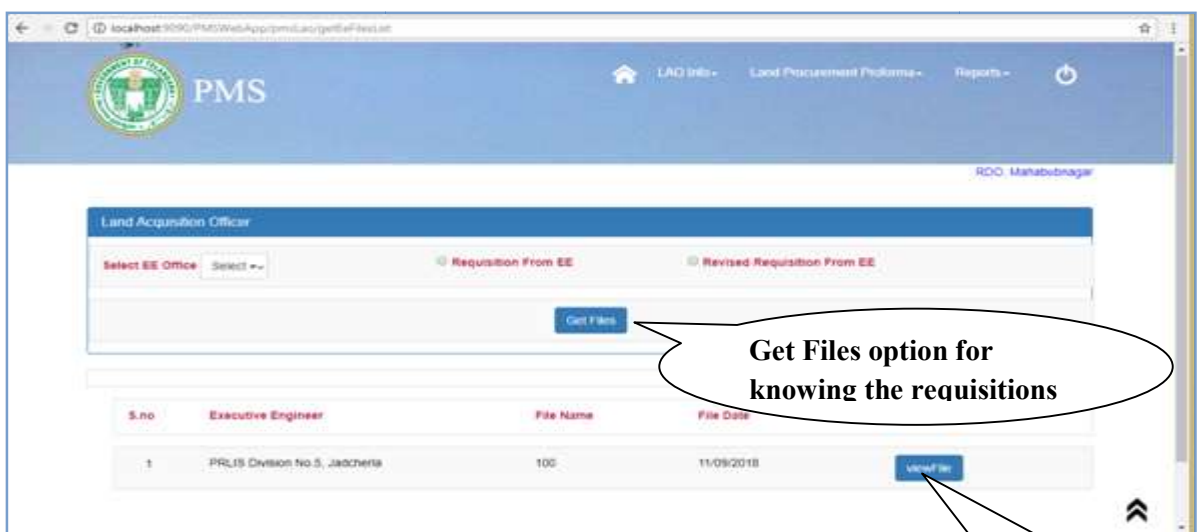
To view the requisition completely click on *view file* button, details about each requisition will be displayed as shown in the below screen. Further you are been provided with three options

1.Reject
 2.Edit
3.Approve Requisition

To reject requistion

To Edit requistion

To approve requistion

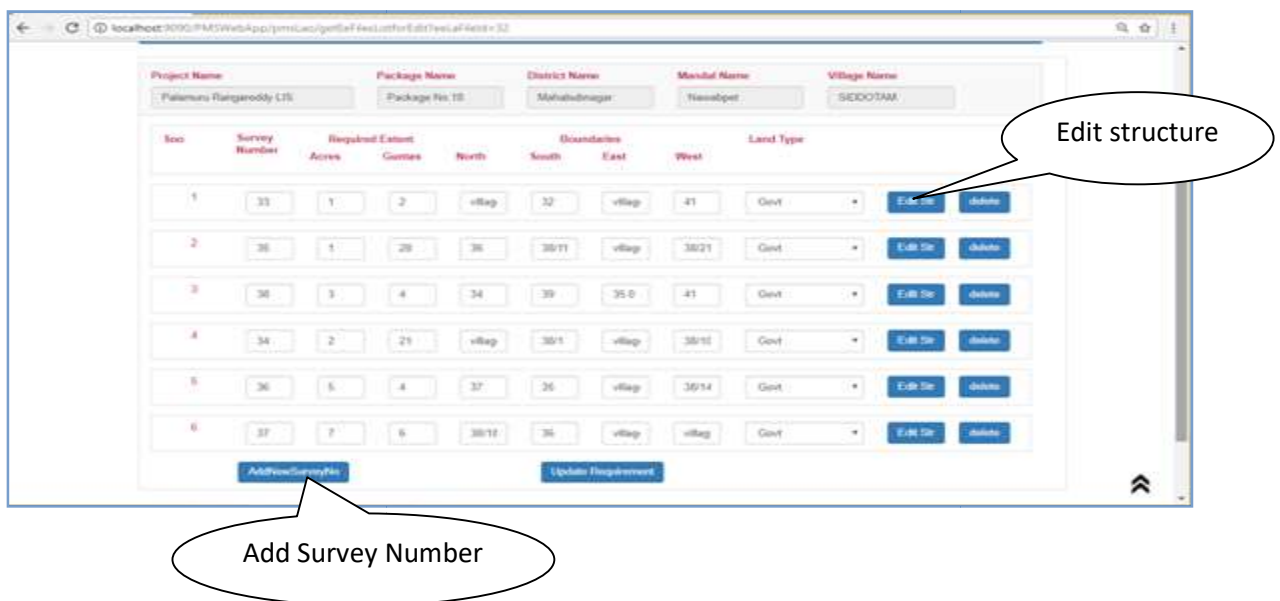If there any changes in the requisition after concurrence or SDR for editing the requisition click on *edit* button and the screen will be as shown below. If there is a new survey number added in the requisition there is a provision provided *AddNewSurveyNo* button

Edit structure

Add Survey Number

After clicking on the *AddNewSurveyNo* the below screen will be displayed in this you need to enter new survey number and data pertaining to it and add. If more than one survey number is to be added there is a provision given as *AddRow*

Add Row
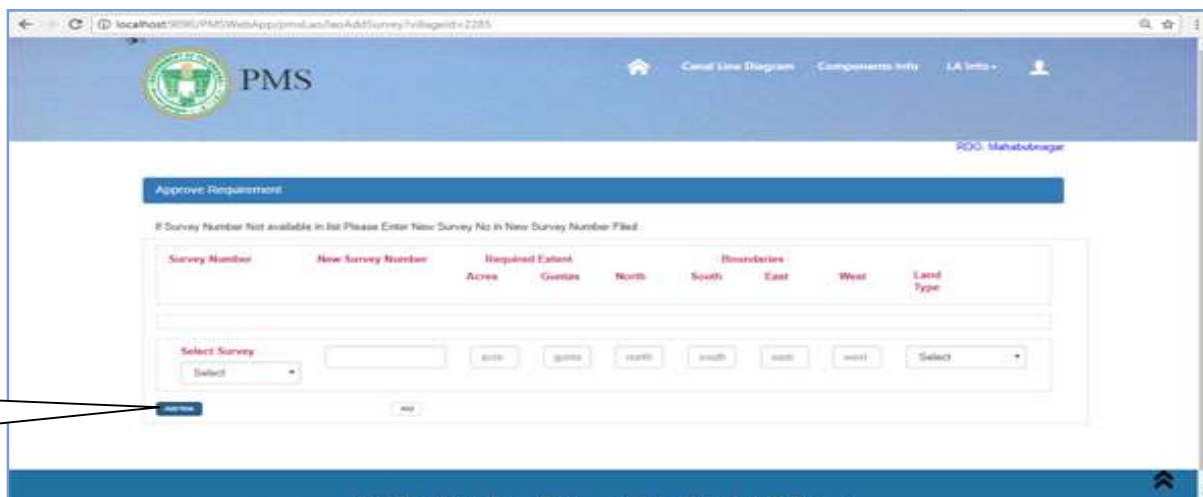
For Editing Structure details click on **EditStr** button. The below displayed screen will be shown in this you can select the structure name and across it further details like house number, No. of structures, Area, Tree type, Type, Rate type and Rate.
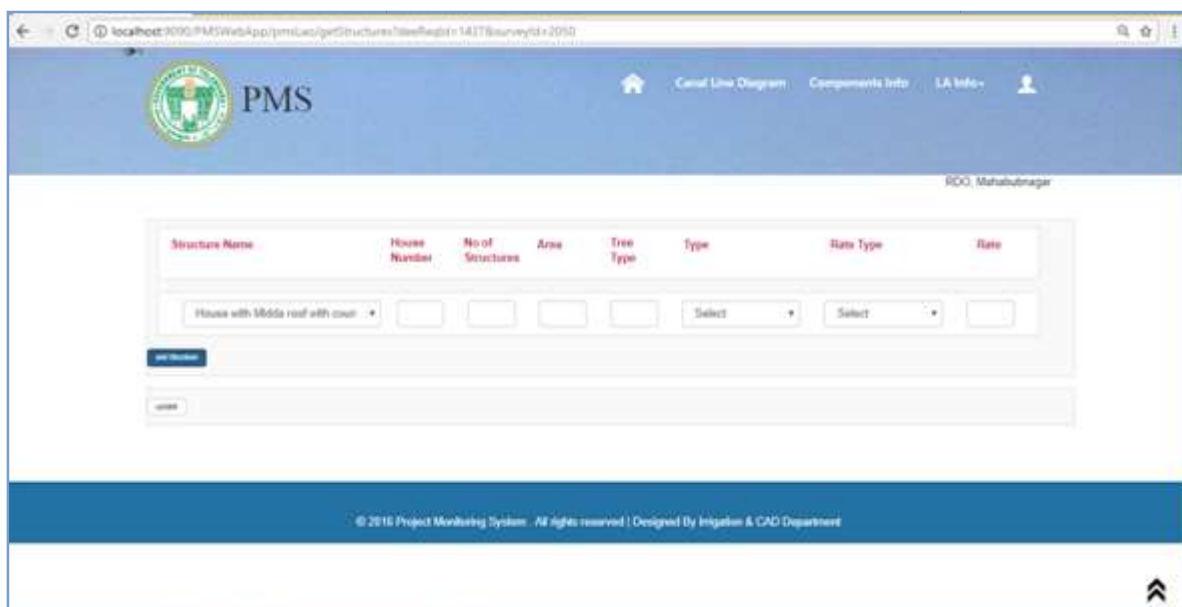
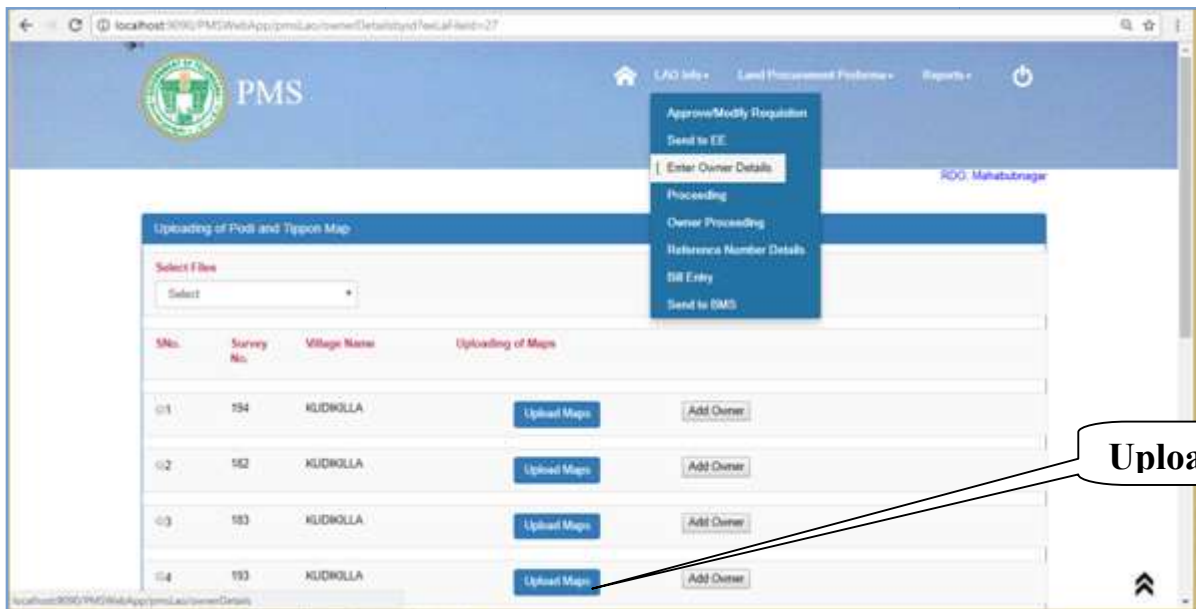After completing the requisition process to add beneficiaries, under LAO Info> **Enter Owner Details**. The below screen will be displayed, in this the user needs to select the file received from EE from the list. List of all the survey number in that particular file will be displayed across which there are two buttons **Upload Maps** and **Add Owner**.

After clicking on Upload Maps button a screen will get popup as shown below in which the user can upload tippon and podi maps and click on submit button to save them.
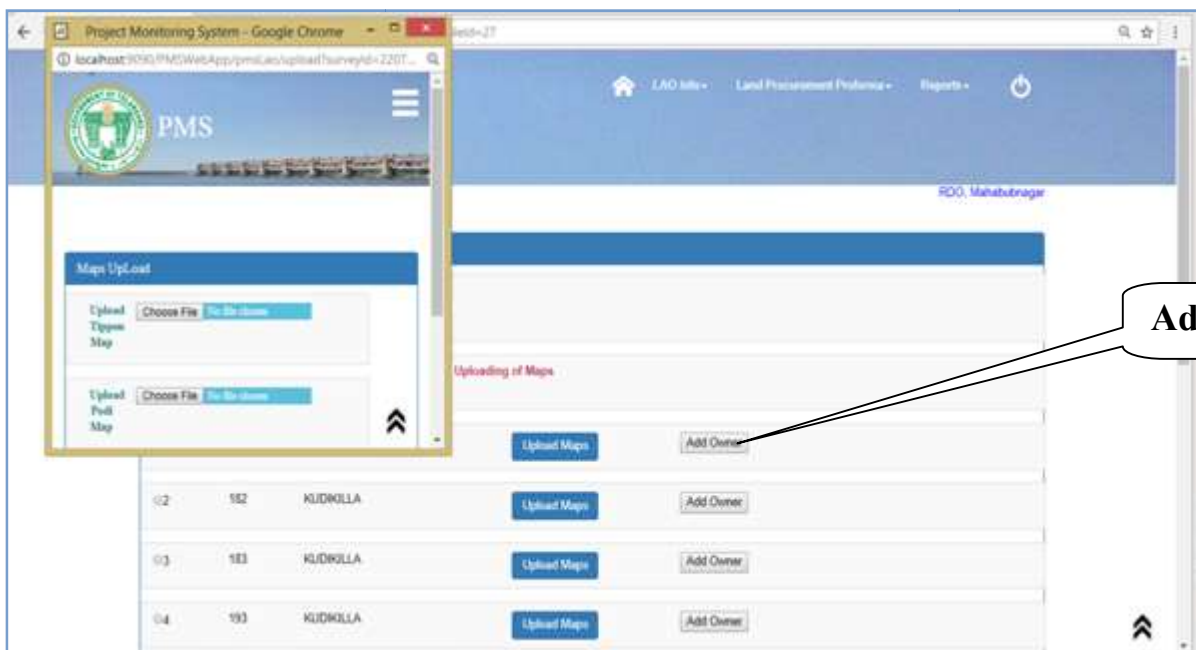
For adding beneficiaries click on *Add Owner* button, the below screen will be displayed in this the user needs to

ADD OWNER SCREENS TO BE ADDED-IN MODIFICATION

For creating a proceeding number click on LAO Info<Proceeding. The below screen will be displayed, in this the user needs to type proceeding number, select date , enter proceeding amount, select the appropriate proceeding type and upload the proceeding pdf copy and click on *save* button to save the data. If the user has already created few proceedings those proceeding list will be displayed below, for viewing the pdf proceeding copy click on the download(down arrow) button the pdf copy will get downloaded which can be viewed.
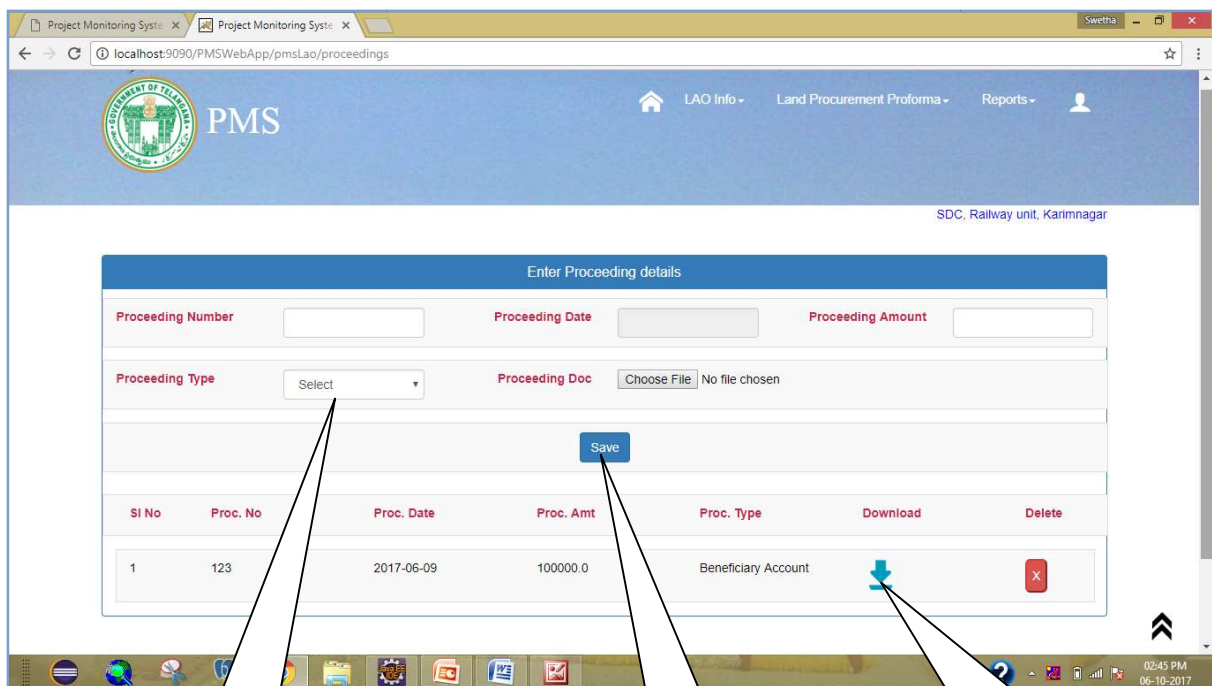

To map the owner with proceeding click on LAO Info<Owner Proceeding the below displayed screen will appear, in this the user needs to select the proceeding all the details regarding the proceeding will get populated automatically further user need to enter division bill no and Gross Bill Amount.
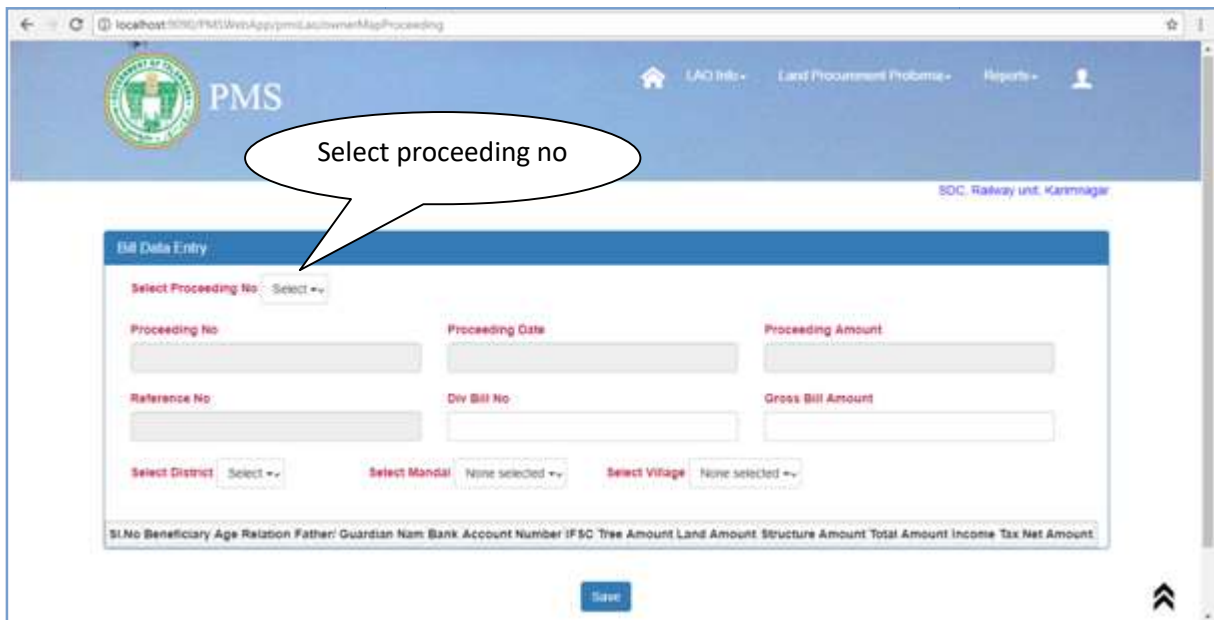
After selecting district, mandal and village the owner list entered in the previous screen for that particular village will be displayed below. All the owners which the user desires to map with that proceeding the user needs to select them and across each of them Income Tax to be entered and the Net Amount will be auto calculated and finally the user needs to click on *save* button to save the data. During the whole process there will be a reference number automatically generated each time the user needs to note down the number for next screen.
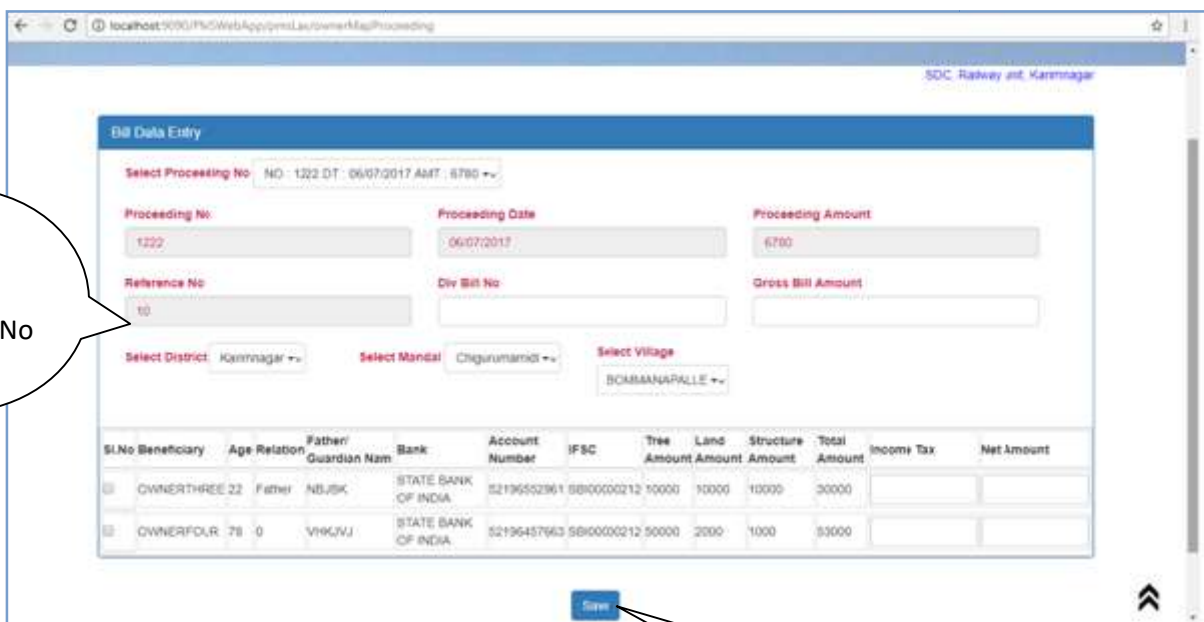
To check and confirm the details about reference number click on LAO Info<Reference Number details the below shown screen will be displayed in this the user needs to select the reference number which was generated to the user preciously.
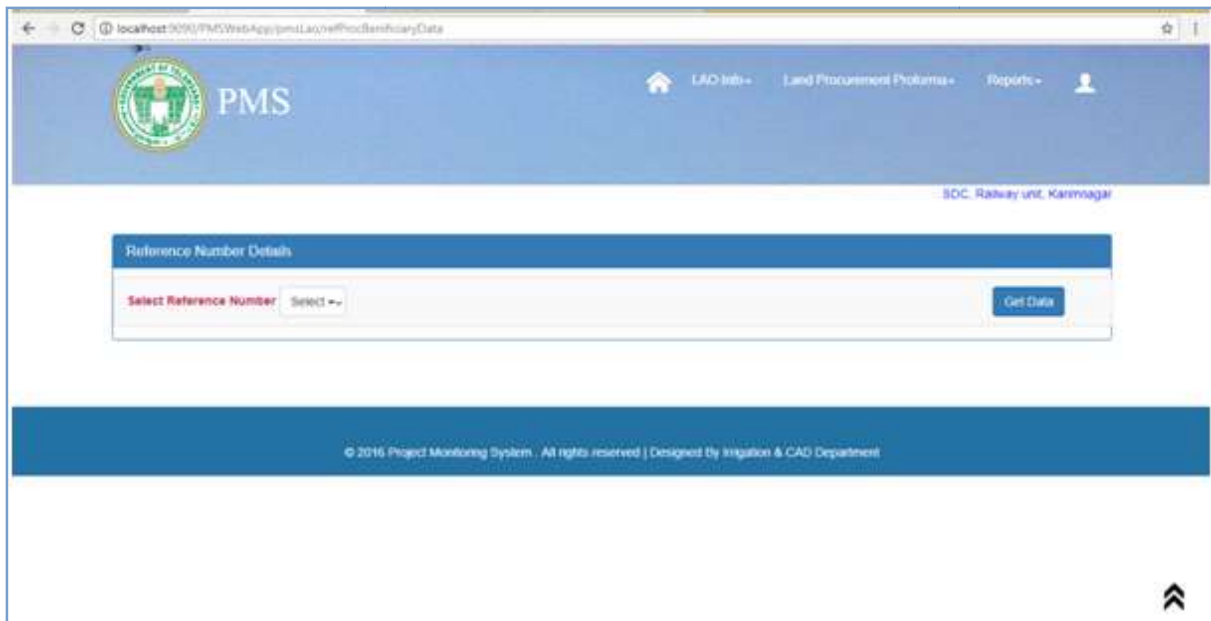
After selecting the reference number on click ***Get Data*** button all the details pertaining to that particular number will get displayed below after cross checking them completely the user needs to confirm the data by clicking on the ***confirm*** button
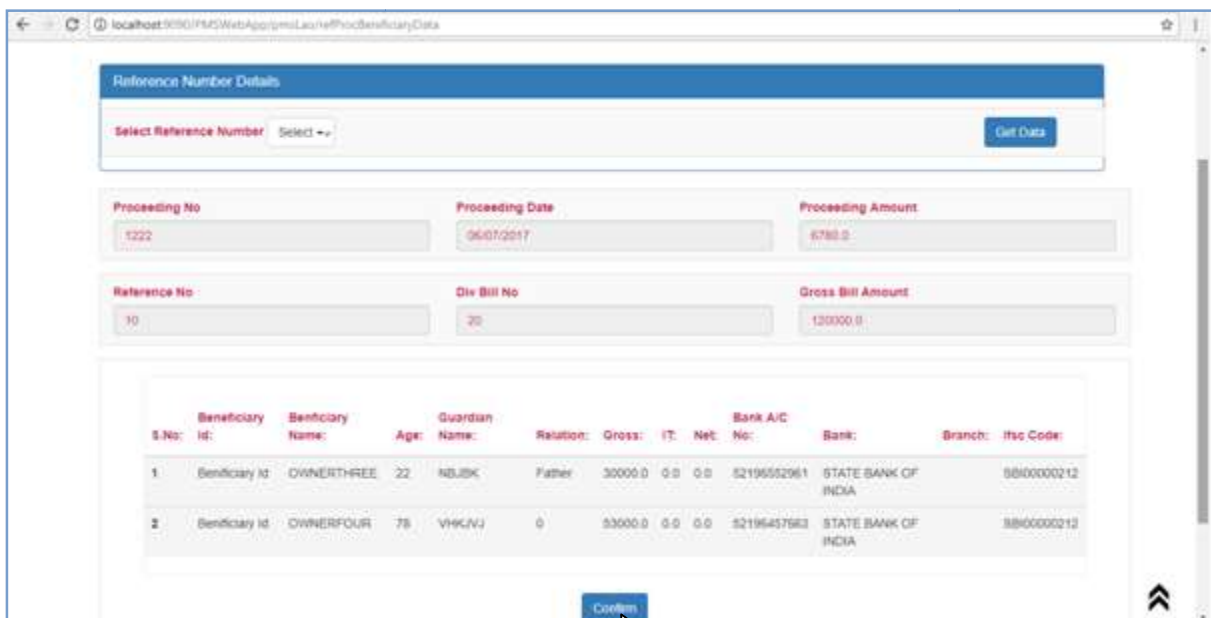
To confirm details

After confirming the details for bill entry user needs to click LAO Info < Bill Entry the below shown screen will be displayed, in

this user needs to select reference number all detail pertaining to that particular will get displayed and the user needs to enter head of account and enter bill description and the below checklist to be checked before submitting the data.

After the bill details are entered the file need to be sent to bms for bill payment so the user needs to click on LAO Info<Send to BMS the below shown screen will be displayed in this, the user needs to select district, mandal, village, proceeding and division bill on click **Get Beneficiary List** below total list will be displayed on click on button **Send to BMS** the file will be sent to bms for payment. On other hand there is a option **print** for taking print.

send to BMS

Select District	Select Mandal	Select Village	Select Proceeding	Select Division Bill
Select ▾	None selected ▾	None selected ▾	▾	▾

Get Beneficiary List

District : Karimnagar   **Mandal :** Chigurumamidi   **Village :** BOMMANAPALLE

S.No:	Beneficiary Id:	Benficiary Name:	Aadhar Number:	Relation:	Gross:	IT:	Net:	Bank A/C No:	Bank:	State:	Branch:	Ifsc Code:
1	53500122001111004452	OWNERTHREE	796978968998	Relation	30000.0	3000.0	27000.0	52196552961	STATE BANK OF INDIA	Telangana State	Branch	SBI00000212
2	53500122001111004453	OWNERFOUR	123456781234	Relation	53000.0	5300.0	47700.0	52196457663	STATE BANK OF INDIA	Telangana State	Branch	SBI00000212

Check List:

S.No:	Description:	Enclosed:
1	Whether original sanction proceedings copy enclosed?	yes
2	Whether The bill is checked with reference to original, sanction proceeding and the bill amount found to be correct	yes
3	Whether LOC is available to admit the bill	yes
4	Whether The stamped acquintance of the payee obtained	No

Send TO BMS   Print

For entering the completed LA data the below displayed screen is provided for this, the user need to click LAO Info < Acquired LA Entry. Here the user needs to select project, district, mandal, village, SDC office, procurement type, enter file no, sdc file no, Award No/Proc No, select award/proc date, upload tippon, podi and award/proceeding pdf copies and surely the file size should not exceed *1MB*, further awarde details should be entered for adding more than one awardee name there is a button *Add Row* on click of this a new row will get inserted and details can be entered, finally on click *Save* button the data will get saved.

After the SC has entered the completed LA data in continuation to it for entering the acquittance details provision is provided for SDC. The user has to click on *Update Award Data Entry* the below displayed screen will display in this the user needs to select the all appropriate fields and upload acquittance pdf copy and payment paid whether yes or no and click on *Update* button for the data to get selected.