

USER MANUAL OF O&M WORKS ENTRY SCREENS

- 1) Login to PMS Website using the individual HRMS Credentials.
- 2) This Service is enabled in Chief Engineer/Superintending Engineer/Executive Engineer and Dy.Executive Engineer Logins only.
- 3) Navigate to O&M Works in the Header.
- 4) Order of Entry **Admin Sanction**→**Technical Sanction**→**Agreement Details**→**Bill Details**.

ADMINISTRATIVE SANCTION DETAILS ENTRY

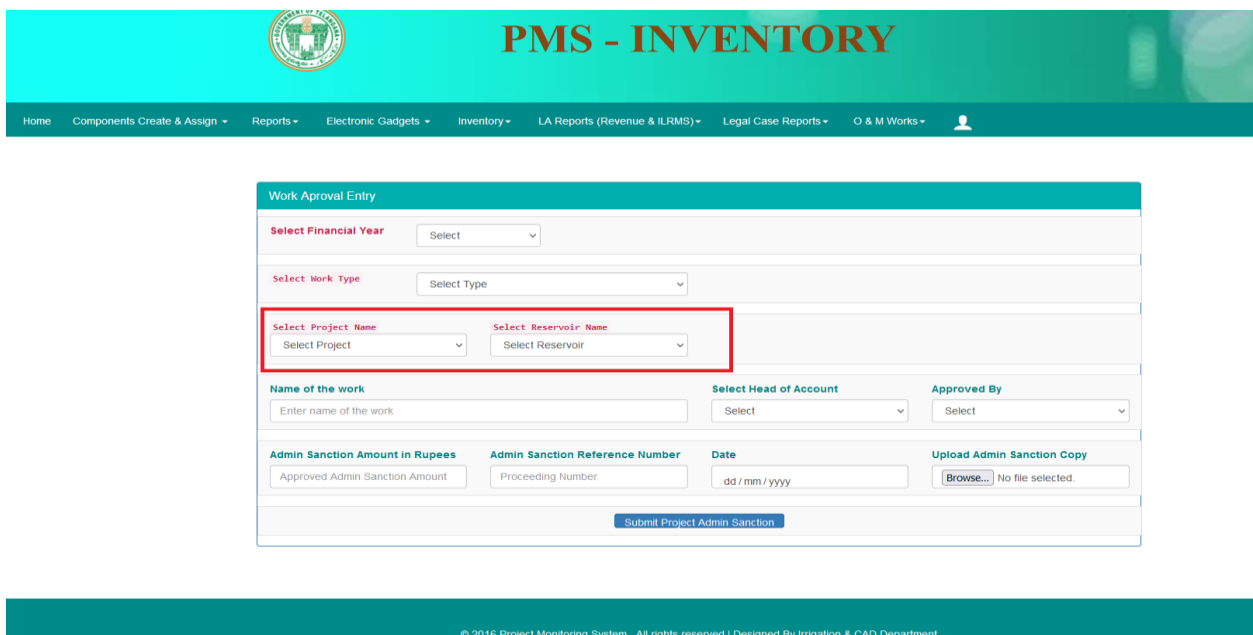


The screenshot shows the PMS - INVENTORY dashboard. The header includes the PMS logo and the title "PMS - INVENTORY". The navigation menu contains: Home, Components Create & Assign, Reports, 19 column Proforma Reports, Electronic Gadgets, DDO Status, Inventory, Inventory Approve, LA Reports (Revenue & ILRMS), Legal Case Details, and O & M Works. The O & M Works menu is open, showing options: Admin Sanction, Technical Sanction, Agreement Details, Bill Details, and Report. The Admin Sanction sub-menu is also open, showing: Admin Sanction Entry, Edit Admin Sanction Entry, and Sanctioned Authority Abstract Report. Below the menu, there are four main action buttons: Assign Component, Assign Canal Minors, Edit EE Assign Component, and EE Assign Component Report. A welcome message is displayed: "Welcome To Er. XXXXXXXXXXXXXXX Irrigation Division No. XXXXXXXX".

- 5) Select Admin Sanction Entry tab, the below screen is displayed. Select Work type.

FOR PROJECT:

- 6) Select Financial Year and Work type from the drop down. Select Project Name and Reservoir Name.
- 7) Enter all the fields, Upload Admin Sanction Proceeding copy in Pdf format and click on **Submit Project Admin Sanction** button.



The screenshot shows the "Work Approval Entry" form. The form includes the following fields and sections:

- Select Financial Year:** A dropdown menu with "Select" as the current value.
- Select Work Type:** A dropdown menu with "Select Type" as the current value.
- Select Project Name:** A dropdown menu with "Select Project" as the current value.
- Select Reservoir Name:** A dropdown menu with "Select Reservoir" as the current value.
- Name of the work:** A text input field with the placeholder "Enter name of the work".
- Select Head of Account:** A dropdown menu with "Select" as the current value.
- Approved By:** A dropdown menu with "Select" as the current value.
- Admin Sanction Amount in Rupees:** A text input field with the placeholder "Approved Admin Sanction Amount".
- Admin Sanction Reference Number:** A text input field with the placeholder "Proceeding Number".
- Date:** A text input field with the placeholder "dd / mm / yyyy".
- Upload Admin Sanction Copy:** A file upload button labeled "Browse..." with the text "No file selected."

At the bottom of the form, there is a blue button labeled "Submit Project Admin Sanction".

FOR TANKS:

- 8) Select District , Mandal, Village and Tank Name.
- 9) Enter all the fields, Upload Admin Sanction Proceeding copy in Pdf format and click on **Submit Project Admin Sanction** button



Work Approval Entry

Select Financial Year:

Select work type:

Select District: Select Mandal: Select Village:

Select Tank:

Name of the work: Select Head of Account: Approved By:

Admin Sanction Amount in Rupees: Admin Sanction Reference Number: Date: Upload Admin Sanction Copy: No file selected.

FOR LIFT IRRIGATION:

- 10) Select Project Name & Lift Name.
- 11) Enter all the fields, Upload Admin Sanction Proceeding copy in Pdf format and click on **Submit Project Admin Sanction** button



Work Approval Entry

Select Financial Year:

Select work type:

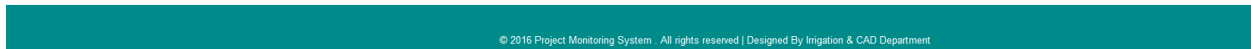
Select Project Name: Select Lift Name:

Name of the work: Select Head of Account: Approved By:

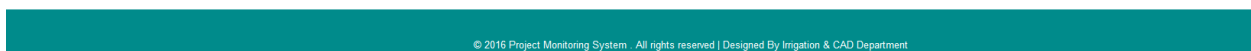
Admin Sanction Amount in Rupees: Admin Sanction Reference Number: Date: Upload Admin Sanction Copy: No file selected.

FOR SMALL LIFT:

- 12) Select Lift Name.
- 13) Enter all the fields Upload Admin Sanction Proceeding copy in Pdf format and click on **Submit Project Admin Sanction** button

This is a screenshot of the "Work Approval Entry" form. The form is titled "Work Approval Entry" and contains several sections. The first section has a "Select Financial Year" dropdown menu. The second section has a "Select work Type" dropdown menu with "Small Lifts" selected. The third section has a "Select Lift Name" dropdown menu, which is highlighted with a red rectangular box. Below this, there are three columns: "Name of the work" with a text input field, "Select Head of Account" with a dropdown menu, and "Approved By" with a dropdown menu. The next section has four columns: "Admin Sanction Amount in Rupees" with a text input field, "Admin Sanction Reference Number" with a text input field, "Date" with a text input field (format dd/mm/yyyy), and "Upload Admin Sanction Copy" with a "Browse..." button and the text "No file selected.". At the bottom of the form is a blue button labeled "Submit Project Admin Sanction".

- 14) After submitting the form, Success message is displayed as shown in the below screen.

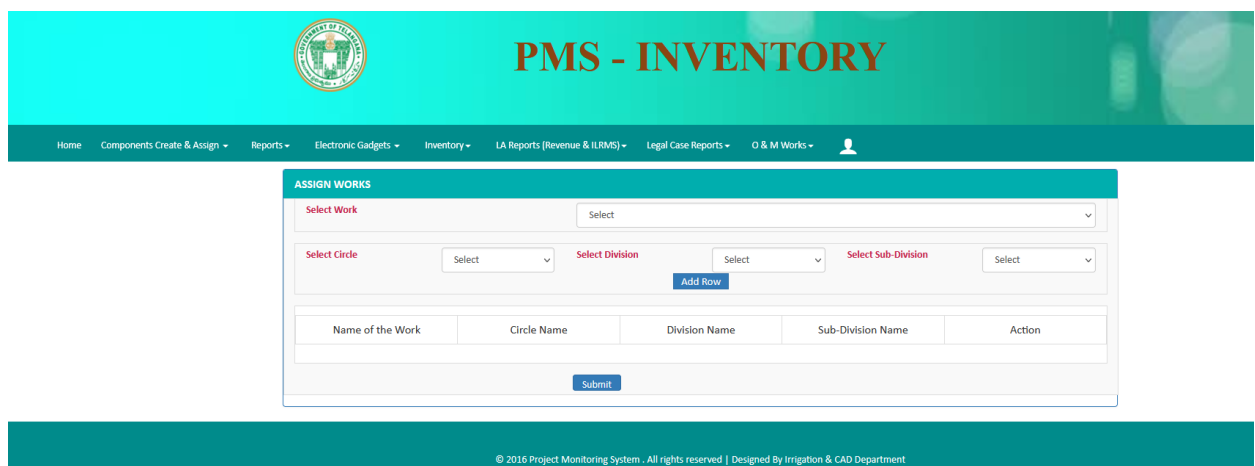
This is a screenshot of the "Work Approval Entry" form, similar to the one above, but with a success message displayed at the top. The success message is a green box with white text that says "Well done! Successfully Submitted". Below the message is the "Work Approval Entry" form, which is now mostly empty. The "Select Financial Year" dropdown is still set to "Select". The "Select work Type" dropdown is set to "Select Type". The "Select Project Name" and "Select Reservoir Name" dropdowns are set to "Select Project" and "Select Reservoir" respectively. The "Name of the work", "Select Head of Account", and "Approved By" fields are still present. The "Admin Sanction Amount in Rupees", "Admin Sanction Reference Number", "Date", and "Upload Admin Sanction Copy" fields are also present. The "Submit Project Admin Sanction" button is at the bottom.

ASSIGNING OF WORKS AFTER ADMIN SANCTION ENTRY

- 1) After Submission of Administrative Sanction, Navigate to O&M Works → Assign Admin Sanction Entry, the below screen is displayed.



- 2) The Works for which Administrative Sanction is entered will only be displayed for selection.
- 3) After the Selection of Work, assign the work till subdivision Level by selecting Circle, Division and Sub-Division from the drop down shown below and click on add row button.
- 4) Multiple works can be assigned at a time by selecting the work and assigning office and clicking on **Add Row** button.
- 5) After assigning all the works, click on **Submit** button. A message of successful submission is displayed



TECHNICAL SANCTION DETAILS ENTRY

- 1) After Assigning the work, Navigate to O&M Works→Technical Sanction, the below screen is displayed.
- 2) The **Works for which Administrative Sanction is entered and assigned till subdivision level** will only be displayed for selection.
- 3) After the Selection of Work, the Administrative Sanction details are displayed as shown below.

PMS - INVENTORY

Home Components Create & Assign Reports Electronic Gadgets Inventory LA Reports (Revenue & IIRMS) Legal Case Reports O & M Works

TECHNICAL SANCTION DETAILS Note*: Amount in Rupees

Select Work: Test

Administrative Sanction Details

Proceeding No.	Date	Administrative Sanction Amount	Sanction Authority
Test	01 / 09 / 2021	12000	O & M COMMITTEE

Enter Technical Sanction Details

Technical Sanction No.: Enter Technical Sanction No. Date: dd / mm / yyyy Technical Sanction Amount: Enter Technical Sanction Amount

Upload Technical Sanction Files

Upload Technical Sanction File: Browse... No file selected. Upload Technical Sanction Estimate Copy: Browse... No file selected.

Submit

© 2016 Project Monitoring System. All rights reserved | Designed By Irrigation & CAD Department

- 4) Enter Technical Sanction No. , Date(Should be after Admin Sanction Date) and Technical Sanction Amount(cannot be greater than Admin Sanction).
- 5) Upload Technical Sanction proceeding copy and Technical Sanction Estimate in pdf format.
- 6) After entry, click on **Submit** button. A message of successful submission is displayed as shown in the below screen.

PMS - INVENTORY

Home Components Create & Assign Reports Electronic Gadgets Inventory LA Reports (Revenue & IIRMS) Legal Case Reports O & M Works

Technical Sanction Details Updated successfully

TECHNICAL SANCTION DETAILS Note*: Amount in Rupees

Select Work: Select

Administrative Sanction Details

Proceeding No.	Date	Administrative Sanction Amount	Sanction Authority
	dd / mm / yyyy		

Enter Technical Sanction Details

Technical Sanction No.: Enter Technical Sanction No. Date: dd / mm / yyyy Technical Sanction Amount: Enter Technical Sanction Amount

Upload Technical Sanction Files

Upload Technical Sanction File: Browse... No file selected. Upload Technical Sanction Estimate Copy: Browse... No file selected.

Submit Please select a file.

© 2016 Project Monitoring System. All rights reserved | Designed By Irrigation & CAD Department

AGREEMENT DETAILS ENTRY

- 1) After Submission of Technical Sanction, Navigate to O&M Works → Agreement Details, the below screen is displayed.
- 2) The Works for which Technical Sanction is entered will only be displayed for selection.
- 3) After the Selection of Work, the Administrative Sanction & Technical Sanction details are displayed as shown below:

© 2016 Project Monitoring System. All rights reserved | Designed By Irrigation & CAD Department

- 4) Enter Work called type, called Date (cannot be before Technical Sanction Date) and Agency name and specify Tender % (if any).
- 5) Enter Agreement No. , Date (cannot be before Tender called Date) and Agreement Amount (cannot be greater than Technical Sanction).

© 2016 Project Monitoring System. All rights reserved | Designed By Irrigation & CAD Department

- After all the details are filled in correctly, Click on **Submit** button. A message of successful submission is displayed as shown in the below screen.

BILL DETAILS ENTRY

- After Submission of Agreement Details, Navigate to O&M Works → Bill Details, the below screen is displayed.
- The Works for which Agreement Details are entered will only be displayed for selection.
- After the Selection of Work, the Agreement details are displayed as shown below.

- 4) If Bill details are already entered, the Details pertaining to Bills submitted will be displayed as shown below:

PMS - INVENTORY

Home Components Create /Re-Assign Reports 19 column Proforma Reports Electronic Gadgets DDO Status Inventory LA Reports (Revenue & ILRMS) Legal Case Details O & M Works

BILL DETAILS ENTRY Note*: Amount in Rupees

Select Work

Name of the Work : XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Agreement Details

Agreement No. Date Agreement Amount

Submitted Work Bill Details

Sl.No	Bill No	Bill Type	Value of Work done	Cum. Value of Work done	Status of Bill
1	1	part	1,000	1,000	Bill Submitted

Enter Work Bill Details

Bill No. Bill Type Value of Work done Cumulative Value of Workdone Status of Bill

© 2016 Project Monitoring System . All rights reserved | Designed By Irrigation & CAD Department

- 5) Enter Bill No, Bill type, value of Work done, Cumulative value of work done and select Status of Bill.
- 6) After all the details are filled in correctly, Click on **Submit** button. A message of successful submission is displayed as shown in the below screen.

PMS - INVENTORY

Home Components Create & Assign Reports 19 column Proforma Reports Electronic Gadgets DDO Status Inventory Inventory Approve LA Reports (Revenue & ILRMS) Legal Case Details O & M Works

Work Bill Details Updated successfully

BILL DETAILS ENTRY Note*: Amount in Rupees

Select Work

Name of the Work :

Agreement Details

Agreement No. Date Agreement Amount

Submitted Work Bill Details

Sl.No	Bill No	Bill Type	Value of Work done	Cum. Value of Work done	Status of Bill
-------	---------	-----------	--------------------	-------------------------	----------------

Enter Work Bill Details

Bill No. Bill Type Value of Work done Cumulative Value of Workdone Status of Bill

© 2016 Project Monitoring System . All rights reserved | Designed By Irrigation & CAD Department

O&M REPORTS

- 1) Navigate to O&M Works → Reports → Sanctioned Authority Abstract Report, Select Financial Year to view approved authority wise abstract report as displayed below.
- 2) On click of hyperlinks under each row, detailed reports are displayed.

PMS - INVENTORY

Home Components Create / Re-Assign Reports 19 column Proforma Reports Electronic Budgets DDO Status Inventory LA Reports (Revenue & ILRMS) Legal Case Details O & M Works
👤

Unit Wise - ABSTRACT REPORT * Amount in Lakhs

Select Financial Year :-

Sl.No	Approved By	Admin Sanctions		Technical Sanction		Tender Called for		Agreement Done		Action to be taken		Bill Status	
		No. of Works	Amount	No. of Works	Amount	No. of Works	Amount	No. of Works	Amount	No. of Works	Amount	Paid	Pending
1	GOVERNMENT SANCTIONS	2	1619.5000	2	1480.0000	2	1550.0000	2	1550.0000	0	139.5000	0	0
2	O & M COMMITTEE	1	45.0000	1	30.0000	1	25.0410	1	25.0410	0	15.0000	0	2
3	CHIEF ENGINEER	0	0.0000	0	0.0000	0	0.0000	0	0.0000	0	0.0000	0	0
4	SUPERINTENDING ENGINEER	0	0.0000	0	0.0000	0	0.0000	0	0.0000	0	0.0000	0	0
5	EXECUTIVE ENGINEER	1	0.1500	1	0.1200	1	0.1200	1	0.1200	0	0.0300	0	0
6	DEPUTY EXECUTIVE ENGINEER	1	250.0000	1	115.4200	1	115.0000	1	115.0000	0	134.5800	0	0
7	test	0	0.0000	0	0.0000	0	0.0000	0	0.0000	0	0.0000	0	0
Total :		5.0000	1914.6500	5.0000	1625.5400	5.0000	1690.1610	5.0000	1690.1610	0.0000	289.11000.0000	2.0000	

Print Excel Download

© 2016 Project Monitoring System. All rights reserved | Designed By Irrigation & CAD Department

Detailed Report for Administrative Sanctions:

localhost:8084/PMSWebApp/O&MWorks/adminSanctionByAuthority?approvedId=1&financialYear=2021
🔍 90% ☆

Administrative Sanctions

S.No	Work Name	Name of the work	Proceeding Number	Administrative Amount	Head of account	Sanctioned Authority	Submitted by
1	XXXXXXXXXXXX	AAAAAAXXXXXX X	XAXAXAXAXA	1000000.00	2700-01-800-00-26-27 0-272	GOVERNMENT SANCTIONS	Irrigation Division XXXXXXX Irrigation Circle, XXXXXXX

Print Excel Download

© 2016 Project Monitoring System. All rights reserved | Designed By Irrigation & CAD Department

Detailed Report for Technical Sanctions:

Unit Wise - DETAILED REPORT OF O&M WORKS * Financial Year: 2021-22

Office Name : XXXXXXXXXXXX

Technical Sanction Details

Sl.No	Name of the Work	Technical Sanction Details		Submitted by
		Proc No.	Amount	
1	AAAAAAXXXXXX	QWERTYUI dated:2021-08-02	980,000	Irrigation Division Irrigation Circle

Print Excel Download

© 2016 Project Monitoring System. All rights reserved | Designed By Irrigation & CAD Department

Detailed Report for Tender and Agreement Details:

Unit Wise - DETAILED REPORT OF O&M WORKS							
Agreement Details							* Financial Year: 2021-22
Office Name :							
SLNo	Name of the Work	Works Called by		Agreement Details		Agency Name	Submitted by
		Called on	Tender %	Proc No.	Amount		
1	AAAAAAAAXXXXXX	Nomination ,dated :2021-08-04	0.0	ASDFGHJKL ,dated :2021-08-04	950,000	ZXCVBNM	Irrigation Division No , Irrigation Circle,

[Print](#)
[Excel Download](#)

© 2016 Project Monitoring System . All rights reserved | Designed By Irrigation & CAD Department

Detailed Report for Work Bills:

Unit Wise - DETAILED REPORT OF O&M WORKS						
WORK BILL DETAILS						* Financial Year: 2021-22
Office Name :Chief Engineer(Irrigation)						
SLNo	Name of the Work	Bill No	Bill Amount	Status	Submitted by	
1	AAAAAAAAXXXXXX	part	42,000	Bill Submitted	Irrigation Division No. Irrigation Circle	

[Print](#)
[Excel Download](#)

© 2016 Project Monitoring System . All rights reserved | Designed By Irrigation & CAD Department

GOs and Circulars

All the Gos and Circulars uploaded by ENC(O&M) Office can be viewed and downloaded from O&M Works→GOs & Circulars as shown below.

PMS - INVENTORY

Home
Components Create & Assign
Reports
Electronic Gadgets
Inventory
LA Reports (Revenue & ILRMS)
Legal Case Reports
O & M Works

Welcome To Er. XXXXXX XXXXX
Irrigation Division No. XXXXXX

Assign Component

Assign Canal Minors

Edit EE Assign Component

View Gos

View Circulars

EE Assign Component Report

Admin Sanction
Technical Sanction
Agreement Details
Bill Details
Reports
Gos & Circulars

GOs Report



PMS - INVENTORY

HomeComponents Create & Assign ▾Reports ▾Electronic Gadgets ▾Inventory ▾LA Reports (Revenue & ILRMS) ▾Legal Case Reports ▾O & M Works ▾👤

GOs Report				
SLNo	GO Number	GO Date	Amount	GO Description
1	Test 123	2021-08-02	120000.0	Test Go

© 2016 Project Monitoring System . All rights reserved | Designed By Irrigation & CAD Department

Circulars Report



PMS - INVENTORY

Home👤

Circulars Report			
SLNo	Circular Number	Circular Date	Circular Description
1	Test 123456	2021-09-01	Test 123456

© 2016 Project Monitoring System . All rights reserved | Designed By Irrigation & CAD Department