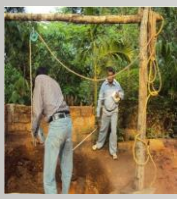


2013



WORKSOFT

Online Work Monitoring System



Rural Development and
Panchayat Raj Department
Government of Karnataka



National Informatics Centre
Bangalore





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1. Introduction to User Manual

This manual is the primary reference for the **Works monitoring system called WORKSOFT**. The worksoft system facilitates the RDPR department in following the procedure of works execution and monitoring the effective implementation of the same under different schemes. The purpose of this manual is to explain the system to the new users and to provide sufficient details so that as the users progress through the manual they gain full understanding of the application.

The manual is organized overall to flow from a general to a specific perspective. The purpose being that as one reads through this manual he will be able to develop a conceptual framework. Also, whenever any terminology has been borrowed from the application, it has been marked in bold.

1.1 Audience for this manual

This manual is prepared for the users who use the Worksoft system. Basically, this worksoft system is used by the Officers of the RDPR and Engineers of implementing agencies who execute the development works.

1.2 URL

Live Site	http://worksoft.kar.nic.in
Training Site	http://worksoft.kar.nic.in/training
Public Site	http://workview.kar.nic.in

1.3 Contact Information

- Helpdesk E-mail address wsofthelpdesk@gmail.com



2. Background

The Rural Development and Panchayat Raj department executes various development programs under different government schemes to develop the rural areas. In this process, they get multiple development works executed in the rural area so that basic infrastructure is built for rural people. The number of development works executed through various authorities runs into lakhs. The effective execution of these schemes is a biggest challenge for the department as they are not having effective and efficient monitoring mechanism at various hierarchy of the department.

On this background, the Rural Development and Panchayat Raj (RDPR) Department requested the National Informatics Center (NIC) to develop the application software for monitoring the works taken up by the department. As a result, NIC developed **WORKSOFT** application as per the requirements.

The Work Soft is a comprehensive application that meets the requirements of the WMS. It facilitates capturing different stages/activities of the works with checks and balance. This system is developed, keeping in mind the understanding and knowledge of the govt. officers in performing the operations on the computer system.

About the National Informatics Center

The National Informatics Centre (NIC), Department of Information Technology (IT), Ministry of Communication and IT, Government of India (GoI), is a premier organization in the field of Science and Technology. It provides state-of-the-art solutions to the information management, dissemination, e-Governance and decision support requirements of the Government and corporate sector. NICNET, with its Nationwide Network of state-of-the-art technology, computers, communication equipment and expert IT specialists, is well rooted and is functioning at all Districts, State / Union Territory capitals and Central Government and helping information exchange of vital nature. With its 'Master Earth Station' at New Delhi, micro earth station nodes have been established in all the State capitals, District Head Quarters and selected commercial centers.

The NIC provides various services which include system study, design, coding, testing, training, implementation, software maintenance and hand holding support.

The following are some of the e-Governance systems for the GoK designed and developed by the NIC:

- **Pancha Tantra** for Grama/Taluk panchayat
- **VAT soft** for commercial taxes
- **Bhoomi** for land records
- **Vaahan and Saarathi** for transport offices



- **RDS (Nemmadi)** for rural digital services
- **e-mandi** system for APMCs
- **Agrisnet** for agriculture department
- **FMS/LMS** for secretariat, water boards, websites, etc.
- **Ahara** for Ration Cards management



3. WORKSOFT – Works Monitoring System

The Rural Development and Panchayat Raj department executes various development programs under different government schemes to develop the rural areas. These development works are basically to build the infrastructure for rural people. The number of development works executed in a year runs into lakhs. These works are executed by 30 Zilla Panchayats, 176 Taluk Panchayats and 5627 Grama Panchayats. The panchayats use the help of Implementing Agencies, namely, PRED, KRIDL, KRRDA, etc. to execute these works. The effective execution of these schemes is a biggest challenge for the department as the various stake holders are involved. And most of the time, the execution of works get delayed because of various reasons like delay in acquisition of land, permission of other govt. agencies. Presently, the department, at various hierarchies, is finding it difficulty in effectively and efficiently monitoring these works.

Worksoft, Works Monitoring System, is a web-based application to enter and monitor the developments works taken up. It will enable the Officers/engineers to enter the work stages, as and when it takes place. It facilitates in generation of order wherever it is applicable. It has been built with business rules of the work execution and has system controls. It assists the department officers at various levels to easily monitor the development works. It also puts all the works in public domain for transparency.

3.1 FEATURES

1. Web based system – It is web based system and can be accessed by the officers from anywhere.
2. User friendly system – This system is user friendly with local language support. It facilitates the officers with minimum computer skill to use the system.
3. Work flow based system – It has been built with work flow based process, where in the officers have to follow the procedure/activities defined in execution of the work by the government.
4. Photos of the works – The application makes the officers/engineers to upload the photos of work taken at different stages and this can be viewed later for various purposes.
5. Work on GOOGLE MAP – The system enables the officers/engineers to enter the GPS coordinates of the work and different places of the work. These coordinates will help us to show the work location on the Google map later point for analysis.
6. Uploading of the documents – The system has a provision to upload the different orders, proceedings, resolutions, drawings/designs, bills, etc., into the system.



7. Auto Order – This application generates the order/sanction at different stages of work as required. This need not have to be prepared manually.
8. Payment Advise – The system generates the payment advice to treasury/bank for release of payment to the contractors.
9. Fund Flow – The system enables the officers to enter fund release to different authorities based on utilization of the amount.
10. Monitoring Tool – This system enables officers at various levels monitor the exaction of the works.
11. Transparent – This system makes the work execution transparent. All the work details are available in public domain for any citizen to view. It also facilitates the citizens to give his/her comments on the work.
12. System controls – It has been built with system controls, where ever it is possible, so that officers/engineers cannot do the mistakes/error entries into the system
13. Built in business rules – IT has been built with business rules of the work execution.

3.2 Benefits of the WORKSOFT

1. Effective monitoring of the development Works
2. Transparency in the implementation of schemes/works
3. Analysis of the development works
4. Identifying the duplication of works
5. Convergence in the works
6. Following the procedure defined for work execution

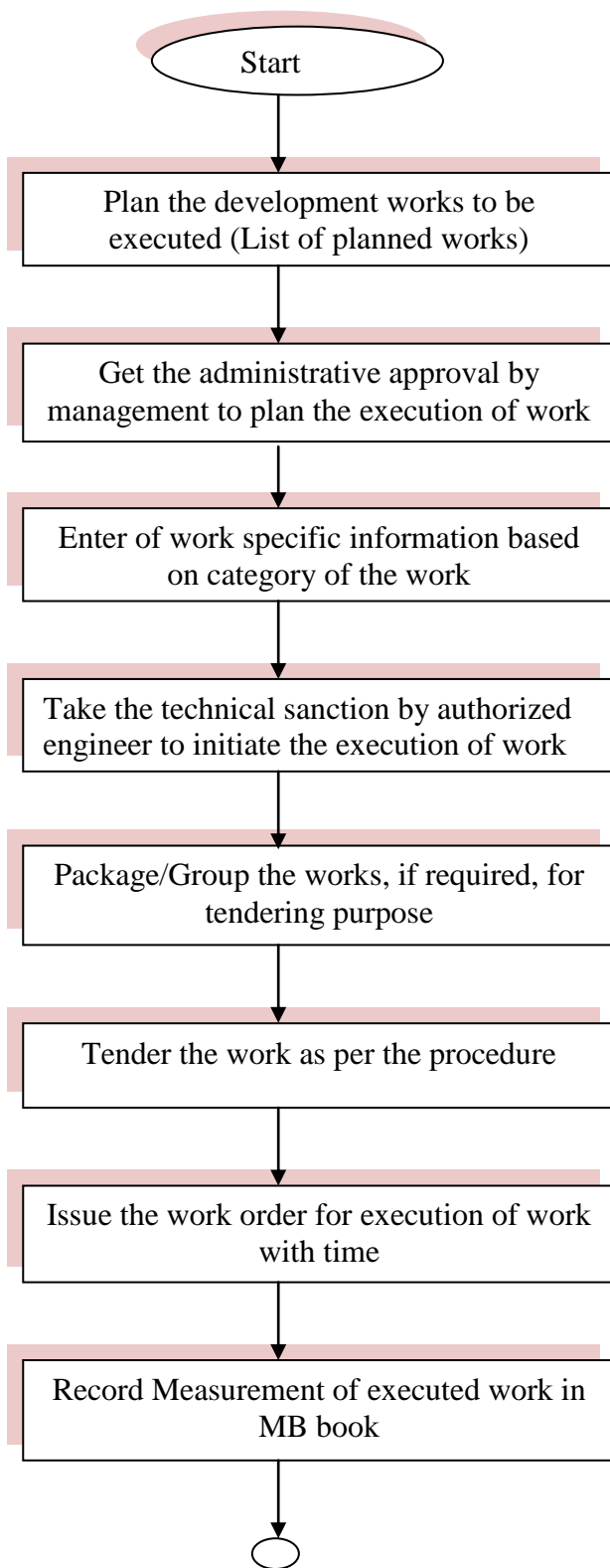


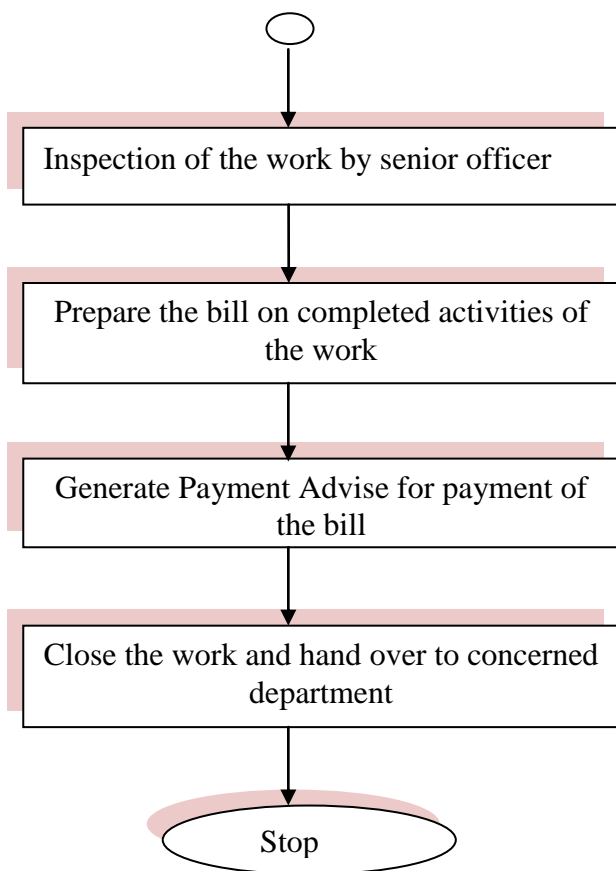
3.3 Users and their roles

SNo	Users	Activities
1	PDOs of GPs	<ul style="list-style-type: none">• Enter all the stages of the work• Enter fund receipt and payment details in Panchatantra
2	Executive Officers of TPs	<ul style="list-style-type: none">• Enter all the stages of the work• Enter fund receipt and payment details• Enter the officers' details• Manage the login accounts of GP offices• Correction of GP works
3	CEOs of ZPs	<ul style="list-style-type: none">• Enter the fund receipt details• Enter the fund releases• Enter the officers' details• Manage the login accounts of TP/ZP offices• Correction of TP/PRED works
4	Executive Engineers of PRED	<ul style="list-style-type: none">• Enter all the stages of the work• Enter fund receipt and payment details• Enter the officers' details
5	Deputy Directors of KRIDL	<ul style="list-style-type: none">• Enter all the stages of the work• Enter fund receipt and payment details• Enter the officers' details
6	Executive Engineers of KRRDA	<ul style="list-style-type: none">• Enter all the stages of the work• Enter fund receipt and payment details• Enter the officers' details
7	Nodal Officers at PRED/KRRDA/KRIDL Hqrs	<ul style="list-style-type: none">• Enter the fund receipts and fund releases• Manage the login accounts for their offices• Add/Modify the Contractors' details• Correction of dept. works
8	Directors of RDPR	<ul style="list-style-type: none">• Enter the fund releases to ZP• Enter the officers' details



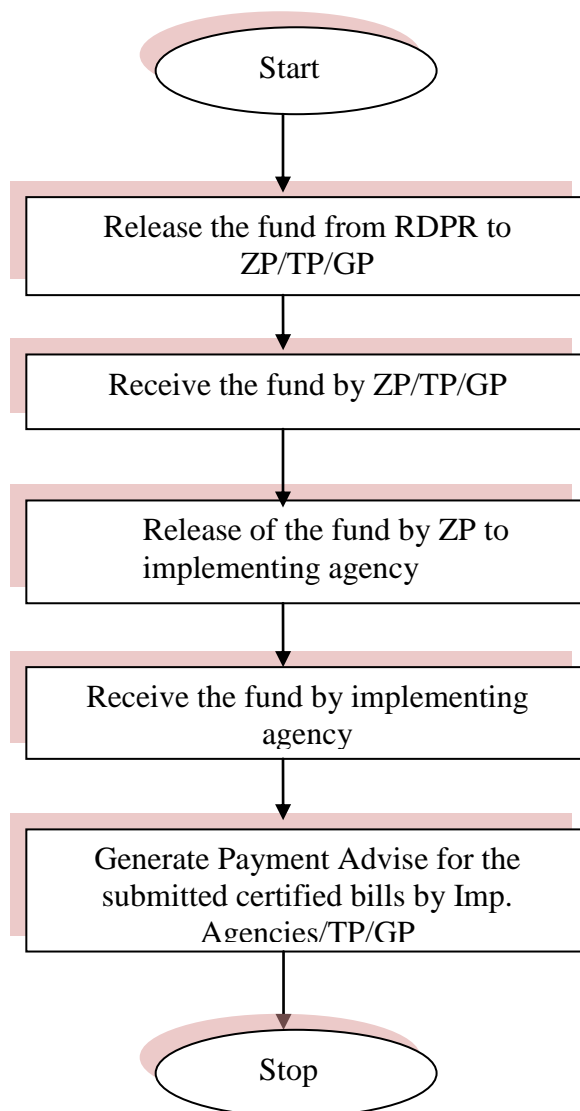
3.4 Process of Work Execution







3.5 Fund Management



4. Opening the Worksoft

4.1 Login

The access to the Worksoft system is controlled through username and password. Hence, every authorized officer shall have a Username and Password through which he/she can login into this system.

Login to the website using the URL: <http://worksoft.kar.nic.in> with the correct username and password [Refer fig below].



Figure 4.1

On successful login, the main page is displayed, as shown below in the figure. The main page has different options – Works , Accounts, Reports and Others. The Works has sub-options related to the stages of the works. Similarly, the accounts has sub options related to fund movement in the office for different schemes. Reports option enables to generate the various reports others option helps to change the password and other master entries as applicable. Some super user get the option on admin, using which they can create login accounts for their officers.

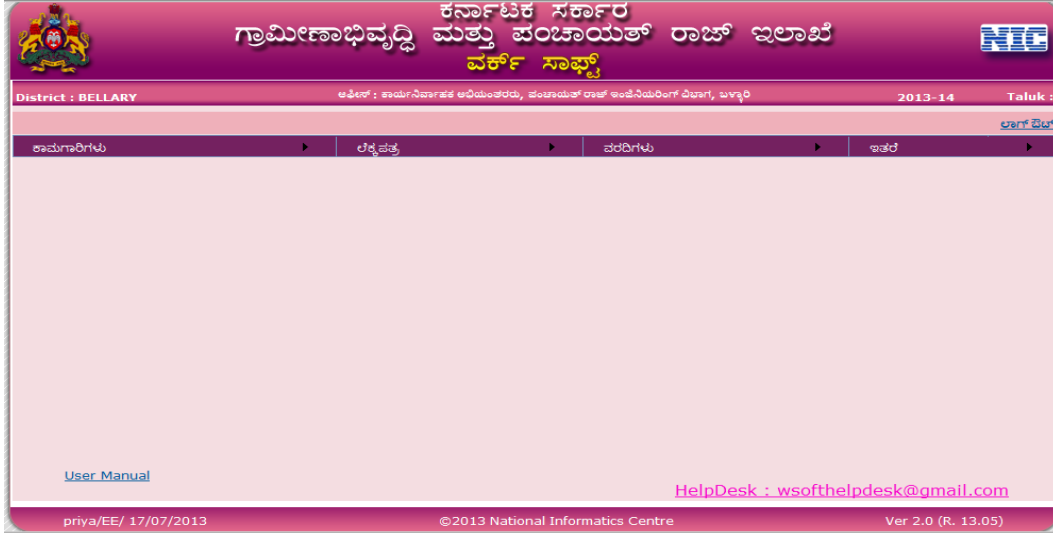


Figure 4.1.1

4.2 Biometric Login

The conventional login system requires the users to login with their username and password, which requires the user to remember their passwords every time they login. There is also a security threat if the password is misused by an unauthenticated user. Using the biometric system, the users do not need to use/ remember their passwords every time they login to the system as the fingerprint of the user is verified at the time of login instead of password. This genuinely authenticates the user. The biometric login works as follows.

Go to the website using the URL: <http://worksoft.kar.nic.in>. The system prompts the user to enter his username. On entering the username, a pop-up window is displayed asking the user to place his finger on the sensor to verify the fingerprint of the user[Refer fig below].

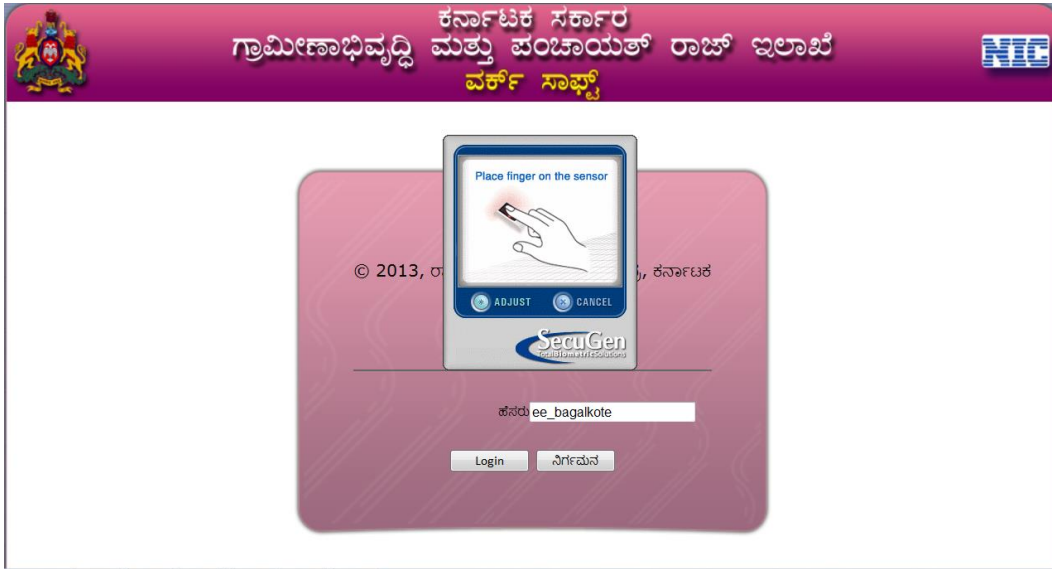


Figure 4.2

The user needs to place the same finger for which he/she had earlier registered. The system now verifies the fingerprint of the user against the earlier captured fingerprint. Only if both the fingerprints match, the login will be successful, else the authentication fails.

TIPS

- *Maintain the username and password securely. Don't share it with anybody. Ensure that only authenticated person uses this to work on the Online Work Monitoring system.*
- *Keep on changing your password frequently, at least once in 30-45 days and maintain/remember the password.*
- *Remember to sign out/logout from the system after completion of your work.*
- *For Username & Password for your office, please contact your Nodal officer at state level through your head office.*



4.3 How to get the login account

The officer/engineer, who is authorized to use the worksoft system, needs to contact his department nodal officer at state level through proper channel to the username and password for his/her role in the system. For this he/she needs to provide his/her name, mobile number, designation and office details.

Once the login account is created by the state nodal office, the login name and password is sent to him/her as SMS. Using this login name and password he can open the web-site and carry out his activities.

On first time login, the user will be asked to enter the new password for his account two times and the system will set his password to new one.

4.4 How to reset the password/Register for Biometric

If the officer has forgotten his/her password, he/she has to contact the state nodal officer, with his username through proper channel, requesting him to re-set his password. Once the password has been reset by the state nodal officer, the SMS with new password will reach the authorized officer. He can use this password to continue his/her activities.

4.4.1 Biometric registration:

To register for biometric, the user needs to login to the system with his/her username and password for the 1st time.

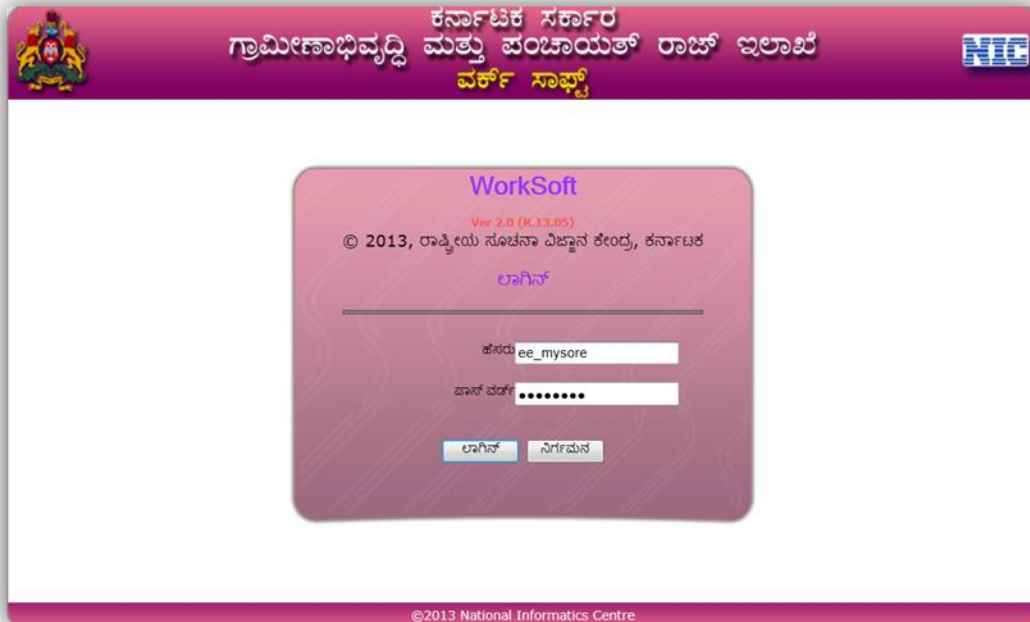


Figure 4.4.1



On successful login, the following screen is displayed. Click ‘Capture Fingerprint’ to capture the finger print of the user [Refer fig below].

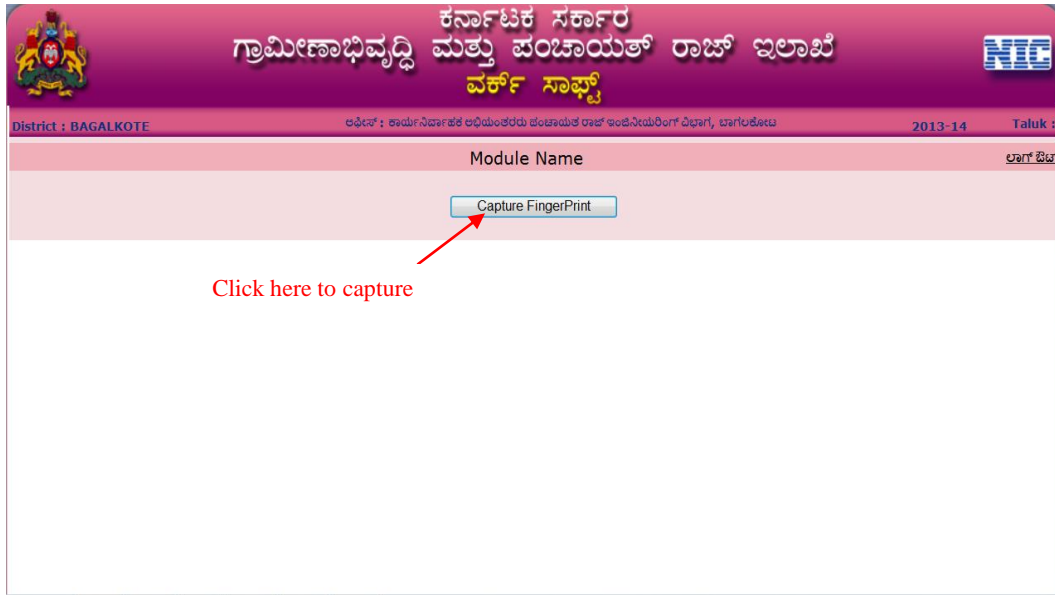


Figure 4.4.2

The following screen is displayed on clicking ‘Capture Fingerprint’.



Figure 4.4.3

Click ‘Next’ button as highlighted in the above figure.

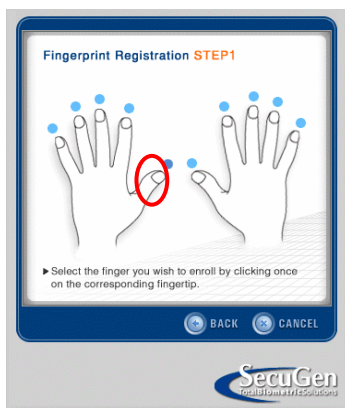


Figure 4.4.4

Now, Select the finger for which the finger print has to be captured. Any of the fingers can be selected for registration. Once the finger is selected, place the same finger on the biometric device. The device captures the fingerprint of the finger as shown below and the registration is completed.



Figure 4.4.5

5. ENTERING THE STAGES OF WORK

In the main page, go to the option “ಕಾಮಗಾರಿಗಳು” to view the following screen. In this screen one can see the sub-options, which are basically stages of the work execution. These sub-options/stages have to be entered as and when takes place, while excuting the works.

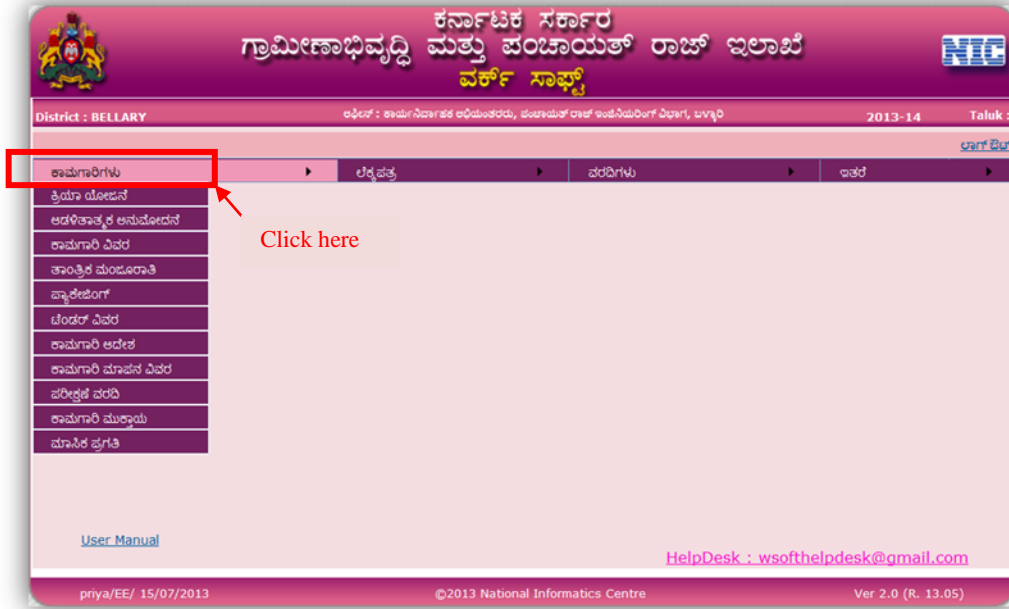


Figure 5

The following sub options can be seen above.

- ಕ್ರಿಯಾ ಯೋಜನೆ – Action Plan – To enter the list of development works planned under the scheme by the administrative authority.
- ಆಡಳಿತಾತ್ಮಕ ಅನುಮೋದನೆ – Administrative Approval – To enter and generate the administrative approval to start the execution of the work
- ಕಾಮಗಾರಿ ವಿವರ – Work Specific Information – To enter the work specific technical details
- ತಾಂತ್ರಿಕ ಮಂಜೂರಾತಿ – Technical Sanction – To enter and generate the technical sanction for the work by the Engineers
- ಪ್ಯಾಕೇಜಿಂಗ್ – To package/group the set of works to simplify for calling the tender
- ಟೆಂಡರ್ ವಿವರ – To enter the tender called details



- ಕಾಮಗಾರಿ ಆದೇಶ – To enter and generate the Work Order to be issued to the Contractor
- ಮಾಪನ ವರದಿ – To enter and the measurement of the works details
- ಪರಿಶೀಲನಾ ವರದಿ – To enter the inspection details
- ಕಾಮಗಾರಿಯ ಮುಕ್ತಾಯ – To enter the physical and financial closure of the work
- Monthly Progress – To enter the monthly physical progress of all the works

The Work Flow for work entry begins with the Action plan and ends with the closure of work. The work stages are explained in detail in the following paragraphs.

TIPS :

- All fields marked in * are mandatory fields.
- To log out of the Work soft system, click Sign Out (ಛೇಡು) at the top right hand side of any page.
- To go to the main page(ಮುಖಪುಟ) of the System, click Main Page at the top left hand side of any page
- Ensure that all the details are entered correctly clicking save/submit button..
- Click the Exit (ನಿರ್ಗಮನ) button in any page to exit from the respective page.
- Ensure that the data is saved at every stage in the process of work flow. In case of any updates at any point in the work flow, go to that particular option in the work flow, edit the details and save it.



5.1 ಕ್ರಿಯಾ ಯೋಜನೆ (Action Plan)

This option can be opened by clicking on ಕಾಮಗಾರಿಗಳು-> ಕ್ರಿಯಾ ಯೋಜನೆ. On selecting this option the following screen is displayed, which has two options; new work and Edit existing work.

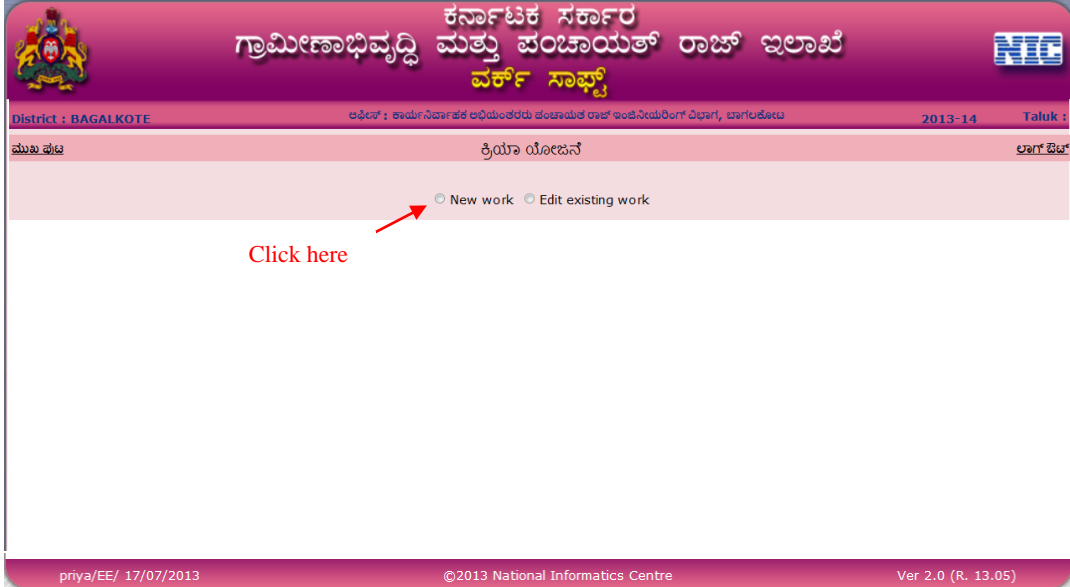


Figure 5.1

Select 'New work' to enter the action plan details [Refer fig. below]. Here, the system prompts to enter the basic details of the works like name, description, location, scheme, type of the work(New, Maintenance, spill over). If it is a spill over work, enter the amount already spent on the work and proceed further to enter the class of work(ಕಾಮಗಾರಿಯ ವರ್ಗ). If the class of work is either 'Others' or 'Renewable Energy' then enter the sub work class.

Multiple work locations can be added if applicable. Fill the estimated cost for the entire project/Work and Current year's required estimate amount. Current year's cost cannot be greater than the total estimated cost. Also, enter the approval number and date, and select the authority that has approved the work.



The screenshot shows a web-based form for data entry. At the top, it displays 'District : BELLARY' and 'Taluk :'. Below this, there are several dropdown menus and radio buttons for selecting categories like 'MP/TP/MLA/MLA', 'ZP/TP', and 'Restoration and Rejuvenation ZPtanks-SDP'. A section titled 'Work Locations' contains a table with two columns: 'Delete' and 'Work Locations'. The table lists several entries with 'Delete' buttons next to them. At the bottom of the form, there are fields for 'ಅಂದಾಜು ಮೊತ್ತ (ರೂ.)' and 'ಪ್ರಸ್ತುತ ಮಹಿಳಾ ಅಭಿವೃದ್ಧಿ ಅಂದಾಜು ಮೊತ್ತ (ರೂ.)'.

Figure 5.1.1

Further, enter the expected no of beneficiary for MEN and WOMEN based on the classification categories like SC, ST, Minorities, General, BPL. The BPL count cannot exceed the total number of MEN and WOMEN respectively [Ref fig. below].

Under the geographical details of Work Location in ಕಾಮಗಾರಿ ಸ್ಥಳದ ವಿವರಗಳು section, enter the GPS coordinates (latitude, longitude) for the place/location where the work needs to be started and click “Add” to add the details. Here multiple locations GPS coordinates can be entered. Upload the documents. Documents to be uploaded can be any of the following; Initial photos of the location, photo of meeting, Resolution/approval scanned copy, Video of location or meeting. To upload the file, browse through the path of the file, stored in the local system, using **Browse** button and upload the same using “ಸೇರಿಸು” . This will add the documents and display it in a grid on the right. The added documents can be viewed using “Select” or deleted using “Delete”, if wrongly uploaded. After completing all the entries click save or “ಉಳಿಸು” button at the end of the page to save the details.



ಅಂದಾಜು ವೆಚ್ಚ (dis.) *	60000	ಪ್ರಸ್ತುತ ವರ್ಷ ಅಗತ್ಯವಿರುವ ಅಂದಾಜು ವೆಚ್ಚ (dis)	80000	Current year's cost Cannot be greater than total estimated cost								
ಕ್ರಿಯಾ ಯೋಜನೆ ಅನುಷ್ಠಾನದ ಮಾದರಿ ಪ್ರಾಧಿಕಾರ	GOVT											
ಕ್ರಿಯಾ ಯೋಜನೆ ಅನುಷ್ಠಾನದ ಸಂಖ್ಯೆ	ತರ24	ಕ್ರಿಯಾ ಯೋಜನೆ ಅನುಷ್ಠಾನದ ದಿನಾಂಕ	15/01/2000									
ಕಾಮಗಾರಿಯ ಸೌಲಭ್ಯ ಪರಿಯುಜ್ಜನದ ಫಲಾನುಭವಿಗಳ ಸಂಖ್ಯೆ	ಪರಿಶಿಷ್ಟ ಜಾತಿ	ಅಲ್ಪ ಸಂಖ್ಯಾತರು	ಪರಿಶಿಷ್ಟ ಪಂಗಡ	ಸಾಮಾನ್ಯ	ಒಟ್ಟು	ಮೊತ್ತ						
ವಯವ್ಯಕ್ತರು	200	200	800	1000	1200	70000 BPL Cannot be greater than total						
ಕೆಲಸಗಾರರು	400	800	700	600	2500	800000 BPL Cannot be greater than total						
ಕಾಮಗಾರಿ ಸ್ಥಳದ ವಿವರಗಳು *												
ಅಕ್ಷಾಂಶ(ಉತ್ತರ/ದಕ್ಷಿಣ) *	(deg.)	(min.)	(sec.)									
ರೇಖಾಂಶ(ಪೂರ್ವ/ಪಶ್ಚಿಮ) *	(deg.)	(min.)	(sec.)									
ಕಾಮಗಾರಿಯ ವಿವರ	Starting point of the road			<table border="1"> <tr> <td>Delete</td> <td>latitude</td> <td>longitude</td> </tr> <tr> <td>Select</td> <td>Delete</td> <td>13°45'45 77°43'43</td> </tr> </table>			Delete	latitude	longitude	Select	Delete	13°45'45 77°43'43
Delete	latitude	longitude										
Select	Delete	13°45'45 77°43'43										
ಕೆಲಸಗಳನ್ನು ಪರಿಶೀಲಿಸಿ												
ಕೆಲಸದ ವಿವರ	Initial Photo											
ಕೆಲಸದ ಆಯ್ಕೆ	Browse... ಸೇರಿಸು			<table border="1"> <tr> <td>Delete</td> <td>FILE Description</td> </tr> <tr> <td>Select</td> <td>Delete</td> <td>Initial Photo_1</td> </tr> </table>			Delete	FILE Description	Select	Delete	Initial Photo_1	
Delete	FILE Description											
Select	Delete	Initial Photo_1										
<input type="button" value="ಉಳಿಸಿ"/> <input type="button" value="ನಿರೀಕ್ಷಿಸಿ"/>												
priya / EE 15/07/2013 ©2013 National Informatics Centre Ver 2.0 (R. 13.05)												

Figure 5.1.1

To edit the saved work details, select the 'Edit existing work' option in the 'Action Plan' menu [Refer fig. 5.1]. The list of saved works will be displayed as shown below.

ಕರ್ನಾಟಕ ಸರ್ಕಾರ ಗ್ರಾಮೀಣಾಭಿವೃದ್ಧಿ ಮತ್ತು ಪಂಚಾಯತ್ ರಾಜ್ ಇಲಾಖೆ ವರ್ಕೆ ಸಾಫ್ಟ್					
District : BAGALKOTE		ಅಧಿಕಾರ : ಕಾರ್ಯನಿರ್ವಾಹಕ ಅಧ್ಯಯನಕರರು ಪಂಚಾಯತ್ ರಾಜ್ ಇಲಾಖೆಯಲ್ಲಿ ವಿಭಾಗ, ಬಾಗಲಕೋಟೆ		2013-14 Taluk :	
ಮುಖ್ಯ ಕಾರ್ಯದರ್ಶಿ			ಕ್ರಿಯಾ ಯೋಜನೆ		
	Scheme	Scheme	Work Name	Work Description	Estimated Cost
Select	100050	Restoration and Rejuvenation ZP tanks-SDP	asd	asd	1520
Select	100066	Integrated Development of Western Ghats Devpt. Region	shwetha	tyu	10000
Select	100073	Integrated Development of Western Ghats Devpt. Region	shwetha	fgh	100000

Figure 5.1.1

Select the work to be updated from the list. The saved form will open. Edit the changes and save the form again.

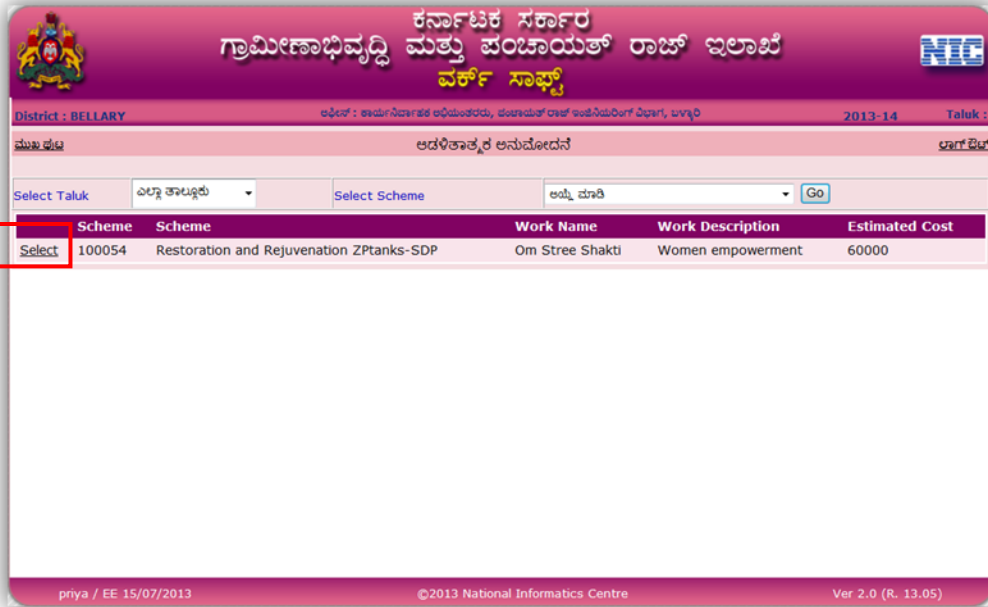
Please note that the Action Plan details can be modified before 'Admin Approval' and not after that.

TIPS

- Ensure that your system (PC) is virus protected by anti-virus software.
- Ensure the photos of the works and meetings are stored in JPEG file format with file size less than 200 KB.
- Ensure the proceedings, agreements, design and drawings, orders, bills are scanned and stored in PDF file format with file size less than 500 MB.
- Ensure the video graphs of works and meetings are stored in – file format with file size less than 5 MB.

5.2 ಆಡಳಿತಾತ್ಮಕ ಅನುಮೋದನೆ (Admin Approval)

Once the action plan is completed then one has to do Admin Approval of that work. In the Main Menu select ಕಾಮಗಾರಿಗಳು-> ಆಡಳಿತಾತ್ಮಕ ಅನುಮೋದನೆ. On selecting the Taluk and the scheme, already entered action plans for that Taluk and scheme will be listed. Select the scheme for admin sanction as shown below.



Select	Scheme	Scheme	Work Name	Work Description	Estimated Cost
Select	100054	Restoration and Rejuvenation ZPtanks-SDP	Om Stree Shakti	Women empowerment	60000

Figure 5.2

On selecting the work from the list, the screen will show you the already entered information in the action plan and allow you to enter the approval details. Enter all the required details [Ref fig. below].



District : BELLARY		ತಹಶೀಲ್ : ಅಮಾನಿಬೀದಾನ ಅಧಿಮತರಡು, ಪಂಚಾಯತ್ ರಾಜ್ ಅಮನಿಬೀದಿಂಗ್ ವಿಭಾಗ, ಬಳ್ಳಾರಿ		2013-14	Tahsil :
ಮುಖ್ಯ ಪುಟ					
ಅಡಳಿತಾತ್ಮಕ ಅನುಮೋದನೆ Work ID : 100054					
cancel					
ತಾಲ್ಲೂಕು	ಬಳ್ಳಾರಿ				
ಯೋಜನೆ ಹೆಸರು *	Restoration and Rejuvenation ZPtanks-SDP				
ಉದ್ಯೋಗ ವಿಧ	<input checked="" type="radio"/> ಕೆಲಸ <input type="radio"/> ಮುಂದುವರಿದ <input type="radio"/> ನಿರಾಕರ <input type="radio"/> ಮರದ್ದಿ				
ಉದ್ಯೋಗ ವರ್ಗ *	Buildings	ಉಪ ಉದ್ಯೋಗ ವರ್ಗ *	ShreeShakti Bhavana		
ಉದ್ಯೋಗ ಹೆಸರು *	Om Stree Shakti	ಉದ್ಯೋಗ ವಿಧ	Women empoverment		
ಉದ್ಯೋಗ ಸ್ಥಳಗಳು *	<div style="border: 1px solid black; padding: 5px;"> Work Locations ಚಾನಾಳು ಹಂದಿಕಾಳ ಗುರುಬೀದಿ ಶಿಲ್ಪಕುಲಿಂಗನಕಾಳ ಮನೀದಿಪುರ 1 2 </div>				
ಉದ್ಯೋಗ ಮೊತ್ತ (ರೂ.) *	60000	ಪುನಶ್ಚ ಮಾರ್ಗ ಅಂಗತ್ಯವಿಡುಡ ಉದ್ಯೋಗ ಮೊತ್ತ (ರೂ.)	60000		
ಕ್ರಿಯಾ ಯೋಜನೆ ಅನುಮೋದನೆ ಮಾರಾಟ ಪ್ರಾಧಿಕಾರ	GOVT				
ಕ್ರಿಯಾ ಯೋಜನೆ ಅನುಮೋದನೆ ಸಂಖ್ಯೆ	2024	ಕ್ರಿಯಾ ಯೋಜನೆ ಅನುಮೋದನೆ ದಿನಾಂಕ	15/01/2000		

Figure 5.2.1

The approval order has to be uploaded. To upload, browse through the path of the file using **Browse** button and upload the same using “ನೇರಿಸು” . This will add the documents and display it in a grid on the right. The added documents can be viewed using “**Select**” or deleted using “**Delete**”, if wrongly uploaded.

Save the details using the “**SAVE**” (ಉಳಿಸು) button at the bottom of the page to proceed further, else click “**EXIT**” (ನಿರ್ಗಮನ).



ಅಂದಾಜು ವಜ್ರ (da.) *		ಪ್ರಸ್ತುತ ವರ್ಗ ಅನ್ವಯದ ಅಂದಾಜು ವಜ್ರ (da)							
ಕ್ರಿಯಾ ಯೋಜನೆ ಅನುಮೋದನೆ ಮಾಡಿದ ಪ್ರಾಧಿಕಾರ	GOVT								
ಕ್ರಿಯಾ ಯೋಜನೆ ಅನುಮೋದನೆ ಸಂಖ್ಯೆ	ಇಂ24	ಕ್ರಿಯಾ ಯೋಜನೆ ಅನುಮೋದನೆ ದಿನಾಂಕ	15/01/2000						
ಆಡಳಿತಾತ್ಮಕ ಅನುಮೋದನೆ									
ಆಡಳಿತಾತ್ಮಕ ಅರ್ಜಿಕ್ಕೆ ದಿನಂತ್ಯವಿರುವುದು	GOVT								
ಆಡಳಿತಾತ್ಮಕ ಅರ್ಜಿಕ್ಕೆ ದಿನಂತ್ಯ ಪತ್ರದ ಸಂಖ್ಯೆ	20ತೆತಯು	ಆಡಳಿತಾತ್ಮಕ ಅರ್ಜಿಕ್ಕೆ ದಿನಂತ್ಯ ಪತ್ರದ ದಿನಾಂಕ	16/01/2000						
ಆಡಳಿತಾತ್ಮಕ ಅನುಮೋದನೆ ನೀಡಿದವರು*	GOVT								
ಅನುಮೋದನೆ ನೀಡಿದ ಪ್ರಾಧಿಕಾರ	KRRDA-Karnataka Rural Road Development Agency	Approving office	PIU Division - Bellary						
ಆಡಳಿತಾತ್ಮಕ ಅನುಮೋದನೆ ಸಂ*	ರ ತ ಯ 44	ಆಡಳಿತಾತ್ಮಕ ಅನುಮೋದನೆ ದಿನಾಂಕ*	16/01/2000						
ನಿಯಮಗಳು	as per the instructions of the EA								
Add Conditions	Delete	Condition							
	Delete	as per the instructions of the EA							
	Delete	others due to scheme change in main page							
ಕಡತಗಳನ್ನು ನೋಡಿಸು									
ಕಡತದ ವಿಧ	Approval Copy								
ಕಡತದ ಅಯ್ಕೆ	Browse...	ನೋಡಿಸು							
		<table border="1"> <thead> <tr> <th>Delete</th> <th>FILE Description</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>Delete Approval Copy_1</td> </tr> <tr> <td>Select</td> <td>Delete Approval Copy_2</td> </tr> </tbody> </table>		Delete	FILE Description	Select	Delete Approval Copy_1	Select	Delete Approval Copy_2
Delete	FILE Description								
Select	Delete Approval Copy_1								
Select	Delete Approval Copy_2								
ಉಳಿಸಿ ನಿರೀಕ್ಷಿಸಿ									
priya / EE 15/07/2013		©2013 National Informatics Centre Ver 2.0 (R. 13.05)							

Figure 5.2.2

On saving the Admin approval, the Order will be generated [Refer fig. below]. To print the order, click on **“Print”** button at the bottom of the page as shown below.

Govt. Of Karnataka			
RDPR Department			
Office of Zilla panchayat,ಬಳ್ಳಾರಿ			
Administrative Approval			
Preamble			
The work of Work ID: 100054. Work name: Om Stree Shakti is approved in the Action Plan for the year 2013-14 for Rs. 60000 for the year 2013-14			
The Proposal vide ltr no. 20ತೆತಯು dated 16/01/2000 for according admin approval for the above mentioned work, under the Head Of Account is received in this office, hence the following order.			
Order			
Administrative Approval order No..	ರ ತ ಯ 44	Dated	16/01/2000
Head Of Account			
Sub Head			
Grant provided for the year	Rs. 60000	Year	2013-14
Name of the Work	Work ID: 100054. Work name: Om Stree Shakti		
Estimate Amount	Rs. 60000		
Implementing agency	KRRDA-Karnataka Rural Road Development Agency		
Details of Approval of Action Plan/SLSSC	GOVT	Dated	15/01/2000
Administrative Sanction is accorded based on the following conditions			
1)as per the instructions of the EA			
2)others due to scheme change in main page			
Approving Authority	GOVT		
Click here →		<input type="button" value="Print"/> <input type="button" value="Exit"/>	

Figure 5.2.3

The Print window will be displayed (Refer Figure below). In the Print window, select the printer from the list of printers and enter the number of copies in the **Page Range** section. Click the **Apply** button and then click the **Print** button.

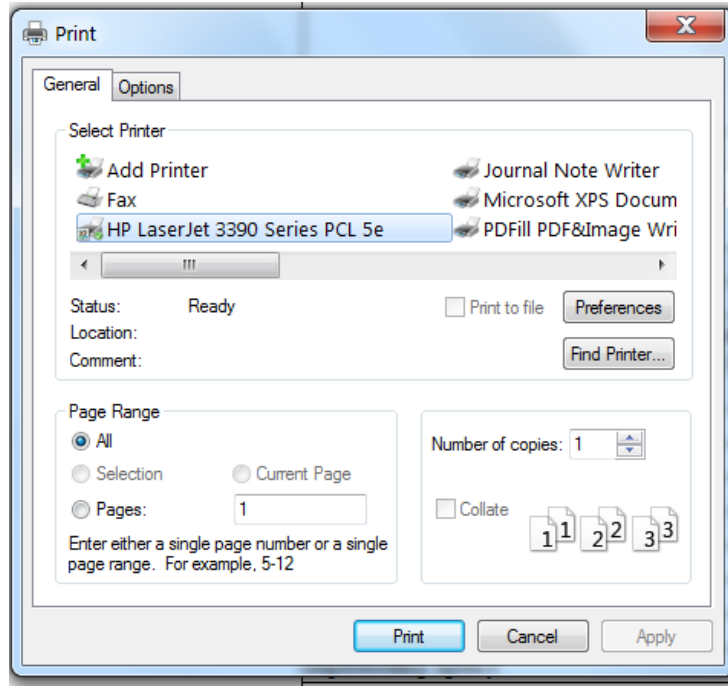


Figure 5.2.4

If one wants to correct any entries in the administrative approval, he/she can open the same sub-option again and do the correction. But if the next stage of the work is entered, then the correction can not be done. Now, to do the correction, one has to contact the concerned district/state nodal administrative officers to do so.

5.3 ಕಾಮಗಾರಿ ವಿವರ (Work Specific Information)

Enter the ಕಾಮಗಾರಿ ವಿವರ using this option. Here technical details of the work need to be entered. Different screens will be popped up based on the class of the work selected in the Action Plan.

The different classes of works for which additional information has to be provided are :

- Buildings
- Roads and Bridges
- Water Supplies
- Water Bodies

Select the taluka and the scheme and click “Go”. The saved works will be displayed in grid below.



Work ID	Scheme	Work Name	Work Description	Estimated Cost
Select 100054	Restoration and Rejuvenation ZPtanks-SDP	Om Stree Shakti	Women empowerment	60000

Figure 5.3

Select the individual work from the grid and enter the details depending on the class of work.

5.3.1 Buildings

If the selected class of work is 'Buildings' then the following screen will be displayed for the user[Refer fig. below]. Enter the buliding details ;number of floors, build up area and save it.

Number of Floors	Build up floor area in sq mts
0	5000
1	3000
2	5800
3	8900
4	9000

Figure 5.3.1



5.3.2 Roads and Bridges

For the selected class of work, enter the current state of road, proposed road type and the dimensions of the road including the latitude and longitude.

Enter the dimensions and type of activity of the work proposed, street light details and save the form.

ಮುಖ್ಯ ಕ್ರಮ ರಸ್ತೆ ನೇತುವೆಗಳ ಕಾಮಗಾರಿ ವಿವರ Work ID: ರಸ್ತೆ ಕೆಲಸ

ರಸ್ತೆ/ಸೈದ್ಧಿ ಪ್ರಸ್ತುತ ಸ್ಥಿತಿ

ಪ್ರಸ್ತಾವಿಸಲಾದ ರಸ್ತೆಯ ಮಾದರಿ

ಉದ್ದೇಶಿತ ರಸ್ತೆಯ ಒಟ್ಟು ಉದ್ದ ಮೀಟರ್ ನಲ್ಲಿ

Road Code

ಅರಂಭಿಸಿರುವ ಬಾವಿಯು	ಮಧ್ಯಂತರ/ಕೊನೆಯ ಬಾವಿಯು	Type of Road	ಉದ್ದ ಮೀಟರ್ ನಲ್ಲಿ	ಅಗಲ ಮೀಟರ್ ನಲ್ಲಿ	ಅಕ್ಷಾಂಶದ ಕೊನೆಯ/ಮಧ್ಯಂತರ ಬಾವಿಯು	ರೇಖಾಂಶದ ಕೊನೆಯ/ಮಧ್ಯಂತರ ಬಾವಿಯು
<input type="text"/>	<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					(deg.)	(min.) (sec.)
					(deg.)	(min.) (sec.)
<input type="button" value="Add"/>						

Delete	Starting Point	Intermediate Deviation/Last Point	Type of Road	Length	Width	Latitude	Longitude
Select	Delete	200	150	1	245	400	13° 09'09" 75°00'00"

Figure 5.3.2

Delete	Starting Point	Intermediate Deviation/Last Point	Type of Road	Length	Width	Latitude	Longitude
Select	Delete	200	150	1	245	400	13° 09'09" 75°00'00"

Type of Activity	Type of work	Length in Meters	Width in Meters	Latitude of intermediate/last point	Longitude of intermediate/last point
Select	ಅಯ್ಯಿ ಮಾಡಿ	<input type="text"/>	<input type="text"/>	13	<input type="text"/>
				(deg.)	(min.) (sec.) (deg.) (min.) (sec.)
<input type="button" value="Add"/>					

Delete	Activity	Work Type	Length	Width	Latitude	Longitude
Select	Delete	2	1	200	200	13° 14'15" 75°17'18"

ಕೊನೆಯ ರೇಡಿ ಡಿಸ್ಕರ್ಟ್ ಸಂಖ್ಯೆ

ಕೊನೆಯ ಡಿಸ್ಕರ್ಟ್ ವಿಧ

ಕೊನೆಯ ರೇಡಿ ಡಿಸ್ಕರ್ಟ್ ಧೋಷ ಸಂಖ್ಯೆ

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Figure 5.3.2.1



5.3.3 Water Bodies

Enter purpose of the water body, catchment area, water spread area and gross capacity in thousand million cubic feet[Refer fig below]. Save the details by clicking ‘Save’ button at the bottom of the page.

ಕರ್ನಾಟಕ ಸರ್ಕಾರ ಗ್ರಾಮೀಣಾಭಿವೃದ್ಧಿ ಮತ್ತು ಪಂಚಾಯತ್ ರಾಜ್ ಇಲಾಖೆ ವರ್ಕ್ ಸಾಫ್ಟ್	
District : BELLARY	ಹೆಚ್ : ಶಾಹಾನಿವಾಸಹಲಿ ಅಧಿಮಂಕರರು, ಬಿಜಾಪುರ್ ರಾಜ್ ಅಪೆನಿಮೆಂಟ್ ವಿಭಾಗ, ಬಾಗಲಕೆರೆ
ಮುಖ್ಯ ಕ್ಷೇತ್ರ	ಕೆರೆಗಳ ಕಾಮಗಾರಿ ವಿವರ Work ID: 100063
ನೀರು ಪರಿಶುದ್ಧ ಉದ್ದೇಶ.	ಕುಡಿಯುವ ನೀರು
ಸಂಗ್ರಹಣಾ ಪ್ರದೇಶ ಹೆಕ್ಟೇರ್ ಗಳಲ್ಲಿ.	07
ನೀರಿನ ಹರಡುವಿಕೆ ಪ್ರದೇಶ ಹೆಕ್ಟೇರ್ ಗಳಲ್ಲಿ.	199
ಒಟ್ಟು ಸಾಮರ್ಥ್ಯ mcmtರಲ್ಲಿ	156
<input type="button" value="Save"/> <input type="button" value="Exit"/>	

Figure 5.3.3

5.3.4 Water Supply

For the water supply, enter type of water scheme, source of water: whether borewell or not. Also enter the details of the proposed pump; the power and yield of the pump, the latitude and logitude details and add it using the ‘Add’ button. The details added will be displayed in a grid. For any modifications, ‘Select’ the particular entry, modify and save it. To delete the entry, click ‘Delete’[Refer fig below].



ಮುಖ್ಯ ಭಾಗ ನೀರು ಸರಬರಾಜು ಕಾಮಗಾರಿ ವಿವರ ಉಪ್ಪರ್

ನೀರು ಸರಬರಾಜು ಯೋಜನೆ ವಿವರ ತೆರೆದ ಬಾವಿ

ಕುಡಿಯುವ ನೀರಿನ ಮೂಲ ಕಾಲುವೆ

ಪೂರ್ಣ ಕೊಳವೆ ಬಾವಿ Yes No

ಪ್ರಸ್ತಾವಿಸಲ್ಪಟ್ಟ ಪೂರ್ಣ ಪಂಪು ವಿವರ

ಪಂಪಿನ HP	ಪಂಪಿನ ಇಂಜಿನ್ (MLD)	ಲಕ್ಷಾಂಕ			ರೇಖಾಂಕ															
		(deg.)	(min.)	(sec.)	(deg.)	(min.)	(sec.)													
								<input type="button" value="Add"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Delete</th> <th>HP Pump</th> <th>Yeild Pump</th> <th>latitude</th> <th>longitude</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>Delete</td> <td>162</td> <td>445566</td> <td>18°33'33"</td> <td>75°00'22"</td> </tr> </tbody> </table>	Delete	HP Pump	Yeild Pump	latitude	longitude	Select	Delete	162	445566	18°33'33"	75°00'22"
Delete	HP Pump	Yeild Pump	latitude	longitude																
Select	Delete	162	445566	18°33'33"	75°00'22"															

ಪ್ರಸ್ತಾವಿಸಲ್ಪಟ್ಟ ಪೂರ್ಣ ಪೈಪ್‌ನ ವಿವರಗಳು

ಪೈಪ್ ನ ವ್ಯಾಸ (mm)	ವಸ್ತು	ಉದ್ದವನ್ನು ಮೀಟರ್ ನಲ್ಲಿ	ಲಕ್ಷಾಂಕ ಆರಂಭದ ಪಾಯಿಂಟ್			ರೇಖಾಂಕ ಆರಂಭದ ಪಾಯಿಂಟ್			ಲಕ್ಷಾಂಕ ಕೊನೆಯ ಪಾಯಿಂಟ್			ರೇಖಾಂಕ ಕೊನೆಯ ಪಾಯಿಂಟ್			
	Select		(deg.)	(min.)	(sec.)	(deg.)	(min.)	(sec.)	(deg.)	(min.)	(sec.)	(deg.)	(min.)	(sec.)	
															<input type="button" value="Add"/>

Delete	Diameter of Pipe	Material	Length	Starting latitude	Starting longitude	Ending latitude	Ending longitude	
Select	Delete	123	NP3	1233	16° 46'44"	75° 17'31"	14° 36'24"	74° 24'24"

Figure 5.3.4

Further continue with the entry of proposed new pipelines; diameter, material and length of the pipe,latitude and logitude details of starting and ending points and ‘Add’ it.

Also select the capacity and type of pipe and enter the latitude and longitude and ‘Add’ it. Enter the type and capacity of the new water plant and ‘Save’ it[Ref fig below].



(sec.)																											
ಪ್ರಸ್ತಾವಿಸಲ್ಪಟ್ಟು ಹೊಸ ಶೈಕ್ಷಣಿಕ ವಿವರಗಳು																											
ಪೈಪ್ ನ ವ್ಯಾಸ (mm)	ಮತ್ತು	ಉದ್ದವನ್ನು ಮೀಟರ್ ನಲ್ಲಿ	ಅಕ್ಷಾಂಶ ಅರಂದದ ಡಿಯಮೀಟರ್			ರೇಖಾಂಶ ಅರಂದದ ಡಿಯಮೀಟರ್			ಅಕ್ಷಾಂಶ ಕೋನೀಯ ಡಿಯಮೀಟರ್			ರೇಖಾಂಶ ಕೋನೀಯ ಡಿಯಮೀಟರ್															
<input type="text"/>	Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>													
			(deg.)	(min.)	(sec.)	(deg.)	(min.)	(sec.)	(deg.)	(min.)	(sec.)	(deg.)	(min.)	(sec.)													
<table border="1"> <thead> <tr> <th>Delete</th> <th>Diameter of Pipe</th> <th>Material</th> <th>Length</th> <th>Starting latitude</th> <th>Starting longitude</th> <th>Ending latitude</th> <th>Ending longitude</th> </tr> </thead> <tbody> <tr> <td>Select Delete</td> <td>123</td> <td>NP3</td> <td>1233</td> <td>16° 46'44"</td> <td>75° 17'21"</td> <td>14° 36'34"</td> <td>74° 24'34"</td> </tr> </tbody> </table>												Delete	Diameter of Pipe	Material	Length	Starting latitude	Starting longitude	Ending latitude	Ending longitude	Select Delete	123	NP3	1233	16° 46'44"	75° 17'21"	14° 36'34"	74° 24'34"
Delete	Diameter of Pipe	Material	Length	Starting latitude	Starting longitude	Ending latitude	Ending longitude																				
Select Delete	123	NP3	1233	16° 46'44"	75° 17'21"	14° 36'34"	74° 24'34"																				
ಡ್ಯಾಂಕ್ ವಿಧ	ಸಾಮರ್ಥ್ಯವನ್ನು ಲೀಟರ್ ಲಲ್ಲಿ	ಅಕ್ಷಾಂಶ			ರೇಖಾಂಶ																						
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add																			
		(deg.)	(min.)	(sec.)	(deg.)	(min.)	(sec.)	<table border="1"> <thead> <tr> <th>Delete</th> <th>Latitude</th> <th>Longitude</th> <th>Type</th> <th>Capacity in litres</th> </tr> </thead> <tbody> <tr> <td>Select Delete</td> <td>13°00'09"</td> <td>75°35'00"</td> <td>OHT</td> <td>123</td> </tr> </tbody> </table>				Delete	Latitude	Longitude	Type	Capacity in litres	Select Delete	13°00'09"	75°35'00"	OHT	123						
Delete	Latitude	Longitude	Type	Capacity in litres																							
Select Delete	13°00'09"	75°35'00"	OHT	123																							
ಜಲ ಸಂಸ್ಕರಣಾ ಘಟಕ ವಿಧ				WTP with slow sand filter																							
ಜಲ ಸಂಸ್ಕರಣಾ ಘಟಕ ಸಾಮರ್ಥ್ಯ(MLD)				778																							
Save						Exit																					

Figure 5.3.4.1

5.4 ತಾಂತ್ರಿಕ ಮಂಜೂರಾತಿ (Technical Sanction)

Once the Work Specific Information is completed then one has to do the entry of Technical Sanction of that work. For this go to Main Menu page, select ಕಾಮಗಾರಿ → ತಾಂತ್ರಿಕ ಮಂಜೂರಾತಿ. Then select the work from the list for which he/she wants to do Tech. sanction.

ಕರ್ನಾಟಕ ಸರ್ಕಾರ ಗ್ರಾಮೀಣಾಭಿವೃದ್ಧಿ ಮತ್ತು ಪಂಚಾಯತ್ ರಾಜ್ ಇಲಾಖೆ ವರ್ಕ್ ಸಾಫ್ಟ್					
District : BELLARY		ಅಭಿಮಾನಿ : ಅಮಾನಿಬಾಣಶಿ ಅಧೀನವಿರುವ, ಪಂಚಾಯತ್ ರಾಜ್ ಅಧೀನವಿರುವ ವಿಭಾಗ, ಬಳ್ಳಾರಿ		2013-14 Taluk :	
ಮುಖ್ಯ ಘಟಕ			ತಾಂತ್ರಿಕ ಪರಿಷ್ಕರಣೆ ಅಧೀನ		
Select Taluk	ಎಲ್ಲಾ ತಾಲ್ಲೂಕು	Select Scheme	ಅಯ್ಯ ಮಡಿ	Go	
	Scheme	Scheme	Work Name	Work Description	Estimated Cost
Select	100054	Restoration and Rejuvenation ZPtanks-SDP	Om Stree Shakti	Women empowerment	60000

Figure 5.4

On selecting the work, already entered details will be shown in the 1st section[Ref fig. below].



District : BELLARY		ಉಪನಿರ್ದೇಶಕರ ಕಛೇರಿ, ಬಹುಮಹಡಿ ರಸ್ತೆ, ಬಹುಮಹಡಿ, ಬೆಂಗಳೂರು		2013-14	Taluk :
ತಾಂತ್ರಿಕ ಒಪ್ಪಿಗೆ ಆದೇಶ Work ID : 100054					
ತಾಲೂಕು	ಬಳ್ಳಾರಿ				
ಯೋಜನೆ ಹೆಸರು *	Restoration and Rejuvenation ZPtanks-SDP				
ಆಯ್ಕೆ ವಿಧ	<input checked="" type="radio"/> ಹೊಸ <input type="radio"/> ಮುಂದುವರಿದ <input type="radio"/> ನಿರಾಹತ <input type="radio"/> ಮರುಸ್ಥಿತಿ				
ಆಯ್ಕೆ ವಿಧ	Buildings	ಉಪ ಆಯ್ಕೆ ವಿಧ *	ShreeShakti Bhavana		
ಆಯ್ಕೆ ವಿಧ	Om Stree Shakti	ಆಯ್ಕೆ ವಿಧ	Women empoverzment		
ಆಯ್ಕೆ ವಿಧ	Work Locations ಚಾನಾಳು ಹಂದಿಪಾಳ ಗುರುದೇವರು ಶಿಲ್ಪಕಲಾಕಲಾಪ ಮನೀಡ್‌ವುಡ್ 1 2				
ಅಂದಾಜು ಮೊತ್ತ (ರೂ.) *	60000	ಪೂರ್ಣ ಮೊತ್ತ ಅಂಗೀಕರಿಸಿದ ಅಂದಾಜು ಮೊತ್ತ (ರೂ.)	60000		
ಕ್ರಿಯಾ ಯೋಜನೆ ಅನುಷ್ಠಾನದ ಮಾಹಿತಿ ಪ್ರಾಧಿಕಾರ	GOVT				
ಕ್ರಿಯಾ ಯೋಜನೆ ಅನುಷ್ಠಾನದ ಸಂಖ್ಯೆ	ಬೆಂ24	ಕ್ರಿಯಾ ಯೋಜನೆ ಅನುಷ್ಠಾನದ ದಿನಾಂಕ	15/01/2000		

Figure 5.4.1

Further additional required details should be filled under technical sanction details section. Enter technical sanction date, number and the person approving the technical sanction. Upload the sanction order and save it.

ಕ್ರಿಯಾ ಯೋಜನೆ ಅನುಷ್ಠಾನದ ಮಾಹಿತಿ ಪ್ರಾಧಿಕಾರ	GOVT												
ಕ್ರಿಯಾ ಯೋಜನೆ ಅನುಷ್ಠಾನದ ಸಂಖ್ಯೆ	ಬೆಂ24	ಕ್ರಿಯಾ ಯೋಜನೆ ಅನುಷ್ಠಾನದ ದಿನಾಂಕ	15/01/2000										
ತಾಂತ್ರಿಕ ಒಪ್ಪಿಗೆ ಆದೇಶ													
ತಾಂತ್ರಿಕ ಆದೇಶಕ್ಕೆ ವಿನ್ಯಾಸಿಸಿದವರು	CE												
ತಾಂತ್ರಿಕ ಆದೇಶದ ವಿನ್ಯಾಸ ಪತ್ರದ ಸಂಖ್ಯೆ	113 ಪಿ ಸಿ	ತಾಂತ್ರಿಕ ಆದೇಶದ ವಿನ್ಯಾಸ ಪತ್ರದ ದಿನಾಂಕ	17/01/2000										
ತಾಂತ್ರಿಕ ಒಪ್ಪಿಗೆ ಕೊಡುವವರು*	SE	Estimate Rs.	80000										
Has Admin Approval been taken for increased estimate?	<input type="radio"/> Yes <input checked="" type="radio"/> No												
ತಾಂತ್ರಿಕ ಒಪ್ಪಿಗೆ ಸಂಖ್ಯೆ *	ಬೆಂ 5 68	ತಾಂತ್ರಿಕ ಒಪ್ಪಿಗೆಯ ದಿನಾಂಕ *	17/01/2000										
ನಿಯಮಗಳು	ಅಯ್ಯಿ ಮಾಡಿ												
ಹೊಸ ನಿಯಮ	as per rule no.554/A												
Add Conditions	<table border="1"> <thead> <tr> <th>Delete</th> <th>Condition</th> </tr> </thead> <tbody> <tr> <td>Delete</td> <td>Condition1</td> </tr> <tr> <td>Delete</td> <td>as per rule no.554/A</td> </tr> </tbody> </table>					Delete	Condition	Delete	Condition1	Delete	as per rule no.554/A		
Delete	Condition												
Delete	Condition1												
Delete	as per rule no.554/A												
ಕಡತಗಳನ್ನು ಸೇರಿಸು													
ಕಡತದ ವಿಧ	Sanction Copy		<table border="1"> <thead> <tr> <th>Delete</th> <th>FILE Description</th> </tr> </thead> <tbody> <tr> <td>Select Delete</td> <td>Sanction Copy_1</td> </tr> <tr> <td>Select Delete</td> <td>Sanction Copy_2</td> </tr> <tr> <td>Select Delete</td> <td>Sanction Copy_3</td> </tr> </tbody> </table>			Delete	FILE Description	Select Delete	Sanction Copy_1	Select Delete	Sanction Copy_2	Select Delete	Sanction Copy_3
Delete	FILE Description												
Select Delete	Sanction Copy_1												
Select Delete	Sanction Copy_2												
Select Delete	Sanction Copy_3												
ಕಡತದ ಅಯ್ಯಿ	Browse...		ಸೇರಿಸು										
<input type="button" value="ಉಳಿಸಿ"/> <input type="button" value="ನಿರೀಕ್ಷಿಸು"/>													
priya / EE 15/07/2013		©2013 National Informatics Centre		Ver 2.0 (R. 13.05)									

Figure 5.4.2



On saving the technical sanction, the preamble is generated [Refer fig. below].

Govt. Of Karnataka			
RDPR Department			
Office of Zilla panchayat,ಬಳ್ಳಾರಿ			
Technical Sanction			
Preamble			
Estimate for the work of Work ID: 100054. Work name: Om Stree Shakti is administratively approved by GOVT vide Itr no. ರ ಕ ಯ 44 dated 16/01/2000 for Rs. 60000 for the year 2013-14, under the Head Of Account is submitted vide Letter no 113 ಪಿ ಸಿ dated 17/01/2000 for according Technical Sanction. Hence the following order			
Order			
Technical Sanction order No..	ಚ ದಿ 5 68	Dated	17/01/2000
Details of Approval of Action Plan/SLSSC	ತರ24	Dated	15/01/2000
Details of Admin Approval	ರ ಕ ಯ 44	Dated	16/01/2000
Head Of Account			
Sub Head			
Grant provided for the current year	Rs. 60000	Year	2013-14
Name of the Work	Work ID: 100054. Work name: Om Stree Shakti		
Estimate Amount	Rs. 80000		
Implementing agency	KRRDA-Karnataka Rural Road Development Agency		
Technical Sanction is accorded based on the following condition			
Sanctioning Authority	SE		
Print Exit			

Figure 5.4.3

5.5 ಪ್ಯಾಕೇಜ್ (Packaging)

Multiple works can be grouped together as package using “ಪ್ಯಾಕೇಜ್” option, before tendering, if desired. These packages could be independently preceded for further stages.

To create a new package, click on ‘New Package’. Select the work schemes to be included for the Package, name the Package, then save it.

ಕರ್ನಾಟಕ ಸರ್ಕಾರ				
ಗ್ರಾಮೀಣಾಭಿವೃದ್ಧಿ ಮತ್ತು ಪಂಚಾಯತ್ ರಾಜ್ ಇಲಾಖೆ				
ವರ್ಕ್ ಸಾಫ್ಟ್				
District : BELLARY		ವರ್ಷ : 2013-14		Taluk :
ಮುಖ್ಯ ಕಛೇರಿ		ಪ್ಯಾಕೇಜ್		ಯೋಜನೆ
ಪ್ಯಾಕೇಜ್ ಕೆಸರು *				
ZP and TP plans				
Select Work Work Id Scheme Work Name Work Description Estimated Cost				
<input checked="" type="checkbox"/>	100054	Restoration and Rejuvenation ZPTanks-SDP	Om Stree Shakti Women empowerment	60000
ಉಳಿಸು				
priya / EE 15/07/2013 ©2013 National Informatics Centre Ver 2.0 (R. 13.05)				

Figure 5.5



On saving, the total cost of the package along with all the works included in that package will be displayed [Refer fig. below]. Click on 'Confirm' to finalize the package.

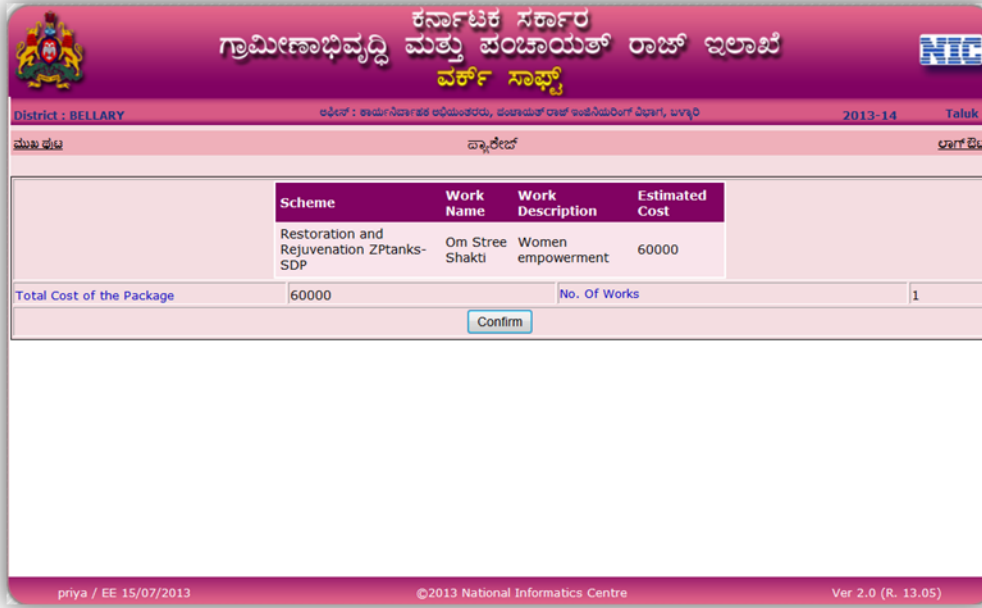


Figure 5.5.1

5.6 ಟೆಂಡರ್ ವಿವರ (Tendering)

Technical sanction is followed by tendering of work. Select the ಕಾಮಗಾರಿ ->ಟೆಂಡರ್ ವಿವರ from the main menu..

Here there are two options; one to select individual work, another to selected the package. On selecting the options, the works will be displayed in grid as shown below.



Figure 5.6

On selecting the individual work for tendering, the following screen will be displayed which will ask the user if they want to call for tender for that work.



ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ಗ್ರಾಮೀಣಾಭಿವೃದ್ಧಿ ಮತ್ತು ಪಂಚಾಯತ್ ರಾಜ್ ಇಲಾಖೆ
ವರ್ಕ್ ಸಾಫ್ಟ್

District : BELLARY ಲೆಡರ್ : ಶಾಹಾನಿವಾಹರ ಅಧಿಯಂತರರು, ಪಂಚಾಯತ್ ರಾಜ್ ಅಪನಿಮರಿಂಗ್ ವಿಭಾಗ, ಬಳ್ಳಾರಿ 2013-14 Taluk :
ಮುಖ್ಯ ಕ್ರಮ ಟೆಂಡರ್ ವಿವರ Work ID: 100054 ಕಾರ್ಡ್ ನಂ

Do you want to call tender for this work?
 Yes No

ನಿರ್ಗಮನ

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Figure 5.6.1

If 'Yes' then the tendering will be continued and the following screen will be displayed [Refer fig. below]. If 'No', the work will be continued further without having tendering details. Now, this work will be at 'Work Order' stage.

District : BELLARY ಲೆಡರ್ : ಶಾಹಾನಿವಾಹರ ಅಧಿಯಂತರರು, ಪಂಚಾಯತ್ ರಾಜ್ ಅಪನಿಮರಿಂಗ್ ವಿಭಾಗ, ಬಳ್ಳಾರಿ 2013-14 Taluk :
ಮುಖ್ಯ ಕ್ರಮ ಟೆಂಡರ್ ವಿವರ Work ID: 100056 ಕಾರ್ಡ್ ನಂ

ಟೆಂಡರ್ ನೋಟಿಫಿಕೇಷನ್ ಸಂಖ್ಯೆ	36 ಪಿ ಪಿ	ಟೆಂಡರ್ ಬುಲೆಟಿನ್ ಸಂಖ್ಯೆ	112 ಪಿ ಪಿ
ಟೆಂಡರ್ ದಿನಾಂಕ*	01/01/2000	ಟೆಂಡರ್ ಅಂತಿಮ ದಿನಾಂಕ*	01/01/2000
ಟೆಂಡರ್ ಕರದ ಅಧಿಕಾರಿ/ಅಧೀನ*	CE	ಸ್ವೀಕರಿಸುವ ಅಧಿಕಾರಿ/ಅಧೀನ	CE
Tender Inviting Officer Name		Tender Accepting Officer Name	
ಪದಾ	ok		
ಟೆಂಡರ್ ಗೆ ಇಟ್ಟ ಮೊತ್ತ	60000		

ಕಡತಗಳನ್ನು ನೋಡಿ

ಕಡತದ ವಿಧ	Work Plan		
ಕಡತದ ಅಯ್ಕೆ		Browse...	Upload

Select	Delete	FILE Description
Select	Delete	Agreement Copy_1
Select	Delete	Award_2
Select	Delete	Drawings_3
Select	Delete	Sanction Order_4
Select	Delete	Work Order_5
Select	Delete	Work Plan_6

ADD ನಿರ್ಗಮನ

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Figure 5.6.2

Enter all the tender notification details; bulletin number, tender date and tender final date. Select the tender call for and receiving office and the tender amount. Upload the



necessary documents . Either or all of the following documents can be uploaded.; Agreement copy, award, Drawings/design, sanction order, work plan or work order. Finally save it.

5.7 ಕಾಮಗಾರಿ ಆದೇಶ (Work Order)

Tendering is followed by ಕಾಮಗಾರಿ ಆದೇಶ (Work Order). Here ,there are two options; one to select individual work, another to selected the package. On selecting the options and the taluk and scheme, the works will be displayed in grid as shown below. Select the work from the list [Refer fig. below].

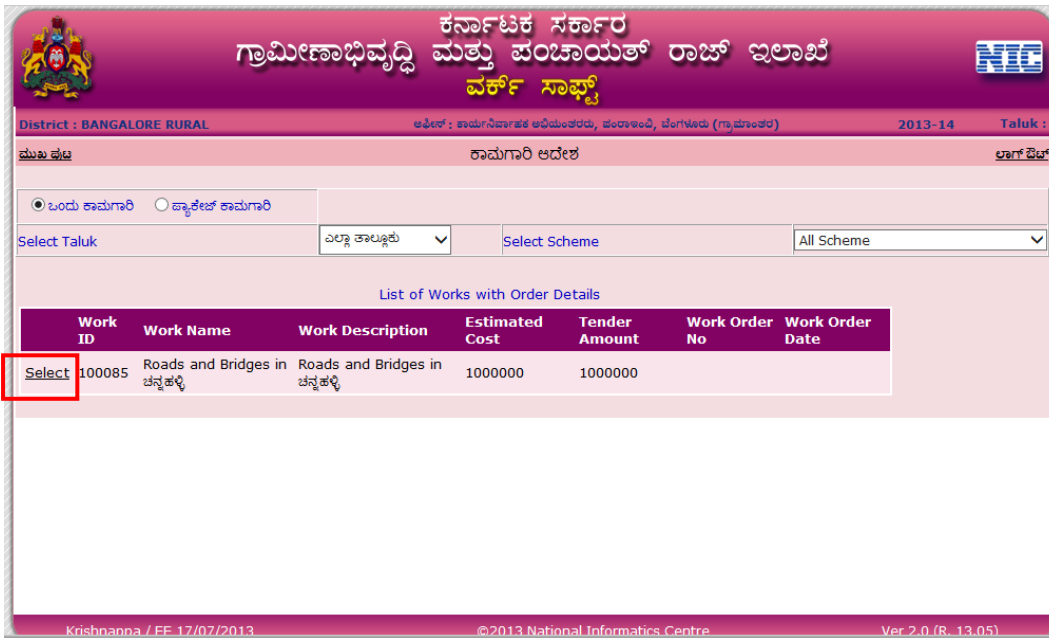


Figure 5.7

On selecting the work, a screen will be displayed asking for confirmation to issue work order[Refer fig. 5.7.1]. To confirm, click ‘Yes’. On clicking ‘Yes’, the work order will be opened as shown in figure below[refer fig. 5.7.2]. If ‘No’, then the work will be carried directly to the next stage i.e. ‘Measurement Report’ without ‘Work Order’.



ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ಗ್ರಾಮೀಣಾಭಿವೃದ್ಧಿ ಮತ್ತು ಪಂಚಾಯತ್ ರಾಜ್ ಇಲಾಖೆ
ವರ್ಕ್ ಸಾಫ್ಟ್

District : BANGALORE RURAL ಅಡ್ಡೆನ್ : ಕಾರ್ಯನಿರ್ವಾಹಕ ಅಧಿಯಂತರರು, ಪಂಚಾಯತ್, ಬೆಂಗಳೂರು (ಗ್ರಾಮಾಂತರ) 2013-14 Taluk :
ಮುಖ್ಯ ಪುಟ ಕಾಮಗಾರಿ ಅದೇಶ Work ID: 100086 ಲಭ್ಯತೆ

Do you want to issue work order?
 Yes No

ನೀಗಮನ

Krishnappa / EE 17/07/2013 ©2013 National Informatics Centre Ver 2.0 (R. 13.05)

Figure 5.7.1

Select the Contractor, Approval Conditions from the given options. Implementing Agency would be the same as selected from the Admin Sanction. Enter the Details of Agreement date, Work order Date, date of Commencement of Work, Work in Months term, etc correctly. The amount awarded should be less than or equal to estimated cost or 5% more than the estimated cost.

Also fill the (Work Stage) ಕಾಮಗಾರಿ ಹಂತ and ಅದೇಶದ ವೆಚ್ಚ (Amount Awarded for that stage). It should not exceed the estimated amount. Upload the Documents as required for the Work order stage. Click **Save**. After Work Order is completed, Billing could be done for that particular work under the corresponding scheme.



ಕಾಮಗಾರಿ ಹೆಸರು	Om Stree Shakti	ಅಂದಾಜು ಮೊತ್ತ (ರೂ.)	80000															
ಎನ್.ಸಿ / ಕಾಂಟ್ರಾಕ್ಟರ್ *	test	ಅನುಷ್ಠಾನ ಇಲಾಖೆ	KRRDA-Karnataka Rural Roac															
ಅಂತಿಮ ಬೆಂದರ್ ಮೊತ್ತ (ರೂ.) *	850000																	
ಆಗ್ರಿಮೆಂಟ್ ಸಂಖ್ಯೆ	123ಡಿ	ಆಗ್ರಿಮೆಂಟ್ ದಿನಾಂಕ *	19/01/2000															
ಕಾಮಗಾರಿ / ಅನುಮೋದನೆ ಸಂಖ್ಯೆ *	೪೯145	ಕಾಮಗಾರಿ ಅನುಮೋದನೆ ದಿನಾಂಕ *	19/01/2000															
ಕಾಮಗಾರಿ ನಿರ್ವಹಣಾ ಅವಧಿ(ತಿಂಗಳು)	69	ಅಂತ್ಯ ದಿನಾಂಕ *	19/01/2000															
Approval Conditions	Select Condition																	
<input type="button" value="Add Conditions"/>		<table border="1"> <thead> <tr> <th>Delete</th> <th>Condition</th> </tr> </thead> <tbody> <tr> <td>Delete</td> <td>new Condition</td> </tr> <tr> <td>Delete</td> <td>others due to scheme change in main page</td> </tr> </tbody> </table>		Delete	Condition	Delete	new Condition	Delete	others due to scheme change in main page									
Delete	Condition																	
Delete	new Condition																	
Delete	others due to scheme change in main page																	
<table border="1"> <thead> <tr> <th>ಕಾಮಗಾರಿ ಹಂತ</th> <th>ಮುಕ್ತಾಯ ದಿನಾಂಕ</th> <th>ಅವಶೇಷ ಮೌಲ್ಯ</th> </tr> </thead> <tbody> <tr> <td>Foundation</td> <td></td> <td>0</td> </tr> <tr> <td>Lintel</td> <td></td> <td>0</td> </tr> <tr> <td>Roofing</td> <td></td> <td>0</td> </tr> <tr> <td>Final Completion</td> <td></td> <td>0</td> </tr> </tbody> </table>				ಕಾಮಗಾರಿ ಹಂತ	ಮುಕ್ತಾಯ ದಿನಾಂಕ	ಅವಶೇಷ ಮೌಲ್ಯ	Foundation		0	Lintel		0	Roofing		0	Final Completion		0
ಕಾಮಗಾರಿ ಹಂತ	ಮುಕ್ತಾಯ ದಿನಾಂಕ	ಅವಶೇಷ ಮೌಲ್ಯ																
Foundation		0																
Lintel		0																
Roofing		0																
Final Completion		0																
ಕಡತಗಳನ್ನು ನೋಡಿಸು																		
ಕಡತದ ವಿಧ	Agreement Copy																	
ಕಡತದ ಆಯ್ಕೆ	<input type="button" value="Browse..."/> <input type="button" value="Upload"/>																	
	<input type="button" value="ADD"/> <input type="button" value="ನಿರೀಕ್ಷಿಸ"/>																	
		<table border="1"> <thead> <tr> <th>Delete</th> <th>FILE Description</th> </tr> </thead> <tbody> <tr> <td>Select</td> <td>Delete Agreement Copy_1</td> </tr> <tr> <td>Select</td> <td>Delete Award_2</td> </tr> </tbody> </table>	Delete	FILE Description	Select	Delete Agreement Copy_1	Select	Delete Award_2										
Delete	FILE Description																	
Select	Delete Agreement Copy_1																	
Select	Delete Award_2																	

Figure 5.7.2

After successful completion of work order, the preamble is generated [Ref fig. below].

Govt. Of Karnataka			
RDRP Department			
Office of Zilla panchayat,ಬಳ್ಳಾರಿ			
Work Order			
Tender Approval Order No.		Dated	
Tender Approval Amount	850000	Dated	
Tender Agreement No.	123ಡಿ	Dated	19/01/2000
Head Of Account	0		
Sub Head	0		
Name of the Work	Work/Package ID: 100054. Work/Package name: Om Stree Shakti		
Name of the agency/Contractor	test		
Estimate Amount			
Agreement based on the Document			
Date of commencement	19/01/2000		
Tender Period	69 months		
CSR Amount		Tender Premium (Above / Below CSR)	
Work Progress Details			0
Work order is issued based on the following condition			
1)new Condition			
2)			
3)others due to scheme change in main page			
Issuing Authority			
<input type="button" value="Print"/> <input type="button" value="Exit"/>			

Figure 5.7.1

5.8 ಮಾಪನ ವರದಿ (Measurement Report)

To enter the measurement report go to **ಕಾಮಗಾರಿಗಳು ->ಮಾಪನ ವರದಿ**.

The number of Measurement Report could be more than one. Enter all the details of **ಅಳತೆ ಪುಸ್ತಕ ವಿವರ** (Measurement Book Details). Select 'Measurement by' from the dropdown options, also enter the Measurement Date, MB No. and MB Page No. for the corresponding Measurement Report. Enter the remarks if any. It will also ask whether it is 'Final MB' or not. If it is final, then only it would allow for closure of the Work. Document consisting of the MB copy can be uploaded for Measurement Report in PDF /JPEG format.

Figure 5.8

5.9 ಕಾಮಗಾರಿಯ ಪರಿಶೀಲನೆ ವರದಿ (Inspection Report)

The work will be inspected for correctness. During inspection, the Inspection details with the necessary Quality of work should be entered. Multiple Inspection Reports can be entered. Inspection report can be uploaded.



ಮುಖ್ಯ ಪುಟ ಕಾಮಗಾರಿಯ ಪರಿಶೀಲನಾ ವರದಿ ಲಾಗ್ ಔಟ್

Select	Inspection Date	Inspection Status	Inspected By
Select	21/07/2000	Satisfactory	Assistant Engineer
Select	22/01/2000	Non- Satisfactory	Assistant Engineer

ಕಾಮಗಾರಿ ಹೆಸರು Om Stree Shakti ಕಾಮಗಾರಿ ವಿವರ Women empowrment

ಅಳತೆ ಪುಸ್ತಕ ವಿವರ

Inspected by * Select Inspected date *

Quality of Work Satisfactory Unsatisfactory Needs Improvement

ಪರಾ

File Attachment Details

ಕಡತದ ವಿಧ Inspection Report

ಕಡತದ ಆಯ್ಕೆ Browse... Upload

Select	Delete	FILE Description
Select	Delete	Inspection Report_1
Select	Delete	Inspection Report_2

ಉಳಿಸು ನಿರ್ಗಮನ

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Figure 5.9

5.10 ಕಾಮಗಾರಿಯ ಮುಕ್ತಾಯ (Closure)

Select the individual/package work to be closed.

ಕರ್ನಾಟಕ ಸರ್ಕಾರ ಗ್ರಾಮೀಣಾಭಿವೃದ್ಧಿ ಮತ್ತು ಪಂಚಾಯತ್ ರಾಜ್ ಇಲಾಖೆ ವರ್ಕ್ ಸಾಫ್ಟ್

District : BELLARY ಕಛೇರಿ : ಕಾರ್ಯನಿರ್ವಾಹಕ ಅಧೀನಾಧಿಕಾರಿ, ಪಂಚಾಯತ್ ರಾಜ್ ಇಲಾಖೆಯಲ್ಲಿ ವಿಭಾಗ, ಬೆಳ್ಳಾರಿ 2013-14 Taluk :

ಮುಖ್ಯ ಪುಟ ಕಾಮಗಾರಿಯ ಮುಕ್ತಾಯ ವಿವರ ಲಾಗ್ ಔಟ್

ಒಂದು ಕಾಮಗಾರಿ ಪ್ಯಾಕೇಜ್ ಕಾಮಗಾರಿ

Select	Work ID	Work Name	Order Date	Estimated Cost	Amount Awarded
Select	100054	Om Stree Shakti	19/01/2000		850000

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Figure 5.10



The Work should be either physically or financially completed to complete the Closure stage. Select from the options the Handed Over To, Handed Over By, Completion Certificate Issued By. If the Work is physically complete, it would ask for Date of Completion, Date of Completion certificate, Completion Certificate Issued By and Date of Handling Over. If the work is financially completed, enter the date of closure.

To view the work details, click ‘View Work Details’ link [Refer fig. below].

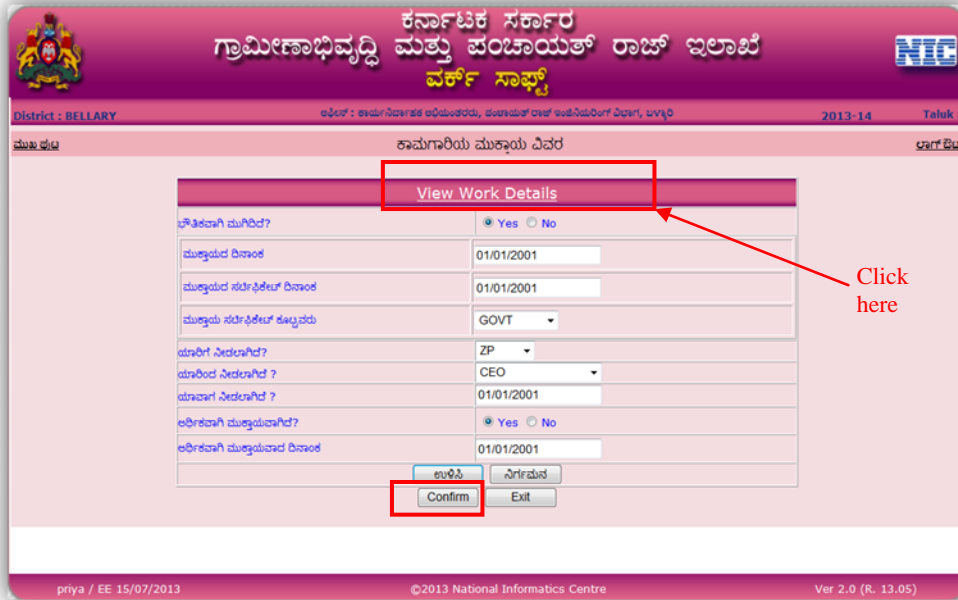


Figure 5.10.1

All the details of the work starting from ‘Action Plan’ till ‘Inspection Report’ will be displayed [Refer the following screens]. Close the ‘Work Details’ window after verifying the details and click ‘Save’. On saving , ‘Confirm’ button will be enabled. Click it to finally close the work selected.



Close

Work View

ಯೋಜನೆ ಹೆಸರು: Restoration and Rejuvenation ZPTanks-SDP

MP Constituency: ಬುಂದ್ | ZP Constituency: ಬಾಲ್ಕಿ-2

MLA Constituency: ಹರಿಗುರಿ | TP Constituency:

ಸಾಮಗ್ರಿಯ ವಿಧ: New Works Spill Over Works Maintenance Works Repair

ಸಾಮಗ್ರಿಯ ವರ್ಗ: Buildings | ಉಳಿ ಸಾಮಗ್ರಿಯ ವರ್ಗ: ShreeShakti Bhavana

ಅಂದಾಜು ವೆಚ್ಚ (ರೂ.): 60000 | Current year's required estimated Cost: 60000

Action plan Approved By: GOVT | Action plan Approval No.: 4024

Action plan Approval Date: 15/01/2000

ಸಾಮಗ್ರಿ ಹೆಸರು: Om Stree Shakti

ಸಾಮಗ್ರಿ ವಿಧ: Women empowerment

View Documents

FILE	Description	Stage
Select	Initial Photo	Action Plan
Select	Approval Copy	Admin Sanction Stage
Select	Inspection Report	Inspection Stage
Select	MB Copy	Measurement Stage
Select	Sanction Copy	Technical Sanction Stage
Select	Agreement Copy	Work Order issued
Select	Initial Photo	Action Plan
Select	Inspection Report	Inspection Stage
Select	MB Copy	Measurement Stage
Select	Award	Work Order issued
Select	MB Copy	Measurement Stage

Work Locations

Figure 5.10.2

Work Locations

ಜಾನಾಳು
ಹಂದಿಕಾಳ
ಗುರುದೇವರು
ಕಲ್ಲುಬೆರಗಿನಕಾಳ
ಮುಸೀದಿವುರ
ಬೋಡೆ

[Maps](#)

ಆಡಳಿತಾತ್ಮಕ ಅನುಮೋದನೆ

Admin Approval Request By	GOVT	Admin Approval Request Ref No	20ತಾಟಕು
Admin Approval Request Ref Date	16/01/2000	Admin Approval Officer Name	
Implementing agency	4		
ಆಡಳಿತಾತ್ಮಕ ಅನುಮೋದನೆ ನೀಡಿದವರು	GOVT	'Others' ಉದ್ದಕ್ಕೂ ನಮೂದಿಸಿ	
ಆಡಳಿತಾತ್ಮಕ ಅನುಮೋದನೆ ಸಂ	ಕೆ ಆ ಯು 44	ಆಡಳಿತಾತ್ಮಕ ಅನುಮೋದನೆ ದಿನಾಂಕ	16/01/2000

Condition

as per the instructions of the EA
others due to scheme change in main page

ತಾಂತ್ರಿಕ ಒಪ್ಪಿಗೆ ಅನುಮೋದನೆ

Technical Approval Request By	CE	Technical Approval Request Ref No	113 ಹಿ ಸಿ
Technical Approval Request Ref Date	17/01/2000	Technical Estimated cost	
ತಾಂತ್ರಿಕ ಒಪ್ಪಿಗೆ ಕೊಡುವವರು	SE	Technical Approval Officer Name	
ತಾಂತ್ರಿಕ ಒಪ್ಪಿಗೆ ಸಂ	ಕೆ ಆ ಯು 5 68	ತಾಂತ್ರಿಕ ಒಪ್ಪಿಗೆ ದಿನಾಂಕ	17/01/2000

Figure 5.10.3



6. Fund Flow

The fund release process starts from the “CENTRAL” releasing the fund to the RDPR department. RDPR further releases the fund to the ZP.

6.1 Release of fund from RDPR

After logging into the system go to the option “ಲೆಕ್ಕಪತ್ರ”. Futher go to “ಅನುದಾನ ಬಿಡುಗಡೆ” as highlighted in fig. below.

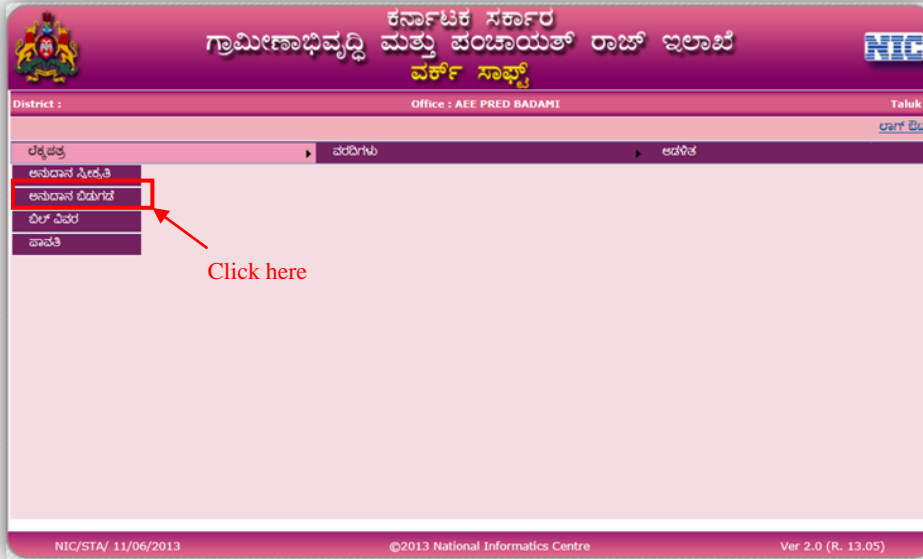


Figure 6.1

The following screen is displayed on selecting the above option.

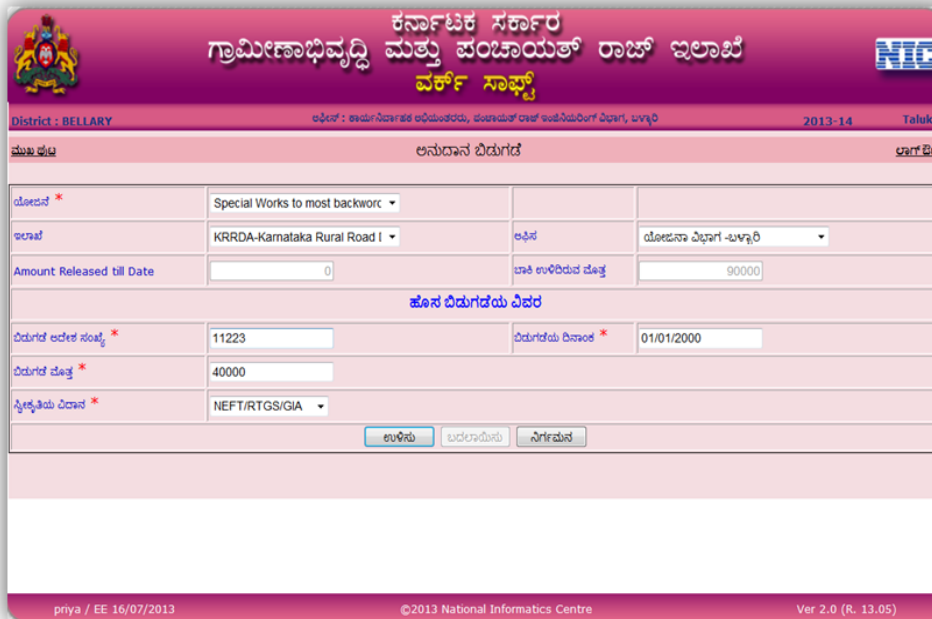


Figure 6.1.1

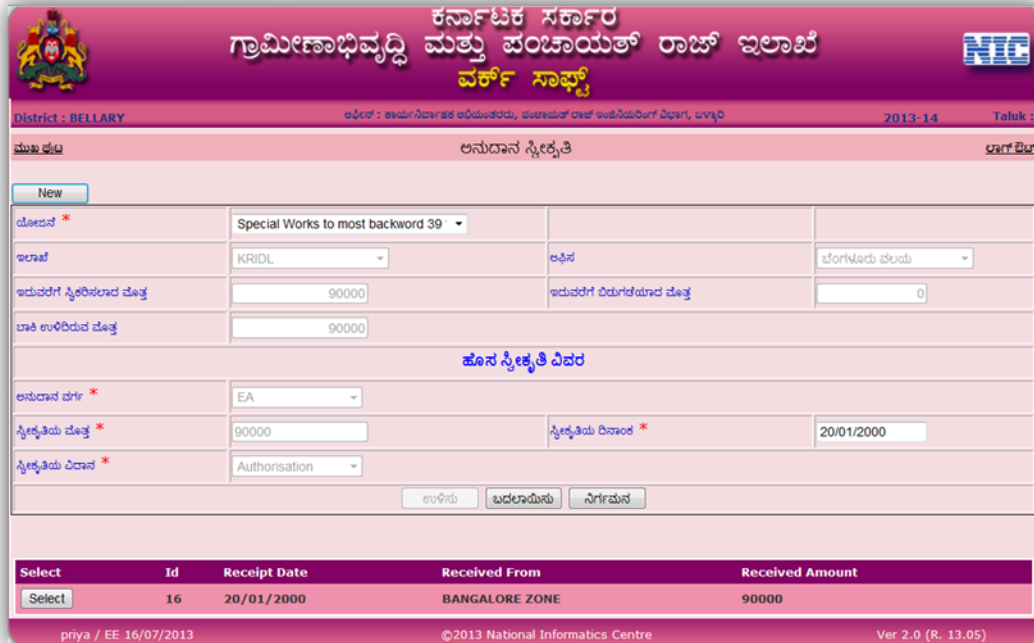
Select the scheme, the department and the office. The amount release for that particular scheme and office will be shown in the “Amount released till date”. The balance amount for that scheme will be displayed in the balance amount field.

Also enter the new release amount, release date, release number, mode of receiving. The amount can be released to the same scheme again if required. The new amount released will get added to the amount already released, every time a new release is done for the same scheme.

6.2 Receiving the fund by ZP

The ZP will now receive the amount from RDPR. After login, go to ಲೆಕ್ಕಪತ್ರ ->ಅನುದಾನ ಸ್ವೀಕೃತಿ in the main menu.

Select the particular scheme from the list. Already released amount will be displayed. [Refer fig below]. Enter the receipt details like amount, date and save it.



The screenshot shows the 'ಅನುದಾನ ಸ್ವೀಕೃತಿ' (Fund Receipt) form in the WorkSoft application. The form is titled 'ಕರ್ನಾಟಕ ಸರ್ಕಾರ ಗ್ರಾಮೀಣಾಭಿವೃದ್ಧಿ ಮತ್ತು ಪಂಚಾಯತ್ ರಾಜ್ ಇಲಾಖೆ ವರ್ಕ ಸಾಫ್ಟ್' (Government of Karnataka Rural Development and Panchayat Raj Department WorkSoft). The district is 'BELLARY' and the year is '2013-14'. The form includes a 'New' button and a table for entering receipt details. The table has columns for 'ಯೋಜನೆ' (Scheme), 'ಇಲಾಖೆ' (Department), 'ಇದುವರೆಗೆ ಸ್ವೀಕರಿಸಲಾದ ಮೊತ್ತ' (Amount received till date), 'ಬಾಕಿ ಉಳಿದಿರುವ ಮೊತ್ತ' (Remaining amount), 'ಅಧಿಕಾರ' (Authority), 'ಇದುವರೆಗೆ ಬಿಡುಗಡೆಯಾದ ಮೊತ್ತ' (Amount released till date), 'ಅನುದಾನ ಪರ್ತಿ' (Receipt No.), 'ಸ್ವೀಕೃತಿಯ ಮೊತ್ತ' (Amount of receipt), 'ಸ್ವೀಕೃತಿಯ ದಿನಾಂಕ' (Date of receipt), and 'ಸ್ವೀಕೃತಿಯ ವಿಧಾನ' (Mode of receipt). A table at the bottom shows a list of receipts with columns for 'Select', 'Id', 'Receipt Date', 'Received From', and 'Received Amount'. The table contains one row with Id 16, Receipt Date 20/01/2000, Received From BANGALORE ZONE, and Received Amount 90000. The footer of the application shows 'priya / EE 16/07/2013', '©2013 National Informatics Centre', and 'Ver 2.0 (R. 13.05)'.

Figure 6.2

6.3 Releasing of fund to implementing agency

Once the fund is received by the department, the ZP releases it to the implementing agency. In the main menu go to ಲೆಕ್ಕಪತ್ರ ->ಅನುದಾನ ಬಿಡುಗಡೆ. The following screen will be displayed.



The screenshot shows a web-based form for fund release. At the top, it displays the Government of Karnataka logo and the text 'ಕರ್ನಾಟಕ ಸರ್ಕಾರ ಗ್ರಾಮೀಣಾಭಿವೃದ್ಧಿ ಮತ್ತು ಪಂಚಾಯತ್ ರಾಜ್ ಇಲಾಖೆ ವರ್ಕ್ ಸಾಫ್ಟ್‌ವೇರ್'. Below this, it shows the district as 'BELLARY' and the fiscal year as '2013-14'. The form is titled 'ಅನುದಾನ ಬಿಡುಗಡೆ' (Fund Release). It contains several input fields and dropdown menus: 'ಯೋಜನೆ' (Scheme) set to 'Special Works to most backworc', 'ಇಲಾಖೆ' (Department) set to 'KRRDA-Karnataka Rural Road I', 'ಒಫೀಸ್' (Office) set to 'ಯೋಜನಾ ವಿಭಾಗ -ಬಳ್ಳಾರಿ', 'Amount Released till Date' set to '0', and 'ಬಾಕಿ ಉಳಿದಿರುವ ಮೊತ್ತ' (Balance amount) set to '90000'. A section titled 'ಹೊಸ ಬಿಡುಗಡೆಯ ವಿವರ' (New Release Details) includes 'ಬಿಡುಗಡೆ ಅದೇಶ ಸಂಖ್ಯೆ' (Release Number) as '11223', 'ಬಿಡುಗಡೆಯ ದಿನಾಂಕ' (Release Date) as '01/01/2000', 'ಬಿಡುಗಡೆ ಮೊತ್ತ' (Release Amount) as '40000', and 'ಸ್ವೀಕೃತಿಯ ವಿಧಾನ' (Mode of Receiving) as 'NEFT/RTGS/GIA'. At the bottom of the form are three buttons: 'ಉಳಿಸು' (Save), 'ಬದಲಾಯಿಸು' (Update), and 'ನಿರ್ಗಮನ' (Cancel). The footer of the application shows 'priya / EE 16/07/2013', '©2013 National Informatics Centre', and 'Ver 2.0 (R. 13.05)'.

Figure 6.3

Select the scheme, the department and the office. The amount release for that particular scheme and office will be shown in the “Amount released till date”. Also the balance amount for that scheme will be displayed in the balance amount field.

Also enter the new release amount, release date, release number, mode of receiving. The amount can be released to the same scheme again if required. The new amount released will get added to the amount already released, every time a new release is done for the same scheme.

6.4 Receiving the fund by implementing agency

Now, the Implementing agency will receive the fund released from ZP. Go to ಲೆಕ್ಕಪತ್ರ - >ಅನುದಾನ ಸ್ವೀಕೃತಿ. The list of schemes for which amount is released by ZP will be listed in this option. Select the scheme and enter the received date.

The fund details entered by ZP will be listed in grid below. In case of any modifications, select the particular ID, modify it and save.



Figure 6.4

6.5 Billing

After receiving the fund, the implementing agency will proceed with the billing and payment process. In the main option go to **ಲೆಕ್ಕಪತ್ರ ->ಬಿಲ್ ವಿವರ** to enter the bill details for the work. On selecting the scheme, work will be displayed. Select the work and enter the bill amount, bill date, voucher date and other details. Upload the bill details and save it.

Figure 6.5



Billing can be done only once for a particular work id.

6.6 Payment

In the main menu go to ಲೆಕ್ಕಪತ್ರ ->ಪಾವತಿ. On selecting the scheme, the bill amount is shown beside the selected scheme.

Enter the bill amount, amount payable and other amount details like VAT, TDS etc. if applicable. Upload the bill details and save the entry.

The screenshot shows the 'Bills & Payment for this work' interface. At the top, it displays 'Scheme: Construction of ZP Office Building', 'Work Name: Mini water supply', 'Work Description: rural and drought affected areas', and 'Estimated Cost: 50000'. Below this, there is a table for bills:

Bill No	Bill Date	Bill Amount	Pay No	Paid Date	Amount paid
Select	1	01/01/2000	7800000		

Below the table, it shows 'Balance to be payable for this Work : 780000'. There are input fields for 'Amount being paid *' (78000) and various taxes/charges like TDS, Royalty, Security Deposit, Service tax, Labour cess, and Misc. There are also fields for 'Gross Payment', 'Date of Bill', 'Advise Date', and 'Paid Date'.

The 'File Attachment Details' section at the bottom has a 'Bill Details' dropdown, a 'Browse...' button, and an 'Upload' button. There is also a 'Select' button for file selection.

Figure 6.6



7. Correction

The higher authority officers can correct/delete the work details entered in Work Soft. He cannot modify/delete the work if the work is either closed/billing or payment is done.

7.1 Modify

To modify the work, select the department, district, taluk, office and enter the work ID. The work stages will be displayed in drop down menu. On selecting the particular work stage, the corresponding work details will be displayed to the officer. Edit the changes and finally save the form to update the changes.

Module Name	
Department	PRED
District	ಬಾಗಲಕೋಟೆ
Taluk	ಅಯ್ಯಮಾಡಿ
Office	Executive Engineer, P.R.E.D, Bagalkot
Enter work ID	100081
Select stage for correction	Admin Sanction
	Select
	Action Plan
	Admin Sanction
	Additional Details
	Technical Sanction
	Tender
	Work Order
	Inspection Details
	Measurement Details

Figure 7.3.1

7.2 Delete

To delete the work, select the department, district, taluk and office. Enter the work ID of the work to be deleted. Confirm deletion by clicking the 'Delete' which deletes the work from the WorkSoft system.



ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ಗ್ರಾಮೀಣಾಭಿವೃದ್ಧಿ ಮತ್ತು ಪಂಚಾಯತ್ ರಾಜ್ ಇಲಾಖೆ
ವರ್ಕ್ ಸಾಫ್ಟ್

District : BAGALKOTE ಅಧೀನ : ಕಾರ್ಯನಿರ್ವಾಹಕ ಅಧೀನಪಡೆ ಪಂಚಾಯತ್ ರಾಜ್ ಇಂಜಿನಿಯರಿಂಗ್ ದಿಬಾಗ್, ಬಾಗಲಕೋಟೆ 2013-14 Taluk :
ಮುಖ್ಯ ಕ್ಷೇತ್ರ Module Name ಛಾನ್ಸೆಲ್

Department	PRED
District	ಬಾಗಲಕೋಟೆ
Taluk	ಅಯ್ಯಮಾಡಿ
Office	Executive Engineer, P.R.E.D, Bagalkot
Enter work ID	100081
<input type="button" value="Delete"/> <input type="button" value="Exit"/>	

EE bagalkote / AEE 17/07/2013 ©2013 National Informatics Centre Ver 2.0 (R. 13.05)

Figure 7.3.2



8. Others

8.1 Change Password

In the main page go to ಇತರೆ-> ಪಾಸ್‌ವರ್ಡ್ ಬದಲಾಯಿಸಿ [Refer fig. below] to change the password.

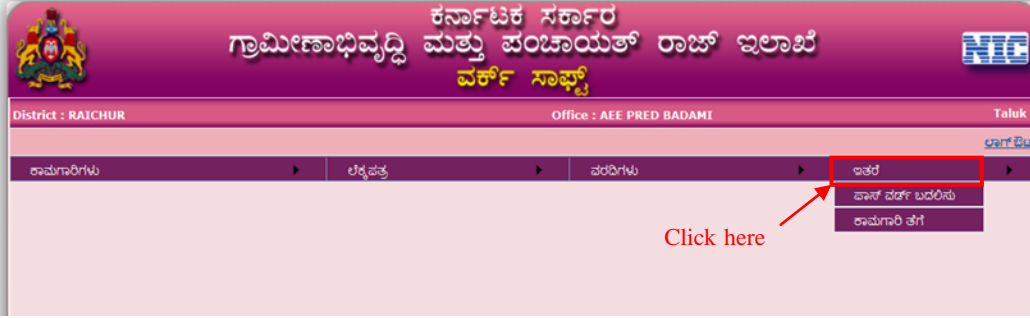


Figure 7.1

The login for which the password has to be changed will be displayed . Enter the current password in “ಹಾಲಿ ಪಾಸ್ ವರ್ಡ್ ನಮೂದಿಸಿ”. Enter the new password and confirm the new password in ‘ಹೊಸ ಪಾಸ್ ವರ್ಡ್ ನಮೂದಿಸಿ’ and ‘ಮತ್ತೊಮ್ಮೆ ಹೊಸ ಪಾಸ್ ವರ್ಡ್ ನಮೂದಿಸಿ’ respectively. Ensure that the the new password and the current password is not the same. Finally click ‘ಬದಲಿಸಿ’ option at the bottom of the page to save it[Refer fig. below].

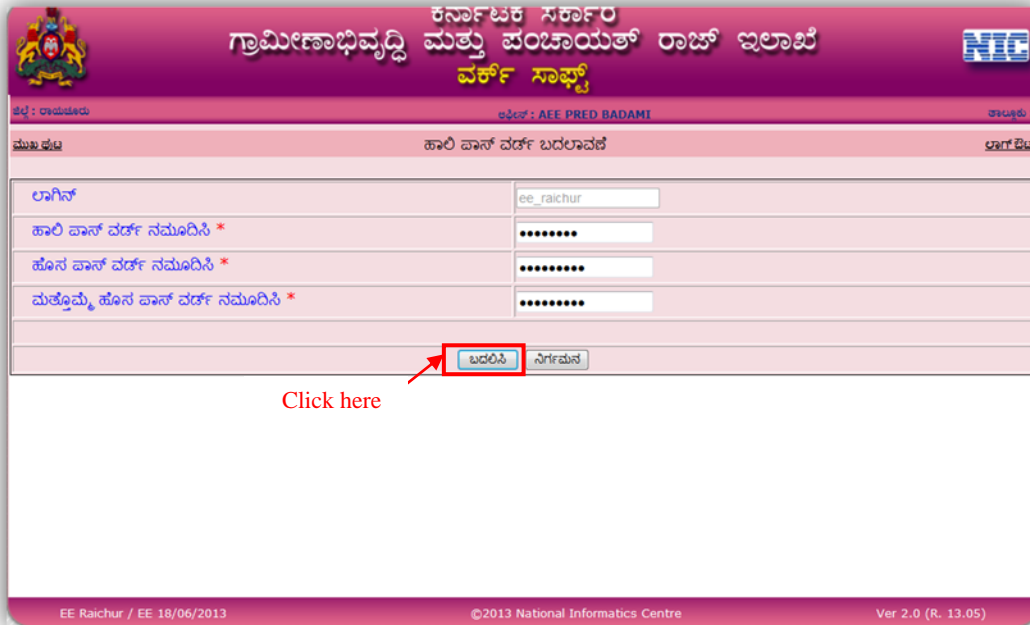


Figure 7.1.1



8.2 Adding Officers

The RDPR department creates the login ids for the State/ZP/taluka officers. Go to Admin->New option in the main menu [Refer fig. below].

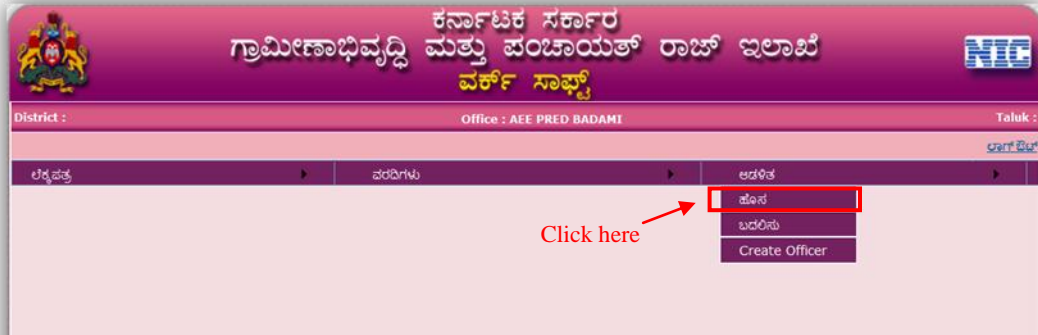


Figure 7.2

Select the department, office level. Depending on the office level selected, the district/taluka will be enabled. Enter the office and login name, officer mobile and select the designation from the drop down list and click ‘Add’. The added officer details will be displayed beside[Refer figure 7.2.1 below].

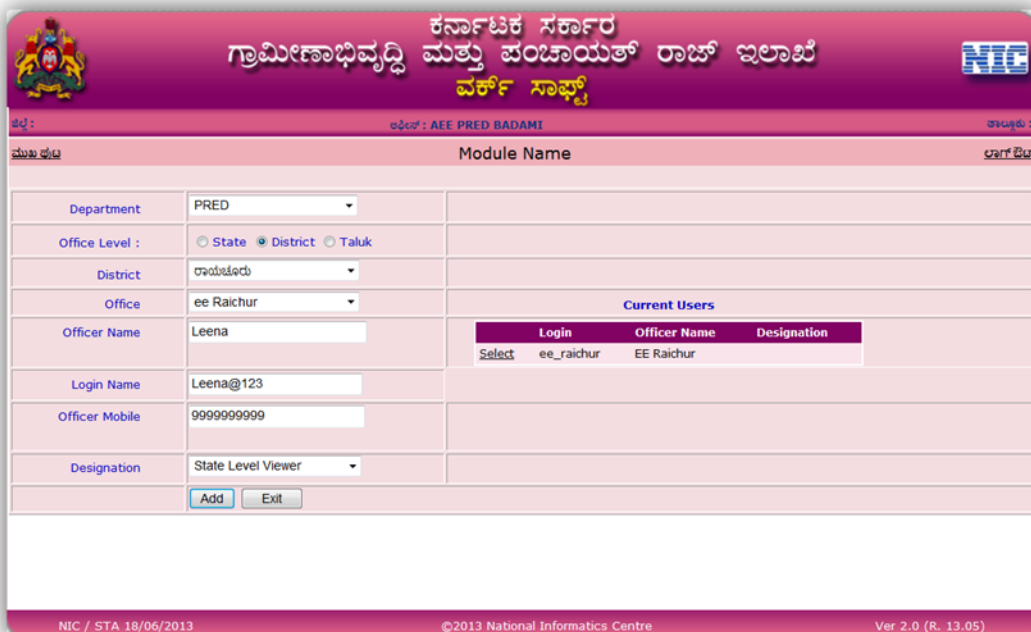


Figure 7.2.1



In case of any modifications in the details, go to Admin->Modify option in the main page. On selecting the department, office level and the district/taluka depending on the level of office selected, the officer's details will be displayed in a grid. Select the corresponding officer, edit the details and click 'Modify' to save the changes.

The officer password can be reset in case he/she has forgotten the password details .Similarly; 'Freeze' option can be used to freeze the user account, if the account no longer exists.

The screenshot shows a web application interface for user management. At the top, there is a header with the NIC logo and text in Kannada: 'ಕರ್ನಾಟಕ ಸರ್ಕಾರ ಗ್ರಾಮೀಣಾಭಿವೃದ್ಧಿ ಮತ್ತು ಪಂಚಾಯತ್ ರಾಜ್ ಇಲಾಖೆ ವರ್ಕ್ ಸಾಫ್ಟ್‌ವೇರ್'. Below the header, there are fields for 'Department' (set to PRED), 'Office Level' (radio buttons for State, District, Taluk), 'District' (set to ರಾಯಚೂರು), and 'Office' (set to ZP Raichur). The 'Officer Name' field contains 'Arif'. To the right, a table titled 'Current Users' lists two users: 'arif_hm' (Arif, Programming Assist) and 'zp_raichur' (EE Raichur). Below the form, there are buttons for 'Modify', 'Freeze', 'Reset Password', and 'Ext'. The footer contains 'NIC / STA 18/06/2013', '©2013 National Informatics Centre', and 'Ver 2.0 (R. 13.05)'.

Figure 7.2.2

**WORKSOFT SYSTEM****ಕಾಮಗಾರಿ ವಿವರ form**

ತಾಲ್ಲೂಕು		MP ಕ್ಷೇತ್ರ	
MLAಕ್ಷೇತ್ರ		ZP ಕ್ಷೇತ್ರ	
TP ಕ್ಷೇತ್ರ			
ಯೋಜನೆಹೆಸರು			
ಕಾಮಗಾರಿವಿಧ		ಹೊಸ /ಮುಂದುವರಿದ /ನಿರ್ವಹಣೆ	
ಕಾಮಗಾರಿವರ್ಗ	Building/Roads& Bridges/Water Supply /Water Bodies/Others	ಉಪಕಾಮಗಾರಿವರ್ಗ (PI see the list)	
ಕಾಮಗಾರಿಹೆಸರು			
ಕಾಮಗಾರಿವಿವರ			
ಕಾಮಗಾರಿಯಾಗುತ್ತಿರುವ ವಿವರಣೆ- ಹೆಚ್ಚಿನ ಹೆಚ್ಚಿನ	ಗ್ರಾಮಪಂಚಾಯತಗಳು 1. 2. 3. 4. 5.	ಹೆಚ್ಚಿನ 1. 2. 3. 4. 5.	
ಒಟ್ಟು ಅಂದಾಜು ವೆಚ್ಚ (ರೂ.)		ಪ್ರಸ್ತುತವರ್ಷ ಅಗತ್ಯವಿರುವ ಅಂದಾಜು ವೆಚ್ಚ (ರೂ.)	
ಕ್ರಿಯಾ ಯೋಜನೆ ಅನುಮೋದನೆ ಸಂಖ್ಯೆ		ಕ್ರಿಯಾ ಯೋಜನೆ ಅನುಮೋದನೆ ದಿನಾಂಕ	
ಕ್ರಿಯಾ ಯೋಜನೆ ಅನುಮೋದನೆ ಮಾಡಿದ ಪ್ರಾಧಿಕಾರ			
ಕಾಮಗಾರಿಯ ಸೌಲಭ್ಯ ಪಡೆಯಬಹುದಾದ ಫಲಾನುಭವಿಗಳ ಸಂಖ್ಯೆ	ಪರಿಶಿಷ್ಟ ಜಾತಿ	ಪರಿಶಿಷ್ಟ ಪಂಗಡ	ಅಲ್ಪ ಸಂಖ್ಯಾತರು ಸಾಮಾನ್ಯ ಒಟ್ಟು ಬಿಪಿಲ್
ಪುರುಷರು			
ಹೆಂಗಸರು			

GPS coordinates of Work Location in Latitude/Longitude

	Latitude	Longitude	Work on this point
--	----------	-----------	--------------------



SLNo	Degree	Min	Sec	Degree	Min	Sec	
1							
2							
3							
4							

ಆಡಳಿತಾತ್ಮಕ ಮಂಜೂರಾತಿ ವಿವರ,			
Adm. Appr. Request By			
Adm. Appr. Request Ref No		Adm. Appr. Request Ref Dt	
ಆಡಳಿತಾತ್ಮಕ ಅನುಮೋದನೆ ನೀಡಿದ ಪ್ರಾಧಿಕಾರ	Govt/CEO/EO/COO/Others	Others ಆಗಿದಲ್ಲಿ ನಮೂದಿಸಿ	
ಅನುಷ್ಠಾನಗೊಳಿಸುವ ಸಂಸ್ಥೆ	PRED/KRRDA/KRIDLA/Nirmithi/TP		
ಆಡಳಿತಾತ್ಮಕ ಮಂಜೂರಾತಿ ಸಂಖ್ಯೆ		ಆಡಳಿತಾತ್ಮಕ ಮಂಜೂರಾತಿ ದಿನಾಂಕ	
Approval Conditions			

Enclosures required

ತಾಂತ್ರಿಕ ಮಂಜೂರಾದ ವಿವರಗಳು			
Tech. Appr. Request By			
Tech. Appr. Request Ref No		Tech. Appr. Request Ref Dt	
ತಾಂತ್ರಿಕ ಅನುಮೋದನೆ ನೀಡಿದ ಪ್ರಾಧಿಕಾರ	AEE/EE/SE/CE/COO	ಪ್ರಸಕ್ತ ವರ್ಷದ ಅಗತ್ಯವಿರುವ ಅಂಶ ದಾಖಲೆ (ರೂ.)	
ಹೆಚ್ಚಿನ ಅಂದಾಜಿನ ಮೊತ್ತಕ್ಕೆ ಆಡಳಿತದ ಅನುಮೋದನೆಯಿದೆಯೇ?			
ಆಡಳಿತದ ಅನುಮೋದನೆಯ ವಿವರ			
ತಾಂತ್ರಿಕ ಮಂಜೂರಾತಿ ಸಂಖ್ಯೆ		ತಾಂತ್ರಿಕ ಮಂಜೂರಾತಿ ದಿನಾಂಕ	
ಟೆಂಡರ್ ಪ್ರಕ್ರಿಯೆಯನ್ನು ಕರೆಯಬೇಕಾಗಿದೆಯೇ?		Approval Conditions	

1. Resolution Copy
2. Initial Photos of the work location
3. Administrative Approval Order copy, if already taken
4. Technical Sanction Order copy, if already taken

**WORKSOFT System**

(Pl fill the relevant information related to the work being taken up. If parameter is not applicable, please mention as 'Not Applicable')

Work related specific information for New/Spillover works

Work Category	No	Specification Details	Select or enter the value					
1. Roads & Bridges	1.1	Current position of road/place	No Road/Mud Road/Jelly Road/Tar Road/Concrete Road/Mixed Road					
	1.2	Proposed type of Road	Mud Road/Jelly Road/Tar Road/Concrete Road/Mixed Road					
	1.3	Total length of the proposed road in mtrs.						
	1.4	Road Code						
	1.5	GPS coordinate of Starting Point (Pt 1)						
	1.6	Starting Point	Intermediate deviation /last Point	Type of Road	Length in Meters	Width in meters	Latitude of intermediate /last point	Longitude of intermediate /last point
		1						
	1.7	Type of Activity (Cr. Drg / Sd Drg / Minor Bridge /Major Bridge/ Shoulder/footpath)	Type of work (Kuccha / Masonry / Concrete)	Length in Meters	Width in meters	Latitude of middle point	Longitude of middle point	
1.8	No. of Poles for streetlights being provided in proposed work							
	Type of lights for streetlights being provided in proposed work							
	No. of lights for streetlights being provided in proposed work							
2. Buildings	2.1	Building Type	Anganwadi/School/Market/Office /Shed/Warehouse/Shopping Complex					



			/CHC/PHC/ Community Hall/ Others				
	2.2	Type of structure	load bearing / framed				
	2.3	No. of floors including ground floor in proposed work	Ground + ____				
	2.4	Floor-wise built up/floor area being constructed in the proposed work					
		Floor	Built up/floor area in sq mts				
		Ground					
		1					
		2					
3. Water Supply	3.1	Type of Water supply Scheme	Bore well with hand pump / Mini Water Supply / Open well / Multi Village Water supply / Piped Water Supply / Others				
	3.2	Source of the drinking water	Bore well/Open well/Pond/Canal /River/Stream				
	3.3	If bore well, is it new bore well	Yes/No				
	3.4	Details of proposed new pumps,					
		Sl No	HP of the Pump	Yield of the Pump	Latitude	Longitude	
3.5	Details of proposed new pipelines						
		Diameter of Pipe	Material	Length in mts	Latitude of starting point	Longitude of starting point	Latitude of ending point
3.6	Details of proposed new storage tanks						
		Sl No	Type (OHT / GLSR / UGT)	Capacity in litres	Latitude	Longitude	
	3.7	Type of the new water treatment plant					
	3.8	Capacity of the new water treatment plant					
4.4 Water Bodies	4.1	Purpose of the water body	Drinking / Irrigation				
	4.2	Catchment Area in Hectares.					
	4.3	Water spread Area in Hectares.					



	c.	Gross Capacity in mcmt	
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Work related specific information for Maintenance works

Sl No	Details of Asset under maintenance	Value
5.1	Year of creation	
5.2	Scheme under which created	
5.3	Amount spent on the creation of the asset	
5.4	Date of Completion	