



USER MANUAL *for*

Workflow based Online

Letter of Credit (LOC) Monitoring System

Government of West Bengal



National Informatics Centre
West Bengal State Unit
Department of Information Technology
Ministry of Communications and Information Technology
Government of India

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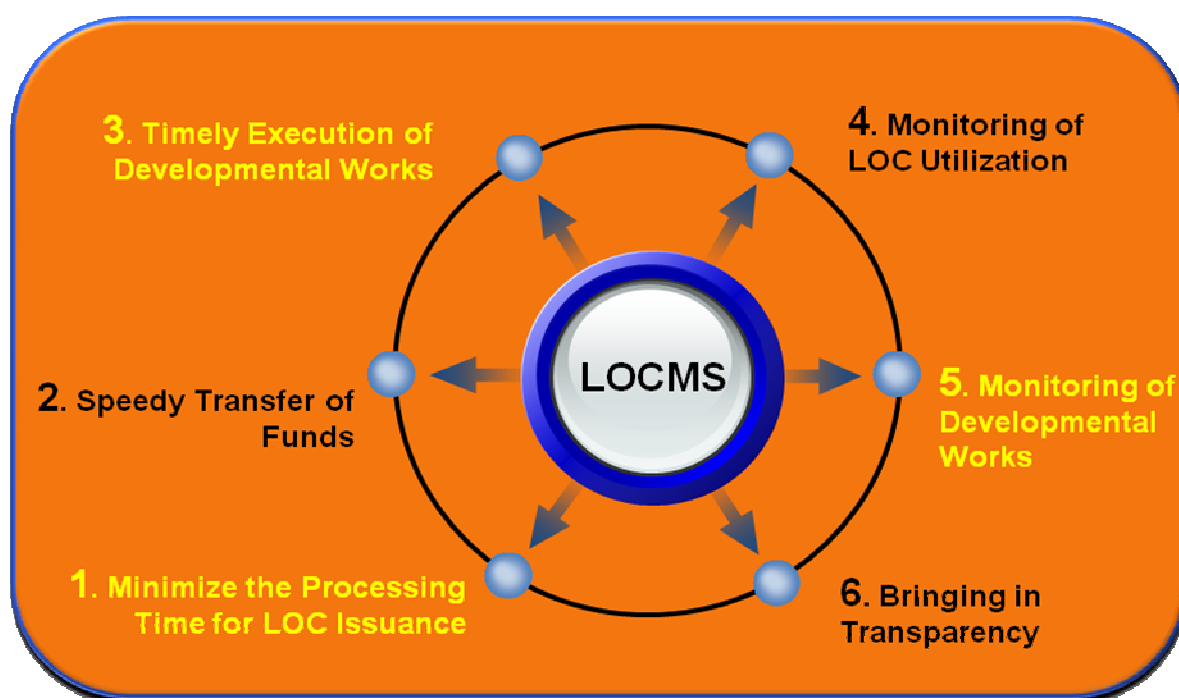
Letter of Credit Monitoring System

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Expected Benefits of LOCMS

Chapter – 1

Introduction

1.1 OVERVIEW

A **Letter of Credit** is an Authorization for a certain amount of financial transaction from Bank by Authorized person. In case of West Bengal Financial System, LOC is used for Authorization of monetary transactions for execution of different projects by Works & Forest Divisions.

LOC is issued for 4 types of work: - (a) Project / Plan related Work (b) Work Charged Establishment (c) Maintenance Work and (d) Deposit Work

For some time past the Government in Finance Department was considering improving the present system of issuing and monitoring the 'Letter of Credit' (LOC) by different Works and Forest Departments of the State Government with a view to establish accountability, transparency and uniformity in the system in a centralized manner.

Existing System

In existing system, 'LOC Executing Officers' (Cheque Drawing Officers) [LOCEO] in the Works and Forest Divisions send proposal for issuing LOC (*Project wise*) to 'LOC Issuing Authorities' [LOCIA] directly or through their immediate higher Authority for execution of works in respect of (i) Projects/Plan related works (ii) Maintenance Works and (iii) Deposit Works.

- (i) For Projects/Plan related works: The proposal is accompanied with the copies of G.O. of Administrative Department along with the U.O. Number of Finance Department, where necessary.
- (ii) For Maintenance Works: Only proposal.
- (iii) For Deposit Works: Copy of Deposited Challan of Demand Draft or Cheque along with Credit verification certificate from the concerned Treasury / Pay & Accounts Office.

The LOC Issuing Authorities in turn send request to Finance Department for LOC Authorization. The Finance Department issues LOC Authorization (*Project wise*).

As per Authorization of the Finance Department the 'LOC Issuing Authorities' issue LOC (*Project wise*) to the concerned LOC Executing Officers'.

The LOC Executing Officers' send "Monthly Accounts" to AG and LOC Utilization Reports to 'LOC Issuing Authorities'.

It may be noted that as per rule 4.150(3) of the West Bengal Treasury Rules 2005, for execution of works by the Works Or Forest Division for which fund is provided directly from the State Budget by their Own Department or by Other Departments of the State Government that must be executed only through LOC System and not through Deposit Works. This procedure should be followed strictly in the new system.

Proposed System:

Finance Department, with the help of National Informatics Centre (NIC), has developed a new system for on-line authorization and sanction of LOC in order to speedy transfer of fund for timely execution of the development works in a transparent way. For this purpose Finance Department in its website [www.wbfin.nic.in] has made necessary link 'LOC Monitoring System' [LOCMS] with effect from the financial year 2013-14. All the LOC related works would be processed and monitored through this system.

After careful consideration of the matter, the Governor has been pleased to prescribe the following procedures in this respect:

1. **Role of the Finance Department:** Finance shall authorize the LOC Issuing Authorities on-line through 'LOCMS' for certain amount of fund from time to time for issuing LOC to their authorized LOC Executing Officers (i) for execution of Project/Plan related works and (ii) for Normal Maintenance Works separately.
2. **Role of the LOC Issuing Authority:** (a) **For Projects/Plan related works:** Based on the proposal received from the LOC Executing Officers, the LOC Issuing Authorities shall on-line through 'LOCMS' issue LOC to the concerned LOC Executing Officers on specific the Project /Plan basis according to head of account according to priority. The LOC may be for part of the total amount or upto full amount subject to overall authorization of the Finance Department in this respect.

(b) **For Maintenance Works:** Based on the proposal received from the LOC Executing Officers, the LOC Issuing Authorities shall on-line through 'LOCMS' issue LOC to the concerned LOC Executing Officers for normal maintenance works/Non-Plan Works including work-charged establishment for appropriate required amount, subject to overall authorization of the Finance Department in this respect.
3. **Role of the LOC Executing Officer:** (a) **For Projects/Plan related works:** LOC Executing Officers' shall upload the proposal request on-line through 'LOCMS' for issuing the LOC by filling up the required data in the prescribed format. They may also upload the relevant supporting document through scan.

(b) **For Maintenance Works:** The LOC Executing Officers shall fill up the prescribed format.

(c) The LOC Executing Officer shall upload the data of the LOC utilized amount cheque Number wise in the 'LOCMS' against each LOC and each head of Account in respect of (i) Project/Plan related works, (i) Maintenance Works and (iii) Deposit Works.

There will be separate system for 'Deposit Works'.

For 'Deposit Works':

- (a) The LOC Executing Officer shall deposit the money/cheque/bank-draft in respect of 'Deposit Works' to the concerned Treasury-linked Bank in 'Treasury Challan' (T.R. Form No. 7) under the head of account as mentioned below and shall obtain the

Letter of Credit Monitoring System

‘Credit Verification Certificate’ in respect of that deposit from the concerned Treasury/Pay & Accounts Office after three (3) days. The ‘Credit Verification Certificate’ issued by the Treasury/Pay & Accounts Office shall contain Head of Account, Challan Number, Challan Date and Amount in respect of that Deposit. Deposit Head of Account for the Deposit Works would be (i) For Works Division: "8782-00-102-001-20" and (ii) For Forest Division: "8782-00-103-001-20".

- (b) The LOC Executing Officer shall fill up the prescribed format along with the scanned copy of Deposited Challan of Demand Draft or Cheque and ‘Credit Verification Certificate’ from the concerned Treasury / Pay & Accounts Office on-line through LOCMS.

The Administrative Department of the concerned ‘LOC Issuing Authority’ shall verify the admissibility of the matter relating to Deposit works and the genuineness of the deposit amount shall authorize the ‘LOC Issuing Authority’ to issue LOC for that Deposit Work. The ‘LOC Issuing Authority’ shall issue the LOC to the concerned LOC Executing Officer upto the amount deposited without any reference from Finance Department. Disbursement Head of Account for the Deposit Works would be (i) For Works Division: "8443-00-108-001-23" ["8443-00-108-002-23" only for National Highway Authority (NHA)] and (ii) For Forest Division: "8443-00-109-001-23".

To systemize these operations of Authorization, Issuance & Execution of LOC and hence to monitor the processes in effective manner, the National Informatics Centre (NIC) as a ICT Consultant has conducted thorough study of the existing system to come out with a web enabled system. This has become a single system, based on common boundaries — management control, operating environment, security needs and business mission.

The main characteristics of the new LOC system are:

- ✓ Departments Need Not Seek Project-wise LOC Authorization from Finance Department. LOC to be issued by the Executing Departments.
- ✓ Bulk Funds would be released Online to the Executing Departments by Finance Department at Regular Interval depending on the Pendency of LOC at their end.
- ✓ Web based LOC system will track on Real-time basis the Utilization of Funds against each Project at the level of DFOs / Executive Engineers.
- ✓ Authorization of LOCs by the Finance Department and issuance of LOC by the Administrative Departments linked to Actual Utilization of Funds at the Executing levels.
- ✓ Facilitates sharing of Progress of Deposit works between the Executing Departments (PWD, PHE etc.) with the Administrative Departments which have placed Funds with the Executing Departments.

The application software is hosted in NIC Data Centre and integrated with the portal of Finance Department (<http://www.wbfin.nic.in>). The application will be available through Internet access facility using user credentials to be provided by the Finance Department.

1.2 SALIENT FEATURES

❖ Basic Feature

- ✓ System provides an interactive interface to retrieve information by a flexible way.
- ✓ It maintains all the Information relating with LOC Authorization, LOC Issuance & LOC Utilization and eliminates the repeated entry of information.
- ✓ System Generates Reports in Pre-Defined formats.

❖ Recording

- ✓ Executing Division wise Project Details with relevant Head of Accounts.
- ✓ LOC Request, Authorization, Issuance & Utilization Details.

❖ Query

- ✓ Highly powerful file searching capability.
- ✓ Tracking of Records through user defined parameters.

❖ Report

- ✓ LOC Authorization Order, LOC Issuance Order.
- ✓ Division / Project / Head of Account wise Fund Allotment & Utilization.
- ✓ Report available in PDF Format.

❖ Security

- ✓ Accessible to authorized users only.
- ✓ Highly secured database.

❖ User Friendliness

- ✓ User-friendly design.

Chapter – 2

Hardware and Software Requirement

Hardware

1. PC with moderate configuration.
2. Internet Browser.
3. Internet Connectivity.

Software

LOCMS has been designed and developed in such a way so that there are no expenses for Database Management System or any sort of Programming/Reporting Software tool. It can run on any PC with any standard browser to access web pages.

Chapter – 3 Getting Started

3.1 HOW TO OPEN THE SOFTWARE

1. To open the Web Portal Home Page Click on internet explorer
2. Type “**www.wbfin.nic.in**” at the address bar and press “ENTER” and the home page of Finance Department website will appear as shown below.
3. To log in LOC click on label “**LOC (Letter of Credit Monitoring System)**”.



Click Here

3.2 HOW TO LOGIN INTO THE SOFTWARE

In login page please enter the valid “USERNAME” and “PASSWORD” and click on the “Login” button.



Note: Different users would have different username and password.

User Name and Password

Each user of the application is assigned a unique username and password. Assigning of username and password to authorized users protects the application against unauthorized access.

Authentication of User Name and Password

During authentication, the username and password entered by the user are verified to ensure that the user logging in is a valid user.

Letter of Credit Monitoring System

After successful Login into the system the home page will be appeared as shown below. In this page you can see a menu which contains Home, Master Data, Transactions, M.I.S, House Keeping and Logout. A message appeared as “Designation and Department Name of user.

If user log in for first time then user has to complete his/her profile and change password to get access the pages. Profile complete and Change Password pages are available on House Keeping menu.

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Home Master Data Transactions M.I.S House Keeping Log Out Monday, May 06 2013, 2:22:36 PM

Welcome Chief Engineer, Public Works (Construction Board) Directorate

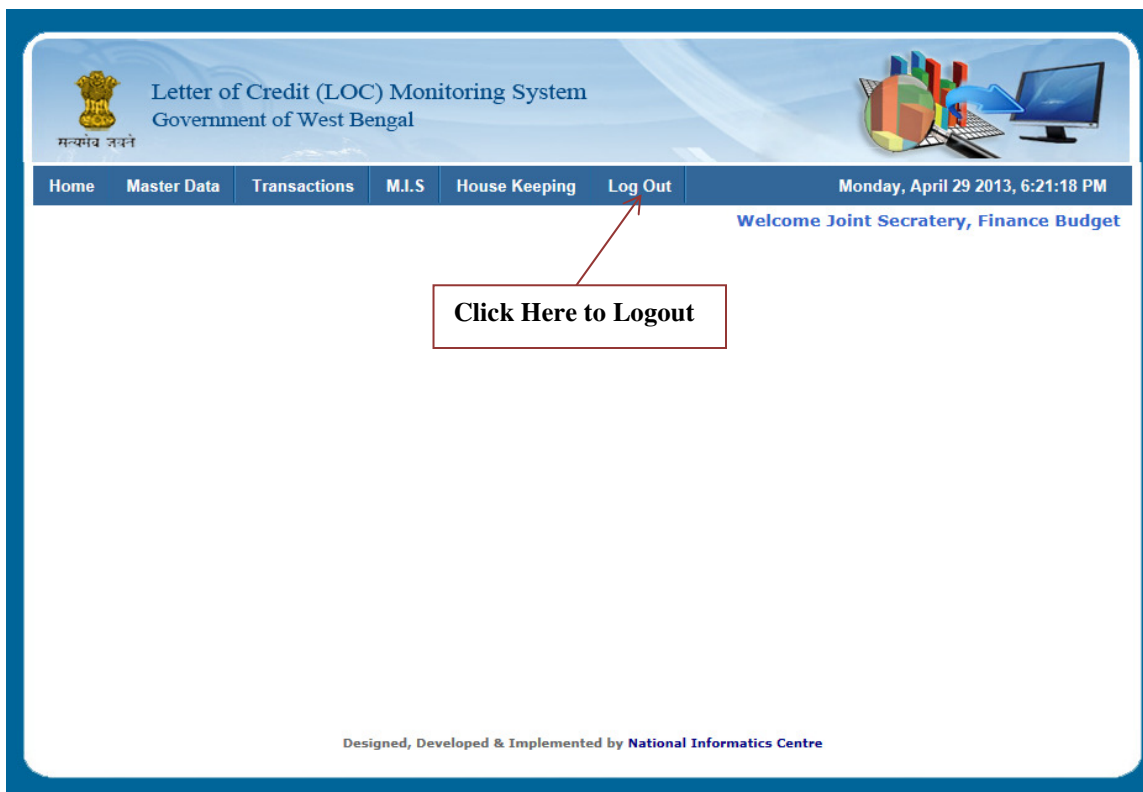
Work Type	Authorization Received (Rs.)	LOC Issued (Rs.)	Balance (Rs.)
Project Based	0	0	0
Work Charged	25,00,000	0	25,00,000
Maintenance	0	0	0

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N.B. The data in the tabular form in home page can only be seen by Directorate User.

3.3 HOW TO LOG OUT FROM THE SOFTWARE

Please click on the “Log out” link in the menu as shown below in figure:



Chapter – 4

View, Entry, Edit and Delete of Master Data

On Clicking the Master Data menu, it expands into the following **Sub Menus**:

- ✓ Department
- ✓ Department Head
- ✓ LOC Issuing Office
- ✓ Circle / Middle Tier Office
- ✓ Division / LOC Execution Office
- ✓ Designation
- ✓ LOC Authorization Issuing Officer
- ✓ LOC Issuing Officer
- ✓ Project Master (Allocation Based)
- ✓ Project Master (Deposit Work)
- ✓ Work Type wise Detail Head

4.1 VIEW DEPARTMENT

Department Master cannot be Entered, Edited or Deleted. It can only be viewed.



Letter of Credit (LOC) Monitoring System
Government of West Bengal



[Home](#)
[Master Data](#)
[Transactions](#)
[M.I.S](#)
[House Keeping](#)
[Log Out](#)

Tuesday, April 30 2013, 3:04:52 PM

Welcome OSD & E.O. Joint Secratery, Finance Budget

DEPARTMENT MASTER

Print As : 

Department Code	Department Description
AD	Animal Resources Development
AG	Agriculture
AM	Agricultural Marketing
BT	Bio-Technology
CA	Consumer Affairs
CD	Home (Civil Defence)
CE	Home (C & E)
CH	Chief Minister's Office
CI	Commerce & Industries
CM	Chief Minister Secretariat
CO	Co-Operation
CS	Micro & Small Scale Ent. and Textiles
CV	Civil Defence
CW	Child Development
DF	Home (Defence)
DP	Planning
EH	Higher Education

There is a provision to Export the Data in “**PDF**” format.

4.2 ENTRY, EDIT AND DELETE OF DEPARTMENTAL HEAD

To enter the Departmental Head Names click on the “**Department Head**” menu and a page will be appeared where you can select Department, Designation and enter Department Address.

The stored record can be seen in list below where you will also get the provision to “**Edit**” or “**Delete**” the record. To edit any record click on “**Edit**” on the same row in list and the editable record can be seen in above corresponding boxes where you can change it and click on “**Save**” to save. If you want to cancel just Click on “**Cancel**”.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Tuesday, April 30 2013, 3:18:26 PM

Welcome OSD & E.O. Joint Secratery, Finance Budget

Departmental Head Master

Select Department: Public Works (Roads)
Select Designation: Chief Engineer-I
Dept. Address: Writers' Buildings, Kolkata-700001

Save Cancel

Click Here

Department Name	Designation	Departmental Address	Edit	Delete
Public Works (Roads)	Addl. Chief Secretary / Principal Secretary / Secretary	Writers' Buildings, Kolkata - 700001	Edit	Delete

Print As :

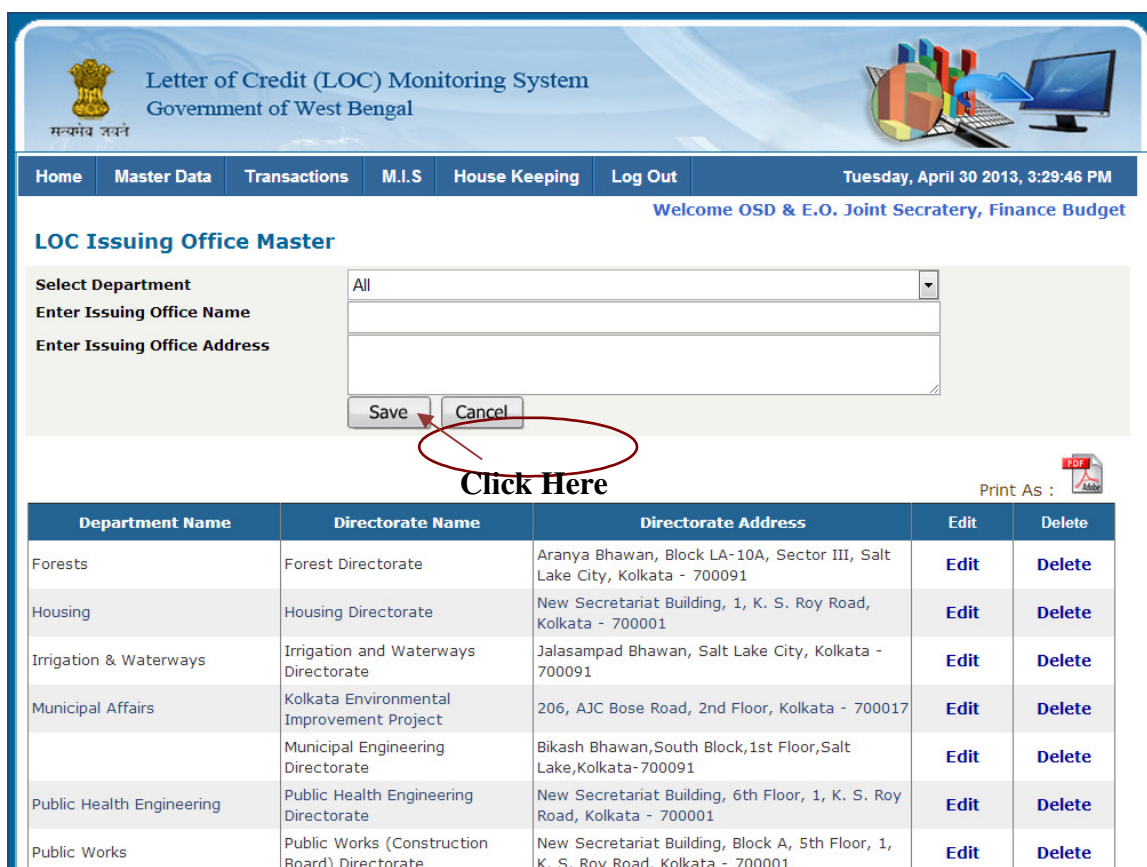
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There is a provision to Export the Data in “**PDF**” format.

4.3 ENTRY, EDIT AND DELETE OF LOC ISSUING OFFICE

To enter the LOC Issuing Office Details click on the “**LOC Issuing Office**” menu and a page will be appeared where you can select Department and enter Office Name, Office Address.

The stored record can be seen in list below where you will also get the provision to “**Edit**” or “**Delete**” the record. To edit any record click on “**Edit**” on the same row in list and the editable record can be seen in above corresponding boxes where you can change it and click on “**Save**” to save. If you want to cancel just Click on “**Cancel**”.



Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Tuesday, April 30 2013, 3:29:46 PM

Welcome OSD & E.O. Joint Secratery, Finance Budget

LOC Issuing Office Master

Select Department: All

Enter Issuing Office Name

Enter Issuing Office Address

Save Cancel

Click Here

Print As :

Department Name	Directorate Name	Directorate Address	Edit	Delete
Forests	Forest Directorate	Aranya Bhawan, Block LA-10A, Sector III, Salt Lake City, Kolkata - 700091	Edit	Delete
Housing	Housing Directorate	New Secretariat Building, 1, K. S. Roy Road, Kolkata - 700001	Edit	Delete
Irrigation & Waterways	Irrigation and Waterways Directorate	Jalasampad Bhawan, Salt Lake City, Kolkata - 700091	Edit	Delete
Municipal Affairs	Kolkata Environmental Improvement Project	206, AJC Bose Road, 2nd Floor, Kolkata - 700017	Edit	Delete
	Municipal Engineering Directorate	Bikash Bhawan, South Block, 1st Floor, Salt Lake, Kolkata - 700091	Edit	Delete
Public Health Engineering	Public Health Engineering Directorate	New Secretariat Building, 6th Floor, 1, K. S. Roy Road, Kolkata - 700001	Edit	Delete
Public Works	Public Works (Construction Board) Directorate	New Secretariat Building, Block A, 5th Floor, 1, K. S. Roy Road, Kolkata - 700001	Edit	Delete

There is a provision to Export the Data in “**PDF**” format.

N.B. Only Finance Department can enter, edit and delete data in LOC Issuing Office Master

4.4 ENTRY, EDIT OF CIRCLE / MIDDLE TIER OFFICE

To enter the Circle Names click on the “**Circle / Middle Tier Office**” menu and a page will be appeared where you can select Directorate and enter Circle name.

The stored record can be seen in list below along with the **User Id** where you will also get the provision to “**Edit**” the record. To edit any record click on “**Edit**” on the same row in list and the editable record can be seen in above corresponding boxes where you can change it and click on “**Submit**”. If you want to cancel just Click on “**Cancel**”.

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Home Master Data Transactions M.I.S House Keeping Log Out Tuesday, April 30 2013, 3:41:10 PM
Welcome Joint Secratery, Finance Budget

Circle / Middle-Tier Office

Select LOC Issuing Office Public Works(Roads) Directorate
Enter Circle / Middle-Tier Office Name Darjeeling
Submit Cancel

Click Here

Print As : PDF

Dept Name	LOC Issuing Office	Circle / Middle-Tire Office Name	User ID	Edit
Public Works (Roads)	Public Works(Roads) Directorate	South Bengal	PR03010019	Edit

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There is a provision to Export the Data in “**PDF**” format.

4.5 ENTRY, EDIT OF DIVISION / LOC EXECUTION OFFICE

To enter the Division Names click on the “**Division / LOC Execution Office**” menu and a page will be appeared where you can select Directorate, Circle name and enter Division, Treasury Name and Bank Name.

The stored record can be seen in list below along with the **User Id** where you will also get the provision to “**Edit**” the record. To edit any record click on “**Edit**” on the same row in list and the editable record can be seen in above corresponding boxes where you can change it and click on “**Save**”. If you want to cancel just Click on “**Cancel**”. There is also a provision for sending “**SMS**” to the users.

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Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Monday, May 13 2013, 3:02:02 PM
Welcome Joint Secratery, Finance Budget

Requesting Division / LOC Execution Office

LOC Issuing Office: All
Circle / Middle-Tier Office:
Division / LOC Execution Office:
Treasury Name:
Related Bank Name:
Mobile No.:
Save Cancel

Click Here

Print As :

LOC Issuing Office	Circle/Middle-Tier Office	Division/LOC Exec. Office	Treasury Name	Related Bank	User ID	Mobile No.	Edit
Forest Directorate	forest circle	Forest Division	adf asdsad	asd asd	FR18010118	2323232323 Send SMS	Edit
Public Works Directorate	Jangalmahal1	jangal Division	j	j	PW02030118	4343434343 Send SMS	Edit
	Jangalmahal1	sdfdf	sdfsdf	fsdfsdfsd	PW02030218	5454354555 Send SMS	Edit
	North Bengal	Darjeeling.	Darjeeling.	UBI, Darjeeling.	PW02010418	1111111112 Resend SMS	Edit
	North Bengal	div2	werw gf	cvzcxc	PW02010518	2222222222 Send SMS	Edit
Public Works(Roads) Directorate	Purulia	purulia division	p	p	PW02040418	3333333333 Send SMS	Edit
	PR roads	PR div	sdfs s	sdfsdf	PR03010118	Send SMS	Edit

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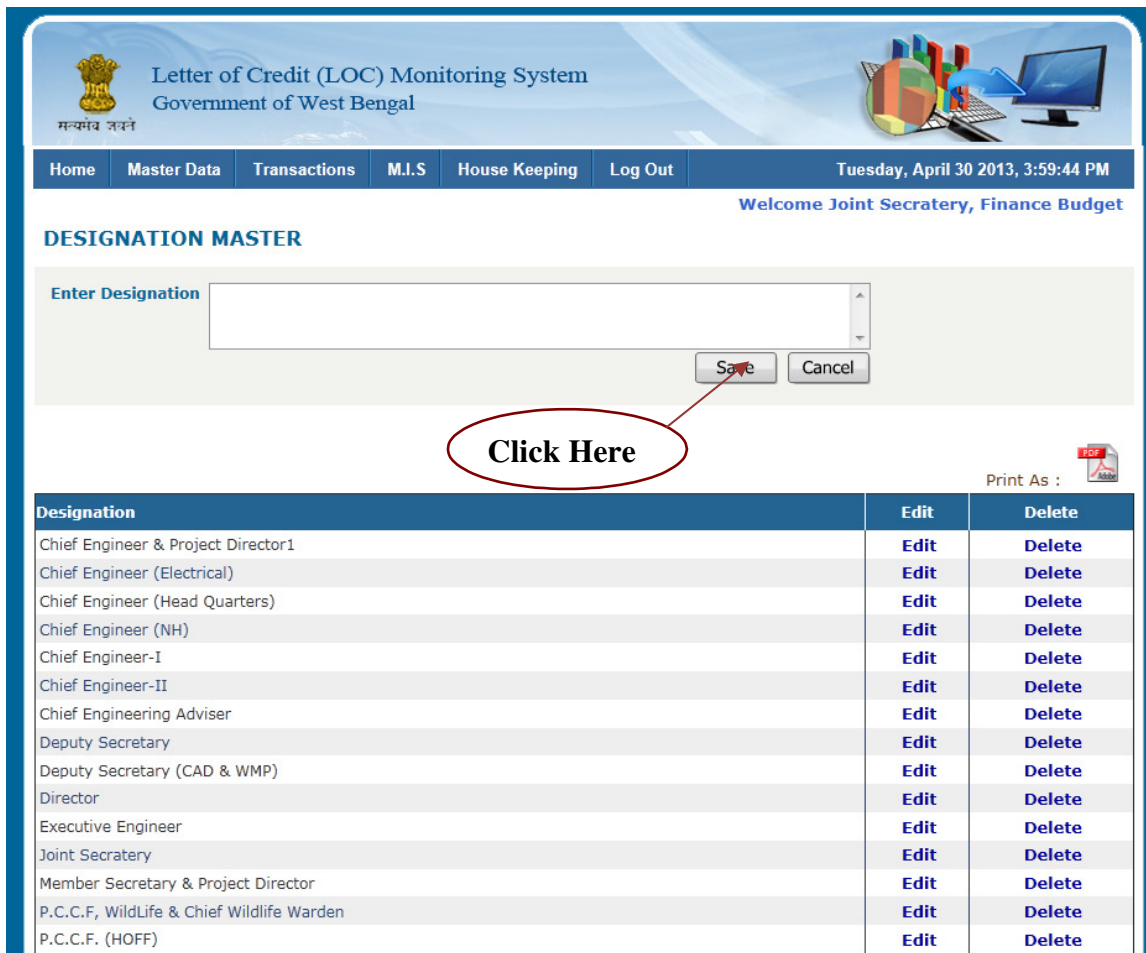
Click Here To Send SMS

There is a provision to Export the Data in “**PDF**” format.

4.6 ENTRY, EDIT AND DELETE OF DESIGNATION

To enter the Designation click on the “**Designation**” menu and a page will be appeared where you can enter Designation.

The stored record can be seen in list below where you will also get the provision to “**Edit**” or “**Delete**” the record. To edit any record click on “**Edit**” on the same row in list and the editable record can be seen in above corresponding boxes where you can change it and click on “**Save**” to save. If you want to cancel just Click on “**Cancel**”.



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Welcome Joint Secratery, Finance Budget

DESIGNATION MASTER

Enter Designation Save Cancel

Click Here

Print As : 

Designation	Edit	Delete
Chief Engineer & Project Director1	Edit	Delete
Chief Engineer (Electrical)	Edit	Delete
Chief Engineer (Head Quarters)	Edit	Delete
Chief Engineer (NH)	Edit	Delete
Chief Engineer-I	Edit	Delete
Chief Engineer-II	Edit	Delete
Chief Engineering Adviser	Edit	Delete
Deputy Secretary	Edit	Delete
Deputy Secretary (CAD & WMP)	Edit	Delete
Director	Edit	Delete
Executive Engineer	Edit	Delete
Joint Secratery	Edit	Delete
Member Secretary & Project Director	Edit	Delete
P.C.C.F, WildLife & Chief Wildlife Warden	Edit	Delete
P.C.C.F. (HOFF)	Edit	Delete

There is a provision to Export the Data in “**PDF**” format.

N.B. Only Finance Department can enter, edit and delete data in Designation.

4.7 ENTRY OF LOC AUTHORIZATION ISSUING OFFICER

To enter the LOC Authorization Issuing Officer click on the “**LOC Authorization Issuing Officer**” menu and a page will be appeared where user can select LOC Authorization Issuing Office and LOC Authorization Issuing Officer. On clicking “**Submit**” button the data will be shown in a list below with User ID.

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Home Master Data Transactions M.I.S House Keeping Log Out Monday, May 06 2013, 2:48:58 PM
Welcome OSD & E.O. Joint Secratery, Finance Budget

LOC Authorization Issuing Officer

LOC Authorization Issuing Office: Finance Budget
Select LOC Authorization Issuing Officer: Director
Submit Cancel

Click Here

Print As : PDF

LOC Authorization Issuing Office	LOC Authorization Issuing Office Address	LOC Authorization Issuing Officer	User ID	Status
Finance Budget	Writers' Buildings, Kolkata - 700001	OSD & E.O. Joint Secratery	FA00000017	Enabled
Finance Budget	Writers' Buildings, Kolkata - 700001	Principal Secretary	FA00000022	Enabled
Finance Budget	Writers' Buildings, Kolkata - 700001	Secretary	FA00000002	Enabled

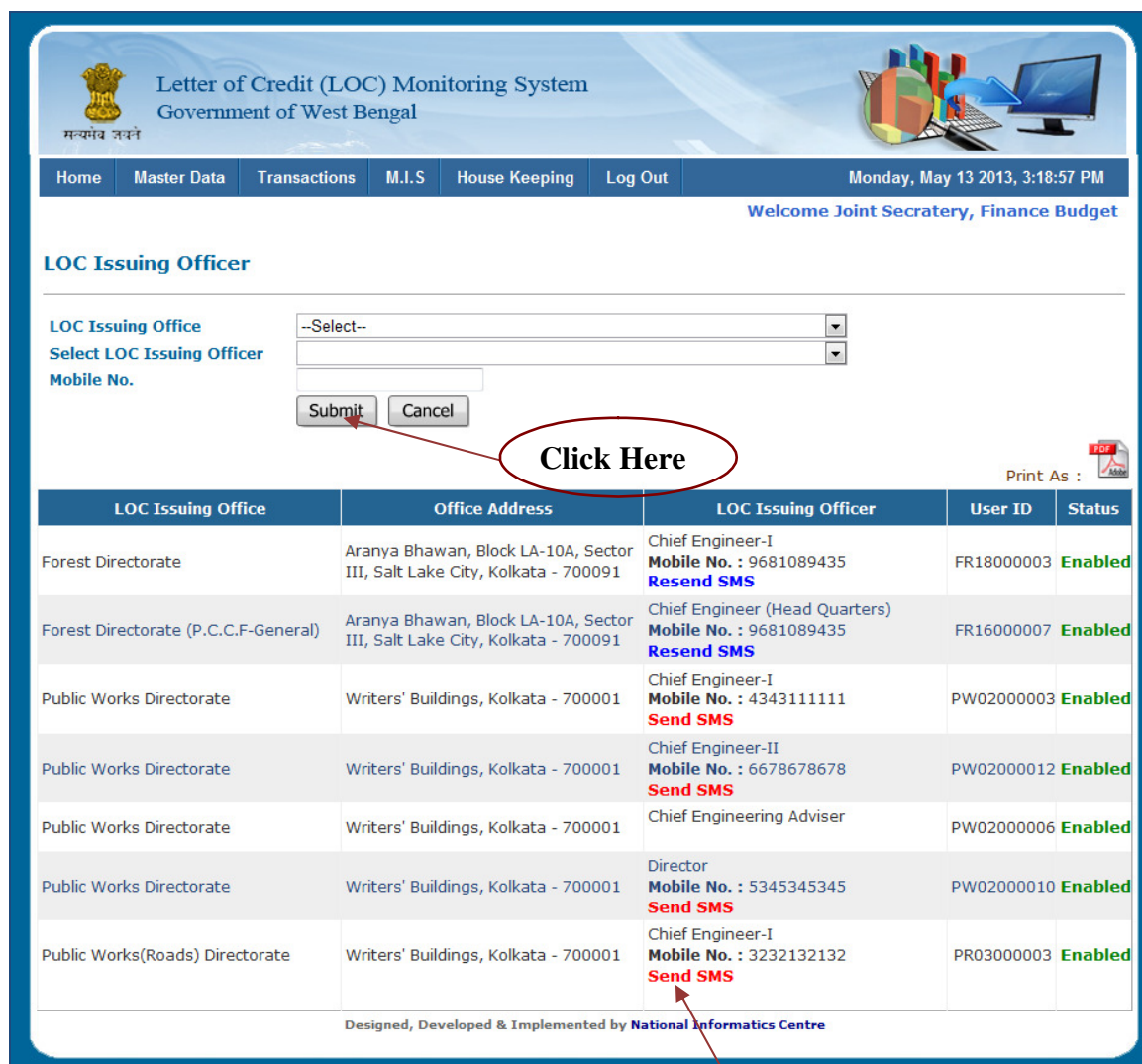
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There is a provision to Export the Data in “**PDF**” format.

N.B. Only Finance Department can enter LOC Authorization Issuing Officer.

4.8 ENTRY OF LOC ISSUING OFFICER

To enter the LOC Issuing Officer click on the “**LOC Issuing Officer**” menu and a page will be appeared where user can select LOC Issuing Office and LOC Issuing Officer. On clicking “**Submit**” button the data will be shown in a list below with User ID.



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Home Master Data Transactions M.I.S House Keeping Log Out Monday, May 13 2013, 3:18:57 PM
Welcome Joint Secratery, Finance Budget

LOC Issuing Officer

LOC Issuing Office --Select--
Select LOC Issuing Officer
Mobile No.
Submit Cancel

Click Here

LOC Issuing Office	Office Address	LOC Issuing Officer	User ID	Status
Forest Directorate	Aranya Bhawan, Block LA-10A, Sector III, Salt Lake City, Kolkata - 700091	Chief Engineer-I Mobile No. : 9681089435 Resend SMS	FR18000003	Enabled
Forest Directorate (P.C.C.F-General)	Aranya Bhawan, Block LA-10A, Sector III, Salt Lake City, Kolkata - 700091	Chief Engineer (Head Quarters) Mobile No. : 9681089435 Resend SMS	FR16000007	Enabled
Public Works Directorate	Writers' Buildings, Kolkata - 700001	Chief Engineer-I Mobile No. : 4343111111 Send SMS	PW02000003	Enabled
Public Works Directorate	Writers' Buildings, Kolkata - 700001	Chief Engineer-II Mobile No. : 6678678678 Send SMS	PW02000012	Enabled
Public Works Directorate	Writers' Buildings, Kolkata - 700001	Chief Engineering Adviser	PW02000006	Enabled
Public Works Directorate	Writers' Buildings, Kolkata - 700001	Director Mobile No. : 5345345345 Send SMS	PW02000010	Enabled
Public Works(Roads) Directorate	Writers' Buildings, Kolkata - 700001	Chief Engineer-I Mobile No. : 3232132132 Send SMS	PR03000003	Enabled

Print As : 

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Click Here To Send SMS

There is a provision to Export the Data in “**PDF**” format.

N.B. Only Finance Department can enter LOC Issuing Officer.

4.9 ENTRY, EDIT, DELETE OF PROJECT MASTER (ALLOCATION BASED)

To enter the Project click on the “**Project master (Allocation Based)**” menu and a page will be appeared where you can enter Project Details based on Work Type.

There is also an option for **Edit** and **Delete**.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Monday, May 13 2013, 4:29:24 PM

Welcome Executive Engineer, Darjeeling., North Bengal, Public Works Directorate

Project Master

LOC Issuing Office: Public Works Directorate
 Circle / Middle-Tier Office: North Bengal
 Requesting Division / LOC Exec. Office: Darjeeling.
 Select Work Type: ☐ Project Based ☒ Work-Charged ☐ Maintenance
 Administrative Department: PW-Public Works
 Select Project Name: **New Project**
 test

Fin. Year: 2013-2014 Demand: --Select Major: Submajor: Minor: Plan: Scheme: Detail: Subdetail: Voted: Budget (Rs.): 0

Submit Cancel

Click Here

Project Specification	Project Name	Key Information	Click Here To
Division/LOC Exec. Office :Darjeeling. Circle/Middle-Tier Office :North Bengal LOC Issuing Office :Public Works Directorate Head of Acct. :PW-25-2059-01-053- NP-001-11-00-V Earmark : G.O. No. : U.O./Authorization No. :	test	Proj. Cost(Rs.) :0 Amt. Put to Tender(Rs.) :0 Tender Amt.(Rs.) :0 Commc. Date : Schedule Compl.Dt. : Expected Compl.Dt. :	Edit Delete

Print As :

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There is a provision to Export the Data in “**PDF**” format.

N.B. Finance Department can only view the Project Details. There is no Provision for entry, edit or delete of Project Details for Finance Department.

4.10 ENTRY, EDIT, DELETE OF PROJECT MASTER (DEPOSIT WORK)

To enter the Project click on the “**Project master (Deposit Work)**” menu and a page will be appeared where you can enter Project Details based on Work Type.

There is also an option for **Edit** and **Delete**.

Project Master (Deposit Work)

Select LOC Issuing Office Name: Public Works Directorate
 Select Circle / Middle-Tier Office: North Bengal
 Select Req. Division / LOC Exec. Office: Darjeeling.
 Enter Project Name: Test

Major Head: 8782 Submajor Head: 00 Minor Head: 102 Scheme Head: 001 Detail Head: 20

[Click Here](#) [Print As :](#)

Office Details	Project Details	
LOC Issuing Office Name : Public Works Directorate Circle / Middle-Tier Office : North Bengal Req. Division / LOC Exec. Office : Darjeeling.	Project Name : ddfdf cvcv Head of Acct. : 8782-00-102-001-20	Edit Delete
LOC Issuing Office Name : Public Works Directorate Circle / Middle-Tier Office : North Bengal Req. Division / LOC Exec. Office : Darjeeling.	Project Name : vbnvbnn vnbvbnvnyert etetertrt Head of Acct. : 8782-00-103-001-20	Edit Delete
LOC Issuing Office Name : Public Works Directorate Circle / Middle-Tier Office : North Bengal Req. Division / LOC Exec. Office : Darjeeling.	Project Name : aaaaaaaaaa circle Head of Acct. : 8782-00-102-001-20	Edit Delete
LOC Issuing Office Name : Public Works Directorate Circle / Middle-Tier Office : North Bengal Req. Division / LOC Exec. Office : Darjeeling.	Project Name : test new 03052013 vvvvvvvvv Head of Acct. : 8782-00-103-001-20	Edit Delete

There is a provision to Export the Data in “**PDF**” format.

N.B. Finance Department can only view the Project Details. There is no Provision for entry, edit or delete of Project Details for Finance Department.

4.11 ENTRY OF WORK TYPE WISE DETAIL HEAD

To enter the Work Type wise Detail Head click on the “**Work Type wise Detail Head**” menu and a page will be appeared where you can enter Detail Head, Detail Description based on Work Type.

There is also a provision of “**Enable**” and “**Disable**” the Work Type.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Thursday, May 02 2013, 1:57:35 PM
Welcome Joint Secratery, Finance Budget

Detail Head Work Type

Detail Head --Select--
Project Based --Select--
Work-Charged --Select--
Maintenance --Select--
Submit Cancel

Detail Head	Detail Desc	Project Based	Worke-Charged	Maintenance
02	Wages	Enable	Disable	Enable
05	Rewards	Disable	Enable	Enable
06	Leave Encashment	Disable	Enable	Disable
11	Travel Expenses	Enable	Disable	Enable
12	Medical Reimbursements under WBHS 2008	Disable	Disable	Enable
13	Office Expenses	Enable	Enable	Disable
14	Rents, Rates and Taxes	Disable	Enable	Disable
15	Royalty	Disable	Enable	Disable
16	Publications	Disable	Disable	Enable

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N.B. Only Finance Department can access this page.

Chapter – 5

Entry, Edit and Delete of Transactions

5.1 FINANCE DEPARTMENT

On clicking the Transactions menu, it expands into the following Sub Menus:

- ✓ Prepare LOC Authorization
- ✓ Generate LOC Authorization

5.1.1 PREPARE LOC AUTHORIZATION

Click on the “**Prepare LOC Authorization**” link under “**Transactions**” menu and a page will appear where user can select Authorized Office, Authorized Officer, enter Memo No., Memo Date, Authorized Amount and the Date up to which Authorization is Valid. Finally click on “**Submit**” button to enter the new Authorization Records.

The stored record can be seen in list below where you will also get the provision to “**Edit**” or “**Delete**” the record. To edit any record click on “**Edit**” on the same row in list and the editable record can be seen in above corresponding boxes where you can change it and click on “**Submit**” to save. If you want to cancel just Click on “**Cancel**”.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Thursday, May 02 2013, 2:22:46 PM

Welcome Joint Secretary, Finance Budget

Authorization of LOC

Financial Year: 2013-2014
 Authorized Office: Public Works Directorate
 Authorized Officer: Chief Engineer-I
 Select Work Type: ☒ Project Based ☐ Work-Charged ☐ Maintenance
 Memo No.: 123 Memo Date: 02/05/2013
 Authorized Amount (Rs.): 58000 Valid Upto: 10/05/2013

Submit Cancel

Total Authorized Amount (Rs.): 45,000

Print As :

Authorization Id	LOC Authorization Given To.	Memo No. & Date	Valid Upto	Amount (Rs.)	Click To
2013-2014/02/0003	Officer : Chief Engineer-I Office Name : Public Works Directorate	sd23 24/04/2013	30/04/2013	45000	Edit Delete

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Click Here

There is a provision to Export the Data in “**PDF**” format.

5.1.2 GENERATE LOC AUTHORIZATION

Click on the “**Generate LOC Authorization**” link under “**Transactions**” menu and a page will appear containing the list of Prepared LOC Authorization Details along with “**Generate**” option.

To generate any LOC Authorization click on “**Generate**” on the same row in list and a message will appear seeking the confirmation of the user to generate Authorization ID.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Thursday, May 02, 2013, 2:36:16 PM

Welcome Joint Secretary, Finance Budget

Generate LOC Authorization

Financial Year: 2013-2014

Select Work Type: ☐ All ☒ Project Based ☐ Work-Charged ☐ Maintenance

Order by: ☒ Memo No. ☐ Authorization ID

Total Authorized Amount (Rs.): **39,28,000**

Print As :

Authorization Id	LOC Authorization Issued To.	Works Type	Memo No. & Date	Valid Upto	Amount (Rs.)	Click To	Attach / View Authorised LOC
2013-2014/02/0004	Officer :Chief Engineer-I Office Name :Public Works Directorate	Project Based	as121 24/04/2013	30/04/2013	54,000	Print	Attach
2013-2014/01/0001	Officer :Chief Engineer (Electrical) Office Name :Public Works Directorate (Electrical)	Project Based	dfdf343 03/04/2013	23/04/2013	25,00,000	Print	Attach
2013-2014/02/0001	Officer :Chief Engineer-I Office Name :Public Works Directorate	Project Based	dfs sf 18/04/2013	23/04/2013	45,000	Print	Attach
2013-2014/01/0002	Officer :Chief Engineering Adviser Office Name :Public Works Directorate (Electrical)	Project Based	fg4 04/04/2013	24/04/2013	7,00,000	Print	Attach
2013-2014/02/0003	Officer :Chief Engineer-I Office Name :Public Works Directorate	Project Based	sd23 24/04/2013	30/04/2013	45,000	Generate	Attach
2013-2014/02/0005	Officer :Chief Engineer-I Office Name :Public Works Directorate	Project Based	sdf3443 24/04/2013	30/04/2013	5,50,000	Print	Attach

Click Here

There is a provision to Export the Data in “**PDF**” format.

Letter of Credit Monitoring System

After generating the Authorization ID User can print a **Memorandum** for the same by clicking the “**Print**” option on the same row in the list.

**Letter of Credit (LOC) Monitoring System**
Government of West Bengal



HomeMaster DataTransactionsM.I.SHouse KeepingLog OutMonday, May 13 2013, 3:28:24 PM

Welcome Joint Secratery, Finance Budget

Generate LOC Authorization

Financial Year2013-2014

Select Work Type☐ All ☒ Project Based ☐ Work-Charged ☐ Maintenance

Order by☒ Memo No. ☐ Authorization ID

Total Authorized Amount (Rs.): 1,01,28,000

Print As : 

Authorization Id	LOC Authorization Issued To.	Works Type	Memo No. & Date	Valid Upto	Amount (Rs.)	Click To	Attach / View Authorised LOC
2013-2014/02/0004	Officer :Chief Engineer-I Office Name :Public Works Directorate	Project Based	as121 24/04/2013	30/04/2013	54,000	Print	View Attach
2013-2014/01/0001	Officer :Chief Engineer (Electrical) Office Name :Public Works Directorate (Electrical)	Project Based	dfdf343 03/04/2013	23/04/2013	25,00,000	Print	Attach
2013-2014/02/0014	Officer :Chief Engineer-I Office Name :Public Works Directorate	Project Based	dfgdfg 07/05/2013	31/05/2013	5,60,000	Print	Attach
2013-2014/02/0001	Officer :Chief Engineer-I Office Name :Public Works Directorate	Project Based	dfs sf 18/04/2013	23/04/2013	45,000	Print	Attach
2013-2014/02/0008	Officer :Chief Engineer-I Office Name :Public Works Directorate	Project Based	ds323 02/05/2013	31/05/2013	2,50,000	Print	Attach
2013-2014/01/0002	Officer :Chief Engineering Adviser Office Name :Public Works Directorate (Electrical)	Project Based	fg4 04/04/2013	24/04/2013	7,00,000	Print	Attach
2013-2014/02/0003	Officer :Chief Engineer-I Office Name :Public Works Directorate	Project Based	sd23 24/04/2013	30/04/2013	45,000	Print	Attach
2013-2014/02/0013	Officer :Chief Engineer-I Office Name :Public Works Directorate	Project Based	sd323 02/05/2013	31/05/2013	40,00,000	Print	Attach

Click Here

Letter of Credit Monitoring System

After clicking the “**Print**” button a Pop-Up will appear where user can see the Authorization Details.

The screenshot displays the Letter of Credit (LOC) Monitoring System interface for the Government of West Bengal. The top navigation bar includes links for Home, Master Data, Transactions, M.I.S, House Keeping, and Log Out. The date and time shown are Monday, May 13 2013, 3:34:21 PM. A welcome message for the Joint Secretary, Finance Budget, is displayed.

A **MEMORANDUM** pop-up window is open, showing the following details:

Field	Value	Field	Value
Authorization Id	2013-2014/02/0003	Work Type	Project Based
Office Name	Public Works Directorate	Designation	Chief Engineer-I
Memo No.	sd23	Memo Date	24/04/2013
Amount (Rs.)	45,000/-	Valid Upto	30/04/2013
Issuing Officer	Joint Secretary		

The memorandum text states: "In pursuance of provision under Appendix-5 of West Bengal Treasury Rules, 2005, Pt-II, the undersigned is directed by order of the Governor to say that the Governor has been pleased to authorize the Chief Engineer-I of Public Works Directorate in term of T.R. 4.052(I) of West Bengal Treasury Rules, 2005, Part-I to issue Letter of Credit (LOC) in T.R. Form No. 8 of West Bengal Treasury Rules, 2005, Part-III in favour of the concerned Executive Engineer(s) under his control for expenditure not exceeding a total sum of Rs.45,000/- (Rupees Forty Five Thousand) only towards execution of various projects. Necessary amount has been sanctioned and placed at his disposal. Present authorization is, however, subject to the condition that - (i) there shall be no diversion of fund, (ii) the charge is debitable to the relevant heads and (iii) present authorization is valid for the period up to 30/04/2013"

Below the text, there are sections for "Copy forwarded to" and "Copy forwarded for information and necessary action to". The "Copy forwarded for information and necessary action to" section lists four recipients:

1. The Manager, Reserve Bank of India, Public Accounts Departments, 15, Netaji Subhas Road, Kolkata - 700001
2. The Accountant General (A & E), West Bengal, Treasury Building, Works Account Branch, Kolkata - 700001
3. Joint Secretary, Public Works Department, asas xcxcxc
4. Guard File

At the bottom of the pop-up window, there are three buttons: **Save**, **Print**, and **Cancel**. A red arrow points to the **Save** button.

Below the pop-up window, a table shows the list of LOCs:

Authorization Id	Officer	Office Name	Work Type	Memo No.	Memo Date	Valid Upto	Amount (Rs.)	Print	Attach
2013-2014/02/0003	:Chief Engineer-I	:Public Works Directorate	Project Based	sd23	24/04/2013	30/04/2013	45,000	Print	Attach
2013-2014/02/0013	:Chief Engineer-I	:Public Works Directorate	Project Based	sd23	02/05/2013	31/05/2013	40,00,000	Print	Attach

Click Here to Save

User can select Issuing Officer, “**Edit**” the content text and save the changes by clicking “**Save**” button. After saving the changes User can also can export it to “**PDF**” format by clicking on Print button in the Pop-Up Box.

Letter of Credit Monitoring System

To attach any document click on “**Attach**” on the same row in list and a Pop-Up will appear providing the user with Browse option to select required document. On clicking “**Submit**” the attached document will be uploaded.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Thursday, May 02 2013, 3:21:07 PM
Welcome Joint Secratery, Finance Budget

Generate LOC Authorization

Attach Document

Prepared Request Id. : 2013-2014/02/0003
Prepared Request Date : 24/04/2013
Select Document C:\Users\test\Desktop\RIDF\RIDF(Pm)_MonthWiseReport_12_03_2013.pdf
Submit Exit

Attached Document Not Attached

2013-2014/01/0001	Office Name : Public Works Directorate (Electrical)	Project Based	03/04/2013	23/04/2013	25,00,000	Print	Attach	
2013-2014/02/0001	Officer : Chief Engineer-I Office Name : Public Works Directorate	Project Based	dfs sf	18/04/2013	23/04/2013	45,000	Print	Attach
2013-2014/01/0002	Officer : Chief Engineering Adviser Office Name : Public Works Directorate (Electrical)	Project Based	fg4	04/04/2013	24/04/2013	7,00,000	Print	Attach
2013-2014/02/0003	Officer : Chief Engineer-I Office Name : Public Works Directorate	Project Based	sd23	24/04/2013	30/04/2013	45,000	Print	Attach
2013-2014/02/0005	Officer : Chief Engineer-I Office Name : Public Works Directorate	Project Based	sdf3443	24/04/2013	30/04/2013	5,50,000	Print	Attach

5.2 DIVISION / LOC EXECUTING OFFICE

On clicking the Transactions menu, it expands into the following Sub Menus:

- ✓ Request for LOC (Allocation Based)
- ✓ Send Request (Allocation Based)
- ✓ Request for LOC (Deposit Work)
- ✓ Send Request (Deposit Work)
- ✓ LOC Utilization (Allocation Based)
- ✓ Update Cheque/ Draft Encashment Date (Allocation Based)
- ✓ LOC Utilization (Deposit Work)
- ✓ Update Cheque/ Draft Encashment Date (Deposit Work)

5.2.1 REQUEST FOR LOC (ALLOCATION BASED)

Click on the “**Request for LOC (Allocation Based)**” link under “**Transactions**” menu and a page will appear where user can select work type, Administrative Department, enter New Project, New Head of Account, G.O No., G.O Date, U.O No./Authorization No., U.O/Authorization Date, Project Cost, Amount put to Tender, Tendered Amount, Project Commencement Date, Scheduled Completion Date, Expected Completion Date, Request Amount and a list will show below with Request Details and Cost/Expenditure. User can click on “**Submit**” button to save the data.

The stored record can be seen in list below where you will also get the provision to “**Edit**” or “**Delete**” the record. To edit any record click on “**Edit**” on the same row in list and the editable record can be seen in above corresponding boxes where you can change it and click on “**Submit**” to save. If you want to cancel just Click on “**Cancel**”.

There is a provision to Export the Data in “**PDF**” format.

सत्यमेव जयते

Welcome Executive Engineer, Darjeeling., North Bengal, Public Works Directorate

Financial Year	2013-2014
LOC Issuing Office	Public Works Directorate
Requesting Officer	Executive Engineer
Circle / Middle-Tier Office	North Bengal
Requesting Division / LOC Execution Office	Darjeeling
Select Work Type	☒ Project Based ☐ Work-Charged ☐ Maintenance
Administrative Department	PW-Public Works
Select Project Name	

New Project

[illegible]

G.O. No.		G.O. Date	
Financial Approval Details of Project :			
U.O. / Authorization No.		U.O. / Authorization Date	
Project Key Information :			
Project Cost (Rs.)	0	Amount Put to Tender (Rs.)	0
Tendered Amount (Rs.)	100000		
Project Commencement Date	02/05/2013		
Scheduled Completion Date	27/06/2013	Expected Completion Date	27/06/2013

Financial Sanction No.		Financial Sanction Date	
Sanctioned Amount (Rs.)	0	Physical Progress so far in (%)	0
Fund Received Upto (Rs.)	0	Expenditure so far (Rs.)	0

Remarks If Any

Submit Cancel

Print As :

Project Details		Cost / Expenditure	Click Here To
Request ID	:2013-2014/0204/0016, 08/05/2013		Edit Delete
Division / LOC Execution Office	:Darjeeling.	Budget (Rs.) : 897000	
Circle / Middle-Tier Office	:North Bengal	Sanction No. : 1221	
LOC Issuing Office	:Public Works Directorate	Sanc. Date : 08/04/2013	
Project Name	:Project	Sanc. Amt.(Rs.) : 0	
Head of Acct.	:PW-25-2216-01-106-NP-008-14-00-V	Fund Recvd. Upto(Rs.) : 0	
Earmark	:	Expend So far(Rs.) : 0	
G.O. No.	:1221, 08/04/2013	Phy. Progrs.(Rs.) : 0.00	
U.O./Auth. No.	:2332, 30/04/2013	Req. Amt. (Rs.) : 100000	
Comm. Date	:02/05/2013	Remarks :Project Based	
Project Cost (Rs.)	:100000		
Date Comple. Scheduled	:27/06/2013		

Click Here

5.2.2 SEND REQUEST (ALLOCATION BASED)

Click on the “Send Request (Allocation Based)” link under “Transactions” menu and a page will appear where User can select Request by clicking the check box at the right end of the list and can the Request send to Circle / Middle Tier Office or LOC Issuing Office by clicking the “Send Selected Request” button.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Monday, May 13 2013, 3:48:33 PM

Welcome Executive Engineer, Darjeeling., North Bengal, Public Works Directorate

Send Request To Circle / Middle-Tier Office Or LOC Issuing Office (Allocation Based)

Financial Year: 2013-2014

Total Pending Request Amount from Divisions (Rs.): 5,400

Print As :

Request Details	Amount (Rs.)	Attach Document	Send To	Select Request
Request Id : 2013-2014/0204/0019, 07/05/2013 Project Name : sdfsd sdf4wrwe Head of Account : 25-2059-01-053-NP-001-13-01-V G.O. No. : , U.O. No. : , Project Cost (Rs.) : 0 Amt. Put to Tender (Rs.) : 0 Tendered Amt. (Rs.) : 0 Commencement Date : Scheduled Com. Date : Expected Com. Date :	5400	Attach	Circle / Middle-Tier Office	☒

Total Amount of Selected Projects (Rs.): 5,400

[Send Selected Request\(s\)](#)

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Click Here

Letter of Credit Monitoring System

To attach any document click on “**Attach**” on the same row in list and a Pop-Up will appear where user can select document type and Browse the document. On clicking “**Submit**” button the attached document will be uploaded.

The screenshot displays the Letter of Credit Monitoring System interface. At the top, the header includes the Government of West Bengal logo and the system name. The navigation bar contains links: Home, Master Data, Transactions, M.I.S, House Keeping, and Log Out. The current date and time are Wednesday, May 08 2013, 4:25:43 PM. A welcome message for the Executive Engineer, Darjeeling, North Bengal, Public Works Directorate is shown.

The main section is titled "Send Request To Circle / Middle-Tier Office Or LOC Issuing Office (Allocation Based)". A pop-up window titled "Attach Document" is open, showing the following details:

- Request Id.: 2013-2014/0204/0019
- Request Date.: 07/05/2013
- Document Type: Financial Sanction of Project
- Select Document: C:\Users\test\Desktop\Yearly Loan Calendar\Yearly_Loan_Calendar2015-2016.pdf

Buttons for "Submit" and "Exit" are present. A red circle with an arrow points to the "Browse" button with the text "Click Here".

Below the pop-up, a table lists project details:

Request Id.	: 2013-2014/0204/0022, 08/05/2013			
Project Name	: test for Law			
Head of Account	: 37-2052-00-090-NP-010-01-V			
G.O. No.	: 111, 06/05/2013			
U.O. No.	: 1233, 08/05/2013			
Project Cost (Rs.)	: 50000	50000	Attach	Circle / Middle-Tier Office
Amt. Put to Tender (Rs.)	: 50000			
Tendered Amt. (Rs.)	: 50000			
Commencement Date	:			
Scheduled Com. Date	:			
Expected Com. Date	:			

At the bottom, the "Total Amount of Selected Projects (Rs.):" is 0. A button "Send Selected Request(s)" is available. The footer states "Designed, Developed & Implemented by National Informatics Centre".

There is a provision to Export the Data in “PDF” format.

5.2.3 REQUEST FOR LOC (DEPOSIT WORK)

Click on the “**Request for LOC (Deposit Work)**” link under “**Transactions**” menu and a page will appear where user can enter New Project, New Head of Account, Project Cost, Issuing Authority, Check/Draft No., Check/Draft Date, Check/Draft Amount, Deposit Challan No, Deposit Challan Date, Request Amount and a list will show below with Request Details and Cost/Expenditure. User can click on “**Submit**” button to save the data.

The stored record can be seen in list below where you will also get the provision to “**Edit**” or “**Delete**” the record. To edit any record click on “**Edit**” on the same row in list and the editable record can be seen in above corresponding boxes where you can change it and click on “**Submit**” to save. If you want to cancel just Click on “**Cancel**”.

Letter of Credit Monitoring System


Letter of Credit (LOC) Monitoring System
 Government of West Bengal
 

Home Master Data Transactions M.I.S House Keeping Log Out Wednesday, May 08 2013, 4:05:30 PM

Welcome Executive Engineer, Darjeeling., North Bengal, Public Works Directorate

Request for LOC (Deposit Work)

Financial Year 2013-2014

LOC Issuing Office Public Works Directorate

Requesting Officer Executive Engineer

Circle/Middle-Tier Office North Bengal

Requesting Division/LOC Execution Office Darjeeling.

Select Project Name

New Project

aaaaaaaa circle

dfdfdf cvcvv

Select Head of Account

Major --Select--

Submajor

Minor

Scheme

Detail

Select Type of Entry ☒ Fresh ☐ Revalidation

Project Cost (Rs.)

Select Payment Mode ☒ Cheque ☐ Bank Draft

Issuing Authority

Cheque / Draft No.

Cheque / Draft Amount (Rs.)

Deposit Challan No.

Request Amount (Rs.)

Cheque / Draft Date

Deposit Challan Date

Remarks If Any

Submit Cancel

Total Request Amount (Rs.): 1,20,000

Request Details	Cost / Request Amt.
Request ID :2013-2014/0204/0009, 07/05/2013	Project Cost (Rs.) :0
Division/LOC Exec. Office :Darjeeling.	Payment Mode :Cheque
Circle/Middle-Tier Office :North Bengal	Issuing Authority :
LOC Issuing Office :Public Works Directorate	Cheque / Draft No. :,
Project Name :test data deposit vbnvnbvbnv	Cheque / Draft Amount (Rs.) :0
Head of Acct. :8782-00-102-001-20	Deposit Challan No. :,
Type of Entry :Fresh	Request Amount(Rs.) :120000
	Remarks :

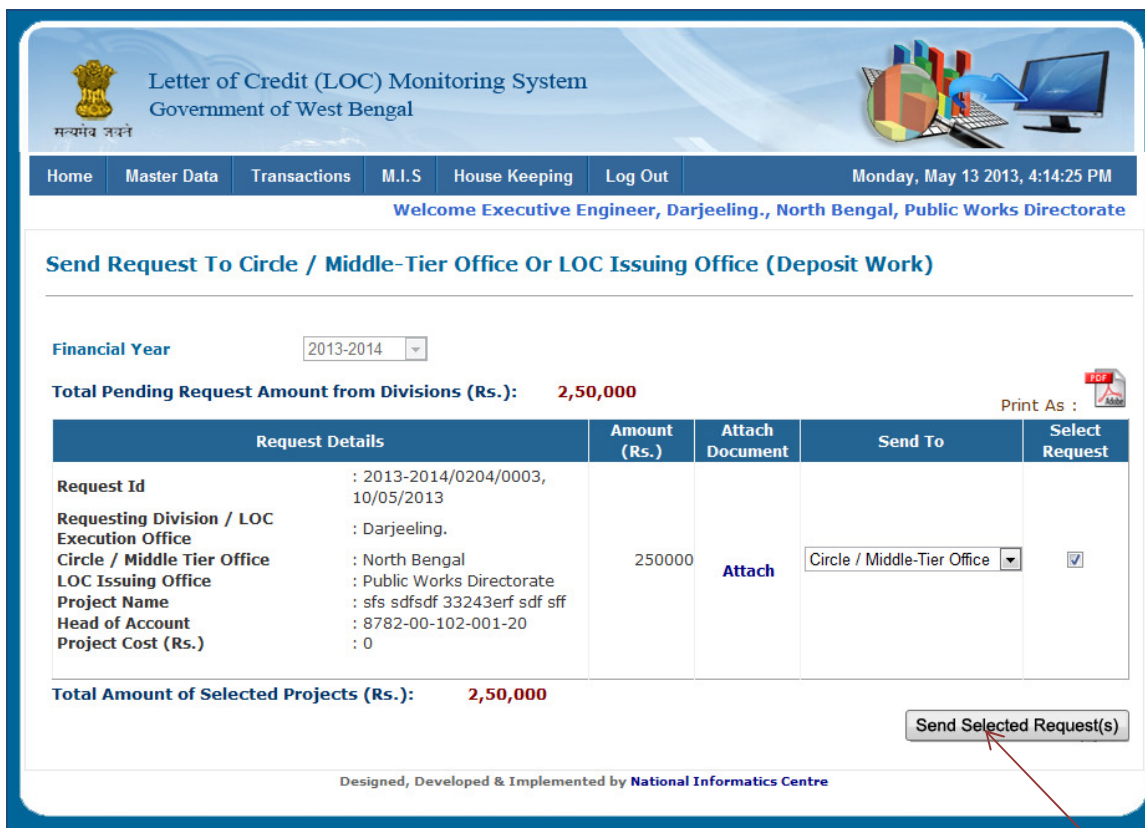
Print As : 

Click Here Edit Delete

There is a provision to Export the Data in “PDF” format.

5.2.4 SEND REQUEST (DEPOSIT WORK)

Click on the “**Send Request (Deposit Work)**” link under “**Transactions**” menu and a page will appear where User can select Request by clicking the check box at the right end of the list and can the Request send to Circle / Middle Tier Office or LOC Issuing Office by clicking the “**Send Selected Request**” button.



Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Monday, May 13 2013, 4:14:25 PM

Welcome Executive Engineer, Darjeeling., North Bengal, Public Works Directorate

Send Request To Circle / Middle-Tier Office Or LOC Issuing Office (Deposit Work)

Financial Year: 2013-2014

Total Pending Request Amount from Divisions (Rs.): **2,50,000**

Print As : 

Request Details	Amount (Rs.)	Attach Document	Send To	Select Request
Request Id : 2013-2014/0204/0003, 10/05/2013 Requesting Division / LOC Execution Office : Darjeeling. Circle / Middle Tier Office : North Bengal LOC Issuing Office : Public Works Directorate Project Name : sfs sdfsd 33243erf sdf sff Head of Account : 8782-00-102-001-20 Project Cost (Rs.) : 0	250000	Attach	Circle / Middle-Tier Office	☒

Total Amount of Selected Projects (Rs.): **2,50,000**

Send Selected Request(s)

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Click Here

Letter of Credit Monitoring System

To attach any document click on “**Attach**” on the same row in list and a Pop-Up will appear where user can select document type and Browse the document. On clicking “**Submit**” button the attached document will be uploaded.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Wednesday, May 08 2013, 4:21:35 PM

Welcome Executive Engineer, Darjeeling., North Bengal, Public Works Directorate

Send Request To Circle / Middle-Tier Office Or LOC Issuing Office (Deposit Work)

Attach Document

Request Id. : 2013-2014/0204/0009

Request Date : 07/05/2013

Document Type : Financial Sanction of Project

Select Document : C:\Users\test\Desktop\Yearly Loan Calendar\Yearly_Loan_Calendar2015-2016.pdf [Browse...](#)

[Submit](#) [Exit](#)

Project Cost (Rs.) : 0

Total Amount of Selected Projects (Rs.): 0

[Send Selected Request\(s\)](#)

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There is a provision to Export the Data in “**PDF**” format.

5.2.5 LOC UTILIZATION (ALLOCATION BASED)

Click on the “**LOC Utilization (Allocation Based)**” link under “**Transactions**” menu and a page will appear where User can select or enter Utilization ID, Cheque/Draft, Cheque /Draft No., Cheque /Draft Issue Date, Cheque/Draft Amount, Drawn on Bank, Encashment Date, LOC No., Spent Amount and click on “**Submit**” button to save the data.

The stored record can be seen in list below where you will also get the provision to “**Edit**” or “**Delete**” the record. To edit the Spent Amount click on “**Edit**” on the same row in list and the editable amount can be seen in a box in the same row where you can change it and click on “**Update**” to save. If you want to cancel just Click on “**Cancel**”.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Wednesday, May 08 2013, 4:28:05 PM

Welcome Executive Engineer, Darjeeling., North Bengal, Public Works Directorate

LOC Utilization

Financial Year: 2013-2014
 LOC Issuing Office: Public Works Directorate
 Circle / Middle-Tier Office: North Bengal
 Division / LOC Execution Office: Darjeeling.
 Utilization ID: 0201040001
 Select Cheque / Draft: ☒ Cheque ☐ Draft
 Cheque / Draft No.: dfgdfg
 Cheque / Draft Issue Date: 04/05/2013
 Cheque / Draft Amount (Rs.): 5000000
 Drawn on Bank: gadsf
 Encashment Date:
 LOC No.: --Select--
 Spent Amount (Rs.):
 Submit Cancel

Total Utilization Amount Rs.69,400/- for Utilization Id : 0201040001

Cheque/Draft No. & Date	LOC Id	Project Code	Project Details	Amt Spent(Rs.)	Click To
dfgdfg, dt.04/05/2013	2013-2014/02/03/029	020413002	Project Name :test PW02010418 Heads of Acct.:AG-05-2236-02-101-NP-002-01-01-V	2500	Edit Delete
dfgdfg, dt.04/05/2013	2013-2014/02/03/029	020413005	Project Name :sdsdf tetertert Heads of Acct.:AG-05-2236-02-101-NP-002-01-01-V	5400	Edit Delete
dfgdfg, dt.04/05/2013	2013-2014/02/03/029	020413005	Project Name :sdsdf tetertert Heads of Acct.:AG-05-2236-02-101-NP-002-01-02-V	60000	Edit Delete
dfgdfg, dt.04/05/2013	2013-2014/02/03/012	020413001	Project Name :test Heads of Acct.:PW-25-2059-01-053-NP-001-11-00-V	1500	Edit Delete

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There is a provision to Export the Data in “**PDF**” format.

Click Here

5.2.6 UPDATE CHEQUE / DRAFT ENCASHMENT DATE (ALLOCATION BASED)

Click on the “**Update Cheque/Draft Encashment Date (Allocation Based)**” link under “**Transactions**” menu and a page will appear where the stored record can be seen in list. User will also get the provision to “**Update**” the record and change the Encashment Date. To update any record click on “**Update**” on the same row in list user get a confirmation message.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Wednesday, May 08 2013, 4:38:27 PM

Welcome Executive Engineer, Darjeeling., North Bengal, Public Works Directorate

LOC Utilization Encashment

Financial Year: 2013-2014
 Select LOC Issuing Office Name: Public Works Directorate
 Select Circle / Middle-Tier Office Name: North Bengal
 Select Division / LOC Execution Office Name: Darjeeling.

Print As :

Cheque Date	Cheque No	Drawn on Bank	Cheque Amount	Encashment Date	Click to
12/04/2013	784415	fdgdfsg	24343	24/04/2013	Update
12/04/2013	600044	fdgdfsg	24343		Update
12/04/2013	700001	fdgdfsg	24343		Update
04/05/2013	dfgdfg	gsdsfsf	5000000		Update

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There is a provision to Export the Data in “**PDF**” format.

5.2.7 LOC UTILIZATION (DEPOSIT WORK)

Click on the “**LOC Utilization (Deposit Work)**” link under “**Transactions**” menu and a page will appear where User can select or enter Utilization ID, Cheque/Draft, Cheque /Draft No., Cheque /Draft Issue Date, Cheque/Draft Amount, Drawn on Bank, Encashment Date, LOC No., Spent Amount and click on “**Submit**” button to save the data.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Wednesday, May 08 2013, 4:51:46 PM

Welcome Executive Engineer, Darjeeling., North Bengal, Public Works Directorate

LOC Utilization (Deposit Work)

Financial Year: 2013-2014
 LOC Issuing Office: Public Works Directorate
 Circle / Middle-Tier Office: North Bengal
 Division / LOC Execution Office: Darjeeling.
 Utilization ID: 0201040001
 Select Cheque / Draft: ☒ Cheque ☐ Draft Cheque / Draft No.: 869715
 Cheque / Draft Issue Date: 08/05/2013 Cheque / Draft Amount (Rs.): 500000
 Drawn on Bank: SBI
 Encashment Date: 11/05/2013 LOC No.: 2013-2014/02/03/010

Project Code	Project Details	Rqst Amt(Rs.)	LOC Amt(Rs.)	Unspent (Rs.)	
020413001	Project Name :test data deposit vbnvnbvbnv nnnnnnnnn Heads of Acct.:8782-00-102-001-20	800000	800000	800000	Select
020413001	Project Name :test data deposit vbnvnbvbnv nnnnnnnnn Heads of Acct.:8782-00-102-001-20	540000	540000	540000	Select
020413001	Project Name :test data deposit vbnvnbvbnv nnnnnnnnn Heads of Acct.:8782-00-102-001-20	2500000	2000000	2000000	Select
020413002	Project Name :test new 03052013 vvvvvvvvv Heads of Acct.:8782-00-103-001-20	2300	2200	0	Select
020413001	Project Name :test data deposit vbnvnbvbnv nnnnnnnnn Heads of Acct.:8782-00-102-001-20	580000	80000	80000	Select
020413001	Project Name :test data deposit vbnvnbvbnv nnnnnnnnn Heads of Acct.:8782-00-102-001-20	580000	60000	60000	Select
020413001	Project Name :test data deposit vbnvnbvbnv nnnnnnnnn Heads of Acct.:8782-00-102-001-20	580000	400000	400000	Select

Project Code : 020413001 Spent Amount (Rs.): 80000 Submit Cancel

Print As :

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There is a provision to Export the Data in “PDF” format.

Click Here

5.2.8 UPDATE CHEQUE / DRAFT ENCASHMENT DATE (DEPOSIT WORK)

Click on the “**Update Cheque/Draft Encashment Date (Deposit Work)**” link under “**Transactions**” menu and a page will appear where the stored record can be seen in list. User will also get the provision to “**Update**” the record and change the Encashment Date. To update any record click on “**Update**” on the same row in list user get a confirmation message.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Wednesday, May 08 2013, 4:57:31 PM

Welcome Executive Engineer, Darjeeling., North Bengal, Public Works Directorate

LOC Utilization Encashment (Deposit Work)

Financial Year: 2013-2014
 Select LOC Issuing Office Name: Public Works Directorate
 Select Circle / Middle-Tier Office Name: North Bengal
 Select Division / LOC Execution Office Name: Darjeeling.

Print As :

Cheque Date	Cheque No	Drawn on Bank	Cheque Amount	Encashment Date	Click to
19/04/2013	435542	hjjgdfhgj	6543654363	19/04/2013	Update
19/04/2013	345678	fhgfgdhgfdh	5765756	25/04/2013	Update
08/05/2013	869715	SBI	500000	11/05/2013	Update

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[Click Here](#)

There is a provision to Export the Data in “**PDF**” format.

5.3 CIRCLE / MIDDLE TIER OFFICE

On clicking the Transactions menu, it expands into the following Sub Menus:

- ✓ Send Request to Directorate (Allocation Based)
- ✓ Send Request to Directorate (Deposit Work)

5.3.1 SEND REQUEST TO DIRECTORATE (ALLOCATION BASED)

Click on the “Send Request to Directorate (Allocation Based)” link under “Transactions” menu and a page will appear where User can select the Requesting Division/LOC Execution Office and the stored record can be seen in list with an option to select a request. User can send selected request to LOC Issuing Office on clicking the “Send Selected Request” button.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Monday, May 13 2013, 4:20:04 PM

Welcome Project Director, North Bengal, Public Works Directorate

Send Request to LOC Issuing Office (Allocation Based)

Financial Year: 2013-2014
Requesting Division / LOC Execution Office: -ALL-

Total Pending Request Amount from Divisions (Rs.): 65,000

Request Details	Amount (Rs.)	Click To	Select Request
Request Id : 2013-2014/0204/0018, 07/05/2013 Requesting Division / LOC Execution Office Name : Darjeeling. Project Name : test Head of Account : 25-2059-01-053-NP-001-11-00-V G.O. No. : , U.O. No. : , Project Cost (Rs.) : 0 Amt. Put to Tender (Rs.) : 0 Tendered Amt. (Rs.) : 0 Commencement Date : Scheduled Com. Date : Expected Com. Date :	Req. Amt. (Rs.) : 65000 Rev. Amt. (Rs.) : 65000 Revise Amt.	View Docs Reject Request	☒

Total Amount of Selected Projects (Rs.): 65,000

Send Selected Request(s)

Print As :

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There is a provision to Export the Data in “PDF” format.

Click Here

Letter of Credit Monitoring System

User can reject the Request by clicking on “**Reject Request**” link provided in the list.

The screenshot displays the Letter of Credit (LOC) Monitoring System interface for the Government of West Bengal. The header includes the system name and a navigation menu with links: Home, Master Data, Transactions, M.I.S, House Keeping, and Log Out. The date and time are shown as Wednesday, May 08 2013, 5:27:50 PM. A welcome message for the Project Director, North Bengal, Public Works Directorate is present.

The main section is titled "Send Request to LOC Issuing Office (Allocation Based)". It features a "Change Amount/Reject Request" dialog box with the following fields:

- Request Id.: 2013-2014/0204/0018
- Request Date: 07/05/2013
- Revised Amount:
- Remarks:
- Submit button

Below the dialog box, a table lists project details:

U.O. No.	:			
Project Cost (Rs.)	:	0	Revise Amt.	Reject Request
Amt. Put to Tender (Rs.)	:	0		
Tendered Amt. (Rs.)	:	0		
Commencement Date	:			
Scheduled Com. Date	:			
Expected Com. Date	:			

The total amount of selected projects is shown as 0. A "Click Here" button is highlighted, and a "Send Selected Request(s)" button is also visible.

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Letter of Credit Monitoring System

User can also change the Amount by clicking on “**Revise Amt.**” link provided in the list.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Wednesday, May 08 2013, 5:12:34 PM

Welcome Project Director, North Bengal, Public Works Directorate

Send Request to LOC Issuing Office (Allocation Based)

Change Amount/Reject Request

Request Id. : 2013-2014/0204/0018
Request Date : 07/05/2013
Revised Amount : 65000
Remarks :
Submit

U.O. No. : ,
Project Cost (Rs.) : 0
Amt. Put to Tender (Rs.) : 0
Tendered Amt. (Rs.) : 0
Commencement Date :
Scheduled Com. Date :
Expected Com. Date :

[Revise Amt.](#) [Reject Request](#)

Total Amount of Selected Projects (Rs.): **65,000**

Click Here Send Selected Request(s)

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5.3.2 SEND REQUEST TO DIRECTORATE (DEPOSIT WORK)

Click on the “**Send Request to Directorate (Deposit Work)**” link under “**Transactions**” menu and a page will appear where User can select the Requesting Division/LOC Execution Office and the stored record can be seen in list with an option to select a request. User can send selected request to LOC Issuing Office on clicking the “**Send Selected Request**” button.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Monday, May 13 2013, 4:32:33 PM

Welcome Project Director, North Bengal, Public Works Directorate

Send Request to LOC Issuing Office (Deposit)

Financial Year: 2013-2014
Requesting Division / LOC Execution Office: -ALL-

Total Pending Request Amount from Divisions (Rs.): **1,20,000**

Print As :

Request Details	Amount (Rs.)	Click To	Select Request
Request Id : 2013-2014/0204/0009, 07/05/2013 Requesting Division / LOC Execution Office Name : Darjeeling. Project Name : test data deposit vbvnbvbnv nnnnnnnn Head of Account : 8782-00-102-001-20 Project Cost (Rs.) : 0	Req. Amt. (Rs.) : 120000 Rev. Amt. (Rs.) : 120000 Revise Amt.	View Docs Reject Request	☒

Total Amount of Selected Projects (Rs.): **1,20,000**

[Send Selected Request\(s\)](#)

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Click Here

There is a provision to Export the Data in “**PDF**” format.

Letter of Credit Monitoring System

User can also change the Revised Amount by clicking on “**Revise Amt.**” link provided in the list.

The screenshot displays the Letter of Credit (LOC) Monitoring System interface for the Government of West Bengal. The header includes the system name and a navigation menu with links: Home, Master Data, Transactions, M.I.S, House Keeping, and Log Out. The date and time are shown as Monday, May 13 2013, 4:29:37 PM. A welcome message for the Project Director, North Bengal, Public Works Directorate is displayed.

A modal window titled "Change Amount/Reject Request" is open, showing the following details:

- Request Id. : 2013-2014/0204/0009
- Request Date : 07/05/2013
- Revised Amount : 120000
- Remarks : (empty text area)

A "Submit" button is located at the bottom of the modal window.

Below the modal window, a table displays project details:

Project Name	: test data deposit vbnvnbvbnv nnnnnnnnnn	Revise Amt.	Reject Request
Head of Account	: 8782-00-102-001-20		
Project Cost (Rs.)	: 0		

The "Total Amount of Selected Projects (Rs.):" is displayed as 0. A "Send Selected Request(s)" button is located at the bottom right of the table.

The footer of the page states: Designed, Developed & Implemented by National Informatics Centre.

Click Here

Letter of Credit Monitoring System

User can reject the selected Request by clicking on “**Reject Request**” link provided in the list.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Monday, May 13, 2013, 4:34:48 PM

Welcome Project Director, North Bengal, Public Works Directorate

Change Amount/Reject Request

Request Id. : 2013-2014/0204/0009

Request Date : 07/05/2013

Remarks

Submit

Project Name : test data deposit vbvnbvbnv
Head of Account : 8782-00-102-001-20
Project Cost (Rs.) : 0

Revise Amt.

Reject Request

Total Amount of Selected Projects (Rs.): 1,20,000

Send Selected Request(s)

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Click Here

5.4 DIRECTORATE / OFFICE

On clicking the Transactions menu, it expands into the following Sub Menus:

- ✓ Issue LOC for Sub-Allotment of Fund for Work-Charged & Maintenance Work
- ✓ Generate LOC (Allocation)
- ✓ Prepare Request-based LOC (Allocation)
- ✓ Revalidation Request-based LOC (Allocation)
- ✓ Generate Request-based LOC (Allocation)
- ✓ Prepare Request-based LOC (Deposit Work)
- ✓ Revalidation Request-based LOC (Deposit Work)
- ✓ Generate Request-based LOC (Deposit Work)

5.4.1 ISSUE LOC FOR SUB-ALLOTMENT OF FUND FOR WORK-CHARGED & MAINTENANCE WORK

Click on the **“Issue LOC for Sub-Allotment of Fund for Work-Charged & Maintenance Work”** link under **“Transactions”** menu and a page will appear where user can select the circle, division and LOC Issued To, enter project name and select HOA and then click on **“Submit”** button to save the data.

The stored record can be seen in list below where you will also get the provision to **“Edit”** or **“Delete”** the record. To edit any record click on **“Edit”** on the same row in list and the editable record can be seen in above corresponding boxes where you can change it and click on **“Submit”** to save. If you want to cancel just Click on **“Cancel”**.

Letter of Credit Monitoring System


Letter of Credit (LOC) Monitoring System
 Government of West Bengal



Home Master Data Transactions M.I.S House Keeping Log Out Monday, May 06 2013, 5:32:31 PM

Welcome Chief Engineer-I, Public Works Directorate

Issue LOC for Sub-Allotment of Fund for Work-Charged & Maintenance Work

Financial Year
 2013-2014

LOC Issuing Office
 Public Works Directorate

Circle / Middle-Tier Office
 North Bengal

Division / LOC Execution Office
 Darjeeling

LOC Issued To
 Executive Engineer

Select Work Type
☒ **Work-Charged** ☐ **Maintenance**

Administrative Department
 PW-Public Works

Select Project Name

New Project
 test

Enter New Project Name
 Project

Head of Account Related with the Project

New Head of Account

Demand 25 **Major** 2052 **Submajor** 00 **Minor** 090 **Plan** NP **Scheme** 013 **Detail** 11 **Subdetail** 00 **Voted** V

Budget (Rs.) 2,50,000 **Balance (Rs.)** 2,50,000

Scheme Description : Public Works Department

Select LOC ID
 New

Select LOC ID Generation Type
☒ **System Generated LOC ID** ☐ **LOC ID of Manual System**

Select Authorization ID
 --Select--

Enter LOC Amount (Rs.)
 0

Submit Cancel

Total LOC Amount (Rs.): 1,11,000

Click Here

Print As : 

Issued Details		LOC Amount (Rs.)	Click Here To
LOC ID & Dt. :fgd443422xxxxxxxxx5, 26/04/2013 Circle / Middle-Tier Office : North Bengal Division / LOC Execution Office : Darjeeling Officer : Executive Engineer Project : test Head of Acct. : PW-25-2059-01-053-NP-001-11-00-V	12000		Edit Delete

There is a provision to Export the Data in “PDF” format.

5.4.2 Generate LOC (ALLOCATION)

Click on the “**Generate LOC (Allocation)**” link under “**Transactions**” menu and a page will appear containing the list of Prepared LOC Allocation Details along with “**Generate**” option.

To generate any LOC Allocation click on “**Generate**” on the same row in list and a message will appear seeking the confirmation of the user to generate LOC ID.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Monday, May 06 2013, 5:48:57 PM

Welcome Chief Engineer-I, Public Works Directorate

Generate LOC (Allocation)

Financial Year 2013-2014

LOC ID & Date	Circle / Middle-Tier Office Name	Division / LOC Execution Office Name	Work Type	LOC Amount (Rs.)	Authorization ID	Valid Upto	Click Here To	Attach / View Generated LOC
2013-2014/02/03/012 Dated : 26/04/2013	North Bengal	Darjeeling.	Work-Charged	2,000	2013-2014/02/0002	26/04/2013	Print	Attach
2013-2014/02/03/027 Dated : 06/05/2013	North Bengal	Darjeeling.	Work-Charged	59,000	2013-2014/02/0009	31/05/2013	Print	Attach
2013-2014/02/03/028 Dated : 05/04/2013	North Bengal	div2	Work-Charged	58,000	2013-2014/02/0009	31/05/2013	Generate	Attach
fgd443422xxxxxxxxx5 Dated : 26/04/2013	North Bengal	Darjeeling.	Work-Charged	12,000	2013-2014/02/0009	31/05/2013	Generate	Attach
xcxcxc2222112223355 Dated : 09/05/2013	North Bengal	Darjeeling.	Work-Charged	40,000	2013-2014/02/0009	31/05/2013	Print	Attach

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Click Here

Click Here

After generating the LOC ID User can print the **Letter of Credit** in “**PDF**” format for the same by clicking the “**Print**” option on the same row in the list.

To attach any document click on “**Attach**” on the same row in list and a Pop-Up will appear providing the user with Browse option to select required document. On clicking “**Submit**” the attached document will be uploaded.

The screenshot displays the 'Letter of Credit (LOC) Monitoring System' interface for the Government of West Bengal. The header includes the system name, logo, and navigation tabs: Home, Master Data, Transactions, M.I.S, House Keeping, and Log Out. The date and time are shown as Monday, May 06 2013, 6:03:01 PM. A welcome message for the Chief Engineer-I, Public Works Directorate, is displayed. The main section is titled 'Generate LOC (Allocation)'. A table lists various LOC entries with columns for 'LOC Id.', 'LOC Date', and 'Dated'. A pop-up window titled 'Attach Document' is overlaid on the table. This window contains fields for 'LOC Id.' (2013-2014/02/03/027) and 'LOC Date' (06/05/2013). It also has a 'Select Document' field with a file path and a 'Browse' button. Below this are 'Submit' and 'Exit' buttons. At the bottom of the pop-up, it says 'Attached Document Not Attached'. A red arrow points from the 'Click Here' text below to the 'Submit' button in the pop-up window.

Click Here

5.4.3 HOW TO PREPARE REQUEST-BASED LOC (ALLOCATION)

Click on the “**Prepare Request-based LOC (Allocation)**” link under “**Transactions**” menu and a page will appear where user can select circle, division, work type, LOC ID, LOC ID generation type and Authorization ID and a list will show below with Request Details and Amounts. User can select the request and click on “**Submit**” button to save the data.



Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Tuesday, May 07 2013, 4:06:37 PM
Welcome Chief Engineer-I, Public Works Directorate

Prepare Request-based LOC (Allocation)

Financial Year: 2013-2014
Circle / Middle Tier Office: North Bengal
Requesting Division / LOC Execution Office: Darjeeling
Select Work Type: ☒ Project Based ☐ Work-Charged ☐ Maintenance
Select LOC ID: New
Select LOC ID Generation Type: ☒ System Generated LOC ID ☐ LOC ID of Manual System
Select Authorization ID: --Select--

Total Selected LOC Amount (Rs.): 500000

Print As :

Request Details	Request Amount (Rs.)	Amount Revised from Circle (Rs.)	Pending Amount (Rs.)	LOC Amount (Rs.)	Select Request
Request ID : 2013-2014/0204/0015 Request Dt. : 07/05/2013 Circle / Middle Tier Office : North Bengal Requesting Division / LOC Execution Office : Darjeeling. LOC Issuing Officer : Executive Engineer Project : TEST1 Head of Acct. : PW-25-2059-01-053-NP-001-01-01-V G.O. No. : 1212 G.O. Date : 16/04/2013 U.O. No. : 2121 U.O. Date : 07/05/2013 Commnc. Date : 28/06/2013 Compl. Schedule Date : 28/06/2013 Compl. Expected Date : 28/06/2013 Amount Sanctioned : 5,00,000 Amount Tech. Sanctioned : 5,00,000 Amount Tendered : 500000	500000	500000	500000	500000	☒

Submit

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Click Here

There is a provision to Export the Data in “PDF” format.

5.4.4 REVALIDATION REQUEST-BASED LOC (ALLOCATION)

Click on the “**Revalidation Request-based LOC (Allocation)**” link under “**Transaction**” menu and a page will appear where user can select circle, division, work type, LOC ID, LOC ID generation type and authorization ID and a list will show below with Request Details and Amounts. User can select the request and click on the “**Submit**” button to save the data.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Tuesday, May 07 2013, 6:08:22 PM

Welcome Chief Engineer-I, Public Works Directorate

Revalidation of LOC (Allocation Based)

Financial Year: 2013-2014
 Select Circle / Middle-Tier Offi: North Bengal
 Select Division / LOC Execution Office: Darjeeling.
 Select Work Type: ☒ Project Based ☐ Work-Charged ☐ Maintenance
 Select LOC ID: New
 Select LOC ID Generation Type: ☒ System Generated LOC ID ☐ LOC ID of Manual System
 Select Authorization ID: --Select--

Total Selected LOC Amount (Rs.): 2000

Print As :

Request Details	Request Amount (Rs.)	Amount Revised from Circle (Rs.)	Pending Amount (Rs.)	LOC Amount (Rs.)	Select Request
Request ID : 2013-2014/0204/0006 Request Dt. : 02/05/2013 Circle : North Bengal Select Division / LOC Execution Office : Darjeeling. Officer : Executive Engineer Project : test PW02010418 Head of Acct. : AG-05-2236-02-101-NP-002-01-01-V G.O. No. : go22 G.O. Date : 26/04/2013 U.O. No. : uo12 U.O. Date : 26/04/2013 Commnc. Date : 11/04/2013 Compl. Schedule Date : 12/04/2013 Compl. Expected Date : 30/04/2013 Amount Sanctioned : 1 Amount Tech. Sanctioned : 2 Amount Tendered : 3	40000	40000	2000	2000	☒

Submit

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There is a provision to Export the Data in “PDF” format.

Click Here

5.4.5 HOW TO GENERATE REQUEST-BASED LOC (ALLOCATION)

Click on the “**Generate Request-based LOC (Allocation)**” link under “**Transactions**” menu and a page will appear containing the list of Prepared Request-based LOC (Allocation) Details along with “**Generate**” option.

To generate any LOC (Allocation) click on “**Generate**” on the same row in list and a message will appear seeking the confirmation of the user to generate LOC ID.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Tuesday, May 07 2013, 6:22:15 PM

Welcome Chief Engineer-I, Public Works Directorate

Generate Request-based LOC (Allocation)

Financial Year: 2013-2014

LOC ID & Date	Circle / Middle-Tier Office Name	Division / LOC Execution Office Name	Work Type	LOC Amount (Rs.)	Authorization ID	Valid Upto	Click Here To	Attach / View Generated LOC
2013-2014/02/03/013 Dated : 29/04/2013	North Bengal	Darjeeling.	Project Based	50,000	2013-2014/02/0007	29/04/2013	Print	View Attach
2013-2014/02/03/018 Dated : 02/05/2013	North Bengal	Darjeeling.	Project Based	1,50,000	2013-2014/02/0008	31/05/2013	Print	Attach
2013-2014/02/03/019 Dated : 03/05/2013	North Bengal	Darjeeling.	Project Based	20,000	2013-2014/02/0013	31/05/2013	Print	Attach
2013-2014/02/03/023 Dated : 03/05/2013	North Bengal	Darjeeling.	Project Based	5,000	2013-2014/02/0013	31/05/2013	Generate	Attach
2013-2014/02/03/025 Dated : 05/04/2013	North Bengal	Darjeeling.	Project Based	3,000	2013-2014/02/0013	31/05/2013	Generate	Attach
2013-2014/02/03/026 Dated : 05/04/2013	North Bengal	Darjeeling.	Project Based	1,500	2013-2014/02/0013	31/05/2013	Generate	Attach
2013-2014/02/03/029 Dated : 04/05/2013	North Bengal	Darjeeling.	Project Based	68,900	2013-2014/02/0013	31/05/2013	Print	Attach
2013-2014/02/03/030 Dated : 05/04/2013	North Bengal	Darjeeling.	Project Based	1,36,000	2013-2014/02/0013	31/05/2013	Generate	Attach

Click Here

Click Here

After generating the LOC ID User can print the **Letter of Credit** in “**PDF**” format for the same by clicking the “**Print**” option on the same row in the list.

Letter of Credit Monitoring System

To attach any document click on “**Attach**” on the same row in list and a Pop-Up will appear providing the user with Browse option to select required document. On clicking “**Submit**” the attached document will be uploaded.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Tuesday, May 07 2013, 6:30:12 PM

Welcome Chief Engineer-I, Public Works Directorate

Generate Request-based LOC (Allocation)

Financial Year: 2013-2014

Attach Document

LOC Id. : 2013-2014/02/03/019
LOC Date : 03/05/2013
Select Document : C:\Users\test\Desktop\Yearly Loan Calendar\Yearly_Loan_Calendar2013-2014.pdf
Submit Exit
Attached Document : Not Attached

Click Here

LOC Id.	LOC Date	LOC Type	Project Name	Project Based	Amount	2013-2014/02/0013	31/05/2013	Generate	Attach
2013-2014/02/03/025	05/04/2013	North Bengal	Darjeeling.	Project Based	3,000	2013-2014/02/0013	31/05/2013	Generate	Attach
2013-2014/02/03/026	05/04/2013	North Bengal	Darjeeling.	Project Based	1,500	2013-2014/02/0013	31/05/2013	Generate	Attach
2013-2014/02/03/029	04/05/2013	North Bengal	Darjeeling.	Project Based	68,900	2013-2014/02/0013	31/05/2013	Print	Attach

5.4.6 HOW TO PREPARE REQUEST-BASED LOC (DEPOSIT WORK)

Click on the “**Prepare Request-based LOC (Deposit Work)**” link under “**Transactions**” menu and a page will appear where user can select circle, division, LOC ID and LOC ID generation type and a list will show below with Request Details and Amounts. User can select the request and click on “**Submit**” button to save the data.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Tuesday, May 07 2013, 6:41:47 PM
Welcome Chief Engineer-I, Public Works Directorate

Prepare Request-based LOC (Deposit Work)

Financial Year: 2013-2014
Circle / Middle-Tier Office: North Bengal
Division / LOC Execution Office: Darjeeling
Select LOC ID: New
Select LOC ID Generation Type: ☒ System Generated LOC ID ☐ LOC ID of Manual System

Total Selected LOC Amount (Rs.): 200000

Print As :

Request Details	Request Amount (Rs.)	Amount Revised from Circle (Rs.)	Pending Amount (Rs.)	LOC Amount (Rs.)	Select Request
Request ID : 2013-2014/0204/0006, 0 Requesting Division/LOC Execution Office : Darjeeling. Circle / Middle-Tier Office : North Bengal LOC Issuing Office : Public Works Directorate Project Name : test deposit Head of Acct. : 8782-00-102-001-20 Type of Entry : Fresh Project Cost (Rs.) : 200000 Payment Mode : Cheque Issuing Authority : Finance Department Cheque / Draft No. : 877564, 07/05/2013 Cheque / Draft Amount (Rs.) : 50000 Deposit Challan No. : Remarks :	200000	200000	200000	200000	☒

Submit

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There is a provision to Export the Data in “PDF” format.

Click Here

5.4.7 REVALIDATION REQUEST-BASED LOC (DEPOSIT WORK)

Click on the “**Revalidation Request-based LOC (Deposit Work)**” link under “**Transaction**” menu and a page will appear where user can select circle, division, LOC ID, LOC ID generation type and a list will show below with Request Details and Amounts. User can select the request and click on the “**Submit**” button to save the data.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Wednesday, May 08 2013, 10:35:24 AM
Welcome Chief Engineer-I, Public Works Directorate

Revalidation Request-based LOC (Deposit Work)

Financial Year: 2013-2014
Select Circle / Middle-Tier Office: North Bengal
Select Division / LOC Execution Office: Darjeeling
Select LOC ID: 2013-2014/02/03/019
Select LOC ID Generation Type: ☒ System Generated LOC ID ☐ LOC ID of Manual System

Total Selected LOC Amount (Rs.): 400000

Print As :

Request Details	Request Amount (Rs.)	Amount Revised from Circle (Rs.)	Pending Amount (Rs.)	LOC Amount (Rs.)	Select Request
Request ID : 2013-2014/0204/0004, 03/05/2013 Requesting Division/LOC Execution Office : Darjeeling. Circle / Middle-Tier Office : North Bengal LOC Issuing Office : Public Works Directorate Project Name : test data deposit Head of Acct. : 8782-00-102-001-20 Type of Entry : F Project Cost (Rs.) : 0 Payment Mode : C Issuing Authority : Cheque / Draft No. : Cheque / Draft Amount (Rs.) : 0 Deposit Challan No. : Remarks : dfg dfgd dg'hjfhjgfhfg	580000	580000	440000	400000	☒

Submit

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There is a provision to Export the Data in “**PDF**” format.

Click Here

5.4.8 HOW TO GENERATE REQUEST-BASED LOC (DEPOSIT WORK)

Click on the “**Generate Request-based LOC (Deposit Work)**” link under “**Transactions**” menu and a page will appear containing the list of Prepared Request-based LOC (Deposit Work) Details along with “**Generate**” option.

To generate any LOC (Deposit Work) click on “**Generate**” on the same row in list and a message will appear seeking the confirmation of the user to generate LOC ID.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Wednesday, May 08 2013, 11:17:52 AM
Welcome Chief Engineer-I, Public Works Directorate

Generate Request-based LOC (Deposit Work)

Financial Year

LOC ID & Date	Circle / Middle-Tier Office Name	Division / LOC Execution Office Name	LOC Amount (Rs.)	Click Here To	Attach / View Generated LOC
2013-2014/02/03/010 Dated : 29/04/2013	North Bengal	Darjeeling.	8,00,000	Print	View Attach
2013-2014/02/03/017 Dated : 04/05/2013	North Bengal	Darjeeling.	80,000	Print	View Attach
2013-2014/02/03/018 Dated : 04/05/2013	North Bengal	Darjeeling.	60,000	Print	Attach
2013-2014/02/03/019 Dated : 05/04/2013	North Bengal	Darjeeling.	4,00,000	Generate	Attach
aaaaaaa11111111 . Dated : 30/04/2013	North Bengal	Darjeeling.	2,200	Print	Attach
sd335/yt67/88 . Dated : 03/05/2013	North Bengal	Darjeeling.	5,40,000	Print	Attach

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Click Here

Click Here

There is a provision to Export the Data in “**PDF**” format.

After generating the LOC ID User can print the **Letter of Credit** in “**PDF**” format for the same by clicking the “**Print**” option on the same row in the list.

Letter of Credit Monitoring System

To attach any document click on “**Attach**” on the same row in list and a Pop-Up will appear providing the user with Browse option to select required document. On clicking “**Submit**” the attached document will be uploaded.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Wednesday, May 08 2013, 11:52:52 AM
Welcome Chief Engineer-I, Public Works Directorate

Generate Request-based LOC (Deposit Work)

Finan

LOC

LOC Id. : aaaaaaa11111111 .

LOC Date : 30/04/2013

Select Document C:\Users\test\Desktop\Yearly Loan Calendar\Yearly_Loan_Calendar2014-2015.pdf Browse

Submit Exit

Attached Document Not Attached

Click Here

2013-2014/0	2013-2014/0	2013-2014/0	2013-2014/0	2013-2014/0	2013-2014/0	2013-2014/0	2013-2014/0
Dated :	Dated :	Dated :	Dated :	Dated :	Dated :	Dated :	Dated :
aaaaaaa11111111 .	North Bengal	Darjeeling.	2,200	Print	Attach		
Dated : 30/04/2013							
sd335/yt67/88 .	North Bengal	Darjeeling.	5,40,000	Print	Attach		
Dated : 03/05/2013							

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Chapter – 6

M.I.S

6.1 FINANCE DEPARTMENT

On clicking the Transactions menu, it expands into the following Sub Menus:

- ✓ LOC: Request Details (Allocation Based)
- ✓ LOC: Request Status
- ✓ HAcct. Wise Figures
- ✓ Division wise Project report (Allocation Based)
- ✓ LOC Summary Report (Allocation Based)
- ✓ LOC Summary Report (Deposit work)
- ✓ LOC Authorization Issued by F.D.

6.1.1 LOC: REQUEST DETAILS (ALLOCATION BASED)

Click on the “**LOC Request Details (Allocation Based)**” link under “**M.I.S**” menu and a page will appear where user can select LOC Issuing Office, Circle/Middle Tier Name, Division/ LOC Execution Office, Work Type, Administrative Department and Requesting Status. After clicking “**PDF**” icon Project Details will be shown in PDF format.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Monday, May 13 2013, 5:34:07 PM
Welcome Joint Secretary, Finance Budget

Request Details (Allocation Based)

Financial Year: 2013-2014
LOC Issuing Office: Public Works Directorate
Circle / Middle-Tier Office: North Bengal
Division / LOC Execution Office: Darjeeling
Work Type: ☒ All ☐ Project Based ☐ Work-Charged ☐ Maintenance
Request Status: Request lying with Division

Print As :

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Click Here

6.1.2 LOC: REQUEST STATUS

Click on the “**LOC Request Status**” link under “**M.I.S**” menu and a page will appear where user can select LOC Issuing Office, Circle/Middle Tier Name, Division/ LOC Execution Office, Work Type, Administrative Department and Requesting Status. After clicking “**Submit**” button Project Details will be shown along with Request Status.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions **M.I.S** House Keeping Log Out Wednesday, May 08 2013, 4:00:25 PM
Welcome Joint Secratery, Finance Budget

Request Status

Financial Year: 2013-2014
 LOC Issuing Office: Public Works Directorate
 Circle / Middle-Tier Office: North Bengal
 Division / LOC Execution Office: Darjeeling.
 Select Work Type: ☒ All ☐ Project Based ☐ Work-Charged ☐ Maintenance
 Administrative Department: AG-Agriculture
 Request Status: Request lying with LOC Issuing Office

Submit **Cancel**

Total Projects : 1 **Click Here**

Total Request Amount (Rs.): 1,00,000 **Print As :**

Project Details		Cost / Expenditure		Request Status
Request ID	: 2013-2014/0204/0015, 07/05/2013	Budget (Rs.)	: 335000	Request lying with LOC Issuing Office
Division/LOC Execution Office	: Darjeeling.	Sanction No.	:	
Circle / Middle-Tier Office	: North Bengal	Sanc. Date	: 01/01/1900	
LOC Issuing Office	: Public Works Directorate	Sanc. Amt.(Rs.)	: 0	
Project Name	: sdsdf tetertert	Fund Recvd. Upto(Rs.)	: 0	
Head of Acct.	: AG-05-2236-02-101-NP-002-01-01-V	Expend So far(Rs.)	: 0	
Earmark	:	Phy. Progrs.(Rs.)	: 0.00	
G.O. No.	: , 01/01/1900	Req. Amt. (Rs.)	: 100000	
U.O./Auth. No.	: , 01/01/1900	Remarks	:	
Comm. Date	: 01/01/1900			
Project Cost (Rs.)	: 0			
Date Comple. Scheduled	: 01/01/1900			

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There is a provision to Export the Data in “**PDF**” format.

6.1.3 HEAD OF ACCOUNT WISE FIGURES

Click on the “**HAcct. wise Figures**” link under “**M.I.S**” menu and a page will appear where user can select financial year, LOC Issuing Office, Circle/Middle Tier Name, Division/ LOC Execution Office and Administrative Department. On Clicking “**Submit**” button report will be generated showing Head of Account wise figure details.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Wednesday, May 08 2013, 4:05:51 PM
Welcome Joint Secratery, Finance Budget

Head of Account wise Figures

Financial Year: 2013-2014
 LOC Issuing Office: Public Works Directorate
 Circle / Middle Tier Office: North Bengal
 Division / LOC Execution Office: Darjeeling
 Select Work Type: ☒ All ☐ Project Based ☐ Work-Charged ☐ Maintenance
 Administrative Department: AG-Agriculture

Demand: 05 Major: 2236 Submajor: 02 Minor: 101 Plan: NP Scheme: 002 Detail: 01 Subdetail: 01 Voted: V

Submit Cancel

Print As :

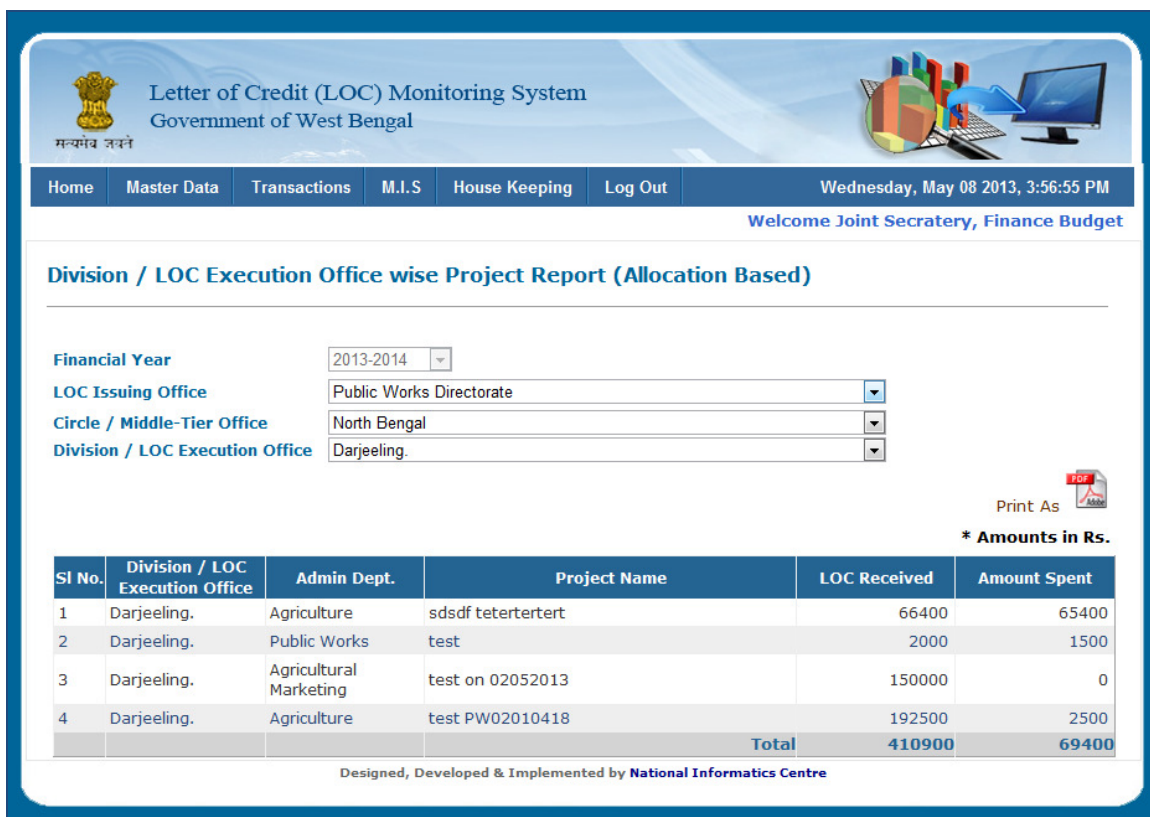
Head of Accounts	Budget Amount(Rs.)	Request Amount(Rs.)	LOC Amount(Rs.)	Amount Spent(Rs.)
AG-05-2236-02-101-NP-002-01-01-V	2345000	403200	197900	7900
Total:	2345000	403200	197900	7900

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There is a provision to Export the Data in “**PDF**” format.

6.1.4 DIVISION WISE PROJECT REPORT (ALLOCATION BASED)

Click on the “**Division wise Project Report (Allocation Based)**” link under “**M.I.S**” menu and a page will appear where user can select LOC Issuing Office, Circle/Middle Tier Name and Requesting Division/ LOC Execution Office and project report will be shown below in list.



Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Wednesday, May 08 2013, 3:56:55 PM
Welcome Joint Secretary, Finance Budget

Division / LOC Execution Office wise Project Report (Allocation Based)

Financial Year: 2013-2014
LOC Issuing Office: Public Works Directorate
Circle / Middle-Tier Office: North Bengal
Division / LOC Execution Office: Darjeeling.

Print As 

*** Amounts in Rs.**

Sl No.	Division / LOC Execution Office	Admin Dept.	Project Name	LOC Received	Amount Spent
1	Darjeeling.	Agriculture	sdsdf tetertert	66400	65400
2	Darjeeling.	Public Works	test	2000	1500
3	Darjeeling.	Agricultural Marketing	test on 02052013	150000	0
4	Darjeeling.	Agriculture	test PW02010418	192500	2500
Total				410900	69400

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There is a provision to Export the Data in “**PDF**” format.

6.1.5 LOC SUMMARY REPORT (ALLOCATION BASED)

Click on the “**LOC Summary Report (Allocation Based)**” link under “**M.I.S**” menu and a page will appear where user can view the LOC Summery Report by selecting financial year, Loc Issuing Office and work type.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions **M.I.S** House Keeping Log Out Monday, May 13 2013, 2:24:58 PM
Welcome Joint Secratery, Finance Budget

LOC Summary Report (Allocation Based)

Financial Year: 2013-2014
LOC Issuing Office: -ALL-
Select Work Type: ☒ All ☐ Project Based ☐ Work-Charged ☐ Maintenance

Print As

* Amounts in Rs.

SI No.	LOC Issuing Officer	Authorization Sanctioned by F.D.	LOC Issued	Balance	Proposal Pending	Further Requirement
1	Chief Engineer-I, Forest Directorate	0	0	0	0	0
2	Chief Engineer (Head Quarters), Forest Directorate (P.C.C.F-General)	0	0	0	0	0
3	Chief Engineer-I, Public Works Directorate	30721500	416123	30305377	678686	0
4	Chief Engineer-II, Public Works Directorate	0	0	0	678686	678686
5	Chief Engineering Adviser, Public Works Directorate	0	0	0	678686	678686
6	Director, Public Works Directorate	0	0	0	678686	678686
7	Chief Engineer-I, Public Works(Roads) Directorate	0	0	0	0	0
Total		30721500	416123	30305377	2714744	2036058

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There is a provision to Export the Data in “**PDF**” format.

6.1.6 LOC SUMMARY REPORT (DEPOSIT WORK)

Click on the “**LOC Summary Report (Deposit Work)**” link under “**M.I.S**” menu and a page will appear where user can view the LOC Summary Report by selecting financial year.



Letter of Credit (LOC) Monitoring System
 Government of West Bengal



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Monday, May 13 2013, 2:27:42 PM

Welcome Joint Secratery, Finance Budget

LOC Summary Report (Deposit Work)

Financial Year

[Print As](#)


*** Amounts in Rs.**

Sl No.	LOC Issuing Officer	Request Amount	LOC Issued	Pending Amount
1	Chief Engineer-I , Forest Directorate	0	0	0
2	Chief Engineer (Head Quarters) , Forest Directorate (P.C.C.F-General)	0	0	0
3	Chief Engineer-I , Public Works Directorate	240000	117000	123000
4	Chief Engineer-II , Public Works Directorate	0	0	0
5	Chief Engineering Adviser , Public Works Directorate	0	0	0
6	Director , Public Works Directorate	0	0	0
7	Chief Engineer-I , Public Works(Roads) Directorate	900000	440000	460000
Total		1140000	557000	583000

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There is a provision to Export the Data in “**PDF**” format.

6.1.7 LOC AUTHORIZATION ISSUED BY F.D

Click on the “**LOC Authorization Issued by F.D**” link under “**M.I.S**” menu and a page will appear where user can see the details of Authorizations issued by Finance Department in list.

User can download attached LOC Authorization (if attached any) by clicking the download image at the right end of the list.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions **M.I.S** House Keeping Log Out Wednesday, May 08 2013, 3:49:30 PM
Welcome Joint Secratery, Finance Budget

LOC Authorization Issued by F.D. (Allocation Based)

Financial Year: 2013-2014
Authorized Office: Public Works Directorate
Authorized Officer: Chief Engineer-I
Select Work Type: ☐ All ☒ Project Based ☐ Work-Charged ☐ Maintenance

Total Authorization Amount is Rs. 64,54,000

Authorization Id	LOC Authorization Given To.	Work Type	Memo No. & Date	Amount (Rs.)	Valid Upto	Attached LOC Authorization
2013-2014/02/0001	Officer : Chief Engineer-I LOC Issuing Office : Public Works Directorate	Project Based	dfs sf 18/04/2013	45000	23/04/2013	Not Available
2013-2014/02/0003	Officer : Chief Engineer-I LOC Issuing Office : Public Works Directorate	Project Based	sd23 24/04/2013	45000	30/04/2013	Not Available
2013-2014/02/0004	Officer : Chief Engineer-I LOC Issuing Office : Public Works Directorate	Project Based	as121 24/04/2013	54000	30/04/2013	
2013-2014/02/0005	Officer : Chief Engineer-I LOC Issuing Office : Public Works Directorate	Project Based	sdf3443 24/04/2013	550000	30/04/2013	Not Available
2013-2014/02/0007	Officer : Chief Engineer-I LOC Issuing Office : Public Works Directorate	Project Based	sds212 29/04/2013	950000	29/04/2013	Not Available
2013-2014/02/0008	Officer : Chief Engineer-I LOC Issuing Office : Public Works Directorate	Project Based	ds323 02/05/2013	250000	31/05/2013	Not Available
2013-2014/02/0013	Officer : Chief Engineer-I LOC Issuing Office : Public Works Directorate	Project Based	sd323 02/05/2013	4000000	31/05/2013	Not Available
2013-2014/02/0014	Officer : Chief Engineer-I LOC Issuing Office : Public Works Directorate	Project Based	dfgdfg 07/05/2013	560000	31/05/2013	Available

Print As :

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There is a provision to Export the Data in “**PDF**” format.

6.2 DIVISION / LOC EXECUTION OFFICE

On clicking the Transactions menu, it expands into the following Sub Menus:

- ✓ LOC Request Details (Allocation Based)
- ✓ LOC: Request Status
- ✓ View Issued LOC (Allocation Based)
- ✓ View Issued LOC (Deposit Work)
- ✓ Division wise Project report (Allocation Based)

6.2.1 LOC: REQUEST DETAILS (ALLOCATION BASED)

Click on the “**LOC Request Details (Allocation Based)**” link under “**M.I.S**” menu and a page will appear where user can select financial year, Work Type, Administrative Department and Requesting Status. After clicking “**PDF**” button Project Details will be shown in a PDF format.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions **M.I.S** House Keeping Log Out Monday, May 13 2013, 5:44:09 PM

Welcome Executive Engineer, Darjeeling., North Bengal, Public Works Directorate

Request Details (Allocation Based)

Financial Year: 2013-2014
LOC Issuing Office: Public Works Directorate
Circle / Middle-Tier Office: North Bengal
Division / LOC Execution Office: Darjeeling.
Work Type: ☒ All ☐ Project Based ☐ Work-Charged ☐ Maintenance
Request Status: Request lying with Division

Print As : 

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Click Here

6.2.2 LOC: REQUEST STATUS

Click on the “**LOC Request Status**” link under “**M.I.S**” menu and a page will appear where user can select financial year, Work Type, Administrative Department and Requesting Status. After clicking “**Submit**” button Project Details will be shown along with Request Status.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Wednesday, May 08 2013, 4:17:11 PM

Welcome Executive Engineer, Darjeeling., North Bengal, Public Works Directorate

Request Status

Financial Year: 2013-2014
 LOC Issuing Office: Public Works Directorate
 Circle / Middle-Tier Office: North Bengal
 Division / LOC Execution Office: Darjeeling.
 Select Work Type: ☒ All ☐ Project Based ☐ Work-Charged ☐ Maintenance
 Administrative Department: AG-Agriculture
 Request Status: Request lying with LOC Issuing Office

Total Projects : 1
 Total Request Amount (Rs.): 1,00,000

[Click Here](#) Print As :

Project Details		Cost / Expenditure		Request Status
Request ID	: 2013-2014/0204/0015, 07/05/2013	Budget (Rs.)	: 335000	Request lying with LOC Issuing Office
Division/LOC Execution Office	: Darjeeling.	Sanction No.	:	
Circle / Middle-Tier Office	: North Bengal	Sanc. Date	: 01/01/1900	
LOC Issuing Office	: Public Works Directorate	Sanc. Amt.(Rs.)	: 0	
Project Name	: sdsdf tetertertert	Fund Recvd. Upto(Rs.)	: 0	
Head of Acct.	: AG-05-2236-02-101-NP-002-01-1-V	Expend So far(Rs.)	: 0	
Earmark	:	Phy. Progrs.(Rs.)	: 0.00	
G.O. No.	: , 01/01/1900	Req. Amt. (Rs.)	: 100000	
U.O./Auth. No.	: , 01/01/1900	Remarks	:	
Comm. Date	: 01/01/1900			
Project Cost (Rs.)	: 0			
Date Comple. Scheduled	: 01/01/1900			

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There is a provision to Export the Data in “**PDF**” format.

6.2.3 VIEW ISSUED LOC (ALLOCATION BASED)

Click on the “**View Issued LOC (Allocation Based)**” link under “M.I.S” menu and a page will appear where user can see LOC Issued against various Projects for the current financial year along with LOC ID and Date.

User can view the LOC Issued Document (if available) by clicking download image at the right end of the list.



Letter of Credit (LOC) Monitoring System
Government of West Bengal



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Wednesday, May 08 2013, 4:23:12 PM

Welcome Executive Engineer, Darjeeling., North Bengal, Public Works Directorate

View Issued LOC (Allocation Based)

Financial Year: 2013-2014

LOC ID & Date	Circle/Middle-Tier Office	Division/LOC Exec. Office	Work Type	LOC Amount (Rs.)	Authorization ID	Valid Upto	View Issued LOC
2013-2014/02/03/012 Dated : 26/04/2013	North Bengal	Darjeeling.	Work-Charged	2,000	2013-2014/02/0002	26/04/2013	Not Available
2013-2014/02/03/013 Dated : 29/04/2013	North Bengal	Darjeeling.	Project Based	50,000	2013-2014/02/0007	29/04/2013	
2013-2014/02/03/018 Dated : 02/05/2013	North Bengal	Darjeeling.	Project Based	1,50,000	2013-2014/02/0008	31/05/2013	Not Available
2013-2014/02/03/019 Dated : 03/05/2013	North Bengal	Darjeeling.	Project Based	20,000	2013-2014/02/0013	31/05/2013	Available
2013-2014/02/03/023 Dated : 03/05/2013	North Bengal	Darjeeling.	Project Based	5,000	2013-2014/02/0013	31/05/2013	Not Available
2013-2014/02/03/025 Dated : 05/04/2013	North Bengal	Darjeeling.	Project Based	3,000	2013-2014/02/0013	31/05/2013	Not Available
2013-2014/02/03/026 Dated : 05/04/2013	North Bengal	Darjeeling.	Project Based	1,500	2013-2014/02/0013	31/05/2013	Not Available
2013-2014/02/03/029 Dated : 04/05/2013	North Bengal	Darjeeling.	Project Based	68,900	2013-2014/02/0013	31/05/2013	Not Available
2013-2014/02/03/030 Dated : 05/04/2013	North Bengal	Darjeeling.	Project Based	1,36,000	2013-2014/02/0013	31/05/2013	Not Available
555555/666666 . Dated : 04/05/2013	North Bengal	Darjeeling.	Project Based	2,000	2013-2014/02/0013	31/05/2013	Not Available
asasas/55555778899. Dated : 25/04/2013	North Bengal	Darjeeling.	Project Based	5,000	2013-2014/02/0013	31/05/2013	Not Available
jhgjgh4445566997 . Dated : 04/05/2013	North Bengal	Darjeeling.	Project Based	15,000	2013-2014/02/0013	31/05/2013	Not Available
sdsd/rt4545 Dated : 23/04/2013	North Bengal	Darjeeling.	Project Based	1,00,000	2013-2014/02/0008	31/05/2013	Not Available

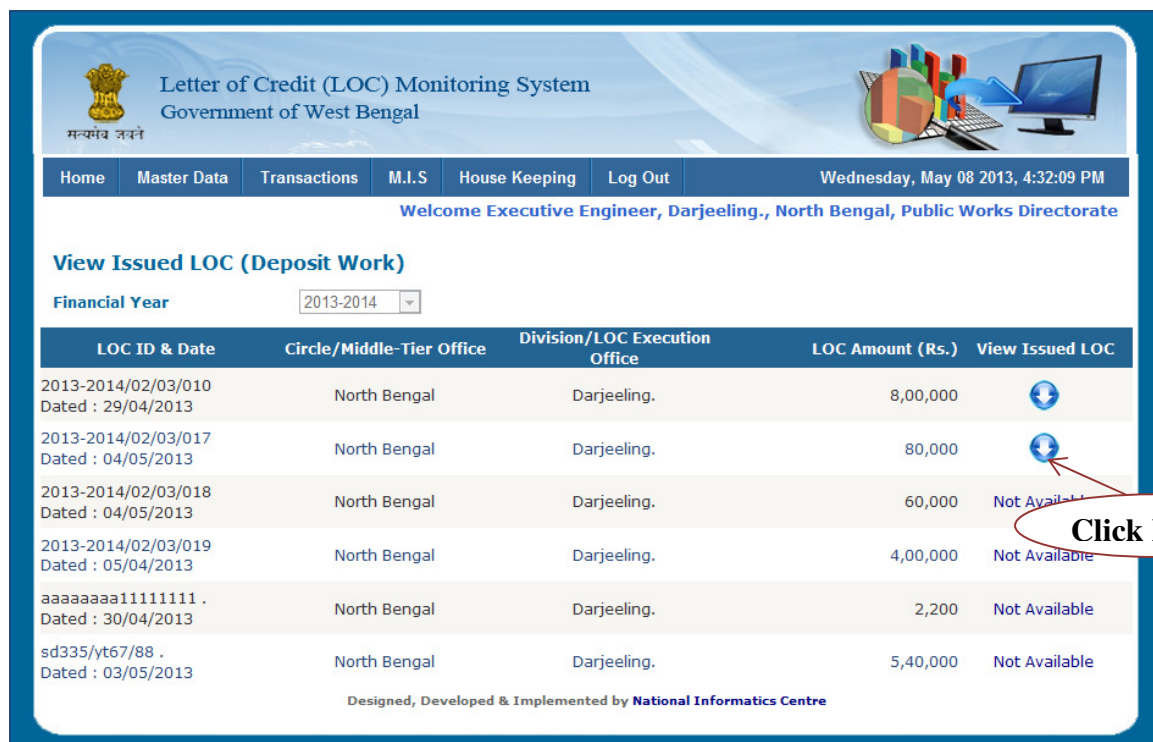
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Click Here

6.2.4 VIEW ISSUED LOC (DEPOSIT WORK)

Click on the “View Issued LOC (Deposit Work)” link under “M.I.S” menu and a page will appear where user can see LOC Issued against various Projects for the current financial year along with LOC ID and Date.

User can view the LOC Issued Document (if available) by clicking download image at the right end of the list.



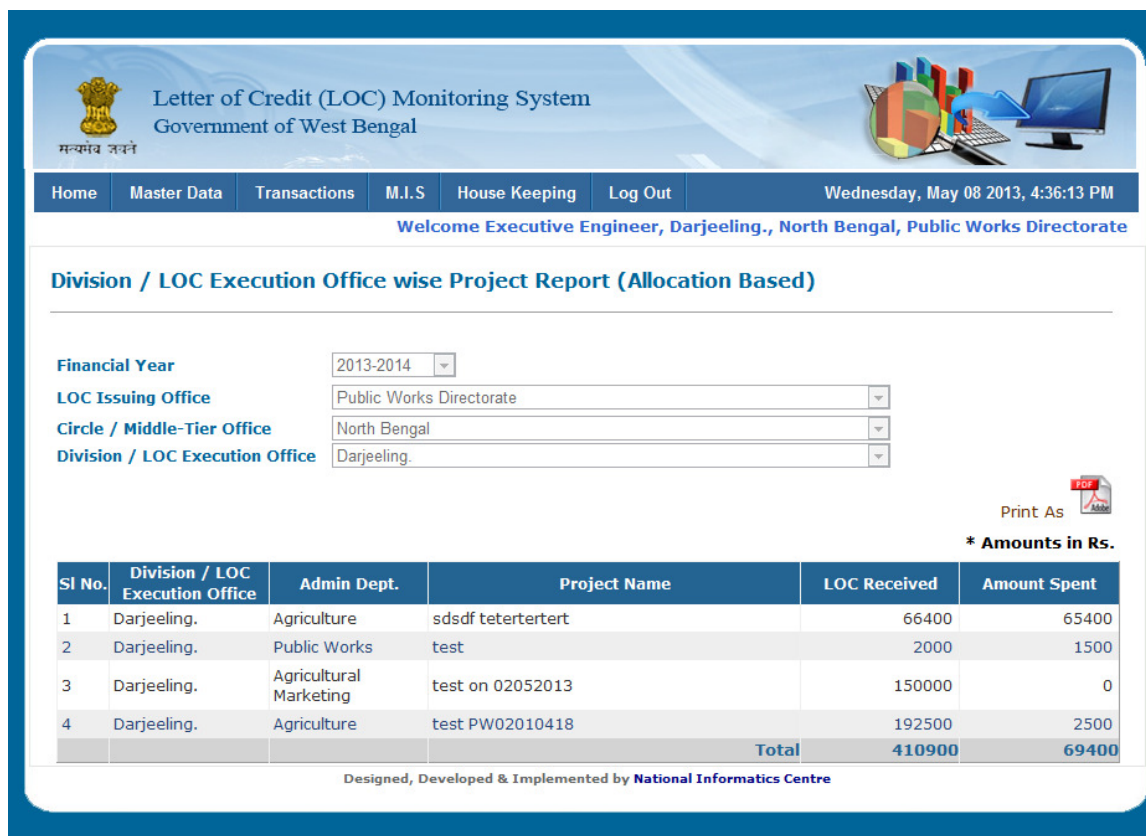
The screenshot displays the 'Letter of Credit (LOC) Monitoring System' interface for the Government of West Bengal. The page is titled 'View Issued LOC (Deposit Work)' and shows a table of issued LOCs for the financial year 2013-2014. The table has five columns: 'LOC ID & Date', 'Circle/Middle-Tier Office', 'Division/LOC Execution Office', 'LOC Amount (Rs.)', and 'View Issued LOC'. The table lists six entries, each with a unique LOC ID and date, all from North Bengal, Darjeeling. The amounts range from 8,00,000 to 5,40,000. The 'View Issued LOC' column shows a download icon for the first two entries and 'Not Available' for the others. A red circle highlights the 'View Issued LOC' column, with an arrow pointing to the text 'Click Here'.

LOC ID & Date	Circle/Middle-Tier Office	Division/LOC Execution Office	LOC Amount (Rs.)	View Issued LOC
2013-2014/02/03/010 Dated : 29/04/2013	North Bengal	Darjeeling.	8,00,000	
2013-2014/02/03/017 Dated : 04/05/2013	North Bengal	Darjeeling.	80,000	
2013-2014/02/03/018 Dated : 04/05/2013	North Bengal	Darjeeling.	60,000	Not Available
2013-2014/02/03/019 Dated : 05/04/2013	North Bengal	Darjeeling.	4,00,000	Not Available
aaaaaaaa11111111 . Dated : 30/04/2013	North Bengal	Darjeeling.	2,200	Not Available
sd335/yt67/88 . Dated : 03/05/2013	North Bengal	Darjeeling.	5,40,000	Not Available

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6.2.5 DIVISION WISE PROJECT REPORT (ALLOCATION BASED)

Click on the “**Division wise Project Report (Allocation Based)**” link under “**M.I.S**” menu and a page will appear where user can view Project Report for corresponding Division / LOC Execution Office.



Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions **M.I.S** House Keeping Log Out Wednesday, May 08 2013, 4:36:13 PM

Welcome Executive Engineer, Darjeeling., North Bengal, Public Works Directorate

Division / LOC Execution Office wise Project Report (Allocation Based)

Financial Year: 2013-2014
 LOC Issuing Office: Public Works Directorate
 Circle / Middle-Tier Office: North Bengal
 Division / LOC Execution Office: Darjeeling.

Print As 

*** Amounts in Rs.**

Sl No.	Division / LOC Execution Office	Admin Dept.	Project Name	LOC Received	Amount Spent
1	Darjeeling.	Agriculture	sdsdf tetertertert	66400	65400
2	Darjeeling.	Public Works	test	2000	1500
3	Darjeeling.	Agricultural Marketing	test on 02052013	150000	0
4	Darjeeling.	Agriculture	test PW02010418	192500	2500
Total				410900	69400

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There is a provision to Export the Data in “**PDF**” format.

6.3 CIRCLE / MIDDLE - TIER OFFICE

On clicking the Transactions menu, it expands into the following Sub Menus:

- ✓ LOC Request Details (Allocation Based)
- ✓ LOC: Request Status
- ✓ Division wise Project report (Allocation Based)

6.3.1 LOC REQUEST DETAILS (ALLOCATION BASED)

Click on the “**LOC Request Status (Allocation Based)**” link under “**M.I.S**” menu and a page will appear where user can select financial year, Division/ LOC Execution Office, Work Type, Administrative Department and Requesting Status. After clicking “**PDF**” icon Project Details will be shown in PDF format.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Monday, May 13, 2013, 5:54:25 PM

Welcome Project Director, North Bengal, Public Works Directorate

Request Details (Allocation Based)

Financial Year: 2013-2014

LOC Issuing Office: Public Works Directorate

Circle / Middle-Tier Office: North Bengal

Division / LOC Execution Office: Darjeeling

Work Type: ☒ All ☐ Project Based ☐ Work-Charged ☐ Maintenance

Request Status: Request lying with Division

Print As :

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[Click Here](#)

6.3.2 LOC: REQUEST STATUS

Click on the “**LOC: Request Status**” link under “**M.I.S**” menu and a page will appear where user can select financial year, Division/ LOC Execution Office, Work Type, Administrative Department and Requesting Status. After clicking “**Submit**” button Project Details will be shown along with Request Status.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions **M.I.S** House Keeping Log Out Wednesday, May 08 2013, 4:46:05 PM

Welcome Project Director, North Bengal, Public Works Directorate

Request Status

Financial Year: 2013-2014
 LOC Issuing Office: Public Works Directorate
 Circle / Middle-Tier Office: North Bengal
 Division / LOC Execution Office: Darjeeling
 Select Work Type: ☒ All ☐ Project Based ☐ Work-Charged ☐ Maintenance
 Administrative Department: AG-Agriculture
 Request Status: Request lying with LOC Issuing Office

Submit **Cancel**

Total Projects : **1**
 Total Request Amount (Rs.): **1,00,000**

Click Here

Print As :

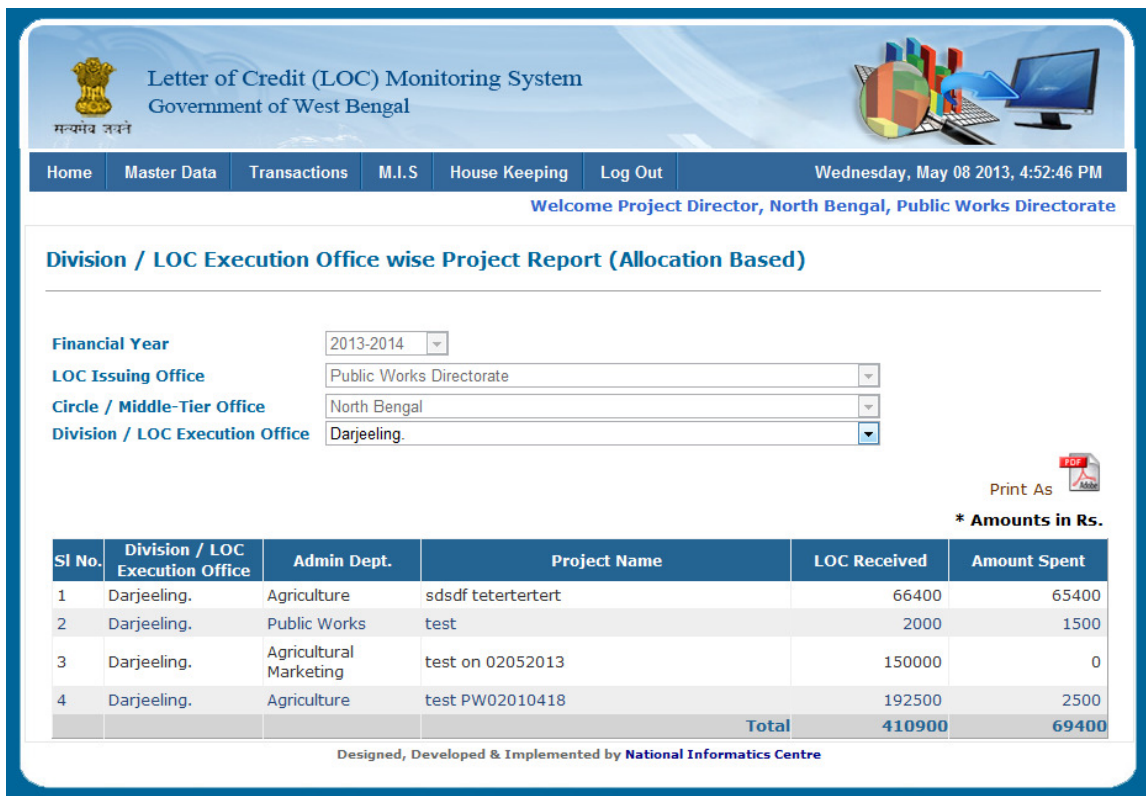
Project Details		Cost / Expenditure		Request Status
Request ID	: 2013-2014/0204/0015, 07/05/2013	Budget (Rs.)	: 335000	Request lying with LOC Issuing Office
Division/LOC Execution Office	: Darjeeling.	Sanction No.	:	
Circle / Middle-Tier Office	: North Bengal	Sanc. Date	: 01/01/1900	
LOC Issuing Office	: Public Works Directorate	Sanc. Amt.(Rs.)	: 0	
Project Name	: sdsdf tetertertert	Fund Recvd. Upto(Rs.)	: 0	
Head of Acct.	: AG-05-2236-02-101-NP-002-01-V	Expend So far(Rs.)	: 0	
Earmark	:	Phy. Progrs.(Rs.)	: 0.00	
G.O. No.	: , 01/01/1900	Req. Amt. (Rs.)	: 100000	
U.O./Auth. No.	: , 01/01/1900	Remarks	:	
Comm. Date	: 01/01/1900			
Project Cost (Rs.)	: 0			
Date Comple. Scheduled	: 01/01/1900			

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There is a provision to Export the Data in “**PDF**” format.

6.3.4 DIVISION WISE PROJECT REPORT (ALLOCATION BASED)

Click on the “**Division wise Project Report (Allocation Based)**” link under “**M.I.S**” menu and a page will appear where user can view Project Report by selecting Division/ LOC Execution office.



Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Wednesday, May 08 2013, 4:52:46 PM

Welcome Project Director, North Bengal, Public Works Directorate

Division / LOC Execution Office wise Project Report (Allocation Based)

Financial Year: 2013-2014

LOC Issuing Office: Public Works Directorate

Circle / Middle-Tier Office: North Bengal

Division / LOC Execution Office: Darjeeling.

Print As 

*** Amounts in Rs.**

Sl No.	Division / LOC Execution Office	Admin Dept.	Project Name	LOC Received	Amount Spent
1	Darjeeling.	Agriculture	sdsdf tetertertert	66400	65400
2	Darjeeling.	Public Works	test	2000	1500
3	Darjeeling.	Agricultural Marketing	test on 02052013	150000	0
4	Darjeeling.	Agriculture	test PW02010418	192500	2500
Total				410900	69400

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There is a provision to Export the Data in “**PDF**” format.

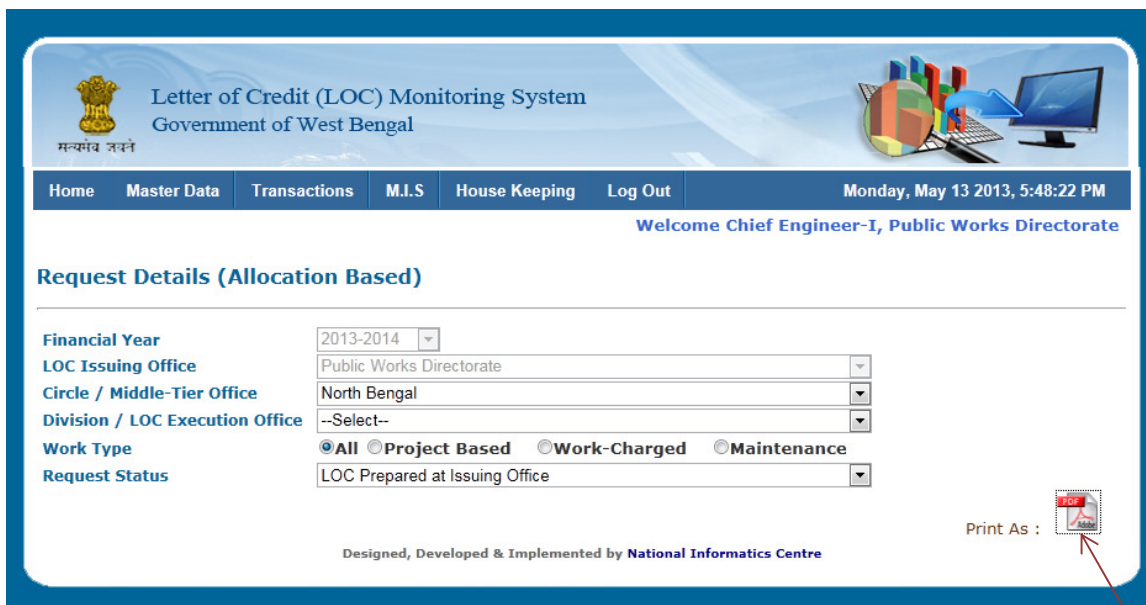
6.4 DIRECTORATE

On clicking the Transactions menu, it expands into the following Sub Menus:

- ✓ LOC Request Details (Allocation Based)
- ✓ Status of LOC Proposals
- ✓ LOC Authorization Issued by F.D.
- ✓ Division wise Project report (Allocation Based)
- ✓ LOC Summary Report (Allocation Based)

6.4.1 LOC REQUEST DETAILS (ALLOCATION BASED)

Click on the “**LOC Request Details (Allocation Based)**” link under “**M.I.S**” menu and a page will appear where user can select financial year, Circle/Middle tier Office, Division/ LOC Execution Office, Work Type, Administrative Department and Requesting Status. After clicking “**PDF**” button Request Details will be shown in a PDF format.



The screenshot displays the 'Letter of Credit (LOC) Monitoring System' interface for the Government of West Bengal. The page title is 'Request Details (Allocation Based)'. The form includes the following fields:

- Financial Year:** 2013-2014 (dropdown)
- LOC Issuing Office:** Public Works Directorate (dropdown)
- Circle / Middle-Tier Office:** North Bengal (dropdown)
- Division / LOC Execution Office:** --Select-- (dropdown)
- Work Type:** ☒ All ☐ Project Based ☐ Work-Charged ☐ Maintenance
- Request Status:** LOC Prepared at Issuing Office (dropdown)

At the bottom right, there is a 'Print As' button with a PDF icon. A red arrow points from the 'Click Here' text to this button.

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Click Here

6.4.2 STATUS OF LOC PROPOSALS

Click on the “**Status of LOC Proposals**” link under “**M.I.S**” menu and a page will appear where user can select financial year, Circle/Middle tier Office, Division/ LOC Execution Office, Work Type, Administrative Department and Requesting Status. After clicking “**Submit**” button Project Details will be shown along with Request Status.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions **M.I.S** House Keeping Log Out Wednesday, May 08 2013, 5:05:07 PM
Welcome Chief Engineer-I, Public Works Directorate

Request Status

Financial Year: 2013-2014
 LOC Issuing Office: Public Works Directorate
 Circle / Middle-Tier Office: North Bengal
 Division / LOC Execution Office: Darjeeling.
 Select Work Type: ☒ All ☐ Project Based ☐ Work-Charged ☐ Maintenance
 Administrative Department: AG-Agriculture
 Request Status: Request lying with LOC Issuing Office

Total Projects : **1** **Click Here**

Total Request Amount (Rs.): **1,00,000** Print As :

Project Details		Cost / Expenditure	Request Status
Request ID	: 2013-2014/0204/0015, 07/05/2013		
Division/LOC Execution Office	: Darjeeling.	Budget (Rs.) : 335000	
Circle / Middle-Tier Office	: North Bengal	Sanction No. :	
LOC Issuing Office	: Public Works Directorate	Sanc. Date : 01/01/1900	
Project Name	: sdsdf tetertertert	Sanc. Amt.(Rs.) : 0	Request lying
Head of Acct.	: AG-05-2236-02-101-NP-002-01-01-V	Fund Recvd. Upto(Rs.) : 0	with LOC
Earmark	:	Expend So far(Rs.) : 0	Issuing Office
G.O. No.	: , 01/01/1900	Phy. Progrs.(Rs.) : 0.00	
U.O./Auth. No.	: , 01/01/1900	Req. Amt. (Rs.) : 100000	
Comm. Date	: 01/01/1900	Remarks :	
Project Cost (Rs.)	: 0		
Date Comple. Scheduled	: 01/01/1900		

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There is a provision to Export the Data in “**PDF**” format.

6.4.3 LOC AUTHORIZATION ISSUED BY F.D

Click on the “**LOC Authorization Issued by F.D**” link under “**M.I.S**” menu and a page will appear where user can see the details of Authorizations issued by Finance Department in list.

User can download attached LOC Authorization (if attached any) by clicking the download image at the right end of the list.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions **M.I.S** House Keeping Log Out Wednesday, May 08 2013, 5:09:38 PM

Welcome Chief Engineer-I, Public Works Directorate

LOC Authorization Issued by F.D. (Allocation Based)

Financial Year: 2013-2014
Authorized Office: Public Works Directorate
Authorized Officer: Chief Engineer-I
Select Work Type: ☐ All ☒ Project Based ☐ Work-Charged ☐ Maintenance

Total Authorization Amount is Rs. 64,54,000

Print As :

Authorization Id	LOC Authorization Given To.	Work Type	Memo No. & Date	Amount (Rs.)	Valid Upto	Attached LOC Authorization
2013-2014/02/0001	Officer : Chief Engineer-I LOC Issuing Office : Public Works Directorate	Project Based	dfs sf 18/04/2013	45000	23/04/2013	Not Available
2013-2014/02/0003	Officer : Chief Engineer-I LOC Issuing Office : Public Works Directorate	Project Based	sd23 24/04/2013	45000	30/04/2013	Not Available
2013-2014/02/0004	Officer : Chief Engineer-I LOC Issuing Office : Public Works Directorate	Project Based	as121 24/04/2013	54000	30/04/2013	
2013-2014/02/0005	Officer : Chief Engineer-I LOC Issuing Office : Public Works Directorate	Project Based	sd3443 24/04/2013	550000	30/04/2013	Not Available
2013-2014/02/0007	Officer : Chief Engineer-I LOC Issuing Office : Public Works Directorate	Project Based	sds212 29/04/2013	950000	29/04/2013	Not Available
2013-2014/02/0008	Officer : Chief Engineer-I LOC Issuing Office : Public Works Directorate	Project Based	ds323 02/05/2013	250000	31/05/2013	Not Available
2013-2014/02/0013	Officer : Chief Engineer-I LOC Issuing Office : Public Works Directorate	Project Based	sd323 02/05/2013	4000000	31/05/2013	Not Available
2013-2014/02/0014	Officer : Chief Engineer-I LOC Issuing Office : Public Works Directorate	Project Based	dfgdfg 07/05/2013	560000	31/05/2013	Not Available

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There is a provision to Export the Data in “**PDF**” format.

6.4.4 DIVISION WISE PROJECT REPORT (ALLOCATION BASED)

Click on the “**Division wise Project Report (Allocation Based)**” link under “**M.I.S**” menu and a page will appear where user can view Project Report by selecting Circle/ Middle Tier Office and Division/ LOC Execution office.

Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Wednesday, May 08 2013, 5:13:08 PM
Welcome Chief Engineer-I, Public Works Directorate

Division / LOC Execution Office wise Project Report (Allocation Based)

Financial Year: 2013-2014
LOC Issuing Office: Public Works Directorate
Circle / Middle-Tier Office: North Bengal
Division / LOC Execution Office: Darjeeling

Print As

*** Amounts in Rs.**

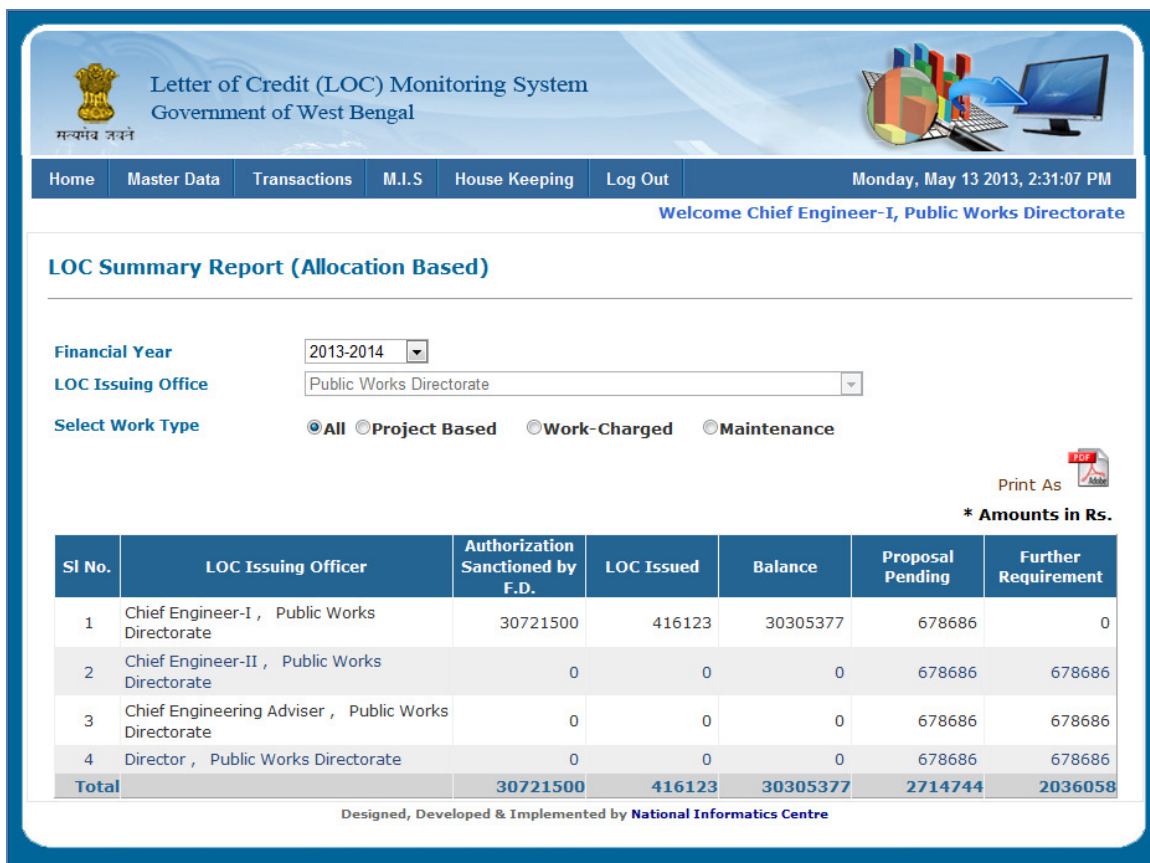
SI No.	Division / LOC Execution Office	Admin Dept.	Project Name	LOC Received	Amount Spent
1	Darjeeling.	Agriculture	sdsdf tetertertert	66400	65400
2	Darjeeling.	Public Works	test	2000	1500
3	Darjeeling.	Agricultural Marketing	test on 02052013	150000	0
4	Darjeeling.	Agriculture	test PW02010418	192500	2500
Total				410900	69400

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There is a provision to Export the Data in “**PDF**” format.

6.4.5 LOC SUMMARY REPORT (ALLOCATION BASED)

Click on the “**LOC Summary Report (Allocation Based)**” link under “**M.I.S**” menu and a page will appear where user can view the LOC Summary Report by selecting financial year and work type.



Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Monday, May 13 2013, 2:31:07 PM

Welcome Chief Engineer-I, Public Works Directorate

LOC Summary Report (Allocation Based)

Financial Year: 2013-2014

LOC Issuing Office: Public Works Directorate

Select Work Type: ☒ All ☐ Project Based ☐ Work-Charged ☐ Maintenance

Print As 

* Amounts in Rs.

Sl No.	LOC Issuing Officer	Authorization Sanctioned by F.D.	LOC Issued	Balance	Proposal Pending	Further Requirement
1	Chief Engineer-I, Public Works Directorate	30721500	416123	30305377	678686	0
2	Chief Engineer-II, Public Works Directorate	0	0	0	678686	678686
3	Chief Engineering Adviser, Public Works Directorate	0	0	0	678686	678686
4	Director, Public Works Directorate	0	0	0	678686	678686
Total		30721500	416123	30305377	2714744	2036058

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There is a provision to Export the Data in “**PDF**” format.

Chapter – 7

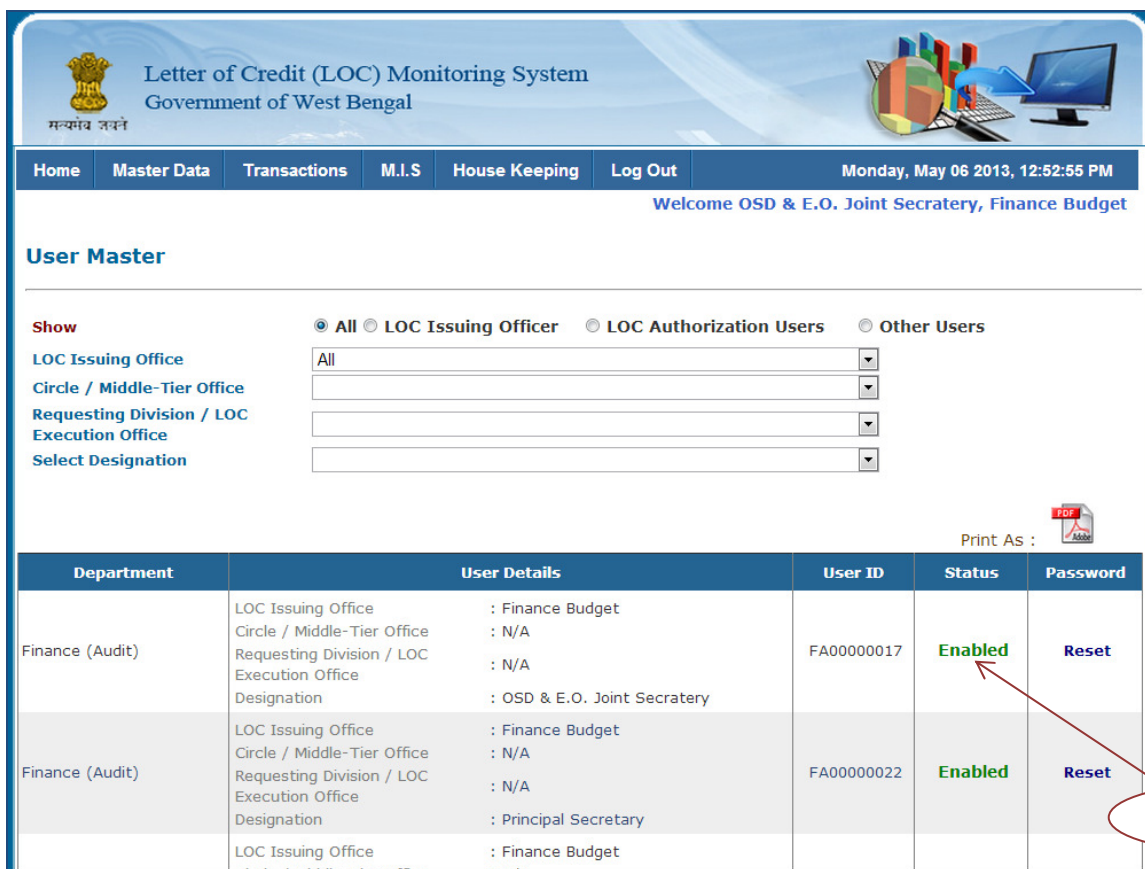
House Keeping

On Clicking the “**House Keeping**” Menu, it expands into the following **Sub Menus**:

- ✓ User Administration
- ✓ Complete Your Profile
- ✓ Change Password
- ✓ User Log

7.1 USER ADMINISTRATION

On Clicking the “User Administration” under “House Keeping” a page will open as follows. User can select LOC Issuing Office, Circle/Middle Tier Office, Requesting Division/LOC Execution Office and Designation. Then user details will show in a list with options like “Enable” or “Disable” user status and “Reset” password.



User Master

Show ☒ All ☐ LOC Issuing Officer ☐ LOC Authorization Users ☐ Other Users

LOC Issuing Office: All

Circle / Middle-Tier Office:

Requesting Division / LOC Execution Office:

Select Designation:

Print As : 

Department	User Details	User ID	Status	Password
Finance (Audit)	LOC Issuing Office : Finance Budget Circle / Middle-Tier Office : N/A Requesting Division / LOC Execution Office : N/A Designation : OSD & E.O. Joint Secratery	FA00000017	Enabled	Reset
Finance (Audit)	LOC Issuing Office : Finance Budget Circle / Middle-Tier Office : N/A Requesting Division / LOC Execution Office : N/A Designation : Principal Secratery	FA00000022	Enabled	Reset
	LOC Issuing Office : Finance Budget Circle / Middle-Tier Office : N/A			

Click Here

There is a provision to Export the Data in “PDF” format.

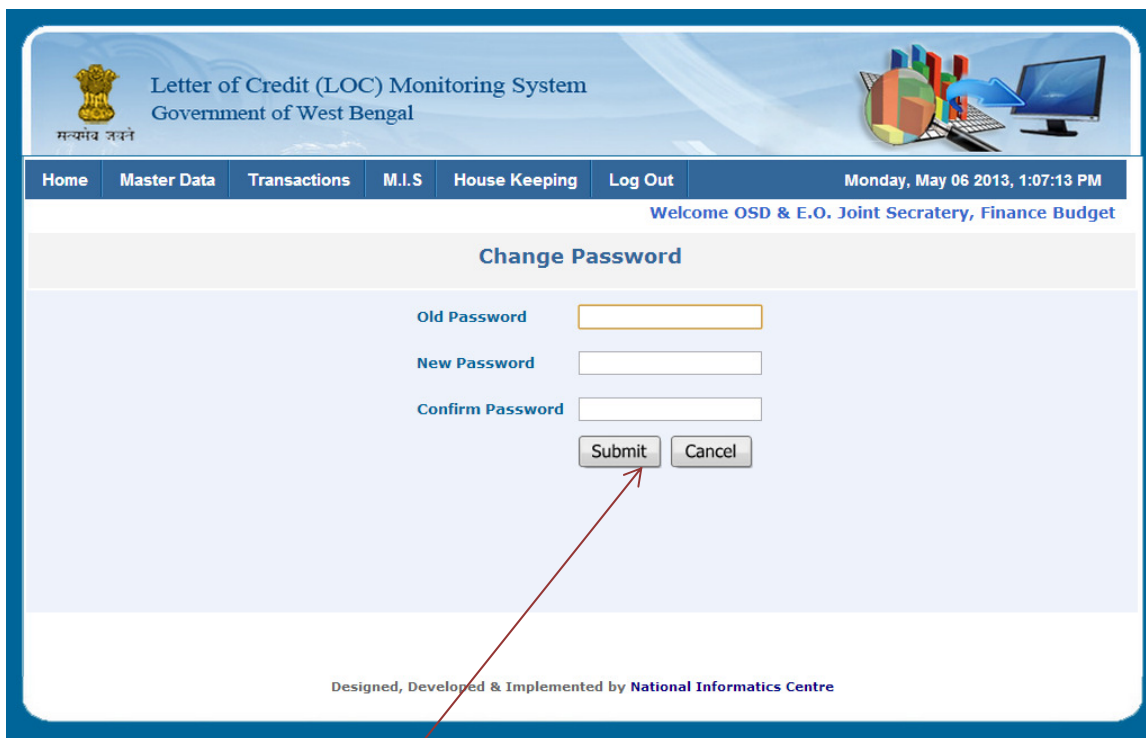
7.2 HOW TO COMPLETE YOUR PROFILE

Click on the “**Complete Your Profile**” link under “**House Keeping**” menu and a page will appear where user can enter Contact No. which is a mandatory field and Email ID and click on “**Save**” button to complete profile.

The screenshot shows the 'Letter of Credit (LOC) Monitoring System' interface for the Government of West Bengal. The header includes the system name and a navigation menu with 'Home', 'Master Data', 'Transactions', 'M.I.S', 'House Keeping', and 'Log Out'. The date and time are displayed as 'Monday, May 06 2013, 1:00:35 PM'. A welcome message reads 'Welcome OSD & E.O. Joint Secratery, Finance Budget'. The main section is titled 'Officers Profile Entry :'. It contains two input fields: 'Contact No.' with the value '22544022' and an asterisk indicating it is required, and 'Email ID'. Below the fields is a red note: '(* Required fields)'. There are 'Save' and 'Cancel' buttons. A red arrow points from a red oval containing the text 'Click Here' to the 'Save' button. At the bottom, it states 'Designed, Developed & Implemented by National Informatics Centre'.

7.3 HOW TO CHANGE PASSWORD

On Clicking the “**Change Password**” under “**House Keeping**” a page will open as follows. User has to enter the old password, new password and again enter the new password to confirm it and click on “**Submit**” to save the changes.

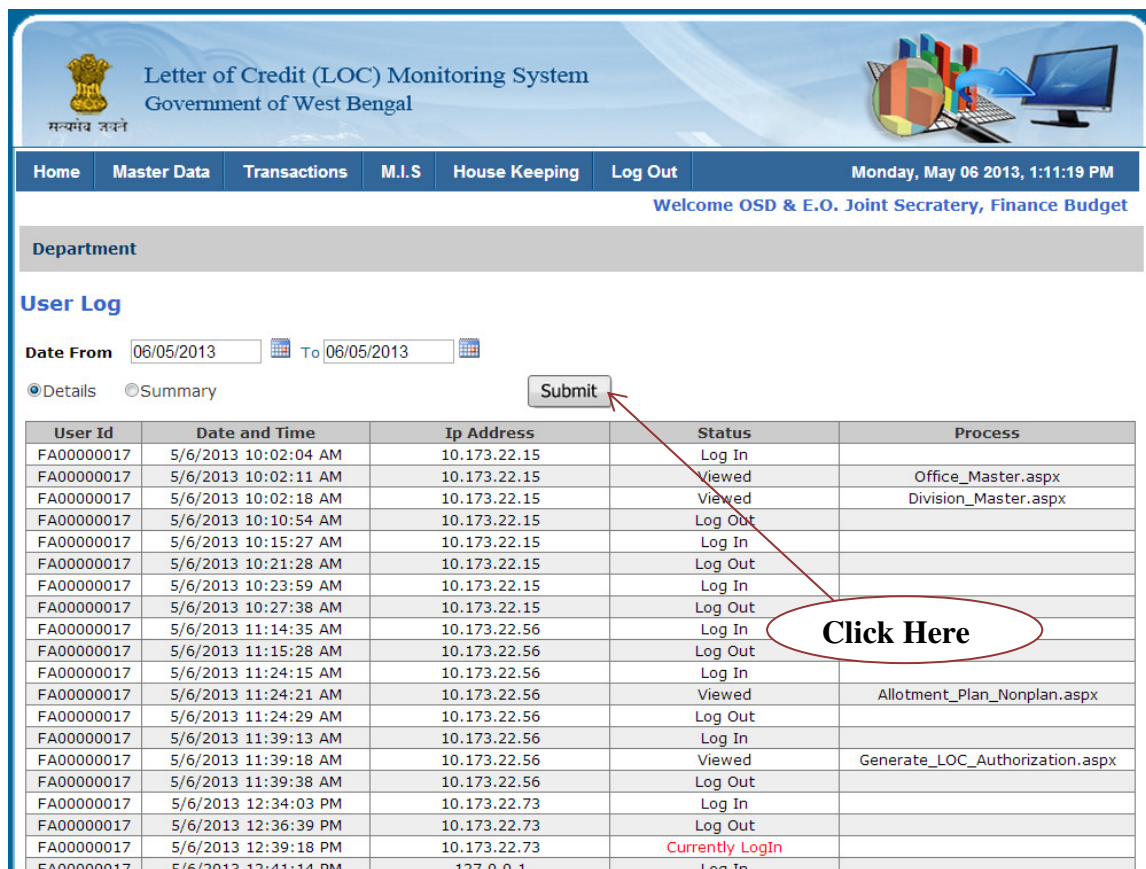


The screenshot displays the 'Letter of Credit (LOC) Monitoring System' interface for the Government of West Bengal. The header includes the system name, the government logo, and a navigation menu with options: Home, Master Data, Transactions, M.I.S, House Keeping, and Log Out. The current date and time are shown as Monday, May 06 2013, 1:07:13 PM. A welcome message for the OSD & E.O. Joint Secretary, Finance Budget is present. The main content area is titled 'Change Password' and contains three input fields: 'Old Password', 'New Password', and 'Confirm Password'. Below these fields are 'Submit' and 'Cancel' buttons. A red arrow points from a 'Click Here' callout to the 'Submit' button. The footer of the page states 'Designed, Developed & Implemented by National Informatics Centre'.

Click Here

7.4 USER LOG

On Clicking the “User Log” under “House Keeping” a page will open as follows. User can enter the Date range for viewing the user login details.



Letter of Credit (LOC) Monitoring System
Government of West Bengal

Home Master Data Transactions M.I.S House Keeping Log Out Monday, May 06 2013, 1:11:19 PM

Welcome OSD & E.O. Joint Secratery, Finance Budget

Department

User Log

Date From 06/05/2013 To 06/05/2013

☒ Details ☐ Summary

Submit

User Id	Date and Time	Ip Address	Status	Process
FA00000017	5/6/2013 10:02:04 AM	10.173.22.15	Log In	
FA00000017	5/6/2013 10:02:11 AM	10.173.22.15	Viewed	Office_Master.aspx
FA00000017	5/6/2013 10:02:18 AM	10.173.22.15	Viewed	Division_Master.aspx
FA00000017	5/6/2013 10:10:54 AM	10.173.22.15	Log Out	
FA00000017	5/6/2013 10:15:27 AM	10.173.22.15	Log In	
FA00000017	5/6/2013 10:21:28 AM	10.173.22.15	Log Out	
FA00000017	5/6/2013 10:23:59 AM	10.173.22.15	Log In	
FA00000017	5/6/2013 10:27:38 AM	10.173.22.15	Log Out	
FA00000017	5/6/2013 11:14:35 AM	10.173.22.56	Log In	
FA00000017	5/6/2013 11:15:28 AM	10.173.22.56	Log Out	
FA00000017	5/6/2013 11:24:15 AM	10.173.22.56	Log In	
FA00000017	5/6/2013 11:24:21 AM	10.173.22.56	Viewed	Allotment_Plan_Nonplan.aspx
FA00000017	5/6/2013 11:24:29 AM	10.173.22.56	Log Out	
FA00000017	5/6/2013 11:39:13 AM	10.173.22.56	Log In	
FA00000017	5/6/2013 11:39:18 AM	10.173.22.56	Viewed	Generate_LOC_Authorization.aspx
FA00000017	5/6/2013 11:39:38 AM	10.173.22.56	Log Out	
FA00000017	5/6/2013 12:34:03 PM	10.173.22.73	Log In	
FA00000017	5/6/2013 12:36:39 PM	10.173.22.73	Log Out	
FA00000017	5/6/2013 12:39:18 PM	10.173.22.73	Currently Login	
FA00000017	5/6/2013 12:41:14 PM	127.0.0.1	Log In	

Click Here

Chapter – 8

Troubleshooting

1. **Issue:** I cannot login. Error message shows: "Username and Password Not Matched".

Answer: Error message indicates that an incorrect Logon ID and/or Passwords were entered. Please verify that the correct Logon ID and password were entered. The **password** is **case sensitive**.

2. **Issue:** "Username and Password Not Matched" message is displayed sometime.

Answer: Please ensure that Caps Lock is not on. The **password** is **case sensitive**.

3. **Issue:** After Clicking the Print Icon, the printing of the document cannot be started.

Answer: Please ensure that the Printer device is correctly connected.

For any other related information, please contact with

Sh. A. R. Chakarborty, IAS
Secretary
Finance Department
Government of West Bengal
Phone No. 2214 4048, 2254 4021

Designed, Developed by

National Informatics Centre
West Bengal State Centre
Department of Information Technology
Ministry of Communications and Information Technology
Government of India

