

**User Manual**  
For  
**UNIFIED PROJECT MANAGEMENT SYSTEM**  
**(Topics)**



Ministry of Electronics & Information Technology,  
Government of India

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20th January, 2025

## User Manual: Schedule of Rates (SOR) Process

This document provides step-by-step guidance for creating, verifying, editing, and approving Schedule of Rates, Material Carriage, Transport Carriage, Composite Rates Details, and Rate Analysis processes.

### Schedule of Rates

This section covers the steps to create, verify, edit, and approve the schedule of rates.

Title	Department	Category	Publish Date	Expire Date	Financial Year	Item Group	Item	Zones	Actions
SECTION (C)-I	PUBLIC WORKS	Sanitary and Plumbing works (Volume II)	N/A	N/A	2024-25	40	56	1	  
SECTION (C)-II	PUBLIC WORKS	Sanitary and Plumbing works (Volume II)	N/A	N/A	2024-25	30	191	1	  
SECTION(A-I)-PLUMBING WORKS	PUBLIC WORKS	Sanitary and Plumbing works (Volume II)	N/A	N/A	2024-25	7	14	1	  
SECTION(A-II)-PLUMBING WORKS	PUBLIC WORKS	Sanitary and Plumbing works (Volume II)	N/A	N/A	2024-25	109	595	1	  
SECTION(A-III)-PLUMBING WORKS	PUBLIC WORKS	Sanitary and Plumbing works (Volume II)	N/A	N/A	2024-25	37	171	2	  

Click on Add New button to create New Schedule Rate Item.

### Create Schedule of Rates

1. Navigate to the Schedule of Rates module in the system.
2. Fill in the necessary details to create the schedule of rates.

Create New ScheduleRate

**TITLE \***  **DEPARTMENT \***

**SCHEDULE RATE CATEGORY \***  **FINANCIAL YEAR \***

**PUBLISH DATE**

**DESCRIPTION \***

Sans Serif Normal B I U  $x_1$   $x^2$  | | |  
A  $\text{[color]}$   $\text{[link]}$   $\text{[unlink]}$   $\text{[font-size]}$

**NOTES**

Sans Serif Normal B I U  $x_1$   $x^2$  | | |  
A  $\text{[color]}$   $\text{[link]}$   $\text{[unlink]}$   $\text{[font-size]}$

After fill up click on SAVE button. Page is redirect to listing page with a success pop-up message.



**ScheduleRates Created!**

Test



### Verify Schedule of Rates

1. Click on Eye button to verify, approve and also add (new zone, new group, new item).

Title	Department	Category	Publish Date	Expire Date	Financial Year	Item Group	Item	Zones	Actions
Chapter-C	PUBLIC WORKS	Electrical	N/A	N/A	2024-25	14	67	1	  
Chapter-D	PUBLIC WORKS	Electrical	N/A	N/A	2024-25	245	737	1	  
Chapter-E	PUBLIC WORKS	Electrical	N/A	N/A	2024-25	88	432	1	  
Chapter-F	PUBLIC WORKS	Electrical	N/A	N/A	2024-25	29	135	1	  

Title	Department	Category	Publish Date	Expire Date	Financial Year	Item Group	Item	Zones	Actions
Test	PUBLIC WORKS	Electrical	2025-01-19	N/A	2024-25	0	0	0	

Department: Public Works

Search Item code,Item Total Available: 0

Test  
Test... Read More  
Notes:Test... Read More

Select Zone      

Code	Item	Unit
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Click PDF button to download Schedule of Rate Detail.



After click on verify and show a pop-up message. Then click on Yes, Confirm! Button in the pop-up section.

Then show 

Verified By: Public works On: 19-01-2025 

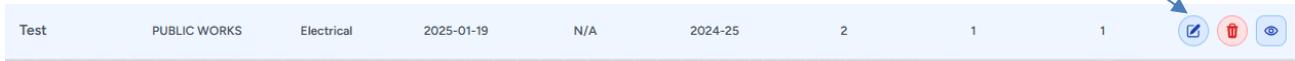
After click on Approve button and show a pop-up message. Then click Yes, Confirm! Button in the pop-up section. Approve permission is only on Higher Authority.

Then show 

Verified By: Public works On: 19-01-2025 Approved By: Public works On: 19-01-2025

## Edit Schedule of Rates

1. Fill in the necessary details to edit the schedule of rates.

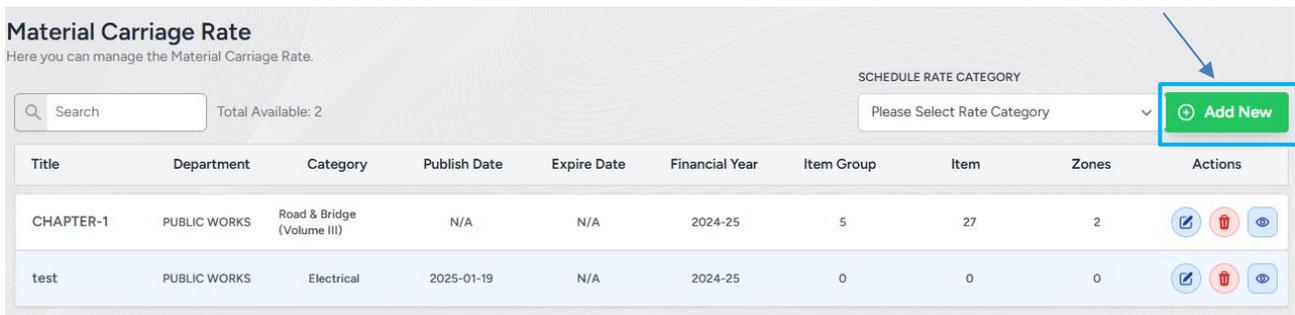


Test	PUBLIC WORKS	Electrical	2025-01-19	N/A	2024-25	2	1	1	  
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Click on edit button. Open a pop-up and modify. After click on UPDATE.

## Material Carriage

This section covers the steps to create, verify, edit, and approve the material carriage.



**Material Carriage Rate**  
Here you can manage the Material Carriage Rate.

Search  Total Available: 2

SCHEDULE RATE CATEGORY: Please Select Rate Category 

**Add New** 

Title	Department	Category	Publish Date	Expire Date	Financial Year	Item Group	Item	Zones	Actions
CHAPTER-1	PUBLIC WORKS	Road & Bridge (Volume III)	N/A	N/A	2024-25	5	27	2	  
test	PUBLIC WORKS	Electrical	2025-01-19	N/A	2024-25	0	0	0	  

Click on Add New button to create New Material Carriage.

## Create Material Carriage

1. Navigate to the Material Carriage module in the system.
2. Fill in the necessary details to create the material carriage.

Create New Material Carriage Rate

TITLE \*  DEPARTMENT \*

SCHEDULE RATE CATEGORY \*  FINANCIAL YEAR \*

PUBLISH DATE

DESCRIPTION \*

Sans Serif Normal B I U  $x_2$   $x^2$  |≡ ≡ ≡  
A

NOTES

Sans Serif Normal B I U  $x_2$   $x^2$  |≡ ≡ ≡  
A

After fill up click on SAVE button. Page is redirect to listing page with a success pop-up message.



Material Rate Created!

Test



### Verify Material Carriage

1. Click on Eye button to verify, approve and also add (new zone, new group, new item).

Title	Department	Category	Publish Date	Expire Date	Financial Year	Item Group	Item	Zones	Actions
Chapter-C	PUBLIC WORKS	Electrical	N/A	N/A	2024-25	14	67	1	  
Chapter-D	PUBLIC WORKS	Electrical	N/A	N/A	2024-25	245	737	1	  
Chapter-E	PUBLIC WORKS	Electrical	N/A	N/A	2024-25	88	432	1	  
Chapter-F	PUBLIC WORKS	Electrical	N/A	N/A	2024-25	29	135	1	  

Title	Department	Category	Publish Date	Expire Date	Financial Year	Item Group	Item	Zones	Actions
Test	PUBLIC WORKS	Electrical	2025-01-19	N/A	2024-25	0	0	0	

Department: Public Works

Search Item code,Item Total Available: 0

Test

Test... Read More

Notes:Test... Read More

Select Zone

Add Zone **VERIFY**

Add Group

Add Item

Code	Item	Unit
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Click on PDF button to download material carriage detail.



After click on verify and show a pop-up message. Then click on Yes, Confirm! Button in the pop-up section.

Then show ↓

Verified By: Public works On: 19-01-2025 **APPROVE**

After click on Approve button and show a pop-up message. Then click Yes, Confirm! Button in the pop-up section. Approve permission is only on Higher Authority.

Then show ↓

Verified By: Public works On: 19-01-2025 **Approved By: Public works On: 19-01-2025**

### Edit Material Carriage

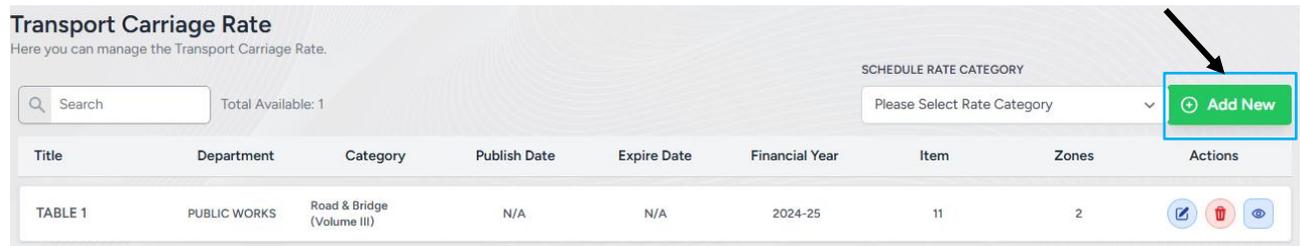
1. Fill in the necessary details to edit The Material Carriage.



Click on edit button. Open a pop-up and modify. After click on UPDATE.

### Transport Carriage

This section covers the steps to create, verify, edit, and approve the transport carriage.



Click on Add New button to create New Transport Carriage.

### Create Transport Carriage

1. Navigate to the Material Carriage module in the system.
2. Fill in the necessary details to create the material carriage.

Create New Transport Rate

**TITLE \***  **DEPARTMENT \***

**SCHEDULE RATE CATEGORY \***  **FINANCIAL YEAR \***

**PUBLISH DATE**

**DESCRIPTION \***

Sans Serif Normal B I U  $x_1$   $x^2$  |≡ ≡ ≡

A

**NOTES**

Sans Serif Normal B I U  $x_1$   $x^2$  |≡ ≡ ≡

A

After fill up click on SAVE button. Page is redirect to listing page with a success pop-up message.



**Transport Rate Created!**

fvhfgb



Verify Transport Carriage

1. Click on Eye button to verify, approve and also add (new zone, new item).

Title	Department	Category	Publish Date	Expire Date	Financial Year	Item Group	Item	Zones	Actions
Chapter-C	PUBLIC WORKS	Electrical	N/A	N/A	2024-25	14	67	1	
Chapter-D	PUBLIC WORKS	Electrical	N/A	N/A	2024-25	245	737	1	
Chapter-E	PUBLIC WORKS	Electrical	N/A	N/A	2024-25	88	432	1	
Chapter-F	PUBLIC WORKS	Electrical	N/A	N/A	2024-25	29	135	1	

Department: Public Works

Search Item code,Item Total Available: 0

fvhfgb  
Ghgh... [Read More](#)  
Notes:Hngth... [Read More](#)

Select Zone Add Zone  
Add Item

VERIFY DOWNLOAD

Code	Item	Unit
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After add item and zone, Add transport distance range

Code	Item	Unit	Bfgcbbh <a href="#">Read More</a>
HJN543654	FGBGF (Scheduled) <a href="#">Read More</a> Notes:TYHYH <a href="#">Read More</a>	MT	Add Distance Range

Click on eye button to show the given distance detail.

HJN543654	FGBGF (Scheduled) <a href="#">Read More</a> Notes:TYHYH <a href="#">Read More</a>	MT	View
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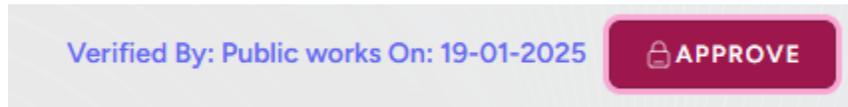
Here also can approved Is Onward Distance Rate by toggle button & Per Unit Distance Rate

Distance Range	Rate	Per unit Distance Rate	Is Onward Distance rate?	Action
0-150 km	50.00			

Add Distance Range

After click on verify and show a pop-up message. Then click on Yes, Confirm! Button in the pop-up section.

Then show ↓



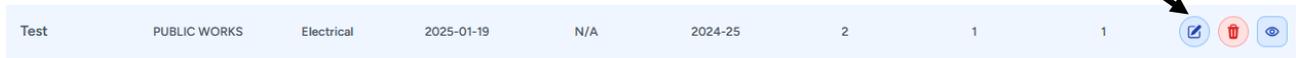
After click on Approve button and show a pop-up message. Then click Yes, Confirm! Button in the pop-up section. Approve permission is only on Higher Authority.

Then show ↓



### Edit Transport Carriage

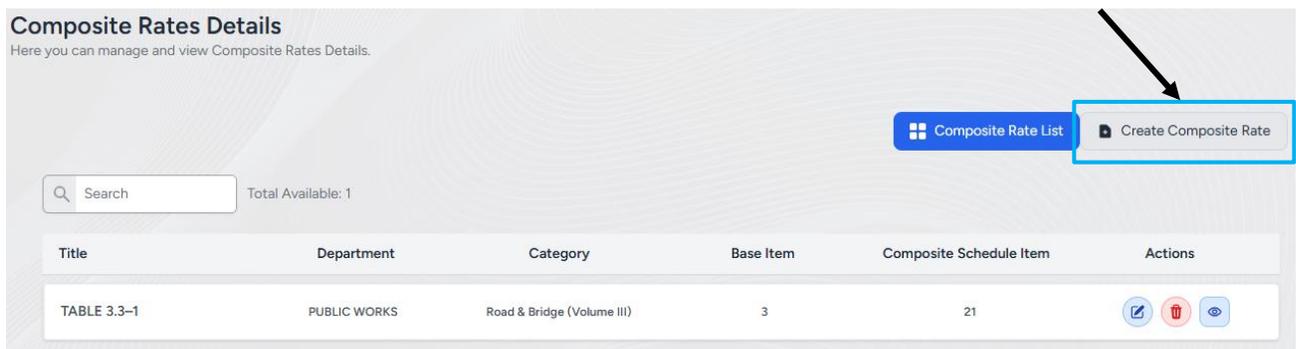
1. Fill in the necessary details to edit The Transport Carriage.



Click on edit button. Open a pop-up and modify. After click on UPDATE.

### Composite Rates Details

This section covers the steps to create, verify, edit, and approve the composite rates details.



Click on Create Composite Rate button to create New Composite Rate.

## Create Composite Rates Details

1. Navigate to the Composite Rates Details module in the system.
2. Fill in the necessary details to create the composite rates details.

**Create Composite Rate**

Composite-Rate-Details    Create-Base-Item    Create-Composed-Item

TITLE \*  
YUGUIYG

DEPARTMENT \*  
PUBLIC WORKS

SCHEDULE RATE CATEGORY \*  
Electrical

DESCRIPTION \*  
Sans Serif    Normal    B I U    X<sub>2</sub> X<sup>2</sup>    [List Icons]    A [Color Icon]    [Undo Icon]    [Redo Icon]

FINANCIAL YEAR \*  
2024-25

PUBLISH DATE \*  
19-Jan-2025

GUYFGI

Next Step

After click on next step button view a new screen.

**Create Composite Rate**

Composite-Rate-Details    Create-Base-Item    Create-Composed-Item

SCHEDULE RATE \*  
Chapter-E

BASE GROUP  
Cutting Channel of size (31mm x 31mm) on RCC plastered ceiling by Electric operated cutting machine incl. s

BASE SCHEDULE ITEM \*  
13 mm dia 3 mm thick polythene pipe without earth continuity wire

UNIT \*  
MT

GROUP NAME \*  
FVDFGVFB

Previous Step    Next Step

After click on next step button view a new screen.

**Create Composite Rate**

Composite-Rate-Details    Create-Base-Item    Create-Composed-Item

SCHEDULE RATE \*  
Chapter-D

ITEM GROUP  
16A

SCHEDULE ITEM \*  
Havells

UNIT \*  
EACH TREE

COMPOSED QUANTITY \*  
[Input Field]

ADD

Previous Step

After click on Add button open a accordion in lower position.

Composed Item	Composed unit	Composed quantity	Action
Havells	EACH TREE	5	

Click on save button to create a new Composite Rate and show a pop-up message.



**Composite Schedule Rate  
Created Successfully!**



### Verify Composite Rates Details

Click on Eye button to view composite item detail.

Title	Department	Category	Base Item	Composite Schedule Item	Actions
TABLE 3.3-1	PUBLIC WORKS	Road & Bridge (Volume III)	3	21	
tyty	PUBLIC WORKS	Electrical	1	1	
YUGUIYG	PUBLIC WORKS	Electrical	1	1	
HGHNGYHN	PUBLIC WORKS	Electrical	1	1	

# UPMS Version 2.0

Department: Public Works

Search Item code, Item Add New

HGHNGYHN  
Hhghn... [Read More](#)

#	Group	Base Item	Composed Item Details	Actions
1	FVDFGVFB	13 mm dia 3 mm thick... <a href="#">Read More</a>	<a href="#">View</a> <a href="#">Add new item</a>	<a href="#">Edit</a> <a href="#">Delete</a>

Click on add new button, then open a modal to create new base item and next step create composed item.

Department: Public Works

Search Item code, Item Add New

HGHNGYHN  
Hhghn... [Read More](#)

#	Group	Base Item	Composed Item Details	Actions
1	FVDFGVFB	13 mm dia 3 mm thick... <a href="#">Read More</a>	<a href="#">View</a> <a href="#">Add new item</a>	<a href="#">Edit</a> <a href="#">Delete</a>

Click on view (eye-icon) to show composite item detail.

**Composed Item Details**

Composed Item	Unit	Quantity	Actions
Standard <a href="#">Read More</a>	M	10.0000	<a href="#">Edit</a> <a href="#">Delete</a>

[Add new item](#)

And click on Add new item button, then open a modal to Create New Composite Item.

## Edit Composite Rates Details

1. Fill in the necessary details to edit The Composite Rates Details.

Title	Department	Category	Base Item	Composite Schedule Item	Actions
TABLE 3.3-1	PUBLIC WORKS	Road & Bridge (Volume III)	3	21	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View</a>
tyty	PUBLIC WORKS	Electrical	1	1	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View</a>
YUGUIYG	PUBLIC WORKS	Electrical	1	1	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View</a>
HGHNGYHN	PUBLIC WORKS	Electrical	1	1	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View</a>

Click on edit button. Open a pop-up and Update Composite Rate. After click on Update Button.