



**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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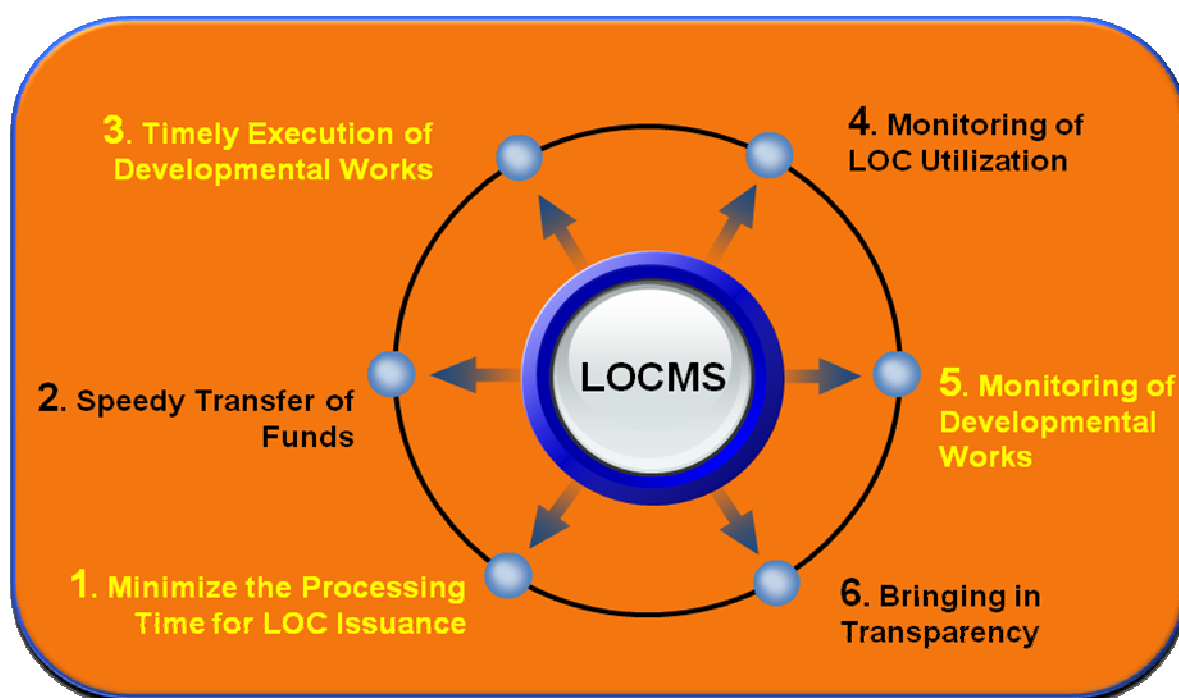
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**Expected Benefits of LOCMS**

## Chapter – 1

### Introduction

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#### 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.

## Letter of Credit Monitoring 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**

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### **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](http://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)**”.

The screenshot shows the homepage of the Finance Department, Government of West Bengal. The header includes the department name and logo, and the date/time: Monday, May 13 2013, 11:58:16 PM. A navigation menu lists: Home, About Us, Annual Report, Circulars & Memos, Acts & Ordinance, Budget, E-Governance, Tender, FAQ, Contact Us. The main content area is divided into three columns: MENU, WHAT'S CURRENT, and IN FOCUS. The MENU column lists various services like Directorate, Finance Group Jurisdiction, etc. The WHAT'S CURRENT column features news items such as 'Training Schedule of Letter of Credit (LOC) Monitoring System' and 'Notification regarding treatment at Tata Memorial hospital, Mumbai'. The IN FOCUS column highlights 'JUSTICE SHYAMAL KUMAR SEN COMMISSION OF ENQUIRY' and 'WFTS' (Workflow based File Tracking System). A red box with an arrow points to the 'LOC (Letter of Credit) Monitoring System' link in the IN FOCUS section.

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.

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, 2:22:36 PM

Welcome Chief Engineer, Public Works (Construction Board) Directorate

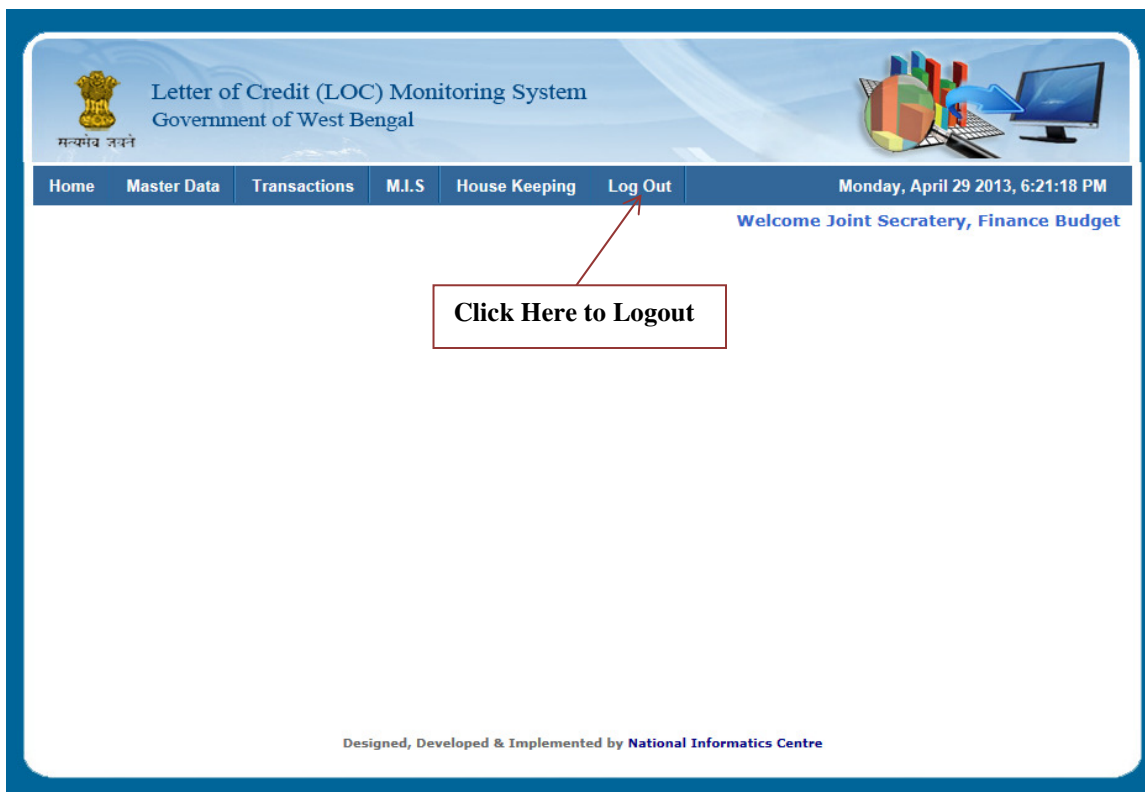
Work Type	Authorization Received (Rs.)	LOC Issued (Rs.)	Balance (Rs.)
Project Based	0	0	0
Work Charged	25,00,000	0	25,00,000
Maintenance	0	0	0

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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**

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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 Secretary, 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**”.

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

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**”.

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, 3:41:10 PM  
Welcome Joint Secretary, 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**

Dept Name	LOC Issuing Office	Circle / Middle-Tier Office Name	User ID	Edit
Public Works (Roads)	Public Works(Roads) Directorate	South Bengal	PR03010019	<a href="#">Edit</a>

Print As :

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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.

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, 3:02:02 PM  
Welcome Joint Secretary, Finance Budget

**Requesting Division / LOC Execution Office**

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

Print As : PDF

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 <a href="#">Send SMS</a>	<a href="#">Edit</a>
Public Works Directorate	Jangalmahal1	jangal Division	j	j	PW02030118	4343434343 <a href="#">Send SMS</a>	<a href="#">Edit</a>
	Jangalmahal1	sdfdf	sdfsdf	fsdfsdfsd	PW02030218	5454354555 <a href="#">Send SMS</a>	<a href="#">Edit</a>
	North Bengal	Darjeeling.	Darjeeling.	UBI, Darjeeling.	PW02010418	1111111112 <a href="#">Resend SMS</a>	<a href="#">Edit</a>
	North Bengal	div2	werw gf	cvzcx	PW02010518	2222222222 <a href="#">Send SMS</a>	<a href="#">Edit</a>
	Purulia	purulia division	p	p	PW02040418	3333333333 <a href="#">Send SMS</a>	<a href="#">Edit</a>
Public Works(Roads) Directorate	PR roads	PR div	sdfs s	sdfsdf	PR03010118	<a href="#">Send SMS</a>	<a href="#">Edit</a>

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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**”.

The screenshot displays the 'DESIGNATION MASTER' page. At the top, there is a navigation bar with tabs: Home, Master Data, Transactions, M.I.S, House Keeping, and Log Out. The date and time are shown as Tuesday, April 30 2013, 3:59:44 PM. Below the navigation bar, there is a 'DESIGNATION MASTER' section with an 'Enter Designation' text box and 'Save' and 'Cancel' buttons. A red circle highlights the 'Save' button with the text 'Click Here'. To the right of the 'Save' button, there is a 'Print As' button with a PDF icon. Below the form, there is a table with the following data:

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 Secretary	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.

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 Secretary	FA00000017	Enabled
Finance Budget	Writers' Buildings, Kolkata - 700001	Principal Secretary	FA00000022	Enabled
Finance Budget	Writers' Buildings, Kolkata - 700001	Secretary	FA00000002	Enabled

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.

**LOC Issuing Officer**

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

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 <a href="#">Resend SMS</a>	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 <a href="#">Resend SMS</a>	FR16000007	Enabled
Public Works Directorate	Writers' Buildings, Kolkata - 700001	Chief Engineer-I Mobile No. : 4343111111 <a href="#">Send SMS</a>	PW02000003	Enabled
Public Works Directorate	Writers' Buildings, Kolkata - 700001	Chief Engineer-II Mobile No. : 6678678678 <a href="#">Send SMS</a>	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 <a href="#">Send SMS</a>	PW02000010	Enabled
Public Works(Roads) Directorate	Writers' Buildings, Kolkata - 700001	Chief Engineer-I Mobile No. : 3232132132 <a href="#">Send SMS</a>	PR03000003	Enabled

Print As :

Designed, Developed & Implemented by **National Informatics Centre**

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**.

**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	PW-25-2059-01-053- 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
Head of Acct. :NP-001-11-00-V Earmark : G.O. No. : U.O./Authorization No. :,			

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** (pointing to Submit button)

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 vnbvbnnyert etetertr 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 : aaaaaaaaa 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 vvvvvvvv 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 Secretary, 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

Designed, Developed & Implemented by National Informatics Centre

**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

Click Here

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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



Home | Master Data | Transactions | M.I.S | House Keeping | Log Out
Monday, May 13 2013, 3:28:24 PM

Welcome Joint Secretary, Finance Budget

---

### Generate LOC Authorization

Financial Year:

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	<a href="#">Print</a>	<a href="#">View Attach</a>
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	<a href="#">Print</a>	<a href="#">Attach</a>
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	<a href="#">Print</a>	<a href="#">Attach</a>
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	<a href="#">Print</a>	<a href="#">Attach</a>
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	<a href="#">Print</a>	<a href="#">Attach</a>
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	<a href="#">Print</a>	<a href="#">Attach</a>
2013-2014/02/0003	Officer :Chief Engineer-I Office Name :Public Works Directorate	Project Based	sd23 24/04/2013	30/04/2013	45,000	<a href="#">Print</a>	<a href="#">Attach</a>
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	<a href="#">Print</a>	<a href="#">Attach</a>

Click Here

# Letter of Credit Monitoring System

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

**MEMORANDUM**

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		

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 debitible to the relevant heads and (iii) present authorization is valid for the period up to 30/04/2013

**Copy forwarded to**  
Chief Engineer-I of Public Works Directorate, Writers' Buildings, Kolkata - 700001

**Copy forwarded for information and necessary action to**

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, asax xcxcxc
4. Guard File

Buttons: Save, Print, Cancel

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	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.

The screenshot displays the Letter of Credit Monitoring System interface for the Government of West Bengal. The header includes the system name, logo, and navigation menu (Home, Master Data, Transactions, M.I.S, House Keeping, Log Out). The date and time are shown as Thursday, May 02, 2013, 3:21:07 PM. A welcome message for the Joint Secretary, Finance Budget, is displayed.

The main section is titled "Generate LOC Authorization" and contains a table of LOCs. A pop-up window titled "Attach Document" is open, showing the "Select Document" field with the file path "C:\Users\test\Desktop\RIDF\RIDF(Pm)\_MonthWiseReport\_12\_03\_2013.pdf" and a "Browse" button. The "Submit" and "Exit" buttons are also visible. A red circle with the text "Click Here" points to the "Browse" button.

Request Id	Request Date	Office Name	Project Name	Project Start Date	Project End Date	Amount	Print	Attach
2013-2014/01/0001	03/04/2013	Public Works Directorate (Electrical)	Project Based	03/04/2013	23/04/2013	25,00,000	Print	Attach
2013-2014/02/0001	18/04/2013	Chief Engineer-I Public Works Directorate	Project Based	dfs sf 18/04/2013	23/04/2013	45,000	Print	Attach
2013-2014/01/0002	04/04/2013	Chief Engineering Adviser Public Works Directorate (Electrical)	Project Based	fg4 04/04/2013	24/04/2013	7,00,000	Print	Attach
2013-2014/02/0003	24/04/2013	Chief Engineer-I Public Works Directorate	Project Based	sd23 24/04/2013	30/04/2013	45,000	Print	Attach
2013-2014/02/0005	24/04/2013	Chief Engineer-I Public Works Directorate	Project Based	sdF3443 24/04/2013	30/04/2013	5,50,000	Print	Attach

Click Here

Click Here



**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.



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, 1:21:30 PM

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

### Request for LOC (Allocation Based)

---

**Financial Year**

**LOC Issuing Office**

**Requesting Officer**

**Circle / Middle-Tier Office**

**Requesting Division / LOC Execution Office**

**Select Work Type**  Project Based  Work-Charged  Maintenance

**Administrative Department**

**Select Project Name**

Demand	Major	Submajor	Minor	Plan	Scheme	Detail	Subdetail	Voted	Budget (Rs.)	Balance (Rs.)
--Select--									0	0

**Administrative Approval Details of Project :**

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

**Office Information :**

<b>Financial Sanction No.</b>	<input type="text"/>	<b>Financial Sanction Date</b>	<input type="text"/>
<b>Sanctioned Amount (Rs.)</b>	<input type="text" value="0"/>	<b>Physical Progress so far in (%)</b>	<input type="text" value="0"/>
<b>Fund Received Upto (Rs.)</b>	<input type="text" value="0"/>	<b>Expenditure so far (Rs.)</b>	<input type="text" value="0"/>


**Request Amount (Rs.)**

**Remarks If Any**

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

[Print As :](#)

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



**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

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	<input checked="" type="checkbox"/>

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

Send Selected Request(s)

Print As :

Designed, Developed & Implemented by National Informatics Centre

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, it features the Government of West Bengal logo and the system title. A navigation menu includes 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. The user is identified as Executive Engineer, Darjeeling., North Bengal, Public Works Directorate.

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 visible in the pop-up. A red circle highlights the "Browse" button with the text "Click Here".

Below the pop-up, a table displays 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, it shows "Total Amount of Selected Projects (Rs.): 0" and a "Send Selected Request(s)" button. 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**

**LOC Issuing Office**

**Requesting Officer**

**Circle/Middle-Tier Office**

**Requesting Division/LOC Execution Office**

**Select Project Name**

<b>New Project</b>
aaaaaaaa circle
dfdfdf cvcvv
.....

---

**Select Head of Account**

Major	Submajor	Minor	Scheme	Detail
--Select--				

---

**Select Type of Entry**  Fresh  Revalidation

**Project Cost (Rs.)**

**Select Payment Mode**  Cheque  Bank Draft

**Issuing Authority**

**Cheque / Draft No.**  **Cheque / Draft Date**

**Cheque / Draft Amount (Rs.)**


**Deposit Challan No.**  **Deposit Challan Date**

**Request Amount (Rs.)**

**Remarks If Any**

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

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

Print As : 

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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**

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	<input checked="" type="checkbox"/>

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

Send Selected Request(s)

Print As :

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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 (LOC) Monitoring System interface for the Government of West Bengal. The system is accessed by an Executive Engineer in Darjeeling, North Bengal, Public Works Directorate, on Wednesday, May 08, 2013, at 4:21:35 PM. The user is currently viewing the 'Send Request To Circle / Middle-Tier Office Or LOC Issuing Office (Deposit Work)' section.

An 'Attach Document' pop-up window is open, showing the following details:

- 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

The pop-up window includes 'Submit' and 'Exit' buttons. Below the pop-up, a table shows the project cost:

Project Cost (Rs.)				
: 0				

The total amount of selected projects is 0. A 'Send Selected Request(s)' button is available at the bottom right of the interface.

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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: --Select-- LOC No.: --Select--  
 Spent Amount (Rs.):

Submit Cancel

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

Print As :

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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Click Here

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

**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.

Cheque Date	Cheque No	Drawn on Bank	Cheque Amount	Encashment Date	Click to
12/04/2013	784415	fdgdfsg	24343	24/04/2013	<a href="#">Update</a>
12/04/2013	600044	fdgdfsg	24343		<a href="#">Update</a>
12/04/2013	700001	fdgdfsg	24343		<a href="#">Update</a>
04/05/2013	dfgdfg	gsdsfsf	5000000		<a href="#">Update</a>

Print As :

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**Click Here**

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 vvvvvvvv 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 :

Designed, Developed & Implemented by National Informatics Centre

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.

Cheque Date	Cheque No	Drawn on Bank	Cheque Amount	Encashment Date	Click to
19/04/2013	435542	hjjgdffhgj	6543654363	19/04/2013	<a href="#">Update</a>
19/04/2013	345678	fhgfgdghgfdh	5765756	25/04/2013	<a href="#">Update</a>
08/05/2013	869715	SBI	500000	11/05/2013	<a href="#">Update</a>

Print As :

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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  <b>Revise Amt.</b>	<b>View Docs</b> <b>Reject Request</b>	<input checked="" type="checkbox"/>

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

**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 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 logo, a navigation menu (Home, Master Data, Transactions, M.I.S, House Keeping, Log Out), and the current date and time (Wednesday, May 08 2013, 5:27:50 PM). A welcome message for the Project Director, North Bengal, Public Works Directorate is shown.

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

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

A "Submit" button is located below the form. Below the form is a table with the following columns:

U.O. No.	:	:	
Project Cost (Rs.)	:	0	
Amt. Put to Tender (Rs.)	:	0	<a href="#">Revise Amt.</a>
Tendered Amt. (Rs.)	:	0	<a href="#">Reject Request</a>
Commencement Date	:	:	
Scheduled Com. Date	:	:	
Expected Com. Date	:	:	

Below the table, the "Total Amount of Selected Projects (Rs.):" is displayed as 0. A "Send Selected Request(s)" button is located at the bottom right. A red circle highlights the "Click Here" text, and a red arrow points from this circle to the "Reject Request" link in the table.

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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.

The screenshot displays the Letter of Credit (LOC) Monitoring System interface for the Government of West Bengal. The header includes the system name and logo. A navigation menu contains links for Home, Master Data, Transactions, M.I.S, House Keeping, and Log Out. The current date and time are Wednesday, May 08 2013, 5:12:34 PM. A welcome message is shown for the Project Director, North Bengal, Public Works Directorate.

The main content area is titled "Send Request to LOC Issuing Office (Allocation Based)". A modal dialog box titled "Change Amount/Reject Request" is open, showing details for Request Id. 2013-2014/0204/0018, Request Date 07/05/2013, and a Revised Amount of 65000. A "Submit" button is visible in the dialog.

Below the dialog, a table lists project details. The "Revise Amt." link is highlighted with a red circle and an arrow pointing to it, with the text "Click Here" written below the circle.

U.O. No.	:	:		
Project Cost (Rs.)	:	0		
Amt. Put to Tender (Rs.)	:	0	<a href="#">Revise Amt.</a>	<a href="#">Reject Request</a>
Tendered Amt. (Rs.)	:	0		
Commencement Date	:			
Scheduled Com. Date	:			
Expected Com. Date	:			

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

[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**

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

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

Send Selected Request(s)

Print As : PDF

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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.

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, 4:29:37 PM

Welcome Project Director, North Bengal, Public Works Directorate

Change Amount/Reject Request

Request Id. : 2013-2014/0204/0009  
Request Date : 07/05/2013  
Revised Amount : 120000  
Remarks

Submit

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

Revise Amt. Reject Request

Total Amount of Selected Projects (Rs.): 0

Send Selected Request(s)

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.

The screenshot displays the Letter of Credit (LOC) Monitoring System interface for the Government of West Bengal. The header includes the system name and logo. A navigation menu contains links for Home, Master Data, Transactions, M.I.S, House Keeping, and Log Out. The date and time are shown as Monday, May 13, 2013, 4:34:48 PM. A welcome message is displayed for the Project Director, North Bengal, Public Works Directorate.

A modal dialog box titled "Change Amount/Reject Request" is open, showing details for a request with ID 2013-2014/0204/0009, dated 07/05/2013. It includes a text area for "Remarks" and a "Submit" button.

Below the dialog, a table lists project details. The "Reject Request" link is highlighted in red. The total amount of selected projects is shown as Rs. 1,20,000. A "Send Selected Request(s)" button is located at the bottom right of the table area.

Request Id.	: 2013-2014/0204/0009		
Request Date	: 07/05/2013		
Remarks			
Project Name	: test data deposit vbnvnbvbnv nnnnnnnnnn	Revise Amt.	<b>Reject Request</b>
Head of Account	: 8782-00-102-001-20		
Project Cost (Rs.)	: 0		

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

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 (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**

**LOC Issuing Office**

**Circle / Middle-Tier Office**

**Division / LOC Execution Office**

**LOC Issued To**

**Select Work Type**  **Work-Charged**    **Maintenance**

**Administrative Department**

**Select Project Name**

**Enter New Project Name**

**Head of Account Related with the Project**

Demand	Major	Submajor	Minor	Plan	Scheme	Detail	Subdetail	Voted	Budget (Rs.)	Balance (Rs.)
<input type="text" value="25"/>	<input type="text" value="2052"/>	<input type="text" value="00"/>	<input type="text" value="090"/>	<input type="text" value="NP"/>	<input type="text" value="013"/>	<input type="text" value="11"/>	<input type="text" value="00"/>	<input type="text" value="V"/>	2,50,000	2,50,000

**Scheme Description :** Public Works Department


**Select LOC ID**

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

**Select Authorization ID**

**Enter LOC Amount (Rs.)**

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

Print As : 

Issued Details	LOC Amount (Rs.)	Click Here To
<b>LOC ID &amp; Dt.</b> :fgd443422xxxxxxxx5, 26/04/2013 <b>Circle / Middle-Tier Office</b> : North Bengal <b>Division / LOC Execution Office</b> : Darjeeling. <b>Officer</b> : Executive Engineer <b>Project</b> : test <b>Head of Acct.</b> : PW-25-2059-01-053-NP-001-11-00-V	12000	<a href="#">Edit</a> <a href="#">Delete</a>

Click Here

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.

The screenshot shows the 'Generate LOC (Allocation)' page. At the top, there is a header with the Government of West Bengal logo and the text 'Letter of Credit (LOC) Monitoring System'. Below this is a navigation menu with options: Home, Master Data, Transactions, M.I.S, House Keeping, Log Out. The current date and time are displayed as 'Monday, May 06 2013, 5:48:57 PM'. A welcome message reads 'Welcome Chief Engineer-I, Public Works Directorate'. The main section is titled 'Generate LOC (Allocation)' and includes a dropdown menu for 'Financial Year' set to '2013-2014'. Below this is a table with the following columns: 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, and Attach / View Generated LOC. The table contains five rows of data. The third row has a 'Generate' button, and the fourth and fifth rows have 'Generate' buttons. The first, second, and fourth rows have 'Print' buttons. The second, third, and fifth rows have 'Attach' buttons. At the bottom of the page, it says 'Designed, Developed & Implemented by National Informatics Centre'.

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
xxxxc2222112223355 Dated : 09/05/2013	North Bengal	Darjeeling.	Work-Charged	40,000	2013-2014/02/0009	31/05/2013	Print	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.



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 and logo, navigation tabs (Home, Master Data, Transactions, M.I.S, House Keeping, Log Out), and the current date and time (Monday, May 06 2013, 6:03:01 PM). A welcome message for the Chief Engineer-I, Public Works Directorate, is shown. The main content area is titled 'Generate LOC (Allocation)'. A table lists various LOC entries with columns for 'LOC Id.', 'LOC Date', and 'Attached Document'. A pop-up window titled 'Attach Document' is overlaid on the table, showing details for a specific LOC (2013-2014/02/03/027) and a 'Select Document' field with a file path and a 'Browse' button. Below the file path are 'Submit' and 'Exit' buttons. A red arrow points from the 'Submit' button to a 'Click Here' label in a red oval below the screenshot. The footer of the interface states 'Designed, Developed & Implemented by National Informatics Centre'.

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 : PDF

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	<input checked="" type="checkbox"/>

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 : PDF

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	<input checked="" type="checkbox"/>

Submit

Designed, Developed & Implemented by National Informatics Centre

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.

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.

The screenshot displays the Letter of Credit (LOC) Monitoring System interface for the Government of West Bengal. The system is titled "Letter of Credit (LOC) Monitoring System" and "Government of West Bengal". The user is identified as "Chief Engineer-I, Public Works Directorate" and the date is "Tuesday, May 07 2013, 6:30:12 PM".

The main menu includes: Home, Master Data, Transactions, M.I.S, House Keeping, Log Out.

The current page is titled "Generate Request-based LOC (Allocation)". A pop-up window titled "Attach Document" is open, showing the following details:

- 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
- Buttons: Submit, Exit, Browse
- Attached Document : Not Attached

A red circle highlights the "Browse" button with the text "Click Here".

The background table shows a list of LOCs with columns for LOC Id., Location, Project Type, Amount, Dates, and Actions (Generate, Attach, Print).

LOC Id.	Location	Project Type	Amount	Start Date	End Date	Actions
2013-2014/02/03/025	North Bengal	Darjeeling. Project Based	3,000	2013-2014/02/0013	31/05/2013	Generate Attach
2013-2014/02/03/026	North Bengal	Darjeeling. Project Based	1,500	2013-2014/02/0013	31/05/2013	Generate Attach
2013-2014/02/03/029	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	<input checked="" type="checkbox"/>

Designed, Developed & Implemented by National Informatics Centre

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.

The screenshot displays the 'Revalidation Request-based LOC (Deposit Work)' interface. At the top, there is a navigation menu with options: Home, Master Data, Transactions, M.I.S, House Keeping, and Log Out. The date and time are shown as Wednesday, May 08 2013, 10:35:24 AM. Below the menu, a welcome message reads 'Welcome Chief Engineer-I, Public Works Directorate'. The main heading is 'Revalidation Request-based LOC (Deposit Work)'. The form includes the following fields:

- 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

The total selected LOC amount is Rs. 400000. A 'Print As' button is visible. Below the form is a table with the following columns: Request Details, Request Amount (Rs.), Amount Revised from Circle (Rs.), Pending Amount (Rs.), LOC Amount (Rs.), and Select Request.

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 dfdd dg'hjfhjgfhfg	580000	580000	440000	400000	<input checked="" type="checkbox"/>

A 'Submit' button is located at the bottom right of the table, with a red arrow pointing to it from a callout box that says 'Click Here'.

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.

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.

The screenshot displays the Letter of Credit (LOC) Monitoring System interface for the Government of West Bengal. The header includes the state emblem and the text "Letter of Credit (LOC) Monitoring System Government of West Bengal". The navigation menu contains "Home", "Master Data", "Transactions", "M.I.S", "House Keeping", and "Log Out". The current date and time are "Wednesday, May 08 2013, 11:52:52 AM". A welcome message reads "Welcome Chief Engineer-I, Public Works Directorate".

The main section is titled "Generate Request-based LOC (Deposit Work)". A table lists LOC entries with columns for "LOC Id.", "LOC Date", "Attached Document", and "Not Attached". A pop-up window titled "Attach Document" is overlaid on the table, showing the "Select Document" field with the file path "C:\Users\test\Desktop\Yearly Loan Calendar\Yearly\_Loan\_Calendar2014-2015.pdf" and a "Browse" button. The "Submit" and "Exit" buttons are also visible. A red circle with the text "Click Here" points to the "Attach" button in the table row corresponding to the selected document.

LOC Id.	LOC Date	Attached Document	Not Attached
aaaaaaaa11111111 .	30/04/2013		
sd335/yt67/88 .	03/05/2013		

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## **Chapter – 6**

### **M.I.S**

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#### **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.

**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**

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	Sanct. 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.)	: <b>100000</b>	
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 “**HAacct. 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.

The screenshot shows the 'Letter of Credit (LOC) Monitoring System' interface for the Government of West Bengal. The page title is 'Head of Account wise Figures'. The search form includes the following fields:

- 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

Below the search form, there are dropdown menus for Demand (05), Major (2236), Submajor (02), Minor (101), Plan (NP), Scheme (002), Detail (01), Subdetail (01), and Voted (V). There are 'Submit' and 'Cancel' buttons. A 'Print As' icon is also visible.

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
<b>Total:</b>	<b>2345000</b>	<b>403200</b>	<b>197900</b>	<b>7900</b>

At the bottom of the page, it says 'Designed, Developed & Implemented by National Inf'. A red circle highlights the 'Submit' button with the text 'Click Here'.

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 PDF

**\* 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
<b>Total</b>				<b>410900</b>	<b>69400</b>

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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 Summary 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
<b>Total</b>		<b>30721500</b>	<b>416123</b>	<b>30305377</b>	<b>2714744</b>	<b>2036058</b>

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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

Home Master Data Transactions M.I.S House Keeping Log Out Monday, May 13 2013, 2:27:42 PM  
Welcome Joint Secretary, 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
<b>Total</b>		<b>1140000</b>	<b>557000</b>	<b>583000</b>

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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.

The screenshot displays the 'Letter of Credit (LOC) Monitoring System' interface for the Government of West Bengal. The page title is 'LOC Authorization Issued by F.D. (Allocation Based)'. It includes a navigation menu with options like Home, Master Data, Transactions, M.I.S, House Keeping, and Log Out. The current date and time are Wednesday, May 08 2013, 3:49:30 PM. The page shows a list of LOC Authorizations with columns for Authorization Id, LOC Issuing Office, Officer, Work Type, Memo No. & Date, Amount (Rs.), Valid Upto, and Attached LOC Authorization. A callout bubble with the text 'Click Here To Download' points to a download icon in the 'Attached LOC Authorization' column for the entry with Authorization Id 2013-2014/02/0004.

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	Not Available

Total Authorization Amount is Rs. 64,54,000

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.

**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**

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	Phy. Progrs.(Rs.)	: 0.00	
Earmark	:	Req. Amt. (Rs.)	: <b>100000</b>	
G.O. No.	: , 01/01/1900	Remarks	:	
U.O./Auth. No.	: , 01/01/1900			
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



Home
Master Data
Transactions
M.I.S
House Keeping
Log Out
Wednesday, May 08 2013, 4:23:12 PM

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

### View Issued LOC (Allocation Based)

Financial Year:

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
jhghgh4445566997 . 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.

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, 4:32:09 PM  
Welcome Executive Engineer, Darjeeling., North Bengal, Public Works Directorate

**View Issued LOC (Deposit Work)**

Financial Year 2013-2014

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.

The screenshot shows the web interface for the Letter of Credit Monitoring System. The header includes the Government of West Bengal logo and the text 'Letter of Credit (LOC) Monitoring System Government of West Bengal'. The navigation menu contains 'Home', 'Master Data', 'Transactions', 'M.I.S', 'House Keeping', and 'Log Out'. The current date and time are 'Wednesday, May 08 2013, 4:36:13 PM'. The user is identified as 'Welcome Executive Engineer, Darjeeling., North Bengal, Public Works Directorate'.

The main content area is titled 'Division / LOC Execution Office wise Project Report (Allocation Based)'. It features a form with the following fields:

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

There is a 'Print As' button with a PDF icon. Below the form, the text '\* Amounts in Rs.' is displayed. A table shows the project data:

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
<b>Total</b>				<b>410900</b>	<b>69400</b>

At the bottom of the page, it says 'Designed, Developed & Implemented by National Informatics Centre'.

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.

**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 : PDF

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.

**6.3.4 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 PDF

**\* Amounts in Rs.**

SI 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
<b>Total</b>				<b>410900</b>	<b>69400</b>

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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.


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, 5:48:22 PM

Welcome Chief Engineer-I, 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: --Select--  
Work Type:  All  Project Based  Work-Charged  Maintenance  
Request Status: LOC Prepared at Issuing Office

Print As : 

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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.

The screenshot shows the 'Request Status' page of the Letter of Credit Monitoring System. The page header includes the Government of West Bengal logo and the system name. A navigation menu at the top contains 'Home', 'Master Data', 'Transactions', 'M.I.S', 'House Keeping', and 'Log Out'. The current date and time are 'Wednesday, May 08 2013, 5:05:07 PM'. A welcome message reads 'Welcome Chief Engineer-I, Public Works Directorate'.

The 'Request Status' section contains a form with the following fields:

- 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

Buttons for 'Submit' and 'Cancel' are located below the form. A red circle highlights the 'Submit' button with the text 'Click Here' and an arrow pointing to it.

Summary statistics are displayed below the form:

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

A 'Print As' button with a PDF icon is located to the right of the summary statistics.

The main data is presented in a table with three columns: Project Details, Cost / Expenditure, and Request Status.

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

At the bottom of the page, it states 'Designed, Developed & Implemented by National Informatics Centre'.

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.

The screenshot shows the following interface elements:

- Header:** Letter of Credit (LOC) Monitoring System, Government of West Bengal. Includes the state emblem and the motto 'सत्यमेव जयते'.
- Navigation Menu:** Home, Master Data, Transactions, M.I.S, House Keeping, Log Out.
- Page Info:** Wednesday, May 08 2013, 5:13:08 PM. Welcome Chief Engineer-I, Public Works Directorate.
- Section Title:** Division / LOC Execution Office wise Project Report (Allocation Based)
- Filters:**
  - Financial Year: 2013-2014
  - LOC Issuing Office: Public Works Directorate
  - Circle / Middle-Tier Office: North Bengal
  - Division / LOC Execution Office: Darjeeling
- Table:**

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
<b>Total</b>				<b>410900</b>	<b>69400</b>
- Additional Info:** \* Amounts in Rs. and a 'Print As' button with a PDF icon.
- Footer:** Designed, Developed & Implemented by National Informatics Centre

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 PDF  
\* 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
<b>Total</b>		<b>30721500</b>	<b>416123</b>	<b>30305377</b>	<b>2714744</b>	<b>2036058</b>

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

## Chapter – 7 House Keeping

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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**

All 
  LOC Issuing Officer 
  LOC Authorization Users 
  Other Users

LOC Issuing Office:

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 Secretary	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 Secretary	FA00000022	Enabled	Reset
	LOC Issuing Office : Finance Budget Circle / Middle-Tier Office : N/A			

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

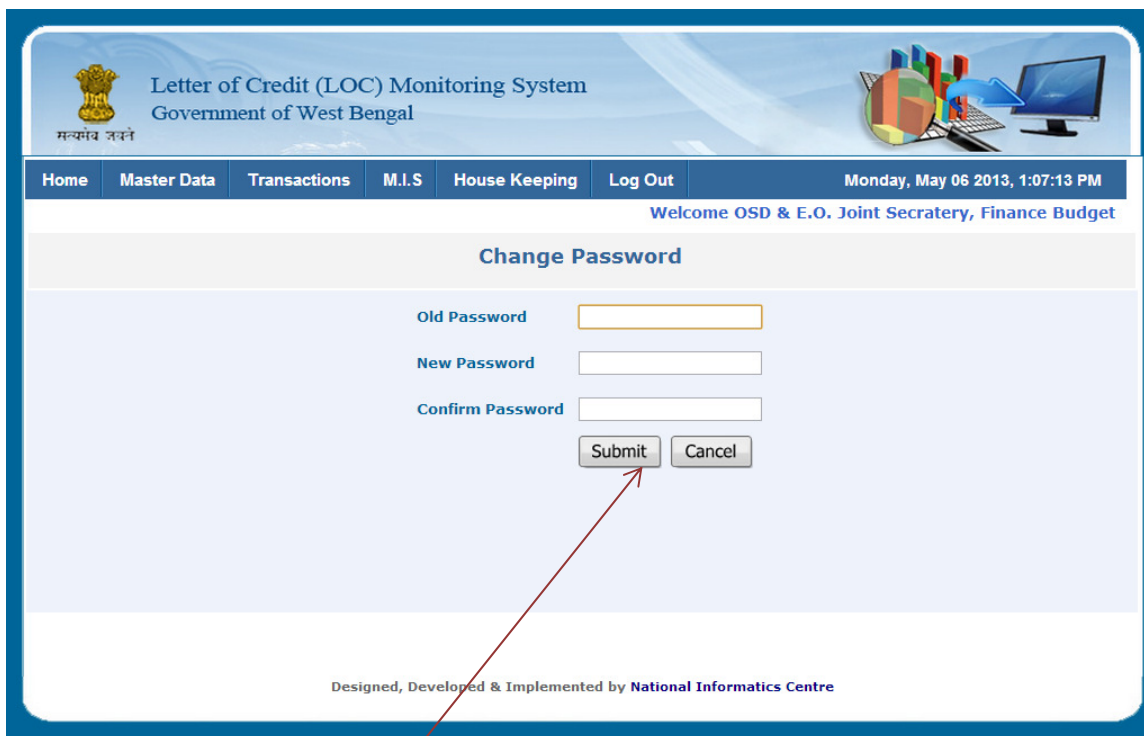
## 7.2 HOW TO COMPLETE YOUR PROFILE

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 'Officers Profile Entry' page of the Letter of Credit (LOC) Monitoring System. The page header includes the Government of West Bengal logo and the text 'Letter of Credit (LOC) Monitoring System Government of West Bengal'. The navigation menu contains 'Home', 'Master Data', 'Transactions', 'M.I.S', 'House Keeping', and 'Log Out'. The current date and time are 'Monday, May 06 2013, 1:00:35 PM'. The user is identified as 'Welcome OSD & E.O. Joint Secratery, Finance Budget'. The 'Officers Profile Entry' section contains two input fields: 'Contact No.' with the value '22544022' and 'Email ID'. A red asterisk indicates that both fields are required. Below the fields are 'Save' and 'Cancel' buttons. A red oval with an arrow points to the 'Save' button, with the text 'Click Here' inside the oval. The footer of the page 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 'Change Password' page within the Letter of Credit (LOC) Monitoring System. The page header includes the Government of West Bengal logo and the text 'Letter of Credit (LOC) Monitoring System Government of West Bengal'. The navigation menu contains 'Home', 'Master Data', 'Transactions', 'M.I.S', 'House Keeping', and 'Log Out'. The current date and time are 'Monday, May 06 2013, 1:07:13 PM', and the user is identified as 'Welcome OSD & E.O. Joint Secratery, Finance Budget'. 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.

**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

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	

## Chapter – 8 Troubleshooting

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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  
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