

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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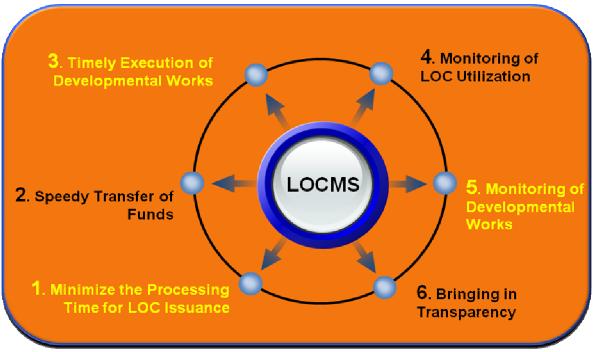
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Expected Benefits of LOCMS



Chapter – 1

Introduction

1.1 OVERVIEW

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

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

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

Existing System

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

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

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

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

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

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



Proposed System:

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

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

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

(b) For Maintenance Works: Based on the proposal received from the LOC Executing Officers, the LOC Issuing Authorities shall on-line through 'LOCMS' issue LOC to the concerned LOC Executing Officers for normal maintenance works/Non-Plan Works including work-charged establishment for appropriate required amount, subject to overall authorization of the Finance Department in this respect.

3. Role of the LOC Executing Officer: (a) For Projects/Plan related works: LOC Executing Officers' shall upload the proposal request on-line through 'LOCMS' for issuing the LOC by filling up the required data in the prescribed format. They may also upload the relevant supporting document through scan.

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

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

There will be separate system for 'Deposit Works'.

For 'Deposit Works':

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



'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 online 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 (<u>http://www.wbfin.nic.in</u>). 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**
 - \checkmark Accessible to authorized users only.
 - ✓ Highly secured database.
- User Friendliness
 - ✓ User-friendly design.



Chapter – 2 Hardware and Software Requirement

Hardware

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

Software

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



Chapter – 3 Getting Started

3.1 HOW TO OPEN THE SOFTWARE

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

117643/	FINANCE DEPARTMENT GOVERNMENT OF WEST BENGAL	Monday, May 13 2013,11:58:16 PM
Home About Us Annual Re	eport Circulars & Memos Acts & Ordinance Budget E-Governance	Tender FAQ Contact Us
Welcome To Finance Departme	ent, West Bengal	
MENU	WHAT'S CURRENT	IN FOCUS
Directorate Finance Group Jurisdiction The Right to Information Report & Publication	Training Schedule of Letter of Credit (LOC) Monitoring System Training Program on new LOC system will be held at Rotunda o Writers Buildings from 15/05/2013 to 17/05/2013, department wis schedule of which is attached her Cetegory :Miscellaneous Posted On : 10/05/2013 For Details	AND OTHER SIMILAR COMPANIES) 5, Council House Street,2nd floor,
Form List of Holidays	Notification regarding treatment at Tata Memorial hospita	ONLINE E-SERVICES
Photo Gallery Related Links Site Map	Mumbai Relaxation of restriction for treatment at Tata Memorial hospita Mumbai Cstegory :W.B. Health Scheme 2008 Posted On : 10/05/2013 For Details	Workflow based
Administrator	The 3(three) HCO have been assessed as Service Provider by th	
MIS	Health & Family Welfare The governor have been pleased to recognize the following privat	
NEWS & EVENTS Third State Finance Commission 14th Finance Commission Annual Administrative	Health Care Organization for the purpose of availing of medica attendance and treatment under Category :W.B. Health Scheme 2008 Posted On : 03/05/2013 For Details (Notification No.110-F.B. dated 26.04.2013 - Introduction of New Letter of Credit System	LOC (Letter of Credit) Monitoring System



3.2 HOW TO LOGIN INTO THE SOFTWARE

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

्रि Letter of Credit (LOC) Monitoring Sy Government of West Bengal	stem
	Login Name word Log In
Online Users : 0	Click Here for User Manual
	and Maintained by National Informatics Centre plorer 8.0 / Firefox 3.6 or later . Legal Disclaimer

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.



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 D	ata Transactions	M.I.S	House Keeping	Log Out		Monday, May 06	2013, 2:22:36 PM	
				Welcome Chie	f Engineer, Public	Works	(Construction Bo	ard) Directorate	
	Γ	Work Type	Authoriz	uthorization Received (Rs.) LOC Is			sued (Rs.) Balance (Rs.)		
		Project Based	0		0	0	0		
		Work Charged		25,00,00	0	0	25,00,000		
		Maintenance	0		0	0			
		Des	igned, Dev	eloped & Implemented	by National Informa	tics Centre	e		

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



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3.3 HOW TO LOG OUT FROM THE SOFTWARE

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

्र सन्यमंब व	Governm	f Credit (LOC aent of West Be				
Home	Master Data	Transactions	M.I.S I	House Keeping	Log Out	Monday, April 29 2013, 6:21:18 PM
				Click Here t	o Logout	Welcome Joint Secratery, Finance Budget
		Des	igned, Develo	oped & Implemente	d by National Inf	ormatics Centre



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Chapter – 4 View, Entry, Edit and Delete of Master Data

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

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



4.1 VIEW DEPARTMENT

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

्र सन्यमंब	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			
					Welco	me OSD & E.O. Joint Secratery, Finance Budget			
	DEPARTMENT MASTER								
Depar	tment Code			D	epartment De	scription			
	AD	Animal Resources [Developm	ent					
	AG	Agriculture							
	AM	Agricultural Market	ing						
	ВТ	Bio-Technology							
	CA	Consumer Affairs							
	CD	Home (Civil Defend	e)						
	CE	Home (C & E)							
	CH	Chief Minister"s Of	fice						
	CI	Commerce & Indus	tries						
	CM	Chief Minister Secr	etariat						
	CO	Co-Operation							
	CS	Micro & Small Scal	e Ent. an	d 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.



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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".

्र सन्यमंव	Letter of Credit (LOC) Monitoring System Government of West Bengal									
Home	Home Master Data Transactions M.I.S House Keeping Log Out Tuesday, April 30 2013, 3:18:26 PM									
Select Select	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 Print As :									
D	epartment Nam	e	Desig	nation	Depa	rtmental Address	Edit	Delete		
Public Wo	Public Works (Roads) Addl. Chief Secretary / Principal Secretary / Secretary					s, Kolkata - 700001	Edit	Delete		
	Designed, Developed & Implemented by National Informatics Centre									

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



4.3 ENTRY, EDIT AND DELETE OF LOC ISSUING OFFICE

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

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

Letter of Credit (LOC) Monitoring System Government of West Bengal									
Home Master Data T	ome Master Data Transactions M.I.S House Keeping Log Out Tuesda								
LOC Issuing Office	Master	Welcome OSD & E.O. Joint S	ecratery, Fi	nance Budge					
Select Department All Enter Issuing Office Name Save Cancel									
	\sim	lick Here	Prir	nt As :					
Department Name	Directorate Name		Edit	Delete					
Forests	Forest Directorate	Aranya Bhawan, Block LA-10A, Sector III, Salt Lake City, Kolkata - 700091	Edit	Delete					
Housing	Housing Directorate	New Secretariat Building, 1, K. S. Roy Road, Kolkata - 700001	Edit	Delete					
Irrigation & Waterways	Irrigation and Waterways Directorate	Jalasampad Bhawan, Salt Lake City, Kolkata - 700091	Edit	Delete					
Municipal Affairs	Kolkata Environmental Improvement Project	206, AJC Bose Road, 2nd Floor, Kolkata - 70001	7 Edit	Delete					
	Municipal Engineering Directorate	Bikash Bhawan,South Block,1st Floor,Salt Lake,Kolkata-700091	Edit	Delete					
Public Health Engineering	Public Health Engineering Directorate	New Secretariat Building, 6th Floor, 1, K. S. Roy Road, Kolkata - 700001	Edit	Delete					
Public Works	Public Works (Construction Board) Directorate	n New Secretariat Building, Block A, 5th Floor, 1, K. S. Roy Road, Kolkata - 700001	Edit	Delete					

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

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



4.4 ENTRY, EDIT OF CIRCLE / MIDDLE TIER OFFICE

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

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

्र सन्यमंब ज	Governm	Credit (LOC ent of West B	-	oring System		X		
Home	Home Master Data Transactions M.I.S House Keeping Log Out Tuesday, April 30 2013, 3:41:10 PM							
						Welcome Joint S	ecratery, Fina	nce Budget
Select LO	Circle / Middle-Tier Office Select LOC Issuing Office Enter Circle / Middle-Tier Office Name Darjeeling Submit Cancel							
					Click	Here	Print As :	Rabbe
L	Dept Name	L	OC Issuing	Office	Circle / Mi	iddle-Tire Office Name	User ID	Edit
Public Wor	ks (Roads)	Public Worl	ks(Roads) Di	South Bengal		PR03010019	Edit	
		Des	signed, Develo	oped & Implemente	ed by National	Informatics Centre		

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.

Home Master Data	Transactions M.						•
Requesting Divisio		I.S House Keeping	Log Out		Monday, May	13 2013, 3:02:02	2 PM
	on / LOC Execut	tion Office		Welcome	Joint Secrate	ry, Finance Bu	udge
LOC Issuing Office Circle / Middle-Tier Of Division / LOC Executi Treasury Name Related Bank Name Mobile No.			2	-			
MODILE NO.			Save	Cancel			
				Cli	ck Here	Print As :	POF
LOC Issuing Office	Circle/Middle-Tier Office	Division/LOC Exec. Office	Treasury Name	Related Bank	User ID	Mobile No.	Edit
Forest Directorate f	forest circle	Forest Division	adf asdsad	asd asd	FR18010118	2323232323 Send SMS	Edi
Public Works Directorate	Jangalmahal 1	jangal Division	j	j	PW02030118	4343434343 Send SMS	Edi
I	Jangalmahal 1	sdfdf	sdfsdf	fsdfsdfsd	PW02030218	5454354555 Send SMS	Edi
1	North Bengal	Darjeeling.	Darjeeling.	UBI, Darjeeling.	PW02010418	1111111112 Resend SMS	Edit
r	North Bengal	div2	werw gf	cvzczxc	PW02010518	2222222222 Send SMS	Edi
F	Purulia	purulia division	р	р	PW02040418	33333333333 Send SMS	Edi
Public Works(Roads) Directorate	PR roads	PR div	sdfs s	sdfsdf	PR03010118		Edi
	Designe	d, Developed & Implement	ted by National Ir	nformatics Centre			

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".

1114	of Credit (LOC ment of West Be) Monitoring Sys	tem		
Home Master Dat	a Transactions	M.I.S House Kee	ping Log Out	Tuesday, April 3	0 2013, 3:59:44 PM
DESIGNATION	MASTER			Welcome Joint Secratery	, Finance Budget
Enter Designation			S	Cancel	
		Clic	k Here		Print As :
Designation				Edit	Delete
Chief Engineer & Project	t Director1			Edit	Delete
Chief Engineer (Electric	al)			Edit	Delete
Chief Engineer (Head Q	uarters)			Edit	Delete
Chief Engineer (NH)				Edit	Delete
Chief Engineer-I				Edit	Delete
Chief Engineer-II				Edit	Delete
Chief Engineering Advis	er			Edit	Delete
Deputy Secretary				Edit	Delete
Deputy Secretary (CAD	& WMP)			Edit	Delete
Director				Edit	Delete
Executive Engineer				Edit	Delete
Joint Secratery				Edit	Delete
Member Secretary & Pr	oject Director			Edit	Delete
P.C.C.F, WildLife & Chie	ef 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.

्र सन्यमंब	Governm	f Credit (LO nent of West E		itoring Systen	1	V		2
Home	Master Data	Transactions	M.I.S	House Keeping	Log O	ut Monday,	May 06 2013, 2:48:	58 PM
					١	Velcome OSD & E.O. Joint Sec	atery, Finance	Budget
LOC Au	thorization Issu	on Issuing Office	Finan Direct Subr	Cancel	\sim	lick Here	▼ ▼ Print	As :
LOC A	thorization Iss	uing Office	LOC Auth	orization Issuing (Address	Office	LOC Authorization Issuing Offic	er User ID	Status
Finance E	Budget	W	riters' Buil	dings, Kolkata - 70	0001	OSD & E.O. Joint Secratery	FA00000017	Enabled
Finance E	Budget	W	riters' Buil	dings, Kolkata - 70	0001	Principal Secretary	FA0000022	Enabled
Finance B	Budget	W	riters' Buil	dings, Kolkata - 70	0001	Secretary	FA0000002	Enabled
		De	signed, De	veloped & Implemen	ited by Na	tional Informatics Centre		I

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.

्रिंस्य त्रक्ते Letter of Credit (1 Government of We	LOC) Monitoring System st Bengal	N.	
Home Master Data Transaction	ons M.I.S House Keeping Log	Out Monday,	May 13 2013, 3:18:57 PM
LOC Issuing Officer		Welcome Joint Sec	atery, Finance Budget
Select LOC Issuing Officer Mobile No.	brnit Cancel	•	
	Click H	Iere	Print As :
LOC Issuing Office	Office Address	LOC Issuing Officer	User ID Status
Forest Directorate	Aranya Bhawan, Block LA-10A, Sector III, Salt Lake City, Kolkata - 700091	Chief Engineer-I Mobile No. : 9681089435 Resend SMS	FR18000003 Enabled
Forest Directorate (P.C.C.F-General)	Aranya Bhawan, Block LA-10A, Sector III, Salt Lake City, Kolkata - 700091	Chief Engineer (Head Quarters) Mobile No. : 9681089435 Resend SMS	FR16000007 Enabled
Public Works Directorate	Writers' Buildings, Kolkata - 700001	Chief Engineer-I Mobile No. : 4343111111 Send SMS	PW02000003 Enabled
Public Works Directorate	Writers' Buildings, Kolkata - 700001	Chief Engineer-II Mobile No. : 6678678678 Send SMS	PW02000012 Enabled
Public Works Directorate	Writers' Buildings, Kolkata - 700001	Chief Engineering Adviser	PW02000006 Enabled
Public Works Directorate	Writers' Buildings, Kolkata - 700001	Director Mobile No. : 5345345345 Send SMS	PW02000010 Enabled
Public Works(Roads) Directorate	Writers' Buildings, Kolkata - 700001	Chief Engineer-I Mobile No. : 3232132132 Send SMS	PR03000003 Enabled
	Designed, Developed & Implemented by I	National Informatics Centre	
	Click	A Here To Send SMS	

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

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



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

To enter the Project click on the "**Project master** (Allocation Based)" menu and a page will be appeared where you can enter Project Details based on Work Type. There is also an option for **Edit** and **Delete**.

Letter of Cre Government o	dit (LOC) Monito f West Bengal	oring System		
Home Master Data Trar	nsactions M.I.S H	louse Keeping	Log Out	Monday, May 13 2013, 4:29:24 PM
Project Master	Welcon	ie Executive E	ngineer, Darjee	ling., North Bengal, Public Works Directorate
LOC Issuing Office Circle / Middle-Tier Office Requesting Division / LOC E Select Work Type	xec. Office Darjeeli	ng. ect Based	Work-Charge	
Administrative Department Select Project Name	PW-Pu	blic Works		*
Fin. Year Demand M 2013-2014 -Sele()	∢ ajor Submajor M ▼ ▼	linor Plan		Detail Subdetail Voted Budget (Rs.)
Project Spec	cification		Project Name	First As : Click Key Information Here
Division/LOC Exec. Office Circle/Middle-Tier Office LOC Issuing Office Head of Acct. Earmark G.O. No. U.O./Authorization No.	:Darjeeling. :North Bengal Public Works Directorate PW-25-2059-01-053 NP-001-11-00-V : :,	- test		To Proj. Cost(Rs.) :0 Amt. Put to Tender(Rs.) :0 Tender Amt.(Rs.) :0 Edit Commnc. Date : Delete Schedule Compl.Dt. : Expected Compl.Dt. :
	Designed, Develo	oped & Implement	ted by National Info	rmatics Centre

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**.

Letter of Cre Government of		Ionitoring System l			
Home Master Data Tra	nsactions M.	I.S House Keeping	Log Out	Wednesday, May 08	2013, 3:06:11 PM
	Weld	come Executive Engi	ineer, Darjeel	ing., North Bengal, Public W	orks Directorate
Project Master (Depo	osit Work)				
Select LOC Issuing Office N	lame F	Public Works Directorate		v	
Select Circle / Middle-Tier	Office	North Bengal		v	
Select Req. Division / LOC		Darjeeling.		v	
Enter Project Name	Т	lest			A
Major Head Submajo	an Uand Min	or Head Schem	e Head De	tail Head	T
8782 • 00	• 102		■ 20		ncel
		(Click H	Iere	Print As :
0	ffice Details			Project Details	
LOC Issuing Office Name Circle / Middle-Tier Office Req. Division / LOC Exec.	:Nort	lic Works Directorate th Bengal jeeling.	Project Name Head of Acct.	:dfdfdf cvcvv :8782-00-102-001-20	Edit Delete
LOC Issuing Office Name Circle / Middle-Tier Office Req. Division / LOC Exec.	:Nort	lic Works Directorate th Bengal jeeling.		:vbnvbnn vnvbnvbnyert etetertrt :8782-00-103-001-20	Edit Delete
LOC Issuing Office Name Circle / Middle-Tier Office Req. Division / LOC Exec.	:Nort	lic Works Directorate th Bengal jeeling.		:aaaaaaaaaa circle :8782-00-102-001-20	Edit Delete
LOC Issuing Office Name Circle / Middle-Tier Office		lic Works Directorate th Bengal	-	:test new 03052013 vvvvvvvv :8782-00-103-001-20	Edit

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.

Mist	ter of Credit (LOC) M vernment of West Beng					
Home Master	Data Transactions M	.I.S House Keeping	Log Out		Thursday, May 02	2013, 1:57:35 PM
Detail Head W	Vork Type			Welcor	ne Joint Secratery,	, Finance Budget
Detail Head	Select		•			
Project Based		•				
Work-Charged	Select	•				
Maintenance		•				
	Submit Cancel	J				
Detail Head	Det	ail Desc	Projec	t Based	Worke-Charged	Maintenance
02	Wages		En	able	Disable	Enable
05	Rewards		Dis	able	Enable	Enable
06	Leave Encashment		Dis	able	Enable	Disable
11	Travel Expenses		En	able	Disable	Enable
12	Medical Reimbursements u	nder WBHS 2008	Dis	able	Disable	Enable
13	Office Expenses		En	able	Enable	Disable
14	Rents, Rates and Taxes		Dis	able	Enable	Disable
15	Royalty		Dis	able	Enable	Disable
16	Publications	Click Here	Dis	able	Disable	Enable
	Designe	d, Developed & Implemente	d by National Inf	ormatics Cer	litre	

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".

1160	Credit (LOC) Monito t of West Bengal	oring System		
Home Master Data T	ransactions M.I.S	House Keeping Log O	ut Thurse	day, May 02 2013, 2:22:46 PM
			Welcome Joint	Secratery, Finance Budget
Authorization of LO	C			
Financial Year Authorized Office Authorized Officer Select Work Type Memo No. Authorized Amount (Rs.) Total Authorized Amou		©Work-Charged Memo Date Valid Upto	Maintenance 02/05/2013 10/05/2013 Submit Cancel	Print As :
Authorization Id	LOC Authorizati	ion Given To.	Memo No. & Valid Upto	Amount (Rs.) Click To
2012 2014/02/0002	icer : Chief Enginee ice Name : Public Works		sd23 24/04/2013 30/04/2013	45000 Edit Delete
	Designed, Devel	oped & Implemented by Nati	onal Informatics Centre	Click Here

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



5.1.2 GENERATE LOC AUTHORIZATION

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

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

950	of Credit (I ment of Wes	OC) Monitoring S it Bengal	ystem			V		
Home Master Data	Transactio	ns M.I.S House Ke	eeping	Log Out		Thursday,	May 02 2013,	2:36:16 PM
					Welco	ome Joint Sec	ratery, Fina	nce Budget
Generate LOC A	uthorizatio	on						
Financial Year Select Work Type Order by	©A	3-2014 💌 Il @Project Based (Iemo No. ©Authoriza		-	©Mainter	nance		
Total Authorized A							D.i.	t As :
Authorization Id	LOC Auth	orization Issued To.	Works Type	Memo No. & Date	'Valid Upto	Amount (Rs.)	Click To	Attach / View Authorised LOC
Authorization Id	Officer	orization Issued To. :Chief Engineer-I :Public Works Directorate	Project	as121	⁴ Valid Upto 30/04/2013	Amount (Rs.) 54,000		Attach / View Authorised
	Officer	:Chief Engineer-I	Project Based Project	as121			Click To	Attach / View Authorised LOC
2013-2014/02/0004	Officer Office Name Officer Office Name Officer	:Chief Engineer-I :Public Works Directorate .Chief Engineer '(Electrical) .Public Works Directorate	Project Based Project Based Project	as121 24/04/2013 dfdf343 03/04/2013 dfs sf	30/04/2013	54,000	Click To Print	Attach / View Authorised LOC Attach
2013-2014/02/0004 2013-2014/01/0001	Officer Office Name Officer Office Name Officer	:Chief Engineer-I :Public Works Directorate :Chief Engineer :(Electrical) .Public Works Directorate :(Electrical) :Chief Engineer-I	Project Based Project Based Project Based	as121 24/04/2013 dfdf343 03/04/2013 dfs sf 18/04/2013	30/04/2013 23/04/2013	54,000 25,00,000	Click To Print Print	Attach / View Authorised LOC Attach Attach
2013-2014/02/0004 2013-2014/01/0001 2013-2014/02/0001	Officer Office Name Office Name Office Name Officer Office Name Office Name	:Chief Engineer-I :Public Works Directorate (Chief Engineer (Electrical) Public Works Directorate (Electrical) :Chief Engineer-I :Public Works Directorate Chief Engineering Adviser Public Works Directorate	Project Based Project Based Project Based Project Based	as121 24/04/2013 dfdf343 03/04/2013 dfs sf 18/04/2013 fg4 04/04/2013 sd23	30/04/2013 23/04/2013 23/04/2013	54,000 25,00,000 45,000	Click To Print Print Print	Attach / View Authorised LOC Attach Attach Attach

Click Here

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



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.

950	of Credit (I ment of We	LOC) Monitoring S st Bengal	System		y		
Home Master Data	Transactio	ons M.I.S House K	eeping Log Out		Monday	, May 13 201	13, 3:28:24 PM
				Weld	come Joint Sec	cratery, Fi	nance Budg
Generate LOC A	Authorizatio	on					
Financial Year		13-2014 •	@www.ch.orbana.ch				
Select Work Type Order by		\ll ◎Project Based 4emo No. ◎Authoriz	©Work-Charged	©Mainter	lance		
Total Authorized A							FOF
Authorization Id	LOC Auth	orization Issued To.	Works Memo No. 8 Type Date	Valid Upto	Amount (Rs.)	Prin Click To	Attach / View Authorised LOC
2013- 2014/02/0004	Officer Office Name	:Chief Engineer-I Public Works Directorate	Project as121 Based 24/04/2013	30/04/2013	54,000	Print	View Attach
2013- 2014/01/0001	Officer Office Name	Chief Engineer (Electrical) Public Works Directorate (Electrical)	Project dfdf343 Based 03/04/2013	23/04/2013	25,00,000	Print	Attach
2013- 2014/02/0014	Officer Office Name	:Chief Engineer-I Public Works Directorate	Project dfgdfg Based 07/05/2013	31/05/2013	5,60,000	Print	Attach
2013- 2014/02/0001	Officer Office Name	:Chief Engineer-I Public Works Directorate	Project dfs sf Based 18/04/2013	23/04/2013	45,000	Print	Attach
2013- 2014/02/0008	Officer Office Name	:Chief Engineer-I Public Works Directorate	Project ds323 Based 02/05/2013	31/05/2013	2,50,000	Print	Attach
2013- 2014/01/0002	Officer Office Name	Chief Engineering Adviser Public Works Directorate (Electrical)	Project fg4 Based 04/04/2013	24/04/2013	7,00,000	Print	Attach
2013- 2014/02/0003	Officer Office Name	:Chief Engineer-I Public Works Directorate	Project sd23 Based 24/04/2013	30/04/2013	45,000	Print	Attach
2013- 2014/02/0013	Officer Office Name	:Chief Engineer-I Public Works Directorate	Project sd323 Based 02/05/2013	31/05/2013	40,00,000	Print	Attach



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

1e	Master Data	Transactio	ons M.I.S	House Keeping	Log Out	Monday,	May 13 2013	, 3:34:21
					Weld	ome Joint Sec	ratery, Fina	nce Bu
			ME	MORANDUM			1	×ŕ
Aut	thorization Io	1 201	3-2014/02/00	003	Work Type	Project	t Based	
Off	fice Name	Pub	lic Works Dire	ectorate	Designation	Chief E	ngineer-I	
Me	emo No.	sd2	3		Memo Date	24/04/	2013	
Am	nount (Rs.)	45,0	000/-		Valid Upto	30/04/	2013	
Iss	suing Officer	Joir	nt Secratery		-			
Th an	housand) on nd placed at Present	ly towards his dispos authorizat	ure not exce execution of al. ion is, howe	eeding a total f various proje ever, subject t	the concerned Execu sum of Rs.45,000/- (cts. Necessary amoun to the condition that	t has been sau - (i) there s	Five nctioned shall be no	
Th an di au Coj	housand) on nd placed at Present iversion of athorization py forwarded	ly towards of his dispose authorizat fund, (ii) is valid fo	ure not exce execution of al. ion is, howe the charge : or the perio	eeding a total f various proje ever, subject t is debitable to od up to 30/04/	sum of Rs.45,000/- () octs. Necessary amoun to the condition that to the relevant heads 2013	t has been sau - (i) there s	Five nctioned shall be no	• E
Th an di au Coj Chie	housand) on ad placed at Present iversion of athorization py forwarded	ly towards of his dispose authorizat fund, (ii) is valid for l to of Public Work	ure not exce execution of al. ion is, how the charge for or the period	eeding a total f various proje ever, subject t is debitable to od up to 30/04/	sum of Rs.45,000/- () ects. Necessary amoun to the condition that to the relevant heads 2013 s, Kolkata - 700001	t has been sau - (i) there s	Five nctioned shall be no	• E
Th an di au Coj Chie Coj	housand) on nd placed at Present iversion of athorization py forwarded ief Engineer-I py forwarded	ly towards his dispos. authorizat fund, (i) is valid for l to of Public Work	ure not exce execution of al. ion is, how the charge : or the perio ks Directorate tion and nec	eeding a total f various proje ever, subject t is debitable to od up to 30/04/ e, Writers' Building essary action to	sum of Rs.45,000/- () ects. Necessary amoun to the condition that to the relevant heads 2013 s, Kolkata - 700001	- (i) there s	Five nctioned shall be no sent	D €
Th an di au Coj Chie Coj 1.	housand) on nd placed at Present iversion of athorization py forwarded ief Engineer-I py forwarded The Manager,	ly towards of his dispose authorizat fund, (ii) is valid for l to of Public Worl I for informar Reserve Bank	ure not exce execution of al. ion is, how the charge for or the period ks Directorate tion and neck c of India, Pub	eeding a total f various proje ever, subject t is debitable to od up to 30/04/ e, Writers' Building essary action to plic Accounts Dep	sum of Rs.45,000/- () octs. Necessary amoun to the condition that to the relevant heads (2013 s, Kolkata - 700001 artments, 15, Netaji Subl	- (i) there and (iii) prea	Five notioned shall be no sent) E
Th an di au Coj Chie Coj 1. 7	housand) on nd placed at Present iversion of : athorization py forwarded ief Engineer-I py forwarded The Manager, The Accounta	ly towards of his dispose authorizat fund, (ii) is valid for l to of Public Worl I for informal Reserve Bank nt General (A	ure not exec execution of al. ion is, howe the charge for or the period ks Directorate tion and nec & of India, Pub & E), West B	eeding a total f various proje ever, subject t is debitable to od up to 30/04/ e, Writers' Building essary action to plic Accounts Dep	sum of Rs.45,000/- () ects. Necessary amoun to the condition that to the relevant heads 2013 s, Kolkata - 700001	- (i) there and (iii) prea	Five notioned shall be no sent	₽ ₹
Th an di au Coj Chie Coj 1. 1 2. 1 3. 1	housand) on nd placed at Present iversion of : athorization py forwarded ief Engineer-I py forwarded The Manager, The Accounta	ly towards of his dispose authorizat fund, (ii) is valid for l to of Public Worl I for informal Reserve Bank nt General (A	ure not exec execution of al. ion is, howe the charge for or the period ks Directorate tion and nec & of India, Pub & E), West B	eeding a total f various proje ever, subject t is debitable to od up to 30/04/ e, Writers' Building essary action to plic Accounts Dep eengal, Treasury B	sum of Rs.45,000/- () octs. Necessary amoun to the condition that to the relevant heads (2013 s, Kolkata - 700001 artments, 15, Netaji Subl	- (i) there and (iii) prea	Five notioned shall be no sent	° ≡
Th an di au Coj Chie Coj 1. 1 2. 1 3. 1	housand) on nd placed at Present iversion of : athorization py forwarded ief Engineer-I py forwarded The Manager, The Accounta Joint Secrater	ly towards of his dispose authorizat fund, (ii) is valid for l to of Public Worl I for informal Reserve Bank nt General (A	ure not exec execution of al. ion is, howe the charge for or the period ks Directorate tion and nec & of India, Pub & E), West B	eeding a total f various proje ever, subject t is debitable to od up to 30/04/ e, Writers' Building essary action to plic Accounts Dep eengal, Treasury B	sum of Rs.45,000/- () octs. Necessary amoun to the condition that to the relevant heads (2013 s, Kolkata - 700001 artments, 15, Netaji Subl	- (i) there and (iii) prea	Five notioned shall be no sent	
Th an di au Coj Chie Coj 1. 1 2. 1 3. 1	housand) on nd placed at Present iversion of : athorization py forwarded ief Engineer-I py forwarded The Manager, The Accounta Joint Secrater	ly towards of his dispose authorizat fund, (ii) is valid for l to of Public Worl I for informal Reserve Bank nt General (A	ure not exec execution of al. ion is, howe the charge for or the period ks Directorate tion and nec & of India, Pub & E), West B	eeding a total f various proje ever, subject t is debitable to od up to 30/04/ e, Writers' Building essary action to blic Accounts Dep. eengal, Treasury B t, asas xcxcxc	sum of Rs.45,000/- () cots. Necessary amoun to the condition that to the relevant heads (2013) s, Kolkata - 700001 artments, 15, Netaji Subl uilding, Works Account B	- (i) there and (iii) prea	Five notioned shall be no sent :a - 700001	
Th an di au Coj Chi Coj 1. 1. 2. 1. 3. 1 4. (housand) on nd placed at Present iversion of : athorization py forwarded ief Engineer-I py forwarded The Manager, The Accounta Joint Secrater	ly towards of his dispose authorizat fund, (ii) is valid for l to of Public Worl I for informal Reserve Bank nt General (A	ure not exec execution of al. ion is, how the charge for or the period ks Directorate tion and nec to fIndia, Pub & E), West B ks Department Schef Engine	eeding a total f various proje ever, subject t is debitable to od up to 30/04/ e, Writers' Building essary action to olic Accounts Dep engal, Treasury B t, asas xcxcxc	sum of Rs.45,000/- () cots. Necessary amoun to the condition that (2013) s, Kolkata - 700001 artments, 15, Netaji Subl uilding, Works Account B	- (i) there and (iii) prea	Five notioned shall be no sent :a - 700001	Attach

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.



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.

1160	of Credit (L ment of Wes	.OC) Monitc t Bengal	oring Sy	vstem			V	K	9
me Master Data	Transactio	ns M.I.S I	House Kee	eping	Log Out				3, 3:21:07 PM
						Welco	me Joint Secr	atery, Fina	ance Budget
enerate LOC A	uthorizatio	on							
na		Atta	ach Doc	umen	ıt				X ^
e Prepared Req	uest Id. : 2	2013-2014/02/0	0003						
d Prepared Req	uest Date : 2	4/04/2013							
Select Docum	ent C	Users\test\Desk	top\RIDF\F	RIDF(P	rn)_MonthWis	eReport_12_0	13_2013.pdf		
Attached Doc		:\Users\test\Desk Submit Exi ot Attached		RIDF(Pi	rn)_MonthWis		is_2013.pdf		ised
Attached Doc		Submit Exi			n)_MonthWis				, /
Attached Doc		Submit Exi	it		m)_MonthWis 01013-13 03/04/2013			Print	ised
Attached Doc	ument No	Submit Exi ot Attached	it irectorate I	Hoject Based Project	01015-15 03/04/2013	Cli	ick Here		sh
Attached Doc 0 1 0 13-2014/01/0001	ument No Office Name Officer Officer Officer	Submit Exi ot Attached Public Works Di '(Electrical) :Chief Engineer-	it irectorate I irectorate ng	III Based Project Based Project	03/04/2013 dfs sf 18/04/2013	Cli 23/04/2013	25,00,000	Print	ch Attach
Attached Doc Attached Doc 0 13-2014/01/0001 013-2014/02/0001	ument No Office Name Officer Officer Office Name Officer	Submit Exi ot Attached Public Works Di (Electrical) :Chief Engineer- :Public Works Di Chief Engineerii Adviser Public Works Di	it irectorate ng irectorate .I	III Based Project Based Project Based Project	03/04/2013 03/04/2013 dfs sf 18/04/2013 fg4 04/04/2013	Cli 23/04/2013 23/04/2013	25,00,000 45,000	Print Print	Attach

Click Here



Page 32 of 96

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.



ome Master Data Transaction	is M.I.S House Keeping Log Out Wednesday, May 08 2013, 1:21:30 PM
	Welcome Executive Engineer, Darjeeling., North Bengal, Public Works Directorate
equest for LOC (Allocation	n Based)
inancial Year	2013-2014
OC Issuing Office	Public Works Directorate
equesting Officer	Executive Engineer
ircle / Middle-Tier Office equesting Division / LOC Executio	North Bengal
elect Work Type	Project Based Work-Charged Maintenance
dministrative Department	PW-Public Works
alact Drojact Nama	
Projec	Project Andread
· · · · · · · · · · · · · · · · · · ·	
•	
emand Major Submajor Mi	
-Selei 💌 💌 💌	• • • • • 0 0
dministrative Approval Details of	
.O. No. nancial Approval Details of Projec	G.O. Date
.0. / Authorization No.	U.O. / Authorization Date
roject Key Information :	
roject Cost (Rs.) endered Amount (Rs.)	0 Amount Put to Tender (Rs.) 0
roject Commencement Date	02/05/2013
cheduled Completion Date	27/06/2013 Expected Completion Date 27/06/2013
ffice Information :	
inancial Sanction No.	Financial Sanction Date
	0 Physical Progress so far in (%) 0
anctioned Amount (Rs.)	0 Expenditure so far (Rs.) 0
und Received Upto (Rs.)	0
und Received Upto (Rs.) equest Amount (Rs.)	0
und Received Upto (Rs.) equest Amount (Rs.)	0
und Received Upto (Rs.) equest Amount (Rs.)	0 Submit Cancel
und Received Upto (Rs.) equest Amount (Rs.) emarks If Any	Submit
und Received Upto (Rs.) equest Amount (Rs.) emarks If Any otal Request Amount (Rs.): 1,0	00,000 Print As :
und Received Upto (Rs.) equest Amount (Rs.) emarks If Any otal Request Amount (Rs.): 1,(Proj	00,000 Print As : ject Details Cost / Expenditure To
und Received Upto (Rs.) equest Amount (Rs.) emarks If Any otal Request Amount (Rs.): 1,(Proj tequest ID	Submit Cancel 00,000 Print As : ject Details Cost / Expenditure :2013-2014/0204/0016, 08/05/2013 To
und Received Upto (Rs.) equest Amount (Rs.) emarks If Any otal Request Amount (Rs.): 1,0 Proj lequest ID bivision / LOC Execution Office tircle / Middle-Tier Office	00,000 Print As : Print As : 2013-2014/0204/0016, 08/05/2013 :Darjeeling. North Bengal Public Works Directorate Click Here To Click Here To Click Here To Click Here
equest Amount (Rs.) equest Amount (Rs.) emarks If Any otal Request Amount (Rs.): 1,0 Proj tequest ID bivision / LOC Execution Office circle / Middle-Tier Office OC Issuing Office Project Name	Submit Cancel Print As : Cost / Expenditure Cost / Expenditure Cost / Expenditure To Click Here Sanction No. : 1221 Sanc. Date : 08/04/2013 Sanc. Date : 08/04/2013
equest Amount (Rs.) equest Amount (Rs.) emarks If Any otal Request Amount (Rs.): 1,(Proj tequest ID bivision / LOC Execution Office ircle / Middle-Tier Office OC Issuing Office troject Name lead of Acct.	Submit Cancel 00,000 Print As : ject Details Cost / Expenditure :2013-2014/0204/0016, 08/05/2013 Budget (Rs.) : 897000 :Darjeeling. Budget (Rs.) : 897000 :North Bengal Budget (Rs.) : 1221 :Public Works Directorate : 08/04/2013 Click Here :Project Sanc. Amt.(Rs.) : 0 :Pund Recvd. Upto(Rs.) 0 Edit
equest Amount (Rs.) equest Amount (Rs.) emarks If Any otal Request Amount (Rs.): 1,(Proj tequest ID Division / LOC Execution Office Circle / Middle-Tier Office OC Issuing Office Project Name Head of Acct. armark G.O. No.	Submit Cancel Submit Cancel Print As : Print As : i2013-2014/0204/0016, 08/05/2013 Budget (Rs.) Sarcion No. :Darjeeling. Budget (Rs.) : 897000 :North Bengal Budget (Rs.) : 1221 :Public Works Directorate : 08/04/2013 Click Here :Project Sanc. Date : 08/04/2013 :Pund Recvd. Upto(Rs.) : 0 Edit :1221, 08/04/2013 Expend So far(Rs.) : 0
equest Amount (Rs.) equest Amount (Rs.) emarks If Any otal Request Amount (Rs.): 1,0 Proj tequest ID Division / LOC Execution Office Circle / Middle-Tier Office OC Issuing Office Project Name lead of Acct. carmark 5.0. No. J.O./Auth. No.	Submit Cancel 00,000 Print As : ject Details Cost / Expenditure 12013-2014/0204/0016, 08/05/2013 Budget (Rs.) : 897000 Sanction No. : 1221 Shorth Bengal Budget (Rs.) : 897000 Sanction No. : 1221 Sanc. Date : 08/04/2013 Sanc. Amt. (Rs.) : 0 :1221, 08/04/2013 Edit :232/2, 30/04/2013 Phy. Progrs.(Rs.) : 0 :232/2, 30/04/2013 Phy. Progrs.(St.) : 0 :232/2, 30/04/2013 Rev. Amt. (Rs.) : 100000
anctioned Amount (Rs.) und Received Upto (Rs.) equest Amount (Rs.) emarks If Any otal Request Amount (Rs.): 1,(Proj Division / LOC Execution Office Circle / Middle-Tier Office Division / LOC Execution Office Circle / Middle-Tier Office Division / LOC Execution Office Circle / Middle-Tier Office Division / LOC Execution Office Division / LOC Execut	Submit Cancel 00,000 Print As : ject Details Cost / Expenditure :2013-2014/0204/0016, 08/05/2013 Budget (Rs.) : 897000 :Darjeeling. Budget (Rs.) : 897000 :North Bengal Budget (Rs.) : 897000 :Public Works Directorate : 08/04/2013 Sanc. Amt. (Rs.) : 0 :PW-25-2216-01-106-NP-008-14-00-V Fund Recvd. Upto(Rs.) 0 Edit :1221, 08/04/2013 Sanc. Amt. (Rs.) : 0 0 :1221, 08/04/2013 Ren Amt (Rs.) : 0 0 :2332, 30/04/2013 Ren Amt (Rs.) : 1000000 Edit

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.

ome Master Data	Transactions M.I.S House Keeping	Log Out		Monday, May 13 2013,	3:48:33 PM	
	Welcome Executive	Engineer, Dar	rjeeling., No	orth Bengal, Public Works	Directorate	
end Request To C	Circle / Middle-Tier Office Or LO	OC Issuina	Office (Al	location Based)		
				,		
inancial Year	2013-2014 💌					
otal Pending Reques	t Amount from Divisions (Rs.): 5,	400			POF	
Print As :						
	Request Details	Amount (Rs.)	Attach Document	Send To	Select Request	
lequest Id	: 2013-2014/0204/0019, 07/05/2013					
roject Name	: sdfsd sdf4wrwe					
lead of Account	: 25-2059-01-053-NP-001-13-01-V					
i.O. No.	:,					
I.O. No.	:,					
roject Cost (Rs.)	: 0	5400		Circle / Middle-Tier Office -		
mt. Put to Tender	: 0	5100	Attach			
Rs.)						
endered Amt. (Rs.)	: 0					
Commencement Date						
expected Com. Date	1					
xpected com. Date						
				ļ		
otal Amount of Selec	ted Projects (Rs.): 5,400					
	·····					



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.

1114	Credit (LOC) Mo nt of West Bengal	nitoring System				
ome Master Data	Transactions M.I.S	House Keeping	Log Out		Wednesday, May 08 2013,	4:25:43 PM
end Request To C					th Bengal, Public Works Allocation Based)	Directora
ina		Attach Doc	cument			^
Request Id. Request Date Document Type Rec Pro Select Document Hea S.C U.C		nction of Project	▼ Calendar\Year	y_Loan_Cal	endar2015-2016.pdf Browse	
Pro: Am Fen Cor					Clic	k Here
Scholarca com para						_ F
Request Id Project Name Head of Account G.O. No. J.O. No. Project Cost (Rs.) Amt. Put to Tender (Rs.) Tendered Amt. (Rs.) Commencement Date Scheduled Com. Date Expected Com. Date	: 2013-2014/0204/01 : test for Law : 37-2052-00-090-NI : 111, 06/05/2013 : 1233, 08/05/2013 : 50000 : 50000 : 50000 : 50000		50000	Attach	Circle / Middle-Tier Office 💌	
otal Amount of Selec	cted Projects (Rs.):	0			Send Selecte	d Request(s
	Designed, D	eveloped & Implemente	ed by National I	nformatics Ce	entre	

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



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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

ome Master Data Transact	tions M.I.S House Keeping		esday, May 08 2013, 4:05:30 PM	
		ineer, Darjeeling., North Beng	al, Public Works Directorate	
lequest for LOC (Deposi	t Work)			
inancial Year	2013-2014 💌			
OC Issuing Office	Public Works Directora	ite		
Requesting Officer	Executive Engineer		*	
Circle/Middle-Tier Office	North Bengal		v	
Requesting Division/LOC Execut Select Project Name			x	
	ew Project			
	aaaaaaaa circle		E	
df	dfdf cvcvv			
×		III	Þ	
alact Haad of Account	lajor Submajor Minor Select	Scheme Detail		
Select Type of Entry	Fresh Revalidation			
Project Cost (Rs.)	5 - 24 - 24 - 14 - 14			
Select Payment Mode	Cheque Bank Draft			
ssuing Authority			×	
Cheque / Draft No.		Cheque / Draft Date		
Cheque / Draft Amount				
(Rs.) Deposit Challan No.		Deposit Challan Date		
Request Amount (Rs.)		Deposit Chanan Date		
			*	
Remarks If Any			-	
			Submit Cancel	
Total Request Amount (Rs.):	1,20,000		Print As :	
			Click	
Request	t Details	Cost / Reques		
Request ID :2013	-2014/0204/0009, 07/05/2013	Project Cost (Rs.) :0	Click H	Ier
Division/LOC Exec. Office :Darje	eeling.	Payment Mode :Ch	neque	
Circle/Middle-Tier Office :North LOC Issuing Office :Public	n Bengal c Works Directorate	Issuing Authority : Cheque / Draft No. :,	Edit	
Project Name	data deposit vbnvnbvbnv	Cheque / Draft Amount (Rs.) :0	Delete	
riririri	nnnnn -00-102-001-20	Deposit Challan No. :, Request Amount(Rs.) :12	20000	
Type of Entry :Fresh		Remarks :		
	Designed, Developed & Implement	ed by National Informatics Centre		



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.

ne Master Data Transac	ctions M.I.S H	louse Keeping	Log Out		Monday, May 13 2013	, 4:14:25 PM
	Welcom	e Executive E	ngineer, Dar	jeeling., No	rth Bengal, Public Works	Directorate
nd Request To Circle /	/ Middle-Tier ()ffice Or LO	C Issuina	Office (De	enosit Work)	
a request to circle j	/ Middle Here	mee of Lo	C 133ung	onice (De		
-						
ancial Year	2013-2014 💌					
tal Pending Request Amour	int from Divisions	(Rs.): 2,50	0,000		Pr	int As :
	st Datails		Amount (Rs.)	Attach Document	Send To	Select Request
Reques	scDetalls		(RS.)	Document		Request
	: 2013-2014/0 10/05/2013	204/0003,	(RS.)	Document		Request
equest Id equesting Division / LOC	: 2013-2014/0	204/0003,	(RS.)	Document		Request
equest Id equesting Division / LOC xecution Office ircle / Middle Tier Office OC Issuing Office roject Name lead of Account	: 2013-2014/0 10/05/2013	l Directorate 243erf sdf sff	(165.)	Attach	Circle / Middle-Tier Office 💌	
Request Id Requesting Division / LOC xecution Office ircle / Middle Tier Office OC Issuing Office vroject Name lead of Account vroject Cost (Rs.)	: 2013-2014/0 10/05/2013 : Darjeeling. : North Bengal : Public Works : sfs sdfsdf 33: : 8782-00-102 : 0	l Directorate 243erf sdf sff 2-001-20			Circle / Middle-Tier Office 💌	
equest Id equesting Division / LOC xecution Office ircle / Middle Tier Office OC Issuing Office roject Name lead of Account	: 2013-2014/0 10/05/2013 : Darjeeling. : North Bengal : Public Works : sfs sdfsdf 33: : 8782-00-102 : 0	l Directorate 243erf sdf sff			Circle / Middle-Tier Office 💌]

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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.

्र मन्यमंब	Governme	Credit (LOC) ent of West Ber) Monitoring Syst ngal	em		Į		
Home	Master Data	Transactions	M.I.S House Keepi	ng Log Out		Wednesd	lay, May 08 2013,	4:21:35 PM
		V	lelcome Executive E	ngineer, Darj	eeling., Nor	th Bengal,	Public Works	Directorate
Send	Request To	Circle / Mido	lle-Tier Office Or	LOC Issuin	g Office (Deposit V	Work)	
Fina	Request Id.	: 2013-	Attach	Document				·····
T	Request Date	: 07/05						
	Document Type		ial Sanction of Project	•				_≡ ct est
Rei Rei Exe Cir	Select Documen	nt C:\User	rs\test\Desktop\Yearly Lo	an Calendar\Yea	ly_Loan_Caler	ndar2015-201	6.pdf Browse	
LO(Prc								-
Hei Proje	ect Cost (Rs.)	: 0						_ •
Total	l Amount of Sele	ected Projects	(Rs.): 0				Send Selecte	d Request(s)
		Desig	gned, Developed & Implen	nented by National	Informatics Ce	intre		

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



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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".

lome Master Data	Transactions	M.I.S Hou	se Keeping	Log Out		Wednesd	ay, May 08 2	2013, 4:28:0	95 PM
OC Utilization	w	elcome Exe	cutive Engi	neer, Darje	eling., Nor	th Bengal,	Public Wo	rks Direc	torate
inancial Year DC Issuing Office		Vorks Directora	te			Ţ			
Circle / Middle-Tier Offi Division / LOC Executio						*			
Utilization ID	020104		•						
Select Cheque / Draft	Oche	-		/ Draft No.	100 100 mm	fgdfg			
Cheque / Draft Issue Da			Cheque	e / Draft Am	ount (Rs.) 5	000000			
Drawn on Bank	gsdsfs	<u> </u>					-		
Encashment Date			LOC No		Select		•		
	Spent	Amount (Rs.)					Submit	Cancel	
Total Utilization Amo	unt Rs.69,400/	- for Utilizat	ion Id : 02	01040001				Print As	s:
heque/Draft No. & Date	e LOC Id	Project Code		Proj	ect Details		Amt !	Spent(Rs.)	Click To
dfgdfg, dt.04/05/2013	2013- 2014/02/03/029	020413002	-	e :test PW02 ct.:AG-05-223		-002-01-01-	i	2500	Edit Delete
dfgdfg, dt.04/05/2013	2013- 2014/02/03/029	020413005	-	e :sdsdf teter ct.:AG-05-223		-002-01-01-	/	5400	Edit Delete
dfgdfg, dt.04/05/2013	2013- 2014/02/03/029	020413005		e :sdsdf teter ct.:AG-05-223		-002-01-02-	/	60000	Edit Delete
dfgdfg, dt.04/05/2013	2013- 2014/02/03/012	020413001	Project Nam Heads of Ac	e :test ct.:PW-25-20	59-01-053-N	0-001-11-00-	V	1500	Edit Delete
				ed by National		- 10		\longrightarrow	



5.2.6 <u>UPDATE CHEQUE / DRAFT ENCASHMENET DATE (ALLOCATION</u> <u>BASED)</u>

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.

Mint		lit (LOC) West Beng		ring System			
Home Master Dat	a Trans	sactions M	VI.I.S I	louse Keeping	Log Out	Wednesday, May 08	2013, 4:38:27 PM
		We	lcome I	Executive Engi	neer, Darjeeling., North	Bengal, Public Wo	orks Directorate
OC Utilization	Encashi	ment					
inancial Year			2013	3-2014 💌			
elect LOC Issuing C	Office Nam	ne	Pub	ic Works Directora	ate	Ŧ]
elect Circle / Middl				h Bengal		v]
Select Division / LO	C Executio	on Office Nar	ne Darj	eeling.		Ψ	_
							Print As :
Cheque Date Cheq	jue No		Drawn	on Bank	Cheque Amount	Encashment Date	Click to
12/04/2013 78	4415 fd	lgdfsg			24343	3 24/04/2013	Update
12/04/2013 60	0044 fd	lgdfsg			24343	3	Update
12/04/2013 70	0001 fd	lgdfsg			24343	3	Update
04/05/2013 df	gdfg g	sdsfsf			500000		Update
		Design	ed, Develo	ped & Implemente	ed by National Informatics Cent	tre	\backslash
							\setminus



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.

Home M	aster Data Trans	sactions M.I.S	House Ke	eeping	Log Out		Wednesday, M	ay 08 2013, 4:51:4	6 PM
		Welcom	e Executiv	ve Engine	eer, Darjeel	ing., Nortl	n Bengal, Publ	ic Works Direct	orate
LOC Utiliz	ation (Deposi	it Work)							
Financial Ye	ar	2013-2014 💌]						
LOC Issuing		Public Works D	irectorate				*		
	dle-Tier Office	North Bengal					~		
Utilization I	OC Execution Offic	Darjeeling.	•				·		
Select Cheq				Cheque /	Draft No.	869715			
Cheque / Dr	raft Issue Date	08/05/2013		Cheque /	Draft Amour	t 500000			
Drawn on Ba	ank	SBI		(Rs.)			~		
Encashment		11/05/2013		LOC No.	2013-2	014/02/03/0	10 🔻		
Project Code	2	Project Deta	nils		Rqst An	nt(Rs.)	LOC Amt(Rs.)	Unspent (Rs.)	
020413001	-	st data deposit vbnv 82-00-102-001-20	nbvbnv nnn	nnnnn		800000	800000	800000	Select
020413001	-	st data deposit vbnv 82-00-102-001-20	nbvbnv nnn	nnnnn		540000	540000	540000	Select
020413001		st data deposit vbnv 82-00-102-001-20	nbvbnv nnn	nnnnn		2500000	2000000	2000000	Select
020413002		st new 03052013 vv 82-00-103-001-20	/vvvvvv			2300	2200	0	Select
020413001	Heads of Acct.:87	st data deposit vbnv 82-00-102-001-20				580000	80000	80000	Select
020413001	Heads of Acct.:87	st data deposit vbnv 82-00-102-001-20				580000	60000	60000	Select
020413001		st data deposit vbnv 82-00-102-001-20	nbvbnv nnn	nnnnn		580000	400000	400000	Select
Project Code	e : 020413001	Spent Amour (Rs.)	nt	80000			S	ubmit Cancel]
							tre	Print As	



5.2.8 UPDATE CHEQUE / DRAFT ENCASHMENET 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.

	ister Data T	ransactions M.	I.S House Keeping	Log Out	Wednesday, May 08 2	2013, 4:57:31 PM
		Weld	come Executive Eng	gineer, Darjeeling., North	Bengal, Public Wo	rks Directorate
OC Utiliz	ation Enca	shment (Dep	osit Work)			
inancial Ye	ar		2013-2014 🔻			
elect LOC I	ssuing Office M	lame	Public Works Directo	orate	.	
elect Circle	/ Middle-Tier	Office Name	North Bengal			
elect Divisi	on / LOC Exec	ution Office Name	Darjeeling.		*	
						Print As :
heque Date	Cheque No		Drawn on Bank	Cheque Amount	Encashment Date	Click to
19/04/2013	435542	hjjgdfhgfj		6543654363	19/04/2013	Update
0/04/2011	345678	fhgfgdhgfdh		5765756	25/04/2013	Update
19/04/2013	869715	SBI		500000	11/05/2013	Update
08/05/2013	5 809715					1



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.

ome Master Data Transactions	M.I.S House Keeping Log	Out	Monda	y, May 13 2013, 4:20	:04 PM
end Request to LOC Issuir	Welcome Proje	ect Director, North	Bengal, P	Public Works Dire	ctorat
equesting Division / LOC eccution Office	013-2014 💌	Amount (R4	-)	Print As Click To	s : Select
Request Id tequest Id tequesting Division / LOC Execution office Name lead of Account 6.0. No. 1.0. No. 1.0. No. roject Cost (Rs.) umt. Put to Tender (Rs.) endered Amt. (Rs.) commencement Date cheduled Com. Date ixpected Com. Date	: 2013-2014/0204/0018, 07/05/201 : Darjeeling. : test : 25-2059-01-053-NP-001-11-00-V : , : , : 0 : 0 : 0 : 0 : .		65000 65000	View Docs Reject Request	Reque:
otal Amount of Selected Projec	ts (Rs.): 65,000 Designed, Developed & Implemented by Ni	itional Informatics Centre	2	Send Selected Rea	quest(s)

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



Click Here

User can reject the Request by clicking on "Reject Request" link provided in the list.

	Master Data	Transactions	M.I.S	11	1-04		M- 00 2042 5 27 50 D
ome	Master Data	Transactions	MI.I.S	House Keeping	Log Out		ay, May 08 2013, 5:27:50 P Public Works Director
end	Request to L	OC Issuing	Office	(Allocation B		,	
na			Change	e Amount/Reje	ct Request		×
eq R	equest Id.	: 2013-2014/	0204/001	8			
ke Re	equest Date	: 07/05/2013					4
	evised Amount						=
.ec .ec)ffi	emarks						* 11 *
roj lea				Submi	it		-
i.c							۱.
mt. Pu ender	o. : Cost (Rs.) ut to Tender (Rs.) ed Amt. (Rs.) encement Date		, : 0 : 0 : 0		Revi	se Amt.	Reject Request
	iled Com. Date ed Com. Date		:			,	\boldsymbol{X}



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

ne	Master Data	Transactions	M.I.S	House Keeping	Log Out	Wedr	iesday, May 08 2013, 5:12:34
				Welcome	Project Dire	ector, North Beng	jal, Public Works Directo
nd F	Request to L	OC Issuing	Office	(Allocation B	ased)		
ī			Change	Amount/Reje	ct Request		×
q Re	quest Id.	: 2013-2014/	0204/001	8			
	quest Date	: 07/05/2013					
t Re	vised Amount	65000					=
	emarks						
c	emarks						^
c fi							T
D				Submi	it		
							• •
O. No	Cost (Rs.)		; ,			······ (·····) · · · · · · · · · · · ·	Reject Request
	t to Tender (Rs.)		: 0			Revise Amt.	Reject Request
	ed Amt. (Rs.)		: 0			\uparrow	
	ncement Date		:				
	ed Com. Date						



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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.

Home Master Data Transactio	ons M.I.S House Keeping L	.og Out Monda	ay, May 13 2013, 4:32:33 PM
	Welcome Pr	oject Director, North Bengal,	Public Works Directorate
Send Request to LOC Issu	ing Office (Deposit)		
Financial Year	2013-2014 💌		
Requesting Division / LOC Execution Office	-ALL-		
	t from Divisions (Rs.): 1,20,00	00	POF
Total Pending Request Amoun			Print As :
Requ	est Details	Amount (Rs.)	Click To Reques
Request Id	: 2013-2014/0204/0009, 07/05/2013		
Requesting Division / LOC Execu		Req. Amt. (Rs.): 120000 Rev. Amt. (Rs.): 120000	View Docc
Office Name Project Name	: test data deposit vbnvnbvbnv		Reject Request
Head of Account	nnnnnnnn : 8782-00-102-001-20	Revise Amt.	Reject Request
Project Cost (Rs.)	: 0		
Total Amount of Selected Proj	ects (Rs.): 1,20,000		
			Send Selected Request(s)
			R



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

lome	Master Data	Transactions	M.I.S	House Keeping	Log Out	м	londay, May 13 2013, 4:	29:37 PN
				Welcome	Project Di	rector, North Beng	gal, Public Works Di	rectora
er			Change	e Amount/Reje	ect Reques	st	1	×
Fina Req Exe	Request Id. Request Date Revised Amount Remarks	: 2013-2014/					۵ ۲	le
Rec Rec	C.			Subm	iit			-
Proje Head	ect Name l of Account ect Cost (Rs.)		nnnnnn	ta deposit vbnvnbvl Inn 00-102-001-20		Revise Amt.	Reject Reques	t



User can reject the selected Request by clicking on "Reject Request" link provided in the list.

me Master Data	Transactions	M.I.S	House Keeping	Log Out		Monday, May 13 20	
			Welcome	Project Di	rector, North Be	ngal, Public Wor	ks Directora
en 'n in in		Change .	Amount/Reje	ct Reques	it.		×
Request Id. Request Date	: 2013-2014/0 : 07/05/2013		1				
ot Remarks							
e(Subm	it			-
ffice name roject Name ead of Account roject Cost (Rs.)		nnnnnnn	deposit vbnvnbvb n -102-001-20	onv	Revise Amt.	Reject R	equest
otal Amount of Sel	ected Projects	(Rs.):	1,20,000			· \	ected Request(s



Page 52 of 96

5.4 DIRECTORATE / OFFICE

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

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



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

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

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



Letter of Credit Monitoring System

Letter of Cree Bovernment of		OC) Monitoring System Bengal			K	
Home Master Data Tran	sactions	M.I.S House Keeping	Log Out	Monday, I	May 06 2013,	5:32:31 PM
			Welcome Chief E	ngineer-I, Put	olic Works	Directorate
Issue LOC for Sub-Allo	otmen	t of Fund for Work-Cha	arged & Maintena	nce Work		
Financial Year	20	13-2014				
LOC Issuing Office		blic Works Directorate		*		
Circle / Middle-Tier Office		rth Bengal		•		
Division / LOC Execution Off		rjeeling.		-		
LOC Issued To		ecutive Engineer		•		
Select Work Type	۲	Work-Charged 🛛 🔘 Mainte	enance			
Administrative Department	PV	V-Public Works		-		
Select Project Name	New P	roject				*
	test					
	•		III			*
Factor New Product	Duning	2				
Enter New Project Name	Projec	t				*
						-
Head of Account Related with the Project	New H	lead of Account				
Demand Major Subma	jor Min	or Plan Scheme D	etail Subdetail Vot	ed Budget	(Rs.) Ba	lance (Rs.)
25 💌 2052 💌 00	• 090) ▼ NP ▼ 013 ▼ 1	1 • 00 • V	▼ 2,50,000	0 2,5	50,000
Scheme Description : Public	Works D	epartment				
Select LOC ID		New	•			
Select LOC ID Generation Ty	pe	System Generated LO	CID OLOCID of Ma	anual System		
Select Authorization ID		Select	•			
Enter LOC Amount (Rs.)		0				
		Submit Cancel				
Total LOC Amount (Rs.):	1,11,0	00	Click Here		Pri	nt As :
		Issued Details			LOC Amount (Rs.)	Click Here To
LOC ID & Dt.		43422xxxxxxxx5, 26/04/20)13			
Circle / Middle-Tier Office		n Bengal				Edit
Division / LOC Execution Office Officer		eling. utive Engineer			12000	Delete
Project	: test					
Head of Acct.	: PW-2	25-2059-01-053-NP-001-11-00-V				



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.

950		t (LOC) Mor West Bengal	nitoring	System		K		
Home Master Da	ata Transa	ctions M.I.S	House	Keeping Lo	g Out			2013, 5:48:57 PM
Generate LOC Financial Year	<u>َ</u>	013-2014 💌			weicome Chi	ei Engineer-1,	, PUDIIC WO	orks Directorate
LOC ID & Date	Circle / Middle-Tier Office Name	Division / LOC Execution Office Name	Work Type	LOC Amount (Rs.)	Authorization ID	Valid Upto	Click Here To	Attach / View Generated LOC
2013-2014/02/03/012 Dated : 26/04/2013	North Bengal	Darjeeling.	Work- Charged	2,000	2013- 2014/02/0002	26/04/2013	Print	Attach
2013-2014/02/03/027 Dated : 06/05/2013	North Bengal	Darjeeling.	Work- Charged	59,000	2013- 2014/02/0009	31/05/2013	Print	Attach
2013-2014/02/03/028 Dated : 05/04/2013	North Bengal	div2	Work- Charged	58,000	2013- 2014/02/0009	31/05/2013	Generate	Attach
fgd443422xxxxxxxxx5 Dated:26/04/2013	North Bengal	Darjeeling.	Work- Charged	12,000	2013- 2014/02/0009	31/05/2013	Generate	Attach
xcxcxc2222112223355 Dated : 09/05/2013	North Bengal	Darjeeling.	Work- Charged	40,000	2013- 2014/02/0009	31/05/2013	Print	Attach
		Designed, De	eveloped &	Implemented by I	National Informati	cs Centre		

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.

मत्यमं	160	Credit (LOC nt of West Be	-	toring System		
Home	e Master Data	Transactions	M.I.S	House Keeping	Log Out	Monday, May 06 2013, 6:03:01 PM
					Welco	me Chief Engineer-I, Public Works Directorate
Gen	erate LOC (Allo	cation)				
Finar			Att	ach Document		×
LOC	LOC Id.	: 2013	-2014/02	/03/027		iew LOC
2013-2 Dated :	LOC Date	: 06/0	5/2013			
2013-2 Dated :	Select Document	C:\Use	ers\test\De	sktop\Market Loan\N	/larket_Loan_[Datewise_Repayment_Report.pdf
2013-2 Dated :		Subr	git E	Exit		
fgd443 Dated :	Attached Docume	ent NotAt	tached			
xcxcxc2 Dated :				ш		
	/	Des	igned, Dev	eloped & Implemente	ed by National 1	Informatics Centre
\langle	Click Here	e				



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.

lome Master Data Tr	ansactions	M.I.S	House Keeping	Log Out		Tuesday	, May 07 2013, 4:	06:37 P
			i dan di	Welcom	e Chief Eng	jineer-I, P	ublic Works Di	rector
Prepare Request-ba	sed LOC (A	Alloca	tion)					
			ă.					
Financial Year		20	13-2014 💌					
Circle / Middle Tier Office		No	orth Bengal				•	
Requesting Division / LOC	Execution Of	fice Da	arjeeling.			•	•	
Select Work Type		۲	Project Based ©W		d©Mainter	ance		
Select LOC ID		Ne	ew	-				
Select LOC ID Generation	Туре	•	System Generate	d LOC ID	LOC ID of	Manual Sy	stem	
Select Authorization ID		5	Select	-				
			U	Request	Amount Revised	Pending Amount	Print	Selec
	Request Detai	ils		Request Amount (Rs.)		Pending Amount (Rs.)		-
Request ID		ils)14/02(Amount	Revised from Circle	Amount	LOC Amount	Selec
Request ID Request Dt. Circle / Middle Tier Office	Request Detai : 2013-20	ils 0 14/02 (013		Amount	Revised from Circle	Amount	LOC Amount	Selec
Request ID Request Dt. Circle / Middle Tier Office Requesting Division / LOC	Request Detai : 2013-20 : 07/05/20	ils 014/02(013 ngal		Amount	Revised from Circle	Amount	LOC Amount	Selec
Request ID Request Dt. Circle / Middle Tier Office Requesting Division / LOC Execution Office LOC Issuing Officer	Request Detai : 2013-20 : 07/05/20 : North Ber : Darjeelin : Executive	ils 0 14/02(013 ngal g.	04/0015	Amount	Revised from Circle	Amount	LOC Amount	Selec
Request ID Request Dt. Circle / Middle Tier Office Requesting Division / LOC Execution Office LOC Issuing Officer Project	Request Detai : 2013-20 : 07/05/20 : North Ber : Darjeelin : Executive : TEST1	ils 014/02(013 ngal g. e Engine	04/0015	Amount (Rs.)	Revised from Circle	Amount	LOC Amount	Selec
Request ID Request Dt. Circle / Middle Tier Office Requesting Division / LOC Execution Office LOC Issuing Officer Project Head of Acct. G.O. No.	Request Detai : 2013-20 : 07/05/20 : North Ber : Darjeelin : Executive : TEST1 : PW-25-20 : 1212	ils) 14/02()13 ngal g. e Engine 059-01-	04/0015 er	Amount (Rs.)	Revised from Circle (Rs.)	Amount	LOC Amount (Rs.)	Selec
Request ID Request Dt. Circle / Middle Tier Office Requesting Division / LOC Execution Office LOC Issuing Officer Project Head of Acct. G.O. No. G.O. Date	Request Detai : 2013-20 : 07/05/20 : North Bei : Darjeelin : Executive : TEST1 : PW-25-20	ils) 14/02()13 ngal g. e Engine 059-01-	04/0015 er	Amount (Rs.)	Revised from Circle (Rs.)	Amount (Rs.)	LOC Amount (Rs.)	Selec Reque
Request ID Request Dt. Circle / Middle Tier Office Requesting Division / LOC Execution Office LOC Issuing Officer Project Head of Acct. G.O. No. G.O. Date U.O. Date	Request Detail : 2013-20 : 07/05/20 : North Beil : Darjeelin : Executive : TEST1 : PW-25-20 : 1212 : 16/04/20 : 2121 : 07/05/20	ils 014/02(013 ngal g. e Engine 059-01- 013 013	04/0015 er	Amount (Rs.)	Revised from Circle (Rs.)	Amount (Rs.)	LOC Amount (Rs.)	Selec Reque
Request ID Request Dt. Circle / Middle Tier Office Requesting Division / LOC Execution Office LOC Issuing Officer Project Head of Acct. G.O. No. G.O. Date U.O. No. U.O. Date Commnc. Date	Request Detail : 2013-20 : 07/05/20 : North Beil : Darjeelin : Executive : TEST1 : PW-25-21 : 1212 : 16/04/20 : 2121 : 07/05/20 : 28/06/20	ils 014/02(013 ngal g. e Engine 059-01- 013 013 013	04/0015 er	Amount (Rs.)	Revised from Circle (Rs.)	Amount (Rs.)	LOC Amount (Rs.)	Selec Reque
Request ID Request Dt. Circle / Middle Tier Office Requesting Division / LOC Execution Office LOC Issuing Officer Project Head of Acct. G.O. No. G.O. Date U.O. No. U.O. No. U.O. Date Commr. Date Compl. Schedule Date Compl. Expected Date	Request Detail : 2013-20 : 07/05/20 : North Bei : Darjeelin : Executive : TEST1 : PW-25-20 : 1212 : 16/04/20 : 2121 : 07/05/20 : 28/06/20 : 28/06/20 : 28/06/20	ils)14/02()13 ngal g. e Engine 059-01-)13)13)13)13)13	04/0015 er	Amount (Rs.)	Revised from Circle (Rs.)	Amount (Rs.)	LOC Amount (Rs.)	Selec Reque
Request ID Request Dt. Circle / Middle Tier Office Requesting Division / LOC Execution Office LOC Issuing Officer Project Head of Acct. G.O. No. G.O. Date U.O. No. U.O. Date Commn. Date Compl. Schedule Date Amount Sanctioned	Request Detail : 2013-20 : 07/05/20 : North Beil : Executive : TEST1 : PW-25-21 : 1212 : 16/04/20 : 2121 : 07/05/20 : 28/06/20 : 28/06/20 : 28/06/20 : 28/06/20 : 28/06/20 : 28/06/20 : 28/06/20 : 5,00,000	ils)14/02()13 ngal ig. e Engine 059-01-)13)13)13)13)13)13)13)13	04/0015 er	Amount (Rs.)	Revised from Circle (Rs.)	Amount (Rs.)	LOC Amount (Rs.)	Selec Reque
Request ID Request Dt. Circle / Middle Tier Office Requesting Division / LOC Execution Office DC Issuing Officer Project Head of Acct. G.O. No. G.O. Date U.O. Date Commnc. Date Commnc. Date Compl. Schedule Date Compl. Expected Date Amount Sanctioned	Request Detail : 2013-20 : 07/05/20 : North Bei : Darjeelin : Executive : TEST1 : PW-25-20 : 1212 : 16/04/20 : 2121 : 07/05/20 : 28/06/20 : 28/06/20 : 28/06/20	ils)14/02()13 ngal ig. e Engine 059-01-)13)13)13)13)13)13)13)13	04/0015 er	Amount (Rs.)	Revised from Circle (Rs.)	Amount (Rs.)	LOC Amount (Rs.)	Selec Reque
Request ID Request Dt. Circle / Middle Tier Office Requesting Division / LOC Execution Office LOC Issuing Officer Project Head of Acct. G.O. No. G.O. No. G.O. No. U.O. Date Commnc. Date Commnc. Date	Request Detail : 2013-20 : 07/05/20 : North Ber : Darjeelini : Executive : TEST1 : PW-25-21 : 1212 : 16/04/20 : 2121 : 07/05/20 : 28/06/20 : 28/06/20 : 5,00,000 : 5,00,000	ils)14/02()13 ngal ig. e Engine 059-01-)13)13)13)13)13)13)13)13	04/0015 er	Amount (Rs.)	Revised from Circle (Rs.)	Amount (Rs.)	LOC Amount (Rs.)	Selec Reque





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.

Iome Master Data Transactions	M.I.S House Keeping	Log Out	e Chief Eng		, May 07 2013, 6: ublic Works Di	
Revalidation of LOC (Allocation	on Based)					
Financial Year	2013-2014 💌					
Select Circle / Middle-Tier Offi	North Bengal			-		
Select Division / LOC Execution Office	10.0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0			•		
Select Work Type Select LOC ID	Project Based Worl New	K-Charged ○ N	laintenance	2		
Select LOC ID Generation Type			ID of Mar	ual Guata		
Select Authorization ID	System Generated L Select		, in ot wan	uai systen		
Select Authorization 1D	Select					-
Total Selected LOC Amount (Rs.):	2000				Print	As :
Request Det	ails	Request Amount (Rs.)	Amount Revised from Circle (Rs.)	Pending Amount (Rs.)	LOC Amount (Rs.)	Select Reques
Request ID: 2013-2014/Request Dt.: 02/05/2013Circle: North BengalSelect Division /: Darjeeling.LOC Execution: Darjeeling.Office: Darjeeling.Office: Executive EngProject: test PW02010Head of Acct.: AG-05-2236-0G.O. No.: go22G.O. Date: 26/04/2013U.O. No.: uo12U.O. Date: 11/04/2013Compl. Schedule Date: 12/04/2013Compl. Expected: 30/04/2013Date: 3	ineer	40000	40000	2000	2000	V
		1				Submit



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.

Home Master	Data Transa	actions M.I.S	House	Keeping Lo	g Out	0.000000		2013, 6:22:15 PM
Generate Rec	west-base		ation		welcome chie	a Engineer-1	, Public wo	orks Directorate
Financial Year	-	2013-2014 💌	aciony					
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
013- 014/02/03/030 Dated : 05/04/2013	North Bengal	Darjeeling.	Project Based	1,36,000	2013- 2014/02/0013	31/05/2013	Generate	Attach

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.

मन्यमं	164	ter of Credit remment of W		itoring System	l		Y		9
Home	e Master I	Data Transad	ctions M.I.S	House Keeping	Log	Out	Tues	day, May 07 201	3, 6:30:12 PM
					1	Welcome Chie	f Engineer-I	, Public Work	s Directorate
Gene	erate Req	uest-based	l LOC (Alloc	ation)					
Finar		21	142 2044						
LOC	LOC Id.		At	tach Documen	t				iew LOC
2013- 2014/0	LOC Date		: 03/05/2013	27037013					h
Dated : 2013- 2014/0 Dated :	Select Doo	cument		esktop\Yearly Loan (Exit	Calenda	ar\Yearly_Loan_Ca	alendar2013-20	14.pdf	Browse E
2013- 2014/0 Dated :	Attached I	Document	Not Attached			\langle	Click	Here	
2013- 2014/0 Dated :	< 03/05/2013					,			*
	2/03/025 05/04/2013	North Bengal	Darjeeling.	Project Based	3,000	2013- 2014/02/0013	31/05/2013	Generate	Attach
	2/03/026 05/04/2013	North Bengal	Darjeeling.	Project Based	1,500	2013- 2014/02/0013	31/05/2013	Generate	Attach
	2/03/029 04/05/2013	North Bengal	Darjeeling.	Project 6 Based 6	8,900	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.

me Master Data Transact	tions M.I.S House Keeping	Log Out		-	, May 07 2013, 6:	
		Welcom	e Chief Eng	ineer-I, P	ublic Works Di	rectorate
epare Request-based	LOC (Deposit Work)					
nancial Year	2013-2014 💌					
rcle / Middle-Tier Office	North Bengal		•	•		
vision / LOC Execution Office	Darjeeling.			•		
elect LOC ID	New					
elect LOC ID Generation Type	System Generated LOC ID	◎LOC ID of	Manual Sy	stem		
otal Selected LOC Amount (Rs.): 200000				Print	As :
Reque	est Details	Request Amount (Rs.)	Amount Revised from Circle (Rs.)	Pending Amount (Rs.)	LOC Amount (R5.)	Select Request
equest ID	:2013-2014/0204/0006, 0					
equesting Division/LOC xecution Office	:Darjeeling.					
ircle / Middle-Tier Office	:North Bengal					
OC Issuing Office	: Public Works Directorate					
roject Name lead of Acct.	:test deposit :8782-00-102-001-20					
ype of Entry	:Fresh	200000	200000	200000	200000	
roject Cost (Rs.)	:200000					
ayment Mode	: Cheque : Finance Department					
ssuing Authority	:877564, 07/05/2013					
ssuing Authority heque / Draft No.						
heque / Draft No. heque / Draft Amount (Rs.)	:50000					
heque / Draft No.						
heque / Draft No. heque / Draft Amount (Rs.) eposit Challan No.	:50000					l

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.

lome Master Data Transa	ctions M.I.S House Keeping	Log Out Welcom		1976	May 08 2013, 10: Iblic Works Di		
levalidation Request-b	ased LOC (Deposit Work)					
Financial Year	2013-2014 💌						
Select Circle / Middle-Tier Offi	ce North Bengal			•			
Select Division / LOC Execution	n Office Darjeeling.			•			
Select LOC ID	2013-2014/02/03/019	•					
Select LOC ID Generation Type	System Generated L	OC ID OLOC	ID of Manu	ial System			
	(D-); (00000					PDF	
Fotal Selected LOC Amount	(RS.): 400000				Print	As :	
Requ	uest Details	Request Amount (Rs.)	Amount Revised from Circle (Rs.)	Pending Amount (Rs.)	LOC Amount (Rs.)	Select Request	
Request ID	2013-2014/0204/0004,		(10.7				
Requesting Division/LOC	'03/05/2013						
Execution Office	:Darjeeling.						
Circle / Middle-Tier Office	:North Bengal						
LOC Issuing Office Project Name	:Public Works Directorate :test data deposit						
Head of Acct.	:8782-00-102-001-20	500000	500000	140000	400000		
Type of Entry	:F	580000	580000	440000	400000		
Project Cost (Rs.) Payment Mode	:0 :C						
Issuing Authority	:						
Cheque / Draft No.	:,						
Cheque / Draft Amount (Rs.) Deposit Challan No.	:0						
Remarks	dfg dfdd dg'hjfhjgfhfg						
						Submit	
	Designed, Developed & Implemen	ted by National Inf	ormatics Cent	P 0			
	Designed, Developed & Implement	ted by National In	ormatics cent	re			
						\setminus	
						\	\backslash
		DE? 6-	. 4				
re is a provision to I	Export the Data in " P	DF forma	at.			CI	ck Her
							ciz Har



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.

950	of Credit (LOC) Mon ment of West Bengal	uitoring System	X	X	
Home Master Data	Transactions M.I.S	House Keeping Log Out	Wednesday,	May 08 201:	3, 11:17:52 AM
		Welcome Ch	ief Engineer-I, P	ublic Work	cs Directorate
Generate Reques	st-based LOC (Depo	osit Work)			
Financial Year	2013-2014 💌				
LOC ID & Date C	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
aaaaaaaa11111111 . 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
	Designed, De	veloped & Implemented by National Informat	tics Centre		
		\langle	Click He	re	Click

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.



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.

मत्यमं	160	Credit (LO ent of West B		toring System			X		9
Home	e Master Data	Transactions	M.I.S	House Keeping	Log Out	W	/ednesday, I	May 08 201	3, 11:52:52 AM
					Welcom	e Chief Engi	neer-I, Pu	iblic Wor	ks Directorate
Gen	erate Request	-based LOC	(Depos	sit Work)					
Finar LOC			Atta	ach Document					X ^
2013-	LOC Id.	: aaaa	aaaa11111						d LOC
	LOC Date	: 30/0	04/2013						ttach
2013- 2014/0 Dated :	Select Documen	nt C:\Us		sktop\Yearly Loan C	alendar\Yearly_L	_oan_Calendar	2014-2015.p	df	
2013- 2014/0 Dated :	Attached Docun		ttached			\langle	Click	Here	ch
2013- 2014/0 Dated :	٠ [III					, th
	aalilililili 30/04/2013	North Beng	əl	Darj	eeling.		2,200	Print	Attach
	t67/88. 03/05/2013	North Beng	əl	Darj	eeling.		5,40,000	Print	Attach
		De	signed, Deve	eloped & Implemente	ed by National Inf	ormatics Centre	2		



Chapter – 6 M.I.S

6.1 FINANCE DEPARTMENT

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

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



6.1.1 LOC: REQUEST DETAILS (ALLOCATION BASED)

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

ome	Master Data T	ransactions	M.I.S	House Keeping	Log Out	Мо	nday, May 13 2013, 5:34:07 PM
						Welcome Joint	t Secratery, Finance Budget
equie	st Details (Allo	cation Ba	sed)				
sque	St Dettills (Milo	cution bu	scuy				
inancia	l Year	2013-	2014 -				
OC Issu	uing Office	Public	Works Dire	ectorate		•	
Circle /	Middle-Tier Office	North	Bengal			•	
Division	/ LOC Execution C	ffice Darjee	eling.			•	
Work Ty	ре	IIA @	OProject	Based ©Wor	rk-Charged	Maintenance	
Request	Status	Reque	est lying with	h Division		•	
							Print As :
		De	signed, Deve	eloped & Implement	ed by National .	Informatics Centre	



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.

	ions M.I.S House Keeping Log Out	Wednesday, May 08 201	13, 4:00:25 PM
		Welcome Joint Secratery, Fi	nance Budge
Request Status			
Financial Year LOC Issuing Office Circle / Middle-Tier Office Division / LOC Execution Office Select Work Type Administrative Department Request Status	2013-2014 Public Works Directorate North Bengal Darjeeling. Image: All Oproject Based mork-Charge AG-Agriculture Request lying with LOC Issuing Office Submit Cancel	▼ ▼ ged ©Maintenance ▼	
Total Projects : Total Request Amount (Rs.):	1 Click Here		Print As :
i i	Project Details	Cost / Expenditure	Request Status
Request ID Division/LOC Execution Office Circle / Middle-Tier Office LOC Issuing Office Project Name Head of Acct. Earmark G.Q. No.	:2013-2014/0204/0015, 07/05/2013 :Darjeeling. :North Bengal :Public Works Directorate :sdsdf tetertertert :AG-05-2236-02-101-NP-002-01-01-V : :, 01/01/1900 :, 01/01/1900	Budget (Rs.) : 335000 Sanction No. : Sanc. Date :01/01/1900 Sanc. Amt. (Rs.) : 0 Fund Recvd. Upto(Rs.) : 0 Expend So far(Rs.) : 0 Phy. Progrs. (Rs.) : 0.00 Req. Amt. (Rs.) : 100000	Request lyin with LOC Issuing Offic



6.1.3 HEAD OF ACCOUNT WISE FIGURES

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

	Governm	ent of West B		nitoring Systen	1			
Home	Master Data	Transactions	M.I.S	House Keeping	Log Out		Wednesday, Ma	y 08 2013, 4:05:51 PM
						Welc	ome Joint Secrat	ery, Finance Budget
Head o	of Account	wise Figures	1					
Financia				2013-2014 💌				
	uing Office			Public Works Direct	orate			•
	Middle Tier Of / LOC Execut			North Bengal				v
		ion Office		Darjeeling.				
Select V	Vork Type			●All ◎Project Ba	ased ©Wo	rk-Charged	Maintenance	e
Adminis	trative Depart	ment		AG-Agriculture				•
	Demand 05 💌	Major Sult 2236 ▼ 02	omajor 💌	Minor Plan 101 • NP	 Scheme 002 ▼ 	Detail 01 ▼	Subdetail Voted	•
								Print As :
	Head of <i>I</i>	Accounts	Bu	dget Amount(Rs.)	Request Amo	unt(Rs.)	LOC Amount(Rs.)	Amount Spent(Rs.)
AG-05-	2236-02-101	-NP-002-01-01	-V	2345000		403200	19790	0 7900
		1	Total:	2345000		403200	19790	0 7900

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



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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.

्रिं सन्यमंब	Governme	Credit (LO ent of West		nitoring System			
ome	Master Data	Transactions	M.I.S	House Keeping	Log Out	Wednesday, May	08 2013, 3:56:55 PN
					Welco	ome Joint Secrate	ry, Finance Budg
OC I	cial Year ssuing Office / Middle-Tier Off on / LOC Executio	Fice N	113-2014 ublic Works orth Bengal arjeeling.	• Directorate		V V	Print As
SI No.	Division / LOC Execution Offic		Dept.	Proj	ect Name	LOC Received	Amount Spent
1	Darjeeling.	Agriculture	2	sdsdf tetertertert		66400	65400
2	Darjeeling.	Public Wo	rks	test		2000	1500
3	Darjeeling.	Agricultura Marketing		test on 02052013		150000	(
4	Darjeeling.	Agriculture	2	test PW02010418		192500	2500
					Total	410900	6940



6.1.5 LOC SUMMARY REPORT (ALLOCATION BASED)

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

	Governme	Credit (LOC) ent of West Ben		oring System				
ome	Master Data	Transactions	M.I.S	House Keeping	Log Out	Ν	/londay, May 13	2013, 2:24:58 PI
						Welcome Joi	int Secratery,	Finance Budg
OC S	ummary Re	port (Allocatio	on Bas	ed)				
	al Year	2013-2014	-				1	
OC Iss	OC Issuing Office -ALL-				•			
select 1	Work Type		roject B	ased work				
Select	Work Type	©All ©Pr	roject B	ased ©Work		laintenance		POF
Select	Work Type	®All ©Pr	roject B	ased Owork		laintenance	* /	Print As
SI No.		●All ◎Pr Issuing Officer	roject B	Authorization Sanctioned by	LOC Issued	Balance	* / Proposal Pending	Amounts in Re
	LOC			Authorization	-		Proposal	Amounts in Re Further Requirement
SI No.	LOC Chief Engineer	Issuing Officer -I , Forest Director (Head Quarters) ,	rate	Authorization Sanctioned by F.D.	LOC Issued	Balance	Proposal Pending	Amounts in Re Further Requirement
SI No. 1	LOC Chief Engineer Chief Engineer Directorate (P.0	Issuing Officer -I , Forest Director (Head Quarters) ,	rate	Authorization Sanctioned by F.D. 0	LOC Issued	Balance 0	Proposal Pending 0	Amounts in Re Further Requirement
SI No. 1 2	LOC Chief Engineer Chief Engineer Directorate (P. Chief Engineer Directorate	Issuing Officer -I , Forest Director (Head Quarters) , C.C.F-General)	rate	Authorization Sanctioned by F.D. 0	LOC Issued	Balance 0	Proposal Pending 0 0	Amounts in Re Further Requirement
SI No. 1 2 3	LOC Chief Engineer Chief Engineer Directorate (P. Chief Engineer Directorate Chief Engineer Directorate	Issuing Officer -I , Forest Director (Head Quarters) , C.C.F-General) -I , Public Works	rate Forest	Authorization Sanctioned by F.D. 0 0 30721500 0	LOC Issued 0 0 416123	Balance 0 30305377	Proposal Pending 0 0 678686	Amounts in Rs
SI No. 1 2 3 4	LOC Chief Engineer Directorate (P.4 Chief Engineer Directorate Chief Engineer Directorate Chief Engineer Directorate	Issuing Officer -I, Forest Director (Head Quarters), C.C.F-General) -I, Public Works -II, Public Works	rate Forest c Works	Authorization Sanctioned by F.D. 0 30721500 0	LOC Issued 0 0 416123 0	Balance 0 30305377 0	Proposal Pending 0 0 678686 678686	Amounts in Rs Further Requirement
5l No. 1 2 3 4 5	LOC Chief Engineer Directorate (P. Chief Engineer Directorate Chief Engineer Directorate Chief Engineer Directorate Directorate Director, Pub	Issuing Officer I, Forest Director (Head Quarters), C.C.F-General) I, Public Works II, Public Works ing Adviser, Public	rate Forest c Works te	Authorization Sanctioned by F.D. 0 30721500 0 0	LOC Issued 0 416123 0 0	Balance 0 30305377 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Proposal Pending 0 0 678686 678686	Amounts in Re Further Requirement 67868



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 Summery Report by selecting financial year.

्र सन्यमंब जव	Governm	f Credit (LOO aent of West B		itoring System		Ű	
Home	Master Data	Transactions	M.I.S	House Keeping	Log Out	Monday, Ma	ay 13 2013, 2:27:42 PM
E					v	/elcome Joint Secrat	tery, Finance Budget
Financia	l Year	2013-20	014 💌				Print As
							* Amounts in Rs.
SI No.		LOC Issui	ng Office	r	Request Amount	LOC Issued	Pending Amount
1	Chief Engin	eer-I, Forest D	irectorate	9	0	0	0
2	Chief Engin (P.C.C.F-Ge	eer (Head Quart :neral)	ers), Fo	rest Directorate	0	0	0
3	Chief Engin	eer-I, Public W	orks Dire	torate	240000	117000	123000
4	Chief Engin	eer-II,Public V	Vorks Dire	ectorate	0	0	0
5	Chief Engin	eering Adviser ,	Public W	orks Directorate	0	0	0
6	Director ,	Public Works Dire	ectorate		0	0	0
7	Chief Engin	eer-I, Public W	orks(Roa	ds) Directorate	900000	440000	460000
/							
Tot	al				1140000	557000	583000



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.

1 1000 000							- 200			
ome Maste	er Data Transact	tions I	M.I.S H	louse Keeping	Log Out				W	3, 3:49:30 PM ance Budget
OC Author	rization Issued	l by F.I	D. (Allo	cation Base	d)					
inancial Year	2	2013-2014	•							
Authorized Off	fice F	ublic Wor	rks Directo	rate				-		
Authorized Off	ficer	Chief Engin	neer-l		100041071 No.		50.000 M	-		
			,54,000						Pi	rint As :
Authorization Id	L		orization	Given To.		'ork ype	Memo No. & Date	Amount (Rs.)	Pr Valid Upto	Attached
Id 2013-	Officer	OC Autho : Chiel	orization of Enginee	r-I	Ty	ype oject	Date dfs sf	(Rs.)		Attached LOC Authorization Not
Id 2013- 2014/02/0001 2013-		OC Autho : Chief ce : Publi : Chief	orization of Enginee lic Works I of Enginee	r-I Directorate r-I	Ty Pro Bas Pro	oject sed	Date	(Rs.) 45000	Valid Upto	Attached LOC Authorization Not Available Not
Id 2013- 2014/02/0001 2013- 2014/02/0003 2013-	Officer LOC Issuing Offic Officer	OC Autho : Chiel ce : Publi : Chiel ce : Publi : Chiel : Chiel	orization of Enginee lic Works I ef Enginee lic Works I ef Enginee	r-I Directorate r-I Directorate r-I	Pro Bas Pro Bas Pro	oject sed oject sed oject	Date dfs sf 18/04/2013 sd23	(Rs.) 45000 45000	Valid Upto 23/04/2013	Attached LOC Authorization Not Available Not Available
Id 2013- 2014/02/0001 2013- 2014/02/0003 2013- 2014/02/0004 2013-	Officer LOC Issuing Offic Officer LOC Issuing Offic Officer	OC Autho : Chiel ce : Publi : Chiel ce : Publi : Chiel ce : Publi : Chiel : Chiel	orization (ef Enginee lic Works I ef Enginee lic Works I ef Enginee lic Works I ef Enginee	r-I Directorate r-I Directorate r-I Directorate r-I	Pro Bas Pro Bas Pro Bas Pro Bas	ype oject sed oject sed oject sed oject	Date dfs sf 18/04/2013 sd23 24/04/2013 as121	(Rs.) 45000 45000 54000	Valid Upto 23/04/2013 30/04/2013	Attached LOC Authorization Not Available Not Available
Id 2013- 2014/02/0001 2013- 2014/02/0003 2013- 2014/02/0004 2013- 2014/02/0005 2013-	Officer LOC Issuing Offic Officer LOC Issuing Offic Officer LOC Issuing Offic Officer	OC Autho : Chiei ce : Publi : Chiei ce : Publi : Chiei ce : Publi : Chiei ce : Publi : Chiei ce : Publi	orization (af Enginee lic Works I af Enginee lic Works I af Enginee lic Works I af Enginee	r-I Directorate r-I Directorate r-I Directorate r-I Directorate r-I	Pro Bas Pro Bas Pro Bas Pro Bas Pro Bas	ype oject sed oject sed oject sed oject sed oject	Date dfs sf 18/04/2013 sd23 24/04/2013 as121 24/04/2013 sdf3443	(Rs.) 45000 45000 54000 550000	Valid Upto 23/04/2013 30/04/2013 30/04/2013	Attached LOC Authorization Not Available Not Available Not
1d 2013- 2014/02/0001 2013- 2014/02/0003 2013- 2014/02/0005 2013- 2014/02/0007 2013-	Officer LOC Issuing Offic Officer LOC Issuing Offic Officer LOC Issuing Offic Officer LOC Issuing Offic Officer Officer	OC Autho : Chiei ce : Publi : Chiei	orization of Enginee lic Works I of Enginee	r-I Directorate r-I Directorate r-I Directorate r-I Directorate r-I Directorate r-I	Pro Bas Pro Bas Pro Bas Pro Bas Pro Bas Pro Pro	ype oject sed oject sed oject sed oject sed oject sed	Date dfs sf 18/04/2013 sd23 24/04/2013 as121 24/04/2013 sdf3443 24/04/2013 sdf3423 24/04/2013	(Rs.) 45000 45000 54000 550000 950000	Valid Upto 23/04/2013 30/04/2013 30/04/2013 30/04/2013	Attached LOC Authorization Not Available Available Not Available Not Available Not
1d 2013- 2014/02/0001 2013- 2014/02/0003 2013- 2014/02/0005 2013- 2014/02/0007 2013- 2014/02/0008 2013- 2013-	Officer LOC Issuing Offic Officer LOC Issuing Offic Officer LOC Issuing Offic Officer LOC Issuing Offic Officer LOC Issuing Offic Officer	OC Autho : Chiel ce : Publi : Chiel : Chi	orization of Enginee lic Works l of Enginee lic Works l of Enginee lic Works l of Enginee f Enginee lic Works l of Enginee lic Works l of Enginee	r-I Directorate r-I Directorate r-I Directorate r-I Directorate r-I Directorate r-I Directorate r-I	Pro Bas Pro Bas Pro Bas Pro Bas Pro Bas Pro Bas	ype oject sed oject sed oject sed oject sed oject sed oject sed	Date dfs sf 18/04/2013 sd23 24/04/2013 as121 24/04/2013 sdf3443 24/04/2013 sds212 29/04/2013 ds323	(Rs.) 45000 45000 54000 550000 950000	Valid Upto 23/04/2013 30/04/2013 30/04/2013 29/04/2013 31/05/2013	Attached LOC Authorization Not Available Available Not Available Not Available



6.2 DIVISON / 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.

				ay 13 2013, 5:44:09 PM	
	Welcome Executive	e Engineer, Darjeelin	g., North Bengal, Publ	ic Works Directorate	
quest Details (Allocation	1 Based)				
	013-2014 💌				
C Issuing Office	Public Works Directorate		-		
cle / Middle-Tier Office	lorth Bengal		*		
vision / LOC Execution Office)arjeeling.		*		
ork Type 🖉	All ©Project Based	◎Work-Charged ◎	Maintenance		
quest Status R	Request lying with Division		•		
				POF	



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.

		weaterstay, may ou zo	13, 4:17:11 PM
	Welcome Executive Engineer, D	arjeeling., North Bengal, Public Worl	ks Directora
Request Status			
Financial Year	2013-2014		
	Public Works Directorate		
LOC Issuing Office		÷	
Circle / Middle-Tier Office	North Bengal	v	
Division / LOC Execution Office	Darjeeling.	*	
Select Work Type	●All ◎Project Based ◎Work-Char	ged ©Maintenance	
Administrative Department	AG-Agriculture	•	
Request Status	Request lying with LOC Issuing Office	_	
	Submit Cancel		
Total Designate -			POP
Total Projects :	Submit Cancel 1 Click Her	e	Print As :
Total Projects : Total Request Amount (Rs.):	1 Click Her	e	
Total Request Amount (Rs.):	1 Click Her	e Cost / Expenditure	Print As :
Total Request Amount (Rs.):	1 1,00,000 Project Details :2013-2014/0204/0015, 07/05/2013		Request
Total Request Amount (Rs.): Request ID Division/LOC Execution Office	1 1,00,000 Project Details :2013-2014/0204/0015, 07/05/2013 :Darjeeling.		Request Status
Total Request Amount (Rs.): Request ID Division/LOC Execution Office Circle / Middle-Tier Office	1 1,00,000 Project Details : 2013-2014/0204/0015, 07/05/2013 : Darjeeling. : North Bengal	Cost / Expenditure	Request Status
Total Request Amount (Rs.): Request ID Division/LOC Execution Office Circle / Middle-Tier Office LOC Issuing Office	1 Click Her 1,00,000 Project Details : 2013-2014/0204/0015, 07/05/2013 : Darjeeling. : North Bengal : Public Works Directorate	Cost / Expenditure Budget (Rs.) : 335000	Request Status
Total Request Amount (Rs.): Request ID Division/LOC Execution Office Circle / Middle-Tier Office LOC Issuing Office Project Name	1 Click Her 1,00,000 Project Details :2013-2014/0204/0015, 07/05/2013 :Darjeeling. :North Bengal :Public Works Directorate :sdsdf tetertertert	Cost / Expenditure Budget (Rs.) : 335000 Sanction No. : Sanc. Date :01/01/1900 Sanc. Amt.(Rs.) : 0	Request Status Request lyi
Total Request Amount (Rs.): Request ID Division/LOC Execution Office Circle / Middle-Tier Office LOC Issuing Office Project Name Head of Acct.	1 Click Her 1,00,000 Project Details : 2013-2014/0204/0015, 07/05/2013 : Darjeeling. : North Bengal : Public Works Directorate	Cost / Expenditure Budget (Rs.) : 335000 Sanction No. : Sanc. Date :01/01/1900 Sanc. Amt.(Rs.) : 0 Fund Recvd. Upto(Rs.) : 0	Request Status Request lyi with LOC
Total Request Amount (Rs.): Request ID Division/LOC Execution Office Circle / Middle-Tier Office LOC Issuing Office Project Name	1 Click Her 1,00,000 Project Details :2013-2014/0204/0015, 07/05/2013 :Darjeeling. :North Bengal :Public Works Directorate :sdsdf tetertertert :AG-05-2236-02-101-NP-002-01-01-V :	Cost / Expenditure Budget (Rs.) : 335000 Sanction No. : Sanc. Date :01/01/1900 Sanc. Amt.(Rs.) : 0 Fund Recvd. Upto(Rs.) : 0 Expend So far(Rs.) : 0	Request Status Request lyi with LOC Issuing Off
Total Request Amount (Rs.): Request ID Division/LOC Execution Office Circle / Middle-Tier Office LOC Issuing Office Project Name Head of Acct. Earmark	1 Click Her 1,00,000 Project Details :2013-2014/0204/0015, 07/05/2013 :Darjeeling. :North Bengal :Public Works Directorate :sdsdf tetertertert	Cost / Expenditure Budget (Rs.) : 335000 Sanction No. : Sanc. Date :01/01/1900 Sanc. Amt.(Rs.) : 0 Fund Recvd. Upto(Rs.) : 0 Expend So far(Rs.) : 00 Phy. Progrs.(Rs.) : 0.00	Request Status Request ly with LOC Issuing Off
Total Request Amount (Rs.): Request ID Division/LOC Execution Office Circle / Middle-Tier Office LOC Issuing Office Project Name Head of Acct. Earmark G.O. No.	1 Click Her 1,00,000 Project Details : 2013-2014/0204/0015, 07/05/2013 : Darjeeling. :North Bengal : Public Works Directorate : sdsdf tetertertert : AG-05-2236-02-101-NP-002-01-01-V : ;, 01/01/1900	Cost / Expenditure Budget (Rs.) : 335000 Sanction No. : Sanc. Date :01/01/1900 Sanc. Amt. (Rs.) : 0 Fund Recvd. Upto(Rs.) : 0 Phy. Progrs. (Rs.) : 0.000 Req. Amt. (Rs.) : 100000	Request Status Request ly with LOC Issuing Off
Total Request Amount (Rs.): Request ID Division/LOC Execution Office Circle / Middle-Tier Office LOC Issuing Office Project Name Head of Acct. Earmark G.O. No. U.O./Auth. No.	1 Click Her 1,00,000 Project Details :2013-2014/0204/0015, 07/05/2013 :Darjeeling. :North Bengal :Public Works Directorate :sdsdf tetertertert :AG-05-2236-02-101-NP-002-01-01-V : ; 01/01/1900 ; 01/01/1900	Cost / Expenditure Budget (Rs.) : 335000 Sanction No. : Sanc. Date :01/01/1900 Sanc. Amt.(Rs.) : 0 Fund Recvd. Upto(Rs.) : 0 Expend So far(Rs.) : 00 Phy. Progrs.(Rs.) : 0.00	Request Status Request ly with LOC Issuing Off



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.

Home Master Data	Transactions						
		M.I.S House Keepin Welcome Executive			Wednesday, M		
16 T 1100			e Engliteer, i	surjeening., n	ortin bengui, rui	Sile Works Di	ectorate
View Issued LOC	2013-2014	v v					
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	Q
013-2014/02/03/018 Dated : 02/05/2013	North Bengal	Darjeeling.	Project Based	1,50,000	2013- 2014/02/0008	31/05/2013	Click Her
013-2014/02/03/019 Dated : 03/05/2013	North Bengal	Darjeeling.	Project Based	20,000	2013- 2014/02/0013	31/05/2013	Available
013-2014/02/03/023 Dated : 03/05/2013	North Bengal	Darjeeling.	Project Based	5,000	2013- 2014/02/0013	31/05/2013	Not Available
013-2014/02/03/025 Dated : 05/04/2013	North Bengal	Darjeeling.	Project Based	3,000	2013- 2014/02/0013	31/05/2013	Not Available
013-2014/02/03/026 Dated : 05/04/2013	North Bengal	Darjeeling.	Project Based	1,500	2013- 2014/02/0013	31/05/2013	Not Available
013-2014/02/03/029 Dated : 04/05/2013	North Bengal	Darjeeling.	Project Based	68,900	2013- 2014/02/0013	31/05/2013	Not Available
013-2014/02/03/030 Dated : 05/04/2013	North Bengal	Darjeeling.	Project Based	1,36,000	2013- 2014/02/0013	31/05/2013	Not Available
55555/666666 . 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
hgjhgh4445566997 . Dated : 04/05/2013	North Bengal	Darjeeling.	Project Based	15,000	2013- 2014/02/0013	31/05/2013	Not Available
dsd/rt4545 Dated : 23/04/2013	North Bengal	Darjeeling.	Project Based	1,00,000	2013-	31/05/2013	Not



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Letter of Credit Monitoring System

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.

950	f Credit (LOC) Monit ent of West Bengal	oring System		
Home Master Data	Transactions M.I.S	House Keeping Log Out	Wednesday, May 0	8 2013, 4:32:09 PM
	Welco	me Executive Engineer, Dar	jeeling., North Bengal, Public V	Works Directorate
View Issued LOC	(Deposit Work)			
Financial Year	2013-2014 💌			
LOC ID & Date	Circle/Middle-Tier Of	fice Division/LOC Executio	DN LOC Amount (Rs.)	View Issued LOC
2013-2014/02/03/010 Dated : 29/04/2013	North Bengal	Darjeeling.	8,00,000	0
2013-2014/02/03/017 Dated : 04/05/2013	North Bengal	Darjeeling.	80,000	Q
2013-2014/02/03/018 Dated : 04/05/2013	North Bengal	Darjeeling.	60,000	Not Availat
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
	Designed, Deve	loped & Implemented by National 1	Informatics Centre	



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.

्र सन्यमंब	Governmen		-	onitoring System		U	
lome	Master Data	Transactio	ons M.I.S	6 House Keeping	Log Out	Wednesday, May	08 2013, 4:36:13 PM
			We	elcome Executive E	ngineer, Darjeeling., No	rth Bengal, Public	Works Directora
	cial Year ssuing Office	l	2013-2014 Public Worl	*		v	
	/ Middle-Tier Offic	l	North Beng			· ·	
	on / LOC Execution		Darjeeling.	ai			
							Print As
SI No.	Division / LOC Execution Office	Adm	in Dept.	Pro	ject Name	LOC Received	Amount Spent
1	Darjeeling.	Agricult	ure	sdsdf tetertertert	2	66400	6540
2	Darjeeling.	Public W	/orks	test		2000	150
3	Darjeeling.	Agriculti Marketii		test on 02052013		150000	
4	Darjeeling.	Agricult	ure	test PW02010418		192500	250
					Total	410900	6940



6.3 <u>CIRCLE / MIDDLE - TIER OFFICE</u>

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.

्रि मन्यमंव तवनं	(LOC) Monitoring S Zest Bengal	System	K	
Home Master Data Transac	tions M.I.S House K	eeping Log Out	Mond	ay, May 13 2013, 5:54:25 PM
equest Details (Allocatio	n Based) 2013-2014 💌			
LOC Issuing Office Circle / Middle-Tier Office	Public Works Directorate North Bengal		·	
Division / LOC Execution Office	Darjeeling.			
Work Type	●All ◎Project Based	©Work-Charged	© Maintenance	
Request Status	Request lying with Division		•	······································



6.3.2 LOC: REQUEST STATUS

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

Letter of Credit (Government of We	LOC) Monitoring System est Bengal		
Home Master Data Transacti	ions M.I.S House Keeping Log Out	Wednesday, May 08 20	13, 4:46:05 PM
	Welcome Project	t Director, North Bengal, Public Worl	s Directorate
Request Status			
Financial Year LOC Issuing Office Circle / Middle-Tier Office Division / LOC Execution Office Select Work Type Administrative Department Request Status	2013-2014 Public Works Directorate North Bengal Darjeeling. Image: Construction of the state of t	ged ©Maintenance	
Total Projects : Total Request Amount (Rs.):	1 Click Here		Print As :
F	Project Details	Cost / Expenditure	Request Status
Request ID Division/LOC Execution Office Circle / Middle-Tier Office LOC Issuing Office Project Name Head of Acct. Earmark G.O. No. U.O./Auth. No. Comm. Date Project Cost (Rs.) Date Comple. Scheduled	:2013-2014/0204/0015, 07/05/2013 :Darjeeling. :North Bengal :Public Works Directorate :sdsdf tetertertert :AG-05-2236-02-101-NP-002-01-01-V : :, 01/01/1900 :, 01/01/1900 :0 :01/01/1900	Budget (Rs.) : 335000 Sanction No. : Sanc. Date :01/01/1900 Sanc. Amt.(Rs.) : 0 Fund Recvd. Upto(Rs.) : 0 Expend So far(Rs.) : 0 Phy. Progrs.(Rs.) : 0.00 Req. Amt. (Rs.) : 100000 Remarks : :	Request lying with LOC Issuing Office
	Designed, Developed & Implemented by Nation	al Informatics Centre	



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.

सन्यमंब	Governm			onitoring System			
lome	Master Data	Transacti	ons M.I.	S House Keeping	Log Out	Wednesday, May	08 2013, 4:52:46 PM
				Welco	me Project Director, No	rth Bengal, Public	Works Directora
LOC I Circle	cial Year ssuing Office / Middle-Tier Of on / LOC Executi		2013-2014 Public Wor North Beng Darjeeling.	▼ ks Directorate al		v v v	Print As
							* Amounts in Rs
SI No.	Division / LO		nin Dept.	Proj	ject Name	LOC Received	Amount Spent
1	Darjeeling.	Agricult	ture	sdsdf tetertertert		66400	65400
2	Darjeeling.	Public	Works	test		2000	1500
3	Darjeeling.	Agricult Market		test on 02052013		150000	C
4	Darjeeling.	Agricult	ture	test PW02010418		192500	2500
					Total	410900	6940



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.

950	Credit (LO ent of West I		itoring System		I		
Home Master Data	Transactions	M.I.S	House Keeping	Log Out	Monday, M	lay 13 2013, 5:48:22 PM	
inancial Year .OC Issuing Office Circle / Middle-Tier Off	2013 Publ	Based) 3-2014 💌 ic Works Dir h Bengal	rectorate		v v v		
	in onnee -oe						
Division / LOC Executio Work Type Request Status	<pre>@Al</pre>	Project	t Based ©Wor t Issuing Office	k-Charged OMa	intenance		



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.

		weaties	1ay, May 08 201	13, 5:05:07 PM			
	We	elcome Chief Engineer-I	, Public Work	s Directoral			
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-Char	ged ©Maintenance					
Administrative Department	AG-Agriculture	•					
Request Status	Request lying with LOC Issuing Office						
• • • • • • • • • • • • • • • • • • • •	Submit Cancel						
Total Projects :	¹ Click Here	\supset		PDF			
Total Projects : Total Request Amount (Rs.):	1 Click Here	>	P	Print As :			
Total Request Amount (Rs.):		Cost / Expend	7550	Print As : Request Status			
Total Request Amount (Rs.):	1,00,000	Cost / Expen	7550	Request			
Total Request Amount (Rs.): Request ID Division/LOC Execution Office	1,00,000 Project Details :2013-2014/0204/0015, 07/05/2013 :Darjeeling.		7550	Request			
Total Request Amount (Rs.): Request ID Division/LOC Execution Office Circle / Middle-Tier Office	1,00,000 Project Details :2013-2014/0204/0015, 07/05/2013 :Darjeeling. :North Bengal	Cost / Expend Budget (Rs.) Sanction No.	diture	Request			
Total Request Amount (Rs.): Request ID Division/LOC Execution Office Circle / Middle-Tier Office LOC Issuing Office	1,00,000 Project Details :2013-2014/0204/0015, 07/05/2013 :Darjeeling. :North Bengal :Public Works Directorate	Budget (Rs.)	diture	Request			
Total Request Amount (Rs.): Request ID Division/LOC Execution Office Circle / Middle-Tier Office LOC Issuing Office Project Name	1,00,000 Project Details :2013-2014/0204/0015, 07/05/2013 :Darjeeling. :North Bengal :Public Works Directorate :sdsdf tetertertert	Budget (Rs.) Sanction No. Sanc. Date Sanc. Amt.(Rs.)	diture : 335000 : :01/01/1900 : 0	Request Status Request lyir			
Total Request Amount (Rs.): Request ID Division/LOC Execution Office Circle / Middle-Tier Office LOC Issuing Office Project Name Head of Acct.	1,00,000 Project Details :2013-2014/0204/0015, 07/05/2013 :Darjeeling. :North Bengal :Public Works Directorate	Budget (Rs.) Sanction No. Sanc. Date Sanc. Amt.(Rs.) Fund Recvd. Upto(Rs.)	diture : 335000 : 01/01/1900 : 0 : 0	Request Status Request lyin with LOC			
Total Request Amount (Rs.): Request ID Division/LOC Execution Office Circle / Middle-Tier Office LOC Issuing Office Project Name	1,00,000 Project Details :2013-2014/0204/0015, 07/05/2013 :Darjeeling. :North Bengal :Public Works Directorate :sdsdf tetertertert :AG-05-2236-02-101-NP-002-01-01-V :	Budget (Rs.) Sanction No. Sanc. Date Sanc. Amt.(Rs.) Fund Recvd. Upto(Rs.) Expend So far(Rs.)	diture : 335000 : :01/01/1900 : 0 : 0 : 0	Request Status Request lyir			
Total Request Amount (Rs.): Request ID Division/LOC Execution Office Circle / Middle-Tier Office LOC Issuing Office Project Name Head of Acct. Earmark	1,00,000 Project Details :2013-2014/0204/0015, 07/05/2013 :Darjeeling. :North Bengal :Public Works Directorate :sdsdf tetertertert	Budget (Rs.) Sanction No. Sanc. Date Sanc. Amt.(Rs.) Fund Recvd. Upto(Rs.) Expend So far(Rs.) Phy. Progrs.(Rs.)	diture : 335000 : :01/01/1900 : 0 : 0 : 0 : 0,00	Request Status Request lyin with LOC			
Total Request Amount (Rs.): Request ID Division/LOC Execution Office Circle / Middle-Tier Office LOC Issuing Office Project Name Head of Acct. Earmark G.O. No. U.O./Auth. No. Comm. Date	1,00,000 Project Details :2013-2014/0204/0015, 07/05/2013 :Darjeeling. :North Bengal :Public Works Directorate :sdsdf tetertertert :AG-05-2236-02-101-NP-002-01-01-V : :, 01/01/1900	Budget (Rs.) Sanction No. Sanc. Date Sanc. Amt.(Rs.) Fund Recvd. Upto(Rs.) Expend So far(Rs.) Phy. Progrs.(Rs.) Req. Amt. (Rs.)	diture : 335000 : :01/01/1900 : 0 : 0 : 0	Request Status Request lyin with LOC			
Total Request Amount (Rs.): Request ID Division/LOC Execution Office Circle / Middle-Tier Office LOC Issuing Office Project Name Head of Acct. Earmark G.O. No. U.O./Auth. No.	1,00,000 Project Details 2013-2014/0204/0015, 07/05/2013 Darjeeling. North Bengal Public Works Directorate sdsdf tetertertert AG-05-2236-02-101-NP-002-01-01-V ; , 01/01/1900 ;, 01/01/1900 ;	Budget (Rs.) Sanction No. Sanc. Date Sanc. Amt.(Rs.) Fund Recvd. Upto(Rs.) Expend So far(Rs.) Phy. Progrs.(Rs.)	diture : 335000 : :01/01/1900 : 0 : 0 : 0 : 0,00	Request Status Request lyin with LOC			



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.

							AN	
ome Maste	r Data Transactio	ons M.I.S	House Keeping	Log Out			, May 08 2013	
OC Author	ization Issued	by F.D. (Al	location Based)		le ciller Ling	ineer 1, r	ublic works	Directorate
inancial Year uthorized Off uthorized Off elect Work Ty	ice Pu icer Ch	13-2014 sublic Works Direct ilef Engineer-I All Project		Charged 0	Maintenanco	* *		
	zation Amount is	-)	Work	Memo No. & Date		Pr Valid Upto	int As : Attached LOC
2013- 2014/02/0001	Officer LOC Issuing Office	: Chief Engine : Public Work:		Project	dfs sf 18/04/2013		23/04/2013	Authorization Not Available
2013-	Officer LOC Issuing Office	: Chief Engine e : Public Works		Project Based	sd23 24/04/2013	45000	30/04/2013	Not Available
	Officer	: Chief Engine	eer-I		as121 24/04/2013	54000	30/04/2013	Q
2014/02/0003 2013-	LOC Issuing Office	-	s Directorate	Based	24/04/2013			Not
2014/02/0003 2013- 2014/02/0004 2013-		e : Public Works : Chief Engine	eer-I	Project	sdf3443 24/04/2013	550000	30/04/2013	Available
2014/02/0003 2013- 2014/02/0004 2013- 2014/02/0005 2013-	LOC Issuing Office Officer	e : Public Works : Chief Engine e : Public Works : Chief Engine	eer-I s Directorate eer-I	Project Based Project	sdf3443		30/04/2013 29/04/2013	
2014/02/0003 2013- 2014/02/0004 2013- 2014/02/0005 2013- 2013- 2014/02/0007 2013-	LOC Issuing Office Officer LOC Issuing Office Officer	e : Public Works : Chief Engine e : Public Works : Chief Engine e : Public Works : Chief Engine	eer-I s Directorate eer-I s Directorate eer-I	Project Based Project Based Project	sdf3443 24/04/2013 sds212	950000		Available Not
2014/02/0003 2013- 2014/02/0004 2013- 2014/02/0005 2013- 2014/02/0007 2013- 2014/02/0008 2013-	LOC Issuing Office Officer LOC Issuing Office Officer LOC Issuing Office Officer	e : Public Works : Chief Engine e : Public Works : Chief Engine e : Public Works : Chief Engine e : Public Works : Chief Engine	eer-I s Directorate eer-I s Directorate eer-I s Directorate eer-I	Project Based Project Based Project Based Project	sdf3443 24/04/2013 sds212 29/04/2013 ds323	950000	29/04/2013 31/05/2013	Available Not Available



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.

र्ष्ट्रि सन्यमंब	Governme		1.000	nitoring System			
ome	Master Data	Transactio	Wednesday, May	08 2013, 5:13:08 PN			
	Engineer-I, Public	Works Directora					
Financial Year 2013 LOC Issuing Office Public Circle / Middle-Tier Office North Division / LOC Execution Office Darje				s Directorate		v •	Print As
5l No.	Division / LOC Execution Offic		nin Dept.	Proj	ject Name	LOC Received	* Amounts in Rs Amount Spent
1	Darjeeling.	Agricult	ure	sdsdf tetertertert		66400	65400
2	Darjeeling.	Public V		test		2000	1500
3	Darjeeling.	Agricult Marketi		test on 02052013		150000	. C
4	Darjeeling.	Agricult	ure	test PW02010418		192500	250
					Total	410900	6940



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 Summery 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	l i	Monday, May 13	2013, 2:31:07 PM		
Welcome Chief Engineer-I, Public Works Director										
LOC Summary Report (Allocation Based)										
Financia	al Year	2013-20	14 💌							
LOC Iss	uing Office	Public V	Vorks Direct	orate		-				
Select V	Vork Type	@ A II @	Project B	acod Work	-Charged	Vaintonanco				
Print As										
							* 4	Amounts in Rs.		
SI No.	LOC	Issuing Officer	2	Authorization Sanctioned by F.D.	LOC Issued	Balance	* A Proposal Pending			
1		Issuing Officer		Sanctioned by	LOC Issued 416123	Balance 30305377	Proposal	Amounts in Rs. Further		
1	Chief Engineer- Directorate		s	Sanctioned by F.D.			Proposal Pending	Amounts in Rs. Further Requirement		
1 2 3	Chief Engineer- Directorate Chief Engineer- Directorate	-I,Public Work	s	Sanctioned by F.D. 30721500	416123	30305377	Proposal Pending 678686	Amounts in Rs. Further Requirement		
1 2 3	Chief Engineer- Directorate Chief Engineer- Directorate Chief Engineeri Directorate	-I, Public Work -II, Public Worł	s ks Iblic Works	Sanctioned by F.D. 30721500 0	416123 0	30305377 0	Proposal Pending 678686 678686	Amounts in Rs. Further Requirement 0 678686		



Chapter – 7 House Keeping

On Clicking the "House Keeping" Menu, it expands into the following Sub Menus:

- \checkmark 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.

19144	of Credit (LC ment of West		itoring System		M			
Home Master Data	Transactions	M.I.S	House Keeping	Log Out	Monday,	May 06 2013, 1	12:52:55 PM	
User Master				Welcome O	SD & E.O. Joint Se	cratery, Fina	nce Budget	
Show		II © LOC I	ssuing Officer	DOC Authorizatio		er Users		
	OC Issuing Office All				•			
Requesting Division / L	Circle / Middle-Tier Office Requesting Division / LOC				•			
Execution Office Select Designation								
Department			User Details		User ID	Print As Status	Password	
	LOC Issuing Of	fice	: Finance Bud	laet		otottub		
Finance (Audit)	Circle / Middle-	Tier Office	: N/A		FA00000017	Enabled	Reset	
Finance (Audit)	Requesting Divi Execution Offic		: N/A		FA0000017		Reset	
	Designation		: OSD & E.O.	Joint Secratery				
	LOC Issuing Of	uing Office : Finance Bud Middle-Tier Office : N/A		lget				
					FA00000022	Enabled	Reset	
Finance (Audit)	Requesting Divi		: N/A					
Finance (Audit)	Requesting Divi Execution Offic Designation		: N/A : Principal Se	cretary				



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.

हिस्पर्ध उन्हों सन्पर्ध उन्हों										
Home Master Data	Transactions M.I.S	House Keeping	Log Out	Monday, May 06 2013, 1:00:35 PM						
			Welcome	OSD & E.O. Joint Secratery, Finance Budget						
Officers Profile Entry	:									
Contact No. 225440	022	*								
Email ID (* Required fields)										
	Save	Cancel	Here							
	Designed, De	veloped & Implement	ed by National Infor	matics Centre						



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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.

्र मन्यमंव	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, 1:07:13 PM					
				Welc	ome OSD & E.O. Joint Secratery, Finance Budget					
			Change P	assword						
	Old Password New Password Confirm Password Submit Cancel									
	Designed, Developed & Implemented by National Informatics Centre									
		Clie	ck 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.

हिल्प्लामा of Credit (LOC) Monitoring System Government of West Bengal											
Home	Master Data	Transactions	M.I.S H	ouse Keeping	Log Out		M	onday, May 06 201	3, 1:11:19 PM		
	Welcome OSD & E.O. Joint Secratery, Finance								nance Budget		
	Department										
User Lo		то 06/05	5/2013								
Odter for the second	©Summary		2010	Submit	t						
User I	d Dat	e and Time	Ip	Address		Status		Proces	5		
FA00000	017 5/6/201	3 10:02:04 AM	10.	173.22.15		Log In					
FA00000	017 5/6/201	3 10:02:11 AM	10.	173.22.15		Viewed		Office_Maste	er.aspx		
FA00000	017 5/6/201	3 10:02:18 AM	10.	173.22.15		Viewed		Division_Mast	er.aspx		
FA00000	017 5/6/201	3 10:10:54 AM	10.	173.22.15		Log Out					
FA00000	017 5/6/201	3 10:15:27 AM	10.	173.22.15		Log In					
FA00000	017 5/6/201	3 10:21:28 AM	10.	173.22.15		Log Out					
FA00000	017 5/6/201	3 10:23:59 AM	10.	173.22.15		Log In					
FA00000	017 5/6/201	3 10:27:38 AM	10.	173.22.15		Log Out					
FA00000	017 5/6/201	3 11:14:35 AM	10.	173.22.56		Log In	Clie	ck Here)		
FA00000	017 5/6/201	3 11:15:28 AM	10.	173.22.56		Log Out					
FA00000	017 5/6/201	3 11:24:15 AM	10.	173.22.56		Log In					
FA00000	017 5/6/201	3 11:24:21 AM	10.	173.22.56		Viewed		Allotment_Plan_N	onplan.aspx		
FA00000	017 5/6/201	3 11:24:29 AM	10.	173.22.56		Log Out					
FA00000	017 5/6/201	3 11:39:13 AM	10.	173.22.56		Log In					
FA00000	017 5/6/201	3 11:39:18 AM	10.	173.22.56		Viewed	G	enerate_LOC_Auth	orization.aspx		
FA00000	017 5/6/201	3 11:39:38 AM	10.	173.22.56		Log Out					
FA00000	017 5/6/201	3 12:34:03 PM	10.	173.22.73		Log In					
FA00000	017 5/6/201	3 12:36:39 PM	10.	173.22.73		Log Out					
		3 12:39:18 PM	10								
FA00000	01/ 5/6/201	13 12:39:18 PM	10.	173.22.73	Cur	rently LogIn					



Chapter – 8 Troubleshooting

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

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

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

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

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

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



Letter of Credit Monitoring System

For any other related information, please contact with

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

Designed, Developed by

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





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