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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**Expected Benefits of LOCMS**

1. Minimize the Processing Time for LOC Issuance
2. Speedy Transfer of Funds
3. Timely Execution of Developmental Works
4. Monitoring of LOC Utilization
5. Monitoring of Developmental Works
6. Bringing in Transparency
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 (http://www.wbfin.nic.in). The application will be available through Internet access facility using user credentials to be provided by the Finance Department.
1.2 SALIENT FEATURES

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

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

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

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

- **Security**
  - Accessible to authorized users only.
  - Highly secured database.

- **User Friendliness**
  - User-friendly design.
Chapter – 2
Hardware and Software Requirement

Hardware

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

Software

LOCMS has been designed and developed in such a way so that there are no expenses for Database Management System or any sort of Programming/Reporting Software tool. It can run on any PC with any standard browser to access web pages.
Chapter – 3
Getting Started

3.1 HOW TO OPEN THE SOFTWARE

1. To open the Web Portal Home Page Click on internet explorer

2. Type “www.wbfin.nic.in” at the address bar and press “ENTER” and the home page of Finance Department website will appear as shown below.

3. To log in LOC click on label “LOC (Letter of Credit Monitoring System)”.
3.2 HOW TO LOGIN INTO THE SOFTWARE

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

Note: Different users would have different username and password.

User Name and Password

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

Authentication of User Name and Password

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

<table>
<thead>
<tr>
<th>Work Type</th>
<th>Authorization Received (Rs.)</th>
<th>LOC Issued (Rs.)</th>
<th>Balance (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Based</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Work Charged</td>
<td>25,00,000</td>
<td>0</td>
<td>25,00,000</td>
</tr>
<tr>
<td>Maintenance</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

N.B. The data in the tabular form in home page can only be seen by Directorate User.
3.3 HOW TO LOG OUT FROM THE SOFTWARE

Please click on the “Log out” link in the menu as shown below in figure:
Chapter – 4
View, Entry, Edit and Delete of Master Data

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

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

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

There is a provision to Export the Data in “PDF” format.
4.2 ENTRY, EDIT AND DELETE OF DEPARTMENTAL HEAD

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

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

![Screenshot of Departmental Head Master](image)

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”.

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”.

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.

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”.

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.

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.

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.

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.

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.

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”.

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.

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

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.
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.
### Request for LOC (Allocation Based)

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

<table>
<thead>
<tr>
<th>Demand</th>
<th>Major</th>
<th>Submajor</th>
<th>Minor</th>
<th>Plan</th>
<th>Scheme</th>
<th>Detail</th>
<th>Subdetail</th>
<th>Voted</th>
<th>Budget (Rs.)</th>
<th>Balance (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

### Administrative Approval Details of Project:

- **G.O. No.:**
- **Financial Approval Details of Project:**
- **U.O. / Authorization No.:**
- **Project Key Information:**
  - **Project Cost (Rs.):** 0
  - **Tendered Amount (Rs.):** 100000
  - **Project Commencement Date:** 02/05/2013
  - **Scheduled Completion Date:** 27/06/2013
- **Office Information:**
  - **Financial Sanction No.:**
  - **Sanctioned Amount (Rs.):** 0
  - **Fund Received Upto (Rs.):** 0
  - **Request Amount (Rs.):** 0
  - **Remarks If Any:**

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

<table>
<thead>
<tr>
<th>Request ID</th>
<th>Division / LOC Execution Office</th>
<th>Circle / Middle-Tier Office</th>
<th>LOC Issuing Office</th>
<th>Project Name</th>
<th>Head of Acct.</th>
<th>Earmark</th>
<th>G.O. No.</th>
<th>U.O./Auth. No.</th>
<th>Comm. Date</th>
<th>Project Cost (Rs.)</th>
<th>Date Compile. Scheduled</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Cost / Expenditure:

- **Project Details**
  - **Budget (Rs.):** 897000
  - **Sanction No.:** 1221
  - **Sanction Date:** 08/04/2013
  - **Sanct. Amt. (Rs.):** 0
  - **Fund Recvd. Upto (Rs.):** 0
  - **Expand So far (Rs.):** 0
  - **Phy. Progrs. (Rs.):** 0.00
  - **Req. Amt. (Rs.):** 1000000
  - **Remarks:** Project Based

### Actions:

- **Submit**
- **Cancel**

---

Click Here
5.2.2 **SEND REQUEST (ALLOCATION BASED)**

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

There is a provision to Export the Data in “PDF” format.
5.2.3 **REQUEST FOR LOC (DEPOSIT WORK)**

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

The stored record can be seen in list below where you will also get the provision to “**Edit**” or “**Delete**” the record. To edit any record click on “**Edit**” on the same row in list and the editable record can be seen in above corresponding boxes where you can change it and click on “**Submit**” to save. If you want to cancel just Click on “**Cancel**”.
There is a provision to Export the Data in “PDF” format.
5.2.4 **SEND REQUEST (DEPOSIT WORK)**

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

![Send Request To Circle / Middle-Tier Office Or LOC Issuing Office (Deposit Work)](image-url)
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.

There is a provision to Export the Data in “PDF” format.
5.2.5 LOC UTILIZATION (ALLOCATION BASED)

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

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

There is a provision to Export the Data in “PDF” format.
5.2.6 UPDATE CHEQUE / DRAFT ENCASHEMENT DATE (ALLOCATION BASED)

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

There is a provision to Export the Data in “PDF” format.
5.2.7 **LOC UTILIZATION (DEPOSIT WORK)**

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

There is a provision to Export the Data in “PDF” format.
5.2.8 **UPDATE CHEQUE / DRAFT ENCASHMENT DATE (DEPOSIT WORK)**

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

There is a provision to Export the Data in “PDF” format.
5.3 CIRCLE / MIDDLE TIER OFFICE

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

- Send Request to Directorate (Allocation Based)
- Send Request to Directorate (Deposit Work)
5.3.1 **SEND REQUEST TO DIRECTORATE (ALLOCATION BASED)**

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

There is a provision to Export the Data in “PDF” format.
User can reject the Request by clicking on “Reject Request” link provided in the list.
User can also change the Amount by clicking on “Revise Amt.” link provided in the list.
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.

There is a provision to Export the Data in **“PDF”** format.
User can also change the Revised Amount by clicking on “Revise Amt.” link provided in the list.
User can reject the selected Request by clicking on “Reject Request” link provided in the list.
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”.
There is a provision to Export the Data in “PDF” format.
5.4.2 Generate LOC (ALLOCATION)

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

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

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.
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.

There is a provision to Export the Data in “PDF” format.
5.4.4 **REVALIDATION REQUEST-BASED LOC (ALLOCATION)**

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

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

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>LOC ID &amp; Date</th>
<th>Circle / Middle-Tier Office Name</th>
<th>Division / LOC Execution Office Name</th>
<th>Work Type</th>
<th>LOC Amount (Rs.)</th>
<th>Authorization ID</th>
<th>Valid Upto</th>
<th>Click Here To</th>
<th>Attach / View Generated LOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013-2014/02/03/013</td>
<td>North Bengal Darjeeling</td>
<td>Project Based</td>
<td>50,000</td>
<td>2013-2014/02/0007</td>
<td>29/04/2013</td>
<td>Print, View Attach</td>
<td></td>
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<tr>
<td>2013-2014/02/03/018</td>
<td>North Bengal Darjeeling</td>
<td>Project Based</td>
<td>1,50,000</td>
<td>2013-2014/02/0008</td>
<td>31/05/2013</td>
<td>Print, Attach</td>
<td></td>
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<td></td>
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<tr>
<td>2013-2014/02/03/019</td>
<td>North Bengal Darjeeling</td>
<td>Project Based</td>
<td>20,000</td>
<td>2013-2014/02/0013</td>
<td>31/05/2013</td>
<td>Print, Attach</td>
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<tr>
<td>2013-2014/02/03/021</td>
<td>North Bengal Darjeeling</td>
<td>Project Based</td>
<td>5,000</td>
<td>2013-2014/02/0013</td>
<td>31/05/2013</td>
<td>Generate, Attach</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2013-2014/02/03/025</td>
<td>North Bengal Darjeeling</td>
<td>Project Based</td>
<td>3,000</td>
<td>2013-2014/02/0013</td>
<td>31/05/2013</td>
<td>Generate, Attach</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2013-2014/02/03/019</td>
<td>North Bengal Darjeeling</td>
<td>Project Based</td>
<td>1,500</td>
<td>2013-2014/02/0013</td>
<td>31/05/2013</td>
<td>Generate, Attach</td>
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<td>2013-2014/02/03/019</td>
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<td>Project Based</td>
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<td>Print, Attach</td>
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<td>2013-2014/02/03/019</td>
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<td>Project Based</td>
<td>1,36,000</td>
<td>2013-2014/02/0013</td>
<td>31/05/2013</td>
<td>Generate, Attach</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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.
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.

![Image of the Letter of Credit Monitoring System](image)

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

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

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.
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
✓ HAacct. 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.
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.

There is a provision to Export the Data in “PDF” format.
6.1.3 HEAD OF ACCOUNT WISE FIGURES

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

There is a provision to Export the Data in “PDF” format.
6.1.4 **DIVISION WISE PROJECT REPORT (ALLOCATION BASED)**

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

There is a provision to Export the Data in “**PDF**” format.
6.1.5 **LOC SUMMARY REPORT (ALLOCATION BASED)**

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

There is a provision to Export the Data in “**PDF**” format.
6.1.6 **LOC SUMMARY REPORT (DEPOSIT WORK)**

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

There is a provision to Export the Data in “**PDF**” format.
6.1.7 **LOC AUTHORIZATION ISSUED BY F.D**

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

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

There is a provision to Export the Data in “**PDF**” format.
6.2 DIVISION / LOC EXECUTION OFFICE

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

- LOC Request Details (Allocation Based)
- LOC: Request Status
- View Issued LOC (Allocation Based)
- View Issued LOC (Deposit Work)
- Division wise Project report (Allocation Based)
6.2.1 **LOC: REQUEST DETAILS (ALLOCATION BASED)**

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

There is a provision to Export the Data in “PDF” format.
6.2.3 **VIEW ISSUED LOC (ALLOCATION BASED)**

Click on the “View Issued LOC (Allocation Based)” link under “M.I.S” menu and a page will appear where user can see LOC Issued against various Projects for the current financial year along with LOC ID and Date. User can view the LOC Issued Document (if available) by clicking download image at the right end of the list.
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.
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.

There is a provision to Export the Data in “PDF” format.
6.3 CIRCLE / MIDDLE - TIER OFFICE

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

✓ LOC Request Details (Allocation Based)
✓ LOC: Request Status
✓ Division wise Project report (Allocation Based)
6.3.1 **LOC REQUEST DETAILS (ALLOCATION BASED)**

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

![Image of the LOC Request Status (Allocation Based) form](imageURL)

**Click Here**
6.3.2 **LOC: REQUEST STATUS**

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

There is a provision to Export the Data in “**PDF**” format.
6.3.4 **DIVISION WISE PROJECT REPORT (ALLOCATION BASED)**

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

![Division wise Project Report](image)

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

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

- LOC Request Details (Allocation Based)
- Status of LOC Proposals
- LOC Authorization Issued by F.D.
- Division wise Project report (Allocation Based)
- LOC Summary Report (Allocation Based)
6.4.1 **LOC REQUEST DETAILS (ALLOCATION BASED)**

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

![Request Details (Allocation Based)](image_url)
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.

There is a provision to Export the Data in “PDF” format.
6.4.3 **LOC AUTHORIZATION ISSUED BY F.D**

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

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

There is a provision to Export the Data in “PDF” format.
6.4.4 DIVISION WISE PROJECT REPORT (ALLOCATION BASED)

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

There is a provision to Export the Data in “PDF” format.
6.4.5 **LOC SUMMARY REPORT (ALLOCATION BASED)**

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

There is a provision to Export the Data in “PDF” format.
Chapter – 7
House Keeping

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

✔ User Administration
✔ Complete Your Profile
✔ Change Password
✔ User Log
7.1 USER ADMINISTRATION

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

There is a provision to Export the Data in “PDF” format.
7.2 HOW TO COMPLETE YOUR PROFILE

Click on the “Complete Your Profile” link under “House Keeping” menu and a page will appear where user can enter Contact No. which is a mandatory field and Email ID and click on “Save” button to complete profile.
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.
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.
Chapter – 8
Troubleshooting

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

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

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

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

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

   **Answer**: Please ensure that the Printer device is correctly connected.
For any other related information, please contact with

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