

[User Manual]

Indian Railway Works Contract Management System (IR-WCMS)

Correspondence Module

Version 1.0

Welcome to IR-WCMS

After typing of above mentioned URL in the address bar of Web Browser, the IRWCMS main screen appears as:



After logging into the application by existing user credentials, the user is taken to Home Page as shown below:

1.1. Correspondence Menu on Home Page of IRWCMS

The screenshot shows the IRWCMS Home Page. The 'Correspondence' menu item in the top navigation bar is circled in red. Below the navigation bar, there are several panels:

- Notifications:** A list of notifications with counts: Agreement(s) Signed by CSA (10), New Item(s) proposal sanctioned (9), Zonal work order sanctioned (3), DOC Extension Approved (3), and Correspondence Received (4).
- LOA Statistics:** A bar chart showing the count of LOAs across different stages: LoA Ported, PG Submitted, Agreement Prepared, and Billing Started. The bars are categorized by Special Works (green), Zonal Works (purple), and Other Revenue Works (blue).
- Inbox(s) Summary:** A list of received items with counts: LOA(s) Received (2), Contract(s) Received (4), Bill(s) Received (6), Release of PG/SD Received (2), Extension of DOC Received (3), New Item(s) Received (3), and Correspondence(s) Received (1).
- LOA(s) Table:** A table listing LOAs with columns for #, LOA No., LOA Date, and Name of Work. Two entries are visible.
- Correspondence(s) Table:** A table listing correspondence items with columns for #, LOA No., Correspondence No., Correspondence Date, and Correspondence Type. One entry is visible.

1.1 Standard Correspondence

1.1.1 7 Days' Notice

- After login **Go to menu :**
- Correspondence → Standard Correspondence → 7 Days' Notice
- Now, pop-up window will open up. In this pop-up all the LOA will get automatically listed on the pop-up.

Search LOA

Show 10 entries

Search:

#	LOA No.	LOA Date	Agreement No.	Work Name	Contractor Name	Select
1	10118950001072	13/05/2019	SWR/SBC/Civil/2019/0019	Bangalore-Dharmavaram section: Pro Extension & raising of PF at Yelhanka, Doddaballapur, penukonda, Sri Sathya Sai Prasanthi Nilayam, fencing etc.	VIJAYASAI INFRA-BANGALORE	<input checked="" type="checkbox"/>
2	00986140001073	13/05/2019	SWR/SBC/Civil/2019/0021	Bangalore city: Clearing of all grass and shrubs and all other vegetations in ADEN/YPR section	V MOHAN-VELLORE	<input type="checkbox"/>
3	00837510001123	20/05/2019	SWR/SBC/Civil/2019/0018	Bangalore: Pro. Reconstruction of Type III quarters in lieu of Type III quarters - 5 Units, Type -II quarters 4 units. Maintenance	MANJUNATHA ENGINEERING WORKS-BANGALORE	<input type="checkbox"/>

Close

- Select appropriate LOA from the list by clicking upon the checkbox or current row.
- Now select the **Reference Correspondence** no and select the **Reference Correspondence no 2** as shown in the below image.

Home Contract Billing Extension of DOC Release of PG/SD New Item Contract Variation Correspondence PG Modification Report

Correspondence > Initiate Correspondence (7 Days' Notice)

Search LOA: 10118950001072 Agreement No.: SWR/SBC/Civil/2019/0019

LOA/Agreement Details

Description of Work: Bangalore-Dharmavaram section: Pro Extension & raising of PF at Yelhanka, Doddaballapur, penukonda, Sri Sathya Sai Prasanthi Nilayam, fencing etc.

Agreement No.: SWR/SBC/Civil/2019/0019 Agreement Date: 18/09/2019 Contractor Code.: 1011895

Contractor Name: VIJAYASAI INFRA-BANGALORE Tender No.: 10SBC19OF29-3-19/ITEM10 Tender Opened On: 20/04/2019

CSA (Contract Signing Authority): Sr.DEN-CO-SBC LOA No.: 10118950001072 LOA Date: 13/05/2019

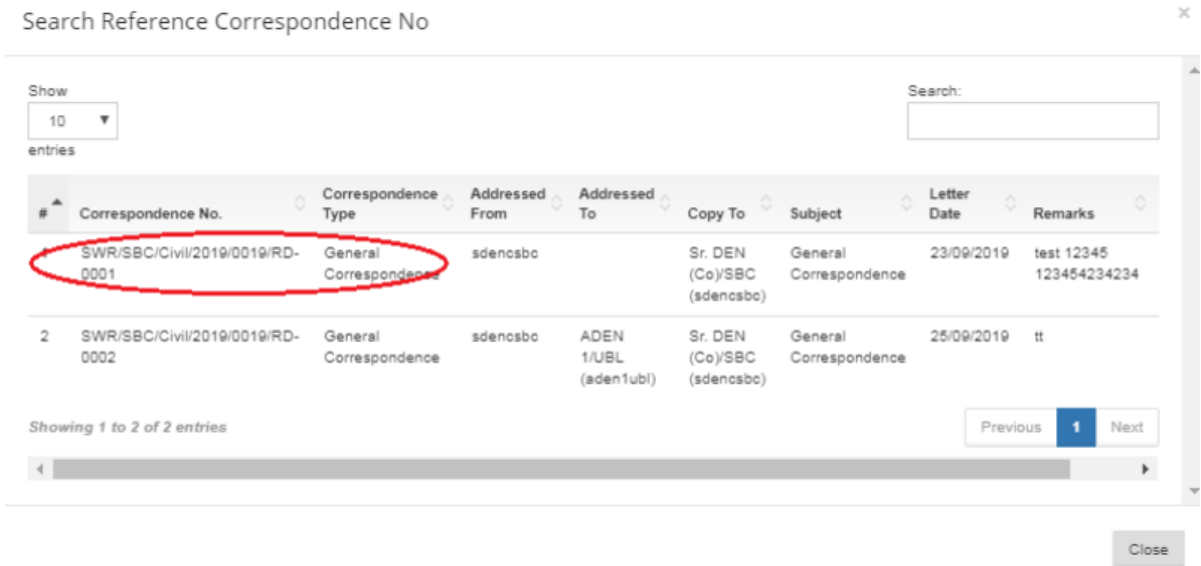
LOA Amount: 3,830,067 ₹ Original DOC: 13/01/2020

Enter Correspondence Details

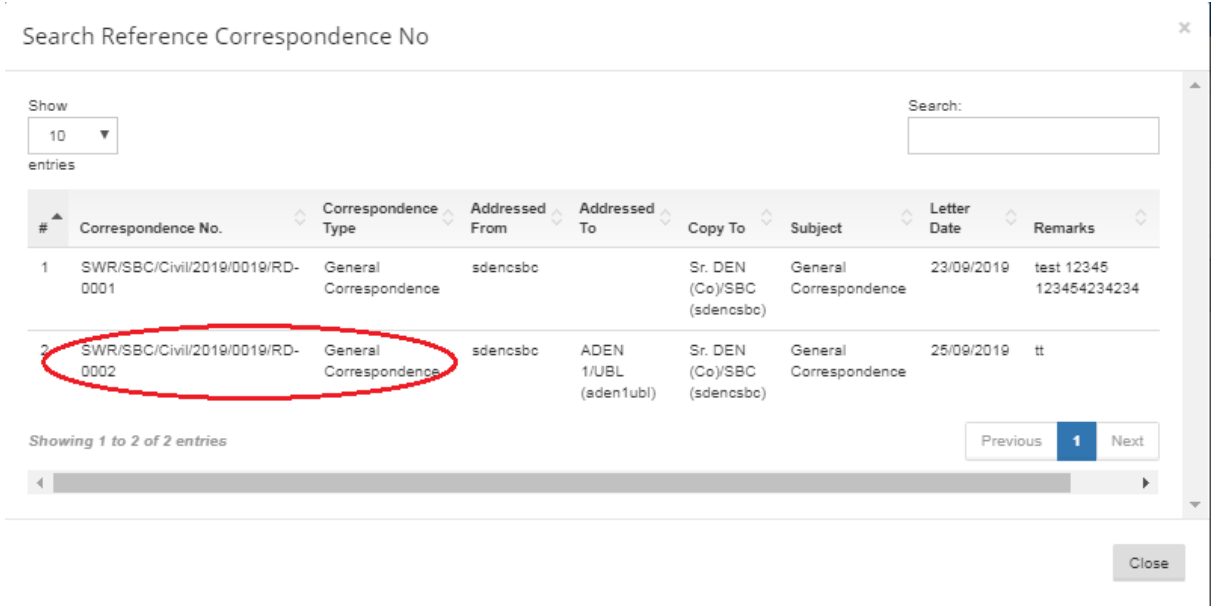
Reference Correspondence no: Reference Correspondence no QSearch [Proforma as per latest GCC 2018](#)

Reference Correspondence no2: Reference Correspondence no2 QSearch

- Now, click upon button provided against "Reference Correspondence no" option.
- Now, pop-up window will open up. In this pop-up all the "Reference Correspondence" of selected will get automatically listed.



- Select appropriate Reference Correspondence from the list by clicking current row.
- Now , click upon button provided against "Reference Correspondence no2" option.
- Now, pop-up window will open up. In this pop-up all the "Reference Correspondence" of selected will get automatically listed as shown in below image.



- Select appropriate Reference Correspondence from the list by clicking current row.
- Now the screen will look like below image.

Home Contract Billing Extension of DOC Release of PG/SD New Item Contract Variation Correspondence PG Modification Report Administration Zonal V

Correspondence > Initiate Correspondence (7 Days' Notice)

Search LOA: 10118950001072 Agreement No.: SWR/SBC/Civil/2019/0019

LOA/Agreement Details

Description of Work:	Bangalore-Dharmavaram section: Pro Extension & raising of PF at Yelhanka, Doddaballapur, penukonda, Sri Sathya Sai Prasanthi Nilayam, fencing etc.				
Agreement No.:	SWR/SBC/Civil/2019/0019	Agreement Date:	18/09/2019	Contractor Code.:	1011895
Contractor Name:	VIJAYASAI INFRA-BANGALORE	Tender No.:	10SBC190F20-3-19/ITEM10	Tender Opened On:	20/04/2019
CSA (Contract Signing Authority):	Sr.DEN-CO-SBC	LOA No.:	10118950001072	LOA Date:	13/05/2019
LOA Amount:	3,830,067 ₹	Original DOC:	13/01/2020		

Enter Correspondence Details

Reference Correspondence no: [Proforma as per latest GCC 2018](#)

Reference Correspondence no2:

Correspondence No. Correspondence Type: 7 Days' Notice

Addressed To: Copy To:

- Now, fill all required fields and provide the remarks.

Enter Correspondence Details

Reference Correspondence no: [Proforma as per latest GCC 2018](#)

Reference Correspondence no2:

Correspondence No. Correspondence Type: 7 Days' Notice

Addressed To: Copy To:

Subject: Letter Date:

Uploaded Document(s)

Upload Document: ProformaTimeExt (61).pdf

Remarks:

- After saving Correspondence we will get draft Correspondences in Draft Correspondence pop- up .
- Click on the draft Correspondence.

Home | Contract | Billing | Extension of DOC | Release of PG/SD | New Item | Contract Variation | Correspondence | PG Modification | Report | Administration | Zonal Work Order

Correspondence > Initiate Correspondence (7 Days' Notice)

Search LOA: Agreement No.:

LOA/Agreement Details

Enter Correspondence Details

Reference Correspondence no: [Proforma as per latest GCC 2018](#)

Reference Correspondence no2:

Correspondence No:

Addressed To: Copy To:

Subject: Letter Date:

- Now, Draft Correspondence pop-up window will open up. In this pop-up all the "Draft Correspondence" of selected will get automatically listed.
- Select appropriate Draft Correspondence from the list by clicking current row.

Draft Search

Show 10 entries

Search:

#	LOA NO.	Correspondence No	Correspondence Date	Correspondence From	Addressed To	Copy To	Correspondence Type	Subject	View Details
	10118950001072	SWR/SBC/Civil/2019/0019/RD-0003	25/09/2019 03:09:11	sdencsbc	Contractor	OS/Tender 1 (ostender1sbc)	7 Days' Notice	General Correspondence	<input type="button" value="View"/> <input type="button" value="OK"/>

Showing 1 to 1 of 1 entries

Previous 1 Next

- Now the Screen will appear with previously filled data and showing uploaded documents.

Reference Correspondence no:

Correspondence No. Correspondence Type:

Addressed To: Copy To:

Subject: Letter Date:

Uploaded Document(s)

#	File Name	Button for Sign Pdf
1	ProformaTimeExt.(61).pdf	<input type="button" value="Button to Sign PDF"/>

Generated Proforma Letter Pdf

#	File Name	Button for Sign Pdf

Upload Document: No file chosen

Remarks :

- To Generate the Proforma click on the Generate Proforma letter.

Addressed To: Copy To:

Subject: Letter Date:

Uploaded Document(s)

#	File Name	Button for Sign Pdf
1	ProformaTimeExt.(61).pdf	<input type="button" value="Button to Sign PDF"/>

Generated Proforma Letter Pdf

#	File Name	Button for Sign Pdf

Upload Document: No file chosen

Remarks :

- When you click on the Generate Proforma letter a pop-up window will appear.
- On the pop up there is button named Generate Pdf , Click on Generate Performa Letter to generate the Proforma.

7 DAYS NOTICE FOR WORKS AS A WHOLE/ IN PARTS
(DETAILS OF PART OF WORK TO BE MENTIONED)
South Western Railway
(Without Prejudice)

Letter No. BWR/SBC/Civil/2019/0019/RD-0003 Dated: 25/09/2019

To,
 M/s. VIJAYA SAI INFRA-BANGALORE
 No 286Meruthi Nilaya 2nd Cross Gayathri Layout K RPuram Basavanapura BANGALORE , BANGALORE, Karnataka-560038
 India

Dear Sir,

Contract Agreement No. BWR/SBC/Civil/2019/0019
 In connection with Bangalore-Dharmavaram section: Pro Extension & raising of PF at Yelhanka, Doddaballapur, penakonda, Sri Sathya Sai Prasanthi Nilayam, fencing etc..

In spite of repeated instructions to you by the subordinate offices as well as by this office through various letters of even no. BWR/SBC/Civil/2019/0019/RD-0001, dated 23/09/2019. You have failed to start workshow adequate progress and/or submit detailed for completing the work/ part of work (details of part of work to be mentioned).

2. Your attention is invited to this office Chief Engineer's office letter no. BWR/SBC/Civil/2019/0019/RD-0002 , dated 26/09/2019 in reference to your representation, dated 26/09/2019.

3. As you have failed to abide by the instructions issued to commence the work /to show adequate progress of work you are hereby given 7 days notice in accordance with Clause 62 of Standard General Conditions of Contract to commence works / to make good the progress, failing which further action as provided in Clause 62 of the Standard General Conditions of Contract viz. to terminate your Contract and complete the balance work without your participation will be taken.

Kindly acknowledge receipt.

Yours Faithfully

Sr.DEN-CC-SBC
For and on behalf of the President of India.

Copy To: OS/Tender 1

Close Generate PDF

- Sign digitally the PDF file by clicking on the button before sending the Correspondence.

Reference Correspondence no2: QSearch

Correspondence No. Correspondence Type: 7 Days' Notice

Addressed To: Copy To: OS/Tender 1 (ostender/sbc)

Subject: Letter Date: 25/09/2019

Uploaded Document(s)

#	File Name	Button for Sign Pdf
1	ProformaTimeExt (61).pdf	Button to Sign PDF

Generated Proforma Letter Pdf

#	File Name	Button for Sign Pdf
1	7DaysCorrespondenceLetter.pdf	Button to Sign PDF

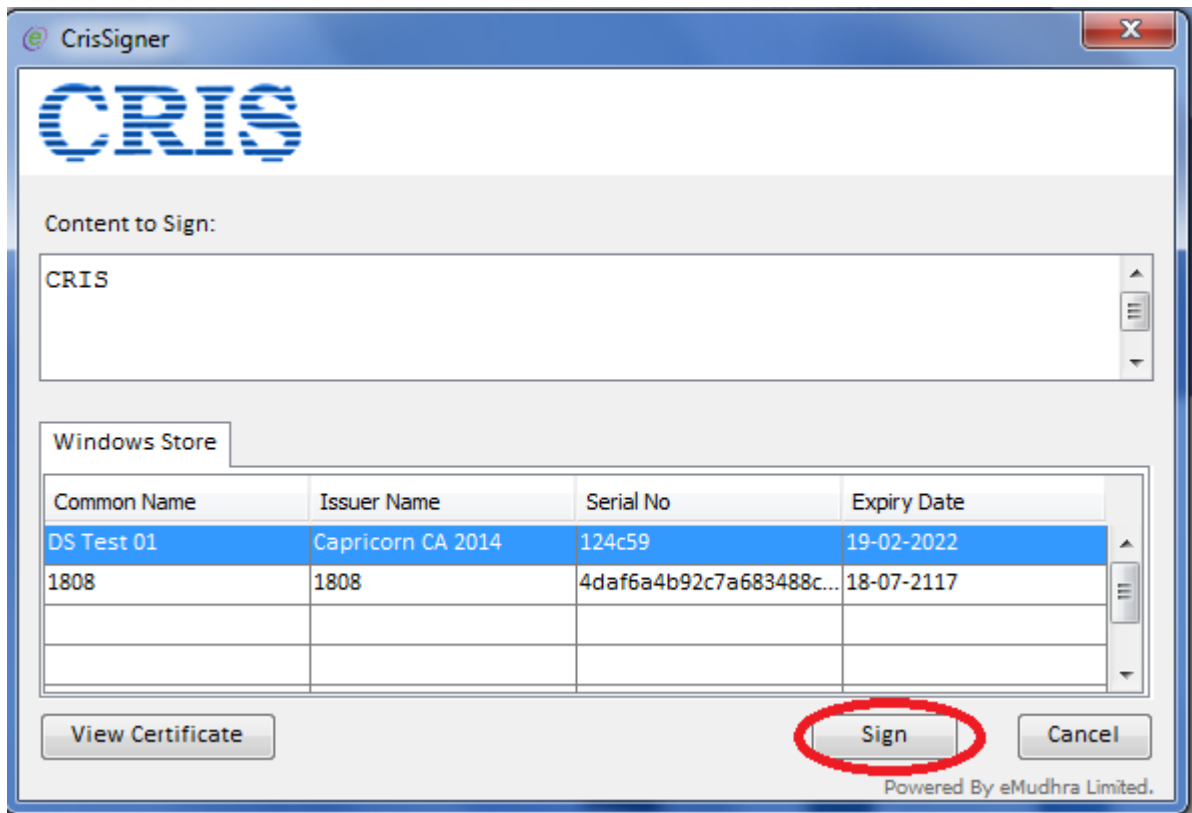
Upload Document: No file chosen

Add Document(s)

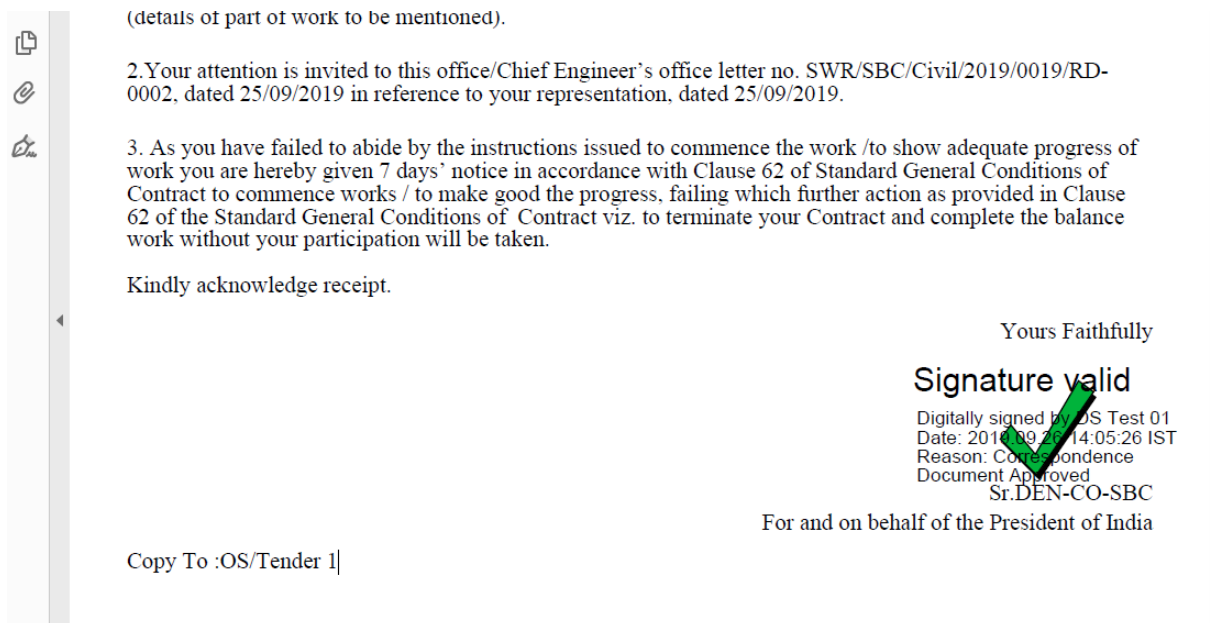
Remarks :

Save Send Generate Proforma Letter

- Select the signature and click on the sign button



- Now PDF will be downloaded automatically with digital signature.



- Now click on send button.

Reference Correspondence no2:

Correspondence No. Correspondence Type:

Addressed To: Copy To:

Subject: Letter Date:

Uploaded Document(s)

#	File Name	Button for sign Pdf
1	ProformaTimeExt (\$1).pdf	<input type="button" value="Signed"/>

Generated Proforma Letter Pdf

#	File Name	Button for sign Pdf
1	7DaysCorrespondenceLetter.pdf	<input type="button" value="Signed"/>

Upload Document: No file chosen

Remarks :

- After click on the send button correspondence will be send.

1.1.2 48 Hrs. Notice

- After login Go to menu :
- Correspondence → Standard Correspondence → 48 Hrs. Notice
- Now, pop-up window will open up. In this pop-up all the LOA of selected will get automatically listed.

Search LOA

Show: 10 entries

Search:

#	LOA No.	LOA Date	Agreement No.	Work Name	Contractor Name	Select
1	10118950001072	13/05/2019	SWR/SBC/Civil/2019/0019	Bangalore-Dharmavaram section: Pro Extension & raising of PF at Yelhanka, Doddaballapur, penukonda, Sri Sathya Sai Prasanthi Nilayam, fencing etc.	VIJAYASAI INFRA-BANGALORE	<input checked="" type="checkbox"/>
2	00986140001073	13/05/2019	SWR/SBC/Civil/2019/0021	Bangalore city: Clearing of all grass and shrubs and all other vegetations in ADEN/YPR section	V MOHAN-VELLORE	<input type="checkbox"/>
3	00837510001123	20/05/2019	SWR/SBC/Civil/2019/0018	Bangalore: Pro. Reconstruction of Type III quarters in lieu of Type III quarters - 5 Units, Type -II quarters 4 units. Maintenance	MANJUNATHA ENGINEERING WORKS-BANGALORE	<input type="checkbox"/>

Close

- Select appropriate LOA from the list by clicking upon the checkbox or current row.
- Now, click upon button provided against "Reference Correspondence no" option.
- Now, pop-up window will open up. In this pop-up all the "Reference Correspondence" of selected will get automatically listed.

Search Reference Correspondence No

Show: 10 entries

Search:

#	Correspondence No.	Correspondence Type	Addressed From	Addressed To	Copy To	Subject	Letter Date	Remarks
1	SWR/SBC/Civil/2019/RD-0001	General Correspondence	sdencsbc		Sr. DEN (Co)SBC (sdencsbc)	General Correspondence	23/09/2019	test 12345 123454234234
2	SWR/SBC/Civil/2019/RD-0002	General Correspondence	sdencsbc	ADEN 1/UBL (aden1ubl)	Sr. DEN (Co)SBC (sdencsbc)	General Correspondence	25/09/2019	tt

Showing 1 to 2 of 2 entries

Previous 1 Next

Close

- Select appropriate **Reference Correspondence** from the list by clicking current row.
- Now, fill all required fields and give the remarks.
- Now click on save button.

Reference Correspondence no: [Proforma as per latest GCC 2018](#)

Correspondence No: Correspondence Type:

Addressed To: Copy To:

Subject: Letter Date:

Uploaded Document(s)

Uploaded Documents

#	File Name	Button for Sign Pdf

Generated Proforma Letter Pdf

#	File Name	Button for Sign Pdf

Upload Document:

Remarks :

- After saving the correspondence click on the draft correspondence button to get the saved Correspondence.
- Click on edit button to edit.
- Click on the view button to view.

Draft Search

Show: entries

Search:

#	LOA NO.	Correspondence No	Correspondence Date	Correspondence From	Addressed To	Copy To	Correspondence Type	Subject	View Details
1	10118950001072	SWR/SBC/Civil/2019/0019/RD-0004	25/09/2019 04:09:51	sdencsbc	Contractor	OS/Tender 1 (ostender1sbc)	48 Hrs. Notice	General Correspondence	<input type="button" value="View"/> <input type="button" value="Edit"/>

Showing 1 to 1 of 1 entries

Previous Next

- Click on the view button to view.
- Click on the button for sign PDF to add the digital signature on the documents.
- Click on the Generated Proforma button to Generated Proforma.
- Click on the Button for sign Pdf to add the signature on the Performa Document.

Correspondence No. Correspondence Type:

Addressed To: Copy To:

Subject: Letter Date:

Uploaded Document(s)

#	File Name	Button for Sign Pdf
1	GeneralCorrespondenceLetter.pdf	

Generated Proforma Letter Pdf

#	File Name	Button for Sign Pdf

Upload Document: No file chosen

Remarks:

- A pop-up will appear when you click on the Generate Proforma button as displayed below.

48 HRS. NOTICE FOR WHOLE WORK
South Western Railway
(Without Prejudice)

Letter No. **SWR/SBC/Civil/2019/0008/RD-0002** Dated. **12/09/2019**

To,
M/s **N K INFRA TECH-BANGALORE**
NO 429 1ST FLOOR 5TH CROSS 4TH MAIN 3RD PHASE JP NAGAR , BANGALORE, Karnataka-560078 India

Dear Sir,
Contract Agreement No. **SWR/SBC/Civil/2019/0008**
In connection with **Zone M: Maintenance of service buildings & staff quarters Kelamanglam-Lottegollahalli Km 145/008-221/860..**

Seven days notice under Clause 62 of Standard General Conditions of Contract was given to you under this office letter of even no. **SWR/SBC/Civil/2019/0008/RD-0001.**, dated **12/09/2019.**, but you have taken no action to commence the work/show adequate progress of the work.

2. You are hereby given 48 hours' notice in terms of Clause 62 of Standard General Conditions of Contract to commence works / to make good the progress of works, failing which and on expiry of this period your above contract will be rescinded and the work under this contract will be carried out independently without your participation and your Security Deposit shall be forfeited and Performance Guarantee shall also be encashed and any other consequences which may please be noted.

Kindly Acknowledge Receipt.

Yours Faithfully

Click on the Generate PDF button to generate PDF.

SWR/SBC/Civil/2019/0008/RD-0001., dated 12/09/2019., but you have taken no action to commence the work/show adequate progress of the work.

2. You are hereby given 48 hours' notice in terms of Clause 62 of Standard General Conditions of Contract to commence works / to make good the progress of works, failing which and on expiry of this period your above contract will be rescinded and the work under this contract will be carried out independently without your participation and your Security Deposit shall be forfeited and Performance Guarantee shall also be encashed and any other consequences which may please be noted.

Kindly Acknowledge Receipt.

Yours Faithfully

Sr.DEN-CO-SBC
For and on behalf of the President of India.

Copy To: ADFM/2/SBC

Close **Generate Pdf**

Lottegollahalli Km 145/008-221/860..

Seven days notice under Clause 62 of Standard General Conditions of Contract was given to you under this office letter of even no. SWR/SBC/Civil/2019/0008/RD-0001, dated 12/09/2019, but you have taken no action to commence the work/show adequate progress of the work.

2. You are hereby given 48 hours' notice in terms of Clause 62 of Standard General Conditions of Contract to commence works / to make good the progress of works, failing which and on expiry of this period your above contract will be rescinded and the work under this contract will be carried out independently without your participation and your Security Deposit shall be forfeited and Performance Guarantee shall also be encashed and any other consequences which may please be noted.

Kindly acknowledge receipt.

Yours Faithfully
Signature valid

Digitally signed by DS Test 01
Date: 2019.09.26 14:12:37 IST
Reason: Correspondence
Document Approved

Sr.DEN-CO-SBC
For and on behalf of the President of India

Copy To :ADFM/2/SBC

- After sending it will be shown in the Correspondence Bank and it will not show in the Draft Correspondence.

Subject: Letter Date:

Uploaded Document(s)

#	File Name	Button for Sign Pdf
1	GeneralCorrespondenceLetter.pdf	<input checked="" type="checkbox"/> Signed

#	File Name	Button for Sign Pdf
1	48hoursCorrespondenceLetter.pdf	<input checked="" type="checkbox"/> Signed

Upload Document: No file chosen

Remarks:

1.1.3 Termination Notice

- After login Go to menu :
- Correspondence → Standard Correspondence → Termination Notice
- Now, pop-up window will open up. In this pop-up all the LOA of selected will get automatically listed.

Search LOA ×

Show entries

Search:

# ▲	LOA No. ◇	LOA Date ◇	Agreement No. ◇	Work Name ◇	Contractor Name ◇	Select ◇
1	10118950001072	13/05/2019	SWR/SBC/Civil/2019/0019	Bangalore-Dharmavaram section: Pro Extension & raising of PF at Yelhanka, Doddaballapur, penukonda, Sri Sathya Sai Prasanthi Nilayam, fencing etc.	VIJAYASAI INFRA-BANGALORE	<input type="checkbox"/>
2	00966140001073	13/05/2019	SWR/SBC/Civil/2019/0021	Bangalore city: Clearing of all grass and shrubs and all other vegetations in ADEN/YPR section	V MOHAN-VELLORE	<input type="checkbox"/>
3	00837510001123	20/05/2019	SWR/SBC/Civil/2019/0018	Bangalore: Pro. Reconstruction of Type III quarters in lieu of Type III quarters - 5 Units, Type -II quarters 4 units. Maintenance	MANJUNATHA ENGINEERING WORKS-BANGALORE	<input type="checkbox"/>

- Fill the data in required fields remarks and according to 7 days notice.

IR - Works Contract Management System (IR-WCMS)

Home Contract Billing Extension of DOC Release of PG/SD New Item Contract Variation Correspondence PG Modification Report Administration Zone

Correspondence > Initiate Correspondence (Termination Notice)

Search LOA: 10118950001072 Agreement No.: SWR/SBC/Civil/2019/0019

LOA/Agreement Details

Description of Work:	Bangalore-Dharmavaram section: Pro Extension & raising of PF at Yelhanka, Doddaballapur, penukonda, Sri Sathya Sai Prasanthi Nilayam, fencing etc.		
Agreement No:	SWR/SBC/Civil/2019/0019	Agreement Date:	18/09/2019
Contractor Name:	VIJAYASAI INFRA-BANGALORE	Tender No.:	10SBC19OF29-3-19ITEM10
Contractor Code.:	1011885	Tender Opened On:	20/04/2019
CSA (Contract Signing Authority):	Sr.DEN-CO-SBC	LOA No:	10118950001072
LOA Amount:	3,830,087 ₹	LOA Date:	13/05/2019
		Original DOC:	13/01/2020

Enter Correspondence Details

Reference Correspondence no: SWR/SBC/Civil/2019/0019/RD-0001 [Proforma as per latest GCC 2018](#)

Correspondence No: Correspondence Type: Termination Notice

Addressed To: VIJAYASAI INFRA-BANGALORE (TIMMAREDDY DUG) Copy To: OS/Tender 1 (ostender1sbc)

- Fill the data in each fields remarks and according to 7 days notice in Termination Screen and click on the save button

Correspondence No. Correspondence Type: Termination Notice

Addressed To: VIJAYASAI INFRA-BANGALORE (TIMMAREDDY DUG) Copy To: OS/Tender 1 (ostender1sbc)

Subject: General Correspondence Letter Date: 25/09/2019

Uploaded Document(s)

Uploaded Documents		
#	File Name	Button for Sign Pdf

Generated Proforma Letter Pdf		
#	File Name	Button for Sign Pdf

Upload Document: GeneralCorrespondenceLetter.pdf

Remarks :

- Click on the button to Sign PDF to add signature on the PDF before send.

Uploaded Documents		
#	File Name	Button for Sign Pdf
1	GeneralCorrespondenceLetter.pdf	<input checked="" type="checkbox"/> Signed

Generated Proforma Letter Pdf		
#	File Name	Button for Sign Pdf
1	TerminationOrderCorrespondenceLetter.pdf	<input checked="" type="checkbox"/> Signed

Upload Document: No file chosen

Remarks :

- Pop up will appear of Termination Notice.

TERMINATION NOTICE
South Western Railway
(Without Prejudice)

Letter No. **SWR/SBC/Civil/2019/0019/RD-0005** Dated. 25/09/2019

To,
M/s **VIJAYSAI INFRA-BANGALORE**
No 285Maruthi Nilaya 2nd Cross Gayathri Layout K RPuram Basavanapura BANGALORE , BANGALORE, Karnataka-560036
India

Dear Sir,

Contract Agreement No. **SWR/SBC/Civil/2019/0019**
In connection with **Bangalore-Dharmavaram** section: Pro Extension & raising of PF at Yelhanka, Doddaballapur, penukonda, Sri Sathya Sai Prasanthi Nilayam, fencing etc..

Forty eight hours (48 hrs.) notice was given to you under this office letter of even no.**SWR/SBC/Civil/2019/0019/RD-0001**.,dated **23/09/2019**. but you have taken no action to commence the work/show adequate progress of the work.

Since the period of 48 hours' notice has already expired, the above contract stands rescinded in terms of Clause 62 of Standard General Conditions of Contract and the balance work under this contract will be carried out independently without your participation. Your participation as well as participation of every member/partner in any manner as an individual or a partnership firm/JV is hereby debarred from participation in the tender for executing the balance work and your Security Deposit shall be forfeited and Performance Guarantee shall also be encashed.

Kindly Acknowledge Receipt.

Yours Faithfully

Sr.DEN-CO-SBC
General Manager, Bangalore Division

- Click on the button to Sign PDF to add signature on the PDF before send.

Addressed To: VIJAYASAI INFRA-BANGALORE (TIMMAREDDY) Copy To: OS/Tender 1 (ostender1sbc)

Subject: General Correspondence Letter Date: 25/09/2019

Uploaded Document(s)

#	File Name	Button for Sign Pdf
1	GeneralCorrespondenceLetter.pdf	Signed

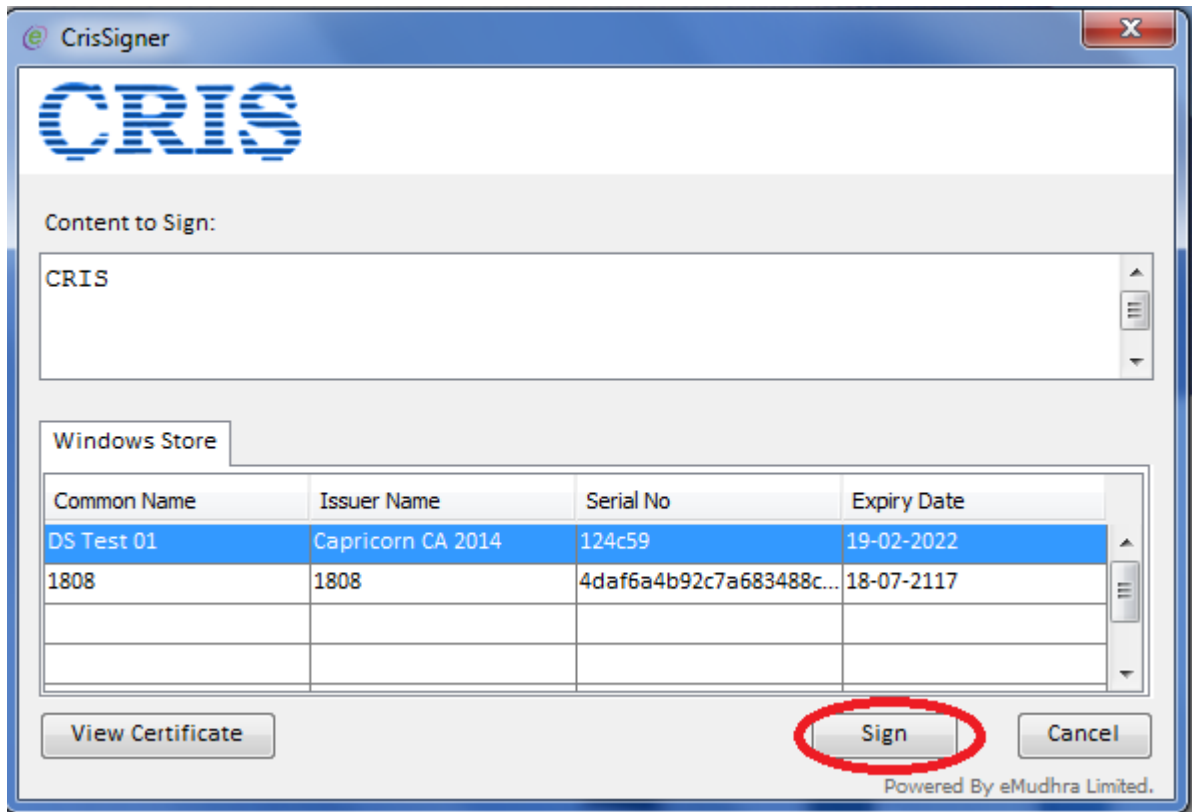
Generated Proforma Letter Pdf

#	File Name	Button for Sign Pdf
1	TerminationOrderCorrespondenceLetter.pdf	Sign Pdf

Upload Document: No file chosen

Remarks:

- Cris signer Pop Up will appear.



Yelhanka, Doddaballapur, penukonda, Sri Sathya Sai Prasanthi Nilayam, fencing etc..

Forty eight hours (48 hrs.) notice was given to you under this office letter of even no. SWR/SBC/Civil/2019/0019/RD-0001, dated 23/09/2019; but you have taken no action to commence the work/show adequate progress of the work.

Since the period of 48 hours' notice has already expired, the above contract stands rescinded in terms of Clause 62 of Standard General Conditions of Contract and the balance work under this contract will be carried out independently without your participation. Your participation as well as participation of every member/partner in any manner as an individual or a partnership firm/JV is hereby debarred from participation in the tender for executing the balance work and your Security Deposit shall be forfeited and Performance Guarantee shall also be encashed.

Kindly acknowledge receipt.

Yours Faithfully
Signature valid

Digitally signed by JS Test 01
Date: 2019.09.26 14:16:14 IST
Reason: Correspondence Document Approved

Sr.DEN-CO-SBC
For and on behalf of the President of India

Enter Correspondence Details

Reference Correspondence no: [Proforma as per latest GCC 2018](#)

Correspondence No: Correspondence Type:

Addressed To: Copy To:

Subject: Letter Date:

Uploaded Document(s)

Uploaded Documents		
#	File Name	Button for Sign Pdf
1	GeneralCorrespondenceLetter.pdf	<input type="button" value="Button to Sign Pdf"/>

Generated Proforma Letter Pdf

#	File Name	Button for Sign Pdf

Upload Document: No file chosen

- Click on the button to sign PDF to add signature on the PDF before send.

Uploaded Document(s)

#	File Name	Button for Sign Pdf
1	GeneralCorrespondenceLetter.pdf	<input checked="" type="checkbox"/> Signed

Generated Proforma Letter Pdf

#	File Name	Button for Sign Pdf
1	TerminationOrderCorrespondenceLetter.pdf	<input checked="" type="checkbox"/> Signed

Upload Document:

Remarks:

- After that click on the send button to send .
- After send it will be shown in the Correspondence Bank and it will not show in the Draft Correspondence.

Correspondence Inbox

- Click on the Correspondence Bank in Report Module.

IR - Works Contract Management System (IR-WCMS)

[Home](#) | [Contract](#) | [Billing](#) | [Extension of DOC](#) | [Release of PG/SD](#) | [New Item](#) | [Contract Variation](#) | [Correspondence](#) | [PG Modification](#) | [Report](#) | [Administration](#)

Report > Correspondence Bank (Outbox)

Show entries

#	LOA NO.	Correspondence No	Correspondence Date	Correspondence From	Addressed To	Copy To	Correspondence Type
1	10118960001072	SWR/SBC/Civil/2019/0019/RD-0004	25/09/2019 04:09:51	sdenosbc	Contractor	OS/Tender 1 (ostender1sbc)	48 Hrs. Notice

- LOA Bank
- Correspondence Bank**
- Extension of DOC Bank
- Bill Bank
- Variation Bank
- Works Register
- Contractors Ledger
- Contract Details
- New Item Bank

- Correspondence bank screen shows draft Correspondence.

Report > Correspondence Bank (Outbox)

Show

10

entries

Search:

#	LOA NO.	Correspondence No	Correspondence Date	Correspondence From	Addressed To	Copy To	Correspondence Type	Subject	View Details
1	10118950001072	SWR/SBC/Civil/2019/0019/RD-0004	25/09/2019 04:09:51	sdencsbc	Contractor	OS/Tender 1 (ostender1sbc)	48 Hrs. Notice	General Correspondence	View
2	10118950001072	SWR/SBC/Civil/2019/0019/RD-0005	25/09/2019 04:09:44	sdencsbc	Contractor	OS/Tender 1 (ostender1sbc)	Termination Notice	General Correspondence	View
3	10118950001072	SWR/SBC/Civil/2019/0019/RD-0006	25/09/2019 04:09:05	sdencsbc	Contractor	OS/Tender 1 (ostender1sbc)	Termination Notice	General Correspondence	View
4	10118950001072	SWR/SBC/Civil/2019/0018/RD-0003	25/09/2019 03:09:11	sdencsbc	Contractor	OS/Tender 1 (ostender1sbc)	7 Days' Notice	General Correspondence	View
5	10118950001072	SWR/SBC/Civil/2019/0018/RD-0002	25/09/2019 01:09:54	sdencsbc	ADEN 1/UBL (aden1ubl)	ADEN 2/UBL (aden2ubl)	General Correspondence	General Correspondence	View
6	00882490001456	SWR/SBC/Civil/2019/0014/RD-0010	24/09/2019 12:09:10	sdencsbc			General Correspondence	General Correspondence	View
7	10118950001072	SWR/SBC/Civil/2019/0019/RD-0001	23/09/2019 04:09:15	sdencsbc	Contractor	ADEN1/SBC (aden1sbc)	General Correspondence	General Correspondence	View
8	00837510001123	SWR/SBC/Civil/2019/0018/RD-0001	18/09/2019 12:09:38	sdencsbc	ADEN 1/MYS (aden1mys)	ADEN 1/UBL (aden1ubl)	General Correspondence	General correspondence	View
9	00837510001123	SWR/SBC/Civil/2019/0018/RD-0002	18/09/2019 12:09:23	sdencsbc	ADEN 2/SBC (aden2sbc)	ADEN 3/MYS (aden3mys)	General Correspondence	General correspondence	View

1.2 General Correspondence

- After login **Go to menu** :
- Correspondence → General Correspondence
- Now, pop-up window will open up. In this pop-up all the LOA of selected will get automatically listed.

Search LOA

Show 10 entries

Search:

#	LOA No.	LOA Date	Agreement No.	Work Name	Contractor Name	Select
1	10118950001072	13/05/2019	SWR/SBC/Civil/2019/0019	Bangalore-Dharmavaram section: Pro Extension & raising of PF at Yelhanka, Doddaballapur, penukonda, Sri Sathya Sai Prasanthi Nilayam, fencing etc.	VIJAYASAI INFRA-BANGALORE	<input type="checkbox"/>
2	00986140001073	13/05/2019	SWR/SBC/Civil/2019/0021	Bangalore city: Clearing of all grass and shrubs and all other vegetations in ADEN/YPR section	V MOHAN-VELLORE	<input type="checkbox"/>
3	00837510001123	20/05/2019	SWR/SBC/Civil/2019/0018	Bangalore: Pro. Reconstruction of Type III quarters in lieu of Type III quarters - 5 Units, Type -II quarters 4 units. Maintenance	MANJUNATHA ENGINEERING WORKS-BANGALORE	<input type="checkbox"/>

Close

- Select appropriate LOA from the list by clicking upon the checkbox or current row.
- Now , click upon button provided against " **Reference Correspondence no**" option.
- Now, pop-up window will open up. In this pop-up all the "**Reference Correspondence**" of selected will get automatically listed.

Search Reference Correspondence No

Show 10 entries

Search:

#	Correspondence No.	Correspondence Type	Addressed From	Addressed To	Copy To	Subject	Letter Date	Remarks
1	SWR/SBC/Civil/2019/0019/RD-0001	General Correspondence	sdencsbc		Sr. DEN (Co)/SBC (sdencsbc)	General Correspondence	23/09/2019	test 12345 123454234234
2	SWR/SBC/Civil/2019/0019/RD-0002	General Correspondence	sdencsbc	ADEN 1/UBL (aden1ubl)	Sr. DEN (Co)/SBC (sdencsbc)	General Correspondence	25/09/2019	tt

Showing 1 to 2 of 2 entries

Previous 1 Next

Close

- Select appropriate reference correspondence from the list by clicking current row.
- Now, fill all fields and give the remark.
- Now click on send button.

Addressed To: Copy To:

Subject: Letter Date:

Uploaded Document(s)

#	File Name	Button for Sign Pdf
1	PGReleaseReport_916 (1).pdf	

Generated Proforma Letter Pdf

#	File Name	Button for Sign Pdf
1	GeneralCorrespondenceLetter.pdf	

Upload Document:

Remarks :

- Click on the button to sign PDF to add the signature on PDF before send.

Subject: Letter Date:

Uploaded Document(s)

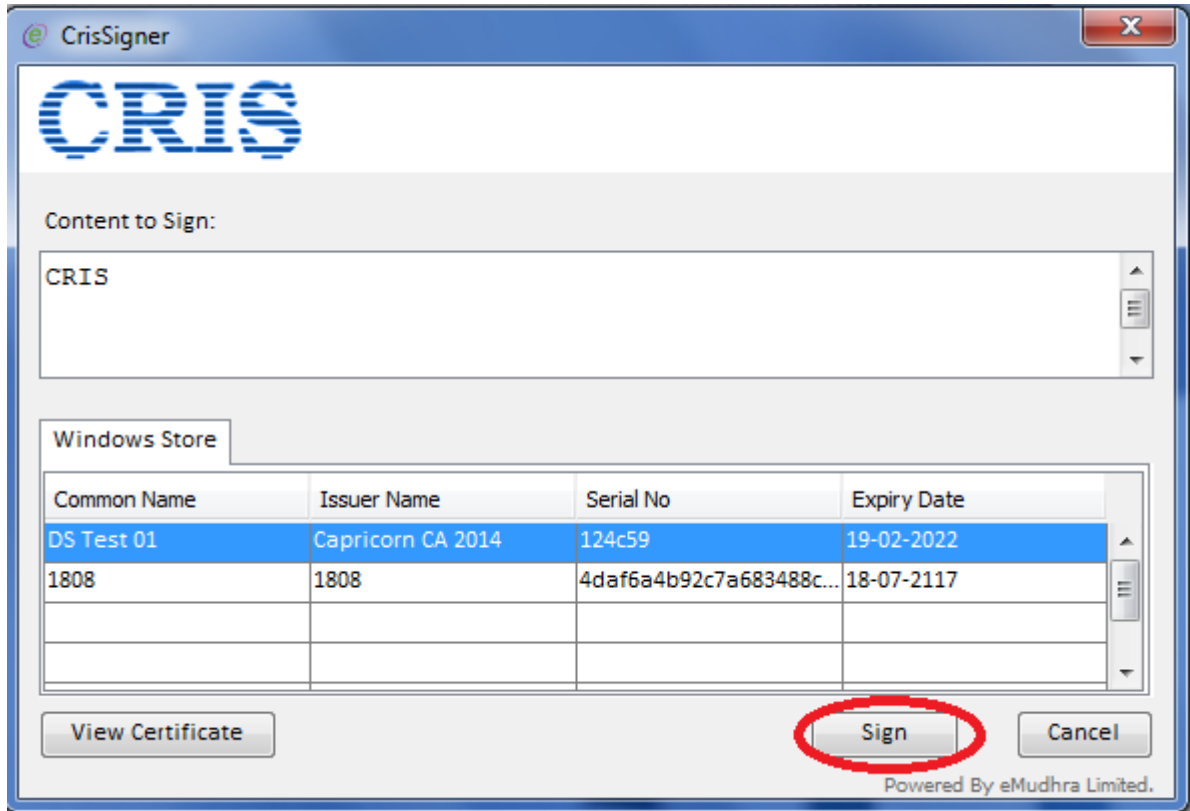
#	File Name	Button for Sign Pdf
1	Signed Bill (16).pdf	

Generated Proforma Letter Pdf

#	File Name	Button for Sign Pdf
1	GeneralCorrespondenceLetter.pdf	

Upload Document:

Remarks :



- Click on the button on Generate proforma before send .

General Correspondence

To,

Subject: General Correspondence

Dear Sir,

Kindly Acknowledge Receipt.

From

For and on behalf of the President of India.

Close Save Generate Pdf

- Fill the data in the General Proforma.

General Correspondence

To,

Subject: General Correspondence

Dear Sir,

Kindly Acknowledge Receipt.

From

For and on behalf of the President of India.

- Click save button to save details which is entered.
- After that click Generate PDF button to save details which entered.

Subject: General Correspondence | 25/09/2019

Uploaded Document(s)

#	File Name	Button for Sign Pdf
1	GeneralCorrespondenceLetter.pdf	

Generated Proforma Letter Pdf

#	File Name	Button for Sign Pdf

Upload Document: No file chosen

Remarks:

- Click on the button sign to PDF to add the signature on the Proforma PDF before send.

Reference Correspondence no:

Correspondence No: Correspondence Type:

Addressed To: Copy To:

Subject: Letter Date:

Uploaded Document(s)

#	File Name	Button for Sign Pdf
1	GeneralCorrespondenceLetter.pdf	

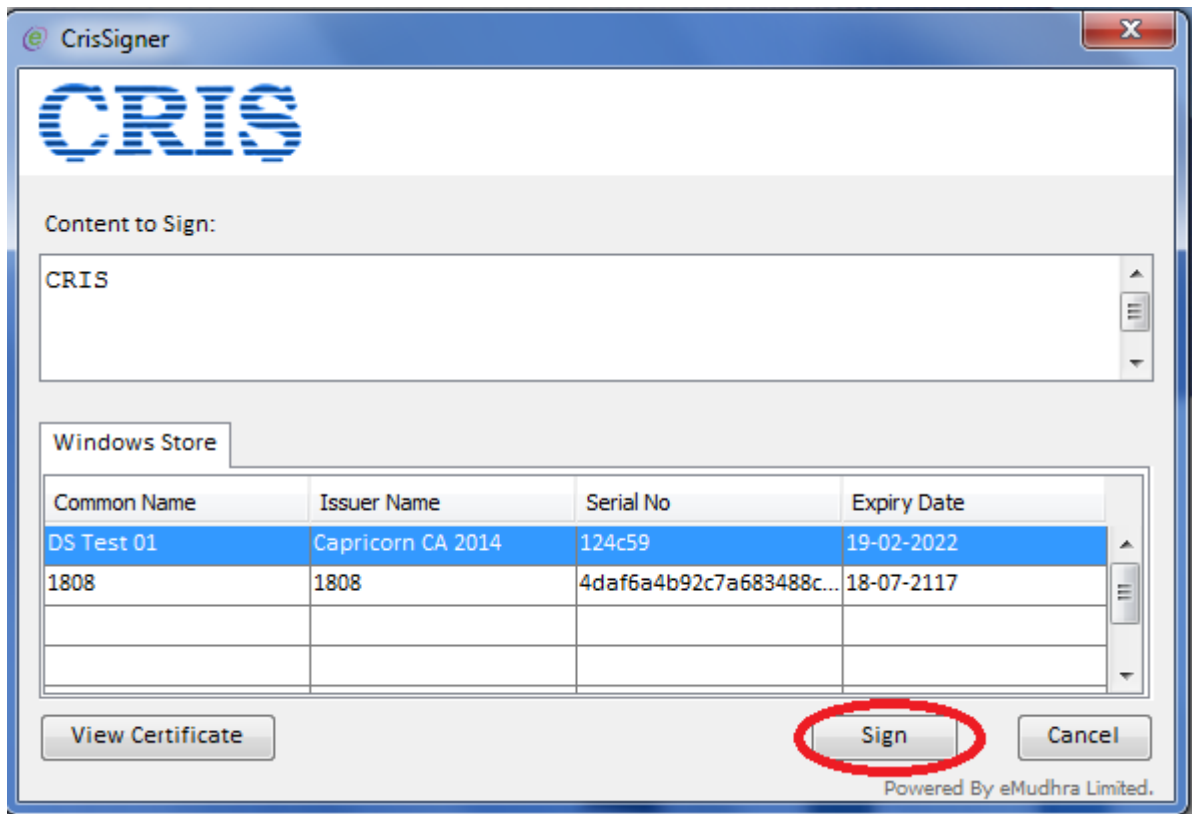
Generated Proforma Letter Pdf

#	File Name	Button for Sign Pdf
1	GeneralCorrespondenceLetter.pdf	

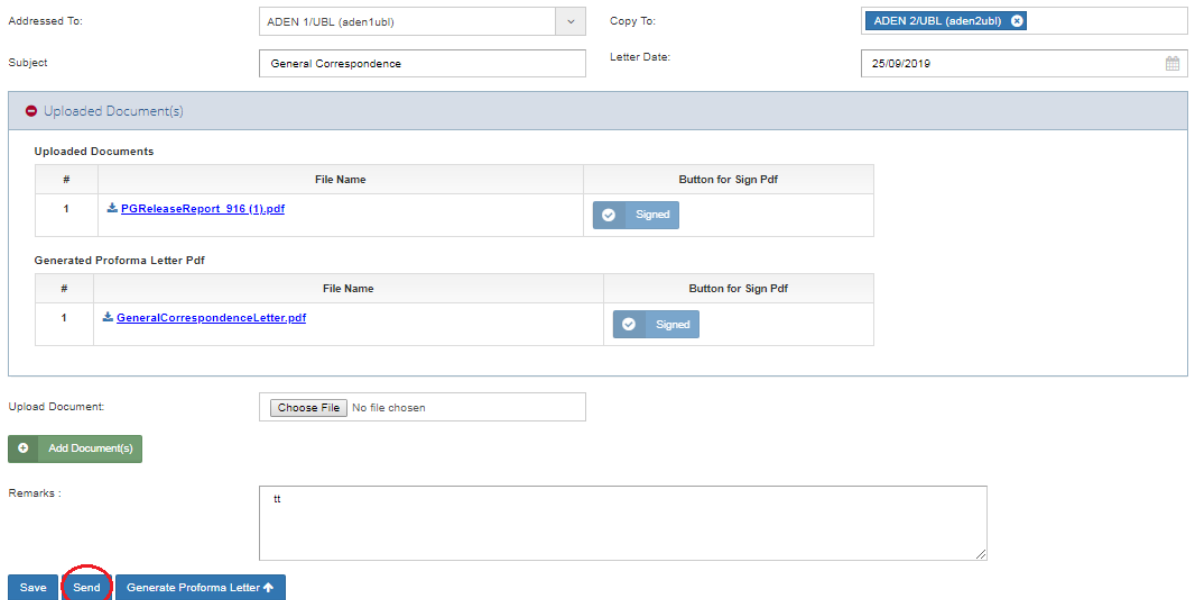
Upload Document: No file chosen

Remarks:

Click on the button sign to PDF to add the signature.



- Click on the button to send



Correspondence Inbox

- Correspondence send by the other officer will be display in Correspondence Inbox on

Dashboard.

The dashboard displays the following sections:

- Notifications:**
 - 4 Agreement(s) Signed by CSA.
 - 3 Agreement Signed by CSA.
 - 1 Zonal work order sanctioned.
 - 1 Correspondence Received.
- Inbox: LOA(s):** No Record Found.
- Correspondence(s):**

#	LOA NO.	Correspondence No	Correspondence Date	Correspondence Type	
1	00882460001456	SWR/SBC/Civil/2019/0014/CD-0003	16/09/2019 12:09:00	General Correspondence	
- Inbox: Contract(s):**

#	LOA No.	LOA Date	Name of Work	
1	00922110004906	13/08/2019	SW-I: Bengaluru-JTU sec: Strengthening of bank by providing standard width for a length of 10.8kms SW-II: YNK-EWT sec : Strengthening of bank by providing standard width for a length of 5.3 kms. SW-III: Bangalore -Jolarpettai section: Proposed cess work for a length of 20 kms.	
2	00868670002286	18/06/2019	Supply of Potable drinking water at ADEN/Yeshwanthpur section. SW-II: Pro. Bore wells at various station in Yeshwanthpur sub division. Total - 6 nos.MAINTENANCE PERIOD 3 MONTHS	
3	10131720003436	15/07/2019	Bangalore Division: Repairs to corroded members of minor steel girder bridges	
- Inbox: Bill(s):**

#	Bill No. (Date)	Agreement No. (Date)	Name of Work	
1	SWR/SBC/Civil/2019/0019/B2 (20/09/2019)	SWR/SBC/Civil/2019/0019 (18/09/2019)	Bangalore-Dharmavaram section: Pro Extension & raising of PF at Yelhanka, Doddaballapur, penukonda, Sri Sathya Sai Prasanthi Nilayam, fencing etc.	
2	SWR/SBC/Civil/2019/0019/B1 (20/09/2019)	10118950001072 (13/09/2019) SWR/SBC/Civil/2019/0019 (18/09/2019)	Bangalore-Dharmavaram section: Pro Extension & raising of PF at Yelhanka, Doddaballapur, penukonda, Sri Sathya Sai Prasanthi Nilayam, fencing etc.	

- Click on the view button to View Correspondence .
- Click on the reply button to Reply Correspondence .

The Correspondence(Inbox) view displays the following table:

#	LOA NO.	Correspondence No	Correspondence Date	Correspondence From	Addressed To	Copy To	Correspondence Type	Subject	Uploaded Document	Remark	View Details	Reply
1	00882460001456	SWR/SBC/Civil/2019/0014/CD-0003	16/09/2019 12:09:00	RAJENMUNSIF@CHAKRADHARINDUSTRIES.COM	Sr. DEN (Co)/SBC (sdencabc)	ADEN1/SBC (aden1sbc)	General Correspondence	slow progress of work test 2				

- Screen will opened and after the fill all details and send.

Enter Correspondence Details

Reference Correspondence no:

Correspondence No. Correspondence Type:

Addressed To: Copy To:

Subject Letter Date:

Uploaded Document(s)

Uploaded Documents		
#	File Name	Button for Sign Pdf

Generated Proforma Letter Pdf		
#	File Name	Button for Sign Pdf

Upload Document: No file chosen

Remarks :

1.3 Correspondence Categorization

After login Go to menu :

- Correspondence → Correspondence Categorization

The screenshot shows the IR - Works Contract Management System (IR-WCMS) interface. The user is logged in as R.K. Singh (Sr. DEN). The 'Correspondence' menu is open, and 'Correspondence Categorization' is highlighted. Below the menu, a table displays the following data:

Agreement No.	Correspondence No.	Correspondence Date	Correspondence Type	Correspondence From	To	Subject	Category	Remark	Action
IWR/SBC/Civil/2019/0019	SWR/SBC/Civil/2019/0019/RD-0006	2019-9-25 0:0:0		sdencsbc	sivaa3598@gmail.com	General Correspondence	-		<input type="button" value="E"/>
IWR/SBC/Civil/2019/0019	SWR/SBC/Civil/2019/0019/RD-0005	2019-9-25 0:0:0		sdencsbc	sivaa3598@gmail.com	General Correspondence	-		<input type="button" value="E"/>
IWR/SBC/Civil/2019/0019	SWR/SBC/Civil/2019/0019/RD-0004	2019-9-25 0:0:0		sdencsbc	sivaa3598@gmail.com	General Correspondence	-		<input type="button" value="E"/>
IWR/SBC/Civil/2019/0019	SWR/SBC/Civil/2019/0019/RD-0003	2019-9-25 0:0:0		sdencsbc	sivaa3598@gmail.com	General Correspondence	-		<input type="button" value="E"/>
IWR/SBC/Civil/2019/0019	SWR/SBC/Civil/2019/0019/RD-0002	2019-9-25 0:0:0		sdencsbc	aden1tubl	General Correspondence	-		<input type="button" value="E"/>
IWR/SBC/Civil/2019/0019	SWR/SBC/Civil/2019/0019/RD-0007	2019-9-25 0:0:0		sdencsbc	sivaa3598@gmail.com	General Correspondence	-		<input type="button" value="E"/>

- Screen will be open which showing the Correspondence Categorization.

R.K.Singh
(Sr. DEN)

Home | Contract | Billing | Extension of DOC | Release of PG/SD | New Item | Contract Variation | Correspondence | PG Modification | Report | Administration | Zonal Work Order

Report > Correspondence Categorization

Agreement No.	Correspondence No.	Correspondence Date	Correspondence Type	Correspondence From	To	Subject	Category	Remark	Action
IWR/SBC/Civil/2019/0019	SWR/SBC/Civil/2019/0019/RD-0006	2019-9-25 0:0:0.0		sdencsbc	sivaa3598@gmail.com	General Correspondence	-		
IWR/SBC/Civil/2019/0019	SWR/SBC/Civil/2019/0019/RD-0005	2019-9-25 0:0:0.0		sdencsbc	sivaa3598@gmail.com	General Correspondence	-		
IWR/SBC/Civil/2019/0019	SWR/SBC/Civil/2019/0019/RD-0004	2019-9-25 0:0:0.0		sdencsbc	sivaa3598@gmail.com	General Correspondence	-		
IWR/SBC/Civil/2019/0019	SWR/SBC/Civil/2019/0019/RD-0003	2019-9-25 0:0:0.0		sdencsbc	sivaa3598@gmail.com	General Correspondence	-		
IWR/SBC/Civil/2019/0019	SWR/SBC/Civil/2019/0019/RD-0002	2019-9-25 0:0:0.0		sdencsbc	aden1ubl	General Correspondence	-		
IWR/SBC/Civil/2019/0019	SWR/SBC/Civil/2019/0019/RD-0001	2019-9-25 0:0:0.0		sdencsbc	sivaa3598@gmail.com	General Correspondence	-		

- Click on the save button after add remarks to save the data.