

[User Manual]

Indian Railway Works Contract Management System (IR-WCMS)

Sanction of New Item Module

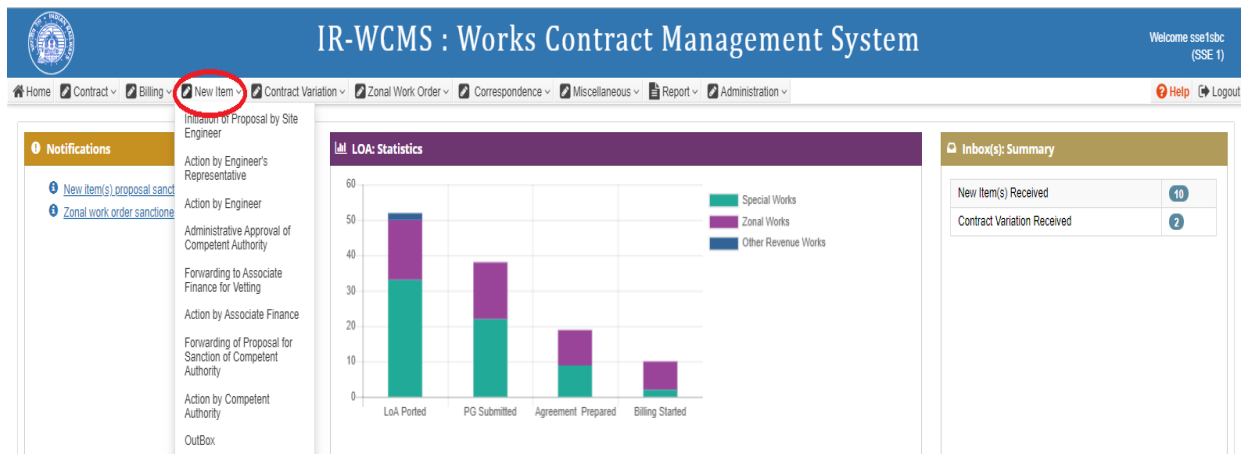
Version 1.0

Welcome to IR-WCMS

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



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



1. Overview

Non Schedule Item module has been developed as part-II of **Indian Railways Works & Contract Management System**. It is a Web-based application that allows Online filling of NS Item details , It covers –

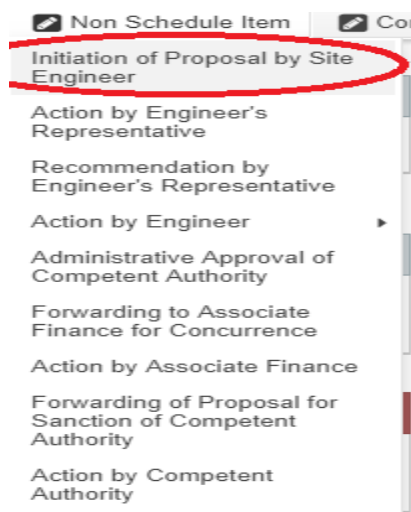
- a. Initial of Proposal by Site Engineer
- b. Action by Engineer's Representatives.
- c. Acceptance by Contractor.
- d. Recommendation by Engineer's Representatives.
- e. Action by Engineer :- (i) . General check (ii) Technical check by CDM.
- f. Administrative Approval of Competent Authority.
- g. Forwarding to Associate Finance for Concurrence.
- h. Action by Associate Finance.
- i. Forwarding of Proposal for Sanction of Competent Authority.
- j. Action by of Competent Authority.

Steps to be taken for NS Item Module Getting started

1.1 Welcome to IRPSM

To run IRPSM application, open a web browser (IE recommended) and type **www.ircep.gov.in/IRPSM** URL in address bar and press "Enter" key. IRPSM main screen appears as under

1.2 NS Item Module Link on Menu of IRPSM



Go to menu - Non Schedule Item -> **Initiation of Proposal by Site Engineer**

1.3 Initiation of Proposal by Site Engineer Screen

1. Click "Search" button provided against "Search Agreement" option.
2. In the pop-up: Select the **Agreement** from the list by clicking on row.
3. Screen for Entering the **NS Items Details** will now open.
4. Click "**Existing NS Item Record**" or "**Existing SOR Item Record**" Radio button under the section "**Initiation of Proposal by Site Engineer**".
5. Use the Popup window to select the details of Existing NS or SOR Item and click any record.
6. Upload the document for NS Item under the section "**Initiation of Proposal by Site Engineer**".
7. Add Remarks, if any and select the designation in **markto dropdown** to whom the NS Item Details is to be forwarded.
8. Click "**FORWARD**" button to forward the Agreement.
9. Once forwarded A confirmation Screen will appear showing the details of forwarding.

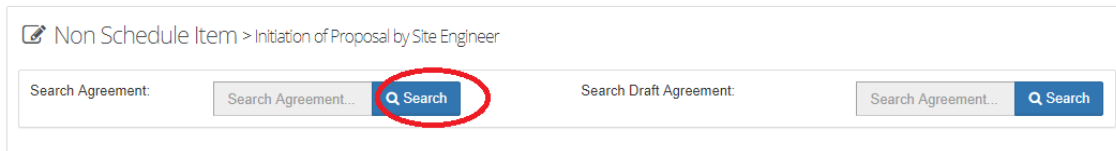


Fig:- Search Agreement

Search Agreements ×

#	Agreement No.	Agreement Date	Contractor Name	Name of Work	LOA No.	LOA Date	Select
1	SWR/SBC/Civil/2019/0002	10/07/2019	SVA RIKKON LUBES PRIVATE LIMITED-CHENNAI.	Bangalore-Jolarpet section: Supply installation of track based Rail lubricators (15 nos.) in Sr.DEN/East/SBC section including execution of two years after free operation of one year.	01514270003186	09/07/2019	<input type="checkbox"/>
2	SWR/SBC/Civil/2019/0006	12/07/2019	N RANGANATHA-KOLAR	Jolarpet-Bangalore & Bangarpet-Marikuppan section: Replacement of stone slab bridges and	00841730001046	09/05/2019	<input checked="" type="checkbox"/>

✕ Close

Fig:- Select the Agreement

New NS Item Record
 Existing NS Item Record
 SOR based NS Item Record

Sr No.	Item Code	Item Description	Item Unit	Item Qty	Item Rate ₹	Total Cost	Remarks
1	NS03	dfghfng	10 cum	3	200	600	Test 1
2	NS04	ghfghf	100 ml	43	125	5375	Test 2

 Grand Total : 5975

Upload Documents

Rate Analysis (.pdf): NS Item - 2019-09-23T170112.058.pdf

Performa as per check list duly signed (.pdf): WOVariationPdf_1385_3.pdf

LAR if any (.pdf): NS Item - 2019-09-23T165945.732.pdf

Remarks if any:

Mark To:

Fig:- Initiation of Proposal by Site Engineer

Search NS Item ✕

Railway Name
 Department Name

Directory Type
 Directory Name

Chapter Name

Item Detail

#	Item No.	Description	Unit	Rate	
1	011010	Collection of survey records, maps ownership rights of railways and available railways land plans for complete width/are of railway land boundary maps as per revenue records of state, computerizing the available railways land plans and checking both sets of boundary maps for conformity of railways boundary, doing accurate cadastral and field survey to verify the contents of field land village/city map sheet and railway land plans as well as railways land boundary maps develop in above duly recording the mandatory field details for location of boundary such as on UP or one, DN main through line and few important land marks/structures (at least 1 per KM) and adjacent properties (Revenues Sr. No.) along the Railways boundary. Obtaining authentication of railways land boundary in a manner acceptable to the state survey & land record department which will be kept as a record standing legal scrutiny. Preparing final hard copy of railways land boundary map in scale 1:1000 railway boundaries.	NA	.61	<input type="checkbox"/>
2	011020	Updating reconciling reconstruction and certification of Railways land boundaries in Railway land plan	NA	20204.9	<input type="checkbox"/>

Fig:- Existing NS Item Record

×
Search SOR Item

Railway Name	<input type="text" value="South Western Railway"/>	Department Name	<input type="text" value="Civil"/>
Directory Type	<input type="text" value="SOR"/>	Directory Name	<input type="text" value="224-SWR-HQ-USSOR-20"/>
Chapter Name	<input type="text" value="04-Reinforced Cement C"/>	<input type="button" value="Go"/>	

Item Detail

#	Item No.	Description	Unit	Rate	
1	041011	All work upto plinth level, including raft foundation of washable aprons, HS tank, pile cap, footings of FOB, and Platform shelter etc.	cum	2588.86	<input type="checkbox"/>
2	041012	All work in buildings above plinth level upto floor two level.	cum	2844.03	<input type="checkbox"/>
3	041015	In kerbs, steps and the likes etc.	cum	2728.69	<input type="checkbox"/>
4	041016	In arches, arch ribs, domes, vaults, shells, folded plates and roofs having slopes above 150	cum	2481.48	<input type="checkbox"/>
5	041017	In chimneys and shafts	cum	2650.76	<input type="checkbox"/>
6	041018	In vertical and Horizontal fins individually or forming box louvers, facias and eaves boards	cum	2446.91	<input type="checkbox"/>
7	042011	Foundations, footings, bases of columns, raft foundation of washable aprons, Pile caps, Footings of FOB etc.	Sqm	124.1	<input type="checkbox"/>
8	042012	Walls (any thickness) including attached plasters, buttresses, plinth and string courses etc.	Sqm	233.5	<input type="checkbox"/>

Fig:- Existing SOR Item Record

Go to menu - Non Schedule Item -> **Action by Engineer's Representatives**

1.4 Action by Engineer's Representatives.

1. Click "Search" button provided against "Search Agreement" option.
 2. In the pop-up: Select the **Agreement** from the list by clicking on row.
- OR**
- Click on the Agreement in the Non Schedule Item Inbox on the Dash Board
 3. Screen for **Action by Engineer's Representatives** will now open
 4. Chose action in the Action (Accepted OR Rejected) Dropdown
 5. Add Remaks, if any and the NS Item Details is to be forwarded to **Contractor**
 6. Click "**FORWARD**" button to forward the **Agreement**.

7. Once forwarded A confirmation Screen will appear showing the details of forwarding.

Notifications

- DDC Extension Approved

Inbox: LDAs

No Record Found

Inbox: PGs

No Record Found

Correspondence(s)

No Record Found

Inbox: EIRs

No Record Found

Inbox: Agreements

No Record Found

Inbox: Extension of DDC

No Record Found

Release of PG/SD

No Record Found

Contract Variation

No Record Found

Non Schedule Items

#	NS Item Code	Agreement No. (Date)	Name of Work	
1	NS02	SWR/SBC/CI/2019/008 (12/07/2019)	Jolarpet-Bangalore B&M; Bangalore-Markkuppam section: Replacement of stone slab bridges and minor girder bridges (15 Nos. Maintenance period 3 months)	[X]
2	NS01	SWR/SBC/CI/2019/008 (12/07/2019)	Jolarpet-Bangalore B&M; Bangalore-Markkuppam section: Replacement of stone slab bridges and minor girder bridges (15 Nos. Maintenance period 3 months)	[X]
3	NS03	SWR/SBC/CI/2019/008 (12/07/2019)	Jolarpet-Bangalore B&M; Bangalore-Markkuppam section: Replacement of stone slab bridges and minor girder bridges (15 Nos. Maintenance period 3 months)	[X]

Fig:- Non Schedule Item Inbox on the Dash Board

N.S. Item Details

Sr. No.	Item Code	Item Type	Item Description	Item Unit	Item Qty.	Item Rate ₹	Total Cost ₹	Remark
1	NS03	New	dfghfng	10 cum	3	200	600	Test 1
2	NS04	New	gfhgfh	100 ml	43	125	5375	Test 2
Grand Total							5975 ₹	

Uploaded Documents

Rate Analysis : [NS Item - 2019-09-23T170112.058.pdf](#)

Performa as per check list duly signed : [WOVariationPdf_1385_3.pdf](#)

LAR Document: [NS Item - 2019-09-23T165945.732.pdf](#)

Action by Engineer's Representative:

Remarks if any:

Mark To:

Fig:- Action by Engineer's Representatives

Go to menu - Non Schedule Item -> **Action by Engineer**

1.5 Action by Engineer.

1. Click "Search" button provided against "**Search Agreement**" option.
 2. In the pop-up: Select the **Agreement** from the list by clicking on row.
- OR**
- Click on the Agreement in the Non Schedule Item Inbox on the Dash Board
 3. Screen for **Action by Engineer** will now open
 4. Chose action in the Action (General Check OR Technical Check) Dropdown
 5. Add Remaks, if any and select the designation in **markto dropdown** to whom the NS Item Details is to be forwarded.
 6. Click "**FOWARD**" button to forward the **Agreement**.
 7. Once forwarded A confirmation Screen will appear showing the details of forwarding.

N.S. Item Details

Sr. No.	Item Code	Item Type	Item Description	Item Unit	Item Qty.	Item Rate ₹	Total Cost ₹	Remark
1	NS03	New	dfghthg	10 cum	3	200	600	Test 1
2	NS04	New	gfhgfh	100 ml	43	125	5375	Test 2
Grand Total							5975 ₹	

Revised agreement value including cost of proposed new item is : 30610582.51 ₹

Uploaded Documents

Rate Analysis : [NS Item - 2019-09-23T170112.058.pdf](#)

Performa as per check list duly signed : [WOVariationPdf_1385_3.pdf](#)

LAR Document: [NS Item - 2019-09-23T165945.732.pdf](#)

Action by Engineer:

Remarks if any:

Mark To:

Forwarded for general & technical examination. v

[-Select-] Q

Forwarded for general & technical examination.

Forwarded to Contractor for acceptance & signing.

Vetting not required. NS proposal is sanctioned.

Vetting not required. Forwarded to competent authority for sanction.

Vetting required. Forwarded for vetting.

Vetting required. Forwarded to competent authority for administrative approval.

NS Proposal is returned as per remarks given below.

Fig:- Action by Engineer

Go to menu - Non Schedule Item -> **General Check**

1.6 General Check.

1. Click "Search" button provided against "**Search Agreement**" option.
2. In the pop-up: Select the **Agreement** from the list by clicking on row.
OR
Click on the Agreement in the Non Schedule Item Inbox on the Dash Board
3. Screen for **General Check** will now open
4. Here can change the Item Details like Quantity , Rate Or Unit.
5. Chose action in the Action (General Check done and Forwarded OR General check done and necessary correct)
6. Add Remaks, if any and select the designation in **markto dropdown** to whom the NS Item Details is to be forwarded.
7. Click "**FOWARD**" button to forward the **Agreement**.
8. Once forwarded A confirmation Screen will appear showing the details of forwarding.

N.S. Item Details

Sr. No.	Item Code	Item Type	Item Desc.	Item Unit	Item Qty.	Item Rate ₹	Total Cost ₹	Remark
1	NS03	New	dfghthg	10 cum	3	200	600	Test 1
2	NS04	New	gfhgfh	100 ml	43	125	5375	Test 2
Grand Total							5975 ₹	

Uploaded Documents

Rate Analysis : [NS Item - 2019-09-23T170112.058.pdf](#)

Performa as per check list duly signed : [WOVariationPdf_1385_3.pdf](#)

LAR Document: [NS Item - 2019-09-23T165945.732.pdf](#)

Action :

Remarks if any:

Mark To:

Fig:- General Check

Item Code	Item Description	Item Unit	Item Qty	Item Rate ₹	Total Cost	Remarks
NS03	dfghfgh	10 cum	3	200	600	Test 1
NS04	ghfgh	100 ml	43	125	5375	Test 2
Grand Total :					5975	

Upload Documents

Rate Analysis (.pdf): [NS Item - 2019-09-23T170112.058.pdf](#)

Performa as per check list duly signed (.pdf): [WOVariationPdf_1385_3.pdf](#)

LAR if any (.pdf): [NS Item - 2019-09-23T165945.732.pdf](#)

Action :

Remarks if any:

Mark To:

Fig:- General Check (In edit mode)

Go to menu - Non Schedule Item -> **Technical Check**

1.7 Technical Check.

1. Click "Search" button provided against "**Search Agreement**" option.
 2. In the pop-up: Select the **Agreement** from the list by clicking on row.
- OR**
- Click on the Agreement in the Non Schedule Item Inbox on the Dash Board
3. Screen for **Technical Check** will now open
 4. Here can change the Item Details like Quantity , Rate Or Unit.
 5. Chose action in the Action (Technical Check done and Forwarded OR Return) Dropdown
 6. Add Remaks, if any and select the designation in **markto dropdown** to whom the NS Item Details is to be forwarded.
 7. Click "**FORWARD**" button to forward the **Agreement**.
 8. Once forwarded A confirmation Screen will appear showing the details of forwarding.

Sr. No.	Item Code	Item Type	Item Desc.	Item Unit	Item Qty.	Item Rate ₹	Total Cost ₹	Remark
1	NS03	New	dfghfng	10 cum	3	200	600	Test 1
2	NS04	New	ghghgh	100 ml	43	125	5375	Test 2
Grand Total							5975 ₹	

Revised agreement value including cost of proposed new item is : 30610582.51 ₹

Uploaded Documents

Rate Analysis :

[NS Item - 2019-09-23T170112.058.pdf](#)

Performa as per check list duly signed :

[WOVariationPdf_1385_3.pdf](#)

LAR Document:

[NS Item - 2019-09-23T165945.732.pdf](#)

Revised agreement value with in the competency of current T.A.A. :

Yes

Action by CDM:

Proposal examined and found to be technically in order.

Remarks if any:

Proposal examined and found to be technically in order.

Mark To:

Sr. DEN (Co)/SBC (sdencsbc)

Fig:- Technical Check

Item Code	Item Description	Item Unit	Item Qty	Item Rate ₹	Total Cost	Remarks
NS03	dfghfng	10 cum	3	200	600	Test 1
NS04	ghghgh	100 ml	43	125	5375	Test 2
Grand Total :					5975	

Revised agreement value including cost of proposed new item is : 30610582.51 ₹

Upload Documents

Rate Analysis (.pdf):

[NS Item - 2019-09-23T170112.058.pdf](#)

Performa as per check list duly signed (.pdf):

[WOVariationPdf_1385_3.pdf](#)

LAR if any (.pdf):

[NS Item - 2019-09-23T165945.732.pdf](#)

Revised agreement value with in the competency of current T.A.A. :

Yes

Action by CDM:

Proposal examined and found to be technically in order.

Remarks if any:

Proposal examined and found to be technically in order.

Fig:- Technical Check (In edit mode)

Go to menu - Non Schedule Item -> **Action by Engineer**

1.8 Action by Engineer

1. Click "Search" button provided against "**Search Agreement**" option.
2. In the pop-up: Select the **Agreement** from the list by clicking on row.

OR

Click on the Agreement in the Non Schedule Item Inbox on the Dash Board

3. Screen for **Action by Engineer** will now open
4. Chose action in the Action (Forward to Contractor for acceptance & signing) Dropdown
5. Add Remaks, if any and select the designation in **markto dropdown** to whom the NS Item Details is to be forwarded.
6. Click "**FOWARD**" button to forward the **Agreement**.
7. Once forwarded A confirmation Screen will appear showing the details of forwarding.

N.S. Item Details

Sr. No.	Item Code	Item Type	Item Description	Item Unit	Item Qty.	Item Rate ₹	Total Cost ₹	Remark
1	NS03	New	dfghfng	10 cum	3	200	600	Test 1
2	NS04	New	gfhgfh	100 ml	43	125	5375	Test 2
Grand Total							5975 ₹	

Revised agreement value including cost of proposed new item is : 30610582.51 ₹

Revised agreement value with in the competency of current T.A.A. : Yes

Uploaded Documents

Rate Analysis :

Performa as per check list duly signed :

LAR Document:

Action by Engineer:

Remarks if any:

Save Forward to contractor

Fig:- **Action by Engineer(forward to Contractor for acceptance & signing)**

Go to menu - Non Schedule Item -> **Acceptance by Contractor**

1.9 Acceptance by Contractor.

1. Click "Search" button provided against "**Search Agreement**" option.
2. In the pop-up: Select the **Agreement** from the list by clicking on row.

OR

Click on the Agreement in the Non Schedule Item Inbox on the Dash Board

3. Screen for **Acceptance by Contractor** will now open
4. Chose action in the Action (Accepted OR Rejected) Dropdown
5. Click "**Checkbox**" to confirmation the NS Item Details
6. Add Remaks, if any and NS Item Details is to be forwarded Back to the User
7. Click "**FORWARD**" button to forward the **Agreement**.
8. Once forwarded A confirmation Screen will appear showing the details of forwarding.

N.S. Item Details

Sr. No.	Item Code	Item Type	Item Description	Item Unit	Item Qty.	Item Rate ₹	Total Cost ₹	Remark
1	NS03	New	dfghfng	10 cum	3	200	600	Test 1
2	NS04	New	gfhgfh	100 ml	43	125	5375	Test 2
Grand Total							5975 ₹	

Uploaded Documents

Rate Analysis : [NS Item - 2019-09-23T170112.058.pdf](#)

Performa as per check list duly signed : [WOVariationPdf_1385_3.pdf](#)

LAR Document: [NS Item - 2019-09-23T165945.732.pdf](#)

Action by Contractor: ▼

I agree to execute the above NS item on same terms & conditions of the contract & at the rate(s) proposed.

Remarks if any:

[Download pdf file](#)

Fig:- **Acceptance by Contractor**

Go to menu - Non Schedule Item -> **Action by Engineer**

1.10 Action by Engineer

1. Click "Search" button provided against "**Search Agreement**" option.
 2. In the pop-up: Select the **Agreement** from the list by clicking on row.
- OR**
- Click on the Agreement in the Non Schedule Item Inbox on the Dash Board
3. Screen for **Action by Engineer** will now open
 4. Chose action in the Action (Vetting required. Forwarded to competent authority for administrative approval) Dropdown

5. Add Remaks, if any and select the designation in **markto dropdown** to whom the NS Item Details is to be forwarded.
6. Click "**FOWARD**" button to forward the **Agreement**.
7. Once forwarded A confirmation Screen will appear showing the details of forwarding.

Sr. No.	Item Code	Item Type	Item Description	Item Unit	Item Qty.	Item Rate ₹	Total Cost ₹	Remark
1	NS03	New	dfghfhg	10 cum	3	200	600	Test 1
2	NS04	New	ghghfh	100 ml	43	125	5375	Test 2
Grand Total							5975 ₹	

Revised agreement value including cost of proposed new item is : **30610582.51 ₹**

Revised agreement value with in the competency of current T.A.A. : Yes

Uploaded Documents

Rate Analysis : [NS Item - 2019-09-23T170112.058.pdf](#)

Performa as per check list duly signed : [WOVariationPdf_1385_3.pdf](#)

LAR Document: [NS Item - 2019-09-23T165945.732.pdf](#)

Action by Engineer:

Vetting required. Forwarded to competent authority for administrative approval. v

Q

[-Select-]
 Forwarded for general & technical examination.
 Forwarded to Contractor for acceptance & signing.
 Vetting not required. NS proposal is sanctioned.
 Vetting not required. Forwarded to competent authority for sanction.
 Vetting required. Forwarded for vetting.
Vetting required. Forwarded to competent authority for administrative approval.
 NS Proposal is returned as per remarks given below.

Mark To:

Fig:- Action by Engineer(forward to competent authority for administrative approval)

Go to menu - Non Schedule Item -> **Administrative Approval of Competent Authority**

1.11 Administrative Approval of Competent Authority

1. Click "Search" button provided against "**Search Agreement**" option.
 2. In the pop-up: Select the **Agreement** from the list by clicking on row.
- OR**
- Click on the Agreement in the Non Schedule Item Inbox on the Dash Board
3. Screen for **Administrative Approval of Competent Authority** will now open
 4. Chose action in the Action (Accepted OR Rejected) Dropdown
 5. Add Remaks, if any and select the designation in **markto dropdown** to whom the NS Item Details is to be forwarded.
 6. Click "**FOWARD**" button to forward the **Agreement**.
 7. Once forwarded A confirmation Screen will appear showing the details of forwarding.

Sr. No.	Item Code	Item Type	Item Description	Item Unit	Item Qty.	Item Rate ₹	Total Cost ₹	Remark
1	NS03	New	dfghthg	10 cum	3	200	600	Test 1
2	NS04	New	gfhgfh	100 ml	43	125	5375	Test 2
Grand Total							5975 ₹	

Uploaded Documents

Rate Analysis : [NS Item - 2019-09-23T170112.058.pdf](#)

Performa as per check list duly signed : [WOVariationPdf_1385_3.pdf](#)

LAR Document: [NS Item - 2019-09-23T165945.732.pdf](#)

Action by Competent Authority: ▾

Remarks if any:

Mark To: ▾

Fig:- Administrative Approval of Competent Authority

Go to menu - Non Schedule Item -> **Forwarding to Associate Finance for Concurrence**

1.12 Forwarding to Associate Finance for Concurrence

1. Click "Search" button provided against "**Search Agreement**" option.
 2. In the pop-up: Select the **Agreement** from the list by clicking on row.
- OR**
3. Click on the Agreement in the Non Schedule Item Inbox on the Dash Board
 4. Screen for **Forwarding to Associate Finance for Concurrence** will now open
 5. Chose action in the Action (Accepted OR Rejected) Dropdown
 6. Add Remaks, if any and select the designation in **markto dropdown** to whom the NS Item Details is to be forwarded.
 7. Click "**FOWARD**" button to forward the **Agreement**.
 8. Once forwarded A confirmation Screen will appear showing the details of forwarding.

N.S. Item Details

Sr. No.	Item Code	Item Type	Item Description	Item Unit	Item Qty.	Item Rate ₹	Total Cost ₹	Remark
1	NS03	New	dfghfng	10 cum	3	200	600	Test 1
2	NS04	New	glhghf	100 ml	43	125	5375	Test 2
Grand Total ₹							5975	

Uploaded Documents

Rate Analysis : [NS Item - 2019-09-23T170112.058.pdf](#)

Performa as per check list duly signed : [WOVariationPdf_1385_3.pdf](#)

LAR Document: [NS Item - 2019-09-23T165945.732.pdf](#)

Action by Engineer: ▼

Remarks if any:

Mark To: ▼

Fig:- Forwarding to Associate Finance for Concurrence

Go to menu - Non Schedule Item -> **Action by Associate Finance**

1.13 Action by Associate Finance

1. Click "Search" button provided against "**Search Agreement**" option.
 2. In the pop-up: Select the **Agreement** from the list by clicking on row.
- OR**
- Click on the Agreement in the Non Schedule Item Inbox on the Dash Board
3. Screen for **Action by Associate Finance** will now open
 4. Chose action in the Action (Accepted OR Rejected) Dropdown
 5. Add Remaks, if any and select the designation in **markto dropdown** to whom the NS Item Details is to be forwarded.
 6. Click "**FORWARD**" button to forward the **Agreement**.
 7. Once forwarded A confirmation Screen will appear showing the details of forwarding.

N.S. Item Details

Sr. No.	Item Code	Item Type	Item Desc.	Item Unit	Item Qty.	Item Rate ₹	Total Cost ₹	Remark	Vetting Status	Vetting Comment
1	NS03	New	dghfhg	10 cum	3	200	600	Test 1	Can be vetted ▼	
2	NS04	New	ghghf	100 ml	43	125	5375	Test 2	Can be vetted ▼	
Grand Total							5975 ₹			

Uploaded Documents

Rate Analysis : [NS Item - 2019-09-23T170112.058.pdf](#)

Performa as per check list duly signed :

LAR Document:

Action by Associate Finance:

Remarks if any:

Mark To:

[Download pdf file](#)

Fig:- Action by Associate Finance

Go to menu - Non Schedule Item -> **Forwarding of Proposal for Sanction of Competent Authority**

1.14 Forwarding of Proposal for Sanction of Competent Authority

1. Click "Search" button provided against "**Search Agreement**" option.
 2. In the pop-up: Select the **Agreement** from the list by clicking on row.
- OR**
3. Click on the Agreement in the Non Schedule Item Inbox on the Dash Board
 3. Screen for **Forwarding of Proposal for Sanction of Competent Authority** will now open
 4. Chose action in the Action (Accepted OR Rejected) Dropdown
 5. Add Remaks, if any and select the designation in **markto dropdown** to whom the NS Item Details is to be forwarded
 6. Click "**FORWARD**" button to forward the **Agreement**.
 7. Once forwarded A confirmation Screen will appear showing the details of forwarding.

New Item(s) Details

Sr. No.	Item Code	Item Type	Item Description	Item Unit	Item Qty.	Item Rate ₹	Total Cost ₹	Remark
1	NS03	New	dfighfg	10 cum	3	200	600	Test 1
2	NS04	New	gfhgfh	100 ml	43	125	5375	Test 2
Grand Total							5975 ₹	

Uploaded Documents

Rate Analysis : [NS Item - 2019-09-23T170112.058.pdf](#)

Performa as per check list duly signed : [WOVariationPdf_1385_3.pdf](#)

LAR Document: [NS Item - 2019-09-23T165945.732.pdf](#)

Action by Engineer:

Remarks if any:

Mark To:

Fig:- Forwarding of Proposal for Sanction of Competent

Go to menu - Non Schedule Item -> **Action by Competent Authority**

1.15 Action by Competent Authority

1. Click "Search" button provided against "**Search Agreement**" option.
 2. In the pop-up: Select the **Agreement** from the list by clicking on row.
- OR**
- Click on the Agreement in the Non Schedule Item Inbox on the Dash Board
3. Screen for **Action by Competent Authority** will now open
 4. Chose action in the Action (NS Proposal sanctioned. OR Return OR NS Proposal is not sanctioned and dropped
 5. Add Remaks, if any and select the designation in **markto dropdown** to whom the NS Item Details is to be forwarded.
 6. Click "**FOWARD**" button to forward the **Agreement**.
 7. Once forwarded A confirmation Screen will appear showing the details of forwarding.

N.S. Item Details

Sr. No.	Item Code	Item Type	Item Description	Item Unit	Item Qty.	Item Rate ₹	Total Cost₹	Remark
1	NS03	New	dflghfng	10 cum	3	200	600	Test 1
2	NS04	New	gfhgfh	100 ml	43	125	5375	Test 2
Grand Total							5975 ₹	

Uploaded Documents

Rate Analysis : [NS Item - 2019-09-23T170112.058.pdf](#)

Performa as per check list duly signed : [WOVariationPdf_1385_3.pdf](#)

LAR Document: [NS Item - 2019-09-23T165945.732.pdf](#)

Action by Competent Authority: ▼

Remarks if any:

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Fig:- Action by Competent Authority