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# Web Based Project Monitoring system

# CPWD

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## Project Monitoring system

**1.1 Project Monitoring System** is a Online Web Based Computer application used for Monitoring the progress of different activities of Construction Projects from Planning to Execution stage.

**1.2 Purpose :- following four main purpose are :-**

1. Preparation of Online Monthly Progress report of all projects.
2. Online Monitoring of progress of all projects including their packages and all Agreements drawn for a project, in planning as well as in execution stage online by different level of officers.
3. Generation of Online Mandatory letters at important stage of work. This is required for automatic updating of data related to project required in MPR.
4. Monthly Progress Report can be viewed by all officers and client as well.

**1.3 Requirements of Project Monitoring System**

**This programme work in two phase :-**

1. Online WBPMS :- Details of all Project / package / Subwork and all data are to be stored in a database ( presently maintained by NIC Server at New Delhi. Project Registration, updation of data, printing of online generated letters, progress update and progress monitoring is to be done online.
2. Divisional Accounting package :- To be maintained on desktop computer of each division where expenditure figures are to be updated.

Mapping of project ID of WBPMS with data of Divisional accounting package :- A 8 digit code is generated against each subwork/Agreement in Divisional accounting package. This 8 digit code generated in divisional accounting package is to be entered in WBPMS against the SubWork/ Agreement of respective project for linking/ Mapping. Expenditure is to be booked against each Subwork/ Agreement for which a separate T/S has been issued. After linking Expenditure figure shall be picked up by WBPMS for each Project Agreement wise from different divisions database.



## **1.4 Project - package - Agreement (called subwork before award).**

### **Each AA and ES has to be considered as a separate project**

**A project is a work for which a separate AA & ES is to be or has been issued. A project may have either a single agreement or it may be executed through several agreements. In Web based Project Monitoring system a Project should be divided as follows :-**

Example for illustration :-

1. Project 1 ( Name of Project for which a separate AA & ES has been issued)
  - a. Package 1 ( to be decided by project Owner)
    - i. Agreement 1 ( it may be civil/Elect/hort work)
    - ii. Agreement 2 (it may be civil/Elect/hort work)
    - iii. Agreement 3 ( it may be civil/Elect/hort work)
  - b. Package 2
    - i. Agreement 4 (it may be civil/Elect/hort work)
    - ii. Agreement 5 (it may be civil/Elect/hort work)

Registration of Project and Decision of division of project into package and agreement is to be done by project owner.

Subwork is a part of a package which has to be further converted into an agreement by call of tenders.



**Example of a JNV Project :-**

		AA and ES amount	Agreement amount	Remarks
<b>1</b>	<b><u>Name of Project :-</u></b> C/O Javahar Navodaya Vidyalay at Pune.	Rs 1200 Lakhs		Shall be registered by Project owner
	<b><u>Package 1 School Building</u></b>	<b><u>700 lakhs</u></b>		Package division shall be made by project owner.
Civil Div work	Agreement 1 ( or Subwork 1) C/O School Building for JNV at Pune (Civil Works)	600 Lakhs	<b>586Lakhs</b>	<ol style="list-style-type: none"> <li>1. Each agreement is called sub-work before award of work.</li> <li>2. Decision of Sub-works is to be done by project owner.</li> <li>3. Subwork /Agreement registration shall be made within a project by project owner and all activities of subwork can now be monitored by different offices.</li> <li>4. Separate T/S shall be issued for each agreement/ subwork.</li> <li>5. Separate tenders shall be called for each subwork and shall be converted into agreements</li> <li>6. All Expenditure has to be booked agreement wise for exact preparation of Monthly account and Monthly progress report.</li> <li>7. Any new agreement can be added at later stage also by project owner.</li> </ol>
Civil Div work	Agreement 2 C/O Water Tank for School Building for JNV at Pune (Civil Works)	50 Lakhs	57 Lakhs	
Elect Div work	Agreement 3 C/O Street lighting for road outside School Building for JNV at Pune (Electrical Works)	30 Lakhs	32 Lakhs	
Hort div work	Agreement 4 Horticulture works for School building for JNV at Pune ( Horticulture work)	20 Lakhs	23 Lakhs	
	<b><u>Package 2 Staff Residences</u></b>	<b><u>500 lakhs</u></b>		
Civil div work	Agreement 1 C/O Staff Residences for JNV at Pune (Civil Works)	400 Lakhs	412 Lakhs	
Civil div work	Agreement 2 C/O Road work for Staff Residence for JNV at Pune (Civil Works)	50 Lakhs	42 Lakhs	
Elect div work	Agreement 3 Electrical works for Staff Residence for JNV at Pune (Electrical Works)	30 Lakhs	33 Lakhs	



## 1.5 Different Activities to be monitored for a project :-

<b>1. Planning Stage Activities :- For Each Projects</b> <b>( Activities from 1 to 7a is to be monitored project wise) :-</b>			
<b>Sr NO</b>	<b>Activities</b>	<b>Action required by Authority in CPWD</b>	<b>Action required in WBPMS</b>
1	Registration of Project on receipt of requisition letter from client.	Project Owner	Print Project registration letter (Get format letter No. 1)
2	Preparation and sending of Preliminary Architectural Drawing to client	Architect office Senior Architect/ Architect	Get format letter No. 2
3	Approval of Architectural Drawing from Client.	Client Department / Senior Architect	Get format letter No. 3 after getting approval of architectural drawing and send to all offices concerned.
4	Approval of Plan from other Government bodies as per requirement for different type of project based on its cost, location, use etc.	Like DUAC, AAI, ASI, Fire, Traffic, Pollution etc	No action in WBPMS  Not yet considered in WBPMS ( Later it shall be incorporated)
5	Approval of Architectural Drawings from Local Bodies.	Local Bodies like MCD, NDMC, DDA etc.	No action in WBPMS  Not yet considered in WBPMS ( Later it shall be incorporated)
6	Preparation of and sending of Preliminary Estimate to client department	Planning head attached with Project Owner SE(P)/ EE(P)/ AE(P)	Get format letter No. 4 from WBPMS ( forwarding letter of Preliminary Estimate)
7	Issue of A/A & E/S by Client department and release of Fund.	Client deptt/ Planning head attached with Project Owner SE(P)/ EE(P)/ AE(P)	Get format letter No. 5 from WBPMS ( Convey approval of AA and ES to other offices including decision of package and subworks)
7 a	Division of Package and Subworks by Project Owner	Project Owner	Decision of Sub-works is to be done by project owner. Subwork /Agreement registration shall be made within a project by project owner and all activities of subwork can now be monitored by different offices. New agreement can be added at later stage also by project owner adding with some package.



<b>2. Planning stage activities for Each Sub Works/Agreements</b> ( Activities from 8 to 18 is to be monitored Sub Work or Agreement wise)			
<b>Sr NO</b>	<b>Activities</b>	<b>Action required by Authority in CPWD</b>	<b>Action required in WBPMS</b>
8	Issue of Detailed Working Architectural Drawings.	Architect office	Get format letter No. 6 of WBPMS
9	Issue of Structural Drawings	Structural design unit. (SE(P)/EE(P)/ AE(P) unit	Get format letter No. 7 of WBMS
11	Preparation of Detailed Estimate and Issue of Technical Sanction	Planning head attached with Project Owner	Get format letter No. 8 of WBPMS
12	Issue NIT for call of tender of each Subwork.	Planning head attached with Project Owner	Get format letter No. 9 of WBPMS
13	Call of Tender and sending to Press and Internet media for wide publicity as per requirement.	Executive Engineer of Field unit.	Get format letter No. 10 of WBPMS
14	Sale of tender papers and Receipt of Tenders.	Executive Engineer of Field unit.	No Action required in WBPMS.
15	Scrutiny of Tender and sending to competent authority for approval of tender.	Executive Engineer of Field unit.	Get format letter No. 11/12/13  ( letter No. 11 for EE to SE) ( letter No. 12 for SE to CE) (letter No. 13 for CE to higher office)
16	Acceptance of Tender by Competent Authority.	Competent authority As per CPWD Manual	No action. Tender approval has to be conveyed only in hard copy.
17	Issue of Letter of acceptance to Construction agency for submitting the Performance guarantee.	Executive Engineer of Field unit.	Get format letter No. 14 of WBPMS
18	Final Award of work after submitting the performance guarantee.	Executive Engineer of Field unit.	Get format letter No. 15 of WBPMS



<b>3. Execution Stage Activities For Each Sub Works/ Agreements :-</b> (Activities from 19 to 25 is to be monitored Sub Work or Agreement wise) :-			
<b>Sr NO</b>	<b>Activities</b>	<b>Action required by Authority in CPWD</b>	<b>Action required in WBPMS</b>
19	Timely Issue of Remaining Architectural and Structural drawings, if all drawings are not issued before start of work.	Architect Unit and Structural Design unit	Use format letter No 6 or 7 for issue of drawing
20	Updating the Expenditure Figure every month by linking with Divisional accounting Package	ALL Field unit (Division offices maintaining account )	To be done once in a month after updating the Expenditure figure of Divisional accounting package.
21	Updating the percent progress / Target date of completion and Remarks of each agreements in Execution stage	EE field unit	To be done once in a month after updating the Expenditure figure of Divisional accounting package.
22	Updating the remarks by higher officers	SE/ CE	To be done online after updating data by Executive Engineer office.
23	Monitoring of Milestones of different agreements	EE Field unit	Not yet included in WBPMS ( Shall be taken up in 2 <sup>nd</sup> Stage)
24	Monitoring of Extra Items / Subsitute Items / deviation etc to be sanctioned with an agreements	Executive Engineer Field unit	Not yet included in WBPMS( Shall be taken up in 2 <sup>nd</sup> Stage)
26	Completion of project, Record of Completion Certificate and sending information to client for taking over the building	Executive Engineer Field unit	Not yet included in WBPMS( Shall be taken up in 2 <sup>nd</sup> Stage)
28	Final handing over of Project to client.	Executive Engineer Field unit	Not yet included in WBPMS( Shall be taken up in 2 <sup>nd</sup> Stage)



## 2.0 Activities required in Project Monitoring System :-

### 1. Registration of Project and Generation of Project ID:-

All 'Projects' for which requisition is received, need to be registered in Project Monitoring System using the Project Registration Window. A unique project code shall be generated for each project registered which can be used for all future reference of the particular project.

'Project' is a work for which Requisition has been received from a client department or sanction has been issued by the client department for execution against a capital budgetary head, deposit, etc for which a separate A/A & E/S has been accorded.

'Project Code' is the WBPMS generated unique number for the registered project giving the project identification linked to Client, state of its location and the calendar year in which requisition received.

A project will be further divided into three tier system as adopted in the Web Based Project Monitoring System.

Project

Package

Agreement ( Called Subwork before award of work)

### 2. Monitoring the Progress of work in planning Stage using letter Generation at important Stages:-

After a project is registered in WBPMS, Project Monitoring System requires mandatory usage of WBPMS generated letters (for correspondence) at important stages of project in standard formats (defined in Annexure-C), which would simultaneously update the project related information in database.

Generating online letters will provide the user an easy way to generate the required letter at important stage of work by different offices which will simultaneously update the project data that shall be used for updating the status of work and preparation of MPR in required format without asking much data from the user.

All offices shall be using the system every day for generation of letters so the status of project will keep on updating automatically without any extra effort so generation of letters are very essential for success of WBPMS.



### 3. Division of Project Packages after receipt of A/A and E/S.

After receipt of AA and ES of the Project, the project can be divided into different number of packages. A package may be divided into different number of Sub works. A Sub works is a part of a package which can be converted into Contract agreement and may be awarded to an agency through call of tender.

'Package' within a project is an independent component of a project, which is executable singly/ jointly by one or more divisions (Civil, Elect and/or Horticulture) and it can be made fully functional independently without any linkage to the other package(s). A project shall have at least one package. Decision on the number of packages within a project and the scope of work of each package is to be decided by the 'project owner'.

'Sub-work/ Agreement' is that component of a package, which is executable independently by one division (of civil, electrical or horticulture) through a single Technical Sanction/ NIT/ Agreement/ contractor. A package shall have at least one sub-work/ agreement. Decision on the number of sub-works/ agreements within a package and the scope of work of each sub-work/ agreement is to be decided by the 'project owner'.

'Project Owner' is that field authority (i.e. EE/ SE/ CE) responsible for submission of preliminary estimate for that project.

Project Owner shall be responsible for Monitoring of Progress of all Components of a project like Packages and Sub Works irrespective of the Amount of separate package and Sub Works.

Different divisions may be executing different component (Sub work or Agreement) of a project. But due to mapping of project with different sub works/ agreements by project owner overall expenditure can be monitored for a project in the system without any extra effort by collecting data from different offices and rearranging them for a project.

Similarly the Date of Start, Date of Completion and Target date of Completion need to be filled up by the user for different agreements only. For package and project stipulated and target date of start and completion of the project including percentage progress will be calculated by the system on weighted average basis automatically.

Following example is for illustration of the working of WBPMS:-



**Example of Expenditure and Date management for Packages and projects:**

		AA and ES amount	Agreement amount	Date of Start	St date of Completion	Target date of Completion	Upto date Expenditure	Percent progresses
<b>1</b>	<b><u>Name of Project</u></b> :- C/O Javahar Navodaya Vidyalay at Pune.	Rs 1200 Lakhs	<b><u>Total of all agrmnt under packages</u></b>	<b><u>4/2009</u></b>	<b><u>10/2014</u></b>	<b><u>10/2014</u></b>	<b><u>Sum of all package</u></b>	<b><u>Wght aver percnt</u></b>
	<b><u>Package 1 School Building</u></b>	700 lakhs	<b><u>Total of all agr</u></b>	<b><u>4/2009</u></b>	<b><u>8/2012</u></b>	<b><u>3/2013</u></b>	<b><u>Sum of all agr</u></b>	<b><u>Wt aver percent</u></b>
Civil Work	Agreement 1 ( or Subwork 1) C/O School Building for JNV at Pune (Civil Work)	600 Lakhs	586 Lakhs	4/2009	4/2010	5/2010	100	30 %
Civil Work	Agreement 2 C/O Water Tank for School Building for JNV at Pune (Civil Work)	50 Lakhs	57 Lakhs	5/2010	12/2010	3/2011	30	10%
Elect work	Agreement 3 C/O Street lighting for road outside School Building for JNV at Pune (Elect Work)	30 Lakhs	32 Lakhs	6/2010	4/2011	9/2011	20	0%
Hort work	Agreement 4 Horticulture works for School building for JNV at Pune ( Horticulture work)	20 Lakhs	23 Lakhs	4/2011	8/2012	3/2013	10	55%
	<b><u>Package 2 Staff Residences</u></b>	500 lakhs	<b><u>Total</u></b>	<b><u>5/2010</u></b>	<b><u>10/2014</u></b>	<b><u>10/2014</u></b>	<b><u>Sum of all agr</u></b>	<b><u>Wt av percent</u></b>
Civil work	Agreement 1 C/O Staff Residences for JNV at Pune (Civil Work)	400 Lakhs	412 Lakhs	5/2010	10/2014	10/2014	212	45%
Civil work	Agreement 2 C/O Road work for Staff Residence for JNV at Pune (Civil Work)	50 Lakhs	42 Lakhs	6/2010	10/2012	9/2012	32	60%
Elect work	Agreement 3 Electrical works for Staff Residence for JNV at Pune (Electrical Work)	30 Lakhs	33 Lakhs	7/2010	12/2012	11/2012	13	30%

Bold and underlined figures and dates shall be calculated by system automatically.





#### 4. Linkage of Project with Divisional Accounting Package :-

For getting started in WBPMS on project(s) by the project stakeholders, field units are required to perform 'one time operation for a project' involving registration of that project/ package and subworks and its mapping or linking with NIJ Divisional Accounting package. Whereas the 'WBPMS based mandatory operations' by field and planning units including its monthly update results in status update of projects. The sequence of these operations is described as under:-

1. *Projects are to be registered* by field units and 'Project Code' generated, by project owners, with the data as per Annexure A.
2. *Packages and Subworks/ Agreements to be identified* by field units (by project owners) with data as per Annexure B. This is to be done only after the 'Project Code' is generated.
3. *Mapping for each Agreements to be done in WBPMS* by the respective Divisional Unit using '8 digit code taken from Nirman Info-Jyothi (NIJ)' generated for each Agreements(TS Wise) and entered against the each Agreement under 'Project Code' obtained as above at Sl. 1 above on registration in WBPMS.
4. Only agreements need to be mapped with divisional accounting package. Details of Package and Projects are automatically collected by programme in respect of a project from different divisions for getting the accumulated figure.

#### 5. Activities for Award of Work for different Sub Work :-

Activities like Sending of Working Architectural Drawing by Senior Architect for Execution of work and Sending of Structural Drawing for Execution of work shall also be sent using Web based generated letters and details shall be get updated automatically.

Technical Sanction and NIT shall be issued by competent authority for each Sub Work decided for different packages shall be issued using online letter generation by Web Based Project Monitoring System.

Tender shall be called for each Sub Work using Web Based PMS and letter for sending the Notice Inviting tender to Press Media and Internet Media Like [www.tenderhome.com](http://www.tenderhome.com) shall be sent through PMS generated letter. These activities and important data like Estimated cost date of T/S, NIT date of call of tender, date of opening of tender will be automatically updated in the system.

Tender forwarding Note shall also be generated using PMS and comments by higher authorities can also be sent using the system.



Approval of tender by competent authority shall also be conveyed using the system.

Letter for submission of Performance Guarantee shall also be issued to the Construction agency using the PMS generated letter.

Final Award letter to Construction agency can also be issued using the system.

**6. Review the Progress of Each Work Every Month and Periodical Monthly Update of Expenditure Data by field units:-**

Every Month following activities are required to be performed once for updating the Remarks Column, Expenditure Figure etc related to each project for preparation of Monthly Progress Report :-

1. **Update of expenditure data from Divisional Accounting Package** up to the end of previous month by respective Divisional unit by uploading of NIJ accounts data periodically on 1<sup>st</sup> working day of following month.
2. **Update of 'Current Status Remarks' with 'Physical Progress (in %)'** shall be done by field units starting from divisional unit and mandatorily upto the level of 'project owners' for each project in progress as under:-
  - a. Update by EE on 2<sup>nd</sup> working day of month of 'Current Status Remarks' with 'Physical Progress (in %)' for all projects being executed by that Division.
  - b. Review/ correction by SE in a circle by 3<sup>rd</sup> working day of each month.
  - c. Accepted by the CE (with modification, if necessary) in a zone by 4<sup>th</sup> working day of each month.

The correctness of 'current status remarks' with 'physical progress (in %)' of a project in WBPMS *shall be the personal responsibility of 'Project Owners'*.

Presently Executive Engineers can fill % progress and Remarks through divisional accounting package and they can upload the month Divisional accounting data on WBPMS. In future facility shall be provided to Executive Engineer also for updating % progress and Remarks column online using WBPMS for each agreements/ projects.



### 3.0 Reports that can be generated using the System :-

Following Reports can be generated using Project Monitoring System :-

1. Monthly Progress Report of CPO and NON CPO Works of following stages :-

Sr No.	Mothly Progress Reports	Report No.
	CPO WORKS	
1	Requisition from client received-Unsanctioned Work	14
2	PE sent to Client – Unsanctioned Work	13
3	Sanctioned but not yet started	12
4	Sanctioned and Work is in Progress	11
5	Work Completed	10
	NON- CPO WORKS	
1	Requisition from client received-Unsanctioned Work	18
2	PE sent to Client – Unsanctioned Work	17
3	Sanctioned but not yet started	16
4	Sanctioned and Work is in Progress	15
5	Work Completed	20

2. Expenditure Card
3. Expenditure Return
4. Details of Works as per following
  - a. State Wise
  - b. Client Wise
  - c. Cost of Work wise
  - d. CPO/ NON CPO Works



**ANNEXURE – A**  
**Web-Based PROJECT MONITORING SYSTEM**  
**DATASHEET FOR REGISTRATION OF PROJECT**

1. Type of Project (Tick appropriately) : 1. CPO 2. Non-CPO  
2. Name of Project : .....
3. Location of Project  
i. State/ Union Territory .....
- ii. Location : .....

4. Fund Sanction :

Sr No.	Type of Fund Sanction	Tick appropriately
1	Budgetary	
2	Letter of Authorisation	
3	Deposit	
4	Cash Settlement Suspense	
5	Others	

5. Client Department Information

1	Client Department Name (to be selected from the list)	
2	Designation of Authorised official of client department	
3	Client Address for correspondence	

6. Status of Project

Sr No.	Type of Fund Sanction	Tick appropriately
1	Requisition from client received-Unsanctioned Work	
2	PE sent to Client – Unsanctioned Work	
3	Sanctioned but not yet started	
4	Sanctioned and Work is in Progress	
5	Work Completed	

7. Requisition Details (*Mandatory for Status Id 1, 2, 3, 4 & 5*)

- a. Date of Requisition : .....
- b. Requisition Letter No. : .....

8. Preliminary Estimate Details (*Mandatory for Status Id 2, 3, 4 & 5*)

- a. Forwarding Letter No. : No. ....
- b. Forwarding date : .....



- c. PE Amount : Rs. ....
9. A/A&E/S details (*Mandatory for Status Id 3, 4 & 5*)
- a. Amount of A/A & E/S : Rs .....
- b. Sanctioning Authority : .....
- c. Letter/ Sanction No. : No. ....
- d. Date : .....
- e. Head of Account : .....
- f. Start Date : .....
- g. Finish date : .....
- h. Stipulated date of Completion : .....
10. Date of Actual Completion of Project : .....
- (*Mandatory for Status Id 5*)

11. Specify field units related to project execution (*In case of more than one division is involved for the same discipline, all such divisions are to be indicated*):

DISCIPLINE	ZONE	DIVISION
CIVIL Related		
ELECTRICAL Related		
HORTICULTURE Related		

12. Specify Planning Units related to project planning (*In case of more than one unit is involved for the same discipline, all such units are to be indicated*):

NATURE OF PLANNING ACTIVITY	PLANNING UNIT NAME
<b>Civil Planning Unit</b> (Prel Estt, Det Estt, Tech Sanction, NIT)	
<b>Electrical Planning Unit</b> (Prel Estt, Det Estt, Tech Sanction, NIT)	
<b>Horticulture Planning</b> (Prel Estt, Det Estt, Tech Sanction, NIT)	
<b>Architectural Unit</b> (Prel Drgs, Detailed Working Drgs, Local Body Approval)	
<b>Structural Design Unit</b> (Analysis and design of structural members)	

EE(P)

EE(P)

SE(P)

EE/ SE/ E

(*Retain designations as may be applicable*)

**ANNEXURE – B****Web-Based PROJECT MONITORING SYSTEM  
DATASHEET FOR REGISTRATION OF PROJECT**

1. Project Id : .....
2. Name of Project : .....
- .....

## 3. Package &amp; Subwork Details

Sl No	Package Name	Amount (As per PE)	Subwork Name (To be converted later to T/S, NIT/ Agreement)	Start Date	Finish Date
1			1.		
			2.		
			.		
2			1.		
			2.		
			.		

AE(P)

EE(P)

SE(P)

*(Retain designations as may be applicable)*

EE/ SE/ CE  
**Project owner**

Annexure – C.List of letters which are mandatory to be generated using PMS:-

Letter No.	Letter	Authority	Letter to be generated using Web based project Monitoring System
1	Project Registration after getting Requisition letter from Client	Project Owner	Letter of Registration of project and generation of Project ID shall be sent by project owner to all offices concerned.
2.	Sending of Preliminary Architectural Drawing by Senior Architect for approval from Client Department	Senior Architect.	Forwarding Letter to Client Department. Copy of letter to be sent to all offices concerned.
3.	Sending of Approved Preliminary Drawing by Senior Architect to other offices for preparation of Prel Estimates.	Senior Architect.	Forwarding Letter for conveying the approval of PD and sending the approved Preliminary Architectural Drawing to other offices. Copy of letter to be sent to all offices concerned.
4.	Sending of Preliminary Estimate to Client Department for accord of AA and ES.	CE / SE(P)/ SE / EE	Forwarding Letter for sending the Preliminary Estimate to Client Department for accord of AA and ES. Copy of letter to be sent to all offices concerned.
4.	Acoord of AA & ES received from Client Department to be conveyed to other offices for necessary action.	CE / SE(P)/ SE / EE	Forwarding Letter for conveying the Acoord of AA & ES received from Client Department to other offices for necessary action. Copy of letter to be sent to all offices concerned.
5.	Distribution of total AA and ES amount to different Package to be decided by the project owner	CE / SE(P)/ SE / EE	Forwarding Letter for conveying the different packages of the work with amount allocated to other offices for necessary action. Copy of letter to be sent to all offices concerned.
6.	Sending of Working Architectural Drawing by Senior Architect for Execution of work	Senior Architect.	Forwarding Letter for sending the Working Architectural Drawing. Copy of letter to be sent to all offices concerned.
7.	Sending of Structural	Structural	Forwarding Letter for sending the



	Drawing for Execution of work	Engineer/ SE(P)/ SE/ EE	Structural Drawing. Copy of letter to be sent to all offices concerned.
8.	Issue of Technical Sanction for different sub works of different packages	CE / SE(P)/ SE / EE	Forwarding Letter for Issue of Technical Sanction for different sub works of different packages.
9.	Issue of approved NIT for different sub works of different packages	CE / SE(P)/ SE / EE	Forwarding Letter for Issue of approved NIT for different sub works of different packages.
10.	(a) Call of tender	EE/ AE	Forwarding letter to Press and Internet Media (like tenderhome .com).
	(b) Receipt of tender	EE/ AE	Name of all Agencies participated in the tender to be entered on PMS. This information shall be used for generation of tender forwarding memo.
11	Tender Forwarding Memo to higher office	AE to EE EE to SE	Forwarding Letter for Tender Forwarding Memo to higher office for different sub works.
12.	Comment of SE to CE Office for tender of CE Level and above.	SE TO CE	Forwarding Letter for Comment of SE to CE Office along with comment for tender of CE Level and above for different sub works.
13.	Comment of CE to higher Office for tender of ADG Level and above.	CE to ADG or DG or Works board	Forwarding Letter for Comment of CE to ADG or DG or Works board along with comment for tender of ADG Level and above for different sub works.
14.	Issue of Letter of Intent to lowest tenderer whose tender has been accepted	EE	Letter of Intent to lowest tenderer for submission of Performance Guarantee.
15.	Issue of Final Award Letter for Start of work	EE	Final Award Letter for start of work after submission of Performance Guarantee. Copy of letter to be sent to AE concerned.



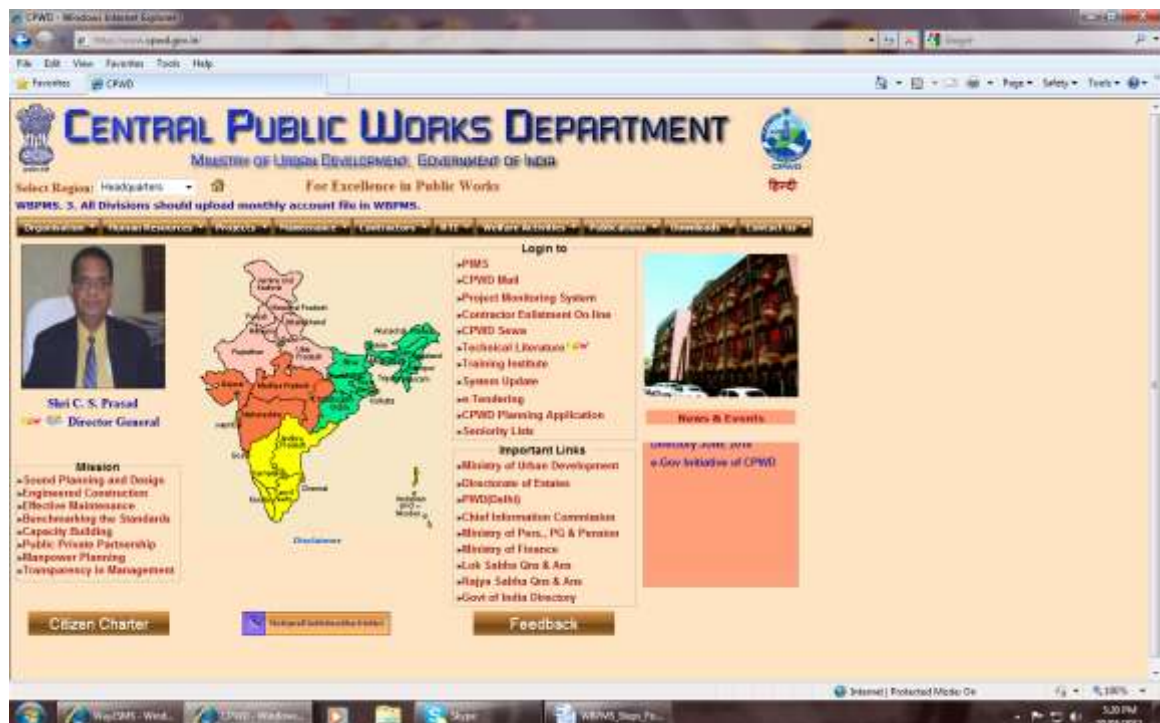
# Online Web Based Project Monitoring System

*Note: The screens shown in this help may differ from actual screens. Due to Improvements in the website..*

The Following are the Steps for Divisional Users for Updating Web Based Project Monitoring System:

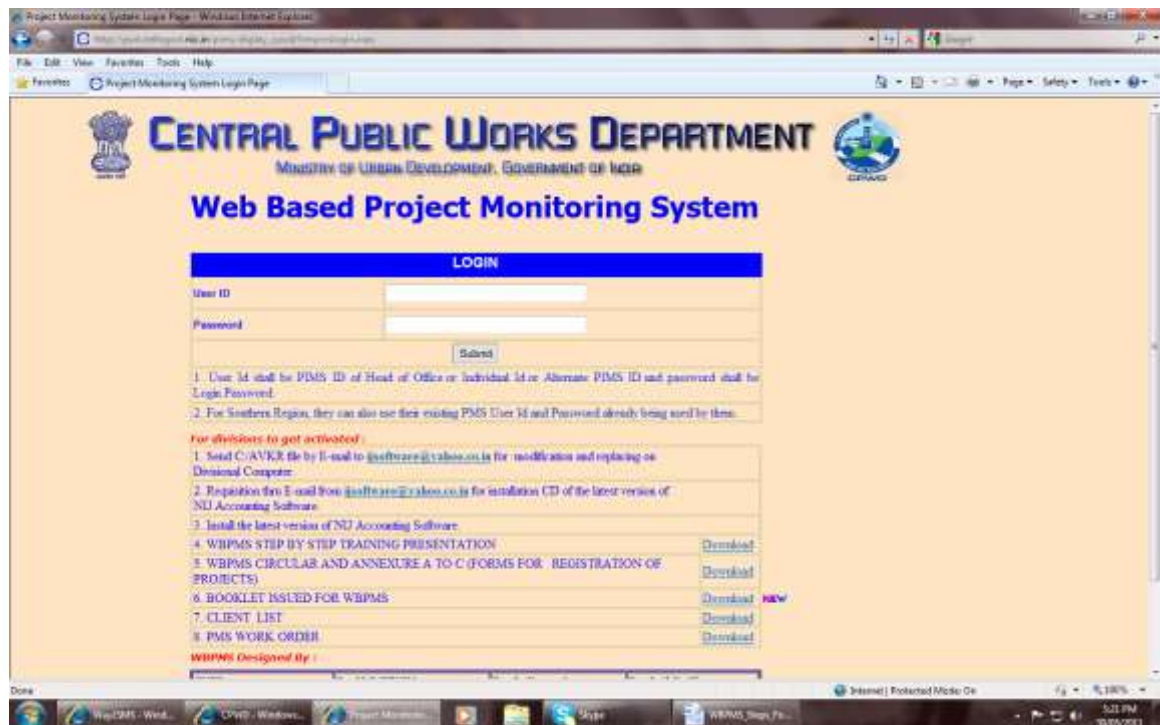
- 1) Open internet explorer (with Internet Connection)
- 2) Please enter the above Address in the address bar

Address: <http://www.cpwd.gov.in> and then click Project Monitoring System or <http://www.cpwdpms.gov.in>





Click CPWD Users

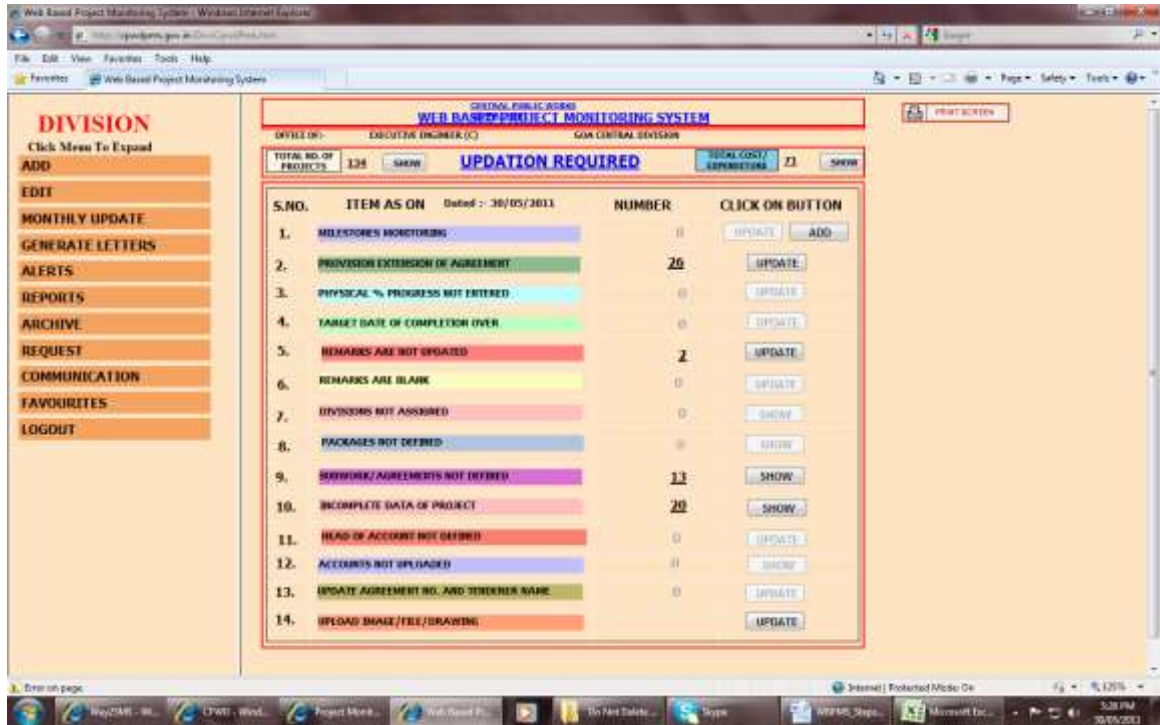


3) Enter the **PIMS ID** and **PIMS Password** and click **Submit**.



4) You will get a **Updation Required** screen

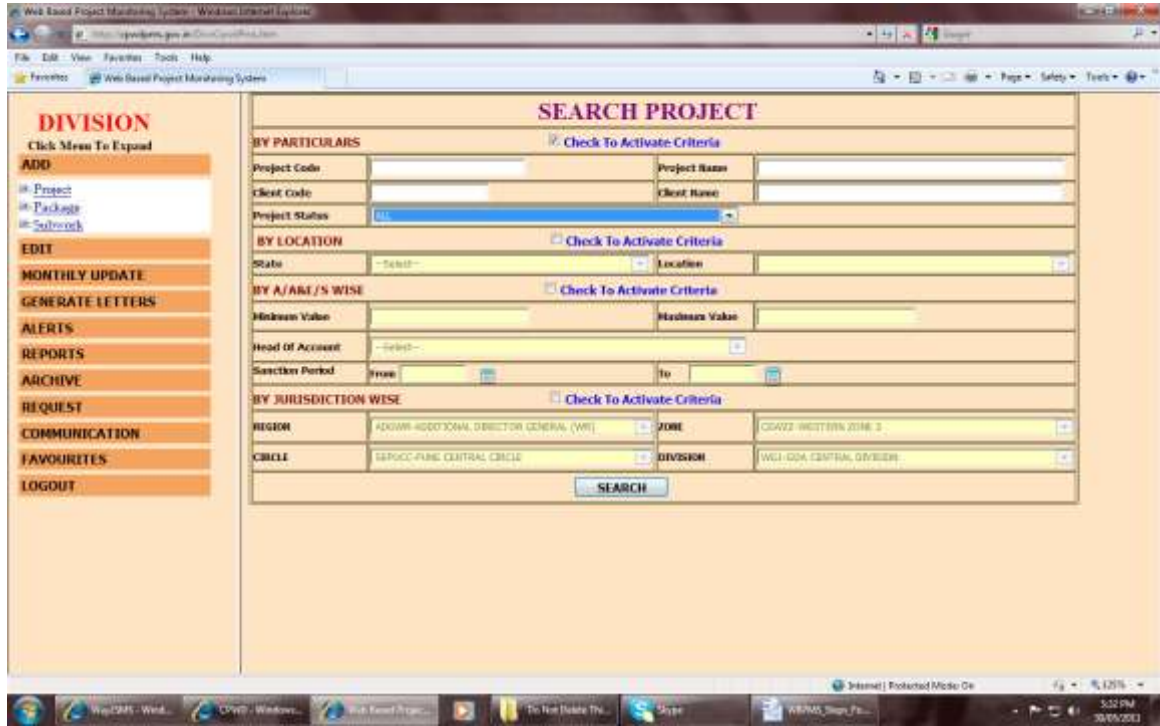
Note: On the left side of the screen you can find the menu, which you can click, any time with out using back button.





- 5) To Link the NIJ Codes to Subwork of WBPMS
- 6) Click on Add Subwork (If Subwork is not added earlier) or Edit Subwork (if Subwork is already added)

For example Select Add Subwork



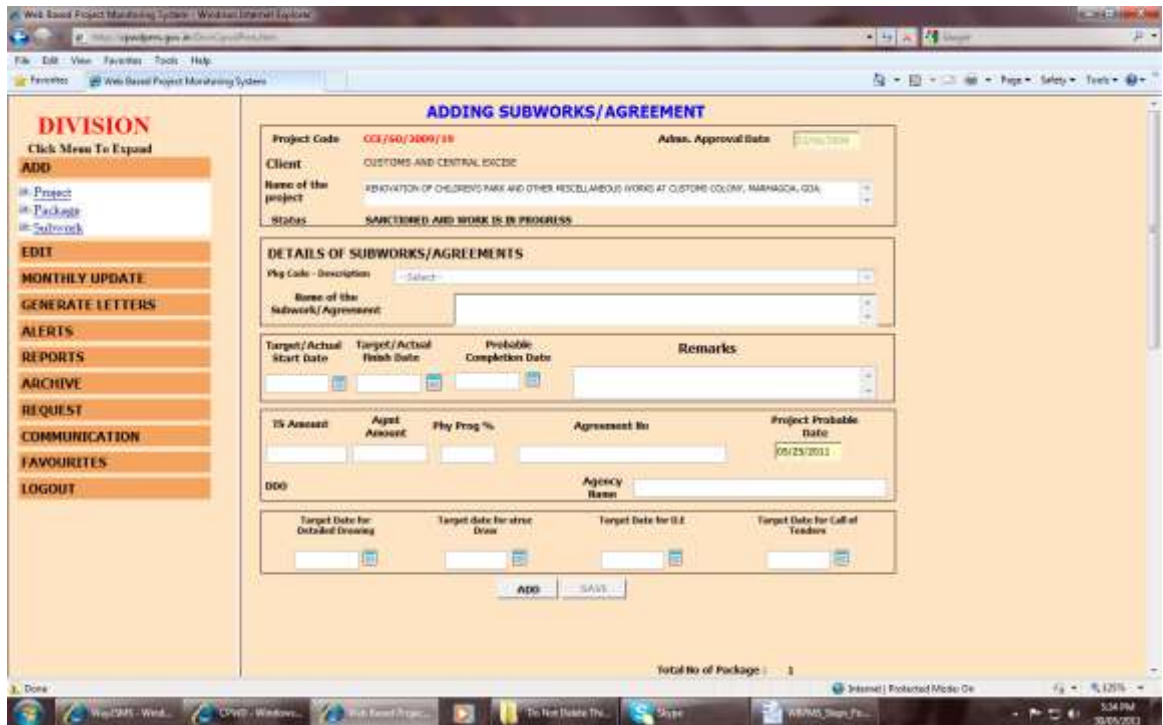
Select the Criteria By Particulars then click on SEARCH



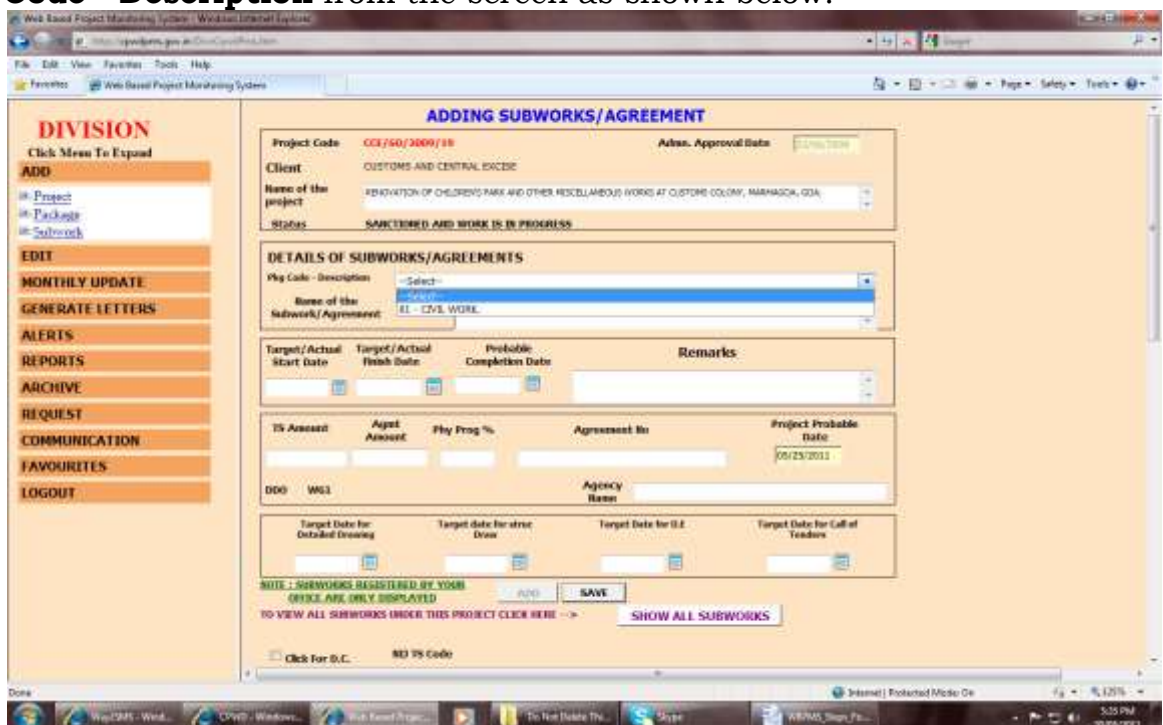


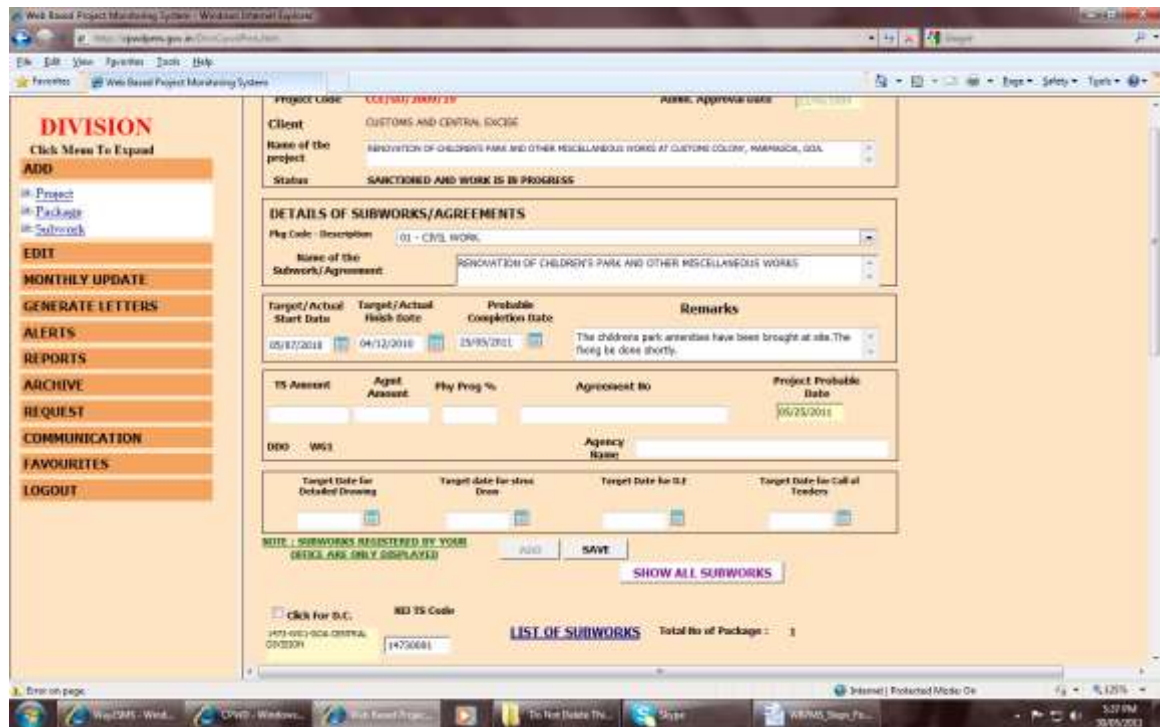
7) Click each Project Code link (link means **Project Code** with underline)

For Example when you click the Project Code **CE/GO/2009/19**



You get the following screen. Click on **NEW** and then select the **Pkg Code - Description** from the screen as shown below.

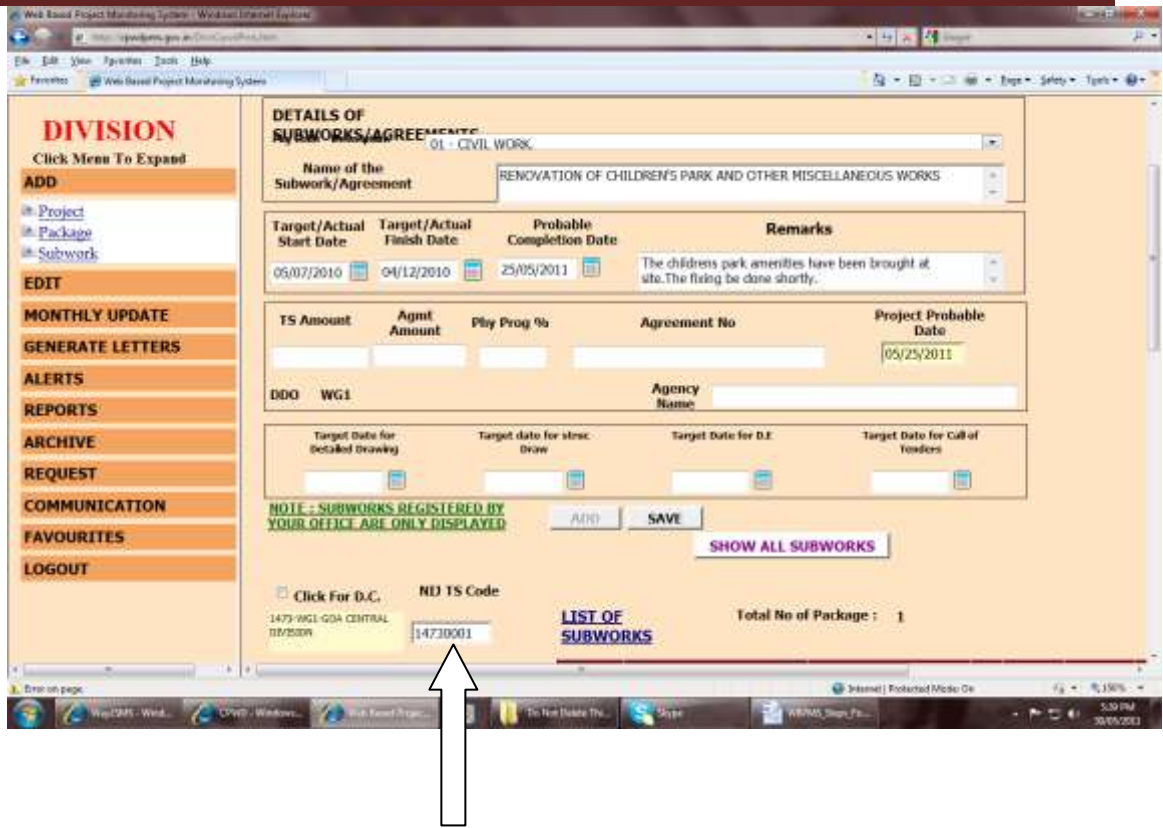




It shows list of Subworks already added (if any).

Enter the Name of Subwork, Start Date, Finish Date, Probable Date of Completion, Remarks, TS Amount, Agreement Amount, Physical Progress % and Agency Name

Then Enter 8-digit code generated in **Divisional Information System (Accounts Software – New Nirman Info Jyothi 2010)** (NIJ TS Code) and then click **“SAVE”**.



### NIJ TS 8 DIGIT ACCOUNT CODE

To get the 8-digit code follow the steps as shown below  
(If your division does not maintain the accounts then contact the division which compiles your account

8) To Search for the 8-digit code generated in Divisional Information System (New Nirman Info Jyothi 2010):

a) Open “Open”





Enter the User Name and Password and click **Enter**

**NEW NIRMAN INFO JYOTHI - 2010**  
**Divisional Information System**

5:48:04 PM

User Name

Password

5:48:04 PM

Select the Current Financial Year

**NEW NIRMAN INFO JYOTHI - 2010**  
**Divisional Information System**

5:49:33 PM

**Menu**

5:49:33 PM

Select Division and Financial Year and Click **Next**

**NEW NIRMAN INFO JYOTHI - 2010**  
**Divisional Information System**

5:50:36 PM

**Select The Division**

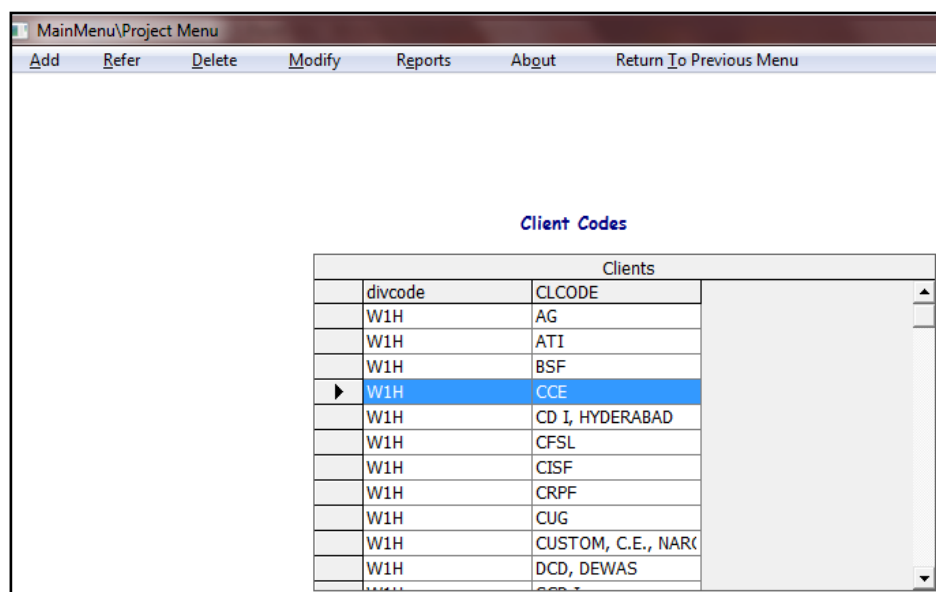
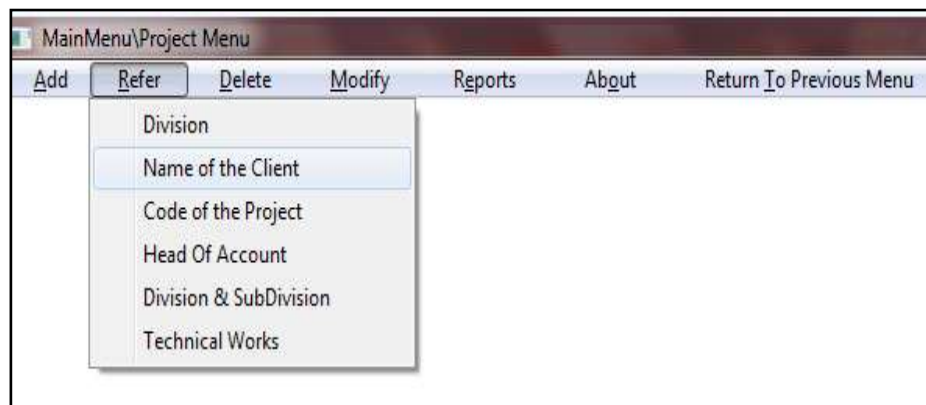
Division

Financial Year

5:50:36 PM



b) Select **Master Details > Project Menu > Refer > Name of the Client**



c) Select the Client by double clicking it.



MainMenu\Project\Refer\Project Details

### Project Details

**Project** 1160 C/O OF BONDARY WALL AND GATE ALONG THE ROAD I/C STRENGTHNING AD ARISING OF EXISTING PERPHERI WALL FOR CUSTOM AT S S PLOT WADALA

**Client Code** CUSTOM, C.E., NARCOTICS

**Heads of Account** 4059\_80\_051\_10\_01\_53    NONPLAN    VOTED    **Division** WIH    **Sub Division** HSDM

**Major Head** CAPITAL OUTLAY ON PUBLIC WORKS    **Sub Head 1** FINANCE (REVENUE)

**Detailed Head** GENERAL    **Sub Head 2** BUILDINGS

**Minor Head** CONSTRUCTION    **Sub Head 3** MAJOR WORKS

Project Data							
	Code	Name of Work	Type of Work	Mode of Transaction	Plan/NonPlan	Voted/Chargec	Client
	1099	L/O. GRASSING AT N	MAINTENANCE	DEPOSIT	NONPLAN	VOTED	CUSTOM, C.E., NAR
	1112	CONSTRUCTION OF	CONSTRUCTION	BUDGETORY	NONPLAN	VOTED	CUSTOM, C.E., NAR
▶	1160	C/O OF BONDARY W	CONSTRUCTION	BUDGETORY	NONPLAN	VOTED	CUSTOM, C.E., NAR
	1320	M/O GARDEN AREA	MAINTENANCE	BUDGETORY	NONPLAN	VOTED	CUSTOM, C.E., NAR

Technical Sanction Details	
prjtechcode	techname
▶ 11600001	PLANTING OF TREES
1160	Departmental Charge

**BACK TO PROJECT**



- d) List of Projects will be displayed. Note the 8-digit code for the Name of work and Subwork/T.S./Agreement
- e) If Name of work and Agreement does not exist in the list then take the help of Accounts Branch people to register the work. For New Project Registration Please follow the steps given below

**Click on Add -> New Project**

MainMenu\Project Menu

Add	Refer	Delete	Modify	Reports	About	Return To Previous Menu
New Project				Ctrl+N		
New Project Under Existing HOA					▶	
New Tech. Sanc. for Existing Project					▶	
New Agreement				Ctrl+A		



Then Save the Project and Note the Number (The First Agreement will have 0001 along with the Project Code i.e., 13280001 for the above Agreement)

If there are more number of Agreements in the same project then follow the procedure as shown below:

**Click Add-> New Tech.Sanc.for Existing Project -> Search By -> Project**



List Of Projects			
Project	Project Name	Client	Head of Acc
1313	MAINTENANCE & REPAIRS (OFFICE BLDG.) - W.C. SALARIES.	AG	2059_01_05
1314	M/O GARDEN AREA ATT. TO INCOME TAX OFFICE BLDG., AMBAWARI, /	AG	4059_80_05
1315	M/O GARDEN AREA ATT. TO CENSUS BHAWAN, SECTOR-10, GANDHINA	AG	2059_60_05
1316	M/O GARDEN AREA ATT. TO REGIONAL PASS PORT OFFICE BLDG. , AHI	AG	2059_60_05
1317	M/O GARDEN AREA ATT. TO INCOME TAX COLONY, VAJALPUR, AHMED	GPRA	2216_07_05
1318	C/O RESDL. QRTS. FOR 24 NOS. TYPE-VI, 24 NOS. TYPE-V, 32 NOS. TY	AG	4216_01_70
1319	C/O. 100 BEDDED HOSTEL FOR SAI AT GANDHINAGAR.	GCD I	8443_00_10
1320	M/O GARDEN AREA ATT. TO NACEN, BHANDUP, MUMBAI.	CUSTOM, C.E., I	2059_60_05
1321	D/O GARDEN AT IMU, CAMPUS, TS CHANAKYA, KARAVE, NAVI MUMBA	MOSH	8443_00_10
1322	M/O GARDEN AREA ATT. TO INCOME TAX OFFICE BLDG., AMBAWARI, /	ITD	2059_60_05
1323	DEVELOPMENT OF HORTICULTURE WORK IN THE CUMPUS OF CENTRAL	CUG	8443_00_10
1324	C/O 200 BEDED GIRL HOSTEL CANTEEN DIRECTOR BUNGLOW (TYPE-VI	MOTX	8443_00_10
1325	C/O 200 BEDED GIRLS HOSTEL CANTEEN DIRECTOR BUNGLOW (TYPE-V	MOTX	8443_00_10
1326	D/O GARDEN AREA ATT. TO GPRA 88 AT SECTOR - V, ANTOP HILL, MU	GPRA	4216_01_10
1327	M/O GARDEN AREA ATTACHED TP R.T.I., BANDRA KURLA COMPLEX, M	AG	2016_00_10
1328	RENOVATION OF CHILDREN'S PARK AND OTHER MISCELLANEOUS WOR	CCE	4059_80_05

Select the Project Under which you want to add another Agreement

MainMenu\Project\Add\New Technical Sanction Details

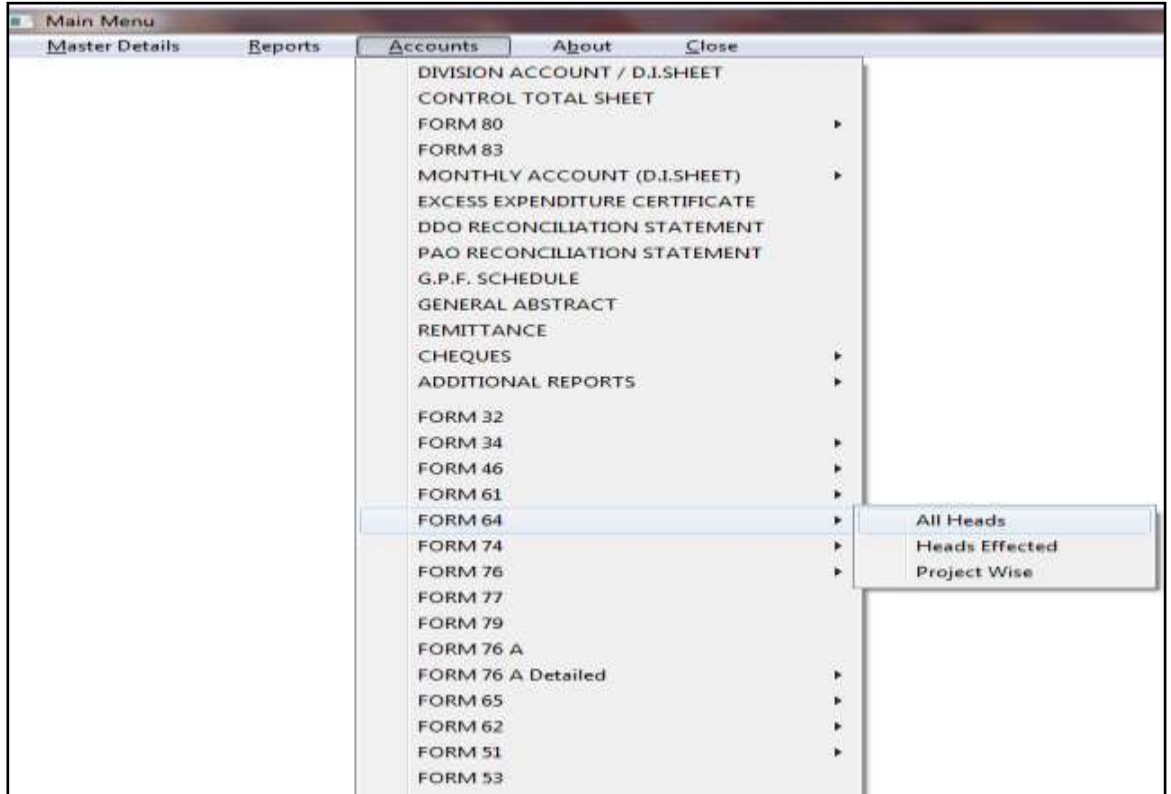
### Technical Sanctions Under Existing Project

Project Code	1328	Name of the Project	
Server Code	CCEGO	RENOVATION OF CHILDREN'S PARK AND OTHER MISCELLANEOUS WORKS AT CUSTOMS COLONY, MARMAGOA, GOA.	
Client	CCE		
Heads of Account	4059_80_051_10_01_53	Plan/Nonplan	NONPLAN
		Voted/Charged	VOTED
Major Head	CAPITAL OUTLAY ON PUBLIC WORKS		
Sub Major Head	GENERAL		
Minor Head	CONSTRUCTION		
Sub Minor Head	FINANCE (REVENUE)	TS (Sub Head Code)	0002
Detailed Head	BUILDINGS	Name of Technical Sanction (Sub Head)	
Object Head	MAJOR WORKS		
Division Code	W1H	Sub Division	HSDG
Division Name	HORTICULTURE DIVISION MUMBAI (143609)	Package Code	00
Sub Division	HORTICULTURE SUB DIVISION	Division Type	
		TS Server Code	



Or

**Open Form 64 For Budgetory/Authorisation/CSS Heads of Account and Form 65 TS Wise for Deposit Works  
Eg: 10010001, 10010002**



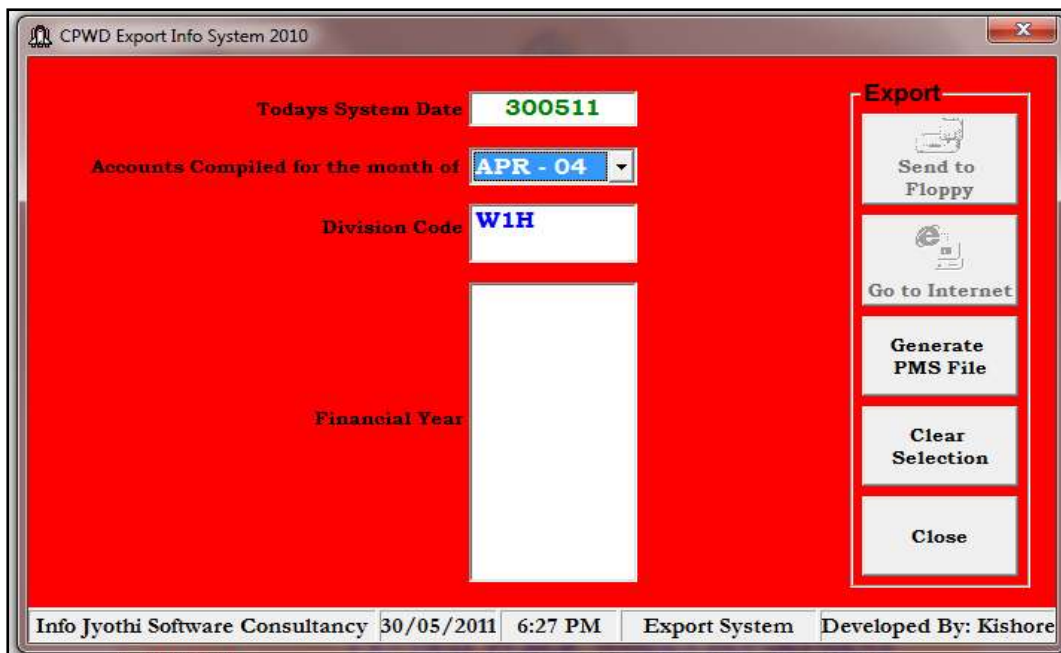
**First 4 digits represents the NIJ Project Code and the remaining 4 digits represents the NIJ TS Code (Subwork/TS/Agreement)**

SCHEDULE OF WORKS EXPENDITURE							C.P.W.A -- 64	
Division : HORTICULTURE DIVISION MUMBAI (143609)					PLAN		Month : APR/11-12	
4055-CAPITAL OUTLAY ON POLICE					VOTED			
Detailed & Minor Head Classification	Schedule Docket No.	Name of work	Total Charges of the month	Total Progressive Expenditure	Total charges of the year	Allotment Excess	Sanctioned Estimate Excess	mar
<b>BORDER SECURITY FORCE</b>								
<b>D.G OF BORDER SECURITY FORCE</b>								
<b>1233</b> C/O 10NOS RESIDENTIAL QUARTERS(TYPE III/04NOS, TYPE V NOS) FOR BSP CAMPUS GANDHINAGAR GUJARAT								
12330001		DEVELOPMENT OF HORTICULTURE WORKS TYPE-V 06 I	0	166091	0			
1233D.C.		Departmental Charges	0	0	0			
<b>1169</b> C/O 22NOS RESIDENTIAL QUARTERS FOR BN HQ BSP GANDHINAGAR GUJARAT								
11690001		DEVELOPMENT OF HORTICULTURE WORKS	0	0	0			
1169D.C.		Departmental Charges	0	0	0			
11690002		C/O 133 NOS, RESIDENTIAL QUARTERS FOR BN HQ BS GANDHINAGAR GUJARAT,	0	73665	0			
<b>1244</b> C/O TYPE III /8 NOS RESIDENTIAL QUARTERS FOR BSP AT GANDHIDHAM GUJARAT DG 08-09								
12440001		DEVELOPMENT OF HORTICULTURE WORKS AROUND TYPEIII/8 NOS QTRS	0	63247	0			
1244D.C.		Departmental Charges	0	0	0			
<b>CENTRAL RESERVE POLICE RESIDENTIAL BUILDING</b>								
<b>1190</b> C/O 82NOS FAMILY QUARTERS AT GC CRPF GANDHINAGAR								
11900001		DEVELOPMENT OF HORTICULTURE WORKS AROUND T QUARTERS	0	528007	0			
1190D.C.		Departmental Charges	0	0	0			
<b>Total of</b>			<b>4055</b>	<b>VOTED</b>	831010			
<b>Total of</b>			<b>4055</b>	<b>PLAN</b>	831010			
<b>Total of</b>			<b>4055</b>		5309750			

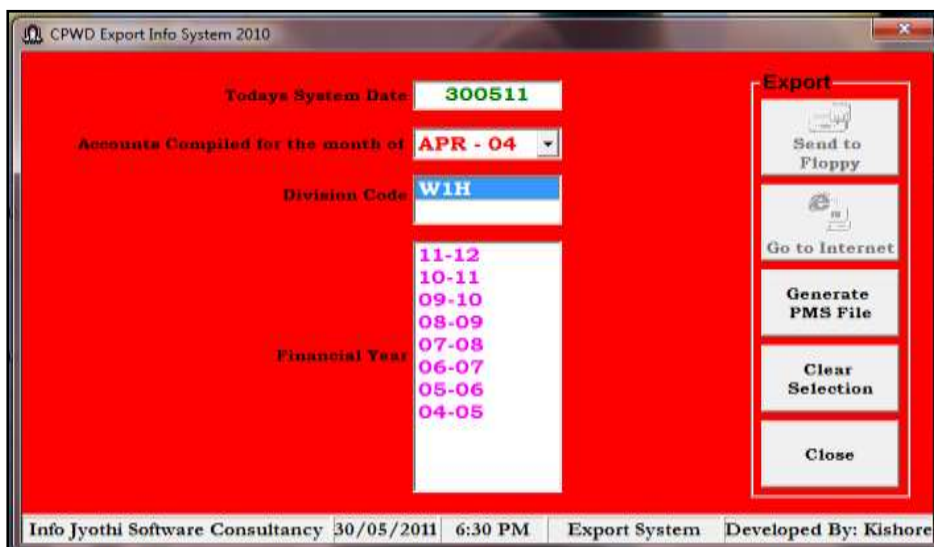


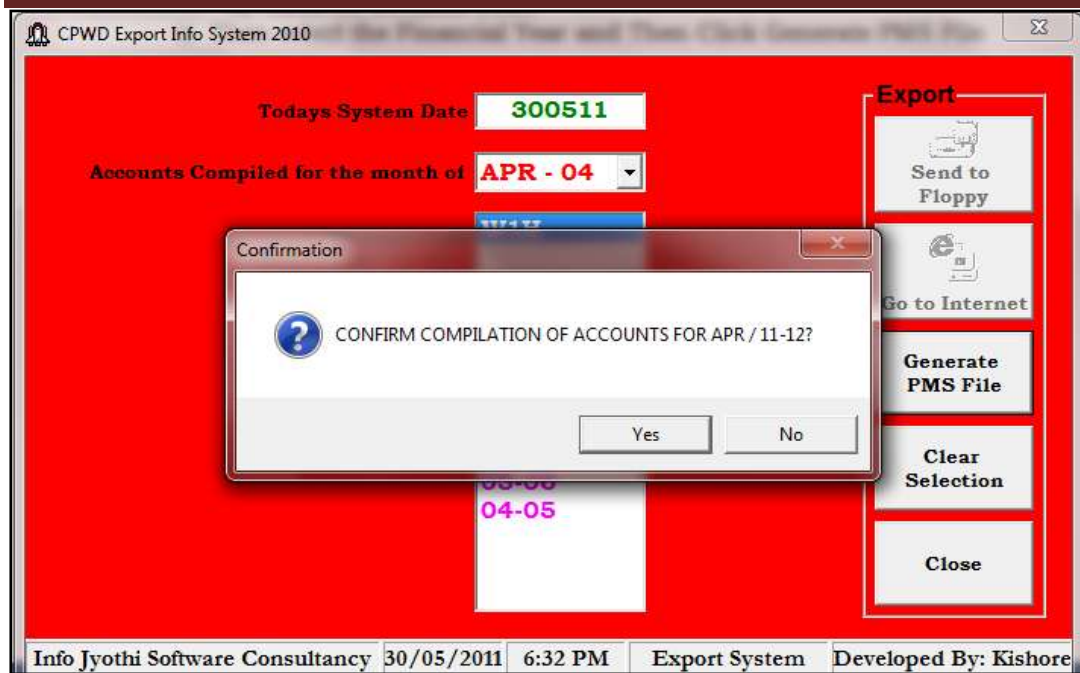
Entering the 8-digit code in the website against the Subwork  
(This is called mapping/linking)

- 9) Follow the above steps for all the works wherever mapping/linking is required.
  
- 10) After all the above tasks use “Export System” (Module in NIJ Accounts Software) for generation of zip file. The generated file can be found in “C:\Avkr\ExportData”. Example: K04W1H111231052011.ZIP

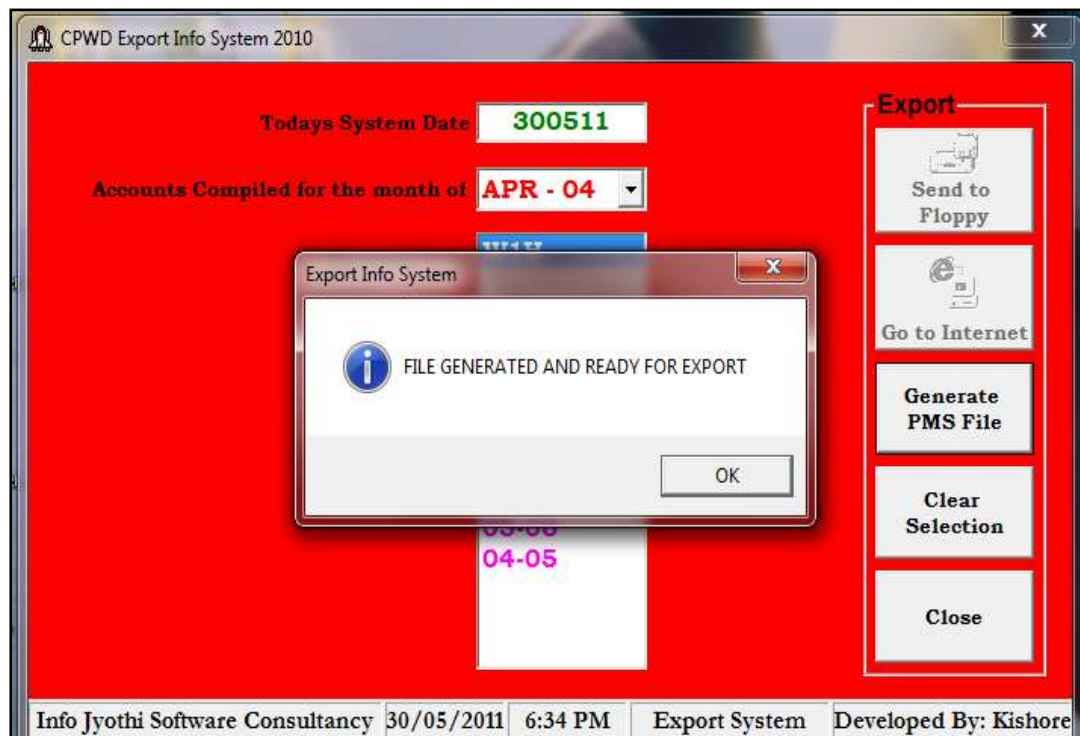


- a) Select the Month (Month Name Shown along with Number)
- b) Click on Division Code
- c) Then select the Financial Year and Then Click Generate PMS File





Click on Yes for Confirm Compilation of Accounts for the repetitive month and financial year.





11) Upload the file generated to the server through website.

a) Click on **Monthly Update**

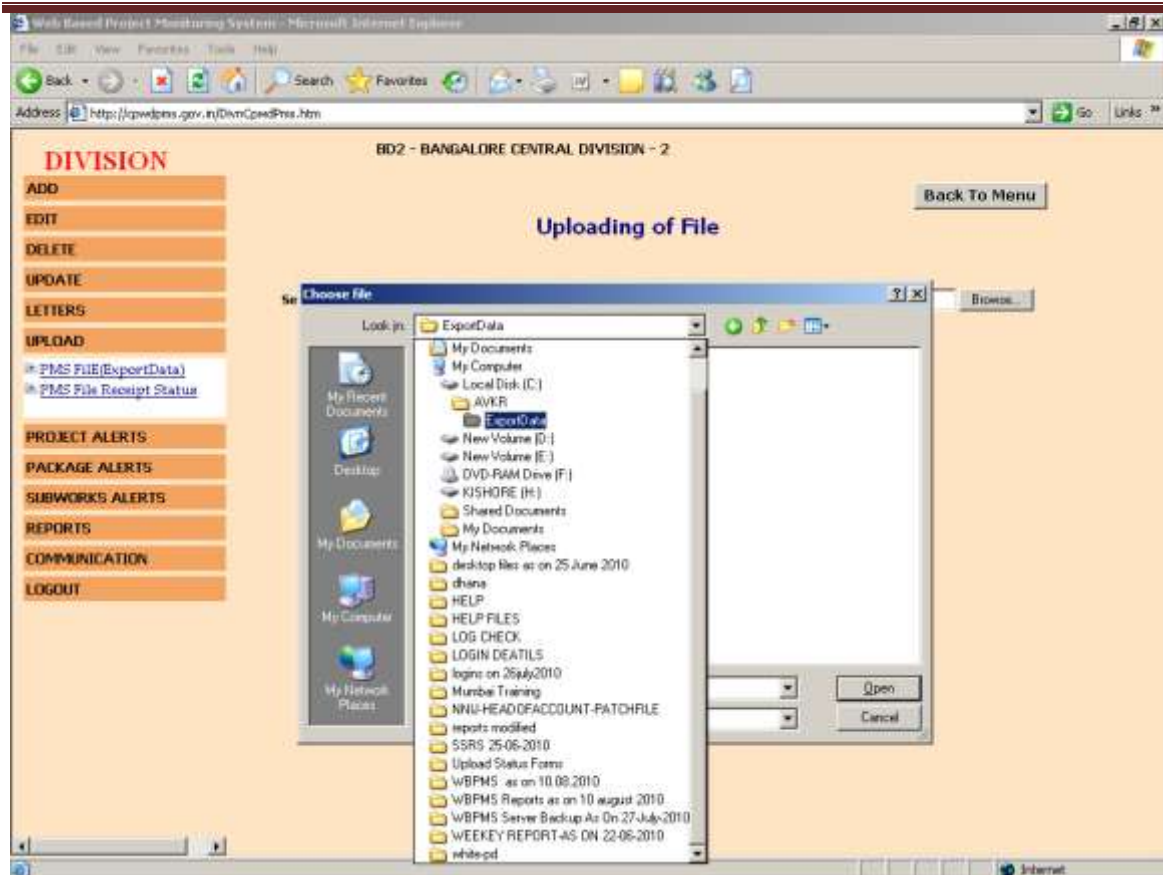
The screenshot shows the 'Web Based Project Monitoring System' interface in Internet Explorer. On the left is a navigation menu with 'MONTHLY UPDATE' selected, showing sub-options: 'PMS FILE(Export Data)', 'Progress Update CPO', 'Progress Update NONCPO', and 'Upload Image/File/Drawing'. The main content area shows 'OFFICE OF:-' and 'TOTAL NO. OF PROJECTS 17318'. Below is a table with 10 rows of items:

S.NO.	ITEM AS ON	Date
1.	MILESTONES MONITORING	
2.	PROVISION EXTENSION OF AG	
3.	PHYSICAL % PROGRESS NOT	
4.	TARGET DATE OF COMPLETION	
5.	REMARKS ARE NOT UPDATED	
6.	REMARKS ARE BLANK	
7.	DIVISIONS NOT ASSIGNED	
8.	PACKAGES NOT DEFINED	
9.	SUBWORK/ AGREEMENTS NOT	
10.	INCOMPLETE DATA OF PROJE	

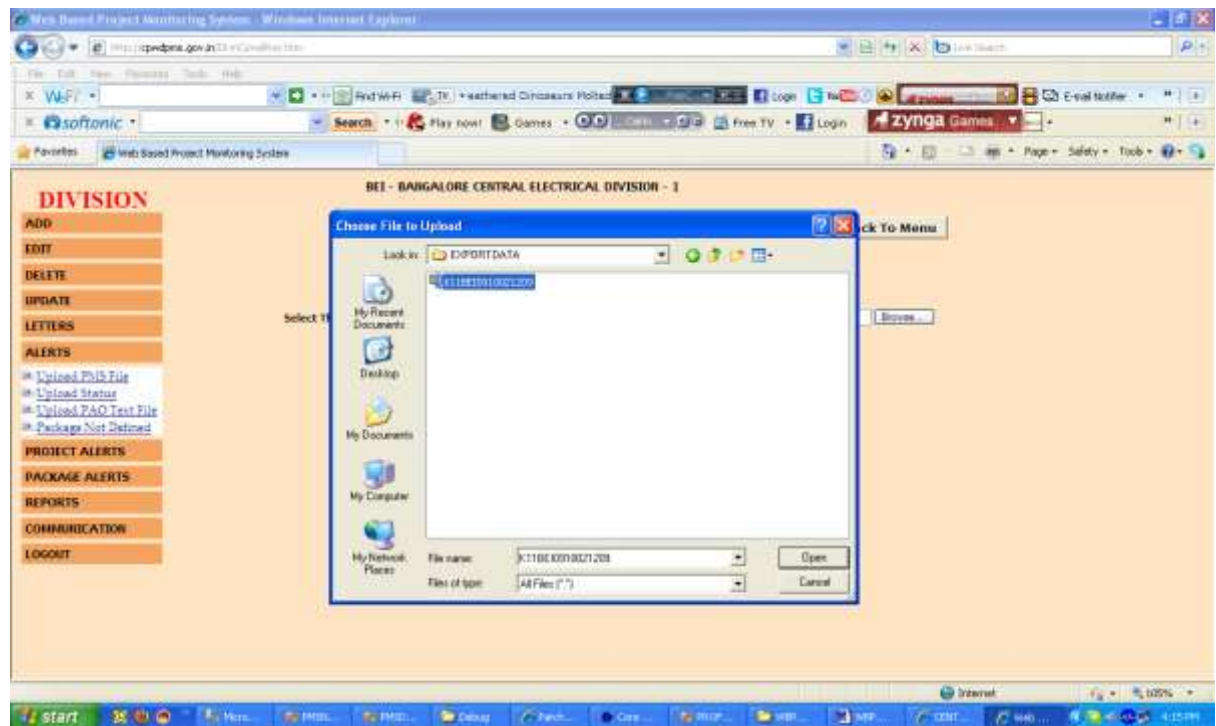
b) Click on **PMS File (ExportData)**

The screenshot shows the 'Uploading of File' interface. It includes a 'Back To Menu' button, a text input field for 'Select The Zip File', a 'Browse...' button, and an 'UPLOAD ZIP' button. The page title is 'W1H - HORTICULTURE DIVISION MUMBAI'.

c) Click on **Browse**



d) Then Select the file from “C:\Avkr\ExportData”



e) Then Click **UPLOAD ZIP**.



f) You will receive the message **“Division File Uploaded Successfully”**



g) Then Click on **CLICK PMS-MERGER**

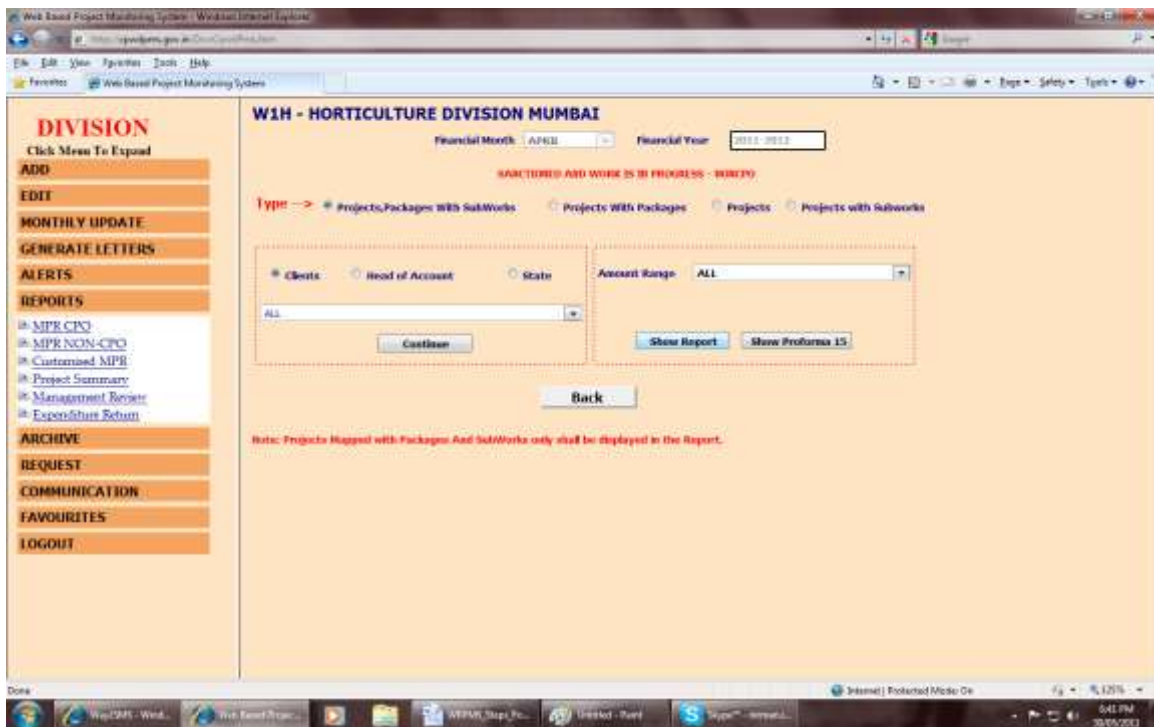
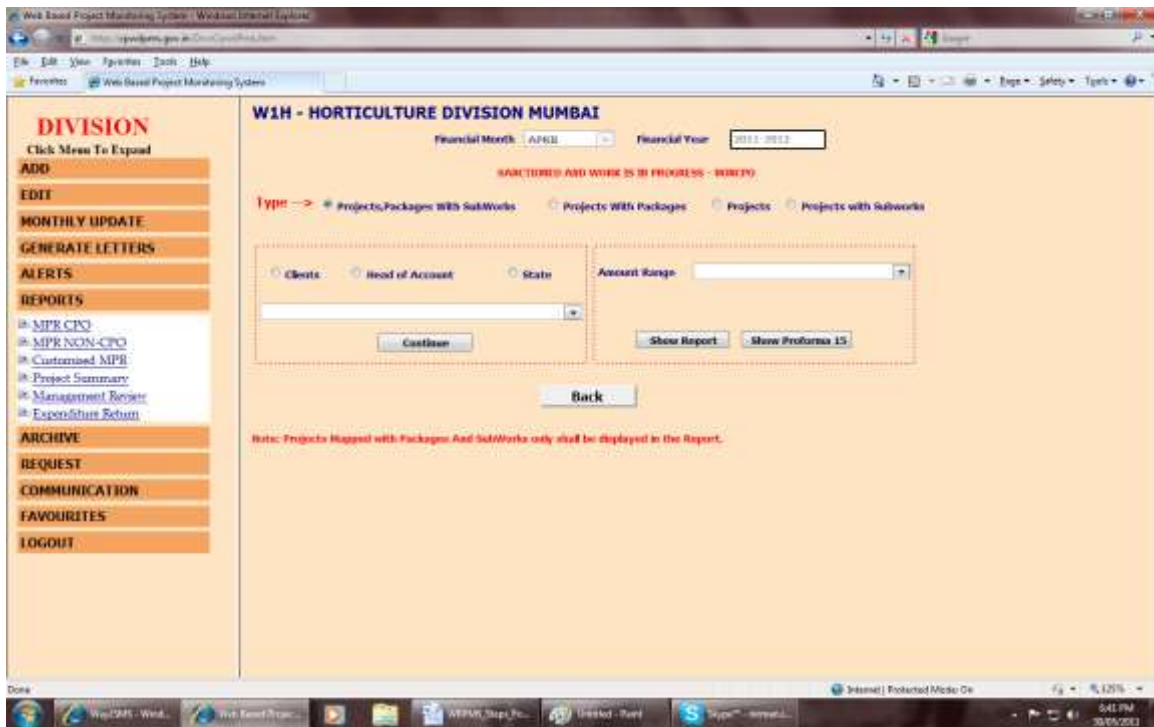


- h) Take PMS File Receipt Status Report for confirmation
  
- i) Click on **Alerts -> Accounts Upload Status** and then click Show Report

The screenshot shows the PMS system interface. On the left is a navigation menu under the heading "DIVISION" with the instruction "Click Menu To Expand". The menu items are: ADD, EDIT, MONTHLY UPDATE, GENERATE LETTERS, ALERTS, REPORTS, ARCHIVE, REQUEST, COMMUNICATION, FAVOURITES, and LOGOUT. The "ALERTS" menu is expanded, showing sub-items: Accounts Upload Status, Linked NIJ Codes, UnLinked NIJ Codes, and Updation Required. On the right side of the page, there is a header "Welcome To Division : W1H - HORTICULTURE DIVISION MUMBAI". Below this, there are input fields for "Financial Year" (set to 2011-2012) and "Financial Month" (set to APRIL). Three buttons are visible: "Show Report", "Annual Report", and "Back To Men".

12) Take your Monthly Progress Reports.

The screenshot shows the PMS system interface displaying the "MONTHLY PROGRESS REPORT (NON-CPO FROM SUBWORK)". The left navigation menu is the same as in the previous screenshot. The main content area has a heading "MONTHLY PROGRESS REPORT (NON-CPO FROM SUBWORK)" and a sub-heading "SELECT THE OPTION". Below this, there are five radio button options: "REQ. FROM CLIENT RECEIVED - UNSANCTIONED WORK (PROFORMA-14)", "PT SENT TO CLIENT - UNSANCTIONED WORK (PROFORMA-17)", "SANCTIONED BUT NOT YET STARTED (PROFORMA-16)", "SANCTIONED AND WORK IS IN PROGRESS (PROFORMA-15)", and "COMPLETED WORK (PROFORMA-10)". A note at the bottom states: "NOTE :- THE MONTHLY PROGRESS REPORT SHALL BE FREZZED ON LAST CALENDER DAY OF THE NEXT MONTH. AND DATA WILL BE SHOW IN ARCHIVES." The browser window title is "Web Based Project Monitoring System - Web-based Internet Explorer".





Web Based Project Monitoring System - Web Browser Explorer

To get Print select format EXCEL then click EXPORT

Progress Report of NON CPO Works Construction

(A) Sanctioned and work is in Progress

Office: HORTICULTURE  
Division: MUMBAI

Sl. No.	Items of Work	Location	State	Class	Zone	AA & ES Amount in Lakh Corresponding provision of package in the sanctioned PE	Details of agreement Amount	AA & ES Date / Date of award of contract	Date of Start	Specified Date of Completion	Head of Account	Budget Allotment in Lakh during current financial year	Expenditure upto last year in Lakh	Exp. in the next year
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
1	CONSTRUCTION OF OFFICE BUILDING & 02 nos. RESIDENTIAL QUARTERS FOR SETTING SHUTTLES AT DEAL	DDWA	GUJARAT	CC	SEW2	38.38	32.74	05/04/08	01/01/08	2/08/11	2001	4000	1017	1017
	Package of CIVIL WORK	DDWA	GUJARAT	CC	SEW2		37.48		01/01/08	2/08/11			89.17	
	W/E 01 CC OFFICE BUILDING (Agency)	DDWA	GUJARAT	CC	SEW2		108.08		06/05/10	08/03/11			41.23	
	W/E 02 CC 22 nos. RESIDENTIAL QUARTERS (Agency)	DDWA	GUJARAT	CC	SEW2		104.34		22/06/10	2/08/11			24.34	
	W/E 03 CC SHUTTLE HALL (Agency)	DDWA	GUJARAT	CC	SEW2		17.50		24/04/10	2/08/11			14.11	
	W/E 04 SFP SYSTEM (Agency)	DDWA	GUJARAT	CC	SEW2				21/01/10					
	Package ELECTRICAL WORK	DDWA	GUJARAT	CC	SEW2		13.20		06/05/10	2/08/11				
	W/E 01 INTERNAL E/W OFFICE	DDWA	GUJARAT	CC	SEW2		4.38		06/05/10	08/03/11				

Note: In Project Wise Progress Reports you will find only the remarks given by the Project Owner only.



# **INSTALLATION GUIDE**

## **FOR NIJ DIVISIONAL ACCOUNTING SYSTEM**

### **New Nirman Info Jyothi 2010**

- 1) Divisional Information System
- 2) Divisional Accounting System
- 3) Works Monitoring System
- 4) Export System

**Read Thoroughly and Follow the following instructions to install the New Nirman Info Jyothi 2010 (Compulsory)**

**Before installation you should have the following**

- The screen resolution should be 800 x 600 pixels
- Create a directory (folder) " Avkr " in the " C:\ "
- Operating System should be Windows based (Windows 98 and Above)

#### **1) Divisional Information System**

- ✘ In the CD (Compact Disc) there is directory (folder) named "NIIJ-2010"
- ✘ In this directory double click (Open the directory (folder) i.e., Explore) the " DISSETUP ", when you explore the directory you can view a setup file named " Setup " click or double click on it
- ✘ When you click the setup file, welcome screen appears with a dialog box just click on the " OK " button
- ✘ When you click the " OK " button
- ✘ Click on the " Change Directory " button
- ✘ It asks for the change of directory (folder) in which it should be loaded. You type the following in the path " C:\Avkr\NDIS2010 " and click " OK " button
- ✘ It says directory (folder) does not exist, do you want to create it say yes. Now click on the button with computer icon on it.
- ✘ In The Program Group type this "New Nirman Info Jyothi 2010"
- ✘ Click on the " Continue " Button, and then click O.K.

#### **2) Divisional Accounting System**

- ✘ In the CD (Compact Disc) there is directory (folder) named "NIIJ-2010"



- ✘ **In this directory double click (Open the directory (folder) i.e., Explore) the " DASSETUP ", when you explore the directory you can view a setup file named " Setup " click on the file**
- ✘ **When you click the setup file, welcome screen appears with a dialog box just click on the " OK " button**
- ✘ **Click on the " Change Directory " button**
- ✘ **It asks for the change of directory (folder) in which it should be loaded. You type the following in the path " C:\Avkr\NDAS2010 " and click " OK " button**
- ✘ **It says directory (folder) does not exists, do you want to create it say yes. Now click on the button with computer icon on it.**
- ✘ **In The Program Group type this "New **Nirman Info Jyothi 2010**"**
- ✘ **Click on the " Continue " Button, and then click O.K.**

### **3) Works Monitoring System**

- ✘ **In the CD (Compact Disc) there is directory (folder) named "NNIJ-2010"**
- ✘ **In this directory double click (Open the directory (folder) i.e., Explore) the " WMSSETUP ", when you explore the directory you can view a setup file named " Setup " click or double click on it**
- ✘ **When you click the setup file, welcome screen appears with a dialog box just click on the " OK " button**
- ✘ **When you click the " OK " button**
- ✘ **Click on the " Change Directory " button**
- ✘ **It asks for the change of directory (folder) in which it should be loaded. You type the following in the path " C:\Avkr\NWMS2010 " and click " OK " button**
- ✘ **It says directory (folder) does not exists, do you want to create it say yes. Now click on the button with computer icon on it.**
- ✘ **In The Program Group type this "New **Nirman Info Jyothi 2010**"**
- ✘ **Click on the " Continue " Button, and then click O.K.**

### **4) Export System**



- ✘ **In the CD (Compact Disc) there is directory (folder) named "NNIJ-2010"**
- ✘ **In this directory double click (Open the directory (folder) i.e., Explore) the "EXPSETUP", when you explore the directory you can view a setup file named "Setup" click or double click on it**
- ✘ **When you click the setup file, welcome screen appears with a dialog box just click on the "OK" button**
- ✘ **When you click the "OK" button**
- ✘ **Click on the "Change Directory" button**
- ✘ **It asks for the change of directory (folder) in which it should be loaded. You type the following in the path "C:\Avkr\NEXP2010" and click "OK" button**
- ✘ **It says directory (folder) does not exist, do you want to create it say yes. Now click on the button with computer icon on it.**
- ✘ **In The Program Group type this "New **Nirman Info Jyothi 2010**"**
- ✘ **Click on the "Continue" Button, and then click O.K.**

### **PASSWORD's**

#### **Divisional Information System**

**USERNAME : AVKR**

**PASSWORD : DIVISION CODE**

#### **Divisional Accounting System**

**USERNAME : AVKR**

**PASSWORD : DIVISION CODE**

#### **Works Monitoring System**

**USERNAME : AVKR**

**PASSWORD : DIVISION CODE**

#### **Export System**

**NO PASSWORD**

#### **NOTE:**

- 1) If you get any Version conflict message please click on No to All.**
- 2) If you get any Error message click ignore**



**For Help Contact**

**Kishore**

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