

[User Manual]

Indian Railway Works Contract Management System (IR-WCMS)

Extension of DOC 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. Menu on Home Page of IRWCMS

The screenshot shows the IRWCMS Home Page with the following components:

- Notifications:** A list of alerts 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 distribution of LOA types: Special Works (green), Zonal Works (purple), and Other Revenue Works (blue) across four stages: LoA Ported, PG Submitted, Agreement Prepared, and Billing Started.
- 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:**

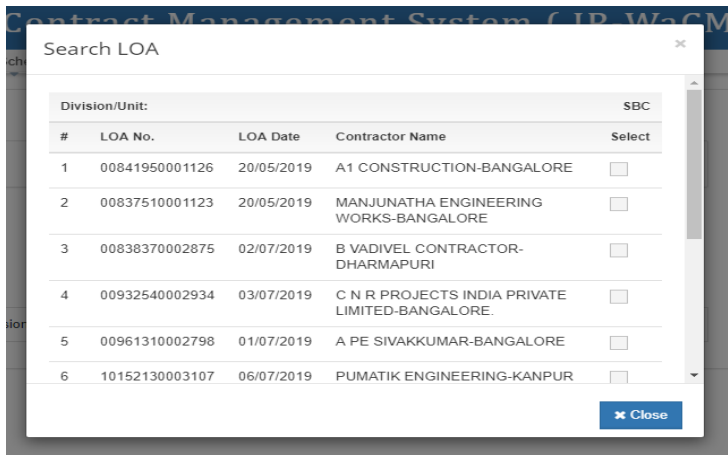
#	LOA No.	LOA Date	Name of Work
1	10124370005041	14/08/2019	STRIPPING, MODIFICATION AND FITMENT OF LAVATORY DOORS AND RETRO FITMENT OF AIR EXHAUSTER (VENTURI) IN LAVATORY SIDE WALL OF NO... + Show more
2	999999999	20/11/2019	making building
- Correspondence(s) Table:**

#	LOA No.	Correspondence No.	Correspondence Date	Correspondence Type
1	00843310001414	SWR/SBC/Civil/2019/0022/CD-0002	21/10/2019 12:10:00	General Correspondence

- Now take mouse over the Contract Menu option and select Assignment of Activity (LOA).
- Now, pop-up window will open up. In this pop-up all the LOA of selected division/unit will get automatically listed.
- Select appropriate LOA from the list by clicking upon the checkbox or current row.
- After select appropriate LOA “Assignment of activity to User against LOA” window will open.
- There we will set stage as our requirement for DOC Extension, Variation.
- As for extension for DOC module “DOC Extension” will use and set stage and click save button for our select appropriate LOA.

The screenshot shows the 'Contract' menu with the following items:

- Home
- Contract
- Billing
- Extension of DOC
- EPS Item Master
- Porting of LOA From IREPS
- Enter of Old Contracts
- Assignment of Activity (LOA)** (highlighted with a red circle)
- PG: Details
- PG: Details Acceptance
- PG: Verification
- PG: Forwarding to Accounts
- PG: Finance Acknowledgement
- Agreement Preparation
- Agreement Checking & Forwarding
- Agreement Vetting
- Agreement Forwarding to Contractor/Vendor
- Signing of Agreement by Contract Signing Authority (CSA)
- View All Agreement(s)



Contract > Assignment of activity to User against LOA

Search LOA:

LOA Details

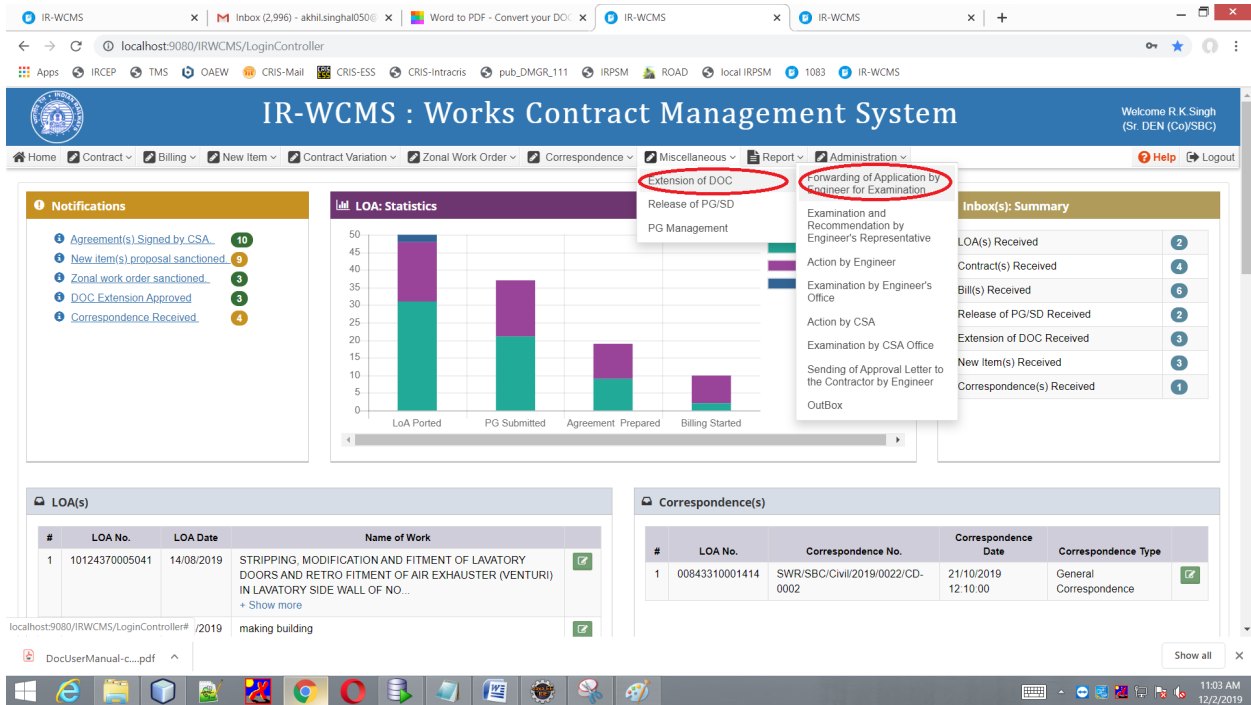
Agreement Generation Billing Correspondence In-charge **DOC Extension** Variation Release of PG Non Schedule Item Zonal Work Order

Zonal Work Order Variation

Stage

Sr.No.	Activity/Stage	User	Authorized?
1	Application for Extension of DOC by Contractor	C N R PROJECTS INDIA PRIVATE LIMITED-BANGALORE. (krkreddycnr@gmail.c	<input checked="" type="checkbox"/> authorized
2	Forwarding of Application by Engineer for Examination	Sr. DEN (Co)/SBC (sdencsbc)	<input checked="" type="checkbox"/> authorized
3	Examination and Recommendation by Engineer's Representative	ADEN1/SBC (aden1sbc)	<input checked="" type="checkbox"/> authorized
4	Action by Engineer	Sr. DEN (Co)/SBC (sdencsbc)	<input checked="" type="checkbox"/> authorized
5	Examination by Engineer's Office	OS/Works 1 (osworks1sbc)	<input checked="" type="checkbox"/> authorized
6	Action by CSA	DRM/SBC (drmsbc)	<input checked="" type="checkbox"/> authorized
7	Examination by CSA Office	OS/Works 2 (osworks2sbc)	<input checked="" type="checkbox"/> authorized
8	Sending of Approval Letter to the Contractor by Engineer	Sr. DEN (Co)/SBC (sdencsbc)	<input checked="" type="checkbox"/> authorized

1. Forwarding of Application by Engineer for Examination.



On clicking **“Forwarding of Application by Engineer for Examination”** under Extension of DOC or you can click on Extension of DOC block on the home screen. New screen will open named **“Forwarding of Application by Engineer for Examination”**.

If you choose forward action then you have to define to whom use have to send . But in case of return you only want to write the remarks.

If the user click on return by default it will return to the user whom has forwarded it .

Extension of DOC > Forwarding of Application by Engineer for Examination

Search Agreements:

- Agreement Details
- DOC Extension Details
- Comments
- Attachment(s)

DOC Extension Proposal Details

Action by Engineers:

Remarks:

Send To:

Extension of DOC > Forwarding of Application by Engineer for Examination

Search Agreements:

- Agreement Details
- DOC Extension Details
- Comments
- Attachment(s)

DOC Extension Proposal Details

Action by Engineers:

Remarks:

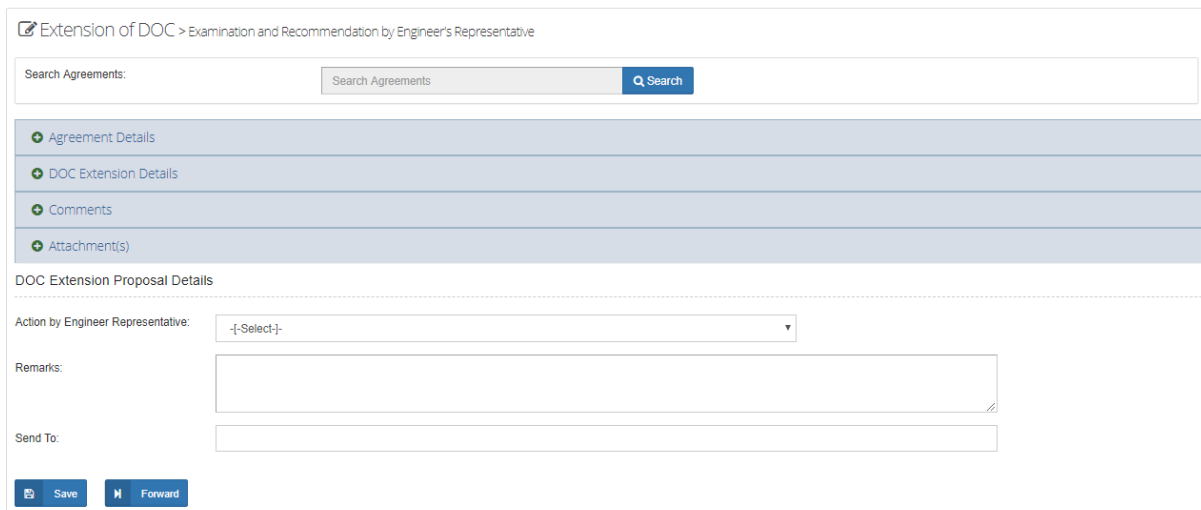
On clicking forward button it will forward to the user whom you have selected.

There are two cases

- If the selected user is different from the user define in Assignment of Activity (LOA).
When this user login and go through the Extension of DOC section on their home screen it will seen NS processing screen.
- If the selected user is same as define in Assignment of Activity (LOA).

2. Examination and Recommendation by Engineer’s Representative.

In this screen there are three actions, two is for forward and one is for return. Same as in previous case if return is chosen there is no send option .



Extension of DOC > Examination and Recommendation by Engineer's Representative

Search Agreements:

- Agreement Details
- DOC Extension Details
- Comments
- Attachment(s)

DOC Extension Proposal Details

Action by Engineer Representative:

Remarks:

Send To:

There are again two cases

- If the selected user is different from the user define in Assignment of Activity (LOA).
When this user login and go through the Extension of DOC section on their home screen it will seen NS processing screen as in above case.
- If the selected user is same as define in Assignment of Activity (LOA).

When this user login and go through the Extension of DOC section on their home screen it will seen “Action by Engineer” screen as under:

If user choose “Extension of DOC Approved. Letter may be Issued” under action, then they have to choose Extension Sought with PVC? , With Extension granted with LD?, select atleast one check box Under clause(s) in GCC:2018 and it going for “Sending of Approval Letter to the Contractor by Engineer” otherwise it will go to next stage.

3. Action by Engineer.

On clicking forward button there are again two cases

- If the selected user is different from the user define in Assignment of Activity (LOA).
When this user login and go through the Extension of DOC section on their home screen it will seen NS processing screen as in above case.
- If the selected user is same as define in Assignment of Activity (LOA).

When this user login and go through the Extension of DOC section on their home screen it will seen “Examination by Engineer's Office” screen as under:

2. Examination by Engineer Office.

User select the action, writes remark and chose send to and forward it.

On clicking forward button there are again two cases

- If the selected user is different from the user define in Assignment of Activity (LOA).
When this user login and go through the Extension of DOC section on their home screen it will seen NS processing screen as in above case.
- If the selected user is same as define in Assignment of Activity (LOA).

When this user login and go through the Extension of DOC section on their home screen it will seen “Action by CSA” screen as under:

3. Action by CSA.

[Extension of DOC](#) > Action by CSA

Search Agreements:

- [Agreement Details](#)
- [DOC Extension Details](#)
- [Comments](#)
- [Attachment\(s\)](#)

DOC Extension Proposal Details

Original DOC: <input type="text"/>	Last DOC Extension Upto: <input type="text"/>	Current DOC Extension Sought: <input type="text"/>
Action by CSA: <input type="text" value="Extension of DOC Approved. Letter m"/>	Extension granted with PVC?: <input type="text" value="-Select-"/>	Extension granted With LD?: <input type="text" value="-Select-"/>
DOC Extended Upto: <input type="text"/>	Under clause(s) in GCC-2018: <ul style="list-style-type: none"> <input type="checkbox"/> 17 - Force Majeure Clause <input type="checkbox"/> 17 (A) (i) - Extension due to Modifications <input type="checkbox"/> 17 (A) (ii) - Extension for Delay not due to Railway or Contractor <input type="checkbox"/> 17 (A) (iii) - Extension for Delay due to Railways <input type="checkbox"/> 17 (B) - Extension for Delay due to Contractor 	
Remarks: <input type="text" value="Extension of DOC Approved. Letter may be Issued."/>		

If User chose “Being forwarded to CSA office for Examination.” under action,

On clicking forward button there are again two cases

- If the selected user is different from the user define in Assignment of Activity (LOA).
When this user login and go through the Extension of DOC section on their home screen it will seen NS processing screen as in above case.
- If the selected user is same as define in Assignment of Activity (LOA).

When this user login and go through the Extension of DOC section on their home screen it will seen “Examination by CSA Office” screen as under:

4. Examination by CSA office.

If User choose “Extension of DOC Approved. Letter may be Issued.” under action in Action by CSA screen, then they have to choose Extension Sought with PVC and With LD ? : and fill DOC Extended Upto:.

On clicking forward button there are again two cases

- If the selected user is different from the user define in Assignment of Activity (LOA).
When this user login and go through the Extension of DOC section on their home screen it will seen NS processing screen as in above case.
- If the selected user is same as define in Assignment of Activity (LOA).

When this user login and go through the Extension of DOC section on their home screen it will seen “Sending of Approval Letter to the Contractor by Engineer” screen as under:

Here the user uploads the documents and add remark and send it to the contractor.

5. Sending of Approval Letter to the Contractor by Engineer.

IR - Works Contract Management System (IR-WCMS) R.S. SAXENA .
(DRM/SBC)

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

Extension of DOC > Sending of Approval Letter to the Contractor by Engineer

Search Agreements:

- Agreement Details
- DOC Extension Details
- Comments
- Attachment(s)

DOC Extension Proposal Details ANNEXURE

DOC Approved: DOC Extended Upto:

Extension Sought with PVC: With LD:

Upload Document: No file chosen

Remarks: