[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

A	Contract × 21	Billing 🗸 🗖 N	ew Item - R Contract Variation	× Zopal Work Order × Z	Correspondenc		Miscellaneou	· •	Report - Administration -		<b>O</b> H	lein 🖬
N	otifications		لط LOA: s	Statistics						🚨 Inbox(s): Sumr	mary	
0	Agreement(s) Signe	ed by CSA.	50						Special Works	LOA(s) Received		2
<u>New item(s) proposal sanctioned.</u>		45 40						Zonal Works	Contract(s) Receiv	ved	0	
0	Zonal work order sa DOC Extension Apr	anctioned.	3 35						Other Revenue Works	Bill(s) Received		6
Correspondence Received		30 4 25							Release of PG/SD	Received	2	
		20							Extension of DOC	Received	3	
		15							New Item(s) Recei	ived	3	
			5							Correspondence(s	s) Received	1
			0	LoA Ported PG Submitted	Agreement	Prepared	Billing Sta	rted	•			
LC	DA(s)					Ω.	Correspond	ence(s)				
	LOA No.	LOA Date	Name	e of Work						Correspondence		
	10124370005041	14/08/2019	STRIPPING, MODIFICATION A DOORS AND RETRO FITMENT IN LAVATORY SIDE WALL OF M + Show more	MODIFICATION AND FITMENT OF LAVATORY RETRO FITMENT OF AIR EXHAUSTER (VENTURI) ' SIDE WALL OF NO			00843310	<b>vo</b> . 001414	SWR/SBC/Civil/2019/0022/CD- 0002	21/10/2019 12:10:00	General Correspondence	ß
	00000000	20/11/2010	makina huildina									

- 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.

Home	Contract ~ Silling ~	Extension of DOC
	EPS Item Master	
No     No	Porting of LOA From IREPS	
	Entry of Old Contracts	
	Assignment of Activity (LOA)	
	PG. Batelle	
	PG: Details Acceptance	
0 00.	PG: Verification	
No Re	PG: Forwarding to Accounts	
	PG: Finance Acknowledgement	
Ink	Agreement Preparation	
No Re	Agreement Checking & Forwarding	
	Agreement Vetting	
	Agreement Forwarding to Contractor/Vendor	
Rel     No Re	Signing of Agreement by Contract Signing Authority (CSA)	
	View All Agreement(s)	



Div	ision/Unit:			SBC
#	LOA No.	LOA Date	Contractor Name	Select
1	00841950001126	20/05/2019	A1 CONSTRUCTION-BANGALORE	
2	00837510001123	20/05/2019	MANJUNATHA ENGINEERING WORKS-BANGALORE	
3	00838370002875	02/07/2019	B VADIVEL CONTRACTOR- DHARMAPURI	
4	00932540002934	03/07/2019	C N R PROJECTS INDIA PRIVATE LIMITED-BANGALORE.	
5	00961310002798	01/07/2019	A PE SIVAKKUMAR-BANGALORE	
6	10152130003107	06/07/2019	PUMATIK ENGINEERING-KANPUR	

	00932540002934 Q Sear	ch	
LOA De	tails		
eement G al Work C	eneration Billing Correspondence In-charg	DOC Extension Variation Release of PG Non Schedule Item Zonal Work Order	
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	authorized
	Forwarding of Application by Engineer for		
2	Examination	Sr. DEN (Co)/SBC (sdencsbc)	authorized
2 3	Examination Examination and Recommendation by Engineer's Representative	Sr. DEN (CO)/SBC (sdencsbc)	authorized
2 3 4	Examination Examination and Recommendation by Engineer's Representative Action by Engineer	Sr. DEN (Co)/SBC (sdencsbc)   ADEN1/SBC (aden1sbc)   Sr. DEN (Co)/SBC (sdencsbc)	authorized     authorized     authorized
2 3 4 5	Examination Examination and Recommendation by Engineer's Representative Action by Engineer Examination by Engineer's Office	Sr. DEN (Co)/SBC (sdencsbc)   ADEN1/SBC (aden1sbc)   Sr. DEN (Co)/SBC (sdencsbc)   Sr. DEN (Co)/SBC (sdencsbc)   OS/Works 1 (osworks1sbc)	authorized     authorized     o authorized     o authorized
2 3 4 5 6	Examination Examination and Recommendation by Engineer's Representative Action by Engineer Examination by Engineer's Office Action by CSA	Sr. DEN (Co)/SBC (sdencsbc)     ~       ADEN1/SBC (aden1sbc)     ~       Sr. DEN (Co)/SBC (sdencsbc)     ~       OS/Works 1 (osworks1sbc)     ~       DRM/SBC (drmsbc)     ~	authorized     authorized     authorized     authorized
2 3 4 5 6 7	Examination Examination and Recommendation by Engineer's Representative Action by Engineer Examination by Engineer's Office Action by CSA Examination by CSA Office	Sr. DEN (Co)/SBC (sdencsbc)     ~       ADEN1/SBC (aden1sbc)     ~       Sr. DEN (Co)/SBC (sdencsbc)     ~       OS/Works 1 (osworks1sbc)     ~       DRM/SBC (drmsbc)     ~       OS/Works 2 (osworks2sbc)     ~	authorized     authorized     o authorized     o authorized     o authorized     o authorized     o authorized     o 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:	Search Agreements	Q Search
<ul> <li>Agreement Details</li> </ul>		
ODC Extension Details		
O Comments		
• Attachment(s)		

#### DOC Extension Proposal Details

Save

Action by Engineers:	Being forwarded for Examination.
Remarks:	Being forwarded for Examination.
Send To:	
Save N Forward	

#### $\textcircled{\sc C}$ Extension of DOC > Forwarding of Application by Engineer for Examination

Search Agreements:	Search Agreements	Q Search						
• Agreement Details								
ODC Extension Details								
O Comments								
Attachment(s)								
DOC Extension Proposal Details								
Action by Engineers:	Being returned for compliance as per remarks given belo	W. 🔻						
Remarks:	Being returned for compliance as per remarks given belo							

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 Recommedation by Enginner'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 choosen there is no send option .

Extension of DOC > Examination and Recommendation by Engineer's Representative								
Search Agreements:	Search Agreements	3	Q Search					
• Agreement Details								
OC Extension Details								
O Comments								
• Attachment(s)								
DOC Extension Proposal Details								
Action by Engineer Representative:	-[-Select-]-			T				
Remarks:								
					ĥ			
Send To:								
Save H Forward								

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.

	Billing V New Item V Contract Variation V	Zonal Work Order ~ 🖉 Correspo	ondence 🗸 🚺 Miscellaneous 🗸	Report ~	Administration ~		😯 Help	🗭 Log
Extension of	DOC >Action by Engineer							
Search Agreements:	Search Agreements Q Search							
• Agreement Deta	ails							
ODC Extension	Details							
• Comments								
Attachment(s)								
• /								
DOC Extension Prop	osal Details	Last DOC Extension upto:			Current DOC Extension Sought Upto:			
DOC Extension Prop	osal Details           Extension of DOC Approved. Letter m •	Last DOC Extension upto: Extension granted with PVC ?:	-{-Select-}-		Current DOC Extension Sought Upto: Extension granted With LD ?:	-[-Select-]-	Ţ	

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.

<b>(</b>	IR -	Works Co	ontract	Manager	ment Syste	em ( IR-V	VCMS	)
😤 Home 🛛 Contract 🗸 🔊 Bi	lling ~ 🛃 Extension of DOC	Release of PG/SD ~	New Item	Contract Variation	Correspondence ~	PG Modification	Report	Administration
Extension of DOC >	Examination by Engineer's Office							
Search Agreements:	SWR/SBC/Civil/2	019/0010	Q Search					
• Agreement Details								
ODC Extension Details								
• Comments								
• Attachment(s)								
DOC Extension Proposal De	tails							
Action by Engineers Office:	I Berect-j-							
Remarks:	-[-Select-]- Proposal is in ord Returned as per r	er. Being forwarded to E emarks below.	ingineer for Approv	val.				
Send To:					>	1		
Save H Forward to	o Engineer							

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 D	OC >Action by CSA					
Search Agreements:	Search Agreements Q Search					
• Agreement Details	5					
ODOC Extension De	tails					
• Comments						
• Attachment(s)						
DOC Extension Propos	al Details					
Original DOC:		Last DOC Extension Upto:		Current DOC Extension Sought:		
Action by CSA:	Extension of DOC Approved. Letter m 🔹	Extension granted with PVC ?:	-[-Select-]-	Extension granted With LD ?:	-[-Select-]-	Ŧ
DOC Extended Upto:	<u></u>	Under clause(s) in GCC-2018:	<ol> <li>T - Force Majeure Clause</li> <li>T (A) (i) - Extension due to Modifications</li> <li>T (A) (ii) - Extension for Delay not due to R Contractor</li> <li>T (A) (iii) - Extension for Delay due to Raily</li> <li>T (A) (iii) - Extension for Delay due to Contractor</li> </ol>	ailway or vays or		
Remarks:	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.

			IR ·	- Works Co	ontract	Manage	ment Syst	em ( IR-V	VCMS	5)		aden1sbc (ADEN1/SBC)	e	2
倄 Home	Contract ~	🖉 Billing 🗸	Extension of DOC	Release of PG/SD ~	New Item	Contract Variation	Correspondence ~	PG Modification	Report	Administration	Zonal Work Order	- 📑 Help		
<b>E</b> XT	tension of D	)OC >Examin	nation by CSA Office											
Search	Agreements:	SWR/	SBC/Civil/2019/0010	Q Search										
O Ag	greement Detai	ls												
0 D	OC Extension D	letails												
<b>O</b> Co	omments													
O At	ttachment(s)													
DOC E	xtension Propo	osal Details												
Original [	DOC:	09/01/2	1020		Last DOC Exte	nsion Upto:	26/09/2019		Curren Sought	t DOC Extension	31/03/2020			
Action by	CSA Office :	-[-Sele	ct-]-	*										
Remarks		-[-Sele Propos Return	ct-]- sal is in order. Being forw led as per remarks below	arded to CSA for Approval.										
Send To:														
B S	Save N Fo	orward												
Designed 8	& Developed by Cl	RIS (Centre for	Railway Information Syste	:m)								© Minis	try of Railway	/s, 2019

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.

0	IR - Works (	Contract	t Manage	ment Syst	em ( IR-V	VCMS	5)	R. (	S. SAXENA . DRM/SBC)	🖸 😰
Home Contract ~ Billing	<ul> <li>Extension of DOC</li> <li>Release of PG/SI</li> </ul>	) ~ 🛛 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:	SWR/SBC/Civil/2019/0010	Q Search								
• Agreement Details										
ODC Extension Details										
• Comments										
• Attachment(s)										
DOC Extension Proposal Details	S									ANNEXURE
DOC Approved:	Yes	, DOC Extended	Upto : 31/0	3/2020						
Extension Sought with PVC:	Yes	, With LD :	Yes		v					
Upload Document:	Choose File No file chosen									
Add Document(s)										
Remarks:										
Save N Forward to Co	ntractor									

Designed & Developed by CRIS (Centre for Railway Information System)