[User Manual]

Indian Railway Works Contract Management System (IR-WCMS)

Release of PG/SD Module



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. Release of PG/SD Module Menu on Home Page of IRWCMS

IR-Wa	CMS		Wor	ks and Contract	Management S	ystem			v	Velcome SVA F
倄 Home	Contract ~	🖉 B	illing ~	Release of PG/SD ~	Non Schedule Item ~	Extension of DOC ~	Correspondence	~	Report	Profile
9 Agr	eement		<	Application by Contractor	>			1 1	Billing # I SWR/SE	Bill No. 3C/Civil/2019/0002/I
O Cor	respondence							0 No	Release of Record Fou	FPG/SD Ind.
0 Ext	ension of DOC							0	Non Schee	dule Items

The home page of the IRWCMS coordinator appears as follows

User need to click upon link "Release of PG/SD" and click on the sub-menu "Application by Contractor". A new screen opens namely "Application by Contractor" as under:

1.2. Application by Contractor Screen

This screen is used to list all the LOAs under that Contractor. Select the particular LOA to fill the corresponding Release of PG/SD.

ontract Management	Svst	tem		Welc	ome SVA RIKK	KON LUBES PRIVATE LIMITED-CHENNAI.
f PG/SD - Non Schedule Item	Sea	arch LOA				×
						^
	#	LOA No.	LOA Date	Contractor Name	Select	st
No. Q	1	01514270003186	09/07/2019	SVA RIKKON LUBES PRIVATE LIMITED-CHENNAI.		
•					¥ Clos	ose
No file chosen						



After selecting the LOA, the screen appears as below:

IR-W	aCMS	Wo	rks Contract Mar	nagement Syster	n					Welco	me
倄 Home	🖉 Contract 🗸	🛃 Billing 🗸	Release of PG/SD ~	Non Schedule Item ~	🛃 Cont	ract Variation	Extension of DOC ~	Corresponden	ace	P Report	
G F	elease of PG	i/SD > Appli	cation by Contractor								
Sear	ch LOA/Contract:		00844910002657	Q Search							
App	lication by Contr	ractor									
Subj	ect:		Release of PG		•]					
Addr	essed To:		-[-Select-]-		~	Copy To:					
Cont	ractor's Letter No.					Date:				ſ	
Uplo	ad Completion Certi	ficate:	Choose File No	file chosen							
Uplo	ad Letter:		Choose File No	file chosen							
C	Add Document(s)										
Rem	arks :										
	Generate PG Rele	ease PDF								ave 🕅 Sen	ıd

Please fill all the fields (like subject, address to, copy to, letter no., letter date, upload all documents, etc.).

After save the details, generate PDF and then Sign it.

Search LOA/Contract:	00844910002657	Q Search		
Application by Contractor				
ubject:	Release of PG	•		
uddressed To:	Sr. DEN (Co)/SBC (sdeno	sbc) V Copy	o: ADEN 2/SE ADEN 3/SE	3C (aden2sbc) 3C (aden3sbc) 🙁
Contractor's Letter No.	letter 1	Date:	25/09/2019	
• Uploaded Document(s))			
pload Completion Certificate:	Choose File No file ch	osen		
oload Letter:	Choose File No file ch	osen		
Add Document(s)				
emarks :				
Generate PG Release PDF				🖺 Save M Se



After filling all the details send the "Release of PG/SD" to the "Address to" OR Engineer. After sending, a Marking screen will appear as:

	File Marked Succ	essfully	Releas Sr. DEI sdencs	e of PG/SD Marked t N (Co)/SBC bc	D:	
Co	py To.		Markin	g Date: 🛗 25/09/2019		
			Marke	d for Action :		Forwarding of Application for Examination by Engineer
#	Correspondence No	Correspondence Date	Agreement No	LOA No	Address To	Сору То
1	SWR/SBC/Civil/2019/0012/CD-0003	25/09/2019	SWR/SBC/Civil/2019/0012	00844910002657	Sr. DEN (Co)/SBC (sdencsbc)	ADEN 2/SBC (aden2sbc),ADEN 3/SBC (aden3sbc)

1.3. Forwarding of Application for Examination by Engineer Screen

🕛 In	ıbox: Bill(s)				
No R	Record Found.				
0 R	elease of PG/SD				
#	LOA NO.	Correspondence No	Correspondence From	Correspondence Type	
4	00044720004040		helusemishander@gmeil.com	Deleges of BC	

	1	00841730001046	SWR/SBC/Civil/2019/0006/CD 0005	balusamishander@gmail.com	Release of PG	
<	2	01514270003186	SWR/SBC/Civil/2019/0002/CD-0003	ARAVI@RIKKONLUBE.COM	Release of PG	Ø
	3	00841730001046	SWR/SBC/CIVII/2019/0006/CD-0003	balusamichander@gmail.com	Release of PG	Ø
	4	01514270003186	SWR/SBC/Civil/2019/0002/CD-0001	ARAVI@RIKKONLUBE.COM	Release of SD	Ø

• Contract Variation			
No Record Found.			

Upon clicking the button *L*, Engineer can view the received "Release of PG/SD" as below:



I Forwarding of Application for Examina	ation by Engineer					
Search LOA/Contract:	01514270003186 Q					
 Agreement Details 						
• Bill Details	Bill Details					
• Contractor's Application for Release of PG						
 Comments 	• Comments					
Action: -Select	pplion-					
Remarks if any: Being for Being ret Being ret	Iplion- warded for Examination. urmed for compliance as per remarks given below. urmed. Release of PG not required at this stage.					
Send To:						
Save Send						

Select the "Action" and mention Remarks, if any and then send to the "Release of PG/SD" to AEN or return to Contractor if any corrections needed. After sending, a Marking screen will appear as:

File Marked Suc	ccessfully	Release ADEN1/ aden1st	e of PG/SD M (SBC DC	larked to:	
Сору То.		Marking Marked	J Date: 🛗 25/ I for Action :	09/2019	Examination by Engineer's Representative
# Correspondence No	Correspondence Date	Agreement No	LOA No	Address To	Сору То
1 SWR/SBC/Civil/2019/0012/CD-0003	25/09/2019	SWR/SBC/Civil/2019/0012	✓ Forwarded Successfully!		ADEN 2/SBC (aden2sbc),ADEN 3/SBC (aden3sbc)

as.							
🖉 Rele	ease of PG/SD > Outbox						
Sr.No.	Correspondence No.	Agreement No.	Loa No.	Sent To	Sent Date	Currently With	Action
1	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	ADEN1/SBC (aden1sbc)	23/09/2019 06:30:57	Sr. DEN (Co)/SBC (sdencsbc)	
2	SWR/SBC/Civil/2019/0012/CD-0003	SWR/SBC/Civil/2019/0012	00844910002657	ADEN1/SBC (aden1sbc)	25/09/2019 02:49:53	ADEN1/SBC (aden1sbc)	()
3	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	OS/Works 1 (osworks1sbc)	23/09/2019 06:32:41	Sr. DEN (Co)/SBC (sdencsbc)	~
4	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	DRM/SBC (drmsbc)	23/09/2019 06:33:24	Sr. DEN (Co)/SBC (sdencsbc)	
5	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	srdfmsbc (sdfmsbc)	23/09/2019 06:36:04	Sr. DEN (Co)/SBC (sdencsbc)	



1.4. Examination by Engineer's Representative Screen

Inbox: PG(s)			
No Record Found.			
Inbox: Agreement((s)		
No Record Found.			
• Release of PG/SD			
# LOA NO.	Correspondence No	Correspondence From	Correspondence Type
1 01514270003186	SWR/SBC/Civil/2019/0002/CD-0003	ARAVI@RIKKONLUBE.COM	Release of PG
Contract Variation	L		
pon clicking the b	outton 💷, AEN can view the	e received "Release of F	PG/SD" as below:
0	,		

earch LOA/Contract:	01514270003186 Q
 Agreement Details 	
• Bill Details	
• Contractor's Application	for Release of PG
Comments	
Action:	Salast Option
Remarks if any:	-Select Option- -Select Option- Examined & proposal is in order. Being forwarded for further processing.
	Examined & proposal not found in order. May be returned for compliance as per remarks given below.

Select the "Action" and mention Remarks, if any and then send to the "Release of PG/SD" to Engineer or return to Contractor if any corrections needed. After sending, a Marking screen will appear as:



s ke	lease of PG/SD > Outbox	>					
Sr.No.	Correspondence No.	Agreement No.	Loa No.	Sent To	Sent Date	Currently With	Actio
	SWR/SBC/Civil/2019/0012/CD- 0003	SWR/SBC/Civil/2019/0012	00844910002657	Sr. DEN (Co)/SBC (sdencsbc)	25/09/2019 03:02:08	Sr. DEN (Co)/SBC (sdencsbc)	0
)	SWR/SBC/Civil/2019/0012/CD- 0002	SWR/SBC/Civil/2019/0012	00844910002657	Sr. DEN (Co)/SBC (sdencsbc)	23/09/2019 06:31:45	Sr. DEN (Co)/SBC (sdencsbc)	



1.5. Action by Engineer Screen

Inbox: Bill(s)			
No Record Found.			

D I	Release of PG/SD				
#	LOA NO.	Correspondence No	Correspondence From	Correspondence Type	
1	00841730001046	SWR/SBC/Civil/2019/0006/CD-0005	balusamichander@gmail.com	Release of PG	G
2	01514270003186	SWR/SBC/Civil/2019/0002/CD-0003	ARAVI@RIKKONLUBE.COM	Release of PG	G
3	00841730001046	SWR/SBC/CIVII/2019/0006/CD-0003	parusamicnanger@gmail.com	Release of PG	Ø
4	01514270003186	SWR/SBC/Civil/2019/0002/CD-0001	ARAVI@RIKKONLUBE.COM	Release of SD	Ø

9 Contract Variation		
No Record Found.		

Upon clicking the button *lease*, Engineer can view the received "Release of PG/SD" as below:

I Action By Engineer	
Search LOA/Contract:	01514270003186
• Agreement Details	
• Bill Details	
• Contractor's Application for Release	e of PG
• Comments	
Action: -Select	Option-
Remarks if any: Being F Propose Being for	Option- orwarded to Contract Signing Authority(CSA) for approval. al not found in order. Being returned for compliance as per remarks given below. Inwarded for Examination.
Send To:	
Save Send	

Select the "Action" and mention Remarks, if any and then send to the "Release of PG/SD" to Engineer's Office or CSA or return to Contractor if any corrections needed. After sending, a Marking screen will appear as:



🕑 Re	ease of PG/SD > Outbox						
Sr.No.	Correspondence No.	Agreement No.	Loa No.	Sent To	Sent Date	Currently With	Action
1	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	ADEN1/SBC (aden1sbc)	23/09/2019 06:30:57	Sr. DEN (Co)/SBC (sdencsbc)	
2	SWR/SBC/Civil/2019/0012/CD-0003	SWR/SBC/Civil/2019/0012	00844910002657	ADEN1/SBC (aden1sbc)	25/09/2019 02:49:53	OS/Works 1 (osworks1sbc)	
3	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	OS/Works 1 (osworks1sbc)	23/09/2019 06:32:41	Sr. DEN (Co)/SBC (sdencsbc)	\sim
4	SWR/SBC/Civil/2019/0012/CD-0003	SWR/SBC/Civil/2019/0012	00844910002657	OS/Works 1 (osworks1sbc)	25/09/2019 03:07:31	OS/Works 1 (osworks1sbc)	()
5	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	DRM/SBC (drmsbc)	23/09/2019 06:33:24	Sr. DEN (Co)/SBC (sdencsbc)	\cup
6	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	srdfmsbc (sdfmsbc)	23/09/2019 06:36:04	Sr. DEN (Co)/SBC (sdencsbc)	

1.6. Examination by Engineer's Office Screen

01514270003186 SWR/SBC/Civil/2019/0002/CD-0003 ARAVI@RIKKONLUBE.COM Release of PG

Upon clicking the button *OS/Works* can view the received "Release of PG/SD" as below:



I Examination by Engineer's of	fice
Search LOA/Contract:	01514270003186 Q
• Agreement Details	
• Bill Details	
• Contractor's Application fo	r Release of PG
• Comments	
Action:	-Select Option-
Remarks if any:	-Select Option- Examined & proposal is in order. Being forwarded for further processing. Examined & proposal not found in order. May be returned for compliance as per remarks given below.
Send To:	
Save Send	

Select the "Action" and mention Remarks, if any and then send to the "Release of PG/SD" to Engineer.

After sending, a Marking screen will appear as:

	File Marked S	Successfully	Sr. DEN Sr. DEN	of PG/SD Marke (Co)/SBC	əd to:	
Co	ру То.		Marking	Date: 🛗 25/09/2	019	
			Marked	for Action :		Action By Engineer
#	Correspondence No	Correspondence Date	Agreement No	LOA No	Address To	Сору То
1	SWR/SBC/Civil/2019/0012/CD-0003	25/09/2019	SWR/SBC/Civil/2019/0012	00844910002657	Sr. DEN (Co)/SBC (sdencsbc)	ADEN 2/SBC (aden2sbc),ADEN 3/SBC (aden3st

Sr.No.	Correspondence No.	Agreement No.	Loa No.	Sent To	Sent Date	Currently With	Actio
	SWR/SBC/Civil/2019/0012/CD- 0003	SWR/SBC/Civil/2019/0012	00844910002657	Sr. DEN (Co)/SBC (sdencsbc)	25/09/2019 03:02:08	Sr. DEN (Co)/SBC (sdencsbc)	0
)	SWR/SBC/Civil/2019/0012/CD- 0002	SWR/SBC/Civil/2019/0012	00844910002657	Sr. DEN (Co)/SBC (sdencsbc)	23/09/2019 06:31:45	Sr. DEN (Co)/SBC (sdencsbc)	



1.7. Action by Engineer Screen

e	elease of PG/SD			
	LOA NO.	Correspondence No	Correspondence From	Correspondence Type
	00841730001046	SWR/SBC/Civil/2019/0006/CD 0005	balusamichander@gmail.com	Release of PG
	01514270003186	SWR/SBC/Civil/2019/0002/CD-0003	ARAVI@RIKKONLUBE.COM	Release of PG
	00841730001046	SWR/SBC/CIVII/2019/0006/CD-0003	balusamichander@gmail.com	Release of PG
	01514270003186	SWR/SBC/Civil/2019/0002/CD-0001	ARAVI@RIKKONLUBE.COM	Release of SD
Co	ontract Variation			
R	ecord Found.			

Search LOA/Contract:	01514270003186 Q
• Agreement Details	
• Bill Details	
• Contractor's Application	on for Release of PG
• Comments	
Action:	-Select Option-
Remarks if any:	-Select Option- Being Forwarded to Contract Signing Authority(CSA) for approval. Proposal not found in order. Being returned for compliance as per remarks given below. Being forwarded for Examination.
Send To:	
Save Send	

Select the "Action" and mention Remarks, if any and then send to the "Release of PG/SD" to Engineer's Office or CSA or return to Contractor if any corrections needed.

If CSA and Engineer are same than Engineer can directly send "Release of PG" to Finance.



Action By Engineer		
Search LOA/Contract:	01514270003186	٩
 Agreement Details 		
• Bill Details		
• Contractor's Application for R	lelease of PG	
Comments		
Action:	Select Option-	
Remarks if any:	Select Option- Being forwarded for Examination. Proposal is in-order. Release of PG is approv Proposal not found in order. Being returned fo	red. Being forwarded to Associate Finance for Release of PG or compliance as per remarks given below.
Send To:		
Save Send		
After sending, a Ma	arking screen will a _l Successfully	ppear as: Release of PG/SD Marked to: DRM/SBC drmsbc

Сору То.

•

Marking Date: 🛗 25/09/2019

			Marked	for Action :	Actio	n by Contract Signing Authority(CSA)
#	Correspondence No	Correspondence Date	Agreement No	LOA No	Address To	Сору То
1	SWR/SBC/Civil/2019/0012/CD-0003	25/09/2019	SWR/SBC/Civil/2019/0012	00844910002657	Sr. DEN (Co)/SBC (sdencsbc)	ADEN 2/SBC (aden2sbc),ADEN 3/SBC (aden3st
€						÷

C Re	lease of PG/SD > Outbox						
Sr.No.	Correspondence No.	Agreement No.	Loa No.	Sent To	Sent Date	Currently With	Action
1	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	ADEN1/SBC (aden1sbc)	23/09/2019 06:30:57	Sr. DEN (Co)/SBC (sdencsbc)	
2	SWR/SBC/Civil/2019/0012/CD-0003	SWR/SBC/Civil/2019/0012	00844910002657	ADEN1/SBC (aden1sbc)	25/09/2019 02:49:53	DRM/SBC (drmsbc)	
3	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	OS/Works 1 (osworks1sbc)	23/09/2019 06:32:41	Sr. DEN (Co)/SBC (sdencsbc)	
4	SWR/SBC/Civil/2019/0012/CD-0003	SWR/SBC/Civil/2019/0012	00844910002657	OS/Works 1 (osworks1sbc)	25/09/2019 03:07:31	DRM/SBC (drmsbc)	
5	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	DRM/SBC (drmsbc)	23/09/2019 06:33:24	Sr. DEN (Co)/SBC (sdencsbc)	\sim
6	SWR/SBC/Civil/2019/0012/CD-0003	SWR/SBC/Civil/2019/0012	00844910002657	DRM/SBC (drmsbc)	25/09/2019 03:10:31	DRM/SBC (drmsbc)	()
7	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	srdfmsbc (sdfmsbc)	23/09/2019 06:36:04	Sr. DEN (Co)/SBC (sdencsbc)	\smile



1.8. Action by Contract Signing Authority Screen

	ecora Founa.				
Re	elease of PG/SD				
#	LOA NO.	Correspondence No	Correspondence From	Correspondence Type	
1	01514270003186	SWR/SBC/Civil/2019/0002/CD-0003	ARAVI@RIKKONLUBE.COM	Release of PG	ľ
_					_

Upon clicking the button *CSA* can view the received "Release of PG/SD" as below:

田 Action by Contract Signing Authority(CSA)							
Search LOA/Contract:	01514270003186 Q						
• Agreement Details	Agreement Details						
Bill Details							
• Contractor's Application for	O Contractor's Application for Release of PG						
• Comments							
Action:	-Select Oplion-						
Remarks if any:	-Select Option- Proposal is in-order. Release of PG is approved. Proposal not found in order. Being returned for compliance as per remarks given below. Being forwarded for Examination.						
Send To:							
Save Send							

Select the "Action" and mention Remarks, if any and then send to the "Release of PG/SD" to Engineer after Approval or CSA Office for Examintion or return to Engineer if any corrections needed.



File Marked Successfully Release of PG/SD Marked to: OS/Works 2 osworks2sbc Marking Date: 25/09/2019 Сору То. Marked for Action : Examination by office of Contract Signing Authority(CSA) ✓ Forwarded Successfully...! # Correspondence No Correspondence Date Agreement No LUA NO Address 10 сору То 1 SWR/SBC/Civil/2019/0012/CD-0003 00844910002657 Sr. DEN (Co)/SBC (sdencsbc) ADEN 2/SBC (aden2sbc),ADEN 3/SBC (aden3sbc) 25/09/2019 SWR/SBC/Civil/2019/0012

If User wants to pull back the sent Release of PG (before any action could be taken by receiver), then choose the Outbox option from the Release of PG/SD menu. Pull back screen as:

🖉 Rele	ease of PG/SD > Outbox						
Sr.No.	Correspondence No.	Agreement No.	Loa No.	Sent To	Sent Date	Currently With	Action
1	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	OS/Works 2 (osworks2sbc)	23/09/2019 06:34:08	Sr. DEN (Co)/SBC (sdencsbc)	\wedge
2	SWR/SBC/Civil/2019/0012/CD-0003	SWR/SBC/Civil/2019/0012	00844910002657	OS/Works 2 (osworks2sbc)	25/09/2019 03:13:30	OS/Works 2 (osworks2sbc)	(0)
3	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	Sr. DEN (Co)/SBC (sdencsbc)	23/09/2019 06:34:52	Sr. DEN (Co)/SBC (sdencsbc)	$\mathbf{\nabla}$

After sending, a Marking screen will appear as:



1.9. Examination by Contract Signing Authority Office Screen

	ecord Found.				
Re	lease of ru/SD				
#	LOA NO.	Correspondence No	Correspondence From	Correspondence Type	
	04544070000400	SWR/SBC/Civil/2019/0002/CD-0003	ARAVI@RIKKONLUBE.COM	Release of PG	G
1	01514270003186				
		SWR/SBC/Civil/2019/0002/CD-0003	ARAVI@RIKKONLUBE.COM	Release of PG	

Upon clicking the button *OS/Works* can view the received "Release of PG/SD" as below:

III Examination by Contract Signing Authority(CSA) Office						
Search LOA/Contract:	01514270003186 Q					
• Agreement Details						
Bill Details						
• Contractor's Application for Release	• Contractor's Application for Release of PG					
Comments						
Action: -Select C	Option-					
Remarks if any: Examine Examine	d & proposal is in order. Being forwarded for approval. d & proposal not found in order. May be returned for compliance as per remarks given below.					
Send To:						
Save Send						

Select the "Action" and mention Remarks, if any and then send to the "Release of PG/SD" to CSA.

After sending, a Marking screen will appear as:



🖉 Re	lease of PG/SD > Outbox						
Sr.No.	Correspondence No.	Agreement No.	Loa No.	Sent To	Sent Date	Currently With	Action
1	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	ADEN1/SBC (aden1sbc)	23/09/2019 06:30:57	Sr. DEN (Co)/SBC (sdencsbc)	
2	SWR/SBC/Civil/2019/0012/CD-0003	SWR/SBC/Civil/2019/0012	00844910002657	ADEN1/SBC (aden1sbc)	25/09/2019 02:49:53	DRM/SBC (drmsbc)	
3	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	OS/Works 1 (osworks1sbc)	23/09/2019 06:32:41	Sr. DEN (Co)/SBC (sdencsbc)	
4	SWR/SBC/Civil/2019/0012/CD-0003	SWR/SBC/Civil/2019/0012	00844910002657	OS/Works 1 (osworks1sbc)	25/09/2019 03:07:31	DRM/SBC (drmsbc)	
5	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	DRM/SBC (drmsbc)	23/09/2019 06:33:24	Sr. DEN (Co)/SBC (sdencsbc)	\sim
6	SWR/SBC/Civil/2019/0012/CD-0003	SWR/SBC/Civil/2019/0012	00844910002657	DRM/SBC (drmsbc)	25/09/2019 03:10:31	DRM/SBC (drmsbc)	()
7	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	srdfmsbc (sdfmsbc)	23/09/2019 06:36:04	Sr. DEN (Co)/SBC (sdencsbc)	\sim

1.10. Action by Contract Signing Authority Screen

Re	elease of PG/SD			
#	LOA NO.	Correspondence No	Correspondence From	Correspondence Type
1	01514270003186	SWR/SBC/Civil/2019/0002/CD-0003	ARAVI@RIKKONLUBE.COM	Release of PG
-				



Upon clicking the button *CSA* can view the received "Release of PG/SD" as below:

田 Action by Contract Signing Authority(CSA)					
Search LOA/Contract:	01514270003186 Q				
• Agreement Details					
Bill Details					
• Contractor's Application for F	Release of PG				
 Comments 					
Action:	Select Option-				
Remarks if any:	Select Option- Proposal is in-order. Release of PG is approved. Proposal not found in order. Being returned for compliance as per remarks given below. Being forwarded for Examination.				
Send To:					
Save Send					

Select the "Action" and mention Remarks, if any and then send to the "Release of PG/SD" to Engineer after Approval or return to Engineer if any corrections needed.

After sending, a Marking screen will appear as:



File Marked Successfully			y Release Sr. DEN sdencsbo	of PG/SD Marke (Co)/SBC	ed to:	
Col	ру То.		Marking	Date: ∰ 25/09/2	019 In the Annual Contract of	nee for Release of PG By Engineer
#	Correspondence No	Correspondence Date	Agreement No	LOA No	Address To	Сору То
1	SWR/SBC/Civil/2019/0012/CD-0003	25/09/2019	SWR/SBC/Civil/2019/0012	00844910002657	Sr. DEN (Co)/SBC (sdencsbc)	ADEN 2/SBC (aden2sbc),ADEN 3/SBC (aden3st

Release of PG/SD > Outbox									
Sr.No.	Correspondence No.	Agreement No.	Loa No.	Sent To	Sent Date	Currently With	Action		
1	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	OS/Works 2 (osworks2sbc)	23/09/2019 06:34:08	Sr. DEN (Co)/SBC (sdencsbc)			
2	SWR/SBC/Civil/2019/0012/CD-0003	SWR/SBC/Civil/2019/0012	00844910002657	OS/Works 2 (osworks2sbc)	25/09/2019 03:13:30	Sr. DEN (Co)/SBC (sdencsbc)			
3	SWR/SBC/Civil/2019/0012/CD-0003	SWR/SBC/Civil/2019/0012	00844910002657	Sr. DEN (Co)/SBC (sdencsbc)	25/09/2019 03:19:46	Sr. DEN (Co)/SBC (sdencsbc)	0		
4	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	Sr. DEN (Co)/SBC (sdencsbc)	23/09/2019 06:34:52	Sr. DEN (Co)/SBC (sdencsbc)			



1.11. Forwarding to Associate Finance for Release of PG/SD by Engineer Screen

Found.				
of PG/SD				
LOA NO.	Correspondence No	Correspondence From	Correspondence Type	
1730001046 S	WR/SBC/Civil/2019/0006/CD 0005	balusamichander@gmail.com	Release of PG	Ø
4270003186 S	WR/SBC/Civil/2019/0002/CD-0003	ARAVI@RIKKONLUBE.COM	Release of PG	ľ
1730001046 S	WR/SBC/CIVII/2019/0006/CD-0003	parusamicnanger@gmail.com	Release of PG	Ø
4270003186 S	WR/SBC/Civil/2019/0002/CD-0001	ARAVI@RIKKONLUBE.COM	Release of SD	Ø
king the but	ton 📧, Engineer can vie	w the received "Releas	e of PG/SD" as be	low
to Associate Financ	e for Release of PG/SD By Engineer			
	01514270003186	2		
ntract.				
anacı. Ent Details				
ent Details				
Found. king the but	ton <i>Engineer can vie</i> e for Release of PG/SD By Engineer	w the received "Releas	e of PG/SD" a	ıs be

Send To:
Save Forwarding to Associate Finance/Return

Mention Remarks, if any and then send to the "Release of PG/SD" to Associate Finance for Confirmation.

After sending, a Marking screen will appear as:

Remarks if any



File Marked Successfully		Relea srdfms sdfms	i se of PG/SD Marke sbc sbc	d to:		
Сору То.			Markii	ng Date: 🋗 25/09/20	019	
		Mark	ed for Action :		Release of PG by Associate Finance	
				✓ For	warded Successfully!	
#	Correspondence No	Correspondence Date	Agreement No	LUA NO	Address to	сору То
1	SWR/SBC/Civil/2019/0012/CD-0003	25/09/2019	SWR/SBC/Civil/2019/0012	00844910002657	Sr. DEN (Co)/SBC (sdencsbc)	ADEN 2/SBC (aden2sbc),ADEN 3/SBC (aden3sbc)

C Release of PG/SD > Outpox									
Sr.No.	Correspondence No.	Agreement No.	Loa No.	Sent To	Sent Date	Currently With	Action		
1	SWR/SBC/Civil/2019/0012/CD-0003	SWR/SBC/Civil/2019/0012	00844910002657	ADEN1/SBC (aden1sbc)	25/09/2019 02:49:53	srdfmsbc (sdfmsbc)			
2	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	ADEN1/SBC (aden1sbc)	23/09/2019 06:30:57	Sr. DEN (Co)/SBC (sdencsbc)			
3	SWR/SBC/Civil/2019/0012/CD-0003	SWR/SBC/Civil/2019/0012	00844910002657	OS/Works 1 (osworks1sbc)	25/09/2019 03:07:31	srdfmsbc (sdfmsbc)			
4	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	OS/Works 1 (osworks1sbc)	23/09/2019 06:32:41	Sr. DEN (Co)/SBC (sdencsbc)			
5	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	DRM/SBC (drmsbc)	23/09/2019 06:33:24	Sr. DEN (Co)/SBC (sdencsbc)			
6	SWR/SBC/Civil/2019/0012/CD-0003	SWR/SBC/Civil/2019/0012	00844910002657	DRM/SBC (drmsbc)	25/09/2019 03:10:31	srdfmsbc (sdfmsbc)	\sim		
7	SWR/SBC/Civil/2019/0012/CD-0003	SWR/SBC/Civil/2019/0012	00844910002657	srdfmsbc (sdfmsbc)	25/09/2019 03:22:18	srdfmsbc (sdfmsbc)	()		
8	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	srdfmsbc (sdfmsbc)	23/09/2019 06:36:04	Sr. DEN (Co)/SBC (sdencsbc)	\cup		

1.12. Release of PG/SD by Associate Finance Screen

Release of PG/SD										
#	LOA NO.	Correspondence No	Correspondence From	Correspondence Type						
<	01514270003186	SWR/SBC/Civil/2019/0002/CD-0003	ARAVI@RIKKONLUBE.COM	Release of PG						
2	01514270003186	SWR/SBC/Civil/2019/0002/CD-0002	ARAVI@RIKKONLUBE.COM	Release of PG						
3	00841730001046	SWR/SBC/Civil/2019/0006/CD-0002	balusamichander@gmail.com	Release of PG						

Non Schedule Items

Upon clicking the button ^{III}, Associate Finance can view the received "Release of PG/SD" as below:



☑ Release of PG/SD > Release of PG by Associate Finance

Search LOA/Contract:	00844910002657 Q Search								
O Agreement Details									
O Bill Details									
Contractor's Application for Release of PG									
O Comments									
Action:	-Select Option-								
Remarks if any:	-Select Option- PG has been released. PG can not be release. May be returned for compliance as per remarks given below. Examine, release if in order								
Send To:	-{Select-}								

Select the "Action" and mention Remarks, if any and then send to the "Release of PG/SD" to Engineer after Approval or CSA Office for Examintion or return to Engineer if any corrections needed.

After sending, a Marking screen will appear as:

File Marked Successfully			y Rel Sr. sde	Release of PG/SD Marked to: Sr. DEN (Co)/SBC sdencsbc				
Сору То.				king Date: ∰ 25/09/2	2019 Ied Successfully!			
#	Correspondence No	Correspondence Date	Agreement No	LOA No	Address To	Сору То		
1	SWR/SBC/Civil/2019/0012/CD-0003	25/09/2019	SWR/SBC/Civil/2019	/0012 00844910002657	Sr. DEN (Co)/SBC (sdencsbc)	ADEN 2/SBC (aden2sbc),ADEN 3/SBC (aden3st		
4								

C Release of PG/SD > Outbox										
Sr.No.	correspondence No.	Agreement No.	Loa No.	Sent To	Sent Date	Currently With	Antio	n		
1	SWR/SBC/Civil/2019/0012/CD-0003	SWR/SBC/Civil/2019/0012	00844910002657	Sr. DEN (Co)/SBC (sdencsbc)	25/09/2019 03:26:39	Sr. DEN (Co)/SBC (sdencsbc)	0			
2	SWR/SBC/Civil/2019/0012/CD-0002	SWR/SBC/Civil/2019/0012	00844910002657	Sr. DEN (Co)/SBC (sdencsbc)	23/09/2019 06:36:48	Sr. DEN (Co)/SBC (sdencsbc)	0			