Indian Railway Works Contract Management System (IR-WCMS)

Release of PG/SD Module

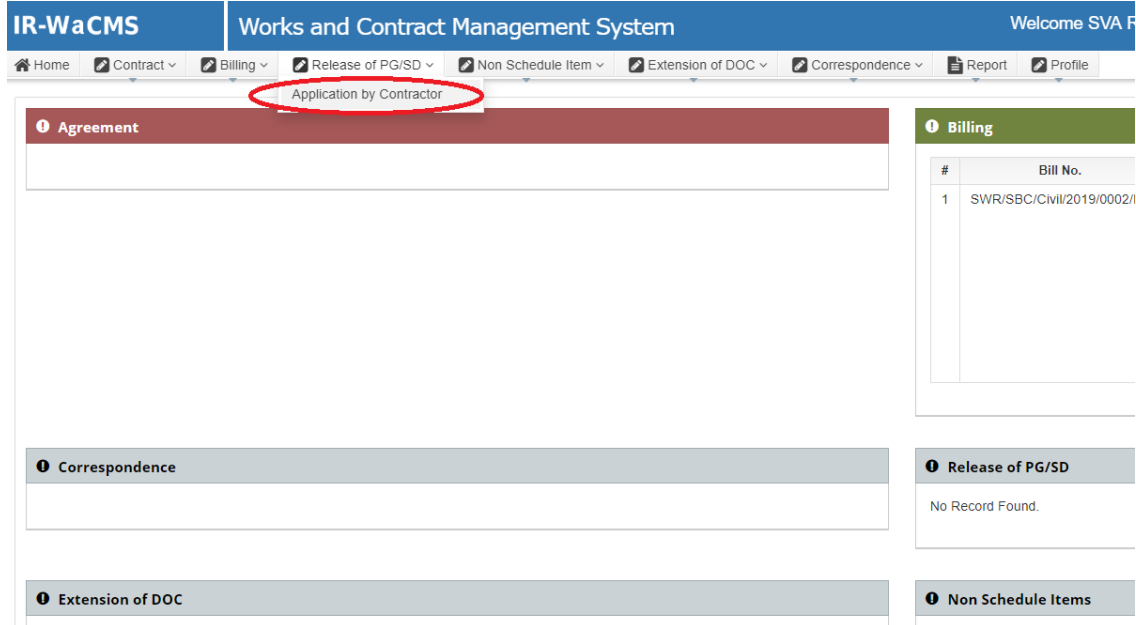Version 1.0

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:

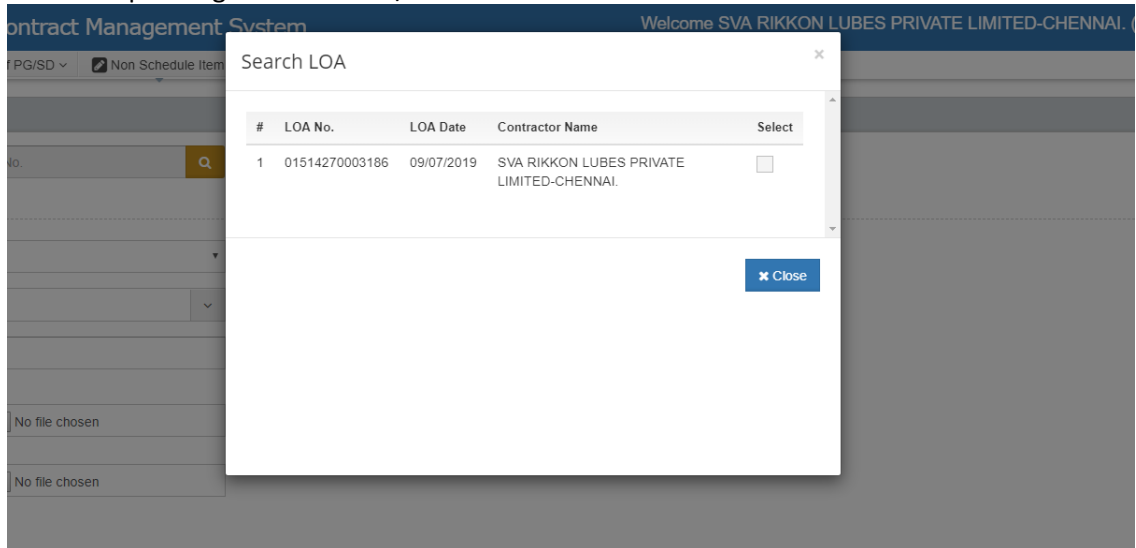## 1.1. Release of PG/SD Module Menu on Home Page of IRWCMS

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.

After selecting the LOA, the screen appears as below:

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.

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 Successfully

Release of PG/SD Marked to:
Sr. DEN (Co)/SBC
sdencsbc

Copy To.

Marking Date: 📅 25/09/2019

Marked for Action :   Forwarding of Application for Examination by Engineer

#	Correspondence No	Correspondence Date	Agreement No	LOA No	Address To	Copy To
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

❶ Inbox: Bill(s)

No Record Found.

❶ 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	🖉
2	01514270003186	SWR/SBC/Civil/2019/0002/CD-0003	ARAVI@RIKKONLUBE.COM	Release of PG	🖉
3	00841730001046	SWR/SBC/Civil/2019/0006/CD-0003	balusamichander@gmail.com	Release of PG	🖉
4	01514270003186	SWR/SBC/Civil/2019/0002/CD-0001	ARAVI@RIKKONLUBE.COM	Release of SD	🖉

❶ Contract Variation

No Record Found.

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

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:

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:

1.4.   Examination by Engineer's Representative Screen

Upon clicking the button [icon], AEN can view the received "Release of PG/SD" as 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:

✓ File Marked Successfully

Release of PG/SD Marked to:
Sr. DEN (Co)/SBC
sdencsbc

Copy To.

Marking Date: 📅 25/09/2019

Marked for Action :	Action By Engineer

#	Correspondence No	Correspondence Date	Agreement No	LOA No	Address To	Copy To
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 (aden3sb

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:

📝 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-0003	SWR/SBC/Civil/2019/0012	00844910002657	Sr. DEN (Co)/SBC (sdencsbc)	25/09/2019 03:02:08	Sr. DEN (Co)/SBC (sdencsbc)	↺
2	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

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

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:

✓ File Marked Successfully

Release of PG/SD Marked to:
OS/Works 1
osworks1sbc

Copy To.

Marking Date: 📅 25/09/2019

Marked for Action :   Examination by Engineer's Office

✓ Forwarded Successfully...!

#	Correspondence No	Correspondence Date	Agreement No	LOA No	Address To	Copy To
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 (aden3sb

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:

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	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)	
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)	
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

ℹ 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	✎

ℹ Non Schedule Items

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

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:

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:

1.7.   Action by Engineer Screen

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

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.

After sending, a Marking screen will appear as:

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:

1.8. Action by Contract Signing Authority Screen

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

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

Release of **PG/SD** Marked to:
OS/Works 2
osworks2sbc

Copy To.

Marking Date: 📅 25/09/2019

| Marked for Action : | Examination by office of Contract Signing Authority(CSA) |

✓ Forwarded Successfully...!

#	Correspondence No	Correspondence Date	Agreement No	LOA No	Address To	Copy To
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)

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:

☑ 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	OS/Works 2 (osworks2sbc)	↩
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)	

1.9.   Examination by Contract Signing Authority Office Screen

❶ Inbox: Agreement(s)

No Record Found.

❶ 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	✎

❶ Contract Variation

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

⊞ Examination by Contract Signing Authority(CSA) Office

Search LOA/Contract: 01514270003186   🔍

❶ Agreement Details

❶ Bill Details

❶ Contractor's Application for Release of PG

❶ Comments

Action: -Select Option-   ▾
                -Select Option-
Remarks if any: Examined & proposal is in order. Being forwarded for approval.
                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 CSA.

After sending, a Marking screen will appear as:

✓ File Marked Successfully

Release of PG/SD Marked to:
DRM/SBC
drmsbc

Copy To.

Marking Date: 📅 25/09/2019

| Marked for Action : | Action by Contract Signing Authority(CSA) |

#	Correspondence No	Correspondence Date	Agreement No	LOA No	Address To	Copy To
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 (aden3sb

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:

☑ 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	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)	
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)	

1.10. Action by Contract Signing Authority Screen

ⓘ **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**

Upon clicking the button ![button], CSA can view the received "Release of PG/SD" as below:

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

Release of PG/SD Marked to:
Sr. DEN (Co)/SBC
sdencsbc

Copy To.   Marking Date: 📅 25/09/2019

Marked for Action – Forwarding to Associate Finance for Release of PG By Engineer

✔ Forwarded Successfully...!

#	Correspondence No	Correspondence Date	Agreement No	LOA No	Address To	Copy To
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 (aden3sb

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:

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)	↺
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

❶ Inbox: Bill(s)
No Record Found.

❶ 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	☑
2	01514270003186	SWR/SBC/Civil/2019/0002/CD-0003	ARAVI@RIKKONLUBE.COM	Release of PG	☑
3	00841730001046	SWR/SBC/Civil/2019/0006/CD-0003	balusamichander@gmail.com	Release of PG	☑
4	01514270003186	SWR/SBC/Civil/2019/0002/CD-0001	ARAVI@RIKKONLUBE.COM	Release of SD	☑

❶ Contract Variation
No Record Found.

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

▦ Forwarding to Associate Finance for Release of PG/SD By Engineer

Search LOA/Contract: 01514270003186   🔍

➕ Agreement Details

➕ Bill Details

➕ Contractor's Application for Release of PG

➕ Comments

Remarks if any:

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:

✓ File Marked Successfully

Release of PG/SD Marked to:
srdfmsbc
sdfmsbc

Copy To.

Marking Date: 📅 25/09/2019

| Marked for Action : | Release of PG by Associate Finance |

✓ Forwarded Successfully...!

#	Correspondence No	Correspondence Date	Agreement No	LOA No	Address To	Copy To
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)

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:

✎ 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-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)	
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)	

1.12. Release of PG/SD by Associate Finance Screen

ⓘ 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	☑
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 ☑ , 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

⊕ Agreement Details

⊕ Bill Details

⊕ Contractor's Application for Release of PG

⊕ Comments

Action: -Select Option-

-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

Remarks if any:

Send To: -[-Select-]-

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.

After sending, a Marking screen will appear as:

✓ File Marked Successfully

Release of PG/SD Marked to:
Sr. DEN (Co)/SBC
sdencsbc

Copy To.   **Marking Date:** 📅 25/09/2019

Marked for Action

✓ Forwarded Successfully...!

#	Correspondence No	Correspondence Date	Agreement No	LOA No	Address To	Copy To
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 (aden3sb

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:

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-0003	SWR/SBC/Civil/2019/0012	00844910002657	Sr. DEN (Co)/SBC (sdencsbc)	25/09/2019 03:26:39	Sr. DEN (Co)/SBC (sdencsbc)	↩
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)	↩