WAM ij fcy cukus dh fof/k%&

1. WAM dh lkbZV http://164.100.153.99/WAM6 ij vkids foHkkx ds ;wt+j use o ikloMZ ls yksfxu djsaA
2. Allocation v/s Expenditure esa State Heads ij fDyd djds vkids foHkkx esa ctV miyC/krk irk djsaA
3. ftl fcy dks cukuk gS] mlls lEcfU/kr en esa ctV miyC/k gksus ij Capital Work Master vFkok Maintenance Work Master bl izdkj cuk;sa %&
* Add new Scheme / Group ij fDyd djsa

|  |
| --- |
| **O&M Scheme / Group** |
|

|  |  |
| --- | --- |
| Scheme/Group Name: |    |
| Budget Head: |   Only Budget heads, which have allotments will be shown |
|     |

 |

ctV en dk p;u djsa rFkk xzqi@Ldhe dk uke vafdr djsaA

1. Home ij fDyd djsaA Capital Work Master vFkok Maintenance Work Master esa ls vkius tks Hkh ekLVj cuk;k gS] ml ij fDyd djsa] Work Master cuk;saA

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| --- |
| **Work Master** |
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|  |
| Work Name |    |
| Job Number |  |
| Exp upto Last Fin year |   (In Rupees)(Note: Expenditure is not in Lacs, This figure will be used for prepration of form 61 and A&F Caping) |
|     |

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1. Master🡪Capital/Maintenance Master ij fDyd djus ij **Scheme/Group Name**  ds dkWye esa fuEukuqlkj nks gkbZijfyad ¼ 1-Edit Name/Head 2-[Add/Edit Works](http://164.100.153.7/wam5/Division/mstWorks.aspx?SchId=1342) ½fn[kkbZ nsaxs%&

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  3 | **Test 1**Edit Name/Head[Add/Edit Works](http://164.100.153.7/wam5/Division/mstWorks.aspx?SchId=1342) | 2215-01-101-07-00-21-V-N |

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[Add/Edit Works](http://164.100.153.7/wam5/Division/mstWorks.aspx?SchId=1342) ij fDyd djus ij Add New Works ds uke ls LØhu izdV gksxk]

Add New Works dks fDyd djsa] ftlesa fuEukuqlkj tkudkjh pkgh tk,xh%&

|  |
| --- |
| **Work Master**  |
|

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|  |
| Work Name  | \*\* |
| Job Number  | \* |
| Exp upto Last Fin year  | \*\*(In Rupees)(Note: Expenditure is not in Lacs, This figure will be used for prepration of form 61 and A&F Caping) |

 |

1. mDr dkWyeksa esa pkgh xbZ tkudkjh QhM dj lso djsa] lso djrs gh fuEu izdkj dk LØhu izdV gksxk%&

|  |  |  |  |
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| --- | --- | --- |
| O&M Works under Scheme/Group: [2216-05-053-01-05-21-V-N] |   |  |

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| --- | --- | --- | --- | --- | --- |
| **Sno** | **Work Name** | **A&F Details** | **A&F Cost** | **Exp up to Last Fin Year** | **Job Number** |
| 1 | **Test-1** | **Add A&F Detail** | **0.00** | 0.00 | 525/01.04.2015 |

 |

Add A&F Detail ij fDyd djsa] fuEu izdkj dh tkudkjh pkgh tk,xh%&

|  |
| --- |
| **Administrative & Financial Sanction for Work: Test-1 (Last A&F Amount will be apply for expenditure caping)** |
|

|  |
| --- |
|  |
| Sanction No. |   |
| Sanction Date |  (dd/mm/yyyy)  |
| Total Amount (in Rs) |    (Combined Amount for all divisions under budget head selected) |
| Amount (in Rs) |    (Enter Amount pertaining to your division under budget head selected) |
| Expenditure Already Incurred | 0.00 |
| **Uplaod Latest A&F Documents**(optional) |  |
|      |

 |

lHkh ekaxh xbZ tkudkjh Hkj dj lso cVu ij fDyd djsaA

1. gkse cVu ij fDyd djsa rFkk Vendor Master ds fuEu ikWi&vi LØhu ij tkudkjh QhM djsa%&

|  |
| --- |
| **Contractor Master** |
| Name: |    |
| Contractor Type: |              | Validity: |    (dd/mm/yyyy) |
| Mobile No: |    | Address: |   |
| PAN Number: |   | VAT/TAN Number: |  |
| Bank's MICR Code: |  | Bank's IFSC Code: |     |
| Bank Account No.: |  10-24 Digit Long | Remark: |  |
|    |

uksV%& Bank's IFSC Code dks lgh lgh Mkysa rFkk Confirm Bank Data in Paymanger ij fDyd dj tkap djsa fd okafNr cSad 'kk[kk bZ-lh-,l- gsrq miyC/k gS vFkok ugha] ;fn miyC/k ugha gks rks lEcfU/kr dks"kkf/kdkjh dks i= fy[k dj vFkok mudks bZ&esy dj cSad 'kk[kk tqM+ok;saA

1. tks fcy cukuk gS] mlls lEcfU/kr Work order master Hkjsa%&

|  |
| --- |
| **Works Orders Master** |
|

|  |
| --- |
|  |
| Vendor Type |       Contractor |
| Vendor | ABC AND CO |
| **Work Order No.** |    |
| **Work Order Date** |  (dd/mm/yyyy)  |
| **Work Order Name** |    |
| **Agreement No.** |  (as Number/Fin-Year eg. 150/2015-16)   |
| **Work Order Amount** |    (In Rs, will be used as capping in expenditures in the s/w) |
| **Excess/Extra Amount** |   (In Rs, will be used as capping in expenditures in the s/w) |
| **Remarks: (if Original work amount revised)** |   |
| **Commencement Date:** |  (dd/mm/yyyy)  |
| **Stipulated Completion Date:** |  (dd/mm/yyyy)  |
| **Actual Completion Date:** |  |
|  Combined Technical Sanction Detail (Including all Works for this Work Order)

|  |  |
| --- | --- |
| Sanction No(s) & Date(s) | Combined Amount (in Rs) |
|  |   |

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1. **Work Order Master esa Linked Works (Click to Add/modify works under this work order)** ij fn[kk;s x;s fyad ij fDyd dj fuEu fMVsy QhM djsa %&

|  |
| --- |
| **Works Linked with Work Order: 7525/01.04.2015 for Vendor: ABC AND CO** |
| **Work Type:** |      |
| **Group/Scheme:** |  |
| **Select Work:** |  |
| **Advance Amount To Be Adjusted :** |    (Remaining Advance to be adjusted, out of total advance given under this work) |
| **Exp Booked Upto Last FinYear :** |    (Total Booked Amount under this work including advance amount) |
|      |
|  |

1. vkids fMfot+u ls lEcfU/kr lHkh izdkj ds cSysUl Mkysa rFkk mls Qzht djsa] cSysUl lgh Mkysa] xyr cSysUl Mky dj Qzht djus ls mudk lq/kkj laHko ugha gksxkA ;fn vki }kjk cSysUlst+ ugha Mkys x;s rks fcy fuekZ.k ugha gksxk] vr% ;g dk;Z lko/kkuh ls djsa] ¼MSeks lkbZV ij dkYifud cSysUl Mkyk tk ldrk gS½A
2. fcy cukus gsrq home cVu ij fDyd djsa] gjs jax ds dkWye esa fy[ks show account ij fDyd djsaA Add new voucher🡪Preapare Treasury Bills🡪 Contractor/ Supplier bills (Work orders payment) ij fDyd djsa] fuEu izdkj ls izdV gq, LØhu ij okafNr tkudkfj;ka QhM djsaA

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| **Contractor/Supplier Bills (Work-Orders Payment)** |
| **WAM Transaction No:** |  Last WAM Transaction No: 259 in Jul 2014 | **Transaction Date:** |  **/06/2015** |
| **Vendor Type:** |          | **Vendor Name:** |    |
| **Bill Type:** |            Completion Date: | **Bill Receipt Date:** |  **(dd/mm/yyyy)** |
| **SubDivision:** |    | **Bill No & Date (RPFA 78):** |   **(dd/mm/yyyy)** |
| **Work Order:** |    | **Debit Head:** |     |
|

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| --- | --- | --- | --- |
| **Total Work Order Amount:** | **Upto Expenditure:** | **Remaining Amount:** | **Current Bill Amount:** |

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| --- | --- |
| **Select Work to be debited:** |                                       |
| **Net Debit Amount (In Rs):** | Available Amt in Head: Available Amount in A&F: |  |  |

 |
| **Voucher**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sno** | **Head** | **Description** | **Debit** | **Credit** | **Option** |
| **Total:** | **0** | **0** |   |

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1. Åij fn[kk;s x;s LØhu ds uhps okys Hkkx esa MsfcV gSM ds rgr odZ ls lECfU/kr MsfcV en dk p;u djsa] MsfcV dh tkus okyh jkf'k dks mlds dkWye esa vafdr dj ,M odZ ds cVu ij fDyd djsaA ;fn fcy esa ls fdlh en ;Fkk bud VSDl] oSV] lhD;wfjVh jkf'k vkfn esa dksbZ jkf'k ØsfMV dh tkuh gks rks ØsfMV gSM~l ij fDyd djsa o en rFkk jkf'k vafdr djsaA tc lHkh ØsfMV dh tkus okyh jkf'k;ka vafdr gks tkosa rks isesaV Fkzw Vªstjh dk p;u djsa] vki ik,axs fd MsfcV o ØsfMV dh tkus okyh jkf'k dk varj Lor% iznf'kZr gks tkrk gS] bls ,M djsaA fcy dh tkap vkids ikl miyC/k fcy dh gkMZ dkWih ls djsa ;fn fcy lgh cuk gS rks lcfeV okÅpj ij fDyd djsaA
2. gkse cVu ij fDyd djsa] Treasury Processing🡪Verification and Forwarding ij fDyd djsaA

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| **A/c for the Month: Jun, 2015** | **Active Users:2 , Auto Logout after 17:52 Minutes** | **Logged in by: bdt.4222**[**Manual**](http://164.100.153.7/wam5/Division/help/help.htm)[**Logout**](http://164.100.153.7/wam5/Logout.aspx?ValidSession=0.0671353238016066) |
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| --- | --- |
| Master | Expand Master |

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| Options | Expand Options |

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| Allocations v/s Expenditures | Expand Allocations v/s Expenditures |

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| --- | --- |
| Treasury Processings | Expand Treasury Processings |

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| Add New Voucher | Expand Add New Voucher |

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| Reports | Expand Reports |

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| **SNo** | **Date** | **Voucher Number** | **Physical Progress** | **Bill Amount** | **Vendor Involved** |  |
| 1 | 14/06/2015 | [V No: 260](http://164.100.153.7/wam5/Division/verification_forwarding.aspx) | [View](http://164.100.153.7/wam5/Division/verification_forwarding.aspx) | 25000.00 | ABC AND CO | Forward Vendor Payment Bill to Pay Manager |

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Forward Vendor Payment Bill to Pay Manager ij fDyd djsa] vkidk fcy is&eSustj ij QkWjoMZ gks tk,xkA

1. Treasury Processing🡪 Forwarded Bills ij fDyd djsa] fuEu izdkj dk LØhu izdV gksxk%&

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SNo** | **Reference No.** | **Bill Date** | **Bill Number** | **Bill Type** | **Budget Head** | **Gross Amount** | **Net Amount** | **Vendor Name** |
| 1 | 149 | 14/06/2015 | [10001](http://164.100.153.7/wam5/Division/forwardedbills.aspx) | Vendor Payment Bill | 2216-05-053-01-05-21-V-N | 25000 | 19225 | ABC AND CO |

vkids }kjk QkWjoMsZM fcy ds jsQjsUl uEcj dks uksV djsaA

1. is&eSustj ij fcy cukus gsrq is&eSustj dh lkbZV http://paymanager.raj.nic.in ij vkids foHkkx dks iwoZ esa vkcafVr ;wt+j use ls rFkk ikloMZ ls yksfxu djsaA
2. vki }kjk vc rd is eSustj ls dsoy flfoy ds fcy cuk, x;s Fks] odZ~l fcyksa dk fuekZ.k is&eSustj ls vc rd ugha gksus ds dkj.k vkids yksfxu esa odZ~l ls lEcfU/kr ctV en dk ekLVj ugha gksxk vr% lcls igys ctV en dk ekLVj cuk;saA
3. fcy uEcj nssrs le; fcy VkbZi esa WAM BILL dk p;u djsaA od~Zl ds fcyksa ds fcy uEcj 10001 ls izkjEHk gksaxs rkfd flfoy ds fcy uEcj o od~Zl fcy uEcj ,d gksus ls MqIyhdsV fcy uEcj dh leL;k uk gksA
4. Other Bill vkWI'ku ds rgr WAM BILL dk p;u WAM }kjk fn, x;s jsQjsUl uEcj dks dj Mkyrs gq, fcy cuk;saA
5. fcy dks Mh-Mh-vks- QkWjoMZ o Vªst+jh QkjoMZ djsaA
6. Vªst+jh dks fHktok;s tkus okys fcy ij rhu fjiksVZ ¼1- fcy dk vkÅVj] 2-fcy dk buj o 3- fcy ls dh xbZ dVkSfr;ksa dh f'kM~;wy½ vko';d :i ls layXu dh tkuh gS] bu fjiksV~Zl dk fizaV Report🡪WAM Report🡪WAM inner, WAM Outer, WAM sechdule dk p;u dj fy;k tk ldrk gSA

**fo'ks"k% jsfeVsal en 8782 dks 1 vizsy 2016 ls dke esa ugha fy;k tkuk gSA**