e-Measurement Book

Developed by: Tech Mahindra Ltd
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1 Module Description

Measurement Book is a measure of work done of contracts. The measurement book maintains the accounts of work. The Measurement Book is a most important record. It is the basis of all accounts of quantities of work done and it must contain such a complete record of facts as to be conclusive evidence in court of law. All payments against the work done or material/equipment purchased are maintained in this system.

The following statements are prepared in e-MB:

- Abstract details of Measurement
- Abstract details of Cost – Running Bill / First & Final Bill / Supplementary Bill including all deductions and recovery.
- Material Consumption Statement
- Advance Payments Details

The above process now can be done using the eMB module in EIMS.

2 Basic Definitions

- **Contract**: An agreement with specific term between two or more persons or entities in which there is a promise to do something in return for a valuable benefit known as consideration.

- **Measurement Book**: Measurement Book is record book in which transaction details of work done of contract is maintained. All the measurement books belonging to division.

- **Advances**: Release of intermediate payments are regarded as advances. The types of advances include: Secured Advance, Machinery Advance and Mobilization Advance. The recovery of advances is made in suitable installments commencing from 2nd running bill or after 10% of work is completed, whichever is earlier. The entire amount is however recovered before 80% work is completed.

- **Basic Escalation Details**: The price escalations/variations during the course of the contract execution are adjusted using a reference index for price adjustments and ensuing payments to the contractor work.

- **Rate Quote**: Rate quote is the process of applying contractor’s rate on G-Schedule item.

- **Security Deposits**: The Security Deposit is amount taken for the due performance of the contract under the terms and conditions of tender documents.

**Types of Bill in e-MB:**

- **Advance Bill**: The first bill of the contract to be paid is considered as the advance bill. EE has privileges to pay an advance bill.
• **Running Bill**: Regular bills against work done are considered as running bill. For payment of such bills first the contractor has to submit the measurements of contract work to SDO for verification, after verification SDO forward the bills to EE for final approval and then make payments for work.

• **Supplementary Bill**: The withheld amounts in a contract are released as supplementary bill. EE has privileges to pay a supplementary bill.

• **Negative Quantity Bill**: This is a facility to discard a wrongly approved quantity in a previous bill. Or a practice to adjust wrong calculations or corrections /deductions to the erroneous bills. The privileges for raising this bill are with SDO and EE.

• **Final Bill**: This is a bill towards full and final payment/settlement for work completed by a contractor. EE has the privileges to submit the running bill as a Final Bill.

• **Contractor Ledger**: A contractor ledger is a contractor’s account which contains details of payments, deductions and recovery for contracts undertaken by him and maintained at the divisional office. The periodic records of contractors work are sent to the competent authority and are audited.
3 Process Diagram

E-Measurement Book Process

As can be seen above the module is about:

a) Contract registered in Contract Monitoring module are listed in e-Measurement Book also.
b) EE is authorized to add G-Schedule items for a contract.
c) After adding G-Schedule items EE has to rate quote.
d) EE is authorized to pay first bill as an advance payment bill.

4 Module Features

The key features of the modules are listed below:

4.1 Security Feature

The module has login based permissions and access. It means one user can’t access or remove/update the information created by EIMS user. Also some of the screens or facilities in the modules are extended as per the roles.
4.2 Master Data

The Master data is the key or basic information that needs to be entered into EIMS, the information may include deductions on bill like deduction in amount / factor. The following master is used in e-Measurement Book module:

- **Deduction Master:** It defines deductions applied on bills either in amount (in Rs) or in factor (%) over the bill amount i.e. Income Tax, Commercial Tax, Cost of Bill form etc.
- **Contractor Agency Master:** There is a provision to register contractors with their contact details and login details. Registration ID of contractors is used as their login ID for bill submission of contracts.

4.3 Search

EIMS gives search facilities for retrieval of data. On the search screen the user is required to enter key phrases to enable search. The various search screens available in e-Measurement Book modules are as follows:

- **Work Category:** There is facility in reports to search contract according to their work category (Major/Medium/Minor).
- **Contract Name:** There is facility in reports to search contract by the name of contract.
- **Scheme Name:** There is facility in reports to search contract by the name of scheme.
- **Contract Amount:** There is facility in reports to search the contract according to their contract amount as:
  - Below 5 Crores.
  - Above 5 Crores.
  - Above 10 Crores
  - Above 15 Crores.
  - Above 20 Crores.

4.4 Import/Export Utilities:

EIMS provides facilities for:

- Importing G-schedule items in correct excel format

**Note to the user:**

For Importing of data please ensure that the excel sheet in required format is used and the data is verified before upload. Wrong data or erroneous entries in the import excel sheet will cause the application to throw an error. In such a case, please ensure correctness of excel fields, excel format.

- Exporting bill and payment details of contract in pdf format.
4.5 Hindi/English Support

The module has provision to switch between Hindi and English. For data entry forms, the data entry is possible in English only. The form fields can toggle between Hindi and English.

4.6 Assign Contract to Sub Divisions(s)

This feature assigns a contract to multiple Sub Divisions. These are contract which have jurisdiction boundaries extending to one or multiple Sub Divisions.

4.7 View Contract Details.

This feature allows viewing contract and their billing status including payments and deductions.

4.8 Reporting Feature

These are customized reports and are available publicly (i.e. anybody can access it over internet). The module has the following public reports.

E-Measurement Book Reports – The module provides following reports

- **Master Report** – Master report generates office wise (Basin/Circle/Division) abstract of payments of contracts.
- **Status Report** - Report generates the contract details with billing and their payment status.
- **Contractor Ledger** - A contractor ledger is a contractor's account which contains details of payments, deductions and recovery for contracts undertaken by him and maintained at the divisional office.
- **Admin Report** - Report generates details of Advances, Withheld, Deductions, Extra item etc. for contracts in excel format.

**Note to the user:**

The reports can be downloaded in pdf/excel format for taking print outs or keeping office records.

5 Roles and Permissions

This module has role based access and permissions and the permissions for the screens are listed below for reference:

<table>
<thead>
<tr>
<th>Screen/Process Permission</th>
<th>Provisioned Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contractor Agency</td>
</tr>
<tr>
<td>Assign SDO, Sub Engineer</td>
<td>NA</td>
</tr>
<tr>
<td>Add Work Items</td>
<td>NA</td>
</tr>
</tbody>
</table>
e-Measurement Book

**6 How to Access e-Measurement Book Module**

6.1 From EIMS Home Page

EIMS के अंतर्गत e-Measurement Book Module Access करने के लिए निम्न steps का अनुसरण करें–

Address box में www.mpwr.gov.in type करें और Enter button दबाएं। (In the address bar type www.mpwr.gov.in then press enter button to visit Water Resources Department's Web Site).

निम्नानुसार Portal का home page open हो जाता है। (Following home page of portal will be open)
Portal के Home page पर EIMS Login के अंतर्गत e-Measurement Book option पर click करें तथा login window में लॉन इन आईडी और पासवर्ड डालें और "Login" button पर click करें। (Enter Login ID and Password then click on “Login” button.)

अवश्य

Portal के home page पर Latest Application के अंतर्गत e-Measurement Book option पर click करें निम्नलिखित screen open हो जाती है। Login ID एवं Password Enter करें एवं login button पर click करें।

(e-Measurement Book option)

सफलता पूर्वक लोगिन होने पर, home पेज नीचे दी गई स्क्रीन की तरह प्रदर्शित होता है। (Upon Successful Login, home page of module is displayed.)
6.2 Using a direct link

Click on this link to access module [https://eims1.mpwrd.gov.in/measurementbook/control/main](https://eims1.mpwrd.gov.in/measurementbook/control/main)

6.3 Role Based Screen Access

The roles in EIMS can be any of the following:

- Administrator role – for entering master data of a module.
- Data Entry role – for entry of basic form data of module.
- Supervisory role – for review/approval/rejection/modification of data.
- Decision making role – for view of report and taking decision accordingly.

The various screens as per role are listed in the sections below.

6.3.1 Module Administrator

The module Administrator has access to the following screens:

6.3.1.1 Screen: Import G-schedule items

<table>
<thead>
<tr>
<th>Role</th>
<th>Access Permission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>Create, Update, View</td>
</tr>
</tbody>
</table>

Click on ‘Item of Works’ to Import G-schedule item data through excel (xls, xlsx) file.
6.3.1.2 Screen: Register Contractor Details

<table>
<thead>
<tr>
<th>Role</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Permission</td>
<td>Create, Update, View</td>
</tr>
</tbody>
</table>

6.3.1.3 Screen: Status Report

<table>
<thead>
<tr>
<th>Role</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Permission</td>
<td>View, Print</td>
</tr>
</tbody>
</table>
6.3.1.4 Screen: Administrator Report

<table>
<thead>
<tr>
<th>Role</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Permission</td>
<td>View, Print</td>
</tr>
</tbody>
</table>

6.3.2 Data Entry User

The following screens are available in the e-Measurement Book module for making form based data entry:

6.3.2.1 Screen: Items of Work (Add G-schedule Items)

<table>
<thead>
<tr>
<th>Role</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Permission</td>
<td>Create, Edit, Remove</td>
</tr>
</tbody>
</table>
6.3.2.2 Screen: Basic Escalation

<table>
<thead>
<tr>
<th>Role</th>
<th>EE</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Permission</td>
<td>Create</td>
<td>Create, Edit, Remove</td>
</tr>
</tbody>
</table>

6.3.2.3 Screen: Add Rate Quote

<table>
<thead>
<tr>
<th>Role</th>
<th>EE</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Permission</td>
<td>Create</td>
<td>View, Edit, Remove</td>
</tr>
</tbody>
</table>
On Click “Submit’ see below screen.

### 6.3.2.4 Screen: Bill Submission and Approval

<table>
<thead>
<tr>
<th>Role</th>
<th>SDO</th>
<th>EE</th>
<th>Contractor</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Permission</td>
<td>Create, View</td>
<td>Create, View</td>
<td>Create, View</td>
<td>View, Remove</td>
</tr>
</tbody>
</table>
### Measurement Book

#### Ver 1.2 Enterprise Information Management System (EIMS) Training Manual

![Image of a software interface](https://example.com/image.png)

**Current View:**
- **Measurement Book Application:** Generate Bill
- **Selected Schema:** [details]
- **Name of Work:** Construction of Eastern Q
  - **Bill Details:**
    - **N. D. Reference No.:** 120099-10
    - **Bill Code:** BM
    - **Status:** [details]

**Components:**
- **Opening Bill Details:
  - **Unit:** [details]
  - **Rate:** [details]
  - **Unit Rate:** [details]
  - **Amount:** [details]

**List of Quantities Added:**
- **Item:** [details]
- **Rate:** [details]
- **Quantity:** [details]
- **Amount:** [details]

**Additional Details:**
- **Invoice No.:** [details]
- **Bill Code:** BM
- **Status:** [details]

---

**Note:**
- Ensure all data is accurately entered and reviewed for correctness.
- Regularly update and maintain all records for compliance and auditing purposes.
6.3.2.5 Screen: Bill Payment

<table>
<thead>
<tr>
<th>Role</th>
<th>EE</th>
<th>Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access Permission</td>
<td>Create, View</td>
<td>View, Update, Remove</td>
</tr>
</tbody>
</table>
6.3.2.6 Screen: Print Bill in PDF format

<table>
<thead>
<tr>
<th>Roles</th>
<th>SDO</th>
<th>EE</th>
<th>SE</th>
<th>CE</th>
<th>E-In-C</th>
<th>Administrator</th>
<th>Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access</td>
<td>View, Print</td>
<td>View, Print</td>
<td>View, Print</td>
<td>View, Print</td>
<td>View, Print</td>
<td>View, Print</td>
<td>View, Print</td>
</tr>
<tr>
<td>Permission</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6.3.3 Monitoring Officer (Login Role: SE, CE, E-In-C, Administrator)

Screens accessed by monitoring officers are as follows:

1. Reports
2. My Task List
6.3.4 Third Party/Agencies/special officers associated with WRD (Contractor Agency)

These permissions are extended to third parties/contractors/agencies/special officers associated with WRD and seek special permissions to access certain data.

Screen accessed by Contractors are as follows:

1. Bill Submission.
7 Case Study

7.1 Steps in E-Measurement Book

Following are the steps to capture in E-Measurement Book:

1. Add G-Schedule Item of Work
2. Add Rate Quote
3. Add Basic Escalation Details.
4. Define Deduction on contract work.
5. Bill Submission
6. Bill Approval
7. Bill Payment

7.1.1 Add G-Schedule Item of Work

Primary Role: Administrator /EE

Operations:

1. Login as Administrator/EE.
2. Click on ‘Lookup Contract’ button.
3. Click on Contract Name.
4. Click on 'Items of Work' tab.
5. Select Unit of Work.
6. Enter number for items to add for selected unit of work.
7. Enter all the required details for items in below screen and then click on ‘Save’ button.
7.1.2 Add Rate Quoted (Agreement Rate)

Primary Role: Administrator /EE

Operations:
1. Login as Administrator /EE.
2. Click on ‘Lookup Contract’ button.
3. Click on Contract Name.
4. Click on ‘Add Rate Quoted’ button.
5. Enter all the required details for quoting rate in below screen and then click on ‘Save’ button.

On click ‘Save’ button see below screen.
On click ‘Save’ button see below screen.

7.1.3 Add Basic Escalation Details.
Primary Role: Administrator /EE
Operations:
1. Login as Administrator/EE.
2. Click on ‘Lookup Contract’ button.
3. Click on Contract Name.
4. Click on Basic Escalation Details button.
5. Enter all the required details of base index of escalation in below screen and then click on ‘Save’ button.
### 7.1.4 Add Deductions on Bill.

**Primary Role:** Administrator / EE

**Operations:**
1. Login as Administrator / EE.
2. Click on ‘Deduction Master’ menu.
3. Click on ‘Create New’ button.
4. Enter all the required details for applying deduction on contracts in below screen and then click on ‘Save’ button.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Unit</th>
<th>Quantity</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Labour</td>
<td></td>
<td>50</td>
<td>2000.00</td>
</tr>
<tr>
<td>2</td>
<td>Equipment</td>
<td></td>
<td>10</td>
<td>3000.00</td>
</tr>
</tbody>
</table>

On click ‘Save’ button see below page.
Note: Please do not share your login and passwords with other users. Please update your passwords regularly.

On click ‘Save’ button see below screen.

Note: Follow the same steps to define other deduction (i.e. Commercial Tax, Cost of Bill Form, etc.) on contract work.

On click ‘Save’ button see below screen.
7.1.5 Bill Submission

Primary Role: Contractor Agency

Operations:
1. Login as Contractor Agency
2. Click on ‘Lookup Contract’ button.
3. Click on ‘Generate Bill’ button.
4. Click on ‘Add quantity’ button.
5. Enter all the required details for billing in below screen and then click on ‘Submit’ button.
6. Fill remarks and then click on ‘Submit Bill to department’ button.

After enter ‘Serial No. of this bill’ see below page.

On Click ‘Add Quantity’ of related item (To add executed Quantity of this running bill) see below

Note: Follow the above steps to add other executed items quantity for current running bill.
On Click 'Submit Bill to Department' see below page.

To see the bill status click on 'Contract Bill Status' tab
7.1.6 Bill Approval by SDO

Primary Role: SDO

Operations:

1. Login as SDO/EE/Administrator
2. Click on 'Lookup Contract' button.
3. Click on contract name.
4. Click on 'Generate Bill' tab.
5. Click on 'Add quantity' button.
6. Enter all the required details in below screen and then click on 'Submit' button.
7. Fill remarks and then click on 'Submit Bill to EE' button.

**Note:** Follow the above steps to add other executed items quantity for current running bill.

On Click ‘Add Quantity’ button of related item (To add executed Quantity of this running bill) see below screen.
7.1.7 Bill Approval by EE

Primary Role: EE

Operations:

1. Login as SDO/EE/Administrator
2. Click on ‘Lookup Contract’ button.
3. Click on contract name.
4. Click on ‘Generate Bill’ tab.
5. Click on ‘Add quantity’ button.
6. Enter all the required details in below screen and then click on ‘Submit’ button.
7. Fill remarks and then click on ‘Submit Bill’ button.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Name of work</th>
<th>Rate</th>
<th>Unit or Item Stage of work</th>
<th>Total Value</th>
<th>Total Value Inclusive Amount</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Excavation in all type of soil and stone (Implement soil and stone in desired size and using labor force)</td>
<td>44.00</td>
<td>1</td>
<td>10000.00</td>
<td>440000.00</td>
<td>Contractor Comments: Approved</td>
</tr>
<tr>
<td>2</td>
<td>Excavation in all type of soil and stone (Implement soil and stone in desired size and using labor force)</td>
<td>44.00</td>
<td>1</td>
<td>10000.00</td>
<td>440000.00</td>
<td>Contractor Comments: Approved</td>
</tr>
<tr>
<td>3</td>
<td>Excavation in all type of soil and stone (Implement soil and stone in desired size and using labor force)</td>
<td>44.00</td>
<td>1</td>
<td>10000.00</td>
<td>440000.00</td>
<td>Contractor Comments: Approved</td>
</tr>
</tbody>
</table>

TOTAL

*The following occurred:
Billing details saved successfully.*

On click ‘Submit’ button see below screen.
**Note:** Follow the above steps to add other executed items quantity for current running bill.

For approval of bill by EE MB file attachment is optional.

On Click ‘Add Quantity’ of related item (To add executed Quantity of this running bill) see below screen.
On Click ‘Submit Bill for Payment’ see below page.

To see the bill status click on ‘Contract Bill Status’ tab. The status with “Submitted” shows that the running bill is approved by Contractor, SDO and EE.

7.1.8 Bill Payment

Primary Role: EE
Operations:
1. Login as EE.
2. Click on ‘Lookup Contract’ button.
3. Click on contract name.
4. Click on ‘Apply Payment’ button on invoice summary details.
5. For adding Escalation Payment Details refer section 7.1.8.1 Specify Escalation Payment.
6. Enter all the required details for Escalation, withheld, advances and deductions regarding bill payment in below screen.
7. Fill remarks and then click on ‘Pass for Payment’ button.

On click ‘Apply Payment’ see below screen for pass order

Enter required information i.e. Deductions, Advances, Withheld etc. in below page.
On click ‘Pass for Payment’ see below screen for pass order
7.1.8.1 Specify Escalation Payment

Primary Role: EE
Operations:
1. Click on ‘Specify Escalation Payment’ button during Bill Payment (Pass Order) Page.
2. Enter all the required details for Escalation in below screen and then click on ‘Add to Bill’ button.

Enter all the required details for Escalation and click on ‘Save’ button.

After save escalation amount, click ‘Add to Payment’ to add escalation amount on bill.

7.1.9 Supplementary Bill: Release Withheld Amount

Primary Role: EE
Operations:
1. Login as EE.
2. Click on ‘Lookup Contract’ button.
3. Click on contract name.
4. Click on ‘Release withheld’ button on invoice summary details.
5. Enter all the required details in below screen and then click on ‘Release Withheld Amount’ button.
7.1.10 Print Bill

Primary Role: Contractor/SDO/EE/Administrator/Monitoring Officers.

Operations:
1. Login as Contractor/SDO/EE/Administrator/Monitoring Officers.
2. Click on 'Lookup Contract' button.
3. Click on contract name.
4. Click on 'Generate Bill' button.
5. Select Bill Number to print bill.

On select bill number see below Running Account Bill 'Form 26'
To generate pdf / print running bill click on ‘PDF’. The bill is display as below.
8 Report

Primary Role: Contractor/SDO/EE/Administrator/Monitoring Officers.

Operations:
1. Login as Contractor/SDO/EE/Administrator/Monitoring Officers.
2. Click on Main Menu -> Reports button.

Master Report: Display office wise report for abstract of payment of work.
**Contractor Detail Report:** Display contractor wise report with contracts details undertaken by him.

![Contractor Detail Report Image]

**Project Report:** Display contract details and their payment details.

![Project Report Image]

Note: Some Administrator level reports like status report, contractor ledger etc. is also available in e-Measurement book module which is visible only in Administrator’s login.
**Status Report:** Display overall status report of contract with payment status of each contract.

Number of Contracts: 69

<table>
<thead>
<tr>
<th>Sno.</th>
<th>Basin Name</th>
<th>Contract No.</th>
<th>Contract Name</th>
<th>Status</th>
<th>Last Bid Approval Date</th>
<th>Last Bid Approval Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
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**Note:** All reports can be Save / Print by click on ‘PDF’ button.

### 9 References

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<td>1</td>
<td>USR for work of Water Resources Department, Madhya Pradesh</td>
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<td>3</td>
<td>A Book on Central Public Works Accounts Code with Book of Forms</td>
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<td>A Compilation of Technical Circulars for Irrigation Works in Madhya Pradesh, B.R. Banga.</td>
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