

# URBAN DEVELOPMENT AND MUNICIPAL AFFAIRS DEPARTMENT GOWB



# USER MANUAL



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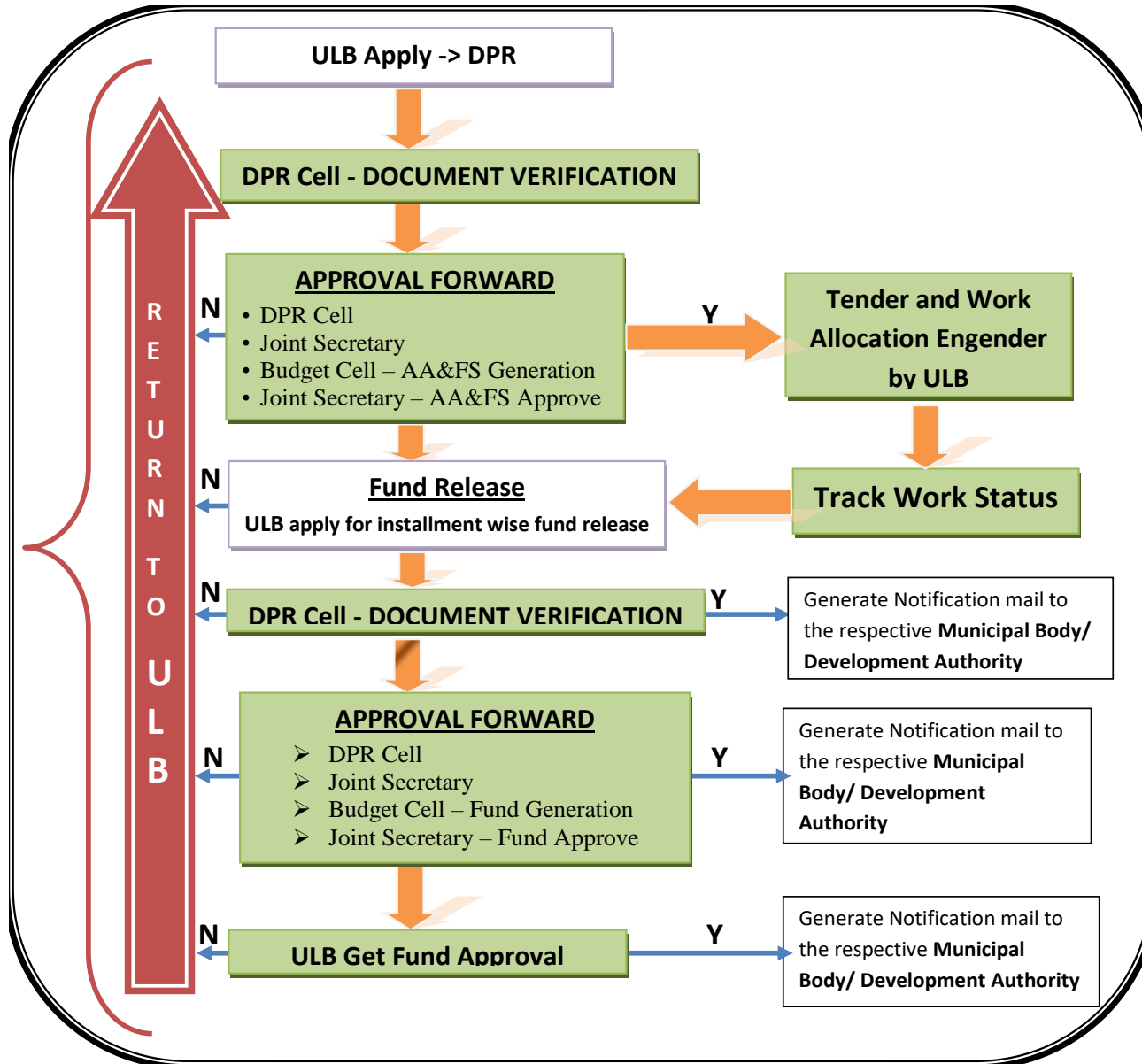
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# Flowchart

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# DPR Submission Process



## DPR Submission Process ULB Login

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- ❑ Go to the following Link: <http://wburbandservices.org>
- ❑ Select **ULB's Login** button as mention below.
- ❑ Select your **District** and **ULB** accordingly from the drop down list.
- ❑ Place **User name and Password** as shared by DPR and Click on the **Login** button.

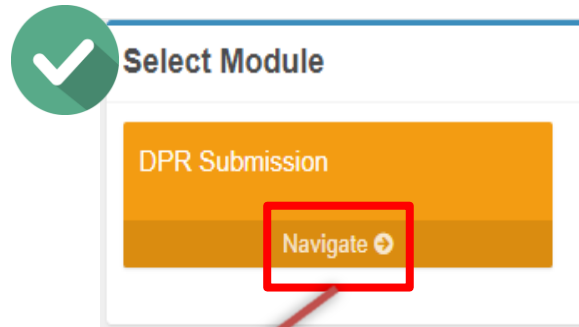
The diagram illustrates the process of navigating to the ULB Login page. On the left, a vertical menu contains three options: 'Administrative Login', 'ULB's Login', and 'Property Tax Online (Citizen Entry)'. A large blue arrow points from the 'ULB's Login' option to the right. On the right, a screenshot of the 'ULB's Login' form is shown. The form has a title bar 'ULB's Login' with a close button. Below the title bar, there are four input fields: 'District' (a dropdown menu with '--select--' selected), 'ULB' (a dropdown menu), 'User Name' (a text input field), and 'Password' (a text input field). At the bottom of the form, there is a blue 'Login' button. A red box highlights the 'Login' button, and a red arrow points to it with the text 'Click ->'.



# Comprehensive Checklist for DPR Submission

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- ❑ Click on the “**Navigate**” button.
- ❑ Select “**Apply DPR**” from “**DPR Submission**” tab.



Urban Development and Municipal Affairs Department, GoWB.

Home User **DPR Submission**

XXXXXXXX MUNICIPALITY  
Administrator XXXX | Logout

Apply DPR

Submitted ₹ 0.00 Approved ₹ 0.00 Returned ₹ 0.00 Released ₹ 0.00

Reports



## Basic Information About Project

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### ❑ Section for DPR submission form as follows:

- ❖ Basic Information about DPR
- ❖ Part -I
- ❖ Part –II
- ❖ Phasing of Expenditure
- ❖ Table Of Sub Projects

### ❖ Basic Information about DPR

Comprehensive Checklist for DPR Submission	
<b>Name of the municipal Body/ Development Authority</b> <input type="text" value="XXXXXXXX XXXXX MUNICIPALITY"/>	<b>Name of the Work</b> <input type="text"/>
<b>Implementig Agency</b> <input type="text"/>	<b>Estimated Cost</b> <input type="text" value="0"/>
<b>Scheme Type:</b> <input type="text" value="--select--"/> --select-- AMRUT Green City Housing For All (PMAY) State Fund	<b>Scheme Category:</b> <input type="text" value="--select--"/>



## Part-I

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❑ Please note Part- I has 22 deferent particulars which you suppose to verify and update accordingly.

### Part -I

Sl. No.	Particular	Yes/No	Page No.	Remarks
1	Has the DPR been prepared on the basis of detailed survey, investigation and engineering design?	No ▼		
2	Has a rationale for the project (along with brief cost benefit analysis) been prepared and included?	No ▼		
3	Have the estimates been prepared based on detailed drawings and using latest PWD and other Schedule of Rates (SOR)?	No ▼		
4	Are the site plans structural drawings and architectural drawings included in the DPR ?	No ▼		
5	Has the detailed measurement sheet incorporating L,B,H/D for each item annexed immediately following the abstract cost of the particular item in the DPR ?	No ▼		
6	Have the detailed drawings of the works to verify the quantity mentioned in the detaield measurements included in the DPR ?	No ▼		
7	Are separate drawings , plan & estimetes for electrical works provided in the DPR ?	No ▼		
8	Are separate drawings , plans , & estimetes for sanitary & plumbing provided in the DPR ?	No ▼		





## Part-I

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9	Are rate analysis provided in case of non - schedule items and copy of budgetary quotation included in the DPR ?	No ▼	<input type="checkbox"/>	<input type="text"/>
10	Have the scope and necessity for ancillary works like land filling ,approach roads, internal roads , boundary wall , fencing , tube wells , water storage, drainage , electric connection all thoroughly examined and all such necessary components included in the DPR	No ▼	<input type="checkbox"/>	<input type="text"/>
11	Are the issues of utility shifting ( shifting of electric poles , shifting of water pipe lines , road cutting , tree cutting etc.) that may arise during the execution of work have been thoroughly investigated and incorporated if necessary ?	No ▼	<input type="checkbox"/>	<input type="text"/>
12	If such utility shifting is involved ( please mention in remarks column ) , has the cost of such shifting works as quoted by concerned department been included in the DPR ?	No ▼	<input type="checkbox"/>	<input type="text"/>
13	Have the details of fire safety and estimate for firefighting equipment (wherever necessary ) been provided in the DPR ?	No ▼	<input type="checkbox"/>	<input type="text"/>
14	If soil testing is required , are the provisions for excavation of soil and cost estimates included in the DPR?	No ▼	<input type="checkbox"/>	<input type="text"/>



## Part-I

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15	Are the statutory clearances ( ground water permission ,fire NOC , tree cutting ) that are essential before or during the execution of the work included in the DPR ?	No ▼	<input type="checkbox"/>	<input type="text"/>
16	Have the scope and necessity for operation and maintenance been examined and such details included in the DPR as a separate item ( wherever applicable )?	No ▼	<input type="checkbox"/>	<input type="text"/>
17	Is the land proposed by the implementing agency sufficient and suitable for the proposed work/ project ? Is a sketch map of the land with land ownership details included ?	No ▼	<input type="checkbox"/>	<input type="text"/>
18	Is the proposed work /project technically feasible?	No ▼	<input type="checkbox"/>	<input type="text"/>
19	In case of works such as tube wells , CCTVs , electric poles , is the list of specific locations included in the DPR ?	No ▼	<input type="checkbox"/>	<input type="text"/>
20	Are the photographs of proposed sites attached with DPR ?	No ▼	<input type="checkbox"/>	<input type="text"/>
21	Total period for execution of the project from date of administrative approval?	No ▼	<input type="checkbox"/>	<input type="text"/>
22	Has a phasing of expenditure financial year wise (based on technical feasibility / capacity of ULB / DA capacity) been included in DPR ?	No ▼	<input type="checkbox"/>	<input type="text"/>



## Part-I

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### NOTE

1. Several schemes may not require some of the above mentioned documents. In such case, reasons for non-inclusion should be noted in the remarks column.
2. Sometimes it may not be possible to obtain statutory clearances/ NOCs from different departments before the sanction of project. In such case at least details about such clearances required, status of application process, dimensions/ volume of work, tentative cost involved etc. should be mentioned in DPR. Appropriate remarks should be made in the check list also.
3. Competent engineer could be from MED /KMDA / ULB / Development Authority / SLRDC or any other department like PWD , PHE etc .
4. Complete details of land on which project is proposed may be incorporated in the DPR . The details would include the mouza name with JL NO , plot numbers, khatian numbers and in case of purchased / gifted land, copy of registered deed.
5. If several schemes of similar type are there, ULB may club them together . e .g several projects of road construction or LED lights on several streets may be clubbed together if considered convenient however , once clubbed together , they are not be split for inviting tenders
6. Vetting power : Assistant Engineer - upto Rs 3 lakh; Executive Engineer - up to Rs 45 lakh ; Superintending Engineer - up to Rs. 2 crore ; Chief Engineer - more than Rs 2 crore in terms of vide G.O . No 158 / HA / N / Estt ( MED ) /2E-10 /2017 Dt. 7.6.2018

**Signature with Date & Seal**

**Designation:**

**Email:**

**Name of the Engineer**

**Contact number:**



## Part-II

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### Part -II

Sl. No.	Perticulars	Yes/No	Page No.	Remarks
1	Were the project(s)/sub project(s) not taken up from any other department/office?	No ▾		
2	Has the DPR been properly vetted by competent engineer ?	No ▾		
3	Has the Executive Summary of DPR been duly countersigned by Chairperson of Municipality?	No ▾		
4	Is the copy of resolution by Board of Councillors (BOC) approving the proposed work enclosed with DPR?	No ▾		
5	Is the declaration by Chairperson of Municipal Body/ Development Authority regarding compliance with e-tender procedure and submission of work completion certificate, utilization certificate duly countersigned by EO / FO in time (Annexure-A) enclosed?	No ▾		

### NOTE

I am satisfied that

- 1) The project has been recommended by the authority authorized to recommend it.
- 2) The information provided in part I of this check list are correct to the best of my knowledge.
- 3) The authorized officer who has prepared/scrutinized the DPR has taken due care while doing so.
- 4) Utilization Certificate and Project Completion Certificate would be submitted expeditiously.

Memo Date:

08/04/2019

Memo No:



## ❖ Phasing of Expenditure

➤ Click on the “**Add Year**” Button and put the “**Proposed Expenditure (Rs.)**” amount.

➤ Please note you can add more than one Proposed Expenditure.

### Phasing of Expenditure

Fin-Year:  Add-Year:

Fin-Year	Proposed Expenditure (Rs.)
2019-2020	<input type="text" value="enter amount in Rs."/>
Total Project Cost	0

## ❖ Table Of Sub Projects

Table Of Sub Projects

Serial No.	Name of Sub Project	Qty	Unit	Estimated Cost (Rs.)	File upload
1	<input type="text" value="Sub Project Na"/>	<input type="text" value="0"/>	--s ▾	<input type="text" value="Estimated Cost"/>	<input type="button" value="Choose File"/> No ...en
2	<input type="text" value="Sub Project Na"/>	<input type="text" value="0"/>	--s ▾	<input type="text" value="Estimated Cost"/>	<input type="button" value="Choose File"/> No ...en
3	<input type="text" value="Sub Project Na"/>	<input type="text" value="0"/>	--s ▾	<input type="text" value="Estimated Cost"/>	<input type="button" value="Choose File"/> No ...en
Total Project Cost					0

➤ Click on the “**Add Sub Project**” Button and put the **Name of Sub Project / Quantity / Unit / Estimated Cost** .

➤ To update the file click on the **Chose File** Button, select the proper file from the browser. (Please note you can add more than one Sub Projects.)

➤ Upload “**Upload Abstract page**”.

➤ **Upload Vetted Project Page with engineer signature.**

➤ You can click on the **Save As Draft** button if you have not filled up all information as required, either if you are confirm then click on the “**Submit**” button.

Upload Aabstract page:

 No file chosen

Upload Vetted Project Page with engineer signature:

 No file chosen



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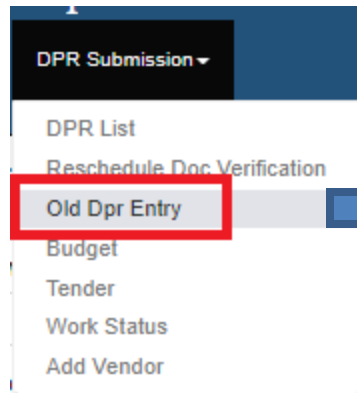
# ULB Old DPR Entry



# ULB Old DPR Entry

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- ❑ Go to “DPR Submission” Tab and Select “Old DPR Entry”
- ❑ Select and fill all fields as required and press “Submit” button.



### Old DPR Submission

Municipal/ Development Authority:*	Project No:*	Project Date:*	Dpr Verification Date:*
KURSEONG MUNICIPALITY ▼	<input type="text"/>	dd/mm/yyyy ✕	dd/mm/yyyy ✕
Dpr Approval Date:	Implementig Agency:	Estimated Cost:*	Approved Amount Cost:*
dd/mm/yyyy ✕	<input type="text"/>	0	0
Name of the Work:		Scheme Type:	Scheme Category:
<input type="text"/>		--select-- ▼	--select-- ▼
Name of the Engineer	Contact number:	Email:	Designation:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Memo Date:	Memo No:	DPR Submission Date:	Sanction Memo No:
dd/mm/yyyy ✕	<input type="text"/>	dd/mm/yyyy ✕	<input type="text"/>
UO No:	UO Date:	Account Head no:	
<input type="text"/>	dd/mm/yyyy ✕	Account Head	

### Phasing of Expenditure

Fin-Year: 2019-2020 Add-Year: +0 ▼ Add Year

Fin-Year	Proposed Expenditure (Rs.)

Has Sub Projects?

**Submit**



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# DPR Approval Process





## DPR Approval Process

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- ❑ Click on the “**Administrative Login**” button.
- ❑ Select “**Admin Type**” as “**UDMA**”.
- ❑ Put **User Name** and **Password**.
- ❑ Click on the “**Login**” Button.

Click on the  
following button

Administrative Login

ULB's Lo

Property Tax  
(Citizen En

Administrative Login

Admin Type

UDMA

User Name

User Name

Password

.....

Login



# DPR Approval Process

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- ❑ Click on the “**Navigate**” button.
- ❑ Go to the “**DPR Submission**” tab.
- ❑ Select “**DPR List**”.

## Select Module

Property Tax Collection

Navigate ↻

DPR Submission

Navigate ↻

Urban Development and Municipal Affairs Department, GoWB.

User - DPR Submission -

Admin | Logout

DPR List

Reschedule Doc Verification

Old Dpr Entry

Budget

Tender

Work Status

Add Vendor

Select Module

10  
₹ 537043665.00  
Submitted ↻

0  
₹ 0.00  
Approved ↻

0  
₹ 0.00  
Returned ↻

0  
₹ 0.00  
Released ↻

Reports



## DPR Approval Process

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- You can select ULB/DA from drop down list or it will show all records.
- Select **Form Date** and **To Date**.
- Select “**Scheme Type**” / “**Scheme Category**”.
- Select radio button of **All / Applied / Submitted / Approved / Returned / Released** as per you requirement.
- Click on “**Show**” button to get the DPR List.

### Comprehensive Submitted DPR List

ULB/ DA	From date	To date	All <input checked="" type="radio"/> Applied <input type="radio"/> Submitted <input type="radio"/> Approved <input type="radio"/> Returned <input type="radio"/> Released	
--All--	08/04/2019	08/04/2019		
select Scheme Type:	select Scheme Category:			
--All Scheme Type--	--All Scheme Categories--			
			<input type="button" value="Show"/>	



# DPR Approval Process

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☐ Go to the “**Option**” button and select “**DPR Verification**” to verify the DPR.

ULB/ DA: --All--  
From date: 01/08/2018  
To date: 08/04/2019  
select Scheme Type: --All Scheme Type--  
select Scheme Category: --All Scheme Categories--  
 All  Applied  Submitted  Approved  Returned  Released

Show 10 entries Search:

#	Dev Auth	Memo No	Memo Dt	Name of work	Project No	Doc. Verified On	Status	Released /Approved	Actions
1	Tarakeswar Development Authority(TDA)	175/TKDA/CGR	28/12/2018	Storm Water Drainage Scheme for Municipal Tow..			Applied	0 /63368700	<input type="button" value="Options"/>
2	RAGHUNATHPUR MUNICIPALITY	RM/CIVIL/288	11/08/2018	Bituminous road ( Repair & Renovation) at Var..			Applied	0 /31661331	<input type="button" value="Dpr Verification"/>
3	Patharchanuri	03/PDA	17/01/2019	Construction of road from			Applied	0 /3599000	<input type="button" value="Edit Dpr"/>



# DPR Approval Process

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- Verify all details (including “PART-I and PART-II”) and click on the all “Check Boxes” after verification.
- If required you can write remarks in “Remarks” column consequently.

### Comprehensive Checklist for DPR Verification

<b>Name of the Municipal Body/ Development Authority</b>	<b>Name of Engineer</b>	<b>Designation</b>	
Tarakeswar Development Authority(TDA)	DEBASHIS CHATTOPADHYAY	EXECUTIVE ENGINEER, KMDA	
<b>Name of the Work</b>	<b>Implementig Agency</b>	<b>Memo No.</b>	<b>Memo Date</b>
Storm Water Drainage Scheme for M	K.M.D.A.	175/TKDA/CGR	28/12/2018

Sl. No.	Particular	Part Val	Page No	Verify	Remarks
<b>Part I:</b>					
1	Has the DPR been prepared on the basis of detailed survey, investigation and engineering design?	Yes ▾	S-1, 2-1 TO 2-5, 4-1	<input type="checkbox"/>	
2	Has a rationale for the project (along with brief cost benefit analysis) been prepared and included?	Yes ▾	ES-1 TO ES-4	<input type="checkbox"/>	
3	Have the estimates been prepared based on detailed drawings and using latest PWD and other Schedule of Rates (SOR)?	Yes ▾	VOL-III OF III 194 T	<input type="checkbox"/>	
4	Are the site plans structural drawings and architectural drawings included in the DPR ?	Yes ▾	VOL-III OF III 194 T	<input type="checkbox"/>	
5	Has the detailed measurement sheet incorporating L,B,H/D for each item annexed immediately following the abstract cost of the particular item in the DPR ?	Yes ▾	VOL-II, 1 OF 25 TO 2	<input type="checkbox"/>	
6	Have the detailed drawings of the works to verify the quantity mentioned in the detaield measurements	Yes ▾	194 TO 214	<input type="checkbox"/>	



## DPR Approval Process

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- After completion of the verification, click on the “**Verify**” button.
- Please note if you do not click on all check boxes the “**Verify**” button will not appear. Till then it will show “**Return**” button only.

Part II:					
1	Were the project(s)/sub project(s) not taken up from any other department/office?	Yes ▼	66 to 128	<input checked="" type="checkbox"/>	<input type="text"/>
2	Has the DPR been properly vetted by competent engineer ?	Yes ▼	3 to 5	<input checked="" type="checkbox"/>	<input type="text"/>
3	Has the Executive Summary of DPR been duly countersigned by Chairperson of Municipality?	Yes ▼	-	<input checked="" type="checkbox"/>	<input type="text"/>
4	Is the copy of resolution by Board of Councillors (BOC) approving the proposed work enclosed with DPR?	Yes ▼	-	<input checked="" type="checkbox"/>	<input type="text"/>
5	Is the declaration by Chairperson of Municipal Body/ Development Authority regarding compliance with e-tender procedure and submission of work completion certificate, utilization certificate duly countersigned by EO / FO in time (Annexure-A) enclosed?	Yes ▼	129	<input type="checkbox"/>	<input type="text"/>

Return



# DPR Approval Process

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- ❑ Now go to the “**Option**” button and select “**DPR Approval**”.
- ❑ Forward to the respective officials for approval as per the norms of DPR for the next payment schedule.

## APPROVAL FORWARD

**DPR Cell to Joint Secretary to Budget Cell – AA&FS Generation to Joint Secretary – AA&FS Approve.**

Haladia Development Authority(HDA)/18-19/A-001      Project Amount: Rs. 1608532.00

UIB's Name: HALDIA

Name Of the Work: Supply installation testing and commissioning of led decorative lighting system for beautification of banpukur tank at abasbari under tamluk municipality

Email Id

Mobile No

---

### Change Dpr Approval Status

Message: Enter ...

Action: **Approve & Forward** (selected)

Forward to: --select--

Aproved Amt: 1608532.00

**Submit**

Messages & Comments

Officers DPR Cell (Opened)      Rs. 1608532.00 | 05-Oct-2018

VBAdmin Admin → 05-Oct-2018 12:00 AM

---

### Change Dpr Approval Status

Message: Enter ...

Action: Approve & Forward

Forward to: **Officers DPR Cell** (selected)

Aproved Amt: 1608532.00

**Submit**

5 Tarapith-Rampurhat Development Authority (TRDA)      378/TRDA/2018-19      09/10/2





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# Tender and Work Allocation Engender by ULB





# Tender

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- ❑ Go to “DPR Submission” Tab and Select “Tender”
- ❑ Select and fill all fields as required and press “Submit” button.

DPR Submission ▾

DPR List

Reschedule Doc Verification

Old Dpr Entry

Budget

**Tender**

Work Status

Add Vendor



Configure Tender

Municipality --select-- Select municipality	Project No : Select Project No Please select project no	Tender No : Enter Tender No Please enter tender no
Tender Call No : Enter Tender Call No Please enter tender call no	Tender Open Date : DD/MM/YYYY Please select a date	Tender Close Date : DD/MM/YYYY Please select a date
Awarded To : Add new vendor Select Vendor Name Please enter vendor name	Work Order No : Enter Work Order No Please enter work order No	Work Order Date : DD/MM/YYYY Please select date
Sub Project No : Select Sub Project No	Work Start Date : DD/MM/YYYY Please select date	Work Completion Date : DD/MM/YYYY Please select date
Engineer Name : Enter Engineer Name Please enter engineer name	Engineer Email : Enter Engineer Email	Engineer Phone : Enter Engineer Phone

**Submit**

Tender List

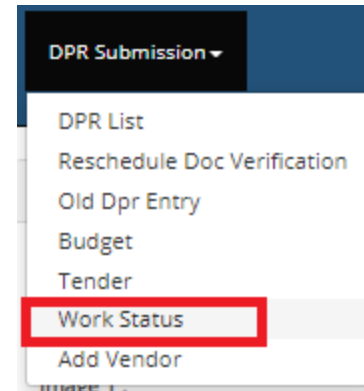
Project No	Sub Project Name	Tender No	Tender Call No	Tender Open Dt	Tender Close Dt	Awarded To	Work Order No	Work Order Dt
------------	------------------	-----------	----------------	----------------	-----------------	------------	---------------	---------------



# Work Status: Financial

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- ❑ Go to “DPR Submission” Tab and Select “Work Status”
- ❑ Select “Vendor” > Select Work Type as “Financial”
- ❑ Fill all required fields and press “Submit” button.



Work Status

Vendor :

Work Type :

Work Order No :

Cumulative Amt Paid :

Remarks :

Work Status List

Tender No	Vendor Name	Work Order No	Work Order Dt	Allocated Work Start Dt	Work Started	Allocated Completion Dt	Cummi Amt Paid	Remarks
-----------	-------------	---------------	---------------	-------------------------	--------------	-------------------------	----------------	---------



# Work Status: Physical Work

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- ❑ Go to “**DPR Submission**” Tab and Select “**Work Status**”
- ❑ Select “**Vendor**” > Select Work Type as “**Physical Work**”
- ❑ Click on “**Choose File**” Button to upload the image
- ❑ Fill all required fields and press “**Submit**” button.

**DPR Submission** ▾

- DPR List
- Reschedule Doc Verification
- Old Dpr Entry
- Budget
- Tender
- Work Status**
- Add Vendor

**Work Status**

Vendor : --select-- ▾

Work Type : Physical Work ▾

Work Order No : Select Work Order No

Work Start Date : DD/MM/YYYY

Image 1 :  No file chosen

Image 1 As On : DD/MM/YYYY

Image 2 :  No file chosen

Image 2 As On : DD/MM/YYYY

Image 3 :  No file chosen

Image 3 As On : DD/MM/YYYY

Remarks : Put Remarks



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# ULB Apply for Installment wise Fund Release



# Fund Release: ULB Login

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- ❑ After the completion of the approval process ULB need to apply for installment wise fund release.
- ❑ Go to the following Link: <http://wburbandservices.org>
- ❑ Select **ULB's Login** button as mention below.
- ❑ Select your **District** and **ULB** accordingly from the drop down list.
- ❑ Place **User name and Password** as shared by DPR and Click on the **Login** button.

The diagram illustrates the navigation process. On the left, a large blue arrow points to a menu with three options: 'Administrative Login', 'ULB's Login' (highlighted with a red border), and 'Property Tax Online (Citizen Entry)'. A second blue arrow points from the 'ULB's Login' option to a screenshot of the login form. The form is titled 'ULB's Login' and contains the following fields: 'District' (a dropdown menu with '--select--' selected), 'ULB' (a dropdown menu), 'User Name' (a text input field), and 'Password' (a text input field). Below the form, the word 'Click' is written in red, and a blue 'Login' button is highlighted with a red border.



## Fund Release: Apply for Installment

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- ❑ Click on the “**Navigate**” button.
- ❑ Select “**DPR List**” from “**DPR Submission**” tab.

The screenshot displays a 'Select Module' section with a green checkmark icon. Below the title, there is an orange button labeled 'DPR Submission' with a 'Navigate' button and a right-pointing arrow icon. A red box highlights the 'Navigate' button. Below this, a dropdown menu is open, showing 'DPR Submission' as the selected item. A red box highlights the 'DPR List' option in the dropdown menu, with a red arrow pointing from the 'Navigate' button to it. Other options in the dropdown menu include 'Apply DPR', 'Draft List', 'Reschedule Doc Verification', 'Budget', 'Tender', 'Work Status', and 'Add Vendor'.



# Fund Release: Apply for Installment

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- ❑ Select your appropriate project.
- ❑ Go to the Options tab and select “**Apply installment**” button.

## Comprehensive Submitted DPR List

ULB/ DA: Tarapith-Rampurhat Devel...  
From date: 01/04/2017  
To date: 08/04/2019  
select Scheme Type: --All Scheme Type--  
select Scheme Category: --All Scheme Categories--

All  Applied  Submitted  Approved  Returned  Released

Show

Show 10 entries

Search:

#	Dev Auth	Memo No	Memo Dt	Name of work	Project No	Doc. Verified On	Status	Released /Approved	Actions
1	Tarapith-Rampurhat Development Authority(TRDA)	377/TRDA/ENG/2018-19	10/10/2018	Construction of PCC drain, Guard-wall with Cu..	Tarapith-Rampurhat Development Authority(TRDA)/18-19/A-002	10/10/2018	Approved	0 /4488316	Options
2	Tarapith-Rampurhat Development Authority(TRDA)	376/TRDA/ENG/2018-19	09/10/2018	Construction of PCC road with drain at Bajuri..	Tarapith-Rampurhat Development Authority(TRDA)/18-19/A-001	10/10/2018	Approved	0 /3191079	Apply Installment



## Fund Release: Apply for Installment

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- Put Amount utilized so far (Cumulative) if you have already get any installment and utilized.
- Go to the Select Project Installment option and select your “**installment**”.
- Click on the “**Process**” button.

### Fund Release: Tarapith-Rampurhat Development Authority(TRDA)/18-19/A-002

Implementing Agency With Project ID:

TRDA=> Tarapith-Rampurhat Development Authority(TRDA)/18-19/A-002

Last installment applied/released:

Still not applied

Total Project Cost:

4488316.00

Amount utilized so far (Cumulative):

0.00

Name of the Project:

Construction of PCC drain, Guard-wall with Culvert at Sandhajole Mouza-Sandhajole, Budhigram G.P. under T.R.D.A

Select Project Installment:

--select Installment--

Procced





## Fund Release: Apply for Installment

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- Fill up the following form for 1<sup>st</sup> installment.
- Memo No / Installment Amount / Memo Date / Start Date – End Date.
- Click on the respective “**Check Boxes**” according to you documents.
- Click on the “**Apply**” button for installment approval.

### New Installment Apply: 1st Installment

Please check Applicable Sub-Projects

#	Name	Unit	Qty	Cost	Check
No Applicable sub-projects					

Memo No:

Installment Amount:

Memo Date:  ✕

Start Date:  ✕

End Date:  ✕

Notice Inviting e-Tender

System Generated Comparative Statement

Work Order

Scheme-wise surrender certificate / Nill surrender certifieate/ With Challan

Statement A With Tentative date of commencement and tentative date of completion of the schemes.



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# Fund Release: Verification and Approval



# Fund Release: Verification

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- Go to the “Admin Login” .
- Go to the “DPR List” .
- Select appropriate project.
- Go to the “Option” tab and select “Fund Release Verification” option.

## Comprehensive Submitted DPR List

ULB/ DA:  From date:  To date:

All  Applied  Submitted  Approved  Returned  Released

select Scheme Type:  select Scheme Category:

Show  entries

Search:

#	Dev Auth	Memo No	Memo Dt	Name of work	Project No	Doc. Verified On	Status	Released /Approved	Actions
1	Kolkata Metropolitan Development Authority(KMDA)	427/KMDA/DGO/Genl-367(Pt.-XII)	04/12/2018	Temporary accommodation for rehabilitation of..	KMDA/2018-2019/A-00002	07/12/2018	2nd Installment/Fund Released/Approved	1965153 /1988722	<input type="button" value="Options"/>
2	BUNIADPUR MUNICIPALITY	MemoXX/0004	31/08/2018	Implementation of various schemes under Devel..	Buniadpur/18-19/A-001	31/03/2018	2nd Installment/Submitted to DPR Cell/	13523000 /27589000	<input type="button" value="Actions"/> Edit Dpr Edit Installments
3	MURSHIDABAD MUNICIPALITY	MemoXX/0005	31/08/2018	'Green City Mission Project'	Murshidabad/18-19/A-001	31/03/2018	2nd Installment/Submitted to DPR Cell/	30266275 /63280396	<input type="button" value="Fund Release Verificatio"/> Fund Release Approval



## Fund Release: Verification

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❑ To verify the details, click on the “**Details**” button as mentioned below.

### Fund Release: Haldia Development Authority(HDA)/18-19/A-001

Implementing Agency With Project ID:

HDA=>Haldia Development Authority(HDA)/18-19/A-001

Last installment applied/released:

1st Installment

Total Project Cost:

1608532.00

Amount utilized so far (Cumulative):

0.00

Name of the Project:

Supply installation testing and commissioning of led decorative lighting system for beautification of banpukur tank at abasbari under tamluk municipality

### Old Installment List

Haldia Development Authority(HDA)/18-19/A-001

Applied On	Installment	Memo No	Memo Dt.	Amount	Start Dt.	End Dt.	Status	Status Changed on	Sub Projects	Action
26/12/2018	1st Installment	UD5465544	01/11/2018	1608532.00	01/11/2018	01/11/2018	Verified	26/12/2018	<a href="#">View</a>	<a href="#">✓ Detail</a>



## Fund Release: Verification

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- ❑ Verify the Checklist for individual Installment

### Verified Checklist for: 1st Installment



#sl	Perticulars	Selected	Verify	Remarks
1	Notice Inviting e-Tender	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	System Generated Comparative Statement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Work Order	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	Scheme-wise surrender certificate / Nill surrender certifieate/ With Challan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Statement A With Tentative date of commencement and tentative date of completion of the schemes.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	



## Fund Release: Approval

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- ❑ Go to the “Option” and select “Fund Release Approval.”
- ❑ Select Installment for approval and follow the approval procedure as decided by DPR.

The screenshot displays a web application interface for fund release approval. On the left, a sidebar menu is visible with the following items: Options, Actions, Edit Dpr, Edit Installments, Fund Release Verification, **Fund Release Approval** (highlighted), Reports, Print Form, Project Details, File Cover Details, Acknowledgement, AA & FS, Acknowledgement Reports, 1st Installment, and 2nd Installment. The main content area shows a form titled 'Installment Approval' with the following details: 'Temporary accommodation for rehabilitation of the slum dwellers of B/60/H/6, Rakhal Das Addya Lane, Kolkata-700027, Chetta under the Scheme of Banglar Bari. =>KMDA/2018-2019/A-00002' and 'Rs. (1965153.00/1988722.00)'. A dropdown menu labeled 'Select Installment' is open, showing the following options: '--select installment--', '1st Installment', and '2nd Installment'.



# Fund Release: Approval

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- ❑ Write you comment on the “**Message**” box.
- ❑ Select “Action” / “Forward To” / “Approved Amount.”
- ❑ Select “**Submit**” button for approval.
- ❑ After completion of the approval, respective ULB will be able to see the approval status.

**1st Installment** Approved

**Memo No** 481/KMDA/FA  
**Memo Date** 06/02/2019  
**Installment Amount** 1965153.00  
**Start Date- End Date** 02/11/2018 - 02/01/2019  
**Sub-Projects** View

**Change Dpr Installment Approval Status**

**Message**  
Enter ...

**Action** Approve **Forward to:** --select-- **Approved Amt:** 1737230.00 Submit

**Messages & Comments**

**Approved** approved Rs. 1737230.00 | 06-Mar-2019  
APPROVED  
**UDAdmin Admin** → 06-Mar-2019 12:00 AM

**DPR Cell** Forwarded ~ Approved Rs. 1965153.00 | 15-Feb-2019  
APPROVED  
**UDAdmin Admin** → 15-Feb-2019 12:00 AM

URBAN DEVELOPMENT AND MUNICIPAL AFFAIRS  
DEPARTMENT GOWB

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**THANKS**