<u>Important Points to be considered while implementing the EMLI Version 4.0</u>

Users can log in to the new version with existing user ID and password. At the first login, the user need to give a new alphanumeric user ID instead of existing numeric user ID. For any successive log in use the new alphanumeric user ID.

If a bill already entered through EMLI Ver 3.0 and it is required to be Edited through EMLI Version 4.0, the respective details like contractors master, AS master and work details to be entered first.

The following activities are to be done by different level of users before proceeding to Bill Entry / Proposal Entry in the New Version of EMLI.

<u>Users of Division Offices</u>

1. Verify the Subdivision offices under the Division through the menu option Master → Sub division. It should contain only the Sub division offices. **Division office name should not be entered as a sub division.** If Division name is has a duplicate code as a sub-division, it should be informed to the following mail id mathew.ka@nic.in

2. Link Sub division with their transacting treasury through the menu option
      Master → Sub division

3. Enter all the Contractor details through the menu option Master → Contractors

<u>Users of Chief Engineer Offices</u>

1. Link Division offices with their Transacting treasury using the menu option
      Master → Division

<u>Users of Forest Circle Offices</u>

1. Verify the Division offices under the circle.

<u>Users of CCF Office</u>

1. Verify the Circle offices under the department. Menu option Master → Circles
2. Verify the Division offices under each circle offices. Menu option Master → Division

      If not correct, then edit the respective division and change the Circle.

EMLI Ver 4.0 Guidelines

The software 'EMLI' developed as a tool for issuing letter of credit. Now it is proposed to extend its application for various government purposes including the preparation of Budget, Monitoring the works executed by Public Works Department, Irrigation Department and Harbour Engineering Department and to present details to Legislature. So the correctness and accuracy of the data has to be ensured. Therefore it is requested to follow the following guidelines while entering data in 'EMLI'. The success of the software depends on how efficiently the users enter data in it. Each information is very important and so ultimate care may be taken to enter complete information.

It is suggested to use the browser 'Internet Explorer Version 10.0' or 'Mozila Firefox 3.6' or 'Google Chrome'

The following guidelines may be followed while using the software.

1. **Entering Contractor details in 'Contractor Master' and generating 'Contractor ID' for each contractor.**

The contractor details entered from any Divisions will be available to all other Divisions/Sub Divisions of all Departments. Duplicate entry may be avoided.

Before entering the details, Check whether a 'Contractor ID' has been assigned to the contractor previously using his PAN Number or TIN Number.

Before entering data in 'EMLI' please fill up the following form.

Form No.1- Contractor Master

Sl. No.	Item of Information		
1	PAN No.		
2.	TIN No.		
3.	Aadhar No.		
4.	Registration Type	Registration No.	Registration Department
5.	Name of Contractor		
6.	Address of the Contractor		

9.	Telephone No.	
10.	Mobile No.	
11.	E-Mail	
12	**Generated ContractorID**	

II. Entering Works Details

The details of works are to be entered in the software in three parts

1. A.S. Master

2. Work Master

3. Deposit Details (For Special LoC only)

1. Creating 'AS Master' for both General LoC and Special LoC.

First Check whether AS details of the work has already been entered.
This can be done using the 'AS View' under 'AS Master' Menu. The A.S details available in 'AS View' are arranged in Chronological order.   Do   not   enter duplicate AS details.

There is a facility for entering the details from the Office of the Chief Engineer, Division Offices or Sub Division Offices. However the following guidelines are to be followed for entering details in 'AS Master'.

If an administrative sanction contains works to be executed by more than one division offices the entry in the 'A.S. Master' and 'Verification' are to be done by the office of the Chief Engineer. In the same way if an administrative sanction/Sanction for the work contains works to be executed by more than one sub divisions the entry in the 'AS Master' and 'Verification' are to be done by the Division Office. In other cases ie; the work is executed by only one division/sub division the entry in 'A.S. Master' and 'Verification' are to be done by the respective Division Office/Sub Division Office where the work is executed.

The details in the work master are to be entered by the Division/Sub Division which execute the work.

Before entering data in 'EMLI' please fill up the form to make the data entry works easier.

Form No. 2 A.S. Master

Sl. No.	Item of Information	
1	AS Year	
2.	AS Number	
3.	AS Date	
4.	AS Amount	
5.	Issuing Authority	
6.	Original No. of Works	
7.	Head of Account (If no H/A is specified or if there is more than one H/A nothing to be selected)	
8.	**Generated A.S.ID**	

-<u>AS Year</u> - This should be selected based on 'AS Date'

For Example if 'AS Date' is 07/08/2013 then 'AS Year' is 2013-14

It is advisable to select all Date entry fields from the calender attached to the field.

-<u>Issuing Authority</u>- It can be 'Govt', 'Chief Engineer', 'Executive Engineer' or 'Assistant Executive Engineer' etc.

3. Deposit details entry and generating 'Deposit ID' for Special LoC

Form No.3- Deposit Master - (For Special LoC only)

Sl. No.	Item of Information				
1.	Financial Year				
2.	Depositing Agency				
3.	Purpose of Deposit				
4.	A.S. Year				
5.	A.S. No.				
6.	Chalan Details				
	Chalan No	T.C. Chalan No	Chalan Date	Chalan Treasury	Chalan Amount
1					
2					
3.					

Financial Year - For deciding Financial Year the following criteria may be followed.

For a work there may be a single chalan or multiple chalans.

In case of more than one chalan it is suggested to take the First chalan date for deciding Financial year.

For example there are two chalans for a work with chalan no. 24 and dated 13/06/2011 and chalan No. 32 dated 25/06/2014. Then the Financial year to be selected is 2011-12.

Chalan No. 12 dated 10/08/2010 and Chalan No. 23 dated 21/08/2013. Then Financial year may be taken as 2010-11

Depositing Agency – The agency may be KWA, Idea, Govt. Departments like H&FW Department etc.

Deposit Amount - This is a display field. The figure shown is the sum of chalan amount entered in chalan details.

Purpose of Deposit - The data to be entered can be 'Rectification work of three roads namely Road A, Road B, Road C' etc.

A.S Year & A.S No. - Selection of A.S. details from 'A.S. Master'

Chalan details - All chalans for a particualr work/group of works can be entered in the same Deposit ID. Using the button 'Add more' we can add any number of chalans for the same work.

 For example, KWA deposited an amount of Rs.5,00,000/- for a work 'Rectification charge of a road A' to PW(R&B) Department with Chalan No.23 dated 12/08/2010. Suppose we create a deposit ID 124/2010-11 for the deposit.

Subsequently KWA had to deposit an additional amount of Rs.50,000/- for the same work due to Revised estimate/tender excess etc. Suppose the chalan No. 43 dated 23/09/2014.   Then this deposit details shall also be entered under the depositID 124/2010-11.

Creating Work Master

The details in the work master are to be entered by the Division/Sub Division which execute the work.

Forms No.4 - Work Master

Sl. No.	Item of Information	
1.	Name of work	
2.	Original A.S. Amount	
3.	T.S. No.	
4.	T.S. Date	
5.	T.S. Amount	
6.	T.S. Issuing Authority	
7.	Original Estimate PAC amount	
8.	Tender No. and Date Or Quotation No. and Date Or Order No. and Date for waiving tender call	
9.	Percentage of Tender Excess ('+' for above and '-' for below)	
10.	Order No. and Date for Tender Excess	
11.	Agreement Date/ Work Started date	
12.	Original Agreed PAC	
13.	Name of Contractor with Contractor ID	
14.	Agreement No.	
15.	Districts at which work is carried out	1. 2. 3.
16.	L.A. Constituencies at which work is carried out	1. 2. 3. 4.

-Name of Work :- Some times A.S have more than one works. In that case each work is to be entered separately.

For Example- Suppose an A.S contains 2 works for 50 Crores viz

        1) CRF work - Construction of road A - 20 Crore

2) CRF work - Construction of road B - 30 Crore

Suppose the first work is to be exeucted by NH Division AA and the second work is to be executed by NH Division BB then

The Administrative Sanction details (AS Master) are to be entered and verified by the O/o the Chief Engineer, NH and A.S ID is to be obtained.

Then two Work IDs are to be created by the concerned division offices on the basis of AS number entered from the O/o the Chief Engineer.

Here Work ID for the work at Sl. No.(1) is to be obtained by the NH Division AA and the WorkID for the second work at Sl. No.(2) is to be obtained by the NH Division BB.

- Another Example - Suppose A.S. issued for the construction of a building for 50 Crore

Abstract of estimate

1.Civil Work   - 40 Crore

2.Electrical Work   - 5 Crore

3.Lift Work   -2 Crore

4.Fire Fighting   -2 Crore

5.Contingencies   -1 Crore

Then each of these can be taken as a separate work and separate work ID has to be created for each of these works.

Since the works are to be executed by two divisions namely PWD Buildings Division AA and PWD Electrical Division BB, the A.S master details entry and verification are to be done by the O/o Chief Engineer.

The Original no of works in the A.S can be treated as 5 (Five)

-Original A.S. amount - Rs.50 Crore.

work Descriptions can be noted as

1. Construction of Office building- Civil Work

        A.S. Amount - Rs.40 Crore.

2. Construction of Office building- Electrical Work

        A.S. Amount - Rs.5 Crore

3. Construction of Office building- Lift Work

        A.S. Amount - Rs.2 Crore

4. Construction of Office building- Fire Fighting

        A.S. Amount - Rs.2 Crore

5. Construction of Office building- Contingencies – (Inauguration expenses)

A.S Amount - Rs. 50 lakh

WorkID mayl be created for each of the above five works.

Forms No. 5-Bill Entry (General LoC)

Sl. No.	Item of Information		
1.	Register Serial No.		
2.	Govt. LoC Treasury		
3.	Sub Division		
4.	Transaction Treasury		
5.	Bill received date		
6.	Bill Type (See Foot note)		
7.	Work Year		
8.	Work ID/ Agreement No.		
9.	Head of Account		
10.	Payment Type (For eg:- CC Ist and Part CC IInd and Final)		
10.	Payment Details	Bill Amount	
		HR Amount	
		Mobilisation Advance	
		Others – L.A. amount, Payment on Court order Bonus Payment etc	
11.	Work Started Date		
12.	Percentage of completion		
13.	Date of Measurement		
14.	M. Book No.		
15.	Deduction Items	Deduction Amount	

Forms No. 6-Bill Entry (Special LOC)

Sl. No.	Item of Information		
1.	Register Serial No.		
2.	Govt LOC Treasury		
3.	Sub Division		
4.	Transaction Treasury		
5.	Bill received date		
6.	Deposit Year		
	Deposit ID		
7.	Work Year		
8.	Work ID/ Agreement No.		
9.	Head of Account		
10.	Payment Details	Bill Amount	
		HR Amount	
		Mobilisation Advance	
		Others - L.A Amount Payment on Court order Bonus Payment	
11	Work Started Date		
12	Percentage of completion		
13	Work completion date		
14	Date of measurement		
15	M Book Number		
16	Payment Type (For eg:- CC Ist and Part CC IInd and Final		
17	Deductions	Deduction Amount	

Bill Received date

Every bill should be entered immediately after receiving the bill from the contractor with the provisional bill amount. The bill received date will be accepted

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current date or a date within 7 days prior to the current date. After auditing the bills, the audited bill amount may be entered. This shall be done within 30 days.

The Bill Types

1. Pending - For payment of bills on Seniority Basis based on court order CCC 803/2000 and connected cases. At present this type is applicable to PW(Roads/Buildings), Irrigation Department etc.

2. RIDF (NABARD) - For NABARD Works. This type will not come in PWD(NH)

3. Central Road Fund (CRF)- This type applicable only to PWD(NH) Department

4. Centrally Sponsored Schemes (CSS) - There are CSS works in all departments (50%CSS, 75% CSS, 100%CSS)

5. Externally Aided - Those works which are executed with the help of foreign organizations like World Bank, ADB etc.

6. Finance Commission - Bills that relates to Finance Commission Award works

7. Others - For any other type of bills

The bills coming under the bill type 'Pending' 'CSS', 'NABARD', 'Finance Commission' are to be furnished on monthly basis as 'Bill Schedule'.

The equation to be arrived for LoC amount (Cheque Amount) is as follows

Cheque Amount = (Bill Amount +HR+ Mobilization Advance + Others)- (Total Deductions except Mobilization Advance recovery)

Deduction Items

Centage Charge
Fine
Income Tax
Material Cost Issued
Mobilisation Advance Recovery
Purchase Tax
Retention Amount
Revenue
Sales Tax (VAT)
Security Deposit
Tax on Back
Taxing
Welfare Fund

The recovery 'Mobilization Advance' under recovery details is not used in any calculation. It gives only an information regarding 'Mobilization Recovery'.

Previlages

The following previlages are given to each of the offices for the above purposes.

Office of the Chief Engineer

    1. A.S. Master entry

    2. A. S. Master verification

    3. Bill and Bill Schedule Confirmation

    4. LoC proposal Confirmation

Division Office

    1. A.S. Master entry

    2. A.S. Master verification

    3. Work Master entry

    4. Work Master verification

    5. Deposit details entry

    6. Deposit details verification

    7. Bill entry

    8. Bill Schedule Creation

    9. Bill verification

    10. Bill Schedule verificaion

    11. LoC proposal entry

    12. LoC proposal verification

Sub Division Office

    1. A.S. Master entry

    2. A.S. Master verification

    3. Work Master entry

    4. Work Master verification

    5. Bill entry

Frequently Asked Questions (FAQ)

1. How the LoC proposals relating to LAR cases to be furnished.

Go to the option LoC Proposal. Choose the proposal type 'Others'. (No allotment is required for this proposal type)