

**Integrated Workflow and Document Management System
Government of Punjab**

**Irrigation Department
Financial Progress of Plan
Schemes Under Canal
Administration
User Manual**



August 2013

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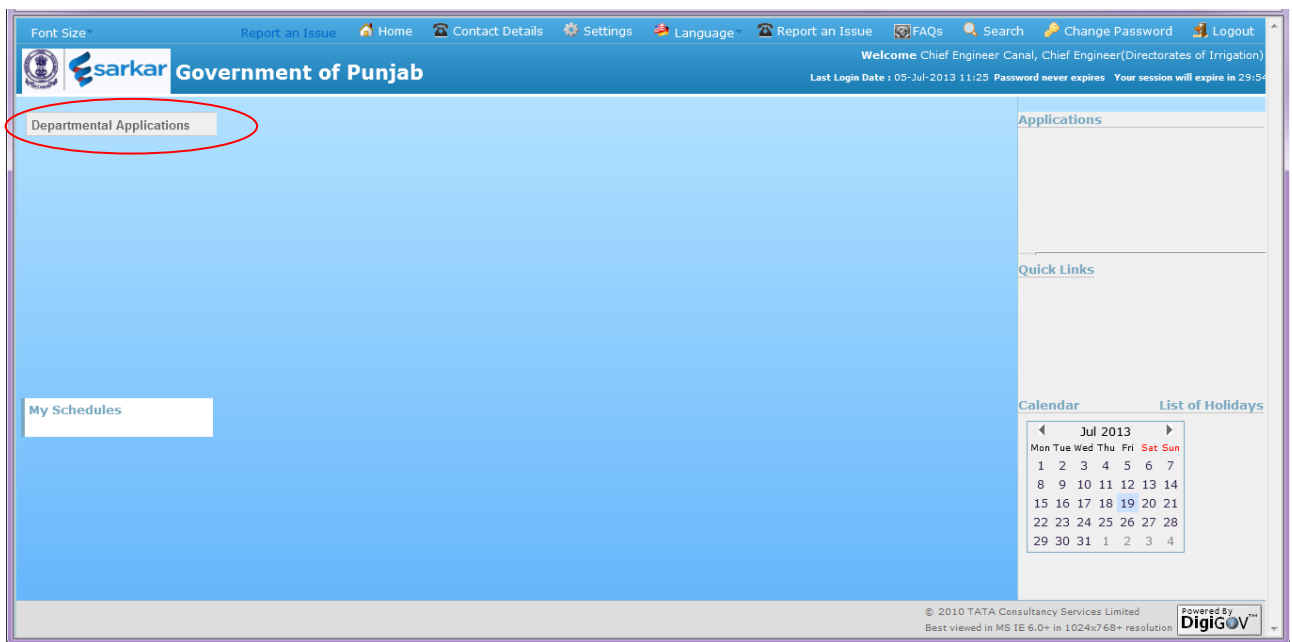
1. New Request details

1.1. Application Link

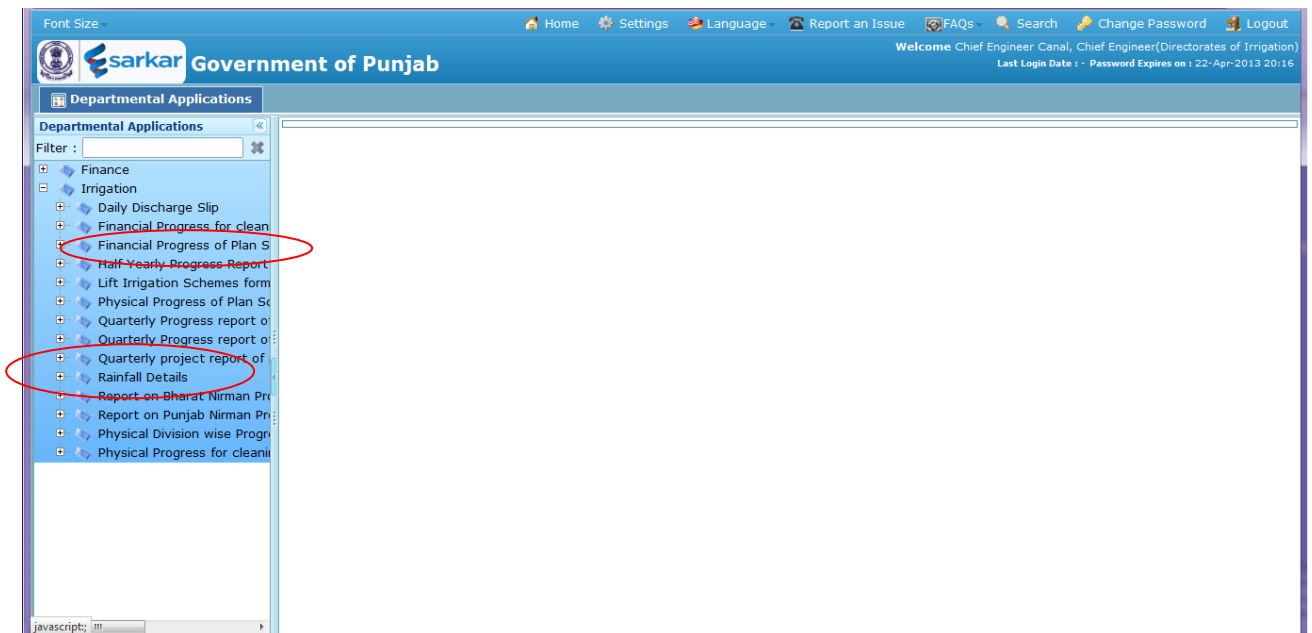
- ✓ Enter Username, Password and Click on Login



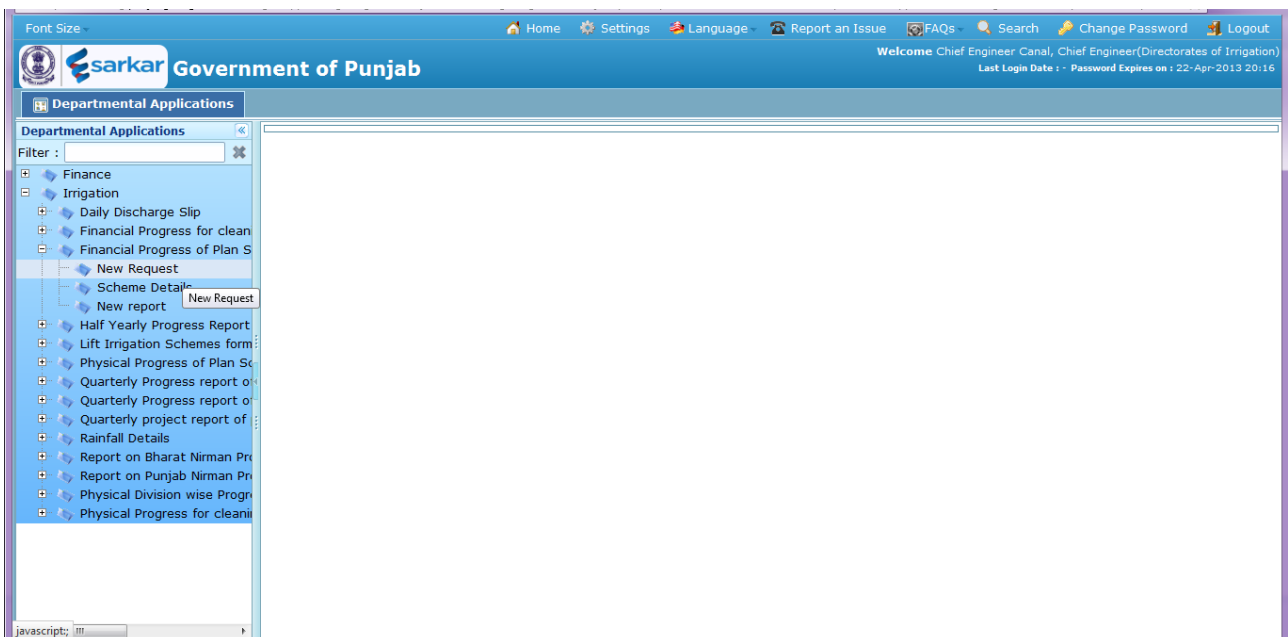
- ✓ Click Departmental Application Link



- ✓ After Clicking on Departmental application this type of screen will appear



- ✓ Filter by the name of departments & Click on Application Name.

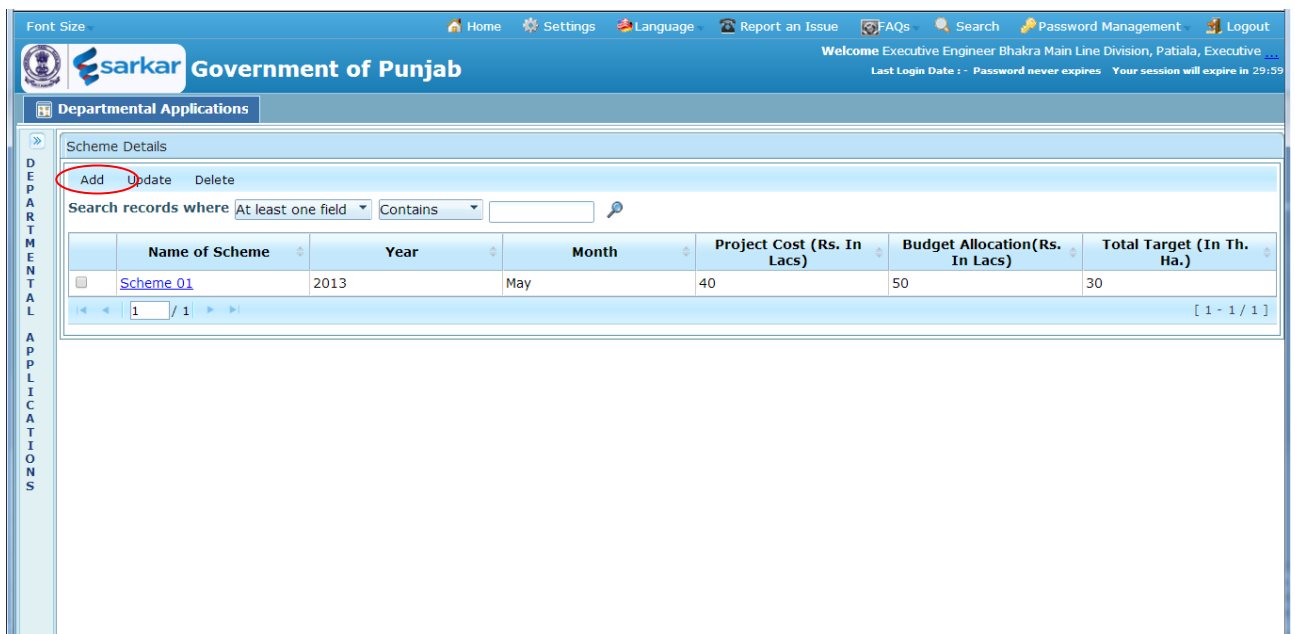


2. Add Record – ‘Scheme details’ Screen

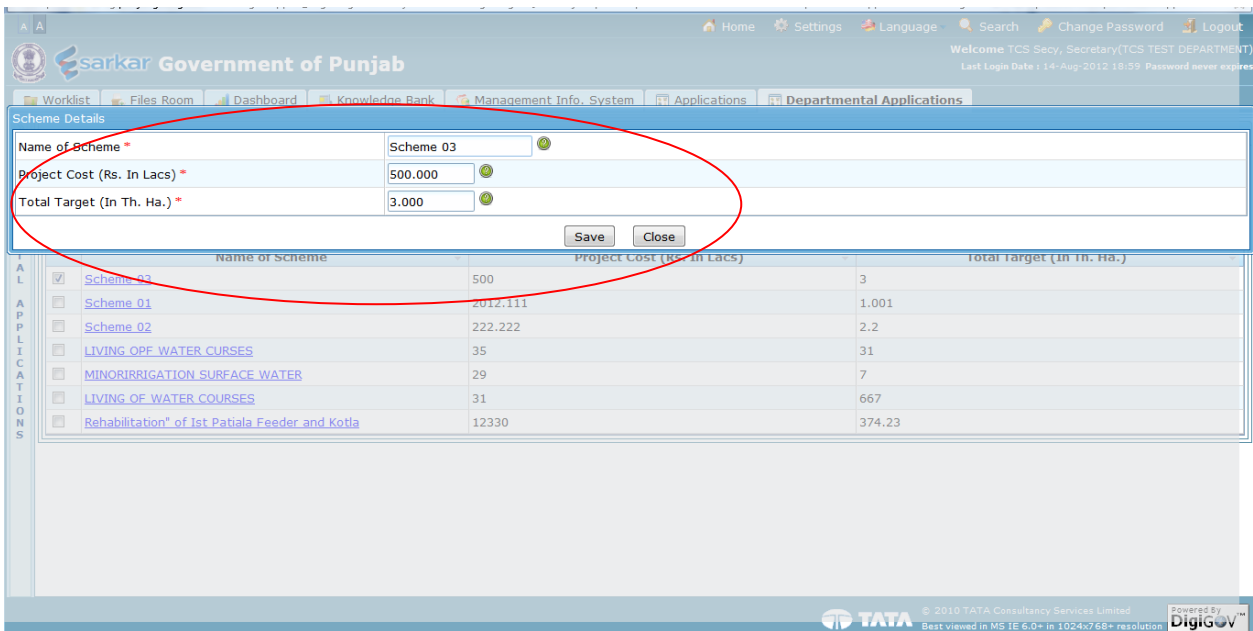
- ✓ Click on link “Scheme Details”. This screen would be accessible only at Directorate level. In this screen directorate level users would enter details of Scheme which are available at Directorate level.



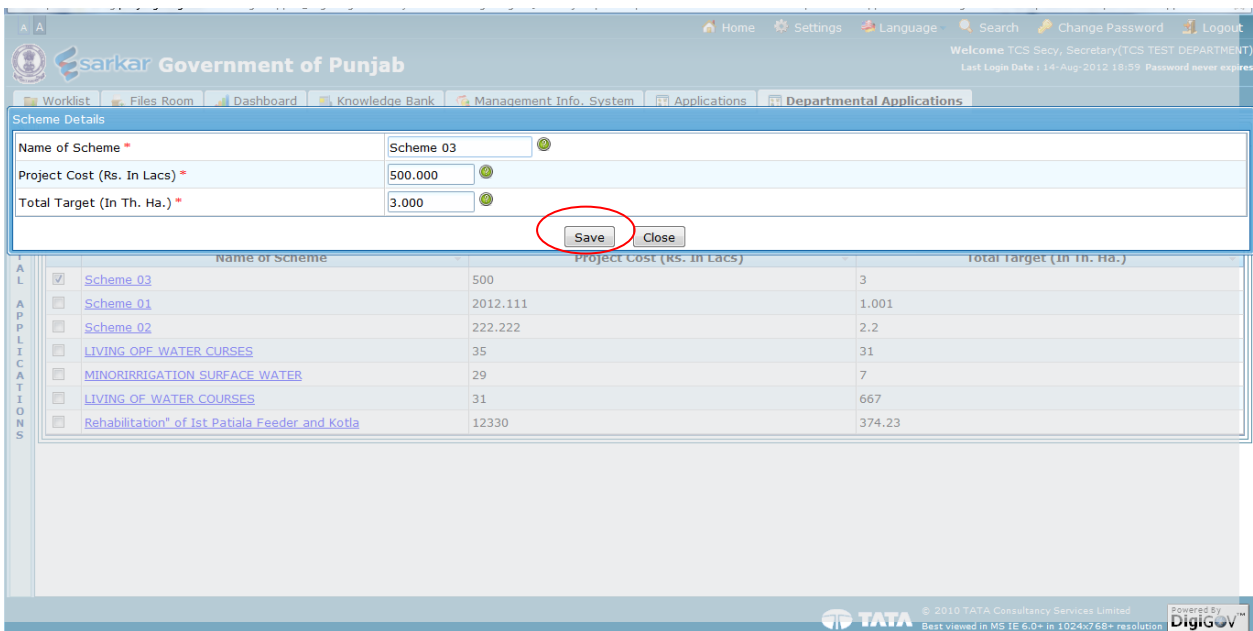
- ✓ Click on ‘Add’ button to enter details in application.



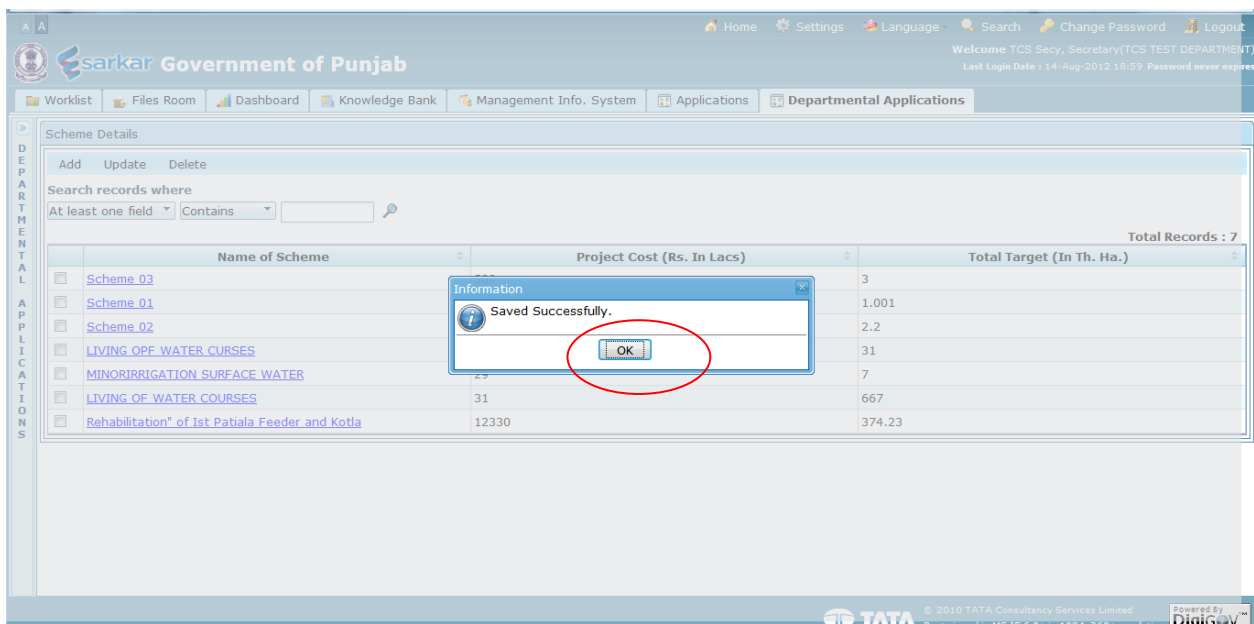
- ✓ Following screen would be opened when we click on 'Add' button. Enter details in screen.



- ✓ Click on 'Save' button to save data, 'Reset' to make all entered details empty and 'Close' to close the screen



- ✓ Confirmation message would be displayed that the record have been saved successfully. Click on 'ok' to close the window.



The screenshot displays the 'Scheme Details' page of the Sarkar Government of Punjab portal. A confirmation message box titled 'Information' is overlaid on the page, stating 'Saved Successfully.' with an 'OK' button circled in red. The background shows a table with columns for 'Name of Scheme', 'Project Cost (Rs. In Lacs)', and 'Total Target (In Th. Ha.)'. The table contains 7 records, including 'Scheme 03', 'Scheme 01', 'Scheme 02', 'LIVING OPF WATER CURSES', 'MINORIRRIGATION SURFACE WATER', 'LIVING OF WATER COURSES', and 'Rehabilitation* of Ist Patiala Feeder and Kotla'.

Name of Scheme	Project Cost (Rs. In Lacs)	Total Target (In Th. Ha.)
Scheme 03	3	3
Scheme 01	1,001	1,001
Scheme 02	2.2	2.2
LIVING OPF WATER CURSES	31	31
MINORIRRIGATION SURFACE WATER	7	7
LIVING OF WATER COURSES	31	667
Rehabilitation* of Ist Patiala Feeder and Kotla	12330	374.23

2.1 Search Records

- ✓ To search certain record after entering details, select search parameter from the list and enter keywords and click 'Magnifying glass' symbol

The screenshot shows the 'Scheme Details' page of a web application. At the top, there is a navigation bar with links for Home, Settings, Language, Search, Change Password, and Logout. The user is logged in as 'TCS Secy, Secretary(TCS TEST DEPARTMENT)' with a last login date of 17-Aug-2012 18:38. Below the navigation bar, there are tabs for Worklist, Files Room, Dashboard, Knowledge Bank, Management Info. System, Applications, and Departmental Applications. The main content area is titled 'Scheme Details' and includes 'Add', 'Update', and 'Delete' buttons. A search section is present with the text 'Search records where' followed by a dropdown menu set to 'At least one field', another dropdown set to 'Contains', an empty text input field, and a magnifying glass icon. Below the search section is a table with the following data:

	Name of Scheme	Project Cost (Rs. In Lacs)	Total Target (In Th. Ha.)
<input type="checkbox"/>	Scheme_03	500	3
<input type="checkbox"/>	Scheme_01	2012.111	1.001
<input type="checkbox"/>	Scheme_02	222.222	2.2
<input type="checkbox"/>	LIVING OPF WATER CURSES	35	31
<input type="checkbox"/>	MINORIRRIGATION SURFACE WATER	29	7
<input type="checkbox"/>	LIVING OF WATER COURSES	31	667
<input type="checkbox"/>	Rehabilitation" of 1st Patiala Feeder and Kotta	12330	374.23

The table also shows 'Total Records : 7' in the top right corner. The footer contains the TATA logo, copyright information for 2010 TATA Consultancy Services Limited, and a 'Powered by Digigov' logo.

2.2 Update Records

- ✓ To update record, select the record by checking box given and click 'Update' button

The screenshot shows the 'Scheme Details' interface. At the top, there are navigation links: Home, Settings, Language, Search, Change Password, and Logout. Below these, the user is logged in as 'TCS Secy, Secretary(TCS TEST DEPARTMENT)' with a last login date of 17-Aug-2012 18:38. The main menu includes Worklist, Files Room, Dashboard, Knowledge Bank, Management Info. System, Applications, and Departmental Applications. The 'Scheme Details' section has buttons for 'Add', 'Update' (circled in red), and 'Delete'. A search bar is present with a dropdown set to 'At least one field' and a search type of 'Contains'. Below the search bar is a table with 7 records. The first row, 'Scheme 03', has its checkbox selected (checked). The table columns are 'Name of Scheme', 'Project Cost (Rs. In Lacs)', and 'Total Target (In Th. Ha.)'. The footer contains the TATA logo, copyright information for TATA Consultancy Services Limited, and a 'Powered By DigiGov' badge.

	Name of Scheme	Project Cost (Rs. In Lacs)	Total Target (In Th. Ha.)
<input checked="" type="checkbox"/>	Scheme 03	500	3
<input type="checkbox"/>	Scheme 01	2012.111	1.001
<input type="checkbox"/>	Scheme 02	222.222	2.2
<input type="checkbox"/>	LIVING OPF WATER COURSES	35	31
<input type="checkbox"/>	MINORIRRIGATION SURFACE WATER	29	7
<input type="checkbox"/>	LIVING OF WATER COURSES	31	667
<input type="checkbox"/>	Rehabilitation* of 1st Patiala Feeder and Kotla	12330	374.23

- ✓ Click 'Save' button to save data and 'Close' to close the screen

This screenshot shows the 'Scheme Details' page with the update form open. The form contains three input fields: 'Name of Scheme' with the value 'Scheme 03', 'Project Cost (Rs. In Lacs)' with the value '500.000', and 'Total Target (In Th. Ha.)' with the value '3.000'. Below the form are 'Save' and 'Close' buttons, both of which are circled in red. The table from the previous screenshot is visible below the form. The footer is identical to the first screenshot.

✓ Record is saved, Click on 'Ok'

The screenshot shows the 'Scheme Details' page in the Sarkar Government of Punjab web application. The page includes a navigation menu with options like 'Worklist', 'Files Room', 'Dashboard', 'Knowledge Bank', 'Management Info. System', 'Applications', and 'Departmental Applications'. The main content area displays a table of schemes with columns for 'Name of Scheme', 'Project Cost (Rs. In Lacs)', and 'Total Target (In Th. Ha.)'. A dialog box titled 'Information' is overlaid on the table, displaying the message 'Saved Successfully' and an 'OK' button, which is circled in red. The footer of the page contains the TATA logo, copyright information for TATA Consultancy Services Limited, and the 'Powered by' logo for Digigov.

Name of Scheme	Project Cost (Rs. In Lacs)	Total Target (In Th. Ha.)
Scheme 03	3	3
Scheme 01	1.001	1.001
Scheme 02	2.2	2.2
LIVING OPF WATER CURSES	31	31
MINORIRRIGATION SURFACE WATER	7	7
LIVING OF WATER COURSES	31	667
Rehabilitation" of 1st Patiala Feeder and Kotla	12330	374.23

2.3 Delete Records

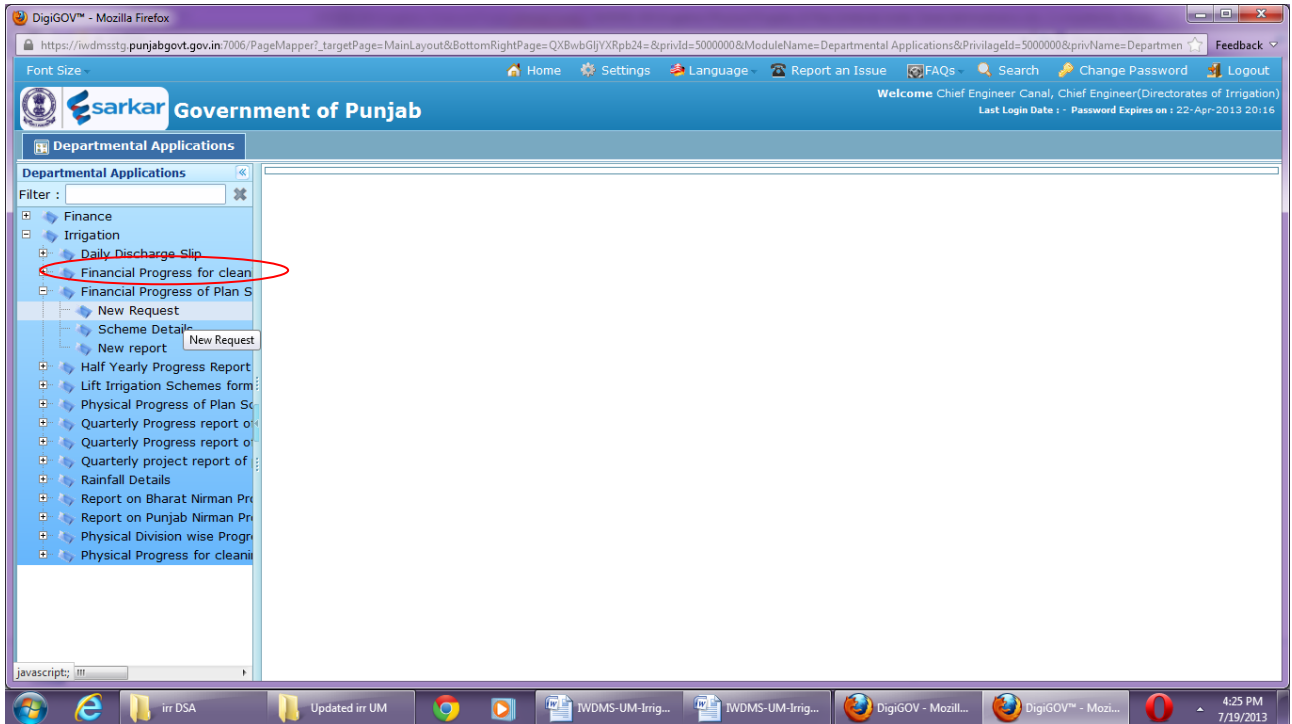
- ✓ To delete record, select the record by check box given and click 'Delete' button.

The screenshot shows the 'Scheme Details' page in the Sarkar Government of Punjab web application. At the top, there are navigation links for Home, Settings, Language, Search, Change Password, and Logout. Below this, there are tabs for Worklist, Files Room, Dashboard, Knowledge Bank, Management Info. System, Applications, and Departmental Applications. The main content area is titled 'Scheme Details' and contains three buttons: 'Add', 'Update', and 'Delete'. The 'Delete' button is circled in red. Below the buttons is a search bar with the text 'Search records where' and a dropdown menu set to 'At least one field' and 'Contains'. A table below the search bar displays a list of schemes. The table has three columns: 'Name of Scheme', 'Project Cost (Rs. In Lacs)', and 'Total Target (In Th. Ha.)'. The table contains seven rows of data. The first row is 'Scheme 03' with a cost of 500 and a target of 3. The second row is 'Scheme 01' with a cost of 2012.111 and a target of 1.001. The third row is 'Scheme 02' with a cost of 222.222 and a target of 2.2. The fourth row is 'LIVING OPF WATER CURSES' with a cost of 35 and a target of 31. The fifth row is 'MINORIRRIGATION SURFACE WATER' with a cost of 29 and a target of 7. The sixth row is 'LIVING OF WATER COURSES' with a cost of 31 and a target of 667. The seventh row is 'Rehabilitation* of 1st Patiala Feeder and Kotla' with a cost of 12330 and a target of 374.23. The 'Scheme 01' checkbox is circled in red. The total number of records is indicated as 7. At the bottom of the page, there is a footer with the TATA logo, copyright information for TATA Consultancy Services Limited, and a 'Powered by Digigov' logo.

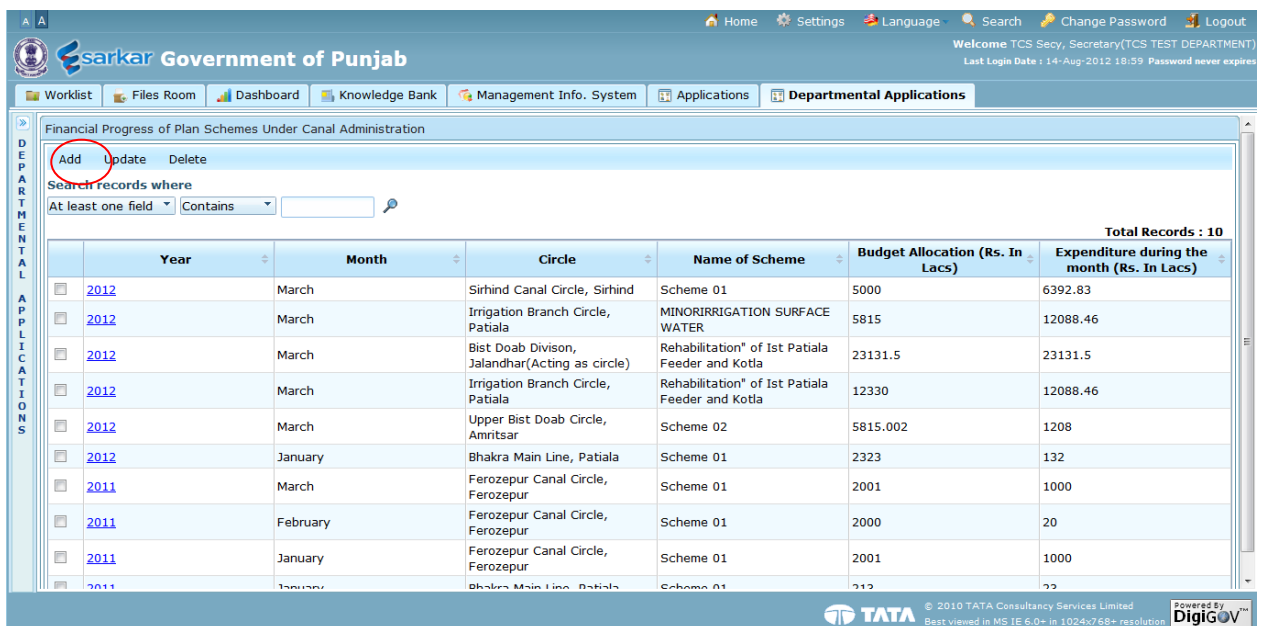
	Name of Scheme	Project Cost (Rs. In Lacs)	Total Target (In Th. Ha.)
<input type="checkbox"/>	Scheme 03	500	3
<input type="checkbox"/>	Scheme 01	2012.111	1.001
<input type="checkbox"/>	Scheme 02	222.222	2.2
<input type="checkbox"/>	LIVING OPF WATER CURSES	35	31
<input type="checkbox"/>	MINORIRRIGATION SURFACE WATER	29	7
<input type="checkbox"/>	LIVING OF WATER COURSES	31	667
<input type="checkbox"/>	Rehabilitation* of 1st Patiala Feeder and Kotla	12330	374.23

3. Add Records – ‘New Request’ Screen

- ✓ Click on link “Scheme Details”. This screen would be accessible only at Directorate level. In this screen directorate level users would enter details of Scheme which are available at Directorate level. If we want to add record for next month just click on ‘Update’ button.



- ✓ Click ‘Add’ button to Add new record. Field name with (*) is mandatory and it must not remain empty.



- ✓ Fill the details.

The screenshot shows a web application interface for the Government of Punjab. The main form is titled 'Financial Progress of Plan Schemes Under Canal Administration'. It contains several input fields:

- Year ***: 2012
- Month ***: March
- Circle ***: Sirhind Canal Circle, Sir
- Name of Scheme ***: Scheme 01
- Budget Allocation 2011-2012 (Rs. In Lacs)**: 5000.000
- Expenditure during the month (Rs. In Lacs)**: 6392.830
- Remarks**: nothing

 Below the form is a table with columns for Year, Month, Circle, Scheme, Budget Allocation, and Expenditure. The table contains several rows of data for the years 2011 and 2012.

- ✓ Click 'Save' button to save data, 'Reset' to make all entered details empty and 'Close' to close the screen

This screenshot is identical to the one above, showing the same form and table. However, the 'Save' and 'Close' buttons at the bottom of the form are circled in red, indicating the next step in the process.

✓ Record is saved

The screenshot displays a web application interface for the Government of Punjab. The main content area shows a table titled "Financial Progress of Plan Schemes Under Canal Administration". The table has columns for Year, Month, Circle, Name of Scheme, Budget Allocation (Rs. In Lacs), and Expenditure during the month (Rs. In Lacs). A dialog box titled "Information" is overlaid on the table, displaying the message "Saved Successfully" and an "OK" button, which is circled in red. The interface also includes a search bar, navigation tabs, and a footer with the TATA logo and copyright information.

Year	Month	Circle	Name of Scheme	Budget Allocation (Rs. In Lacs)	Expenditure during the month (Rs. In Lacs)
2012	March			5000	6392.83
2012	March			5815	12088.46
2012	March			23131.5	23131.5
2012	March	Irrigation Branch Circle, Patiala	Rehabilitation* of Ist Patiala Feeder and Kotla	12330	12088.46
2012	March	Upper Bist Doab Circle, Amritsar	Scheme 02	5815.002	1208
2012	January	Bhakra Main Line, Patiala	Scheme 01	2323	132
2011	March	Ferozepur Canal Circle, Ferozepur	Scheme 01	2001	1000
2011	February	Ferozepur Canal Circle, Ferozepur	Scheme 01	2000	20
2011	January	Ferozepur Canal Circle, Ferozepur	Scheme 01	2001	1000
2011	January	Bhakra Main Line, Patiala	Scheme 01	212	??

3.1. Search Records

- ✓ To search certain record after entering details, select search parameter from the list and enter keywords and click 'Magnifying glass' symbol

The screenshot shows the 'Financial Progress of Plan Schemes Under Canal Administration' interface. At the top, there are navigation links like Home, Settings, Language, Search, Change Password, and Logout. Below that, there are tabs for Worklist, Files Room, Dashboard, Knowledge Bank, Management Info. System, Applications, and Departmental Applications. The main content area has a search bar with the text 'Search records where' and a dropdown menu showing 'At least one field' and 'contains'. A magnifying glass icon is next to the search input field. Below the search bar is a table with the following data:

	Year	Month	Circle	Name of Scheme	Budget Allocation (Rs. In Lacs)	Expenditure during the month (Rs. In Lacs)
<input type="checkbox"/>	2012	March	Sirhind Canal Circle, Sirhind	Scheme 01	5000	6392.83
<input type="checkbox"/>	2012	March	Irrigation Branch Circle, Patiala	MINORIRRIGATION SURFACE WATER	5815	12088.46
<input type="checkbox"/>	2012	March	Bist Doab Divison, Jalandhar(Acting as circle)	Rehabilitation* of Ist Patiala Feeder and Kotla	23131.5	23131.5
<input type="checkbox"/>	2012	March	Irrigation Branch Circle, Patiala	Rehabilitation* of Ist Patiala Feeder and Kotla	12330	12088.46
<input type="checkbox"/>	2012	March	Upper Bist Doab Circle, Amritsar	Scheme 02	5815.002	1208
<input type="checkbox"/>	2012	January	Bhakra Main Line, Patiala	Scheme 01	2323	132
<input type="checkbox"/>	2011	March	Ferozepur Canal Circle, Ferozepur	Scheme 01	2001	1000
<input type="checkbox"/>	2011	February	Ferozepur Canal Circle, Ferozepur	Scheme 01	2000	20
<input type="checkbox"/>	2011	January	Ferozepur Canal Circle, Ferozepur	Scheme 01	2001	1000
<input type="checkbox"/>	2011	January	Bhakra Main Line, Patiala	Scheme 01	212	22

The total records are 10. The footer of the page includes the TATA logo, copyright information for 2010 TATA Consultancy Services Limited, and a 'Powered By DigiGov' logo.

3.2. Update Records

- ✓ To update record, select the record by checking box given and click 'Update' button

	Year	Month	Circle	Name of Scheme	Budget Allocation (Rs. In Lacs)	Expenditure during the month (Rs. In Lacs)
<input type="checkbox"/>	2012	March	Sirhind Canal Circle, Sirhind	Scheme 01	5000	6392.83
<input type="checkbox"/>	2012	March	Irrigation Branch Circle, Patiala	MINORIRRIGATION SURFACE WATER	5815	12088.46
<input type="checkbox"/>	2012	March	Bist Doab Divison, Jalandhar(Acting as circle)	Rehabilitation" of 1st Patiala Feeder and Kotla	23131.5	23131.5
<input type="checkbox"/>	2012	March	Irrigation Branch Circle, Patiala	Rehabilitation" of 1st Patiala Feeder and Kotla	12330	12088.46
<input type="checkbox"/>	2012	March	Upper Bist Doab Circle, Amritsar	Scheme 02	5815.002	1208
<input type="checkbox"/>	2012	January	Bhakra Main Line, Patiala	Scheme 01	2323	132
<input type="checkbox"/>	2011	March	Ferozepur Canal Circle, Ferozepur	Scheme 01	2001	1000
<input type="checkbox"/>	2011	February	Ferozepur Canal Circle, Ferozepur	Scheme 01	2000	20
<input type="checkbox"/>	2011	January	Ferozepur Canal Circle, Ferozepur	Scheme 01	2001	1000
<input type="checkbox"/>	2011	January	Bhakra Main Line, Patiala	Scheme 01	2323	132

- ✓ Click 'Save' button to save data and 'Close' to close the screen

Year * 2012

Month * March

Circle * Sirhind Canal Circle, Sirl

Name of Scheme * Scheme 01

Budget Allocation 2011-2012 (Rs. In Lacs) 5000.000

Expenditure during the month (Rs. In Lacs) 6392.830

Remarks nothing

Save **Close**

<input type="checkbox"/>	2012	March	Upper Bist Doab Circle, Amritsar	Scheme 02	5815.002	1208
<input type="checkbox"/>	2012	January	Bhakra Main Line, Patiala	Scheme 01	2323	132
<input type="checkbox"/>	2011	March	Ferozepur Canal Circle, Ferozepur	Scheme 01	2001	1000
<input type="checkbox"/>	2011	February	Ferozepur Canal Circle, Ferozepur	Scheme 01	2000	20
<input type="checkbox"/>	2011	January	Ferozepur Canal Circle, Ferozepur	Scheme 01	2001	1000
<input type="checkbox"/>	2011	January	Bhakra Main Line, Patiala	Scheme 01	2323	132

✓ Record is saved, Click on 'Ok'

The screenshot shows a web application interface for the Government of Punjab. The main content area displays a table titled "Financial Progress of Plan Schemes Under Canal Administration". The table has columns for Year, Month, Circle, Name of Scheme, Budget Allocation (Rs. In Lacs), and Expenditure during the month (Rs. In Lacs). An "Information" dialog box is overlaid on the table, showing a message "Saved Successfully." and an "OK" button, which is circled in red. The interface also includes a search bar, navigation tabs, and a footer with TATA and Digigov logos.

Year	Month	Circle	Name of Scheme	Budget Allocation (Rs. In Lacs)	Expenditure during the month (Rs. In Lacs)
2012	March			5000	6392.83
2012	March			5815	12088.46
2012	March			23131.5	23131.5
2012	March	Irrigation Branch Circle, Patiala	Rehabilitation of Ist Patiala Feeder and Kotla	12330	12088.46
2012	March	Upper Bist Doab Circle, Amritsar	Scheme 02	5815.002	1208
2012	January	Bhakra Main Line, Patiala	Scheme 01	2323	132
2011	March	Ferozepur Canal Circle, Ferozepur	Scheme 01	2001	1000
2011	February	Ferozepur Canal Circle, Ferozepur	Scheme 01	2000	20
2011	January	Ferozepur Canal Circle, Ferozepur	Scheme 01	2001	1000
2011	January	Bhakra Main Line, Patiala	Scheme 01	2323	132

3.3. Delete Records

- ✓ To delete record, select the record by check box given and click 'Delete' button.

The screenshot displays the 'Financial Progress of Plan Schemes Under Canal Administration' web application. The top navigation bar includes 'Home', 'Settings', 'Language', 'Search', 'Change Password', and 'Logout'. The user is logged in as 'TCS Secy, Secretary(TCS TEST DEPARTMENT)'. The main content area shows a table with the following data:

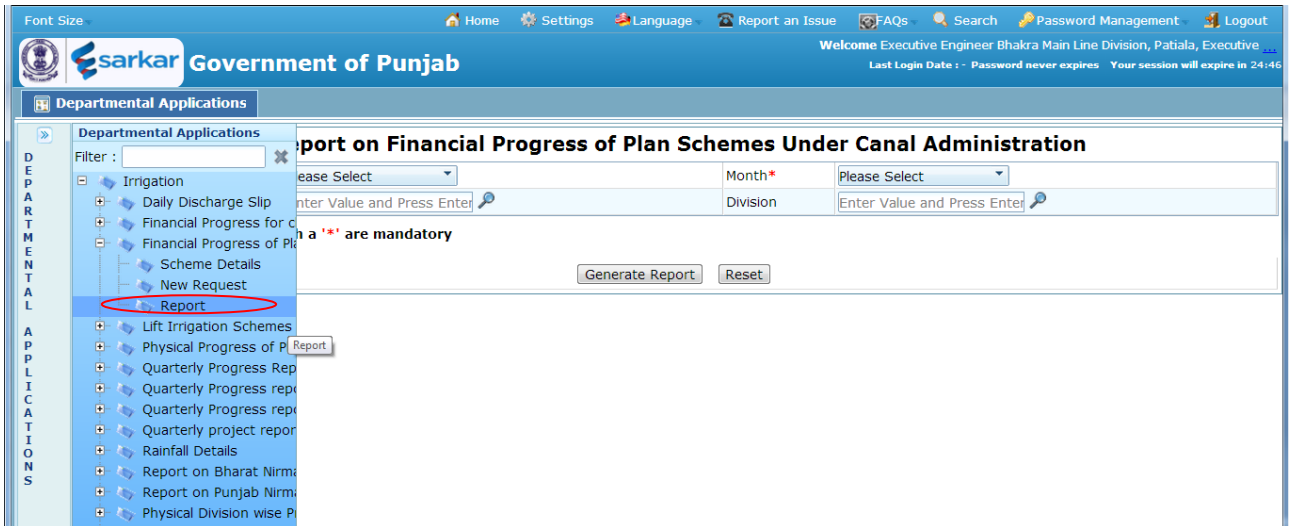
Year	Month	Circle	Name of Scheme	Budget Allocation (Rs. In Lacs)	Expenditure during the month (Rs. In Lacs)
2012	March	Sirhind Canal Circle, Sirhind	Scheme 01	5000	6392.83
2012	March	Irrigation Branch Circle, Patiala	MINORIRRIGATION SURFACE WATER	5815	12088.46
2012	March	Bist Doab Divison, Jalandhar(Acting as circle)	Rehabilitation* of Ist Patiala Feeder and Kotla	23131.5	23131.5
2012	March	Irrigation Branch Circle, Patiala	Rehabilitation* of Ist Patiala Feeder and Kotla	12330	12088.46
2012	March	Upper Bist Doab Circle, Amritsar	Scheme 02	5815.002	1208
2012	January	Bhakra Main Line, Patiala	Scheme 01	2323	132
2011	March	Ferozepur Canal Circle, Ferozepur	Scheme 01	2001	1000
2011	February	Ferozepur Canal Circle, Ferozepur	Scheme 01	2000	20
2011	January	Ferozepur Canal Circle, Ferozepur	Scheme 01	2001	1000
2011	January	Bhakra Main Line, Patiala	Scheme 01	212	22

The 'Delete' button in the top navigation bar is circled in red. The first row of the table is selected, and its checkbox is also highlighted.

4. Reports

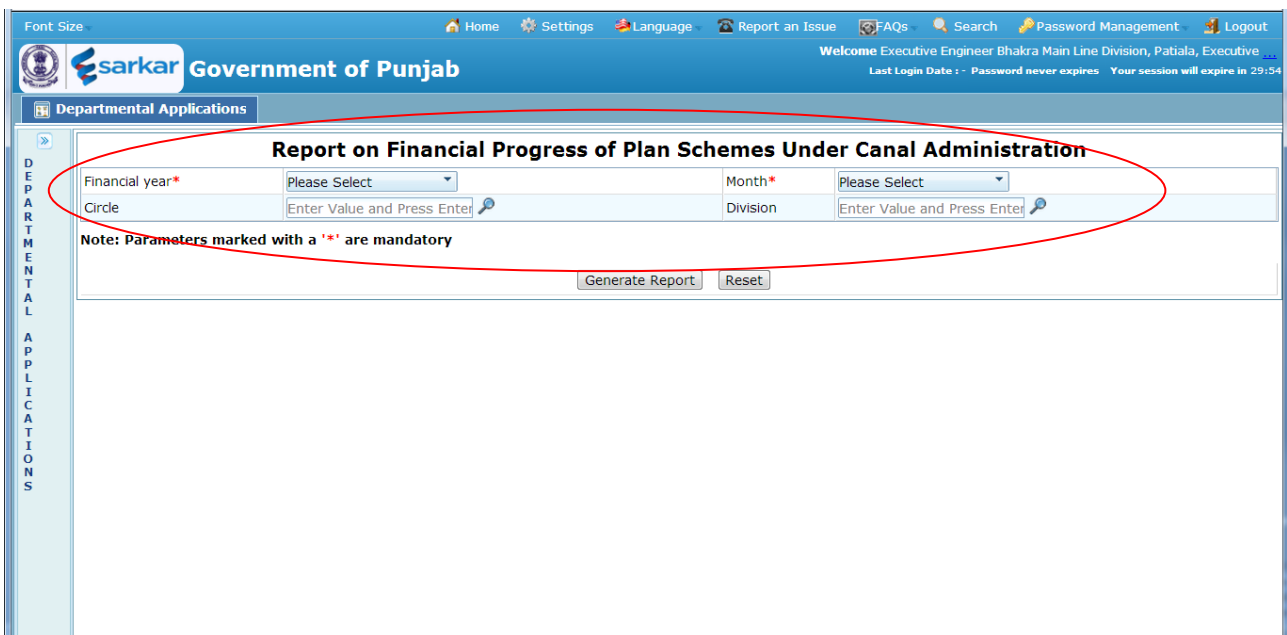
4.1. Report on Financial Progress under Canal Administration

✓ Click on 'Report' link to generate report.



✓ Enter the mandatory fields and click on 'Generate Report'.

1. **Directorate Level Users** – This type of users can generate report for entire Punjab, but if they want to generate the report for particular Circle/Division, they have select that Circle/Division in search criteria.
2. **Circle Level Users** – This type of users can generate report only for their circle, but if they want to generate the report for particular Division, they have select that Division in search criteria.
3. **Directorate Level Users** – This type of users can generate report only for their division.



- ✓ Following report would be generated when we click on ‘Generate Report’

Font Size Home Settings Language Report an Issue FAQs Search Password Management Logout

Welcome Executive Engineer Bhakra Main Line Division, Patiala, Executive
Last Login Date : - Password never expires Your session will expire in 29:45

Departmental Applications

DEPARTMENTAL APPLICATIONS

Report on Financial Progress of Plan Schemes Under Canal Administration
Financial year: 2013-2014, Month: June

Total Records : 3

Sr. No	Scheme Name	Project Cost (Rs. In Lacs)	Budget Allocation 2013-2014 (Rs. In Lacs)	Expenditure up to 31-Mar-2013 (Rs. In Lacs)	Current Progress(In Th. Ha.)	Expenditure Upto Last Month (Rs. In Lacs)	Total_Exp(R. s. In Lacs)
1	Scheme 01	40	50	0	10	5	15
2	scheme 03	40	50	0	10	5	15
3	scheme 02	40	50	0	10	5	15

Print Export To : Excel PDF

Date:19-Nov-2013 12:34:50
*Report Generated by TCS-DigiGOV