

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

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



August 2013

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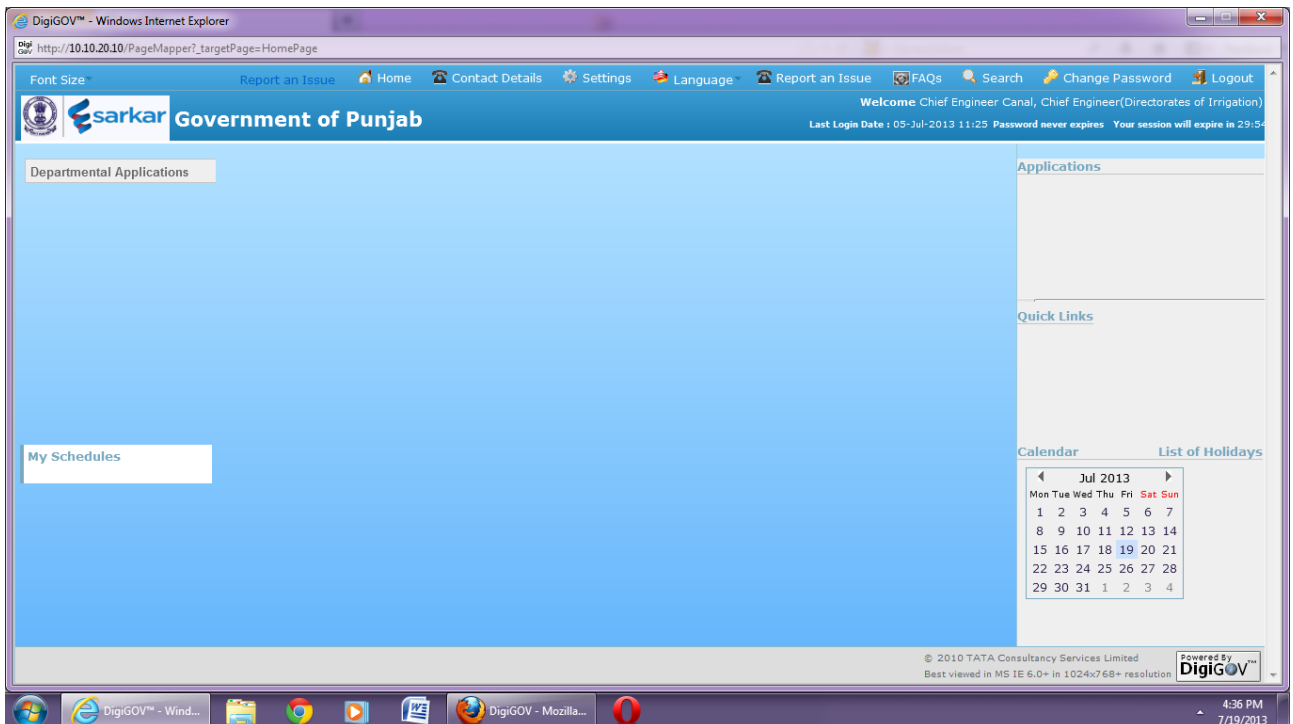
1. New Request details

1.1. Application Link

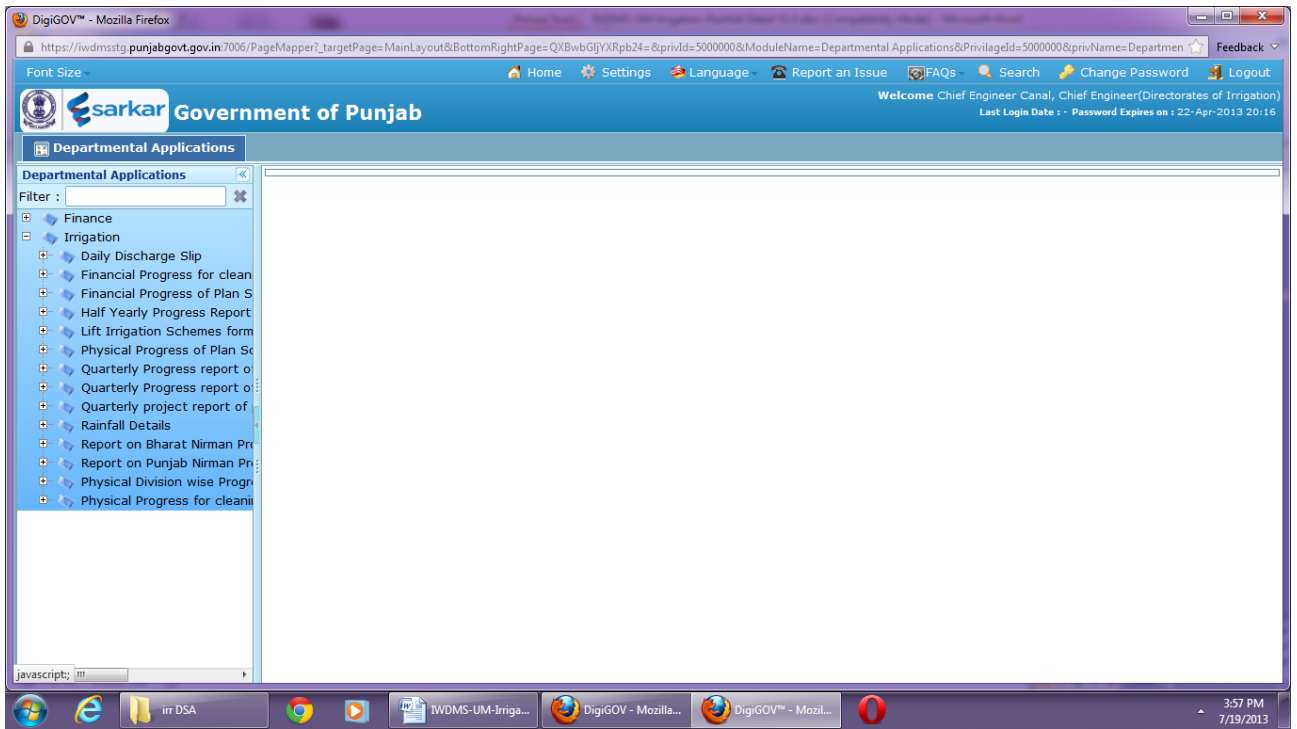
- ✓ Enter Username, Password and Click on Login



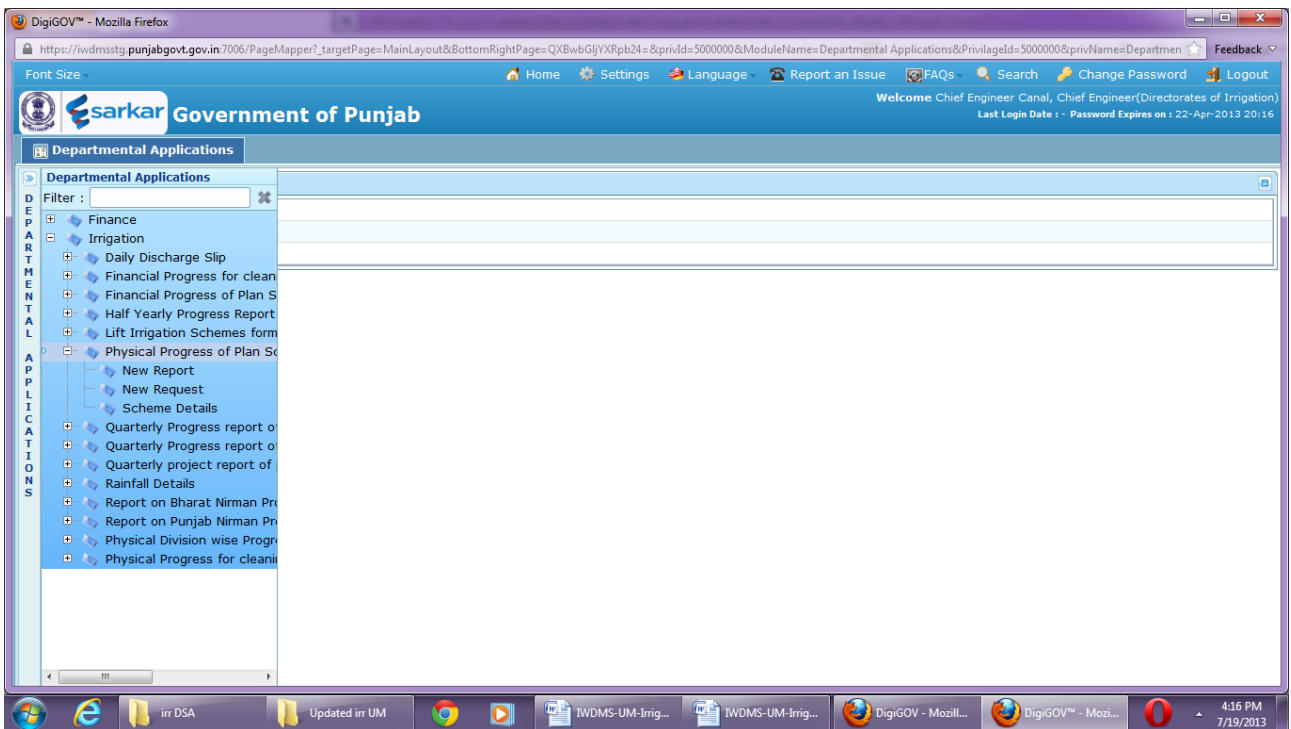
- ✓ Click Departmental Application Link



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

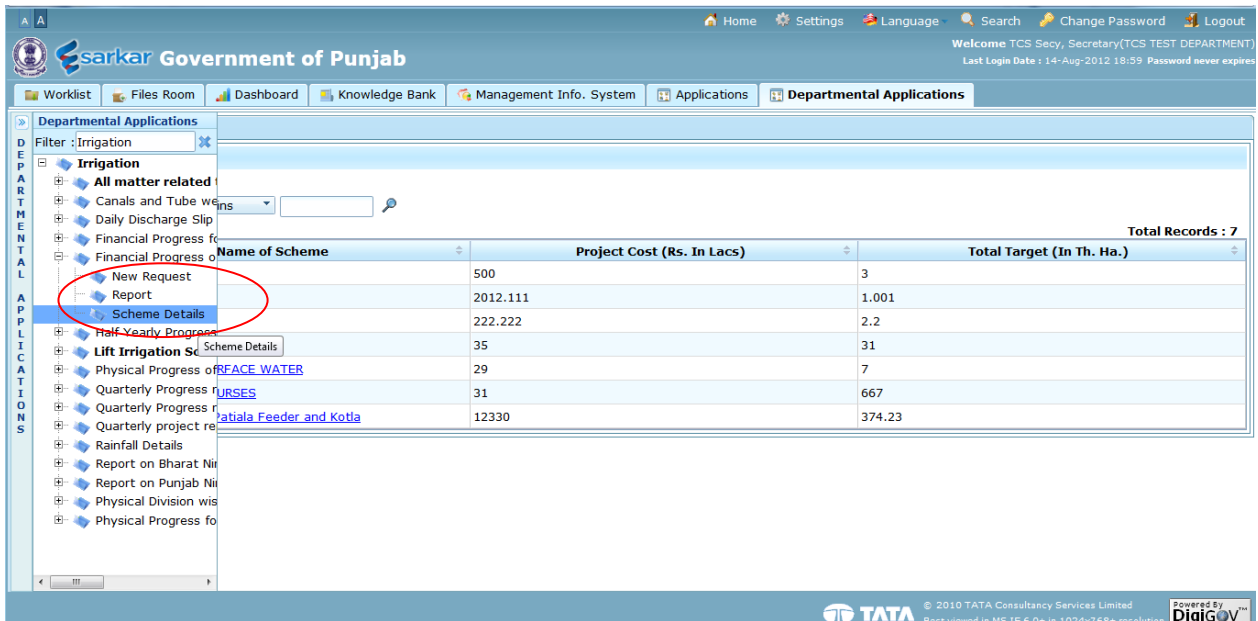


- ✓ Filter by the name of departments & Click on Application Name.

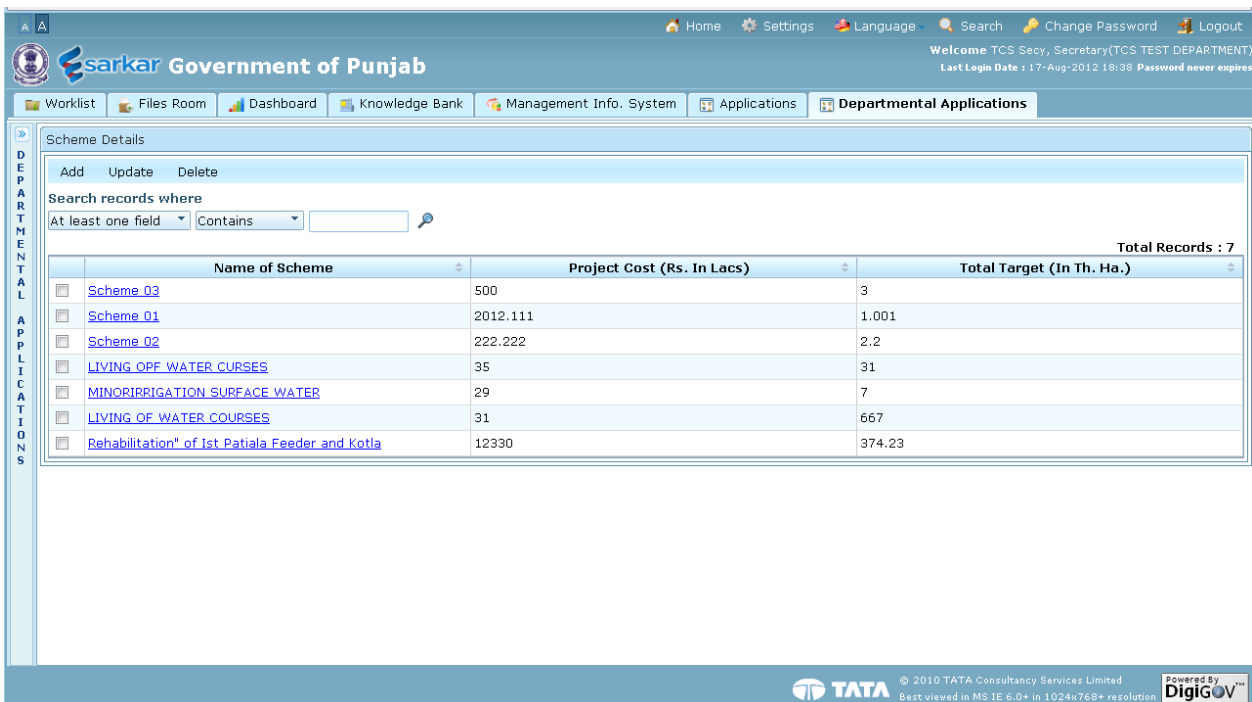


2. Add Record – ‘Scheme details’

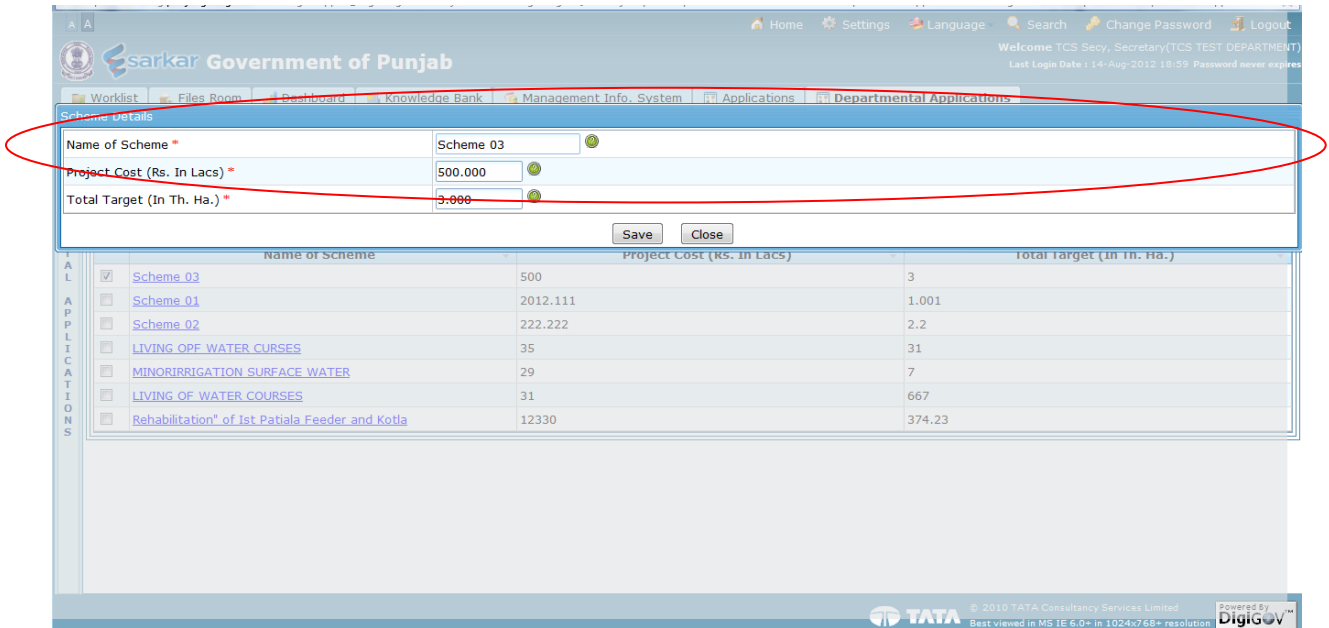
- ✓ Click on link “Scheme Details”. This screen would be accessible only at Directorate level. In this screen directorate level users would enter details of Scheme which are available at Directorate level.



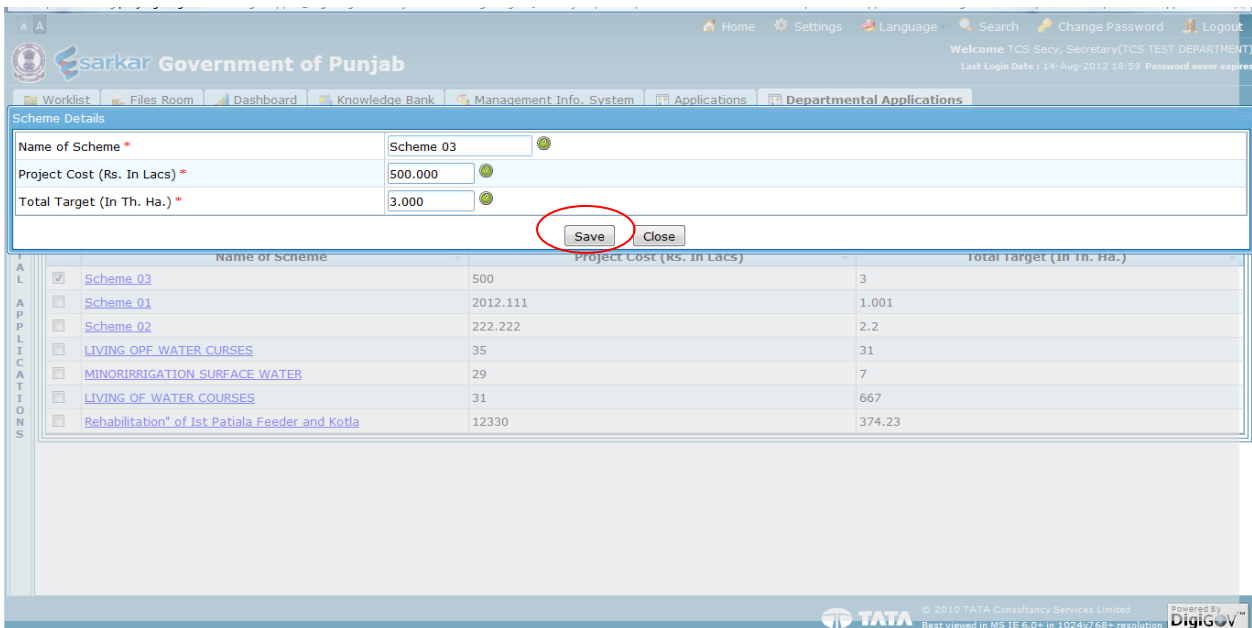
- ✓ Click on ‘Add’ button to enter details in application.



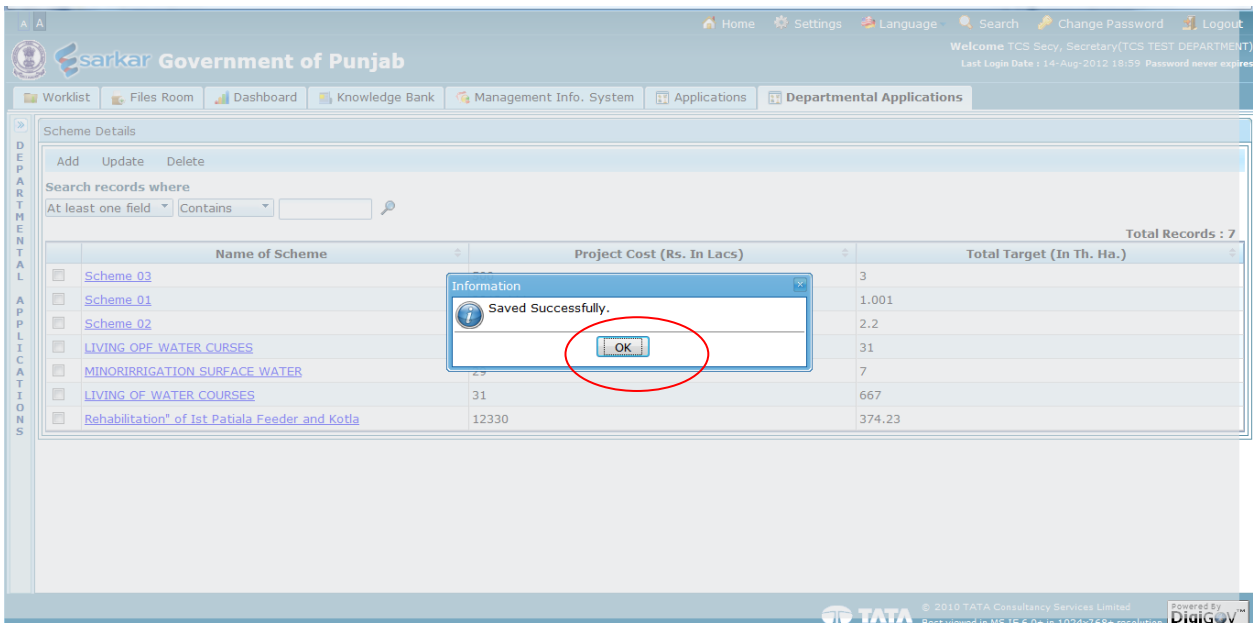
- ✓ Following screen would be opened when we click on 'Add' button. Enter details in screen



- ✓ 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.



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 'Home', 'Settings', 'Language', 'Search', 'Change Password', and 'Logout' options. 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' page. At the top, there are navigation links: Home, Settings, Language, Search, Change Password, and Logout. Below this, 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'. Below these is a search bar with a dropdown menu set to 'At least one field' and a search button. A table displays the following data:

			Total Records : 7
<input type="checkbox"/>	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

At the bottom of the page, there is a footer with the TATA logo, copyright information for TATA Consultancy Services Limited (© 2010), and a 'Powered By DigiGov' logo.

- ✓ 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 the following fields:

- Name of Scheme: Scheme 03
- Project Cost (Rs. In Lacs): 500.000
- Total Target (In Th. Ha.): 3.000

Below the form, the same table as in the previous screenshot is visible. The 'Save' and 'Close' buttons are circled in red. The footer at the bottom includes the TATA logo, copyright information, and the 'Powered By DigiGov' logo.

✓ Record is saved, Click on 'Ok'

The screenshot displays a web application interface for the Government of Punjab. The main content area shows a table titled 'Scheme Details' with columns for 'Name of Scheme', 'Project Cost (Rs. In Lacs)', and 'Total Target (In Th. Ha.)'. The table lists several schemes, including 'Scheme 03', 'Scheme 01', 'Scheme 02', 'LIVING OPF WATER COURSES', 'MINORIRRIGATION SURFACE WATER', 'LIVING OF WATER COURSES', and 'Rehabilitation" of 1st Patiala Feeder and Kotla'. A modal 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 includes a top navigation bar with links like 'Home', 'Settings', 'Language', 'Search', 'Change Password', and 'Logout'. The footer contains the TATA logo and copyright information for TATA Consultancy Services Limited, along with a '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 COURSES	31	31
MINORIRRIGATION SURFACE WATER	7	7
LIVING OF WATER COURSES	667	667
Rehabilitation" of 1st Patiala Feeder and Kotla	12330	374.23

2.3 Delete Records

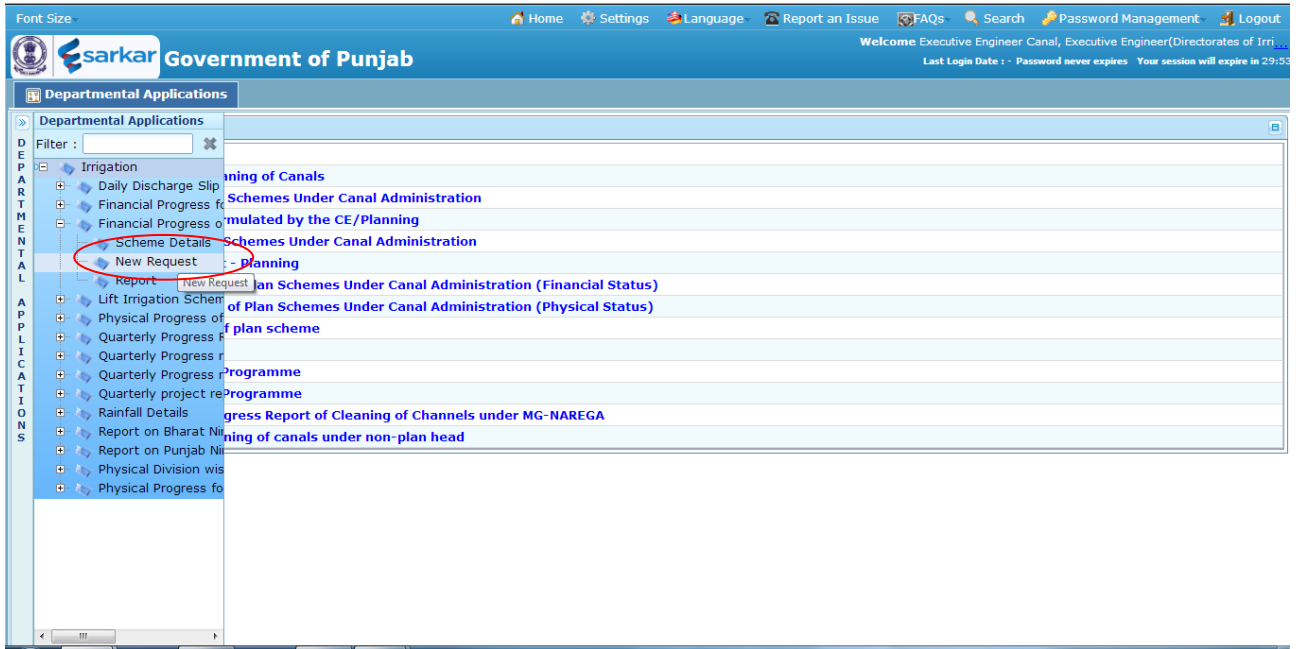
- ✓ To delete record, select the record by check box given and click 'Delete' button.

The screenshot displays the 'Scheme Details' page of the 'sarkar Government of Punjab' portal. 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 features a 'Scheme Details' section with 'Add', 'Update', and 'Delete' buttons. Below this is a search bar and a table with 7 records. The 'Delete' button and the checkbox for the first record, 'Scheme 03', are highlighted with red circles.

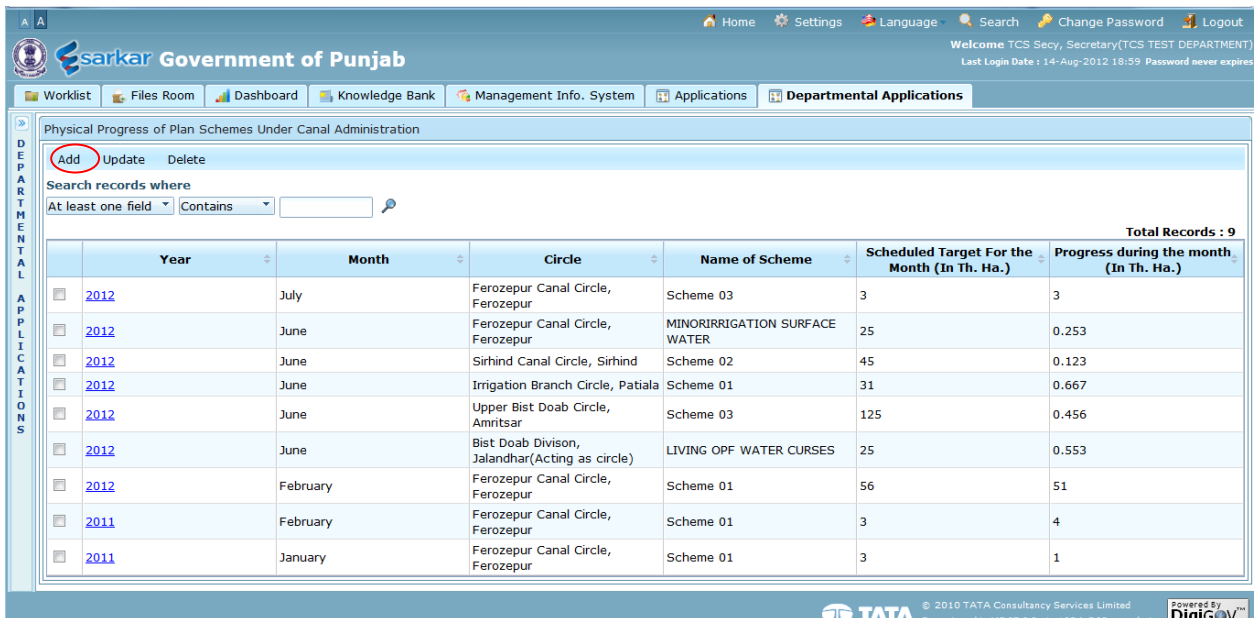
	Name of Scheme	Project Cost (Rs. In Lacs)	Total Target (In Th. Ha.)
<input checked="" type="checkbox"/>	Scheme 03	500	3
<input type="checkbox"/>	Scheme 01	2012.111	1.001
<input type="checkbox"/>	Scheme 02	222.222	2.2
<input type="checkbox"/>	LIVING OPF WATER CURSES	35	31
<input type="checkbox"/>	MINORIRRIGATION 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 “New Request”. This screen would be used by field level to enter details. Field name with (*) is mandatory and it must not remain empty.



- ✓ Click ‘Add’ button to Add new record.



- ✓ Fill the details. Field name with (*) is mandatory and it must not remain empty.

The screenshot shows a web application interface for the Government of Punjab. The main form is titled 'Physical Progress of Plan Schemes Under Canal Administration'. It contains several input fields, some of which are highlighted with a red oval. The fields are: Year (2012), Month (July), Circle (Ferozepur Canal Circle), Name of Scheme (Scheme 03), Scheduled Target For the Month (In Th. Ha.) (3.000), and Progress during the month (In Th. Ha.) (3.000). There is also a Remarks field. Below the form is a table with columns for Year, Month, Circle, Name of Scheme, Scheduled Target, and Progress. The table contains five rows of data.

Year	Month	Circle	Name of Scheme	Scheduled Target	Progress
2012	June	Upper Bist Doab Circle, Amritsar	Scheme 03	125	0.456
2012	June	Bist Doab Division, Jalandhar(Acting as circle)	LIVING OPF WATER CURSES	25	0.553
2012	February	Ferozepur Canal Circle, Ferozepur	Scheme 01	56	51
2011	February	Ferozepur Canal Circle, Ferozepur	Scheme 01	3	4
2011	January	Ferozepur Canal Circle, Ferozepur	Scheme 01	3	1

- ✓ 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, a red oval now highlights the 'Save' and 'Close' buttons located at the bottom of the form. The 'Save' button is highlighted with a red circle.

✓ Record is saved

The screenshot displays a web application interface for the Government of Punjab. The main content area is titled "Physical Progress of Plan Schemes Under Canal Administration". It features a search bar and a table with the following columns: Year, Month, Circle, Name of Scheme, Scheduled Target For the Month (In Th. Ha.), and Progress during the month (In Th. Ha.). A total of 9 records are shown. An "Information" dialog box is overlaid on the table, displaying the message "Saved Successfully" and an "OK" button, which is circled in red.

Year	Month	Circle	Name of Scheme	Scheduled Target For the Month (In Th. Ha.)	Progress during the month (In Th. Ha.)
2012	July			3	3
2012	June			25	0.253
2012	June			45	0.123
2012	June	Irrigation Branch Circle, Patiala	Scheme 01	31	0.667
2012	June	Upper Bist Doab Circle, Amritsar	Scheme 03	125	0.456
2012	June	Bist Doab Divison, Jalandhar(Acting as circle)	LIVING OPF WATER CURSES	25	0.553
2012	February	Ferozepur Canal Circle, Ferozepur	Scheme 01	56	51
2011	February	Ferozepur Canal Circle, Ferozepur	Scheme 01	3	4
2011	January	Ferozepur Canal Circle, Ferozepur	Scheme 01	3	1

1.3 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 'Physical 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 a dropdown menu showing 'At least one field' and 'Contains' selected. A magnifying glass icon is next to the search input field. Below the search bar is a table with 9 records. The table has columns for Year, Month, Circle, Name of Scheme, Scheduled Target For the Month (In Th. Ha.), and Progress during the month (In Th. Ha.).

	Year	Month	Circle	Name of Scheme	Scheduled Target For the Month (In Th. Ha.)	Progress during the month (In Th. Ha.)
<input type="checkbox"/>	2012	July	Ferozepur Canal Circle, Ferozepur	Scheme 03	3	3
<input type="checkbox"/>	2012	June	Ferozepur Canal Circle, Ferozepur	MINORIRRIGATION SURFACE WATER	25	0.253
<input type="checkbox"/>	2012	June	Sirhind Canal Circle, Sirhind	Scheme 02	45	0.123
<input type="checkbox"/>	2012	June	Irrigation Branch Circle, Patiala	Scheme 01	31	0.667
<input type="checkbox"/>	2012	June	Upper Bist Doab Circle, Amritsar	Scheme 03	125	0.456
<input type="checkbox"/>	2012	June	Bist Doab Divison, Jalandhar(Acting as circle)	LIVING OPF WATER CURSES	25	0.553
<input type="checkbox"/>	2012	February	Ferozepur Canal Circle, Ferozepur	Scheme 01	56	51
<input type="checkbox"/>	2011	February	Ferozepur Canal Circle, Ferozepur	Scheme 01	3	4
<input type="checkbox"/>	2011	January	Ferozepur Canal Circle, Ferozepur	Scheme 01	3	1

Total Records : 9

1.4 Update Records

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

Physical Progress of Plan Schemes Under Canal Administration

Buttons: Add, Update, Delete

Search records where: At least one field, Contains

	Year	Month	Circle	Name of Scheme	Scheduled Target For the Month (In Th. Ha.)	Progress during the month (In Th. Ha.)
<input checked="" type="checkbox"/>	2012	July	Ferozepur Canal Circle, Ferozepur	Scheme 03	3	3
<input type="checkbox"/>	2012	June	Ferozepur Canal Circle, Ferozepur	MINORIRRIGATION SURFACE WATER	25	0.253
<input type="checkbox"/>	2012	June	Sirhind Canal Circle, Sirhind	Scheme 02	45	0.123
<input type="checkbox"/>	2012	June	Irrigation Branch Circle, Patiala	Scheme 01	31	0.667
<input type="checkbox"/>	2012	June	Upper Bist Doab Circle, Amritsar	Scheme 03	125	0.456
<input type="checkbox"/>	2012	June	Bist Doab Divison, Jalandhar(Acting as circle)	LIVING OPF WATER CURSES	25	0.553
<input type="checkbox"/>	2012	February	Ferozepur Canal Circle, Ferozepur	Scheme 01	56	51
<input type="checkbox"/>	2011	February	Ferozepur Canal Circle, Ferozepur	Scheme 01	3	4
<input type="checkbox"/>	2011	January	Ferozepur Canal Circle, Ferozepur	Scheme 01	3	1

Total Records : 9

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

Physical Progress of Plan Schemes Under Canal Administration

Form Fields:

- Year: 2012
- Month: July
- Circle: Ferozepur Canal Circle
- Name of Scheme: Scheme 03
- Scheduled Target For the Month (In Th. Ha.): 3.000
- Progress during the month (In Th. Ha.): 3.000
- Remarks: (Empty text area)

Buttons: Save, Close

<input type="checkbox"/>	2012	June	Upper Bist Doab Circle, Amritsar	Scheme 03	125	0.456
<input type="checkbox"/>	2012	June	Bist Doab Divison, Jalandhar(Acting as circle)	LIVING OPF WATER CURSES	25	0.553
<input type="checkbox"/>	2012	February	Ferozepur Canal Circle, Ferozepur	Scheme 01	56	51
<input type="checkbox"/>	2011	February	Ferozepur Canal Circle, Ferozepur	Scheme 01	3	4
<input type="checkbox"/>	2011	January	Ferozepur Canal Circle, Ferozepur	Scheme 01	3	1

✓ 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 "Physical Progress of Plan Schemes Under Canal Administration". The table has columns for Year, Month, Circle, Name of Scheme, Scheduled Target For the Month (In Th. Ha.), and Progress during the month (In Th. Ha.). A modal window is open over the table, displaying "Saved Successfully." with an "OK" button circled in red.

Year	Month	Circle	Name of Scheme	Scheduled Target For the Month (In Th. Ha.)	Progress during the month (In Th. Ha.)
2012	July			3	3
2012	June			25	0.253
2012	June			45	0.123
2012	June	Irrigation Branch Circle, Patiala	Scheme 01	31	0.667
2012	June	Upper Bist Doab Circle, Amritsar	Scheme 03	125	0.456
2012	June	Bist Doab Divison, Jalandhar(Acting as circle)	LIVING OPF WATER CURSES	25	0.553
2012	February	Ferozepur Canal Circle, Ferozepur	Scheme 01	56	51
2011	February	Ferozepur Canal Circle, Ferozepur	Scheme 01	3	4
2011	January	Ferozepur Canal Circle, Ferozepur	Scheme 01	3	1

1.5 Delete Records

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

The screenshot displays the 'Physical Progress of Plan Schemes Under Canal Administration' web application. The interface includes a top navigation bar with options like 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 shows a table with the following data:

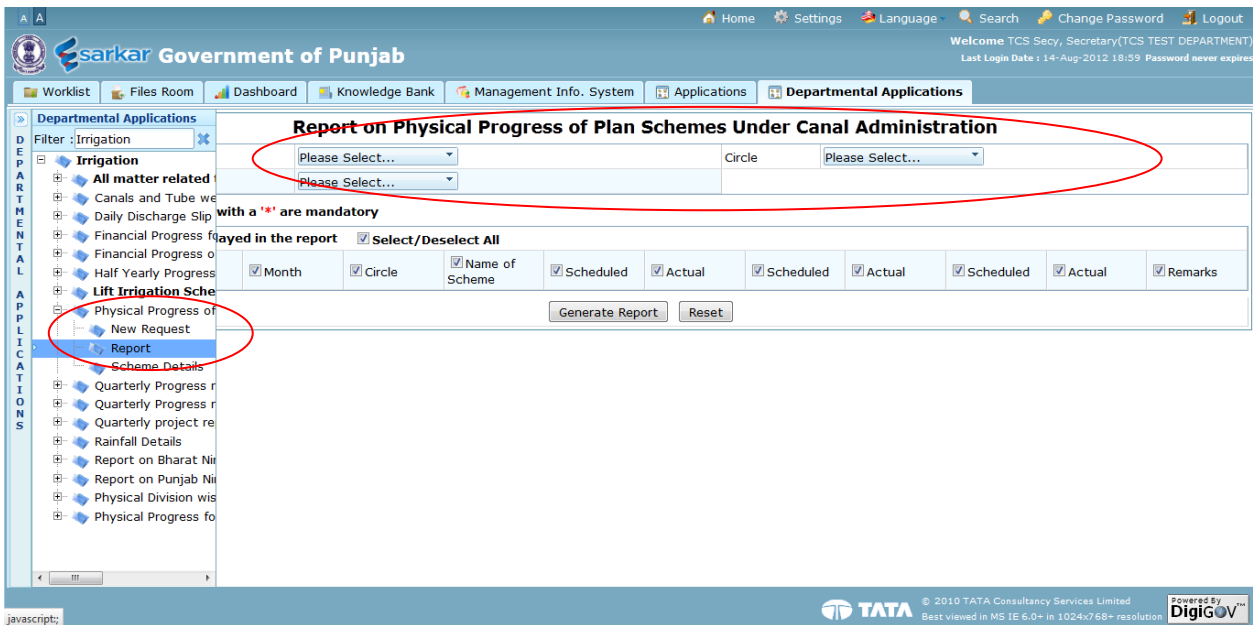
	Year	Month	Circle	Name of Scheme	Scheduled Target For the Month (In Th. Ha.)	Progress during the month (In Th. Ha.)
<input checked="" type="checkbox"/>	2012	July	Ferozepur Canal Circle, Ferozepur	Scheme 03	3	3
<input type="checkbox"/>	2012	June	Ferozepur Canal Circle, Ferozepur	MINORIRRIGATION SURFACE WATER	25	0.253
<input type="checkbox"/>	2012	June	Sirhind Canal Circle, Sirhind	Scheme 02	45	0.123
<input type="checkbox"/>	2012	June	Irrigation Branch Circle, Patiala	Scheme 01	31	0.667
<input type="checkbox"/>	2012	June	Upper Bist Doab Circle, Amritsar	Scheme 03	125	0.456
<input type="checkbox"/>	2012	June	Bist Doab Divison, Jalandhar(Acting as circle)	LIVING OPF WATER CURSES	25	0.553
<input type="checkbox"/>	2012	February	Ferozepur Canal Circle, Ferozepur	Scheme 01	56	51
<input type="checkbox"/>	2011	February	Ferozepur Canal Circle, Ferozepur	Scheme 01	3	4
<input type="checkbox"/>	2011	January	Ferozepur Canal Circle, Ferozepur	Scheme 01	3	1

The interface also includes a search bar with options for 'At least one field' and 'Contains', and a 'Total Records : 9' indicator. The footer contains the TATA logo and copyright information for TATA Consultancy Services Limited, along with a 'Powered By Digigov' logo.

4. Reports

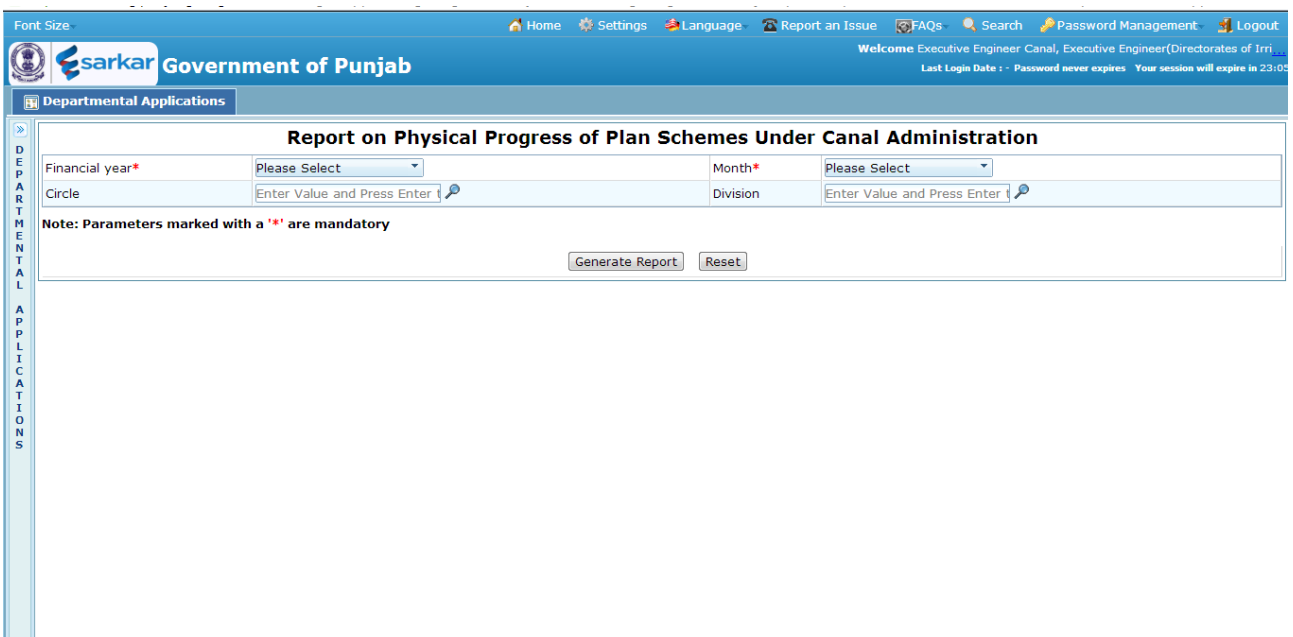
4.1. Report on Physical Progress under Canal Administration

- ✓ 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

sarkar Government of Punjab

Welcome Executive Engineer Canal, Executive Engineer(Directorates of Iri ...
Last Login Date : - Password never expires Your session will expire in 28:24

Departmental Applications

DEPARTMENTAL APPLICATIONS

Report on Physical 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)	Total Target 2013-2014 (In Th. Ha.)	Progress up to 31-Mar-2013 (In Th. Ha.)	Current Month Progress(In Th. Ha.)	Progress Upto Last Month(In Th. Ha.)	Total Progress(In Th. Ha.)
1	scheme 02	40	30	0	10	5	15
2	Scheme 01	40	30	0	10	5	15
3	scheme 03	40	30	0	10	5	15

Print Export To : Excel PDF

Date:19-Nov-2013 15:10:47
*Report Generated by TCS-DigiGOV

Back Reset Grid