KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED

User Manual

(for Assistant Director-Project)

Bhusiri-Project Management Software System





1. Introduction to User Manual

This manual is the primary reference for the **Bhusiri Project Management System**. The Bhusiri system facilitates the KRIDL work information in following the procedure. The purpose of this manual is to explain the system to the new users and to provide sufficient details so that as the users progress through the manual they gain full understanding of the application.

The manual is organized overall to flow from a general to a specific perspective. The purpose being that as one reads through this manual he/she will be able to develop a conceptual framework.

1.1 Audience for this manual

This manual is prepared for the users who use the Bhusiri Project Management System. Basically, this Bhusiri System is used by the Officers of the KRIDL.

1.2 URL

Training Site	https://164.100.133.88/TestBhusiri/index.aspx
LIVE Site	https://164.100.133.88

1.3 Contact Information

• Helpdesk E-mail address kridlsoft@kridl.net Ph: 080-28015621/28015639





2. ABOUT THE KRIDL

Karnataka Rural Infrastructure Development Limited (KRIDL) is a Govt. of Karnataka undertaking, was started as a Directorate of Land army in the year 1971 under the Rural Development Department of Government of Karnataka. It was incorporated as a company on the 9th August 1974 as Karnataka Land Army Corporation under the full and Complete ownership of Government of Karnataka. It was renamed as Karnataka Rural Infrastructure Development Limited (KRIDL) on 6th August 2008.

A unique organisation of Government of Karnataka involved in the Civil Engineering construction and creation of assets in the state.

The Head Quarters of the Corporation is at Bangalore with Zones, Divisions and Sub divisions functioning all over the state.

VISION STATEMENT

- 1. To be the Best and Most Efficient Public Sector Company in Karnataka
- 2. To be leader in construction management
- 3. Quality & Economical Deliverables
- 4. Overall superior service

MISSION STATEMENT

- 1. To avoid cost and time overrun
- 2. Quick response to customer needs
- 3. Credibility in everything KRIDL does and to be winners in the field
- 4. Committed Manpower





3. BHUSIRI SOFTWARE MANAGEMENT SYSTEM

Bhusiri Software Management System is a web-based application to enter and monitor the Works. It enhances in adding, viewing and updating Works details and generates various reports based on requirements.

3.1 FEATURES

- 1. Web based system It is web based system and can be accessed by the officers from anywhere.
- 2. User friendly system This system is user friendly with local language support. It facilitates the users with minimum computer skill to use the system.
- 3. Work flow based system It has been built with work flow based process, where in the officers/officials have to follow the procedure/activities defined in execution of the work.
- 4. Uploading of the documents The system has a provision to upload the different documents like Administrative Approval Copy, Technical Sanction copy etc...,
- 5. System controls It has been built with system controls, where ever it is possible, so that officers cannot do the mistakes/error entries into the system

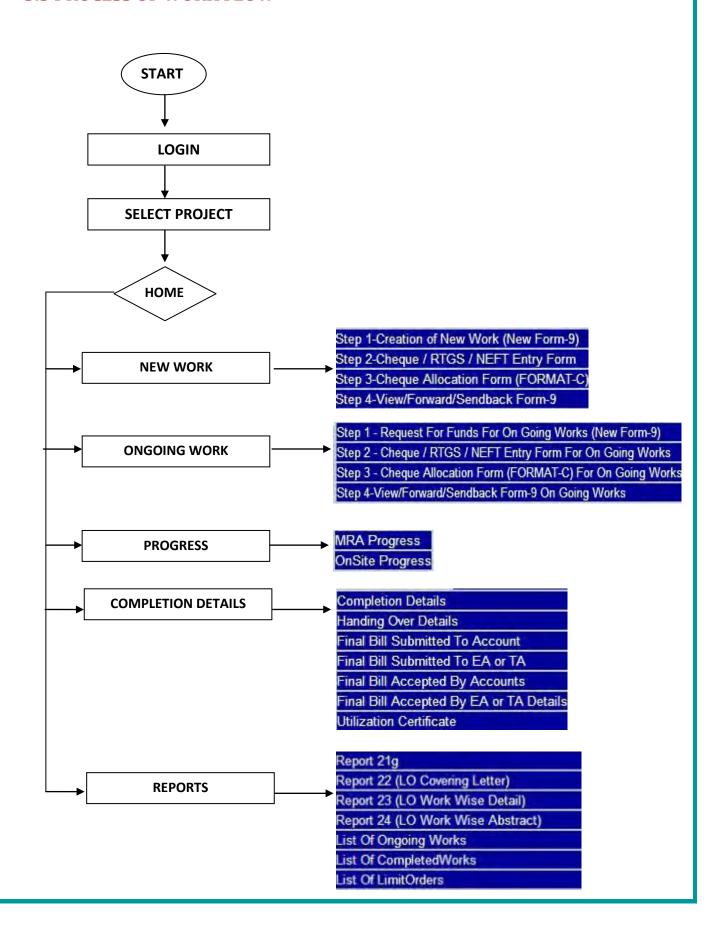
3.2 BENEFITS OF THE BHUSIRI SOFTWARE

- 1. Effective monitoring of the works
- 2. Better monitoring of funds Receipts
- 3. Work wise funds release
- 4. Physical and Financial progress of works can be captured.
- 5. Status of works can be know Completion, Ongoing
- 6. Generation of various reports which helps to take proper decision by the Management.





3.3 PROCESS OF WORK FLOW







4. BHUSIRI SOFTWARE

4.1 HOW TO LOGIN

Once the login account is created, the login name and password is sent to him/her as SMS. Using this login name and password he can open the web-site and carry out his activities

4.2 LOGIN

The access to the Bhusiri Software Management System is controlled through username and password. Hence, every authorized officer shall have a Username and Password through which he/she can login into this system.

TEST Login to the website using the URL: https://164.100.133.88/testbhusiri/index.aspx with the correct username and password [Refer fig below].

TEST login can be used for the PRATICE purpose.

Login to the **LIVE** website using the URL: https://164.100.133.88 with the correct username and password [Refer fig below].

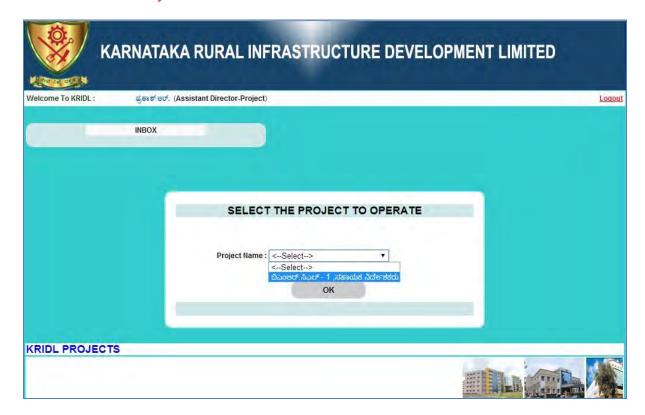
(A)	KARNATAKA RURAL INFRASTRUCTURE DEVELOPMENT LIMITED	
	WELCOME TO BHUSIRI SOFTWARE MANAGEMENT SYSTEM	
HOME Bhusiri Log HRD Login	USER ID adp Password Pagin 4 pyj C Enter the Above showned Code in Below textbox	
RTILogir		

After Successfully login below screen will display. Project will be display based on roles. Select the Project to go on for next page.





4.3 SELECT PROJECT TO OPERATE



4.4 NEW WORK

After Selecting project HOME screen will display. In the below screen you will get MENUS.

STEP 1: Select **NEW WORK**



After Selecting NewWork click on Step 1-Creation of New Work(New Form-9)



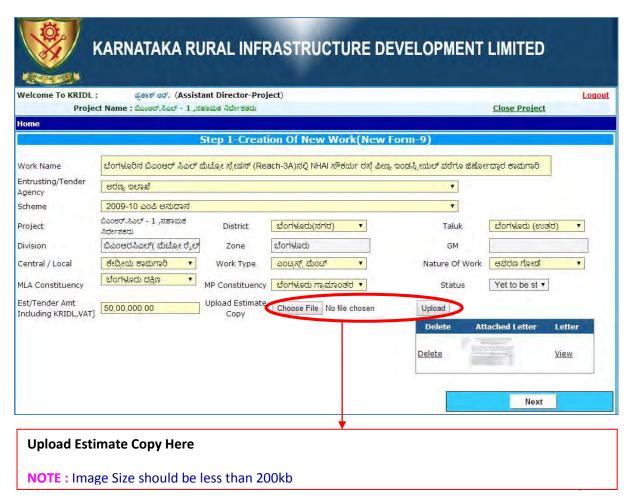


STEP 2:



After Selecting Step 1-Creation of New Work(New Form-9) below screen will display. Here you can create New Work.

Creation of New Work: Step-1:



✓ After filling all the relevant fields click on Next





Step 2:

Welcome To KRIDL : Project Na	Close Project	Logout				
Home		2 ///			<u>close i roject</u>	
		Step 1	-Creation Of New W	ork(New Form-9)		
Adm Approval No	adm		Adm Approval Dt	31/01/2014		
Adm Approved Amt	50,000.00		Adm Approval Img	Choose File No file chosen	Upload	
				Delete Austrica Letter	Letter	
	50.77				432	
Proper Document Uploaded	Yes	● No		<u>Delete</u>	<u>View</u>	
				12		
			100000000			
S No			TS Date			
TS Amt	0.00		TS Image	Choose File No file chosep	Upload	
Proper Document Uploaded	Yes	@ No				
lob Rate No			Job Rate Date			
Job Rate Amt	0.00		Job Rate Image	Choose File No file chosen	Upload	
	100000	0.0	Job Kate Illiage	Choose I lie 140 lile Chosen	Opidad	
Proper Document Uploaded	Yes	^ℚ No				
Arch Plan App No			ArchPlan Date			
			Arch Plan Image	Choose File No file chosen	Upload	
Proper Document Uploaded	(i) Vac	○ No	A Print Could and Barrier		100000000000000000000000000000000000000	
Toper bocamene opioadea	163	- 140				
Design App No			DesignApp Date			
			DesignApp Img	Choose File No file chosen	Upload	
Proper Document Uploaded	3 Voc	□ No				

Upload Documents related to label shown in the above snapshot

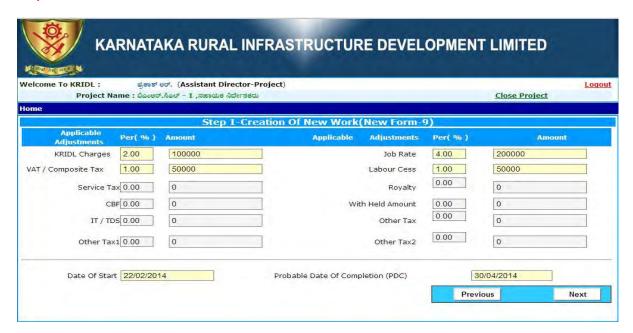
NOTE: Image Size should be less than 200kb

- ✓ Yellow colour fields are mandatory
- ✓ After filling all the relevant fields click on Next to continue
- ✓ Click on Previous to go back



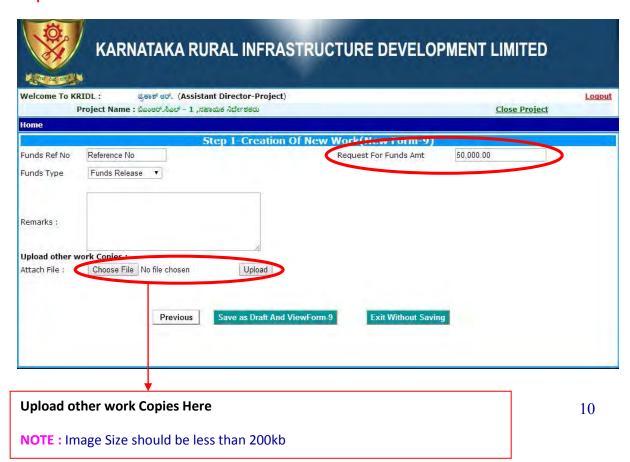


Step-3:



- ✓ Yellow colour fields are mandatory
- ✓ After filling all the relevant fields click on Next to continue.
- ✓ Click on Previous to go back

Step -4:

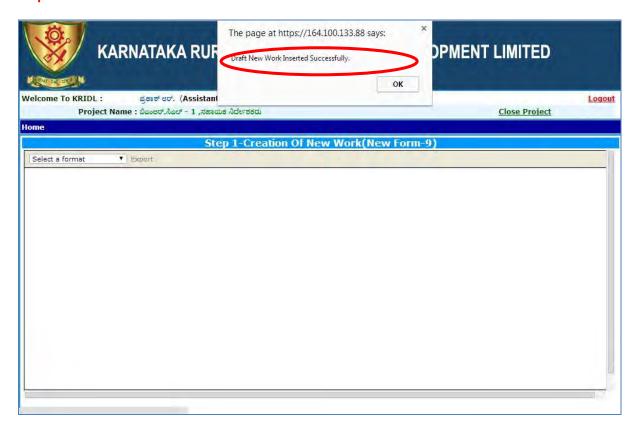






- ✓ After filling all the relevant fields click on Save as Draft And ViewForm-9 to Save
- ✓ Click on Previous to go back
- ✓ Click on Exit Without Saving to Exit

Step-5:

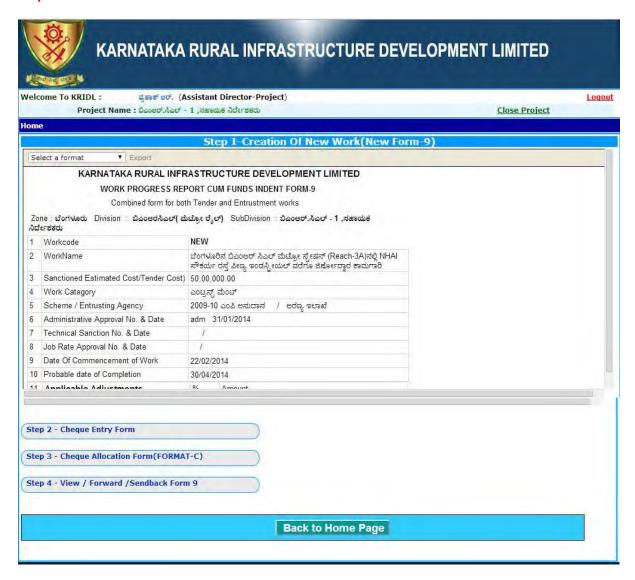


Once the Work is saved successfully you will get Message **Draft New Work Inserted Successfully.**





Step-6:

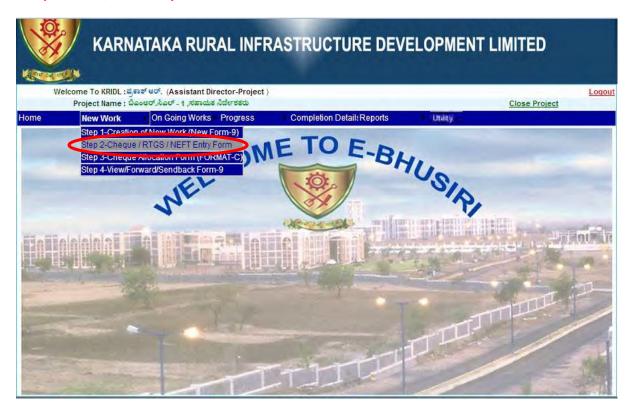


Generated Form-9, Check all the Entered work information





Cheque /RTGS/NEFT Entry Form Menu:



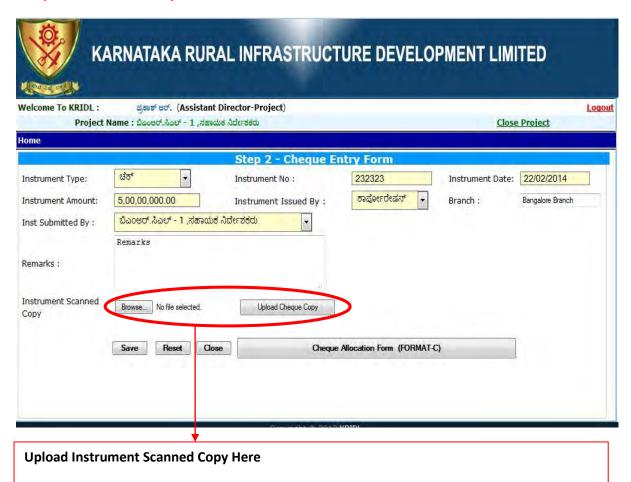
After Selecting **Step 2-Cheque/RTGS/NEFT Entry Form** below screen will display. Here you can Enter Cheque /RTGS/NEFT Details.

I.e. Instrument No, Instrument Date, Instrument Amount and Instrument Issued by and Branch , Enter only one time any Cheque/RTGS/NEFT Details .





Cheque /RTGS/NEFT Entry Form Details:



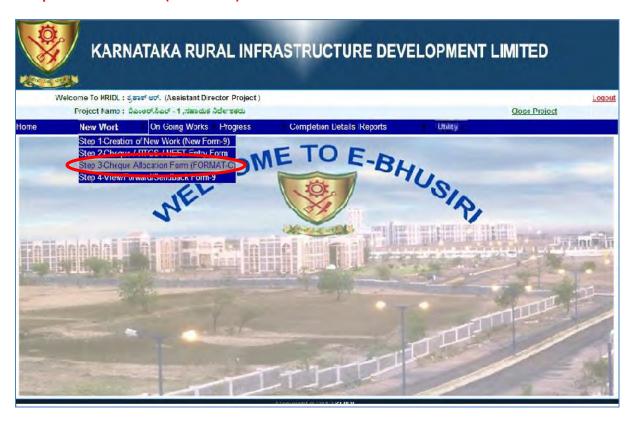
NOTE: Image Size should be less than 200kb

- ✓ Yellow color fields are mandatory
- ✓ Click on **SAVE** button to save cheque entry
- ✓ Click on RESET button to clear fields
- ✓ Click on CLOSE button to exit from the current page





Cheque Allocation Form (FORMAT-C) Menu:



After Selecting Step 3- Cheque Allocation Form (FORMAT-C) below screen will display. Here you will get Cheque allocated Details





Cheque Allocation Form (FORMAT-C) Details:

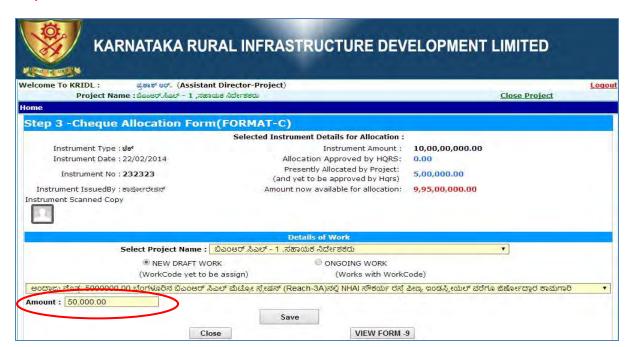
Step 1:



Click on **SELECT** to view Cheque Details,

Search by Instrument No in the above textbox

Step-2:

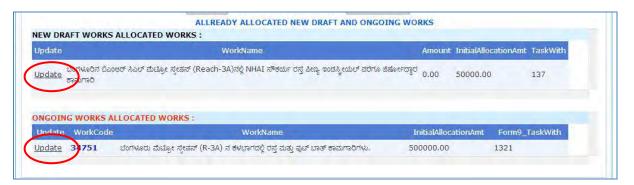






- ✓ Select Project Name and then select New Draft Work or Ongoing Work
- ✓ Depending on New Draft Work or Ongoing Work works will display on below dropdown box
- ✓ Works are displayed in that list Requested amount is greater than zero
- ✓ Enter requested amount in the amount filed
- ✓ Yellow colour fields are mandatory
- ✓ After filling all the relevant fields click on Save
- ✓ Click on **CLOSE** button to exit from the current page

Step-3:



Click on **UPDATE** to modify Allocated works





View/Forward/Send back Form-9:



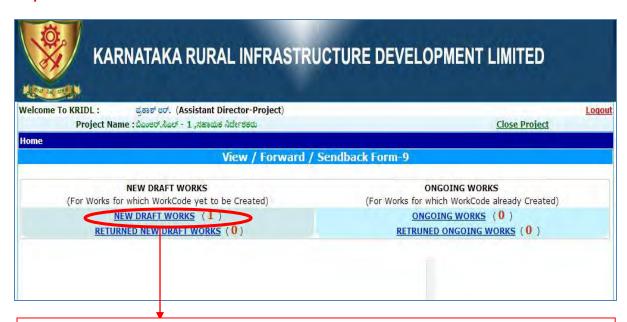
After Selecting Step 4 - View/Forward/Send back Form-9 below screen will display. Here you will get NEW DRAFT WORKS and ONGOING WORKS.

NOTE: Click on NEW Draft Works, Ongoing Works, Returned New Draft Works and Returned Ongoing Works will display related screen., as shown below



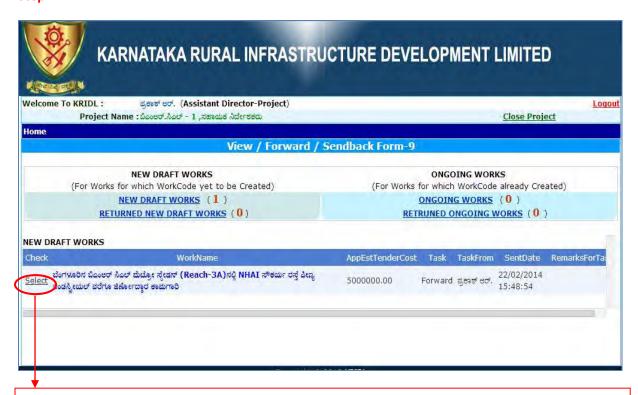


Step-1:



Here you will find list of NEW works, click on NEW DRAFT WORKS below screen will display. Similarly if you click on ONGOING WORKS, RETURNED NEW DRAFT WORKS & RETURNED ONGOING WORKS related Works will display

Step-2:

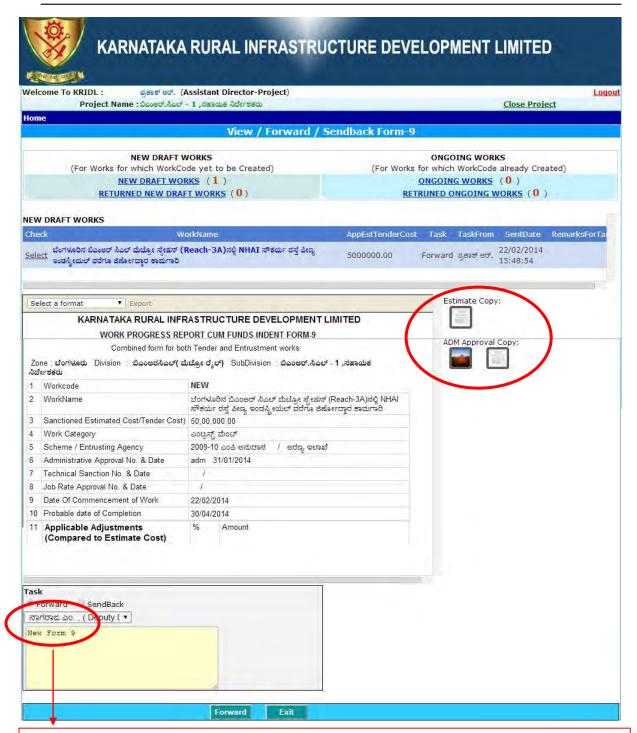


Check the Taskform, Sent Date, Task and Remarks for Task fields

Click on SELECT below screen will display, Here you will get all the Details of work like WORKNAME, EST COST, SCHEME ETC of New Draft works







Click on FOWARD / SENDBACK below you will get concern person Name and Designation [E.g. (Deputy Director)] to forward / send back the work and click on Forward / Send back button to move on next page or previous page.

- ✓ Yellow color fields are mandatory
- Click on EXIT button to exit from the current page



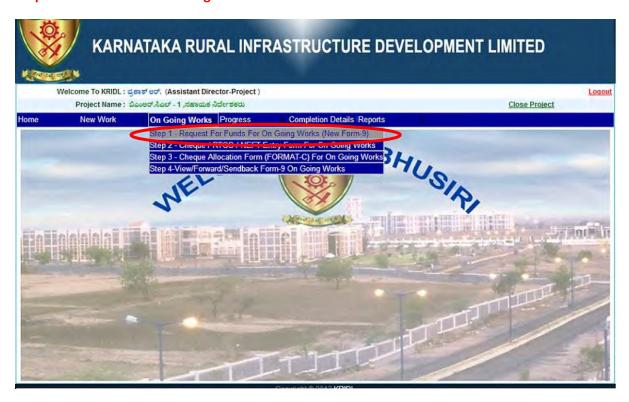


On Going Works Menu:



After Selecting On Going Works click on Request for Funds for On Going Works (New Form-9)

Request For Funds For On Going Works Menu:



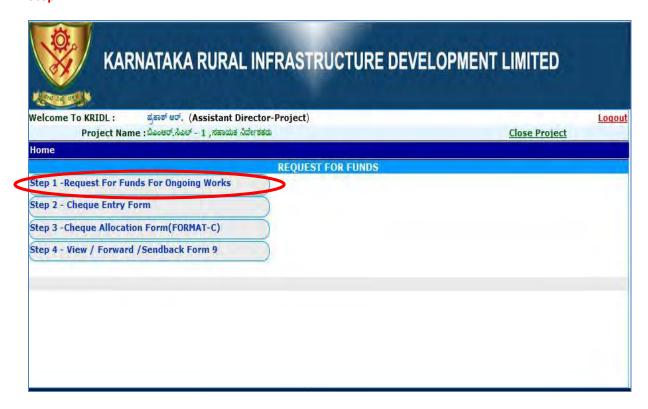
After Selecting Step 1- Request for Funds for On Going Works (New Form-9) below screen will display.





Request For Funds For On Going Works:

Step-1:



Click on Step 1-Request for Funds for Ongoing Works below screen will display. Here you will get list of all ongoing works.

Step-2:



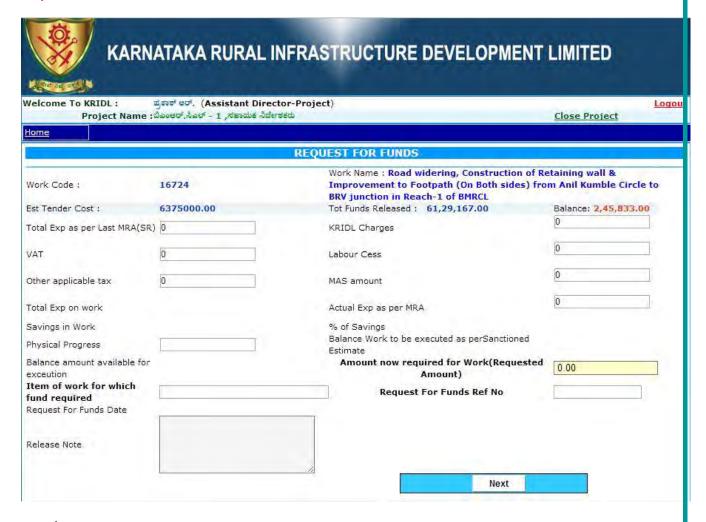
22

Click on Select to Select Particular work for Requesting funds. Below screen will display.





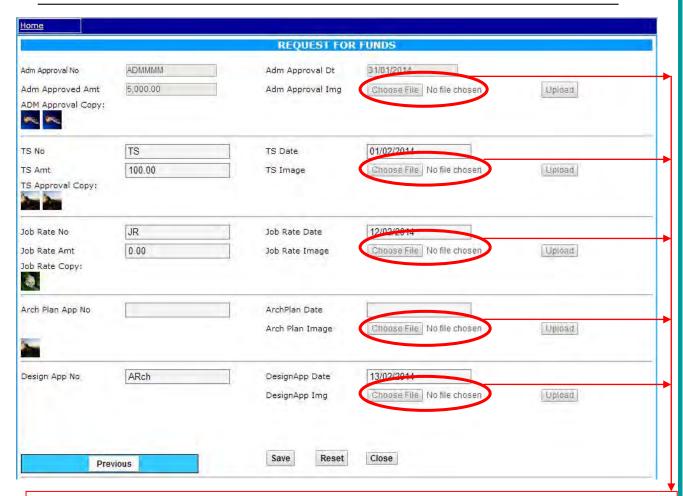
Step-3:



- ✓ Yellow colour fields are mandatory
- ✓ After filling all the relevant fields click on Next







Upload Documents related to label shown in the above snapshot

NOTE: Image Size should be less than 200kb

- ✓ Yellow colour fields are mandatory
- ✓ After filling all the relevant fields click on Save
- ✓ Click on Previous button to go back to previous page
- ✓ Click on RESET button to clear fields
- ✓ Click on **CLOSE** button to exit from the current page





Cheque /RTGS/NEFT Entry For On Going Works Menu:

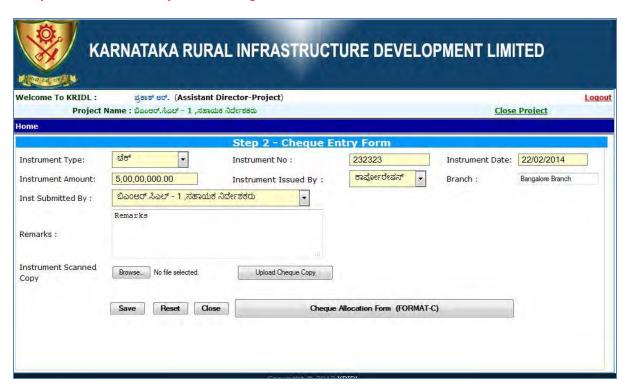


After Selecting **Step 2-Cheque/RTGS/NEFT Entry Form for On Going Works** below screen will display. Here you can Enter Cheque /RTGS/NEFT Details





Cheque /RTGS/NEFT Entry For On Going Works Details:

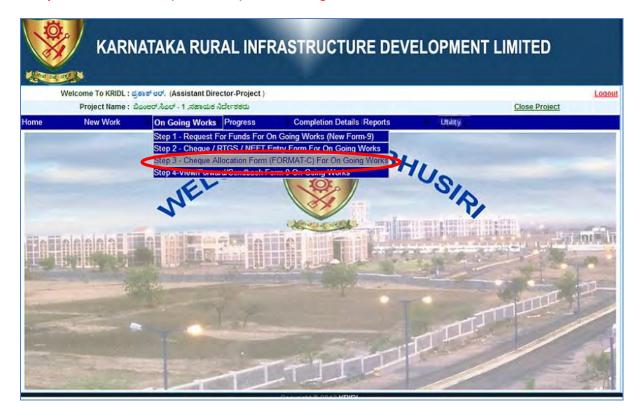


- ✓ I.e. Instrument No, Instrument Date, Instrument Amount and Instrument Issued by and Branch, Enter only one time any Cheque/RTGS/NEFT Details.
- ✓ Yellow color fields are mandatory
- ✓ Click on SAVE button to save cheque entry
- ✓ Click on **RESET** button to clear fields
- ✓ Click on CLOSE button to exit from the current page





Cheque Allocation Form (FORMAT-c) For On Going Works Menu:



After Selecting Step 3- Cheque Allocation Form (FORMAT-C) for On Going Works below screen will display. Here you will get Cheque allocated Details for On Going Works.

Cheque Allocation Form (FORMAT-c) For On Going Works Details:

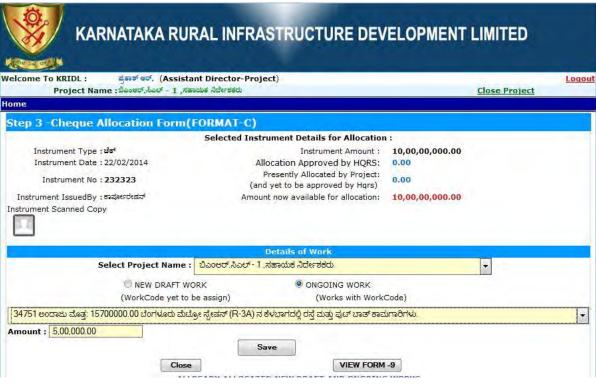
Step-1:

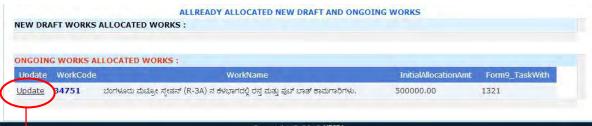


Click on **SELECT** to view Cheque Details









Click on **UPDATE** to modify Allocated works

- ✓ Select Project Name and then select New Draft Work or Ongoing Work
- ✓ Depending on New Draft Work or Ongoing Work works will display on below dropdown box
- ✓ Works are displayed in that list Requested amount is greater than zero
- ✓ Enter requested amount in the amount filed
- ✓ Yellow colour fields are mandatory
- ✓ After filling all the relevant fields click on Save
- ✓ Click on CLOSE button to exit from the current page





View /Forward/Send Back Form-9 Menu:



After Selecting Step 4 - View/Forward/Send back Form-9 On Going Works below screen will display. Here you will get NEW DRAFT WORKS and ONGOING WORKS.

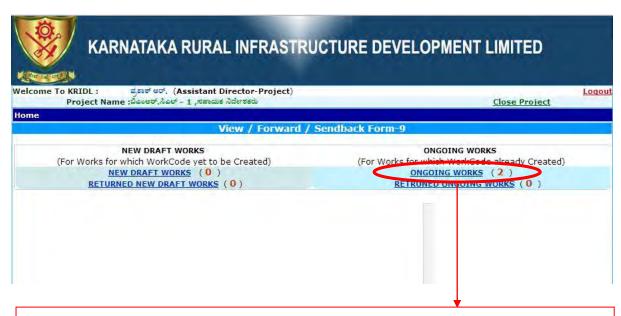
NOTE: Click on NEW Draft Works, Ongoing Works, Returned New Draft Works and Returned Ongoing Works will display related screen., as shown below





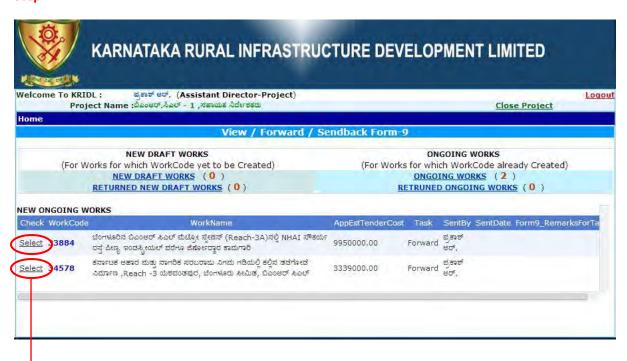
View /Forward/Send Back Form-9 Menu:

Step-1:



Here you will find list of ONGOING works, click on ongoing works below screen will display. Similarly if you click on NEWDRAFT WORK, RETURNED NEW DRAFT WORK & RETURNED ONGOING WORK related screen will display

Step-2:



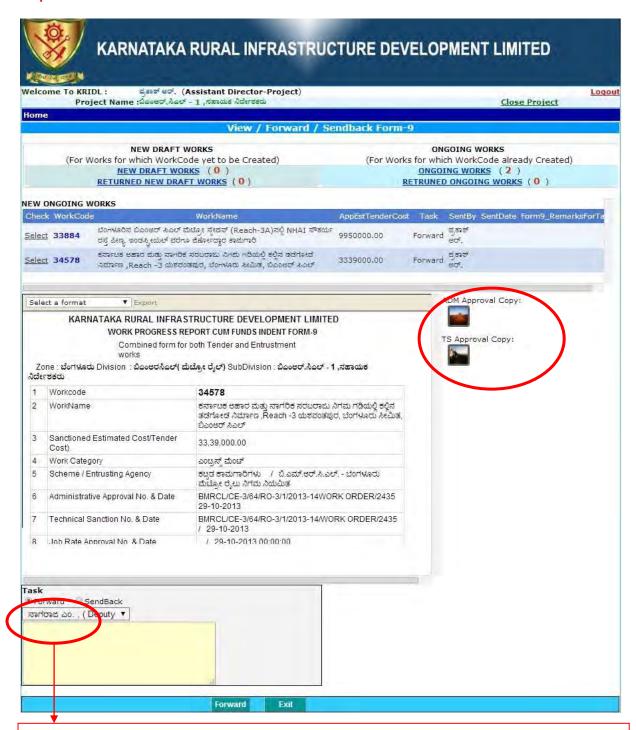
Click on SELECT to get WORKCODE, WORKNAME, EST COST, SCHEME ETC of Ongoing works

20





Step-3:



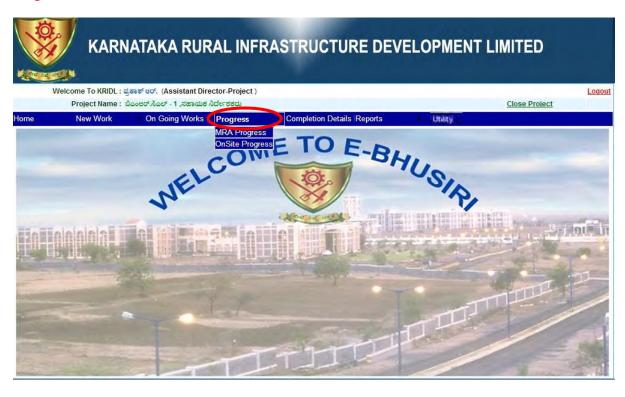
Click on FOWARD / SENDBACK below you will get concern person Name and Designation [E.g. (Deputy Director)] to forward / send back the work and click on Forward / Send back button to move on next page or previous page.

- ✓ Yellow color fields are mandatory
- ✓ Click on **EXIT** button to exit from the current page



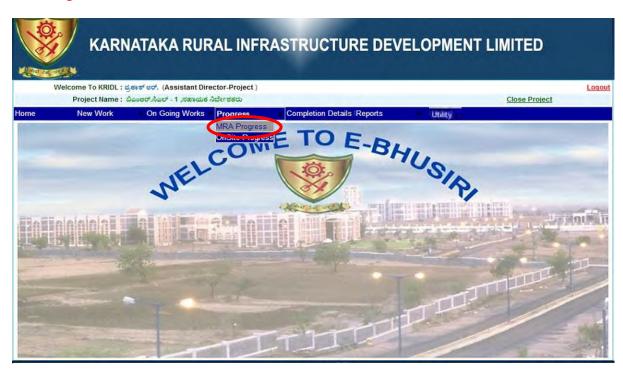


Progress Menu:



After Selecting Progress click on MRA Progress

MRA Progress Menu:



After Selecting MRA Progress below screen will display. Here you will get all MRA Work Progress Details.





MRA PROGRESS DETAILS:

Step-1:



Click on **SELECT** to view MRA Work Progress Details

Step-2:

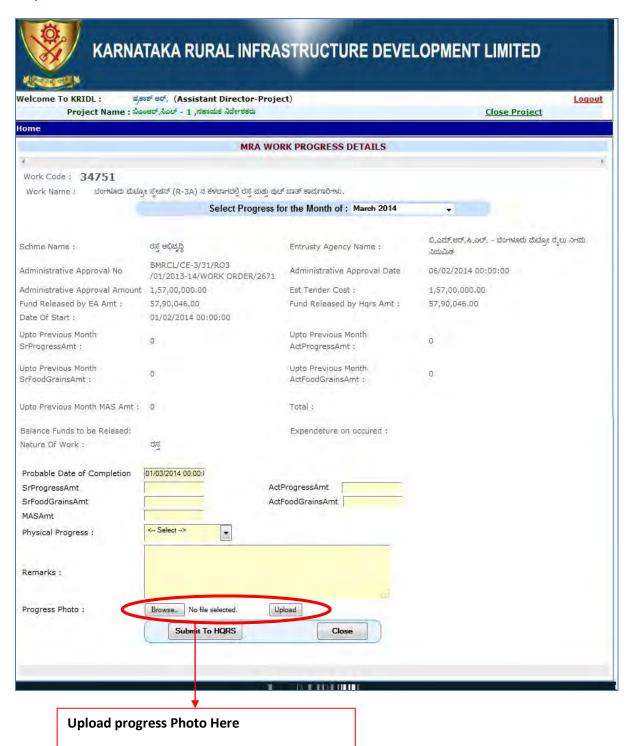


Select Month to enter MRA Progress for that month. After Selecting Month you will get below screen





Step-3:



NOTE: Image Size should be less than 200kb

- ✓ Yellow color fields are mandatory
- ✓ Click on **Submit To HQRS** button to submit Progress
- ✓ Click on Close button to exit from the current page





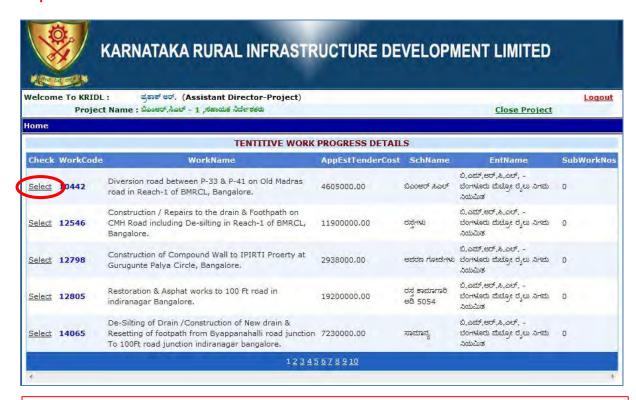
On Site Progress Menu:



After Selecting **OnSite Progress** below screen will display. Here you will get all Tentitive Work Progress Details.

On Site Progress Details:

Step-1:



Click on **SELECT** to view Tentitive Work Progress Details



Step-2:



Step-3:



- opioda progress i noto nere
- NOTE: Image Size should be less than 200kb
- ✓ Yellow color fields are mandatory
- ✓ Click on Submit To HQRS button to submit Progress
- ✓ Click on Close button to exit from the current page





Completion Details Menu:



After Selecting Completion Details click on Completion Details

Completion Details Form:

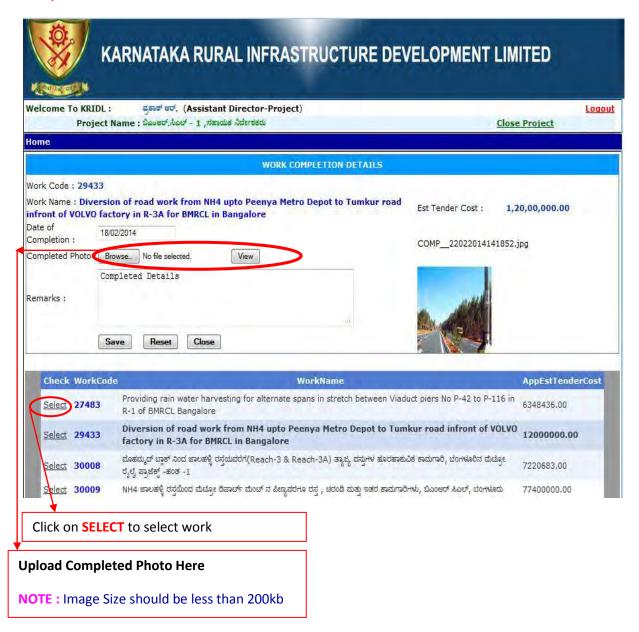


After Selecting Completion Details below screen will display.





Completion Details Form Details:

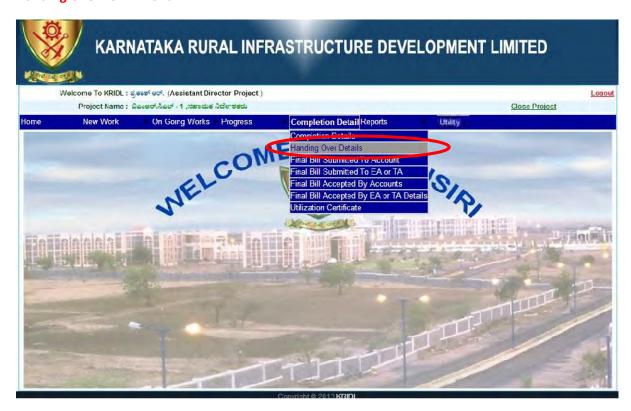


- ✓ Click on SAVE button to save Completed Details
- ✓ Click on RESET button to clear fields
- ✓ Click on **CLOSE** button to exit from the current page





Handing Over Form Menu:

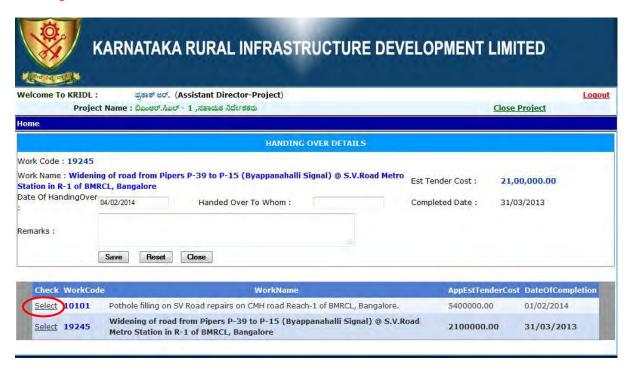


After Selecting Handling over Details below screen will display.





Handing Over Form Details:



- ✓ Click on SAVE button to save Completed Details
- ✓ Click on RESET button to clear fields
- ✓ Click on CLOSE button to exit from the current page





Final Bill Submitted To Account Form Menu:



After Selecting Final Bill Submitted to Account below screen will display.





Final Bill Submitted To Account Form Details:



- ✓ Click on **SAVE** button to save Completed Details
- ✓ Click on RESET button to clear fields
- ✓ Click on CLOSE button to exit from the current page





Final Bill Submitted To EA or TA Form Menu:

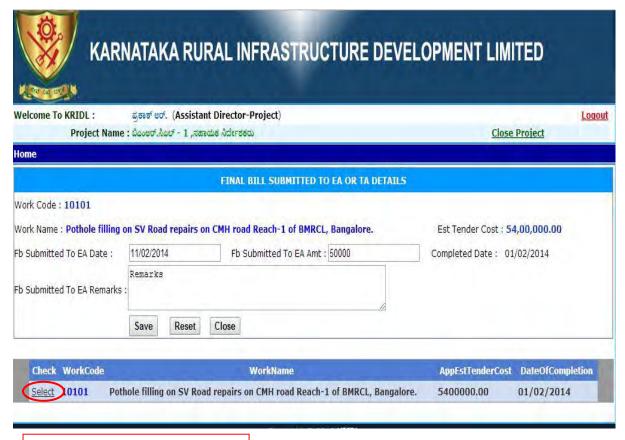


After Selecting Final Bill Submitted to EA or TA below screen will display.





Final Bill Submitted To EA or TA Form Details:

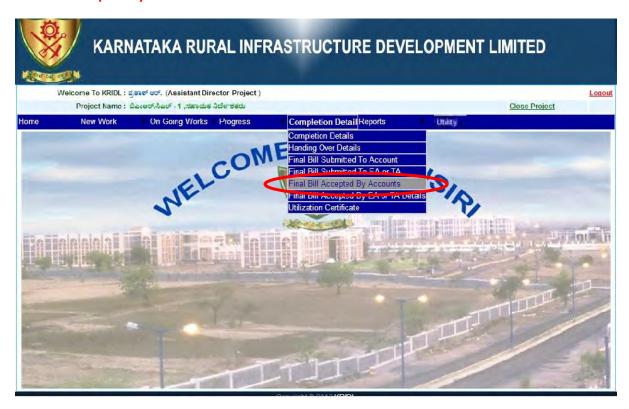


- ✓ Click on **SAVE** button to save Completed Details
- ✓ Click on **RESET** button to clear fields
- ✓ Click on CLOSE button to exit from the current page





Final Bill Accepted By Accounts Menu:



After Selecting Final Bill Accepted by Accounts below screen will display.





Final Bill Accepted By Accounts Form Details:



- ✓ Click on **SAVE** button to save Completed Details
- ✓ Click on RESET button to clear fields
- ✓ Click on CLOSE button to exit from the current page



Final Bill Accepted by EA or TA Menu:



After Selecting Final Bill Accepted by EA or TA Details below screen will display.

Final Bill Accepted by EA or TA Details:

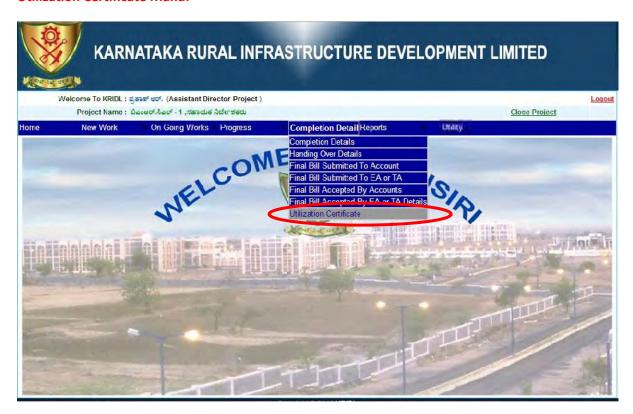


- ✓ Click on **SAVE** button to save Completed Details
- ✓ Click on RESET button to clear fields
- ✓ Click on CLOSE button to exit from the current page





Utilization Certificate Manu:



After Selecting **Utilization Certificate** below screen will display.





Utilization Certificate Form Details:



- ✓ Click on **SAVE** button to save Completed Details
- ✓ Click on **RESET** button to clear fields
- ✓ Click on **CLOSE** button to exit from the current page





LIST OF REPORTS



STEP 1:SELECT UTILITY MENU

Click on Change Password







STEP 2:



Enter New Password, Confirm new password, select hint questions and give hint answer to change the password

- ✓ Click on **SAVE** button to change the Password.
- ✓ Click on **RESET** button to clear fields.
- ✓ Click on **CLOSE** button to exit from the current page.
- ✓ Please remember HINT QUESTIONS & HINT ANSWER.