



Housing & Urban Development Department
Government of Odisha

MUKTA-SOFT SMART PAYMENT SOLUTION

FUNCTIONAL REQUIREMENT SPECIFICATION

Draft for Consultation



Contents

Reference List of MUKTA-Soft Components.....	17
1. USER AUTHORISATION AND AUTHENTICATION (UAA).....	18
1.1. UAA-01: User Authorisation	18
a) Functional Requirement	18
b) Process Map	19
c) Process Description.....	19
d) Pre-requisite	19
e) Post-condition.....	19
f) Integrations.....	20
g) Expected MIS Reports	20
h) Data Attributes.....	20
1.2. UAA-02: User Login	20
a) Functional Requirement	20
b) Process Map	21
c) Process Description.....	21
d) Pre-requisite	21
e) Post-condition.....	21
f) Integrations.....	21
g) Expected MIS Reports	21
1.3. UAA-03: User Credentials Recovery.....	22
a) Functional Requirement	22
b) Process Map	23
c) Process Description.....	23
d) Pre-requisite	23
e) Post-condition.....	24
f) Expected MIS Reports	24
g) Data Attributes.....	24
1.4. UAA-04: User Transfer	24
a) Functional Requirement	24
b) Process Map	25
c) Process Description.....	25
d) Pre-requisite	26
e) Post-condition.....	26
f) Integrations.....	26
g) Expected MIS Reports	26
h) Data Attributes.....	26

2. SCHEME MONITORING (MON).....	28
2.1. MON-01: MUKTA Fund Allocation Register	28
a) Functional Requirement	28
b) Process Map	28
c) Process Description.....	29
d) Pre-requisite	30
e) Post-condition.....	30
f) Integrations.....	30
g) Expected MIS Reports	30
h) Data Attributes.....	30
2.2. MON-02: Scheme Dashboard	32
a) Functional Requirement	32
b) Process Map	32
c) Process Description.....	33
d) Pre-requisite	33
e) Post-condition.....	33
f) Integrations.....	33
g) Expected MIS Reports	33
h) Data Attributes.....	34
3. REGISTERS AND DATABASES (RAD)	37
3.1. RAD-01: Database of Admin Units	37
a) Functional Requirement	37
b) Process Map	38
c) Process Description.....	38
d) Prerequisite	39
e) Post-condition.....	39
f) Integrations.....	39
g) Expected MIS Reports	39
h) Data Attributes.....	39
3.2. RAD-02: Database of Community Organizations.....	41
a) Functional Requirement	41
b) Process Map	42
c) Process Description.....	42
d) Pre-requisite	43
e) Post-condition.....	43
f) Integrations.....	43
g) Expected MIS Reports	43

h)	Data Attributes.....	43
3.3.	RAD-03: Change Request from Community Organisation	47
a)	Functional Requirement	48
b)	Process Map	48
c)	Process Description.....	48
d)	Pre-requisite	49
e)	Post-condition.....	49
f)	Integrations.....	49
g)	Expected MIS Reports	50
h)	Data Attributes.....	50
3.4.	RAD-04: Database of Wage-seekers	51
a)	Functional Requirement	51
b)	Process Map	51
c)	Process Description.....	52
d)	Pre-requisite	53
e)	Post-condition.....	53
f)	Integrations.....	53
g)	Expected MIS Reports	53
h)	Data Attributes.....	53
3.5.	RAD-05: Change Request from Wage-seeker.....	55
a)	Functional Requirement	55
b)	Process Map	55
c)	Process Description.....	56
d)	Pre-requisite	56
e)	Post-Condition	56
f)	Integrations.....	56
g)	Expected MIS Reports	56
h)	Data Attributes.....	56
3.6.	RAD-06: SMS Request from Wage-Seeker.....	57
a)	Functional Requirement	57
b)	Process Map	58
c)	Process Description.....	58
d)	Pre-requisite	59
e)	Post-condition.....	59
f)	Integrations.....	59
g)	Expected MIS Reports	59
h)	Data Attributes.....	59

3.7.	RAD-07: Database of Community Assets.....	60
a)	Functionality Requirement	60
b)	Process Map	61
c)	Process Description.....	61
d)	Pre-requisite	61
e)	Post-condition.....	62
f)	Expected MIS Reports	62
g)	Data Attributes.....	62
4.	VENDORS' EMPANELMENT AND RATE CONTRACT (VEN).....	64
4.1.	VEN-01: Items Master	64
a)	Functional Requirements	64
b)	Process Map	65
c)	Process Description.....	65
d)	Prerequisite	66
e)	Post-condition.....	66
f)	Integrations.....	66
g)	Expected MIS Reports	66
h)	Data Attributes.....	66
4.2.	VEN-02: Schedule of Rates for Districts	67
a)	Functional Requirements	67
b)	Process Map	68
c)	Process Description.....	68
d)	Prerequisite	69
e)	Post-condition.....	69
f)	Integrations.....	69
g)	Expected MIS Reports	69
h)	Data Attributes.....	70
4.3.	VEN-03: Rate of Lead Charges for Items Groups	70
a)	Functional Requirements	70
b)	Process Map	71
c)	Process Description.....	71
d)	Prerequisite	72
e)	Post-condition.....	72
f)	Integrations.....	72
g)	Expected MIS Reports	73
h)	Data Attributes.....	73
4.4.	VEN-04: Lead Distance Master for Items Groups for ULB	74

a) Functional Requirements	74
b) Process Map	75
c) Process Description.....	75
d) Prerequisite	76
e) Post-condition.....	76
f) Integrations.....	76
g) Expected MIS Reports	76
h) Data Attributes.....	76
4.5. VEN-05: Schedule of Rate for ULBs	77
a) Functional Requirements	77
b) Process Map	78
c) Process Description.....	78
d) Trigger	79
e) Prerequisite	80
f) Post-condition.....	80
g) Integrations.....	80
h) Expected MIS Reports	80
i) Data Attributes.....	80
4.6. VEN-06: Vendor Registration.....	81
a) Functional Requirements	81
b) Process Map	82
c) Process Description.....	82
d) Prerequisite	83
e) Post-condition.....	83
f) Integrations.....	83
g) Expected MIS Reports	83
h) Data Attributes.....	83
4.7. VEN-07: Annual Vendor Empanelment.....	85
a) Functional Requirements	85
b) Process Map	86
c) Process Description.....	86
d) Prerequisite	87
e) Post-condition.....	87
f) Integrations.....	87
g) Data Attributes.....	87
5. MOD 5: Finalization of Identified Public Works (WOR)	89
5.1. WOR-01: Wishlist of Works	89

a) Functional Requirement	89
b) Process Map	89
c) Process Description.....	90
d) Pre-requisite	90
e) Post-condition.....	90
f) Expected MIS Reports	90
g) Integrations.....	90
h) Data Attributes.....	90
5.2. WOR-02: Feasibility Study and Observation Recording.....	93
a) Functional Requirement	93
b) Process Map	93
c) Process Description.....	94
d) Pre-requisite	94
e) Post-condition.....	95
f) Expected MIS Reports	95
g) Integrations.....	95
h) Data Attributes.....	95
5.3. WOR-03: Final Worklist	97
a) Functional Requirement	97
b) Process Map	97
c) Process Description.....	97
d) Pre-requisite	98
e) Post-condition.....	98
f) Expected MIS Reports	98
g) Integrations.....	99
h) Data Attributes.....	99
6. WORKS ESTIMATE, TS, AA (WES)	101
6.1. WES-01: Template Designer & Library.....	101
a) Functional Requirement	101
b) Process Map	101
c) Process Description.....	102
d) Pre-requisite	103
e) Post-condition.....	103
f) Integrations.....	103
g) Expected MIS Reports	103
h) Data Attributes.....	103
6.2. WES-02: Works Estimate & Plan	105

a) Functional Requirement	105
b) Process Map	106
c) Process Description.....	106
d) Pre-requisite	107
e) Post-condition.....	108
f) Integrations.....	108
g) Expected MIS Reports	108
h) Data Attributes.....	108
6.3. WES-03: Technical Sanction.....	111
a) Functional Requirement	111
b) Process Map	111
c) Process Description.....	111
d) Pre-requisite	112
e) Post-condition.....	112
f) Integrations.....	112
g) Expected MIS Reports	112
h) Data Attributes.....	112
6.4. WES-04: Administrative Approval	113
a) Functional Requirement	113
b) Process Map	114
c) Process Description.....	114
d) Pre-requisite	115
e) Post-condition.....	115
f) Integrations.....	115
g) Expected MIS Reports	115
h) Data Attributes.....	115
7. Work Order & Wage Seeker Engagement (ORD)	117
7.1. ORD-01: Eol Format Definition.....	117
a) Functional Requirements	117
b) Process Map	118
d) Prerequisite	120
e) Post-condition.....	120
f) Integrations.....	120
g) Expected MIS Reports	120
h) Data Attributes.....	120
7.2. ORD-02: Eol Invitation	122
a) Functional Requirements	122

b) Process Map	123
c) Process Description.....	123
d) Prerequisite	125
e) Post-condition.....	125
f) Integrations.....	125
g) Expected MIS Reports	125
h) Data Attributes.....	125
7.3. ORD-03: Eol Submission	125
a) Functional Requirements	126
b) Process Map	126
c) Process Description.....	127
d) Prerequisite	129
e) Post-condition.....	129
f) Integrations.....	129
g) Expected MIS Reports	129
h) Data Attributes.....	129
7.4. ORD-04: Rank List of Community Organization.....	131
a) Functional Requirements	131
b) Process Map	132
c) Process Description.....	132
d) Prerequisite	134
e) Post-condition.....	134
f) Integrations.....	134
g) Expected MIS Reports	134
h) Data Attributes.....	134
7.5. ORD-05: Issue of Work Order.....	137
a) Functional Requirements	137
b) Process Map	138
c) Process Description.....	139
d) Prerequisite	142
e) Post-condition.....	142
f) Integrations.....	142
g) Expected MIS Reports	143
h) Data Attributes.....	143
7.6. ORD-06: Cancellation of Work Order	143
a) Functional Requirements	144
b) Process Map	144

c) Process Description.....	144
d) Prerequisite	145
e) Post-condition.....	145
f) Integrations.....	145
g) Expected MIS Reports	145
h) Data Attributes.....	145
8. Attendance of Wage Seeker (EMR)	147
8.1. EMR-01: Wage Seeker Engagement/ Disengagement	147
a) Functional Requirements	147
b) Process map	147
c) Process Description.....	148
d) Prerequisite	149
e) Post-condition.....	149
f) Integrations.....	150
g) Expected MIS Reports	150
h) Data Attributes.....	150
8.2. EMR-02: Attendance Record (e-Muster-Roll).....	150
a) Functional Requirements	151
b) Process map	151
c) Process Description.....	151
d) Prerequisite	152
e) Post-condition.....	152
f) Integrations.....	152
g) Expected MIS Reports	152
h) Data Attributes.....	152
8.3. EMR-03: Record Attendance (m-Muster)	153
a) Functional Requirements	153
b) Process map	154
c) Process Description.....	154
d) Prerequisite	155
e) Post-condition.....	155
f) Integrations.....	155
g) Expected MIS Reports	155
h) Data Attributes.....	155
9. Work Execution (EMB)	157
9.1. EMB-01: Commencement of Work.....	157
a) Functional Requirements	157

b)	Process Map	157
c)	Process Description.....	157
d)	Prerequisite	158
e)	Post-condition.....	158
f)	Integrations.....	158
g)	Expected MIS Reports	158
h)	Data Attributes.....	158
9.2.	EMB-02: Record Progress (e-MB).....	159
a)	Functional Requirements	159
b)	Process Map	160
c)	Process Description.....	160
d)	Prerequisite	162
e)	Post-condition.....	162
f)	Integrations.....	162
g)	Expected MIS Reports	162
h)	Data Attributes.....	162
9.3.	EMB-03: Record Progress (m-MB).....	166
a)	Functional Requirements	166
b)	Process Map	167
c)	Process Description.....	168
d)	Prerequisite	169
e)	Post-condition.....	169
f)	Integrations.....	169
g)	Expected MIS Reports	169
h)	Data Attributes.....	170
9.4.	EMB-04: Works Review and Closure	170
a)	Functional Requirements	170
b)	Process Map	171
c)	Process Description.....	171
d)	Prerequisite	174
e)	Post-condition.....	174
f)	Integrations.....	174
g)	Expected MIS Reports	174
h)	Data Attributes.....	174
10.	Purchase of Materials and Hiring of Equipment (PUR)	176
10.1.	PUR-01: Issue of Purchase Order	176
a)	Functional Requirements	176

b)	Process map	176
c)	Process Description.....	177
d)	Prerequisite	179
e)	Post-condition.....	179
f)	Integrations.....	179
g)	Expected MIS Reports	179
h)	Data Attributes.....	179
10.2.	PUR-02: Acknowledgement of Material/Equipment Receipt from Vendor	180
a)	Functional Requirements	180
b)	Process map	181
c)	Process Description.....	181
d)	Prerequisite	181
e)	Post-condition.....	181
f)	Integrations.....	181
g)	Expected MIS Reports	182
h)	Data Attributes.....	182
10.3.	PUR-03: Vendor Invoicing	182
a)	Functional Requirements	182
b)	Process map	183
c)	Process Description.....	183
d)	Prerequisite	184
e)	Post-condition.....	184
f)	Integrations.....	184
g)	Expected MIS Reports	184
h)	Data Attributes.....	184
10.4.	PUR-04: Penalty for Vendor	185
a)	Functional Requirements	185
b)	Process map	185
c)	Process Description.....	186
d)	Prerequisite	186
e)	Post-condition.....	186
f)	Integrations.....	186
g)	Expected MIS Reports	186
h)	Data Attributes.....	187
10.5.	PUR-05: Cancellation of PO	187
a)	Functional Requirements	187
b)	Process map	187

c) Process Description.....	188
d) Prerequisite	188
e) Post-condition.....	188
f) Integrations.....	188
g) Expected MIS Reports	188
h) Data Attributes.....	188
11. Billing & Payment Disbursement (PAY).....	190
11.1. PAY-01: Bill Preparation & Payment	190
a) Functional Requirements	190
b) Process map	191
c) Process Description.....	192
d) Prerequisite	193
e) Post-condition.....	193
f) Integrations.....	193
g) Expected MIS Reports	194
h) Data Attributes.....	194
12. TRAINING AND KNOWLEDGE SHARING (TRA).....	195
12.1. TRA-01: Training Content Cataloguing and Repository	195
a) Functional Requirement	195
b) Process Map	195
c) Process Description.....	196
d) Prerequisite	196
e) Post-condition.....	196
f) Data Attributes.....	196
12.2. TRA-02: Training Scheduler	197
a) Functional Requirement	197
b) Process Map	197
c) Process Description.....	198
d) Pre-requisite	199
e) Post-condition.....	199
f) Expected MIS Reports	200
g) Integrations.....	200
h) Data Attributes.....	200
12.3. TRA-03: Assessment & Feedback	201
a) Functional Requirement	201
b) Process Map	202
c) Process Description.....	202

d) Pre-requisite	203
e) Post-condition.....	203
f) Integrations.....	203
g) Expected MIS Reports	203
h) Data Attributes.....	203
13. GRIEVANCE REDRESS & CHATBOT (GRV)	206
13.1. GRV-01: Grievance Registration	206
a) Functional Requirements	206
b) Process Map	206
c) Process Description.....	207
d) Prerequisite	208
e) Post-condition.....	209
f) Integrations.....	209
g) Expected MIS Reports	209
h) Data Attributes.....	209
13.2. GRV-02: Grievance Assignment and Resolution.....	210
a) Functional Requirements	210
b) Process Map	210
c) Process Description.....	211
d) Prerequisite	213
e) Post-condition.....	213
f) Integrations.....	213
g) Expected MIS Reports	213
h) Data Attributes.....	213
13.3. GRV-03: Grievance Feedback and Closure	214
a) Functional Requirements	214
b) Process Map	215
c) Process Description.....	215
d) Prerequisite	216
e) Post-condition.....	216
f) Integrations.....	216
g) Expected MIS Reports	216
h) Data Attributes.....	216
13.4. GRV-04: Chatbot	217
a) Functional Requirements	217
b) Process Map	217
c) Prerequisite	217

d) Post-condition.....	217
e) Integrations.....	218
f) Expected MIS Reports	218
g) Data Attributes.....	218
14. Social Audit and Compliance (SOC)	219
14.1. SOC-01: Social Audit Planner	219
a) Functional Requirement	219
b) Process Map	219
c) Process Description.....	219
d) Pre-requisite	220
e) Post-condition.....	220
f) Expected MIS Reports	220
g) Data Attributes.....	220
14.2. SOC-02: Social Audit Agency Engagement.....	221
a) Functional Requirement	221
b) Process Map	221
c) Process Description.....	221
d) Pre-requisite	222
e) Post-condition.....	222
f) Expected MIS Reports	222
g) Data Attributes.....	222
14.3. SOC-03: Audit Register	223
a) Functional Requirement	223
b) Process Map	224
c) Process Description.....	224
d) Pre-requisite	225
e) Post-condition.....	225
f) Expected MIS Reports	225
g) Data Attributes.....	225
14.4. SOC-04: Audit Compliance and Report.....	226
a) Functional Requirement	226
b) Process Map	226
c) Process Description.....	227
d) Pre-requisite	228
e) Post-condition.....	228
f) Expected MIS Reports	228
g) Data Attributes.....	228

15.	Annexures	230
15.1.	Annexure-1: Eol Format for Organisational Strength	230
15.2.	Annexure-2: Project Performance Evaluation Rule	231
15.3.	Annexure-3: Project Initiation Form	232

Reference List of MUKTA-Soft Components

N	CODE	COMPONENT NAME
1	UAA	User Authentication and Authorisation
2	MON	Scheme Monitoring
3	RAD	Registers and Databases
4	VEN	Vendor's Empanelment and Rate Contract
5	WOR	Shelf of Works: Finalisation of Identified Public Works
6	WES	Work Estimate, TS, and AA
7	ORD	Work Order & Wage-Seeker Engagement
8	EMR	Attendance of Wage Seekers (E-Muster)
9	EMB	Work Execution (E-Muster book)
10	PUR	Purchase of Materials and Hiring of Equipment
11	PAY	Billing and Payment Disbursement
12	TRA	Training and Knowledge Sharing
13	GRV	Grievance Redress and Chatbot
14	SOC	Social Audit and Compliance

1. USER AUTHORISATION AND AUTHENTICATION (UAA)

UAA Component provides user authentication and authorization for different MUKTA-Soft components. As part of the authorization, UAA provides roles and permissions for the users of MUKTA-Soft. The UAA Component consists of the following four modules.

REF	MODULE NAME	W	M
UAA-01	User Authorisation	<input checked="" type="checkbox"/>	
UAA-02	User Login	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UAA-03	User Credentials Recovery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
UAA-04	User Transfer	<input checked="" type="checkbox"/>	

1.1. UAA-01: User Authorisation

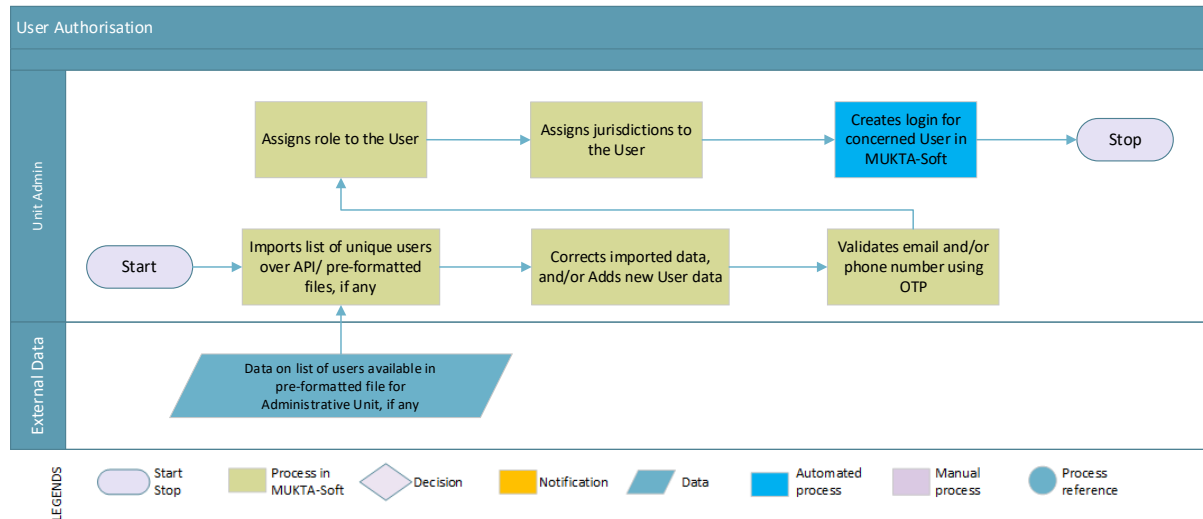
Using this module, Unit Admin who is the officer-in-charge of the respective Administrative Unit can onboard users of the Administrative Unit and assign role and jurisdiction to them. The system allows the Unit Admin to delegate the function to create user to another User in the respective Administrative Unit. User onboarding shall be done as and when required.

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft while onboarding a user.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system shall enable the Unit Admin of the Administrative Unit to import unique users belonging to the corresponding Administrative Unit from a pre-formatted file. Data import can be done one by one or in batch mode.
02	The system enables the Unit Admin to edit an incomplete record of a specific User created from the imported data, if any, online. Further, the Unit Admin can add a new record of a User, if not available in the imported data.
03	Unit Admin shall be able to verify the email and/or phone number provided by the User using an OTP-based verification method. To verify the email and/or phone number, the system will send the OTP through SMS and/or email to the concerned User. User Admin shall collect the OTP manually and enter in MUKTA-Soft for validation.
04	The Unit Admin shall assign the roles and jurisdictions for the User. A list of possible roles at State, District, ULB, Ward, and Community levels can be found in the URS (Ref: Column 'User Type' in URS 2.1: User Matrix).
05	On validation, the system shall enable login for the concerned User.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Imports list of unique users from pre-formatted files	Unit Admin	Concerned Admin Unit	Data on list of Users maintained in pre-formatted file by concerned Admin Unit	T0 (T0=As and when required)
02	Corrects imported data, and/or Adds new User data	Unit Admin	Concerned Admin Unit	NA	T0
03	Validates email and/or phone number using OTP	Unit Admin	Concerned Admin Unit	NA	T0
04	Assigns role to the User	Unit Admin	Concerned Admin Unit	NA	T0
05	Assigns jurisdictions to the User	Unit Admin	Concerned Admin Unit	NA	T0
04	Creates login for concerned User in MUKTA-Soft	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
01	Unit Admins shall have the necessary authorization to perform the onboarding activities as mentioned above, for the respective Administrative Units.	MUKA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Concerned User shall be able to login in the system.	MUKTA-Soft
02	Concerned User shall have the necessary access authorisation to conduct the business processes assigned to the role assigned to the User.	MUKTA-Soft

f) Integrations

No integration is envisaged in this module.

g) Expected MIS Reports

List of the Users with their roles and status of the Admin Unit.

h) Data Attributes

UAA-01-D01: User Authorization

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	User ID	System generated	R2191212	First letter of user's name + Random number (7 digits)
02	Name	Entered/ Imported by user	Rasmita Mishra	
03	Phone	Entered/ Imported by user	9128190123	
04	Organization ID	Selected from RAD-01-D04: Master List - Admin Units	DHDMC001 - Dhenkanal Municipality	Every user shall belong to an organization (e.g., Admin Unit, Community Organization, Vendor) 1.
05	Jurisdictions	Selected from list	Ward 1, Ward 2, Ward 3	If the User is a Community Organiser/ AE/ JE/ Ward Officer, the User will be assigned to one or more Wards in the ULB.
06	Date Organisation ID Valid From	Selected from UAA-04-D01: User Transfers	23/11/2020	Records the date when a User starts in the given Organisation (posting in)
07	Date Organisation ID Valid To	Selected from UAA-04-D01: User Transfers	23/12/2022	Records the date when a User ends in the given Organisation (posting out)
08	Role	Selected from list	Community Organiser	List of role: User matrix provides a suggested list of roles (Ref: URS, Section 2.1: User Matrix)
09	Date Role Valid From	Selected from UAA-04-D01: User Transfers	23/11/2020	
10	Date Role Valid To	Selected from UAA-04-D01: User Transfers	23/12/2021	
12	Designation	Selected from list	Assistant Engineer II, Dhenkanal Municipality	List of designation: User matrix provides a suggested list of designations (Ref: URS, Section 2.1: User Matrix)
13	Date Designation Valid From	Selected from UAA-04-D01: User Transfers	23/11/2020	
14	Date Designation Valid To	Selected from UAA-04-D01: User Transfers	23/12/2021	

1.2. UAA-02: User Login

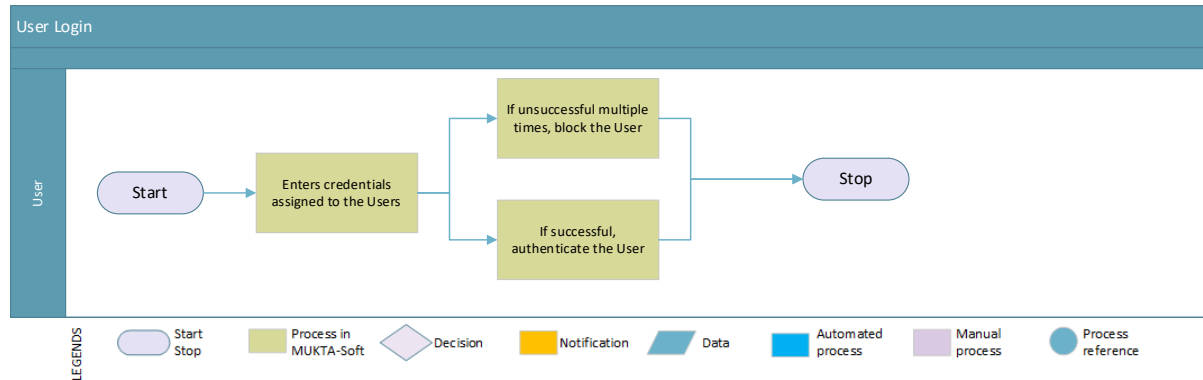
Using this module, the authorised User shall be able to login in the system.

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft while enabling login for the User.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system shall enable the Unit Admin to provide the credentials assigned the User to the system for login in.
02	The system shall enable mandatory two-factor authentication (e.g., requiring both password and OTP) for such Users who have been assigned with a sensitive business process, such as release of payments.
03	On multiple unsuccessful login attempts, the User may be blocked and concerned Unit Admin shall be notified of such unsuccessful login attempts.
04	On successful authentication, the User shall be able to login and shall be authorized to conduct assigned business processes.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Enters credentials assigned to the Users	User	Concerned Admin Unit	NA	T0 (As and when required)
02	If unsuccessful multiple times, block the User	System	System	NA	NA
03	If successful, authenticate the User	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
01	The User shall be assigned with the credentials for login by the system.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	User shall gain the authorisation to use the business processes assigned to the User's role.	MUKTA-Soft

f) Integrations

No integration is envisaged in this module.

g) Expected MIS Reports

MIS report on user login logs with timestamp, segregated based on Administrative Units.

Data Attributes

UAA-02-D01: User Login

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	User Login Credential	Selected from UAA-01-D01: User Authorisation	9891023410/ B202191212/ test@test.com	User can use email, phone, or user ID for login.
02	Is User Active	By default, MUKTA-Soft sets value to 'True'	True	Value can be changed to false, using a workflow.
03	OTP	System generated	1023	Illustrative usage of OTP: Users assigned with sensitive business processes requiring mandatory two factor authentications
04	Password	Entered by user	2wd9&sod	Methods of password assignment: a) Password can be assigned by the users b) System allows the User to use the OTP as password temporarily
05	Is Access Granted	System generated	True	1. Records attempts of login with success or failure. 2. Multiple failures to log in more than 3 attempts can block the user from accessing MUKTA-Soft and activate two-factor authentication.
06	Timestamp	System generated	9999-12-31 23:59:59	Provides local date and time of login attempt

1.3. UAA-03: User Credentials Recovery

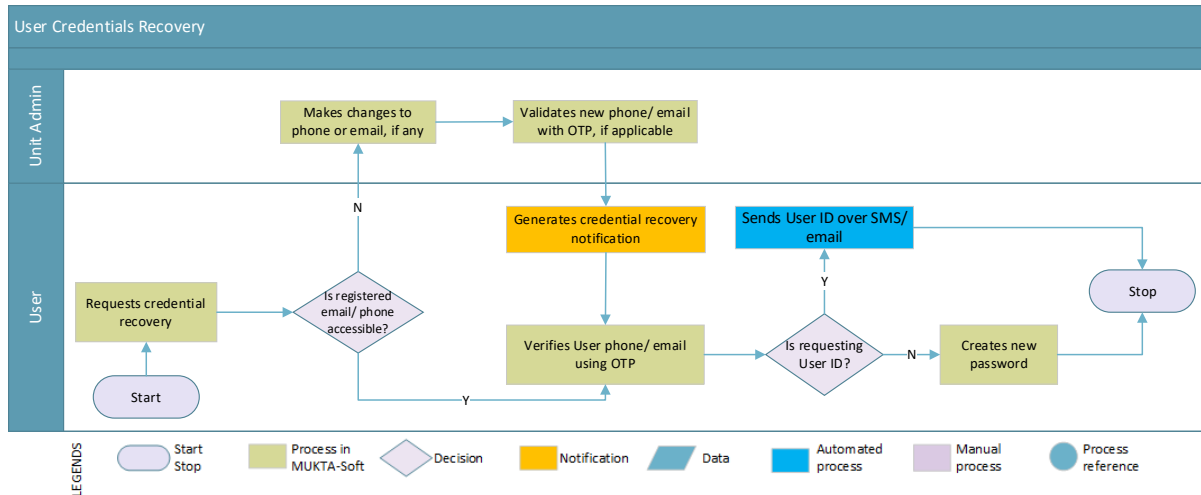
Authorised Users shall be able to retrieve the login credentials (e.g., user ID/ email/ phone and temporary access token) using the Credentials Recovery module, as and when required.

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft for credentials recovery.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system shall enable a User to retrieve credentials assigned to the User in the registered email or phone, as applicable.
02	On receiving request for credential recovery, the system shall establish the requesting User's authenticity using an OTP verification over phone or email.
03	If the User is unable to access phone or email, the User shall request for issuance of credentials manually to the Unit Admin.
04	On successful verification of requesting User authenticity, the system shall communicate the User ID to email or phone, if requested by the User.
05	On successful verification of requesting User authenticity, User shall be able to change the password, if requested by the User.
06	If the User submitted the credential recovery manually to the Unit Admin, the Unit Admin shall modify the User record to update the new email or phone, if any, after OTP verifications of new phone or email. The system shall enable the Unit Admin to generate a credential recovery notification to be sent to User's new email or phone.
07	User shall be able to login in the system using the newly created password, if created.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Requests credential recovery	User	Respective Admin Unit	NA	T0 (As and when required)
02	If registered phone/ email is accessible to User, Verifies User phone/ email using OTP	User	Respective Admin Unit	NA	T0
03	If User is requesting User ID, sends User ID over SMS/ email	System	System	NA	NA
04	If User is not requesting User ID, creates new password	User	Respective Admin Unit	NA	T1 (As and when required)
05	If registered phone/ email is not accessible to User, makes changes to phone or email, if any	Unit Admin	Respective Admin Unit	NA	T2 (Where T2 = Within 2D of submission of request for change in phone/ email)
06	Validates new phone/ email with OTP, if applicable	Unit Admin	Respective Admin Unit	NA	T2
07	Generates credential recovery notification	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
01	The User shall be registered for login in the system.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	User shall be able to login in the system using the recovered credentials.	MUKTA-Soft

f) Expected MIS Reports

MIS report on user credential recovery attempts and outcome.

g) Data Attributes

UAA-03-D01: User Login

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	User Login Credential	Selected from UAA-01-D01: User Authorisation	9891023410/ B202191212/ test@test.com	Recovery can be made using any of User ID/ Email/ Phone which the User has access to
02	Password	Entered by user	2wd9&sod	Password can be assigned by the users or system allows to use the OTP-based login temporarily
03	Timestamp	System generated	9999-12-31 23:59:59	Provides local date and time of login attempt

1.4. UAA-04: User Transfer

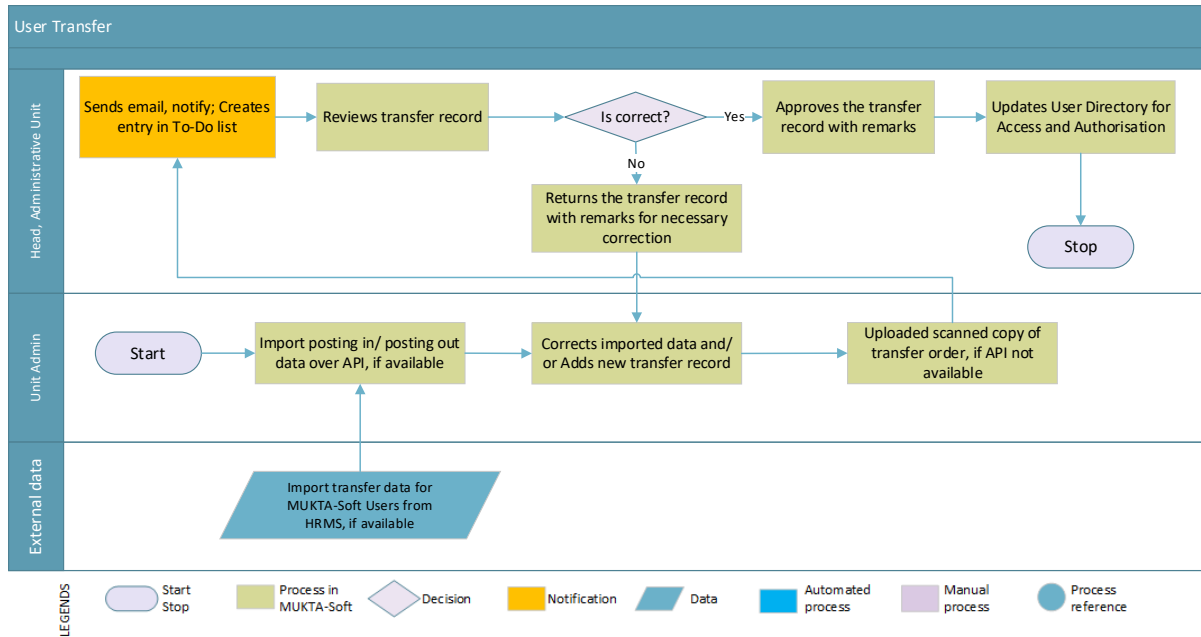
Unit Admin shall be able to initiate posting in and posting out processes in their respective Administrative Units. The system enables the User Transfer process, as and when required.

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft for transferring a User from one Administrative Unit to another.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system shall enable the Unit Admin to search and import the data on posting in or posting out concerning the transfer of a User from HRMS over an API, if available.
02	The Unit Admin shall be able to upload the scanned copy of the relevant order to support the record, in case the record is not imported from HRMS, for validation.
03	The Unit Admin shall be able to edit the record and/or correct the imported data before finalization. The system shall enable the Unit Admin to record the transfer details such as posting in/ posting out, if the relevant record is not found in imported data.
04	On finalization, the Unit Admin shall forward the record to the Head of the Administrative Unit for review and approval. In case the Unit Admin and Head of the Administrative Unit roles are assigned to the same User, the Head of Administrative Unit shall be able to review and approve the record.
05	If the record is found to be incorrect, the Head of the Administrative Unit shall return the record to the Unit Admin with remarks for necessary corrections.
06	On approval, the system updates the User Directory for access and authorisation.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Import posting in/ posting out data over API, if available	Unit Admin	Concerned Admin Unit	Import transfer data for MUKTA-Soft Users from HRMS, if available	T0 (Based on trigger available in the system providing the API)
02	Corrects imported data and/or adds new transfer record	Unit Admin	Concerned Admin Unit	NA	T1 = T0 + 1
03	Uploaded scanned copy of transfer order, if API not available	Unit Admin	Concerned Admin Unit	Scanned transfer order, if applicable	T1
04	On forward, sends email, notify; Creates entry in To-Do list for Head of Administrative Unit	System	System	NA	NA
05	Reviews transfer record	Head of Administrative Unit	Concerned Admin Unit	NA	T2 = T1 + 3D
06	If found incorrect, returns the transfer record with remarks for necessary correction	Head of Administrative Unit	Concerned Admin Unit	NA	T2
07	If found correct, approves the	Head of Administrative Unit	Concerned Admin Unit	NA	T2

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
	transfer record with remarks				
08	On approval, Updates User Directory for Access and Authorisation	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
01	The Admin User shall be assigned with necessary authorisation to perform the processes.	Mission Shakti Database

e) Post-condition

N	POST-CONDITION	SYSTEM
01	User Directory shall be updated with appropriate access authorization for the concerned User.	MUKTA-Soft

f) Integrations

N	INTEGRATION SYSTEM	PURPOSE	Type (API, Feed, File etc.)	Direction (Inbound, Outbound, Both)
01	API on transfer order from the HRMS for the concerned Administrative Unit, if available	To get and populate transfer record in system, from the HRMS	API	Inbound

g) Expected MIS Reports

No MIS is envisaged for this module.

h) Data Attributes

UAA-04-D01: User Transfers

A User can have one or more transfer. A transfer may need changes in Administrative Unit, Role, and Designation.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	User ID	Selected from UAA-01-D01: User Authorisation	9891023410/ B202191212/ test@test.com	
02	Organization ID	Selected from RAD-01-D04: Master List of Admin Units	BLDD01	Changed Organization ID (e.g., from current Administrative Unit like 'BLDD01 - District Urban Development Agency, Balasore' to 'DHDD01 - District Urban Development, Agency, Dhenkanal')

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
03	Date Organization ID Valid From	Entered by user	23/11/2020	
04	Date Organization ID Valid To	Entered by user	23/12/2021	
05	Role	Selected from a list	Project Director, DUDA	Admin User assigns a new role (if applicable)
06	Date Role Valid From	Entered by user	23/11/2020	
07	Date Role Valid To	Entered by user	23/12/2021	
08	Designation	Selected from a list	Assistant Engineer II, Dhenkanal Municipality	Admin User assigns a new Designation from the list of designations from the changed Administrative Unit
09	Date Designation Valid From	Entered by user	23/11/2020	
10	Date Designation Valid To	Entered by user	23/12/2021	

2. SCHEME MONITORING (MON)

The Scheme Monitoring Component (MON) provides the stakeholders at the State, District, ULB, Ward, and Community levels with data and analyses in dashboards. The MON Component contains the following two modules.

REF	MODULE NAME	W	M
MON-01	MUKTA Fund Allocation Register	<input checked="" type="checkbox"/>	
MON-02	Scheme Dashboard	<input checked="" type="checkbox"/>	

2.1. MON-01: MUKTA Fund Allocation Register

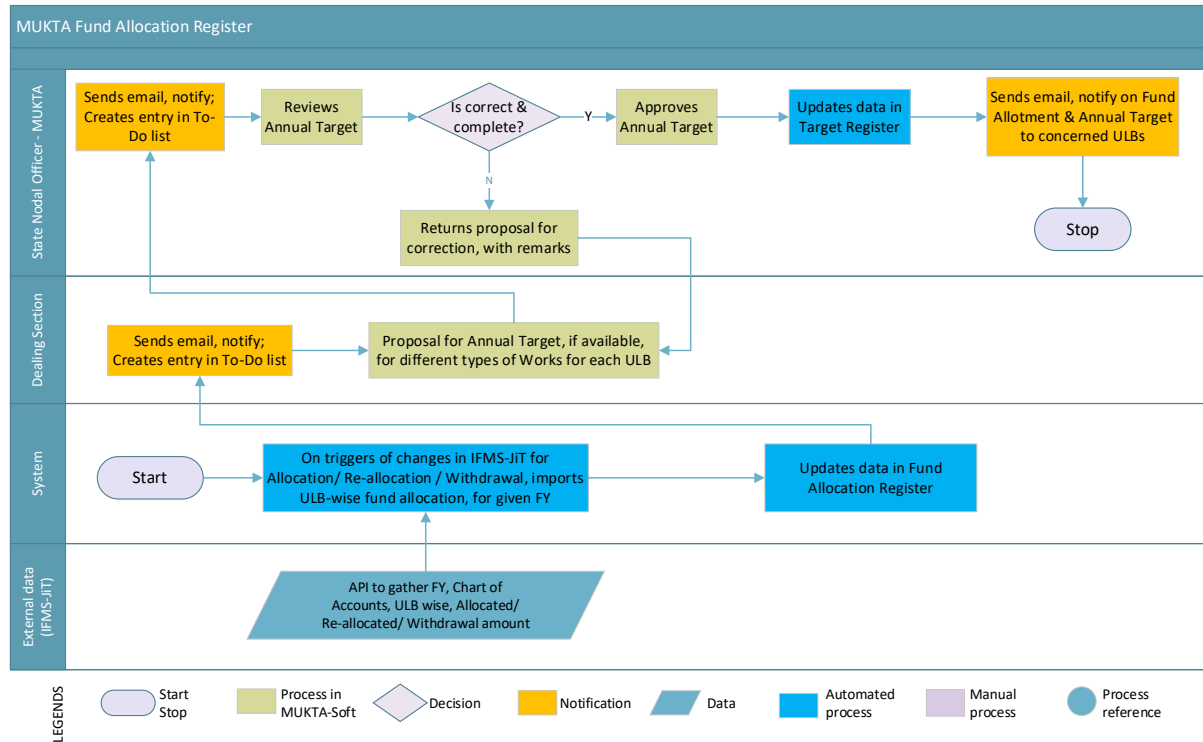
Using this module, stakeholders shall be able to get the fund allocation and annual targets for a given FY under MUKTA at the State and ULB-levels. The Module automatically gets and updates fund allocation and transactional details (i.e., withdrawal, re-allocation) from IFMS-JiT, based on the fund allocation and transactions details H&UDD and ULBs provide to IFMS-JiT time to time.

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft for the module.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system shall be able to activate a given financial year (FY) on receipt of triggers from IFMS-JiT. On receipt of the triggers the system shall be able to import a) Chart of Accounts, b) Allocation, c) Re-allocation, d) Withdrawal of funds as and when such data becomes available in IFMS-JiT.
02	On completion of the import, system shall update the Fund Allocation Register to update the data for the given FY.
03	On activation of a given FY, the system shall enable the Dealing Section to create a proposal recording the Annual Targets for different types of Works, if available, for each ULB.
04	On submission of the Annual Target proposal, State Nodal Officer - MUKTA shall review the proposal. If the proposal is found to be incorrect and/or incomplete, the State Nodal Officer - MUKTA shall return the proposal for correction, with remarks.
05	On approval of the proposal, the system shall auto-update the Target Register.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	On triggers of changes in IFMS-JiT for Allocation/ Re-allocation / Withdrawal, imports ULB-wise fund allocation, for given FY	System	System	API to gather FY, Chart of Accounts, ULB wise, Allocated/ Re-allocated/ Withdrawal amount	T0 (Where T0 = As and when posted in IFMS-JiT by Department)
02	Updates data in Fund Allocation Register	System	System	NA	NA
03	Sends email, notify; Creates entry in To-Do list for Dealing Section	System	System	NA	NA
04	Proposal for Annual Target, if available, for different types of Works for each ULB	Dealing Section	Dealing Section, H&UDD	NA	T1 + T0 + 4D
05	Sends email, notify; Creates entry in To-Do list for State Nodal Officer - MUKTA	System	System	NA	NA
06	Reviews Annual Target	State Nodal Officer - MUKTA	H&UDD	NA	T2 = T1 + 4D

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
07	If found incorrect and incomplete, returns proposal for correction, with remarks to Dealing Section	State Nodal Officer - MUKTA	H&UDD	NA	T2
08	If found incorrect and incomplete, Approves Annual Target	State Nodal Officer - MUKTA	H&UDD	NA	T2
09	On approval of Annual Target, updates data in Target Register	System	System	NA	NA
10	Sends email, notify on Fund Allotment & Annual Target to concerned ULBs	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
01	IFMS-JiT shall provide requisite access authentication for API request.	IFMS
02	IFMS-JiT shall develop necessary triggers to inform MUKTA-Soft initiate the import process.	IFMS

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Data on State and ULB level fund allocation and annual targets (if any) shall be available to ULBs.	MUKTA-Soft

f) Integrations

N	INTEGRATION SYSTEM	PURPOSE	Type (API, Feed, File etc.)	Direction (Inbound, Outbound, Both)
01	IFMS	Relevant APIs to populate data	API	Inbound
02	IFMS	Triggers to be sent to MUKTA-Soft	Web-hook	Outbound

g) Expected MIS Reports

State and ULB level fund allocated under different Chart of Accounts, along with Annual Targets by different types of Works.

h) Data Attributes

MON-01-D01: Fund Allocation Register

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	IFMS Fund ID	IFMS generated	To be provided	ID recorded for reference purpose

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
02	Admin Unit ID	Selected from RAD-M01-D04: Master List: Administrative Unit	DHDMC001	Fund allocation recorded for each ULB
03	Admin Unit Name	Selected from RAD-M01-D04: Master List: Administrative Unit	Dhenkanal Municipality	
03	Financial Year	As per IFMS data	2021-22	Financial year for which budget amount recorded
04	CoA Number	As per IFMS data	3526	Major head: 3526 (for Urban Transformation Initiative (UNNATI))
05	CoA Heading	As per IFMS data	Urban Transformation Initiative (UNNATI)	Major head: 3526 (for Urban Transformation Initiative (UNNATI))
06	Parent CoA	As per IFMS data	2217/05/800: Urban Development State Sector Schemes	Select from drop-down
07	Status	As per IFMS data	Active	By default, the CoA entry can be created as 'Active'. It can be changed to 'Inactive' based on the iOTMS Master List update/ notifications.
08	CoA Head	As per IFMS data	3526	Select corresponding CoA Head for which amount to be entered
09	Budget Type	As per IFMS data	PE	a) Proposed Estimate (PE) b) Revised Estimate (RE)
10	Fund Allocated	As per IFMS data	5,20,000,00	

MON-01-D02: Fund Allocation Register - Withdrawal & Re-allocation

One Chart of Account can have one or more transactions in different dates in a given FY.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	IFMS Fund ID	IFMS generated	To be provided	ID recorded for reference purpose
02	Admin Unit ID	Selected from MON-01-D01: Fund Allocation Register (03)	DHDMC001	
03	Admin Unit Name	Selected from MON-01-D01: Fund Allocation Register (04)	Dhenkanal Municipality	
04	Date of Transaction	IFMS generated	12.01.2021	
05	Type of transaction	IFMS generated	Allocation	Type of transaction: a) Allocation, b) Re-allocation, c) Withdrawal
06	Fund Amount	IFMS generated	1,24,000,00	

2.2. MON-02: Scheme Dashboard

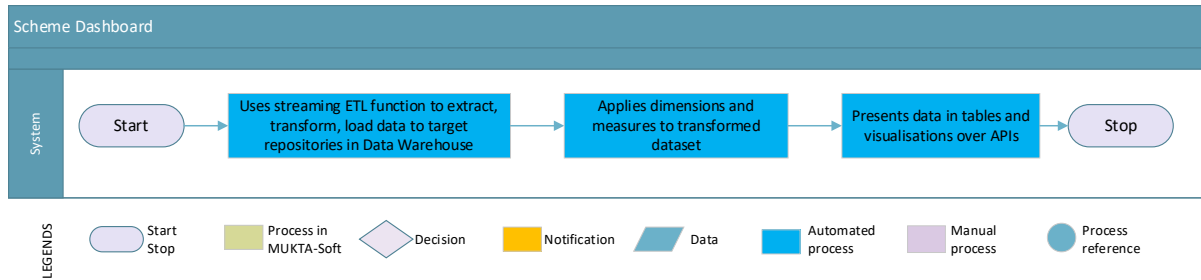
Using the module, stakeholders at the state, district, ULB, Ward, and Community level can easily understand the Scheme performance as compared to its objectives using appropriate data tables and visualisations.

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft for the Scheme Dashboard.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS	
01	The system shall be able to use data from a data warehouse or comparable data storage systems to feed data to the data tables and data visualisations.	
02	The system shall track data updates in the transaction databases in real-time or near real-time basis, run necessary transformations, and load the transformed dataset in the target data repositories in data warehouse, using a streaming ETL functionality.	
03	The system shall enable defining dimensions and measures for the tables and visualisations. The dimension queries may include, among others:	
	QUERY TYPE	EXAMPLE
	Geography & Unit	State, District, ULB, and Ward
	Time dimension	Year, quarter, month, week, and specific dates
	Works dimension	Type-of-Works (1. Drainage and sewerage work, 2. Sanitation work, 3. Water conservation and rain water harvesting structures, 4. Development and renovation of waterbodies, 5. Development and maintenance of public parks and playgrounds, 6. Wall paintings, 7. Beautification of parks, canals, rivers, gardens, roads and plantation of trees Construction, and 8. Maintenance of micro community centres and open space development including Mission Shakti Grihas & Parichaya centres), Climate resilience (e.g., yes/ no), Stages of progress (Wishlist, Finalized, Administrative Approval, In progress, Waitlisted, Complete)
	Employment dimension	Gender and social categories of Wage-seekers
	Bills	Wage-seeker, Vendor, Community Organisation
	The measures may include, among others:	
	QUERY TYPE	EXAMPLE
	Wage-seekers	Number of Wage-seekers, Number of Wage-seeker person-days
	Person days	Number of person days
	Expenditure	Works estimates (e.g., planned, finalized, and actual)
Bills	Number of Bills prepared & payment processed	
04	The user interface of the dashboard shall provide interactive options to drill-down, drill-across, search, filter to query and update the tables and data visualisations, as appropriate, to get specific data on a given indicator.	
	The dashboard shall also be able to customize the data based on user’s login information to provide data related to user’s level, unit, and jurisdictions, for example.	

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Uses streaming ETL function to extract, transform, load data to target repositories in Data Warehouse	System	System	NA	NA
02	Applies dimensions and measures to transformed dataset	System	System	NA	NA
03	Presents data in tables and visualisations over APIs	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
01	Users shall have their respective access authorisations to use the dashboard and get data.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Users shall be able to query tables and visualisations in Scheme Dashboard to get specific data for the indicators.	MUKTA-Soft

f) Integrations

No integrations envisaged for this module.

g) Expected MIS Reports

Example MIS reports are given below.

N	AREAS & INDICATORS
A	Financial Indicators: Financial allocation vs expenditure (Payment) vs remaining fund
1	Quarterly allocation vs expenditure
2	Type of work-wise (Allocation vs expenditure)
3	Ward-wise Expenditure
B	Employment : Employment planned vs actual
1	Month-wise Employment planned vs actual

2	Ward-wise Employment planned vs actual
3	Gender-wise, Social Category-wise (Actual)
4	Number of Community Organisations benefitted -Amount of Work Order issued
C	Works: Types of Works - planned vs actual (By status: On wishlist, Feasibility Study Completed, Finalised, Work Order Issued, Ongoing, Closed)
1	Month-wise target vs actual

h) Data Attributes

The data structure for the dashboard shall be designed based on a) indicators, b) envisaged performance for the given data visualisation and c) queries. Therefore, this section provides an example of possible data attributes required for one indicator.

MON-02-D01: OLAP Cube for Works

Users shall be able to use an OLAP Cube that aims to produce data in tabular format, in response to different query parameters.

N	DATA		DATA SOURCE	EXAMPLE	REMARKS
A	Groups	Measures			
01	Number ranges	Number of Works	Relevant schema in Data Warehouse	35	Example provides total row value
02	Fund	Amount budgeted	As above	3,45,000,00	Example provides total row value
		Amount spent		2,34,000,00	Example provides total row value
		Amount remaining		1,11,000,00	
03	Employment	Target employment planned (Person days)	As above	34,421	Example provides total row value
		Employment generated (Person days)		29,201	Example provides total row value
B	Groups	Dimension	As above		
01	Time	Annual (Year)	As above	2021-22	
		Quarterly		Yes	User has selected row type to be quarterly
		Month		-	-
		Week		-	-
		Date range		-	-
02	Geography	State	As above		
		District			
		ULB		DHDMC001 - Dhenkanal Municipality	User has selected a specific ULB
		Ward		All Wards	
03	Wage-seeker Demography	Age range		All	Example: 20-29, 30-39, 40-49
		Gender		All	Example: Male, Female, Transgender
		Social Category		All	Example of Social Category: SC, ST, General, OBC
04	Works	Types of Works		All	

N	DATA		DATA SOURCE	EXAMPLE	REMARKS
		Status of Works		Complete	User has selected completed Works only. Status of Works include: Wishlist, Feasibility, Finalised, Work Order Issued, Ongoing, Closed

3. REGISTERS AND DATABASES (RAD)

The RAD Component consists of the following seven modules. The availability of Web and Mobile UIs for the module indicates only the registration/ initiation process of the module. The review and approval workflows for all the modules shall be available in the Web.

REF	MODULE NAME	W	M
RAD-01	Database of Admin Units	<input checked="" type="checkbox"/>	
RAD-02	Database of Community Organisations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RAD-03	Change Request from Community Organisations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RAD-04	Database of Wage-seekers		<input checked="" type="checkbox"/>
RAD-05	Change Request from Wage-seekers		<input checked="" type="checkbox"/>
RAD-06	SMS Request from Wage-seekers	<input checked="" type="checkbox"/>	
RAD-07	Database of Community Assets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3.1. RAD-01: Database of Admin Units

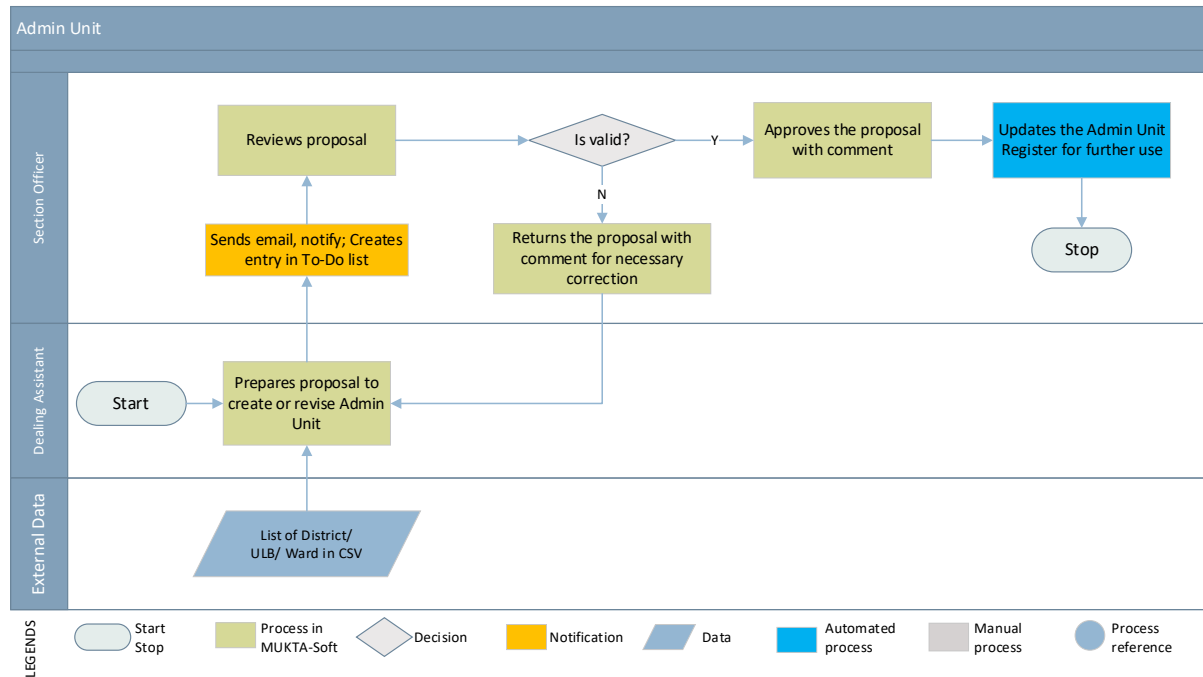
Dealing Assistant, Dealing Section (MUKTA) in H&UDD shall set up the Administrative Units (Admin Units) and it will be approved by the Section Officer, Dealing Section (MUKTA) in H&UDD, before the MUKTA-Soft is made available for usage. Most of the Admin Units are created at the inception of MUKTA-Soft implementation, with possibility to create or revise a few occasionally.

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft while creating the Administrative Units.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system enables the Dealing Assistant to prepare proposal to create new and to revise already approved Admin units. A proposal can have records of Admin units that needs to be created newly and the records of already approved Admin units that need revision.
02	The proposal can have one or more Admin units of any one type. Multiple types of Admin units in one proposal are not allowed. (There are different types of Administrative Units, and they are (a) Department, (b) SUDA, (c) Collectorate, (d) DUDA, (e) ULB and (f) Ward.
03	A proposal can be saved as draft proposal intermittently and submitted only when it is done.
04	The system enables the Section Officer to approve a proposal submitted by the Dealing Assistant.
05	A proposal is approved when all new Admin Units created and all Admin Units whose details revised are correct. Part approval of a proposal is not allowed.
06	In case the proposal is not found satisfactory, the Section Officer can return the proposal in whole to Dealing Assistant with appropriate comment for necessary correction.
07	On approval of a proposal, the records of Admin Units in the proposal get updated on to the register of Administrative Units. The Administrative Units available in the register are available to all users for further use.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Prepares proposal to create or revise Admin Unit	Dealing Assistant	Dealing Section, MUKTA (H&UDD)	Use the Master List of Districts, ULB, and Wards available with DMA, H&UDD in pre-formatted file	T0 (Where T0 = At the time of initialisation of MUKTA-Soft)
02	Send email, notify, and create an entry in To-do list of Section Officer	System	Dealing Section, MUKTA (H&UDD)	NA	NA
03	Reviews proposal	Section Officer	Dealing Section, MUKTA (H&UDD)	NA	T1 = T0+3d
04	If not valid, Returns the proposal with comment for necessary correction (to Dealing Assistant)	Section Officer	Dealing Section, MUKTA (H&UDD)	NA	T1
05	Approves the proposal with comment	Section Officer	Dealing Section, MUKTA (H&UDD)	NA	T1
06	Updates the Admin Unit	System	Dealing Section, MUKTA (H&UDD)	NA	NA

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
	Register for further use				

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	a) MUKTA-Soft shall have the master list of all the Districts, ULBs, and Wards available. b) The system shall have the options for a) level, b) Type of Admin Units pre-defined.	MUKTA-Soft
02	Necessary access authorisation available to Dealing Assistant and Section Officer.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Dealing Assistant shall be able to map the positions in the Administrative Unit(s) to the Administrative Unit(s)	MUKTA-Soft

f) Integrations

No integration is envisaged in this module.

g) Expected MIS Reports

List of Admin Units by Level, Admin Unit Type, and Status.

h) Data Attributes

For the master list of District, ULBs, and Wards, authorised data (both the names and the ID) provided by the Directorate of Municipal Administration (DMA), H&UDD shall be used.

RAD-01-D01: Master List - Districts

It lists 30 districts and their 2 letter short codes.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	District ID	Entered/ Imported by user	DH	Use 2 alphabets for the District Name to help users identify the district, consistent with the ISO 3166-2:IN coding pattern.
02	District Name	Entered/ Imported by user	Dhenkanal	List of districts (maintained by the DMA, H&UDD)
03	State	Auto selected by system	Odisha	Default reporting level for all the Districts

RAD-01-D02: Master List - ULBs

It lists 114 ULBs in Odisha available with DMA (H&UDD) and their two-digit codes with the link to their parent districts.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	District ID	Referencing to: 'RAD-01-D01: Master List - Districts'	DH	DH represents Dhenkanal district.
02	ULB ID	System generated	DH01	Sequentially assigned 2 digits to ULB in the district.
03	ULB Name	Entered/ Imported by user	Dhenkanal Municipality	ULB list refers to the list of 114 ULBs in Odisha

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
04	ULB Type	Selected from list	Municipality	List of ULB Types: Corporation, Municipality, and NAC

RAD-01-D03: Master List - Wards

It lists all the Wards in a ULB.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	ULB ID	Referencing to: 'RAD-01-D02: Master List - ULBs'	DH01	Reference ID of the ULB ID (Parent)
02	Ward ID	Entered by user	DH01001 (Ward 01 of Dhenkanal Municipality)	ULB ID (4) + Ward Number (3 digits) given by the Government. If the Ward Number is not available (e.g., for Wards in Cuttack Municipality, a sequential number can be manually entered)
03	Ward Name	Entered by user	Ward 01	As per the Ward Name mentioned in the list available with DMA (H&UDD)

RAD-01-D04: Master List - Admin Units

It creates the Administrative Units combining the level, type of Admin Unit, and level name (State, District, ULB, Ward).

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Admin Unit ID	System generated	DHDMC001	State/District code (2) + Administrative Unit type code (3) + Number assigned to all Administrative Units in that District incrementally (3) (e.g., DHDMC001 - Dhenkanal Municipality, Dhenkanal)
02	Level	Selected from list	ULB	List of levels: State, District, ULB, Ward, and Community
03	Name of District/ ULB/ Ward	Selects from 'RAD-01-D01: Master List - Districts' (if Level = 'District')/ 'RAD-01-D02: Master List - ULBs' (If, 'Level' = 'ULB')/ 'RAD-01-D03: Master List - Wards' (if, 'Level' = 'Wards')	Dhenkanal Municipality	Based on the level selected (e.g., District), user needs to select the District/ ULB/ Ward from the corresponding list
04	Admin Unit Type	Selected from list	District Urban Development Agency	List of Admin Unit Types: 1. State Level: a) H&UD Dept., b) SUDA 2. District: a) Collectorate, b) DUDA 3. ULB: a) Municipal Corporation, b) Municipality, c) NAC 4. Ward: Ward

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
				5. Community: a) MSG, b) SDA, c) ALF, and d) CLF
05	Name of Admin Unit	Auto generated	DHDMC001-Dhenkanal Municipality, Dhenkanal	On selection of Level, Administrative Unit Type, system creates the name in this format: 'Unit ID - Unit Type, Level name'
06	Status	System generated	Active	On approval of the proposal, system sets the Status = Active

3.2. RAD-02: Database of Community Organizations

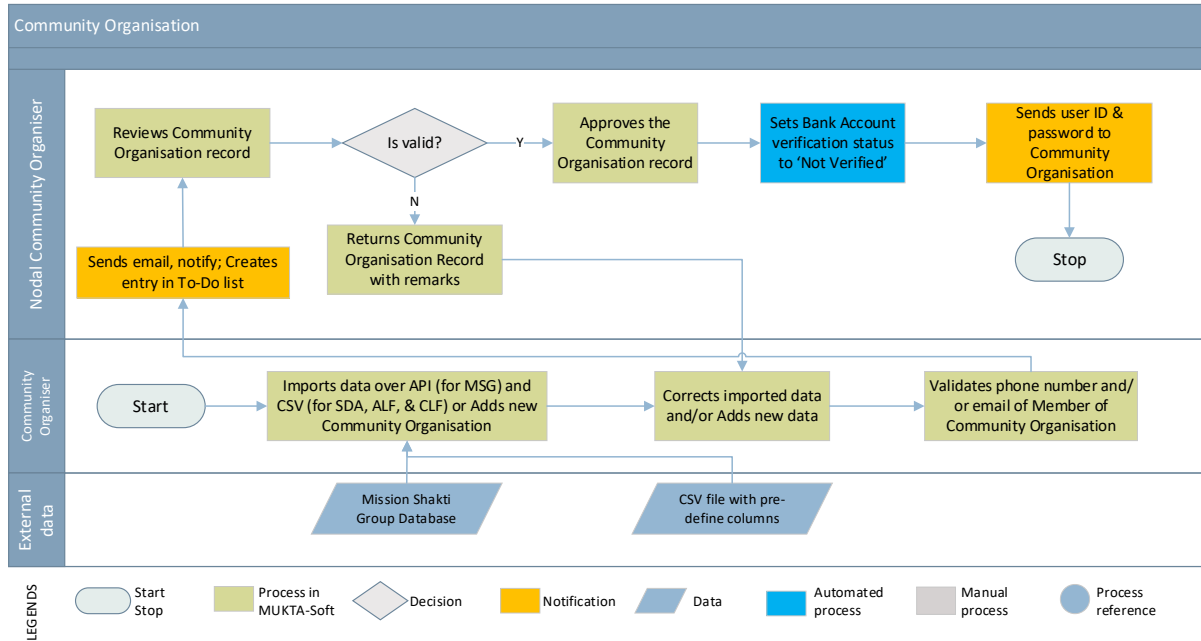
The system will register four (4) types of Community Organisations: i) Mission Shakti Group (MSG), ii) Slum Dwellers Associations (SDA), iii) Area Level Federations (ALF), and iv) City Level Federations (CLF).

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft while registering the Community Organisations.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The Community Organiser can import MSG data over API either one by one or in batch mode for the concerned ULB from the Mission Shakti Database. Similarly, the Community Organiser can import data for SDA, ALF, and CLF from a pre-formatted file.
02	The system enables the Community Organiser to edit incomplete record of a specific Community Organisation, if any. Further, Community Organiser can add new record of Community Organisation, not available in the source.
03	The system enables the Community Organiser to record the details of the President, Secretary, and Members of the Community Organisation, as per the request received from Community Organisation. One of those Users shall be identified as the Contact Person for the Community Organisation.
04	The Community Organiser shall be able to validate phone and/or email ids added in the record. System will send the OTP through SMS and/or email to the concerned President, Secretary, and Members for validation of phone and/or email. Community Organiser shall collect the OTP manually and enter in MUKTA-Soft for validation.
05	Community Organiser should forward completed and validated (phone and/or email id only) records of Community Organisation to the Nodal Community Organiser for approval. The system enables the Nodal Community Organiser to approve the Community Organisation record, if found satisfactory.
06	On approval, the Community Organisation is registered. Any information of the registered Community Organisation can't be changed, without change request process.
07	On approval, President, Secretary, and Members added in the system will be issued user ID and password by the system through SMS and/or email, to enable them to access MUKTA-Soft.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Imports data over API (for MSG) and CSV (for SDA, ALF, & CLF) or Adds new Community Organisation	Community Organiser	ULB (For Wards assigned to Community Organiser)	MSG Database, Mission Shakti Dept	T0 (Where T0 = 1) On announcement of EoI 2) On request of Community Organisation 3) On initiative by ULB)
02	Corrects imported data and/or Adds new data	Community Organiser	ULB	NA	T0
03	Validates phone number and/or email	Community Organiser	ULB	NA	T0
04	On forwarding to MC/EO, sends email, notify; Creates entry in To-Do list	System	ULB	NA	NA
05	Reviews Community Organisation Record	Nodal Community Organiser	ULB	NA	T1 = T0 + 3D
06	If found invalid, Returns Community Organisation Record with remarks (to Community Organiser)	Nodal Community Organiser	ULB	NA	T1

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
07	If found valid, Approves the Community Organisation Record	Nodal Community Organiser	ULB	NA	T1
08	Sets Bank Account verification status to 'Not Verified'	System	System	NA	NA
09	Sends user ID & password to concerned users of Community Organisation by SMS and/or email	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
01	For making API requests to Mission Shakti Database, the MUKTA-Soft shall have the requisite access authorization to make the API requests.	Mission Shakti Database
02	Admin Units at ULB and Master List - Wards should have been defined.	MUKTA-Soft
03	Access authorisation and Ward-level territory of Community Organiser should be defined.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Publishes a list of Community Organizations to the concerned ULB.	MUKTA-Soft
02	Concerned President, Secretary, and Members of Community Organisation shall be able to login using their respective credentials.	MUKTA-Soft

f) Integrations

N	INTEGRATION SYSTEM	PURPOSE	Type (API, Feed, File etc.)	Direction (Inbound, Outbound, Both)
01	Mission Shakti Database	Import MSG record	API	MUKTA-Soft

g) Expected MIS Reports

List of Community Organisations registered in MUKTA-Soft with their details including Wards, Members, Bank Details, Contact Details, and Status (approved/ rejected).

h) Data Attributes

RAD-02-D01: Community Organisations

A list of Community Organisations will have details about their registration,

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Community Organisation ID	System generated	DH21M20129	District code (2) +Year of formation of Community Organisation (2) + Community organisation

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
				type code (1) + Serial number (5) Community organisation type code: M = MSG S = SDA A = ALF C = CLF
02	Name of Community Organisation	Entered/ Imported by user	MSG: ABHIRAM SHG 21299900429	MSG database created a unique name by concatenating MSG Code and Name (e.g., ABHIRAM SHG 21299900429)
03	Formation Date	Entered/ Imported by user	09/03/2018	Source database provides the date
04	Type of Community Organisation	Selected from list	MSG	List of Type of Community Organisation: MSG, SDA, ALF, CLF
05	Total Members	Entered/ Imported by user	15	
06	District	Auto selected by system	Dhenkanal	District of the ULB registering the Community Organisation taken by the system
07	ULB	Auto selected by system	DHDMC001- Dhenkanal Municipality, Dhenkanal	As above
08	Ward	Selected from 'RAD-01-D03: Master List - Wards'	Ward 01	List of Wards = Wards allocated to Community Organiser
09	Address	Entered/ Imported by user	23, College Road	
10	Data Source	Auto selected by system	MSG-API	List of data source: MUKTA-Soft, MSG-API (for MSG), CSV Import
11	Community Organisation Approved by (User ID)	Auto selected by system ('User ID' = Logged in User ID)	B2191212 (User ID)	User ID of the Nodal Community Organiser/ User approving the Community Organisation record
12	Status	Entered by user	Approved	Set status = 'Approved' / 'Rejected'

RAD-02-D02: Office-bearers/ Members of the Community Organisation

A Community Organisation may have one or more Office Bearers/ members.

N	FIELD	DATA SOURCE	EXAMPLE	REMARKS
01	Community Organisation ID	Referencing to 'RAD-02-D01: Community Organisations'	DH21M20129	
02	Member ID	System generated	B2191212	Ref: D#01 (UAA-01-D01: User Authorisation)
03	Name of the member	Entered/ Imported by user	Rashmi Ranjan	For SDA, ALF, and CLF, source list provides 3

N	FIELD	DATA SOURCE	EXAMPLE	REMARKS
				names of Office Bearers (as shown in the example excel shared by Dhenkanal Municipality) Organizational document/ MoA/ Source database
04	Is the member an Office-bearer	Entered/ Imported by user	Yes/ No	List mentions President, Secretary, and Treasurer names and contact for SDA, ALF, CLF registered under Society Registration Act
05	Designation	Selected/ Imported by users	Secretary	List of Designations: President, Secretary, Treasurer, Member
06	Does Member Need Login?	Selected from list	Yes	List of options: Yes, no
07	Select Role of Member	Selected from list	Admin - Community Organisation	List of Roles: a) Admin - Community Organisations (Functions like Acknowledgement of Works Order, Issue PO given to President/ Secretary. b) Operations - Community Organisation (Function: Wage-seeker registration given to Members of Community Organisation)
08	Phone Number of Member	Entered/ Imported by user	9812012312	
09	Validation Status of Phone Number	Entered by user	Yes	List of status: Null = Not validated Yes = Validation success No = Validation failed
10	Email Id of Member	Entered/ Imported by user	Rashmi.Ranjan@gmail.com	
11	Validation Status of Email	Entered by user/ System generated	Yes	List of status: Null = Not validated Yes = Validation success No = Validation failed System generated, if validation is generated by clicking a link sent to Member's email/ Entered by user, if validation is recorded through OTP verbally collected from Member

N	FIELD	DATA SOURCE	EXAMPLE	REMARKS
				and recorded by Community Organiser
12	Gender	Selected from list	Male	List of gender: Male, Female, Transgender
13	Social Category	Selected from list	OBC	List of Social Category: Gen, SC, ST, OBC, Minority
14	Is Members Active	Entered by user	True	Set = 'True' by default
15	Date Membership Valid From	Entered by user	23/11/2020	
16	Date Membership Valid To	Entered by user	23/11/2021	

RAD-02-D03: Bank Account

There can be only one bank account for Community Organization at any point of time. However, a Community Organisation can change their Bank Account in MUKTA-Soft. Data on bank account is sourced from bank passbook.

N	FIELD	DATA SOURCE	EXAMPLE	REMARKS
01	Community Organisation ID	Referencing to 'RAD-02-D01: Community Organisations'	DH21M20129	
02	Bank Account Holder Name	Entered by user	Ma Shakti SHG	
03	Bank Account Type (Current/ Savings)	Selected from list	Current	Select from dropdown
04	Account Number	Entered by user	920123010102	Enter the bank account number
05	Bank Name	Selected from list	Bank of India	Select from master list of Banks. Such list is available in Reserve Bank of India's website (https://rbi.org.in/scripts/banklinks.aspx)
06	Bank Branch	Entered by user	22, College Road, Ward 11, Dhenkanal Municipality	
07	IFSC	Entered by user	BKID0005354	
08	Is Active	System generated	True	List of status: 'Active' / 'Inactive' System shall set a given bank account to 'Active' by default when the Bank Account is added. System shall set other Bank Accounts to 'Inactive' by default when a given Bank Account is set to 'Active'.
09	Date Bank Account Valid From	System generated	23/11/2019	Default date when Bank Account is added

N	FIELD	DATA SOURCE	EXAMPLE	REMARKS
10	Date Bank Account Valid To	System generated	23/11/2021	System sets 'Date Bank Account Valid To' to Bank Account on the date when a new bank account for this Community Organisation is set to 'Active'
11	Bank Account Verification Status	System generated	Not Verified	On recording of Bank Account, status is set to 'Not Verified'.
12	Bank Account Validation Status	Entered by user	Valid	Status = Valid/ Not Valid

RAD-02-D04: Additional Data for Mission Shakti Group

An MSG shall contain following additional details. Data for these data fields is sourced from MSG Database.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Community Organisation ID	Referencing to 'RAD-02-D01: Community Organisations'	DH21M20129	
03	Community Organization Code (As in source database)	Auto selected by system	SHG21299900429	MSG database assigned codes
04	SHG Type	Imported by user	Women	Used to mark community organisation type as MDG.
05	Account Number	Imported by user	077501001812	Used for reference to create bank account details
06	Account Opening Date	Imported by user	01/09/2018	Additional details
07	Formed Under	Imported by user	NULM	Additional details
08	SHG Contact Number	Imported by user	7377427429	Used to identify contact person
09	PAISA Date	Imported by user	01/05/2019	Indication receipt date of grant from NRLM/NULM by the WSHG

RAD-02-D05: Additional Details for SDA, ALF, and CLF

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Community Organisation ID	Referencing to 'RAD-02-D01: Community Organisations'	DH21M20129	
03	Registration Number issued to Community Organization	Entered/ Imported by user	DLK/6820-37 of 1990-20	<ul style="list-style-type: none"> Currently Govt is considering registering all SDAs under Societies Registration Act All ALFs and CLFs are already registered

3.3. RAD-03: Change Request from Community Organisation

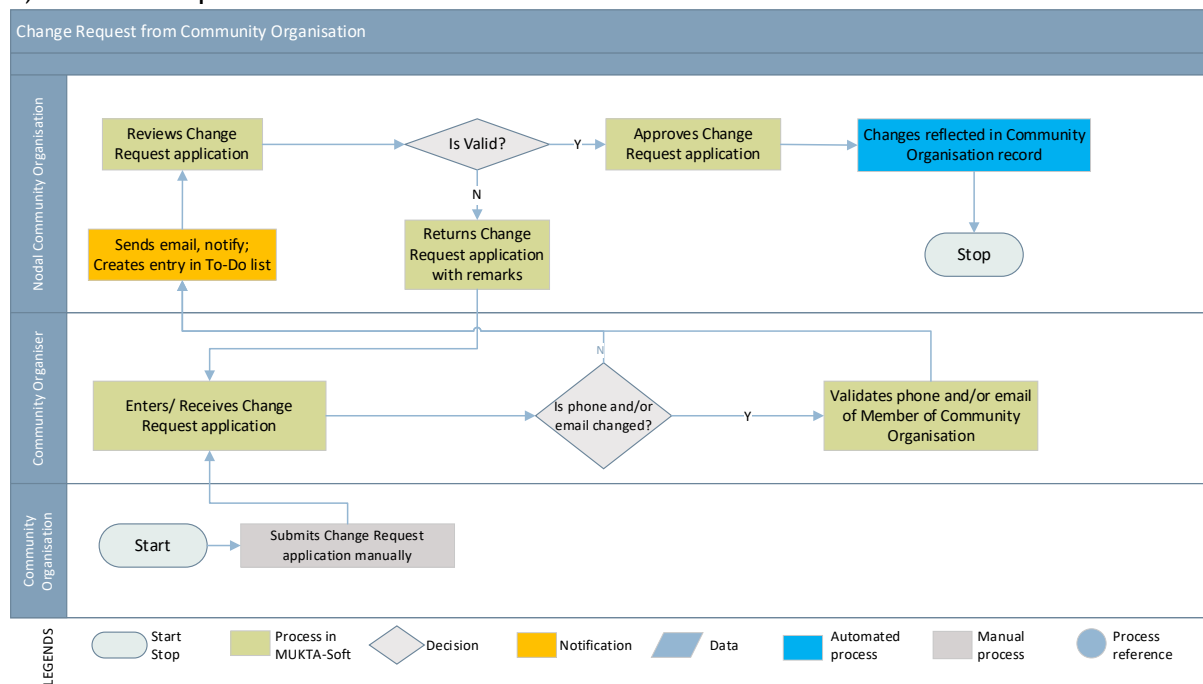
Community Organisation can submit request to change its Registration Record either online in MUKTA-Soft or through a paper-based application to the Community Organizer.

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft for changing and updating the Community Organisation Registration Record.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system enables the Community Organisation to submit request online to bring changes in their record. The filled in change request form is downloaded, printed, signed and then submitted physically to the respective Community Organiser. Alternatively, Community Organisation can download a blank form, print, fill in, and duly sign the filled in form by the Office Bearer and submit it to respective Community Organiser. In this case, the system shall enable the Community Organiser to fill in the change request online and upload the scanned copy of the change request application.
02	If the phone and/or email of any Member of Community Organisation is changed, Community Organiser shall validate the Phone and/or email using the same method as explained in 'Database of Community Organisations'.
04	System allows the Community Organiser to submit validated change requests for approval to Nodal Community Organiser. Nodal Community Organiser shall approve the change request. The record of Community Organisation is updated accordingly.
05	If found invalid, Nodal Community Organiser shall return the record of Community Organisation with remarks to the Community Organiser.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Submits Change Request application (Online/ Offline)	Community Organisation	Community	Filled in and duly signed Change Request Application	T0 (Where T0 = Submission by Community Organisation)
02	Enters/ Receives Change Request application from	Community Organiser	ULB	As above	T1 = T0 +2D

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
	Community Organisation				
03	Validates phone and/or email of Member of Community Organisation (sends to Nodal Community Organiser)	Community Organiser	ULB	NA	T1
08	On forwarding Change Request, sends email, notify; Creates entry in To-Do list (for Nodal Community Organiser)	System	System	NA	NA
09	Reviews Change Request application	Nodal Community Organiser	ULB	NA	T2 = T1 + 2D
10	If found invalid, Returns Change Request application with remarks (to Community Organiser)	Nodal Community Organiser	ULB	NA	T2
11	If found valid, approves Change Request application	Nodal Community Organiser	ULB	NA	T2
12	Changes reflected in Community Organisation record	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
01	The System shall have the Community Organisation's Registration Record, for which the change request shall be made.	MUKTA-Soft
02	The Community Organisation shall have the necessary access authorisation in MUKTA-Soft to submit change request online.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Both the Community Organiser and the concerned Community Organisation shall see the updated data in the Registration Record on approval.	MUKTA-Soft

f) Integrations

No integration is envisaged for this module.

g) Expected MIS Reports

List of change requests from the Community Organisation to be made available in the Dashboard of MC/EO.

h) Data Attributes

The change request shall make changes in Bank Account, Contact Person, Office Bear(s) through updating those records.

RAD-03-D01: Community Organisation Change Requests

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Community Organisation ID	Referencing to 'RAD-02-D01: Community Organisations'	DH21M20129	
02	Original Name of Community Organisation	Selected from 'RAD-02-D01: Community Organisations'	ABHIRAM SHG 21299900429	
03	Name of Community Organisation to be Changed To	Entered by user	ABHIRAM SHG	As per request to change
04	Original Formation Date	Selected from 'RAD-02-D01: Community Organisations'	09/03/2018	As per original record
05	Formation Date to be Changed to	Entered by user	09/03/2018	As per request to change
06	Original Type of Community Organisation	Selected from 'RAD-02-D01: Community Organisations'	MSG	As per original record
07	Type of Community Organisation to Change To	Selected from list	SDA	As per request to change
08	Original Ward	Selected from 'RAD-02-D01: Community Organisations'	Ward 11	As per original record
09	Ward to be Changed to	Selected from list	Ward 12	As per request to change
10	ULB	Selected from 'RAD-02-D01: Community Organisations'	Dhenkanal Municipality	As per original record
11	ULB to be Changed to	Selected from list	Cuttack Municipality	As per request to change
12	District	Selected from 'RAD-02-D01: Community Organisations'	Dhenkanal	As per original record
13	District to be Changed to	Selected from list	Cuttack	As per request to change
14	Number of Members	Selected from 'RAD-02-D01: Community Organisations'	Details in Member data store	As per original record

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
		Community Organisations'		
15	Number of Member to be Changed to	Entered by user	Details in Member table	As per request to change
16	Bank Account	Selected from 'RAD-02-D02: Community Organisations'	Details in Bank Account data store	As per original record
17	Bank Account to be Changed to	Entered by user	Details in Member data store	As per request to change
18	Office-bearer/ Member	Selected from 'RAD-02-D01: Community Organisations'	Details in Contact Person data store	As per original record
19	Office-bearer/ Member to be Changed to	Requested change with supporting documents	Details in Contact Person data store	As per request to change

3.4. RAD-04: Database of Wage-seekers

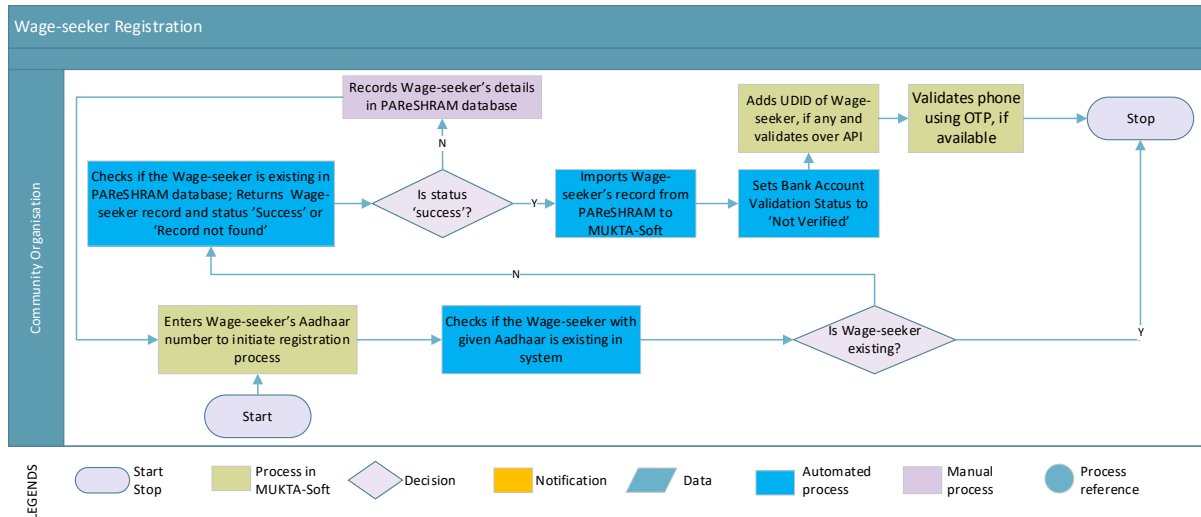
MUKTA-Soft enables the Community Organisation to register Wage-Seekers using its mobile App, as and when required.

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft while registering the Wage-seekers.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system shall allow the Community Organisation to search the Wage-seeker database using Wage-seeker's Aadhaar number. The system shall check if the Wage-seeker already existing in the system.
02	If the system doesn't have the Wage-seeker record, the system shall check if the Wage-seeker's record exists in PARESHRAM database. If PARESHRAM database contains the Wage-seeker record, the system shall get the record.
03	Community Organisation shall register the Wage-seeker in PARESHRAM database, if it doesn't have the record. Community Organisations can get the authorisation to register in PARESHRAM database as the sub-AUA (Authentication User Agency) of the Common Services Centres (CSC).
04	Community Organisation adds Unique Disability ID (UDID) of the Wage-seeker, if available and validates the UDID over API (from Ministry of Social Justice, GoI).
05	Community Organisation shall validate the phone number of Wage-seeker, if any, through OTP-based verification. The Community Organisation will enter the OTP, verbally shared by the Wage-seeker, at the time of registration.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Enters Wage-seeker's Aadhaar number to initiate registration process	Community Organisation	Community	NA	T0 (Where T0 = As and when required)
02	Checks if the Wage-seeker with given Aadhaar is existing in system	System	System	NA	NA
03	Is Wage-seeker doesn't exist, Checks if the Wage-seeker is existing in PARESHRAM database; Returns Wage-seeker record and status 'Success' or 'Record not found'	System	System	NA	NA
04	Is status not 'success', Records Wage-seeker's details in PARESHRAM database	Community Organisation	Community	NA	T0
05	If status is 'success', Imports Wage-seeker's record from PARESHRAM to MUKTA-Soft	System	System	NA	NA
06	Sets Bank Account Validation Status to 'Not Verified'	System	System	NA	NA
07	Adds UDID of Wage-seeker, if	Community Organisation	Community	NA	T0

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
	any, and validates over API				
08	Validates phone using OTP, if available	Community Organisation	Community	NA	T0

d) Pre-requisite

N	PREREQUISITE	SYSTEM
01	The Community Organisation should have received the necessary access authorisation.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Community Organisation shall be able to select and include the registered Wage-seeker for a Works for which it has received the Works Order.	MUKTA-Soft

f) Integrations

N	INTEGRATION SYSTEM	PURPOSE	Type (API, Feed, File etc.)	Direction (Inbound, Outbound, Both)
01	PAReSHRAM Database	Import Wage-seeker record based on the Aadhaar number of the Wage-seeker	API	Inbound

g) Expected MIS Reports

List of Wage-seekers segregated by Community Organisation, District, ULB, and Ward, registered in MUKTA-Soft with their details.

h) Data Attributes

RAD-04-D01: Wage-seeker

The data items extend the data items for registration of users mentioned in UAA component.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	User ID	System generated	B2191212	Pattern follows 'D#01 of UAA-01-D01: User Authorisation'
02	Aadhaar number	Entered by user	9999-9999-0019	<ul style="list-style-type: none"> 12-digit Aadhar number or virtual Aadhar number mandatory; Used to avoid duplication Aadhar number should be masked except specific users. MUKTA-Soft shall ensure only unique Aadhaar number is entered
03	Name	Imported by user	Asha Devi	As per record in PAReSHRAM database
04	Date of birth	Imported by user	18/11/1998	As per record in PAReSHRAM database

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
05	Gender	Imported by user	Male	As per record in PARESHRAM database
06	Social Category	Imported by user	OBC	As per record in PARESHRAM database
07	Photograph	Imported by user	Asha-Devi-B2191212.png	As per record in PARESHRAM database
08	If Wage-seeker Having Disability	Entered by user	Yes/ No	
09	UDID number	Entered by user	OD123M121250000001	Number issued by UDID
10	UDID Validation Status	System generated	Yes	Validation is done through API published in API Setu (https://apisetu.gov.in/api/swavlambancard)
11	Address	Provided by wage seeker	N22/22 Station Road	As per record in PARESHRAM database
12	District	Imported by user	Dhenkanal	As per record in PARESHRAM database
13	ULB	Imported by user	Dhenkanal Municipality	As per record in PARESHRAM database
14	Ward	Imported by user	Ward 11	As per record in PARESHRAM database
15	Community Organisation ID Registering Wager-seeker	Auto selected by system	BMC21A2341	Data automatically captured through user login
16	Mobile Number	Entered/ Imported by user	1234512345	As per record in PARESHRAM database
17	Mobile Number Verification Status	Entered/ Imported by user	Yes	
18	Photograph	Imported by system	Images	Photo of the wage seeker; Standard size (256x256), ideally white background taken using mobile camera (at least 5 images)
19	Wage-seeker's skills	Imported by system	Mason	PARESHRAM provides a list of skills.
20	Engagement Status	Auto selected by system (Where 'Engaged' = Wage-seeker set to Engaged/ 'Available' = Set to Disengage', using	Available	List of values for 'Engagement Status': Engaged, Available

RAD-04-D02: Bank Account of Wage-seeker

A Wage-Seeker can have one Bank Account at any given point of time.

N	FIELD	DATA SOURCE	EXAMPLE	REMARKS
01	User ID	Referencing to 'RAD-04-D01: Wage-seeker'	B2191212	
02	Bank Account Holder's Name	Imported by user	Bikas Dash	As per record in PARESHRAM database
03	Bank Account Type (Savings)	Imported by user	Savings	As per record in PARESHRAM database
04	Account Number	Imported by user	920123010102	As per record in PARESHRAM database
05	Bank Name	Imported by user	Bank of India	As per record in PARESHRAM database
06	IFSC	Imported by user	BOIN00002131	As per record in PARESHRAM database
07	Bank Account Validation Status	Imported by user/ System generated	Not Validated	As per record in PARESHRAM database/ System generated status 'Not validated'
08	Date Bank Account Valid From	Imported by user	23/11/2019	As per record in PARESHRAM database
09	Date Bank Account Valid To	Imported by user	23/11/2021	As per record in PARESHRAM database

3.5. RAD-05: Change Request from Wage-seeker

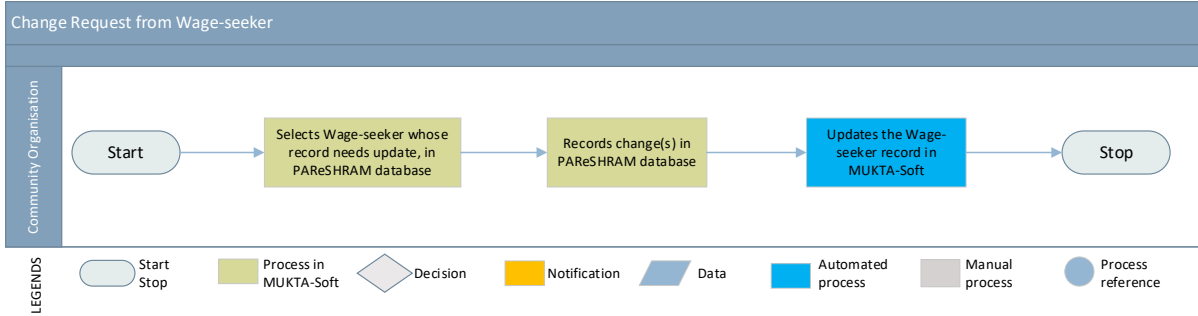
The Office Bearer of the Community Organisation shall accept manual request for change from the Wage-seeker in a paper application. On receipt of the Application and its verification, the Community Organisation shall record the changes, in PARESHRAM database. MUKTA-Soft shall auto-update the Wage-seeker's record, based on the update request from PARESHRAM database.

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft while recording the changes in Wage-seekers Registration Record.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	Community Organisation shall made changes on request from Wage-seeker's records like mobile number, current address, occupation, educational qualification, skill types, and bank account.
02	Community Organisation as the sub-AUA of the CSC shall have the authorisation to update the Wage-seeker record in the PARESHRAM database or assist the Wage-seeker to update (for Wage-seekers with mobile linked Aadhaar).
03	The system shall be able to update its record, based on the update in the PARESHRAM database of the concerned Wage-seeker. The updated Wage-seeker record shall be available for further use.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Selects Wage-seeker whose record needs update, in PARESHRAM database	Community Organisation	Community	NA	T0 (Where T0 = As and when required)
02	Records change(s) in PARESHRAM database	Community Organisation	Community	NA	T0
03	Updates the Wage-seeker record in MUKTA-Soft	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
01	Community Organisation should have access to the Registration Record of the Wage-seeker requesting the change.	MUKTA-Soft

e) Post-Condition

N	POST CONDITIONS	SYSTEM
1	On successful change, the requested changes (other than Bank Account) shall be updated in system for further use.	MUKTA-Soft

f) Integrations

N	INTEGRATION SYSTEM	PURPOSE	Type (API, Feed, File etc.)	Direction (Inbound, Outbound, Both)
01	PARESHRAM Database	Update Wage-seeker record in MUKTA-Soft, based on the updated Wage-seeker record in PARESHRAM Database	API	Inbound

g) Expected MIS Reports

No MIS report is envisaged.

h) Data Attributes

RAD-05-D01: Log of Change Request from Wage-seeker

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	User ID	Referencing to 'RAD-04-D01: Wage-seekers'	B2191212	
02	Name	Selected from 'RAD-04-D01: Wage-seekers'	Asha Devi	
03	Date of birth	Selected from 'RAD-04-D01: Wage-seekers'	18/11/1998	Change is subject to permission given in PARESHRAM database
04	Gender	Selected from 'RAD-04-D01: Wage-seekers'	Male	Change is subject to permission given in PARESHRAM database
05	Social Category	Selected from 'RAD-04-D01: Wage-seekers'	OBC	Change is subject to permission given in PARESHRAM database
06	Disability	Selected from 'RAD-04-D01: Wage-seekers'	Yes	Change shall not be permitted with Disability is verified through UDID
07	Address	Imported by system	N22/22 Station Road	As mentioned in change request
08	Ward	Imported by system	Ward 11	As mentioned in change request
09	ULB	Imported by system	Dhenkanal Municipality	As mentioned in change request
10	Mobile Number	Imported by system	1234512345	As mentioned in change request
11	Photograph	Imported by system	Asha-devi-B2191212.png	As mentioned in change request
12	Bank Account details	Imported by system	Changed bank details	Details are changed and recorded in 'RAD-04-D02: Bank Account of Wage-seeker'

3.6. RAD-06: SMS Request from Wage-Seeker

Prospective Wage-seekers shall be able to avail support of a local Community Organisation, without having to know about it, in getting registered to avail MUKTA benefits. MUKTA Helpline is a Contact Centre facility, to be established and operational at the state level to improve inclusion of such prospective Wage-seekers in MUKTA Scheme.

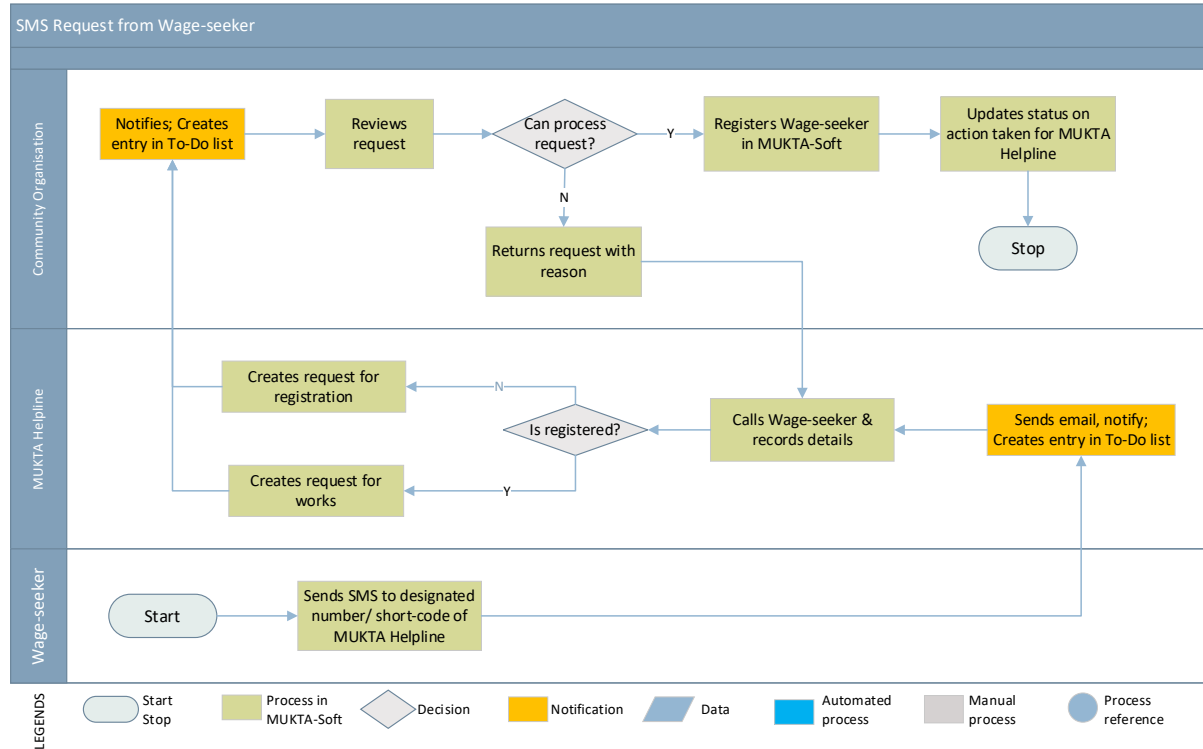
a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft to enable prospective Wage-seeker to send SMS and facilitate registration process.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system enables a prospective Wage-seeker to send an SMS request to MUKTA Helpline's designated mobile number/ short code. Wage-seeker shall be able to send a bank SMS or with free texts.
02	The system shall notify the Associate of MUKTA Helpline about the receipt of an SMS request.
03	Associate of the MUKTA Helpline shall call the Wage-seeker to get and record the basic identification details (such as name, age, gender, Aadhaar number, ULB, Ward, phone number), skills, and type of works preferred.
04	The system enables Associate of MUKTA Helpline to discover SMS requests from Wage-seekers already registered in MUKTA-Soft.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
	In this case, the Associate shall call the Wage-seeker to get and record the interest of work, along with skills and type of works preferred.
05	After recording the details, the Associate shall forward it to the appropriate Community Organisation for action.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Sends SMS to designated number/ short code of MUKTA Helpline	Wage-seeker	NA	NA	T0 (Where T0 = As and when requested)
02	Sends email, notify; Creates entry in To-Do list to MUKTA Helpline	System	System	NA	NA
03	On receipt of notification, calls Wage-seeker & records details	Associate	MUKTA Helpline	NA	T1 = T0+1D
04	If Wage-seeker is registered and seeks Works, creates request for works	Associate	MUKTA Helpline	NA	T1
05	If Wage-seeker is not found to be registered,	Associate	MUKTA Helpline	NA	T1

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
	creates request for registration				
06	Notifies; Creates entry in To-Do list	System	System	NA	NA
07	Reviews request	Community Organisation	Community Organisation	NA	T2 = T1 + 1D
08	If request can't be processed, returns request with reason	Community Organisation	Community Organisation	NA	T2
09	Registers Wage-seeker in MUKTA-Soft	Community Organisation	Community Organisation	NA	T2
10	Updates status for MUKTA Helpline	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
01	Associate of MUKTA Helpline shall initiate processing of SMS request from prospective Wage-seekers	MUKTA-Soft
02	Associate of MUKTA Helpline is able to complete the mandatory basic details from Wage-seeker before sending the request to appropriate Community Organisation.	MUKTA-Soft
03	Community Organisation receiving the request to register the Wage-seeker shall have necessary access authentication to register Wage-seeker using 'Registration of Wage-seeker' module.	MUKTA-Soft

e) Post-condition

N	POST CONDITIONS	SYSTEM
01	Community Organization receives the required details to contact Wage Seeker for Registration.	MUKTA-Soft

f) Integrations

No integration is envisaged for this module.

g) Expected MIS Reports

List of SMS requests received from prospective Wage-seekers with statuses on the requests.

h) Data Attributes

RAD-06-D01: Request from Wage-seeker for Registration

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Request ID	System generated	211206AN910	Date (6) + District Code (2) + Random number (3)
02	Temp User ID	System generated	TMPB2191212	Pattern follows ref: D#01 of 'UAA-01-D01: User Authorisation' For prospective Wage-seekers, temp User ID is assigned.
03	User ID	Selected from 'RAD-04-D01: Wage-seeker'	B2191212	For Wage-seekers registered in MUKTA-Soft

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
04	Name	Entered by user	Asha Devi	Received from SMS and/or call made to the Wage-seeker
05	Phone Number	Entered by user	9012910231	On entry, system checks for duplicate phone number
06	District	Selected from 'RAD-01-D01: Master List - Districts'	Dhenkanal	As informed by Wage-seeker in SMS and/or call
07	ULB	Selected from 'RAD-01-D04: Master List - Admin Units'	DHDMC001-Dhenkanal Municipality, Dhenkanal	As informed by Wage-seeker in SMS and/or call
08	Ward	Selected from 'RAD-01-D03: Master List - Wards'	Ward 11	As informed by Wage-seeker in SMS and/or call
09	Description of Request	Entered by user	I want to get a work in my area immediately.	Specific request mentioned by Wage-seeker in SMS and/or call
10	Request Status	Auto selected by system	Registered	List of status: 1. Request Recorded 2. Request Received 3. Registered 4. Rejected - Already registered
11	Request Assigned To	Selected from 'RAD-02-D01: Community Organisations'	BL21W20129 - Ashiram SHG	

3.7. RAD-07: Database of Community Assets

Community assets could be of two types - 1) the asset created through MUKTA Scheme (e.g., Parichaya Gruha for MSGs), 2) asset created through other schemes by ULB or by any other Govt Agency (e.g., Boundary Wall of Geological Survey of India office).

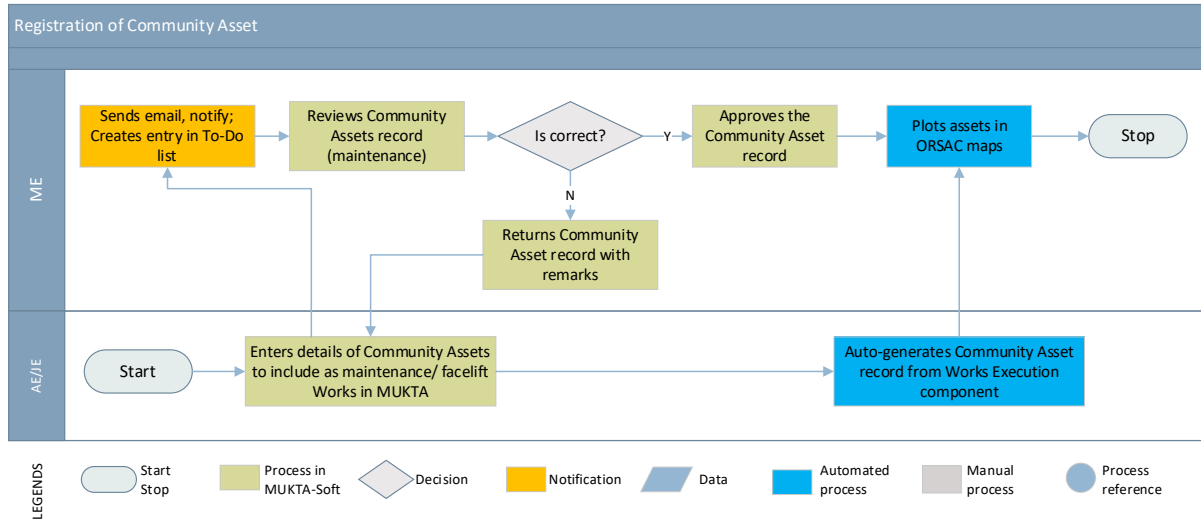
The system shall auto-create a Community Asset through the Work Execution process in MUKTA-Soft. Else, AE/JE shall record the details of a Community Asset for maintenance as part of the MUKTA Scheme.

a) Functionality Requirement

The following functionality is envisaged for MUKTA-Soft while creating a Community Asset Record.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system shall have the provision to auto-create a Community Asset Record, using Works data from the Works Execution Component. For direct maintenance Works, the system shall enable AE/JE to enter the details of an existing Community Asset for the purpose of maintenance.
02	The system enables the AE/JE to submit the Community Asset in the category of direct maintenance to ME for review and approval.
03	If found incorrect, ME shall have the option to return the Community Asset record for necessary correction to AE/JE with remarks.
04	If found correct, ME shall approve the Community Asset remarks with remarks, if any.
05	On approval, a new Community Asset shall be created and made available for further use.
06	The assets shall be plotted in a spatial map created by ORSAC with an option to drill down from state to district to ULB and Wards.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Enters details of Community Assets to include as maintenance/ facelift Works in MUKTA	AE/ JE	ULB	NA	T0 (Where T0 = As and when required)
02	Auto-generates Community Asset record from Works Execution component	System	System	NA	NA
03	On submission by AE/ JE, sends email, notify; Creates entry in To-Do list for ME	System	System	NA	NA
04	Reviews Community Assets record (maintenance)	ME	ULB	NA	T1 = T0 + 3D
05	If found incorrect, returns Community Asset record with remarks	ME	ULB	NA	T1
06	If found correct, Approves the Community Asset record	ME	ULB	NA	T1
07	Plots assets in ORSAC maps	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
01	The system shall have enabled necessary access authorization for the AE/ JE to create Community Asset record (under direct maintenance) and ME for review and approval	MUKTA-Soft

N	PREREQUISITE	SYSTEM
02	The system shall have the necessary modules as part of the Works Execution to auto-generate the Community Assets, being created through	MUKTA-Soft

e) Post-condition

N	POST CONDITIONS	SYSTEM
1	The list of Community Asset created for maintenance shall enable the ULB create Works for maintenance of those assets.	MUKTA-Soft

f) Expected MIS Reports

Register of Community Assets in the District/ ULB/ Ward, along with their details (such as Type of Asset, Owning Administrative Unit, Location, Photograph, among others).

g) Data Attributes

RAD-07-D01: Community Asset Register

The assets in the Register shall contain assets recorded manually by the user. It shall also get the assets created out of the Works carried out in MUKTA. Data for the assets created in MUKTA shall be automatically imported once an Asset is recorded in EMB-04: Works Review and Closure module. Data source indicated in this table as 'Imported by system' refers to data entered in the 'EMB-04: Works Review and Closure' module.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Asset ID	System generated	DH21ULB1234	District code + Year (2 digits) of asset creation + ULB Code + 5-digit serial number
02	Asset Name	Entered by user / Imported by system	Open air gym	Mentions asset type (e.g., wall painting) and location (Ward and ULB)
03	Geo-location	Entered by user / Imported by system	20.2440704,85.797142,15	Photograph of asset to contain geotag and timestamp
04	Address	Entered by user / Imported by system	22, Manmath park	
05	Ward	Selected from list / Imported by system	Ward 11	
06	ULB	Selected from list / Imported by system	DHDMC001- Dhenkanal Municipality, Dhenkanal	
07	District	Selected from list / Imported by system	Dhenkanal	
08	Owner Type	Selected from list / Imported by system	State Government	List of Owner Type: ULB, State Govt., Central Govt., Others
09	Owner's Name	Selected from list / Imported by system	Department of Panchayati Raj	List of Owner's Name: Master List with All Departments and Organisations
10	Date of Creation	Entered by user / Imported by system	11/11/2021	Project creation date can be used as asset creation date
11	Asset type	Selected from a list / Imported by system	Public parks and playgrounds	List of Asset Type: Drainage and sewerage, Sanitation, Water conservation and rainwater harvesting structures, Waterbodies

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
				Public parks and playgrounds Parks, canals, rivers, gardens, roads and plantation of trees, Micro community centres and open space
12	Asset Description	Selected from a list/ Imported by system	Open air gym provides about gym facility for about 100 families residing around Manmath park in Ward 11.	
13	Asset Photographs	Entered by user/ Imported by system	wall-painting-DH21ULB1234-1.jpeg, wall-painting-DH21ULB1234-2.jpeg, wall-painting-DH21ULB1234-3.jpeg	

4. VENDORS' EMPANELMENT AND RATE CONTRACT (VEN)

The Vendors' Empanelment and Rate Contract (VEN) Component consists of the following seven modules:

REF	MODULE NAME	W	M
VEN-01	Items Master	<input checked="" type="checkbox"/>	
VEN-02	Schedule of Rate for Districts	<input checked="" type="checkbox"/>	
VEN-03	Rate of lead charges for Items Groups	<input checked="" type="checkbox"/>	
VEN-04	Lead Distance Master for Item Groups for ULBs	<input checked="" type="checkbox"/>	
VEN-05	Schedule of Rates for ULBs	<input checked="" type="checkbox"/>	
VEN-06	Vendor Registration	<input checked="" type="checkbox"/>	
VEN-07	Annual Vendor Empanelment	<input checked="" type="checkbox"/>	

4.1. VEN-01: Items Master

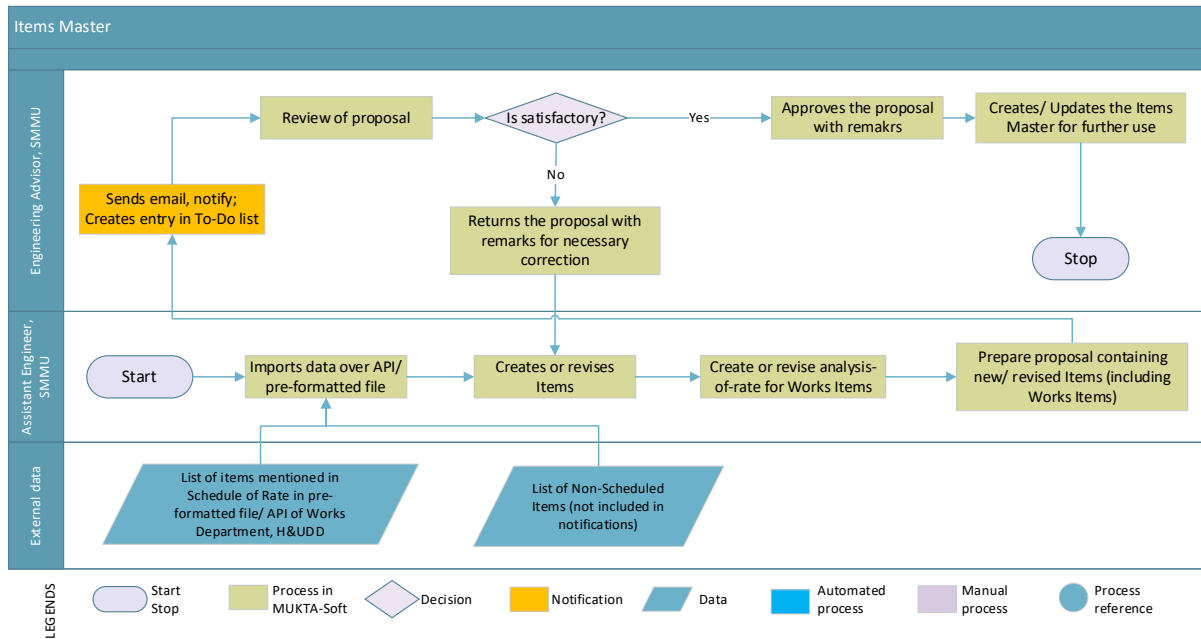
This module enables the H&UDD to make available all the Items - a) Material, b) Equipment, c) Labour, and d) Work Items - in the Items Master. The Items Master shall contain both scheduled and non-scheduled items. Item Master is revised as and when required. Works Department notification on revised rates for Scheduled Items and H&UDD's notification on revised rates on Non-scheduled Items, if any, may or may not require update of the Items Master.

a) Functional Requirements

The following functionality is envisaged for MUKTA-Soft while creating the Items Master.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The Assistant Engineer, State MUKTA Monitoring Unit (SMMU) can import Items and Items Group list from pre-formatted file from Works Department and H&UDD, if available.
02	The system enables the Assistant Engineer to edit the imported Item record, if necessary, and to revise already approved Item record. Further, the Dealing Assistant can also add new Item record to update the Items List.
03	The Assistant Engineer shall be able to create or revise the analysis-of-rate for Works Items, by selecting relevant Items contained in the Item Groups.
04	A proposal containing the Items can be saved as draft proposal intermittently and submitted only when it is done.
05	The system enables the Engineering Advisor, SMMU to approve a proposal submitted by the Assistant Engineer.
06	A proposal is approved when all new Items (including Works Items) are created and all Items whose details revised are correct. Part approval of a proposal is not allowed.
07	In case the proposal is not found satisfactory, the Engineering Advisor can return the proposal in whole to Assistant Engineer with appropriate comment for necessary correction.
08	On approval of a proposal, the records of Items in the proposal get updated on to the Items Master. The Items available in the Items Master are available to all users for further use.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Imports data over pre-formatted file/API	Assistant Engineer	State MUKTA Monitoring Unit (SMMU), H&UDD	a) List of items mentioned in Schedule of Rate in pre-formatted file/ API of Works Department, H&UDD b) List of Non-Scheduled Items (not included in notifications)	T0 (Where T0 = On release of new notifications having new scheduled items, if any/ Request to include new non-scheduled items, if any)
02	Create or revise Items	Assistant Engineer	State MUKTA Monitoring Unit (SMMU), H&UDD	As above	T0
03	Create or revise analysis-of-rate for Works Items	Assistant Engineer	State MUKTA Monitoring Unit (SMMU), H&UDD	NA	T0
04	Prepare proposal containing new/ revised Items (including Works Items)	Assistant Engineer	State MUKTA Monitoring Unit (SMMU), H&UDD	NA	T0
05	On submission of the proposal, sends email,	System	System	NA	NA

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
	notify; Creates entry in To-Do list for Section Officer				
06	Review of proposal	Engineering Advisor	State MUKTA Monitoring Unit (SMMU), H&UDD	NA	T1 = T0 + 5D
07	If found satisfactory, approves the proposal with remarks	Engineering Advisor	State MUKTA Monitoring Unit (SMMU), H&UDD	NA	T1
08	If found unsatisfactory, returns the proposal with remarks for necessary correction	Engineering Advisor	State MUKTA Monitoring Unit (SMMU), H&UDD	NA	T1
09	On approval, creates/ updates the Items Master for further use	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorisation available to Assistant Engineer and Engineering Advisor.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Items Master allows the Assistant Engineer to record Schedule of Rate	MUKTA-Soft

f) Integrations

No integration is envisaged in this module.

g) Expected MIS Reports

This module doesn't have any MIS report.

h) Data Attributes

VEN-01-D01: Items Group Master

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Items Group ID	System generated	ITM001	ITM + Sequential Number (3)
02	Items Group Description	Selected/ Imported by user	Rough stone, metal, khoa, chips, sand, surki, quarry rubbish, morrum, laterite stone, washed gravel, and earth etc.	List of Item Group (Name of Item Group is given in Schedule of Rate notification by Public Works Department) Groups used for each search, update, and fixing rates at bulk

VEN-01-D02: Items Master

The Items Master lists all items (including material, labour, equipment, and works).

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Item ID	System generated	WOR001A	Issuing Department (3 letters) + Serial number for item group (3 digits) + Specific item (1 character)
02	Items Group ID	Referencing to 'VEN-01-D01: Items Group Master'	ITM001	ITM + Sequential Number (3)
03	SoR Item Code	Entered/ Imported by user	1	SoR Item No/ Code mentioned in the SoR published by Public Works Department, if available.
04	Item Type	Selected/ Imported by user	Material	List of Item Type: Material, Labour, Equipment, Works
05	Item Description	Entered/ Imported by user	Cement concrete solid Block machine mixed and Hydraulic compressed having crushing strength not less than 75kg/sq cm - 400mm x 200mm x 200mm size	SOR notification provides 'Item Description'
06	Unit	Selected/ Imported by user	1,000 Nos	List of Unit: Nos, Cum, Kg, Mtr, Each, Sqm, Litre, Qntl, pcs
07	Issuing Govt Department	Selected from list	Public Works Department	List of 'Govt Department' is available in Govt of Odisha portal.
08	Schedule of Rate Type	Selected from list	Scheduled Item	List of 'Scheduled of Rate Type': Scheduled, Unscheduled

4.2. VEN-02: Schedule of Rates for Districts

This Module provides the H&UDD to record the Schedule of Rates applicable for 30 Districts, based on notification by the WD and H&UDD, containing rates for scheduled items. However, H&UDD shall have the option to record the rates for certain 'non-scheduled' items in the Schedule of Rates for Districts to enforce state-wide rates based on Annual Rate Contract, if the Department so desires. Once recorded, those Non-scheduled Items will be considered Scheduled Items.

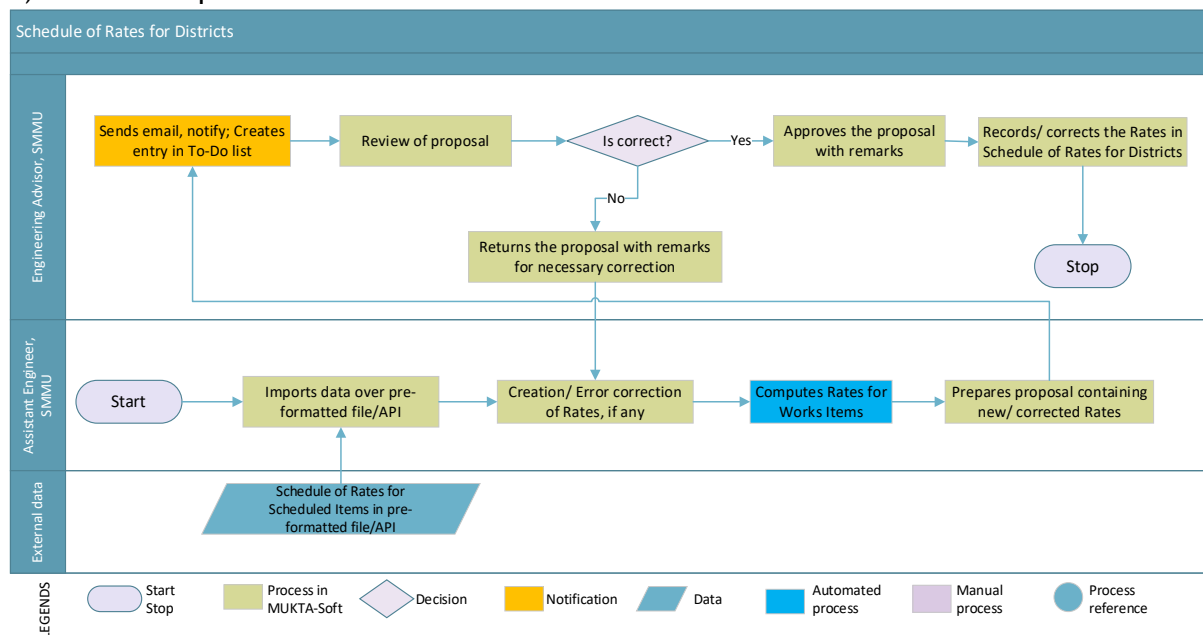
a) Functional Requirements

The following functionality is envisaged for MUKTA-Soft while creating the Schedule of Rates for Districts at the state level.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system enables the Assistant Engineer, State MUKTA Monitoring Unit (SMMU) to import Rates over API or pre-formatted file from Works Department and H&UDD, if available.
02	The system enables the Assistant Engineer to edit the imported Rate, if necessary, and to correct errors of already approved Rate. Further, the Assistant Engineer can also add new Rates for Items without Rate (for example, rates for non-scheduled items, if decided by the H&UDD).

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
03	On saving the Rates of the relevant Items, the system shall have the provision to compute the Schedule of Rate for Works Items automatically, if required.
04	The system enables the Assistant Engineer to prepare a proposal consisting of newly notified Rates/ correction of already approved Rates, if any, for Items (including Works Items).
05	A proposal can be saved as draft proposal intermittently and submitted only when it is done.
06	The system enables the Engineering Advisor, SMMU to approve a proposal submitted by the Assistant Engineer.
07	A proposal is approved when all new Rates for a specific notification are recorded and all Rates which are being revised are corrected. Part approval of a proposal is not allowed.
08	In case the proposal is not found satisfactory, the Engineering Advisor can return the proposal in whole to Assistant Engineer with appropriate comment for necessary correction.
09	On approval of a proposal, the Rates in the proposal get updated on to the Schedule of Rates for all districts. The Schedule of Rates becomes available to all users for further use.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Imports data over pre-formatted file/API	Assistant Engineer	State MUKTA Monitoring Unit (SMMU), (H&UDD)	Schedule of Rates in pre-formatted file/API	T0 (Where T0 = At the time of initialisation of MUKTA-Soft & subsequent new notifications)
02	Creation/ Error correction of Rates, if any	Assistant Engineer	State MUKTA Monitoring Unit (SMMU) (H&UDD)	NA	T0
03	On saving Rates, computes Rates for Works Items	System	System	NA	NA

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
04	Prepares proposal containing new/ revised Rates	Assistant Engineer	State MUKTA Monitoring Unit (SMMU) (H&UDD)	NA	T0
05	On submission of proposal, sends email, notify; Creates entry in To-Do list for Section Officer	System	System	NA	NA
06	Review of proposal	Engineering Advisor	State MUKTA Monitoring Unit (SMMU) (H&UDD)	NA	T1 = T0 +4D
07	If found correct, approves the proposal with remarks	Engineering Advisor	State MUKTA Monitoring Unit (SMMU) (H&UDD)	NA	T1
08	If found incorrect, returns the proposal with remarks for necessary correction	Engineering Advisor	State MUKTA Monitoring Unit (SMMU) (H&UDD)	NA	T1
09	If approved, records/ corrects the Rates in Schedule of Rates for Districts	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Administrative Units (e.g., List of ULBs) are available for reference.	MUKTA-Soft
02	Items Master is available to Assistant Engineer to select Item for which Rate is to be recorded.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	ULBs can use the Schedule of Rate for Districts to derive the Schedule of Rate with Lead Charges for their ULBs (along with lead distance master).	MUKTA-Soft

f) Integrations

No integration is envisaged in this module.

g) Expected MIS Reports

List of Schedule of Rate for each District for different Items.

h) Data Attributes

VEN-02-D01: Schedule of Rates for Districts

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Rate ID	System generated	WOR001A-DH-141110	Item ID + District ID + Date of Issuance (YYMMDD)
02	Item ID	Selected from 'VEN-01-D02: Items Master'	WOR001A	Item number
03	Notification reference no.	Entered by user	075560002214-12845	Notification no. provided by the issuing Department
04	Date of notification	Entered by user	10.11.14	Date of notification
05	Item Type	Selected from 'VEN-01-D02: Items Master'	Material	
06	Item Description	Selected from 'VEN-01-D02: Items Master'	Sand	
07	Unit	Selected from 'VEN-01-D02: Items Master'	cum	
08	Schedule of Rate Amount	Entered by user / System generated	Rs. 5,000	If 'Item Type' (D# 05) = 'Material' or 'Equipment' or 'Labour', Rate is entered by user. If 'Item Type' = 'Work Item', rate is derived as per 'Analysis-of-rate' that may consist of Material, Equipment, and Labour for a given unit of Works.
09	District ID	Selected from 'RAD-01-D01: Master List - Districts'	DH	DH - Dhenkanal
10	If effective	Selected from list	Yes	List of values for 'If Effective': Yes, No For one item, there will be multiple rates from different notification. Department will mark which notification is effective for the new estimates/ contracts.

4.3. VEN-03: Rate of Lead Charges for Items Groups

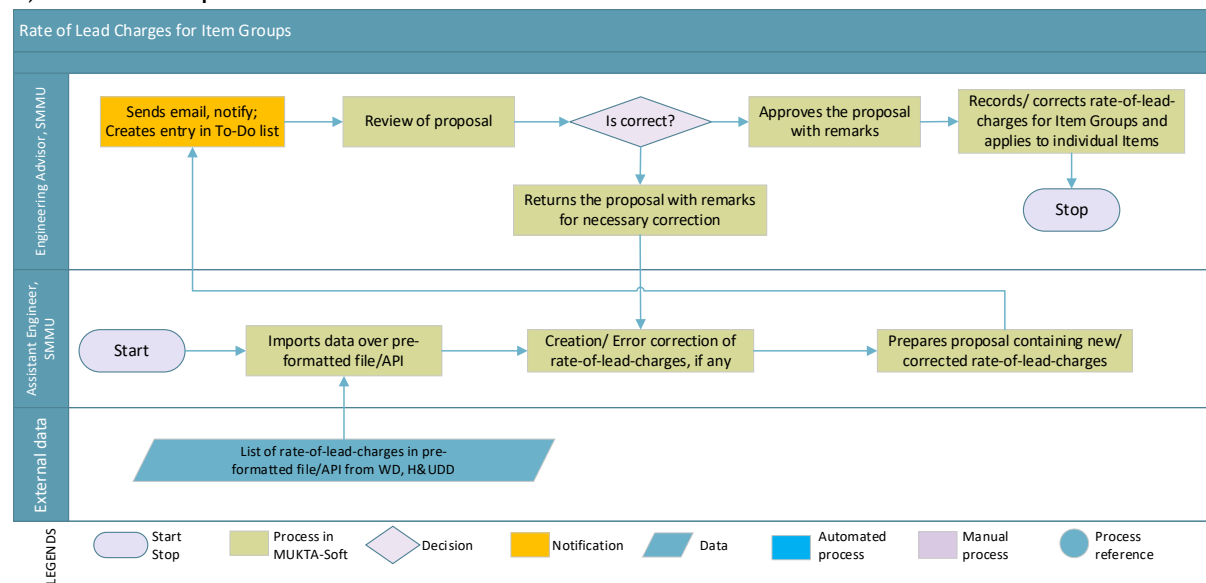
Using this module, the State MUKTA Monitoring Unit, H&UDD shall create a rate of lead charges for Item Groups, when a new notification on SoR is released by the concerned Departments. The Module enables lead charges applied to Item Groups to be used as lead charges for Items.

a) Functional Requirements

The following functionality is envisaged for MUKTA-Soft for creating the rate of lead charges.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system enables the Assistant Engineer, State MUKTA Monitoring Unit (SMMU) to import rates-of-lead-charges over API or pre-formatted file from Works Department and H&UDD, if available.
02	The system enables the Assistant Engineer to edit the imported rates-of-lead-charges, if necessary, and to correct errors in already approved rates-of-lead-charges.
03	The system enables the Assistant Engineer to prepare a proposal consisting of newly recorded rates-of-lead-charges/ correction of already approved rates-of-lead-charges, if any, for Item Groups.
04	A proposal can be saved as draft proposal intermittently and submitted only when it is done.
05	A proposal is approved when all new rates-of-lead-charges for a specific notification are recorded and all rates-of-lead-charges which are being rectified are corrected. Part approval of a proposal is not allowed.
06	The system enables the Engineering Advisor, SMMU to approve a proposal submitted by the Assistant Engineer.
07	A proposal is approved when all new Rates for a specific notification are recorded and all Rates which are being revised are corrected. Part approval of a proposal is not allowed.
08	In case the proposal is not found satisfactory, the Engineering Advisor can return the proposal in whole to Assistant Engineer with appropriate comment for necessary correction.
09	On approval of a proposal, the rates-of-lead-charges in the proposal get updated on to the rates-of-lead-charges to the Item Groups and to the Items belonging to the Item Groups.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Imports data over pre-formatted file/API	Assistant Engineer	State MUKTA Monitoring Unit (SMMU), H&UDD	List of rate-of-lead-charges in pre-formatted file/API from WD, H&UDD	T0 (Where T0 = At the time of initialisation of MUKTA-Soft & subsequent new notifications)

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
02	Creation/ Error correction of rate-of-lead-charges, if any	Assistant Engineer	State MUKTA Monitoring Unit (SMMU), H&UDD	NA	T0
03	Prepares proposal containing new/ corrected rate-of-lead-charges	Assistant Engineer	State MUKTA Monitoring Unit (SMMU), H&UDD	NA	T0
04	On submission of proposal, sends email, notify; Creates entry in To-Do list for Section Officer	System	System	NA	NA
05	Review of proposal	Engineering Advisor	State MUKTA Monitoring Unit (SMMU), H&UDD	NA	T1 = T0 + 3D
06	If found correct, approves the proposal with remarks	Engineering Advisor	State MUKTA Monitoring Unit (SMMU), H&UDD	NA	T1
07	If found incorrect, returns the proposal with remarks for necessary correction	Engineering Advisor	State MUKTA Monitoring Unit (SMMU), H&UDD	NA	T1
08	Records/ corrects rate-of-lead-charges for Item Groups and applies to individual Items	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	List of Items Group from Items Master is available to the Assistant Engineer to record/correct rates-of-lead-charges	MUKTA-Soft
03	Reference to active Government Notification for which the rates-of-lead-charges to be recorded/ corrected available.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	System enables rates-of-lead-charges to compute the Schedule of Rate for the ULBs (along with other data)	MUKTA-Soft

f) Integrations

No integration is envisaged in this module.

g) Expected MIS Reports

This module doesn't have any MIS report.

h) Data Attributes

VEN-03-D01: Rate of Lead Charges for Item Groups

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Rate of Lead Charge ID	System generated	ITM001-141110-01	Item Group ID + Date of Notification + Serial No of Lead Distance Type
02	Items Group ID	Selected from 'VEN-01-D01: Items Group Master'	ITM001	
03	Notification reference no.	Entered by user	075560002214-12845	Notification no
04	Date of notification	Entered by user	10.11.14	Provided for identifying the latest notification
05	Items Group Description	Selected from 'VEN-01-D01: Items Group Master'	Rough stone, metal, khoa, chips, sand, surki, quarry rubbish, morrum, laterite stone, washed gravel, and earth etc.	
06	Lead Distance Type	Selected from a list	Ten-ton truck	List of 'Lead Distance Type' (example): Ten-ton truck, loading and unloading in trucks including stacking (50 m), carriage by bullock cart with loading and unloading
07	Unit	Selected from a list	KM	Mentioned in notification
08	Rate	Entered by user	Rs. 35	Mentioned in notification

VEN-03-D02: Rate of Lead Charges for Items

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Rate of Lead Charge ID	Referencing to 'VEN-03-D01: Rate of Lead Charges for Item Groups'	ITM001-141110-01	
02	Items Group ID	Selected from 'VEN-03-D01: Rate of Lead Charges for Item Groups'	ITM001	
03	Item ID	Selected from 'VEN-01-D02: Items Master'	WOR001A	List of Items = Where Item belongs to Items Group selected
04	Item Description	Selected from 'VEN-01-D02: Items Master'	Cement concrete solid Block machine mixed and Hydraulic compressed having crushing strength not less than 75kg/sq cm - 400mm x 200mm x 200mm size	
05	Lead Distance Type	Selected from 'VEN-03-D01: Rate of Lead	Ten-ton truck	

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
		Charges for Item Groups'		
06	Unit	Selected from 'VEN-03-D01: Rate of Lead Charges for Item Groups'	KM	
07	Rate	Selected from 'VEN-03-D01: Rate of Lead Charges for Item Groups'	Rs. 35	

4.4. VEN-04: Lead Distance Master for Items Groups for ULB

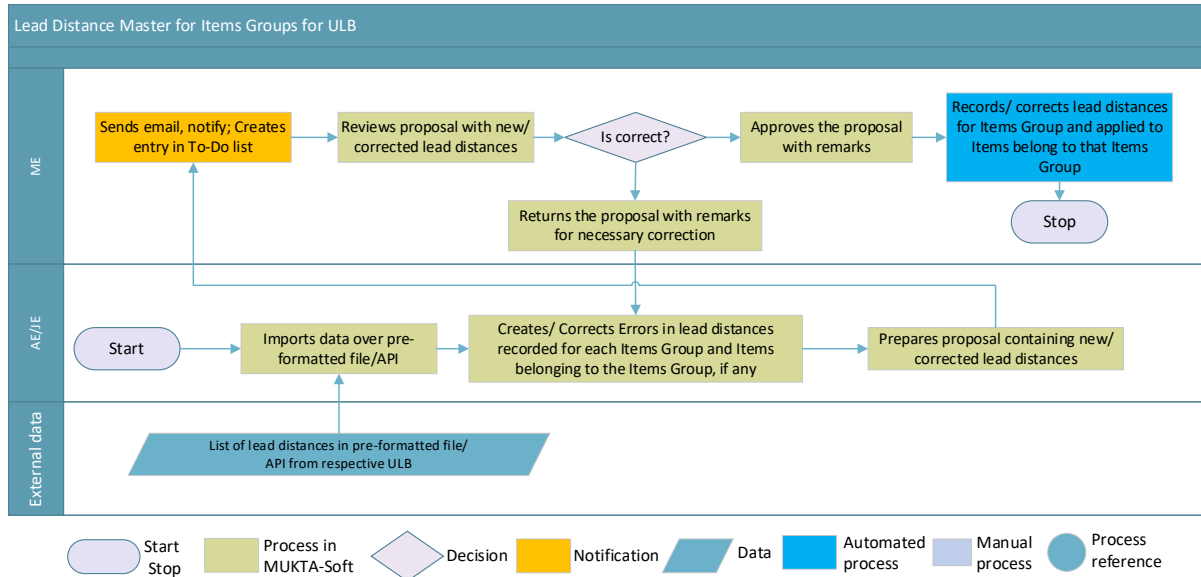
Through this module, the system maintains a master of the lead distances for Item Groups for each ULB across the state. The lead distances can be revised for individual Items Group based on the notification issued by the Revenue Department/ Tehsildar occasionally.

a) Functional Requirements

The following functionality is envisaged for MUKTA-Soft for recording and correcting the lead distances for the concerned ULBs.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system enables the AE/JE to import lead distances from a pre-formatted file for the Item Groups, if available.
02	The system enables the AE/JE to edit the imported lead distances, if necessary, and to correct errors in already approved lead distances. Further, the AE/JE can also add new lead distances for Item Groups, if not available in imported data. Recording of the Lead Distance to the Items Group enables the system to apply the lead distance to the Item belong to the same Items Group.
03	The system enables the AE/JE to prepare a proposal consisting of newly recorded lead distances/ correction of already approved lead distances, if any.
04	A proposal can be saved as draft proposal intermittently and submitted only when it is done.
05	A proposal is approved when all new lead distances for applicable Item Groups are recorded and all lead distances which require rectification are corrected. Part approval of a proposal is not allowed.
06	The system enables the ME to approve a proposal submitted by the AE/JE.
07	A proposal is approved when all new lead distances for all applicable Item Groups are recorded and all lead distances which are being rectified are corrected. Part approval of a proposal is not allowed.
08	In case the proposal is not found satisfactory, ME can return the proposal in whole to Dealing Assistant with appropriate comment for necessary correction.
09	On approval of a proposal, the lead distances in the proposal get updated on to the Lead Distances Master for ULBs. The lead distances become available to the system to compute Schedule of Rate for the respective ULBs.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Imports data over pre-formatted file/API	AE/ JE	ULB	List of lead distances in pre-formatted file/API from respective ULB	T0 (Where T0 = At the time of initialisation of MUKTA-Soft & subsequent new notifications on changes on lead distances)
02	Creates/ Corrects Errors in lead distances recorded for each Items Group and Items belonging to the Items Group, if any	AE/ JE	ULB	NA	T0
03	Prepares proposal containing new/ corrected lead distances	AE/ JE	ULB	NA	T0
04	Sends email, notify; Creates entry in To-Do list (for ME)	System	System	NA	NA
05	Reviews proposal with new/ corrected lead distances	ME	ULB	NA	T1 = T0 + 4D

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
06	If found incorrect, Returns the proposal with remarks for necessary correction (to AE/JE)	ME	ULB	NA	T1
07	If found correct, Approves the proposal with remarks	ME	ULB	NA	T1
08	Records/ corrects lead distances for Items Group and applied to Items belong to that Items Group	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	List of Items Group from Items Master is available to the AE/JE to record/correct lead distances.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	System enables rates-of-lead-charges to compute the Schedule of Rate for the ULBs (along with other data)	MUKTA-Soft

f) Integrations

No integration is envisaged in this module.

g) Expected MIS Reports

This module doesn't have any MIS report.

h) Data Attributes

VEN-04-D01: Lead Distances Master for Item Groups for ULBs

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Lead Distance ID	System generated	ITM001-LD-141110	Item Group + LD + Date of notification (YYMMDD)
02	Items Group ID	Selected from 'VEN-01-D01: Items Group Master'	ITM001	
03	ULB	Auto selected by system (Where ULB = ULB of User)		Data on distance set for the selected ULB.
04	Notification reference no.	Government notification	075560002214-12845	Notification no

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
05	Date of notification	Government notification	10.11.14	Provided for identifying the latest notification
06	Item Group	Selected from 'VEN-01-D01: Items Group Master'	Rough stone, metal, khoa, chips, sand, surki, quarry rubbish, morrum, laterite stone, washed gravel, and earth etc.	
07	Lead Distance Type	Selected from 'VEN-03-D01: Rate of Lead Charges for Item Groups'	Ten-ton truck, loading and unloading in trucks including stacking (50 m), carriage by bullock cart with loading and unloading	List of 'Lead Distance Type' mentioned in notification (e.g., notification by Works Department) One item may have one or more lead distance type(s).
08	Distance in KM	Entered by user	5 km	Register maintained by ME, ULB
09	Is Active	Selected from list	Active	List of options for 'Is Active': Active, Inactive

4.5. VEN-05: Schedule of Rate for ULBs

This module enables the system to record the Rates which are discovered by the ULB and those rates are not available in the Schedule of Rates published by H&UDD in MUKTA-Soft. This module also auto-computes the applicable Schedule of Rate for respective ULBs for all such Items for which Rates are defined by the H&UDD in MUKTA-Soft.

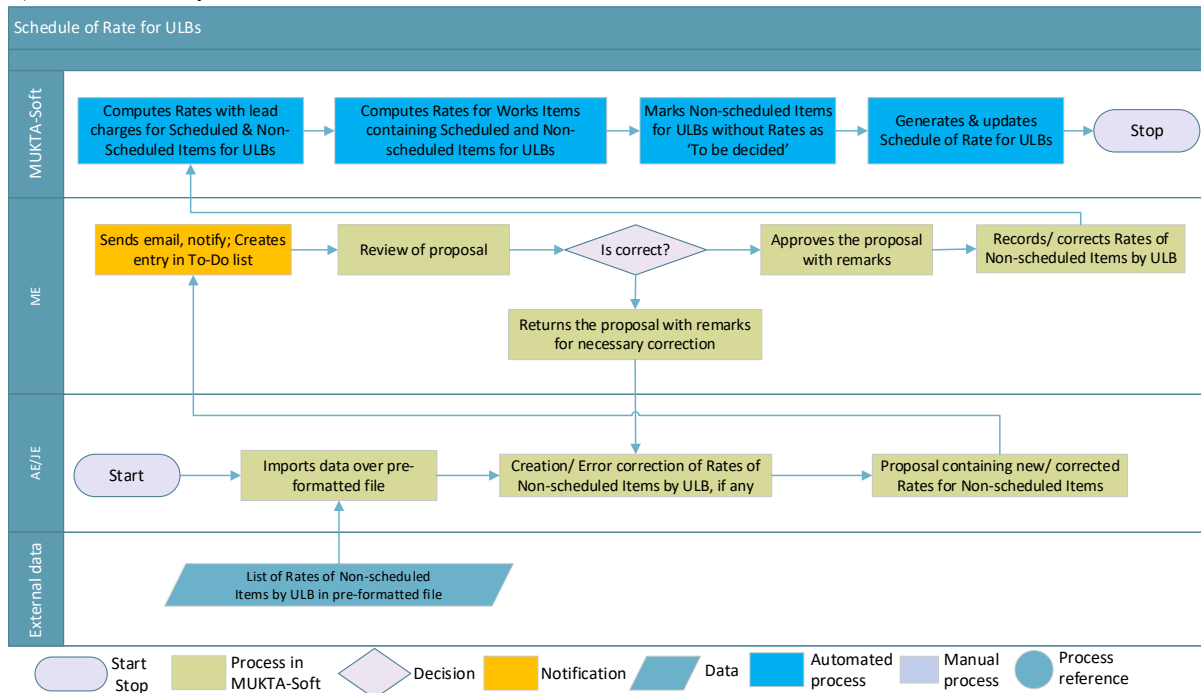
a) Functional Requirements

The following functionality is envisaged for MUKTA-Soft for generating ULB-specific Schedule of Rates for a) scheduled items with Rates defined by WD, b) non-scheduled items with Rates defined by H&UDD, if any, and c) non-scheduled items with Rates, discovered by the respective ULB, if any.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system enables the AE/JE to import the Rates of Non-scheduled Items by ULB (e.g., rates which are discovered by the respective ULBs through public bidding process) from a pre-formatted file, if available.
02	The system enables the AE/JE to edit the imported Rates, if necessary, and to correct errors in already approved Rates. Further, the AE/JE can also add new Rates for Items, if not available in imported data.
03	The system enables the AE/JE to prepare a proposal consisting of newly recorded Rates/ correction of already approved Rates, if any.
04	A proposal can be saved as draft proposal intermittently and submitted only when it is done.
05	A proposal is approved when all new Rates for applicable non-scheduled Items are recorded and all Rates which require rectification are corrected. Part approval of a proposal is not allowed.
06	The system enables the ME to approve a proposal submitted by the AE/JE.
07	A proposal is approved when all new Rates for all applicable non-scheduled Items by ULB are recorded and all such Rates which are to be rectified are corrected. Part approval of a proposal is not allowed.
08	In case the proposal is not found satisfactory, the ME can return the proposal in whole to AE/JE with appropriate comment for necessary correction.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
09	On approval of a proposal, the Rates of non-scheduled Items by ULB in the proposal get updated on to the Schedule of Rate for ULBs. The Rates for become available to the system to compute Schedule of Rate for the respective ULBs.
10	On availability of a) Schedule of Rate for Districts, b) Rate of Lead Charges for Items Groups, and c) Lead Distances for Item Groups for ULBs, the system shall compute the Schedule of Rates for Items (other than Works Items). On availability of a,b, and c above and d) Rates of Non-scheduled Items by ULB, the system shall compute the Schedule of Rates for Non-Scheduled Items decided by ULBs (other than Works Items).
11	On availability of Schedule of Rates for Items (other than Works Items), the system shall compute the Schedule of Rate for Works Items for respective ULBs.
12	System shall show 'To be decided' for Items (including Works Items) where the Rates are not defined for the Items by the ULBs.
13	On generation of the Schedule of Rate for Items, the system shall make it available for Works Estimate and Works Plan for the respective ULBs.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Imports data over pre-formatted file, if any	AE/ JE	ULB	List of Rates of Non-scheduled Items by ULB in pre-formatted file	T0 (Where T0 = At the time of initialisation of MUKTA-Soft & subsequent new notifications for non-scheduled Items)
02	Creation/ Error correction of Rates of Non-	AE/ JE	ULB	NA	T0

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
	scheduled Items by ULB, if any				
03	Proposal containing new/ corrected Rates for Non-scheduled Items	AE/ JE	ULB	NA	T0
04	On submission of proposal, sends email, notify; Creates entry in To-Do list	System	System	NA	NA
05	Review of proposal	ME	ULB	NA	T1 = T0 +4D
06	If found correct, approves the proposal with remarks	ME	ULB	NA	T1
07	If found incorrect, returns the proposal with remarks for necessary correction	ME	ULB	NA	T1
08	On approval, records/ corrects Rates of Non-scheduled Items by ULB	System	System	NA	NA
09	Computes Rates with lead charges for Scheduled & Non-Scheduled Items for ULBs	System	System	NA	NA
10	Computes Rates for Works Items containing Scheduled and Non-scheduled Items for ULBs	System	System	NA	NA
11	Marks Non-scheduled Items for ULBs without Rates as 'To be decided'	System	System	NA	NA
12	Generates & updates Schedule of Rate for ULBs	System	System	NA	NA

d) Trigger

N	MUKTA-SOFT MODULE	PROCESS	SYSTEM
01	VEN-02	Recording of Schedule of Rates for all Districts by H&UDD	MUKTA-Soft
02	VEN-03	Recording of rate-of-lead-charges for Item Groups of	MUKTA-Soft

N	MUKTA-SOFT MODULE	PROCESS	SYSTEM
		Districts on WD-notification by H&UDD	
03	VEN-04	Recording of lead distance for the concerned ULB on RD/ Tehsildar notification	MUKTA-Soft
04	VEN-05	Recording of Rates for Non-Scheduled Items, if any, by the ULB for Non-Scheduled Items	MUKTA-Soft

e) Prerequisite

N	PREREQUISITE	SYSTEM
01	Schedule of Rates for all Districts made available by H&UDD	MUKTA-Soft
02	Rate-of-lead-charges for Item Groups of Districts on WD-notification made available by H&UDD	MUKTA-Soft
03	Lead distance for the concerned ULB on RD/ Tehsildar notification made available by ULB	MUKTA-Soft
04	Rates for Non-Scheduled Items, if any, for Non-Scheduled Items made available by the ULB	MUKTA-Soft

f) Post-condition

N	POST-CONDITION	SYSTEM
01	System enables Schedule of Rate for both Scheduled and Non-scheduled Items for the ULBs for using in Works Estimate	MUKTA-Soft

g) Integrations

No integration is envisaged for this module.

h) Expected MIS Reports

This module generates an MIS report 'Schedule of Rate' for the respective ULB for the current and previous FYs.

i) Data Attributes

VEN-05-D01: ULB-specific Schedule of Rate

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	ULB SoR ID	System generated	WOR001A- DHDMC001-141110	Item ID - ULB ID - Date of Notification
02	ULB Id	Auto selected by system (Where ULB Id = ULB of User)	DHDMC001	Auto-selected on generation of SoR for ULB
03	ULB Name	Auto selected by system (Where 'ULB Name' = Name assigned for 'ULB ID')	DHDMC001-Dhenkanal Municipality, Dhenkanal	Auto-selected on generation of SoR for ULB
04	Item ID	Selected from 'VEN-01-D02: Items Master'	WOR001A	
05	Notification reference no.	Selected from 'VEN-02-D01: Schedule of Rate for Districts'	075560002214-12845	
06	Date of notification	Selected from 'VEN-02-D01: Schedule of Rate for Districts'	10.11.14	Provided for identifying the latest notification
07	Item Type	Selected from 'VEN-02-D01: Schedule of Rate for Districts'	Material	Material/ Labor/ Equipment/ Work

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
08	Item Description	Selected from 'VEN-02-D01: Schedule of Rate for Districts'	Cement concrete solid Block machine mixed and Hydraulic compressed having crushing strength not less than 75kg/sq cm - 400mm x 200mm x 200mm size	
09	Lead Distance Type	Selected from 'VEN-03-D02: Rate of Lead Charges for Items'	Ten-ton truck	
10	Unit	Selected from 'VEN-02-D01: Schedule of Rate for Districts'	Cubic meter	
11	Schedule of Rate Amount	System generated	Rs. 5,000	Schedule of Rate Amount (1 Unit) = Schedule of Rate for the District of selected ULB (D#08, VEN-02-D01: Schedule of Rate for Districts) + (Rate-of-lead-charges for specific Lead Distance Type X Lead Distance of the given Lead Distance Type)
12	If effective	Selected from 'VEN-02-D01: Schedule of Rate for Districts'	Yes	System-derived

4.6. VEN-06: Vendor Registration

MUKTA-Soft facilitates a list of unique individual/ business vendors in the system using this module.

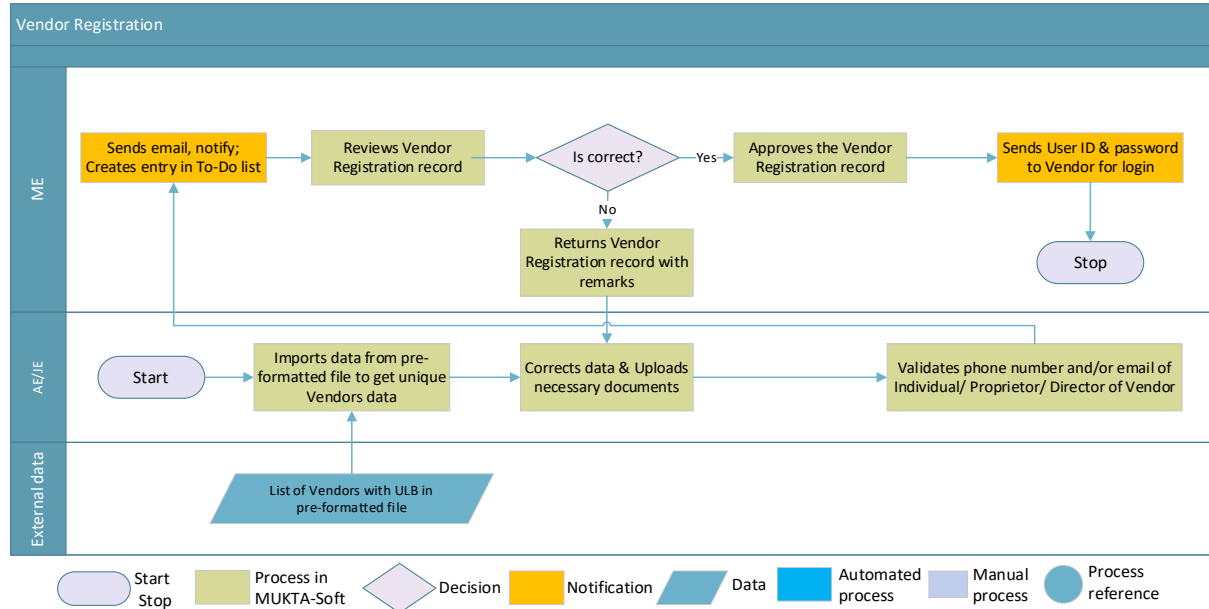
a) Functional Requirements

The following functionality is envisaged for MUKTA-Soft while creating the Vendor list.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system enables the AE/JE to import unique Vendor data from a pre-formatted file for the concerned ULB.
02	The system enables the AE/JE to edit incomplete record of a specific Vendor, if any. Further, AE/JE can add new record of a specific Vendor, not available in the source.
03	The system enables the AE/JE to upload supporting documents such as PAN Card, GSTN Registration Certificate, Cancelled Check, and Sample Letterhead. AE/JE can also add a Bank Account of the Vendor.
04	<p>The system enables the AE/JE to identify Proprietor/ Director (if Business) of the Vendor and record their phone number and/or email id.</p> <p>System will send the OTP through SMS and/or email to the concerned Individual/ Proprietor/ Director, as applicable.</p> <p>AE/JE shall collect the OTP manually and enter in MUKTA-Soft for validation.</p> <p>After validation, Proprietor/ Director will be issued user ID and password by the system through SMS and/or email, to enable them to access MUKTA-Soft.</p>

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
05	AE/ JE should forward completed and validated (phone and/or email id only) records of Vendor to the ME for approval. The system enables the ME to approve the Vendor record, if found satisfactory.
06	On approval of ME, the Vendor is registered. Any information of the registered Vendor can't be changed, without change request process.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Imports data from pre-formatted file to get unique Vendors data	AE/ JE	ULB	List of Vendors with ULB in pre-formatted file	T0 (Where T0 = Specific Vendor registration window, announced by ULB)
02	Corrects data & Uploads necessary documents	AE/ JE	ULB	Recent documents submitted by Vendor during registration	T0
03	Validates phone number and/or email of Individual/ Proprietor/ Director of Vendor	AE/ JE	ULB	NA	T0
04	On forwarding complete and validated records of Vendors, sends email, notify; Creates entry in	System	System	NA	NA

	To-Do list for ME				
05	Reviews Vendor Registration record	ME	ULB	NA	T1 = T0+4D
06	If found unsatisfactory, returns Vendor Registration record with remarks to AE/JE	ME	ULB	NA	T1
07	If found satisfactory, approves the Vendor Registration record	ME	ULB	NA	T1
08	On approval, sends user ID & password to Vendor	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	AE/JE and ME shall have the necessary access authorisations	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	System enables Vendor to receive Purchase Order from Community Organisation/ ULB and submit invoices for the supplies.	MUKTA-Soft

f) Integrations

No integration is envisaged in this module.

g) Expected MIS Reports

This module generates an MIS report 'Vendor's Registrar' for the respective ULB.

h) Data Attributes

VEN-06-D01: Vendor Master

The Vendor Master aims to provide a single source for vendor identification to refer to the empanelment lists.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Vendor ID	System generated	DH21A23012	District of registered office/ location (2) + Year of registration (2) + First name of vendor (1) + Random number (5)
02	Name	Entered/ Imported by user	Tarini Electricals Pvt Ltd	Enter full name of vendor as appears in government-approved document
03	Type of entity	Entered/ Imported by user	Individual	List of 'Type of Entity': Business, Individual, Sole Proprietor

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
04	Address	Entered/ Imported by user	22 Station Road	Document submitted by vendor
05	Ward	Selected from 'RAD-01-D03: Master List - Wards'	Ward 10	
06	ULB	Selected from 'RAD-01-D02: Master List - ULBs'	Dhenkanal Municipality, Dhenkanal	
07	PAN	Entered/ Imported by user	ASTQO183S	Provided by vendor and can be validated through GSTIN
08	Upload PAN	Entered by user	jpeg	
09	GSTN	Entered/ Imported by user	18AABCU9603R1Z M	Provided by vendor
10	Upload GSTN Certificate	Document submitted by vendor	pdf	
11	Udyam Aadhar	Entered/ Imported by user	MH -XX-XXXXXXX	
12	Contact Person Name	Entered/ Imported by user	Surendra Behera	
13	Contact Person Phone	Entered/ Imported by user	9812310123	
14	Phone Validation Status	Entered by user	True	
15	Contact Person Email	Entered/ Imported by user	surendra.behera@gmail.com	
16	Email Validation Status	Entered by user	True	
17	Is Debarred	Entered/ Imported by user	Yes	Vendor debaring shall prevent issuance of contract even though the vendor is empanelled by the Department.
18	Contractor Class	Entered/ Imported by user	B	List of 'Contractor Class': A, B, C, D, Social Audit Agency

VEN-06-D02: Vendor's Bank Account

There can be only one bank account for the Vendor at any point of time. However, a Vendor can change their Bank Account in MUKTA-Soft. Data on bank account is sourced from bank passbook.

N	FIELD	DATA SOURCE	EXAMPLE	REMARKS
01	Vendor ID	Referencing to 'VEN-06-D01'	DH21A23012	
02	Bank Account Holder Name	Entered by user	Ma Shakti SHG	
03	Bank Account Type (Current/ Savings)	Selected from list	Current	Select from dropdown
04	Account Number	Entered by user	920123010102	Enter the bank account number
05	Bank Name	Selected from list	Bank of India	Select from master list of Banks. Such list is available in Reserve Bank of India's website (https://rbi.org.in/scripts/banklinks.aspx)

N	FIELD	DATA SOURCE	EXAMPLE	REMARKS
06	Bank Branch	Entered by user	22, College Road, Ward 11, Dhenkanal Municipality	
07	IFSC	Entered by user	BKID0005354	
08	Is Active	System generated	True	List of status: 'Active' / 'Inactive' System shall set a given bank account to 'Active' by default when the Bank Account is added. System shall set other Bank Accounts to 'Inactive' by default when a given Bank Account is set to 'Active'.
09	Date Bank Account Valid From	System generated	23/11/2019	Default date when Bank Account is added
10	Date Bank Account Valid To	System generated	23/11/2021	System sets 'Date Bank Account Valid To' to Bank Account on the date when a new bank account for this Community Organisation is set to 'Active'
11	Bank Account Verification Status	System generated	Not Verified	On recording of Bank Account, status is set to 'Not Verified'.
12	Bank Account Validation Status	Entered by user	Valid	Status = Valid/ Not Valid

4.7. VEN-07: Annual Vendor Empanelment

This module enables the ULB to empanel interested registered Vendor for the current financial year (FY).

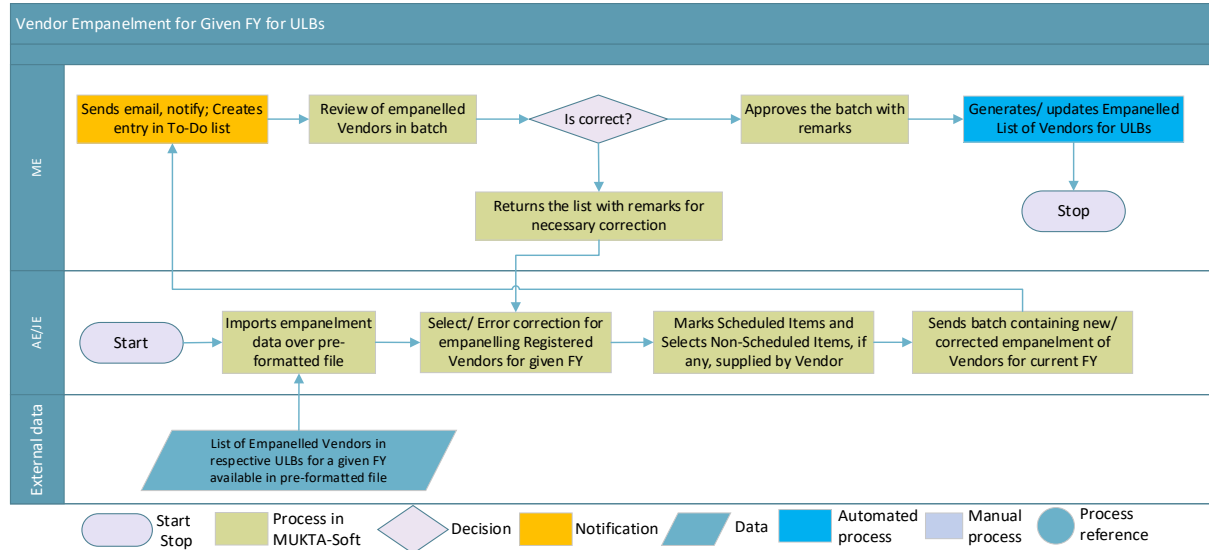
a) Functional Requirements

The following functionality is envisaged for MUKTA-Soft while empanelling the registered Vendors.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system enables the AE/JE to import the list of Empanelled Vendor for the current FY of respective ULB.
02	The system enables the AE/JE to empanel the registered Vendors in the current FY, along with the rank manually decided by the ULB.
03	AE/JE shall be able to record whether a particular Vendor supplied Scheduled Items and Non-Scheduled Items. If the Vendor has the provision to supply Non-scheduled Items, the AE/JE shall select those Non-scheduled Items from Items Master (Ref: VEN-01: Items Master).
04	AE/JE shall be able to modify the draft list of empanelled Vendors intermittently and submit only when it is done.
05	On completion of the list, AE/JE shall be able to forward it to ME for review and approval.
06	If found correct, ME shall be able to approve the list of Empanelled Vendors.
07	A list is approved when all empanelment for a given FY for ULB are recorded and all such assignments which are to be rectified are corrected. Part approval of a list is not allowed.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
08	On approval, the empanelled list of Vendor shall be available for issuance of Purchase Order.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Imports empanelment data over pre-formatted file	AE/ JE	ULB	List of Empanelled Vendors in respective ULBs for a given FY available in pre-formatted file	T0 (Where T0 = Finalised Annual Vendor Empanelment conducted by the ULB)
02	Select/ Error correction for empanelling Registered Vendors for given FY	AE/ JE	ULB	NA	T0
03	Marks Scheduled Items and Selects Non-Scheduled Items, if any, supplied by Vendor	AE/ JE	ULB	NA	T0
04	Sends batch containing new/ corrected empanelment of Vendors for current FY	AE/ JE	ULB	NA	T0
05	On submitting the list, sends	System	System	NA	NA

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
	email, notify; Creates entry in To-Do list				
06	Review of empanelled Vendors in batch	ME	ULB	NA	T1 = T0+4D
07	If found correct, approves the list with remarks	ME	ULB	NA	T1
08	If found incorrect, approves the batch with remarks	ME	ULB	NA	T1
09	On approval, Generates/ updates Empanelled List of Vendors for ULBs	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	MUKTA-Soft shall have the list of Registered Vendors for AE/ JE to empanel for the given FY.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	System makes Empaneled Vendor list for current FY available for selecting qualified Vendors for Purchase Order issuance.	MUKTA-Soft

f) Integrations

No integration is envisaged in this module.

g) Data Attributes

VEN-07-D01: Vendor Empanelment

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Vendor Empanelment No	System Generated	DH21A23012-22-23-20	Vendor ID + FY of empanelment + Vendor Rank
02	Vendor ID	Selected from 'VEN-06-D01: Vendor Master'	DH21A23012	Pattern follows D#01, 'RAD-01-D04: Master List - Admin Units'
03	Name	Selected from 'VEN-06-D01: Vendor Master'	Tarini Electricals Pvt Ltd	
04	Type of Entity	Selected from 'VEN-06-D01: Vendor Master'	Individual	

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
05	Contractor Class	Selected from 'VEN-06-D01: Vendor Master'	B	
06	FY of Empanelment	Entered by user	2021-22	
07	Is Supplying Scheduled Items	Selected from a list	Yes	List of options for 'Is Supplying Scheduled Items': Yes, No
08	Is supplying Non-Scheduled Items	Selected from a list	Yes	List of options for 'Is Supplying Scheduled Items': Yes, No
09	Vendor Rank	Entered by user	20	Rank is decided offline by the ULB and entered in the system.

VEN-07-D02: Unscheduled Item Supplies by Empanelled Vendor

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Vendor Supplies ID	System generated	DH21A23012-HUD001A	Vendor ID + Items ID
02	Vendor Empanelment No	Referencing to 'VEN-07-D01: Vendor Empanelment'	DH21A23012-22-23-20	
03	Vendor ID	Selected from 'VEN-07-D01: Vendor Empanelment'	DH21A23012	
04	Items ID	Selected from 'VEN-01-D02: Items Master'	HUD001A	Selected Items where 'Schedule of Rate Type' is 'Unscheduled'

5. MOD 5: Finalization of Identified Public Works (WOR)

The WOR component consists of three modules.

REF	MODULE NAME	W	M
WOR-01	Wishlist of Works	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WOR-02	Feasibility Study and Observation Recording	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WOR-03	Finalized Worklist	<input checked="" type="checkbox"/>	

5.1. WOR-01: Wishlist of Works

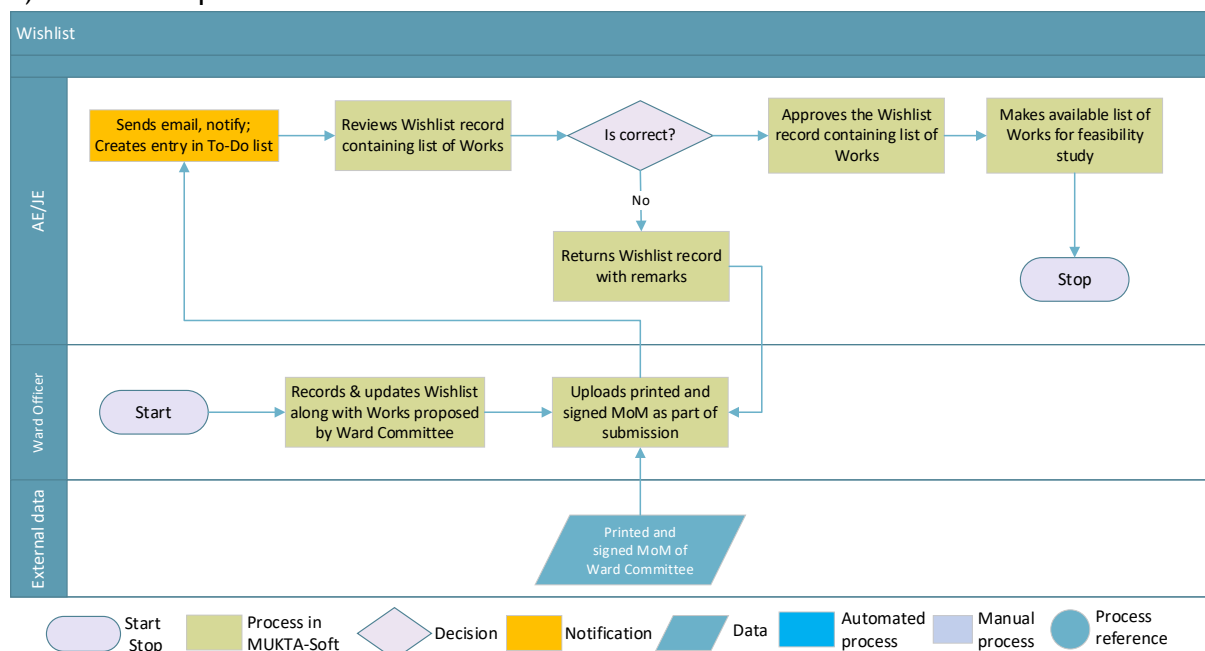
In this module, The Ward Officer who is a Member of the Ward Committee creates the Wishlist using the mobile App.

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft for recording the Wishlist from the Ward Committee.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system shall have the provision to record the Works proposed in the meeting of the Ward Committee, their details, along with the photographs of the sites using a mobile App.
02	The system enables the Ward Officer to edit specific details during recording the Wishlist to finalize it.
03	On confirmation, the filled in Wishlist becomes available to download as a PDF. The filled in Wishlist form is downloaded, printed, signed by the Members of the Ward Committee, and then uploaded along with the Wishlist as the final submission.
04	On submission, the system forwards the Wishlist to AE/JE for review and approval.
05	If the Wishlist record differs from the signed MoM, the AE/JE shall return the Wishlist record to the concerned Ward Officer for necessary corrections.
06	If the Wishlist record matches the content of the signed MoM, the AE/JE shall approve the Wishlist.
07	On approval of the Wishlist, the Wish-listed Works become available for further use.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Records & updates Wishlist along with Works proposed by Ward Level Committee	Ward Officer	ULB	Printed and signed MoM of Ward Committee	T0 (Where T0 = Wards asked to submit Wish-list by the ULB and Wards scheduled WLC meeting)
02	Uploads printed and signed MoM as part of submission	Ward Officer	ULB	NA	T0
03	On submission, sends email, notify; Creates entry in To-Do list	System	System	NA	NA
04	Reviews Wishlist record containing list of Works	AE/ JE	ULB	NA	T1 = T0 +3D
05	If found unsatisfactory, returns Wishlist record with remarks	AE/ JE	ULB	NA	T1
06	If found satisfactory, approves the Wishlist record	AE/ JE	ULB	NA	T1
07	On approval, makes available list of Works for feasibility study	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
1	The system shall have the necessary access authorisations given to Ward Officer and AE/ JE to record and review the Wishlist record, respectively	MUKTA-Soft

e) Post-condition

N	POST CONDITIONS	SYSTEM
1	Wishlist of Works available to AE/ JE to conduct feasibility study and observation recording.	MUKTA-Soft

f) Expected MIS Reports

List of Works as per the Wishlist (by Ward)

g) Integrations

No integration is envisaged in this module.

h) Data Attributes

WOR-01-D01: Type of Works Master

MUKTA Scheme has identified a list of Works in the Scheme guidelines. A list with types of Works helps MUKTA-Soft uniquely identify each individual Works. The Types of Works can be managed by the H&UDD.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Works Type ID	Entered by user	DR	List of Work Type ID: 1. DR: Drainage and sewerage work, 2. SN: Sanitation work, 3. WT: Water conservation and rainwater harvesting structures, 4. WB: Development and renovation of waterbodies, 5. PP: Development and maintenance of public parks and playgrounds, 6. WP: Wall paintings, 7. BT: Beautification of parks, canals, rivers, gardens, roads and plantation of trees Construction, 8. CC: Maintenance of micro community centres and open space development including Mission Shakti Grihas & Parichaya centres
02	Name of Works Type	Entered by user	Development and maintenance of public park and playgrounds	1. Drainage and sewerage work 2. Sanitation work 3. Water conservation and rainwater harvesting structures 4. Development and renovation of waterbodies 5. Development and maintenance of public parks and playgrounds 6. Wall paintings 7. Beautification of parks, canals, rivers, gardens, roads and plantation of trees Construction 8. Maintenance of micro community centres and open space development including Mission Shakti Grihas & Parichaya centres

WOR-01-D02: Meeting to Discuss Wishlist by WLC
 A Wishlist may have one or more Works.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Wishlist Meeting ID	System generated	W11220315	Ward Number + Date
02	WLC Meeting Title	System generated	Minutes of Ward level Meeting held at Ward no.18 on 8th July 2021	“Minutes of Ward level Meeting held” + “Ward No -- “ + on + “Date of meeting”
04	WLC Meeting Date	Entered by user	26/11/2021	Meeting date is used to group together Wishlist items for a ward
05	WLC Meeting Photograph(s)	Entered by user	wlc-241221.jpeg	Photo taken using MUKTA-Soft Mobile App's camera with geolocation and timestamp
03	WLC MoM PDF	Entered by user	wlc-24dec21.pdf	Ward Officer creates PDF from the data submitted through the App.
04	Is Wishlist Freeze?	Entered by user	Yes	Freezing Wishlist will not allow any further edit and deletion in Wishlist
07	District	Auto selected by system (Where District = District of the logged in User)	Dhenkanal	
08	ULB	Auto selected by system (Where ULB = ULB of the logged in User)	DHDMC001-Dhenkanal Municipality, Dhenkanal	
09	Ward	Selected from list	Ward 11	List of Wards assigned to the Ward Officer. The list may contain one or more Wards.

WOR-01-D03: List of WLC Members Present

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Wishlist Meeting ID	Reference to 'WOR-01-D02: Meeting to Discuss Wishlist by WLC'	W11220315	
02	Member ID	Selected from 'UAA-01-D01: User Authorisation'	B2191212	Member ID is applicable for Users who are the members of WLC (e.g., Ward Officer)
03	Member Name	Entered by user/ Auto selected by system	Rashmita Mishra	Entered by User: If the WLC Member is not registered in system, the User shall enter the name. System Generated: If the WLC Member is registered and the User has selected 'Member ID (D#02)' above, then system auto-populates the Member Name
04	Is Present	Selected from list	Present	List of values for 'Is Present': Present, Absent

WOR-01-D04: List of Works Identified in Wishlist

A Wishlist approved by the WLC on a given date can have one or more Works.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Works ID	System generated	DMC11PP21421	ULB Code (3) + Ward Number (2) + Work type (2) + Inception year (2) + Serial number (3)
02	Wishlist Meeting ID	Reference to 'WOR-01-D02: Meeting to Discuss Wishlist by WLC'	W11220315	
03	Type of works	Selected from 'WOR-01-D01: Type of Works Master'	PP - Development and maintenance of public park and playgrounds	
04	Works Description	Entered by user	Open air gym (Manmath park, Picnic Spot)	
05	Geo-location	Entered by user	20.2440704,85.797142,15	
06	District	Auto selected by system (Where District = District of the logged in User)	Dhenkanal	
07	ULB	Auto selected by system (Where ULB = ULB of the logged in User)	DHDMC001- Dhenkanal Municipality, Dhenkanal	
08	Ward	Selected from list	Ward 11	
09	Address	Entered by user	Between Plot 22 and 23 Station Road	Descriptive address to help identify the location

5.2. WOR-02: Feasibility Study and Observation Recording

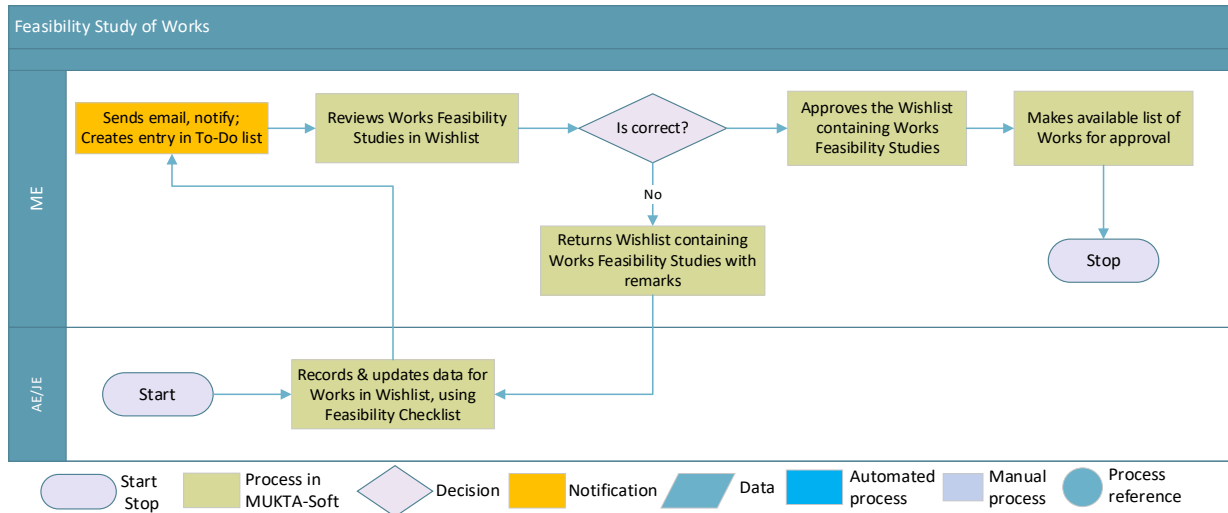
This Module records the feasibility of the Works identified in the Wishlist by the Ward Level Committee.

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft for recording the Feasibility of the Works proposed by the Ward Committee in Wishlist.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system shall enable the AE/JE to record the responses to a feasibility checklist. The feasibility checklist shall be able to use the mandatory checklist that can be used for all Works and an optional checklist for use specific Works types.
02	The system shall have the provision to enable the AE/JE to correct erroneous data, if any, reported in the Works record in the Wishlist and add missing data (e.g., geocode of the Works location), if any.
03	The system shall enable the AE/JE to forward the entire Wishlist containing the Works Feasibility Study to the ME in batch mode for all the Works in a specific Wishlist, for review and approval.
05	If found unsatisfactory, the ME shall return the Wishlist containing the Works records with remarks for necessary corrections.
06	A Works feasibility study is approved when all the Works created and all Works feasibility studies whose details revised are found correct in a single Wishlist. Part approval of a Wishlist is not allowed.
07	On approval of the Wishlist with Works feasibility, the Works are available for technical and administrative approval.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Records & updates data for Works in Wishlist, using Feasibility Checklist	AE / JE	ULB	NA	T0 (Where T0 = Within 10D of submission of the Wishlist through 'WOR-01: Wishlist of Works')
02	On submission of the Wishlist, sends email, notify; Creates entry in To-Do list for ME	System	System	NA	NA
03	Reviews Works Feasibility Studies in Wishlist	ME	ULB	NA	T1 = T0 +4D
04	If found incorrect, Returns Wishlist containing Works Feasibility Studies with remarks	ME	ULB	NA	T1
05	If found correct, approves the Wishlist containing Works Feasibility Studies	ME	ULB	NA	T1
06	On approval, makes available list of Works for approval	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
1	The system shall have the necessary access authorisations given to AE/JE and ME to record and review the Works Feasibility Studies in the Wishlist, respectively.	MUKTA-Soft

N	PREREQUISITE	SYSTEM
2	The system shall have configured the Mandatory Feasibility and Optional Feasibility Checklists for recording the feasibility against those parameters.	MUKTA-Soft

e) Post-condition

N	POST CONDITIONS	SYSTEM
1	List of Works marked as feasible enables finalization of the Works through review and approval (Technical and Administrative).	MUKTA-Soft

f) Expected MIS Reports

List of Wish-listed Works with Feasibility Study (by Ward and Status - e.g., feasible/ non-feasible).

g) Integrations

No integration is envisaged in this module.

h) Data Attributes

WOR-02-D01: Standard Work Checklist

AE/ JE uses the Standard Checklist for conducting feasibility assessment for all the Wishlist Works.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Work ID	Selected from 'WOR-01-D04: List of Works Identified in Wishlist'	DMC11PP21421	
02	Is Public Land or Property Available for the Works	Entered by user	Yes	List of values for the question 'Is Public Land or Property Available for the Works': Yes, No
03	What are the dimensions of the land or property available for the works (meter)	Entered by user	Width: 5 m Length: 20 m Height: 4 m	Properties (dimension) for the question 'What are the dimensions of the land or property available for the works (meter)': Width, Length, Height
04	Is the land or property suitable for the works	Entered by user	Yes	List of values for the question 'Is the land or property suitable for the works': Yes, No
05	Is the available land/ property free from encroachment or litigation	Entered by user	Yes	List of values for the question 'Is the available land/ property free from encroachment or litigation': Yes, No
06	Is necessary approval already obtained from competent authority to carry out the	Entered by user	No	List of values for the question 'Is necessary approval already obtained from competent authority to carry out the works on the property': Yes, No

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
	works on the property			
07	If answer is 'No' to the above question, can it be obtained quickly	Entered by user	Yes	List of values for the question 'If answer is 'No' to the above question, can it be obtained quickly': Yes, No
08	What is the approximate budget to carry out the works?	Entered by user	Rs. 450,000	
09	How many families can be benefitted from the asset built or maintained through this works	Entered by user	400	
10	How many people can be benefitted from the asset built or maintained through this works	Entered by user	1600	
11	Is the asset built or maintained through this works climate resilient and ecologically sustainable	Entered by user	Yes	List of values for the question 'Is the asset built or maintained through this works climate resilient and ecologically sustainable': Yes, No

WOR-02-D02: Custom Work Checklist

In addition to the Standard Checklist, AE/ JE shall use the Custom Checklist to provide data on parameters specific to the Type of Works.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Work ID	Selected from 'WOR-01-D04: List of Works Identified in Wishlist'	DMC11PP21421	
02	Type of work	Selected from 'WOR-01-D04: List of Works Identified in Wishlist'	PP - Development and maintenance of public park and playgrounds	
03	Parameter	Entered by user	Does the mini park is exposed to the main road and traffic to cause problem for children?	

5.3. WOR-03: Final Worklist

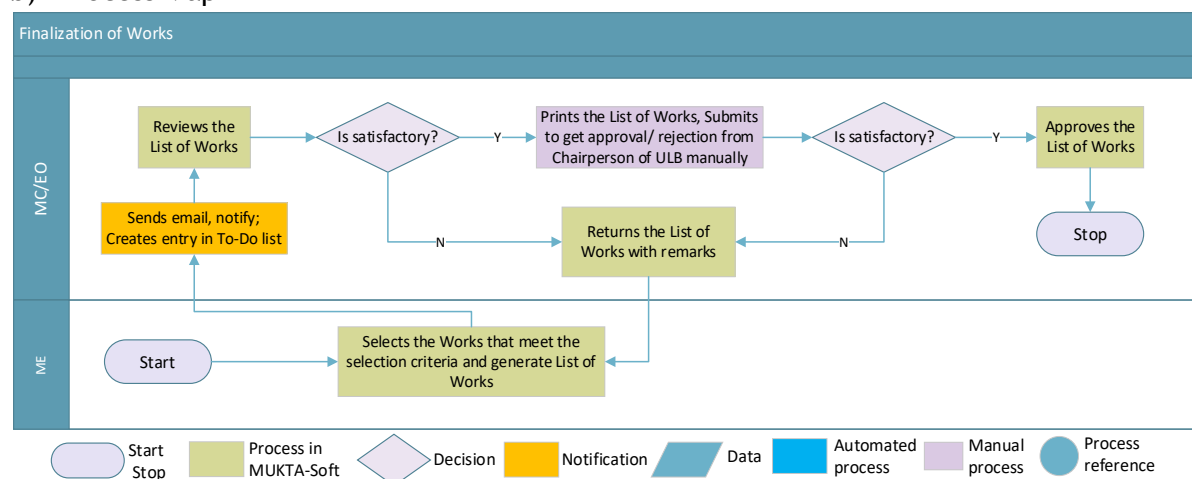
Using the Works marked as feasible, the ME will select/ de-select Works multiple times to meet the project finalisation criteria at the ULB level during the period. Once the ME has completed the selection and satisfied with the outcome, ME can print out the pre-finalized Work List to present and discuss with ULC.

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft for recording the Finalisation of the Works.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	<p>The system shall enable the ME to run select different Works from Wishlists submitted by the respective Wards, such that it meets the following criteria:</p> <ul style="list-style-type: none"> a) Works should be feasible b) Aggregated Works shall meet the labor-materials ratio c) Aggregate Works' value must be within the allocated fund from H&UDD d) Equal participation of the Wards e) Priority of type of Works recommended by H&UDD, if any <p>The system will enable the ME to continue selection and deselection based on review of the previous and ongoing Works in Wards, adjust Works budget, select/ de-select Works to fit the aggregated labor-material ratio.</p>
02	When satisfied with the selection that meets the five criteria mentioned above, the ME shall be able to freeze the selection to generate a list of Works for the current fund allocation round for review and approval by ULB Level Committee and Chairperson of ULB through MC/EO.
03	The MC/EO shall review the Works List and forward it to ULB Level Committee and Chairperson of ULB for review and approval manually.
04	If there are any changes suggested by ULB Level Committee and/or Chairperson manually, the ME shall return the Works List with remarks for necessary changes online to the ME manually.
05	On approval by the Chairperson manually, MC/EO shall record the approval in system to make the list of Works final.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Selects the Works meeting selection	ME	ULB	NA	T0

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
	criteria and generate List of Works				(Where T0 = Within 10 business days of submission of Feasibility Study and Observation Recording of all the Wish-listed Works by AE/ JE)
02	On submission, sends email, notify; Creates entry in To-Do list for MC/EO	System	System	NA	NA
03	Reviews the List of Works	MC/EO	ULB	NA	T1 = T0 + 7D
04	If found unsatisfactory, returns list with remarks to ME	MC/EO	ULB	NA	T1
05	If found satisfactory, approves the list	MC/EO	ULB	Review and approval from ULB Level Committee & Chairperson of ULB done manually	T1
06	On approval through MC/EO, Makes the List of Works available for Works Estimate & Planning	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
1	The system shall have the necessary access authorisations given to ME and MC/EO, ME on behalf of ULB Level Committee, and Chairperson of ULB to generate, review, and approve the Works List.	MUKTA-Soft
2	A list of Works marked as technically feasible is available.	MUKTA-Soft
3	System shall provide the allocated fund from H&UDD for the current Works selection round	MUKTA-Soft
4	System shall make priority of type of Works recommended by H&UDD, if available	MUKTA-Soft

e) Post-condition

N	POST CONDITIONS	SYSTEM
1	Approved list of Works available for technical and financial estimation	MUKTA-Soft

f) Expected MIS Reports

List of Works with finalisation status (by Ward and Status - e.g., Feasible, Proposed for Finalisation).

g) Integrations

No integration is envisaged in this module.

h) Data Attributes

WOR-03-D01: Proposal for Finalisation

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Proposal Number	System Generated	DMC001	ULB ID + Sequential Proposal Number (3 digits)
02	Proposal Note	Entered by user	Shortlisted list of Works containing 23 Works, based on discussion with ME.	
03	Proposal Status	Selected from list	Proposed for finalisation	List of values for 'Proposal Status': Feasible (default status), Proposed for Finalisation, Approved

WOR-03-D02: List of Works Proposed for Finalisation

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Proposal Number	Referencing to 'WOR-03-D01'	DMC001	
02	Work ID	Selected from 'WOR-01-D04: List of Works Identified in Wishlist'	DMC11PP21421	
03	Works Type	Selected from 'WOR-01-D04: List of Works Identified in Wishlist'	PP - Development and maintenance of public park and playgrounds	
04	Geo-location	Selected from 'WOR-01-D04: List of Works Identified in Wishlist'	20.2440704,85.79714 2,15	Geo-location includes Latitude and Longitude
05	District	Selected from 'WOR-01-D04: List of Works Identified in Wishlist'	Dhenkanal	
06	ULB	Selected from 'WOR-01-D04: List of Works Identified in Wishlist'	DHDMC001- Dhenkanal Municipality, Dhenkanal	
07	Ward	Selected from 'WOR-01-D04: List of Works Identified in Wishlist'	Ward 11	
08	Address	Selected from 'WOR-01-D04: List of Works Identified in Wishlist'	Between Plot 22 and 23 Station Road	
09	Works Description	Selected from 'WOR-01-D04: List	Construction of open-air gym from Marin Drive Road to	Long description of work (e.g., 2 to 3 sentences)

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
		of Works Identified in Wishlist'	Circuit House towards Biju Maidan in W. No. 16	
10	Recommendation based on Standard Work Checklist	Selected from 'WOR-02-D01: Standard Works Checklist'	Yes	
11	Recommendation based on Custom Checklist	Selected from 'WOR-02-D02: Custom Works Checklist'	Yes	
12	Is Feasible	Entered by user	Yes	Summary overview of the Feasibility Assessment from a) Standard and b) Custom Checklists to help AE/JE to determine feasibility
13	Status	Auto selected by system (Where Proposal for Finalisation, 'D#03, WOR-03-D01: Proposal for Finalisation' is approved)	Finalised	<p>List of status: Finalised, Dropped</p> <p>Approved: 'Status' of all Works contained in an 'Approved' Proposal shall be 'Finalised.'</p> <p>Rejected: 'Status' of all Works contained in 'Returned' Proposal shall be marked as 'Dropped'</p>

6. WORKS ESTIMATE, TS, AA (WES)

The WES Component consists of four modules.

REF	MODULE NAME	W	M
WES-01	Template Designer & Library	<input checked="" type="checkbox"/>	
WES-02	Works Estimate & Plan	<input checked="" type="checkbox"/>	
WES-03	Technical Sanction	<input checked="" type="checkbox"/>	
WES-04	Administrative Approval	<input checked="" type="checkbox"/>	

6.1. WES-01: Template Designer & Library

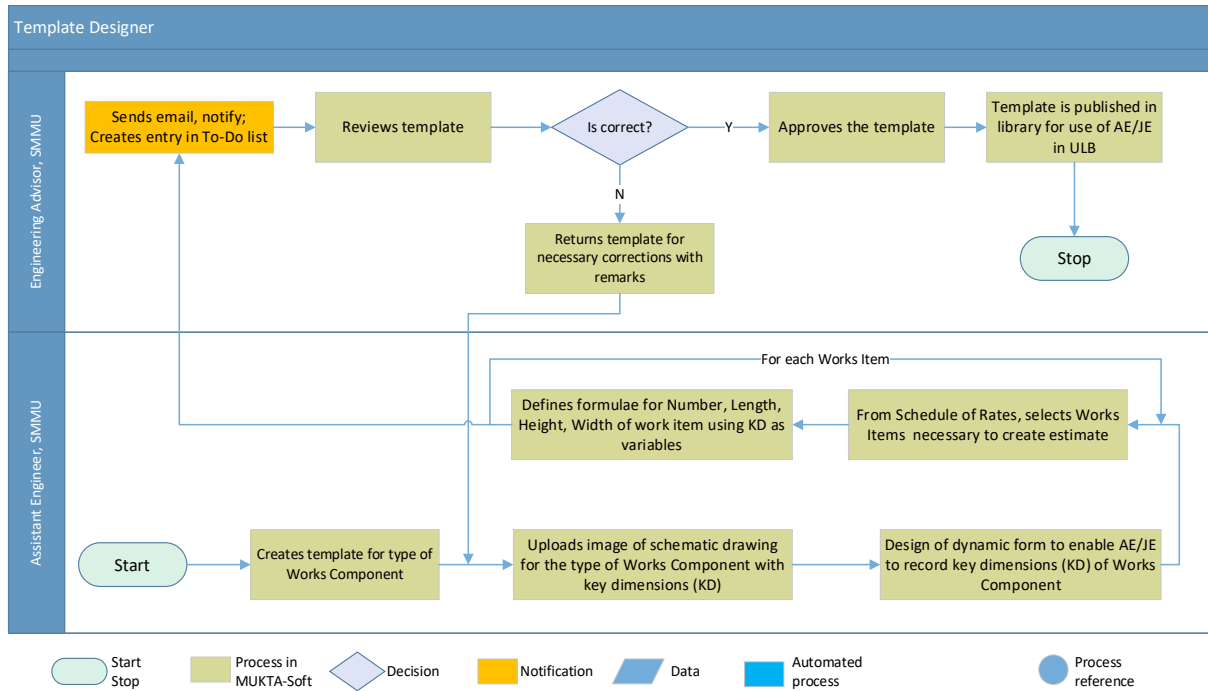
State Level MUKTA Monitoring Unit, H&UDD shall create templates for different types of Works Components for the AE/JE of ULB to create Works Estimates and Plans.

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft for designing and publishing Works Templates in the Templates Library.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system shall enable the Assistant Engineer, State MUKTA Monitoring Unit (SMMU), H&UDD to create a template for a type of Works Component.
02	Assistant Engineer shall be able to upload image of schematic drawing for the type of Works Component with key dimensions.
03	The system shall enable the Assistant Engineer to use a dynamic form to create a data input form for the AE/JE to record key dimensions of the Works Component. The data input form shall provide option to configure and enable multiple validation logics - including data type, range of values, options of values, and conditional behaviours based on other data input fields declared in the form. The data input fields shall enable specification of default value, if any.
04	The Assistant Engineer shall be able to select Works Items from Schedule of Rates, necessary to create estimate.
05	The template shall provide the option to define formulae to compute Number, Length, Height, and Width of Works Item, using the key dimensions data as variable for the formulae.
06	The system shall enable the Designer to forward the template to the Reviewer in MUKTA Monitoring Unit.
07	On submission, the Engineering Advisor, SMMU shall review the template. The Engineering Advisor shall be able to enter sample data to test the correctness of the template by deriving the Number, Length, Height, and Width of the selected Works Item. The Engineering Advisor may find limitations in one or more areas, such as, schematic drawing, definition of key dimensions data types, its validations, and formulae in deriving the estimation for the Works Item.
08	If found limitations, the Engineering Advisor shall return the template with remarks for necessary corrections to the Assistant Engineer.
09	If found to be correct, the Engineering Advisor shall publish the template to be used by the AE/JE of ULB for Works Estimation and Planning.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Creates template for type of Works Component	Assistant Engineer	MUKTA Monitoring Unit, H&UDD	NA	T0 (Where T0 = At the time of initialisation and intermittently based on the requirements for Works Estimation)
02	Uploads image of schematic drawing for the type of Works Component with key dimensions (KD)	Assistant Engineer	MUKTA Monitoring Unit, H&UDD	NA	T0
03	Design of dynamic form to enable AE/JE to record key dimensions (KD) of Works Component	Assistant Engineer	MUKTA Monitoring Unit, H&UDD	NA	T0
04	From Schedule of Rates, selects Works Items necessary to create estimate	Assistant Engineer	MUKTA Monitoring Unit, H&UDD	NA	T0
05	Defines formulae for Number, Length, Height, Width of work	Assistant Engineer	MUKTA Monitoring Unit, H&UDD	NA	T0

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
	item using KD as variables				
06	On submission, sends email, notify; Creates entry in To-Do list	System	System	NA	NA
08	Reviews template	Engineering Advisor	MUKTA Monitoring Unit, H&UDD	NA	T1 = T0 +4D
09	If found incorrect, Returns template for necessary corrections with remarks to Designer	Engineering Advisor	MUKTA Monitoring Unit, H&UDD	NA	T1
10	If found correct, approves the template	Engineering Advisor	MUKTA Monitoring Unit, H&UDD	NA	T1
11	On approval, Template is published in library for use of AE/JE in ULB	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
1	The system shall have the necessary access authorisations given to Designer and Reviewer in MUKTA Monitoring Unit.	MUKTA-Soft
2	The system shall have the necessary Work Items defined in Schedule of Rates.	MUKTA-Soft

e) Post-condition

N	POST CONDITIONS	SYSTEM
1	Approved templates are available for use by the AE/JE/ME in ULB for Works Estimation and Planning	MUKTA-Soft

f) Integrations

There is no integration requirement for this module.

g) Expected MIS Reports

There is no MIS report to be generated in this module.

h) Data Attributes

WES-01-D01: Works Template

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Template ID	System generated	TMP001	TMP + Serial number
02	Template Name	Entered by user	Cement concrete/ brick work	Short description
03	Image of schematic	Entered by user	Image of cross-sectional drawing of boundary wall	Upload image that represents the component

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
	drawing of the template			

WES-01-D02: Dimensions of Key Attributes of a Template

Each template will have multiple key attributes. The data points will enable the system to build dyna-form. The dyna-form will allow field engineer to feed in dimensions to the key attributes.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Template ID	Referencing to 'WES-01-D01: Works Template'	TMP001	
02	Key Attribute ID	System generated	TMP001-A	Template ID + Attribute (1)
03	Key Attribute name	Entered by user	Earth filling	Name of the key attribute shall be for the given template.
04	Key Attribute value	Defined by user	20	The field is defined by the User (H&UDD). The field is populated by the AE/JE (ULB).
05	Data Type	Selected from list	Drop-down	List of 'Data Type': Text-box, Drop-down, Boolean
06	Is Option list Required to Feed Data	Selected from list	Yes	List of values for 'Is Option list Required to Feed Data': Yes, No
07	List of options	Entered by user	Types of cement concrete available for cement concrete works: CC M20 CC M10 CC M40	
08	If range validation is required	Selected from list	Yes	List of values for 'If range validation is required': Yes, No
09	Mention minimum and maximum range	Entered by user	10 - 50 (Minimum is 10 and maximum is 50)	
10	Default value	Entered by user	40 mt (Engineering Advisor can define a standard value for length of a brick wall)	
11	Is this attribute dependent on another attribute? Mention linked attribute ID	Selected from list	Yes	As example, if CC M20 is selected for attribute 'Cement concrete/ brick work'
12	Is this attribute dependent on specific value	Selected from list	Yes	Mention the specific value of the linked attribute

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
	of the linked attribute?			
13	Unit for Key Dimensions Data	Selected from list	Meter	List of 'Unit for Key Dimensions Data': Nos, Cum, Kg, Mtr, Each, Sqm, Litre, Qntl, pcs

WES-01-D03: Defining Works Items in Template

Each template will have a list of works items and formulae to calculate number, length, width, and height. Each formula can only use variables, addition (+), subtraction (-), multiplication (X), division (/), and parenthesis (()). The variables permitted are from the list of attributes defined in 'WES-01-D02: Dimensions of Key Attributes of a Template'.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Template ID	WES-D05-01	TMP001	Refers to Template ID
02	Works Item ID	Selected from 'VEN-D01-02: Items Master' (where Items Type = Works) by En	Works	
03	Works Item Name	Auto selected by system (Where Work Item Name = Name for selected 'Works Item ID')	Earth work in all kinds of soil within 50 m initial lead and 1.50 m initial lift including rough dressing and bracking clods to maximum 5 cm to 7 cm and laying in layers not exceeding 0.30 m in depth and as per the direction of the EIC	
04	Formula for Quantity	Entered by user	= value of attribute A	
05	Formula for Length	Entered by user	= value of attribute B	
06	Formula for Height	Entered by user	= value of attribute C + D	
07	Formula for Width	Entered by user	= value of attribute E	

6.2. WES-02: Works Estimate & Plan

The AE/JE shall select a finalized Works to develop the Works Estimation and Plan, using this module.

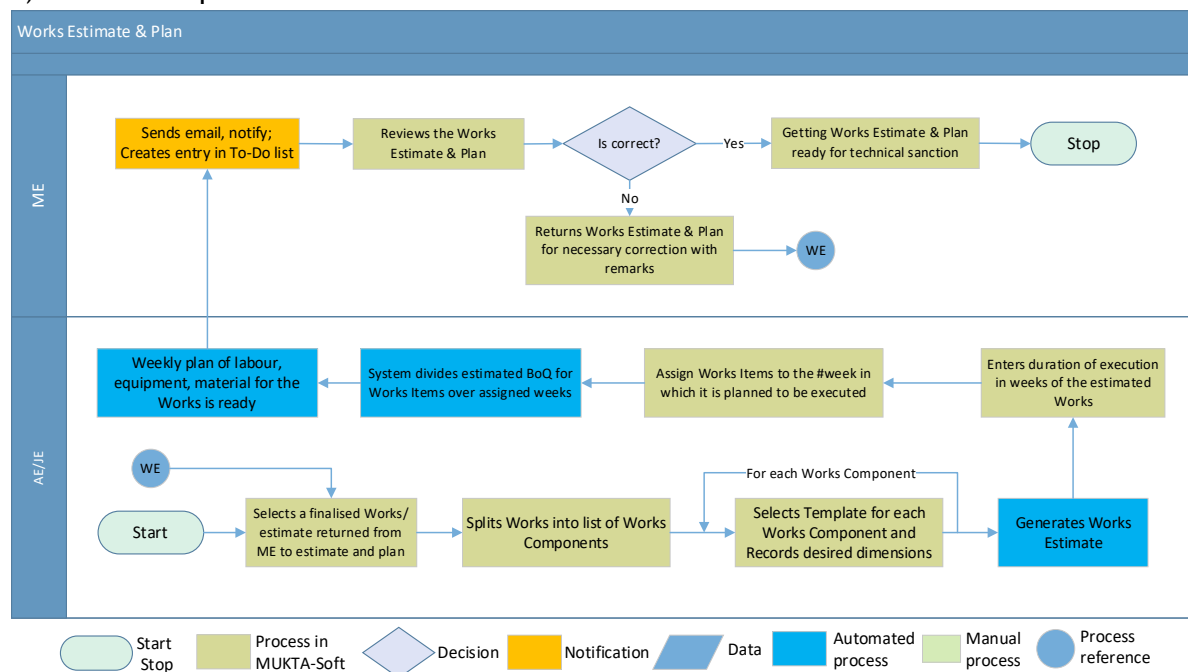
a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft for creating the Works Estimate and Plan.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system shall enable the AE/JE to select Works with status 'Finalised' (Ref: 'WOR-03: Final Works) to create Works Estimate and Plan. AE/JE can also select the Estimate and Plan for the Works those are returned by the ME for revision.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
	AE/JE shall have the option to create multiple versions of the estimates, with each version marked with a version number. One estimation version can be marked as active to enable its selection for Technical Sanction by the ME.
02	AE/JE shall be able to split the Works in a list of Works Components.
03	AE/JE shall be able to select a template from the Templates Library appropriate for the Works Component. AE/JE shall record the key dimensions data of the Works Component in the template.
04	For each Component, the AE/JE can select respective works template to enter key dimensions data. AE/JE shall have the option to enter the Number of Works Item.
05	The system shall auto-generate the Works Estimate, based on the key dimensions data recorded for the Works Component.
06	To prepare the Works Plan, the AE/JE shall enter the duration to execute the Works in weeks.
07	AE/JE shall be able to assign the week number to Works Item when it is scheduled to be executed.
08	On assigning the week number to Works Item, the system shall be able to automatically divide the estimated BoQ for Works Items over assigned weeks.
09	The system shall automatically generate the weekly plan of labour, equipment, material for the Works.
10	On submission of the Works Estimate and Plan, the ME shall review the Works Estimate and Plan.
11	If found incorrect, the ME shall return the Works Estimate & Plan to AE/JE for necessary corrections with remarks.
12	If found correct, the system shall make the Works Estimate & Plan ready for technical sanction process.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Selects a finalised Works/ estimate returned from ME	AE/ JE	ULB	NA	T0 (Where T0 = Within 5 days of Finalised)

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
	to estimate and plan				Worklist in WOR-03: Final Worklist)
02	Splits Works into list of Works Components	AE/ JE	ULB	NA	T0
03	Selects Template for each Works Component and Records desired dimensions	AE/ JE	ULB	NA	T0
04	Generates Works Estimate	System	System	NA	NA
05	Enters duration of execution in weeks of the estimated Works	AE/ JE	ULB	NA	T0
06	Assign Works Items to the #week in which it is planned to be executed	AE/ JE	ULB	NA	T0
07	System divides estimated BoQ for Works Items over assigned weeks	System	System	NA	NA
08	Weekly plan of labour, equipment, material for the Works is ready	System	System	NA	NA
09	On submission, sends email, notify; Creates entry in To-Do list for ME	System	System	NA	NA
10	Reviews the List of Works	ME	ULB	NA	$T1 = T0 + 4D$
11	If found incorrect, returns Works Estimate & Plan for necessary correction with remarks	ME	ULB	NA	T1
12	If found correct, gets Works Estimate & Plan ready for technical sanction	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
1	The system shall have the necessary access authorisations given to AE/ JE and ME to create Works estimate & Plan and review it, respectively.	MUKTA-Soft
2	The system shall have a set of relevant Works Templates to use for entering the key dimensions data for the Works Component.	MUKTA-Soft

e) Post-condition

N	POST CONDITIONS	SYSTEM
1	Works Estimate and Plan is available for the ME to issue Technical Sanction, if found correct.	MUKTA-Soft

f) Integrations

There is no integration requirement for this module.

g) Expected MIS Reports

This module shall generate Works Estimate & Plan in printable format for review by the ME for Technical Sanction.

h) Data Attributes

WES-02-D01: Works Estimate

Data points on estimate of the works used in basic estimating tool. It needs supporting table WES-01-D01 below to record all work items included in the estimate. This may be used for original estimate, deviated estimate, and revised estimate.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Estimate Version Number	System generated	DMC11PP21421-V01	Work ID + Estimation Version No (V01)
02	Work ID	Selected from 'WOR-03-D02: List of Works Proposed for Finalisation'	DMC11PP21421	
03	Estimate Type	Auto selected by system (Default action type is 'Original'; Deviated will be when User enters deviated estimate (In 'EMB-04: Works Review and Closure'); Revised will be when AE/JE enters revised estimate (In 'EMB-04: Works Review and Closure))	Original	List of 'Estimate Type': Original, Deviated, Revised
04	Is Active	Auto selected by system	Yes	List of values for 'Is Active': Yes, No Active status is enabled if the Works Estimate is approved by ME/EO/ILW/Administrator/Chairperson
05	Work Description	Selected from 'WOR-03-D02: List of Works Proposed for Finalisation'	Construction of open-air gym from Marin Drive Road to Circuit House towards Biju Maidan in W. No. 16	Long description

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
06	Work Type	Selected from 'WOR-03-D02: List of Works Proposed for Finalisation'	Construction of open-air gym from Marin Drive Road to Circuit House towards Biju Maidan in W. No. 16	Permitted work types in MUKTA-Soft
07	Geo-location	Selected from 'WOR-03-D02: List of Works Proposed for Finalisation'	20.2782121,85.8379958	
08	District	Selected from 'WOR-03-D02: List of Works Proposed for Finalisation'	Dhenkanal	
09	ULB	Selected from 'WOR-03-D02: List of Works Proposed for Finalisation'	DHDMC001- Dhenkanal Municipality, Dhenkanal	
10	Ward	Selected from 'WOR-03-D02: List of Works Proposed for Finalisation'	Ward 11	
11	Address	Selected from 'WOR-03-D02: List of Works Proposed for Finalisation'	Between Plot 22 and 23 Station Road	
12	Estimated Value (Rs.)	System generated	Rs. 12,28,556.22	Estimated Value (Rs.) = Sum of all Works item Value (Rs.) (D#09, WES-02-D04: Estimated Works Items)
13	Cost of Display Board (Rs.)	Entered by user	Rs. 4,000	
14	Supervision Charge of IA/IP	Entered by user	Rs. 99,641.71	
15	Contingency of unforeseen item	Entered by user	Rs. 13.285	At the rate 1%
16	GST Amount (Rs.)	System generated	Rs. 1,47,426.75	GST Amount = Estimated Value X GST Rate GST rate can be 12%.
17	Total Works Value (Rs.)	System generated	Rs. 14,79,637.96	Total Works Value (Rs.) = Estimated Value (Rs.) + Cost of Display Board (Rs.) + Supervision Charge of IA/IP + Contingency of unforeseen item + GST Amount (Rs.)

WES-02-D02: List of Work Components Identified in the Works

With one estimation ID, there could be multiple component IDs. In other words, system allows to prepare estimates for multiple components in one go. This may be used for original estimate, deviated estimate, and revised estimate.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Estimate ID	Referencing to 'WES-02-D01: Works Estimate'	DMC11PP21421-V01	
02	Component ID	System generated	DMC11PP21421-01	Works ID + Serial no for component
03	Name of the work component	Entered by user	Boundary wall Walking track	
04	Image of schematic drawing of the component	Entered by user	Image of cross-sectional drawing of boundary wall	
05	Estimated Value of Works Component (Rs.)	System generated	Rs. 13,29,000.00	Estimated Value of Works Component (Rs.) = Sum of 'Works item Value (Rs.)' belonging to the Works Component

WES-02-D03: Key Attributes of the Works Component

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Estimate Version Number	Referencing to 'WES-02-D01: Works Estimate'	DMC11PP21421-V01	
02	Component ID	Referencing to 'WES-02-D02: List of Work Components Identified in the Works'	DMC11PP21421-01	
03	Attribute ID	System generated	DHK11WP21421F-01A	Component ID + Attribute ID
04	Attribute name	Selected from list	Drain	
05	Attribute value	Entered by user	80.00 mt X 2.00 mt X 0.900 mt	

WES-02-D04: Estimated Works Items

Data points for list of component-wise works items included into the estimate of the works. This may be used for original estimate, deviated estimate, and revised estimate.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Estimate ID	System generated	DMC11PP21421-V01	Work ID + Estimation Version No (V01)
02	Component ID	WES-D02-02	DMC11PP21421-01	
03	Works item ID	System generated	DMC11PP21421-W01	Work ID + Item ID (3)
04	Works item name	Selected from list by AE/ JE (VEN-D01-03)	Earth work in all kind of soil within 50 m initial lead and 1.50 m initial lift including rough dressing and bracking clods to maximum 5 cm to 7 cm and laying in layers not exceeding 0.30 m in depth and as per the direction of the EIC	
05	Number	Entered by AE/ JE	1	

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
06	Length	Derived from key dimensions data	80.00 mt	
07	Height	Derived from key dimensions data	1.00 mt	
08	Width	Derived from key dimensions data	0.100 mt	
09	Works item Value (Rs.)	System generated	Rs. 37,785.52	

6.3. WES-03: Technical Sanction

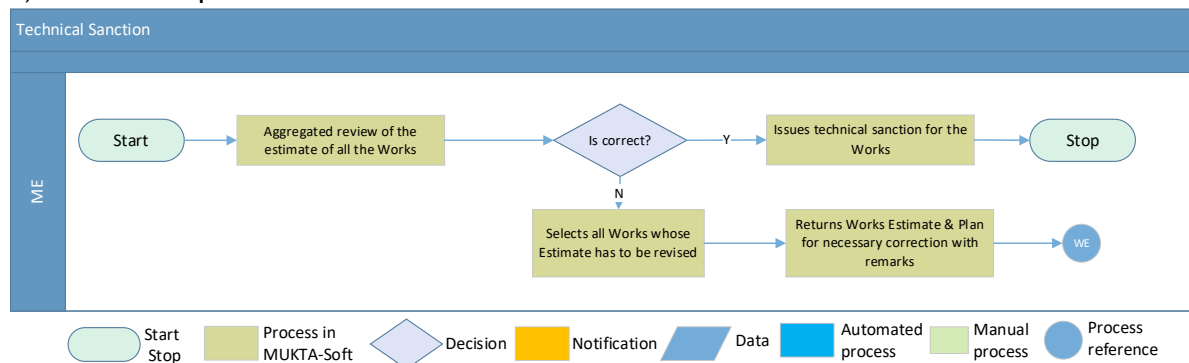
ME of the ULB shall be able to review the Works, whose Works Estimate and Plan found to be correct individually, in aggregate to the issue the Technical Sanction.

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft for issuance of the Technical Sanction.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system shall enable the ME to review of the estimate of all the Works in aggregate.
02	If found incorrect in aggregated review, ME shall be able to return one or more Works Estimate & Plan for necessary correction with remarks to AE/JE.
03	If found correct in aggregated review, the ME shall be able to issue Technical Sanction for the Works.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Aggregated review of the estimate of all the Works	ME	ULB	NA	T0 (Where T0 = Within 7 days, on approval of Works Estimate by ME)
02	If found incorrect, returns Works Estimate & Plan for necessary correction with remarks	ME	ULB	NA	T0

03	If found correct, issues technical sanction for the Works	ME	ULB	NA	T0
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d) Pre-requisite

N	PREREQUISITE	SYSTEM
1	The system shall have the necessary access authorisations given to ME to issue Technical Sanction.	MUKTA-Soft
2	The system shall provide the list of Works Estimate and Plans which are individually approved by the ME for review in aggregate.	MUKTA-Soft

e) Post-condition

N	POST CONDITIONS	SYSTEM
1	A list of Works with Technical Sanction is ready for review and approval at Administrative Approval stage.	MUKTA-Soft

f) Integrations

There is no integration requirement for this module.

g) Expected MIS Reports

This module shall generate a list of Works with Technical Sanction.

h) Data Attributes

WES-03-D01: Technical Sanction

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Work ID	Referencing to 'WES-02-D01: Works Estimate'	DMC11PP21421F	
02	Estimate ID	Serially generated	DMC11PP21421F-V01	Work ID + Estimation Version No (V01)
03	Estimate Type	Auto-selected based on action types	Original, deviated, revised	Default action type is 'Original'; Deviated will be when AE/JE enters deviated estimate; Revised will be when AE/JE enters revised estimate
04	Is Active	Active status is enabled based on approval by ME/EO/ILW/ Administrator/ Chairperson	Yes	There must be only one works estimate active at any point of time.
06	Work Description	Ref: WOR-03: Final Worklist	Construction of Parichay Gruha at Gayatri Nagar in Ward No. 5	Long description
07	Work Type	Ref: WOR-03: Final Worklist	Construction of Parichaya Gruha	Permitted work types in MUKTA-Soft
08	Geo-location	WOR-D03-06	20.2782121,85.8379958	Ref: WOR-03: Final Worklist
09	District	WOR-D03-07	Dhenkanal	

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
10	ULB	WOR-D03-08	Dhenkanal Municipality	
11	Ward	WOR-D03-09	Ward 11	
12	Address	WOR-D03-10	Plot 11, Station Road	
13	Total estimated cost of work	WOR-D03-05	Rs. 13,28,556.22	Sum of amounts in Work Component(s)
14	Cost of display board	Entered by AE/JE	Rs. 4,000	
15	Supervision charge of IA/IP	Entered by AE/JE	Rs. 99,641.71	
16	Contingency of unforeseen item	Entered by AE/JE	Rs. 13.285	At the rate 1%
17	GST	Entered by AE/JE	Rs. 1,59,426.74	GST rate can be 12%.
18	Date of preparation of estimate	Date taken by system	23/11/2020	
19	Prepared by	UAA-D03-01	B202191212	Taken from User ID of logged in user
20	Date of verification	Date taken by system	23/11/2021	
21	Verified by	UAA-D03-01	B202191213	Taken from User ID of logged in user
22	Technical Sanction number	Entered by ME	MUN/2021/12	
23	Date of technical sanction	Entered by ME	29/11/2021	
24	Technical sanction made by	UAA-D03-01	B202191214	Taken from User ID of concerned ME

6.4. WES-04: Administrative Approval

This module enables the MC/EO to record the Administrative Approval for the proposal containing Works obtained Technical Sanction by the ME.

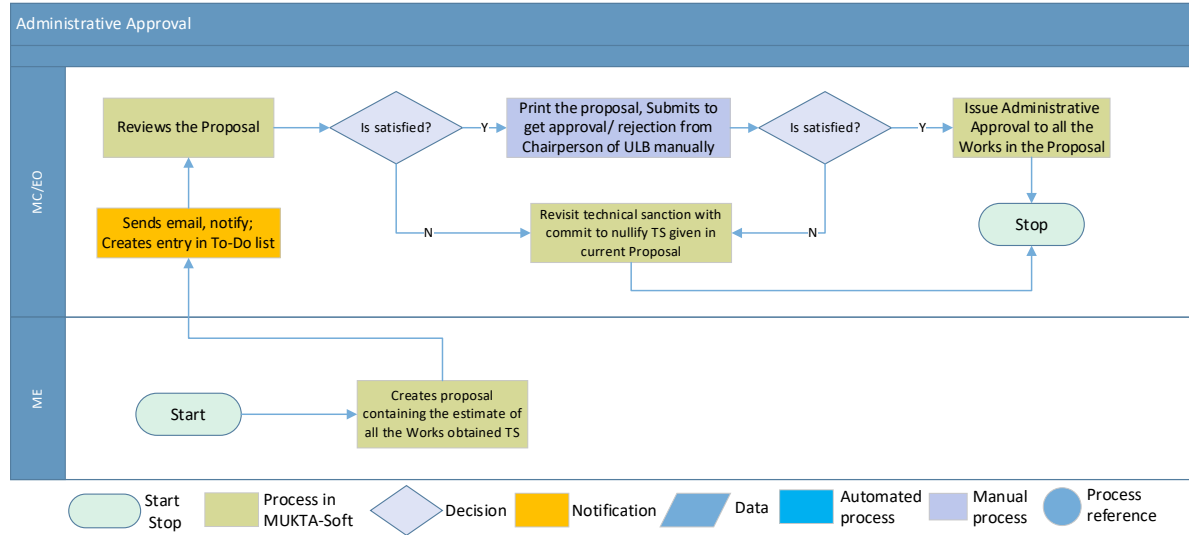
a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft for issuance of the Administrative Approval.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system shall enable the ME to prepare a proposal containing the estimate of all the Works obtained Technical Sanction.
02	On submission of the proposal, the MC/EO shall review the proposal. The review process shall include a review by the Chairperson of the ULB manually.
03	If the MC/EO and Chairperson are not satisfied, the Proposal shall be rejected, and the Technical Sanctions given to the Works in the current proposal shall be nullified. A nullification of the Technical Sanction will enable the AE/JE and ME shall create a new Works Estimation process leading to creation of a new proposal.
04	If the MC/EO and Chairperson are satisfied, the Proposal containing the Works shall be approved.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
05	On approval of the Proposal containing the Works, the Works are available for execution by the Community Organisation.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Creates proposal containing the estimate of all the Works obtained TS	ME	ULB	NA	T0 (Where T0 = Within 3 days of submission of Technical Sanction)
02	On submission, sends email, notify; Creates entry in To-Do list	System	System	NA	NA
03	Reviews the Proposal	MC/EO and Chairperson	ULB	NA	T1 = T0 + 7D
04	If not satisfied, revisit technical sanction with commit to nullify TS given in current Proposal	MC/EO and Chairperson	ULB	NA	T1
05	If satisfied, approves the Proposal	MC/EO and Chairperson	ULB	NA	T1
06	On approval, Works in the proposal are available for execution	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
1	The system shall have the necessary access authorisations given to ME and MC/EO to record the Administrative Approval	MUKTA-Soft

e) Post-condition

N	POST CONDITIONS	SYSTEM
1	The Works obtained Administrative Approval shall be available for execution.	MUKTA-Soft

f) Integrations

There is no integration requirement for this module.

g) Expected MIS Reports

This module shall generate a list of Works obtained Administrative Approval.

h) Data Attributes

WES-04-D01: Administrative Approval

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Work ID	Selected from 'WES-03-D01: Technical Sanction'	DMC11PP21421F	
02	Estimate ID	Selected from 'WES-02-D01: Works Estimate'	DMC11PP21421F F-V01	
03	Estimate Type	Auto-selected based on action types	Original, deviated, revised	Default action type is 'Original'; Deviated will be when AE/JE enters deviated estimate; Revised will be when AE/JE enters revised estimate
04	Is Active	Active status is enabled based on approval by ME/EO/ILW/ Administrator/ Chairperson	Yes	There must be only one works estimate active at any point of time.
06	Work Description	Ref: WOR-03: Final Worklist	Construction of Parichay Gruha at Gayatri Nagar in Ward No. 5	Long description
07	Work Type	Ref: WOR-03: Final Worklist	Construction of Parichaya Gruha	Permitted work types in MUKTA-Soft
08	Geo-location	WOR-D03-06	20.2782121,85.8379958	Ref: WOR-03: Final Worklist
09	District	WOR-D03-07	Dhenkanal	
10	ULB	WOR-D03-08	Dhenkanal Municipality	
11	Ward	WOR-D03-09	Ward 11	
12	Address	WOR-D03-10	Plot 11, Station Road	
13	Total estimated cost of work	WOR-D03-05	Rs. 13,28,556.22	Sum of amounts in Work Component(s)

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
14	Cost of display board	Entered by AE/ JE	Rs. 4,000	
15	Supervision charge of IA/IP	Entered by AE/ JE	Rs. 99,641.71	
16	Contingency of unforeseen item	Entered by AE/ JE	Rs. 13.285	At the rate 1%
17	GST	Entered by AE/ JE	Rs. 1,59,426.74	GST rate can be 12%.
18	Date of preparation of estimate	Date taken by system	23/11/2020	
19	Prepared by	UAA-D03-01	B202191212	Taken from User ID of logged in user
20	Date of verification	Date taken by system	23/11/2021	
21	Verified by	UAA-D03-01	B202191213	Taken from User ID of logged in user
22	Technical Sanction number	Entered by ME	MUN/2021/12	
23	Date of technical sanction	Entered by ME	29/11/2021	
24	Technical sanction made by	UAA-D03-01	B202191214	Taken from User ID of logged in user
25	Date of forwarding for administrative approval by EO	Date taken by system	30/11/2021	
26	Administrative approval number	Entered by Chairperson/ Administrator	MUN/2021/12-01	
27	Date of administrative approval	Enter date of approval	30/11/2021	
28	Administrative approval by	UAA-D03-01	B202191215	Taken from User ID of logged in user

7. Work Order & Wage Seeker Engagement (ORD)

Work Order & Wage Seeker Management (ORD) component consists of the following six modules:

REF	MODULE NAME	W	M
ORD-01	Eol Format Definition	<input checked="" type="checkbox"/>	
ORD-02	Eol Invitation	<input checked="" type="checkbox"/>	
ORD-03	Eol Submission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ORD-04	Rank List of Community Organisation	<input checked="" type="checkbox"/>	
ORD-05	Issue of Work Order	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ORD-06	Cancellation of Work Order	<input checked="" type="checkbox"/>	

7.1. ORD-01: Eol Format Definition

H&UD Department will define format of Expression of Interest (Eol) for Community Organizations. Qualification of the Community Organisations will be decided with the help of two categories of parameters - Organization Strength and Project Performance.

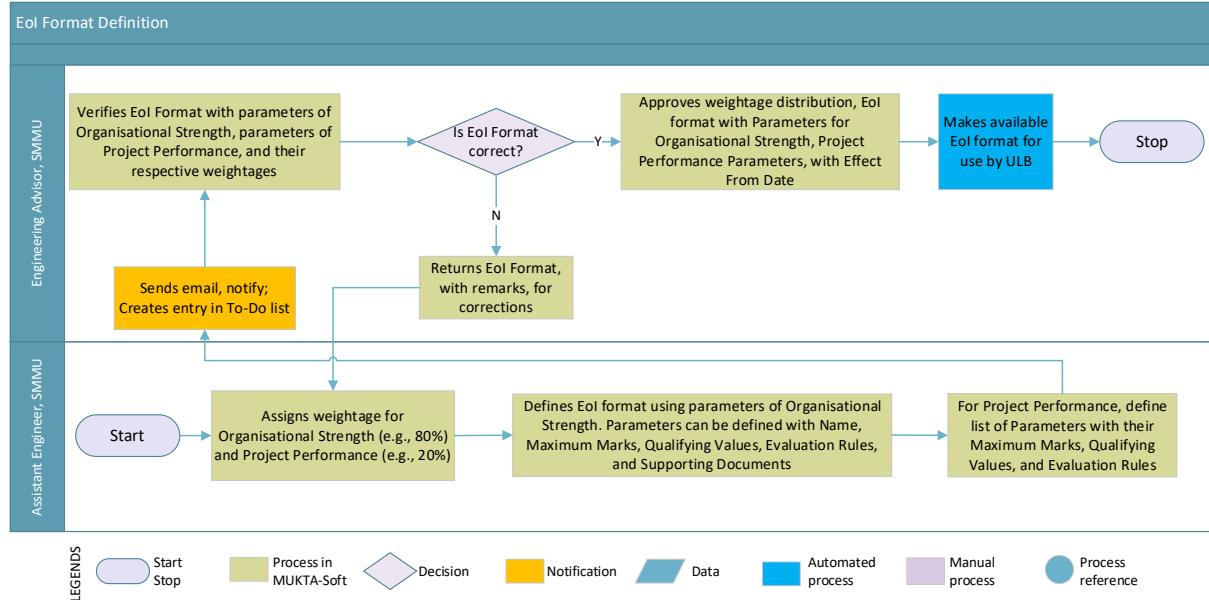
a) Functional Requirements

The following functionality is envisaged for MUKTA-Soft while defining the Eol Format for Community Organizations.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system will allow Assistant Engineer, State MUKTA Monitoring Unit, H&UDD to define a new Eol format for empanelling Community Organizations in a ULB for specific years.
02	The system enables Assistant Engineer to distribute the total weightage of 100 between two categories (Organization Strength = say 80% and Project Performance =say 20%).
03	If a Community Organization does not have any prior project experience, system will evaluate the organization only on the basis of Organisational Strength for the total weightage of 100%.
04	The system will provide facility to define multiple parameters in respective categories (Illustration given at Annexure-1: Eol Format for Organisational Strength and at Annexure-2: Project Performance Evaluation Rule).
05	For each parameter of Organisational Strength, the Assistant Engineer shall be able to define a) parameter name, b) the supporting document(s) to be uploaded by the respondent, c) qualifying value, d) maximum mark and e) evaluation rule. The Assistant Engineer shall define the Evaluation Rule in 'If This then That' format using rule engine. (Illustration attached at Annexure-1) (The system also allows the Assistant Engineer to skip defining the Evaluation Rule and that can be defined later by the system after receiving the Eol from the Community Organisations at ULB level. Rules can be decided by the system based on the range of values submitted by the Community Organisations through their Eol to ULB.)
06	For evaluation of project performance, the Assistant Engineer shall be able to define a) parameter name, b) maximum marks and c) evaluation rule. The Assistant Engineer shall define the Evaluation Rule in 'If This then That' format using rule engine. (Illustration attached at Annexure-2).

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
08	System will allow the Engineering Advisor, SMMU to verify the Eol format and take necessary action (approve/ reject with remark).
09	System will allow making changes in Eol format as per requirement of H&UDD.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Assigns weightage for Organisational Strength (e.g., 80%) and Project Performance (e.g., 20%)	Assistant Engineer, SMMU	H&UDD	NA	T0 (Where T0 = As and when required)
02	Defines Eol format using parameters of Organisational Strength. Parameters can be defined with Name, Maximum Marks, Qualifying Values, Evaluation Rules, and	Assistant Engineer, SMMU	H&UDD	NA	T0

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
	Supporting Documents				
03	For Project Performance, define list of Parameters with their Maximum Marks, and Evaluation Rules	Assistant Engineer, SMMU	H&UDD	NA	T0
04	Sends email, notify; Creates entry in To-Do list for Engineering Advisor, SMMU	System	System	NA	NA
05	Verifies Eol Format with parameters of Organisational Strength, parameters of Project Performance, and their respective weightages	Engineering Advisor, SMMU	H&UDD	NA	T1 = T0+5D
06	If format is not correct, returns Eol Format, with remarks, for corrections	Engineering Advisor, SMMU	H&UDD	NA	From T1 + 1 to T1 +5D
07	If format is correct, approves weightage distribution, Eol format with Parameters for Organisational Strength, Project Performance Parameters, with Effect From Date	Engineering Advisor, SMMU	H&UDD		From T1 + 1D to T1 +5D
08	Makes available Eol	System	System	NA	NA

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
	format for use by ULB				

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorization available to Assistant Engineer and Engineering Advisor of State MUKTA Monitoring Unit.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Eol format available for use by ULB. ULBs can invite community organizations to submit Eol.	MUKTA-Soft

f) Integrations

No Integration Required.

g) Expected MIS Reports

This module may not require any MIS Report.

h) Data Attributes

ORD-01-D01: Notification of Rules to be followed to evaluate Community Organisation
The H&UDD may issue notification on the methodology to evaluate Community Organisation. The methodology prescribed through the notification having latest effective date is followed by the ULB for evaluation of Community Organisation. Data attributes of such notification are presented below.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Eol Notification Number	System generated	EOI2022-23-01	EOI + Fiscal Year 2022-23(7 digit) +Serial number (2 digits)
02	Effective Date	Entry by user	30-05-2022	Notification is effective from latest effective date
03	Project Performance Weightage	Entry by user	20%	Total weightage (out of 100%) that is assigned to the Project Performance
04	Organizational Strength Weightage	Entry by user	80%	Total weightage (out of 100%) that is assigned to the Organisational Strength

ORD-01-D02: Parameters for Organisational Strength and Project Performance

Each notification has distinct sets of parameters; one set for Project Performance category and the other set for Organisational Strength category. Attributes of each parameter such as parameter name, maximum marks, qualifying value and documents to be submitted by

the community organisation in support of their claim. 'If This then That' rule for each parameter is also recorded. For each parameter, it is to be mentioned if Assistant Engineer, SMMU shall define the rule of evaluation or the Evaluation Rule to be decided by the system after receiving the Eol from the Community Organisations at ULB level. Finally the rule of evaluation of the parameter has to defined.

The System can generate 'Eol-Form' taking all parameters of 'Organisational Strength' category.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Eol Notification Number	System generated	EOI2022-23-01	EOI + Fiscal Year 2022-23(7 digit) +Serial number (2 digits)
02	Parameter Category	Select from options	a. Project Performance b. Organisational Strength	If the Parameter is of Project Performance or of Organisational Strength.
03	Parameter Name	Entry by user	Number of years of existence (example of parameter for Organisational Strength) Timely acceptance of Work Order (example of parameter for Project Performance)	Name of the Parameter
04	Data Type of Parameter Value	Select by user	For parameter 'Number of years of existence' Data type of value = 'Number' Range: Min 1 and Max 20	User to select the data type either 'Number' or 'Text'. For 'Number' validation range (min-max) to be defined. For 'Text' the list of options (e.g. 'Yes' or 'No') to be defined.
05	Maximum Marks for Parameter	Entry by user	10	10 Marks (out of 100 Marks in Organisational Strength)
06	Qualifying Value for Parameter (if any)	Entry by user	5 to 20 Members	This is a non-mandatory attribute. Example for parameter 'Number of members in SHG as on date of Eol invitation', qualifying value is set as '5 to 20 Members'. It means any Community

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
				Organisation having less than 5 members or more than 20 members will be disqualified.
07	Type of Evaluation Rule	Select from options	a. Pre-defined by H&UDD b. Auto-defined by system	If H&UDD should set the rule for evaluation at the time of notification. Or skip it for system to set the scale after receiving the Eol.
08	Pre-defined Evaluations Rule	Entry by user	Case 1: Between 10-12 members: 10 Marks Case 2: Between 7-9 members: 7 Marks Case 3: Between 13-15 members: 7 Marks Case 4: Between 16-20 members: 5 Marks Case 5: Between 5-7 members: 5 Marks	If the User has selected option # 06(a), then the user shall define the 'If This then That' rule. Example of rule is given for parameter 'Number of members in SHG as on date of Eol invitation'
09	Supporting Documents	Entry by user	Meeting Register	

7.2. ORD-02: Eol Invitation

ULBs can invite Eol from Community Organizations, usually on receipt of funding for a specific financial year. In case the ULB is not in a position to invite fresh Eol, it can extend the validity of an existing Rank List, created from the Eols received earlier. Community Organizations will be notified for submission of Eol or on extension of Eol from the earlier year.

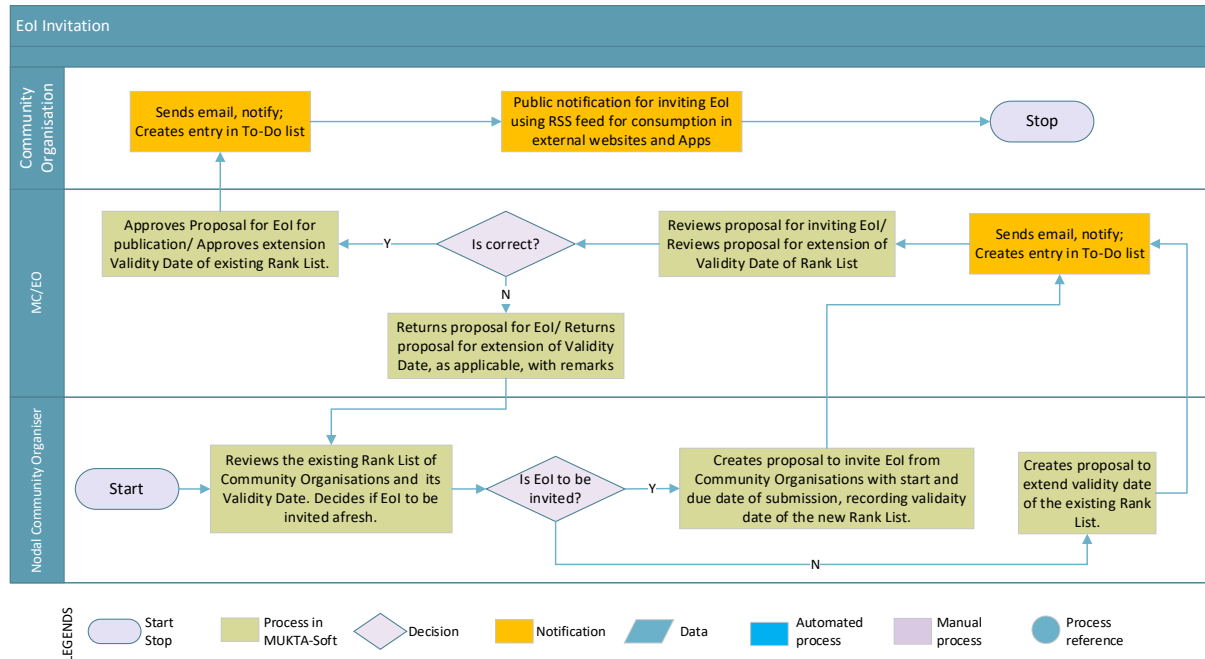
a) Functional Requirements

The following functionality is envisaged for MUKTA-Soft while Inviting for Eol from community organizations.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system will provide a facility for the Nodal Community Organiser to review the existing Rank List and its Validity Date and decide if Eol is to be issued afresh.
02	The User shall be able to create a proposal to invite Eols from Community Organisations mentioning the start and due dates for Eol submission. The proposal shall also be able to record the Validity Date of the new Rank List.
03	If the User decides not to invite the Eol, the User shall be able to create a proposal to extend the Validity Date of the existing Rank List.
04	The MC/EO shall be able to review either a) Proposal for Eol to be published or b) Proposal for the extension of Validity Date of Rank List, as applicable.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
05	If the proposal for publication of Eol is approved, the system will create an RSS feed that can be consumed by the external websites/ Apps as public notification.
06	If the proposal for extension of Validity Date is approved, it shall notify the concerned Community Organisations on the extension of the existing Rank List validity.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Reviews the existing Rank List of Community Organisations and its Validity Date. Decides if Eol to be invited afresh.	Nodal Community Organiser	ULB	Existing Rank List for the ULB generated through <u>Module: ORD-05: Finalisation of Scale, Moderation by ALF and Final Ranking</u>	T0 (Where T0 = On these events: a) On the expiry of the existing Rank List and b) On allocation of funds to the ULB)
02	If Eol is to be invited, creates proposal to invite Eol from	Nodal Community Organiser	ULB	NA	T0 + 1

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
	Community Organisations with start and due date of submission, recording validity date of the new Rank List.				
03	If Eol is not to be invited, Creates proposal to extend validity date of the existing Rank List.	Nodal Community Organiser	ULB		T0 + 1
04	Sends email, notify; Creates entry in To-Do list for MC/EO	System	System	NA	NA
05	Reviews proposal for inviting Eol/ Reviews proposal for extension of Validity Date of Rank List	MC/EO	ULB	NA	T1 = T0 + 4
06	If found incorrect, returns proposal for Eol/ Returns proposal for extension of Validity Date, as applicable, with remarks	MC/EO	ULB	NA	T1 = T0 + 4
07	If found correct, approves Proposal for Eol for publication/ Approves extension Validity Date of existing Rank List.	MC/EO	ULB	NA	T1 = T0 + 4
08	Sends email, notify; Creates entry in To-Do list for Community Organisations	System	System	NA	NA
09	Public notification for inviting Eol using RSS feed for consumption in external websites and Apps	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorization available to Community Organizer and Community Organization.	MUKTA-Soft
02	Eol format is published by H&UDD.	MUKTA-Soft
03	Funding for the fiscal year is allocated.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Published Eol will be available to Community Organizations for submission of Eol along with required documents.	MUKTA-Soft

f) Integrations

No Integration Required.

g) Expected MIS Reports

List of Eol invitation sent to the Community Organisations

h) Data Attributes

ORD-02-D01: Eol Invitation

Invitation of Eol module will publish the Eol to community organizations with following data attributes:

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Eol Invitation Notification Number	System generated	EOI2022-23AN0201	EOI + Fiscal Year 2022-23(7 digit) + ULB ID (4 Digits) + Serial number (2 digits)
02	Eol Format ID	Selected by user	EOI2022-23-01	
03	Fiscal Year	Selection by user	2022-23	
04	Start Date for submission of Eol	Entry by user	01-02-2022	
05	Due Date for submission of Eol	Entry by user	20-02-2022	
06	ULB ID	Auto-assigned by system	DHDMC001	Use system session for auto-assignment
07	Rank Valid Till Date	Entry by User	01-02-2023	

7.3. ORD-03: Eol Submission

Community Organizations can submit expression of interest for the selected financial year with all required supporting documents before due date. Eol can be submitted both online

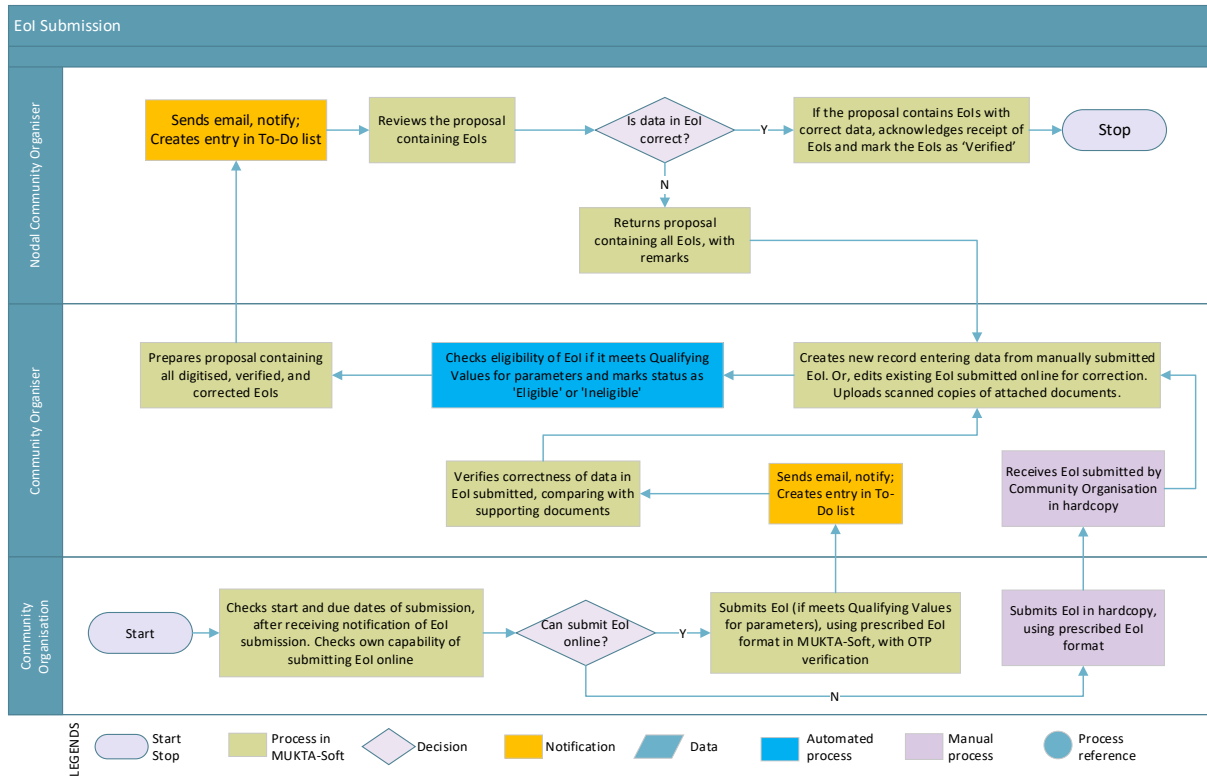
and offline mode. Offline submitted Eols can be digitised by the community organizer of the ULB.

a) Functional Requirements

The following functionalities are envisaged for MUKTA-Soft while submitting Eol by community organizations.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	Community Organisations shall be able to submit the Eol either online (e.g., using mobile/ web app) or offline.
02	If the Community Organisation decides to submit offline, Community Organisation shall download the format from MUKTA-Soft portal. It shall submit the printed, filled in, and signed Eol application to the ULB.
03	System shall enable the Community Organisation to express interest and submit details required to assess Organisation Strength, using the prescribed Eol format (as designed by the H&UDD, ref: Module ORD-01: Eol Format). The system shall be able to check if the Community Organisation is meeting the Qualifying Values, if any, for the parameters defined in the Eol format before allowing the submission of the Eol online.
04	On submission of the Eol online, respective Community Organiser shall be able to verify the correctness of the data for Eol submitted online.
05	Community Organiser shall be able to record corrected data for the Eols submitted online or record data for the Eols submitted manually. (However, necessary audit trail to track the changes made by the Community Organiser during correction must be available in the system.)
06	System shall enable the Community Organisers to create proposal containing all the Eols from their respective Wards for checking by the Nodal Community Organiser. If the Eol data is correctly recorded, the Nodal Community Organiser acknowledges the receipt of the Eols having correct data.
07	Details on the data for the parameters for Project Performance can be derived from MUKTA-Soft itself.
08	System will not allow submission of Eol after last date of submission.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Checks start and due dates of submission, after receiving notification of Eol submission. Checks own capability of submitting Eol online	Community Organisation	Community	NA	From T0 + Start Date to T0 + Due Date
02	If Community Organisation can submit online, submits Eol (if meets Qualifying Values for parameters), using prescribed Eol format in MUKTA-Soft, with OTP verification	Community Organisation	Community	Supporting documents as specified in the prescribed Eol Format	From T0 + Start Date to T0 + Due Date
03	If Community Organisation can't submit online, submits Eol in hardcopy, using	Community Organisation	Community	Supporting documents as specified in the	From T0 + Start Date to T0 + Due Date

	prescribed Eol format			prescribed Eol Format	
04	Receives Eol submitted by Community Organisation in hardcopy	Community Organiser	ULB	NA	$T1 = T0 - \text{Due Date} + 1$
05	Sends email, notify; Creates entry in To-Do list for Community Organiser	System	System	NA	NA
06	Verifies correctness of data in Eol submitted, comparing with supporting documents	Community Organiser	ULB	Supporting documents as specified in the prescribed Eol Format	$T2 = T1 + 5$
07	Creates new record entering data from manually submitted Eol. Or, edits existing Eol submitted online for correction. Uploads scanned copies of attached documents.	Community Organiser	ULB	Hardcopy Eol submitted by Community Organisation	$T2 = T1 + 5$
08	Checks eligibility of Eol if it meets Qualifying Values for parameters and marks status as 'Eligible' or 'Ineligible'	System	System	NA	NA
09	Prepares proposal containing all digitised, verified, corrected Eol	Community Organiser	ULB	NA	$T3 = T2 + 5$
10	Sends email, notify; Creates entry in To-Do list for Nodal Community Organiser	System	System	NA	NA
11	Reviews the proposal containing Eols	Nodal Community Organiser	ULB	NA	$T4 = T3 + 10$

12	If the Eol data is incorrect, returns proposal containing all Eols, with remarks	Nodal Community Organiser	ULB	NA	$T4 = T3 + 10$
13	If the proposal contains Eols with correct data, acknowledges receipt of Eols and mark the Eols as 'Verified'	Nodal Community Organiser	ULB	NA	$T4 = T3 + 10$

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorization available to Community Organizer and Community Organization users.	MUKTA-Soft
02	Eol is published by ULB.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Received Eols will be available for verification and scoring.	MUKTA-Soft

f) Integrations

No Integration Required.

g) Expected MIS Reports

List of Eol Submitted

h) Data Attributes

ORD-03-D01: Eol Submission

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Eol Submission ID	System generated	2022-23DHWOR001	Fiscal Year 2022-23(7 digit) + Ward ID (8 Digits) + Serial number (3 digits)
02	Eol Invitation Notification Number	Selected from Table ORD-02-D01 (Eol Invitation)	EOI2022-23AN0201	EOI + Fiscal Year 2022-23(7 digit) + ULB ID (4 Digits) + Serial number (2 digits)
03	Eol Format ID	Selected from Table ORD-02-D01 (Eol Invitation)	EOI2022-23-01	

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
04	Fiscal Year	Selected from Table ORD-02-D01 (Eol Invitation)	2022-23	
05	ULB ID	Selected from Table ORD-02-D01 (Eol Invitation)	DHDMC001	Use system session for auto-assignment
06	Community Organization ID	System Session (user login)	BL21W20129	District code (2) +Year of formation of Community Organisation (2) + Community organization type code (1) + Serial number (5)
07	Ward ID	System Session/ Ward ID from User log in	DHWOR001	Ward 1 of Dhenkanal Municipality Selected by Community Organiser for digitisation
08	Date of submission of Eol	System generated	01-02-2022	

ORD-03-D02: Eol Submitted by Community Organisation
One submission will have data for one or more parameters.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Eol Submission ID	System generated	2022-23DHWOR001	Fiscal Year 2022-23(7 digit) + Ward ID (8 Digits) + Serial number (3 digits)
02	Parameter Id	Selected from ORD-01-D02 (Eol Parameter)	PP01	
03	Value Submitted by Community Organisation	Entered by Community Organisation	10	Example for the example of parameter 'Number of years of operations'
04	Document Attached by Community Organisation	Uploaded by Community Organisation	Bankpassbook.pdf	Document uploaded
05	Corrected Value by Community Organiser	Entry by Community Organiser	8	Corrected value based on the document submitted by Community Organisation

7.4. ORD-04: Rank List of Community Organization

Through this module, ULB can finalise the ward-wise rank of all community organisations by evaluating their Eols. Once all the Eols are marked 'Verified' by the Nodal Community Organiser, system shall initiate the scoring process to award marks to the Community Organisations as per the rules. (illustration of rules at Annexure-1 and Annexure-2)

H&UDD have provided Evaluation Rule for many parameters while defining Eol Format. During defining Eol Format H&UDD purposefully skipped defining Evaluation Rule for some parameters. Evaluation Rule for such skipped out Organizational Strength parameters can be defined by the system dynamically, based on the organisational data submitted by the Community Organisations. (For illustration please refer Annexure-1 Serial #1 Parameter)

According to the defined rules, (as illustrated at Annexure-1 and as defined by system), system evaluates the Eols and assign score for organisational strength of Community Organisations. Then according to the rules as illustrated at Annexure-2, the system evaluates the project performance data for each project executed by the respective community organisation and compute average project performance score for them. The weighted score for organisational strength and for project performance are added to find the total score of the community organisation.

In case, the Community Organisation have not executed any project in past or there is no legacy data on project performance in MUKTA-Soft database, then the system shall not evaluate project performance of that Community Organisation. In this case, 100% weightage shall be given to the Organisational Strength.

Area Level Federation (ALF) can moderate the scoring in case more than one Community Organisation in a Ward scored same marks. Ward wise ranking of Community Organizations is prepared as per scores obtained by the Community Organisations.

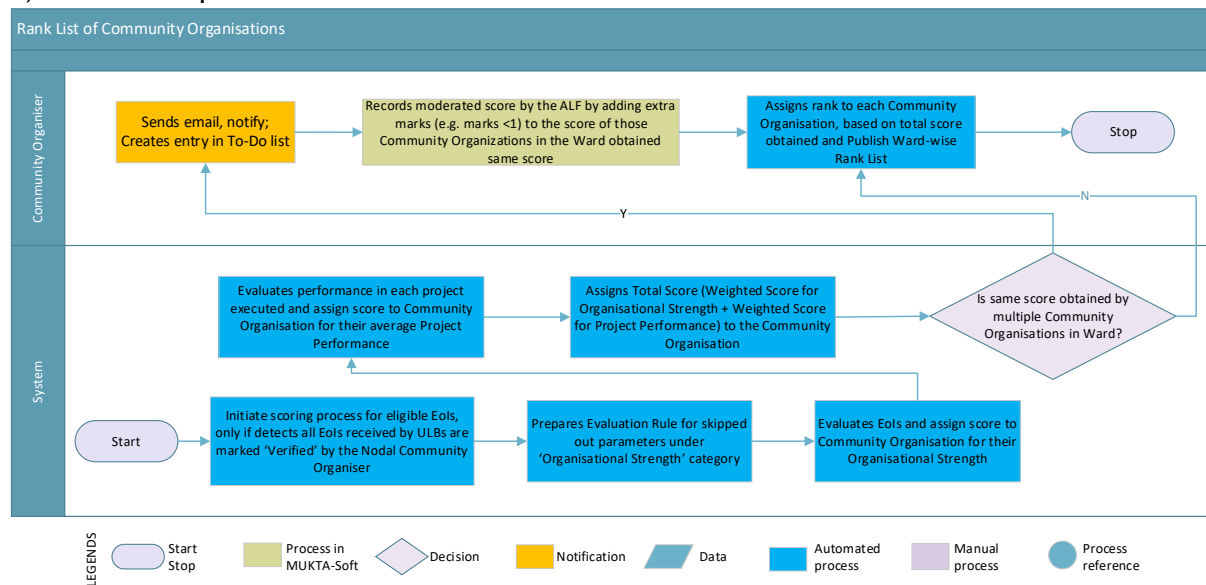
a) Functional Requirements

The following functionalities are envisaged for this module under MUKTA-Soft.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system should automatically initiate scoring process once all the Eols are marked 'Verified' by the Nodal Community Organiser (Refer Process ORD-03 Activity #13).
02	System should automatically prepare the evaluation rule for specific skipped out parameters under Organizational Strength on the basis of parameter values submitted by Community Organisation through Eols. (Illustration of rules prepared by system is at Annexure-1 Serial #1 parameter)
03	Based on the rule, System computes and assigns the score for each parameter under Organisational Strength in a Eol. Total score of Community Organisation for organisation strength is computed by summing up score for all parameters under Organisational Strength. Finally, system computes weighted score for Organisational Strength of the Community Organisation.
04	Then, based on the rule (illustrated at Annexure-2), system computes and assigns the score for each parameter under Project Performance. Score of Community Organisation for their performance in that project is computed by summing up score for all parameters under Project Performance. Average score of all projects executed by the Community Organisation is computed and assigned to the Community Organisation as their score for project performance. (Project Performance score will be computed only if the Community Organisation has been assigned with any project to execute and the legacy data is available in MUKTA-Soft database.)
05	Total score of Community Organisation is computed (Weighted score for Organisational Strength + Weighted Score for Project Performance).

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
06	In case, more than one Community Organisations in a Ward have received same score, the system will provide facility to record moderated score by the ALF by adding extra marks (e.g. extra marks <1) to the score of those Community Organizations in the Ward obtained same score. <i>(Score moderation method offers discretionary power to ALF and is not recommended by the Smart Payment Principle. It is only included here as suggested by the field officials in ULBs during system study)</i>
07	System should assign rank to the Community Organizations in a Ward according to their score; highest scorer gets Rank #1.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Initiate scoring process for eligible Eols, only if detects all Eols received by ULBs are marked 'Verified' by the Nodal Community Organiser	System	System	NA	NA
02	Prepares Evaluation Rule for skipped out parameters under 'Organisational	System	System	NA	NA

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
	Strength' category				
03	Evaluates Eols and assign score to Community Organisation for their Organisational Strength	System	System	NA	NA
04	Evaluates performance in each project executed and assign score to Community Organisation for their average Project Performance	System	System	NA	NA
05	Assigns Total Score (Weighted Score for Organisational Strength + Weighted Score for Project Performance) to the Community Organisation	System	System	NA	NA
06	If same score is obtained by multiple Community Organisations in a Ward, sends email, notify; creates entry in To-Do list to respective Community Organiser	System	System	NA	T0
07	Records moderated score by the ALF by adding extra marks	Community Organiser	ULB	File noting by ALF with signature	T1 = T0 + 3D

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
	(e.g. marks <1) to the score of those Community Organizations in the Ward obtained same score				
08	Assigns rank to each Community Organisation, based on total score obtained and Publish Ward-wise Rank List	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorization available to Community Organizer	MUKTA-Soft
02	All Eols are received/ digitized, marked verified by the Nodal Community Organiser	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Work order can be issued on the basis of number of work orders issued earlier and Rank list of specific ward	MUKTA-Soft

f) Integrations

No Integration Required.

g) Expected MIS Reports

- i. Score Card of Community Organisation for Organisation Strength, for Project Performance
- ii. Ward wise Rank List of Community Organisations with their score.

h) Data Attributes

ORD-04-D01: Rule for skipped out parameters for Preparation for Evaluating Eol.

H&UDD have defined rules for most of the parameters under Organisational Strength at the time of defining Eol Format (ORD-01: Eol Format) module. Some parameters are skipped purposefully to be defined by the system after receiving Eol from Community Organisation at ULB level. The following attributes are limited for the rule defined by the system automatically for the skipped-out parameters under Organisational Strength.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Eol Invitation Notification Number	System generated	EOI2022-23AN0201	EOI + Fiscal Year 2022-23(7 digit) + ULB ID (4 Digits) + Serial number (2 digits)

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
02	Parameter Id	System selected from H&UDD Eol format	PP01	Parameter Category = Organisation Strength && Type of Evaluation Method = 'Range-based'
03	Parameter	System selected from H&UDD Eol format	Timely acceptance of Work Order	
04	Parameter Category	System selected from H&UDD Eol format	Organisational Strength	Community Organisations need to submit only details pertaining to Organisational Strength. So default parameter category will be 'Organisational Strength'
05	Scale for Parameters under Range-based Evaluation	System shall auto-set the minimum and maximum values from the Parameter values submitted by Community Organisation	< 15,000: 0 Rs. 15000 - Rs. 19000: 5 Rs. 19001 - Rs. 23000: 10 Rs. 23001 - Rs. 27000: 15 Rs. 27001 - Rs. 31000: 20 > Rs. 31001: 25	For a given notification, 10 Community Organisations submitted applications with savings from Rs. 15,000 (least) to Rs. 35,000 (highest) Method: Step 1: Calculate difference in least and highest values: Rs. 20,000 Step 2: Stratify difference in 5 ranges (i.e. Rs.4000) Step 3: Distribute full marks (say full marks 25) of parameter in 5 ranges (i.e. 5 marks for each range)

ORD-04-D02: Score Card for Organisational Strength of Community Organisation

This stores the score card for Organisational Strength of community organizations and will capture following data components:

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Eol Submission ID	Assigned from table	2022-23DHWOR001	ORD-03-D01
02	Eol ID	Assigned from table	2022-23AN0201	ORD-03-D01
03	ULB ID	Assigned from table	DHDMC001	ORD-03-D02
04	Ward ID	Assigned from table	DHWOR001	ORD-03-D02
05	Community Organization ID	Assigned from table	BL21W20129	ORD-03-D02
06	Fiscal Year	Assigned from table	2022-23	
07	Parameter Category	Assigned from table	Organisational Strength	This is score card for organisational strength.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
				So default parameter category will be 'Organisational Strength'
08	Parameter Id	Assigned from table	PP01	ORD-02-D01
09	Marks Scored	System assigned	25	System will assign marks against parameters according to the rule

ORD-04-D03: Score Card for Project Performance of Community Organisation

This stores the score card for Project Performance of community organizations in multiple work orders/ project and will capture following data components:

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Eol Submission ID	Assigned from table	2022-23DHWOR001	ORD-03-D01
01	Eol ID	Assigned from table	2022-23AN0201	ORD-03-D01
02	ULB ID	Assigned from table	DHDMC001	ORD-03-D02
03	Ward ID	Assigned from table	DHWOR001	ORD-03-D02
04	Community Organization ID	Assigned from table	BL21W20129	ORD-03-D02
05	Fiscal Year	Assigned from table	2022-23	
06	Parameter Category	Assigned from table	Project Performance	This is score card for project performance. So default parameter category will be 'Project Performance'
07	Parameter Id	Assigned from table	PP01	ORD-02-D01
08	Work Order Id	Assigned from table		
09	Marks Scored	System assigned	25	System will assign marks against parameters according to the rule

ORD-04-D04: Rank List of Community Organisation

This will tabulate the score, record moderated mark by ALF, and assign Ward-wise Rank of community organizations and will capture following data components:

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Eol Submission ID	Assigned from table	2022-23DHWOR001	ORD-03-D01
01	Eol ID	Assigned from table	2022-23AN0201	ORD-03-D01

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
02	ULB ID	Assigned from table	DHDMC001	ORD-03-D02
03	Ward ID	Assigned from table	DHWOR001	ORD-03-D02
04	Community Organization ID	Assigned from table	BL21W20129	ORD-03-D02
05	Fiscal Year	Assigned from table	2022-23	
06	Marks Scored for Organisational Strength	System computed	90	
07	Marks Scored for Average Project Performance	System computed	70	
08	Weighted Scored for Organisational Strength	System computed	72	(Say Weightage for Organisational Strength is 80%) $90 * 80\% = 72$
09	Weighted Scored for Project Performance	System computed	14	(Say Weightage for Project Performance is 20%) $70 * 20\% = 14$
10	Moderated Score by ALF	Community Organizer	0	Moderation by ALF captured by community organizer.
11	Total Score	System computed	86	$72 + 14 = 86$
12	Ward Rank	System/ Community Organizer	1	Auto assigned by system
13	Rank Valid Till date	Selected from Module: ORD-02: EoI Invitation	31-03-2023	

7.5. ORD-05: Issue of Work Order

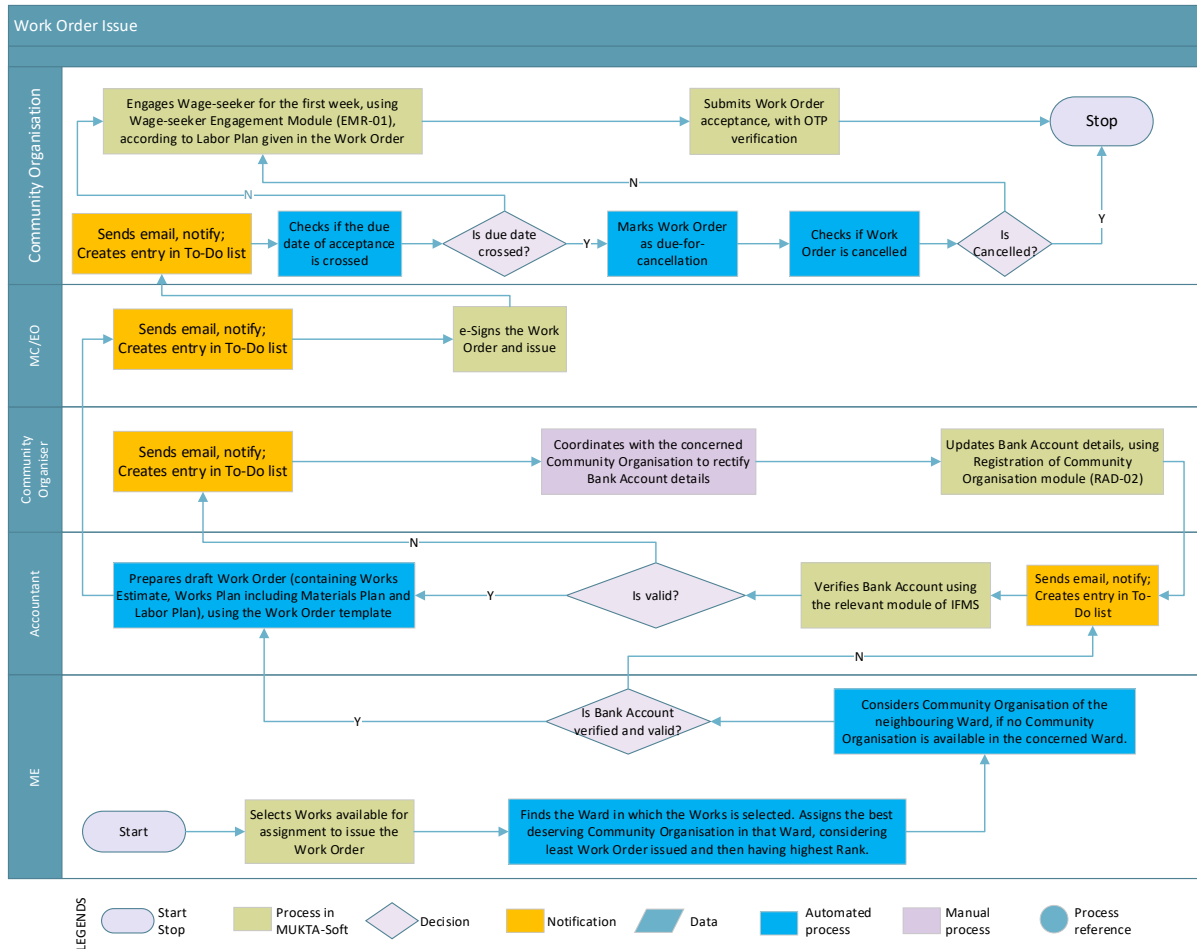
ULB prepares proposal for issuing Work Order by selecting works from the list of finalized works. Best deserving Community Organization in the Ward where the Works is taken up is automatically selected by the system. Work order is issued to selected Community Organization. Community Organization engage required number of wage seekers and then shall be able to accept the Work Order. If the Work Order is not accepted by the Community Organization, then the Work Order is placed in the list of Work Orders due for cancellation.

a) Functional Requirements

The following functionalities are envisaged for MUKTA-Soft while issuing Work order to Community Organizations.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	System will allow Municipal Engineer to prepare draft Work Order by selecting works from the list of finalized works/ cancelled Work Orders.
02	System will assign best deserving Community Organization against the selected works in the Draft Work Order. The Community Organisation of the Ward, who has been assigned with least number of Work Orders and then possess highest Rank in the Ward is decided as best deserving by the system.
03	System will provide facility to verify the Bank Account of Community Organization, if not verified, using relevant module of IFMS. After verification in IFMS, the accountant update bank account verification status in MUKTA-Soft manually.
04	System shall auto-prepare the draft Work Order, using a uniform Work Order template. The draft Work Order shall contain Work Estimate and Work Plan (including Labour and Material Plan).
05	On completion of Work Order draft and Bank Account verification, ME shall forward the Work Order to MC/EO for approval.
06	MC/EO shall approve the Work Order to issue it to the concerned Community Organisation.
07	On receipt of the Work Order, Community Organisation shall be able to accept the Work Order. Community Organisation can also select Wage-seekers using the Wage-seeker Engagement Module (EMR-01).
08	Community Organization shall be able to accept the Work Order even after the due date, unless the Work Order is cancelled by the ULB.
09	System will place the Work Order in the list of Work Orders due for cancellation if Work Order is not accepted by the Community Organization within the due date (e.g., 7 days from date of issue or as configured in the system by H&UDD).

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Selects Works available for assignment to issue the Work Order	ME	ULB	NA	Issuance of Administrative Approval (Module: WES-04: Administrative Approval) (T0 + 5)
02	Finds the Ward in which the Works is selected. Assigns the best deserving Community Organisation in that Ward, considering least Work	System	System	NA	T0+5

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
	Order issued and then having highest Rank.				
03	Considers Community Organisation of the neighbouring Ward, if no Community Organisation is available in the concerned Ward.	System	System	NA	NA
04	Is Bank Account 'Not Verified' OR Bank Account is updated by Community Organiser using Module RAD-02: System sends email, notify; Creates entry in To-Do list for the Accountant	System	System	NA	NA
05	Verifies Bank Account using the relevant module of IFMS and updates the status as 'Verified'	Accountant	ULB	NA	T1 = T0 + 2
06	Is Bank Account Verified AND Valid, prepares draft Work Order (containing Works Estimate, Works Plan	System	System	NA	NA

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
	including Materials Plan and Labor Plan), using the Work Order template				
07	If Bank Account is not valid, Sends email, notify; Creates entry in To-Do list for Community Organiser	System	System	NA	NA
08	Coordinates with the concerned Community Organisation to rectify Bank Account details	Community Organiser	ULB	NA	$T2 = T1 + 2$
09	Updates Bank Account details, using Registration of Community Organisation module (RAD-02)	Community Organiser	ULB	NA	$T3 = T1 + 1$
10	On preparation of draft Work Order, sends email, notify; Creates entry in To-Do list for MC/EO	System	System	NA	NA
11	e-Signs the Work Order and issue	MC/EO	ULB	NA	$T4 = T3 + 2$
12	Sends email, notify; Creates entry in To-Do list	System	System	NA	NA

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
13	Checks if the due date of acceptance is crossed	System	System	NA	NA
14	If due date is crossed, marks Work Order as due-for-cancellation	System	System	NA	NA
15	Checks if Work Order is cancelled	System	System	NA	NA
16	Engages Wage-seeker for the first week, using Wage-seeker Engagement Module (EMR-01), according to Labor Plan given in the Work Order	Community Organisation	Community	NA	$T5 = T4 + \text{Due Date}$
17	Submits Work Order acceptance, with OTP verification	Community Organisation	Community	NA	$T5 = T4 + \text{Due Date}$

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorization available to Municipal Engineer, MC, EO and Community Organization.	MUKTA-Soft
02	List of work is finalized.	MUKTA-Soft
03	Ranking of Community Organization at the ULB is completed	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Work execution can be started.	MUKTA-Soft

f) Integrations

No Integration Required.

g) Expected MIS Reports

List of Work Order issued with acceptance status

h) Data Attributes

ORD-05-D01: Work Order

This module will help in issuing work order to a community organization and will capture following data attributes:

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Work Order Id	Sequentially generated	2022-23AN02001001	
02	Community Organization ID	Auto selected by system (Where 'Community Organisation ID' = Community Organisation highest ranked in the given Ward)	BL21W20129	ORD-03-D02
03	Work ID	Selected from 'WES-04-D02: Administrative Approval'	DMC11PP21421F	
04	Role of Community Organisation	System	IP (Implementation Partner) or IA (Implementation Agency)	The system decides the role of Community Organisation. If the estimated cost of the Works is more than Rs.10 Lakhs than the Role = 'IP' Else Role = 'IA'
05	Work Order Value (in Rs)	System	Rs.9,00,000/-	If Role is 'IP' Work Order Value = Labour Component Value of the Estimated Cost Else If Role is 'IA' Work Order Value = Estimated Cost
06	Work Order Issued On	Entered by user	01/05/2022	The date on which Work Order is issued
07	Issued By User	Assigned from table	B2191212	UAA-D01-01
08	If Accepted	Entered by user	Y/ N	
09	Accepted On	System Date	10/02/2022	
10	Accepted By User	Assigned from table	B2191212	UAA-D01-01

Note: Work Estimate, Work Plan, Labour Plan, Material Plan as defined in WES-02: Work Estimate and Plan module are tagged here by the Works Id.

7.6. ORD-06: Cancellation of Work Order

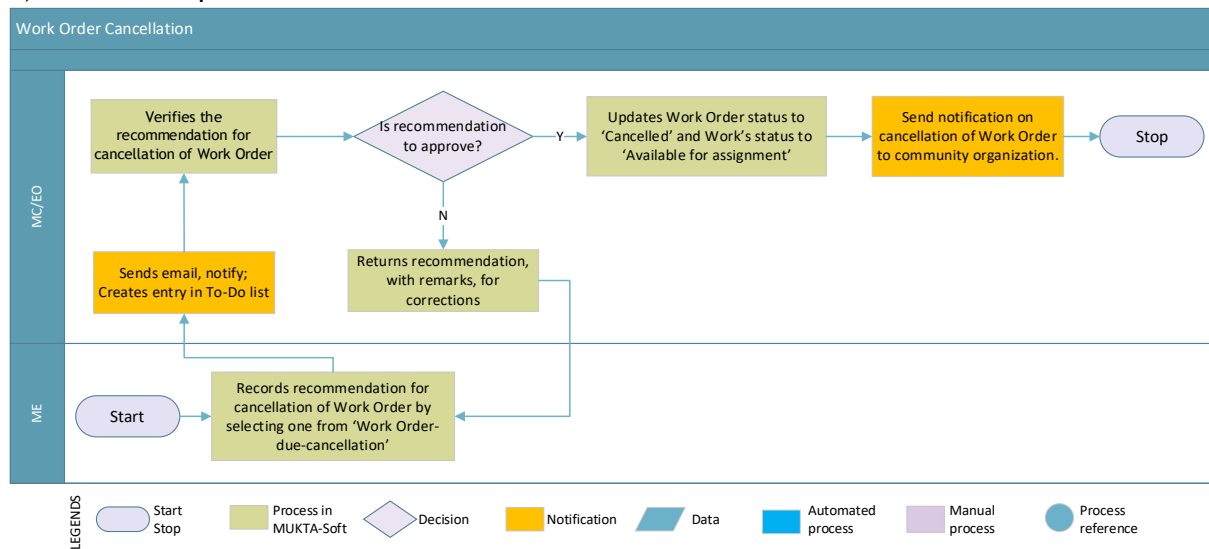
Work Order not accepted by Community Organizations can be cancelled by the ULB.

a) Functional Requirements

The following functionalities are envisaged for MUKTA-Soft while cancelling Work Order.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	System will allow ME to select a work order from list of Work Order due for cancellation and prepare proposal for cancellation.
02	System will allow ME to submit the cancellation proposal to MC/ EO for approval.
03	System will provide facility of approving the cancellation proposal.
04	System will allow MC/ EO to return the cancellation proposal to ME for necessary corrections in proposal if required.
04	System can mark the work order as cancelled.
05	Notification on cancellation of work order can be sent through SMS to registered mobile number/ mobile application.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Records recommendation for cancellation of Work Order by selecting one from 'Work Order-due-cancellation'	ME	ULB	NA	T0 = P#14, Module: ORD-06: Issue of Work Order + 5
02	Sends email, notify; Creates entry in To-Do list	System	System	NA	NA
03	Verifies the recommendation for cancellation of Work Order	MC/EO	ULBs	NA	T1 = T0 + 3
04	If recommendation	MC/EO	ULB	NA	T1 = T0 + 3

	is not approved, Returns recommendation, with remarks, for corrections				
05	If recommendation is not approved, Updates Work Order status to 'Cancelled' and Work's status to 'Available for assignment'	MC/EO	ULB	NA	$T1 = T0 + 3$
06	Send notification on cancellation of Work Order to community organization.	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorization available to Municipal Engineer, MC, EO and Community Organization.	MUKTA-Soft
02	List of due cancellation list is updated.	MUKTA-Soft
03	Community Organisation not accepted the work order within 7 days.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Cancelled works is available for issuing fresh work order.	MUKTA-Soft

f) Integrations

No Integration Required.

g) Expected MIS Reports

List of Work Order issued with cancellation status

h) Data Attributes

ORD-06-D01: Work Cancellation

This module will help in issuing work order to a community organization and will capture following data components:

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Work Order Id	Sequentially generated	2022-23AN02001001	
02	Community Organization ID	Assigned from table	BL21W20129	ORD-03-D02

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
03	Work ID	Derived from Table WES-04-D01	DHK11WP21421F	Wishlist ID + Finalized flag (F)
04	Role of Community Organisation	System	IP (Implementation Partner) or IA (Implementation Agency)	The system decides the role of Community Organisation. If the estimated cost of the Works is more than Rs.10 Lakhs than the Role = 'IP' Else Role = 'IA'
05	Work Order Value (in Rs)	System	Rs.9,00,000/-	If Role is 'IP' Work Order Value = Labour Component Value of the Estimated Cost Else If Role is 'IA' Work Order Value = Estimated Cost
06	Work Order Issued On	Entered by user	01/05/2022	The date on which Work Order is issued
07	If Cancelled	Entered by user	Y/ N	
08	Cancelled On	System Date	10/02/2022	
09	Cancelled By User	Assigned from table	B2191212	UAA-D01-01

8. Attendance of Wage Seeker (EMR)

Attendance of Wage Seeker component consists of following modules:

REF	MODULE NAME	W	M
EMR-01	Wage Seeker Engagement/ Disengagement		<input checked="" type="checkbox"/>
EMR-02	Record Attendance (e-Muster)	<input checked="" type="checkbox"/>	
EMR-03	Record Attendance (m-Muster)		<input checked="" type="checkbox"/>

8.1. EMR-01: Wage Seeker Engagement/ Disengagement

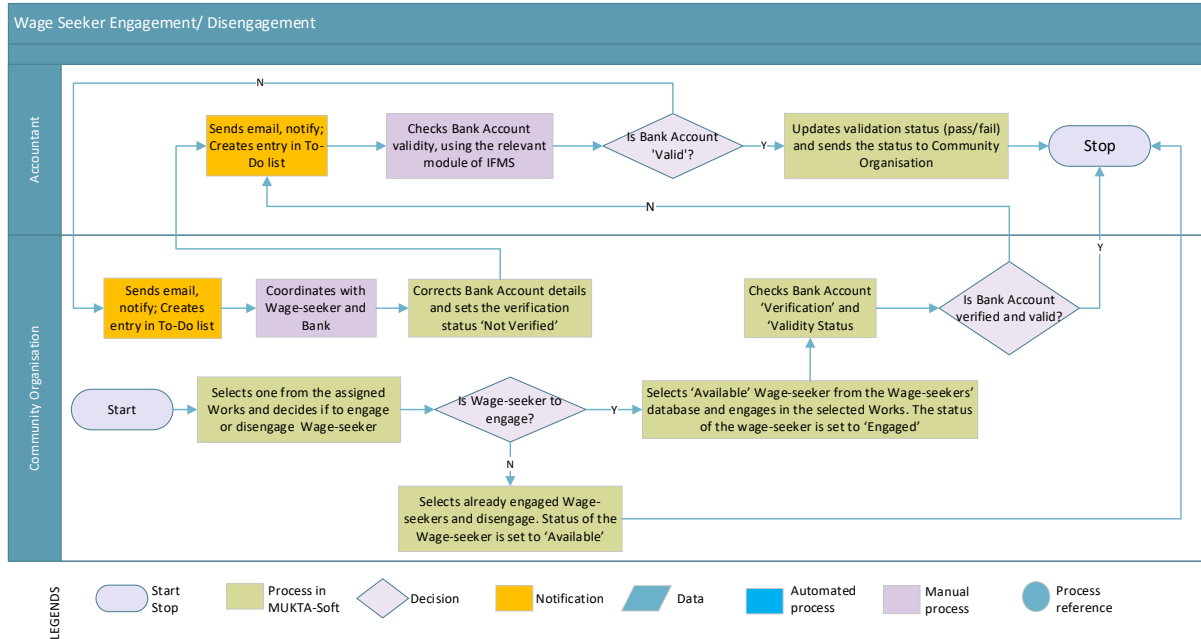
Through this module, Community Organisation can engage wage-seekers to a works or disengage the wage-seekers from the works.

a) Functional Requirements

The following functionalities are envisaged for MUKTA-Soft during engagement/ disengagement of Wage-seekers.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	System will enable the Community Organisation to search and select Wage-seeker from the Wage seeker Database for engagement.
02	System shall prevent engagement of an already engaged Wage-seeker in a different Works.
03	Community Organisation can engage/ disengage Wage-seeker at any time after issuance of Work Order and before closure of Works.
04	On engagement of a Wage-seeker, system will check if Wage-seeker's Bank Account is 'Verified' and 'Valid' or not.
05	If Wage-seeker's Bank Account is not 'Verified' and not 'Valid', system will auto-forward the Wage-seeker record to the Accountant of ULB for Bank Account validation.
06	Accountant shall verify the Bank Account using the relevant module of IFMS and record the validation status manually in MUKTA-Soft.
07	On successful verification, system will update the Bank Account verification status to 'Verified'.
08	If the Bank Account of the wage-seeker is found correct, than the accountant will update validity status of the bank account of wage seeker as 'Valid'.
09	If the verification is unsuccessful, Accountant shall return the Wage-seeker record to the concerned Community Organisation, for necessary corrections.

b) Process map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Selects one from the assigned Works and decides if to engage or disengage Wage-seeker.	Community Organisation	Community	NA	NA
02	If decides to engage: Selects 'Available' Wage-seeker from the Wage-seekers' database and engages in the selected Works. The status of the wage-seeker is set to 'Engaged'.	Community Organisation	Community	NA	T0
03	Checks Bank Account 'Verification' and 'Validity Status	System	Community	Bank passbook uploaded in Module RAD-04: Database of Wage-seekers	NA
04	If Bank Account is not 'Verified' or not 'Valid', Sends email, Notify; Creates entry in To-Do list for Accountant	System	System	NA	NA
05	Checks Bank Account	Accountant	ULB	NA	T1 = T0 + 1 T1 = T2 + 1

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
	Validity, using the relevant module of IFMS				
06	If the Bank Account is valid: Updates verification status 'Verified' and validity status as 'Valid'	Accountant	ULB	NA	T1 = T0 + 1
07	If the Bank Account is not Valid: Notify; Creates entry in To-Do list for Community Organisation	System			T1 = T0 +1
08	Coordinates with Wage-seeker and Bank	Community Organisation	Community	NA	T2 = T1 + 3
09	Corrects Bank Account details and sets the verification status 'Not Verified'. Jump to Activity#04.	Community Organisation	Community	NA	T2 = T1 + 3
10	If decides to disengage: Selects already engaged Wage-seekers and disengage. Status of the Wage-seeker is set to 'Available'.	Community Organisation	Community	NA	T0

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorization available to Community Organization and Accountant of ULB.	MUKTA-Soft
02	Accountant of ULB has necessary authorization to use relevant module of IFMS.	IFMS
03	Work order is issued to Community Organisation	MUKTA-Soft
04	Wage seekers engaged (for disengagement)	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Community Organization shall be able to record Wage-seeker's attendance.	MUKTA-Soft

f) Integrations

No Integration Required.

g) Expected MIS Reports

List of engaged/ disengaged wage seeker

h) Data Attributes

EMR-01-D01: Wage-seeker Engagement

This module will capture following data attributes:

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Wage Seeker ID	Selected from 'RAD-04-D-1: Wage-seekers'	B2191212	
02	Engagement Status	Entered by Community Organisation	Engaged/ Available	The engagement status of the wage seeker could be either 'Engaged' or 'Available'. This need to be updated in RAD-04-D01.
03	Work ID	Selected from 'ORD-06: Work Order'	DHK11WP21421F	To be selected from WES-04-D01
04	Work Order Id	Selected from 'ORD-06: Work Order'	2022-23AN02001001	
05	Date of Engagement	Selected by Community Organisation	01-01-2022	Date of engagement of the wage-seeker
06	Date of Disengagement	Selected by Community Organisation	01-01-2022	Date of disengagement of wage-seeker
07	Bank Account verification Status	System	'Verified' 'Not Verified'	The bank account of the wage seeker recorded by the Community Organisation is verified by the Accountant or not. This need to be updated in RAD-04-D01.
08	Bank Account validity Status	Entry by the Accountant of ULB	'Valid' 'Invalid'	The bank account of the wage seeker recorded by the Community Organisation is valid or not. This need to be updated in RAD-04-D01.
09	Validation status updated on	Populated from session	01-01-2022	The date of verification to confirm the validity of the bank account of the wage-seeker. This need to be updated in RAD-04-D01.

8.2. EMR-02: Attendance Record (e-Muster-Roll)

This module enables Community Organisation (who don't have a smartphone) to record weekly attendance of the Wage-seekers engaged in a Works. The system generates a paper based weekly Muster Roll, which is issued by the AE/JE to the respective Community Organisation. The paper-based Muster Roll is for a specific week and for a specific Works.

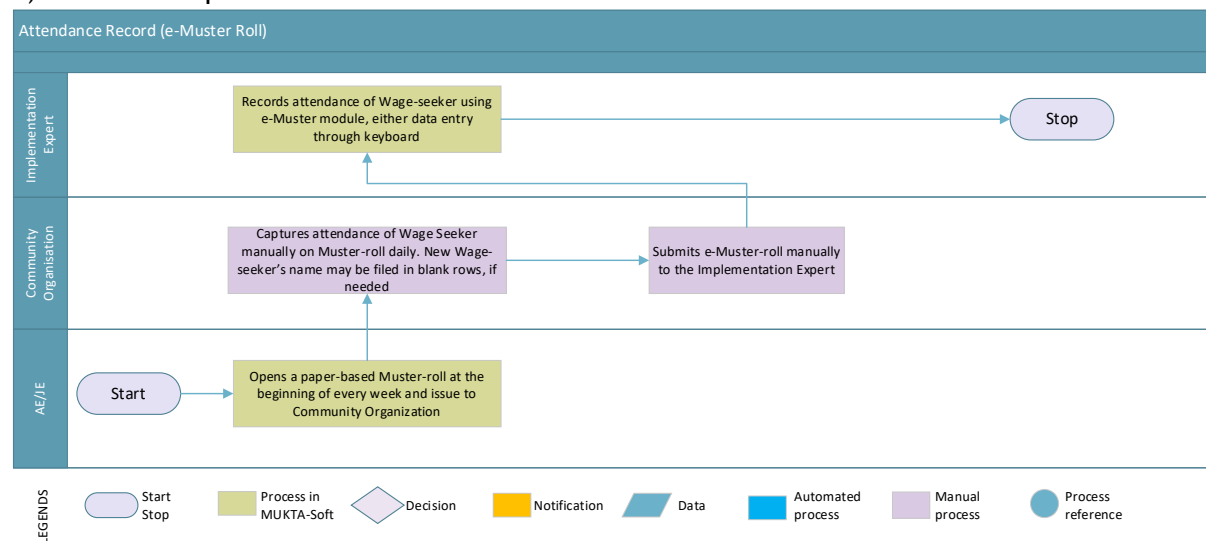
The name of the wage-seekers engaged in the works are pre-populated in rows with a few empty rows towards end. The days of the week, Sunday to Saturday are casted as columns on the Muster Roll. The Community Organisation records daily attendance of the wage-seeker on specific cell on the Muster Roll with a TICK mark. In case, any new wage-seeker joined to the Works on the spot, her/his name should be handwritten in the blank row of the Muster Roll for taking her/ his attendance. The filled in paper Muster Roll is submitted manually to the MUKTA Implementation Expert for its digital recording in MUKTA-Soft.

a) Functional Requirements

The following functionalities are envisaged for MUKTA-Soft during recording of attendance using e-Muster Roll.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system will facilitate AE/JE to generate the Muster Roll for an ongoing Works on weekly basis. Issued Muster Roll ensures necessity of appropriate category of manpower with appropriate numbers in the respective works in the respective week.
02	On generation, system will allow AE/JE to issue a paper-based Muster Roll with unique id in the name of IA/IP, at the beginning of every week.
03	The system shall ensure a Wage-seeker's name appears only once in a Muster Roll, on a given day.
04	System will allow 'MUKTA-Implementation Expert' to record Wage-seeker's attendance from the paper-based Muster Roll submitted by Community Organisation, for every ongoing work on weekly basis.
05	New muster roll cannot be generated, if Work is marked as completed.

b) Process map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Opens a paper-based Muster-roll at the beginning of every week and issue to Community Organization.	AE/ JE	ULB	NA	T0 (T0 = Weekly basis)

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
02	Captures attendance of Wage Seeker manually on Muster-roll daily. New Wage-seeker's name may be filed in blank rows, if needed.	Community Organisation	ULB	NA	T1 = From T0 + 1D to T0 + 7D (Daily basis)
03	Submits e-Muster-roll manually to the Implementation Expert.	Community Organisation	ULB	NA	T2 = T0 + 7D Weekly basis
04	Records attendance of Wage-seeker using e-Muster module, either data entry through keyboard.	Implementation Expert	ULB	NA	T3 = T2 + 1D

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorization available to Community Organization and MUKTA Coordinator.	MUKTA-Soft
02	E-Muster-roll is opened and issued to Community Organization.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Bill for wage seekers can be prepared	MUKTA-Soft

f) Integrations

No Integration Required.

g) Expected MIS Reports

Weekly Attendance Register

h) Data Attributes

EMR-02-D01: Muster Roll

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Muster Roll ID	System generated	MR001	Identity of a muster roll issued for a works in a week. MR + 3 Digits
02	Works ID	Selected from 'ORD-06-D01: Work Order'	DMC11PP21421F	WES-04-D01

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
03	Work Order Id	Selected from 'ORD-06-D01: Work Order'	2022-23AN02001001	
04	Date of Issue	Entered by user	05-04-2022	Date of issue
05	Week ID	Select from Week number of project	Week 2	
06	Start Date	Entered by user	05-04-2022	MR will be valid from this date
07	End date	Entered by user	11-04-2022	MR will be valid to this date

EMR-02-D02: Wage-seeker Attendance

This module will capture following data attributes:

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Attendance ID	System generated	0001	Identity of daily attendance record of a wage-seeker. Serial number (4 digits)
02	Muster Roll ID	Referencing to 'EMR-02-D01: Muster Roll'	MR001	
03	Wage Seeker ID	Selected from 'EMR-01-D01: Wage-seeker Engagement'	B2191212	
04	Date of Attendance	Entered by user	01-01-2022	As recorded in printed Muster Roll
05	Time of Attendance	Entered by user	09:15:00	As recorded in printed Muster Roll
06	Attendance	Entered by user	Yes	If the wage-seeker is present

8.3. EMR-03: Record Attendance (m-Muster)

This mobile app enables Community Organisation to record weekly attendance of the Wage-seekers engaged in a Works. The system generates weekly Muster Roll, which is issued by the AE/JE to be downloaded by respective Community Organisation using the mobile App. The mobile app based Muster Roll is for a specific week and for a specific Works. The name of the wage-seekers engaged in the works appears on the App. The wage-seeker can select her/his name from the app and take a selfie at the work-site. The attendance of the wage-seeker is marked by the system if following criteria are satisfied.

- The timestamp of the selfie is within reporting time window (say from 09:00am to 09:30am).
- The geo-position of the selfie is within geofenced area of the worksite.
- The selfie photo is matched with the photograph of the wage-seeker stored in the wage-seeker database. The system uses AI based phot recognition system for this.

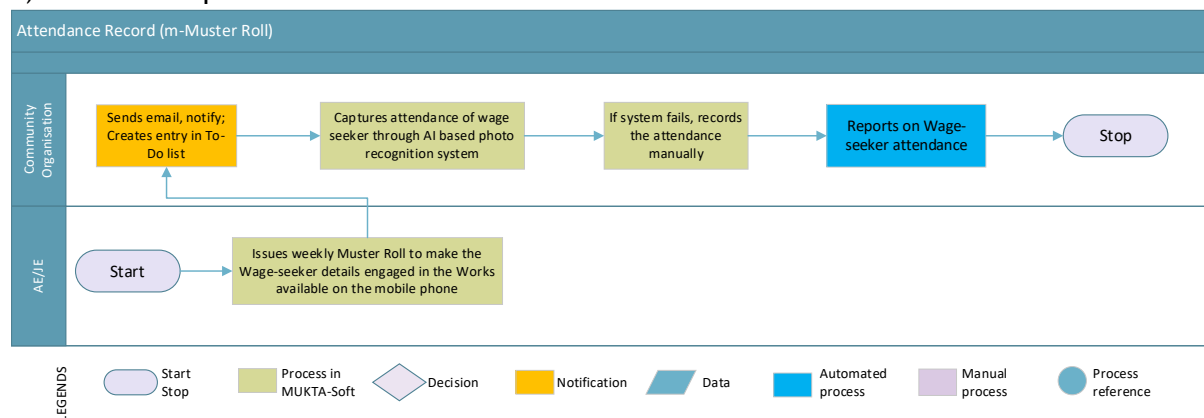
In case, the system fails to record the attendance for any technological issue, then the system allows the Community Organisation to manually record the attendance and mark such manual recording for audit trail.

a) Functional Requirements

The following functionalities are envisaged for MUKTA-Soft during recording of attendance using m-Muster Roll.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system will facilitate AE/JE to generate the Muster Roll for an ongoing Works on weekly basis. Issued Muster Roll ensures necessity of appropriate category of manpower with appropriate numbers in the respective works in the respective week.
02	System will automatically populate list of all wage-seekers engaged in the works, those are reported by IA/IP on the muster roll.
03	System will allow the Community Organisation record attendance through mobile application. The mobile app enables all wage-seekers, engaged by IA/IP, to mark attendance by taking a selfie within the geofenced worksite and within window time of reporting at work-site.
04	For marking attendance, system should be able to match the selfie photo with the photograph of the wage-seeker stored in the wage-seeker database. The system must use AI based photo recognition algorithms for this.
05	For marking attendance, the system should ensure geo-position of the selfie is within geofenced area of the worksite.
06	For marking attendance, the system must ensure the time-stamp of the selfie is within window time (say from 09:00am to 09:30am) for reporting at worksite.
07	In case, the system fails to record the attendance for any technological issue, then the system allows the Community Organisation to manually record the attendance and mark such manual recording for audit trail.
08	The system ensures that it is not possible for a worker's name to appear on more than one e-Muster Roll in a given week.
09	New muster roll cannot be generated if work is marked as completed.

b) Process map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Issues weekly Muster Roll to make the Wage-seeker details engaged in the Works available on the mobile phone.	AE/ JE	ULB	NA	T0 (Where T0 = Weekly basis)
02	Sends email, notify; Creates entry in To-Do list for	System	System	NA	NA

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
	Community Organisation				
03	Captures attendance of wage seeker through AI based photo recognition system.	Community Organization	Community	NA	T1 = From T0 + 1D to T0 + 7D (Daily basis)
04	If system fails, records the attendance manually	Community Organization	Community	NA	T1
05	Reports on Wage-seeker attendance	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorization available to Community Organization and AE/JE.	MUKTA-Soft
02	Wage-seekers are engaged	MUKTA-Soft
03	Work order is issued and accepted.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Bill for Wage-seekers can be prepared	MUKTA-Soft

f) Integrations

No Integration Required.

g) Expected MIS Reports

Weekly attendance register

h) Data Attributes

EMR-03-D01: Wage-seeker Attendance (m-Muster Roll)

This module will capture following data components:

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Attendance ID	System generated	0001	Identity of daily attendance record of a wage-seeker. Serial number (4 digits)
02	Muster Roll ID	Referencing to 'EMR-02-D01: Muster Roll'	MR001	
03	Wage Seeker ID	Selected from 'EMR-01-D01: Wage-seeker Engagement'	B2191212	
04	Date of Attendance	Auto selected by system (Where Date	01-01-2022	

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
		of Attendance = Today's date)		
05	Time of Attendance	Auto selected by system (Where 'Time of Attendance' = Current time)	09:15:00	
06	Attendance	Auto selected by system	Yes	If the wage-seeker is present
07	If captured Manually	Auto selected by system	Yes/ No	If the attendance is marked manually, on occasion of failure of AI-based attendance system.
08	If failed due to Photo recognition	Auto selected by system	Yes/ No	If AI based photo recognition failed to match selfie of wage-seeker with the photo stored in the database.
09	Selfie Photograph	Auto selected by system	Photo	Selfie photograph that could not be matched is stored in database for Machine Learning.
10	If failed due to time	Auto selected by system	10:05:45	Time stamp of Selfie is within the window time for reporting at worksite.
11	If failed due to geo-tag	Auto selected by system	27.56N 22.54E	Geo-tag of selfie is within the geo-fence of the worksite or not.

9. Work Execution (EMB)

Work Execution component consists of following four modules:

REF	MODULE NAME	W	M
EMB-01	Commencement of Work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
EMB-02	Record Progress (e-MB)	<input checked="" type="checkbox"/>	
EMB-03	Record Progress (m-MB)		<input checked="" type="checkbox"/>
EMB-04	Works Review and Closure	<input checked="" type="checkbox"/>	

9.1. EMB-01: Commencement of Work

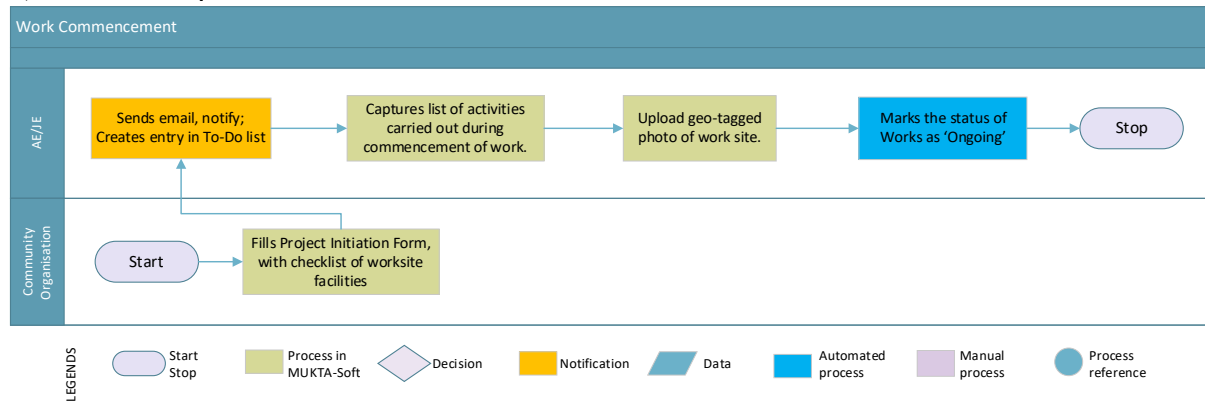
Through this module IA/IP and field engineer can provide details about the worksite and mark the work as commenced.

a) Functional Requirements

The following functionalities are envisaged for MUKTA-Soft during commencement of work.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	System will allow AE/JE to fill the Project Initiation Form (attached at Annexure-3) with Checklist on worksite facilities (e.g., Drinking Water, Rest Shade, support for childcare etc. The list is not static,) (Refer to URS 9.1c)
02	System will allow AE/JE to capture details about activities (refer Annexure-3) conducted during commencement of work. Example of activities to be mentioned includes a) Project briefing, b) Verification of worksite facilities, c) Layout marking, d) Clearing of bushes, e) Levelling of land etc)
03	AE/ JE shall be able to capture and upload the geo-tagged photo of worksite against a selected work.
04	After the work is commenced, system will mark the status of the Works as 'Ongoing' and enable other modules like attendance, e-MB/ m-MB, Purchase Order etc for the works.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Fills Project Initiation Form, with checklist of worksite facilities	Community Organization	Community Organization	NA	T1 = T0 + 3 (Where T0 = Activity#16 of ORD-06: Issue of Work Order)
02	Captures list of activities carried out during	AE/ JE	ULB	NA	T2 = T1 + 2D

	commencement of work.				
03	Upload geo-tagged photos of worksite.	AE/ JE	ULB	NA	T2
04	Marks the status of Works as 'Ongoing'.	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorization available to Field Engineer, and Community Organization.	MUKTA-Soft
02	Work order is issued and accepted	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Attendance, Progress Recording (e-MB, m-MB), Procurement module is enabled for the work.	MUKTA-Soft

f) Integrations

No Integration Required.

g) Expected MIS Reports

List of works with commencement status

h) Data Attributes

This module will capture following data components:

EMB-01-D01: Works Commencement

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Work Order Id	Assigned from table	2022-23AN02001001	ORD-06-D01
02	Worksite Facility Id	Selection by user	F001	Selection from Worksite Facility Master Table
03	Worksite Facility	Selection by user	Availability of portable drinking water	Populated from Worksite Facility Master Table on selection of Worksite Facility Id
04	Availability Status	Selection by user	Yes/ No	Worksite facility is available or not. Mention 'Yes' or 'No'
05	Commencement Activity Id	Selection by user (From Commencement Activity Master Table)	001	Selected from Works-Commencement-Activity-List Master Table on selection of Commencement-Activity.
06	Commencement Activity	Selection by user (From Commencement Activity Master Table)	Project briefing	Populated Commencement-Activity-Name as per selected Activity-Id
07	Geo-tagged photos of worksite	Upload by user	Photo	Multiple photographs to be uploaded

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
08	Latitude	System	27.2046 degree N	Latitude of the location of each photograph
09	Longitude	System	77.4977 degree E	Longitude of the location of each photograph

9.2. EMB-02: Record Progress (e-MB)

Through this module progress of the work can be recorded through e-Measurement Book.

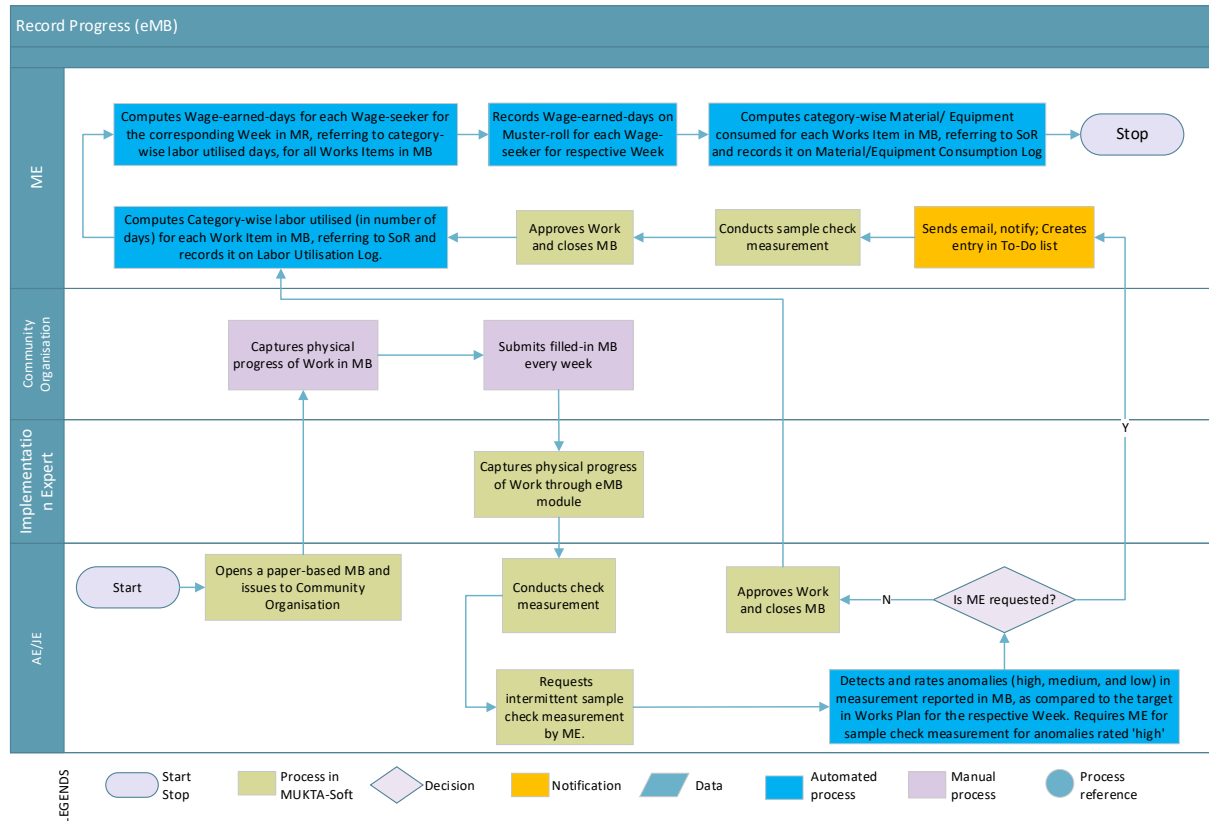
a) Functional Requirements

The following functionalities are envisaged for MUKTA-Soft during progress recording using paper-based measurement book.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	System will allow AE/JE to generate paper-based Measurement Book (eMB), at the beginning of every week and to issue it to the concerned Community Organisation. Community Organisation shall manually note the quantity of Works completed in the printed MB and submit the same to the MUKTA Implementation Expert at the end of every Week.
02	System will provide facility to MUKTA Implementation Expert to record physical progress of work reported by Community Organization every week through e-Measurement Book Module in MUKTA-Soft.
03	System will provide facility to AE/JE to conduct check measurement in presence of and in consensus of Community Organisation of captured physical progress. In case of any difference in the measurement figure captured by AE/JE will prevail. (AE/JE can conduct check measurement as above even if the Community Organisation skipped recording the Measurement Book)
04	AE/JE shall be able to mark 'Closure' of the Works, when all the work-items are completed. AE/JE can also request intermittent sample check measurement by ME, even before marking the Works for 'Closure'.
05	System shall be able to auto-compute the difference between the quantity recorded in MB and Quantity targeted in Work Plan and rate the difference as 'High', 'Medium', or 'Low'. In case of 'High' difference, the system marks it for sample check measurement by ME. ('High' = Quantity recorded in MB is in excess of more than 10% of target in work plan 'Medium' = Quantity recorded in MB is in excess of more than 5% and less than 10% of target in work plan, 'Low' = Quantity recorded in MB is in excess of less than 5% of target in work plan)
06	The system automatically alerts the ME for a sample check measurement, if needed considering following conditions. (a) If AE/JE request for a sample check measurement (b) If the system detects difference of completed quantity recorded and targeted quantity in plan is 'High'.
07	System will provide facility to ME to conduct sample check measurement. In case of any difference in the measurement, figure captured by ME will prevail.
08	System shall be able to auto-compute Category-wise labour utilised (e.g., Mason-Special#Highly-Skilled, Mason-2 nd Class#Skilled, Hammer-man#Semi-Skilled, Man-mulia#Unskilled, Woman-mulia#Unskilled, as given in Module 'VEN-05: Schedule of Rate' for ULBs and mentioned in Module 'WES-02: Work Estimator and Planner') for the given Week for each Work Item recorded in eMB. System shall record the data in Labour Utilisation Log. Based on the reported Category-wise days in Labor Utilisation Log, the system shall be able to auto-compute Wage-earned-days for each Wage-seeker for the given Week for all Work Items recorded in the MB. The computed Wage-earned-days shall be recorded on Muster-roll for each Wage-seeker for respective Week.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
09	System shall compute category-wise Material/ Equipment consumed for each Work Item recorded in MB and record it in Material/Equipment Consumption Log.
10	System will keep an audit log of all measurements recorded by various users, be it by Community Organisation, by AE/ JE or by ME.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Opens a paper-based MB and issues to Community Organisation	AE/ JE	ULB	Paper-based MB printed from system	T0 (Where T0 = Day 1 of Week 1 for each week in Work Plan)
02	Captures physical progress of Work in MB	Community Organisation	Community	Filled in paper-based MB submitted by Community Organisation	T1 = T0+7 (Weekly basis for each week till completion of the Works)
03	Submits filled-in MB every week	Community Organisation	Community	As above	T1
04	Captures physical progress of Work through eMB module	Implementation Expert	ULB	As above	T2 = T1 + 1

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
05	Conducts check measurement	AE/ JE	ULB	As above	T3 = T2 + 2
06	Requests intermittent sample check measurement by ME, if needed.	AE/ JE	ULB	As above	T3
07	Detects and ranks anomalies (high, medium, and low) in measurement reported in MB, as compared to the target in Works Plan for the respective Week. Requires ME for sample check measurement for anomalies marked 'high'	System	System	As above	NA
08	If ME is requested, sends email, notify; Creates entry in To-Do list for ME	System	System	NA	NA
09	If ME is not requested, approves Work and closes MB (Then Jump to Activity#13)	AE/ JE	ULB	NA	T3
10	Sends email, notify; Creates entry in To-Do list for ME	System	System	NA	NA
11	Conducts sample check measurement	ME	ULB	NA	T4 = T3 + 4
12	Approves Work and closes MB	ME	ULB	NA	T4
13	Computes Category-wise labor utilised (in number of days) for each Work Item in MB, referring to SoR and records it on Labor Utilisation Log.	System	System	NA	NA
14	Computes Wage-earned-days for each Wage-seeker for the corresponding Week in MR, referring to category-wise labor utilised days, for all Works Items in MB	System	System	NA	NA

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
15	Records Wage-earned-days on Muster-roll for each Wage-seeker for respective Week	System	System	NA	NA
16	Computes category-wise Material/ Equipment consumed for each Works Item in MB, referring to SoR and records it on Material/Equipment Consumption Log	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorization available to MUKTA Coordinator, Field Engineer, ME, and Community Organization.	MUKTA-Soft
02	Work Order is issued and accepted	MUKTA-Soft
03	E-MB is generated at the beginning of week	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Acknowledgement of receipt of material or equipment from vendor	MUKTA-Soft
02	Updates -Wage-earned-days for each Wage-seeker in Muster-roll	MUKTA-Soft

f) Integrations

No Integration Required.

g) Expected MIS Reports

Work wise, Component wise, Work item wise Progress

h) Data Attributes

EMB-02-D01: Measurement Book

One Works shall have one or more MBs with the following data components:

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	MB ID	System generated	MB00001	MB + 5 digits
02	Work ID	Work ID of the selected Works (ORD-06-D01: Work Order)	DHK11WP21421F	Wishlist ID + Finalized flag (F)
03	Week No	Auto increment	1	
04	MB Issue Date	Entry by user	01/01/2022	DD/MM/YYYY
05	MB Recording Date	Entry by user	01/01/2022	DD/MM/YYYY
06	MB Recorded By User	User Id	B2191212	
07	Check Measurement Date	Auto populate from session	01/01/2022	

08	Check Measurement By User	User Id of field engineer Auto populate from session	B2191212	
09	Sample Check Measurement Date	Auto populate from session	01/01/2022	
10	Sample Check Measurement By User	User Id of ME Auto populate from session	B2191212	

EMB-02-D02: Work Items in MB

One MB shall have multiple Work Items under one or more component id for which actual measurement shall be recorded.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	MB ID	System generated	MB00001	MB + 5 digits
02	Work ID	From EMB-01-D01: Measurement Book	DHK11WP21421F	Works Id for which Work-Item wise completed quantity is to be recorded.
03	Component ID	From WES-02-D02: List of Work Components Identified in the Works	DHK11WP21421F-01	System populates each Component those are executed (or planned) in that week one by one. Each Component of the Works under which Work-Item wise completed quantity is to be recorded.
04	Works Item Number	From WES-02-D04: Estimated Work Items	WOR001A	System populates each Work-Item those are executed (or planned) in that week. Each Work-Item executed in that week under respective Component for which completed quantity is to be recorded.
05	Works Item Name	From WES-02-D04: Estimated Work Items	“Earth work in all kind of soil within 50 m initial lead and 1.50 m initial lift including rough dressing and bracking clods to maximum 5 cm to 7 cm and laying in layers not exceeding 0.30 m in depth and as per the direction of the EIC”	Auto-populated.
06	Unit	From WES-02-D04: Estimated Work Items	CUM	Auto-populated. The Unit of measurement of the Work-Items

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
07	Ordered Quantity	From WES-02-D04: Estimated Work Items	100	Auto-populated from the approved work-estimate tagged to the work order.
08	Last Cumulative Completed Quantity	Auto populate from last record	55	Approved-Completed-Quantity recorded from the previous MBs of the works.
09	Cumulative completed quantity	Entry by user (Community Organisation)	70	The cumulative completed quantity of the Work-items as recorded by the Community Organisation.
10	Cumulative completed quantity as per check measurement	Entry by user (AE/ JE)	69	The cumulative completed quantity of the Work-items as recorded by the respective AE/ JE.
11	Cumulative completed quantity as per sample check measurement	Entry by user (ME)	Not recorded	The cumulative completed quantity of the Work-items as recorded by the respective ME.
12	Approved Completed Quantity	Auto updated	14	^Cumulative completed quantity - Last cumulative completed quantity (^To be decided by system comparing Cumulative completed quantity or Cumulative completed quantity as per check measurement or Cumulative completed quantity as per sample check measurement)
13	Anomaly Level	Auto-computed by system	High	Anomaly level of check measurement by AE/ JE. (‘High’ = Quantity recorded in MB is in excess of more than 10% of target in work plan ‘Medium’ = Quantity recorded in MB is in excess of more than 5% and less than 10% of target in work plan, ‘Low’ = Quantity recorded in MB is in excess of less than 5% of target in work plan)

EMB-02-D03: Labour Utilisation Log

Each Works will maintain one Labour Utilisation Log. Each Works have multiple MB Id, Each MB Id have multiple Work Items under respective Component. According to Rate Analysis in Schedule of Rate, one unit of Work-Item utilises certain units of multiple categories of labour (e.g. Highly skilled, Skilled, Semi-skilled, Unskilled).

The system automatically calculates the quantity of each category of labour consumed for the quantity of completed Work-Items recorded in the MB.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	MB ID	EMB-01-D02: Work Items in MB	MB00001	MB + 5 digits
02	Work ID	EMB-01-D02: Work Items in MB	DHK11WP21421F	References to EMB-01-D01: Measurement Book
03	Component ID	EMB-01-D02: Work Items in MB	DHK11WP21421F-01	
04	Work Item Number	EMB-01-D02: Work Items in MB	DHK11WP21421F-W01	Selected from WES-02-D01: Work Estimate References to EMB-01-D02: Work Items in MB
05	Approved Completed Quantity	EMB-01-D02: Work Items in MB	14	As recorded in MB
06	Item Id	From 'VEN-02-D01: Data for Schedule of Rates for Districts'	ITM001	System auto populates all Items in 'VEN-02-D01: Data for Schedule of Rates for Districts' of labour category needed to execute each considered 'Work-Item Number' one by one.
07	Item Type	From VEN-01-D01: Items Master	Labor	Only 'Labor' type items are considered.
08	Item Description	From VEN-01-D01: Items Master, record that matches the Item Id	Unskilled - Male Mulia	References to VEN-01-D01: Items Master
09	Unit	From VEN-01-D01: Items Master, record that matches the Item Id	Person day	Measurement unit of the Labor item.
10	Item Quantity	From VEN-01-D01: Items Master, record that matches the Item Id	2	Quantity of labor required to execute 1 unit of Work Item.
11	Days Utilised	System computed	28 Person day	Computation method: Approved Completed Quantity X Item Quantity

EMB-02-D04: Material/ Equipment Consumption Log

Each Work will have a Material/ Equipment Consumption Log with multiple entries referencing to MB and Work Item.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	MB ID	System generated	MB00001	MB + 5 digits
02	Work ID	EMB-01-D02: Work Items in MB	DHK11WP21421F	References to EMB-01-D01: Measurement Book
03	Component ID	EMB-01-D02: Work Items in MB	DHK11WP21421F-01	
03	Work Item Number	EMB-01-D02: Work Items in MB	WOR001A	References to EMB-01-D02: Work Items in MB
04	Item Id	Selected from VEN-02-D01: Data for Schedule of Rates for Districts	ITM001	References to VEN-01-D01: Items Master
05	Item Type	Selected from VEN-02-D01: Data for Schedule of Rates for Districts	Material	Item can be Material/ Labor/ Equipment/ Works (Ref: References to VEN-01-D01: Items Master)
06	Item Description	Selected from VEN-02-D01: Data for Schedule of Rates for Districts	Well burn damp burn bricks (25cm X 12cm X 8cm) having crushing strength not less than 35kg/cm ² with dimensional tolerate ± 8 percent	References to VEN-01-D01: Items Master
07	Quantity Consumed	System computed	2000 nos	Computation method: Quantity Consumed = Approved Completed Quantity(D#20 of EMB-01-D02: Work Items in MB) X Unit of Work Item in SoR (D#06, VEN-02-D01: Schedule of Rates for Districts)

9.3. EMB-03: Record Progress (m-MB)

This module enables to record progress of the work using mobile based Measurement Book.

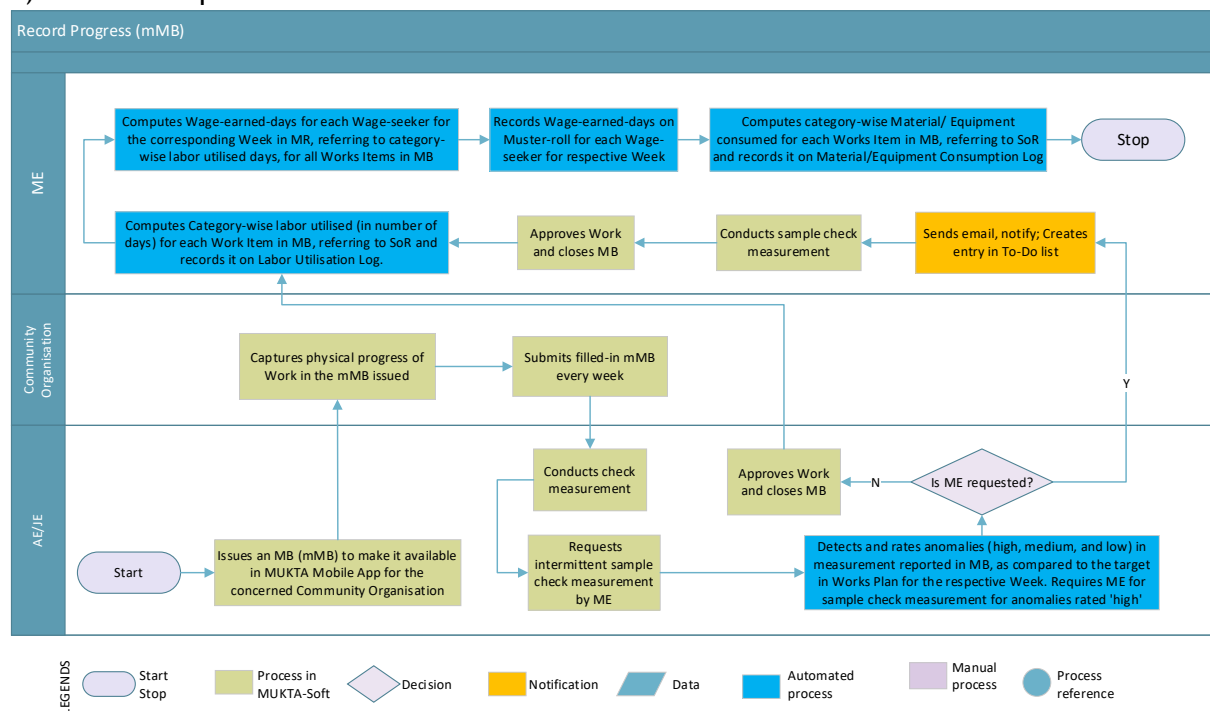
a) Functional Requirements

The following functionalities are envisaged for MUKTA-Soft during progress recording using mobile based measurement book.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	System will allow AE/JE to issue mobile MB, at the beginning of every week and to issue it to the concerned Community Organisation. Community Organisation shall record the quantity of Works completed in the mobile MB and submit the same at the end of every Week using MUKTA Mobile App.
02	System will provide facility to AE/JE to conduct check measurement in presence of and in consensus of Community Organisation of captured physical progress. In case of any difference in the measurement figure captured by AE/JE will prevail. (AE/JE can conduct check measurement as above even if the Community Organisation skipped recording the Measurement Book).

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
03	System shall be able to auto-compute the difference between the quantity recorded in MB and Quantity targeted in Work Plan and rate the difference as 'High', 'Medium', or 'Low'. In case of 'High' difference, the system marks it for sample check measurement by ME. ('High' = Quantity recorded in MB is in excess of more than 10% of target in work plan 'Medium' = Quantity recorded in MB is in excess of more than 5% and less than 10% of target in work plan, 'Low' = Quantity recorded in MB is in excess of less than 5% of target in work plan)
04	The system automatically alerts the ME for a sample check measurement, if needed considering following conditions. (a) If AE/ JE request for a sample check measurement (b) If the system detects difference of completed quantity recorded and targeted quantity in plan is 'High'.
05	System will provide facility to ME to conduct sample check measurement. In case of any difference in the measurement, figure captured by ME will prevail.
06	System shall be able to auto-compute Category-wise labour utilised (e.g., Mason-Special#Highly-Skilled, Mason-2 nd Class#Skilled, Hammer-man#Semi-Skilled, Man-mulia#Unskilled, Woman-mulia#Unskilled, as given in Module 'VEN-05: Schedule of Rate' for ULBs and mentioned in Module 'WES-02: Work Estimator and Planner') for the given Week for each Work Item recorded in eMB. System shall record the data in Labour Utilisation Log. Based on the reported Category-wise days in Labor Utilisation Log, the system shall be able to auto-compute Wage-earned-days for each Wage-seeker for the given Week for all Work Items recorded in the MB. The computed Wage-earned-days shall be recorded on Muster-roll for each Wage-seeker for respective Week.
09	System shall compute category-wise Material/ Equipment consumed for each Work Item recorded in MB and record it in Material/Equipment Consumption Log.
10	System will keep an audit log of all measurements recorded by various users, be it by Community Organisation, by AE/ JE or by ME.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Issues an MB (mMB) available in MUKTA Mobile App for the concerned Community Organisation	AE/ JE	ULB	NA	T0 (Where T0 = Day 1 of Week 1 for each week in the Work Plan)
02	Captures physical progress of Work in the mMB issued	Community Organisation	Community	NA	T1 = T0+7 (Weekly basis for each week till completion of the Works)
03	Submits filled-in MB every week	Community Organisation	Community	As above	T1
04	Conducts check measurement	AE/ JE	ULB	As above	T2 = T1 + 2
05	Requests intermittent sample check measurement by ME, if needed.	AE/ JE	ULB	As above	T2
06	Detects and ranks anomalies (high, medium, and low) in measurement reported in MB, as compared to the target in Works Plan for the respective Week. Requires ME for sample check measurement for anomalies marked 'high'	System	System	As above	NA
07	If ME is requested, sends email, notify; Creates entry in To-Do list for ME	System	System	NA	NA
08	If ME is not requested, approves Work and closes MB (Then Jump to Activity#13)	AE/ JE	ULB	NA	T2
09	Sends email, notify; Creates entry in To-Do list for ME	System	System	NA	NA
10	Conducts sample check measurement	ME	ULB	NA	T3 = T2 + 4

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
11	Approves Work and closes MB	ME	ULB	NA	T3
12	Computes Category-wise labor utilised (in number of days) for each Work Item in MB, referring to SoR and records it on Labor Utilisation Log.	System	System	NA	NA
13	Computes Wage-earned-days for each Wage-seeker for the corresponding Week in MR, referring to category-wise labor utilised days, for all Works Items in MB	System	System	NA	NA
14	Records Wage-earned-days on Muster-roll for each Wage-seeker for respective Week	System	System	NA	NA
15	Computes category-wise Material/ Equipment consumed for each Works Item in MB, referring to SoR and records it on Material/Equipment Consumption Log	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorization available to Field Engineer, ME, and Community Organization.	MUKTA-Soft
02	Work Order is issued and accepted	MUKTA-Soft
03	MB is generated at the beginning of week	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Updates -Wage-earned-days for each Wage-seeker in Muster-roll	MUKTA-Soft

f) Integrations

No Integration Required.

g) Expected MIS Reports

Work wise, Component wise, Work item wise Progress

h) Data Attributes

The data attribute refers to the data attributes provided in Module EMB-02: Record Progress (e-MB).

9.4. EMB-04: Works Review and Closure

The project should be declared as completed, only when all Work-Items in that project are found to be completed. Ideally speaking, the work-item is considered to be completed if quantity recorded in MB equals to the estimated quantity. Hence, declaring a project completed seems to be an automated process.

But in reality, it does not happen this way. A project can be declared completed only through human intervention of works review.

- i. Sometime, ground reality demands additional quantity of the work-item even if estimated quantity is already completed as per MB. In this case excess deviation is needed for that work-item.
- ii. Sometime, the work-items is found completed on ground, even if the estimated quantity is not achieved in MB. In this case less deviation is considered.
- iii. Sometimes, the Works demands additional Work Items to be included in the estimate. This scenario is also considered in excess deviation.
- iv. While recording deviations if the total value of the proposed estimate exceeds to the value of approved estimate, then the case is considered for 'revision'. All revisions need approval from the Chairperson/ Administrator of the ULB.

Hence, marking the project as completed became a manual activity. This module facilitates to review the Works, propose excess or less deviation for required work-items. This module enables the user to declare the Works as completed when all work-items are found completed.

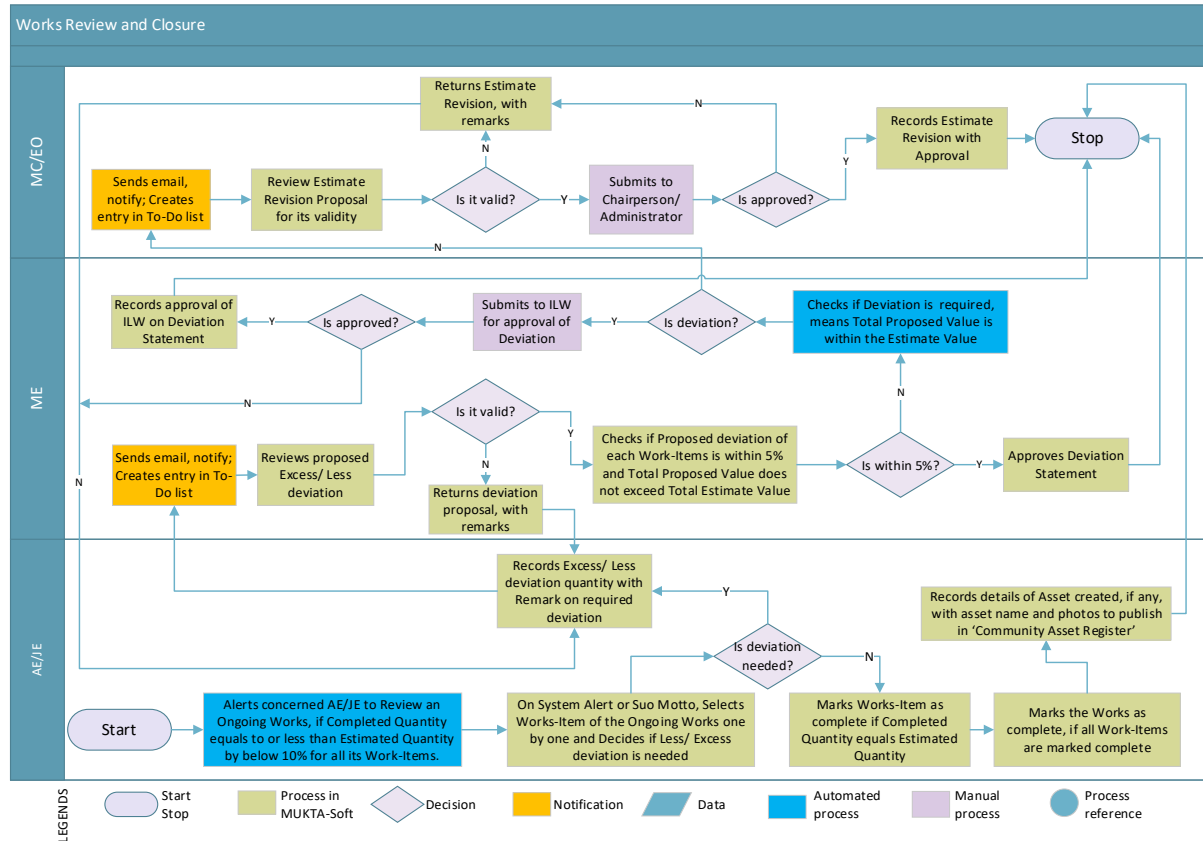
a) Functional Requirements

The following functionalities are envisaged for MUKTA-Soft during completion of work.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system allows the AE/JE to review each work-items and compare estimated quantity and achieved quantity (as per MB) for that work-items.
02	The system allows the AE/JE to propose excess or less deviation to estimated quantity considering on-ground situation.
03	The system allows the AE/JE to include new Work Items in the proposed estimate.
04	<p>The system should decide if the proposal is a) Deviation Statement or b) Revised Estimate.</p> <p>a) Revised Estimate: In case, the proposed total estimate value exceeds approved total estimate value then the proposal is considered a Revised Estimate.</p> <p>b) Deviation Statement (ME): In case, excess or less deviation of Work Item is within 5% of the approved estimate, then this the proposal is considered as Deviation Statement. Such deviation can be approved by ME.</p> <p>c) Deviation Statement (ILW): In case, excess or less deviation of Work Item is beyond 5% of the approved estimate and/or no new Work Item is included in the proposal, then this the proposal is considered as Deviation Statement. But such deviation can be approved by ILW.</p>
05	The system automatically declares the work-items of the works as complete, if achieved quantity (as per MB) is equal to the estimated quantity.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
06	System allows AE/JE to mark the works as completed, if each work-items of the works is completed.
07	On marking completion, system will automatically lock various modules for the work like attendance, progress recording and procurement.
08	System will allow AE/JE to generate 'Work Completion Report.'

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Alerts concerned AE/JE to Review an Ongoing Works, if Completed Quantity equals to or less than Estimated Quantity by below 10% for all its Work-Items.	System	System	NA	NA
02	On System Alert or Suo Motto, Selects Works-Item of the	AE/ JE	ULB	NA	T0

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
	Ongoing Works one by one and Decides if Less/ Excess deviation is needed.				
03	If deviation is not needed: Marks Works-Item as complete if Completed Quantity equals Estimated Quantity.	AE/ JE	ULB	NA	T0
04	Marks the Works as complete, if all Work-Items are marked complete	AE/ JE	ULB		T0
05	Records details of Asset created, if any, with asset name and photos to publish in 'Community Asset Register'	AE/ JE	ULB		T1 = T0 + 3D
06	If deviation is needed: Records Excess/ Less deviation quantity with Remark on required deviation.	AE/ JE	ULB	NA	T0
07	Sends email, notify; Creates entry in To-Do list to ME	System	System	NA	NA
08	Reviews proposed Excess/ Less deviation.	ME	ULB	NA	T2: T0 + 2
09	If proposal not valid: Returns deviation proposal, with remarks	ME	ULB	NA	T2: T0 + 2
10	If request is valid: Checks if	System	System	NA	NA

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
	Proposed deviation of each Work-Items is within 5% and Total Proposed Value does not exceed Total Estimate Value				
11	If within 5% rule: Approves Deviation Statement.	ME	ULB	NA	T2
12	If not within 5% rule: Checks if Deviation is required, means Total Proposed Value is within the Estimate Value	System	System	NA	NA
13	If Deviation: Submit to ILW for approval of Deviation.	ME (Manually)	ULB	NA	T3 = T2+5D
14	If Approved by ILW: Records Approval of ALW on Deviation Statement	ME	ULB	NA	T3
15	If not Approved by ILW: Returns the Deviation Proposal to AE/ JE	ME	ULB	NA	T3
16	If not Deviation: Sends email, notify; Creates entry in To-Do list to MC/EO	System	System	NA	NA
17	Review Estimate Revision Proposal for its validity.	MC/EO	ULB	NA	T4
18	If Revision Proposal is Valid: Submits to Chairperson/ Administrator	MC/EO (Manually)	ULB	NA	T5 = T4 + 5D

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
19	If Chairperson/ Administrator approves: Record Revision of Estimate with Approval.	MC/EO	ULB	NA	T5
20	If Revision Proposal is not Valid: Returns to AE/JE to rectify.	MC/EO (Manually)	ULB	NA	T5
21	If Chairperson/ Administrator does not approve: Returns to AE/JE to rectify.	MC/EO (Manually)	ULB	NA	T5

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorization available to AE/JE.	MUKTA-Soft
02	Work order is issued and accepted	MUKTA-Soft
03	Progress recorded and planned quantity of all components achieved	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	If Work is marked as 'Completed', system can prepare final bill.	MUKTA-Soft

f) Integrations

No Integration Required.

g) Expected MIS Reports

List of works completed

h) Data Attributes

EMB-04-D01: Work Review and Closure

Each Work will have one 'Work Review and Closure' data structure.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Work Review ID	System Generated	DHK11WP21421F-REV01	Work ID + Review ID (REV + Sequential Number)
01	Work ID	Selected from 'D#03 Work ID' in 'ORD-06-D01: Work Order'	DHK11WP21421F	
02	Completion Status	Entered by user	Complete	List of values in 'Completion Status': Completed/ Incomplete
03	Completion Date	Auto selected by system (Where 'Completion Date' =	01/01/2022	

		Date of marking Activity#02: 'Completion Status')		
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EMB-04-D02: Work Item Deviation/ Revision

For recording the deviation statement, the deviation quantity can be recorded in the Work Item details. For revision statement, the deviation quantity can be adjusted and/or Work Item can be added.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Work Review ID	Referencing to EMB-04-D01: Works Completion	DHK11WP21421F-REV01	
03	Component ID	Selected from 'ORD-06-D04: Works Items'	DHK11WP21421F-01	
04	Works Item Number	Selected from 'ORD-06-D04: Works Items'	DHK11WP21421F-W01	
05	Works item name	Selected from 'ORD-06-D04: Works Items'	Earth work in all kind of soil within 50 m initial lead and 1.50 m initial lift including rough dressing and bracking clods to maximum 5 cm to 7 cm and laying in layers not exceeding 0.30 m in depth and as per the direction of the EIC	
06	Estimated Quantity	Selected from 'ORD-06-D04: Works Items'	14.2	
07	Estimated Quantity Unit	Selected from 'ORD-06-D04: Works Items'	cum	
08	Estimated Value (Rs)	Selected from 'ORD-06-D04: Works Items'	₹ 2,183.66	
09	Completed Quantity	Selected from 'EMB-02: Record Progress (e-MB)'	8.0	
10	Completed Quantity Unit	Selected from 'EMB-02: Record Progress (e-MB)'	cum	
11	Deviated Quantity	Entered by user	+6.0	Deviation quantity may increase (+) or decrease (-). In case of decrease, the deviation quantity cannot decrease less than 'Completed Quantity'.
12	Deviated Quantity Unit	Selected from list	cum	
13	Proposed Value (Rs)	System generated	₹ 2,183.66	

10. Purchase of Materials and Hiring of Equipment (PUR)

Purchase of Materials and Hiring of Equipment (PUR) component consists of the following modules:

REF	MODULE NAME	W	M
PUR-01	Issue of Purchase Order	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PUR-02	Acknowledgement of Material/ Equipment Receipt from Vendor	<input checked="" type="checkbox"/>	
PUR-03	Vendor Invoicing		<input checked="" type="checkbox"/>
PUR-04	Penalty for Vendor	<input checked="" type="checkbox"/>	
PUR-05	Cancellation of PO	<input checked="" type="checkbox"/>	

10.1. PUR-01: Issue of Purchase Order

This module will provide facility of preparing Purchase Order for supplying material or equipment for a works, on the basis of material quantity analysis in approved estimate. This module enables both AE/JE or Community Organisation as the case may be to place the purchase order on registered vendor.

a) Functional Requirements

The following functionalities are envisaged for MUKTA-Soft during preparation of Purchase Order.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	System will provide facility to either the Community Organisation (only if IA) or AE/JE for preparing Purchase Orders to supply materials or equipment required for the Works.
02	System shall enable the AE/JE/IA to show the list of Materials and Equipment, along with the BoQ (excluding Quantity of PO issued). AE/JE/IA shall be able to select Material/ Equipment for which PO shall be issued.
03	System shall enable the AE/JE/IA to select Vendor from the list of Vendors eligible to supply selected Material/ Equipment, considering rank and POs issued. If a single Vendor is unable to fulfil the supply, AE/JE/IA shall create multiple Purchase Orders.
04	On selection of the Vendor, the system enables the AE/JE/IA to issue the Purchase Order to the respective Vendors.
05	The system can suggest delivery schedule for the vendor as per Material Plan linked to the Works estimate.
06	The Vendor shall be able to accept the Purchase Order within the due date.

b) Process map

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
05	Checks Verification-Status and Validity-Status of the Bank Account of the selected Vendor	System	System	NA	NA
06	Is Bank Account 'Not Verified' OR 'Not Valid': Sends email, notify; Creates entry in To-Do list for the Accountant	System	System	NA	T0
07	Verifies Bank Account using the relevant module of IFMS.	Accountant (Manually)	ULB	NA	T1 = T0 + 1
08	Updates the Verification-Status as 'Verified'	Accountant	ULB	NA	TA
09	If bank account of Vendor is found valid: Updates the Validity-Status of bank account as 'Valid'. Jump to #Activity05	Accountant	ULB	NA	NA
10	If bank account of Vendor is found not valid: Updates the Validity-Status of bank account as 'Not Valid'.	System	System	NA	NA
11	Sends email, notify; Creates entry in To-Do list for the AE/JE/IA	System	System	NA	NA
12	Coordinates with the concerned Vendor to rectify Bank Account details	AE/JE (Manually)	ULB	NA	T2 = T1 + 1
13	Updates Bank Account details, using 'VEN-06: Vendor Registration'. Jump to #Activity05	AE/JE	ULB	NA	T2 = T1 + 2
14	Issues Purchase Order with due date for acceptance with e-Sign (by AE/JE) or OTP (by IA)	AE/JE/ IA	ULB/ Community	NA	T3 = T2 + 1
15	Sends email, notify; Creates entry in To-Do list for Vendor	System	System	NA	NA

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
16	If PO is not accepted by Vendor by due date, marks PO due for cancellation	System	System	NA	NA
17	If PO is accepted by Vendor by due date, Marks Purchase Order accepted	Vendor	Community/ ULB	NA	T1 = From T0 to Due Date

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorization available to AE/JE/IA	MUKTA-Soft
02	Work order is issued and accepted by AE/JE/IA who shall issue the Purchase Order to Vendor	MUKTA-Soft
03	Vendor shall have the necessary access authorization.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Vendor shall be able to raise invoice against the PO (subject to other requirements)	MUKTA-Soft

f) Integrations

No Integration Required.

g) Expected MIS Reports

List of Purchase Order issued.

h) Data Attributes

This module will capture following data attributes:

PUR-01-D01: Purchase Orders

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Purchase Order ID	System generated	2022-23 DMC11PP21421F 00001	Fiscal Year 2022-23(7 digit) + Work ID (13 Digits) + Serial number (5 digits)
02	Work ID	Selected from 'ORD-06-D01: Work Order'	DMC11PP21421F	Wishlist ID + Finalized flag (F)
03	Vendor ID	Auto selected by system	DH21A23012	
04	PO Issue Date	Entered by user	03-03-2022	
05	Due Date of Acceptance	Entered by user	13-03-2022	
05	Issued By (User ID)	Auto selected by system (Where 'Issued by' = User ID of the logged in User)	R2191212	
06	Status	Auto selected by system	Issued	List of values for 'Status': Issued, Accepted, Cancelled, Delivery Open, Delivery Complete

PUR-01-D02: Purchase Order Detail

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Purchase Order ID	Referencing to 'PUR-01-D02: Purchase Orders'	2022-23 DMC11PP21421F 00001	
04	Item ID	Selected from Material Analysis in 'ORD-5: Issue of Work Order'	WOR001A	
05	Item Type	Selected from Material Analysis in 'ORD-5: Issue of Work Order'	Material	Material/ Labor/ Equipment/ Works.
06	Ordered Quantity	Entry by user	1000	
07	Unit	Selected from Material Analysis in 'ORD-5: Issue of Work Order'	Nos	
08	Unit Rate	Selected from Material Analysis in 'ORD-5: Issue of Work Order'	INR 10000	
09	Value	System generated	Unit Rate X Quantity	

10.2. PUR-02: Acknowledgement of Material/Equipment Receipt from Vendor

This module displays Consumption Log of Material/ Equipment automatically created during recording of Measurement Book. It enables the AE/JE/IA to acknowledge the consumed quantity (or its part there off) as receipt from Vendors.

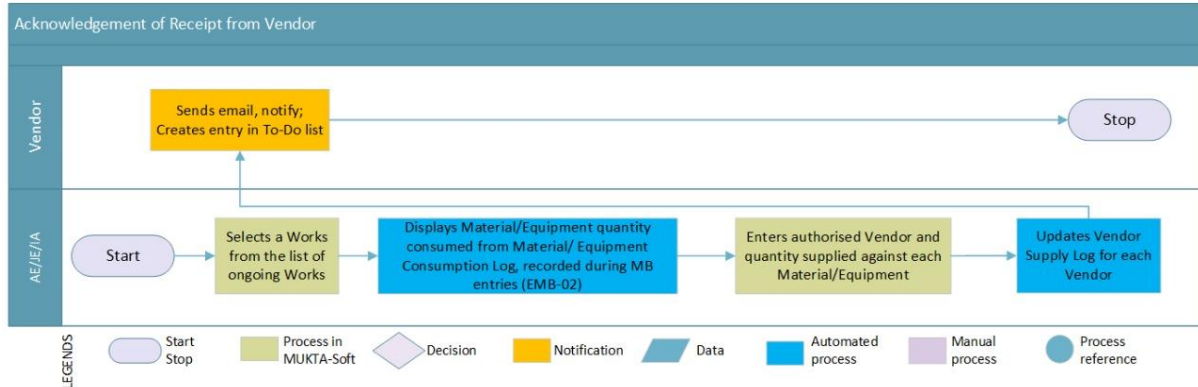
(Note: According to Smart Payment Principle, the material/ equipment receipt should be recorded as per actual delivery by the vendor. However, deviation to the Smart Payment Principle is made according to the suggestion from ULBs)

a) Functional Requirements

The following functionalities are envisaged for MUKTA-Soft during updating consumption register.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	System records consumption log of materials and equipments according to the approved MB. This is described in EMB-02: Record Progress (e-MB) and EMB-03 Record progress (m-MB).
02	The system provides facility to the AE/JE/IA to review the quantity of Material/ Equipment consumed based on the Measurement Book entries, as auto-computed by the system, for a selected Works.
03	AE/JE/IA shall be able select a record from Material/ Equipment Consumption Log for a given Material/ Equipment. The receipt from vendor can be recorded against selected entry in Consumption Log. Details like the name of the Vendor, supplied quantity, Delivery Challan Number, and date of Delivery is recorded. The scanned image of Delivery Challan can also be uploaded here.
04	One record of Consumption Log can be splitted to more than one records of Material/ Equipment Receipt Record for Vendor

b) Process map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Selects a Works from the list of ongoing Works	AE/ JE/ IA	ULB Community Organisation	NA	NA
02	Displays Material/Equipment quantity consumed from Material/ Equipment Consumption Log, recorded during MB entries (EMB-02)	System	System	NA	NA
03	Enters authorised Vendor and quantity supplied against each Material & Equipment	AE/ JE/ IA	ULB Community Organisation	NA	T1 = T0 + 2 (Where T0 is the date of entry of Consumption Log)
04	Updates Vendor Supply Log for each Vendor	System	System	NA	NA
05	Sends email, notify; Creates entry in To-Do list for Vendor	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorization available to IA/IP.	MUKTA-Soft
02	Purchase Order is issued and accepted by the Vendor.	MUKTA-Soft
03	Work Order is issued and accepted by the AE/ JE/ Community Organisation.	MUKTA-Soft
04	Entries made by Community Organisation/ AE/ JE in the eMB/mMB are available to the system to auto-compute quantity of consumption of Material/ Equipment.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Vendor shall be able to get the record of the quantity of supplies done, to be able to create invoice for the supplied quantity.	MUKTA-Soft

f) Integrations

No Integration Required.

g) Expected MIS Reports

List of materials consumed by Works, Works Components, and Items.

h) Data Attributes

This module will capture following data attributes:

PUR-02-D01: Acknowledgement of Supplies from Vendor

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Vendor Supply Log No	System generated Id	0001	Serial number (4 digit)
02	MB No	Selected from 'EMB-02-D04: Material/ Equipment Consumption Log'		
03	PO ID	Selected by User	2022-23 DHK11WP21421F 00001	Fiscal Year 2022-23(7 digit) + Work ID (13 Digits) + Serial number (5 digits)
04	Vendor ID	Selected from PUR-01 (Purchase Order Issue)	DH21A23012	VEN-04-D01
05	Work ID	Selected by User	DHK11WP21421F	Wishlist ID + Finalized flag (F)
06	Estimate ID	Auto Populated	DHK11WP21421FV01	Work ID + Estimation Version No (V01)
07	Item ID	Selected by User	WOR001A	Issuing Department (3 letters) + Serial number for item group (3 digits) + Specific item (1 character)
08	Item Type	Populated by system	Material	Material/ Labor/ Equipment/ Works.
09	Quantity Supplied by Vendor	Populated by system	1000	
10	Unit	Populated by system	Nos	
11	Date of Supply	Entered by user	20-03-2022	Actual date of receipt
12	Delivery Challan No	Entered by user	AAA123456	Delivery Challan number of the Vendor
13	Scanned copy of Delivery Challan from Vendor	Entered by user	PDF file	As provided by the vendor

10.3. PUR-03: Vendor Invoicing

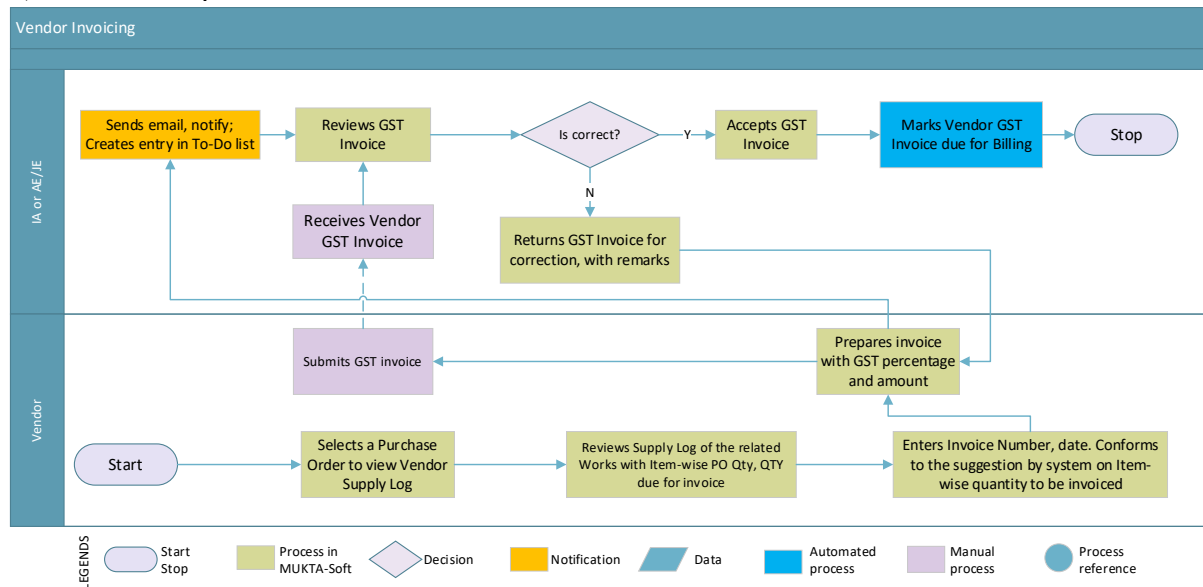
This module will provide facility to raise vendor invoice.

a) Functional Requirements

The following functionalities are envisaged for MUKTA-Soft during vendor invoicing.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system enables the Vendor to view the Supply Log for a Purchase Order (PO). The Supply Log shall be able to provide information on quantity as per PO, quantity supplied, invoiced quantity, and quantity due for invoice for each Item.
02	The Vendor shall be able to enter Invoice number and date, referring the GSTN Invoice creating using Vendors' internal system.
03	The system shall enable the Vendor to enter item-wise quantity to be invoiced.
04	The system enabled the Vendor to prepare and submit a GSTN invoice to be reviewed by IA or AE/ JE.
05	The IA or AE/ JE shall be able to review and accept the GSTN invoice, after checking with the Vendor's GSTN Invoice. On acceptance of the invoice, the system shall mark the Invoice due for billing.

b) Process map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Selects a Purchase Order to view Vendor Supply Log	Vendor	Vendor	NA	After receipt of notification on entry of acknowledged Qty in Vendor Supply Log (Module: PUR-02: Acknowledgement of Receipt from Vendor)
02	Reviews Supply Log of the related Works with Item-wise PO-Qty, acknowledged Qty receipt from Vendor, already invoiced Qty, Qty due for invoice	System	System	NA	NA
03	Enters Invoice Number, date.	Vendor	Vendor	NA	NA

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
	Confirms to the suggestion by system on Item-wise quantity to be invoiced				
04	Prepares invoice with GST percentage and amount	Vendor	Vendor	NA	T0
05	Submits GST invoice (Manual process)	Vendor	Vendor	NA	T1 = T0+3
06	Sends email, notify; Creates entry in To-Do list for IA or AE/JE	System	System	NA	NA
07	Receives Vendor GST Invoice (Manual Process)	IA or AE/JE	ULB/ Community	NA	T1 = T0+3
08	Reviews GST Invoice	IA or AE/JE	ULB/ Community	NA	T2 = T1 + 3
09	If found incorrect, Returns GST Invoice for correction, with remarks	IA or AE/JE	ULB/ Community	NA	T2 = T1 + 3
10	If found correct, accepts GSTN Invoice	IA or AE/JE	ULB/ Community	NA	T2 = T1 + 3
11	Marks Vendor GST Invoice due for Billing	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorization available to IA/IP.	MUKTA-Soft
02	Vendor has received the Supply Log.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Vendor invoice is marked due for billing.	MUKTA-Soft

f) Integrations

No Integration Required.

g) Expected MIS Reports

List of invoices by Vendors.

h) Data Attributes

This module will capture following data components:

PUR-03-D01: Vendor Invoice

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Invoice ID	System generated Id	2022-23 DHK11WP21421F 00001	Fiscal Year 2022-23(7 digit) + Work ID (13 Digits) + Serial number (5 digits)
02	Work ID	System generated work a wish-listed works is finalized	DHK11WP21421F	Wishlist ID + Finalized flag (F)
03	Purchase Order ID	Populated by system from PO	2022-23 DHK11WP21421F 00001	
04	Item ID	Populated by system	WOR001A	Issuing Department (3 letters) + Serial number for item group (3 digits) + Specific item (1 character)
05	Item Type	Populated by system	Material	Material/Equipment
06	Invoiced Quantity	Entered by user	1000	Invoiced quantity shall not exceed 'Due for invoice Quantity'
07	Unit	Populated by system	Nos	Unit as per PO
08	Unit Rate	Populated by system	INR 10000	Unit Rate as per PO
09	Item Value	Auto Calculated	Unit Rate as per PO X Invoiced Quantity	
10	GST Percentage	Entry by User	5%	
11	GST Amount	Prepared by system	Rs. 5,000	GST Amount = Item Value X GST Percentage
12	Prepared by	User Id of Vendor Auto populate from session	B2191212	

10.4. PUR-04: Penalty for Vendor

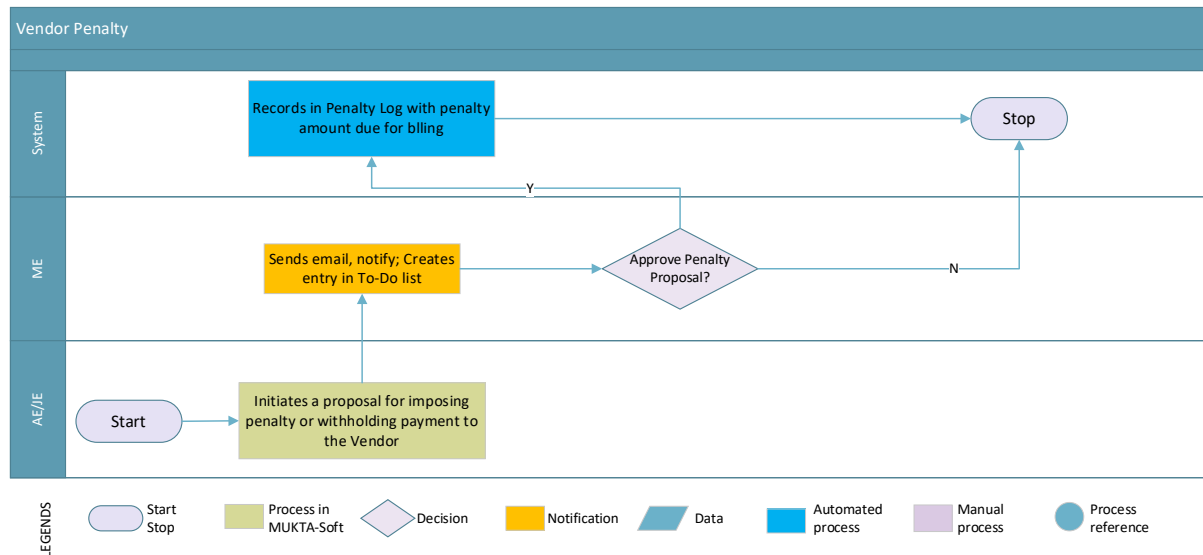
This module will provide facility to propose and approve penalty proposal.

a) Functional Requirements

The following functionalities are envisaged for MUKTA-Soft during penalty proposal approval.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	This system will enable the user (AE/JE) to initiate a proposal for imposing penalty or withholding payment of the supplier with sufficient reason and evidence for delayed delivery, unacceptable quality and quantity.
02	System will provide facility to consider the approved penalty for the next cycle of billing and payment for Vendor.
03	System will provide facility to consider deduction or withhold amount at the time of billing.
04	System will update the penalty status as applied after application of the same in billing.

b) Process map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Initiates a proposal for imposing penalty or withholding payment to the Vendor	AE/ JE	Community/ ULB	NA	On receiving report of negligence during execution of work.
02	Sends email, notify; Creates entry in To-Do list for ME	ME	ULB	NA	NA
03	If approved, records in Penalty Log with penalty amount due for billing	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorization available to IA or AE/ JE and ME.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Penalty is recorded in Penalty Log with penalty amount due for billing.	MUKTA-Soft

f) Integrations

No Integration Required

g) Expected MIS Reports

List of penalties made to the Vendors.

h) Data Attributes

This module will capture following data components:

PUR-04-D01: Penalty Log

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Penalty ID	System generated Id	2022-23 DHK11WP21421F 00001	Fiscal Year 2022-23(7 digit) + Work ID (13 Digits) + Serial number (5 digits)
02	Purchase Order ID	Selected from Purchase Order (PUR-01: Issue of Purchase Order)	2022-23- DHK11WP21421F-00001	
03	Work ID	System generated work a wish-listed works is finalized	DHK11WP21421F	Wishlist ID + Finalized flag (F)
04	Penalty Type	Entry by user	Deduction/ Withhold payment	
05	Deduction amount	Entry by user	1000	
06	Withhold Period in Months	Entry by user	3	
07	If included in Billing	Auto Updated after billing	Y/ N	
08	Proposed by	User Id of AE/ JE Auto populate from session	B2191212	
09	Proposed on	Auto populated from session	01/01/2022	
10	Approved By	User Id of ME Auto populate from session	B2191212	
11	Approved on	Auto populated from session	01/01/2022	

10.5. PUR-05: Cancellation of PO

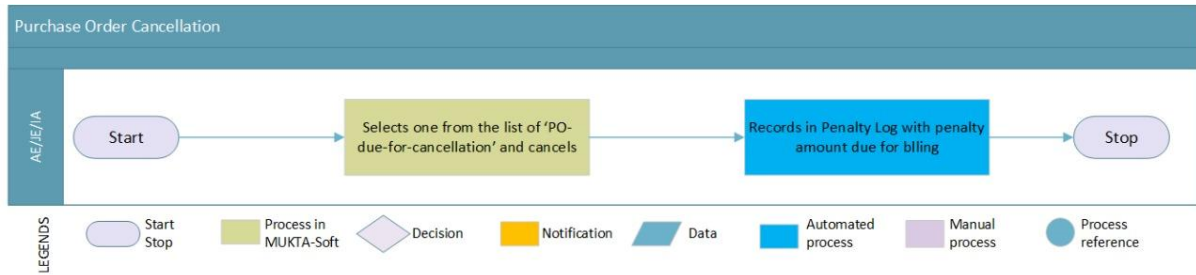
This module will provide facility to cancel not-accepted Purchase Orders.

a) Functional Requirements

The following functionalities are envisaged for MUKTA-Soft during cancellation of PO.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	This system will enable the user (AE/ JE/ IA) to select PO marked as 'PO-due-for-cancellation' and cancel.
02	System shall mark the PO as cancelled.

b) Process map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Selects one from the list of 'PO -due-for-cancellation' and cancels	AE/ JE/ IA	ULB Community	NA	Any time after the Purchase Order is marked as 'PO-due-for - cancellation' (T0)
02	Updates status of PO as 'Cancelled'	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorisation available to AE/ JE, Municipal Engineer and Community Organization.	MUKTA-Soft
02	List of due cancellation list is updated.	MUKTA-Soft
03	Vendor not accepted the PO.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Cancelled PO be allotted to next deserving vendor.	MUKTA-Soft

f) Integrations

No Integration Required.

g) Expected MIS Reports

List of Purchase Orders cancelled

h) Data Attributes

PUR-05-D01: PO Cancellation

This module will help in cancelling PO issued to a vendor and will capture following data components:

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Purchase Order Cancellation ID	System generated Id	2022-23 DHK11WP21421F 00001	Fiscal Year 2022-23(7 digit) + Work ID (13 Digits) + Serial number (5 digits)
02	Purchase Order ID	Selected from Module: PUR-01-Issue of Purchase Order	2022-23 DHK11WP21421F 00001	Fiscal Year 2022-23(7 digit) + Work ID (13

				Digits) + Serial number (5 digits)
03	Work ID	System generated work a wish-listed works is finalized	DHK11WP21421F	Wishlist ID + Finalized flag (F)
04	Vendor ID	Auto selected by system	DH21A23012	VEN-04-D01
05	Date of Cancellation	Entry by user	02-04-2022	
06	Status	Entry by user	Cancelled	
06	Cancelled by	User Id of AE/ JE/IA user Auto populate from session	B2191212	

11. Billing & Payment Disbursement (PAY)

The Billing & Payment Disbursement (PAY) component consists of the following modules:

N	MODULE NAME	W	M
PAY-01	Bill Preparation & Payment	<input checked="" type="checkbox"/>	

11.1. PAY-01: Bill Preparation & Payment

This is the essential module for smart payment. This module automates bill preparation and its auto approval using the rule engine. The ULB can define rules using if-this-then-that principle. The system initiates the process of preparing the bill for each Works (whose final bill is not prepared) at a specific time on a day of the week, scheduled by the user.

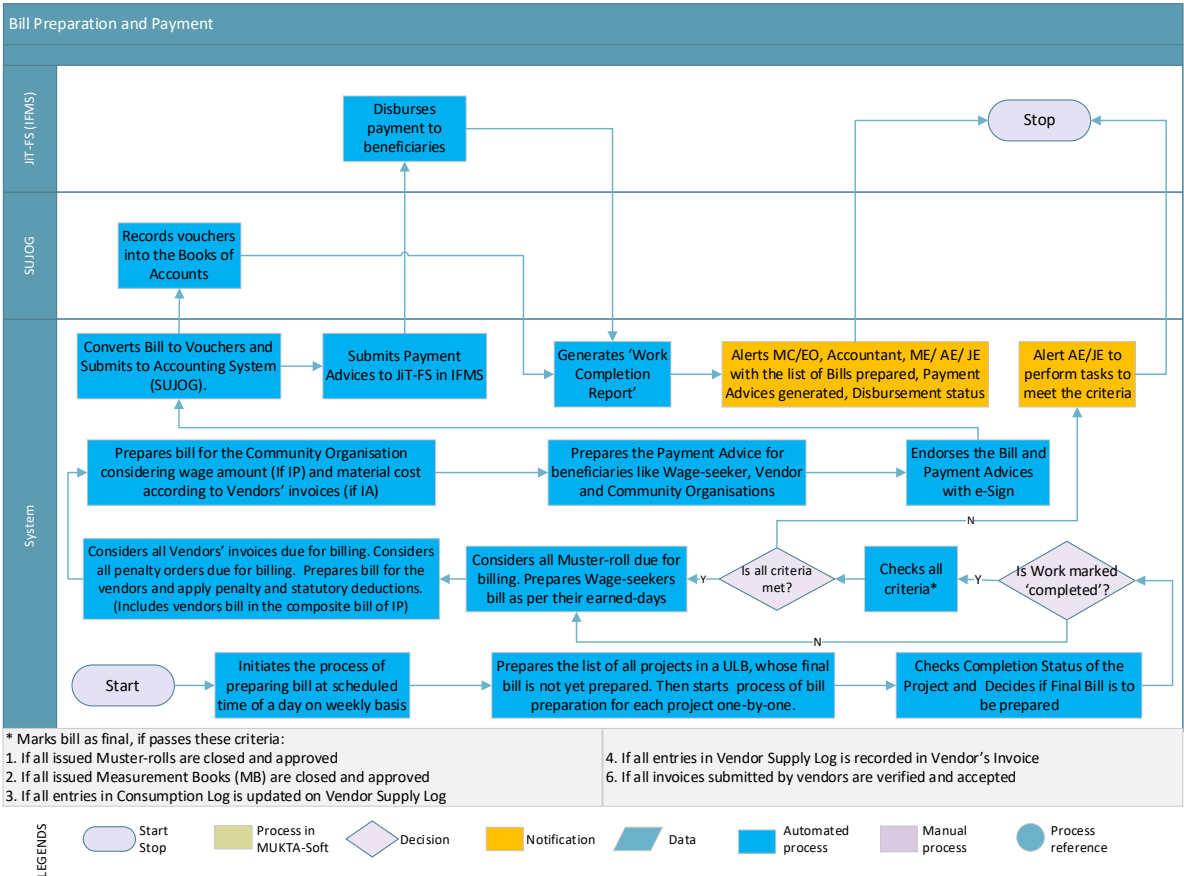
a) Functional Requirements

The following functionalities are envisaged for MUKTA-Soft during Bill Preparation and payment.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system automatically initiates the process to prepare final bill or running bill of a project on weekly basis. The bills could be simple or composite with any or all of the following. <ul style="list-style-type: none"> a) Bill for wage-seekers b) Bill for vendors supplying material and equipment c) Bill for community organisation for their services as IA or IP
02	At specific day of the week (e.g. every Tuesday), the system should prepare bill for each ongoing project (whose final bill is not being prepared by that time).
03	The system considers all muster-roll due for billing (with wage-earned days filled against each wage-seeker) of concerned project.
04	The system considers all invoices due for billing (invoices submitted by the vendors and duly verified) of the concerned project.
05	The system considers all penalty orders on vendors due for billing (penalty on vendors recommended by AE/JE and order issued by ME) in the concerned project.
06	The system automatically decides if running bill or final bill is required. Any project declared as completed is considered for final billing.
07	System will check following criteria before preparing final bill of a project: <ul style="list-style-type: none"> a) If all issued muster-rolls are closed and approved b) If all issued measurement books (MB) are closed and approved c) If all entries in consumption log is updated on Vendor Supply Log d) If all entries in Vendor Supply Log is recorded in Vendor's Invoice e) If all invoices submitted by vendors are verified and accepted
08	The system shall be able to automatically prepare bills and generate payment advice for each beneficiary. The beneficiaries are: <ul style="list-style-type: none"> a) Each wage-seeker for their wage-earned days as recorded in the muster-roll those are considered for billing. b) Each vendor for their invoice duly approved those are considered for billing. c) The community organisation for their service charge @7.5% towards wage bill and material bill. (service charge @7.5% of material bill is considered only if the community organisation is assigned as Implementation Partner.)

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
09	<p>All statutory deductions applicable for the Vendor shall be computed automatically and be deducted from Vendor's bill (such rates must be configurable and predefined in the system):</p> <ul style="list-style-type: none"> a) Labour cess @1% of the material supply b) IT-TDS @1% of the material supply c) Security Deposit @3% or as applicable as per A/B/C/D class contractor d) Royalty on minerals (@Rs.130/cum on stone product, @Rs.35/cum on sand/morum/crusher dust or as per rates applicable) e) Empty cement bag @Rs.3.19/ bag f) GS-TDS @2% of the material invoice if invoice amount is more than Rs.2.5lakhs.
10	The system endorses each prepared bill and payment advice using e-sign.
11	For the bill prepared and e-signed by the system, it shall be able to trigger creation of voucher entries and update books of accounts in the accounting system of ULB.
12	The system shall enable the payment disbursing system (IFMS-JiT) to automatically make payments to each beneficiary, based on the e-signed payment advice.
13	Just after preparing the bill, the system marks all (a) muster-roll, (b) vendors' invoice, and (c) penalty orders of concerned project as 'already billed' those are considered in the bill.

b) Process map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Initiates the process of preparing bill at scheduled time of a day on weekly basis.	System	NA	NA	T0 (Where T0 = As per the scheduled time)
02	Prepares the list of all projects in a ULB, whose final bill is not yet prepared. Then starts process of bill preparation for each project one-by-one.	System	NA	NA	NA
03	Checks Completion Status of the Project and Decides if Final Bill is to be prepared	System	NA	NA	NA
04	If Completion Status = YES: Checks all criteria (as mentioned in para-7 in Functional Specification).	System	NA	NA	NA
05	If all criteria met =YES OR If Completion Status = No, Considers all muster-roll due for billing. Prepares wage-seekers bill as per their earned days.	System	NA	NA	NA
06	Considers all vendors' invoices due for billing. Considers all penalty orders due for billing. Prepares bill for the vendors and apply penalty and statutory deductions. (Includes vendors bill in the composite bill of IP)	System	NA	NA	NA
07	Prepares bill for the Community Organisation considering wage amount (If IP) and material cost according to vendors' invoices (if IA).	System	NA	NA	NA
08	Prepares the Payment Advice for beneficiaries like Wage-seeker, Vendor	System	NA	NA	NA

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
	and Community Organisations				
09	Endorses the Bill and Payment Advices with e-Sign.	System	NA	NA	NA
10	Converts Bill to Vouchers and Submits to Accounting System (SUJOG).	System	NA	NA	NA
11	Records vouchers into the Books of Accounts (Jumps to Activity#	SUJOG	NA	NA	NA
12	Submits Payment Advices to JiT-FS in IFMS.	System	NA	NA	NA
13	Disburses payment to beneficiaries	JiT-FS (IFMS)	NA	NA	NA
14	Generates 'Work Completion Report'	System	NA	NA	NA
15	Alerts MC/EO, Accountant, ME/ AE/ JE with the list of Bills prepared and tshe Payment Advices generated	System	NA	NA	NA
16	If all criteria met = NO: Alert AE/ JE to perform tasks to meet the criteria. Then STOP.	System	NA	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorization available to AE/ JE, ME, MC/ EO.	MUKTA-Soft
02	At least one Muster Book is closed.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Payment can be processed	MUKTA-Soft

f) Integrations

N	INTEGRATION SYSTEM	PURPOSE	Type (API, Feed, File etc.)	Direction (Inbound, Outbound, Both)
01	Accounting system (Sujog)	To create voucher entries and update books of accounts	API	Outbound

N	INTEGRATION SYSTEM	PURPOSE	Type (API, Feed, File etc.)	Direction (Inbound, Outbound, Both)
02	IFMS-JiT	To disbursement payments to the beneficiaries	API	Outbound

g) Expected MIS Reports

List of Bills prepared and approved

h) Data Attributes.

PAY-01-D01: Bill Summary

This module will capture following data components:

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Bill ID	System generated	2022-23 DHK11WP21421F 00001	Fiscal Year 2022-23(7 digit) + Work ID (13 Digits) + Serial number (5 digits)
02	Work ID	Selected from ORD-06-D01: Work Order	DHK11WP21421F	Wishlist ID + Finalized flag (F)
03	Attendance ID	Selected from EMR-02-D02: Wage-seeker Attendance	2022-23 DHK11WP21421F 00001	List of Muster-Roll of the project considered for billing
04	Measurement Book Id	Selected from EMB-01-D01: Measurement Book	2022-23 DHK11WP21421F 00001	List of Measurement Books of the project considered for billing
05	Invoice ID	Selected from PUR-03-D01: Vendor Invoice	2022-23 DHK11WP21421F 00001	List of approved Invoices of the vendor considered for billing
06	Total Wage Amount	Auto Calculated from selected items	Rs. 10,000	
07	Total Material Amount	Auto Calculated from selected items	Rs. 10,000	
08	Total Deductions	Auto Calculated as per rule	Rs. 500	
08	Total Supervision charge	Auto Calculated from selected items	Rs. 10,000	
09	Total Bill Amount	Auto Calculated from selected items	Rs. 30,000	
10	Prepared on	Populate from session	01/01/2022	
11	Bill Status	Updated by system	Submitted	The status of the bill

12. TRAINING AND KNOWLEDGE SHARING (TRA)

The TRA Component consists of the following seven modules.

REF	MODULE NAME	W	M
TRA-01	Training Content Catalogue and Repository	<input checked="" type="checkbox"/>	
TRA-02	Training Scheduler	<input checked="" type="checkbox"/>	
TRA-03	Training Assessment & Feedback	<input checked="" type="checkbox"/>	

12.1. TRA-01: Training Content Cataloguing and Repository

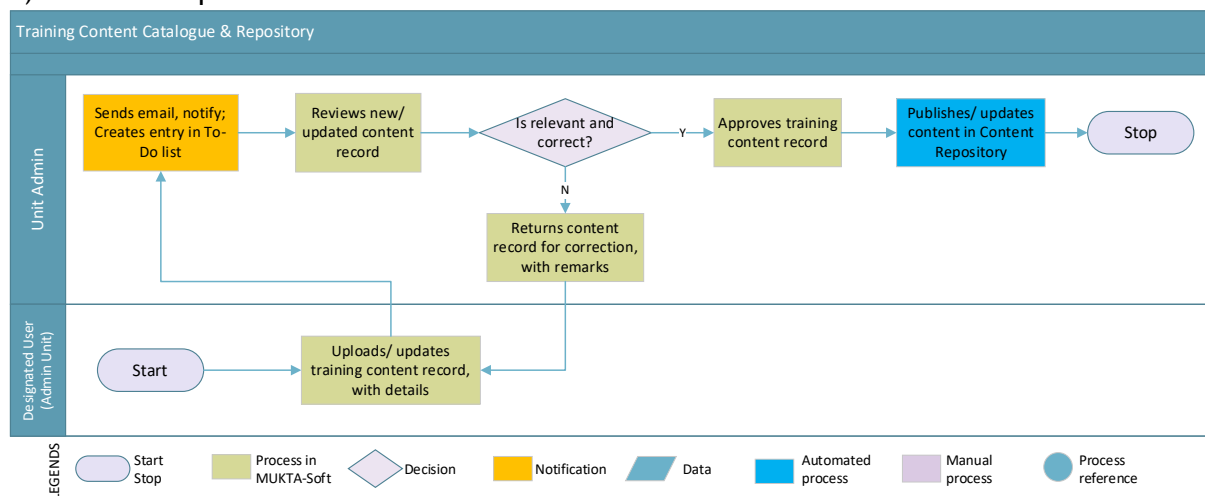
Using this module, designated Users in the Admin Units shall be able to catalogue the training content to make them available in the Training Content Repository in MUKTA-Soft. Users shall be able to use, share, or refer the training content for online or offline trainings organised by the ULBs.

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft for cataloguing and making training content available in the repository.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system enables the designated Users with rights to create and update training content in Training Content Repository. The system shall allow the Users to upload content in multiple formats including PDF document, presentation, multimedia, and text. The User shall be able to classify the training content record through audience matrix (i.e. Starter, Seeker, Believer, Influencer), level of users (i.e. State Level, District Level, ULB Level and Community Level) and through proficiency level (i.e. beginner, regular user, expert), and relevant tags.
02	The system shall enable the Unit Admin to review new or updated training record on its relevance and correctness.
03	On approval of the content record, the content is published in the Training Content Repository.
04	The system shall enable the target audience of the training content to search and use the online content, using search and filtering options.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Uploads/ updates training content record, with details	Designated User (Admin Unit)	Admin Unit	PDF/ PPT/ document used for training	As and when Admin Units creates/ updates the training content (T0)
02	Sends email, notify; Creates entry in To-Do list for the Unit Admin	System	System	NA	NA
03	Reviews new/ updated content record	Unit Admin	Admin Unit	NA	T1 = T0 + 2
04	If found irrelevant and incorrect, returns content record for correction, with remarks	Unit Admin	Admin Unit	NA	T1 = T0 + 2
05	If found relevant and correct, approves training content record	Unit Admin	Admin Unit	NA	T1 = T0 + 2
06	Publishes/ updates content in Content Repository	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Content shall be made available to the designated user for uploading/ updating.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Content is available for the users at various Admin Units and Community Organisations.	MUKTA-Soft

f) Data Attributes

TRA-01-D01: Training Content Record

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Content ID	System generated	0001	4 Digit
02	Title	Entered by author	Registration of Wage-	

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
			seekers online	
03	Description	Entered by author	Summary of the content	
04	Content	Uploaded/ entered by author	Uploaded video	Content can be rich text/ PDF document/ image/ audio-visual files
05	Keywords	Selected from keyword list	Wage-seeker, registration	
06	Area of Training	Selected by author	Works Estimation Technique	Example training areas: 1. Onboarding Wage-seekers 2. Onboarding Community Organisations 3. Selection of Works 4. Finalisation of works 5. Work estimation techniques 6. Payment processing 7. Helpdesk management 8. Social audit
07	Target Audience	Selected by the author	AE/ JE	Provide options: Community Organisations, AE/ JE/ ME, MUKTA Coordinator, Vendor, Social Auditors
08	Learning Stage	Selected by the author	Starter	Select from the options: Starter, Seeker, Believer, Influencer

12.2. TRA-02: Training Scheduler

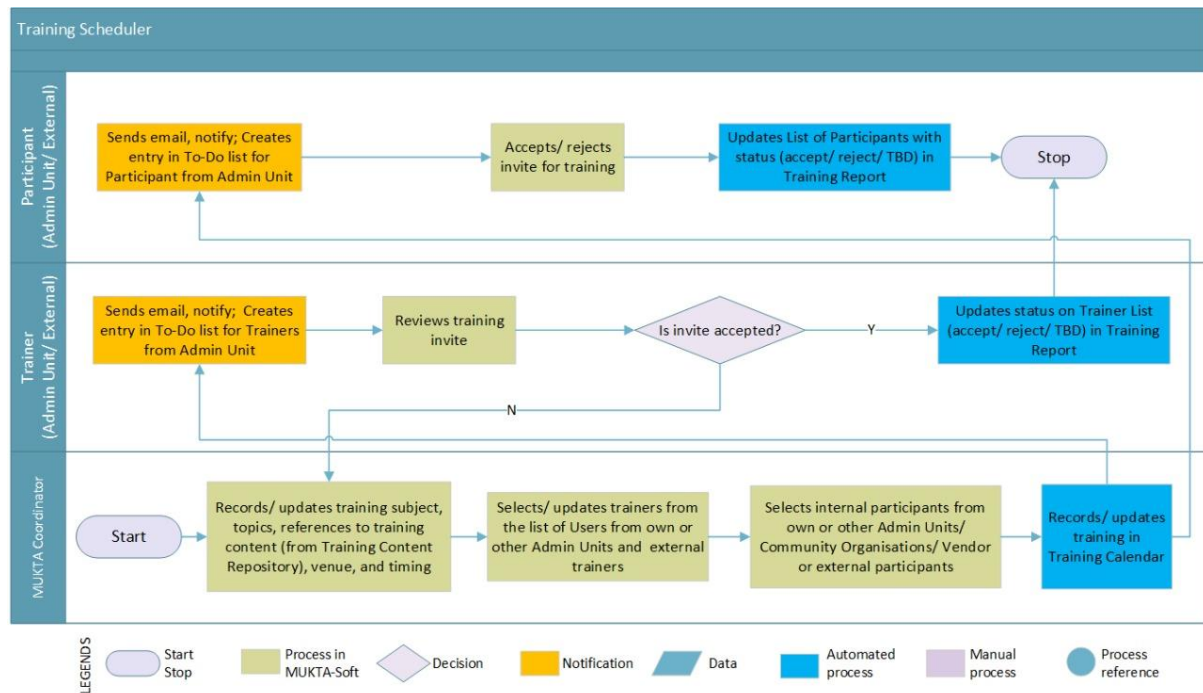
Using this module, the MUKTA Coordinator can schedule training and send invite to the participants. The training can be organised online or offline.

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft for organising the training events.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system shall enable the MUKTA Coordinator of the host ULB to record the training subject, topics, references (e.g., URL) to relevant training content from Training Content Repository, date and time, and venue.
02	The system shall enable selection of trainers from own or other Admin Unit(s) and also external trainers.
03	MUKTA Coordinator shall be able to select participants from own or other Admin Unit(s) and also external participants.
04	System shall enable auto-publishing and auto-update of the training events in the Training Calendar of the host ULB.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Records/ updates training subject, topics, references to training content (from Training Content Repository), venue, and timing	MUKTA Coordinator	ULB organising the training	References to training content in Training Repository, if any	As and when the ULB decided to conduct training (T0)
02	Selects/ updates trainers from the list of Users from own or other Admin Units and external trainers	MUKTA Coordinator	ULB hosting the training	NA	T0
03	Selects internal participants from own or other Admin Units/ Community Organisations/ Vendor or external participants	MUKTA Coordinator	ULB hosting the training	NA	T0
04	Records/ updates training in Training Calendar	System	System	NA	NA
05	Sends email, notify; Creates	System	System	NA	NA

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
	entry in To-Do list for Trainers from Admin Unit for the Trainer				
06	Reviews training invite	Trainer	Admin Unit/ External	NA	T1 = T0+2
07	If invite is not accepted by the trainer, updates training subject, topics, references to training content (from Training Content Repository), venue, and timing	MUKTA Coordinator	ULB hosting the training	NA	T2 = T1+ 2
08	If invite is accepted by the trainer, updates status on Trainer List (accept/ reject/ TBD) in Training Report	System	System	NA	NA
09	Sends email, notify; Creates entry in To-Do list for Participant from Admin Unit for Participant	System	System	NA	NA
10	Accepts/ rejects invite	Participant	Own or other Admin Unit/ External	NA	T3 = T0 + 3
11	Updates List of Participants with status (accept/ reject/ TBD) in Training Report	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
01	The system shall provide MUKTA Coordinator with the necessary access authorizations to a) Training Scheduler and b) select Users from other Admin Unit(s) as trainers/ participants.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Target participants shall get the invite to participate in the training session.	MUKTA-Soft
02	ULB organizing the training shall be able get updated training	MUKTA-Soft

	calendar.	
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f) Expected MIS Reports

List of training events scheduled with training subject, topics, along with date and time.

g) Integrations

No integration is envisaged for this module.

h) Data Attributes

TRA-02-D01: Training Scheduler

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Training ID	System generated	DHDMC001-TR012	Organising Admin Unit + Training (TR) + Three digits
02	Training Subject	Entered by the User	Training of Community Organisations in MUKTA Scheme	
03	Date	Entered by the User	09/03/2021	
04	Time	Entered by the User	10 AM - 5 pm	
05	Venue	Entered by the User	Conference Hall, Dhenkanal Municipality	

TRA-02-D02: Training Topics

One training shall have one or more training topics.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Training ID	Selected from TRA-03-D01: Training Scheduler	DHDMC001-TR012	Organising Admin Unit + Training (TR) + Three digits
02	Training Title	Selected from TRA-03-D01: Training Scheduler	Training of Community Organisations in MUKTA Scheme	
03	Training Topic	Selected by user	Measurement practices for Community Organisations	Suggestive list of topics: a. Accounting practices b. Measurement practices for Community Organisations c. Measurement practices for ME/ AE/ JE d. Community Mobilisation e. Improving quality of Works
04	References from repository	Entered by the user	Video on measuring progress on Parichaya Gruha. URL: muktasoft.gov.in/training/392929	
05	Date	Selected by the user	09/03/2021	

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
06	Time	Selected by the user	10 AM - 5 pm	
07	Trainer User ID	Selected by user from Table UAA-01-D01: User Authorisation	B219212	If the trainer is internal, selects User from the list of users in Admin Unit
08	Trainer Name	Selected by user from Table UAA-01-D01: User Authorisation	Bikash Dash	If external trainer, user enters the name. If the trainer is internal, Name is populated on selection of User ID (Data attribute # 06).
09	Trainer Participation Status	Entered by trainer using calendar	Yes	

TRA-02-D03: Training Participants

One training will have one or more participants.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Training ID	System generated	DHDMC001-TR012	Organising Admin Unit + Training (TR) + Three digits
02	Participant User ID	Selected by user from Table UAA-01-D01: User Authorisation	B219212	If the participant is internal, selects User from the list of users in Admin Unit
03	Participant Name	Selected by user from Table UAA-01-D01: User Authorisation	Bikash Dash	If external participant, user enters the name. If the trainer is internal, Name is populated on selection of User ID (Data attribute # 06).
04	Participation Status	Selected by trainer	Yes	Select from Yes/ No
05	Training Completion Status	Selected by trainer	Yes	Select from Yes/ No

12.3. TRA-03: Assessment & Feedback

Using this module, MUKTA Coordinator records the assessment provided by the trainers and participants offline.

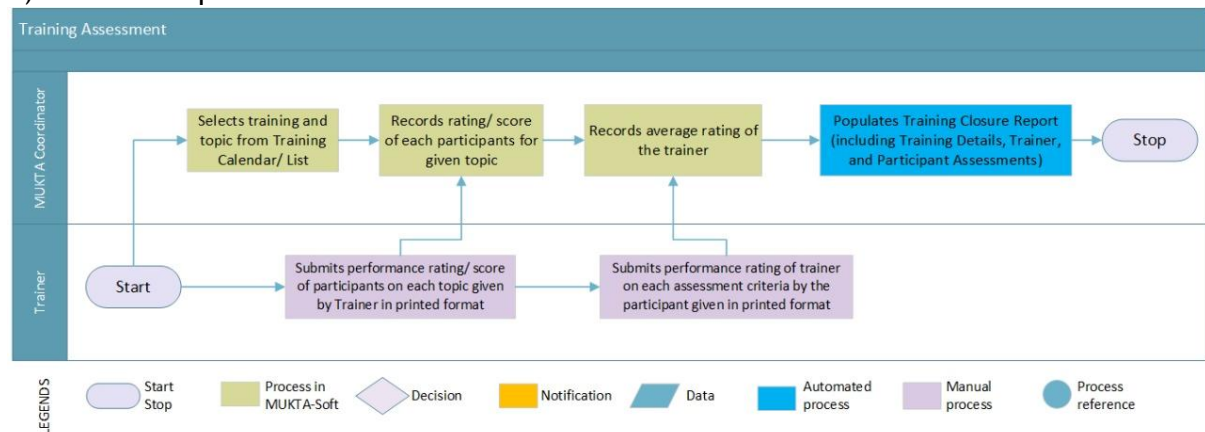
a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft for training assessment and feedback.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system shall allow MUKTA Coordinator of the ULB hosting the training to record the assessments for trainer and participants in the system, using rating/ score given by the trainers and participants in printed formats shared in training venue.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
02	MUKTA Coordinator shall be able to select the training and training topic from the Training Calendar/ List to record the rating/ score given by the trainer for a given training topic.
03	MUKTA Coordinator shall be able to record the average rating for each training topic given by the participants to the trainer.
04	The recording populates the Training Closure Report that contains a) Training Details, b) Trainer Assessment, and c) Participant Assessment.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Submits performance rating/ score of participants on each topic given by Trainer in printed format	Trainer	Host ULB	Hardcopy document of Participant rating/ score	After closure of the training (T0)
02	Submits performance rating of trainer on each assessment criteria by the participant given in printed format	Trainer	Host ULB	Hardcopy document of Participant rating/ score	After closure of the training (T0)
03	Selects training and topic from Training Calendar/ List	MUKTA Coordinator	Host ULB	NA	T1 = T0+4
04	Records rating/ score of each participants for given topic	MUKTA Coordinator	Host ULB	Performance rating/ score of participants on each topic given by Trainer in printed format	T1 = T0+4
05	Records average rating of the trainer	MUKTA Coordinator	Host ULB	Performance rating of trainer on each assessment criteria by the participant given in	T1 = T0+4

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
				printed format	
06	Populates Training Closure Report (including Training Details, Trainer, and Participant Assessments)	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
01	MUKTA Coordinator shall have the assessment and feedback filled up in printed format from the trainers and participants on time.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	It shall generate the Training Closure Report for the given training.	MUKTA-Soft

f) Integrations

No integration is envisaged for this module.

g) Expected MIS Reports

- Assessment of the training participants
- Cumulative feedback from the participants
- Number and type of training completed by individual users.

h) Data Attributes

TRA-03-D01: Training Closure Report

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Training ID	Selected from TRA-02-D01: Training Scheduler	DHDMC001-TR012	Organising Admin Unit + Training (TR) + Three digits
02	Training Subject	Selected from TRA-02-D01: Training Scheduler	Training of Community Organisations in MUKTA Scheme	
03	Date	Selected from TRA-02-D01: Training Scheduler	09/03/2021	
04	Time	Selected from TRA-02-D01: Training Scheduler	10 AM - 5 pm	
05	Venue	Selected from TRA-02-D01: Training Scheduler	Conference Hall, Dhenkanal Municipality	
06	Total participants	Entered by user	30	

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
07	Overall Participant Assessment	Entered by user	45%	Average of scores received by the participants

TRA-03-D02: Training Assessment

One training shall have one or more training topics.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Training ID	Selected from TRA-02-D02: Training Topics	DHDMC001-TR012	References to Training Topic table.
02	Training Title	Selected from TRA-02-D02: Training Topics	Training of Community Organisations in MUKTA Scheme	
03	Training Topic	Selected from TRA-02-D02: Training Topics	Measurement of the Works	
04	Date	Selected from TRA-02-D02: Training Topics	09/03/2021	As per the notification
05	Time	Selected from TRA-02-D02: Training Topics	10 AM - 12 PM	
06	Trainer User ID	Selected from TRA-02-D02: Training Topics	B219212	If the trainer is internal, selects User from the list of users in Admin Unit
07	Trainer Name	Selected from TRA-02-D02: Training Topics	Bikash Dash	If external trainer, user enters the name. If the trainer is internal, Name is populated on selection of User ID (Data attribute # 06).
08	Assessment Details	Entered by trainer	The participant was able to articulate the issue very well.	
09	Feedback Rating	Entered by participant	5	Scale of 1 to 5 (5 is very good)
10	Feedback Details	Entered by participant	Details to be entered,	

TRA-03-D03: Participant List

One training shall have one or more participant for each topic.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Training ID	Selected from TRA-02-D01: Training Scheduler	DHDMC001-TR012	Organising Admin Unit + Training (TR) + Three digits
02	Training Topic	Selected from TRA-01-D02: Training Topic	Measurement of the Works	

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
03	Trainer User ID	Selected from TRA-01-D02: Training Topic	B219212	
04	Trainer Name	Selected from TRA-01-D02: Training Topic	Bikash Dash	
05	Participant User ID	Selected by system	A2191212	
06	Participant Name	Selected by trainer if available	Asha Devi	

TRA-03-D04: Trainer Assessment

One training topic shall have an assessment for one or more assessment criteria.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Training ID	Selected from TRA-02-D01: Training Scheduler	DHDMC001-TR012	Organising Admin Unit + Training (TR) + Three digits
02	Trainer User ID	Selected from TRA-01-D02: Training Topic	B219212	For external trainers, User ID shall not be available.
03	Trainer Name	Selected from TRA-01-D02: Training Topic	Bikash Dash	
04	Assessment Criteria	Entered by user	Presentation	Criteria
05	Average rating	Entered by user	3	

13. GRIEVANCE REDRESS & CHATBOT (GRV)

The Grievance Redress and Chatbot (GRV) Component consists of the following modules:

REF	MODULE NAME	W	M
GRV-01	Grievance Registration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GRV-02	Grievance Assignment and Resolution	<input checked="" type="checkbox"/>	
GRV-03	Grievance Feedback and Closure		<input checked="" type="checkbox"/>
GRV-04	Chatbot		<input checked="" type="checkbox"/>

13.1. GRV-01: Grievance Registration

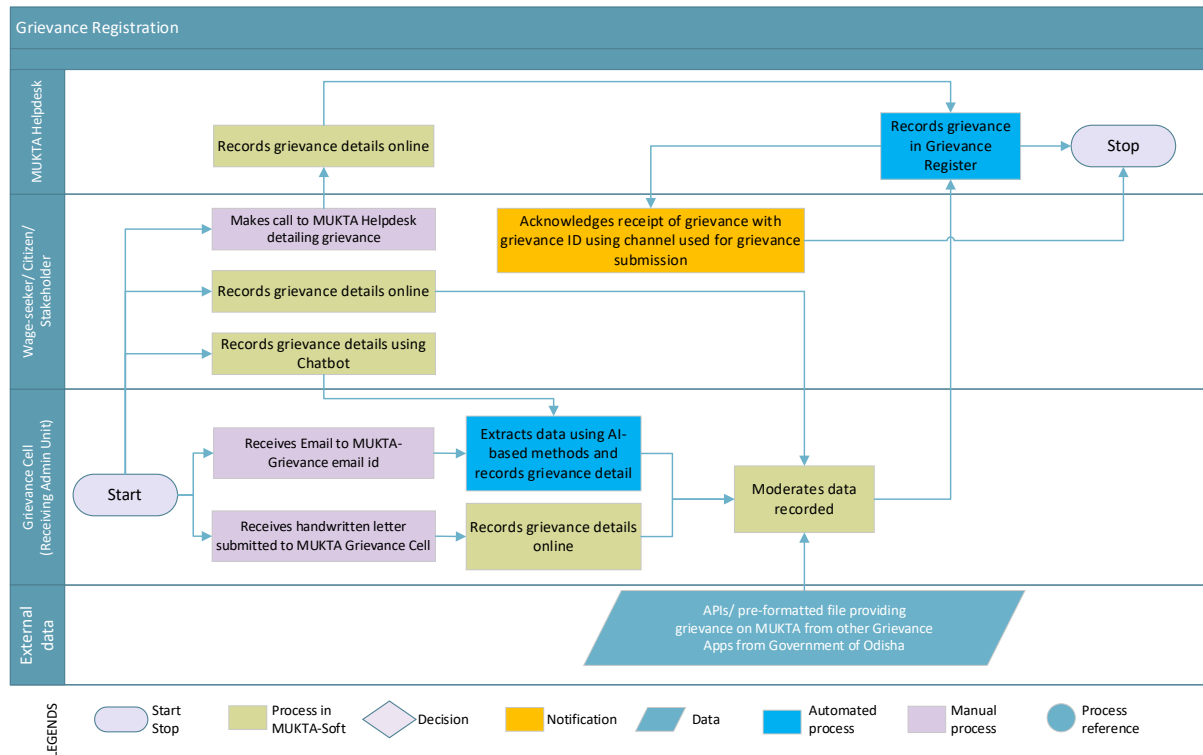
Using this module, the stakeholders can submit their grievances through a) email to email id of Grievance Cell, b) handwritten letter, c) online form in MUKTA-Soft, d) chatbot of MUKTA-Soft, e) call to MUKTA Helpdesk, and f) external grievance Apps of the Government. Grievance received through these multi-modal channels can be recorded to the Grievance Register in MUKTA-Soft, assigning a unique ID.

a) Functional Requirements

The following functionality is envisaged for MUKTA-Soft for grievance registration.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system shall enable the Grievance Cell of the receiving Admin Unit to receive grievance offline, such as a) handwritten/ printer letters submitted to the Admin Unit and b) email sent to designated email id.
02	The system also shall enable the Wage-seeker/ Citizen/ Stakeholders to submit grievance through a) chatbot, b) online form in MUKTA-Soft, and c) online form in MUKTA-Soft by MUKTA Helpdesk, and d) grievance on MUKTA received over API from other grievance apps by the Government of Odisha.
03	MUKTA Helpdesk shall be able to submit the grievance online based on the call received from Wage-seeker/ Citizen/ Stakeholder.
04	For grievance recorded online by the Wage-seeker/ Citizen/ Stakeholder and Grievance Cell itself, and extracted data using AI-based methods, the Grievance Cell shall be able to moderate the details in the system.
05	On submission of the grievance by MUKTA Helpdesk and on moderation by the Grievance Cell, the grievance is auto-recorded in the Grievance Register.
06	On recording of grievance in the Grievance Register, the Wage-seeker/ Citizen/ Stakeholder shall receive an acknowledgement of grievance registration.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Receives Email to MUKTA-Grievance email id	Grievance Cell	Admin Unit (Receiving)	Email submitted by the Wage-seeker/ Citizen/ Stakeholder	As and when submitted (T0)
02	Receives handwritten letter submitted to MUKTA Grievance Cell	Grievance Cell	Admin Unit (Receiving)	NA	As above
03	Records grievance details using Chatbot	Citizen/ Stakeholder	Across the state	NA	As above
04	Records grievance details online	Citizen/ Stakeholder	Across the state	NA	As above
05	Makes call to MUKTA Helpdesk detailing grievance	Citizen/ Stakeholder	Across the state	NA	As above
06	For details received over email and Chatbot, extracts data using AI-based methods and records	System	System	NA	NA

	grievance detail				
07	For detailed received in handwritten letter, Records grievance details online	Grievance Cell	Admin Unit (Receiving)	NA	$T1 = T0 + 1$
08	Records grievance details online (from call to MUKTA Helpdesk detailing grievance by citizen/ stakeholder)	Associate	MUKTA Helpdesk	NA	T1
09	Moderates data recorded	Grievance Cell	Admin Unit (Receiving)	a) Grievance details online recorded details online by Grievance Cell/ Wageseeker/ Citizen/ Stakeholder/ MUKTA Helpdesk b) Extracted data using AI-based method) c) APIs providing grievance on MUKTA from other Grievance Apps from Government of Odisha	$T1 = T0 + 1$
10	Records grievance in Grievance Register	System	System	NA	NA
11	On recording of grievance in Grievance Register, acknowledges receipt of grievance with grievance ID using channel used for grievance submission	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Necessary access authorisation available to the authorized users.	MUKTA-Soft

02	Grievance submission facility available for the guest users.	MUKTA-Soft
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e) Post-condition

N	POST-CONDITION	SYSTEM
01	Grievance register is available for the grievance cells at State/ District/ ULB levels.	MUKTA-Soft

f) Integrations

N	INTEGRATION SYSTEM	PURPOSE	Type (API, Feed, File etc.)	Direction (Inbound, Outbound, Both)
01	Mo-Sarkar	Grievances submitted for Mo-Sarkar in pre-formatted excel/ files, can also be uploaded in MUKTA-Soft	File	Inbound

g) Expected MIS Reports

List of grievances submitted.

h) Data Attributes

GRV-01-D01: Grievance Register

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Grievance ID	System generated	DHDMC001030422G891	Admin Unit ID (8) + Date (DDMMYY) + G + Serial Number (3 digits)
02	Submitting User ID	UAA-D02-01	B2191212	Taken from User login (for logged in User) for User submitting the grievance
03	Reporting User ID	UAA-D02-01	B2191212	Taken from User login (for logged in User) for User reporting the grievance, if any
04	Reporting User Name	Enter Name (for guest user)/ System populated	Bikash Dash	
05	Reporting User Mobile	Enter mobile number (for guest user)/ System populated	98123 71201	
06	Level	Select from drop-down	District	Levels: State, District, ULB, Community
07	Admin Unit	Select from drop-down	DHDMC001	Select Admin Unit received the grievance

GRV-01-D02: Grievance Issue

One grievance can have one or more issues. The data attribute for each issue may differ. It is expected that the submitting User shall be able to select the concerned Work/ Community Organisation/ Payment related to the issue.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Grievance ID	System generated	DHDMC001030422G891	Multiple grievances linked to Grievance ID
02	Issue ID	System Generated	ON01	Grievance Type + Serial number (2 digits)

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
03	Grievance Type	Select from drop-down	Onboarding	Types related to: - Onboarding (ON) - Works Selection (WS) - Works Execution (WE) - Works Measurement (WM) - Payments (PM)
04	Grievance Sub-type	Select from drop-down	Refusal to onboard Wage-seeker	Sub-type example: - Onboarding: Refusal to onboard Wage-seeker
05	Grievance	Enter the details	I have been approaching the SHG Progressive SHG for 4 times. Despite my request to the Secretary multiple times, she has refused to register me for the work.	
06	Community Organisation ID	Select from drop-down RAD-02-D02	BL21W20129	
06	Attachment	Uploaded by the submitting User	Wage-receipt.png	Image and PDF

13.2. GRV-02: Grievance Assignment and Resolution

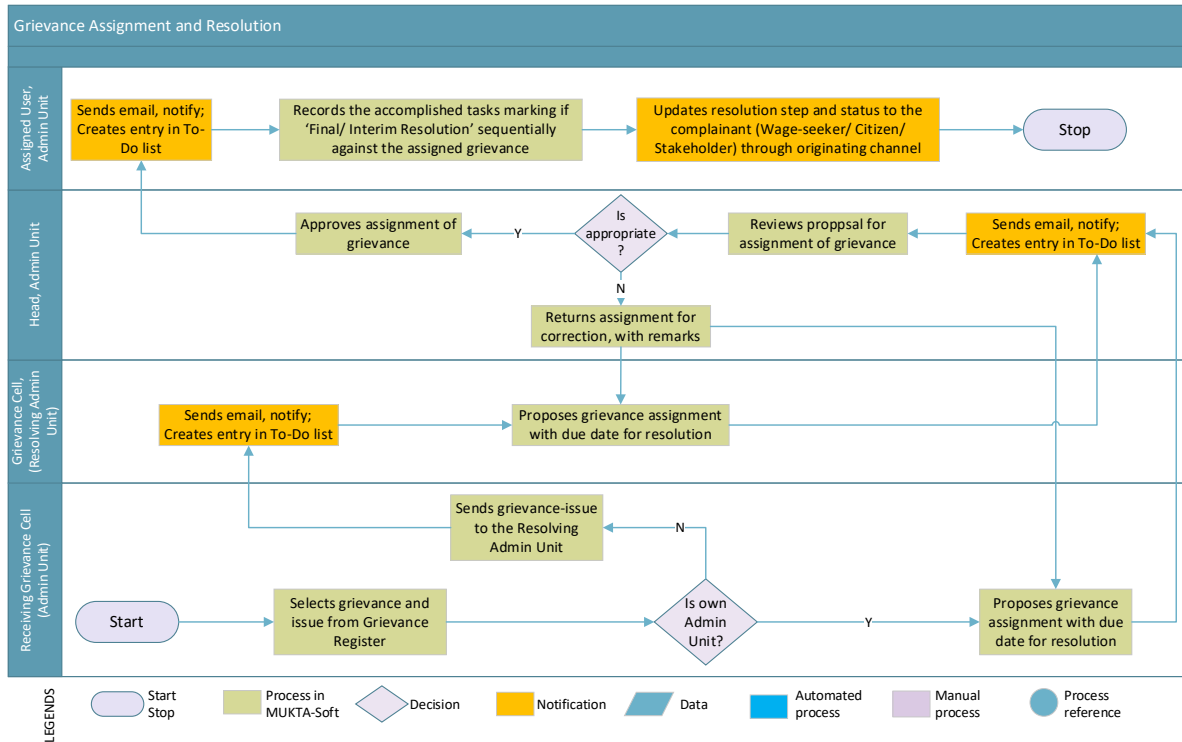
This Module enables the assignment of the grievance to the appropriate Admin Unit and the User in the said Admin Unit. It also enables the Assigned User to record accomplished tasks.

a) Functional Requirements

The following functionality is envisaged for MUKTA-Soft for assigning the grievance for resolution.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	<p>The system enables the designated Users of the recipient Grievance Cell at State, District, and ULB levels to assign the grievance and issues therein to one or more Admin Units. If the grievance (and issues therein) is assigned to own Admin Unit, the Grievance Cell shall be able to select the concerned User for resolution. Otherwise, the resolving Admin Unit's grievance call shall assign the User responsible for resolving the issue.</p> <p>Grievance Cell can assign different issues in the submitted grievance to one or more assignee, depending on the matter raised in the issue.</p>
02	<p>On assignment, the Assignee can choose to return to the assignor after recording a reason, if the Assignee found the grievance has been mistakenly assigned.</p> <p>On an attempt to resolution of the grievance, the Assignee shall not be able to return the grievance any longer.</p>
03	The system provides visibility of the grievance and its issues including the receipt and opening of the grievance, return, and resolution by the Assignee to the Assigning Grievance Cell and the complainant.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Selects grievance and issue from Grievance Register	Recipient Grievance Cell	Admin Unit (State/ District/ ULB Level)	NA	T0 = Recording of the Grievance-issue in Grievance Register + 2
02	If assignment to own Admin Unit, proposes grievance assignment with due date for resolution	Recipient Grievance Cell	Admin Unit (State/ District/ ULB Level)	NA	T1 = T0+2
03	If not own Admin Unit, sends to the resolving Admin Unit	Recipient Grievance Cell	Admin Unit (State/ District/ ULB Level)	NA	T1 = T0+2
04	Sends email, notify; Creates entry in To-Do list for Grievance Cell, Resolving Admin Unit	System	System	NA	NA
05	Proposes grievance assignment with	Grievance Cell	Resolving Admin Unit	NA	T1 = T0+2

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
	due date for resolution				
06	Sends email, notify; Creates entry in To-Do list for Head, Admin Unit	System	System	NA	NA
07	Reviews proppsal for assignment of grievance	Head	Admin Unit	NA	$T2 = T1 + 3$
08	If assignment is not appropriate, Returns assignment for correction, with remarks to Grievance Cell, Admin Unit	Head	Admin Unit (responsible for resolution)	NA	$T2 = T1 + 3$
09	If assignment is appropriate, approves the assignment for grievance-issue	Head	Admin Unit (responsible for resolution)	NA	$T2 = T1 + 3$
10	Sends email, notify; Creates entry in To-Do list for Assigned User	System	System	NA	NA
11	Records the accomplished tasks marking if 'Final/ Interim Resolution' sequentially against the assigned grievance	Assigned User	Admin Unit (responsible for resolution)	NA	$T3 = \text{From } T2 \text{ to Due Date}$
12	Updates resolution step and status to the complainant (Wage-seeker/ Citizen/ Stakeholder) through originating channel	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Recipient and resolving Admin Units shall have the necessary access authorisations for assigning Grievance-issues.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	Users in the Admin Unit/ Community Organisations shall be able to see the relevant grievance-issues for resolution.	MUKTA-Soft

f) Integrations

This module may not require any integrations with an external system.

g) Expected MIS Reports

List of grievances and grievance issues with assigned Admin Unit/ Community Organisations and Users.

h) Data Attributes

GRV-02-D01: Grievance Assignment

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Grievance ID	Auto-selected from GRV-01-D01	DHDMC001030422G891	On selection of the Grievance from Grievance List
02	Grievance-issue ID	Auto-selected from GRV-01-D02	ON01	On selection of Grievance-Issue ID
02	Submitting User ID	Auto-selected from GRV-01-D01	B2191212	As above
03	Reporting User ID	Auto-selected from GRV-01-D01	B2191212	As above
04	Reporting User Name	Auto-selected from GRV-01-D01	Bikash Dash	As above
05	Reporting User Mobile	Auto-selected from GRV-01-D01	98123 71201	As above
06	Level	Auto-selected from GRV-01-D01	District	As above
07	Admin Unit (Recipient)	Auto-selected from GRV-01-D01	DHDMC001	As above (Recipient Admin Unit)
08	Admin Unit (Resolving)	Selected from RAD-M01-D04 (Master List - Admin Units)	DHDMC001	
09	User ID (Assigned)	Selected from UAA-01-D01	B2191212	
10	Is Accepted	Selected by User (assigned)	Yes	Updated on click of resolve button for the Grievance-issue

GRV-02-D02: Grievance-issue Resolution

One grievance-issue may have one or more resolutions.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Grievance ID	Auto-selected from GRV-01-D01	DHDMC001030422G891	On selection of the Grievance from Grievance List

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
02	Grievance-issue ID	Auto-selected from GRV-01-D02	ON01	On selection of Grievance-Issue ID
02	Submitting User ID	Auto-selected from GRV-01-D01	B2191212	As above
03	Reporting User ID	Auto-selected from GRV-01-D01	B2191212	As above
04	Reporting User Name	Auto-selected from GRV-01-D01	Bikash Dash	As above
05	Reporting User Mobile	Auto-selected from GRV-01-D01	98123 71201	As above
06	Level	Auto-selected from GRV-01-D01	District	As above
07	Admin Unit (Recipient)	Auto-selected from GRV-01-D01	DHDMC001	As above (Recipient Admin Unit)
08	Admin Unit (Resolving)	Selected from RAD-M01-D04 (Master List - Admin Units)	DHDMC001	
09	User ID (Assigned)	Selected from UAA-01-D01	B2191212	
10	Is Accepted	Selected by User (assigned)	Yes	Updated on click of resolve button for the Grievance-issue
11	Resolution ID	System generated	ON01R01	Issue ID + Resolution Number
12	Resolution Date	Entered by User (Assigned)	31/03/2022	
13	Resolution	Entered by User (Assigned)	Payment for the wage-seeker has been delayed due to delay in measurement. The measurement has been initiated on 30 March 22 and shall be completed within next 3 days. It is expected to process the payment in next 7 days.	
14	Resolution type	Select	Interim	

13.3. GRV-03: Grievance Feedback and Closure

Using this module, the system manages the grievance resolution and intimation to the complainant.

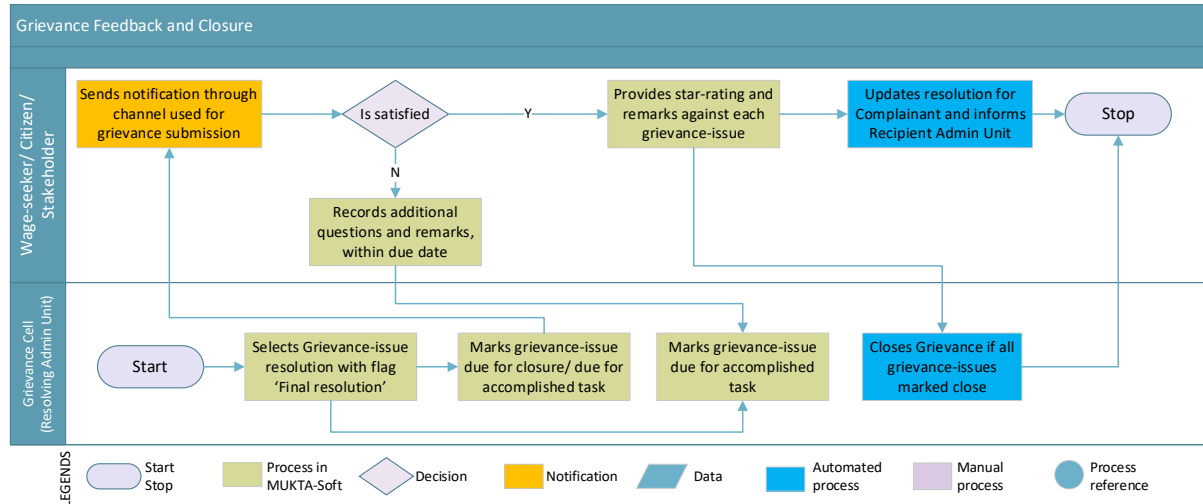
a) Functional Requirements

The following functionality is envisaged for MUKTA-Soft for recording the resolution.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The Grievance Cell of Resolving Admin Unit shall be able to identify if the resolution is interim or final for each Grievance-issue. System shall enable selection of the resolution marked as Final Resolution marked for closure. It will also enable the Grievance Cell to mark the resolution due for accomplished task.
02	On marking the resolution due for closure, system shall be able to notify the complainant (Wage-seeker/ Citizen/ Stakeholder) through the channel used for submission of grievance.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
03	Wage-seeker/ Citizen/ Stakeholder shall be able to provide star-rating and remarks against each grievance-issue.
04	The system shall be able to auto-close grievance if all grievance issues marked close.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL/OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Selects Grievance-issue resolution with flag 'Final resolution'	Grievance Cell	Resolving Admin Unit	NA	T0 = Grievance-issue resolution marked as 'Final Resolution' by the Assigned User + 2
02	Marks grievance-issue due for closure/ due for accomplished task	Grievance Cell	Resolving Admin Unit	NA	T0
03	Marks grievance-issue due for accomplished task	Grievance Cell	Resolving Admin Unit	NA	T0
04	Sends notification through channel used for grievance submission to Wage-seeker/ Citizen/ Stakeholder	System	System	NA	NA
05	If not satisfied, Records additional questions and	Wage-seeker/ Citizen/ Stakeholder	Across state	NA	T1 = T0 +7

	remarks, within due date				
06	If satisfied, provides star-rating and remarks against each grievance-issue	Wage-seeker/ Citizen/ Stakeholder	Across state	NA	T1 = T0 +7
07	Closes Grievance if all grievance-issues marked close	System	System	NA	NA
08	Updates resolution for Complainant and informs Recipient Admin Unit	System	System	NA	NA

d) Prerequisite

N	PREREQUISITE	SYSTEM
01	Grievance Cell, Resolving Admin Unit shall be able to record the additional questions/ feedback based on the resolution.	MUKTA-Soft

e) Post-condition

N	POST-CONDITION	SYSTEM
01	The system shall update the Grievance-issues and Grievance status as pending or resolved and close the Grievance on closure of all Grievance-issues, as applicable.	MUKTA-Soft

f) Integrations

No integration is envisaged in this module.

g) Expected MIS Reports

List of grievances and issues with their resolution date, status, and feedback from the complainant.

h) Data Attributes

GRV-03-D02: Complainant Feedback

One resolution may have one or more feedback.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Grievance ID	Auto-selected from GRV-01-D01	DHDMC001030422G891	On selection of the Grievance from Grievance List
02	Grievance-issue ID	Auto-selected from GRV-01-D02	ON01	On selection of Grievance-Issue ID
03	Resolution type	Select	Interim	
04	Resolution ID	System generated	ON01R01	Issue ID + Resolution Number
05	Resolution Date	Entered by User (Assigned)	31/03/2022	

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
06	Feedback	Entered by Complainant/ recipient Admin Unit (on behalf of complainant)	I have been waiting for the payment for the last 10 days. I am asked to wait for 7 more days.	
07	Resolution Rating	Entered by Complainant/ recipient Admin Unit (on behalf of complainant)	1	Scale of 1 to 5 (from Poor to Best)

13.4. GRV-04: Chatbot

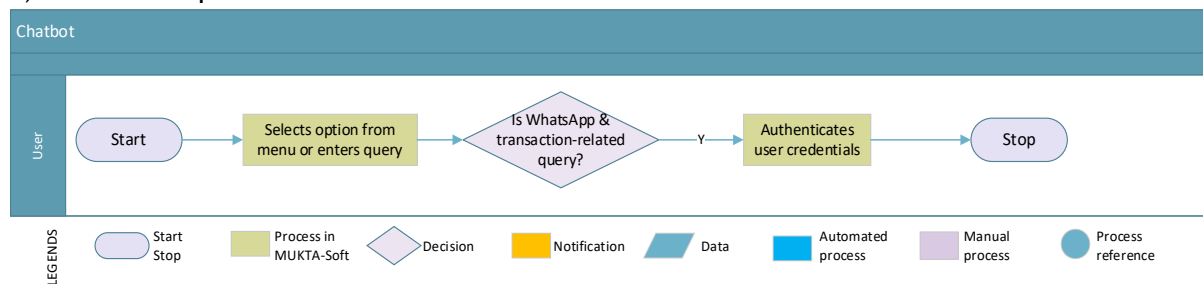
Through this module, the system shall provide a chat interface to the Users.

a) Functional Requirements

The following functionality is envisaged for MUKTA-Soft for the chatbot.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	Users of the system shall be able to use the chatbot in Web and Mobile Apps. Users shall also be able to use the Chatbot functionality through WhatsApp which is currently the most popular messenger App.
02	The Chatbot shall enable the Users to provide transactional details in WhatsApp, once the User has authenticated his/her credentials.
03	System shall enable the Chatbot to provide menu-driven as well as custom responses. The Chatbot shall be able to provide videos from the Training Repository and FAQ sections in response to the menu-based options and questions.
04	Chatbot shall be able to identify questions that can't be answers and provide and connect to the Central Helpdesk.
05	Chatbot shall provide the User an option to convert his/her question/ complaint in a grievance and submit the same.
06	If possible, the Chatbot shall provide the User option to interact in Odia.

b) Process Map



c) Prerequisite

N	PREREQUISITE	SYSTEM
01	Users availing Chatbot service through WhatsApp shall be registered in the system using their mobile phone.	MUKTA-Soft

d) Post-condition

N	POST-CONDITION	SYSTEM
01	Users shall be able to get queries resolved, post grievances, and connect to the Central Helpdesk.	MUKTA-Soft

e) Integrations

N	INTEGRATION SYSTEM	PURPOSE	Type (API, Feed, File etc.)	Direction (Inbound, Outbound, Both)
01	WhatsApp	Provide Chatbot facility in WhatsApp	API	Both

f) Expected MIS Reports

Chatbot usage by number of sessions.

g) Data Attributes

It is a service functionality that uses other components. The service primarily stores its data through logs.

14. Social Audit and Compliance (SOC)

The SOC component consists of four modules.

REF	MODULE NAME	W	M
SOC-01	Social Audit Planner	<input checked="" type="checkbox"/>	
SOC-02	Social Audit Agency Engagement	<input checked="" type="checkbox"/>	
SOC-03	Audit Register	<input checked="" type="checkbox"/>	
SOC-04	Audit Compliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

14.1. SOC-01: Social Audit Planner

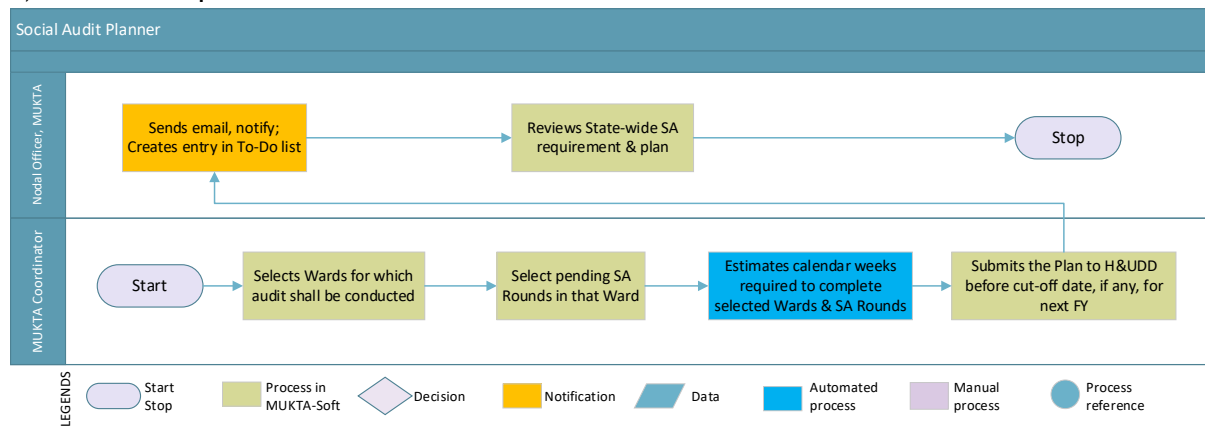
This Module enables the ULBs to submit a plan of activity for acknowledgment by the H&UDD.

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft for planning the social audit exercise. The planning process involves discussion and finalization of the schedule offline.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system enables the ULB to select the Wards and pending Social Audit Rounds (SA Rounds) in those Wards for which social audit shall be conducted.
02	The system shall be able to auto-estimate number of weeks required for conducting social audit, based on each pending Audit Round in the selected Ward.
03	ULB shall submit the plan for the current/ next FY before the cut-off date, if any.
04	The plan shall be available for the Department to acknowledge.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Selects Wards for which audit shall be conducted	MUKTA Coordinator	ULB	NA	T0 = From the invitation to submit SA plan to Cut-off date for submission of SA plan to H&UDD for the next year
02	Select pending SA Rounds in that Ward	MUKTA Coordinator	ULB	NA	T0

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
03	Estimates calendar weeks required to complete selected Wards & SA Rounds	System	System	NA	NA
04	Submits the Plan to H&UDD before cut-off date, if any, for next FY	MUKTA Coordinator	ULB	NA	T0
05	Sends email, notify; Creates entry in To-Do list	System	System	NA	NA
06	Reviews State-wide SA requirement & plan	Nodal Officer - MUKTA	H&UDD	NA	T0

d) Pre-requisite

N	PREREQUISITE	SYSTEM
01	MUKTA Coordinator has received the guidance on decision for the selection of Wards and pending SA Rounds in notifications	Department & ULB Processes

e) Post-condition

N	POST CONDITIONS	SYSTEM
01	ULB and Department shall be able to review the requirements of the Social Audit of the concerned ULB for the next FY.	MUKTA-Soft

f) Expected MIS Reports

List of social audit to be done for the FY, by Ward for the ULB.

g) Data Attributes

SOC-01-D01: Social Audit Planner

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	H&UDD Notification	Enter reference number	H&UDD/22-23/29482	Notification for submission of the SA plan by the ULBs
02	FY	Select from drop-down	2023-24	Next financial year for which SA plan being submitted
03	ULB	Selected from RAD-M01-D04/ System-populated from the login	DHDMC001 - Dhenkanal Municipality	
04	Ward	Selected from RAD-M01-D04	Ward 01	
05	SA Round	Select from drop-down (only pending SA Rounds)	Oct - Mar, 2020-21 (Pending) Apr - Sep, 2021-22 (Pending)	Example values: Apr - Sep, 2020-21 (Complete) Oct - Mar, 2020-21 (Pending) Apr - Sep, 2021-22 (Pending) Oct - Mar, 2021-22 (Pending)

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
06	Weeks	Auto-estimated	2 weeks	Based on the number of SA rounds, weeks shall be estimated, e.g., 1 Round = 1 week, 2 Round = 2 weeks, etc.

14.2. SOC-02: Social Audit Agency Engagement

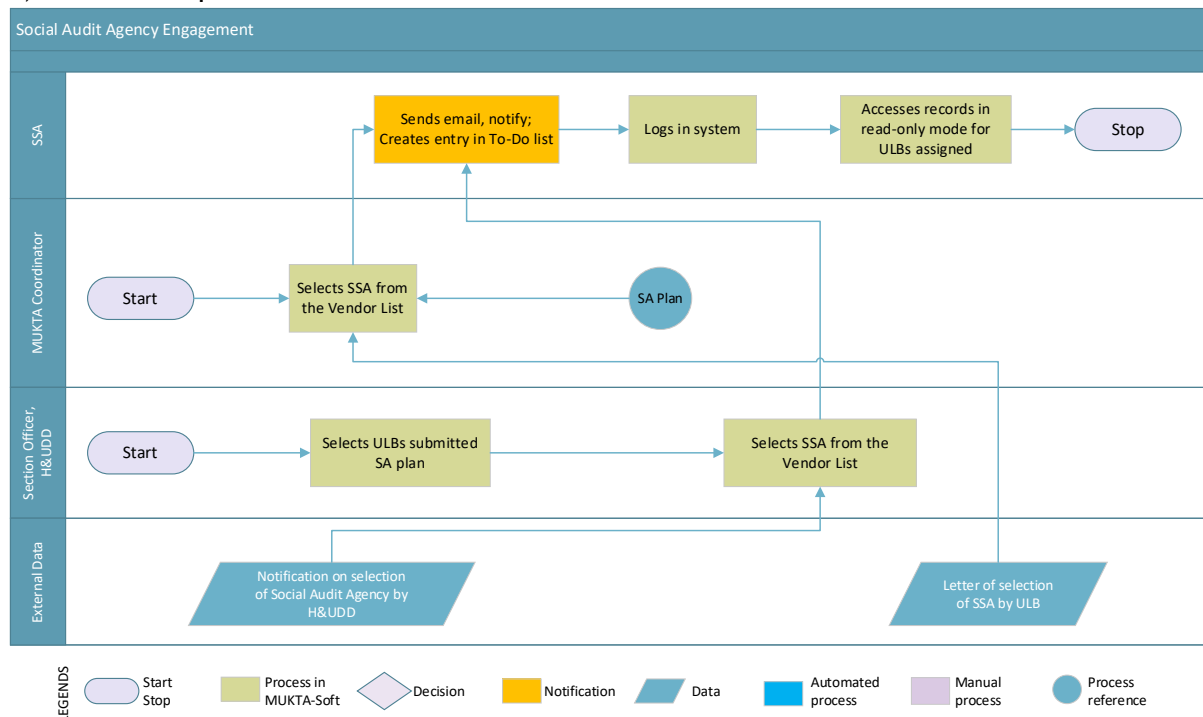
In this module, the H&UDD and/or ULBs shall be able to engage one or more Social Audit Agency (SAA) to carry out social audits in the ULBs.

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft for engaging the Social Audit Agency.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system shall be able to use Vendor Registration Module for registration of Social Audit Agency (SAA). The system shall enable H&UDD to select the ULBs (and Wards selected therein) submitted social audit plan for the given FY and then assign selected (based on the notification issued to the SSA) SSA.
02	The system also enables the ULBs to select the SSA from the list of empanelled SSAs, based on the letter issued by the ULB on the engagement of the SSA.
03	On assignment of the SSA, the SSA receives credentials to login in the system.
04	The system shall provide access to the relevant records pertaining to the Works and Community (e.g. demography data) in read-only mode.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
---	----------	----------------	-----------------	--------------------	----------

01	Selects ULBs submitted SA plan	Section Officer	Dealing Section, H&UDD	Notification on selection of Social Audit Agency by H&UDD	Usually twice a year
02	Selects SSA from the Vendor List	Section Officer	Dealing Section, H&UDD	NA	NA
03	Selects SSA from the Vendor List	MUKTA Coordinator	ULB	Letter of selection of SSA by ULB	NA
04	Sends email, notify; Creates entry in To-Do list for the SSA	System	System	NA	NA
05	Logs in system	SSA	SSA	NA	NA
06	Accesses records in read-only mode for ULBs assigned	SSA	SSA		

d) Pre-requisite

N	PREREQUISITE	SYSTEM
01	H&UDD has notified the selection of Social Audit Agency for registering in the system.	Departmental process
02	Section Officer has the authorisation to Vendor Registration module and selection of vendor type as Social Audit Agency.	MUKTA-Soft

e) Post-condition

N	POST CONDITIONS	SYSTEM
01	Users in Social Audit Agency shall be able to login in the system.	MUKTA-Soft

f) Expected MIS Reports

List of Social Audit Agencies engaged by H&UDD.

g) Data Attributes

SOC-02-D01: Social Audit Agency Registration

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Vendor ID	System generated	DH21A23012	Uses Vendor Registration module
02	Name	Empanelled list/ Certificate of incorporation	Citizens Audit Pvt Ltd	Enter full name of vendor as appears in government-approved document
03	Type of entity	Vendor document/ Empanelment list	Business	Select type (e.g., Business/ Individual)
04	Address details	Document submitted by vendor	22 Station Road Dhenkanal Municipality, Dhenakanal	
05	PAN	Document submitted by vendor	ASTQ0183S	Provided by vendor and can be validated through GSTIN
06	Upload PAN	Upload PAN as an image	jpeg	
07	GSTN	Document submitted by vendor	18AABCU9603R1ZM	Provided by vendor
08	Upload GSTN Certificate	Document submitted by vendor	pdf	

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
09	Udyam Aadhar	Document submitted by vendor	MH -XX-XXXXXXX	
10	Contact Person Details	Document submitted by vendor		In case Type of Entity is individual, data on entity is same as Contact Person Details.
11	Is Debarred	Government of Odisha notification	Yes	Vendor debaring shall prevent issuance of contract even though the vendor is empanelled by the Department.
12	Contractor class	Empanelled list	Social Audit Agency	Provide class

SOC-02-D02: SAA Engagement

A Social Audit Agency can be engaged to audit in one or more districts.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Vendor ID	System generated	DH21A23012	Uses Vendor Registration module
02	H&UDD Notification	Enter reference number	H&UDD/22-23/29482	
03	Select FY	Selects from drop-down	2022-23	FY for which H&UDD engaged the Agency
04	Start Date	Enters the date	06-04-22	Date when the Agency will start social audit exercise
05	End Date	Enters the date	06-06-22	Date when the Agency will conclude the audit (as per notification)
06	District	Selects districts	Angul, Dhenkanal	
07	Admin Units	Select Admin Units	DHDMC001	Select Admin Units of the Districts selected
08	Audit Items	Selects one or more audit items	1. Audit of Wage-seekers 2. Audit of Community Organisations	Contract issued to the Agency provides the list of audit items.

14.3. SOC-03: Audit Register

Using this module, the Social Audit Agency shall record the findings from the audit.

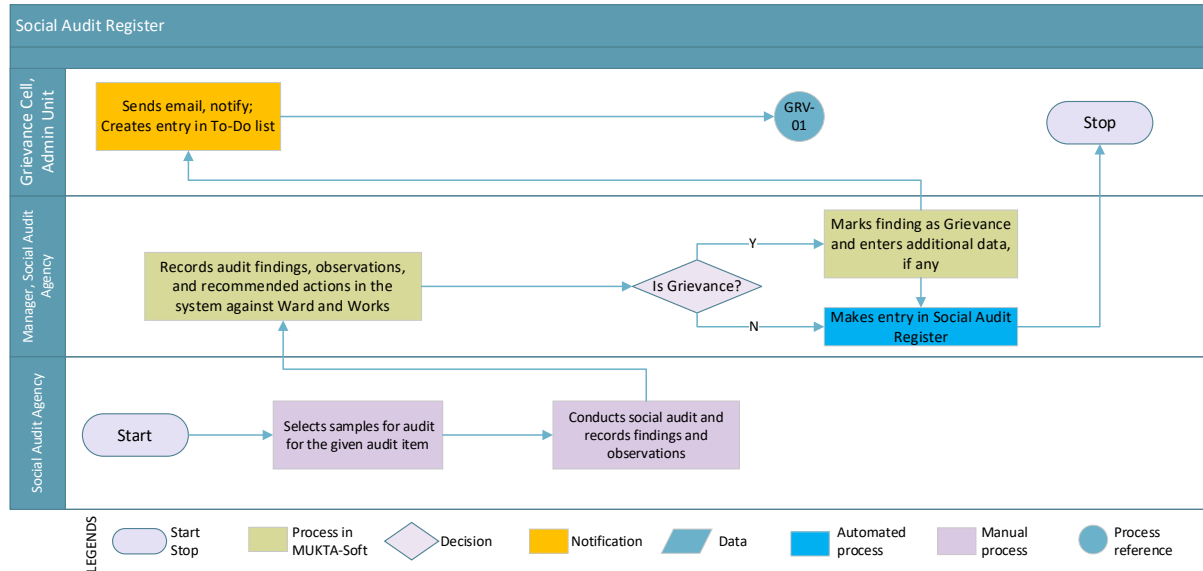
a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft for audit register.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	The system shall enable the Manager, Social Audit Agency to conduct relevant searches and filtering to select data samples for a given audit item (e.g., Community Organisations, Wage-seekers, Works, Payments).
02	The system shall make those selected sample records available in the mobile app for use in the field visits.
03	The system shall enable the Manager to customise a questionnaire for audit type. The questionnaire may include recording audio/ video, photographs, scanning of documents, and recording inputs.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
04	Manager can link the questionnaire to the stakeholders selected as sample or allow recording from group of respondents from the public.
05	Once the questionnaire is made available, the Auditors shall be able to collect the data from the selected samples, based on the questionnaire for the audit item.
06	The auditor shall be able to mark a questionnaire response as a grievance for treating it as a grievance to be submitted to the Grievance Cell of the Admin Unit.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Selects samples for audit for the given audit item	Social Audit Agency	Social Audit Agency	NA	T0 = SA start date - 15
02	Conducts social audit and records findings and observations	Social Audit Agency	Social Audit Agency	NA	NA
03	Records audit findings, observations, and recommended actions in the system against Ward and Works	Manager	Social Audit Agency	NA	NA
04	If the finding is a grievance, Marks finding as Grievance and enters additional data, if any	Manager	Social Audit Agency	NA	NA
05	Makes entry in Audit Register	System	System	NA	NA
06	Sends email, notify; Creates entry in To-Do list	System	System	NA	NA

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
	for Grievance Cell, Admin Unit				
07	If grievance, refer to process in Grievance Registration module	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
01	The system shall provide the Manager of Social Audit Agency with access to data for assigned ULBs and Wards.	MUKTA-Soft
02	The system shall provide integration with Grievance Registration module to enable automated submission of selected findings to the module.	MUKTA-Soft

e) Post-condition

N	POST CONDITIONS	SYSTEM
1	Audit findings are available to the Admin Unit for compliance in the Social Audit Register.	MUKTA-Soft

f) Expected MIS Reports

List of audit findings.

g) Data Attributes

Audit register shall have multiple data structures, based on Audit Types. For example, questionnaire for audit of Works will have a different data structure, as compared to questionnaire for Wage-seeker. In this section, one example for audit of Wage-seeker is given.

SOC-03-D01: Audit Register

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Vendor ID	Selected from SOC-01-D02	DH21A23012	Uses Vendor Registration module
02	H&UDD Notification	Enter reference number	H&UDD/22-23/29482	
03	District	Selected from SOC-01-D02	Dhenkanal	
04	Admin Unit	Selected from SOC-01-D02	DHDMC001 - Dhenkanal Municipality	
05	Audit Item	Selected from SOC-01-D02	Audit of Wage-seekers	

SOC-03-D02: Audit Register (Wage-seeker Audit)

Audit item (Audit of Wage-seeker) will have one or more samples.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Vendor ID	Selected from SOC-01-D02	DH21A23012	Uses Vendor Registration module

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
02	H&UDD Notification	Enter reference number	H&UDD/22-23/29482	
05	Audit Item	Selected from SOC-01-D02	Audit of Wage-seekers	
06	User ID	Selected from UAA-D03-01	B2191212	
07	Name	Selected from UAA-D03-01	Asha Devi	
08	How many months the Wage-seeker is living in the current location	Entered by Auditor	21 months	Input required for audit question
09	Did she requested for employment in MUKTA?	Entered by auditor	Yes	Input required for audit question
10	How many days of employment did the Wage-seeker asked?	Entered by auditor	45 days	Input required for audit question
11	How many days of employment she was offered?	Entered by auditor	12 days	Input required for audit question

14.4. SOC-04: Audit Compliance and Report

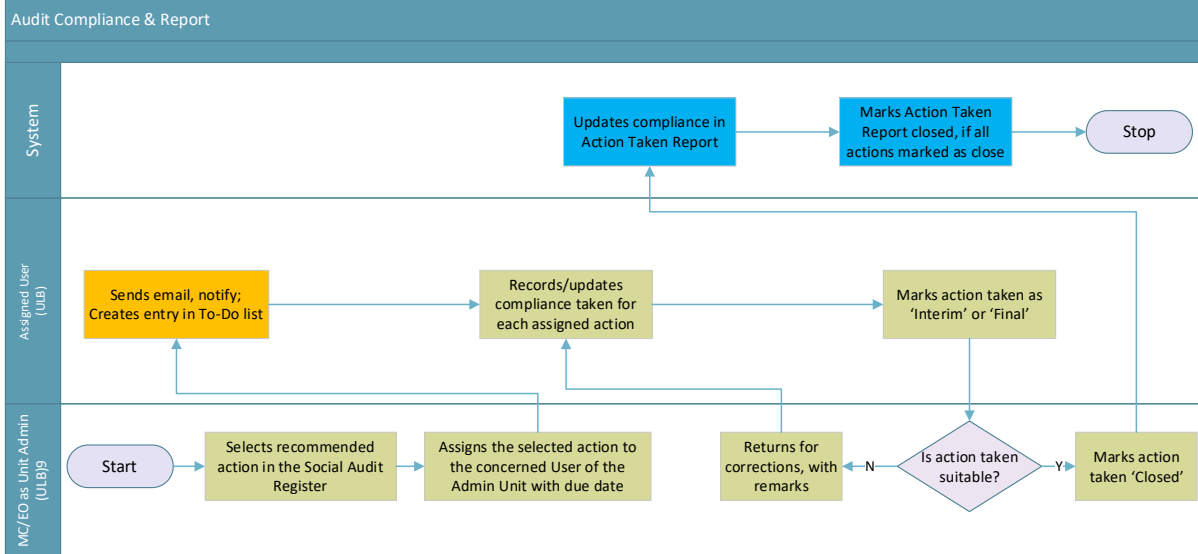
Using this module, the responsible Users in the Admin Units shall provide compliance to the action points.

a) Functional Requirement

The following functionality is envisaged for MUKTA-Soft for audit compliance.

N	BUSINESS/ FUNCTIONAL REQUIREMENTS
01	On receipt of the recommended actions prepared by the Social Audit Agency, the Head of Admin Unit (Unit Admin) shall be able to assign the audit action to one or more Users (e.g., AE/JE, ME, Accountant, Community Organiser, etc.).
02	The User assigned to comply shall be able to record the action taken periodically. An action can be marked as 'Interim' or 'Final' by the assigned User/ Unit Admin.
03	On acceptance of an action by the Unit Admin, the action taken note will be marked as final and closed.
04	The Unit Admin/ assigned User can choose reply to some actions recommended by the SA Agency as lessons learned and close those actions.
05	On closure of each action taken, the system shall be able to auto-generate an Action Taken Report for each Audit Report, providing details of the audit findings and compliances.

b) Process Map



c) Process Description

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
01	Selects recommended action in the Social Audit Register	MC/EO	ILB	NA	T0= Issue of Social Audit Register + 5
02	Assigns the selected action to the concerned User of the Admin Unit with due date	MC/EO	ILB	NA	T0
03	Sends email, notify; Creates entry in To-Do list for MC/EO	System	System	NA	NA
04	Records compliance taken for each assigned action	Assigned User	ULB	NA	T1 = T0 + 8
05	Marks action taken as 'Interim' or 'Final'	Assigned User	ULB	NA	T1 = T0 + 8
06	Is action taken found to be unsuitable, returns for corrections, with remarks	MC/EO	ILB	NA	T2 = T1 + 5
07	If action taken found to be suitable, marks action taken 'Closed'	MC/EO	ILB	NA	T2 = T1 + 5

N	ACTIVITY	RESPONSIBILITY	CHANNEL /OFFICE	DOCUMENTS INVOLVED	TIMELINE
08	Updates compliance in Action Taken Report	System	System	NA	NA
09	Marks Action Taken Report closed, if all actions marked as close	System	System	NA	NA

d) Pre-requisite

N	PREREQUISITE	SYSTEM
01	The SAA shall have completed the audits in the field and recorded audit findings in the Social Audit Register.	Process by Social Audit Agency

e) Post-condition

N	POST CONDITIONS	SYSTEM
01	Action Taken Report is available.	MUKTA-Soft

f) Expected MIS Reports

List of audit compliance with status.

g) Data Attributes

Data attribute is given for one audit item - Audit of Wage-seekers.

SOC-04-D01: Action Taken (Wage-seeker Audit)

Audit item (Audit of Wage-seeker) will have one or more samples.

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
01	Vendor ID	Selected from SOC-01-D02	DH21A23012	Uses Vendor Registration module
02	H&UDD Notification	Enter reference number	H&UDD/22-23/29482	
05	Audit Item	Selected from SOC-01-D02	Audit of Wage-seekers	
06	User ID	Selected from UAA-D03-01	B2191212	
07	Name	Selected from UAA-D03-01	Asha Devi	
08	How many months the Wage-seeker is living in the current location	Selected from SOC-03-D02	21 months	Input required for audit question
09	Did she requested for employment in MUKTA?	Selected from SOC-03-D02	Yes	Input required for audit question

N	DATA	DATA SOURCE	EXAMPLE	REMARKS
10	How many days of employment did the Wage-seeker asked?	Selected from SOC-03-D02	45 days	Input required for audit question
11	How many days of employment she was offered?	Selected from SOC-03-D02	12 days	Input required for audit question
12	Compliance	Entered by concerned User		
13	Supporting Document			
14	User ID (Admin Unit)			

15. Annexures

15.1. Annexure-1: Eol Format for Organisational Strength

It is recommended that SHG should be practicing 'Panchasutras' i.e. a) Regular meetings, b) Regular savings, c) Regular inter-loaning, d) Timely repayment, and e) Up-to-date books of accounts; Qualified as per grading norms fixed by NABARD.

N	Parameter Name (Value to be Submitted) [Supporting Documents]	Qualifying Value	Maximum Marks (100)	Evaluation Rule
1	Years of existence of SHG (in Number: Range 0-20) [Acknowledgement letter from Government]	1 Year	10	<p>Rule to be decided by the system, based on the range of values submitted by the Community Organisations through their Eol to ULB.</p> <p>(How the system will decide the rule:</p> <ul style="list-style-type: none"> - Let say 10 community organisations in a Ward submitted the Eol. - One community organisation has least number of years of existence (1.5 years). - Another community organisation has highest number of years of existence (4.0 years) - System will calculate the difference between highest and lowest value submitted. (4.0 years - 1.5 years = 2.5 years) - System will create 5 scale within highest and lowest value (2.5 years / 5 = 0.5 years) - Increment in score through scale - (Max Marks 10 / 5 = 2 marks - System will create the rule as follows <p>Case 1: Between 1.5-2.0 years: 2 Marks Case 2: Between 2.0-2.5 years: 4 Marks Case 3: Between 2.5-3.0 years: 6 Marks Case 4: Between 3.0-3.5 years: 8 Marks Case 5: Between 3.5-4.0 years: 10 Marks)</p>
2	Number of members in SHG as on date of Eol invitation (in Number: Range 5-20) [Meeting Register]	5 to 20 Members	10	<p>Case 1: Between 10-12 members: 10 Marks Case 2: Between 7-9 members: 7 Marks Case 3: Between 13-15 members: 7 Marks Case 4: Between 5-7 members: 5 Marks Case 5: Between 16-20 members: 5 Marks</p>
3	Regularity of group meeting for the last 12 months from the date of invitation of Eol (in Number: Range 10-60)	12 Meetings	10	<p>Case 1: More than 50 meetings: 10 Marks Case 2: Between 35 - 50 meetings: 7 Marks Case 3: Between 24-34 meetings: 5 Marks</p>

N	Parameter Name (Value to be Submitted) [Supporting Documents]	Qualifying Value	Maximum Marks (100)	Evaluation Rule
	[Meeting Register]			Case 4: Between 12 - 24 meetings: 2 Marks
4	Up-to-date books of accounts in the last 12 months (in Text: Yes, No) [Book of accounts]	No qualifier for this parameter	10	Case 1: If Yes: 10 Marks Case 2: If no: 0 Marks
5	Regularity in savings of SHG in the last 12 months from the date of invitation of Eol (in Number: Range 3-60) [Bank passbook]	3 Bank deposits	10	Case 1: More than 40 times: 10 Marks Case 2: Between 20 - 39 times: 7 Marks Case 3: Between 6 - 19 times: 5 Marks
6	Number of members availed internal lending in the last 12 months from the date of invitation of Eol (in Number: Range 0-20) [Meeting Register]	No qualifier for this parameter	10	Case 1: More than 5 members: 10 Marks Case 2: Between 2 - 4 members: 7 Marks Case 3: Between 0-1 members: 5 Marks
7	Timely repayment of internal lending by the loanee members in last 12 months (in Text: Yes, No) [Meeting Register]	No qualifier for this parameter	10	Case 1: If Yes: 10 Marks Case 2: If no: 0 Marks
8	Bank loan availed in the last 24 months (in Text: Yes, No) [Loan statement from bank]	No qualifier for this parameter	10	Case 1: If Yes: 10 Marks Case 2: If no: 0 Marks
9	Regularity of repayment of bank loan due in the last 12 months (in Text: Yes, No) [Loan statement from bank]	No qualifier for this parameter	10	Case 1: If Yes: 10 Marks Case 2: If no: 0 Marks
10	Amount of Retained Earnings of the SHG in the last FY (in Number: Range 5,000 - 50,00,000) [Balance Sheet]	No qualifier for this parameter	10	Rule to be decided by the system, based on the range of values submitted by the Community Organisations through their Eol to ULB

15.2. Annexure-2: Project Performance Evaluation Rule

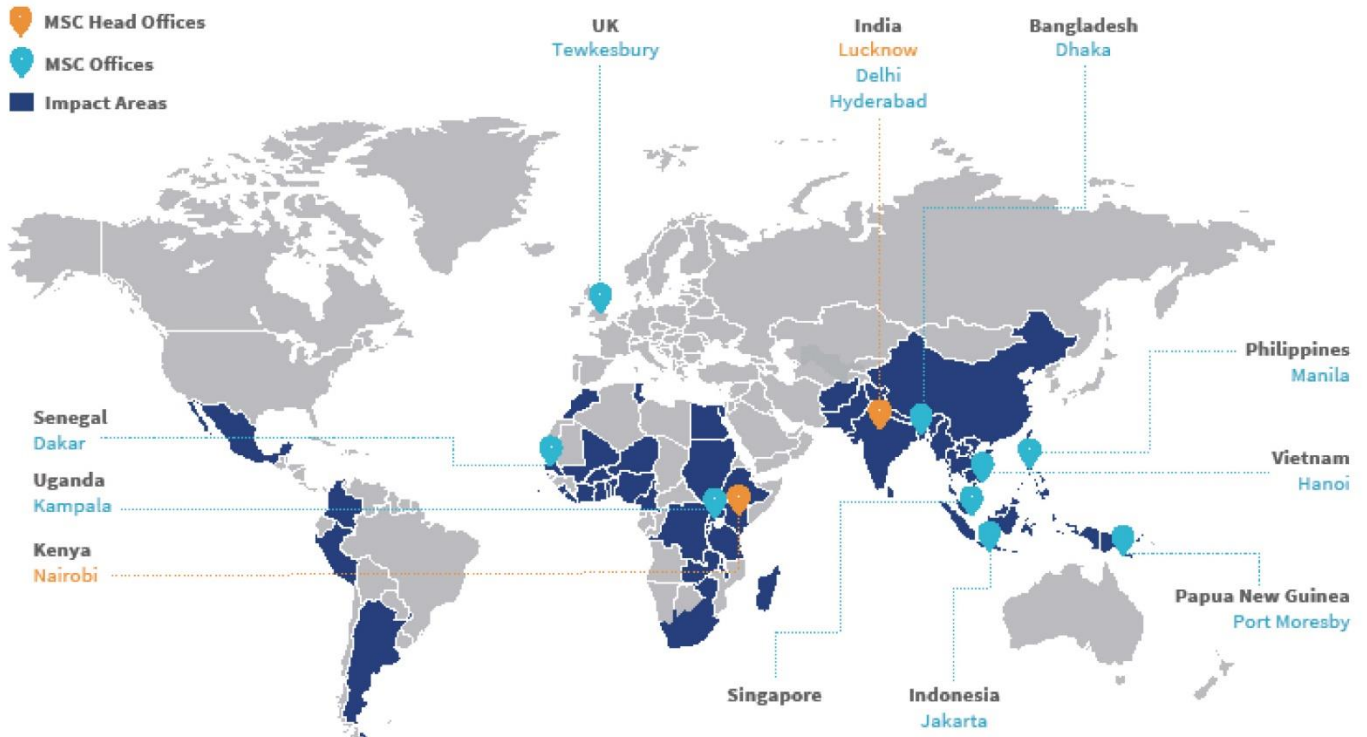
The Project Performance rule is to evaluate performance of the Community Organisation in one project. System should evaluate performance of all projects executed by the Community Organisation and find average score of each parameter for the Community Organisation.

N	Parameter	Maximum Marks (100)	Evaluation Rule
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1	Timely Acceptance of Work Order	30	Case 1: Accepted within 7 days of Work order: 30 Marks Case 2: Accepted before cancellation of Work Order: 15 Marks Case 3: Failed to Accept: 0 Mark
2	Provisioning of labour as per weekly work plan	30	Case 1: Provisioned required labour: 30 Marks Case 2: Provisioned 50 % to 90 % of required labour: 15 Marks Case 3: Could not provide required labour or provisioned < 50% labour: 0 Mark
3	Provisioning of worksite facilities	20	Case 1: worksite facilities provided throughout work: 20 Marks Case 2: Worksite facilities provided on at least 50% of project time: 10 Marks Case 3: No worksite facility provided: 0 Mark
4	Timely completion of projects	20	Case 1: Timely completed all works: 20 Marks Case 2: Timely completed at least 50% works: 10 Marks Case 3: No project completed on time: 0 Mark

15.3. Annexure-3: Project Initiation Form

Project Id and Name:			
Project Estimated Cost (in Rs.):			
Ward Number:			
Work Order No and Date:			
Role of Community Organisation:			
Community Organisation Name:			
Work Order Value:			
Project Commencement Date:			
N	Basic facilities at worksite	Availability (Yes/ No)	Status
1	Rest Shade		
2	Drinking Water		
3	Child care support		
4	MUKTA display board		
N	Activities taken up on commencement day	Status (Yes/ No)	
1	Orientation programme for explaining the works components and project plan to the Community Organisation		
2	Laying out the project		
3	Verification of worksite facility		
4	Any other activity carried out		
Pictures of the worksite			



Asia Head Office

28/35, Ground Floor, Princeton Business Park, 16 Ashok Marg,
Lucknow, Uttar Pradesh, India 226001

Tel : +91-522-228-8783 | Fax : +91-522-406-3773

Email : manoj@microsave.net

Africa Head Office

Shelter Afrique House, Mamlaka Road, P.O. Box 76436,
Yaya 00508, Nairobi, Kenya

Tel : +25-420-272-4801 | Fax : +25-420-272-0133

Email : anup@microsave.net

www.MicroSave.net