

## 2 Scope of Work

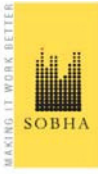
We on understanding the requirements of TWADNEST Phase 2 propose a complete ICT solution which caters to the activities identified for the department enterprise wide.

The entire scope involves three major systems namely HRMS, PMS and FAS in a tightly Integrated Online fashion. The proposed solution for TWADNEST Phase 2 should be developed and integrated completely with the sub-systems existing in TWADNEST Phase 1.

The detailed scope under each major system is listed below;

### 2.1 HRMS

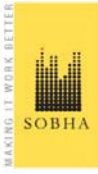
Sl. No.	Modules	Sub-Modules
1	<b>Leave Information System</b>	Leave Category Master
		Opening Balance System
		Leave Application/Approval (Complete Leave Process)
		Accrual System
		Leave Surrender
		Conversion of Non-availed Joining time into EL
		Leave Recasting
2	<b>GPF</b>	Opening Balance System
		Subscription Details
		Withdrawals ( all types )
		Part-Final/Conversion
		Final Settlement
3	<b>Loans &amp; Advances</b>	HBA
		MCA
		All Other Loans and Advances applicable to TWAD staff
4	<b>Income Tax</b>	Intermediate Statement Generation
		Employee Saving Option Entry
		Remittance Vouchers
		FAS Integration
		Form-16a generation
5	<b>Increment System</b>	Increment Due List/Approval
6	<b>Pay Fixation System</b>	Regular Pay Fixation



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Sl. No.	Modules	Sub-Modules
		Promotional/Test/Studies/etc
7	<b>Pay Roll System</b>	
	<b>(Regular/Supplement/Arrear)</b>	Preparatory Data Updation
		Pay Bill
		Schedules
		Pay Slips
		Scroll List (ECS)
		Masters Forms
		Legacy Data Checklist
8	<b>Pension &amp; Family Pension</b>	Pension Calculation
		Pensioner Master
		Family Pensioner Master
		Pensioner Bill
		Family Pensioner Bill
		Pension Revision
		Pension Arrears
		Pensioner IT Calculation
		Pending List of Pensioners
9	<b>Disciplinary Proceedings-part 1</b>	List of Charges /Punishments
10	<b>Adhoc Recoveries System</b>	Details of Adhoc Recoveries
11	<b>Integration with FAS</b>	
12	<b>Data Transfer/Uploading current year data/Checklist</b>	
13	<b>Disciplinary Charges – part 2</b>	Enquiry officer committee details
		Enquiry proceedings
		Punishment/Drop details
		Appeal details
		Appeal outcome details
		Court Cases details
		Court verdict details
		Charge Memo Issued to the Employee
		Reply of the Employee (Reference and Date)
		Appointing Enquiry officer
		Enquiry officer report
		Punishment details
		Appeal details
		Appeal Result
		Reports

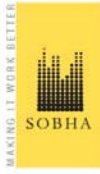


Sl. No.	Modules	Sub-Modules
14	<b>Employee Service Relieving</b>	
15	<b>Audit Para</b>	Internal and External audit para
		Audit para linking to employee and office
		Monitor audit para status
		Include or drop employee against the audit para
		General queries on audit para
		Reports
16	<b>Establishment / Civil Budget Estimate Preparation</b>	Administrative, Employee expenditure projection
		Reports
17	<b>LTC / TA-DA / Medical Reimbursement Bills</b>	
18	<b>Training details</b>	Based on willingness
		Compulsory Training ( auto selection of employees)
		Registration, Cancellation, approval , attended status update, person substitution
		Sponsors details
		Approved Courses details
		Faculty details
		Session Details
		Inhouse/Outside details
		Training Course Calendar publishing
		Training Division activities
		Reports
19	<b>Assets and Liabilities</b>	Capture Assets and Liabilities details
		Employee Wise - Statement
		Immovable Property – Statement
		Liquid Assets – Statement
		Movable Property – Statement
		GPF,PPF etc. and LIC – Statement
		Debits and Liability – Statement
20	<b>Integration with HRMS</b>	
21	<b>Other requirements</b>	View employee details on web
		Incorporate ECS wherever applicable

Sl. No.	Modules	Sub-Modules
		Voucher/bills generation where ever required
		Cheque printing facility

## 2.2 PMS

Sl. No.	Modules	Sub-Modules
1	<b>Urban</b>	
	<b>(WS &amp; Sewerage Schemes)</b>	Enlisting of Urban Schemes
		Schemes
		Components
		Activities
		Items
		Beneficiaries
		Fund Tie-up
		Allocation of work to DIV
		Masters
		Estimates Preparation
		Uploading from Excel
		Admin / Technical Sanction
2	<b>Tender Processing</b>	
		Generate/Publish Tender Notice
		Schedule Upload ( description of items of work )
		Sale of Tenders
		Bid details updation
		EMD details Updation
		Comparison Statement
		Updation of Successful Bidder
		Work Order
		Updation /Upload of Agreement
3	<b>Work Progress and Bill Processing</b>	
		Updation of Physical progress ( Rural & Urban )
		Work Bill Processing ( Rural & Urban )
		Bill Preparation
		Bill Scrutiny
		Memo of Payment
		Bill Passing
		Journal Voucher
		Liability Creation
		Beneficiary wise break up
		Expenditure Projection
		Disbursement
		Extras / Omissions
		Additional Components



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Sl. No.	Modules	Sub-Modules
		Supplementary Agreements
		Scheme Completion
		Updation of Scheme completion details
4	<b>Project Formulation Division</b>	
		Requests from Local Bodies
		Estimate Investigation Charges
		Design Estimates
		DPR Uploading
		Admin Sanction Details
		Master Data Forms
5	<b>Maintenance Schemes</b>	
		Enlisting of Maintenance Schemes
		AM Estimates Updation
		Admin Sanction for AM
		Actual Maintenance Activities
		Pumping Returns for WS to Local Bodies
		Bulk Supply to Ind, Units
		Demand Notice Generation
		Remittance Updation
		DCB Statements
		Master Forms
6	<b>Integration with FAS</b>	

## 2.3 FAS

Sl. No.	Modules	Sub-Modules
1	IFS	
2	Budget Preparation	
		Budget Estimates
		Revised Estimates
		Masters
3	Civil Bills	
		Bill Preparation
		Bill Scrutiny
		Memo of Payment
		Bill Passing
		Journal Voucher
		Liability Creation
		Beneficiary wise break up
		Expenditure Projection
		Disbursement
		Reports
4	MIS Reports	
5	Integration with HR/PMS	