

# A Project in GPMS Transportal

A Project is defined as any undertaking, carried out individually or collaboratively and possibly involving research or design that is carefully planned to achieve a particular aim

### Characteristics of a Project:

In project management a project consists of a temporary endeavor undertaken to create a unique product, service or result. The main characteristics of a project are:

- It is a temporary endeavor
- It has fixed start and end dates
- It is unique no two projects are exactly the same, and it is not a routine operation
- It is performed by a team of people teams are temporary in nature. Will be dispersed at the end of the project.
- It has a defined budget.
- It has a sponsor someone who wants the project done and will guide and fight for it.

• It has a defined objective/endpoint such that you can measure when it is complete.

### Thus GPMS Transportal facilitates in enabling:

- Leverages state of the art technologies like cloud computing, big data, mobile apps, analytical engines along with management concepts like crowd sourcing, professional project management ,program monitoring, evaluation, control etc.
- 2. Real-time decision support system which enables citizen and government to take informed decision and be a part of decision making
- 3. Real-time decision support system which enables citizen and government to take informed decision and be a part of decision making
- 4. Enables collaborative partnership between citizens, government, corporates which will help to achieve the Seventeen Sustainable Development Goals even before 2030
- **5.** Applies to all levels of Governance from Global to Local and even Corporate Governance.



### A Project Process in GPMS Transportal

- 1. Login
- 2. GPMS module
- 3. Generate Project Code
- 4. Add more details of the Project
- 5. Add Stakeholders to the Project
- 6. File Uploading/File Sharing/File Forwarding
- 7. Milestones and Tasks
- 8. Notesheet
- 9. View of Details of Modified and Deleted Projects
- 10. Watch List
- 11. Initial Scrutiny Report
- 12. Recording MOM
- 13. Quarterly Progress Report Solutions
- 14. Measure Cost Analysis and Time Analysis
- 15. Custom Reports
- 16. Helpdesk







### 1. Login Process/Steps:

### Visit https://tscl.indiancst.com



**Login:** Login as a corporate user with registered user login information which has been assigned by Admin user.





### 2. GMPS Module: Click on GPMS module

Organizational View	izational View Abstract Report GPMS Transportal for TSC										
Abstract Report											
DMS							Status				
FMS	SL No.	Category	Estimated Cost (In □)	Yet To Start	Work in Progress	Completed	Suspended	File in Process	Started	Pending	Tendered
🖋 Gallery	1	Buildings	2,58,35,50,252.29	0	4	3	1	0	0	0	4
	2	Road Works	2,07,12,04,580.00	0	9	0	0	0	0	0	1
GPMIS	3	ICT Project	89,59,88,112.51	1	8	0	0	0	0	0	2
🖉 Organization Details	4	Play Ground or Stadium	63,98,75,000.00	0	1	0	0	0	0	0	2
Projects	5	Lakes and Tanks	63,00,00,000.00	0	0	0	0	0	0	0	3
PropertySurvey	6	Street Light	7,95,20,198.30	0	1	0	0	1	0	0	1
	7	rainwater harwesting	4,99,00,000.00	0	1	0	0	0	0	0	0
Smart Cities	8	Parks	4,71,87,000.00	0	3	0	0	0	0	0	2
🐣 User Management	9	Electrical Works	3,19,00,000.00	0	0	1	0	0	0	0	1
	10	pathways	2,40,00,000.00	0	0	1	0	0	0	0	0
	11	bustops	45,00,000.00	0	0	1	1	0	0	0	0
	12	wire fencing	44,37,000.00	0	0	1	0	0	0	0	0
	13	Utility Works	40,02,000.45	0	2	3	0	0	0	0	2
				•	n	n	0	n	n	n	4

### 3. Generate Project Code:

Capturing Basic Project Details: Click on Capture->Generate Project Code

	Capture - Validate	+ Check + Measure + Accountability + Report + Key Performance + Logged in as Support Team Indian CST 🚽
•	Masters >>	Welcome
	Add Stakeholder >>	
	Generate Project Code	
· · · · · ·	Add Project Details	Melcome
	Add Milestone	
	Scan & Data Entry >>	i Indian CST
	Add Task	
	Organisation	
	NGO Organisation	Initiative by Indian Centre for Social Transformation. Copyright © 2010 Indian CST, AI Rights Reserved.
	Create New Proposal	
	Create Programme	
	Set Target	



Click on the Nev	v WorkCode	button		
Capture +	Validate + Check +	Measure + Accountability +	Report + Key Performance +	Logged in as Support Team Indian CST 🚽
		View	New Work Code	
Schemes/Programs/Package : Select One	•	Department : Tumakuru Smart City Ltd()		
Search String:	Advance Search	Search	Create New WorkCode Saved WorkCode List	Rejected Projects View
Approve Reject Print	Page 1 of 1	Total Records : 1	Show 10 Per page << < 1 Go > >>	

Enter information for the required fields under the tabs Project Details, Project Location, Project Team and Project Category

**Project Details Tab:** Provide information such as Project Name, Scheme/Program, Department, Name of Officer-in-charge, Work / Purchase / Supply Order No. Work / Purchase / Supply Order Date, Contract Agreement No., Contract Agreement Date, Estimated Cost, Budget Category, Investment Cost, Start Date as per Agreement, and End Date as per Agreement

Project Details Proje	ect Location Project Team Project Category			
		Enter Your Project Deta	ils	
	Project Name / Description Of Work*		Project Attribute	Select One •
	Link ProjectCode*	Link Project	Ministries	1 selected •
	Organization*	1 selected =	Department	Select One
	Sub Department		Sub Sub Department	
	Name Of the Office	Select One	Name of Officer - Incharge	Select One •
	Work / Purchase / Supply Order No.		Work / Purchase / Supply Order Date	
	Contract Agreement No.		Contract Agreement Date	
	Estimated Cost		Budget Category	
	Investment Cost			
	Start Date as per Agreement		End Date as per Agreement	
Next				
	Ren	narks*	//	
		Save Submit E	Back	
	Initiative by Indian	Centre for Social Transformation.	Copyright @ 2016 Indian CST. All Rights Reserved.	

**Project Location Tab:** Provide information such as Country, State, District, Zone, Ward, Postal Code, Latitude and Longitude.



							Project Code C	Seneration				
C	Project Details	Project Location	Project Team	Project Category								
							Select Your I	Location				
		Country	•	State*	_	District	Zone	WardName <sup>*</sup>	Postalcode	Latitude	Longitude	
		India	Ŧ	Karnataka	•	Tumakuru 🔻	Select One	Select One				٥
					Pla	ce/ Area :				11		
	lext											
					R	Remarks"				4		
							Save Subm	nit Back				
				Init	ative by Ind	ian Centre for Social Transformation	in.	Cop	yright © 2016 Indian CST. Al	I Rights Reserved.		
_												

Project Team Tab: Select employees and his/her role, who are associated with the project

			Project Code (	Genera	ation			
Project Details Project Location	Project Team Project Catego	у						
			Select You	ır Team	n			
Organi	ization	Stakeholder Type	Name Of Person		Role*	From	То	
TSCI	L-Tumakuru Smart City Ltd 🔹	Employee V	Select One	•	Select One  V Select One			0
Next					Project Manager     Assistant Executive Engineer     Junior Engineer     Assistant Engineer			
	Rema	rks*	Save Subr	mit	Assistant Engineer Assistant Engineer (Procuremen ICT Manager Field Engineer	nt)		
	Initiative by Indian	Centre for Social Transfor	rmation.		Infrastructure Specialist	un CST. All Rights Re	served.	

**Project Category Tab:** Provide values for Approval Year, Schemes, Discipline, Nature of Work, Grant, Theme and Project Type. **Note:** In case, the appropriate value is not available in any of the list boxes, select the value 'Others', and enter the value in the input box which appears.

Project Details Project	ct Location Project Team Project Category	7		
		Select Your Project	t Category	
	Approval Year	Select One +	Schemes/Programs/Package*	Select One +
	Discipline*	Select One +	Nature Of Work*	Others   Nature Of Work *
	Grants/Works*	Others • Grants/Works Name *	Category/Theme	Select options +
	Туре*	Select One +	Sub Type*	Sub Type : Select One +
Next				
	Rema	rks"		li.
_		Save Submit	Back	
	Initiative by Indian Ce	entre for Social Transformation.	Copyright © 2016 Indian CST. All Rig	hts Reserved.

Submit the Project Details: Once provided values to all the tabs, click on Submit button.



**Project Approval:** The project work code will be generated and the record is ready to be approved by the his/her higher authority. The record status will be pending until the project gets approved by an authorized employee by verifying the project details provided

Schemes/Programs/Pa	ckage : Select One	• Departmen	View N	New Work Code			
Search String:	Advance	Search	Search	Create New Work	Code Saved	NorkCode List	Rejected Projects View
Approve Reject Pr	int Pa	age 1 of 1	Total Records : 1	Show 10 F	Per page << < 1	Go > >>	
🗉 🔶 Wo	rk Code 🔶 🔶	Project Name \$	Estimated Cost	Project Details	\$	Remarks	Created ON/Approval Status
1 TSC	CL-19-00086	Test reject project	0.00 In	Workorder No. : Agreement No. :			19-04-2019 07:04:13 / Pending.!
		Initiative by Indian Centre for Social Tr	ansformation.		Copyright © 201	16 Indian CST. All Rights Reserved.	

# 4. Add More Project Details:

Once the project get approved, the owner of the project has to enter many other project details under Capture->Add Project Details menu

Information to the tabs such as Billing Details, Financial Details, Approval Details and Tender Details need to be provided along with Project Status.

**Billing Tab:** Provide values for Bill Number, Bill Date, Bill Amount, Payable to, and Cheque/DD Details along with the amount and click on +(Add) icon. Note: Continue this process in case more than one Cheque/DD needs to be updated.

		Add Project Details							
Project Details Charge Details Financial Details Pr	Project Location 👔 Project Team 👔 Approval Details 👔 Tender	Details							
		Enter Billing Details							
And Review Theory (Party / Review / PArty / Review)									
	BELTRONE ING. WIRL SCHWALZEL TERLISTER								
	Bil Nurder	Bit Amount" 0.00							
	Bil Cene*	B1 Paysine to*							
	Amount Paid Cheque00/ Cash/ Through Postal Other Post	Chergen/DDF Barek/Postal Branch Edd Crister Name Total Amount (* Dale Rame							
	Select One	nm/ywy Select Gr •							
	Total Amount Paid Through Cash / Chee	quarts / BD's / Postal Oxfort's (0.00							
kat -									
Project/	Work Status	(Select One a)							
Reason t	for Delay								
Additiona	ul remarks, if any.								
		Submit (Inst.							
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**Financial Details Tab:** This tab need financial details of the projects and fields such as Expenditure incurred Amount, Estimated Cost, Approved / Revised Estimated Cost, Awarded Contract Sum, Amount Allotted, Commitment Amount, Bid Price of L1 Bidder, Financial Progress of the work (Value of work done till date).

Add Project Details										
Project Details Billing D	etails	Financial Details	Project Location	Project Team	Approval Details	Tender Details				
	- L					Enter	Financial Details			
	-						Estado de la	0.00		
	Expend	diture incurred Ar	iount :				Estimated Cost :	0.00		
	Approv	ved / Revised Esti	mated Cost :				Awarded Contract Sum :	0		
	Amoun	nt Allotted :					Commitment Amount :			
Bid Price of L1 Bidder :										
			,				Date Value of Work			
	Financ	ial Progress of th	work (Value of work	done till date):			00/00/0000			
							00,00,000			
Next										
		Proj	ect / Work Status			Sele	ct One			
Reason for Delay										
Additional remarks, if any.										
						Sut	mit Back			

**Approval Details Tab:** This tab captures details such as Administrative approval No. & Date, Technical Sanction No. & Date, Technical Notification No. & Date, Expenditure sanction Date, Date of preparation of estimate, Approved / Revised Cost in Percentage, Revision of estimate, Letter of indent Number & Date, Agreement Number & Date, Expected Date of Completion, Date of Star-: As Per Agreement/As Per Actual, Date of Completion, As Per Agreement/As Per Actual, Date of opening bids As Per Agreement/As Per Actual, Date and Name of Daily News Paper Published, Name and Percentage of Lowest Valid Tender, Corrigendum issued by No. & Date,



Details of EIRL with SR details, Approval authority for Work slip and EIRL with Date, Publication of Org. Website and Site Handed Over Date.

Time Details Details Details Details Details	t Tana Array Datain Tanaka Datai								
IIIS Billing Details Financial Details Project Location Project	Approval Details Tender Detail	5							
Enter Project Approval Details									
Administrative approval No. & Date :	No. & dd/mm/yyyy	Technical Sanction No. & Date :	No. & dd/mm/yyyy						
Technical Notification No. & Date :	No. & dd/mm/yyyy	Expenditure sanction Date :	00/00/0000						
Date of preparation of estimate :	00/00/0000	Approved / Revised Cost in Percentage :							
Date of Revision of estimate :	00/00/0000	Letter of indent Number & Date :	Number & 00/00/0000						
Agreement Number & Date.	Number & 00/00/0000	Expected Date of Completion	00/00/0000						
	As Per Agreement As Per Actual		As Per Agreement As Per Actual						
Date of Start:	00/00/0000 00/00/0000	Date of Completion:	00/00/0000 00/00/0000						
Date of opening bids :									
		As Per Agreement As Per Actual							
	Prequalification Bid	00/00/0000 00/00/0000							
	Technical Bid	00/00/0000	1						
	Financial Bid	00/00/0000 00/00/0000							
Date and Name of Daily News Paper Published:	8	Name and Percentage of Lowest Valid Tender:	& In %						
Corrigendum issued by No. & Date:	& DD/MM/YYY	Details o EIRL with SR details:							
Approval authority for Work slip and EIRL with Date:		Publication of Org. Website:	Select One						
Site Handed Over Date:									
Project / Work Status		Select One							
Reason for Delay									
Additional remarks, if any.			1.						

**Tender Details Tab:** This tab captures information related to Tender, such as Modes of Tendering, Whether tenders received through e-tendering solutions, Tender Start Date, Tender End Date, No of Tenders Received, No's of bidder's disqualified in Prequalification, No's of bidder's disqualified in Technical evaluation, No of Financial bids opened, Whether any complaint related to tendering or execution of the work received, Financial Progress of the work in percentage term, Physical Progress of the work in percentage term, Stipulated time of agreement(in days),Year of SR adopted for preparation of Estimate, Date of Issue of Application for Tender Documents, Pre-bid Meeting Held on Date, Last Date and Time for Receipt of Tender Documents, Tender Validity Period Expired Extension Taken, Tender/Piece Work, Publication of State/ITG



Tender Bulletin, Date of Publications in District Bulletin, Date of Publications in India Trade Journal, Date of NIT Issued, and No of HSCs Achieved.

		Ad	Id Project Details								
Project Details	Billing Details Financial Details Project Location	Project Team Approval Details	Tender Details								
Enter Project Tender Dates Details											
	Modes of Tendering :	Select One +	Whether tenders received through e-tendering solutions :	Select One							
	Tender Start Date:		Tender End Date:								
	No of Tenders Received:	0	No's of bidder's disqualified in Prequalification:								
	No's of bidder's disqualified in Technical evaluation:		No of Financial bids opened:								
	Whether any complaint related to tendering or	execution of the work received. : Select On	e +								
	Financial Progress of the work in percentage term.	%	Physical Progress of the work in percentage term.	%							
	Stipulated time of agreement(in days).		Year of SR adopted for preparation of Estimate :								
	Date of Issue of Application for Tender Documents:	to	Prebid Meeting Held on Date:								
	Last Date and Time for Receipt of Tender Documents:		Tender Validity Period Expired Extension Taken	Select One •							
	Tender/Piece Work:	Select One	Publication of State/ITG Tender Bulletin:	&							



### 5. Add Stakeholders to the Project:

Apart from the Project team of TSCL, the other stakeholders to the projects are Vendors, PMC and Consultants.

- a. Admin User has to register a stakeholder organization
- b. Register a user for the organization.
- c. Mapping the project to a respective stakeholder user

### Registration of Stakeholder organization: Capture->Organization->Add New Organization

Provide values for Organization Name, Organization Code(single word), Organization Website, Organization Email\_id, Attributes, Programmes, select an appropriate value from the Organization Type(Vendors/Consultants/PMC) list box, Organization Link To would be auto filled with TSCL-Tumakuru Smart City Organization, Organization Location address under Head Office Details section and Location Hierarchy structure(note: select the value from the Hierarchy list box and click on +(Add) icon and continue the process till organization location).



				Organiza	tion Details					
on Details More Details										
				_						
Organization Name :					Organization Code	e:				
Organization Website :					Organization Ema	iil_id :				
Attributes :*		Select O	Dne	0	Programmes:*			Select o	ptions	•
Organization Type:*		Select O	Dne	•	DIN No:	DIN No:				
Link Organization To:*		TSCL-Tu	umakuru Smart City	Ltd •						
Ministry Details :										
Central Ministries:*	Select On	e +			01-1-1		Calent On			
Central Participants*	Select On	ie	٥	)	State Dartisinatet		Select On	a		
Central Department*	Select On	10			State Participate		Select On			
Central Sub Department:*	Select Or	10			State Department					
Central sub Department_1:*	Select On	le			State Sub Departr	ment.				
Central sub Department_2:*	Select Or	ie			State Sub Departr	ment - 1*	Select On			
Central sub Department_3:*	Central sub Department_3.* Select One					ment - 2*				
Head Office Details :										
Address Line I :										
Address Line II :										
Country :		Select One			Office Phone 1					
State :		Select One			Office Phone 2 : Contact Person :					
District :										
Pincode :					Telefax :					
Local office Address :								2		
Country*	State*		District*	Pincode*	Contact Person*	Address Line*	Pho	ne No*	Email Id*	
Select One	Select One	<b>v</b> 5	Select One 🔹							$\bigcirc$
							11			
Location Hierarchy Structure										
		(a. ). (a)	Hierarch	у*		Alies name*				
	1	Select	Jne	•	Country			v		
	2	State			State			<del>x</del>		
	3	District			District			X		
L										
				Prev	Next					
	_	_		Submit	Back			_		
Initiativ	e by Indian Cer	ntre for Social	al Transformation.			Copyright © 20	016 Indian CS	T. All Rights I	Reserved.	

### Registration of officer-in-charge for Stakeholder organization:

There are 2 ways in which employees can be registered. Through Capture->Add Stakeholder->Add Employee and Key Performance->User Registration

### Capture-> Add Stakeholder->Add Employee->Add Employee

Provide Username value (note: Username should be single word. Press TAB to check the existence of username. In case the username already exists, provide an another value which does not exist in the username list), First Name, Employee Type, Gender, Organization name, Date From and To, Office Details such as Email Id, Mobile Number, and Address, and the Location details.



				Employee Details				
				NEW 🖲 Link 🔍				
	User Name :	•						
Employee Detai	L							
Chipityee Detai								
	FirstName*:	MiddleName :	LastName					
	EmployeeType*:	EmployeeType*: Select One		¥	Father Name:			
	Gender*:	Select One		Ŧ	Date of birth *:			
	Employee Code :	imployee Code :			Organization *:	Select One	0	
	Department :	Nepartment :		T	Designation :	Select One	T	
	Employee Grade:	loyee Grade:		¥	Aadhar No. :			
	PF.No :				Present Status :	🔍 Working 🔍 Non Wo	rking	
	From Date				To Date :			
Employee Cont	act Details :							
Residential :				Official : Office Name	Select One	¥		
Personal EmailID	1:			Official EmailID :				
Phone No :				Phone No :				
Mobile No :				Mobile No :				
FAX No :		,		FAX No :				
Residential Addr	555 :		4	Office Address :				6
Country :		Select One	•	Country :			Select One	•
State :		Select Country	Ŧ	State :			Select Country	Ŧ
City :		Select State	¥	City :			Select State	Ŧ
			Select State		Location :			
Location :			11					11

### Key Performance->User Registration->New User

Provide Username value(note: Username should be single word. Press TAB to check the existence of username. In case the username already exists, provide an another value which does not exist in the username list), Password (note: Value should be single word with combination of Big letter, Number and special characters such as . / \_ -), provide the same value of Password field to the Re-Password (note: Re-Password value should match to the Password field value. In case of a mismatch, the system prompts to enter the correct value again), Group TO list box(an appropriate value. Note: Project Approver should be mapped to Supervisor(JE), Project owners should be mapped to Enterprise Head user group, Stakeholder should be mapped to



Stakeholder), Active status (Yes), Organization Type, select an appropriate stakeholder organization, Employee Details

User Registration Page											
User Creden	itial							1			
User Name*											
Password*											
Re- Password*											
Group To *	Select One	Active *	Yes 🔍 No 🔍								
Ministers *	Select One	Registration     Type *	Select One	•							
Organization Type *	Select One	Organization	Select One	Department	Select One	•					
Personal De	tails							1			
Employee Na	ime*				Date of Birth		1				
Full Office Ad	idress		ĥ		Sex	Male 🔍 Female 🔍					
Office Phone					Mobile No		1				
Email Id *											
Location Del	tails							1			
Country*			India	•							
State*			Karnataka	•							
District*			Tumakuru	•							
Zone*			Select One	•							
WardName*			Select One	•							
			S	ubmit Cancel				·			
		Initiative by Indian Centre for	Social Transformation.		Copyrigh	t © 2016 Indian CST. All Rights Reserved.					

### Mapping Vendor/Consultant/PMC user to the Projects:

The Admin user/Supervisor/Owner of the project can add a stakeholder user as a part of Project Team of the respective projects.

Validate->Project List. Click on Update Project link of a respective project. Click on the Project Team tab. From the Organization list box, select an appropriate organization Click on Stakeholder Type list box and select the value Employee Select a user from the Name of Person list box Select values for Role, Date From and Date To list box Provide a reason for Project Update and click on Submit button

Update Project information												
Project Details Billing Details Financial Details Project Location	Project Team Approval Details	Tender Details										
	Er	nter Project Team Details										
Organization Stakeholder Type	Name Of Person	Role	From"	То"								
INF-Informatica Ltc *	User Informatica LTD 🔹	Procurement Specialist 🔻	00/00/0000	00/00/0000	٢							



### 6. File Uploading/File Sharing/File Forwarding

Documents against the project can be uploaded by the respective owner of the project and the stakeholders of the project. The documents uploaded can give the update status/progress of the project. Apart from the owner of the project, supervisor and vendors/consultants/PMC users of the Project Team can upload the documents.

The documents can be in the format of image, pdf, docs and xlsx. Certain documents can be downloaded and shared.

File can be uploaded against a project and a document can be shared among the organization employees.

### Note: As per NDSP

Security: Currently, only authorized registered login are access to files.

User Group	Access	Role	Restriction
Admin	Full Access to all the documents belongs to all the projects of the organization	View the uploaded documents Upload the documents Delete the uploaded documents	View uploaded by others Upload Delete documents uploaded by others
Supervisor	Full Access to all the documents belongs to all the projects of his /her departments	View the uploaded documents Upload the documents Delete the uploaded documents	View uploaded by others Upload Delete documents uploaded by others
Organization Head/Enterprise Head (Owner of the project)	Full access to the documents of his projects	View the uploaded documents Upload the documents Delete the uploaded documents	View uploaded by others Upload Delete documents uploaded by him
Stakeholder / Vendor / Consultant /PMC	Access to only the documents uploaded by him of his projects	View the uploaded documents Upload the documents Delete the uploaded documents	View uploaded by only him Upload Delete documents uploaded by him

### File uploading against the project: File can be shared to selected users



### Validate->Project List

Click on the Upload Document link of a particular project

Provide values for Document Type, File Shared To, File Number and Remarks. Choose the file from the stored location and click and submit. The document will be stored under the Document Type folder and visible in the Project Dashboard under **Project Files** tab. The Document Type comes with Work Order, Milestones, Tender, Stakeholder Info, Events, Cost Details, Deviations, Bills, Photos, Task Documents, Meeting Minutes, Email Correspondences, Legal Documents, User Manuals & Graphs, Study Reports, New Tender Published and other types of documents.



### **Project Dashboard**



Milestone	Project Home	Billing Details	Other Details	Observations/Compa	irisons	Project Files	Graphs Project Team					
Vigeye Fon Scan - Wor Scan - Mile	ms rk Order istones			Files Uploaded Thro Scan - Stake Holde	ough ∨igey r Info	e Forms for the Wo	rkcode TSCL-19-00085					
Scan - Stal Scan - Eve Scan - Cos Scan - Dev	ke Holder Info nts it Details iations				SI No	. User Nam Support Tean	e File Name	e D19.docx	Upload Date 2019-04-19	View	1	
Scan - Bills Media Scan Scan - Bud Photos	s n Iget			Scan - Cost Details		Indian CST			06:14:15			
Project App Task Docur Meeting Mi emails corr	Other Documents Project Appraisal Task Documents Meeting Minutes emails crossecondence				SI No.	User Name User	File Na	nme	Upload	Date View	1	
MOUs, Anr Legal docu User Manu Study Ren	nual reports ments als and Graphs				1	Informatica LTD	CostAnalysisTimeAnalysisForm	ulas_TSCL_16042019	9.pdf 06:20:5	3 View		
New Tende Milestone I Milestone U	r Published Documents Jpdate Documents Task Documents											
Milestones Vigeye Ima	Task Updates Docun ges	ients eve forms										
Mobile Tasl Files uploa	<u>k Uploads</u> aded through Mobile	e tasks										

### **Project Wise Uploaded Image Files Report**



### **Document Management System:**



A document management system is a system used to track, manage and store documents and reduce paper. DMS in GPMS Transportal is capable of keeping a record of the various versions created and modified by different users

### File uploading against the Organization for processing:

File can be shared/forwarded to selected users in the organization for processing.

### LOGIN

### Click on DMS module

Orga	nizational View												Ş
<u> </u>	Abstract Report		l No.	Category	Estimated Cost (In E)	Status							
B	DMC			Category	Estimated Cost (in 2)	Yet To Start	Work In Progress	Completed	Suspended	File in Process	Started	Pending	Tendered
	DWIS	1		Buildings	2,58,35,50,252.29	0	4	3	1	0	0	0	4
-	FMS	2		Road Works	2,07,12,04,580.00	0	9	0	0	0	0	0	1
ø	Gallery	з		ICT Project	89,59,88,112.51	1	8	0	0	0	0	0	2
	GPMS	4		Play Ground or Stadium	63,98,75,000.00	0	1	0	0	0	0	0	2
	Owner lasting Data is	5		Lakes and Tanks	63,00,00,000.00	0	0	0	0	0	0	0	3
-	Organization Details	6		Street Light	7,95,20,198.30	0	1	0	0	1	0	0	1
	Projects	7		rainwater harwesting	4,99,00,000.00	0	1	0	0	0	0	0	0
i9	PropertySurvey	8		Parks	4,71,87,000.00	0	3	0	0	0	0	0	2
	Smart Cities	9		Electrical Works	3,19,00,000.00	0	0	1	0	0	0	0	1
		10		pathways	2,40,00,000.00	0	0	1	0	0	0	0	0
	User Management	11		bustops	45,00,258.00	0	1	1	1	0	0	0	0



# DOCUMENT MANAGEMENT SYSTM – GPMS TRANSPORTAL Features of DMS in GPMS

# Transportal

The files can be accessed by shared to

Once reviewed the files can be forwarded for approval Different versions of files are

Supports file types – doc, xlsx ,pdf ,jpg

Alert on the number of days file is

File Path is considered

Multiple parameter searching the files





### **Capture->Upload Documents**



### Click on Upload Document menu

	DMS : DOCUMENT'S UPLOAD
File Number*	File Number
Document Type:*	select One +
Forward To:	Select One
Remarks:	
	UPLOAD DOCMENTS
N	lote: Documents will be forwarded to the user selected in the above list
	Choose File No file chosen
	Submit

The documents transaction can be viewed under Validate->**View Documents**. The details like File Number(the Project ID along with Project Name is displayed in the list box for user to upload the document against the respective Project ID, Uploaded by, Uploaded on, Document Type, File Name, Latest Forwarded details, Date and Time of File Update. The documents can be downloaded or can be opened to view.



I University De-									
Uploaded by	(1		Document Type :		File Number :				
Select One		¢	Select One	\$				Unload Docu	nents
String Searc	sh :		Date: From		To :	Search		opioud bood	inorito
Page 1 of 213			Total Records : 426		Show 2 Per page << <	1 Go > >>			
SI No.	φ.	File Number 🔷 🔶	Uploaded By & On \$	Document Type 🛛 🌢	File Name \$	Latest Forward Details \$	Latest Remarks	Update Date & Time	View \$
1 🗑		03-29/03/2019	Admin User - Tumakuru Smart City Ltd 29-03-2019 08:48:41	emails correspondences	TSCL- TTC Proposal- CP.pdf	From :Admin User - Tumakuru Smart City Ltd To :Shri. Ajay V -Joint Managing Director, TSCL	TSCL - TTC proposal	2019-03-29 08:48:41	View
		02-22/03/2019	Admin User - Tumakuru Smart City Ltd	emails correspondences	email to directors- CP.pdf	From :Admin User - Tumakuru Smart City Ltd To :Swamy P N -General Manager	Mandatory Compliance Requirement of filing ACTIVE (Company KYC) form ?reg.	2019-03-29 08:31:37	√iew

The user is able to access the files only which are shared/forwarded to him.

The shared files can be **further forwarded** to others for further file process by the user who received the file.

Click on View link of a particular record

	DMS : SHARE DOCUMENT	DMS : DOCUMENT FORWARD DETAILS											
File Number:	01-290419	No.	Forwarded By	Forwarded To	Remarks	Date & Time							
Upload By:	Admin User - Tumakuru Smart City Ltd	1	Admin User - Tumakuru Smart City Ltd	Shri. Ajay V -Joint Managing Director, TSCL	Meeting Notice 03-05-2019 With regard to trailing mail, it is informed to bring latest updates on LED project tender and also bring concerned officials of LSI of ICCC project to meeting.	29-04-2019 03:28:00							
Jpload Dn:	29-04-2019 03:28:00												
Document Type:	emails correspondences												
File Name:	Meeting Notice 03052019.pdf												
Forward To:	Select One • Filter: Enter keywords												
Remarks:	CEO - TUMAKURU SMART CITY LIMITED												
	Amlan Dutta												



### 7. Milestones and Task Management

Milestones are important aspect for the successful project completion. It depicts periodic progress of a project, considering project start date, end date and other external reviews, ensuring, the project is on track. Without project milestone tracking, you're just monitoring tasks and not necessarily following the right path in your project. Apart from showing the progress, they help in communicating the project process and decision taken as per.

In GPMS Transportal, Milestones are created against the project. A project can have multiple milestones. Milestone can be created by the owner of the project, his/her supervisor or Admin user. A particular milestone against the project considers Milestone Name, Scheduled Start and End Date, Actual Start and End Date, Description, % of Awarded Cost, Priority Status, % of Work Progress, list of employees to whom the milestone is assigned to, Work Status and Upload document feature.





The Work Status is categorized as Yet to Start, Started, Work-in-Progress, Completed, Suspended and File in Progress.

The type of Milestones available in GPMS Transportal is Weekly, Monthly, Intermediary, Risk Management and Problem Task associated with the project.

# **Milestones and Task Management**

In GPMS Transportal, Milestones are created against a project.

- 1. A project can have multiple milestones. Milestone can be created by the Project Manager who is the owner of the project, his/her supervisor or Admin user(appointed by CEO of the organization).
- 2. A particular milestone against the project considers Milestone Name, Scheduled Start and End Date, Actual Start and End Date, Description, % of Awarded Cost, Priority Status, % of Work Progress, list of employees to whom the milestone is assigned to, Work Status and Upload document feature.
- 3. One Milestone can have multiple tasks.
- 4. The Work Status is categorized as Yet to Start, Started, Work-in-Progress, Completed, Suspended and File in Progress.
- 5. The type of Milestones available in GPMS Transportal is Weekly, Monthly, Intermediary, Risk Management and Problem Task associated with the project.
- 6. Can we also have a separate tab for resources required to get the milestone completed to be given Manpower, Materials, Machinery and Money?
- 7. Can we add stages called THINK, PLAN, DO, CHECK, ACT as five stages under which the milestones will be distributed?

Adding Project Milestones: Validate->Project List. Click on the link Milestone against the project. As per the need click on Monthly/Weekly/Intermediary tab



d Monthly Milestone											
Project Id : TSCL-18-00055 Project Name :	Construction of Digital Library at PU college / Construction of I	Digital Library at PU college									
	Add Milestone Informations										
Organization -* [TSCL-Tumakuru Smart City Ltd =	Name :	Work Description:*									
Scheduled Start Date :*	Actual Start Date :	Scheduled End Date :*	Actual End Date :								
% of Awarded Cost :*	Priority Status :* Select =	% of Work Progress :* (Select *)	Assigned To :* Select options +								
Work Batus :* (Select One s	Remarks :*										
	UPLOAD RECORD (Upload Only PDF Files)										
Note: Do not up	aload multiple scanned Mark Sheet together, only single Mark Sheet cose File No file chosen Io File Name Remove	upload allowed									
	Submit	Back									
intiative	by Indian Centre for Social Transformation.	Copyright © 2016 Indian CST. All Rights F	Reserved.								

Once the user added the Milestone, the tasks related to the milestone can be created.

Click on **Task** link to create the task against the milestone.

Add Milestones															
Pr	roject Id	TSCL-19-00078				Organization	Tumakuru Smart City Ltd								
Pr	Project Name test 10 /														
Mondbly Milestone Weekly Milestone Intermediary Milestone															
	Add Milestone														
	Show 10 Ventries												Search:		
	SI No 🔺 Na	ame 🗘	Assigned By	\$		Assigned To		۵	Status	٥	Tasks	\$	Uploaded Docs	\$	Update (
	1 mile	istone 1	CEO - TUMAKURU SMART CITY LIMITED	c	CEO - TUMAKURU SMART CITY LIMITED, Yet to Start Tasks						sample.pdf,		Update		
	Showing 1 to 1 of 1 entries														Next Last)

### Access Roles

Milestone									
Create	Edit/Delete	Update							
	Create	Create Edit/Delete							



Admin User	Yes	Yes	Yes
Organization Head/Enterprise Head	Yes	Yes	Yes
Head of Department	Yes	Yes (only to his dept.)	Yes
Project Manager	Yes	Yes(only if user is owner of project OR Creator of Milestone)	Yes(only if user is in Assigned to List, only with respect of his/her team)
Supervisor	Yes	No	Yes
Stakeholder	No	No	Yes(only if user is in Assigned List, Add Comments & Documents)
Other Vendors	No	No	Yes
Consultants	Yes	No	Yes
		Tasks	
Group	Create	Edit/Delete	Update
Admin User	Yes	Yes	Yes
Organization Head/Enterprise Head	Yes	Yes	Yes
Head of the Department	Yes	Yes(only to his/her dept.)	Yes
Project Manager	Yes	Yes(only for his project)	Yes(only for his project)
Stakeholder	No	No	Add Comments & Documents
Other Vendors	No	No	Yes
Consultants	Yes	No	Yes

### How Milestone Module works

- Owner of the project can create the Milestone and send the details to the supervisor of the project through email to approve or reject.
- The approved milestone will be assigned to his/her project team members and others in the organization, outsourced agents and also to stakeholders outside the organization.
- Assigned user can create and update the Milestone Status and Work Progress. He can upload the document/photos/videos against the Progress of the Milestone. They can add comments on the status shown without deleting/modifying rights.
- Owner of the Milestone can edit the milestone details.
- Owner of the Milestone can create Tasks and assign it to among his/her other project team members.



- Assigned user can only update the Task Status and Work Progress. He can upload the document/photos/videos against the Progress of the Task.
- A stakeholder can see only his assigned Milestones and Tasks
- A stakeholder can only update the Milestone Status and Work Progress. He can also upload the files.
- A Milestone can be closed only when all the tasks under it are completed
- File/s can be uploaded against milestones.
- A new task cannot be created under a completed Milestone except by Admin User.

### Milestone details through Email



**Basic Milestone Details:** Milestone Name, Milestone Type, :Milestone Description:, Schedule Start Date, Schedule End Date, Actual Start Date, Actual End Date, Assigned To, user1(user1@email), user2(user2@email) Assigned By, user(user@email), Created At, Priority:

### Validations:

Projects which are Work-in-Progress are monitored and the delays for the completion of the milestones are discussed and proper measures are taken.

The number of days delayed in completing the milestone is calculated based on the Scheduled End Date, and Actual End Date. In case, the milestone is in progress, and beyond the Scheduled End Date, the number of days delayed will be calculated till Current date.



			WORK I	N PROGRESS R	EPOF	रा		
SL No.	Name Of The Project	Amount to Bid (Re.INR).	Name OF the Bidder	Present Status		Milestone( Delayed By	No.Of Days )	Recent Images
					SL No.	Name	Status	
					1	Preparation of Draft DPR	Completed (5 Day(s) Before Scheduled date)	
					2	Preparation and submission of Final DPR	Completed (Was Delayed by 152 Day(s) )	
					3	Approval of DPR and RFP	Completed (On same day as Scheduled date)	
					4	Tendering	Completed (Was Delayed by 11 Day(s) )	
					5	Evaluation of hte Tender	Completed (Was Delayed by 123 Day(s) )	
			M/s Efkon IndiaP\/t	Physical work	6	Submission of Performance Bank Guarantee	Completed (Was Delayed by 1 Day(s) )	Images
1	Integrated Command and Control Centre	56,75,00,000.00	Ltd	started	7	Signing of Contract with LSI	Completed (On same day as Scheduled date)	Not Uploaded
					8	Completion of Project Inception Phase incl. Mobili	Completed (51 Day(s) Before Scheduled date)	
					9	Completion of Requirement Phase, including Feasibi	Completed (On same day as Scheduled date)	
					10	Completion of Design Phase & Report	Delayed by 81 Day(s)	
					11	Installation of HWIInfrastructure, SW Phase &	Yet To Start	
					12	Completion of Integration	Yet To Start	
					13	UAT, FAT, STQC, etc.	Yet To Start	
					14	Go -Live (G)	Yet To Start	

### **Milestone List**

Validate->Milestone List

It provides the list of milestones set against the project. Only the projects which have the milestones will be listed out and based on the project name and work status, the records can be retrieved.

The information such as Status, Schedule Dates, File Uploads, Alert and the appropriate Flag will be displayed against each milestones of the project.

		_									
3	Project id :	SI NO	Milestone Name	Туре	Alert	Schedu	led Dates	Actual	Dates	Work Status	Uploaded Files
	project name :	۳ 1	sdads	monthly	Delayed by 59 Day(s)	Start: 01/05/2019	End: 31/05/2019	Start: 01/05/2019	End: 00/00/0000	Yet to Start	Files Not Uploaded
	resting Other Options 3	P 2	test	monthly	61 Day(s) Left	Start : 19/06/2019	End: 28/09/2019	Start: 25/06/2019	End: 30/11/2019	Work in Progress	sample.pdf,
4	Project id :	SI No.	Milestone Name	Tuno	Alort	Schodulo	d Dates	Actus	Dates	Work Status	Uploaded Files
1.1	TSCI-19-00070	SINU	whestone wante	Type	Alert	Schedule	u Dates	Actua	Dates	WORK Status	opioaded Files
	1002 10 00010		4 4	an a state la	. 39 Day(s) Left	Start: 12/06/2019	End: 06/09/2019	Start: 25/06/2019	End: 31/10/2019	Yet to Start	Files Not Uploaded
	project name :	\ 1	testing	monung	/						
	test project lat										
						Color Code					
					-		V				
			List of Tasks Ne	aring End d	ate List of Task	s Crossed End date (TIM	E OVER SHOOT)	Task Within Time Limi			
				any choo							
	Ini	tiative by Indi	an Centre for Social 1	ransformat	ion.		Copyright	© 2016 Indian CST. All	Rights Reserved.		

### <u>Task List</u>

Validate->Task List

Task list gives the information such as Milestone name, Task name, Assigned to, Status, Start Date, End Date and File uploads.



Tasks against each milestone for a project will be listed out. The search parameters are Project wise, Milestone name wise and Task status wise.

Home		11:08 AM	Monday 2	29. July 2019					Se	lect Lang	juage 🗾 🦅	ort Team Indian CST
SMART CITY AGGENOR												
Capture + Validate + C	Check 4	Measure +	Accoun	tability +	Report	Key Performance	•				Logged in as S	upport Team Indian CST 🏓
				Milestone	e Tasks Rep	ort						
Advanced Search Major Project Name :Select (Note:Only Defined Milestones)	Milest	one Name :Select		¥	Tasl	k Status :Select	•		Se	arch		
Page 1 of 3 Total Reco	rds : 30		Show 1	Per page <	< < 1	Go > >>						
SNo \$ Project details \$	Milestone	Details										¢
1 Project id :	SI No	Milestone Name					Task List Det	ails				
147333	<b>1</b>	milestone 1	SI No	Task Name		Assigned TO		Status	Start D	late	End Date	Uploaded Files
project name : TSCL testing 4	L		1	task 1	CEO - TUM	AKURU SMART CITY LIMITED	F	ending	02-05-201	9 04	4-05-2019	Files Not Uploaded
			2	task 2	CEO - TUM	AKURU SMART CITY LIMITED	F	ending	02-05-201	9 16	6-05-2019	Files Not Uploaded
			3	task 1.1	CEO - TUM	AKURU SMART CITY LIMITED	F	ending	02-05-201	9 10	0-05-2019	Files Not Uploaded
			4	task 1.1.1	CEO - TUM	AKURU SMART CITY LIMITED	F	ending	02-05-201	9 10	0-05-2019	Files Not Uploaded
			5	task 1.1.2	CEO - TUM	AKURU SMART CITY LIMITED	F	ending	02-05-201	9 17	7-05-2019	Files Not Uploaded
			6	task 4	CEO - TUM	AKURU SMART CITY LIMITED	F	ending	02-05-201	9 10	0-05-2019	Files Not Uploaded
			7	task 1.2	CEO - TUM	AKURU SMART CITY LIMITED	F	ending	02-05-201	9 03	3-05-2019	Files Not Uploaded
	<b>*</b>	QPR PREPARATION	SI No	Task N	ame	Assigned T	0	St	atus S	tart Date	End Date	Uploaded Files
	1 2		1	First		Ramesh E -Executive Enginee	r - TSCL	Pend	ing 06-	05-2019	10-05-2019	Files Not Uploaded
			2	Verifyting task of	reation	Manjunath S B -Manager -Adn	nin-I - TSCL	Pend	ing 08-	05-2019	16-05-2019	Files Not Uploaded
			3	Entry test		Support Team Indian CST		Comp	oleted 09-	05-2019	17-05-2019	Files Not Uploaded
			4	test task		Ravivarma L B -Junior Engine	er - TSCL	Pend	ing 08-	05-2019	18-05-2019	Files Not Uploaded
	<b>*</b>	TEsting milestone	SI No	Task	Name	Assigned TO	Status		Start Da	te	End Date	Uploaded Files
	1 3		1	Testing Task 1	l spog	User SPOGINDIA	Work In Progress		10-05-2019	31	-05-2019	Team\/iewer.png,



### 8. Notesheet

Notesheet/Remarks/Comments can be entered by anyone in the organization against the project. The user can also upload the supporting documents against his/her comments. Organization users can view others comments along with certain details such as Commented By, Commented On and the uploaded documents.

Project Description	Solid waste Management- Bio Mining	Project Status	Approved
	Comments / Requirement / Feedback / Suggestion		Uploded Files List
NS-TSCL-19-000113-1 : Admin U total number of bidders	Jser - Tumakuru Smart City Ltd - 13-09-2019 01:09:25		Files Not Uploaded

### 9. Modified and Deleted Projects View

GPMS Transportal captures the data modified in the projects and projects deleted. While modifying certain data of the project, user needs to mention the reason to modify and so is for while deleting the project.

Not only is the latest modified version of data stored but also previous version of modifications. Generally, Admin user and Supervisor of the organizations are given the Modified and Deleted Projects reports.

### Modified Projects List: Check->Modified Projects

The list provides information on Project Name, Number of Times Modification Done, IP Address, Modified By and Date, and Details link. The Details link provides us with the details of modifications and the present data information.

					Modifei	d Projects view				
		Depar	rtment : Tumakuru Smart City Ltd()							
	vanced	Search								
Pr	oject N	lame:		User Name:	Select	\$		Search		
Pag	e 1 of 4	1	Total Records : 81		Show 2 Per page	e << < 1 Go > 3	>>			
SI N	¢ ¢	Project Code	Name of Work	¢	Agreement No	No Of Modify	IP Address	Modified	¢ Det	tail 🔶 🔶
	1	TSCL-18-00068	EV Vehicles and EV charing			1	1.186.141.108	By : admin.tscl On :11-04-2019 06:12:45		Details
	2	2 TSCL-19-00072	procurement through kionics			3	1.186.141.108	By : admin.tscl On :03-04-2019 07:05:24		Details
			Initiative by Indian Centre	for Social Transformation.		Ci	opyright © 2016 Indian (	CST. All Rights Reserved.		



Project Details	Present Data	Previous Data Modified No. 1	Modified Counts
Name of the Work	$E \lor Vehicles$ and $E \lor charing(E \lor Vehicles$ and $E \lor charing)$	$E \lor Vehicles$ and $E \lor charing(E \lor Vehicles$ and $E \lor charing)$	Click On the following links to compare the present data with the
Name of Person-Project In-Charge	Nagarjuna ∨ -Junior Engineer-Tech - TSCL	Nagarjuna V -Junior Engineer-Tech - TSCL	previous data
State	,Kamataka,	,Kamataka,	Modified No. 1
District	,Tumakuru,	,Tumakuru,	
Place			
Administrative approval and expenditure sanction Date	00-00-0000	00-00-0000	
Administrative approval and expenditure sanction Amount	0.00	0	
Estimated Cost(In Rupse )	3900000.00	39	
Date of Preparation of Estimate	00-00-0000	00-00-0000	
Revised Estimated Cost(In Rupees)	3900000.00	0	
Date of Revision of estimate	00-00-0000	00-00-0000	
Modes of Tendering	2838	2838	
Open Tender	domestic	domestic	
Whether tenders received through e-tendering solutions			
Date of opening Prequalification Bid:As Per Agreement	19-11-2018	19-11-2018	
Date of opening Prequalification Bid:As Per Actual	19-11-2018	19-11-2018	
Date of opening Technical Bid:As Per Agreement	19-11-2018	19-11-2018	
Date of opening Technical Bid:As Per Actual	19-11-2018	19-11-2018	
Date of opening Financial Bid:As Per Agreement	19-11-2018	19-11-2018	
Date of opening Financial Bid:As Per Actual	19-11-2018	19-11-2018	
No of Tenders Received:	1	1	
No's of bidder's disqualified in Prequalification:	0	0	
No's of bidder's disqualified in Technical evaluation	0	0	
No of Financial bids opened	1	1	
Bid Price of L1 Bidder(in Rupees)	0	0	
Justified Amount of the tender	0	0	
Date of Preparation of Justified Amount	00-00-0000	00-00-0000	
Awarded Contract Sum(In Rupee Only)	0	0	
Letter of intent Number			
Letter of intent Date	00-00-0000	00-00-0000	
Work/Purchase/Supply Order No			
Work/Purchase/Supply Order Date	00-00-0000	00-00-0000	
Agreement Number			
Agreement Date	00-00-0000	00-00-0000	
Name of Executing the Work	Ramesh E -Executive Engineer - TSCL,Nagarjuna V -J ()	Ramesh E -Executive Engineer - TSCL,Nagarjuna ∨ -J ()	
Date of Start-As Per Agreement	00-00-0000	00-00-0000	
Date of Start-As Per Actual	00-00-0000	00-00-0000	
r			



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IP address of the System from which the Record Modified	1.186.141.108	1.186.141.108
Modified On	11-04-2019 06:12:45	11-04-2019 06:12:45
Modified By	admin.tscl	admin.tscl
Reason For Project Updation	а	
Remarks	Tendered	Tendered
Work Status	Tendered	Tendered
Number of consultancy agencies appointed in connection with the work & their names.		
Number of reduction / deduction item statements and their amounts		
Number of substituted item statements initiated and their amounts.		
Number of extra item statements initiated and their amounts		
No.of complaints received.	0	0
Type of Complaint		
Whether any complaint related to tendering or execution of the work received.	No	No
Name of the Work manual adopted		
Financial Progress of the work (Value of work done till date)	00-00-0000	00-00-0000
Financial Progress of the work in percentage term	0	0
Physical Progress of the work in percentage term.	0	0
Stipulated time of agreement(in days)		
Date of Completion-As Per Actual	00-00-0000	00-00-0000
Date of Completion-As Per Agreement	00-00-0000	00-00-0000

### **Deleted Projects List: Check->Deleted Projects**

The list provides information on Project Name, Work Status, Reason for deleting, IP Address, Deleted By and Date, and link to Project Details.

								Deleted Projects	List									
Ма	jor P	roject Catego	ry :	Select	\$	Department : Tuma	akuru Smart	City Ltd()										
<b>_</b> '	Advai Nork	nced Search – Code / Projec	t Code :			Project Name :									Se	Search		
Pa	age 1	of 6			Total Records : 11		Show 2	Per page << <	1	Go > >>								
SN	iip V	VorkCode	¢	Project Name	\$	Work Status	\$	Reason	\$	Dashboard	¢	IP Address	¢ [	Deleted By	4	Deleted On		
1	Т	SCL-18-0005		Digital Classroom		File in Process		Duplicate Project Entry		Project Dashboard		1.186.141.10	18			00-00-0000 00:00:0		
2	Т	SCL-18-0006		Feeder System Devek e-bike systems	opment - EV,Auto Stands,Public	c		wrong entry		Project Dashboard		1.186.141.7	D			00-00-0000 00:00:0		
					Initiative by Indian Centre for Se	ocial Transformation.				Copyright @ 2	2016 In	dian CST. All Right	ls Reserve					



### 10. Watch List

Watch List folder enables a user to monitor certain suspicious projects closely.

**Save a project into Watch List folder:** A project can be stored/saved to Watch List folder by clicking on **Send to Watch List** link under the **Validate->Project Dashboard**, against a project.

						Projec	ct's List						
Schen	nes/Programs/Package : S	elect One 🔹		Depart	tment : Tumakuru Sma	art City Ltd()							
L A	dvanced Search-										i i		
18	oproval Year	Nat	ture Of Work			Туре		Awarded Contract Amount					
0	select One •	56	elect One	•		Select One •	•	From Io					
	ojeci code	Pro	ect Name	•		Stakenolder Name		Estimated Amount		Search			
l w	fork Status	Cos	st Analysis			Time Analysis							
	Select One •	Se	elect One	•		Select One •	•						
Page	1 of 38		Total Records : 76		SH	now 2 Per page << <	( 1 Go > >>						
S.No	Project Code	Project Name	Project Le	ad ¢	Edit Project	Project Details	Project Status	Input Sheet	Uploaded Files	Cost Analysis \$	Time Analysis	Cost Analysis	Time Analysis
16	TSCL-19-00089	Project Name : RFP for design ReadMore	Vinay Raj Executive	T R -Asst Engineer-I - TSCL	Update Project	1. Project Dashboard 2. Add Milestone	Tendered	1. Add Comm 2. View Comm	ent View Uploaded nent Files	Estimated Cost : 65,00,00,000.00	Agreement Start Date		
		Name of Work : PPP mode - Project ReadM	lore			Milestones     Assign Task     Upload Doc.     Solid Doc.     Solid Doc.     Solid Doc.     Michael Doc.     Solid Doc.	-			(In Rupees) Amount Contract : Nil	Not Availble Actual Start Date : Not Availble		V
2 6	8 TSCL-19-00088	Project Name : Utilization of ReadMore Name of Work : Utilization of ReadMore	Rashmi S Engineer-I	R-Asst Executive - TSCL	Update Project	1. Project Dashboard 2. Add Milestone 4. Milestones 3. Assign Task 4. Upload Doc. 5. Take Photo 6. Send To Watch List 7. Meetings 8. MobileUploads 9. Calendar 10. Send Invite	Tendered	1, Add Comm 2. View Comm	ent View Uploader nent Files	Estimated Cost : 13,45,00,000.00 (In Rupes) Amount Contract : Nil	Agreement Start Date Not Availble Actual Start Date Not Availble		<b>h</b>
			Initiative	by Indian Centre f	for Social Transformation		Cop	oyright © 2016 Indian CST. All Rights R	eserved.				

**View/monitor the Project which is saved in Watch List folder:** A saved project in the Watch List folder can be monitor by clicking on **Reports->Watch List->Project's Watch List** 

		Project's Watch List			
Major Project Category : Select One   Advanced Search	Department : Tumakuru Smart City Ltd	0			
Project Name Stakeholder	Name	Estimated Amount		Search	
Project Code Awarded Co	ntract. From Amount in Rupee	To Amount in Rupee			
Page 1 of 12 Total Records : 24	Show 2 Per	rpage << < 1 Go	> >>		
S.No    Project Code     Project Name	Executor Name	Amount Details	Reason	Project Details	Comments
1 TSCL-18-00055 Project Name : Construction of Digital Read More Name of Work :	CEO - TUMAKURU SMART CITY LIMITED, Kulkarni V G -Ge	Estimated Cost : 45.81 Amount Contract : 42	Nil	1. Project Dashboard 2. Remove From Watch List 3. Project Monitoring	1. Add Comm 2. View Comm
2 TSCL-18-00054 Project Kame : Public Toilets at NCC Premises Name of Work : Public Toilets at NCC Premises	CEO - TUMAKURU SMART CITY LIMITED,Ramesh E -Execut	Estimated Cost : 14.00 Amount Contract : 10	Nil	1. Project Dashboard 2. Remove From Watch List 3. Project Monitoring	1. Add Comm 2. View Comm
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Project Monitoring link provides the list of mobile uploads against the project. Project Dashboard link provides the information on Milestones, Project Details, Billing Details, Files and Team.



A project can be removed from the Watch List by clicking on **Reports->Watch List->Project's** Watch List->Remove from Watch List link of a particular project

### 11. Initial Scrutiny Report

This report gives the information on the missing data of the Project Details. A project in GPMS Transportal needs to capture a number of data or information. A project will be approved for the necessary information updated. Through Initial Scrutiny Report, a user can know the list of empty fields and he can update the data for the same.

### Click on Validate->Initial Scrutiny Report.

Click on **Scrutiny** link of a particular project.

Search by any one				Initial Scrutiny Report					
Workcode Number:		Project Nam	Ie:			Organization Name:	Select One	T	Search
Page 1 of 39	Total Recor	rds : 77	1	Show 2 Per page << < 1 Go	• •	>>			
SI.No	¢	Work Code Number	ŧ	Project Name	\$	Amount Details	÷		Scrutinize
1		TSCL-18-0001		Smart Park- Tumakuru University Park / Smar Tumakuru University Park	rt Park-	Estimated Cost : 61.60 Amount Contract : Nil			Scrutinize
2		TSCL-18-0002		Integrated Command and Control Centre / The nas identified certain Smart ICT intervention reque make the city smart. The broad Functional & Te requirements have been identified and have provided under this volume of the RFP. It proposed to appoint a System Int	TSCL, uired to echnical e been is now	Estimated Cost : 595900000.00 Amount Contract : Nil		:	Scrutinize
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The Scrutiny link displays Initial Scrutiny Report/Observations of the Project such as the list of fields for which data is available and the list of fields for which data is missing.

		Initial Scrutiny Report/Observation	ons of Project TSCL-18-00	01			
SI.No	Information Name	Informations	System Remarks	Edit	Observations		
1	Name of the Project/Work:	Smart Park- Tumakuru University Park					
2	EXECUTOR/CONTRACTOR/VENDORS:	Neelakanta Reddy,CEO - TUMAKURU SMART CITY LIMITED					
3	Project Incharge/Employees	Ravivarma L B -Junior Engineer - TSCL					
		Project Id     Officer Incharge     Aname of Work     Officer Incharge     Aora of Work     Officer Incharge     Officer     Officer Incharge     Officer     Officer Inchar					

The count of fields with complete information and fields with incomplete information will be displayed.



4 Completed Project Information: 35. Vendor/Executor Name 36. Date of Start As Per Agreement 37. Actual Date of Start 38. Actual Date of Completion As Per Agreement 38. Actual Date of Completion 40. Physical Progress of Work in Percentage	73 Fields are Filled	
--	----------------------	--

User can update the data for the incomplete fields by clicking on **Update Project** link. The updated data will be saved against the project.

5	Incomplete Project Information-	22. Sector - Percentage 23. Link 24. Nature Of Work 25. Grants/Works 26. Category 27. Type 28. Sub Type	48 Fields are Empty	Update Project		
---	---------------------------------	---	---------------------	----------------	--	--

A user can enter his observations/remarks. Previous version of observations/remarks also can be viewed.

Previous Observations								
	SI.No	Information Name	Observations					
0 Observations Made for the Project: TSCL-18-0001	1	Name of the Project/Work:						
Observation No - Workcodeno	2	EXECUTOR/CONTRACTOR/VENDORS:						
	3	Project Incharge/Employees						
	4	Completed Project Information:						
	5	Incomplete Project Information-						
	6	Cost Details						
		a. Estimated Cost						
		b. Awarded Cost						
		c. Payment Amount						
	7	Uploaded Documents						
		a. Scan - Work Order						
		b. Scan - Milestones						
		o. Scan - Tender						
		d. Scan - Stake Holder Info						
		e. Scan - Events						
		f. Scan - Cost Details						
		g. Scan - Deviations						
		h. Scan - Bills						
		l. Media Scan						
		j. Scan - Budget						
		k. Photos						
		I. Other Documents						
	8	Final Remarks-						



Initial Scrutiny Report also facilitates in displaying the number of documents uploaded against various document folders.

Uploaded Documents							
Document Name	Uploaded	Data Entered	Observation				
Scan - Work Order	0	0					
Scan - Milestones	0	0					
Scan - Tender	0	0					
Scan - Stake Holder Info	0	0					
Scan - Events	0	0					
Scan - Cost Details	0	0					
Scan - Deviations	0	0					
Scan - Bills	1	1					
Media Scan	0	0					
Scan - Budget	0	0					
Photos	28	0					
Other Documents	0	0					
Project Appraisal	0	0					
Task Documents	0	0					
Meeting Minutes	0	0					
emails correspondences	0	0					
MOUs, Annual reports	0	0					
Legal documents	0	0					
User Manuals and Graphs	0	0					
Study Report	0	0					
New Tender Published	0	0					

**Note:** The project score will be calculated against the number of fields for which data has been entered.



### 12. Recording Minutes of Meetings

Minutes of meeting can be recorded online, either project wise or a review meetings minutes. Since, the discussion points are entered online, the points are available to all the concerned stakeholders for action to be carried out. The information on issue raised/discussed, action to be taken against it, start and end data, meeting called by, meeting date and the responsible team members are captured. Multiple issues similar points are recorded.

**Recording Minutes of meeting against a project**: Click on **Validate->Project Dashboard** and click on **Meetings** link of a particular Project Id. Click on the link **Schedule Meeting** to add minutes of meeting against the project.

~	PR	DJECT PROCEEDINGS		
Work Code: TSCL-18-0007		Project Name: junction Improven	nent and Redisign	
Type of Meeting:"		DateTime: From:	To:	
Meeting Called By."		Note Taken by:		
Location:"		Attendees:	Select One	
SI No. 1				
Issue Raised:				
Time Alloted:	То			
Decision:		11		
Action to be taken:		11		
By whom:		By what date:		
Remarka:				
Alert Meeting				
Submit/Saus				Add Romovo
view - List of Weekings				Nemore

### View Meeting Minutes: Click on the link View Meetings.



2:50 F	/ Monday 6. May 2019	
<b>×</b>	PROCEEDINGS	
Reason for Meeting:*	Review and Gap Analysis Discussion	
Type of Meeting:*	Monthly Review Date: 2	25-01-2019 11:50 AM
Veeting Called By:*	JMD Note Taken by:	Vani
	TSCL Office Meeting Hall,	Vani Suresh (ICST)
.ocation:*	Attendees:	,,
SI No. 1		
Issue Raised:	Review and Gap Analysis Discussion - Indian CST	
Time Alloted:	11:50 To 12:40	
Decision:	After introduction of participants MD, TSCL welcomed everyone and explained the p review. He said that several agencies/vendors were working on the various projects to integrate all ICT work into ICT System, this review has been fixed. GPMS Transport CST has gone live in TSCL and TCC to help monitor all programs and projects of so	and in order ortal of Indian
Action to be taken:	<ol> <li>Semanne and password should be made available by molan CST to the vehicles TSCL and TCC.</li> <li>All documents and photographs and videos and Milestone and associated task wi in their respective projects IDs by the concerned contractors of the project.</li> <li>All running and final bills for payment would be submitted by the contractors or the</li> </ol>	ill be uploaded
By whom:	Emam Ali of Grant Thornton, Projer By what date:	
Remarks:		

**Recording Minutes of Review meetings:** Click on link **Add-Proceeding** under **Accountability-> Proceedings/Minutes** menu to enter a new record.

Note: The minutes of meeting can be sent through SMS and by E-mail.

### 13. Quarterly Progress Report Solutions



GPMS Transportal facilitates in connecting and updating project data information as per QPR and Reports are generated based on Organization wise, stakeholder wise and project wise.

### QPR flow in GPMS Transportal:

Once project data is entered by the project owner, the JE can select multiple projects for a particular QPR. After selecting multiple projects, QPR can be saved in JE's login or can be sent to MD/JMD's consideration.

This can be performed by clicking on Validate->QPR Process->Send/Save QPR.

		QPR	Process List				
Create OPR Process  Organization : Year .*  Select	makuru Smart City Ltd()		Advanced Search Search String : Gearch				
	a Distant Manage A	E un des Name		at the second seco			15
78 TSCL-18-0002	The TSCL has righter thank to the terminal smart ICT intervention required to make the oty smart. The broad Functional & Technical requirements have been identified and have been provided under this volume of the FFP. It is now proposed to appoint a System int (Integrated Command and Control Centre)	- TUMAKURU SMART / LIMITED.Ramesh E - out	Awarded :399,701,248.00 Estimated :595,900,000.00 Payment :0.00	Work in Progress	Aggrement No. : 14 WorkOrder No. : 14 Actual Start : 23-11-2019 Actual End : 23-11-2019 Location : Tumskuru	•	View View
77 🔲 TSCL-18-0001	Smart Park- Tumakuru University Park (Smart Neela Park- Tumakuru University Park) TUM/ LIMIT	akanta Reddy,CEO - IAKURU SMART CITY TED	Awarded :62.00 Estimated :61.60 Payment :30.51	Completed	Aggrement No. : 03/2017-18 WorkOrder No. : 512 Actual Start : 25-01-2018 Actual End : 10-08-2018 Location : Tumakuru University		View
	Initiative by Indian Centre for Social Transformation	tion.	Соруг	ight © 2016 Indian CST. A	ll Rights Reserved.		

MD/JMD has the option to save multiple projects under a QPR



ОК

The saved QPR can be sent to QPR by the MD/JMD.



				QPF	Process Saved List		
- Achur	need S	arch		Department:	Tumakuru Smart City Ltd(TSCL)		
Orga	nizatio	on :Select-	• Year	Select	Quarter :Select	* Search	
Page	of 1		Total Records : 1	Show 10 Per pa	ige << < 1 Go > >>		
S.No	φ.	QPR Id	Organization	QPR Year	QPR Quarter	¢ View	Send To QPR
1		TSCL-QPR-01	Tumakuru Smart City Lt	2018	Second	View	Send To QPR
			Initiative by Indian Centre fo	r Social Transformation.	Copyright ⊜ 2016 Indian	CST. All Rights Reserved.	

<b>QPR</b>						se				
	QPR Process Project List									
ODD Drog	QPRID: TSCL-QPR-04									
Organizat	tion Name :	Tur	nakuru Smart City I td							
Year :		201	9 Quarter :	First						
				Total Records: 3						
	S.No	Project Id	Project Name	Executor Name	Awarded Cost	View				
	1	TSCL-18-00016	Supply,Installation and O & M of the Smart e-Toilet at Siddaganga College Bus Sheiter,BH Road,TumkauruSupp/Installation and O & M of the Smart e-Toilet at Siddaganga College Bus Sheiter,BH Road, Tumkauru	Ravivarma L B -Junior Engineer - TSCL	D	View				
	2	TSCL-18-00012	smart road at KM Kariyappa RoadSmart Road	CEO - TUMAKURU SMART CITY LIMITED, Kulkarni V G -Ge	45000	View				
	3	TSCL-18-0001	Smart Park- Tumakuru University ParkSmart Park- Tumakuru University Park	Neelakanta Reddy,CEO - TUMAKURU SMART CITY LIMITED	62	View				
			Initiative by Indian Centre for Social Transformation.	Copyright © 2016 Indian CST. All Right	s Reserved.					

### The modifications to the records can be viewed by clicking on the Check->QPR Projects

Project Details	Present Data	First Quarter 2018	QPR Details Year Wise
Name of the Work	Construction of Pathways and Jogging Track at Govt PU college ground premesis(Construction of Pathways and Jogging Track at Govt PU college ground premesis)	Construction of Pathways and ougging mark at Sovt PU college ground premesis(Construction of Pathways and Jogging Track at Govt PU college ground premesis)	Click On the following links to compare the present data with the previous Quarter
Name of Person-Project In-Charge	Vinay Raj T R (Asst Executive Engineer-I - TSCL)	Vinay Raj T R (Asst Executive Engineer-I - TSCL)	QPR Report of the year 2018 First Quarter : QPR-04/06/2018
State	,Kamataka,	,Kamataka,	
District	,Tumakuru,	,Tumakuru,	
Place			
Administrative approval and expenditure sanction Date	00-00-0000	00-00-0000	
Administrative approval and expenditure sanction Amount	0.00	0	
Estimated Cost(In Rupee )	2400.00	24000000	
Date of Preparation of Estimate	00-00-0000	00-00-0000	
Revised Estimated Cost(In Rupees)	0.00	0	
Date of Revision of estimate	00-00-0000	00-00-0000	
Modes of Tendering			
Open Tender	domestic	domestic	

MD/JMD can view the submitted QPRs and the related data. The projects can be or sent to the watch list for future reference.



			QPR Dashboa Tumakuru Smart Ci Time over run report (Red	rd Report ity Ltd(TSCL) d & MAROON Flag	)							
Total Projects : SI. No	3 Project Id	Project Name	Amount Details	QPR Id	Executor Name	QPR Period	Remarks	Watch List	View			
1	TSCL-19-00086	Test reject project	Estimated Cost : Nil Awarded Contract : Nil	TSCL-QPR-02	Manohar Gowda R - Second Division Assistant- Ad - T	Year : 2018 Quater : First		Send To QPR Watch List	View			
2	TSCL-19-00069	Testing 2	Estimated Cost : Nil Awarded Contract : Nil	TSCL-QPR-03	CEO - TUMAKURU SMART CITY LIMITED	Year : 2019 Quater : First		Send To QPR Watch List	√iew			
3 TSCL-18-00012 smart road at KM Kariyappa RoadSmart Ro Read More Estimated Cost : Nil Awarded Contract : 45000 TSCL-QPR-04 Contract : 70 Quater : First												
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### Project details as well as project team details can be viewed

Project information	
Officer incharge :	Ashwin
Name of the Project :	Integrated Commanda and control centre with1 Centralised Control room setup2 Intelligent Signalling3 Integrated Signalling4 VMS5.CCTV Survillinace Integrated Command and Control Centre
Work Code Number :	TSCL-18-0002
Location	
State :	,Kamataka,
Place :	Tumakuru
District :	,Tumakuru,
Finances	
Administrative Sanction Amount in Rs :	0.00
Estimated Cost(in rupee only) :	5,675.00
Revised Estimated Cost(In Rupees) :	5,959.00
Awarded Contract(In Rupee Only) :	0.00
Payment (Value of work done till 00/00/0000) :	
Bid Price of L1 Bidder(in Rupees ) :	0.00
Contract Details	
Agreement Number :	
Contractor/Agency Name :	CEO - TUMAKURU SMART CITY LIMITED Kulkarni V G -Ge

CEO - TUMAKURU SMART CITY LIMITED, Kulkarni V G -Ge

### **QPR** Dashboard

Further the analysis of organization/project wise data can be done in respect of cost, time and tender under Reports->QPR Dashboard menu

	QPR Dashboard												
- Advanced	Year	Select	T		De	partment: Tumaku	ru Smart City Ltd()			Quarter -	Select	•	
String Sea	arch		Awarded Co	ontract. From : Am	ount in Rupee To : Am	mount in Rupee Project CategorySelect V Search							
Page 1 of 1			Total Records :	1	Show 10	w 10 Per page << < 1 Go > >>							
					Pro	curment report			Cost over run		Tin	e over run	
SI. No	Org Name	Total No. Of Project	No. of project in progress / Without status	No. of project completed	₩ •	1	P	₩	1	P	🛹 🐂	7	F
1	Tumakuru Smart City Ltd	7	6	1	4	3	0	5	2	0	3	4	0
٣	Cost Analysis of	f Project (8-10)				Cost Analysis of Project (4-7)							
7	Cost Analysis of	f Project (0-3)				Cost Analysis of Project (Data Insufficient)							
			Initiative by I	ndian Centre for Soci	al Transformation.	Copyright © 2016 Indian CST. All Rights Reserved.							



### 14. Cost and Time Analysis

Users:



Admin user: This group of users can create the masters data such as Designations, Departments, Employees, Project Categories, Roles, Creation of Stakeholder Organization and registering stakeholders. Activate/Deactivate Users, and Reset Password of registered users.

Admin user can see the all the projects, projects' status, employees, user activities, uploaded documents and Reports. Monitoring Reports, QPR Projects, modified and deleted projects.

Currently there is only one user registered in TSCL GPMS Transportal.

**Supervisor User**: These group users own a approval authority for projects and adding stakeholders to the projects. A Supervisor user also can create the projects; view all the projects, projects' status, employees, user activities, uploaded documents and Reports. Monitoring Reports, QPR Projects, modified and deleted projects

Currently,

**Organizational Head/Enterprise Head User**: This group of users generally works on generating project code and once approved by his supervisor, will be adding additional project details. Milestone creation and task creation associated with the milestone, against the project. Uploading Status documents against the projects. An Enterprise Head user can view the various Reports. He can also update tasks and milestones.

**Stakeholder User**: This user can view the project detail which has been shared to him as one of the respective project team. He can only upload Status documents against the projects.

### Admin User Role:

- 1. Creation of Masters:
- 1.1 Designation: Capture->Masters->Designation->Add Designation
- a. Select **TSCL-Tumakuru Smart City Ltd** form the Organization list box
- b. Provide **Designation Name** in the Designation Name Input Box TEXT FIELD
- c. Select **Government** or **Non Government** from the Designation Type list box
- d. Click on **Submit** button



Capture + Validate +	Check + Measure + Accountability + Report +	Key Performance +
	Designation master	
Organization*	TSCL-Tumakuru Smart City Ltd •	
Link To*	Select One 🔻	
Designation Name :	Second Division Assistant	
Designation Type :	Government +	
	Submit Back	
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### 1.2 Department: Capture->Masters->Department->Add Department

- a. Select **TSCL-Tumakuru Smart City Ltd** form the Organization list box
- b. Provide **Department Name** in the Department Name Input Box TEXT FIELD
- c. Provide **Department Code** in the Department Code Input Box TEXT FIELD
- d. Provide Department Unicode in the Unicode Input Box TEXT FIELD
- e. Select Karnataka from the State list box
- f. Select **Tumakuru** from the District list box
- g. Click on **Submit** button

	Capture +	Validate +	Check +	Measure +	Accountability +	Report +	Key Performanc	e +
					Organi	zation Details		
					Depar	tment Details		
Organization*							TSCI	Tumakuru Smart City Ltd 🔹
Department Link	:To*						Selec	t One 🔻
Department Nan	ne :						TECH	NICAL
Department Cod	e :						TECH	
Uniquecode :							TECH	
State							Karn	ataka +
District							Tuma	kuru 🔻
					Subr	nit Back		
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- 1.3 Role: Capture->Masters->Role->Add Role
- a. Select TSCL-Tumakuru Smart City Ltd form the Organization list box
- b. Provide Role Name in the Role Input Box TEXT FIELD
- c. Click on Submit button



Capture +	Validate + Check + Measu	re + Accountability + Report	Key Performance									
		Designation master										
Organization*		TSCL-Tumakuru Smart City Ltd +										
Role Name :		Project Manager										
	Submit Back											
	Initiative by Indian Centre for Social Transformation.		Copyright © 2016 Indian CST. All Rights Reserved.									

### 1.4 Creation of Stakeholder Organization

a. Organization: Capture->Masters->Organization->Add New Organization

b. Provide **Organization Name** in the Organization Name Input Box – TEXT FIELD

c. Provide **Organization Code** in the Organization Code Input Box – TEXT FIELD

# Note: Organization Code should be single word.

Press TAB to check the existence of organization code

In case the organization code already exists, provide an another value which does not exist in the organizational list box

d. Provide **Organization Website Name** in the Organization Website Name Input Box – TEXT FIELD

e. Provide **Organization Email ID** in the Organization Email Id Input Box – TEXT FIELD

f. Select an appropriate **Organization Type** (eg., Pan-city/Area Based etc.,) from the Organization Type list box

g. Select an appropriate **Programmes** (eg., Smart City Mission/ AMRUT etc.,) from the Programmes list box

h. Select an appropriate **Organization Type** (eg., Vendors/Consultant/PMC) from the Organization Type list box

i. Select **TSCL-Tumakuru Smart City Ltd** form the Linked To list box

j. Provide **Organization Address** in the Address Line 1 and Address Line 2 under Head Office Details section Input Box – TEXT AREA

- k. Select India from the Country list box
- I. Select Karnataka from the Country list box
- m. Select **Tumakuru** from the District list box
- n. Provide **Pincode** value in the Pincode Input Box TEXT FIELD

**o.** Select **Country** from the Hierarchy list box and click on +(Add button), **State** from the Hierarchy list box and click on **+(Add button**), **District** from the Hierarchy list box and



click on **+(Add button**), **Taluk** from the Hierarchy list box and click on **+(Add button**) under Location Hierarchy Structure section

### p. Click on Submit button

Capture • Valida	te - Check	• N	Aeasure •	Accountability	• Repo	t •	Key Perf	ormance •				
					0	rganiza	tion Details	8				
More Details												
Organization Name :			Grant Th	nornton			Organizati	on Code :			Organization Code GNTT	ls Availa
Organization Website			https://	www.grantthornton.ir	1		Organizati	on Email_id :			support@granttho	rnton
Attributes :*			STATE		÷		Programm	es:*			2 selected	
Organization Type:*			PMC				DIN No:					
Link Organization To	*		TSCL-T	umakuru Smart City	/ Ltd 🔹						1	
Ministry Details :			· ·									
Central Ministries:*		Select	One	\$								
Central Participants*		Select	One	•			State"		Se	lect One		•
Central Department*			One				State Parti	opate"	Se	lect One		•
Central Sub Departm	ent.*		One				State Cub	Department*				
Central sub Departme	ent_1:*		One				State Sub	Department - 1*				
Central sub Departme	ent_2:*		One				State Sub	Department - 2*				
Central sub Departme	ent_3:*		One									
Address Line I :						Grant Thornton				_		
Address Line II :								Tumakuru Karna	aka India 57	2101		_
Country :			India		7	Office	Office Phone 1 :					_
State :			Karnataka		<u>ן</u>	Office	Phone 2 :					
District :			Tumakuru	•	 1	Conti	act Person :					
Pincode :			572101		_	Telefi	ax :					
Local office Address :												
	Country*	State*		District*	Pincode*	Conta	act Person*	Address Line*	Phone No	• Em	ail Id*	1
	Select One	Select	One 🔻	Select One 🔻							•	
								1				
Location Hierarchy Stru	cture										_	
			(Calaat C	Hierarchy	•			Alies name*		A	-	
		1	Country	)	•		Country			V Y	4	
		2	State				State			<del>x</del>		
		3	District				District			X	-	
		4	Taluk				Taluk			X	1	
						Next						
					Subr	nit 😐	ack					
		_		_	Subi							
		nitiative by Inc	dian Centre for So	icial Transformation.				Copyright @ 2016 In	dian CST. All F	Rights Reser	rved.	

2. **Registration of Employees:** Admin user can register his own organization employees and stakeholders



2.1 Registering his organization employees: There are 2 ways in which employees can be registered. Through Capture->Add Stakeholder->Add Employee and Key Performance->User Registration

# 2.1.1 Capture-> Add Stakeholder->Add Employee->Add Employee

a. Provide Username value in the Username Input Box – TEXT FIELD

### Note: Username should be single word.

Press TAB to check the existence of username

In case the username already exists, provide an another value which does not exist in the username list.

b. Provide value for First Name Input Box – TEXT FIELD, select an appropriate value for
 Employee Type list box, select Gender from Gender list box, select proper organization
 name from the Organization list box, Date From and To from the Calendar under Employee
 Details section

c. Provide values for Office Details such as **Email Id, Mobile Number, and Address**. Select **India** from the Country list box, select **Karnataka** from the State list box, **Tumakuru** from the City list box, and provide values for **Location** Input Box – TEXT FIELD, provide value for **Pincode** Input Box – TEXT FIELD

d. Click on **Submit** button



	Capture +	Validate +	Check +	Measure +	Accoun	tability +	Report +	Key Performanc	e +			
						Empl	oyee Details					
						Use	r Credential ——					
						NEW	Link O					
			leer Name **		Username	ls Available						
			iser name .		user.spogind	lia						
	Employee Deta	ils :										
		FirstName*: Gane	sh	MiddleName : P		LastName :						
		EmployeeType*:		[	Full-time		¥	Father Name:				
		Gender*:		[	Male	•		Date of birth *:				
		Employee Code :						Organization *:	INF-Info	ormatica Ltc 🔹 🔹		
		Department :		[	Select One	▼		Designation : Select (		ect One 🔻		
		Employee Grade:		Select One			¥	Aadhar No. :				
		PF.No :					P		Worki	ng 🔍 Non Working		
	From Date			01-04-2018				To Date :	30-04-2	120		
	Employee Contac	ct Details :										
	Residential :						ce Name			Select One	T	
	Personal EmailID	:				Official EmailID :				support@spogindis.com		
	Phone No :					Phone No :						
	Mobile No :					Mobile No :				974297911		
	FAX No :					FAX No :						
	Residential Addres	SS :				Office Addres	s :			Tumakuru		
			(Salast O		11					(In dia	11	
	Country :		Select O	ne		Country :					•	
	State : City :		Select Cou	te	v	State : City :				Tumakuru	• •	
	City .			Soler Sidle Y					Tumakuru			
	Location :				h	Location :					le	
	Pincode :					Pincode :				572101		



Employee Project Link					
	S.No.	Project Id	Role	Start Date	End Date 🛞
	1				
		Remarks :		11	
			Submit Back		
	Initiative I	by Indian Centre for Social Transformation.		Copyright © 2016 I	ndian CST. All Rights Reserved.

### 2.1.2 Key Performance->User Registration->New User

a. Provide Username value in the Username Input Box – TEXT FIELD

Note: Username should be single word.

Press TAB to check the existence of username

In case the username already exists, provide an another value which does not exist in the username list.

b. Provide value for **Password** Input Box – TEXT FIELD

**Note:** Value should be single word with combination of Big letter, Number and special characters such as . / \_ -

c. Provide the same value of Password field to the **Re-Password** Input Box – TEXT FIELD Note: Re-Password value should match to the Password field value. In case of a mismatch,

the system prompts to enter the correct value again.

d. Select an appropriate **Role** from the Group TO list box.

**Note:** Project Approver should be mapped to Supervisor(JE), Project owners should be mapped to Enterprise Head user group, Stakeholder should be mapped to Stakeholder from the Group To list box

- e. Select Yes Radio Button for the Active status
- f. Select an appropriate **Organization Type** from the Organization Type list box
- g. Select **TSCL-Tumakuru Smart City** value from the Organization list box.

Note: In case of stakeholder organization, select an appropriate stakeholder organization

h. Provide values for **Employee Name** Input Box – TEXT FIELD, **Date of Birth** from the CALENDAR, **Address** Input Box – TEXT AREA, **Gender** from the Sex RADIO BUTTON, **Office Phone** Input Box – TEXT FIELD, **Mobile Number** Input Box – TEXT FIELD, **Email ID** Input Box – TEXT FIELD under Personal Details section

i. Click on **Submit** Button

Note: Make sure Location Details are auto filled



<b>(3)</b>	Capture +	Validate +	Check +	Measure +	Accountability +	Report +	Key Performance +	
					User Reg	istration Pag	e	
	User Creden	tial						
	User Name*	Username Is Availa	able					
	Password*			[				
	Re- Password*							
	Group To *	Stakeholder	4	Active *	Yes 🖲 No 🔘			
	Ministers *	Select One	1	Registration Type *	Select One	•		
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	Personal Det	ails						
	Employee Na	me*	Rajesh Mishra			Date	of Birth	
	Full Office Ad	dress	Tumakrur			Sex	Male @	Female O
	Office Phone					Mob	ile No 9742976	111
	Email Id *		support@indiance	<u>st.in</u>				
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	WardName*				Select One	•		
					Sub	omit Cancel		
		Initi	ative by Indian Centr	e for Social Transfo	rmation.		Copyright © 2	016 Indian CST. All Rights Reserved.

### 2.2 Editing Registered User Details

### 2.2.1 Key Performance->User Registration

- a. Click on Edit link of a particular user record
- b. Edit the field values as needed
- c. Click on Submit button
- d. Click on **OK** button of the Confirmation Message Box

Advanced Search	Validate + Check +	Measure +	Accountability + Report	Key Performance +
Login User Name	User Name	Active Select	♦ Search	Oragnization Code
Page 1 of 47	Total Records : 47		Show 1 Per page << < 1	Go > >>
SI. No 🔶 User Details	Other Details	Location	Contact Details	Last Access Details      Edit
1 User Name : User 5 Login User Name : user5.tscl	Group : Enterprise Head Oragnization : TSCL	Country : India State : Karnataka District : Tumakuru	Mobile : 9742979111 Phone : Email : support@indiancst.in	Time : 22-04-2019 07:55:52
	Initiative by Indian Centr	e for Social Transformatio	n.	Copyright € 2016 Indian CST. All Rights Reserve



### 2.3 Reset Password

### 2.3.1 Key Performance->User Registration

- a. Click on **Reset link** of a particular user record
- b. Click **OK** button of the Confirmation Message Box

### Note: By default the password is set to 'India@1234'



### 2.4 Activate or Deactivate the user

- 2.4.1 Key Performance->User Registration
- a. Click on ACTIVATE/DEACTIVATE link
- a. Click on **OK** button of the Confirmation Message Box

-Advanced Se	Name	User Name		Active Select	¢	Search	Oragnization	Code		GroupSelect	0
Page 2 of 47		Total Rec	ecords: 47		Show 1	Per page << < 2	Go > :	>>			
SI. No 🔶	User Details	¢ 01	Other Details 🛛 🔶	Location	φ	Contact Details	φ.	Last Access Details 🛛 🔶	Edit 🔶	Reset Password¢	Activate / Deactivate
2 1	User Name : User Informatica LTD Login User Name : user.inf	Group : Oragniz	: Stakeholder zation : INF	Country : India State : Karnataka District : Tumakuru	Mo Phi Em	bile : 9742979112 one : nail : support@indiancst.in		Time : 22-04-2019 08:02:49 IP Address : 192.168.100.156	Edit Call	Ф	
	Initiative by Indian Centre for Social Transformation. Copyright © 2016 Indian CST. All Rights Reserved.										

- 3. Reports View
- 3.1 View Project Dashboard
- a. Validate->Project List
- b. Click on Project Dashboard of a particular project



								Project's	List										
Scher	nes/Programs/Package	Select One	•		Dep	artment : Tuma	ikuru S	mart City Ltd()											
P	pproval Year Select One roject Code		Nature C Select Project N Select	f Work One ame One	•		1	Type Select One • Stakeholder Name	)		Awarded Co From Estimated A	ntract Amount To mount			Search				
Page	fork Status Select One	•	Cost Ana Select Total F	lysis One Records : 76	÷		Sh	Time Analysis Select One + ow 1 Per page << <	)	Go > >>									
S.No	Project Code	Project Name	٠	Project Lead	٠	Edit Project	•	Project Details	٠	Project Status	•	Input Sheet	•	Uploaded ¢	Cost Analysis	•	Time Analysis	Cost Analysis	Time Analysis
8	TSCL-19-00077	Project Name : Test Project for ' Re Name of Work : Nil	adMore	Nil	Add	Project Info (Mil	lestone	Project Dashboard 2: Add Milestone 4: Milestones 3: Assign Task 4: Upload Doc. 5: Take Photo 6: Send To Watch List 7: Meetings 8: MobileUploads 9: Calendar 10: Sand Unite		Work In Progress		1. Add Comment 2. View Comment		View Uploaded Files	Estimated Cost : 50,000.00 (In Rupees) Amount Contrac Nil	st :	Agreement Start Date : Not Availble Actual Start Date : Not Availble	M	1

c. Click on Tabs such as Milestone, Project Home, Billing Details, Project Files, Project Team etc., to view the details



	Officer Incharge :										
	Name of Stakeholders, Executing the Work :										
	Category Name C	Of Sponsor	Name Of N	Nodal Officer	Mobile	No.	Email Id		Amour	nt %	
Finances											
	Expenditure incurred Amount :		50.000.00		Estimated Cos	t:			50.000.00		
	Approved / Revised Estimated Cost :		0.00		Awarded Contr	ract Sum :			0.00		
	Justified Amount of the tender :		0.00		Amount Allotte	ad :			0.00		
	Justined Amount of the tender :		0.00		Amount Allotte	ed :			0.00		
	Commitment Amount :		.00		Bid Price of L1	Bidder :			0.00		
	Investment Cost :		0.000		Tender Cost:	Tender Cost:			0.00		
	Financial Progress of the work (Value of work done till : 00	3/00/0000 <b>)</b> :									
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	Date of Issue of Application for Tender Documents:		00/00/0000 to 00/00/0000		How Many Ten	der Docume	ents Issued:				
	Prebid Meeting Held on Date:		00/00/0000		Last Date and	Time for Red	ceipt of Tender Documen	ts:	00/00/0000		
	Tender Validity Period Expired Extension Taken										
	Tender/Piece Work:				Publication of	District/Stat	te/ITG Tender Bulletin:		& 00/00/00	00	
	1										
				Project D	ashboard						
roject Id	TSCL-19-00077			Organiz	ration	Tumakuru	Smart City Ltd				
roject Name	Test Project for 'Others' Value and its sub category value										
-											
Project Home	Billing Details Other Details Observations/Co	mparisons	Project Files Graphs	Project Team							
				• • • • • • • • • • • • • • • • • • •							
Project Infor	mation										
N	lame of the Work :						Project Attributes : ST	ATE			
D	Date of the Issue of Work code : 29/03/2019		Workcode Approval By : Su	pport Team Indian CST			Workcode Approval D	ite : 29/03/2019			
v	Nork / Purchase / Supply Order No :		Work / Purchase / Supply O	rder Date : 00/00/0000							
M	Major Project Category : Smart City Mission		Discipline : PMC				Budget Category :				
M	finistries : Ministry of Urban Development						Approval Year : 2018-2	019			
D	Department :		Sub Department :				Sub Sub Department :				
N	lame Of Office :		Nature Of Work : New				Grants/Works : Garbag	e Collection			
C	Category/Theme : Other Private Sector Development		Type : Sub Drains				Sub Type :				
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### 3.2. Abstract Report



### 3.2.1 Reports->Abstract Report

a. Category wise Projects summary report will be displayed

b. Click on any of the links such as a particular category, and the various statuses,

Respective Project Dashboard will be displayed to view the project details

C . Click on Print link to print the Abstract Report as on date

Capture 🔸	Validate	Check      Measu	re + Accountability +	Report + K	ey Performance +							Logged in as Support Team Indian CST 📢
<b>M</b>				SUM	MARY OF ALL PROJEC	TS - CATEGOR	Y WISE					GPMs transportal for tiscl
	SL. No.	Category	Estimated Cost	Yet To Start	Work In Progress	Completed	Status Suspended	File in Process	Started	Pending	Tendered	_
	1	Buildings	20,531.71	3	6	a	a	1	0	0	1	
	2	Electrical Works	65,00,00,040.00	1	٥	٥	٥	٥	0	٥	1	
	3	ICT Project	5,67,000.00	0	2	٥	٥	a	0	٥	٥	
	4	Others	19,429.94	8	2	1	٥	3	0	٥	0	
	5	Project Monitoring	4,75,000.00	a	٥	1	٥	٥	0	٥	o	
	6	Road Works	6,40,087.00	10	٥	٥	٥	٥	0	٥	0	
	7	Storm Water Drains	4,488.92	3	a	1	٥	٥	٥	٥	٥	
	8	Street Light	1,798.30	3	٥	٥	٥	0	٥	٥	٥	
	9	Sub Drains	50,000.00	٥	1	٥	٥	٥	٥	٥	٥	
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	13	Utility Works	1,05,097.84	3	1	٥	0	٥	0	٥	1	
		Total	65,20,03,473.71	31	12	6	0	4	0	0	3	
			Initiative by Indian C	centre for Bocial Transformati	on.	9	opyright © 2016 Indian CS	T. All Rights Reserved.				

### 3.2.2 Reports->Project Wise Uploaded Images

a. This reports provides Work-In-Progress Project information along with the uploaded images.

b. Click on the link of Image file name, the uploaded document will be displayed

c. Click on Print link to print the Work-In-Progress Projects Report

PROJECT WISE UPLOADED IMAGES					
SL No.	Name Of The Project	File Name & Uploaded On			
1	Smart Park- Tumakuru University Park	e5612dp8/8ggupmmrqdivl2_1_20171006_173256.jpg 15-05-2018 01:08::23 41554_VhataAp Image 2018-07-09 11 25.856 PM jpg 09-07-2018 12:11::59 41552_VhataAp Image 2018-07-09 11 25.85 PM jpg 09-07-2018 12:11::59 41552_VhataAp Image 2018-07-09 11 25.84 6P M jpg 09-07-2018 12:11::59 41551_VhataAp Image 2018-07-09 at 12:58.46 PM jpg 09-07-2018 12:11::59 41554_VhataAp Image 2018-07-09 at 12:58.46 PM jpg 09-07-2018 12:11::59 41564_VhataAp Image 2018-07-09 at 12:58.44 PM jpg 09-07-2018 12:11::59 41563_Smart Park_2018-08-03 at 6:28.20 PM (1) jpg 07-08-2018 07:53::35			
2	Integrated Command and Control Centre	Images Not Uploaded			
3	Integrated Bus Terminal	Images Not Uploaded			