







राष्ट्रीय ग्रामीण अवसंरचना विकास एजेंसी ग्रामीण विकास मंत्रालय, भारत सरकार

National Rural Infrastructure Development Agency Ministry of Rural Development, Government of India

NRRDA-Go21(17)/2/2019-FA/369483 2324-2356 Dated: 25.10.2023

To,

CEO/ CE of SRRDAs/RCPLWEA Departments of all States/ UTs

Subject: Standard Operating Procedure (SOP) for capturing data related to Higher Specification (HS) on OMMAS under PMGSY.

Dear Sir/Madam,

Information/data related to Higher Specifications (HS) is to be captured in OMMAS. Process for capturing the data of each component related to HS and proper accounting of expenditure in OMMAS is as under:-

The HS has been defined in two ways, first HS relating to construction of Roads under PMGSY & RCPLWEA and second HS relating to construction of Bridges (LSBs) under PMGSY & RCPLWEA.

- 2. **Components of HS for Roads:** The following are the components of HS for construction of roads under PMGSY & RCPLWEA for which the data will be captured on OMMAS:
 - a. Cost related to seeking **forest clearances** for construction of Roads under PMGSY I, II & III& RCPLWEA.
 - b. Cost incurred towards **acquisition of land** for construction of Roads under PMGSY I, II & III & RCPLWEA.
 - c. Cost incurred towards **utility shifting** for construction of Roads under PMGSY I, II & III & RCPLWEA.
 - d. Cost incurred for construction of Roads under PMGSY-II &III and RCPLWEA due to provision on **account of higher technical specifications** than the specified specifications as per PMGSY guidelines leading to **additional cost implications**.
 - e. Pro-rata cost for carriageway **over and above** 5.5 m for PMGSY-II and above 8.40 m for PMGSY-III
 - f. Additional cost for pavement compositions provided over and above the designed crust required for 5 msa under PMGSY-II &III.

Note:-

- Data in respect of Higher Specification under PMGSY III works and ongoing works of PMGSY-I & II is to be captured in OMMAS.
- ii) Such expenditure will be considered HS only if the same has been accounted for in DPR and sanctioned cost.

- 3. **Components of HS for Bridges:** The following are the components of HS for construction of Bridges under PMGSY II &III and RCPLWEA for which the data will be captured on OMMAS:
 - a. Overall width of Bridge exceeding 5.50 m for PMGSY-II and RCPLWEA.
 - b. Overall width of Bridges exceeding 8.40 m for PMGSY-III.
 - c. Overall Length of Bridge under PMGSY-II exceeding 75 m in normal areas.
 - d. Overall Length of Bridge under PMGSY-II exceeding 100 m in special category states.
 - e. Overall Length of Bridge under PMGSY-III exceeding 150 m in normal areas.
 - f. Overall Length of Bridge under PMGSY-III exceeding 200 m in special category states.
 - g. Overall Length of Bridge under RCPLWEA exceeding 100 m.

4. PMGSY I

4.1 For PMGSY I Road works, the data relating to HS for construction of Roads shall be entered in respect of the components given at Para 2 (a-c) in respective Heads contained in **Annexure I**.

5. PMGSY II & III and RCPLWEA

- 5.1 For PMGSY II&III and RCPLWEA Road works, the data relating to HS for construction of Roads shall be entered in respect of the components given at Para 2(a-f) in respective Heads contained in **Annexure I**.
- 5.2 For PMGSY II &III and RCPLWEA Bridge works, the data relating to HS for construction of Bridges shall be entered in respect of the components given at para 3(a-g) in respective Heads contained in **Annexure II**.
- 6. Further, to properly account for receipt of funds relating to HS and booking of expenditure, separate heads of account will be created in R& P module of OMMAS. Accounting heads to be created are delineated in Annexure I & Annexure II.
- 7. PIU will enter the amount of HS for each component in OMMAS.
- 8. SRRDA will authenticate the amount of HS entered by each PIU and shall ensure that financial entries are done from time to time by each PIU on OMMAS.
- 9. Details of expenditure on account of HS will reflect in "transaction details".
- 10. Expenditure on account of HS shall automatically reflect in OMMAS based Balance Sheet of Programme Fund Account.
- 11. The total cost on account of HS (entire State / UTs) shall be authenticated by SRRDA and shall be attached with Balance Sheet of Programme Fund Account of each financial year for the FY 2023-24 onwards.
- 12. The provisions for capturing data related to HS has been made on OMMAS and the detailed Flow Chart for entry of data on OMMAS is attached.

Accounting Heads relating to HS of Construction of Roads

Receipt Head: Head Code 1.07 (Heads for receipt of State Share) shall be the receipt Head for receiving of funds related to HS.

Head for receiving of funds related to HS.					
Expenditure Heads:					
11. Expenditure on Works					
Head Code	Head Code Reference	Accounting Head			
11.23	11.23.01	Expenditure on account of higher specifications to be borne by State on PMGSY-I Roads -Forest clearance			
11.23	11.23.02	Expenditure on account of higher specifications to be borne by State on PMGSY-I Roads -Land Acquisition			
11.23	11.23.03	Expenditure on account of higher specifications to be borne by State on PMGSY-I Roads -Utility Shifting			
11.24	11.24.01	Expenditure on account of higher specifications to be borne by State on PMGSY-II Roads -Forest clearance			
11.24	11.24.02	Expenditure on account of higher specifications to be borne by State on PMGSY-II Roads -Land Acquisition			
11.24	11.24.03	Expenditure on account of higher specifications to be borne by State on PMGSY-II Roads-Utility Shifting			
11.24	11.24.04	Expenditure on account of higher specifications to be borne by State on PMGSY-II Roads - Increase in Cost due to change in technical specifications.			
11.24	11.24.05	Expenditure on account of higher specifications to be borne by State on PMGSY-II Roads for Pro-rata cost for carriageway over and above 5.5 m.			
11.24	11.24.06	Expenditure on account of higher specifications to be borne by State on PMGSY-II Roads for additional cost for pavement compositions provided over and above the designed crust required for 5 msa.			
11.25	11.25.01	Expenditure on account of higher specifications to be borne by State on PMGSY-III Roads -Forest clearance			
11.25	11.25.02	Expenditure on account of higher specifications to be borne by State on PMGSY-III Roads -Land Acquisition			
11.25	11.25.03	Expenditure on account of higher specifications to be borne by State on PMGSY-III Roads- Utility Shifting			
11.25	11.25.04	Expenditure on account of higher specifications to be borne by State on PMGSY-III Roads- Increase in Cost due to change in technical specifications.			
11.25	11.25.05	Expenditure on account of higher specifications to be borne by State on PMGSY-III Roads for Pro-rata cost for carriageway over and above 5.5 m.			
11.25	11.25.06	Expenditure on account of higher specifications to be borne by State on PMGSY-III Roads for additional cost for pavement compositions provided over and			

		above the designed crust required for 5 msa.
11.26	11.26.01	Expenditure on account of higher specifications to be
		borne by State on RCPLWEA Roads -Forest clearance
11.26	11.26.02	Expenditure on account of higher specifications to be
		borne by State on RCPLWEA Roads -Land Acquisition
11.26	11.26.03	Expenditure on account of higher specifications to be
		borne by State on RCPLWEA Roads-Utility Shifting
11.26	11.26.04	Expenditure on account of higher specifications to be
		borne by State on RCPLWEA Roads - Increase in Cost
		due to change in technical specifications.

Annexure-II

Accounting Heads relating to HS of Construction of Bridges

Pagaint Hand, Hand Cada (III 1 C. 1 C. C. Cl.) 1 111						
Receipt Head: Head Code 1.07 (Heads for receipt of State Share) shall be the						
receipt Head for receiving of funds related to HS. Expenditure Heads:						
11. Expenditure on Works						
Account	Head Code					
Head Reference		Accounting Head				
Number	Reference					
11.24	11.24.07	Expenditure on account of higher specifications to be borne by State on PMGSY-II Bridges : Overall width of Bridge exceeding 5.50 m.				
11.24	11.24.08	Expenditure on account of higher specifications to be borne by State on PMGSY-II Bridges: Overall Length of Bridge exceeding 75 m in normal areas.				
11.24	11.24.09	Expenditure on account of higher specifications to be borne by State on PMGSY-II Bridges: Overall Length of Bridge exceeding 100 m in special category states.				
11.25	11.25.07	Expenditure on account of higher specifications to be borne by State on PMGSY-III Bridges - Overall width of Bridge exceeding 8.40 m.				
11.25	11.25.08	Expenditure on account of higher specifications to be borne by State on PMGSY-III Bridges - Overall Length of Bridge exceeding 150 m in normal areas.				
11.25	11.25.09	Expenditure on account of higher specifications to be borne by State on PMGSY-III Bridges: Overall Length of Bridge exceeding 200 m in special category states.				
11.26	11.26.05	Expenditure on account of higher specifications to be borne by State on RCPLWEA Bridges - Overall width of Bridge exceeding 5.50 m.				
11.26	11.26.06	Expenditure on account of higher specifications to be borne by State on RCPLWEA Bridges -Overall Length of Bridge exceeding 100 m.				

Provision for new and legacy Entries:-

- (i) Provision for new Entries: PIU has to make the entry at the time of process the bill for payment.
- (ii) Provision for legacy entries: All SRRDAs must finalize these entries by the end of the current financial year, i.e. 31st March 2024. This will be accomplished by processing the Transfer Entry Order (TEO) in OMMAS, as indicated in the workflow chart (Attached).

This issues with the approval of Competent Authority.

Encl. as above

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Your sincerely,

(Nirmal Kumar Bhagat)

Director (F&A)

Copy for information to:

- 1. PPS to DG, NRIDA and JS (RC), Mo RD, Krishi Bhawan, New Delhi.
- 2. FCs of SRRDAs/RCPLWEA Departments of all States / UTs.
- 3. Shri Vijay Ingle, Programmer for uploading on website.

Pradhan Mantri Gram Sadak Yojana

Accounting Heads

User Manual 1.0

24TH January 2023



Centre for Development of Advanced Computing Innovation Park, S. No. 34/B1, 2nd Floor, Panchavati, Pashan Pune - 411 008, Maharashtra (INDIA)



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1. Introduction

This Accounting Heads User Manual is the complete guide for Newly introduced Accounting heads in OMMAS payment module.

2. Overview of New Accounting heads

Sr. No.	Head Code	Head Code Reference	Accounting Heads
1	11.23	11.23.01	Expenditure on account of higher specifications to be borne by State on PMGSY-I Roads -Forest clearance
2	11.23	11.23.02	Expenditure on account of higher specifications to be borne by State on PMGSY-I Road -Land Acquisition
3	11.23	11.23.03	Expenditure on account of higher specifications to be borne by State on PMGSY-I Road -Utility Shifting
4	11.23	11.23.04	Expenditure on account of higher specifications to be borne by State on PMGSY-I Road - Others (if any)
5	11.24	11.24.01	Expenditure on account of higher specifications to be borne by State on PMGSY-II Roads -Forest clearance
6	11.24	11.24.02	Expenditure on account of higher specifications to be borne by State on PMGSY-II Roads -Land Acquisition
7	11.24	11.24.03	Expenditure on account of higher specifications to be borne by State on PMGSY-II Roads-Utility Shifting
8	11.24	11.24.04	Expenditure on account of higher specifications to be borne by State on PMGSY-II Roads - Others (if any)
9	11.25	11.25.01	Expenditure on account of higher specifications to be borne by State on PMGSY-III Roads -Forest clearance
10	11.25	11.25.02	Expenditure on account of higher specifications to be borne by State on PMGSY-III Roads -Land Acquisition
11	11.25	11.25.03	Expenditure on account of higher specifications to be borne by State on PMGSY-III Roads-Utility Shifting
12	11.25	11.25.04	Expenditure on account of higher specifications to be borne by State on PMGSY-III Roads- Others (if any)
13	11.25	11.25.05	Expenditure on account of higher specifications to be borne by State on PMGSY-III Roads- Increase in Cost due to deviation from PMGSY-3 guidelines
14	11.26	11.26.01	Expenditure on account of higher specifications to be borne by State on RCPLWEA Roads -Forest clearance
15	11.26	11.26.02	Expenditure on account of higher specifications to be borne by State on RCPLWEA Roads -Land Acquisition
16	11.26	11.26.03	Expenditure on account of higher specifications to be borne by State on RCPLWEA Roads-Utility Shifting
17	11.26	11.26.04	Expenditure on account of higher specifications to be borne by State on RCPLWEA Roads-Others (if any)

3. Impact of Adding New Accounting heads

By Adding New Accounting heads, it impacts on following

- A) Addition of New Payment
- B) Addition of New TEO
- C) Reports: Cashbook, Balance Sheet, Ledger

4. Payment

module:

4.1. Login by PIU Pay login

PIU users shall login using the login credentials same as the PMGSY web login credentials. Enter the username (eg. paympbhopal) and password (eg. Cdac@12345).

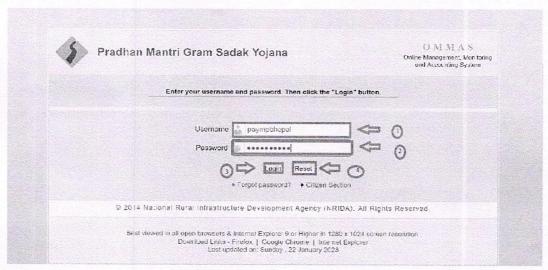


Fig 1.a. PIU Login page

PIU users shall enter the correct login credentials and enter the 'Login' button displayed as shown in Fig 1.a. 3 to login successfully as shown in Fig 1.b PIU user shall reset the fields by clicking 'Reset' button as shown in Fig 1.a. 4

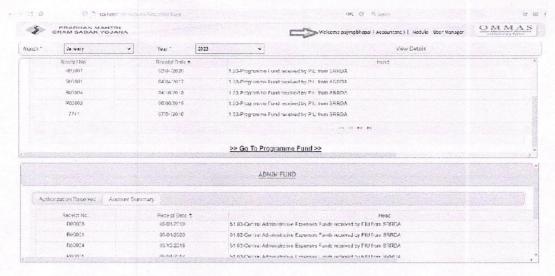


Fig.1.b. PIU Home Page

On successful login, system shall navigate to PIU Home page as shown in Fig 1.b.

On PIU Home Page, PIU shall click on '>> Go To Programme Fund >> ' menu as shown in Fig.1.b.

4.2. PIU Incorrect Login Credentials

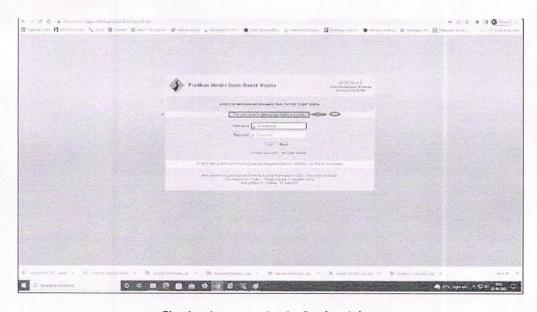


Fig. 1.c. Incorrect Login Credentials

On entering incorrect login credentials, system shall display as 'user name and password provided are incorrect' Fig .1.c

4.3. Add New Payment

How to access screen?

To access screen, take the cursor on "Accounting" menu and click on the "Payments" link. Please refer below figure.

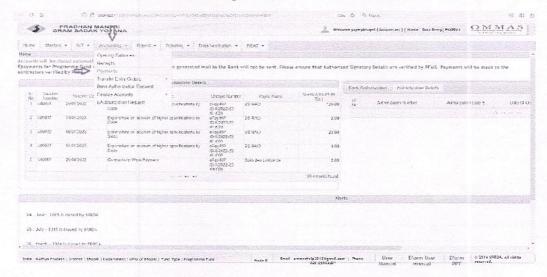


Fig. 2.a. Access Payment Screen

Add Payment Master Details:

To add payment transaction details click on the "Add New Payment" button. Please refer below figure.



Fig. 2.b. Add New Payment Button

Enter the payment master details and click on the save button. Please refer below figure with instructions.



Fig. 2.c. Master Payment Entry

- 1. Last Month Closed: Displays the month closing status.
- 2. Cash Balance: Available cash balance.
- 3. **Bank Authorization Balance**: Available bank authorization balance. User can't make payment more than this balance.
- 4. Month: Select payment entry month.
- 5. Year: Select Payment entry year.
- 6. **Transaction Type**: Select transaction type 'Expenditure on account of higher specifications by State'.
- 7. Mode of transaction: select payment mode epayment.
- 8. Voucher Number: Voucher number will be system generated.
- 9. Voucher Date: Voucher date will be prefilled.
- 10. Epayment Number: Epayment number will be system generated.
- 11. Epayment Date: Epayment date will be prefilled.
- 12. Amount: Enter the amount.
- 13. Deduction amount: Enter the deduction amount.
- 14. Company Name (Contractor): Select company name from dropdown.
- 15. Select Contractor Bank Account: Select Contractor bank account from dropdown.
- 16. Save: Click on save button to save the payment master details.
- 17. Reset: Click on reset button to reset the entered details.

Add Payment Transaction Details:

On successful saving of 'payment master details', it will redirect to 'Payment transaction details' screen.

Entering payment details:

Enter the payment details and click on save button. Please refer below figure with instructions.



Fig. 2.d. Payment Details Entry

- 1. **Sub Transaction Type (Payment)**: Select the sub transaction type. This dropdown will contain all the new account heads.
- 2. Agreement Name(Contractor): Select the Agreement Name.
- 3. Road: Select the Road.
- 4. Cheque Amount: Payment amount excluding deduction.
- 5. Cash Amount: Deduction amount for selected sub transaction.
- 6. Narration: Enter narration.

- 7. Save: Click on save button to save the details
- 8. Reset: Click on reset button to reset the entered details.

Entering deduction details:

Enter deduction details and click on save button. Please refer below figure with instructions.

Fig. 2.1.e. Sub Transaction Type (Deduction) selection

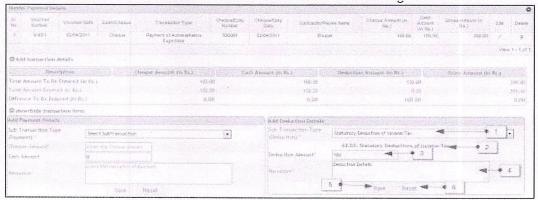


Fig. 2.2.e. Deduction Details Entry

- 1. Sub Transaction (Deduction): Select the sub transaction type.
- 2. Deduction Amount: Enter Deduction amount.
- 3. Narration: Enter narration.
- 4. Save: Click on save button to save the details.
- 5. Reset: Click on reset button to reset the entered details.

Finalize Payment Details:

To finalize payment details enter the transaction breakup for gross amount entered in master screen. After entering payment and deduction amount finalize button will appear on transaction details screen. Click on the finalize button. Please refer below figure

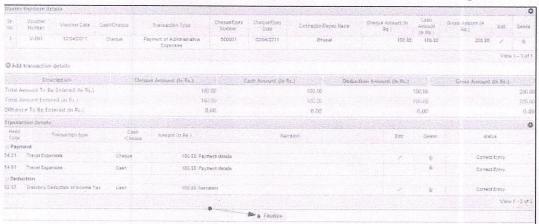


Fig. 2.f. Finalize Payment

5. Transfer Entry Orders:

Description:

Screen is designed to accept TEO, adjustment and settlement entries electronically. Screen is available at PIU and SRRDA.

How to access screen?

Take the cursor on accounting menu and click on the "Adjustment", "Imprest Settlement" or "Map Imprest Voucher" link.



Fig. 3.a. Transfer Entry Order

5.1. New Accounting Heads in TEO

The list of new accounting heads available in TEO master data entry

screen are:

- 1)Adjustment on Road heads
- 2)Adjustment in Departmental expenditure heads
- 3)Adjustment of DPR advances to Roads
- 4) Adjustment in Roads and Deposits
- 5)Adjustment on Road Heads and advances

5.2. Add New Adjustment Master:

To add new adjustment details click on the "Adjustment" submenu. Click on the "Add New TEO" button. Please refer below figure.



Fig. 3.b. Add New TEO button

Enter the master details and click on save button. Please refer below figure with instructions



Fig. 3.c. Master TEO Entry

1. Month: Select month for data entry

2. Year: Select year for data entry.

3. TEO Number: TEO number will be system generated.

4. TEO Date: TEO date will be auto selected.

5. **Transaction Type**: Select Transaction Type. This dropdown will contain all the new account heads mention in the list of new accounting heads in TEO.

6. Amount: Enter TEO amount

7. Save: Click on save button to save the entered TEO master details.

8. Reset: Click on reset button to reset the entered details.

Add Adjustment Transaction Details:

On Successful saving of master adjustment details, control will redirect to Adjustment Transaction Details Screen.

1. Entering Credit Transaction Details:

To add credit transaction details enter the details at credit side and click on the save button. Refer below figure with instructions.

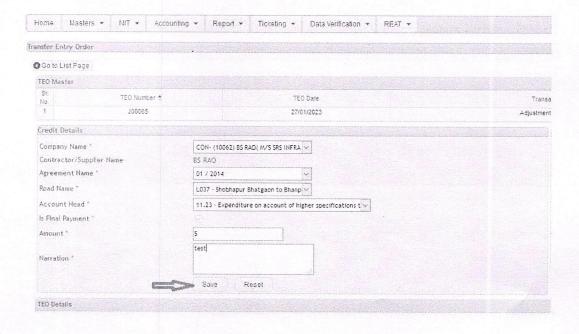


Fig. 3.d. Credit Transaction Details

- 1. Company Name: Select the Company Name.
- 2. Agreement Name: Select the Agreement.
- 3. Road Name: Select the Road Name.
- 4. **Account Head**: Select the Account Head. This dropdown will contain all the new account heads.
- 5. Is Final Payment: This will be selected by the system.
- 6. Amount: Enter the amount.
- 7. Narration: Enter the narration
- 8. Save: Click on save button to save the entered details.
- 9. Reset: Click on reset button to reset the entered details.

2. Entering Debit Transaction Details:

To add debit transaction details enter the details at debit side and click on the save button. Refer below figure with instructions.



Fig. 3.e. Debit Transaction Details

- 1. Company Name: Select the Company Name.
- 2. Agreement Name: Select the Agreement.
- 3. Road Name: Select the Road Name.
- 4. **Account Head**: Select the Account Head. This dropdown will contain all the new account heads.
- 5. **Is Final Payment**: This will be selected by the system.
- 6. Amount: Enter the amount.
- 7. Narration: Enter the narration.
- 8. Save: Click on save button to save the entered details.
- 9. Reset: Click on reset button to reset the entered details.

Finalize Adjustment TEO details:

To finalize adjustment TEO details user has to enter break up for credit and debit transaction details equal to gross amount entered in master details. After entering breakup finalize button will appear on transaction details screen. User can finalize TEO by clicking finalize button. Please refer below figure.

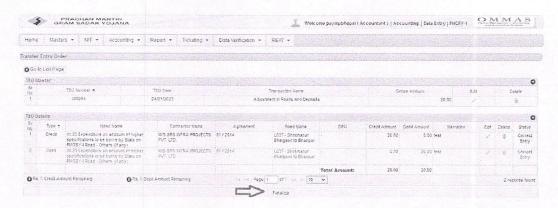


Fig. 3.f. TEO finalize

6. Viewing of Reports

The following reports are impacted on addition of new heads.

- 1)Cashbook
- 2)Balance Sheet
- 3)Ledger

How to access cashbook Report screen?

Take the cursor on "Report" menu and click on the "Cashbook" as shown in figure below.

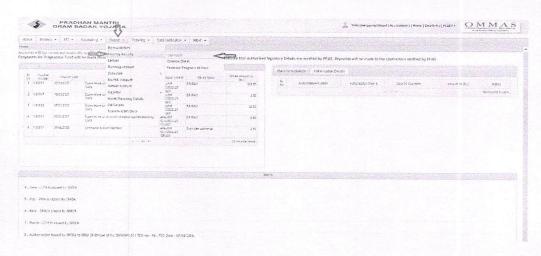


Fig. 4.1.a. Cashbook Report Menu

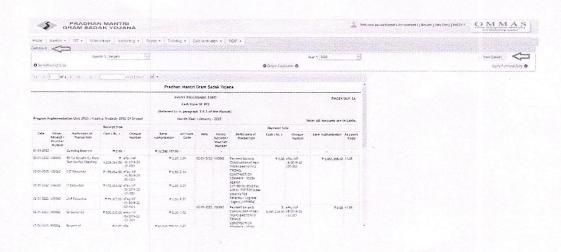


Fig. 4.2.a. Cashbook Report

How to access Balance Sheet Report screen?

Take the cursor on "Report" menu and click on the "Balance Sheet" as shown in figure below.

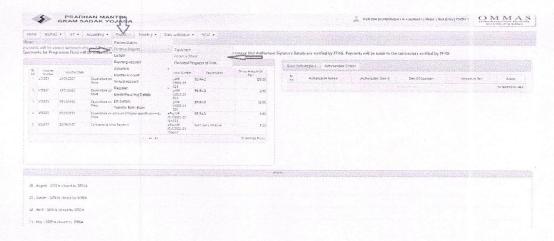


Fig. 4.1.b. Balance Sheet Report Menu

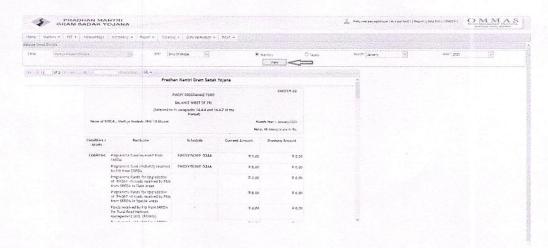


Fig. 4.2.b. Balance Sheet Report

How to access Ledger Report screen?

Take the cursor on "Report" menu and click on the "Ledger" as shown in figure below.

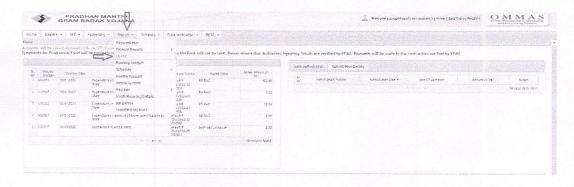


Fig. 4.1.c. Ledger Report Menu



Fig. 4.2.c. Ledger Report