

USER MANUAL

For

Web Based "Audit Para" Software Module

DESIGNED AND DEVELOPED FOR

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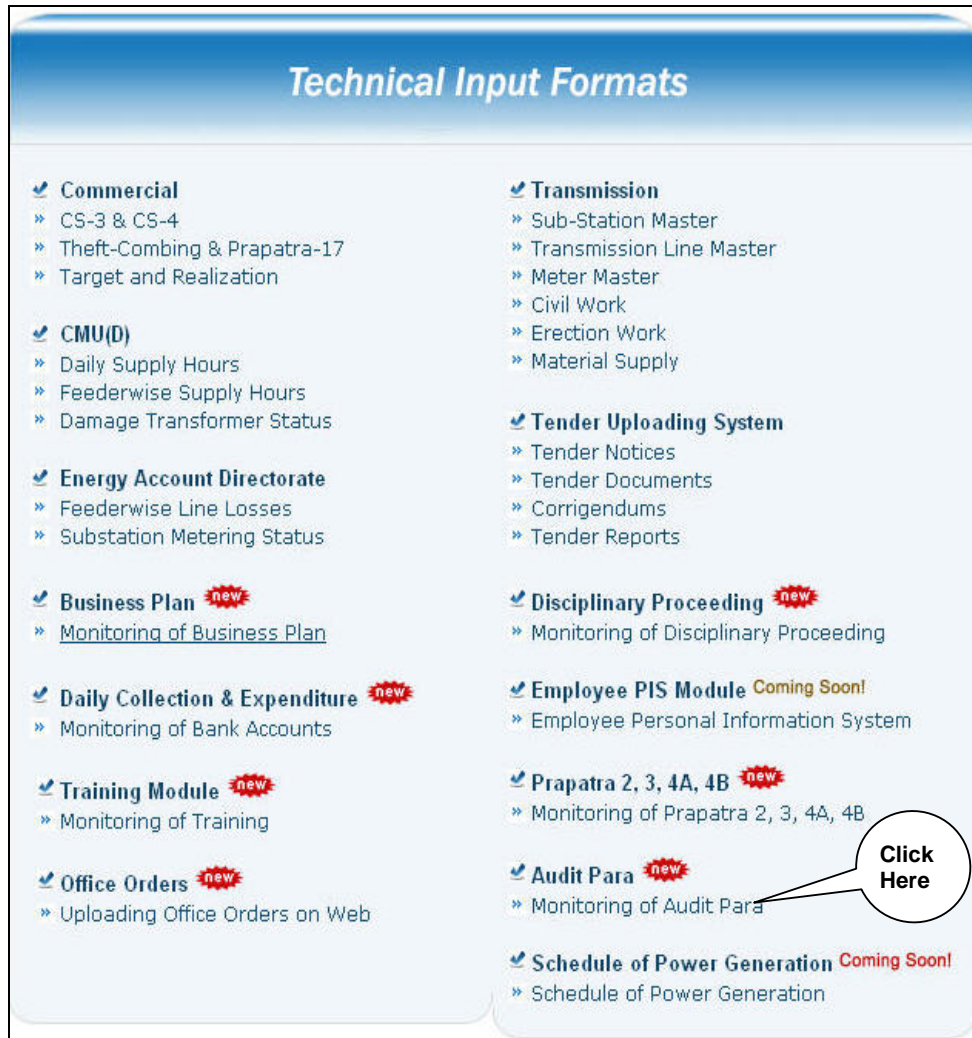
Instructions for Using Web Based Audit Para Software Module

Home Page

Step 1: To Login the Monitoring of Audit Para Module open Uttar Pradesh Power Transmission Corporation Limited website: <http://www.upptcl.org>

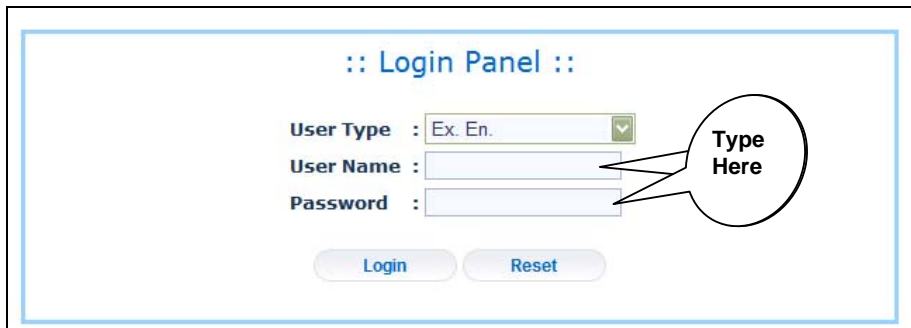
The screenshot shows the UPPTCL website home page. At the top left is the logo with the text 'UPPCL' and 'Uttar Pradesh Power Transmission Corporation Limited'. To the right of the logo is the company name 'Uttar Pradesh Power Transmission Corporation Limited' and the website URL 'www.upptcl.org'. A search bar is located in the top right corner. On the left side, there is a vertical navigation menu with the following items: About Us, Objectives, Infrastructure, Technical Information, Pension Procedure, Tenders, Right to Information, Acts & Rules, Transmission Map, Grid Map, Energy Growth in U. P., Office Orders, Useful Links, Contact Us, Feedback, Check E-mail, Corporate Login, and Institutional Memory (marked with a 'new' tag). The main content area features a large banner with a photograph of a power substation and the slogan 'Electricity Saved... is Electricity Produced.'. Below the banner is an 'About Us' section with a detailed description of the corporation's objectives and services. To the right of the 'About Us' section is an 'Intranet' section with a 'Click Here' callout bubble and a button that says 'Click here to fill Daily Electricity Supply by DM Office' (marked with a 'new' tag). The footer contains the copyright notice '© UP Power Transmission Corporation Limited', a disclaimer, and visitor statistics: 'You are Visitor No. 116780'. It also mentions 'Powered by: updesco | omni-NET'.

Step 2: Click on Link of **Monitoring of Audit Para** as shown below:



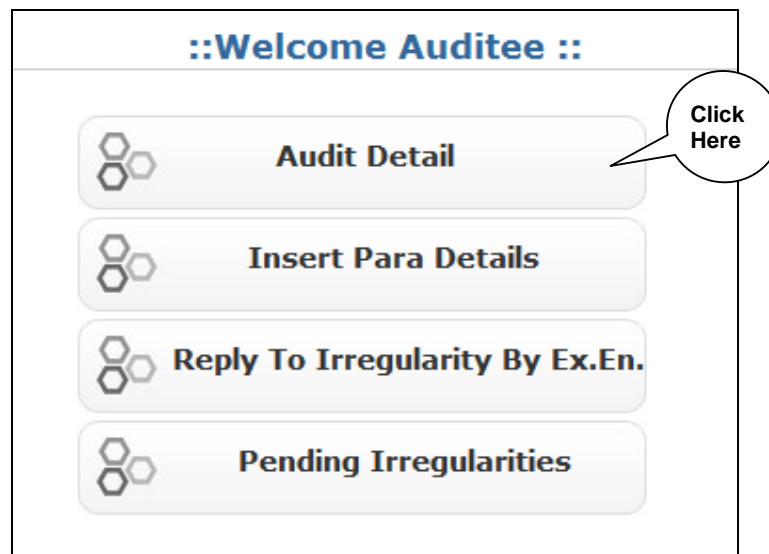
Login

Step 3: Enter the **User Name** and **Password** and click on **Login** Button.



Add Audit Detail

Step 4: To add Audit detail, click on the **Audit Detail** link as shown below:



Step 4.1: Add new **Audit detail** in the screen as shown below:

The screenshot shows a form titled "::Add Audit General Details ::". It has the following fields: "Audit No" (text box), "Audit Period (From Date)" (text box), "Audit Period (To Date)" (text box), "Audit Date (From Date)" (text box), "Audit Date (To Date)" (text box), "Audit Fee" (text box), and "Audit Year" (dropdown menu with "Select" and a downward arrow). A "Submit" button is located at the bottom center.

Audit No : Fill Audit Number

Audit Period(From-To Date): Fill Audit Period (**From-To date**) for the Audit Para (on click of Text Box calendar will appear)

Audit Date (From-To Date) : Fill Audit date (**From-To date**) (on click of Text Box calendar will appear)

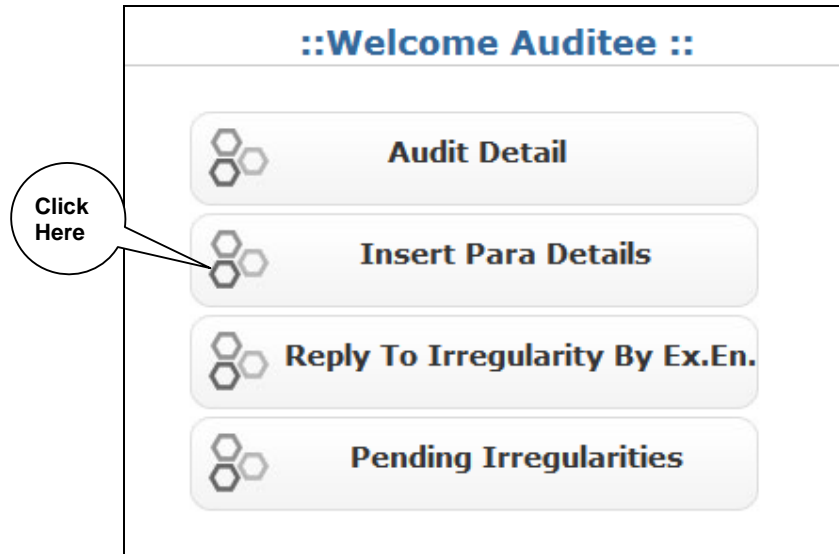
Audit Fee : Fill Audit Fee (if Applicable)

Audit Year : Select Audit year.

After filling the details click on **Submit** Button to save Records. A Confirmation message will be displayed

Add Para Details

Step 5: To add Para details, click on **Insert Para Details** link as shown below:



Step 5.1: To Add Para detail user input the detail of Irregularities in the Para as shown below:

The screenshot shows a form titled ":: Add Details of Irregularities::". It contains the following fields:

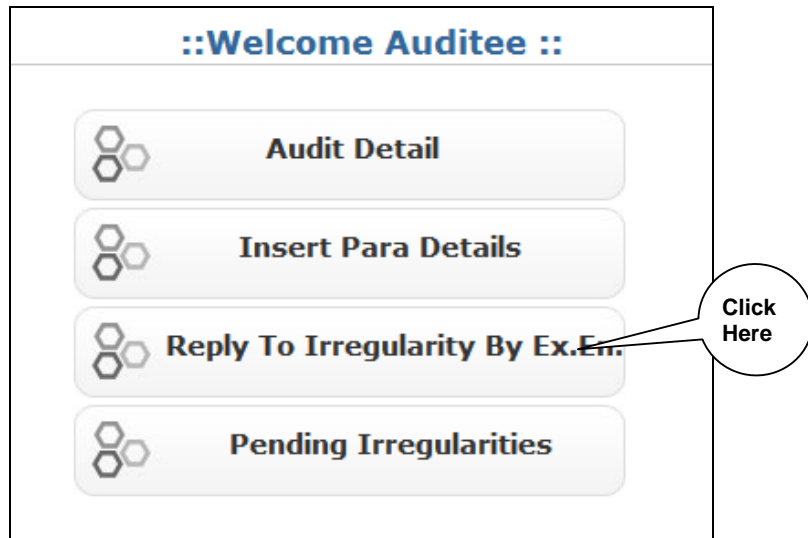
- Audit No: Select dropdown
- Audit Year: Select dropdown
- Irregularity Type: Select dropdown
- Irregularity Title: Text input
- Irregularity Number: Text input
- Irregularity Description: Text area with scrollbars

 A "Submit" button is located at the bottom right of the form.

- Audit No : Select Audit Number
 - Audit Year : Select Audit Year
 - Irregularity Type : Select Irregularity type (IIA or IIB)
 IIA - It define the Procedural Mistakes
 IIB - It defien Serious financial Irregularities
 - Irregularity Title : Fill Irregularities Title
 - Irregularity Number : Fill Irregularities Number
 - Irregularity Description : Fill Point wise detail of Irregularities.
- After filling the details click on **Submit** Button to save Records. A Confirmation message will be displayed

Add Reply of Irregularity by Executive Engineer

Step 6: To Add Details of reply given by Executive Engineer click on link **Reply to Irregularity by Ex.En.** as shown below:



Step 6.1: Add **Details of Reply** given by Executive Engineer in the screen as shown below:

The screenshot shows the "Add Details of Irregularities" form. It includes dropdown menus for "Audit Year", "Audit No", and "Irregularity No", and text input fields for "Irregularity Title", "Forward Date", and "File No". Below these is a table with two columns: "Irregularity Pointed Out" and "Reply Of Irregularities". A "Submit" button is at the bottom.

Irregularity Pointed Out	Reply Of Irregularities

Audit Year	: Select Audit Year.
Audit No	: Select Audit Number
Irregularity No	: Select Irregularity Number
Irregularity Title	: User selects Audit Year, Audit Number, Irregularity Number, Irregularity Title will be displayed
Forward Date	: Fill Forward date to fill Irregularities
File No	: Fill File Number
Irregularities Pointed out	: Displays list of Irregularities
Reply of Irregularities	: Fill Point wise Reply of Irregularities

After filling the details click on **Submit** Button to save Records. A Confirmation message will be displayed

Add SE Comments

Step 7: Superintendent Engineer can add comments on Irregularities by login as shown below:

The screenshot displays the 'Audit Para Login Page'. It features a central 'Login Panel' with the following elements:

- User Type**: A dropdown menu currently showing 'S.E.'.
- User Name**: A text input field.
- Password**: A text input field.
- Login**: A button to submit the credentials.
- Reset**: A button to clear the input fields.

A callout bubble with the text 'Type Here' points to the User Name and Password fields, indicating where the user should enter their details.

Step 7.1: To Add details of comments given by Superintendent Engineer click on link **S.E Comments** as shown below:



Step 7.2: Add **Details of Reply** given by Superintendent Engineer in the screen as shown below:

:: Add Comments ::

Division Name :

Audit Period :

Audit No :

Irregularity No :

Irregularity Title :

Forward Date :

File No :

Irregularity Pointed Out	Division Reply	SE Comments

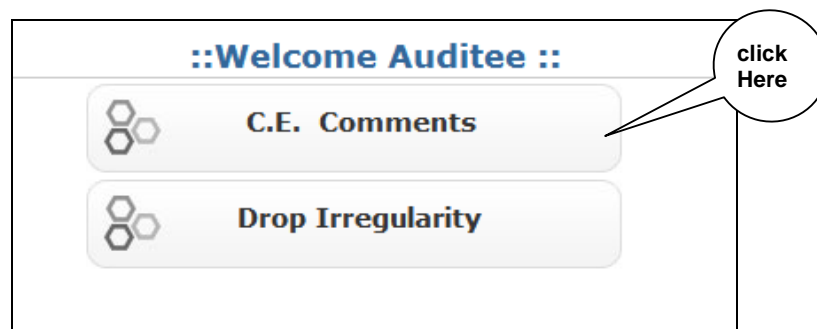
Division Name	: Select Division Name
Audit Period	: Select Audit Period
Audit No.	: Select Audit Number
Irregularity No	: Select Irregularity Number
Irregularity Title	: User Select Division Name, Audit Period, Audit Number, Irregularity Number, Irregularity Title will be displayed
Forward Date	: Select Forward Date
File No	: Fill File number
Irregularity Pointed Out	: Irregularity Points displayed automatically
Division Reply	: Displays list of reply given by Ex.En
SE Comments	: Fill Details of comments given by Suprintendent Engineer

After filling the details click on **Approve** Button to save Records. A Confirmation message will be displayed

Add Chief Engineer Comments

Step 8: Chief Engineer can add comments on Irregularities by login as shown below:

Step 8.1: To Add Chief Engineer comments click on **C.E comments** link as shown in screen below:



Step 8.2: Add Details of Reply given by Chief Engineer in the screen as shown below:

:: Add Comments ::

Division Name :

Audit Year :

Audit No :

Irregularity No :

Irregularity Title :

Forward Date :

File No :

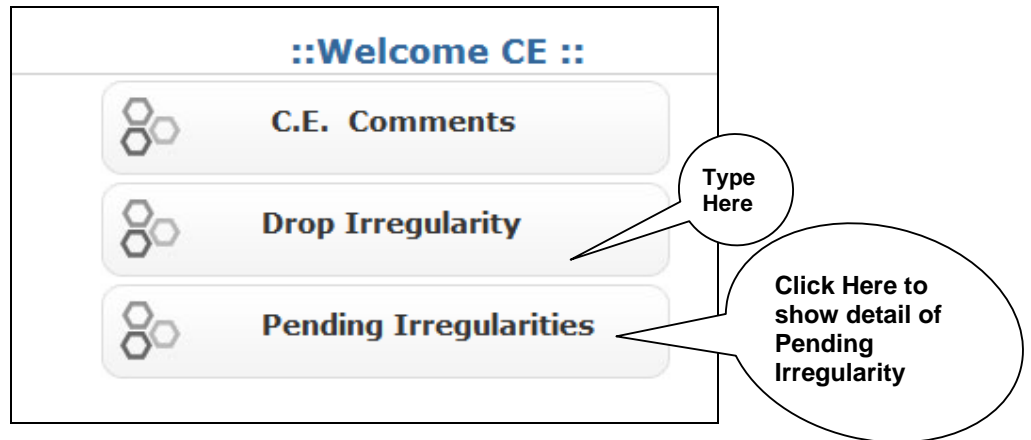
Irregularity Pointed Out	Division Reply To Irregularities	SE Comments	CE Comments

- Division Name** : Select Division Name
- Audit Period** : Select Audit Period
- Audit No.** : Select Audit Number
- Irregularity No** : Select Irregularity Number
- Irregularity Title** : User select Division Name, Audit Period, Audit Number, Irregularity Number **Irregularity Title** will be displayed
- Forward Date** : Fill Forward Date to fill Irregularity
- File No** : Fill File number
- Irregularity Pointed Out** : Displays detail of the Irregularity
- Division Reply** : Displays list of reply given by Ex.En.
- SE Comments** : Displays list of reply given by SE.
- CE Comments** : Fill Detils of comments given by Chief Engineer

After filling the details click on **Approve** Button to save Records. A Confirmation message will be displayed

To Drop Irregularity

Step 9: To Drop Para click on **Drop Irregularity** link as shown in Screen below:



Step 9.1: Drop Irregularity following Screen will be displayed as shown below:

The screenshot shows a form titled ':: Make Choice To Drop ::'. It includes two dropdown menus: 'Select Year' (set to '2008-2009') and 'Select Circle' (set to 'EDC Kanpur'). Below these is a table with the following data:

Irregularity No	Description	Drop date	Drop level	Drop
101	qwewwerwe	DD/MM/YYYY	--Select--	<input type="checkbox"/>

At the bottom of the form is a 'Submit' button.

- Select Year** : User Select Year for which Para dropped.
- Select Circle** : User Select Circle for which Para belong
- Drop Para** : User select Year and Circle Irregularity No, Description, Drop date will be displayed, User select Drop Level from the List and select check box to drop Para from the List

After filling the details click on **Submit** Button to save Records. A Confirmation message will be displayed