

No. JSV-SP-I-CMS-Vol.-XIII /2022-23: 6328-6423

Government of Himachal Pradesh  
Jal Shakti Department.

To

All the Executive Engineer,  
Jal Shakti Divisions H.P.

Dated : Shimla-171005, the 04<sup>th</sup> November, 2022.

Subject:- Implementation of Contract Management System (CMS):  
Discontinuation of Manual Records thereof.

This is with reference to this office letter no. IPH-SP-I-CMS-Vol-XIII/20201-21: 548-628 dated 29.04.2021 & even file office order no.1455-1536 dated 01.06.2021 vide which clear instructions have been issued regarding discontinuation of Manual record for implementation of Contract Management System (CMS).

The team of CMS Helpdesk has reported that all the Divisions & Sub-Divisions are still maintaining manual records and not adhered the instructions issued by this office. Since the Government has already notified regarding discontinuation of following manual record, in Jal Shakti Department vide notification no. IPH-B (F)5-2/2018-II dated 23.04.2021, hence all Executive Engineers are hereby directed to **discontinue to maintain manual record by 15 January 2023 in all respects** and all the following record are henceforth to be generated online only :

1. Measurement Book
2. Cash Book
3. Monthly Account
4. Monthly Voucher
5. CPWD Register- 64- Expenditure Register
6. CPWD Register-46A, 69, 73, 74, 77, 77A, 78
7. Stock Account
8. MPWA Register
9. Deposit Register
10. Deposit Works Register
11. Indent Register
12. Contractor Bill Register
13. Abstract Book
14. Income Tax Register
15. GST Register.

It is pertinent to mention here that after online generation of above record/ entries, prints of same shall be taken and kept as record dully signed by concerned officials/officers.

The step by step process for discontinuation of manual records is as under:

- (1) The MB (Measurement Book) should be made online, and the measurement should be uploaded through HIMDTS portal.
- (2) Running bill entries at sub - division level should be entered in CMS portal and verified by SDO at subdivision level and submit to accounts branch online only. Accounts branch will thoroughly check running bill entries online in CMS portal and submit to concerned account officer of their respective division and then Executive Engineer will approve the running bill online and further printouts will be taken for record keeping.
- (3) All the store issues and indents should be raised and made online only. (a) GR (Goods Receipt) will be made online by J.E (Junior Engineer) store and further it will be transferred to SDO (Sub divisional officer) for verification. After that GR

(Goods Receipt) would be submitted to accounts branch for further evaluation and then transferred to account officer online. Finally, it will be transferred to Executive Engineer for approval. (B) JE (Junior Engineer) of section will raise material indents online through CMS portal after that SDO will approve the same, then submit to the accounts branch for assigning budget head further Executive Engineer will approve the indent. After approval of indent JE store will issue the same online.

***Do's & Don'ts for CMS Usage***

<b>Do's</b>	<b>Don'ts</b>
✓ All entries should be recorded online through CMS portal.	✓ Do not maintain the manual records.
✓ Only CMS printouts will be considered.	✓ Do not prepare the excel sheets of various CMS modules.
✓ All registers will be prepared online through CMS portal.	✓ Do not maintain the written registers.
✓ TSP (Technical Support Provider) will only provide support to the concerned officials of their respective division.	✓ Do not maintain the online accounts from TSP (Technical Support Provider). Only support will be considered from TSP end.
✓ All officials will use their own allotted ids for CMS portal work.	✓ Do not give your id to any other official.

For any query regarding discontinuation of manual records as well as implementation of CMS please contact CMS Helpdesk Team on 0177-2832393 and email [helpdeskjsv@gmail.com](mailto:helpdeskjsv@gmail.com).

In addition to above, the Government has directed to submit the self-certification for discontinuation of Manual Records & for achievement of DLI-5 under CMS Project. (Formats attached).

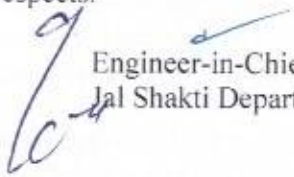
Keeping in view of above, it is, requested to strictly adhere to the instructions in letter and spirit. The above self-certification may be sent to this office with in a weeks' time so that same is submitted to Govt. accordingly.

**Encl: As above.**

  
(Er. Sanjeev Kaul)  
Engineer-in-Chief,  
Jal Shakti Department,  
Jal Shakti Bahwan, Shimla-171005,  
Telephone No: 01772832992  
E-Mail: [hpirrg@rediffmail.com](mailto:hpirrg@rediffmail.com).

Copy to following:

1. The Secretary (Jal Shakti) to the Govt. of Himachal Pradesh Shimla-171002.
2. All the Chief Engineer, Shimla, Mandi, Dharmshala and Hamirpur Zone for information and immediate necessary action.
3. All the Superintending Engineers, Jal Shakti Circle Himachal Pradesh Shimla-2 for information and immediate necessary action.
4. The Task Leader CMS Helpdesk with request to co-ordinate with field offices and ensure the compliance in all respects.

  
Engineer-in-Chief,  
Jal Shakti Department H.P.



**JAL SHAKTI VIBHAG**  
Government of Himachal Pradesh

### To Whomsoever it may Concern

This is to certify that \_\_\_\_\_ Division has generated the following Forms & Supplementary Schedules through the Contract Management System Software (CMS) for the month of \_\_\_\_\_

- Form-80- Monthly Account
- Form-74- Abstract of Expenditure
- Form-46- Register of Revenue Realized
- Form-61-Schedule Docket
- Form-64-Schedule of Work Expenditure
- Form-69-MPSA- Op. balance / Credit/ Debit/ Closing balance
- Form-70- Schedule of PW work advance
- Form-72-Schedule of Debit to Stocks
- Form-73-Stock Account
- Form-79-Schedule of Deposit

And CMS generated Account has been submitted to the Accountant General's (AG) office.

\_\_\_\_\_  
Divisional Accounts Office

\_\_\_\_\_  
Executive Engineer