

Work Flow

How to Update Construction Previous Data

Step 1.

Click on the highlighted circle.

The screenshot displays the Government of Meghalaya dashboard. At the top, the header includes the state emblem and the text "Government of Meghalaya" on the left, and "Signed in as LOWER DIVISION" on the right. Below the header, a sidebar on the left contains a menu with several circular icons; the top icon is highlighted with an orange circle. The main content area features a "Task Name" section with four data cards:

Task Name	Count	Unit
Pending For Action (Inbox)	20	Action
Outbox	340	Request
Submitted (InProcess)	138	Request
Approved Proposal	130	Request

Step 2.

Click “Previous Construction List”

The screenshot shows a web application interface for 'Meghalaya'. The top right corner indicates the user is signed in as 'LOWER DIVISION ASSISTANT'. The main content area features four summary cards: 'Outbox' with 340 Requests, 'Submitted (InProcess)' with 138 Requests, 'Approved Proposal' with 130 Requests, and 'Bundle' with 0 Requests. Below these cards is a table with columns for 'Scheme Category' and 'Department Name'. The 'Previous Construction List' option in the sidebar is highlighted with an orange circle.

Scheme Category	Department Name
Construction New	Soil & Water Conservation Department
General Scheme	Soil & Water Conservation Department
Conservation Plan	Soil & Water Conservation Department

Step 3.

Click

“Update Project Details”

Government of Meghalaya

Signed in as LOWER DIVISION ASSISTANT

MR. RANDOLF SYEM
Directorate of Soil and Water Conservation

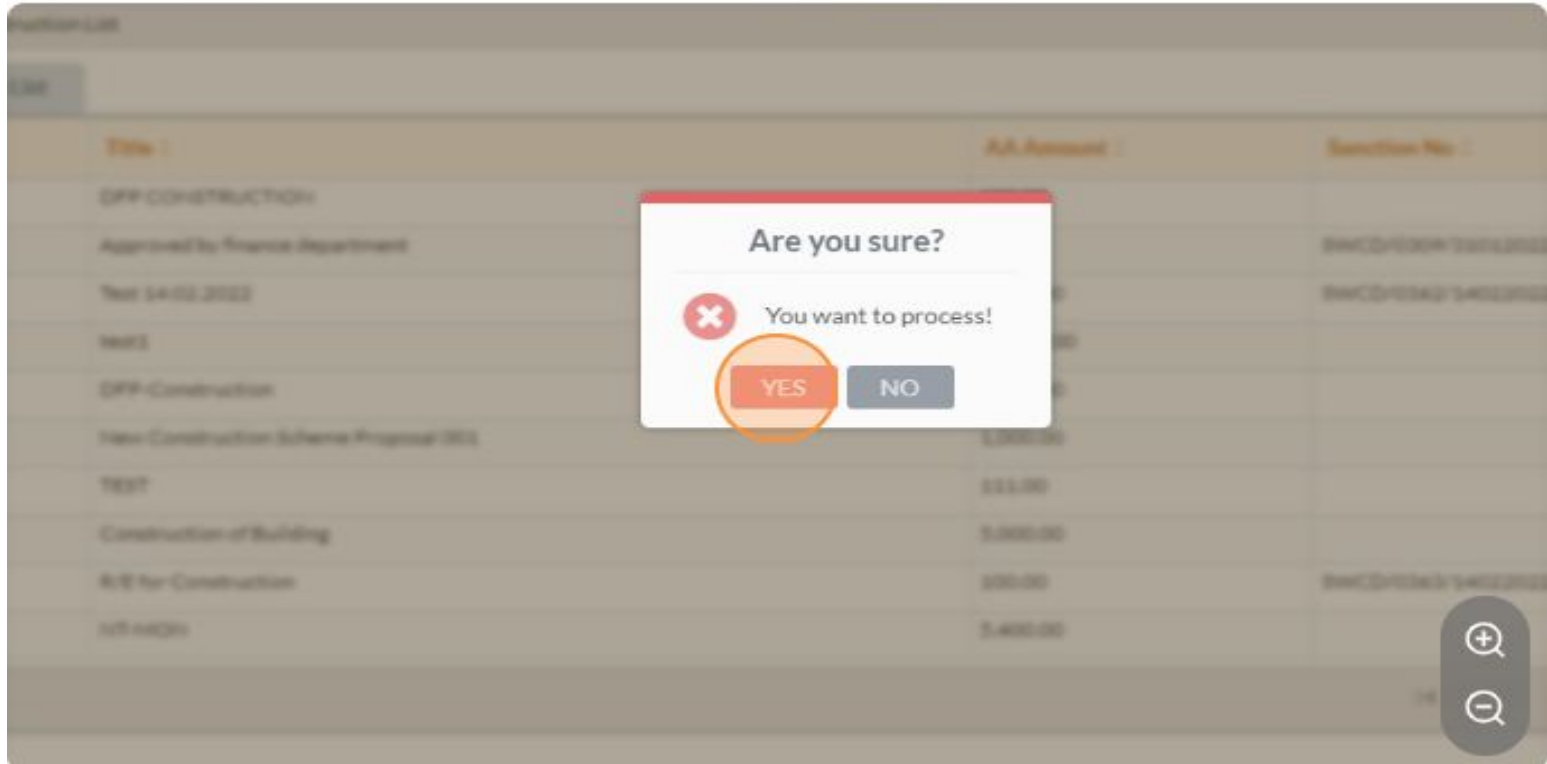
Dashboard / Previous Construction List

Previous Construction List

File No :	Title :	AA Amount :	Sanction No :	Action :
SWCD/0290/2022/CON	DPP CONSTRUCTION	100.00		Update Project Details
SWCD/0352/2022/CON	Approved by finance department	900.00	SWCD/0309/01012022/2402/01	Update Project Details
SWCD/0456/2022/CON	Test 14.02.2022	5,000.00	SWCD/0362/14022022/2402/01	Update Project Details
SWCD/0206/2022/CON	test1	49,000.00		Update Project Details
SWCD/0239/2022/CON	DPP-Construction	1,000.00		Update Project Details
SWCD/0291/2022/CON	New Construction Scheme Proposal 001	1,000.00		Update Project Details
SWCD/0216/2022/CON	TEST	111.00		Update Project Details
SWCD/0301/2022/CON	Construction of Building	5,000.00		Update Project Details
SWCD/0419/2022/CON	DPP for Construction	100.00	SWCD/0309/01012022/2402/01	Update Project Details

Step 4.

Click “Yes” to load the details



Step 5.

Check under “List of HOA”.

Please be sure to check the list carefully, as you may come across some entries with the same scheme code and object head. Should this be the case, please click "View Form" to view the details.

UAT SERVER

Signed in as **LOWER DIVISION ASSISTANT** | MR. RANDOLF S
Directorate of Soil a

PREVIOUS CONSTRUCTION DETAILS / (FILE NO: SWCD/0290/2022/CON)

[View Form](#) [Add Att./View Docs.](#) [Proposed Approve](#) [View Document](#)

Sr No.	Proposed Amount for AA (In Rs.)	AA Amount Approved by Planning Department (In Rs.)	Amount Plannin
List of HOA			
Sr No.	Head of Account for	Head of Account	Object Head
1	Central Share	452402000010100V1	01-Salaries
2	Central Share	452402000010100V1	01-Salaries
DDO Detail List			
Sr No.	DDO Code and Name		
1	104000100-DIRECTOR OF SOIL AND WATER CONSERVATION, ...		

Step 6.

Under Head of Account keep one HOA and remove the others by clicking on the delete button. After delete scroll down and click “Save Changes”.

The screenshot displays a web application interface with three main sections: Abstract of Cost, Time Schedule, and Head of Account.





Abstract of Cost

Component	Amount(in Rs.)
test	452

Time Schedule

Financial Year	Financial Target	Physical Target
2023-24	ppp	4522

Head of Account

Head of Account For	Object Head	Scheme Code	Proposed Amount For A/A (In Rs.)	Current FY Budget Provision Amount (In Rs.)	Current Year Ex till Date (In Rs.)	Action
Central Share	01 Salaries	452402000010100V1	100	28003900	28000000	 
Central Share	01 Salaries	452402000010100V1	100	28003900	28000000	 

An orange circle highlights the delete icon in the Action column of the second row in the 'Head of Account' table.

Click “Save Changes”

452				
Financial Target		Physical Target		
pop		4522		
Object Head	Scheme Code	Proposed Amount For A/A (In Rs.)	Current FY Budget Provision Amount (In Rs.)	C ti
27 -Minor Works	452402001021400V5	100000	406063000	o

Save Changes

+
-

Step 7.

After save Click
“Proposed Approve”

The screenshot displays a web application interface for the Government of Meghalaya. The header includes the state emblem and the text "Government of Meghalaya" on the left, and "UAT SERVER" in red on the right. A user is signed in as "LOWER DIVISION". The main content area is titled "NOTESHEET" and shows "PREVIOUS CONSTRUCTION DETAILS / (FILE NO: SWCD/0290/202)". Below this, there are four buttons: "View Form", "Add Att./View Docs.", "Proposed Approve" (highlighted with a red circle), and "View Document". The "Proposed Approve" button is highlighted with a red circle. Below the buttons, the form is titled "Construction Scheme Proposal" and contains several fields: "Department" (Soil & Water Conservation Department), "Scheme Type" (New), "Title of the Scheme*" (DFP CONSTRUCTION), "DPR/ Estimates Approved By*" (MGCC), and "Funding Category*" (State Scheme). The form is partially obscured by a vertical sidebar on the left and a search bar on the right.

Step 8.

If you haven't already mapped a DDO, please click the "Add" button to map one. When you do this, a pop up will appear with a drop down containing the various DDO codes. Once you have selected the appropriate code, please click "Save" to save the DDO.

VIOUS CONSTRUCTION DETAILS / (FILE NO: SWCD/0381/2022/CON)

[Add Note](#) [View Form](#) [Add Att./View Docs.](#) [Proposed Approve](#) [View Document](#)

Sr No.	Proposed Amount for AA (in Rs.)	AA Amount Approved by Planning Department (in Rs.)	Amount Approved by Planning Department (in Rs.)
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List of HOA

Sr No.	Head of Account for	Head of Account	Object Head	Proposed Amount A/A (in Rs.)
1	State Share	452402001021400V3	27-Minor Works	10,000.00

DDO Detail List

Sr No.	DDO Code and Name	Action
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[+ Add](#)

[Update](#)

Expenditure Details

Sr No.	Expenditure Type	HOA	Expenditure	Action
	Expenditure Type	--select--		
	HOA	--select hoa--		

Step 9.

The sections that need to be checked carefully before clicking on the update button.

- Remove multiple HOA with same scheme code and object head code
- Add or edit DDO details

Once these sections have been reviewed, the update button can be clicked to commit the changes. Please note that these changes will be communicated to BEAMS and after t

VIQIOUS CONSTRUCTION DETAILS / (FILE NO: SWCD/0381/2022/CON)

[Add Note](#) [View Form](#) [Add Att./View Docs.](#) [Proposed Approve](#) [View Document](#)

Sr No.	Proposed Amount for AA (in Rs.)	AA Amount Approved by Planning Department (in Rs.)	Amount Approved by Planning Department (in Rs.)
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List of HOA

Sr No.	Head of Account for	Head of Account	Object Head	Proposed Amount A/A (in Rs.)
1	State Share	452402001021400V5	27-Minor Works	10,000.00

DDO Detail List [+ Add](#)

Sr No.	DDO Code and Name	Action
1	104000100-DIRECTOR OF SOIL AND WATER CONSERVATION, SHILLONG	Edit Delete

[Update](#)

Expenditure Details

Sr No.	Expenditure Type	HOA	Expenditure	Action
	Expenditure Type	--select--		

Expenditure Details

To enter expenditure please follow the below steps.

Step 1.

From Expenditure Type dropdown select "Regular"

(in RS.)				
1	State Share	452402001021400V5	27-Minor Works	10,000.00

DDO Detail List + Add

Sr No.	DDO Code and Name	Action
1	104000100-DIRECTOR OF SOIL AND WATER CONSERVATION, SHILLONG	

Update

Expenditure Details

Sr No.	Expenditure Type	HOA	Expenditure	Action
	Expenditure Type	--select--		
	HOA	--select hoa--		
	Expenditure till date			
	Remarks			

Save

Step 2.

Please select the HOA from the dropdown for which expenditure is to be entered.

The screenshot shows a software interface for entering expenditure details. A green box highlights a dropdown menu for selecting the Head of Account (HOA). The dropdown is open, showing a list of options, with '452402001021400V5 (27-Minor Works)' selected and circled in orange. The interface includes sections for 'DDO Detail List' and 'Expenditure Details'.

Sr No.	DDO Code and Name	Action
1	104000100-DIRECTOR OF SOIL AND WATER CONSERVATION, SHILLONG	

Expenditure Details

Sr No.	Expenditure Type	HOA	Expenditure	Action
	Expenditure Type	Regular		
	HOA	--select hoa--		
	Expenditure till date	--select hoa--		
	Remarks	452402001021400V5 (27-Minor Works)		

Save

Step 3.

Entered amount in the expenditure till date text-box and in remarks enter remarks then click “Save” to save the expenditure details.

(in RS.)

1	State Share	452402001021400V5	27-Minor Works	10,000.00
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DDO Detail List + Add

Sr No.	DDO Code and Name	Action
1	104000100-DIRECTOR OF SOIL AND WATER CONSERVATION, SHILLONG	

Update

Expenditure Details

Sr No.	Expenditure Type	HOA	Expenditure	Action
	Expenditure Type	Regular		
	HOA	452402001021400V5 (27-Minor Works)		
	Expenditure till date	5000		
	Remarks	demd		

Save

Notes

Once all the details are entered correctly, you should click on the link “Keep In Vault” to keep the file in the vault.

Please note that once the file is kept in the vault, no further changes can be made to it by the user. If you make any mistakes or need to make any corrections, please contact the eProposal Support Team at eproposal-meg@meghalaya.gov.in.

Thank You

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