

OFFICE OF THE DIRECTOR OF WORKS ACCOUNTS
ANDHRA PRADESH, HYDERABAD.

Memo No.DWA/Hyd/Sn-II/A-8/2013-14/ 308,

Date: 28.10.2013.

Sub:- BMS – Bank Guarantees – Providing the Screens in Online BMS Portal to uploading the Bank Guarantees information – Instructions issued – Regarding.

It is informed to all the PAOs/APAOs that, the screens are provided in Online BMS Portal to upload the information of Bank Guarantees. The relevant screen shots are enclosed herewith for guidance.

Steps to be followed by the PAOs/APAOs:

Screen – I New Agreement details entry	In this screen, the PAOs have to upload the Agreement details such as Department, DDO, Agreement No. Financial year, Agency, Name of work and Amount. The Department, Financial Year and Agency fields are provided in drop-down method and remaining fields are to be entered manually. After entering all the details of Agreement, they have to press the button "Submit".
Screen –II Original Bank Guarantees details entry	This is the Bank Guarantees entry form. When the PAOs select Agreement No. all the details of that Agreement such as Department, DDO, Financial Year, Agency and Name of work will be displayed and then have to enter the details of Bank Guarantees pertaining to the Agreement viz., Letter No., Letter date, BG Number, Amount, Date of Issue, Date of Expiry, Bank, Branch and purpose for which the BG has taken are to be entered in the relevant fields.
Screen –III Extension Bank Guarantee details entry	Here, the PAOs have to enter the details of Extensions of Bank Guarantees by selecting the Agreement Number and Bank Guarantee Number. They have to


	enter the Letter Number, Letter Date, Date of Issue and Expiry Date of Extended BG in the relevant fields and then press the button "Submit"
Screen-IV Substituted Bank Guarantee details entry (under preparation)	In some cases, the Agency substitutes Bank Guarantees instead of extensions. In such case, the details of substituted bank guarantees are to entered in this screen by selecting original bank guarantee number and then enter the details of substituted bank guarantee viz., letter No. Letter Date, B.G Number, Amount, Bank, Branch and purpose then press the button "Submit".
Screen-V (under preparation)	Reports

The PAOs/APAOs are requested to update the information of on hand Bank Guarantee in Online BMS Portal by 15-11-2013.

Once the data is updated, the following reports will be provided.

- 1) Report of all the Department wise, Agreement wise Bank Guarantees with their due dates of expiry. This will be useful as ready reckonor during the scrutiny of bills.
- 2) Automatic generation of intimation letter to each DDO every month, giving the Bank Guarantee wise details that are going to lapse in the succeeding month, which can be simply signed and sent to the DDOs.

Encl:- Screen Shots


 Director of Works Accounts
 A.P., Hyderabad.

To
All the PAOs/APAOs

Copy to all the JDWAs for information and necessary action.

Screen - 1

New Agreement Entry			
Department:	<input type="text" value="Select One"/>	DDO:	<input type="text" value="Select One"/>
Agreement No:	<input type="text"/>	Fin Year(Agmt)	<input type="text" value="2013-2014"/>
Agency:	<input type="text" value="Select One"/>		
Name of Work:	<input type="text"/>		
Amount(in Rs):	<input type="text"/>		
<input type="button" value="Submit"/>			

Screen – 2

Bank Guarantee Entry			
Agreement Details			
Department:	<input type="text" value="Roads & Buildings"/>	DDO:	<input type="text" value="E.E. (R&B) Roads Div"/>
Financial Year(Agmt)	<input type="text" value="2007-2008"/>	Agreement No:	<input type="text" value="AGMT01"/>
Agency:	<input type="text" value="M/S RSV CONSTRUCTIONS PVT LTD.,"/>		
Name of Work:	<input type="text" value="Construction of ROB @ Yamanpet KM 212/1-2 of Secunderab"/>		
<input type="button" value="Clear Data"/>			
B.G. Details			
Letter Number:	<input type="text"/>	Letter Date:	<input type="text"/>
B.G Number:	<input type="text"/>	Amount(in Rs):	<input type="text"/>
Date of Issue:	<input type="text"/>	Date of Expiry:	<input type="text"/>
Bank:	<input type="text" value="Select One"/>		
State:	<input type="text"/>	Branch:	<input type="text"/>
Purpose:	<input type="text" value="Select Purpose"/>		
<input type="button" value="Submit"/>			

Extension of Bank Guarantee			
Original BG Details			
Department:	<input type="text" value="Roads & Buildings"/>	DDO:	<input type="text" value="E.E. (R&B) Roads Div"/>
Financial Year(Agmt)	<input type="text" value="2007-2008"/>	Agreement No:	<input type="text" value="AGMT01"/>
Agency:	<input type="text" value="M/S RSV CONSTRUCTIONS PVT LTD.,"/>		
Name of Work:	<input type="text" value="Construction of ROB @ Yamanpet KM 212/1-2 of Secunderab"/>		
B.G Number:	<input type="text" value="206608BG0000111"/>		
Extension Details			
Letter Number:	<input type="text"/>	Letter Date:	<input type="text"/>
Date of Issue:	<input type="text"/>	Date of Expiry(Extn):	<input type="text"/>
<input type="button" value="Submit"/>			