

**User Manual**  
**NIC-CIISD-DGS&D-INSPECT**

# Inspection System

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**Directorate General of Supplies &  
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**Department of Commerce**  
**Ministry of Commerce & Industry**  
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**Commerce & Industry Information**  
**System Division**  
**National Informatics Centre**  
**Department of Information Technology**  
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Information Technology**  
**Government of India**

<p style="text-align: center;"><b>User Manual</b> <b>NIC-CIISD-DGS&amp;D-INSPECT</b></p>
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# Inspection System

Prepared & Reviewed by:

NIC Chennai Team

Approved by:

## Amendment Log

<b>Version No.</b>	<b>Date</b>	<b>Change No.</b>	<b>Brief Description</b>	<b>Sections Changed</b>
1.0	15-11-2004	-	First Release	
2.1	03-05-2005	--	Enhanced QA and Complaint Modules	
2.2	27/10/2005		Enhancements in all modules	
2.3	14/11/2005		R/C File No. Generation R/C Scrutiny Missing I-Note Provision Treasury Challan Manufacturer Online SO	

## Table of Contents

### **1. EXECUTIVE SUMMARY**

This document gives an overall view of how to access the Inspection module and the relevant information on various screens pertaining to Inspection Module. The document is organized in such a way that, the flow of work and the screen both are Inter-related. This document will assist the user who has basic knowledge in accessing the system.

The Screen shots of the screens pertaining to that Module will be shown which will help the user to follow-up on the details of entry. The Modules covered include:

- DAK Module
- Supply Order Processing
- Inspection Details and I-Note Printing
- Pre-Stock Inspection
- Dispatch of Stores
- Receipt of Stores
- Complaint Entry
- Online Supply order
- Online Inspection Call
- Online Complaint Entry

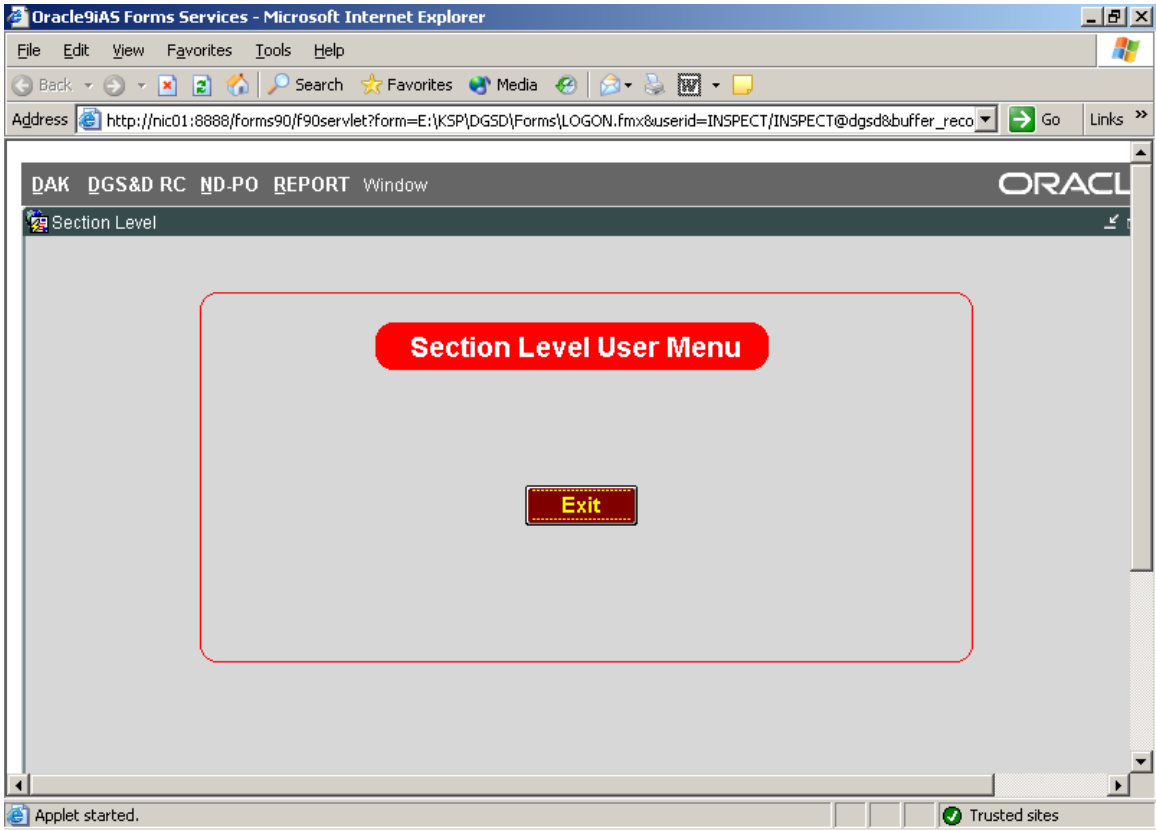
## 2. INTRODUCTION

This Document gives a step-by-step explanation on the usage of various modules pertaining to Inspection. Each user is given a user name and a password. Depending on the designation of the user and the activities performed by the user, the screens, which are relevant to the user, are displayed. Each time an entry is made in the system, the details of the user who made the entry and the time at which the entry is made is stored in to the system.

The On-line entries, which are received through web, can be easily transferred to the corresponding section at a click of a mouse. No re-entry of these data is to be done. Necessary reports are built in to the system to follow-up various items that are to be monitored thus facilitating the Department to know the status of inspection at any point of time. The Initial login screen for Inspection module is shown below:

The screenshot shows a web browser window titled "Oracle9iAS Forms Services - Microsoft Internet Explorer". The address bar contains the URL: [http://nic01:8888/forms90/f90servlet?form=E:\KSP\DGSD\Forms\LOGON.fmx&userid=INSPECT/INSPECT@dgsd&buffer\\_reco](http://nic01:8888/forms90/f90servlet?form=E:\KSP\DGSD\Forms\LOGON.fmx&userid=INSPECT/INSPECT@dgsd&buffer_reco). The main content area displays the "LOGON" screen for the "INSPECTION SYSTEM v-2.2". The screen features a "Select Directorate" dropdown menu, an "Inspection Center" dropdown menu, and a blue rounded rectangle containing "User Id" and "User Password" input fields. Below these fields are three buttons: "OK" (green), "Clear" (red), and "Exit" (dark red). The status bar at the bottom indicates "Applet started." and "Trusted sites".

Access to the system is restricted based on the role relating to the user. This is divided as Sectional level, Officer Level (AD, DD, DQA etc.) and DDG Level Menu. The menu for the Section level users is as follows:



### 3. DAK MODULE

#### 3.1 DAK Entry

The primary entry of manual data received by post is through this module. The Correspondences which are received by post / courier are fed in, through this module. Minimum entries relating to the letter received is made in the following screen. The detail once entered is then marked to the corresponding section, and the physical paper is sent to the corresponding section. At the section, depending on the letters assigned, the corresponding file can be opened and further processed through system. The DAK Module entry is done at the PRO Section. The Details to be entered in the DAK module is given below and the explanation of each field is also provided here.

ENTRY MODIFY VIEW WEB\_RECEIPT REPORT EXIT Window ORACL

DAK MASTER

**DAK DETAILS ENTRY**

R.C.KASHYAP SO

Letter Type \*

PO/Courier No.

Date

Category \*

Letter Ref. No. \*

Letter Date \* 18/10/2005

Received Date 18/10/2005

Received From

Section \*

Officer

Save Clear Payments Fug End Notice

Note: Fields marked \* are compulsory fields

Applet started. Trusted sites

- The type of letter through which the entry is received should be selected here. The values that may come in this field are Registered Post, Courier, Under Postal Certificate, By Hand and others.
- Once the above option is selected, in case of Courier, Registered Post and Under Certificate of Posting, the corresponding Registration no and date to be entered. The Default date will be displayed which can be modified.

- The next field should be used to select the category of the letter. There are different categories which are as follows:

General	DGSD A/T
Insp. Call	Supply Order
Registration	Insp. Fee
Complaints	Quality Audit
DGS and D R/C	Pre-Stk Insp
NON DGSD R/C	

The letter received is sorted at this stage into one of these categories based on the contents of the letter.

- The letter reference no and Date are to be entered in to the system.
- The Date of receipt of the letter at the QA Office is to be entered. By default, the current date will be populated in to this field.
- The name of the Firm from whom the letter is received should be entered.
- Then the section to which the letter is marked should be entered.

This completes the entry of basic information for a communication received from other offices.

## 3.2 Payment Entry

Some times, a letter such as Registration or Inspection call may have some Demand Draft /Cheque may be received. To facilitate entry of these, the button any payment should be clicked as YES and clicking on Save Button will take us to a new screen, where the details of Cheque or Cash or DD Can be made. The payment screen appears as follows:

The screenshot shows a web browser window titled "Oracle9iAS Forms Services - Microsoft Internet Explorer". The address bar shows a URL starting with "http://nic01:8888/forms90/f90servlet?form=E:\KSP\DGSD\FORMS\DAKMAST.fmx&userid=INSPECT/INSPECT@dgsd&buffer\_re". The main content area displays a form titled "PAYMENT DETAILS ENTRY" with the following fields and controls:

- DAK No. (text input)
- Payment Mode (radio buttons for DD, Cheque, Cash)
- Draft/Cheque No. (text input)
- Date (text input)
- Amount (text input)
- Bank Name (text input)
- Bank Branch (text input)
- Place Name (text input)
- Buttons: Back (blue), Save (green), Clear (red), Print Acknowledgment (yellow)

- The Dak No will automatically come in and the next action is to select the mode of payment such as DD / Cheque / Cash

In case of DD/Cheque, the details such as DD/Cheque No, Date of Cheque should be entered.

- The amount received should be entered
- In case of DD/Cheque, the Bank Details should be entered and the record can be saved by clicking on the save button.

This completes the entry in the DAK Section. Clicking on the save button saves the record.

### 3.3 Section Re-Allocation

When by mistake, if the letter is wrongly marked to another section, then the same can be reallocated by using this screen. The Screen layout is given below:

The screenshot displays a web browser window titled "Oracle9iAS Forms Services - Microsoft Internet Explorer". The address bar shows the URL: `http://nic01:8888/forms90/f90servlet?form=E:\KSP\DGSD\Forms\DAKMAST.fmx&userid=INSPECT/INSPECT@dgsd&buffer_re`. The main content area is titled "ENTRY MODIFY VIEW WEB\_RECEIPT REPORT EXIT Window" and "ORACLE". Below this, there is a "PAYMENT" tab and a form titled "RE-ALLOCATION OF SECTION".

The form contains the following fields:

- DAK No:
- Section:
- Dak Date:
- Allocation Date:
- Received Date:
- Letter From:
- Category:
- Letter Ref. No.:
- Type of Dak:
- Letter Date:
- PO/Courier No.:
- Date:

At the bottom of the form, there are two buttons: "Save" (green) and "Clear" (red).

The dak no should be selected from the list box and all the other details pertaining to the dak number automatically gets displayed.

The new Section, to which it is allocated, should be entered and the record saved. This file will be moved to the new section.

### 3.4 DAK Modification

If any changes are to be made in the entered dak, then the following screen gets displayed when the modify menu is selected.

The screenshot shows a web browser window titled "Oracle9iAS Forms Services - Microsoft Internet Explorer". The address bar shows the URL: [http://nic01:8888/forms90/f90servlet?form=E:\KSP\DGSD\Forms\DAKMAST.fmx&userid=INSPECT/INSPECT@dgsd&buffer\\_re](http://nic01:8888/forms90/f90servlet?form=E:\KSP\DGSD\Forms\DAKMAST.fmx&userid=INSPECT/INSPECT@dgsd&buffer_re). The main content area displays the "DAK MODIFICATION" screen. At the top, there are navigation links: ENTRY, MODIFY, VIEW, WEB\_RECEIPT, REPORT, EXIT. The screen title is "DAK MASTER". The main form area is titled "DAK MODIFICATION" and contains the following fields:

DAK No	<input type="text"/>	Section	<input type="text"/>
Dak Date	<input type="text"/>	Allocation Date	<input type="text"/>
Received Date	<input type="text"/>	Letter From	<input type="text"/>
Category	<input type="text"/>	Letter Ref. No.	<input type="text"/>
Letter Type	<input type="text"/>	Letter Date	<input type="text"/>
PO/Courier No.	<input type="text"/>	Date	<input type="text"/>

At the bottom of the form area, there are two buttons: "Save" (green) and "Clear" (red). The status bar at the bottom of the browser window shows "Applet started." and "Trusted sites".

All the checks that are carried out in the entry screen are applicable in this screen.

### 3.5 Address Entry

The Despatch addresses can be entered and retrieved for later use and the screen shot of the same is given below. An unique Label ID is generated each time the address is stored. The retrieval can be based on any of the fields entered.

The screenshot displays a web browser window titled "Oracle9iAS Forms Services - Microsoft Internet Explorer". The address bar shows the URL: [http://nic01:8888/forms90/f90servlet?form=E:\KSP\DGSD\Forms\DAKMAST.fmx&userid=INSPECT/INSPECT@dgsd&buffer\\_re](http://nic01:8888/forms90/f90servlet?form=E:\KSP\DGSD\Forms\DAKMAST.fmx&userid=INSPECT/INSPECT@dgsd&buffer_re). The browser window contains a form titled "ADDRESS LABEL" with a menu bar: ENTRY MODIFY VIEW WEB\_RECEIPT REPORT EXIT. The form is titled "ADDRESS DETAILS ENTRY" and contains the following fields:

- Label Id.
- Letter No.
- Letter Date
- To Whom Sent
- Address
- City
- State
- Pin Code

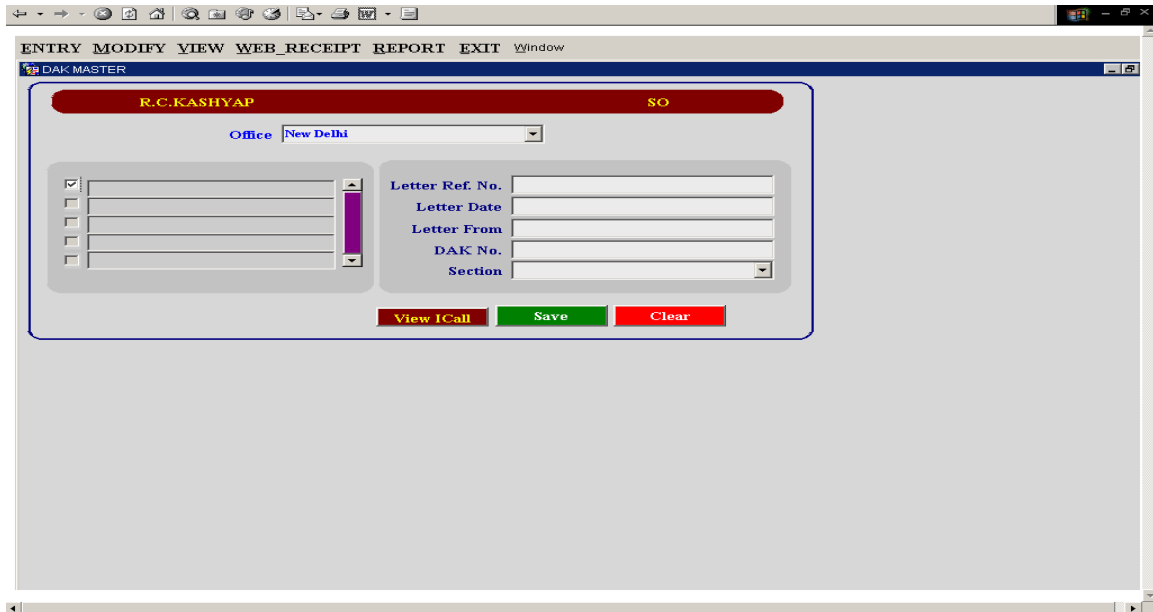
At the bottom of the form are three buttons: "Save" (green), "Clear" (red), and "Generate Label" (yellow).

The status bar at the bottom of the browser window shows "Applet started." and "Trusted sites".

## 3.6 Web Receipts

### 3.6.1 On-line Inspection Call:

This screen is used to retrieve data entered through WEB by vendors. The Web receipt Inspection screen is as follows:



On selecting the Office, the files entered through web for that office is populated. On clicking the Ref. No, the Details are shown to the user. The only work at this point is to allocate it to the concerned section. After allocating clicking on the save button will clear the form and bring in new records if any.

### 3.6.2 On-line Supply Order:

This screen is used to retrieve data entered through WEB by Indentors. The Web receipt Supply order screen is as follows:

The on-line supply order web receipt is similar to that of the above screen. The processing is also same as explained above. Two buttons to view SO and RC are provided which can be used for viewing the necessary files. The template of Online Web Receipt for Supply order is enclosed below for reference.

ENTRY MODIFY VIEW WEB\_RECEIPT REPORT EXIT Window

DAK MASTER

R.C.KASHYAP SO

Office

RC No.

SO No.

Letter Ref. No.

Letter Date

Letter From

DAK No.

Section

View RC View SO Save Clear

### 3.7 Reports from DAK Module

The details entered in the DAK module may be monitored using various reports available. They are as follows:

1. List of DAK received for a Day
2. List of DAK pending allocation of File Number
3. List of payments received and their details
4. List of DAK for a particular category
5. Pending DAKs at Section level

## 4 DGS&D FILE GENERATION

It has been decided to separately allot a File Number to all the new R/Cs in the respective directorates where the R/Cs are being used. In this regard, two new screens have been included. These include generation of File Number for DGS&D R/C and Scrutiny of these Rate Contracts by the respective offices.

### 4.1 DGS&D File Generation :

As soon as an R/C is placed, the R/C has to be assigned a file number in the respective directorates where the R/C is used. A module for assigning the file number has been included. The Generation of the file number is made at the sectional level. At this level, the section to which this R/C belongs to is also marked. Also it is marked to the specific ADQA . The screen shot of the same is given below:

The screenshot shows a Windows application window titled "R/C FILE GENERATION". The window contains a form with the following fields and values:

Field	Value
Name of the Item	Welded Wire Fabric (For Construction)
Name of the Firm	Apple Weldmesh Industries
R/C No.	WWF(C)/SC-4/RC-P3010000/1205/94/02421/74
Section	Electrical
File No.	DEL/ELE/00002
Marking to ADQA	S.P.Singh, DEL

Buttons visible in the interface include "View R/C", "Save", "Cancel", and "Exit".

## 4.2 R/C Scrutiny

Once the Rate contract is assigned a file number, the same is to be scrutinized and approved by the ADQA. The ADQA scrutinizes the rate contract including whether the specifications are in proper order, nomenclature of the product correctly defined, packing instructions clearly specified etc., In addition, the Flag allowance and Delivery period as per RC is to be entered in number of Days. The screen shot of the same is enclosed below for reference.

**R/C File Scrutiny**

File No.

RC No.

Are specifications/particulars governing supply in order?

Are relevant inspection instructions available?

Is the nomenclature of stores correct to particulars?

Is the date of delivery in order?

Are the packing/marketing instructions clearly incorporated?

Is there any provision of advance sample in the contract?

Is pre-inspection delay report required?

No of days for sample approval

Flag Allowance %

DP as per R/C (No of Days)

## 5. SUPPLY ORDER MODULE

The Supply order entry is done at the Sectional level first and after completing the entry the details are passed on to the concerned AD (QA). The Supply Order entry and the Item entry and Consignee entries are to be made at the Sectional Level. The Item and Consignee entry screens allows more than one Item / One Consignee per Item per supply order. The Supply order entry screen has 2 separate screens. The Screen shot of the Supply order screen is given below:

## 5.1 Supply Order Entry Screen

The screenshot shows the Oracle Supply Order Entry screen. At the top, the user name 'R.C.KASHYAP' and the screen title 'SO' are displayed. The interface is divided into two main columns. The left column contains various input fields for indenter details, including 'Category of Indentor \*', 'Department \*', 'Indentor \*', 'Address', 'City', 'State', 'Pin Code', 'SO No. & Date \*', 'Indent No. & Date', 'Section', 'DAK No. \*', 'Date', 'RC No.', and 'File No.'. There are buttons for 'New Indentor', 'Refresh', 'R/C Search', and 'View R/C'. The right column contains fields for 'Validity From', 'Extend Validity', 'Paying Authority Address', 'Supplier Address', 'City', 'E-Mail', 'Telephone No.', 'Manufacturer Address', 'City', and 'E-Mail'. There are buttons for 'Next' and 'View R/C'.

- In the Supply order entry screen, the category of the indenter should be selected. The list include Autonomous bodies, Central Govt., State Govt., Public Sector, Others etc.
- On selecting the indenter type, the concerned department is to be selected.
- The specific indenter may be selected from the next list box.
- In case, the indenter is not available, clicking on the New Indentor will allow us to enter the New Details about the Indenter.
- On selecting the Indenter, the Address, State, City and Pin Code of the indenter is displayed.
- The SO No. & Date and Indent No & Date to be entered.
- Then the same should be allocated to the concerned section, by clicking on the section button.

- The necessary DAK details are brought which pertain to that section which can be selected from the list box.

Clicking on the RC button displays the following screen:

The screenshot shows a software window titled "SUPPLY ORDER" with a menu bar containing "ENTRY", "MODIFY", "CANCEL", "VIEW", "REPORT", and "EXIT". The main area is titled "RATE CONTRACT DETAILS". It includes two dropdown menus for "Item" and "Supplier". Below these are two buttons: "List R/C" and "Clear". A table is displayed with the following columns: "Select", "R/C No.", "Validity From", "To", and "Name of Contractor". The "Select" column contains checkboxes. Below the table is a "Cancel" button.

The above screen simplifies the operation of selecting the Rate Contract Details. On selecting the Item, the Suppliers for that item can be displayed and the same can be selected. It lists the RC pertaining to that Item and Supplier. The same can be selected here and viewed from the main screen.

Clicking in the Select button will populate the necessary details for that RC.

- After selecting the Rate Contract No, clicking on the next button will display the following screen.

ENTRY MODIFY CANCEL EXIT Window ORACLE

SUPPLY ORDER

Delivery Date \*  Ext. Delivery  Account Officer   
 SO Recd. From  Remarks   
 A/C Head (Debitable)

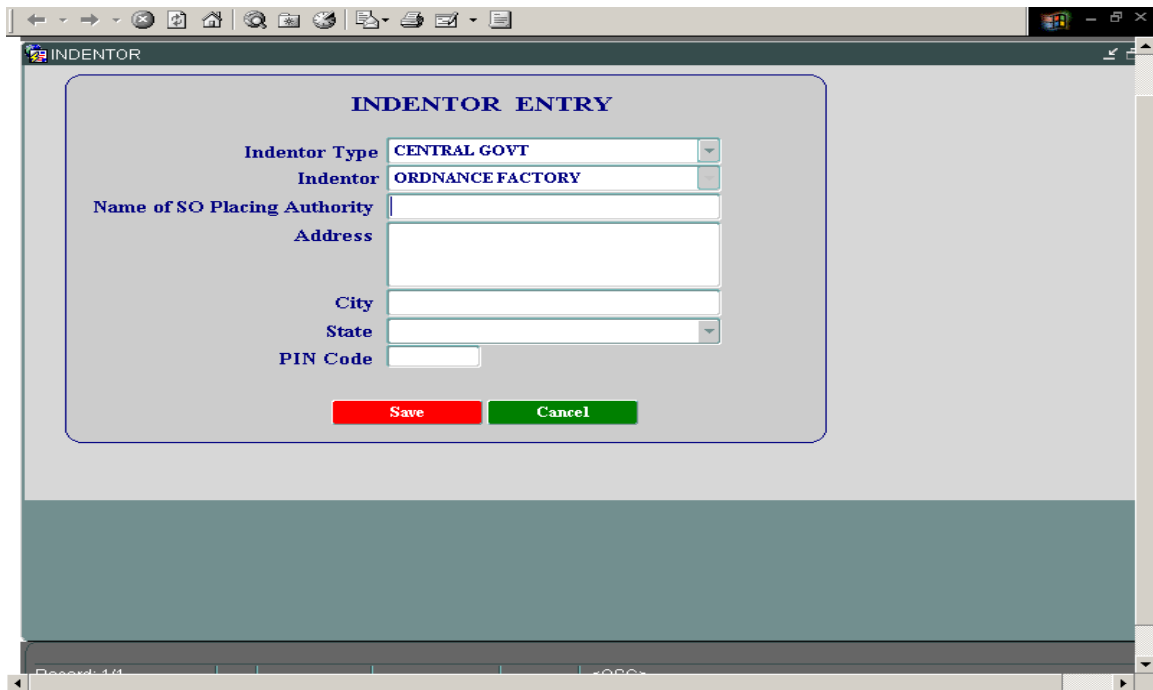
Whether Pre-Deposit Party?

Item SLNo. *	Store Description	Basic Price	Unit	Ordered Qty *		Final Price Total Value
<input type="text"/>				<input type="text"/>	Units	<input type="text"/>
<input type="text"/>				<input type="text"/>	Units	<input type="text"/>
<input type="text"/>				<input type="text"/>	Units	<input type="text"/>

Buttons: Back Save Cancel Letter to Indentor Next

- The Delivery Date and Extended Delivery Date if any may be entered here. The SO Received from (SO Placing Authority or Supplier) has been selected. The account Head Debitable should be entered.
- Then the Accounts Officer Details and remarks are to be entered.
- Then the details of Supply order may be entered by selecting the Item S. No. The Description from Store Directory is displayed and the Quantity Offered should be entered.
- The above step has to be repeated if more items are to be entered.
- Clicking on the Save button will save the record and As soon as these entries are completed, the Consignee Allocation can be entered by clicking on the Consignee Allocation from the Entry Menu.

The Indentor type should be selected here. Provision has been made to make entries in the Indentor master when new Indentor is to be entered in this screen. The Creation of Indentor entry screen looks as follows:



The screenshot shows a web browser window with the title "INDENTOR". The main content area displays a form titled "INDENTOR ENTRY". The form has the following fields and values:

Field	Value
Indentor Type	CENTRAL GOVT
Indentor	ORDNANCE FACTORY
Name of SO Placing Authority	
Address	
City	
State	
PIN Code	

At the bottom of the form, there are two buttons: a red "Save" button and a green "Cancel" button.

The details entered may be saved by clicking on the save button.

## 5.2 Supply Order Consignee Entry

The following screen is displayed in the SO Consignee Entry Screen.

- The Sub file number automatically comes and the Supply order number and R/C No also gets displayed automatically when tab is pressed at the Sub file Number.
- The Consignee List can be invoked by clicking on the Consignee button and in case of New Consignee; the New Consignee button should be clicked.
- The Consignee can be selected from the list box after the above step.
- The list of Items under the Particular R/C will be shown in the list box, which can be selected, and the Stores description will be displayed.

The above entries can be repeated for any number of items in the supply order. The screen will automatically scroll, if more than four items are entered in a supply order.

### 5.3 Supply Order Modification

The entries made in the supply order can be amended at any point before the inspection is completed. For amendment, the sub file number is to be entered. This will facilitate corrections to the existing entries in the supply order. The log of changes is stored in another table for later retrieval. To screen dump is shown below:

Code	Minor Store Description	Ord-Qty	Final Price	Final Price

To modify the quantity allocated the details to be entered and the screen shot is enclosed below:

ENTRY MODIFY CANCEL EXIT Window ORACLE

MODIFICATION FOR CONSIGNEE ALLOCATION

Sub File No.  RC No.   
Consignee  SO No.   
Address   
City   
State

Item Code	Store Description	Already Allocated	Allocated Qty	
				<input type="button" value="DELETE"/>
				<input type="button" value="DELETE"/>
				<input type="button" value="DELETE"/>
				<input type="button" value="DELETE"/>

## 5.4 Cancellation of Supply order

The supply order can be cancelled at any point of time before the inspection is carried out. The Date of cancellation is to be entered. The details of officer who has made the cancellation is stored in the database. The supply order is retained in the database and a flag to indicate that it is cancelled is also stored.

The screenshot shows a web browser window displaying an Oracle application interface. The window title is 'ENTRY MODIFY CANCEL EXIT Window' and the application name is 'ORACLE'. The main heading is 'MODIFICATION FOR CONSIGNEE ALLOCATION'. The central form is titled 'SUPPLY ORDER CANCELLATION' and contains the following fields:

- SO NO. (text input)
- SO DATE (text input)
- SUB\_FILE NO. (text input)
- RC NO. (text input)
- SUPPLIER (text input)
- CANCEL DATE (text input)

Below these fields is a table with two columns: 'MINOR STORE DESCRIPTION' and 'ORDERED QTY'. The table has four rows, with the first row containing a scrollable vertical bar on the right side of the 'ORDERED QTY' column. At the bottom of the form are two buttons: 'Save' (green) and 'Cancel' (red).

## 6. INSPECTION DETAILS

The Inspection call details can be entered through three different screens. The basic information of Inspection Call will be entered by the officer at the Section Level. Once the details are entered, the same is marked to the DIR (QA) and the concerned DD (QA) and to AD (QA). Then Post Inspection details are entered by the AD (QA) and the DD and Director Approves the call and the file is the first screen which contains details to be entered by the section Officer is given below:

### 6.1. Inspection Call

The screenshot shows the 'INSPECTION CALL' application window. The window title is 'INSPECTION CALL'. The menu bar includes 'APPEND', 'MODIFY', 'CALL-CANCEL', and 'EXIT'. The window contains a form with the following fields:

- Sub File No. \* (dropdown menu)
- DAK No. \* (dropdown menu)
- Place of Inspection \* (dropdown menu)
- Marking to DQA \* (dropdown menu)
- RC No. (text field)
- SO No. (text field)
- Firms Name (text field)
- Letter Ref. No. (text field)

Buttons: View RC, View SO, Fag-End Notice.

Item Sl. No.	Store Description	Ordered Qty	Previous Offered	Final Price	Offered Qty *	
						DELETE
						DELETE
						DELETE
						DELETE

Buttons: Save, Cancel.

- The Sub file No should be selected from the list box. Only sub files belonging to that section will be listed based on the user who has logged in to the system?
- The DAK No., the letter reference No and date, the Rate Contract Number, Supply order Number, the Name of the firm are all displayed on the screen.
- The Name of the officer (DIRECTOR) should be selected which will be filtered from the list of officers under that section. Once the Officer is selected, the Date of Marking automatically is put into the system.

- The Item Code, the Quantity Offered for Inspection is entered for all items tendered for inspection.

On clicking on the save button, the records are saved in to the database. Once the record is saved, the record is marked to DQA for approval.

Three buttons to view Rate Contract, Supply order and to Generate FAG end notice is kept which will display the necessary details for that Inspection Call.

## 6.2. Inspection Call Process by DQA

The Inspection files marked to the concerned Dir (QA) can be seen at this screen and on selecting the I-CALL No. The related details entered at the section are fetched and displayed on the screen. The sample screen entry is shown below:

The Director sees only pending records at his level. Then the same is marked to DDQA and ADQA by the Director.

Clicking on the save button will save the records for that I-CALL.

### 6.3. Inspection call process by DDQA

When the Inspection approval is clicked by the DDQA, the following screen is displayed.

Window ORACLE  
ICALL PROCESS

**P.K.MISHRA** **DIRECTOR (QA)**

ICall No.  Firms Name   
Sub File No.  Date   
RC No.  Letter Ref. No.   
SO No.  **View RC** **View SO** **Fag-End Notice**

Item S.No.	Store Description	Offered Qty
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Marking to DDQA  DQA Remarks   
Marking to ADQA  DDQA Remarks

**Save** **Clear** **Exit**

Only pending I-Call Numbers are displayed and on selecting the same, then marking it to ADQA is to be done and the same saved. This will pass on the info to ADQA.

## 6.4. Post Inspection Details

The Post inspection details screen is as follows:

The screenshot shows the 'INSPECTION DETAILS' window. At the top, a red banner displays the user name 'P.K.MISHRA' and the role 'DIRECTOR (QA)'. Below this, there are several input fields: 'ICall No.' (a dropdown menu), 'RC No.', 'DAK No.', 'Sub File No.', 'SO No.', and 'Supplier'. There are two buttons: 'View RC' and 'View SO'. Below these is a table with the following columns: 'Item S.No.', 'Store Description', 'Offered', 'Accepted', 'Rejected', and 'Reasons for Rejection'. Each row in the table has a 'Delete' button. Below the table are several more input fields: 'Date of Visit', 'Action Taken', 'Mode of Stamping/Sealing', 'Packing Details', and 'Whether Sample Sent for Test?'. At the bottom of the window are three buttons: 'Save', 'Cancel', and 'Exit'.

The pending I CALL s against this officer can be selected by clicking on the I-Call List box. The Details of Items are all displayed. The quantity accepted and rejected to be entered.

The dates of visits, Action taken and Mode of Stamping, packing details are to be entered. On saving the record, the process gets completed.

Then clicking on the save button will save the record.

## 6.5. Inspection Approval by DDQA/DQA

The Inspection approval has to be done by DDQA and on selecting the I-Call Number, the Approval details gets populated on the screen. The Action taken against this is to be entered and saved. Then the file automatically is passed on to the DQA. The screen for DDQA and DQA is similar and depending on the officer logged in the approval has to be done. The snapshot of the screen is given below:

The screenshot shows a web application window titled "DGS&D APPROVAL" with the Oracle logo in the top right corner. The user is logged in as P.K.MISHRA, DIRECTOR (QA). The interface includes several input fields for ICall No., DAK No., SO No., RC No., Sub File No., and Supplier. Below these is a table with columns for Item S.No., Store Description, Offered, Accepted, Rejected, and Remarks. At the bottom, there is a section for "Action Details" with a checkbox for "Approved", a "Date" field, and an "Action Details" text field. Three buttons are visible: "Save" (red), "Cancel" (green), and "Exit" (yellow).

Item S.No.	Store Description	Offered	Accepted	Rejected	Remarks

## 6.6. Release of Stores

The release of Stores is done by AD (QA). The following screen is a snapshot of the release of stores.

**P.K.MISHRA** **DIRECTOR (QA)**

Sub File No. \*  RC No.

ICall No. \*  Address

INote Date  Validity  City

Consignee \*  State

Item SL No.	Store Description	Allocated Qty	Already Released	Balance Qty for Release	To be Released *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

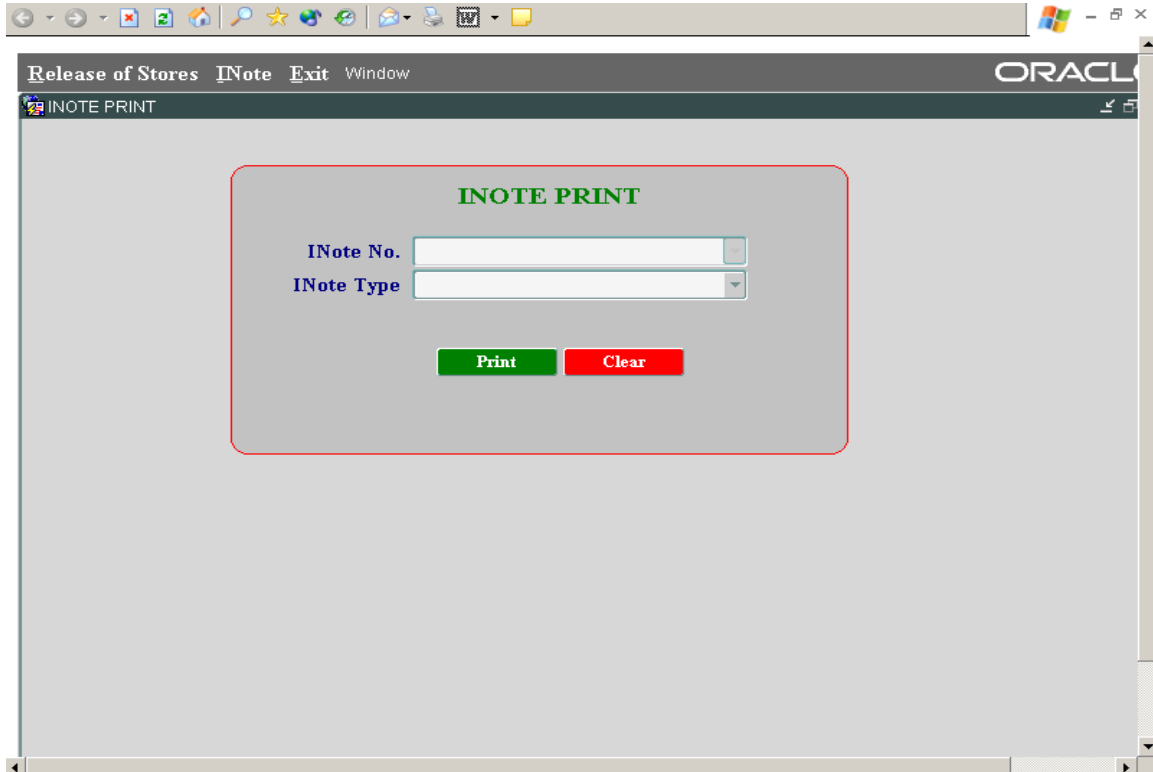
The Sub file no is to be selected from the list box and this screen has is same for Normal release and Pre-Inspected Stock release. The same has to be selected.

The I call No is to be selected, then the consignee has to be selected and the I-Note Date and Validity date are to be entered. The Quantity to be released has to be entered for a consignee. On saving the record, an I-Note No is created and is displayed.

The above entries can be repeated for different consignee.

## 6.7. I-Note Print

On clicking on the I-Note Print from the menu, the I-Note no has to be selected from the list box. The I-Note can be printed from here.



## 6.8. Re-allocation of I-Call

The DQA can reallocate an I-Call to another ADQA or DDQA in the absence of either one of them. The same is done through the following screen.

Window ORACLE  
ICALL REALLOCATION

**P.K.MISHRA** **DIRECTOR (QA)**

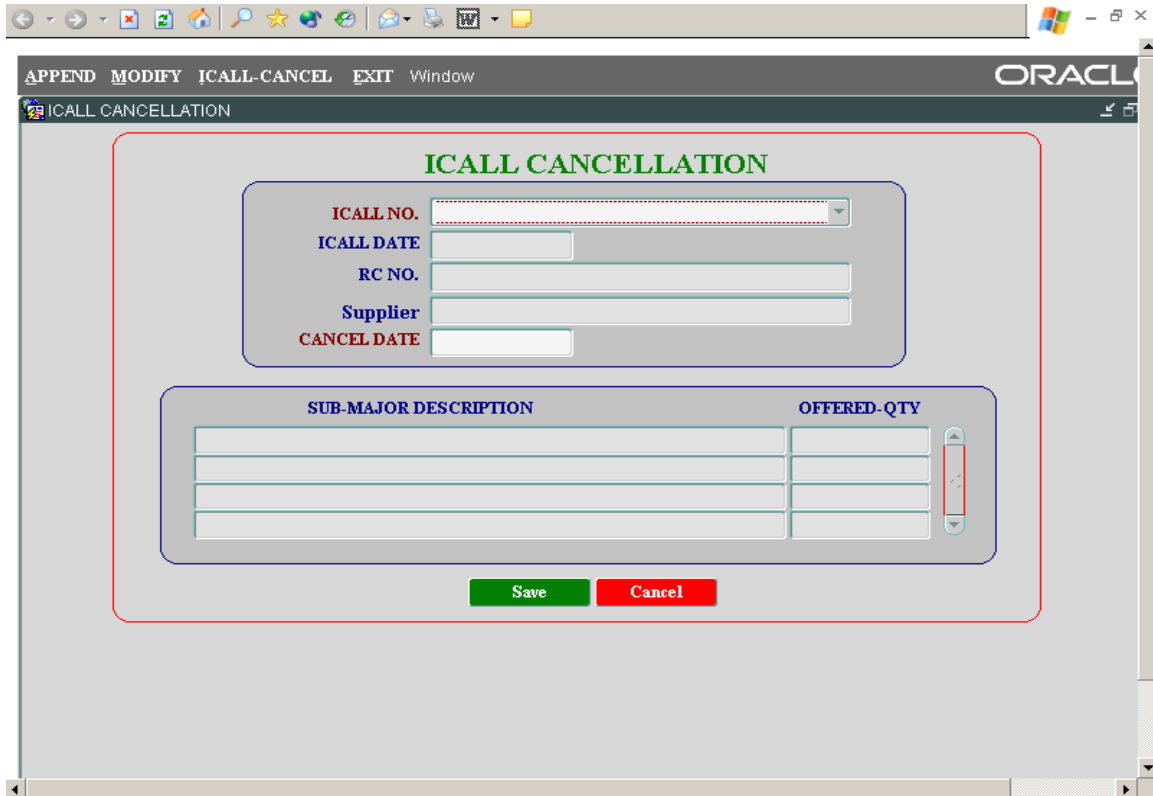
I-Call No.  Firms Name   
Sub File No.  Date   
RC No.  Letter Ref. No.   
SO No.

Item Code	Store Description	Offered Qty

Old DDQA  New DDQA   
Old ADQA  New ADQA

## 6.9. Cancellation of I-Call

Any I-Call can be cancelled till the I-Note is issued. To Cancel, the I-Call no is to be entered and the Cancel Date will be automatically filled once the save button is clicked.



**ICALL CANCELLATION**

ICALL NO.

ICALL DATE

RC NO.

Supplier

CANCEL DATE

SUB-MAJOR DESCRIPTION	OFFERED-QTY
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Save Cancel

## 6.10. Modification of I-Call

Provision is made to amend the changes to the entries made in Inspection call. This can be done by selecting the I Call Number and saving the record after making necessary changes. The details to be entered is shown below:

**ICALL MODIFICATION**

ICALL No.

ICall Date

RC No.

Supplier

SO. No.

**View RC**

**View SO**

Sr. No.	Store Description	Prv-Offered	Offered-Qty

**Save** **Cancel**

## 7. PRE-STOCK INSPECTION CALL

The Pre-stock Inspection details can be entered through the following screen. The basic entries of the Inspection details are entered by the concerned Officers at the section. The entry for this is through the DAK module. The Section level officer enters the Basic details of pre-stock. The processing is done by ADQA, DDQA and DQA. The release of stores is done through the Release of stores. Only items, which are inspected and with in a time period of 45 days are taken for Processing. The entries, which are older than 45 days are subtracted from the existing stock. The following is a screen shot of pre-inspected stock call.

### 7.1. Pre-Stock Inspected Details

The screenshot shows the Oracle 'PRE-STOCK INSPECTION CALL' application window. The form contains the following fields and controls:

- Section**: Dropdown menu
- DAK No.**: Dropdown menu
- Letter Ref. No.**: Text input field
- Date**: Text input field
- Major Item**: Dropdown menu
- Supplier**: Dropdown menu
- RC No.**: Dropdown menu
- File No.**: Text input field
- Marking to DQA**: Dropdown menu
- Address**: Text input field
- City**: Text input field
- View RC**: Button

Below the form is a table with the following columns: Item S.No., Store Description, Final Price, Unit, Offered Qty, and Total Value. The table contains three rows, each with a 'Delete' button.

At the bottom of the window, there is a note: "Note: All fields are compulsory fields" and three buttons: Save, Cancel, and Exit.

The office, the section, the Dak No and date are entered. The main file no automatically comes once it is a old file and if the main file no does not come in, clicking on new will generate the Main file number. The Firms call letter number and the Assigned officers are selected through the list box and marked. The items details are entered and the Quantity details are to be entered and saved. The file is passed on to the DDQA for further approval

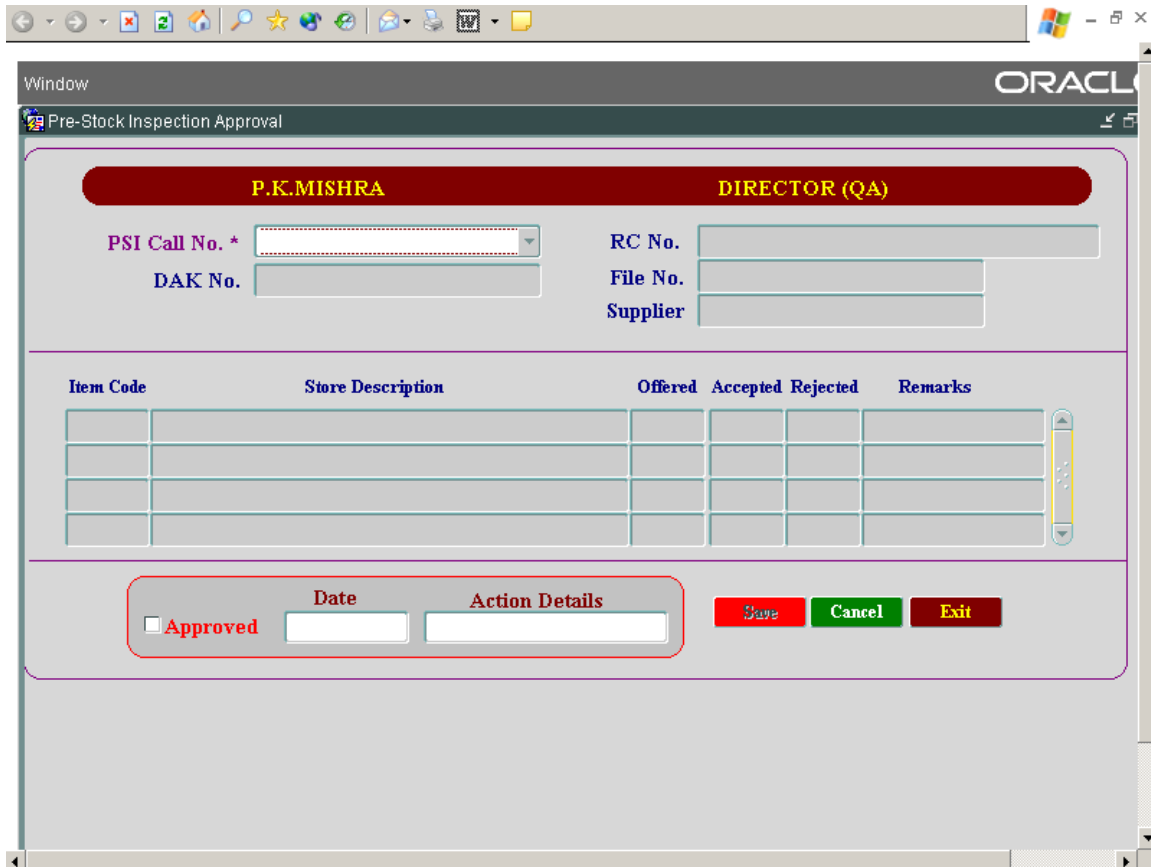
The screenshot shows a web browser window titled "ICALL PROCESS" with the Oracle logo in the top right corner. The user is logged in as "P.K.MISHRA" with the role "DIRECTOR (QA)". The form contains the following fields and controls:

- ICall No. \***: A dropdown menu.
- Letter No.**: A text input field.
- Date**: A date input field.
- RC No.**: A text input field.
- File No.**: A text input field.
- View RC**: A red button.
- Table**: A table with three columns: "Item S.No.", "Store Description", and "Offered Qty". It has four rows and a vertical scrollbar on the right.
- Marking to DDQA \***: A dropdown menu.
- Marking to ADQA \***: A dropdown menu.
- Save**: A green button.
- Clear**: A red button.
- Exit**: A yellow button.

The DQA can mark it to DDQA and ADQA for further action. . At this stage a new Pre-Stock Inspection call No is allocated and is displayed once the save button is clicked.

## 7.2. Approval by DDQA / DQA

The approval of psi calls by ddqa / dqa is done in this screen. The Office code and the PSI call no have to be selected and on selecting the same, the details are fetched and displayed on the screen. After the approval by DDQA, the DQA approves and submits the same to the section. The date of submission to Section is automatically stored.



Window ORACLE

Pre-Stock Inspection Approval

**P.K.MISHRA** **DIRECTOR (QA)**

PSI Call No. \*  RC No.

DAK No.  File No.

Supplier

Item Code	Store Description	Offered	Accepted	Rejected	Remarks

**Approved** Date  Action Details

### 7.3. Stock Transfer

The stock transfer from one directorate to other directorate is done through this module. The Office code, the PSI Call number has to be selected. The details of items pending at stores for the transfer will appear. The details are entered by the ADQA.

The specific item which is to be transferred, is to be identified and the quantity to be transferred to be entered. The same will have to be confirmed by clicking on stock transfer despatched box. The balance stock available will be redisplayed and an entry for other directorate is made automatically by the system. The following screen displays the details of allocation / release of stores.

The screenshot shows a web browser window displaying the 'STOCK TRANSFER' application. The window title is 'STOCK TRANSFER RECEIPT OF STORES PSI-CALL CANCEL EXIT Window'. The application logo 'ORACLE' is visible in the top right corner. The main content area is titled 'STOCK TRANSFER DETAILS' and contains the following fields and controls:

- Section \***: A dropdown menu.
- File No. \***: A dropdown menu.
- RC No.**: A text input field.
- Transfer To \***: A dropdown menu.
- File No.**: A text input field.
- Transfer Date \***: A text input field.
- Item S.No. \***: A dropdown menu.
- Store Description**: A large text area.
- Available Qty**: A text input field.
- Transfer Qty \***: A text input field.

At the bottom of the form, there are three buttons: **Save** (green), **Clear** (red), and **Generate Letter** (yellow).

## 7.4. Receipt of Pre-Inspected Stock

The screenshot shows a web browser window displaying an Oracle application interface. The title bar of the browser window includes the text "STOCK TRANSFER RECEIPT OF STORES PSL-CALL CANCEL EXIT Window" and the Oracle logo. The application window title is "Store Receipt". The main content area is titled "RECEIPT DETAILS ENTRY" and contains the following form elements:

- A red-bordered box containing:
  - Section:
  - File No.:
  - RC No.:
  - Date of Transfer:
  - Received Date \*:
- A table with the following structure:

Item S.No.	Store Description	Transferred Qty
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
- At the bottom of the form are two buttons: "Save" (green) and "Clear" (red).

The details of entries are to be made at the sectional level by the concerned staff when the transferred stock is physically received at the receiving station. The Item-Wise stock position at any point of time can be seen in this screen.

Once the basic details are entered, on clicking at the check box for receipt of items the increased stock position is displayed. This will help in knowing the current position.

## 7.5. Release of Pre inspected stock

The release of stores of Items inspected using pre stock can be released by using the following.

Window ORACLE  
Pre-Stock Release

**GEETA PANDEY(ADQA)** **ADQA**

Sub File No. \*  SO No. & Date

RC No.  Address

Consignee \*  City

State

Item SL No.	Store Description	Allocated Qty	Already Released	Balance Qty for Release	To be Released *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save Clear Exit INote

## 8. DESPATCH DETAILS

The Despatch of stores is to be entered by the vendor. Only Vendors can access this screen and the screen is provided below for information purpose only.

Window  
DESPATCH

Page 1 of 2

**DESPATCH DETAILS**

QA Office  QA Officer

I-Note No.  S.O. No.  Date

RC No.  Dt. of Delivery

Ultimate Consignee  Consignee E-Mail

Contractor Name  Despatch Mode as per RC

Consignment No.  Works Destination

Item S.No	Item Description	Quantity Ordered	Quantity Released	Quantity Despatched	Qty already Despatched	Qty-Pending (Supply)

Window  
DESPATCH

Page 2 of 2

**DESPATCH DETAILS**

Acutal Despatch Mode  Road  Rail  Air  Ship

Auth. Letter No.  Date

R/R,L/R

Consignment No.

Date

Consignee's Address

State  Pin

State  Pin

Phone  Fax

E-Mail

Contact Person

Gross Weight

Freight  Paid  To Pay

Freight Charges

Cash  Date

Receipt No.

Insurance Agency

Insured Amount  Insurance Charge

MC Note No.  Date

Mailing List

Special Note (if any)

## 9. RECEIPT DETAILS

The details of receipt of goods are to be entered by the Indentor and the following screen is given for information purpose only.

**RECEIPT OF STORES**

Note Date:  Actual Delivery Date:

Note No.:  Consignment:

SO No.:  SO Date:  [View SO](#) [View I-Note](#) [View Despatch](#)

Advance Payment:  Receipt Mode:  Road  Rail  Air  Ship Voucher No.:

Name of Consignee:  Voucher Date:

R/R, L/R Consignment No.:  Date:

Name of Receiver:  Desg.:

Item S.No.	Description	Recovery Details	Reasons	Qty Despatched	Qty Received	Disputed Quantity	Recovery Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Freight Charges Paid by Consignee:  Yes  No  
 Any Claim Raised By Consignee:  Yes  No  
 Balance Payment INote Released:  With  With Out Remarks:

Balance Payment Received Date:

[Save](#) [Cancel](#) [Exit](#) [View Provisional Certificate](#)

Record: 1/1

Applet started. Local intranet

Entering the receipt particulars completes the life cycle of one Order.

## 10. ON-LINE CONSIGNEE REJECTION

The Consignee Rejection is accepted online. Snapshot of the screen is provided for information purpose. The following screen accepts rejection only if the receipt date is within 45 days to system date. If so, on entering the basic details of I-Note No, the corresponding items can be selected. The Nature of complaint, the quantity rejected due to various reasons and details of test check completed and Complaint in detail are accepted. All these are to be compulsorily entered. Once entered, the Complaint ID is allotted which can be used to track the status of complaint. The screen is given below for reference.

**Complaint Entry (on DGS&D Supplies)**

Office  Date of Receipt of Stores at consignee's end

INote Date  INote No.

Rejection Advice No.

SO No.  Date

RC No.

Complaint Date  Consignee  Contractor

Item Sl. No.	Quantity Ordered	Qty Despatched as Per RR/LR	Qty Received by Consignee	Date of Receipt
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Store Description

Nature of Complaint  Qty (Recd. Short)

Qty(Wrong Marking)  (Disputed)  Total  Value of Item

Deviation from Contract

Details of Test/ Examination conducted to check conformity

Complaint in Detail

## 10.1. Status of Consignee Rejection

The Status of on-line entry can be tracked by entering the Complaint No and the Date of Complaint. The screen info is given below:

The screenshot shows a web browser window with the title 'ON-LINE CONSIGNEE REJECTION'. The page content is titled 'ONLINE CONSIGNEE REJECTION- STATUS'. It features three input fields: 'Complaint No' and 'Date' are positioned side-by-side, 'Status' is below them, and 'Pending With Officer' is below that. An 'Exit' button is centered at the bottom of the form area. The browser's address bar shows 'ON-LINE CONSIGNEE REJECTION' and the Oracle logo is visible in the top right corner of the page.

## 11. PROCESSING OF CONSIGNEE REJECTION

### 11.1. Processing by Director

The Consignee Rejection entered on-line automatically is seen by the Director, Adds his comments and passes on the file to either to the Local DQA or to Other DQA. The DQA then marks the file to the concerned Inspector asking to probe the complaint. The screen shot of the same is given below:

### 11.2. Processing by DDQA

When there are any files pending with the DDQA, the complaint will be listed when the user at DDQA level logs in and after selecting the complaint no, a provision to view the complaint is provided. The Details marked by the Director will be available to take action. The Action taken prior to Joint Investigation is to be selected from the list. A number of letters are generated to get the issues sorted out. Provision is made to generate letters such as Seeking clarification from consignee, Transit Damage/Quality Complaint, letter for replacement Checking, letter for bad performance. . Then the file is marked to ADQA for processing.

The screenshot displays a web browser window titled "DGS&D System - Microsoft Internet Explorer". The address bar shows the URL: <https://dgserver.dgsnd.gov.in:4445/forms90/f90ervlet?form=LOGON.fmx>. The main content area is titled "Processing of Complaints - DDQA".

At the top, there is a "Complaint No" dropdown menu with the value "DEL/COM/200504/00001" and a date field "29/04/2005". To the right are two buttons: "View Complaint" and "View Status".

Below this is a red button labeled "APPROVAL REQUEST TO DQA BEFORE JIR".

The next section has a "Name of ADQA For Joint Inves." dropdown menu with the value "P. Sridhar" and a "Date of Marking" field with the value "29/04/2005". There are "Save" and "Cancel" buttons below these fields.

Below a horizontal line, there is another red button labeled "APPROVAL REQUEST TO DQA AFTER JIR". To its right are two input fields: "Qty Rejected by ADQA" and "Qty Accepted by ADQA".

Below these fields is a red button labeled "Submit to DQA" and a "Submission Date" input field. An "Exit" button is located at the bottom right of the form area.

The Windows taskbar at the bottom shows the Start button, several open applications including "Start OC4J Instance", "DGS&D System - Micr...", and "Document1 - Microsoft W...", and the system tray with the time "5:07 PM".

The screen shot of approval of DQA after JIR is enclosed below.

DDQA/DQA Approval after JIR

Complaint No: DEL/COM/200502/00001

Issue of Test Req to Lab Reminders	A test request may be sent to lab	15/03/2005	<input checked="" type="checkbox"/>	30/04/2005
Letter on Bad Performance		15/03/2005	<input type="checkbox"/>	30/04/2005
Letter to Regn Authority	Test letter to Regn Authority	15/03/2005	<input checked="" type="checkbox"/>	30/04/2005
Release of Replacement Supply	Test Letter for release of Replac	15/03/2005	<input checked="" type="checkbox"/>	30/04/2005
Acceptance under PR	Test Acceptance Under PR	15/03/2005	<input checked="" type="checkbox"/>	30/04/2005
Total Rejection	Test Total Rejection	15/03/2005	<input checked="" type="checkbox"/>	30/04/2005
To Inform Hqrs for Change in Sepc.	Test Inform Hqrs for change in sp	15/03/2005	<input checked="" type="checkbox"/>	30/04/2005
To Inform Hqrs for Change in IPS/Quality Plan	Test Change in IPS/Quality Plan	15/03/2005	<input checked="" type="checkbox"/>	30/04/2005
Proposed Action on firm	Test Proposed action on firm	15/03/2005	<input checked="" type="checkbox"/>	30/04/2005
Proposed Action on Inspector	Test Proposed action on inspect	15/03/2005	<input checked="" type="checkbox"/>	30/04/2005

Value of Price Reduction: 500

Value of Stores not Satisfactory: 300

Value of Stores Satisfactory: 200

Remarks: tested

Buttons: Back, Submit to DQA, Approve, Exit

### 11.3. Processing by ADQA

At the ADQA level, when the complaint No is entered, the action to be taken is generation of letter for inviting the supplier for Joint Investigation. A provision is made to generate the above letter. Then after conducting the Joint Investigation, the details of Investigation carried out and the conclusion of the complaint is entered into the system. After this, the file is marked to DDQA for further Approval.

### 11.4. Approval by DDQA

After Joint Investigation report, the DDQA either approves or disapproves based on the feedback received. Then the ADQA initiates one of the following actions after JI.

Inform HQRS for Spec Change  
 Issue Transfer Request  
 Letter to Purchase  
 Letter to Registration Authority  
 Release of Replacement Supply

The screenshot displays a web browser window titled "DGS&D System - Microsoft Internet Explorer". The address bar shows the URL: <https://dgserver.dgsnd.gov.in:4445/forms90/f90ervlet?form=LOGON.fmx>. The main content area is titled "Processing of Complaints - ADQA" and contains the following form fields and buttons:

- Complaint No:
- Proposed JI Date:
- Details of Inspection carried out:
- Conditions under which rejected stores are stored:
- Details of Investigation carried out:
- Details of Investigation carried out (Physical, dimensional and spot Testing results):
- Conclusion of Complaint:
- Actual Qty Rejected:
- Actual Qty Accepted:
- Date of submitting to DDQA:

Buttons include "View Complaint", "Letter to Consignee on JI", "JI Report", "Submit Case to DDQA", and "Exit".

Then the file is submitted to DQA for further approval. The screen is same as displayed under processing by DDQA as shown above.

## 11.5. Approval by DQA

Based on the recommendations, the Director either accepts the complaint in full, or Rejects it completely or accepts in partial. The same details are entered into the system. The screen given by processing for DQA is the same and the Lower portion of the screen is used for entering the necessary Details.

## 12. QUALITY AUDIT

Quality Audit involved three distinct steps to process the information. They are detailed below. The quality audit cases are normally routed to the DDG (QA).

### 12.1. Selection and Allocation of Quality Audit Test Check Cases

When the DDG (QA) enters in to this module, the concerned DQ Office is to be selected. Then the Inspecting Officers for that office is listed which can be selected using the list box. Once the Officer is selected, the I-Notes cleared by that officer gets listed and any of these can be selected. The related details are displayed immediately for viewing. Either all items or selective items can be selected for Quality Audit Check.

After selecting the items, the Zone to which it is forwarded is to be selected. The related DDG (QA) office list will get populated and can be marked to another DDG (QA). The selection process gets completed once the save button is pressed. The Screen is given below:

The screenshot shows the 'SELECTION OF QUALITY AUDIT' window. The window title bar includes 'SELECTION ALLOCATION CLOSURE LETTER-GENERATION EXIT Window' and the Oracle logo. The main content area is titled 'SELECTION OF QUALITY AUDIT' and contains the following elements:

- Major Item** and **Supplier**: Dropdown menus.
- Inote Period**: Two input boxes with 'To' between them.
- Officer**: Dropdown menu.
- INote No**: Dropdown menu.
- View**: Red button.
- Indentor** and **Consignee**: Text input fields.
- Table**: A table with columns: Item Code, Store Description, Price, Qty, Value. It has three rows.
- Local Zone** and **Other Zone**: Radio buttons.
- Zone**: Dropdown menu.
- Save** and **Clear**: Green and red buttons respectively.

SELECTION ALLOCATION CLOSURE LETTER-GENERATION EXIT Window

ORACLE

Test Check Case Allocation

J.K.KHANNA DDG(OA)

Quality Audit No.

INote No.  Supplier

Inspected Officer  Consignee

Item Code	Store Description	Qty	Value (Rs.)

Marking to Dir(QA)

Save Clear View INote

## 12.2. Closure of Test Case by DDG

The DDG can close a Test Case and the related details are shown below.

SELECTION ALLOCATION CLOSURE LETTER-GENERATION EXIT Window

ORACLE

Test Check Case Closure

J.K.KHANNA DDG(OA)

Quality Audit No.  Item

INote No.  SO No.

Name of the Firm

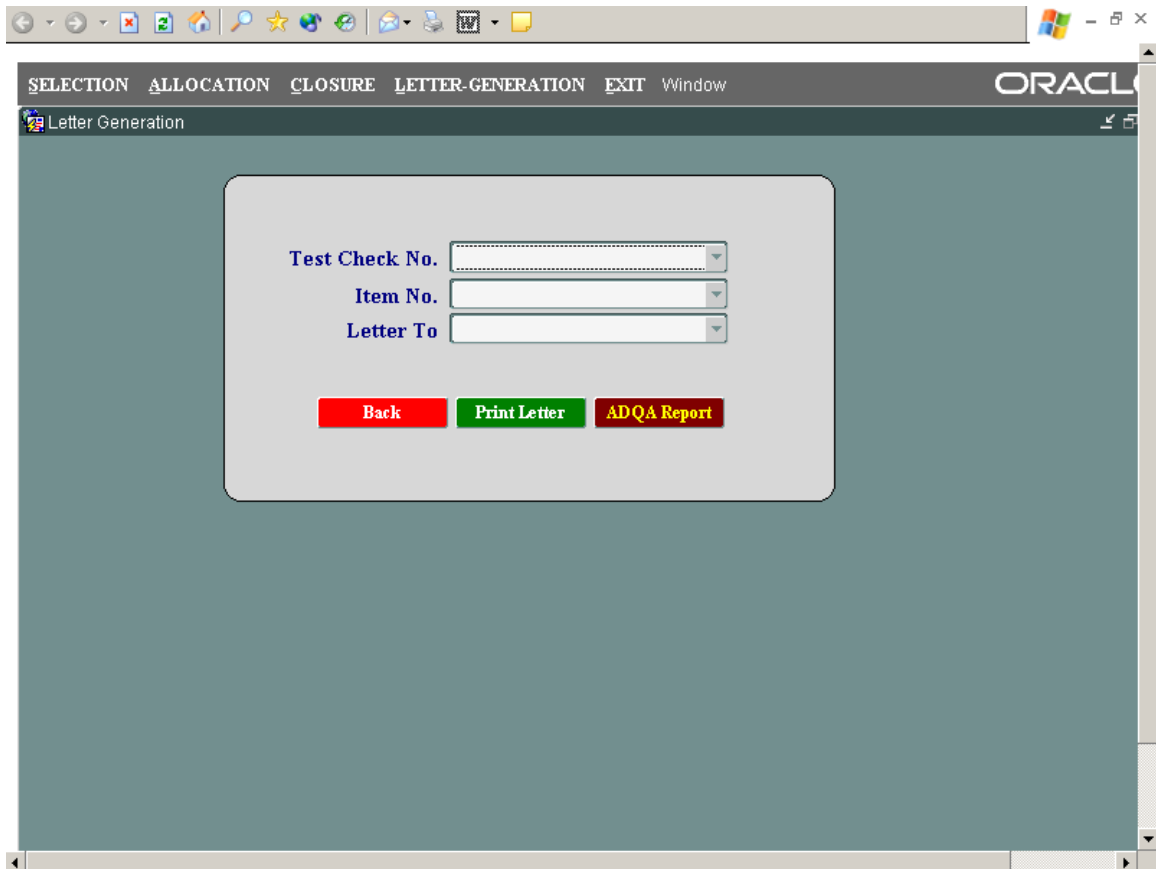
Description of Stores

01. Value of Stores Satisfactory	<input type="text"/>	View INote
02. Value Stores Not Satisfactory	<input type="text"/>	View Test Check
03. Proposed action against firm	<input type="text"/>	
04. Proposed action against Inspector	<input type="text"/>	
05. To intimates HQtr for change Specification	<input type="text"/>	
06. To intimates HQtr for IPS/ Quality Plan	<input type="text"/>	
07. To propose Acceptance under PR.	<input type="text"/>	
08. Stores Not Received	<input type="text"/>	
09. Complaints Received	<input type="text"/>	
10. Transit Damage/Short Qty	<input type="text"/>	
11. Remarks	<input type="text"/>	

DDQA Proposal Date  DQA Approval Date  Closing Date

OK Clear Letter

### 12.3. Generation of Letter by DDG

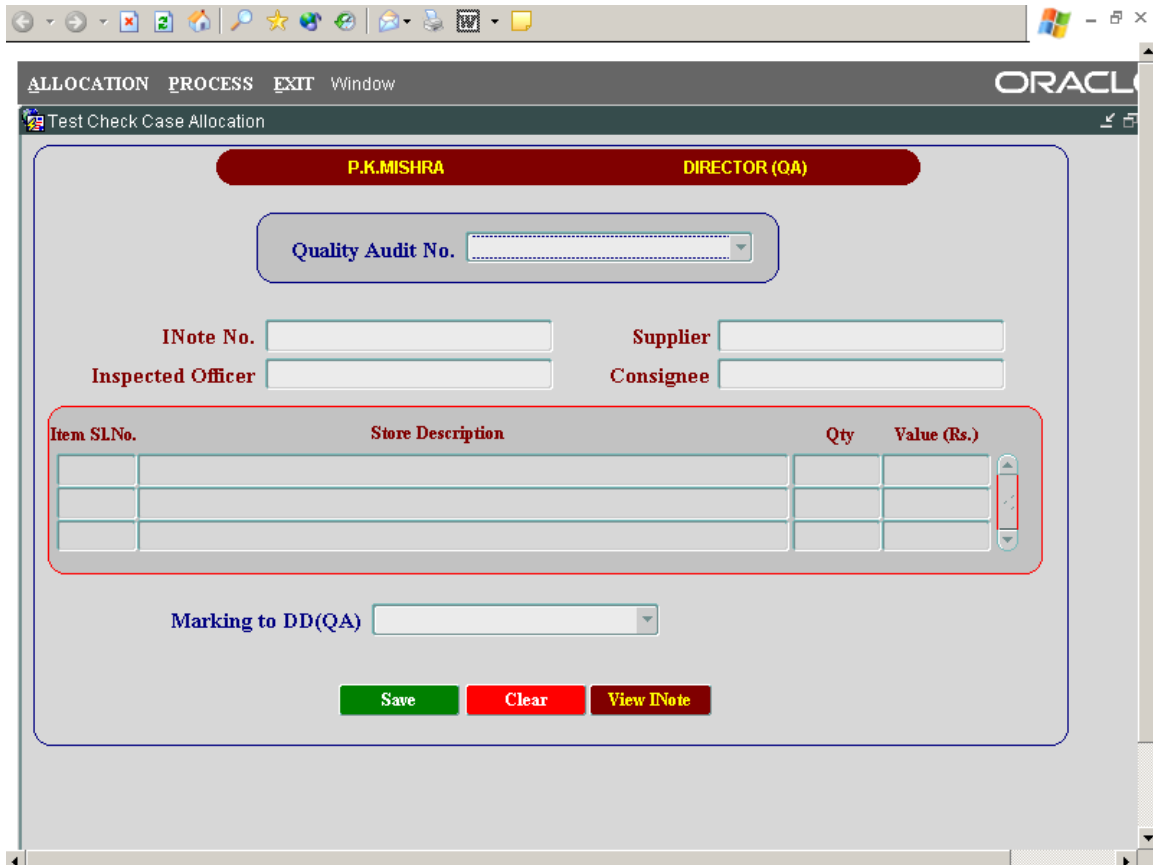


The screenshot shows a web browser window displaying the Oracle Letter Generation application. The browser's address bar shows the URL "http://localhost:8080/Oracle/letter-generation/letter-generation.html". The application's menu bar includes "SELECTION", "ALLOCATION", "CLOSURE", "LETTER-GENERATION", and "EXIT". The main content area features a form with three dropdown menus: "Test Check No.", "Item No.", and "Letter To". Below the form are three buttons: "Back" (red), "Print Letter" (green), and "ADQA Report" (yellow).

On entering the above details the system will automatically generate the requisite letter.

## 12.4. DQA Allocation of Test Case

The DQA can allocate the Test case to one of the DDQA. The same is done by selecting the Test case from the list box and marking to the concerned DDQA.



ALLOCATION PROCESS EXIT Window ORACLE

Test Check Case Allocation

P.K.MISHRA DIRECTOR (QA)

Quality Audit No.

INote No.  Supplier

Inspected Officer  Consignee

Item SLNo.	Store Description	Qty	Value (Rs.)

Marking to DD(QA)

Save Clear View INote

## 12.5. DQA / DDQA Process screen

The Details after processing the test case for viewing by the DQA/DDQA is same as that entered by the ADQA. The same may either be approved in full or remarks may be entered based on the report given by the DDQA/ADQA.

ALLOCATION PROCESS EXIT Window ORACLE

Test Check Case Proposal

**R.KARUPPIAH** **DD(QA)**

Quality Audit No.  Item

INote No.  SO No.

Name of the Firm

Description of Stores

01. Value of Stores Satisfactory  **View INote**

02. Value Stores Not Satisfactory  **View Test Check**

03. Proposed action against firm

04. Proposed action against Inspector

05. To intimates HQtr for change Specification

06. To intimates HQtr for IPS/ Quality Plan

07. To propose Acceptance under PR.

08. Stores Not Received

09. Complaints Received

10. Transit Damage/Short Qty

11. Remarks

Proposal Date  Approval Date

**Save** **Clear**

## 12.6. Process by ADQA

The ADQA enters the details as provided in the following screen.

The screenshot shows the 'Quality Audit Test Check' application window. At the top, the user 'P.SRIDHAR' is logged in as 'ADQA'. The form includes the following fields and controls:

- Quality Audit No.:** A dropdown menu.
- Item:** A dropdown menu.
- I>Note No.:** A text input field.
- SO No.:** A text input field.
- Name of the Firm:** A text input field.
- Description of Stores:** A text input field.
- Test Check Date:** A date input field.
- 1. Qty received/available with consignee:** A text input field.
- 2. Qty bearing Acceptance Mark:** A text input field.
- 3. Qty bearing no acceptance Mark:** A text input field.
- 4. Qty Satisfactory:** A text input field.
- 5. Qty not satisfactory:** A text input field.
- 6. Date of receipt of material by Consignee:** A date input field.
- 7. Whether supply has been accepted by Consignee?:** A checkbox (checked).
- 8. If accepted by the Consignee whether the relevant Inote have been Cleared by the Consignee:** A checkbox (checked).
- 9. If yes the Date there of?:** A date input field.
- 10. Condition under which supplied are stored:** A text input field.
- 11. Observation:** A text input field.
- 12. Remarks:** A text input field.
- Date of submission to DDQA:** A date input field.

At the bottom of the form, there are four buttons: **Save** (green), **Clear** (red), **Exit** (red), and **View Test Check** (yellow).

## 12.7. Closing of Quality Audit

When the QA details are received after processing from other Directorates, these are also shown as pending QA Cases. The DDG (QA) decides on the Quality audit report forwarded by other Directorates and these are closed by the Originating DDG (QA) depending on the recommendations made. The screen shot is given in Sec 11.1

### 13. On-Line Supply Order

Provision has been made to place supply orders On-line by the indentors. This can be used by all registered users. The following screen shot is given for information purpose only. The details entered in this screen are the same as in Off-line supply order screen discussed earlier.

#### 13.1. On-line Supply Order screen (Page – 1)

In this screen, the basic entries such as indenter particulars, Supply Order Number and Date, Indent No and date, Delivery date are entered. Also, a provision is made to search the Rate Contract and select the same. The screen shot is given below for information.

The screenshot displays the 'ONLINE SUPPLY ORDER' web application interface. The window title is 'Entry Updation Status Exit Window'. The main content area is titled 'ONLINE SUPPLY ORDER' and is divided into two columns. The left column contains fields for 'Submission to DQA Office' (New Delhi), 'Category of Indentor' (New Indentor), 'Department', 'Indentor', 'Address', 'City', 'State', 'E-Mail', 'SO No. & Date', 'Delivery Date', 'Ext. Delivery', 'Indent No. & Date', 'A/C Head (Debitable)', 'Name & Address of Accts Officer', and 'Remarks (If any)'. The right column contains fields for 'RC No.', 'Validity From', 'Ext. Validity', 'Paying Authority', 'Address', 'Supplier Address', 'City', 'E-Mail', 'Telephone', 'Manufacturer', 'Address', 'City', and 'E-Mail'. There are buttons for 'R/C Search', 'View R/C', 'New Indentor', 'Refresh', 'View Indentor', and 'Next'. The status bar at the bottom shows 'Applet started' and 'Internet'.

## Page 2 of On-line Supply Order screen

On Clicking the next button from the previous page, the second screen is displayed where other information on the Items to be placed online are to be entered. Once all the Items are entered, the same can be saved and if required the consignee wise entries for the above SO can be immediately placed. The second page of the online Supply order where the entries are made is shown below.

**Whether checked by Account Section before placement**

Clerk  
 Accountant  
 G.O.  
 Fin Cert Given

**Whether enclosed**

RawMaterial Concession No   
Military Credit No Required   
Authority who will give MCN?  Indentor  DQA  
Military Credit Note No.   
Date

SO Submission by  Supplier  Manufacturer

Item SNo	Sub Major Description	Basic Price	Unit	Ordered Quantity	Final Price	Total Amount (Rs)	DeL...
1	Type: L,Material: Kraft Paper,No. of Plies: Two,Re	685.00	ROLLS	10	712.4	7124.0	DeL...
							DeL...
							DeL...
							DeL...
							DeL...

## 13.2. Consignee wise item entry screen in the On-line Supply order

The consignee wise, Item entry for the supply order can be entered after selecting the consignee name and if required the consignee database can be built up by entering new consignees at this screen itself. The consignee wise item entries can be made and the snapshot of the screen is enclosed below.

**CONSIGNEEWISE ITEM ALLOCATION**

Ack-No.   
 RC No.   
 View R/C

Mode of Despatch  Road  Rail  Air  Ship

Consignee   
 Address   
 City   
 State   
 Mail to Supplier/Consignee/Consignee Accounts Officers

Item S.No	Store Description	Ordered Qty	Already Allocated Qty	Allocated Qty	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Delete

Save Clear View Supply Order Mail to Supplier

### 13.3. Modification to Item entries. Item Updation Screen

If there are any updations to the online supply order placed, the same can be made till the I-Note is issued. The same can be done using the following screen which is self explanatory.

**ITEM UPDATION**

Ack. No.

Indent Dept   
 SO No.   
 Supplier Address   
 RC No.

Indentor   
 SO Date   
 Manufacturer Address

Item Sl. No.  Qty   
 Store Description

Save Delete Exit

### 13.4. Consignee-wise Item Updation Screen

Similar to the item updation, Consignee-wise item updation can be made by using the following screen. This is possible till the I-note for the supply order is pending.

The screenshot shows a web browser window titled 'ORACLE ONLINE SUPPLY ORDER'. The main content area is titled 'CONSIGNEE ITEM UPDATION'. It features the following fields and controls:

- Ack. No.:** A text input field.
- Indent Dept:** A text input field.
- SO No.:** A text input field.
- Supplier Address:** A text input field.
- RC No.:** A text input field.
- Consignee:** A dropdown menu.
- Store Description:** A text input field.
- Ordered Qty:** A text input field.
- Indenter:** A text input field.
- SO Date:** A date input field.
- Manufacturer Address:** A text input field.
- Item Sl. No.:** A dropdown menu.
- Already Allocated:** A text input field.
- To be Allocated:** A text input field.

At the bottom of the form, there are three buttons: **Save** (green), **Delete** (red), and **Exit** (yellow).

### 13.5. Query Screen on Online Supply Order Status

To know the status of online supply order, the acknowledgment number should be given as the input. If the same is provided, the system will display the status such as when was it received at DAK stage, the date on which the inspection call was undertaken and the date on which the goods are inspected and the date in which the goods are despatched if the same is despatched. Thus this screen provides an access to information online on knowing the status of the Inspection call. The screen shot of the Query screen is given below.

The screenshot shows a web browser window titled 'ORACLE CONSIGNEE ENTRY'. The main content area is titled 'SUPPLY ORDER STATUS'. It features the following fields and controls:

- Please enter the Acknowledgment Number:** A text input field.
- Dak Receipt Date:** A date input field.
- Inspection Call Date:** A date input field.
- Inspected Date:** A date input field.
- Inspected on:** A date input field.
- Date of Despatch:** A date input field.

Below the input fields, there is a table with the following columns:

Store Description	Ordered Quantity	Quantity Offered	Inspected Quantity	Released Quantity

## 13.6. Online Inspection Call Screen

Inspection calls can be placed online by the vendor. The same can be made by selecting the Supply order number and entering the basic details such as quantity offered for inspection etc. The screen shot is shown below.

The screenshot shows a web browser window titled 'Window' with the address bar displaying 'ORA'. The main content area is titled 'ONLINE INSPECTION CALL' and contains the following form elements:

- Submission to DQA Office:** A dropdown menu.
- SO No.:** A dropdown menu.
- SO Date:** A text input field.
- Delivery Date:** A text input field.
- R/C No.:** A text input field.
- Sub File No.:** A text input field.
- View RC:** A yellow button.
- View SO:** A yellow button.

Below these fields is a table with the following columns: **Item No.**, **Description of Stores**, **Ordered Qty**, **Previous Qty Offered**, and **Qty Offered**. There are three rows in the table, each with a **Delete** button to its right.

Below the table are several text input fields:

- Work's Address:** A text input field.
- E-Mail Id:** A text input field.
- Contact Person:** A text input field.
- Telephone No.:** A text input field.
- Place of Inspection:** A text input field.
- Weekly Holidays:** A text input field.

At the bottom of the form are three buttons: **Save** (green), **Clear** (red), and **Exit** (yellow).