



***Project Creation and Updation System***

***Guidelines Document***

***July 2016***



***Ministry of Urban Development***

***Government of India***

## Guidelines for Creating Projects and Updating Details

**URL:** Please visit the URL to access the AMRUT MIS: [www.moud.in/amrut](http://www.moud.in/amrut)

### A. Login and Instructions

To access your city dashboard, please enter your log-in credentials shared with you by the State Mission Directorate. In case the Login details are not made available, please contact the State Mission Directorate. For issues related to IT, please contact the IT PMU (PricewaterhouseCoopers Pvt. Ltd.) in the Ministry of Urban Development.

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Once you are logged in, you will have an access to Mission dashboard. Please click on the Project Creation and Updation tile to enter/update AMRUT project details. On clicking the tile, you will be directed to instruction page of AMRUT Project Creation and Updation Facility where some basic instructions regarding use of facility have been provided. **Read the instructions carefully.**

Reading the instructions will facilitate the use of the facility and obviate referring to instructions again and again. At the bottom of the instruction page, choose the required button to perform the desired action.

- Click on the “**Create New Project**” button to create a new project into the system.
- Click on the “**View/Edit created projects**” to view the previously created projects and to update any of the previously created projects. You may create new project through this screen also by clicking the “Create New Project”

Once you click on the “**Create New Project**” button on either screen, you will be directed to the Project Creation Page.

### B. Project Creation Screen

On project creation page you are required to enter the details of the project as asked on the screen. In case you wish to save a project even before completing all the details with an intention to come back and fill the balance details, click “Submit” at the end of the form. When project details are to be updated, click on “View/Edit Created Projects” as described above and choose the “Edit” button against the desired project.

You are required to provide the following information in respect of the project

#### **Item No. 1.1 & 1.2: Name of the city and state**

Name of the city and State will be pre-populated on the basis of the login credential used.

#### **Item No. 2.1: Project Title**

Please enter name/title of the project which provides commensurable information about the project. **Please note**, the project title/name should be unique and no other project with the same name should be entered.

**Item No. 2.2: Sector**

Select the sector from the dropdown menu to which the given project belongs. On selecting the sector, components and features as per that sector will appear.

**Item No. 2.3: Engineering Components and Aspects/Features**

Choose the Engineering Components & Aspects/Features which are applicable to this project. You can choose multiple options, as applicable to the project. In case of features, select “**None of the above**” option if no options provided in the list are applicable. Do not select any other option in the Aspects/Features section if “**None of the above**” option is selected.

In case of Drainage projects, selection of Engineering Components only has been provided. In case of Urban Transport and Parks project, no such selection has been provided.

**Item No. 2.4: Implementing Agency**

Choose the type of implementing agency. **Please note**, this is not the contractor who might have been awarded the contract to execute the project.

**Item No. 3.1: Authorized Person Details:**

Fill in the details (i.e. Name of the officer, Designation with Office Name) who has provided/authorized updation/addition of project details. This officer is most likely to be from implementing agency like ULB or Parastatal. His/her designation as well as the organization name is to be provided in “*Designation with office name*” field space. In case the officer belongs to the parastatal agency his exact organization name is to be provided example Executive Engineer Uttar Pradesh Jal Nigam or Executive Engineer Goa State Industrial Development Corporation Ltd. etc.

**Item 4: Important Dates**

a. **Item 4.1: SAAP Year**

Select the SAAP year in which this project has been included. For example, in case this project has been included in 2015-16 SAAP, choose the button corresponding to SAAP 15-16 .

b. **Item 4.2: Date of approval of DPR by SLTC**

In case DPR has been examined by SLTC, provide the date on which this project was granted approval. In case the DPR has not been prepared/ examined, leave the field blank.

c. **Item 4.3: Date of approval of DPR by SHPSC**

In case DPR has been approved by SHPSC, provide the date on which approval was granted. Otherwise leave the field blank.

d. **Item 4.4: Date of issue of NIT**

In case Tender has been issued after approval from SHPSC, provide the date on which the tender was issued. Otherwise leave the field blank.

e. **Item 4.5: Date of Award of Contract**

In case Tender has been awarded, provide date on which tender was awarded. Otherwise leave the field blank.

**f. Item 4.6: Scheduled Completion**

In case Tender has been awarded, provide year and month of scheduled completion as per contract agreement. In case tender has not been awarded leave the field blank.

**Item 5: Financial details**

Financial details are to be provided in accordance with stage of the project.

**a. Item 5.1: Stage 1 Estimate as projected in SAAP**

In case DPR has not been prepared, only financial details as prepared in SLIP and included in SAAP are to be provided. Provide them in this section.

**b. Item 5.2: Project Cost, as approved by SHPSC**

In case DPR has been prepared, financial details in accordance with DPR as approved by SHPSC has to be provided in this section. If DPR is not prepared and approved, leave the field blank.

**c. Item 5.3: Awarded/Contracted cost as per tender**

In case Contract has been awarded, financial details in accordance with the awarded cost have to be provided in this section. If the contract has not been awarded, leave the field blank.

*Total column will get filled automatically.*

**NOTE:** As the Mission mandates that operation and maintenance cost be made integral part of project and that such cost is not to be funded from the Central Government, such costs are also to be given, and separately. Please provide capital expenditure and operation and maintenance expenditure separately in the relevant column.

**Item 6: Funding Pattern and Resource Mobilization**

The Funding Pattern and Resource Mobilization details are to be provided in the accordance with the stage of project. Further, the Mission mandates pooling of funds from various sources including state as well as ULB. In light of this, details of funds made available from each source are to be provided under this section. In case of those sources from where no funds are being pooled, relevant fields may be left blank or Zero ("0") may be filled in.

However, the central share, state share and ULB share cannot be left blank or filled zero ("0").

*Total row will get filled automatically.*

**NOTE:** As the Mission mandates that operation and maintenance cost be made integral part of project and that such cost is not to be funded from central government, such costs are also to be given, and separately. Please provide capital expenditure and operation and maintenance expenditure separately for each agency from where funds are being pooled.

### **Item 7: Project Implementation Issues**

Provide details and current status of various clearances that are required before implementation of project can begin. The status of these clearances can be updated as and when required.

Please fill in all the clearances even if some or all of them have been obtained. In a row, please fill the name of only one authority. Do not combine multiple authorities in a single row for a particular clearance. For clearance required from each authority, fill in a separate row. The facility has been provided to add as many rows as required. In case a row/several rows are not required to be filled, they may be left blank even if it was created by the user at first instance.

### **Item 8: Contact Details**

a. **Item 8.1: Project Development and Management Consultant(s) (PDMC)**

Please provide the details of PDMC as applicable in this project, please fill the details in each project even if there is a single PDMC for whole State. Please remember to choose “yes” if details of PDMC are being filled.

b. **Item 8.2: Project In-Charge Official**

Please provide details of officials who is in-charge of the project at field level. This official will be from the agency which is implementing the project like ULB or Parastatal etc.

c. **Item 8.3: Independent Review and Monitoring Agency (IRMA)**

In case IRMA has been appointed, provide details of the independent review and monitoring agency. Otherwise, select the option as “**Not appointed**” and leave the field blank. Please choose “**Appointed**” if details of IRMA are being filled.

### **Submit**

Click on **Submit** button to submit your project details and wait for the on-screen confirmation for successful submission of project.

### **C. View/Edit Created Projects**

Once you click on the “*View/Edit created Projects*” Button from the instruction page you will be directed to the View/Edit Page. This screen will enable you to update/ view the project details of already created projects as when required information is available.

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