

# Frequently Asked Questions (FAQ) for Panchayati Raj & Drinking Water Department



## Panchayati Raj Project Management System (PPMS)



## Table of Contents

1. Common Questions: .....	4
1.1 What is the Panchayati Raj Project Management System (PPMS)? .....	4
1.2. How can I access the PPMS? .....	4
1.3. What are the key features of the PPMS? .....	4
1.4. Who can use the PPMS? .....	4
1.5. What should I do if I forget my password? .....	4
1.6. How can I track project progress? .....	5
1.7. Can I access PPMS from a mobile device? .....	5
1.8. How is data security maintained in PPMS? .....	5
1.9. How are notifications managed in PPMS? .....	5
2. Project Entry:.....	5
2.1. How do I add a new project in the PPMS? .....	5
2.2. How many projects can be imported at a time? .....	5
2.3. Where can I see where my file is now?.....	5
2.4. After deleting a file, can we retrieve it?.....	6
2.5. How can I add a new User? .....	6
2.6. How do I upload a sanction letter?.....	6
2.7. Can I forward to DA after the new project submitted? .....	6
3. Execution:.....	6
3.1. What is the process for preparing case records? .....	6
3.2. How do I verify case records, land records, order sheets, and supporting documents? .....	6
3.3. Can I edit the case records, land records, order sheets, and supporting documents? .....	6
3.4. What documents are required for obtaining technical sanction?.....	6
3.5. What is the role of the Technical Sanction Authority (TSA)? .....	7
3.6. What is the impact of not obtaining technical sanction on project implementation?.....	7
3.7. What happens if a project's estimated cost exceeds the sanction limit of a particular user?.....	7
3.8. What is technical sanction in PPMS? .....	7
3.9. Who is responsible for providing technical sanction for projects with an estimated cost between 0 to 3 lakhs? .....	7
3.10. Who provides technical sanction for projects with an estimated cost between 3 to 10 lakhs?....	7
3.11. Who sanctions projects with an estimated cost between 10L to 1 crore? .....	7
3.12. Who provides technical sanction for projects with an estimated cost between 1 crore to 4 crores? .....	8
3.13. After Technical Sanction, can the estimation be edited? If yes, by whom? .....	8
3.14. Can a project be deleted after the Technical Sanction is done? .....	8

3.15. Can a project be implemented without technical sanction? .....	8
3.16. Who generates the Work Order? .....	8
3.17. Can a project be deleted after the Work Order has been generated? .....	8
3.18. Who will have access to the Mobile PPMS app to upload the Geo-Tag photos? .....	8
3.19. Where can I see the Geo-Tag photos in the website? .....	8
3.20. Can Materials be purchase from a different district if not available in the same one? .....	8
3.21. What is the process for Administrative Approval (AA) within the PPMS? .....	9
4. Billing: .....	9
4.1. How do I apply for billing in PPMS? .....	9
4.2. Who reviews and approves project bills? .....	9
4.3. Can I revert the bills to the authority who forwarded them if there is a need? .....	9
4.5. Can I delete a file after its Bill preparation? .....	9
4.6. Who verifies the measurement and the bill whose Estimation Amount is within 10 Lakhs? .....	9
4.7. Who verifies the measurement and the bill whose Estimation Amount is beyond 10 Lakhs? .....	10
4.8. Who approves the bill of Estimation Amount within 2 Lakhs? .....	10
4.9. Who countersign the bill of Estimation Amount beyond 2 Lakhs? .....	10
4.10. How can I know with whom my Bill is now? .....	10
4.11. Who generates the bills? .....	10
4.12. Once the bills are generated, where can I see those bills? .....	10
4.13. How do I generate a report in PPMS? .....	10
4.14. How can I resolve my queries related to PPMS? .....	10

## 1. Common Questions:

### 1.1 What is the Panchayati Raj Project Management System (PPMS)?

The PPMS is a user-friendly, web-based portal developed by the Panchayati Raj & Drinking Water (PR&DW) Department. It aims to improve transparency, efficiency, and accountability in the approval and implementation of projects under various schemes within Panchayati Raj Institutions (PRIs).

### 1.2. How can I access the PPMS?

To access the PPMS, visit <https://ppms.odisha.gov.in/> and enter your credentials (Mobile Number and Password/OTP) to log in.

### 1.3. What are the key features of the PPMS?

- ❖ Centralized project tracking
- ❖ Geo-tagged photo documentation
- ❖ Real-time project progress updates
- ❖ Dynamic dashboard for evidence-based decision-making
- ❖ Integration with SMTP and SMS gateways for notifications

### 1.4. Who can use the PPMS?

The PPMS is designed for various stakeholders including:

- ❖ Block Development Officer (BDO)
- ❖ Assistant Executive Engineer (AEE)
- ❖ Junior Engineer (JE)
- ❖ Assistant Engineer (AE)
- ❖ Development Assistant (DA)
- ❖ Collector
- ❖ CDO cum EO
- ❖ Additional Executive Engineer
- ❖ Principal Secretary
- ❖ Superintend Executive
- ❖ Admin

### 1.5. What should I do if I forget my password?

If you forget your password, use the "Forgot User ID" link on the login page to reset it. Follow the instructions provided to create a new password.

### 1.6. How can I track project progress?

Project progress can be tracked through the dynamic dashboard that provides real-time updates.

### 1.7. Can I access PPMS from a mobile device?

Yes, PPMS is accessible from mobile devices as long as you have internet connectivity and the appropriate browser.

### 1.8. How is data security maintained in PPMS?

Data security is maintained through encryption, secure access controls, and regular security audits.

### 1.9. How are notifications managed in PPMS?

Notifications are managed through the SMTP and SMS gateways integrated into the PPMS.

## 2. Project Entry:

### 2.1. How do I add a new project in the PPMS?

BDO/Admin can add new projects by selecting the "Entry of New Work" option and need to fill the required details. The new project will then appear in the Project Listing.

### 2.2. How many projects can be imported at a time?

Multiple.

### 2.3. Where can I see where my file is now?

To check the status of your file and to find out where it is pending, go to "File Status" under File and look for your file. Open it and scroll down to see its status.

2.4. After deleting a file, can we retrieve it?

No.

2.5. How can I add a new User?

New users can be added by the admin and the BDO only by accessing the “User” Menu option under Master.

2.6. How do I upload a sanction letter?

To upload a sanction letter, go to the "Upload Sanction Letter" section, select the file, add any necessary remarks, and click "Submit." The person who created the new project will responsible for upload the sanction letter.

2.7. Can I forward to DA after the new project submitted?

Yes

### 3. Execution:

3.1. What is the process for preparing case records?

Case records are prepared by the Developmental Assistant and include Land Reports, Order Sheets, and Supporting Documents.

3.2. How do I verify case records, land records, order sheets, and supporting documents?

These are verified by the BDO after they are prepared by the Developmental Assistant.

3.3. Can I edit the case records, land records, order sheets, and supporting documents?

Yes, you can.

3.4. What documents are required for obtaining technical sanction?

The required documents for obtaining technical sanction usually include the detailed project report, cost estimates, project plans, and any other relevant technical documentation.

### 3.5. What is the role of the Technical Sanction Authority (TSA)?

The TSA reviews and provides technical sanction for project estimates based on the project's amount and technical details.

### 3.6. What is the impact of not obtaining technical sanction on project implementation?

Not obtaining technical sanction can lead to project delays, increased costs, and potential legal and administrative issues. It also impacts the overall credibility and success of the project.

### 3.7. What happens if a project's estimated cost exceeds the sanction limit of a particular user?

If a project's estimated cost exceeds the sanction limit of a particular user, it must be forwarded to the next higher authority for technical sanction.

### 3.8. What is technical sanction in PPMS?

Technical sanction is the formal approval of project estimates, ensuring that the proposed works are technically sound and cost-effective.

### 3.9. Who is responsible for providing technical sanction for projects with an estimated cost between 0 to 3 lakhs?

Projects with an estimated cost between 0 to 3 lakhs are sanctioned by the Junior Engineer/Assistant Engineer (JE/AE).

### 3.10. Who provides technical sanction for projects with an estimated cost between 3 to 10 lakhs?

Projects with an estimated cost between 3 to 10 lakhs are sanctioned by the Assistant Executive Engineer (AEE).

### 3.11. Who sanctions projects with an estimated cost between 10L to 1 crore?

Projects with an estimated cost between 10L to 1 crore are sanctioned by the Assistant Engineer Officer (AEO).

3.12. Who provides technical sanction for projects with an estimated cost between 1 crore to 4 crores?

Projects with an estimated cost between 1 crore to 4 crores sanctioned by the Superintendent Engineer (SE).

3.13. After Technical Sanction, can the estimation be edited? If yes, by whom?

After Technical Sanction by JE, estimation can be edited by AEE but in that case the Technical Sanction has to be again done by the JE.

3.14. Can a project be deleted after the Technical Sanction is done?

No.

3.15. Can a project be implemented without technical sanction?

No, a project cannot be implemented without technical sanction. Obtaining technical sanction is a mandatory step to ensure that the project is technically viable and cost-effective.

3.16. Who generates the Work Order?

The Work Order is generated by the BDO.

3.17. Can a project be deleted after the Work Order has been generated?

No.

3.18. Who will have access to the Mobile PPMS app to upload the Geo-Tag photos?

JE will have access to the Mobile PPMS app to upload the Geo-Tag photos.

3.19. Where can I see the Geo-Tag photos in the website?

Geo-Tag photos can be seen under Geo-Tagging menu option in the website.

3.20. Can Materials be purchase from a different district if not available in the same one?

Yes, materials can be purchased from a different district if required, but the Conveyance price remains the same as of the current district.

### 3.21. What is the process for Administrative Approval (AA) within the PPMS?

Administrative Approval (AA) in the PPMS is required to proceed with project implementation. The approval authority depends on the estimated cost of the project:

- ❖ ₹0 - ₹10 Lakhs: BDO (Block Development Officer)
- ❖ ₹10 - ₹20 Lakhs: Chairperson
- ❖ ₹20Lakhs - ₹1crore: Collector
- ❖ Above ₹1crore: Principal Secretary

## 4. Billing:

### 4.1. How do I apply for billing in PPMS?

Navigate to "Project Billing > Apply Bill," enter the required details, and submit the bill for review.

### 4.2. Who reviews and approves project bills?

Bills are reviewed and approved by AEE, AEO, BDO, Chairperson, Section Officers, Accounts Officers, and Cashiers.

### 4.3. Can I revert the bills to the authority who forwarded them if there is a need?

Yes, bills can be reverted to the previous approving authority if required by using the "Revert Bill" button.

### 4.5. Can I delete a file after its Bill preparation?

No.

### 4.6. Who verifies the measurement and the bill whose Estimation Amount is within 10 Lakhs?

AEE checks the measurement and verifies the bill when the Estimation Amount is within 10 Lakhs.

4.7. Who verifies the measurement and the bill whose Estimation Amount is beyond 10 Lakhs?

AEO will do the test check and verifies the bill when the Estimation Amount is beyond 10 Lakhs.

4.8. Who approves the bill of Estimation Amount within 2 Lakhs?

When the Estimation Amount of the project is within 2 Lakhs, the BDO approves the bill.

4.9. Who countersign the bill of Estimation Amount beyond 2 Lakhs?

The Chairperson countersign the bill when the Estimation Amount of the project is beyond 2 Lakhs.

4.10. How can I know with whom my Bill is now?

Go to “Apply Bill”, next “View Bill” and then “Bill Flows” to see where your bill has been forwarded to and is pending for approval.

4.11. Who generates the bills?

The Cashier generates the bill after it has been forwarded to him/her by the BDO or the Chairperson’s bill approval based on the Estimation Amount.

4.12. Once the bills are generated, where can I see those bills?

The generated bills can be seen under Bills menu option in the website.

4.13. How do I generate a report in PPMS?

Reports can be generated by navigating to the "Reports" section and selecting the desired report type.

4.14. How can I resolve my queries related to PPMS?

You can reach out to TSU for resolving your queries.