Gujarat eNagar an initiative by Urban Development & Urban Housing Department, Government of Gujarat

Gas Pipeline

User Manual for GUDM

Version 1.0

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1 Introduction

The GUDM Gas & Pipeline module of e-Nagar 2.0 is developed to digitize and streamline the process of gas agency registration, gas pipeline laying permission, application processing, inspections, payment collection, and work execution monitoring within Urban Local Bodies (ULBs) across Gujarat.

The system enables Gas Agencies to register their Head Offices and Regional Offices, submit gas pipeline laying applications, upload required documents, track application status, make online payments, and submit work commencement notices during different stages of pipeline execution.

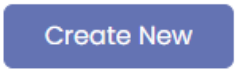
The module supports a workflow-based approval mechanism involving multiple authorities and user levels for verification, inspection, approval, and monitoring of applications. It also facilitates field inspections, geo-tagged photo and video uploads, workflow history tracking, and stage-wise progress management from application submission to work completion and site restoration.

This user manual provides detailed instructions for users to perform registration activities, manage gas pipeline applications, complete workflow actions, process approvals, conduct inspections, manage payments, and monitor project progress using the GUDM Gas & Pipeline module of the e-Nagar 2.0 system.

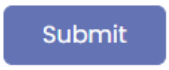
2 Standard Operating Procedure

SOP – Common Buttons & Actions (System-Wide)

This SOP defines the standard buttons and actions commonly available across modules in the e-Nagar 2.0 system.

Create / Create New 

- Used to initiate a new record or application.
- Opens the respective entry form.

Submit 

- Saves the entered or updated details.
- Used in all forms to confirm data entry.

Reset 

- Clears all entered data from the form.
- Used to re-enter information from the beginning.

Edit 

- Allows modification of an existing record.
- Opens the form with pre-filled data.

Delete 

- Removes the selected record from the system.
- Requires confirmation before deletion.

View 

- Displays complete details of a selected record.
- Used for read-only access without editing.

Search

- Filters records based on entered keywords.
- Helps quickly locate specific entries.
- Used in transaction-based modules.

Level dropdown

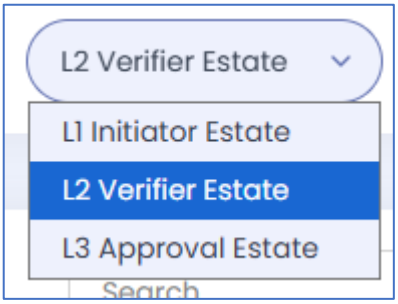
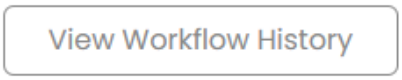


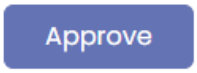
Figure 2-1

Level Selection Dropdown – Used to select the user role or workflow level (e.g., L1 Initiator, L2 Verifier, L3 Approval) for performing actions in the e-Nagar 2.0 system. This option is located on top-right side of the system screen.

Forward – Moves the record to the next level in the workflow after entering remarks for further processing or approval. 

Backward – Sends the record back to the previous level for correction or re-verification. 

View Workflow History – Displays the complete audit trail of the record including actions taken, users involved, remarks, and timestamps. 

Approve – Finalizes and accepts the record at the approval level with remarks, completing the workflow in the e-Nagar 2.0 system. 

3 Login

This page allows authorized you to securely access the e-Nagar 2.0 system.

Enter the portal link inside the browser address bar and press Enter to open the login page.

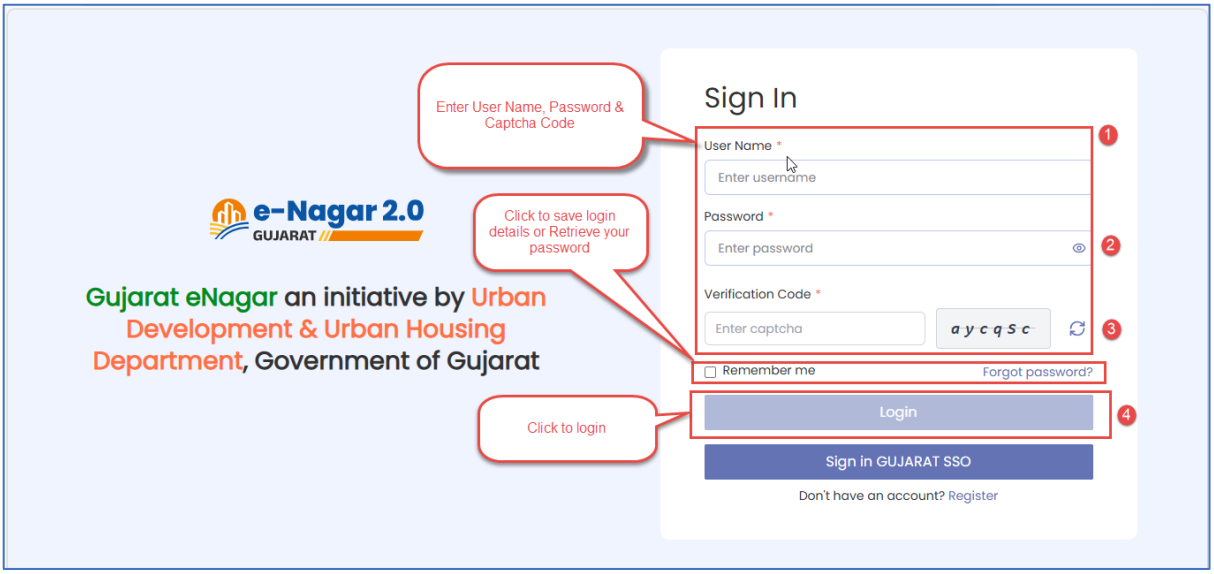


Figure 3-1

Fields and Options

- User Name – Enter your registered username. (Text)
- Password – Enter your account password. (Password)
- Verification Code – Enter the captcha code displayed on the screen. (Text)
- Remember Me – Select to save login details for future sessions. (Checkbox)

Buttons / Links

- Login – Click 

to access the system after entering valid credentials.
- Sign in GUJARAT SSO – Click to log in using Gujarat SSO.
- Forgot Password? – Click to reset your password.
- Register – Click to create a new account.

4 Gas & Pipeline

Click on Gas & Pipeline → User Profile Registration → Head Office Registration from the Dashboard to create and manage head office registration details for gas pipeline companies.

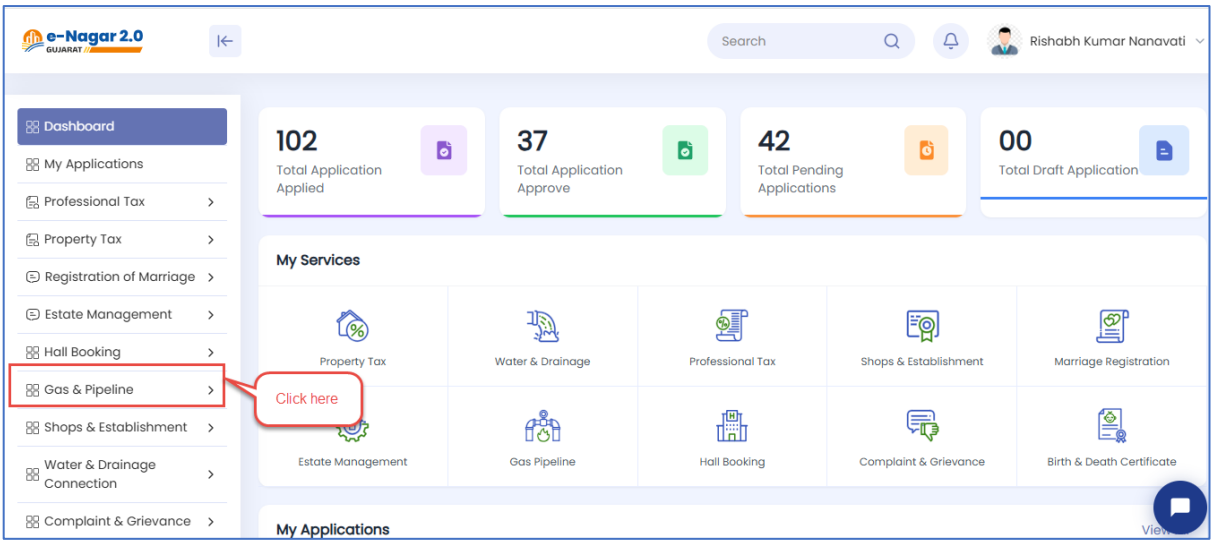


Figure 4-1

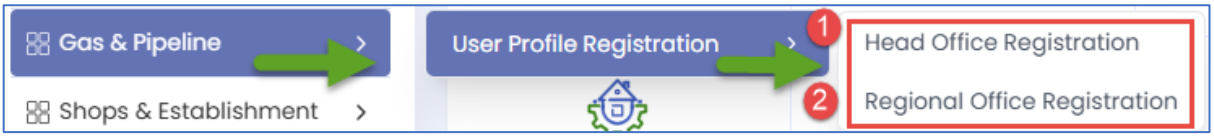


Figure 4-2

- **Registration Category Selection Popup**

The Registration Category Selection popup is displayed after clicking **Head Office Registration**. It is used to select the registration category before proceeding to the registration process.

Fields

- Gas Agency – Select to register as a gas agency. (Radio Button)
- Citizen – Select to register as a citizen. (Radio Button)

Buttons 

- Continue – Opens the registration information popup for the selected registration category. (Button)
- Cancel – Closes the popup and returns to the Head Office Registration listing page. (Button)

Gas Agency Registration Information Popup

The Gas Agency Registration Information popup is displayed after selecting **Gas Agency** and clicking **Continue**. It provides registration instructions before opening the registration form.

Buttons 

- Proceed to Registration – Opens the Gas Agency Registration form. (Button)
- Close – Closes the popup and returns to the Head Office Registration listing page. (Button)

Head Office Registration List Page

The Head Office Registration List page displays all registered company head office records along with registration status and company information.

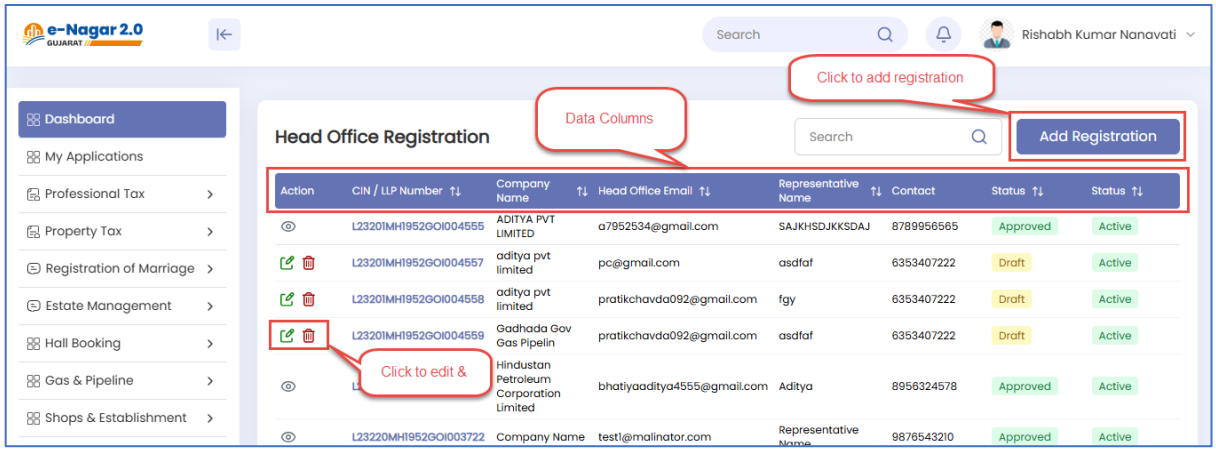
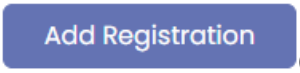


Figure 4-3

Buttons

- Add Registration – 

Opens the Add Head Office Registration page to create a new registration.
- View (Eye Icon) – Opens the selected registration in preview mode.
- Edit (Pencil Icon) – Opens the draft registration for modification.
- Delete (Trash Icon) – Removes the selected draft registration.

Columns

- CIN / LLP Number – Displays company CIN or LLP number.
- Company Name – Displays registered company name.

- Head Office Email – Displays head office email address.
- Representative Name – Displays authorized representative name.
- Contact – Displays representative contact number.
- Status – Displays application workflow status such as Draft or Approved.
- Active Status – Displays whether the registration is Active.

4.1 Add Head Office Registration

4.1.1 Company Details

The Company Details page is used to enter company information, registered office details, and representative information for head office registration.

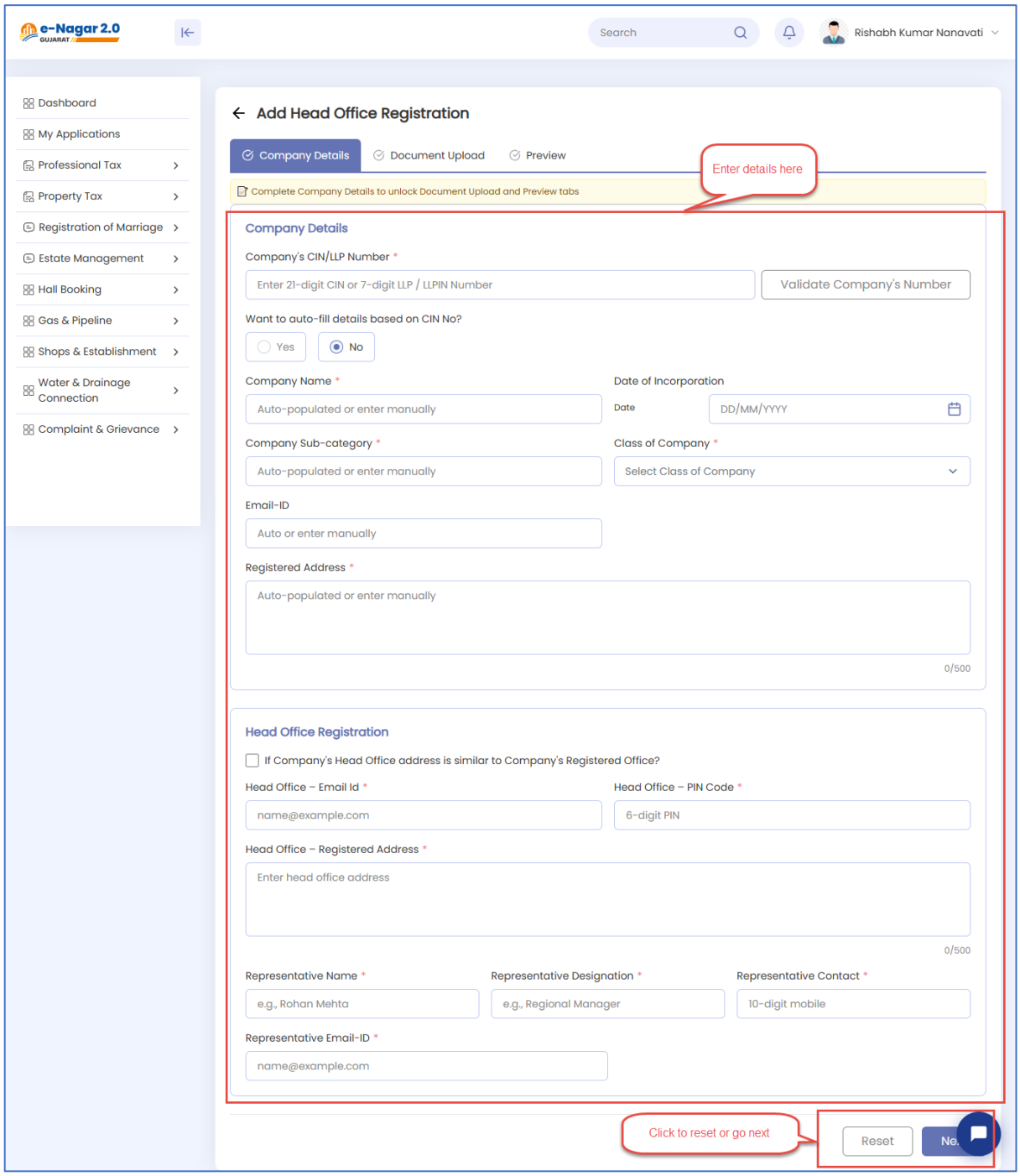


Figure 4-4

Company Details Fields

- Company's CIN/LLP Number – Enter the CIN, LLP, or LLPIN number of the company. (Text)
- Validate Company's Number – Validates the entered company registration number. (Button)
- Want to auto-fill details based on CIN No? – Select whether company details should be auto-filled from CIN data. (Radio Button)
- Company Name – Enter the registered company name. (Text)
- Date of Incorporation – Select the incorporation date of the company. (Date Picker)
- Company Sub-category – Enter company sub-category details. (Text)
- Class of Company – Select company class details. (Dropdown)
- Email-ID – Enter company email address. (Text)
- Registered Address – Enter company registered office address. (Textarea)

Head Office Registration Fields

- If Company's Head Office address is similar to Company's Registered Office? – Select the checkbox if both addresses are the same. (Checkbox)
- Head Office – Email Id – Enter head office email address. (Text)
- Head Office – PIN Code – Enter head office area PIN code. (Numeric)
- Head Office – Registered Address – Enter head office address details. (Textarea)
- Representative Name – Enter authorized representative name. (Text)
- Representative Designation – Enter representative designation details. (Text)
- Representative Contact – Enter representative contact number. (Numeric)
- Representative Email-ID – Enter representative email address. (Text)

Buttons

- **Reset** – Clears entered details from the form.
- **Next** – Saves company details and opens the Document Upload page.

4.1.2 Document Upload

The Document Upload page is used to upload mandatory company and representative documents required for registration.

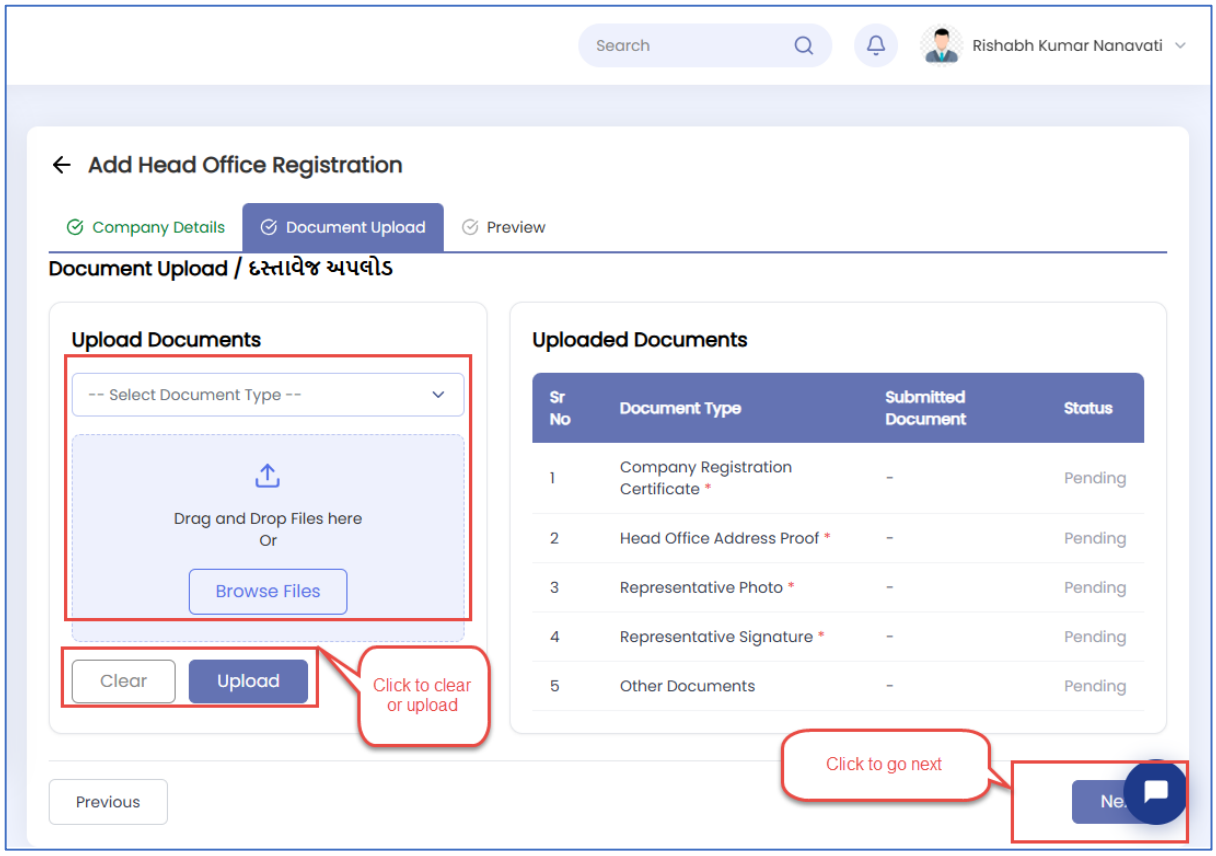


Figure 4-5

Fields

- Select Document Type – Select the document type for upload. (Dropdown)
- Browse Files – Select files from the system for upload. (Button)

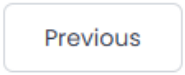
Uploaded Documents List

- Company Registration Certificate
- Head Office Address Proof
- Representative Photo
- Representative Signature
- Other Documents

Buttons

- Clear – 

Removes selected files before upload.
- Upload – 

Uploads selected documents.
- Previous – 

Opens the previous page.
- Next – Saves uploaded documents and opens the Preview page.

4.1.3 Preview

The Preview page is used to review all entered registration details before final submission.

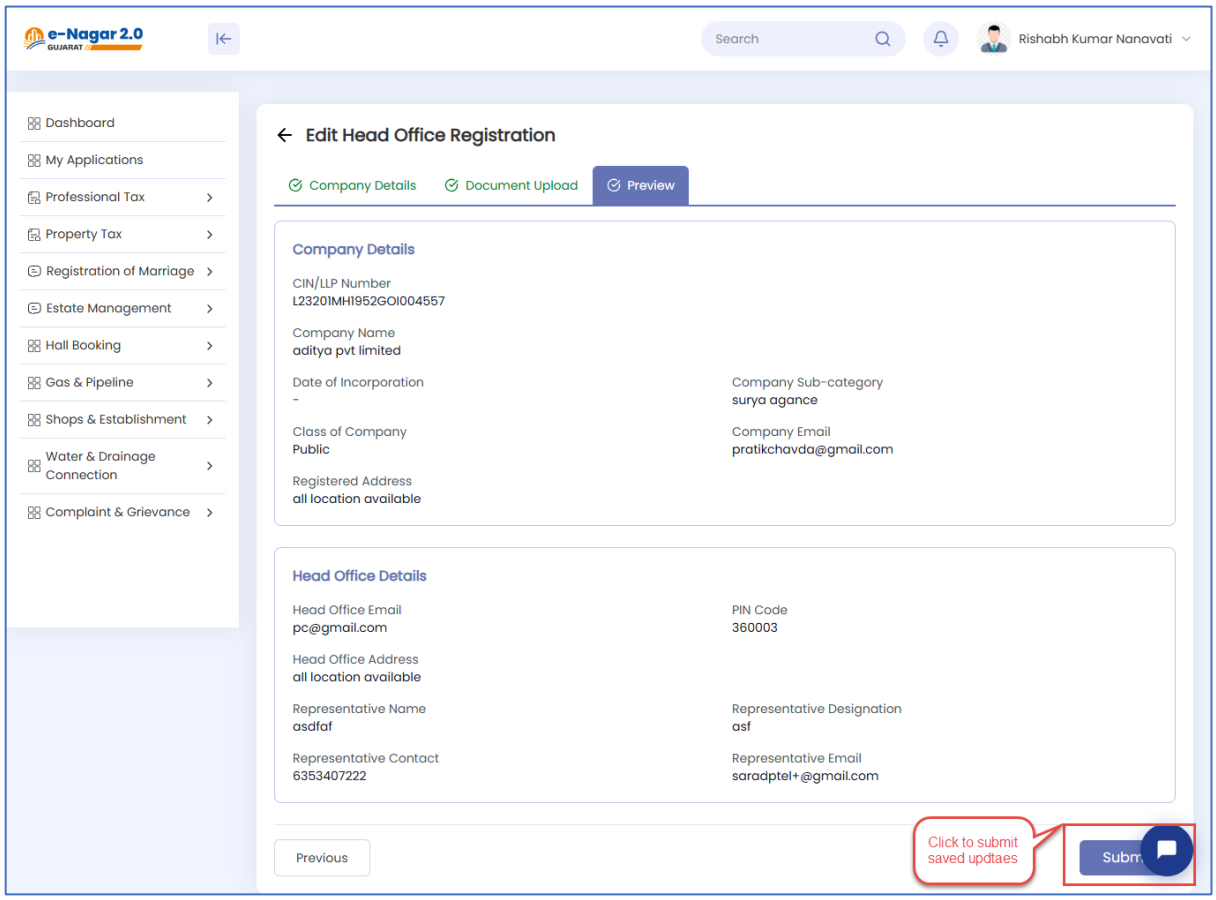


Figure 4-6

Company Details Section

Displays the entered company information including:

- CIN/LLP Number
- Company Name
- Date of Incorporation

- Company Sub-category
- Class of Company
- Company Email
- Registered Address

Head Office Details Section

Displays entered head office information including:

- Head Office Email
- PIN Code
- Head Office Address
- Representative Name
- Representative Designation
- Representative Contact
- Representative Email

Buttons

- Previous – Opens the previous page.
- Submit – Submits the registration application for processing.

4.1.4 Edit

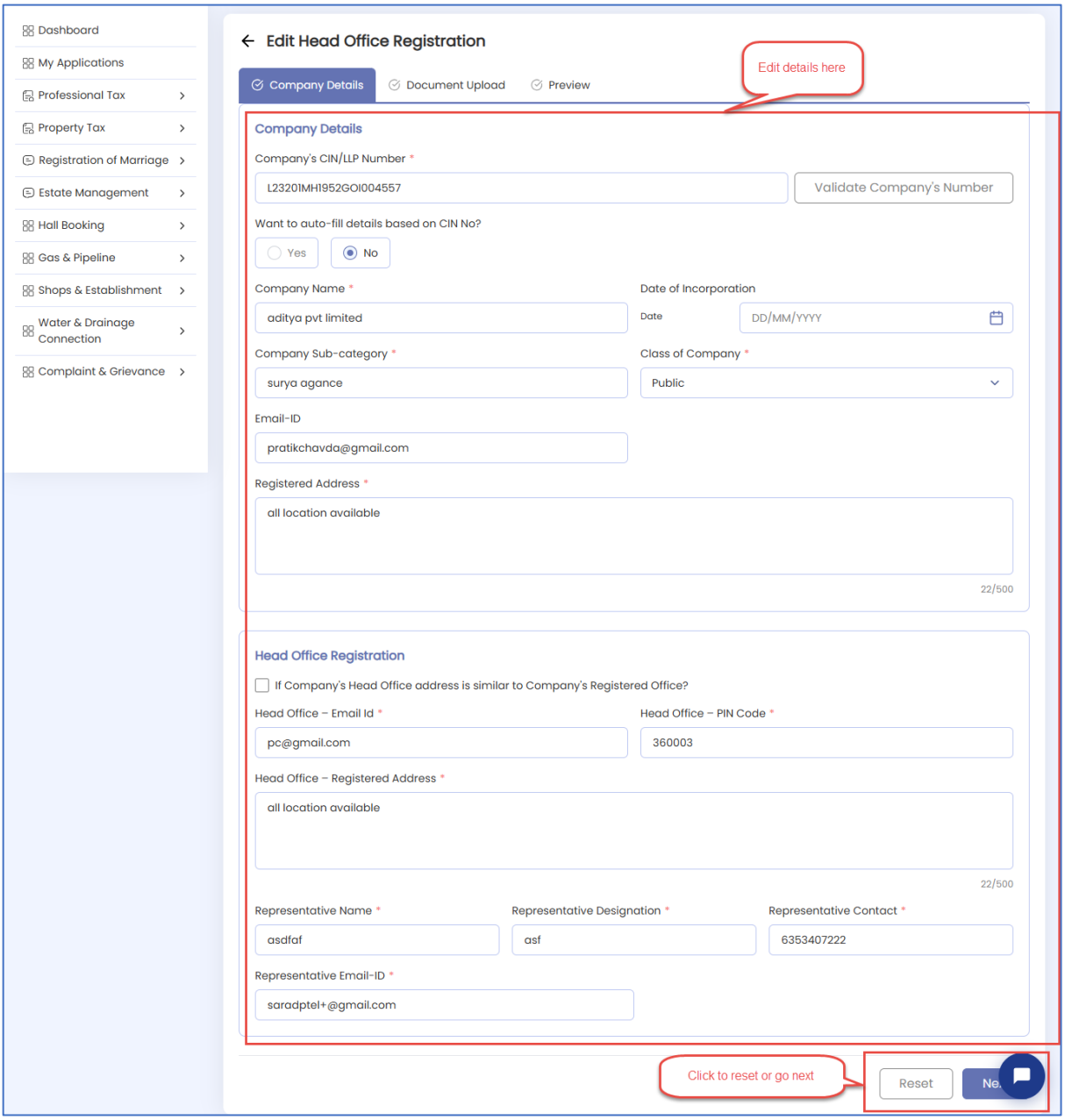


Figure 4-7

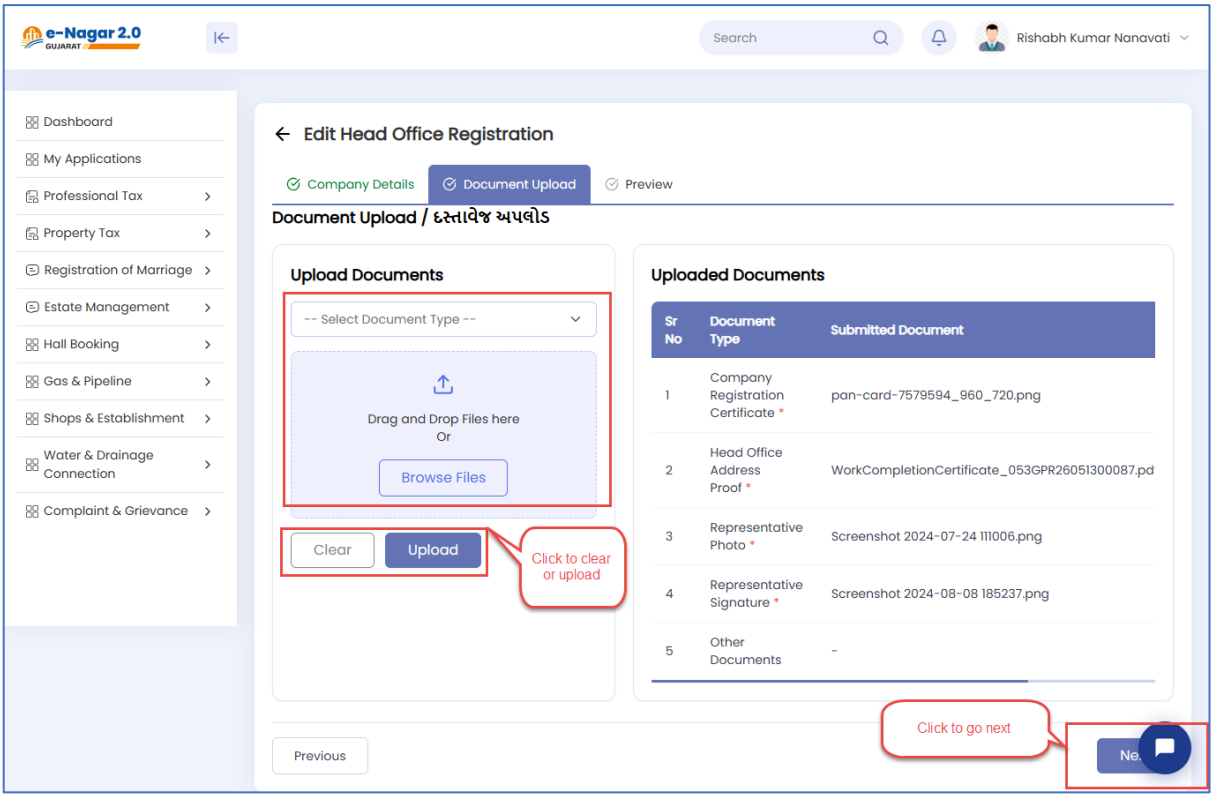


Figure 4-8

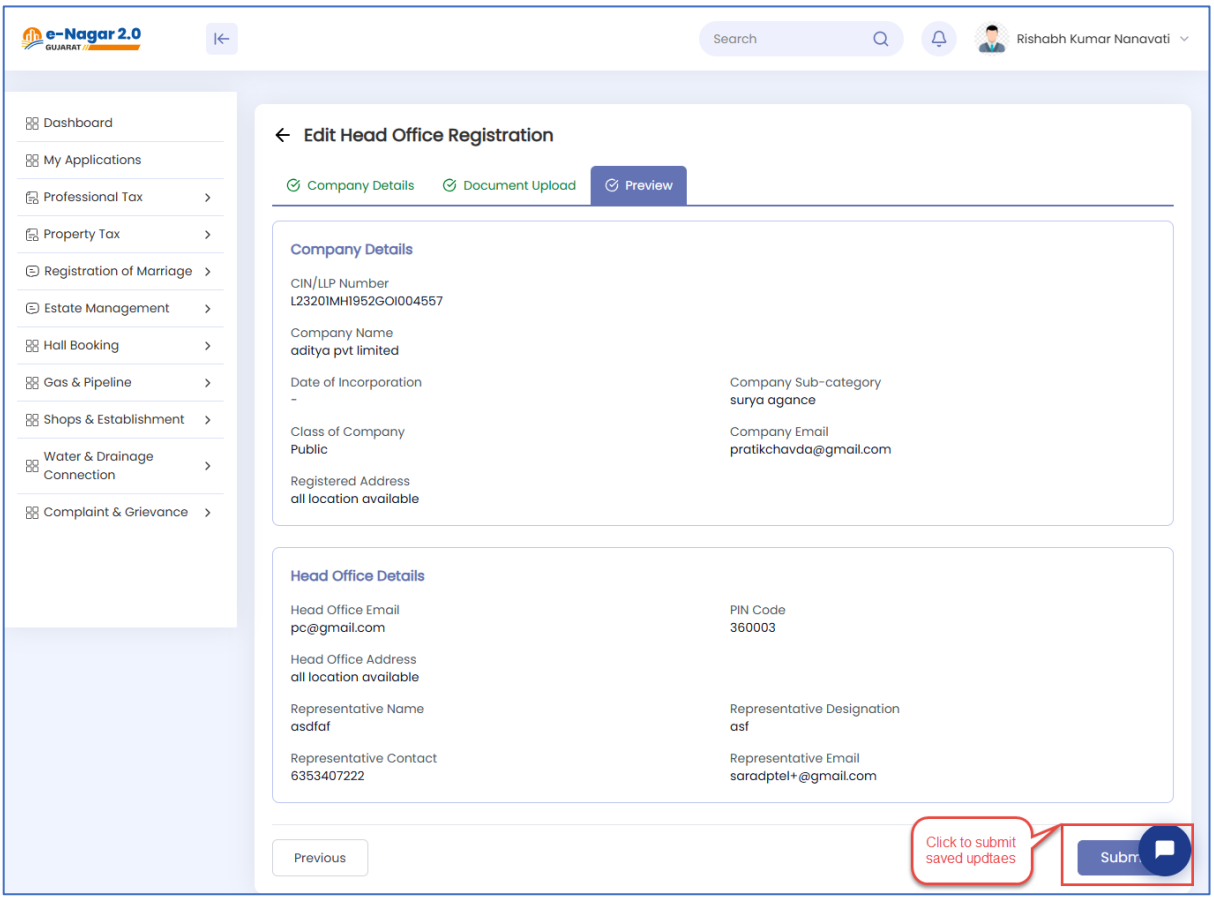


Figure 4-9

- Click on edit icon on listing page to open editing pages.

- Edit the editable field that you want to update
- Click on **Previous** or **Submit** button to save the updated details

4.1.5 Head Office Dashboard

The **Head Office Dashboard** provides an overview of regional office activities, application statistics, and performance metrics. It also displays lists of applications based on their current status.

Click on **Dashboard** after logging in to open the Head Office Dashboard.

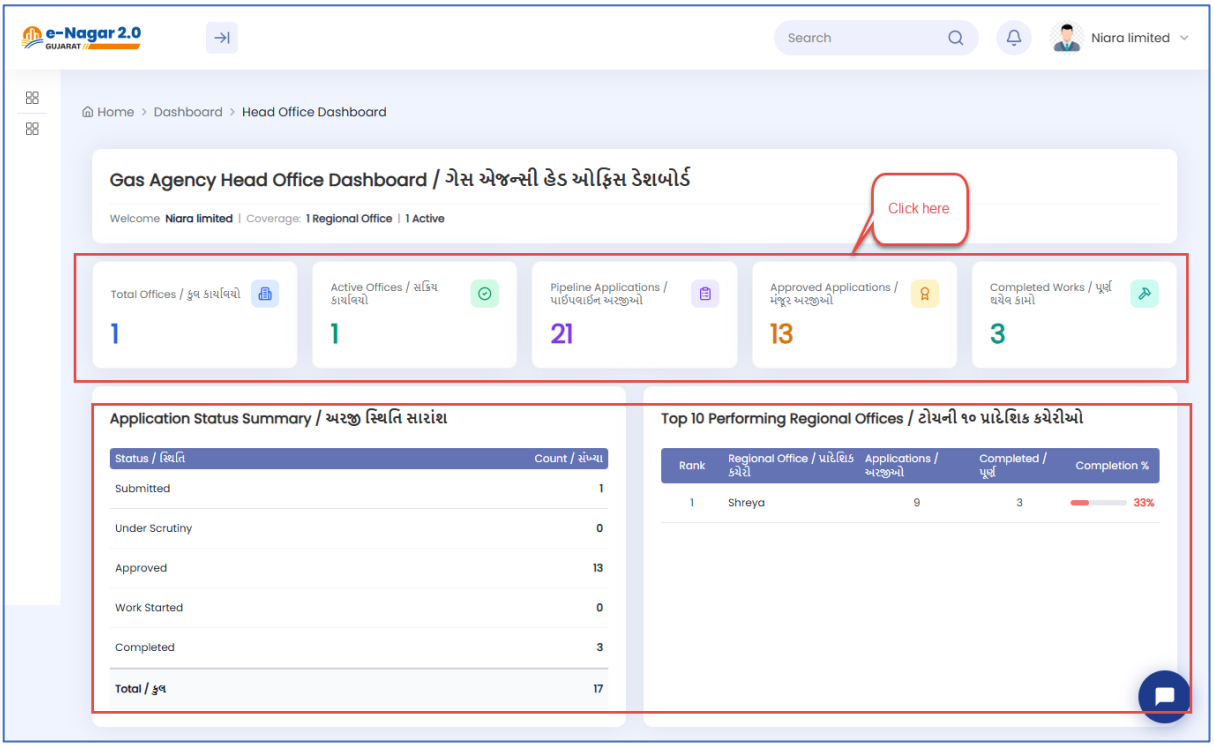


Figure 4-10

Dashboard Summary

The Dashboard Summary section displays key statistics for the Head Office.

This page contains **Tiles,** that are explained further.

Application Status Summary

The Application Status Summary section displays the number of applications based on their current status.

Columns

- Status – Displays the application status. (Display)
- Count – Displays the number of applications for each status. (Display)

Top 10 Performing Regional Offices

The Top 10 Performing Regional Offices section displays the performance of regional offices.

Columns

- Rank – Displays the ranking of the regional office. (Display)
- Regional Office – Displays the regional office name. (Display)
- Applications – Displays the total number of submitted applications. (Display)
- Completed – Displays the number of completed applications. (Display)
- Completion % – Displays the completion percentage. (Display)

4.1.5.1 Total Offices Tiles

The **Total Offices** tile displays the total number of registered regional offices.

Click the **Total Offices** tile to open the **Regional Office Registration** page.

Regional Office Registration

The Regional Office Registration page displays all regional offices registered under the Head Office.

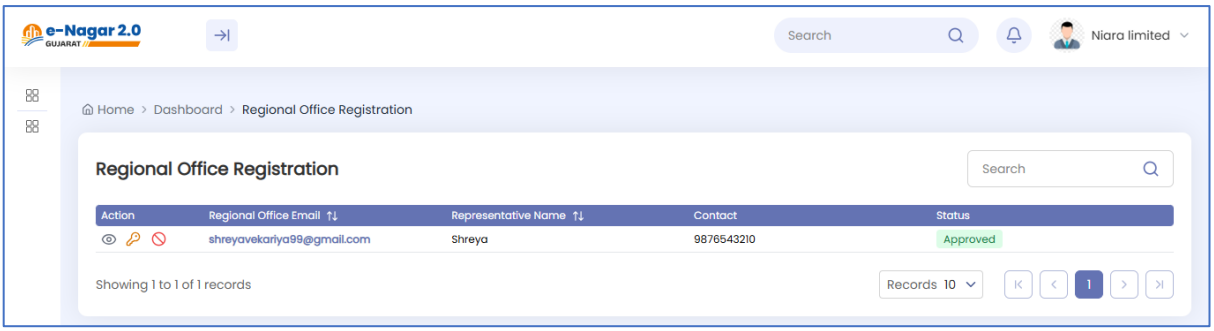


Figure 4-11

Search

- Search – Searches regional offices using the representative name, email address, or contact details. (Search Box)

Listing

- Action – Displays the available actions for the regional office. (Display)
- Regional Office Email – Displays the registered email address. (Display)
- Representative Name – Displays the representative's name. (Display)
- Contact – Displays the contact number. (Display)
- Status – Displays the current registration status. (Display)

Actions

- View – Opens the regional office details. (Icon)

- Reset Password – Resets the login password of the regional office. (Icon)
- Deactivate – Deactivates the regional office account. (Icon)

Active Offices

The **Active Offices** tile displays the total number of active regional offices.

Click the **Active Offices** tile to open the **Regional Office Registration** page.

Regional Office Registration

The Regional Office Registration page displays only the active regional offices.

Search

- Search – Searches active regional offices using the representative name, email address, or contact details. (Search Box)

Listing

- Action – Displays the available actions for the regional office. (Display)
- Regional Office Email – Displays the registered email address. (Display)
- Representative Name – Displays the representative's name. (Display)
- Contact – Displays the contact number. (Display)
- Status – Displays the current registration status. (Display)

Actions

- View – Opens the regional office details. (Icon)
- Reset Password – Resets the login password of the regional office. (Icon)
- Deactivate – Deactivates the regional office account. (Icon)

Pipeline Applications

The **Pipeline Applications** tile displays the total number of pipeline applications.

Click the **Pipeline Applications** tile to open the **Gas Pipeline Applications** page.

Gas Pipeline Applications

The Gas Pipeline Applications page displays all pipeline applications submitted by regional offices.

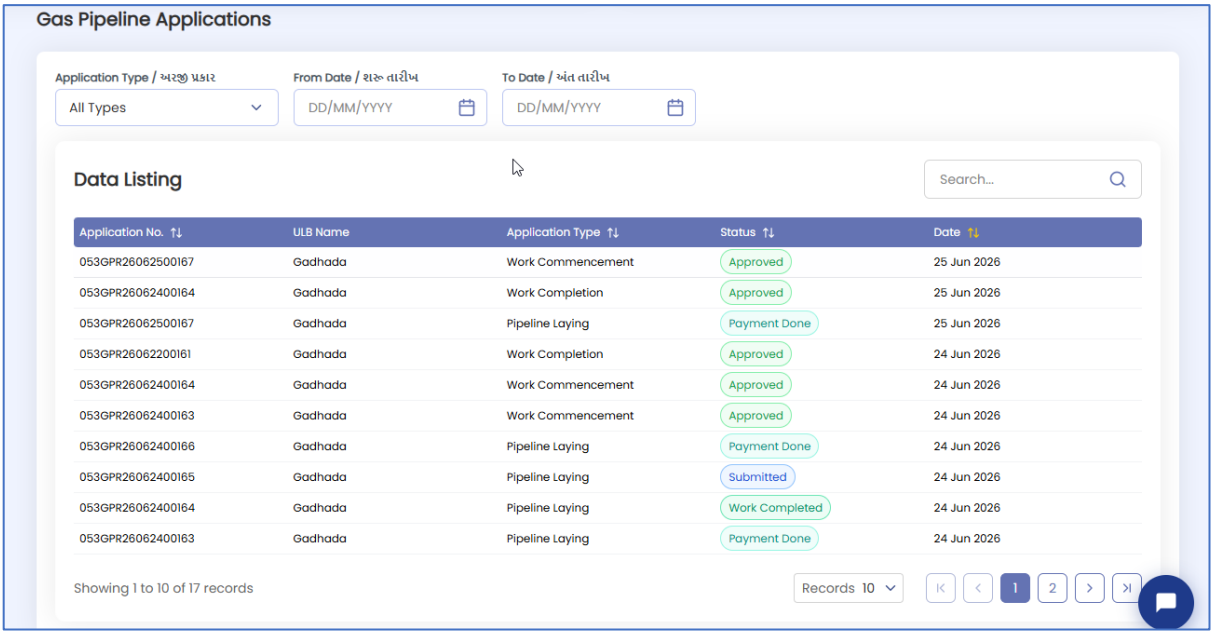


Figure 4-12

Filters

- Application Type – Filters applications by application type. (Dropdown)
- From Date – Filters applications from the selected date. (Date Picker)
- To Date – Filters applications up to the selected date. (Date Picker)
- Search – Searches applications using keywords. (Search Box)

Data Listing

- Application No. – Displays the application reference number. (Display)
- ULB Name – Displays the ULB associated with the application. (Display)
- Application Type – Displays the application category. (Display)
- Status – Displays the current application status. (Display)
- Date – Displays the application date. (Display)

Approved Applications

The **Approved Applications** tile displays the total number of approved applications.

Click the **Approved Applications** tile to open the **Gas Pipeline Applications** page.

Gas Pipeline Applications

The Gas Pipeline Applications page displays only applications with the **Approved** status.

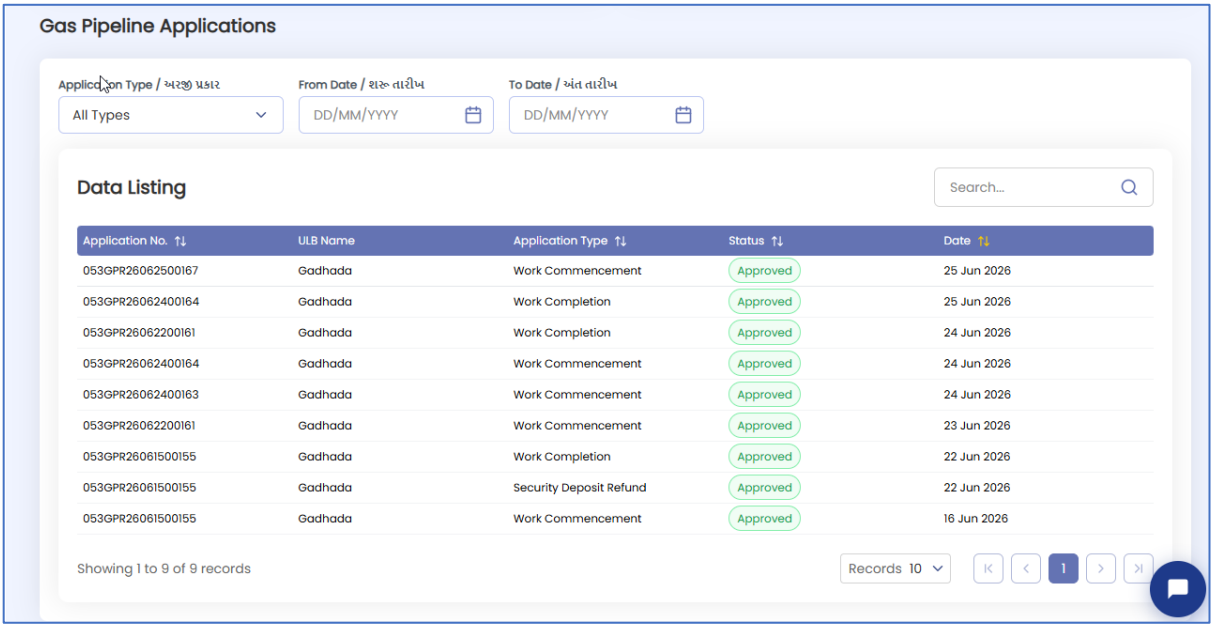


Figure 4-13

Filters

- Application Type – Filters applications by application type. (Dropdown)
- From Date – Filters applications from the selected date. (Date Picker)
- To Date – Filters applications up to the selected date. (Date Picker)
- Search – Searches applications using keywords. (Search Box)

Data Listing

- Application No. – Displays the application reference number. (Display)
- ULB Name – Displays the ULB associated with the application. (Display)
- Application Type – Displays the application category. (Display)
- Status – Displays the application status as **Approved**. (Display)
- Date – Displays the application date. (Display)

Completed Works

The **Completed Works** tile displays the total number of completed work applications.

Click the **Completed Works** tile to open the **Gas Pipeline Applications** page.

Gas Pipeline Applications

The Gas Pipeline Applications page displays only applications with the **Work Completed** status.

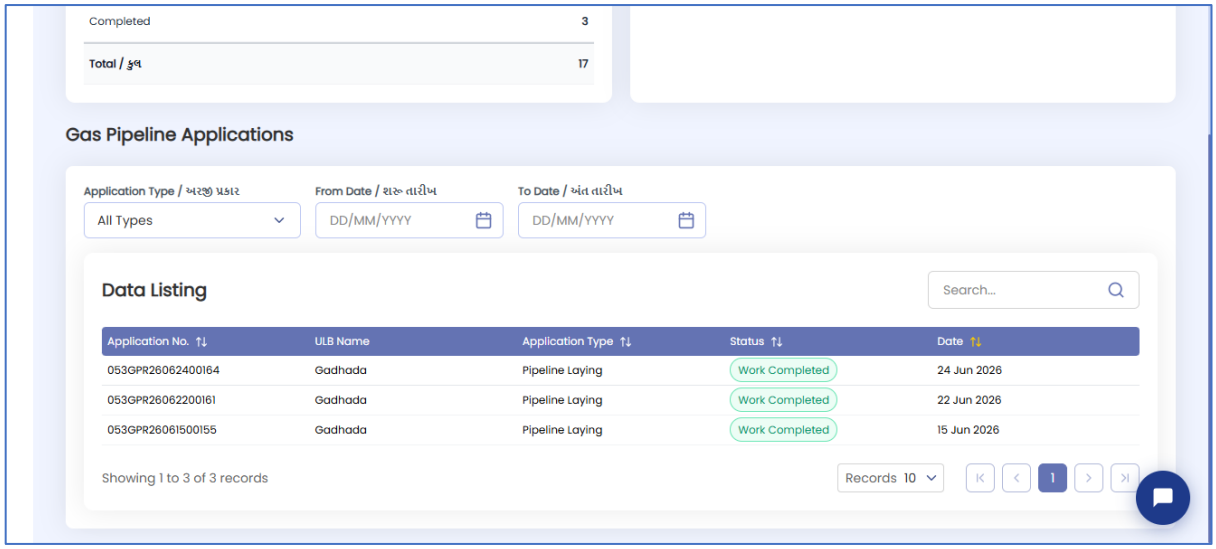


Figure 4-14

Filters

- Application Type – Filters applications by application type. (Dropdown)
- From Date – Filters applications from the selected date. (Date Picker)
- To Date – Filters applications up to the selected date. (Date Picker)
- Search – Searches applications using keywords. (Search Box)

Data Listing

- Application No. – Displays the application reference number. (Display)
- ULB Name – Displays the ULB associated with the application. (Display)
- Application Type – Displays the application category. (Display)
- Status – Displays the application status as **Work Completed**. (Display)
- Date – Displays the application date. (Display)

4.2 Add Regional Office Registration

Click on Gas & Pipeline → User Profile Registration → Regional Office Registration from the Dashboard to create and manage regional office registration details.

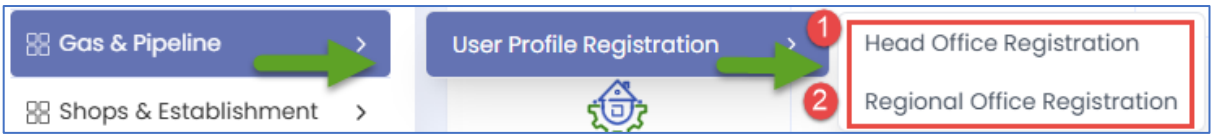


Figure 4-15

Regional Office Registration List Page

The Regional Office Registration List page displays all registered regional office records along with representative details and application status.

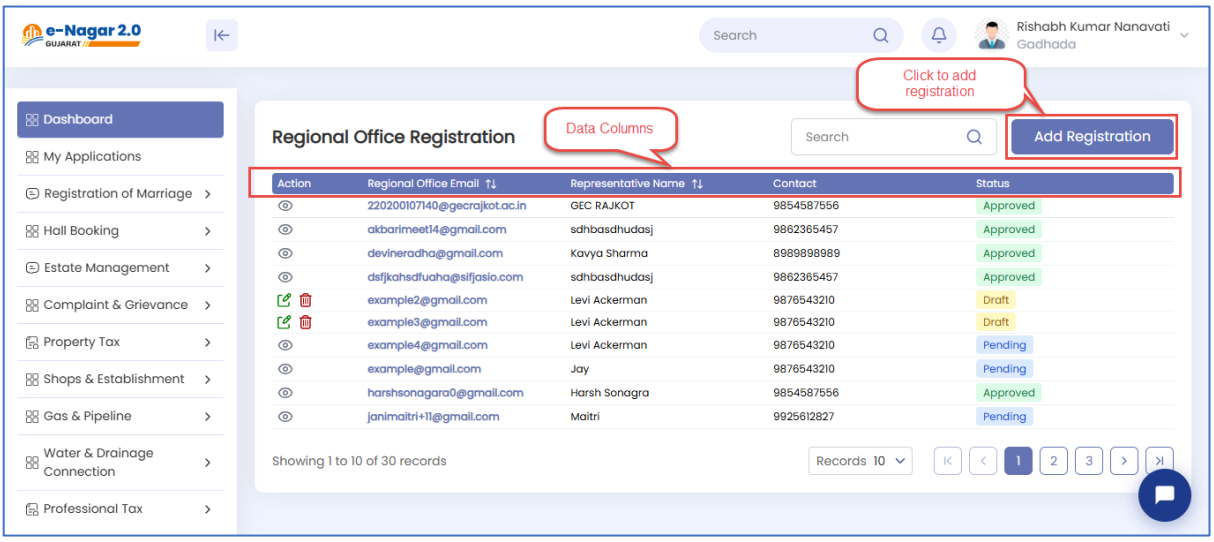
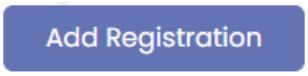


Figure 4-16

Buttons

- Add Registration – 

Opens the Regional Office Registration form to create a new registration.

Action

- View (Eye Icon) – Opens the selected registration in preview mode.
- Edit (Pencil Icon) – Opens the draft registration for modification.
- Delete (Trash Icon) – Removes the selected draft registration.

Columns

- Regional Office Email – Displays regional office email address.
- Representative Name – Displays authorized representative name.

- Contact – Displays representative contact number.
- Status – Displays application status such as Draft, Pending, or Approved.

4.2.1 Regional Office Details

The Regional Office Registration process contains the following sections:

- Regional Office Details
- Document Upload
- Preview

Regional Office Details

The Regional Office Details page is used to enter regional office information and representative details.

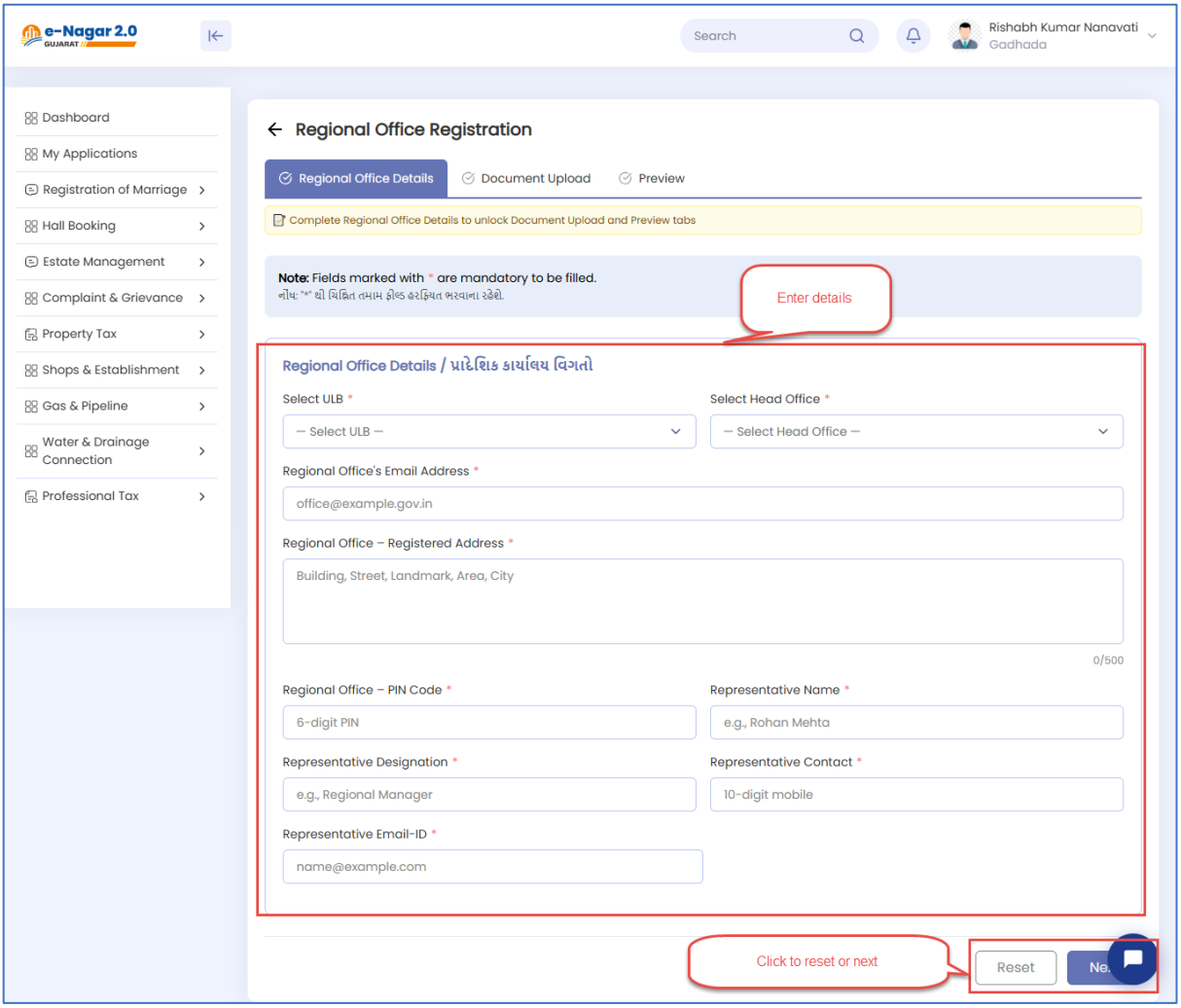


Figure 4-17

Fields

- ULB Name – Select the Urban Local Body name. (Dropdown)

- Head Office – Select the registered head office. (Dropdown)
- Regional Office Email – Enter regional office email address. (Text)
- PIN Code – Enter regional office area PIN code. (Numeric)
- Registered Address – Enter regional office address details. (Textarea)
- Representative Name – Enter authorized representative name. (Text)
- Representative Designation – Enter representative designation details. (Text)
- Representative Contact – Enter representative contact number. (Numeric)
- Representative Email – Enter representative email address. (Text)

Buttons

- Reset – Clears entered details from the form.
- Next – Saves regional office details and opens the Document Upload page.

4.2.2 Document Upload

The Document Upload page is used to upload required regional office registration documents.

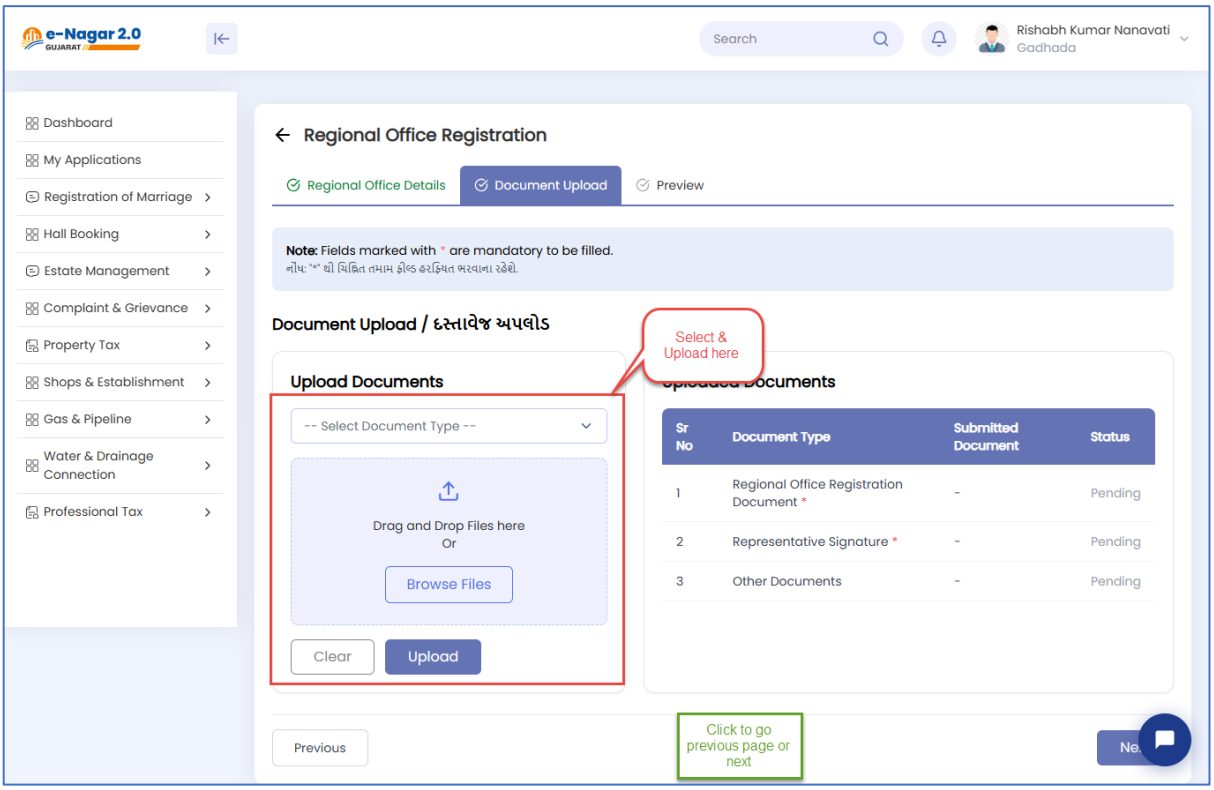


Figure 4-18

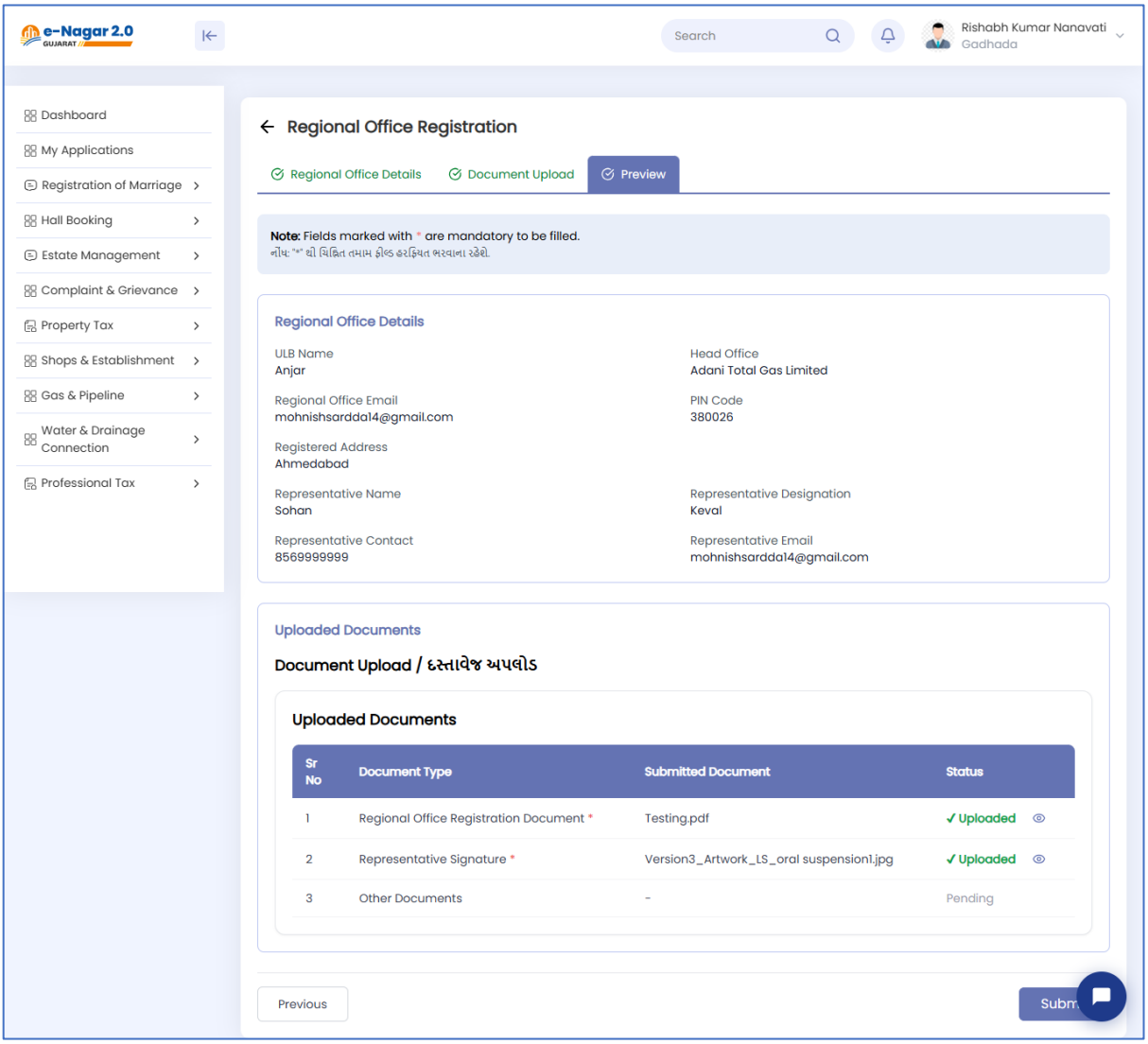
Fields

- Select Document Type – Select the document type for upload. (Dropdown)

- Browse Files – Select files from the system for upload. (Button)
- **Uploaded Documents List**
- Regional Office Registration Document
- Representative Signature
- Other Documents
- **Buttons**
- Clear – Removes selected files before upload.
- Upload – Uploads selected documents.
- Previous – Opens the previous page.
- Next – Saves uploaded documents and opens the Preview page.

4.2.3 Preview

The Preview page is used to review all entered registration details and uploaded documents before final submission.



Buttons

- Previous – Opens the previous page.
- Submit – Submits the regional office registration application for processing.

4.2.4 Edit

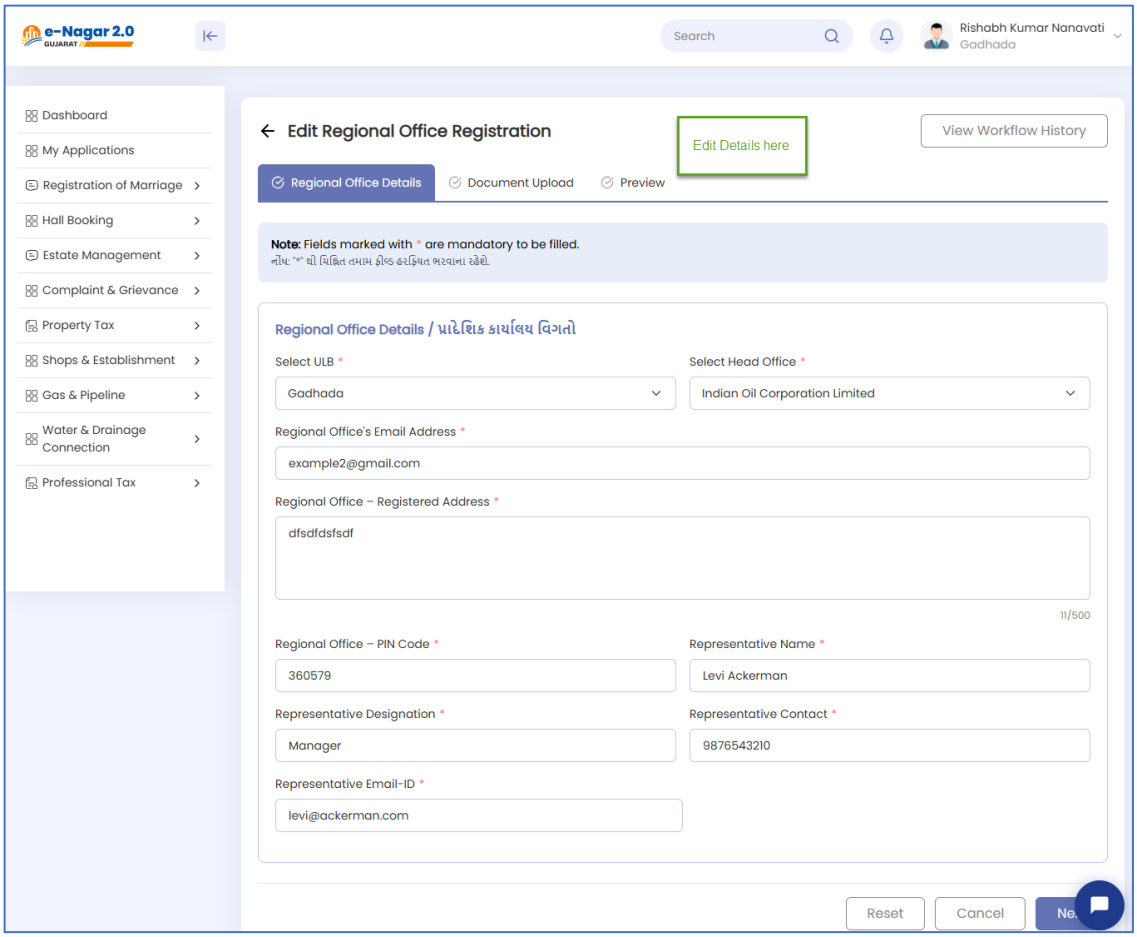


Figure 4-19

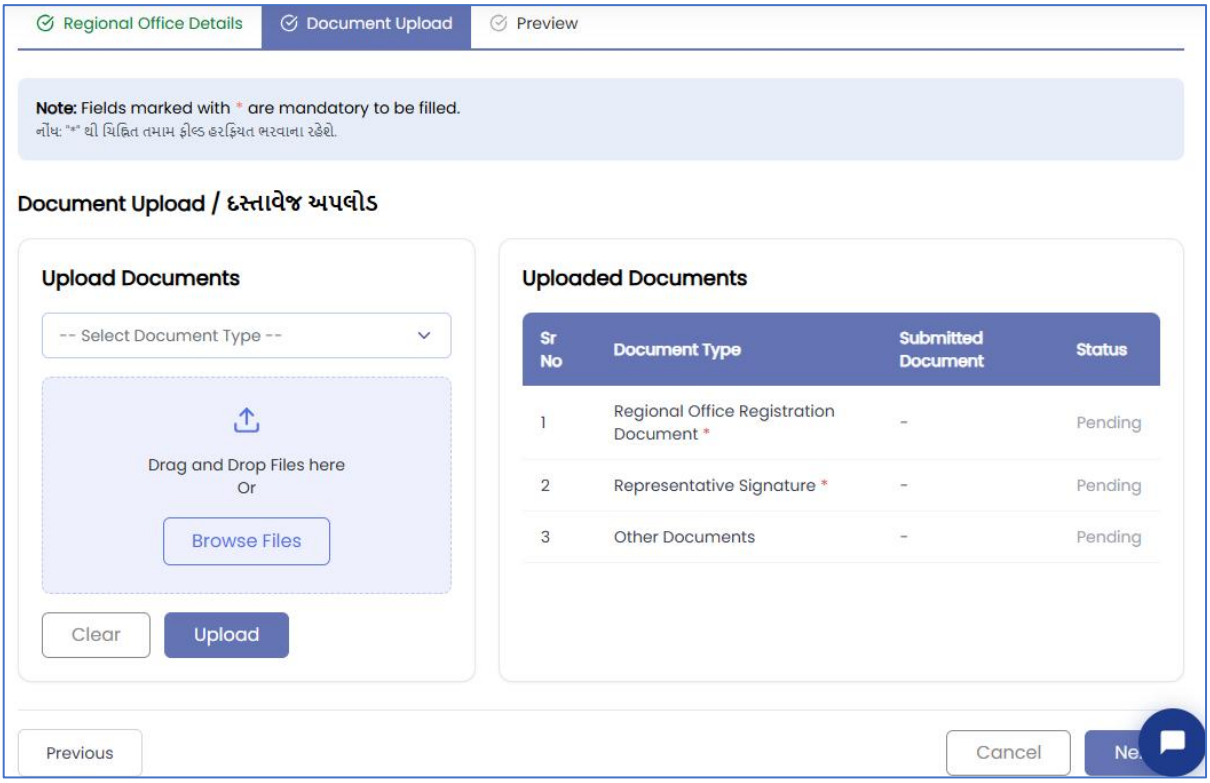

Regional Office Details
Document Upload
Preview
Note: Fields marked with * are mandatory to be filled.
નોંધ: "*" થી ચિહ્નિત તમામ ફીલ્ડ હરફિયત ભરવાના રહેશે.
Document Upload / દસ્તાવેજ અપલોડ
Upload Documents
-- Select Document Type --
Drag and Drop Files here
Or
Browse Files
Clear
Upload
Uploaded Documents
Sr No
Document Type
Submitted Document
Status
1
Regional Office Registration Document *
-
Pending
2
Representative Signature *
-
Pending
3
Other Documents
-
Pending
Previous
Cancel

Figure 4-20

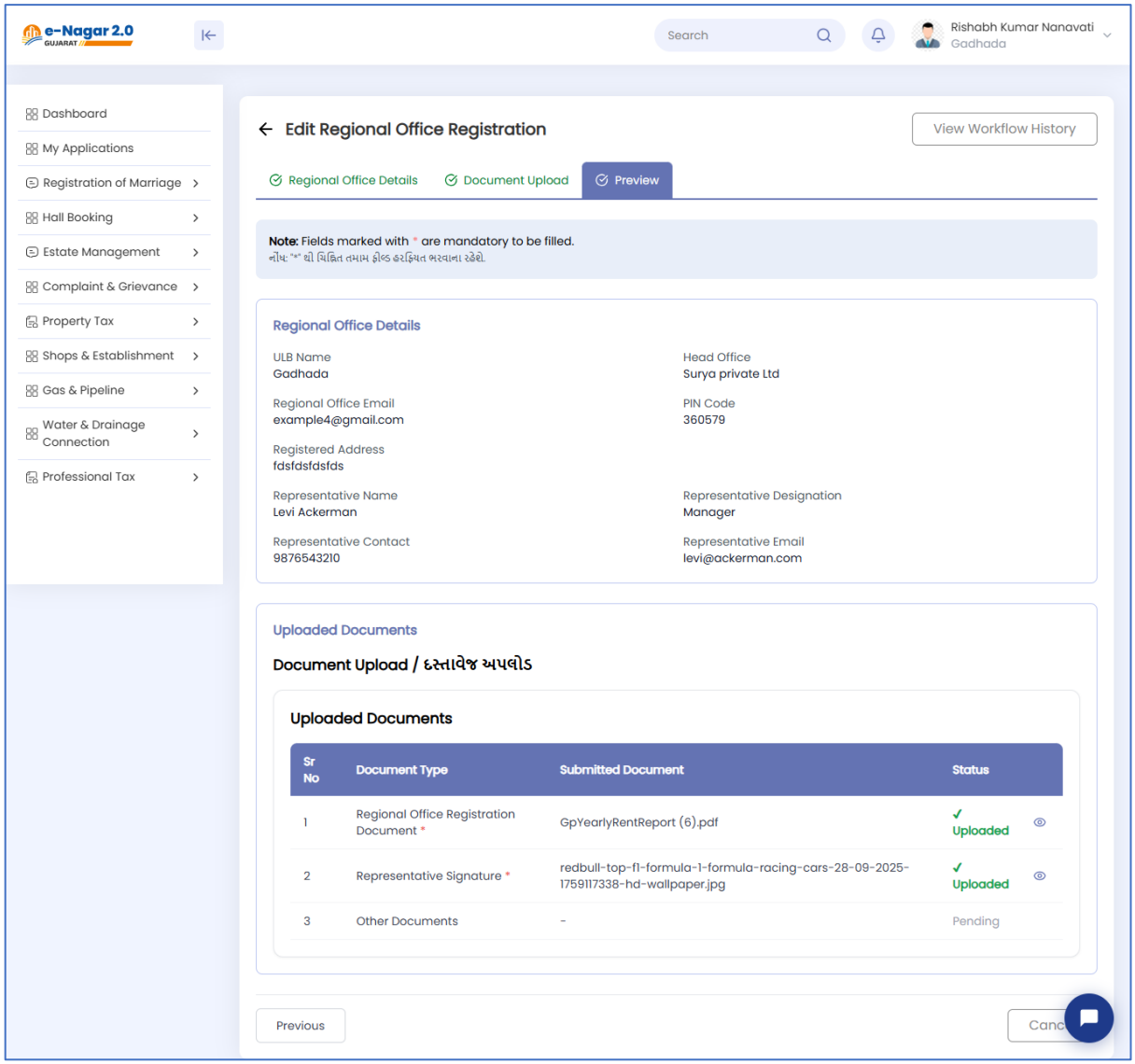


Figure 4-21

- Click on edit icon on listing page to open editing pages.
- Edit the editable field that you want to update
- Click on **Previous** or **Submit** button to save the updated details.

4.3 Approval of Regional Office

Regional Office Registration Approval by Head Office

After Regional Office Registration is submitted, the Head Office user reviews and approves the application from the User Profile Registration module.

Workflow Overview

- **Head Office User Log in the portal.**
- Reviews submitted Regional Office Registration applications.
- Verifies regional office details and uploaded documents.
- Approves or rejects the registration request.
- Approved applications become active for further operations.

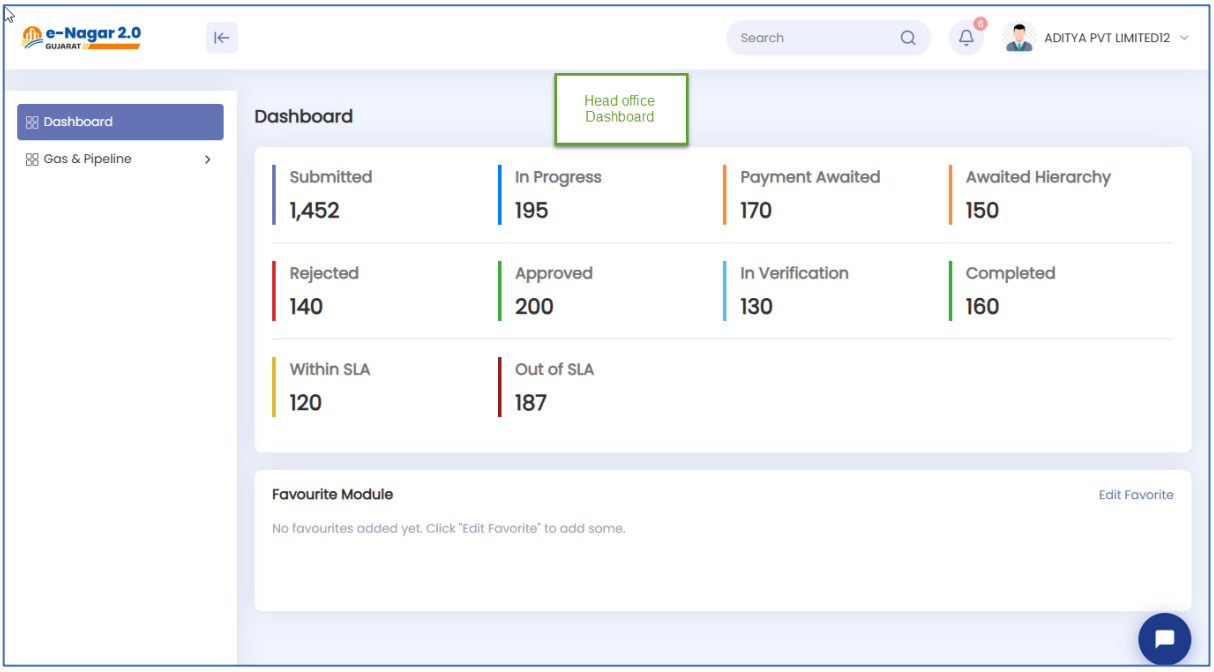


Figure 4-22

Navigation

Click on Gas & Pipeline → User Profile Registration → Regional Office Registration from the Dashboard to review submitted regional office registrations.

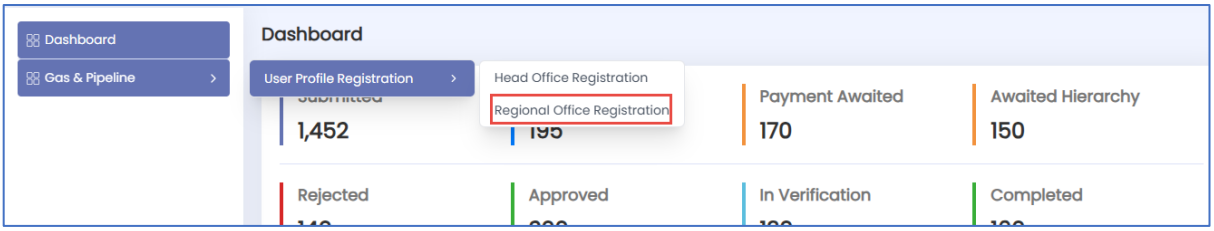


Figure 4-23

Regional Office Registration List Page

The Regional Office Registration list page displays all submitted regional office applications along with their approval status.

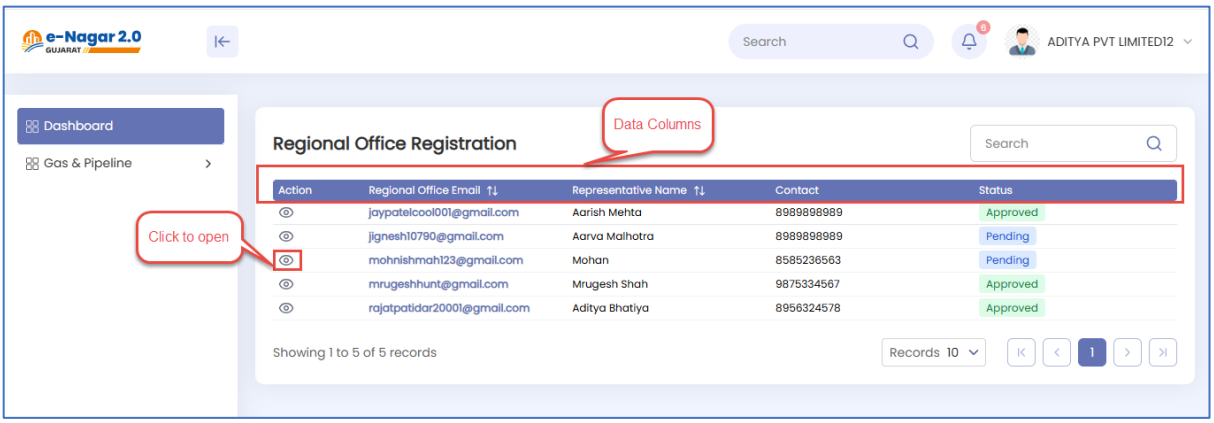


Figure 4-24

Actions

- View (Eye Icon) – Opens the submitted registration details for verification and approval.
- Status – Displays the current application status such as Pending, Draft, or Approved.

Columns

- Regional Office Email – Displays regional office email address.
- Representative Name – Displays representative name.
- Contact – Displays representative contact number.
- Status – Displays current workflow status.

Verification and Approval Process

The Head Office user clicks on icon to open & review the submitted application through the following sections:

- Regional Office Details
- Document Upload
- Preview

Regional Office Details Review

The Head Office user verifies the submitted regional office information including:

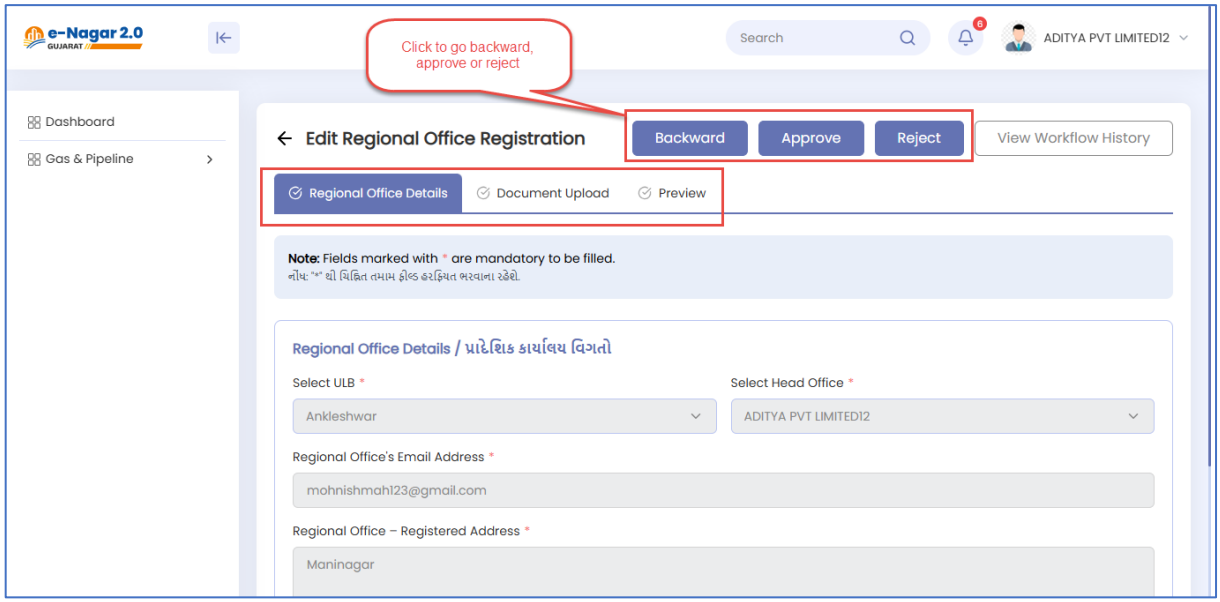


Figure 4-25

Preview Page Review

The Preview page displays complete submitted registration details and uploaded documents for final verification before approval.

Buttons 

- Previous – Opens the previous section.
- Approve – Approves the regional office registration application.
- Reject – Rejects the registration application with remarks.
- View Workflow History – Displays complete workflow movement and remarks history.

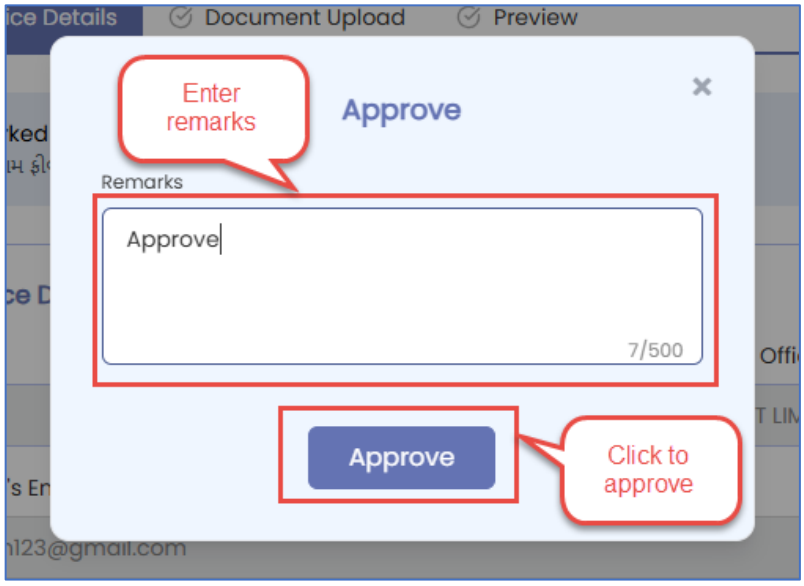


Figure 4-26

Approval Confirmation

After clicking the Approve button, the approval confirmation popup opens for entering remarks before final approval.

Fields

- Remarks – Enter approval remarks or comments for the registration application. (Textarea)

Buttons

- Approve – Confirms and finalizes the approval process.
- Close (X) – Closes the popup without approving the application.

Approval Success Message

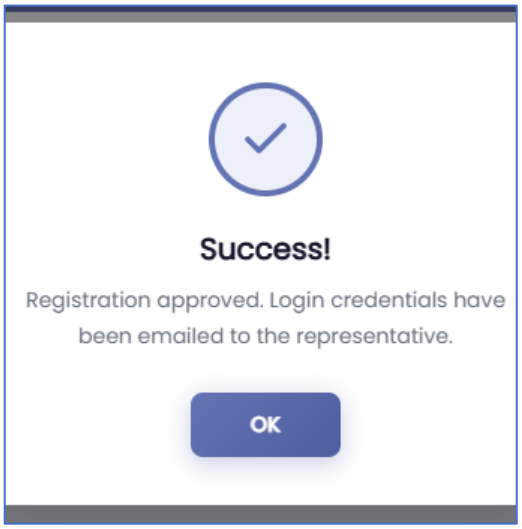


Figure 4-27

After successful approval, the system displays a confirmation message indicating that the registration has been approved successfully.

Message

- Registration approved. Login credentials have been emailed to the representative.

Buttons

- OK – Closes the success message popup and returns to the registration page.

Approval Result

- Application status changes to Approved.
- Login credentials are automatically sent to the registered representative email address.

- The approved Regional Office becomes active under the selected Head Office.

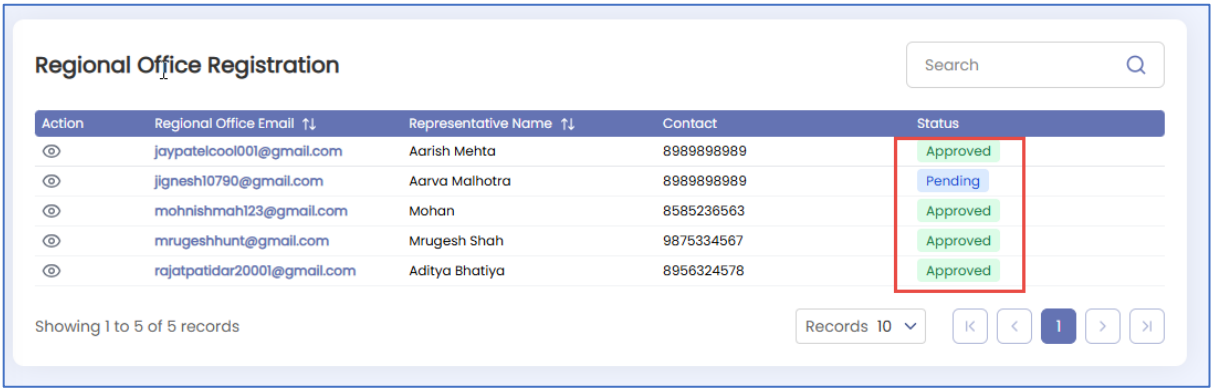


Figure 4-28

5 Gas Pipeline Laying Application

Regional user logs in to the system and applies for a new Gas Pipeline Laying Application.

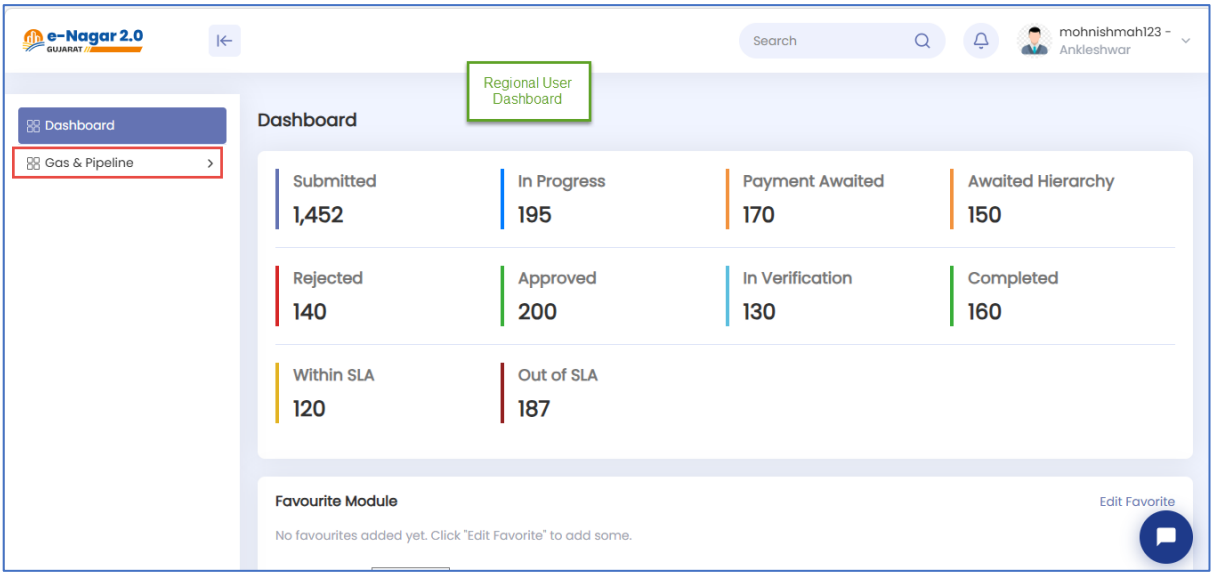


Figure 5-1

Click on **Gas & Pipeline** module from the Dashboard → **Application for Gas Pipeline Laying Permission** → **Gas Pipeline Laying Application Form**.

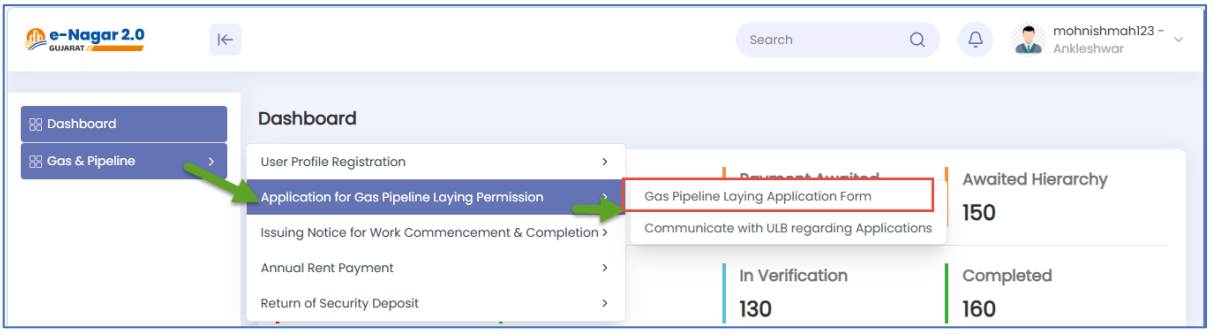


Figure 5-2

5.1 Gas Pipeline Applications List Page

The Gas Pipeline Applications page displays all submitted and draft gas pipeline laying applications.

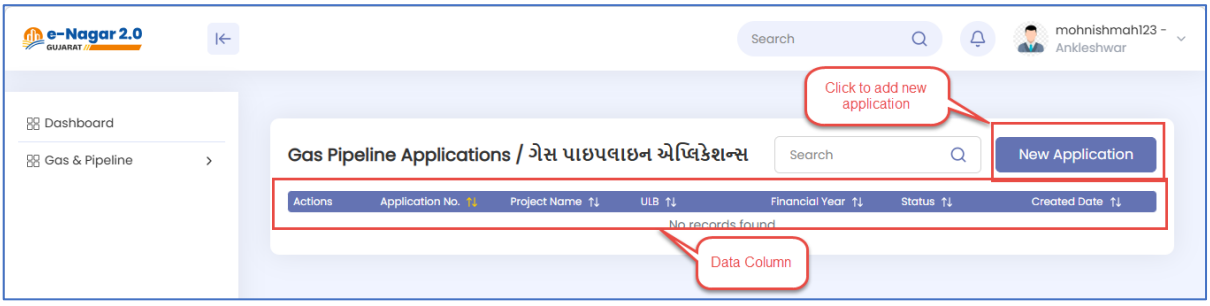
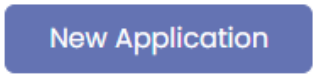


Figure 5-3

Fields

- Actions – Displays available actions such as view, edit, communication, and workflow history for the application.
- Application No. – Displays the unique application reference number.
- Project Name – Displays the entered project name.
- ULB – Displays the selected ULB name.
- Financial Year – Displays the financial year of the application.
- Status – Displays the current application status.
- Created Date – Displays the application creation date.

Buttons

- New Application – 

Opens the Add Gas Pipeline Laying Application page.
- Search – Searches applications from the list.

5.1.1 General Details Tab

The General Details tab is used to enter basic pipeline project information.

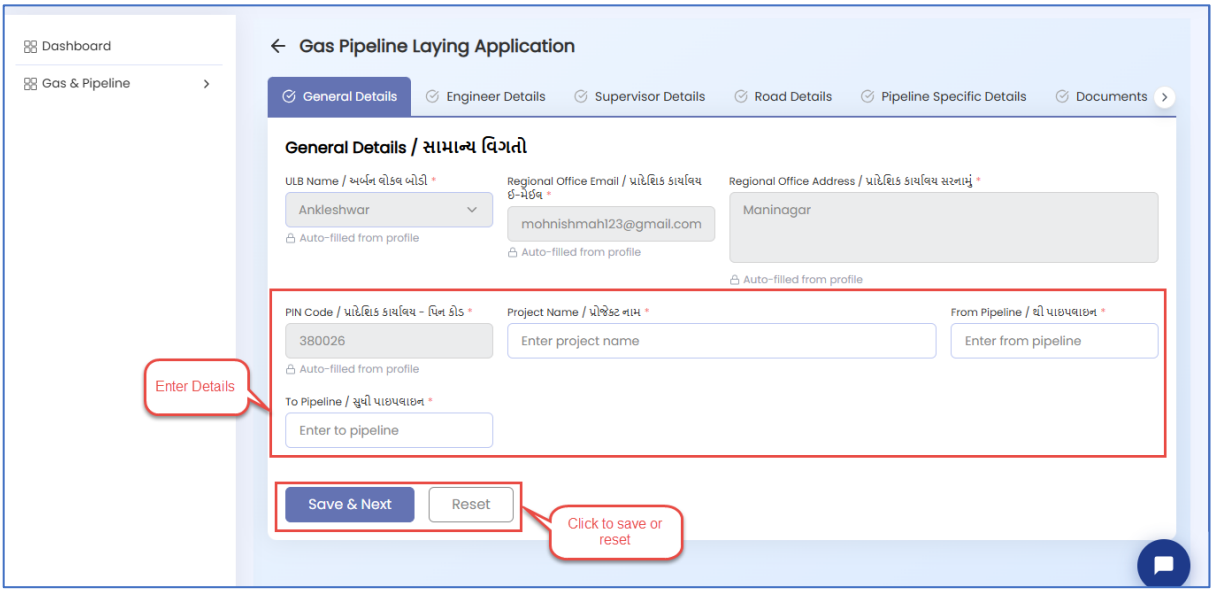


Figure 5-4

Fields

- ULB Name – Select the ULB for the pipeline laying application. (Dropdown)
- Regional Office Email – Displays the registered regional office email address. (Text)

- Regional Office Address – Displays the registered regional office address. (Textarea)
- PIN Code – Displays the regional office PIN code. (Numeric)
- Project Name – Enter the name of the gas pipeline project. (Text)
- From Pipeline – Enter the starting pipeline location or source point. (Text)
- To Pipeline – Enter the destination pipeline location or endpoint. (Text)

Buttons 

- Save & Next – Saves entered details and opens the Engineer Details tab.
- Reset – Clears all entered details from the form.

5.1.2 Engineer Details Tab

The Engineer Details tab is used to enter engineer information for the project.

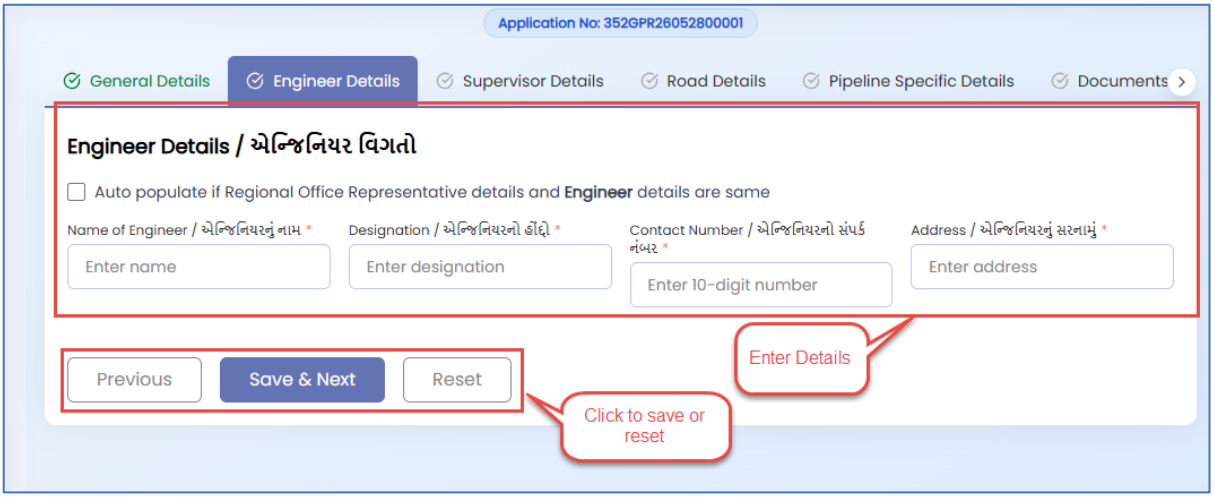


Figure 5-5

Fields

- Auto populate if Regional Office Representative details and Engineer details are same – Copies representative details into engineer details fields. (Checkbox)
- Name of Engineer – Enter the engineer's name. (Text)
- Designation – Enter the engineer's designation. (Text)
- Contact Number – Enter the engineer's contact number. (Numeric)
- Address – Enter the engineer's address. (Textarea)

Buttons 

- Previous – Returns to the previous tab.

- Save & Next – Saves details and opens the Supervisor Details tab.
- Reset – Clears entered details from the form.

5.1.3 Supervisor Details Tab

The Supervisor Details tab is used to enter supervisor information for the project.



Figure 5-6

Fields

- Auto populate if Regional Office Representative details and Supervisor details are same – Copies representative details into supervisor details fields. (Checkbox)
- Name of Supervisor – Enter the supervisor's name. (Text)
- Designation – Enter the supervisor's designation. (Text)
- Contact Number – Enter the supervisor's contact number. (Numeric)
- Address – Enter the supervisor's address. (Textarea)

Buttons 

- Previous – Returns to the previous tab.
- Save & Next – Saves details and opens the Road Details tab.
- Reset – Clears entered details from the form.

5.1.4 Road Details Tab

The Road Details page is used to add road excavation details and crossing information required for the gas pipeline laying application.

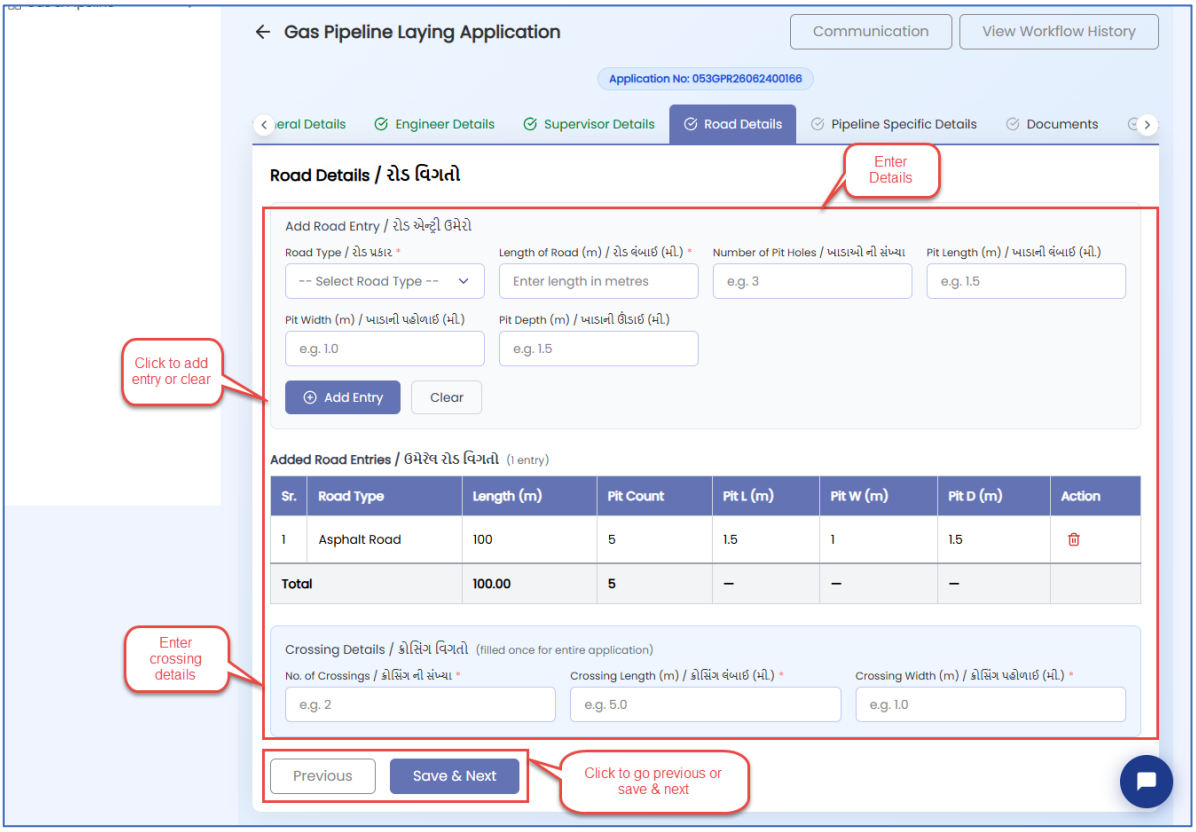


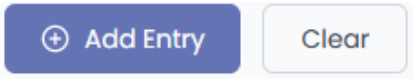
Figure 5-7

Add Road Entry

The Add Road Entry section is used to add road-wise excavation details.

Fields

- Road Type – Select the type of road. (Dropdown)
- Length of Road (m) – Enter the total road length for pipeline laying. (Numeric)
- Number of Pit Holes – Enter the total number of pit holes to be excavated. (Numeric)
- Pit Length (m) – Enter the length of each pit. (Numeric)
- Pit Width (m) – Enter the width of each pit. (Numeric)
- Pit Depth (m) – Enter the depth of each pit. (Numeric)

Buttons 

- Add Entry – Adds the entered road details to the Added Road Entries list. (Button)

- Clear – Clears all entered values from the Add Road Entry section. (Button)

Added Road Entries

The Added Road Entries section displays all road entries added for the application.

Fields

- Sr. – Displays serial number of the road entry. (Display)
- Road Type – Displays selected road type. (Display)
- Length (m) – Displays entered road length. (Display)
- Pit Count – Displays total number of pit holes. (Display)
- Pit L (m) – Displays pit length. (Display)
- Pit W (m) – Displays pit width. (Display)
- Pit D (m) – Displays pit depth. (Display)
- Action – Deletes the selected road entry. (Icon)

Total

- Total Length – Displays the total length of all added road entries. (Display)
- Total Pit Count – Displays the total number of pit holes from all road entries. (Display)

Crossing Details

The Crossing Details section is used to enter crossing information applicable to the entire application.

Fields

- No. of Crossings – Enter the total number of crossings required. (Numeric)
- Crossing Length (m) – Enter the total crossing length. (Numeric)
- Crossing Width (m) – Enter the crossing width. (Numeric)

Buttons 

- Previous – Returns to the Supervisor Details page. (Button)
- Save & Next – Saves the entered road details and opens the Pipeline Specific Details page. (Button)

5.1.5 Pipeline Specific Details Tab

The Pipeline Specific Details tab is used to enter technical pipeline specifications.



Figure 5-8

Fields

- Pipeline Laying Method – Select the method used for pipeline laying. (Dropdown)
- Pipeline OD (mm) – Enter the outer diameter of the pipeline in millimetres. (Numeric)
- Pipeline Length (m) – Enter the total pipeline length in metres. (Numeric)
- I confirm the above data is accurate – Confirms that all entered details are correct. (Checkbox)

Buttons

- Previous – Returns to the previous tab.
- Save & Next – Saves details and opens the Documents tab.
- Reset – Clears entered details from the form.

5.1.6 Documents Tab

The Documents page is used to upload all required supporting documents for the gas pipeline laying application before submitting it for review.

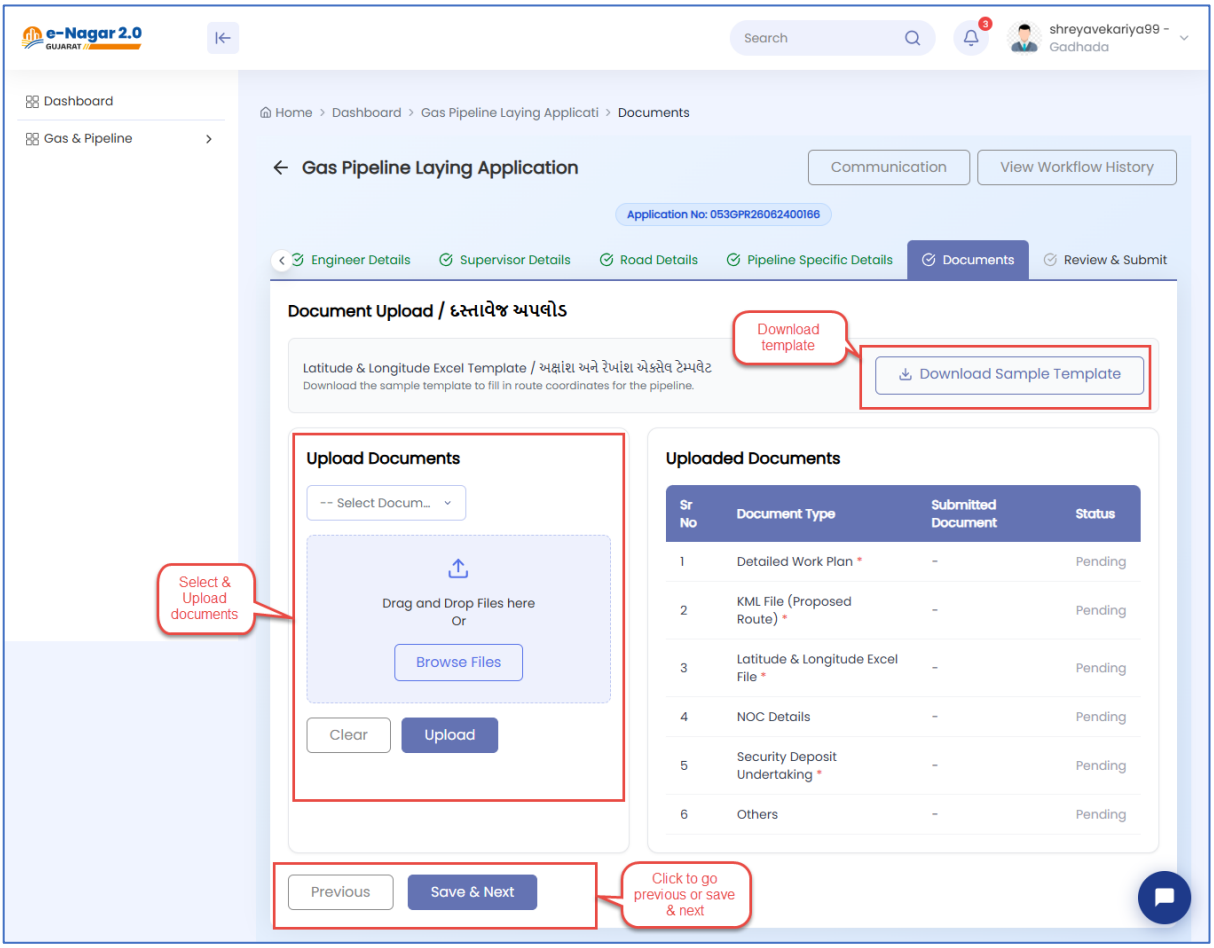


Figure 5-9

Latitude & Longitude Excel Template

The Latitude & Longitude Excel Template section is used to download the prescribed Excel template for entering pipeline route coordinates.

Buttons 

- Download Sample Template – Downloads the sample Latitude & Longitude Excel template. (Button)

Upload Documents

The Upload Documents section is used to upload the required documents for the application.

Fields

- Select Document – Select the document type to be uploaded. (Dropdown)
- Upload Area – Drag and drop or browse files for uploading the selected document. (File Upload)

Buttons 

- Browse Files – Opens the file browser to select a document. (Button)
- Upload – Uploads the selected document. (Button)
- Clear – Removes the selected document before uploading. (Button)

Uploaded Documents

The Uploaded Documents section displays all required documents along with their upload status.

Fields

- Sr. No. – Displays the serial number of the document. (Display)
- Document Type – Displays the required document name. (Display)
- Submitted Document – Displays the uploaded document name. (Display)
- Status – Displays the current upload status of the document. (Display)

Buttons 

- Previous – Returns to the Pipeline Specific Details page. (Button)
- Save & Next – Saves the uploaded documents and opens the Review & Submit page. (Button)

5.1.7 Review & Submit Tab

The Review & Submit tab displays all entered application details for final verification before submission.

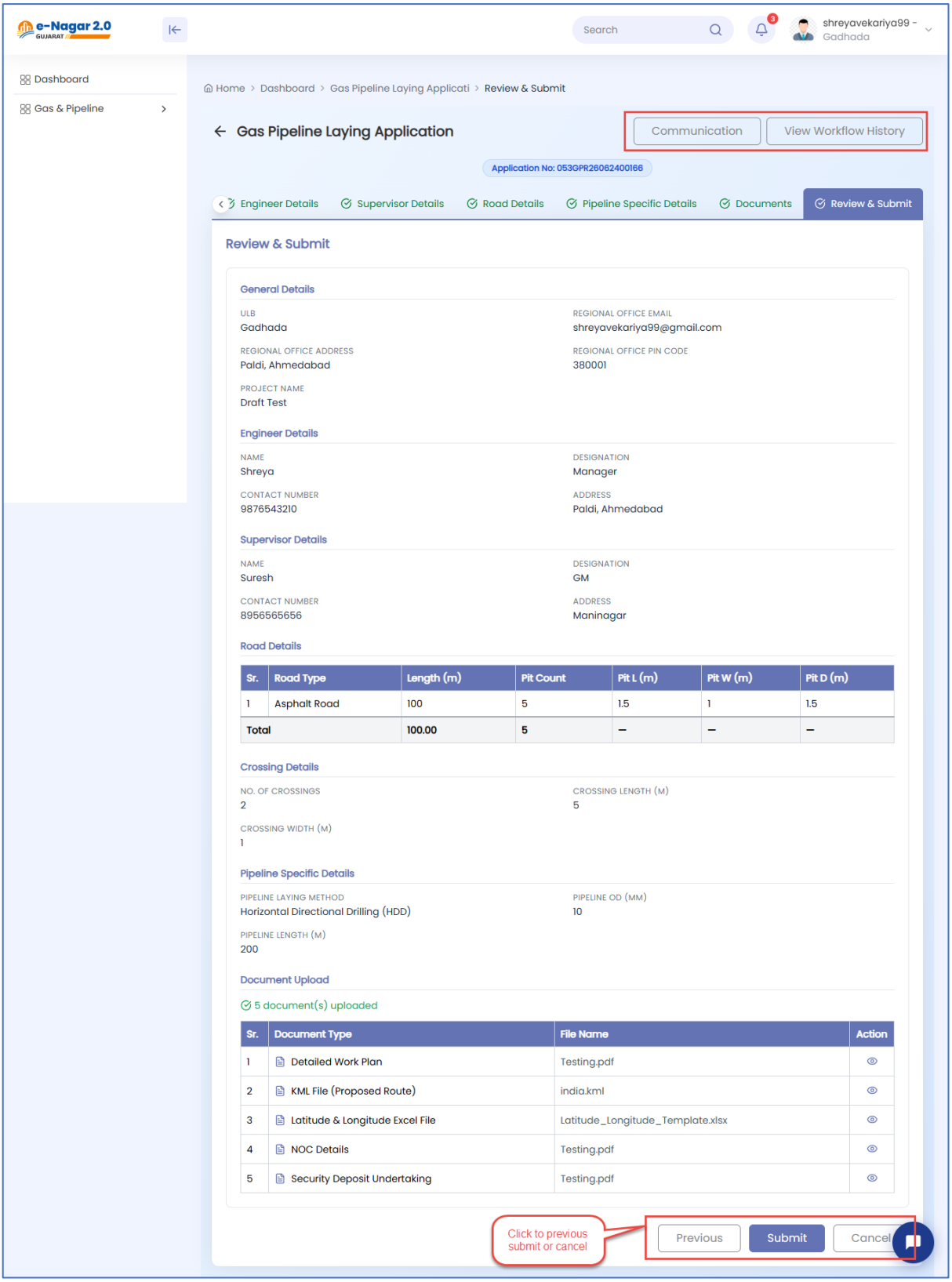


Figure 5-10

The Review & Submit page displays all application details entered in the previous sections, allowing the applicant to verify the information before submitting the application.

Click on the **Review & Submit** tab to open the Review & Submit page.

Review Details

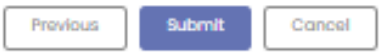
The Review Details section displays a summary of all information entered during the application process.

Sections

- General Details – Displays the ULB, Regional Office details, and Project Name. (Display)
- Engineer Details – Displays the engineer's information. (Display)
- Supervisor Details – Displays the supervisor's information. (Display)
- Road Details – Displays the added road entries and crossing details. (Display)
- Pipeline Specific Details – Displays the pipeline method, diameter, and length. (Display)
- Document Upload – Displays the list of uploaded supporting documents with their file names. (Display)

Buttons

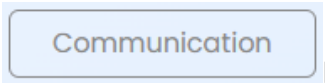
- View – Opens the uploaded document for viewing. (Icon)

Buttons 

- Previous – Returns to the Documents page. (Button)
- Submit – Submits the application for review and approval. (Button)
- Cancel – Cancels the submission process and returns to the previous page. (Button)

Communication Button

The Communication button is used to communicate with the respective ULB regarding the Gas Pipeline Laying Application.

Click on 

button from the Gas Pipeline Laying Application page to open the communication screen.

Communicate with ULB regarding Applications Page

The Communicate with ULB regarding Applications page is used to view communication history and send application-related communication.

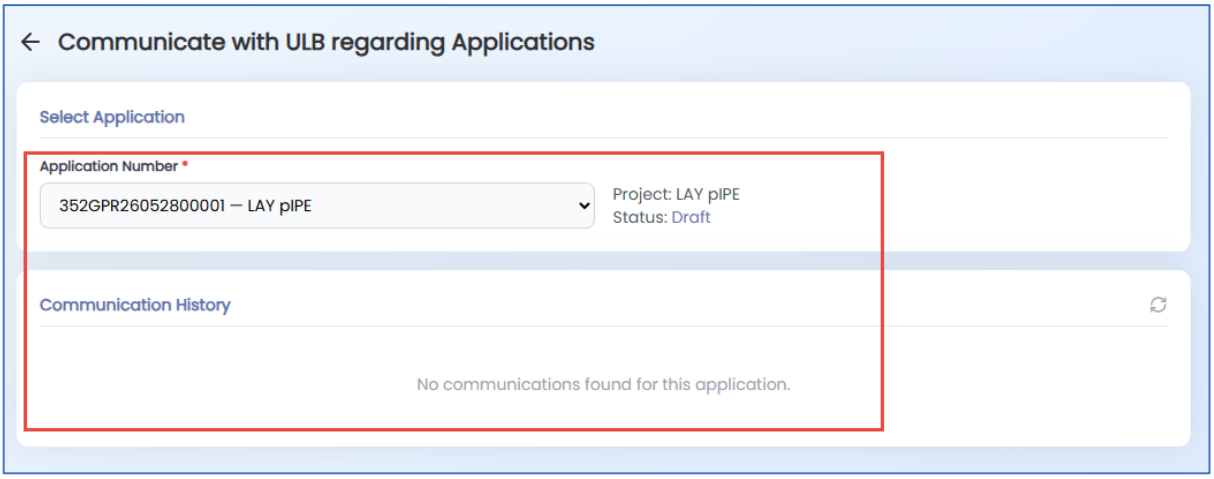


Figure 5-11

Select Application Section

The Select Application section is used to choose the application for communication.

Fields

- Application Number – Select the application number for which communication is required. (Dropdown)
- Project – Displays the selected project name. (Text)
- Status – Displays the current status of the selected application. (Text)

Communication History Section

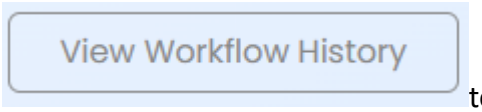
The Communication History section displays all communication records related to the selected application.

Fields

- Communication History – Displays previously sent and received communication details. (View Section)

Buttons

- Refresh – Reloads the communication history records.

Click 

to view the workflow history.

Submit Confirmation Popup

The Submit confirmation popup appears when the regional user submits the Gas Pipeline Laying Application.

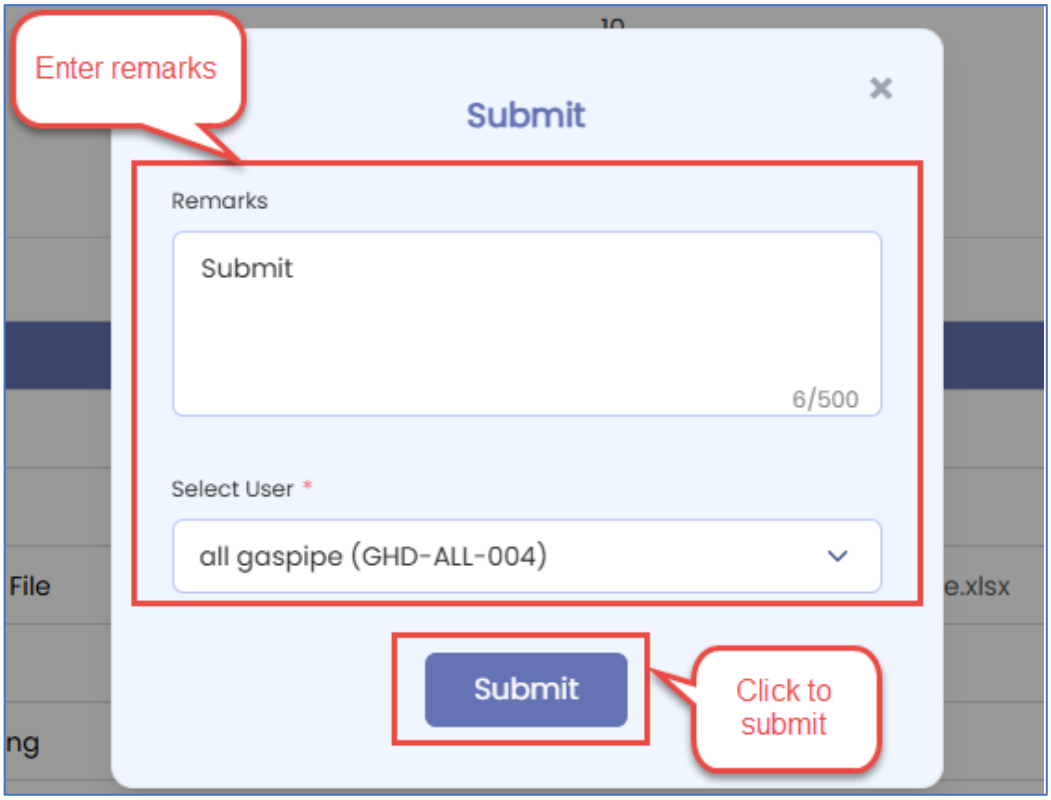


Figure 5-12

Fields

- Remarks – Enter remarks or comments before submitting the application. (Textarea)
- Select User – Select the user to whom you want to send this application.

Buttons 

- Submit – Submits the application successfully.

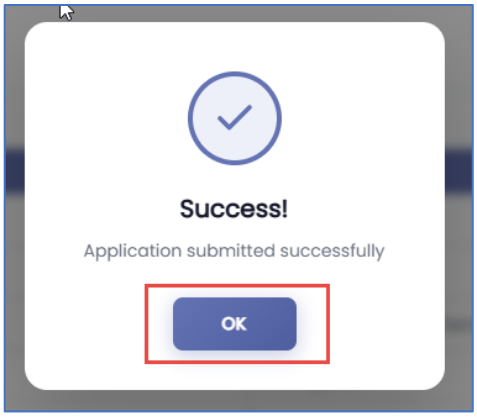


Figure 5-13

- Success – Displays that the Gas Pipeline Laying Application has been submitted successfully.

Submitted Application Status

After successful submission, the application status is updated in the Gas Pipeline Applications list page.

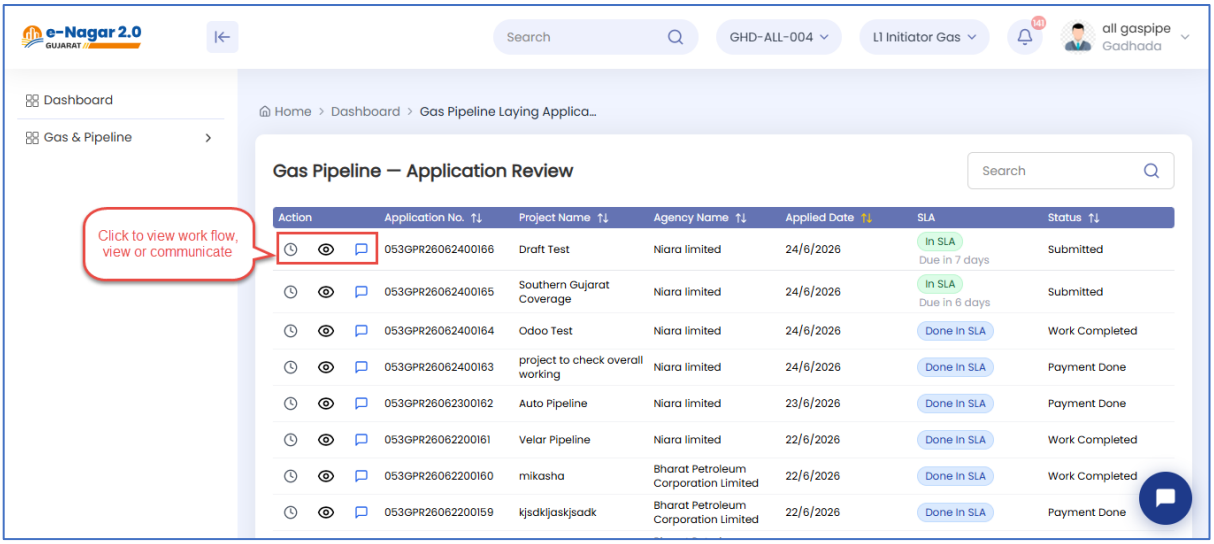


Figure 5-14

Actions Available After Submission

Icons

- Workflow History – Displays the complete workflow movement history of the application.
- Communication – Opens communication details related to the application.
- View – Displays submitted application details in view mode.

5.1.8 Gas Pipeline Laying Application Workflow – L1, L2 and L3 Process

The Gas Pipeline Laying Application workflow allows L1, L2 and L3 users to inspect, review, forward, reject, backward, and approve submitted pipeline laying applications.

5.1.8.1 L1 Verification and Forward Process

The L1 Initiator Gas user reviews the submitted Gas Pipeline Laying Application and forwards it to the L2 verifier for further processing.

Click on the open application from the Gas Pipeline approval list page to open the Gas Pipeline Laying Application page.

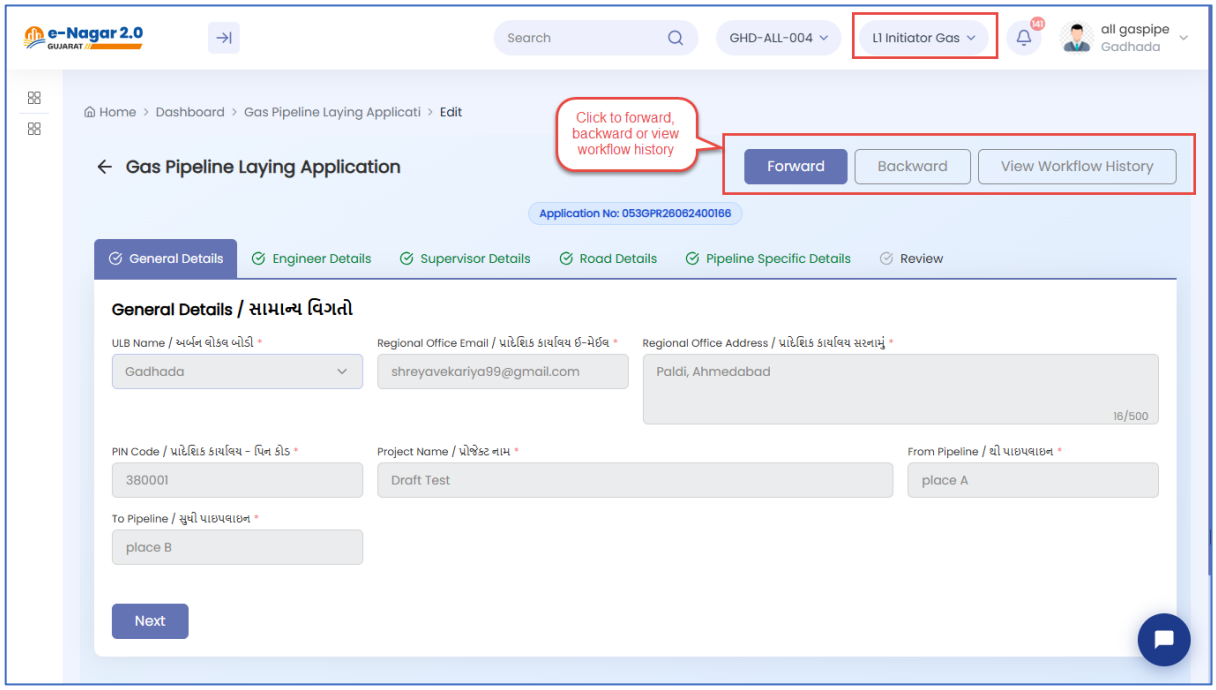


Figure 5-15

Gas Pipeline Laying Application Review – L1

The Gas Pipeline Laying Application page displays all submitted application details for verification.

Workflow Action Buttons 

Forward Button

- Forward – Forwards the application to the L2 verifier for next-level processing. (Button)

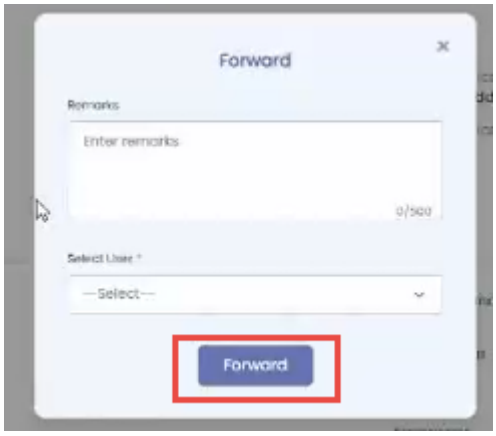


Figure 5-16

- Remarks – Enter Remarks in the remarks fields
- Select User -Select the user to whom you want to forward application.
- Forward – Click this button to Forward the application.

Backward Button

- Backward – Sends the application back to the previous workflow level for correction or modification. (Button)

View Workflow History Button

- View Workflow History – Displays complete workflow movement and action history of the application. (Button)

L1 Workflow Behaviour

- L1 Initiator Gas user reviews the submitted application details.
- After successful verification, the user clicks on the Forward button.
- The application moves to the L2 verifier workflow level.
- L2 verifier receives the application for inspection and further approval processing.

5.1.8.2 L2 Verification Process

L2 verifier logs in and opens the submitted Gas Pipeline Laying Application for verification and inspection processing.

Gas Pipeline Laying Application Page

The Gas Pipeline Laying Application page displays all submitted application details in tab-wise format.

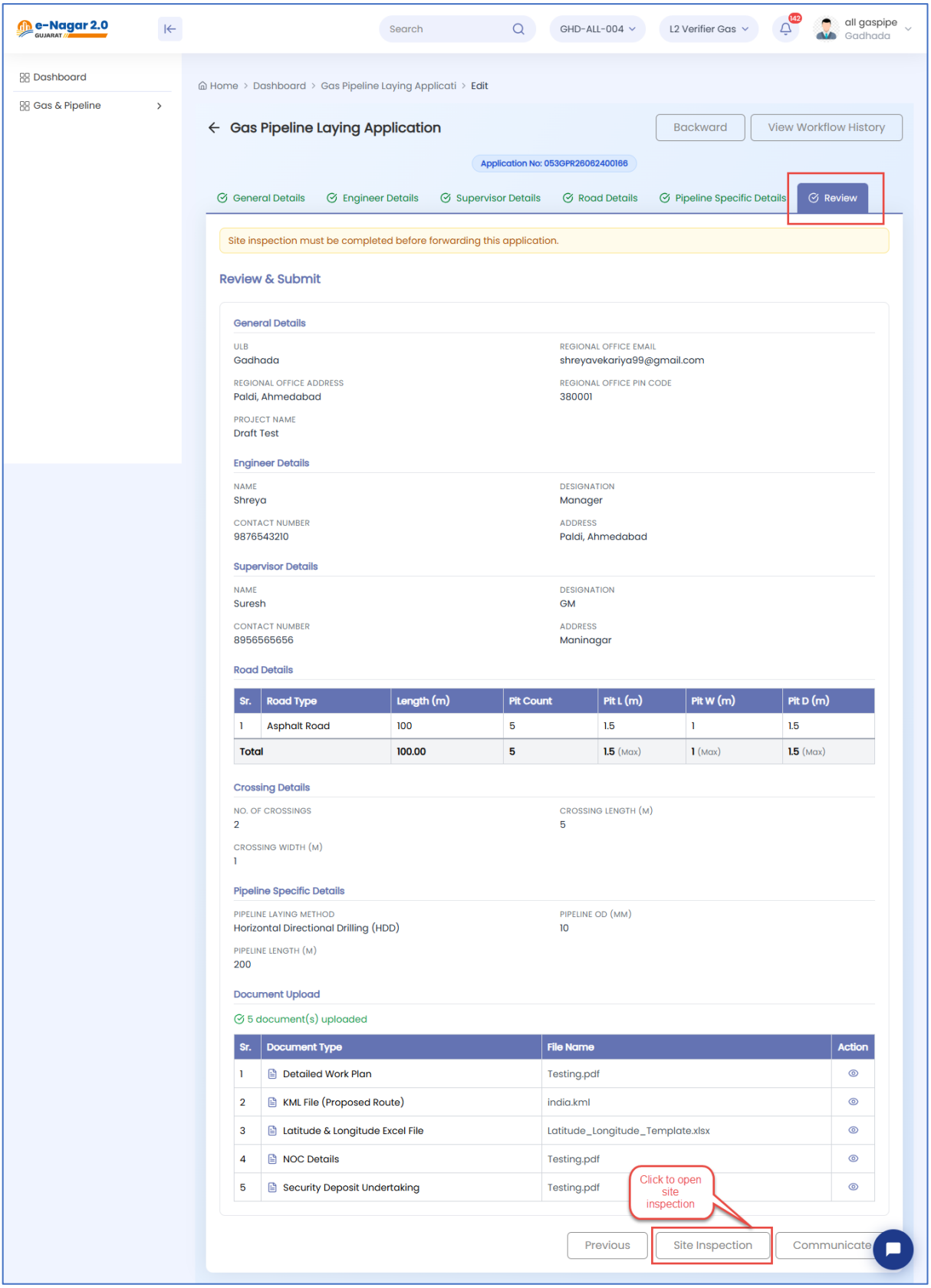


Figure 5-17

Review Tab

The Review tab displays complete application information entered in all previous sections before taking final action.

Review Tab has site inspection button.

Site Inspection Button

The Site Inspection button is used to schedule and manage inspection activities for the application.

Buttons

- Site Inspection – Opens the site inspection management page.

Site Inspection Page

The Site Inspection page is used to schedule inspections and manage inspection history.

Site Inspection History

The Site Inspection History section displays previously scheduled inspections and inspection records.

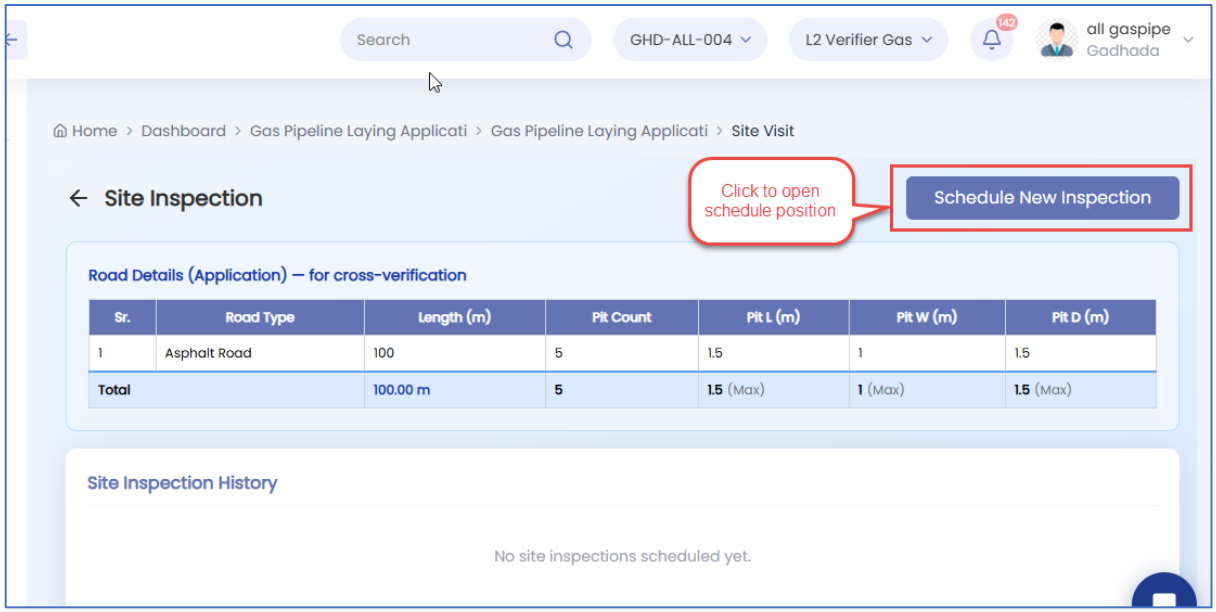
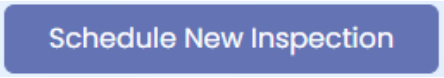


Figure 5-18

Buttons 

- Schedule New Inspection – Opens the inspection scheduling form.

Schedule Site Inspection Section

The Schedule Site Inspection section is used to schedule a new inspection visit.

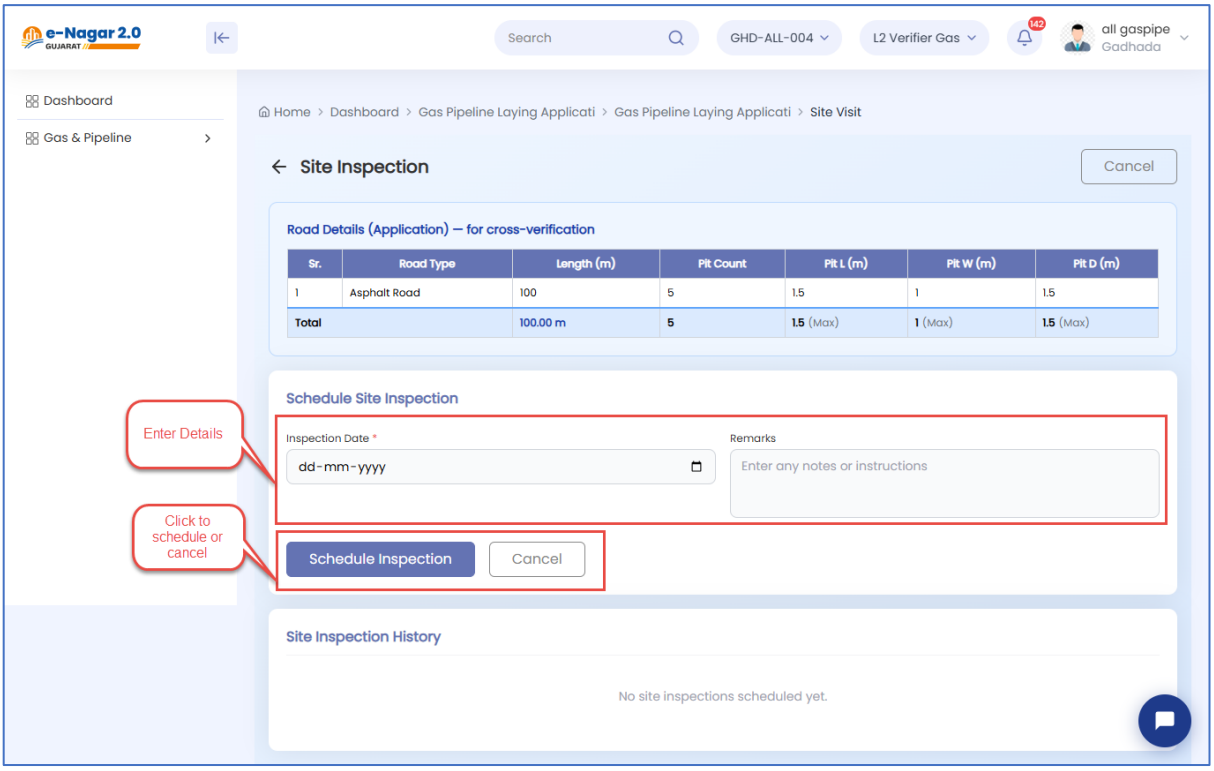


Figure 5-19

Fields

- Inspection Date – Enter or select the inspection date. (Date Picker)
- Remarks – Enter inspection instructions, notes, or remarks. (Textarea)

Buttons 

- Schedule Inspection – Schedules the inspection successfully. (Button)
- Cancel – Cancels the scheduling process. (Button)

Site Inspection Action

After scheduling inspection, the inspection record becomes available in the inspection history section.

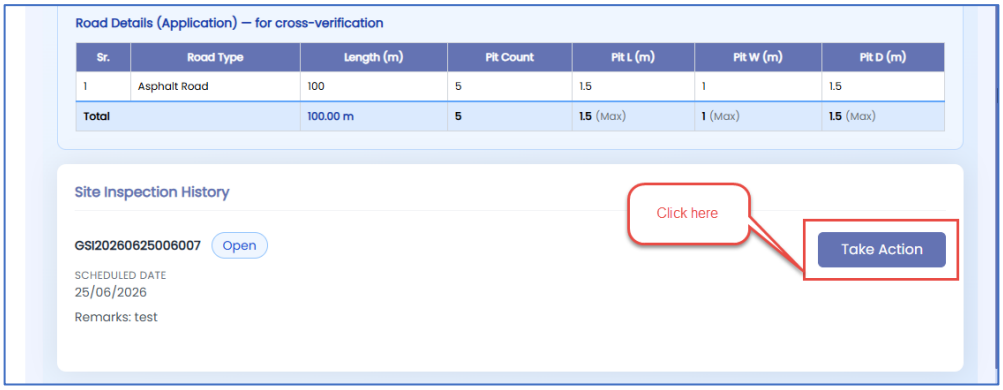


Figure 5-20

Buttons 

- Take Action – Opens the inspection action popup for further processing.

5.1.8.2.1 Take Action Popup

The Take Action popup is used to record inspection progress or complete inspection activities.

- **Fields**
- Action – Select the required inspection action. (Dropdown)
- Remarks – Enter remarks related to the inspection process. (Textarea)

Action Options

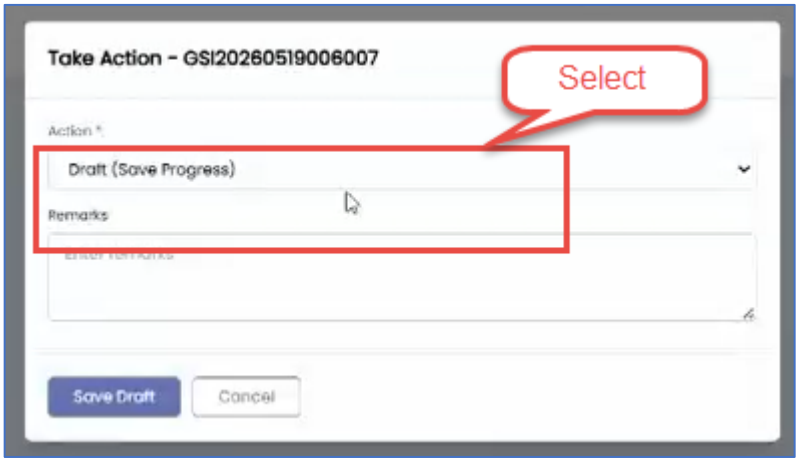


Figure 5-21

Draft (Save Progress)

The Draft option saves the inspection process temporarily without completing inspection.

Buttons 

- Save Draft – Saves inspection details in draft mode. (Button)

- Cancel – Closes the popup without saving. (Button)

Complete Inspection

The Complete Inspection option is used to complete inspection and submit inspection findings.

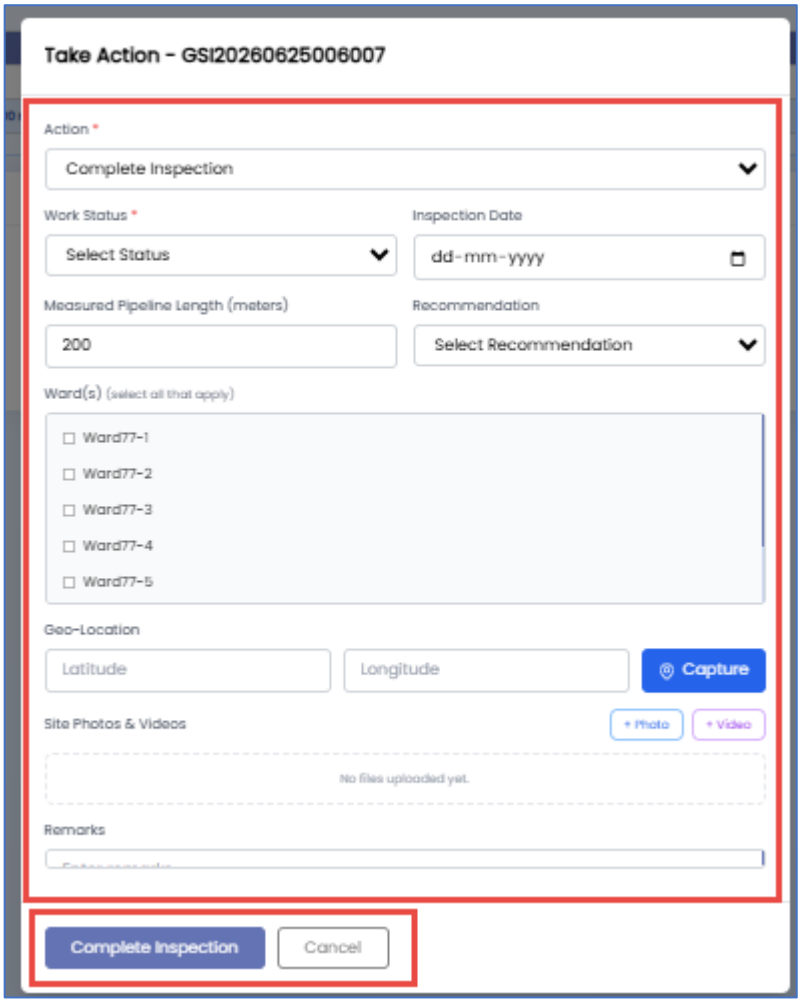


Figure 5-22

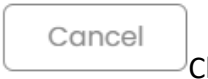
Fields

- Work Status – Select the current work status. (Dropdown)
- Inspection Date – Displays or selects inspection completion date. (Date Picker)
- Measured Pipeline Length (meters) – Enter measured pipeline length. (Numeric)
- Recommendation – Select inspection recommendation status. (Dropdown)
- Ward 1 to Ward 5 – Select applicable inspection checklist items. (Checkbox)
- Geo-location Latitude – Displays captured latitude coordinates. (Numeric)
- Geo-location Longitude – Displays captured longitude coordinates. (Numeric)

- Site Photos & Videos – Upload inspection photos or videos. (File Upload)
- Remarks – Enter final inspection remarks. (Textarea)

Buttons

- Capture – Captures geo-location details. (Button)
- Photo – Uploads inspection photo. (Button)
- Video – Uploads inspection video. (Button)
- View – Displays uploaded media file. (Button)
- Remove – Removes uploaded media file. (Button)
- Complete Inspection – 

Completes inspection successfully and submits inspection details. (Button)
- Cancel – 

Closes the inspection action popup without submitting details. (Button)

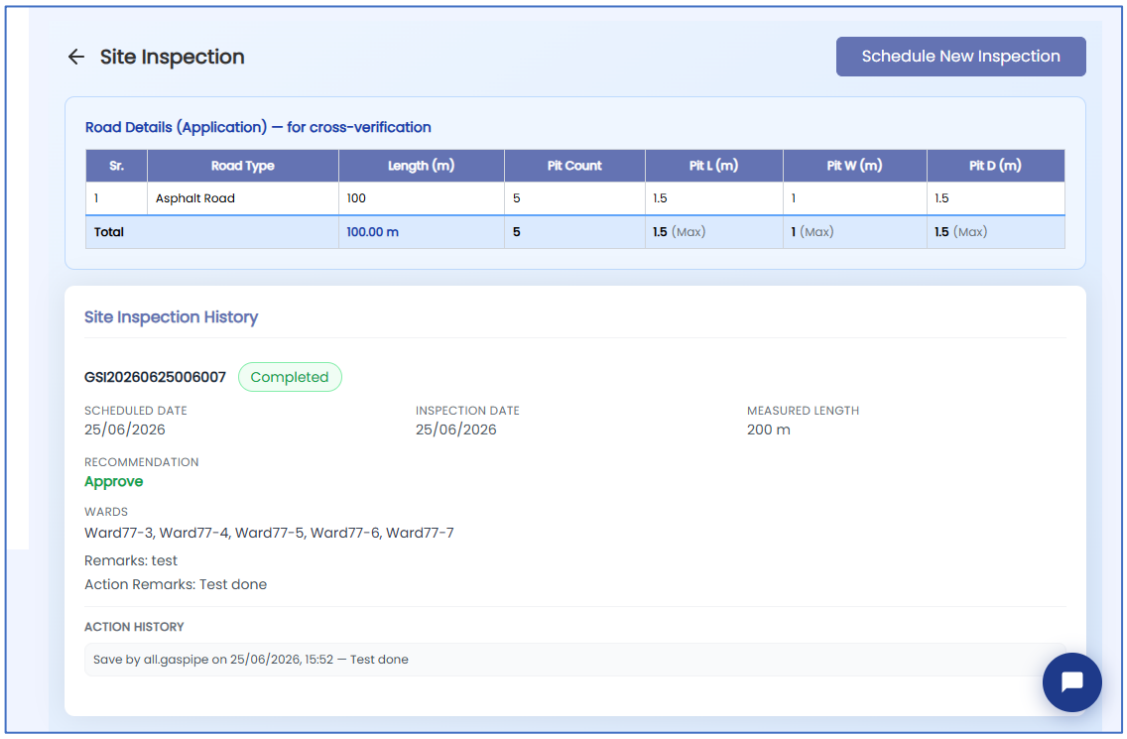


Figure 5-23

Inspection is completed

Go back, now L2 has got the Forward button.

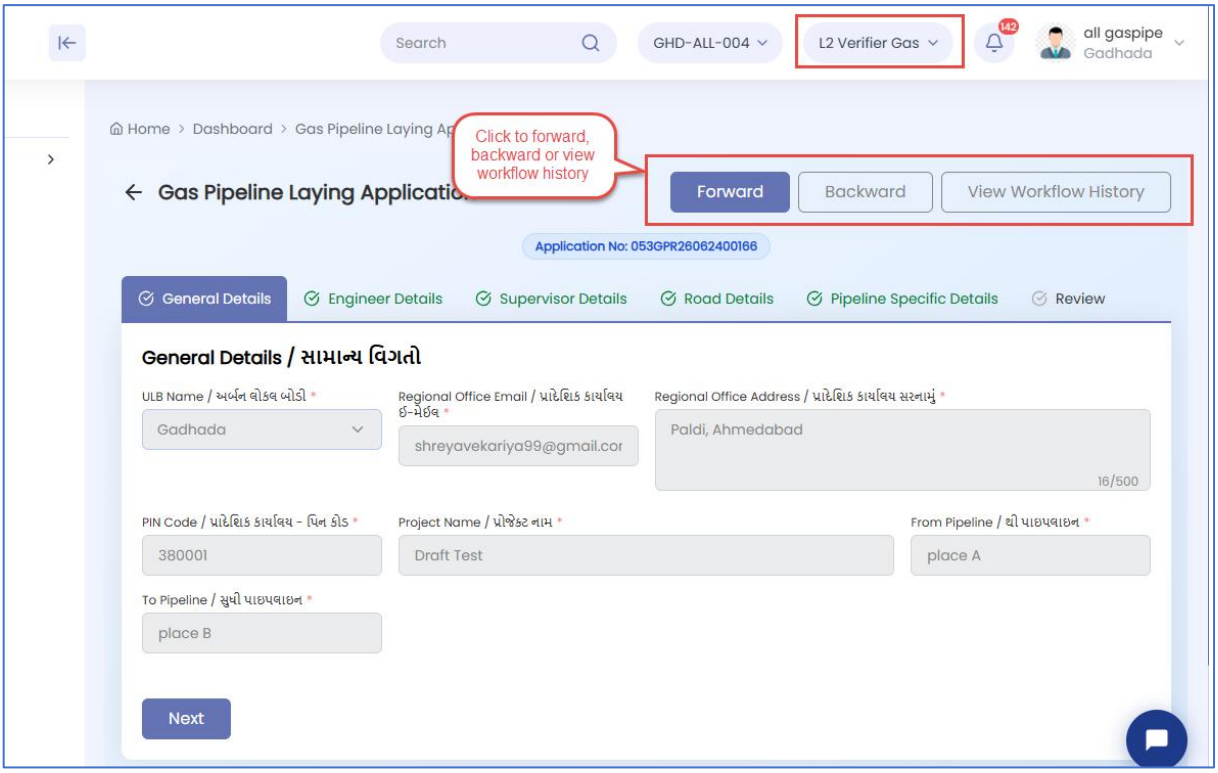


Figure 5-24

Action Buttons 

Forward Button

- Forward – Forwards the application to the level 3 for further processing. (Button)

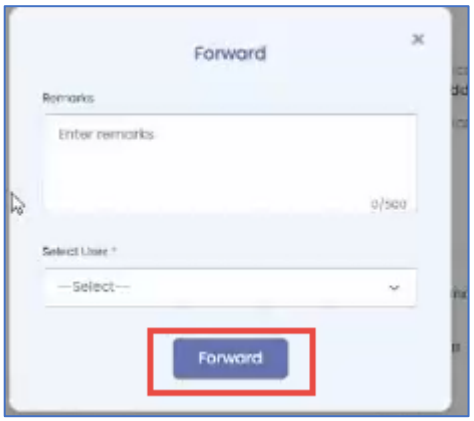


Figure 5-25

- Remarks – Enter Remarks in the remarks fields
- Select User -Select the user to whom you want to forward application.
- Forward – Click this button to Forward the application.

Backward Button

- Backward – Sends the application back to the previous workflow level. (Button)

View Workflow History Button

- View Workflow History – Displays complete workflow movement history of the application. (Button)

5.1.8.3 L3 Approval List Page

The Gas Pipeline – L3 Approval page displays applications received for L3 level verification and approval.

Click on the open icon from the application list to open the application details page.

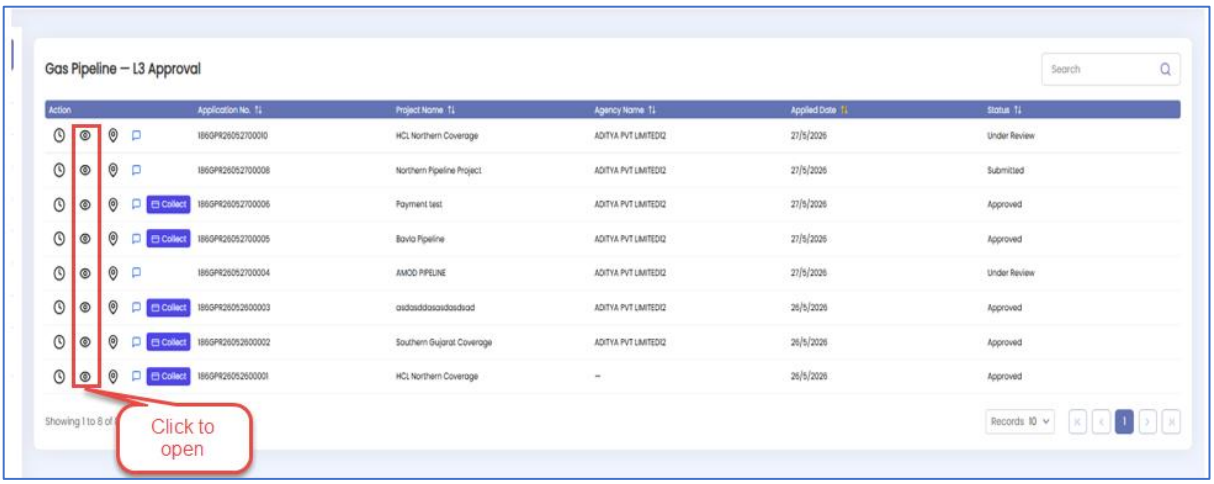


Figure 5-26

L3 Gas Pipeline Application Review

The L3 user reviews the application details and inspection information before taking final action.

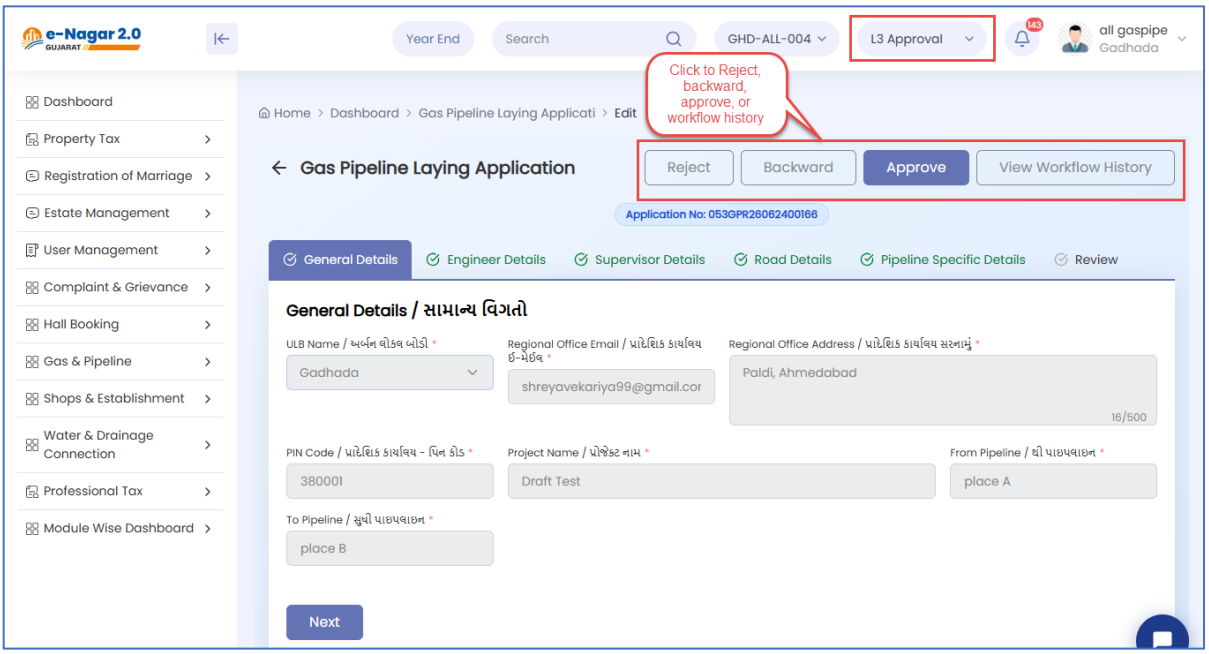
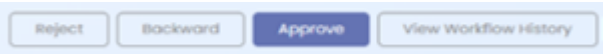


Figure 5-27

Buttons 

- Reject – Rejects the application. (Button)
- Backward – Sends the application back to the previous workflow level. (Button)
- Approve – Approves the application successfully. (Button)



Figure 5-28

  - Remarks – Enter Remarks in the remarks fields
  - Approve – Click 

button to approve.
- E-Sign – Opens e-sign process for digitally signing the approval. (Button)
- View Workflow History – Displays workflow movement history. (Button)

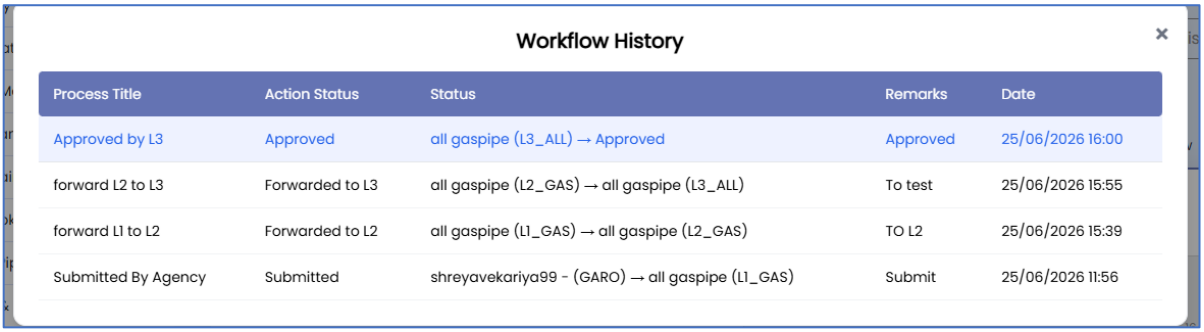


Figure 5-29

Workflow Behaviour After Inspection

- L2 user gets Site Inspection functionality after reaching the Review tab.
- The Take Action popup contains Complete Inspection and Cancel options.
- After successful inspection completion, the L2 verifier receives the Forward button for forwarding the application to the next workflow level.
- L3 verifier reviews the forwarded application and performs Reject, Backward, or Approve actions.

5.1.9 Pay Now

The **Pay Now** option is available for approved applications that require payment before further processing.

Go to Regional User Account. Click the **Pay Now** icon from the **Actions** column to proceed with the payment process.

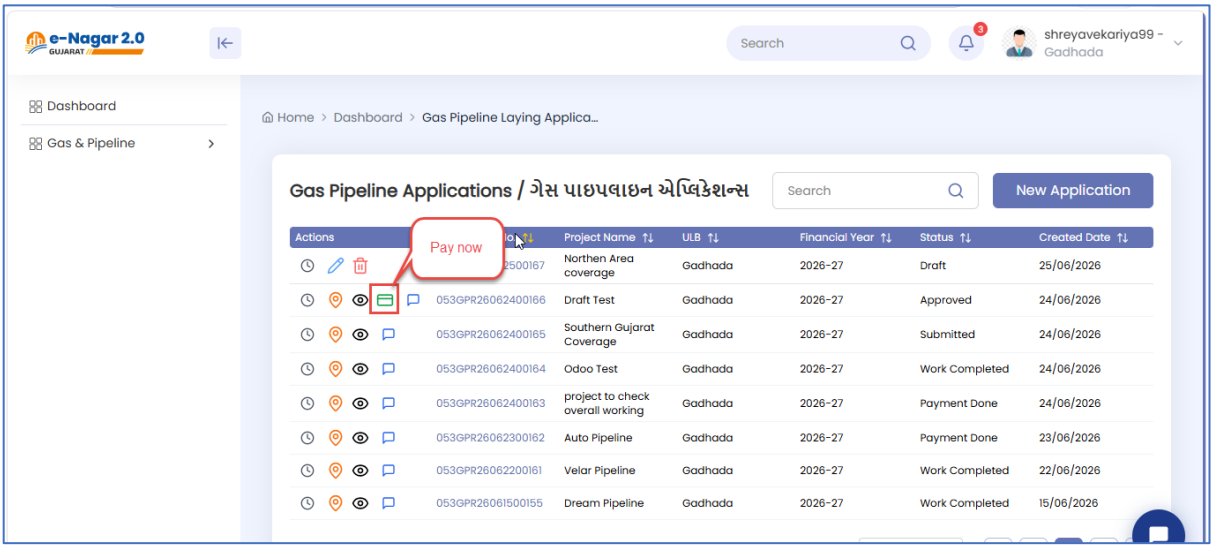


Figure 5-30

Buttons

- Pay Now – Opens the payment page to complete the required application payment. (Icon)

Collect Payment – Installation Fee

The **Collect Payment – Installation Fee** page allows the applicant to review the installation fee, select a payment method, and complete the payment process.

Click the **Pay Now** icon from the **Gas Pipeline Applications** listing page to open the Collect Payment – Installation Fee page.

Fee Breakdown

The Fee Breakdown section displays the charges applicable to the application.

Fields

- Restoration Charges – Displays the restoration charge amount. (Display)
- Security Deposit – Displays the security deposit amount. (Display)
- Digging Charges – Displays the digging charge amount. (Display)
- Total Amount – Displays the total payable amount. (Display)

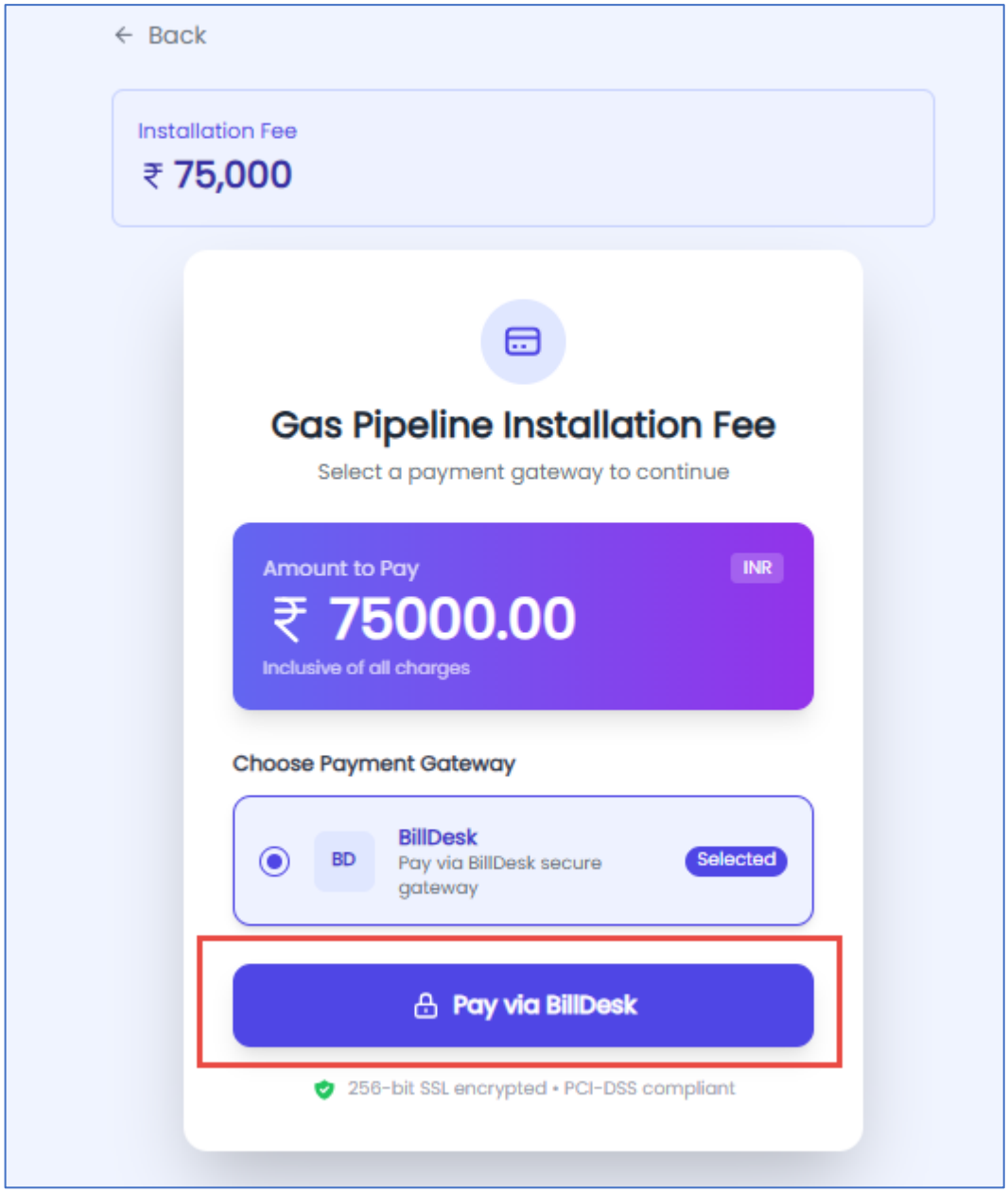


Figure 5-31

Payment Methods

- Online Payment – Selects the online payment option through the BillDesk payment gateway. (Radio Button)
- Offline Payment – Selects the offline payment option using cash or cheque. (Radio Button)

Buttons

- Proceed to Online Payment – Redirects the applicant to the BillDesk payment gateway. (Button)
- Back – Returns to the previous page. (Button)



Figure 5-32

Online Payment

The Online Payment page displays the payable amount and allows the applicant to proceed with payment through the selected payment gateway.

- **Fields**
- Installation Fee – Displays the total installation fee amount. (Display)
- Amount to Pay – Displays the final payable amount. (Display)
- Payment Gateway – Displays the available payment gateway. (Display)

Buttons

- Pay via BillDesk – Redirects the applicant to the BillDesk payment gateway. (Button)
- Back – Returns to the previous page. (Button)

BillDesk Payment

The BillDesk payment gateway allows the applicant to complete the payment using the preferred payment mode.

- **Payment Methods**
- Credit/Debit Cards – Pays using a credit or debit card. (Option)
- Internet Banking – Pays using internet banking. (Option)
- UPI – Pays using any supported UPI application. (Option)

- QR – Pays by scanning the displayed QR code. (Option)
- NEFT/RTGS – Pays using NEFT or RTGS transfer. (Option)
- **Buttons**

Make Payment – Initiates the payment for the selected payment method. (Button)

Payment Callback

After the payment is processed, the payment gateway displays the transaction callback page.

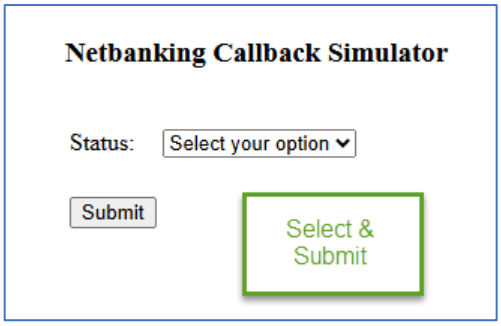


Figure 5-33

Fields

- Status – Selects the payment result to continue the transaction process. (Dropdown)
- **Buttons**
- Submit – Completes the payment callback process. (Button)

Payment Successful

The Payment Successful page confirms that the payment has been successfully completed.

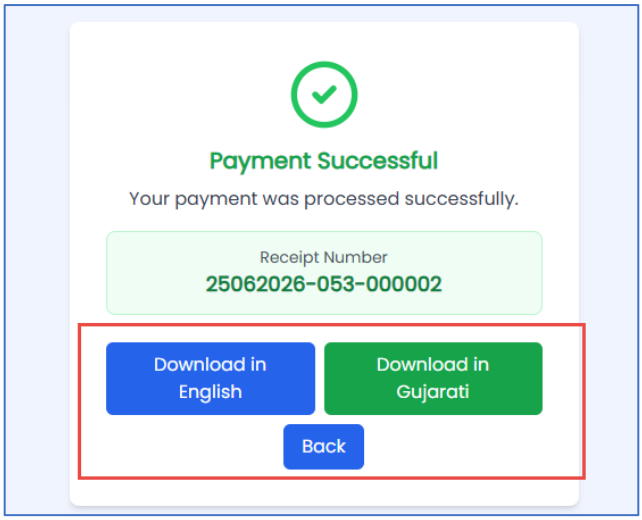


Figure 5-34

Fields

- Receipt Number – Displays the generated payment receipt number. (Display)

Buttons

- Download in English – Downloads the payment receipt in English. (Button)
- Download in Gujarati – Downloads the payment receipt in Gujarati. (Button)
- Back – Returns to the previous page. (Button)

Payment Receipt

The Payment Receipt page displays the payment acknowledgement and transaction details.



GADHADA
Nagarpalika Office, Barwala

Payment Receipt

Agreement Number	: 053GPR260624[illegible]166	Payment Date	: 25/6/2026
Receipt Number	: 25062026-053-000002		
Application Name	: Gas Pipeline Laying Permission – Installation Fee	Mobile Number	: 9876543210
Payee Name	: Niara limited	Email	: shreyavekariya99@gmail.com
Applicant Address	: Paldi, Ahmedabad		
Pay Mode	: Online	Track Id/Merchant Order No.	: USBIG79003W7CQ

Payment Head	Amount
Restoration Charges	25000
Digging Charges	25000
Security Deposit	25000
Total Amount	**75000**

Amount In Words : RUPEES SEVENTY FIVE THOUSAND ONLY.

Note: This is computer generated receipt and doesn't require any signature and stamp.

Figure 5-35

6 ULB User

6.1 Gas & Pipeline Masters Module

The Masters module is used to manage master configurations required for Gas & Pipeline workflow processing.

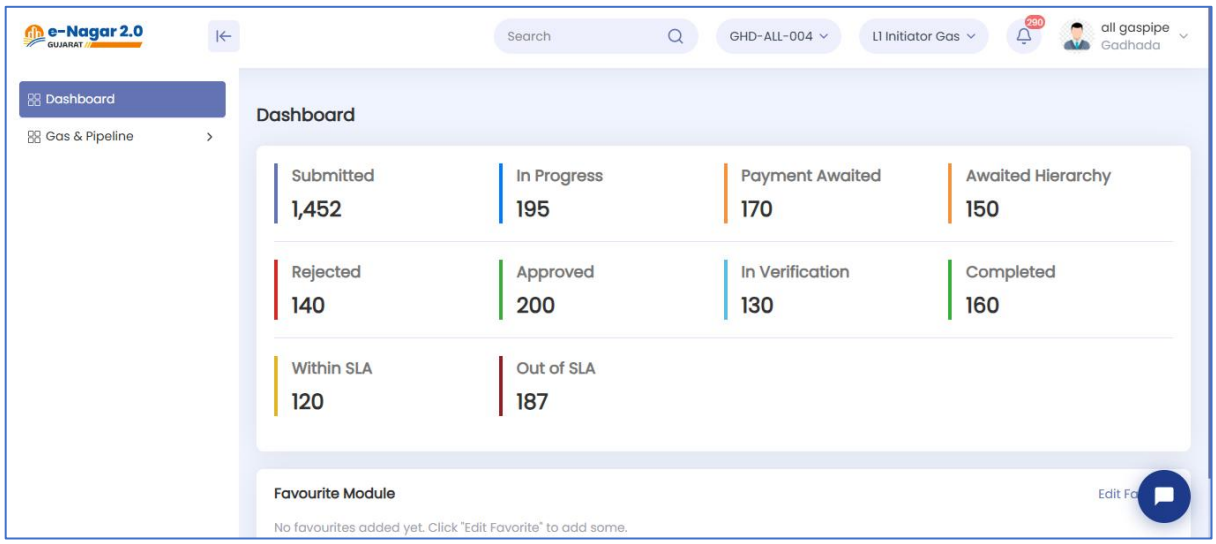


Figure 6-1

Click on **Gas & Pipeline → Masters** from the Dashboard to access available master modules.

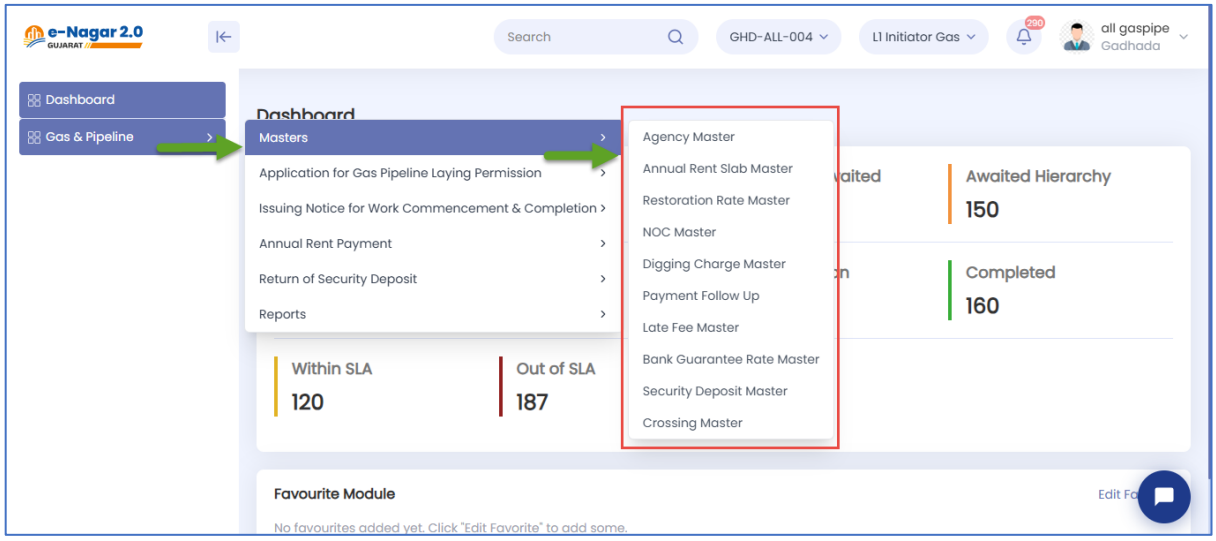


Figure 6-2

Masters Menu

The Masters menu displays all available master configuration modules.

Master Modules

- Agency Master – Used to manage agency details. (For ULB)

- Annual Rent Slab Master – Used to manage annual rent slab configurations. (For GUDM, For ULB if required)
- Restoration Rate Master – Used to manage restoration rates. (For GUDM, For ULB if required)
- NOC Master – Used to manage NOC configurations. (For ULB)
- Digging Charge Master – Used to manage digging charge configurations. (For GUDM, For ULB if required)
- Payment Follow Up – Used to manage payment follow-up configurations. (For ULB)
- Late Fee Master – Used to manage late fee configurations. (For ULB)
- Bank Guarantee Rate Master – Used to manage bank guarantee rates. (For GUDM, For ULB if required)
- Security Deposit Master – Used to manage security deposit configurations. (For GUDM, For ULB if required)
- Crossing Master – Used to manage crossing-related master data. (For GUDM, For ULB if required)

6.1.1 Agency Master

The Agency Master module is used to manage agency information for Gas & Pipeline operations.

Click on **Agency Master** from the Masters menu to open the Agency Details page.

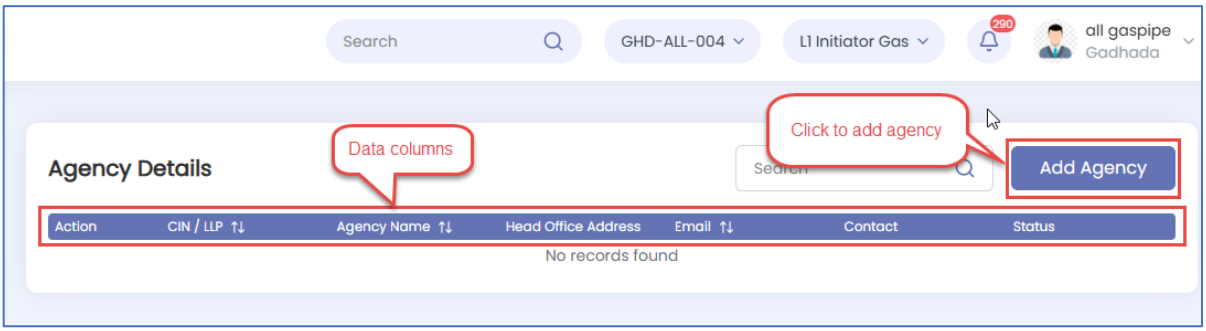


Figure 6-3

Agency Details Page

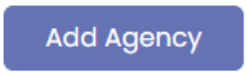
The Agency Details page displays all added agency records.

Columns

- Action – Displays edit and delete actions.
- CIN / LLP – Displays agency CIN or LLP number.

- Agency Name – Displays agency name.
- Head Office Address – Displays agency head office address.
- Email – Displays agency email ID.
- Contact – Displays agency contact number.
- Status – Displays current agency status.

Buttons

- Add Agency – 

Opens Add Agency form page. (Button)
- Search – Searches agency records from the list. (Search Box)

Action Icons

- Edit – Opens Edit Agency page for updating agency details.
- Delete – Deletes selected agency record.

6.1.1.1 Add Agency Page

The Add Agency page is used to create and save new agency details in the Agency Master module.

Click on **Add Agency** button from the Agency Details page to open the Add Agency form.

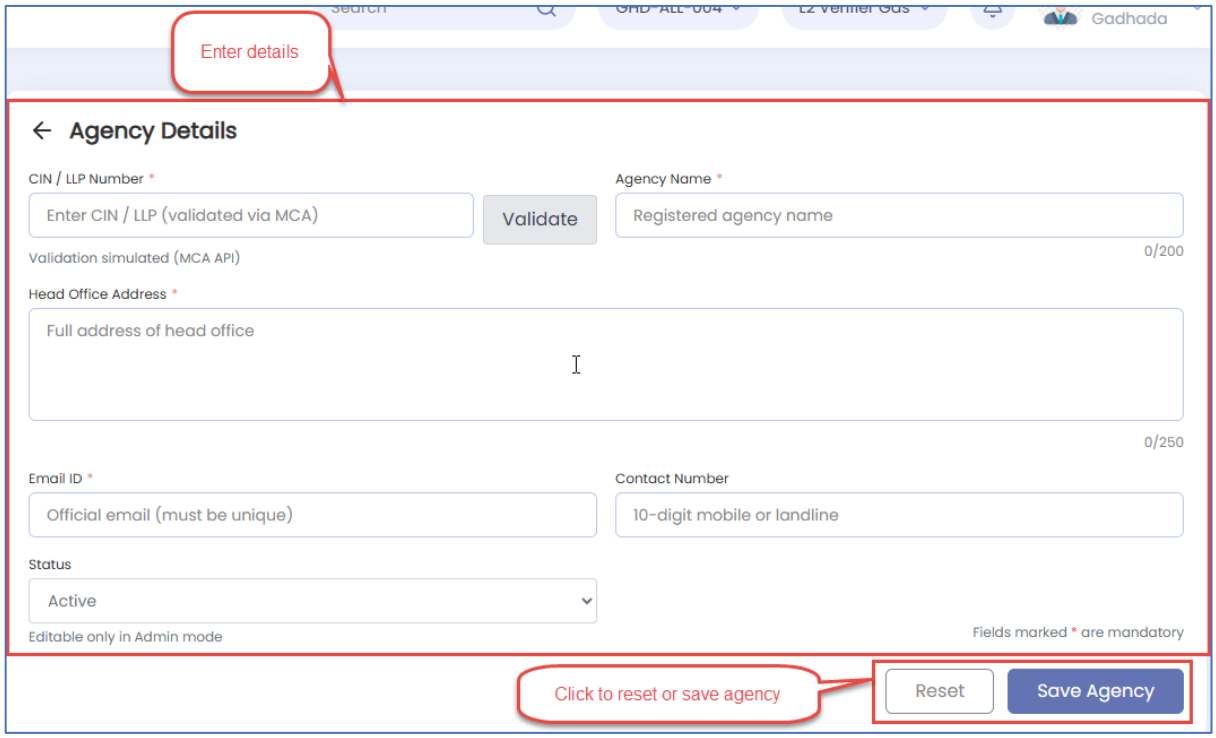


Figure 6-4

Agency Details Section

The Agency Details section is used to enter agency registration and contact information.

Fields

- CIN / LLP Number – Enter agency CIN or LLP registration number. (Text)
  - Validate – Validates entered CIN or LLP number. (Button)
- Agency Name – Enter registered agency name. (Text)
- Head Office Address – Enter full head office address. (Textarea)
- Email ID – Enter official agency email address. (Email)
- Contact Number – Enter agency contact number. (Numeric)
- Status – Displays agency status. (Dropdown)

Buttons 

- Reset – Clears entered agency details. (Button)
- Save Agency – Saves agency details successfully. (Button)

6.1.1.2 Edit Agency Page

The Edit Agency page is used to create or update agency information.

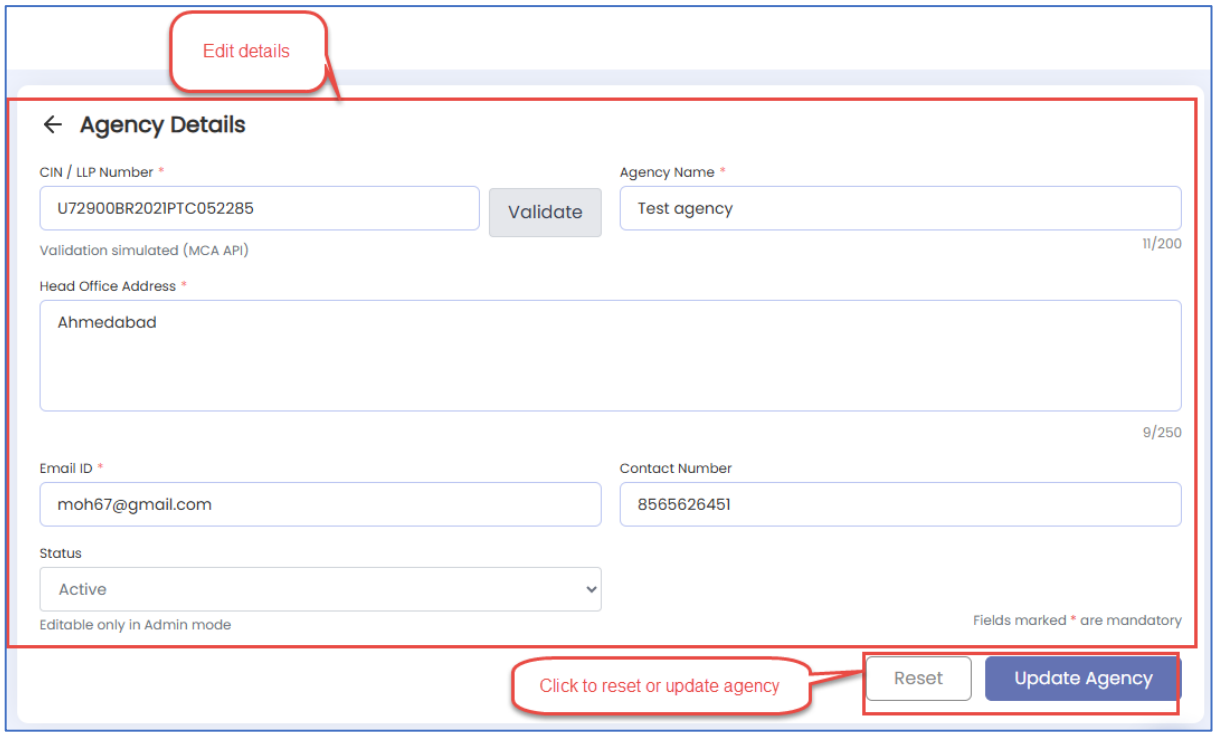
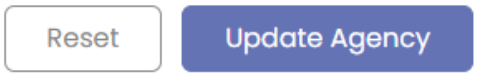


Figure 6-5

Buttons 

- Validate – Validates entered CIN or LLP number. (Button)
- Reset – Clears entered details. (Button)
- Update Agency – Updates agency details successfully. (Button)

6.1.2 NOC Master

The NOC Master module is used to manage NOC details required for Gas Pipeline applications.

Click on **NOC Master** from the Masters menu to open the NOC Master list page.

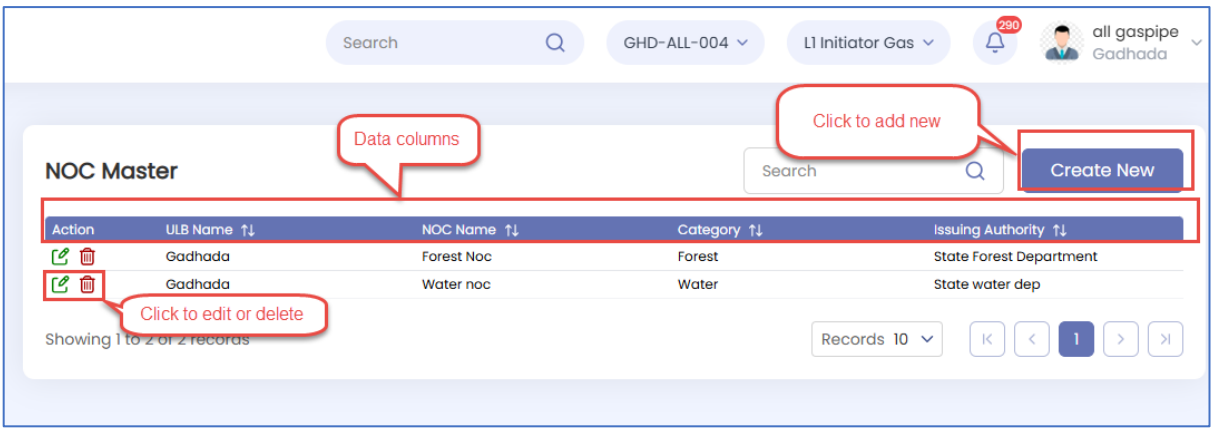


Figure 6-6

NOC Master List Page

The NOC Master list page displays all configured NOC records.

- **Columns**
- Action – Displays edit and delete actions.
- ULB Name – Displays ULB name.
- NOC Name – Displays NOC name.
- Category – Displays NOC category.
- Issuing Authority – Displays issuing authority name.

Buttons

- Create New – 

Opens Add NOC Master page. (Button)
- Search – Searches NOC records from the list. (Search Box)

6.1.2.1 Add NOC Master Page

The Add NOC Master page is used to create a new NOC configuration.

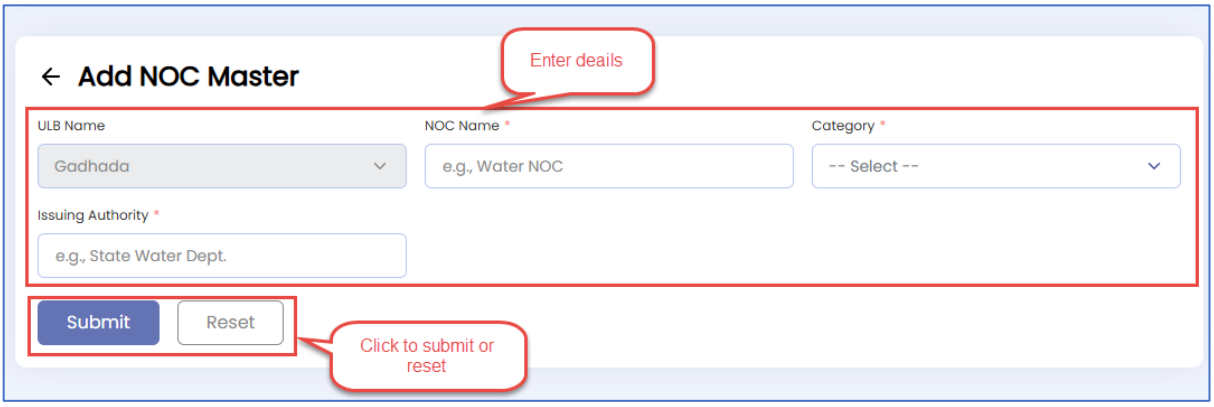


Figure 6-7

Fields

- ULB Name – Select ULB name. (Dropdown)
- NOC Name – Enter NOC name. (Text)
- Category – Select NOC category. (Dropdown)
- Issuing Authority – Enter issuing authority name. (Text)

Buttons 

- Submit – Saves NOC master details successfully. (Button)
- Reset – Clears entered details. (Button)

6.1.2.2 Edit NOC Master Page

The Edit NOC Master page is used to modify existing NOC details.

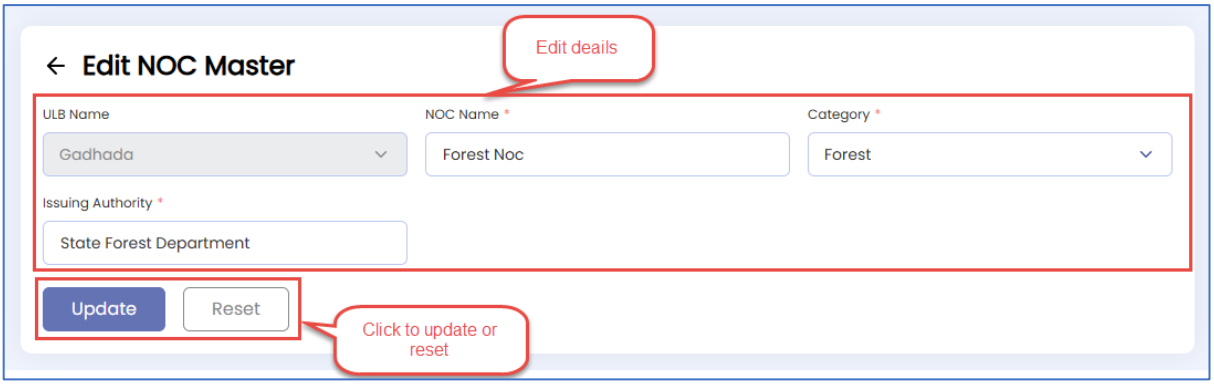


Figure 6-8

Fields

- ULB Name – Displays selected ULB name. (Dropdown)

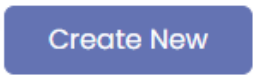
- NOC Name – Displays NOC name. (Text)
- Category – Displays selected category. (Dropdown)
- Issuing Authority – Displays issuing authority details. (Text)

Buttons 

- Update – Updates NOC details successfully. (Button)
- Reset – Clears modified details. (Button)

6.1.3 Payment Follow Up Master

The Payment Follow Up Master page is used to configure reminder frequencies for payment follow-up events.

Click on 

button from the Payment Follow Up Master page to open the Add Payment Follow Up Master form.

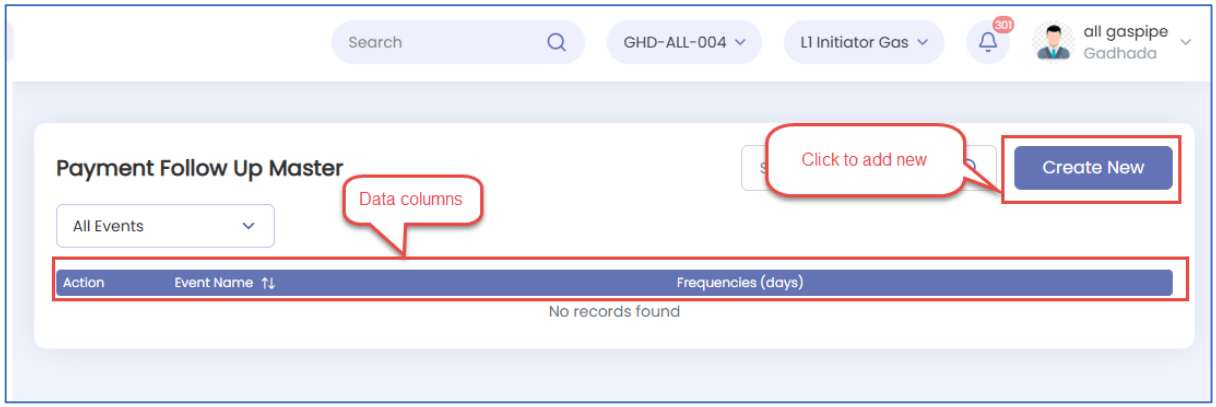


Figure 6-9

6.1.3.1 Add Payment Follow Up Master

The Add Payment Follow Up Master page is used to configure follow-up reminder frequencies for selected events.

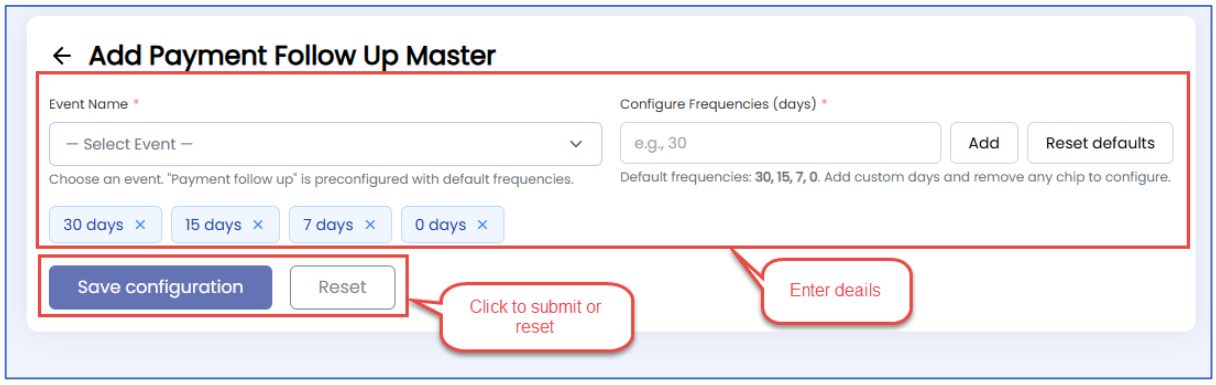


Figure 6-10

Fields

- Event Name – Select payment follow-up event for configuration. (Dropdown)
- Configure Frequencies (days) – Enter reminder frequency in days. (Numeric)

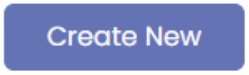
Buttons 

- Add – Adds entered frequency value to the configuration list. (Button)
- Reset defaults – Restores default configured frequencies. (Button)

- Save configuration – Saves configured payment follow-up frequencies. (Button)
- Reset – Clears configured details. (Button)

6.1.4 Late Fee Master

The Late Fee Master page is used to manage late fee slab configurations.

Click on 

button from the Late Fee Master page to open the Add Late Fee Master form.

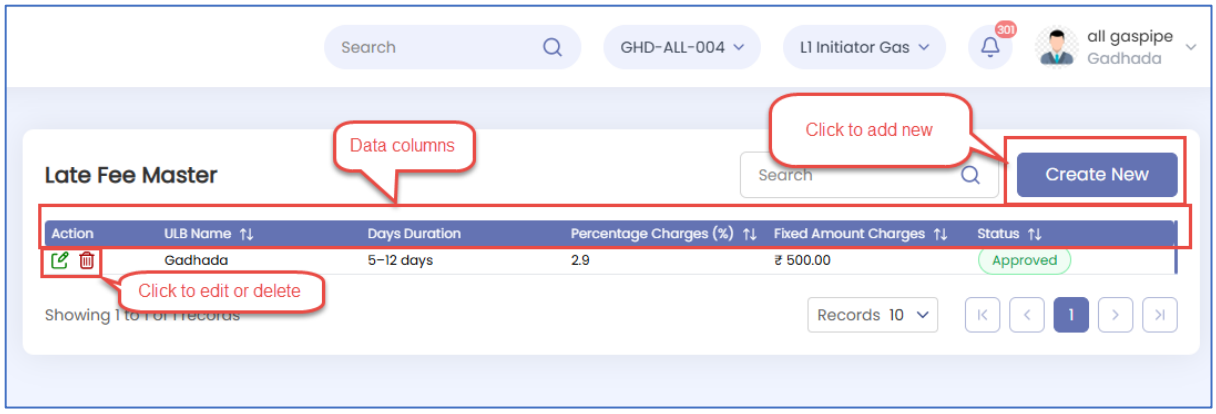


Figure 6-11

Add Late Fee Master

The Add Late Fee Master page is used to configure late fee slabs based on delayed payment duration.

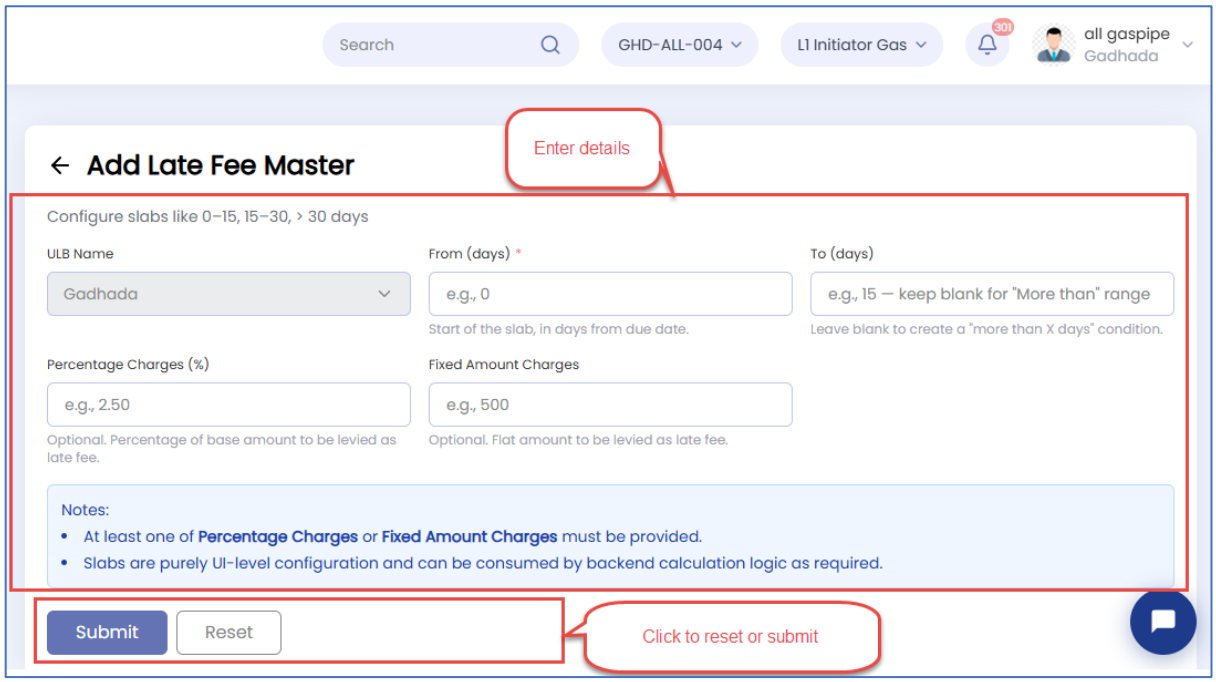


Figure 6-12

Fields

- ULB Name – Select ULB name for late fee configuration. (Dropdown)
- From (days) – Enter slab start duration in days from due date. (Numeric)

- To (days) – Enter slab end duration in days. (Numeric)
- Percentage Charges (%) – Enter percentage-based late fee charges. (Numeric)
- Fixed Amount Charges – Enter fixed late fee amount. (Numeric)

Buttons 

- Submit – Saves late fee slab configuration successfully. (Button)
- Reset – Clears entered late fee details. (Button)

6.1.4.1 Edit Late Fee Master

The Edit Late Fee Master page is used to modify existing late fee slab configurations.

Click on **Edit** icon from the Late Fee Master listing page to open the Edit Late Fee Master page.

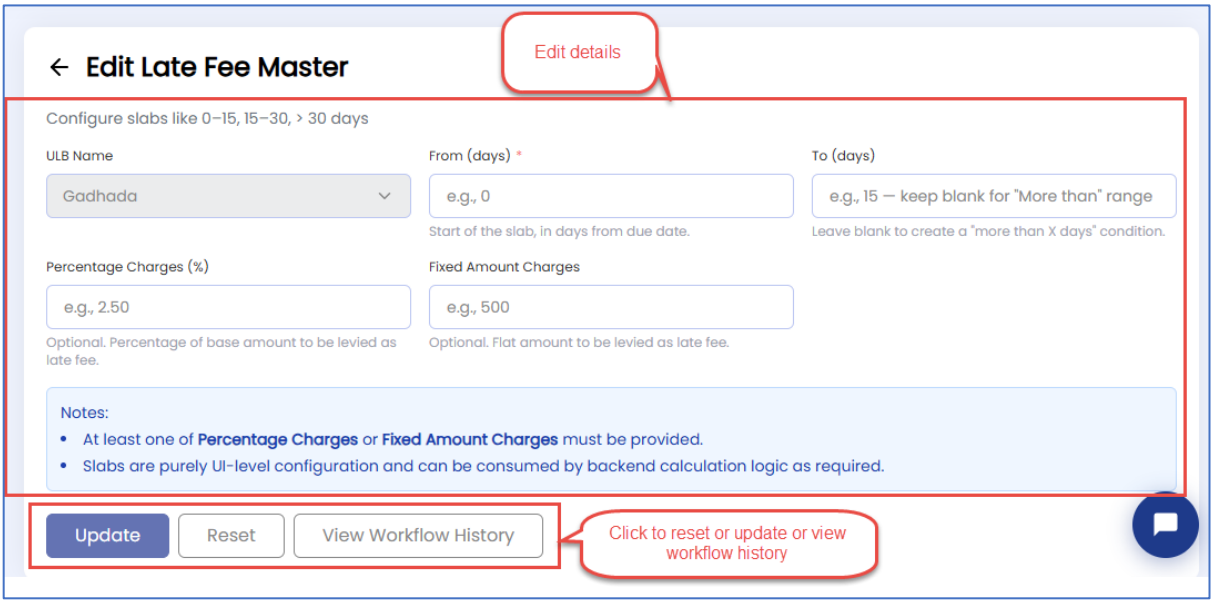


Figure 6-13

Fields

- ULB Name – Displays selected ULB name. (Dropdown)
- From (days) – Displays slab start duration in days. (Numeric)
- To (days) – Displays slab end duration in days. (Numeric)
- Percentage Charges (%) – Displays percentage-based late fee charges. (Numeric)
- Fixed Amount Charges – Displays fixed late fee amount. (Numeric)

Buttons 

- Update – Updates modified late fee slab details successfully. (Button)
- Reset – Clears modified details. (Button)
- View Workflow History – Displays workflow history details of the selected configuration. (Button)

6.1.5 Restoration Rate Master

The Restoration Rate Master page is used to manage restoration rate configurations based on road type.

Click on **Create New** button from the Restoration Rate Master page to open the Add Restoration Rate Master form.

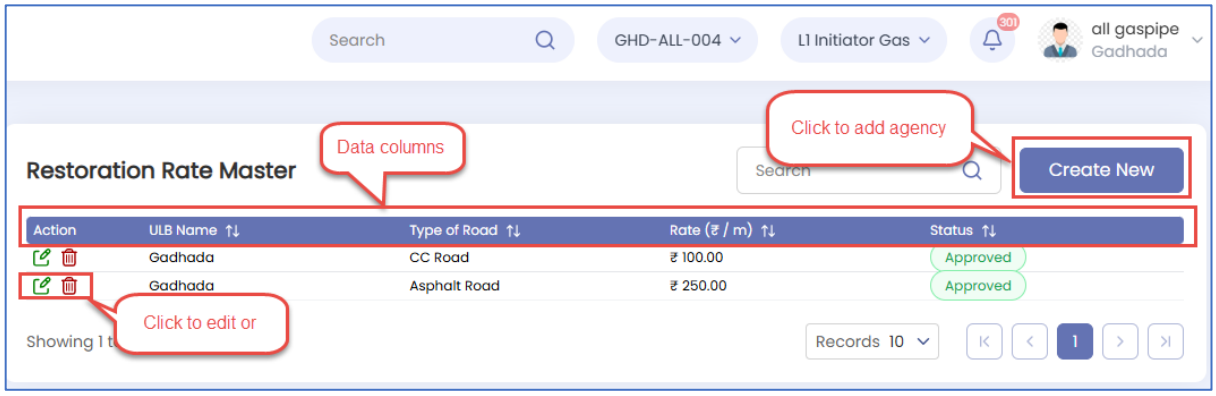


Figure 6-14

6.1.5.1 Add Restoration Rate Master

The Add Restoration Rate Master page is used to configure restoration charges for different road types.

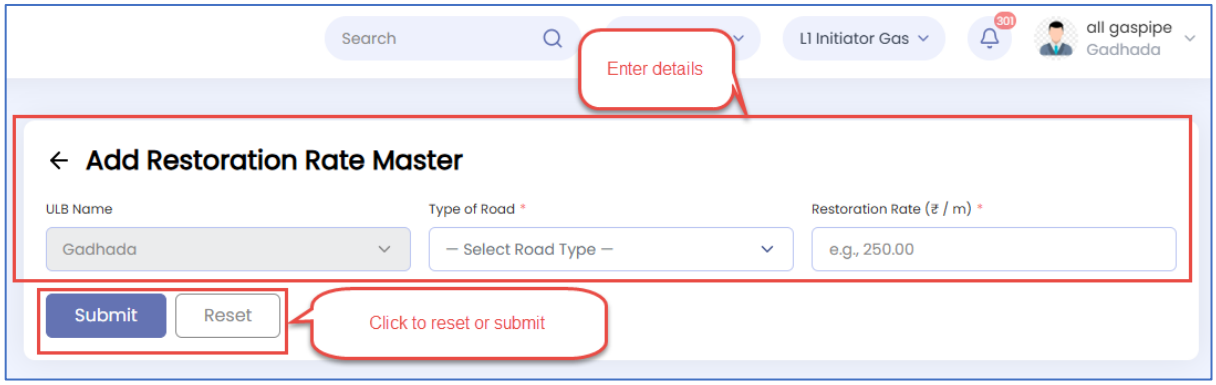


Figure 6-15

Fields

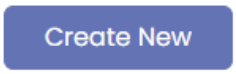
- ULB Name – Select ULB name for restoration rate configuration. (Dropdown)
- Type of Road – Select road type for restoration rate mapping. (Dropdown)
- Restoration Rate (₹ / m) – Enter restoration charge rate per metre. (Numeric)

Buttons 

- Submit – Saves restoration rate configuration successfully. (Button)
- Reset – Clears entered details. (Button)

6.1.6 Digging Charge Master

The Digging Charge Master page is used to manage digging charge configurations for different road types.

Click on 

button from the Digging Charge Master page to open the Add Digging Charge Master form.

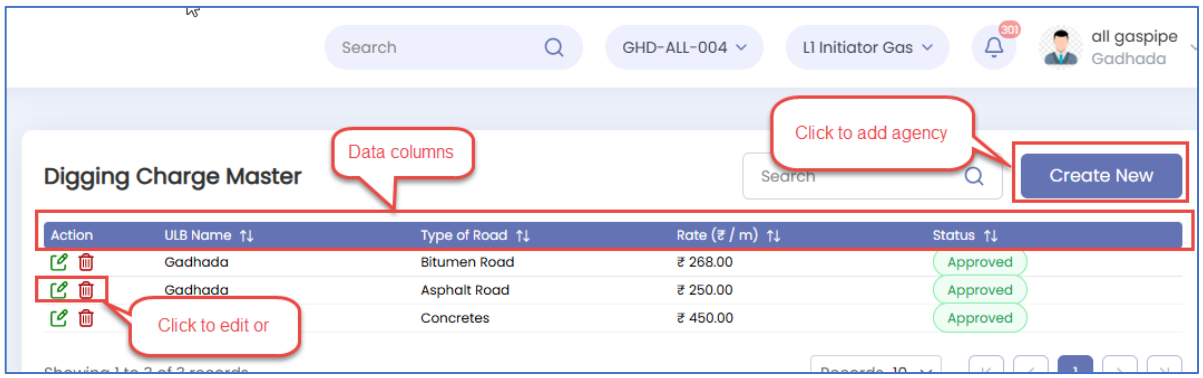


Figure 6-16

6.1.6.1 Add Digging Charge Master

The Add Digging Charge Master page is used to configure digging charges based on road type.

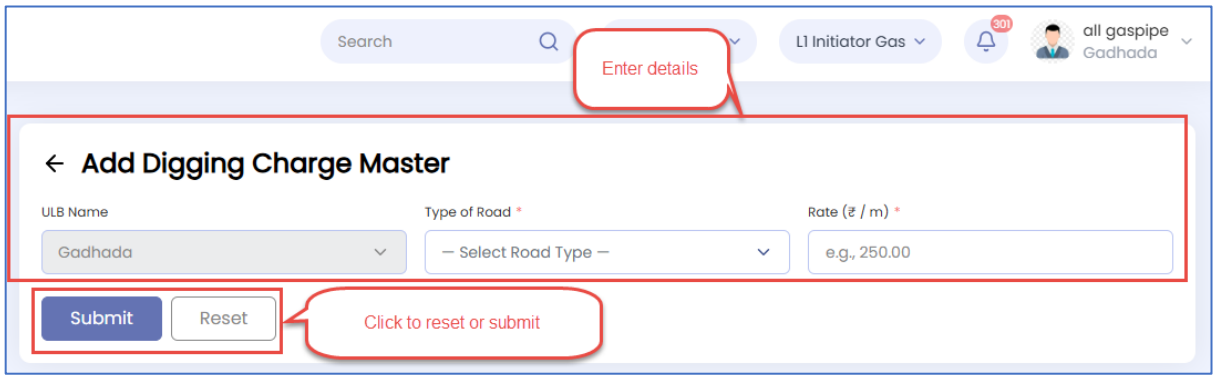


Figure 6-17

Fields

- ULB Name – Select ULB name for digging charge configuration. (Dropdown)
- Type of Road – Select road type for digging charge mapping. (Dropdown)
- Rate (₹ / m) – Enter digging charge amount per metre. (Numeric)

Buttons 

- Submit – Saves digging charge configuration successfully. (Button)
- Reset – Clears entered details. (Button)

7 Work Commencement Notices

The Work Commencement Notices module is used to create, submit, review, approve, and inspect work commencement notices related to gas pipeline laying applications.

Click on **Gas & Pipeline → Issuing Notice for Work Commencement & Completion → Notice for Work Commencement** from the Dashboard to open the Work Commencement Notices module.



Figure 7-1

7.1 Work Commencement Notices Listing Page

The listing page displays all work commencement notice records with their application details and workflow stages.

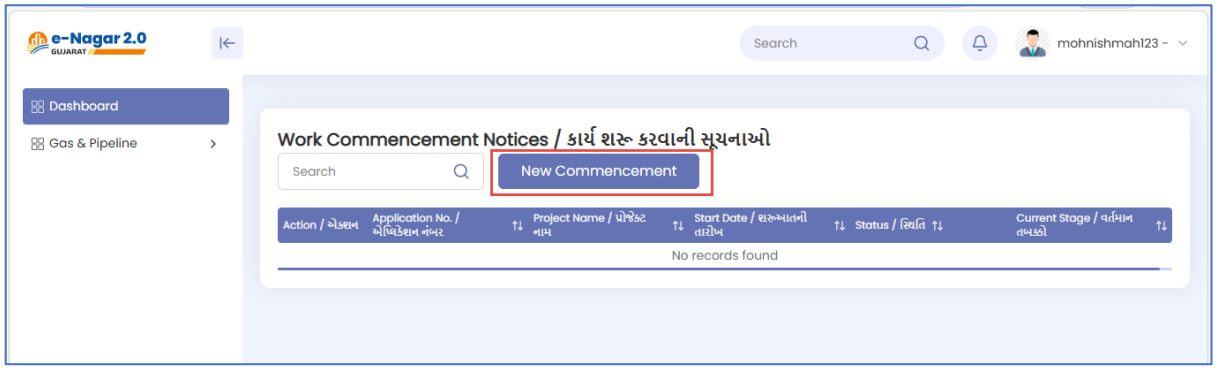
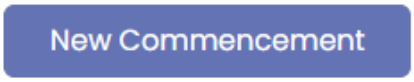


Figure 7-2

Fields

- Action – Displays icons to view, edit, inspect, or check workflow details of the application. (Icon)
- Application No. – Displays generated application number. (Display)
- Project Name – Displays project name linked with the application. (Display)
- Start Date – Displays work commencement start date. (Display)
- Status – Displays current application status. (Display)
- Current Stage – Displays current pipeline work stage. (Display)

Buttons

- New Commencement – 

Opens the Notice for Work Commencement creation page. (Button)
- Search – Searches application records. (Button)

7.1.1 Search Application Page



Figure 7-3

The Search Application page is used to search approved gas pipeline applications before creating a commencement notice.

Fields

- Application No. – Enter approved application number to fetch application details. (Text)

Buttons

- Search – Displays application details for work commencement notice creation. (Button)

7.1.2 Notice Details Tab

The Notice Details tab is used to enter commencement information for the selected application.

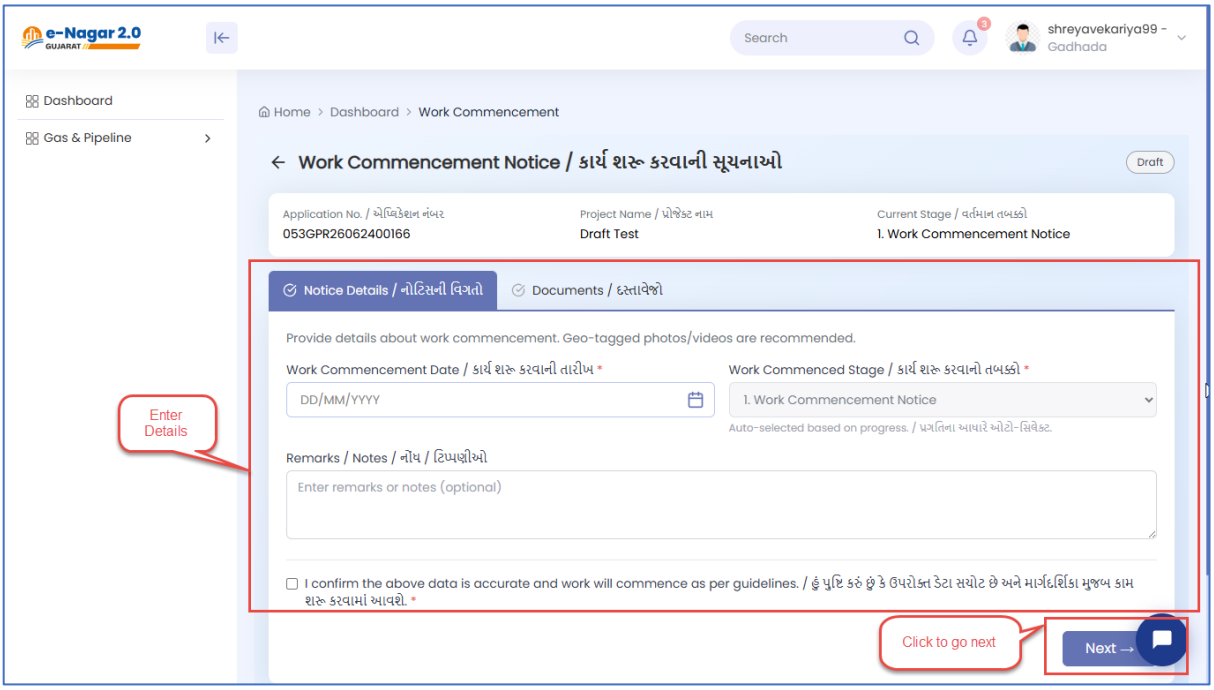


Figure 7-4

Fields

- Application No. – Displays selected application number. (Display)
- Project Name – Displays project name. (Display)
- Current Stage – Displays current workflow stage. (Display)
- Work Commencement Date – Select work commencement date. (Date Picker)
- Work Commenced Stage – Displays current commencement stage automatically. (Dropdown)
- Remarks / Notes – Enter additional commencement remarks or notes. (Textarea)
- Confirmation Checkbox – Confirms that entered information is accurate and work will commence according to guidelines. (Checkbox)

Buttons 

- Next – Opens the Documents tab. (Button)

7.1.3 Documents Tab

The Documents tab is used to upload commencement-related documents.

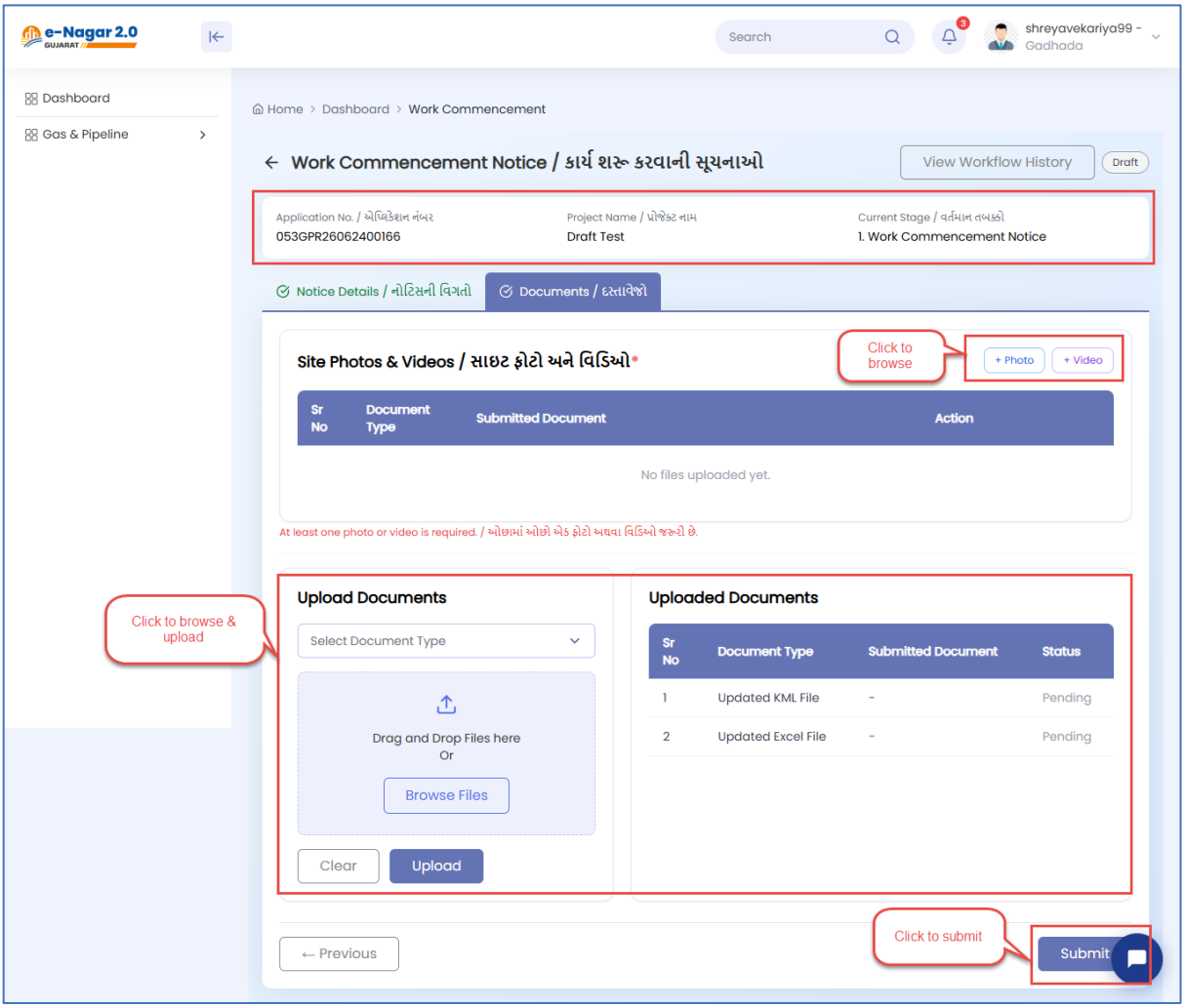


Figure 7-5

Click on the **Documents** tab from the **Work Commencement Notice** page to upload the required documents and site evidence for commencement of work.

Application Information

- Application No. – Displays the generated application reference number. (Display)
- Project Name – Displays the project name associated with the application. (Display)
- Current Stage – Displays the current workflow stage of the application. (Display)

Site Photos & Videos

- Site Photos & Videos – Displays the uploaded site photos and videos submitted as proof of work commencement. (Display)
- Add Photo – Opens the upload window to add site photographs related to the work site. (Button)
- Add Video – Opens the upload window to add site videos related to the work site. (Button)
- Action – Displays actions available for uploaded media files. (Display)

Upload Documents

- Select Document Type – Selects the type of document to be uploaded. (Dropdown)
- Browse Files – Opens the file explorer to select the document for upload. (Button)
- Clear – 

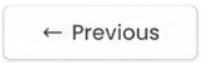
Removes the selected file before uploading. (Button)
- Upload – 

Uploads the selected document to the application. (Button)

Uploaded Documents

- Sr No – Displays the serial number of the uploaded document. (Display)
- Document Type – Displays the type of uploaded document. (Display)
- Submitted Document – Displays the uploaded file name. (Display)
- Status – Displays the verification status of the uploaded document. (Display)

Buttons

- Previous – 

Returns to Notice Details tab. (Button)
- Submit – 

Opens submission popup for workflow submission. (Button)

Submit Popup

The Submit popup is used to submit the work commencement notice to the next workflow user.

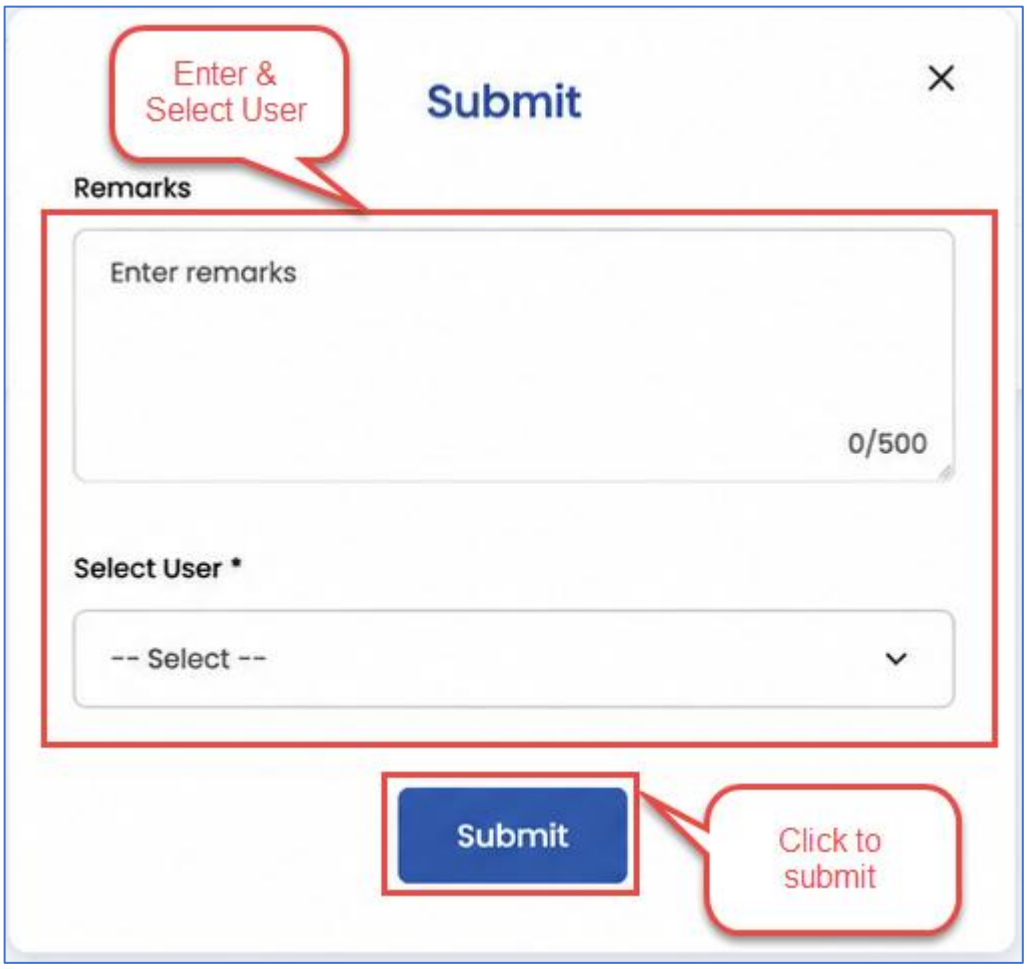


Figure 7-6

Fields

- Remarks – Enter submission remarks. (Textarea)
- Select User – Select workflow user for forwarding application. (Dropdown)

Buttons

- Submit – Submit Submits work commencement notice successfully. (Button)

7.1.3.1 Stages

The **Current Stage** field is automatically updated as the application progresses through different phases of work execution. Initially, the application is created under **Work Commencement Notice**, after which it moves to **Trenching/Digging**, followed by **Pipeline Laying**, and finally reaches **Site Restoration** upon completion of the restoration activities.



Figure 7-7



Figure 7-8

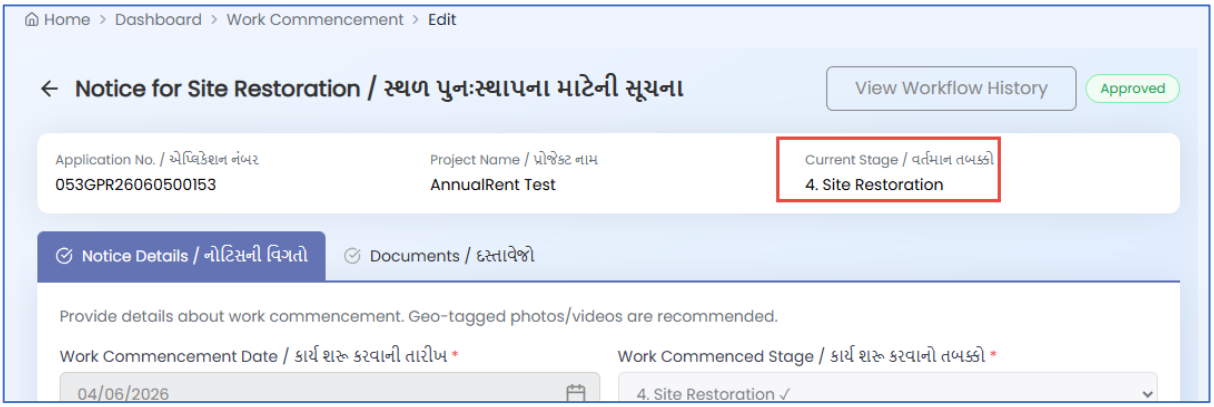


Figure 7-9

7.1.4 Work Flow

The Workflow Processing page is used by workflow users to review and process submitted work commencement notices.

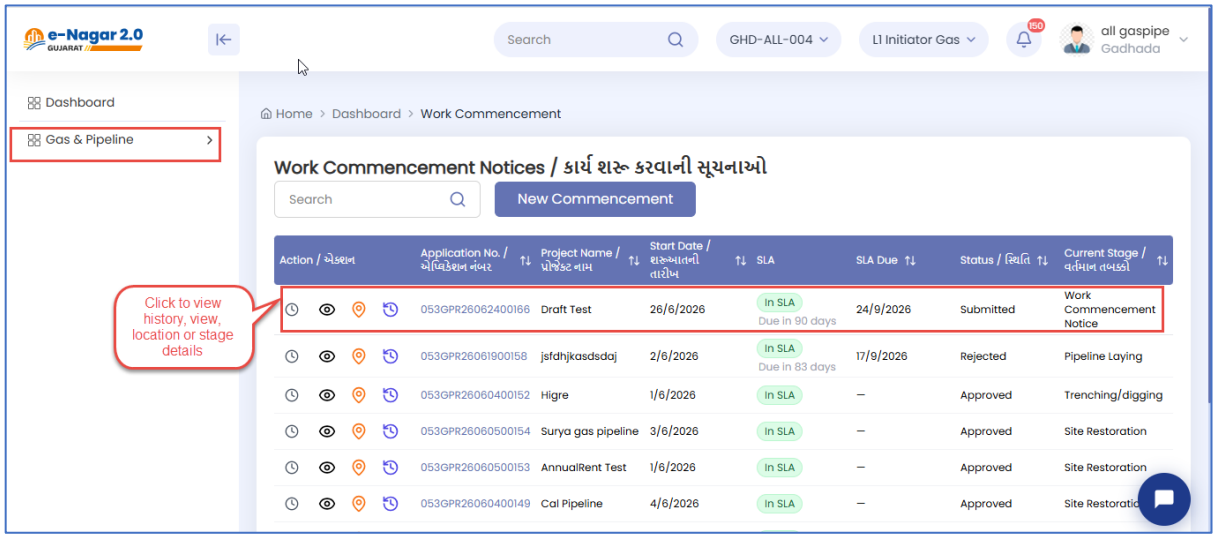


Figure 7-10

This page is common for all 3 Level Users

7.1.4.1 Level 1 Review Page

The Level 1 Review page is used by Level 1 officer to review the submitted work commencement notice.

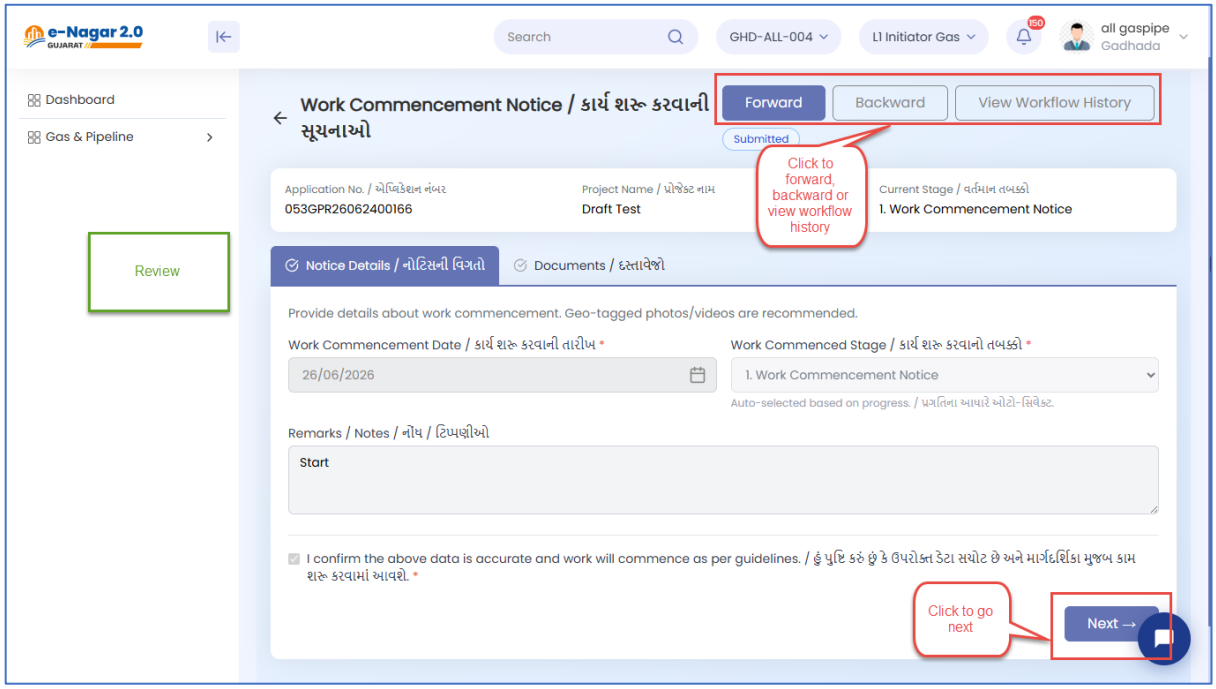


Figure 7-11

Fields

- Application No. – Displays application reference number. (Display)

- Project Name – Displays project name. (Display)
- Current Stage – Displays current workflow stage. (Display)
- Work Commencement Date – Displays commencement date. (Display)
- Work Commenced Stage – Displays current work stage. (Display)
- Remarks / Notes – Displays remarks submitted by Regional Officer. (Display)
- Confirmation Checkbox – Displays acknowledgement status. (Checkbox)

Buttons 

- Forward – Forwards application to Level 2 officer with remarks. (Button)

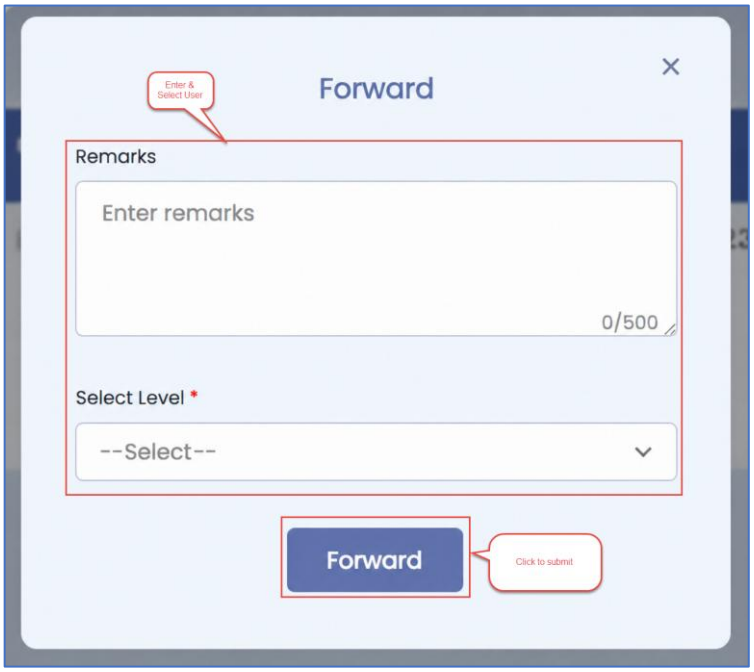


Figure 7-12

  - Enter the remarks
  - Click forward button to pass application next level.
- Backward – Sends application back to Regional Officer. (Button)
- View Workflow History – Displays workflow history details. (Button)
- Next – Opens Documents tab. (Button)

7.1.4.2 Level 2 – Verification & Inspection Officer

Level 2 Review Page

The Level 2 Review page is used by Level 2 officer to review application details and perform site inspection activities.

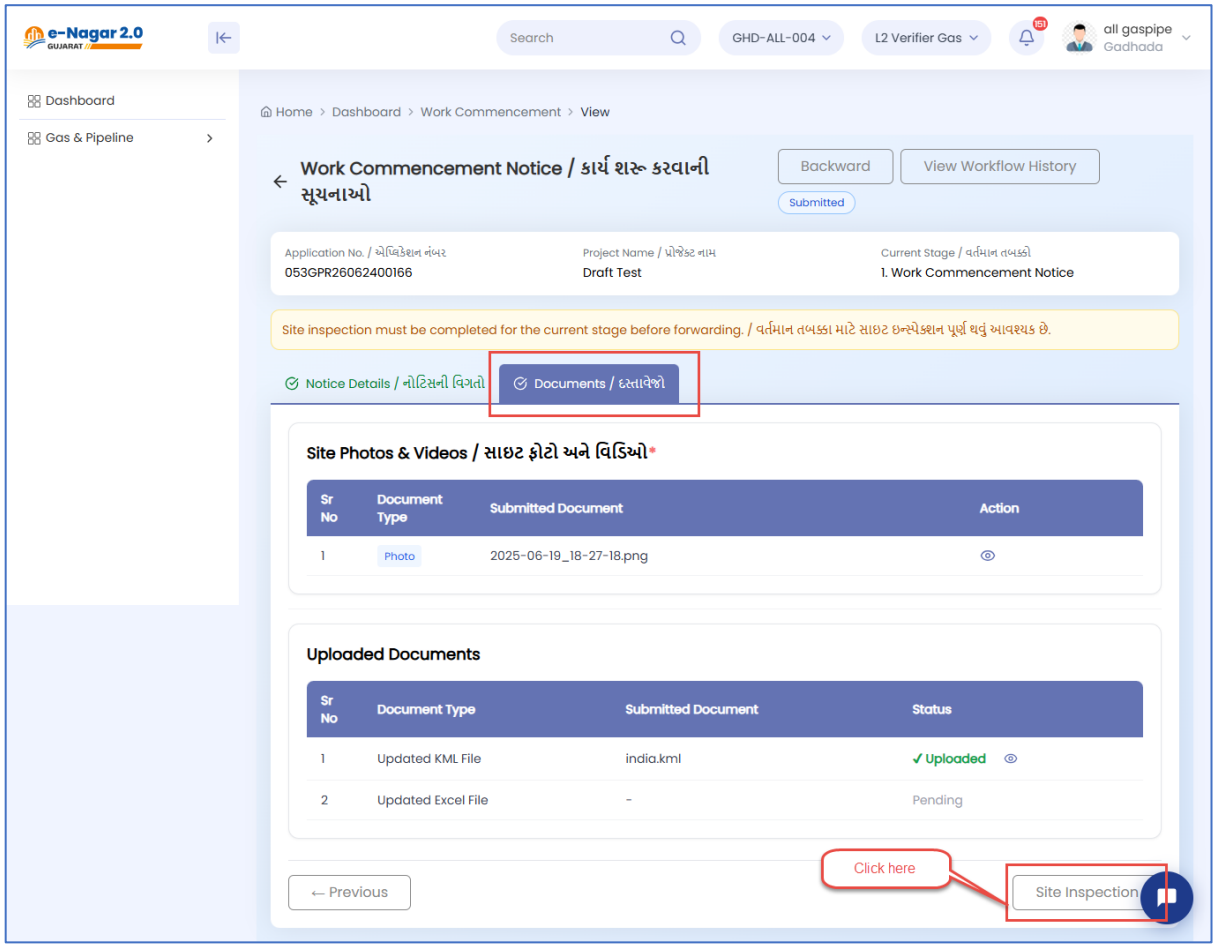


Figure 7-13

There will be no Forward button available for L2 until the user completes the inspection process.

Site Inspection – Opens site inspection process page. (Button)

Level 2 – Verification & Inspection Officer

Site Inspection Page

The Site Inspection page is used to schedule and monitor inspection activities for different pipeline stages.

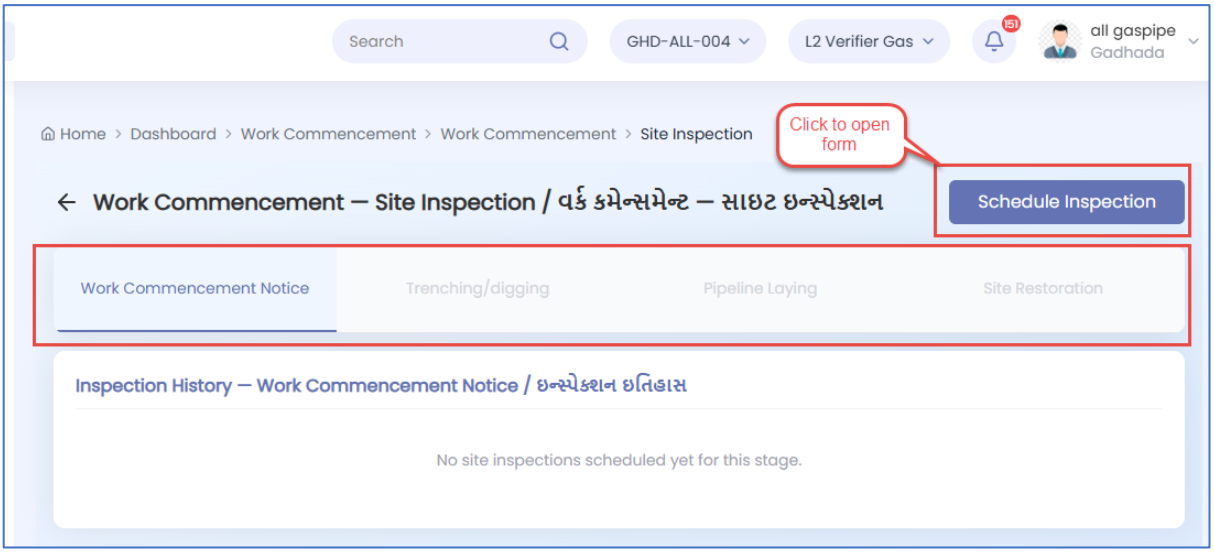


Figure 7-14

Fields

- Work Commencement Notice – Displays commencement stage status. (Display)
- Trenching/Digging – Displays trenching stage status. (Display)
- Pipeline Laying – Displays pipeline laying stage status. (Display)
- Site Inspection – Displays inspection stage status. (Display)

Buttons

- Schedule Inspection – Opens inspection scheduling section. (Button)
- View History – Displays previous inspection history. (Button)

Level 2 – Verification & Inspection Officer

- **Schedule Site Inspection Section**

The Schedule Site Inspection section is used to assign inspection schedule details.

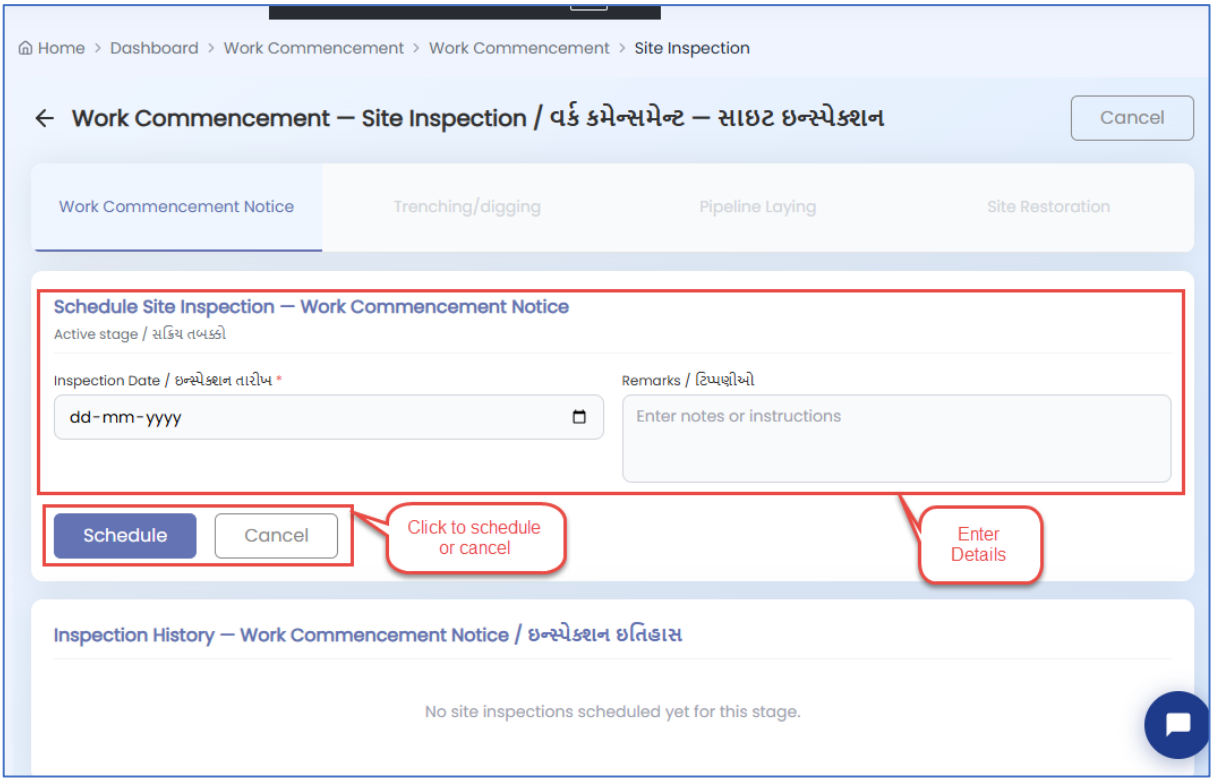


Figure 7-15

Fields

- Select Inspection Agency – Select inspection agency for inspection process. (Dropdown)
- Inspection Date – Select scheduled inspection date. (Date Picker)
- Remarks – Enter inspection instructions or remarks. (Textarea)

Buttons 

- Schedule – Schedules site inspection successfully. (Button)
- Cancel – Cancels inspection scheduling process. (Button)

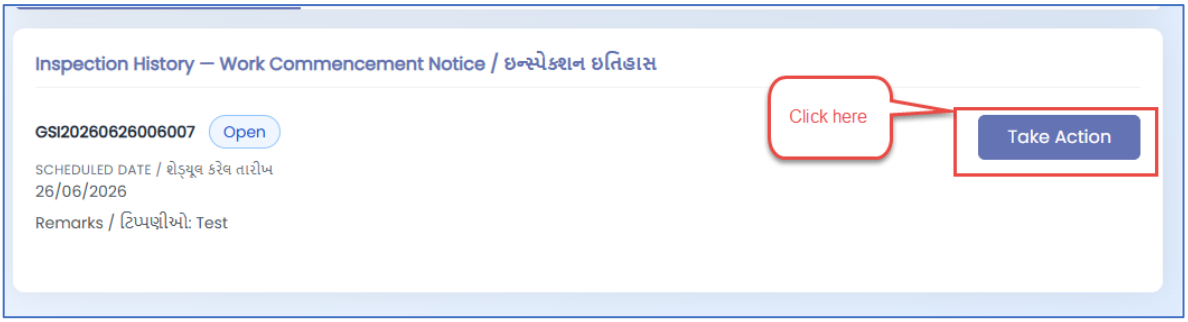


Figure 7-16

Click on **Take Action** Button.

Level 2 – Verification & Inspection Officer

Take Action Popup

The Take Action popup is used by Level 2 inspection authority to record inspection activities and recommendations.

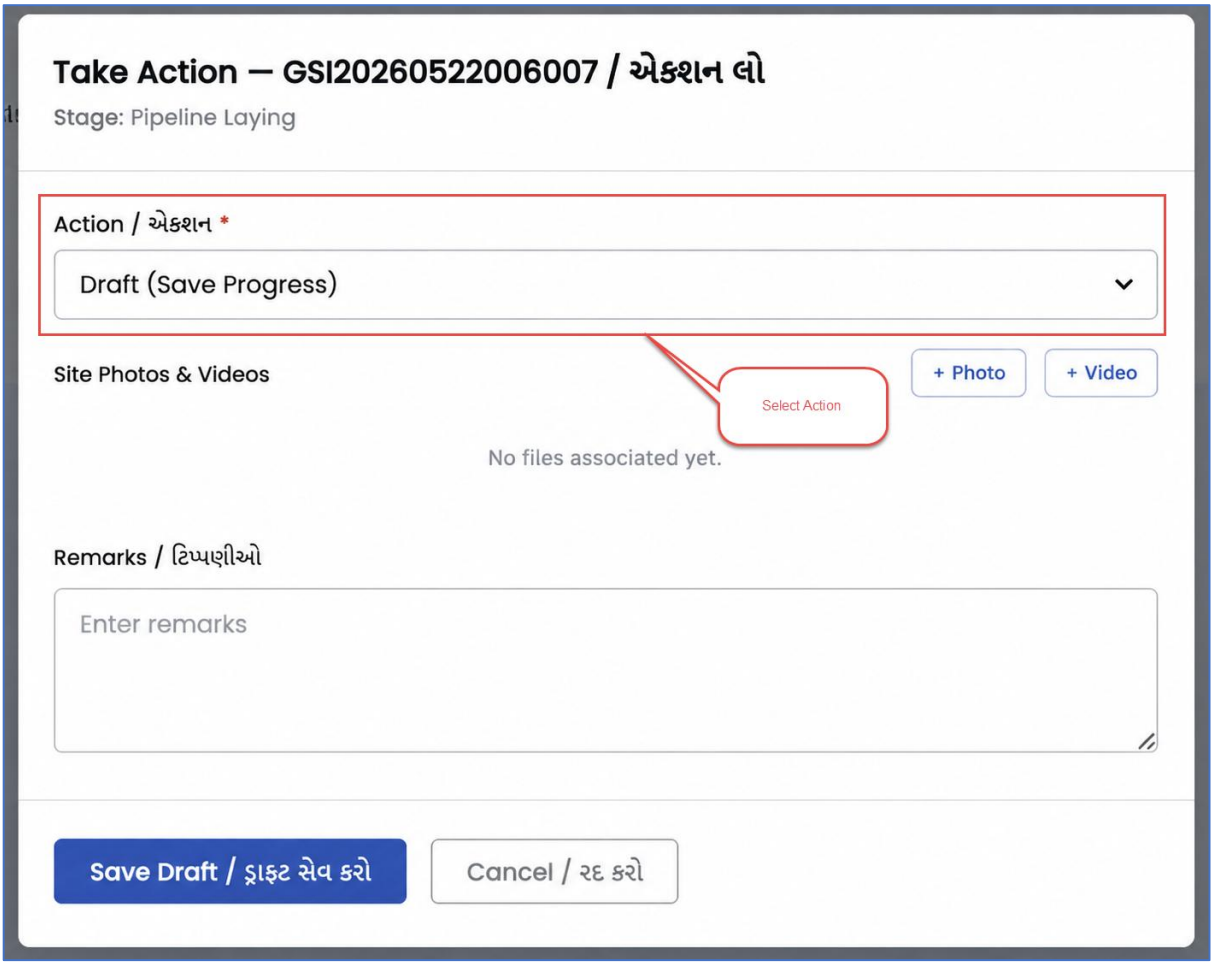


Figure 7-17

Fields

Action – Select inspection action to perform. (Dropdown)

After selecting action all other fields will appear

Note: The inspection screen is not displayed on the web portal and is accessible only through the mobile application used by the field officer for conducting and submitting inspections.

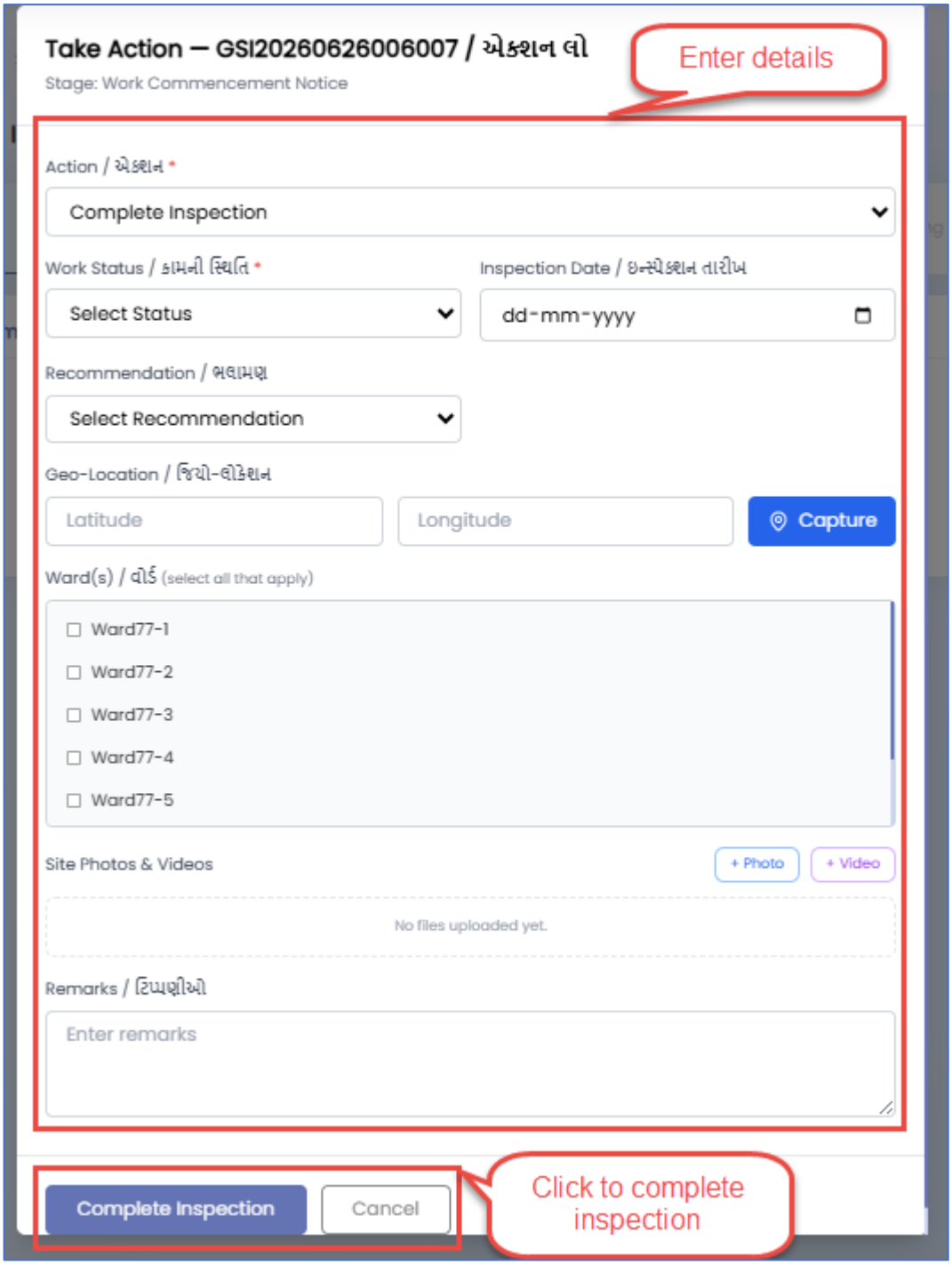


Figure 7-18

- Work Status – Select current work execution status. (Dropdown)
- Inspection Date – Select inspection completion date. (Date Picker)
- Recommendation – Select inspection recommendation result. (Dropdown)
- Geo-location Latitude – Displays captured latitude coordinates. (Numeric)
- Geo-location Longitude – Displays captured longitude coordinates. (Numeric)
- Word(s) – Select applicable ward details. (Checkbox)

- Site Photos & Videos – Upload inspection photos and videos. (File Upload)
- Remarks – Enter inspection remarks. (Textarea)

Buttons

- Capture – Captures geo-location coordinates. (Button)
- Photo – Uploads inspection photographs. (Button) 

- Video – Uploads inspection videos. (Button) 

- Save Draft – Saves inspection details in draft mode. (Button) 

- Complete Inspection – 

Completes site inspection process successfully. (Button)
- Cancel – 

Closes inspection process without saving changes. (Button)

Level 2 – Verification & Inspection Officer

Inspection History Section

The Inspection History section displays completed inspection records and recommendations.

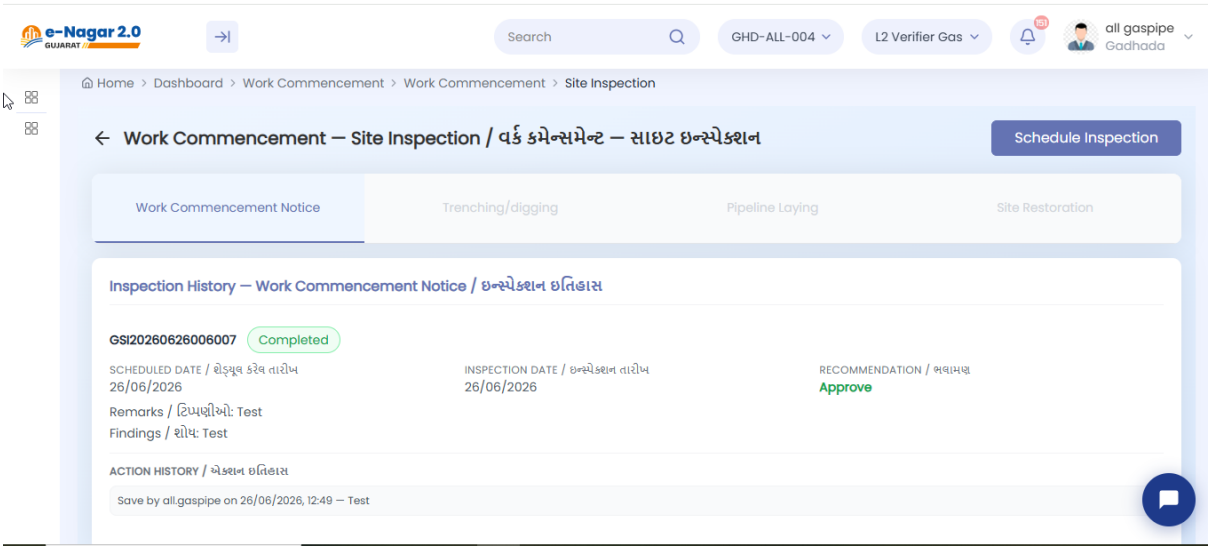


Figure 7-19

Fields

- Inspection ID – Displays generated inspection reference number. (Display)
- Inspection Date – Displays inspection date. (Display)

- Recommendation – Displays inspection recommendation result. (Display)
- Ward(s) – Displays selected ward details. (Display)
- Action History – Displays inspection activity timeline. (Display)

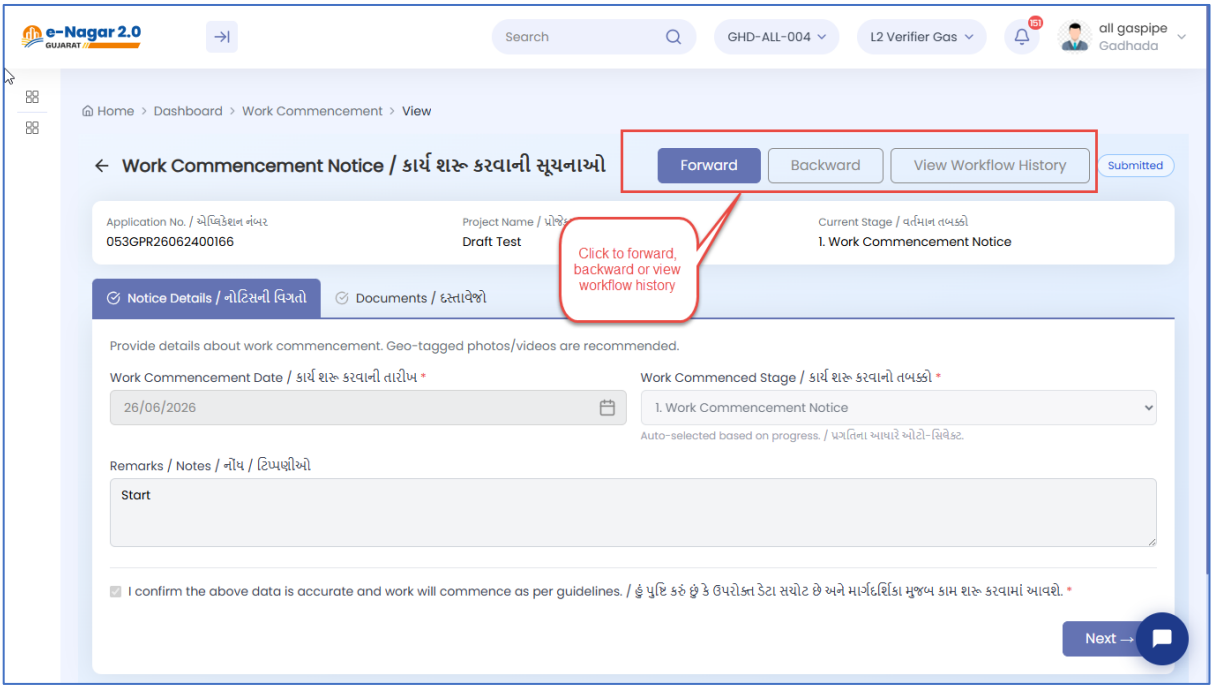
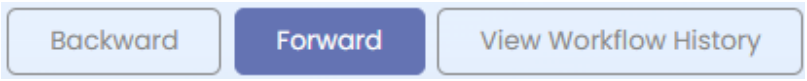


Figure 7-20

Now the Forward Button appears

Buttons 

- Forward – Forwards application to Level 3 authority with remarks. (Button)
- Backward – Sends application back to Level 1 officer. (Button)
- View Workflow History – Displays workflow movement details. (Button)

7.1.4.3 Level 3 – Approval Authority

Approval Page

The Approval page is used by Level 3 authority to review the application and approve or reject the work commencement notice.

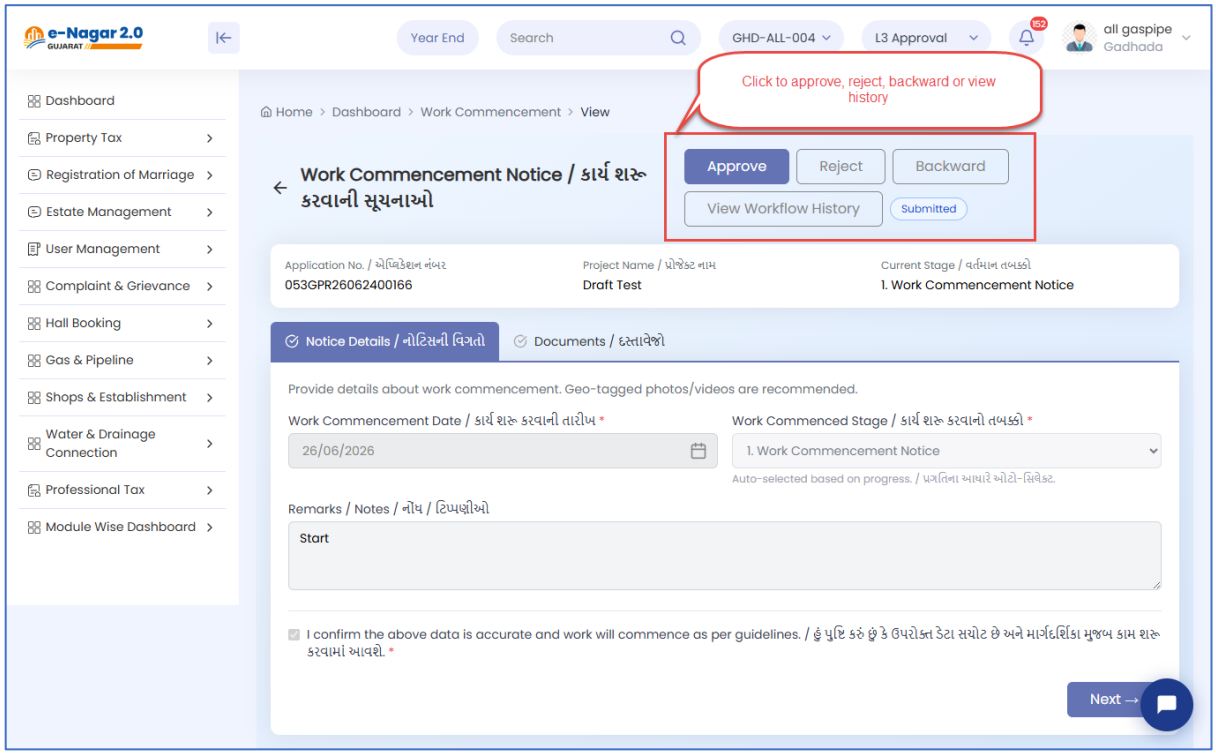


Figure 7-21

Fields

- Application No. – Displays application number. (Display)
- Project Name – Displays project name. (Display)
- Current Stage – Displays current workflow stage. (Display)
- Work Commencement Date – Displays commencement date. (Display)
- Work Commenced Stage – Displays current work stage. (Display)
- Remarks / Notes – Displays remarks submitted by previous workflow levels. (Display)
- Undertaking – Click on the check box.

Buttons



- Approve – Opens approval popup to approve application. (Button)
- Reject – Rejects work commencement notice. (Button)
- Backward – Sends application back to Level 2 officer. (Button)

- View Workflow History – Displays workflow activity history. (Button)
- **Level 3 – Approval Authority**
- **Approval Popup**

The Approval popup is used by Level 3 authority to enter approval remarks before final approval.



Figure 7-22

Fields

- Remarks – Enter approval remarks. (Textarea)

Buttons

- Approve – Approves the work commencement notice successfully. (Button)

The application status will update

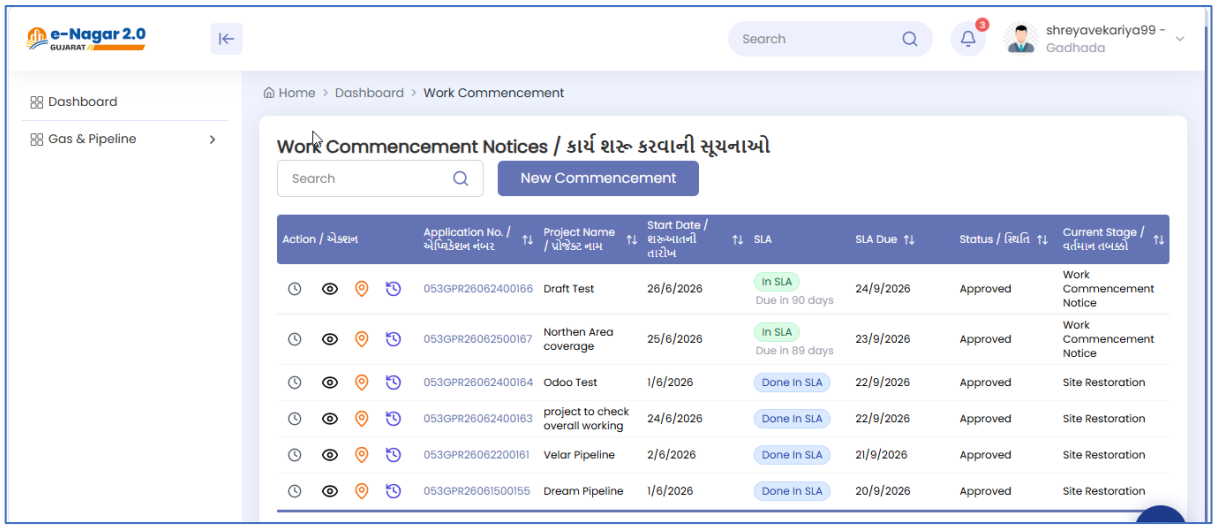


Figure 7-23

8 Work Completion

The Work Completion module is used to submit completion details after the gas pipeline laying work has been fully executed at the site.

Click on **Gas & Pipeline → Work Completion** from the Dashboard to access available Work Completion records.

Work Completion Records Page

The Work Completion Records page displays all submitted and processed work completion applications.

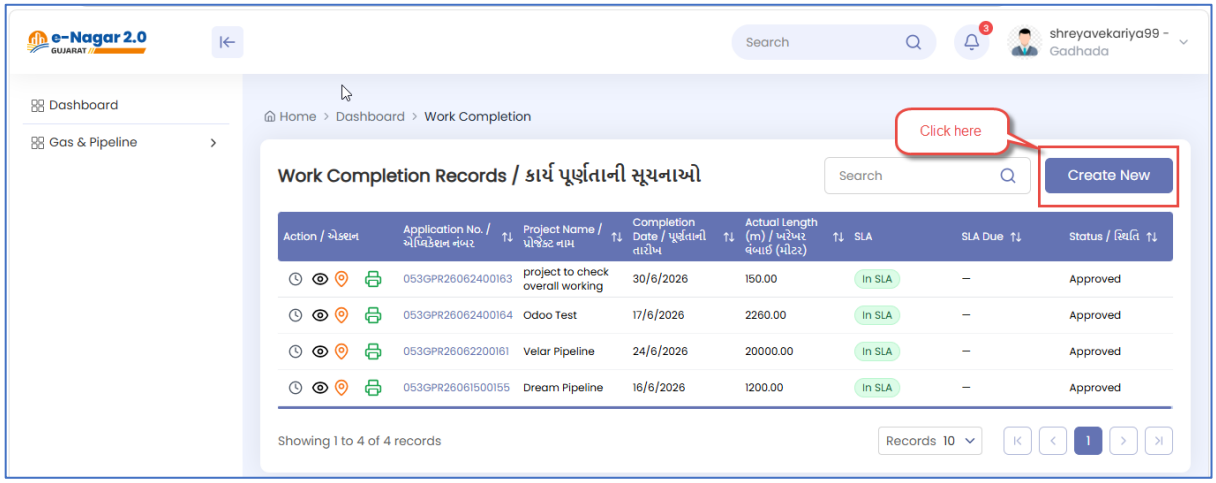


Figure 8-1

Columns

- Action – Displays available actions for the selected application.
- Application No. – Displays the work completion application number.
- Project Name – Displays the project name associated with the application.
- Completion Date – Displays the date on which work completion was reported.
- Actual Length (m) – Displays the actual pipeline length laid at the site.
- SLA – Displays the SLA status of the application.
- SLA Due – Displays the SLA due date for processing.
- Status – Displays the current application status.

Buttons

- Create New – Opens the Notice for Work Completion page for creating a new work completion notice. (Button)
- Search – Searches work completion records from the list. (Search Box)

8.1 Search Application Page

The Search Application page is used to search approved gas pipeline applications for submitting work completion details.

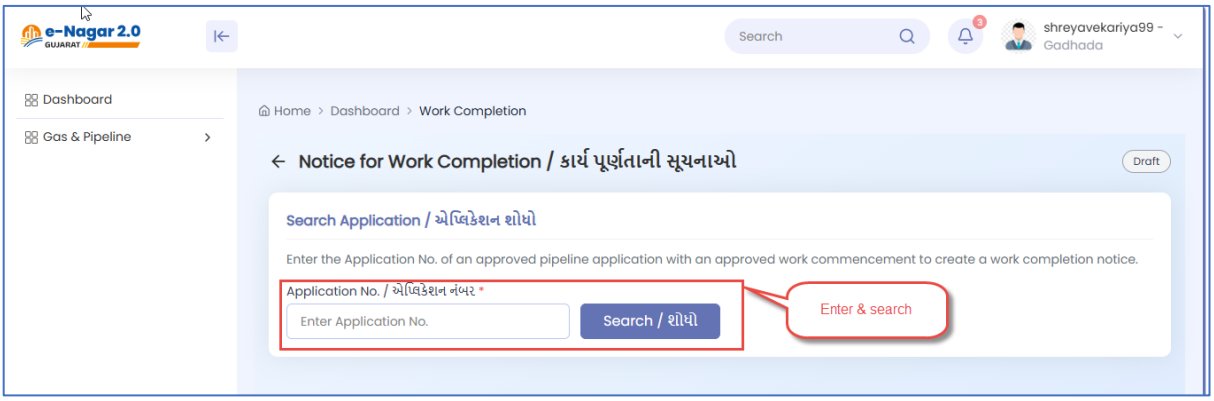


Figure 8-2

Fields

- Application Number – Enter the approved gas pipeline application number for which the work has been completed. (Text)

Buttons

- Search – Retrieves application details and opens the Work Completion form. (Button)

8.2 Completion Details Page

The Completion Details page is used to enter actual completion information related to the executed pipeline work.

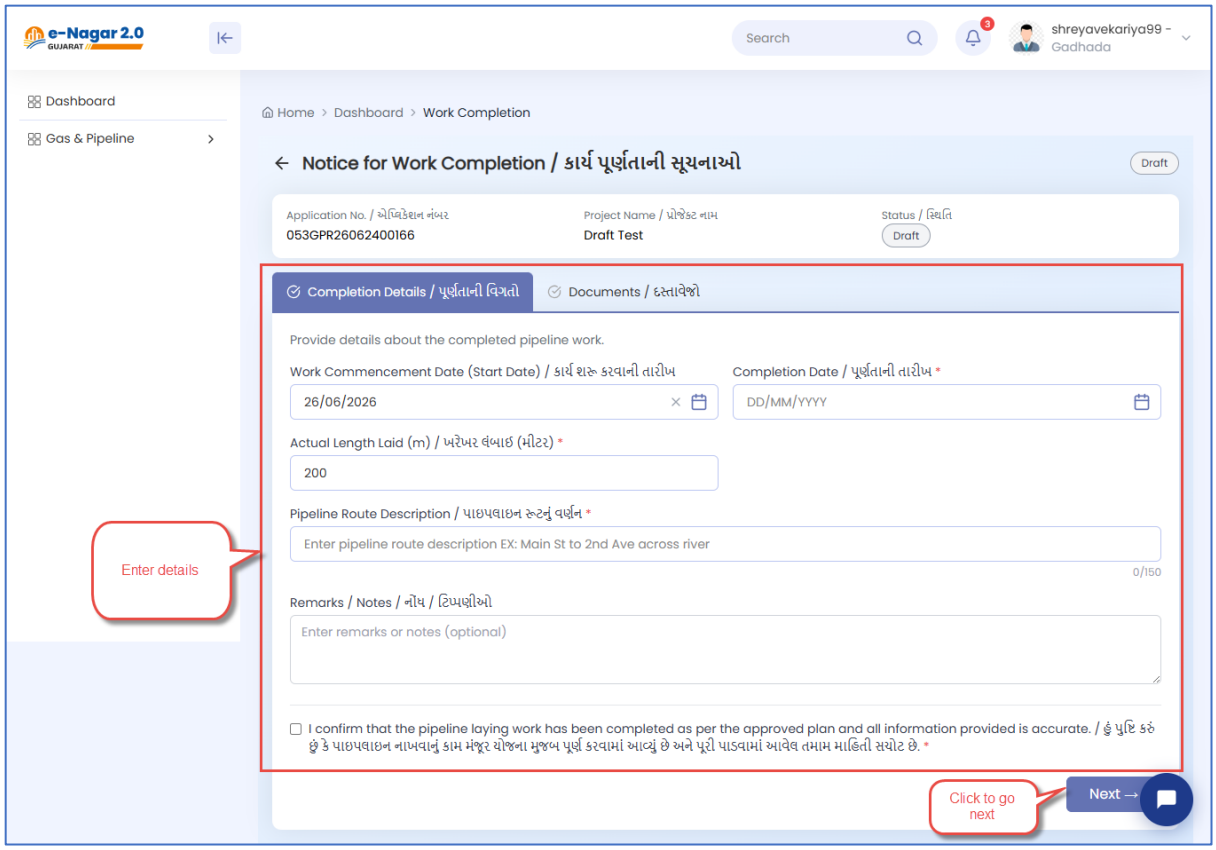


Figure 8-3

Fields

- Start Date – Displays the approved work commencement date associated with the selected application. (Date)
- Completion Date – Enter the actual date on which the gas pipeline laying work was completed at the site. (Date Picker)
- Actual Length Laid (m) – Enter the actual length of the gas pipeline installed during execution in meters. (Numeric)
- Pipeline Route Description – Enter the actual route followed during execution including roads, landmarks, crossings, and covered areas. (Text Area)
- Remarks / Notes – Enter additional comments, observations, or completion-related information for the pipeline work. (Text Area)

- Declaration – Confirms that the gas pipeline installation work has been completed according to the approved plan and that the information provided is accurate. (Checkbox)

Buttons

- Next – 

Saves the completion details and opens the Documents page. (Button)

8.3 Documents Page

The Documents page is used to upload supporting documents and evidence related to completed pipeline work.

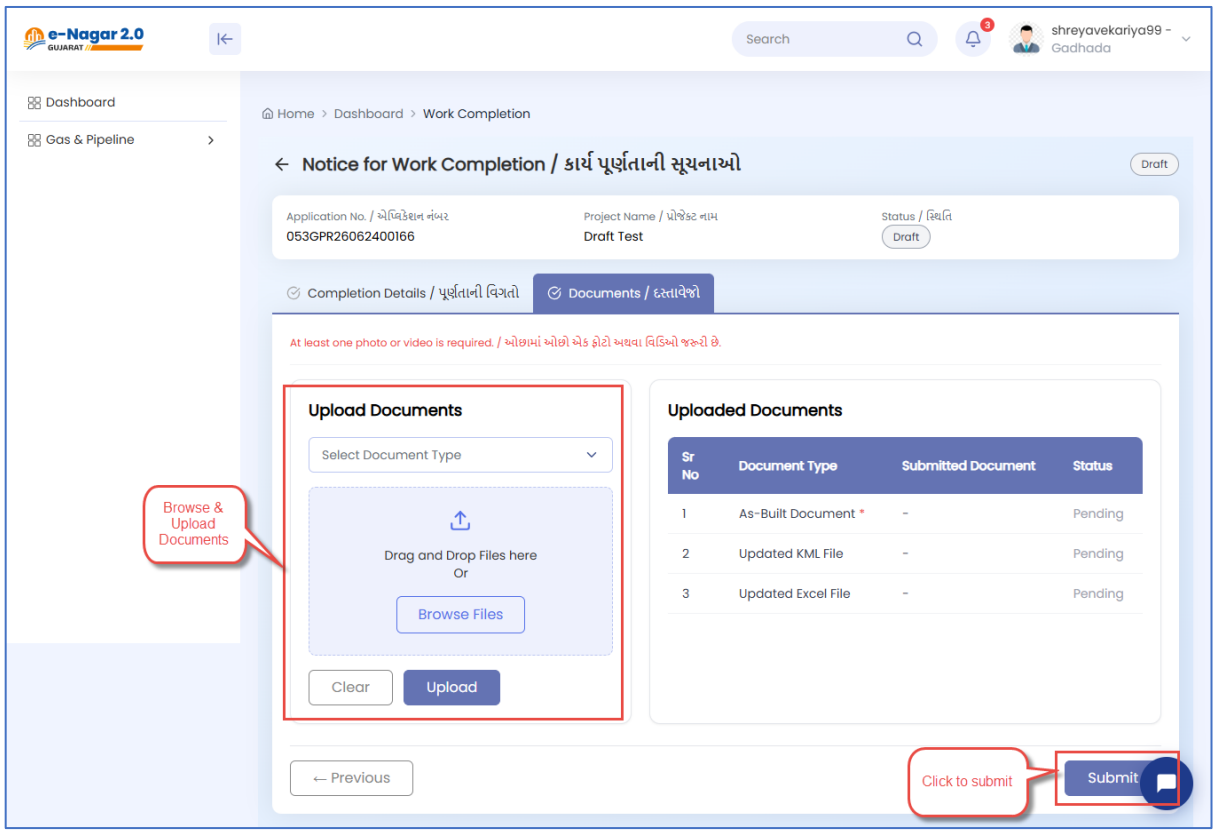


Figure 8-4

Fields

- As-Built Document – Upload the final executed drawing showing the actual pipeline alignment and installation details after completion of work. (Document Upload)
- Updated KML File – Upload the updated KML file containing the final geographical route and coordinates of the completed pipeline alignment. (Document Upload)

- Updated Excel File – Upload the updated latitude and longitude details of the completed pipeline route in the prescribed Excel template format. (Document Upload)
- Site Photos and Videos – Upload photographs and videos of the completed pipeline work for verification and record purposes. (Media Upload)
- Uploaded Documents – Displays the list of uploaded documents and their upload status. (Display)

Buttons 

- Clear – Removes the selected document before upload. (Button)
- Upload – Uploads the selected document successfully. (Button)
- Previous – Opens the Completion Details page. (Button)
- Submit – Opens the workflow submission popup for forwarding the application. (Button)

Submit Popup

The Submit popup is used to forward the Work Completion Notice to the next workflow authority for review and approval.

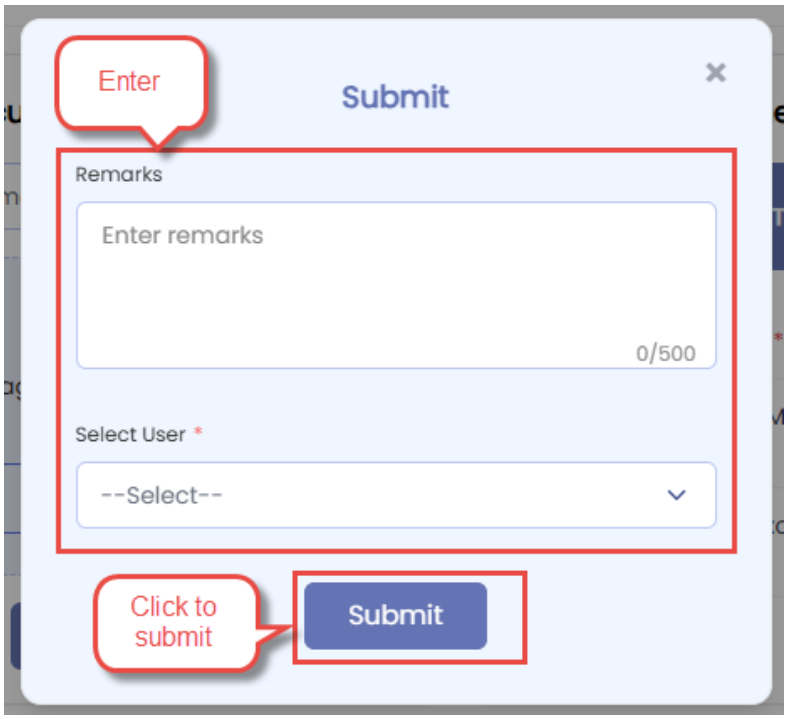


Figure 8-5

Fields

- Remarks – Enter comments or observations related to the work completion submission. (Text Area)
- Select User – Select the workflow user or authority to whom the Work Completion Notice will be forwarded for further processing. (Dropdown)

Buttons

- Submit – 

Submits and forwards the Work Completion Notice to the selected workflow authority successfully. (Button)

8.4 Workflow

8.4.1 Level 1 Review Page

The Level 1 Review page is used to verify the submitted Work Completion Notice and either forward it to the next workflow level or return it to the previous level for corrections.



Figure 8-6

Click on the View icon from the Work Completion Records page to open the submitted Work Completion Notice.

Buttons 

- Forward – Opens the Forward popup for forwarding the application to the next workflow level. (Button)
- Backward – Opens the Backward popup for returning the application to the previous workflow level with remarks. (Button)
- View Workflow History – Displays complete workflow movement history of the application. (Button)

Forward Popup

The Forward popup appears after clicking the Forward button and is used to forward the Work Completion Notice to the next workflow level.

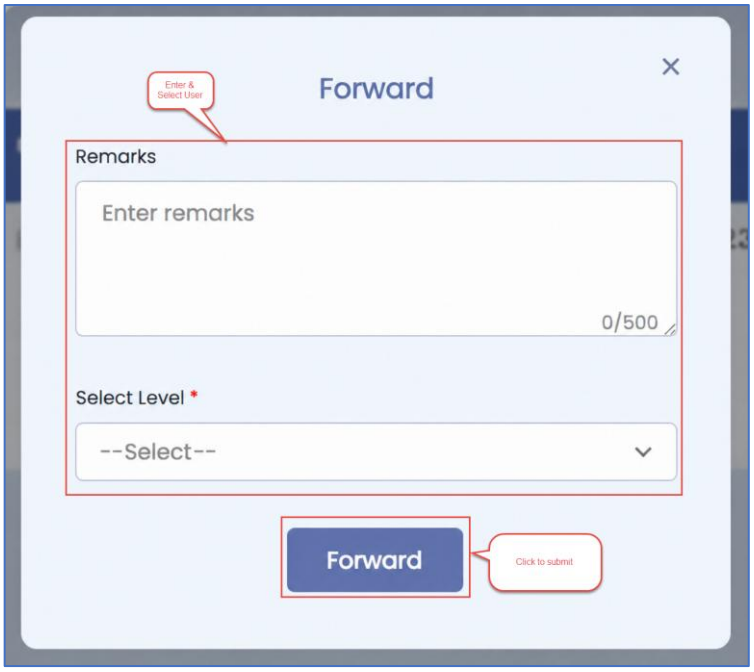


Figure 8-7

Fields

- Remarks – Enter comments or observations related to the verification process before forwarding the application. (Text Area)
- Select User – Select the workflow user to whom the application will be forwarded for further processing. (Dropdown)

Buttons

- Forward – 

Forwards the Work Completion Notice successfully to the selected workflow user. (Button)

8.4.2 Level 2 Verification Page

The Level 2 Verification page is used to verify uploaded documents and perform site inspection before forwarding the application to Level 3.

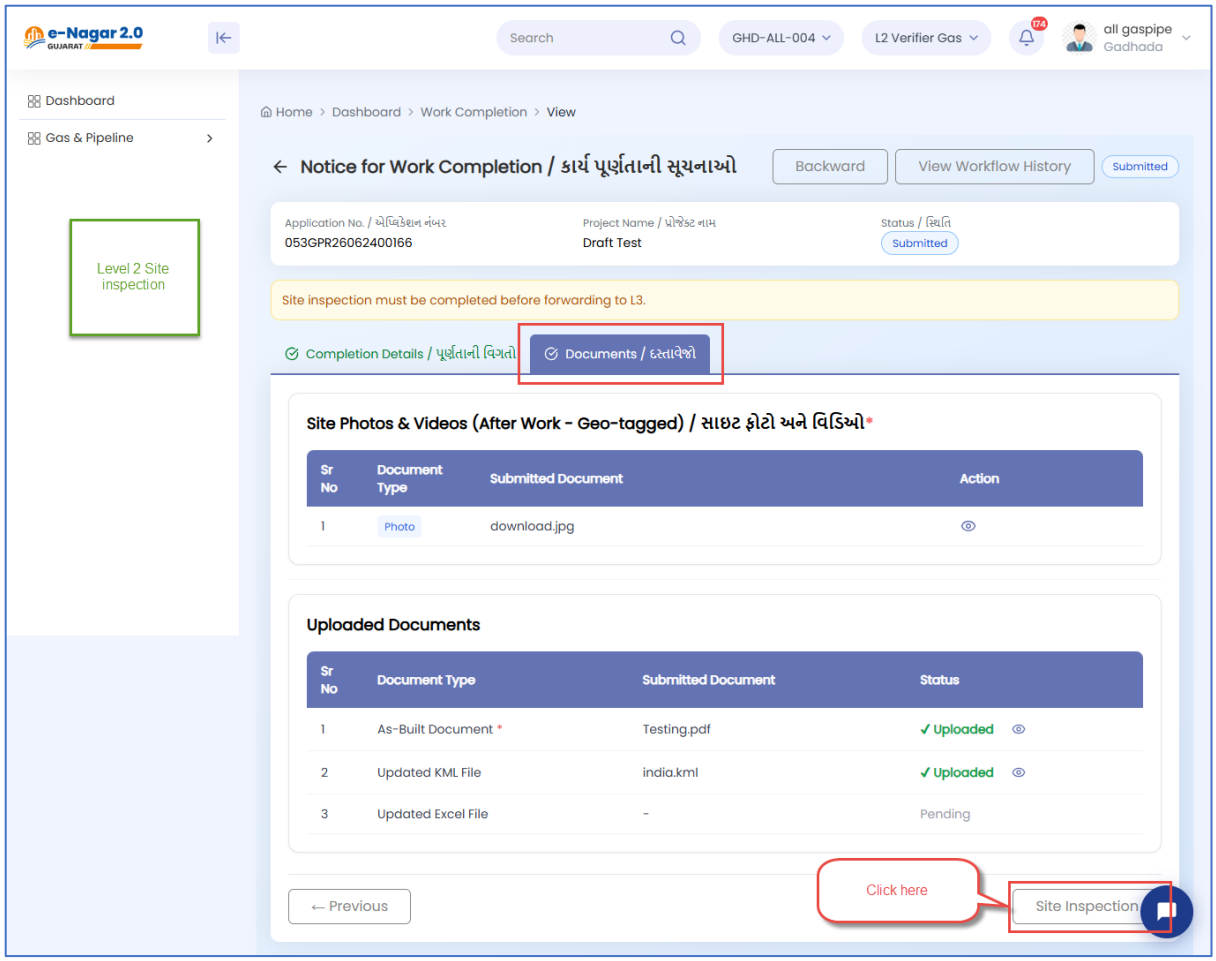


Figure 8-8

Buttons

- Site Inspection – Opens the Site Inspection page for scheduling and completing physical verification of the completed pipeline work. (Button)

Site Inspection Page

The Site Inspection page is used to schedule and manage physical site verification activities related to the completed pipeline work.

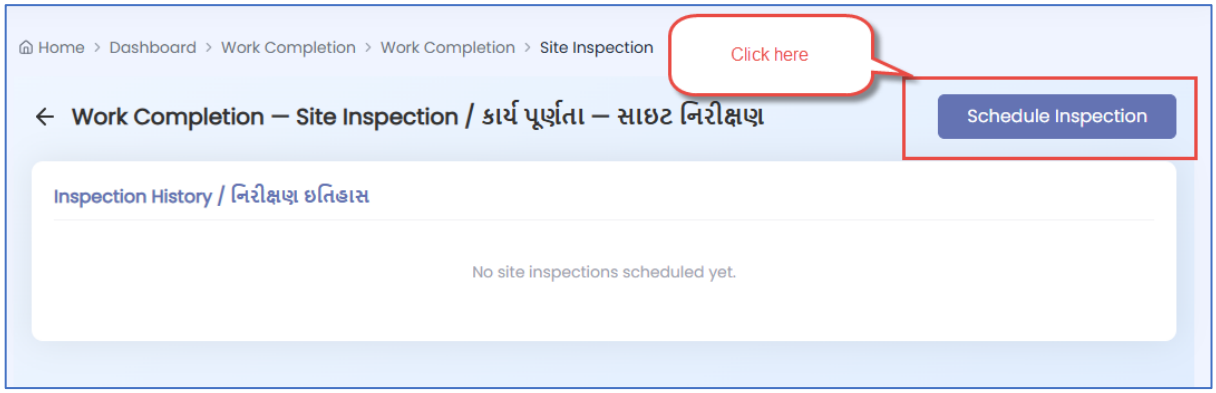


Figure 8-9

Buttons 

Schedule Inspection – Opens the Schedule Site Inspection section for selecting inspection details. (Button)

Schedule Site Inspection Section

The Schedule Site Inspection section is used to schedule an inspection visit for field verification.

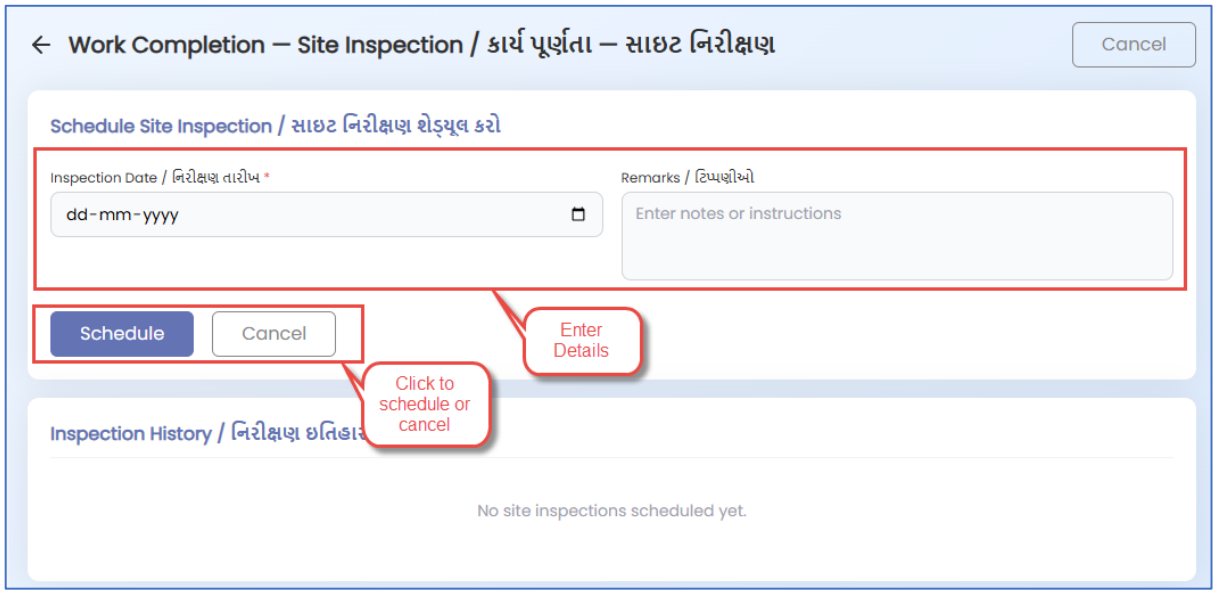


Figure 8-10

Fields

- Inspection Date – Select the proposed inspection date for conducting site verification. (Date Picker)
- Remarks – Enter instructions, notes, or comments related to the inspection schedule. (Text Area)

Buttons 

- Schedule – Saves and schedules the site inspection successfully. (Button)
- Cancel – Cancels the scheduling process. (Button)

Inspection History Section

The Inspection History section displays all scheduled and completed inspection records associated with the application.

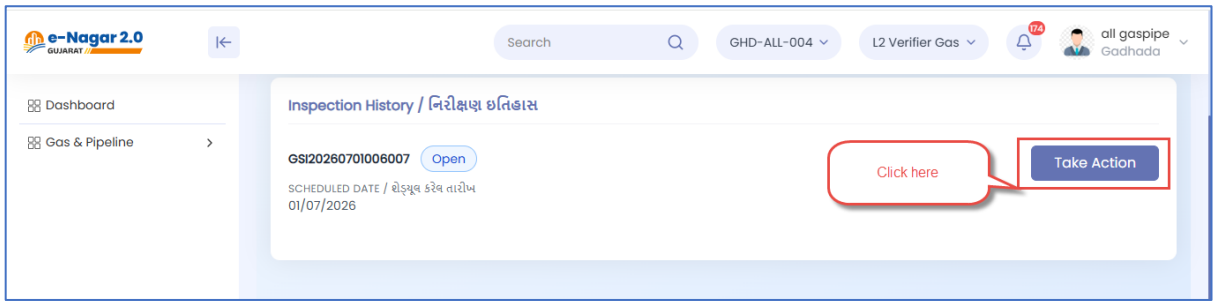
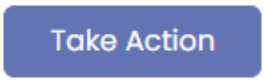


Figure 8-11

Buttons 

Take Action – Opens the inspection action popup for completing inspection activities. (Button)

Take Action Popup

The Take Action popup is used to record site inspection findings and complete inspection activities.

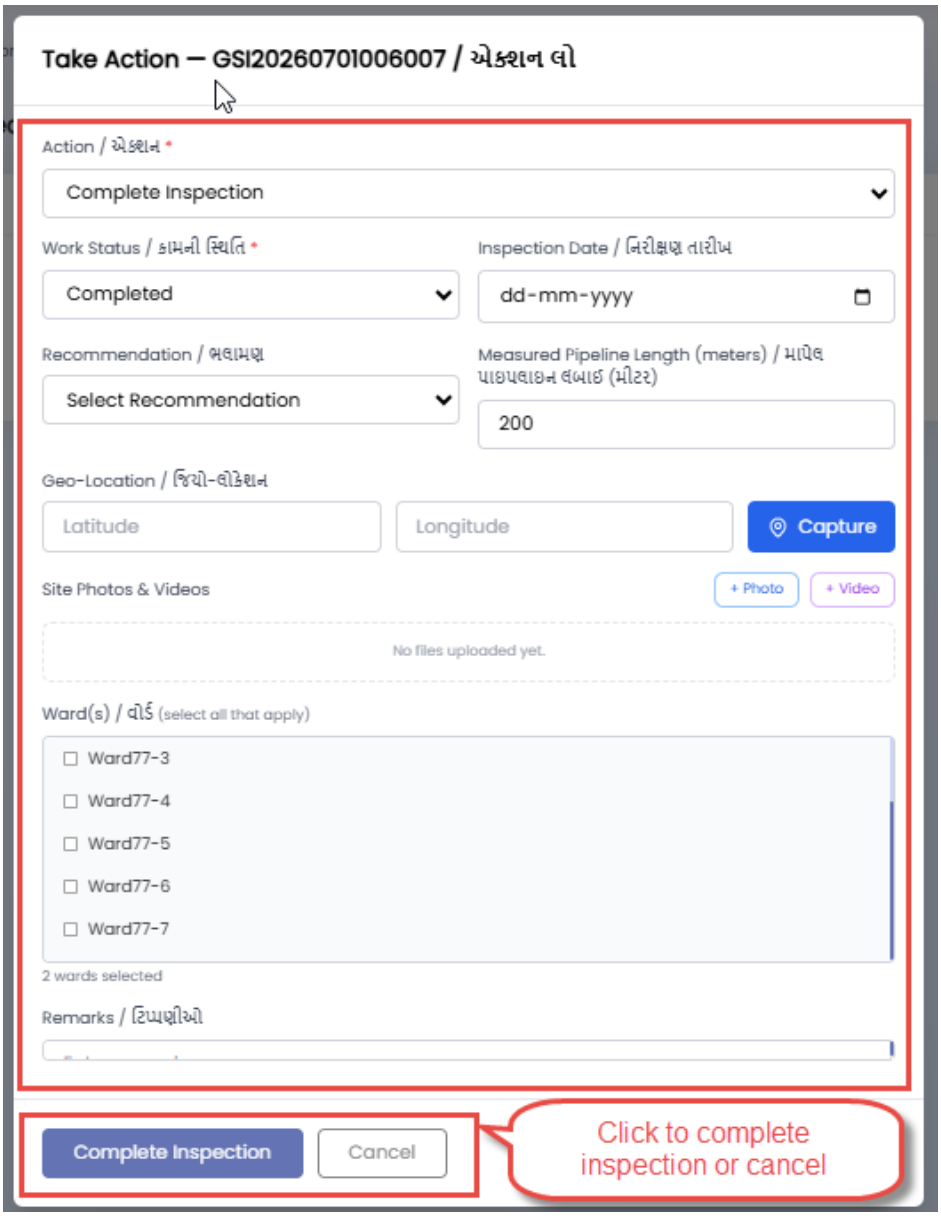


Figure 8-12

Fields

- Action – Displays the inspection action to be performed. (Dropdown)
- Work Status – Select the current site work status observed during inspection. (Dropdown)
- Inspection Date – Select the actual inspection completion date. (Date Picker)
- Recommendation – Select inspection recommendation based on site findings. (Dropdown)

- Measured Pipeline Length – Enter the actual measured pipeline length verified during inspection. (Numeric)
- Geo-Location – Captures latitude and longitude coordinates of the inspection location. (Geo Location)
- Site Photos and Videos – Upload geo-tagged photographs and videos captured during inspection. (Media Upload)
- Ward(s) – Select applicable ward areas covered under the inspected pipeline route. (Multi Select)
- Remarks – Enter inspection findings, observations, and recommendations. (Text Area)

Buttons 

- Complete Inspection – Saves inspection details and completes the inspection process successfully. (Button)
- Cancel – Closes the popup without saving inspection details. (Button)

After successful inspection completion, the inspection history section displays the inspection status, measured length, selected wards, and action history details.

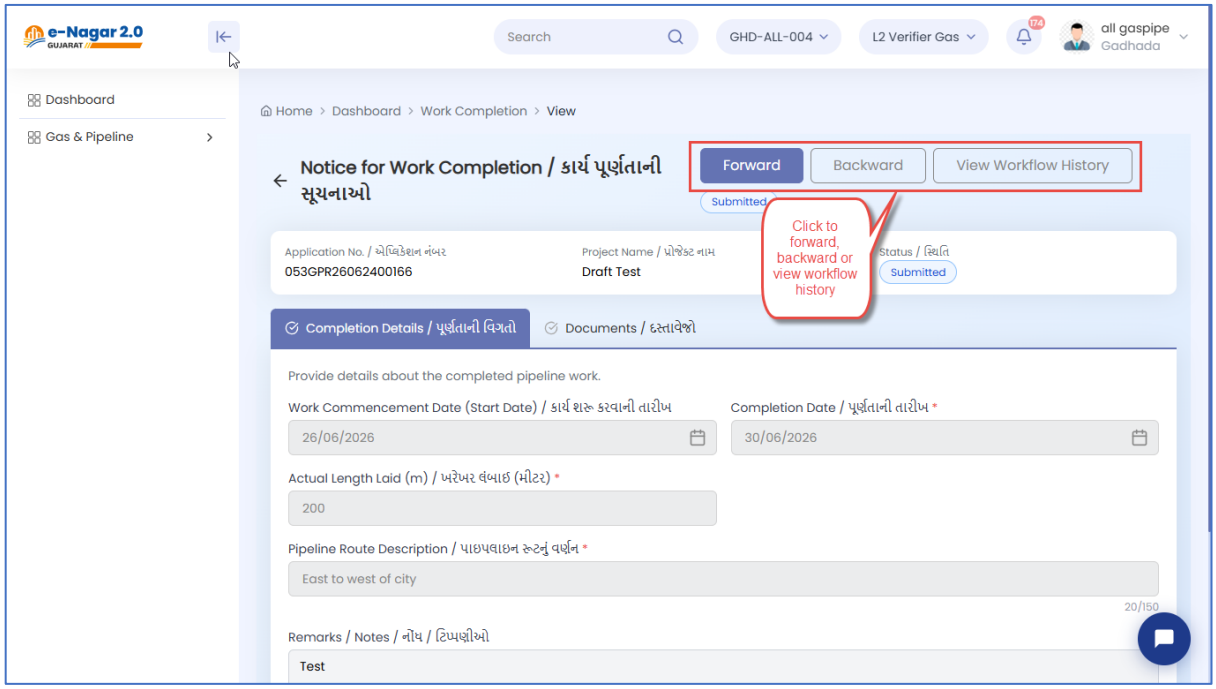


Figure 8-13

Forward Popup

The Forward popup appears after clicking the Forward button and is used to forward the verified Work Completion Notice to Level 3 for final approval.

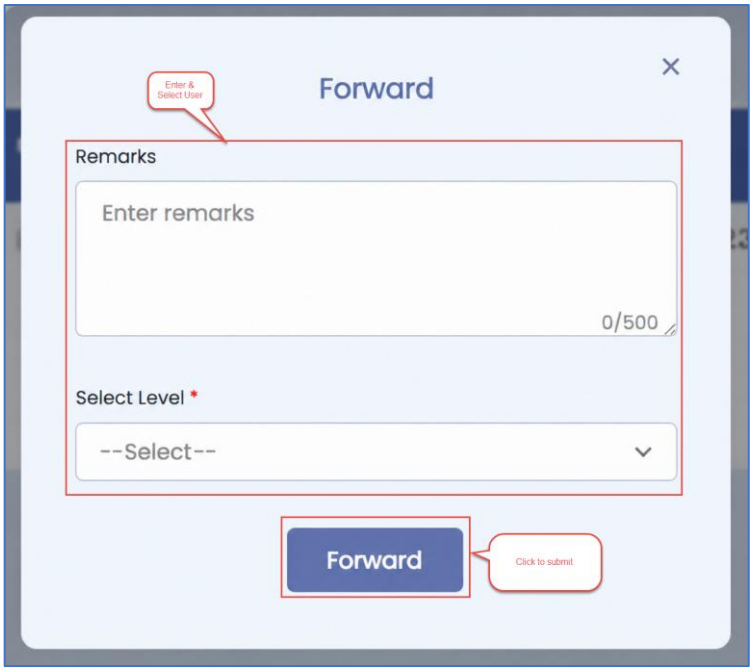


Figure 8-14

Fields

- Remarks – Enter verification comments before forwarding the application to Level 3. (Text Area)
- Select User – Select the Level 3 workflow user for final approval processing. (Dropdown)

Buttons

- Forward – 

Forwards the application successfully to Level 3. (Button)

8.4.3 Level 3 Approval Page

The Level 3 Approval page is used to perform final verification and approval of the completed pipeline work.

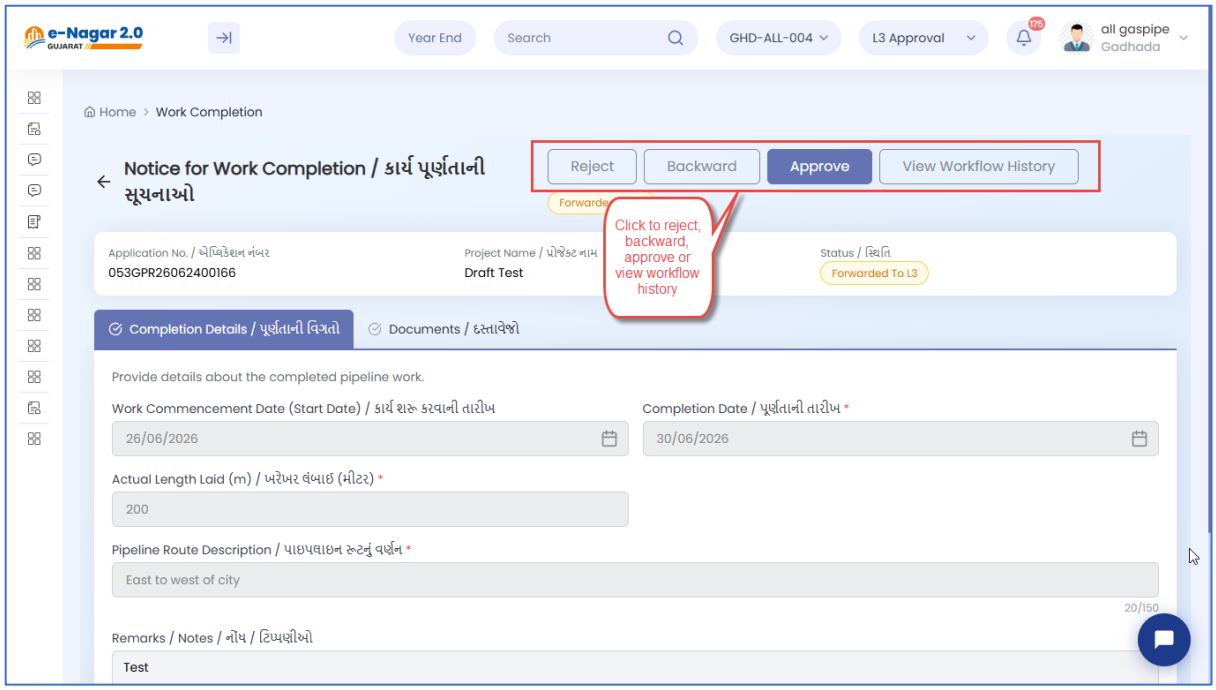
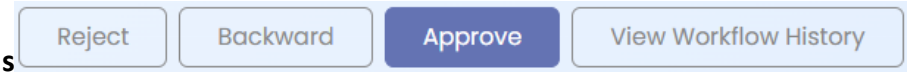


Figure 8-15

Buttons



- Approve – Opens the approval popup for final approval of the Work Completion Notice. (Button)
- Reject – Opens the rejection popup for rejecting the application with remarks. (Button)
- Backward – Opens the backward popup for returning the application to the previous level with remarks. (Button)
- View Workflow History – Displays complete workflow history of the application. (Button)

Approval Popup

The Approval popup is used to provide approval remarks before final approval of the application.



Figure 8-16

Fields

Remarks – Enter approval remarks or final observations related to the application. (Text Area)

Buttons 

Approve – Approves the Work Completion Notice successfully and completes the workflow process. (Button)

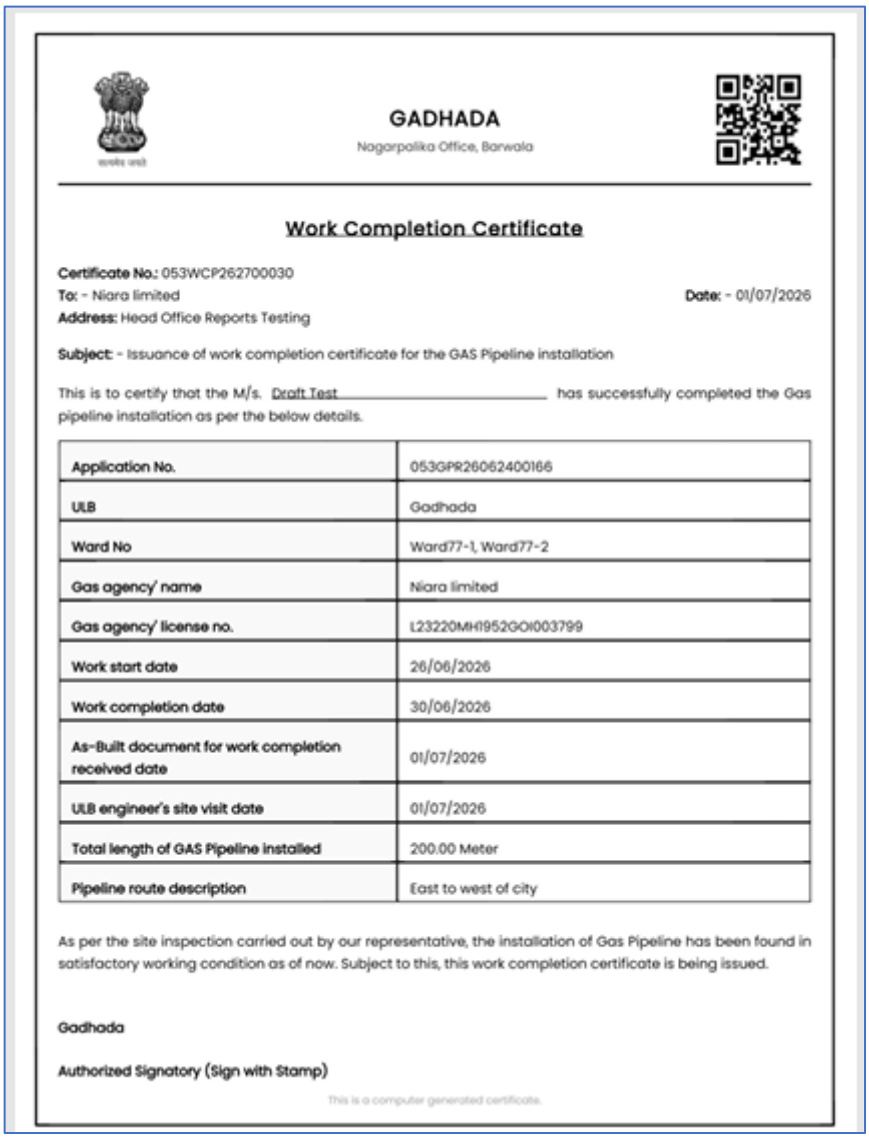
Completion Certificate

After successful approval by Level 3, the Print icon becomes available in the Work Completion Records page.



Figure 8-17

The Print icon is used to download and print the Work Completion Certificate for the approved application. (Action Icon)



GADHADA

Nagarpalika Office, Barwala

Work Completion Certificate

Certificate No.: 053WCP262700030
To: - Niara limited
Address: Head Office Reports Testing
Date: - 01/07/2026

Subject: - Issuance of work completion certificate for the GAS Pipeline installation

This is to certify that the M/s. Draft Test has successfully completed the Gas pipeline installation as per the below details.

Application No.	053GPR26062400166
ULB	Gadhada
Ward No	Ward77-1, Ward77-2
Gas agency' name	Niara limited
Gas agency' license no.	L23220MH1952GOI003799
Work start date	26/06/2026
Work completion date	30/06/2026
As-Built document for work completion received date	01/07/2026
ULB engineer's site visit date	01/07/2026
Total length of GAS Pipeline installed	200.00 Meter
Pipeline route description	East to west of city

As per the site inspection carried out by our representative, the installation of Gas Pipeline has been found in satisfactory working condition as of now. Subject to this, this work completion certificate is being issued.

Gadhada

Authorized Signatory (Sign with Stamp)

This is a computer generated certificate.

Figure 8-18

E-Sign Certificate

After successful approval of the Work Completion Notice by Level 3, the system generates the Work Completion Certificate and displays the generated certificate number on the page.

The approved application becomes available under the **L3 Approval** login for final certificate processing and digital signing activities.

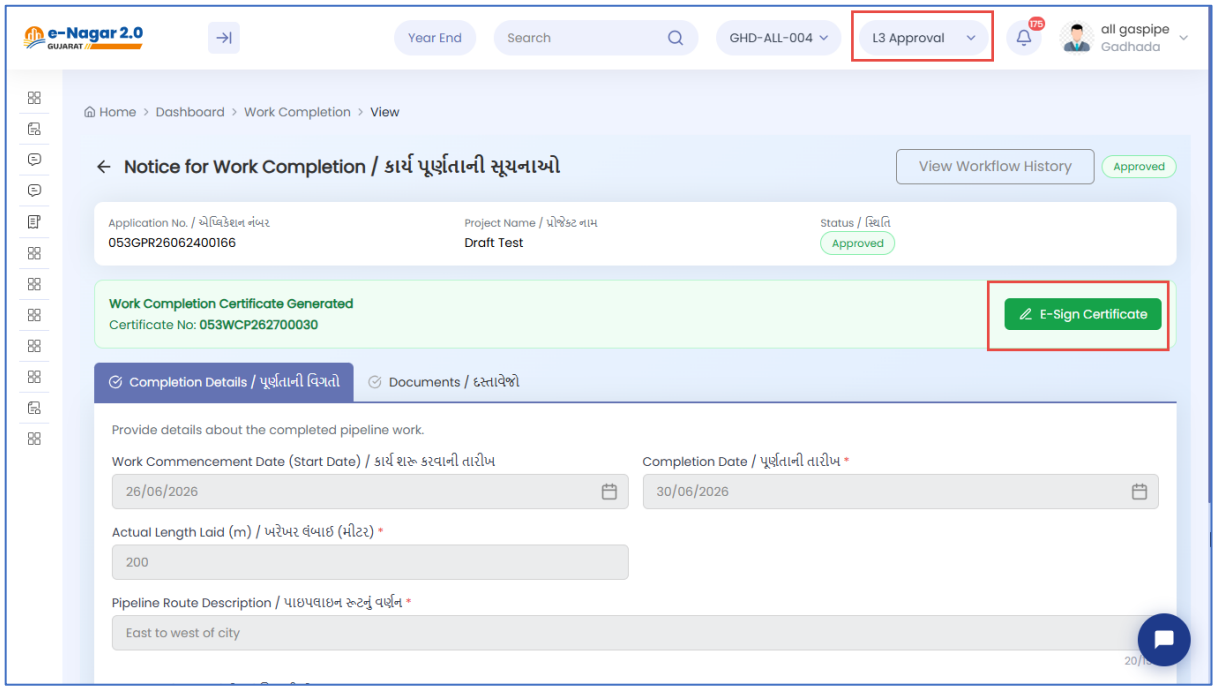


Figure 8-19

9 Annual Rent Payment Form

The Annual Rent Payment Form module is used by registered gas agencies to view outstanding annual rent notices and complete annual rent payments for approved gas pipeline applications.

Click on **Gas & Pipeline → Annual Rent Payment → Annual Rent Payment Form** from the Dashboard to access the annual rent payment records.



Figure 9-1

Outstanding Notices Page

The Outstanding Notices page displays all pending and overdue annual rent payment notices generated for gas pipeline applications.

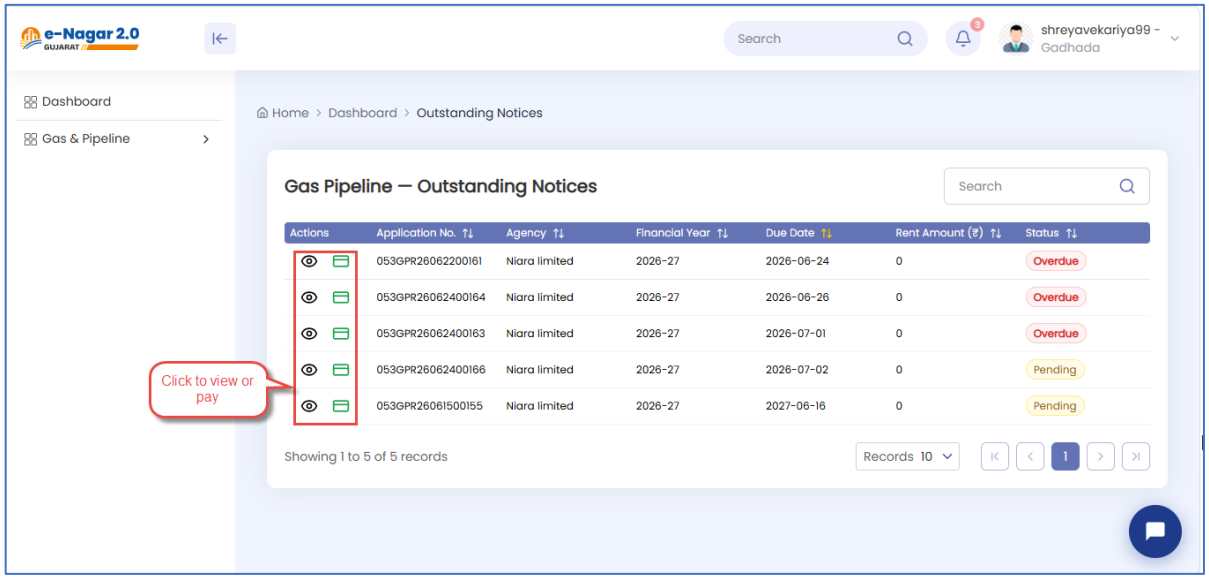


Figure 9-2

Columns

- Action – Displays view and payment actions for the annual rent notice.
- Application No. – Displays the application number associated with the annual rent notice.
- Agency – Displays the registered gas agency name.

- Financial Year – Displays the applicable financial year for rent payment.
- Due Date – Displays the annual rent payment due date.
- Rent Amount – Displays the payable annual rent amount.
- Status – Displays the current payment status such as Pending or Overdue.

Buttons

- Search – Searches annual rent notices from the list. (Search Box)

Action Icons

- View – Opens the Annual Rent Schedule page for viewing rent details and payment status. (Action Icon)
- Pay – Opens the payment process for the selected annual rent notice. (Action Icon)

9.1 Annual Rent Schedule Page

The Annual Rent Schedule page is used to display annual rent amount, due date, SLA status, and payment details for the selected financial year.

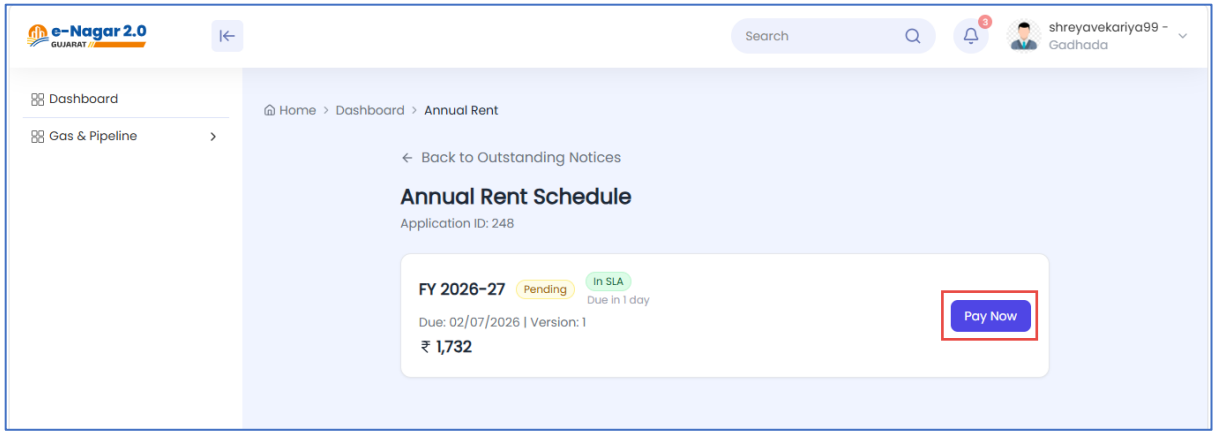


Figure 9-3

Information Displayed

- Financial Year – Displays the applicable financial year for the annual rent payment.
- Due Date – Displays the annual rent payment due date.
- Rent Amount – Displays the total payable annual rent amount.
- Status – Displays the current payment status of the annual rent notice.
- SLA Status – Displays whether the payment is within SLA or overdue.

Buttons

- Pay Now – Opens the payment gateway selection page for processing annual rent payment. (Button)
- Back to Outstanding Notices – Returns to the Outstanding Notices page. (Button)

Payment Gateway Page

The Payment Gateway page is used to select the payment gateway and initiate the annual rent payment transaction.

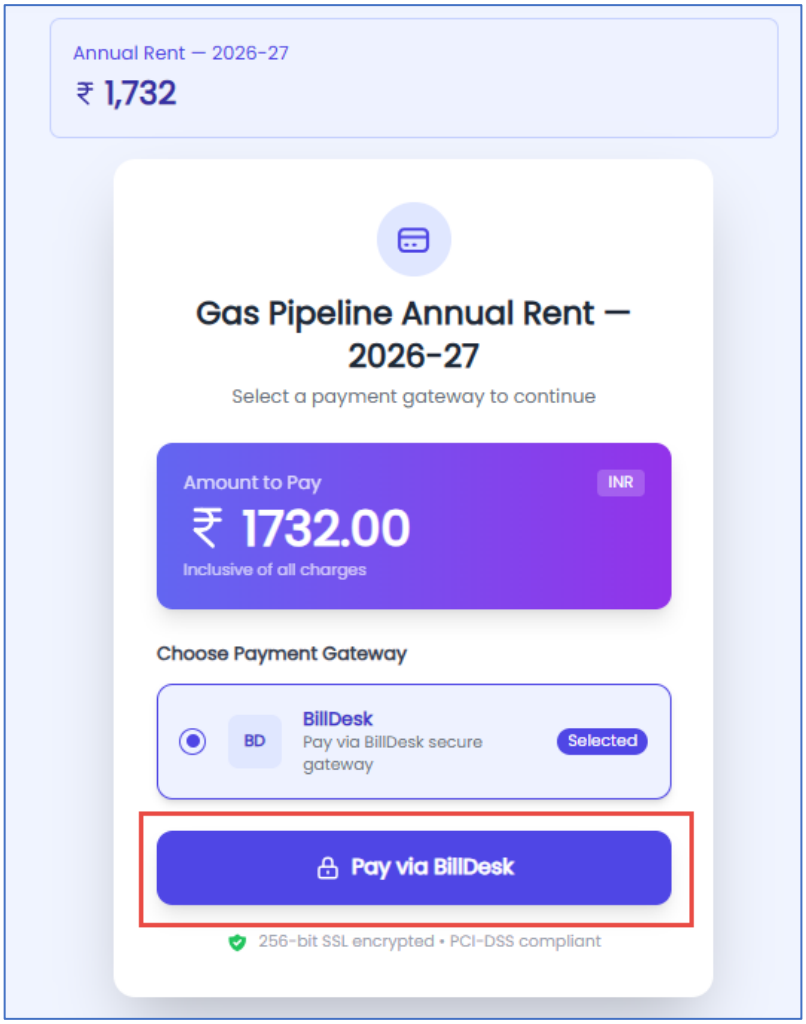


Figure 9-4

Information Displayed

- Amount to Pay – Displays the total payable annual rent amount including applicable charges.
- Payment Gateway – Displays the available payment gateway for transaction processing.

Buttons

- Pay via BillDesk – Redirects the user to the BillDesk payment gateway for payment processing. (Button)

BillDesk Payment Page

The BillDesk Payment page is used to complete the annual rent payment using the selected payment method.

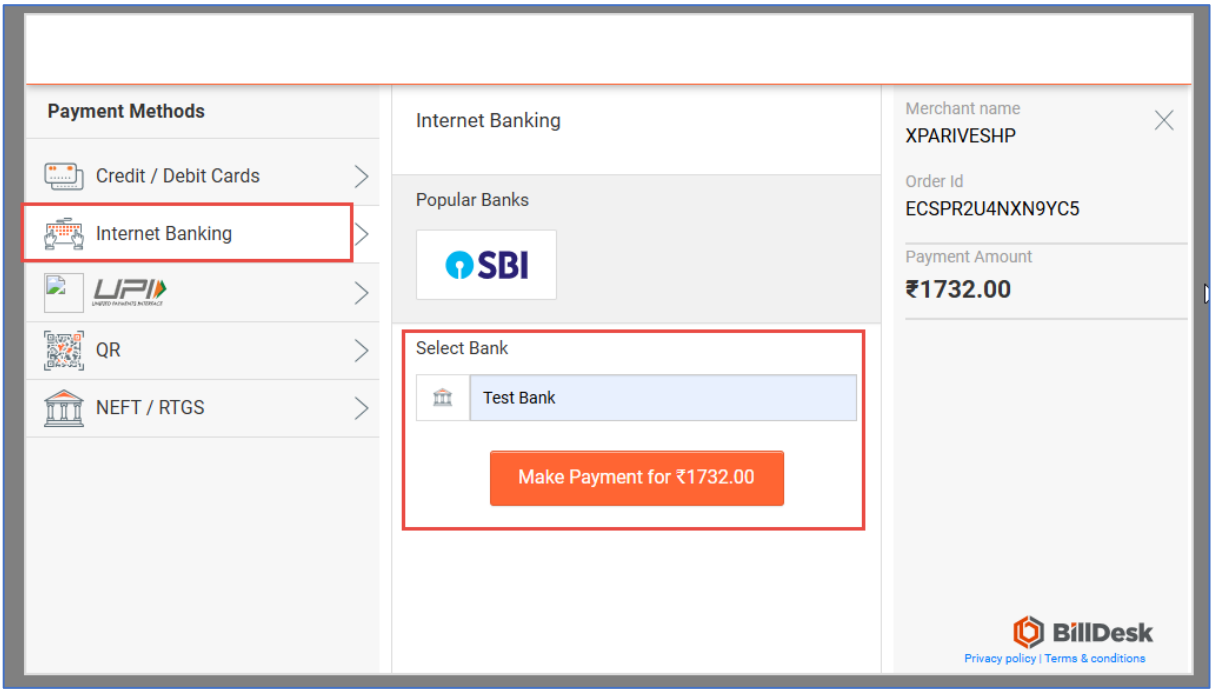


Figure 9-5

Fields

- Payment Method – Select the preferred payment option such as Internet Banking, Credit Card, UPI, QR, or NEFT/RTGS. (Selection)
- Bank Selection – Select the bank for processing the payment transaction. (Dropdown)

Buttons

- Make Payment – Initiates the payment transaction for the selected annual rent amount. (Button)
- After successful payment, the system redirects the user to the payment callback page and displays the payment status.
- The payment receipt is generated automatically after successful transaction completion and becomes available for viewing and downloading from the application records page.

10 Return of Security Deposit

The Return of Security Deposit module is used by agencies to submit requests for refund of the security deposit amount after completion of work and fulfilment of eligibility conditions.

Click on **Gas & Pipeline → Return of Security Deposit → Request for Return of Security Deposit** from the Dashboard to access the refund request module.

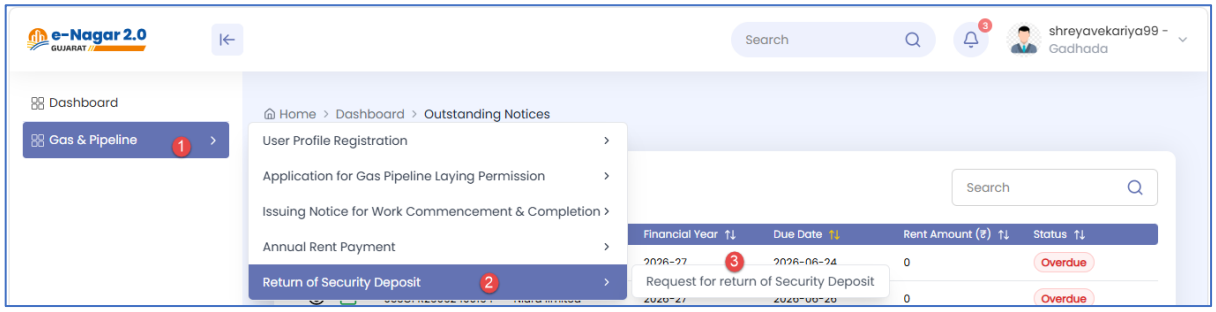


Figure 10-1

Security Deposit Refund – WCC List & Eligibility Page

The Security Deposit Refund – W

CC List & Eligibility page displays all Work Completion Certificates along with eligibility status for refund request submission.

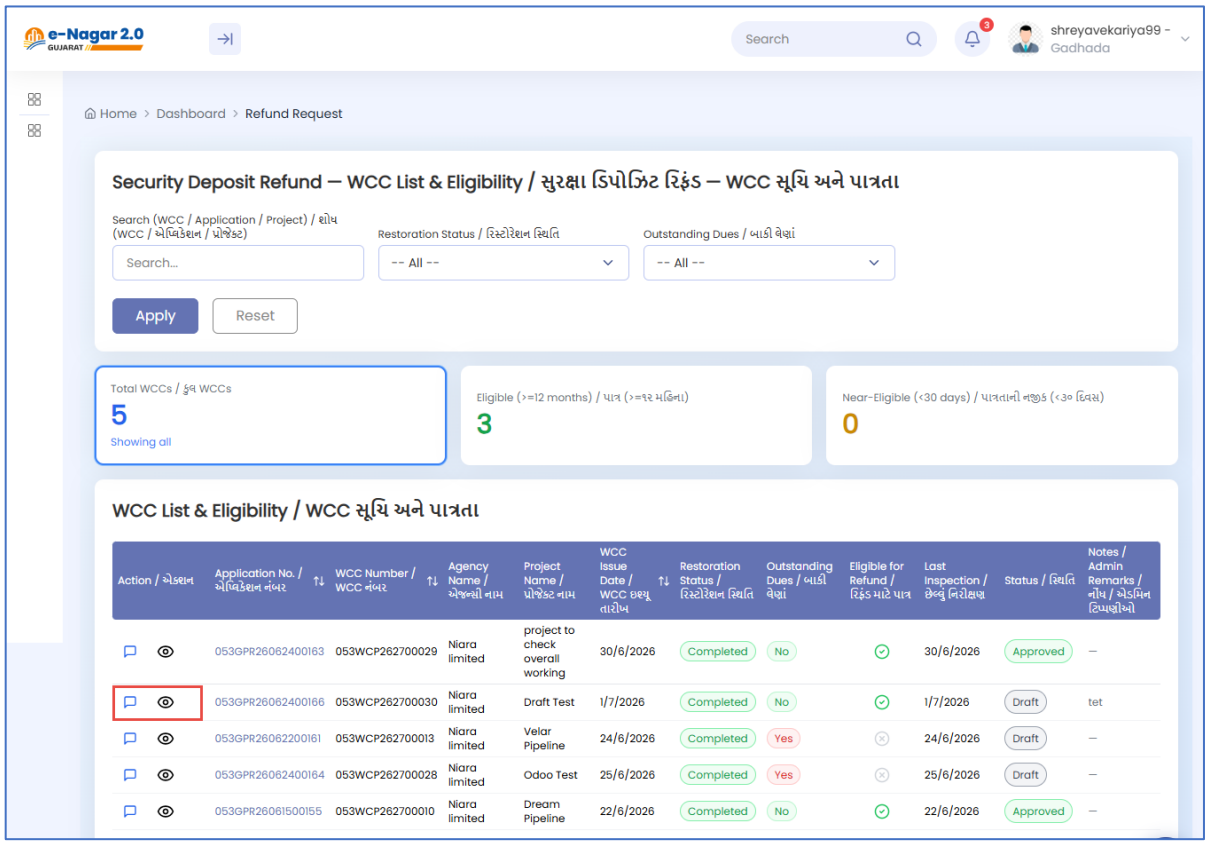


Figure 10-2

Filters

- Search (WCC / Application / Project) – Enter WCC number, application number, or project name to search records. (Search Box)
- Restoration Status – Select restoration status for filtering records. (Dropdown)
- Outstanding Dues – Select outstanding dues status for filtering records. (Dropdown)

Buttons

- Apply – Applies selected filters to the WCC list. (Button)
- Reset – Clears selected filters and reloads all records. (Button)

Information Cards

- Total WCCs – Displays total available work completion certificates.
- Eligible (≥12 months) – Displays total applications eligible for refund request submission.
- Near-Eligible (<30 days) – Displays applications becoming eligible within thirty days.

Columns

- Action – Displays communication and view actions.
- Application No. – Displays application number.
- WCC Number – Displays generated Work Completion Certificate number.
- Agency Name – Displays registered agency name.
- Project Name – Displays project name.
- WCC Issue Date – Displays WCC generation date.
- Restoration Status – Displays restoration completion status.
- Outstanding Dues – Displays pending dues status.
- Eligible for Refund – Displays refund eligibility status.
- Last Inspection – Displays latest inspection date.
- Status – Displays refund request workflow status.
- Notes / Admin Remarks – Displays remarks added by authorities.

Action Icons

- Communicate – Opens communication window for discussion with authority users. (Action Icon)
- View – Opens Security Deposit Refund Request page. (Action Icon)

10.1Security Deposit Refund Request Page

The Security Deposit Refund Request page is used to enter cheque and beneficiary details for refund processing.

Click on View action from the WCC List & Eligibility page to open the Security Deposit Refund Request page.

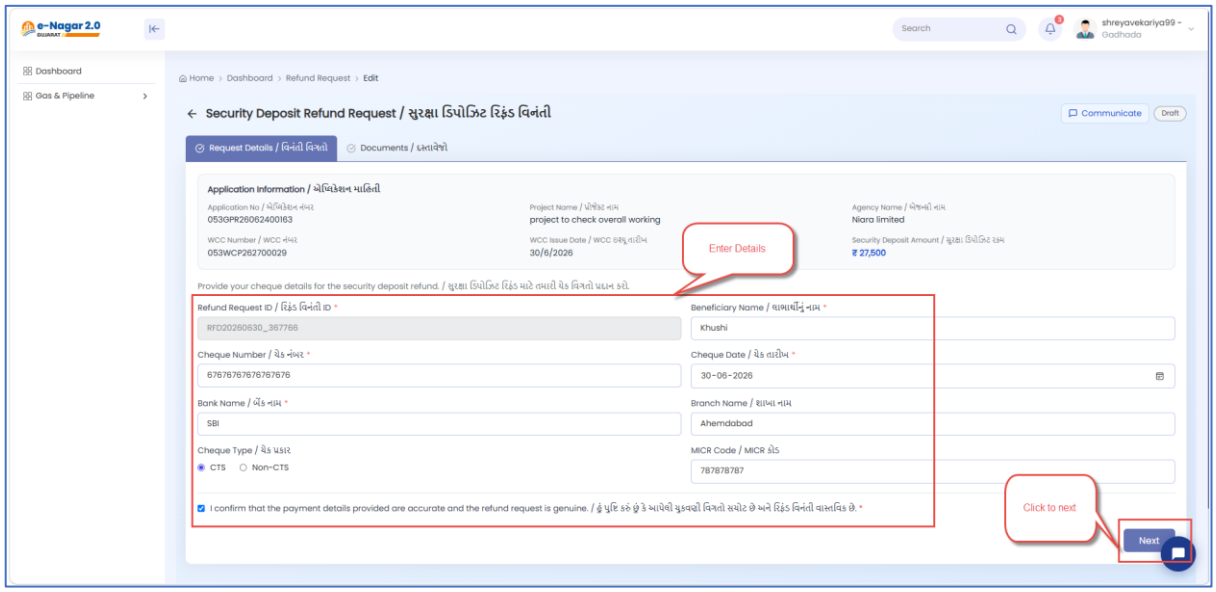


Figure 10-3

Application Information Section

The Application Information section displays application and security deposit information.

Information Displayed

- Application No. – Displays application number.
- Project Name – Displays project name.
- Agency Name – Displays agency name.
- WCC Number – Displays generated WCC number.
- WCC Issue Date – Displays WCC issue date.
- Security Deposit Amount – Displays deposited security amount.

Fields

- Refund Request ID – Displays auto-generated refund request number. (Text)
- Beneficiary Name – Enter beneficiary account holder name. (Text)
- Cheque Number – Enter cheque number for refund processing. (Numeric)
- Cheque Date – Select cheque issue date. (Date Picker)
- Bank Name – Enter bank name. (Text)
- Branch Name – Enter bank branch name. (Text)
- Cheque Type – Select cheque type as CTS or Non-CTS. (Radio Button)
- MICR Code – Enter MICR code of the bank branch. (Numeric)
- Declaration – Confirms that entered refund details are correct and genuine. (Checkbox)

Buttons

- Next – Opens Documents page for uploading supporting documents. (Button)

10.2 Documents Page

The Documents page is used to upload documents required for refund processing.

Click on Documents tab from the Security Deposit Refund Request page to open the document upload section.

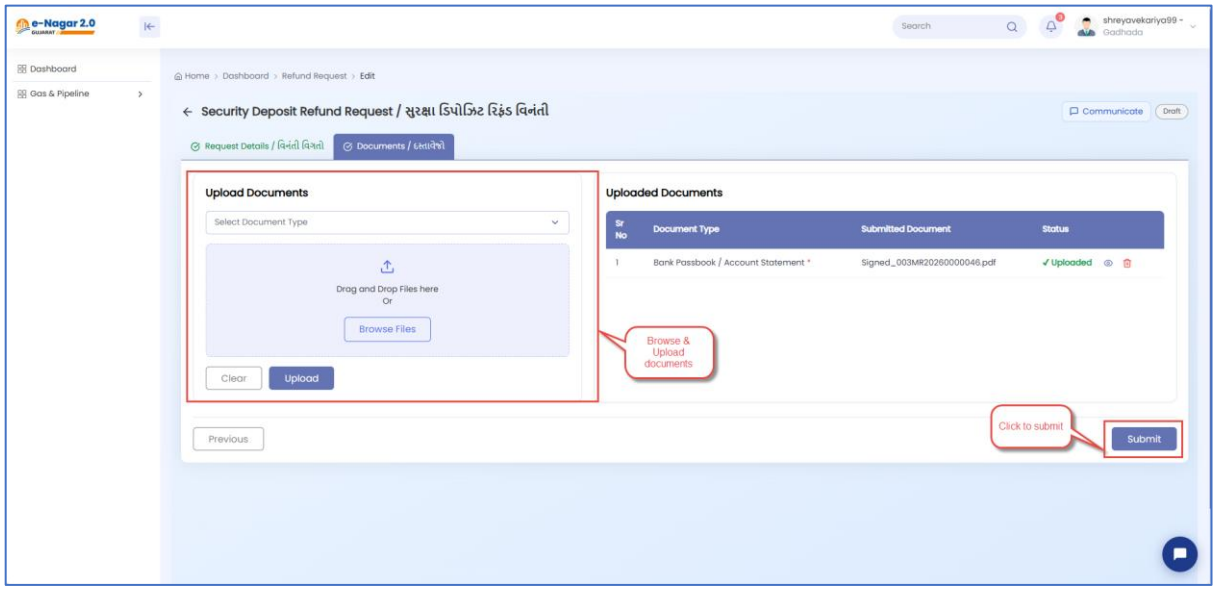


Figure 10-4

Fields

- Document Type – Select document type for upload. (Dropdown)

- Document Upload – Upload supporting refund documents. (File Upload)

Uploaded Documents Section

- The Uploaded Documents section displays all uploaded refund documents and their upload status.

Columns

- Sr No – Displays serial number.
- Document Type – Displays uploaded document type.
- Submitted Document – Displays uploaded file name.
- Status – Displays document upload status.

Buttons

- Browse Files – Opens file selection window for uploading documents. (Button)
- Clear – Removes selected document before upload. (Button)
- Upload – Uploads selected document successfully. (Button)
- Previous – Returns to Request Details page. (Button)
- Submit – Submits the refund request successfully for verification workflow. (Button)

After successful submission, the Security Deposit Refund Request is forwarded to the L1 Initiator Gas user for review and verification.

A notification is generated for the assigned L1 Initiator Gas user indicating that a new refund request is pending for action.

10.3 Workflow

10.3.1 L1 Initiator Refund Request View Page

The L1 Initiator Refund Request View page is used to review submitted refund request details and perform workflow actions.

The L1 Initiator Gas user receives the submitted refund request in their pending application list.

Click on the View action from the Security Deposit Refund Request listing page to open the Security Deposit Refund Request View page.

Buttons 

- Forward – Opens Forward popup for forwarding the refund request to the next workflow level. (Button)
- Backward – Returns the refund request to the agency for correction. (Button)
- Communicate – Opens communication window for discussion with agency users. (Button)
- View Workflow History – Displays complete workflow history of the refund request. (Button)

Request Details Tab

The Request Details tab displays refund request details submitted by the agency.

Documents Tab

The Documents tab displays uploaded supporting documents submitted by the applicant for verification.

Forward Popup

The Forward popup is displayed after clicking on the Forward button.

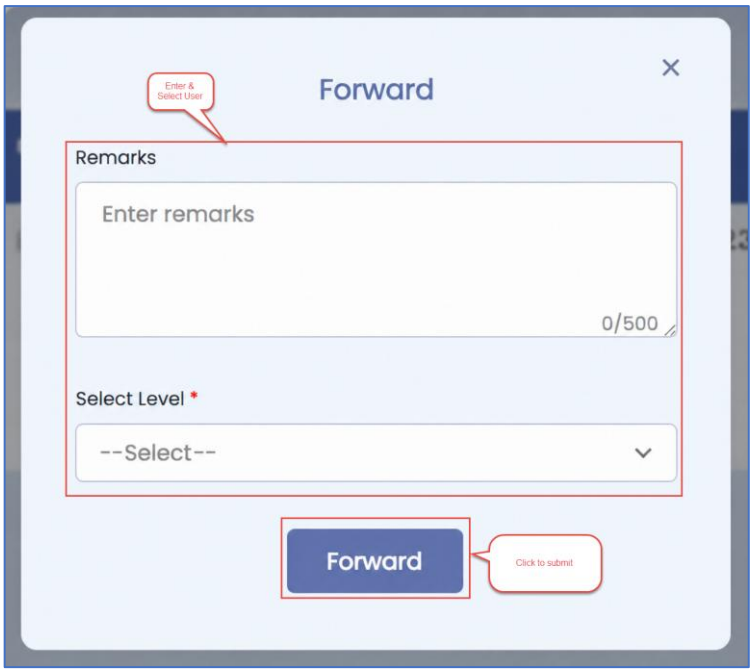


Figure 10-5

- Remarks – Enter remarks for forwarding the refund request. (Textarea)
- Select User – Select the next workflow user for request forwarding. (Dropdown)
- Forward – 

Forwards the refund request successfully to the selected user. (Button)

After successful forwarding, the refund request moves to the next workflow level for further verification and processing.

10.3.2L2 Verifier Refund Request View Page

The L2 Verifier Refund Request View page is used to review submitted refund requests and perform workflow actions.

The Documents tab is used to review documents uploaded by the applicant during refund request submission.

Click on the **Documents** tab from the Security Deposit Refund Request View page to open the uploaded documents section.

The **L2 Verifier Gas** user can review uploaded documents and supporting proofs before proceeding with the site inspection process.

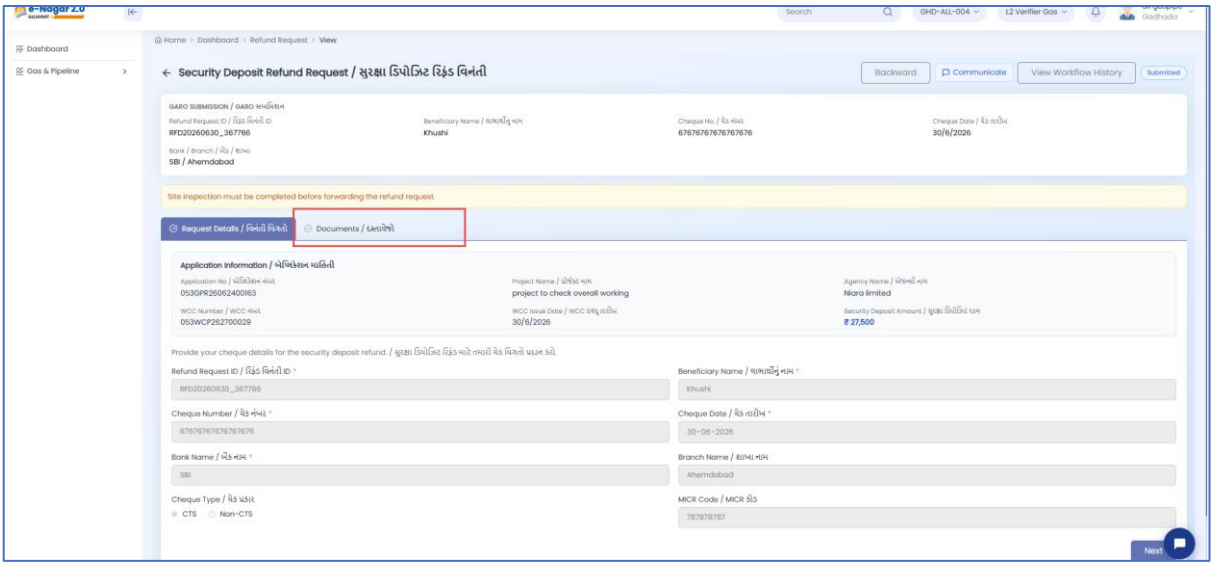


Figure 10-6

Uploaded Documents Section

The Uploaded Documents section displays all documents submitted by the applicant for refund verification.

Buttons

Previous – Returns to the Request Details tab. (Button)

Site Inspection – Opens the Site Inspection page for conducting refund verification inspection. (Button)

Site Inspection Page

The Site Inspection page is used by the L2 Verifier Gas user to schedule and perform inspection activities related to the refund request.

Click on the **Site Inspection** button from the Documents page to open the Site Inspection page.

After opening the Site Inspection page, the remaining workflow including scheduling inspection, taking action, completing inspection, and forwarding the refund request follows the same process as explained in the **Work Completion Site Inspection** module.

After successful completion of the inspection process, the inspection result is displayed on the Security Deposit Refund Request View page and the **Forward** button becomes available for forwarding the refund request to the next workflow level.

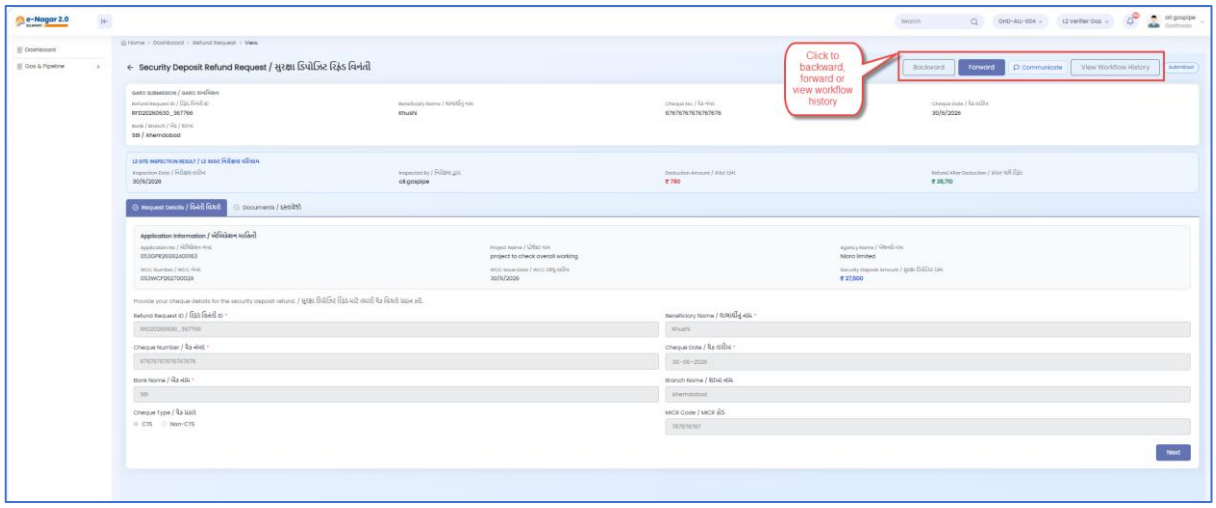


Figure 10-7

Buttons 

Backward – Returns the refund request to previous workflow level for correction. (Button)

Communicate – Opens communication window for discussion with agency users. (Button)

View Workflow History – Displays complete workflow movement history. (Button)

Forward – Opens Forward popup for forwarding the refund request to the next workflow level. (Button)

Forward Popup

The Forward popup is displayed after clicking on the Forward button.

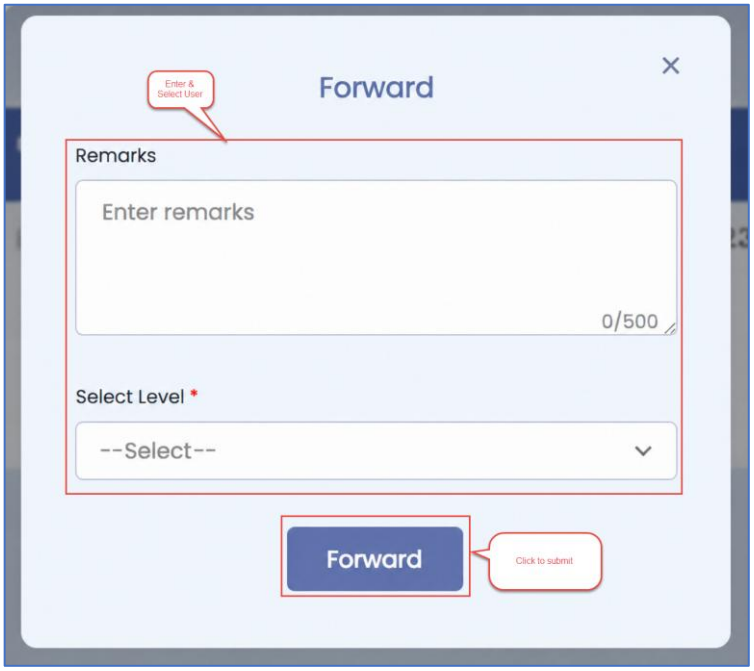


Figure 10-8

Fields

Remarks – Enter workflow remarks for forwarding the request. (Textarea)

Select User – Select next workflow user for request forwarding. (Dropdown)

Buttons

Forward – 

Forwards the refund request to the selected user successfully. (Button)

10.3.3L3 Approval Page

The Approval page is used by approval authority users to approve, reject, or return refund requests.

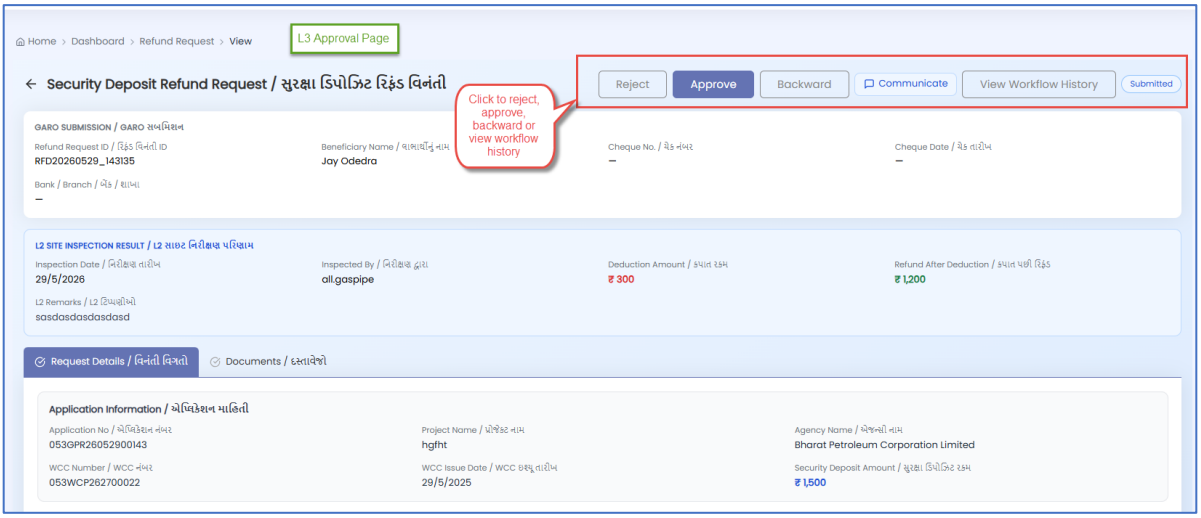
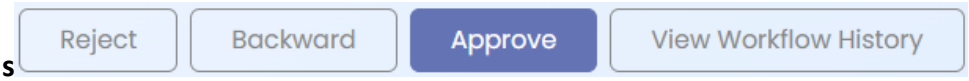


Figure 10-9

Buttons 

Reject – Rejects the refund request and sends it back to the agency. (Button)

Approve – Approves the refund request successfully. (Button)

Backward – Returns the request to the previous workflow level. (Button)

Communicate – Opens communication window with agency users. (Button)

View Workflow History – Displays complete workflow history of the refund request. (Button)

Approval Popup

The Approval popup is used to provide approval remarks before final approval of the application.



Figure 10-10

Fields

Remarks – Enter approval remarks or final observations related to the application. (Text Area)

Buttons 

Approve – Approves the request and completes the workflow process. (Button)

Dashboard Notification

The Dashboard notification panel displays workflow actions and status updates related to gas pipeline applications and refund requests.

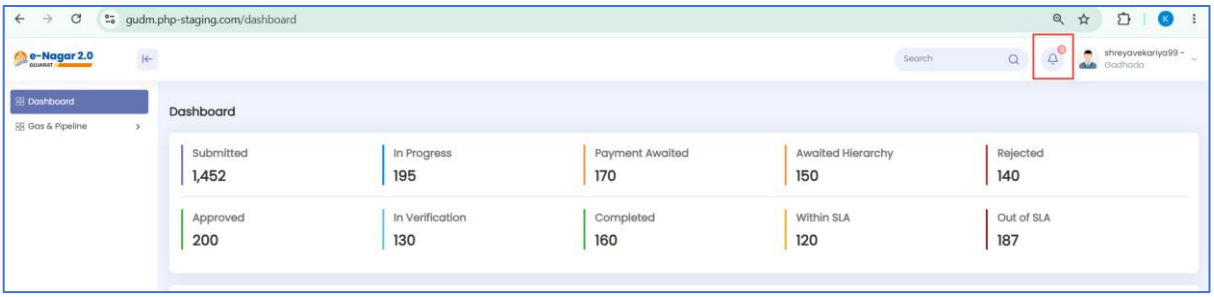


Figure 10-11

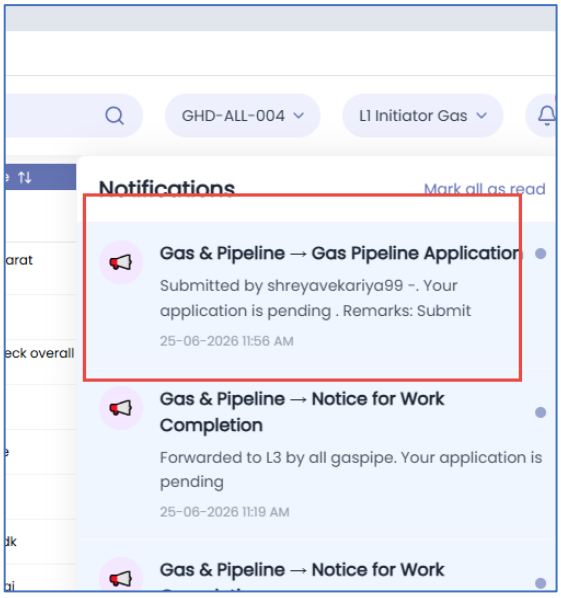


Figure 10-12

Notification Details

Module Name – Displays module name associated with the notification.

Workflow Action – Displays workflow action performed by the user.

Remarks – Displays remarks entered during workflow action.

Date and Time – Displays notification generation date and time.

Buttons

Mark all as read – Marks all notifications as read successfully. (Button)

View all notifications – Opens complete notification listing page. (Button)

Workflow History Popup

The Workflow History popup displays complete workflow movement history of the selected application or refund request.



Figure 10-13



Figure 10-14

Columns

- Process Title – Displays workflow stage name.
- Action Status – Displays action performed at the stage.
- Status – Displays workflow movement details between users.
- Remarks – Displays remarks entered during workflow processing.
- Date – Displays action date and time.

Gas Pipeline Applications Section

The Gas Pipeline Applications section displays all applications assigned to the Level User

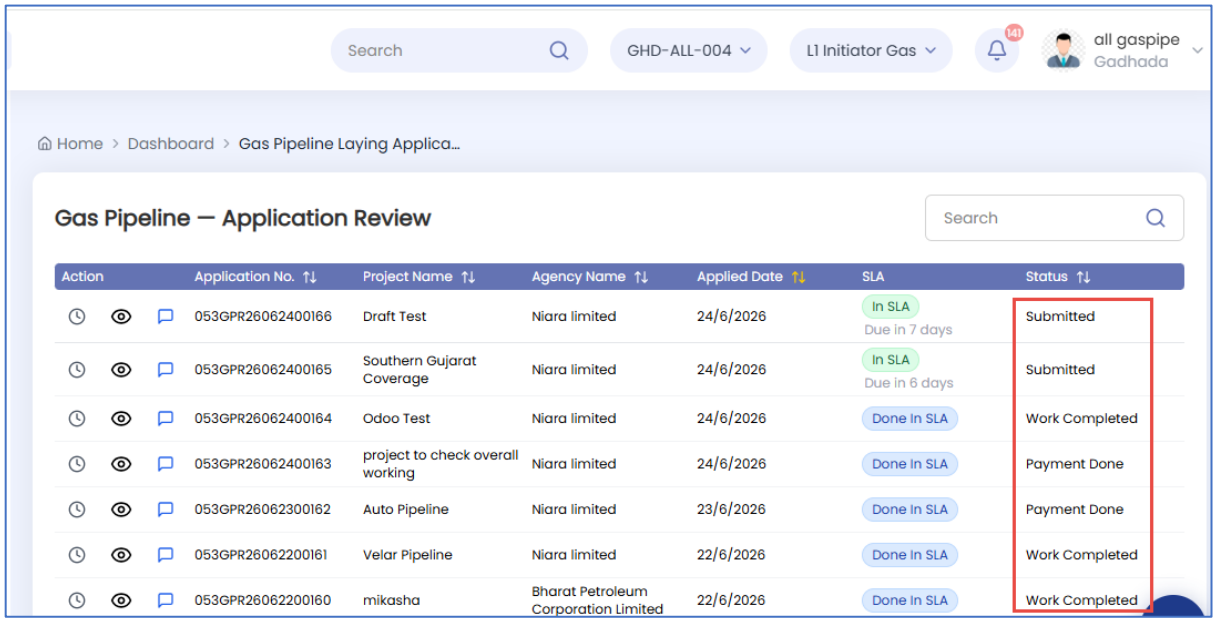


Figure 10-15

Here user can view the status updates after the whole process.

11 Reports Module

Click on **Gas & Pipeline → Reports** from the Dashboard to access the Reports module. This module provides various reports related to gas pipeline applications, inspections, rent collection, security deposit refunds, certificate issuance, and GIS route deviations. Users can search, view, and export report data for monitoring and administrative purposes.

The Reports module consists of the following report sections:

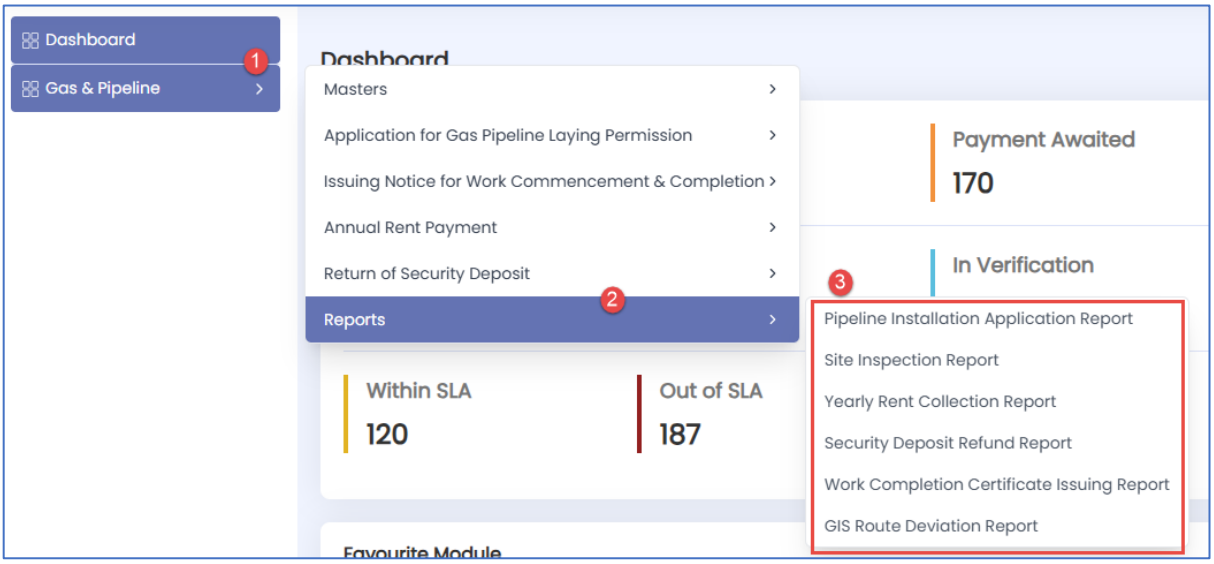


Figure 11-1

11.1 Application Report

Click on **Gas & Pipeline → Reports → Pipeline Installation Application Report** from the Dashboard to open the **Application Report** page. This page allows users to search, view, and export gas pipeline installation application details submitted in the system.

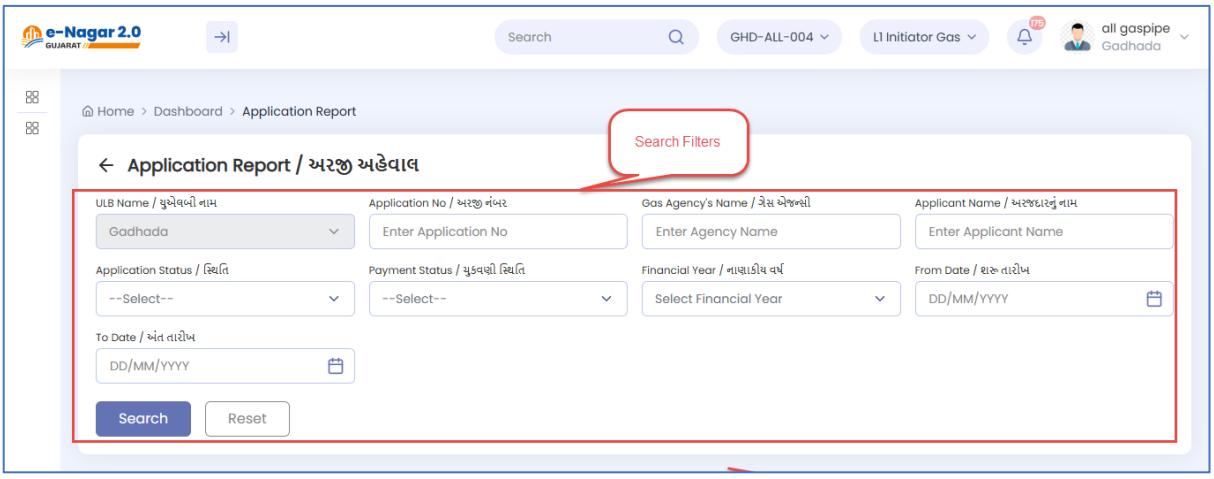


Figure 11-2

Search Filters

- **ULB Name** – Displays the Urban Local Body for which the report is to be viewed. (Dropdown)
- **Application No** – Enter the application number to search for a specific application. (Text)
- **Gas Agency's Name** – Enter the name of the gas agency to filter records. (Text)
- **Applicant Name** – Enter the applicant's name to search application records. (Text)
- **Application Status** – Select the current status of the application. (Dropdown)
- **Payment Status** – Select the payment status for filtering records. (Dropdown)
- **Financial Year** – Select the financial year for which records are required. (Dropdown)
- **From Date** – Select the start date of the report period. (Date Picker)
- **To Date** – Select the end date of the report period. (Date Picker)

Buttons

- **Search** – Retrieves records based on the selected search criteria.
- **Reset** – Clears all applied filters and restores default values.
- **Export PDF** – Downloads the report in PDF format.
- **Export Excel** – Downloads the report in Excel format.

Report Listing

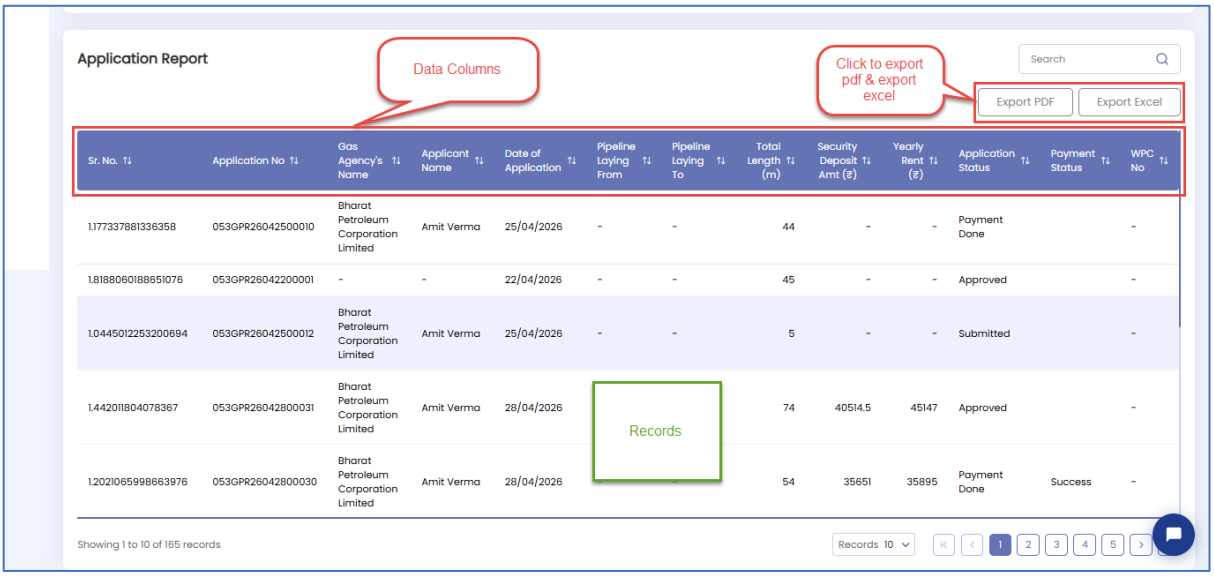


Figure 11-3

The report grid displays the following details:

- **Sr. No.** – Displays the serial number of the record.

- **Application No** – Displays the application reference number.
- **Gas Agency's Name** – Displays the name of the gas agency associated with the application.
- **Applicant Name** – Displays the name of the applicant.
- **Date of Application** – Displays the application submission date.
- **Pipeline Laying From** – Displays the starting location of pipeline laying.
- **Pipeline Laying To** – Displays the ending location of pipeline laying.
- **Total Length (m)** – Displays the total pipeline length in meters.
- **Security Deposit Amount (₹)** – Displays the security deposit amount paid by the applicant.
- **Yearly Rent (₹)** – Displays the annual rent amount applicable to the application.
- **Application Status** – Displays the current processing status of the application.
- **Payment Status** – Displays the payment completion status.
- **WPC No** – Displays the Work Permission Certificate number, if available.

11.2Site Inspection Report

Click on **Gas & Pipeline → Reports → Site Inspection Report** from the Dashboard to open the **Site Inspection Report** page. This page allows users to search, view, and export inspection details related to gas pipeline installation activities.

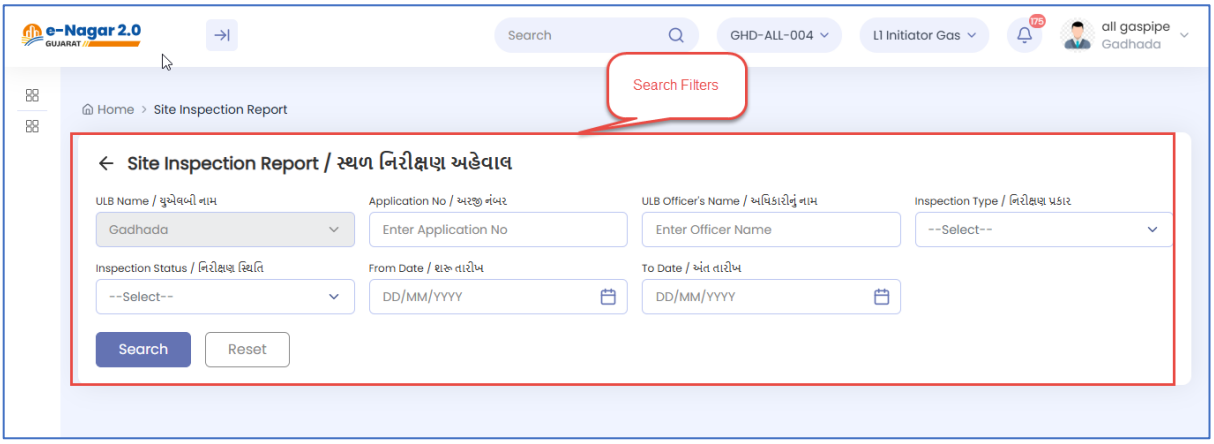


Figure 11-4

Search Filters

- **ULB Name** – Displays the Urban Local Body for which the report is to be viewed. (Dropdown)
- **Application No** – Enter the application number to search inspection records related to a specific application. (Text)
- **ULB Officer's Name** – Enter the name of the inspecting officer. (Text)
- **Inspection Type** – Select the inspection type to filter records. (Dropdown)
- **Inspection Status** – Select the inspection status for filtering records. (Dropdown)
- **From Date** – Select the start date of the report period. (Date Picker)
- **To Date** – Select the end date of the report period. (Date Picker)

Buttons

- **Search** – Retrieves records based on the selected search criteria.
- **Reset** – Clears all applied filters and restores default values.
- **Export PDF** – Downloads the report in PDF format.
- **Export Excel** – Downloads the report in Excel format.
- **View Files** – Opens the uploaded inspection files, images, or videos associated with the inspection record.

Report Listing

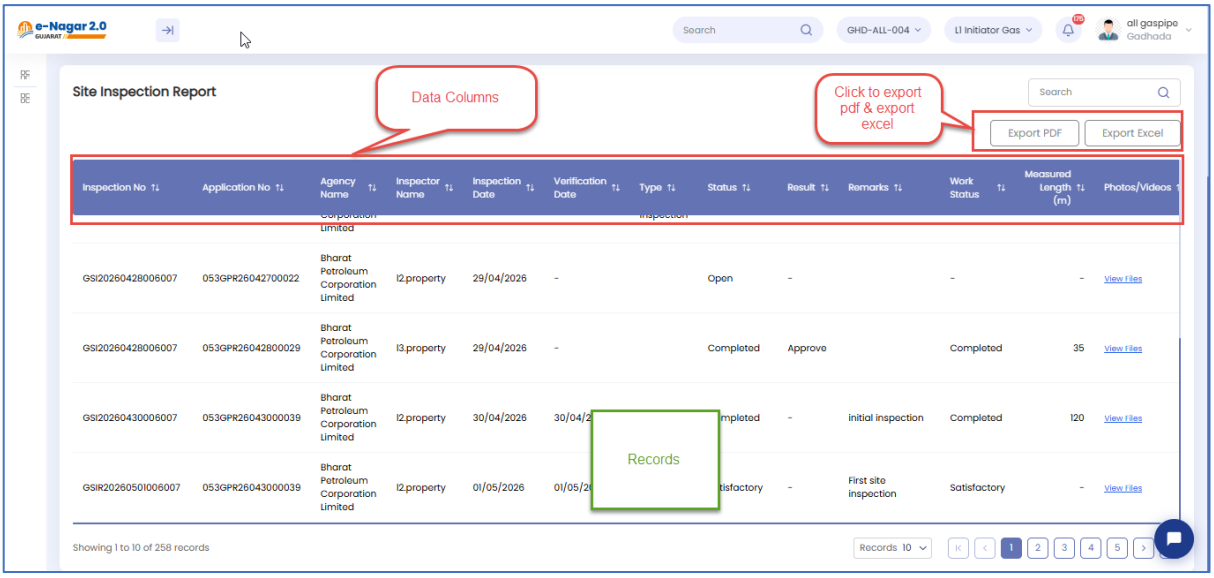


Figure 11-5

The report grid displays the following details:

- **Inspection No** – Displays the inspection reference number.
- **Application No** – Displays the associated application number.
- **Agency Name** – Displays the name of the gas agency.
- **Inspector Name** – Displays the name of the inspecting officer.
- **Inspection Date** – Displays the date on which inspection was conducted.
- **Verification Date** – Displays the verification completion date.
- **Type** – Displays the type of inspection performed.
- **Status** – Displays the current status of the inspection.
- **Result** – Displays the outcome of the inspection process.
- **Remarks** – Displays comments or observations recorded by the inspecting officer.
- **Work Status** – Displays the current work progress status.
- **Measured Length (m)** – Displays the measured pipeline length during inspection.
- **Photos/Videos** – Provides access to uploaded inspection photographs and videos related to the site inspection.

11.3Yearly Rent Collection Report

Click on **Gas & Pipeline → Reports → Yearly Rent Collection Report** from the Dashboard to open the **Yearly Rent Collection Report** page. This page allows users to search, view, and export yearly rent payment details associated with gas pipeline laying permissions.

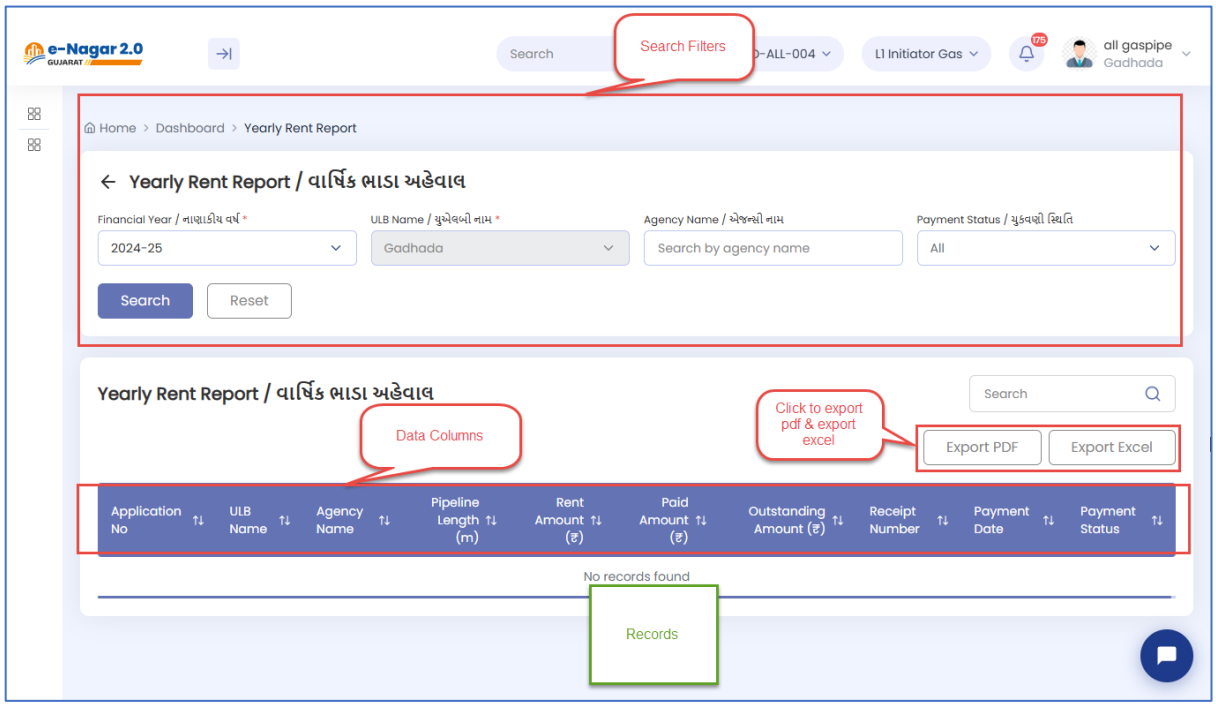


Figure 11-6

Search Filters

- **Financial Year** – Select the financial year for which the report is required. (Dropdown)
- **ULB Name** – Displays the Urban Local Body for which records are to be viewed. (Dropdown)
- **Agency Name** – Enter the name of the gas agency to filter report records. (Text)
- **Payment Status** – Select the payment status for filtering records. (Dropdown)
- **Buttons**
- **Search** – Retrieves report records based on the selected criteria.
- **Reset** – Clears all applied filters and restores default values.
- **Export PDF** – Downloads the report in PDF format.
- **Export Excel** – Downloads the report in Excel format.

Report Listing

- **Application No** – Displays the application reference number.
- **ULB Name** – Displays the Urban Local Body associated with the application.
- **Agency Name** – Displays the name of the gas agency.
- **Pipeline Length (m)** – Displays the approved pipeline length in meters.
- **Rent Amount (₹)** – Displays the yearly rent amount payable.
- **Paid Amount (₹)** – Displays the amount paid by the gas agency.
- **Outstanding Amount (₹)** – Displays the remaining unpaid rent amount.
- **Receipt Number** – Displays the payment receipt reference number.
- **Payment Date** – Displays the date on which payment was made.
- **Payment Status** – Displays the current payment status.

11.4Security Deposit Refund Report

Click on **Gas & Pipeline → Reports → Security Deposit Refund Report** from the Dashboard to open the **Security Deposit Refund Report** page. This page allows users to search, view, and export security deposit refund details for completed gas pipeline projects.

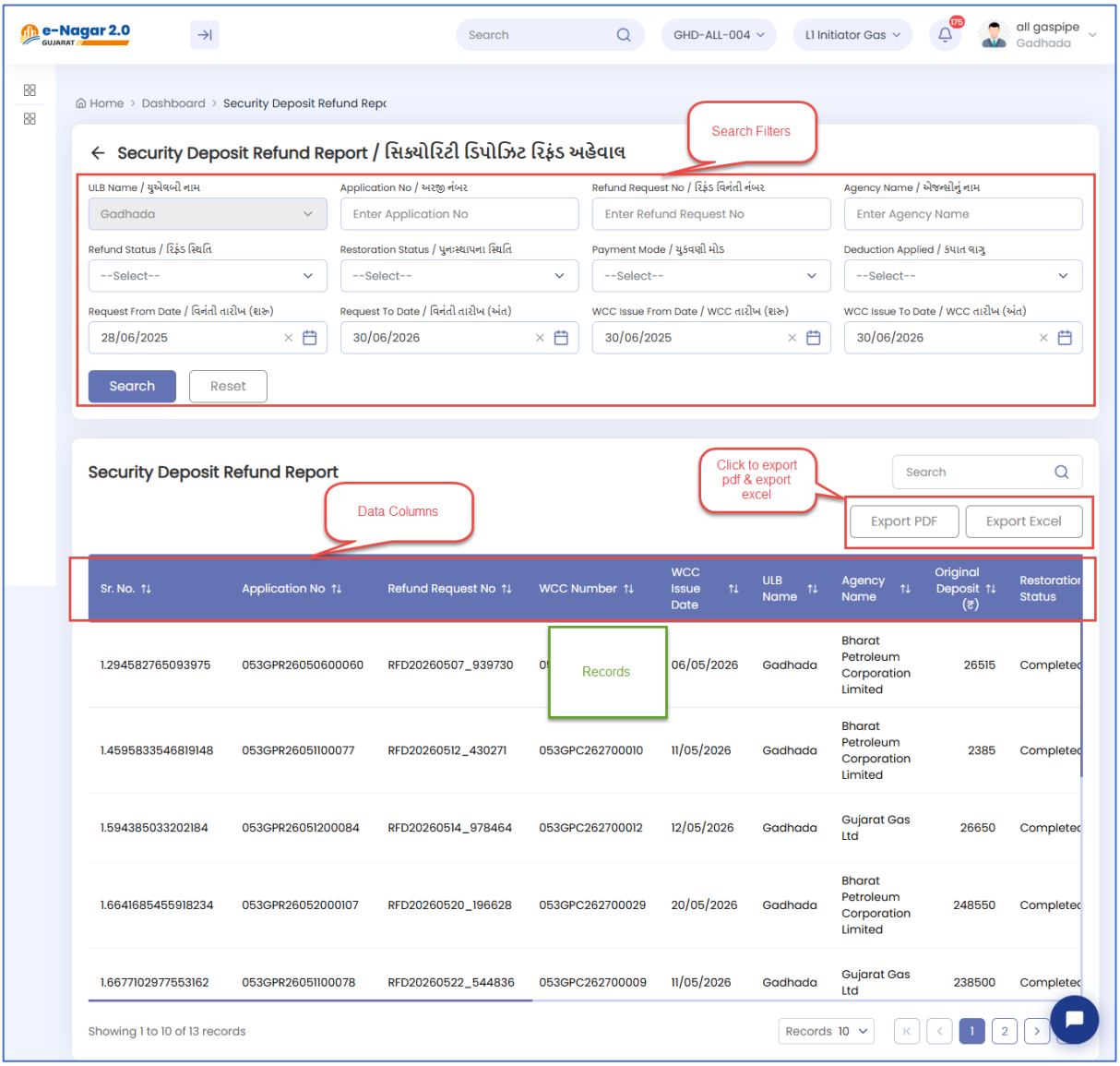


Figure 11-7

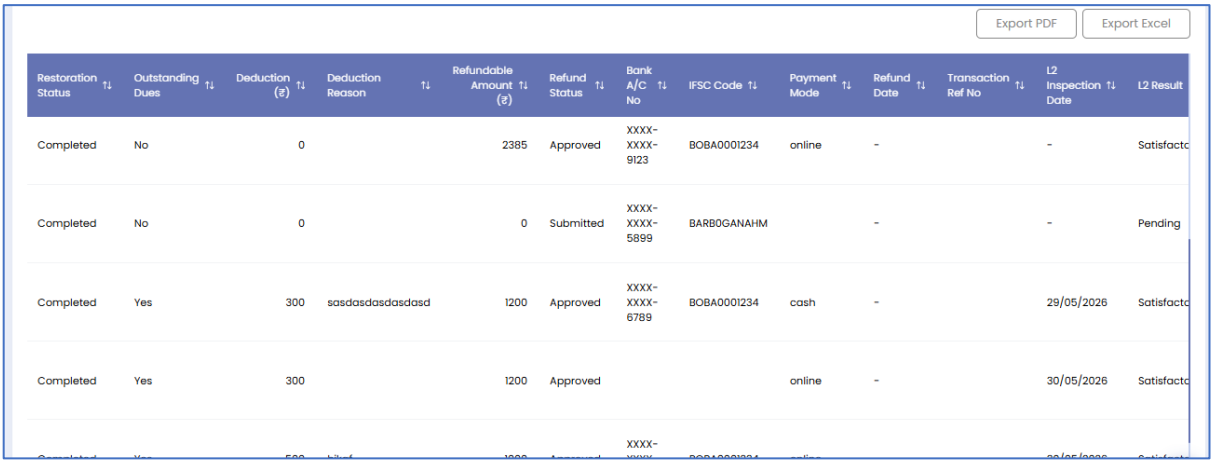


Figure 11-8

Search Filters

- **ULB Name** – Displays the Urban Local Body for which records are to be viewed. (Dropdown)
- **Application No** – Enter the application number to search specific records. (Text)
- **Refund Request No** – Enter the refund request number to locate a refund request. (Text)
- **Agency Name** – Enter the gas agency name to filter records. (Text)
- **Refund Status** – Select the current refund status. (Dropdown)
- **Restoration Status** – Select the restoration status of the work area. (Dropdown)
- **Payment Mode** – Select the refund payment mode. (Dropdown)
- **Deduction Applied** – Select whether any deduction has been applied to the refund amount. (Dropdown)
- **Request From Date** – Select the start date for refund request records. (Date Picker)
- **Request To Date** – Select the end date for refund request records. (Date Picker)
- **WCC Issue From Date** – Select the start date for Work Completion Certificate issuance. (Date Picker)
- **WCC Issue To Date** – Select the end date for Work Completion Certificate issuance. (Date Picker)
- **Buttons**
- **Search** – Retrieves records based on the selected criteria.
- **Reset** – Clears all applied filters and restores default values.
- **Export PDF** – Downloads the report in PDF format.

- **Export Excel** – Downloads the report in Excel format.

Report Listing

- **Sr. No.** – Displays the serial number of the record.
- **Application No** – Displays the application reference number.
- **Refund Request No** – Displays the refund request reference number.
- **WCC Number** – Displays the Work Completion Certificate number.
- **WCC Issue Date** – Displays the date of certificate issuance.
- **ULB Name** – Displays the Urban Local Body name.
- **Agency Name** – Displays the gas agency name.
- **Original Deposit (₹)** – Displays the original security deposit amount.
- **Restoration Status** – Displays the restoration status of the site.
- **Outstanding Dues** – Indicates whether any outstanding dues exist.
- **Deduction (₹)** – Displays the deduction amount, if applicable.
- **Deduction Reason** – Displays the reason for deductions from the refundable amount.
- **Refundable Amount (₹)** – Displays the amount eligible for refund after deductions.
- **Refund Status** – Displays the current refund processing status.
- **Bank A/C No** – Displays the bank account number for refund transfer.
- **IFSC Code** – Displays the IFSC code of the beneficiary bank.
- **Payment Mode** – Displays the mode used for refund payment.
- **Refund Date** – Displays the refund payment date.
- **Transaction Ref No** – Displays the refund transaction reference number.
- **L2 Inspection Date** – Displays the Level-2 inspection date.
- **L2 Result** – Displays the result of the Level-2 inspection.

11.5 Work Completion Certificate Issuing Report

Click on **Gas & Pipeline → Reports → Work Completion Certificate Issuing Report** from the Dashboard to open the **Work Completion Certificate Issuing Report** page. This page allows users to search, view, and export details of issued work completion certificates.

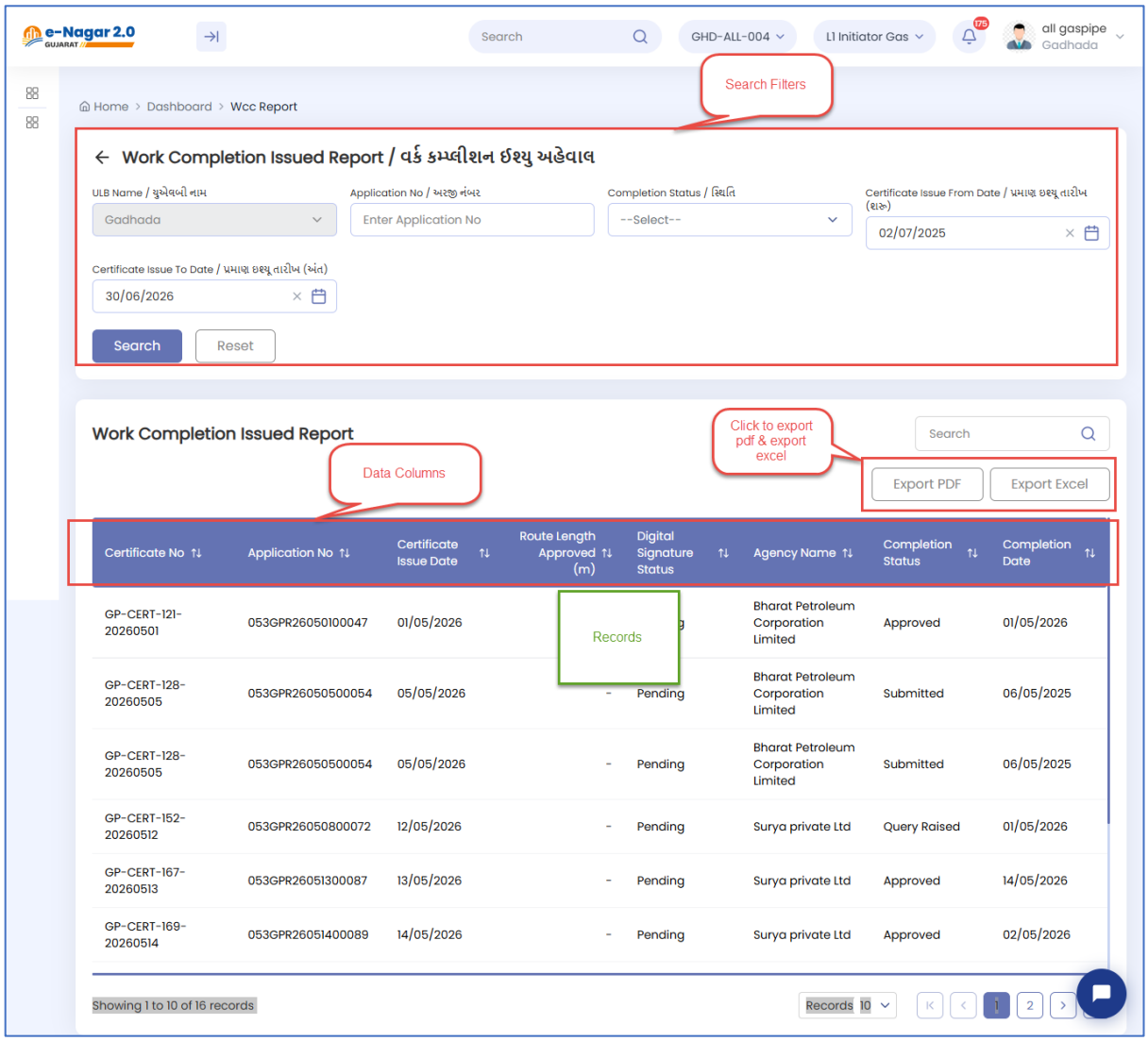


Figure 11-9

Search Filters

- **ULB Name** – Displays the Urban Local Body for which records are to be viewed. (Dropdown)
- **Application No** – Enter the application number to search for a specific application. (Text)
- **Completion Status** – Select the completion status of the work. (Dropdown)
- **Certificate Issue From Date** – Select the start date for certificate issuance records. (Date Picker)

- **Certificate Issue To Date** – Select the end date for certificate issuance records. (Date Picker)

Buttons

- **Search** – Retrieves records based on the selected criteria.
- **Reset** – Clears all applied filters and restores default values.
- **Export PDF** – Downloads the report in PDF format.
- **Export Excel** – Downloads the report in Excel format.
- **Report Listing**
- **Certificate No** – Displays the work completion certificate number.
- **Application No** – Displays the associated application number.
- **Certificate Issue Date** – Displays the certificate issuance date.
- **Route Length Approved (m)** – Displays the approved route length in meters.
- **Digital Signature Status** – Displays the status of digital signing of the certificate.
- **Agency Name** – Displays the gas agency name.
- **Completion Status** – Displays the completion status of the project work.
- **Completion Date** – Displays the actual work completion date.

11.6GIS Route Deviation Report

Click on **Gas & Pipeline → Reports → GIS Route Deviation Report** from the Dashboard to open the **GIS Route Deviation Report** page. This page allows users to search, view, and export GIS validation and route deviation details for gas pipeline projects.

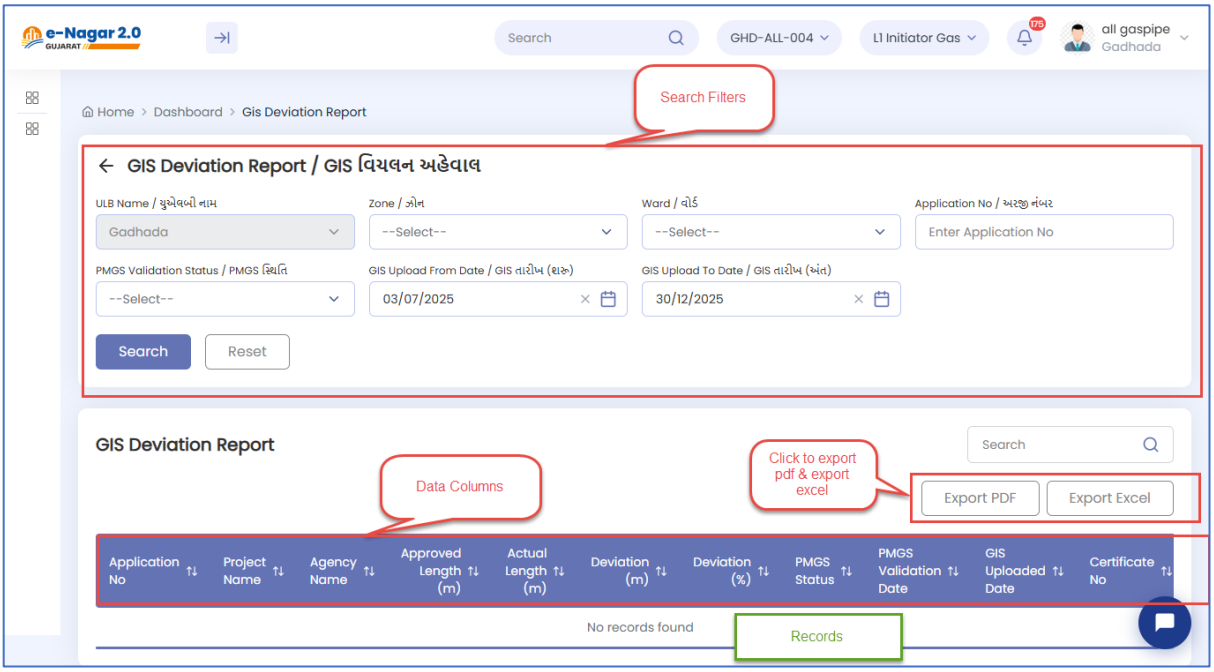


Figure 11-10

Search Filters

- **ULB Name** – Displays the Urban Local Body for which records are to be viewed. (Dropdown)
- **Zone** – Select the zone for filtering records. (Dropdown)
- **Ward** – Select the ward for filtering records. (Dropdown)
- **Application No** – Enter the application number to search for a specific record. (Text)
- **PMGS Validation Status** – Select the PMGS validation status. (Dropdown)
- **GIS Upload From Date** – Select the start date for GIS upload records. (Date Picker)
- **GIS Upload To Date** – Select the end date for GIS upload records. (Date Picker)
- **Buttons**
- **Search** – Retrieves records based on the selected criteria.
- **Reset** – Clears all applied filters and restores default values.
- **Export PDF** – Downloads the report in PDF format.
- **Export Excel** – Downloads the report in Excel format.

- **Report Listing**
- **Application No** – Displays the application reference number.
- **Project Name** – Displays the name of the pipeline project.
- **Agency Name** – Displays the gas agency name.
- **Approved Length (m)** – Displays the approved pipeline route length.
- **Actual Length (m)** – Displays the actual GIS measured route length.
- **Deviation (m)** – Displays the difference between approved and actual route lengths in meters.
- **Deviation (%)** – Displays the deviation percentage.
- **PMGS Status** – Displays the current PMGS processing status.
- **PMGS Validation Date** – Displays the PMGS validation date.
- **GIS Uploaded Date** – Displays the date on which GIS data was uploaded.
- **Certificate No** – Displays the associated work completion certificate number.