

## महाराष्ट्र शासन ग्रामविकास विभाग

बांधकाम भवन,25, मर्झबान पथ, फोर्ट, मुंबई-400 001.

Email ID: itcell-rdd@mah.gov.in

दूरध्वनी क्र.-022-22016737.

क्र.प्रणाली5624/प्र.क्र.56/ मातंक

दिनांक: 04 /11/2025.

प्रति.

9) मुख्य कार्यकारी अधिकारी,जिल्हा परिषद, (सर्व).

२) सर्व अधिक्षक अभियंता, सार्वजनिक बांधकाम मंडळ.

विषय:- Single Unified Portal प्रणालीच्या वापरकर्ता पुस्तिकेबाबत (User Manual). संदर्भ:- शासनाचे समक्रमांकाचे दि. ०४ एप्रिल, २०२५ रोजीचे पत्र.

### महोदय/महोदया,

या विभागामार्फत राबविल्या जाणाऱ्या योजनांची प्रभावी अंमलबजावणी करणे, कामकाजात गतिमानता व पारदर्शकता आणणे, विविध योजनांव्दारे करण्यात येणाऱ्या कामाची व्दिरुक्ती टाळणे, निधी वितरणाचे संनियंत्रण करणे, कामात एकसुत्रता आणणे तसेच सेवेची गुणवत्ता वाढविणे या दृष्टीने विभागात Single Unified Portal हा माहिती तंत्रज्ञान आधारित प्लॅटफॉर्म विकसित करण्यात आला आहे.

Single Unified Portal ही प्रणाली या विभागांतर्गत २५१५- इतर ग्रामीण ग्रामीण विकास कार्यक्रम, ३०५४-रस्ते व पुल अंतर्गत कामे व इतर कामे यांची मान्यता व निधी वितरण यांसाठी दि. १ एप्रिल, २०२५ पासून सर्व जिल्हा परिषदांमध्ये Go-Live करण्यात आली आहे. सदर प्रणालीच्या सुलभ वापराकरिता वापरकर्ता पुस्तिका (User Manual) सोबत जोडून पाठवित

आहे. तसेच बँक ऑफ महाराष्ट्र यांच्या प्रतिनिधींमार्फत सर्व जिल्हा परिषदांमध्ये तात्काळ प्रशिक्षण आयोजित करण्यात येईल.

त्यानुसार सदर प्रणालीचा वापर कार्यक्षमपणे करण्यासंदर्भात कार्यवाही करावी, ही विनंती.

आपली,

Digitally signed by SNEHAL AMOL ADSUL (क्रेड्स अंडिफॉर्स; 50 कक्ष अधिकारी; महाराष्ट्र शासन.

#### प्रत:

- 1. सह सचिव (योजना-६ व बांध-३), ग्रामविकास व पंचायत राज विभाग, मंत्रालय, मुंबई.
- 2. प्रधान सचिव, ग्रामविकास यांचे स्वीय सहायक, बांधकाम भवन, मुंबई.
- 3. कक्ष अधिकारी , (योजना-६ व बांध-३), ग्रामविकास व पंचायत राज विभाग, मंत्रालय, मुंबई.
- 4. व्यवस्थापकीय संचालक, बँक ऑफ महाराष्ट्र, हेड ऑफिस, १५०१, लोकमंगल, शिवाजी नगर, पुणे– ४११००५
- 5. निवडनस्ती/मातंक.





# Single Unified Portal Rural Development Department (RDD)



# User Manual For RDD Project (Zila Parishad Level)

This manual explains the step-by-step process for Junior Engineers to manage proposals, sanctions, work orders, progress reports, and bill creation in the RDD Portal. following activities will be performed by Junior. Engineer.

Version: 1.0

Release Date:  $\setminus _{-} \setminus _{-}$ 

**Developed for:** Rural Development Department, Maharashtra

**Hosted At:** <a href="https://suprdd.maharashtra.gov.in">https://suprdd.maharashtra.gov.in</a> **Recommended Browser:** Google Chrome



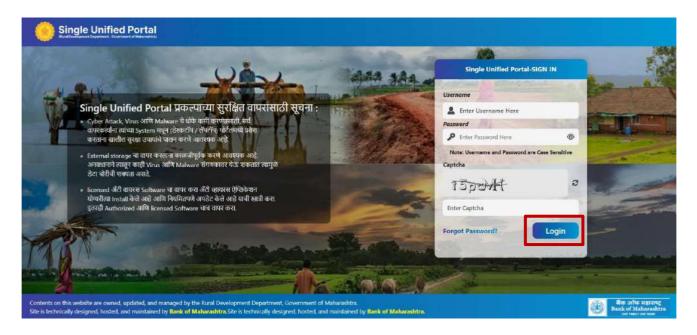


## Role 1 of Junior. Engineer

#### **Login Process**

#### **Step 1 — Login Process (Rural Development Department)**

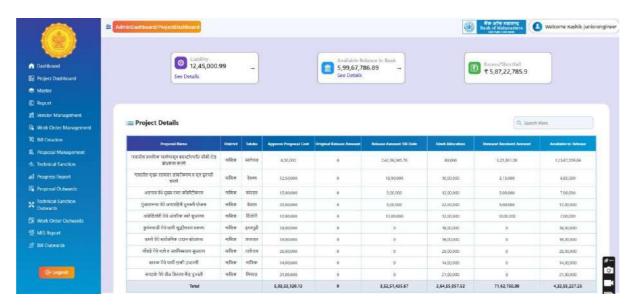
- Open the official Rural Development Department (RDD) Portal in your web browser.
- Enter your valid User ID and Password in the respective fields.
- Click the Login button to proceed.
- Upon successful authentication, the system will automatically redirect you to the Dashboard





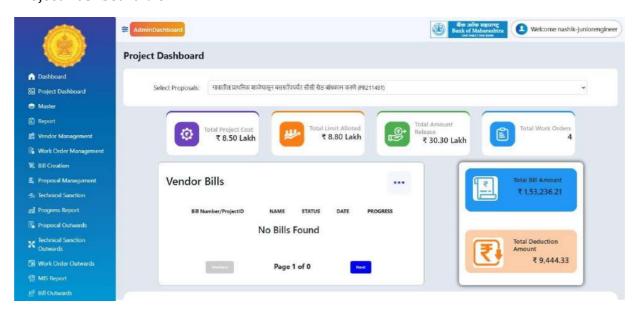


#### Step 2: Dashboard Overview



After login, the Dashboard will display.

Project Dashboard view:





#### **Step 3: Proposal Creation**

- 1. Proposal Creation  $\rightarrow$  New Proposal.
- 2. Fill in mandatory details:
  - Head-code.
  - Proposal year.
  - o Taluka.
  - Constituency name
  - If multiple Gram Panchayat are involved can be select through option:
     "This involves multiple gram panchayat"
  - o Then fill all details of work by selecting class of work: A,B,C,OR D
  - Work name.
  - Village road width.
  - Proposal length
  - Select gram panchayat (can select upto 5 gram panchayat at once)
  - Work amount
  - o And then click on ADD button to add this work in proposal.

Then fill details for

**Proposal Amount** 

Proposal File Number

**Proposal Copy** 

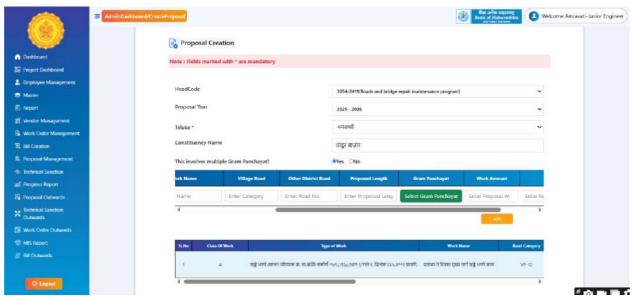
**Additional Supporting Document** 

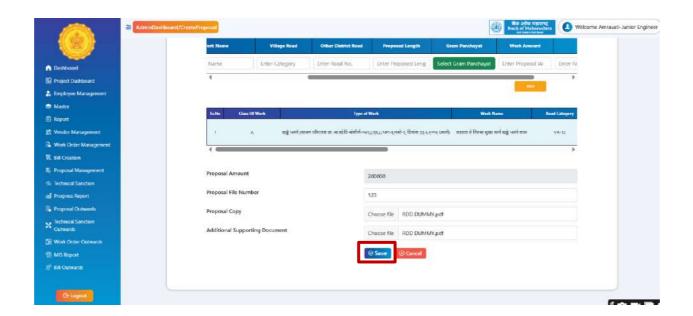
Click on save then,

The proposal will automatically move forward for **Next approval**.





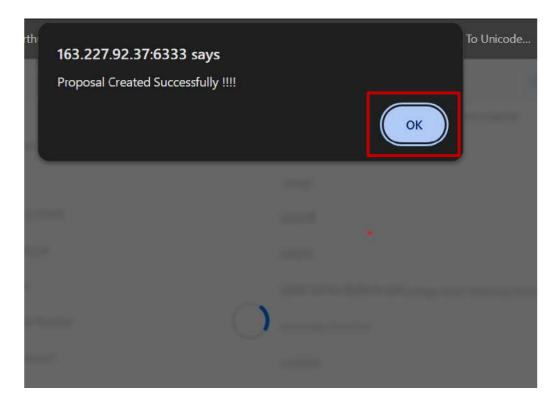




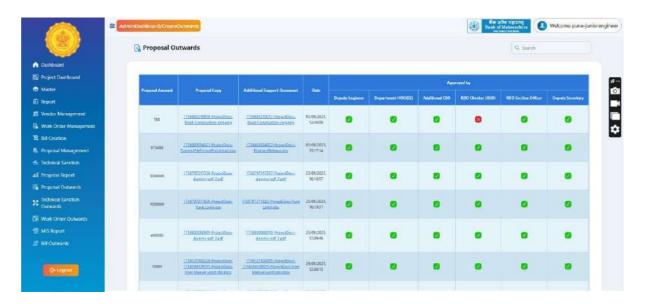
After clicking on Proposal save Following message will popup: Proposal Created Successfully!!!







**Proposal Outward**: Under this section Junior. Engineer can take a view outward proposals or approval stages of Proposals.





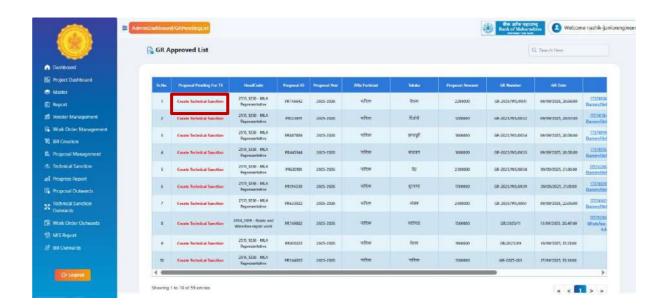


## **Role 2 of Junior Engineer**

#### **Technical Sanction**

#### **Technical Sanction (by Junior Engineer)**

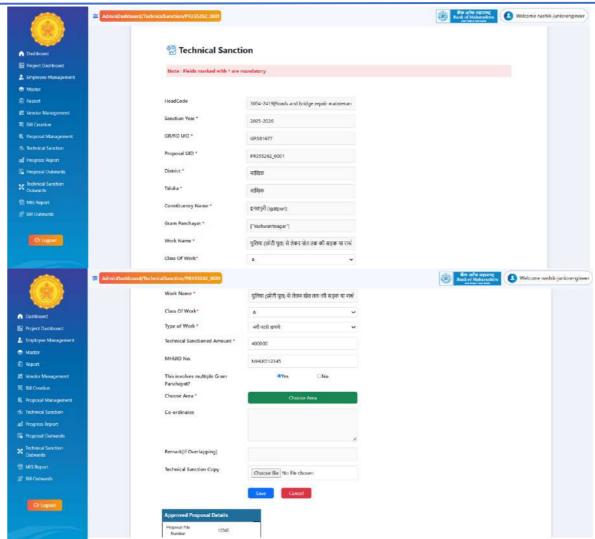
- 1. In Technical Sanction Module.
- 2. Select the **Create Technical Sanction** from the Proposal pending for TS respective to Head code and proposal.



3. Upload relevant supporting documents. And MHUID number for technical sanction.







Click on choose Area: for which technical work is to be going on will be shown on Gram Maan- Chitra. Like following:





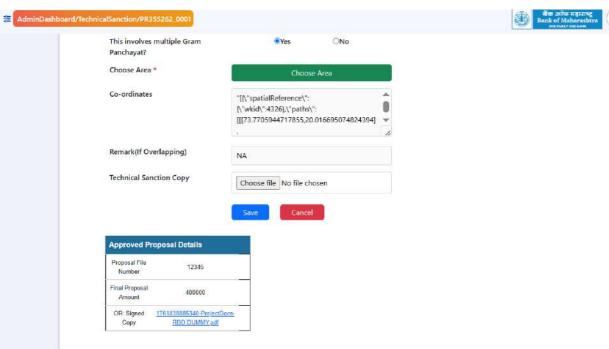


Coordinated will be mapped on GIS map.

After submit these co-ordinates will be visible in table form with technical sanction .







now, click on save and attach a sanction copy . now technical sanction will get created successfully !



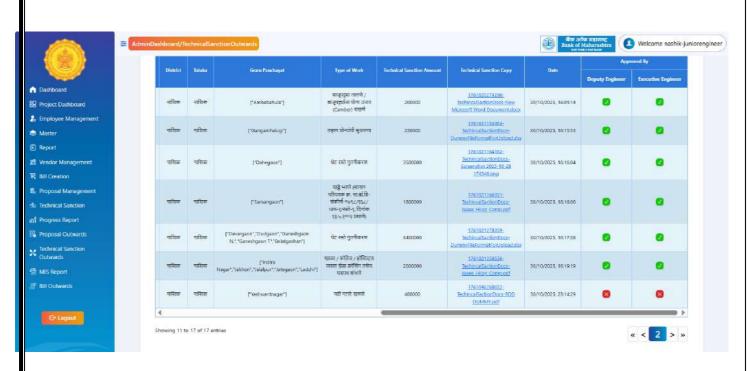
Once approved, will go to next level of approval by Deputy Engineer. Once the proposal is approved, out approval levels will be eligible for **Work Order Generation**.

Technical Sanction details can be seen outwards.

**Technical outward junior**. Engineers can see that particular proposal status and can check rhether it is approved or not by Deputy Engineer and Executive Engineer:

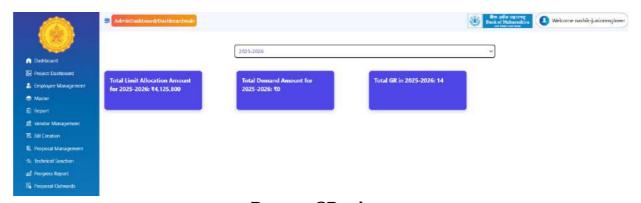




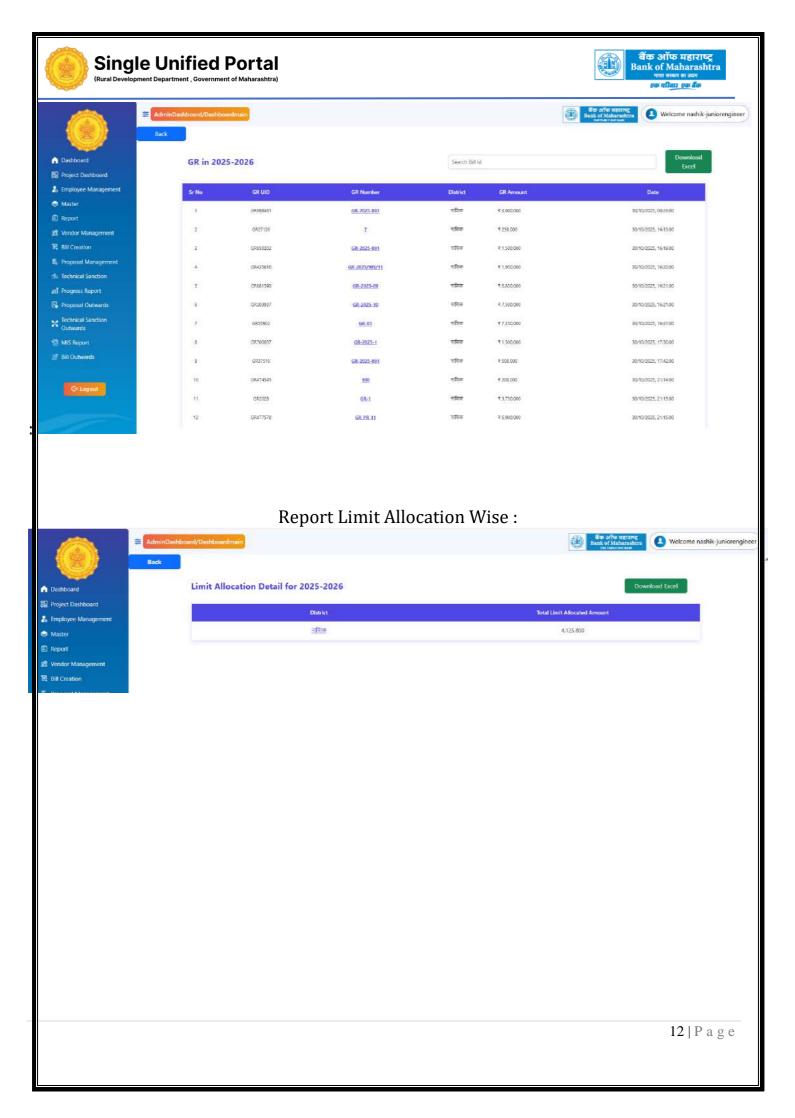


#### **MIS Report:**

 $\label{thm:continuous} \mbox{Under the MIS Report section Junior Engineer can see details Category wise like $\mbox{ GR}$\,, $\mbox{Limit, Total Demand}$\,.$ 



Report GR wise:







# Role 3 of Junior Engineer for Creation of Physical Progress.

#### **Progress Report**

Physical progress stage: in this stage Junior. Engineer will create a physical progress report in module

- 1 Go to the Progress Report Module.
- 2 Select the relevant proposal and fill the Progress report form
- 3 Upload the images of work (Mandatory)
- 4. Junior Engineer can View and upload the pictures of progress of work along with mentioning % of work (30%, or 50%, or 100 % )
- 5. Save and submit the progress report. Move forward for next approval by Deputy Engineer.

In progress report module Junior engineer can Filter one report respective to Head code & proposal Year and Technical UID, physical work done in (% wise level: 30%, 50%, 100%).







- n Dashboard
- Project Dashboard
- 🚴 Employee Management
- Report
- 👺 Vendor Management
- E Bill Creation
- Proposal Management
- Technical Sanction
- រារាំ Progress Report
- Proposal Outwards
- Technical Sanction
  Outwards





Welcome nashik-juniorengineer



r.No	Head Code	Work Name	Technical UID	Proposal Year	Contractor Name	Created Date	Action
1	3054-2419(Roads and bridge repair maintenance program)	आरोग्य केंद्राकडे जाणारा रस्ता दरुस्ती	MHUIDIOOI	2025-2026	Aryan Kumar	30/10/2025, 16:53:49	( Upload

#### Declaration \*

i hereby declare that the information provided above and in the enclosed documents is true and correct to the best of my knowledge and belief, and nothing has been concealed. I am fully aware that if any information submitted by me is found to be false or incorrect at any stage, I will be liable for action as per the provisions of law in force, and any benefits received by me may be cancelled immediately.

#### **Progress Photos Till Date**





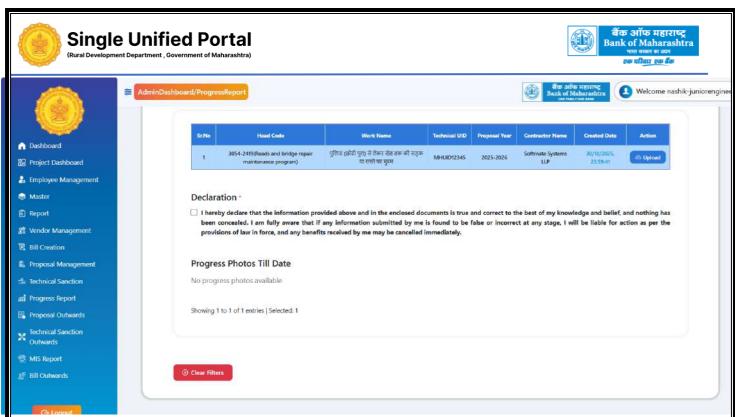




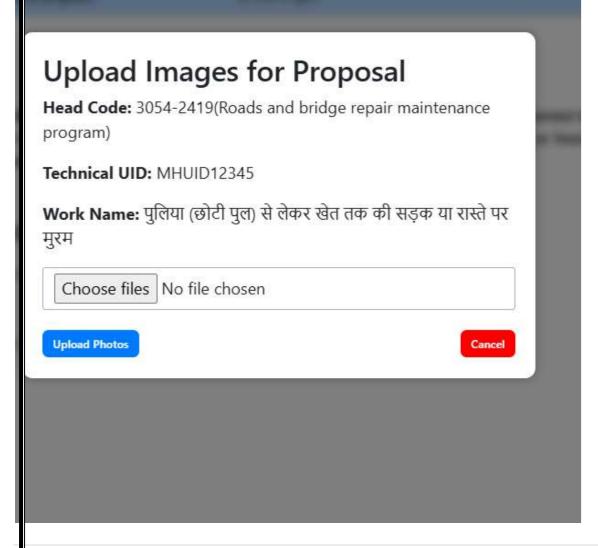
Done: 100%

Showing 1 to 1 of 1 entries

Clear Filters

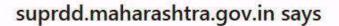


Before proceeding further Junior engineer has to tick the declaration first (before uploading hoto)









Photos uploaded successfully!



# **Upload Images for Proposal**

Head Code: 3054-2419(Roads and bridge repair maintenance

program)

Technical UID: MHUID12345

Work Name: पुलिया (छोटी पुल) से लेकर खेत तक की सड़क या रास्ते पर

म्रम

Choose files RDD WORK PIC.jpg

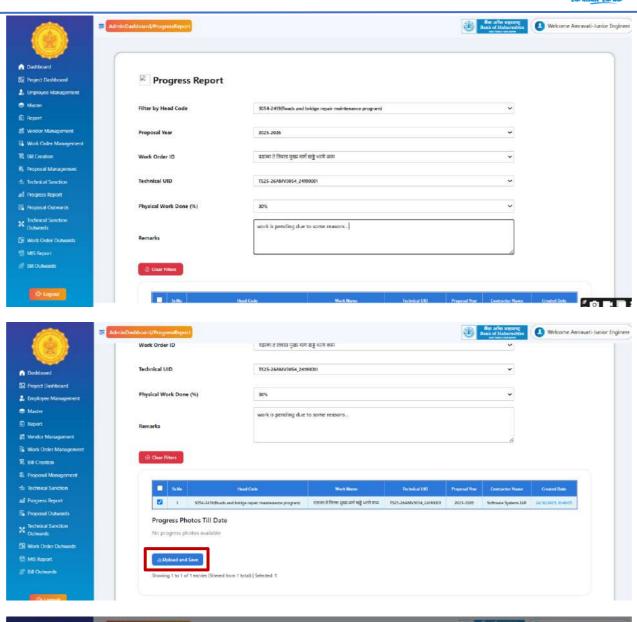


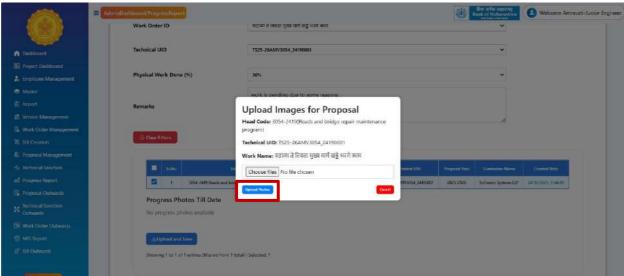
Upload Photos

Cancel



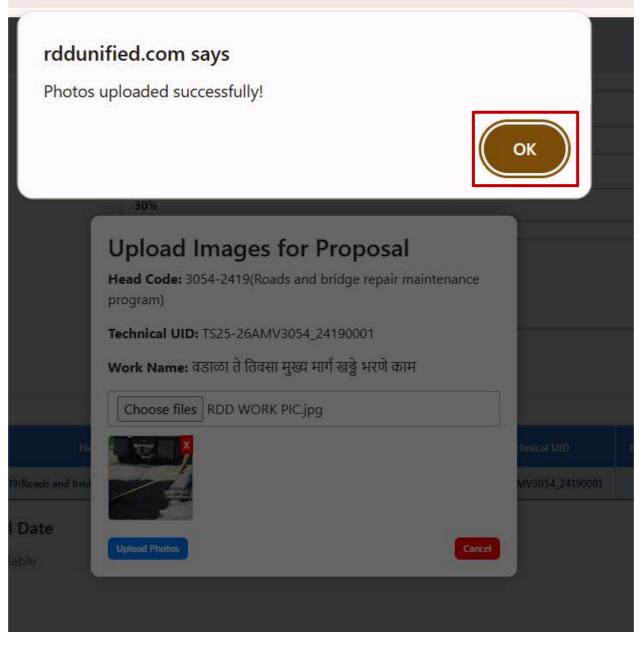


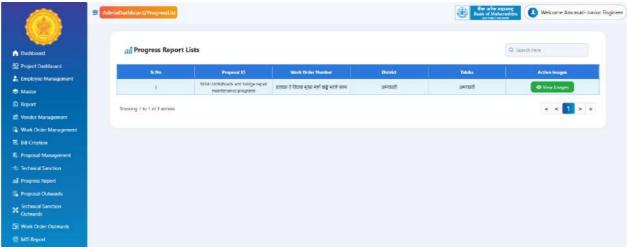










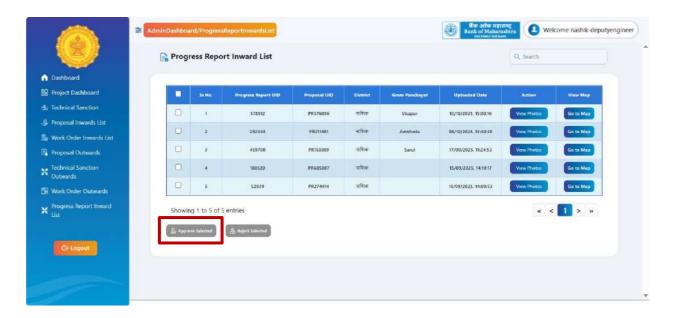


In progress Inward List: Junior Engineers could be able to see all progress reports which

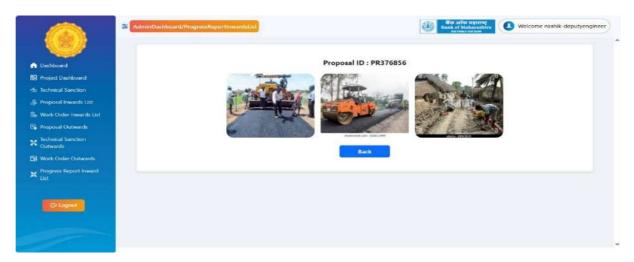




has been inserted into system, or progress of ongoing projects. Once he clicks on view, he will get details of the progress of work.



In this also he can add/upload a picture of work.



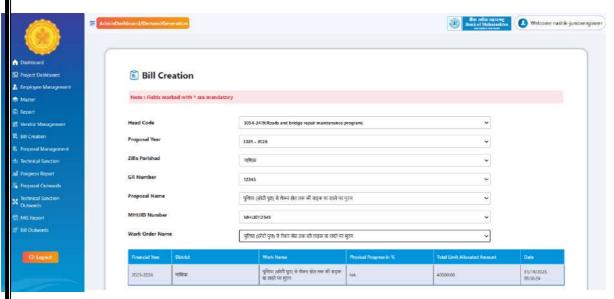




#### Role 5 Bill creation by junior Engineer:

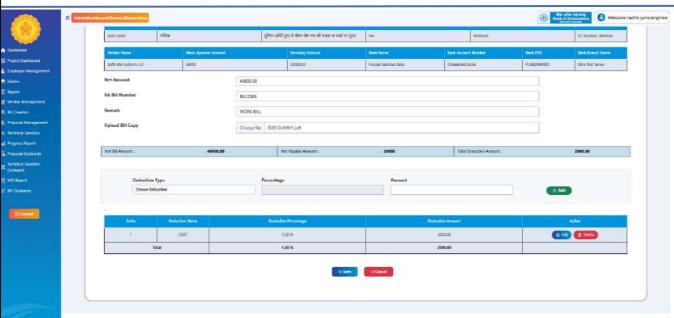
Bill Management Module: for creation of bills following details would be required to fill by Junior engineer . these are followings :

- Head code
- Proposal year
- Zilla parishad
- Gr number
- Proposal name
- Work name
- MHUID NUMBER (mandatory)
- Net amount
- RA Bill number (Formate Based number ) manually add
- Remark
- Upload A bill copy
- Save the bill









After entering all the details in bill he can save the bill.

NOTE: net amount should be less or equals to the allocated amount.

If any deduction is included in bill will be popup in message like following:





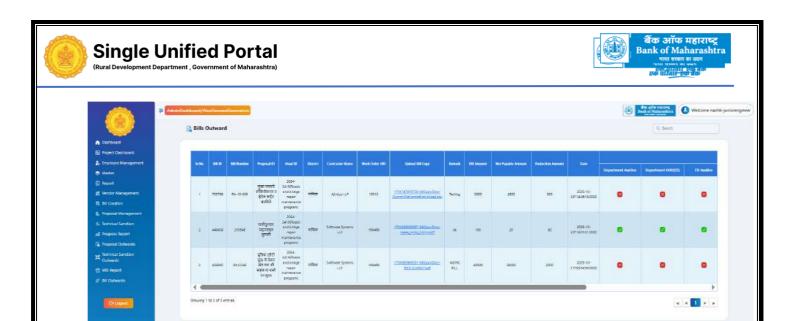




#### **Bill Outwards**

#### Bill Outwards: Check pending approvals at higher levels.

In bill outwards. Engineers can see all details of bill **Bill outward module further stages of approval can be seen which are pending from further approvals:** 

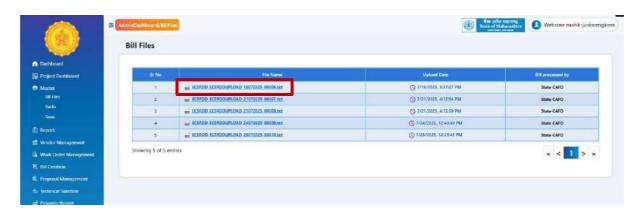


#### **Master - Bill Files**

Master Module → Bill Files: View the list of all approved bills.

Under master module: Bill files (submodule) will show the all-approved bills

list. Bill details can be seen as follows:







# **Single Unified Portal**

# Rural Development Department (RDD)



# User Manual For RDD Project (Zila Parishad Level)

This manual guides the **Deputy Engineer** in logging in, reviewing project-wise bills, approving them, and checking their approval status.

Version: 1.0 Release Date: \\_ \\_ \\_

Developed for: Rural Development Department, Maharashtra

**Hosted At :** <u>https://Suprdd.maharashtra.gov.in</u> **Recommended Browser:** Google Chrome





#### **Login Process**

#### **Step 1 — Login Process (Rural Development Department)**

- Open the official Rural Development Department (RDD) Portal in your web browser.
- Enter your valid User ID and Password in the respective fields.
- Click the Login button to proceed.
- Upon successful authentication, the system will automatically redirect you to the Dashboard

#### **Login of Deputy Engineer:**

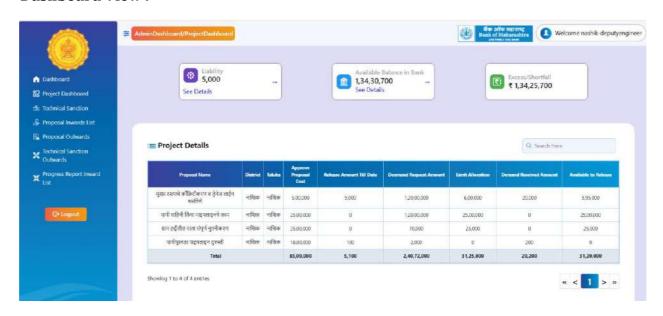






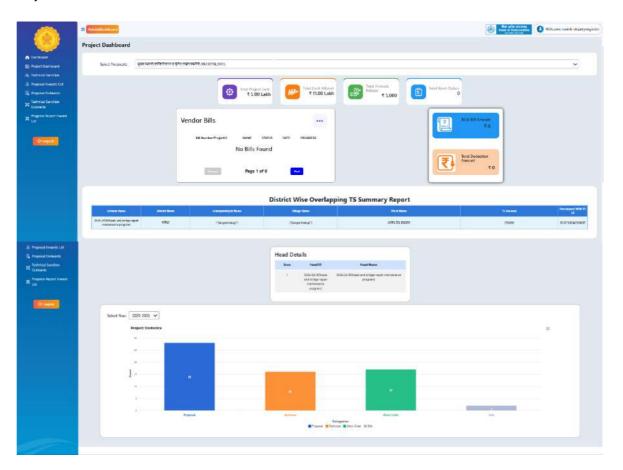
#### **Dashboard**

#### **Dashboard View:**



#### **Project Dashboard**

#### **Project Dashboard view:**







## Role 1. of Deputy Engineer - Proposal Approval.

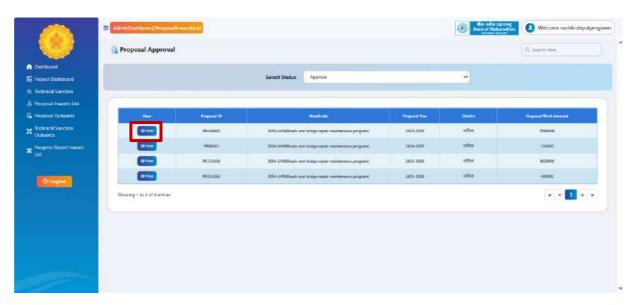
#### **Proposal Approval**

Once the Proposal created by junior engineer, afterwards, this will reach to next to Deputy Engineer for approval for further process.

After clicking Proposal outward show proposal approval list.

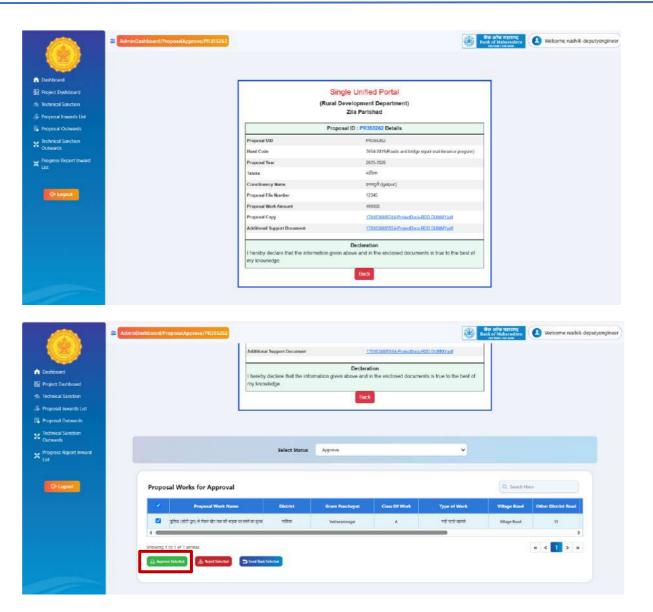


In a proposal inward section Deputy Engineer can see the new proposal pending which is to be grant permission or approval.









Once he will click on check box and click on approve button this process will get done. and will move forward to Department HOD (EE) FOR further approval.



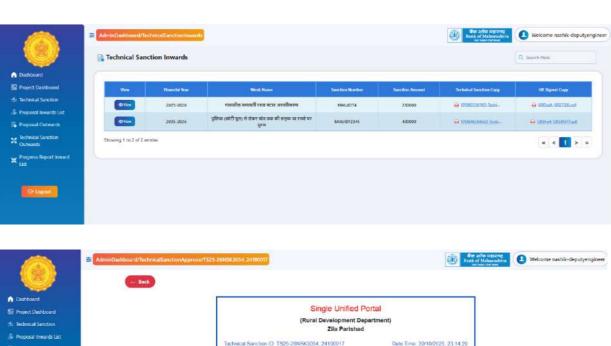




#### **2<sup>ND</sup> Role of Deputy Engineer to Approve Technical Sanction:**

#### **Technical Sanction Inwards**

After creation of technical sanctions by Junior Engineer, second approval will be given by Deputy Engineer where he can choose technical sanction inwards section.







While click on Go to Map: Deputy Engineer will see:



If any another work get approved for same location so, overlapping in map will be look like following:







Warning: This field will be as remark for why this overlapping is getting done.



While approve the Technical sanction:







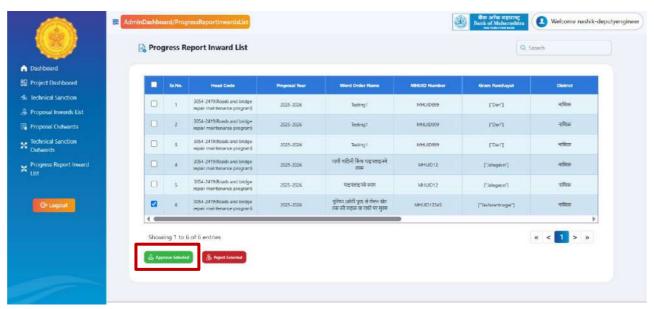


This technical sanction can be reject/ approved and send by to the previous step to verify again or on next to process further.

#### **3rd Role of Deputy Engineer**

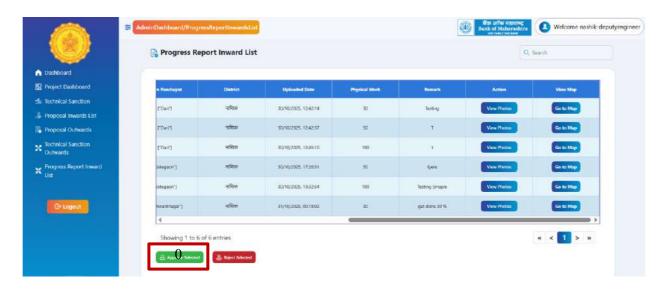
#### **Approve Progress Report**

#### **Progress Report Stage**: under the Progress report Inward List



In this Stage Deputy Engineer will approve the progress report after getting approval by junior Engineer.





Deputy Engineer can view photos and Go to map for verifying the progress of work.







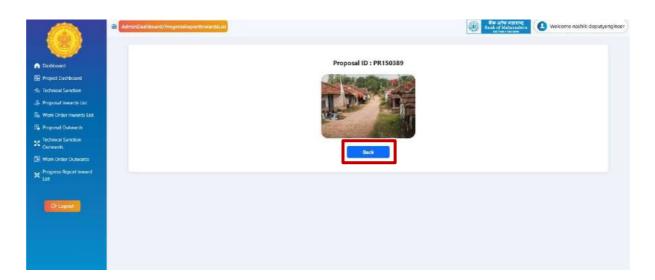


In Progress Report Inward List: Deputy Engineer can see the list of Progress reports. Selecting the check box and approve the report.



In progress report inward list he can see the progress report UID, proposal UID, action and particular progress on Map

While clicking on view photos can see progress photos of particular work.



#### While clicking on Map:







After click on Submit button work will be mapped on map and latitude and longitude will be visible in table.







## Single Unified Portal

# Rural Development Department (RDD)



## User Manual for RDD Project (Zila Parishad Level)

This manual explains how the **Department HOD (EE)** can log in and perform approvals at different stages: Proposal, Work Order, Progress Report, Demand request and Bill Approval.

Version: 1.0Release Date:  $\setminus \setminus \setminus$ 

Developed for: Rural Development Department, Maharashtra

**Hosted at:** <a href="https://Suprdd.maharashtra.gov.in">https://Suprdd.maharashtra.gov.in</a> **Recommended Browser:** Google Chrome





## **Login Process**

## **Step 1: Login Process (Rural Development Department)**

- Open the official Rural Development Department (RDD) Portal in your web browser.
- Enter your valid User ID and Password in the respective fields.
- Click the Login button to proceed.
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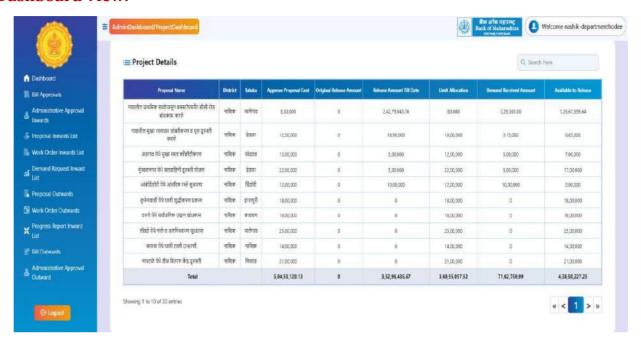






### **Dashboard**

#### **Dashboard View:**



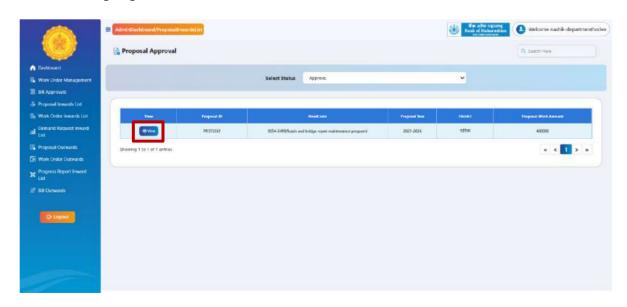
## 1st Role of Department HOD (EE)

## **Proposal Approval Stage**

## Step 2: Proposal Approval Stage

#### A. Proposal Inwards

1. In **Proposal Inward List.** Select **proposal** for review.

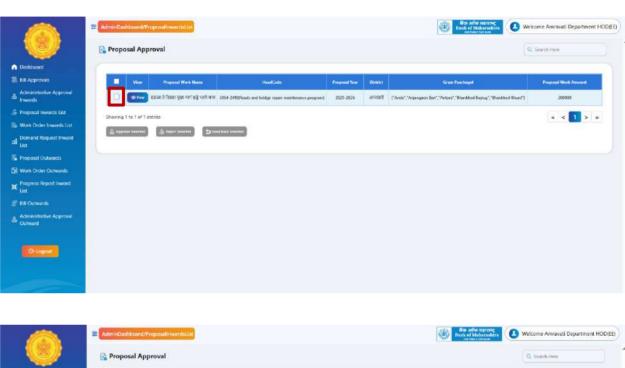


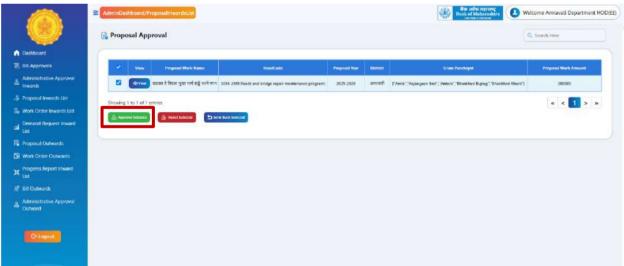




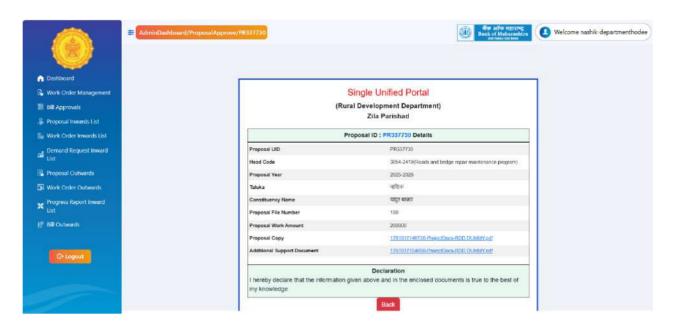
- 2. Verify the **proposal copy** and **supporting documents**.
- 3. If satisfied, tick the checkbox and click **Approve**.

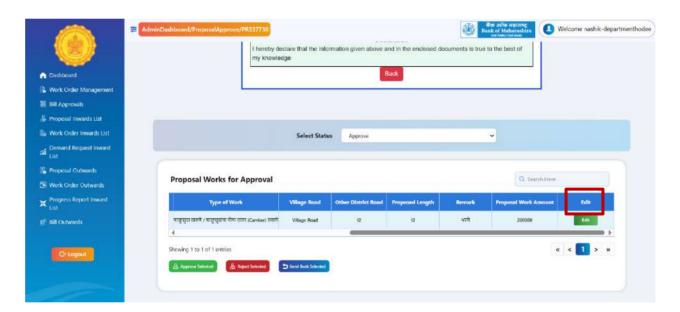
By clicking on check box and selecting the particular proposal. Department HOD (EE) can Approve the proposal.







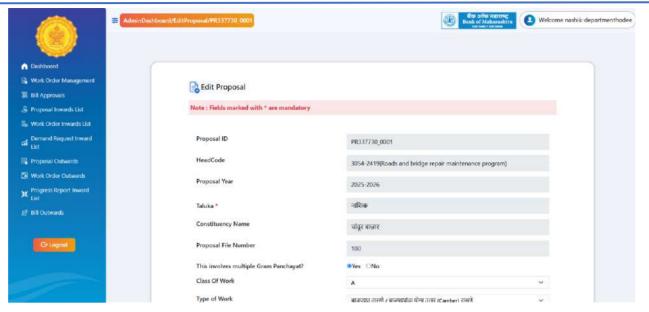


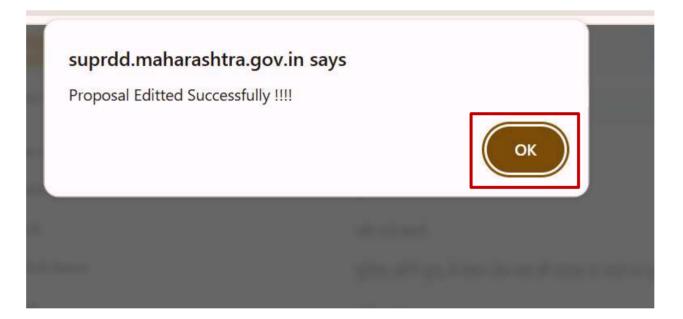


Edit proposal can be done by HOD (EE):









After update or edit Proposal can be Approved by click on approve button.

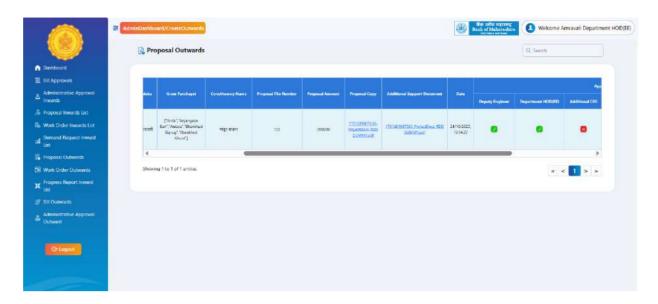
## **Proposal Outwards**

#### **B. Proposal Outwards**

- Shows the current status of proposals.
- HOD can check whether a proposal has been approved at earlier stages.
- → Once approved, the proposal moves to the **Additional CEO** for the next level of approval.







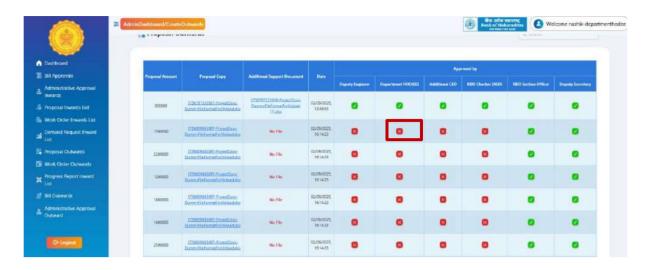
## **B. Proposal Outwards**

- Shows the **current status** of proposals.
- HOD can check whether a proposal has been approved at earlier stages.
- → Once approved, the proposal moves to the **Additional CEO** for the next level of approval









## Role 2 of Department HOD (EE):Work order Creation

#### **Work Order Creation**

#### A. Work Order Creation

- 1. HOD (EE) Will create and fill following details.
- 2. Review the list of pending work orders.
- 3. Verify details of each work order.
- 4. Approve the work order. The system will prompt for **confirmation** before final approval.

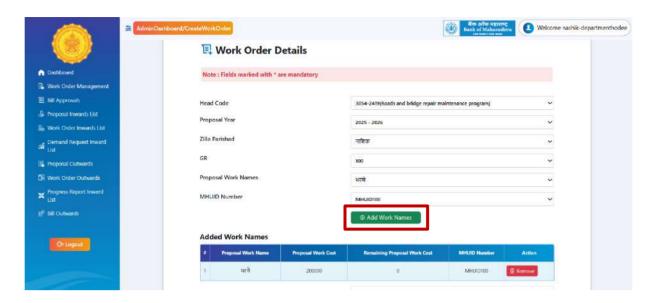
Which is to be approved after verification.

Once he approve that work order system will confirm it once with official:

Under Work order management: create Work order

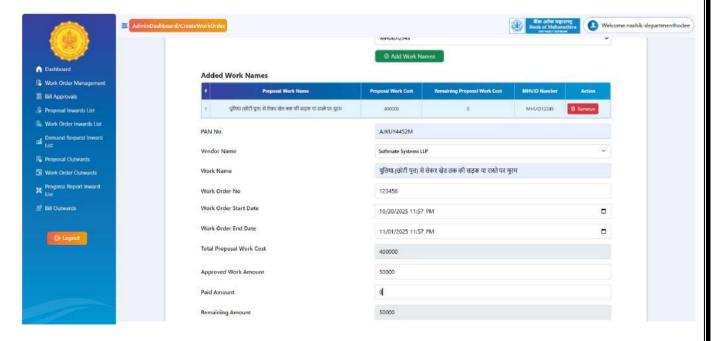






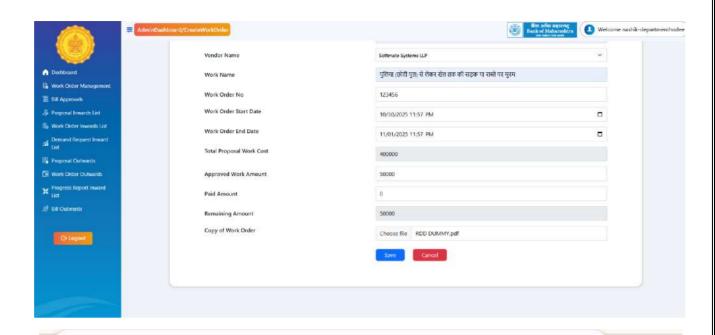
#### Department HOD has to fill some details Like

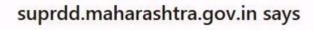
- Head code
- Proposal year
- Zila parishad,
- GR NO.
- Proposal Work Name
- MHUID Number
- Then Add the work











Work Orders Created successfully



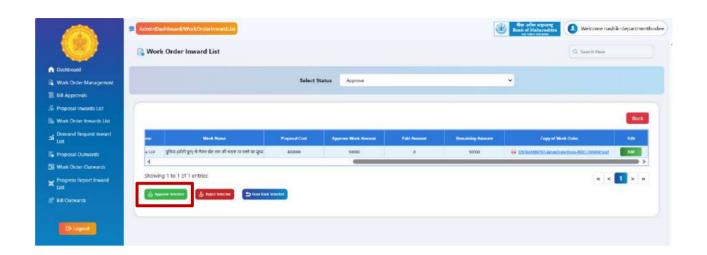
## work order inward list:



Here Department HOD can view the work order and approve/ Edit the work order.







## suprdd.maharashtra.gov.in says

Work Order Approved Successfully

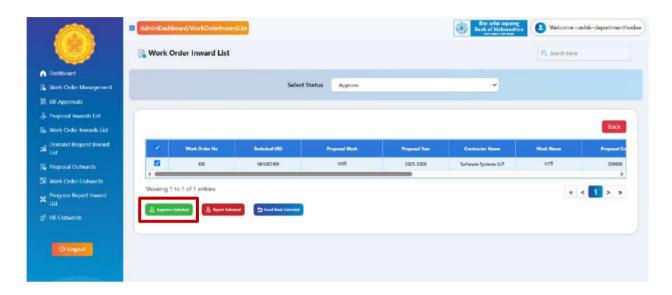






#### **Work Order Inward List**

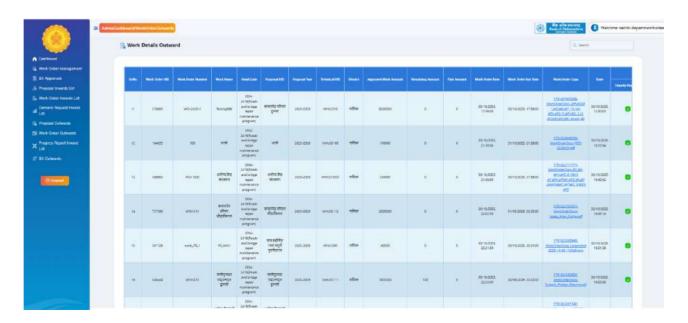
Work Order Inward List: HOD (EE) can approve the work order through this Module by selecting the Work and after check can be approved.



#### **Work Details Outward**

#### **Work Order Outwards**

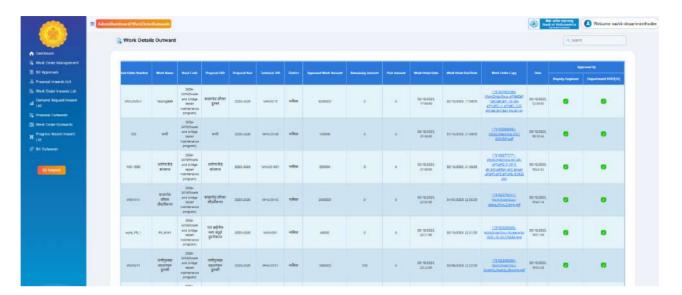
- Displays the status of approved work orders.
- HOD can also view work order details by clicking on the **View** option.







Work order details can be seen by click on view option:



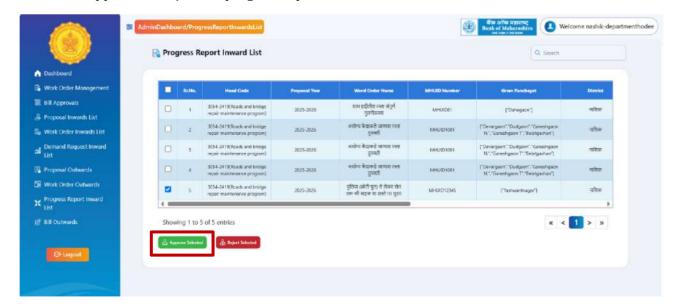
## **Progress Report Approval Stage:**

## **Progress Report Inward List**

### **Role 3: for Department HOD (EE)**

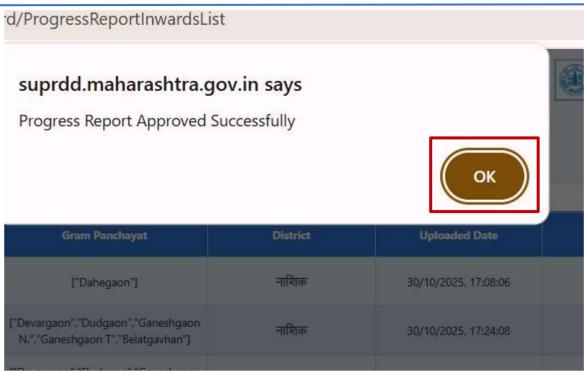
#### **Progress Report Inwards**

- 1. Go to the **Progress Report Inward** list.
- 2. Review the details of submitted progress reports.
- 3. Approve or Reject the progress report.







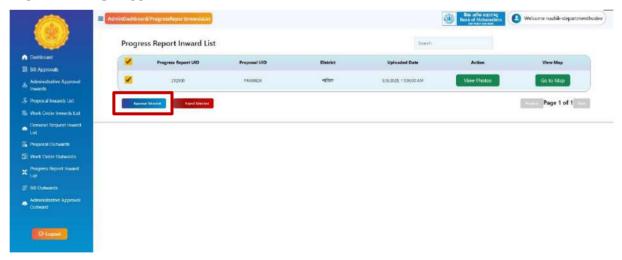


In progress report inward list he can see the details of progress report : Under progress report inward list, he can approve or reject the report :

#### **B.** Completion

- Once approved, the **progress report approval stage is completed**.
- This is the **last approval stage** for progress

reports. Once get approved:



## **Approval of Demand Request**

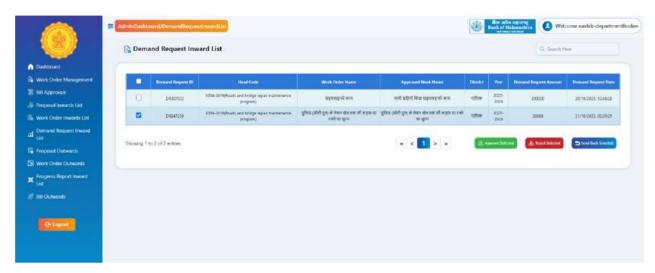
**Role of HOD (EE)**: Under the demand request Module Department HOD (EE) will approve the demand request to next Approval level , which can be seen in Demand Request Inward List.





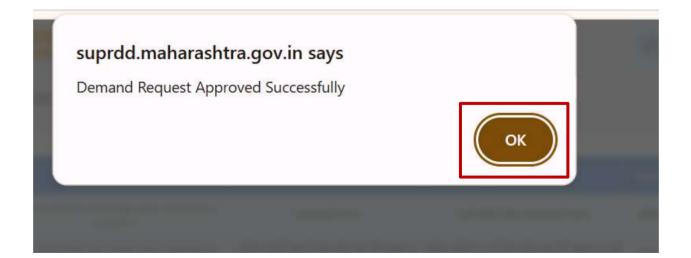
## **Demand Request Inward List**

In demand request Module: Department HOD could see Inward list.



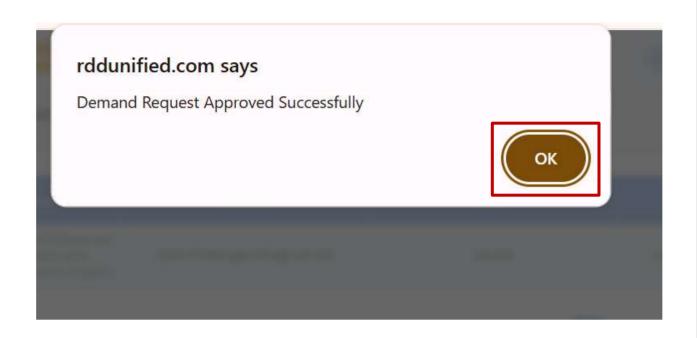
By click on Check box Demand request can be approved and send to next level of approval.











## **Role 5: Department HOD (EE)**

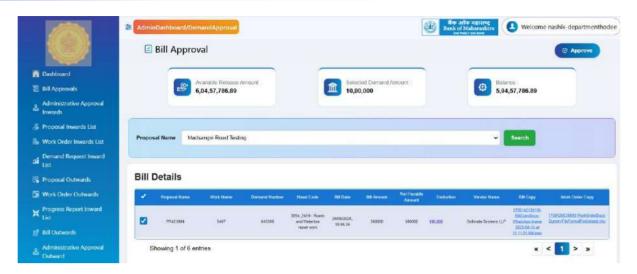
## Bill Approval

Bill Approval Stage: once the bill will approved by department auditor this would comes to department HOD (EE) for approval.

- 1. In the **Bill Approval Module**.
- 2. Select the proposal or bill using either **Proposal Name** or **Bill Date**.
- 3. Tick the checkbox to choose the bill.
- 4. Approve the bill to move it forward to the **next level of approvals**.







By clicking on approve button, bill will get approved.





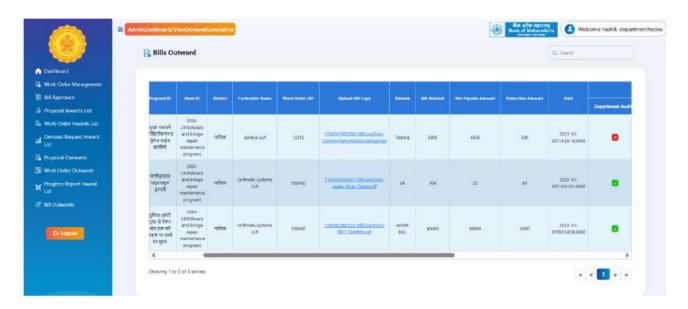


In bill outwards, he can see the approval status of bills.

#### **Bill Outwards**

#### **Bill Outwards**

- Displays the **status of approved bills**.
- Bill status is also visible on the **Dashboard** for easy monitoring.
- → After approval from the Department HOD (EE), the bill proceeds further in the approval chain.







## **Single Unified Portal**

# Rural Development Department (RDD)



## User Manual For RDD Project (Zila Parishad Level)

This manual guides the  $Additional\ CEO$  through each step of reviewing and approving proposals.

Version: 1.0

Release Date: \\_ \\_ \\_

**Developed for:** Rural Development Department, Maharashtra

Hosted at:: <a href="https://Suprdd.maharashtra.gov.in">https://Suprdd.maharashtra.gov.in</a>

**Recommended Browser:** Google Chrome

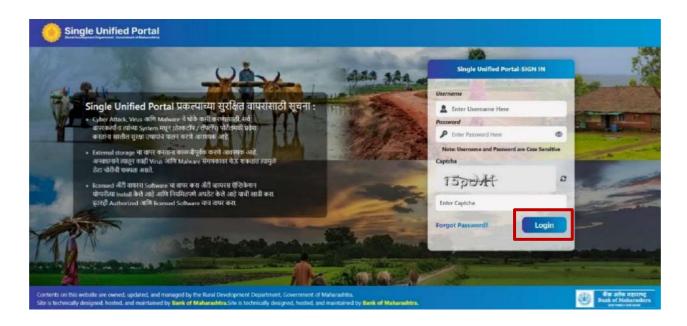




## **Login Process**

## **Step 1: Login Login Process (Rural Development Department)**

- Open the official Rural Development Department (RDD) Portal in your web browser.
- Enter your valid User ID and Password in the respective fields.
- Click the Login button to proceed.
- Upon successful authentication, the system will automatically redirect you to the Dashboard



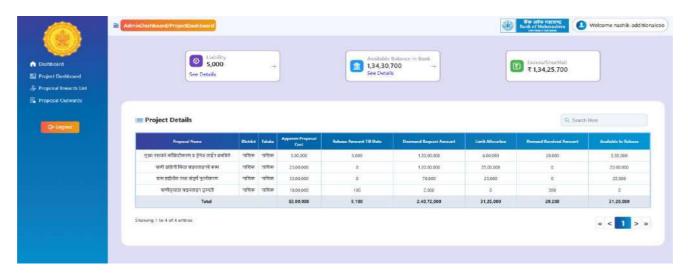




#### **Dashboard**

### Step 2: Dashboard View

• After login, the **Dashboard** will be display all the key insights .

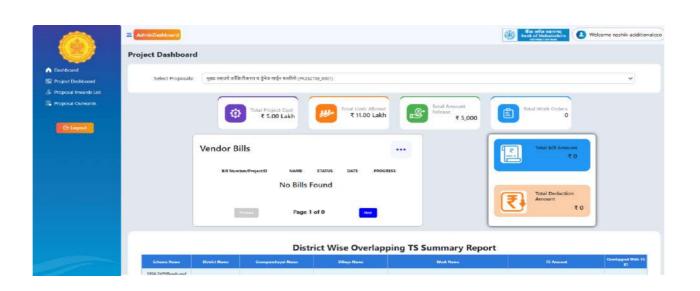


• The Additional CEO can view:

Proposals names, districts, approved proposal cost, balance amount till date, Limit allocation, Demand received amount, available to release.

Means Overall status of proposals.

## **Project Dashboard**





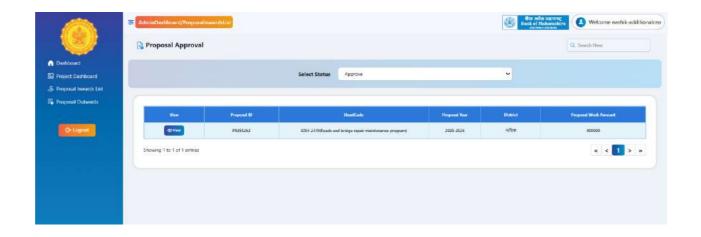


## 1st Role Of Additional CEO

## **Proposal Approval**

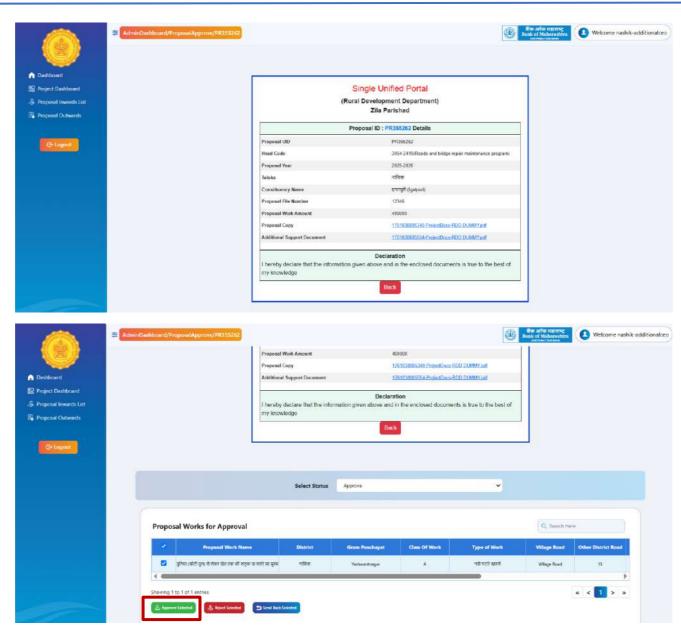
## **Step 3: Proposal Approval**

- In Proposal Inward List he can see all the proposals which are pending to be approved.
- This section shows all proposals **awaiting action** from the Additional CEO.
- Select the proposal you wish to review.





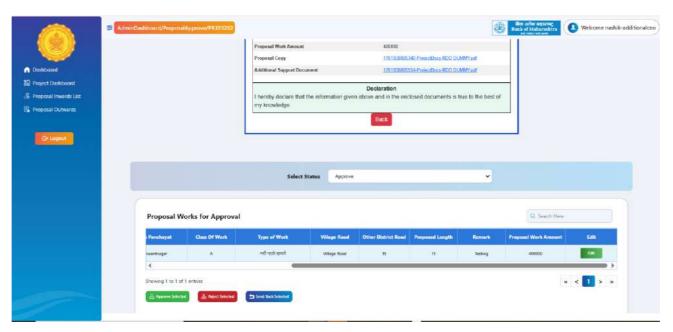




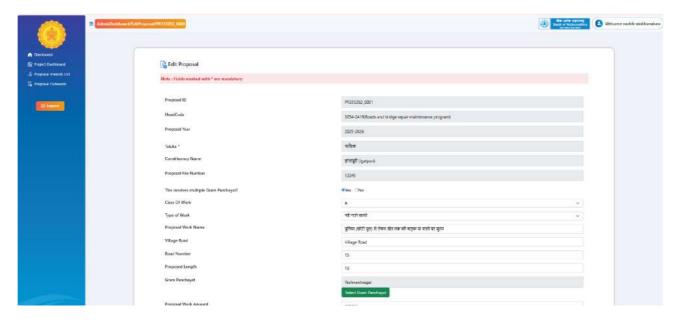
Before approve the Additional CEO can edit the Proposal here through click on Edit button







#### After click on Edit button:











After successfully edit Additional CEO can approve the proposal .







## **Proposal Review**

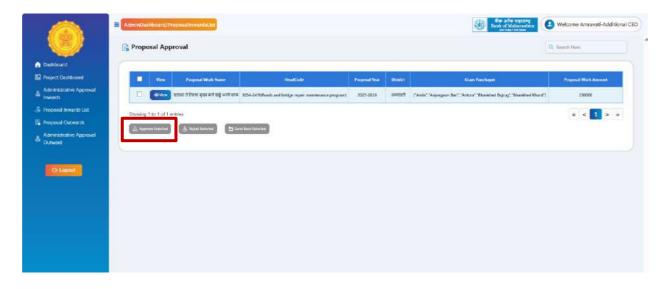
### **Step 4: Proposal Review**

- Click on the proposal to see its details.
- Review the proposal content, amount, and remarks from the HOD (EE).
- Verify the supporting documents if attached.

## **Approval / Rejection / Send Back**

## **Step 5: Approval / Rejection / Send Back**

- The Additional CEO has three options:
  - o **Approve** Proposal moves forward in the process.
  - o **Reject** Proposal is declined and marked as rejected.
  - o **Send Back** Proposal is sent back to the Department HOD (EE) for re-verification.







## **Proposal Outward**

## **Step 6: Proposal Outward**



- Once action is taken, the status is automatically updated in both Proposal Inward and Proposal Outward sections.
- Approved proposals will appear in the **Outward List**

You can also track the proposal history here.

With this, the Additional CEO's role in proposal approval is complete.





## **Single Unified Portal**

# Rural Development Department (RDD)



**User Manual For RDD Project (State- Level)** 

Version: 1.0Release Date:  $\setminus \setminus \setminus$ 

**Developed for:** Rural Development, Maharashtra **Hosted at:** <a href="https://Suprdd.maharashtra.gov.in">https://Suprdd.maharashtra.gov.in</a>

Recommended Browser: Google Chrome

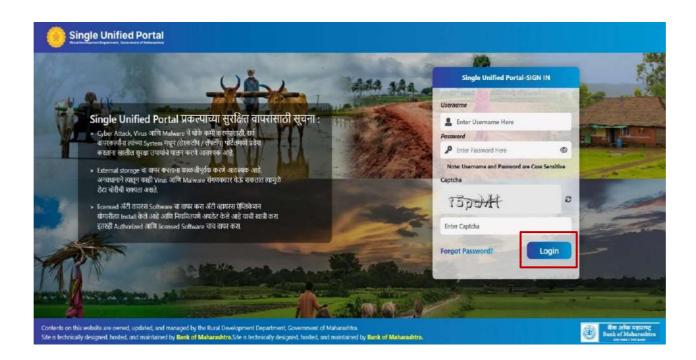




## **Login Process**

## **Step 1: Login Login Process (Rural Development Department)**

- Open the official Rural Development Department (RDD) Portal in your web browser.
- Enter your valid User ID and Password in the respective fields.
- Click the Login button to proceed.
- Upon successful authentication, the system will automatically redirect you to the Dashboard







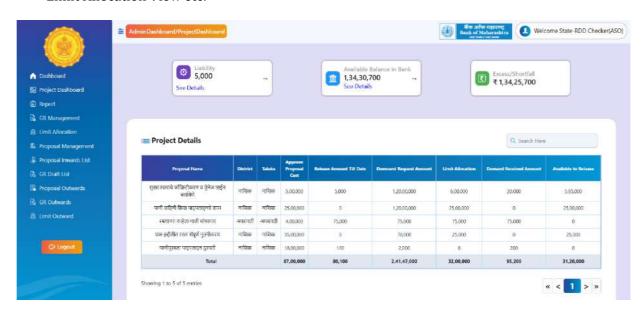
#### **Dashboard**

#### 1. Dashboard Overview

After login, the RDD Checker will see the following modules:

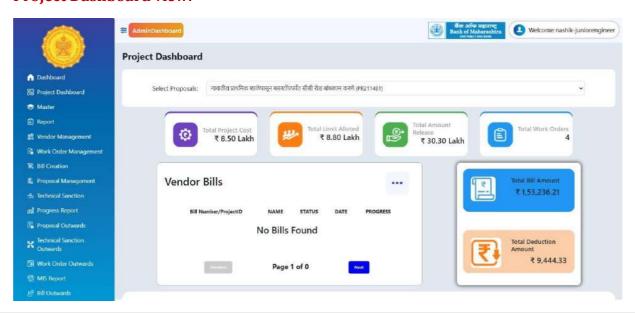
- Proposal Inward
- Proposal Outward GR Management

Limit Allocation View etc.



## **Project Dashboard**

#### **Project Dashboard view:**







## Role 1 of RDD CHECKER(GR-Creation)

#### **GR Creation**

#### **GR Management Module**

This module allows the RDD Checker to manage GR creation.

### **Accessing GR Management:**

Click on the GR Management tab on the Dashboard.

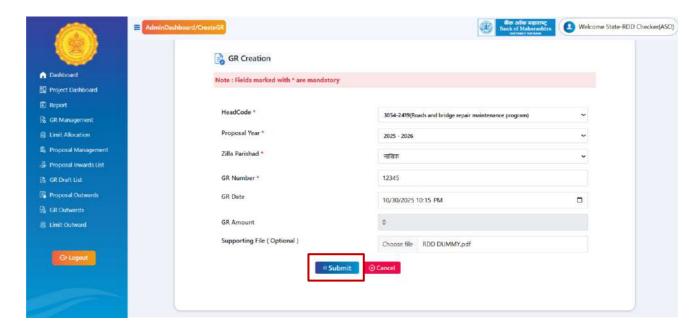
#### Two options will be visible:

Create GR View GR

#### These modules will be visible to RDD CHECKER

#### A. Create GR

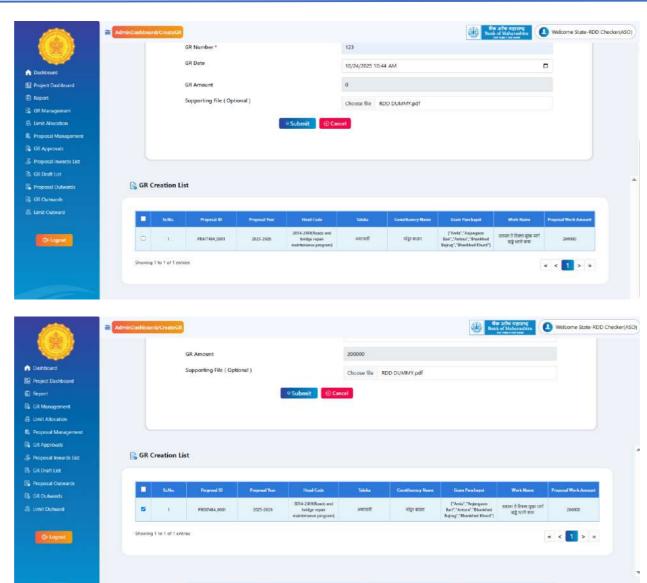
- 1. Click on Create GR.
- 2. Fill in the required fields (based on system prompts such as proposal ID, GR details, etc.).
- 3. Click Submit to create the GR.



Here, RDD Checker can upload or Edit the GR draft.







Total Amount

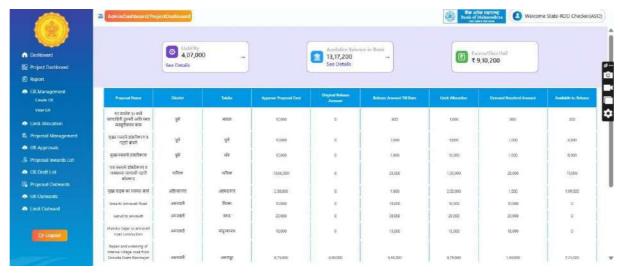
Proposal Count:







Once created, the GR is automatically forwarded to the RDD Section Officer for approval and further Edit or Upload a updated GR.

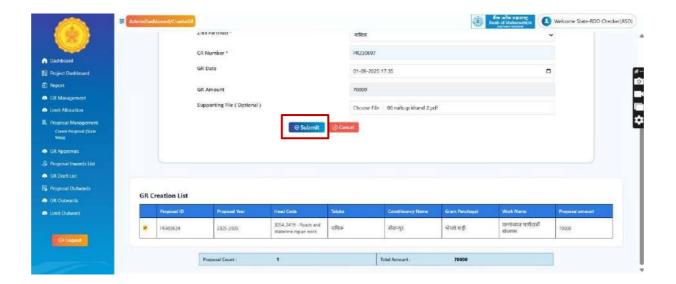


#### B. View GR

- Click on View GR.
- You will see a list of all GRs created by you.
- Each GR entry will display:
- GR Number
- Proposal linked
- Creation date
- Status (Pending/Approved/Rejected)

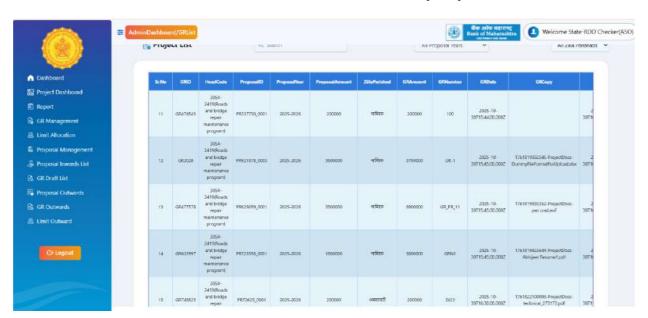






Once the GR will be created is to be followed to next level for approval to RDD section officer .

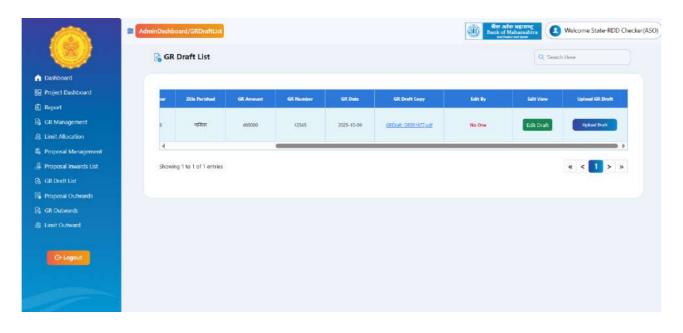
Under GR LIST: All GR List will be visible to RDD checker (ASO).



Under GR Draft List:







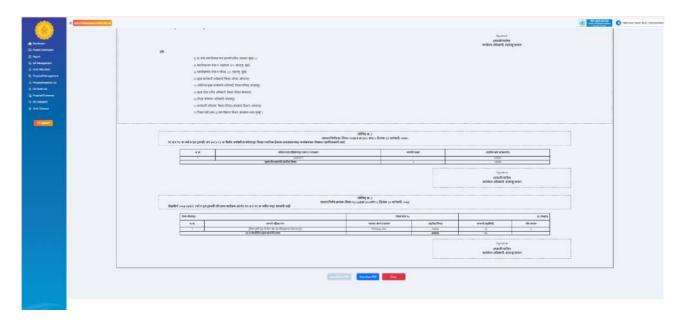
 $Draft\ can\ be\ edit\ and\ Upoad\ a\ new\ updated\ draft\ through\ Upload\ Draft\ .$ 

While click on Edit Draft: following would be shown and RDD Checker can make changes and update this draft and upload new updated draft.



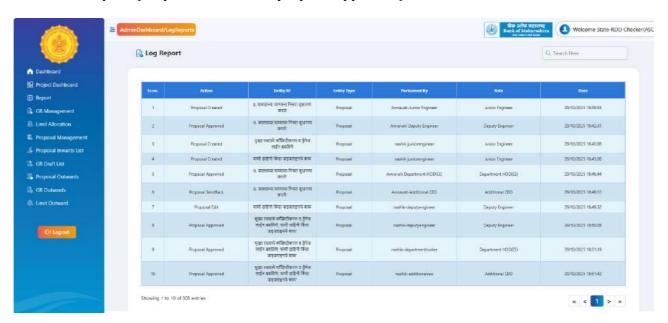






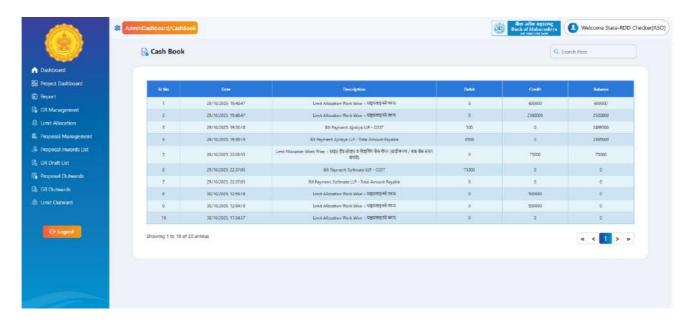
Rdd checker cansee the Log reports from Report Module:

Throgh which he can check Entity ID, ENTITY TYPE, Performed by , Role , Date .On which action has been taken place(Proposal created and proposal approved ).



RDD checker can also check Cash Book:





#### **GR OUTWARD:**

Under this module Rdd checker can see the status of all GR 'S. along with GR DRAFT copy, supporting documents, and GR amount.







#### **Limit Allocation**

#### **Role 2 of RDD CHECKER**

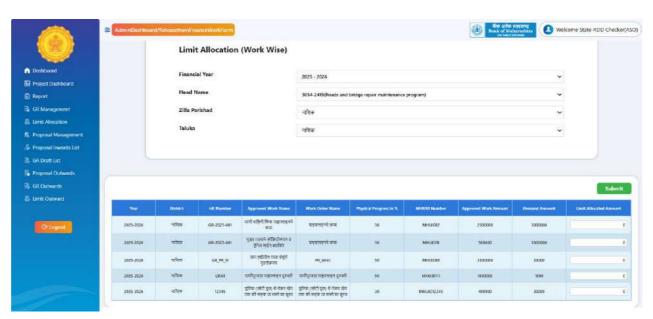
Limit Allocation Stage

There will be sub modules of limit allocation:

- add limit allocation Work wise
- View limit allocation
- Add limit allocation proposal wise
- Add limit allocation head wise

Purpose: Allocate limits Work Wise

Navigate to the Limit Allocation section (from Dashboard or relevant module). Select the proposal for which you want to allocate a limit and Put the amount of allocation in field .



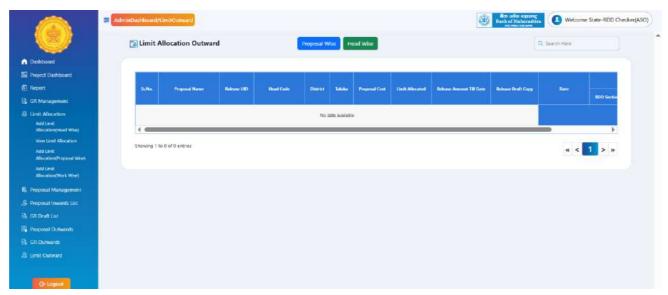






Limit Outwards: Under this module RDD Checker can see the status of Limt allocation stages from both:

- Proposal wise
- Head wise



#### Report Module:

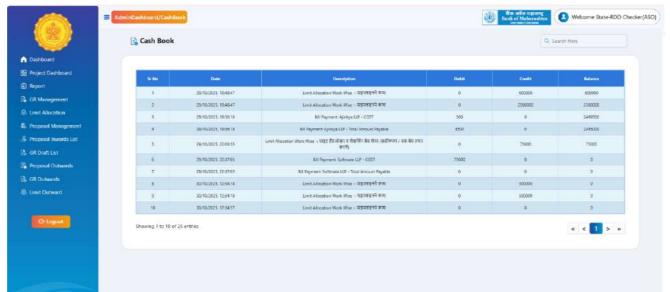
Rdd Checker can Access and get update from Report Module

- Log Report
- Cash Book





#### Cash Book:



#### Summary of RDD Checker (ASO) Responsibilities

Module	Action
Proposal Inward	Approve / Reject / Send Back proposals
Proposal Outward	View approved proposals
GR Management	Create and view GRs
Limit Allocation	Allocate limits based on proposal





### **Single Unified Portal**

# Rural Development Department (RDD)



**User Manual For RDD Project (State- Level)** 

Version: 1.0

Release Date:  $\setminus _{-} \setminus _{-}$ 

Developed for: Rural Development Department, Maharashtra

Hosted at: <a href="https://Suprdd.maharashtra.gov.in">https://Suprdd.maharashtra.gov.in</a>
Recommended Browser: Google Chrome





#### **Role 1 of RDD SECTION OFFICER**

#### **Login Process**

#### **Step 1: Login Login Process (Rural Development Department)**

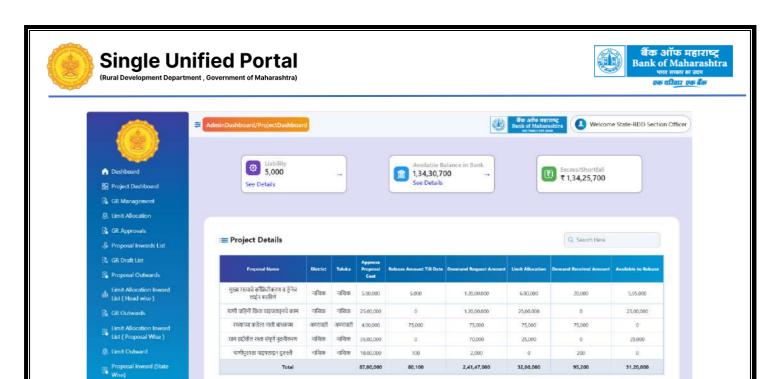


- Open the official Rural Development Department (RDD) Portal in your web browser.
- Enter your valid User ID and Password in the respective fields.
- Click the Login button to proceed.
- Upon successful authentication, the system will automatically redirect you to the Dashboard

#### Dashboard

#### 1. Dashboard Overview

- The Dashboard provides quick insights and summary data, including:
- Total proposals (state-wise, taluka-wise, location-wise, head-wise)
- Total GRs
- Pending and approved proposals
- Pending and approved GRs
- Limit allocation summaries



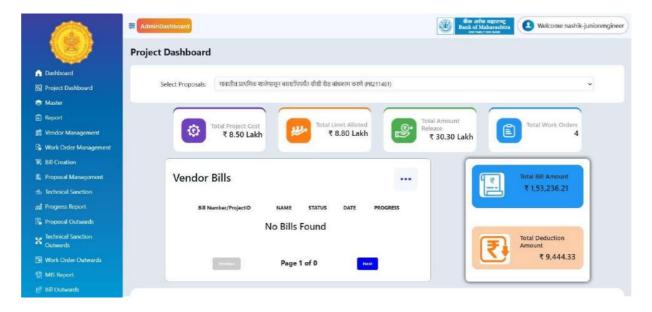
#### **Project Dashboard**

#### 2. Dashboard Overview

After login, the Dashboard will display.

Showing 1 to 5 of 5 entries

Project Dashboard view:







#### Role 1 of RDD SECTION OFFICER.

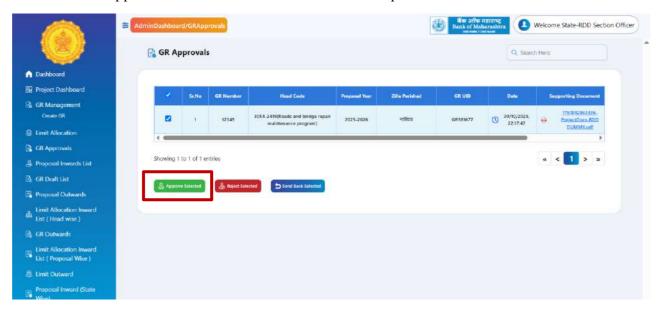
#### **GR Approvals**

GR (Government Resolution) Approval Module:

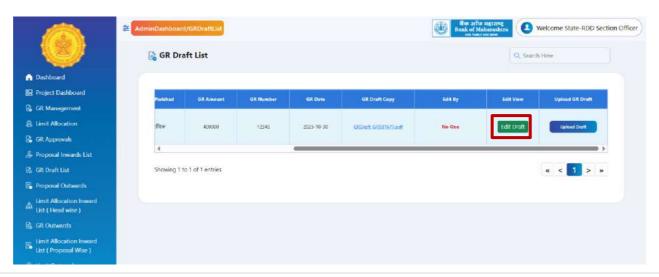
RDD SECTION OFFICER Approve GRs created and submitted by the RDD Checker.

#### Steps:

- 1. From the Dashboard, go to GR Approvals.
- 2. Select the GR you want to review.
- 3. The system will display GR details.
- 4. Before submission, the system will ask for surety or confirmation.
- 5. Click Approve after reviewing.
- 6. In GR approvals RDD section Officer will select the particular GR.



Selected RDD Section officer will approve /Edit and can upload that updated GR Draft through **GR DRAFT List:** 







#### Draft Copy can be edit like this and Upload new Updated Draft copy.

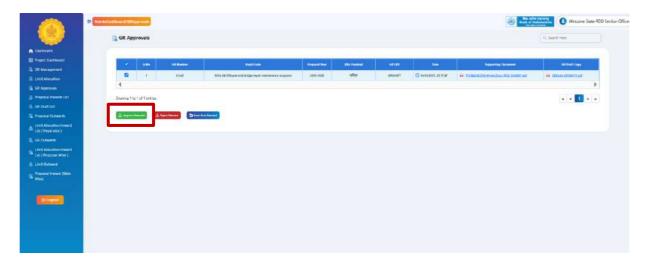




After edit GR can be approved:









Before the submission or approval the GR system will ask for surety .

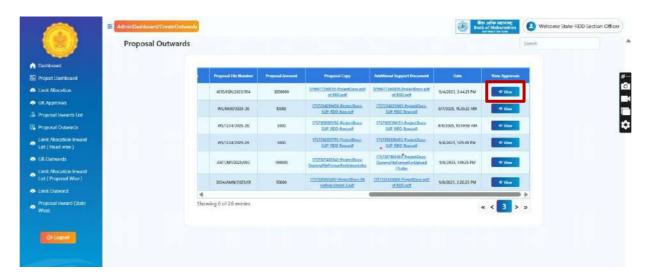
#### NOTE: Approved GRs are forwarded automatically to the Deputy Joint

**Secretary.** In proposal outward RDD SECTION OFFICER will able to track the record of all GR'S . GR Tracking:

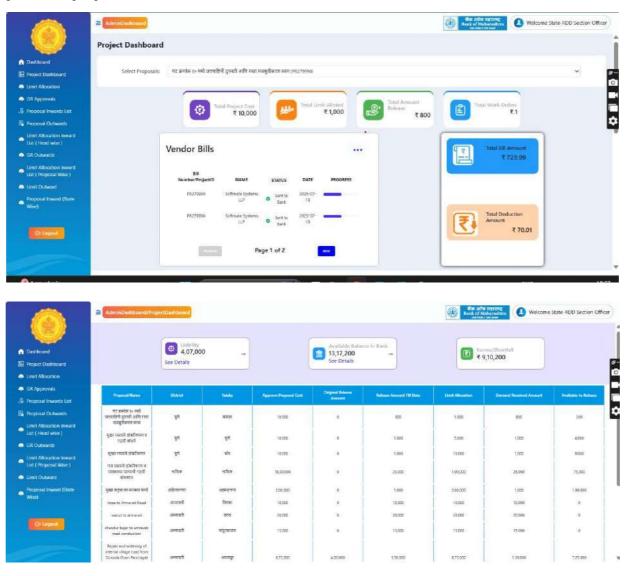
Use Proposal Outward to view all pending GRs.

You can also track the status of approved or returned GRs from this section.





RDD section officer also can see the dashboard on which he can get all Key insights on basis of particular proposal On Dashboard.







Key Insights & Analytics (On Dashboard)

As an RDD Section Officer, your dashboard includes analytical summaries:

Proposals by Taluka, District, Location, and Head

GRs by status and location

Limit allocation statistics

Pending approvals

These insights help in effective decision-making and monitoring of project flows.

#### **Limit Allocation Approval**

#### Role 3 of RDD SECTION OFFICER: Limit Allocation

#### **Limit allocation stage approval:**

Where RDD section officer Approve Limit Allocation after RDD Checker submits it.

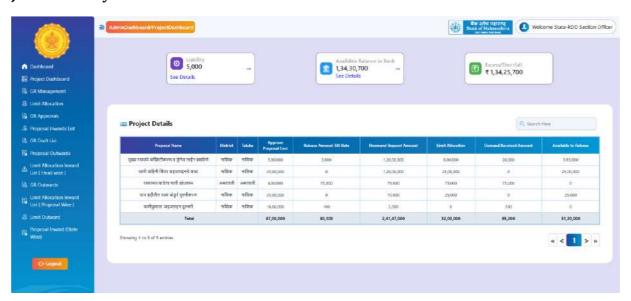
After approval of Rdd checker, this limit allocation will be approved by RDD section officer.

Proposal wise.

#### **Steps:**

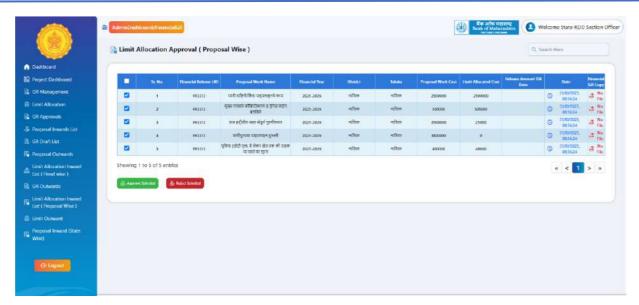
- 1. From the Dashboard, navigate to Limit Allocation Inward.
- 2. Select the proposal from the list for which limits are pending.
- 3. Select the Financial Release UID and filter by date.
- 4. Review allocation details.
- 5. Before final submission, the system will ask for confirmation.
- 6. Click Confirm & Approve.

Note: Upon approval, the Financial GR will be approved and forwarded to the Deputy Joint Secretary.

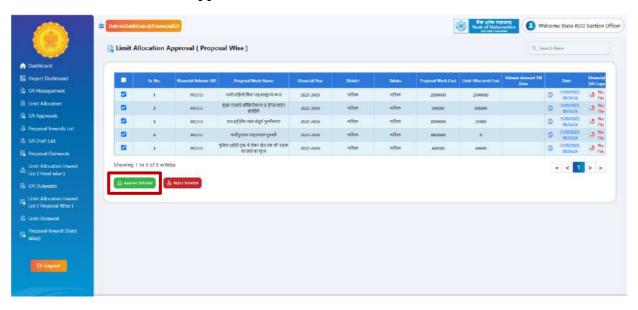






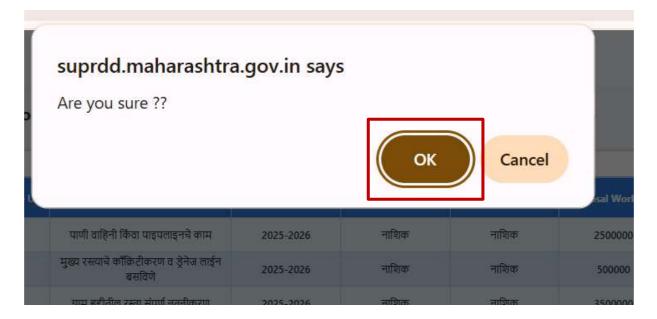


RDD Saction officer has to choose and tick the Poposal for which he has to approve the allocation and then select approve selected button.













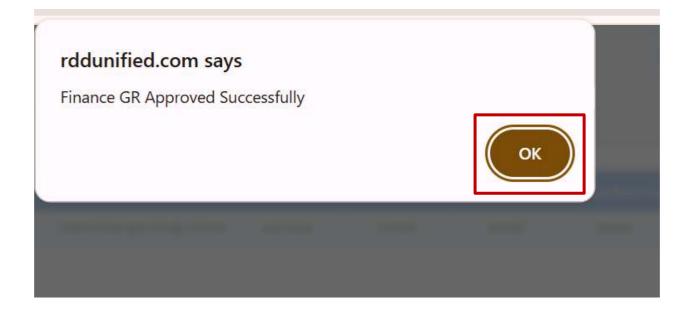




Before approval system will ask again for confirmation.

#### Once confirm this can be approved:

Financial GR will be approved





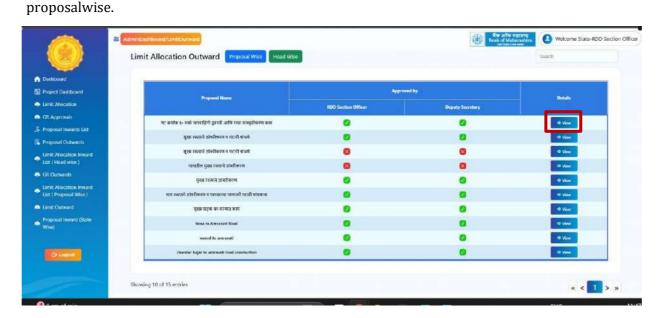


#### **Limit Allocation Outward**

#### **Limit Allocation Outward:**

Go to Limit Allocation Outward to check:

How many allocations are pending or sanctioned
can be Viewed by data head-wise and





Note : After approval of RDD senction officer this will be automatically forward to  $\,$  Deputy joint secretory .





#### **Summary of Actions for RDD Section Officer**

Module	Action
Proposal Inward	Approve / Reject / Send Back proposals
Proposal Outward	Track proposal and GR status
GR Approval	Approve GRs submitted by RDD Checker
Limit Allocation	Approve financial allocations per proposal
Dashboard	View key metrics and progress across regions





## Single Unified Portal

# Rural Development Department (RDD)



## **User Manual For RDD Project** (State -Level)

This manual guides the Deputy Secretary through the different stages of proposal processing and approval, GR creation, Limit allocation.

Version: 1.0

Release Date: \\_ \\_ \\_

**Developed for:** Rural Development Department, Maharashtra

Hosted at: <a href="https://Suprdd.maharashtra.gov.in">https://Suprdd.maharashtra.gov.in</a>
Recommended Browser: Google Chrome





#### **Login Process**

#### **Step 1: Login Process (Rural Development Department)**

- o Open the official Rural Development Department (RDD) Portal in your web browser.
- o Enter your valid User ID and Password in the respective fields.
- Click the Login button to proceed.
- Upon successful authentication, the system will automatically redirect you to the Dashboard



Once logged in, the Deputy Secretary will have access to the

following modules:

Role1. GR Approval

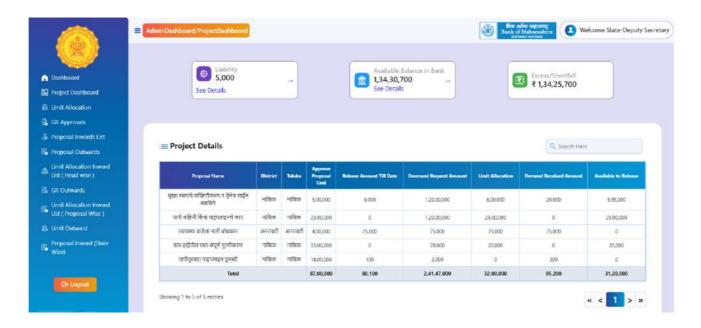
Role 2. Limit Allocation





#### **Dashboard**

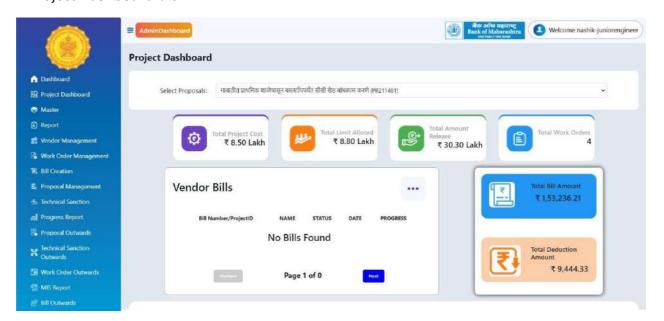
#### **Dashboard Overview**



After login, the Dashboard will display.

#### **Project Dashboard**

#### Project Dashboard view:







#### Role 1 of Deputy Secretory GR approval:

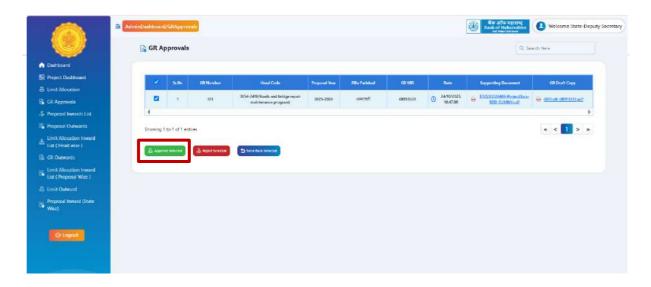
#### **GR Approvals**

- GR (Government Resolution) Approval Stage
- After the GR Section Officer's approval, the proposal comes to the Deputy Secretary.
- GR Approval Section
- Log in and go to GR Approval.
- Deputy Secretary can view and approve the Final GR
- GR APPROVAL comes after GR section officer to Deputy secretary for another approval. after login he can click on Login in Portal

#### **Actions**

- Select the GR proposal using the check box.
- Choose one of the following actions:
- Approve Approves the GR proposal.

By clicking on the pdf of GR copy he can see the GR Details.









**COPY OF GR draft copy:** 





मंजूरी देण्याबाबत

#### महाराष्ट्र शासन ग्रामविकास विभाग शासन निर्णय क्र. विकास — २३२३/प्र.क्र.३५०/ग्रा.वि.३ मंत्रालय, मुंबई — ४०० ०३२. दिनांक : 9/8/2025

#### संदर्भ:

- १) शासन निर्णयः,पा.वि. वजसं. विभाग, क्र. जिपर-२०१२/प्र.क. ११८/पं.रा-८. दि.१०/०९/२०१२
- २) शासन परिपत्रक, ग्राम विकास विभाग क्र. आयटी-२०१६/प्र.क्र.५९/मातंक, दि. ३१.१२.२०.
- ३) राज्य शुध्दीपत्रक, ग्रामविकास विभाग, क्र. आयटी-२०१६/प्र.क्र.५९/मातंक, दि. १५.०१.२०२१
- ४) शासन निर्णय, ग्रामविकास विभाग, जिपर-१५२३/प्र.क्र.३१०/बांध-३, दि.१९.१०.२०२३, दि.३१.१०.२०२३, दि.२०.११.२०२३ व दि.२१.११.२०२३..
- ५) जिल्हा परिषद, नाशिक यांचे दि.०२.१२.२०२३

#### प्रस्ताव विषय :

राज्यातील जिल्हा परिषदांच्या अखत्यारीतील ग्रामीण मार्ग व इतर जिल्हा मार्ग यांच्या देखभाल व दुरुस्तीसाठी लेखाशिष ३०५४-२४९९ अंतर्गत निधी मंजूर करण्यात येतो.

जिल्हा परिषद, नाशिक यांच्या संदर्भाधीन क्र.५ येथील प्रस्तावांच्या अनुषंगाने जिल्हा परिषद नाशिक करिता गट (ब) मधील है. र 70000.०० (अक्षरी एक फक्त) किंमतीच्या कामांस सांबतच्या परिशिष्ट क्र. १ व २ अन्वये प्रशासकीय मंजूरी देण्यात येत असून ही मंजूरी खालील अटींचे पूर्णतः अनुपालन होण्याच्या अधीन राहून देण्यात येत आहे:-

- १) लेखाशिर्ष ३०५४-२४९९ अंतर्गत रस्ते व पुल दुरुस्ती परिरक्षण कार्यक्रम योजनेचा निधी जिल्हा परिषदांना वितरणासाठी LPRS (Liability Payment Register System) प्रणाली संदर्भाधीन क्र.२ येथील परिपत्रकान्वये सुरु करण्यात आली आहे, त्यामुळे सदर कामे पूर्ण झाल्यानंतर कामांची देयके LPRS (Liability Payment Register System) प्रणालीद्वारे अदा करण्यात येतील. सदर कामांवरील देयके LPRS (Liability Payment Register System) प्रणालीद्वारे अदा करण्यात येणार असल्याने निविदा प्रकियेसाठी कोणत्याही निधीच्या तदतृदोचो आवश्यकता नाही, त्यामुळे मंजूर करण्यात येणाऱ्या कामांची निविदा प्रक्रिया तात्काळ सुरु करण्यात यावा.
- कार्यक्रमास प्रदान केलेली मंजुर्ग हो संवर्गनिहाय, कानिहाय व किंमतप्रधान आहे. त्यामुळे अंतिम खर्च हा मंजूर किमतीच्या मर्यादतच राहोल, याची दक्षता घेण्यात यावी.
- गट अ, ब. क आणि ड यामध्ये अंतर्गत पुनर्विनियोजन आवश्यक असल्यास तसे प्रस्ताव या विभागाच्या दिनांक
   १०,०९,२०१२ च्या शासन निर्णयासाबतच्या तपशीलवार सूचनांच्या परि. १.७ नुसार शासनास सादर करावंत.
- ४) नव्या कामांच्या निविदा निश्चितीची कार्यवाही एका विभागासाठी एकाच निविदा सूचनेमध्ये सर्व कामांच्या निविदा बोलावन करण्यात यावा.





#### परिशिष्ट क्र. १

(शासन निर्णय क्र. जिपर-१५२३/प्र.क्र.३१०/ बांध-३. दिनांक २४ जानेवारी, २०२४) गट व व गट क रस्ते व पुल दुरुस्ती, सन २०२३-२४ या वित्तीय वर्षाकरिता नाशिक जिल्हा स्थानिक क्षेत्राचा अद्ययावत मंजूर कार्यक्रमाचा गोषवारा खालीलप्रमाणे आहे.

अ. क.	संविधानाच्या दृष्टिकोनातून प्रकार व उपप्रकार	कामांची संख्या	अंदाजित खर्च ( रुपये)
1	GR635648	1	70000
एकूण तीन कामांची अंदाजित किंमत		1	70000

(निलेश ठाकूर) कार्यासन अधिकारी, महाराष्ट्र शासन

#### परिशिष्ट क्र. २

शासन निर्णय क्रमांक: जिपर १५२३/प्र.क्र ३१०/ग्रांग-३. दिनांक २४ जानेवारी, २०२४ लेखाशिर्ष ३०५४ २४९१९ रस्ते व पुल दुरुस्ती परिरक्षण कार्यक्रम अंतर्गत गट-ब व गट-क मत्रील मंजूर कामांची यादी

जिला नाशिक		जिल्हा कोड		(ক. লান্ডার)	
अ. क्र.	कामाचे संक्षिप्त नांव	रस्त्याचा संवर्ग व क्रमांक	अंदाजित किंमत (कोटी रुपये)	कामाची सद्यस्थिती	जाँब क्रमांक
1	ग्रामपंचायत पाणीटाकी बांधकाम	PR489824	70000	03	3
ाट व संवर्गातील एकूण कामांची रक्कम		70000	3		

(निलेश ठाकूर) कार्यासन अधिकारी, महाराष्ट्र शासन





Once approval is confirmed, the GR is successfully submitted for the Technical Sanction level.

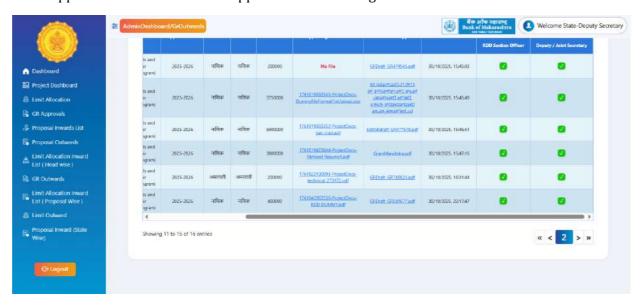
#### **GR Outward**

#### **GR Outward**

Navigate to GR Outward.

Here the Deputy Secretary can check the status of the GR proposal.

This approval is the last and final approval in the GR stage.



#### **2nd Role of Deputy Secretory**

#### **Limit Allocation Approval**

#### **Limit Allocation Stage**

This is the final stage where the Deputy Secretary approves the financial limit allocation.

#### **Limit Allocation Inward**

Navigate to Limit Allocation  $\rightarrow$  Inward List.

All pending limit allocations will be displayed.

#### **Deputy Secretary can:**

Approve – Confirms allocation.

Reject - Declines allocation.

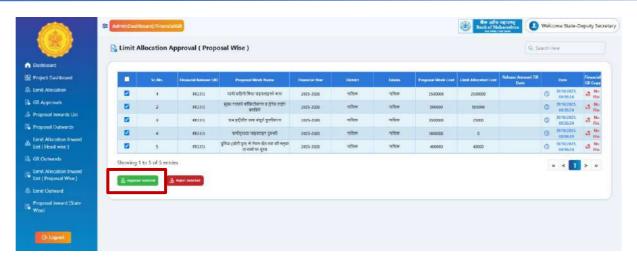
After clicking Approve, the system will prompt for confirmation.

Click OK to finalize approval.

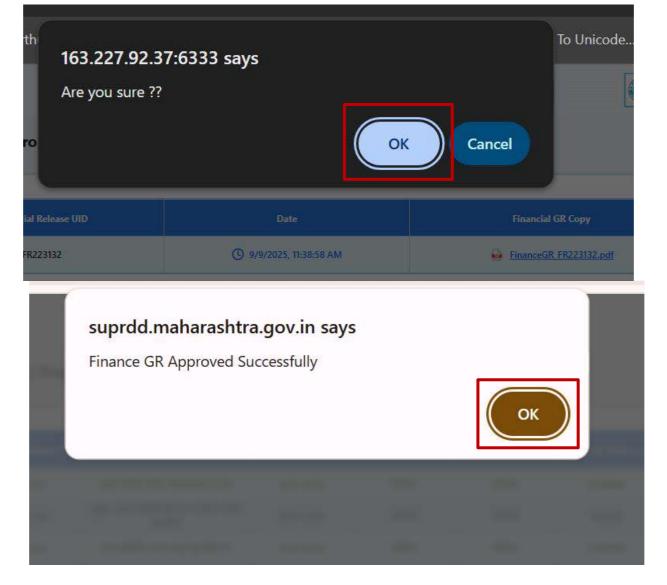
Once confirmed, the Financial GR is approved by the Deputy Secretary.







At this stage he can either approve or reject this allocation. After approval system will ask about confirmation:



After clicking ok Limit allocation will be approved by Deputy Secretory officer.

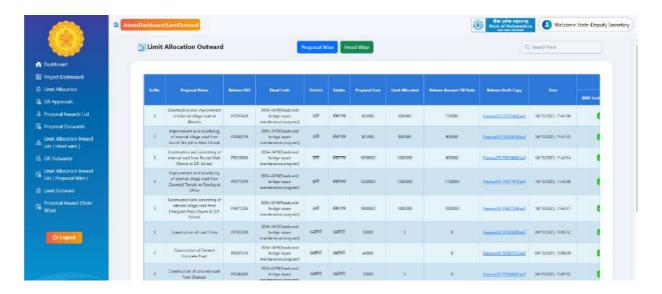




#### **Limit Allocation Outward**

Navigate to Limit Allocation → Outward List. Both proposal wise and Head wise.

Here, Deputy Secretary can view the status of approved/rejected allocations.



#### **Summary**

Proposal Stage → Final approval by Deputy Secretary.

GR Stage → Final approval of GR copies before Technical Sanction.

Limit Allocation Stage → Final approval of financial limit

allocations.

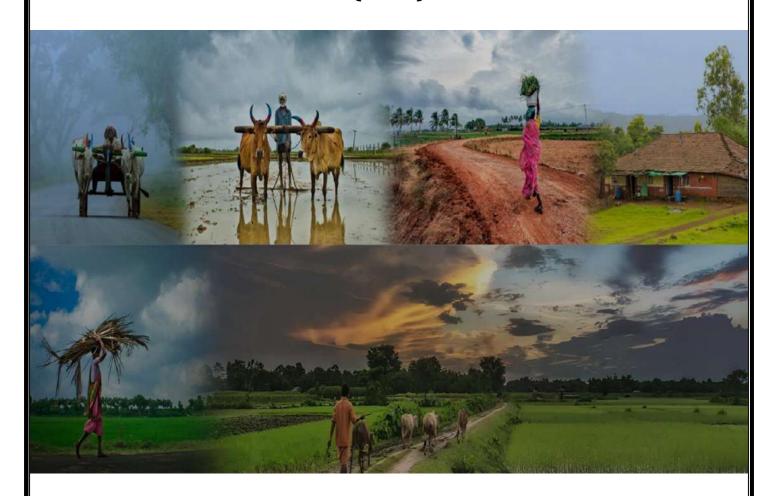
The Deputy Secretary's approval in each stage marks the last and final decision before the proposal progresses further.





### **Single Unified Portal**

# Rural Development Department (RDD)



## User Manual For RDD Project (Zila Parishad Level)

This manual explains the step-by-step process for the *Executive Engineer* to approve **Technical Sanctions** after they are forwarded by the Deputy Engineer.

Version: 1.0 Release Date:  $\setminus \setminus \setminus$ 

**Developed for:** Rural Development Department, Maharashtra

**Hosted at:** <a href="https://Suprdd.maharashtra.gov.in">https://Suprdd.maharashtra.gov.in</a> **Recommended Browser:** Google Chrome

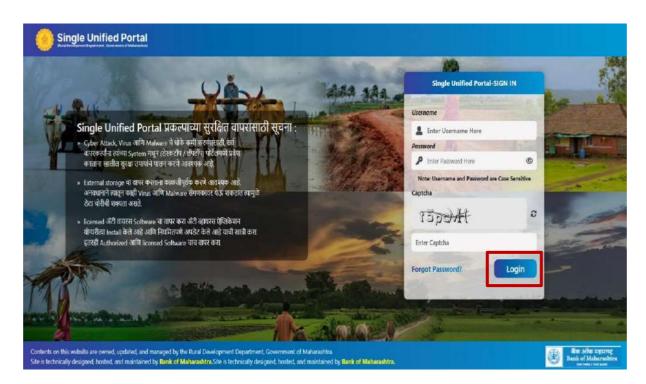




#### **Login Process**

#### **Step 1: Login Process (Rural Development Department)**

- o Open the official Rural Development Department (RDD) Portal in your web browser.
- o Enter your valid User ID and Password in the respective fields.
- Click the Login button to proceed.
- Upon successful authentication, the system will automatically redirect you to the Dashboard







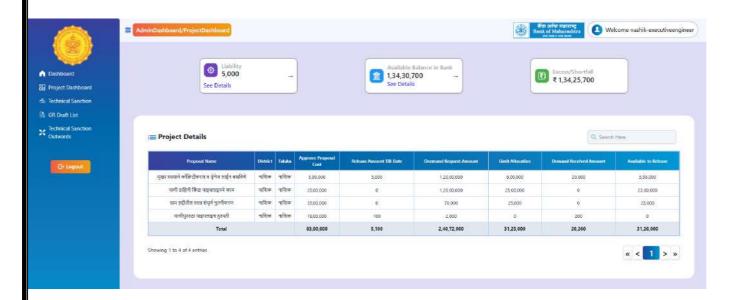
#### **Dashboard**

#### Step 2: Dashboard View

- After login, the **Dashboard** will appear.
- The Executive Engineer can view:
  - o Pending technical sanctions awaiting approval.
  - Current status of ongoing proposals.

#### **Dashboard Overview**

#### **Dashboard Overview**

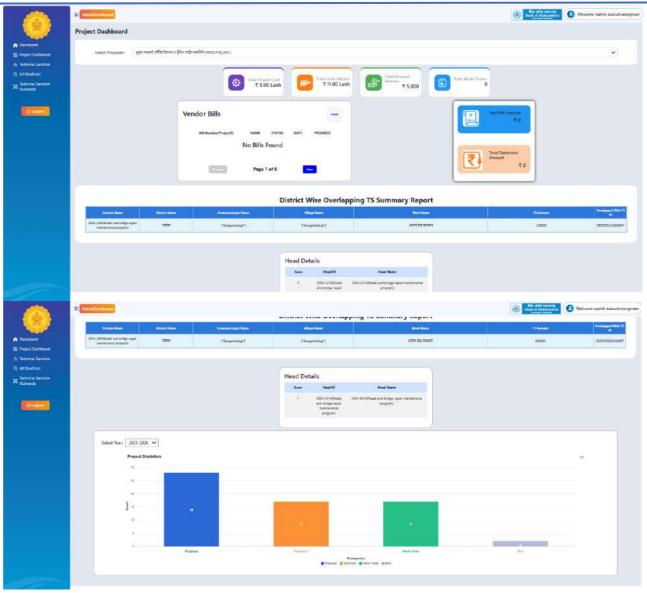


After login, the Dashboard will display.

Project Dashboard view:







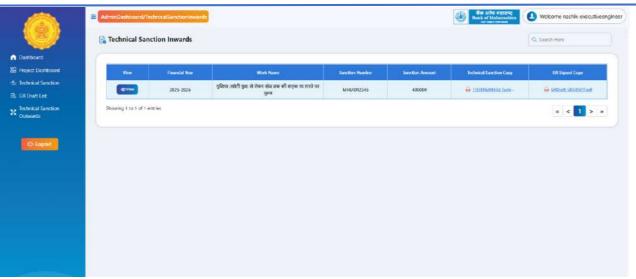
#### **Technical Sanction Approval**

#### **Step 3: Technical Sanction Inward**

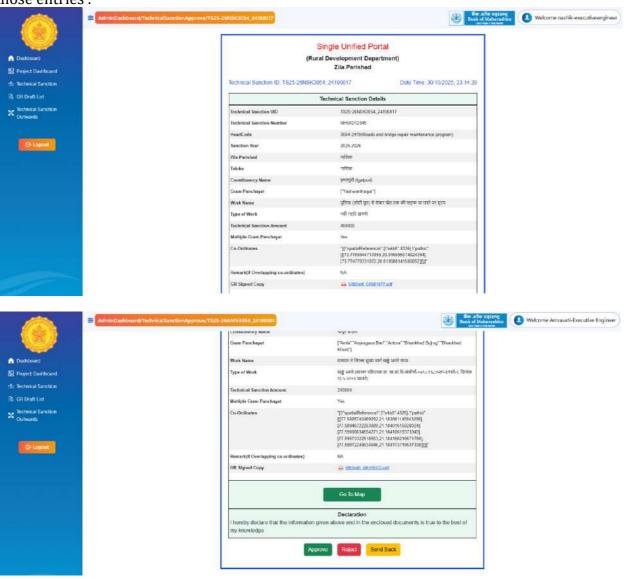
- Navigate to **Technical Sanction Inward**.
- This section displays technical sanction drafts **awaiting verification and approval** by the Executive Engineer.
- Select the required proposal to review details.







After click on view Executive Engineer can see the technical sanction entries and then verify those entries .



Click on Go to map executive engineer can see the work coordinates on map

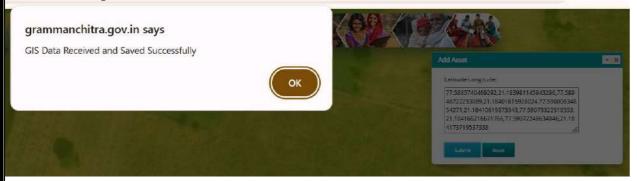








Latitude and longitude will be selected and submitted.

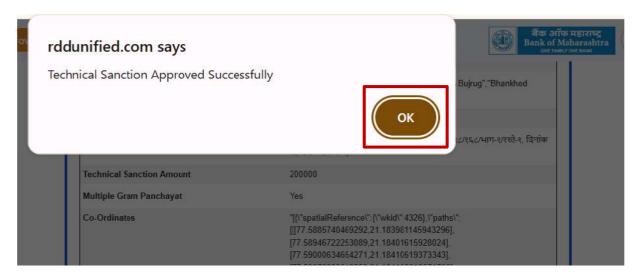


Once click on approve button:









Once confirm the technical sanction will finally be approved by executive Engineer.

#### **Technical Sanction Outward**

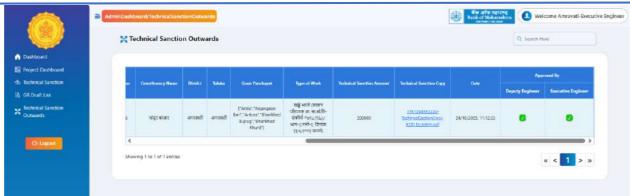
#### Step 6: Technical Sanction Outward

- After approval, the status will automatically update in the **Technical Sanction Outward** module.
- This reflects the **final approval** by the Executive Engineer.

**Technical Sanction Outward**: under this Technical outward all the technical sanctions details can be fetched by Executive engineer.







• The technical sanction process is now complete.







### Single Unified Portal

# Rural Development Department (RDD)



# User Manual For District Department Maker (Auditor)

Version: 1.0

Release Date:  $\setminus_{-} \setminus_{-} \setminus_{-}$ 

**Developed for:** Rural Development Department, Maharashtra

Hosted at: <a href="https://Suprdd.maharashtra.gov.in">https://Suprdd.maharashtra.gov.in</a>
Recommended Browser: Google Chrome

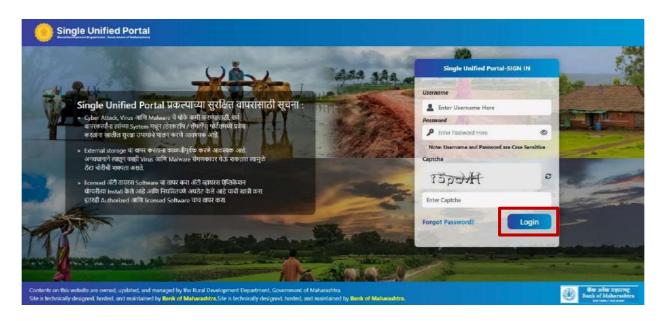




### **Login Process**

### **Step 1 — Login Process (Rural Development Department)**

- Open the official Rural Development Department (RDD) Portal in your web browser.
- Enter your valid User ID and Password in the respective fields.
- Click the Login button to proceed.
- Upon successful authentication, the system will automatically redirect you to the Dashboard



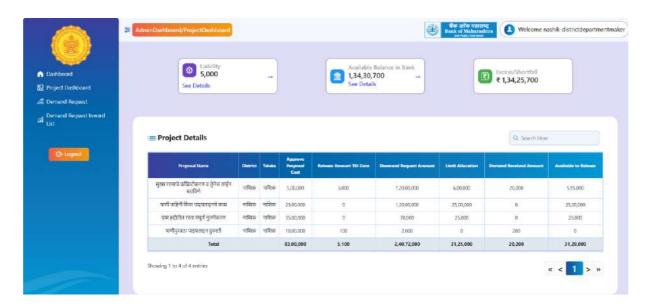




### **Dashboard**

### **Dashboard Overview**

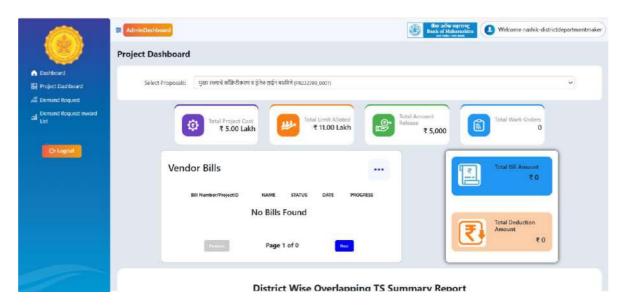
After login, the Dashboard will display.



### **Project Dashboard**

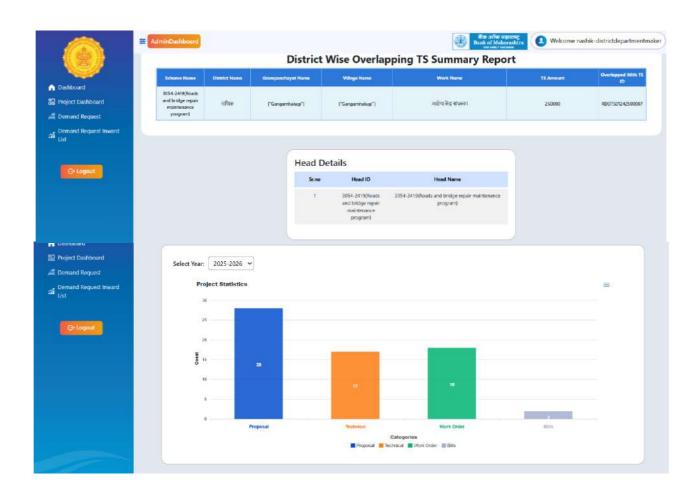
### **Project Dashboard view:**

Further Demand Reports will be generated by Department maker (auditor)







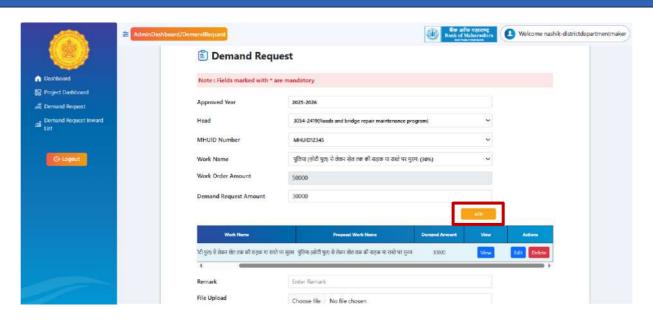






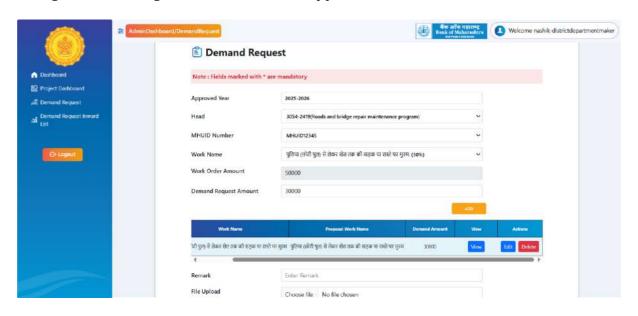
### 1st Role Of District Department Auditor

### **Demand Request**



Demand Request Stage: In demand request Stage Department maker will make the Demand Request by Filling following details:

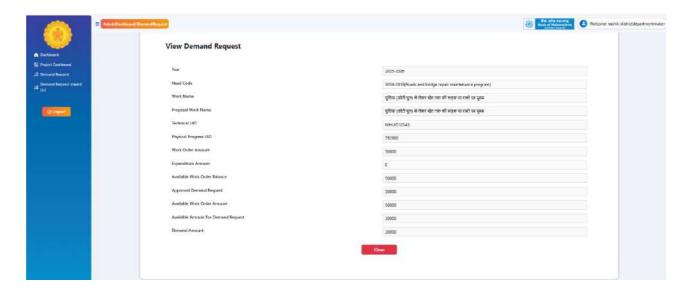
- Approved Year,
- Head Name,
- Work name,
- Work order Amount,
- MHUID NUMBER (Mandatory)
- Demand request amount
- Remark and Supporting file upload ., add work
- after successfully completing details the demand request will be generated and go forward for further approvals.







After click on view button demand request details will be shown :



### suprdd.maharashtra.gov.in says

Successfully Demand Reaquest Submitted !!!!







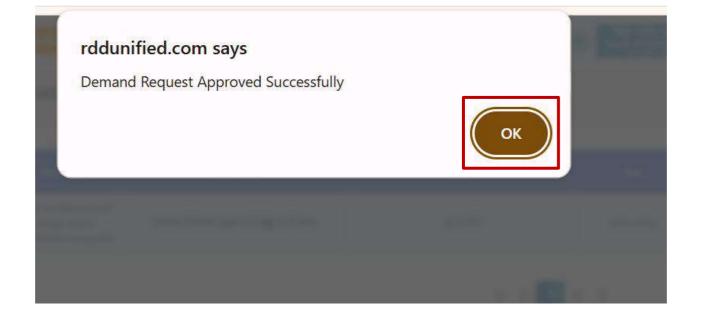
### **Demand Request Inward**

### **Demand Request Inward:**

All the Demand requests will be visible here to Approve the demand Request.











### **Single Unified Portal**

# Rural Development Department (RDD)



# User Manual for Finance Department (Auditor)

This manual provides step-by-step guidance for Finance Department Auditors to review and approve administrative proposals in the system.

Version: 1.0

Release Date: \\_ \\_ \\_

**Developed for:** Rural Development Department, Maharashtra

**Hosted at:** <a href="https://Suprdd.maharashtra.gov.in">https://Suprdd.maharashtra.gov.in</a> **Recommended Browser:** Google Chrome

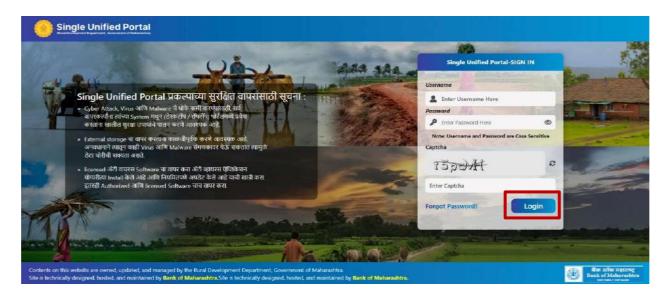




### **Login Process**

### **Step 1 — Login Process (Rural Development Department)**

- o Open the official Rural Development Department (RDD) Portal in your web browser.
- o Enter your valid User ID and Password in the respective fields.
- o Click the Login button to proceed.
- Upon successful authentication, the system will automatically redirect you to the Dashboard

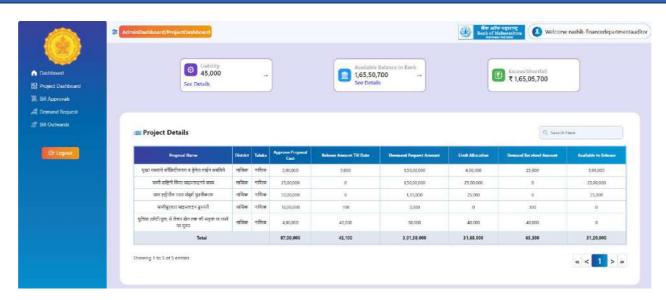


Once logged in successfully, you will be redirected to the **Dashboard**.





### **Dashboard**



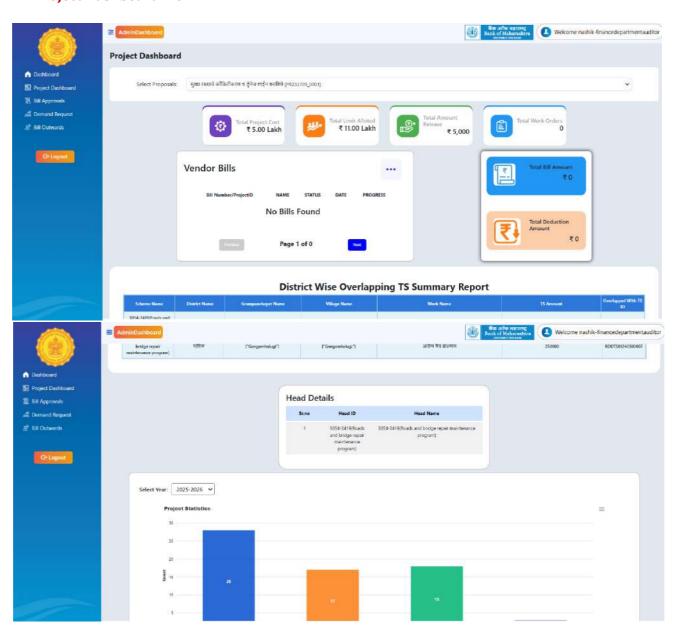
 $After \, login, the \, Dashboard \, will \, display.$ 





### **Project Dashboard**

### **Project Dashboard view:**





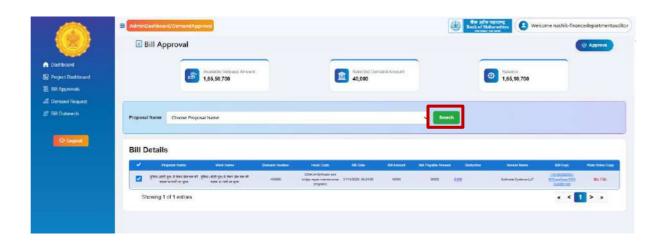


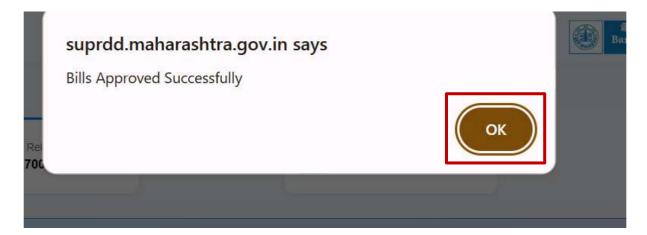
### 1st Role of FD Auditor

### **Bill Approval**

The Role of FD AUDITOR is to approve the bill after approved by the Department HOD (EE) In bill approval module he can see Bill details.

### Bill approval:

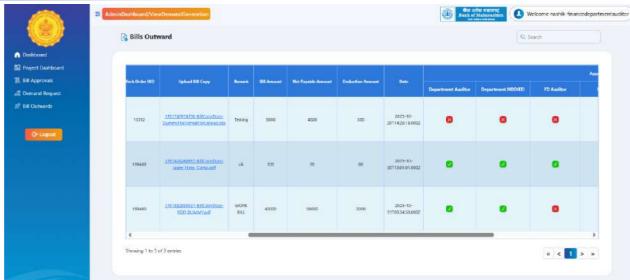




Bill outwards: this Module will provideall details of bill and bill status.











### Single Unified Portal

Rural Development Department (RDD)



## User Manual For CAFO Bill Approval Process

This manual explains how the **CAFO** can log in, review proposals, approve administrative approvals, and finalize bill approvals.

Version: 1.0

Release Date: \\_ \\_ \\_

Developed for: Rural Development Department,

Maharashtra Hosted at:

https://Suprdd.maharashtra.gov.in Recommended

**Browser:** Google Chrome

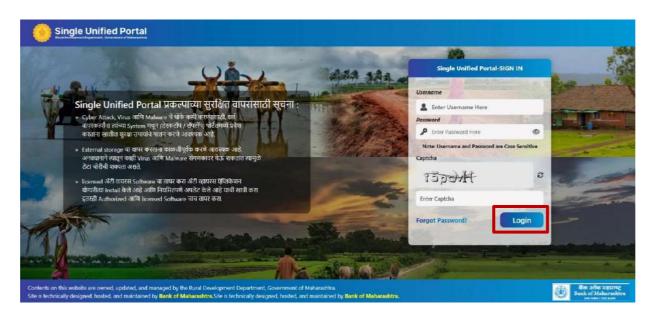




### **Login Process**

### Step 1: Login

- 1. Open the system portal in your browser.
- 2. Enter your **User ID** and **Password**.
- 3. Click on the **Login** button.
- 4. You will be redirected to the **Dashboard**.





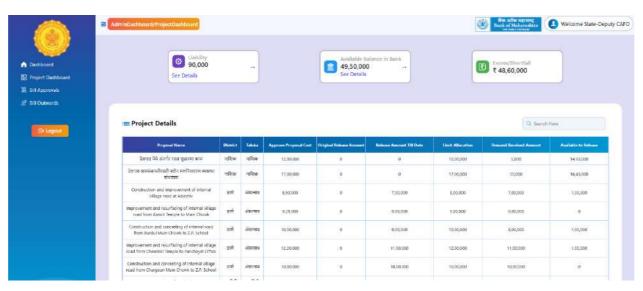


### **Dashboard**

### Step 2: Dashboard Overview

- The **Dashboard** provides quick access to proposals, approvals, and bill-related modules.
- It serves as the starting point for navigating to **Administrative Approval** and **Bill Approval** processes.

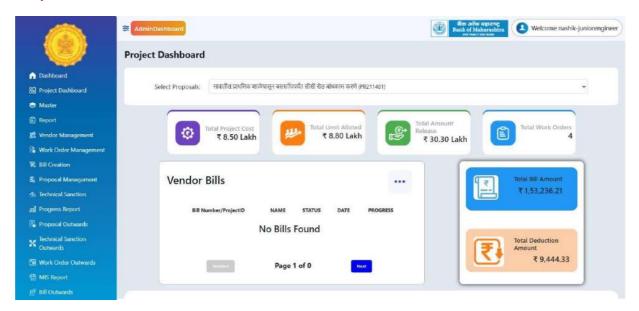
#### **Dashboard Overview**



After login, the Dashboard will display.

### **Project Dashboard**

### **Project Dashboard view:**







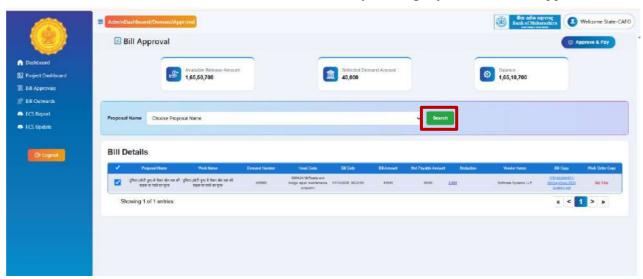
### Bills Approval

### Role of CAFO:

This section explains the **Bill Approval process** handled by the CAFO. The CAFO is responsible for **final approval** of bills after they are approved by the Deputy CAFO.

### **Step 1: Access Bill Inwards**

- 1. Log in to the system using your **User ID and Password**.
- 2. From the **Dashboard**, navigate to the **Bill Inward** module.
- 3. View the list of bills that have been forwarded by the **Deputy CAFO** for final approval.







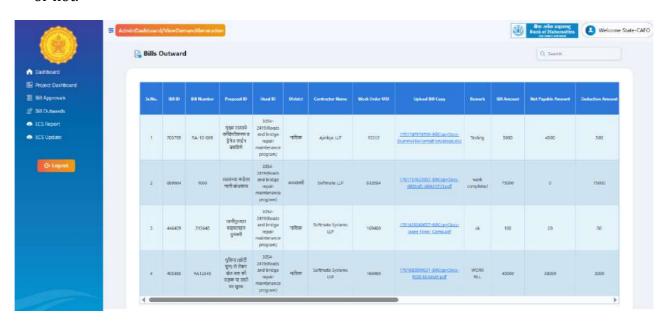




### **Bills Outward**

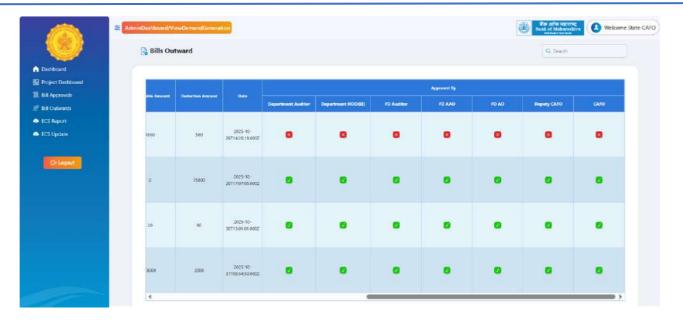
### **Bill Outward:**

Under Bill outwards , CAFO will able to see the Status of Bills ,whether these are approved or not.









### Step 5: Track Approval Status in Bill Outwards

- 1. Navigate to the **Bill Outward** section.
- 2. Here you can:
  - o Confirm that the bill has been successfully approved.
  - $\circ$  View the **entire approval chain** (Deputy CAFO  $\rightarrow$  CAFO).
  - Check the final payment status.



• CAFO can monitor the confirmation of payment under **Bill Outwards**.

ECS Report: This Stage CAFO can get Reports and key insights About followings:





- Total ECS GENERATED.
- ECS AWAITED
- ECS COMPLETED
- ECS RETURN
- ECS FAILED

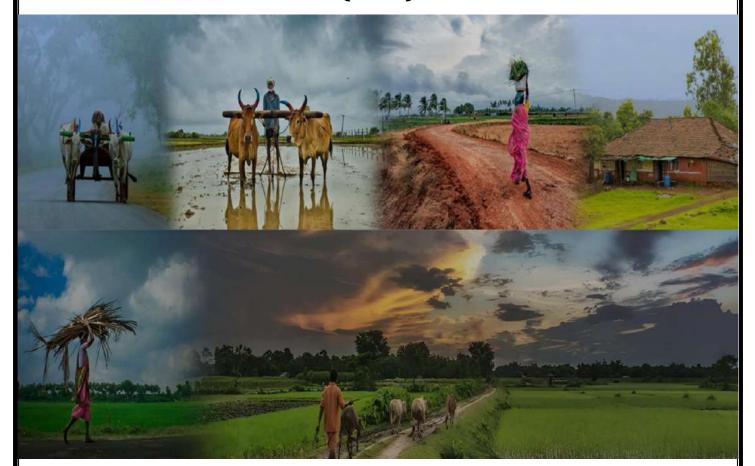






### **Single Unified Portal**

# Rural Development Department (RDD)



### User Manual For Department Auditor

This manual guides Department Auditors through the bill approval process within the system.

Version: 1.0

Release Date: \\_ \\_ \\_

**Developed for:** Rural Development Department, Maharashtra

**Hosted at:** https://Suprdd.maharashtra.gov.in Recommended Browser: Google Chrome





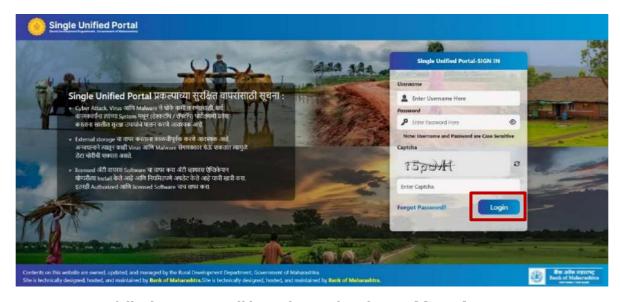
### **Role of Department Auditor**

- The primary responsibility of the **Department Auditor** is to **review and approve bills** generated by the Junior Engineer (JE).
- After approval, bills move forward to the **Department HOD (EE)** for the next stage of approval.

### **Login Process**

### **Step 1 — Login Process (Rural Development Department)**

- Open the official Rural Development Department (RDD) Portal in your web browser.
- Enter your valid User ID and Password in the respective fields.
- Click the Login button to proceed.
- Upon successful authentication, the system will automatically redirect you to the Dashboard



Once successfully login, you will be redirected to the **Dashboard**.

#### **Dashboard Access**

After login, the Auditor will be able to access:

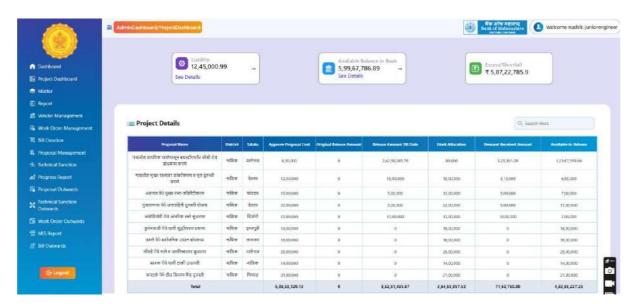
- Dashboard Overview of pending and approved bills.
- Project Dashboard Insights on project-wise bills.
- **Bill Approvals** Section where bills awaiting Auditor's approval appear.
- **Bills Outwards** Section to track the status of bills already processed by the Auditor





### **Dashboard**

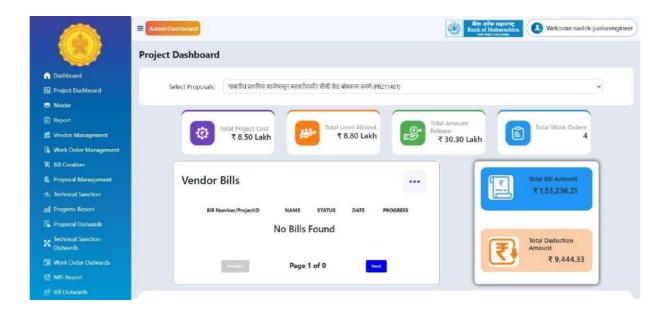
### **Dashboard Overview**



After login, the Dashboard will display.

### **Project Dashboard**

### **Project Dashboard view:**





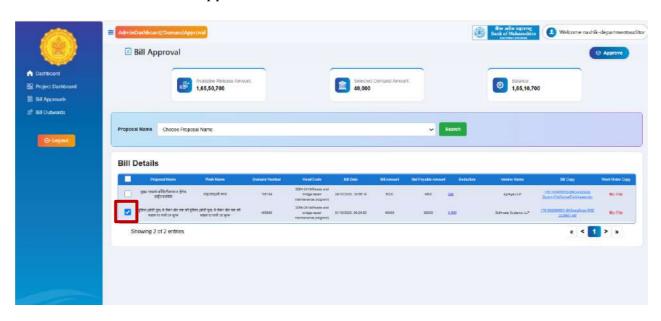


### 1st Role Of Department Auditor

### **Bill Approval**

### **Bill Approval Process**

- Go to the **Bill Approvals** section.
- Select the bill forwarded by the Junior Engineer.
- Review the bill details carefully.
- Click on **Approve** to proceed.
- Once approved:
  - The bill will be forwarded automatically to the **Department HOD (EE)** for further approval.



### Ater clicking on approve







### **Bill Outwards**

### **Bills Outwards**

- Navigate to **Bills Outwards** section.
- Here, the Auditor can view:
  - o Bills that have already been approved.
  - o Current **approval status** of each bill.
- This helps in tracking whether bills have moved to the next stage or are pending with HOD (EE).



### **Key Notes for Auditor**

- Verify all financial details before approval.
- Ensure correctness and compliance of bills generated by the Junior Engineer.
- Regularly check **Bills Outwards** to monitor status.
- Remember: Approval chain is Junior Engineer → Department Auditor → Department HOD (EE).





### Single Unified Portal

# Rural Development Department (RDD)



### **User Manual For FD AAO**

### **Bill Approval Process**

 $\label{thm:continuous} This manual explains the step-by-step process for the FD AAO to log in, review, approve bills, and forward them for further approval.$ 

Version: 1.0

Release Date: \\_ \\_ \\_

**Developed for:** Rural Development Department, Maharashtra

Hosted at: <a href="https://Suprdd.maharashtra.gov.in">https://Suprdd.maharashtra.gov.in</a>
Recommended Browser: Google Chrome

### **Login Process**





### **Step 1 — Login Process (Rural Development Department)**

- o Open the official Rural Development Department (RDD) Portal in your web browser.
- o Enter your valid User ID and Password in the respective fields.
- o Click the Login button to proceed.
- Upon successful authentication, the system will automatically redirect you to the Dashboard



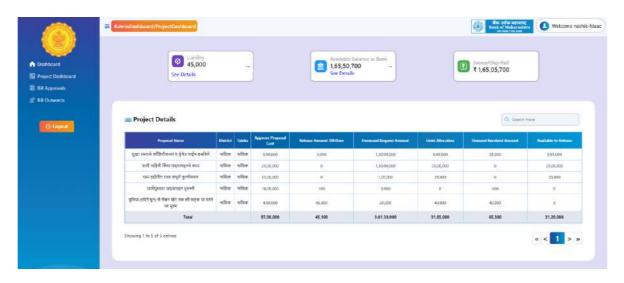




### **Dashboard**

### **Step 2: Dashboard Overview**

• The **Dashboard** displays an overview of proposals and bills.



It provides access to modules like **Project Dashboard**, **Bill Approval**, and **Bill Outwards**. After login, the Dashboard will display.

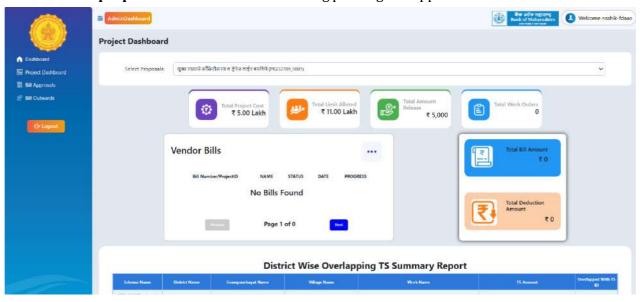


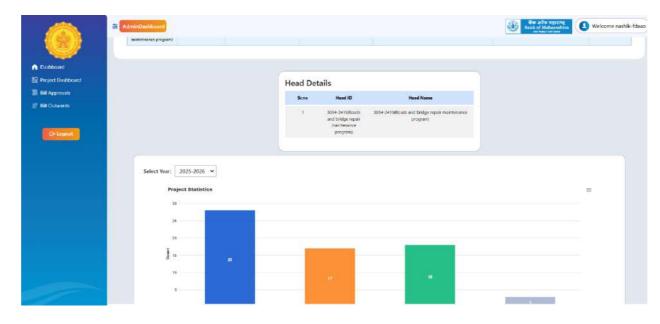


### **Project Dashboard**

### Step 3: Project Dashboard

- 1. Navigate to the **Project Dashboard**.
- 2. View **proposal-wise bill details** including pending and approved status.







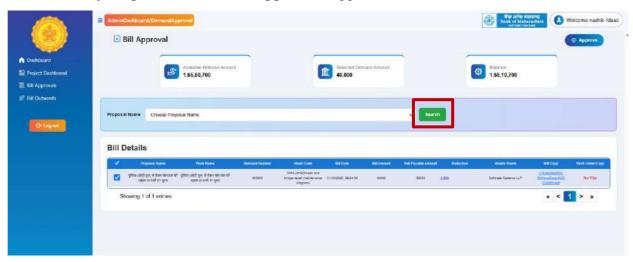


### 1st Role Of FD AAO

### **Bill Approval**

### Step 4: Bill Approval

- 1. Open the Bill Approval Module.
- 2. Select a **proposal** from the list.
- 3. Review the bill details.
- 4. If everything is correct, click on **Approve** to approve the bill.



After click on APPROVED bill will be approved Successfully and will go for next level approval.



Bill outwards: In bill outward module FD AAO can see the status of all Bills, whether they approved or not at previous or next level.



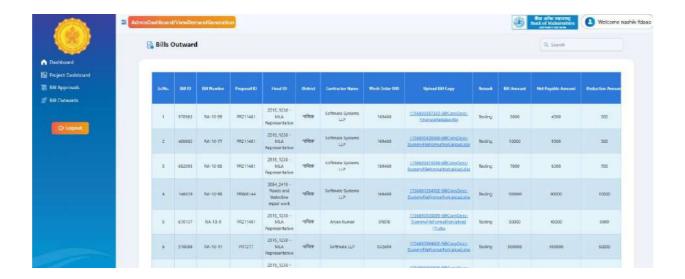




### **Bill Outwards**

### **Step 5: Bill Outwards**

- 1. Go to the **Bill Outwards** section.
- 2. Here you can view the **current status of the bill approval stage**.
- 3. This confirms that your approval has been recorded successfully.



### Forwarding to FD AO

### Step 6: Forwarding to FD AO

• Once the FD AAO approves a bill, it is automatically **forwarded to FD AO** for the next level of approval.





### Single Unified Portal Rural Development Department (RDD)



### **Manual For Bill Approval Process**

This manual explains how the **Deputy CAFO** can log in, review, and approve bills within the system.

Version: 1.0Release Date:  $\setminus \setminus \setminus$ 

Developed for: Rural Development Department, Maharashtra

Hosted at: https://Suprdd.maharashtra.gov.in

Recommended Browser: Google Chrome





### **Login Process**

### **Step 1 — Login Process (Rural Development Department)**

- o Open the official Rural Development Department (RDD) Portal in your web browser.
- o Enter your valid User ID and Password in the respective fields.
- o Click the Login button to proceed.
- Upon successful authentication, the system will automatically redirect you to the Dashboard will be redirected to the Dashboard



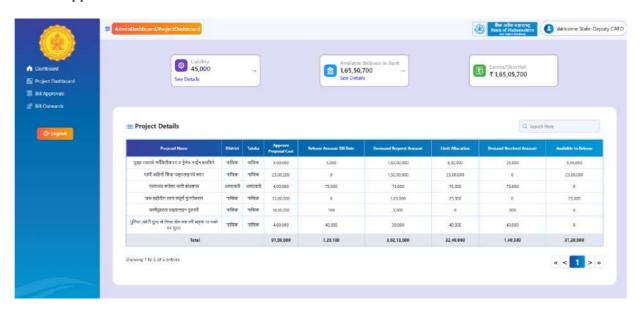




### **Dashboard**

### Step 2: Dashboard Overview

- The **Dashboard** provides key insights into proposals and their bill status.
- It displays summary information, helping the officer to quickly check pending and approved bills.

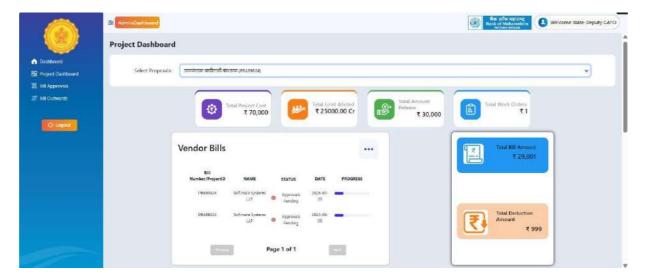


After login, the Dashboard will display.

### **Project Dashboard**

### Step 3: Project Dashboard

- 1. Navigate to the **Project Dashboard** section.
- 2. Here you can see the **proposal-wise bill status**.
- 3. Select the required proposal to review the details of associated bills.





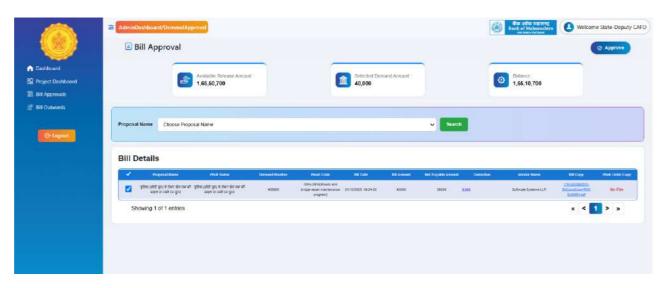


### 1 st Role Of Deputy CAFO

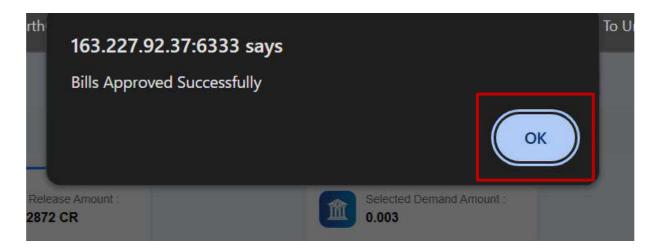
### **Bill Approval Module**

### **Step 4: Bill Approval Module**

- 1. Go to the **Bill Approval Module**.
- 2. Select a **proposal** from the list.
- 3. Open the related **bill** for review.
- 4. Verify details such as amount, description, and supporting documents.
- 5. Once verified, click on **Approve** to approve the bill.



After click on approve Button bill will get successfully approved .







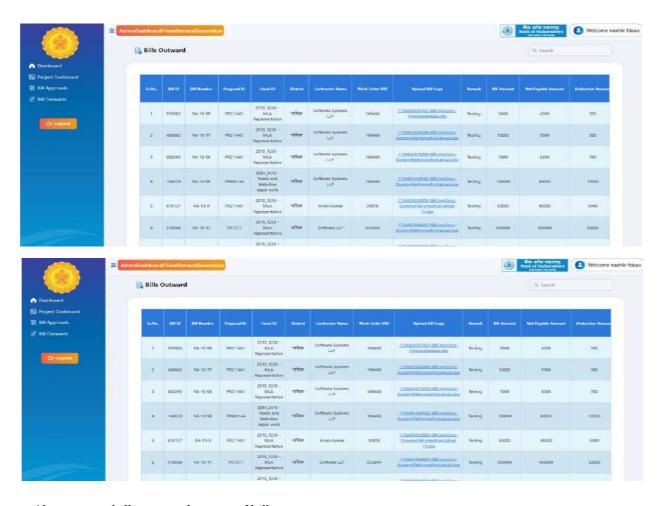
### **Bill Outwards**

### **Step 5: Bill Outwards**

- 1. Navigate to the **Bill Outwards** section.
- 2. This section displays the **status of all approved bills**.
- 3. Confirm that your approval has been recorded successfully.

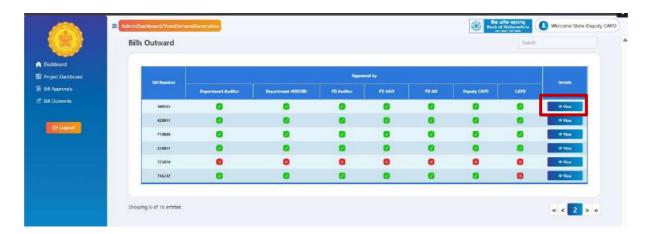
#### IN BILL OUTWARDS:

He can see the bill approval status:



Also can see bill approval status of bills





### **Step 6: Forwarding to CAFO**

• After the Deputy CAFO approves a bill, it is automatically **forwarded to CAFO** for the next level of approval





### **Single Unified Portal**

# Rural Development Department (RDD)



### **User Manual For FD AO**

### **Bill Approval Process**

This manual explains how the **FD AO** can log in, view proposals, approve bills, and forward them for further approval.

Version: 1.0Release Date:  $\setminus \setminus \setminus$ 

**Developed for:** Rural Development Department, Maharashtra

Hosted at: <a href="https://Suprdd.maharashtra.gov.in">https://Suprdd.maharashtra.gov.in</a>
Recommended Browser: Google Chrome

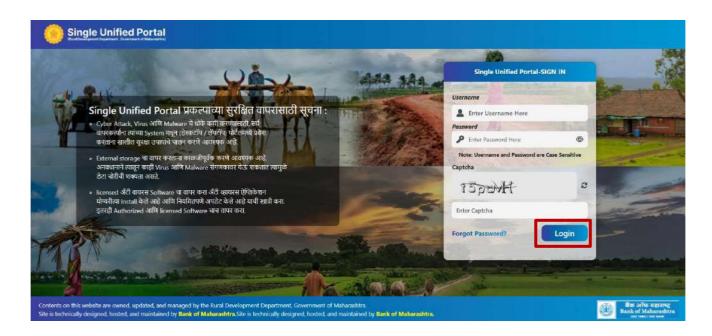




### **Login Process**

### Step 1 — Login Process (Rural Development Department)

- 1. Open the official Rural Development Department (RDD) Portal in your web browser.
- 2. Enter your valid **User ID** and **Password** in the respective fields.
- 3. Click the **Login** button to proceed.
- 4. Upon successful authentication, the system will automatically redirect you to the **Dashboard**.



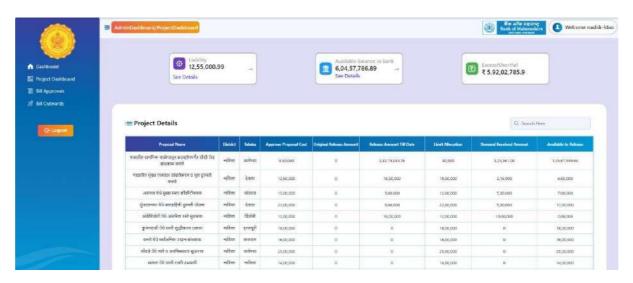




### **Dashboard**

### **Step 2: Dashboard Overview**

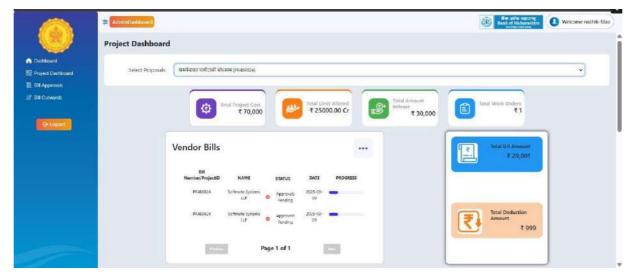
- The **Dashboard** provides an overview of all proposals and bills.
- Key insights include:
  - o Pending approvals
  - Approved bills
  - o Proposal-wise summary



### **Project Dashboard**

### Step 3: Project Dashboard

- 1. Navigate to the **Project Dashboard** section.
- 2. Here you can see **proposal-wise bill status**.
- 3. Each proposal will show whether bills are approved or pending.





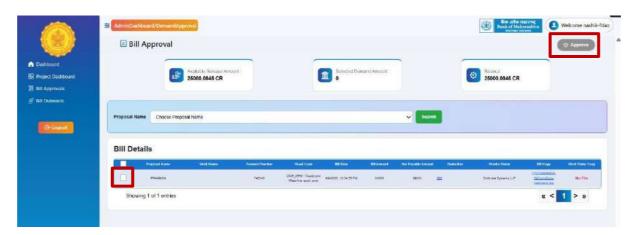


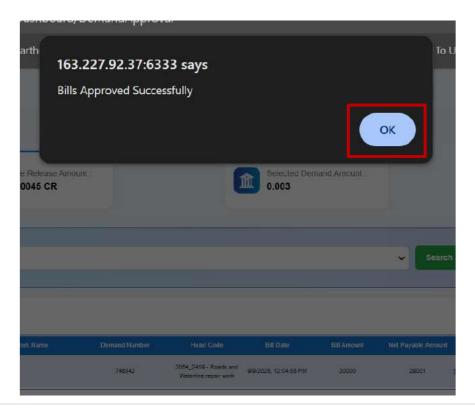
### 1St Role Of FD AO

### **Bill Approval**

### Step 4: Bill Approval

- 1. Go to the **Bill Approval** module.
- 2. Select a **proposal** from the list.
- 3. Open the corresponding **bill** to review details.
- 4. Verify all information and supporting documents.
- 5. If correct, click on the **Approve** button.

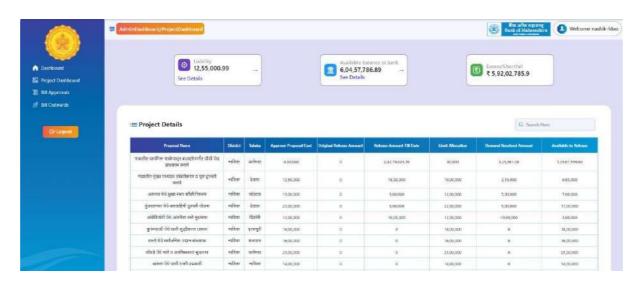








### **Bill Outwards**



### Step 5: Bill Outwards

- 1. Navigate to the **Bill Outwards** section.
- 2. Here you can check the **status of approved bills**.
- 3. This confirms that your approval has been successfully recorded.



### **Step 6: Forwarding to Deputy CAFO**

• Once the FD AO approves a bill, it is automatically **forwarded to Deputy CAFO** for further approval.