



Gujarat Water Supply & Sewerage Board
(A Government of Gujarat Undertaking)
"Jalseva Bhavan", Sector 10-A,
Opp: Airforce HQ, Gandhinagar – 382010

No. GWSSB/ M&P/ ERP/202203747/ 64

Dated March 4, 2022

Subject: Implementation of ERP

Preamble

Enterprise resource planning software is under implementation, many modules such as Help Desk, Works Monitoring, Operations Monitoring are functional.

CIRCULAR

The functionality built in the ERP will go a long way in strengthening institutional mechanism and our supervision and monitoring to meet with our service level for supplying sufficient and timely water supply. In view of additional modules becoming operational, field officers are directed to undertake the following in the ERP:

- i.) Our Deputy Executive Engineers (Civil/ Mechanical) must undertake at least one formal inspection for every headwork in his jurisdiction every month. The inspection report should be filled-in in the Inspection Report Module as a part of Operation and Maintenance module of ERP. This exercise should continue every month. First such inspection reporting should be completed by the end this month i.e. March 31, 2022.
- ii.) Functionality to record measurement book in the works module has been implemented. Board intends to issue separate instructions on the basis of feedback from the field officers to organize recording of measurement book directly in the ERP and getting a printed copy for office record purpose. Pending with that decision, in the meantime, all field officers are directed that besides the physical recording of measurement book, filling of measurement book online in the works modules must be undertaken parallelly from now onwards. For works wherein works order has been given before 1st July 2021, only the incremental Measurement Book from now onwards must be recorded with the total cumulative work uptill now be recorded as a single entry (item-wise). For works wherein work order have been issued after 1st July, 2021, proper recording of date-wise measurement book filled uptill now may be replicated in the measurement book functionality date-wise in the ERP and thereafter new

measurement book entries commensurate with physical filling-up of MB may be recorded parallelly in the works module of ERP. Please note that if entries of MB are not recorded in the works module of ERP and then for such works, Senior Officers from Executive Engineer onwards shall process fund demand with effect from 5th April, 2022.

- iii.) Henceforth with effect from March 7th, all proposals for TSC, Board, TPC shall be processed in online mode through ERP. No proposal in physical form shall be processed. For the purpose of record keeping, when approval of competent authority as per the delegation of powers is obtained, then dealing hand, who is supposed to maintain physical records of the files will download the approval orders as well as processes of information from the ERP with log file embedded in the module for record purpose.
- iv.) Operation and maintenance module is live and 400 plus agencies are reporting the quality and quantity parameters in the O&M daily. Previously circulars were issued mentioning the processes to be followed by the agencies. Since majority of the Contractors have started doing daily reporting, henceforth, proposals related to O&M payment to contractors for schemes shall not be processed if the Contractor is not reporting data entry of quality and quantity in the ERP daily.
- v.) All indents relating to procurement, material deposits, new issuance of materials from Stores, etc. shall be processed only through ERP.

ofc


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Chief Engineer (M& P), GWSSB

Copy respectfully submitted to:

- i.) The Chairman, GWSSB for kind information
- ii.) The Member Secretary, GWSSB for kind information.

Copy f.w.cs to :

- iii.) All Chief Engineers, GWSSB
- iv.) All Superintending Engineers, GWSSB
- v.) All Executive Engineers, GWSSB