

**USER MANUAL**  
**FOR**  
**JKPWDOMS**

## 2 JKPWDOMS Website Address

The JKPWDOMS website address is <http://jkpwdoms.in/>

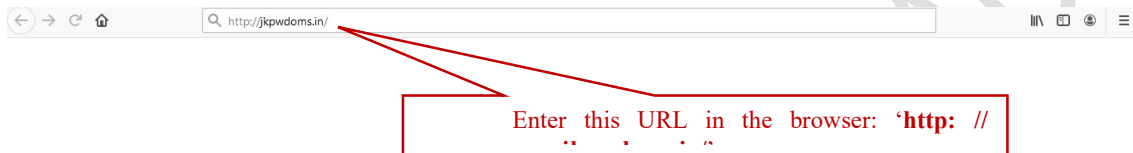
*Note: Make sure that there is an Internet Connection and a Web Browser (example- Internet Explorer, Google \Chrome, etc.) on your Computer.*

### 2.1 How to Open the JKPWDOMS website

**Step 1:** User will open the web browser.

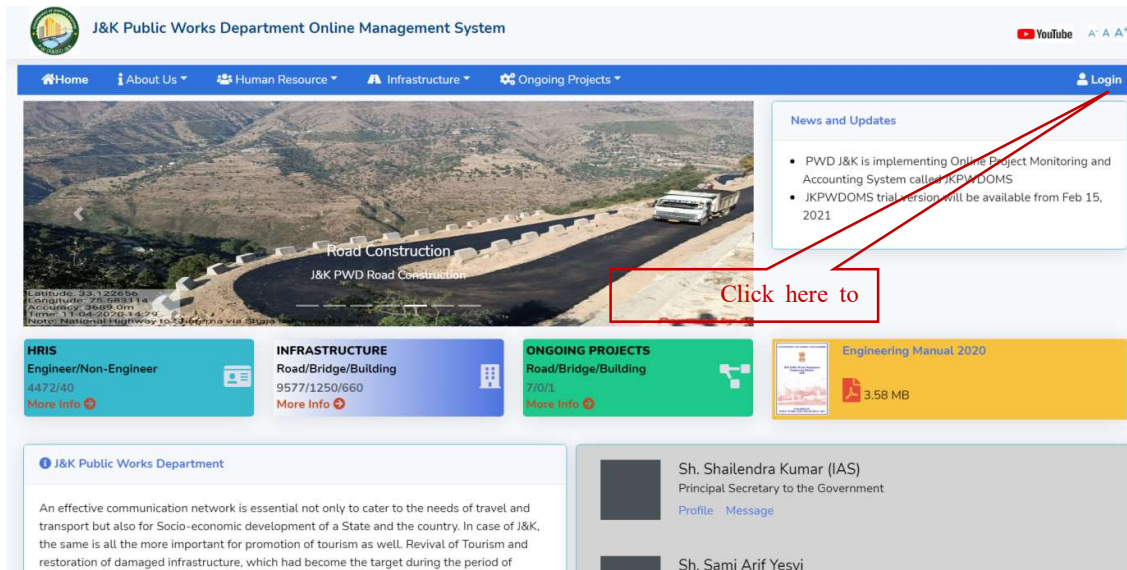
**Step 2:** Type the address i.e. <http://jkpwdoms.in/> into the web browser's address bar.

**Step 3:** Then click on 'Enter' key from keyboard.



**Figure :** Type the address in the web browser as shown in picture.

Press the Enter Key from the Keyboard, the JKPWDOMS User Login page will appear as shown below in figure



**Figure: The Home page will appear as shown in this figure.**

### 3 THE LOGIN PROCESS

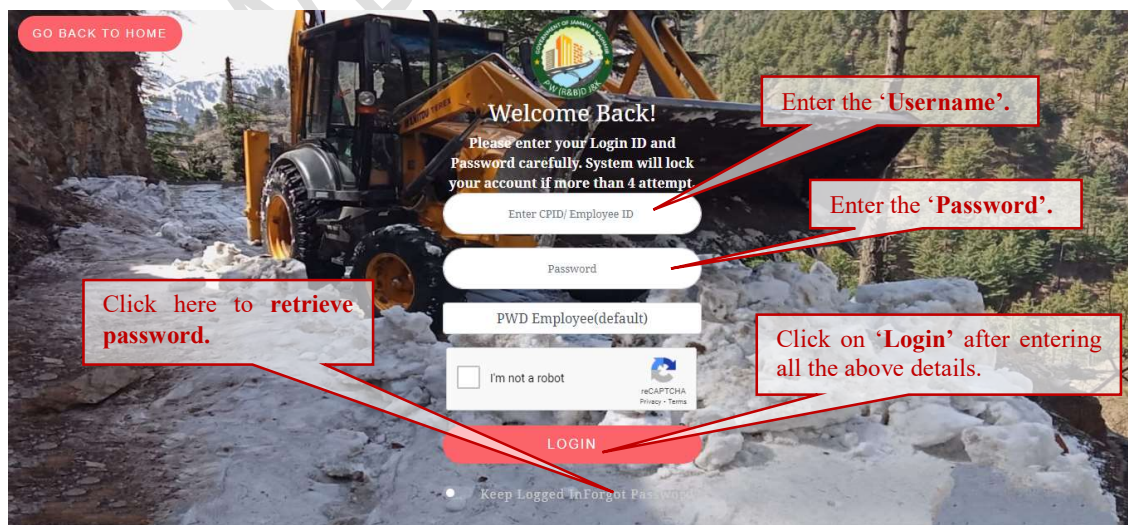
The Login Process is required for the System Security. Hence every user is given an individual User Id and Password and they can gain access to the System only after they have identified and authenticate themselves by using their valid User Id and Password.

#### 3.1 How to Login

**Step 1:** Click on the “Login” button as shown in above figure.

**Step 2:** Enter the “username” and “password”.

**Step 3:** Click on the “Login” button.



**Figure: The Login page.**

### 3.2 How to Retrieve Password

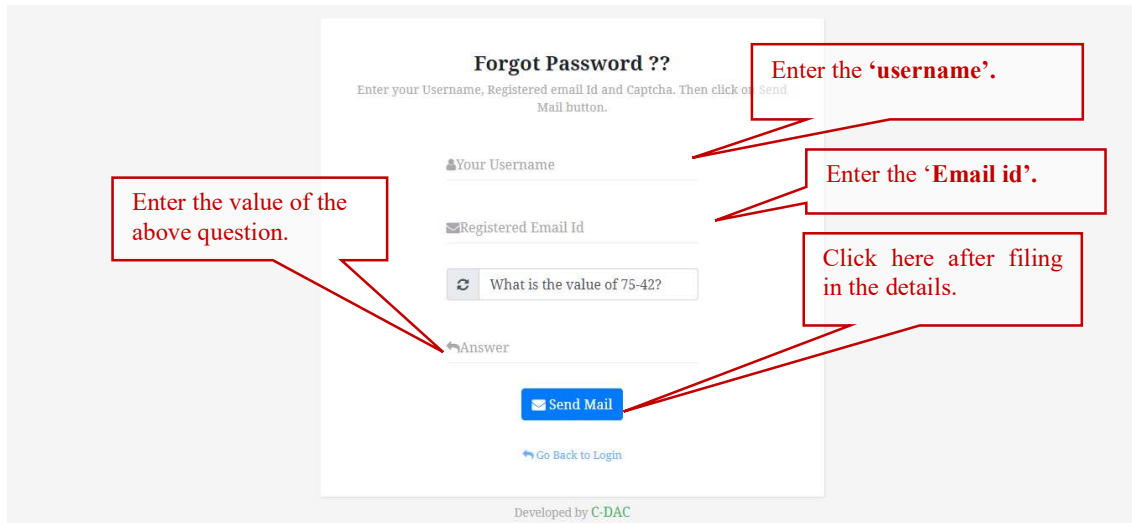
**Step 1: Click on “Forgot Password” on the login page**

**Step 2: Enter the “User name”.**

**Step 3: Enter the registered “email id”.**

**Step 4: Enter the value of the query.**

**Step 5: Click on “Send Mail”.**

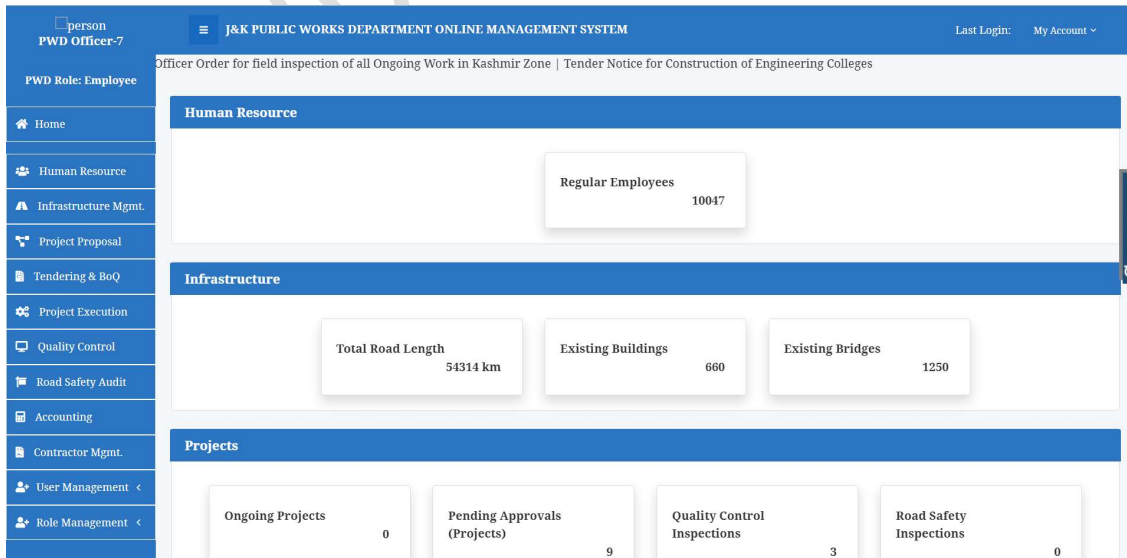


The screenshot shows a web form titled "Forgot Password ??". Below the title, it says "Enter your Username, Registered email id and Captcha. Then click on Send Mail button." The form contains four input fields: "Your Username", "Registered Email Id", a captcha field with the question "What is the value of 75-42?", and an "Answer" field. A blue "Send Mail" button is at the bottom, along with a "Go Back to Login" link. Red callout boxes point to each field with instructions: "Enter the 'username'." for the first field, "Enter the 'Email id'." for the second, "Enter the value of the above question." for the third, and "Click here after filing in the details." for the "Send Mail" button.

**Figure: Forgot password page**

### 3.3 The Home Page

After clicking on “Login” button, a home page will appear as shown below.



The screenshot shows the homepage of the J&K Public Works Department Online Management System (JKPWDOMS). The user is logged in as "PWD Officer-7". The dashboard displays several key metrics:

- Human Resource:** Regular Employees: 10047
- Infrastructure:**
  - Total Road Length: 54314 km
  - Existing Buildings: 660
  - Existing Bridges: 1250
- Projects:**
  - Ongoing Projects: 0
  - Pending Approvals (Projects): 9
  - Quality Control Inspections: 3
  - Road Safety Inspections: 0

A sidebar on the left contains navigation links for Home, Human Resource, Infrastructure Mgmt., Project Proposal, Tendering & BoQ, Project Execution, Quality Control, Road Safety Audit, Accounting, Contractor Mgmt., User Management, and Role Management. The top right shows "Last Login: My Account" and a "CHANGE ROLE" button.

**Figure: The Homepage of JKPWDOMS**

## 5 CONTRACTOR MAGEMENT

### 5.1 How to Register a Contractor

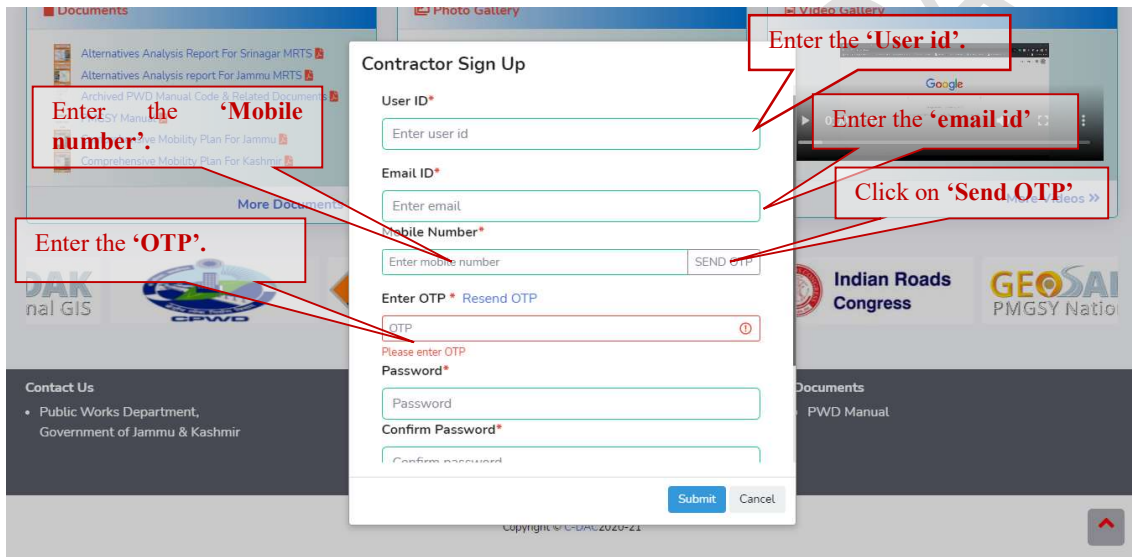
Step 1: Click on the “Contractor Sign up” at the bottom of the home-page of JKPWDOMS.

Step 2: Enter the user name, email id, password.

Step 3: Enter the mobile number and click on Send OTP button, an OTP will be generated on the number provided.

Step 4: Upload the Character Certificate by clicking on Choose File. Only Pdf with maximum size of 200 kb is allowed.

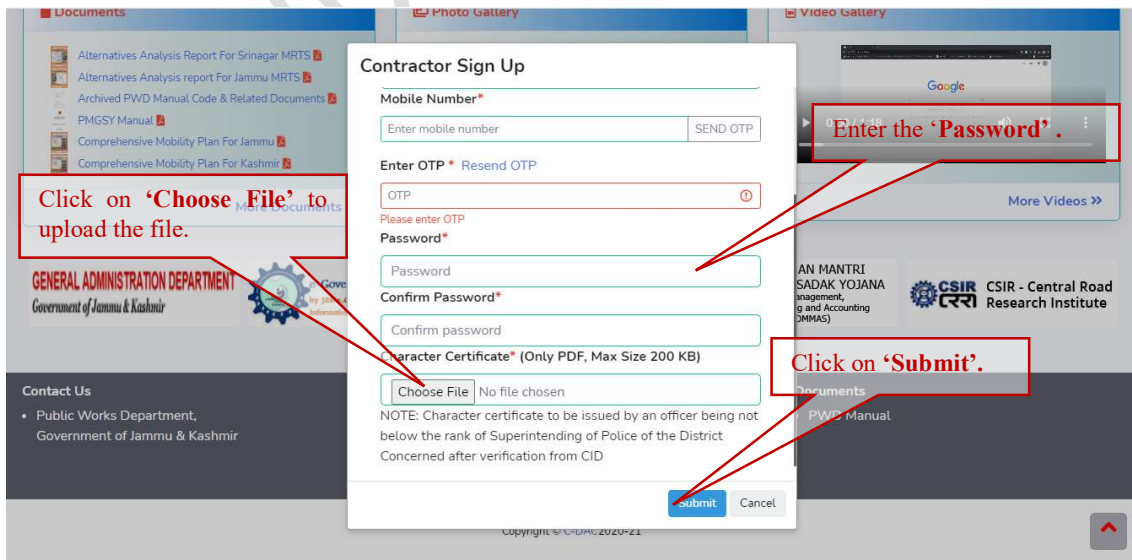
Step 5: Click on Submit button.



The screenshot shows the 'Contractor Sign Up' form with the following fields and annotations:

- User ID\***: Annotated with 'Enter the 'User id''.
- Email ID\***: Annotated with 'Enter the 'email id''.
- Mobile Number\***: Annotated with 'Enter the 'Mobile number''.
- SEND OTP**: Annotated with 'Click on 'Send OTP''.
- Enter OTP\***: Annotated with 'Enter the 'OTP''.
- Password\***: Annotated with 'Enter the 'Password''.
- Confirm Password\***: Annotated with 'Enter the 'Password''.

Figure: Contractor Sign up Form



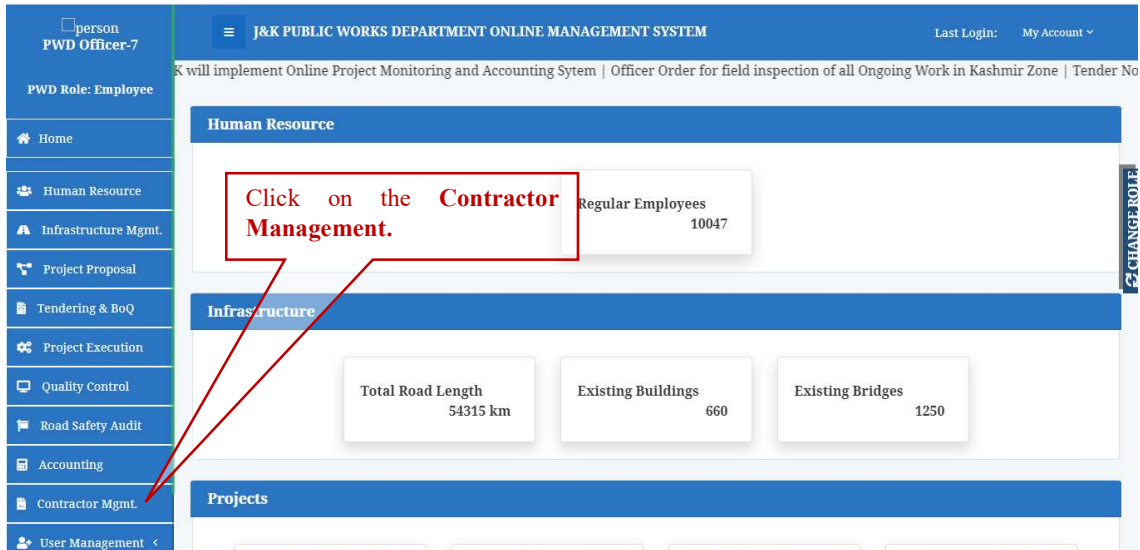
The screenshot shows the 'Contractor Sign Up' form with the following fields and annotations:

- Mobile Number\***: Annotated with 'Enter the 'Mobile number''.
- SEND OTP**: Annotated with 'Click on 'Send OTP''.
- Enter OTP\***: Annotated with 'Enter the 'OTP''.
- Password\***: Annotated with 'Enter the 'Password''.
- Confirm Password\***: Annotated with 'Enter the 'Password''.
- Character Certificate\* (Only PDF, Max Size 200 KB)**: Annotated with 'Click on 'Choose File' to upload the file.'.
- Choose File**: Annotated with 'Click on 'Submit''.

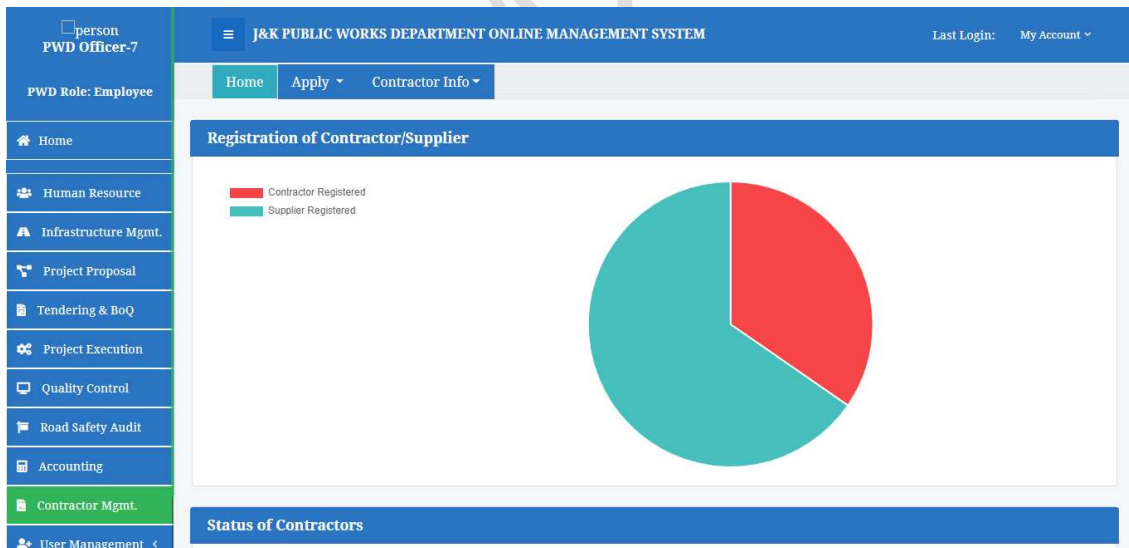
Figure: Contractor Sign up Form

## 5.2 The Contractor Management Dash board

Once the user is registered as a Contractor, he can login in the portal using the Login Button at the top of the JKPWDOMS home page. After logging in, go to the menu bar on the left side and Click on Contractor Management. A Contractor Management dashboard will appear as shown.



**Figure: Click on the Contractor Management**



**Figure: Contractor Management Dashboard**



### 5.3 Apply for a New Contractor

To apply for a new contractor, click on the “**Apply**” menu on the Contractor Management dashboard. A drop-down menu appears, click on the “**New Contractor**” Option.

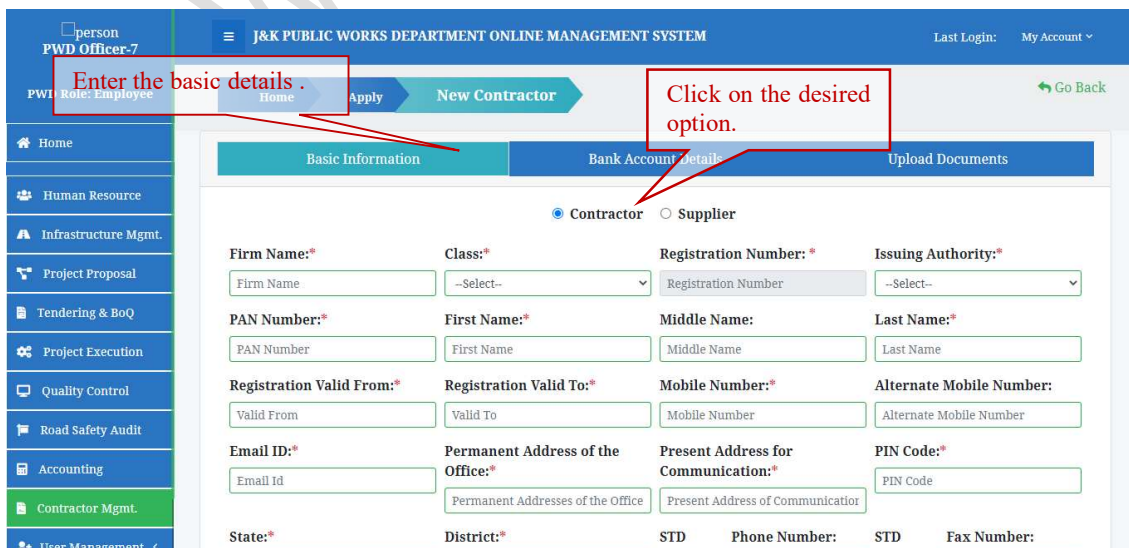


**Figure: Click on the New Contractor**

#### 5.3.1 Entering the Basic Information

After clicking on the “**New Contractor**”, a form will appear. If user is a Contractor, select on the “**Contractor**” option else select the “**Supplier**” option. Enter the basic details. Select **Issuing Authority, State and District** from the list. The Registration number will be auto generated. After filing in all the necessary details, click on the “**Next**” button.

*Note: All the fields marked with “\*” are mandatory. If left empty, will invoke an error.*



**Figure: Entering the Basic Information**

The screenshot shows a web form for a PWD Officer-7. The left sidebar contains navigation options: Home, Human Resource, Infrastructure Mgmt., Project Proposal, Tendering & BoQ, Project Execution, Quality Control, Road Safety Audit, Accounting, Contractor Mgmt., and User Management. The main form area includes fields for Email ID, Permanent Address of the Office, Present Address for Communication, PIN Code, State, District, STD Code, Phone Number, and Fax Number. Below these are sections for 'DETAILS OF LEGAL HEIR' (Heir First Name, Middle Name, Last Name) and 'REMARKS'. A red callout box points to the 'NEXT' button with the text: "After filing in the details, click on 'Next'".

Figure: Click on Next to continue

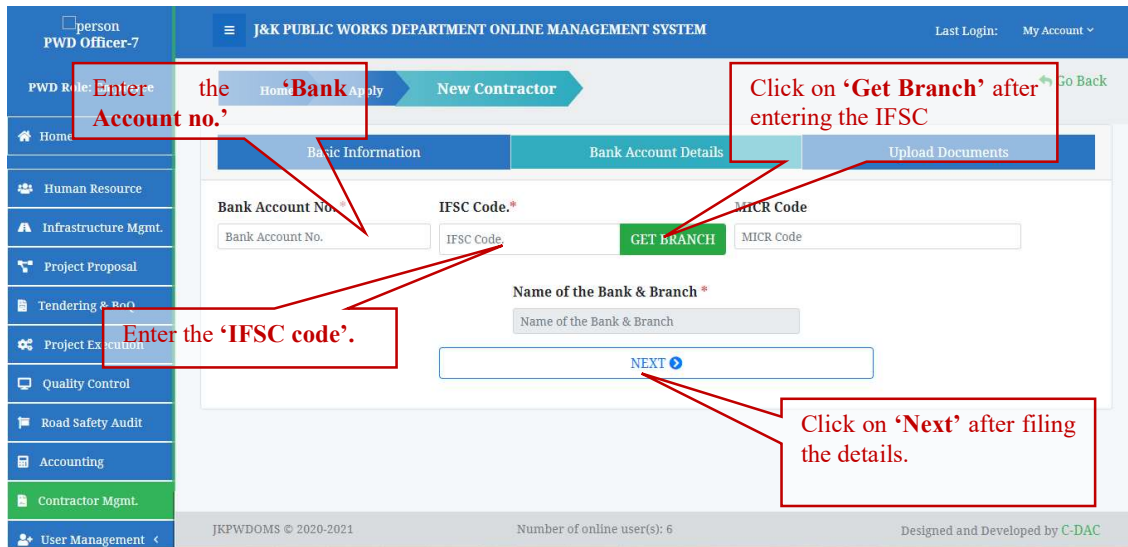
This screenshot shows the same form as above, but with a 'Confirm!' dialog box overlaid in the center. The dialog box asks "Are you sure?" and has two buttons: 'CONFIRM' and 'CANCEL'. A red callout box points to the 'CONFIRM' button with the text: "Click on 'Confirm' to continue". The background form is dimmed.

Figure: Click on Confirm

### 5.3.2 Entering Bank Account Details

To enter the Bank details of a contractor, click on the **“Bank account”** tab. After entering the account number and **“IFSC code”**, click on **“Get Branch”** to get the **“Name of bank & branch”** which will be automatically added in the next field. Enter the **MICR Code**. After filing the details click on the **“Next”** button.





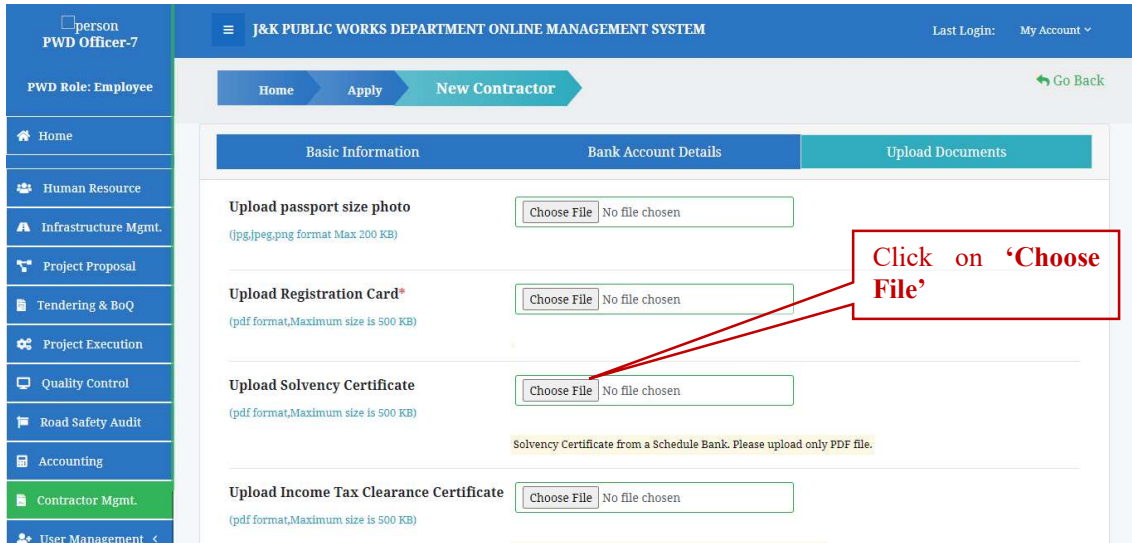
**Figure: Enter the Bank Account Details**

### 5.3.3 Uploading the documents

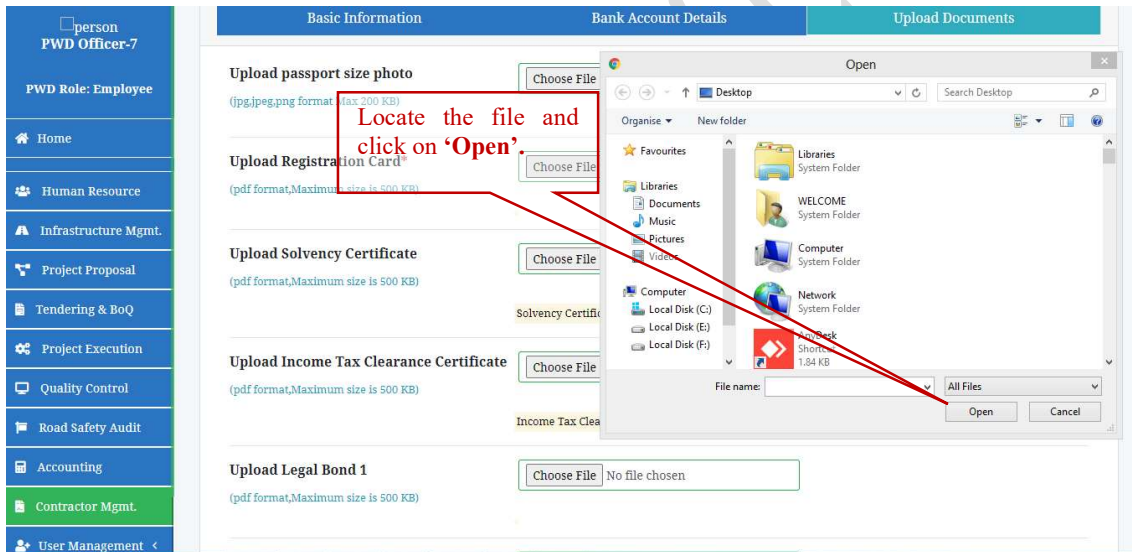
The following documents are required to complete the Contractors Registration. All the documents should be in a pdf format with Maximum size 500Kb. The passport size photograph should be jpg, jpeg, png format Max 200 Kb.

- Passport Size photo
- Registration Card
- Solvency certificate
- Income Tax Clearance certificate
- Legal Bond
- Character Certificate
- Certificate of Clearance
- Affidavit

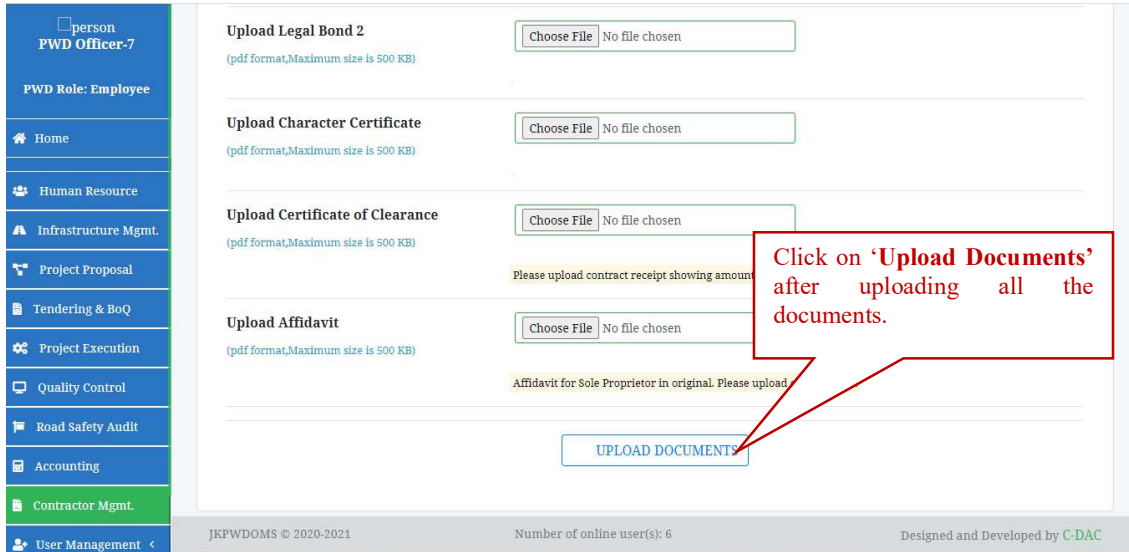
To upload the files, click on **Choose File**. An open file dialog box will open. Locate the desired file from your system and Click on **Open**.



**Figure: Uploading the documents.**



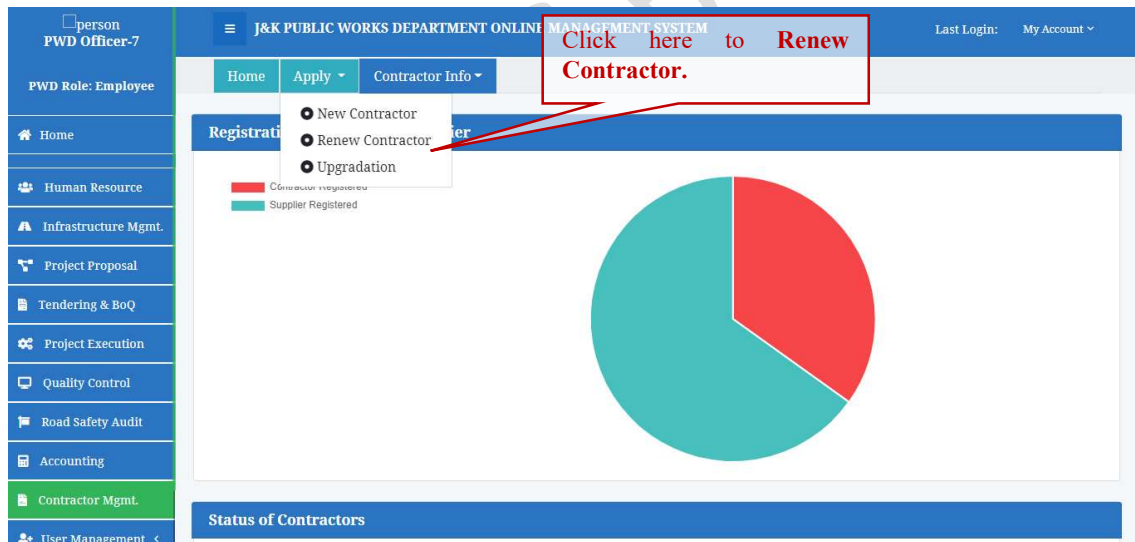
**Figure: Open File Dialog Box.**



**Figure: Click on Upload Documents**

## 5.4 Apply for Renew Contractor

To renew contractor, click on **Apply** menu in the Contractor Dashboard. A dropdown menu will appear, click on **Renew Contractor** option.



**Figure 1: Click on Renew Contractor**

The screenshot shows the 'Renew Contractor' form. At the top, there is a navigation bar with 'Home', 'Apply', and 'Renew Contractor' tabs. Below this, there are three input fields: 'Registration No.\*' (with a sub-field 'Registration Number'), 'Email:\*' (with a sub-field 'Email Id'), and 'Mobile Number:\*' (with a sub-field 'Mobile Number'). A 'Get Details' button is located to the right of these fields. Below a horizontal line, the section is titled 'Renew Contractor Registration'. It contains two input fields: 'Renew Valid From:\*' and 'Renew Valid To:\*'. A 'Renew' button is positioned below these fields. The footer of the page displays 'JKPWDOMS © 2020-2021', 'Number of online user(s): 7', and 'Designed and Developed by'.

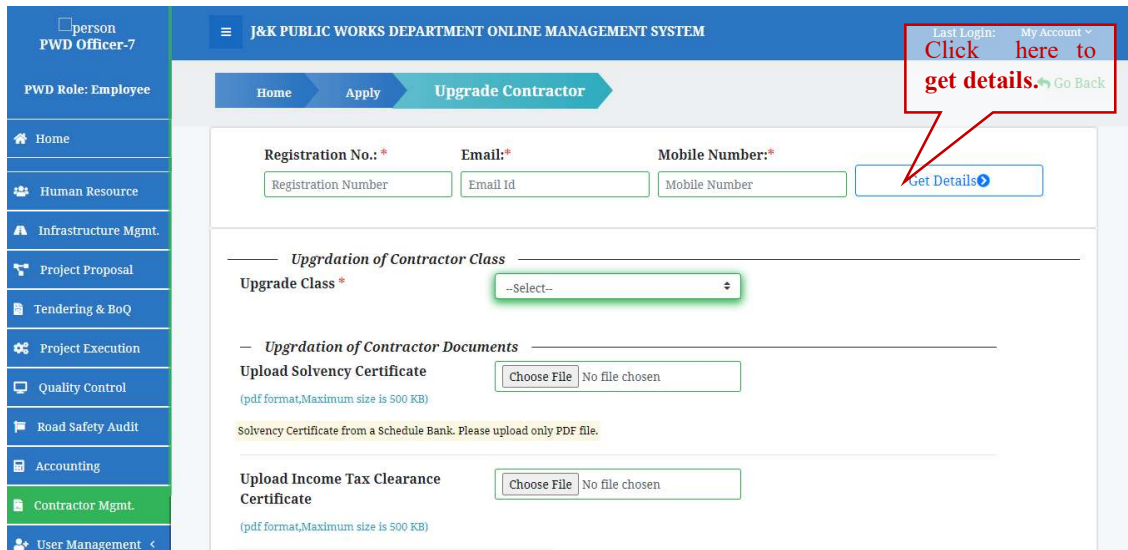
**Figure: Renew Contractor form**

## 5.5 Upgrading Contractor

To upgrade Contractor to a new class, click on **Upgrade Contractor** option in **Apply** Menu. An upgrade form appears. Enter the **Registration no.**, **Email** and **Mobile number**. Click on **Get Details**

The screenshot shows the 'Contractor Info' page. The 'Apply' menu is open, displaying three options: 'New Contractor', 'Renew Contractor', and 'Upgradation'. A red callout box with a white background and black border points to the 'Upgradation' option, containing the text 'Click here to Upgrade Contractor to a new class'. Below the menu, there is a pie chart titled 'Status of Contractors'. The chart shows two segments: a red segment representing 'Contractor Registered' and a teal segment representing 'Supplier Registered'. The 'Supplier Registered' segment is significantly larger than the 'Contractor Registered' segment. The footer of the page displays 'Status of Contractors'.

**Figure: Click on Upgradation**



person PWD Officer-7  
PWD Role: Employee

Home Apply Upgrade Contractor

Registration No. \* Email \* Mobile Number \*

Registration Number Email Id Mobile Number Get Details

Upgrade of Contractor Class

Upgrade Class \* --Select--

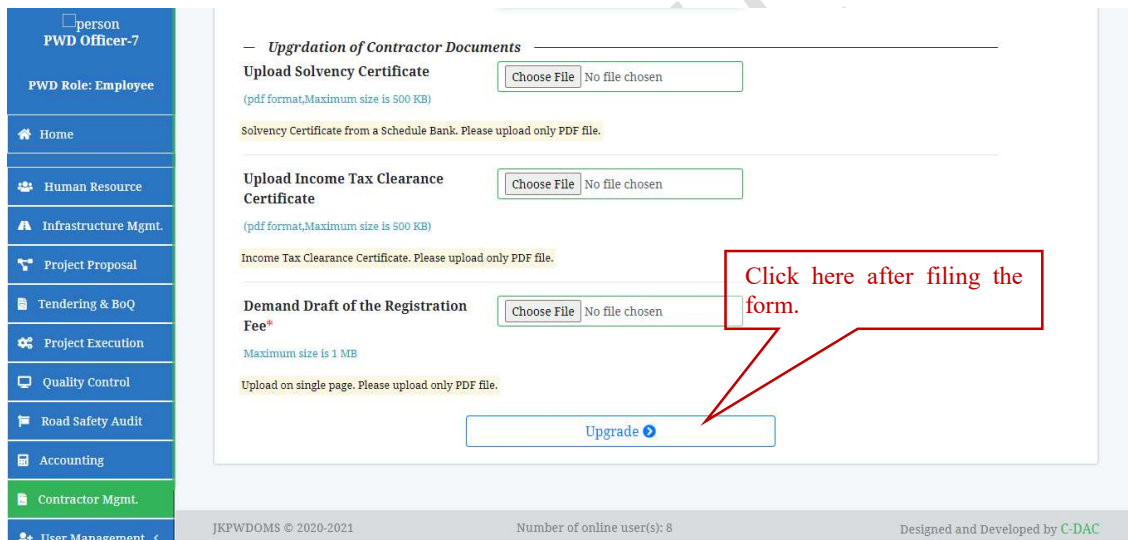
Upgrade of Contractor Documents

Upload Solvency Certificate Choose File No file chosen  
(pdf format, Maximum size is 500 KB)

Solvency Certificate from a Schedule Bank. Please upload only PDF file.

Upload Income Tax Clearance Certificate Choose File No file chosen  
(pdf format, Maximum size is 500 KB)

Figure: Upgrade Contractor form



person PWD Officer-7  
PWD Role: Employee

Home Human Resource Infrastructure Mgmt. Project Proposal Tendering & BoQ Project Execution Quality Control Road Safety Audit Accounting Contractor Mgmt. User Management

Upgrade of Contractor Documents

Upload Solvency Certificate Choose File No file chosen  
(pdf format, Maximum size is 500 KB)

Solvency Certificate from a Schedule Bank. Please upload only PDF file.

Upload Income Tax Clearance Certificate Choose File No file chosen  
(pdf format, Maximum size is 500 KB)

Income Tax Clearance Certificate. Please upload only PDF file.

Demand Draft of the Registration Fee \* Choose File No file chosen  
Maximum size is 1 MB

Upload on single page. Please upload only PDF file.

Upgrade

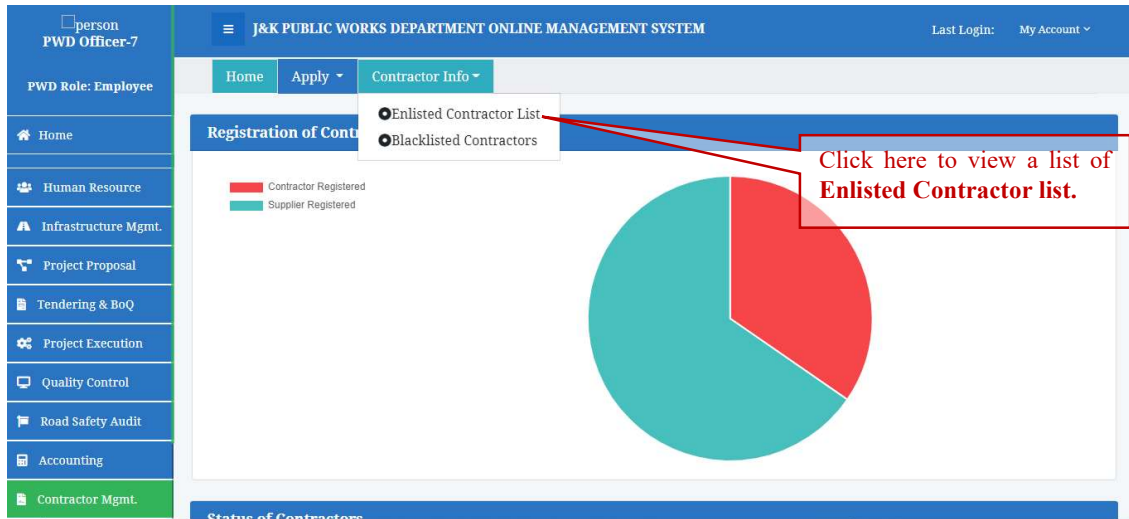
Click here after filing the form.

JKPWDOMS © 2020-2021 Number of online user(s): 8 Designed and Developed by C-DAC

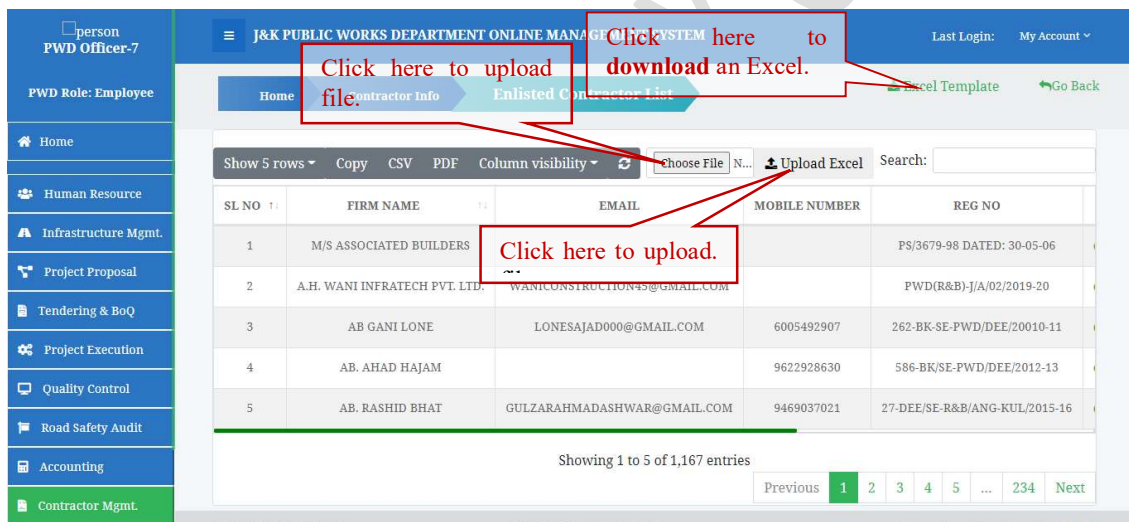
Figure: Click on Upgrade

## 5.6 Search/ View Enlisted Contractor Information

To View a list of **Enlisted contractor**, click on the **Contractor info** in the Contractor Management Dashboard, a drop-down menu will appear, Click on **Enlisted Contractor List**. A page will appear with a list of all Enlisted Contractors. Click **‘Show entries’** to show the number of employee list on the screen. To View the Basic details of the Contractor, click on **Basic Details**. A window will open showing the basic details of the Contractor. To view the other details of the Contractor, click on the **Details** of the particular item.



**Figure: Click on Enlisted Contractor List**



**Figure: Enlisted Contractor info**



**Search by name**

Click 'Show entries' to show the number of employee list on the screen.

Click here to get the basic details.

**Figure: Enlisted Contractor List**

Contractor ID	Firm Name	Registration NUMBER	Contractor Class	Authority	PAN Number	Valid From	Valid To	Contractor Name	Mobile Number	Email Id	PIN code	State
1258	M/S ASSOCIATED BUILDERS	PS/3679-98 Dated: 30-05-06	Class A	Others	null	2018-04-01T00:00:00	2019-03-31T00:00:00	null	null	null	null	Jammu and Kashmir

OK

**Figure: Basic Contractor Details**

**Click on the Details**

Click on the Previous /Next to view previous/next page

**Figure: Get details of the particular items.**

## 5.7 Edit the Contractor Info

To edit the Contractor Information, click on the **Edit** link. A confirm dialog box will appear. Click on **Edit**. A page will appear with the basic information of the Contractor. Edit the details and then click **Next**. **Similarly** Edit the bank details if u wish to change and then click on **next**.

The screenshot shows the 'Enlisted Contractor List' page. The table contains the following data:

MOBILE NUMBER	REG NO	BASIC DETAILS	BANK DETAILS	DOCUMENTS	EDIT
	PS/3679-98 DATED: 30-05-06	<a href="#">BASIC DETAILS</a>	<a href="#">DETAILS</a>	<a href="#">DETAILS</a>	<a href="#">EDIT</a>
GMAIL.COM	PWD(R&B)-J/A/02/2019-20	<a href="#">BASIC DETAILS</a>	<a href="#">DETAILS</a>	<a href="#">DETAILS</a>	<a href="#">EDIT</a>
IL.COM	6005492907 262-BK-SE-PWD/DEE/20010-11	<a href="#">BASIC DETAILS</a>	<a href="#">DETAILS</a>	<a href="#">DETAILS</a>	<a href="#">EDIT</a>
	9622928630 586-BK/SE-PWD/DEE/2012-13	<a href="#">BASIC DETAILS</a>	<a href="#">DETAILS</a>	<a href="#">DETAILS</a>	<a href="#">EDIT</a>
GMAIL.COM	9469037021 27-DEE/SE-R&B/ANG-KUL/2015-16	<a href="#">BASIC DETAILS</a>	<a href="#">DETAILS</a>	<a href="#">DETAILS</a>	<a href="#">EDIT</a>

Showing 1 to 5 of 1,167 entries

Figure : Click on Edit

The screenshot shows the 'Confirm!' dialog box with the text 'Are you sure?' and two buttons: 'EDIT' and 'CANCEL'. A red box highlights the 'EDIT' button with the text 'Click on "Edit" to edit the contractor information or else click "Cancel".'

Figure :Click on Edit

person PWD Officer-7

J&K PUBLIC WORKS DEPARTMENT ONLINE MANAGEMENT SYSTEM Last Login: My Account

Home Apply **New Contractor** Go Back

Basic Information Bank Account Details Upload Documents

Contractor  Supplier

Firm Name:\* M/S ASSOCIATED BUILDERS Class:\* Class A Registration Number:\* PS/3679-98 Dated: 30-05-06 Issuing Authority:\* Others

PAN Number:\* PAN Number First Name:\* First Name Middle Name:\* Middle Name Last Name:\* Last Name

Registration Valid From:\* 01-Apr-2018 Registration Valid To:\* 31-Mar-2019 Mobile Number:\* Mobile Number Alternate Mobile Number:\* Alternate Mobile Number

Email ID:\* Email Id Permanent Office Address:\* Permanent Addresses of the Office Present Office Address:\* Present Address of Communicator PIN Code:\* PIN Code

State:\* District:\* Code: Phone Number: Code: Fax Number:

Figure : Editing the Basic Information

person PWD Officer-7

J&K PUBLIC WORKS DEPARTMENT ONLINE MANAGEMENT SYSTEM Last Login: My Account

Home Apply **New Contractor** Go Back

Basic Information **Bank Account Details** Upload Documents

Bank Account No.\* IFSC Code.\* MICR Code

Bank Account No. SBIN0000035 GET BRANCH 7703

Name of the Bank & Branch\* BETLIAH State Bank of India BETLIAH

NEXT

JKPWDOMS © 2020-2021 Number of online user(s): 1 Designed and Developed by C-DAC

Click on the 'GET BRANCH' button.

Click on Next.

Figure: Edit the Bank Information

person PWD Officer-7

J&K PUBLIC WORKS DEPARTMENT ONLINE MANAGEMENT SYSTEM Last Login: My Account

Home Apply **New Contractor** Go Back

Basic Information Bank Account Details **Upload Documents**

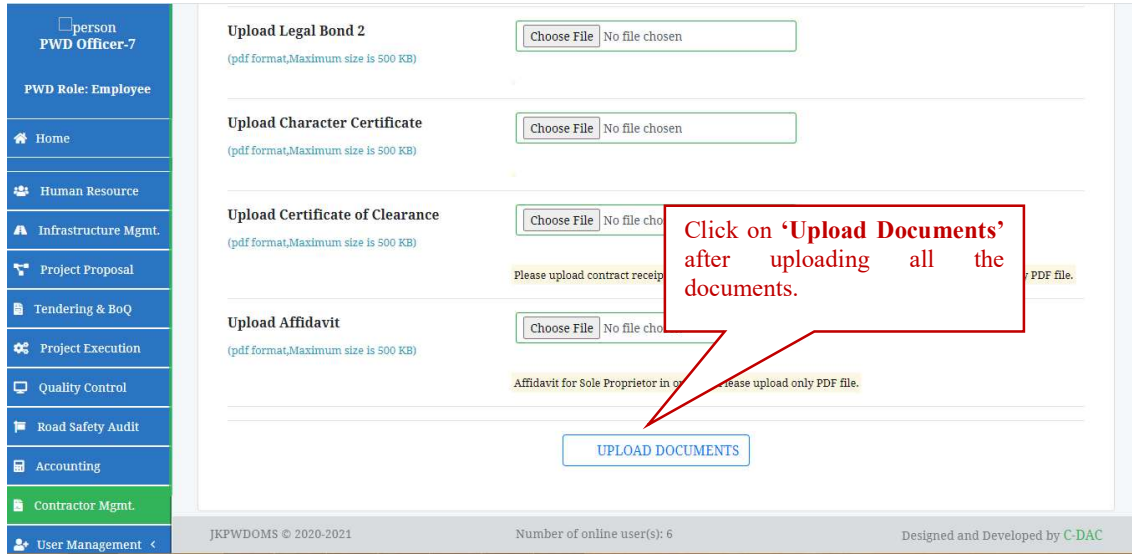
Upload passport size photo (jpg/jpeg/png format Max 200 KB) Choose File No file chosen

Upload Registration Card\* (pdf format,Maximum size is 500 KB) Choose File No file chosen

Upload Solvency Certificate (pdf format,Maximum size is 500 KB) Choose File No file chosen

Click on 'Choose File'

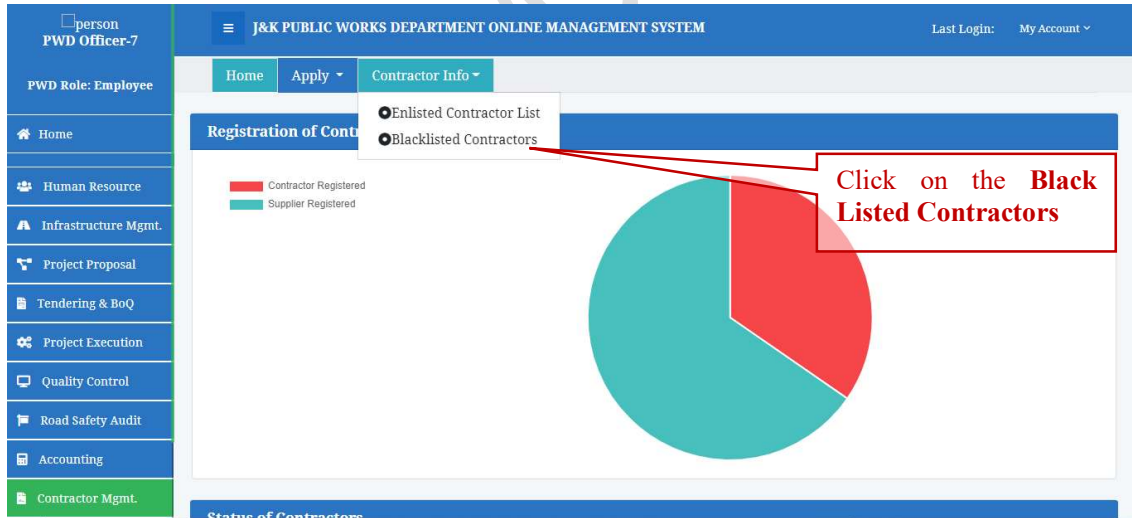
Figure: Uploading the documents



**Figure: Uploading the documents**

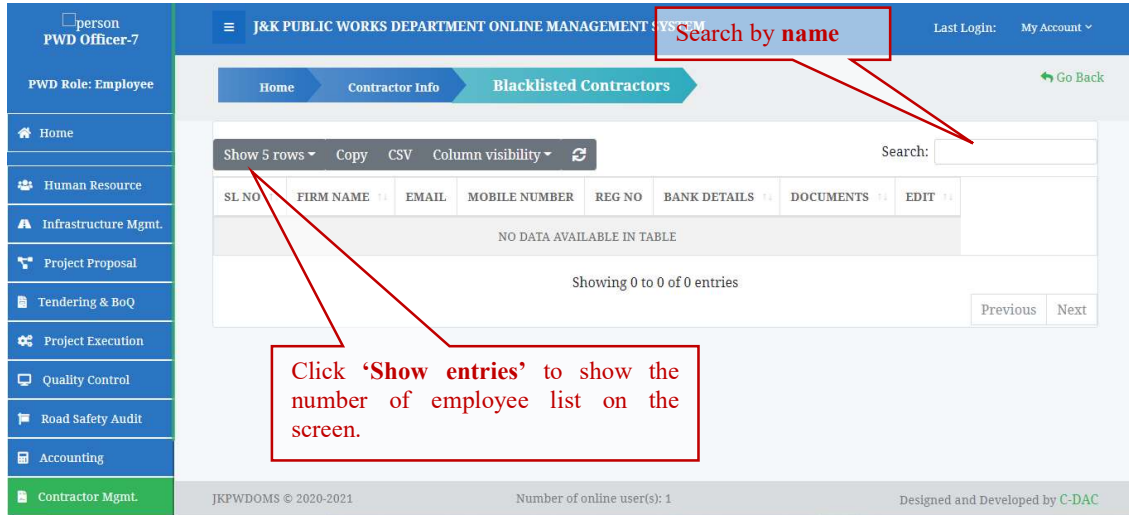
## 5.8 Search /View Black Listed Contractors

To Search/View Blacklisted Contractors, click on the **Contractor Info** menu in the Contractor management dashboard. A dropdown menu will appear, click on the **Blacklisted Contractors** option.



**Figure: Click on the Blacklisted Contractors**

A page will appear with a list of Blacklisted Contractors.



person  
PWD Officer-7

J&K PUBLIC WORKS DEPARTMENT ONLINE MANAGEMENT SYSTEM

Last Login: My Account

Home Contractor Info **Blacklisted Contractors** Go Back

Show 5 rows Copy CSV Column visibility Search:

SL NO	FIRM NAME	EMAIL	MOBILE NUMBER	REG NO	BANK DETAILS	DOCUMENTS	EDIT
NO DATA AVAILABLE IN TABLE							

Showing 0 to 0 of 0 entries

Previous Next

Click 'Show entries' to show the number of employee list on the screen.

JKPWDOMS © 2020-2021 Number of online user(s): 1 Designed and Developed by C-DAC

**Figure: Blacklisted Contractors list**