

## User Guide for PRICE – Live Site

1. Web Address: [www.price.kerala.gov.in](http://www.price.kerala.gov.in)  
Click on the LSGD Logo on the bottom of the page
2. Select “Panchayat/Municipality” in the Select LSGI combo box for Three tier Panchayats & Municipalities  
Give your PEN (Permanent Employee Number) number in the “Username” box, Password is “Lsgd@2016” and also the captcha. On first login, you will be asked to change your password. Change the password and then login once again using the new password
3. Only Assistant Engineers have the power to create estimate files. So there will be an option “Draft Estimates” and a “Create Estimate” button in addition to the “Inbox” and “Files Viewed ByMe” options.
4. All the fields with red asterisk (\*) marks are mandatory.
5. The “Request/Resolution No” is the resolution of the Council/ Committee of the LSGI to prepare estimate for a project or the letter or direction from MLAs/ MPs/ District Collector / any such authority for preparation of estimates for a project.
6. In the field, “Proposed Duration of work”– The actual duration of the work shall be calculated and given since it appears in the TS Slip also. Also for “Department supply” field depending on whether bitumen is supplied departmentally or not, it must be given as YES or NO as the case may be. For the time being the calculation for departmental supply is not incorporated in PRICE.
7. In “Type of Execution”, if Beneficiary Committee is chosen, the rates will be calculated devoid of Contractor’s Profit but including overhead charge as per Government Order.
8. Although Asset Number is not mandatory, it shall be given since PRICE will be incorporated with SULEKHA and SANKHYA.
9. Plan/ Non-Plan Work will be active for works other than Annual Plan Works. Although it is not mandatory, if it is selected, then Head of Account should also be given. The Head of Account for MLA – ADS works (LAC – ADS) is 4515-00-800-96 and that for Priority Works is 4515-00-800-97.

## 10. Sanctioning of Estimates

### (A) Project Sanction (AS/FS)

- (i) In the case of LSGIs, the Administrative Sanction (AS) for works coming under Annual Plan is accorded by the Committee/ Council of the respective LSGI and for other works the AS is accorded by government/ District Collector/ others. Hence sanctioning of AS is not a process directly connected with Engineers. So in PRICE, unlike PWD, instead of AS, it is Project Sanction. For submitting estimates for Project Sanction, the “Type of Approval” in Details 1 should be AS/FS.
- (ii) Always use SAVE AND PROCEED button to move from one sheet to another.
- (iii) In Details 2 sheet, Mandatory Estimate report shall be given
- (iv) In Details 3 Sheet, provisions for uploading documents are given.
  - (a) Certificates include all types of certificates related with Vetting, especially Feasibility Certificates in the case of SCP/ TSP funds.
  - (b) Council/ Committee Resolution is the resolution of the LSGI which is provided in the “Request/ Resolution No” in Details 1. It is a mandatory document if the “Type of Scheme” selected in Details 1 is ANNUAL PLAN.
  - (c) “Request from MLA/MP” is uploaded in case of MLA/ MP Projects
  - (d) All other fields in Details 3 are self-explanatory and shall be uploaded.
- (v) In Details 4 sheet, in the Declaration Section, the Provisions are adequate should be checked. Otherwise while creating Observed Data, error will be shown.
- (vi) Clicking the “Save and proceed” button will open the estimate sheet.

The software PRICE and Sulekha can be linked as follows. While forwarding the plan projects for approval (ie, for vetting) through Sulekha software, the estimates prepared using PRICE shall also be forwarded to the concerned officers through PRICE. The approving officers shall make sure that estimates in PRICE have reached them along with the Sulekha project. The estimates may be checked and project sanction may be

accorded in PRICE. While projects are sanctioned in PRICE, a project number will be generated. This project number shall be given as the project approval number in Sulekha. This number will be carried over to SANKHYA and hence a unique number will be there for a project in all the softwares.

**(B) Technical Sanction (TS)**

Once the estimate has been accorded “Project Sanction”, the file will be directly returned to the creator, ie the concerned AE. The same estimate can be forwarded for getting TS.

- (I) The “Type of Approval” in Details 1 should be TS. When TS is selected, the number and date of AS and DPC Number, if any shall be provided. Here the AS number shall be number of the resolution of the Council/ Committee of the LSGI specifying the amount for the particular work or Government Order in case of MLA/ Priority funds or the Proceedings from District Collector in case of MP/ MLASDF/ Other Funds . In case of LSGI Resolution, it can be the same given in the “Request/ Resolution No” when submitted for Project Sanction (or in other words AS) provided the amount for the work is also specified. Otherwise a new resolution may be obtained from the Committee/ Council specifying the amount (AS accorded) as per the estimate.
- (ii) Always use SAVE AND PROCEED button to move from one sheet to another.
- (iii) In Details 2 sheet, Mandatory Estimate report section, editing can be done in the already written Estimate Report if required
- (iv) In Details 3 Sheet, provisions for uploading documents are given.
  - (a) Certificates include any document related with TS.
  - (b) AS/FS Document is the resolution of the LSGI which is provided in the “AS/ FS No” in Details 1. It is a mandatory document for all projects forwarded for TS.
  - (c) DPC Approved Document is the PDF document obtained from Sulekha.
  - (d) All other fields in Details 3 are self-explanatory and shall be uploaded.

### **(C) Direct Technical Sanction ( Direct TS)**

The estimates can be submitted for **Direct TS** without going for project sanction. In such cases, the procedure shall be as that given in TS. This shall be resorted to in case of emergency nature work where DPC approval is not mandatory. This method shall not be resorted to works like LAC – ADS/ MPLADS, etc where AS is accorded by government or any other agency.

#### **11. Estimate Preparation**

- 1) To start the preparing of estimates, click the “Add Heading” button. A heading shall be given in the description box (Eg: Appendix A, Building Proper, etc). The specification to be used for preparing the estimate shall be selected from the combo. For each specification, the CP and OH will be different. So selection shall be based on the needs. If “LS Amount” is specified, then a detailed estimate cannot be prepared. If electrical estimate is available, it can be uploaded as an attachment.
- 2) Using the “Add Specification” button, the different chapters and the specifications in each chapter can be accessed. Select the required specification and click the “Save” button to add them to the estimate.
- 3) Clicking on the specifications will open the “Add Items/ Measurements” link. Using this link, measurements can be added to each specification. “Add Measurements” button will help in entering the measurements and “Save Measurements” button will help to save the measurements.
- 4) Using the “Create Observed Data” link on the left top, observed data (OD) can be created. Use the “New” button the RHS to create a new OD. OD can be created as New or copied from existing OD or existing specification. The created ODs will be available for further use of the creator. Others can see this OD only when this file is once forwarded. They can use this OD by creating a template of this estimate. Approved ODs of PWD, Irrigation, Harbour and Mechanical are added as chapters in the Specification window.
- 5) Three types of prints can be generated – Abstract, General and Detailed by clicking the “Abstract” button.
- 6) To forward the created file to other officers click the “Forward/ Approval” tab. Select “For TS” or “For AS/FS” as the case may be. Select appropriate action from the Action

box. Select the person to whom the file shall be forwarded. Write appropriate note in the box provided. The note should be same as the notes in a manual file. Click the “Submit/ Forward” button to forward the file. Once the file is forwarded, it will leave the user’s ID. But it can be viewed in the “Files Viewed By Me” option in the Home page.

- 7) The files forwarded by other officers can be found in the Inbox of the receiver. Files can be opened from the inbox and viewed. For editing the file, click the “Click here to edit the file” button. The “File History” tab can be perused to get the details of the officers who have seen the file. The “Notes” section gives the notes written by each officer in an office. An officer can see only the notes written by other staff of the same office. Any officer can add or delete specifications to the estimate.
- 8) Assistant Engineers can use the “Create Template” button along with each estimate to create a template of a particular estimate which can be used for further similar estimate preparation.
- 9) The head of the offices can call back a file from the inbox of other staff of the same office using the “Call Back” option on the LHS of the screen.
- 10) BoQ can be generated on TS approved estimates.
- 11) “Estimate – Search” can be used to search estimates created in any office of LSGD. The searched estimate can be viewed and templates can be created from them.

For more details please contact

1. Office of the Chief Engineer, LSGD – 0471 2324951
2. Sri. Geethakrishnan K.I – 9447584392
3. Smt. Sumitha G.K – 8281240809

Always send your problems/ issues encountered to [pricelsgd1@gmail.com](mailto:pricelsgd1@gmail.com)

LSGD Asst Engineer, Sri. Pradeepan, Velinelloor GP, Kollam has prepared a pictorial user guide of PRICE and is available in the link <http://www.sahaayidotcom.blogspot.in/2016/02/attention-engineers-price-user-guide.html>

**It is advised to use the browser “Mozilla Firefox” for better performance.**