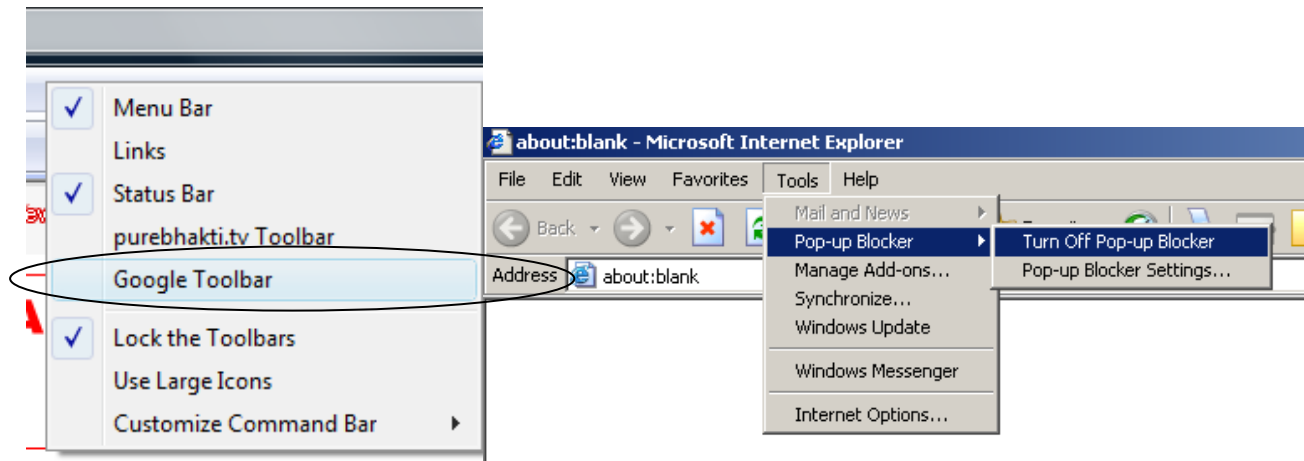
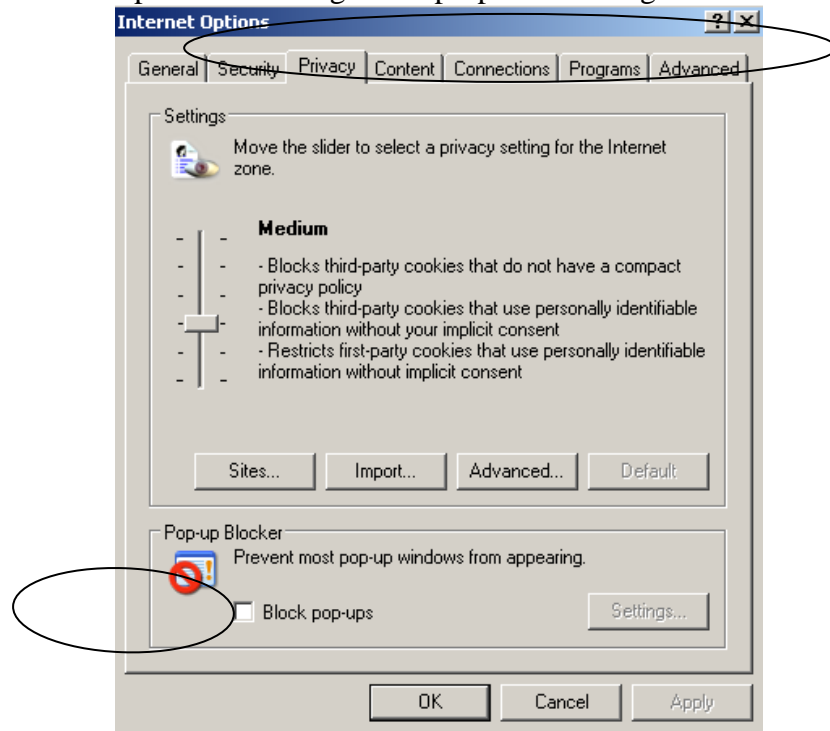


Procedure for submitting claims electronically for World Bank Assisted Projects

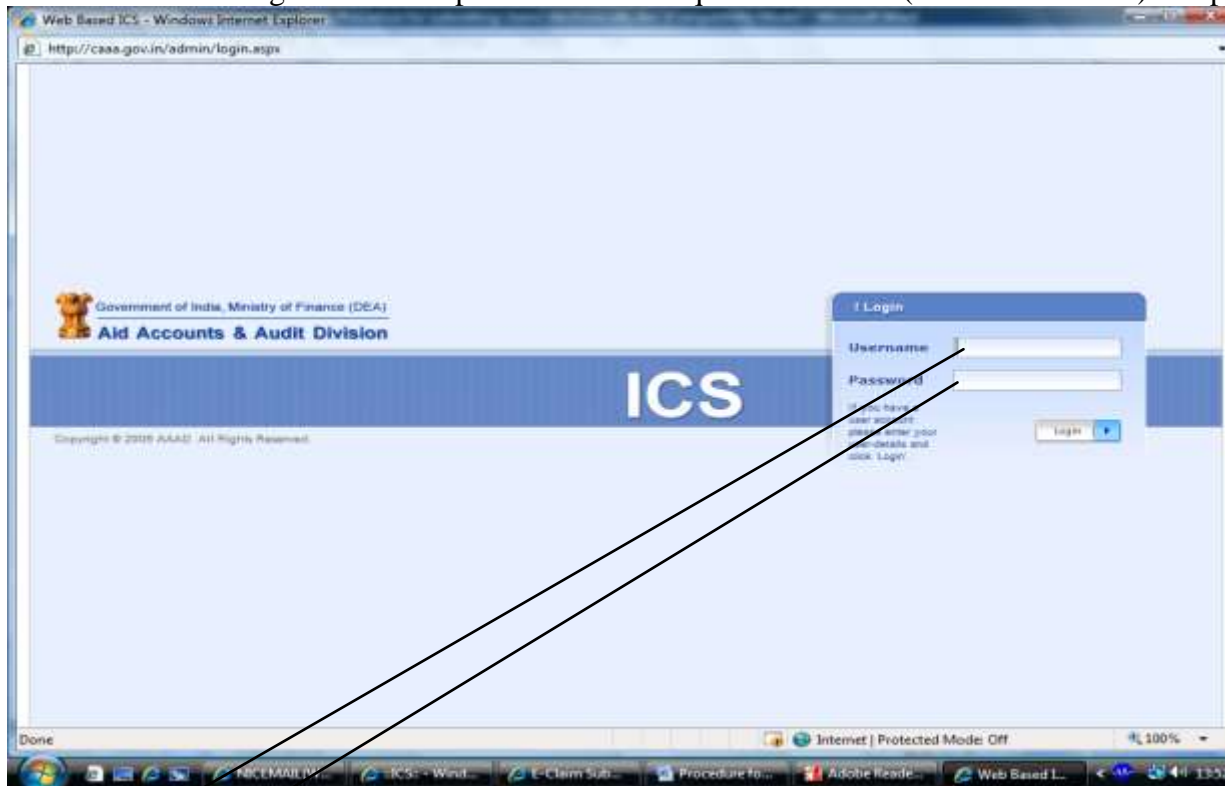
Before logging in the system please uncheck all the tool bars as shown below. Also go to tools and turn off Pop-up Blocker as shown below,



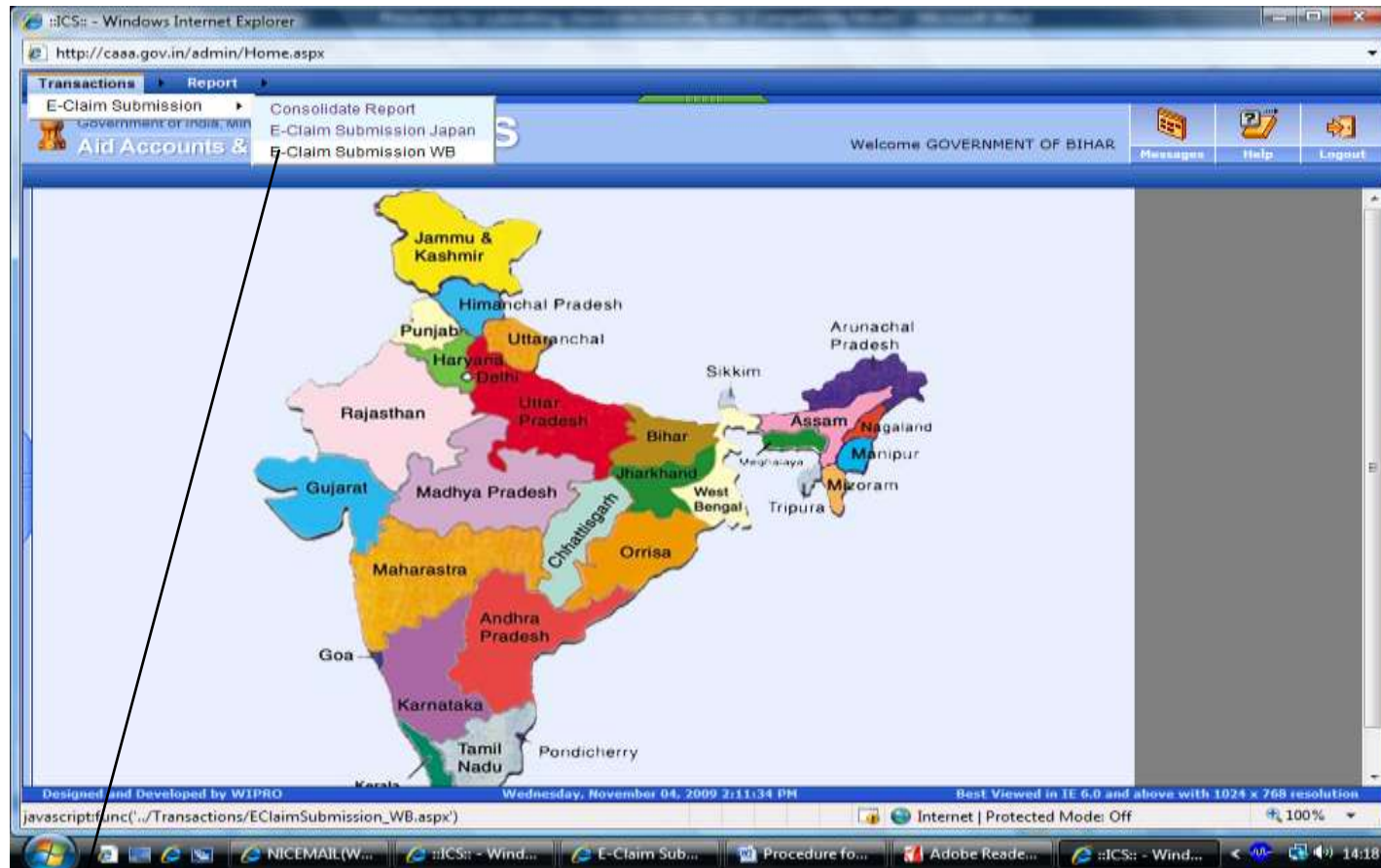
The second option for turning the Pop-up Blocker is go to internet options and on Privacy Tab uncheck Block pop-ups as given below



1. For submitting the claims the projects will have to approach this division for user id and password.
2. After obtaining the user id and password the website <http://caa.gov.in/> will be accessed
3. The following screen will appear which will require the user id (not case sensitive) and password (case sensitive)



4. Type the user id in capitals or lower being not case sensitive provided by this division
5. Type the password as provided by this division using upper or lower case being case sensitive
6. After logging the following screen will appear



7. After logging the following screen will appear



8. Click Admin under Utilities appearing on top menu bar and following screen will appear

Change Password

Login Id*

Enter Old Password*

Enter New Password*

Confirm New Password*

* Required Fields

- Between 8 and 16 characters
- Contain at least one upper case letter
- Contain at least one numeric character
- Not be a date or formed from a date

Close

Save Cancel

9. The password provided by this division is to be changed immediately using the screen shown above please also follow these instructions as shown on the page. The password can be changes by typing old pass word and entering new password. The password should not be disclosed to anyone. In case of transfer on any official associated with submission of the claims electronically, the pass word should be changes for safeguard.
10. Click on E-claim Submission for WB for IDA credits/grants, IBRD loans/grants and IDF Grants

11. The SOE format relevant to the agreement will appear in a new window as shown below (Example):

E-Claim Submission - World Bank

STATEMENT OF EXPENDITURE(SOE)

Control No: Donor Id*:

Date*: WB Loan No*:

From Date*: Currency Id*: Application No.*: SOE Sheet No*:

To Date*: Imp.Agency Id*: Misc Heading1: Misc Heading2:

Indian Rupee in Millions

Item No	Category No	Country of Consultants	Name and Address of Consultants	Category Description	Misc 1	Misc 2	Amount Invoices	Eligible %	Eligible Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

TotalAmt Invoices: Total Of Eligible Amount:

Documentation Certificates*:

Claim Certificate:

Payments Made During the above Period For Expenditure Under

*** Required Fields**

9. Fill the SOE format as indicated below:

- 1. Date
- 2. Period of claim From
- 3. Period of claim to
- 4. Select donor id like IDA or IBRD or IDF as the case may be
- 5. Select Credit/Loan/Grant No
- 6. Select currency id (by default (INR))

- 7. Your Application No
- 8. In case of any Misc 1. & Misc 2 Heading to be inserted in SOE sheet
- 9. SOE Sheet No

10 Once the donor and loan number is selected the categories if the agreement will appear automatically as shown below:

E-Claim Submission - World Bank

STATEMENT OF EXPENDITURE(SOE)

Control No: Donor Id*:
 Date*: WB Grant No*:
 From Date*: Currency Id*:
 To Date*: Imp.Agency Id*:

Indian

Item No	Category No	Country of Consultants	Name and Address of Consultants	Category
	-Select-			
	1			
	2			
	3			

11. On selection of the category the name of the category will appear.

After selecting the category please fill the details as being done in SOE sheet being sent to this division. In case some Miscellaneous items are to be indicated please fill the columns provided in the format. If nothing is entered in Headings and Columns of the SOE Format it will not appear on the final saved version of the SOE Sheet. An example is show below:

E-Claim Submission - World Bank

STATEMENT OF EXPENDITURE(SOE)

Control No: Donor Id*: **IBRD**
 Date*: WB Grant No*: **Bihar Development Policy Operation**
 From Date*: Currency Id*: Application No.*: SOE Sheet No.*:
 To Date*: Imp.Agency Id*: Misc Heading1: Misc Heading2:

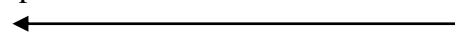
Indian Rupee in Millions

Item No	Category No	Country of Consultants	Name and Address of Consultants	Category Description	Misc 1	Misc 2	Amount Invoices	Eligible %	Eligible Amount	Currency	AmtPaid from SplAcc	Exchange Rate	Remarks
	1	India	Ald Accounts & Audit	First Tranche			25000000	100.00	25000000				

Actions:

12 After filling the invoice amount select reimbursement eligible percentage from drop down.

In case you want to add one more item in SOE Sheet press "Add" else Save



Documentation Certificates*

Payments Made During the above Period
For Expenditure Under

First Tranche
Second Tranch
Front-End-Fee

*** Required Fields**

Save Cancel Pending History

Claim Certificate

13. Please indicate the address where documents have been retained

14. If filled correctly press save button else cancel and start again.

14. Please give certificate if the claim is more than six months old

Control No: 2009000022 Donor Id*: IBRD
 Date*: 05/11/2009 WB Loan No*: 4879-IN
 From Date*: 05/11/2009 Currency Id*: INR
 To Date*: 05/11/2009 Imp.Agency Id*: govr

Category No	Country of Consultants	Name and Address of Consultants	Category Description	Misc 1
1	India	Aid Accounts & Audit	First Tranche	

Tot

Documentation Certificates* At PMU Bihar

**Payments Made During the above Period
 For Expenditure Under**

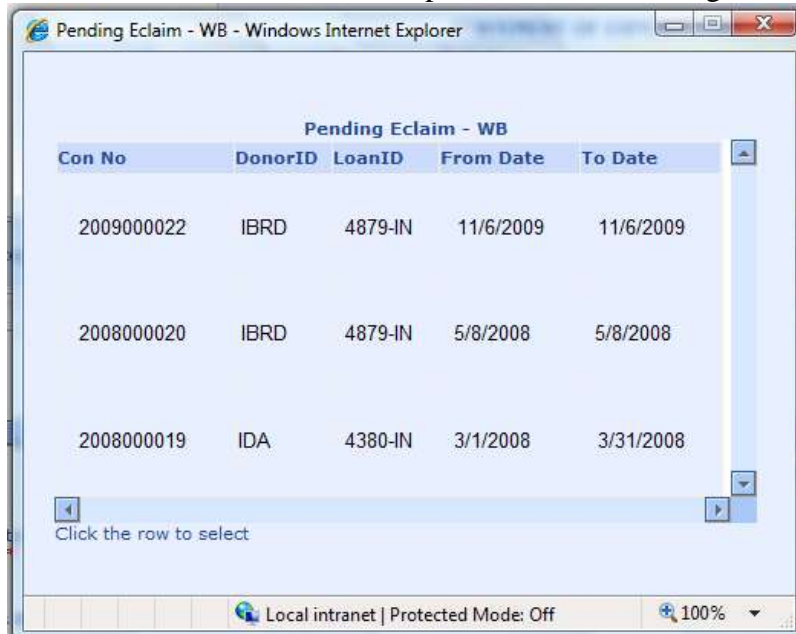
First Tranche
 Second Tranch
 Front-End-Fee

*** Required Fields**

Update Print Cancel Pending History

16. Once the data has been saved a control number will be generated and print button will get activated.

17. The filled SOE form can be printed and checked again. In case of some mistake or error press the pending button the following window will open



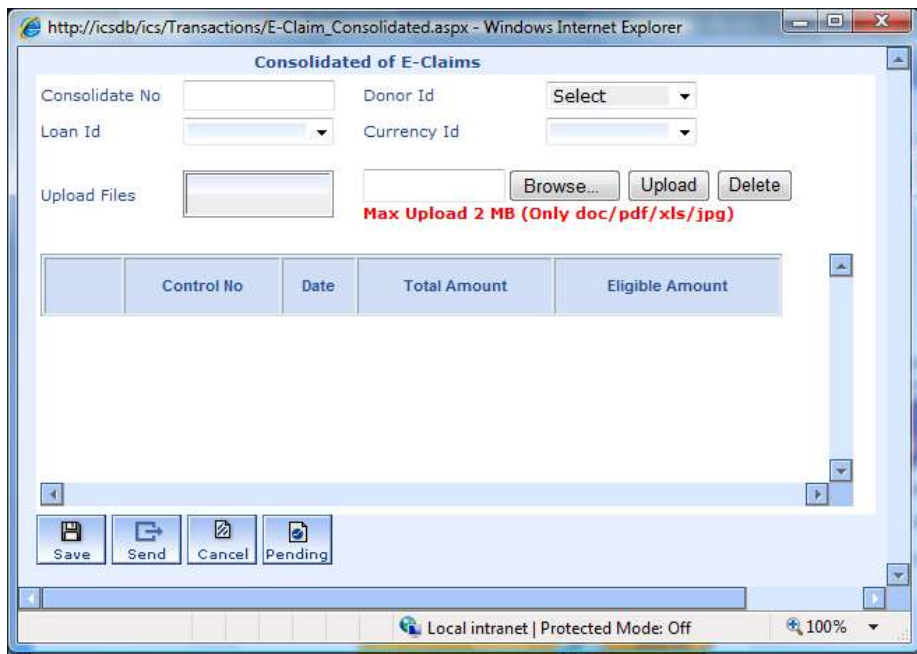
18. The window shows all the claims entered by the project authority not yet processed for sending to this division. Select the control No you want to modify. Double click on the control no. and make necessary correction in the form already filled and get a fresh print out.example is shown below:



19. After doing all the corrections and printing of SOE Form go back to main page and press Consolidate Report



20. The following window will open:



21. Select donor id, loan id and currency id. All the claims pending for submission for the select donor id, loan id and currency id will appear as shown below:-

http://icsdb/ics/Transactions/E-Claim_Consolidated.aspx - Windows Internet Explorer

Consolidated of E-Claims

Consolidate No: Donor Id: IBRD

Loan Id: 4879-IN Currency Id: INR

Upload Files:

Max Upload 2 MB (Only doc/pdf/xls/jpg)

<input type="checkbox"/>	Control No	Date	Total Amount	Eligible Amount
<input type="checkbox"/>	2008000020	08/05/2008	200,000.00	200,000.00
<input type="checkbox"/>	2009000022	06/11/2009	25,000,000.00	25,000,000.00

Local intranet | Protected Mode: Off | 100%

22. In the example shown there are two claims (for Donor: IBRD, Loan No: 4879-IN and Currency: INR) yet to be submitted to this division.

→ Check the box and click save

→ A consolidated No will be generated

→ Upload the printed, signed and scanned copy of the SOE Form. Please scan the SOE Form printed from previous screen and save it as **pdf** or **jpg** file.

Once the information has been saved a print button will get activated. On print command ABSTRACT OF SUMMARY SHEET and SOE Form will be generated which can be printed, signed, scanned and duly signed copy can be uploaded.

Example of the report is shown below:

Report Viewer - Windows Internet Explorer

FromClaim_id: 2009000011 ToClaim_id: 2009000011

100% Filed | Next Select a format Export

ABSTRACT OF SUMMARY SHEET

State/Institution : Government of Bihar IDA Credit No. : 4875-IN
 Name of the Project : Bihar Development Policy Operation Application No : 1
 Reference Period : 06-11-2009 To 06-11-2009 Dated : 06-Nov-2009

1	2	3	4	5	6
SOE Sheet No.	Category No.	Total Expenditure Rs. in Millions	Percentage of Reimbursement	Amount claimed for Reimbursement Rs. in Millions	Remarks
1	1	25.000	100.00	25.000	
TOTAL		25.000		25.000	

Project Authority
 TEQIP-IBRD4875-IN
 Secretary (Cooperation)
 Patna, Bihar-800015

**Bihar Development Policy Operation
 STATEMENT OF EXPENDITURE(SOE)**

Form 1C

Payments made during the period from 06-Nov-2009 to
 06-Nov-2009 For expenditures under

* First Tranche
 * Front-End-Fee
 * Second Tranche

Date: 06-Nov-2009
 Loan Id: 4875-IN
 SOE Sheet no: 1
 Application No: 1

Rs. in Millions

1	2	3	4	5	6	7	8	9	10	11
Item No	Category No 3/	Country of Consultant s/	Name and Adress Of Consultants 4/	Brief Description of Services/ training / workshops	Total Amount of Invoices covered By Application	Eligible % Paragraph 3.2 of the Annex to the Letter	Amount Eligible for Financing (8*7)	Currency & Amount Paid from the Special Account (9)	Exchange Rate	Remarks

23. After completing the above mentioned steps projects can send the claim by clicking the send button. The claim will be available to this division for further necessary action.

22. Once the claim is submitted, Claim No. will appear. Please note this Number as this will be unique id for all future correspondence with this office for this particular claim.

NOTE: At present hard copy of the claim is required to be submitted quoting on top of the forwarding letter **“E-Clam submitted vide Claim No _____”**