



GOVERNMENT OF HARYANA

HARYANA ENGINEERING WORKS PORTAL

USER MANUAL

**E-MB BILLING &
GST REIMBURSEMENT**

2024



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Submit Bill to JE

To submit a bill to JE, the contractor is required to follow the steps below:

1. Click on the "**Login**" button to access the portal.

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Highlights

Registered contractor will be exempted from paying Earnest money de

Skip to main content A- A A+ A A

Home Downloads Help New User Sign-Up Login

Government of Haryana **Click here**

Haryana Engineering Works Portal

OUR AIM TO BRING **EXCELLENCY**

The Haryana Engineering Works Portal is a revolutionary platform that aims to transform the way engineering works are executed in Haryana.

Get Started →

Key Performance Metrics

Estimates Departments Tenders Allotment

49

चुनाव का पर्व
DESH KA GARV
LIKESHARMA ELECTION 2024

"NO VOTER TO BE LEFT BEHIND"

2. Click on the "Contractor" option to proceed.

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Click here

Login

Contractor Employee

✉ Enter Mobile/Unique Code

🔒 Your Password

📄 Type Captcha Code **ZX594G** ↻

Log In

3. From the left sidebar of the screen, click on “**Submit Bill to JE**”.

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The screenshot displays the Haryana Engineering Works Portal (HEWP) dashboard. On the left, a navigation menu lists various options, with 'Submit Bill to JE' highlighted in a red box. A red box labeled 'Click here' with an arrow points to this option. The main dashboard area features a welcome message and several data cards: '8 Works Experience', '86.44 Average Appraisal Score', 'FY 2021-2022', and 'April 2021'.

4. Click on “**Submit Bill to JE**” from the options available.

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Dashboard **Click here**

Contractor Registration +

E-Tender +

Submit Bill to JE -

Submit Bill to JE

Submit GST Reimbursement Bill

Check Bill Status

Time Extension

Welcome to HEWP Dashboard!
We have assembled some information to get you started.

8 Works Experience

86.44 Average Appraisal Score
[View Detail](#)

FY 2021-2022

April 2021

5. You will be directed to the dashboard where you will see three different sections:
- **“Bill submitted by Agency”**
 - **“Administrative Approved Work Under Agreement”**
 - **“Item Number Description**

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Bill Submitted by Agency

[Tender ID] & Agreement Name

Agency Name

Administrative Approved Work Under Agreement

Agreement Amount

Payment made against this agreement

Bill Passed but Payment can be made

Bill Type Running Bill Final Bill

Bill Number

- Click on the dropdown button next to "[Tender ID] & Agreement Name" and select the desired option.

Note: The Name of Agreement “2023_HRY_280648_1” has been chosen for the reference purpose. Subsequent selection criteria will be aligned with this.

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Bill Submitted by Agency

[Tender ID] & Agreement Name	Select One	Click here
Agency Name	[Dropdown menu with list of bills]	
Administrative Approval		
Agreement Amount		
Payment made against		

Note: The Name of Agreement “2023_HRY_280648_1” has been chosen for the reference purpose. Subsequent selection criteria will be aligned with this.

- If the variation entry is started for the selected bill, then you cannot forward this bill to JE.

- When "Name of Agreement" is chosen, the system auto-fills the “Agency Name”. Also, you'll find “View DNIT”, "View Allotment" and "Reference Entry by JE" options available.
- Click on “View DNIT” to open & view the Detailed Notice Inviting Tender (DNIT).

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Bill Submitted by Agency **Click here**

Name of [Agreement No.] & Agreement [2023_HRY_280048_1]-work of installation of shallow tu ▾

View DNIT
View Allotment
View Reference Entry By JE

Agency Name KRISHAN KUMAR CONTRACTOR (R48)

- Upon clicking, the following PDF will be opened.

DNIT details										
MICRO IRRIGATION & COMMAND AREA DEVELOPMENT AUTHORITY HARYANA (CADA), Haryana Executive Engineer Rohtak[MICAD Division Rohtak]										
									DNIT Cost (Rs.) :- 2,45,23,573/-	
E-Tender ID	2023_HBC_270089_1									
Name of Estimate	Micro Irrigation Infrastructure on Canal Command Outlet RD 15120-R Katwara Minor from the outlet to on-farm hydrant.									
Abstract Cost of DNIT										
Sr. No.	Type	DNIT Cost (Rs.)								
1.	HSR Items	48,85,504.59								
2.	NS Items	1,96,38,068.17								
Total :-		2,45,23,573								
HSR ITEMS										
Sr. No.	HSR Item No.	HSR Description (Note)	Rate Type	Quantity	Unit	HSR Rate (Rs.)	HSR Rate Applic. (Rs.)	Premium %age	Rate with Premium Amount (Rs.)	Net Amount (Inc. Prem.) (Rs.)
Main Component- Distribution System										
Sub Component- Distribution Pipe Network and Accessories										
1	20.69	L FILTER MEDIA Providing, lowering, laying in trenches, aligning, fixing in position and jointing at all level/depths cast iron (CI) standard specials plain /flanged/ socketed conforming to IS13382 with rubber ring, nut bolts and rubber sheet such as tees, bends, tapers, caps etc.								

1. Click on “View Allotment” to open & view the allotment details.

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Bill Submitted by Agency

Click here

Name of [Agreement No.] & Agreement

[View DNIT](#) [View Allotment](#) [View Refrence Entry By JE](#)

Agency Name KRISHAN KUMAR CONTRACTOR (R48)

- Again, upon clicking, the following PDF will be opened.

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CAD DIVISION ROHTAK
MICRO IRRIGATION & COMMAND AREA DEVELOPMENT AUTHORITY HARYANA (CADA)

ISSUE OF NOTICE TO PROCEED WITH THE WORK

To
KRISHAN KUMAR CONTRACTOR
SINGHWA ROAD MASOODPUR, MASOODPUR, 125049[R48]
E-mail- krishansharma0017@gmail.com
Contact No.- 9992100018

Memo No.- HEWP/AL-11935 Dated: 14/08/2023

Subject:- Estimate Planning, Design, Supply, Installation, Testing, Commissioning and Operation and Maintenance for 3 years (including three year of free maintenance of on- farm Micro Irrigation System) after one year assured performance demonstration/defects liability period, whichever is later, of Grid/So/Chargeable to: Estimate Planning, Design, Supply, Installation, Testing, Commissioning and Operation and Maintenance for 3 years (including three year of free maintenance of on- farm Micro Irrigation System) after one year assured performance demonstration/defects liability period, whichever is later, of Grid/So/.....(Tender id : 2023_HBC_264861_1

Allotment No.	: CAD/FY2023-24/015944
Agreement Amount (Rs.)	: 5,55,02,073/-
Date of Start	: 21/08/2023
Date of Completion	: 14/10/2024

Pursuant to your furnishing the requisite Performance Security as stipulated in ITB Clause 34 and signing of the Contract for the work of "Estimate Planning, Design, Supply, Installation, Testing, Commissioning and Operation and Maintenance for 3 years (including three year of free maintenance of on- farm Micro Irrigation System) after one year assured performance demonstration/defects liability period, whichever is later, of Grid/So" at a bid price of Rs.5,55,02,073/-.

2. Click on "**View Reference Entry By JE**" to view the reference entry made by the Junior Engineer.

Bill Submitted by Agency

Click here

Name of [Agreement No.] & Agreement [2023_HRY_280648_1]-work of installation of shallow tu ▾

[View DNIT](#) [View Allotment](#) [View Reference Entry By JE](#)

Agency Name KRISHAN KUMAR CONTRACTOR (R48)

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- Upon clicking, the following PDF will be opened.

Reference Entry										
Agency Name-HEWP ID	KRISHAN KUMAR CONTRACTOR-R48 -Registered & Valid Upto Sep 29 2026 4:59PM									
Tender Number and Name	2023_HRY_280648_1-work of installation of shallow tubewell for lowering SSWL in Village Beri, Dujana, Seria and Gochhi and reusing it for irrigation in the Jhajjar Disty									
Work Name-[Cost(Rs)]	Installation of shallow tubewell for lowering SSWL in Village Beri, Dujana, Seria and Gochhi and reusing it for irrigation in the Jhajjar Disty-90267123.79									
Allotment Number	IRRFY2023-24/012173 Date : 21-06-2023									
Agreement Start Date	23-06-2023 End Date: 01-08-2027									

	Reference Number-Date/Component Name/Sub Component/ITEM/Description	Reference No and Date	Unit	No.	L	B	D	Qty	Total Qty
	Reusing in Jhajjar Disty								
	Underground pipeline to Jhajjar Disty								
1	<i>HSR Item 4.16.1.3</i> -Excavating trenches of required width for pipes, cables, etc including excavation for sockets, and dressing of sides, ramming of bottoms, depth up to 1.5 m, including getting out the excavated soil, and then returning the soil as required, in layers not exceeding 20 cm in depth, including consolidating each deposited layer by ramming, watering, etc. and disposing of surplus excavated soil as directed, within a lead of 50 m : 1.3. Pipes, cables etc. exceeding 300 mm dia but not exceeding 600 mm								
1	Pipe Tank to Jhajjar Disty	2 - 10-10-2023	Metre	1.00	1450.000	0.000	0.000	0.000	1450.000
	Item Total								1450.000
2	<i>NS Item</i> - Providing, lowering, laying, aligning, fixing in position and jointing at all level/ depths ISI marked HDPE pipe of PE-80 grade and PN- 4 for water supply application as per IS 4984 (amended up to date) in trenches in complete including cost of HDPE Specials, labour, sectional hydro testing (including the cost and conveyance of water to site for testing) and commissioning as per Technical Specifications and as per direction of Engineer. Note: E/w to be measured and paid separately. Rate includes cost of all specials like bends, tees required during laying of pipe line along required alignment.								

Note 1: On selecting the Agreement Name “Administrative Approved Work Under Agreement”, corresponding amounts and payments made against the agreement will be automatically displayed.

Note 2: Payment made against the agreement will be “zero”, indicating no payment made against the bill. However, if any payment has been made, it will be shown in the field.

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Administrative Approved Work Under Agreement

Division	Work Name	Cost(lakh)
Jhajjar W.S. Divn. Jhajjar[Jhajjar W/S Divn. Jhajjar]	Installation of shallow tubewell for lowering SSWL in Village Beri, Dujana, Seria and Gochhi and reusing it for irrigation in the Jhajjar Disty	902.67

Agreement Amount

Payment made against this agreement

Bill Passed but Payment can be made

- The default selection for Bill Type will be "Running Bill."

Bill Type Running Bill Final Bill

- The bill number will automatically populate in the input field. For example, in the snippet below, the selected Tender has "2 Running Bills".

Bill Type Running Bill Final Bill

Bill Number



- If you want to submit the final Bill, then click on “**Final Bill**”.

Error Messages:

- ‘Bill Final Date Required’ in case of bill is selected as Final.
- Bill final date cannot be less than agreement start date.

The screenshot shows a form with the following fields:

- Bill Type:** Radio buttons for 'Running Bill' and 'Final Bill'. The 'Final Bill' option is selected and highlighted with a red box.
- Bill Number:** A text input field containing '2 and Final Bill', highlighted with a red box.
- Bill Final Date:** A date input field with a red border and a red outline, containing a red 'X' to indicate it is required. Below the field is the format '(dd/mm/yyyy)'.

Note - You will not be able to submit any other bill in future after submitting the Final Bill.

3. Click on the dropdown button adjacent to “**Main Component**” and choose the appropriate main component.



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Main Component	Select One
Sub-Component	Installation of Tubewell Reusing in Jhajjar Disty Operation and maintenance
Items Under Sub-	

Click here

4. Click on the dropdown button adjacent to “Sub-Component” and choose the desired sub-component.

Main Component	Installation of Tubewell
Sub-Component	Select One Civil structure for solar and tubewell Laying of underground pipeline Mechanical and Electrical component of tubewell
Items Under Sub-component	

Click here

5. Click on the dropdown button adjacent to “Items Under Sub-component” and choose the desired item.

Sub-Component	Civil structure for solar and tubewell
Items Under Sub-component	Select One [4.12.1]Earth work in excavation by mechanical means (Hydraulic excavator)/manual means over areas (exceeding 30 cm in depth, 1 [6.14.2]Providing and laying in position specified grade of reinforced cement concrete, excluding the cost of centering, shuttering, finish [6.1.4]Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work belo [6.1.6]Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work belo [6.29.3]Centering and shuttering including strutting, propping etc. and removal of form work for : 3. Columns, piers, abutments, pillars.
Item Number Descripti	

Click here



Note 1 - Upon selecting the **items Under Sub-component, Item Number Description, Total Quantity as per DNIT, and Quantity Previously Executed** will automatically display.

Note 2 - If no previous bills have been executed, the “**Total Quantity Previously Executed**” will be shown as zero.

Item Number	Description
[4.12.1]	Earth work in excavation by mechanical means (Hydraulic excavator)/manual means over areas (exceeding 30 cm in depth, 1.5 m in width as well as 10 sqm on plan) including getting out and dispo
Total Quantity as per DNIT	54.41 (cum)
Quantity Previously Executed	19.796 (cum)

- 6. By default, "Meter" will be selected in the "Enter into" section.
 - If needed, you can switch to the "Feet", but all entries will be saved in Meter.

Enter into Meter Feet



7. Enter **Description**, **Number**, **Length**, **Breadth**, **Depth** and choose the **Payment/Recovery (+, -)** option from the dropdown. The **Total Quantity** will auto-populate based on the entered details.

Sr.No.	Description	HSR Unit	(+)Payment (-)Recovery	Number	Length	Breadth	Depth	Toal Quantity
1	<input type="text"/>	cum	+(Plus) ▾	1	<input type="text"/> 1.0000 (mtr)	<input type="text"/> 1.0000 (mtr)	<input type="text"/> 1.0000 (mtr)	<input type="text"/> 1.000
2	<input type="text"/>	cum	+(Plus) ▾	1	<input type="text"/> 1.0000 (mtr)	<input type="text"/> 1.0000 (mtr)	<input type="text"/> 1.0000 (mtr)	<input type="text"/> 1.000
3	<input type="text"/>	cum	+(Plus) ▾	1	<input type="text"/> 1.0000 (mtr)	<input type="text"/> 1.0000 (mtr)	<input type="text"/> 1.0000 (mtr)	<input type="text"/> 1.000
4	<input type="text"/>	cum	+(Plus) ▾	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> 1.000

Note - As per the DNIT, Quantity of the selected item is in minus (-), so you cannot enter measurement in plus (+).

8. Click on the **“Choose file”** to upload the relevant Document, if required.



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Upload Document **Click here** Choose file No file chosen

9. Click on the “Add To List” button to include the item in the bill.

Upload Document(if any) Choose file file-example_PDF_500_kB.pdf

Click here Add To List

10. To preview the entered items, click on the “Preview Entered Items” button.

Enter into Meter Feet

Upload Document(if any) Choose file file-example_PDF_500_kB.pdf

Description Details

Click here

Preview Entered Items Save & Continue

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11. Click on the “Save & Continue” button to proceed.

The screenshot shows a web form with the following elements:

- Enter into**: Radio buttons for **Meter** (selected) and **Feet**.
- Upload Document(if any)**: A **Choose file** button and a text field containing `file-example_PDF_500_kB.pdf`.
- Description Details**: A text area for entering details.
- Buttons**: **Preview Entered Items** (blue) and **Save & Continue** (white with blue border).

A red box highlights the **Save & Continue** button, with a red arrow pointing to it from a red box containing the text **Click here**.

12. Click on the “Ok” button to confirm the entry.

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13. Upon saving, your e-MB reference will appear on the screen. Click "Ok" to proceed.

Please remember to "save your e-MB reference number" for future use.



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- You will be directed to the "**Abstract of Cost**" page. The Name of the **Agreement and Agreement Number** will already be present.

14. Enter the "**%age**" you wish to allocate to all items and click on "**Apply**" Button.

Note 1 - According to the agreement terms, you have the option to add a percentage (%age). If you wish to claim the full amount, enter **100%**.

Note2 - JE cannot exceed the percentage (%) filled by you. They can reduce percentage.

Abstract of Cost

Name of [Agreement No.] & Agreement [2023_HRY_280648_1]-work of installation of shallow tubewell for lowe

Set %age to all items 5 Apply

Click here

- The entered percentage will be applied automatically to all items.



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Save to Abstract of Cost

Sr. No.	Item Type	Component Name	Sub Component Name	Item Code	Item Description	Total Qty	Rate(Rs.)	Gross Amount (Rs)	% of Rate Payable	Net Amount(Rs)
1	HSR	Installation of Tubewell	Mechanical and Electrical component of tubewell	20.4.2	Jointing cast iron socketed pipes, valves and specials with run lead caulked joints excluding cost	12.000	106.00	1272.00	5.00 %	63.00
2	HSR	Installation of Tubewell	Mechanical and Electrical component of tubewell	20.5.2	Making flanged joints for cast iron pipes, valves or specials 2. 100 mm internal diameter of	35.000	53.00	1855.00	5.00 %	92.00
3	HSR	Installation of Tubewell	Mechanical and Electrical component	20.11.2	Providing and fixing cast iron double flanged swing check type reflux (non return) valves PN-1.6 ma	35.000	3837.00	134295.00	5.00 %	6714.00
Total								47058570.00		2352922.00

15. To calculate, click "Calculate." Click "Save To Abstract Of Cost" to save changes.



16. The following pop-up screen will appear. Click on "OK" button to confirm.



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17. Upon clicking, you will be directed to “Abstract of Cost Sent To JE” screen. The percentage applied in the previous step will be displayed along with other items in a table format.

Abstract of Cost Sent To JE

Name of [Agreement No.] & Agreement: [2023_HRY_280648_1]-work of installation of shallow ti

Abstract of Cost

Sr. No.	Item Type	Component Name	Sub component Name	Item Code	Item Description	Total Qty	Rate(Rs.)	Gross Amt(Rs)	% of Rate Payable	Net Amount(Rs)
1	HSR	Installation of Tubewell	Mechanical and Electrical component of tubewell	20.4.2	Jointing cast iron socketed pipes, valves and specials with run lead caulked joints excluding cost o	12.000	106.00	1272	5.00%	63
2	HSR	Installation of Tubewell	Mechanical and Electrical component of tubewell	20.5.2	Making flanged joints for cast iron pipes, valves or specials 2. 100 mm internal diameter of	35.000	53.00	1855	5.00%	92
Total								4,70,58,570		23,52,922

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Note - Click "**Back To Abstract Of Cost**" to return and make any necessary changes to the %age of bill.

- Also, **Division, Net Amount, %age on HSR, and Total amount in the Bill** will be automatically fetched.

Division Related to Agreement	Jhajjar W.S. Divn. Jhajjar[Jhajjar W/S Divn. Jhajjar]
Net Amount in this Bill (Rs)	23,52,922
@ +10.000 % on HSR	29891
Total Amount in this Bill (Rs)	2382813

Note - In the case of Item Rate, the allotment percentage on HSR will not be displayed.

18. Enter %age taxes in the input fields.

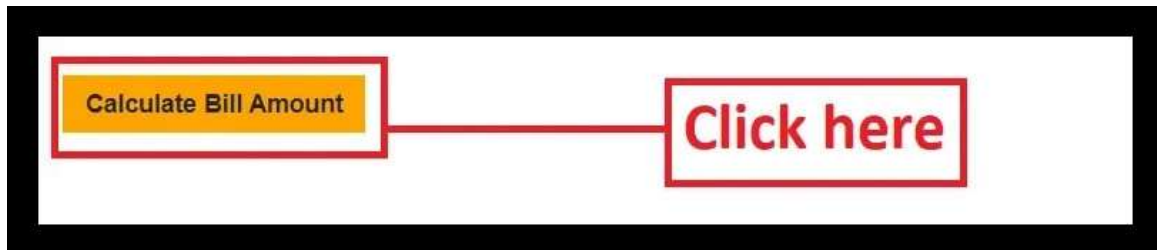


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Taxes

Name	Previous Amt. (In Rs.)	%age
Security	28,59,384.00	0.00
Taxes on Income Other than Corporation Tax	9,53,128.00	0.00
Labour Cess	4,76,564.00	0.00
TDS on GST	9,53,128.00	0.00
Co-Operative Const. and Labour Society tax	0.00	0.00
Rural Water Charges	0.00	0.00
Urban Water Charges	0.00	0.00
Taxes on Sales, Trade etc.	0.00	0.00

19. Click “Calculate Bill Amount” to calculate the total amount.



- “Total Tax Amount” column will be displayed where you can enter your calculated bill amount.



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Taxes

Name	Previous Amt. (In Rs.)	%age	Tax Amt (In Rs.)	Total Tax Amount (In Rs.)
Security	28,59,384.00	5	119141	0
Taxes on Income Other than Corporation Tax	9,53,128.00	5	119141	0
Labour Cess	4,76,564.00	5	119141	0
TDS on GST	9,53,128.00	5	119141	0
Co-Operative Const. and Labour Society tax	0.00	0.00	0	0
Rural Water Charges	0.00	0.00	0	0
Urban Water Charges	0.00	0.00	0	0
Taxes on Sales, Trade etc.	0.00	0.00	0	0

- **Total Deduction, Previously Paid Amount, and Net Bill Amount** will be automatically displayed. Enter **“Remarks”** in the provided field.

Total Deduction	(Rs) 0
Previously Paid Amount	(Rs) 47656393
Net Bill Amount	(Rs) -4,52,73,580
Remarks	Dummy Bil

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20. Select the “Officer Name-Unique Code-[Desig.]” from the dropdown.

A screenshot of a web form showing a dropdown menu. The label "Officer Name-Unique Code-[Desig.]" is highlighted with a red box. The dropdown menu is open, showing "Select One" at the top, followed by "SHUBHAM YADAV-6HB64S-[Junior Engineer]". A red box labeled "Click here" points to the dropdown arrow.

21. Choose the **relevant Office** from the dropdown related to the Officer.

A screenshot of a web form showing a dropdown menu. The label "Office Related to Officer" is highlighted with a red box. The dropdown menu is open, showing "Select One" at the top, followed by "Jhajjar W/S Divn. Jhajjar". A red box labeled "Click here" points to the dropdown arrow.

22. To view the abstract of all bills, click on "Report: Abstract of Cost."

A screenshot of a navigation bar with four buttons: "Report: Abstract Of Cost", "Bill Preview", "Forward", and "Back To Abstract Of Cost". The "Report: Abstract Of Cost" button is highlighted with a red box. Below the buttons, a red box labeled "Click here" points to the "Report: Abstract Of Cost" button.

23. The following PDF file will open. You can download it for future use.

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MB_View_Abstract_of_cost_Agency 1 / 5 85%

5 Running Bill All amount in Rs.

Item Type	Unit	Quantity				Rate (HSR/NS) (Rs)	% of Payment & Payable in this Bill	Amount	HSR Premium (%)	HSR Premium Amount	Cont. Premium	Cont Premium Amount	Gross Amount	Since Previous Amt
		As Per DNIT	Qty Upto Prev bill	Current Bill	Cumm. upto date									
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
Work : Installation of Tubewell														
Sub-Work : Civil structure for solar and tubewell														
HSR	Earth work in excavation by mechanical means (Hydraulic excavator)/manual means over areas (exceeding 30 cm in depth, 1.5 m in width as well as 10 sqm on plan) including getting out and disposal of excavated earth lead up to 50 m and lift up to 1.5 m, as directed by Engineer-in-charge. 1. All kinds of soil													
	cum	54.410	0.000	19.796	19.796	87.00	5.00 %	86.11	0.00	0.00	+10.000%	8.61	86	
HSR	Centering and shuttering including strutting, propping etc. and removal of form work for : 3. Columns, piers, abutments, pillars, posts and struts													
	Sqm	356.690	0.000	260.470	260.470	292.00	5.00 %	3802.86	0.00	0.00	+10.000%	380.29	3,803	
HSR	Providing and laying in position specified grade of reinforced cement concrete, excluding the cost of centering, shuttering, finishing and reinforcement - All work up to plinth level : 2. 1:2:4 (1 cement : 2 coarse sand (zone-III) : 4 graded stone aggregate 20 mm nominal size)													
	cum	78.170	0.000	39.722	39.722	4339.00	5.00 %	8617.69	0.00	0.00	+10.000%	861.77	8,618	
Sub-Work : Laying of underground pipeline														
NS	Providing 150mm pvc pipe 10 kg pressure													
	Metre	9200.000	0.000	4950.000	4950.000	1000.00	5.00 %	247500.00	0.00	0.00	---	0.00	2,47,500	4950000.00
HSR	Stringing out A.C./P.V.C pipes and specials casting along trenches and laying the same in trenches, to correct alignment and gradients including cartage from divisional stores or nearest railway station to site of works and return of pieces of pipes to stores. 5. 150 mm internal diameter of pipe line laid complete													

24. For a preview of the entered details, click on "Bill Preview." Another PDF file will display with bill details for download.

Report: Abstract Of Cost

Bill Preview

Forward

Back To Abstract Of Cost

Click here

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Item Type	Description	Unit	Qty	Rate	Amount	% payable	Net Amount
Work : Installation of Tubewell							
Sub-Work : Civil structure for solar and tubewell							
HSR	4.12.1 Earth work in excavation by mechanical means (Hydraulic excavator)/manual means over areas (exceeding 30 cm in depth, 1.5 m in width as well as 10 sqm on plan) including getting out and disposal of excavated earth lead up to 50 m and lift up to 1.5 m, as directed by Engineer-in-charge. 1. All kinds of soil	cum	19.796	87.00	1722.00	5.00	86
HSR	6.14.2 Providing and laying in position specified grade of reinforced cement concrete, excluding the cost of centering, shuttering, finishing and reinforcement - All work up to plinth level. 1. 1:2:4 (1 cement : 2 coarse	cum	39.722	4339.00	172353.00	5.00	8617

25. Click on the “Forward” button to submit the bill.



26. A pop-up confirming successful submission to JE will appear. Click "OK" to proceed.

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- On following these steps carefully, your bill will be submitted to JE for processing.
- The entry by the contractor will be referred to as a "**Yellow entry**," as JE cannot increase the quantity "proposed by agency" and "payment percentage". Any items can be rejected by JE.

Please note that once you submit your bill, changes cannot be made. The '**Save & Continue**' button will be disabled, so ensure to enter your details accurately.

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- The bill is already finalized. So, you cannot create a new bill.
- Your bill is already pending at <Designation & Employee Name>. So, you cannot edit it.
- The quantity of sum-items has been entered more than the actual DNIT quantity. So, please check DNIT report and reduce entered quantity.

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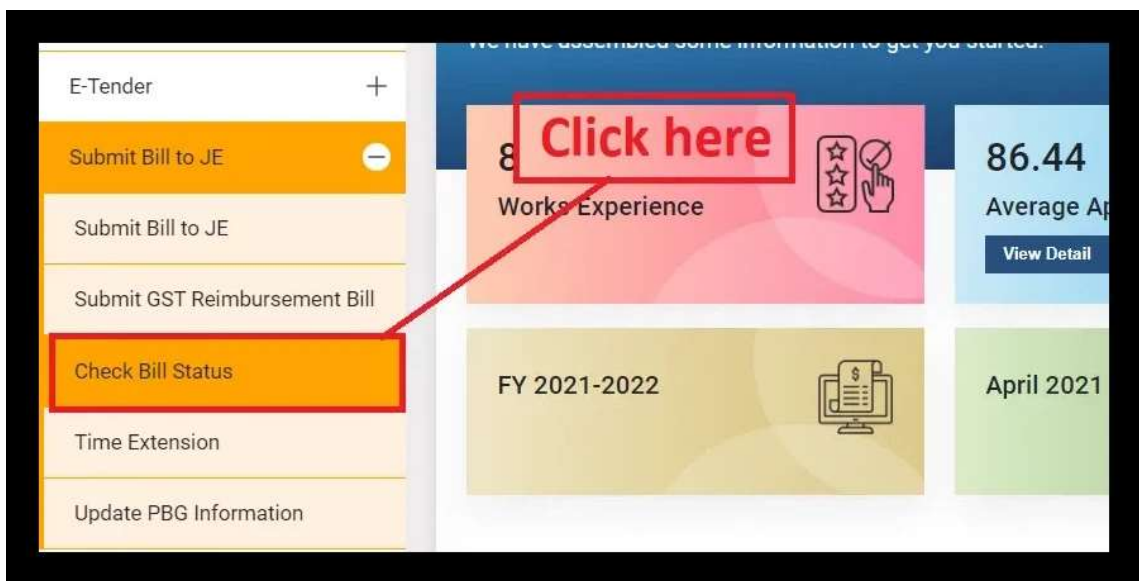


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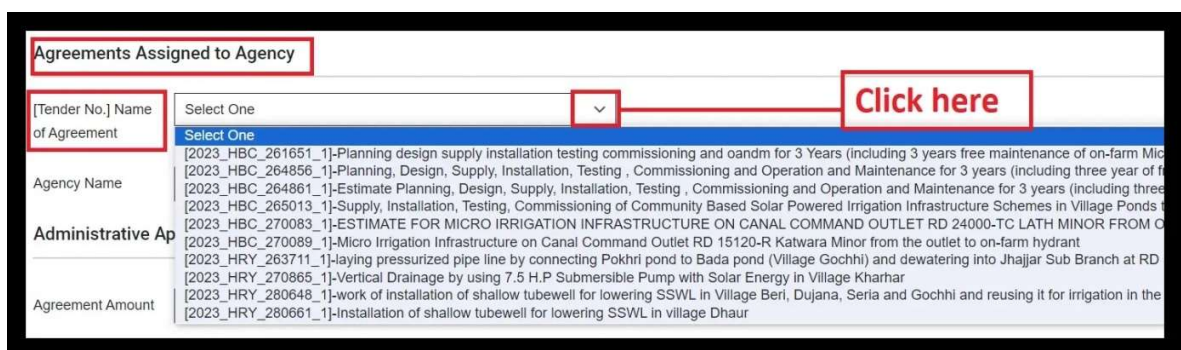
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Check Bill Status

1. Go back to **Submit Bill to JE** and click on “**Check Bill Status**”.



2. Select “[Tender No.] Name of Agreement” from the dropdown menu.



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3. Upon selecting [Tender No.] Name of Agreement”, Agency Name will be auto-populated and the **Administrative Approved Work Under Agreement** will be shown in the table.
 - You can view & download the **DNIT, Allotment and Acceptance Letter** by clicking the respective tabs.
 - Moreover, you can preview **Rough & Detailed Estimate** by clicking the respective tabs.

Agreements Assigned to Agency

[Tender No.] Name of Agreement: [2023_HBC_261651_1]-Planning design supply installation testi

Agency Name: KRISHAN KUMAR CONTRACTOR -R48

Administrative Approved Work Under Agreement

Division	Work Name	Cost(lakh)	Action
CAD Division Kurukshetra[MICAD Division Kurukshetra]	Planning design supply installation testing commissioning and oandm for 3 Years (including 3 years free maintenance of on-farm Micro Irrigation System) after 1y APD/DLP whichever is later, of Solar Powered IMI Schemes in the command of Kuhl of villages Tapriyan, Kandaiwala, Kaimbwala, Kairwali, Parwala and Lashkarwala in district Panchkula of Haryana including infiltration gallery, pipeline infrastructure from the infiltration gallery to various on-farm ponds-on EPC mode under HAM	2005.7	Preview Rough Estimate Preview Detailed Estimate

4. The Agreement amount, start and end date will also be automatically filled. You can click on “Track” button to know the status of your Bill.

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Agreement Amount	195268568.78 (Rs.)
Agreement Start Date	06/09/2023
Agreement End Date	05/09/2025

Bills Status

Bill Number	Bill Date	Current Status	Bill Amount(Rs)	Passing Date	Last Remarks	BILL	Track History
1 Running Bill		Pending at Agency					Track

Click here →

5. Upon clicking “Track”, you will be able to view the status of your bill as shown below.
- If there are no bills associated with the chosen agreement, no status will be displayed. However, based on the Agreement name, the status will be shown accordingly.

Haryana Engineering Works Portal(HEWP)

Bill Forward Details

Tender Number: 2023_HBC_261651_1

Status	Status On	Remarks
No Record Found		

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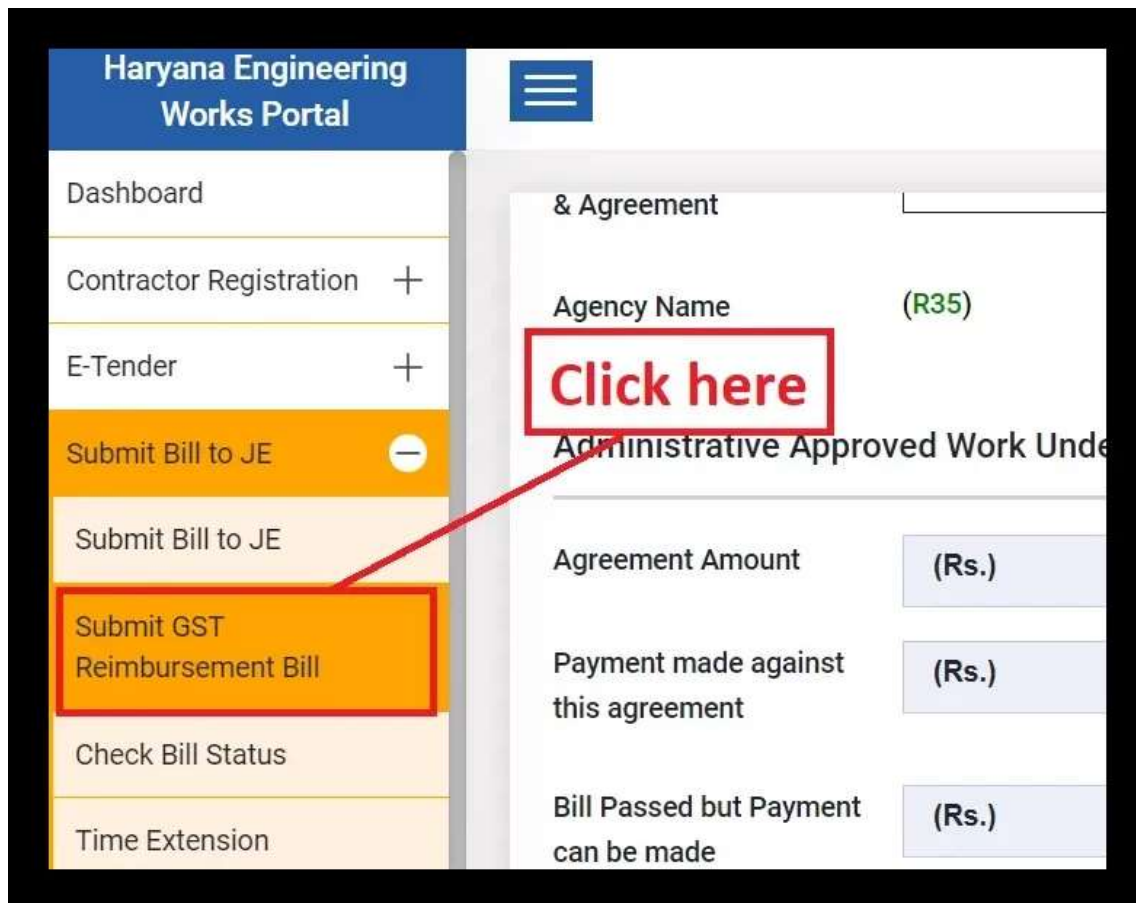
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Submit GST Reimbursement Bill

To get reimbursement of your GST bill, follow the steps below:

1. Go back to the “**Submit Bill to JE**” and locate the option for “**Submit GST Reimbursement Bill**”.





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- From the dropdown menu, select the “Name of Agreement”.

The screenshot shows the 'GST Reimbursement' section of the portal. It features a label '[Tender No.] Name of Agreement:' followed by a dropdown menu currently set to 'Select One'. A red box highlights the dropdown arrow, with a red arrow pointing to it from a red box containing the text 'Click here'. The dropdown menu is open, showing a list of tender items with their IDs and descriptions, such as '[2023_HRY_288001_1]DNIT for A/mtc. of pumping machinery of various rural scheme Kharkhoda town (section 2) falling under DandP PHE Division s'.

- Upon selecting the Agreement Name, the “Agency Name” “View DNIT”, “View Allotment”, and “Acceptance Letter” will be automatically fetched.

The screenshot shows the 'GST Reimbursement' section after a tender has been selected. The label '[Tender No.] Name of Agreement:' is followed by a dropdown menu displaying the selected tender ID and description: '[2023_HRY_288001_1]DNIT for A/mtc. of pumping machinery of various rural scheme Kharkhoda tow'. Below the dropdown menu, three orange buttons are visible: 'View DNIT', 'View Allotment', and 'Acceptance Letter'.

Note - Only those tenders will be shown which are floated on new HSR (Without GST).

- You can click on the respective button to ‘view and download’ each document.

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Administrative Approved Work Under Agreement

Division	Work Name	Cost(lakh)	Action
Sonipat D and P PHED EE PHE Division (D&P) Sonipat]	Estimate for A/mtc. of pumping machinery of various rural scheme Kharkhoda town (section 2) falling under DandP PHE Division sonepat repair of pumping machinery electrical control panel board starter cable and all accessories sluice valve non clog return valve specials etc. and all other works contingent thereto(for one year) from the date of commencement	7.26	View Adm. Approval Letter Click here Preview Rough Estimate Preview Detailed Estimate

- The “**Agreement Amount**”, “**Agreement start and end date**” will also be auto-filled once you choose the agreement name.

3. Bills status will be displayed in the table from. Tick the **checkbox** next to the bill you want to reimburse.

Original Bill Number	GST Bill Number	Bill Amount(Rs)	Passing Date	BILL	GST Bill Track History	Select Bill
1 Running Bill		63147	27/10/2023	Record Entry Bill Preview	Tick here	<input type="checkbox"/>
2 Running Bill		63150	08/11/2023	Record Entry Bill Preview		<input type="checkbox"/>
3 Running Bill		63150	11/12/2023	Record Entry Bill Preview		<input type="checkbox"/>
4 Running Bill		63150	08/01/2024	Record Entry Bill Preview		<input type="checkbox"/>
5 Running Bill		63150	06/02/2024	Record Entry Bill Preview		<input type="checkbox"/>
6 Running Bill		63149	16/02/2024	Record Entry Bill Preview		<input type="checkbox"/>

4. To check “**Record Entry**” or “**Preview Bill**” before reimbursement, click the respective buttons under the Bill Column.



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- After ticking the bills, the system will automatically calculate and display the “Total Selected Amount”, along with your “GST Number “and “18% GST on amount”.

Original Bill Number	GST Bill Number	Bill Amount(Rs)	Passing Date	BILL	GST Bill Track History	Select Bill
1 Running Bill		63147	27/10/2023	Record Entry Bill Preview		<input checked="" type="checkbox"/>
2 Running Bill		63150	08/11/2023	Record Entry Bill Preview		<input checked="" type="checkbox"/>
3 Running Bill		63150	11/12/2023	Record Entry Bill Preview		<input type="checkbox"/>
4 Running Bill		63150	08/01/2024	Record Entry Bill Preview		<input type="checkbox"/>
5 Running Bill		63150	06/02/2024	Record Entry Bill Preview		<input type="checkbox"/>
6 Running Bill		63149	16/02/2024	Record Entry Bill Preview		<input type="checkbox"/>

Total Selected Amount(Rs):

GST on Number:

18% GST on Amount(Rs):

Will be auto-filled

5. Enter “GST Challan Number”.



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GST Challan Number vide payment
made

6. Enter "GST Challan Date" and "Amount".

GST Challan Date

(dd/mm/yyyy)

Challan Amount(Rs)

7. Click on the "Choose file" to upload your GST Challan copy.

Upload GST Challan copy

Choose file

No file chosen

Click here

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- Click on the dropdown menu adjacent to **“Submit to JE”** and select JE from the list of options.

Submit to JE

TEG BAHADUR -0CB6WB-[Junior Engineer]

Click here

TEG BAHADUR -0CB6WB-[Junior Engineer]

Office Related to JE

- Click on the dropdown menu adjacent to **“Office Related to JE”** and choose the office.

Office Related to JE

EE PHE Division (D&P) Sonipat

Click here

EE PHE Division (D&P) Sonipat

- In the **“Remarks”** section, add any necessary comments or details regarding the bill and finally click on **“Forward to JE”** to submit bill for processing.

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Remarks (If any):

Click here

Forward To JE

Your request for GST reimbursement has been submitted and forwarded to the concerned JE.

-----End of Document-----

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