



GOVERNMENT OF HARYANA

HARYANA ENGINEERING WORKS PORTAL

USER MANUAL

**E-MB BILLING &
GST REIMBURSEMENT**

2024

HARYANA ENGINEERING WORKS PORTAL

FOR INQUIRIES, CONTACT US AT 1860 180 2065



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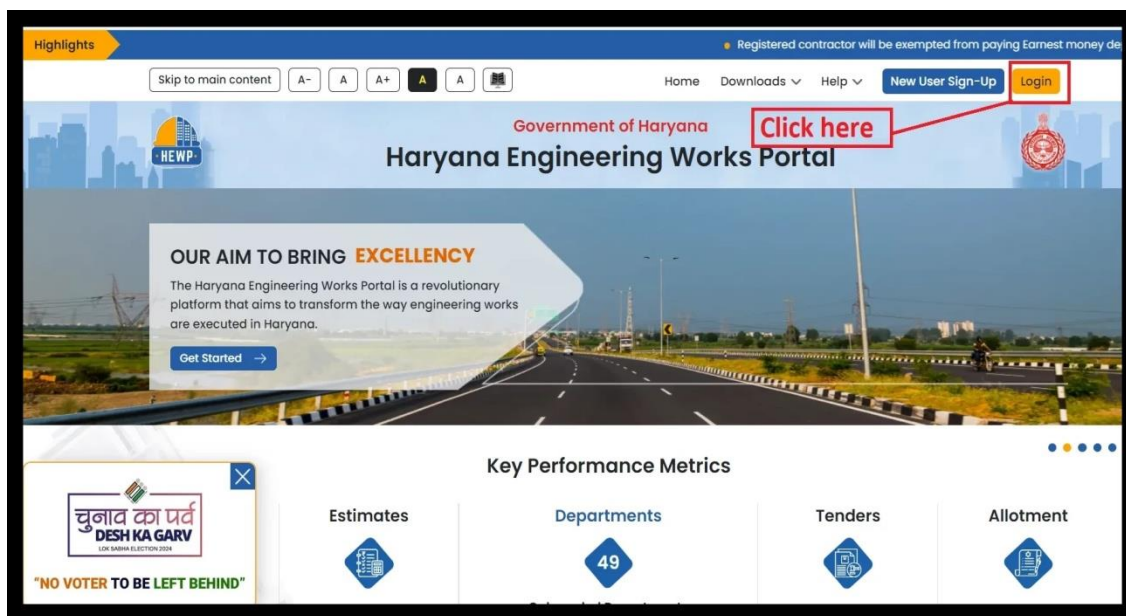
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Steps for Agency: Submit Bill to JE

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

Step 1: Click on the "Login" button to access the portal.



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Step 2: Click on the "Contractor", and log in with your credentials.

The login form is titled "Login". It has two tabs: "Contractor" (highlighted with a red box and a "Click here" callout) and "Employee". Below the tabs are three input fields: "Enter Mobile/Unique Code" (with an envelope icon), "Your Password" (with a lock icon), and "Type Captcha Code" (with a document icon). To the right of the captcha field is a captcha image showing "ZX594G" and a refresh icon. A "Log In" button is at the bottom.

Step 3: From the left sidebar of the screen, click on "Submit Bill to JE".

The dashboard screenshot shows a left sidebar with the following menu items: Dashboard, Contractor Registration, E-Tender, Submit Bill to JE (highlighted with a red box and a "Click here" callout), Activity, Message and Notifications, and Help and Support. The main content area is titled "Welcome to HEWP Dashboard!" and contains four widgets: "8 Works Experience" (with a star icon), "86.44 Average Appraisal Score" (with a briefcase icon and a "View Detail" button), "FY 2021-2022" (with a calendar icon), and "April 2021" (with a calendar icon).

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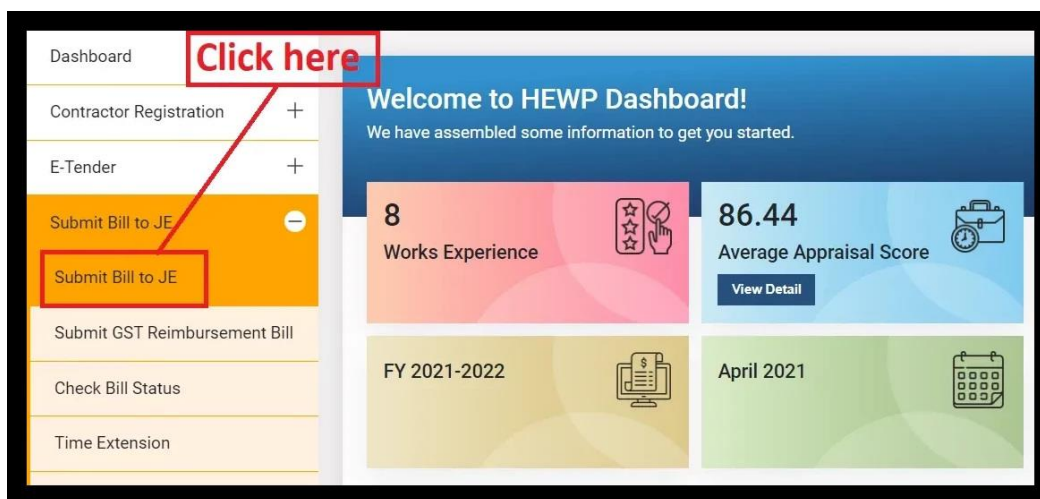
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Step 4: Click on “Submit Bill to JE” from the options available.



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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Step 5: Click on the dropdown button next to "Name of [Agreement No.] & Agreement" 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.

Step 6: You can choose any option as per your requirements.

Bill Submitted by Agency

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

Agency Name

Administrative Approved

Click here

Select One

- [2023_HBC_261651_1]-Planning design supply Installation testing commissioning and oandm for 3 Years (including 3 years free maintenance of on-farm Micro I
- [2023_HBC_264856_1]-Planning, Design, Supply, Installation, Testing, Commissioning and Operation and Maintenance for 3 years (including three year of free
- [2023_HBC_264861_1]-Estimate Planning, Design, Supply, Installation, Testing, Commissioning and Operation and Maintenance for 3 years (including three ye
- [2023_HBC_265013_1]-Supply, Installation, Testing, Commissioning of Community Based Solar Powered Irrigation Infrastructure Schemes in Village Ponds towa
- [2023_HBC_270089_1]-Micro Irrigation Infrastructure on Canal Command Outlet RD 15120-R Katwara Minor from the outlet to on-farm hydrant
- [2023_HRY_263711_1]-Laying pressurized pipe line by connecting Pokhri pond to Bada pond (Village Gochhi) and dewatering into Jhajjar Sub Branch at RD 559
- [2023_HRY_270865_1]-Vertical Drainage by using 7.5 H.P Submersible Pump with Solar Energy in Village Kharhar
- [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 Jha
- [2023_HRY_280661_1]-Installation of shallow tubewell for lowering SSWL in village Dhaur

Note: 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.

Bill Submitted by Agency

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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Step 7: Click on “View DNIT” to open & view the Detailed Notice Inviting Tender (DNIT).

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.

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

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.								

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Step 8: Click on “View Allotment” to open & view the allotment details.

Bill Submitted by Agency

Name of [Agreement No.] & Agreement

[2023_HRY_280648_1]-work of installation of shallow tu ▾

View DNIT


View Allotment

View Refrence Entry By JE

Agency Name

KRISHAN KUMAR CONTRACTOR (R48)

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



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- krishanharma017@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/SoilChargeable 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/Soil.....(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/Soil' at a bid price of Rs.5,55,02,073/-.

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Step 9: 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)

- 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	HSR Item 4.1.6.1.3 -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	NS Item -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.								

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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 against the bill. However, if any payment has been made, it will be shown in the field.

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	84578617.39 (Rs.)
Payment made against this agreement	0 (Rs.)
Bill Passed but Payment can be made	49666151 (Rs.)

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

Bill Type	<input checked="" type="radio"/> Running Bill	<input type="radio"/> Final Bill
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- The bill number will automatically populate in the input field. For example, in the snippet below, the selected Division has “**5 Running Bills**”.

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Bill Type	<input checked="" type="radio"/> Running Bill <input type="radio"/> Final Bill
Bill Number	5 Running Bill

Step 10: If you want to submit the final Bill, then click on “Final Bill”.

Error Messages:

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

Bill Type	<input type="radio"/> Running Bill <input checked="" type="radio"/> Final Bill
Bill Number	4 and Final Bill
Bill Final Date	<div></div> (dd/mm/yyyy)

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

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Step 11: Click on the dropdown button adjacent to “Main Component” and choose the appropriate main component.

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

Click here

Step 12: Click on the dropdown button adjacent to “Sub-Component” and choose the desired sub-component.

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

Click here

Step 13: Click on the dropdown button adjacent to “Items Under Sub-component” and choose the desired item.

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Sub-Component: Civil structure for solar and tubewell

Items Under Sub-component: Select One

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

Click here

Note 1: Upon selecting the **items Under Sub-component**, **Item Number Description**, **Total Quantity 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)

- By default, "**Meter**" will be selected in the "**Enter into**" section. If needed, you can switch to the "**Feet**" radio button.

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Enter into



Meter



Feet

Step 14: Enter **Description**, **Number**, **Length**, **Breadth** 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)	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)	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)	1.000
4	<input type="text"/>	cum	+(Plus) ▾	1	<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 (+).

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Step 15: Click on the “**Choose file**” to upload the relevant Document.

Upload Document **Choose file** No file chosen

Click here

Step 16: 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**

Step 17: 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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Step 18: Click on the “Save & Continue” button to proceed.

Enter into ☒ Meter ☐ Feet

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

Description Details

[Preview Entered Items](#) [Save & Continue](#)

Step 19: Click on the “Ok” button to confirm the entry.

works.haryana.gov.in says

Please ensure Do you want to Save?.

[Click here](#)

[OK](#) [Cancel](#)

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Step 20: 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.



- You will be directed to the "**Abstract of Cost**" dashboard. The Name of the **Agreement and Agreement Number** will already be present. The "**Set %age to all items**" field will be blank.

Step 21: 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 always enter a lower percentage.

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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.

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	Joining 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

Step 22: Click "Save To Abstract Of Cost" to save changes. To calculate, click "Calculate."

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Step 23: The following pop-up screen will appear. Click on “OK” button to confirm.



- 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.

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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

- 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

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

Step 24: Enter %age taxes in the input fields adjacent to “Previous Amt.” Column.

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

Step 25: Click “Calculate Bill Amount” to calculate the total amount.

Calculate Bill Amount

Click here

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Step 26: “Total Tax Amount” column will be displayed where you can enter your calculated bill amount.

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

Step 27: 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 Bill

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Step 28: Select the “Officer Name-Unique Code-[Desig.]” from the dropdown.

Officer Name-Unique Code- [Desig.]	Select One	Click here	▼
	Select One		
	SHUBHAM YADAV-6HB64S-[Junior Engineer]		

Step 29: Choose the **relevant Office** from the dropdown related to the Officer.

Office Related to Officer	Select One	Click here	▼
	Select One		
	Jhajjar W/S Divn. Jhajjar		

Step 30: To view the abstract of all bills, click on "Report: Abstract of Cost."

Report: Abstract Of Cost	Bill Preview	Forward	Back To Abstract Of Cost
Click here			

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

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View_Agency_Bill_with_Token_Preview_Agency 1 / 4 100%

5 Running Bill All amount in Rs.

Bill Number	5 Running Bill
Agency Name-HEWP ID	KRISHAN KUMAR CONTRACTOR-R48
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-Rs.90267123.79
Allotment Number	IRR/FY2023-24/012173 Date : 21/06/2023
Agreement Start Date	23/06/2023 End Date: 01/08/2027
Agency Registration Status on HEW Portal	Registered & Valid Upto Sep 29 2026 4:59PM

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 depth level +3 - to +4.4 - cement +3 cover	cum	39.722	4339.00	172353.00	5.00	8617

Step 31: Click on the “Forward” button to submit the bill.

Report: Abstract Of Cost

Bill Preview

Forward

Back To Abstract Of Cost

Click here

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

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- If needed, click "**Back To Abstract Of Cost**" to return and make any necessary changes to the bill or calculations.



- 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 percentage amount claimed. Any items claimed can be rejected by JE.
- Once you submit your bill, the department has **21 days** to pass or reject it. If not processed within this time frame, the contractor will be granted interest.

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

Points to Note:

- 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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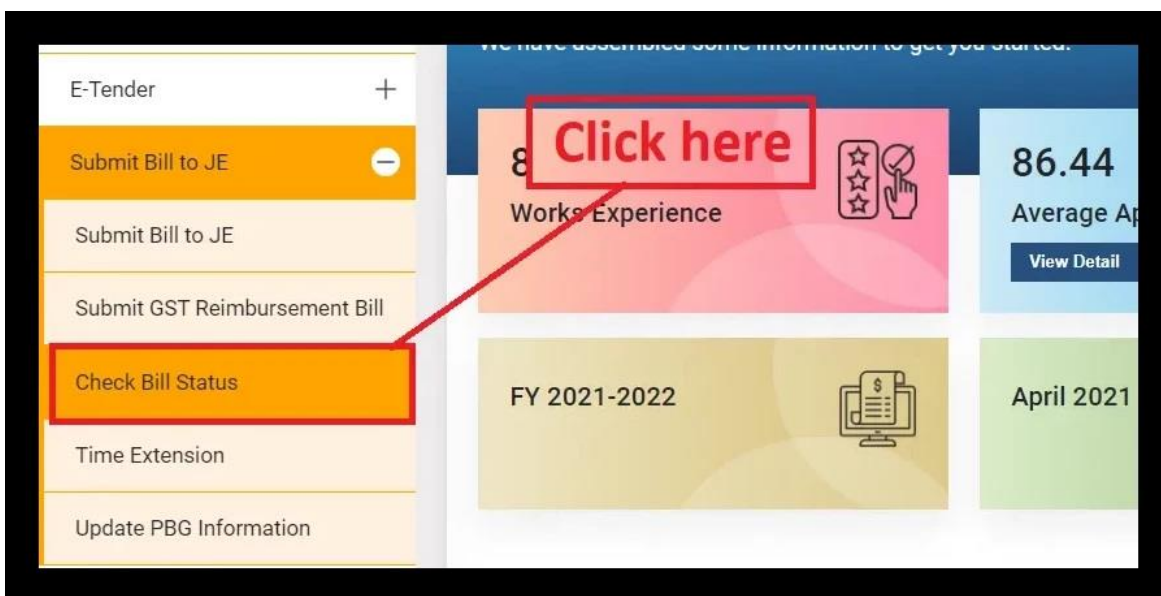


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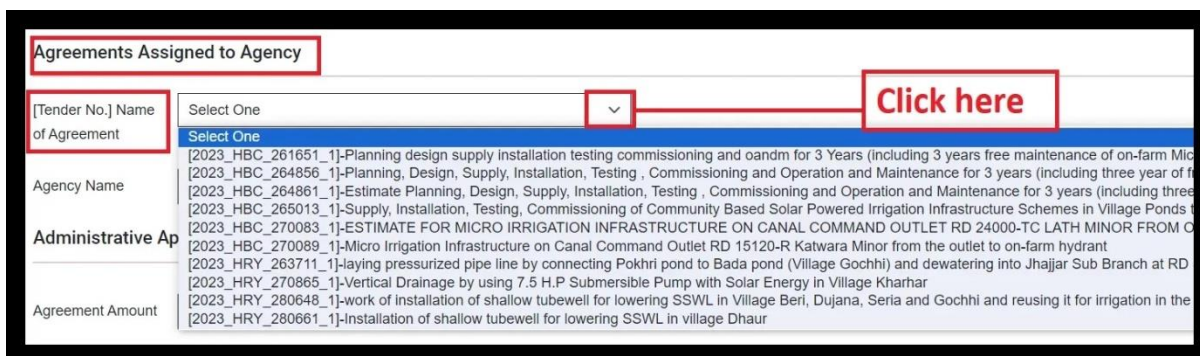
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Check Bill Status

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



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



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- 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 testl v

View DNIT View Allotment Acceptance Letter **Click here**

Agency Name: KRISHAN KUMAR CONTRACTOR -R48 **Will be auto-filled**

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 View Adm. Approval Letter	2005.7	Click here Preview Rough Estimate Preview Detailed Estimate

Step 3: 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			Click here		Track

- 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.

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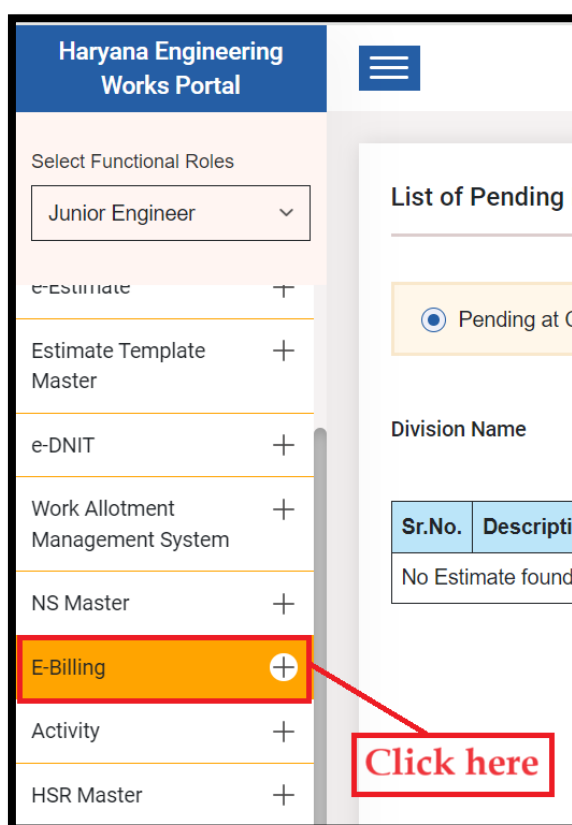
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Steps for Officials:

Step1: Go to the HEW portal and log in with your credentials.

Step 2: Click on the **E-Billing**.



Step 3: Within the 'E-Billing' module, click on **e-MB** option.

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- By default, '**Pending at Current User**' will be selected. Choose your Division Name from the drop-down button.

- Upon selecting Division Name, you will see the list of Pending Bills.

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Step 4: Click on the **Go To Next** button.

Sr.No.	Description of Bill				Action
1	Division	Municipal Council Jind			View DNIT
	Agreement name	Construction of Precast RCC Nala From H.S.V.P WTP to Paradies Hotel Mata Mansha Devi Chowk, MC jind			Acceptance Latter
	Tender number	2023_HRY_316825_1	Firm name	SURENDER MAAN CONTRACTOR	View Allotment
	Pending at/remarks	Forward to JE by Agency	Status	r/sir please check the bill	Track Bill
	View All Documents Click here				Go To Next

Step 5: Click on the drop-down button to choose **[Name of Agreement No.] & Agreement**.

Name of [Agreement No.] & Agreement

[Click here](#)

Select One

▼

- Upon selecting Agreement Name, the Agency name, and all related details will be fetched automatically.

Name of [Agreement No.] & Agreement

[2023_HRY_316825_1]-Construction of Precast RCC Nala From H.S.V.P' ▼

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

Agency Name

SURENDER MAAN CONTRACTOR 8L9UKT

[Comparative Statement](#) [Proceeding Letter](#) [Letter Of Acceptance](#) [View NS Items Rates](#) [View PBG/FDR And Tender Fee](#)

[Tender Committee Detail](#)

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- To view the DNIT, Allotment, Reference Entry by JE, and Various Register, click on the respective button.

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

- Moreover, click on the respective button to view the *Proceeding letter, Letter of Acceptance, and all related letters and statements.*

[Comparative Statement](#)[Proceeding Letter](#)[Letter Of Acceptance](#)[View NS Items Rates](#)[View PBG/FDR And Tender Fee](#)[Tender Committee Detail](#)

- **'Administrative Approved Work Under Agreement'** details would also be pre-filled in.

Administrative Approved Work Under Agreement

Division	Work Name	Cost(lakh)	Action
Municipal Council Jind	Construction of Precast RCC Nala From H.S.V.P WTP to Paradies Hotel Mata Mansha Devi Chowk, MC jind View Adm. Approval Letter	93.23	Preview Rough Estimate Preview Detailed Estimate Print Tech. Sanction Letter

Agreement Amount

(Rs.)

Payment made against this agreement

(Rs.)

Bill Passed but Payment can be made

(Rs.)



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- Bill Type would be selected to '**Running Bill**' and all related details will be auto-filled in.

Bill Type

☒ Running Bill ☐ Final Bill

Bill Number

1 Running Bill

Last Remarks by

SURENDER MAAN CONTRACTOR[Agency] : Remarks(if any) : r/sir please check the bill

Previous Remarks History

Step 6: Click on the '**Final Bill**', if needed and enter **Bill Final Date**.

Bill Type

☐ Running Bill ☒ Final Bill

Bill Number

1 and Final Bill

Bill Final Date

(dd/mm/yyyy)

Last Remarks by

SURENDER MAAN CONTRACTOR[Agency] : Remarks(if any) : r/sir please check the bill

Previous Remarks History



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- 'New Entries' will be displayed. You can view **ALL Entries** and **Upto Previous Bill Entries** as required.

<input type="radio"/> ALL Entries <input checked="" type="radio"/> New Entries <input type="radio"/> Upto Previous Bill Entries							
Sr.No.	Main Component/Sub Component	HSR/NS Item	Description	Rate Type	Unit	Numb	
2	Precast RCC Nala Precast RCC Nala	32.2.1 Fabrication and manufacturing of solid precast con...	[32.2.1]Fabrication and manufacturing of solid precast concrete element with provisions of shear keys, connecting loops, dowel tubes and proper lifting accessories for walls, beams, slabs, stairs, co	9572.00 Through Rate	cum	440.00	
3	Precast RCC Nala Precast RCC Nala	32.2.1 Fabrication and manufacturing of solid precast con...	[32.2.1]Fabrication and manufacturing of solid precast concrete element with provisions of shear keys, connecting loops, dowel tubes and proper lifting accessories for walls, beams, slabs, stairs, co	9572.00 Through Rate	cum	880.00	

Step 7: To scroll in the right direction for a full view of a table entry, use the horizontal & vertical scrollbar at the bottom of the table.

Component				Type				
Precast RCC Nala	manufacturing of solid precast con...	manufacturing of solid precast concrete element with provisions of shear keys, connecting loops, dowel tubes and proper lifting accessories for walls, beams, slabs, stairs, co	Through Rate			Breadth: 0.762 Depth:0.152		
3 Precast RCC Nala Precast RCC Nala	32.2.1 Fabrication and manufacturing of solid precast con...	[32.2.1]Fabrication and manufacturing of solid precast concrete element with provisions of shear keys, connecting loops, dowel tubes and proper lifting accessories for walls, beams, slabs, stairs, co	9572.00 Through Rate	cum	880.00	Length: 1.524 Breadth: 0.152 Depth:0.914	0.000	

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Step 8: Click on the **Show** button to view the uploaded documents.

Slumber	Length/Breadth/Depth	Qty	Total Quantity	Uploaded Document	Edit	Quantity Approval	Check & Balance
40.00	Length: 0.000 Breadth: 0.000 Depth:0.000	61.000	26840.000	Show	Edit	<input type="radio"/> Reject <input checked="" type="radio"/> Accept	<input type="checkbox"/>
40.00	Length: 1.524 Breadth: 0.762 Depth:0.152	0.000	77.667	Show	Edit	<input type="radio"/> Reject <input checked="" type="radio"/> Accept	<input type="checkbox"/>

Step 9: Click on the **edit** button, if you want to edit anything.

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☐ ALL Entries ☒ New Entries ☐ Upto Previous Bill Entries

Sr.No.	Main Component/Sub Component	HSR/NS Item	lumber	Length/Breadth/Depth	Qty	Total Quantity	Uploaded Document	Edit	Quantity Approval	Check & Balance
1	Precast RCC Nala Precast RCC Nala	13.29.1 Steel work welded in built up sections/ framed wor...	40.00	Length: 0.000 Breadth: 0.000 Depth:0.000	61.000	26840.000	Show	Edit	<input type="radio"/> Reject <input checked="" type="radio"/> Accept	<input type="checkbox"/>
2	Precast RCC Nala Precast RCC Nala	32.2.1 Fabrication and manufacturing of solid precast con...	40.00	Length: 1.524 Breadth: 0.762 Depth:0.152	0.000	77.667	Show	Edit	<input type="radio"/> Reject <input checked="" type="radio"/> Accept	<input type="checkbox"/>

Step 10: Tick the checkbox(s) to select the entries.

	lumber	Length/Breadth/Depth	Qty	Total Quantity	Uploaded Document	Edit	Quantity Approval	Check & Balance
ecast	40.00	Length: 1.524 Breadth: 0.762 Depth:0.152	0.000	77.667	Show	Edit	<input type="radio"/> Reject <input checked="" type="radio"/> Accept	<input type="checkbox"/>
ecast	80.00	Length: 1.524 Breadth: 0.152 Depth:0.914	0.000	186.319	Show	Edit	<input type="radio"/> Reject <input checked="" type="radio"/> Accept	<input type="checkbox"/>

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Step 11: Verify the entered details carefully, and click on either **Reject** or **Accept** button.

Slumber	Length/Breadth/Depth	Qty	Total Quantity	Uploaded Document	Edit	Quantity Approval	Check & Balance
40.00	Length: 0.000 Breadth: 0.000 Depth:0.000	61.000	26840.000	Show	Edit	<input type="radio"/> Reject <input checked="" type="radio"/> Accept	<input type="checkbox"/>
40.00	Length: 1.524 Breadth: 0.762 Depth:0.152	0.000	77.667	Show	Edit	<input type="radio"/> Reject <input checked="" type="radio"/> Accept	<input type="checkbox"/>

Click here to 'Reject or Accept'

Step 12: Click on the '**View Agency MB**' button if you want to view the Agency MB.

[View Agency MB](#)

[View Official MB](#)

[Save & Continue](#)

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Step 13: Click on the '**View Official MB**' button if you want to view it.



Step 14: Lastly, click on the **Save & Continue** button.



Step 15: Next, you will be directed to the '**Abstract of Cost**' Page.

Step 16: Verify the details, enter remarks, and click the '**Calculate**' button if you want to perform any calculations. However, click on the '**Save Abstract of Cost**' button.

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Abstract of Cost

Name of [Agreement No.] & Agreement
[2023_HRY_316825_1]-Construction of Precast RCC Nala From H.S.V.P WTP to Para

Abstract of Cost Detail

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)	Remarks
1	HSR	Precast RCC Nala	Precast RCC Nala	13.29.1	Steel work welded in built up sections/ framed work, including cutting, hoisting, fixing in position	26840.000	79.00	2120360	100.00 %		
2	HSR	Precast RCC Nala	Precast RCC Nala	32.2.1	Fabrication and manufacturing of solid precast concrete element with provisions of shear keys, conne	263.986	9572.00	2526873	100.00 %		

Calculate **Save Abstract Of Cost**

- After saving the 'Abstract of Cost', you will be moved to next page i.e. **Upload Document**.

Step 17: Select document type from the drop-down button, choose file, type document name, and click on '**Add To List**' button.

Upload Document

Name of [Agreement No.] & Agreement:
[2023_HRY_316825_1]-Construction of Precast RCC Nala From H.S.V.P WTP to Paradise: ▾

Note:-You can upload Documents in only .pdf or .PDF format of max size 10 MB.

Document Type

Upload Document **Choose file**

Document Name *

Add To List

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- Details of the added documents will be shown in the tabular form. You can view and delete the documents as required.
- Moreover, you can download the documents by clicking the '**Download All Attached Documents**'.
- To save the entries, click on the '**Save & Continue**' button.

Sr. No.	Document Type	Document Name	View	Delete
No Document Found				

- Next, you will be directed to 'Abstract of Cost Page' where **Abstract of Cost Details** (Division related to agreement, Amount related details, etc.) will be pre-filled in.

Step 18: Enter '**escalation amount and escalation for**' and upload supporting document of escalation.

Escalation amount (If any)	<input type="text" value="(Rs) 0"/>
Escalation for	<input type="text"/>
Upload Supporting Document of Escalation	<div><input type="button" value="Choose file"/> No file chosen</div> <p>(Only pdf file max 10 mb)</p>

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Step 19: Cross-verify the Taxes and Select appropriate 'Recovery Type' option from the drop-down button.

Name	Previous Amt. (In Rs.)	%age	Tax Amt (In Rs.)	Total Tax Amount (In Rs.)
Security	0.00	5.00	243980	243980
Taxes on Income Other than Corporation Tax	0.00	1.00	48796	48796
Labour Cess	0.00	1.00	48796	48796
TDS on GST	0.00	2.00	97592	97592
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

Recovery type: ☐ Not Applicable ☒

Recovery Amount(if any):

Recovery Remarks(if any):

Step 20: Enter required details on the screen and click on 'Calculate Bill Amount', if needed.

Recovery Amount(if any)	(Rs) 0
Recovery Remarks(if any)	<input type="text"/>
Gross Deduction	(Rs) <input type="text"/>
Total Deduction in this bill	(Rs) 4,39,164
Previously Paid Amount	(Rs) 0
Net Bill Amount	(Rs) 4440431
<input type="button" value="Calculate Bill Amount"/>	

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Step 21: To forward to Official, select 'Bill forward to, Officer Name, related Office, Head of Account' from the respective drop-down buttons.

Step 22: Next, upload the supporting document, if any, enter remarks, and Generate OTP by clicking the 'Click Here' button.

Step 23: Enter OTP and click on the **Save** button.

- If you want to view MB and Preview Bill, then you can click on the respective buttons before the final save.

Status	<input checked="" type="radio"/> Forward to Official <input type="radio"/> Reject <input type="radio"/> Approve	
Bill forward to	Select One	▼
Officer Name		▼
Office Related to Officer		▼
Head of Account	Select One	▼
Upload Supporting Document (if any)	<div>Choose file No file chosen</div> <p>(Only pdf file max 10 mb)</p>	
Remarks		
Generate OTP	<div>Click Here</div>	
Enter OTP	<div></div>	
<div>Back To Upload Document View MB Bill Preview Save</div>		

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Submit GST Reimbursement Bill

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

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

The screenshot displays the Haryana Engineering Works Portal interface. On the left, a sidebar menu lists various options: Dashboard, Contractor Registration, E-Tender, Submit Bill to JE, Submit GST Reimbursement Bill, Check Bill Status, and Time Extension. The 'Submit GST Reimbursement Bill' option is highlighted with a red box. A red arrow points from this box to the main content area, which shows a form titled '& Agreement'. The form includes fields for Agency Name (with a green (R35) status), Agreement Amount (Rs.), Payment made against this agreement (Rs.), and Bill Passed but Payment can be made (Rs.). A red box with the text 'Click here' is overlaid on the form, indicating the next step in the process.

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Step 2: In the dropdown menu provided, select the **“Name of Agreement”**.

The screenshot shows the 'GST Reimbursement' section of the portal. Below the title, there is a label '[Tender No.] Name of Agreement:' followed by a dropdown menu. The dropdown menu is open, showing a list of agreements. A red box labeled 'Click here' points to the dropdown arrow. The list of agreements includes:

- [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
- [2023_HRY_304009_1]Supply, erection and commissioning of 1750 LPM 40 mtr. Head Horizontal clear water Motor Pump set at Village Dadu and all o
- [2023_HRY_321597_1]Dayalpur - Providing Functional Household Taps Connections (FHTC) in village Dayalpur, Block- Ballabgarh, Tehsil Faridabad I
- [2023_HRY_321642_1]Providing FHT Connections And Laying of Bal. Dist. Pipe line in Village Bahadurpur. Drilling of 250 mm dia. Providing and Fixir
- [2023_HRY_328592_1]Anandgarh:- Providing and installation of Pumping Machinery at water works Anandgarh.Distt. Sirsa
- [2023_HRY_335876_1]DNIT for providing FHTC and Distribution pipeline in village Farmana. (At Site Salisar Majra pumping station)

- 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 of the portal. Below the title, there is a label '[Tender No.] Name of Agreement:' followed by a dropdown menu. The dropdown menu is open, showing a list of agreements. The selected agreement is '[2023_HRY_288001_1]DNIT for A/mtc. of pumping machinery of various rural scheme Kharkhoda tow'. Below the dropdown menu, there are three buttons: '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 sonapat 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**”, and “**Agreement start and end date**” will also be auto-filled once you choose the agreement name.

Step 3: Bills status will be displayed in the tabular form. Tick the **checkbox(s)** 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"/>

Step 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 “**GST On number**” and “**%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):

126297

GST on Number:

06GOLPS4675Q1ZP

18% GST on Amount(Rs):

22733

Will be auto-filled

Step 5: Enter “GST Challan Number”.

GST Challan Number vide payment made

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Step 6: Enter “GST Challan Date” and “Amount”.

GST Challan Date	<input type="text" value="(dd/mm/yyyy)"/>
Challan Amount(Rs)	<input type="text"/>

Step 7: Click on the “Choose file” to upload your GST Challan copy.

Upload GST Challan copy

Choose file No file chosen

Click here

Step 8: 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	

HARYANA ENGINEERING WORKS PORTAL

FOR INQUIRIES, CONTACT US AT 1860 180 2065



GOVERNMENT OF HARYANA

HARYANA ENGINEERING WORKS PORTAL

Step 9: 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

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Click here

Step 10: 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.

Remarks (If any):

Click here

Forward To JE

Your request for GST reimbursement has been submitted and forwarded to the concerned JE.
Kindly await their approval.

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