GOVERNMENT OF HARYANA

HARYANA ENGINEERING WORKS PORTAL

USER MANUAL

E-MB BILLING & GST REIMBURSEMENT

2024

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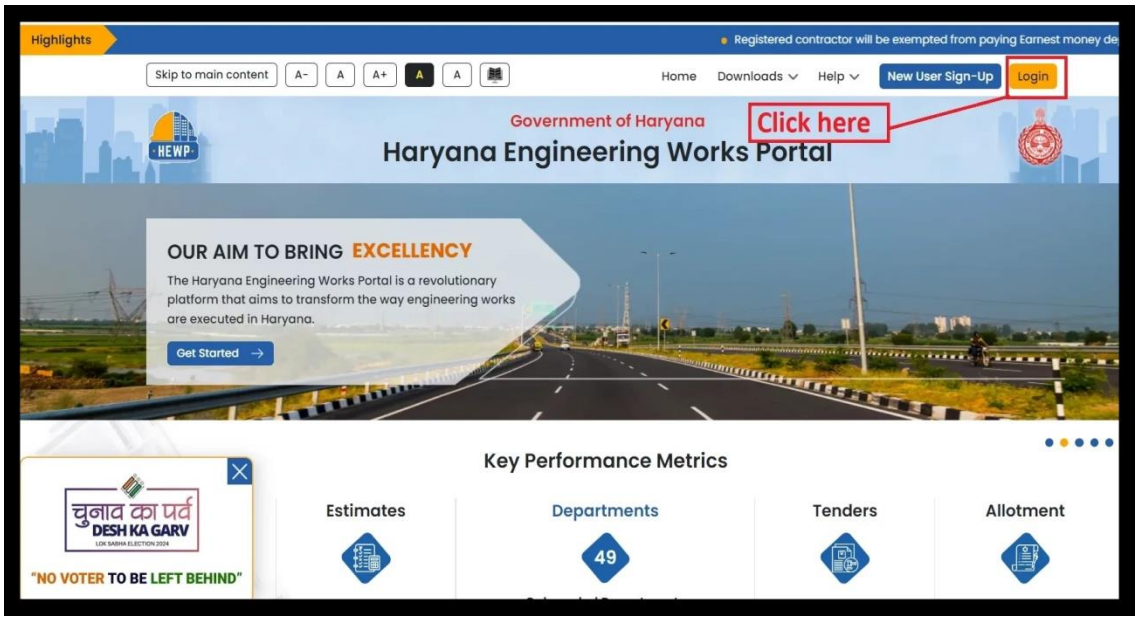
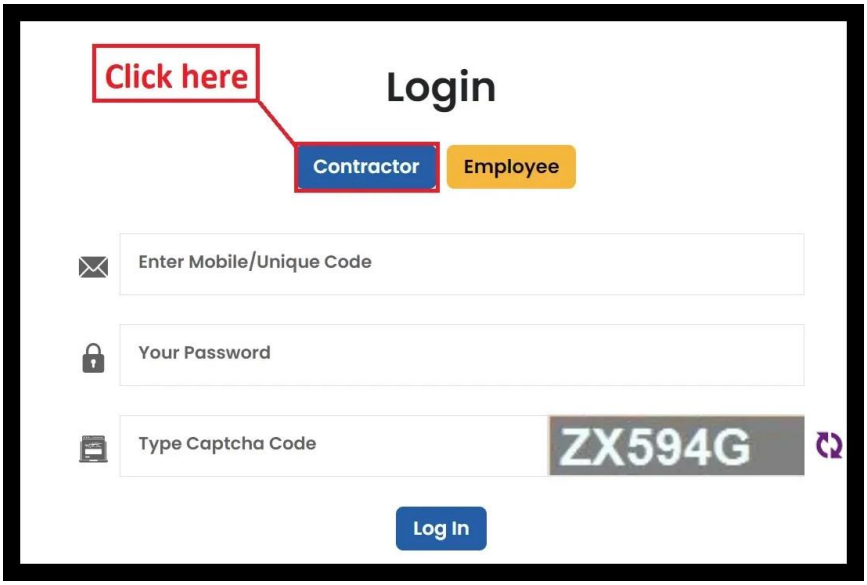
Steps for Agency: Submit Bill to JE

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

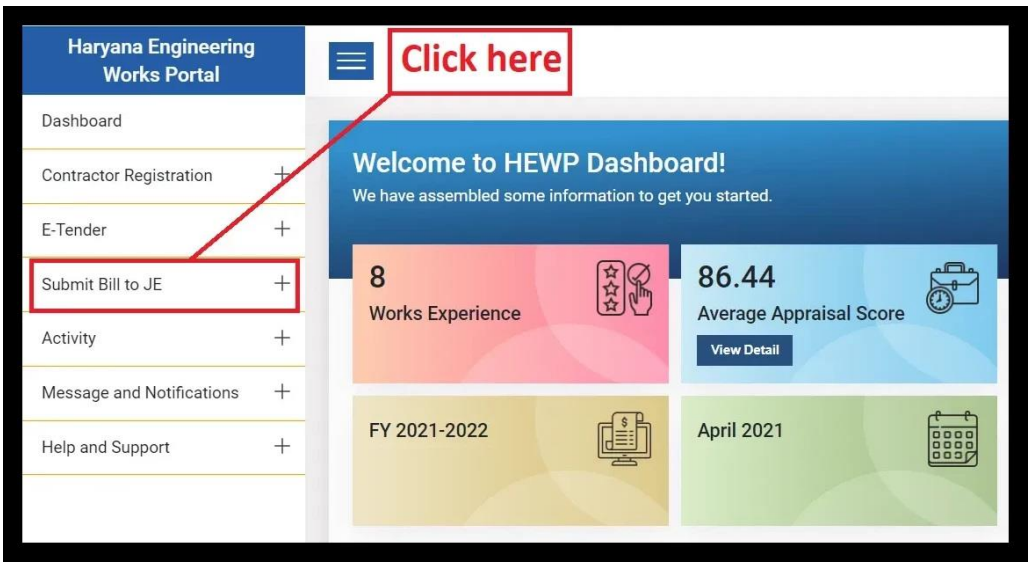
Step 1: Click on the "**Login**" button to access the portal.



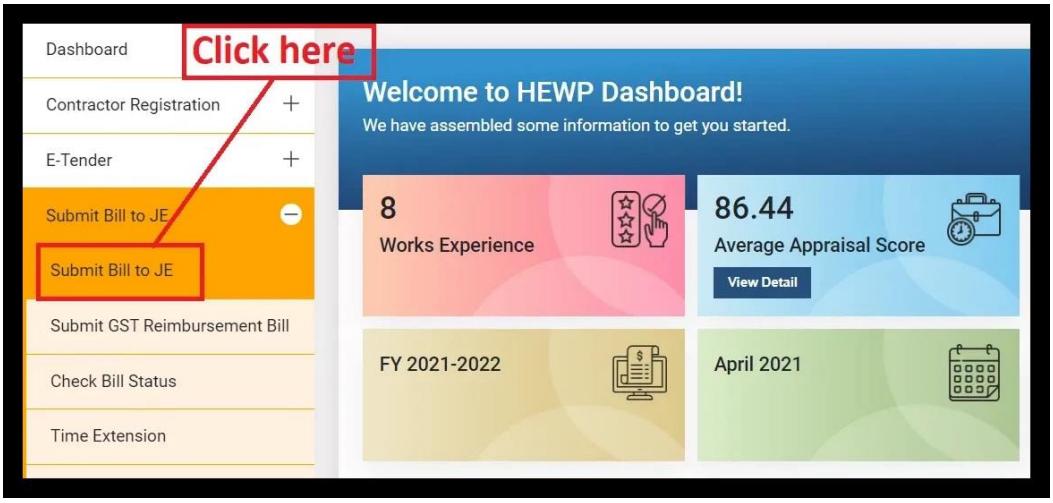
Step 2: Click on the "**Contractor**", and log in with your credentials.



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



Step 4: Click on "**Submit Bill to JE**" from the options available.



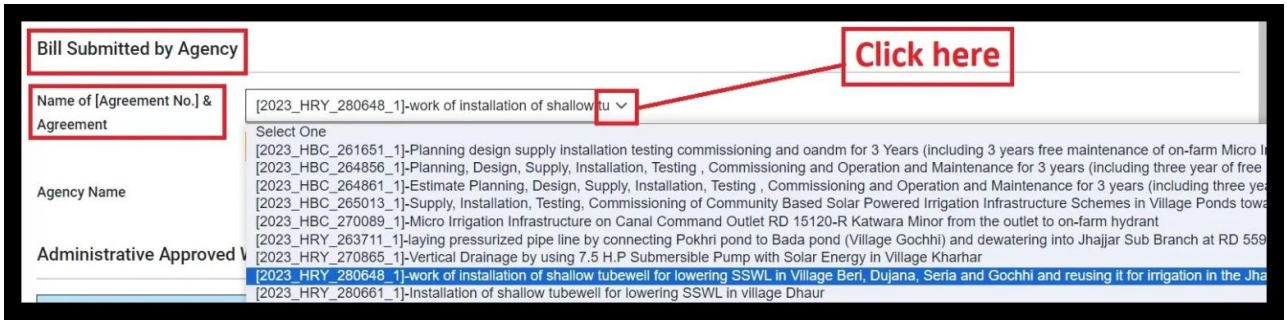
You will be directed to the dashboard where you will see three different sections:

- "**Bill submitted by Agency**"
- "**Administrative Approved Work Under Agreement**"
- "**Item Number Description**"

Step 5: Click on the dropdown button next to "**Name of [Agreement No.] & Agreement**" and select the desired option.

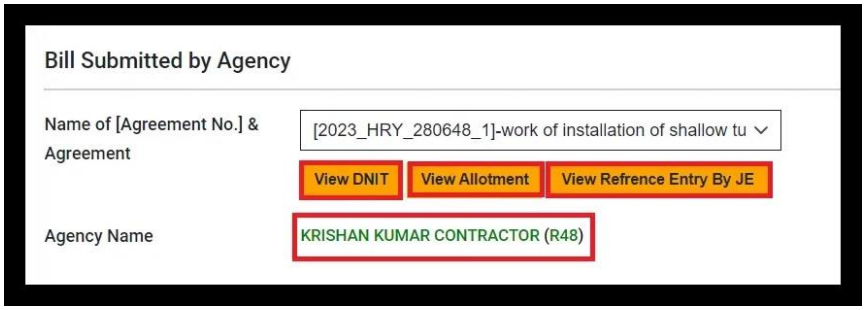
Note: The Name of Agreement "2023_HRY_280648_1" has been chosen for the reference purpose. Subsequent selection criteria will be aligned with this.

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



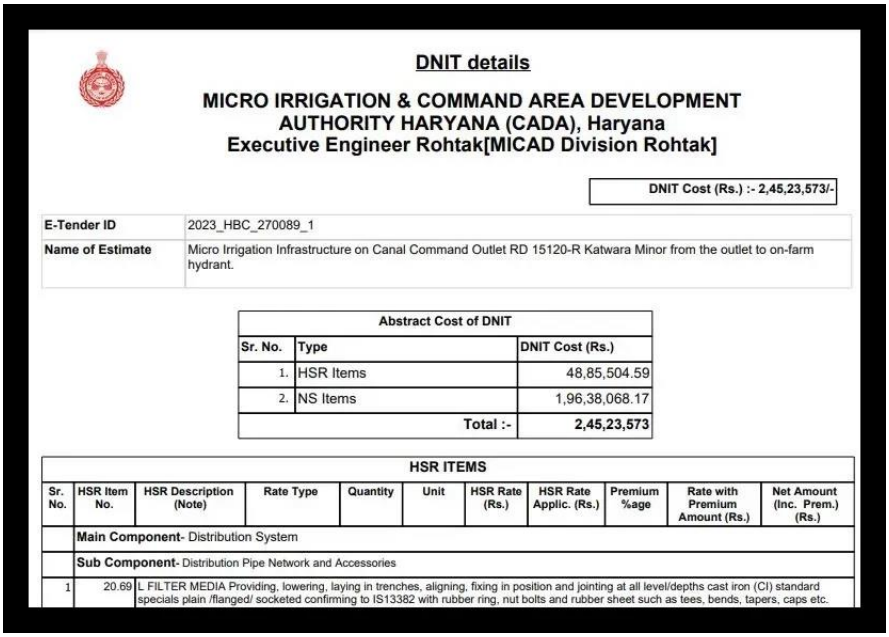
Note: If the variation entry is started for the selected bill then you cannot forward this bill to JE.

- 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.



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

- 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]

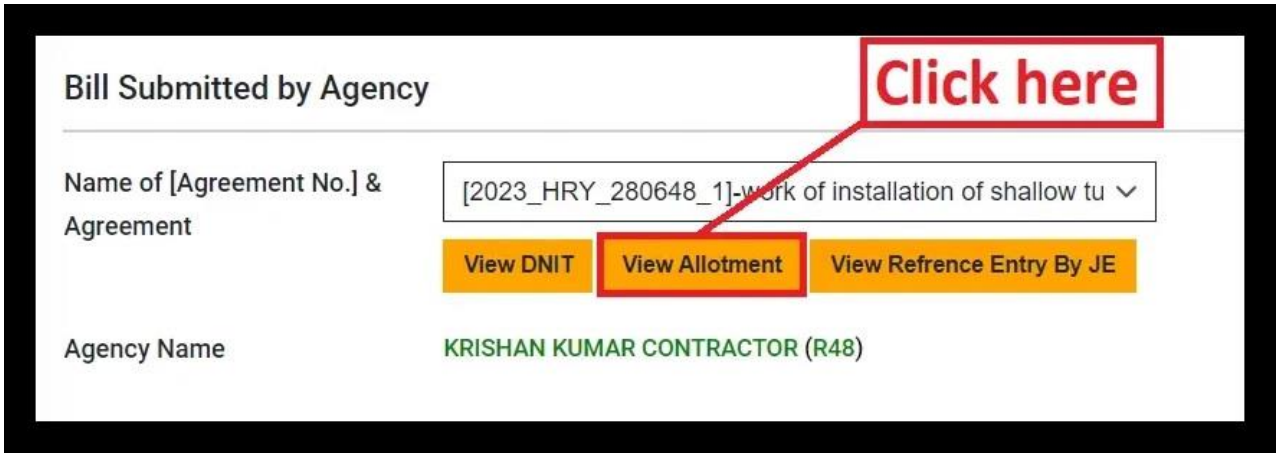
DNIT Cost (Rs.) :- 2,45,23,573/-

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.

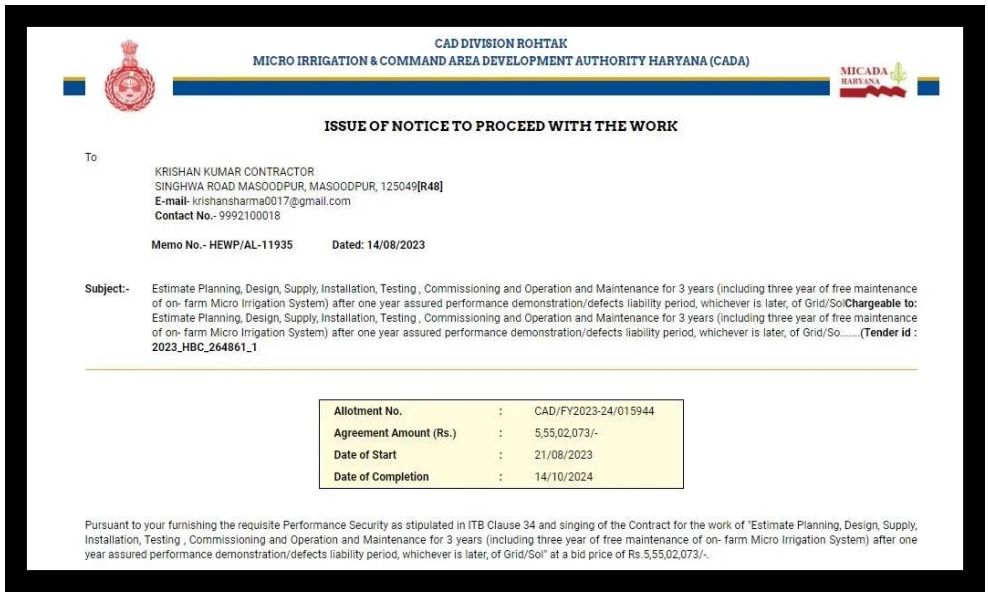
Abstract Cost of DNIT		
Sr. No.	**Type**	**DNIT Cost (Rs.)**
1.	HSR Items	48,85,504.59
2.	NS Items	1,96,38,068.17
	Total :-	**2,45,23,573**

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 confirming to IS13382 with rubber ring, nut bolts and rubber sheet such as tees, bends, tapers, caps etc.								

Step 8: Click on "**View Allotment**" to open & view the allotment details.



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



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

MICADA HARYANA

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**

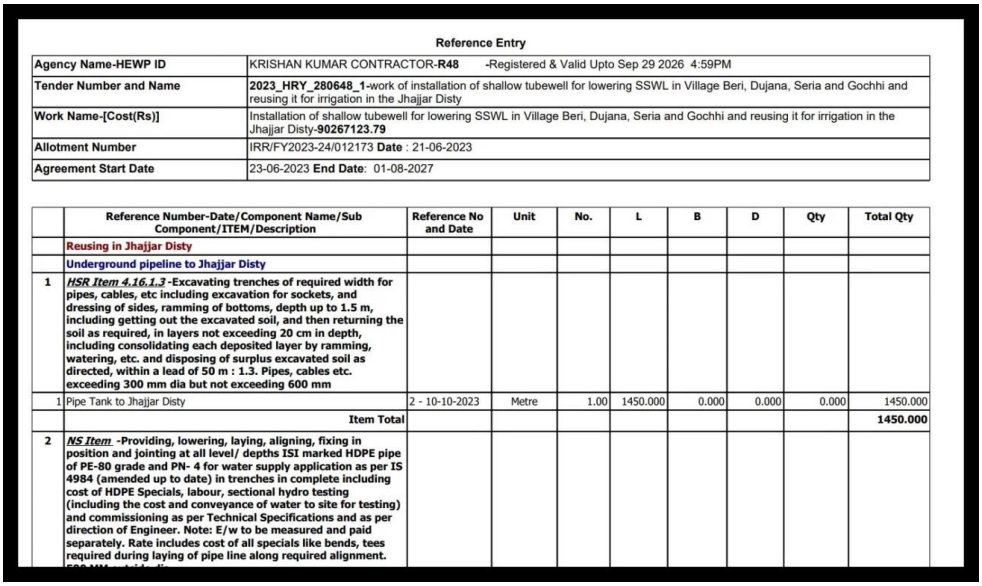
Subject:- Estimate Planning, Design, Supply, Installation, Testing , Commissioning and Operation and Maintenance for 3 years (including three year of free maintenance of on- farm Micro Irrigation System) after one year assured performance demonstration/defects liability period, whichever is later, of Grid/Sol**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 singing 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/Sol" at a bid price of Rs.5,55,02,073/-.

Step 9: Click on "**View Reference Entry By JE**" to view the reference entry made by the Junior Engineer.

- Upon clicking, the following PDF will be opened.



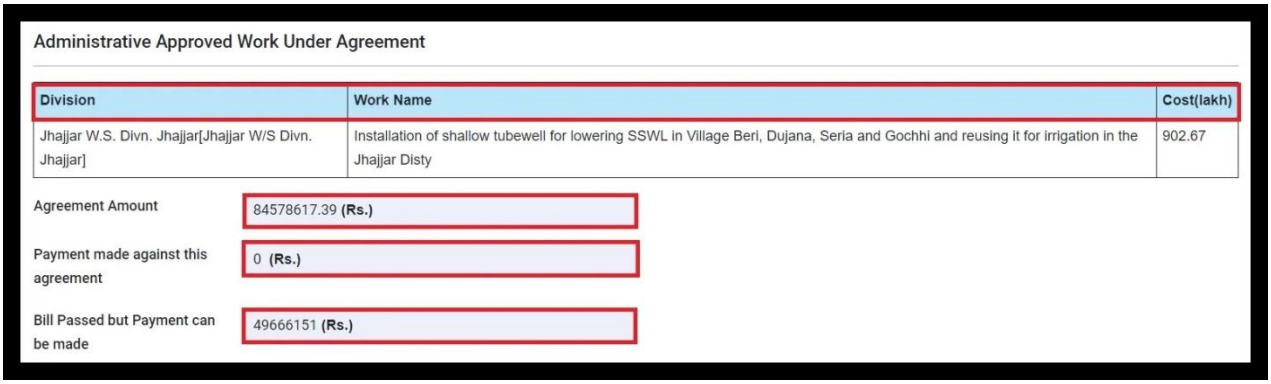
Reference Entry

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	IRR/FY2023-24/012173 **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 4.16.1.3*** **-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.**								

Note 1: On selecting the Agreement Name "**Administrative Approved Work Under Agreement"**, corresponding **amount**s 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**."

- The bill number will automatically populate in the input field. For example, in the snippet below, the selected Division has "**5 Running Bills"**.

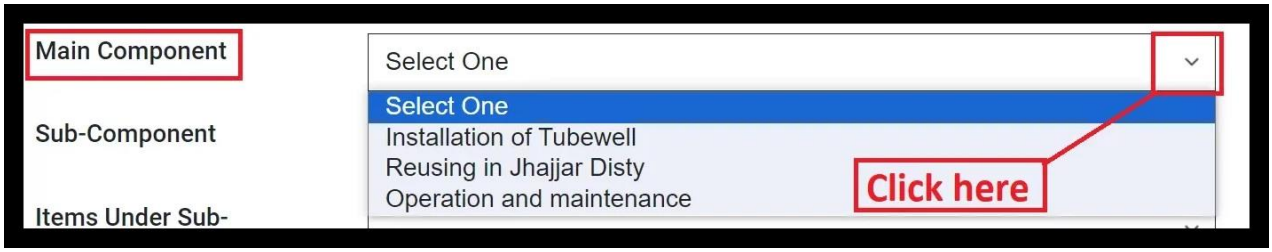
Step 10: If you want to submit the final Bill, then click on "**Final Bill**".

Error Messages:

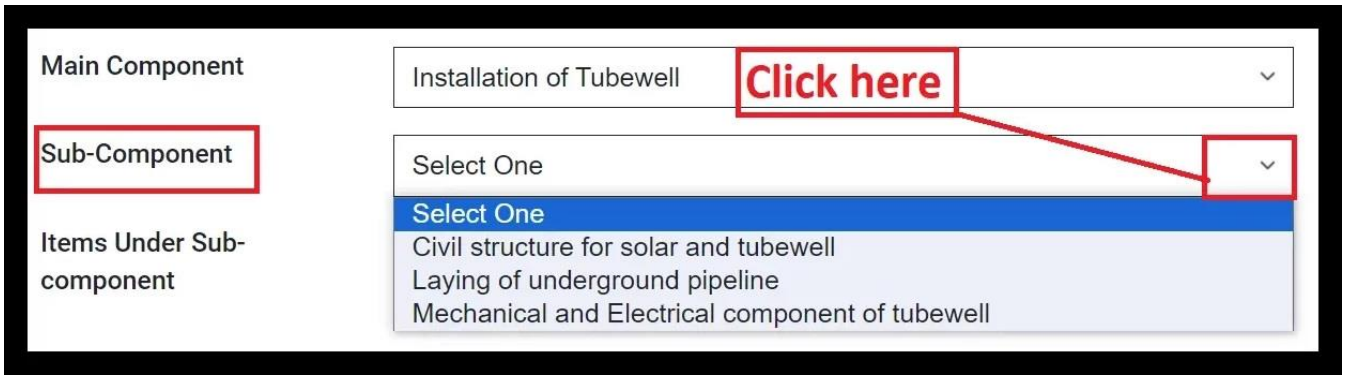
- 'Bill Final Date Required' in case the bill is selected as Final.
- Bill final date cannot be less than the agreement start date.

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

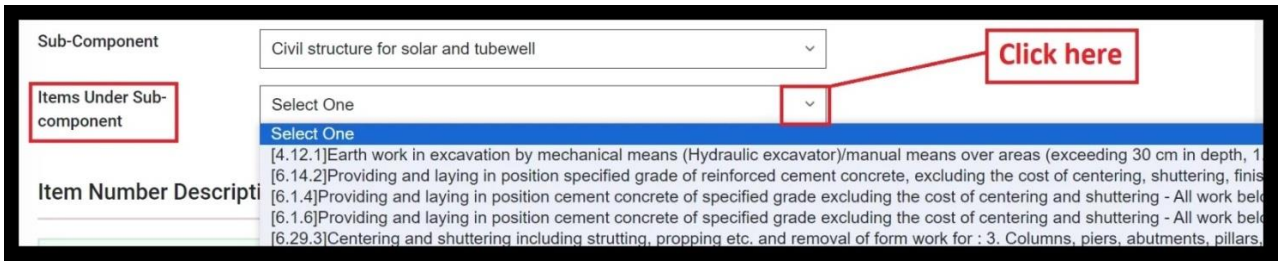
Step 11: Click on the dropdown button adjacent to "**Main Component**" and choose the appropriate main component.



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

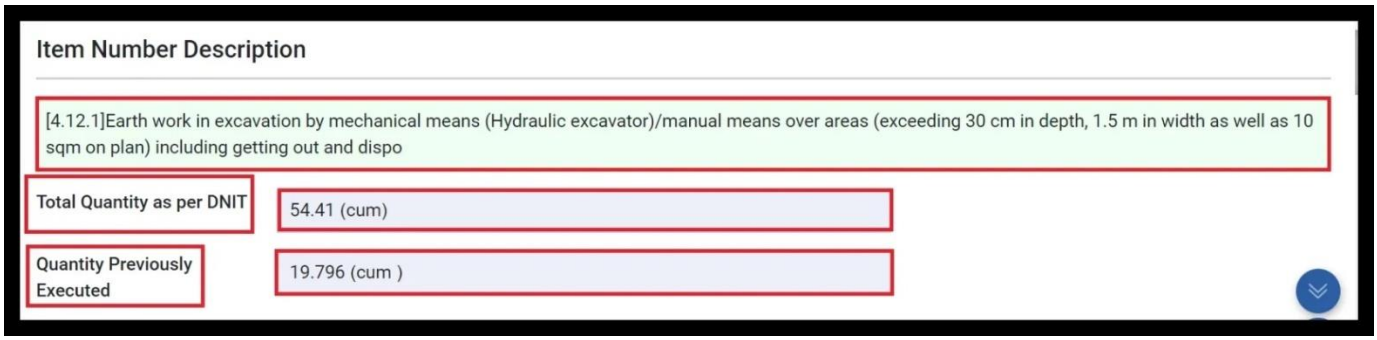


Step 13: Click on the dropdown button adjacent to "**Items Under Sub-component**" and choose the desired item.

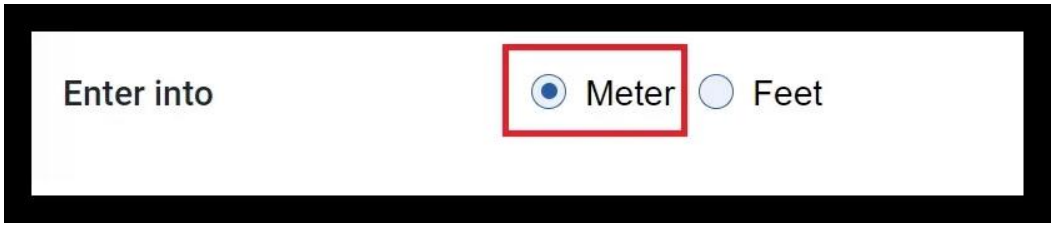


Note 1: Upon selecting the **items Under Sub-component**, **Item Number Description**, **Total Quantity per DNIT**, and **Quantity Previously Executed** will automatically display.

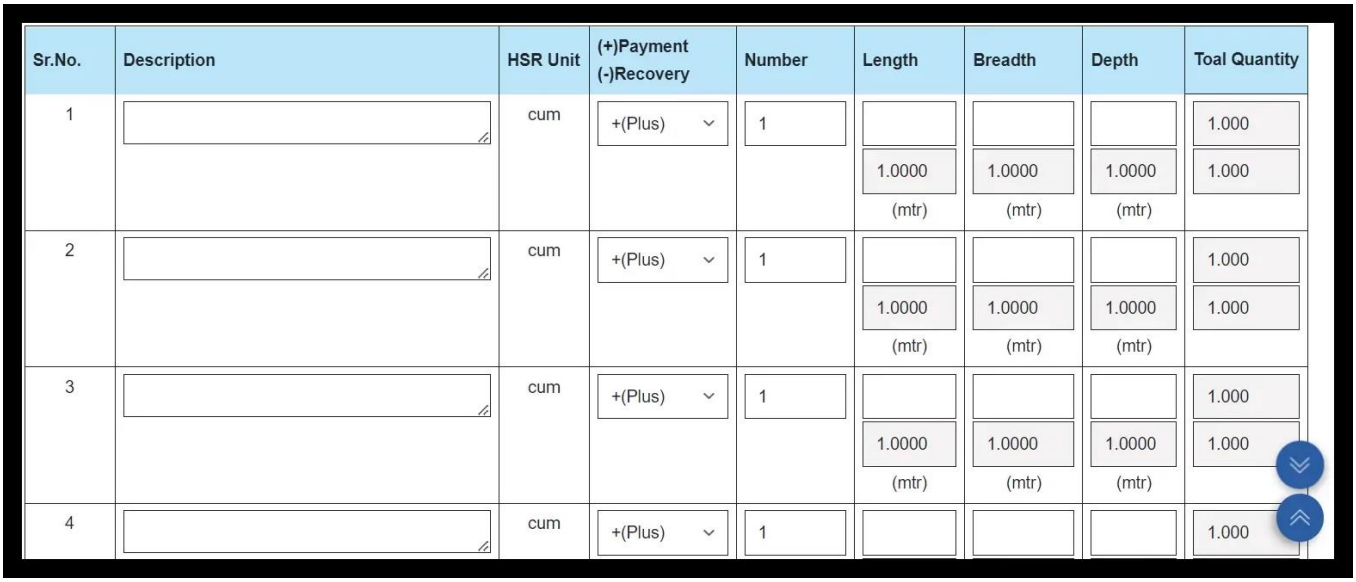
Note 2: If no previous bills have been executed, the "**Total Quantity Previously Executed**" will be shown as zero.



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



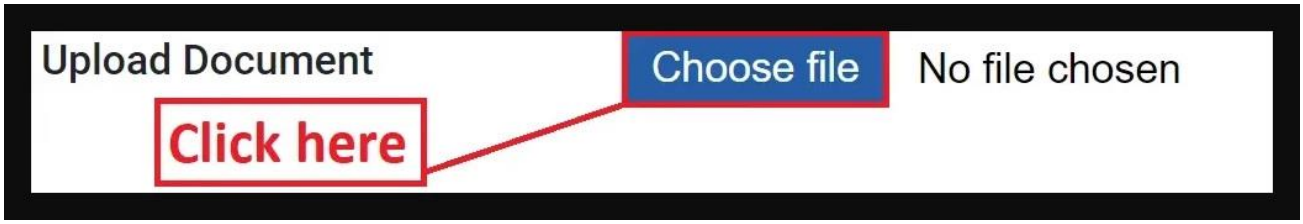
Step 14: Enter **Description**, **Number**, **Length**, **Breadth** and choose the **Payment/Recovery** option from the dropdown. The **Total Quantity** will auto-populate based on the entered details.



Sr.No.	Description	HSR Unit	(+)Payment (-)Recovery	Number	Length	Breadth	Depth	Toal Quantity
1		cum	+(Plus)	1	1.0000 (mtr)	1.0000 (mtr)	1.0000 (mtr)	1.000 / 1.000
2		cum	+(Plus)	1	1.0000 (mtr)	1.0000 (mtr)	1.0000 (mtr)	1.000 / 1.000
3		cum	+(Plus)	1	1.0000 (mtr)	1.0000 (mtr)	1.0000 (mtr)	1.000 / 1.000
4		cum	+(Plus)	1				1.000

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

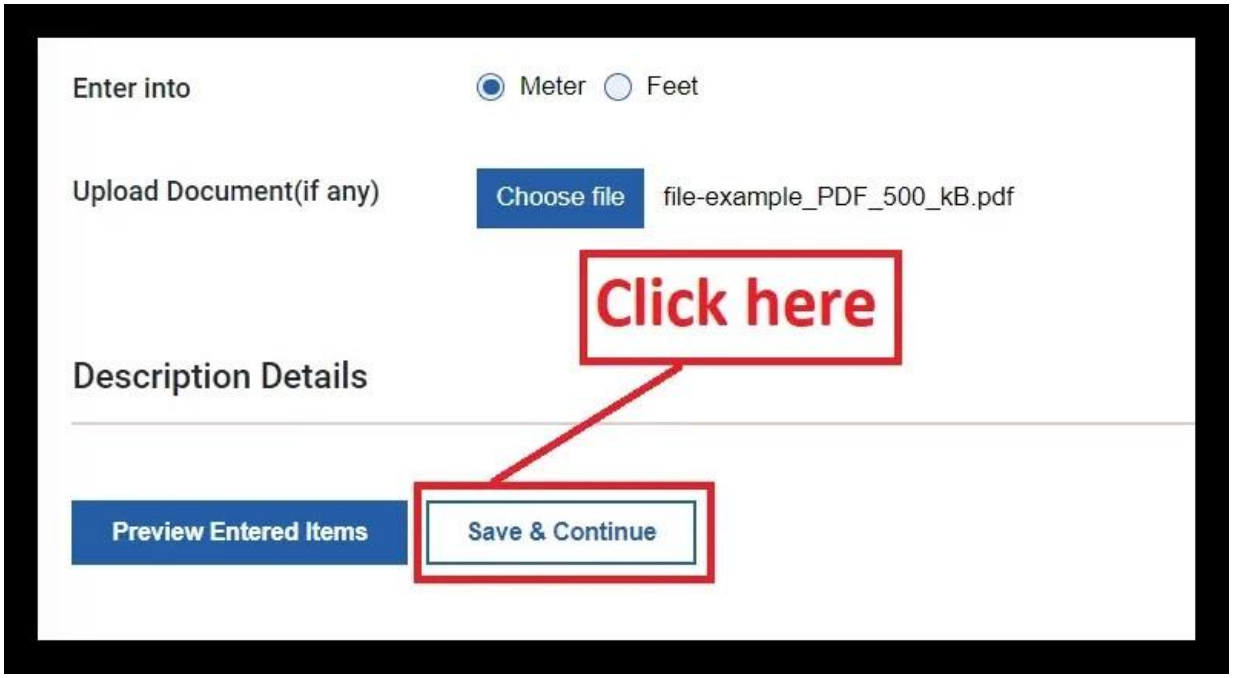
Step 15: Click on the "**Choose file"** to upload the relevant Document.



Step 16: Click on the "**Add To List**" button to include the item in the bill.

Step 17: To preview the entered items, click on the "**Preview Entered Items**" button.

Step 18: Click on the "**Save & Continue"** button to proceed.



Step 19: Click on the "**Ok**" button to confirm the entry.

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.

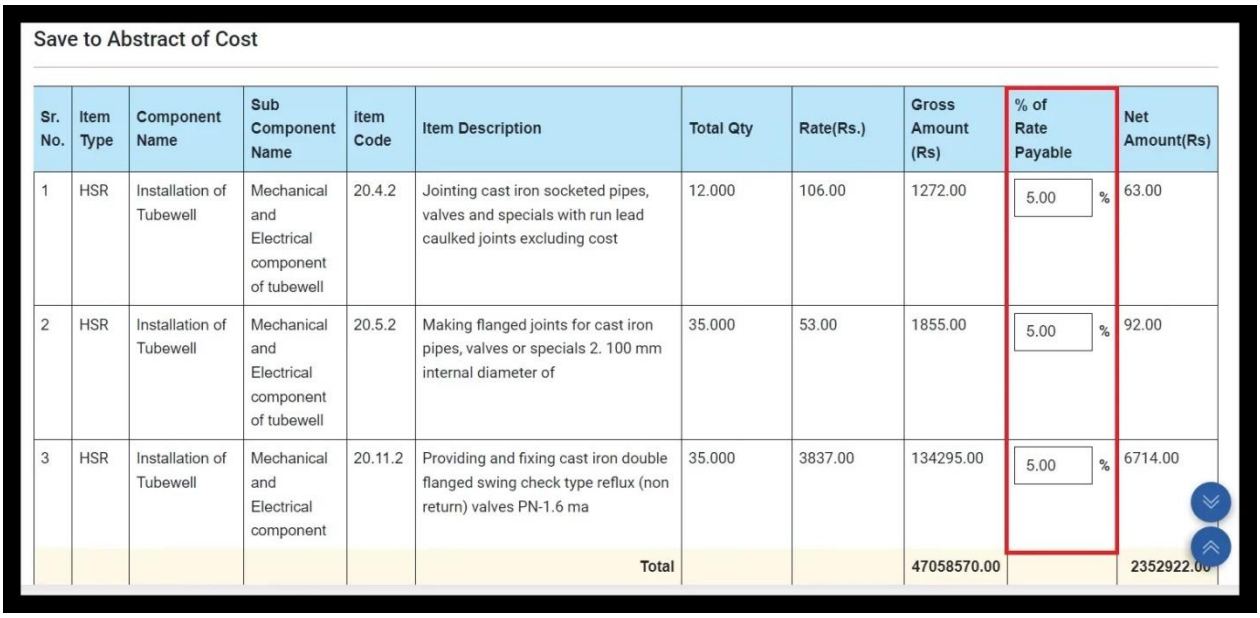
- You will be directed to the "**Abstract of Cost**" dashboard. The Name of the **Agreement and Agreement Number** will already be present. The "**Set %age to all items**" field will be blank.

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.

- 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	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

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

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.

Abstract of Cost Sent To JE

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

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

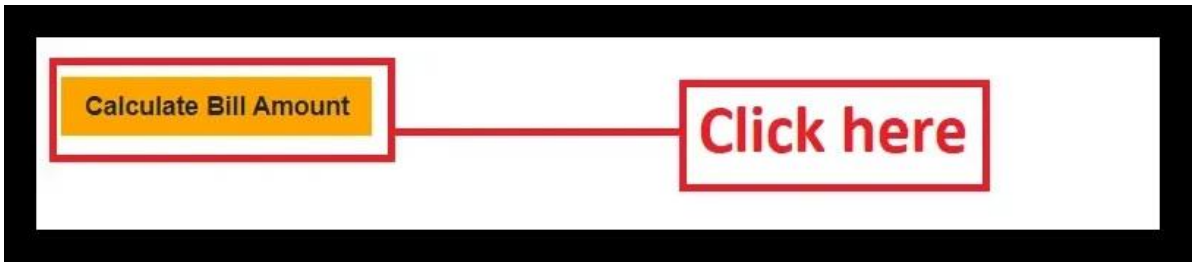
Note: In the case of Item Rate, the allotment percentage on HSR will not be displayed.

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

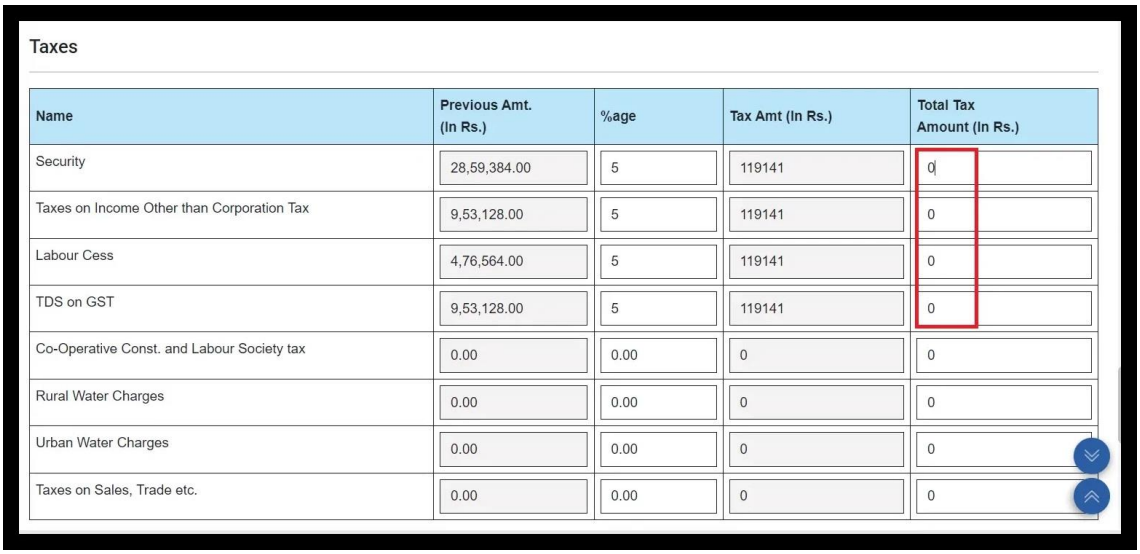
Taxes

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.



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



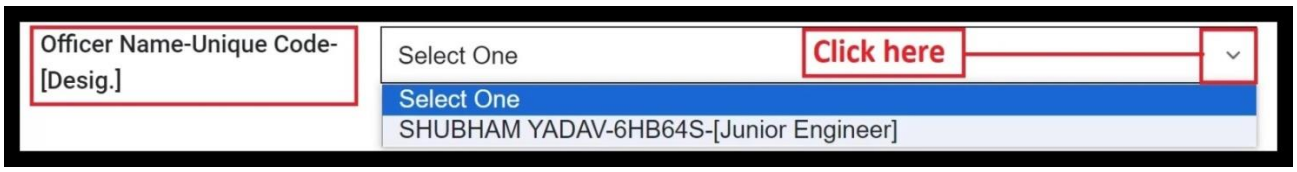
Taxes

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

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

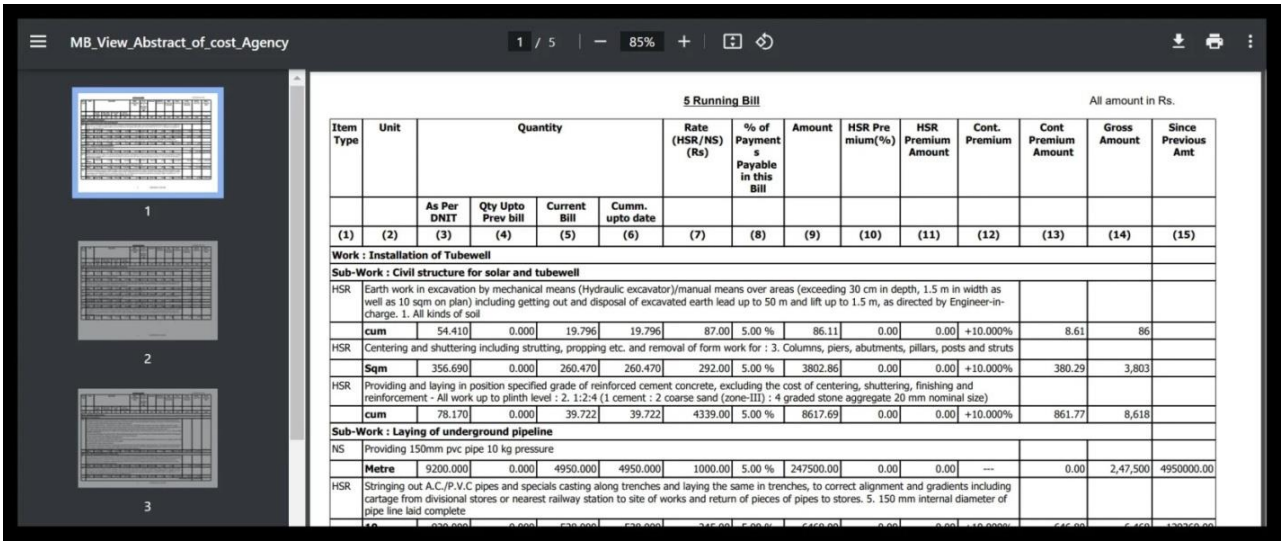
Step 28: Select the "**Officer Name-Unique Code-[Desig.]"** from the dropdown.



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

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

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

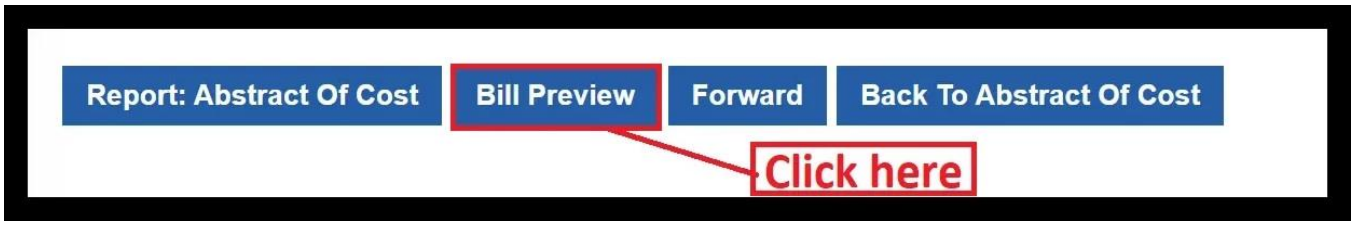


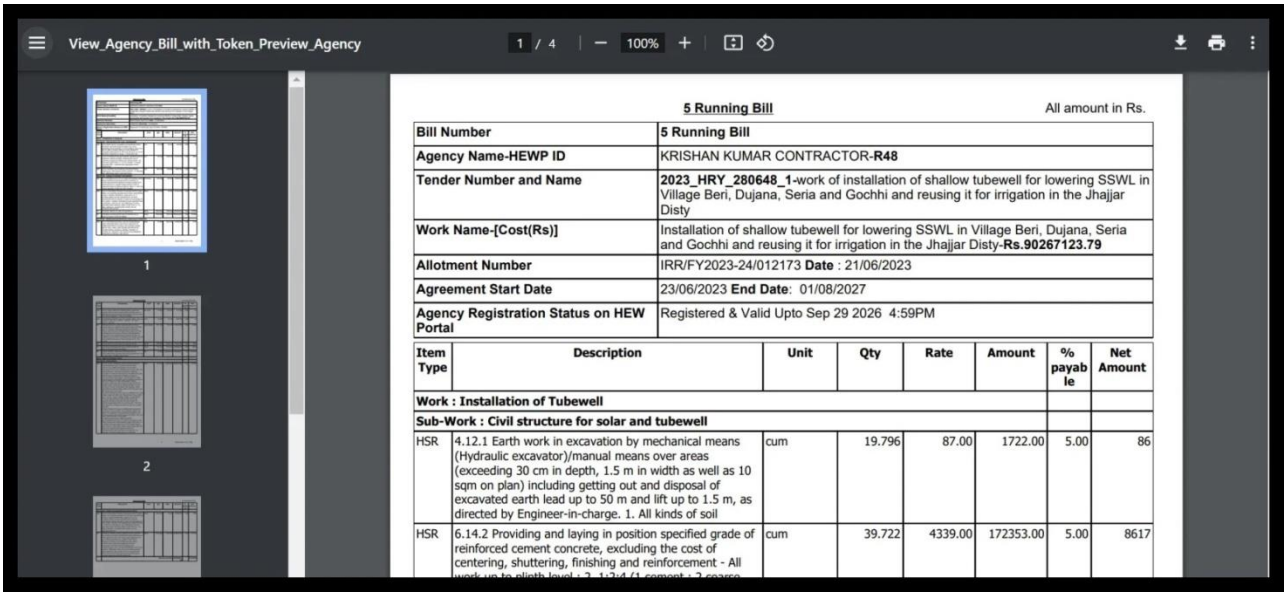
5 Running Bill

All amount in Rs.

Item Type	Unit	Quantity				Rate (HSR/NS) (Rs)	% of Payments 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													

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





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	cum	39.722	4339.00	172353.00	5.00	8617

Step 31: Click on the "**Forward"** button to submit the bill.

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

- 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.

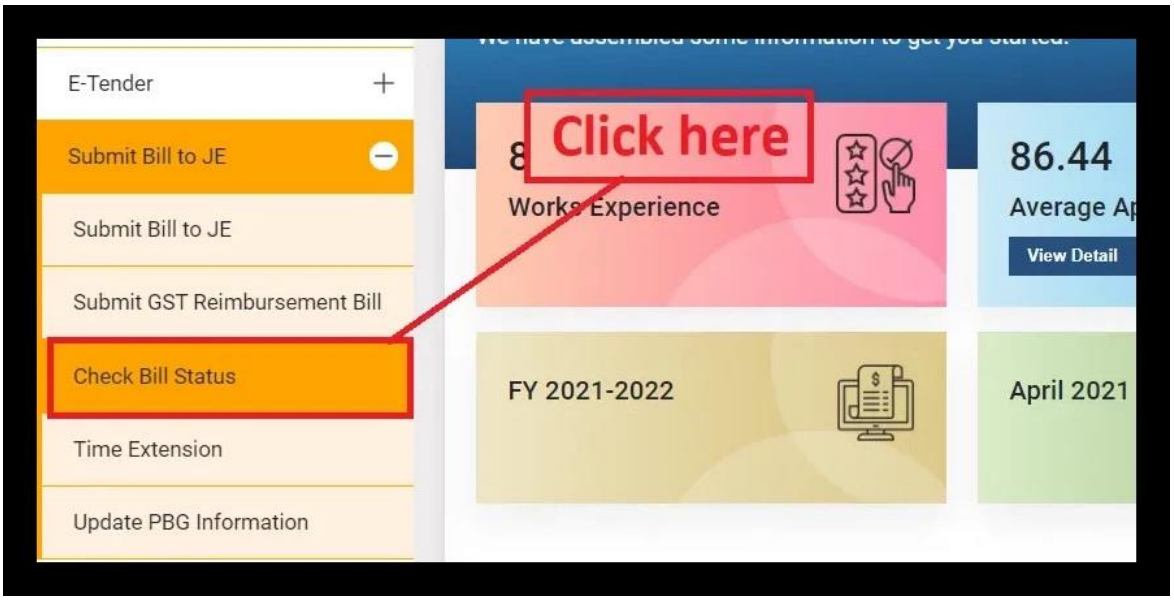
Please note that once you submit the bill, changes cannot be made. The **'Save & Continue'** button will be disabled, so ensure to enter your details accurately.

Points to Note:

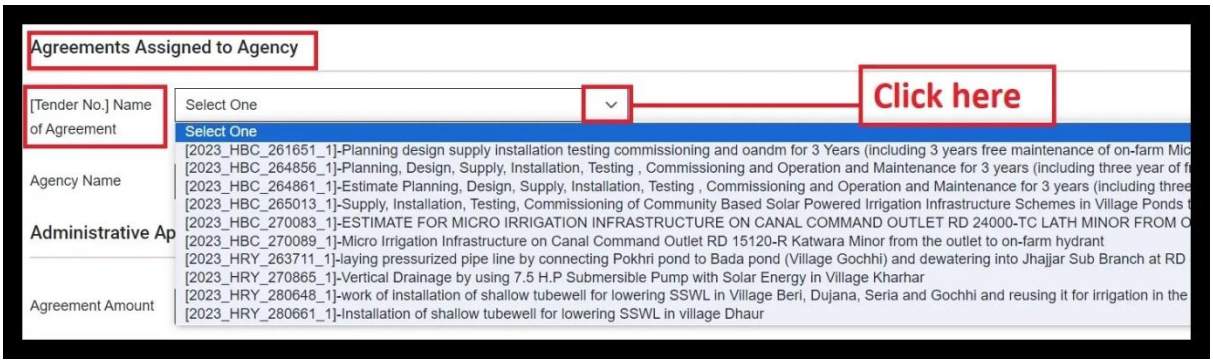
- The bill is already finalized. So, you cannot create a new bill.
- Your bill is already pending at <Designation & Employee Name>. So, you cannot edit it.
- The quantity of sum-items has been entered more than the actual DNIT quantity. So, please check DNIT report and reduce entered quantity.

Check Bill Status

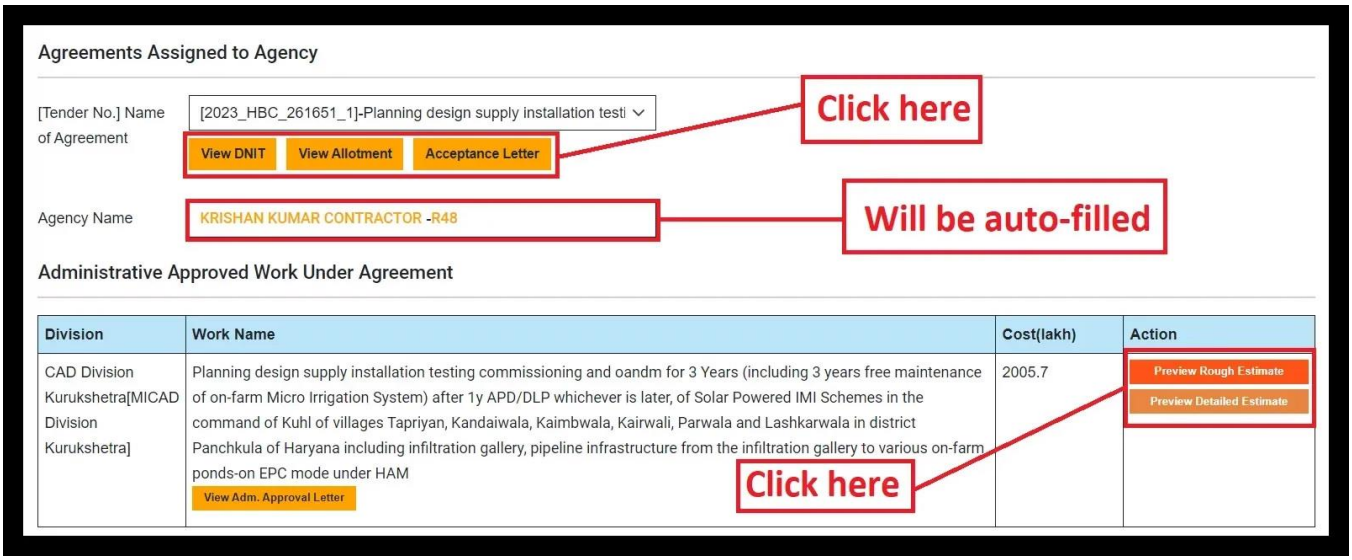
Step 1: Go back to **Submit Bill to JE** and click on "**Check Bill Status"**.



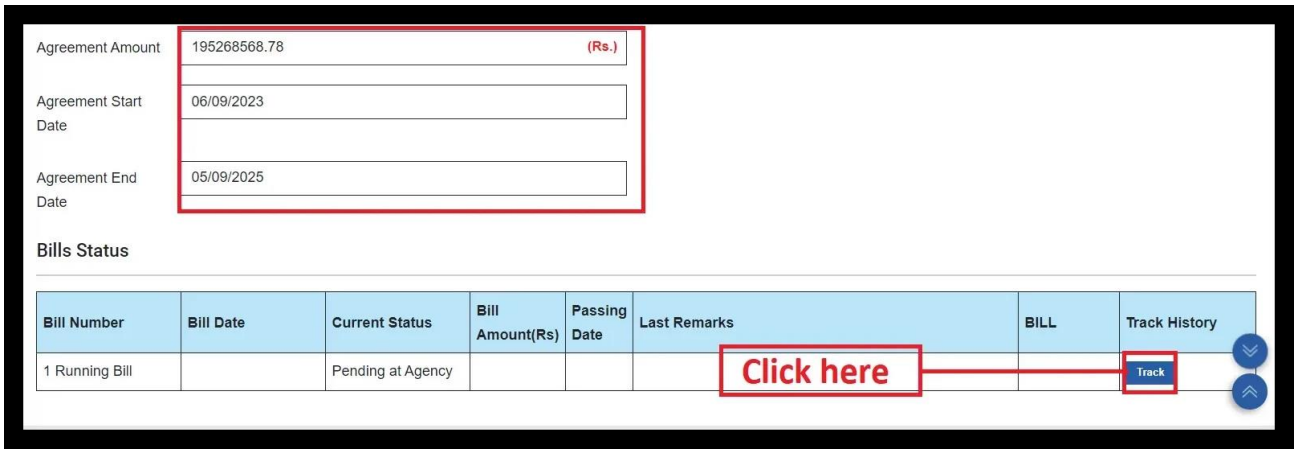
Step 2: Select "**[Tender No.] Name of Agreement"** from the dropdown menu.



- 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.



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.



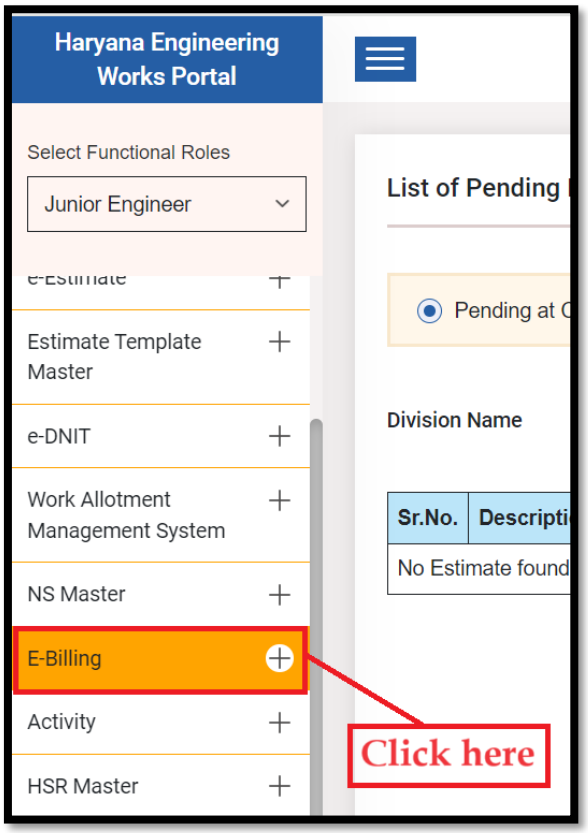
- Upon clicking "**Track**", you will be able to view the status of your bill as shown below.

- 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.

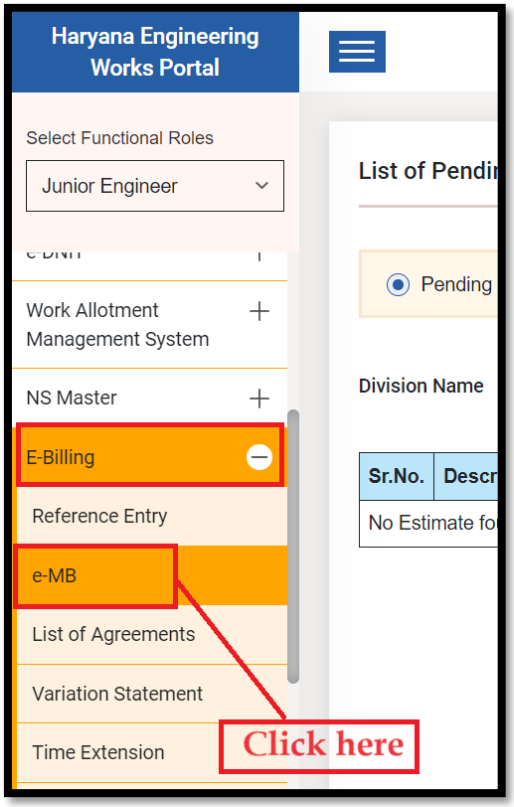
Steps for Officials:

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.



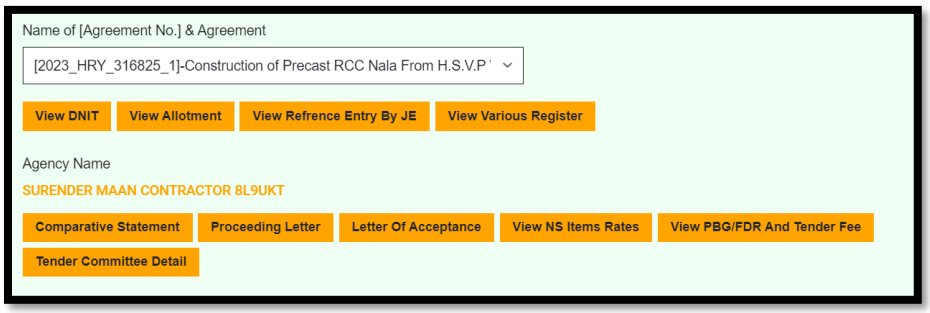
- By default, '**Pending at Current User'** will be selected. Choose your Division Name from the drop-down button.

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

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

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

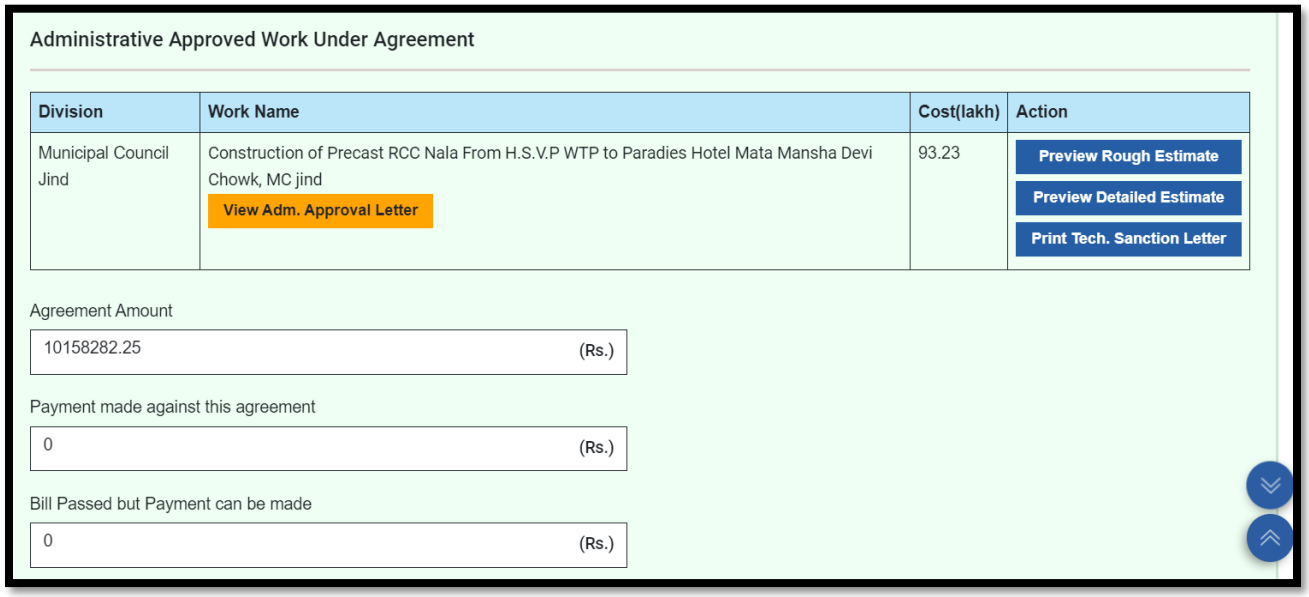
- Upon selecting Agreement Name, the Agency name, and all related details will be fetched automatically.



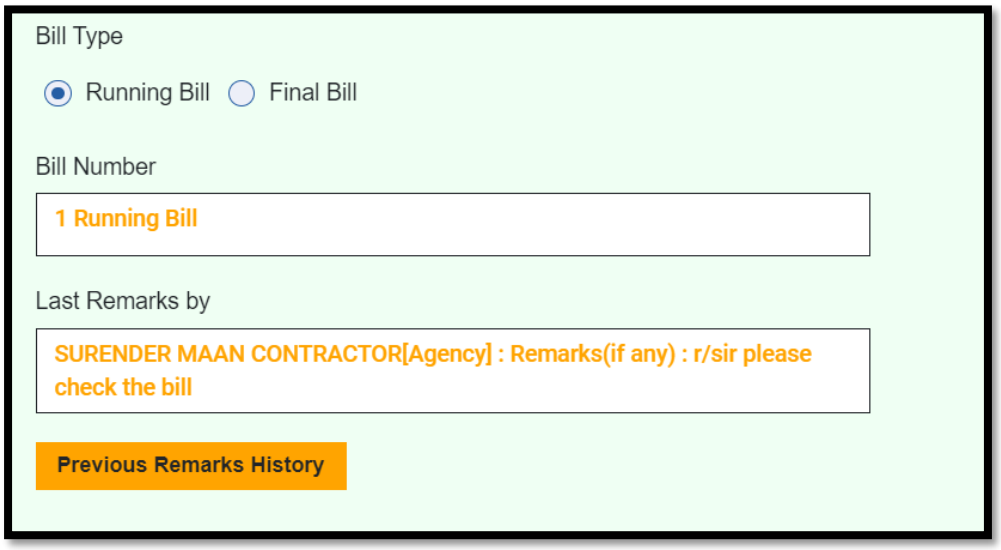
- To view the DNIT, Allotment, Reference Entry by JE, and Various Register, click on the respective button.

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

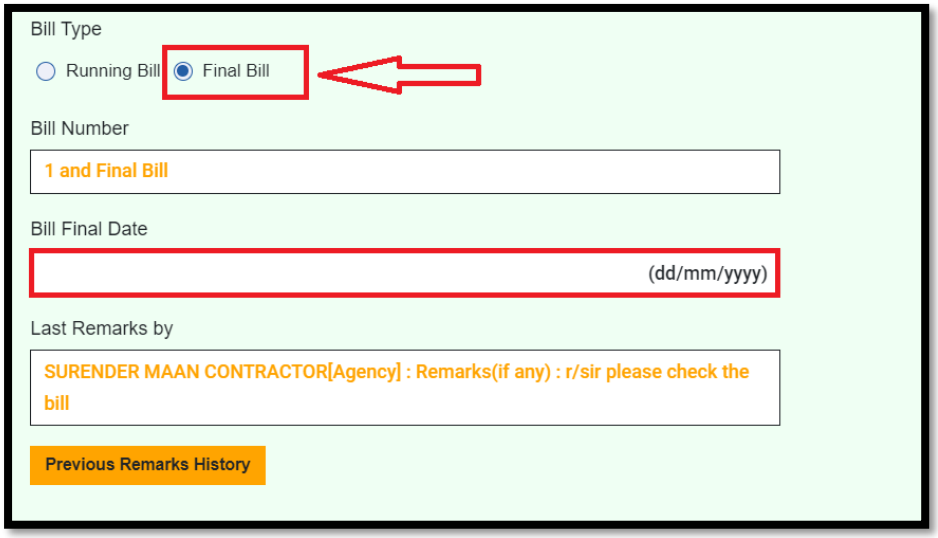
- **'Administrative Approved Work Under Agreement**' details would also be pre-filled in.



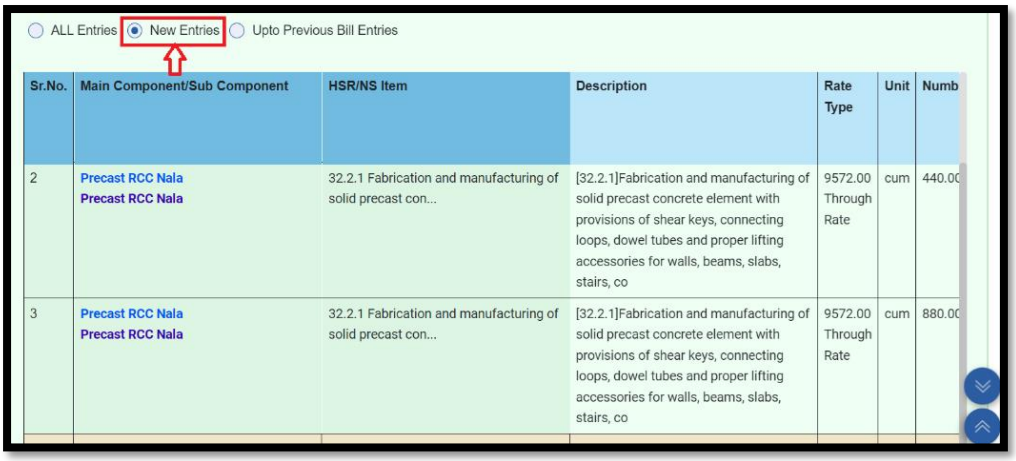
- Bill Type would be selected to '**Running Bill**' and all related details will be auto-filled in.



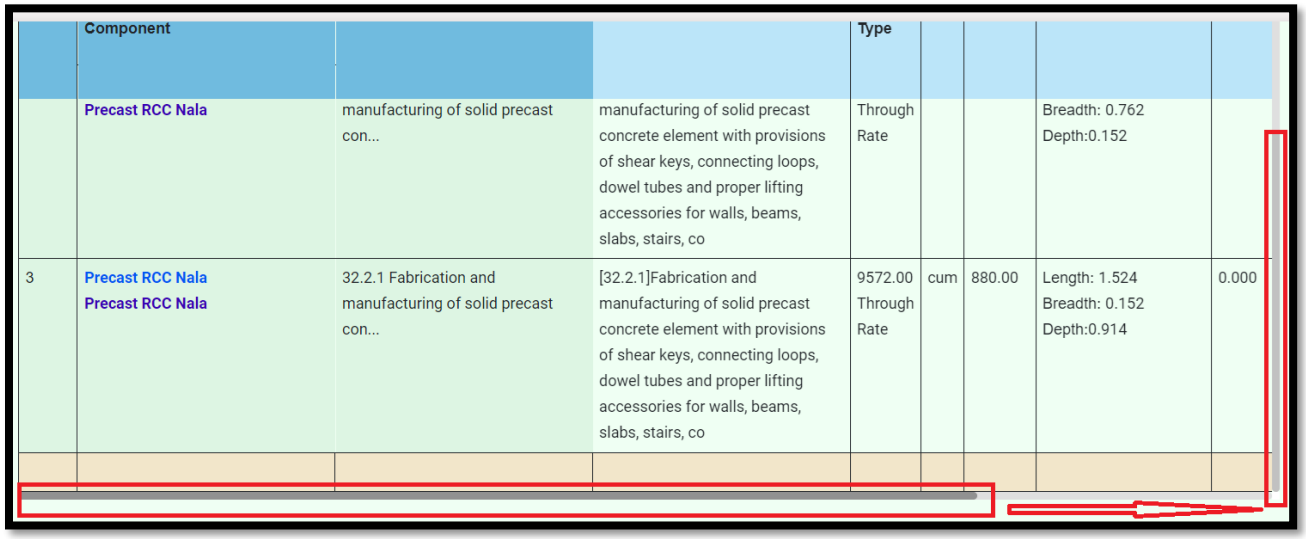
Step 6: Click on the '**Final Bill**', if needed and enter **Bill Final Date**.



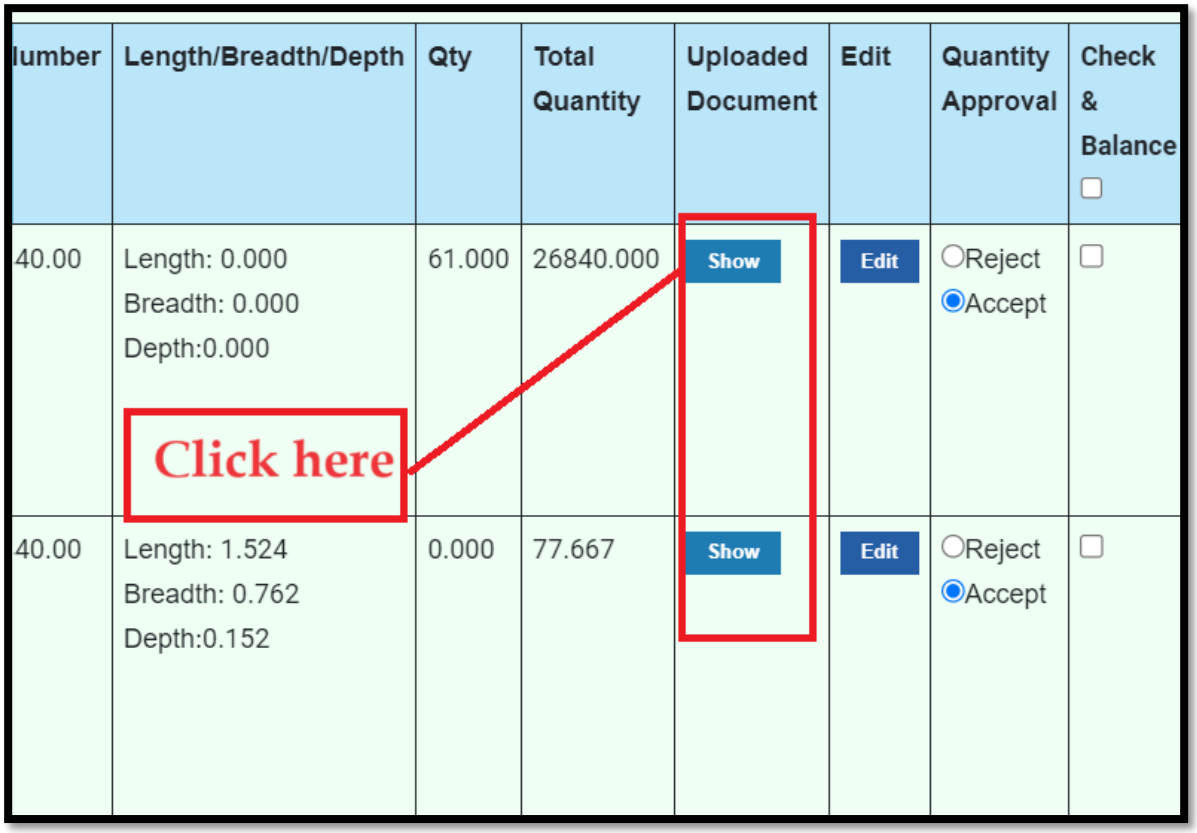
- '**New Entries**' will be displayed. You can view **ALL Entries** and **Upto Previous Bill Entries** as required.



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.

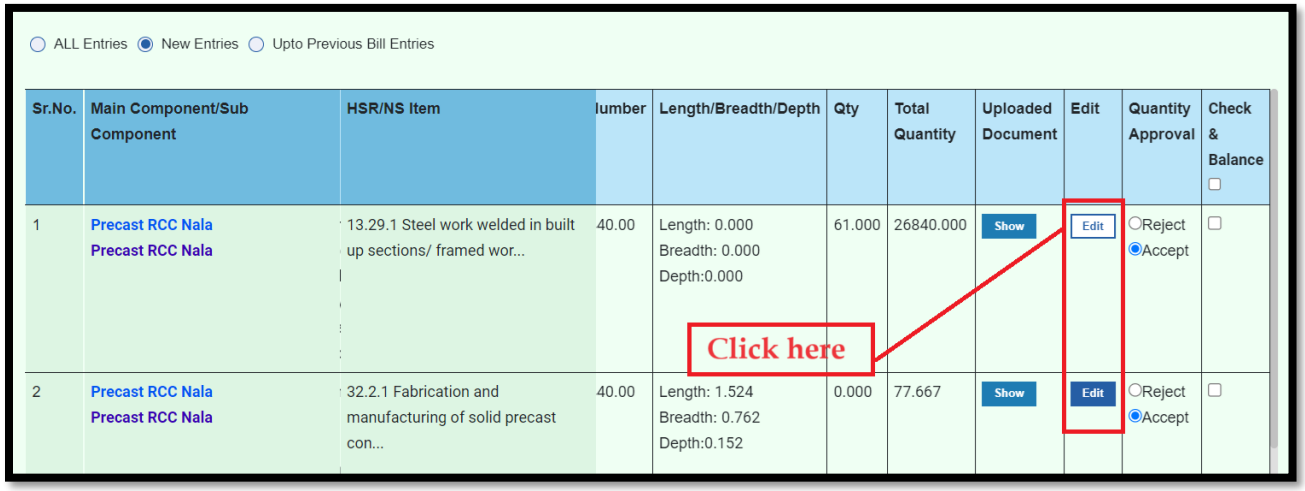


Step 8: Click on the **Show** button to view the uploaded documents.

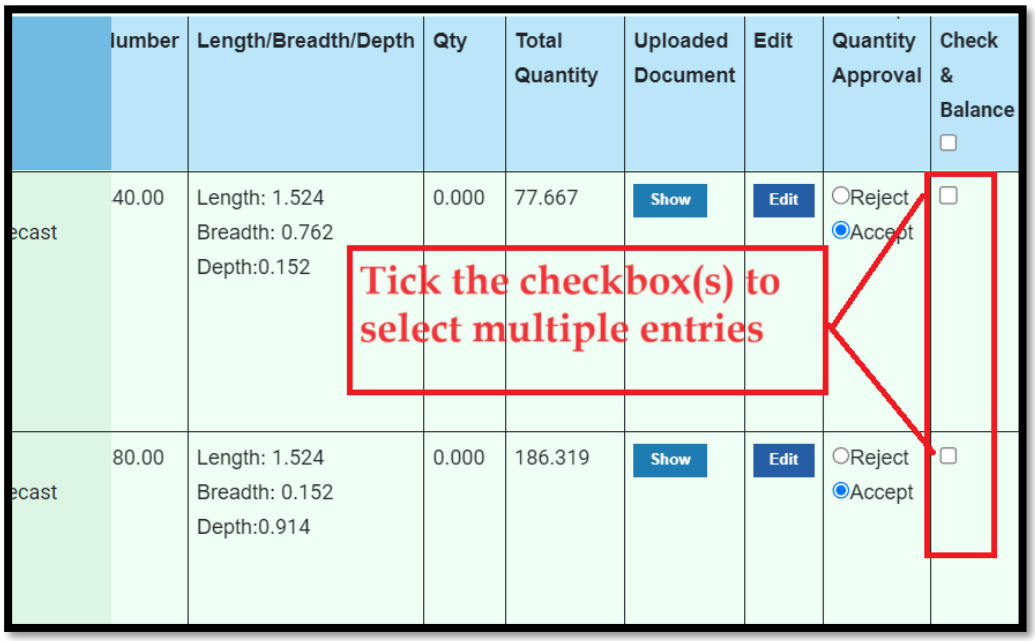


lumber	Length/Breadth/Depth	Qty	Total Quantity	Uploaded Document	Edit	Quantity Approval	Check & Balance ☐
40.00	Length: 0.000 Breadth: 0.000 Depth:0.000	61.000	26840.000	Show	Edit	○Reject ●Accept	☐
40.00	Length: 1.524 Breadth: 0.762 Depth:0.152	0.000	77.667	Show	Edit	○Reject ●Accept	☐

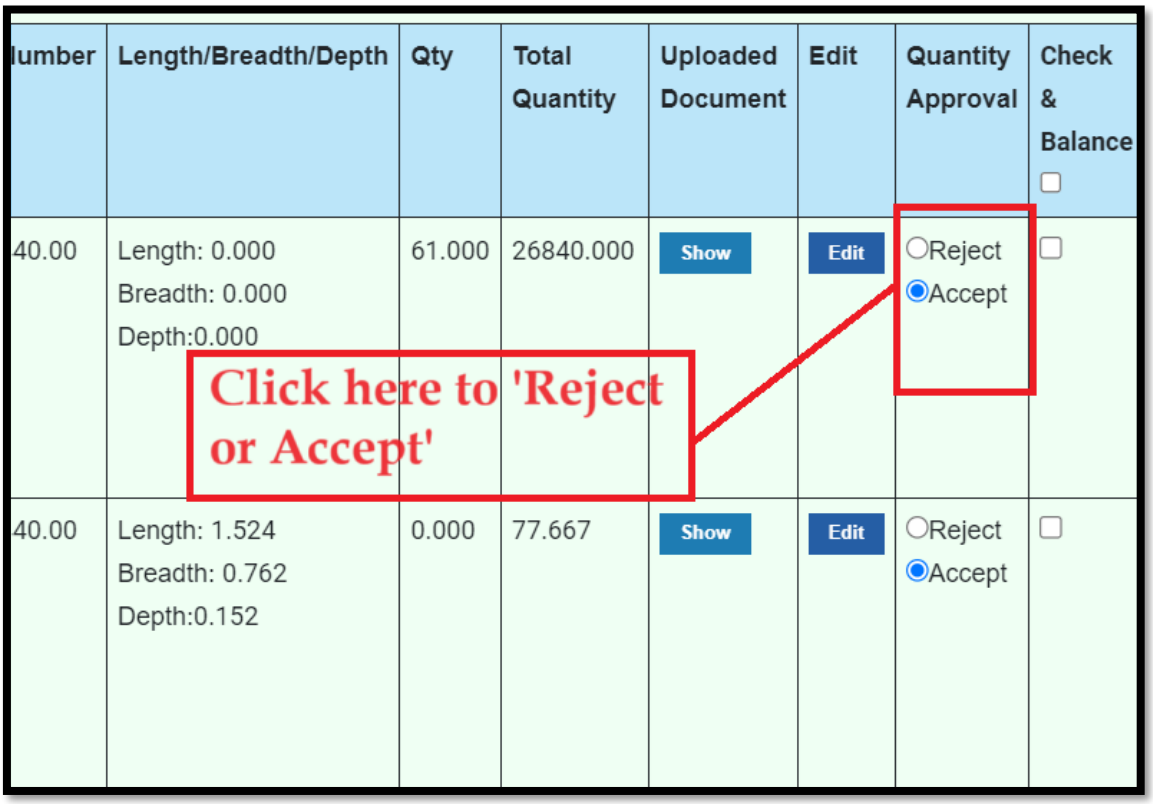
Step 9: Click on the **edit** button, if you want to edit anything.



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



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



lumber	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	○Reject ◉Accept	☐
40.00	Length: 1.524 Breadth: 0.762 Depth:0.152	0.000	77.667	Show	Edit	○Reject ◉Accept	☐

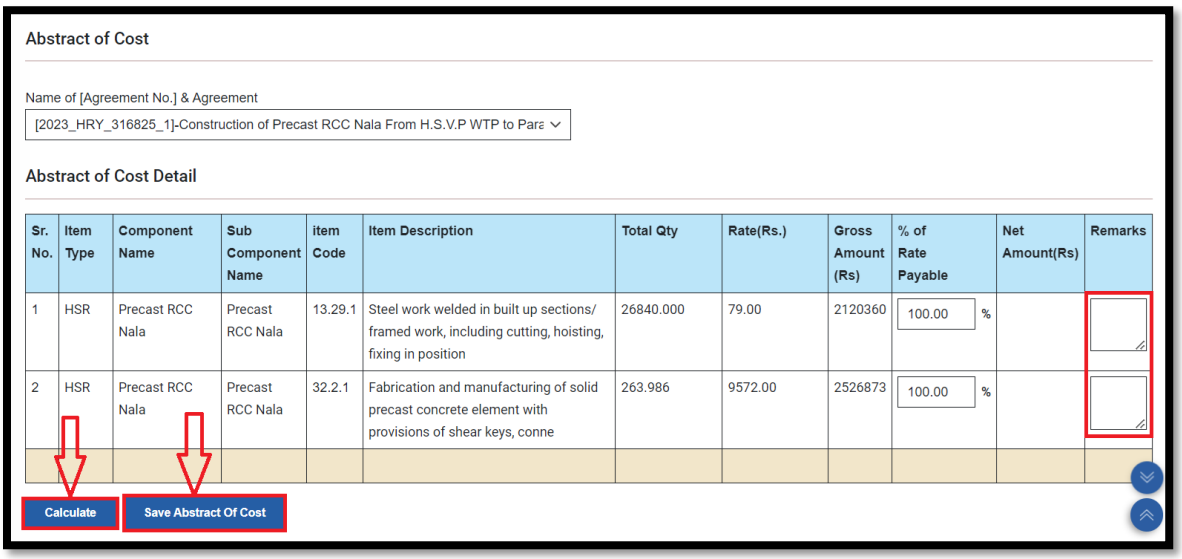
Step 12: Click on the '**View Agency MB'** button if you want to view the Agency MB.

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

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

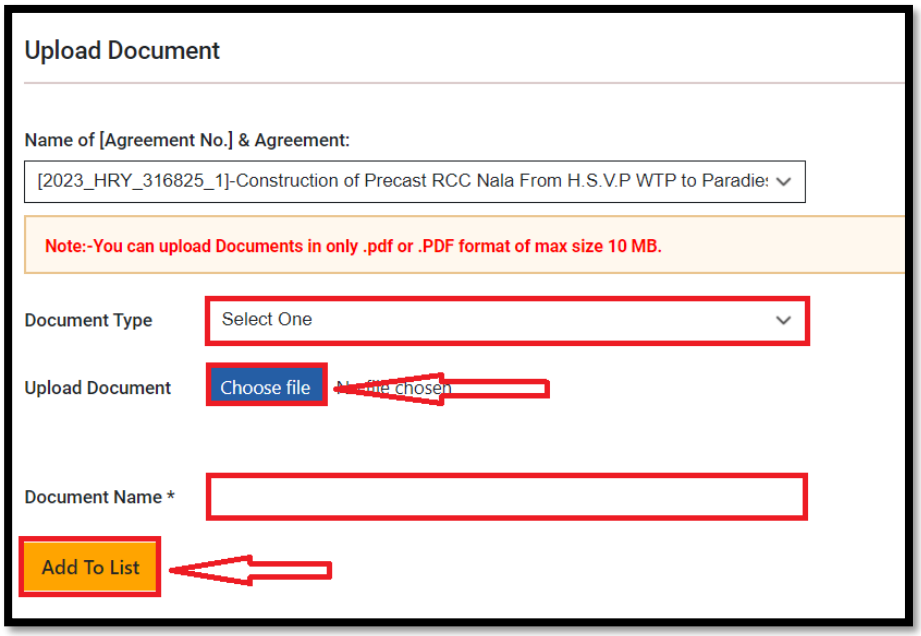
Step 15: Next, you will be directed to the '**Abstract of Cost**' Page.

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.



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

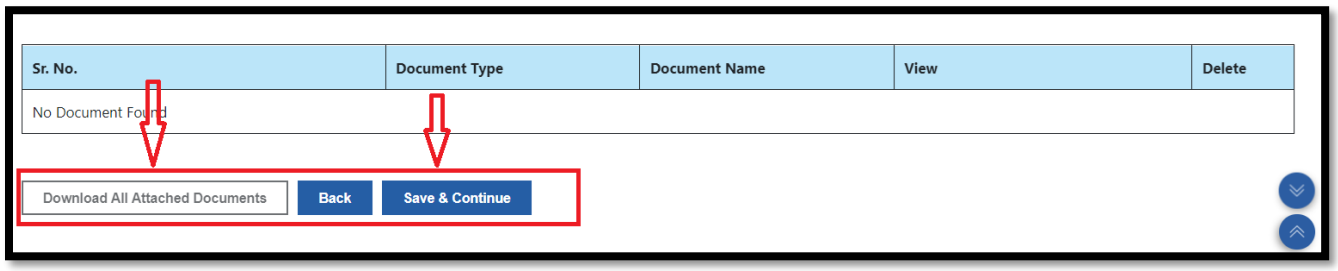
Step 17: Select document type from the drop-down button, choose file, type document name, and click on '**Add To List'** button.



- Details of the added documents will be shown in the tabular form. You can view and delete the documents as required.

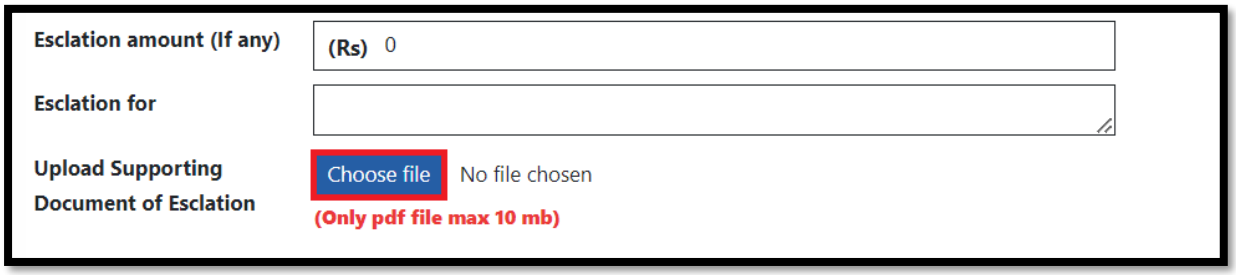
- Moreover, you can download the documents by clicking the **'Download All Attached Documents'**.

- To save the entries, click on the '**Save & Continue'** button.

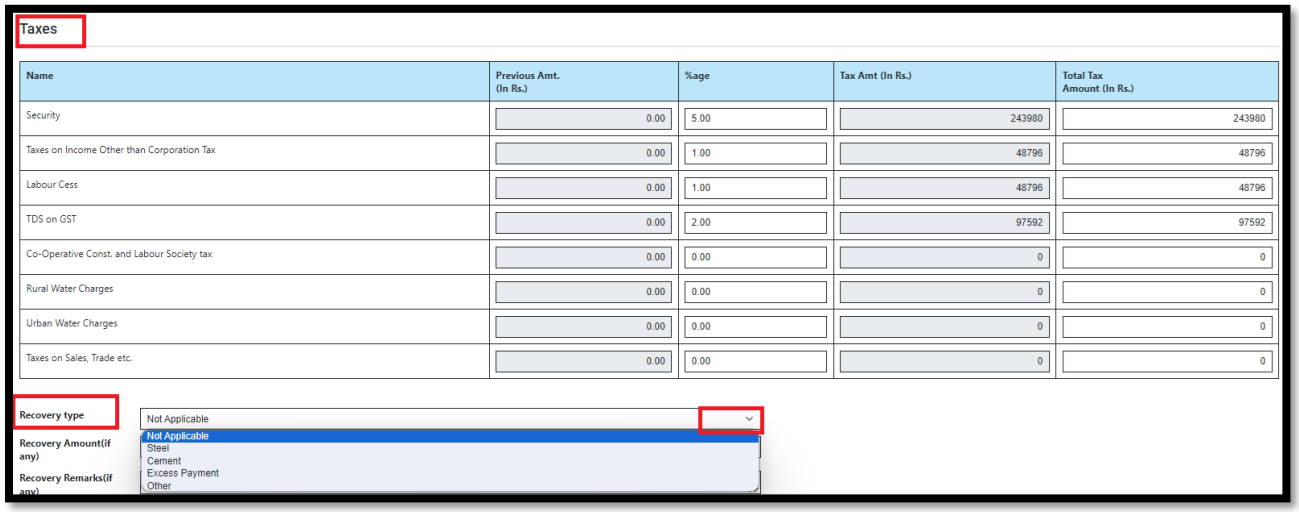


- Next, you will be directed to 'Abstract of Cost Page' where **Abstract of Cost Details** (Division related to agreement, Amount related details, etc.) will be pre-filled in.

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



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



Taxes

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

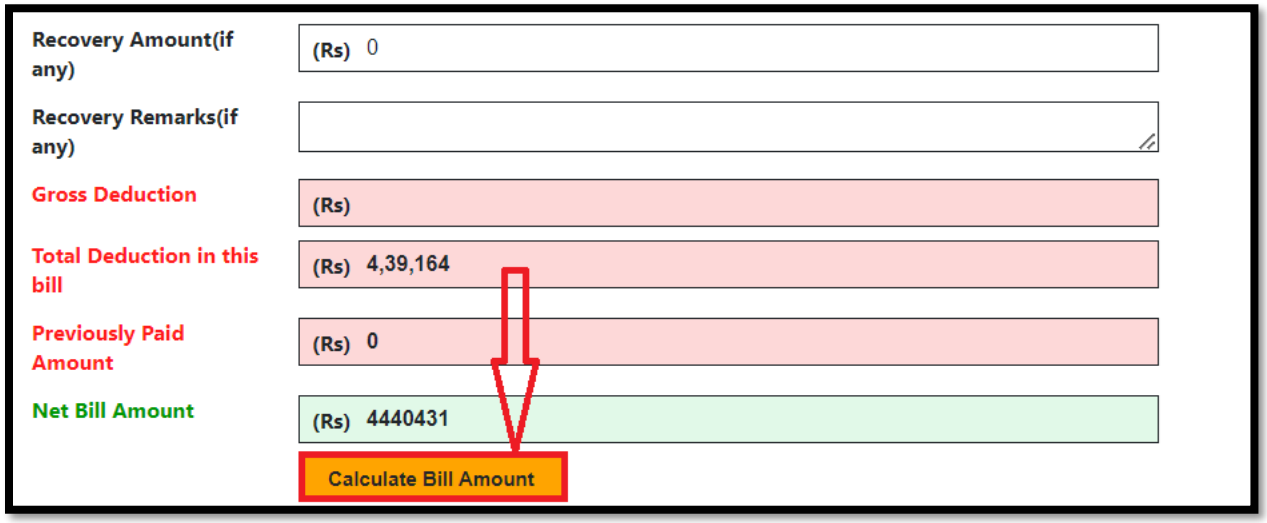
Recovery type: Not Applicable

Not Applicable
Steel
Cement
Excess Payment
Other

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)	
Gross Deduction	(Rs)
Total Deduction in this bill	(Rs) 4,39,164
Previously Paid Amount	(Rs) 0
Net Bill Amount	(Rs) 4440431

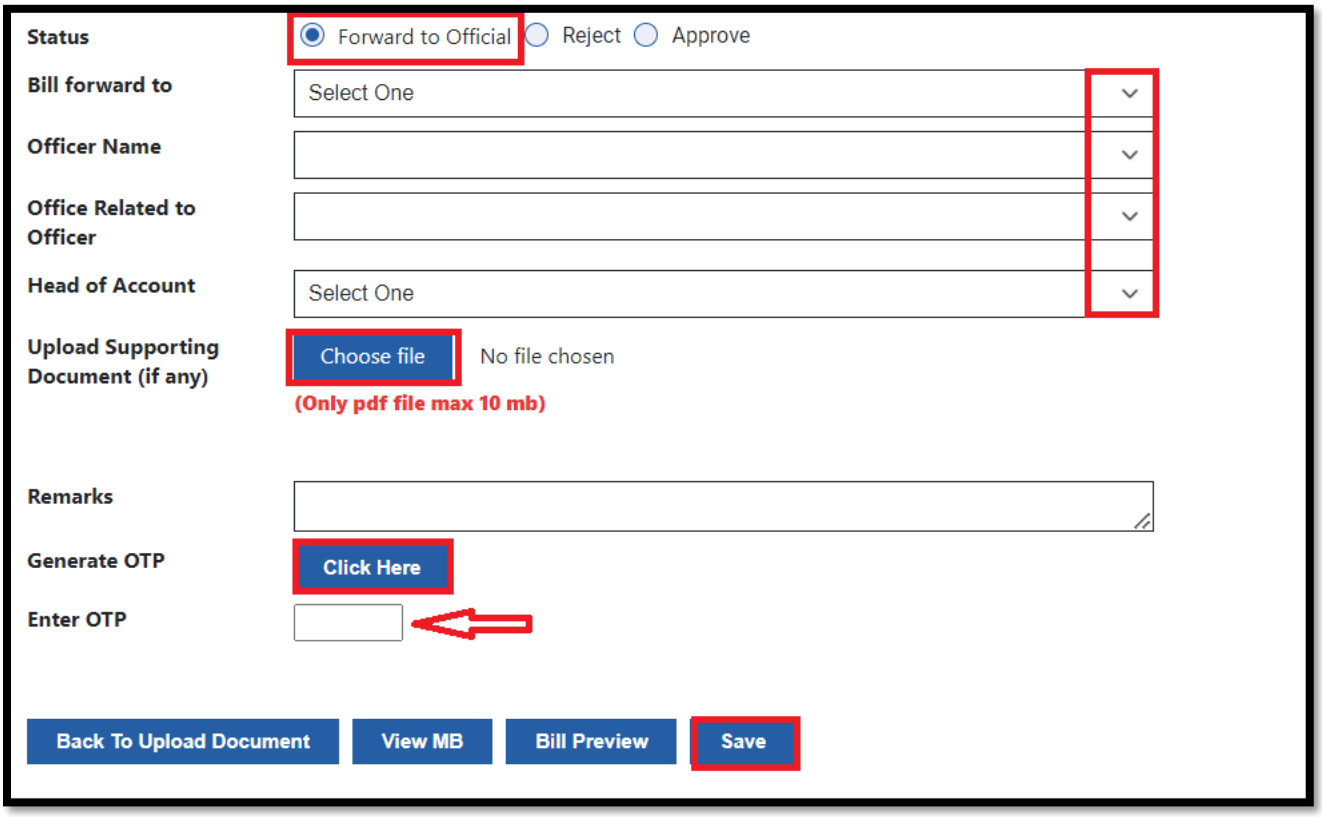
Calculate Bill Amount

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.

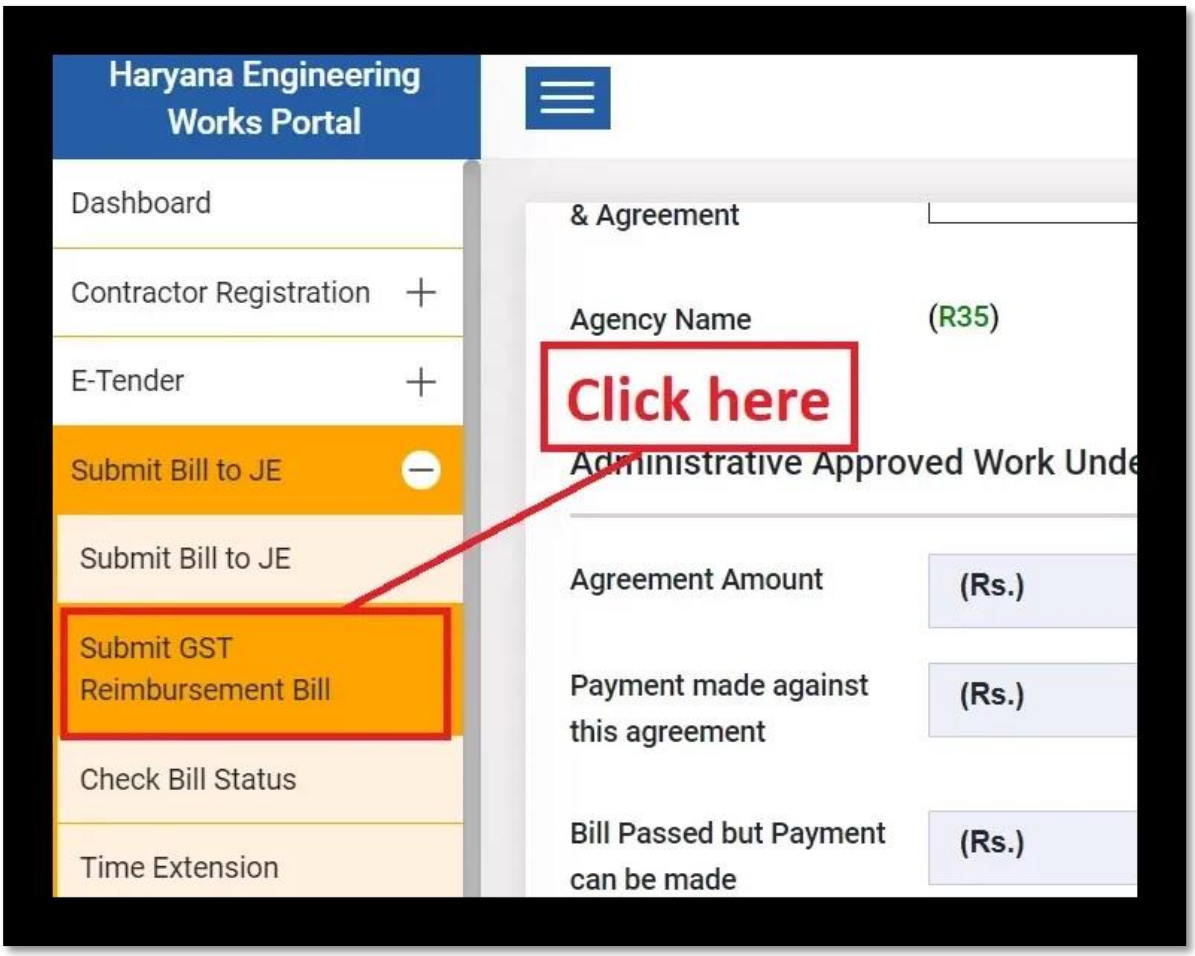
- If you want to *view MB and Preview Bill*, then you can click on the respective buttons before the final save.



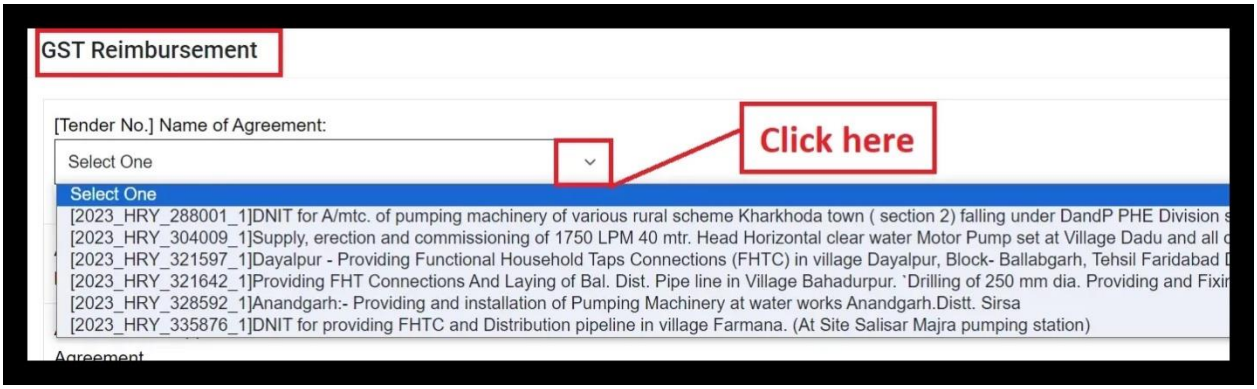
Submit GST Reimbursement Bill

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

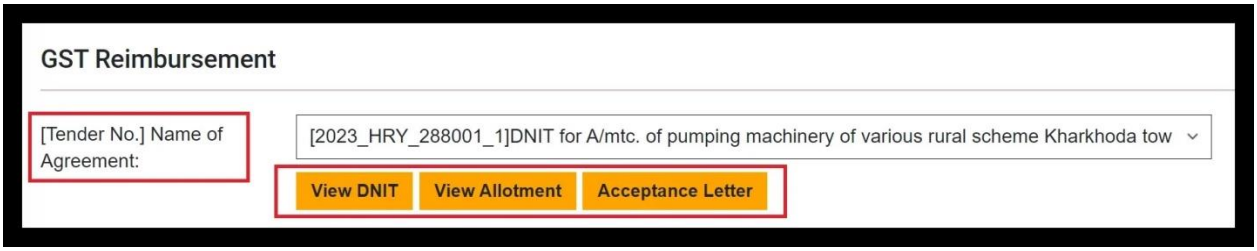
Step 1: Go back to the "**Submit Bill to JE**" and locate the option for "**Submit GST Reimbursement Bill**".



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

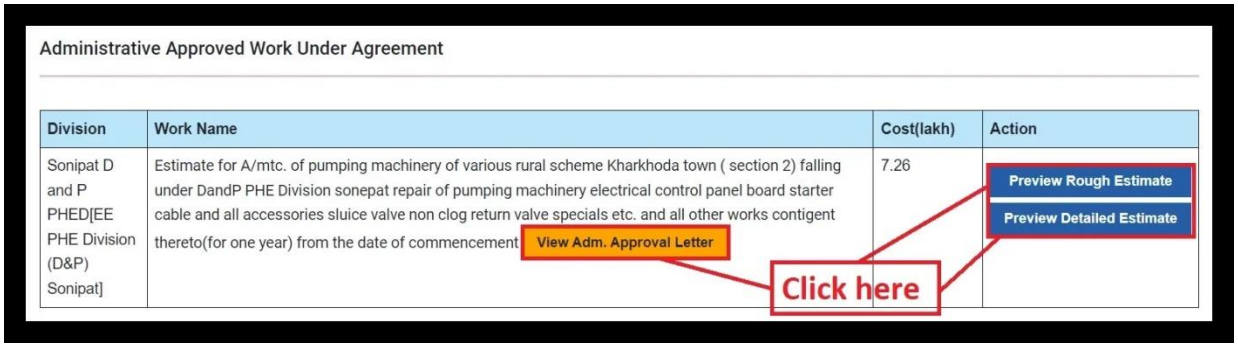


- Upon selecting the Agreement Name, the "**Agency Name**" "**View DNIT**", "**View Allotment**", and "**Acceptance Letter**" will be automatically fetched.



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.

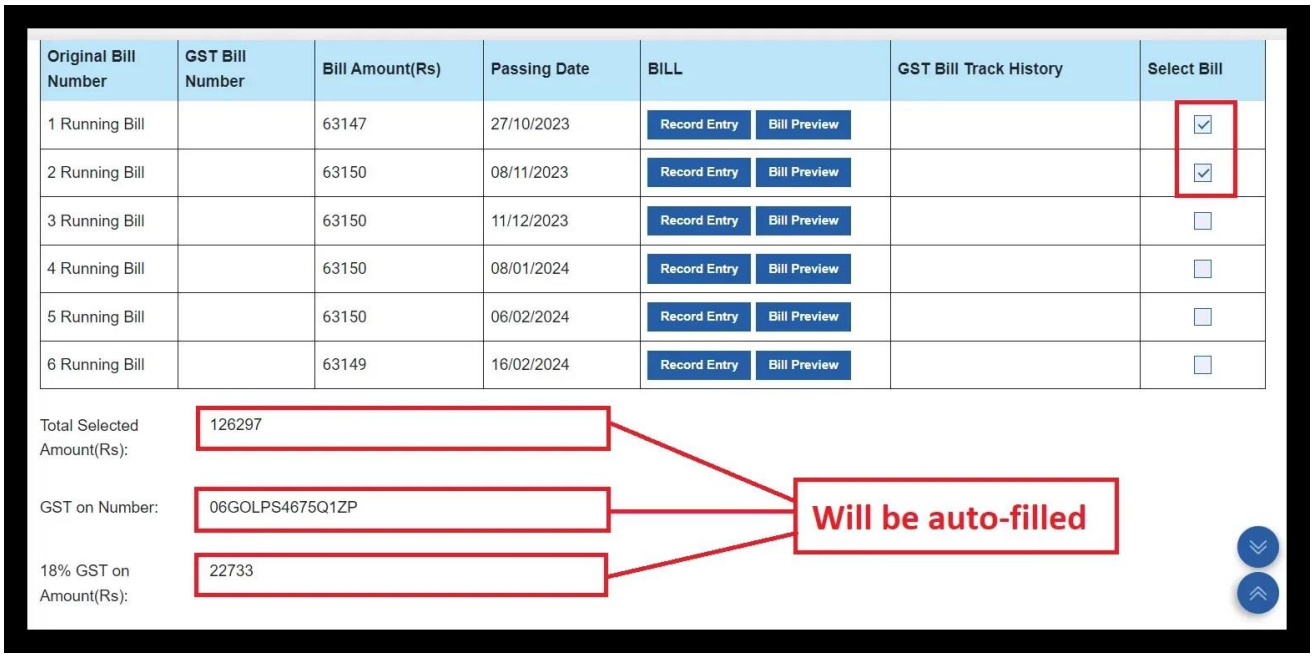


- The "**Agreement Amount**", and "**Agreement start and end date**" will also be auto-filled once you choose the agreement name.

Step 3: Bills status will be displayed in the tabular form. Tick the **checkbox**(s) next to the bill you want to reimburse.

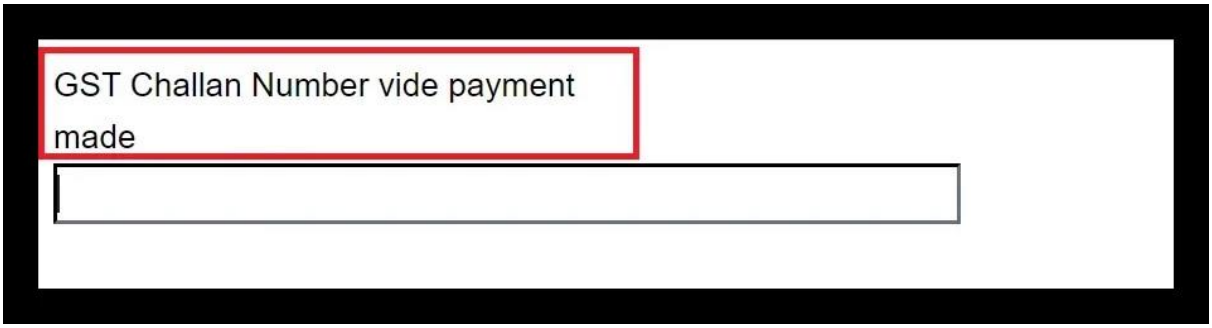
Step 4: To check "**Record Entry**" or "**Preview Bill**" before reimbursement, click the respective buttons under the Bill Column.

- After ticking the bills, the system will automatically calculate and display the "**Total Selected Amount"**, along with "**GST On number**" and "**%GST on amount"**.

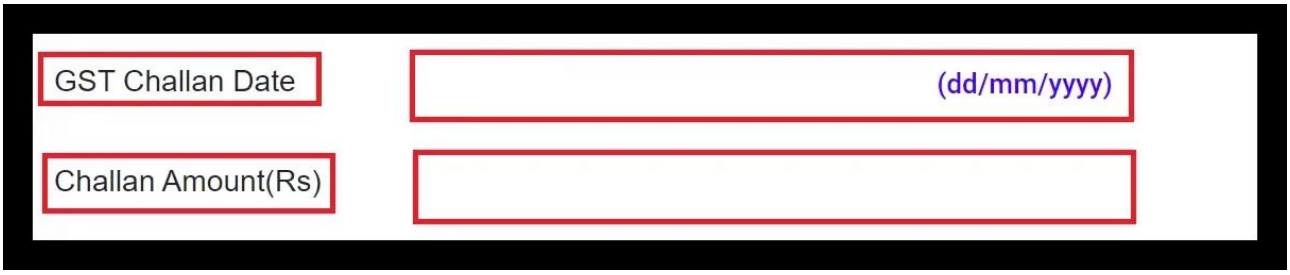


Original Bill Number	GST Bill Number	Bill Amount(Rs)	Passing Date	BILL	GST Bill Track History	Select Bill
1 Running Bill		63147	27/10/2023	Record Entry Bill Preview		☑
2 Running Bill		63150	08/11/2023	Record Entry Bill Preview		☑
3 Running Bill		63150	11/12/2023	Record Entry Bill Preview		☐
4 Running Bill		63150	08/01/2024	Record Entry Bill Preview		☐
5 Running Bill		63150	06/02/2024	Record Entry Bill Preview		☐
6 Running Bill		63149	16/02/2024	Record Entry Bill Preview		☐

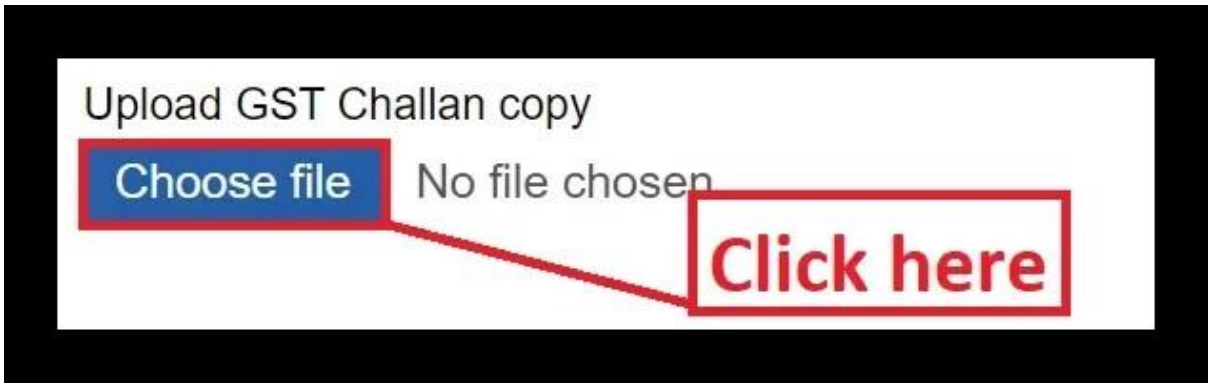
Step 5: Enter "**GST Challan Number"**.



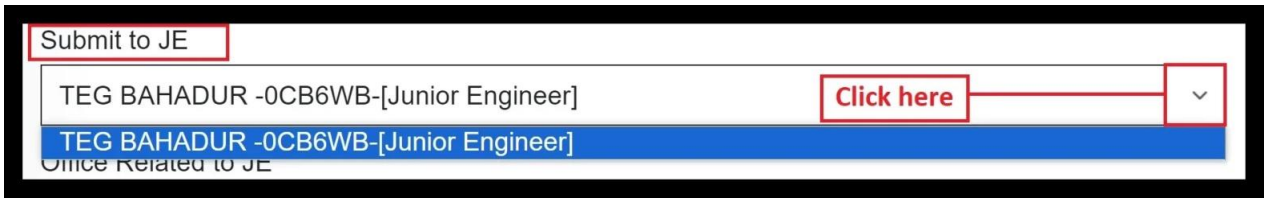
Step 6: Enter "**GST Challan Date**" and "**Amount**".



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

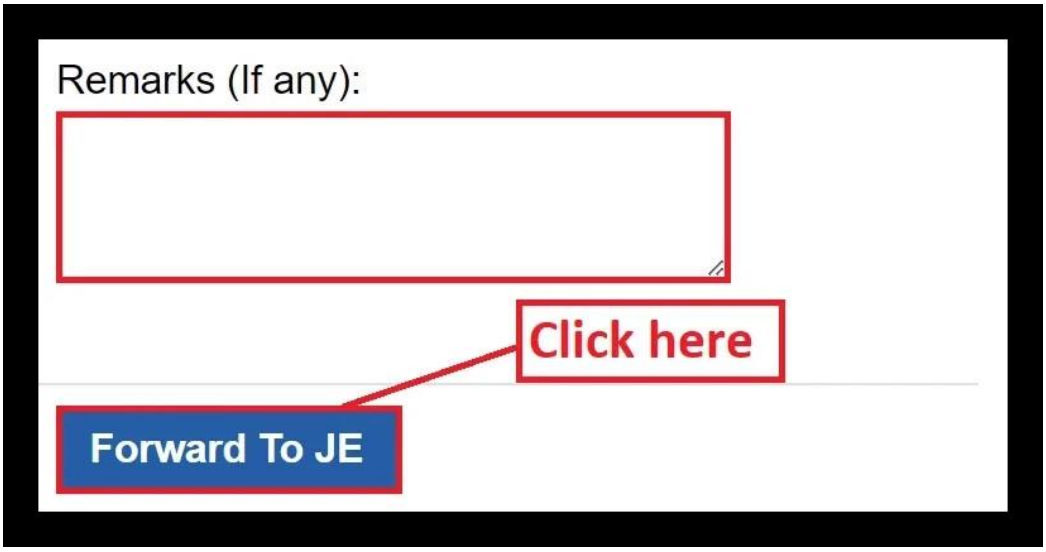


Step 8: Click on the dropdown menu adjacent to "**Submit to JE**" and select JE from the list of options.



Step 9: Click on the dropdown menu adjacent to "**Office Related to JE**" and choose the office.

Step 10: In the "**Remarks**" section, add any necessary comments or details regarding the bill and finally click on "**Forward to JE**" to a submit bill for processing.



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

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