



GOVERNMENT OF HARYANA

HARYANA ENGINEERING WORKS PORTAL

USER MANUAL

E-PAYMENT

2025

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FOR INQUIRIES, CONTACT US AT 1860 180 2065



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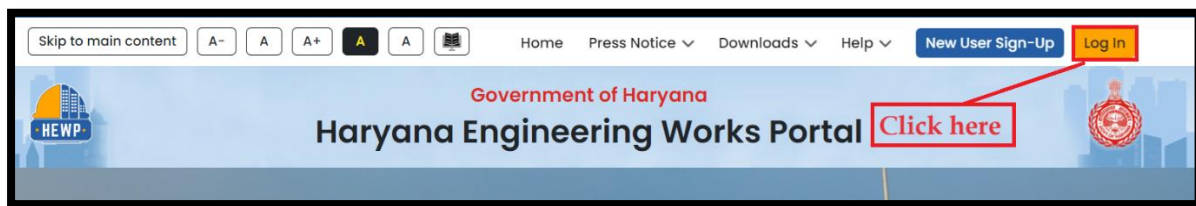
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Steps to Update Account Number for e-Payment – For Agency

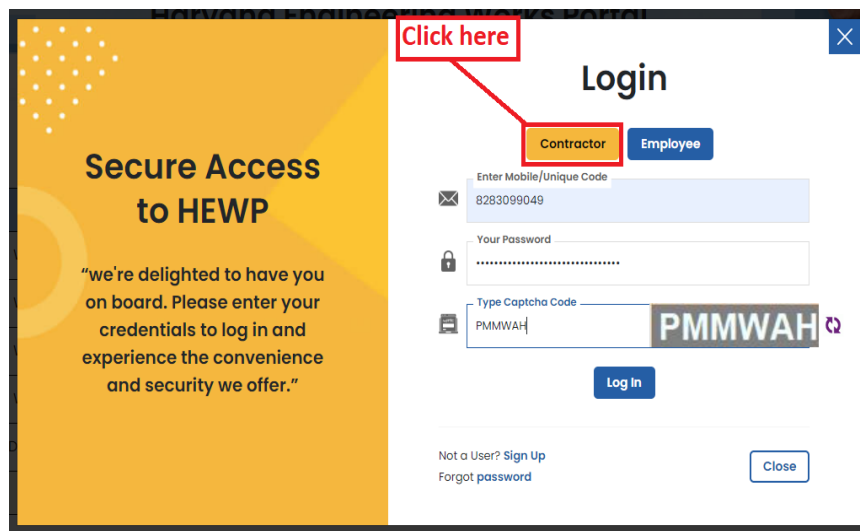
To update account number for e-payment on HEW portal, agency is required to follow the below mentioned steps.

Step 1: Go to the Haryana Engineering Works portal: <https://works.haryana.gov.in/>

Step 2: Click on the "Login" button to access the portal.



Step 3: Click on the "Contractor" option to proceed.



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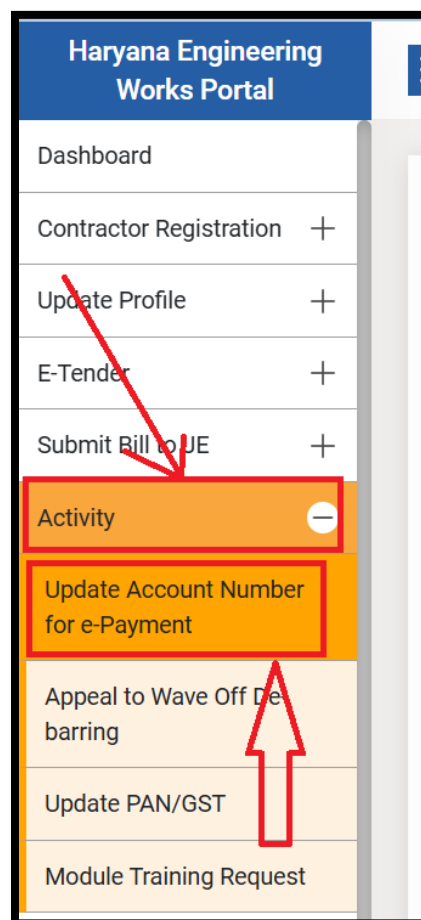
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Step 4: Enter your **Mobile number**, **Password**, and **Captcha Code** in the provided fields and click on the "Log In" button to proceed.

- After logging in, you will be directed to the HEWP (Haryana Engineering Works Portal) dashboard.

Step 5: Click on **Activity** >> **Update Account Number for e-Payment**.



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Step 6: Agency name will be already there. Enter **CIF number**, **bank account number** and **re-enter bank account number**.

Update Account Number for e-Payment

Agency Name XXXXXXXXXX

CIF Number *

Bank Account Number *

Confirm Bank Account Number*

Step 7: Enter **IFSC Code**, **Bank name** and **address**. Also upload **copy of cancelled cheque**.

Bank IFSC *

Bank Name *

Bank Address *

Copy of Cancel Cheque * No file chosen
(only pdf file max 1 mb)

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Step 8: Once you enter all the details on the screen, click on **Update data** button.

Confirm Bank Account Number*	
Bank IFSC *	
Bank Name *	
Bank Address *	
Copy of Cancel Cheque *	Choose file No file chosen (only pdf file max 1 mb)
Update Data	

- After following the above steps, your details for payment data will be updated and forwarded to the concerned official for further processing.

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Steps to Process Bills for Payment - For EE

To process bills for payment on the HEW Portal, the **Executive Engineer** is required to follow the steps below:

Step 1: Go to the Haryana Engineering Works Portal: <https://works.haryana.gov.in/>

Step 2: Click on the "Employee" option to proceed.

Step 3: Enter your "Unique code, Password, and Captcha Code" click on the "Log In" button to proceed.

- Upon successful login, the following HEWP dashboard will appear.

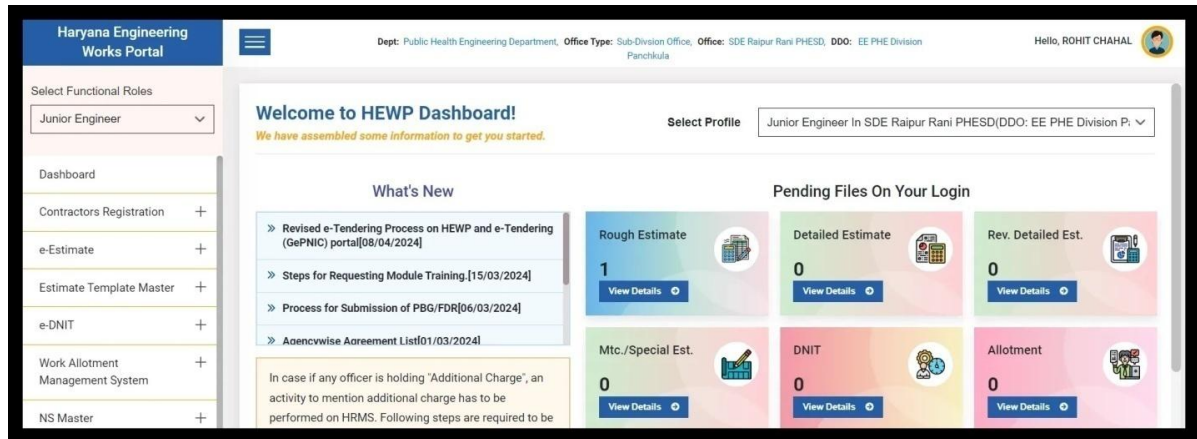
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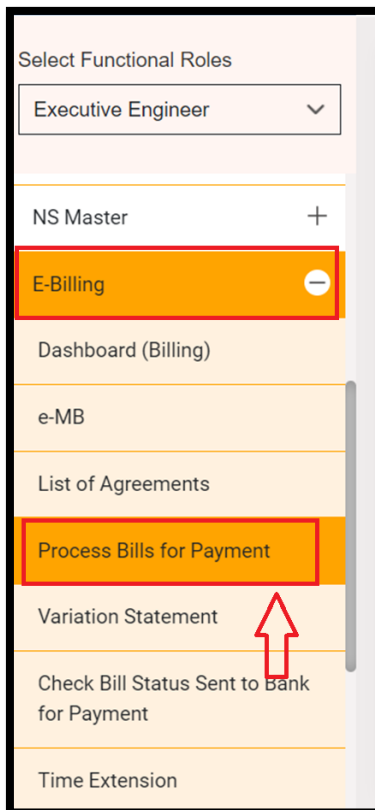


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Step 4: From the left sidebar menu of the screen, click on **E-Billing>>Process Bills for Payment**.



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Step 5: Click on the drop-down button and choose **Department Name**.

Department Name	Haryana State Agriculture Marketing Board Panchkula	▼
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Step 6: Next, click on the drop-down button and choose 'Division Name'.

Division Name	Division Panchkula	▼
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- The Bank Account details of the selected division will be auto-populated.

Division Bank Account Detail			
Account Number	XXXXXXXXXX	Bank Name	Bank of Baroda
Branch Name	Sector-11, Panchkula	CIF Number	XXXXXXXXXX
IFSC Code	BARB0PANKAL		

- Apart from this, other details related to the **agency, such as tender ID, bill number, etc.,** will also be auto-populated.

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- To view the Bill details, click on '**Bill Preview**' button.

Sr.No.	Agency Name	Bank Detail	Tender ID	Bill Number	Passing Date	Gross Amt(Rs)	Deduction(Rs)	Net Payable(Rs)	Head
1	KRISHNA SALES	7178678494 INDIAN BANK IDIB000S205	2022_HBC_242015_1 Providing and Fixing of Kitchen cabinet and Granite in G type Staff Quarters in HSAMB Colony Sector-14, Panchkula	1 Running Bill Bill Preview	10/04/2023	1185425	165962.00	1019463.00	Select

- To scroll in the right direction for a full view of a table entry, use the horizontal scrollbar at the bottom of the table.

2 Running Bill Bill Preview	13/06/2023	984720	70368.00	914352.00	Select
1 Running Bill Bill Preview	21/03/2023	1778358	248972.00	1529386.00	Select
2 Running	18/04/2023	2624377	267412.00	2256964.00	Select

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Step 7: Under the 'Head' tab, click on the dropdown button to select one option.

	Gross Amt(Rs)	Deduction(Rs)	Net Payable(Rs)	Head
3	1778358	248972.00	1529386.00	Select One 
Select One				
CM1:CM Announcement-Const. of New Link Road				
CM2:CM Announcement-S/R of Link Road				
CM3:CM Announcement-Mandi Works				
3	OCM1:Other than CM Announcement-Const. of New Link Road			
OCM2:Other than CM Announcement-S/R of Link Road				
OCM3:Other than CM Announcement-Mandi Works				
OCM4:Other than CM Announcement-A/R of Link Road				
3	OCM5:Other than CM Announcement-Other Dept. Deposit works			
OCM6:Other than CM Announcement-Board works				
OCM7:Other than CM Announcement-A/R of Mandi Works				

Step 8: Under the **Select** tab, tick the desired option(s).

Net Payable(Rs)	Head	Select
914352.00	Select One 	☐
1529386.00	Select One 	☐
2256964.00	Select One 	☐



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- To get report of pending bills, click on '**Get Pending Bill Report In PDF**' button.

Get Pending Bill Report In PDF

Step 9: Click on '**Send For Payment**' button.

Send For Payment

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