

[User Manual]

# Indian Railway Works Contract Management System (IR-WCMS)

Physical Bill Entry  
And  
Entry of Old Live (Manual/Offline) Contracts  
Module

Version 1.0

**Entry of Old Live (Manual/Offline) Contracts in IR-WCMS :-**

1	Login using id of Contract / LOA Admin user (officer who owns the Contract).
2	After login- Go to menu - Contract -> Entry of old Live (Manual/Offline) Contracts
3	To fill basic data of any Old Live Contract which is not yet entered into in IR-WCMS, please fill all fields marked as “**” (double star marked), then press “Save” given on the bottom of page.
4	To edit / view or fill additional data of Contract, please click upon button “ <b>List saved Agreement(s)</b> ” given on the top of page. It will list all the previously entered Contract Agreements in IR-WCMS by respective user. Then Select appropriate Contract Agreement to display all its details and edit it further. All star “**” marked fields must be entered before confirmation.
5	Select Tender number by clicking upon button provided against tender number box. Only those tenders, for which on-line contract is not processed in IR-WCMS or which have been marked for offline processing, are listed here for selection. The tenders, which have already been linked with any other Old live contract, will also not be listed for selection.
6	IPAS Agreement code must be linked if at least one Bill has already been processed in IPAS. IPAS Agreement code, which has already been linked with any other Old Live Contract, will not be listed for selection.
7	Fill all other relevant details of the contract then press “Save” button.
8	Confirmation of the entered data by Engineer is must to start Billing against the Old Contract. To do this “Confirm” button should be pressed.
9	Only confirmed Old Live Contracts will get listed during Billing process.
10	Tender Number can not be changed once it is saved. Therefore, it should be selected properly.
11	The IPAS Agreement Code and Contractor Code etc can not be changed after confirmation of Old Live Contract. Therefore, these should be rechecked before confirmation.
12	The Engineer has to give declaration that Contracts data has been updated properly before pushing each Bill to IPAS.

**Physical Bill Processing in IR-WCMS :-**

1	Login using id of Contract / LOA Admin (officer who owns the Contract).
2	After login- Go to menu - Billing -> Physical (Offline) Bill Entry
3	Click upon button provided against " <b>Search Agreement</b> " option.
4	Now, pop-up window will open up. In this pop-up all the confirmed Old Live Agreement of the selected division will get automatically listed.
5	Select appropriate Agreement from the list by clicking upon the checkbox or current row.
6	Now, pop-up window will open up. In this pop-up Draft Bill of selected Agreement will get automatically listed or Create New Bill option is available. <b>Select Bill or Create New Bill</b> from Select Bill Pop-up
7	Screen for Entering the <b>Bill Details</b> will now open.
8	Fill Basic details, Invoice details, Tax details, Recovery details, Upload documents and then save the data.
9	Before push the Bill to IPAS, user should have to update & confirm the contract agreement data.
10	After confirm the contract agreement data, user can forward the bill to IPAS.
11	If IPAS made the payment of the Bill, then user have to Acknowledge the Bill for update the paid bill data. After this, user can create the next bill against this Agreement.
12	If IPAS returned the Bill, then user can re-initiate the Bill by clicking on "Make corrections in Bill".

## Welcome to IR-WCMS

After typing of above mentioned URL in the address bar of Web Browser, the IRWCMS main screen appears as:



After logging into the application by existing user credentials, the user is taken to Home Page as shown below:

A large rectangular box with a blue gradient background, containing the title text.

# Old but Live Contract Entry Module

## Old Live Contract Module Menu on Home Page of IRWCMS

For any query/issue, please write to [inwcms@cris.org.in](mailto:inwcms@cris.org.in) or call on +91-8591-XXXXXX

Home Contract Measurements Billing New Item Contract Variation Zonal Work Order Correspondence

List of LOAs

- Porting of LOA From IREPS
- Entry of old Live Contracts** 30 days 182
- Entry of Manual Contracts > 208
- Modification in LOA Data 24
- Composite Contract > 10
- Assignment of Activity (LOA) 6
- PG: Entry of Details 5
- PG: Acceptance by Engineer
- Agreement Preparation
- Agreement Checking
- PG: Verification by Bank
- PG: Forwarding to Finance
- PG: Finance Acknowledgement
- Agreement Forwarding to Finance for Vetting
- Agreement Vetting
- Agreement Forwarding to Contractor/Vendor
- Signing of Agreement by Contract Signing Authority (CSA)
- View All Agreement(s)
- OutBox

[Show Details](#)

### LOA: Statistics

[Detail LOA Statistics](#)

Category	Count
LoA Ported	182
PG Submitted	208
Agreement Prepared	24

LOA Date	Description
25/11/2019	Provision of porch upto escalator and providing pedestrian pathway from entry to escalator <a href="#">+ Show more</a>
13/11/2019	Repair to PF 1 and Extension of P.F.-1, 2 & 3 and allied works at DSJ in the section of
24/10/2019	Upgradation of infrastructure facilities at Diesel shed Tughlakabad ie relaying of 28m long pi <a href="#">+ Show more</a>
17/10/2019	Provision of multi sports facilities shed over the basket ball court at K.S.Stadium in the S/o
31/05/2019	Annual zone for repair and maintenance of staff quarters and service building in the section <a href="#">+ Show more</a>

User needs to click upon link “**Contract**” menu and click on the sub-menu “**Entry of old Live Contract**”. A new screen opens namely ‘**Contract > Entry of old Contract**’ as under:

User has to fill all the basic details regarding old Live Contract

## Entry of old Live Contracts Basic Details Screen

Old Contract Basic Details
[Help](#)

Whether Tender done on IREPS Portal:

Tender Number:

IPAS Agreement Code:

Agreement Description in IPAS:

Agreement No.:

Name of Work:

Agreement Date:

LOA Number (IREPS Number):

Name of Contractor:

Contractor Mobile Number:

Contractor IFSC Code:

Contractor Bank Address:

Expenditure Type:

Number of UWID's:

LOA Number (Manual):

Contractor Code:

Contractor PAN Number:

Contractor Bank A/c Number:

Nature of Contract:

LOA Date:

Contractor Address:

Contractor GSTIN Number:

Contractor Bank Name:

Type of Work Contract:

Contractor Bank Address:

Expenditure Type:

LOA Amount:

Latest DOC:

Amount of SD Available with Railway:

Final Bill Amount:

Date of Release of SD:

Brief Reason for Delay:

Remarks:

Nature of Contract:

Latest Revised Cost:

Number of Times DOC Extended:

Number of On Account Bill's Released:

Cumulative Amount of Bill's Released:

Bill's Passed in IPAS:

Type of Work Contract:

Original DOC:

Amount of PG:

Date of Final Bill:

Date of Release of PG:

If tender already done on IREPS Portal then user have to select tender number using search icon, if not then user have to fill tender number.

Contract > Entry of old Live Contracts

Search Agreement to Edit/View :

Old Contract Basic Details

Whether Tender done on IREPS Portal :    
[-Select-]  
**Yes**  
No

Agreement Description in IPAS :

Agreement No. \*\*:  Agreement Date \*\*:

Name of Work \*\*:

LOA Number (IREPS Number) :  LOA Number (Manual) :

**Tender Number \*\*:**

**Tender Number \*\*:**

On clicking search button following popup will open.



Search Tender Details

Contract Type:

Show  entries

Search:

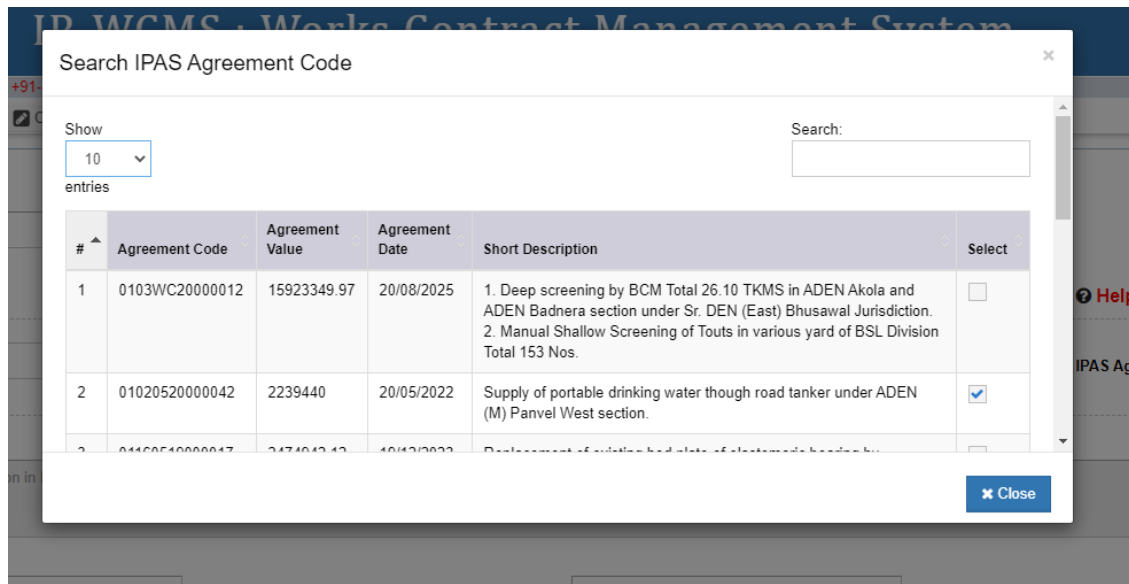
#	Tender Number	Tender Publishing Date	Department Name	Tender Calling Authority	Tender Amount	Tender Description
1	65-2018-19-W-V	31/12/2018	DELHI DIVISION-ENGG	Sr.DENV	9924425.13	Improvement of facia of Okhla station building and development of parking, augmentation of water supply & sewerage system and improvement of circulating area and other allied works in the section of SSE/WHNZM (line) under ADEN/HNZM
2	54-2018-19-W-V	31/12/2018	DELHI DIVISION-ENGG	Sr.DENV	18313441.84	Upgradation of station building improvement to facade replacement of doors and window, Toilets, store rooms, provision of SS office etc. Improvement to water supply by under ground & overhead tanks etc. at Palam, & Bijwasan, railway station on DE-RE section and Ballabgarh, Faridabad Town on HNZM, PWL section.
3	64-2018-19-W-V	31/12/2018	DELHI DIVISION-ENGG	Sr.DENV	15593722.6	Provision of heavy duty standard height gauge , fencing, metallated surface , toilet and water supply arrangement at 16 I-Xing&apos;s of DLI-RE, 12 I-Xing&apos;s of HNZM-PWL and 7L-xings /RUBs of ring Railway, merger of I-xing by construction of merger road LC no. 32 in to LC no. 31 & LC no. 40 with LC no. 39on DEE-RE section

number):

User has to select one of the tender number .

After selecting the tender number, user has to select IPAS Agreement code

IPAS Agreement Code : \*\*



After selecting IPAS code, user has to fill all the basic details and click on **Save** button.

Once user save the data, then if user wants to see the details again then he/she fetches all the basic details of old live contract by clicking on List Agreement(s) button.



In the Entry of Old Live Contract Module we can perform below steps:-

**Step 1.** Enter the all basic details of Old Live Contract then Click the Save Button

**Step 2.** Fetch the all basic details of Old Live Contract by Search Agreement List Agreement(s) Button

**Step 3.-**

- (a) Click ADD Button to Add Number of UWID's.
- (b) Click ADD Button to Add Number of Times DoC Extended.
- (c) Click ADD Button to Add Number of PG Instrument Details.
- (d) Click ADD Button to Add Number of Bill IPAS Details.
- (e) Click Update Button to Save all above details.
- (f) Finally Click Confirm Button to submit the Old Live Contract details.

[? Help](#)

User can add any number of UWID by clicking following **Add** button

Number of UWID's :  + Add

IR WCMS - Works Contract Management System

Select UWID

UWID Details

UWID \*  Please Enter at least 4 characters

Select Railway  Select Division  Plan head  Go

Show  entries

#	Plan Head	UWID	Work Name	Select
1	16	050216092001	Bahadurgarh. - Conversion of loop line No. 1 and 4 into common loop.	<input type="checkbox"/>
2	16	050216072001	Ballabgarh Yard - Alternative routes to Steel Authority of India Limited siding	<input type="checkbox"/>
3	16	050216082001	Provision of direct connection of line no. 5 & 6 at Adarsh Nagar Delhi	<input type="checkbox"/>
4	16	050216032001	Tughlakabad - Tughlakabad East - Integration of line No 23 & 24 with coaching yard to develop independent corridors	<input type="checkbox"/>
5	17	050217062001	Business continuity & disaster recovery system for unreserved ticketing system - pilot project for Northern, North Central & North Western Railways	<input type="checkbox"/>
6	17	050217102001	National train enquiry system (NTES) - System upgradation	<input type="checkbox"/>
7	17	050217022001	Northern Railway - Extension of RDBMS	<input type="checkbox"/>
8	17	050217042001	Northern Railway - Extension of RDBMS (Phase-II)	<input type="checkbox"/>

If DOC was extended by user, then user has to fill all the details of extended DOC

Number of Times DoC Extended. :  + Add

On Clicking add button following popup will open :

Add Extension Details. x

- Extension Details

#	Extension Number	Extension Up to	Reason for Extension	
1	EXT-1	19/02/2021	yguyg	<span style="color: red;">✖</span>
2	EXT-2	20/02/2021	dirtr	<span style="color: red;">✖</span>

Extension No. :       Extension Granted Up to. :

Reason for Extension. : 

Reason for Extension.

✖ Close
Save

PG Amount will be added by following Add button

Original DOC.

Amount of PG : \*  + Add

On Clicking add button following popup will open:

Contractor PAN Number: Contractor PAN Number

Add PG Details ✕

PG Details

#	Type of Instrument	Instrument No.	Instrument Date	Issuing Organization	Amount	Valid Upto	Received On	Uploaded Document	Delete
1	BG	12	09/02/2021	HDFC Bank Ltd.	1000.0	30/05/2022	10/02/2021	<a href="#">02 (5) (2).pdf</a>	

Type of Instrument \*  Instrument No. \*  Instrument Date \*

Issuing Organization \*  Amount \*  Valid Upto \*

Received On \*  Upload Doc: \* max size 5MB  No file chosen

No. of bill passed in IPAS will be added by clicking on following add button:

**Bill's Passed in IPAS. :**

675.78
Latest Revised Cost : Latest Revised Cost
Original DOC

Add Bill IPAS Details. ✕

● Bill IPAS Details

#	Bill Number	Gross Amount	Released Amount	Security Amount	Deducted Amount	Bank Account Number	Bank Name
1	123	4567.0	567.0	865.0	50.0	1213323234343	State Bank of India

Bill Number :

Released Amount :

Other Deducted Amount :

Bank Name :

Gross Amount :

Security Amount :

Bank Account Number :

✕ Close 💾 Save

Once user fill all the data, he has to click on Update button and then click on confirm button.



After clicking on **confirm old live contract** button, agreement goes for billing.

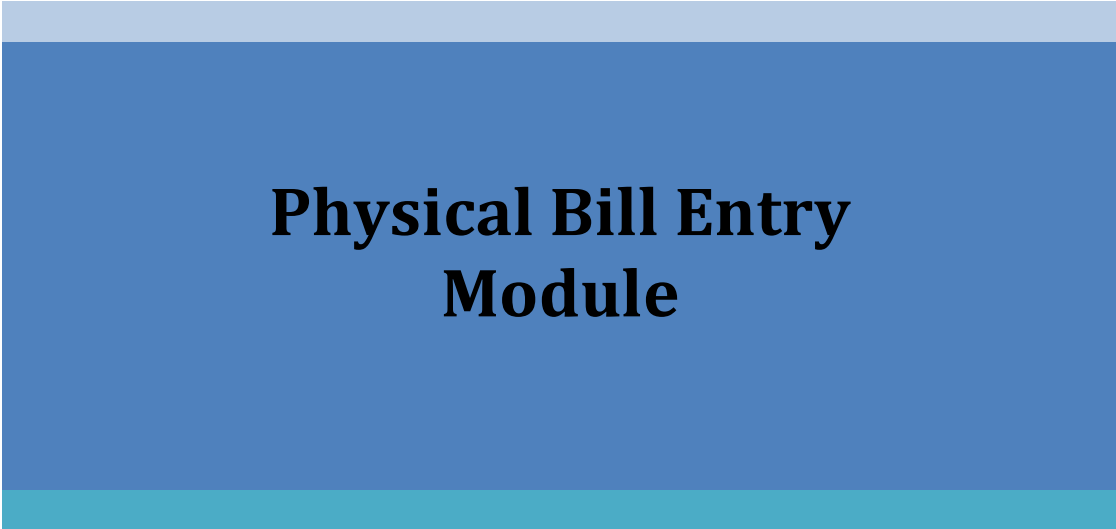
After returning from billing, user has to select either filled/updated from dropdown and click on **“Confirm and Redirect to Physical bill Screen”**

Declaration regarding Old Live Contract Details.

I agree that, I have -[-Select-]- correct details of the contract.

-[-Select-]-  
filed  
updated

[Confirm and Redirect to Physical Bill Screen](#)

A large rectangular box with a blue gradient background, containing the title 'Physical Bill Entry Module' in bold black text.

# Physical Bill Entry Module



## Physical (offline) Bill Entry Module Menu on Home Page of IRWCMS

The home page of the IRWCMS coordinator appears as follows

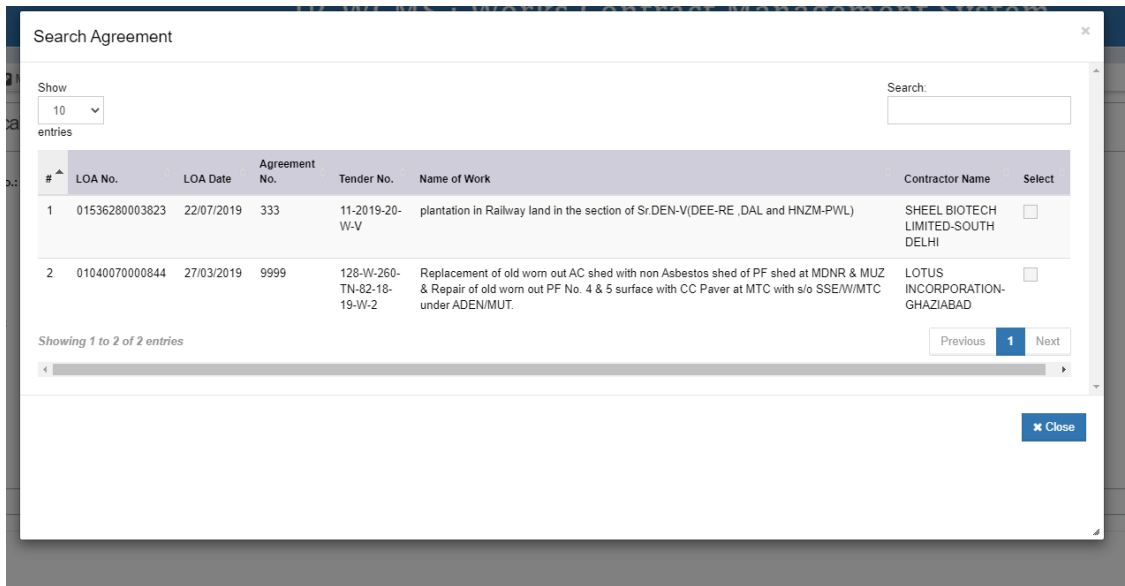
The screenshot shows the IR-WCMS Home Page. At the top, there is a navigation bar with various menu items: Contract, Measurements, Billing, New Item, Contract Variation, Zonal Work Order, Correspondence, Miscellaneous, Report, and Administration. The 'Billing' menu item is expanded, and 'Physical (offline) Bill Entry' is highlighted with a red circle. Below the navigation bar, there are several sections: 'Notifications' with links for expired documents, PG expiration, signed agreements, sanctioned proposals, and work orders; 'Message/Alert(s) available'; 'Contract(s)' section with a table of active contracts; and 'LOA: Statistics' section with a bar chart showing the distribution of work types across different stages.

#	LOA No.	Date	Name of Work
1	00867020010443	25/11/2019	Provision of porch upto escalator and providing pedestrian pathway from entry to escalator near FOB III at New Delhi railway s... <a href="#">+ Show more</a>
2	01093700009673	13/11/2019	Repair to PF 1 and Extension of PF-1, 2 & 3 and allied works at DSJ in the section of SSE/W/HNZM under DEN/W-II.
3	01111190008686	24/10/2019	Upgradation of infrastructure facilities at Diesel shed Tughlakabad ie relaying of 28mlong pit line no. 1(DLI end) & 2... <a href="#">+ Show more</a>
4	01359130008164	17/10/2019	Provision of multi sports facilities shed over the basket ball court at K.S Stadium in the S/o SSE/WPG under ADENE-III

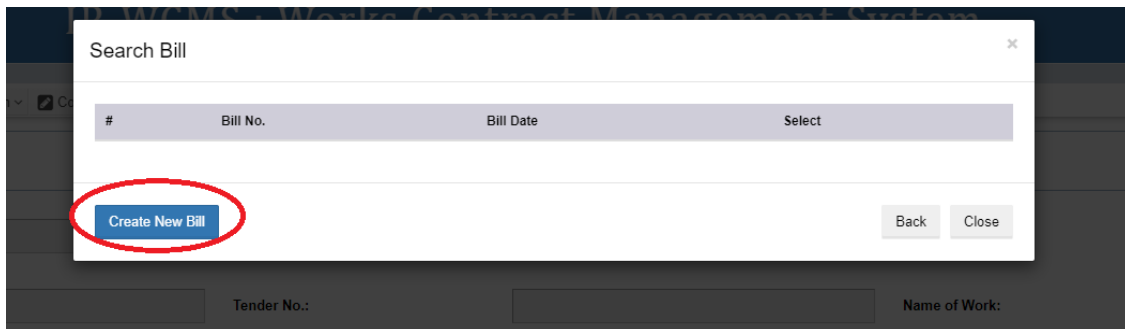
User need to click upon link “Billing” and click on the “Physical (offline) Bill Entry”. A new screen opens namely “Bill Entry” as under:

### Bill Entry Screen

This screen is used to list all the Agreement under that user. Select the particular Agreement to create the bill of that Agreement.



After selecting the Agreement, the Bill Search Pop-up screen appears as below:



After selecting the draft Bill or select the “Create New Bill” button, the screen appears as below:

Enter Basic details of Bill:

IR Logo
Welcome Vijender Singh (Sr. DEN (Co/DJ))

## IR-WCMS : Works Contract Management System

For any query/issue, please write to [ircrms@cris.org](mailto:ircrms@cris.org) or call on +91-8959325848.

Home | Contract | Measurements | Billing | New Item | Contract Variation | Zonal Work Order | Correspondence | Miscellaneous | Report | Administration
Message Center | Help | Logout

**Billing (Physical-Offline)- Bill Entry**

Search Agreement No.:	<input type="text" value="9999"/>	<input type="button" value="Q Search"/>	Agreement Date:	<input type="text" value="31/12/2020"/>	
LOA No.:	<input type="text" value="01040070000844"/>		Tender No.:	<input type="text" value="128-W-260-TN-82-18-19-W-2"/>	Name of Work:
Name of Contractor:	<input type="text" value="LOTUS INCORPORATION-GHAZIABAD"/>		Contractor Code:	<input type="text" value="104007"/>	<input type="text" value="Replacement of old worn out AC shed with non Asbest"/>
IPAS Agreement Code :	<input type="text" value="01020520000042"/>		Section :	<input type="text" value="-Select-"/>	Nature of Contract:
Bill No.:	<input type="text" value="Bill No"/>		Bill Date:	<input type="text" value="Bill Date"/>	<input type="text" value="DELHI DIVISION"/>
Invoice Description:	<input type="text" value="Invoice Description"/>		Invoice No.:	<input type="text" value="Invoice No"/>	Accounting Unit :
Invoice Amount :	<input type="text" value="Amount"/>		Payment % :	<input type="text" value="100"/>	Bill Type :
					<input type="text" value="-Select-"/>
					Invoice Date :
					<input type="text" value="Invoice Date"/>

After filling all the details, click upon "Save and Proceed for detail entry" button. After clicking screen will open for further processing as below:

User will fill Invoice details as:

IR Logo
Welcome Vijender Singh (Sr. DEN (Co/DJ))

## IR-WCMS : Works Contract Management System

For any query/issue, please write to [ircrms@cris.org](mailto:ircrms@cris.org) or call on +91-8959325848.

Home | Contract | Measurements | Billing | New Item | Contract Variation | Zonal Work Order | Correspondence | Miscellaneous | Report | Administration
Message Center | Help | Logout

**Invoice Details**

GSTIN No.:	<input type="text" value="05AAAGM0289C1ZP"/>	PAN No.:	<input type="text" value="mmmbg2365a"/>	Bank Name:	<input type="text" value="INDUSIND BANK"/>
Bank's IFSC Code:	<input type="text" value="INDB0000817"/>	Bank Account No.:	<input type="text" value="201002764901"/>	Bank Address:	<input type="text" value="SECTOR-5, VAISHALI, GHAZIABAD, Uttar Pradesh"/>
Voucher No.:	<input type="text" value="Voucher Ref."/>	Voucher Date:	<input type="text" value="Voucher Date"/>	Supplier under Composition Scheme ? :	<input type="text" value="No"/>
Registered under GSTIN or Not ?	<input type="text" value="Yes"/>	Whether Payment made through Letter of Credit ?	<input type="text" value="No"/>	Whether Bill related to IRFC ?	<input type="text" value="No"/>
Whether Reverse Charges Applicable ?	<input type="text" value="No"/>	TDS Deduction for GST ?	<input type="text" value="Yes"/>	Supply Type :	<input type="text" value="Supplier State and Supply State is same."/>
Recipient GSTIN :	<input type="text" value="-Select-"/>	State/UT of Work :	<input type="text" value="-Select-"/>	Place of Work :	<input type="text" value="Place of Supply"/>
Whether Bill related to Plants and Machinery Items ?	<input type="text" value="No"/>	Is e-Invoice applicable ? :	<input type="text" value="-Select-"/>		

Note: GST not applicable in case of "Supplier under Composition Scheme".

Invoice Details:

HSN/SAC	HSN/SAC Code	Item Description	Qty	Unit	Rate (Excl. Taxes)	Basic Amount (Excl. Taxes)	Total Tax Amount	Gross Value	Taxable Amount	Item Category	Eligible for ITC	Unique Work Id	Allocation	Delete
-Sel	<input type="text"/>	<input type="text"/>	<input type="text"/>	-Select-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-Select-	-Select-	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Invoice Details:

HSN/SAC	HSN/SAC Code	Item Description	Qty	Unit	Rate (Excl'd. Taxes)	Basic Amount (Excl'd. Taxes)	Total Tax Amount	Gross Value	Taxable Amount	Item Category	Eligible for ITC	Unique Work Id	Allocation	Delete
-Sale				-Select-						-Select-	-Select-			

**Add Row**

By clicking "Add Row", user can fill multiple Invoice details.

Invoice Details:

HSN/SAC	HSN/SAC Code	Item Description	Qty	Unit	Rate (Excl'd. Taxes)	Basic Amount (Excl'd. Taxes)	Total Tax Amount	Gross Value	Taxable Amount	Item Category	Eligible for ITC	Unique Work Id	Allocation	Delete
-Sale				-Select-						-Select-	-Select-			

**Add Row**

By clicking button, user can search HSN/SAC/Unique Work Id/Allocation.

Search Unique Work ID Code ✕

Search Unique Work ID Code:  **GO**

Show  entries

Search:

#	Unique Work ID Code	Unique Work ID Description	Select
1	05.02.29.12.3.001	Standardisation of Level xings on NK section from L-xing 2 to 65 in section of SSE/W/KKDE	<input type="checkbox"/>
2	05.02.29.12.3.002	MUT-Replacement of nonstandard duty huts and lifting barriers	<input type="checkbox"/>
3	05.02.29.12.3.003	Improvement to various level xings surfacing, fencing walls, RCC boundary wall, heavy duty height gauge and other facilities in the s/o ADEN/KUN	<input type="checkbox"/>
4	05.02.29.12.3.004	Provision of dual ELB at 09 interlocked L-xing gates in TKD-PWL sec. of DLI Divn.	<input type="checkbox"/>
5	05.02.29.12.3.005	Provision of dual electric lifting barrier at 09 interlocked level crossing gates in DLI-UMB section of DLI Divn.	<input type="checkbox"/>
6	05.02.30.12.3.013	SMQL-Provision of RUB in lieu of level crossing C-26	<input type="checkbox"/>
7	05.02.30.12.3.014	MUT-Provision of RUB at Level Crossing no 16/C	<input type="checkbox"/>
8	05.02.30.12.3.015	SMQL-Provision of RUB in lieu of Level Crossing no.C-30.	<input type="checkbox"/>
9	05.02.30.12.3.016	SMQL-Provision of RUB in lieu of level crossing	<input type="checkbox"/>
10	05.02.30.12.3.017	SMQL-Provision of RUB in lieu of level crossing C-12	<input type="checkbox"/>

Showing 1 to 10 of 37 entries

Previous **1** 2 3 4 Next

**Close**

Enter 3-4 digits of Code or Description and then press "GO" button to fetch the list of particular code.

Select the HSN/SAC/Unique Work Id/Allocation by clicking on checkbox.

### Recovery Details:

**Recovery Details**

Note:TDS Recovery on GST will be applied in IPAS therefore need not to be applied here.

Recovery Heads:  Allocation:  Recovery Mode:

Recovery Amount:  **Add**

RECOVERY CODE	RECOVERY DESCRIPTION	INDICATOR	PERCENTAGE	RECOVERY AMOUNT(Rs.)	Allocation	EDIT	DELETE
TOTAL RECOVERIES(Rs.)	0	NET PAYABLE(Rs.)	382954				

User can add multiple recovery details using the “Add” button.

### Edit/Delete Recovery:

**Recovery Details**

Note:TDS Recovery on GST will be applied in IPAS therefore need not to be applied here.

Recovery Heads:  Allocation:  Recovery Mode:

Recovery Amount:  **Add**

RECOVERY CODE	RECOVERY DESCRIPTION	INDICATOR	PERCENTAGE	RECOVERY AMOUNT(Rs.)	Allocation	EDIT	DELETE
RC	RECOVERY OF ADVANCE	P	2	7659	02023428		
TOTAL RECOVERIES(Rs.)	7659	NET PAYABLE(Rs.)	375295				

User could delete the added recovery.  
Also he could edit the recovery details.

User can add the Documents by clicking upon “Add Documents” button as:

Note:TDS Recovery on GST will be applied in IPAS therefore need not to be applied here.

Recovery Heads:  Allocation:

Recovery Amount:  **Add**

RECOVERY CODE	RECOVERY DESCRIPTION	INDICATOR	PERCENTAGE
RC	RECOVERY OF ADVANCE	P	2
TOTAL RECOVERIES(Rs.)	7659	NET PAYABLE(Rs.)	375295

**Add Documents**

Declaration regarding Shramik Kalyan Portal ([Shramik Kalyan Portal](#))

By clicking on “Add Documents” a popup is open as:

✕

Bill Related Documents

---

**Bill Number.:**

**Invoice Number.:**

**File type.:**

Recovery PDF ▾  
 -[-Select]-  
 Invoice  
 Bill PDF  
**Recovery PDF**  
 Measurement Document  
 Other

**Remarks.:**

**Choose file to upload.:**

Save

S.NO.	Invoice Number	FileType	File Name	Remarks	Loginid	DELETE

Close

After saving all the details, View/Edit Taxes button against the invoice details is shown as:

Invoice Details:

HSN/SAC	HSN/SAC Code	Item Description	Qty	Unit	Rate (Excl. Taxes)	Basic Amount (Excl. Taxes)	Total Tax Amount	Gross Value	Taxable Amount	Item Category	Eligible for ITC	Unique Work id	Allocation	View/ Edit Taxes	Delete
HSN ▾	29214590	test bill	1.0	BUCKLES ▾	302954	302954	0	302954	302954	Exempted ▾	Not Eligible/Credit Restriction ▾	<input type="text" value=""/>	0202	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">V</span>	<input type="checkbox"/>

By clicking “View/Edit Taxes” button, user can fill taxes against corresponding item as:

PInvoice Taxes x

**Invoice Taxes, Duties & Charges**

Item Serial No.: 1

Item Basic Amount: 382954      Item Taxable Amount: 382954

Taxes & Duties	Allocation	Tax Rate (Excl. Taxes)	Tax Amount	Delete
-Select-	02023428			<input type="checkbox"/>
Total				

**Add Row** (circled in red)

Close      **Save** (circled in red)

By clicking “Add Row”, user can fill multiple Taxes, Duties & Charges.

Before push the Bill to IPAS, user should have to update & confirm the contract agreement data by clicking upon “Update & Confirm Contract Agreement Data” button.

loaded the correct details of contract labours engaged in connection with this contract and payments made to them during the wage period in Railways Shramik Kalyan Portal at 1/1/2021.

Save      **Update & Confirm Contract Agreement Data** (circled in red)

After clicking the above button “Entry of old Live Contracts” screen will appear with option as:

Declaration regarding Old Live Contract Details.

I agree that, I have **-{Select}-** correct details of the contract. (dropdown menu shows: filled, updated)

**Confirm and Redirect to Physical Bill Screen** (circled in red)

Check the declaration regarding old live contract details and then confirm it by clicking on “Confirm and Redirect to Physical Bill Screen”.

After that, again Bill entry screen will appear with option “Save and Forward” as:

aged in connection with this contract and payments made to them during the wage period in Railways Shramik Kalyan Portal at [www.shramikkalyan.indianrailways.gov.in](http://www.shramikkalyan.indianrailways.gov.in) till , 2021.



After clicking on “Save and Forward”, “Bill Forwarding to IPAS” screen will appear as:

✎ Billing (Physical-Offline) > Bill Forwarding to IPAS

Search Agreement No.:   Agreement Date:   Select Bill No.:

Gross Amount(Rs.)	382954	TOTAL RECOVERIES(Rs.)	7659	NET PAYABLE(Rs.)	375295
Accounting Unit :	DELHI DIVISION	Section :	Expenditure-II		

Click on “Push to IPAS” button for forwarding the bill to IPAS.

After sending, a Marking screen will appear as:

**File Marked Successfully**

**Bill Marked to:**  
 Sr. DEN (Co)/DLI  
 sdencdli

Copy To.

Marking Date: 📅 19/02/2021

Marked for Action : Bill with IPAS

#	Bill No	Bill Date	LOA No	Work Name	LOA Date	LOA Amount
1	SWR/DLI/Civil/2020/0030/B1	19/02/2021	01040070000844	Replacement of old worn out AC shed with non Asbestos shed of PF shed at MDNR & MUZ & Repair of old worn out PF No. 4 & 5 surface with CC Paver at MTC with s/o SSE/W/MTC under ADEN/MUT.	27/03/2019	3,957,092.06 ₹

After Push the bill to IPAS, user can view the status of bill by clicking on “Physical Bill Bank” in Report section or from their Inbox as:



✎ Billing (Physical-Offline) > Bill IPAS Status

Search Agreement No.:   Agreement Date:   Select Bill No.:

[LOA Details](#)  
[Bill Details](#)  
● **Bill IPAS Status**

CO6 Number:	CO6 Date:	Paid Amount:
Paid Date:	Return Date:	Return Reason:

Gross Amount(Rs.)	382954	TOTAL RECOVERIES(Rs.)	7659	NET PAYABLE(Rs.)	375295
Accounting Unit :	DELHI DIVISION	Section :	Expenditure-II		

If IPAS made the payment of the Bill, then user have the button “Acknowledge payment of the Bill”. User should click on this button to update the paid bill data. After this, user can create the next bill against this Agreement.

✎ Billing (Physical-Offline) > Bill IPAS Status

Search Agreement No.:   Agreement Date:   Select Bill No.:

[LOA Details](#)  
[Bill Details](#)  
● **Bill IPAS Status**

CO6 Number:	56456456754	CO6 Date:	19/02/2021	Paid Amount:	375295
Paid Date:	19/02/2021	Return Date:		Return Reason:	

Gross Amount(Rs.)	382954	TOTAL RECOVERIES(Rs.)	7659	NET PAYABLE(Rs.)	375295
Accounting Unit :	DELHI DIVISION	Section :	Expenditure-II		

If IPAS returned the Bill, then user has the button “Make corrections in Bill” as:

Billing (Physical-Offline) > Bill IPAS Status

Search Agreement No.: 9999  Agreement Date: 31/12/2020  Select Bill No.: SWR/DLI/Civil/2020/003

**LOA Details**

**Bill Details**

**Bill IPAS Status**

CO6 Number:	56456456754	CO6 Date:	19/02/2021	Paid Amount:	375295
Paid Date:		Return Date:	19/02/2021	Return Reason:	invalid invoice

Gross Amount(Rs.)	382954	TOTAL RECOVERIES(Rs.)	7659	NET PAYABLE(Rs.)	375295
Accounting Unit :	DELHI DIVISION	Section :	Expenditure-II		

After clicking the above button, the new Bill is created with same data but with changed Bill No. as:

Billing (Physical-Offline) > Bill Entry

Search Agreement No.: 9999  Agreement Date: 31/12/2020

LOA No.: 01040070000844 Tender No.: 128-W-260-TN-82-18-19-W-2 Name of Work: Replacement of old worn out AC shed wi

Name of Contractor: LOTUS INCORPORATION-GHAZIABAD Contractor Code: 104007 Nature of Contract: Works

IPAS Agreement Code : 01020520000042 Section : Expenditure-II Accounting Unit : DELHI DIVISION

Bill No.\*: **SWR/DLI/Civil/2020/0030/B1/R1** Bill Date.\*: 19/02/2021  Bill Type.\*: On-Account

Invoice Description.\*: test bill invoice Invoice No.\*: invoice123 Invoice Date.\*: 19/02/2021

Invoice Amount.\*: 382954 Payment % .\*: 100

**Invoice Details**

Now again user can process this bill by follow the above complete process.