[User Manual]

Indian Railway Works Contract Management System (IR-WCMS)

e-Pay Order Module



Welcome to IR-WCMS

https://ircep.gov.in/IRWCMS

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:



E-Pay Order Module Menu on Home Page of IRWCMS

This module can only be accessed through the login of "Bill Passing Officer" or "his OS/Ch.OS".



Indian Railways Works Contract Management System

User needs to click upon menu "Miscellaneous" and click on the sub-menu "e-Pay Order" then select sub-menu "Preparation of e-Pay Order". A new screen opens namely 'e-Pay Order > Preparation of e-Pay Order' as under:

	IR-WCMS : Works Contract M	lanagement System
	For any query/issue, please write on Mes	sage Center or write to email irwcms@cris.org in or see Help section or <u>click here for Contact details</u>
	The Login-IDs starting with "admin" and "coadmi	n" are for the purpose of administration and user management only. Separate Login-ID should be created for "
>ontract ~ Ø Measurement Ø Billing ~ ₽	New Item V 🖉 Contract Variation V 🖉 Zonal Work Order V 🖉 Correspondence V 🖉 Miscellaneous V	Report ~ Administration ~
e-Pay Order > Preparation of e-Page 2	y Order	
Select case to Prepare e-Pay Order:	for Release of PG (Performance Guarantee) (Cash Part only) v	LoA No. Q Search
Basic details of e-Pay Order	for Release of PG (Performance Guarantee) (Cash Part only) for Release of SD (Security Deposit) for Payment of Mobilization Advances	
e-Pay Order No.:	e-Pay Order Date:	e-Pay Order Type:
Sub Type:	~ Accounting Unit:Select	t Select
Details of e-Pay Order : Contracto	& Bank Details	
Agreement No.:	Agreement Date:	Agreement Amount:
Contractor Name:	Contractor Address:	
Bank Name:	Bank Code:	Bank Account No.:
T.14		

User has to select the case to prepare the e-Pay Order as above.

After selecting the case, user has to select the LoA by clicking on "Search" button and the screen appears as:

Show 10 entries	~					Search:	
# ^	LOA No.	Release of Performance Guarantee No.	LOA Date	Agreement No.	Name of Work	Contractor Name	Select
1	01210620011375	NR/DLI/Civil/2019/0002/CD-0007	09/12/2019	NR/DLI/Civil/2019/0002	Balance work of Replacement of SMC panel tank at SWNR, provision of U/G tank at SOJ and improvement to water supply in the section of SSE/W/HNZM &	AMARAVATI CONSTRUCTION- ALLAHABAD	
					+ Show more		
Showin	g 1 to 1 of 1 entries					Previ	ous 1 Next
4							•
							× Close



User has to select the LoA and proceed further for creating a new/drafted e-Pay Order as:

email irwcms@cri	Search e-Pay Order		×	
starting with " adm Contract Variation	# e-Pay Order No.	e-Pay Order Date Select		nd "Digital Signa
ase of PG (Perform	Create New e-Pay Order	B	ack Close	

For creating a new e-Pay Order user has to click upon the button "Create new e-Pay Order" and the screen appears as: @ e-Pay Order > Preparation of e-Pay Order

Set ce tre Proper sty often Set ht Me: 2020000135 Control 0 Accession Set ht Me: 2020000135 Control 0 Accession Set ht Me: Set ht Me: Set ht Me: Set ht Me: 0 Accession Set ht Me: Set ht Me: Set ht Me: Set ht Me: 0 Accession Set ht Me: Set ht Me: Set ht Me: Set ht Me: 0 Accession Set ht Me: Set ht Me: Set ht Me: Set ht Me: 0 Accession Set ht Me: Set ht Me: Set ht Me: Set ht Me: 0 Accession Set ht Me: Set ht Me: Set ht Me: Set ht Me: 0 Accession Accession Set ht Me: Set ht Me: Set ht Me: 0 Accession Accession Set ht Me: Set ht Me: Set ht Me: 0 Accession Bask Code: CodePoint/PE Set ht Me: Set ht Me: Set ht Me: 0 Accession Bask Code: CodePoint/PE Set ht Me: Set ht Me: Set ht Me: 0 Accession Maxes Me: Set ht Me: Set ht Me: Set ht Me: 0 Accession Maxes Me: Set ht Me: Set ht Me: Set ht Me:<	And and a proper or by Other In the data and a D optimizer Council or beam of the data and a data and
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Details of e-Pay Order : Contractor & Bank Details Agreement No:: NROLLIGHIZ2150002 Agreement Date: Intractor Name: MARRAVATI CONSTRUCTION-# Contractor Address: Bank Account Name: CORPORATION BANK Bank Account Name: Contractor Address: Bank Account Name: Corporation Bank Bank Account Name: Contractor Address: Bank Account Name: Contractor Address: Bank Account Name:	Details of e-Pay Order : Contractor & Bank Details Agreement No.: NRQULICH/02190002 Agreement Date: 2017 action Name: AMARAVATI CONSTRUCTION-A Contractor Address: SECTOR E SHANTIPURAM Bank Account No.: SECTOR E SHANTIPURAM CORPORATION BANK Bank Account No.: SECTOR E SHANTIPURAM CORPORATION BANK Bank Code: CORPORATION BANK Commercial Stategic Veed Charget Commercial Stategic Veed Charget Commercial Stategic Veed Charget Add Commercial Stategic Veed Charget Commercial Veed Charget Commercial Stategic Ve
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All the details should be filled by user, like "Basic details of e-Pay Order, Contractor & Bank detail, Debit



details" etc and save the data by clicking on "Save" button.

Basic details of e-Pay Order	r				
e-Pay Order No.:	NR/DLI/Civil/2021/0014/B1	e Pay Order Date:	02/11/2022	e-Pay Order Type:	Refund of Deposit (ROD) ~
Sub Type:	Refund of Security Deposit (ROD01)	 Accounting Unit: 	0303~DELHI DIVISION	Section:	Expenditure-I ~
ODetails of e-Pay Order : Cor	ntractor & Bank Details				
Agreement No.:	NR/DLI/Civil/2021/0014	Agreement Date:	27/03/2021	Agreement Amount:	19046381.04
Contractor Name:	SSB ENTERPRISES-SOUTH DE	Contractor Address:	D 317 POCKET II DDA FLATE JASOLA , NEW DELHI -110025		
Bank Name:	Vijaya Bank	Bank Code:	VIJB0006035	Bank Account No.:	603506041000020
Total Amount:	345345	Voucher Ref:	voucher12	Voucher Date:	02/11/2022
Net Amount:	345345				
O Debit Entry					
O Add Document(s)					
Delete e-Pay Order	View/Edit SD Details				😰 Save 😫 Send to Sr. DEN (Co)/DLI (sdencdii)

After save the details, e-Pay Order No. generated.

In the case of Refund of Security Deposit (SD), user must fill the details of SD by clicking on "View/Edit SD details" button. The screen appears as:

e-Pay Order SD Det	ails Entry for Refund		×
e-Pay Order No.:	NR/DLI/Civil/2021/0014/B1	e-Pay Order Date: 02/11/2022	
e-Pay Order Type:	Refund of Deposit (ROD)	e-Pay Order Sub Type: Refund of Sec	urity Deposit (ROD01)
Date of Application from Contractor:	m	Department: Civil	
Executive Officer:		Associate Accounts Officer:	
Total SD Amount:		Total Cash Part of SD:	
SD Deducted:		SD already Released:	
SD to be Released:		Is it equal to or more than 60 days beyond DoC and DoC plus maintenance period:	
Release Type:	As per new orders 🗸		
To be filled in case of pa	art of SD released		
BG Number:		BG Date:	m
BG Expiry date:		BG Issuing Bank (IFSC Code):	



BG details should be filled only if part of SD release.

User can also delete the e-Pay Order at this stage by clicking on "Delete e-Pay Order".

If e-Pay Order is prepared by OS/Ch.OS, then it will be forward to "Bill Passing Officer" for approval.

File Marked Successfully			ccessfull	У	e-Pay Order Marked to: Sr. DEN (Co)/DLI sdencdli		
					Marking Date: 🏥 02/11/2022		
					Marked for Action :	Approval of	e-Pay Order
_							
#	EPO No	EPO Date	LOA No	Work Name		LOA Date	LOA Amount
1	NR/DLI/Civil/2019/0002/B1	02/11/2022	01210620011375	Balance work of Replacement of SSE/W/HNZM & amp; SSE/W/M	of SMC panel tank at SWNR, provision of U/G tank at SOJ and improvement to water supply in the section of INTB under ADEN/E-I	09/12/2019	7,083,352.05₹

After receiving the e-Pay Order by "Bill Passing Officer", it will be shown in the Inbox as:

⊡ e-1	ay Order(s)			
#	e-Pay Order No. (Date)	Agreement No. (Date) LOA No. (Date)	Name of Work	
1	NR/DL//Civil/2021/0014/B1 (02/11/2022)	NR/DLI/Civil/2021/0014 (27/03/2021) 01048400006933 (23/09/2019)	Rag picking work and removal of muck removal & amp, between DK2.DEE.DEC. DEC.PM, PM-BWSN in the section of SSE/PWay/DEE under ADENDEE.	œ
2	NR/DLI/Civil/2019/0002/B1 (02/11/2022)	NR/DLI/Civil/2019/0002 (12/12/2019) 01210620011375 (09/12/2019)	Balance work of Replacement of SMC panel tank at SWNR, provision of UIG tank at SOJ and improvement to water supply in the section of SSEWIHNZM & + Show more	Ø

By clicking on edit button, the e-Pay Order approval screen appears as:

e-Pay Order > Approval of	Ce-Pay Order > Approval of e-Pay Order & Push to IPAS						
Select case to Prepare e-Pay Orde	der: for Release of PG (Performance Guarantee) (Cash Part only) v Search LoA No.: 01210620011375 Q Search						
O LOA Details							
O PG Details							
O PG Verification							
O Agreement Details							
O Release of Performance G	3uarantee Details						
O Basic details of e-Pay Orde	der						
O Details of e-Pay Order : Co	ontractor & Bank Details						
O Documents							
Document Description:	Select Document to Choose File. No file chosen Upload:						
Add Document(s)							
Action:	e-Pay Order Returned for correction						
Remarks if any:	-Select Option- e-Pay Onder Returned for correction						
D Delete e-Pay Order	a Rebar	Save					



User can not delete the e-Pay Order after signing at this stage.

User can also return the e-Pay Order by choosing the Action "e-Pay Order Returned for correction" if he wants to do correction in the same.

e-Pay Order > Approval	of e-Pay Order & Push to IPAS							
Select case to Prepare e-Pay O	rder: for Release of P	S (Performance Guarantee) (Cash Part only)	~	Search LoA No.:	01210620011375	Q Search		
O LOA Details								
O PG Details								
O PG Verification								
O Agreement Details								
O Release of Performance	Guarantee Details							
• Basic details of e-Pay Or	der							
O Details of e-Pay Order : 0	Contractor & Bank Details							
O Documents								
Document Description:		Select Do Upload:	cument to	Choose File No file chosen				
Add Document(s)								
I certify that correct Amount is I	I certify that correct Amount is being paid/released as per Contract conditions and extant instructions.							
Action:	e-Pay Order Approved					~		
Remarks if any:	e-Pay Order Approved					B		
Delete e-Pay Order	Generate e-Pay order							

And if everything is ok, then choose the action "e-Pay Order Approved", and then generate the PDF of the same by clicking on "Generate e-Pay Order".

e-Pay Order > Approval of	e-Pay Order > Approval of e-Pay Order & Push to IPAS							
Select case to Prepare e-Pay Orde	er: for Release of PG (Performance Guarantee) (Cash Part only) v Search LoA No.: 01216620011375 Q Search							
O LOA Details								
O PG Details								
O PG Verification								
O Agreement Details								
O Release of Performance Gu	uarantee Details							
O Basic details of e-Pay Orde	AF							
O Details of e-Pay Order : Cor	ntractor & Bank Details							
O Documents								
Document Description:	Select Document to Choose File No file chosen Upload:							
Add Document(s)								
✓ I certify that correct Amount is b	being paidireleased as per Contract conditions and extant instructions.							
Action:	e-Pay Order Approved							
Remarks if any:	o-Pay Order Approved							
C Delete e-Pay Order	S Save							

Once PDF is generated, the Sign option is available for signing the generated PDF as shown above.



C e-Pay Order > Approval of e-Pay Order & Push to IPAS

Select case to Prepare e-Pay Orde	Iter: for Release of PG (Performance Guarantee) (Cash Part only) Search LoA No.: 01210520011375 Q Swarch	
O LOA Details		
O PG Details		
O PG Verification		
O Agreement Details		
O Release of Performance Gu	Juarantee Details	
O Basic details of e-Pay Orde	ler (
O Details of e-Pay Order : Co	ontractor & Bank Details	
O Documents		
Document Description:	Select Document to Choose File No file chosen Upload:	
Add Document(s)		
 I certify that correct Amount is to 	being paid/released as per Contract conditions and extant instructions.	
Action:	e-Pay Order Approved	
Remarks if any:	e-Pay Order Approved	
		IPAS

After signing the PDF, the e-Pay Order is proceed to further processing.

Final Push to IPAS screen appears as:

C e-Pay Order > Push to IPAS									
Select case to Prepare e-Pay Ord	er: for Release of PG (Performance	e Guarantee) (Cash Part only) Sear	ch LoA No.:	01210620011375	Q Search				
O LOA Details									
O PG Details									
O PG Verification									
O Agreement Details	Agreement Details								
O Release of Performance G	Release of Performance Guarantee Details								
O Basic details of e-Pay Ord	Basic details of e-Pay Order								
O Details of e-Pay Order : Co	O Details of e-Pay Order : Contractor & Bank Details								
O Documents	O Documents								
e-Pay Order Amount:	35000	Deduction:	0		Net Amount:	35000			
Accounting Unit :	0303 ~ DELHI DIVISION	Section :	Expenditure-I						
C Return							A Push to IPAS		

User can return the e-Pay Order by clicking the button "Return" or Push the e-Pay Order to IPAS by clicking the button "Push to IPAS" and the screen shown as below:

File Marked Successfully			ccessfull	у	e-Pay Order Marked to: Sr. DEN (Co)/DLI sdencdli					
					Marking Date: 🋗 02/11/2022					
					Marked for Action :	e-Pay Orc	der with IPAS			
#	EPO No	EPO Date	LOA No	Work Name		LOA Date	LOA Amount			
1	NR/DLI/Civil/2019/0002/B1	02/11/2022	01210620011375	Balance work of Replacement of SM SSE/W/HNZM & amp; SSE/W/MNTE	IC panel tank at SWNR, provision of U/G tank at SOJ and improvement to water supply in the section of B under ADEN/E-I	09/12/2019	7,083,352.05₹			



If e-Pay Order is returned from IPAS, then the screen will appear as:

e-Pay Order > Pending with IPAS								
Select case to Prepare e.Pay Order:	for Release of PG (Performance Guarantee) (Cash	n Part only) V	Search LoA No.:	00863240048806	Q Search			
C LOA Details								
O PG Details								
O PG Verification								
O Agreement Details								
O Mobilization Advances Details	O Mobilization Advances Details							
O Basic details of e-Pay Order	O Basic details of e-Pay Order							
O Details of e-Pay Order : Contractor 8	O Details of e-Pay Order : Contractor & Bank Details							
O Documents	O Documents							
e-Pay Order IPAS Status								
CO6 Number: 685	53345	CO6 Date:	02/11/2022	Pa	id Amount:			
Paid Date:		Return Date:	02/11/2022	Re	turn Reason:	ttesting		
M Make correction in e-Pay Order								

User will re-initiate the e-Pay Order by clicking on "Make correction in e-Pay Order" button.

If e-Pay Order is paid from IPAS, then the screen will appear as: $\mathbb{Z}^{e-Pay Order - Pendigwth FMS}$

Select case to Prepare e-Pay Order:	for Release of PG (Performance Guarantee) (Cd	ash Part only) v	earch LoA No.:	00863240048806	Q Search				
O LOA Details									
O PG Details									
O PG Verification	O PG Verification								
O Agreement Details									
O Mobilization Advances Details	Mobilization Advances Details								
Basic details of e-Pay Order									
O Details of e-Pay Order : Contr	actor & Bank Details								
O Documents									
e-Pay Order IPAS Status									
CO6 Number:	665645	CO6 Date:	02/11/2022		Paid Amount:	5535			
Paid Date:	02/11/2022	Return Date:			Return Reason:				
							M Acknowledge payment of the e-Pay Order		

User will acknowledge the e-Pay Order by clicking on "Acknowledge payment of e-Pa Order" button. Only after this, the e-Pay Order process will complete.