

[User Manual]

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

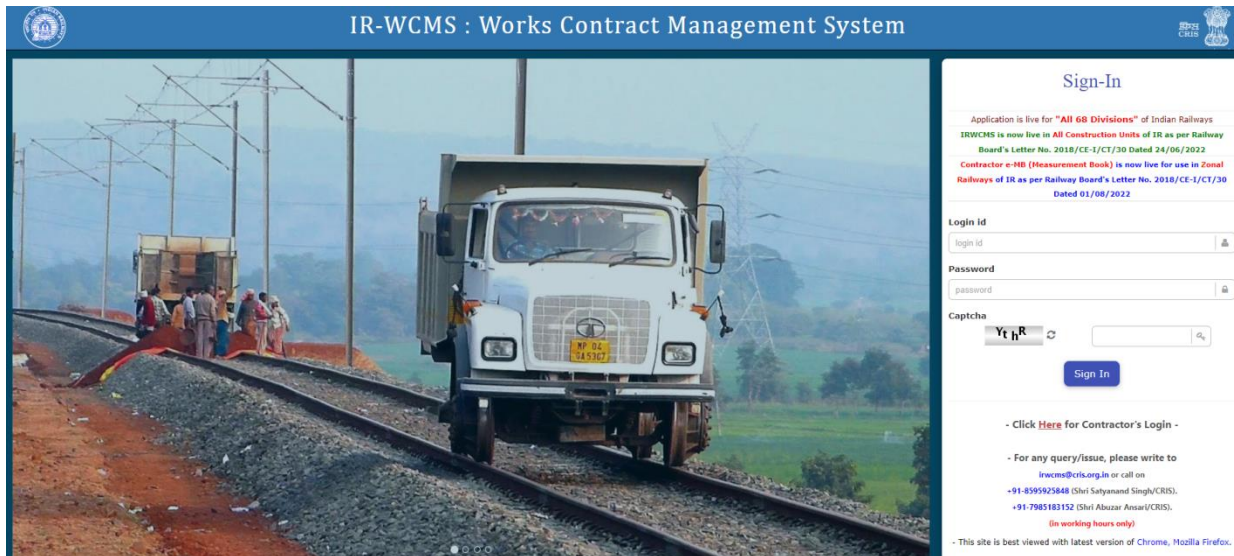
e-Pay Order Module

Version 1.0

## 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

Bill No. (Date)	Bill Type	Stage	Agreement No. (Date) LOA No. (Date)	Name of Work
NR/DLI/Civil/2020/0002/B1 3/06/2022	Provisional (Contractor's MB)	Checking and forwarding to Engineer/Manager for Bill Passing	NR/DLI/Civil/2020/0002 (18/04/2020)  01168780010506 (25/11/2019)	Raising of PF 1 & amp. 2/3 at Jakhul and PF No. 1 at Mansa from low level to high level under ADEI

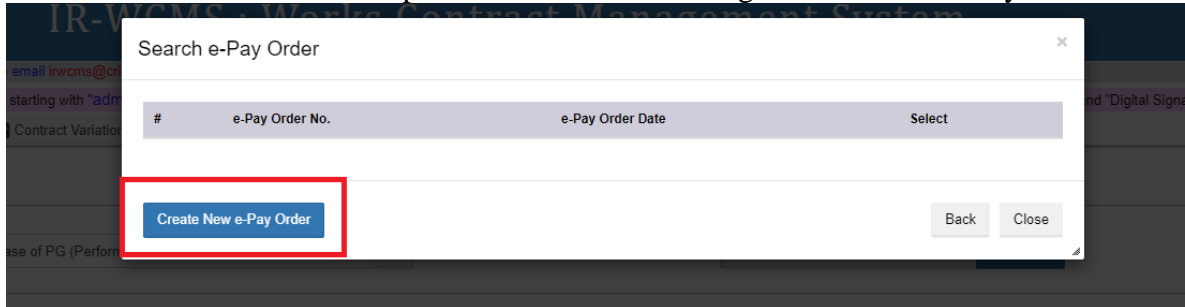
This module can only be accessed through the login of “Bill Passing Officer” or “his OS/Ch.OS”.

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:

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:

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



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

Select case to Prepare e-Pay Order:  Search LoA No.:

- LOA Details
- Agreement Details
- PG Details
- Release of Performance Guarantee Details
- Basic details of e-Pay Order**

e-Pay Order No.:  e-Pay Order Date:  e-Pay Order Type:   
 Sub Type:  Accounting Unit:  Section:

- Details of e-Pay Order : Contractor & Bank Details**

Agreement No.:  Agreement Date:  Agreement Amount:   
 Contractor Name:  Contractor Address:   
 Bank Name:  Bank Code:  Bank Account No.:   
 Total Amount:  Voucher Ref:  Voucher Date:   
 Net Amount:

- Debit Entry**

Allocation	Amount	Commercial/Strategic	Voted/Charged
<input type="text"/>	<input type="text"/>	<input type="text" value="Commercial"/>	<input type="text" value="Voted"/>
Total		0	

- Add Document(s)**

Document Description:  Select Document to Upload:  No file chosen

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**

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

**Details of e-Pay Order : Contractor & Bank Details**

Agreement No.: NR/DLI/Civil/2021/0014 | Agreement Date: 27/03/2021 | Agreement Amount: 19046381.04 | Contractor Name: SSS 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

Buttons: Delete e-Pay Order, View/Edit SD Details, Save, Send to Sr. DEN (Co/DLI (sdenc))

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 Details 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 Security Deposit (ROD01) | Date of Application from Contractor: | 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: Yes | Release Type: As per new orders | To be filled in case of part of SD released | BG Number: | BG Date: | BG Expiry date: | BG Issuing Bank (IFSC Code): | Buttons: Close, Save

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

**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 SMC panel tank at SWNR, provision of U/G tank at SOJ and improvement to water supply in the section of SSE/W/HNZM & SSE/W/MNTB under ADEN/E-1	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-Pay Order No. (Date)	Agreement No. (Date) LOA No. (Date)	Name of Work	
1	NR/DLI/Civil/2021/0014/B1 (02/11/2022)	NR/DLI/Ch/2021/0014 (27/03/2021) 01048400006933 (23/09/2019)	Rag picking work and removal of muck removal & between DKZ-DEE, DEE-DEC, DEC-PM, PM-B/WSN in the section of SSE/P/Way/DEE under ADEN/DEE.	
2	NR/DLI/Civil/2019/0002/B1 (02/11/2022)	NR/DLI/Ch/2019/0002 (12/12/2019) 01210620011375 (09/12/2019)	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 & . + Show more	

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

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

Select case to Prepare e-Pay Order:  Search LOA No.:

- LOA Details
- PG Details
- PG Verification
- Agreement Details
- Release of Performance Guarantee Details
- Basic details of e-Pay Order
- Details of e-Pay Order : Contractor & Bank Details
- Documents

Document Description:  Select Document to Upload:  No file chosen

Action:    
 -Select Option-  
 e-Pay Order Approved  
 e-Pay Order Returned for correction

Remarks if any:

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 Order:  Search LoA No.:

- LOA Details
- PG Details
- PG Verification
- Agreement Details
- Release of Performance Guarantee Details
- Basic details of e-Pay Order
- Details of e-Pay Order : Contractor & Bank Details
- Documents

Document Description:  Select Document to Upload:  No file chosen

I certify that correct Amount is being paid/released as per Contract conditions and extant instructions.

Action:

Remarks If any:

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 & Push to IPAS

Select case to Prepare e-Pay Order:  Search LoA No.:

- LOA Details
- PG Details
- PG Verification
- Agreement Details
- Release of Performance Guarantee Details
- Basic details of e-Pay Order
- Details of e-Pay Order : Contractor & Bank Details
- Documents

Document Description:  Select Document to Upload:  No file chosen

I certify that correct Amount is being paid/released as per Contract conditions and extant instructions.

Action:

Remarks If any:

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

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

Select case to Prepare e-Pay Order:  Search LOA No.:

- LOA Details
- PG Details
- PG Verification
- Agreement Details
- Release of Performance Guarantee Details
- Basic details of e-Pay Order
- Details of e-Pay Order : Contractor & Bank Details
- Documents

Document Description:  Select Document to Upload:  No file chosen

I certify that correct Amount is being paid/released as per Contract conditions and extant instructions.

Action:

Remarks if any:

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

Final Push to IPAS screen appears as:

e-Pay Order -> Push to IPAS

Select case to Prepare e-Pay Order:  Search LOA No.:

- LOA Details
- PG Details
- PG Verification
- Agreement Details
- Release of Performance Guarantee Details
- Basic details of e-Pay Order
- Details of e-Pay Order : Contractor & Bank Details
- Documents

e-Pay Order Amount: 35000 Deduction: 0 Net Amount: 35000

Accounting Unit : 0303 - DELHI DIVISION Section : Expenditure-I

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

**e-Pay Order Marked to:**  
Sr. DEN (Co)DLI  
sdenodli

**Marking Date:** 02/11/2022

**Marked for Action :** e-Pay Order 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 SMC panel tank at SWNR, provision of U/G tank at SOJ and improvement to water supply in the section of SSE/W/HNZM & SSE/W/MNTB under ADENE-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:  Search LoA No.:

- LOA Details
- PG Details
- PG Verification
- Agreement Details
- Mobilization Advances Details
- Basic details of e-Pay Order
- Details of e-Pay Order : Contractor & Bank Details
- Documents
- e-Pay Order IPAS Status**

CO6 Number:	6853345	CO6 Date:	02/11/2022	Paid Amount:	
Paid Date:		Return Date:	02/11/2022	Return Reason:	testing

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:

e-Pay Order > Pending with IPAS

Select case to Prepare e-Pay Order:  Search LoA No.:

- LOA Details
- PG Details
- PG Verification
- Agreement Details
- Mobilization Advances Details
- Basic details of e-Pay Order
- Details of e-Pay Order : Contractor & Bank Details
- 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:	

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.