

## PWDIMS Billing Functionality Steps - ITEM Rate / Percent Rate Works

Step	Activity	Tasks	Level
I.	Old Work Entry	1. Select Stage of the Work. i.e.AA/ TS/ DNIT/ LoA/ WO Select the value from dropdown menu.	EE
		2. Enter Work Name, Work Type, Sub Work type & Nature of work.	EE
		3. Enter AS /TS/ DNIT/ LOA/ WO Details based upon the State of Work (File No. with Amount required)	EE
		4. Attach Bill of Quantity (BoQ) - Use BoQ Template by clicking of "Download Template"	EE
		5. Save the Work.	
II.	Budget Head Mapping	1. Fetch the budget heads from IFMS Payment Integration. (Enter DDO Code.)	EE
		1. Open the Contractor & Budget Head Mapping Screen. (Available under EPM --> Contract Management)	EE
		2. Select the Budget Heads & Save.	EE
III.	Work Assignment	1. Assign Work. (Work Assignment Flow: EE-->XEN-->SDE-->JE/AE)	EE
		2. Accept the Work. (Work Assignment Acceptance - JE/AE Login)	JE/AE
III.	Record Entry (Add Mb)	1. Enter the MB Details. Record Entry Date Measurement Date, MB No. & Page No.	JE/AE
		2. Select the Executed item from BOQ. Use RE Items Mesh Button.	JE/AE
		3. Record the Item Measurements.	JE/AE
		4. Save the Entry.	JE/AE
		5. Send forward for Approval of higher authority Approval Route: JE/AE-->SDE-->XEN (Approve)	JE/AE
		6. Approval by EE (EPM --> Billing Management --> Add MB) Click on RE Date and Approve (after approval the work/bill moves to JE/AE Login)	EE
IV.	Abstract (e MB)	1. Enter Bill no. & Bill Date.	JE/AE
		2. Select the Approved Record Entry.	JE/AE
		3. Click on Abstract.	JE/AE
		4. Check the Abstract Summary & Save.	JE/AE
		5. Send forward for Approval of higher authority Approval Route: JE/AE-->SDE-->XEN (Approve)	JE/AE
V.	Billing	1. Assign the pending bill to DAO for taxes addition. (Assign EE to DAO)	EE
		2. DAO Login & Bill taxes add.	DAO
		3. Generate GST Payee on IFMS. (Refer to Pre-requisites)	DAO
		4. Send the Bill to XEN for Approval.	DAO
		5. Bill Approve.	EE
		6. Select GST Payee Code & Post Bill.	EE

### **Pre-requisites (to be followed by DAO while adding taxes)**

- Generate Challan (ECS) by visiting the Govt. GST Portal (<https://www.gst.gov.in> )
- Download the Challan in PDF.
- Login on IFMS (<https://ifms1.punjab.gov.in/etresury/login>) and create GST Payee by using Challan CPIN No. as Account No. and use IFSC code RBSOGSTPMT and save.
- Login using DDO ID on IFMS (<https://ifms1.punjab.gov.in/etresury/login>) and verify the record.
- Now, login in PWDIMS (<https://pwdims.pwdpunjab.gov.in>) using EE login as per STEP V above and approve the Bill.

### **Pre-requisites (to be followed by DAO while adding Labour Cess)**

Add Labour Cess Payee in IFMS Application providing the details as shared by the Department of Labour.

- Payee Name: **Punjab Building and Other Construction Workers Welfare Board.**
- Bank Name: **INDIAN Bank**
- Branch Name: **SAS Nagar (Mohali), 160062**
- Bank A/C: **7617454717**
- IFSC code: **IDIB000S176**
- PAN: **AAALP0698P**
- Email: **bocwhq@gmail.com**
- Mobile Number: **9417382563**

### **For further clarifications:**

- PWDIMS (Public Works Department Integrated Management System) for PWD (B&R) - Contact Helpdesk No. 0172-5134608