PWDIMS Billing Functionality Steps - Lump Sum

Step	Activity	Tasks	Level
I.	Old Work Entry	1. Select Stage of the Work. i.e. AA/ TS/ DNIT/ LoA/ WO 1.1 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.	Work Assignment for Item Bifurcation	1. Assign Work. (Work Assignment Flow: EE-->XEN-->SDE-->JE/AE)	EE
III.	Item Bifurcation	1. Create payment schedule & **save**. (EPM -- > Billing Management -- > Item Bifurcation)	JE
		2. Send Forward for Approval (JE/AE -- > SDE -- > EE)	JE/ AE
		3. Approval of Item Bifurcation	EE
IV.	Budget Head Mapping	1. Fetch the budget heads from IFMS Payment Integration. (Enter DDO Code.)	EE
		2. Open the Contractor & Budget Head Mapping Screen. (Available under EPM -- > Contract Management)	EE
		3. Select the Budget Heads & Save.	EE
V.	Work Assignment	1. Assign the work (EE -- > SDE -- > JE/AE)	EE
		2. Work Acceptance	JE/ AE
VI.	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
VII.	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

PWDIMS Billing Functionality Steps - Lump Sum

Step	Activity	Tasks	Level
VIII.	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/etreasury/login) and create GST Payee by using Challan CPIN No. as Account No. and use IFSC code RBS0GSTPMT and save.
- Login using DDO ID on IFMS (https://ifms1.punjab.gov.in/etreasury/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