

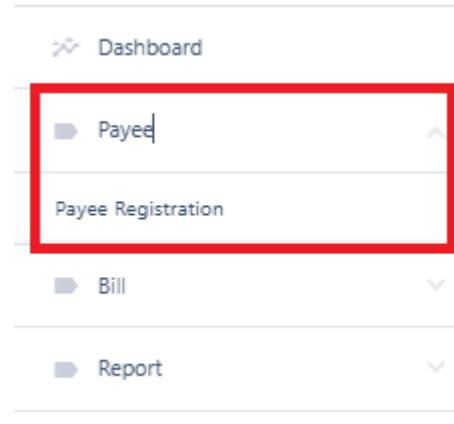
Steps for Preparing a Works Bill

- PREREQUISITES:
 1. DDO has to be onboarded on e-Proposal system.
 2. AA Profile must be profiled in e-Proposal system.
 3. Allotment in BEAMS as per Head of Account in the AA must be completed.
 4. Generation of Payment Advice from e-Proposal system under the project must be completed.
 5. Holding Account must be profiled in the e-Billing System for purpose of transfer of deduction to MMMRF.
 6. Ensure that you have released project funds and assigned payment advice funds from the e-proposal system to your desired Treasury DDO.
- Let us Assume you have to **prepare a works bill** for an amount of amount 10,00,000 with a taxable amount of 10,00,000.
- According to the rule, the **GST TDS deduction amount** would be 20,000.
- In addition to other deductions such as security deposit, income tax, etc. the total deduction amount would be 1,34,000.
- The **net amount** would then be 8,66,000.
- Note:
 - For Running Bills, prepare the Work Order Entry only once.
 - If Work Order Entry has already been prepared, continue with the pre-existing one.
 - For First and Final Bills, prepare the Work Order Entry only once.
 - Measuring Book Entries are required for audit purposes. If guidelines of the scheme exempt Measuring Book Entry, then it can be skipped.

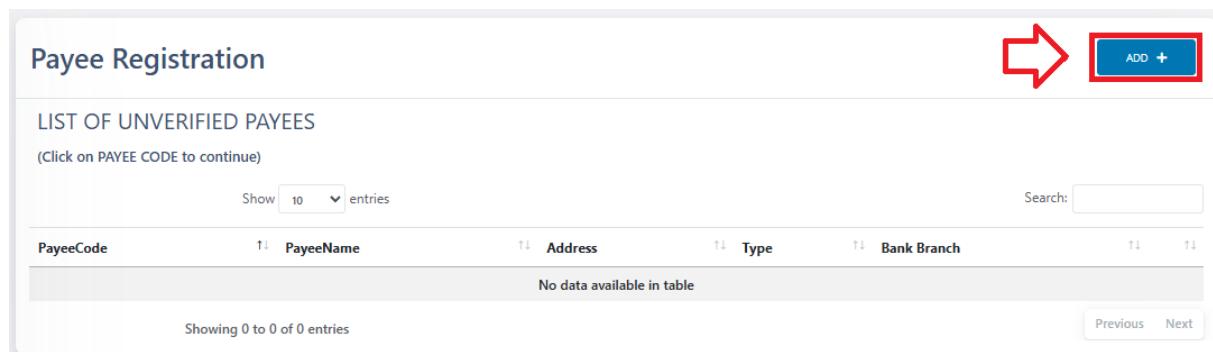
HOLDING ACCOUNT PROFILING

Note:

- **THIS SECTION IS NECESSARY ONLY FOR DDOs NOT LINKED TO SHILLONG DISTRICT TREASURY. IF YOU ARE LINKED TO SHILLONG DISTRICT TREASURY, SKIP THIS SECTION.**
 - SHILLONG DISTRICT TREASURY - (Treasury Code 10)
- Holding Account must be registered first as a DDO payee.



- Log in as maker and navigate to Payee → Payee Registration.
- This page lists all payees registered but not yet forwarded to checker for verification.
- On the top right is a button **ADD** for adding new payees.

A screenshot of the 'Payee Registration' page. The page title is 'Payee Registration' with a red arrow pointing to the 'ADD +' button. Below the title, it says 'LIST OF UNVERIFIED PAYEES' and '(Click on PAYEE CODE to continue)'. There is a search bar and a table with columns: PayeeCode, PayeeName, Address, Type, and Bank Branch. The table shows 'No data available in table'. At the bottom, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons.

- I. A modal will be displayed with entries for **IFSC Code** and **Bank Account Number**.
- II. Enter IFSC Code and Bank Account Number and click on **Check**.

Validate Bank Account ×

IFSC Code: *	<input type="text"/>
Bank Account Number *	<input type="text"/>

CHECK

Validate Bank Account ×

IFSC Code: *	<input type="text" value="SBIN0000181"/>
Bank Account Number *	<input type="text" value="202000651467"/>

 **CHECK**

- III. Once successful, a new modal will open with bank details like Bank Name, Branch Name, IFSC Code, Account Number.

Payee Registration ×

Payee Code *	<input type="text" value="25120215504833U"/>
Bank *	<input type="text" value="STATE BANK OF INDIA"/>
Branch *	<input type="text" value="MAIN BR SHILLONG"/>
IFSC Code *	<input type="text" value="SBIN0000181"/>
Account No. *	<input type="text" value="202000651467"/>
Payee:*	<input type="text" value="--Select Type--"/>

IV. There is an input to select the payee type. Select type as **DDO**.

V. Enter other details such as Office, Address, GSTIN, PAN.

VI. Once completed, click on **Save**.

VII. The entry will be listed. Click on the Payee Code.

VIII. In the new page, select the Checker to Approve the Payee Registration entry and click on Forward.

Payee Registration

Bank *

STATE BANK OF INDIA

Branch *

MAIN BR SHILLONG

IFSC Code *

SBIN0000181

Account No. *

202000651467

Payee: *

DDO A/c

Office

DIRECTORATE OF TOURISM

DDO

DIRECTOR OF TOURISM

Address

Address

Note: Registration for Employee is not required



Save

Payee Registration

ADD +

Saved Successfully

LIST OF UNVERIFIED PAYEES

(Click on PAYEE CODE to continue)



Show 10 entries

Search:

PayeeCode	PayeeName	Address	Type	Bank Branch	
25120215504 833U	DIRECTOR OF TOURISM	STATE BANK OF INDIA, MAIN BR SHILLONG			

Showing 1 to 1 of 1 entries

Previous 1 Next

PAYEE DETAILS



Payee Name: DIRECTOR OF TOURISM

Bank Name: STATE BANK OF INDIA

Branch Name: MAIN BR SHILLONG

Account Number: 202000651467

Bank Name	Branch Name	IFSC Code	Account Number
STATE BANK OF INDIA	MAIN BR SHILLONG	SBIN0000181	202000651467

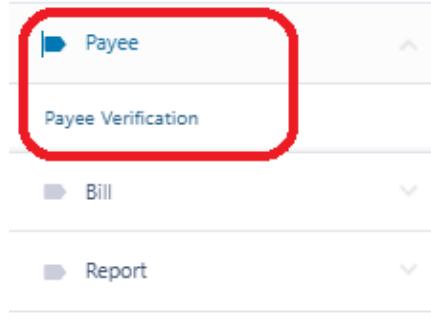
PAYEE FORWARDING

--Select User--





- Now login as Checker and navigate to Payee → Payee Verification.
- I. This page lists the payee entries pending for verification.
- II. Click on the Verify button.
- III. In the new page, the details of the Payee are listed.
- IV. Click on the Verify button.



PAYEE VERIFICATION

Show 10 entries

Search:

PayeeCode	PayeeName	Address	Type	Bank Branch	Reject	Verify
25120215504833U	DIRECTOR OF TOURISM	null	DDO	STATE BANK OF INDIA, MAIN BR SHILLONG		

Showing 1 to 1 of 1 entries

VERIFY PAYEE

Type of Payee*:

Payee Code	25120215504833U	Payee Name	DIRECTOR OF TOURISM
Type		Address	
Pin Code		GSTin	
Mobile No.		Telephone No	
Email Id		PAN No	
		Bank Accounts	1
Bank Name	Branch Name	IFSC Code	Account Number
STATE BANK OF INDIA	MAIN BR SHILLONG	SBIN0000181	202000651467

- Now login as DDO Admin and navigate to DDOadmin → DDO Profile.
 - I. There is a list here for DDO Holding Account Details.
 - II. There is a button to Change Status for the corresponding DDO Holding Account.
 - III. Click on Change Status to set the desired DDO account as holding account.



The screenshot shows two pages:

- Manage DDO Admin Details:** A table with columns: Treasury Code, DDO Code, Designation, GSTIN Number, PAN Number, TAN Number. One row is shown with values: 10, 4200001, DIRECTOR OF TOURISM, 17ABCDE1234A1Z1, ABCDE1234A, -.
- Manage DDO Holding Account Details:** A table with columns: Payee Name, GSTIN, PAN, Bank Name, Branch Name, IFSC Code, Account No., Holding Account. Three rows are shown:

Payee Name	GSTIN	PAN	Bank Name	Branch Name	IFSC Code	Account No.	Holding Account
DIRECTOR OF TOURISM			STATE BANK OF INDIA	LAITUMKHRAH	SBIN0002081	30843123340	Y
DIRECTOR OF TOURISM			STATE BANK OF INDIA	MAIN BR SHILLONG	SBIN0000181	987654321999	N
DIRECTOR OF TOURISM			STATE BANK OF INDIA	MAIN BR SHILLONG	SBIN0000181	202000651467	N

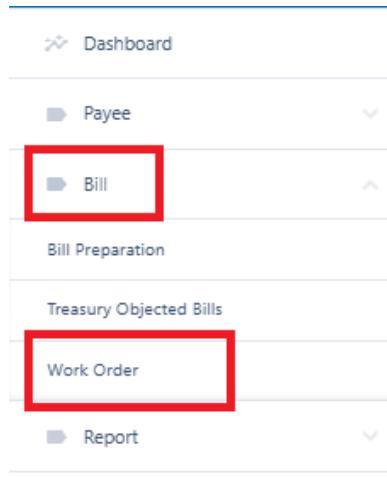
 A red box highlights the 'Holding Account' column, and another red box highlights the 'CHANGE STATUS' button in the last row.

Note:

- Only one DDO Account can be set as Holding Account at a time.

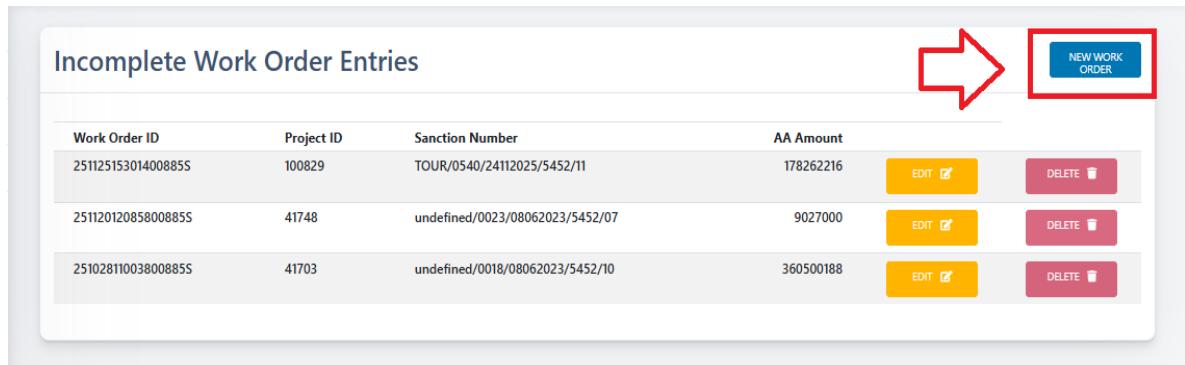
WORK ORDER PREPARATION

- For our example, we have a project amount of 17,82,62,216.
- 1. The first step in the e-Billing system would be to prepare the Work Order details.
- 2. Once logged in, navigate to the module **Work Order Preparation** under Bill menu item on the sidebar.



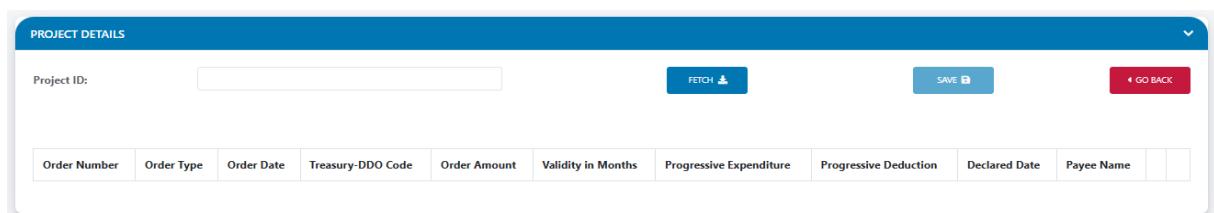
- 3. You are now in the Work Order Preparation module. Here there will be a list of work order entries, if any have been prepared, as well as a button to navigate to a page to prepare a new Work Order Entry.

4. Once here click on the button **NEW WORK ORDER**.

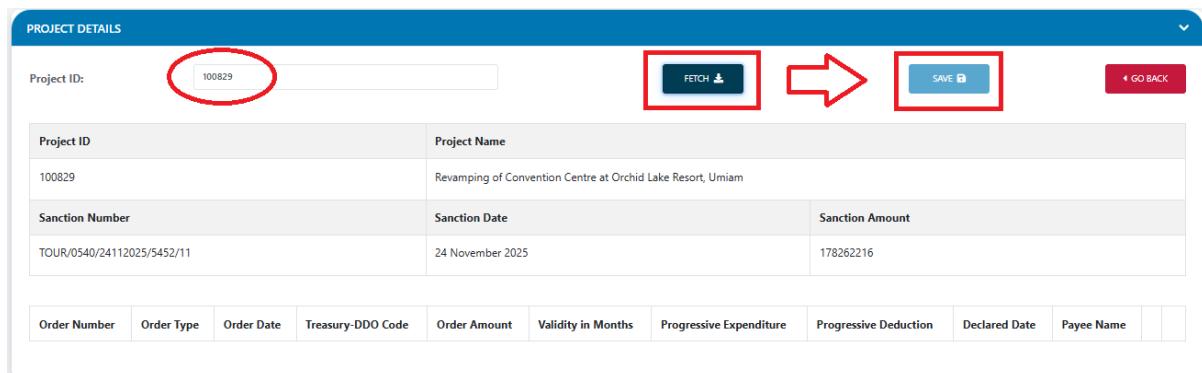


Work Order ID	Project ID	Sanction Number	AA Amount
251125153014008855	100829	TOUR/0540/24112025/5452/11	178262216
251120120858008855	41748	undefined/0023/08062023/5452/07	9027000
251028110038008855	41703	undefined/0018/08062023/5452/10	360500188

5. This will navigate you to a page to enter the Work Order Entry details.



- Under heading **PROJECT DETAILS**, enter the Project ID in the field given, then click on **FETCH**.
- The details of the project will be populated.
- Once the details are displayed, click on the **SAVE** button.
- Once completed, the saved Project Details will be displayed.



- Scroll down to the **AGREEMENT / WORK ORDER / SUPPLY ORDER DETAILS** heading.

AGREEMENT / WORK ORDER / SUPPLY ORDER DETAILS

Single Work Order for the Project? YES NO

Type of Order	Order Number	Order Date	Order Amount
--SELECT TYPE OF ORDER --	Enter Value	dd-mm-yyyy	Enter Value
Order Description			
Enter Value			
Validity in Months	Progressive Expenditure	Progressive Deduction	Declared Date
Enter Value	Enter Value	Enter Value	dd-mm-yyyy
Payee Type		Payee Name	
--Select Beneficiary Type--		Enter Payee Name	SEARCH

- You have an option to select if it is a single work order for the project
 - Selecting **Yes** will populate the **Order Description** with the entries saved from the Project Details.
 - Selecting **No** will enable you to enter your own Order Description.
- Once this is completed, you can now start entering the Order Entry details.
- Select the **Type of Order**: Work, Agreement or Supply.
- Enter the **Order Number**.
- Select the **Order Date**.
- Enter the **Order Amount**.
- If you selected No in the radio option given above for Single Work Order for the Project, enter the **Order Description**.
- Enter the **Validity in Months** value.
- Enter the **Progressive Expenditure** value, if it is a Running Bill.
 - For a First and Final Bill, enter the value 0.
 - This value of Progressive Expenditure is only for the previous bills, not for the current bill(s) to be prepared.
- Similarly, enter the **Progressive Deduction** value.
 - This value of Progressive Deduction is only for the previous bills, not for the current bill(s) to be prepared.
- Select the **Declared Date** entry.
- Select the **Payee Type**, the option here is Supplier / Vendor Contractor.
- Enter the **Payee Name** and click on the **SEARCH** button.

AGREEMENT / WORK ORDER / SUPPLY ORDER DETAILS

Single Work Order for the Project? YES NO

Type of Order	Order Number	Order Date	Order Amount
WORK	M/D-Tour.31/2022/18	2023-01-13	178262216
Order Description			
Revamping of Convention Centre at Orchid Lake Resort, Umiam			
Validity in Months	Progressive Expenditure	Progressive Deduction	Declared Date
36	465314	49765	2025-11-28
Payee Type	Payee Name	<input style="border: 1px solid red; border-radius: 5px; padding: 2px 10px;" type="button" value="SEARCH"/>	
Payee (Supplier/Vendor/Contractor)	STAR		

- A list of Payees will be displayed, with a **checkbox** to the left of the Payee Code.
- Check on the desired Payee.
- Once all these details have been entered, click on the **SAVE** button.

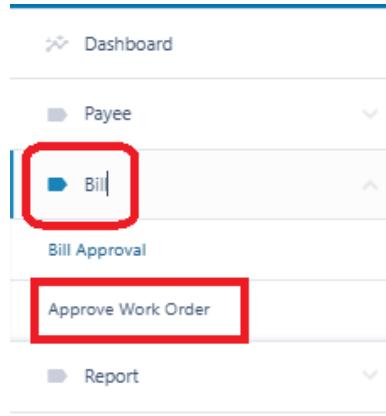
Payee Type	Payee Name												
Payee (Supplier/Vendor/Contractor)	STAR												
<input style="border: 1px solid red; border-radius: 5px; padding: 2px 10px;" type="button" value="SEARCH"/>													
10 entries per page													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10px;"></th> <th style="width: 150px;">PAYEE CODE</th> <th style="width: 150px;">PAYEE NAME</th> <th style="width: 100px;">ADDRESS</th> <th style="width: 100px;">IFSC</th> <th style="width: 100px;">ACCOUNT NO</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>25112414333282W</td> <td>M/s STAR INFRATECH</td> <td></td> <td>FDRL0001190</td> <td>11900200013546</td> </tr> </tbody> </table>			PAYEE CODE	PAYEE NAME	ADDRESS	IFSC	ACCOUNT NO	<input checked="" type="checkbox"/>	25112414333282W	M/s STAR INFRATECH		FDRL0001190	11900200013546
	PAYEE CODE	PAYEE NAME	ADDRESS	IFSC	ACCOUNT NO								
<input checked="" type="checkbox"/>	25112414333282W	M/s STAR INFRATECH		FDRL0001190	11900200013546								
Showing 1 to 1 of 1 entry													
<input style="border: 1px solid red; border-radius: 5px; padding: 2px 10px;" type="button" value="SAVE"/>													

- The details of the Work Order Entry will be saved and displayed in a table under the **Project Details** heading above.
- Scrolling to the right of each entry there will be a select input for the Checker user as well as a button to Forward the entry.
- Select the checker user to which the Order Entry will be sent for Validation.
- Once selected, click on the **FORWARD** button.
- Once successful, a success alert will be displayed.

Project ID	Project Name										
100829	Revamping of Convention Centre at Orchid Lake Resort, Umiam										
Sanction Number	Sanction Date								Sanction Amount		
TOUR/0540/24112025/5452/11	24 November 2025								178262216		
Order Number	Order Type	Order Date	Treasury-DDO Code	Order Amount	Validity in Months	Progressive Expenditure	Progressive Deduction	Declared Date	Payee Name		
100829	Revamping of Convention Centre at Orchid Lake Resort, Umiam										
Sanction Number	Sanction Date								Sanction Amount		
TOUR/0540/24112025/5452/11	24 November 2025								178262216		

Order Number	Order Type	Order Date	Treasury-DDO Code	Order Amount	Validity in Months	Progressive Expenditure	Progressive Deduction	Declared Date	Payee Name	
M/D-Tour.31/2022/18	Work	13 January 2025	104200001	178262216	36	465314	49765	28 November 2025	M/s STAR INFRATECH	- Order Forwarded

6. This concludes the **MAKER** portion for Work Order Entry, now the checker user must validate the entries made and approve the entry.
7. Login to the application using checker email and password.
8. Once logged in, navigate to the module **Work Order Approval** under Bill menu item on the sidebar.



9. You are now in the Work Order Entry Approval module. Here there will be a list of work order entries pending for approval.
10. Select the Project ID of the entry for approval.

WORK ORDER ENTRIES FOR APPROVAL

Project ID	Project Description	Project AA Amount	Order Number	Order Date	Order Amount	Payee Name	IFSC Code	Account Number
100829	Revamping of Convention Centre at Orchid Lake Resort, Umiam	178262216	M/D-Tour.31/2022/18	13 January 2025	178262216	M/s STAR INFRATECH	FDRL0001190	11900200013546

A red arrow points from the 'VIEW' button in the table row to the 'VIEW' button in the image below.

11. This will navigate you to a page to approve the Work Order Entry details.
 - Once validation of the details has been completed, click on the **APPROVE** button.
 - A success alert will be displayed.

APPROVE WORK ORDER

PROJECT DETAILS				SANCTION DETAILS			
Project ID:	100829			Sanction Number:	TOUR/0540/24112025/5452/11		
Project Name:	Revamping of Convention Centre at Orchid Lake Resort, Umiam			Sanction Amount:	178262216	Sanction Date:	24 November 2025
ORDER DETAILS				PAYEE DETAILS			
Order Number:	M/D-Tour.31/2022/18	Order Type:	Work	Payee Name:	M/s STAR INFRATECH		
Order Amount:	178262216	Order Date:	13 January 2025	IFSC Code:	FDRL0001190		
Order Description:	Revamping of Convention Centre at Orchid Lake Resort, Umiam			Account Number:	11900200013546		
Validity in Months:	36	Declared Date:	28 November 2025				
Progressive Deduction:	49765	Progressive Expenditure:	465314				

REJECT
APPROVE

12. This concludes the **CHECKER** portion for Work Order Entry, the work order is approved and can be used for Bill Preparation.

BILL PREPARATION

1. Login with the Maker and Prepare a new Bill.
2. First add the bill details such as:

Major Head	Scheme Code	Object Head
Bill Type	Bill Category	TR Form
Type of Payee	Bill for Payment To	General/Sixth Schedule
Budget Type	Particulars	

Bill Entry

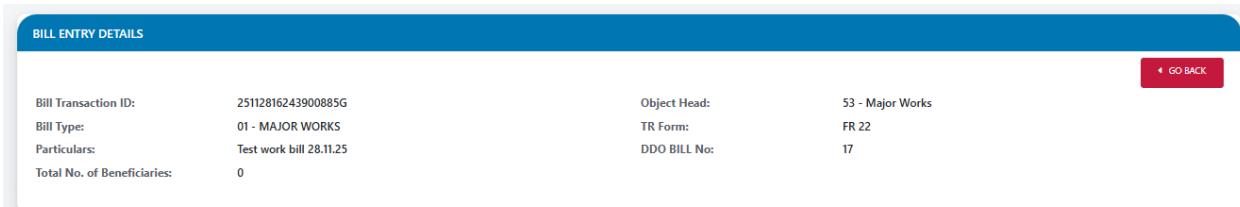
(* indicates mandatory fields)

Bill Transaction ID *	Major Head: *	Scheme Code: *
2411141518060001P	--SELECT MAJOR HEAD--	--Select Scheme--
Object Head: *	Bill Type: *	Bill Category: *
--Select Object Head--	--Select Bill Type--	--Select Bill Category--
TR Form: *	Type of Payee: *	Bill for Payment to: *
--Select TR Form--	--Select Type--	--Select--
General/Sixth Schedule: *	Budget Type: *	
<input type="radio"/> General	<input type="radio"/> Development	
<input type="radio"/> Sixth Schedule	<input type="radio"/> Establishment	
<input type="radio"/> Others	<input type="radio"/> Public Account	

3. Next click on the **NEXT** button.

General/Sixth Schedule: *	Budget Type: *
<input checked="" type="radio"/> General	<input type="radio"/> Development
<input type="radio"/> Sixth Schedule	<input checked="" type="radio"/> Establishment
<input type="radio"/> Others	<input type="radio"/> Public Account
Particulars: *	
Medical Nil Bill	
CHECK BALANCE ↴	
NEXT ➔	CANCEL ✕

4. Now you are redirected to the Bill Entry Page.

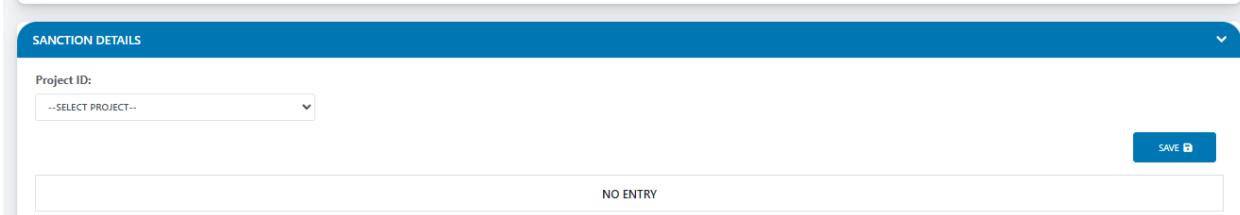


BILL ENTRY DETAILS

Bill Transaction ID: 25112816243900885G
 Bill Type: 01 - MAJOR WORKS
 Particulars: Test work bill 28.11.25
 Total No. of Beneficiaries: 0

Object Head: 53 - Major Works
 TR Form: FR 22
 DDO BILL No: 17

GO BACK



SANCTION DETAILS

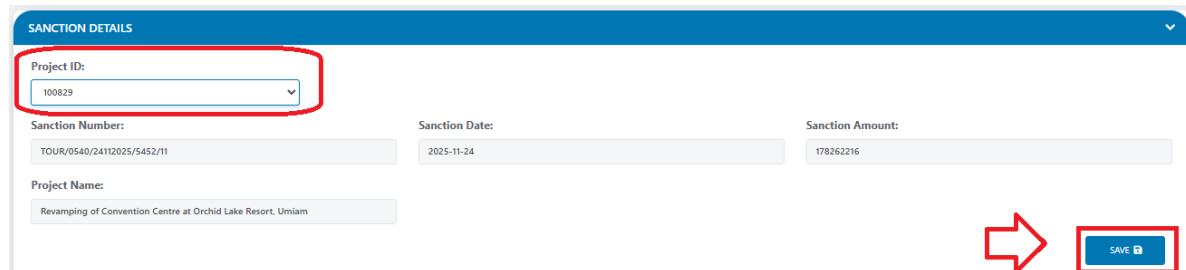
Project ID:

SAVE

NO ENTRY

5. Once you have been redirected to the Bill Entry Page, you can begin.

- Under Heading SANCTION DETAILS, we have an input to select Project ID.
- I. Select it and the Project Details will be displayed.
- II. Click on the **SAVE** button.
- III. The Project Details will be displayed in an entry, with a **DELETE** button to the right.



SANCTION DETAILS

Project ID:

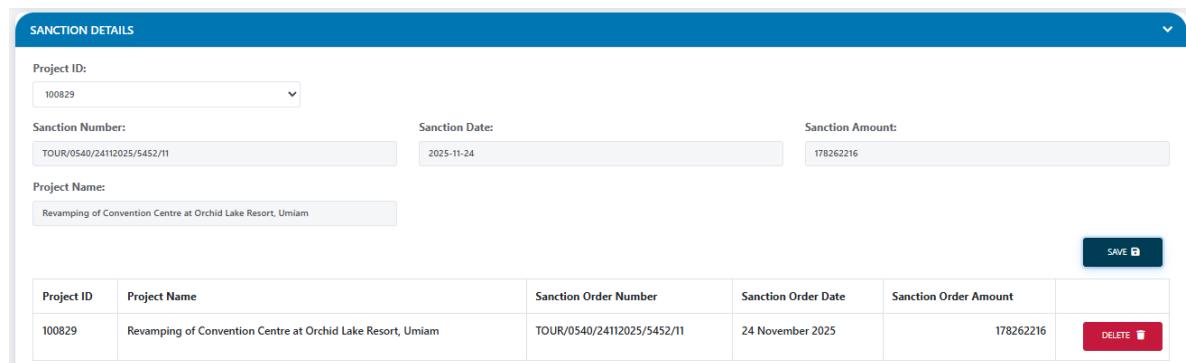
Sanction Number: TOUR/0540/24112025/5452/11

Sanction Date: 2025-11-24

Sanction Amount: 178262216

Project Name: Revamping of Convention Centre at Orchid Lake Resort, Umiam

SAVE



SANCTION DETAILS

Project ID:

Sanction Number: TOUR/0540/24112025/5452/11

Sanction Date: 2025-11-24

Sanction Amount: 178262216

Project Name: Revamping of Convention Centre at Orchid Lake Resort, Umiam

SAVE

Project ID	Project Name	Sanction Order Number	Sanction Order Date	Sanction Order Amount	
100829	Revamping of Convention Centre at Orchid Lake Resort, Umiam	TOUR/0540/24112025/5452/11	24 November 2025	178262216	DELETE

IV. Below this, we have an input to select the **Work Order**.

V. Once selected, an entry for the **Payment Advice** will be displayed, showing Advice Number, Date and Amount, along with a **SAVE** and **NEXT** button.

VI. Click on the **SAVE** button, and after a success alert, the Payment Advice Details will be displayed with a **DELETE** and **NEXT** button to the right.

Project ID	Project Name	Sanction Order Number	Sanction Order Date	Sanction Order Amount													
100829	Revamping of Convention Centre at Orchid Lake Resort, Umiam	TOUR/0540/24112025/5452/11	24 November 2025	178262216	DELETE												
<p>Work Order:</p> <div style="border: 1px solid red; padding: 5px;">--SELECT WORK ORDER--</div> <table border="1"> <tr> <td>Payment Advice Number</td> <td>Payment Advice Date</td> <td>Payment Advice Amount</td> </tr> <tr> <td>14761</td> <td>24 November 2025</td> <td>1000000</td> </tr> <tr> <td>Payment Advice Number</td> <td>Payment Advice Date</td> <td>Payment Advice Amount</td> </tr> <tr> <td>14762</td> <td>24 November 2025</td> <td>1500000</td> </tr> </table> <div style="text-align: right; margin-top: 10px;"> SAVE NEXT </div>						Payment Advice Number	Payment Advice Date	Payment Advice Amount	14761	24 November 2025	1000000	Payment Advice Number	Payment Advice Date	Payment Advice Amount	14762	24 November 2025	1500000
Payment Advice Number	Payment Advice Date	Payment Advice Amount															
14761	24 November 2025	1000000															
Payment Advice Number	Payment Advice Date	Payment Advice Amount															
14762	24 November 2025	1500000															

Project ID	Project Name	Sanction Order Number	Sanction Order Date	Sanction Order Amount													
100829	Revamping of Convention Centre at Orchid Lake Resort, Umiam	TOUR/0540/24112025/5452/11	24 November 2025	178262216	DELETE												
<p>Work Order:</p> <div style="border: 1px solid red; padding: 5px;">M/D-Tour.31/2022/18</div> <table border="1"> <tr> <td>Payment Advice ID</td> <td>Payment Advice Date</td> <td>Amount</td> <td></td> </tr> <tr> <td>14761</td> <td>24 November 2025</td> <td>1000000.00</td> <td>DELETE</td> </tr> <tr> <td></td> <td></td> <td></td> <td>NEXT</td> </tr> </table>						Payment Advice ID	Payment Advice Date	Amount		14761	24 November 2025	1000000.00	DELETE				NEXT
Payment Advice ID	Payment Advice Date	Amount															
14761	24 November 2025	1000000.00	DELETE														
			NEXT														

- Now that both the Project and Payment Advice Details have been saved, navigate to the **WORK ORDER DETAILS** heading.
- I. Here we have an input to select the **Work Order**.
- II. Once selected, an entry table will be displayed showing all the Work Entry details with options for **Work Commencement** and **Work Completion**. A **SAVE** button is located to the right.
- III. Select the dates for Work Commencement and Completion, then click on **SAVE**.
- IV. The details will be displayed, along with a **DELETE** button.

WORK ORDER DETAILS

Work Order:	M/D-Tour.31/2022/18	NEXT		
Work Order Number	Work Order Date	Work Order Type	Work Order Amount	
M/D-Tour.31/2022/18	13 January 2025	Work	178262216	
Validity in Months	Progressive Expenditure	Progressive Deduction	Declared Date	
36	465314	49765	28 November 2025	
DDO Code	Payee Name	IFSC Code	Account Number	
10420001	M/s STAR INFRATECH	FDRL0001190	11900200013546	
Work Commencement Work Completion				
yyyy-mm-dd		yyyy-mm-dd		

SAVE

- Next navigate to the heading WORK ORDER MEASUREMENT DETAILS.
- I. Here again we have an input to select the **Work Order**.
- II. Again, an entry table will be displayed this time for the Book Measurement details.
- III. Enter the **Book Number, From Page Number, To Page Number** and select the **Measurement Date**.
- IV. Once completed, click on the **SAVE** button.
- V. The details will be displayed, along with a **DELETE** button.

WORK ORDER MEASUREMENT DETAILS

Work Order: M/D-Tour.31/2022/18

Work Order Number	Work Order Date	Work Order Amount	Payee Name	Book Number	From Page Number	To Page Number	Measurement Date	
M/D-Tour.31/2022/18	13 January 2025	178262216	M/s STAR INFRATECH	1	1	99	2023-02-02	SAVE

NO ENTRY!

WORK ORDER MEASUREMENT DETAILS

Work Order: M/D-Tour.31/2022/18

Work Order Number	Work Order Date	Work Order Amount	Payee Name	Book Number	From Page Number	To Page Number	Measurement Date	
M/D-Tour.31/2022/18	13 January 2025	178262216	M/s STAR INFRATECH				yyyy-mm-dd	SAVE

Work Order Number	Work Order Date	Work Order Amount	Book Number	Page From	Page To	Date	
M/D-Tour.31/2022/18	13 January 2025	178262216	1	1	99	2 February 2023	DELETE

Note:

- Measuring Book Entries are required for audit purposes. If guidelines of the scheme exempt Measuring Book Entry, then it can be skipped.

➤ Next navigate to the heading **BILL DETAILS**.

I. Here again we have an input to select the **Work Order**.

II. We have an entry table for the bill details.

III. Enter the **Gross Amount, Deduct Amount**.

1. Note that here you must enter the sum total of all deduction amounts.

2. Labor Cess Amount does not fall under total deduction amount.

3. Labor Cess Amount is part of the Gross Amount as it is paid to the account of the labor board.

IV. If a GST deduction is required, for the input of **GST/TDS**, select Yes and enter the **Taxable Amount**.

V. Similar to TR 29 bills, the system will calculate the GST deduction amount and save it.

VI. Once all details are entered, click on the **SAVE** button.

VII. The details will be displayed, along with a **DELETE** button.

BILL DETAILS

Work Order:	M/D-Tour.31/2022/18		NEXT ▾
Work Order Number	Work Order Date	Work Order Amount	
M/D-Tour.31/2022/18	13 January 2025	178262216	
Payee Name	Gross Amount	Deduct Amount	SAVE 
M/s STAR INFRATECH	1000000	134000	
GST/TDS	Taxable Amount		
Yes	1000000		

Work Order:	M/D-Tour.31/2022/18		NEXT ▾			
Work Order Number	Work Order Date	Work Order Amount				
M/D-Tour.31/2022/18	13 January 2025	178262216				
Payee Name	Gross Amount	Deduct Amount	SAVE 			
M/s STAR INFRATECH						
GST/TDS	Taxable Amount					
Yes	1000000					
Work Order Number	Work Order Date	Work Order Amount	Gross Amount	Deduct Amount	Net Amount	
M/D-Tour.31/2022/18	13 January 2025	178262216	1000000	134000	866000	DELETE 

➤ Next navigate to the heading ITEM DETAILS.

I. For Work Item details, we have two options:

1. Download a template csv file and enter the item details here.
2. Enter the item details manually in the Bill Preparation page.

II. Let us consider the first case.

1. A button to download the template .csv file is given.
2. You can use the template file to enter details for **work item entries** in the relevant columns: quantity (qty), unit, rate, item number, item description, gross amount, deduct amount, previous gross amount.
 1. If you have existing excel files, convert them using this template file into the format available in the system.
 3. Once entries are completed, **save the file as .csv file type**.
 4. Now back to the application, we have to select the **Work Order**.
 5. Once selected, select the Work Item Entry File with the input given.
 6. Once completed, click on the **Upload** button to upload the file.

ITEM DETAILS

Work Item Template CSV Entry File:

1. DO NOT CHANGE HEADER / COLUMN NAMES.
2. USE NUMERIC ENTRIES ONLY FOR GROSS AND DEDUCT AMOUNT FIELDS.
3. [DOWNLOAD](#)

Work Order: [NEXT](#)

Work Item Entry File: * [UPLOAD](#)

Work Item Entry File: * [UPLOAD](#) 

Work Order Number	Work Order Date	Work Order Amount
M/D-Tour.31/2022/18	13 January 2025	178262216
Payee Name	Previous Bill Gross Amount	Current Bill Gross Amount
		Current Bill Deduct Amount

[SAVE](#)

Work Item Entry File: * [UPLOAD](#)

Work Order Number	Work Order Date	Work Order Amount	Item Number	Item of Work	Quantity	Unit	Rate	Gross Amount	Deduct Amount	
M/D-Tour.31/2022/18	13 January 2025	178262216	2.9 (b)	Earth work in excavation by mechanical means (Hydraulic excavator)/ manual means over areas (exceeding 30 cm in depth, 1.5 m in width as well as 10 sqm on plan) including getting out and disposal of excavated earth lead upto 50 m and lift upto 1.5 m, as directed by Engineer-incharge. In ordinary rock (soft rock/ medium rock/ hard shale)	424.39	cumulative	367	155751	0	DELETE
M/D-Tour.31/2022/18	13 January 2025	178262216	2.6 (a)	Earthwork in filling (excluding rock) in trenches, plinths, sides of foundation etc in layers not exceeding 20 cm thick including breaking of clods, consolidating each layer by ramming and watering, lead up to 50m and lift up to 1.5m. With available excavated earth	0	cumulative	141	0	0	DELETE
M/D-Tour.31/2022/18	13 January 2025	178262216	2.6 (b)	Earthwork in filling (excluding rock) in trenches, plinths, sides of foundation etc in layers not exceeding 20 cm thick including breaking of clods, consolidating each layer by ramming and watering, lead up to 50m and lift up to 1.5m. With borrowed earth/stone dust carriage up to 5 Km	5579.23	cumulative	294	1640294	0	DELETE

III. Let us consider the second case.

1. For entries that are few number, you can directly make entries in the application.
2. Here again we have an input to select the **Work Order**.
3. We have an entry table for the Work Items.
4. Enter the **Previous Bill Gross Amount, Current Bill Gross Amount, Current Bill Deduct Amount, Item Number, Item of Work, Quantity, Unit and Rate** accordingly.
5. Once entered, click on the **SAVE** button.
6. The details will be displayed, along with a **DELETE** button.

Work Order Number	Work Order Date	Work Order Amount	
M/D-Tour.31/2022/18	13 January 2025	178262216	
Payee Name	Previous Bill Gross Amount	Current Bill Gross Amount	Current Bill Deduct Amount
M/s STAR INFRATECH	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item Number	Item of Work		
<input type="text"/>	<input type="text"/>		
Quantity	Unit	Rate	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
NO ENTRY			

Work Order Number	Work Order Date	Work Order Amount	
M/D-Tour.31/2022/18	13 January 2025	178262216	
Payee Name	Previous Bill Gross Amount	Current Bill Gross Amount	Current Bill Deduct Amount
M/s STAR INFRATECH	0	1000000	0
Item Number	Item of Work		
1/L1	<input type="text"/>		
Quantity	Unit	Rate	
1	qty	1000000	

SAVE

SAVE



- Next navigate to the DEDUCTION DETAILS heading.

Note:

- **Entries for Labor Cess, DMF, MMMRF are to be made here.**

- I. We have an input table similar to one for regular bills.
- II. Select the **Work Order**, Select the **Receipt Scheme Major Head**, Select the **Receipt Scheme** and enter the **Amount**.
- III. Once done, click on the **SAVE** button.
- IV. The details will be displayed, along with a **DELETE** button.

DEDUCTION DETAILS
 ▼

Work Order	Receipt Scheme	Amount					
<input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value="--SELECT WORK ORDER--"/>	<input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value="--SELECT MAJOR HEAD--"/>	<input style="width: 100%; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value="--SELECT RECEIPT SCHEME--"/>	<input style="width: 100px; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;" type="text" value=""/> SAVE NEXT 				
Work Order Number	Work Order Date	Work Order Amount	Payee Name	Scheme Code	Amount		
M/D-Tour.31/2022/18	13 January 2025	178262216	M/s STAR INFRATECH	8658001390000	GST - TDS	20000	EDIT

DEDUCTION DETAILS
▼

Work Order	Receipt Scheme			Amount	
M/D-Tour.31/2022/18-178262216-IV	8658	8658001120000-Tax Deducted at Source (TDS) Suspense		25000	<input style="background-color: #0070C0; color: white; border: 1px solid #0070C0; padding: 5px; border-radius: 5px; width: 100px; height: 30px; margin-bottom: 5px;" type="button" value="SAVE"/> <input style="background-color: #00C080; color: white; border: 1px solid #00C080; padding: 5px; border-radius: 5px; width: 100px; height: 30px;" type="button" value="NEXT"/>

Work Order Number	Work Order Date	Work Order Amount	Payee Name	Scheme Code	Amount		
M/D-Tour.31/2022/18	13 January 2025	178262216	M/s STAR INFRATECH	8658001390000	GST - TDS	20000	<input style="background-color: #FFB6C1; color: black; border: 1px solid #FFB6C1; padding: 5px; border-radius: 5px; width: 100px; height: 30px;" type="button" value="EDIT"/>

Work Order		Receipt Scheme			Amount		
<input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="--SELECT WORK ORDER--"/> <div style="border: 1px solid #ccc; width: 100%; height: 30px; border-radius: 5px; margin-bottom: 5px;"></div>		<input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="--SELECT MAJOR HEAD--"/> <div style="border: 1px solid #ccc; width: 100%; height: 30px; border-radius: 5px; margin-bottom: 5px;"></div>		<input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; margin-bottom: 5px;" type="text" value="--SELECT RECEIPT SCHEME--"/> <div style="border: 1px solid #ccc; width: 100%; height: 30px; border-radius: 5px; margin-bottom: 5px;"></div>		<input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; margin-bottom: 5px;" type="text"/>	<div style="background-color: #007bff; color: white; padding: 5px 10px; border-radius: 5px; text-align: center; width: 100px; margin-top: 10px;">SAVE </div> <div style="background-color: #00a0a0; color: white; padding: 5px 10px; border-radius: 5px; text-align: center; width: 100px; margin-top: 10px;">NEXT </div>

➤ Now the Bill Entry for the Works Bill is completed. Click on the Next button on the heading below DEDUCTION DETAILS, then click on **FINALIZE**.

- Once done, the Bill Entry will be Finalized and a new page will be displayed.
- On this page, you can forward the bill to the Checker Level User.

BILL ENTRY DETAILS

Bill Transaction ID:	24070117161200001	Object Head:	06 - MEDICAL TREATMENT
Bill Type:	02 - MEDICAL REIMBURSEMENT	TR Form:	TR 19A
Particulars:	test	DDO BILL No:	15
Gross Amount:	0.00	Deduction Amount:	0.00
Net Amount:	0.00	NEXT ▾	

SANCTION DETAILS

Total:	225000.00	SCROLL ▾
--------	-----------	---

BENEFICIARY DETAILS

Total:	225000.00	SCROLL ▾
--------	-----------	---

SUB-DETAIL HEAD DETAILS

Total:	225000.00	SCROLL ▾
--------	-----------	---

TO FORWARD BILL, PLEASE CLICK ON VIEW DRAFT REPORT.

ACTIONS
◀ REVIEW
VIEW DRAFT REPORT
--Select User for Approval--
FORWARD ▶

Note:

- This is a list of common receipt Heads:
 - 0406018000600 - Miscellaneous Forest Fee/Royalties (Forest Royalty)
 - 8443001030000 - Security Deposits
 - 8443001061301 - CEO MMMRFMA (MMMRF)
 - 8658001120100 - Tax deducted at source suspense (Income Tax)
 - 8658001390000 - GST – TDS
 - CESS – Labor Cess (Part of Gross amount)