



# E-Works Portal

User Manual – V1.0



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# 1. Introduction

## About e-Works Portal

The e-works portal will be invoked with following URL link -

<http://115.247.127.10/eworks>

Login page of the portal would be displayed as below -

उत्तर प्रदेश सरकार | GOVERNMENT OF UTTAR PRADESH

भास्कर (ई-वर्क्स), सिंचाई एवं जल संसाधन विभाग  
Bhaskar (e-Works), Irrigation & Water Resources Department

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English

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e-Works Portal  
Budget Portal  
Contractor Portal

Login your information

Login Name

Password

Sign in

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Website Content Managed by IRRIGATION & WATER RESOURCES DEPARTMENT, Ministry of Jal Shakti, Govt of UP.  
Designed, Developed and Hosted by National Informatics Centre (NIC)  
Last Updated: 3/21/2022 3:38:03 PM

Allowed User Type and their roles are shown in following table -

S.No.	Menu Option	User Type	Assigned ROLES
1	MB Book Issue	Accountant	AC Role
2	AOC Entry	Computer Operator	CO Role
3	AOC List	Computer Operator	CO Role
4	Consumption of Material	Junior Engineer	JE Role
5	EMB Entry	Junior Engineer	JE Role
6	EMB Report	Junior Engineer	JE Role
7	Generate Running Bill	Junior Engineer	JE Role
8	Stock Issue	Junior Engineer	JE Role
9	Print Running Bill	Junior Engineer	JE Role
10	Bill Approval	As per flow	JE, AE, EE, AC, DDO

On entering valid username and password in above Login page, we will be logged in eworks system. On successful login, we will get following options on of eworks –

1. AOC (Award of Contract)
2. EMB (Electronic Measurement Book)
3. Bill Approval
4. Logout

Besides above menu-options, we also get a **Dashboard** showing entered AOCs, EMBs, Accepted EMBs and Bill Prepared. Here we have logged as JE's (Junior Engineer) login.



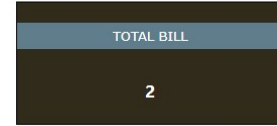
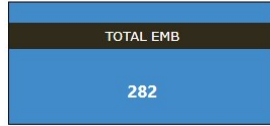
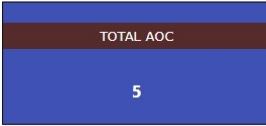
भास्कर (ई-वर्क्स), सिंचाई एवं जल संसाधन विभाग  
Bhaskar (e-Works), Irrigation & Water Resources Department



[Home](#) [AOC](#) [EMB](#) [Bill Approval](#) [Logout](#)

Junior Eng. (Executive Engineer Irrigation Division, Lucknow)  
Gaurav Kumar (JECNSS33001)

**DASHBOARD**



## 2. AOC Entry Form

AOC entry is to be filled by 'Computer Operator'. In order to fill AOC, Computer Operator has to login into 'e-works' portal. Under AOC menu, sub-menu 'AOC Entry' entry form is available –

The screenshot shows the Bhaskar (e-Works) portal dashboard. At the top, there is a header with the department name: "भास्कर (ई-वर्क्स), सिंचाई एवं जल संसाधन विभाग" and "Bhaskar (e-Works), Irrigation & Water Resources Department". The user is logged in as "Computer Operator (Executive Engineer Irrigation Division, Lucknow)" with ID "Anupam Kumar (COCNSS33001)".

The navigation menu includes "Master Entry", "AOC", "Bill Approval", and "Logout". The "AOC" menu is expanded, showing "AOC Entry" and "AOC List".

The dashboard features four summary cards:

Category	Value
TOTAL AOC	5
TOTAL EMB	283
TOTAL ACCEPTED EMB	2
TOTAL BILL	1

Below the cards is a bar chart titled "Heading" with a y-axis ranging from 0 to 35. The chart displays four bars with approximate values: 30 (blue), 5 (purple), 12 (purple), and 27 (purple).

### AOC Entry

Labels on AOC Entry forms are self explanatory. Instructions and BOQ Item List are available on **Annexure-A**. After AOC entry, Computer Operator would forward it to Executive Engineer. AOC is further forwarded to AE/JE by executive engineer.

On click of 'AOC Entry' submenu following form would be opened -

The screenshot shows the "AWARD OF CONTRACT ENTRY FORM" in the Bhaskar (e-Works) portal. The form is titled "AWARD OF CONTRACT ENTRY FORM" and includes a "HELP" link.

**Department/ Office Details:**

DEPARTMENT : IRRIGATION & WATER RESOURCES DEPARTMENT      GST NO. : DEMO123GST      PAN NO. : DEMO12345PAN  
 OFFICE NAME : EXECUTIVE ENGINEER IRRIGATION DIVISION, LUCKNOW

**I- Project Details:**

Project/System \*      Project Name \*      Project Code \*      Head of Account (15 digits) \*      Source Of Fund \*

Project                          --SELECT--

**II- Project Location Details**

Location Type \*      Border with country \*      State Name \*      District \*

Inter State      India      --SELECT--      --SELECT--

Connecting Area \* Formate : District (State)

### III- Project Approval Details:

Administrative Sanction letter no. *	Administrative Sanction date *	Financial Sanction letter no. *	Financial Sanction date *
<input type="text"/>	17-Nov-2021	<input type="text"/>	17-Nov-2021
Financial Sanction amount (₹) *	Technical Sanction letter no. *	Technical Sanction date *	
<input type="text"/>	<input type="text"/>	17-Nov-2021	

### IV- Work Details:

Type of Procurement *	Type of contract *	Work Name *
--SELECT--	--SELECT--	<input type="text"/>

### V- Tender Details:

Tender Reference No *	Tender ID *	Contractor stamp duty (₹) *	Sanctioned by *
<input type="text"/>	<input type="text"/>	<input type="text"/>	ORIGINAL ESTIMATE
Sanctioned Estimate letter No. *	Sanctioned Estimate Date *	Sanctioned Estimate amount (₹) *	
<input type="text"/>	17-Nov-2021	<input type="text"/>	

### VI- Agreement Details:

Agreement No. *	Agreement Date *	Date of start *	Due Date of completion (as per agreement) *	Cost as per agreement (₹) *
<input type="text"/>	17-Nov-2021	17-Nov-2021	17-Nov-2021	<input type="text"/>
Contractor Company Name *				
--SELECT--	<input type="button" value="+"/>			

### VII- Contractor Deposit Details:

Note: Press + button to add a item in grid

Deposit Type	Deposit Form	Instrument No.	Instrument Name	Issue Date	Expiry Date	Account No.	Amount (₹)	Action
--SELECT--	--SELECT--	<input type="text"/>	<input type="text"/>	17-Nov-2021	17-Nov-2021	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>

### VIII- Schedule-B, C & D Entry

#### SCHEDULE A- UPLOAD BILL OF QUANTITY \*

No file chosen

#### SCHEDULE B- ISSUE RATE AND PUNITIVE RATE OF MATERIAL

Note: Press + button to add a item in grid

#	Name of material	Unit	Rate of issue (₹)	Punitive rate (₹)	Place of delivery	Action
	<input type="text"/>	--SELECT--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>

#### SCHEDULE C- CONSUMPTION OF MATERIAL

Note: Press + button to add a item in grid

#	Name of BOQ Item	Unit	Constituent Materials	Constituent Quantity	Unit	Action
	--Select--	<input type="text"/>	<input type="text"/>	<input type="text"/>	--SELECT--	<input type="button" value="+"/>

#### SCHEDULE D- RATE OF HIRING OF EQUIPMENT BY CONTRACTOR FROM DEPARTMENT

Note: Press + button to add a item in grid

Name of Equipment	Unit	Kind & Make	Capacity	Rate of hiring (₹)	Place of delivery	Remark	Action
--SELECT--	--SELECT--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>

IX- Schedule- E,H,J and K (pdf Upload) Maximum size: 200 KB

Note: Press + button to add a item in grid

Schedule Title	Document Title	File	Action
--SELECT--	Document Title	Choose File No file chosen	

X- Upload of drawing, L-Section, X-Section (pdf/jpg/jpeg/png upload) Maximum size 200 KB:

Note: Press + button to add a item in grid

Schedule Title	Document Title	File	Action
--SELECT--	Document Title	Choose File No file chosen	

 Print Preview

### 3. Junior Engineer's Login Panel

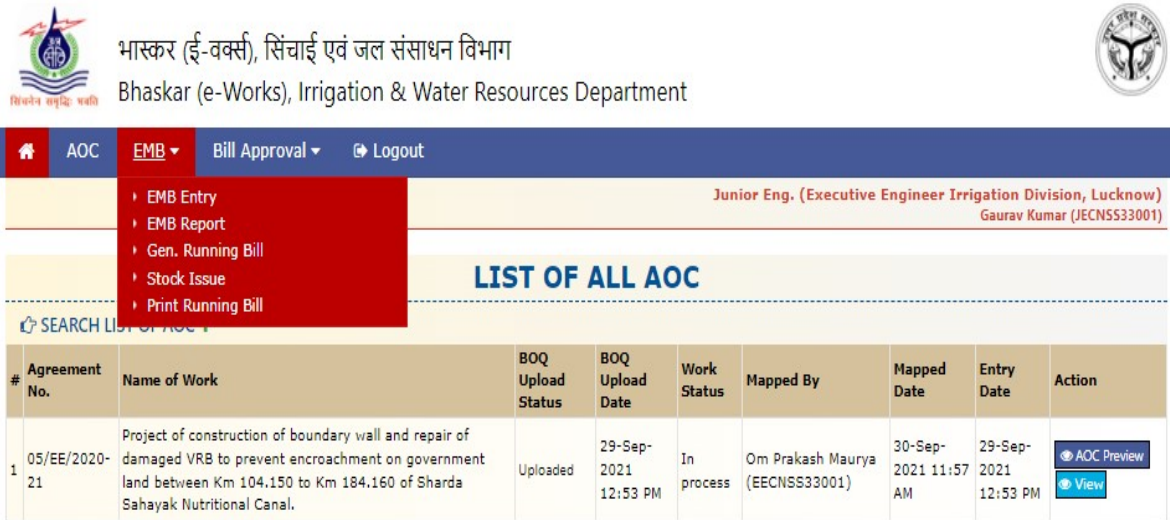
Menu option - 'EMB' has following sub menu options -

1. EMB Entry
2. EMB Report
3. Generate Running Bill
4. Stock Issue
5. Print Running Bill

All above option are applicable for JE login.

#### EMB Entry

On click of 'EMB Entry' sub-menu option, we will get a 'list of all AOC' of the concerned Division as shown below -



The screenshot shows the user interface for the Junior Engineer's Login Panel. The header includes the department name in Hindi and English: "भास्कर (ई-वर्क्स), सिंचाई एवं जल संसाधन विभाग" and "Bhaskar (e-Works), Irrigation & Water Resources Department". The user is logged in as "Junior Eng. (Executive Engineer Irrigation Division, Lucknow) Gaurav Kumar (JECNSS33001)". The "EMB" menu is expanded, showing options: "EMB Entry", "EMB Report", "Gen. Running Bill", "Stock Issue", and "Print Running Bill". Below the menu is a table titled "LIST OF ALL AOC".

#	Agreement No.	Name of Work	BOQ Upload Status	BOQ Upload Date	Work Status	Mapped By	Mapped Date	Entry Date	Action
1	05/EE/2020-21	Project of construction of boundary wall and repair of damaged VRB to prevent encroachment on government land between Km 104.150 to Km 184.160 of Sharda Sahayak Nutritional Canal.	Uploaded	29-Sep-2021 12:53 PM	In process	Om Prakash Maurya (EECNSS33001)	30-Sep-2021 11:57 AM	29-Sep-2021 12:53 PM	<a href="#">AOC Preview</a> <a href="#">View</a>

Two buttons – 'AOC Preview' and 'View' are available at right side of AOC List. On click of 'AOC Preview' button, we get following cardial view of AOC details in POPUP window showing all sections of AOC Entry which has already been submitted by Computer Operator(CO) and forwarded by Executive Engineer(EE).



The screenshot shows a popup window titled "AWARD OF CONTRACT PREVIEW". It contains several sections for details: "DEPARTMENT/ OFFICE DETAILS:", "I- PROJECT DETAILS:", "II- PROJECT LOCATION DETAILS", "III- PROJECT APPROVAL DETAILS:", "IV- WORK DETAILS:", "V- TENDER DETAILS:", "VI- AGREEMENT DETAILS:", "VII- CONTRACTOR DEPOSIT DETAILS:", "VIII- SCHEDULE-B,C & D ENTRY", "IX- SCHEDULE- E,H,I AND K (PDF UPLOAD) MAXIMUM SIZE: 200 KB", and "X- UPLOAD OF DRAWING, L-SECTION, X-SECTION (PDF/JPG/JPEG/PNG UPLOAD) MAXIMUM SIZE 200 KB:". At the bottom, there are "Close" and "Print" buttons.

We can also print AOC using 'Print' button available on bottom of AOC Preview page. With 'Close' button we can return to previous page.

On clicking 'View' button in AOC list, we get following screen -





## AOC & BOQ DETAILS

### AOC DETAILS

<b>Agreement No.</b>	05/EE/2020-21
<b>Name of Work</b>	Project of construction of boundary wall and repair of damaged VRB to prevent encroachment on government land between Km 104.150 to Km 184.160 of Sharda Sahayak Nutritional Canal.
<b>Office</b>	Executive Engineer Irrigation Division, Lucknow
<b>Proposed start date</b>	17-Feb-2021
<b>AOC Entry Date</b>	29-Sep-2021
<b>Mapped By</b>	Om Prakash Maurya (JECNSS33001)
<b>Mapped Date</b>	30-Sep-2021 11:57:53 AM

[Go back to AOC](#)

### LIST OF BOQ ITEMS

[SELECT EMB NO. DETAILS](#)

--SELECT EMB NO.--

S.No.	Description	Quantity	Unit	Basic rate ₹	Total ₹	Action
1	Earthwork in foundation excavation including lead up to 30 and lift up to 1.50 mt with manual compaction and dressing etc .complete for the proper completion of work.	134.00	CuM	350.00	46900.00	<a href="#">EMB Entry</a>
2	Centering and Shuttering for RCC Work including rent of shuttering and all cost of material, labour and T&P etc. complete for the proper completion of work.	306.65	SqM	380.00	116527.00	<a href="#">EMB Entry</a>
3	Providing and laying of R.C.C. in 1:1.5:3 (cement: coarse sand : stone ballast of 20 mm nominal size )with all the cost of material labour and T&P etc. complete for the proper	40.60	CuM	7400.00	300440.00	<a href="#">EMB Entry</a>

Here, we get BOQ Items details of selected AOC which is also shown on AOC Details panel above 'List of BOQ Items'. In order to enter EMB items detail, we have to select EMB No. from a Drop Down List.

## AOC & BOQ DETAILS

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### AOC DETAILS

<b>Agreement No.</b>	05/EE/2020-21
<b>Name of Work</b>	Project of construction of boundary wall and repair of damaged VRB to prevent encroachment on government land between Km 104.150 to Km 184.160 of Sharda Sahayak Nutritional Canal.
<b>Office</b>	Executive Engineer Irrigation Division, Lucknow
<b>Proposed start date</b>	17-Feb-2021
<b>AOC Entry Date</b>	29-Sep-2021
<b>Mapped By</b>	Om Prakash Maurya (JECNSS33001)
<b>Mapped Date</b>	30-Sep-2021 11:57:53 AM

[Go back to AOC](#)

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### LIST OF BOQ ITEMS

[SELECT EMB NO. DETAILS](#) --SELECT EMB NO.--

S.No.	Description	Quantity	Unit	Basic rate ₹	Total ₹	Action
1	Earthwork in foundation excavation including lead up to 30 and lift up to 1.50 mt with manual compaction and dressing etc .complete for the proper completion of work.	134.00	CuM	350.00	46900.00	<a href="#">EMB Entry</a>
2	Centering and Shuttering for RCC Work including rent of shuttering and all cost of material, labour and T&P etc. complete for the proper completion of work.	306.65	SqM	380.00	116527.00	<a href="#">EMB Entry</a>
3	Providing and laying of R.C.C. in 1:1.5:3 (cement: coarse sand : stone ballast of 20 mm nominal size )with all the cost of material labour and T&P etc. complete for the proper completion of work.	40.60	CuM	7400.00	300440.00	<a href="#">EMB Entry</a>
4	Class M-150 brick work in 1:4 (cement: coarse sand) including cost of all material, labour and T&P etc. complete for the proper completion of work.	45.90	CuM	5800.00	266220.00	<a href="#">EMB Entry</a>
5	Plastering of 12 mm thick over brickwork and concrete work in 1:4 (cement: coarse sand) including all cost of material ,labour and T&P etc. complete for the proper completion of work.	1207.00	SqM	115.00	138805.00	<a href="#">EMB Entry</a>
6	Providing and laying of reinforcement required for R.C.C. work with cutting, bending, binding including all cost of material ,labour and T&P etc. complete for the proper completion of work.	4365.00	kg	70.00	305550.00	<a href="#">EMB Entry</a>

'EMB Entry' buttons are available for each BOQ Items in order to enter EMB details. On clicking this button, we get EMB Book Entry page as shown below -

## EMB BOOK ENTRY

DEPARTMENT- IRRIGATION &amp; WATER RESOURCES DEPARTMENT

[BACK TO LIST](#)

AOC Details		BOQ Details				
Agreement No.	Name of Work	Item Details	Quantity	Measurement Type	Rate (₹)	Total (₹)
05/EE/2020-21	Project of construction of boundary wall and repair of damaged VRB to prevent encroachment on government land between Km 104.150 to Km 184.160 of Sharda Sahayak Nutritional Canal.	Earthwork in foundation excavation including lead up to 30 and lift up to 1.50 mt with manual compaction and dressing etc .complete for the proper completion of work.	134.00	CuM	350.00	46900.00

EMB Master

EMB Date

EMB NO. : 607/L | ASIGN TO :GAURAV KUMAR (EMPC11215) | PAGE NO :1 TO 100

21-Mar-2022

EMB Entry From

Measurement Details	Measurement Type	No. of Units	Length	Breadth	Height/depth	Total Quantity	Remarks	Upload Document /Site Photo	Site Photo Description	Action
	CuM	1						<input type="button" value="Choose File"/>		<input type="button" value="Submit"/>

EMB Entry List

#	Measurement Details	Measurement Type	No. of Units	Length	Breadth	Height/depth	Quantity	Rate (₹)	Total (₹)	Approval	Entry Date	Action
1	Earthwork	M3	1	10	4	1.2	48	350	16800	✘	21-Mar-2022	<input type="button" value="Lock"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
<b>Total (A)</b>							<b>48.00</b>		<b>16800.00</b>			
<b>Quantity as per AOC (B)</b>							<b>134.00</b>					
<b>Balance (B-A)</b>							<b>86.00</b>					

In above form, we have to enter EMB Date using a Pop-UP calendar. Other details such as Measurement Details, Measurement Type, No.of Units, Length, Breadth, Height/depth, Total Quantity, Remark can be entered against selected BOQ item. We can also upload site photo and enter its detail in description input box. On submitting button after filling these details, we get the entered EMB item displayed in a grid as shown in above screen.



## AOC &amp; BOQ DETAILS

AOC DETAILS

<b>Agreement No.</b>	05/EE/2020-21
<b>Name of Work</b>	Project of construction of boundary wall and repair of damaged VRB to prevent encroachment on government land between Km 104.150 to Km 184.160 of Sharda Sahayak Nutritional Canal.
<b>Office</b>	Executive Engineer Irrigation Division, Lucknow
<b>Proposed start date</b>	17-Feb-2021
<b>AOC Entry Date</b>	29-Sep-2021
<b>Mapped By</b>	Om Prakash Maurya (EECNSS33001)
<b>Mapped Date</b>	30-Sep-2021 11:57:53 AM

[Go back to AOC](#)

LIST OF BOQ ITEMS

SELECT EMB NO. DETAILS

607/L

S.No.	Description	Quantity	Unit	Basic rate ₹	Total ₹	Action
1	Earthwork in foundation excavation including lead up to 30 and lift up to 1.50 mt with manual compaction and dressing etc .complete for the proper completion of work.	134.00	CuM	350.00	46900.00	<input type="button" value="EMB Entry"/>
2	Centering and Shuttering for RCC Work including rent of shuttering and all cost of material, labour and T&P etc. complete for the proper completion of work.	306.65	SqM	380.00	116527.00	<input type="button" value="EMB Entry"/>
3	Providing and laying of R.C.C. in 1:1.5:3 (cement: coarse sand : stone ballast of 20 mm nominal size )with all the cost of material labour and T&P etc. complete for the proper	40.60	CuM	7400.00	300440.00	<input type="button" value="EMB Entry"/>

On 'AOC and BOQ Details' Page, the entered EMB items can be distinguished with green colored 'EMB Entry' buttons .

## EMB Report

We can generate EMB Entry Checklist with sub-menu option 'EMB Report' under 'EMB' main menu. The selection criteria for checklist is agreement no, items of BOQ, EMB No., Approval Status and Lock Status basis. The checklist would be displayed as below on clicking 'View' button –

AOC EMB Bill Approval Logout
Junior Eng. (Executive Engineer Irrigation Division, Lucknow)  
Gaurav Kumar (JECNSS33001)

### EMB ENTRY CHECKLIST (ABSTRACT OF COST)

**AGREEMENT NO. \***

**ITEMS OF BOQ**

**EMB NO.**

**APPROVAL STATUS**

**LOCK STATUS**

SHOW TOTAL MEASUREMENT

S.No.	Description	Quantity	Unit	Basic rate ₹	Total ₹									
1	Earthwork in foundation excavation including lead up to 30 and lift up to 1.50 mt with manual compaction and dressing etc .complete for the proper completion of work.	134	CuM	350	46900									
#	Measurement	MB No.	Meas. Type	No. of Units	Length	Breadth	Height/depth	Quantity	Rate (₹)	Total (₹)	Approval	Lock	Entry Date	View
1	Earthwork	undefined	CuM	1	10	4	1.2	48	350	16800	✘	✘	21-Mar-2022 12:39 PM	✘ No file
2	Centering and Shuttering for RCC Work including rent of shuttering and all cost of material, labour and T&P etc. complete for the proper completion of work.							306.65		SqM			380	116527
1	RCC work	undefined	SqM	1	10	4		40	380	15200	✘	✘	21-Mar-2022 12:43 PM	✘ No file
<b>Grand Total</b>									<b>440.65</b>					<b>163427 ₹</b>

BOQ Item wise, EMB details are shown in above checklist.

## Stock Issue

JE can enter details of material issued to the contractor with sub-menu option 'Stock issue' under 'EMB' main menu. Following form would be displayed -

भास्कर (ई-वर्क्स), सिंचाई एवं जल संसाधन विभाग  
Bhaskar (e-Works), Irrigation & Water Resources Department

AOC EMB Bill Approval Logout
Junior Eng. (Executive Engineer Irrigation Division, Lucknow)  
Gaurav Kumar (JECNSS33001)

### STOCK ISSUE TO CONTRACTOR

**W.O./Agr No.**

**Contractor Details**

**U.S.R. No.**

**Status**

**Date of Issue**

**Name of material**

**Quantity**

**Agremented Unit**

**Issue Unit**

**Place of Issue**

**Remark**

**ISSUED MATERIALS** Note : Contractor bill can be initiated only after locking of issued materials.

#	U.S.R. No.	Name of Material	Qty.	Agr. Unit	Iss. Unit	Status	Site	remark	Date of Issue	Action
Records not found.										

In above form, Work Order/Agreement no is selected from a DDL and other details such as Contractor details, U.S.R. No., Status, Date of Issue, Name of material, Quantity, Agreement Unit, Issue Unit, Place of Issue and Remark is to be entered in this page. After filling above details and submitting the form, the item entered would be shown in ISSUED Materials Grid as above.

## Generate Running Bill

After EMB entry, the records of EMB items would be locked by JE. Then items of EMB entry would be approved by AE and JE. The EMB would get ready for bill generation after approval process. The bill Generation Form would be seen as below on JE login panel -



भास्कर (ई-वर्क्स), सिंचाई एवं जल संसाधन विभाग  
Bhaskar (e-Works), Irrigation & Water Resources Department



AOC
EMB
Bill Approval
Logout

Junior Eng. (Executive Engineer Irrigation Division, Lucknow)  
Gaurav Kumar (JECNSS33001)

**GENERATE RUNNING BILL**

AGREEMENT NO.	EMB UP TO DATE	
05/EE/2020-21	04-Apr-2022	<a href="#">View</a>

S.No.	Agreement No.	Work Name	Total MB Entries	Billed MB Entries	To be billed (04-Apr-2022)
1	05/EE/2020-21	CONSTRUCTION OF BOUNDARY WALL FOR SAFTY OF GOVERNMENT LAND AT KM 119.700 OF S.S.F.C. ( Pokharni )	3	1	<a href="#">2</a>

In order to generate a running Bill, an agreement No. is selected and also EMB upto a given date is also selected. Click button 'View' in order to view agreement details, total MB entries, bill MB entries and also to be billed are shown in a grid as above screen. Here, last column of the bill contains 'To be billed' items in a clickable link. On click of last column of grid would show bill generation form in a pop-up windows as given below -

DRAFT BILL GENERATION
✕

AGREEMENT NO.	BILL TYPE (₹) *	EMB UP TO DATE
05/EE/2020-21	--SELECT--	04-Apr-2022

(A) MEASUREMENTS DETAILS UPTO 04-APR-2022

Boq Seq.	EMB Details	Unit	Quantity	Rate (₹)	Total (₹)	EMB Date
1	Earthwork	M3	48	350	16800.00	21-Mar-2022
2	RCC work	M2	40	380	15200.00	21-Mar-2022
Total Amount (₹)					32000.00	

(B) BOQ DETAILS.

Boq Seq.	Boq Details	Qty	Rate (₹)	REDUCE RATE (till 100%)	Amt. (₹)	Total (₹) (C. Amt-P. Amt)
1	Earthwork in foundation excavation including lead up to 30 and lift up to 1.50 mt with manual compaction and dressing etc .complete for the proper completion of work.	48	350	100	16800	16800
2	Centering and Shuttering for RCC Work including rent of shuttering and all cost of material, labour and T&P etc. complete for the proper completion of work.	40	380	100	15200	15200
3	Providing and laying of R.C.C. in 1:1.5:3 (cement: coarse sand : stone ballast of 20 mm nominal size )with all the cost of material labour and T&P etc. complete for the proper completion of work.	0	0		0	0
4	Class M-150 brick work in 1:4 (cement: coarse sand) including cost of all materia, labour and T&P etc. complete for the proper completion of work.	0	0		0	0
5	Plastering of 12 mm thick over brickwork and concrete work in 1:4 (cement: coarse sand) including all cost of material ,labour and T&P etc. complete for the proper completion of work.	0	0		0	0
6	Providing and laying of reinforcement required for R.C.C. work with cutting, bending, binding including all cost of material ,labour and T&P etc. complete for the proper completion of work.	0	0		0	0

We have to select bill type from DDL and EMB upto date from calendar. Following types of running bills can be generated -

1. First and final Bill – First bill would be final bill
2. Running Bill – in this case multiple running would be generated and the bill would be generated as per work done upto given date.
3. Final Bill – a few previous bills have been already generated and the current bill would be final bill.

**DRAFT BILL GENERATION** ✖

AGREEMENT NO.  BILL TYPE (₹) \*  EMB UP TO DATE

(A) MEASUREMENTS DETAILS UPTO

Boq Seq.	EMB Details	Unit	Quantity	Rate (₹)	Total (₹)	EMB Date
1	Earthwork	M3	48	350	16800.00	21-Mar-2022
2	RCC work	M2	40	380	15200.00	21-Mar-2022
<b>Total Amount (₹)</b>					<b>32000.00</b>	

(B) BOQ DETAILS.

Boq Seq.	Boq Details	Qty	Rate (₹)	REDUCE RATE (till 100%)	Amt. (₹)	Total (₹) (C. Amt-P. Amt)
1	Earthwork in foundation excavation including lead up to 30 and lift up to 1.50 mt with manual compaction and dressing etc .complete for the proper completion of work.	48	350	100	16800	16800
2	Centering and Shuttering for RCC Work including rent of shuttering and all cost of material, labour and T&P etc. complete for the proper completion of work.	40	380	100	15200	15200
3	Providing and laying of R.C.C. in 1:1.5:3 (cement: coarse sand : stone ballast of 20 mm nominal size )with all the cost of material labour and T&P etc. complete for the proper completion of work.	0	0		0	0
4	Class M-150 brick work in 1:4 (cement: coarse sand) including cost of all materia, labour and T&P etc. complete for the proper completion of work.	0	0		0	0
5	Plastering of 12 mm thick over brickwork and concrete work in 1:4 (cement: coarse sand) including all cost of material ,labour and T&P etc. complete for the proper completion of work.	0	0		0	0
6	Providing and laying of reinforcement required for R.C.C. work with cutting, bending, binding including all cost of material ,labour and T&P etc. complete for the proper completion of work.	0	0		0	0

Draft Bill Generation form shows information in following sections –

- A. Measurement details upto given date - Displays EMB items entered upto selected date.
- B. BOQ Details – By default billing is done on full rates. It can be altered by changing reduce rates percentage if billing is to be done on partials rates.
- C. GST Addition – CGST and SGST is applied on billing amount as per applicable. The percentage of CGST and SGST are defined by departmental admin as global parameter.
- D. Recovery and Withheld amount deduction – Any recovery made by Technical Audit Committee(TAC) is entered over here.
- E. Deduction Details – Deductions such as TDS deduction, Labor cess and amount deducted in other deduction heads are entered in this section.

**DRAFT BILL GENERATION** ✖

AGREEMENT NO.  BILL TYPE (₹) \*  EMB UP TO DATE

(A) MEASUREMENTS DETAILS UPTO

Boq Seq.	EMB Details	Unit	Quantity	Rate (₹)	Total (₹)	EMB Date
1	Earthwork	M3	48	350	16800.00	21-Mar-2022
2	RCC work	M2	40	380	15200.00	21-Mar-2022
<b>Total Amount (₹)</b>					<b>32000.00</b>	

(B) BOQ DETAILS.

Boq Seq.	Boq Details	Qty	Rate (₹)	REDUCE RATE (till 100%)	Amt. (₹)	Total (₹) (C. Amt-P. Amt)
1	Earthwork in foundation excavation including lead up to 30 and lift up to 1.50 mt with manual compaction and dressing etc .complete for the proper completion of work.	48	350	100	16800	16800.00
2	Centering and Shuttering for RCC Work including rent of shuttering and all cost of material, labour and T&P etc. complete for the proper completion of work.	40	380	100	15200	15200.00
3	Providing and laying of R.C.C. in 1:1.5:3 (cement: coarse sand : stone ballast of 20 mm nominal size )with all the cost of material labour and T&P etc. complete for the proper completion of work.	0	0		0	0.00
4	Class M-150 brick work in 1:4 (cement: coarse sand) including cost of all materia, labour and T&P etc. complete for the proper completion of work.	0	0		0	0.00
5	Plastering of 12 mm thick over brickwork and concrete work in 1:4 (cement: coarse sand) including all cost of material ,labour and T&P etc. complete for the proper completion of work.	0	0		0	0.00
6	Providing and laying of reinforcement required for R.C.C. work with cutting, bending, binding including all cost of material ,labour and T&P etc. complete for the proper completion of work.	0	0		0	0.00

DRAFT BILL GENERATION



6	Providing and laying of reinforcement required for R.C.C. work with cutting, bending, binding including all cost of material ,labour and T&P etc. complete for the proper completion of work.	0	0	0	0.00
7	Finishing wall with water proof cement paint of approve make and quality on new work with two coat to give an even shade. Including supply of material ,labou, T&P etc. required for proper completion of the work	0	0	0	0.00
8	Providing barbed iron wire fencing including fixing it to post after streching it including cost of supply of barbed iron wire, labour, T&P etc. required for proper completion of work.	0	0	0	0.00
9	Providing and fixing angle iron post 50x50x6 mm placed every 3 mtr center to center embedded in concrete in depth of 0.45 m and every corner , end and every 15th post shall be strutted on both side including cutting , drilling holes, riveting/welding a	0	0	0	0.00
10	Providing and fixing of gate of specified shape, size and design welded in built up section / framed work. Including cutting , hosting, fixing in position and applying a primer coat of approved steel primer using structural steel etc. as required comple	0	0	0	0.00
11	Providing and fixing and concealning of 20 mm dea 2 mm thick P.V.C. conduit pipe with I.S.I. mark embossed and with PVC accessories conforming to IS no 3419 for drawing wire duly sceald at joint with original resin/ashasiv to make the complete piping rigi	0	0	0	0.00
				<b>Total Amount (₹)</b>	<b>32000.00</b>
					<b>32000.00</b>
<b>(C) GST ADDITION</b>					
				<b>C.G.S.T @6% On 32000.00</b>	<b>1920.00</b>
				<b>S.G.S.T @6% On 32000.00</b>	<b>1920.00</b>
				<b>Total G.S.T (C.G.S.T+S.G.S.T)</b>	<b>3840.00</b>
				<b>Gross Amount[A] (Total G.S.T+Total Amount)</b>	<b>35840.00</b>
				<b>Total amount of payment already made as per entry(K) of last running account bill.</b>	<b>0.00</b>

DRAFT BILL GENERATION



**(D) RECOVERY & WITHHELD AMOUNT DEDUCTION**

TAC Deduction is applicable?

Reasons for Withheld Amount

	Withheld Amt.
	0
<b>Value of stocks supplied to the contractor.</b>	<b>0.00</b>
<b>Gross Amount[B] (Gross Amount[A]-(Recovery Amt.+Withheld Amt.)) (₹)</b>	<b>35840.00</b>

**(E) DEDUCTION DETAILS**

Deduction Head \*  Deduction in %

S.No.	Deduction Name	Head Code	Deduction in %	Deduction Amt. ₹	Action
1	Labour Cess	023000800110000	1	358.40	--
2	Income Tax	8658001120000	2	716.80	--
3	CGST Tax	000500101000000	1	358.40	--
4	SGST Tax	000600101000000	1	358.40	--
<b>Total Deduction (₹)</b>				<b>1792.00</b>	

**Net Payable Amount (Gross Amount[B]-Total Deduction) (₹)** **34048.00**  
**Thirty Four Thousand Forty Eight only.**

After entering relevant data in above sections, 'Generate Draft Bill' button is to be pressed in order to generate a draft bill. The message for generating draft bill would be shown in upper right corner as below -



भास्कर (ई-वर्क्स), सिंचाई एवं जल संसाधन विभाग  
Bhaskar (e-Works), Irrigation & Water Resources Department

Success! Draft bill submitted successfully.

AOC EMB Bill Approval Logout

**Junior Eng. (Executive Engineer Irrigation Division, Lucknow)**  
Gaurav Kumar (JECNSS33001)

GENERATE RUNNING BILL

AGREEMENT NO.  EMB UP TO DATE

**RUNNING BILL LIST**

S.No.	Agreement No.	Work Name	Total MB Entries	Billed MB Entries	To be billed (04-Apr-2022)
1	05/EE/2020-21	CONSTRUCTION OF BOUNDARY WALL FOR SAFTY OF GOVERNMENT LAND AT KM 119.700 OF S.S.F.C. ( Pokharni )	3	3	0

It is to be noted that after generating 'Draft running bill', the entries becomes zero in column 'to be billed' .

## Bill Running Printing



भास्कर (ई-वर्क्स), सिंचाई एवं जल संसाधन विभाग  
Bhaskar (e-Works), Irrigation & Water Resources Department



AOC EMB Bill Approval Logout

Junior Eng. (Executive Engineer Irrigation Division, Lucknow)  
Gaurav Kumar (JECSS33001)

### PRINT RUNNING BILL

AGREEMENT NO. \*

05/EE/2020-21

BILL NO. \*

0001/CNSS330/2022-23/00001

View

Running bill would be printed by selecting submenu option - 'Print Running Bill' under main menu - 'EMB'. Agreement No and Bill No. would be selected from the drop-down list. View button is to be clicked after entering agreement no and bill no. We can also print it on a printer using 'Print' button. The running bill format is available on [Annexure-B](#).

The running bill would be shown on the screen as given below -

PRINT RUNNING BILL	
AGREEMENT NO. *	BILL NO. *
05/EE/2020-21	0001/CNSS330/2022-23/00001
View	
Print	
<b>PWA FROM 27</b>	
Date of start : 17-Feb-2021	
Date of completion : 18-Mar-2021	
(Due) Actual Date of completion :	
(Final payment must invariably be made on forms printed on white paper which should not be used for intermediate payment)	
<b>FORM 27 RUNNING ACCOUNT BILL C</b>	
[See chap. X paragraphs 284 and 289]	
For contractors and Suppliers. This form provides only for payment for work or supplier actually measured	
Cash Book Voucher No. :	Date :
Name of contractor or Supplie : M/S	
Name of work : CONSTRUCTION OF BOUNDARY WALL FOR SAFTY OF GOVERNMENT LAND AT KM 119.700 OF S.S.F.C. ( Pokharni )	
Ref to Agreement : 05/EE/2020-21	Date : 17-Feb-2021
Serial No. of this Bill : 1st Running Bill	BillType : Running bill
No. and date of his last Bill for this work : 1st Bill 04-Apr-2022	
Reach :	

**I- ACCOUNT OF WORK DONE OR SUPPLIES MADE**

Unit	Quantity executed or supplied date as per measurement book	Items of work or supplies (grouped under "sub-heads" and "sub-works" of estimate)	Rate		AMOUNT		Remarks	
			Rs.	P.	*Up to Date			Since previous bill (total for each cub head)
					Rs.	P.		
1	2	3	4	5	6	7		
CuM	48	Earthwork in foundation excavation including lead up to 30 and lift up to 1.50 mt with manual compaction and dressing etc .complete for the proper completion of work.		350.00		16800.00	16800.00	
SqM	40	Centering and Shuttering for RCC Work including rent of shuttering and all cost of material, labour and T&P etc. complete for the proper completion of work.		380.00		15200.00	15200.00	
<b>TOTAL</b>						<b>32000.00</b>	<b>32000.00</b>	
<b>Says Rs.</b>						<b>32000.00</b>	<b>32000.00</b>	
<b>Total value of work done or supplies made to date</b>				<b>(A)</b>		<b>32000.00</b>		
<b>Deduct value of work or supplies shown on previous bill</b>						<b>0.00</b>		
<b>Net value of work or supplies since previous bill</b>				<b>(F)</b>		<b>32000.00</b>		
<b>Figure (F) in words Rupees</b>				<b>Say Rs.</b>		<b>thirty two thousand rupees</b>		

**II- CERTIFICATES AND SIGNATURE**

The measurements were made by.....and are recorded at page.....of Measurement Book No. ....  
 .....No advance payment has been made previously without detailed measurements

<b>Thumb Impression of</b>	<b>Dated signature of Officer preparing the bill</b>	<b>Rank Sub-Divisional Officer</b>
		<b>Sub-Division</b>
		<b>Division</b>
<b>Dated signature of Contractor</b>	<b>*Dated signature of Officer authorizing Payment</b>	<b>Rank.....</b>

This signature is necessary only when the officer who prepares the bill is not the officer who authorises the payment, in such a case two signature are material.

**III-MEMORANDUM OF PAYMENT**

Figures for work abstract		Rs.		P.	
1	Total value of work done, as per Account- I, Column- 5 Entry (A)				32000.00
2	Deduct Amount with held..			0	32000.00
<b>Rs.</b>	<b>P.</b>	<b>(a)</b>	<b>(b)</b>	<b>Total</b>	
		From previous bills, as per last running Account Bill	....		0.00
		Froms this bill	....		32000.00
		<b>Total</b>			32000.00
<b>Addition</b>					
		<b>C.G.S.T @ 6% on</b>	32000.00	1920.00	
		<b>S.G.S.T @ 6% on</b>	32000.00	1920.00	
		<b>Total G.S.T</b>			(+) 3840.00
		<b>Gross Amount</b>			35840.00
3	Balance, i.e. "Up to date" payment.			Item (1-2)	(K)=
4	Total amounts of payment already made as per entry (k) of last Running Accounts Bill No. .... forwarded with account for 200				
5	payment to be made as detailed below:				
		<b>Rs.</b>	<b>P.</b>	<b>(a)</b>	<b>Rs.</b>
	by recovery of amounts creditable to this works:				
	Value of stocks supplied as detailed in the				
	ledger in	...	...	...	
	Ditto in	...	...	...	
	Ditto in	...	...	...	
<b>Deduction-</b>				<b>Rs.</b>	<b>P.</b>
	<b>Income Tax= @ 2% on</b>	32000.00	680		
	<b>Labour Cess= @ 1% on</b>	32000.00	320		
	<b>C.G.S.T= @ 1% on</b>	32000.00	320		
	<b>Total</b>			1360.00	(+) 1360.00
35840.00	<b>Total 2 (b) + 3 (a) (G)</b>				34480.00
	By recovery of amounts creditable to other				

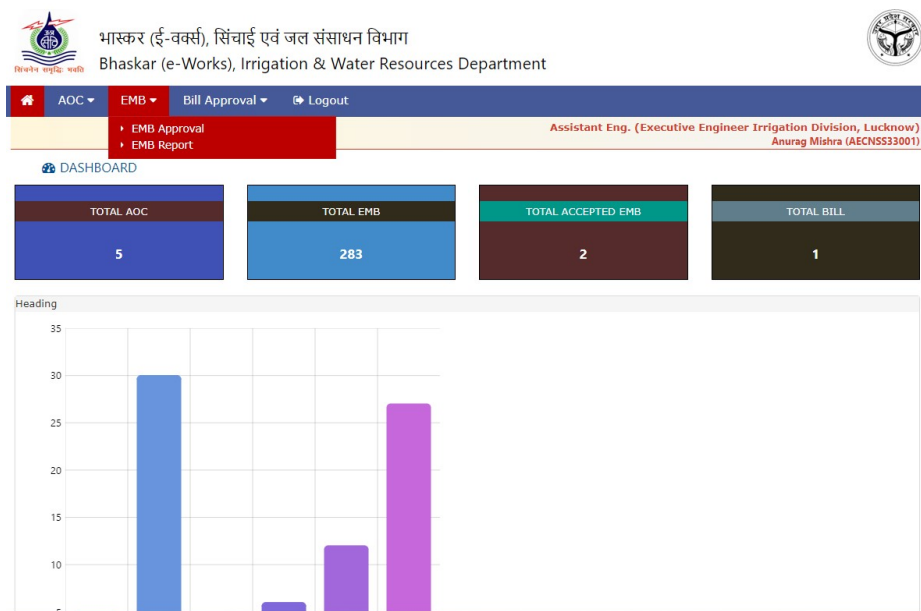
Contd...



## 4. Assistant Engineer's Login Panel

Assistant Engineer(AE) can view EMB after login into e-works portal. Options available for AE and EE under EMB menu are –

1. EMB Approval – In order to approve emb entries carried out by JE.
2. EMB Report - In order to generate EMB report



### EMB Approval

After selecting 'EMB Approval' submenu option, list of all AOC entries are shown in a grid as shown below -

भास्कर (ई-वर्क्स), सिंचाई एवं जल संसाधन विभाग  
Bhaskar (e-Works), Irrigation & Water Resources Department

Assistant Eng. (Executive Engineer Irrigation Division, Lucknow)  
Brijesh Kumar (AECNSS33002)

LIST OF ALL AOC FOR EMB APPROVAL

SEARCH LIST OF AOC +

#	Agreement No.	Status	Entry Date	Name of Work	BOQ Upload Status	BOQ Upload Date	Map By	Map Date	Action
1	05/EE/2020-21	In process	29-Sep-2021 12:53 PM	Project of construction of boundary wall and repair of damaged VRB to prevent encroachment on government land between Km 104.150 to Km 184.160 of Sharda Sahayak Nutritional Canal.	Uploaded	29-Sep-2021 12:53 PM	Om Prakash Maurya (EMPC11212)	30-Sep-2021 11:57 AM	<a href="#">AOC Preview</a> <a href="#">View</a>

On click of view button, BOQ items corresponding to agreement no. is shown as per following screen -



### AOC & BOQ DETAILS

#### AOC DETAILS

<b>Agreement No.</b>	05/EE/2020-21
<b>Name of Work</b>	Project of construction of boundary wall and repair of damaged VRB to prevent encroachment on government land between Km 104.150 to Km 184.160 of Sharda Sahayak Nutritional Canal.
<b>Office</b>	Executive Engineer Irrigation Division, Lucknow
<b>Proposed start date</b>	17-Feb-2021
<b>AOC Entry Date</b>	29-Sep-2021
<b>Mapped By</b>	Om Prakash Maurya (EECNSS33001)
<b>Mapped Date</b>	30-Sep-2021 11:57:53 AM

#### LIST OF BOQ ITEMS

S.No.	Description	Quantity	Unit	Basic rate ₹	Total ₹	Action
1	Earthwork in foundation excavation including lead up to 30 and lift up to 1.50 mt with manual compaction and dressing etc .complete for the proper completion of work.	134.00	CuM	350.00	46900.00	<a href="#">EMB Report</a>
2	Centering and Shuttering for RCC Work including rent of shuttering and all cost of material, labour and T&P etc. complete for the proper completion of work.	306.65	SqM	380.00	116527.00	<a href="#">EMB Report</a>
3	Providing and laying of R.C.C. in 1:1.5:3 (cement: coarse sand : stone ballast of 20 mm nominal size )with all the cost of material labour and T&P etc. complete for the proper completion of work.	40.60	CuM	7400.00	300440.00	<a href="#">EMB Report</a>
4	Class M-150 brick work in 1:4 (cement: coarse sand) including cost of all material, labour and T&P etc. complete for the proper completion of work.	45.90	CuM	5800.00	266220.00	<a href="#">Not Uploaded</a>

On clicking 'EMB Report' corresponding to BOQ item, list of EMB items are shown as below -



### EMB ENTRY LIST (FOR APPROVAL)

#	Measurement Details	Measurement Type	No. of Units	Length	Breadth	Height/depth	Total Quantity	Total (₹)	Entry Date	Approve Status	Action
1	RCC work	M2	1	10	4		40	15200	21-Mar-2022 12:43 PM	<a href="#">View Status</a>	<a href="#">Update Qty</a> <a href="#">Approve</a>
Total							40.00	15200.00			

AE has to click 'Approve' button in order to approve the emb item. The system would confirm for 'final' approval in a pop-up window. In order to confirm finally, AE has to click 'Yes' button.

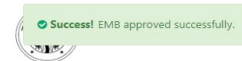
**FINAL EMB APPROVAL**

Are you sure you want to final approve this EMB?

[No](#) [Yes](#)

#	Measurement Details	Measurement Type	No. of Units	Length	Breadth	Height/depth	Total Quantity	Total (₹)	Entry Date	Approve Status	Action
1	RCC work	M2	1	10	4		40	15200	21-Mar-2022 12:43 PM	<a href="#">View Status</a>	<a href="#">Update Qty</a> <a href="#">Approve</a>
Total							40.00	15200.00			

After submission of 'final emb approval', a message for approval is shown in upon right corner -



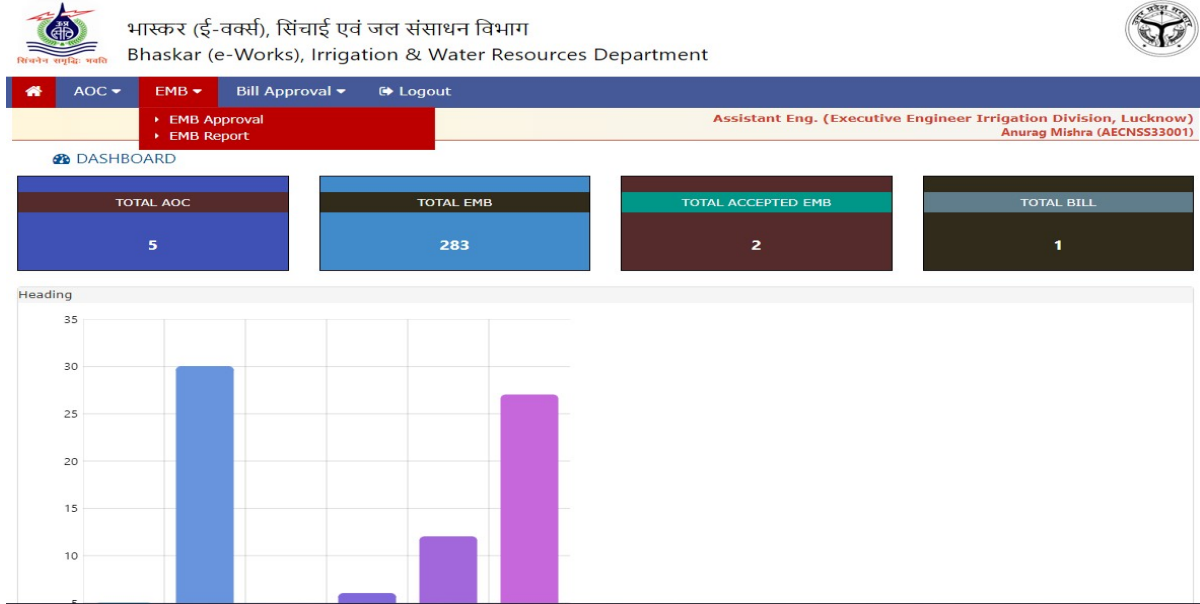
### EMB ENTRY LIST (FOR APPROVAL)

#	Measurement Details	Measurement Type	No. of Units	Length	Breadth	Height/depth	Total Quantity	Total (₹)	Entry Date	Approve Status	Action
1	ROAD Filling	M3	1	10	4	1	40	296000	04-Apr-2022 11:37 AM	<a href="#">View Status</a>	
Total							40.00	296000.00			

## 5. Executive Engineer's Login Panel

Executive Engineer(EE) can view EMB after login into e-works portal. Options available for AE and EE under EMB menu are –

1. EMB Approval – In order to approve emb entries carried out by JE.
2. EMB Report - In order to generate EMB report



### EMB Approval

After selecting 'EMB Approval' submenu option, list of all AOC entries are shown in a grid as shown below -

The AOC details are as follows:

<b>Agreement No.</b>	05/EE/2020-21
<b>Name of Work</b>	Project of construction of boundary wall and repair of damaged VRB to prevent encroachment on government land between Km 104.150 to Km 184.160 of Sharda Sahayak Nutritional Canal.
<b>Office</b>	Executive Engineer Irrigation Division, Lucknow
<b>Proposed start date</b>	17-Feb-2021
<b>AOC Entry Date</b>	29-Sep-2021
<b>Mapped By</b>	Om Prakash Maurya (EECNSS33001)
<b>Mapped Date</b>	30-Sep-2021 11:57:53 AM

The LIST OF BOQ ITEMS table is as follows:

S.No.	Description	Quantity	Unit	Basic rate ₹	Total ₹	Action
1	Earthwork in foundation excavation including lead up to 30 and lift up to 1.50 mt with manual compaction and dressing etc .complete for the proper completion of work.	134.00	CuM	350.00	46900.00	<a href="#">EMB Report</a>
2	Centering and Shuttering for RCC Work including rent of shuttering and all cost of material, labour and T&P etc. complete for the proper completion of work.	306.65	SqM	380.00	116527.00	<a href="#">EMB Report</a>
3	Providing and laying of R.C.C. in 1:1.5:3 (cement: coarse sand : stone ballast of 20 mm nominal size )with all the cost of material labour and T&P etc. complete for the proper completion of work.	40.60	CuM	7400.00	300440.00	<a href="#">EMB Report</a>
4	Class M-150 brick work in 1:4 (cement: coarse sand) including cost of all material, labour and T&P etc. complete for the proper completion of work.	45.90	CuM	5800.00	266220.00	Not Uploaded

### Update Qty

AE and EE have change the measurements details if they found any incorrect entries made by JE. On clicking 'Update Qty' button following pop-up window would be shown as below -

**UPDATE QUANTITY**

#	EMB Details	Measurement Type	No. of Units	Previous Qty.
1	Earthwork	M3	1	48

Length: 1.0    Breadth: 4    Height/depth: 1.2    Current Qty: 48

Remark:

AE/EEE can update length, breadth, height/depth and add remarks for emb item.

On clicking 'EMB Report' corresponding to BOQ item, list of EMB items are shown as below -

**EMB ENTRY LIST (FOR APPROVAL)**

#	Measurement Details	Measurement Type	No. of Units	Length	Breadth	Height/depth	Total Quantity	Total (₹)	Entry Date	Approve Status	Action
1	Earthwork	M3	1	10	4	1.2	48	16800	21-Mar-2022 12:39 PM	<input type="button" value="View Status"/>	<input type="button" value="Update Qty"/>
Total							48.00	16800.00			<input type="button" value="Approve"/>

EE has to click 'Approve' button in order to approve the emb item. The system would confirm for 'final' approval in a pop-up window. In order to confirm finally, EE has to click 'Yes' button.

**FINAL EMB APPROVAL**

Are you sure you want to final approve this EMB?

**EMB ENTRY LIST (FOR APPROVAL)**

#	Measurement Details	Measurement Type	No. of Units	Length	Breadth	Height/depth	Total Quantity	Total (₹)	Entry Date	Approve Status	Action
1	Earthwork	M3	1	10	4	1.2	48	16800	21-Mar-2022 12:39 PM	<input type="button" value="View Status"/>	<input type="button" value="Update Qty"/>
Total							48.00	16800.00			<input type="button" value="Approve"/>

After submission of 'final emb approval', a message for approval is shown in upon right corner -

**Success! EMB approved successfully.**

**EMB ENTRY LIST (FOR APPROVAL)**

#	Measurement Details	Measurement Type	No. of Units	Length	Breadth	Height/depth	Total Quantity	Total (₹)	Entry Date	Approve Status	Action
1	Earthwork	M3	1	10	4	1.2	48	16800	21-Mar-2022 12:39 PM	<input type="button" value="View Status"/>	
Total							48.00	16800.00			