

No. PWD-C (E-148351)-3856098
Government of Himachal Pradesh
Public Works Department

From

Principal Secretary (PW) to the
Government of Himachal Pradesh

To

1. The Engineer-in-Chief,
HP PWD, Shimla-2.
2. The Engineer-in-Chief(Projects),
HP PWD, Shimla-2.

Dated: Shimla-2, the th 25 August, 2026.

Subject:- Adoption of WAMIS modules throughout the State and discontinuation of physical processes w.e.f. 01.09.2026-Reg.

Sir,

I am directed to refer to your e-Office file No. 286339 dated 18.08.2026 on the subject cited above and to say that the matter was examined at Government level and it has been observed that the modules of the Web-based Application for Monitoring and Information System (WAMIS) have been successfully implemented in the field offices of HPPWD and are presently being utilized by all the Divisions across the State. Necessary instructions, guidelines and Standard Operating Procedures (SOPs) for implementation of these modules have already been issued from time to time and with the handholding and continuous support provided, all Divisions are now working successfully on the WAMIS platform.

Hence, it has been decided by the Government that the physical/manual processes relating to the following WAMIS modules shall be discontinued **w.e.f. 01-09-2026:**

1. Accounting Module.
2. AG Integration Module.
3. User Management Module.
4. Work Monitoring Module.
5. e- Measurement Book (e-MB) & e-Billing Module.
6. Dashboard-based Management Information System (MIS).

Further, all officers / officials who have not yet created their D.S.Cs (digital signature certificate) may be directed to create/ generate the same at the earliest and ensure that all works pertaining to the above modules shall be carried out exclusively through the WAMIS application w.e.f. 01-09-2026. No physical/manual processing of records relating to the aforesaid modules shall be undertaken thereafter.

The field officers shall ensure strict compliance of these instructions.

Yours faithfully,

Digitally signed by
Shilpi Beakta
Date: 25-08-2026
20:19:11

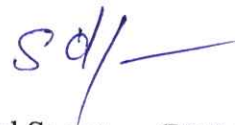
(Shilpi Beakta)

Additional Secretary (PW) to the
Government of Himachal Pradesh
Tel. No. 0177-2620159

Endst. No. As above. Dated Shimla-171002, the
Copy for information and necessary action to:

25th August, 2026.

1. The Principal Secretary(Finance) to the Government of Himachal Pradesh.
2. The Accountant General (A&E), Himachal Pradesh, Gorton Castel Building, Shimla-171003.
3. All the Chief Engineers of HPPWD (Shimla Zone, Mandi Zone, Hamirpur Zone, Kangra Zone, National Highways & PMGSY).
4. All the Superintending Engineers of HPPWD(i/c Mechanical & Electrical).
5. The Nodal Officer-cum-Superintending Engineer, 4th Circle HPPWD Shimla & Arbitration Circle, HPPWD Solan.
6. All the Executive Engineers of HPPWD (B&R, N.H., Mech. & Elect.) for strict compliance (through e-mail).



Additional Secretary (PW) to the
Government of Himachal Pradesh

HIMACHAL PRADESH PUBLIC WORKS DEPARTMENT

OFFICE ORDER

In compliance with the directions of the Government of Himachal Pradesh conveyed vide letter No. PWD-C(E-148351)-3856098 dated 25.08.2026, the following WAMIS modules shall be adopted and made operational by all offices of HPPWD with effect from 01.09.2026.

1. User Management Module.
2. Work Monitoring Module.
3. E-Measurement Book (e-MB) & e-Billing Module
4. Accounting Module.
5. AG Integration Module.
6. Dashboard based MIS.

As WAMIS is a financial management system, the following module-wise guidelines are hereby issued to ensure data integrity, proper control, accountability, and prevention of any misuse of the system. All concerned officers/officials shall strictly adhere to these instructions while operating WAMIS.

1. User Management Module

- a) **Master Admin Level:** It shall be operated by the Master Admin at the Head Office level for management of all categories of users under WAMIS. In the event of transfer, retirement, suspension, joining of a new employee, or any change in the role of an existing user, the office mapping and role assignment/modification of the concerned employee in WAMIS shall be carried out by the Master Admin at the WAMIS Cell, Shimla, on the basis of a formal request received from the official e-mail ID of the concerned office at wamis-hppwd@hp.gov.in.
- b) **All Levels (Division/Circle/Zone):** The module shall be operated exclusively through the login ID of the concerned Head of Office, i.e., Executive Engineer at Division Level, Superintending Engineer at Circle Level, and Chief Engineer at Zone Level. The Head of Office may be assisted by the concerned Superintendent for day-to-day operations; however, the overall responsibility for operation of the module and the security, authenticity, and proper use of the login credentials shall rest with the concerned Head of Office. Strict vigil shall be maintained over the use of the login ID, and under no circumstances shall the login credentials be shared with any unauthorized person.

2. Work Monitoring Module

This module is only operated by the Division office. There are three wings within the division namely Drawing Branch (headed by HDM/DM/JDM), Correspondence Branch (head by Superintendent) and Accounts branch headed by (Sr. DAO/DAO/AO/JAO). Within the WAMIS various roles under the various modules have been given to these three branches. The works, sub works and its detail up to Bill of Quantities are entered within the WAMIS by drawing branch, these entries finally approved by the EE. The present expenditure

4

details can also be filled either by drawing branch or by Auditor or by DAOs and finally approved by EE. EE has to setup the flow control, which is six level starting from Section officer (JE), Sub Division (AE), drawing branch head, auditor, DAO and EE. The SEs to keep vigil on the data being entered into the system by the divisions and time to time take meetings for corrections, if any. The creation of works in WAMIS shall be carried out strictly in accordance with the Standard Operating Procedures (SOPs) already circulated by the Department. Any deviation from the prescribed procedure shall be viewed seriously and the concerned officers/officials shall be held responsible for the same.

3. e-Measurement Book (e-MB) & e-Billing Module

While entering the detail of works, whether the e-MB is required to be filled or not, shall be decided. The e-MB shall only be operated on the works awarded after 01-09-2026 and shall be mandatory for all the sub works. The e-MB flow control shall be setup within the module by EE while approving the awarding details. At present e-MB has three level control starting from section Junior Engineer, sub divisional Assistant Engineer and final approving authority Executive Engineer. The Junior Engineer (JE) and the Assistant Engineer (AE) shall operate their own logins. The e-MB shall be issued from the login of the EE to the JE and it shall also record in the WAMIS number of hard copy MB issued for drawing x-section/ diagrams on the basis of which the actual measurement is arrived at by the JE to be recorded in the e-MB. There is already a provision in e-MB to upload the pdf files and can be used by JEs to upload the hard copy of MB pages on which x-sections/ any other drawings have been made to arrive at quantities. Once the e-MB measurements are approved by the EE, the JE can operate the e-Billing module for processing the payment.

The flow control, for eMB will be six level flow starting from Section officer (JE), Sub Division (AE), then drawing branch head, auditor, DAO and finally approved by EE. The sub-division shall always ensure to send the other original documents as required with the e-Bill e.g. cement bills, steel bills, bitumen bills or any other extra documents required for passing the bill etc. and shall be maintained in the physical records of the divisions with one printout of e-Bill. For the e-MB already the instructions as issued vide this office letter no: PWD/Wamis Cell/Vol-III/231-35 dated 15-06-2026 and these shall be adhered.

It may be noted by divisions that the register of material, register of contractor, Material at site Register or any other relevant register continue to be operated by the divisions.

4. Accounting Module & AG Integration Module

This module is operated by the accounts wing of the division only. The Auditor then Accounts officer and finally approver Executive Engineer. The auditor and DAO are also part of the billing process and must check the other details of each and every work before recommending payments. Overall, this wing is responsible for correct generation of the compiled accounts for each month and every action of this module is finally approved by the EE. The accounts have to be closed every month by the Division and signed by both EE and AO/DAO/Sr.DAO, then pushed to the AG for seeking approval. The divisions shall also continue to send hard copy of vouchers with the online account submission, as is already being done every month with copy of printout of account taken from WAMIS. as such except the cash book shall be generated online for the transactions. Copy of the cash book be printed out

from the WAMIS and maintained for initial two months by the divisions with the Account of each month.

5. AG Integration Module

The integration of the WAMIS Accounting Module with the AG Office has already been completed, enabling seamless communication and submission of DSC signed e-Accounts from WAMIS to the AG Office. In case any discrepancy is noticed in the accounts submitted, the Executive Engineer (EE) has been provided with the facility to revoke the accounts for the concerned month, make the necessary corrections, and resubmit the same to the AG Office.

Treasury Integration:

- a) **Division Level:** Within a division, this module is utilized for the online submission of approved bills to the Treasury through integration between WAMIS and IFMS. The bills are digitally authenticated using the Digital Signature Certificate (DSC) of the Executive Engineer and further confirmed through OTP authentication received on the registered mobile number of the Executive Engineer.

The workflow of the module shall be operated by the Auditor as Maker, Divisional Accounts Officer (DAO) as Checker, and Executive Engineer (EE) as Approver. Upon successful processing of the bill by the Treasury and receipt of payment confirmation from IFMS, the bill is automatically processed as a voucher in the WAMIS Accounting Module. Consequently, all related accounting entries are generated and reflected in the relevant accounting records and reports, including the Cash Book, ledgers, registers, and other prescribed financial statements. Based on these accounting entries, the monthly accounts are generated in WAMIS, which are subsequently compiled and verified by the DAO before being submitted online to the AG Office using the DSC.

At present, there can be bills / token numbers sent by the Divisional Engineer to the Treasury for payment. *The DAO and EE shall ensure that such bills/ tokens are not sent again through online, till it is returned by the treasury.* Once, it is returned, the bill shall only be pushed to the treasury from WAMIS again.

- b) **Circle Level:** It shall be operated from the Superintending Engineer login ID to push letter of credit online in the IFMS treasury software against the division DDO code and again uses the DSC of the SE. No hard copy of Letter of Credit shall be sent to the Treasury officer. However, at present the SE shall continue to receive LOC from the higher officers in hard copy form.

All works and sub-works required for arrangement of LOC from the higher office shall be duly entered in the WAMIS application. The works/sub-works entered in WAMIS shall form the basis for arranging and issuing the corresponding LOC. Further, in respect of HRs and other contingent works/items which were not entered in the application earlier the concerned office shall ensure that the same are entered in WAMIS before

4.

requesting/arranging the LOC. The LOC in respect of such works/items shall be processed only after their proper entry in the system and completion of the requisite formalities.

- a) **Submission of LOC to Treasury:** All Letters of Credit (LOCs) issued by the office of the Superintending Engineer shall be transmitted to the concerned Treasury through DSC-signed communication. A copy of the LOC communication shall simultaneously be endorsed to the concerned Executive Engineer for information and necessary record. The concerned Executive Engineer shall not forward any separate or physical copy of the same LOC to the Treasury, as the LOC issued by the office of the Superintending Engineer shall be duly communicated to the Treasury through the prescribed DSC-signed procedure. The funds so allocated shall be reflected against the concerned DDO Code in the Treasury/IFMS system as per the prescribed procedure.
- b) **Verification of Bills before Submission to Treasury:** The concerned DAO/DDO shall ensure that every bill proposed for payment is duly verified with the relevant records before forwarding the HPTR to the Treasury. Particular care shall be taken to ensure that any bill which has already been forwarded to the Treasury for payment is not submitted again. The DAO shall, therefore, verify the status of the bill, including its previous submission/payment status, wherever applicable, before forwarding the HPTR so as to ensure proper financial control and prevention of duplicate submission/payment. In case of any technical or procedural issue in submission of bills against LOCs issued to the Sub-Divisional Offices through the new system not process any bill to treasury.

The DDO shall be responsible for ensuring the correctness of the bank account details of all payees. Before approval, it shall be ensured that a PDF copy of the cancelled/crossed cheque or other supporting document confirming the payee's account details has been uploaded by the Maker. The workflow shall be operated by the Auditor as Maker, DAO as Checker, and Executive Engineer (DDO) as Approver. Due diligence shall be exercised at every stage to avoid erroneous payments.

- c) **Reconciliation of LOC with IFMS:** The concerned offices shall undertake regular reconciliation of the LOC balance with the balance reflected in IFMS. Any difference or discrepancy noticed between the departmental records and IFMS shall be verified immediately and necessary corrective action shall be taken. The concerned officers shall ensure that the LOC balance, bills submitted, bills under process, and balance available in IFMS are properly accounted for and reconciled with the relevant records.
- d) **Verification of Last Token Utilized:** Before submission of any further bill against an LOC, the concerned DAO/DDO shall verify the last token utilized/processed in respect of the relevant LOC. This verification shall be carried out to establish the status of bills already submitted and to ensure that no bill is inadvertently submitted more than once. A proper record of the last token utilized and the bills submitted there against shall be maintained by the concerned office for ready reference and future reconciliation.

The Under Officer concerned is hereby directed to ensure strict and effective compliance with the above instructions and to coordinate with the concerned DAOs, Executive Engineers and Sub-Divisional Offices wherever required. The Under Officer shall also ensure that the concerned offices are suitably informed about the above procedure and that any difficulty relating to LOC, WAMIS, IFMS, bill submission, token verification or Treasury processing is promptly brought to the notice of the undersigned for appropriate action.

6. Management Information System (MIS):

The Management Information System (MIS) module of WAMIS shall be utilized at the Division, Circle, Zone, Head Office and Government levels for monitoring the physical and financial progress of works, schemes and deposits. All concerned officers/officials shall ensure timely and accurate entry of data in the system. The correctness and completeness of the information uploaded in WAMIS shall be the responsibility of the concerned field functionaries.

All Junior Engineers shall regularly upload geo-tagged photographs of works along with relevant remarks and progress details in WAMIS so as to facilitate effective monitoring and generation of accurate MIS reports. Any lapse in updating the requisite information shall be viewed seriously

It shall be strictly ensured that all users clear their pending work relating to the above modules before relinquishing or handing over charge. In cases of transfer, retirement, or relinquishment of charge, all pending transactions shall be duly completed and closed.

Further, in the event of suspension of any officer/official, the concerned User ID shall be made inactive immediately by the Master Admin upon receipt of a report from the controlling/superior officer. It shall be the responsibility of the concerned controlling officer to promptly intimate such cases to the WAMIS Cell through the official email for necessary action.

All concerned officers/officials shall ensure that the above procedure is followed in letter and spirit. Any discrepancy noticed during verification or reconciliation shall be brought to the notice of the undersigned without delay, along with the relevant details and proposed corrective action.

(Er. N.P. Singh)
Engineer-in-Chief
HPPWD., Shimla-02.

No.PWD/WAMIS Cell/Vol.-III/2026-

386-410

Dated:

31-08-2026

Copy forwarded to the following for information:

1. The Principal Secretary (PW) to the Govt. of Himachal Pradesh.
2. The Principal Secretary (Finance) to the Govt. of Himachal Pradesh.
3. The Principal Accountant General (A&E), H.P. Shimla 03.
4. The Engineer in Chief (P), HPPWD, Nirman Bhawan, Shimla-02.
5. All the Zonal Chief Engineers in HPPWD. (through Email.)
6. All the Superintending Engineers in HPPWD., i/c (NH, Elect. & Mech.) for information & necessary action. (through Email.)
7. All the Executive Engineers in HPPWD., for similar necessary action. (through Email.)
8. ICT cell, in this office, with direction to upload the same on the official website.

Engineer-in-Chief
HPPWD., Shimla-02