

## Billable Asset

There are 7 annexure under billable asset. Railways has to fill the excel sheet in prescribed format given. Format can be downloaded in link given below.

Admin level 2 and 3 have the access of module.

1. Uploading of Excel file
  - a. Link: IPAS → Billable Asset → BA Forms → Upload File.
  - b. User can download annexure from link given page.
  - c. User enters the month in format (YYYYMM) and selects annexure type from list.
  - d. User click to “Choose file” button and user selects the excel file to be upload.
  - e. Then user clicks to “Upload file” button to upload excel file.

Excel Upload			
Month and Year	<input type="text" value="201911"/>	Annexure	<div style="border: 1px solid black; padding: 2px;">----Select Annexure ---- ▾ ---Select Annexure --- Annexure 01 Annexure 02 Annexure 03 Annexure 04 Annexure 05 Annexure 06 Annexure 07</div>
<b>Choose the file To Upload:</b>		<input type="button" value="Choose file"/>	No file c
<input type="button" value="Upload File"/>			

### Download

[Annexure01\(Excel\)](#)

[Annexure02\(Excel\)](#)

[Annexure03\(Excel\)](#)

[Annexure04\(Excel\)](#)

[Annexure05\(Excel\)](#)

[Annexure06\(Excel\)](#)

2. Downloading annexure.
  - a. Link: IPAS→Billable Asset →BA Forms → Download file.
  - b. User selects the annexure type.
  - c. Enters month in format YYYYMM.
  - d. Click to “Download” button, to download excel file.

MCDO File Downloader			
Annexure	Annexure 01 ▼	Month and Year	201910
RailwayCode	NORTHERN RAILWAY ▼		
<input type="button" value="Download"/>			