

# **Government of Tripura**

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## **Budget Management System**

### **User Manual** **Version 1.0**

**Prepared By**

**Centre for Development of Advanced Computing  
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Pune**

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## **Works and Accounts Management Information System (WAMIS)**

### **Section: Budget Management System**

#### **1. Introduction**

The Budget Management System is developed by Centre for Development of Advanced Computing (CDAC) for the various engineering departments of Government of Tripura.

The system is developed with the aim of computerizing all the activities related to various engineering Departments across the Tripura State. It is a very comprehensive application deployed at centralized location and addresses all the activities carried out by department's Budget Branch. The system is interlinked with the other modules like Establishment, Works Management and Account Management for extracting and producing the data.

The system has 'Graphical User Interface' which facilitates easy operations. The system authenticates the user and after successful authentication an interface is shown with navigation options on left hand side. The interface has links for navigation through records and screens, buttons to save/update/delete the records, shortcut keys for buttons, help-text for icons, context sensitive help for all the screens. Appropriate messages for errors, successful operations and failed operations are displayed. Guidelines are given at appropriate stages. Selection lists are provided wherever appropriate to reduce typographical errors. And it is consistent with the standard user interface.

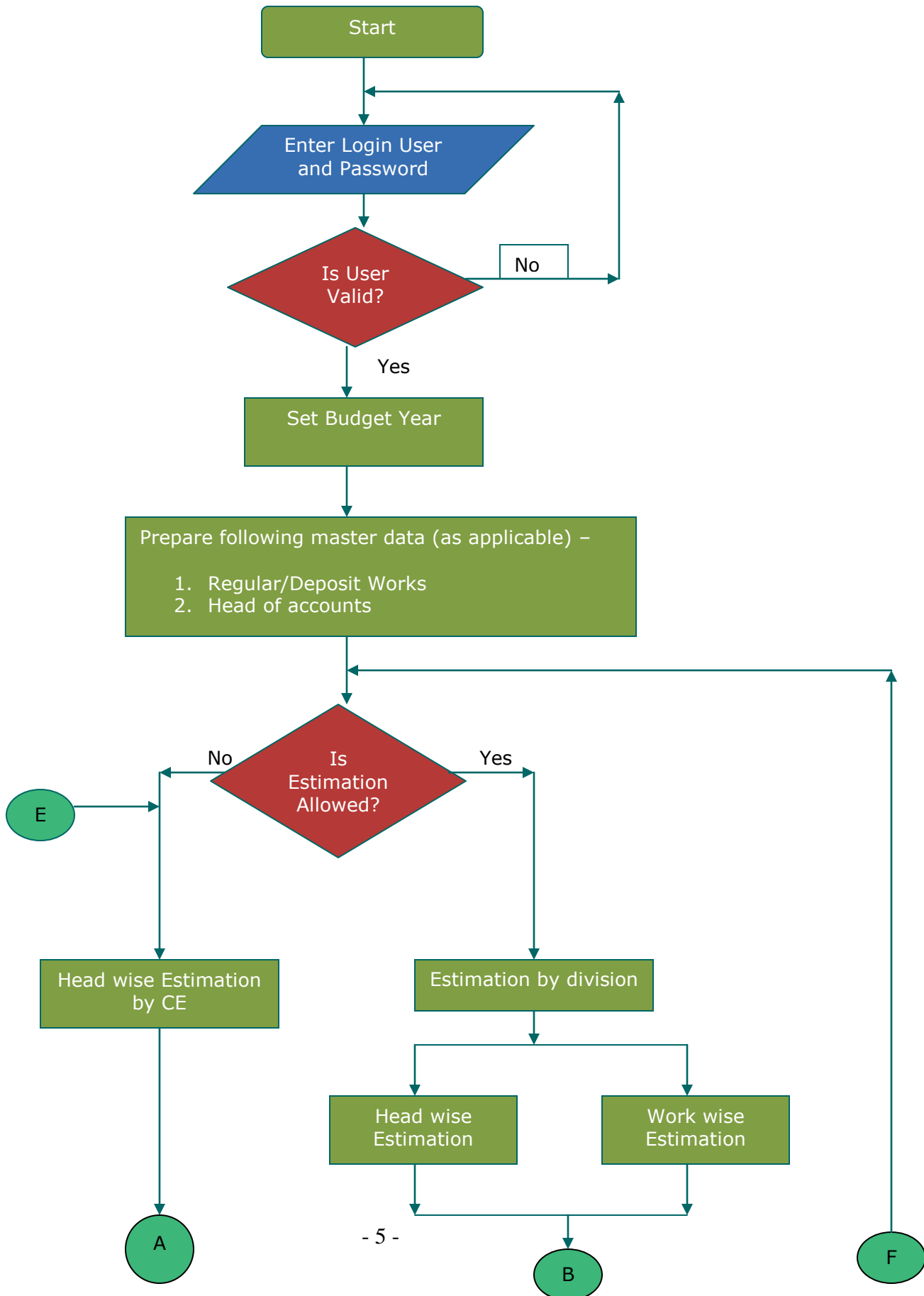
#### **2. Objective**

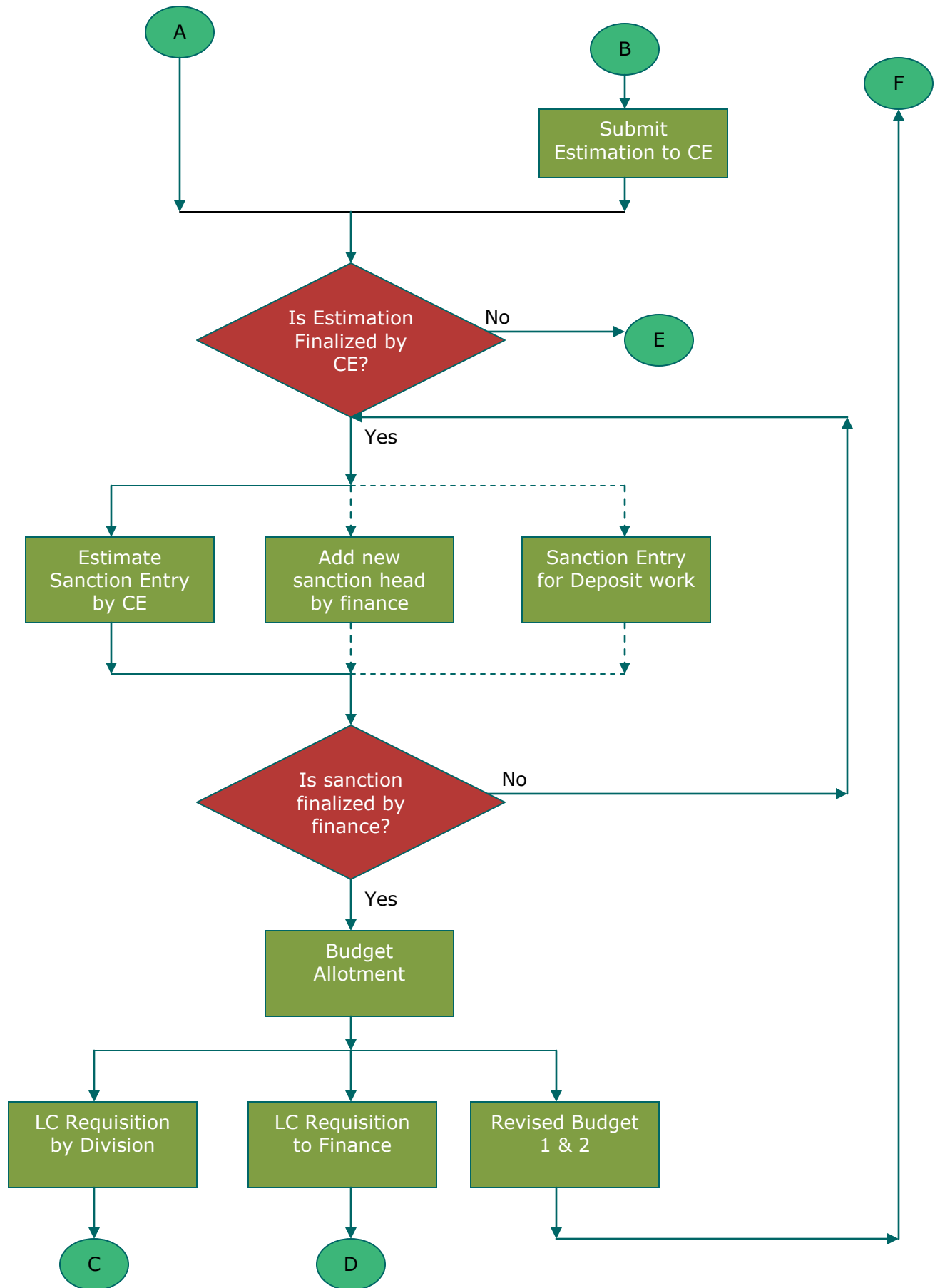
It facilitates, Chief Engineer Offices (Controlling offices) and divisional offices to enter the different entries and generate Budget book, Allotment letters, LC and other reports.

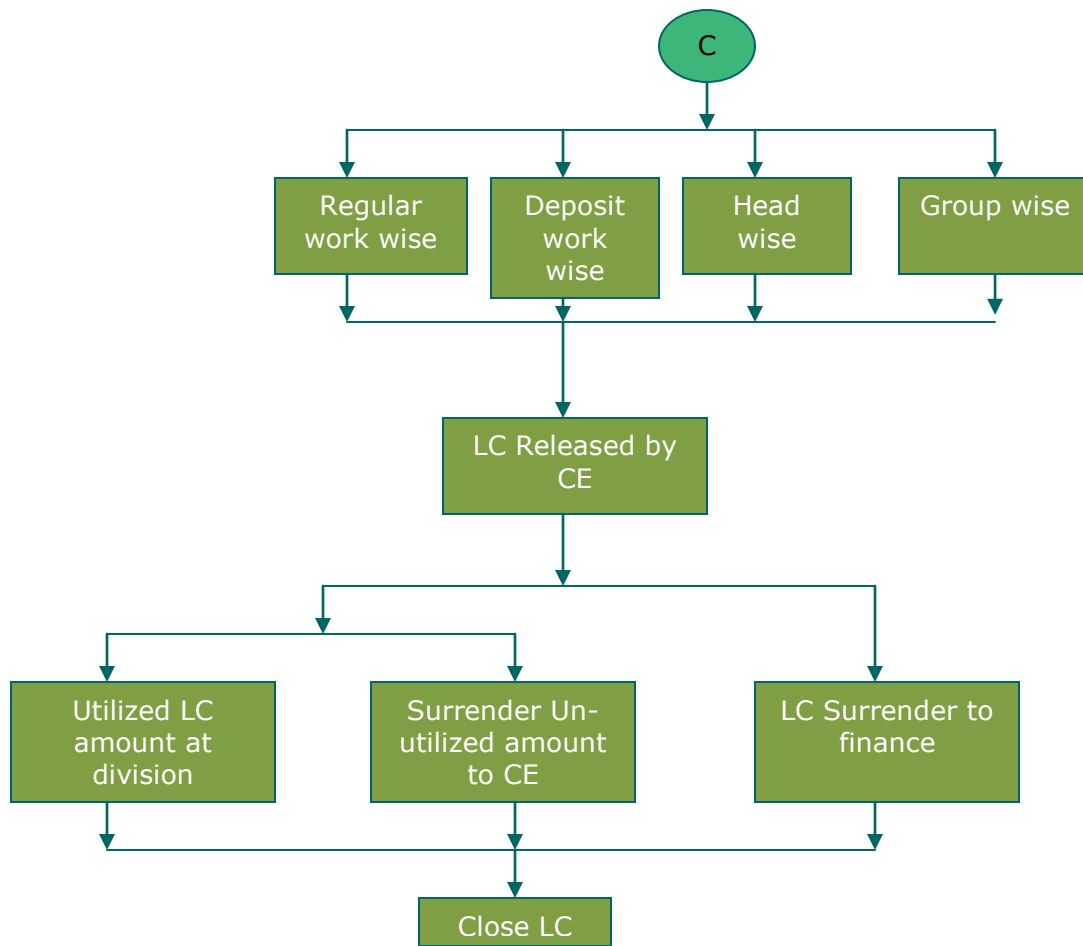
#### **3. Functionalities**

- Login
- Add, Edit, Delete Master data.(As per the privilege given)
- Add, Edit, Delete Budget estimation & sanction, Allotment letters, LC requisition & release, LC surrender, Allotment surrender by divisions, Supplementary estimation & sanction, Re-appropriation, Budget provision surrender.
- Show, Export functionalities for various Budgeting reports.

#### 4. Flow Diagram



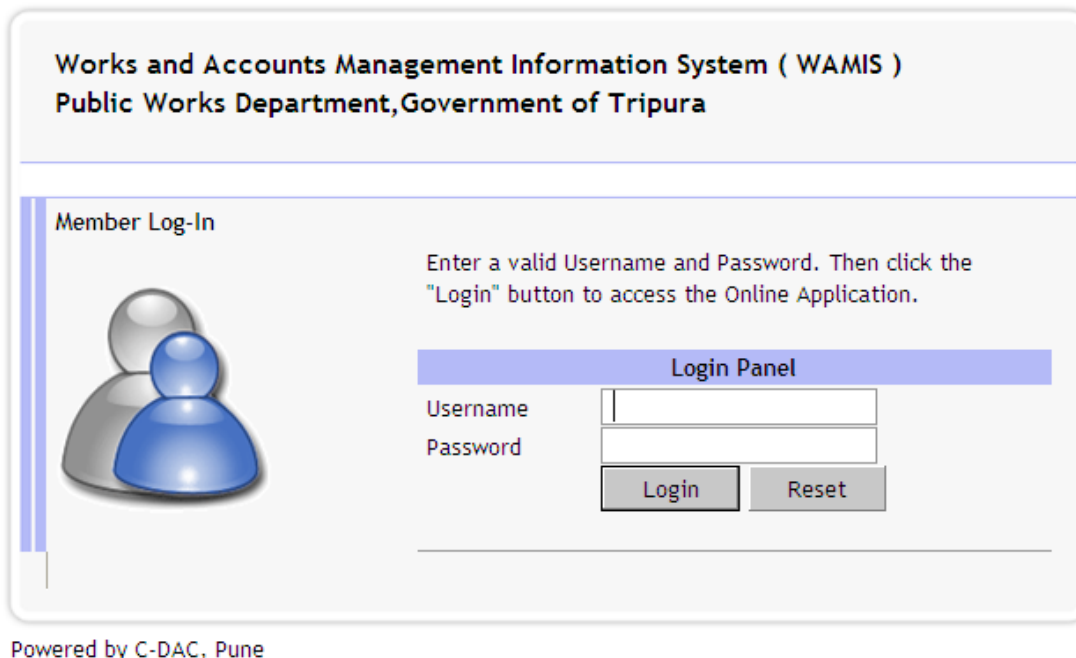




## 5. Login

Logon with login credentials provided for the concerned users for each office. The link provided to each department for WAMIS acts as the entry point for the Budget Management System.

For login the screen is displayed as shown below.



The screenshot shows the login interface for the Works and Accounts Management Information System (WAMIS). At the top, the title reads "Works and Accounts Management Information System ( WAMIS )" followed by "Public Works Department, Government of Tripura". Below this, the section is titled "Member Log-In". On the left, there is a 3D icon of two people. To the right of the icon, a message states: "Enter a valid Username and Password. Then click the 'Login' button to access the Online Application." Below the message is a "Login Panel" containing two input fields labeled "Username" and "Password". Under the "Password" field are two buttons: "Login" and "Reset". At the bottom left of the screen, it says "Powered by C-DAC, Pune".

**Figure 1: Login Screen**

Enter the username and password in the fields provided for login.

On successful login the main screen is displayed with various modules available for the user. Links for the screens/modules are enabled only for the users who have rights on the respective screens/modules; the other screens/modules for which the user doesn't have rights will be disabled. The screen is displayed as shown below.

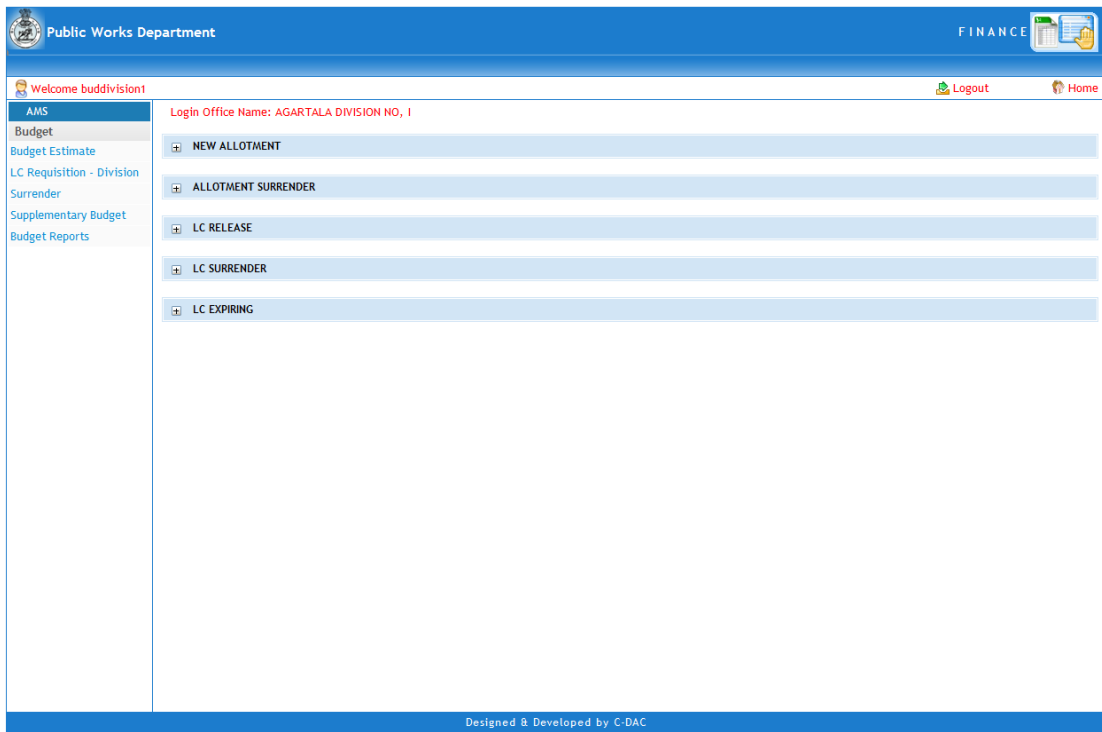


**Figure 2: Home screen for CE**

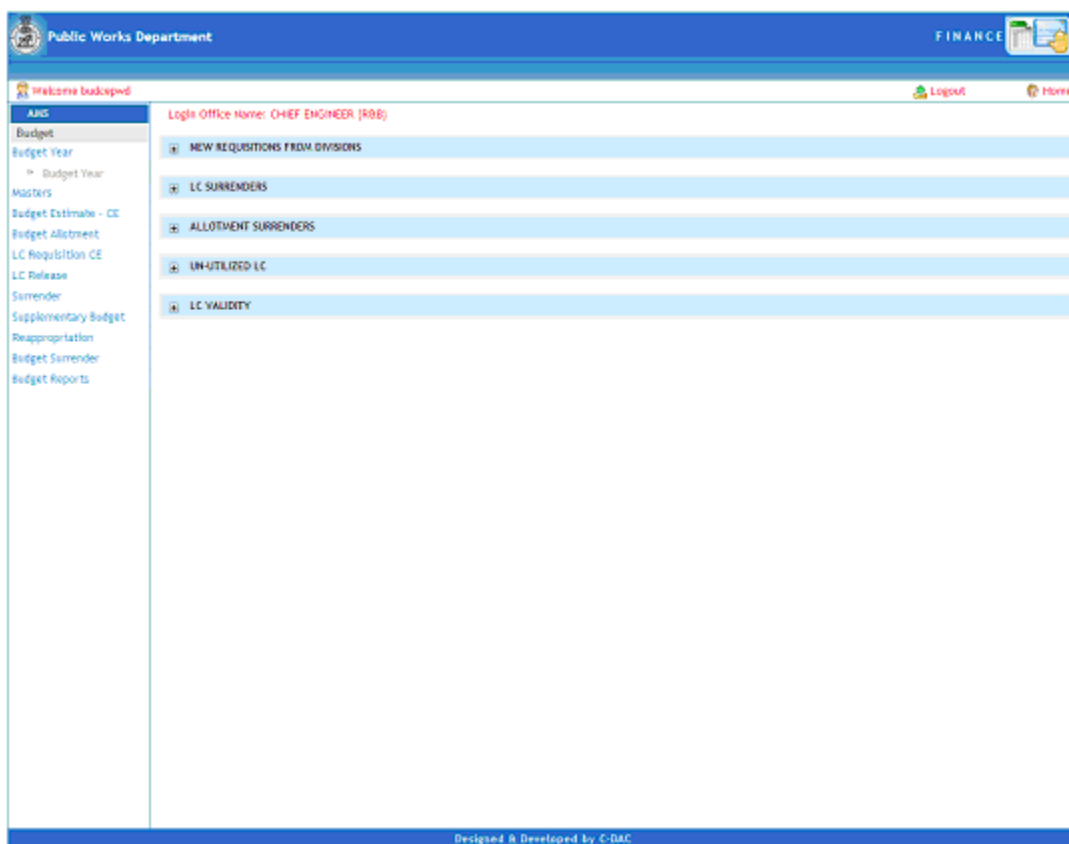


**Figure – 2.2 Home screen for Division Login**

After clicking on any link in the Budget module, the user is directed to the Budget module with navigation links on left side. The sample screen is displayed below.



**Figure 3: Main screen for Division Login**



**Fig 4: Main screen for CE Login**

The logged Username and Office name are displayed on top of the screen.

User can click on any link available on vertical menu resided left side of the screen, under 'Budget' module to start using the application.

To select any other module, click on the link 'Home' where different modules for the user are displayed.

To logout from the application, click on the link 'Logout'.

## 6. Budget Estimation

Budget estimate is prepared by selecting [Budget](#) → [Budget Estimate](#) → [Estimate](#) → Link from the division login.

Budget estimation is allowed to division only if budget year is set by CE office & budget estimation for division is allowed from the budget year screen.

The budget year needs to be set only at the first usage of the “budget module” of “ams” application.

1. If budget year is not set by CE office following screen will display.

The screenshot shows the 'BUDGET ESTIMATION FOR DIVISION' screen. The left sidebar contains a menu with 'AMS', 'Budget', 'Budget Estimate' (highlighted), 'Estimate', 'LC Requisition - Division', 'Surrender', and 'Budget Reports'. The main content area displays 'BUDGET ESTIMATION FOR DIVISION' and 'Budget Year is Not Set'. The top navigation bar includes 'RURAL DEVELOPMENT DEPARTMENT', 'FINANCE', 'Welcome budgetrwssdiv1', 'Logout', and 'Home'. The bottom footer states 'Designed & Developed by C-DAC'.

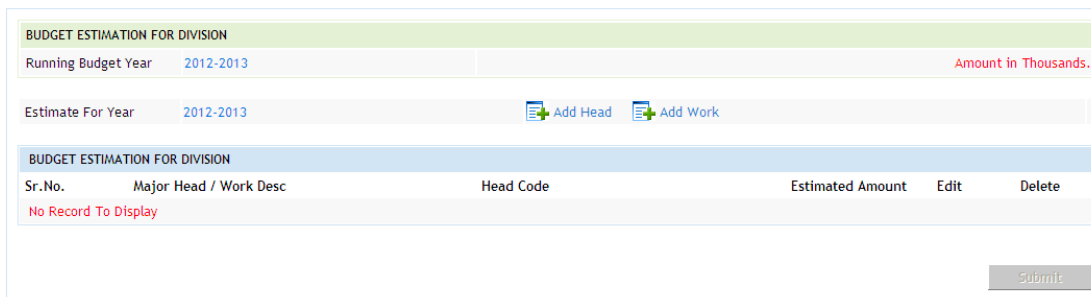
**Figure 4: Budget Estimate screen for Division login**

2. If budget Year is set by CE office but Estimation for Division is blocked following screen will display to user.

The screenshot shows an 'Alert!' message at the top: 'Budget Estimation Is Blocked By CE.' Below this, the 'BUDGET ESTIMATION FOR DIVISION' screen is displayed. It includes fields for 'Running Budget Year' (2012-2013) and 'Estimate For Year' (2012-2013), with a 'Amount In Thousands.' label. There are 'Add Head' and 'Add Work' buttons. Below these is a table with columns: 'Sr.No.', 'Major Head / Work Desc', 'Head Code', 'Estimated Amount', 'Edit', and 'Delete'. The table shows 'No Record To Display'. A 'Submit' button is at the bottom right.

**Figure 5: Budget Estimate screen for Division login**

3. If Estimation for Division is allowed by CE office from the 'budget year screen' following screen will be displayed to user after clicking on Estimate link.



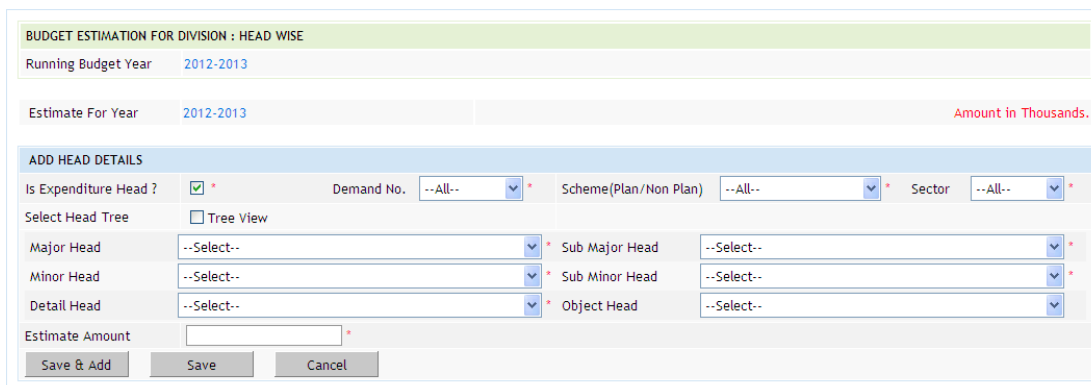
**Figure 6: Budget Estimate screen for Division login**

On the same screen user can prepare estimate by head wise as well as work wise.

1. Head Wise Estimation
2. Work Wise Estimation

### 6.1. Head Wise Estimation

For Head wise estimation, click on the Add Head Icon/Link provided on the screen. System will display Add Head screen to user.



**Figure 7: Head wise estimate screen for division login**

**Field Description:**

**Is Expenditure Head:** Select this checkbox if only expenditure heads to be selected

**Demand No.:** Select demand number (Grant number) for which budget estimation is to be entered.

**Scheme (Plan/Non Plan):** Select scheme categorized from (state plan, non plan, centrally sponsored scheme, central plan) for which budget estimation is to be entered.

**Sector:** Select sector (State sector, district sector) for which budget estimation is to be entered (except Non Plan scheme).

**Select Tree View:** Select this checkbox if head selection to be done from heads tree-view.

**Major Head:** Select the Major Head for which budget estimation is to be entered.

**Sub Major Head:** Select the Sub Major Head for which budget estimation is to be entered.

**Minor Head:** Select the Minor Head for which budget estimation is to be entered.

**Sub Minor Head:** Select the Sub Minor for which budget estimation is to be entered.

**Detailed Head:** Select the Detailed Head for which budget estimation is to be entered.

**Object Head:** Select the Object Head for which budget estimation is to be entered.

**Estimated Amount:** Enter estimated budget amount for selected head of account.

To save the estimation, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully' is displayed else error messages are shown. To prepare estimation for another head of account then click on 'Save & Add' button. User can cancel the add operation by clicking the 'Cancel' button.

BUDGET ESTIMATION FOR DIVISION					
Running Budget Year		2012-2013		Amount in Thousands.	
Estimate For Year		2012-2013		<a href="#">Add Head</a> <a href="#">Add Work</a>	
BUDGET ESTIMATION FOR DIVISION					
Sr.No.	Major Head / Work Desc	Head Code	Estimated Amount	Edit	Delete
1	Head-wise : 4225 - 4225	57/4225/SP/SS/03/800/44/01/-	11,223.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total Estimate			11,223.00	Thousands.	
<input type="button" value="Submit"/>					

**Figure 8: Head wise estimate screen for division login**









## 6.2. Work Wise Estimation:

To estimate work wise click on Add work link. All the currently executing works from division will populate on the screen. Select the check box in front of required works. Enter Estimated Amount. To save the estimation, click on 'Save' button. If record is successfully saved the message 'Record Saved Successfully' is displayed else error messages will be shown. To prepare estimation for another

then click on 'Save & Add' button. User can cancel the add operation by clicking the 'Cancel' button. To add all the works displayed on the screen click on the invert selection checkbox, it will enable all the textboxes on the current page, then add the estimate values for the works, click on "save" or "save and add" button. Use filters to filter out the work list depending on head selection or by entering work description & click on filter. To cancel all the filtering click on clear button.

WORK LIST				INVERT SELECTION <input type="checkbox"/>	
Sr.No.	Name Of Work	Head Code	Work Cost	Estimate Amount	Select
1	16/EE/MECH.DIV/AGT/2009-2010 Construction of new assembly building at new Capital Complex Agartala/Providing installation and commissioning of VRF and Ductable Split Air conditioning System. Electric Bill(2009-12)	13/2059/NP/80/001/25/01/27	101.39	0.00	<input type="checkbox"/>
2	Computer Operator Charge.(2009-13)	13/2059/NP/80/001/25/03/12	0.56	0.00	<input type="checkbox"/>
3	Hydro meter measuring Cylinder for mach subdivision no-L,Agartala.	13/2059/NP/80/001/25/03/13	0.01	0.00	<input type="checkbox"/>
4	Office Expenses	13/2059/NP/80/001/25/03/13	0.13	0.00	<input type="checkbox"/>
5	Payment made to J.L. Transport Commissioner , west tripura ,Agt. bing registration fee for newly purchased Ambassador for C.E. (PWD) (R.B.)	13/2059/NP/80/001/25/03/13	0.07	0.00	<input type="checkbox"/>
6	Photography Hand Receipt.	13/2059/NP/80/001/25/03/13	0.00	0.00	<input type="checkbox"/>
7	Reimburse to Sri Ajay Ghosh, T.E. (Cashier) , being the cost of 1 (one) no. Cheque book paid incash including charges for officework purpose.	13/2059/NP/80/001/25/03/13	0.00	0.00	<input type="checkbox"/>
8	Reimburse to Sri Sukanta Gupta,LDC,Being the cost of xerox of petrol bill paid in cash including charges for officework purpose.	13/2059/NP/80/001/25/03/13	0.00	0.00	<input type="checkbox"/>
9	Supply of Numbering and non -numbering forms	13/2059/NP/80/001/25/03/13	0.04	0.00	<input type="checkbox"/>
10	Telephone Set and Stationary articles files Cleaning.	13/2059/NP/80/001/25/03/13	0.00	0.00	<input type="checkbox"/>
11	Type Writer Machine Hand Receipt.	13/2059/NP/80/001/25/03/13	0.01	0.00	<input type="checkbox"/>
12	Xerox Hand Receipt.	13/2059/NP/80/001/25/03/13	0.00	0.00	<input type="checkbox"/>
13	Cost of fuel.	13/2059/NP/80/001/25/03/18	0.34	0.00	<input type="checkbox"/>
14	Hiring of private vehicle of the office of the Executive Engineer,Mechanical Division,PWD,Agartala W.E.F. 01/12/2011 to 31/12/2011.	13/2059/NP/80/001/25/03/19	0.12	0.00	<input type="checkbox"/>
15	Motor Vehicle Hire Charge.	13/2059/NP/80/001/25/03/19	654.65	0.00	<input type="checkbox"/>
16	Annual mtc. contract for one no. lift at Block No.-1 of HSB,Agt.	13/2059/NP/80/053/79/03/27	1.57	0.00	<input type="checkbox"/>
17	Annual maintenance of one number lift at block no-VI used by Honorable Minister	13/2059/NP/80/053/79/03/27	0.38	0.00	<input type="checkbox"/>
18	Construction of new Assembly Building at Capital Complex,Agartala/providing installation and commissioning of VRF and Ductable Split AC System Cutting of false ceiling.	13/2059/NP/80/053/79/03/27	0.09	0.00	<input type="checkbox"/>
19	Providing installation commissioning of One/1 number Water Purifier at the office of the Superintending Engineer 4th Circle,PWD/R-B office of the Executive Engineer,Mechanical Division,PWD/R-B, and Canteen of the CM Office.	13/2059/NP/80/053/79/03/27	0.39	0.00	<input type="checkbox"/>

**Figure 9: Work List Screen.**

BUDGET ESTIMATION FOR DIVISION				
Running Budget Year		2011-2012	Amount in Thousands.	
Estimate For Year		2012-2013	 Add Head  Add Work	
BUDGET ESTIMATION FOR DIVISION				
Sr.No.	Major Head / Work Desc	Head Code	Estimated Amount	Edit Delete
1	Telephon Bill.	13/2059/NP/80/001/25/03/13	10.00	 
2	Data Entry Operator.	13/2059/NP/80/001/25/03/28	20.00	 
3	Recoupment of P/O issued to Sri P.S. Banik S.D.O. C-V Sub Division Agartala Being the amount changing debt head of account.	13/2059/NP/80/001/25/03/28	30.00	 
Total Estimate			60.00	Thousands.
<div>Submit</div>				

**Figure 10: Budget estimate screen for Division login**

To edit the Estimate amount for head/Work, click on the Edit icon against that head/Work, enter new amount and click on the 'Update' button. If the record is successfully updated the message 'Record Updated successfully' is displayed else error messages are shown.

To delete any Estimation record, click on 'Delete' link respective to that head, after user's confirmation the record is deleted permanently.

To submit budget estimate to CE office Click on the "Submit" button. Confirmation message box will populate on screen Click on OK button. System will send estimation to CE. Once Budget Estimate is Submit to CE, Submit button will disabled and user cant estimate on further heads/Works.

## 7. CE Estimation & sanction entry:

### 7.1 CE Estimation:

To allow CE to prepare its own estimate go to budget year screen block the division estimate and then allow CE estimation by selecting allow CE estimation for the budget year.

Block the division estimation from budget year screen. Click on [Budget](#) → [Budget Estimate CE](#) → [CE Estimation](#) → link. CE can estimate on heads only. Click on the "Add Head" link. Select the head combination up to detail level. Enter the Estimated amount. Click on save button to save the details. CE can delete the entries by clicking on delete icon, which is added by CE only.

**Alert**  
Record Saved Successfully

IMPORTANT, PLEASE NOTE: Please Save Data before moving to next/Previous Page . Data will not persist during Next/Previous Page during updation.

**BUDGET ESTIMATION**

Running Budget Year: 2011-2012 Amount in Lakhs.

Estimate For Year: 2012-2013 [Add Head](#)

[Show Search Head](#)

BUDGET ESTIMATION				INVERT SELECTION <input type="checkbox"/>	
Sr.No.	Major Head	Head Code	Div. Estimate	Final Estimate	Select
1	3054 - Roads and Bridges	28/3054/NP/04/337/1230/21033/-	0.00	30.00	<input type="checkbox"/>
Total Estimate			0.00	30.00	

[Finalize Estimation](#) [Update](#)






















**Figure 11: Budget estimate screen for controlling office**

### Finalize estimation:

Click on [Budget](#) → [Budget Estimate CE](#) → [CE Estimation](#) → link. Submitted estimate from all division and CE estimation details will compile at CE Estimation screen. Click on "Finalize Estimate" button to finalize the estimation.

### 7.2 Sanction entry:

Click on [Budget](#) → [Budget Estimate CE](#) → [Sanction Entry](#) → link. All compiled estimation details will populate on the screen.

SANCTION BUDGET DETAILS											
Running Budget Year		2011-2012		Amount in Thousands.							
Sanction of Year		2012-2013		 Add Head							
Show Search Head											
SANCTION BUDGET DETAILS				INVERT SELECTION <input type="checkbox"/>							
Sr.No.	Major Head	Head Code	Estimate	Sanction	Select	PC	Revert Applicable	LC	Revert Drawable	Edit PC	Delete
1	2045 - Other taxes duties on commodities services	13/2045/NP/00/103/25/02/02	1.10	<input type="text" value="1.10"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>		--
2	2045 - Other taxes duties on commodities services	13/2045/NP/00/103/25/02/11	0.20	<input type="text" value="0.20"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>		--
3	2045 - Other taxes duties on commodities services	13/2045/NP/00/103/25/02/12	0.10	<input type="text" value="0.10"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>		--
4	2045 - Other taxes duties on commodities services	13/2045/NP/00/103/25/02/13	0.80	<input type="text" value="0.80"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>		--
5	2045 - Other taxes duties on commodities services	13/2045/NP/00/103/25/02/18	1.00	<input type="text" value="1.00"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>		--
6	2049 - Interest Payments	13/2049/NP/01/200/58/06/45	29.00	<input type="text" value="29.00"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>		--
7	2049 - Interest Payments	13/2049/NP/01/200/58/08/45	1,500.00	<input type="text" value="1500.00"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>		--
8	2049 - Interest Payments	13/2049/NP/01/200/58/11/45	1,671.00	<input type="text" value="1671.00"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>		--
9	2059 - Public Works	13/2059/NP/80/001/25/02/01	1,300.00	<input type="text" value="1300.00"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>		--
10	2059 - Public Works	13/2059/NP/80/001/25/02/02	6.00	<input type="text" value="6.00"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>		--
11	2059 - Public Works	13/2059/NP/80/001/25/02/11	11.00	<input type="text" value="11.00"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>		--
12	2059 - Public Works	13/2059/NP/80/001/25/02/12	7.00	<input type="text" value="7.00"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>		--
13	2059 - Public Works	13/2059/NP/80/001/25/02/13	35.00	<input type="text" value="35.00"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>		--
14	2059 - Public Works	13/2059/NP/80/001/25/02/18	14.00	<input type="text" value="14.00"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>		--
15	2059 - Public Works	13/2059/NP/80/001/25/02/19	5.00	<input type="text" value="5.00"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>		--
16	2059 - Public Works	13/2059/NP/80/001/25/02/26	2.00	<input type="text" value="2.00"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>		--
17	2059 - Public Works	13/2059/NP/80/001/25/02/28	1.00	<input type="text" value="1.00"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>		--
18	2059 - Public Works	13/2059/NP/80/001/25/03/11	35.30	<input type="text" value="35.30"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>		--
19	2059 - Public Works	13/2059/NP/80/001/25/03/12	52.90	<input type="text" value="52.90"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>		--
20	2059 - Public Works	13/2059/NP/80/001/25/03/13	150.30	<input type="text" value="150.30"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>		--

**Figure 12: Budget estimate screen for Controlling office**

- CE can edit the sanction amount by selecting check box on front of record. The amount present on the screen is displayed in Thousands.
- CE can sanction amount on head on which estimation is not done, for this click on the Add Head link.
  - Select head combination up to detail level, enter sanction amount, and click on save button.
- To apply PC charges on the particular head click on Revert applicable checkbox then click on revert pc button, after saving the record edit PC icon will get enabled, click on it.
  - On the PC charges screen apply the Proportionate charges as per the need click on save button.
- To make the head non draw able click on revert draw able, and then click on Revert LC button. Now funds can't be released from that head.
- To update the sanctioned amount click on the checkbox near the sanction text box, the sanction amount text box will be enabled update the amount and click on update button.
- After updating all the sanction amounts by this way the budget sanction for the financial year will be performed. Only after crosschecking the sanctions for the budget click on finalize sanction button.

## 8. Budget Allotment:

Click on [Budget](#) → [Budget Allotment](#) → [Allotment Letter](#) → link. Click on Add button.

- The budget heads will be displayed in the list along with its grant value and all the previous allotments held on that particular heads.
- The balance is the subtraction of Final grant & previous allotments.

ALLOTMENT LETTER PREPARATION DETAILS					
Letter Number	3		Letter Date	02/09/2010	
Remark	Second Allotment				

HEADS					
<input type="checkbox"/> INVERT SELECTION					
Sr.No.	Select	Head Code	Final Grant	Previous Allotment	Balance
1	<input checked="" type="checkbox"/>	28/5054/NP/04/337/1230/37142/-	5.00	3.00	2.00
2	<input type="checkbox"/>	28/5054/NP/04/337/1230/37158/-	5.00	1.00	4.00
3	<input type="checkbox"/>	28/5054/SP/SS/04/800/0906/37107/-	10.00	0.00	10.00

Save Back

**Figure 13: Allotment letter screen**

- Enter the mandatory details- letter number, head of accounts used in that allotment letter, date of the allotment, and click on save button. The record gets saved. Select the head combination on which allotment to be done. Click on save button.

ALLOTMENT LETTER					
Running Budget Year	2011-2012/April		Letter Date	07/04/2011	
Letter No.	allot1		PC Applicable	NA	
Head Code	13/2045/NP/00/103/25/02/01		Head Balance	6.00	
Apply PC.	<input type="radio"/> Yes <input checked="" type="radio"/> No PC		Draft Amount	0.00	

DIVISIONS INCLUDED IN LETTER					
Sr.No.	Office Name	Allotted Amount	Edit	Details	Delete
1	DHARMANAGAR DIVISION	10.00	<input checked="" type="checkbox"/>	<a href="#">Details</a>	<input type="checkbox"/>
2	AGARTALA DIVISION NO. III	10.00	<input checked="" type="checkbox"/>	<a href="#">Details</a>	<input type="checkbox"/>
Total		20.00			

Back

**Figure 14: Allotment letter details screen**

- Select the head from head code combo box, select division name, enter allotted amount, and click on save button.
- Now the divisions for which this allotment letters are issued needs to be added for that select the head of account from the drop down list then click on add divisions link, the division offices under the respective Chief Engineer office will be displayed in the list, then select the divisions which needs to be issued in that allotment letter, enter allotted amount (the allotment may be positive or in some cases it may be a negative allotment).

- Click on save button.
- If the allotment for the division needs to be edited or if some division needs to be deleted from that allotment letter then click on respective edit/delete link.
- Now if allotment further needs to be break up to work/scheme level, click on "details" link for that division, then select the breakup type (work/scheme).
- Then click on add work/add scheme link.

ALLOTMENT LETTER						
Running Budget Year	2011-2012/April		Letter Date	07/04/2011		
Letter No.	allot1		Office Name	DHARMANAGAR DIVISION		
Head Code	13/2045/NP/00/103/25/02/01					
Budget Sanction	28.00	Division Allotment	10.00	Division Balance	10.00	
Break-Up	<input type="radio"/> Scheme wise <input type="radio"/> Work wise		<a href="#">Add Work</a>			
BREAK-UP LIST						
Sr.No.	Scheme Name	Work Description	Alloted Amount	Edit	Delete	Sanction Amount
No Record To Display						
Total			0.00			
						<a href="#">Back</a>

**Figure 15: Allotment letter details screen**

- The works/schemes present in the selected head of accounts will be shown in the list; select the required work/scheme by selecting the checkbox then enter the allotment amount for that work/scheme and click on save button.
- The upper limit for this allotment will be division allotment value for that particular head of account.

## 9. LC Requisition:

### 9.1 LC Requisition Division:

Click on [Budget](#) → [LC Requisition - Division](#) → [LC Requisition](#) Link from division Login. Below screen will be displayed to the user.

DIVISION REQUISITION -							
Budget Year		2011-2012 / March				Amount in Thousands.	
DIVISION REQUISITIONS LIST							
Sr. No.	Req No	Requisition Date	Total Demand	Status	Details	Edit	Delete
1	1	14/04/2011	2.00	Sent To Ce	<a href="#">Details</a>		
			Total Demand = 2				
Add							

**Figure 16: LOC requisition screen for division login**

Click on "Add" link to add the demand for LC. Enter Requisition number and requisition date. Click on save button.

#### Field Description:

**Req No:** Demand number raised by the division office.

**Total Demand:** Total amount raise by the division on the particular requisition.

**Status:** Requisition status (Prepare mode/ Finalized).

- Click on "Details" link to start preparing the requisition. Following screen will be displayed to the user.

DIVISION REQUISITION -

Budget Year2011-2012 / March

Req. No.1

Amount in Thousands.

SCHEME WISE REQUISITIONS

Sr. No.	Total Amount	Details
1	2.00	<a href="#">Details</a>

GROUP WISE REQUISITIONS

Sr. No.	Total Amount	Details
1	0.00	<a href="#">Details</a>

HEAD WISE REQUISITIONS

Sr. No.	Total Amount	Details
1	0.00	<a href="#">Details</a>

WORK WISE REQUISITIONS

Sr. No.	Total Amount	Details
1	0.00	<a href="#">Details</a>

Grand Total =2.00

Send To CE

Cancel

**Figure 17: LOC requisition screen for division login**

- Here the total requisition amount bifurcated in to scheme, group, head, work is shown. Requisition can be prepared on scheme, group, head, work, and combining all. Click on “details” link for any of the above.
- For example scheme wise requisition is selected. Below screen will be displayed when “Add” link is clicked.

DIVISION REQUISITION: SCHEME WISE

Budget Year 2011-2012 / March

Amount in Thousands.

Requisition No 2

SCHEME WISE REQUISITIONS

Sr. No.	Month	Scheme	Alloted Amount	Total Req Amount	Requisition Amount	Edit	Delete
No Record To Display							

Total Allotment = 0.00 Total Requested = 0.00 Total Requisition = 0.00

Add

Back

ADD SCHEME WISE REQUISITION

Quarter

--Select--

\*

Month

--Select--

\*

Scheme

--select--

\*

Requisition Amount

\*

Save

Cancel

**Figure 18: Scheme wise LOC requisition screen for division login**

#### Field Description:

**Quarter:** Quarter for which the requisition is raised.

**Month:** Month for which the requisition has to be raised.

**Scheme:** Schemes (Non plan, State plan, centrally sponsored plan, Central plan)

**Requisition amount:** Requisition amount for the scheme from that particular demand.

- Enter the mandatory information and save the record.
- In this same way you can add group, head, work to the requisition.
- After adding all the records to the requisition click on “send to CE” button.

## 9.2 LC Requisition CE:

Click on [Budget](#) → [LC Requisition](#) → [LC Requisition CE](#) → [LC Requisition](#) → link.

1. If CE blocks LC requisition, below screen will be displayed to the user.

**Alert**  
Requisition For Financial Year 2011-2012 Is Blocked.

**LC REQUISITION**  
Budget Year: 2011-2012 / March Amount in Thousands.

LC REQUISITION TO FINANCE							
Sr.No.	LC Req. No.	Req. Date	Requisition	Status	Details	Edit	Delete
1	CEREQ1	13/04/2011	1.50	Finalized	<a href="#">Details</a>		
2	cereq2	15/04/2011	5.00	Finalized	<a href="#">Details</a>		
Total Requisition = 6.50							

Add

**Figure 19: LoC requisition screen Controlling Office Login**

2. If LC Requisition is allowed by CE, below screen will be displayed to the user.

**LC REQUISITION**  
Budget Year: 2011-2012 / March Amount in Thousands.

LC REQUISITION TO FINANCE							
Sr.No.	LC Req. No.	Req. Date	Requisition	Status	Details	Edit	Delete
1	CEREQ1	13/04/2011	1.50	Finalized	<a href="#">Details</a>		
2	cereq2	15/04/2011	5.00	Finalized	<a href="#">Details</a>		
Total Requisition = 6.50							

Add

**Figure 20: LoC requisition screen Controlling Office Login**

- Click on add button to start preparing the LC requisition to finance department, enter mandatory fields click on save button.
- After saving the entry if modifications need to be done then click on edit icon, the entry is allowed to update now.
- The requisition to finance can be prepared Plan/Non plan wise such as –
  - Non Plan
  - State Plan
  - Central Plan
  - Centrally Sponsored Plan.
 Group of heads wise -
  - Requisition based on head of account
  - Work wise requisition
  - Combination of above four
- Click on “details” link of any of the option, then can add the respective requisition type, enter the mandatory information such as quarter, month, budget provision of that requisition type, requisition/demand amount & click on save button)
- While adding work wise demands select the division of which the work is being executed then select the respective work, enter provision amount, provision percentage, and requisition amount.

**CE REQUISITION -**

Budget Year 2011-2012 / March Amount in Thousands.

Requisition No CEREQ1

Include Division Requisitions

SCHEME WISE DEMANDS		
Sr. No.	Total Amount	Details
1	0.00	<a href="#">Details</a>

GROUP WISE DEMANDS		
Sr. No.	Total Amount	Details
1	0.00	<a href="#">Details</a>

HEAD WISE DEMANDS		
Sr. No.	Total Amount	Details
1	1.50	<a href="#">Details</a>

WORK WISE DEMANDS		
Sr. No.	Total Amount	Details
1	0.00	<a href="#">Details</a>

Grand Total 1.50

**Figure 21: Details LoC requisition screen Controlling Office Login**

- The requisitions for LC submitted by division offices to the Chief Engineer can be compiled into a requisition prepared by Chief Engineer login.
- The compilation can be done using 3 ways:
  - As it is.
  - Compiled on scheme (NP, SP, CSP, and CP)
  - Compiled on groups created.
- To enter Scheme wise requisition** Click on the add icon, then enter mandatory fields and click on save button. After saving the record if further modifications if required then by using edit/delete link can be done.

**CE REQUISITION -**

Budget Year 2011-2012 April

Requisition No req01

Sr. No.	Month	Scheme	Requisition Amount	Edit	Delete
No Record To Display					

Total Requisition = 0.00

Add [Back](#)

SCHEME WISE REQUISITION			
Scheme	--select--	*	
Quarter	--Select--	Month	--Select-- *
Provision Amount	0	Provision Percentage	0 *
Requisition Amount		*	

**Figure 22: Scheme wise LoC requisition screen Controlling Office Login**

- To enter group wise requisition** Click on the add icon, then enter mandatory fields and click on save button. After saving the record if further modifications if required then by using edit/delete link can be done.

**CE REQUISITION -**

Budget Year 2011-2012 / April  
Requisition No req01

**GROUP WISE REQUISITIONS**

Sr. No.	Month	Group Name	Alloted Amount	Total Req Amount	Requisition Amount	Edit	Delete
No Record To Display							

Total Allotment = 0.00 Total Requested = 0.00 Total Requisition = 0.00

Add [Back](#)

**GROUP WISE REQUISITION**

Select Group  \*

Quarter  \* Month  \*

Provision Amount  \* Provision Percentage  \*

Requisition Amount

**Figure 23: Scheme wise LoC requisition screen Controlling Office Login**

- **To enter head wise requisition** Click on the add icon, then enter mandatory fields and click on save button. After saving the record if further modifications if required then by using edit/delete link can be done.

**CE REQUISITION -**

Budget Year 2011-2012 / April  
Requisition No req01

**HEAD WISE REQUISITIONS**

Sr. No.	Month	Head Combination	Alloted Amount	Total Req Amount	Requisition Amount	Edit	Delete
No Record To Display							

Total Allotment = 0.00 Total Requested = 0.00 Total Requisition = 0.00

Add [Back](#)

**HEAD WISE REQUISITION**

Is Expenditure Head ? ☒ Demand No. 28 \* Scheme(Plan/Non Plan) --All-- \* Sector --All-- \*

Select Head Tree ☐ Tree View

Major Head  \* Sub Major Head  \*

Minor Head  \* Sub Minor Head  \*

Detail Head  \* Object Head  \*

Quarter  \* Month  \*

Provision Amount  \* Provision %  \*

Requisition Amount

**Figure 24: Head wise LoC requisition screen Controlling Office Login**

- **To enter work wise requisition** Click on the add icon, then enter mandatory fields and click on save button. After saving the record if further modifications if required then by using edit/delete link can be done.

CE REQUISITION -

Budget Year 2011-2012 / April

Requisition No req01

WORK WISE REQUISITIONS

Sr. No.	Month	Work Name	Alloted Amount	Total Req Amount	Requisition Amount	Edit	Delete
No Record To Display							

Total Allotment = 0.00 Total Requested = 0.00 Total Requisition = 0.00

Add [Back](#)

WORK WISE REQUISITION

Division  \* Work Desc.  Filter

Work Type Deposit ☐ Regular ☒ Work  \*

Quarter  \* Month  \*

Provision Amount  \* Provision Percentage  \*

Requisition Amount

**Figure 25: Work wise LoC requisition screen Controlling Office Login**

**Field Description:**

**Quarter:** The quarter for which the requisition is raised

**Provision amount:** Budget provision for selected time period out of total budget.

**Requisition amount:** Current LC requisition for that selected breakup type.

In all types of requisition if the requisition amount is more than the allotment for that breakup type, the amount will be shown in red color.

CE REQUISITION -

Budget Year 2011-2012 / April

Requisition No req01

WORK WISE REQUISITIONS

Sr. No.	Month	Work Name	Alloted Amount	Total Req Amount	Requisition Amount	Edit	Delete
1	July	S/R to Bargaon -Mahulpada Road under S/R grant	0.00	500.00	500.00		

Total Allotment = 0.00 Total Requested = 500.00 Total Requisition = 0.00

Add [Back](#)

**Figure 26: Work wise LoC requisition screen Controlling Office Login**

- **To submit requisition to CE** clicks on "Submit Requisition" button. To go on LC requisition main screen without submitting requisition, click on back button. System will display below screen to user.

LC REQUISITION							
Budget Year		2011-2012 / March					
Amount in Thousands.							
LC REQUISITION TO FINANCE							
Sr.No.	LC Req. No.	Req. Date	Requisition	Status	Details	Edit	Delete
1	CEREQ1	13/04/2011	1.50	Finalized	<a href="#">Details</a>		
2	cereq2	15/04/2011	5.00	Finalized	<a href="#">Details</a>		
Total Requisition = 6.50							

Add

**Figure 27: LoC requisition screen Controlling Office Login**

- On main screen of LC requisition system will display demand slot, demand amount, status of requisition & details link to view details of the requisition.

## 10. Group Details:

- To create groups for LC requisition/release this screen is used. To access this screen click on [Budget](#) → [LC Release](#) → [Group Details](#) link.
- Below screen will be displayed to the user.

GROUP							
Budget Year		2011-2012 / April					
GROUP LIST							
Sr.No.	Group Name	Scheme Name	Head Type Name	Edit	Delete	Select	Details
1	Non Plan Salary	Non Plan	-			<input type="checkbox"/>	<a href="#">Details</a>

Add Group

Select All ☐ [Delete](#)

Transfer all groups from previous year to current year [Transfer](#)

**Figure 28: Group Creation screen**

- If previous year's groups are same for the current financial year then click on transfer button which will transfer all the groups along with their heads.
- To add new groups for the current financial year click on "add group" link, enter mandatory details for group name, scheme name (NP, SP, CP, CSP) if the group containing non deposit work, if it is containing deposit work then select the check box for deposit work.

**GROUP DETAILS : NON PLAN SALARY**      **SCHEME NAME : NP**

Budget Year      2011-2012 / April

---

**GROUP HEAD LIST**

Sr.No.	Head Code	Delete	Select
No Record To Display			

---

**ADD HEAD**

Is Expenditure Head ? ☒ \*      Demand No. 28 \*      Scheme(Plan/Non Plan) Non Plan \*      Sector --All-- \*

Select Head Tree ☐ Tree View      Select All underlying ☐

Major Head	--Select--	* Sub Major Head	--Select--	*
Minor Head	--Select--	* Sub Minor Head	--Select--	*
Detail Head	--Select--	* Object Head	--Select--	

Save      Cancel      SaveUnderlying

**Figure 29: Group creation screen to add head of accounts.**

- To add heads to the group click on details link, add the heads to the group and click on save button.

### 11. LC Release:

Click on [Budget](#) → [LC Release](#) → [Release LC](#) → link. Below screen will be displayed to the user.

Click on Add button to add LC release letter, below screen will be displayed to the user.

**FUND FROM FINANCE**

Budget Year      2011-2012 / March      Amount In Thousands.

---

**FUND RELEASE LETTER LIST - FROM FINANCE**

Sr.No.	LOC Number	LOC Date	Valid Date	Quarter	Released Amount	Details	Finalize	Edit	Delete
1	F.6/4-FIN/8/2001/P-IV/596	07/04/2011	31/03/2012	1	0.00	<a href="#">Details</a>			
2	F-22	13/05/2011	31/03/2012	1	34.71	<a href="#">Details</a>			
3	F-21	13/05/2011	13/05/2011	1	750.00	<a href="#">Details</a>			
4	F-20	06/05/2011	31/03/2012	1	155.30	<a href="#">Details</a>			
5	F-19	23/04/2011	31/03/2012	1	865.12	<a href="#">Details</a>			
6	F-18	06/05/2011	31/03/2012	1	82.56	<a href="#">Details</a>			
7	F-17	06/05/2011	31/03/2012	1	95.90	<a href="#">Details</a>			
8	F-16	06/05/2011	31/03/2012	1	145.38	<a href="#">Details</a>			
9	F-15	06/05/2011	31/03/2012	1	122.26	<a href="#">Details</a>			
10	F-14	27/05/2011	31/03/2012	1	17.26	<a href="#">Details</a>			
11	F-13	21/05/2011	31/03/2012	1	16.15	<a href="#">Details</a>			
12	F-12	21/05/2011	31/03/2012	1	12.52	<a href="#">Details</a>			
13	F-11	21/05/2011	31/03/2012	1	10.66	<a href="#">Details</a>			
14	F-10	21/05/2011	31/03/2012	1	9.17	<a href="#">Details</a>			
15	F-09	07/06/2011	31/03/2012	1	242.50	<a href="#">Details</a>			
16	F-08	07/05/2011	31/03/2012	1	500.00	<a href="#">Details</a>			
17	F-07	13/05/2011	31/03/2012	1	150.00	<a href="#">Details</a>			
18	F-06	02/05/2011	31/03/2012	1	1,000.00	<a href="#">Details</a>			
19	F-05	23/04/2011	31/03/2012	1	400.00	<a href="#">Details</a>			
20	F.R-03	17/06/2011	31/03/2012	1	348.67	<a href="#">Details</a>			

10 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Total Release = 19300.39

Add

**Figure 30: LoC release from Finance to Controlling Office Screen**

- Click on add button Enter the letter number, Letter Date, select Requisition number, letter valid date, quarter no, month.
- Click on save button to save the details. System will display screen display in LC Fig.1 to user.
- Click on Details link to enter LC release details. For modifications of data click on edit link.
- Select the division on which amount has to be release. Enter the amount and click on save button. System will display screen shown in LC Fig.1 to user.
- The LC release from finance may be carried out in following forms:
  1. Scheme wise (Non Plan, State Plan, Central Plan, Centrally sponsored plan).
  2. Group wise.
  3. Head of account wise.
  4. Work wise.
  5. Combination of above 4.

FUND FROM FINANCE					
Budget Year	2012-2013 / October		Amount in Thousands.		
LOC Number	2	LOC Date	24/10/2012	LOC Valid Date	30/10/2012
<b>SCHEME</b>					
Sr.No.	Released Amount		Details		
1	0.00		<a href="#">Details</a>		
<b>GROUP</b>					
Sr.No.	Released Amount		Details		
1	0.00		<a href="#">Details</a>		
<b>HEADS</b>					
Sr.No.	Released Amount		Details		
1	0.00		<a href="#">Details</a>		
<b>WORKS</b>					
Sr.No.	Released Amount		Details		
1	0.00		<a href="#">Details</a>		
<a href="#">Back</a>		Grand Total 0.0			

**Figure 31: LoC release from Finance to Controlling Office screen**

- Select any of the breakup type for LC release. Click on details link, then click on add link of the respective release type, enter the release amount and click on save button.

LC RELEASE : HEAD WISE					
Running Budget Year 2012-2013					
Release For Year 2012-2013		Amount in Thousands.			
LOC Number	2	LOC Date	24/10/2012	LOC Valid Date	30/10/2012
Non Plan Balance	31,114.00	Central Plan Balance	0.00	State Plan Balance	23,529.74
				Centrally Sponsored Plan Balance	0.00
FUND RELEASE LETTER LIST - FROM FINANCE					
Sr.No.	Head Code	Released Amount	Edit	Delete	
No Record To Display					
Total Release = 0.00					
<div>  Add Head         </div> <div>Back</div>					
ADD HEAD DETAILS					
Is Expenditure Head ?	<input checked="" type="checkbox"/> *	Demand No.	--All-- *	Scheme(Plan/Non Plan)	--All-- *
Sector	--All-- *				
Select Head Tree	<input type="checkbox"/> Tree View				
Major Head	--Select-- *	Sub Major Head	--Select-- *		
Minor Head	--Select-- *	Sub Minor Head	--Select-- *		
Detail Head	--Select-- *	Object Head	--Select-- *		
Release Amount	<input type="text"/> *				
<div>Save</div> <div>Cancel</div>					

**Figure 32: Head add screen in LoC release from Finance to Controlling Office.**

- In above screen release is posted on head of account for that select the head combination, enter release amount and click on save button. After adding the record if any modifications click on edit/delete link for respective purpose.
- Same process can be applied for breakups like: scheme wise release, group wise release, and work wise release.

## 12. LC Release to divisions:

- Click on [Budget](#) → [LC Release](#) → [LC Release to Divisions](#) link. Below screen will be displayed to the user.

FUND FROM CE										
Budget Year		2011-2012 / April				Amount in Lakhs.				
FUND RELEASE LETTER LIST - TO DIVISIONS										
Sr.No.	CE Letter No	Finance letter No	Finance Valid Date	CE Release Date	CE Validity Date	Released Amount	Details	Finalize	Edit	Delete
1	REL BBSR01	1	28/04/2011	07/04/2011	28/04/2011	0.00	<a href="#">Details</a>			
<div>  Add         </div>										

**Figure 33: LoC release from Controlling Office to Division screen**

- Click on add link to add a new release to the division offices.
- Enter mandatory fields and click on save button.
- The validity date for the division should be before that of the validity date set by the finance department for the letter being selected as the finance release letter.
- The record will be displayed in the list. The list contains CE LC Letter number, Finance Letter number, Finance Letter's validity date, based on finance letter's validity division's validity is set.

- Total release amount for that letter and finalize status is shown. For modifications of letter cover edit/delete functionalities can be used.
- Division can be added to the letter by clicking on details link. Following screen will be displayed when “add divisions to release link” is selected.

LOC RELEASE TO DIVISION							
Budget Year	2011-2012 / March			Amount in Thousands.			
Release Letter	F.13-08-FIN-B/2000/212		Date	25/04/2011			

LOC RELEASE TO DIVISION							
Sr.No.	Office Name	Release Amount	Released Letter No.	LOC Valid Date	LOC Release Date	Details	Delete
No Record To Display							
Back							

[Add Division to Release](#)


ADD DIVISIONS			
Division Name	<input type="text"/>		
Filter			
Sr.No.	Office Name		Select
1	AGARTALA DIVISION NO. I		<input type="radio"/>
2	AGARTALA DIVISION NO. III		<input type="radio"/>
3	AGARTALA DIVISION NO. V		<input type="radio"/>
4	AMARPUR DIVISION		<input type="radio"/>
5	AMBASSA DIVISION		<input type="radio"/>
6	ARCHITECT		<input type="radio"/>
7	BELONIA DIVISION		<input type="radio"/>
8	BISHALGARH DIVISION		<input type="radio"/>
9	BISRAMGANJ DIVISION		<input type="radio"/>
10	CAPITAL COMPLEX DIVISION, AGARTALA		<input type="radio"/>
11	CO-ORDINATOR, DHALAI DISTRICT		<input type="radio"/>
12	CO-ORDINATOR, NORTH TRIPURA DISTRICT		<input type="radio"/>
13	CO-ORDINATOR, SOUTH TRIPURA DISTRICT		<input type="radio"/>
14	CO-ORDINATOR, WEST TRIPURA DISTRICT		<input type="radio"/>
15	Demo Division		<input type="radio"/>
16	DHARMANAGAR DIVISION		<input type="radio"/>
17	EE DIVISION NO. I (PLANNING), AGARTALA		<input type="radio"/>
18	EE DIVISION NO. II (PLANNING), AGARTALA		<input type="radio"/>
19	EE Mechanical Division PWD		<input type="radio"/>
20	EE Minor Irrigation Division No.III		<input type="radio"/>

**Figure 34: Division add screen in LoC release from Controlling Office to Division.**

- After the division is added to the LC Release letter click on the “details” link of the added division following screen will be displayed to the user.

LOC RELEASE TO DIVISION							
Budget Year	2011-2012 / March			Amount in Thousands.			
Release Letter	F.13-08-FIN-B/2000/212		Date	25/04/2011			

LOC RELEASE TO DIVISION							
Sr.No.	Office Name	Release Amount	Released Letter No.	LOC Valid Date	LOC Release Date	Details	Delete
1	BISRAMGANJ DIVISION	0.00	F.13-08-FIN-B/2000/212-29	31/03/2012	25/04/2011	<a href="#">Details</a>	
Total							Back

[Add Divisions in Release](#)

**Figure 35: Details of LoC release from Controlling Office to Division screen**

- From this screen the actual LC release is added to the release letter whether its' on scheme (NP, SP, CP, CSP), or on group, head, work, and combination of all.

- Click on “details” link for entering the release. For example following screen will be displayed when “details” link for Head wise release is clicked.

**LC RELEASE : HEAD WISE**

Running Budget Year
Amount in Thousands.

Estimate For Year		Division Name	BISRAMGANJ DIVISION				
LOC Number	F.13-08-FIN-B/2	LOC Date	25/04/2011				
NP Balance	1.00	CP Balance	0.00	SP Balance	0.00	CSP Balance	0.00
NP Allotment	0.00	CP Allotment	0.00	SP Allotment	0.00	CSP Allotment	0.00

**HEADS**

Sr.No.	Head Code	Released Amount	Edit	Delete
No Record To Display				
Total Release =		0.00		

Add Head

**ADD HEAD DETAILS**

Is Expenditure Head ? ☒ \* Demand No. --All-- \* Scheme(Plan/Non Plan) --All-- \* Sector --All-- \*

Select Head Tree ☐ Tree View

Major Head	--Select-- *	Sub Major Head	--Select-- *
Minor Head	--Select-- *	Sub Minor Head	--Select-- *
Detail Head	--Select-- *	Object Head	--Select-- *

Release Amount










Save Cancel

**Figure 36: Head add screen of LoC release from Controlling Office to Division.**

- On top of the Balances will be shown for NP, CP, SP, and CSP. Balances are calculated subtracting the up to date release on the respective category of head from the total sanction amount on the heads present in the respective category.
- The total allotment is also categorized for the schemes (NP, SP, CSP, and CP). Now click on add head link select the head combination for which release is to be dispatched, enter the release amount and click on save button.
- For updating the entry click on edit link for that record. The same can be done for other release categories (scheme like NP, SP, CSP, CP, groups, and works).

### 13. Revalidation:

- Click on [Budget](#) → [LC Release](#) → [Revalidation](#) link. Below screen will be displayed to the user.

REVALIDATION							
Budget Year		2011-2012 / March				Amount in Thousands.	
REVALIDATION LC LIST							
Sr. No.	LC No	Quarter	Balance	Valid Upto	Extend Date	Status	Update
1	0087/11-12	1st	50.0	31/03/2012	--	Default	
2	F-15	1st	09.6	31/03/2012	--	Default	
3	F-19	1st	85.1	31/03/2012	--	Default	
4	F-22	1st	00.0	31/03/2012	--	Default	
5	F.13-08-FIN-B/2000/212-29	1st	9781.2	31/03/2012	--	Default	
6	F.3-12-FIN-COM-13TH/2011	1st	1300.0	31/03/2012	--	Default	
7	F6.01	1st	01.9	31/03/2012	--	Default	
8	Rel 1	1st	01.0	31/03/2012	--	Default	
9	FinRel-Nov	3rd	05.5	30/12/2011	--	Default	

**Figure 37: Revalidation screen**

- The revalidation screen is used for extending the validity period set by the finance department on its LC release to Controlling Officer (CE).
- The update link present on the release letter when clicked will show the following screen.

REVALIDATION							
Budget Year		2011-2012 / March		Amount in Thousands.			
REVALIDATION LC LIST							
Sr. No.	LC No	Quarter	Balance	Valid Upto	Extend Date	Status	Update
1	0087/11-12		50.0	31/03/2012	--	Default	
2	F-15	1st	09.6	31/03/2012	--	Default	
3	F-19	1st	85.1	31/03/2012	--	Default	
4	F-22	1st	00.0	31/03/2012	--	Default	
5	F.13-08-FIN-B/2000/212-29	1st	9781.2	31/03/2012	--	Default	
6	F.3-12-FIN-COM-13TH/2011	1st	1300.0	31/03/2012	--	Default	
7	F6.01	1st	01.9	31/03/2012	--	Default	
8	Rel 1	1st	01.0	31/03/2012	--	Default	
9	FinRel-Nov	3rd	05.5	30/12/2011	--	Default	
DETAILS							
LC Release Quarter		First		LC Release No		0087/11-12	
Valid Upto		<input type="text" value="31/03/2012"/>		Change Status		<div> --Select--  --Select--  Extended  Reject Extension </div>	
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>					

**Figure 38: Details of revalidation screen.**

- To extend the validity select "Extended" from the drop down list along with the new validity date.

#### 14. LC Surrender to Finance:

- Click on [Budget](#) → [Surrender](#) → [LC Surrender to Finance](#) link. Below screen will be displayed to the user. All released LC letter will populate on the screen.

CE LC SURRENDER

Budget Year2011-2012 / MarchAmount in Thousands.

CE LC SURRENDER LIST

Sr. No.	LC No.	CE Release Amount	Surrender Amount	Balance Amount	Status	Partial Surrender	Complete Surrender	Revoke
1	F6.01	55.01	00.00	-1431.79	Not Surrender			
2	F1.04	1375.00	00.00	-28875.00	Not Surrender			
3	F.R.03	348.67	00.00	-3138.03	Not Surrender			
4	f.05	400.00	00.00	00.00	Not Surrender			
5	F.06	1000.00	00.00	00.00	Not Surrender			
6	F.07	150.00	00.00	00.00	Not Surrender			
7	F.08	500.00	00.00	-4000.00	Not Surrender			
8	F-09	242.50	00.00	00.00	Not Surrender			
9	F-10	09.17	00.00	00.00	Not Surrender			
10	F-11	10.66	00.00	00.00	Not Surrender			
11	F-12	12.52	00.00	00.00	Not Surrender			
12	F-13	16.15	00.00	00.00	Not Surrender			
13	F-14	17.26	00.00	00.00	Not Surrender			
14	F-15	122.26	00.00	09.60	Not Surrender			
15	F-16	145.38	00.00	00.00	Not Surrender			

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Total Release = 19300.39Total Surrender = 05.00Total Balance = -70881.11

**Figure 39: Controlling office to Finance LoC Surrender screen**

- There are two options by which this surrender can happen.
  - Complete surrender
  - Partial surrender
- Complete surrender: Complete surrender will be total surrender of the LC, which is released by Finance department.
- Partial surrender: It is based on the breakup, which is released by the department.
- Click on complete surrender for surrendering the total LC, enter surrender date & save the data.
- Click on partial surrender for surrendering based on breakup of the LC. Following screen will be displayed when "partial surrender" link is clicked.

CE LC SURRENDER DETAILS						
Budget Year		2011-2012 / March			Amount in Thousands.	
CE LC SURRENDER DETAILS						
SCHEME						
Sr. No.	Scheme	Release Amount	Surrender Amount	Surrender	Revoke	
1	State Plan	400.0	0.0	<input type="button" value="Surrender"/>	<input type="button" value="Revoke"/>	
GROUP						
No Records To Display.						
WORK						
No Records To Display.						
HEAD						
No Records To Display.						
DETAILS FOR LC. NO - F.05			TOTAL RELEASE 400.00			
Total Surrender 00.00			Balance 00.00			
<input type="button" value="Send To Finance"/>			<input type="button" value="Back"/>			

**Figure 40: Details of controlling office to Finance LoC Surrender.**

- Surrender the desired amount by clicking on the surrender link, enter mandatory data & save the record. After surrender is done click on "Send to Finance" button.
- Click on back button to go on main screen of surrender (as shown in Fig: Surrender 1).

**15. Division's Surrenders:****15.1 Allotment Surrender:**

- Click on [Budget](#) → [Surrender](#) → [Allotment Surrender](#) link from division login.  
Below screen

ALLOTMENT SURRENDER							
Budget Year		2011-2012 / March		Amount in Thousands.			
Select month		March		Go			
ALLOTMENT SURRENDER							
Sr.No.	Letter Number	Allotment Date	Alloted Amount	Surrender Amount	Details	Complete Surrender	Surrender Status
1	2	10/08/2011	2.00	2.00	<a href="#">Details</a>	<input type="checkbox"/>	Accepted
Total Allotment			2.0	Total Surrender	2.0		

**Figure 41: Allotment surrender screen.**

All the allotments to the division in the budget year will be shown in the screen.

**Field Description:**

**Letter Number:** The allotment letter number issued by the Controlling Office

**Allotment Date:** Date on which allotment letter is issued.

**Allotted amount:** Total allotted amount in that letter for the log in division office.

**Surrender Amount:** Total surrender amount related to that allotment letter.

**Surrender Status:** The surrender whether accepted/rejected/in progress at the controlling office.

- To surrender the complete allotment of the issued letter, click on "complete surrender" link.
- Click on details link for partial surrender or to view the allotment issued.  
The details screen is as below

ALLOTMENT SURRENDER DETAILS								
Budget Year		2011-2012 / March		Amount in Thousands.				
ALLOTMENT SURRENDER DETAILS								
Sr.No.	Head Code	Work Desc	Allotment Date	Alloted Amount	Surrendered Amount	Surrender	Surrender Status	Delete
1	13/2045/NP/00/103/25/02/01	No Scheme	10/08/2011	2.00	2.00	Surrender	Accepted	<input type="checkbox"/>
Total Allotment				2.00	Total Surrender	2.00		

Back

**Figure 42: Details of Allotment surrender screen.**

- The details screen displays the allotment letter in detail along with the heads/works/schemes and its allotted value.
- Click on surrender to surrender the allotment

- Enter the surrender amount and click on save button.

### 15.2 LC Surrender (Division):

Click on [Budget](#) → [surrender](#) → [LC Surrender](#) link, system will display below screen to the user.

DIVISION SURRENDER

Budget Year

2011-2012 / March

Amount in Thousands.

DIVISION LC SURRENDER

Sr. No.	LC No.	Release Amount	Balance Amount	Status	Is Lc Utilized	Partial Surrender	Complete Surrender	Delete
1	F.R.Code.No001	8.50	8.50	In Use				
2	20893-958	25.00	25.00	In Use				
3	20839-958	30.00	30.00	In Use				
4	0093/11-12	150.00	150.00	In Use				
5	0021/11-12	50.00	50.00	In Use				
6	F/Div/09	242.50	242.50	In Use				
7	F/23/Div	60.00	60.00	In Use				
8	Div/Rel/35	70.00	70.00	In Use				
Total Release		636.0	Total Balance	636.0				

**Figure 43: Division LoC surrender screen.**

- All the LC released to the division in the current financial year will be displayed in this screen.
- To surrender the complete LC of the issued letter, click on "complete surrender" link.
- Click on "Partial surrender" link for partial surrender or to view the LC issued.

The details screen is as below

DIVISION SURRENDER -

Budget Year

2011-2012 / March

Lc Release No

F.R.Code.No001

Amount in Thousands.

SCHEME WISE SURRENDER

Sr. No.	Scheme	Release Amount	Balance Amount	Is Lc Utilized	Status	Surrender Amount	Edit	Delete
No Record To Display								

GROUP WISE SURRENDER

Sr. No.	Group Name	Release Amount	Balance Amount	Is Lc Utilized	Status	Surrender Amount	Edit	Delete
No Record To Display								

HEAD WISE SURRENDER

Sr. No.	Head Combination	Release Amount	Balance Amount	Is Lc Utilized	Status	Surrender Amount	Edit	Delete
1	13/2059/NP/80/001/25/03/11	0.20	0.20		--	0.00		
2	13/2059/NP/80/001/25/03/12	1.50	1.50		--	0.00		
3	13/2059/NP/80/001/25/03/13	1.00	1.00		--	0.00		
4	13/2059/NP/80/001/25/03/19	0.60	0.60		--	0.00		
5	13/2059/NP/80/001/25/03/26	5.00	5.00		--	0.00		

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WORK WISE SURRENDER

Sr. No.	Work Name	Release Amount	Balance Amount	Is Lc Utilized	Status	Surrender Amount	Edit	Delete
No Record To Display								

Send To CE

Cancel

Total Release

8.50

Total Balance

8.50

Total Surrender

0.00

**Figure 44: Details of Division LoC surrender screen.**

- The LC issued by the controlling office will be displayed in this screen.
- Click on "Is LC Utilized" if the LC is utilized
- Click on "surrender" link to surrender the released fund, and enter the surrender amount
  - Click on save of the confirmation.
- To modify the surrender status click on edit/delete link as per the need.
- If the surrender process is complete click on "Send to CE" button.

### 16. Surrender to CE:

There are two types of surrender Division LC Surrender & Allotment Surrender.

#### 16.1 LC Surrender:

Click on [Budget](#) → [Surrender](#) → [LC Surrender](#) → link, system will display below screen to user.

DIVISION LC SURRENDER									
Budget Year		2011-2012 / April			Amount in Lakhs.				
Division Name		-- select --							
DIVISION LC SURRENDER TO CE									
Sr.No.	Office Name	LC Number	Release Amount	Surrender Amount	Balance Amount	Status	Partial	Complete	Finalize
1	RURAL WORKS DIVISION, BHUBANESWAR	REL BBSR01	3.00	2.00	1.00	Pending	Partial	--Select--	
Total Release = 3.0			Total Surrender = 2.0		Total Balance = 1.0				

**Figure 45: CO Accept/Reject screen for division LC surrender**

- List of all the LC surrenders will be displayed in the LC surrender to CE screen. The Division name drop down list filters the surrender based on selected division name.
- To accept the surrender two options are given partially based on the release surrender can be accepted.
- For example if LC Release contains head, work, scheme, and group. Division surrenders the amount on head, work, and group. Now if CE wants to accept surrenders on head and work only then click on partial link.
- Then on the individual breakup the amount on head and work can be accepted and finalized.
- The other option while accepting/rejecting the surrender is completely accept/reject the surrender is go on LC Surrendered by division main screen and select accept/reject from the drop down list and then click "OK" or "CANCEL" of the confirmation screen.
- Here users have to enter surrender amount. Surrender amount must be lesser than or equal to requested amount. Click on Cancel button to cancel the action. Click on save button to surrender the details.

**Field Description:**

**Surrender Amount:** Amount to be surrendered.

**16.2 Allotment Surrender:**

Click on [Budget](#) → [Surrender](#) → [Allotment Surrender](#) → link, system will display below screen to user.

ALLOTMENT SURRENDER FROM DIVISIONS					
Budget Year	2011-2012 / April		Amount in Lakhs.		
Division Name	-- select --				
ALLOTMENT SURRENDER					
Sr.No.	Letter Number	Allotment Date	Alloted Amount	Surrender Amount	Details
1	5673	18/04/2011	20.00	7.50	<a href="#">Details</a>
			Total Allotment 20.0	Total Surrender 7.5	

**Figure 46: CO Accept/Reject screen for division Allotment surrender.**

List of all the LC surrenders will be displayed in the LC surrender to CE screen. The Division name drop down list filters the surrender based on selected division name.

Click on the “details” link of the surrender then the list of allotment surrenders by that division will be displayed to the user.

ALLOTMENT SURRENDER FROM DIVISIONS - DETAILS								
Budget Year	2011-2012 / April		Amount in Lakhs.					
Letter No.	5673		Letter Date	18/04/2011				
ALLOTMENT SURRENDER FROM DIVISION - DETAILS								
Sr.No.	Office Name	Head Code	Work Desc	Allotment Date	Alloted Amount	Surrendered Amount	Status	Accept/Reject
1	RURAL WORKS DIVISION, BHUBANESWAR	28/3054/NP/04/337/1230/21033/-	No Scheme	18/04/2011	20.00	7.50		--Select--
Total -					20.00	7.50	<a href="#">Back</a>	

**Figure 47: Details of CO Accept/Reject for division Allotment surrender.**

Select either accept/reject from the drop down list, and then system will ask for confirmation, select Ok/Cancel for accepting/rejecting the surrender respectively. Click on back button to move control to the allotment surrender main screen.

**Field Description:**

**Surrender Amount:** Amount surrender by the division.

**Alloted Amount:** Allotted amount to the division.

### 17. Supplementary Budget:

Supplementary budget estimation starts from the month of September. For changing budget month go to 'budget year' screen, then on the month button name of the month is displayed to change the month the button needs to be clicked till September is displayed.

SUPPLEMENTARY BUDGET ESTIMATION							
Running Budget Year		2012-2013		Amount in Thousands.			
Estimate For Year		2012-2013		Supplementary Type	1st Supplementary		+ Add Head
Show Search Head							
SUPPLEMENTARY BUDGET ESTIMATION							INVERT SELECTION <input type="checkbox"/>
Sr.No.	Major Head	Head Code	Div. Estimate	Final Estimate	Select	Delete	Budget Proposed
No Record To Display							

**Figure 48: Supplementary Estimation screen.**

#### Field Description:

**Head Code:** Selected head combination.

**Div Estimate:** Total of Division estimation on that head.

**Final Estimate:** Final estimated value for the head by controlling officer.

**Budget Proposed:** Yearly budget estimate value on that head.

#### **Finalize estimation:**

Click on [Budget](#) → [Supplementary Budget](#) → [Supplementary Estimation - CE](#) → link. Submitted estimate from all division and CE estimation details will compile at CE Estimation screen. Click on "Finalize Estimate" button to finalize the estimation.

**18. Reappropriation:**

Click on [Budget](#) → [Reappropriation](#) → [Reappropriation](#) link. Below screen will be displayed to the user.

REAPPROPRIATION							
Budget Year		2012-2013 / October			Amount in Thousands.		
REAPPROPRIATION SLOT LIST							
Sr.No.	Reappropriation Slot	Reappropriation Date	Estimate Amount (Credit,Debit)	Approved Amount (Credit,Debit)	Details	Finalize	Delete
No Record To Display							
Add Reapp Headwise		Add Reapp Workwise					

**Figure 49: Reappropriation screen.**

There are two types of Reappropriation, Head wise & Work Wise. Click on desired way of reappropriation (Head wise/ Work wise). For example if for head wise reappropriation "add Reapp head wise" is clicked following screen will be displayed to the user.

REAPPROPRIATION							
Budget Year		2012-2013 / October			Amount in Thousands.		
SLOT DETAILS							
Reappropriation Slot No.	1 *		Date	25/09/2012 *			
Remark							
<a href="#">Show Search Head</a>							
ADD HEAD					INVERT SELECTION <input type="checkbox"/>		
Sr.No.	Head Code	Final Grant	Balance	Debit /Credit	Amount	Remarks	Select
1	13/2045/NP/00/103/25/02/02	1.10	1.10	Credit			<input type="checkbox"/>
2	13/2045/NP/00/103/25/02/11	0.20	0.20	Credit			<input type="checkbox"/>
3	13/2045/NP/00/103/25/02/12	0.10	0.10	Credit			<input type="checkbox"/>
4	13/2045/NP/00/103/25/02/13	0.80	0.80	Credit			<input type="checkbox"/>
5	13/2045/NP/00/103/25/02/18	1.00	1.00	Credit			<input type="checkbox"/>
6	13/2049/NP/01/200/58/06/45	29.00	29.00	Credit			<input type="checkbox"/>
7	13/2049/NP/01/200/58/08/45	1500.00	1500.00	Credit			<input type="checkbox"/>
8	13/2049/NP/01/200/58/11/45	1671.00	1671.00	Credit			<input type="checkbox"/>
9	13/2059/NP/80/001/25/02/01	1300.00	1300.00	Credit			<input type="checkbox"/>
10	13/2059/NP/80/001/25/02/02	6.00	6.00	Credit			<input type="checkbox"/>
11	13/2059/NP/80/001/25/02/11	11.00	11.00	Credit			<input type="checkbox"/>
12	13/2059/NP/80/001/25/02/12	7.00	7.00	Credit			<input type="checkbox"/>
13	13/2059/NP/80/001/25/02/13	35.00	35.00	Credit			<input type="checkbox"/>
14	13/2059/NP/80/001/25/02/18	14.00	14.00	Credit			<input type="checkbox"/>
15	13/2059/NP/80/001/25/02/19	5.00	5.00	Credit			<input type="checkbox"/>
					Save		Back
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15							

**Figure 50: Head wise reappropriation screen.**

The list will display all the heads present in the annual and supplementary budget along with its grant amount (annual sanction amount + supplementary sanction amount if present) on respective heads. The balance is the difference between the total LC released on that head to the Controlling Officer and the total sanction amount on that head. The reappropriation can be done up to the balance amount.

## 19. Budget Surrender:

Click on [Budget](#) → [Budget Surrender](#) → [Surrender](#) link. Below screen will be displayed to the user.

FUNDS SURRENDER TO FINANCE

Budget Year2011-2012 / March

Amount in Thousands.

SURRENDER DETAILS

INVERT SELECTION☐

Sr.No.	Major Code	Head Code	Final Grant	Surrender	Remarks	Balance	Select	Revoke
1	2045 - Other taxes duties on commodities services	13/2045/NP/00/103/25/02/01	28.00	0.00	<div><div></div><div></div><div></div></div>	<div><div>29.00</div></div>	<input type="checkbox"/>	<input type="checkbox"/>
2	2045 - Other taxes duties on commodities services	13/2045/NP/00/103/25/02/02	1.00	0.00	<div><div></div><div></div><div></div></div>	<div><div>0.00</div></div>	<input type="checkbox"/>	<input type="checkbox"/>
3	2045 - Other taxes duties on commodities services	13/2045/NP/00/103/25/02/11	0.20	0.00	<div><div></div><div></div><div></div></div>	<div><div>0.20</div></div>	<input type="checkbox"/>	<input type="checkbox"/>
4	2045 - Other taxes duties on commodities services	13/2045/NP/00/103/25/02/12	0.10	0.00	<div><div></div><div></div><div></div></div>	<div><div>0.10</div></div>	<input type="checkbox"/>	<input type="checkbox"/>
5	2045 - Other taxes duties on commodities services	13/2045/NP/00/103/25/02/13	0.80	0.00	<div><div></div><div></div><div></div></div>	<div><div>0.80</div></div>	<input type="checkbox"/>	<input type="checkbox"/>
6	2045 - Other taxes duties on commodities services	13/2045/NP/00/103/25/02/18	1.00	0.00	<div><div></div><div></div><div></div></div>	<div><div>1.00</div></div>	<input type="checkbox"/>	<input type="checkbox"/>
7	2049 - Interest Payments	13/2049/NP/01/200/58/06/45	37.81	0.00	<div><div></div><div></div><div></div></div>	<div><div>37.81</div></div>	<input type="checkbox"/>	<input type="checkbox"/>
8	2049 - Interest Payments	13/2049/NP/01/200/58/08/45	1,802.60	0.00	<div><div></div><div></div><div></div></div>	<div><div>1802.60</div></div>	<input type="checkbox"/>	<input type="checkbox"/>
9	2049 - Interest Payments	13/2049/NP/01/200/58/11/45	1,109.59	0.00	<div><div></div><div></div><div></div></div>	<div><div>1109.59</div></div>	<input type="checkbox"/>	<input type="checkbox"/>
10	2059 - Public Works	13/2059/NP/80/001/25/02/01	1,200.00	0.00	<div><div></div><div></div><div></div></div>	<div><div>1200.00</div></div>	<input type="checkbox"/>	<input type="checkbox"/>
11	2059 - Public Works	13/2059/NP/80/001/25/02/02	5.50	0.00	<div><div></div><div></div><div></div></div>	<div><div>5.50</div></div>	<input type="checkbox"/>	<input type="checkbox"/>
12	2059 - Public Works	13/2059/NP/80/001/25/02/11	10.00	0.00	<div><div></div><div></div><div></div></div>	<div><div>9.80</div></div>	<input type="checkbox"/>	<input type="checkbox"/>
13	2059 - Public Works	13/2059/NP/80/001/25/02/12	5.00	0.00	<div><div></div><div></div><div></div></div>	<div><div>5.00</div></div>	<input type="checkbox"/>	<input type="checkbox"/>

**Figure 51: Proposed budget surrender screen.**

The screen displays all the budget heads for the current financial year along with its final grant amount. At the end of the financial year the unspent balance can be surrendered by clicking on the select checkbox for individual head and then updating the record. If any modification is to be done in the record after saving the surrender once by revoking the current surrenders.

## 20. Budget Reports:

### 20.1 Estimation & Sanction:

By selecting [Accounts](#) -> [Budget Reports](#) -> [Estimation & Sanction](#), "Budget Estimate" screen is displayed. This screen is used to download/view Budget Book, Estimation Report Abstract, and Estimation Report Details.

**Figure 52: Estimation & sanction report.**

### 20.2 Budget Book:

Based on selected radio button: Budget Book, Budget Year. Budget Book report is generated. It shows the budget book in desired format, as per data entered in Sanction Entry screen.

User can filter the report according to head combination.

**Note:** 1) You must have the privileges to view the reports.

2) To view the report on the screen click on "Show" button.

3) To generate the 'PDF' file of the report for Printing click on "Export" button.

#### Column Description:

- **Accounts 2009-2010** - previous to last year's budget grant on head of account.
- **Budget estimate 2010-2011** - estimate amount of previous budget year.
- **Revised estimate 2010-2011** - revised estimate amount of previous budget year
- **Budget estimate 2011-2012** - estimate amount of current budget year.

**BUDGET ESTIMATE REPORT**

☒ Budget Book  
 ☐ Estimation Report Abstract  
 ☐ Estimation Report Details  
 ☐ Deposit Works Sanction

Budget Year / Month: 2011-2012 / April

Is Expenditure Head? ☒ Demand No. 28 Scheme/Plan/Non Plan: --All-- Sector: --All--

Major Head: --Select-- Sub Major Head: --Select--  
 Minor Head: --Select-- Sub Minor Head: --Select--  
 Detail Head: --Select-- Object Head: --Select--

**BUDGET BOOK**

HEAD OF ACCOUNT	VOTED / CHARGED	ACCOUNTS 2009-2010	BUDGET ESTIMATE 2010-2011	REVISED ESTIMATE 2010-2011	BUDGET ESTIMATE 2011-2012
1	2	3	5	4	6
2059 - Public Works					
Non Plan					
01 - Office Buildings					
051 - Construction					
0919 - Minor Works Grant at the disposal of H.O.D.					
37029 - Buildings		0.00	30.00	0.00	30.00
Total 0919 - Minor Works Grant at the disposal of H.		0.00	30.00	0.00	30.00
Total 051 - Construction - General Pool		0.00	30.00	0.00	30.00
052 - M & E (RC T&P)					
0851 - Maintenance and Repair					
03001 - Work Charged Salary		0.00	0.00	0.00	0.01
Total 0851 - Maintenance and Repair		0.00	0.00	0.00	0.01
Total 052 - M & E (RC T&P)		0.00	0.00	0.00	0.01
053 - Maintenance and Repairs					

**Figure 53: Budget book report in Estimation & sanction report.**

**Note:** 1) You must have the privileges to view the reports.

2) To view the report on the screen click on "Show" button.

3) To generate the 'PDF' file of the report for Printing click on "Export" button.

### 20.3 Estimation Report Abstract:

Based on selected radio button: Estimation Report Abstract, Budget Year. Budget Book report is generated. It shows the Estimation Report in abstract format, as per data entered in CE Estimation screen.

User can filter the report according to head combination.

#### Column Description:

- This report shows the budget estimated amount on head of accounts for the current financial year.

**BUDGET ESTIMATE REPORT**

☐ Budget Book
 ☒ Estimation Report Abstract
 ☐ Estimation Report Details
 ☐ Deposit Works Sanction

Budget Year / Month: 2011-2012 / April

Is Expenditure Head? ☒ Demand No.: 28 Scheme(Plan/Non Plan): --All-- Sector: --All--

Major Head: --Select-- Sub Major Head: --Select--  
 Minor Head: --Select-- Sub Minor Head: --Select--  
 Detail Head: --Select-- Object Head: --Select--

Budget estimate for the year 2011-2012						
Office : CHIEF ENGINEER RURAL WORKS ODISHA, BHUBANESWAR						
(Rs. in lakhs)						
Budget Demand No. : 28		Non Plan				
Major Head : 2059 - Public Works						
Description of the Plan Sector / Head of Development	Particulars by Minor & Sub-Heads, Primary units & detailed heads	Estimate for expenditure for 2011-2012				Remarks
		Recurring		Non-recurring		
		Voted	Charged	Voted	Charged	
1	2	3	4	5	6	7
	01 - Office Buildings					
	051 - Construction					
	0919 - Minor Works Grant at the disposal of H.O.D.					
	Total - 37029 - Buildings	30.0				
	Total - 0919 - Minor Works Grant at the disposal of H.O.	30.0				

**Figure 54: Budget estimation report in Estimation & sanction report**

- Note:** 1) You must have the privileges to view the reports.
- 2) To view the report on the screen click on "Show" button.
- 3) To generate the 'PDF' file of the report for Printing click on "Export" button.

## 20.4 Estimation Report Details:

Based on selected radio button: Estimation Report Details, Budget Year. Estimation details report is generated. It shows the Estimation Report in abstract format, as per data entered in CE Estimation screen. User can filter the report according to head combination.

### Column Description:

- This report shows the budget estimate values and the budget grant values for current budget year & previous budget year.

**BUDGET ESTIMATE REPORT**

☐ Budget Book
 ☐ Estimation Report Abstract
 ☒ Estimation Report Details

Budget Year / Month: 2008-2009 \* / --select--

Is Expenditure Head? ☒ Demand No. 28

Major Head: --Select-- Sub Major Head: --Select--

Minor Head: --Select-- Sub Minor Head: --Select--

Detail Head: --Select-- Object Head: --Select--

Budget estimate for the year 2008-2009

Office : CHIEF ENGINEER OFFICE I

(Rs. in lakhs)

General Abstract by account Heads, sub-heads & primary units	Actuals			Sanction Budget Estimation of Current Year 2007-2008	Actuals		Revised Estimate 2007-2008			Budget Estimate - 2008-2009			Remarks
	2004-2005	2005-2006	2006-2007		First __ months of Last year 2006- 2007	First __ months of current year 2007- 2008	Proposed by controlling office 2007-2008	Subsequent modification by the A.G.	Passed by Govt.	Proposed by controlling office 2008-2009	Subsequent modification by the A.G.	Passed by Govt.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
D. No : 28													
2029 - Land Revenue													
00 - 00													
102 - Survey & Settlement Operation													
01 - Survey & Settlement													
27 - Minor Works	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-	300.00	-	-	
Total - 01 - Survey & Settlement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-	-	300.00	-	-	

**Figure 55: Details of Budget estimate in Estimation & sanction report**

**Note:** 1) You must have the privileges to view the reports.

2) To view the report on the screen click on "Show" button.

3) To generate the 'PDF' file of the report for Printing click on "Export" button.

### 20.5 Division Estimation:

By selecting [Accounts](#) -> [Budget Reports](#) -> [Division Estimation](#), "Division Estimate Report" screen is displayed. This screen is used to download/view Division Estimate Report, as per data enter in CE Estimation screen.

#### Column Description:

- This report shows the budget estimate values proposed by the selected division for the head of accounts/ work wise budget proposed by the selected division.

DIVISION ESTIMATE REPORT

Budget Year

2008-2009

Division

RURAL WORKS DIVISION, BHUBANESWAR

Is Expenditure Head ?

☒

Demand No.

28

Major Head

--Select--

Sub Major Head

--Select--

Minor Head

--Select--

Sub Minor Head

--Select--

Detail Head

--Select--

Object Head

--Select--

Show

Export

Division Budget Estimate

Office : RURAL WORKS DIVISION, BHUBANESWAR

Budget Year : 2008-2009

Sr.No.	Work Description/ Major Head	Head	Estimate Amount
Headwise Estimation			
1	2059 - Public Works	28/2059/NP/00/052/0851/02001/-	100.00
Total			100.00
Workwise Estimation			
2	Imp. to Malud Morada road	28/5054/SP/DS/04/789/0909/--	100.00
Total			200.00

**Figure 56: Budget estimate for division report**

**Note:** 1) You must have the privileges to view the reports.

2) To view the report on the screen click on "Show" button.

3) To generate the 'PDF' file of the report for Printing click on "Export" button.

**20.6 CE Allotment:**

By selecting [Accounts](#) -> [Budget Reports](#) -> [CE Allotment](#), "CE Office Allotment Report" screen is displayed. This screen is used to download/view CE Allotment Report Office Wise, Work Wise, Scheme Wise, District Wise as per data enter in Allotment screen.

**Report Description:**

- This report shows the allotted value for the division office issued by the Controlling Office

**CE OFFICE ALLOTMENT REPORT**

☒ Allotment Letter
 ☐ Office-wise
 ☐ Work-wise
 ☐ Scheme-wise
 ☐ District-wise
 ☐ Allotment Letter Abstract

Budget Year / Month: 2008-2009 / April

District: --select--
 Scheme: No Scheme

Division: --select--
 Allotment Letter: --select--

Works: --select--

Show Export

ALLOTMENT LETTER ISSUED DURING YEAR - 2008-2009 / APRIL

(Rs. in lakhs)

De.No.: 28

Plan/Non Plan : --

Sector : --

2029 - Land Revenue

00 - 00

102 - Survey & Settlement Operation

01 - Survey & Settlement

27 - Minor Works

-

Sr.No	Allotment Letter / Date	Scheme / Work	Amount	Remarks
RURAL WORKS DIVISION, BHUBANESWAR				
1	1 - 01/04/2008	Head wise	100.00	
RURAL WORKS DIVISION, BHUBANESWAR Total			100.00	

**Figure 57: Allotment Letter report for controlling office**

**Note:** 1) You must have the privileges to view the reports.

2) To view the report on the screen click on "Show" button.

3) To generate the 'PDF' file of the report for Printing click on "Export" button.

### 20.7 Div Requisition:

By selecting [Accounts -> Budget Reports -> Div Requisition](#), "Division Requisition for L.C. Report" screen is displayed. This screen is used to download/view LC Requisition Report, as per data enter in LC Requisition screen at division side.

By selecting abstract & detail radio button user can view abstract & detail LC report.

**Report Description:**

- This report shows the detailed requisition of LoC from the division office to the Controlling Office for the selected division.

DIVISION REQUISITION FOR L.C. REPORT

☒ Abstract
 ☐ Detail

Budget Year / Month
 

2008-2009 / April

Division
 

RURAL WORKS DIVISION, BHUBANESWAR

Show

Export

L.C. Requisition during the year 2008-2009 / APRIL

Division: CHIEF ENGINEER OFFICE I

(Rs. in lakhs)

Sr.No.	L.C. Requisition No.	Month	Amount	Rejected By CE Office	Remarks
1	Demand - 1	April	60.00	--	
Total :			60.00		

**Figure 58: LoC requisition report for division office**

**Note:** 1) You must have the privileges to view the reports.

2) To view the report on the screen click on "Show" button.

3) To generate the 'PDF' file of the report for Printing click on "Export" button.

**20.8 CE Requisition:**

By selecting [Accounts](#) -> [Budget Reports](#) -> [CE Requisition](#), "CE Office Requisition for L.C. Report" screen is displayed. This screen is used to download/view LC Requisition Report, as per data enter in LC Requisition screen at CE side.

By selecting abstract & detail radio button user can view abstract & detail LC report.

**Report Description:**

- This report shows the detailed requisition of LoC from the Controlling office to the Finance Department.

☐ Abstract ☒ Detail ☐ CE Requisition Format ☐ MEP Format1 ☐ MEP Format2 ☐ MEP Format3  
☐ Scheme wise ☐ Group wise ☐ Head wise ☐ Work wise ☒ All  
 Budget Year / Month: 2010-2011 / --select--  
 Requisition Letter: --select--  
 Show Export

L.C. Requisition To Finance Dept. during the year 2010-2011

Office : CHIEF ENGINEER RURAL WORKS ODISHA, BHUBANESHWAR (Rs. in lakhs)

Sr.No.	Scheme / Group / Head / Work wise	Quarter	Month	Description	Requested Amount	Remarks
--	--					
Total					0.00	
Gross Total					0.00	

**Figure 59: LoC requisition report for controlling office**

**Note:** 1) You must have the privileges to view the reports.

2) To view the report on the screen click on "Show" button.

3) To generate the 'PDF' file of the report for Printing click on "Export" button.

**20.9 CE LC:**

By selecting [Accounts -> Budget Reports -> CE LC](#), "CE L.C. Report" screen is displayed. This screen is used to download/view LC Release Report, as per data enter in LC Release & LC Release break up screen.

By selecting abstract & detail radio button user can view abstract & detail LC report.

**Report Description:**

- This report shows the detailed release of LoC From finance department to the Controlling office.

**CE L.C. REPORT**

☒ Abstract
 ☐ Detail

Budget Year / Month
 

2008-2009 / April

Letter Of Credit
 

CELC1 - 15/04/2008

Show

Export

L.C. received from Finance Dept. during the year - 2008-2009 / APRIL

Division: CHIEF ENGINEER OFFICE I

(Rs. in lakhs)

Sr.No.	Letter of Credit No.	Letter Date	Valid Upto Date	Requisition Amount	Release Amount
1	CELC1	15/04/08	20/04/08	60.00	60.00
Total :				60.00	60.00

**Figure 60: LoC received report for controlling office**

**Note:** 1) You must have the privileges to view the reports.

2) To view the report on the screen click on "Show" button.

3) To generate the 'PDF' file of the report for Printing click on "Export" button.

### 20.10 Letter of Credit Report:

By selecting [Accounts -> Budget Reports -> Letter Of Credit Report](#), "CE L.C. Report" screen is displayed. This screen is used to download/view Letter of Credit Report, as per data enter in LC Requisition to finance screen.

**LETTER OF CREDIT REPORT**

Budget Year
 

2008-2009

LOC No with Date
 

1 - 10/04/2008

Show

Export

Requisition Of Letter Of Credit for the month of April / 2008

( Rs. In Lakh )

Sr. No	Nature Of Expenditure	Gross Budget Provision For 2008-2009	L.C. Due against Col. 2 after All Deductions during the year 2008-2009	Total LC Authorised By FD	Total Allotment Released To All Divisions	Amount Of LC released against allotment	Amount Of LC released without allotment	Break up of Expenditure Booked By end Of month August 2008 as in Col. 4 against Col.3 (i.e., against net LC entitlement)				Total LC availed Subsequently From F.D.	Balance L.C. With CE Out Of Col. 12	Requirement Of Additional L.C. For October			Remarks
								On Salaries	On Works	Others	Total			Salaries/ Wages	On Works	Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	28/2029/CSP/55/00/102/01/27/-	300.00	300.0	0.0	100.00	20.00	-	0.0	0.00	0.0	0.00	-	-	0.00	20.00	20.00	
1	28/3054/NP/04/337/1790/21033/-	200.00	200.0	0.0	100.00	0.00	-	0.0	0.00	0.0	0.00	-	-	0.00	10.00	10.00	
Total		500.00	500.0	0.0	100.00	20.00	-	0.0	0.00	0.0	0.00	-	-	0.00	30.00	30.00	

**Figure 61: Letter of Credit report for controlling office**

**Note:** 1) You must have the privileges to view the reports.

2) To view the report on the screen click on "Show" button.

3) To generate the 'PDF' file of the report for Printing click on "Export" button.

### 20.11 LC Surrender to Finance:

By selecting [Accounts](#) -> [Budget Reports](#) -> [LC Surrender to Finance](#), "CE LC Surrender Report" screen is displayed. This screen is used to download/view CE LC Surrender Report, as per data enter in LC Surrender to Finance Screen at division side.

By selecting Abstract & Detail radio button user Abstract & Detail CE LC Surrender report can visible to user.

SURRENDER DETAILS DURING YEAR 2008-2009 / APRIL					
Division: CHIEF ENGINEER OFFICE I			(Rs. in lakhs)		
Sr.No.	Letter of Credit Number	Allotment Date	Released Amount	Surrender Amount	Remarks
1	2	20/04/2008	140.00	60.00	
Gross Total			140.00	60.00	

**Figure 62: LoC surrender report by controlling office to finance dept**

**Note:** 1) You must have the privileges to view the reports.

2) To view the report on the screen click on "Show" button.

3) To generate the 'PDF' file of the report for Printing click on "Export" button.

### 20.12 Allotment Surrender:

By selecting [Accounts](#) -> [Budget Reports](#) -> [Allotment Surrender](#), "Allotment Surrender Report" screen is displayed. This screen is used to download/view Allotment Surrender Report, as per data enter in Allotment Surrender Screen at division side.

**ALLOTMENT SURRENDER REPORT**

☒ Abstract
 ☐ Details

Budget Year / Month: 2009-2010 / April
 Allotment Letter: --select--

Division: --select--

Is Expenditure Head? ☒
 Demand No. 28

Major Head: --Select--
 Sub Major Head: --Select--

Minor Head: --Select--
 Sub Minor Head: --Select--

Detail Head: --Select--
 Object Head: --Select--

Show Export

ALLOTMENT LETTER ISSUED DURING YEAR - 2009-2010

(Rs. in lakhs)

Sr. No.	Allotment Letter / Date	Head	Total Amount	Surrender Amount	Balance Amount	Remark
1	Letter No. & Date : 1 - 24/08/2010	28/3054/NP/04/337/1230/21033/-	20.00	4.50	15.50	
Gross Total			20.00	4.50	15.50	

**Figure 63: Allotment surrender report by division office to controlling office**

**Note:** 1) You must have the privileges to view the reports.

2) To view the report on the screen click on "Show" button.

3) To generate the 'PDF' file of the report for Printing click on "Export" button.

### 20.13 Budget Provision Surrender Report:

By selecting [Accounts](#) -> [Budget Reports](#) -> [Budget Provision Surrender Report](#), "Budget Provision Surrender Report" screen is displayed. This screen is used to download/view Budget Provision Surrender Report.

**BUDGET PROVISION SURRENDER REPORT**

Budget Year / Month: 2008-2009 / April

Is Expenditure Head? ☒
 Demand No. 28

Major Head: --Select--
 Sub Major Head: --Select--

Minor Head: --Select--
 Sub Minor Head: --Select--

Detail Head: --Select--
 Object Head: --Select--

Show Export

**Figure 64: Budget Provision surrender report by controlling office**

- Note:** 1) You must have the privileges to view the reports.
- 2) To view the report on the screen click on "Show" button.
- 3) To generate the 'PDF' file of the report for Printing click on "Export" button.

#### 20.14 Reappropriation:

By selecting [Accounts](#) -> [Budget Reports](#) -> [Reappropriation](#), "Reappropriation Report" screen is displayed.

Here facility provided to view work wise & head wise Reappropriation report.

**REAPPROPRIATION REPORT**

☒ Abstract for Head Wise
 ☐ Abstract for Work Wise
 ☐ Details

Budget Year / Month: 2008-2009 / April

Reappropriation Slot: --select--

Show Export

Abstract for Reappropriation 2008-2009

(Rs. in lakhs)

Sr No	Head under which extra-grant is required.				Head from which reappropriation is proposed.			
	Primary Units of Appropriation	Present Grant	Additional grant required	Total grant after addition	Primary Units of Appropriation	Present Grant	Amount Surrendered	Total grant after deduction
	1	2	3	4	5	6	7	8
1	28/2029/CSP/SS/00/102/01/27/-	300.00	10.00	310.00	28/2215/CSP/SS/01/001/01/01/-	300.00	10.00	290.00
	Total	300.00	10.00	310.00		300.00	10.00	290.00

**Figure 65: Reappropriation report**

- Note:** 1) You must have the privileges to view the reports.
- 2) To view the report on the screen click on "Show" button.
- 3) To generate the 'PDF' file of the report for Printing click on "Export" button.

#### 20.15 Revalidation:

**REVALIDATION**

Budget Year / Month: 2011-2012 / --select--

Letter Of Credit: --select--

Show Export

REVALIDATION DURING YEAR 2011-2012

Sr No	Release Letter	Quarter	Month	Release Date	Validity Date	Revalidate	Extended Date	Release Amount	Remarks
Total								0.00	

**Figure 66: Revalidation of LoC report**

If any revalidation occurred during the selected year & month this report will show that information in above described format.

- Note:** 1) You must have the privileges to view the reports.
- 2) To view the report on the screen click on "Show" button.
- 3) To generate the 'PDF' file of the report for Printing click on "Export" button.

## 20.16 Budget Provision Surrender report:

STATEMENT OF SURRENDER UNDER D.NO. 28 :-2059 - Public Works

(Rs. in lakhs)

Sr.No.	Major, Minor, Sub heads & Primary Units	Sanction Grant	Amount of modification if any already sanctioned either	Present Grants (Col. 3 + 4)	Amount Surrendered	Grants as it will stand after surrender	Reasons for Savings
1	2	3	4	5	6	7	8
	01 - Office Buildings						
	051 - Construction - General Pool						
	0919 - Minor Works Grant at the disposal of H.O.D.						
	37029 - Buildings						
	--	30.00	0.00	30.00	30.00	0.00	
	052 - M & E (RC T&P)						
	0851 - Maintenance and Repair						
	03001 - Work Charged Salary						
	--	0.01	0.00	0.01	0.01	0.00	
	053 - Maintenance and Repairs						
	0853 - Maintenance of Buildings under Chief Engineer, Rural Works						
	02001 - Wages Salaries						
3	02001 - Wages Salaries	12.00	0.00	12.00	12.00	0.00	
	Total : 2059 - Public Works	42.01	0.00	42.01	42.01	0.00	
	Gross Total	42.01	0.00	42.01	42.01	0.00	

**Figure 67: Budget Provision Surrender report**

This report will show the budget provision surrenders occurred for the budget heads. Along with its total grant & the surrender amount.

- Note:** 1) You must have the privileges to view the reports.
- 2) To view the report on the screen click on "Show" button.
- 3) To generate the 'PDF' file of the report for Printing click on "Export" button.

**20.17 Work Details Report:**

WORK DETAILS						
Division :- RURAL WORKS DIVISION, BHUBANESWAR			(Rs. in Lakhs)			
Work Description	Head Code	Work Cost	Allocation upto 2010-2011	Expenditure upto 2010-2011	Allocation in 2011-2012	Expenditure in 2011-2012
1	2	3	4	5	6	7
Construction of 1 No. D' type quarter at CHC Ballipatana	8443/00/108/00/03/-	0.00	0.00	0.00	0.00	0.00
Paid to Destination Point towards payment of Outsourcing person	8443/00/108/00/03/-	0.00	0.00	0.00	0.00	0.00
Paid to EXCEL TRAVEL towards payment of hire charges of vehicles	8443/00/108/00/03/-	0.00	0.00	0.00	0.00	0.00
Paid to Inter Science Institute of Management and Technology BBSR towards payment for Training programme of Technical persons	8443/00/108/00/03/-	0.00	0.00	0.00	0.00	0.00
Construction of Govt. Homeopathic Dispensary building at Bhaipur under Deposit P-III	8443/00/108/00/03/-	0.00	0.00	8.11	0.00	2.13
T.A. Bill of C.Es	8443/00/108/00/03/-	0.00	0.00	0.17	0.00	0.00
Supervision of OSDMA Works	8443/00/108/00/03/-	0.00	0.00	5.02	0.00	2.90
Govt. Homeopathic dispensary at Prataprudrapur	8443/00/108/00/03/-	0.00	0.00	0.37	0.00	0.00
Ayurvedic Dispensary building at Bhetswar	8443/00/108/00/03/-	0.00	0.00	7.04	0.00	2.13
Construction of 2 Nos of D' type quarter at Tangi under NRHM	8443/00/108/00/03/-	0.00	0.00	2.80	0.00	0.00
Constn. of Govt. Homeopathic dispensary at Pratap	8443/00/108/00/03/-	0.00	0.00	2.81	0.00	0.00

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**Figure 68: Work details report.**

The Work details report shows the work present under which head of account, Work cost, Allocation up to previous financial year, expenditure up to previous financial year, Allocation in current financial year, expenditure in the current financial year.

**Note:** 1) You must have the privileges to view the reports.

2) To view the report on the screen click on "Show" button.

3) To generate the 'PDF' file of the report for Printing click on "Export" button.

## 20.18 Head Balance Report:

Balance Of Budget Head wise									
(Rs. in Lakhs)									
Sr. No.	Head Code	Sanction Budget	Revised Budget	Allotment Released	LC Release	LC Surrender	Reappropriation	Surrender	Balance
1	2	3	4	5	6	7	8	9	10
1	2059 - Public Works	17,452.95	0.00	5.50	600.00	0.00	0.00	42.01	17,010.54
2	2215 - Water Supply and Sanitation	29,543.42	0.00	0.00	0.00	0.00	0.00	0.00	29,543.42
3	2216 - Housing	3,422.65	0.00	0.00	30.00	0.00	0.00	0.00	3,592.65
4	2230 - Labour and Employment	16.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00
5	2245 - RANC	0.01	0.00	0.00	0.00	0.00	0.00	0.00	0.01
6	3054 - Roads and Bridges	42,433.86	0.00	942.50	125.00	0.00	0.00	0.00	42,508.86
7	3451 - Secretariate Economics Services	264.97	0.00	0.00	0.00	0.00	0.00	0.00	264.97
8	4059 - Capital Outlay on Public Works	5,066.30	0.00	0.00	0.00	0.00	0.00	0.00	5,066.30
9	4210 - COL On Medical and Public Health State	3,950.00	0.00	0.00	0.00	0.00	0.00	0.00	3,950.00
10	4216 - Capital Outlay on Housing	4,702.95	0.00	0.00	0.00	0.00	0.00	0.00	4,702.95
11	5054 - Capital Outlay on Roads and Bridges	46,880.01	0.00	0.00	0.00	0.00	0.00	0.00	46,880.01
	<b>Total</b>	<b>154,332.72</b>	<b>0.00</b>	<b>948.00</b>	<b>755.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42.01</b>	<b>153,535.71</b>

**Figure 69: Head balance report**

- The head balance report displays the sanction budget on the head, revised/supplementary budget, allotment released on that head, LC Release, LC Surrender, Reappropriation done on that head and the balance available on that head.

**Note:** 1) You must have the privileges to view the reports.

2) To view the report on the screen click on "Show" button.

3) To generate the 'PDF' file of the report for Printing click on "Export" button.

## 20.19 Payment abstract report:

DIRECTORATE OF ACCOUNTS, PURI

Government of Orissa  
Directorate of Accounts  
Works Audit Section  
Puri-Orissa  
ABSTRACT OF PAYMENTS

Month : April 2011

DEPARTMENT: Rural Development Department ( RW )

Major Head Description	Expenditure during the month	Yearly Expenditure	Allotment
28 - 2029 - Land Revenue	0	0	0
28 - 2055 - Police	0	0	0
28 - 2059 - Public Works	0	0	45,000
28 - 2210 - Medical and Public Health	0	0	0
28 - 2216 - Housing	0	0	0
28 - 2230 - Labour and Employment	0	0	0
28 - 3054 - Roads and Bridges	5,000	5,000	844,000
28 - 3451 - Secretariate Economics Services	0	0	0
28 - 4059 - Capital Outlay on Public Works	0	0	0
28 - 4210 - COL On Medical and Public Health State	0	0	0
28 - 4216 - Capital Outlay on Housing	0	0	0
28 - 5054 - Capital Outlay on Roads and Bridges	0	0	0
3 - 2245 - RANC	0	0	0
<b>Grand Total (Rs.):</b>	<b>5,000</b>	<b>5,000</b>	<b>889,000</b>

Certified that monthly account figures are checked and tallied.

Asst. Accounts Officer/WA  
Encl: Details of Statement

To  
Dy. Director of Accounts (Book Section)

Dy. Director of Accounts/WA

**Figure 70: Payment abstract report**

This report displays monthly expenditure, yearly expenditure, allotment on the head.

- Note:** 1) You must have the privileges to view the reports.
- 2) To view the report on the screen click on "Show" button.
- 3) To generate the 'PDF' file of the report for Printing click on "Export" button.

## 20.20 Payment compilation:

Government of Orissa Directorate of Accounts Works Audit Section Puri-Orissa COMPILATION OF PAYMENTS												
DEPARTMENT: Rural Development Department ( RW )												Month : April 2011
D No.	MA Head	Plan/ Non-Plan	SS / DS	SM Head	MI Head	SU Head	DE Head	OB Head	C/VT	Expenditure during the month	Yearly Expenditure	Allotment
28	2029	CSP	SS	00	102	01	27	-	V	0	0	0
28	2055	CSP	SS	00	109	01	27	-	V	0	0	0
28	2059	NP	-	00	052	0851	02001	-	V	0	0	0
28	2059	NP	-	00	052	0851	21056	-	V	0	0	0
28	2059	NP	-	01	051	0853	02001	-	V	0	0	0
28	2059	NP	-	01	051	0853	21021	-	V	0	0	0
28	2059	NP	-	01	051	0853	21033	-	V	0	0	0
28	2059	NP	-	01	051	0853	21033	-	V	0	0	0
28	2059	NP	-	01	051	0853	21083	-	V	0	0	0
28	2059	NP	-	01	051	0853	21107	-	V	0	0	0
28	2059	NP	-	01	051	0853	21108	-	V	0	0	0
28	2059	NP	-	01	051	0853	21109	-	V	0	0	0
28	2059	NP	-	01	051	0853	21138	-	V	0	0	0
28	2059	NP	-	01	051	0919	37029	-	V	0	0	0
28	2059	NP	-	01	052	0851	02001	-	V	0	0	0
28	2059	NP	-	01	052	0851	02001	00	V	0	0	0
28	2059	NP	-	01	052	0851	02001	147	V	0	0	0
28	2059	NP	-	01	052	0851	02001	156	V	0	0	0
28	2059	NP	-	01	052	0851	21056	-	V	0	0	0
28	2059	NP	-	01	052	0851	21056	-	V	0	0	0
28	2059	NP	-	01	053	01	23	-	V	0	0	0
28	2059	NP	-	01	053	0853	02001	-	V	0	0	0
28	2059	NP	-	01	053	0853	02001	136	V	0	0	0
28	2059	NP	-	01	053	0853	02001	156	V	0	0	0
28	2059	NP	-	01	053	0853	04002	-	V	0	0	0

**Figure 71: Payment compilation report**

This report basically describes monthly memo of payments (Form 80 payment Details) office wise. Fields in this report displays Demand number of the head, major head, plan/non plan status, sector (state/ district), sub major, minor, sub minor, detail, object head, charged/voted, expenditure during current month, yearly expenditure, allotment.

**Note:** 1) You must have the privileges to view the reports.

2) To view the report on the screen click on "Show" button.

3) To generate the 'PDF' file of the report for Printing click on "Export" button.

## 20.21 Receipt compilation:

DIRECTORATE OF ACCOUNTS, PURI

Government of Orissa  
Directorate of Accounts  
Works Audit Section  
Puri-Orissa  
COMPILATION OF RECEIPTS(DIVISION WISE)

DEPARTMENT: Rural Development Department ( RW )

Month : April 2011

Office : RURAL WORKS DIVISION, BHUBANESWAR

MA Head	SM Head	MI Head	SU Head	DE Head	OB Head	Receipts till last month Amount	Receipts during the month	Total Receipts
0028	00	00	107	913780	-	0	0	0
0049	04	800	0060	10019	-	0	0	0
0049	04	800	0060	10019	076	0	0	0
0049	04	800	0060	10019	230	0	0	0
0059	01	800	00	01	-	0	0	0
0071	01	-	-	-	-	0	0	0
0071	01	101	00	0071	-	0	0	0
0215	01	102	01	01	-	0	0	0
0215	01	800	81	81	-	0	0	0
0216	01	106	01	00	-	0	0	0
0853	00	102	01	00	-	0	0	0
1054	00	800	00	01	-	0	0	0
1054	00	800	00	02	-	0	0	0
7610	00	201	00	-	-	0	0	0
8009	01	101	01	87	-	0	0	0
8658	00	112	0162	16001	-	0	0	0

**Figure 72: Receipts compilation report**

This report basically describes monthly memo of receipts (Form 80 Receipt Details) office wise.

This report displays Demand number of the head, major head, plan/non plan status, sector (state/ district), sub major, minor, sub minor, detail, object head, charged/voted, expenditure during current month, yearly expenditure, allotment.

- Note:** 1) You must have the privileges to view the reports.
- 2) To view the report on the screen click on "Show" button.
- 3) To generate the 'PDF' file of the report for Printing click on "Export" button.

## 20.22 DA Work Audit:

<p style="text-align: center;">Government of Orissa Directorate of Accounts Works Audit Section Puri-Orissa</p> <p style="text-align: center;"><b>COMPILATION OF PAYMENTS(DIVISION WISE)</b></p> <p>DEPARTMENT: Rural Development Department ( RW ) <span style="float: right;">Month : April 2011</span></p> <p>Office : RURAL WORKS DIVISION, BHUBANESWAR</p>												
D No.	MA Head	Plan/ Non-Plan	SS / DS	SM Head	MI Head	SU Head	DE Head	OB Head	C/VT	Expenditure during the month	Yearly Expenditure	Allotment(Rs.)
28	2059	NP	-	00	052	0851	21056	-	V	0	0	0
28	2059	NP	-	01	051	0853	21033	-	V	0	0	0
28	2059	NP	-	01	051	0853	21033	-	V	0	0	0
28	2059	NP	-	01	051	0853	21083	-	V	0	0	0
28	2059	NP	-	01	051	0919	37029	-	V	0	0	0
28	2059	NP	-	01	053	0853	02001	-	V	0	0	0
28	2059	NP	-	01	053	0853	21021	-	V	0	0	0
28	2059	NP	-	01	053	0853	21033	-	V	0	0	0
28	2059	NP	-	01	053	0853	21078	-	V	0	0	0
28	2059	NP	-	01	053	0853	21107	-	V	0	0	0
28	2059	NP	-	01	053	0853	21108	-	V	0	0	0
28	2059	NP	-	01	053	0853	21109	-	V	0	0	0
28	2059	NP	-	01	053	0853	21109	-	V	0	0	0
28	2059	NP	-	01	053	0853	21138	-	V	0	0	0
28	2059	NP	-	01	053	0853	21145	-	V	0	0	0
28	2059	NP	-	01	053	0863	21033	-	V	0	0	0
28	2059	NP	-	01	053	2448	21033	-	V	0	0	0
28	2059	NP	-	80	001	02	01	-	V	0	0	0
28	2059	NP	-	80	052	01	55	-	V	0	0	0
28	2059	NP	-	80	052	0851	02001	-	V	0	0	0
28	2059	NP	-	80	052	0851	32007	-	V	0	0	0
28	2216	NP	-	05	053	0853	02001	-	V	0	0	0
28	2216	NP	-	05	053	0853	21021	-	V	0	0	0
28	2216	NP	-	05	053	0853	21033	-	V	0	0	0

**Figure 73: DA Works audit report**

- This report displays the detail Head wise expenditure during selected month, yearly expenditure for the selected month, allotment amount for the selected division.

**Note:** 1) You must have the privileges to view the reports.

2) To view the report on the screen click on "Show" button.

3) To generate the 'PDF' file of the report for Printing click on "Export" button.

## 20.23 Monthly Expenditure:

Monthly Plan Expenditure Reporting Format 2011-12

(In TRS)

Department : Rural Development (CHIEF ENGINEER RURAL WORKS ODISHA, BHUBANESWAR)

Upto the Month : APRIL 2011

Sr. No.	Major Head	District / State Sector (D/S)	Dept./ Scheme Code / Resource Head	Name of the Scheme	Budget Provision	Budget Provision/Cumulative Expenditure							Administrative Dept.
						SP/SS of CSP	Salary (Pay/DP/DA/ HRA/RC/OA out of Col.5)	CS of CSP/CP	TSP Flow out of Col.5	SCP Flow out of Col.5	TSP Flow out of Col.7	SCP Flow out of Col.7	
	0	1	2	3	4	5	6	7	8	9	10	11	12
1	2215	D		Total Sanitation Campaign	SP								
					B.P	200,000	0	0	44,260	33,060	0	0	
					Suppl	0	0	0	0	0	0	0	
					Expr.	0	0	0	0	0	0	0	
2	2215	D		NRWDP	SP								
					B.P	1,900,000	0	0	434,500	371,780	0	0	
					Suppl	0	0	0	0	0	0	0	
					Expr.	0	0	0	0	0	0	0	
3	4059	D		Construction of Buildings - Rural Devp. Department	SP								
					B.P	80,000	0	0	17,898	13,098	0	0	
					Suppl	0	0	0	0	0	0	0	
					Expr.	0	0	0	0	0	0	0	
4	4059	S		Construction of Buildings - Revenue and D.M. Department	SP								
					B.P	423,546	0	0	94,049	69,878	0	0	
					Suppl	0	0	0	0	0	0	0	
					Expr.	0	0	0	0	0	0	0	
5	4210	S		Primary Health Centre - General	SP								
					B.P	26,367	0	0	0	26,367	0	0	
					Suppl	0	0	0	0	0	0	0	
					Expr.	0	0	0	0	0	0	0	

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Page 1 of 5

**Figure 74: Monthly expenditure report**

This report displays the monthly expenditure plan in above described format. On click of export button report in PDF format can be generated and saved.

**Note:** 1) You must have the privileges to view the reports.

2) To view the report on the screen click on "Show" button.

3) To generate the 'PDF' file of the report for Printing click on "Export" button.

## 20.24 Work Expenditure:

DIRECTORATE OF ACCOUNTS, PURI

Government of Orissa  
Directorate of Accounts  
Works Audit Section  
Puri-Orissa  
Compilation of Works Expenditure

DEPARTMENT: Rural Development Department ( RW )

Month : April 2011

Sr No	Work Description	Total Charges Of the Month	Total Charges Of the Year	Progressive Expenditure	Allotment
1	2	3	4	5	6

Office Name : RURAL WORKS DIVISION, BHUBANESWAR

Head : 28 - 2059 - NP - - 00 - 052 - 0851 - 21056

1	Jeep OR/02/6537	0	0	0	0
2	OR-02-E-1839	0	0	0	0
3	OR-02-X-5525	0	0	0	0
4	OR/02/2770 (New)	0	0	0	0
5	OR/02/9675 (New)	0	0	0	0
Head Total : 28 - 2059 - NP - - 00 - 052 - 0851 - 21056		0	0	0	0

Head : 28 - 2059 - NP - - 01 - 051 - 0853 - 21021

1	Addl. PHC Building at Begunia under 2059	0	0	0	0
2	Constn. Of OSRRA Cell at R.W. C.E.Office BBSR	0	0	0	0
3	Jemadei High School at Sisupalgarh under 21021	0	0	0	0
Head Total : 28 - 2059 - NP - - 01 - 051 - 0853 - 21021		0	0	0	0

Head : 28 - 2059 - NP - - 01 - 051 - 0853 - 21033

1	A.O. Quarter at Rengal under 2059 B/R	0	0	0	0
Head Total : 28 - 2059 - NP - - 01 - 051 - 0853 - 21033		0	0	0	0

Head : 28 - 2059 - NP - - 01 - 051 - 0853 - 21033

1	A/R to R.W. Division Office	0	0	0	0
Head Total : 28 - 2059 - NP - - 01 - 051 - 0853 - 21033		0	0	0	0

Head : 28 - 2059 - NP - - 01 - 051 - 0853 - 21033

1	Arakhapalli High School at Arakhapalli	0	0	0	0
2	Area Hospital at Bolagarh Block	0	0	0	0
3	Badapari Govt. High School at Badapari	0	0	0	0
Head Total : 28 - 2059 - NP - - 01 - 051 - 0853 - 21033		0	0	0	0

**Figure 75: Work expenditure report**

This report displays the expenditure on the work for selected month, total expenditure for the selected year. Progressive expenditure, allotment value on the work.

**Note:** 1) You must have the privileges to view the reports.

2) To view the report on the screen click on "Show" button.

3) To generate the 'PDF' file of the report for Printing click on "Export" button.

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