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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

Start

Enter Login User and Password

Is User Valid?

Set Budget Year

Prepare following master data (as applicable) –
1. Regular/Deposit Works
2. Head of accounts

Is Estimation Allowed?

Head wise Estimation by CE

Estimation by division

Head wise Estimation

Work wise Estimation

A

B

F
A

Is Estimation Finalized by CE?

Submit Estimation to CE

B

E

Is sanction finalized by finance?

Sanction Entry for Deposit work

Add new sanction head by finance

Estimate Sanction Entry by CE

Is Estimation Finalized by CE?

Yes

No

Yes

Budget Allotment

C

D

LC Requisition by Division

LC Requisition to Finance

Revised Budget 1 & 2

F
C

Regular work wise

Deposit work wise

Head wise

Group wise

LC Released by CE

Utilized LC amount at division

Surrender Un-utilized amount to CE

LC Surrender to finance

Close LC
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.

![Login Screen]

**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](image)

**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.

![Figure 4: Budget Estimate screen for Division login](image)

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

![Figure 5: Budget Estimate screen for Division login](image)
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.

![Budget Estimate screen for Division login](image)

**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.

![Head wise estimate screen for division login](image)

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

![Figure 8: Head wise estimate screen for division login](image)

### 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.

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of Work</th>
<th>Head Code</th>
<th>Work Cost</th>
<th>Estimate Amount</th>
<th>Select</th>
</tr>
</thead>
</table>

**Figure 9: Work List Screen.**

**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.

![Figure 11: Budget estimate screen for controlling office](image)

Finalize estimation:
Click on Budget → Budget Estimate CE → CE Estimation → Finalize Estimate → 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.
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.
  1. 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.
  1. 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.

<table>
<thead>
<tr>
<th>Sr.No.</th>
<th>Major Head</th>
<th>Head Code</th>
<th>Estimate</th>
<th>Sanction</th>
<th>Select</th>
<th>PC</th>
<th>Revert Applicable</th>
<th>LC</th>
<th>Revert Drowable</th>
<th>Edit PC</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2045 - Other duties on commodities services</td>
<td>13/2045/NP/00/103/25/02/02</td>
<td>1.10</td>
<td>1.10</td>
<td>NA</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2045 - Other duties on commodities services</td>
<td>13/2045/NP/00/103/25/02/02</td>
<td>0.20</td>
<td>0.20</td>
<td>NA</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2045 - Other duties on commodities services</td>
<td>13/2045/NP/00/103/25/02/02</td>
<td>0.10</td>
<td>0.10</td>
<td>NA</td>
<td>Yes</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>2045 - Other duties on commodities services</td>
<td>13/2045/NP/00/103/25/02/02</td>
<td>0.80</td>
<td>0.80</td>
<td>NA</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>2045 - Other duties on commodities services</td>
<td>13/2045/NP/00/103/25/02/18</td>
<td>1.00</td>
<td>1.00</td>
<td>NA</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>2049 - Interest Payments</td>
<td>13/2049/NP/00/200/58/06/45</td>
<td>29.00</td>
<td>29.00</td>
<td>NA</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>2049 - Interest Payments</td>
<td>13/2049/NP/00/200/58/08/45</td>
<td>1,500.00</td>
<td>1,500.00</td>
<td>NA</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>2049 - Interest Payments</td>
<td>13/2049/NP/00/200/58/11/45</td>
<td>1,671.00</td>
<td>1,671.00</td>
<td>NA</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>2059 - Public Works</td>
<td>13/2059/NP/00/101/25/02/01</td>
<td>1,300.00</td>
<td>1,300.00</td>
<td>NA</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>2059 - Public Works</td>
<td>13/2059/NP/00/101/25/02/02</td>
<td>6.00</td>
<td>6.00</td>
<td>NA</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>2059 - Public Works</td>
<td>13/2059/NP/00/101/25/02/11</td>
<td>11.00</td>
<td>11.00</td>
<td>NA</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>2059 - Public Works</td>
<td>13/2059/NP/00/101/25/02/12</td>
<td>7.00</td>
<td>7.00</td>
<td>NA</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>2059 - Public Works</td>
<td>13/2059/NP/00/101/25/02/13</td>
<td>35.00</td>
<td>35.00</td>
<td>NA</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>2059 - Public Works</td>
<td>13/2059/NP/00/101/25/02/18</td>
<td>14.00</td>
<td>14.00</td>
<td>NA</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>2059 - Public Works</td>
<td>13/2059/NP/00/101/25/02/19</td>
<td>5.00</td>
<td>5.00</td>
<td>NA</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>2059 - Public Works</td>
<td>13/2059/NP/00/101/25/02/26</td>
<td>2.00</td>
<td>2.00</td>
<td>NA</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>2059 - Public Works</td>
<td>13/2059/NP/00/101/25/02/28</td>
<td>1.00</td>
<td>1.00</td>
<td>NA</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>2059 - Public Works</td>
<td>13/2059/NP/00/101/25/03/11</td>
<td>35.30</td>
<td>35.30</td>
<td>NA</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>2059 - Public Works</td>
<td>13/2059/NP/00/101/25/03/12</td>
<td>52.90</td>
<td>52.90</td>
<td>NA</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>2059 - Public Works</td>
<td>13/2059/NP/00/101/25/03/13</td>
<td>150.30</td>
<td>150.30</td>
<td>NA</td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Select</th>
<th>Head Code</th>
<th>Final Grant</th>
<th>Previous Allotment</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>☑</td>
<td>28/5054/04/337/1230/37142/-</td>
<td>5.00</td>
<td>3.00</td>
<td>2.00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>28/5054/04/337/1230/37158/-</td>
<td>5.00</td>
<td>1.00</td>
<td>4.00</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>28/5054/04/800/0990/37107/-</td>
<td>10.00</td>
<td>0.00</td>
<td>10.00</td>
</tr>
</tbody>
</table>

**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.

**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 Details Screen](image)

**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.

![Figure 16: LOC requisition screen for division login](image)

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 raised 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.

![Figure 17: LOC requisition screen for division login](image)
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.

![Scheme wise LOC requisition screen for division login](image)

**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.

![Figure 19: LoC requisition screen Controlling Office Login](image1)

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

![Figure 20: LoC requisition screen Controlling Office Login](image2)

- 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.
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.

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.
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.

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.
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.

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.

- **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.
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.

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.
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.

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.
  5. Combination of above 4.

![Figure 31: LoC release from Finance to Controlling Office screen](image)

• 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.
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.

![Figure 33: LoC release from Controlling Office to Division screen](image)

- 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.

![Division add screen in LoC release from Controlling Office to Division.](image)

**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.

![Details of LoC release from Controlling Office to Division screen](image)

**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.

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.
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 screen](image1)

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.

![LC Surrender screen](image2)
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.

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

![Figure 41: Allotment surrender screen.](image)

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

![Figure 42: Details of Allotment surrender screen.](image)

- 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 LC Surrender](image)

**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.

![Details of Division LoC surrender](image)

**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
  o 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.

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.
16.2 Allotment Surrender:
Click on Budget → Surrender → Allotment Surrender → link, system will display below screen to user.

**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.

**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 to be surrendered.

**Allotted 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.

**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 screen](image)

**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.

![Head wise reappropriation screen](image)

**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.

![Budget Surrender Screen](image)

**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.

![Budget Estimate Report](image)

**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.
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.
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.
**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.
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
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.

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.

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.
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.

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.

Figure 61: Letter of Credit report for controlling office
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.

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

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.

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.
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.

![Image of Reappropriation Report]

**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:

![Image of Revalidation Report]

**Figure 66: Revalidation of LoC 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.
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:

**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

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</tr>
</tbody>
</table>

**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:

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:

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:

![Table](image)

**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:

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.
## 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:

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<th>Name of the Scheme</th>
<th>Budget Provision</th>
<th>Budget Provision/Cumulative Expenditure</th>
<th>Administrative Dept.</th>
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<td></td>
<td>Primary Health Centre - General</td>
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</table>

### 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.
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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