

BUDGET MANAGEMENT MODULE

Name of Services under Budget Management

Sl. No	Menu	Name of Services
1	Budget Circular	1. Budget Circular Instruction
	Budget Circular	2. Proforma I (Major Head Wise and Object Head Wise Allocation)
	Budget Circular	3. Proforma II (Abstract of all proformas)
	Budget Circular	4. Proforma Transaction
	Budget Circular	5. Proforma III (Abstract of Salary Requirement)
	Budget Circular	6. Proforma IV (Estimated Requirement of Fund for Vacant Post)
	Budget Circular	7. Proforma V (Details of Post)
	Budget Circular	8. Proforma VI (Abstract Salary Requirement of Muster Roll Employees)
	Budget Circular	9. Proforma VII (Salary Requirement for Work Charged Employees under Works Department)
	Budget Circular	10. Proforma VIII (Abstract of Salary Requirement for Grants-in-Aid-General (Salary))
	Budget Circular	11. Proforma IX (Abstract of Salary Requirement for Grants-in-Aid-General (Salary for MR))
	Budget Circular	12. Proforma X (List of Vehicles)
	Budget Circular	13. Proforma XI (List of Office Building)
	Budget Circular	14. Proforma XII (List of Staff Quarters)
	Budget Circular	15. Proforma XIII A (Requirement for Ongoing Works (State))
	Budget Circular	16. Proforma XIII B (Requirement for Ongoing Works (CSS))
	Budget Circular	17. Proforma XIII C (Requirement for Ongoing Works (EAP/NABARD/NCDC etc.))
	Budget Circular	18. Proforma XIV (Other Object Heads which is not included in any proformas)
	Budget Circular	19. Consolidated Budget

Sl. No	Menu	Name of Services
2	Preparation and Issuance of LoC	20. Issuance of Fresh LoC
		21. Issuance of Additional LoC
3	Budget Re-appropriation	22. Provisional Surrender
		23. Provisional Re-appropriation
		24. Final Surrender
		25. Final Re-appropriation
4	LoC Expenditure Sanction Details	26. LoC Expenditure Sanction Details

Service Name:

1. Budget Circular Instruction
2. Proforma I (Major Head Wise and Object Head Wise Allocation)
3. Proforma II (Abstract of all proformas)
4. Proforma Transaction (This screen is for pre-activities of Proforma III, V, VII)
5. Proforma III (Abstract of Salary Requirement)
6. Proforma IV (Estimated Requirement of Fund for Vacant Post)
7. Proforma V (Details of Post)
8. Proforma VI (Abstract Salary Requirement of Muster Roll Employees)
9. Proforma VII (Salary Requirement for Work Charged Employees under Works Department)
10. Proforma VIII (Abstract of Salary Requirement for Grants-in-Aid-General (Salary)
11. Proforma IX (Abstract of Salary Requirement for Grants-in-Aid-General (Salary for MR)
12. Proforma X (List of Vehicles)
13. Proforma XI (List of Office Building)
14. Proforma XII (List of Staff Quarters)
15. Proforma XIII A (Requirement for Ongoing Works (State))
16. Proforma XIII B (Requirement for Ongoing Works (CSS))
17. Proforma XIII C (Requirement for Ongoing Works (EAP/NABARD/NCDC etc.))
18. Proforma XIV (Other Object Heads which is not included in any proformas)

Starting of process	Verifier	Approver
1. Accounts Section 2. Role – Create & Forward	x	x

Note: It doesn't have process flow

The purpose of the sl.no. 1 to 18

1. To prepare budget proformas for the purpose of Demand for Grants

How to use this services:

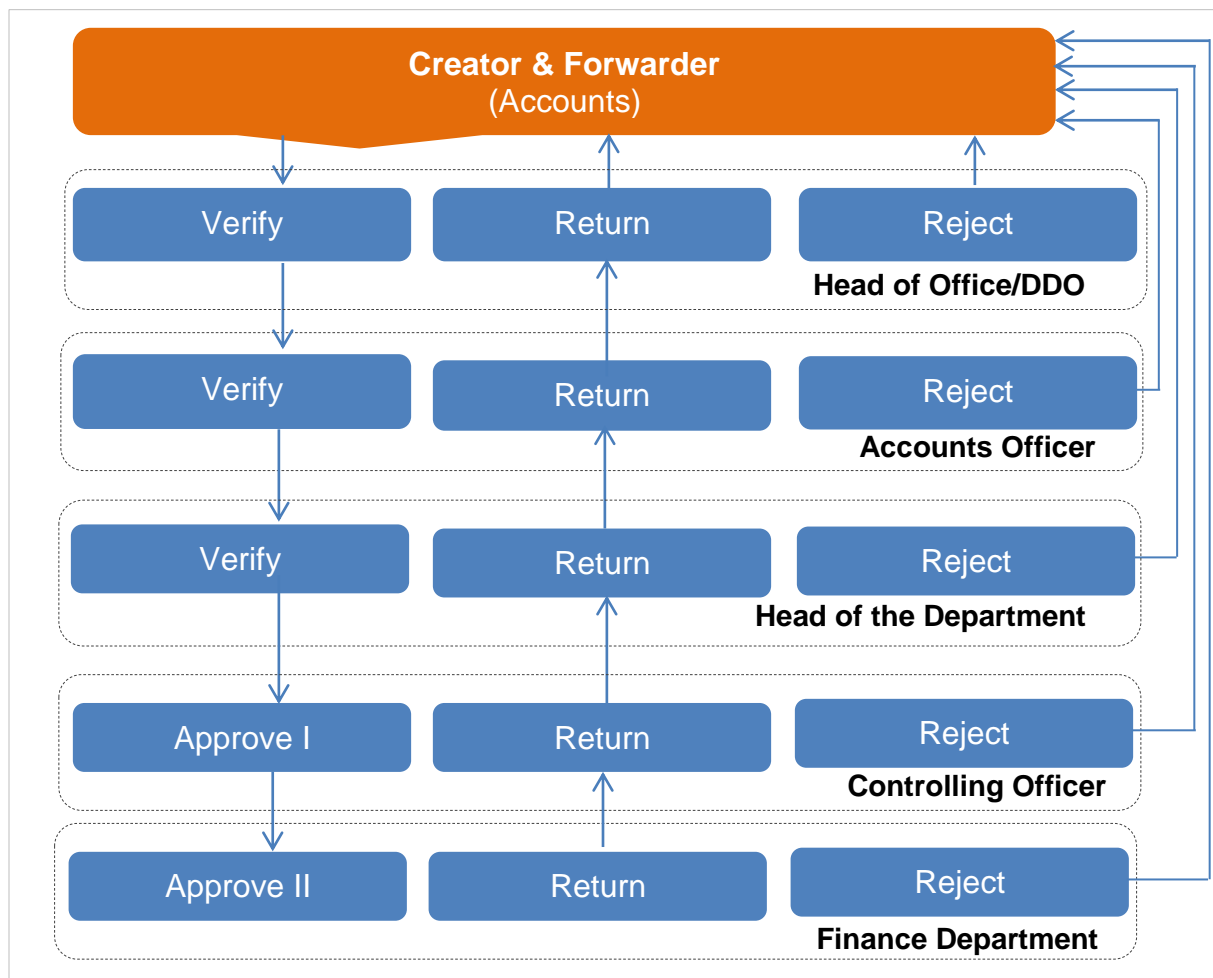
1. Accounts user shall login into the IFMIS portal
2. Proforma II should be created **after** creation of Proforma III to Proforma XIV
3. Proforma Transaction should be created before creation of Proforma III, V and VII

Service Name:

19. Consolidated Budget

Office/Department				
Starting of process	Verifier I	Verifier II	Verifier II	Approver
1. Accounts Section 2. Role - Create & Forward	Head of Office/DDO	Accounts Officer	Head of the Department	Controlling Officer

Process Flow of Consolidated Budget



The purpose of Consolidated Budget

1. To compile budget figure of all the proformas and submit to Finance Department for the purpose of preparation of budget for new FY.

How to use this service:

1. Accounts concern user shall login into IFMIS portal and forward the consolidated budget to their authorities for further verification and approval.

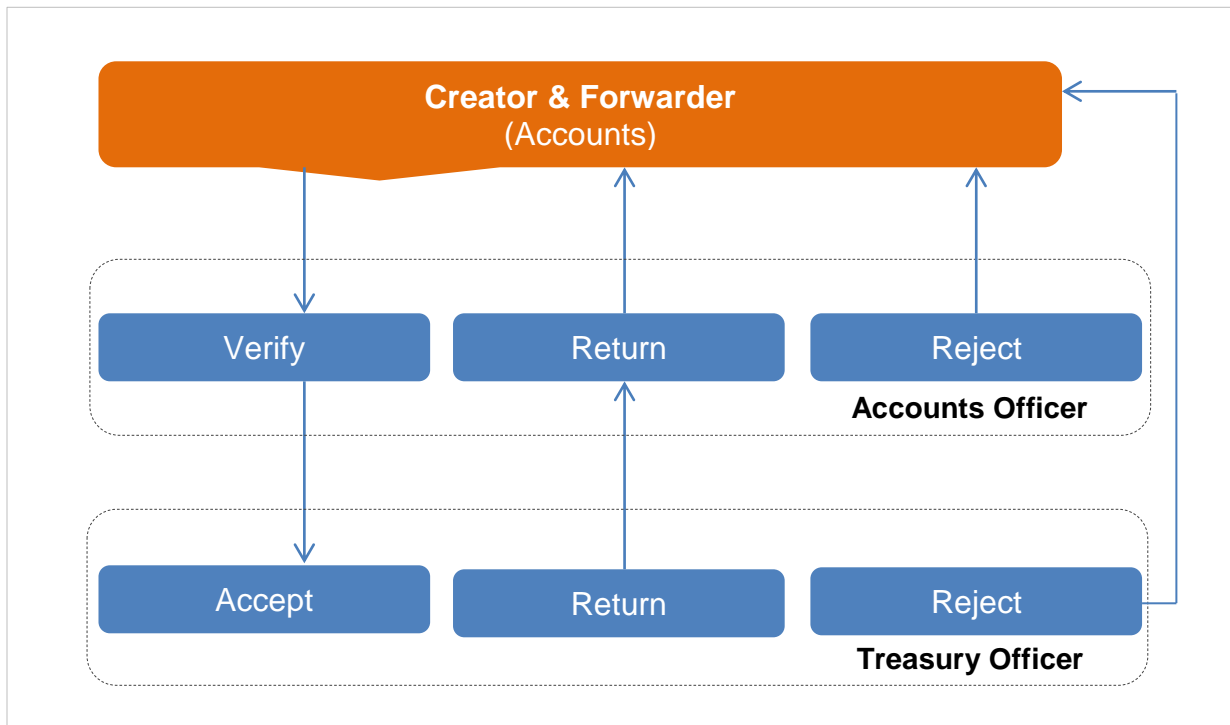
Service Name:

20. Issuance of Fresh LoC

21. Issuance of Additional LoC

Office/Department		Treasury Office
Starting process	Verifier	Accept
1. Accounts Section 2. Role - Create & Forward	Accounts Officer	Treasury Officer

Process Flow of Issuance of LoC Fresh/Addl. LoC



The purpose of Issuance of LoC

1. To prepare a bill through IFMIS portal

How to use this service:

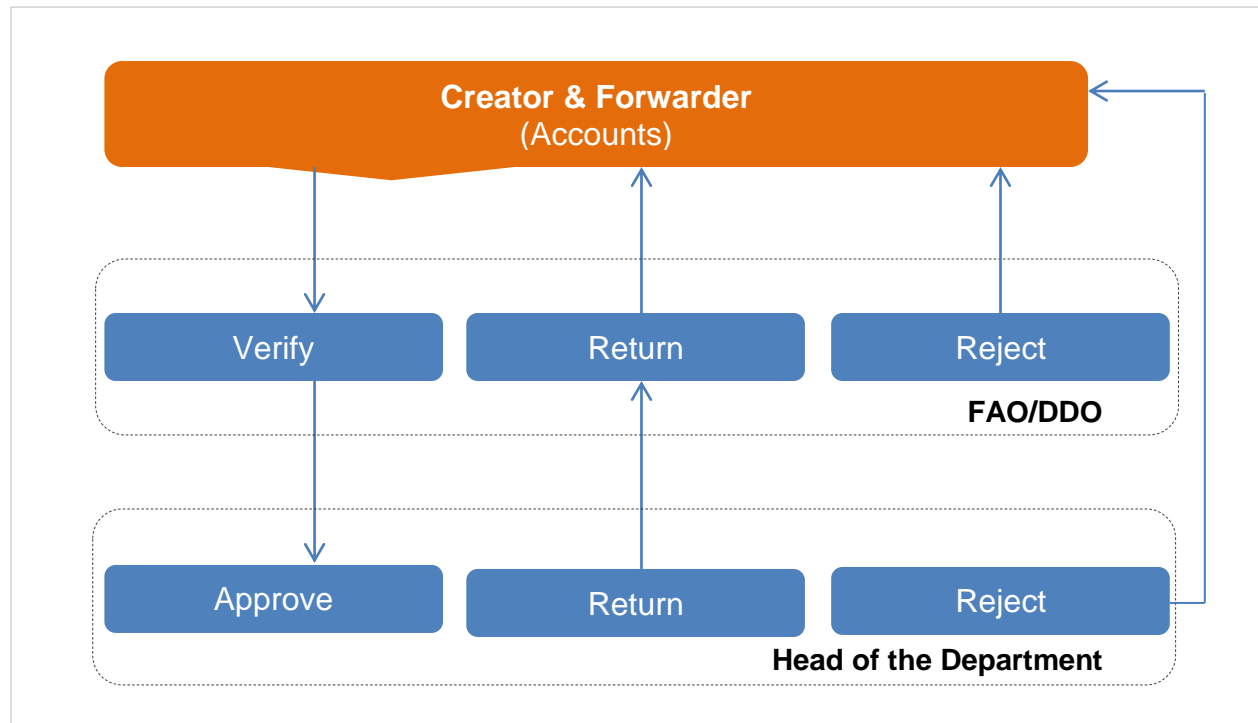
1. Accounts concern user shall login into IFMIS portal and select the Head of Account, DDO, Quarter and amount
2. Scan copy of LoC, countersigned by Head of the Department is mandate to upload into IFMIS portal.

Service Name:

- 22. Provisional Surrender
- 23. Provisional Re-appropriation
- 24. Final Surrender
- 25. Final Re-appropriation

Office/Department		
Starting of process	Verifier I	Approve
1. Accounts Section 2. Role - Create & Forward	Head of Office/DDO	Head of the Department

Process Flow of Provisional & Final Surrender and Re-appropriation



The purpose of Provisional Surrender & Re-appropriation

- 1. To surrender the amount an object head and re-appropriate it into another object head in order to meet the demand of an office.

How to use this service:

- 1. Accounts user shall login into portal and perform the activities
- 2. Department cannot re-appropriate to pull the amount from object head: 01-Salary and 02-Wages but they can add the amount into these two object heads.
- 3. Department cannot re-appropriate to add the amount to object head: 13-Office Expenses but they will be able to pull the amount and re-appropriate to other object head.

Service Name:

26. LoC Expenditure Sanction Details

Office/Department		
Starting of process	Verifier	Approve
1. Accounts Section 2. Role - View	x	x

The purpose of LoC Expenditure Sanction Details

1. To view the LoC sanction details allocated by the head of the department
2. To view the history of the bill prepared and submitted to Treasury Office