

**Government of Odisha**

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**Budget Management System**

**User Manual**  
**Version 2.0**

**Prepared By**

**Centre For Development of Advanced Computing  
e-Governance Solutions Group  
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 Odisha.

The system is developed with the aim of computerizing all the activities related to various engineering Departments across the Odisha 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.

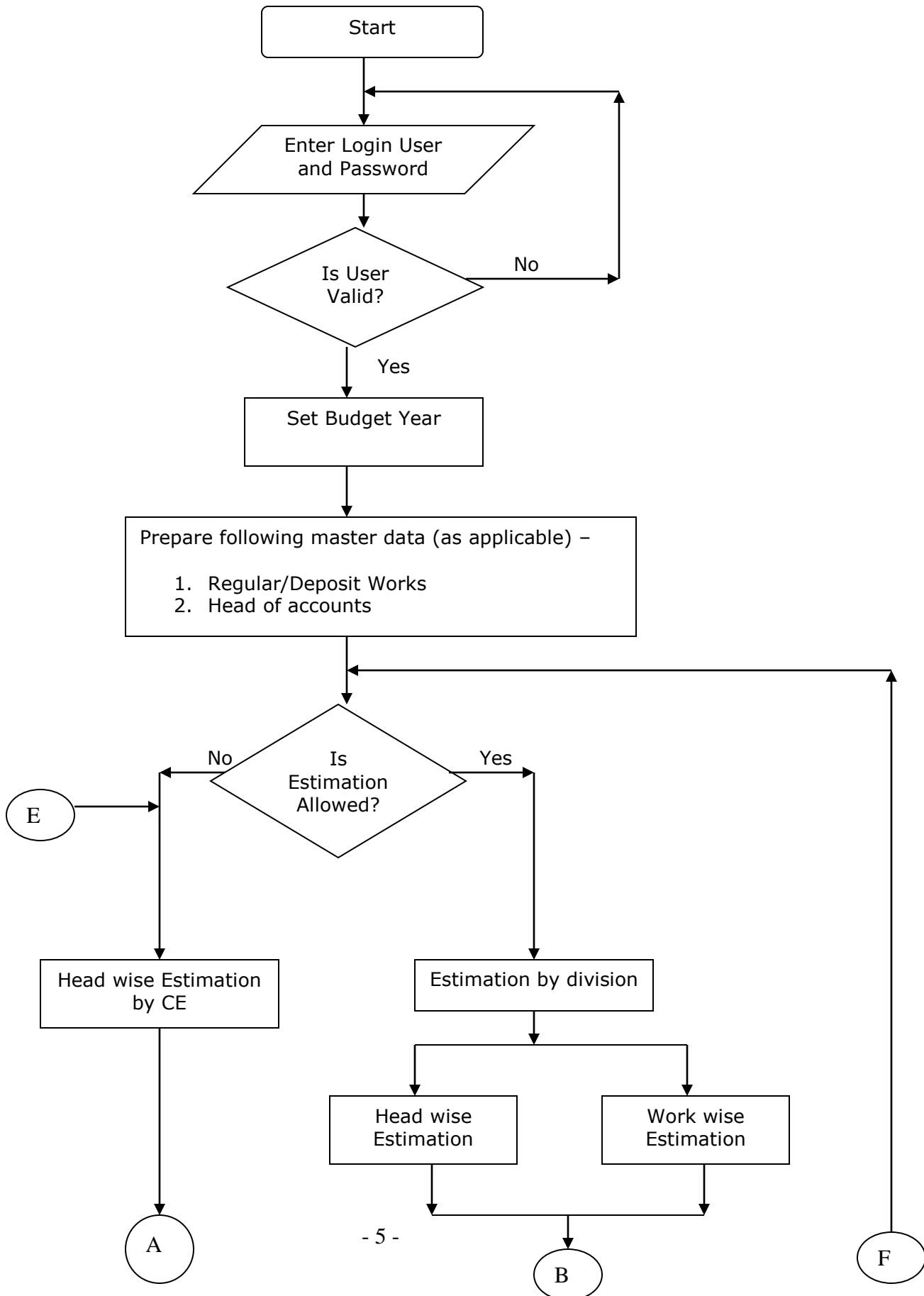
### **2. Objective**

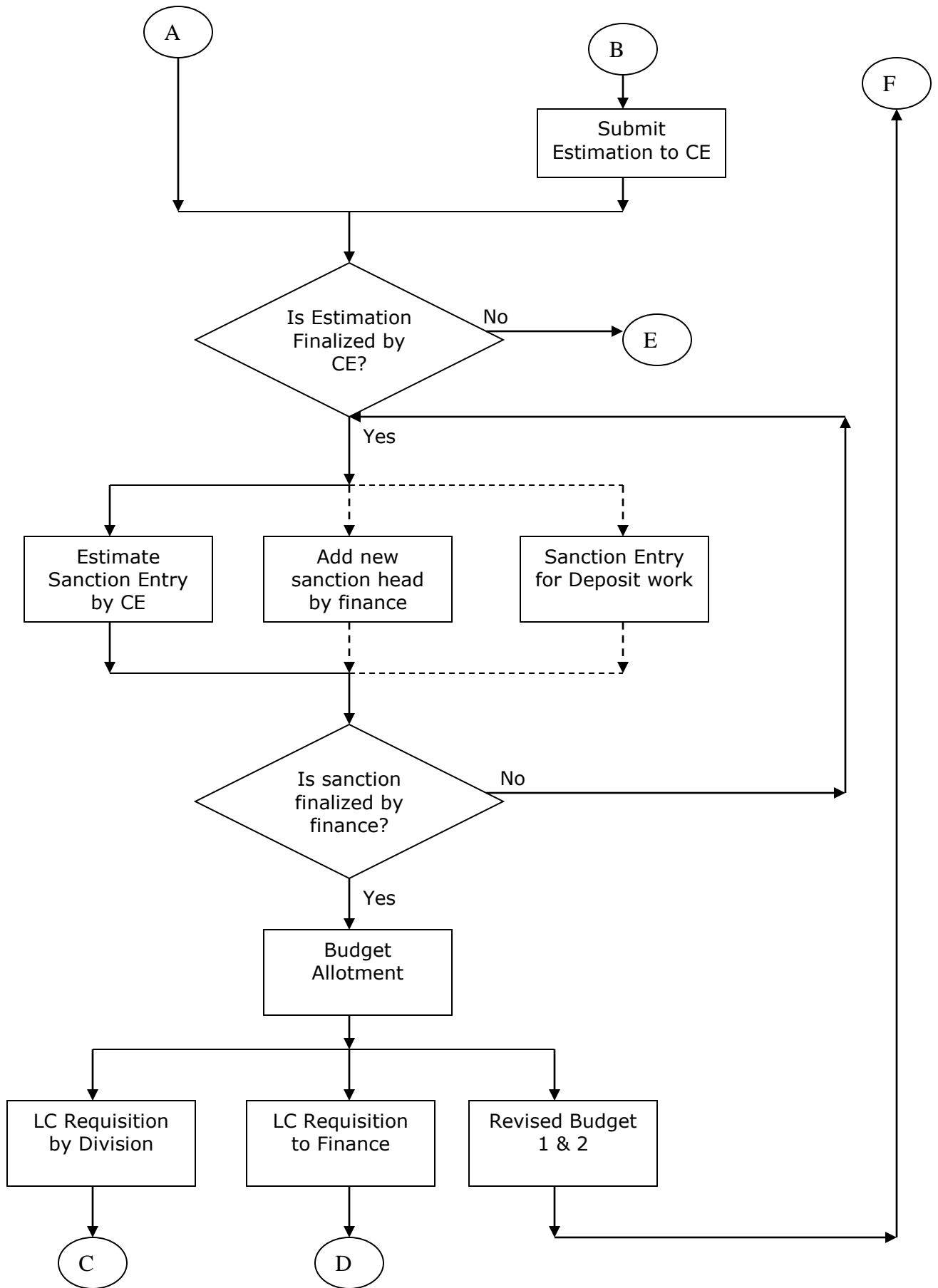
It facilitates, Chief Engineer Offices (Controlling offices) and divisional offices to enter the different entries and generate Budget book, Allotment letters, LC and other reports.

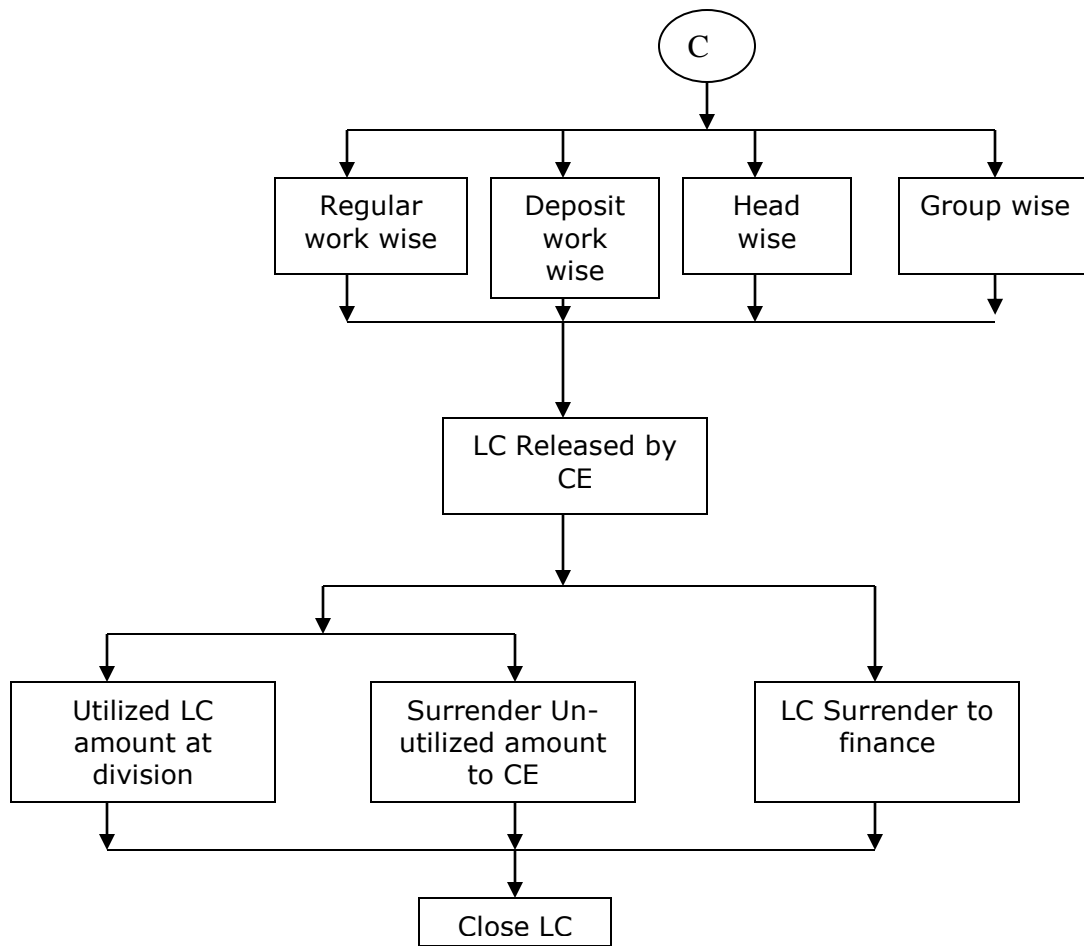
### **3. Functionalities**

- 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.

**Accounts Management System**  
**Government of Orissa**

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**Member Log-In**

Enter a valid Username and Password. Then click the "Login" button to access the Online Monitoring Tool.

**Login Panel**

Username

Password

Powered by C-DAC, Pune

### Figure 1: Login Screen

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

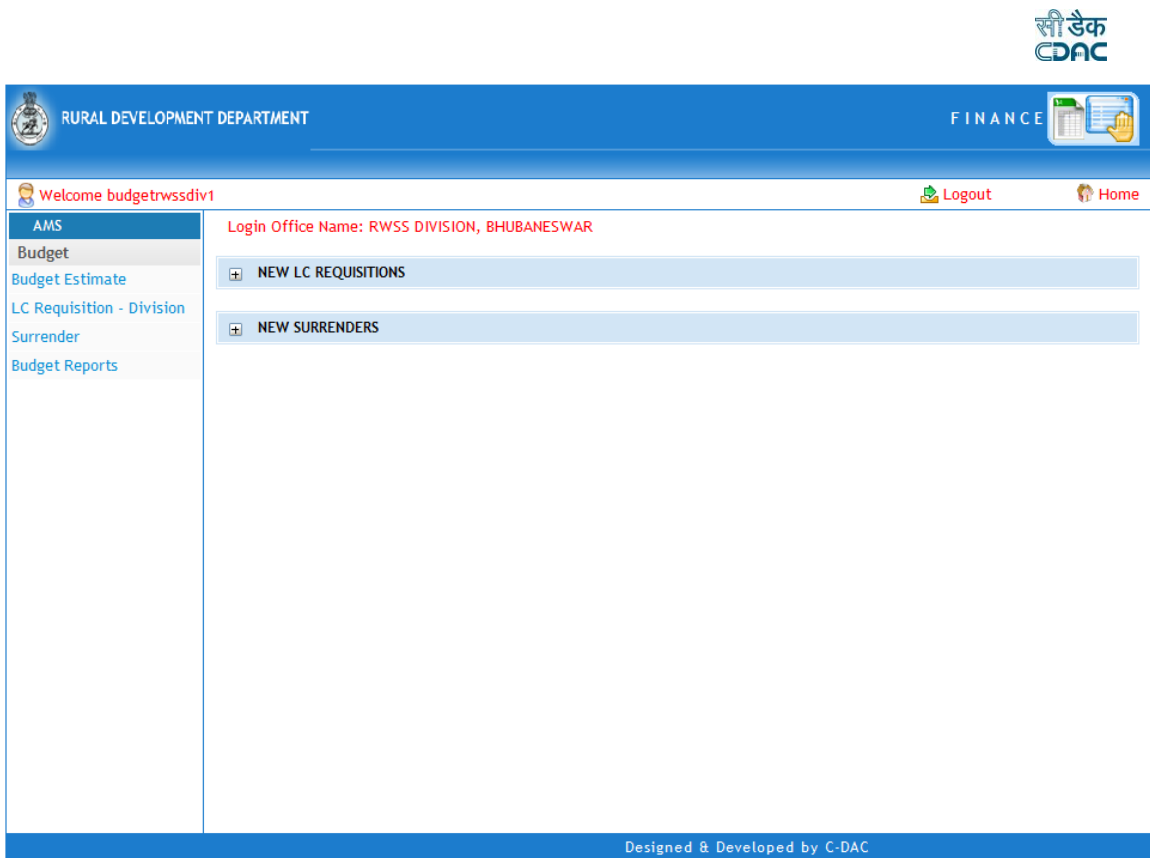
On successful login the main screen is displayed with various modules available for the user. Links for the screens/modules are enabled only for the users who have rights on the respective screens/modules; the other screens/modules for which the user doesn't have rights will be disabled. The screen is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





**Figure 2: Home screen for CE**

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 Budget**

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'.

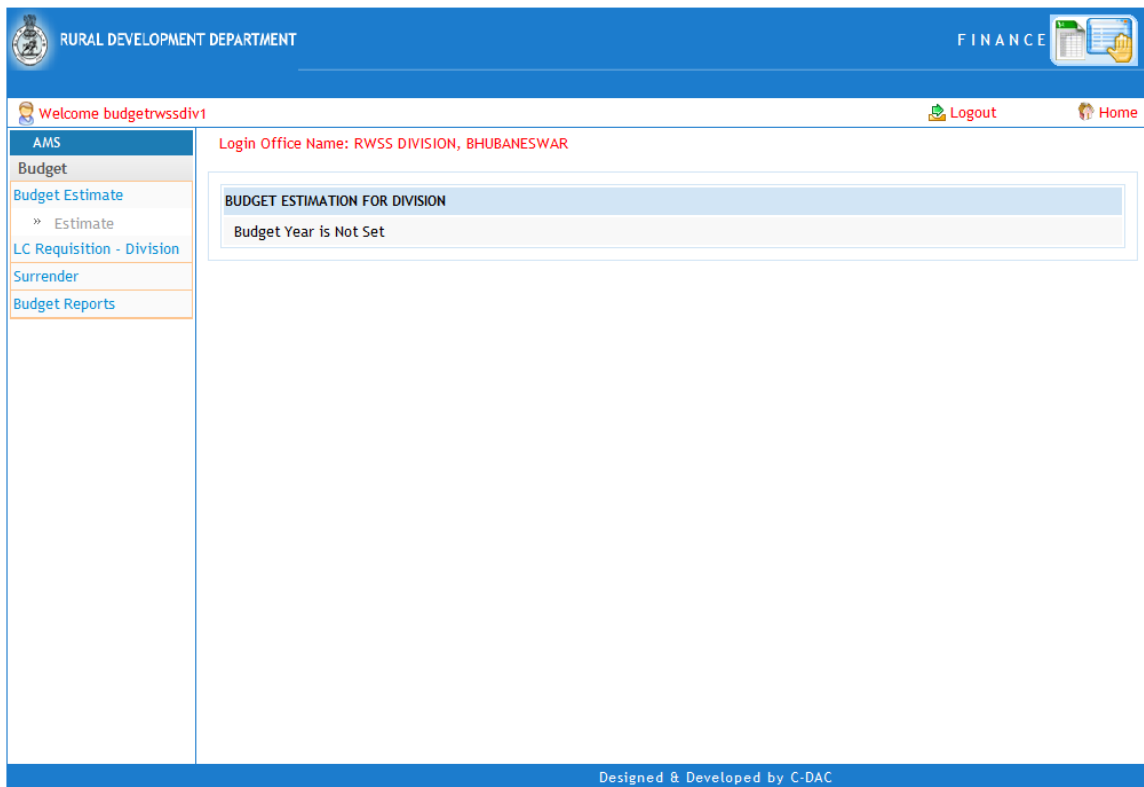
## **6. Budget Estimation**

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**

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

RURAL DEVELOPMENT DEPARTMENT

FINANCE

Welcome budgetrwssdiv1 Logout Home

Login Office Name: RWSS DIVISION, BHUBANESWAR

**Alert**  
Budget Estimate of Year 2008-2009 is Stopped..

BUDGET ESTIMATION FOR DIVISION

Running Budget Year 2008-2009 Amount in Lakhs.

Estimate For Year 2008-2009 Add Head Add Work

BUDGET ESTIMATION FOR DIVISION

Sr.No.	Major Head / Work Desc	Head Code	Estimated Amount	Edit	Delete
No Record To Display					

Submit

Designed & Developed by C-DAC

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

- 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.

RURAL DEVELOPMENT DEPARTMENT

FINANCE

Welcome budgetrwssdiv1 Logout Home

Login Office Name: RWSS DIVISION, BHUBANESWAR

BUDGET ESTIMATION FOR DIVISION

Running Budget Year 2008-2009 Amount in Lakhs.

Estimate For Year 2008-2009 Add Head Add Work

BUDGET ESTIMATION FOR DIVISION

Sr.No.	Major Head / Work Desc	Head Code	Estimated Amount	Edit	Delete
No Record To Display					

Submit

Designed & Developed by C-DAC

**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**

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

**BUDGET ESTIMATION FOR DIVISION : HEAD WISE**

Running Budget Year    2008-2009

Estimate For Year : 2008-2009 Amount in Lakhs.

**ADD HEAD DETAILS**

Is Expenditure Head ?	<input checked="" type="checkbox"/> *	Demand No.	28	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--				
Estimate Amount	<input type="text"/>						
<input type="button" value="Save &amp; Add"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/>							

**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.

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	2008-2009			Amount in Lakhs.	
Estimate For Year	2008-2009	<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 : 2029 - Land Revenue	28/2029/CSP/SS/00/102/01/27/-	100.00	<input type="checkbox"/>	<input type="checkbox"/>
Total Estimate			100.00	Lakhs.	
<input type="button" value="Submit"/>					

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

**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.

**Figure 9: Work List Screen.**

Sr.No.	Major Head / Work Desc	Head Code	Estimated Amount	Edit	Delete
1	OR-02-E-1839	28/2059/NP/00/052/0851/21056/-	10.00	<input type="checkbox"/>	<input type="checkbox"/>
2	Jeep OR/02/6537	28/2059/NP/00/052/0851/21056/-	10.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	OR-02-X-5525	28/2059/NP/00/052/0851/21056/-	20.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Total Estimate</b>			<b>40.00 Lakhs.</b>		

**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.

### Submit Estimation to CE:

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.

Login Office Name: CHIEF ENGINEER RURAL WORKS ODISHA,BHUBANESWAR

**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  Amount in Lakhs.

Estimate For Year  + Add Head

Show Search Head

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

**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 Lakhs.				
Sanction of Year		2012-2013				 Add Head				
<a href="#">Show Search Head</a>										
SANCTION BUDGET DETAILS					INVERT SELECTION					
Sr.No.	Major Head	Head Code	Estimate	Sanction	Select	PC	Revert Applicable	LC	Revert Drawable	Edit PC Delete
1	3054 - Roads and Bridges	28/3054/NP/04/337/1230/21033/-	30.00	<input type="text" value="30.0"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>	 ..
Finalize Sanction			Total Estimate	30.00	0.00	<input type="button" value="Update"/>	<input type="button" value="Revert PC"/>	<input type="button" value="Revert LC"/>		

**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 Lacs.
- 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.

### 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				
<b>HEADS</b> <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
		<input type="button" value="Save"/>	<input type="button" value="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.

RURAL DEVELOPMENT DEPARTMENT		FINANCE		
Welcome budgetce		Logout Home		
Login Office Name: CHIEF ENGINEER RURAL WORKS ODISHA, BHUBANESWAR				
<b>ALLOTMENT LETTER</b>				
Running Budget Year	2011-2012/April	Amount in Lakhs.		
Letter No.	1	Letter Date	14/04/2011	
Head Code	28/3054/NP/04/337/1790/21033/-	PC Applicable	NA	
Apply PC.	<input type="radio"/> Yes <input checked="" type="radio"/> No PC	Head Balance	26.00	
<b>ADD DIVISIONS</b>		<b>INVERT SELECTION</b> <input type="checkbox"/>		
Sr.No.	Office Name	Previous Allotment	Allotment	Select
1	Demo Division	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
2	RURAL WORKS DIVISION, ANANDAPUR	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
3	RURAL WORKS DIVISION, ANGUL	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
4	RURAL WORKS DIVISION, BALASORE	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
5	RURAL WORKS DIVISION, BALASORE-II	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
6	RURAL WORKS DIVISION, BARGARH	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
7	RURAL WORKS DIVISION, BARIPADA	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
8	RURAL WORKS DIVISION, BHADRAK-I	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
9	RURAL WORKS DIVISION, BHADRAK-II	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
10	RURAL WORKS DIVISION, BHAWANIPATNA	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
11	RURAL WORKS DIVISION, BHUBANESWAR	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
12	RURAL WORKS DIVISION, BOLANGIR	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
13	RURAL WORKS DIVISION, BOUDH	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
14	RURAL WORKS DIVISION, CUTTACK-I	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
15	RURAL WORKS DIVISION, CUTTACK-II	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
16	RURAL WORKS DIVISION, DEOGARH	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
17	RURAL WORKS DIVISION, DHARAMAGARH	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
18	RURAL WORKS DIVISION, DHENKANAL	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
19	RURAL WORKS DIVISION, GAJAPATI	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
20	RURAL WORKS DIVISION, GANJAM-I	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
21	RURAL WORKS DIVISION, GANJAM-II	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
22	RURAL WORKS DIVISION, JAGATSinghpur	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>
23	RURAL WORKS DIVISION, JAJPUR-I	0.00	<input type="text" value="0.00"/>	<input type="checkbox"/>

**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		Amount in Lakhs.			
Letter No.	1	Letter Date	14/04/2011			
Head Code	28/3054/NP/04/337/1230/21033/-		Office Name	RURAL WORKS DIVISION, ANGUL		
Budget Sanction	100.00	Division Allotment	6.00	Division Balance	6.00	
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 / April		Amount in Lakhs.
DIVISION REQUISITIONS LIST								
Sr. No.	Req No	Requisition Date	Total Demand	Status	Details	Edit	Delete	
No Record To Display								
			Total Demand = 0					
 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. Following screen will be displayed to the user,

DIVISION REQUISITION -								
Budget Year						2011-2012 / April		Amount in Lakhs.
DIVISION REQUISITIONS LIST								
Sr. No.	Req No	Requisition Date	Total Demand	Status	Details	Edit	Delete	
1	Demand- 1	22/11/2011	0.00	Draft	<a href="#">Details</a>			
			Total Demand = 0					
 Add								

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

**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 Year	2011-2012 / April	Amount in Lakhs.
Req. No.	Demand- 1	
SCHEME WISE REQUISITIONS		
Sr. No.	Total Amount	Details
1	0.00	<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 =		0.00
Send To CE		Cancel

**Figure 18: 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 / April		Amount in Lakhs.				
Requisition No	Demand- 1						
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	<input type="text" value=""/>			
Save		Cancel					

**Figure 19: 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 LC requisition is blocked by CE, below screen will be displayed to the user.

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

**LC REQUISITION**  
Budget Year: 2011-2012 / April Amount in Lakhs.

**LC REQUISITION TO FINANCE**

Sr.No.	LC Req. No.	Req. Date	Requisition	Status	Details	Edit	Delete
No Record To Display							
Total Requisition = 0.00							

Add

**Figure 20: 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 / April Amount in Lakhs.

**LC REQUISITION TO FINANCE**

Sr.No.	LC Req. No.	Req. Date	Requisition	Status	Details	Edit	Delete
No Record To Display							
Total Requisition = 0.00							

Add

**Figure 21: 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
  - i. Plan/Non plan wise such as
    1. Non Plan
    2. State Plan
    3. Central Plan
    4. Centrally Sponsored Plan.
  - ii. Group of heads wise.
  - iii. Requisition based on head of account
  - iv. Work wise requisition
  - v. Combination of above 4
- 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 / April Amount in Lakhs.

Requisition No req01

---

 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	0.00	<a href="#">Details</a>

**WORK WISE DEMANDS**

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

Grand Total    0.00

**Figure 22: 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

**SCHEME WISE REQUISITIONS**

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

Total Requisition = 0.00

Add Back

**SCHEME WISE REQUISITION**

Scheme  \*

Quarter  \* Month  \*

Provision Amount  \* Provision Percentage  \*

Requisition Amount

Save Cancel

**Figure 23: 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

Save Cancel

**Figure 24: 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 --Select-\* Sub Major Head --Select-\*

Minor Head --Select-\* Sub Minor Head --Select-\*

Detail Head --Select-\* Object Head --Select-

Quarter --Select-\* Month --Select-\*

Provision Amount 0 \* Provision % 0 \*

Requisition Amount \*

Save Cancel

**Figure 25: 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 --Select Division-\* Work Desc.  Filter

Work Type Deposit  Regular  Work --select-\*

Quarter --Select-\* Month --Select-\*

Provision Amount 0 \* Provision Percentage 0 \*

Requisition Amount \*

Save Cancel

**Figure 26: 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				
<a href="#">Add</a> <a href="#">Back</a>							

**Figure 27: 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 / April					Amount in Lakhs.
LC REQUISITION TO FINANCE							
Sr.No.	LC Req. No.	Req. Date	Requisition	Status	Details	Edit	Delete
1	req01	26/05/2011	500.00	Draft	<a href="#">Details</a>		
			Total Requisition = 500.00				
<a href="#">Add</a>							

**Figure 28: 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:

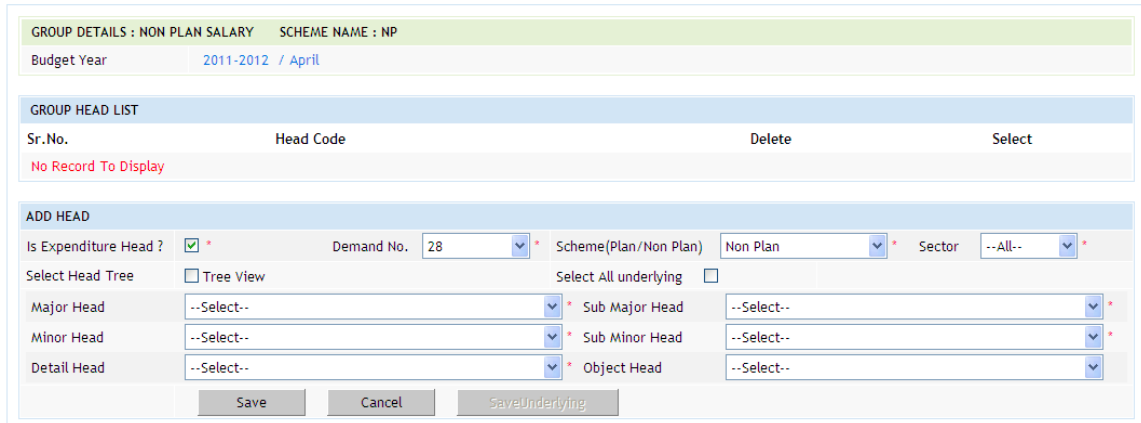
- To create groups for LC requisition/release this screen is used. To access this screen click on [Budget](#) → [LC Release](#) → [Group Details](#) link.
- Below screen will be displayed to the user.

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>
						<a href="#">Add Group</a>	
						Select All <input type="checkbox"/> <a href="#">Delete</a>	
						Transfer all groups from previous year to current year <a href="#">Transfer</a>	

**Figure 29: 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.



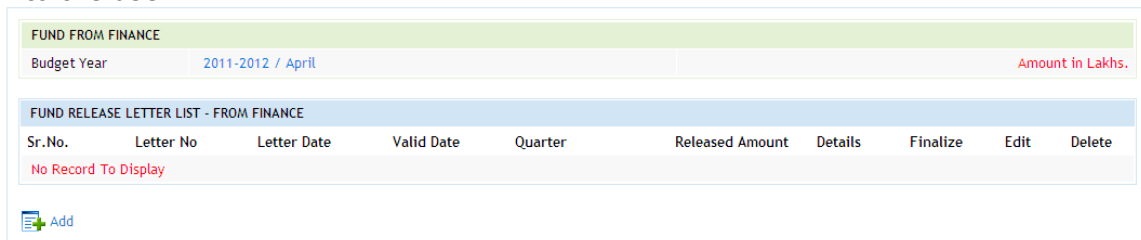
**Figure 30: Group creation screen to add head of accounts.**

- 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 31: LoC release from Finance to Controlling Office Screen**

LC Fig.1

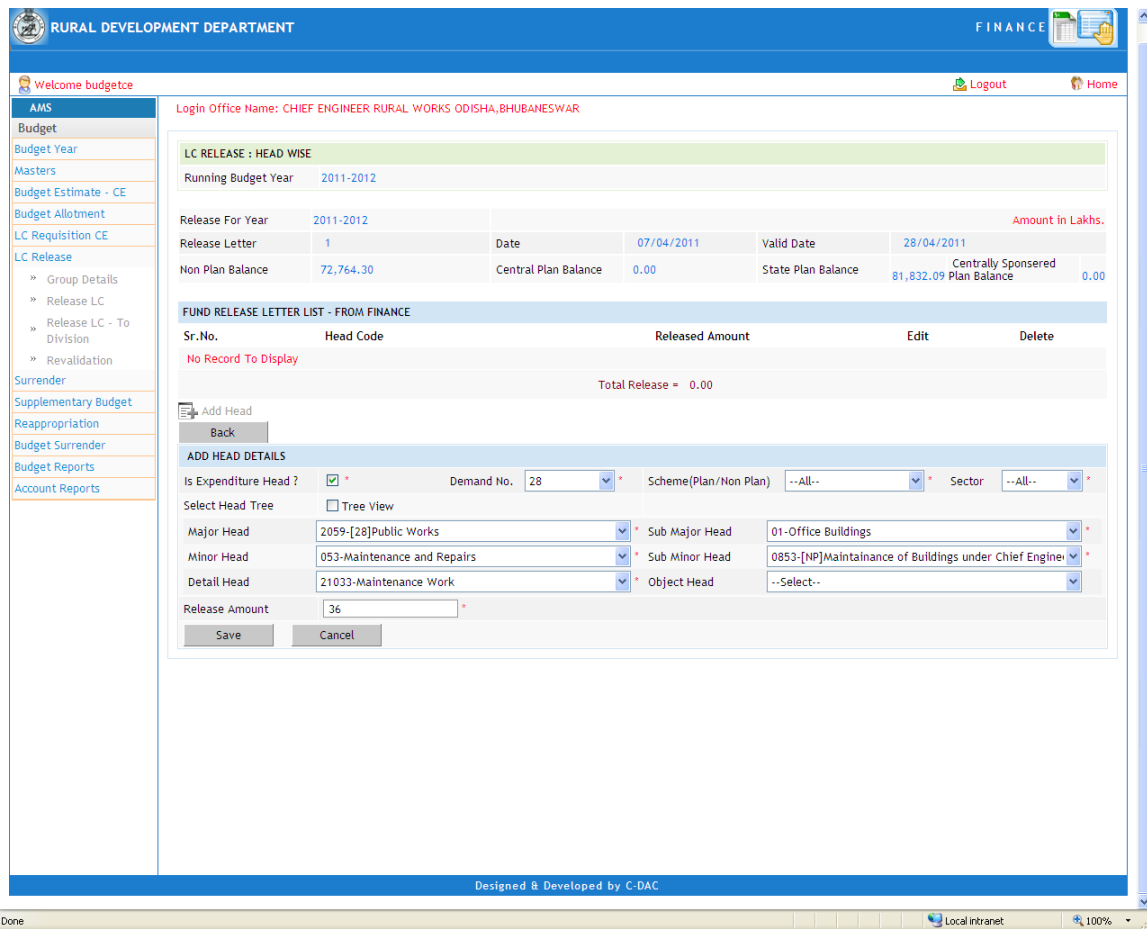
- Click on add button Enter the letter number, Letter Date, select Requisition number, letter valid date, quarter no, month.
- Click on save button to save the details. System will display screen display in LC Fig.1 to user.
- Click on Details link to enter LC release details. For modifications of data 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	2011-2012 / April			Amount in Lakhs.	
Release Letter	1	Date	07/04/2011	Valid Date	28/04/2011
SCHEME					
Sr.No.	Released Amount		Details		
1	0.00		<a href="#">Details</a>		
GROUP					
Sr.No.	Released Amount		Details		
1	0.00		<a href="#">Details</a>		
HEADS					
Sr.No.	Released Amount		Details		
1	0.00		<a href="#">Details</a>		
WORKS					
Sr.No.	Released Amount		Details		
1	0.00		<a href="#">Details</a>		
<a href="#">Back</a>		Grand Total 0.0			

**Figure 32: 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: 2011-2012

Release For Year: 2011-2012 Amount in Lakhs.

Release Letter: 1      Date: 07/04/2011      Valid Date: 28/04/2011

Non Plan Balance: 72,764.30      Central Plan Balance: 0.00      State Plan Balance: 81,832.09      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				

**ADD HEAD DETAILS**

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

Select Head Tree  Tree View

Major Head: 2059-[28]Public Works \*      Sub Major Head: 01-Office Buildings \*

Minor Head: 053-Maintenance and Repairs \*      Sub Minor Head: 0853-[NP]Maintenance of Buildings under Chief Engine \*

Detail Head: 21033-Maintenance Work \*      Object Head: --Select--

Release Amount: 36 \*

[Save](#)      [Cancel](#)




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**Figure 33: 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>			

 Add

**Figure 34: 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.

LC RELEASE TO DIVISION							
Budget Year	2011-2012 / April			Amount in Lakhs.			
Release Letter	REL BBSR01	Date	07/04/2011				
LC RELEASE TO DIVISION							
Sr.No.	Office Name	Release Amount	Released Letter No.	LC Valid Date	LC Release Date	Details	Delete
No Record To Display							
<a href="#">Back</a>							
<a href="#">Add Division to Release</a>							
ADD DIVISIONS							
Division Name	<input type="text"/>			<a href="#">Filter</a>			
Sr.No.	Office Name		Select				
1	Demo Division		<input type="radio"/>				
2	RURAL WORKS DIVISION, ANANDAPUR		<input type="radio"/>				
3	RURAL WORKS DIVISION, ANGUL		<input type="radio"/>				
4	RURAL WORKS DIVISION, BALASORE		<input type="radio"/>				
5	RURAL WORKS DIVISION, BALASORE-II		<input type="radio"/>				
6	RURAL WORKS DIVISION, BARGARH		<input type="radio"/>				
7	RURAL WORKS DIVISION, BARIPADA		<input type="radio"/>				
8	RURAL WORKS DIVISION, BHADRAK-I		<input type="radio"/>				
9	RURAL WORKS DIVISION, BHADRAK-II		<input type="radio"/>				
10	RURAL WORKS DIVISION, BHAWANIPATNA		<input type="radio"/>				
11	RURAL WORKS DIVISION, BHUBANESWAR		<input type="radio"/>				
12	RURAL WORKS DIVISION, BOLANGIR		<input type="radio"/>				
13	RURAL WORKS DIVISION, BOUDH		<input type="radio"/>				
14	RURAL WORKS DIVISION, CUTTACK-I		<input type="radio"/>				
15	RURAL WORKS DIVISION, CUTTACK-II		<input type="radio"/>				
16	RURAL WORKS DIVISION, DEOGARH		<input type="radio"/>				
17	RURAL WORKS DIVISION, DHARAMAGARH		<input type="radio"/>				
18	RURAL WORKS DIVISION, DHENKANAL		<input type="radio"/>				

**Figure 35: 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.

LC RELEASED TO DIVISION							
Budget Year	2011-2012 / April			Amount in Lakhs.			
Release Letter	REL BBSR01	Date	07/04/2011				
Division Name	RURAL WORKS DIVISION, BHUBANESWAR						
SCHEME							
Sr.No.	Released Amount						Details
1	0.00						<a href="#">Details</a>
GROUP							
Sr.No.	Released Amount						Details
1	0.00						<a href="#">Details</a>
HEADS							
Sr.No.	Released Amount						Details
1	0.00						<a href="#">Details</a>
WORKS							
Sr.No.	Released Amount						Details
1	0.00						<a href="#">Details</a>
<a href="#">Back</a>		Total Release 0.00					

**Figure 36: 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	2011-2012			Amount in Lakhs.			
Estimate For Year	2011-2012			Division Name	RURAL WORKS DIVISION, BHUBANESWAR		
Release Letter	REL BBSR01			Date	07/04/2011		
NP Balance	500.00			CP Balance	0.00	SP Balance	0.00
				CSP Balance	0.00		
NP Allotment	20.00			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			
<a href="#">Add Head</a>							
<a href="#">Back</a>							

**Figure 37: 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 updation of 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 / April			Amount in Lakhs.			
REVALIDATION LC LIST							
Sr. No.	LC No	Quarter	Balance	Valid Upto	Extend Date	Status	Update
1	1	1st	500.0	28/04/2011	--	Default	

**Figure 38: 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 / April		Amount in Lakhs.
REVALIDATION LC LIST								
Sr. No.	LC No	Quarter	Balance	Valid Upto	Extend Date	Status	Update	
1	1	1st	500.0	28/04/2011	--	Default		
DETAILS								
LC Release Quarter		First		LC Release No		1		
Valid Upto		<input type="text" value="28/04/2011"/>		Change Status		--Select-- --Select-- Extended Reject Extension		
<input type="button" value="Save"/>		<input type="button" value="Cancel"/>						

**Figure 39: 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 Year						2011-2012 / April		Amount in Lakhs.	
CE LC SURRENDER LIST									
Sr. No.	LC No.	CE Release Amount	Surrender Amount	Balance Amount	Status	Partial Surrender	Complete Surrender	Revoke	
1	1	500.00	00.00	500.00	Not Surrender				
Total Release = 500.00		Total Surrender = 00.00		Total Balance = 500.00					

**Figure 40: 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 / April	Amount in Lakhs.
CE LC SURRENDER DETAILS						
SCHEME						
Sr. No.	Scheme	Release Amount	Surrender Amount	Surrender	Revoke	
1	Non Plan	500.0	0.0			
GROUP						
No Records To Display.						
WORK						
No Records To Display.						
HEAD						
No Records To Display.						
DETAILS FOR LC. NO - 1			TOTAL RELEASE 500.00			
Total Surrender 00.00			Balance 500.00			
<input type="button" value="Send To Finance"/>		<input type="button" value="Back"/>				




**Figure 41: 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 / April	Amount in Lakhs.
Select month							April	<input type="button" value="Go"/>
ALLOTMENT SURRENDER								
Sr.No.	Letter Number	Allotment Date	Alloted Amount	Surrender Amount	Details	Complete Surrender	Surrender Status	
1	5673	18/04/2011	20.00	7.50	<a href="#">Details</a>		Accepted	
2	5674	29/04/2011	2.50		<a href="#">Details</a>		Not Surrendered	
3	5675	13/04/2011	3.00		<a href="#">Details</a>		Not Surrendered	
			Total Allotment	25.5	Total Surrender	7.5		

**Figure 42: 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 / April							Amount in Lakhs.
ALLOTMENT SURRENDER DETAILS									
Sr.No.	Head Code	Work Desc	Allotment Date	Allotted Amount	Surrendered Amount	Surrender	Surrender Status	Delete	
1	28/2059/NP/01/053/0853/02001/136	No Scheme	29/04/2011	2.50		Surrender	Not Surrendered		
Total Allotment				2.50	Total Surrender	0.00			

[Back](#)

**Figure 43: 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 / April							Amount in Lakhs.
DIVISION LC SURRENDER									
Sr. No.	LC No.	Release Amount	Balance Amount	Status	Is Lc Utilized	Partial Surrender	Complete Surrender	Delete	
1	REL BBSR01	3.00	1.00	Send To CE/Complete Surrender					
Total Release		3.0	Total Balance	1.0					

**Figure 44: 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 / April			Amount in Lakhs.					
Lc Release No	REL BBSR01								
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	28/3054/NP/04/337/1230/21033/-	3.00	1.00	<input checked="" type="checkbox"/>	Surrendered	2.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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 3.00		Total Balance 1.00		Total Surrender 2.00	

**Figure 45: 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 46: 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 47: 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		

**Figure 48: 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.

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

**17. Reappropriation:**

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

REAPPROPRIATION							
Budget Year	2011-2012 / April			Amount in Lakhs.			
REAPPROPRIATION SLOT LIST							
Sr.No.	Reappropriation Slot	Reappropriation Date	Estimate Amount (Credit,Debit)	Approved Amount (Credit,Debit)	Details	Finalize	Delete
No Record To Display							

**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 2011-2012 / April
Amount in Lakhs.

---

**SLOT DETAILS**

Reappropriation Slot No.	1 *	Date	16/11/2011 *
Remark			

Show Search Head

---

**ADD HEAD** INVERT SELECTION

Sr.No.	Head Code	Final Grant	Balance	Debit /Credit	Amount	Remarks	Select
1	28/2059/NP/01/051/0919/37029/-	30.00	30.00	Credit * <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2	28/2059/NP/01/052/0851/03001/-	0.01	0.01	Credit * <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3	28/2059/NP/01/053/0853/02001/136	12.00	12.00	Credit * <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
4	28/2059/NP/01/053/0853/02001/147	0.01	0.01	Credit * <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
5	28/2059/NP/01/053/0853/02001/156	6.84	6.84	Credit * <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
6	28/2059/NP/01/053/0853/02001/403	1.00	1.00	Credit * <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
7	28/2059/NP/01/053/0853/02001/516	0.20	0.20	Credit * <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
8	28/2059/NP/01/053/0853/02001/855	0.01	0.01	Credit * <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
9	28/2059/NP/01/053/0853/03001/136	207.38	207.38	Credit * <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
10	28/2059/NP/01/053/0853/03001/156	118.21	118.21	Credit * <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
11	28/2059/NP/01/053/0853/03001/403	26.94	26.94	Credit * <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
12	28/2059/NP/01/053/0853/03001/523	0.01	0.01	Credit * <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
13	28/2059/NP/01/053/0853/06003/-	0.16	0.16	Credit * <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
14	28/2059/NP/01/053/0853/07001/-	0.01	0.01	Credit * <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
15	28/2059/NP/01/053/0853/21021/-	1150.00	1150.00	Credit * <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

« 1 2 3 4 5 6 7 8 »»

**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.

### 18. Budget Surrender:

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

FUNDS SURRENDER TO FINANCE									
Budget Year 2011-2012 / April							Amount in Lakhs.		
SURRENDER DETAILS						INVERT SELECTION <input type="checkbox"/>			
Sr.No.	Major Code	Head Code	Final Grant	Surrender	Remarks	Balance	Select	Revoke	
1	2059 - Public Works	28/2059/NP/01/051/0919/37029/-	30.00	0.00		30.00	<input type="checkbox"/>	<input type="button" value="Revoke"/>	
2	2059 - Public Works	28/2059/NP/01/052/0851/03001/-	0.01	0.00		0.01	<input type="checkbox"/>	<input type="button" value="Revoke"/>	
3	2059 - Public Works	28/2059/NP/01/053/0853/02001/136	12.00	0.00		12.00	<input type="checkbox"/>	<input type="button" value="Revoke"/>	
4	2059 - Public Works	28/2059/NP/01/053/0853/02001/147	0.01	0.00		0.01	<input type="checkbox"/>	<input type="button" value="Revoke"/>	
5	2059 - Public Works	28/2059/NP/01/053/0853/02001/156	6.84	0.00		6.84	<input type="checkbox"/>	<input type="button" value="Revoke"/>	
6	2059 - Public Works	28/2059/NP/01/053/0853/02001/403	1.00	0.00		1.00	<input type="checkbox"/>	<input type="button" value="Revoke"/>	
7	2059 - Public Works	28/2059/NP/01/053/0853/02001/516	0.20	0.00		0.20	<input type="checkbox"/>	<input type="button" value="Revoke"/>	
8	2059 - Public Works	28/2059/NP/01/053/0853/02001/855	0.01	0.00		0.01	<input type="checkbox"/>	<input type="button" value="Revoke"/>	
9	2059 - Public Works	28/2059/NP/01/053/0853/03001/136	207.38	0.00		207.38	<input type="checkbox"/>	<input type="button" value="Revoke"/>	
10	2059 - Public Works	28/2059/NP/01/053/0853/03001/156	118.21	0.00		118.21	<input type="checkbox"/>	<input type="button" value="Revoke"/>	
11	2059 - Public Works	28/2059/NP/01/053/0853/03001/403	26.94	0.00		26.94	<input type="checkbox"/>	<input type="button" value="Revoke"/>	
12	2059 - Public Works	28/2059/NP/01/053/0853/03001/523	0.01	0.00		0.01	<input type="checkbox"/>	<input type="button" value="Revoke"/>	
13	2059 - Public Works	28/2059/NP/01/053/0853/06003/-	0.16	0.00		0.16	<input type="checkbox"/>	<input type="button" value="Revoke"/>	

**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.

## 19. Budget Reports:

### 19.1 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							
<input checked="" type="radio"/> Budget Book <input type="radio"/> Estimation Report Abstract <input type="radio"/> Estimation Report Details <input type="radio"/> Deposit Works Sanction							
Budget Year / Month 2011-2012 / April							
Is Expenditure Head? <input checked="" type="checkbox"/> * 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--	
<input type="button" value="Show"/>		<input type="button" value="Export"/>					

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

### 19.2 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.

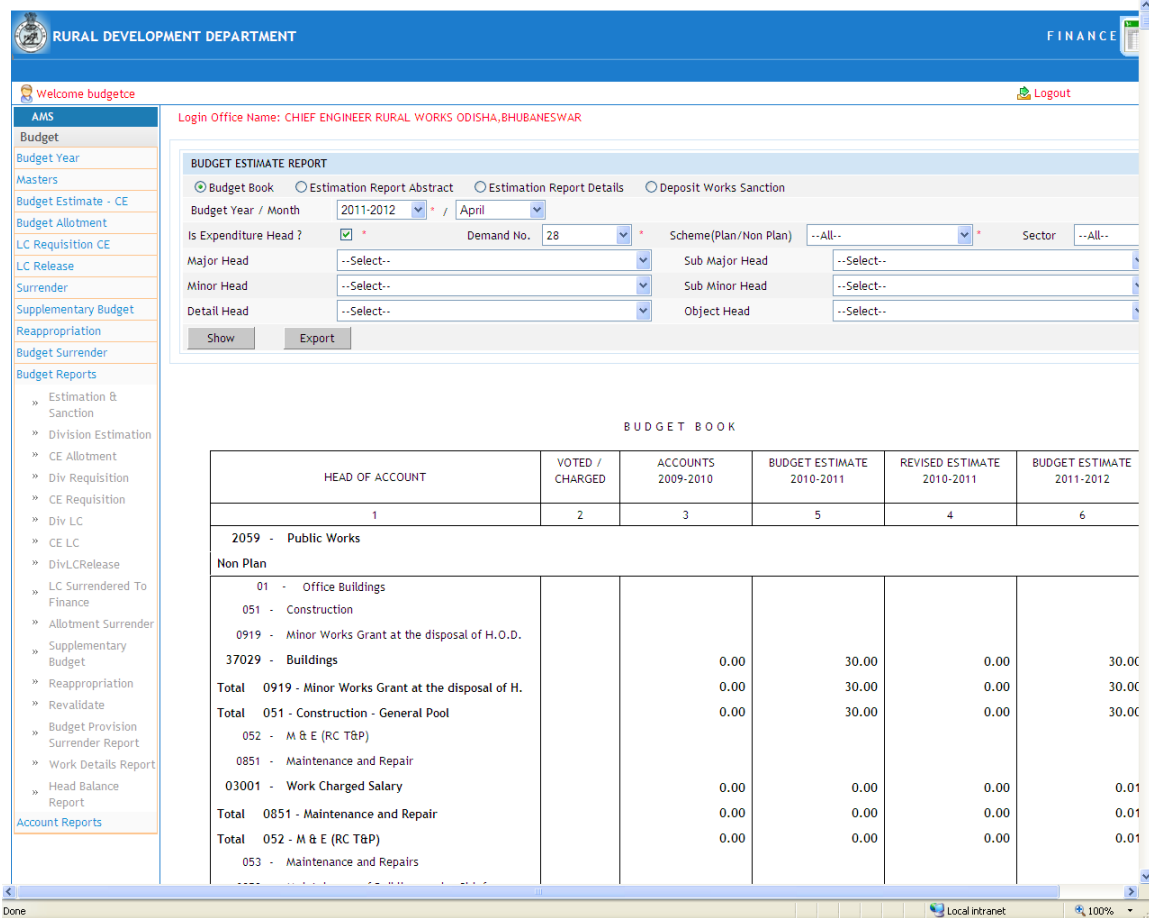
2) To view the report on the screen click on "Show" button.

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.

### 19.3 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--

Show   Export

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.D.		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.

**19.4 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.

### 19.5 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--

Division Budget Estimate

Office : RURAL WORKS DIVISION, BHUBANESWAR  
 Budget Year : 2008-2009

Sr.No.	Work Description/ Major Head	Head	Estimate Amount
<b>Headwise Estimation</b>			
1	2059 - Public Works	28/2059/NP/00/052/0851/02001/-	100.00
Total			100.00
<b>Workwise Estimation</b>			
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.

**19.6 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--

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.

### **19.7 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

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.

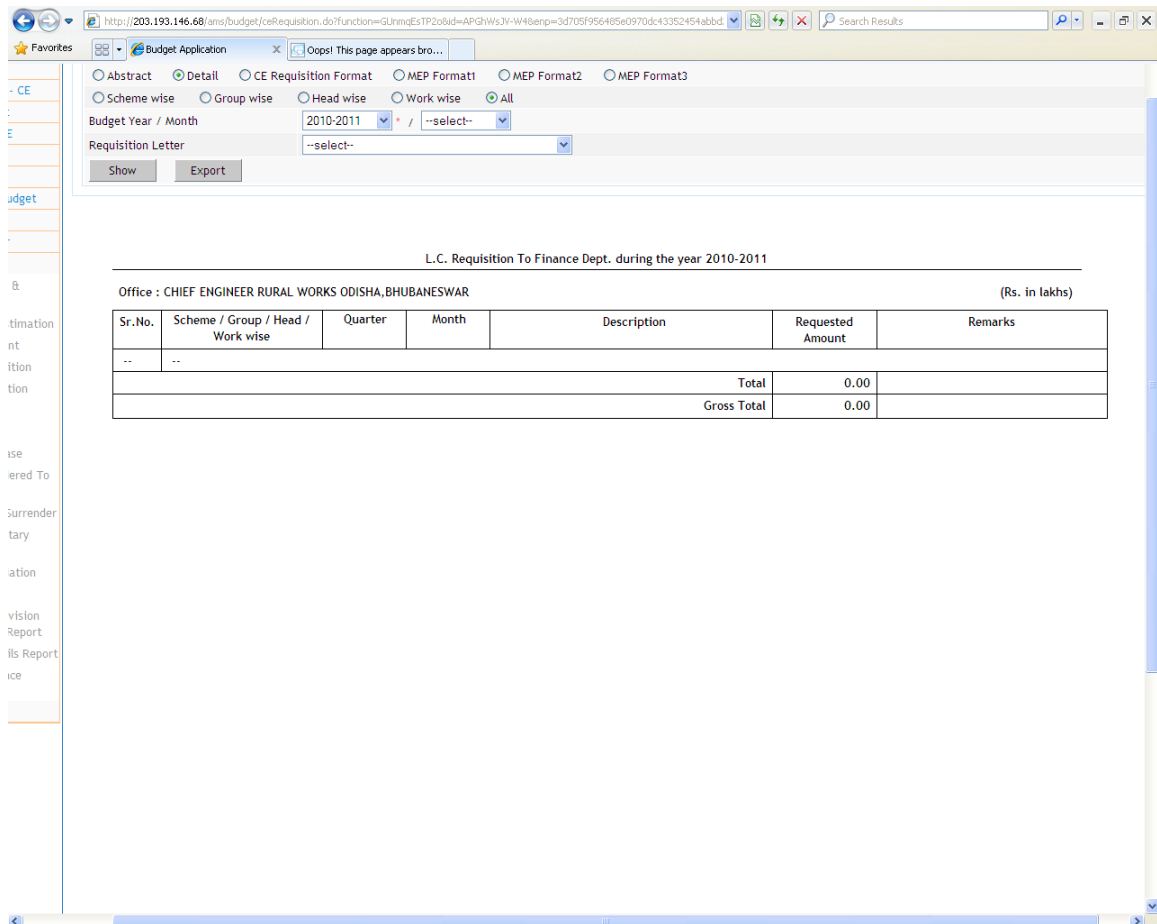
### **19.8 CE Requisition:**

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.



**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.

### 19.9 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

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.

### 19.10 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
<input type="button" value="Show"/> <input type="button" value="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	
<b>Total</b>		<b>500.00</b>	<b>500.0</b>	<b>0.0</b>	<b>100.00</b>	<b>20.00</b>	<b>-</b>	<b>0.0</b>	<b>0.00</b>	<b>0.0</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>30.00</b>	<b>30.00</b>	

**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.

**19.11 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.

CE LC SURRENDER REPORT	
<input checked="" type="radio"/> Abstract	<input type="radio"/> Detail
Budget Year / Month	2008-2009 / April
Letter Of Credit	CEOC2
<input type="button" value="Show"/> <input type="button" value="Export"/>	

**SURRENDER DETAILS DURING YEAR 2008-2009 / APRIL**

Division: CHIEF ENGINEER OFFICE I

(Rs. in lakhs)

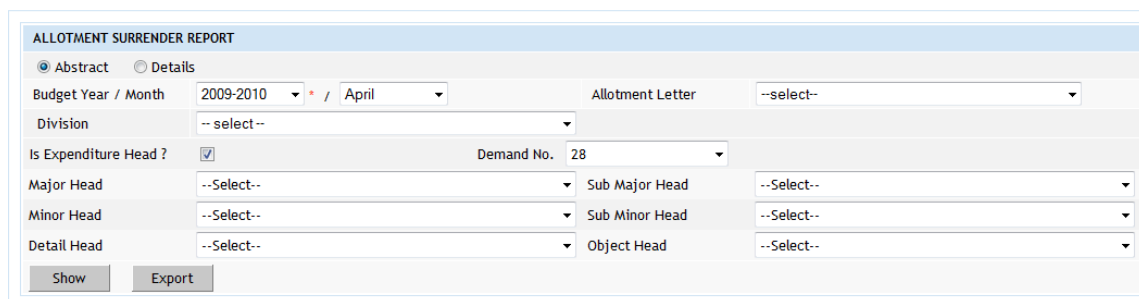
Sr.No.	Letter of Credit Number	Allotment Date	Released Amount	Surrender Amount	Remarks
1	2	20/04/2008	140.00	60.00	
<b>Gross Total</b>			<b>140.00</b>	<b>60.00</b>	

**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.

### 19.12 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 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.

### 19.13 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.

**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.

### 19.14 Reappropriation:

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

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

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.

### 19.15 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.

### 19.16 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 - Maintainance of Buildings under Chief Engineer, Rural Works						
	02001 - Wages Salaries						
3	02001 - Wages Salaries	12.00	0.00	12.00	12.00	0.00	
	<b>Total : 2059 - Public Works</b>	<b>42.01</b>	<b>0.00</b>	<b>42.01</b>	<b>42.01</b>	<b>0.00</b>	
	<b>Gross Total</b>	<b>42.01</b>	<b>0.00</b>	<b>42.01</b>	<b>42.01</b>	<b>0.00</b>	

**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.

**19.17 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 Ballapatana	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 Pratapudrapur	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.

### 19.18 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	17,452.55	0.00	9.50	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	42,633.86	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 - CDL 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.

### 19.19 Payment abstract report:

DIRECTORATE OF ACCOUNTS, PURI

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

DEPARTMENT: Rural Development Department ( RW ) Month : April 2011

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
Dy. Director of Accounts/WA

To  
Dy. Director of Accounts (Book Section)

**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.

**19.20 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.

## 19.21 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.

## 19.22 DA Work Audit:

Government of Orissa Directorate of Accounts Works Audit Section Puri-Orissa												
COMPILATION OF PAYMENTS(DIVISION WISE)											Month : April 2011	
DEPARTMENT: Rural Development Department ( RW )												
Office : RURAL WORKS DIVISION, BHUBANESWAR												
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.

## 19.23 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	
					Suppli	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	
					Suppli	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	
					Suppli	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	
					Suppli	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	
					Suppli	0	0	0	0	0	0	0	
					Expr.	0	0	0	0	0	0	0	

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### 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.

## 19.24 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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