

जिस प्रकार budget allocation के समय बजट उपर से नीचे की ओर allocate होता है जैसे कि **FD** \Rightarrow **Head of Department (BCA)** \Rightarrow **BCOs** \Rightarrow **DDOs**

उसी प्रकार budget preparation के समय बजट की नीचे से उपर की ओर demand की जाती है। जैसे कि **DDOs** \Rightarrow **BCOs** \Rightarrow **Head of Department (BCA)** \Rightarrow **FD**

वित्त विभाग के द्वारा अब इस प्रक्रिया को Online कर दिया गया है। यह सुविधा आपको खजाना एवं लेखा विभाग की website www.hrtreasuries.gov.in पर “Budget Allocation” link पर मिलेगी। इसका user manual इस प्रकार से है।

- ❖ सबसे पहले DDO अपने User-ID & Password से उपरोक्त वर्णित option पर login करेगा।

The Website Is Also Available On This Link bamsharyana.nic.in
NEW In case of any problem you may contact in between 9:00 A.M To 5:00 P.M in Working Days :
JD(DMC) : 0172-2711101
Mr Sunil Kumar : 09467553388
Mr.Jaypal (For Ways and Means Only) : 09872467244

SIGN IN

Enter Here Your User Id And Password

User Id:

Password:

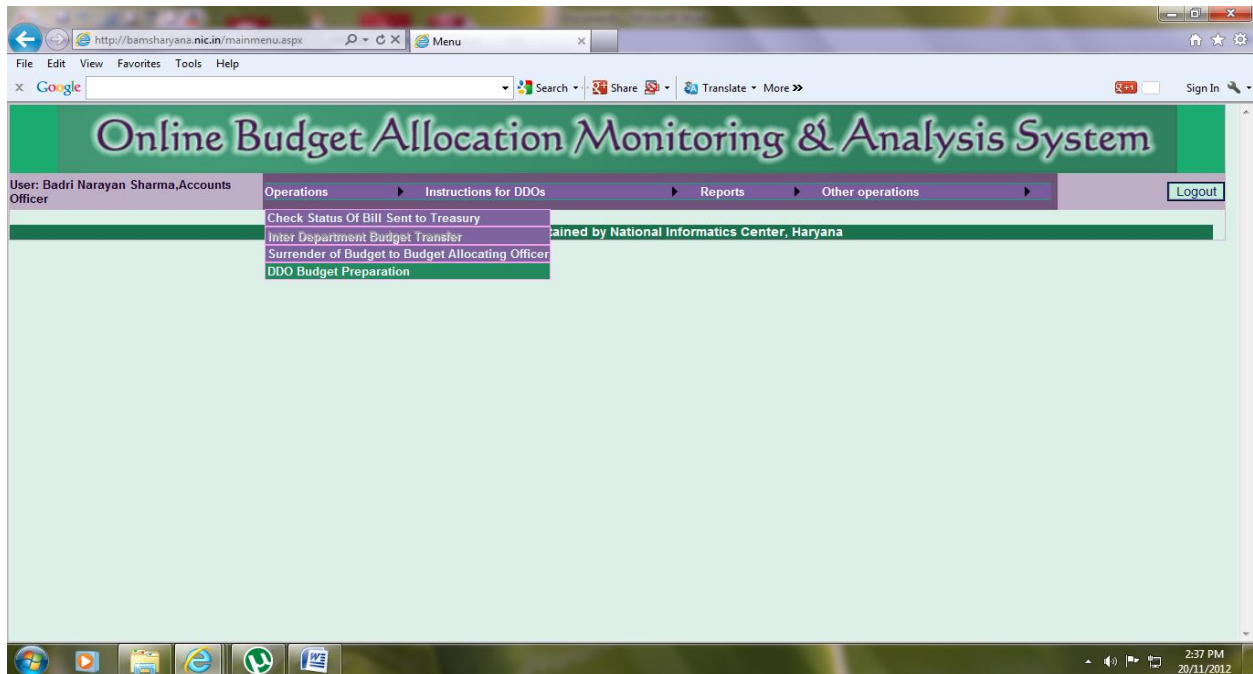
Data for the financial year:

Know Your User
Check Your Budget Allocating Officer
NEW Important Notice
FAQ Regarding E-Payment System
Click here to see Operational Manual
Procedure for Downloading Data by TOs and ATOs
Frequently asked questions for Budget Allocation

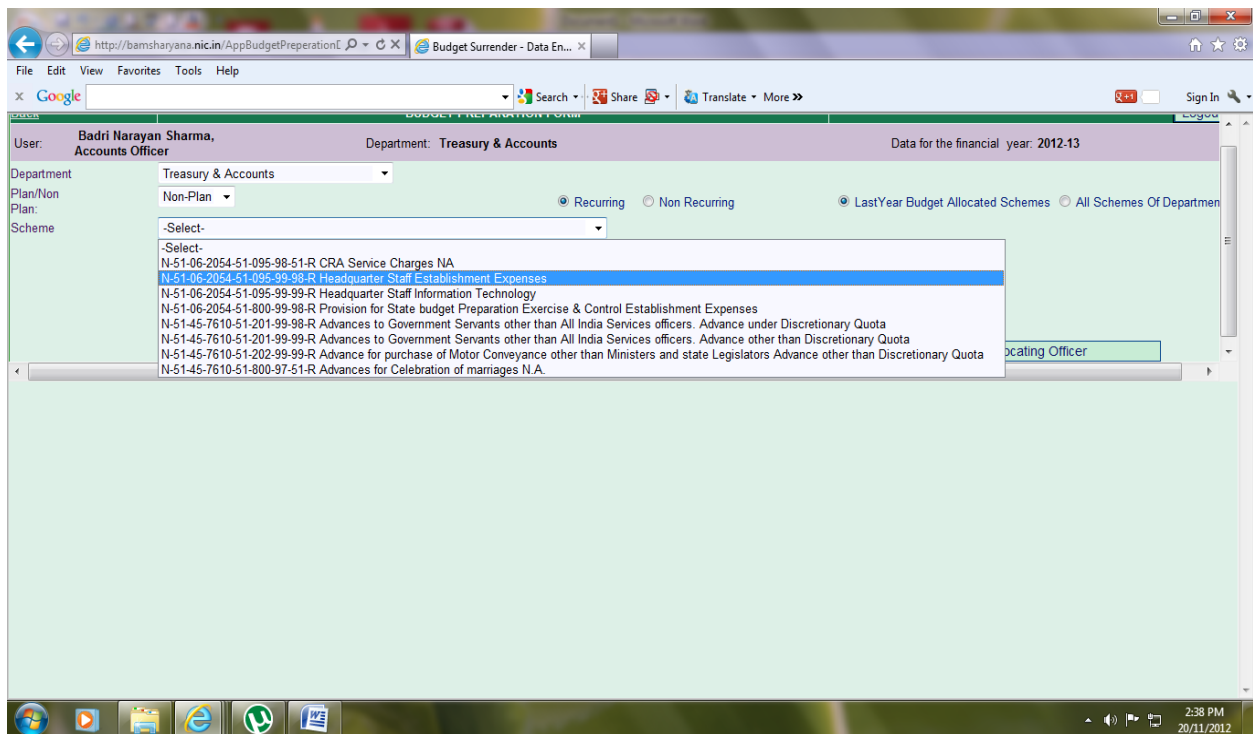
If you forget your password, Please Contact your budget allocating officer to change the password as he can change the password for the DDO's .
BCA's can change the password of any user of their department and Budget allocating officers (BCOs) can change the password for their subordinate offices.

Date Time :	20/11/2012 02:32:25
Total No. Of Budget Controlling Authorities	105
Total No. Of Budget Controlling Offices	696
Total No. Of Drawing & Disbursing Offices	6499
Total No. Of Treasury/Sub Treasury Offices	106
Treasury Synchronized DDOBudget Data Today	87
Treasury Synchronized Expenditure Data Today	84
Total Amt Of Bill Passed By Treasury Yesterday	16921.93 Lakh
Budget Allocation Updated Today	1014
Total No. Of User Working At Present	2628
No. Of User Accessed This Site Today	4630

- ❖ उसके बाद DDO, Operation menu के "DDO Budget Preparation" option use करेगा ।



- ❖ उसके बाद Budget Preparation page open हो जायेगा । जिसमें सबसे पहले आपने अपना department select करना है । उसके बाद Plan/Non-Plan, Scheme select करनी है ।



- ❖ फिर screen पर user को selected scheme के allotted सभी object code show होंगे। जिसके साथ Budget Allocated during current Year, Expenditure upto 30th September, Expenditure Last Year, Expenditure till date की object code wise, figures show होंगी। इसके साथ ही Revised for Current Year और Proposed for Next Year के column भी दिखाई देंगे, जिसकी object code wise figures blank होंगी।

The screenshot shows a web browser window with the URL <http://bamsharyana.nic.in/AppBudgetPreparation/>. The page title is "Budget Surrender - Data En...". The user is logged in as "Accounts Officer". The department is "Treasury & Accounts" and the plan is "Non-Plan". The scheme is "N-51-06-2054-51-095-99-98-R Headquarter Staff Establishment Expenses".

Object	Voted/Charged (V/C)	Budget Allocated During Current Year	Expenditure Up To 30th September	Expenditure Last Year	Expenditure Till Date	Revised For Current Year	Proposed For Next Year
01-Salary	V	20783000	8720548	13646572	10122893	0	0
02-Wages	V	550000	230822	298314	244776	0	0
03-Dearness Allowances	V	8094000	5043060	6728301	6141568	0	0
04-Travel Expenses	V	237500	102435	74640	103305	0	0
05-Office Expenses	V	712500	383033	452915	439782	0	0
21-Motor Vehicle	V	1150000	71934	107202	79446	0	0
33-Payments for Professional and Special Services	V	1900000	929245	892553	935445	0	0
45-P O L	V	760000	372582	600438	433196	0	0
66-Proficiency & Special Services	V	7000000	0	1382500	0	0	0
67-Medical Reimbursement	V	4800000	1594032	2937622	1703843	0	0
70-Leave Travel Concession	V	300000	269398	66620	269398	0	0
79-Ex-Gratia	V	250000	25000	100000	25000	0	0

A red box highlights the value "52354" at the bottom of the table. Below the table, there is a note: "[Note:if you cannot read info in image above, reload page to get another one.]". Below the note, there is a text input field with the placeholder "Enter the code shown above:". At the bottom, there are three buttons: "Save", "Send Revised To Budget Allocating Officer", and "Send Proposed Next Yr To Budget Allocating Officer".

- ❖ इसके बाद user अपने कार्यालय से सम्बन्धित object code के अनुसार Revised for Current Year और Proposed for Next Year के column में figures fillup करेगा।

The screenshot shows the same web browser window as above, but with the "Revised For Current Year" and "Proposed For Next Year" columns filled with data. The user is logged in as "A S PUNIA, TREASURY OFFICER". The department is "Treasury & Accounts" and the plan is "Non-Plan". The scheme is "N-51-06-2054-51-097-99-98-R Treasury Staff Establishment Expenses".

Object	Voted/Charged (V/C)	Budget Allocated During Current Year	Expenditure Up To 30th September	Expenditure Last Year	Expenditure Till Date	Revised For Current Year	Proposed For Next Year	(Excess)- (Surinder)
01-Salary	V	1524356	1327566	1766371	1522856	2122856	4500000	598500
02-Wages	V	23321	11934	46363	23321	34521	90000	11200
03-Dearness Allowances	V	803086	652435	815372	802879	1212879	3000000	409793
04-Travel Expenses	V	37932	20856	50454	37932	57932	100000	20000
05-Office Expenses	V	50607	42558	97103	50607	100607	150000	50000
06-Rent,Rates and Taxes	V	0	0	0	0	0	4200	0
33-Payments for Professional and Special Services	V	0	0	102000	0	100000	410000	100000
67-Medical Reimbursement	V	0	0	0	0	0	100000	0
70-Leave Travel Concession	V	53561	0	0	53561	80000	200000	28439

A red box highlights the value "03123" at the bottom of the table. Below the table, there is a note: "[Note:if you cannot read info in image above, reload page to get another one.]". Below the note, there is a text input field with the placeholder "Enter the code shown above:". At the bottom, there are four buttons: "Save", "Send Revised To Budget Allocating Officer", "Send Proposed Next Yr To Budget Allocating Officer", and "Report".

- ❖ इसके बाद user, screen पर दिखाये गये security code को सम्बन्धित कॉलम में डालकर Save button पर क्लिक करके filled data को save करेगा। उसके पश्चात user “Send Revised to Budget Allocating Officer” button पर क्लिक करेगा। जिसके बाद नीचे की तरफ एक मैसेज आयेगा जिसमें पूछा जायेगा कि “You will not able to modify records again. Are you sure, you want to send records” यदि आप इससे सहमत हो तो आप Yes button पर क्लिक करेंगे, यदि आप इससे सहमत नहीं है तो आप No button पर क्लिक करेंगे।
- ❖ इसी प्रकार user “Proposed Next Year to Budget Allocating Officer” button पर क्लिक करेगा। जिसके बाद नीचे की तरफ एक मैसेज आयेगा जिसमें पूछा जायेगा कि “You will not able to modify records again. Are you sure, you want to send records” यदि आप इससे सहमत हो तो आप Yes button पर क्लिक करेंगे, यदि आप इससे सहमत नहीं है तो आप No button पर क्लिक करेंगे।
- ❖ इस प्रकार DDO का Revised budget और Proposed budget for Next Year का डाटा सम्बन्धित BCO/BCA के पास चला जायेगा। अब DDO इसमें कोई modification नहीं कर सकता। यदि DDO को लगता है कि कुछ Revised budget या Proposed budget for Next Year की figures में कुछ गलती रह गई है तो इसे अब केवल आपका BCO/BCA ही update करके ठीक कर सकता है।
- ❖ यदि user को किसी scheme में उसके BCA/BCO द्वारा बजट कभी अलॉट नहीं हुआ है तो वह All schemes of Department पर क्लिक कर सकता है, जिसमें department की सभी schemes दिखाई देगी, यूजर सम्बन्धित स्कीम स्लैक्ट करेगा और Proposed Revised तथा Proposed Next Year Proposal भरेगा और उसे send करेगा। यह option किसी नये object code में बजट की डिमांड के लिये भी प्रयोग की जा सकती है, यदि object code बारे वित्त विभाग से अनुमति ली गई हो।
- ❖ DDO अपने से सम्बन्धित डाटा की रिपोर्ट को प्रिन्ट आउट भी ले सकता है। इसके लिये उसे screen पर नीचे की ओर Print Report Button पर क्लिक करना होगा।

❖ यहां पर user का कार्य as DDO समाप्त होता है।

User: A S PUNIA, TREASURY OFFICER Department: Treasury & Accounts Data for the financial year: 2012-13

Department: Treasury & Accounts
 Plan/Non Plan: Non-Plan
 Recurring Non Recurring LastYear Budget Allocated Schemes All Schemes Of Department
 Scheme: N-51-06-2054-51-097-99-98-R Treasury Staff Establishment Expenses

Object	Voted/Charged (VIC)	Budget Allocated During Current Year	Expenditure Up To 30th September	Expenditure Last Year	Expenditure Till Date	Revised For Current Year	Proposed For Next Year	(Excess)- (Surrender)
01-Salary	V	1524356	1327566	1766371	1522856	2122856	4500000	598500
02-Wages	V	23321	11934	46363	23321	34521	90000	11200
03-Dearness Allowances	V	803086	652435	815372	802879	1212879	3000000	409793
04-Travel Expenses	V	37932	20856	50454	37932	57932	100000	20000
05-Office Expenses	V	50607	42558	97103	50607	100607	150000	50000
06-Rent,Rates and Taxes	V	0	0	0	0	0	4200	0
33-Payments for Professional and Special Services	V	0	0	102000	0	100000	410000	100000
67-Medical Reimbursement	V	0	0	0	0	0	100000	0
70-Leave Travel Concession	V	53561	0	0	53561	80000	200000	26439

61820

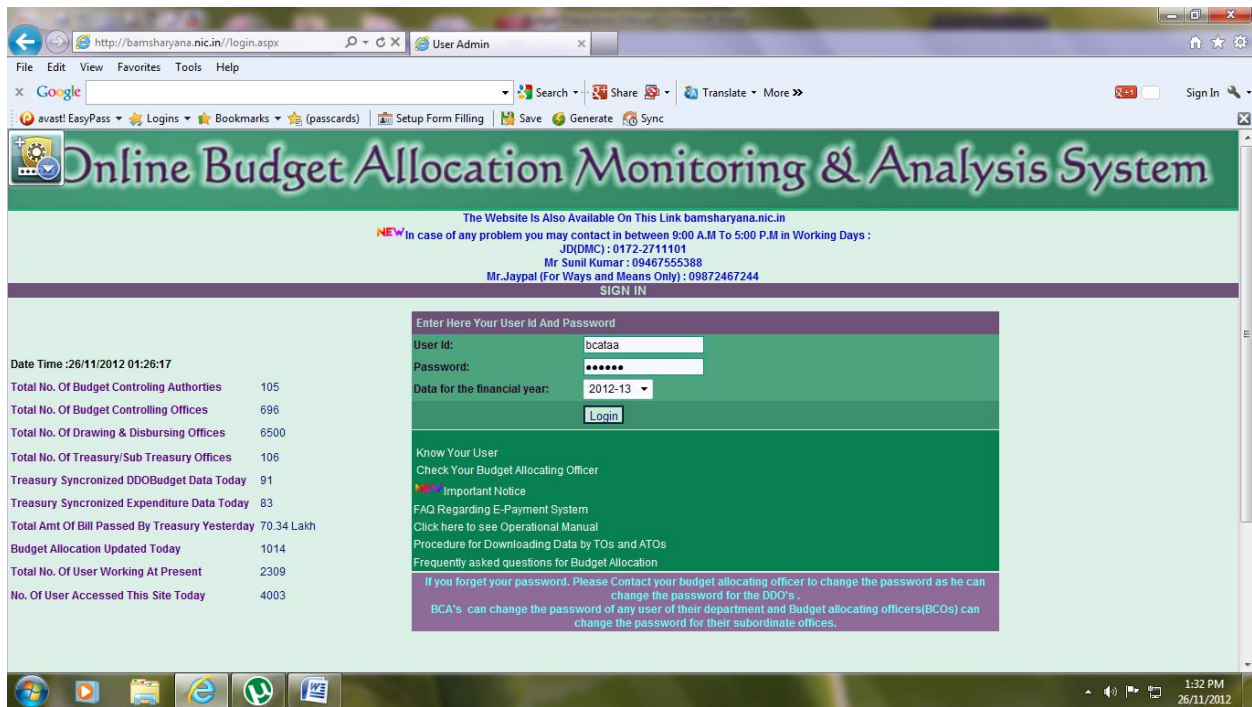
[Note:if you cannot read info in image above, reload page to get another one.]
 Enter the code shown above: 03123

You Will Not Able To Modify Records Again, Are You Sure You Want To Send Records ;

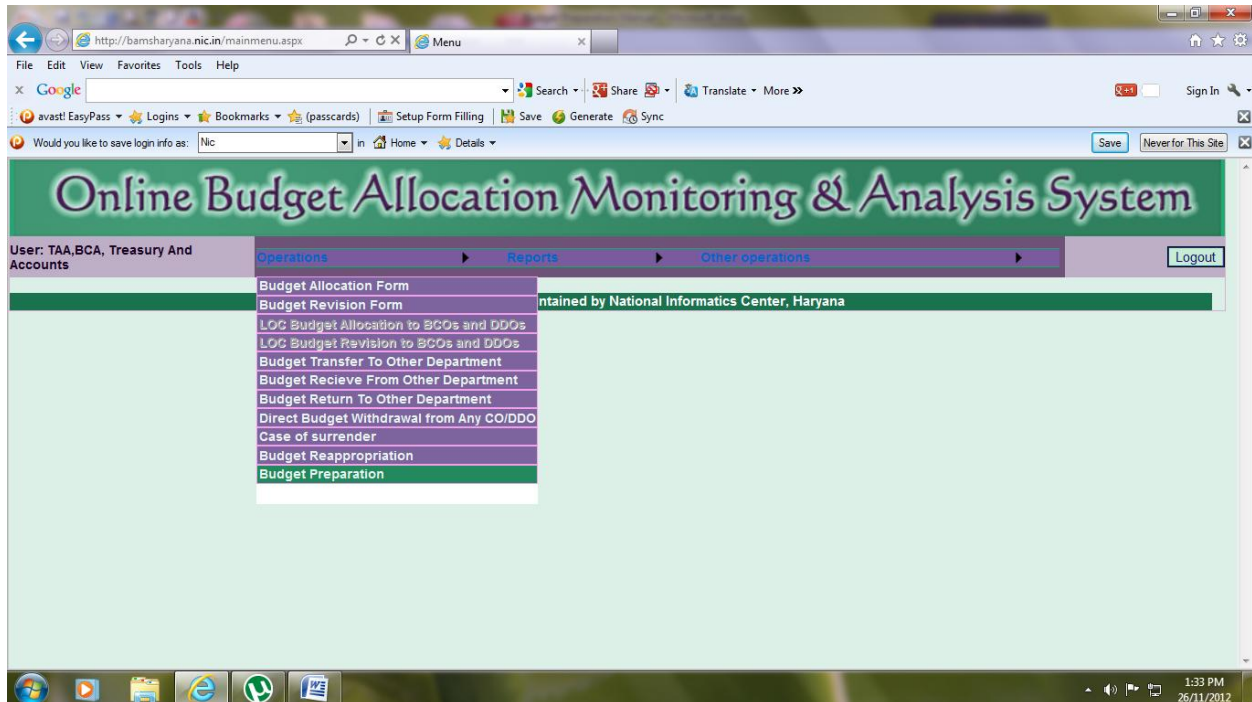
http://bamsharyana.nic.in/AppBudgetPreparationDDO.aspx

1:23 PM
26/11/2012

- ❖ इसके पश्चात सम्बन्धित BCO/BCA, Login Page पर अपना User-ID & Password डालकर login करेगा।



- ❖ BCO/BCA को Operation menu के "Budget Preparation" option use करनी है।



❖ उसके बाद Budget Preparation page open हो जायेगा। जिसमें user द्वारा Plan/Non-Plan, Scheme select करनी है। फिर user को screen पर original budget, budget allocated, expenditure till 30th September, expenditure till date, proposed revised by BCO/DDO under you का डाटा object code wise दिखाई देगा।

❖ इस page पर user को दो रेडियो बटन दिखाई देंगे। एक proposed revised for current year और दूसरा Proposed for Next Year. User जिस भी रेडियो बटन को क्लिक करेगा उसी से सम्बन्धित डाटा उसे दिखाई देगा।

BUDGET PREPARATION FORM

User: TAA, BCA, Treasury and Accounts Department: Treasury & Accounts Data for the financial year: 2012-13

Plan/Non Plan: Non-Plan Recurring Non Recurring

Scheme: N-51-06-2054-51-097-99-98-R Treasury Staff Establishment Expenses

Select Bco/DDo/Both: All DDOs and BCOs Select District: -Select- Proposed Revised For Current Year Proposed For Next Year

Update	Objects	01-Salary	02-Wages	03-Dearness Allowances	04-Travel Expenses	05-Office Expenses	06-Rent, Rates and Taxes	33-Payments for Professional and Special Services	67-Medical Reimbursement	70-Leave Travel Concessions
Original Budget		128532000	3000000	64266000	2000000	7000000	2000000	8000000	5000000	2500000
Budget Allocated		128532000	3000000	64266000	1900000	6650000	2000000	7600000	5000000	2500000
Expenditure till 30th September		69080105	1141966	37996541	909501	3215357	250408	6358298	1811705	1453438
Expenditure till date		79838865	1840919	45555645	1191094	4230737	328951	6578875	2019378	1809858
Proposed Revised by BCO/DDO Under You		108551457	3541636	65387861	2318333	8024979	1329281	6366479	3995970	10106394
Proposed Revised For Current Year by You		127779593	4193197	68113005	2333333	8247002	1329281	6566479	4272032	10242727

20242

[Note: If you cannot read info in image above, reload page to get another one.]

Enter the code shown above:

- ❖ जैसे कि नीचे वाली screen shot में user द्वारा Proposed Revised for current Year वाले रेडियो बटन को क्लिक किया गया है तो screen पर user से सम्बन्धित DDO/BCO द्वारा भेजी गई Proposed Revised for current Year की figures दिखाई देगी।

BUDGET PREPARATION FORM

User: TAA, BCA, Treasury and Accounts Department: Treasury & Accounts Data for the financial year: 2012-13

Plan/Non Plan: Non-Plan Recurring Non Recurring

Scheme: N-51-06-2054-51-097-99-98-R Treasury Staff Establishment Expenses

Select Bco/DDo/Both: All DDOs and BCOs Select District: -Select- Proposed Revised For Current Year Proposed For Next Year

Original Budget	128532000	3000000	64266000	2000000	7000000	2000000	8000000	5000000	2500000
Budget Allocated	128532000	3000000	64266000	1900000	6650000	2000000	7600000	5000000	2500000
Expenditure till 30th September	69080105	1141966	37996541	909501	3215357	250408	6358298	1811705	1453438
Expenditure till date	79838865	1840919	45555645	1191094	4230737	328951	6578875	2019378	1809858
Proposed Revised by BCO/DDO Under You	108551457	3541636	65387861	2318333	8024979	1329281	6366479	3995970	10106394
Proposed Revised For Current Year by You	127779593	4193197	68113005	2333333	8247002	1329281	6566479	4272032	10242727
Update 0601000001-G R Cholia, Treasury Officer Ambala	7000000	100000	4500000	50000	275000	30000	380000	350000	1130000
Update 0602000002-Ran Singh, Treasury Officer Bhiwani	21900000	624000	4645000	150000	365000	15000	0	350000	150000
Update 0603000003-M K Gupta, Treasury Officer Chandigarh	4628136	339561	2725144	15000	222023	0	200000	276062	136333

20242

[Note:if you cannot read info in image above, reload page to get another one.]
Enter the code shown above:

Send To Budget Allocating Officer/ Finance Department Send To Other Department

- ❖ इसी प्रकार यदि user द्वारा Proposed for next Year वाले रेडियो बटन को क्लिक किया गया है तो screen पर user से सम्बन्धित DDO/BCO द्वारा भेजी गई Proposed for Next Year की figures दिखाई देगी।

BUDGET PREPARATION FORM

User: TAA, BCA, Treasury and Accounts Department: Treasury & Accounts Data for the financial year: 2012-13

Plan/Non Plan: Non-Plan Recurring Non Recurring

Scheme: N-51-06-2054-51-097-99-98-R Treasury Staff Establishment Expenses

Select Bco/DDo/Both: All DDOs and BCOs Select District: -Select- Proposed Revised For Current Year Proposed For Next Year

Original Budget	128532000	3000000	64266000	2000000	7000000	2000000	8000000	5000000	2500000
Budget Allocated	128532000	3000000	64266000	1900000	6650000	2000000	7600000	5000000	2500000
Expenditure till 30th September	69080105	1141966	37996541	909501	3215357	250408	6358298	1811705	1453438
Expenditure till date	79838865	1840919	45555645	1191094	4230737	328951	6578875	2019378	1809858
Proposed For Next Year By BCO/DDO Under You	139271393	4857360	91480105	3263800	10415600	1251880	8137500	4455800	10693337
Proposed For Next Year By You	145094121	5027360	94612141	3283800	10615600	1251880	8517500	4755800	11193337
Update 0601000001-G R Cholia, Treasury Officer Ambala	9407968	100000	6078032	60000	600000	40000	510000	200000	1500000
Update 0602000002-Ran Singh, Treasury Officer Bhiwani	9068000	400000	5528000	200000	400000	20000	500000	450000	700000
Update 0603000003-M K Gupta, Treasury Officer Chandigarh	5822728	170000	3132036	20000	200000	0	380000	300000	500000
Update 0604000004-Sanjeev dnhingra, Treasury	1200000	60000	550000	30000	150000	0	120000	200000	100000

08288

[Note:if you cannot read info in image above, reload page to get another one.]
Enter the code shown above:

Send To Budget Allocating Officer/ Finance Department Send To Other Department

- ❖ यदि BCO/BCA अपने से सम्बन्धित DDO/BCO द्वारा भेजी गई figures को modify करना चाहता है तो वह update button पर क्लिक करके object code wise figure change/modify कर सकता है। उसके बाद security code enter करके save button क्लिक करना है।

The screenshot displays the 'BUDGET PREPARATION FORM' interface. At the top, it shows the user 'TAA, BCA, Treasury and Accounts' and the department 'Treasury & Accounts' for the financial year '2012-13'. The form is for 'Scheme: N-51-06-2054-51-097-99-98-R Treasury Staff Establishment Expenses'. Below this is a table with columns for Object, Voted/Charged (V/C), Budget Allocated, Expenditure of Last Year, Expenditure up to 30th September, Expenditure till Date, Proposed Revised By BCO/DDO For Current Year, Proposed Revised For Current Year By You, Proposed Next By BCO/DDO For Next Year, Proposed For Next Year By You, and (Excess)- (Surrender). The table lists various items like Salary, Wages, Dearness Allowances, etc. Below the table, a security code '84617' is displayed, and a note asks the user to enter the code shown above. There are buttons for 'Cancel', 'Save', and 'Go Back To Preparation Form'.

Object	Voted/Charged (V/C)	Budget Allocated During Current Year	Expenditure Of Last Year	Expenditure Up To 30th September	Expenditure Till Date	Proposed Revised By BCO/DDO For Current Year	Proposed Revised For Current Year By You	Proposed Next By BCO/DDO For Next Year	Proposed For Next Year By You	(Excess)- (Surrender)
01-Salary	V	6000000	0	4004527	4683459	7000000	7000000	9407968	9407968	1000000
02-Wages	V	300000	0	11937	29497	100000	100000	100000	100000	70000
03-Dearness Allowances	V	3000000	0	2200049	2662069	4500000	4500000	6078032	6078032	1500000
04-Travel Expenses	V	300000	0	10133	21849	50000	50000	60000	60000	20000
05-Office Expenses	V	200000	0	100693	176035	275000	275000	600000	600000	75000
06-Rent,Rates and Taxes	V	100000	0	1000	1000	30000	30000	40000	40000	20000
33-Payments for Professional and Special Services	V	1800000	0	178500	178500	380000	380000	510000	510000	200000
67-Medical Reimbursement	V	250000	0	15715	15715	350000	350000	200000	200000	325000
70-Leave Travel Concession	V	1280000	0	128477	128477	1130000	1130000	1500000	1500000	1002000

84617

[Note:if you cannot read info in image above, reload page to get another one.]

Enter the code shown above:

Cancel Save Go Back To Preparation Form

- ❖ इसके बाद जो भी रेडियो बटन क्लिक होगा, उससे सम्बन्धित डाटा send to allocating Officer / Finance Department को भेज दिया जायेगा। इसके पश्चात किसी भी तरह की changes नहीं की जा सकती।
- ❖ BCO/BCA अपने से सम्बन्धित डाटा की रिपोर्ट को प्रिन्ट आउट भी ले सकता है। इसके लिये उसे screen पर नीचे की ओर Print Report Button पर क्लिक करना होगा।