



ईपीएफओ, मुख्य कार्यालय  
श्रम एवं रोज़गार मंत्रालय, भारत सरकार  
भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली 110066



EPFO, HEAD OFFICE

MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

BHAVISHYA NIDHI BHAWAN, 14, BHIKAJI CAMA PLACE, NEW DELHI 110066

www.epfindia.gov.in

No. :- Budget/Budget Control Register/2020 / 6366

Date: 03/2022

25 MAR 2022

To

The ACC (HQ)-Zonal Offices/Director (PDNASS)/  
ACC -Zonal Offices / Chief Engineer (HO) / ACC (ASD) / ACC (HRM) /  
ACC (HRD) / ACC (IS) / ACC (Publicity)

**Subject: Launch of "Budget Control Register" in EPFO- regarding.**

Madam/Sir,

In order to consolidate the administrative expenditure on a Central Software and to digitally capture the transactions in administrative account on real-time basis, an in-house Budget Control Software – **"Budget Control Register" (BCR)** has been developed. The BCR is being made effective from financial year 2022-23. The BE for 2022-23 will be released only through BCR.

2. In this regard, an 'Instruction Manual' and 'Step by Step Guide' for "Budget Control Register Module," is prepared and enclosed herewith for ready reference. The Manual is to be referred while operating the BCR.

3. The "Budget Control Register", Module has three parts:

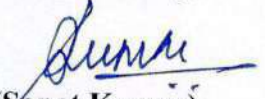
- A. **Budget Upload:** To be used by the concerned Division at Head office level, to upload and disburse budget i.e. Budget Estimate (BE)/Revised Estimate (RE)/Additional Budget to Zonal Offices, ASD-HO and NATRSS.
- B. **Budget Allocation:** Budget uploaded by the HO can be allocated to the offices under its jurisdiction by the Zonal Offices, ASD-HO and NATRSS.
- C. **Budget Transaction:** - Transactions can be recorded by the concerned office against the Budget allocated to it.

4. Functionality for creation and management of Vendor/Lessor Master is also provided for the concerned Office/Branch who can utilize the Budget.
5. Report functionality has been provided in BCR to generate report with filters like HO wise, Zone wise, Office wise, Head wise, Sub Head wise, Balance Amount, Approved Budget, Rejected Budget, Pending Budget, Budget Monthly Return-II Zone and Office wise.
6. Any issue faced during implementation of the Budget Control Register, may be referred to NDC/IS Division through Issue Tracker.
7. Shri Kumar Raghvendra, RPFC-II (Budget) is the Nodal Officer at Finance Division, Head Office for BCR. He can be contacted at budget.ho@epfindia.gov.in for any support relating to BCR.
8. The Software can be accessed at URL - <https://hr.epfindia.gov.in/hrm/Login.aspx> with the login IDs provided by the respective office's administrator. Static IP has to be used for working on the Budget Control Register.
9. Henceforth, all expenditure in Head Offices/PDNASS and the Field Offices shall be recorded in "Budget Control Register" only.

(This issues with the approval of the Competent Authority)

**Encl:** As above

Yours faithfully,

  
(Sanat Kumar)

**Regional P.F. Commissioner - I (Budget)**

**Copy to:**

1. CVO
2. CPFC Sectt.
3. Director (Audit) / RPFC (WSU)/Welfare Officer, Head Office
4. RPFC (NDC)
5. Deputy Director (OL) for Hindi Version.





**(IS Division)**

Employees' Provident Fund Organisation  
Ministry of Labour & Employment  
Govt. of India

# **Instruction Manual for “BUDGET CONTROL REGISTER MODULE”**

**16/03/2022**

# STEP BY STEP GUIDE FOR BUDGET CONTROL REGISTER MODULE

Budget Control Register Module has three parts

- (1) **Budget Upload:-** Budget can be uploaded by the concerned Division of Head office to the Zonal Offices, ASD-HO and NATRSS. There are three roles for each budget uploading division i.e. BUDGET-INITIATOR, BUDGET-VERIFIER and BUDGET-APPROVER. The following divisions can upload the budget. Also the HR Admin of ASD, Head office (1124120 user) has to select the branch of the officials/officers for roles BUDGET-INITIATOR, BUDGET-VERIFIER and BUDGET-APPROVER as indicated in the parenthesis :-
  - (a) Finance Wing (Finance\_Wing)
  - (b) IS Division (ISD)
  - (c) C&PR (C&PR)
  - (d) PFD (PFD)
  - (e) Staff Welfare (HRM1)
  - (f) Sports (HRM1)
  - (g) Purchase of Motor Vehicle (HRM1)
- (2) **Budget Allocation:-** Budget uploaded by the HO can be allocated to the offices under its jurisdiction by the Zonal Offices, ASD-HO and NATRSS. There are three roles for each budget uploading division i.e. BUDGET-INITIATOR, BUDGET-VERIFIER and BUDGET-APPROVER.
- (3) **Vendor Master:-** Vendor/Lessor can be managed by using this functionality.
- (4) **Budget Transaction:-** Transactions can be recorded by the concerned office against the Budget allocated to it.

## I. BUDGET UPLOAD

### I.1 BUDGET-INITIATOR

The following screen will be displayed in the login of Budget Initiator Role.



## Upload Budget

The user needs to first download the budget formats which are available in the Upload Budget functionality. Then user needs to fill them properly.

After filling the data in the downloaded formats, the same needs to be uploaded. Following data entry screen will be displayed:-

Select the Financial Year, Category, Division, Zone, Select File. Click Upload.

On successful Following screen will be displayed:-

localhost:13634 says  
File uploaded Successfully.

Office : HEAD OFFICE ( 124 ) User :  
Role : BUDGET-INITIATOR  
Logged In IP : ::1

Designation : AD(IS)  
December 27, 2021, 11:12:49 Chrome 96.0  
Min Available  
(A S)

OFFICE TYPE : HO

### BUDGET CONTROL INITIATOR

Financial Year: 2021-2022  
Category: BE  
Division: Finance\_Wing  
Zone: UP  
Select File: Choose File No file...hosen  
Submit  
Upload  
Display Zone Description

ZONE	CATEGORY	DIVISION	FIN. YEAR	EPF	EDLI	AMOUNT	INITIATED ON
<input type="checkbox"/> UP	BE	Finance_Wing	2021-2022	861740	5704	570444	12/27/2021 11:13:36 AM

The uploaded file is now available for download to verify with the original data. Click the hyperlink of Zone. The following screen will be displayed:-

Budget Details

Download as Excel

ZONE	YEAR	CATEGORY	DIVISION	HEAD	DESCRIPTION	EPF	EDLI	AMOUNT	Remarks
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Salaries	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Leave Encashment	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Bonus	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Dearness allowance	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Interim Relief	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Overtime allowance	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Other Allowance	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Travelling Allowance	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Leave Travel Concession	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Medical Allowance	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Honorarium	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	<b>TOTAL REVENUE</b>	<b>544500</b>	<b>5500</b>	<b>550000</b>	
UP	2021-2022	BE	Finance_Wing	CONTINGENCIES AND MISC	Publicity	9900	100	10000	
UP	2021-2022	BE	Finance_Wing	CONTINGENCIES AND MISC	Audit Fee	9900	100	10000	
UP	2021-2022	BE	Finance_Wing	CONTINGENCIES AND MISC	Bank Commission	9900	100	10000	

Download the uploaded data in excel format through "Download as Excel" link given on top right side of the screen above. After downloading, the same needs to be cross verified with the original data. After verification, click the checkbox at the beginning of the record. Now there are two options i.e. Reject and Submit as per the screenshot given below:-

OFFICE TYPE : **HO**

### BUDGET CONTROL INITIATOR

Financial Year: 2021-2022 ▼

Category: BE ▼

Division: Finance\_Wing ▼

Zone: UP ▼

Select File: Choose File No fil...hosen Upload

Display Zone Description

[Click here to download Budget Format for Finance Wing](#)

☐ Help

<input checked="" type="checkbox"/>	ZONE	CATEGORY	DIVISION	FIN_YEAR	EPF	EDLI	AMOUNT	INITIATED ON
<input checked="" type="checkbox"/>	UP	BE	Finance_Wing	2021-2022	861740	8704	870444	12/27/2021 11:13:36 AM

Reject Submit

In case the uploaded file has some discrepancies click the Reject Button, as per the screenshot given below:-

OFFICE TYPE : **HO**

Financial Year: 2021-2022

Category: BE

Division: Finance\_Wing

Zone: UP

Select File: Choose File No fil...hosen Upload

Enter Reason for Rejection

Reason: \*

Submit

Record the reason and click Submit button. You can again upload the budget file.

After successful verification, click the SUBMIT button, an alert will be displayed "Do you want to submit the budget to verifier?" Click Ok to continue. The following screen will be displayed:-



Chrome  
i34/BudgetUpload.aspx

OFFICE TYPE : HO

Financial Year: 2021-2022  
Category: BE  
Division: Finance\_Wing  
Zone: UP  
Select File: Choose File No file...hosen

Submit Upload

Display Zone Description

localhost:13634 says  
Do you want to submit the budget to verifier?

OK Cancel

प्रसूची पृष्ठ पर जाएँ/Go to Menu Page

ZONE	CATEGORY	DIVISION	FIN_YEAR	EPF	EDLI	AMOUNT	INITIATED ON
UP	BE	Finance_Wing	2021-2022	861740	8704	870444	12/27/2021 11:13:36 AM

Click OK, the budget upload file will be submitted to the BUDGET-VERIFIER.

## I.2 BUDGET-VERIFIER

When the Budget-Verifier logs in, the following screen will be displayed:-

Menu

- Search Employee Details
- Change Password of This User Account
- Switch Role
- Budget Control System
  - Budget Verifier
  - Upload Budget Report

Click Budget Verifier functionality. Following screen will be displayed:-

OFFICE TYPE : HO

**BUDGET CONTROL VERIFIER**

Financial Year: 2021-2022  
Category: BE  
Division: Finance\_Wing

ZONE	CATEGORY	DIVISION	FIN_YEAR	EPF	EDLI	AMOUNT	INITIATED ON
UP	BE	Finance_Wing	2021-2022	861740	8704	870444	12/27/2021 11:27:14 AM

Reject Submit

Click the hyperlink of Zone. The following screen will be displayed:-



प्रसूची पृष्ठ पर जाएँ/Go to Menu Page

Budget Details									
ZONE	YEAR	CATEGORY	DIVISION	HEAD	DESCRIPTION	EPF	EDLI	AMOUNT	Remarks
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Salaries	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Leave Encashment	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Bonus	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Dearness allowance	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Interim Relief	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Overtime allowance	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Other Allowance	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Travelling Allowance	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Leave Travel Concession	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Medical Allowance	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	Honorarium	49500	500	50000	
UP	2021-2022	BE	Finance_Wing	REVENUE SECTION	<b>TOTAL REVENUE</b>	<b>544500</b>	<b>5500</b>	<b>550000</b>	
UP	2021-2022	BE	Finance_Wing	CONTINGENCIES AND MISC	Publicity	9900	100	10000	
UP	2021-2022	BE	Finance_Wing	CONTINGENCIES AND MISC	Audit Fee	9900	100	10000	
UP	2021-2022	BE	Finance_Wing	CONTINGENCIES AND MISC	Bank Commission	9900	100	10000	

Download as Excel

Activate Windows  
Go to Settings to activate Windows

The role of the Budget Verifier is to verify the budget uploaded by the Budget Initiator. In case the data is correct he needs to forward the task to Budget Approver. In case of any discrepancy the task can be sent back to the Budget Initiator for re-uploading.

Like the budget initiator, the budget verifier also has two options Reject or Submit. After rejection the task goes back to Budget-Initiator. To reject, record the reason and click Submit to send back the task to Budget Initiator.

Role : BUDGET-VERIFIER      WELCOME : DHARAMDIT SINGH      Designation : SECTION OFFICER  
 Logged In IP : ::1      Last Logged In on : December 27, 2021 , 11:12:14 Chrome 96.0

Employees' Provident Fund Organisation  
 (A Statutory Body Under Ministry of Labour & Employment, Government of India)

Office Type : HO

Financial Year : 2021-2022  
 Category : BE  
 Division : Finance\_Wing

**Enter Reason for Rejection**

Reason : \*

Submit

Prasuri Pusth par Jai/Go to Menu Page

COUNT INITIATED ON  
 44 12/27/2021 11:27:14 AM

To forward the task to Budget Approver, SUBMIT button as per screenshot below

OFFICE TYPE : HO

**BUDGET CONTROL VERIFIER**

Financial Year	2021-2022	<input checked="" type="checkbox"/>	<b>ZONE</b>	<b>CATEGORY</b>	<b>DIVISION</b>	<b>FIN_YEAR</b>	<b>EPF</b>	<b>EDLI</b>	<b>AMOUNT</b>	<b>INITIATED ON</b>
Category	BE	<input checked="" type="checkbox"/>	UP	BE	Finance_Wing	2021-2022	861740	8704	870444	12/27/2021 11:27:14 AM
Division	Finance_Wing									

The following screen will be displayed:-

Chrome  
634/BudgetVerifier.aspx

OFFICE TYPE : HO

Financial Year: 2021-2022  
Category: BE  
Division: Finance\_Wing

localhost:13634 says  
Do you want to submit the budget to approver?

<input checked="" type="checkbox"/>	<b>ZONE</b>	<b>CATEGORY</b>	<b>DIVISION</b>	<b>FIN_YEAR</b>	<b>EPF</b>	<b>EDLI</b>	<b>AMOUNT</b>	<b>INITIATED ON</b>
<input checked="" type="checkbox"/>	UP	BE	Finance_Wing	2021-2022	861740	8704	870444	12/27/2021 11:27:14 AM

प्रसूची पृष्ठ पर जाएँ/Go to Menu Page

Click OK to forward the task to Budget Approver.

### I.3 BUDGET-APPROVER

When the Budget- Approver logs in, the following screen will be displayed:-



Click Budget Approver functionality. Following screen will be displayed:-


The screenshot shows the 'BUDGET CONTROL APPROVER' screen. At the top right, there is a link labeled 'प्रसूची पृष्ठ पर जाएँ/Go to Menu Page'. The screen has a header bar with the title 'BUDGET CONTROL APPROVER'. Below the header, there is a section for 'OFFICE TYPE : HO'. On the left, there are three dropdown menus: 'Financial Year' (2021-2022), 'Category' (BE), and 'Division' (Finance\_Wing). On the right, there is a table with the following data:

ZONE	CATEGORY	DIVISION	FIN_YEAR	EPF	EDLI	AMOUNT	VERIFIED ON
UP	BE	Finance_Wing	2021-2022	661740	5704	570444	12/27/2021 11:36:16 AM

At the bottom right of the table, there are two buttons: 'Reject' and 'Submit'.

Click the hyperlink of Zone. The following screen will be displayed:-





Most Available

Role : BUDGET-APPROVER

Logged In IP ::1

WELCOME : SHWETA SHARMA

Designation : Assistant Section Officer (AS)

Last Logged In on : December 27, 2021 , 11:12:59 Chrome 96.0

Employees' Provident Fund Organisation

(A Statutory Body Under Ministry of Labour & Employment, Government of India)

Ha

प्रसूती पृष्ठ पर जाएँ/Go to Menu Page

Budget Details

Download as Excel

UP	2021-2022	BE	Finance_Wing	CONTINGENCIES AND MISC	Misc. Office Expenses	9900	100	10000		
UP	2021-2022	BE	Finance_Wing	CONTINGENCIES AND MISC	Book & Journal for Library	9900	100	10000		
UP	2021-2022	BE	Finance_Wing	CONTINGENCIES AND MISC	Training and Conference	9900	100	10000		
UP	2021-2022	BE	Finance_Wing	CONTINGENCIES AND MISC	Professional services	9900	100	10000		
UP	2021-2022	BE	Finance_Wing	CONTINGENCIES AND MISC	Swachhta Action Plan(SAP)	9900	100	10000		
UP	2021-2022	BE	Finance_Wing	CONTINGENCIES AND MISC	TOTAL CONTINGENCIES	227700	2300	230000		
UP	2021-2022	BE	Finance_Wing	RETIREMENT BENEFITS	Pension cum Gratuity	20900	211	21111		
UP	2021-2022	BE	Finance_Wing	RETIREMENT BENEFITS	Leave Salary & Pension Contribution	20900	211	21111		
UP	2021-2022	BE	Finance_Wing	RETIREMENT BENEFITS	Payment of Assurance Benefits	20900	211	21111		
UP	2021-2022	BE	Finance_Wing	RETIREMENT BENEFITS	Board's share of contribution towards Contributory P.F.	20900	211	21111		
UP	2021-2022	BE	Finance_Wing	RETIREMENT BENEFITS	TOTAL RETIREMENT BENEFITS	83600	844	84444		
UP	2021-2022	BE	Finance_Wing	REPAYABLE LOANS AND ADVANCES	House Building Advance	1980	20	2000		
UP	2021-2022	BE	Finance_Wing	REPAYABLE LOANS AND ADVANCES	Personal Computer Advance	1980	20	2000		
UP	2021-2022	BE	Finance_Wing	REPAYABLE LOANS AND ADVANCES	Other Advances (Special Festival advances, etc)	1980	20	2000		
UP	2021-2022	BE	Finance_Wing	REPAYABLE LOANS AND ADVANCES	TOTAL REPAYABLE LOANS AND ADVANCES	5940	60	6000		
UP	2021-2022	BE	Finance_Wing	GRAND TOTAL	GRANDTOTAL	861740	8704	870444		


Active Windows

The role of the Budget Approver is to approve the budget uploaded by the Budget Initiator and verified by the Budget Verifier. In case the data is correct he needs to approve the same. In case of any discrepancy the task can be sent back to the Budget Initiator for re-uploading.

The budget approver also has two options Reject or Submit. After rejection the task goes back to Budget-Initiator. To reject, record the reason and click Submit to send back the task to Budget Initiator.

**Upload Budget Report:** This report is available with all three roles i.e. BUDGET-INITIATOR, BUDGET-VERIFIER and BUDGET-APPROVER.

### Upload Budget Report at Initiator



Not available

Role : BUDGET-INITIATOR

Logged In IP : ::1

WELCOME : R SURESHKUMAR

Last Logged In on : January 06, 2022 , 10:01:05 Chrome 96.0

Designation : AD(1S)

Employees' Provident Fund Organisation

(A Statutory Body Under Ministry of Labour & Employment, Government of India)

Help

प्रसूची पृष्ठ पर जाएँ/Go to Menu Page

OFFICE TYPE : HO

BUDGET UPLOAD REPORT

Financial Year	2020-2021											
Category	BE	ZONE	CATEGORY	DIVISION	FIN_YEAR	EPF	EDLI	AMOUNT	INITIATED ON	VERIFIED ON	APPROVED ON	STATUS
Division	Finance_Wing	UP	BE	Finance_Wing	2020-2021	45566903	460292	46029200	1/6/2022 10:37:50 AM			Pending at Initiator

## Download Budget Report in Excel at Initiator

Role : BUDGET-INITIATOR WELCOME : R SURESHKUMAR Designation : AD(19)  
 Logged In IP : ::1 Last Logged In on : January 06,2022 , 10:01:05 Chrome 96.0  
 Employees' Provident Fund Organisation  
 (A Statutory Body Under Ministry of Labour & Employment, Government of India)

Help प्रसूची पृष्ठ पर जाएँ/Go to Menu Page

**Budget Report Details**

Download as Excel

ZONE	YEAR	CATEGORY	DIVISION	HEAD	DESCRIPTION	EPF	EDLI	AMOUNT	Remarks
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Salaries	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Leave Encashment	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Bonus	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Dearness allowance	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Interim Relief	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Overtime allowance	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Other Allowance	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Travelling Allowance	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Leave Travel Concession	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Medical Allowance	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Honorarium	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	<b>TOTAL REVENUE</b>	<b>10890</b>	<b>110</b>	<b>11000</b>	
UP	2020-2021	BE	Finance_Wing	CONTINGENCIES AND MISC	Publicity	1980000	20000	2000000	

## Upload Budget Report at Verifier

Role : BUDGET-VERIFIER WELCOME : DHARAMJIT SINGH Designation : SECTION OFFICER  
 Logged In IP : ::1 Last Logged In on : January 06,2022 , 10:01:40 Chrome 96.0  
 Employees' Provident Fund Organisation  
 (A Statutory Body Under Ministry of Labour & Employment, Government of India)

Help प्रसूची पृष्ठ पर जाएँ/Go to Menu Page

OFFICE TYPE : HO

**BUDGET UPLOAD REPORT**

Financial Year: 2020-2021  
 Category: BE  
 Division: Finance\_Wing

ZONE	CATEGORY	DIVISION	FIN YEAR	EPF	EDLI	AMOUNT	INITIATED ON	VERIFIED ON	APPROVED ON	STATUS
UP	BE	Finance_Wing	2020-2021	45588908	460292	46029200	1/6/2022 10:48:44 AM	1/6/2022 10:48:07 AM		Pending at Approver

## Download Budget Report in Excel at Verifier

Role : BUDGET-VERIFIER WELCOME : DHARAMJIT SINGH Designation : SECTION OFFICER  
 Logged In IP : ::1 Last Logged In on : January 06,2022 , 10:01:40 Chrome 96.0  
 Employees' Provident Fund Organisation  
 (A Statutory Body Under Ministry of Labour & Employment, Government of India)

Help प्रसूची पृष्ठ पर जाएँ/Go to Menu Page

ZONE	YEAR	CATEGORY	DIVISION	HEAD	DESCRIPTION	EPF	EDLI	AMOUNT	Remarks
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Salaries	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Leave Encashment	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Bonus	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Dearness allowance	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Interim Relief	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Overtime allowance	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Other Allowance	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Travelling Allowance	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Leave Travel Concession	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Medical Allowance	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Honorarium	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	<b>TOTAL REVENUE</b>	<b>10890</b>	<b>110</b>	<b>11000</b>	
UP	2020-2021	BE	Finance_Wing	CONTINGENCIES AND MISC	Publicity	1980000	20000	2000000	
UP	2020-2021	BE	Finance_Wing	CONTINGENCIES AND MISC	Audit Fee	1980000	20000	2000000	
UP	2020-2021	BE	Finance_Wing	CONTINGENCIES AND MISC	Bank Commission	1980000	20000	2000000	



## Upload Budget Report at Approver

Role : BUDGET-APPROVER WELCOME : SHWETA SHARMA Designation : Assistant Section Officer (ASO)  
 Logged In IP : ::1 Last Logged In on : January 06,2022 , 10:01:37 Chrome 96.0  
 Employees' Provident Fund Organisation  
 (A Statutory Body Under Ministry of Labour & Employment, Government of India)

Help

प्रसूची पृष्ठ पर जाएँ/Go to Menu Page

OFFICE TYPE : HO

### BUDGET UPLOAD REPORT

Financial Year	2020-2021	
Category	BE	
Division	Finance_Wing	

ZONE	CATEGORY	DIVISION	FIN_YEAR	EPF	EDLI	AMOUNT	INITIATED ON	VERIFIED ON	APPROVED ON	STATUS
UP	BE	Finance_Wing	2020-2021	45568908	460292	46029200	1/6/2022 10:46:44 AM	1/6/2022 10:46:07 AM	1/6/2022 10:34:26 AM	Approved

## Download Budget Report in Excel at Approver

Role : BUDGET-APPROVER WELCOME : SHWETA SHARMA Designation : Assistant Section Officer (ASO)  
 Logged In IP : ::1 Last Logged In on : January 06,2022 , 10:01:37 Chrome 96.0  
 Employees' Provident Fund Organisation  
 (A Statutory Body Under Ministry of Labour & Employment, Government of India)

Help

प्रसूची पृष्ठ पर जाएँ/Go to Menu Page

Download as Excel

### Budget Report Details

ZONE	YEAR	CATEGORY	DIVISION	HEAD	DESCRIPTION	EPF	EDLI	AMOUNT	Remarks
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Salaries	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Leave Encashment	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Bonus	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Dearness allowance	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Interim Relief	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Overtime allowance	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Other Allowance	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Travelling Allowance	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Leave Travel Concession	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Medical Allowance	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	Honorarium	990	10	1000	
UP	2020-2021	BE	Finance_Wing	REVENUE SECTION	TOTAL REVENUE	10890	110	11000	
UP	2020-2021	BE	Finance_Wing	CONTINGENCIES AND MISC.	Publicity	1900000	20000	2000000	

## Upload Budget Report at Initiator (For Additional Budget)

Role : BUDGET-INITIATOR WELCOME : R SURESHKUMAR Designation : AD(IS)  
 Logged In IP : ::1 Last Logged In on : January 06,2022 , 10:01:37 Chrome 96.0  
 Employees' Provident Fund Organisation  
 (A Statutory Body Under Ministry of Labour & Employment, Government of India)

Help

प्रसूची पृष्ठ पर जाएँ/Go to Menu Page

OFFICE TYPE : HO


### BUDGET UPLOAD REPORT

Financial Year	2020-2021	
Category	Addl_Budget	
Division	Finance_Wing	

ZONE	CATEGORY	DIVISION	FIN_YEAR	AMOUNT	INITIATED ON	VERIFIED ON	APPROVED ON	STATUS
UP	Addl_Budget	Finance_Wing	2020-2021	1000	2022-01-06 11:00:32			Pending at Verifier



## Download Budget Report in Excel at Initiator (For Additional Budget)


 Role : BUDGET-INITIATOR  
 Logged In IP : ::1  
 WELCOME : R SURESHKUMAR  
 Designation : AD(IS)  
 Last Logged In on : January 06, 2022 , 10:01:37 Chrome 96.0  
 Employees' Provident Fund Organisation  
 (A Statutory Body Under Ministry of Labour & Employment, Government of India)

[Download as Excel](#)

ZONE	YEAR	CATEGORY	DIVISION	HEAD	DESCRIPTION	AMOUNT	REMARKS
UP	2020-2021	Add_Budget	Finance_Wing	REVENUE SECTION	Salaries	1000	Add in Salary

## Upload Budget Report at Verifier (For Additional Budget)


 Role : BUDGET-VERIFIER  
 Logged In IP : ::1  
 WELCOME : DHARAMJIT SINGH  
 Designation : SECTION OFFICER  
 Last Logged In on : January 06, 2022 , 11:01:28 Chrome 96.0  
 Employees' Provident Fund Organisation  
 (A Statutory Body Under Ministry of Labour & Employment, Government of India)

[Help](#)  
[प्रसूची पृष्ठ पर जाएँ/Go to Menu Page](#)

OFFICE TYPE : HO

**BUDGET UPLOAD REPORT**

Financial Year	2020-2021								
Category	Add_Budget								
Division	Finance_Wing								

ZONE	CATEGORY	DIVISION	FIN_YEAR	AMOUNT	INITIATED ON	VERIFIED ON	APPROVED ON	STATUS
UP	Add_Budget	Finance_Wing	2020-2021	1000	2022-01-06 11:00:52	2022-01-06 11:07:48		Pending at Approver

## Download Budget Report in Excel at Verifier (For Additional Budget)


 Role : BUDGET-VERIFIER  
 Logged In IP : ::1  
 WELCOME : DHARAMJIT SINGH  
 Designation : SECTION OFFICER  
 Last Logged In on : January 06, 2022 , 11:01:28 Chrome 96.0  
 Employees' Provident Fund Organisation  
 (A Statutory Body Under Ministry of Labour & Employment, Government of India)


[प्रसूची पृष्ठ पर जाएँ/Go to Menu Page](#)

**Additional Budget Report Details**

[Download as Excel](#)

ZONE	YEAR	CATEGORY	DIVISION	HEAD	DESCRIPTION	AMOUNT	REMARKS
UP	2020-2021	Add_Budget	Finance_Wing	REVENUE SECTION	Salaries	1000	Add in Salary

## Upload Budget Report at Approver (For Additional Budget)


 Not Available  
 Role : BUDGET-APPROVER  
 WELCOME : SHWETA SHARMA  
 Designation : Assistant Section Officer (ASO)  
 Logged In IP : ::1  
 Last Logged In on : January 06, 2022 , 11:01:10 Chrome 96.0  
**Employees' Provident Fund Organisation**  
 (A Statutory Body Under Ministry of Labour & Employment, Government of India)

[Help](#)  
 प्रसूची पृष्ठ पर जाएँ/Go to Menu Page

OFFICE TYPE : HO

### BUDGET UPLOAD REPORT

Financial Year	2020-2021
Category	Addl_Budget
Divison	Finance_Wing

ZONE	CATEGORY	DIVISION	FIN_YEAR	AMOUNT	INITIATED ON	VERIFIED ON	APPROVED ON	STATUS
UP	Add_Budget	Finance_Wing	2020-2021	1000	2022-01-06 11:00:32	2022-01-06 11:07:48	2022-01-06 11:10:29	Approved

## Download Budget Report in Excel at Approver (For Additional Budget)


 Not Available  
 Role : BUDGET-APPROVER  
 WELCOME : SHWETA SHARMA  
 Designation : Assistant Section Officer (ASO)  
 Logged In IP : ::1  
 Last Logged In on : January 06, 2022 , 11:01:10 Chrome 96.0  
**Employees' Provident Fund Organisation**  
 (A Statutory Body Under Ministry of Labour & Employment, Government of India)

[Help](#)  
 प्रसूची पृष्ठ पर जाएँ/Go to Menu Page

### Additional Budget Report Details

[Download as Excel](#)

ZONE	YEAR	CATEGORY	DIVISION	HEAD	DESCRIPTION	AMOUNT	REMARKS
UP	2020-2021	Addl_Budget	Finance_Wing	REVENUE SECTION	Salaries	1000	Add in Salary.

## II. BUDGET ALLOCATION

Budget allocation is to be done by the Zonal Offices, ASD-HO and NATRSS. The HR Admin (\*\*\*\*120 user) of the concerned office has to select the branch of the officials/officers for roles BUDGET-INITIATOR, BUDGET-VERIFIER and BUDGET-APPROVER as ACC.

### II.1 BUDGET-INITIATOR:

The following screen will be displayed in the login of Budget Initiator Role.

Select Fin. Year, Division, Category and Office as per the screenshots given below:-

HEAD	SUBHEAD	ZO_BE	ZO_ADDL_AMNT	ZO_DISBURSED	POOL	AMOUNT TO BE ALLOTTED	EPF	EDLI
REVENUE SECTION	SALARIES	50000	0	0	50000	0	0.00	0.00
REVENUE SECTION	LEAVE ENCASHMENT	50000	0	0	50000	0	0.00	0.00
REVENUE SECTION	BONUS	50000	0	0	50000	0	0.00	0.00
REVENUE SECTION	DEARNESS ALLOWANCE	50000	0	0	50000	0	0.00	0.00
REVENUE SECTION	INTERIM RELIEF	50000	0	0	50000	0	0.00	0.00
REVENUE SECTION	OVERTIME ALLOWANCE	50000	0	0	50000	0	0.00	0.00



Enter AMOUNT TO BE ALLOTTED then click Submit button.

If allotted amount is less than pool amount then following screen will be displayed:-

The screenshot shows the 'BUDGET CONTROL ALLOCATION INITIATOR' form. At the top, a message box states: 'localhost:13634 says Records inserted Successfully!'. The form includes fields for FIN. YEAR (2021-2022), DIVISION (Finance\_Wing), CATEGORY (BE), and OFFICE (AGRA). A 'SUMMARY' table is displayed below the form.

OFFICE	CATEGORY	DIVISION	FIN_YEAR	EPF	EDLI	AMOUNT ALLOTTED
AGRA	BE	Finance_Wing	2021-2022	85778	866	86644

Below the summary table is the 'ENTER DETAILS' table with columns: HEAD, SUBHEAD, ZO\_BE, ZO\_ADDL\_AMNT, ZO\_DISBURSED, POOL, AMOUNT TO BE ALLOTTED, EPF, and EDLI. It lists various revenue sections and their corresponding amounts.

In case it is greater than pool amount, then following error will be displayed:-

The screenshot shows the 'BUDGET CONTROL ALLOCATION INITIATOR' form with an error message box: 'localhost:13634 says Allocated amount should be less than or equal to Pool Amount'. The 'SUMMARY' section displays 'No records found'. The 'ENTER DETAILS' table is visible at the bottom, showing the same structure as the previous screenshot.

Budget allocation can be downloaded in Excel and PDF format as per screenshot given below:-

Office : RANPUR ( 094 ) User Id : 2094006 Version : Last Updated 06, Jun 2018 ( V 2.22 ) 27 Dec 2021, 12:00:44 PM

Role : BUDGET-INITIATOR WELCOME : PREM NARAYAN Designation : SSSA  
 Logged In IP : ::1 Last Logged In on : December 27, 2021 , 11:12:57 Chrome 96.0

Employees' Provident Fund Organisation  
 (A Statutory Body Under Ministry of Labour & Employment, Government of India)

प्रमुखी पृष्ठ पर जाएँ/Go to Menu Page

**Budget Details**

Download as Excel Download as PDF

OFFICE	YEAR	CATEGORY	DIVISION	HEAD	DESCRIPTION	EPF	EDLI	AMOUNT
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Salaries	19800	200	20000
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Leave Encashment	6168	62	6230
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Bonus	34862	352	35214
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Dearness allowance	1980	20	2000
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Interim Relief	22770	230	23000
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Overtime allowance	198	2	200
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Other Allowance	0	0	0
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Travelling Allowance	0	0	0
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Leave Travel Concession	0	0	0
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Medical Allowance	0	0	0
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Honorarium	0	0	0
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	TOTAL REVENUE	66776	662	67438

Once the budget is allotted to all the offices under the jurisdiction of zonal office, now the budget can be rejected or forwarded to the Budget Verifier.

Home  
 34/Budgetallocation.aspx

**BUDGET CONTROL ALLOCATION INITIATOR**

FIN. YEAR: 2021-2022  
 DIVISION: Finance\_Wing  
 CATEGORY: BE  
 OFFICE: ALLAHABAD

**SUMMARY**

OFFICE	CATEGORY	DIVISION	FIN_YEAR	EPF	EDLI	AMOUNT ALLOTTED
<input checked="" type="checkbox"/> ALLAHABAD	BE	Finance_Wing	2021-2022	6435	65	6500

Summary

Reject Submit

**ENTER DETAILS**

HEAD	SUBHEAD	ZO_BE	ZO_ADDL_AMNT	ZO_DISBURSED	POOL	AMOUNT TO BE ALLOTTED	EPF	EDLI
REVENUE SECTION	SALARIES	50000	0	25000	25000	0	0.00	0.00
REVENUE SECTION	LEAVE ENCASHMENT	50000	0	6730	43270	0	0.00	0.00
REVENUE SECTION	BONUS	50000	0	36214	13786	0	0.00	0.00
REVENUE SECTION	DEARNESS ALLOWANCE	50000	0	2000	48000	0	0.00	0.00
REVENUE SECTION	INTERIM RELIEF	50000	0	23000	27000	0	0.00	0.00
REVENUE SECTION	OVERTIME ALLOWANCE	50000	0	200	49800	0	0.00	0.00

Submit

To reject, click Reject button.

To forward the task to Budget Verifier click check box and then Submit.  
 Following screen will be displayed:-

localhost:13634 says  
Do you want to submit the budget to verifier?

OK Cancel

FIN. YEAR: 2021-2022  
DIVISION: Finance\_Wing  
CATEGORY: BE  
OFFICE: ALLAHABAD

PF	EDLI	AMOUNT ALLOTTED
6433	65	6500

Reject Submit

**BUDGET FOR ALLAHABAD HAS BEEN INITIATED AND PENDING TO BE SENT TO VERIFIER**

Click OK to send the task to verifier.

## II.2 BUDGET-VERIFIER

When the Budget-Verifier logs in, the following screen will be displayed:-

Office : KANPUR ( 094 ) User Id : 2094006 Version : Last Updated 06, Jun 2018 ( V 2.22 ) 09 Feb 2022, 05:25:34 PM

Role : BUDGET-VERIFIER WELCOME : PREM NARAYAN Designation : SSSA  
Logged In IP : ::1 Last Logged In on : February 09, 2022, 17:02:31 Chrome

**Employees' Provident Fund Organisation**  
(A Statutory Body Under Ministry of Labour & Employment, Government of India)

Menu

- Search Employee Details
- Change Password of This User Account
- Switch Role
- Budget Control System
- Budget Allocation Verifier

Back

Click Budget Allocation Verifier button. Select Fin Year, Categories and Division, following screen will be displayed:-

**BUDGET CON**

Financial Year: 2021-2022  
Category: Select Category  
Division: Select Category

**BUDGET**

Financial Year: 2021-2022  
Category: BE  
Division: Select Division

C&PR  
Finance\_Wing  
HRM-MV  
HRM-SP  
HRM-SW  
ISD  
PID



BUDGET CONTROL ALLOCATION VERIFIER																								
Financial Year	2021-2022																							
Category	BE																							
Division	Finance_Wing																							
		<b>SUMMARY</b> <table border="1"> <thead> <tr> <th>OFFICE</th> <th>CATEGORY</th> <th>DIVISION</th> <th>FIN_YEAR</th> <th>EPF</th> <th>EDLI</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> AGRA</td> <td>BE</td> <td>Finance_Wing</td> <td>2021-2022</td> <td>85778</td> <td>866</td> <td>86644</td> </tr> <tr> <td><input type="checkbox"/> ALLAHABAD</td> <td>BE</td> <td>Finance_Wing</td> <td>2021-2022</td> <td>6435</td> <td>65</td> <td>6500</td> </tr> </tbody> </table>		OFFICE	CATEGORY	DIVISION	FIN_YEAR	EPF	EDLI	Amount	<input type="checkbox"/> AGRA	BE	Finance_Wing	2021-2022	85778	866	86644	<input type="checkbox"/> ALLAHABAD	BE	Finance_Wing	2021-2022	6435	65	6500
OFFICE	CATEGORY	DIVISION	FIN_YEAR	EPF	EDLI	Amount																		
<input type="checkbox"/> AGRA	BE	Finance_Wing	2021-2022	85778	866	86644																		
<input type="checkbox"/> ALLAHABAD	BE	Finance_Wing	2021-2022	6435	65	6500																		

Click the hyperlink of Zone. The following screen will be displayed:-

Budget Details						
OFFICE	YEAR	CATEGORY	DIVISION	HEAD	DESCRIPTION	EDLI AMOUNT
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Salaries	19800 200 20000
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Leave Encashment	6168 62 6230
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Bonus	34862 352 35214
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Dearness allowance	1980 20 2000
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Interim Relief	22770 230 23000
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Overtime allowance	198 2 200
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Other Allowance	0 0 0
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Travelling Allowance	0 0 0
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Leave Travel Concession	0 0 0
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Medical Allowance	0 0 0
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Honorarium	0 0 0
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	<b>TOTAL REVENUE</b>	<b>85778 866 86644</b>
AGRA	2021-2022	BE	Finance_Wing	CONTINGENCIES AND MISC	Publicity	0 0 0
AGRA	2021-2022	BE	Finance_Wing	CONTINGENCIES AND MISC	Audit Fee	0 0 0
AGRA	2021-2022	BE	Finance_Wing	CONTINGENCIES AND MISC	Bank Commission	0 0 0

Reject and Submit buttons have the same purpose and function as in the case of uploading has.

## II.3 BUDGET-APPROVER

Office : KANPUR ( 094 )    User Id : 2094006    Version : Last Updated 06, Jun 2018 ( V 2.22 )    09 Feb 2022, 05:26:45 PM			
	Role : BUDGET-APPROVER Logged In IP : ::1	WELCOME : PREM NARAYAN Last Logged In on : February 09, 2022 , 17:02:26 Chrome 9	Designation : SSSA
	<b>Employees' Provident Fund Organisation</b> (A Statutory Body Under Ministry of Labour & Employment, Government of India)		
<div> <div>Menu</div> <ul style="list-style-type: none"> <li>Search Employee Details</li> <li>Change Password of This User Account</li> <li>Switch Role</li> <li>Budget Control System               <ul style="list-style-type: none"> <li>Budget Allocation Approver</li> <li>Budget Pool Adjustment</li> </ul> </li> </ul> </div>			

In purpose of the Budget Allocation Approver functionality is same as in the case of Budget Approver (Upload). Also the process flow is same.

## Budget Pool Adjustment

The purpose of this functionality is to be adjust the budget already allotted.

Click the Budget Pool Adjustment. Following screen will be displayed:-

Select Financial year, Category, Division and Office. Following screen will be displayed:-

HEAD	SUBHEAD	BE	ADDL_AMNT_ZO	TOTAL	ZO_DISBURSED	POOL	AGRA	EDIT
REVENUE SECTION	Salaries	50000	0	50000	25000	25000	20000	+ -
REVENUE SECTION	Leave Encashment	50000	0	50000	6730	43270	6230	+ -
REVENUE SECTION	Bonus	50000	0	50000	36214	13786	35214	+ -
REVENUE SECTION	Dearness allowance	50000	0	50000	2000	48000	2000	+ -
REVENUE SECTION	Interim Relief	50000	0	50000	23000	27000	23000	+ -
REVENUE SECTION	Overtime allowance	50000	0	50000	200	49800	200	+ -
REVENUE SECTION	Other Allowance	50000	0	50000	0	50000	0	+ -
REVENUE SECTION	Travelling Allowance	50000	0	50000	0	50000	0	+ -
REVENUE SECTION	Leave Travel Concession	50000	0	50000	0	50000	0	+ -
REVENUE SECTION	Medical Allowance	50000	0	50000	0	50000	0	+ -

Make necessary adjustments and click Save button. Following screen will be displayed:-

HEAD	SUBHEAD	BE	ADDL_AMNT_ZO	TOTAL	ZO_DISBURSED	POOL	AGRA	REMARKS	EDIT
REVENUE SECTION	Salaries	50000	0	50000	25100	24900	20100	Add Something	1000 close save
REVENUE SECTION	Leave Encashment	50000	0	50000	6730	43270	6230		+ -
REVENUE SECTION	Bonus	50000	0	50000	36214	13786	35214		+ -

To display the subhead details, click SUBHEAD Button. Following screen will be displayed:-

प्रसूची पृष्ठ पर जाएँ/Go to

BUDGET ADJUSTMENT DETAILS								
ZONE	OFFICE	SUBHEAD	PREVIOUS	ADDED	MINUS	CURRENT	TIMESTAMP	Remarks
UP	AGRA	Salaries	0			20000	12/27/2021 12:03:07 PM	Allotted by ZO
UP	AGRA	Salaries		100	0	20100	12/27/2021 12:32:48 PM	Add something
UP	AGRA	Salaries		1000	0	21100	12/27/2021 12:33:42 PM	Add Something

## VENDOR MASTER

The purpose of this functionality to manage the Vendor/Lessor master.

It has three functionalities namely (i) Budget Add Vendor/Lessor, (ii) Budget Edit/Blacklist Vendor/Lessor and (iii) Budget Vendor/Lessor Report. All three functionalities are single level under the role of DA-LIST.

When the DA-LIST user logs in, the following screen displays:-



### Budget Add Vendor/Lessor

The purpose of this functionality is to add the Vendor/Lessor in the master. There are two radio buttons for Vendor and Lessor. Upon clicking the functionality, the following screen displays:-

The screenshot shows the 'BUDGET ADD VENDOR/LESSOR' form. At the top, there is a header bar with the text 'BUDGET ADD VENDOR/LESSOR' and a link 'पीछे / Back' in the top right corner. Below the header, there are two radio buttons: 'Vendor' (selected) and 'Lessor'. The form is divided into three main sections: 'Basic Details', 'Address Details', and 'Bank Details'.  
**Basic Details:** This section contains fields for PAN, GSTN, Vendor/Lessor Name(Agency)\*, Work Area (a dropdown menu with options: 'Select Work Area', 'supplier', 'Computer', 'Agency'), Name of Person(Representing Agency)\* (with a dropdown for 'MR' and a text field), Work Area (Others) (a text field), Mobile No\* (a text field), Designation (a dropdown for 'Select Designation' and a text field), and Email id (a text field).  
**Address Details:** This section contains fields for Address1\*, Address2\*, Pin Code\*, State\*, District\*, and City\*.  
**Bank Details:** This section contains fields for IFSC Code\* (a dropdown for 'Select IFSC CODE') and Bank Name\* (a text field). There is also a 'Branch Name' label next to a text field.

User can select one Radio Button. User enters data in the data entry fields. Vendor/Lessor Name (Agency), Name of Person, Mobile No., Address1, Pin



Code, IFSC code and Bank Name fields are mandatory. Rest are optional. You can select multiple Work Areas. Click Vendor/Lessor button, following screen will be displayed:-

localhost:13634 says  
Data Saved Successfully For Vendor/Lessor Id - VNDR\_094\_11

OK

Vendor/Lessor Name(Agency)\* : RAHUL AGRO PRIVATE LIMIT

Name of Person(Representing Agency)\* : MR RAHUL KUMAR

Mobile No : 9994923123

Designation : CEO

Email id : k@gmail.com

**Address Details**

Address1\* : NEW DELHI

Address2 : NEW DELHI

Pin Code\* : 110077

State : DELHI

District : DELHI

City : SOUTH CITY

**Bank Details**

IFSC Code\* : CORP0000084

Bank Name\* : CORPORATION BANK

Branch Name : HUDIKERI

Account No\* : .....

Re-Enter Account No\* : 123456789

Vendor/Lessor

For LESSOR the data entry fields are same as for VENDOR.

### Budget Edit/Black List Vendor/Lessor

With the help of this functionality, the Vendor/Lessor details added through Budget Add Vendor/Lessor can be (i) edited, (ii) blacklisted, (iii) removed from blacklist and (iv) deleted.

Upon clicking the functionality, A list of the vendor/lessor master displays:-

UPDATE VENDOR/LESSOR									
Search									
S.No.	Vendor/LessorCode	OfficeName	Vendor/LessorAgencyName	Vendor/LessorName	Vendor/LessorState	Vendor/LessorDistrict	Category	Edit	Blacklist
1	VNDR_094_4	KANPUR	BB	BBBBBB	UP	PILBHI	VENDOR	Edit	BlackList
2	VNDR_094_9	KANPUR	RAHUL AGRO PVT LIMITED	RAHUL KUMAR	DELHI	DELHI	VENDOR	Edit	BlackList
3	VNDR_094_3	KANPUR	A	A			VENDOR	Edit	BlackList
4	VNDR_094_8	KANPUR	GHRGH	FFF			LESSOR	Edit	BlackList
5	VNDR_094_5	KANPUR	GGGG	GGGG			LESSOR	Edit	BlackList
6	VNDR_094_2	KANPUR	KAMAR PALM AGRO	KANWAR PAL	UP	POI	LESSOR	Edit	BlackList
7	VNDR_094_6	KANPUR	MOHIT TR.	RAJAT	UP	PBT	LESSOR	Edit	BlackList
8	VNDR_094_7	KANPUR	RASHMI TR.	RASHMI	UP	BLY	VENDOR	Edit	BlackList
9	VNDR_094_1	KANPUR	LAXAMI AGENCY	LAXAMI NARAYAN	DELHI	DELHI	LESSOR	Edit	BlackList

Each record has three action button namely Edit, Blacklist and Delete. To edit/update the Vendor/Lessor details click the Edit button of the respective record, following screen displays in pop up:-

Office : KANPUR ( 094 ) User Id : 2094007 Version : Last Updated 06, Jun 2018 ( V 2.22 ) 14 Feb 2022, 12:03:58 P

Role : DA-11ST WELCOME : VINOD KR TRIPATHI Designation : SSSA  
 Logged In IP : ::1 Last Logged In on : February 14, 2022 , 12:02:55 Ch

Employees' Provident Fund Organisation

Update Vendor Details for - VNDR\_094\_9

PAN : CCCCC5555C GSTIN : 22CCCCC5555C1D5

Vendor Name(Agency)\* : RAHUL AGRO PVT LIMITED Work Area : Select Work Area  
 supplier  
 Computer  
 Agency

Work Area (Others) :

Name of Person(Representing Agency)\* : MR RAHUL KUMAR Mobile No\* : 9987452130

Designation : CEO E-mail id : K@GMAIL.COM

Address1\* : DELHI Address2 :

Pin Code\* : 110077 State : DELHI

District : DELHI City : DELHI

IFSC Code\* : CORP0000087 Branch Name : TIRIDIR

Make necessary changes/editing. Click Update Button, the following screen will be displayed:-

localhost:13634/Budget\_Edit\_BlackList\_Vendor.aspx

Office : KANPUR ( 094 ) User Id : 2094007 Role : DA-LIST Logged In IP : ::1

Designation : SSSA February 15, 2022, 12:02:23 Chrome 9

localhost:13634 says  
Data Updated Successfully For Vendor/Lessor Id - VNDR\_094\_11

Computer Agency: [Dropdown]

Work Area (Others): [Text Box]

Name of Person (Representing Agency)\*: MR RAHUL KUMAR Mobile No\*: 8954623123

Designation\*: CEO E-mail id: K@GMAIL.COM

Address1\*: NEW DELHI Address2: NEW DELHI

Pin Code\*: 110077 State: DELHI

District: DELHI City: SOUTH CITY

IFSC Code\*: CORP0000084 Branch Name: HUDIKERI

Bank Name\*: CORPORATION BANK Re-Enter Account No\*: 123456789

Account No\*: 123456789

Update

To make a record blacklist, click the Blacklist button of the respective record, following screen displays:-

Office : KANPUR ( 094 ) User Id : 2094007 Version : Last Updated 06, Jun 2018 ( V 2.22 ) Designation : SSSA

WELCOME : VINOD KR TRIPATHI Last Logged In on : February 15, 2022, 10:02:5

Employees' Provident Fund Organisation

Black List Vendor Details for - VNDR\_094\_9

Office Code : 094

Vendor Code : VNDR\_094\_9

Vendor Name : RAHUL KUMAR

Agency Name : RAHUL AGRO PVT LIMITED

Order Number : 15

Order Date : 15/02/2022

Reason for Add To Black List: Black listed.

Add To Black List

Enter the Order Number, Select Order Date and record the Reason for Add to Black List. Click Add to Black List button, the status of the record will become "Blacklisted" from "Blacklist". The blacklisted record can be removed from the



blacklist by clicking the “Blacklisted” button at of the respective record. Following screen displays:-

Role : DA-LIST      WELCOME : VINOD KR TRIPATHI      Designation : S  
 Logged In IP : ::1      Last Logged In on : February 15,2022 ,  
 Employees' Provident Fund Organisation

**Black List Vendor Details for - VNRD\_094\_8**

Office Code : 094  
 Vendor Code : VNRD\_094\_8  
 Vendor Name : FFF  
 Agency Name : GHFGH  
 Order Number : 162  
 Order Date : 14/02/2022  
 Reason for Remove From Black List : Removed

**Remove From Black List**

Enter the Order Number, Select Order Date and record the Reason for Add to Black List. Click Remove From Black List button, the status of the record will change accordingly.

To Delete a record, click the Delete button of the respective record. Enter the Order Number, Select Order Date and record the Reason for Removing. Click Delete Vendor/Lessor, following screen displays:-

Office : KANPUR ( 094 )      User Id : 2094007      Version : Last Updated:06, Jun 2018 ( V 2.22 )      15 Feb 2022, 10:34:3  
 Role : DA-LIST      WELCOME : VINOD KR TRIPATHI      Designation : SSSA  
 Logged In IP : ::1      Last Logged In on : February 15,2022 , 10:02:52  
 Employees' Provident Fund Organisation

**Remove Vendor Details for - VNRD\_094\_10**

Office Code : 094  
 Vendor Code : VNRD\_094\_10  
 Vendor Name : RAJ KUMAR  
 Agency Name : M/S RAJ MAHAL  
 Order Number : 1254  
 Order Date : 14/02/2022  
 Reason for Removing : Wrong Entry

**Delete Vendor/Lessor**

Once the record is deleted, it cannot be edited, added to blacklist, removed from blacklist. However, you can add the Vendor/Lessor again.


## Budget Vendor/Lessor Report

The purpose of this functionality is to display the detailed report of Vendor/Lessor. The form which was filled while the Vendor/Lessor was added is displayed in the report format. Upon clicking the functionality, the following screen displays:-

BUDGET VENDOR/LESSOR REPORT								
			Search					
S.No.	VendorCode	OfficeName	PAN	GSTN	Mobile	Vendor/Lessor/AgencyName	Vendor/LessorName	Category
1	<a href="#">VNDR_094_1</a>	KANPUR	AAAAA5555A	22AAAAA5555A1S2	8965321236	LAXAMI AGENCY	LAXAMI NARAYAN	LESSOR
2	<a href="#">VNDR_094_2</a>	KANPUR	FFFFF5555F		2231233333	KAMAR PALM AGRO	KANWAR PAL	LESSOR
3	<a href="#">VNDR_094_3</a>	KANPUR			1111111111	A	A	VENDOR
4	<a href="#">VNDR_094_4</a>	KANPUR			1111111111	BB	BB BB BB	VENDOR
5	<a href="#">VNDR_094_5</a>	KANPUR			4444444444	GGGG	GGGG	LESSOR
6	<a href="#">VNDR_094_6</a>	KANPUR	DDDDD5555D	22DDDDD5555D2D2	9710933441	MOHIT TR	RAJAT	LESSOR
7	<a href="#">VNDR_094_7</a>	KANPUR	FFFFF6666F	55FFFFF6666F3G2	9623949871	RASHMI TR	RASHMI	VENDOR
8	<a href="#">VNDR_094_8</a>	KANPUR			1111111111	GHPGH	FFF	LESSOR
9	<a href="#">VNDR_094_9</a>	KANPUR	CCCCC5555C	22CCCCC5555C1D5	5987432130	RAHUL AGRO PVT LIMITED	RAHUL KUMAR	VENDOR
10	<a href="#">VNDR_094_10</a>	KANPUR	ABCE1234F	66HHHHH5555HTF5	9676543210	M/S RAJ MAHAL	RAJ KUMAR	VENDOR

Click the Vendor code hyperlink, the following screen displays:-

Office : KANPUR ( 094 )    User Id : 2094007    Version : Last Updated 06, Jun 2018 ( V 2.22 )    15 Feb 2022, 10:42:05 AM



Not Available

Role : DA-LIST

WELCOME : VINOD KR TRIPATHI

Designation : SSSA

Logged In IP : ::1

Last Logged In on : February 15, 2022 , 10:02:52 Chrome 9

Employees' Provident Fund Organisation  
(A Statutory Body Under Ministry of Labour & Employment, Government of India)

Budget Vendor/Lessor Report

1 of 1

Find | Next

VENDOR/LESSOR DETAILS

1 PAN:	AAAAA5555A
2 GSTN:	22AAAAA5555A1S2
3 Vendor Name(Agency):	LAXAMI AGENCY
4 Work Area:	supplier#Computer
5 Work Area (Others):	
6 Name of Person(Representing Agency):	LAXAMI NARAYAN
7 Mobile No:	8965321236
8 Designation:	CEO
9 E-mail id:	ABC@GMAIL.COM
10 Address1:	DELHI
11 Address2:	DELHI
12 Address3:	DELHI

The form can be downloaded in pdf format by clicking the link as given below:-

Office : KANPUR ( 094 )    User Id : 2094007    Version : Last Updated 06, Jun 2018 ( V 2.22 )    13 Feb 2022, 10:43:08 AM

Role : DA-LIST    WELCOME : VINOD KR TRIPATHI    Designation : SSSA

Logged In IP : ::1    Last Logged In on : February 15, 2022 , 10:02:52 Chrome 98.0

**Employees' Provident Fund Organisation**  
( A Statutory Body Under Ministry of Labour & Employment, Government of India )

**Budget Vendor/Lessor Report**

14 1 of 1 Find | Next PDF

**VENDOR/LESSOR DETAILS**

1.PAN:	AAAAA5555A
2.GSTN:	22AAAAA5555A1S2
3.Vendor Name(Agency):	LAXAMI AGENCY
4.Work Area:	supplier#Computer
5.Work Area (Others):	
6.Name of Person(Representing Agency):	LAXAMI NARAYAN
7.Mobile No:	8965321236
8.Designation:	CEO
9.E-mail id:	ABC@GMAIL.COM
10.Address1:	DELHI
11.Address2:	DELHI
12.Address3:	DELHI

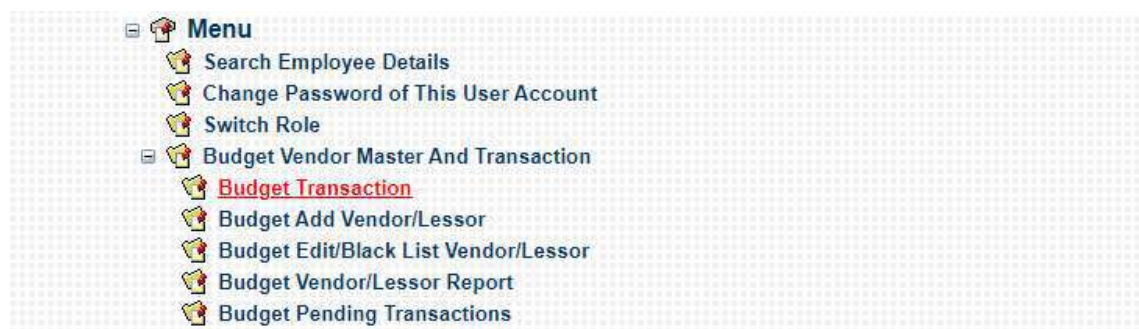


## BUDGET TRANSACTION

The purpose of this functionality to record transactions by the concerned office against the Budget allocated to it.

It has two functionalities namely (i) Budget Transactions, (ii) Budget Pending Transactions.

When the DA-LIST user logs in, the following screen displays:-



Click Budget Transaction, following screen will be displayed:-

Task with DA

Financial year: 2021-2022

Select Head/Sub Head

Head: SELECT HEAD Sub Head:

Sub Head Type

Select Vendor/EID

☐ Vendor Code/Lessor ☐ EID

Record Transaction

☒ Rate wise ☐ Consolidated Amount

Item Name: No Of Item: Amount per item: Total Amount:

File Number: GEM Ref No: GEM Ref Date: DD/MM/YYYY

Activate Windows Go to Settings to activate Windows

Select required Head and Subhead, following screen will be displayed:-

**Task with DA**

Financial year: 2021-2022

**Select Head/Sub Head**

Head: CONTINGENCIES AND MISC Sub Head: Publicity

Sub Head Type: SELECT SUB HEAD TYPE

Category	Financial Year	Head	Sub Head	Budget Allocated	Committed Transaction	Paid Transaction	Balance
BE	2021-2022	201	201001	5000			5000

**Select Vendor/EID**

☒ Vendor Code/Lessor: VNDR\_094\_1 ☐ EID:

Office Name	Vendor Code	Vendor Agency Name	Work Area	Address	Black List
KANPUR	VNDR_094_1	LAXAMI TRANSPORT AGENCY	COMPUTER#AGENCY#TELEPHONE	NEW DELHI NEW DELHI SOUTH CITY SOUTH CITY NEW DELHI 110077	N

For Rate Wise Click Rate Wise Radio Button, enter data and click SAVE button:-

localhost:13634 says  
Your Records SAVE Sucessfully! AND TransID = 094\_2021-2022\_2

**Select Vendor/EID**

☒ Vendor Code/Lessor: VNDR\_094\_1 ☐ EID:

Office Name	Vendor Code	Vendor Agency Name	Work Area	Address	Black List
KANPUR	VNDR_094_1	LAXAMI TRANSPORT AGENCY	COMPUTER#AGENCY#TELEPHONE	NEW DELHI NEW DELHI SOUTH CITY SOUTH CITY NEW DELHI 110077	N

**Record Transaction**

☒ Rate wise ☐ Consolidated Amount

Item Name:

No Of Item:

Amount per item:

Total Amount: 20000

Tax:

Total(Amount+Tax): 20000

File Number:

GEM Ref No:

GEM Ref Date: DD/MM/YYYY

Remarks: OK

Save

For Consolidated Amount Click Consolidated Amount Radio Button, enter data and click SAVE button:-

Select Vendor/EID

☒ Vendor Code/ Lessor: VNDR\_094\_1

localhost:13634 says  
Your Records SAVE Successfully! AND TransID= 094\_2021-2022\_3

OK

Office Name	Vendor Code	Address	Black List
KANPUR	VNDR_094_1	NEW DELHI NEW DELHI SOUTH CITY SOUTH CITY NEW DELHI 110077	N

Record Transaction

☐ Rate wise ☒ Consolidated Amount

Item Name: FAN

No Of Item: 10

Amount per Item: 1500

Total Amount: 15000

Tax: 200

Total(Amount+Tax): 15200

File Number: 1

GEM Ref No: ASD

GEM Ref Date: 03/03/2022

Remarks: OK

Save

Click Budget Pending Transaction, following screen will be displayed:-

Task is pending To DA

S.No.	Transaction ID	Vendor Code	Name of Item	No of Item	Item Amount	Tax Amount	Total Amount	Total(Amount+tax)	Status	Action
1	094_2021-2022_2	VNDR_094_1		0		0	20000	20000	NEW	Process Cancel
2	094_2021-2022_3	VNDR_094_1	FAN	10	1500	200	15000	15200	NEW	Process Cancel

Click Vendor Code hyperlink to display vendor report:-

VENDOR DETAILS			
Vendor Code	: VNDR_094_1	Vendor BlackList	: N
Vendor Name(Agency)	: LAXAMI TRANSPORT AGENCY	Name of Person (Representing Agency)	: MR. OM SHARMA
Designation	: CEO	Work Area	: COMPUTER#AGENCY#TELEPHONE
Mobile Number	: 7906538374	Email Id	: A@GMAIL.COM
Address1	: NEW DELHI	Address2	: NEW DELHI
District	: SOUTH CITY	City	: SOUTH CITY
PinCode	: 110077	State	: NEW DELHI

In case the transaction is to be cancelled, click Cancel hyperlink under Action column:-



Sub Head Type SELECT SUB HEAD TYPE

Category	Financial Year	Head	Sub Head	Budget Allocated	Committed Transaction	Paid Transaction	Balance
BE	2021-2022	201	201001	6000	36200		-30200

Select Vendor/EID

☒ Vendor Code/Lessor VNDR\_094\_1 ☐ EID

Record Transaction

☒ Rate wise ☐ Consolidated Amount

Item Name\*  File Number

No Of Item\* 0 GEM Ref No

Amount per item\*  GEM Ref Date

Total Amount 20000

Tax 0 Remarks

Total(Amount+Tax) 20000

[Cancel Transaction](#)

Activate Windows  
Go to Settings to activate Windows.

Enter Remarks and click Cancel Transaction button, following screen will be displayed:-

localhost:13634 says  
Your Record Cancelled Successfully!

[OK](#)

Category	Financial Year	Head	Sub Head	Budget Allocated	Committed Transaction	Paid Transaction	Balance
BE	2021-2022	201	201001	6000	36200		-30200

Select Vendor/EID

☒ Vendor Code/Lessor VNDR\_094\_1 ☐ EID

Record Transaction

☒ Rate wise ☐ Consolidated Amount

Item Name\*  File Number

No Of Item\* 0 GEM Ref No

Amount per item\*  GEM Ref Date

Total Amount 20000

Tax 0 Remarks OK CANCEL

Total(Amount+Tax) 20000

[Cancel Transaction](#)

In case the record is to be sent to PAC for processing, click Process hyperlink under Action column:-

Head	CONTINGENCIES AND MISC	Sub Head	Publicity
Sub Head Type	SELECT SUB HEAD TYPE		

Category	Financial Year	Head	Sub Head	Budget Allocated	Committed Transaction	Paid Transaction	Balance
BE	2021-2022	201	201001	5000	35200		-30200

**Select Vendor/EID**

☒ Vendor Code/Lessor: VNDR\_094\_1 ☐ EID:

**Record Transaction**

☐ Rate wise ☒ Consolidated Amount

Item Name: FAN

No Of Item: 10

Amount per item: 1500

Total Amount: 15000

Tax: 200

Total(Amount+Tax): 15200

File Number: 1

GEM Ref No: ASD

GEM Ref Date: 03/03/2022

Remarks:

**Send To PAC**

Enter Remarks and Send the task to Pre Audit by clicking Send To PAC button:-

Sub Head Type	SELECT SUB HEAD	localhost:13634 says Your Record Send to PAC!	OK
---------------	-----------------	--	----

Category	Financial Year	Head	Sub Head	Budget Allocated	Committed Transaction	Paid Transaction	Balance
BE	2021-2022	201	201001	5000	35200		-30200

**Select Vendor/EID**

☒ Vendor Code/Lessor: VNDR\_094\_1 ☐ EID:

**Record Transaction**

☐ Rate wise ☒ Consolidated Amount

Item Name: FAN

No Of Item: 10

Amount per item: 1500

Total Amount: 15000

Tax: 200

Total(Amount+Tax): 15200

File Number: 1

GEM Ref No: ASD

GEM Ref Date: 03/03/2022

Remarks: OK

**Send To PAC**

For further processing, the PAC-SALARY user of the office needs to login from his/her role, following screen will be displayed:-



Click Budget PreAudit link, following screen will be displayed:-

**Task is pending with PAC**

S.No.	Transaction ID	Vendor Code	Name of Item	No of Item	Item Amount	Tax Amount	Total Amount	Total(Amount+tax)
1	984_2021-2022_3	VNDR_094_1	FAN	10	1500	200	15000	15200
2	984_2021-2022_4	VNDR_094_1	CHAIR	200	500	200	100000	100200
3	984_2021-2022_5	VNDR_094_1		0		0	20000	20000

Click Transaction ID hyperlink, following screen will be displayed:-

Category	Financial Year	Head	Sub Head	Budget Allocated	Committed Transaction	Paid Transaction	Balance
EE	2021-2022	201	201001	5000	35200		-30200

**Select Vendor/EID**

☒ Vendor Code/Lessor: VNDR\_094\_1 ☐ EID:

**Record Transaction**

☐ Rate wise ☒ Consolidated Amount

Item Name: FAN

No Of Item: 10

Amount per item: 1500

Total Amount: 15000

Tax: 200

Total(Amount+Tax): 15200

File Number: 1

GEM Ref No: ASD

GEM Ref Date: 03/03/2022

Remarks:

The PAC-SALARY user has two option, (i) Return To DA, in case there is any discrepancy in the transaction, the task can be returned to DA-LIST by clicking this button, (ii) Send To Sanction, in case the transaction is proper, then user can send the task to BUDGET APPROVER user by using this option.

**Return To DA:-** Click this button, Enter Remarks and click the Return To DA button, following screen will be displayed:-

Category	Financial Year	
BE	2021-2022	

localhost:13634 says  
Your Record Return to DA List!

**Select Vendor/EID**

☒ Vendor Code/Lessor: VNDR\_094\_1 ☐ EID:

**Record Transaction**

☐ Rate wise ☒ Consolidated Amount

Item Name: CHAIR

No Of Item: 200

Amount per item: 500

Total Amount: 100000

Tax: 200

Total(Amount+Tax): 100200

File Number: 2

GEM Ref No: KLJ2

GEM Ref Date: 16/03/2022

Remarks: OK

**Return To DA** **Send To Sanction**

**Send To Sanction:-** Enter Remarks and click Send To Sanction for sending the task to BUDGET APPROVER for sanction:-

Category	Financial Year	
BE	2021-2022	

localhost:13634 says  
Your Record Send to BUDGET APPROVER for Sanction!

**Select Vendor/EID**

☒ Vendor Code/Lessor: VNDR\_094\_1 ☐ EID:

**Record Transaction**

☐ Rate wise ☒ Consolidated Amount

Item Name: FAN

No Of Item: 10

Amount per item: 1500

Total Amount: 15000

Tax: 200

Total(Amount+Tax): 15200

File Number: 1

GEM Ref No: ASD

GEM Ref Date: 03/03/2022

Remarks: OK

**Return To DA** **Send To Sanction**

Budget Approver user

When the Budget approver logs in, the following screen will be displayed:-





Click Budget Sanction link, following screen will be displayed:-

प्रश्नी पुनः पर जाएँ/Go to Menu Page

**Task is pending with Sanction**

S.No.	Transaction ID	Vendor Code	Name of Item	No of Item	Item Amount	Tax Amount	Total Amount	Total(Amount+tax)
1	094_2021-2022_3	VNDR_094_1	FAN	10	1500	200	15000	15200
2	094_2021-2022_4	VNDR_094_1	CHAIR	200	500	200	100000	100200
3	094_2021-2022_5	VNDR_094_1		0		0	20000	20000

Click Transaction ID hyperlink, following screen will be displayed:-

Category	Financial Year	Head	Sub Head	Budget Allocated	Committed Transaction	Paid Transaction	Balance
BE	2021-2022	201	201001	5000	36200		-30200

**Select Vendor/EID**

☒ Vendor Code/Lessor VNDR\_094\_1 ☐ EID

**Record Transaction**

☐ Rate wise ☒ Consolidated Amount

Item Name\* FAN

No Of Item\* 10

Amount per Item\* 1500

Total Amount 15000

Tax 200

Total(Amount+Tax) 15200

File Number 1

GEM Ref No ASD

GEM Ref Date 03/03/2022

Remarks

Return To DA Approved Send To Cash Salary

The BUDGET APPROVER user has three option, (i) Return To DA, in case there is any discrepancy in the transaction, the task can be returned to DA-LIST by clicking this button, (ii) Approved, in case the transaction is proper, then user can approve the task by using this option, (iii) Send to Cash Salary, this option

approves the task and sends the task to the Cash Salary user for recording payment details.

Return To DA:- Click this button, Enter Remarks and click the Return To DA button, following screen will be displayed:-

Category	Financial Year	localhost:13634 says		ed on	Paid Transaction	Balance
BE	2021-2022	Your Record Return to DA List!				-30200

Select Vendor/EID

☒ Vendor Code/Lessor VNRD\_094\_1 ☐ EID

OK

Record Transaction

☐ Rate wise ☒ Consolidated Amount

Item Name \* FAN

No Of Item \* 10

Amount per item \* 1500

Total Amount 15000

Tax 200

Total(Amount+Tax) 15200

File Number 1

GEM Ref No ASD

GEM Ref Date 03/03/2022

Remarks OK

Return To DA Approved Send To Cash Salary

Approved: Click this button, Enter Remarks and click the Approved button, the task will be approved and sent to the DA-LIST, the following screen will be displayed:-

Category	Financial Year	localhost:13634 says		ed on	Paid Transaction	Balance
BE	2021-2022	Your Transaction is Approved and send to DA List!				-116200

Select Vendor/EID

☒ Vendor Code/Lessor VNRD\_094\_1 ☐ EID

OK

Record Transaction

☐ Rate wise ☒ Consolidated Amount

Item Name \*

No Of Item \* 0

Amount per item \*

Total Amount 20000

Tax 0

Total(Amount+Tax) 20000

File Number

GEM Ref No

GEM Ref Date

Remarks OK

Return To DA Approved Send To Cash Salary

Send to Cash Salary:- Click this button, Enter Remarks and click the Send to Cash Salary, the task will be approved and will be sent to the Cash Salary user, the following screen will be displayed:-

etTrans1.aspx?TYPE=BUDGET\_SANCTION

Sub Head Type: SELECT SUB HEAD TYPE

Category	Financial Year	Head	Sub Head	Budget Allocated	Committed Transaction	Paid Transaction	Balance
BE	2021-2022	201	201002	5000	120200		-115200

Select Vendor/EID

☒ Vendor Code/Lessor: VNDR\_094\_1 ☐ EID:

Record Transaction

☐ Rate wise ☒ Consolidated Amount

Item Name: CHAIR

No Of Item: 200

Amount per item: 500

Total Amount: 100000

Tax: 200

Total(Amount+Tax): 100200

File Number: 2

GEM Ref No: KLJ2

GEM Ref Date: 16/03/2022

Remarks: OK

Return To DA Approved Send To Cash Salary

In case the task is approved and sent to the DA-LIST, in DA-LIST login, the following screen will be displayed:-

प्रसूति पृष्ठ पर जाएँ/Go to Menu Page

Task is pending To DA

S.No.	Transaction ID	Vendor Code	Name of Item	No of Item	Item Amount	Tax Amount	Total Amount	Total(Amount+tax)	Status	Action
1	094_2021-2022_3	VNDR_094_1	FAN	10	15000	200	15000	15200	Return to DA	Process Cancel
2	094_2021-2022_5	VNDR_094_1		0		0	20000	20000	Approved	Process Cancel

Click Transaction Id hyperlink, following screen will be displayed:-

Category	Financial Year	Head	Sub Head	Budget Allocated	Committed Transaction	Paid Transaction	Balance
BE	2021-2022	201	201002	5000	20000		-15000

**Select Vendor/EID**

☒ Vendor Code/Lessor: VNDR\_094\_1 ☐ EID:

**Record Transaction**

☒ Rate wise ☐ Consolidated Amount

Item Name:

No Of Item:

Amount per item:

Total Amount:

Tax:

Total(Amount+Tax):

Adjustment:

Item Released on:

File Number:

GEM Ref No:

GEM Ref Date:

Remarks:

Final Amount(Total Amount + Adjustment):

Stock Registered page and Sno.:

**Send To Cash Salary**

Activate Windows

Fill the details (Adjustment, Item Released on, Remark and Stock Registered page and Sno.) then click the Send to Cash Salary button, following screen will be displayed:-

Category	Financial Year	Head	Sub Head	Budget Allocated	Committed Transaction	Paid Transaction	Balance
BE	2021-2022	201	201002	5000	20000		-15000

**Select Vendor/EID**

☒ Vendor Code/Lessor: VNDR\_094\_1 ☐ EID:

**Record Transaction**

☒ Rate wise ☐ Consolidated Amount

Item Name:

No Of Item:

Amount per item:

Total Amount:

Tax:

Total(Amount+Tax):

Adjustment:

Item Released on:

File Number:

GEM Ref No:

GEM Ref Date:

Remarks:

Final Amount(Total Amount + Adjustment):

Stock Registered page and Sno.:

**Send To Cash Salary**

Activate Windows

Cash Salary Role

Following screen will be displayed in the Cash Salary login

Budget Vendor Master And Transaction

Budget Payment



## Click Budget Payment

प्रसूरी हुई पर जाएँ/Go to Menu Page

Task is pending with PAC

S.No.	Transaction ID	Vendor Code	Name of Item	No. of Item	Item Amount	Tax Amount	Total Amount	Total(Amount+tax)
1	094_2021-2022_4	VNDR_094_1	CHAIR	200	500	200	100000	100200
2	094_2021-2022_5	VNDR_094_1		0		0	20000	20000

Click Transaction Id hyperlink, following screen will be displayed:-

Vendor Code/Lessor: VNDR\_094\_1 EID

**Record Transaction**

☐ Rate wise
 ☒ Consolidated Amount

Item Name: CHAIR  
 No Of Item: 200  
 Amount per item: 500  
 Total Amount: 100000  
 Tax: 200  
 Total(Amount+Tax): 100200  
 Adjustment:

File Number: 2  
 GEM Ref No: KLJ2  
 GEM Ref Date: 16/03/2022

Transaction Date: 03/03/2022  
 Sanction Date: 03/03/2022  
 Item Released on: DD/MM/YYYY

Final Amount(Total Amount + Adjustment): 100200  
 Preaudit Date: 03/03/2022  
 Stock Registered page and Sno.:

**Payment Details**

Cheque Number/UTR/Payment Reference Number: \*  
 Cheque Date: mm/dd/yyyy \*  
 Date Of Payment: mm/dd/yyyy \*  
 Remarks: \*

Submit

Activate Windows  
Go to Settings to activate Windows

Enter (i) Cheque Number/UTR/Payment Reference Number, (ii) Cheque Date, (iii) Date of Payment and (iv) Remarks. Now click Submit button, following screen will be displayed:-

<input type="radio"/> Rate wise		localhost:13634 says	
Item Name *	FAN	Payment Entry Recorded Successfully:	
No Of Item *	10		
Amount per item *	1500	<input type="button" value="OK"/>	
Total Amount	15000	3/2022	
Tax	200		
Total(Amount+Tax)	15200		
Adjustment		<b>Final Amount(Total Amount + Adjustment)</b> 15200	
Transaction Date	04/03/2022	Preaudit Date	04/03/2022
Sanction Date	04/03/2022		
Item Released on	DD/MM/YYYY	<b>Stock Registered page and Sno.</b>	

<b>Payment Details</b>			
Cheque Number/LTR/Payment Reference Number	123	* Cheque Date	03 / 04 / 2022 <input type="checkbox"/>
		* Date Of Payment	03 / 04 / 2022 <input type="checkbox"/>
Remarks	ok		

