

1. What are the system requirements for operating online Budget allocation system (BAS)?

A Desktop PC with Internet connection and a printer.

2. From where can I get the user id and password?

In case of Budget Controlling Authority (BCA), user Id and passwords have already been sent to concerned H.O.D. If user Id and password has not been received, they can contact Director Treasury and Accounts.

In case of Budget controlling officer (BCO) and DDO, it will be provided by BCA or BCO, whosoever has allotted funds to such BCO/DDO

3. As a BCA what are my responsibilities?

To keep the user id and password secure as all transactions related to budget in your user id will be your responsibility. You will allocate budget either directly to DDOs or through BCOs or a combination of above. For this you will create user id for BCOs or DDO to whom you want to allocate budget.

4. As a BCO what are my responsibilities?

To keep the user id and password secure as all transactions related to budget in your user id will be your responsibility. You will allocate budget either directly to DDOs or through BCOs or a combination of above. For this you will create user id for BCOs or DDO to whom you want to allocate budget.

5. As DDO what am I required to do on BAS?

You can use your user id and password to check the budget allotted to you. You can take a printout of the same.

6. When a BCO is required to be created?

If BCA or BCO is allotting budget to a person (A), who will further allot this budget to more than one person, then he should create user id for person (A).

7. Is it necessary to have BCOs?

No. If BCA want to give budget directly to all DDOs, no BCO is required.

8. Can BCA allocate budget to both BCOs and DDOs?

Yes, by creating their user id.

9. What is the limitation for a BCO in allocating budget?

He can allocate budget within the district for which he is declared BCO in BAS.

10. If a field officer is required to allot budget to various DDOs spread over more than one distt., what should be the procedure?

In such a case more BCO user Ids should be created by BCA, one for each such district and the field officer can be provided BCO user Ids of all such districts where he has DDOs.

11. Budget was allotted to a BCO or DDO by using 'Budget allocation Form' however now additional budget is not getting allotted when this form is opened. What should be done?

Go to "Budget revision form" in "operations" menu.

12. What should be done to withdraw budget from some DDO/BCO?

Go to "Budget revision form" in "operations" menu.

13. Who can withdraw budget from a BCO/DDO?

The authority, which gave budget to them.

14. Can Budget be withdrawn from one BCO/DDO and given to some other BCO/DDO?

Yes. Go to Budget revision form in “operation” menu and withdraw the budget. Then give this amount to other BCO/DDO using the authority mentioned above.

15. How can a user modify his profile?

Use Edit your profile in “other operations” menu.

16. How can a user modify the profile of BCOs or DDOs created by it?

Use “Edit/Enable user” in “other operations” menu.

17. How can BCA know as to in which scheme budget has been given by F.D.?

Go to Budget allocated by F.D. in “Reports” menu.

18. As per budget booklet department has been given more schemes but number of schemes visible on screen is less. What should be done?

Make request to F.D. to do the needful.

19. How can BCO know as to budget in which scheme has been given to it by the BCA?

Go to “Budget allocated by BCA” in report.

19. If a BCA/BCO is himself a DDO also how he should allot budget to himself?

He will create a user id for DDO and allot budget to himself.

20. What kinds of reports can be generated using BAS by a BCA/BCO or a DDO?

Click ‘Reports’ in the BAS to check the same.

21. How can a BCA/BCO/DDO change his password?

Use ‘Edit password’ in other operations” menu.

22. What should be done to get a new password, if old password is lost?

Write a letter to Director Treasury and Accounts.

23.If some budget has been allotted through the head of department to DDO, after how much time a bill can be presented to T.O for clearing?

For budget entered on BAS between 2.00p.m. (Today) to 9.00 a.m. (next day). It will be available at the most by 11.00 a.m.

For Budget entered on BAS between 9.00 a.m. to 2.00p.m. it will be available within 4 hours(at the maximum).

24.If budget given to DDO is visible to DDO in his user id But T.O. says it is not available in his system then what should be done?

He should take a print out of such budget using his user id and submit it to T.O.. The matter will be settled within 2 hours.

25.All BCO/DDOs, which were created by BCA or BCO are not visible while allocating budget. What should be done?

Use “roll down key” on key board or use mouse.

26.All object codes of the scheme are not visible while allocating budget. What should be done?

Use “side roll” key on the keyboard.

Although the budget becomes available to the Treasury within minimal time but due to pressure on server it may get delayed.