Online Budget allocation
By Heads of the Department
&
Field Level Controlling Officers

User Manual

For

Directorate of Treasuries & Accounts, Haryana

(March 2011)

By:-
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# Amendment Log

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<th>Release Date</th>
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<th>Brief description</th>
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<td>1.0</td>
<td>08-03-2010</td>
<td></td>
<td>For Distribution through Haryana Treasury website for the BCAs and BCO of various department.</td>
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1. **Title of the Project**  
   User manual for online allocation of Budget

2. **Executing Agency:**  
   NIC-HRSC, Chandigarh

3. **User Department**
   
   1) Directorate of Treasuries and Accounts, Haryana  
   2) Finance Department Haryana  
   3) Accountant General of Haryana  
   4) All The Departments of State Government

4. **Purpose of the Document**

   This document has been prepared to provide operational instructions for online allocation of Budget at the Department level. This document is prepared for the propose of implementation of a centralized software for allocation of the DDO wise budget in order to properly classify the expenditure incurred by the various department under various scheme during a financial year. This document also outlines the resources required, procedures, and methodologies to be adopted in implementation of on-line budget. The roles & responsibilities of each stakeholder have also been laid down.

5. **Brief details of services to be offered through the Software**

   1. Online provision for the Finance Department for department level Budget allocation, revision and re-appropriation.  
   2. Allocation of the budget to DDOs and field units who will in turn allocate budget to sub-field offices.  
   3. Provision of revision of budget for the Department.  
   4. Provision for Re-appropriation of Budget  
   5. View voucher-wise expenditure booked by treasuries.  
   6. Comprehensive Reports at various levels.
6. Expected Impact of the Project on E-Gov scenario at national/state level

This application will facilitate:

- The information relating to budget, Account heads, schemes would reside in centralized sever i.e. at Head quarter level, so that there is complete control of HQs over these entities.
- The implementation of this system will eliminate the problem of misclassification of the expenditure.
- The data pertaining to budget allocation, revision and appropriations will be available to all the offices instantly that are responsible for monitoring the budget.
- Since budget allocation to DDOs will be updated on the treasury server twice a day, scope for withdrawal outside the budget provision will be minimized.

7. Pre-Requisites

To use this system the Budget Controlling Authority (BCA), Budget Controlling officers (BCO) and Treasury officers and ATOs will require following infrastructure:-

1. A Desktop Computer
2. An internet connection through broad band connection or any other mean such as internet data card.
3. A Laser Printer
4. Adobe Reader version 8.0 or latest.

7.1 First Time user of the Software.

The authorized official will operate the portal using a unique user-id and password provided to him by the Budget Controlling Authority (BCA), Budget Controlling officers (BCO) and Treasury officers and ATOs of the T & A Department. The official will open the website www.hrtreasuries.gov.in using Internet explorer click on the link “Budget Allocation” as shown below
On clicking the Budget Allocation link following screen will appear.

![Login Screen]

Here the user has to enter his/her **user id** and **password** details. The password entered by you will appear as ****** on the screen for security reason. While entering the user-id and password the user should be careful to enter the details while taking care of the capital or small character. The user should select the **financial year** from the **drop down** for which he wants to operate the system. On using this system for the first time, following screen will appear where user will be asked to change his password.
This has been done to ensure the security of the system. Here user has to enter the existing password provided to him in the box against Old Password. He has to set the new password for the system by typing it against New Password. The user can enter new password of minimum 6 character and maximum 15 character long containing combination of at least one alphabet from [A-Z, a-z] and one number [0-9]. In order to avoid the typing mistake user has to retype the new password once again against the area Confirm New Password. If the New password typed by you do not match with the Confirm New Password than following screen will appears. Otherwise system is ready for your operation.
7.2 Creation of User id and password for the BCO's & DDO's by the Budget Controlling authorities and Budget Controlling Officers.

It is important to note that each BCAs and BCOs will have to create the user id and password for each subordinate office to whom he wants to allocate the budget. The list of these offices will be used while allocating and revision of budget.

**STEP -1** In Order to create user-id and password for subordinate offices, BCA have to choose the Add New User option from the menu option Other Operations

![Menu - Windows Internet Explorer](image1.png)

The Following screen will appear after clicking the Add new User option

![Online Budget Allocation System](image2.png)

**STEP -2** In this screen the department for which you are creating the user will automatically appear in the top line of the screen. You will have to select the role of the user from the drop down. On clicking the down arrow (↓) against the Role option you will be provided with two options
1. Budget Controlling officer

2. DDO

If you select the first option then this user will be able to further allocate the budget to DDO or controlling officer. If you select the option as DDO then this new user will only be able to view the budget. **It is important to note that for every DDO, BCA or BCOs have to create a user for himself also if he/she is a DDO, as the budget pertaining to DDO only will be communicated to concerned treasury.**

**STEP -3** Select from the drop down list the treasury to which the BCO or DDO will operate through by clicking the dropdown arrow and selecting the treasury as shown below.

**STEP 4** Select from the drop down list by clicking the down arrow (↓) against the sub treasury to which the BCO or DDO will operate through by clicking the dropdown arrow and selecting the sub treasury as shown below. The First in the list will be the District Treasury. If the DDO or CO operates through the district treasury then only select the first option from the list with 00 Sr. No. Otherwise select the option other than the first option in the dropdown list with sr. no 01,02, 03 ......
STEP -5 Type the name and designation of the BCO and DDO, which will appear on the screen while using the budget allocation software.

<table>
<thead>
<tr>
<th>Department:</th>
<th>Chief Secretariat Establishment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role:</td>
<td>Budget Controlling Officer</td>
</tr>
<tr>
<td>Treasury:</td>
<td>01 - Ambala</td>
</tr>
<tr>
<td>Sub Treasury:</td>
<td>Select</td>
</tr>
<tr>
<td>User Name:</td>
<td>Select</td>
</tr>
<tr>
<td>Designation:</td>
<td>Select - Ambala</td>
</tr>
<tr>
<td>User Id: (5-15 chars):</td>
<td>Select - Ambala</td>
</tr>
<tr>
<td>Password (6-15 chars):</td>
<td>Select - Ambala</td>
</tr>
<tr>
<td>Confirm password (6-15 chars):</td>
<td>Select - Ambala</td>
</tr>
<tr>
<td>Email id:</td>
<td></td>
</tr>
<tr>
<td>Budget Allocating Officer:</td>
<td>Select - Ambala</td>
</tr>
<tr>
<td>Account Activated:</td>
<td>Yes</td>
</tr>
</tbody>
</table>

STEP -6. The system will automatically assign a user-id for this new user depending upon the role of the user selected by you in step 2. Now you have to type a password for the user. You are to set the new password for the system by typing it against **Password**. You can enter new password of minimum 6 character and maximum 15 character long containing combination of at least one alphabet from [A-Z, a-z] and one number [0-9]. In order to avoid the typing mistake user has to retype the new password once again against the area **Confirm Password**.
**STEP 7**  if available then you can also type the email ID of the new user. This is optional but will be used in future for communication purpose in case the user forgets his/her password.

**STEP 8**  Now assign the budget-allocating officer to the new user. By default the name of the user who is creating the user will appear but you can select the budget-allocating officer from the drop down list. The assigned budget-allocating officer will only be able to allocate/revise the budget to the user being created as this user will only appear in the list of the budget-allocating officer.

**STEP 9**  The system ask for the DDO Code assigned to this user by the treasury and Accountant General. **Utmost Care must be taken to enter the correct information about the DDO code assigned by the treasury, as the budget allocated to this user will be communicated to TO/ATO against this code only. If wrong information is provided here the TO/ATO will not be able to pass the bill.**
Step-10 If you want to activate the user now click on Yes otherwise click on keep pending for confirmation. If you select the Yes the user will be able to use this account otherwise he has to wait till you activate the account using edit user option from the Other Operations Menu option.

Step-11 The last step is to enter the Code as mention in red letters in grey colored box in the space provided against the label Enter the code shown above.

Step-12 Press the Create User option. If entire information provided by you is in required format than the following screen will appear.
Step - 13 Once you have created the user following slip will appear on the screen which you can print and after writing the password you can sent this to the user you have created this for.

Step - 14 Once you have created all the users please logout of the system clicking the Logout button on the top right hand corner of the screen otherwise some other fellow may misuse the your user-id and password.
8. Operational Instructions for Finance Department.

Finance Department being the nodal department for providing the budget for any scheme will carry out the following activities in as stated below.

8.1. Updation of Budget Data on e-KOSH21 Server

In-charge FD Computer Center will provide the data for uploading on the budget allocation system for updation so that the same could be uploaded on the eKosh21 database by the System Administrator of DTA.

8.2. Online Budget Allocation related activities

The official authorized will operate the portal using a unique userid and password provided to him by the system administrator of the T& A Department. The official will open the website www.hrtreasuries.gov.in using Internet explorer. Following screen will appear. On the left hand side the screen option for online budget allocation will appear. On clicking the Online Budget Allocation option following screen will appear.

The system will be asked to enter the user-id details against the labels User-id and password. While entering the password only * character will appear on the screen against the each typed character.

In the next line system will ask to select financial year for which you want to operate the system.
After entering the information the operator has to click on login button placed in the next line. On clicking the following screen will appear. Using this screen the user will be able to carry out following activities.

1. Communicate Budget
2. View Report
3. Other Operations
4. Log out

These options will appear in the second line of the screen.

8.3. Communicate Budget

On clicking this option the authorized Finance Department Official will be able to authorize the various HODs for carrying out any allocation to its subordinate offices or do expenditure at the Head office. This activity of the finance department will be similar to the activity of communication of budget to the line department. The Finance Department Official will be given the options for following activities on clicking the Communicate Budget Option as shown in the image below :-

1. Allocation of State Plan Scheme Budget
2. Allocation of Centrally Sponsored Schemes
3. Allocation of Non-Plan Budget

For carrying out any activity user has to click on related option.

8.3.1. Allocate State Sponsored Plan Budget

Once the user clicks the above option following screen will appear. With the help of this screen Finance Department official will be able to communicate the budget related to the 100% state
Haryana –eKosh21 Online Budget Allocation sponsored schemes. The user will be asked to select the department from the drop down list to whom he wants to allocate the budget. If he wants to communicate the budget of all state sponsored plan schemes of all the departments then user has to select “All Departments” otherwise he may select any individual department.

As soon as he selects the department the list of the schemes for which budget provision has been made during the current financial year will be shown as shown below:-
The Screen will present the six tier code and the name of the scheme. User can select all the scheme for which he want to communicate the budget to the department by clicking in on the square box appearing on the left hand side of the scheme. Alternatively he can select all the schemes in one go by click on Select All box appearing on the top of all scheme boxes. User can deselect the scheme or all schemes clicking once again on the respective check box. Once the Selection is complete user has to enter the number appearing in the box under the list of scheme in the text box appearing against the text “Enter the Code shown above” and press the Allocate Budget button appearing at the bottom of the scheme.

Once you press the above button following screen will appear indicating that budget has been allocated to the Department. After this the schemes for which we have allocated the budget will appear in the account of concerned department.
8.3.2. Allocate Centrally Sponsored Plan Budget

With the help of this option Finance Department official will be able to communicate the budget related to the 100% Centrally sponsored schemes and Sharing Basis Scheme. The user will be asked to select the department from the drop down list. If he want to communicate the budget of all state sponsored plan schemes of all the department then user has to select “All Departments” otherwise he may select any individual department. The provision for communication of these schemes will be made later on.

8.3.3. Allocate Non-Plan Budget

Once the user clicks the above option following screen will appear. With the help of this screen Finance Department official will be able to communicate the budget related to the Non-Plan schemes. The user will be asked to select the department from the drop down list to whom he want to communicate the budget. If he want to communicate the budget of all state Non-Plan schemes of all the department then user has to select “All Departments” otherwise he may select any individual department.
Now the user will be given option to select which type of budget he wants to communicate. This can be done by selecting the option from dropdown available at the top right hand side of the screen. The user can select “Both” if wants to communicate budget for both recurring and non recurring scheme otherwise he can select recurring or Non-Recurring options.
As soon as he selects the department the list of the schemes for which budget provision has been made during the current financial year will be shown as shown below:

The Screen will present the six tier code and the name of the scheme. User can select the entire scheme for which he want to communicate the budget to the department by clicking in on the square box appearing on the left hand side of the scheme. Alternatively he can select all the schemes in one go by click on Select All box appearing on the top of all scheme boxes. User can deselect the scheme or all schemes clicking once again on the respective check box. Once the selection is complete user has to enter the number appearing in the box under the list of scheme in the text box appearing against the text “Enter the Code shown above” and press the Allocate Budget button appearing at the bottom of the scheme.

Once you press the above button following screen will appear indicating that budget has been allocated to the Department. After this the schemes for which we have allocated the budget will appear in the account of concerned department.
<table>
<thead>
<tr>
<th>Scheme</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-2405-33-196-95-51</td>
<td>Scheme for expansion of Haryana Veterinary Vaccine Institute.</td>
</tr>
<tr>
<td>16-2405-33-196-95-51</td>
<td>Haryana Veterinary Vaccine Institute (Kisan).</td>
</tr>
<tr>
<td>16-2405-33-196-95-51</td>
<td>Disease Prevention.</td>
</tr>
<tr>
<td>16-2405-33-196-95-51</td>
<td>Conversion.</td>
</tr>
<tr>
<td>16-2405-33-196-95-51</td>
<td>Opening of New Office.</td>
</tr>
<tr>
<td>16-2405-33-196-95-51</td>
<td>Continuance.</td>
</tr>
<tr>
<td>16-2405-33-196-95-51</td>
<td>Veterinary In.</td>
</tr>
<tr>
<td>16-2405-33-196-95-51</td>
<td>Establishment of Veterinary Office.</td>
</tr>
<tr>
<td>16-2405-33-196-95-51</td>
<td>Scheme for opening of Private and Government Cattle.</td>
</tr>
<tr>
<td>16-2405-33-196-95-51</td>
<td>Development and Diversification (Headquarters Staff).</td>
</tr>
<tr>
<td>16-2405-33-196-95-51</td>
<td>Kisan Vikasana Scheme and Agricultural Marketing Programme.</td>
</tr>
</tbody>
</table>

Note: You cannot read info in image above, reload page to get another one.

Enter the code shown above: [ ]

Allocate Budget
9. Operational Instructions for BCAs and BCOs of Various Departments.

The BCA’s/BCOs of various Departments being the nodal officers for the departments for allocating and monitoring the budget for any scheme will carry out the activities as stated below. **Before proceeding please read the section 7 of this document carefully.** The BCAs/BCOs of the department will operate the portal using a unique user-id and password provided to him. The official will open the website [www.hrtreasures.gov.in](http://www.hrtreasures.gov.in) using Internet explorer.

Following screen will appear. On the left hand side the screen option for online budget allocation will appear. On clicking the Online Budget Allocation option following screen will appear.

The BCA/BCO will be asked to enter the user-id details against the labels User-id and password. While entering the password only * character will appear on the screen against the each typed character. In the next line system will ask to select financial year for which you want to operate the system.

After entering the information BCA/BCO has to click on login button placed in the next line. On clicking the following screen will appear. Using this screen the user will be able to carry out
Haryana –eKosh21 Online Budget Allocation

various tasks related to budget allocation by clicking following links.

9.1. Operations
9.2. Report
9.3. Other Operations
9.4. Log out

These options will appear in the second line of the screen.

9.1 Operations

On Clicking this option the authorized BCA/BCO of Department will be able to carry out budget allocation/ revision, LOC Allocation/revision to various Controlling officers, its subordinate offices or to DDOs. This activity of the department will be similar to the activity of communication of budget allocated to controlling officers and DDOs in the field with a copy to treasury officers of the concerned treasury. BCA/BCO are given the options for following activities on clicking the Operations Option as shown in the image above:-

9.1.1. Budget Allocation Form
9.1.2. Budget Revision Form
9.1.3. LOC Budget Allocation to BCOs and DDOs (Only for PWDs)
9.1.4. LOC Budget Revision to BCOs and DDOs(Only for PWDs)
9.1.5. Budget Transfer to Other Department (Only for BCAs)
9.1.6. Budget Receive back from Transferred Departments (Only for BCAs)
9.1.7. Budget Return back to Parent Department by Transferred department (Only for BCAs)
9.1.8. Direct Budget withdrawal from BCOs/DDOs (Only for BCAs)
For carrying out any activity user has to click on related option. **Before carrying out these activities the BCAs and BCOs has to create the user-ids for the BCOs and DDOs as explained in section 7.2 of this document.**

### 9.1.1 Budget Allocation Form

Using this option BCA/BCO at the head office level will be able to allocate the budget to the office for which he is the budget-allocating officer. On clicking this option BCA/BCO will be able to allocate budget for both Plan and Non-Plan Schemes. On clicking the Budget Allocation Form option following screen will appear. The user needs to follow the following steps for allocation of budget:

**Step-1** User has to Select Plan/Non-Plan option from the dropdown list mentioned against the text Plan/ Non Plan by clicking on the down arrow (↓) as shown in figure below.

![Budget Allocation Form](image)

**Step-2** After selection of Plan/Non-Plan option, if user has selected the Plan, then select the type of plan scheme from the dropdown list appearing against “Scheme Type” by clicking on the down arrow (↓) otherwise skip this step if you have selected the Non-Plan. You can select State Sponsored, Shared and Centrally Sponsored from the list as shown below:-
Step-3 Select whether you want to allocate Recurring or Non-Recurring Budget. For Plan we should select Non-Recurring but for Non-Plan select recurring. Here we can select only one of the options by clicking on the radio button before the options.

Step -4 Select whether budget is Voted or Charged by clicking on the radio button before the options. Once you complete the selection list of the schemes based upon the selection criteria will appear in the in the dropdown box mention against “Scheme”.

Step -5 Once you select the appropriate scheme from the dropdown list you will see the screen as shown below having a table indicating
**Department Budget / CO Budget:** This line will show the object-wise budget allocated to you for the selected scheme. In case of BCA it will show the budget allocated by the Finance Department but in case of BCOs it will show the budget allocated by the BCA/BCO i.e. the budget Controlling officer of the user.

**Budget Allocated:** This row will show the object-wise budget allocated by you to your subordinate offices i.e. BCOs or DDOs and budget transferred to other department for the selected scheme.

**Unconfirmed Withdrawal:** This row shows the budget withdrawn from the DDOs but not confirmed by the treasuries i.e. you have withdrawn the budget from the DDO but treasury has not confirmed the availability of the budget withdrawn. After you have withdrawn budget from DDO, the unconfirmed amount will be confirmed automatically once treasury/sub treasury of the DDO from which you withdrawn budget has downloaded the budget data and upload the expenditure data.

**Budget Available:** This row shows budget available for further allocation under various object. This row will indicate the budget available with the user for allocation or giving additionality to BCOs/DDOs. This will be the budget that can be given to the user by his budget allocating officer (Finance Department in case of BCAs a BCA or BCO in case of BCOs) under the different object heads. This is basically the department budget minus the budget allocated by the user to its subordinate offices (including BCOs and DDO), budget transferred to other department (only in case of BCAs) and Unconfirmed Withdrawal.

**Budget Transfer To Other Department:** This row shows budget transferred to other department in the selected scheme under the specific object (only in case of BCAs).

After this you will find the list of the DDO’s and BCO’s (to whom you can allocate the budget) Along with the budget allocated to them.
On the left hand side of the DDO or BCO name there is button ‘View’ button. On clicking the button you will be able see a new window on the screen indicating date-wise budget allocation or Withdrawal to the selected BCO/DDO as shown below.

Here you will find ‘Export To Excel’ button. Once you click the button all the records will export to Ms-Excel, which can be saved for further reference as shown below.
Step - 6  On the left hand side of the DDO or BCO name there is Button ‘Edit’ which will be enable only for those DDO’s or BCO’s to whom you have never allocated the budget even once. For allocation of budget to a DDO or BCO you have to click the “Edit” button. Once you click the button you will see that the text boxes will appear on the screen against that DDO and “Edit” will split in to “Update” and “Cancel” button. Here you be able to allocate budget to the DDO or BCO by entering amounts in the text boxes of various object codes as shown below:

If the allocated amount is more than the available amount the system will give the following errors as shown below you will have to re-enter the amount.
After entering the amount, the **Sanction no** and the **Sanction Date** and the **Security Code** at the bottom of the screen you can press the ‘**Update**’ button to save the allocation or can click the ‘**Cancel**’ button to cancel the allocation as shown above. If you press ‘**Update**’ button please wait for the following message appear on the screen and don’t press any key or button.

Once you update the button your budget allocated amount and available budget will be changed accordingly as shown below.
Step 7 After you complete the allocation you can use Back link to go back to main menu or Click Logout button on the top right hand side to close the application session.
9.1.2 Budget Revision Form

Using this form BCA/BCO at the head office level will be able to revise the budget to the offices for which he is the budget-allocating officer. On clicking this option BCA/BCO will be able to revise budget for both Plan and Non-Plan Schemes. On clicking the Budget Revision Form option following screen will appear. The user has to follow the following steps for revision of budget:

**Step-1** User has to Select Plan/Non-Plan option from the dropdown list mentioned against the text Plan/ Non Plan by clicking on the down arrow (↓) as shown in figure below.

![Budget Revision Form Screen](image1)

**Step-2** After selection of Plan/Non-Plan option, if you have selected the budget as Plan, then select the type of plan scheme from the dropdown list appearing against “Scheme Type” by clicking on the down arrow (↓) otherwise skip this step if you have selected the Non-Plan. You can select State Sponsored, Shared and Centrally Sponsored from the list as shown below:

![Budget Revision Form Screen](image2)
Step-3 Select whether we want to allocate Recurring or Non-Recurring Budget. For Plan we should select Non-Recurring but for Non-Plan we should select recurring. Here we can select only one of the options by clicking on the radio button before the options.

Step -4 Select whether budget is Voted or Charged by clicking on the radio button before the options. Once you complete the selection list of the schemes based upon the selection criteria will appear in the in the dropdown box mention against “Scheme”.

Step -5 Once you select the scheme from the dropdown list you will see the screen as shown below having a table indicating

- **Department Budget / CO Budget**: This line will show the object-wise budget allocated to you for the selected scheme. In case of BCA it will show the budget allocated by the Finance Department but in case of BCOs it will show the budget allocated by the BCA/BCO i.e. the budget Controlling officer of the user.
- **Budget Allocated:** This line will show the object-wise budget allocated by you to your subordinate offices i.e. BCOs or DDOs and budget transferred to other department for the selected scheme.

- **Unconfirmed Withdrawal:** This row shows the budget withdrawn from the DDOs but not confirmed by the treasuries i.e. if you have withdrawn the budget from the DDO but treasury has not confirmed the availability of the budget withdrawn. After you have withdrawn budget from DDO, the unconfirmed amount will be confirmed automatically once treasury/sub treasury of the DDO from which you withdrawn budget has downloaded the budget data and upload the expenditure data.

- **Budget Available:** This row shows budget available for further allocation under various object heads. This row will indicate the budget available with the user for allocation or giving additionality to BCOs/DDOs. This would be the budget that can be given to the user by his budget allocating officer (Finance Department in case of BCAs a BCA or BCO in case of BCOs) under the object head. It is basically department budget minus the budget allocated by the user to its subordinate offices (including BCOs and DDO), budget transferred to other departments (only in case of BCAs) and Unconfirmed Withdrawal.

- **Budget Transfer To Other Department:** This row shows budget transferred to other department in the selected scheme under the specific object.

After this you will find the list of the DDO's and BCO's (to whom you have allocated the budget) along with the budget allocated to them.

On the left hand side of the DDO or BCO name there is button ‘**View**’ button. On clicking the button you will be able see a new window on the screen indicating date-wise budget allocation or Withdrawal to the selected BCO/DDO as shown below.
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Here you will find ‘Export To Excel’ button on Top-Right of the panel. Once you click the button all the records pertaining to BCO/DDO, against whom the view button is clicked, will export to MS Excel file, which can be saved, for further reference as shown below.

To go to previous records you have to click on ‘Close Panel’ button on Top-Right of the panel.
**Step - 6** On the left hand side of the DDO or BCO name there is button ‘Update’ which will be enable only for those DDOs or BCOs to whom you have already allocated the budget. You have to click the “Update” button as shown above if you want to give additional budget to a DDO or BCO. Once you click the button. A new screen will appear as shown below.
- **Objects**: This column will indicate the name of the objects budget allotted with the user for allocation.
- **Budget Available for Allocation with BCA/BCO**: This column will indicate the budget available with the user for giving additionality. This will be the total budget given to the user by his budget allocating officer minus the budget allocated by the user to its subordinate offices (including BCOs and DDO), budget transferred to other department (only in case of BCAs) and Unconfirmed Withdrawal.
- **Budget Allocated to the DDO or BCO**: This column will indicate the budget allotted to the BCO or DDO, whose budget you want to revise.
- **Budget Allocated by BCO or Expenditure incurred by DDO**: This column will indicate the budget allotted by the BCO to its subordinate offices (if the office/Officer for which we are revising budget is BCO) or expenditure incurred by DDO (if the office/Officer for which we are revising budget is DDO).
- **Budget Available with BCO/DDO for Withdrawal**: This column will indicate the budget available for withdrawal with the BCO/DDO (whose budget you want to revise). This will be the total budget given to the BCO/DDO by his budget allocating officer minus the (if the office/Officer for which we are revising budget is BCO) + Unconfirmed Withdrawal or expenditure incurred by DDO (if the office/Officer for which we are revising budget is DDO).

**Step-7** Each row against Object has three text boxes for Additionality, Withdrawal and Total. Here you can enter amount to revise budget of the DDO or BCO by entering amount in the text box under the Additionality/Withdrawal column if you want to give additionality to/withdraw budget from BCO/DDO under various object codes. Once you enter the amount in the text boxes for Additionality and Withdrawal, content of the text total box will change automatically as sum of budget allocated plus additionality or minus withdrawal.

**Step-8** After entering the amount, the **Sanction no** and the **Sanction Date** and the **Security Code** at the bottom of the screen you can press the ‘Save’ button to save the allocation or can click the ‘Cancel’ button to cancel the allocation as shown below.
Once you update the button your budget allocated amount and available budget will be changed accordingly as shown below.

**Step - 9** After you complete the revision of budget you can use **Back** link to go back to main menu or Click **Logout** button on the top right hand side to close the application session.
9.1.3 LOC Budget Allocation to BCOs and DDOs

This option will be operational for the Public works departments such as PWD(B&R), Public Health and Irrigation department where the provision for LOC is there. The finance department issues month-wise LOCs to the department for sharing basis schemes and for loan type scheme like NABARD, NCR etf. The departmental BCAs and BCO will further distribute LOC to the field offices.

On clicking the **LOC Budget Allocation to BCOs and DDOs** option in the operations menu following screen will appear. The user has to follow the following steps for LOC Budget Allocation:-

**Step-1** User has to Select LOC Type option from the dropdown list mentioned against the text Select LOC Type by clicking on the down arrow (↓) as shown in figure below. With Effect from 2011-12 No LOC for Establishment and for State Plan Schemes is issued by the Finance Department. Only LOC for works is issued by the Finance Department and that too only for sharing and Centrally Sponsored Plan Schemes. For rest of the schemes the Budget Allocation will work.
Step -2. Once you complete the selection, list of the schemes based upon the selection criteria will appear in the in the dropdown box mention against “Scheme”.

Step -3 Once you select the scheme from the dropdown list you will see the screen as shown below having a table indicating
**LOC Amount:** This line will show the object-wise LOC amount allocated to you for the selected scheme. In case of BCA it will show the budget allocated by the Finance Department but in case of BCOs it will show the budget allocated by the BCA/BCO i.e. the budget Controlling officer of the user.

**Amount Allocated:** This line will show the object-wise LOC allocated by you to your subordinate offices i.e. BCOs or DDOs and budget transferred to other department for the selected scheme

**Amount Available for LOC:** This row shows LOC amount available for further allocation under various object. This row will indicate the LOC amount available with the user for allocation or giving additionality to BCOs/DDOs. This will be the LOC amount given to the user by his budget allocating officer (Finance Department in case of BCAs a BCA or BCO in case of BCOs) under the object minus the LOC amount allocated by the user to its subordinate offices (including BCOs and DDO).

After this you will find the list of the DDO’s and BCO’s (to whom you have allocated the budget) along with the budget allocated to them.

**Step - 6** On the left hand side of the DDO or BCO name there is Button ‘Edit’ which will be enable only for those DDO’s or BCO’s to whom you have not allocated the LOC even once. For allocation of LOC to a DDO or BCO you have to click the “Edit” button. Once you click the button you will see that the text boxes will appear on the screen against that DDO and “Edit” will split in to “Update” and “Cancel” button. Here you be able to allocate LOC to the DDO or BCO by entering amounts in the text boxes of various object codes as shown below: -
After entering the amount, the **Sanction no** and the **Sanction Date** and the **Security Code** at the bottom of the screen you can press the ‘**Update**’ button to save the LOC allocation or can click the ‘**Cancel**’ button to cancel the allocation as shown above. If you press ‘**Update**’ button please wait for the following message appear on the screen and don’t press any key or button.

Once you update the button your budget allocated amount and available budget will be changed accordingly as shown below.

**Step - 7** After you complete the LOC allocation you can use **Back** link to go back to main menu or Click **Logout** button on the top right hand side to close the application session.

### 9.1.4 LOC Budget Revision to BCOs and DDOs

This option will be operational for the Public works departments such as PWD(B&R), Public Health and Irrigation department to revise the existing LOC amount distribution amongst DDOs for all valid LOCs. The finance department issues month-wise LOCs to the department for works related to sharing and Centrally sponsored plan schemes. The departmental BCAs and BCO will further distribute LOC to the field offices.
On clicking the **LOC Budget Revision to BCOs and DDOs** option in the operations menu following screen will appear. The user has to follow the following steps for LOC Budget Allocation:

**Step-1** User has to Select LOC for works from the dropdown list mentioned against the text **Select LOC Type** by clicking on the down arrow (↓) as shown in figure below.

**Step-2** Select the month of LOC from the dropdown list appearing against text “Month of LOC” by clicking on the down arrow (↓).
Step-3 Select the LOC from the dropdown list appearing against text “Select Valid LOC id” by clicking on the down arrow (↓).

Step-4 Once you complete the selection, list of the schemes based upon the selection criteria will appear in the in the dropdown box mention against “Scheme”.

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Step 5 Once you select the scheme from the dropdown list you will see the screen as shown below having a table indicating:

- **LOC Amount:** This line will show the object-wise LOC amount allocated to you for the selected scheme. In case of BCA it will show the budget allocated by the Finance Department but in case of BCOs it will show the budget allocated by the BCA/BCO i.e. the budget Controlling officer of the user.

- **Amount Allocated:** This line will show the object-wise LOC amount allocated by you to your subordinate offices i.e. BCOs or DDOs and budget transferred to other department for the selected scheme.

- **Amount Available for LOC:** This row will indicate the LOC amount available with the user for allocation or giving additionality to BCOs/DDOs. This will be LOC amount given to the user by his budget allocating officer (Finance Department in case of BCAs a BCA or BCO in case of BCOs) under the object minus the budget allocated by the user to its subordinate offices (including BCOs and DDO).

After this you will find the list of the DDO’s and BCO’s (to whom you have allocated the LOC) along with the LOC amount allocated to them.
Step - 6 On the left hand side of the DDO or BCO name there is button ‘Update’ which will be enable only for those DDOs or BCOs to whom you have allocated the LOC earlier as shown above. For revision of LOC to a DDO or BCO you have to click the “Update” button. Once you click the button. A new screen will appear as shown below.

The new screen will show the

- **Objects:** This column will indicate the name of the objects against which LOC amount has been allotted to the user.
- **Budget Available for Allocation with BCA/BCO:** This column will indicate the LOC available with the user for giving additionality. This will be total LOC amount given to the user by his budget allocating officer minus the LOC amount allocated by the user to its subordinate offices(including BCOs and DDO), budget transferred to other department(only in case of BCAs) and Unconfirmed Withdrawal.
- **Budget Allocated to the DDO or BCO:** This column will indicate the LOC amount allotted to the BCO or DDO, whose LOC you want to revise.
- **Expenditure incurred by DDO:** This column will indicate the LOC amount allotted by the BCO to its subordinate offices (if the office/Officer for which we are revising budget is BCO) or expenditure incurred by DDO offices (if the office/Officer for which we are revising budget is DDO).

Step-7 Each row against Object has three text boxes for Additionality, Withdrawal and Total. Here you can enter amount to revise budget of the DDO or BCO by entering amount in the text.
box under the Additionality/Withdrawal column if you want to give additionality to/ withdraw budget from BCO/DDO under various object codes. Once you enter the amount in the text boxes for Additionality and Withdrawal, content of the text total box will change automatically as sum of budget allocated plus additionality or minus withdrawal.

**Step-8** After entering the amount, the **Sanction no** and the **Sanction Date** and the **Security Code** at the bottom of the screen you can press the ‘Save’ button to save the LOC allocation or can click the ‘Cancel’ button to cancel the LOC allocation as shown below.

Once you update the button your budget allocated amount and available budget will be changed accordingly as shown below.
Step - 9 After you complete the revision of LOC you can use Back link to go back to main menu or Click Logout button on the top right hand side to close the application session.

9.1.5 Budget Transfer to Other Department

Using this option BCA at the head office level will be able to transfer the budget to the other Department under the same scheme and same object. On clicking this option BCA will be able to allocate budget for both Plan and Non-Plan Schemes. On clicking the 'Budget Transfer to other Department', option the following screen will appear. The user has to follow the following steps for allocation of budget:

Step-1 User has to select Plan/Non-Plan option from the dropdown list mentioned against the text Plan/ Non Plan by clicking on the down arrow (↓) as shown in figure below.
Step-2 After selection of Plan/Non-Plan option, select the type of plan scheme from the dropdown list appearing against “Scheme Type” by clicking on the down arrow (↓) like select State Sponsored, Shared and Centrally Sponsored accordingly otherwise skip this step if you have selected the Non-Plan then Select “NA” means not applicable for Non plan as shown below:

Step-3 Once you have selected the scheme from the dropdown list you will see the screen as shown below having a table indicating
- **Objects**: This column will indicate the name of the objects under which the budget is allotted to the user for allocation.
- **Total Budget**: This column will indicate the Original Budget Allocated to the department by Finance Department (FD).
- **Budget Allocated**: This column will indicate the budget allocated to the BCO or DDO by the user (BCA).
- **Budget Available**: This column will indicate the budget available to the department for transfer to another department.

**Step - 4** Then user has to select the ‘To Department’ from the dropdown list to whom he wants to transfer the Budget as shown below:
Step-5 After entering the amount in the Transfer text box, the Security Code at the bottom of the screen you can press the ‘Save’.
On click of **save** button, it transfers the budget to the selected department and gives a message that Budget has been transferred to the department.

Once you click save the button your budget available will be changed accordingly as shown below.
Step - 6 After you complete the transfer of budget you can use Back link to go back to main menu or Click Logout button on the top right hand side to close the application session.

9.1.6 Budget Receive from Other Department

Using this option BCA at the head office level will be able to receive back the budget from the department to whom it has transferred budget previously under different schemes and objects. On clicking the 'Budget receive from other Department', the following screen will appear. The user has to follow the following steps for receive budget: -
Step -1 User has to select the ‘Budget Receive From Department’ option from the dropdown list. The following screen appears on the screen. Select the department from whom you want to receive the Budget back.

Step -2 Then the schemes under which you have transferred budget to the department are displayed. Select the scheme from the dropdown list as shown below:-

After you select scheme you will see the screen as shown below having a table indicating
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- **Objects:** This column will indicate the name of the objects under which you have transferred the budget to this department.

- **Total Budget:** This column will indicate the total amount transferred to this department.

- **Budget Allocated:** This column will indicate the budget allocated to the BCO or DDO by the user (BCA) of respective department.

- **Budget Available:** This column will indicate the budget available with the department that can be received back.

**Step-3** After entering the amount under the **Receive** text box and the **Security Code** at the bottom of the screen you can press the ‘Save’.
On click of **save** button, the budget can be received back by the parent department from the selected department and gives a message that the **Budget has been received to other department**.

Once you click save the button your budget available will be changed accordingly as shown below.

**Step - 4** After you complete the Receive back budget you can use **Back** link to go back to main menu or Click **Logout** button on the top right hand side to close the application session.

### 9.1.7 Budget Return to Other Department

Using this option BCA at the head office level will be able to surrender the budget to the Department from whom it had received the budget under different schemes and objects. On clicking this option BCA will be able to surrender budget in the Scheme he received. On clicking the ‘**Budget return to other Department**’ option the following screen will appear. The user has to follow the following steps for surrender of budget:

**Step -1** User has to select the ‘**To Department**’ from the dropdown list to whom he wants to surrender the Budget as shown below:
Step -2 The user sees the list of schemes under which it had received the budget. Then select the scheme from the dropdown list as shown below:

After you select scheme, you will see the screen as shown below having a table indicating:

- **Objects**: This column will indicate the name of the objects budget under which budget have been received by the department through transfer.
- **Total Budget**: This column will indicate the total budget transferred to this department by other departments.
- **Budget Allocated**: This column will indicate the budget allocated to the BCO or DDO by the BCA of this department.
- **Budget Available**: This column will indicate the budget available to the department for surrender to parent department.
Step-3 After entering the amount in the **Surrender** textbox and the **Security Code** at the bottom of the screen you can press the ‘**Save**’.

On click of **save** button, it surrenders the budget to the parent department and gives a message that ‘Budget has been surrendered by the department’.

Once you click save the button your budget available will be changed accordingly as shown below.
Step - 4 After you complete the surrender of budget you can use **Back** link to go back to main menu or Click **Logout** button on the top right hand side to close the application session.

9.1.8 Direct Budget Withdrawal from Any CO/DDO

Using this form BCA/BCO at the head office level will be able to revise the budget to the offices for which he is not even the budget-allocating officer ie budget can be withdrawn from any BCO/DDO by the BCA/BCO. On clicking this option BCA/BCO will be able to revise budget for both Plan and Non-Plan Schemes. On clicking the ‘Direct Budget Withdrawal from Any CO/DDO’ option following screen will appear. The user has to follow the following steps for Direct withdrawal of budget from any BCO/DDO:-

**Step-1** User has to Select Plan/Non-Plan option from the dropdown list mentioned against the text Plan/ Non Plan by clicking on the down arrow (↓) as shown in figure below
Step-2 After selection of Plan/Non-Plan option, if you have selected the budget as Plan, then select the type of plan scheme from the dropdown list appearing against “Scheme Type” by clicking on the down arrow (↓) (You can select State Sponsored, Shared and Centrally Sponsored) otherwise skip this step if you have selected the Non-Plan the screen shows as shown below:-

Step-3 Select whether we want to allocate Recurring or Non-Recurring Budget. For Plan we should select Non-Recurring but for Non-Plan you should select recurring. Here we can select only one of the options by clicking on the radio button before the options.

Step -4 Select whether budget is Voted or Charged by clicking on the radio button before the options.

Once you complete the selection list of the schemes based upon the selection criteria will appear in the in the dropdown box mention against “Scheme”.

Step -5 Once you select the scheme from the dropdown list you will see the screen as shown below having a table indicating
### Department Budget / CO Budget:
This line will show the object-wise budget allocated to you for the selected scheme under different objects. In case of BCA it will show the budget allocated by the Finance Department but in case of BCOs it will show the budget allocated by the BCA/BCO i.e. the budget Controlling officer of the user.

### Budget Allocated:
This line will show the object-wise budget allocated by you to your subordinate offices i.e. BCOs or DDOs and budget transferred to other department for the selected scheme.

### Unconfirmed Withdrawal:
This row shows the budget withdrawn from the DDOs but not confirmed by the treasuries i.e. you have withdrawn the budget from the DDO but treasury has not confirmed the availability of the budget withdrawn. After you have withdrawn budget from DDO, the unconfirmed amount will be confirmed automatically once treasury/sub treasury of the DDO from which you withdrawn budget has downloaded the budget data and upload the expenditure data.

### Budget Available:
This row shows budget available for further allocation under various objects. This row will indicate the budget available with the user for allocation or giving additionality to BCOs/DDOs. This will be the budget given to the user by his budget allocating officer (Finance Department in case of BCAs a BCA or BCO in case of BCOs) under the object minus the budget allocated by the user to its subordinate offices (including BCOs and DDO), budget transferred to other department (only in case of BCAs) and Unconfirmed Withdrawal.

### Budget Transfer To Other Department:
This row shows budget transferred to other department in the selected scheme under the specific object.

After this you will find the list of the DDO’s and BCO’s (to whom you have/ or your BCO’s allocated the budget) along with the budget allocated to them.
Step - 6 On the left hand side of the DDO or BCO name there is button ‘Update’ which will be enable only for those DDOs or BCOs to whom you have/or your BCO’s allocated the budget earlier as shown above. For Withdrawal of budget from DDO or BCO you have to click the “Update” button. Once you click the button. A new screen will appear as shown below.

The new screen will show the

- **Objects**: This column will indicate the name of the objects under which budget have been allotted to user for allocation.
• **Budget Allocated to the DDO or BCO**: This column will indicate the budget allotted to by you or your BCOs to the BCO or DDO, whose budget you want to withdraw.

• **Budget Allocated to DDOs by BCO**: This column will indicate the budget allotted by the BCA/BCO to its subordinate offices (if the office/Officer for which we are withdrawing budget is BCO) + Unconfirmed Withdrawal or expenditure incurred by DDO (if the office/Officer for which we are withdrawing budget is DDO).

• **Budget Available with BCO/DDO for Withdrawal**: This column will indicate the budget available for withdrawal with the BCO/DDO (whose budget you want to withdraw). This will be total budget given to the BCO/DDO by his budget allocating officer minus the (if the office/Officer for which we are revising budget is BCO) - Unconfirmed Withdrawal or expenditure incurred by DDO (if the office/Officer for which we are revising budget is DDO) - Expenditure done by DDO.

**Step-7** Each row against Object has two text boxes for Withdrawal and Total. Here you can enter amount to withdraw the budget from the DDO or BCO by entering it in the text box under the Withdrawal column if you want to withdraw budget from BCO/DDO. Once you enter the amount in the text boxes for Withdrawal, content of the text total box will change automatically as sum of budget allocated minus withdrawal.

**Step-8** After entering the amount, the **Sanction no** and the **Sanction Date** and the **Security Code** at the bottom of the screen you can press the ‘Save’ button to save the allocation or can click the ‘Cancel’ button to cancel the allocation as shown below.
Once you clicked the save button your budget allocated amount and available budget will be changed accordingly as shown below.

**Step - 9** After you complete the withdrawal of budget you can use Back link to go back to main menu or Click Logout button on the top right hand side to close the application session.
9.2 Reports

On clicking this option the authorized BCA/BCO/DDO will view report the Budget Allocated/Revised to
the department.

9.2.1 Budget Allocation
9.2.2 Loc Allocation
9.2.3 Receipts Reports
9.2.4 Expenditure Reports
9.2.5 Other Reports

9.2.1 Budget Allocation

Using this form BCA/BCO at the head office level will be able to View budget Allocation reports to
BCOs / DDOs under different schemes in different formats. There are different type of Reports which
can be viewed: -

9.2.1.1 Schemewise Budget Allocation to various BCOs and DDOs
9.2.1.2 DDOwise Budget Allocation to various Schemes
9.2.1.3 CO/DDOwise –Schemewise Datewise Budget Sanction
9.2.1.4 Schemewise Datewise Budget Sanction to CO/DDOwise
9.2.1.5 Summary Budget Allocation
9.2.1.6 Budget Allocated By FD
9.2.1.7 Reserve Budget Available Report

9.2.1.1. Schemewise Budget Allocation to various BCOs and DDOs

This report is basically used to view schemewise budget allocation done under different
components to different DDOs/ BCOs by BCA/BCO.
Step – 1 On clicking this form option following screen will pop up on the Screen. User has to select the Budget Allocating officer first as shown below.

Step – 2 Then User has to select the Scheme as shown below.
Step – 3 If User select ‘All Schemes’ then all the schemes are shown for which budget is allocated to different BCOs/DDOs by the selected budget allocating officer as shown below or if User select the specific Scheme then report would be shown only for that scheme if Budget Is Allocated.

Step – 4 Then User Has to Click On ‘View Report’ button.
Here this report shows the various BCO/DDO’s of the department who had been allocated Budget in different objects of the specific scheme by the selected budget allocating officer.
9.2.1.2. DDOwise Budget Allocation to various Schemes

This report is used to view how much budget have been allocated to a particular DDO under different schemes and different objects.

**Step – 1** on clicking this form option following screen will pop up on the Screen. User has to select the ‘Select DDO/BCO’ first as shown below.
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Step – 2 Then User has to click On ‘View Report’.

Here this report shows all the schemes of the specific department who had been allocated budget in different objects to the specific BCO/DDO’s.

9.2.1.3. CO/DDOwise – Scheme wise Date wise Budget Sanction

This report is used to view the date wise allocation / withdrawal to the selected CO/DDO done under different schemes.

Step – 1 on clicking this form option following screen will pop up on the Screen. User has to select the DDO/BCO for which allocation is to be viewed as shown below. If he selects All DDOs and BCOs
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of your Department, then the report would be shown to the user where allocation has been done for all
the DDO and BCO under his department.

Step – 2 If User select ‘All Schemes’ then all the schemes were shown for which budget is allocated
for the selected BCOs/DDOs as shown below or if User select the specific Scheme then report would
be shown only for that scheme if Budget Is Allocated to that Department.

Step – 3 If user want to view report between specific date then he has to fill ‘date from’ and ‘date to’
textbox on the form. Then User has to click On ‘View Report’ Button and report will be shown as
below.
Here this report shows all the schemes of the specific department who had been allocated budget and withdrawal is done different objects of the specific BCO/DDO’s.

9.2.1.4. Schemewise Datewise Budget Sanction to CO/DDOwise

This report is used to view the date wise allocation /withdrawal done under different schemes to the all COs/DDOs.
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**Step – 1** on clicking this form option following screen will pop up on the Screen. User has to select the DDO/BCO first as shown below. If he selects All DDo’s and BCOs Your Depatment, the report would be shown to the user where all the DDOs and BCOs are available under his department.

![Screen showing budget allocation system](image)

**Step – 2** If User select ‘**All Schemes**’ then all the schemes were shown for which budget is allocated for the selected BCOs/DDO as shown below or if User select the specific Scheme then report would be shown only for that scheme if Budget Is Allocated to that Department.

![Screen showing budget allocation system](image)

**Step – 3** If user want to view report between specific date then he has to fill ‘**date from**’ and ‘**date to**’ textbox on the form. Then User has to click On ‘**View Report**’ Button and report will be shown as below.

Here this report shows the various BCO/DDO’s of the department who had been allocated budget and withdrawal is done in different objects of the specific scheme.
9.2.1.5. Summary Budget Allocation

This report is used to view the summary of budget allocations done by BCA under different schemes.

Step – 1 If User select ‘All Schemes’ then all the schemes were shown for which budget is allocated as shown below or if User select the specific Scheme then report would be shown only for that scheme if Budget Is Allocated to that Department.
Step – 2 Then User has to click on ‘View Report’ button and report will be shown as below.

Step – 3 This report shows the Summary of the budget allocated to the department. **Budget from FD** (Budget Allocated by the FD to the Department), **Budget Distributed** and **Budget Reserved** in different schemes under different objects.
9.2.1.6. Budget Allocated By FD

This report is used to view budget allocated by FD to BCA under different schemes and different objects.

Step – 1 If User select ‘All Schemes’ then all the schemes were shown for which budget is allocated as shown below or if User select the specific Scheme then report would be shown only for that scheme if Budget Is Allocated to that Department by FD Department.
Step – 2 Then User has to click on ‘View Report’ button and report will be shown as below.

This report shows the budget allocated by FD to the department in different schemes and different objects of the scheme.
9.2.1.7. **Reserve Budget Available**

This report is used to view the budget reserve with BCA ie budget left after allocations to BCOs/DDOs.

9.2.2 **LOC Allocation**

Using this form BCA/BCO at the head office level for Engineering departments will be able to View LOC Allocated/Withdrawal from the department. There are different type of Reports which can be viewed:

9.2.2.1 Schemewise LOC Budget Allocation
9.2.2.1. Schemewise LOC Budget Allocation

Step – 1 On clicking this form option following screen will popped up on the Screen. User has to select the Scheme first as shown below.
9.2.2.2. LOCwise Schemewise LOC Allocation

Step – 1 On clicking this form option following screen will popped up on the Screen. User has to select the Scheme first as shown below.
Step 2 – And then click on button View Report where a PDF file is popped out where user can see LOC Budget Allocated to his Department according to scheme’s to various objects.

9.2.2.3. Monthly LOCwise Schemewise LOC Allocation Detail

Step 1 – On clicking this form option following screen will popped up on the Screen. User has to select the Scheme first and Month as Shown below.
Step – 2 And then click on button **View Report** where a PDF file is popped out where user can see LOC Budget Allocation to different objects in his Department according to scheme’s and of specific month.
9.2.2.4. CO/DDOwise Datewise LOC Budget Sanction

**Step – 1** On clicking this form option following screen will popped up on the Screen. User has to select the DDO/BCO first as Shown below.

**Step – 2** And then user has to select the scheme to which he want to view report. If he like to view report of All Schemes he has to select “All Schemes” and if he want to view report of specific date’s then he has to give Date From and Date To (Date Format should be (DD/MM/YY)) or Leave blank to view all the records.
Step – 3 Then click on Button “View Report” the report will be generated.

9.2.2.5. Datewise CO/DDOwise LOC Budget Sanction
Step – 1 On clicking this form option following screen will popped up on the Screen. User has to select the DDO/BCO first as Shown below.

Step – 2 And then user has to select the scheme to which he want to view report .if he like to view report of All Schemes he has to select “All Scheme’s” and if he want to view report of specific date’s then he has to give Date From and Date To (Date Format should be (DD/MM/YY)) or Leave blank to view all the records .Then click on Button “View Report” the report will be generated.
9.2.3 Receipts Report

9.2.3.1 Departmentwise Majorheadwise MinorHead receipt
9.2.3.2 Treasury Subtreasurywise receipt
9.2.3.3 MinorHeadwise Treasurywise receipt
9.2.3.4 MajorHeadwise Treasurywise receipt
9.2.3.5 MajorHeadwise receipt

9.2.3.1. Departmentwise Majorheadwise MinorHead receipt

Step – 1 On clicking this form option following screen will popped up on the Screen. User has to select the Department first as Shown below
Step – 2 if user want to change dates to which he want to view report he can edit Date From or Date To Textbox’s. (Date From Should Not be greater than Date To and in format of (DD/MM/YYYY)) Then click on Button “View Report” the report will be generated.

9.2.3.2. Treasury Subtreasurywise receipt
Step – 1 On clicking this form option following screen will popped up on the Screen. User has to select the Department first as Shown below.

Step – 2 if user want to change dates to which he want to view report he can edit Date From or Date To Textbox's. Then click on Button “View Report” the report will be generated.
9.2.3.3. Minor Headwise Treasurywise receipt

Step – 1 On clicking this form option following screen will popped up on the Screen. User has to select the Department first as Shown below:-
Step – 2 if user want to change dates to which he want to view report he can edit Date From or Date To Textbox’s. Then click on Button “View Report” the report will be generated.

9.2.3.4. MajorHeadwise Treasurywise receipt
Step – 1 On clicking this form option following screen will popped up on the Screen.

Step – 2 User has to select the Department first as Shown below, then select MajorHead(If user want to view more than one major head then he has to press CTRL key + click on majorhead) and if user want to change dates to which he want to view report he can edit Date From or Date To Textbox’s.(Where Format of Date is (DD/MM/YYYY) and Date From cant be greater than Date To)

Step – 3 Then click on Button “View Report” the report will be generated.
9.2.3.5. MajorHeadwise receipt

Step 1 On clicking this form option following screen will popped up on the Screen:-
**Step – 2** User has to select the Department first as Shown below, then Select MajorHead (If user want to view more than one major head then he has to press CTRL key + click on majorhead) and if user want to change dates to which he want to view report he can edit Date From or Date To Textbox’s.

**Step – 3** Then click on Button **“View Report”** the report will be generated.
9.2.4 Expenditure Report

9.2.4.1 Schemewise Plan Expenditure Details
9.2.4.2 Budget Allocated with Tentative Expenditure to various BCOs/DDO
9.2.4.3 Schemewise DDOwise Expenditure
9.2.4.4 Schemewise DDOwise tentative expenditure
9.2.4.5 Schemewise tentative expenditure between Months
9.2.4.6 Schemewise Treasurywise tentative expenditure between Months
9.2.4.7 Schemewise Treasurywise and subtreasurywise tentative expenditure between Months
9.2.4.8 Majorheadwise tentative expenditure between Months
9.2.4.9 Majorheadwise Treasurywise tentative expenditure between Months
9.2.4.10 DDOwise tentative expenditure between months
9.2.4.11 Report for Out of Budget Expenditure

9.2.4.1. Schemewise Plan Expenditure Details

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Step –1  On clicking this form option following screen will popped up on the Screen.
Step – 2 Then click on button “View Report” and then your report will be generated. Here the report shows the expenditure done by the department in the specific scheme in specific Major Head.

9.2.4.2. Budget Allocated with Tentative Expenditure to various BCOs/DDO
Step –1 On clicking this form option following screen will popped up on the Screen. User has to select the Scheme first and then DDO/CO as shown below.

Step –2 Then click on button “View Report” and then your report will be generated. Here the report show scheme in which budget is allocated to BCO/DDO in which the amount is presently allocated to BCO/DDO, the tentative expenditure done by the BCO/DDO and the available balance lest with the BCO/DDO.
9.2.4.3. Schemewise DDOwise Expenditure

Step –1 On clicking this form option following screen will popped up on the Screen. User has to select the Scheme first as shown below.
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Step –2 Select DDO/CO as shown below and then click on View Report Button the report will be generated.

Step –3 This report shows the various BCO/DDO’s of the department who has done expenditure in different objects of the specific scheme.
9.2.4.4 Schemewise DDOwise tentative expenditure

<table>
<thead>
<tr>
<th>Scheme Name</th>
<th>DDO Code</th>
<th>DDO Name</th>
<th>Expenditure</th>
<th>Budgeted Amount</th>
<th>Invoiced Amount</th>
<th>Tentative Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheme A</td>
<td>123</td>
<td>DDO A</td>
<td>5000</td>
<td>10000</td>
<td>5500</td>
<td>6000</td>
</tr>
<tr>
<td>Scheme B</td>
<td>456</td>
<td>DDO B</td>
<td>7500</td>
<td>15000</td>
<td>8000</td>
<td>8500</td>
</tr>
<tr>
<td>Scheme C</td>
<td>789</td>
<td>DDO C</td>
<td>10000</td>
<td>20000</td>
<td>10500</td>
<td>11000</td>
</tr>
</tbody>
</table>

**Step 1** On clicking this form option following screen will popped up on the Screen. User has to select the Scheme first as shown below and then select the DDO/CO as shown below.
Step –2 then click on View Report Button the report will be generated.
9.2.4.5. Schemewise tentative expenditure between Months

**Step –1** On clicking this form option following screen will popped up on the Screen.

**Step –2** User has to select the Scheme first as shown below and then Select the Month From and Month To as shown below
If Month From and Month To is same report will be shown for that specific month only.

**Step –3** then click on **View Report Button** the report will be generated

**Step –4** Here this report shows the various BCO/DDO’s of the department who has done expenditure in different objects of the specific scheme and where expenditure done between the specific Month.
9.2.4.6. Schemewise Treasurywise tentative expenditure between Months

Step –1 On clicking this form option following screen will popped up on the screen.
Step –2 User has to select the Scheme first as shown below and then Select the Month From and Month To as shown below.
If Month From and Month To is same report will be shown for that specific month only.

**Step – 3** then click on View Report Button the report will be generated.

Here this report shows the various BCO/DDO’s of the department who has done expenditure in different objects of the specific scheme for the specific treasury and where expenditure done between the specific Month.
9.2.4.7. Schemewise Treasurywise and subtreasurywise tentative expenditure between Months

Step –1 On clicking this form option following screen will popped up on the Screen.
Step –2 User has to select the Scheme first as shown below and then Select the Month From and Month To as shown below
If Month From and Month To is same report will be shown for that specific month only.

**Step – 3** then click on View Report Button the report will be generated.

Here this report shows the various BCO/DDO’s of the department who has done expenditure in different objects of the specific scheme for the specific Treasury and Sub Treasury and where expenditure done between the specific Month.
9.2.4.8. Majorheadwise tentative expenditure between months

**Step –1**  On clicking this form option following screen will popped up on the Screen.

**Step –2**  User has to select the Majorhead first as shown below and then Select the Month From and Month To as shown below
If Month From and Month To is same report will be shown for that specific month only.

Step – 3 then click on View Report Button the report will be generated.

Here the report shows total expenditure of Plan and Non Plan of various major Head in there department also shows individually expenditure done in Plan and Non Plan.
9.2.4.9. Majorheadwise Treasurywise tentative expenditure between months

Step – 1  On clicking this form option following screen will popped up on the Screen.

Step – 2  User has to select the Majorhead first as shown below and then Select the Month From and Month To as shown below
Step – 3 If Month From and Month To is same report will be shown for that specific month only.
and then click on View Report Button the report will be generated.

Here the report shows total expenditure of Plan and Non Plan of various Major Head and treasury
name in there department also shows individually expenditure done in Plan and Non Plan.
9.2.4.10. DDOwise tentative expenditure between months

**Step –1** On clicking this form option following screen will popped up on the Screen.

**Step –2** User has to Select the Month From and Month To as shown below
Step 3 then click on View Report Button the report will be generated. Here this report shows all the schemes of the specific department who has done expenditure in different objects between specific month in a specific DDO.
9.2.4.11. Report for Out of Budget Expenditure

**Step –1** On clicking this form option following screen will popped up on the Screen. User has to Select the DDO/BCO first.

**Step –2** then select **Date From** and **Date To** as shown below.(Date From Can’t be Greater than Date to and is in format of(DD/MM/YYYY))
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Step 3 then click on View Report Button the report will be generated.

9.2.5 Other Report

9.2.5.1 Treasury/Subtreasurywise Data transfer
9.2.5.2 Budget transfer to other Departments
9.2.4.3 Report for Budget Received from other Departments
9.2.5.1 Treasury/Subtreasurywise Data transfer

**Step –1** On clicking this form option following screen will popped up on the Screen. User has to click on View Report Button and the report will be generated.
9.2.5.2 Budget transfer to other Departments

Step –1 On clicking this form option following screen will popped up on the Screen.
Step –2 User has to Select the Budget Transfer from Department (By Default department is the User Own department)
Step –3 then click on **View Report Button** the report will be generated.

Here this report shows the transfer budget from the department to other Department in different objects in the specific scheme.
9.2.5.3 Report for Budget Received from other Departments

Step –1 On clicking this form option following screen will popped up on the Screen.

Step –2 User has to Select the Budget Transfer from Department (By Default department is the User Own department).

Step –3 then click on View Report Button the report will be generated.
Here this report shows the received budget to the department from other Department in different objects in the specific scheme.
9.3 Other Operations
On clicking this option the authorized BCA/BCO will view user information, change password of own or BCO/DDO who’s under his Budget controlling Officer.

1. Add New User
2. Edit/Enable user
3. Set Other user Password
4. Change your password
5. Edit Your Profile
6. View User Profile
7. Download Budget and LOC
8. Upload Budget and LOC

9.3.1 Add New User

Step-1 Here When you click on on Add New User a page is opened ,here BCA can create a new user first he has to select Department ,then role Of the User (BCO/DDO) ,then treasury and subtreasury
Step-2 And then select Budget Allocating Officer under which this user comes, then user has to select to activate this User or keep it pending for the confirmation.

Step-3 To Create User, the user has to click on Create User Button to save or to cancel click on cancel Button.

9.3.2 Edit/Enable User

Step-1 When user selects this option a form is opened where BCA/BCO can Edit Profile of the User or Enable (Activate) user which he had created.
Step-2 Here BCA/BCO can modify Name, Designation, Email Id, Mobile Number of the user and Activate the account which he had created. Then Click **Update User** to Save.
9.3.3 Set Other Users Password (for BCA)/Set Password for BCO/DDO (For BCO)

**Step-1** Here the BCA/BCO can set the password of his BCO’s/DDO’s for whom he is a Budget Allocating officer (BAO).

**Step-2** First User has to enter User Id of the BCO/DDO then enter the New Password (new password cannot be same as Three Successive password which he set before). Confirm New Password (enter new password to Confirm, it should be same as new password).

**Step-3** Press OK Button To Save
9.3.4 Change your Password

Step-1 Here User can change his Own Password, User has to enter Old Password (password which he currently had) and enter the New Password (new password cannot be same as Three Succesive password which he set before). Confirm New Password (enter new password to Confirm, it should be same as new password).

Step-2 Then press OK Button to save.

9.3.5. Edit your Profile

Step-1 Here User can modify his profile like modify his Name, Designation, Email Id, Mobile Number
Step-2 Then Click **Update Profile** to Save.

9.3.6 View Users Profile

**Step-1** Here User can view profile of BCO or DDO of whom he is a Budget Allocating Officer. User has to **select User Id** First to view profile of the User he want to view.
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9.3.7 Download Budget and LOC

Step-1 Here User can download Budget and LOC data.
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9.3.8 UPLOAD Budget and LOC

Step-1 To upload DDOwise Budget Sanction or To DDOwise LOC sanction
10. **Operational Instructions for DDoS of Various Departments.**

The DDOs of the department will operate the portal using a unique user-id and password provided to him. The official will open the website [www.hrtreasures.gov.in](http://www.hrtreasures.gov.in) using Internet explorer. Following screen will appear.

On the left hand side of the screen the option for online budget allocation will appear. On clicking the Online **Budget Allocation** option following screen will appear.

The DDO will be asked to enter the user-id details against the white place User-id and password. While entering the password only * character will appear on the screen against the each typed character.

In the next line system will ask to select financial year for which you want to operate the system.
After entering the information DDO has to click on login button placed in the next line. On clicking the following screen will appear. Using this screen the user will be able to carry out following activities.

10.1. Operations
10.2. Instructions
10.3. Report
10.4. Other Operations
These options will appear in the second line of the screen.

**10.1. Operations**
On clicking this DDO can perform the operations

10.1.1 DDo Bill Form
Step-1 On clicking the DDO Bill Form option following screen will appear.

Step-2 User has to Select Scheme option from the dropdown list first. If user select ‘All’ then all the schemes are shown to which data available else the for specific scheme data would be shown below.
Step-3 Then user has to select month for which he want to see the Bill,

Step-4 then user has to select only Token No From,
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**Step-5** If the Token No From is selected only then the BILL will be shown for only for the selected Token number.

**Step-6** or if he select **Token No From** and also **Token No To** (where Token No To should Be Greater than Token No From) then he will be shown bill for every token number between Token No From and Token No To Exists for the selected schemes.
Step-7 The user can also Export this bill to Excel sheet. To Export in excels he should first click on Export Button which is given to the Top left side of the Grid.
10.2 Instruction

On clicking this DDO of the department can view Instructions given to ddo

10.2.1. Instructions for DDos for EPS

10.2.2. Required Proforma for ECS(employees)
10.2.3. Required Proforma for ECS Third Party

PROFORMA - 'B'

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name of the Employee to whom payment is to be made</th>
<th>Bank Name</th>
<th>Bank Branch</th>
<th>Bank Account No.</th>
<th>MICR Code</th>
<th>IFSC Code of Bank Branch</th>
<th>PAN of the person</th>
<th>DPT Account No.</th>
<th>Signature of DDO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Bank account number as printed on cheque or bank statement or bank pass book. A photocopy of same should be taken by DDO from the person.
2. MICR code is a 5 digit code available on the cheques. So a crossed bank cheque should be taken by DDO from the person to verify the same.
3. IFSC code can be ascertained by person from his bank branch. Information is also available on RBI site www.rbi.org.in.
4. PAN as provided by Income Tax Department is compulsory if payment of Rs. 1000 or more is to be made to the person.

DDO Code

Name of DDO: ____________________________

Signature of DDO: ____________________________

Date: ____________________________
10.3 Reports

On Clicking this option the authorized DDO will view report the Budget Allocated/Revised to the department.

10.3.1. DDOwise Budget Allocation for various schemes
10.3.2. LOCwise Schemewise LOC Allocation
10.3.3. Monthlywise LOCwise Schemewise LOC Allocation Detail
10.3.4. Budget Allocated with Tentative Expenditure to various BCOs/DDOs
10.3.5. Schemewise DDOwise Expenditure
10.3.6. DDOwise tentative expenditure between dates
10.3.7. DDOwise Datewise Budget Sanction
10.3.8. Datewise DDOwise Budget Sanction
10.3.9. Schemewise Bill
10.3.10. Schemewise Plan/NonPlan Wise

10.3.1. DDOwise Budget Allocation for various schemes
Step-1 On clicking this form option following screen will popped up on the Screen.

Step-2 User has to select the ‘Select DDO/BCO’ first as shown below.

Step-3 Then User has to click On ‘View Report’. Here this report shows all the schemes of the specific department who had been allocated budget in different objects of the specific BCO/DDO’s.
10.3.2. LOCwise Schemewise LOC Allocation

This is now for only Shared, Centrally Sponsored and External Aided Projects.

Step-1 on clicking this form option, following screen will pop up on the Screen.

Step-2 User has to select the Scheme first as shown below.
Step-3 And then click on button View Report where a PDF file is popped out where user can see LOC Budget Allocated to his Department according to scheme under different LOC Id’s.

10.3.3. Monthlywise LOCwise Schemewise LOC Allocation Detail (Only for Shared and Centrally Sponsored Schemes and Externally aided schemes.)
Step-1 on clicking this form option, following screen will pop up on the Screen.

Step-2 User has to select the Scheme first and Month as Shown below

Step-3 And then click on button View Report where a PDF file is popped out where user can see LOC Budget Allocation to different objects in his Department according to scheme’s and of specific month.
10.3.4. Budget Allocated with Tentative Expenditure to various BCOs/DDOs

**Step-1** on clicking this form option, the following screen will pop up on the Screen.

**Step-2** User has to select the Scheme as shown below
Step-3 Then click on button “View Report” and then your report will be generated. Here the report shows the tentative expenditure done by the department in the specific scheme.
10.3.5. Schemewise DDOwise Expenditure

Step-1 On clicking this form option following screen will popped up on the Screen.

Step-2 User has to select the Scheme first as shown below

Step-3 then click on View Report Button the report will be generated.
10.3.6. DDOwise tentative expenditure between dates

**Step-1** on clicking this form option, following screen will pop up on the Screen.

**Step-2** User can change the Date From and Date To as shown below

**Step-3** then click on View Report Button the report will be generated.

Here this report shows the various BCO/DDO’s of the department who has done expenditure in different objects of the specific scheme and where expenditure done between the specific dates.
10.3.7. DDOwise Datewise Budget Sanction

Step-1 On clicking this form option, following screen will pop up on the Screen. Here this report shows all the schemes of the DDO who had been allocated budget in different objects of the specific DDO’s with date wise.

Step-2 User has to select the ‘Select DDO/BCO’ first,
Step-3 Then select Scheme (If selected ‘All schemes’ then report shows all the scheme for which data exists else for specific Scheme it shows report).
Step-4 The user can also fill Date From and date to (in DD/MM/YYYY format only) if he wants to look report between specific Dates Or if he left them blank then all the records will be shown.
10.3.8. Datewise DDOwise Budget Sanction

Step-1 On clicking this form option, following screen will pop up on the Screen. Here this report shows all the name of DDO who had been allocated budget in different objects of the specific schemes in the specific date.
Step-2 User has to select the ‘Select DDO/BCO’ first,

Step-3 After then select Scheme (If selected ‘All schemes’ then report shows all the scheme for which data exists else for specific Scheme it shows report).

Step-4 The user can also fill Date From and date to (in DD/MM/YYYY format only) if he wants to look report between specific Dates Or if he left them blank then all the records will be shown.

Step-5 Then User has to click On ‘View Report’. 
10.3.9. **Schemewise Bill**

**Step 1** on clicking this form option, following screen will pop up on the Screen. Here this report shows for the specific scheme for which bill is issued in the specific serial No, Voucher No, Trans Date, and the status of the bill will be shown under different objects.

**Step 2** User has to select the ‘**Select Scheme**’ first (If selected ‘**All schemes**’ then report shows all the scheme for which data exists else for specific Scheme it shows report)

**Step 3** Then user can also change Date From and date to (in DD/MM/YYYY format only) if he want to look report between specific Dates as shown below.
Step-4 Then Click on View report button.

10.3.10 Schemewise Plan/NonPlanwise
Step-1 on clicking this form option, following screen will pop up on the Screen.

Step-2 User has to select the ‘Select Scheme’ first (If selected ‘All schemes’ then report shows all the scheme for which data exists else for specific Scheme it shows report)

Step-3 Then user can also change Date From and date to (in DD/MM/YYYY format only) if he want to look report between specific Dates as shown below.

Step-4 Then Click On View Report button to view Report

Here this report shows total expenditure occurred for the specific Plan/NonPlan in the specific scheme
10.4. Other Operations

10.4.1 Change Your Password

Step-1 Here User can change his Own Password, User has to enter Old Password (password which he currently had) and enter the New Password (new password cannot be same as Three Successive password which he set before). Confirm New Password (enter new password to Confirm, it should be same as new password).
Step-2 Then press **OK** Button to save.

**10.4.2 Edit Your Profile**

- **Step-1** Here User can modify his profile like modify his Name, Designation, Email Id, Mobile Number.

- **Step-2** Then Click **Update Button** to Save.