

Procedure for Downloading the Budget allocation Data by TOs and ATOs

1. For Downloading the Budget TO/ATo will open the website <http://hrtreasuries.gov.in> in the internet explorer. The following screen will appear:-



2. Now Click on **Budget Allocation** appearing on the left hand bottom of the screen. The Following Screen will appear.



3. Now Type the **user-id** and **password** provided to you by the Directorate of treasuries and Accounts for data down loading against the text boxes and select the year for which you want to download the data as shown below. After entering this information please click the **Login** button on the screen.

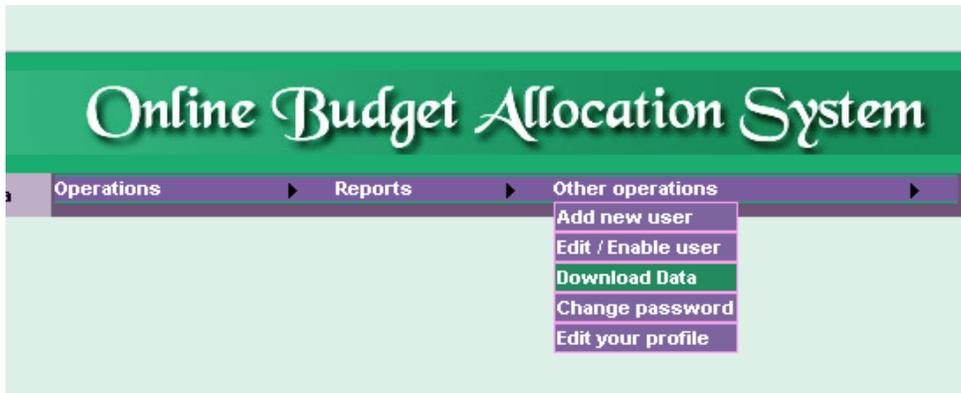


The screenshot shows the login interface for the Online Budget Allocation System. At the top, there is a green header with the text "Online Budget Allocation System" in a white, stylized font. Below this is a purple bar with the text "SIGN IN" in white. The main content area is light green and contains a purple-bordered box with the title "Enter Here Your User Id And Password". Inside this box, there are three input fields: "User Id:" with the value "ctotaa1", "Password:" with "*****", and "Data for the financial year:" with a dropdown menu showing "2010-11". A blue "Login" button is positioned below the dropdown. Below the login box, there is a green bar with a "NEW" icon and the text "Click here to see Operational Manual". At the bottom of the login box, there is a purple bar with the text "If you don't have a valid userid, contact NIC or authorised person".

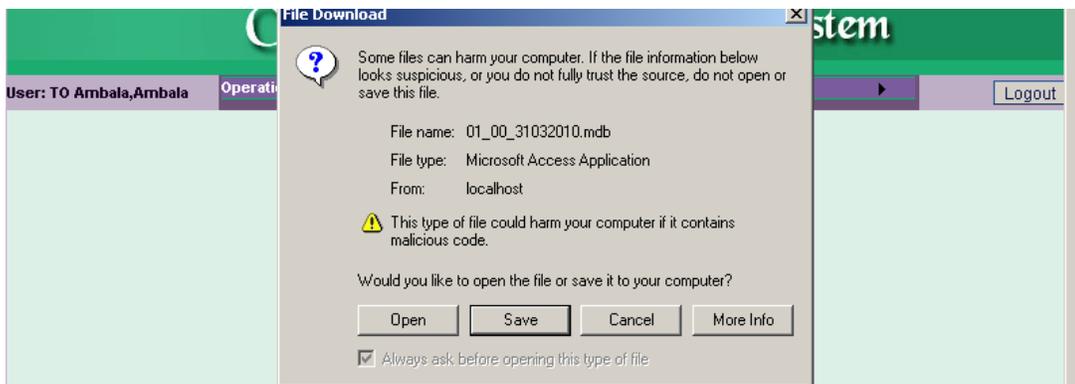
4. After you press the Login button following screen will appear. Now click on **Other Operations** in the menu



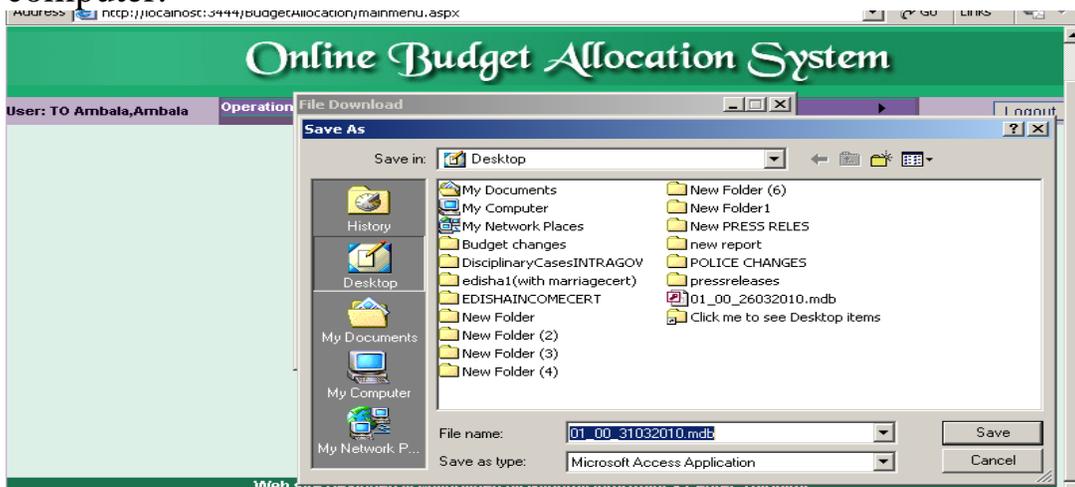
5. Once you click on the **Other Operations**, the screen will look like



6. Now click on the **Download Data** option. On clicking this the software will ask your permission for saving the data on your screen as shown below. Click the **Save** button appearing on the Screen

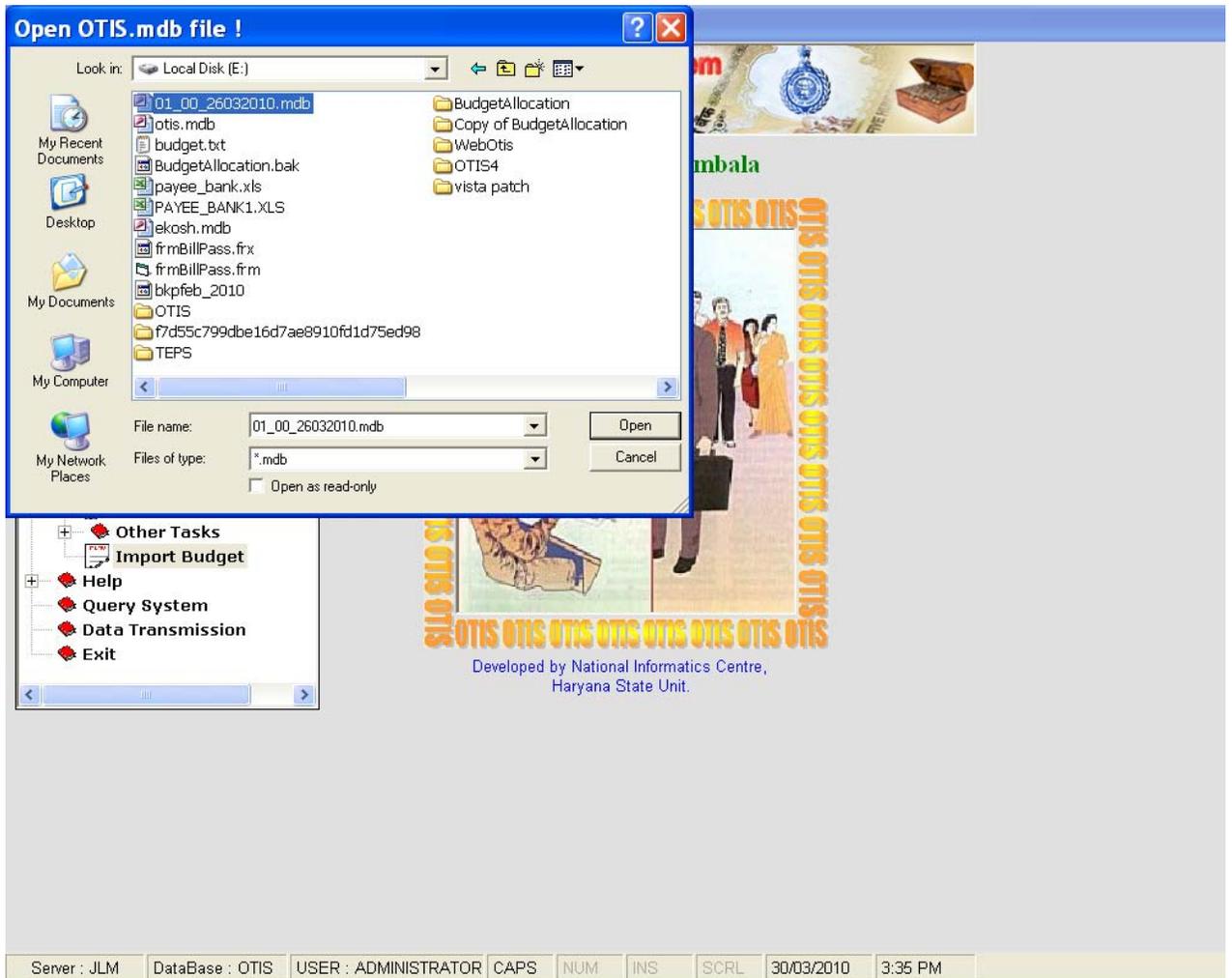


7. Now select the location where you want to save the file on your computer and press the **Save** button appearing on your computer.

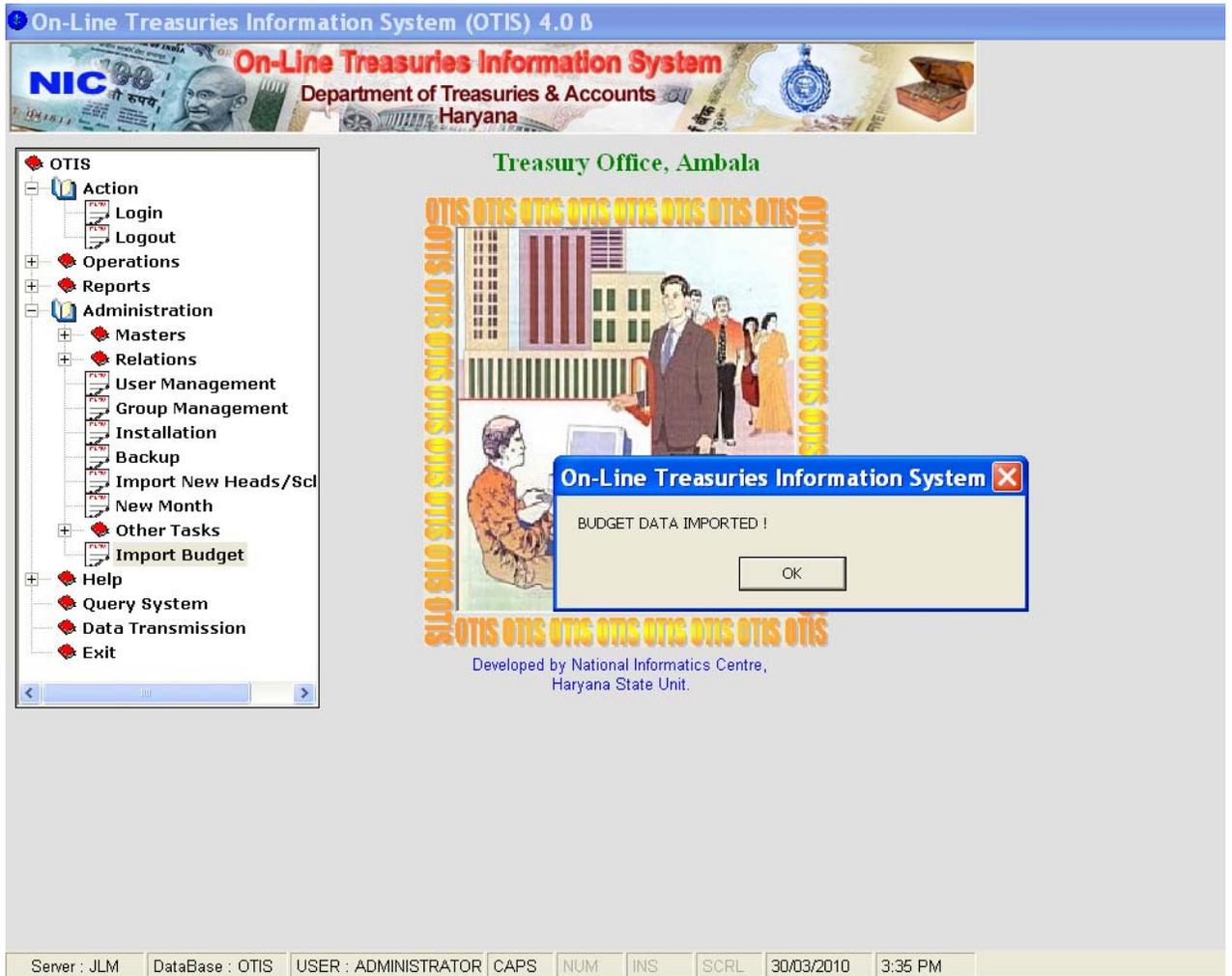


8. The file downloading will take few minutes. After that please press the Logout Button appearing on your screen to exit the system.

Choose the mdb file on your computer through the command dialogue and click on open.



After the budget is imported, this screen will be flashed and after LOC data is imported, the message will be shown that LOC data has been imported.



Similarly, New Heads/Schemes can be imported from this file into OTIS database.