2019

Integrated Financial Management System

BFC Profoma 14 (A & B)– User Manual

This document will help User in understanding the process of BFC Profoma 14 (A and B)

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1 Introduction

1.1 About IFMS

Integrated Financial Management System (IFMS) is an e-Governance initiative of Rajasthan Government for effective, accountable and transparent Public Finance Management. IFMS has been conceptualized as an umbrella system covering all modular systems and their integration. The main objective of IFMS is to achieve computerization of state wide financial transactions and efficient monitoring and facilitate a Single Window interface across various functions.

1.2 Help Desk

In case of any query please contact at Help Desk -

Email ID	ifms-rj@nic.in
Phone No.	0141 -5153222
Extension	24452

2 Product Features

- (1) Web application is developed in ASP.NET
- (2) Reports are generated using Crystal Reports and SQL Server Reporting tool.

3 Installation Instructions

3.1 Software requirement

- Internet Explorer 7.0 or higher version
- PDF Acrobat Reader (9.0)

3.2 Hardware requirement

- Pentium 4 Desktop
- 512 MB RAM
- Printer (Dot-Matrix Printer or Laser)

3.3 Networking requirement

• Internet Connection with uninterrupted 512 kbps speed

3.4 Installation procedure

• User need to Access the application through following URL

URL: <u>http://ifms.raj.nic.in/</u>

4 BFC Profoma 14 (A and B)

BFC Profoma 14 (A and B) is related to **Work Module**. Before Entry in BFC Profomas user has to enter **Work Sanction** in this form. This form has two level and each level has a role. Level is AD to HOD. After Sanction finalization from AD user, The Work Sanction appear on HoD User. In this Next screen shows login page from HoD. (In Figure-1) This form helps HoD has to to Office, Work and Budget Allocation.

- 1) HoD level user will use Work, Office & Budget Allocation on this Sanction.
- 2) To work with the sanction HoD user will have to login.

Login Screen HoD



Figure No - 1

- 3) After Click on Log in Button Next screen will display.
- 4) After Login go to this path HoD user will work on Performa 14 (A) first.

4.1 BFC Profoma 14 (A)

User has to do Office, Work and Budget Allocation in this Profoma. There is three links and each link has some functionality.

- Office wise Work Allocation
- Work wise Budget Allocation
- Reports

4.1.1 Office wise Work Allocation

After that user will work on Office wise work allocation. Click the Office wise work allocation. It will display the following screen.
 Application Path:--

NIC-IFMS-14 (A & B) Work Sanction Module

Sanction Work Office wise work allocation



2) After Selection of **Office wise work allocation** next screen will display.



Figure No – 3

- 3) There is three links and each link has some functionality.
- 4) Link :
 - Sanction wise
 - Work ID wise
 - Department wise

4.1.1.1 Sanction wise

Select the **Sanction Wise** link. After selection **Sanction Wise** link next screen will display. It will required following parameter.

• Enter Sanction Id - User has enter Sanction ID

	Office Wise Work Distribution								
[Search Works By	Sanction ID Wise OWork ID Wise ODepartment Wise							
	Enter Sanction ID	5299							
		Search Cancel Show Report							



4.1.1.2 Work ID wise

Select the Work ID Wise link. After selection Work ID Wise link next screen will display. It will required following parameter.

Enter Work I	d - User has enter Work ID		
	Office Wise Work Distribution		
Search Works By	Osanction ID Wise OWork ID Wise ODepartment Wise		
Enter Work ID	111443		
		Search	Cancel



4.1.1.3 Department wise

Select the **Department Wise** link. After selection **Department** link next screen will display. It will required following parameter.

• Select Department Name - User has select Department wise from List.

Office Wise Work Distribution						
Search Works By	OSanction ID Wise OWork ID Wise ODepartment Wise					
Select Department Name	Public Works Department, Jaipur-65 v					
	Search Cancel					



5) After that click on **Search** button it will display the following screen.

	Office Wise Work Distribution									
	Search Works By @Sanction ID Wise OWork ID Wise ODepartment Wise									
Enter Sanction ID 5299										
	Search Cancel Show Report									
Work ID	कार्य का गाम Work ID (Work Name)		कार्य का प्रकार (Work Category)	कार्य का उपप्रकार (Work Subcategory)	Amount (In Thousand)		Action			
111443	3 गाँव मण्डावर से शहर दौसा तक पत्नकी सड़क		सड़क	नवीन निर्माण	10.00		Allotment			
				_						



- 6) After that Click on **Allotment** button for Work wise Office Allotment and next screen will display. It will required following parameter.
 - Search PWD Office by Hindi Name
 - Office ID for Civil
 - Office ID for Electrical
- User has enter PWD office name in Hindi Click on Search
- User has enter Office ID for civil and press the tab button it will display Civil Office name
- User has enter Office ID for Electrical and press the tab button it will display Electrical Office name

कार्य का नाम Work ID (Work Name)		कार्य का प्रकार (Work Category)	कार्य का उपप्रकार (Work Subcategory)	Amount (In Thousand)	Action
111443	गाँव मण्डावर से शहर दौसा तक पक्की सड़क	सड्क	नतीन निर्माण	10.00	Allotment

Assign Work to Offices									
Search PWD Office By Hindi Name	5134 Sea	arch							
			1				1		
Office ID for Civil	5134	Civil Office Name	खण्ड सिकन्दरा	Office ID For Electrical	5134	Electrical Office Name	खण्ड सिकन्दरा		
Save Cancel									



7) After that click on Save button to Save data and It will display the Data Save Successfully message.Ref. Fig. 9 to 10





	Work ID	कार्य का नाम (Work Name)	कार्य का प्रकार (Work Category)	कार्य का उपप्रकार (Work Subcategory)	Amount (In Thousand)	Action
111443 गौंव मण्डावर से घहर दीसा तक पक्की सड़क सड़क नवीन निर्माण 10.00 Allotment	111443	गाँव मण्डावर से घहर दौसा तक पक्की सड़क	सङ्क	नवीन निर्माण	10.00	Allotment



8) User can Edit and Update Work allocation. Steps are following below and displayed by the figures.

Office Wise Work Distribution							
Search Works By	Sanction ID Wise OWork ID Wise ODepartment Wise						
Enter Sanction ID	5299						
	Search Cancel Show Report						

Figure No - 11

• First click on Sanction ID Wise link and Enter Sanction ID then click Search button.

	Office Wise Work Distribution								
	Search Works By @Sanction ID Wise OWork ID Wise ODepartment Wise								
	Enter Sanction ID	5299							
					Search Cancel	Show Report			
Work ID	ہ ۷)	हार्य का नाम /ork Name)	कार्य का प्रकार (Work Category)	कार्य का उपप्रकार (Work Subcategory)	Amount (In Thousand)	Action			
111443	गाँव मण्डावर से शहर दौसा तक पक्की स	ाड्क	सड्क	नवीन निर्माण	10.00	Allotment			







	Assign Work to Offices							
Search PWI	O Office By Hindi Name	Sea	rch					
	Office ID for Civil 5	5134	Civil Office Name	खण्ड सिकन्दरा	Office ID For Electrical	5134	Electrical Office Name	खण्ड सिकन्दरा
Update Cancel								
Work ID	PWD Civil Offic	ce ID	PWd Civil Office Name		PWD Electrical Office Id	PW	/d Electrical Office Name	Action
111443	5134	खण्ड सिकन्दर	I	5134		खण्ड सिकन्दरा		Edit



- After that Click on **Allotment** and entry will be showing above.
- After that click Edit button. User can Update the field or Cancel It.
- After selection the Update button it will display Data Update Successfully message.

Data Up	date Successfully
	OK

Figure No - 15

4.1.2 Work wise budget Allocation

1) After the Office wise work allocation user will work on Work wise budget allocation. Click the **Work wise budget allocation.** It will display the following screen.

Application Path:--

Sanction Work Work wise budget allocation

Home Financial Year:2019-2020			Date : 24/12/2	019	Level :HOD User			
System Admin	Finance	LOC	Downloads	Ways And Means	Plan	Sanctions		
						Post 🕨		
State Bu	idget Do	cumei	nt			Phones 🕨 🕨		
			•••••••			Vehicles		
😌 к	indly visit for	State Bu	dget Document	at (http://finance.ra	ajasthan.go	PrinterServer	atebudget.aspx)	
Modifie	d Budge	t Estir	nates for	FY 2019-20		report 🕨		_
mounne	a Duuge					Work 🕨	Office wise work allocation	
E M	odified BE fo	FV 201	0 20 is availabl	o on IEMS at 31/07	/2010		Revert Deleted Works	
		0111201	5-20 15 availabi		2015		Work wise budget allocation	
IFMS B	udget A	ndroid	Mobile A	рр			One time Provision	
							Previous year Data Scroll	
🕤 IF	MS budget A	App is nov	v available on (Google play store. K	Cindly Down	nload from (http	s Report 🕨 🕨	s/details?id=co
Creation	of Offi	00 900	Deciana	tion for PD a	ccount		4 C Sequence Number	
				Figure No - 1	16			

2) After Selection of **Work wise budget allocation** next screen will display. There is four links and each link has some functionality.



 $Figure \ No-17$

3) Link :

- Work ID wise
- Budget Head wise
- Sanction ID wise
- Office ID wise
- 4) Select any of these link will work same.

4.1.2.1 Work ID wise

After Selection of **Work ID wise** it will display the following parameter inputs need to be provided by user and it display the following figure.



• Work ID - User has enter the Work ID.

Budget Head wise 4.1.2.2

After Selection of Budget Head wise it will display the following parameters inputs need to be provided by user and it display the following figure.

Work Wise Budget Allotment (Amount in Thousand)						
Search By	OWork ID Wise OBudget Head Wise OSanction ID Wise OOffice ID	D Wise				
	×					
Budget Head 4059 80 789	05 00 17	BF	Ccentral Assistance State Fund	Head Type	Voted OCharged	
		Search	Cancel			
	H	Figure No) — 19			

- **Budget Head** - User has enter the Complete budget head with Object Head ٠
 - **BFC Type** - User has select the BFC Type
- Head Type - User has select the Head Type •

4.1.2.3 Sanction ID wise

After Selection of Sanction ID wise it will display the following parameter inputs need to be provided by user and it display the following figure.

	۷	Vork Wise B	udget Allotr	nent (Amount in	Thousand)	
Search By	OWork ID Wise OBudget Head Wise San	ction ID Wise OOffic	e ID Wise			
		21				
Sanction ID	5299					
			Search	Cancel		
		Figure	$N_0 - 20$			



Sanction ID - User has enter the Sanction ID. .

4.1.2.4 Office ID wise

After Selection of Office ID wise it will display the following parameter inputs need to be provided by user and it display the following figure.





- **Office ID** - User has enter the Office ID.
- 5) After that click on Search button and next screen will be displayed as following:-





6) Click on **Save** or **Update All** button for save work id. **Save** button for Individual work id and **Update All** for multiple work ids. After then next screen will be displayed as following:-

Data Save Successfully
Data cave cuccessiany
ОК
UN

Figure No – 23

7) User can also edit records in this option.

4.1.3 Report

User have two reports:-

- Sanction wise Detail
- Works Detail

4.1.3.1 Sanction wise Detail

1) After the Allocation user check the report for verification. Click on **Sanction wise Detail** link in the **Report** option. It will displayed in the following screen.

Application Path:--

Sanction Work Report Sanction works Detail
--



2) After Selection of **Sanction Works Detail** next screen will display. There is three links and each link has some functionality.

	Home	Financial	Year:2019-2020		Date : 24/1	2/2019	Level :HOD User	KeyBoard Type: English
System Admin Fin	nance	LOC	Downloads	Ways And Means	Plan	Sanctions		
						Sanc	tion Works Alloted to Of	fices
				Search By OBudget Head Wise OSanction ID Wise OD			on ID Wise ODepartment Wise	

Figure No – 25

- 3) Link :
 - Budget Head Wise
 - Sanction ID Wise
 - Department Wise

4.1.3.1.1 Budget Head Wise

After selection of **Budget Head Wise** it will display the following parameter inputs need to be provided by user and it display the following figure.

Sanction Works Alloted to Offices					
Search By	Budget Head Wise OSanction ID Wise ODepartment Wise				
Budget Head	4059 80 789 05 00 17				
Report Type:	OPDF Oother				
Show Report					



- Budget Head User has to enter complete Budget Head with Object Head
- Report Type
- User has to select Report type as PDF or Other

4.1.3.1.2 Sanction ID Wise

After selection of **Sanction ID Wise** it will display the following parameter inputs need to be provided by user and it display the following figure.



- Sanction ID User has to enter Sanction ID
- **Report Type** User has to select Report type as PDF or Other

4.2.3.1.3 Department Wise

After selection of **Department Wise** it will display the following parameter inputs need to be provided by user and it display the following figure.

		Sanction Works	s Alloted to	Offices		
	Search By OBudget Head	Wise OSanction ID Wise ODepar	rtment Wise			
De	partment Name: 48-Public Works	s Department, Jaipur 🗸 🗸	5			
	Report Type: OPDF Oother					
		Sho	w Report			
		Figure	e No – 28			
•	Department Name	- User has to sele	ct Departmen	t		
•	Report Type	- User has to sele	ct Report type	e as PDF or Otl	her	
l) Afte	er that click on Show R	e port it will open a P	DF file.			
4) Afte	er that click on Show R	eport it will open a P Governme	DF file.	In		
4) Afte	er that click on Show R	eport it will open a P Governme Sanction Works Allo	DF file. Int of Rajastha	ın 18-2019		
l) Afte	er that click on Show R	eport it will open a P Governme Sanction Works Allo	PDF file. Int of Rajastha	ın 18-2019	Rupees In Tho	usands
1) Afte	er that click on Show Ro	eport it will open a P Governme Sanction Works Allo	DF file. Int of Rajastha	ın 18-2019	Rupees In Tho	usands
4) Afte NIC Admin Name Department	er that click on Show Ro e:- Public Works Department, Jaip Name:- Public Works Department, Jaip	eport it will open a F Governme Sanction Works Allo ^{vur(48)}	PDF file. Int of Rajastha	ın 18-2019	Rupees In Tho	usands
4) Afte NIC Admin Name Department Sanction Id:	e:- Public Works Department, Jaip Name:- Public Works Department, Jaip	eport it will open a F Governme Sanction Works Allo ^{yur(48)} MD Sanction No.:-12345	PDF file. Int of Rajastha	ın 18-2019	Rupees In Tho Sanction Date	usands :- 30/11/2019
4) Afte	er that click on Show Ro e:- Public Works Department, Jaip Name:- Public Works Department, Jaip -5299 File ID No :- 1234 FD Letter Da	eport it will open a P Governme Sanction Works Allo ^{yur(48)} wur(65) AD Sanction No.:-12345 ite :- 14/12/2015	DF file. Int of Rajastha	1 n 18-2019 Total	Rupees In Tho Sanction Date I Sanction Amount	usands :- 30/11/2019 1:- 10
4) Afte	e: Public Works Department, Jaip Name: Public Works Department, Jaip -5299 File ID No :- 1234 FD Letter Da d :-4059-80-789-(05)-[00]-17	eport it will open a P Governme Sanction Works Allo pur(48) pur(65) AD Sanction No.:-12345 ite :- 14/12/2015 BFC Type :-State Funddfg	PDF file. ent of Rajastha	IN 18-2019 Total Head Type:-Vote Work Sanction	Rupees In Tho Sanction Date I Sanction Amount ed	usands :- 30/11/2019 t:- 10
4) Afte NIC Admin Name Department Sanction Id: D Approval 3udget Head S.No. We	e: Public Works Department, Jaip Name: Public Works Department, Jaip -5299 IFile ID No :- 1234 FD Letter Da d :-4059-80-789-(05)-[00]-17 ork Id Wo	eport it will open a F Governme Sanction Works Allo pur(48) pur(65) AD Sanction No.:-12345 tte :- 14/12/2015 BFC Type :-State Funddfg ork Name	PDF file. ent of Rajastha oted to Offices 20	IN 18-2019 Total Head Type:-Vote Work Sanction Amount	Rupees In Tho Sanction Date I Sanction Amount ed Alloted Office Civil	usands :- 30/11/2019 t:- 10 Alloted Office Electrical

4.1.3.2 Work wise Budget Allocation Detail

1) After the checking **Sanction Works Detail** report user can check **Work wise Budget Allocation Detail** report. Click on **Works Detail** link in the **Report** option. It will displayed in the following screen.



Application Path:--

Figure No – 30

2) After the selection of **Works Detail** next screen will display. Click on **New Work** and then there is four links and each link has some functionality.

Works Detail						
	OModified Work ONew Work ODeleted Work OWork Detail For Current Year OWork Summary OWork Name Search					
Search By	Search By OWork ID Wise OBudget Head Wise OSanction ID Wise OOffice ID Wise					
Report Type:	OPDF Oother					

Figure No – 31

- 3) Link :
 - Work ID Wise
 - Budget Head Wise
 - Sanction ID Wise
 - Office ID Wise

4.1.3.2.1 Work ID Wise

After selection of **Work ID Wise** link it will display the following parameter inputs need to be provided by user and it display the following figure.





- Work ID User has to enter Work ID
- **Report Type** User has to select Report type as PDF or Other

4.1.3.2.2 Budget Head Wise

After selection of **Budget Head Wise** link it will display the following parameter inputs need to be provided by user and it display the following figure.

Works Detail						
	OModified Work ONew Work ODeleted Work OWork Detail For Current Year OWork Summary OWork Name Search					
Search By	OWork ID Wise Budget Head Wise OSanction ID Wise OOffice ID Wise					
Budget Head	4059 80 789 05 00 17					
Report Type:	OPDF Oother					
	Show Report					
	Figure No – 33					

- Budget Head User has to enter complete Budget Head with Object Head
- **Report Type** User has to select Report type as PDF or Other

4.1.3.2.3 Sanction ID Wise

After selection of **Sanction ID Wise** link it will display the following parameter inputs need to be provided by user and it display the following figure.





- Sanction ID User has to enter Sanction ID
- **Report Type** User has to select Report type as PDF or Other

4.2.3.2.4 Office ID Wise

After selection of **Office ID Wise** link it will display the following parameter inputs need to be provided by user and it display the following figure.

Works Detail						
	OModified Work ONew Work ODeleted Work OWork Detail For Current Year OWork Summary OWork Name Search					
Search By	OWork ID Wise OBudget Head Wise OSanction ID Wise Office ID Wise					
Office ID	5134					
Report Type:	●PDF Oother					
Show Report						



- Office ID User has to enter Sanction ID
- **Report Type** User has to select Report type as PDF or Other
- 4) After that click on **Show Report** it will open a PDF file.

100	-	-		-
	-	-		
		-	-	17
100	-			-
-	=			

Government of Rajasthan

Works Detail of Year 2018-2019

Sanction I	d : 5299			
Budget He	ad : 4059-8	30-789-(05)-]00]-17	Rupees In Thousands	
Civil Office	ld : 5134		Electrical Off	fice ld : 5134
S. No.	Work Id	Work Name	Expenditure For Civil	Expenditure For Electrical
1	111443	गाँव मण्डावर से शहर दौसा तक पक्की सड़क	8	;

Figure No – 36

4.2 BFC Profoma 14 (B)

URL: <u>http://afs.raj.nic.in/</u>

After Office, Work and Budget Allocation user has to do BFC Profoma 14(B) Entry. It will display following figure.

Application Path:--

Sanction Work Office wise work allocation

 After the selection click on button it will display the following screen and user need to be input following parameters.

	BFC New Project Prop	osai (Performa	14(B))	
BFC New Project Proposal (Performa 14(B))				
Mandatory fields are marked with an asterisk (*).				
Project Proposal Name [sr. no. 3 of 14(B)] *	BFC New Proposal 1			
Proposal Description *	BFC New Proposal 1			
Project Cost (Forcasted Estimates) [sr. no. 5 of 14(B)]*	15	Lac		
Project Start Financial Year *	2020-21	V	Project Completion Period (in Financial Year) [sr. no. 4 of 14(B)]*	2
Work Type *	Capital	\checkmark	Work Category *	Augmentation of UWSS
Proposed Budget Head [sr. no. 2 of 14(B)]	Select	-	Amount Lac	Add
S.No Budget Head Am 1 4215-01-101-01-02-17 [P / V] 10 2 4215-01-789-02-02-17 [P / V] 2	Nount Funding Agency	Edit Edit	Delete View Finar Delete Enter All F	ncial Year Wise Detail inancial Year Detail
1	Enter 4215-01-101-01-02-1	7 [P / V] Budget H	ead Detail :	
Select Financial Year :	-Select Financial Year	nter Amount :		Add
s	.No FYear Amount			
1	2020-21 4	Edit	Delete	
2	2021-22 6	Edit	Delete	Close
Docum	ent Attachment Only PDF upto 10	MB, Scan in B/W at Res Browse Attac	olution (ppi) 150. :h	
	Submit Re	set	Cancel	

Figure No – 37

BFC New Project Proposal (Performa 14(B))

BFC New Project Proposal (Performa 14(B))								
Mandatory fields are marked with an asterisk (*).								
Project Proposal Name [sr. no. 3 of 14(B)] *	BFC New Proposal 1							
Proposal Description *	BFC New Proposal 1							
Project Cost (Forcasted Estimates) [sr. no. 5 of 14(B)] *	15 Lac							
Project Start Financial Year *	2020-21	Project Completion Period (in Financial Year) [sr. no. 4 of 14(B)] *						
Work Type *	Capital	Work Category * Augmentation of UWSS						
S.No Budget Head An 1 4215-01-101-01-02-17 [P/V] 10 2 4215-01-789-02-02-17 [P/V] 5 Select Financial Year :	Aount Funding Agency Edit Edit Edit Enter 4215-01-789-02-02-17 [P/V] Budg Select Financial YearV Enter Amount : S.No F Year Amount 2020-21 3 Edit 2 2021-22 2 Edit	Delete View Financial Year Wise Detail Delete View Financial Year Wise Detail get Head Detail : Add Delete Add Delete Close						
Docum	ent Attachment Only PDF upto 10 MB, Scan in B/W a Browse	at Resolution (ppi) 150. Attach						
	Submit Reset	Cancel						
Forword To HOD	Chief Engineer (U&nrw), Jaipur(895)							

Figure No- 38

BFC New Project Proposal (Performa 14(B))

BFC New Project Proposal (Performa 14(B))													
Mandatory fields are marked with an asterisk (*).													
Project P [sr. no. 3	roposal Nam of 14(B)]*	ne [
Proposal	Description	•											
Project C Estimates [sr. no. 5	cost (Forcast s) of 14(B)] *	ed [
Project S	tart Financia	l Year*	-Select Start Financial Year V Project Completion Period (in Financial Year) [sr. no. 4 of 14(B)]*										
Work Typ	pe *	[Capital		~				Work Catego	iry *	Sele	ect	~
Proposed [sr. no. 2	d Budget Hea of 14(B)]	ad	-Select										
				De	ocument Attachmer	nt Only PDF	upto 10 MB Bro	, Scan in B/V wse	Vat Resolution Attach	n (ppi) 150.			
					Submit		Reset	1	Can	cel			
Forword	Forward To HOD Chief Engineer (U&nrw), Jaipur(895)												
1 to 1 of	f 1			Draft I	BFC Project Pro	posal					Change No of	Record 10 Reco	ords Per Page 🔽
S.No.	BFC Project Name	BFC Projec Descripti	t Estimates ion Cost	Project Start (Fyear)	Project Completion Period (in Fyear)	Budget Head	Work Type	Entry Date	Status	Document			
1	BFC New Proposal 1	BFC New Proposal 1	15	2020-21	2	4215-01- 101-01- 02-17 & 4215-01- 789-02- 02-17	Capital	24/12/201	9 Pending	10	Edit	Delete	Forword



- Project Proposal Name
- Proposal Description
- **Project Cost(Forecast Estimates)**
- Project Start Financial Year
- Project Completion Period
- Work Type
- Work Category
- Proposed Budget Head
- Amount

- User has to enter Project Proposal Name
- User has to enter Proposal Description
- User has to enter the Amount (In Lacs) of Project Cost.
- User has to select Project's starting financial year.
- User has to enter Project Completion Period
- User has to select the Work Type
- User has to select the Work Category
- User has to select complete Budget Head with Object Head
- User has to enter Amount for selected Budget Head
- 1) After Enter the amount in **Amount** option user has to click on **Add** link. After the Entry will be display below as shown in fig. 37 & 38.
- 2) User has rights to **Edit** or **Delete** the entry.
- 3) In any Entry select **View Financial Year Wise Detail** link it will display the following screen and user need to be input following parameters.
- Select Financial Year User has to select Financial Year for that Budget Head
 - **Enter Amount** User has to enter Amount for that Budget Head.

- 4) After Enter the amount in **Amount** option user has to click on **Add** link. After the Entry will be display below as shown in fig. 37 & 38.
- 5) User has rights to **Edit** or **Delete** the entry.
- 6) After that user has option to attach PDF file for document attaching.
- Forward to HOD User has to select Department's HoD for next screen.
- 7) After selection the **Forward to HOD** link it will display the below screen.
- 8) User has the option to **Edit**, **Delete** and **Forward** for Project Proposal.