

Master Data Change/Creation Forms

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**Administrative Unit Change Form (F-1)**

Controlling officer Code:

Controlling Officer Name:

Expenditure Division:

S.No	Major Head	Sub Major Head	Minor Head	Sub Minor Head	Group Head with Description	Demand No	Existing BFC Unit Code	Existing Administrative Unit Name	New Administrative Unit Code	New Administrative Unit Name & Code

Order No:

Order Date:

Departmental Officer Sign. & Seal

(DS Budget)

**BFC Unit Change Form (F-2)**

Controlling officer Code:

Controlling Officer Name:

Expenditure Division:

S.No	Major Head	Sub Major Head	Minor Head	Sub Minor Head	Group Head with Description	Demand No	Existing BFC Unit Code	Existing BFC Unit Name	New BFC Unit Code	New BFC Unit Name

Order No:

Order Date:

(DS Budget)

**Budget Head – Scheme Mapping Form (F-3)**

BFC Unit Code:

BFC Unit Name:

Expenditure Division:

S.No	Major Head	Sub Major Head	Minor Head	Sub Minor Head	Group Head	Demand No	Plan/Non Plan/CSS	Scheme Code	Scheme Name

**Controlling Office Change Form (F-4)**

BFC Unit Code :

BFC Unit Name:

Expenditure Division:

S.No	Major Head	Sub Major Head	Minor Head	Sub Minor Head	Group Head	Demand No	Existing Controlling Officer Code	Controlling Officer Name	New Controlling Officer Code	New Controlling Officer Name

Order No:

Order Date:

(DS Budget)

**Demand Number Change Form (F-5)**

BFC Unit Code:

BFC Unit Name:

Expenditure Division:

S. No	Major Head	Sub Major Head	Minor Head	Sub Minor Head With Description	Group Head with Description	Old Demand No	Controlling Officer Code	New Demand No	Scheme Code

Order No:

Order Date:

(DS Budget)

**New BFC Unit Creation Form (F-6)**

BFC Unit Name (Hindi)			
BFC Unit Name (English)			
BFC Type	Plan	Non-Plan	Both
BFC Participate in Revenue	Yes	No	
BFC Belong's To	Civil Department	Autonomous Body	
Administrative Department (Code)			
Head of Department (Code)			
Budget Controlling Officer (Code)			
Expenditure Division			
Budget Heads :			
Mobile No.	Email ID:		
Address	Pin Code		

Order No:

Order Date:

(DS Budget)

**New Budget Head Creation Form (F-7)**

BFC Unit Code:

BFC Unit Name:

Expenditure Division:

S. No	Major Head	Sub Major Head	Minor Head	Sub Minor Head With Description	Group Head with Description	Demand No	Controlling Officer Code	Controlling Officer Name	Plan Scheme Code if Exist	Plan Scheme Name	Sector Name / No.	Major Scheme if Exist	Corresponding Receipt Head (13 Digits)

Share Scheme Yes/No

If Yes then

Central share (%)	State Share (%)

Order No:

Order Date:

(DS Budget)



**New Scheme Mapping Form (F-8)**

BFC Unit Code:

BFC Unit Name:

Expenditure Division:

S. No	Major Head	Sub Major Head	Minor Head	Sub Minor Head With Description	Group Head with Description	Demand No	Controlling Officer Code	Controlling Officer Name	Plan Scheme Code if Exist	Plan Scheme Name

Order No:

Order Date:

(DS Budget)

**Scheme Name Change Form (F-9)**

BFC Unit Code

BFC Unit Name:

Expenditure Division:

S. No	Major Head	Sub Major Head	Minor Head	Sub Minor Head	Group Head	Plan Scheme Code if Exist	Exiting Plan Scheme Name	Change Plan Scheme Name

Order No:

Order Date:

(DS Budget)