USER MANUAL

BFC level

Quick Reference

National Informatics Centre

Department of Information Technology

Ministry of Communications and Information Technology

Government of India

http://ifms.raj.nic.in

Amendment Log

Version Number	Date	Change Number	Brief Description	Sections Changed
1.0	20-10-2010		User Manual (related to Budget Finalization Meetings)	
1.1	24-10-2011			BFC proforma

Quick Reference: Six Major steps to be followed at BFC level:

1. Check the status of proposal submission by the Administrative department
2. Check the proposal details (all proforma reports) submitted by the Administrative Departments.
3. Accept or reject the proposal
4. Edit the Accepted data.
5. Generation of Minutes of the Meeting
6. Data Freeing.

Step by Step details :

1. Check the status of proposal submission by the Administrative department
    a. Option "Finance-MIS-reports-Profoma data entry status-profoma entry status"

b. Data entry/ data forward, accept/reject etc status at different level (HoD,AD,BFC) may be checked for all the profoma

NIC

Government of Rajasthan

Profoma Entry Status

Financial Year : 2011-2012

Level of Reporting : BFC

Division : Expenditure Division 2

S. No	Level	BFC Unit	Department	Budget Controlling Officer	Profoma No.														
					1A	1B	1C	2	3	4A	4B	5A	5B	6	7A	7B	8	9	10
BFC Meeting Date : 01/11/2011				No of days left : 9															
Administrative Department : Planning Department, Jaipur																			
1	HOD	Economics and Statistics Department, Jaipur(62)	Economic and Statistics Department(25)	Director, Economics and Statistics Department, Rajasthan, Jaipur(66)	E	E	E	E	E	E	E	N	N	N/A	N/A	N/A	E	E	E
2	AD	""	""	""	N	N	N	N	N	N	N	N	N	N/A	N/A	N/A	N	N	N
3	BFC	""	""	""	N	N	N	N	N	N	N	N	N	N/A	N/A	N/A	N	N	N

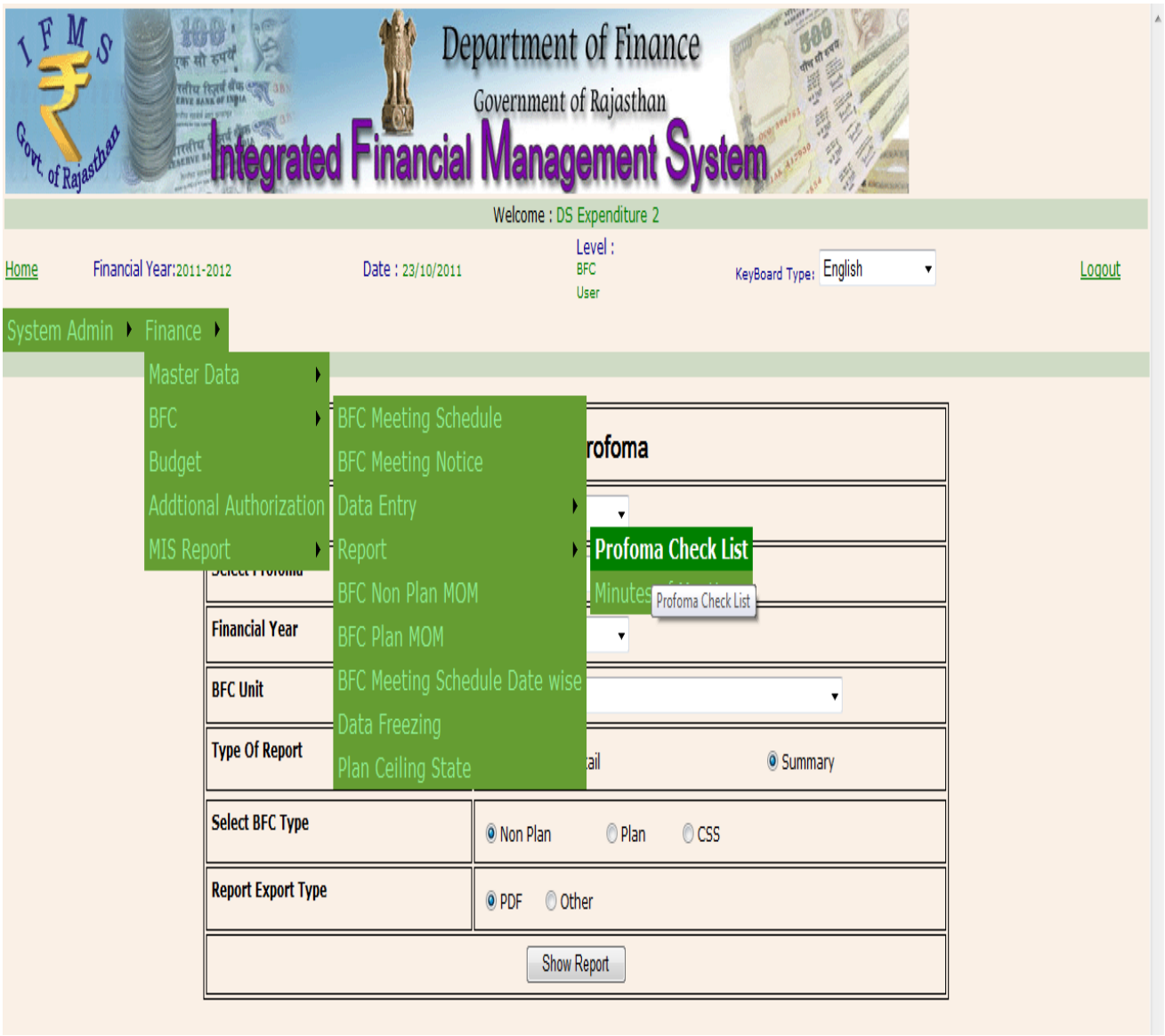
Legends : E = Data Entered, F = Data Forwarded and No Action at Next higher level, A = Data Accepted at Next higher level, R = Data Rejected at Next higher level, N = No Entry Done

Note : At BFC Level , F = Data Forwarded by AD and available in reports at BFC.

c. Check whether the required BFC units has forwarded the data or not, if not, necessary action may be taken, report also contains the BFC date and number of days left for BFC meeting.

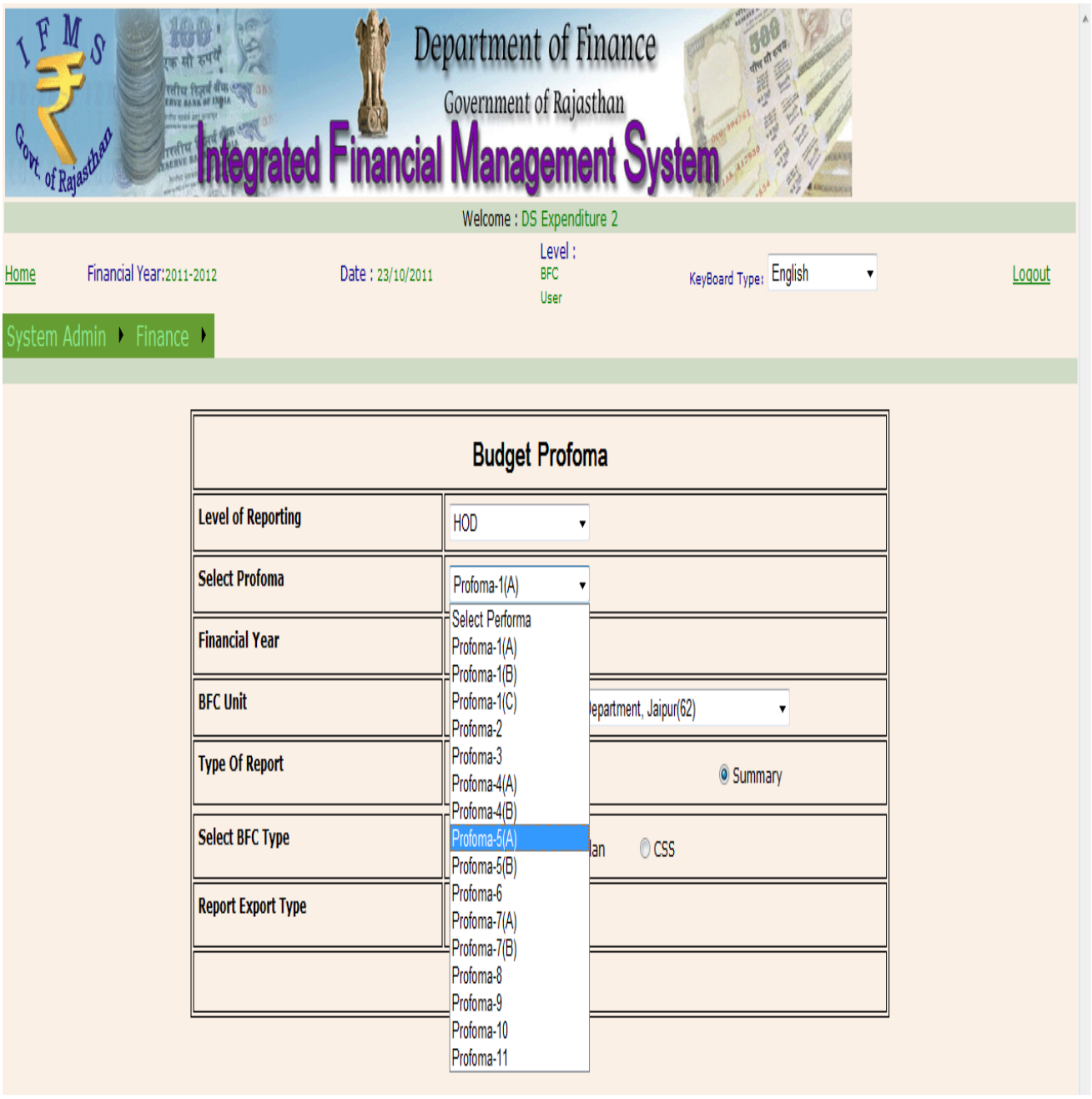
2. Check the proposal (all proforma reports) submitted by the Administrative Departments.

a. Option is available at "Finance-BFC-Report-profoma check list"



b. Take print or check on the screen for financial year 2011-12.

e.g Format 1



Select profoma and print report. Facility is available to check entry at different levels. Format 1(a) report is as follows

Government of Rajasthan

Financial Year : 2011-12

प्रपत्र-1(अ)

नियमित / (कार्य प्रभारित) स्वीकृत पदों का संक्षिप्त विवरण

BFC Unit Name	Economics and Statistics Department, Jaipur(62)
Budget Controlling Officer(BCO)	Director, Economics and Statistics Department, Rajasthan, Jaipur(66)
Administrative Department	Planning Department, Jaipur(45)

Budget Head : 2235-02-796-(03)-[00] Record Status : Data Entered

क्रम संख्या	पद नाम(कोड सहित)	ग्रेड पे (कोड सहित)	वर्तमान स्वीकृत पदों की संख्या दिनांक (31.08.2011 की स्थिति)	नियमित कार्यरत		दिनांक 31.08.2011 को रिक्त पदों की संख्या
				1 जनवरी, 2004 से पूर्व नियुक्त	1 जनवरी, 2004 के पश्चात नियुक्त	
1	संगणक(457)	2400(9)	1	0	0	1
	Total			0	0	1
2	कनिष्ठ लिपिक(943)	1900(6)	1	1	0	0
	Total			1	0	0
3	सांख्यिकी सहायक(1645)	3600(12)	2	0	0	2
	Total			0	0	2
4	सांख्यिकी निरीक्षक(1648)	3200(11)	2	0	0	2
	Total			0	0	2

Profoma 9

Government Of Rajasthan

प्रपत्र 9

Object Head Wise Detail

Financial Year :2012-2013

BFC Unit Name	62-Economics and Statistics Department, Jaipur				
Budget Controlling Officer	66-Director, Economics and Statistics Department, Rajasthan, Jaipur				
Name Of Department	25-Economic and Statistics Department				
Level of Reporting		Status	Data Entered	BFC Type	Non-Plan

Office 4966-DIRECTOR ECONOMIC&STATISTICS DEPTT.

Budget Head 2235-02-796-(03)-[00]

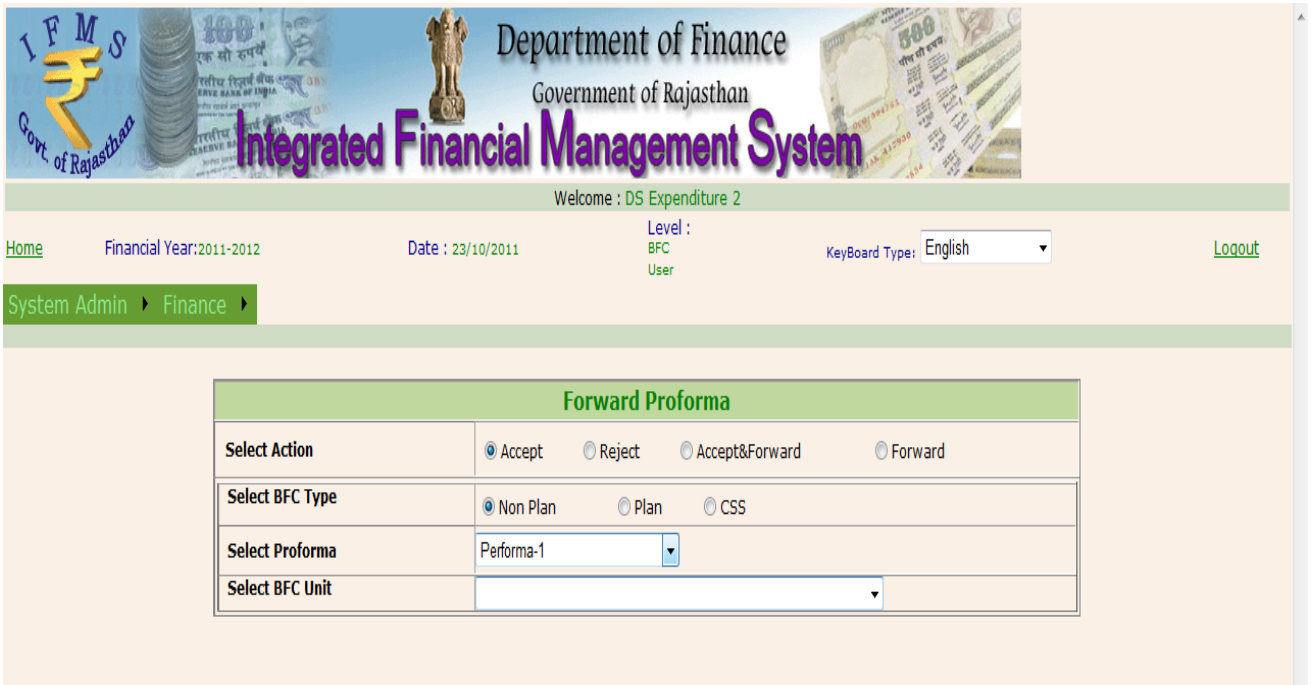
क्र.सं	विस्तृत लेखा शीर्षक	दत्तमत / प्रभृत	वास्तविक व्यय आंकड़े (गत तीन वर्षों के)			आय-व्ययक अनुमान (चालू वर्ष)	वास्तविक व्यय आंकड़े			अगस्त से मार्च तक का संभावित व्यय (चालू वर्ष)	संशोधित अनुमान (चालू वर्ष) (9+11)	आय-व्ययक अनुमान (आगामी वर्ष)			वृद्धि(+) या कमी (-)		
			2008-09	2009-10	2010-11		अगस्त से मार्च तक (गत वर्ष)	अप्रैल से जुलाई तक (चालू वर्ष)	कॉलम (8 +9)			कमिटेड	नवीन	कुल (13+14)	कॉलम (12-7)	कॉलम (12-10)	कॉलम (15-12)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1	01-संवेतन	V	9,81.00	9,27.00	7,42.00	8,00.00	5,16.00	1,59.00	6,75.00	4,80.00	6,01.00	8,01.00	0.00	8,01.00	-199.00	-74.00	200.00
2	03-यात्रा व्यय	V	5.00	5.00	5.00	5.00	5.00	0.00	5.00	7.00	7.00	8.00	0.00	8.00	2.00	2.00	1.00
3	04-चिकित्सा व्यय	V	5.00	5.00	0.00	5.00	0.00	0.00	0.00	8.00	8.00	10.00	0.00	10.00	3.00	8.00	2.00
4	05-कार्यालय व्यय	V	5.00	8.00	5.00	5.00	5.00	0.00	5.00	25.00	25.00	30.00	0.00	30.00	20.00	20.00	5.00
5	89-अंशदायी पेंशन योजना में सरकार का	V	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	1.00	1.00	0.00	1.00	0.00	1.00	0.00

After examining the reports follow step 3

3. Based on the feedback on reports at step 2 , accept or reject the profomas.

   a. Option is available at "Finance-BFC-Data entry-profoma (forward,accept,reject)"

   b. Select option "Accept/ Reject" , profoma Number and BFC unit.



4. Now based on step 3 , accepted data will be available at BFC level. As only profoma 9 is available for editing at BFC level , following steps are to be followed:

   a. Option "Finance-BFC-Data entry-profoma 9 "

   b. Screen will appear , select plan/Non Plan/CSS

c. Select BFC data, based on data BFC units will appear , select BFC units.

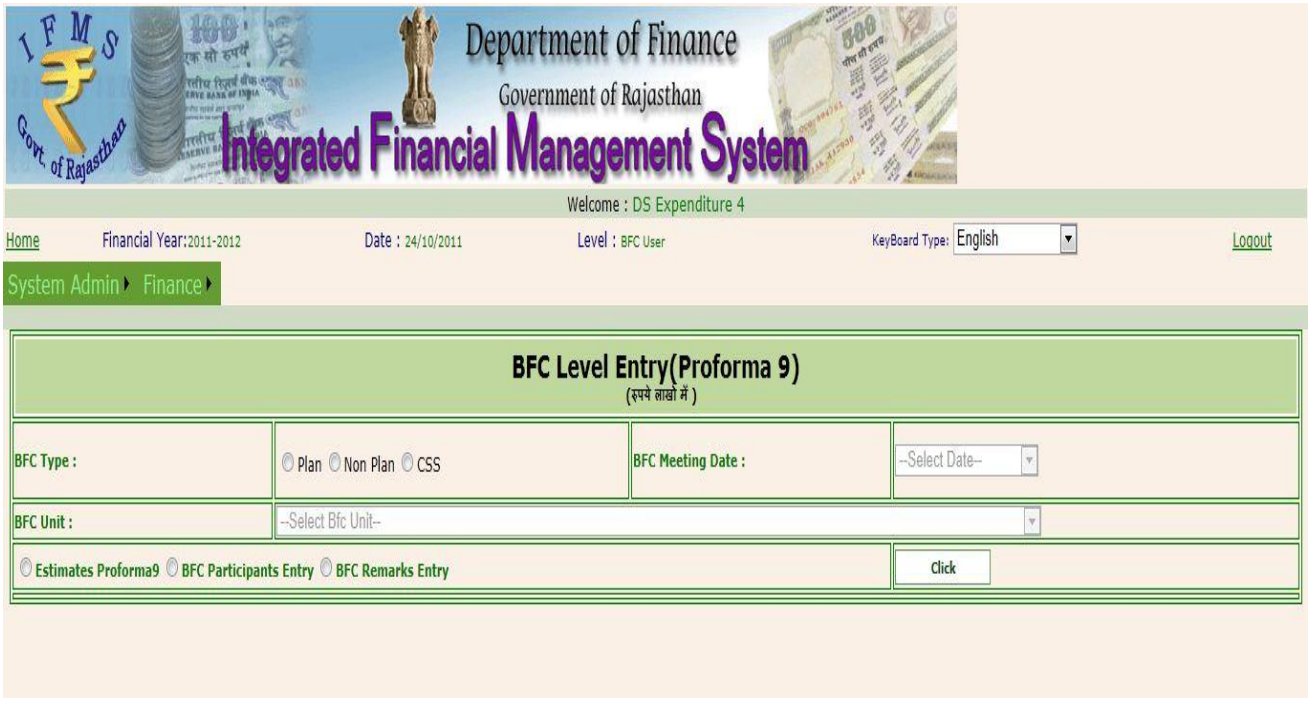
d. Three tags are available for entry

   i. Estimates data entry in profoma 9

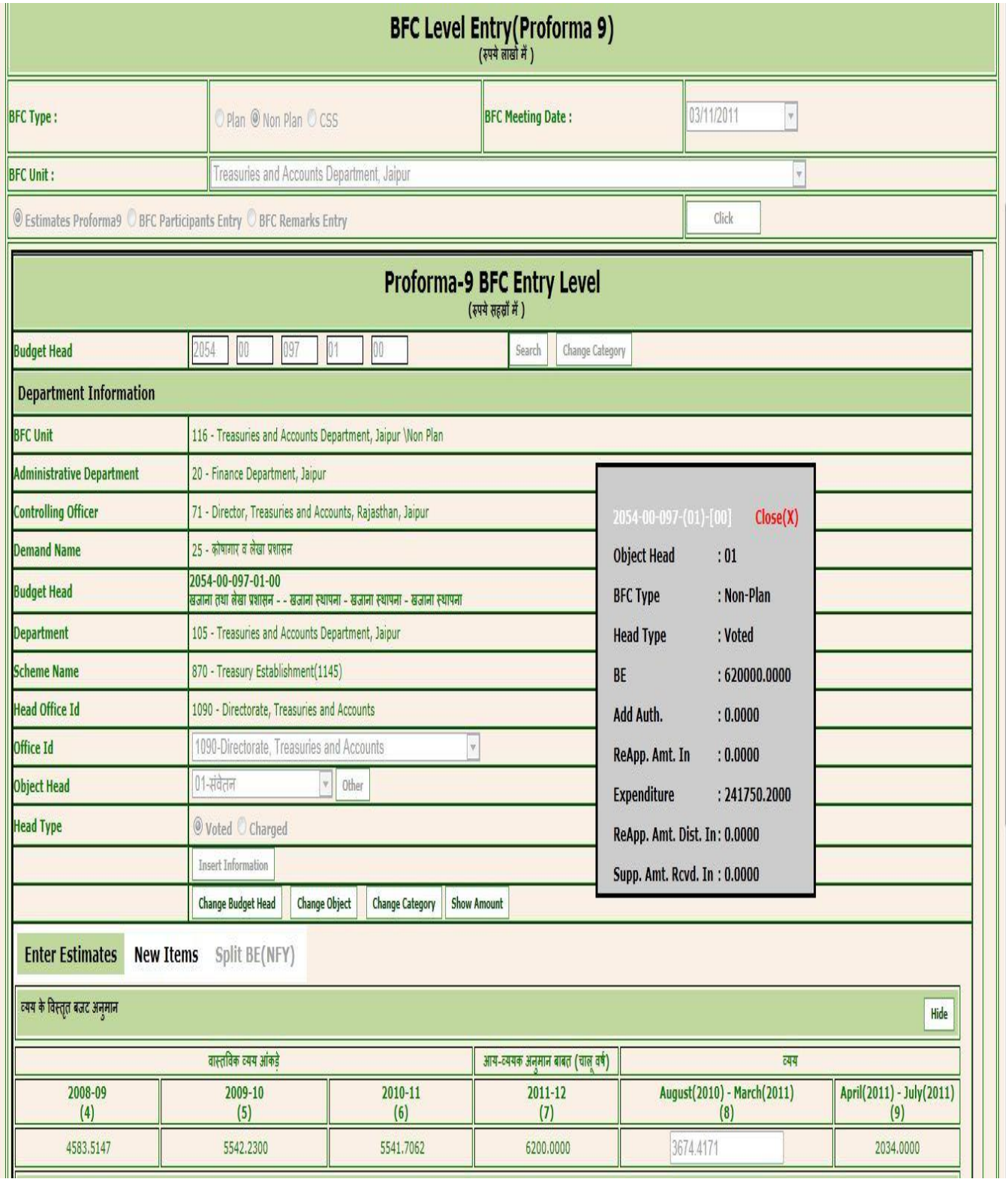
   ii. BFC participants Entry

   iii. BFC remarks entry

All the above entries are used for printing of Minutes of the meeting.

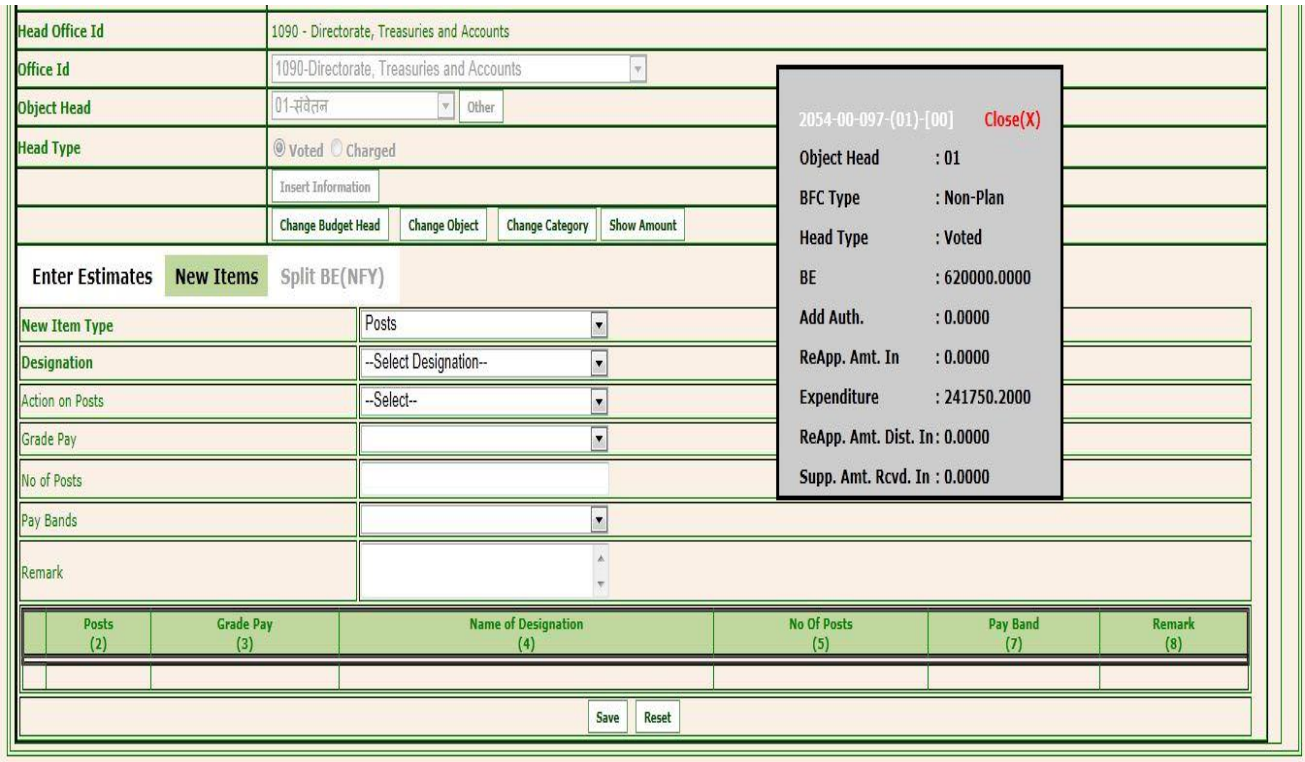


e. For profoma 9 , all the forwarded budget heads by the administrative departments are available for editing, type major head(help will appear forwarder budget heads will appear in the combo for selection)



Select Object head if required heads does not appear in combo click other for selection, click Insert information, Add RE and BE for next financial year , all other columns will appear automatically. Click on

New Items if any item is to be attached at any object head following screen will appear



After completion of all the above steps, Minutes of the meeting should be generated. Option is available at "Finance-BFC Non Plan MOM"

Minutes of Meeting Non Plan

Select BFC Unit ,Financial Year and Type of report. Following will appear :-

Finance Department

Expenditure Division 3

Minutes of BFC Meeting (Non Plan)

For Financial Year : 2012-2013
Dated 24/10/2011

- General Details

Particulars	Code	Description
BFC Unit	85	Urban Development and Housing Department, Jaipur
Budget Controlling Offic	157	Principal Secretary, Urban Development and Housing Department, Rajasthan, Jaipur
Department		Through Budget Controlling Officer
Administrative Departm	66	Urban Development and Housing Department, Jaipur
Participants		List at Annexure - I

- Summary of Object Head (s) **Provision / Estimates -** `in Lac

S. No.	Object Head Wise	Budget Estimates (BE) 2011-12	Revised Estimates (RE) 2011-12	Budget Estimates (BE) 2012-13	Variation %	
					BE to	BE to
1	01-संवेतन	45.00	45.00	48.00	0.00	6.67
2	Other than object head 01 and 12	0.55	0.62	0.62	12.73	12.73

- On the basis of trend of expenditure incurred so far and the requirement for the remaining period of 2011-2012, following budget estimates are agreed to:

2216-02-001-(01)-[00]

आवास - शहरी आवास - निदेशन और प्रशासन - अल्प आय वर्ग आवास योजना - अल्प आय वर्ग आवास योजना -

Object Head (s)	BE 2011-2012	RE 2011-2012	BE 2012-2013	Variation %	
				BE to RE	BE to BE
01 - संवेतन	45.00	45.00	48.00	0.00	6.67
03 - यात्रा व्यय	0.10	0.10	0.10	0.00	0.00
04 - चिकित्सा व्यय	0.20	0.20	0.20	0.00	0.00
05 - कार्यालय व्यय	0.10	0.10	0.10	0.00	0.00
32 - डिक्री प्रभार	0.00	0.01	0.01		
42 - प्रोत्साहन एवं मानदेय व्यय (प्रभक्त)	0.00	0.01	0.01		
89 - अंशदायी पेंशन योजना में सरकार का अंशदान	0.15	0.20	0.20	33.33	33.33
TOTAL	**45.55**	**45.62**	**48.62**	**0.15**	**6.74**

Notes:

5. Last step is Data freezing, after completion of all the above steps and forwarding the hard copy of MoM for formal approval. Data can be freezed by the BFC chairperson.
   a. Option is available at “Finance-BFC-Data Freezing”

Data Freeze main screen

Data can be free zed by BFC for Plan/Non Plan , proforma wise, all profoma at one go for the selected level(HoD, AD, BFC).