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 statusprofoma entry status"

USER MANUAL

Coby of Rajasthat			111	partment of Government of Ra Managen	ajasthan				
				Welcome : DS Expe	enditure 2				
<u>Home</u> Fina	ancial Year:2011-2012		Date : 23/10/2011	Leve BFC User	d :	KeyBoard Type:	English	•	<u>Loqout</u>
System Admin	▶ Finance ▶								
	Master Data	a 🕨 🕨							
		·							
	BFC	,		Proforma St	tatus				
	Budget	-							
	Addtional A	uthorization		Select 🔻					
	MIS Report) (Proforma Data E	001001 20101	rofoma Entry s				
		pro usiti		-Select BFC Unit-	Summary Budge	t Estimation			
		BFC Unit :		-Select BFC Unit-	Summary SCP TS	SP Provision	•		
		BFC Type :		🔘 Plan 💿 NonPlan (O CSS				
		Report Type :		Select Report Type	. •				
		Show Report :		🔘 Pdf 💿 Other					
				Show Report	rt				

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

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Profoma Entry Status

Fina	ncial Yea	r 2011-2012																	
Leve	l of Repo	orting BFC																	
Divis	ion	Expenditure Divisio	on 2																
S. No	Level	BFC Unit	Department	Budget Controlling								Prof	oma N	lo.					
				Officer	1A	1B	1C	2	3	4A	4B	5A	5B	6	7A	7B	8	9	10
BF	3FC Meeting Date : 01/11/2011 No of days left : 9																		
Adı	ninistrat	ive Department : Planning	g 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	ш	Ε
2	AD	88	80		N	Ν	Ν	Ν	Ν	Ν	Ν	Ν	Ν	N/A	N⁄ A	N/A	Ν	Ν	Ν
3	BFC	18	88	88	N	N	Ν	N	N	Ν	Ν	Ν	Ν	N/A	N⁄ A	N/A	Ν	N	Ν

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"

1 F Gove of I			m		f Rajasthan ement S	ce System		A
				Welcome : DS	Expenditure 2 Level :			
<u>Home</u>	Financial Year:20	011-2012	Date : 23/10/2011	I	BFC Jser	KeyBoard Type: English	•	<u>Loqout</u>
System	Admin 🕨 Finan	ce 🕨						
	Mast	er Data 🔹 🕨						
	BFC	÷	BFC Meeting Sche	dule				
	Budg		BFC Meeting Notic		rofoma			
	Addti	ional Authorization	Data Entry	•				
	MIS F	Report +	Report		Profoma C	heck List		
			BFC Non Plan MON		Minutes Profe	oma Check List		
		Financial Year	BFC Plan MOM		•			
		BFC Unit	BFC Meeting Sche	dule Date wise	9	•		
		Type Of Report	Data Freezing Plan Ceiling State		ail	Summary		
		Select BFC Type		Non Plan	🔘 Plan	© CSS		
		Report Export Type		🖲 PDF 🛛 Oth	er			
				Show F	Report			

- b. Take print or check on the screen for financial year 2011-12.
 - e.g Format 1

1 F M of Som of Rajastura		epartment of F Government of Raja	sthan	,
		Welcome : DS Expendi	ture 2	
Home Financial Year:2011-		Level : BFC User	KeyBoard Type: English	<u>out</u>
System Admin Finance	<u>'</u>			
		Budget Profo	ma	
	Level of Reporting	HOD 🗸	,	
	Select Profoma	Profoma-1(A)		
	Financial Year	Select Performa Profoma-1(A)		
	BFC Unit	Profoma-1(B) Profoma-1(C) Profoma-2	epartment, Jaipur(62)	
	Type Of Report	Profoma-3 Profoma-4(A) Profoma-4(B)	Summary	
	Select BFC Type	Profoma-5(A) Profoma-5(B)	an OCSS	
	Report Export Type	Profoma-6 Profoma-7(A) Profoma-7(B)		
		Profoma-8 Profoma-9		
		Profoma-10 Profoma-11		

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

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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)

Budg	et Head : 2235-02-796-(03)-[00]		Re	cord Status :	Data Ente	ered
क्रम संख्या	घद नाम(कोड सहि्त)	ग्रेड रे (कोड सहित)	वर्तमान स्वीकृत पदों की संख्या दिनांक (31.08.201 1 की स्थिति)	नियमिर 1 जनवरी, 2004 से पूर्व नियुक्त	त कार्यरत 1 जनवरी, 2004 के पश्चात नियुक्त	दिनांक 31.08.2011 को रिक्त पदों की संख्या
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

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प्रपत्र 9

Object Head Wise Detail Financial Year :2012-2013

BFC Unit Name	62-Economics and	d Statistics Departme	nt, Jaipur							
Budget Controlling Officer	66-Director, Econo	6-Director, Economics and Statistics Department, Rajasthan, Jaipur								
Name Of Department	25-Economic and	25-Economic and Statistics Department								
Level of Reporting		Status	Data Entered	BFC Type	Non-Plan					
Office	4966-DIRECTOR ECONOR	66-DIRECTOR ECONOMIC&STATISTICS DEPTT.								
Budget Head	2235-02-796-(03)-[00]	j-02-796-(03)-[00]								

क्र.सं	विस्तृत	दत्तमत	5	गास्तविकव्यय अ	गंकड	आय-व्ययक	व	ास्तविकव्यय आं	कडे	अगस्त से	संशोधित	आय-व्यय	क अनुमान (आग	⊓मी वर्ष)	वृ	द्रि(+) या कमी (-)
	लेखा शीर्षक	1		(गत तीन वर्षो	के)	अनुमान				मार्च तक	अनुमान						
		प्रभृत								का	(चालू वर्ष)						
			2008-09	2009-10	2010-11	(चालू वर्ष)	अगस्त से मार्च तक (गत वर्ष)	अप्रैल से जुलाई तक (चालू वर्ष)	कॉलम (8 +9)	संभावित व्यय (चालू वर्ष)	(9+11)	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)"

1 F Govt. of R	ajasthat	Department Government	of Rajas	than	em		
		Welcome : DS	Expenditu	ire 2			
<u>Home</u>	Financial Year:2011-2012	Date : 23/10/2011	Level : BFC User		KeyBoard Type: English	¥	<u>Loqout</u>
System A	Admin 🕨 Finance 🕨						
	Master Data						
		BFC Meeting Schedule					
		-	roforn	na			
	Budget	BFC Meeting Notice			vard		
	Addtional Authorization	Data Entry	Profo		varu		
	MIS Report	Report	Profe	oma (Forwa	rd,Accept)		
		BFC Non Plan MOM		Profoma (Forwa	ard,Accept)		_
		BFC Plan MOM					
		BFC Meeting Schedule Date wis	e				
		Data Freezing					
		Plan Ceiling State					

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

0 0		Department Government of ncial Manage	Rajasthan	em	
		Welcome : DS E	xpenditure 2		
Home Financial Year:2	011-2012 Date : 23	3/10/2011 B	evel : FC ser	KeyBoard Type: English	<u>Loqout</u>
System Admin 🕨 Finar	ice 🔸				
		Forward P	roforma		
	Select Action	Accept Reject	O Accept&Forward	Forward	
	Select BFC Type	🖲 Non Plan 🛛 🔘 Plar	n 🔘 CSS		
	Select Proforma	Performa-1			
	Select 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"

1 F M Govt of Raj	asthan transferrate	Department Government of d Financial Manag	f Rajasthan	stem		
		Welcome : DS	Expenditure 2			
<u>Home</u>	Financial Year:2011-2012	Date : 23/10/2011	Level : BFC User	KeyBoard Type: English	•	<u>Loqout</u>
System Ad	dmin 🕨 Finance 🕨					
[Master Data 🛛 🕨		_]
	BFC	BFC Meeting Schedule	(Proforma 9)			
	Budget	BFC Meeting Notice	सौं में)		1	
BFC Type :	Addtional Authorization	Data Entry	Profoma 9		01/11/2011	•
		Report	Profom Profoma 9	rd,Accept)		
BFC Unit :	E	BFC Non Plan MOM				•
© Estimate	es Proforma9 🔘 BFC Participants Entry 🔘	BFC Plan MOM			Click	
		BFC Meeting Schedule Date wise	9			
		Data Freezing				
		Plan Ceiling State				

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

1 F M O	Terrar and the second s	11	nent of Finance ment of Rajasthan nagement Sy	stem			
		Welcor	me : DS Expenditure 2				
<u>Home</u> Fina	ncial Year:2011-2012	Date : 23/10/2011	Level : BFC User	KeyBoard Type: English	T		<u>Loqout</u>
System Admin	▶ Finance ▶						
		BFC Level	Entry(Proforma 9 (रुपये सहस्रों में))			
BFC Type :		🔘 Plan 💿 Non Plan 🔘 CSS	BFC Meeting Date	:	01/11/2011	V	
BFC Unit :	Unit : Evaluation Organization, Jaipur						
© Estimates Pro	© Estimates Proforma9						

- 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.

1 F M O Control of Rajashad	Ran III (partment of Finance Government of Rajasthan Management System				
		Welcome : DS Expenditure 4				
Home Financial Year:2011-2012	Date : 24/10/2011	Level : BFC User	KeyBoard Type: English	Logout		
System Admin⊁ Finance⊁						
		BFC Level Entry(Proforma 9 (रपये लाखों में))			
BFC Type :	Plan O Non Plan O CSS	BFC Meeting Date :	-Select Date-			
BFC Unit :	FC Unit :Select Bfc Unit					
© Estimates Proforma9 © BFC Participan	Estimates Proforma 9 BFC Participants Entry BFC Remarks Entry					
<u> </u>						

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)

USER MANUAL

		BFC Level	Entry(Proforma 9) (रुपये लाखों में)		
3FC Type :	🔿 Plan 🖲 Non Plan 🔿 C.	55	BFC Meeting Date :	03/11/2011	
BFC Unit :	Treasuries and Accounts	Department, Jaipur			
Estimates Proforma9 O BFC P	articipants Entry 🔘 BFC Remarks E	ntry		Click	
			9 BFC Entry Level (इपये सहसौं में)		
Budget Head	2054 00 097	01 00	Search Change Categ	ory	
Department Information					
BFC Unit	116 - Treasuries and Accounts D	epartment, Jaipur \Non Plan			
Administrative Department	20 - Finance Department, Jaipur			2	
Controlling Officer	71 - Director, Treasuries and Acc	ounts, Rajasthan, Jaipur		2054-00-097-(01)-[00] Close(X)	
Demand Name	25 - कोषागार व लेखा प्रशासन			Object Head : 01	
Budget Head	2054-00-097-01-00 खजाना तथा लेखा प्रशासन खजाना स्था	पना - खजाना स्थापना - खजाना स्थापना		BFC Type : Non-Plan	
De <mark>partment</mark>	105 - Treasuries and Accounts D	epartment, Jaipur		Head Type : Voted	
Scheme Name	870 - Treasury Establishment(11	45)		BE : 620000.0000	
Head Office Id	1090 - Directorate, Treasuries ar	id Accounts		Add Auth. : 0.0000	
Office Id	1090-Directorate, Treasuries a	nd Accounts	¥	ReApp. Amt. In : 0.0000	
Object Head	01-संवेतन	Other		Expenditure : 241750.2000	
Head Type	Ø Voted O Charged	2		ReApp. Amt. Dist. In: 0.0000	
	Insert Information			Supp. Amt. Rcvd. In : 0.0000	
	Change Budget Head Change	Object Change Category Show	v Amount		
Enter Estimates New 1	Items Split BE(NFY)				
व्यय के विस्तृत बजट अनुमान					Hide
	वास्तविक व्यय आंकड़े		आय-व्ययक अनुमान बाबत (चालू वर्ष)	व्यय	
2008-09 (4)	2009-10 (5)	2010-11 (6)	2011-12 (7)	August(2010) - March(2011) (8)	April(2011) - July(2011) (9)
4583.5147	5542.2300	5541.7062	6200.0000	3674.4171	2034.0000

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

Head Office Id	1090 - Directorate, T	reasuries and Accounts				
Office Id	1090-Directorate, T	reasuries and Accounts				
Object Head	01-संवेतन	▼ Other			Close(X)	
Head Type	Voted Charge	ed			01	
	Insert Information			7	Non-Plan	
	Change Budget Head	Change Object Change Category	Show Amount		Voted	
Enter Estimates New Items	Split BE(NFY)				620000.0000	
New Item Type		Posts		Add Auth. :	: 0.0000	
DesignationSe		Select Designation		ReApp. Amt. In :	0.0000	
Action on Posts	Si	elect		Expenditure :	241750.2000	
Grade Pay		×		ReApp. Amt. Dist. In:	0.0000	
No of Posts				Supp. Amt. Rcvd. In :	0.0000	
Pay Bands						
Remark		A T				
Posts Grade Pa (2) (3)				No Of Posts (5)	Pay Band (7)	Remark (8)
		· · · · · · · · · · · · · · · · · · ·				
		Sa	ve Reset			

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

1 F 1 Govt of R	ajasthat	10	nt of Finance of Rajasthan gement Sys	stem	
		Welcome : D	S Expenditure 3		
<u>Home</u>	Financial Year:2011-2012	Date : 23/10/2011	Level : BFC User	KeyBoard Type: English -	Logout
System A	Admin 🕨 Finance 🕨				
	Master Data 🔹 🕨				
		BFC Meeting Schedule	PFC Meeting		
Select BFC		BFC Meeting Notice	▼ Select F	inancial Year :Select 🔻	
Select Expo	ort Type ^{O P} Addtional Authorization	Data Entry	•		
	MIS Report	Report	•		
		BFC Non Plan MOM			
		BFC PBFC Non Plan MOM			
		BFC Meeting Schedule Date wi	se		
		Data Freezing			
		Plan Ceiling State			

Minutes of Meeting Non Plan

1 F M Govt of Raja	stude	110 -	ment of Finance ment of Rajasthan nagement S	and the second se	
		Welco	ome : DS Expenditure 3		
<u>Home</u>	Financial Year:2011-2012	Date : 23/10/2011	Level : BFC User	KeyBoard Type: English	<u>Loqout</u>
System Adı	min 🕨 Finance 🕨				
		Minute	es of BFC Meeting		
Select BFC Uni	it : Urban Development and Housing Departme	nt, Jaipur - 85	▼ Select	t Financial Year : 2011-2012 🔻	
Select Export 1	Type 💿 PDF 🔘 Crystal				
		Show Report			

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

		Budget	Revised	Budget	Variat	ion %
S.	Object Head Wise	Estimates	Estimate	Estimat		
	Object Head Wise	(BE)	s (RE)	es (BE)		
No.		2011-12	2011-12	2012-13	BE to	BE to
1	01-संवेतन	45.00	45.00	48.00		
2	Other than object head 01 and 12	0.55	0.62	0.62	12.73	12.73

Page 2 of 4

- 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	RE	BE	Varia	tion %
	2011-2012	2011-2012	2012-2013 B	E to RE	BE to BE
01 - संवेतन	45.00	45.00	48.00	0.00	6.67
03 - যারা অন্য	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 (प्रभत्त)	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

- 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"

USER MANUAL

1 F M S For the second	Department of Finance Government of Rajasthan Financial Management System
Home Financial Year:2011-2013	Level :
MIS Report	Authorization Data Entry Data Data
1 F M S For at 54	Department of Finance Government of Rajasthan Financial Management System
<u>Home</u> Financial Year:2011-201: System Admin → Finance →	Welcome : DS Expenditure 3 Level : 1 2 Date : 23/10/2011 BFC KeyBoard Type: English Image: Colored
Choose the Option	Freeze Data UnFreeze Data
BFC Type	NonPlan
BFC Unit	81 - State Directorate of Revenue Intelligence, Jaipur
Profoma Name	Profoma-7(B)
Freezing Level	-Select
	Freeze Data

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).

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