**Ministry of Environment, Forest & Climate Change**
**Government of India**

# User Manual
**(moefcc-bems.nic.in)**

# Budget and Expenditure Management System (BEMS)

# Budget & Expenditure Management System

## Introduction:

Sustaining agricultural productivity depends on quality and availability of natural resources like soil and water. Agricultural growth can be sustained by promoting conservation and BEMS is a Web based Real time Monitoring and Reporting System, developed in house by IFD, MoEF&CC for monitoring Detailed Demands for Grants depicting budget allocation for various divisions, actual Expenditure on real time basis and social audit of the utilization of funds for the Ministry of Environment, Forest & Climate Change.

An user friendly Dashboard will be available in application for all Programme Divisions, PC Division,  IFD , B & A Section and All senior officers in the Ministry for monitoring the fund position and actual expenditure on real time basis with comparative figures and graphs.

This BEMS Web-Application has been developed to enable uploading of the utilisation certificates by the programme divisions, along with physical progress report and photos with lat-long coordinates on the measureable deliverables for monitoring by the senior officers and the stake holders. It has also the additional utility of comparing expenditure and the amount for which Utilisation certificates have been received from the grantee institutions in Bar diagram.

Advantage points:

The BEMS web application will have the following advantages:

1. It will enable all the Programme Divisions to know the actual budget position and actual expenditure, on real time basis in user friendly dash board and bar diagram.
2. It will provide the IFD and the Accounts section the exact information about the budget position on real time basis and the extent of utilization of funds.
3. IFD can monitor pendency of files being processed for concurrence, on real time basis and monitor the amount concurred on each file.
4.  PD can also see the pendency of files with IFD and the amount concurred.
5. PC division can also see the BE/ RE /Re-appropriation of budget under different heads and actual expenditure on real time basis.
6. Since the utilisation certificates, along with Physical Progress Report and photos of the physical deliverables under each programme will be available to all senior officers, they can monitor the progress of actual utilization of funds.
7. All senior officers above the rank of JS can see the dashboard and graphical bar diagram about the progress budget and expenditure on real time basis.
8. Since the public can access sanction of funds under each programme with physical progress report, it will provide facility of social audit, which will bring in better transparency in the system and will reduce number of RTI applications.

## How to access BEMS?

1. Logon to http://moefcc-bems.nic.in

2. Types of Users in BEMS

- Budget And Accounting (B&A)
- All Programme Divisions (PD)
- IFD
- CDDO /NCDDO
- PAO
- Senior Officers.

# Budget & Expenditure Management System

## Log-in into Application

### Step 1st:

Click the option User Login

1. The following page appears:



After Login, Screen will appear for below mentioned BEMS user's based on their Login/
Password and pre-defined accessibility.

- ➢ **Screen for B & A**
- ➢ **Screen for PDs**
- ➢ **Screen for IFD**
- ➢ **Screen for NCDDO**
- ➢ **Screen for PAO/PrAO**
- ➢ **Screen for CDDO**

## Screen for Budget & Account Division

### BE Chart

**Step 1<sup>st</sup>:**
(i) Click on "BE CHART" Link for filling BE Detail according to DDG for New Financial Year.

(ii) Select Account Head/ Minor Head /Sub Head/Detailed head /Sub Scheme(Optional) and Form. After Selecting All Fields Mapped Object Head will shown in right side where B& A Division will fill detail of issued Budget **Amt in Thousands** figures in PLAN & Non Plan Columns.

(iii) Click on 'Save Button''.

(iv) In case of Edit same screen can be used for updating record by B & A Division.

**For New Financial Year this is mandatory to select new FY Year before Filling**

## RE Chart

**Step 1st:**
 (i) Click on "RE CHART" Link for filling RE Detail according to DDG for New Financial Year.

(ii) Select   Account Head/ Minor Head /Sub Head/Detailed head /Sub Scheme (Optional) and n Form. After Selecting All Fields Mapped Object Head will be shown in right side where B& A Division will fill detail of issued RE Budget Amt in Thousands figures in PLAN & Non Plan Columns.

(iii) Click on 'Update Button''.

(iv) In case of Edit same screen can be used for updating record by B & A Division.

# Budget & Expenditure Management System

## RE-APPROPRIATION ENTRY

**Step 1st:**
(i) Click on "RE CHART" Link for filling RE Detail according to DDG for New Financial Year.

(ii) Select Account Head/ Minor Head /Sub Head/Detailed head /Sub Scheme (Optional) and n Form. After Selecting All Fields Mapped Object Head will be shown in right side where B& A Division will fill detail of issued RE Budget Amt in Thousands figures in PLAN & Non Plan Columns.

(iii) Click on 'Update Button''.

(iv) In case of Edit same screen can be used for updating record by B & A Division.



For New Financial Year this is mandatory to Select New FY Year before Filling

Select Head from which amount is to taken

Amount will enter Here (in Thousand)

Select Head from which amount is to Add

# Budget & Expenditure Management System

## Screen for Programme Division (PD)

### Dashboard for Managing Proposals

**Step 1st:**
(i) Click on "Home" Link.

(ii) There are separate Tabs for showing detail of status of Proposals/Sanction/Bills.

## Adding New Proposal

**Step 1st:**
(i) Click on "Add New Proposal" Link.

(ii) There are special fields mentioned in image shown below which is filed by PD where each field has a special value



*This Dropdown set flag for type of Proposal ,if proposal sending to IFD (1st is selected), If Proposal already concurred by IFD (2nd option is selected ), If proposal approved by HOD then 3rd Option is selected

This page will be used PDs for adding New proposal against any agency /Institute with all necessary detail of related file proposal, PD will enter file no. and actual expenditure, proposed in the Object Head, under the scheme, before sending the file to IFD/DDO.

- Proposal will be added under selected Schemes/Detailed Head /Object Head
- UC Amount is required to be filed by PD with each file proposal entry
- If available the Scanned copy of Utilisation Certificate, Progress Report and Photos by PDs, then must be uploaded in above form , which will be accessible by all IFD, all senior officers and stake holders .

### Description of Entry parameters:-

➢ **Scheme :-** This will show list of all schemes which are mentioned in Budget Grants Sheets

➢ **Detail Head** : After selecting a scheme related detail head will be shown in this list which should be selected propoerly

➢ **Object Head –** After selecting a detail Head mapped object head will be shown in this list (ex: Salaries/Wages..etc)

➢ **Proposal Type :** Select this option for mention proposal type ( Plan/NonPlan/Both)

➢ **File No** – Enter File No Mentioned On associated File

➢ **Proposal Related to** - If your proposal is related to some agency/person/ddo cash then need to select first option and if proposal related to release of fund with state treasury then select second option.

➢ **Agency Name** - Here if you select first option in pervious parameter (Agency/institute Name) then mention the name of person/agency in which favor payment is to proposed for releasing.

➢ **State: -** Mention the statelinked with agency or state for which the proposal is proposed

➢ **Amount** – This option will be shown on base of selected proposal type (Plan/Non Plan/Others).

➢ **Do you have UC/PR/Photos** – If UC/Progress report/Photos are available then select this option YES it will show more option in bottom to upload these document with form shown on screen otherwise select NO

➢ **UC Amount** – In this field, Amount mentioned in Utilization certificate will be filled up.

➢ **Utilization Certificate** – This option will be used by PD to Upload scanned copy of Utilization Certificate, after its acceptance by the competent authority by exercising checks mentioned in the sanction order

➢ **Physical Progress Report** – This optionwill be used to Upload scanned copy of Physical Progress Report of Proposal

➢ **Photo** – This optionwill be used to Upload scanned copy of Photos of project site.

➢ **SUBMIT** – Click this button after filling all necessary detail in form to submit

➢ **RESET** – This button is given for cancel /clearing all form fields

**Things to know for understanding logic of Type of proposal Added by PD**

File sending to IFD for Concurrence

When this option is selected then Proposal goes under Tab labelled as **"Proposed TO IFD"** in PDs Dashboard Page and same shown in Tab labelled as **"File Proposed"** in IFD's Dashboard Page and after IFD take an action regarding this proposal it display in PD's Dashboard Page under Tab labelled as **"Pending Release for Sanction"** (If concurred) otherwise displayed in Tab labelled as **"Queried by IFD"**

Already Concurred by IFD

This option is used by PD when any previous proposal which is concurred by IFD and PD only release a partly amount from that
Ex: IFD Concurred 2 Lakh for a Proposal and PD make sanction of only 50000Rs at a time (Using List shown under Tab Labelled as **"Sanction Pending for Release"**) then PD has to add new Proposal for releasing remaining 1.5 Lakh with selecting this **OPTION**

When PD select this Option for Status of Concurrence this proposal display under Tab Labelled as **"Sanction Pending for Release"**

Approved by HOD

When this option is selected then Proposal goes to **"Sanction Pending For Release"** Tab in PDs Dashboard and same shown in IFD's Dashboard Screen's **"File Proposed"** and after **IFD take an action regarding this proposal it seen**

## Forward Sanction

### Step 1st:

(i) Click on "Home" Link->Sanction Pending for Release.

(ii) PD will see here all proposal concurred(Approved) by IFD /HOD which was forwarded by PD in Proposal Entry form . So after in this block he find the file proposal and Enter linked Sanction No which is mostly same as File No and upload Sanction's Copy with Record as displayed in screen below:



This screen can be used for releasing multiple sanctions in single save click, here those all sanction record will forward to DDO/PrAO whose Sanction No is entered and Attached Upload , remaining will not effect and will remain here . After click on submit button all this detail will shown under Tab labelled as "**Sanction Forwarded to DDO**" on same page and forwarded sanctions will displayed on DDO file dashboard screen and PrAO's file dashboard screen(Related to Grant Release Sanction)

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## Reset Password

**Step 1$^{st}$:**
(i) Click on "Rest password" Link.

(ii) PD user can change their password using this page by Entering Old password once and New password with following validation applied and mentioned in code.

# SCREEN FOR IFD

File Status page is designed for monitoring status of proposals (Received/Concurred/Pending for Sanctioning/Sanctioned and billed by DDO).

IFD will examine files received for concurrence and can see detail of :

1. Monitoring status of proposed files from Programme Division.
2. Monitoring UCs and its acceptance by PD's
3. Concur/Reject proposed files proposals after receiving from PD's.
4. Monitoring billspending by DDO.
5. Monitoring bills pending by PAO.

**(Dashboard for Monitoring all file status proposed/Received/Pending/Sanctioned to IFD )**
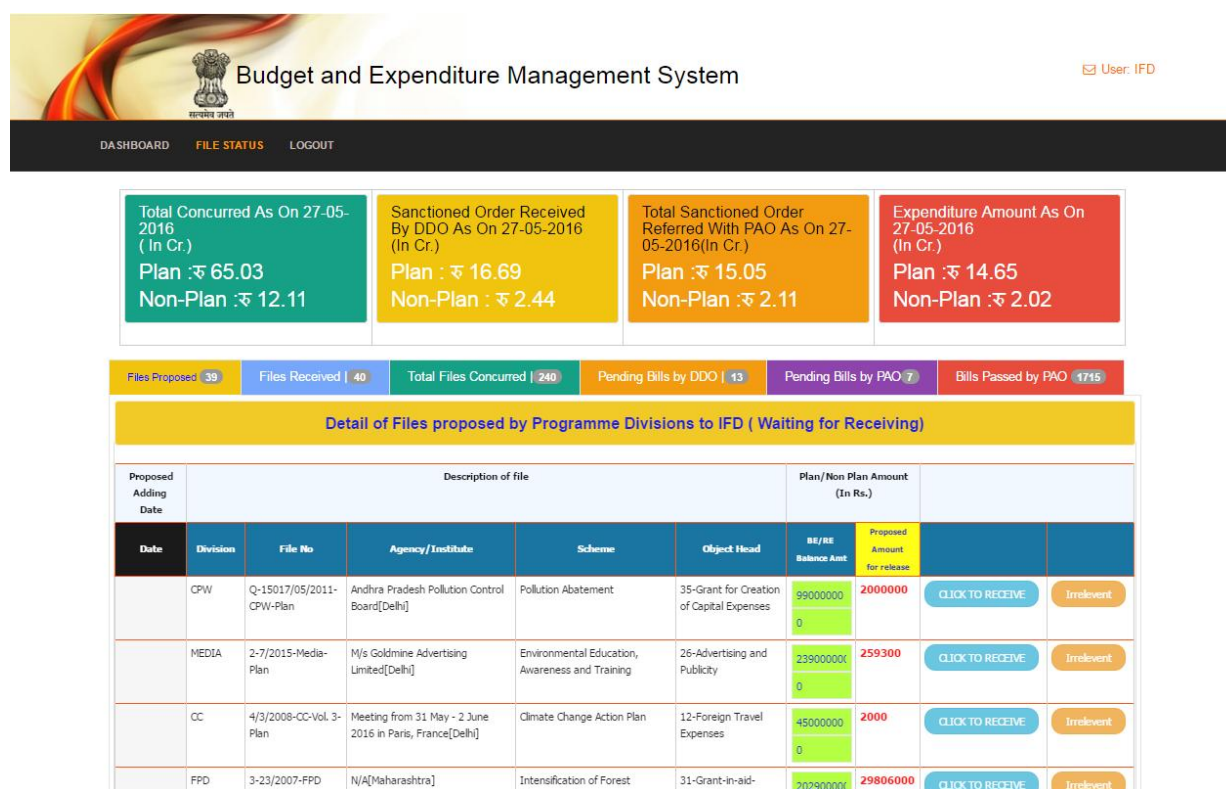


**Details of Operation to be performed by IFD user**

1. **Proposed Section** – Under This Tab, all file detail will be shown which are sent by PD for concurrence to IFD. In this tab it will be shown until user click on button <u>CLICK TO RECEIVE</u> , on click on this button it will assume that file is physically received by IFD User and will be shown in next tab for further processing.

2. **Received Section** – In this section files will shown which are received by IFD, here in tabular form all files detail will be shown ( With detail of file proposal and Link of UC/PR/Photo)

There are two functional buttons to be shown with each file record

➢ **Save button** – For filling concurred amount this button is required to click , after clicking on this button Entry field for Concurrence amount will enabled, after doing this action user will fill up Concurred Amount in right Entry fields and then click on **SUBMIT** Button.

➢ **Query button** – For Returning any proposal (Raised Query) user will click this button, it will remove this file from here and will show in PDs section in Raised Query section where he can resubmit revised proposal after correcting that file detail.



3. **Concurred Section** – In this section those files will be shown for which concurred amount had been filled up by IFD and waiting for issuing sanction by PD. Details of files will removed from here after PD will issue sanction amount against file. Related Image shown below:

**Files Concurred**

| Date | | Description | | | | | Balance Amt | Proposed Amt | Concurred Amt | |
|---|---|---|---|---|---|---|---|---|---|---|
| Received on | Concurred On | Division | FILE NO | Agency/Institute | Scheme | Object Head | BE/RE | Plan/NonPlan | Plan/NonPlan | UC/PR/PHOTOS |
| 20-05-2016 | 25/05/2016 | Project Elephant | 1-15/2015-PE [Plan] | N/A [West Bengal] | Project Elephant | 31-Grant-in-aid-General | 210000000 <br> 0 | 8836231 <br> 0 | 8836231 <br> 0 | UC <br> PR |
| 20-05-2016 | 25/05/2016 | EE | 14-19/2014-EE [Plan] | N/A [Karnataka] | Environmental Education, Awareness and Training | 31-Grant-in-aid-General | 229900000 <br> 0 | 87019 <br> 0 | 87019 <br> 0 | UC <br> PR <br> Photos |
| 20-05-2016 | 25/05/2016 | Control Pollution Air | Z-20018/02/2012-CPA [Plan] | Loss of Ecology Authority [Tamil Nadu] | National Green Tribunal and Others | 31-Grant-in-aid-General | 1700000 <br> 0 | 600000 <br> 0 | 600000 <br> 0 | |

4. **Pending Section** – In this section those files will shown which PD has sanctioned and forwarded to DDO for payment (Pending by DDO)

**Details of Sanction Order Pending with DDO (Sanction Order Not Received Physically)**

| Date of posting | | Description | | | | | Sanction Detail | |
|---|---|---|---|---|---|---|---|---|
| Concurred | Sanctioned | FILE NO | Agency/Institute with State | Scheme | Object Head | Sanc Order No | Concurred | Sanctioned |
| 17/05/2016 | 5/19/2016 6:... | 4-1/2016-RT [Plan] | ICFRE [Uttaranchal] | Indian Council of Forestry Research and Education | 36-Grant-in-ai... | 4-1/2016-rt | 212500000 <br> 0 | 21250000 <br> 0 |
| 17/05/2016 | 5/19/2016 6:... | 4-1/2016-RT [Plan] | ICFRE Dehradun [Uttaranchal] | Indian Council of Forestry Research and Education | 31-Grant-in-ai... | 4-1/2016-RT | 80000000 <br> 0 | 80000000 <br> 0 |
| 17/05/2016 | 5/19/2016 4:... | 38017/01/2015-IFS-I [Plan] | Refreshment [Delhi] | Forestry Training and Capacity Building | 20-Other Admi... | No. 38017/01/2015-IFS-I | 6000 <br> 0 | 6000 <br> 0 |

5. **Billed Section** – In this section those files will be displayed on screen which has billed by DDOand forwarded to PAO for approval (Pending by PAO).

**Detail of bills preferred by DDO to PAO**

| Date | | | | Description | | | | | Concurred Amt | Sanctioned Amt | Approved |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Received | Concurred | Sanctioned | Billed | FILE NO | Agency/Institute | Scheme | Object Head | CP No | Plan/NonPlan | Plan/NonPlan | |
| 22-04-2016 | 26/04/2016 | 5/20/2016 12... | 20/05/2016 | J-20012/02/2015-IA-II(M) [Plan] | M/s Annapurna Food a... [ ] | Environmental Impact Assessment | 20-Other Admi... | CP00000720 | 10000 <br> 0 | 10000 <br> 0 | |
| 03-05-2016 | 03/05/2016 | 5/20/2016 12... | 20/05/2016 | 22-4/2016-HSMD(part-II) [Plan] | Hospitality of arrangem... [ ] | International Cooperation | 20-Other Admi... | CP00000723 | 116000 <br> 0 | 83531 <br> 0 | |
| 05-05-2016 | 17/05/2016 | 5/20/2016 12... | 20/05/2016 | 24-06/2010-RE [Plan] | Prof. Kalyan Bhattacha... [ ] | R&D for Conservation and Development | 31-Grant-in-ai... | CP00000719 | 2639570 <br> 0 | 2639570 <br> 0 | |

6.  **Bill Approval Section :** - In this section those files will be displayed on screen which has billed by DDOand forwarded to PAO for approval (Pending by PAO) .

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Detail of Bills Passed by PAO** |
| | Date | | Description | | Concurred Amt | Sanctioned Amt |
| Billed | Approved | FILE NO | Agency/Institute | Scheme | Object Head | Bill No | Plan/NonPlan | Plan/NonPlan |
| 27/04/2016 | 5/13/2016 ... | 14-259/2015-RE [Plan] | GGSIP University [ ] | R&D for Conservation and Development | 31-Grant-in-a.. | CP00000299 | 2204500 0 | 2204500 0 |
| 08/04/2016 | 5/13/2016 ... | 11/2/2016-AWD [NonPlan] | Animal Welfare Boar... [ ] | Animal Welfare Board | 36-Grant-in-a.. | CP00000040 | 0 2343315 | 0 2343315 |
| 17/05/2016 | 5/20/2016 ... | MoEF/40-05/2010-HSMD(EAP) [Plan] | M/s COWI India Pvt. ... [ Haryana] | Hazardous Substances Management (EAP) | 31-Grant-in-a.. | CP00000683 | 1315636 0 | 1315636 0 |

# SCREEN FOR DDO

The DDO will enter the Bill Detail against all received sanction orders which will forwarded to PAO for approval of bills .

1. **S.O. Not Received Section (Physically Not received by DDO):** - In this section those files will be displayed on screen to DDO which has been added by PD's , here DDO will mark status of file as Received after clicking **Received** Button.



**DDO Click here After Receiving Sanction from PD (Hardcopy)**

2. **S.O. Received (Files received by DDO):** - In this section sanctions order will be displayed on screen to DDO which has been received by DDO , here DDO will add bill detail with related Sanction Order from PFMS.

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| S. No. | Division | S.O. Date | S.O. No | Amount | | Agency/Institute | Object Head | CP NO/Date | | |
|--------|----------|-----------|---------|--------|--|------------------|-------------|------------|--|--|
| | | | | **Detail of Sanction Order received by DDO ( Pending with DDO )** | | | | | | |
| | | | Search by Amount:- | | Find in List | | Refresh | | | |
| 1 | CS1 | 10/19/201... | 33627 | P 33627 | NP 0 | Making payment to Committee Members | 11-Domestic Travel Expenses | 0 | Add Bill Detail | Return to PD |
| 2 | Project Elephant | 5/24/2016 ... | 2-7/1998-PE (Pt. II) | P 14463 | NP 0 | 2nd meeting of working group to study feasibility and implementation and recommendation of Task Forc | 11-Domestic Travel Expenses | 0 | Add Bill Detail | Return to PD |
| 3 | Policy and Law | 6/6/2016 1... | 17(41)/2015-PL/NGT | P 50560 | NP 0 | Air fare for Sanctioned Plan Amount is shown here advocates | 13-Office Expenses | 0 | Add Bill Detail | Return to PD |
| 4 | FPD | 6/8/2016 1... | 3-2/2014-FPD (Pt.) | P 11000 | NP 0 | Meeting Arrangement | 20-Other Administrative Expenses | 0 | Add Bill Detail | Return to PD |
| 5 | IA-I | 10/19/201... | J-11014/2/2002/IA-I(NDS) | P 31755 | NP 0 | Reimbursement of the payment of TA/DA and honorium for the meeting of EAC | 11-Domestic Travel Expenses | 0 | Add Bill Detail | Return to PD |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | ... |

| S. No. | Division | S.O. Date | S.O. No | Amount | | Agency/Institute | Object Head | CP NO/Date | | |
|--------|----------|-----------|---------|--------|--|------------------|-------------|------------|--|--|
| 1 | CS1 | 10/19/201... | 33627 | P 33627 | NP 0 | Making payment to Committee Members | 11-Domestic Travel Expenses | 0 | Add Bill Detail | Return to PD |

> After Receiving DDO find Sanction by Amount and Then Add Bill Detail

## Process of Adding Bill Detail :-

1. Click on Add Bill Detail Button
2. After Clicking this button Entry field will be enabled in selected row where BILL NO should be filled up by DDO User
3. Then user will click on Save button which will be shown in selected row Under Action Column

3. **S. O. Resubmitted :** This section display  Bills Returned (Correction Done)  by PD having CP No already issued before queried by DDO



4. **Pending With PAO:** - In this section DDO will see all those bills which has been generated by DDO and forwarded to PAO for approval.

5. **Approved with PAO:** - In this section those bills will be shown which are confirmed and passedby PAO



6. **Query by PAO :** - In this section DDO will see details all bills which are returned by PAO.

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## Screens for PAO

In PAO section in BEMS , details of all bills are shown on screen which has passed by DDO/PD's which will be Approved/Rejected on base of status of bill , where actual expenditure will be deducted after approving selected bills from linked budget head .

➢ Against received Bills from DDO , PAO here will Update status of bill (Passed/Return), returned bill by PAO will shown in DDO Query Section otherwise it will finalized here and Expenditure will be booked at this level. In this Transaction Table this table is base table for all proposals which converted into sanction at this level by DDO and DDO Update Sanction Record with Adding BILL NO ( EX:CP0000755) and BILL date

**Screen 1 :-** For showing Detail of all bills which has forwarded to PAO by DDO .



PAO find Bill by CP No and then perform Action ( Pass/Return)

**Screen 2 :-** For showing Detail of all bills which has Approved/passed by PAO .



**Screen 3:-** For showing Detail of all sanctions forwarded by PD (Related to Grants State release fund ) PrAO will check and Add Advise No and date here and after saving this detail it is booked and finalized here (Booked in Expenditure).



**PrAO** add Advise No/date Related to Sanction (Grants Ex: Related to Account Head 3601,3602,2552)

PrAO can return sanction to PD by Clicking Return button

# Budget & Expenditure Management System

## Screens for CDDO

In CDDO section in BEMS , details of all bills are shown on screen which has Entered by CDDO which will not involved with IFD or any other division , where actual expenditure will be deducted after adding  selected bills from linked budget head .

- Table : proposal->Detail of Proposal ->Bills will be entered by CDDO and after adding Bills it will be assumed finalized at expenditure
- PAO_FILES is used for all list shown below in different tabs where parameter passing with SP.
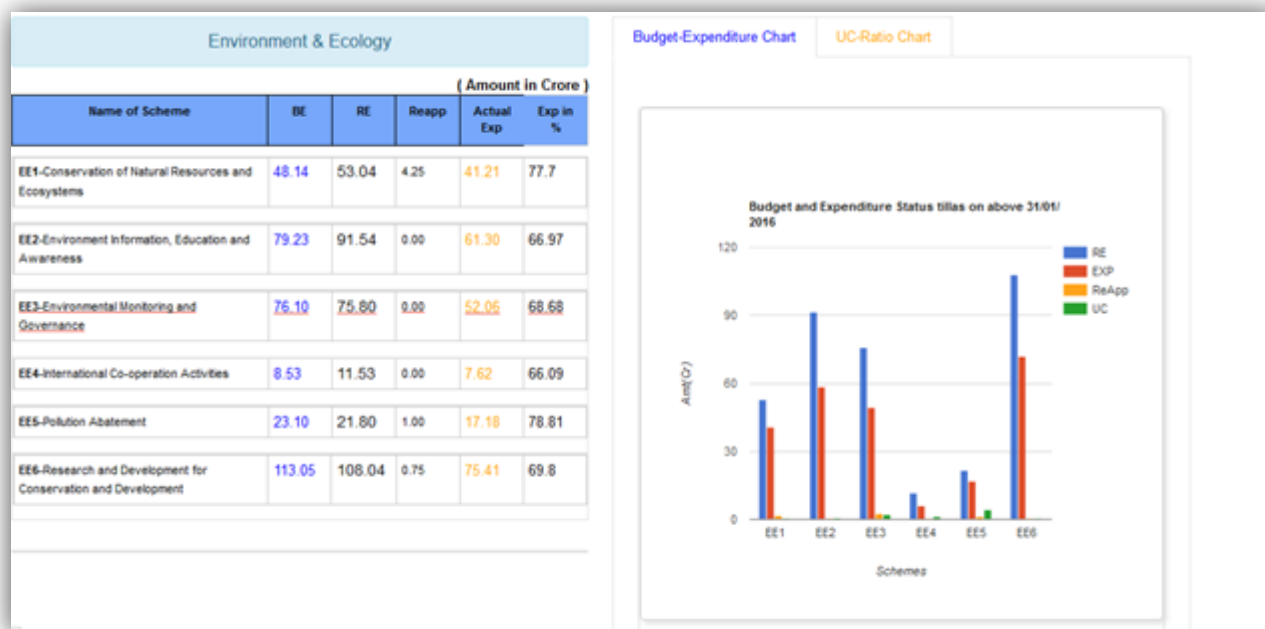
**For Add New Bill by CDDO**

### (Dashboard for Monitoring Actual Expenditures w.r.t. BE/RE)



| Environment & Ecology | | | | | |
| --- | --- | --- | --- | --- | --- |
| | | | | ( Amount in Crore ) | |
| Name of Scheme | BE | RE | Reapp | Actual Exp | Exp in % |
| EE1-Conservation of Natural Resources and Ecosystems | 48.14 | 53.04 | 4.25 | 41.21 | 77.7 |
| EE2-Environment Information, Education and Awareness | 79.23 | 91.54 | 0.00 | 61.30 | 66.97 |
| EE3-Environmental Monitoring and Governance | 76.10 | 75.80 | 0.00 | 52.05 | 68.68 |
| EE4-International Co-operation Activities | 8.53 | 11.53 | 0.00 | 7.62 | 66.09 |
| EE5-Pollution Abatement | 23.10 | 21.80 | 1.00 | 17.18 | 78.81 |
| EE6-Research and Development for Conservation and Development | 113.05 | 108.04 | 0.75 | 75.41 | 69.8 |

Dashboard for showing Budget/revised Estimation with Actual Expenditure for Current Year.

## Table & SP Used:-

- ➢ SP: SP_DASHTOP is used for loading Top level Data of Tabular Presentation of Summary of Schemes with BE,Re& Expenditures
- ➢ SP: SP_DASHMID is used for loading Top level Data of Tabular Presentation of Summary of Schemes with BE,Re& Expenditures

**THANKS**