

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

User Manual

(moefcc-bems.nic.in)

Budget and Expenditure Management System (BEMS)

Project Execution by:
Information Technology

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:

Ministry Login

Login Id*

Password*

Enter Code shown Below*

j1sbgs

Click Here For Login

LOGIN

CANCEL

Enter Login id/Email id here

Enter Password Here

Enter Below Image Code Here

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Designed and Developed by Moefcc-IT

AW

Highlight All Match Case Whole Words 1 of 1 match

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

Budget & Expenditure Management System

Screen for Budget & Account Division

BE Chart

Step 1st:

(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.



Budget and Expenditure Management System

[DASHBOARD](#)[BE CHART](#)[RE CHART](#)[RE APPROPRIATION](#)[LOG OUT](#)

PC DIVISION

Financial Year::
2016-17

Select Account Heads::
2406-Forestry and Wild Life

Select Minor Head::
01.003

Select Sub Head::
01.003.13-Forestry,Wildlife,Afforestation and Ect

Select Detailed Heads::
Capacity Building in Forestry Sector(EAP)

Select Sub Scheme::
-- Data Not Found--

Budget Estimate (BE) for 2016-17

		(*) Amount in Thousand	
Code	Object Head	*Plan	*Non Plan
11	Domestic Travel Expenses	0	0
12	Foreign Travel Expenses	0	0
13	Office Expenses	0	0
14	Rent, Rate & Taxes	0	0
16	Publication	0	0
20	Other Administrative Expenses	0	0
30	Other Contractual Services	0	0
50	Other Charges	0	0

SAVE

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

Budget & Expenditure Management System

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.

RE (Plan)

RE (Non-Plan)



Budget and Expenditure Management System

[DASHBOARD](#) [BE CHART](#) [RE CHART](#) [RE APPROPRIATION](#) [LOGOUT](#)

B & A DIVISION

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

Financial Year::
2016-17

Select Account Heads::
2406-Forestry and Wild Life

Select Minor Head::
01.003

Select Sub Head::
01.003.14-Education and Training

Select Detailed Heads::
International Cooperation

Supplementary or Revised Estimate(RE) for 2016-17

(*) Amount in Thousand

Object Code	Object Head	BE 2015-16		RE 2015-16			
		Plan	Non-Plan	Plan	Non-Plan	Plan(RApp)	Non-Plan(RApp)
32	Contributions	0	26700	0	0	0	0
TOTAL AMOUNT		0	26700				

Update

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.

Dashboard / Re-Appropriation

Current Financial Year: 2016-17

FROM SCHEME

Select Major Heads: --Select one Major Head--

Select Minor Head: --Select One--

Select Sub Head: --Select One--

Select Detailed Heads: --Select One--

Object Head: --Select One--

Plan/Non Plan: Plan

BE/RE Amt (in Rs.): 0

Avl Amount (in Rs.): 0

TO SCHEME

Select Account Heads: --Select one Major Head--

Select Minor Head: --Select One--

Select Sub Head: --Select One--

Select Detailed Heads: --Select One--

Object Head: --Select One--

Plan/Non Plan: Plan

BE/RE Amount (in Rs.): 0

Avl Amount (in Rs.): 0

Appr Amount (in Thousand):

SUBMIT

S.No	Date	From Head	To Head	Transfer Amount	Delete
1	21-Feb-17 3:52:26 PM	3435.03.102.05.04.31	2552.00.111.03.01.31	1	Delete
2	21-Feb-17 3:46:34 PM	3435.03.102.05.04.31	3435.03.102.05.04.35	1	Delete
3	21-Feb-17 3:37:34 PM	3435.03.102.05.04.31	3435.03.102.05.04.31	1	Delete
4	21-Feb-17 3:35:41 PM	3435.03.102.05.04.31	3435.03.102.05.04.35	1	Delete
5	21-Feb-17 3:34:53 PM	3435.03.102.05.04.31	3435.03.102.05.04.35	1	Delete

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.



सत्यमेव जयते

Budget and Expenditure Management System



HOME

ADD NEW PROPOSAL

RESET PASSWORD

LOGOUT

File Proposed
IFD 11

Sanction Pending
for release 38

Sanction Forwarded
to DDO 8

Bills Passed
by PAO 52

Files Queried
by IFD 44

Files Queried
by DDO 5

Files Queried
by PAO 0

Files forwarded to IFD

Date	Description						Proposed Amt for release	Current Status	
S.No	Add on Date	File No	Agency/Institute with State	Scheme	Object Head	Attachment	Plan & NonPlan	*	
1	30/05/2016	9/11/2010-CS/BR [Plan]	[Orissa]	Biosphere Reserves	31-Grant-in-aid-General 3601.02.656.07.02.31	UC N/A PR N/A PHOTO N/A	12,628,000 0	▲Not Received	Delete
2	06/06/2016	10/04/2016-CS/ABG [Plan]	Botanical Survey of India [West Bengal]	R&D for Conservation and Development	20-Other Administrative Expenses 3435.03.103.14.05.20	UC N/A PR N/A PHOTO N/A	600,000 0	▲Not Received	Delete
3	21/09/2016	10/21/2015/CS-BG [Plan]	SOCIETY FOR CONSERVATION AND RESOURCES, aSHOK VIHAR [Delhi]	R&D for Conservation and Development	31-Grant-in-aid-General 3435.03.103.14.05.31	UC PR Photo	543,301 0	▲Received	
4	26/09/2016	9/03/2016-CS/BR [Plan]	Union Territory [Andaman and Nicobar Islands]	Biosphere Reserves	31-Grant-in-aid-General 3435.03.101.13.02.31	UC PR Photo	6,311,040 0	▲Not Received	Delete
5	27/09/2016	10/16/2016-CS/BG	YOGI VEMANA	R&D for	31-Grant-in-aid-General	UC N/A	3,020,800	▲Not Received	Delete

Budget & Expenditure Management System

Adding New Proposal

Step 1st:

(i) Click on “Add New Proposal” Link.

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

Budget and Expenditure Management System

HOME ADD NEW PROPOSAL RESET PASSWORD LOGOUT

Home / Add New Proposal

New File Proposal Entry

Select a Scheme :: Animal Welfare Institute

Select Detailed Head:: 2406 - 01.003.14.06

Select Object Head:: 1-Salaries

Proposal Type Plan

*Enter File No Here G-27012/05/2017

Name of Agency/Institute/Person Deccan Development Society

Select State Delhi

Proposed Amt(Plan) 1200000
(Fill Amt in Rupees)

Status of Concurrence ?
File sending to IFD for Concurrence

Utilisation Certificate
Browse... No file selected.
Upload

Physical Progress Report
Browse... No file selected.
Upload

Photo (In PDF/DOC Format with lang & lat.)
Browse... No file selected.
Upload

SUBMIT Reset

Budget Issued in Selected Head: (w.r.t BE/RE)
Plan : ₹ 20,00,000.00
Non-Plan : ₹ 0.00

Amount Remaining in Selected Head: (w.r.t BE/RE)
Plan : ₹ 20,00,000.00
Non-Plan : ₹ 0.00

*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 properly
- **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**

Budget & Expenditure Management System

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:

Delete S. No.	Add on	File NO	Name of Agency/Person	Scheme	Head Code	Concurred By	Concurred Amt (Rs.)	Sanction Amt for release	Enter Sanction Order No	Upload Sanction Order
1	06/05/2016	3-2/2011-CS(BCRLIP) [Plan]	N/A [Gujarat]	Biodiversity Conservation and Rural Livelihood Improvement (EAP)	3601.02.656.07.04.31	IFD	P 55400000 NP 0	55400000 0		Browse... No
2	02/06/2016	10/08/2012/CS-BG [Plan]	GKVK BANGALORE [Karnataka]	R&D for Conservation and Development	3435.03.103.14.05.31	IFD	P 1463676 NP 0	1463676 0		Browse... No
3	09/06/2016	3-6/2016-CS(BCRLIP) [Plan]	[Delhi]	Biodiversity Conservation and Rural Livelihood Improvement (EAP)	3601.02.656.07.04.31	IFD	P 0 NP 0	0 0		Browse... No

SAVE SANCTION ORDER

1. Enter Sanction No

2. Upload Sanction Copy

3. Click on SAVE Button

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)


Budget & Expenditure Management System

Reset Password


Step 1st:

(i) Click on “Reset 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.



Budget and Expenditure Management System

USER

HOME ADD NEW PROPOSAL **RESET PASSWORD** LOGOUT

CHANGE PASSWORD

Fields With (*) Sign Are Mandatory.		
2.	User Name	CS1
3.	Old Password	<input type="password" value="Enter Old Password"/> (Please enter old password)
4.	New Password	<input type="password" value="Enter New Password"/> (Please enter new password)
5.	Confirm Password	<input type="password" value="Enter Confirm Password"/> (Please enter confirm password)
* Minimum 8 Characters, 1 Special Character(only @\$%), 1 Alphabet and 1 Number.		
		<input type="button" value="Clear"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>

Best Viewed in Google chrome, Mozilla Firefox 15.5

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Designed and Developed by Moefcc-IT

Budget & Expenditure Management System

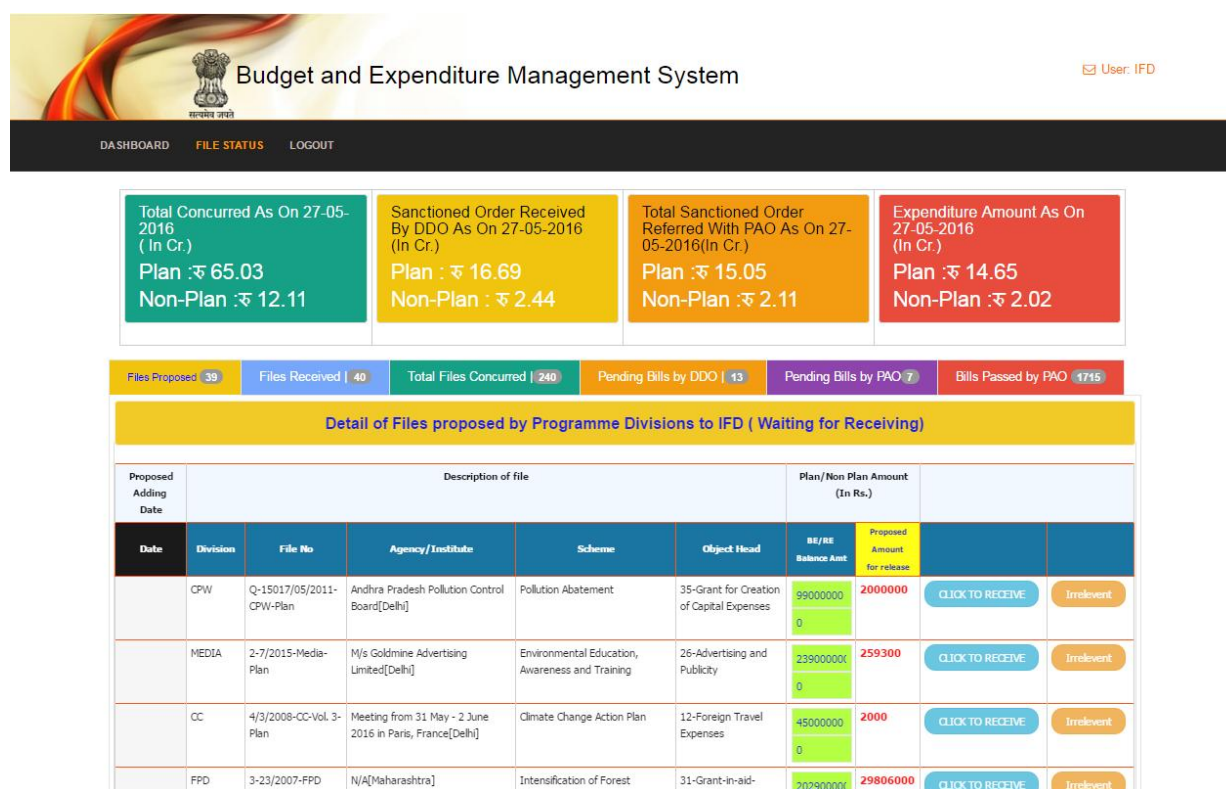
SCREEN FOR IFD

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 CLICK TO RECEIVE , 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.

Budget & Expenditure Management System

Proposed 1						
Files forwarded to IFD by Program Division (Waiting for Receiving)						
Add on Date	Description					? Received ?
Date	File No	Agency/Institute	Proposal Type	Scheme	Object Head	
17-Jan-2016	002/2014/TGG	Gb Pant Institute	Plan	IFMS	1-Salaries	CLICK TO RECEIVE

- 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.

Files Proposed 39		Files Received 40		Total Files Concurred 240		Pending Bills by DDO 13		Pending Bills by PAO 7		Bills Passed by PAO 1715		
Detail of Files Received by IFD (Waiting for concurrence)												
	Date	Description						Amount(P/NP)		Fill Amt	Amount	Remarks
S.No	Received	Division	FILE NO	Agency/Institute With State	Scheme	Object Head	UC	BE/RE Balance	Proposed Amt for release	Type	Concur Amt	
1	20-05-2016	Project Elephant	1-13/2015-PE [Plan]	N/A [Maharashtra]	Project Elephant	31-Grant-in-aid-General	806200	210000000	1433500	<div><div><input type="radio"/> F</div><div><input type="radio"/> R</div></div>		Put on Query
						UC N/A PR N/A Photo N/A		0	0			
2	20-05-2016	IA-I	J- 14011/2/2002-IA.I(NDS) [Plan]	TA DA Bill [Delhi]	Environmental Impact Assessment	11-Domestic Travel Expenses	0	10000000	80000	<div><div><input type="radio"/> F</div><div><input type="radio"/> R</div></div>		Put on Query
						UC N/A PR N/A Photo N/A		0	0			

- 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:

Budget & Expenditure Management System

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 0	8836231 0	8836231 0	UC 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 0	87019 0	87019 0	UC PR 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 0	600000 0	600000 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	Sanct 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 0	21250000 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 0	80000000 0
17/05/2016	5/19/2016 4:...	38017/01/2015-IP5-I [Plan]	Refreshment [Delhi]	Forestry Training and Capacity Building	20-Other Admi...	No. 38017/01/2015-IP5-I	6000 0	6000 0

5. **Billed Section** – In this section those files will be displayed on screen which has billed by DDO and 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 0	10000 0	
03-05-2016	03/05/2016	5/20/2016 12...	20/05/2016	22-4/2016-H5MD(part-II) [Plan]	Hospitality of arrangem... []	International Cooperation	20-Other Admi...	CP00000723	116000 0	83531 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 0	2639570 0	

Budget & Expenditure Management System

6. **Bill Approval Section :** - In this section those files will be displayed on screen which has billed by DDO and 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	Plan/NonPlan
27/04/2016	5/13/2016 ...	14-259/2015-RE [Plan]	GGSIU 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 be forwarded to PAO for approval of bills.

- 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.

S.O. (Not Received)767

S.O. (Received)73

S.O. (Resubmitted)30

Pending With PAO374

Approved by PAO3692

Queried by PAO171

Detail of Sanction Order Added by Program Division (Not Received by DDO)

Search by Amount :-

Find

Refresh

S. No.	Division	S.O.No	Date	S.O. Copy	S.O.Amount	Agency/Institute	Object Head	
1	IA-II	J-11013/67/2015-IA-II(I)	02-02-201...	Link	214435 0	EAC member of Industry 2 sector	11-Domestic Travel Expenses	Click if Received
2	IA-I	J-11013/77/2008/IA-I(Part)	10/19/201...	Link	26894 0	Reimbursement of the payment of TA/DA and honorium for the meeting of Committee	11-Domestic Travel Expenses	Click if Received
3	Project Ele...	7-5/2000-PE (Pt)	5/24/2016 ...	Link	13500 0	P.K. SOUDAMINI, PA	20-Other Administrative Expenses	Click if Received
4	IA-II	J-15012/1/2010-IA-II(M) (Coal) (pt.)	5/31/2016 ...	Link	15000 0	Advance payment, M/s Prince Video and M/s Royal Visuals	20-Other Administrative Expenses	Click if Received

DDO Click here After
Receiving Sanction from PD
(Hardcopy)

- 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.

Budget & Expenditure Management System

Detail of Sanction Order received by DDO (Pending with DDO)									
<div> Search by Amount:- <input type="text"/> Find in List Refresh </div>									
S. No.	Division	S.O. Date	S.O. No	Amount	Agency/Institute	Object Head	CP NO/Date		
1	CS1	10/19/201...	33627	<div>P 33627</div> <div>NP 0</div>	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)	<div>P 14463</div> <div>NP 0</div>	2nd meeting of working group to study feasibility and implementation and recommendation of Task Force	11-Domestic Travel Expenses	0	Add Bill Detail	Return to PD
3	Policy and Law	6/6/2016 1...	17(41)/2015-PL/NGT	<div>P 50560</div> <div>NP 0</div>	Air fare for advocates	13-Office Expenses	0	Add Bill Detail	Return to PD
4	FPD	6/8/2016 1...	3-2/2014-FPD (Pt.)	<div>P 11000</div> <div>NP 0</div>	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)	<div>P 31755</div> <div>NP 0</div>	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	<div>P 33627</div> <div>NP 0</div>	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

Budget & Expenditure Management System

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

S.O. (Not Received) 767

S.O. (Received) 73

S.O. (Resubmitted) 30

Pending With PAO 374

Approved by PAO 3692

Queried by PAO 171

Detail of Sanction resubmitted by PD

Search by Bill No:-

Search

Reload

S. No.	Division	S.O. Date	S.O. No	Agency/Institute	Object Head	Old Bill Date	Bill Amount	Old CP NO (Allocated by DDO)	
1	CPW	6/9/2016 1...	Q-17012/1/2011-CPW	Shri S.M. Arif	28-Professional Services	06/06/2016	<div>PL42300</div> <div>NP0</div>	CP00000585	<div>UPDATE BILL</div> <div>Forward to PAO</div>
2	EE	7/6/2016 1...	3/123/2001-EE (Vol.I)	Kerala State Council for Science, Technology & Env	31-Grant-in-aid-General	21/07/2016	<div>PL9501917</div> <div>NP0</div>	CP00001820	<div>UPDATE BILL</div> <div>Forward to PAO</div>
3	Project Elephant	7/18/2016 ...	7-5/2000-PE	Dr. D. S. Srivastava	11-Domestic Travel Expenses	19/07/2016	<div>PL22124</div> <div>NP0</div>	cp00001785	<div>UPDATE BILL</div> <div>Forward to PAO</div>
4	Project Elephant	7/18/2016 ...	7-5/2000-PE	Dr. Saroj Kumar Patnaik	11-Domestic Travel Expenses	19/07/2016	<div>PL27418</div> <div>NP0</div>	cp00001784	<div>UPDATE BILL</div> <div>Forward to PAO</div>
5	Project Elephant	7/18/2016 ...	7-5/2000-PE	Dr. Raman Sukumar	11-Domestic Travel Expenses	19/07/2016	<div>PL17170</div> <div>NP0</div>	cp00001783	<div>UPDATE BILL</div> <div>Forward to PAO</div>

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.

S.O. (Not Received) 767

S.O. (Received) 73

S.O. (Resubmitted) 30

Pending With PAO 374

Approved by PAO 3692

Queried by PAO 171

Detail of Total Bills Generated by DDO (Pending With PAO)

Search by Bill No:-

Search

S. No.	Sanction Order	Division	Sanction Received by DDO	Bill Generated by DDO	Scheme	Agency/Institute Name	Sanction Amount (Rs)	CP No	Bill Date	
1	8/12/2015-CC	CC	16/02/2017	16/02/2017	Climate Change Action Plan	Foreign Travel	<div>P181850</div> <div>NP0</div>	00005183	16/02/2017	Cancel This Bill
2	33012/03/2012-P.II	ADMIN	16/02/2017	16/02/2017	Secretariat	LEVEL E TRAINING OF SH. SEKHAR RANJAN AMIN	<div>P0</div> <div>NP2500</div>	CP000053	16/02/2017	Cancel This Bill
3	J-11013/65/2015-IA-II(I)	IA-II	09/11/2016	09/11/2016	Environmental Impact Assessment	TA/DA for FAC members of Industry-1 sector	<div>P150000</div> <div>NP0</div>	cp000030	09/11/2016	Cancel This Bill
4	O-16017/R3/2015-CRA	Control Pollution Air	01/08/2016	01/08/2016	Pollution Abatement	Comprehensive study on Air Pollution in Delhi	<div>P1089</div> <div>NP0</div>	CP000019	01/08/2016	Cancel This Bill
5	J-15012/2/2007-IA.I(I) [Plan]	IA-I	19/08/2016	19/08/2016	Environmental Impact Assessment		<div>P80000</div> <div>NP0</div>	cp000024	19/08/2016	Cancel This Bill
1	2	3	4	5	6	7	8	9	10	...

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 .

Budget and Expenditure Management System

DASHBOARD FILE STATUS LOGOUT

Total Bill Amount Submitted By DDO To PAO As On Date 28-02-2017 (Figures In Crore)
Plan : ₹ 1,275.60
Non-Plan : ₹ 136.69

Total Bill Amount Passed By PAO & PRAO As On Date 28-02-2017 (Figures In Crore)
Plan : ₹ 1,258.25
Non-Plan : ₹ 135.91

Bills (Received from DDO) | 397 Bill Approved & by PAO | 3692 Sanction Order(Related to Principle Accounts) | 22 Bill Approved by Principle Account | 756

Bills Generated by DDO (Waiting for Approval)

img_find Search by CP No (Matching with):- 5448 Search Show All

S. No.	Division	CP NO	Bill Date	Plan	NonPlan	PASSED	REJECT
1		0	26/09/2016	P 0	NP 60664	PASSED	REJECT
2		0	24/10/2016	P 0	NP 46270	PASSED	REJECT
3		0	24/10/2016	P 0	NP 30555	PASSED	REJECT
4		0	23/11/2016	P 0	NP 2815	PASSED	REJECT
5		0	05/12/2016	P 0	NP 494904	PASSED	REJECT

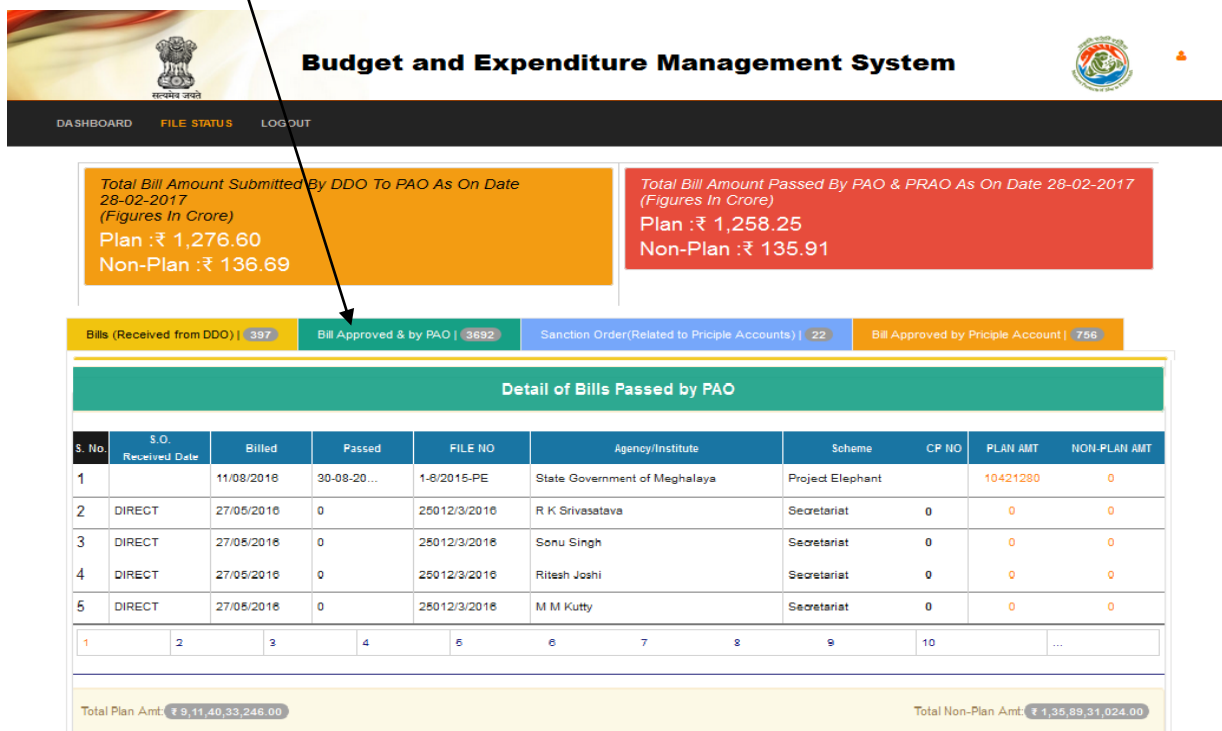
1 2 3 4 5 6 7 8 9 10 ... >>

Total Plan Amt ₹ 17,03,04,542.00 Total Non-Plan ₹ 69,00,619.00

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

Budget & Expenditure Management System

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



Budget and Expenditure Management System

DASHBOARD FILE STATUS LOGOUT

Total Bill Amount Submitted By DDO To PAO As On Date 28-02-2017 (Figures In Crore)
Plan : ₹ 1,276.60
Non-Plan : ₹ 136.69

Total Bill Amount Passed By PAO & PRAO As On Date 28-02-2017 (Figures In Crore)
Plan : ₹ 1,258.25
Non-Plan : ₹ 135.91

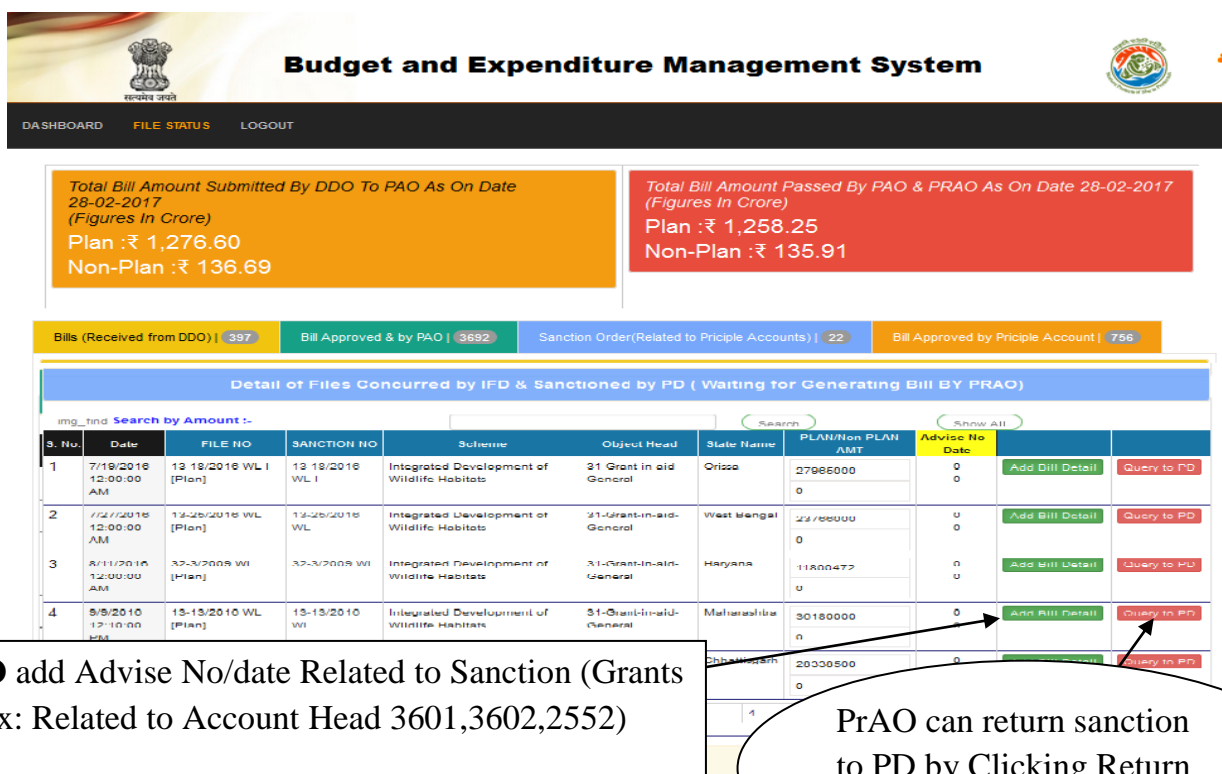
Bills (Received from DDO) | 397 | Bill Approved & by PAO | 3692 | Sanction Order(Related to Principle Accounts) | 22 | Bill Approved by Principle Account | 756

Detail of Bills Passed by PAO

S. No.	S.O. Received Date	Billed	Passed	FILE NO	Agency/Institute	Scheme	CP NO	PLAN AMT	NON-PLAN AMT
1		11/08/2016	30-08-20...	1-8/2015-PE	State Government of Meghalaya	Project Elephant		10421280	0
2	DIRECT	27/05/2016	0	25012/3/2016	R K Srivastava	Secretariat	0	0	0
3	DIRECT	27/05/2016	0	25012/3/2016	Sonu Singh	Secretariat	0	0	0
4	DIRECT	27/05/2016	0	25012/3/2016	Ritesh Joshi	Secretariat	0	0	0
5	DIRECT	27/05/2016	0	25012/3/2016	M M Kutty	Secretariat	0	0	0

Total Plan Amt: ₹ 9,11,40,33,246.00 Total Non-Plan Amt: ₹ 1,35,89,31,024.00

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).



Budget and Expenditure Management System

DASHBOARD FILE STATUS LOGOUT

Total Bill Amount Submitted By DDO To PAO As On Date 28-02-2017 (Figures In Crore)
Plan : ₹ 1,276.60
Non-Plan : ₹ 136.69

Total Bill Amount Passed By PAO & PRAO As On Date 28-02-2017 (Figures In Crore)
Plan : ₹ 1,258.25
Non-Plan : ₹ 135.91

Bills (Received from DDO) | 397 | Bill Approved & by PAO | 3692 | Sanction Order(Related to Principle Accounts) | 22 | Bill Approved by Principle Account | 756

Detail of Files Concurred by IFD & Sanctioned by PD (Waiting for Generating Bill BY PRAO)

img_tind Search by Amount :-

S. No.	Date	FILE NO	SANCTION NO	Scheme	Object Head	State Name	PLAN/Non PLAN AMT	Advise No Date	Buttons
1	7/19/2016 12:00:00 AM	13-18/2016 WL I [Plan]	13-18/2016 WL I	Integrated Development of Wildlife Habitats	31 Grant in aid General	Orissa	27066000 0	0	Add Bill Detail Query to PD
2	12/17/2016 12:00:00 AM	13-25/2016 WL [Plan]	13-25/2016 WL	Integrated Development of Wildlife Habitats	31-Grant-in-aid-General	West Bengal	23/68000 0	0	Add Bill Detail Query to PD
3	8/11/2016 12:00:00 AM	32-3/2008 WL [Plan]	32-3/2008 WL	Integrated Development of Wildlife Habitats	31-Grant-in-aid-General	Haryana	11800472 0	0	Add Bill Detail Query to PD
4	9/9/2010 12:10:00 PM	15-15/2010 WL [Plan]	15-15/2010 WL	Integrated Development of Wildlife Habitats	31-Grant-in-aid-General	Maharashtra	30180000 0	0	Add Bill Detail Query to PD
						Chhattisgarh	20330500 0	0	Add Bill Detail Query to PD

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

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

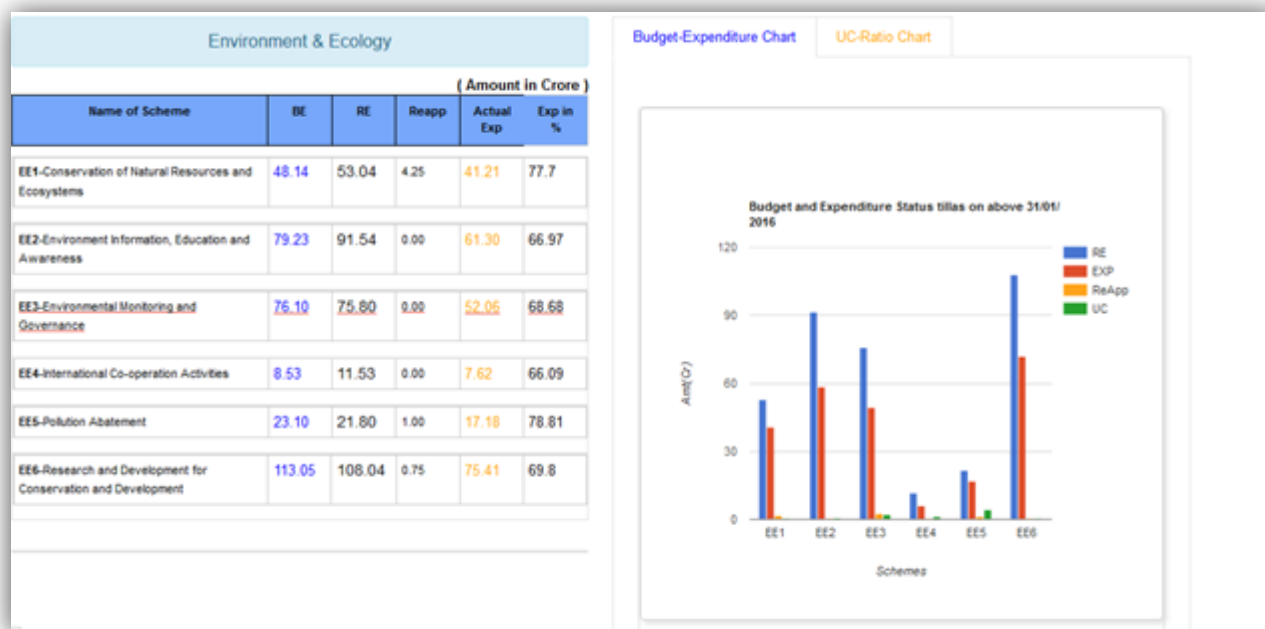
The screenshot shows the 'Add New Proposal' form in the Budget and Expenditure Management System. The form is titled 'New File Proposal Entry' and contains several input fields and buttons. Callout boxes point to specific fields:

- Agency Name**: Points to the 'Name of Agency/Institute/Person' field.
- State of Agency**: Points to the 'Select State' dropdown.
- Proposed Amount**: Points to the 'Proposed Amount (Plan)' field.
- File No**: Points to the '*Enter File No Here' field.
- BILL NO/Voucher No**: Points to the 'BILL/Voucher No' field.
- Voucher Date**: Points to the 'BILL/Voucher Date' field.
- Uploading Expenditure Bill Copy**: Points to the 'Upload Expenditure (Bill/Invoice)' section with a 'Browse...' button.

The form also includes a 'SUBMIT' button, a 'Reset' button, and a 'Click to Upload' button. The footer of the page indicates 'Best Viewed in Google chrome, Mozilla Firefox 15.0' and 'Copyright © 2016 - All Rights Reserved by MOEFCC'.

Screens for SENIOR OFFICERS

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



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