



User Manual

Indian Coast Guard

Budget Management System

BUDGET MODULE



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Prepared By : Intek Micro Systems Private Limited
E-131, 3rd Floor, Ganapati Bhawan
Mohammadpur, Opposite Bhikaji Cama Place
New Delhi - 110066



Version History

Change Record

Date	Author	Version	Change Reference
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Reviewers

Reviewers Name	Position
Mr. Naba Kishor Mohanty	Delivery Manager, Intek Micro systems Pvt Ltd



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1. Introduction

The Budget Management System is being envisioned for managing the budget under different sub heads among various ICG authorities and end users for online allocation and expenditure recording. The budget will be allocated by CGHQ and RHQ to the Units under the command and control based on requirements in different classification of Expenditure. This web application is being implemented on internet on secured ICG server.

1.1 Background

- As part of digitization, ICG intend to implement an effective system for tracking and timely utilization of fund allocated to ICG.
- Automate lifecycle of fund allocation, additional allocation, fund adjustment, fund utilization and contingent bill generation.
- All Stakeholders like Budget Section (CGHQ/RHQ/DHQ). Unit Users, LOGO, CO of Units can use web application on icg.net.in.

1.2 Benefits

- Automate lifecycle of Budget Management in ICG
- Real time data update on Budget allocation and fund utilization
- CDA parking facility and report generation online
- Digital data exchange for better accuracy
- Digital Records storage for faster and easy retrieval
- AD server authentication for security prospective
- Web portal for easy reference of Budget status information
- Role based application maintenance and access

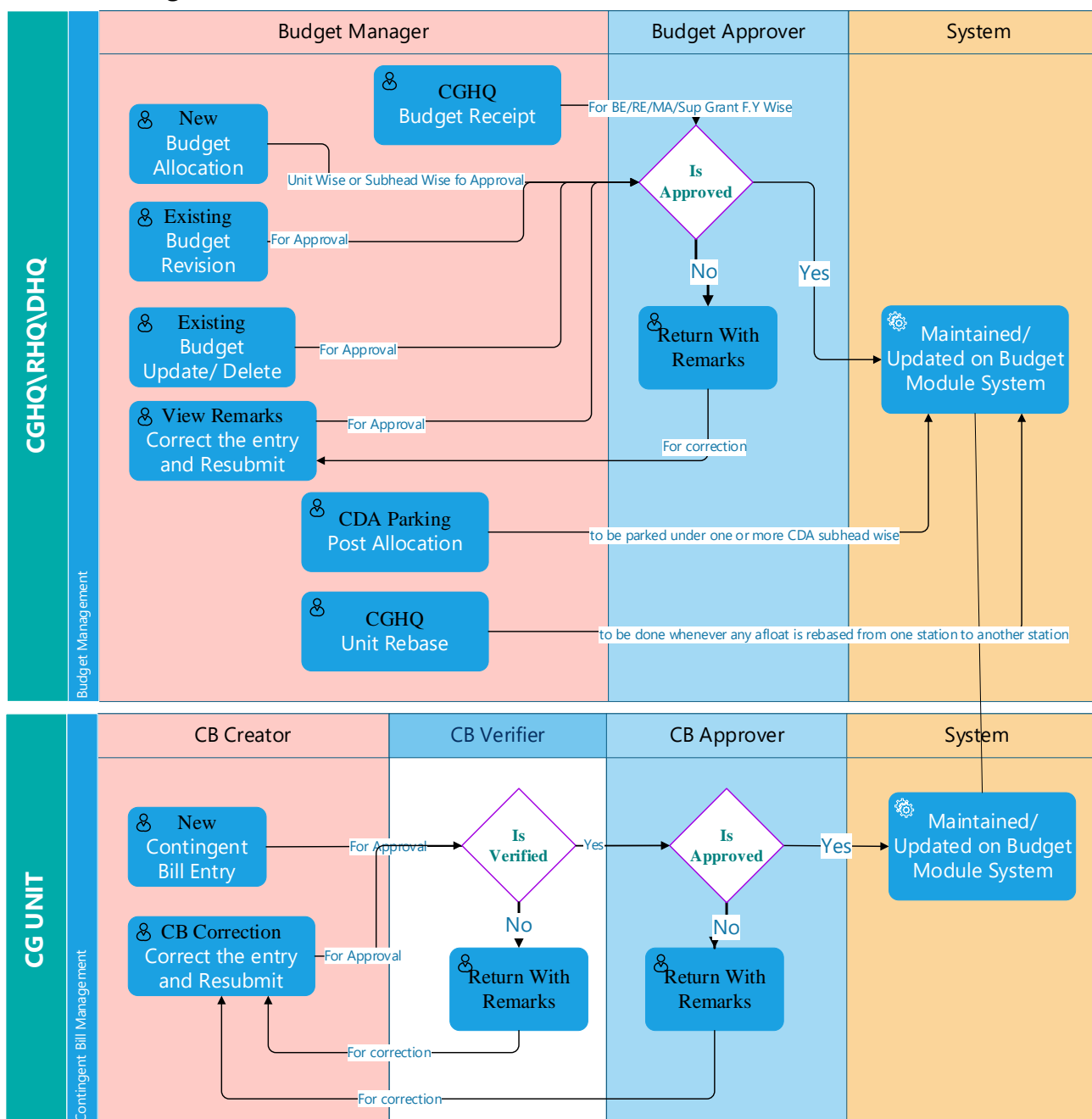
2. Budget Management Solution

The solution will perform the following functions:

- ✓ Login facilities to all users
- ✓ Provision to manage the member users
- ✓ Provision for budget receipt from MoD
- ✓ Provision for budget allocation
- ✓ Provision for budget revision
- ✓ Provision for budget allocation reports
- ✓ Provision for contingent bill entry/verification
- ✓ Provision for contingent bill approval
- ✓ Provision for Unit Rebase
- ✓ Provision for CDA Parking



2.1 BPMN Diagram





3. Functional & Non-Functional Specifications

(a) The system will provide the following functional features:

- i. System shall provide login facilities to all users
- ii. Provision to manage the members
- iii. Provision for budget receipt
- iv. Provision for budget allocation
- v. Provision for budget revision
- vi. Provision for budget allocation reports
- vii. Provision for contingent bill entry/verification
- viii. Provision for contingent bill approval
- ix. Provision for Unit Rebase
- x. Provision for CDA Parking

(b) The Budget Management system were designed to adhere the following non-functional requirements: -

- i. Design and Development of Budget Management system using the following technology.
 - Front end: Angular 9 or above
 - API Layer: Java REST-full services
 - Database: Oracle 12c
- ii. Hosting/Implementation of Budget Management system at icg.net.in and one year warranty.
- iii. SSL certificate valid for 01 year to be integrated with application
- iv. Security audit of the application from NIC empanelled vendor.
- v. AMC with onsite manpower for one year



4. Classification of Expenditure

The budget allocations are classified into various heads of accounts based on the nature of expenditure. The Coast Guard Budget is broadly classified under two major heads of account: -

- a) Major Head 2037 Minor Head 102(Revenue)- Preventive and other functions
- b) Major Head 4047 Minor Head 037(Capital Outlay on other fiscal service) (Customs)
- c) These two budget heads are divided into Sub-heads'. Details of the various items of expenditure which could be booked to each of the sub-heads are as follows: -
- d) Centrally Controlled Heads (CCHs). There are some subheads of account which expenditure of an obligatory nature like Salaries, Foreign travel and Medical Treatment which cannot be curbed. There are certain other heads like Acquisition of ships and vessels, Acquisition of aircraft and Major works including Land Acquisition which are more convenient to be controlled centrally at the CGHQ. These heads of accounts over which the subordinate formations do not exercise control are Centrally Controlled Heads.
- e) Locally Controlled Heads (LCHs). The sub-heads of account other than those listed as Centrally Controlled are Locally Controlled. These heads are given to local control formations. The subheads under this are: -

#	REVENUE HEAD	15-Digital code
1	Salaries	203700102060101
2	Rewards	203700102060105
3	Medical Treatment	203700102060106
4	Allowances	203700102060107
5	Leave Travel Expenses	203700102060108
6	Training Expenses	203700102060109
7	Domestic Travel Expenses	203700102060111
8	Foreign Travel Expenses	203700102060112
9	Office Expenses	203700102060113
10	Rent. Rates & Taxes for Land and Buildings	203700102060114
11	Printing and Publication	203700102060116
12	Rent for Others	203700102060118
13	Digital Equipment	203700102060119
14	Material and Supplies	203700102060121
15	Arms & Ammunitions	203700102060122



16	Fuels and Lubricants	203700102060124
17	Advertising & Publicity	203700102060126
18	Minor Civil and Electric Works	203700102060127
19	Professional Services	203700102060128
20	Repair and Maintenance	203700102060129
21	Secret Service Funds	203700102060141
22	Other Revenue Expenditure	203700102060149
#	CAPITAL HEAD	15-Digital code
1	Motor Vehicles	404700037010551
2	Machinery and Equipments	404700037010552
3	Information, Computer, Telecommunications (ICT) Equipment	404700037010571
4	Building & Structures	404700037010272
5	Infrastructural Assets	404700037010273
6	Furniture and Fixtures	404700037010574
7	Arms & Ammunition (Capital)	404700037010575
8	Other Fixed Assets	404700037010577
9	Land	404700037010278



5. Roles and Responsibilities

Role	Responsibilities	Menu
SysAdmin	<ul style="list-style-type: none"> • Manage UnitAdmin 	<ul style="list-style-type: none"> • Manage User
UnitAdmin	<ul style="list-style-type: none"> • Manage Unit User 	<ul style="list-style-type: none"> • Manage User
Budget Manager	<ul style="list-style-type: none"> • Receipt (only CGHQ) • Budget Allocation • Budget Revision • View Reports • CDA Parking • Unit Rebase • Unit Rebase Report • All Allocation 	<ul style="list-style-type: none"> • Dashboard • Inbox • Outbox • Approved • Archive • Budget <ul style="list-style-type: none"> ○ Receipt (<ul style="list-style-type: none"> ▪ Unit wise ▪ Subhead Wise ○ New Allocation ○ Revision • Reports <ul style="list-style-type: none"> ○ Allocation ○ CDA Parking ○ Unit rebase • CDA Parking • Unit Rebase • All Allocation
Budget Approver	<ul style="list-style-type: none"> • Budget Allocation Approval • View Reports • 	<ul style="list-style-type: none"> • Dashboard • Inbox • Outbox • Approved • Archive • Reports <ul style="list-style-type: none"> ○ Allocation ○ CDA Parking ○ Unit rebase
CB Creator	<ul style="list-style-type: none"> • CDA Parking • Contingent bill entry • View Reports 	<ul style="list-style-type: none"> • Dashboard • Inbox • Outbox • Approved • Archive • New Contingent Bill •
CB Verifier	<ul style="list-style-type: none"> • Contingent bill Verification • View Reports 	<ul style="list-style-type: none"> • Dashboard • Inbox • Outbox



		<ul style="list-style-type: none">• Approved• Archive
CB Approver	<ul style="list-style-type: none">• Contingent bill Approval• View Reports	<ul style="list-style-type: none">• Dashboard• Inbox• Outbox• Approved• Archive



6. Functions of Budget Management System

The BMS is designed with the following key functional features and the same is explained in detail in the subsequent chapter of this document.

- (a) Login through authentication
- (b) Manage the members/users
- (c) Budget Receipt
- (d) Budget Allocation
- (e) Budget Revision
- (f) Budget Allocation Approval
- (g) Budget Allocation Reports
- (h) Contingent bill entry/verification
- (i) Contingent bill approval
- (j) Dashboard to view Budget Status
- (k) Unit Rebase
- (l) CDA Parking

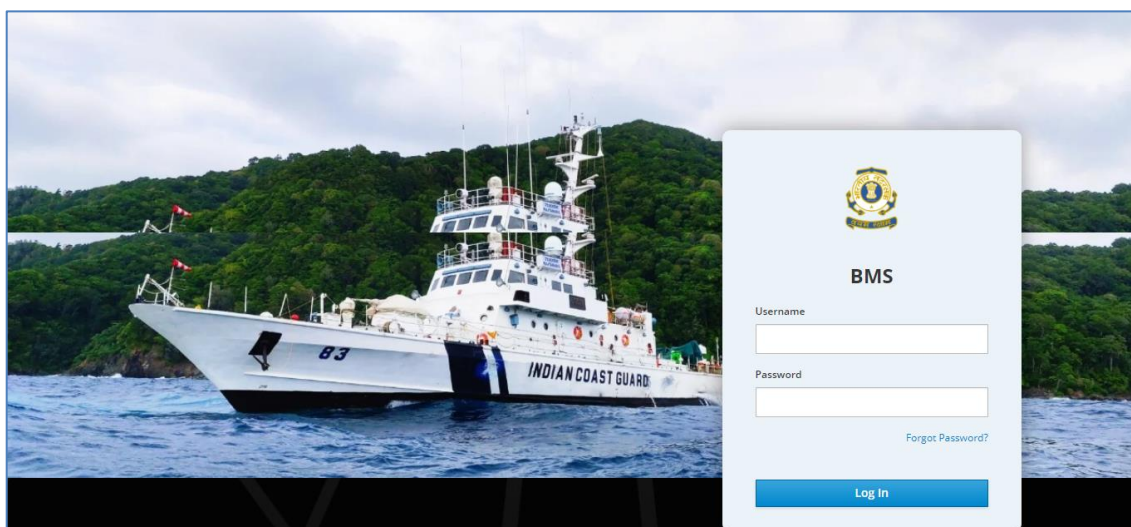


7. Login through authentication

7.1 Pre-requisite to Login

To access ICG.Net Application kindly follow below steps

1. Go to URL: [https:// https://icg.net.in/](https://https://icg.net.in/)
2. Select the application from Icons of Applications links on launch pad
3. Enter your BMS Credentials for login as shown below:
 - ✓ Enter User Name
 - ✓ Enter Password
 - ✓ Click on Log In Button





7.2 Home Page

The default home page for all the roles is dashboard as shown below: -

Budget Manager
D(Budget)

Dashboard

Inbox

Outbox

Approved

Archive

Budget

Report

Unit Rebase

All Allocation

BMS | Budget Management System

Shriom-U/ADH(WTR)

Dashboard

Home

Filter Data Unit Wise

Financial Year

Unit

Sub Head Type

Allocation Type

2023-24 x

ADG(P) x

Charged x

BE5 x

Search

Subhead Wise Expenditure

Unit Wise Expenditure

Unit Wise Expenditure

Sr. No.	Unit	F.Y.	Sub Head	Allocated	Expenditure	Balance	Last CB Date
1	ADG(P)	2023-24	Salaries(Charged)[0/041/01]	0.0000	0.0000	0	
2	ADG(P)	2023-24	Wages(Charged)[0/041/02]	0.0000	0.0000	0	
3	ADG(P)	2023-24	Allowances(Charged)[0/041/03]	0.0000	0.0000	0	
4	ADG(P)	2023-24	Domestic Travel Expenses(Charged)[0/041/04]	0.0000	0.0000	0	
5	ADG(P)	2023-24	Foreign Travel Expenses(Charged)[0/041/05]	0.0000	0.0000	0	
6	ADG(P)	2023-24	Office Expenses(Charged)[0/041/06]	0.0000	0.0000	0	
7	ADG(P)	2023-24	Rent, Rates & Taxes for Land and Buildings(Charged)[0/041/07]	0.0000	0.0000	0	
8	ADG(P)	2023-24	Printing and Publication(Charged)[0/041/08]	0.0000	0.0000	0	
9	ADG(P)	2023-24	Material and Supplies(Charged)[0/041/09]	0.0000	0.0000	0	
10	ADG(P)	2023-24	Fuels and Lubricants(Charged)[0/041/10]	0.0000	0.0000	0	
11	ADG(P)	2023-24	Advertising & Publicity(Charged)[0/041/11]	0.0000	0.0000	0	
12	ADG(P)	2023-24	Minor Civil and Electric Works(Charged)[0/041/12]	0.0000	0.0000	0	
13	ADG(P)	2023-24	Professional Services(Charged)[0/041/13]	0.0000	0.0000	0	
14	ADG(P)	2023-24	Training Expenses(Charged)[0/041/14]	0.0000	0.0000	0	
15	ADG(P)	2023-24	Medical Treatment(Charged)[0/041/16]	0.0000	0.0000	0	

Showing 1 to 10 of 57 entries

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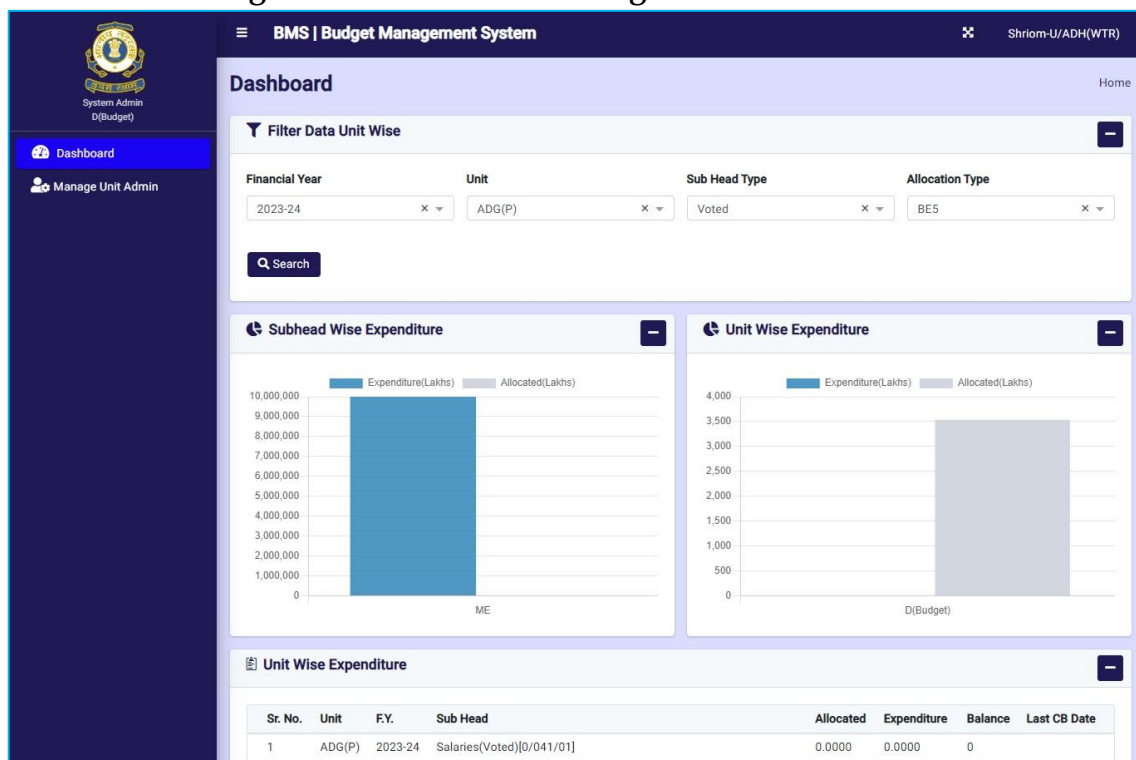
1. The data on shown like unit wise, subhead wise of budget allocation
2. Similarly, unit wise. subhead wise expenditure and balance
3. The data shown as per the parameter selected of unit and sub head



8. Manage the members/users

8.1 Pre-requisite for Manage Users

1. Logged into the system successfully
2. User should have the Sysadmin or Unit Admin role permission
3. Select “Manage Unit Admin” or “Manage User Roles” Menu





8.2 Manage Unit Admin

System Admin
D(Budget)

Dashboard

Manage Unit Admin

BMS | Budget Management System

Shriom-U/ADH(WTR)

User Management

Home / Manage User

Manage Unit Admin

Units

CG P.No.

User Name

Rank

Role

From Date

To Date

Save

Users Details

Search by P.No.

Sr. No.	Unit	Rank	User Name	P.No.	From Date	To Date	Role	Status	Action
1	D(IT)	P/ADH(AR)	Rakesh Yadav	03720-L	2023-05-29		Unit Admin	Activated	Deactivate
2	RHQ(W)	Inspector General (GD)	Manoj Vasant Baadkar	0173-Q	2023-05-10		Unit Admin	Activated	Deactivate
3	RHQ(NW)	Civ MTD (OG)	Maresh Kumar Yadav	02113	2023-05-09		Unit Admin	Activated	Deactivate
4	RHQ(NE)	Commandant(JG) (TECH)	Charan B Sai	4145-S	2023-05-11		Unit Admin	Activated	Deactivate
5	D(Ops)	P/ADH(RP)	Raj Tilak	02576-L	2023-06-01		Unit Admin	Activated	Deactivate
6	CGAIS(Goa)	PSE(AL)	Yogeshwar Sharma	07853-Y	2023-05-03		Unit Admin	Activated	Deactivate
7	Sarang	P/NVK(RP)	Deepu A	11482-W	2023-05-10	2023-05-10	Unit Admin	Activated	Deactivate
8	RHQ(E)	Deputy Inspector General (TECH)	Prajapati Thakur	4102-V	2023-04-01		Unit Admin	Activated	Deactivate
9	DHQ-11	Steno 'D'	Jyoti	02097	2023-05-10		Unit Admin	Activated	Deactivate
10	CGHQ	Commandant (GD)	SJ Shahapurkar	0704-X	2023-05-02	2023-05-12	Unit Admin	Activated	Deactivate

Previous

1

2

Next

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1. This manage unit admin functionality has been done by Sysadmin
2. The list of all Unit Admin is shown on screen, user can search and select the Unit Admin and deactivate by adding the to date.
3. The new user can be added by selecting Unit, CG No and from Date then assign role to the selected person
4. Save the data of user management by clicking save button.



8.3 Manage Unit Users Roles

BMS | Budget Management System Shriom-U/ADH(WTR)

User Management

Home / Manage User

Manage User

CG PNo. User Name Rank

Role From Date To Date

Save

Users Details Search by PNo.

Sr. No.	Unit	Rank	User Name	PNo.	From Date	To Date	Role	Status	Action
1	D(Budget)	U/ADH(WTR)	Shriom	04611-L	2023-05-03	2023-05-09	Budget Manager	Activated	Deactivate
2	D(Budget)	U/ADH(WTR)	Shriom	04611-L	2023-05-03	2023-05-09	Budget Approver	Activated	Deactivate
3	D(Budget)	U/ADH(WTR)	Shriom	04611-L	2023-05-03	2023-05-09	CB Creator	Activated	Deactivate
4	D(Budget)	U/ADH(WTR)	Shriom	04611-L	2023-05-03	2023-05-09	CB Approver	Activated	Deactivate
5	D(Budget)	U/ADH(WTR)	Shriom	04611-L	2023-05-03	2023-05-09	CB Verifier	Activated	Deactivate

« Previous **1** Next »

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1. This manage Unit User functionality has been done by Unit Admin
2. The list of all Unit Users is shown on screen, user can search and select the User and deactivate by adding the to date.
3. The new user can be added by selecting CG No and from Date then Select Role to the person
4. Save the data of user management by clicking save button.



9. Budget Receipt

9.1 Pre-requisite for Receipt Users

1. Logged into the system successfully
2. User should have the role permission of Budget Manager - CGHQ
3. Select "Budget => Receipt" Menu

9.2 Budget Receipt Data Entry

The screenshot displays the BMS Budget Management System interface. The left sidebar contains navigation options: Dashboard, Inbox, Outbox, Approved, Archive, Budget (selected), Receipt (highlighted), Allocation Unit Wise, Allocation Subhead Wise, and Revision. The main content area is titled "Budget Receipt" and includes a breadcrumb "Home / Budget Receipt".

The "Budget Receipt" form contains the following fields and sections:

- Financial Year:** 2023-24
- Major Head:** 2037
- Minor Head:** 102
- Rupees in:** Crore
- Remarks:** Enter Remarks
- Subhead Type:** Voted
- Allocation Type:** BE

The main table lists the following items:

Sr.No.	Sub Head	Amount
1	Salaries(Voted)[0/041/01]	500.0000
2	Wages(Voted)[0/041/02]	1000.0000
3	Allowances(Voted)[0/041/03]	500.0000
4	Domestic Travel Expenses(Voted)[0/041/04]	500.0000
5	Foreign Travel Expenses(Voted)[0/041/05]	5000.0000
6	Office Expenses(Voted)[0/041/06]	5000.0000
7	Rent, Rates & Taxes for Land and Buildings(Voted)[0/041/07]	1000.0000
8	Printing and Publication(Voted)[0/041/08]	1000.0000
9	Material and Supplies(Voted)[0/041/09]	5000.0000
Total		= 19,500.0

Below the table, there is a section for "Add Row" with fields for Auth Unit (MOD), Authority (MOD), Authority Date (01-06-2023), Remark (MOD), and Document Name (All). Buttons for "Add Row", "Save", "View", "Edit", and "Delete" are present.

The "View Receipt" section at the bottom shows a table of existing receipts:

Sr. No.	F.Y.	Sub Head	Amount(in Crore)	Remarks	Action
1	2023-24	Land(Voted)[0/042/02]	BE5 390.0000		View Edit
2	2023-24	Machinery and Equipments (Voted)[0/042/04]	BE5 0.0000		View Edit

1. This data entry of budget receipt functionality has been done by Budget Manager of CGHQ
2. The budget from Govt by MoD will be given in different times during the financial under different type in various subhead.
3. The respective data pertained to receipt is entered into system for further accounting.
4. The existing Receipt if any were shown on table at bottom for reference, the same can be filtered and checked as per requirement.
5. Step-1: The current Financial Year, Major Head, Minor Head, Subhead Type, Allocation Type and remarks if any were entered first.



6. Step-2: Accordingly, the subhead is shown table, where the amount of receipt for each head were entered
7. Step-3: The details of authority for receipt from MoD like Authority Letter No. and Date also entered. Multiple documents can be added by adding rows in the authority document table.
8. Step-4: The authority document is also browsed and uploaded into the system.
9. Step-5: Save the data of budget receipt by clicking save button.
10. The receipt data in a group of different subheads as entered will forwarded as work flow item for approval of Budget Approver. Necessary trigger will be initiated and shown on Inbox of Approver.

9.3 Budget Receipt Inbox - Approver

BMS | Budget Management System Shriom-U/ADH(WTR)

Inbox Home / Inbox

S.No.	Type	Created Date & Time	Unit/SubHead	Status	Action
1	Budget Allocation	2023-05-29 12:46:53	Dte. of Operations	Pending	View
2	Budget Receipt	2023-05-29 12:45:42		Pending	View

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1. This approval of budget receipt functionality has been done by Budget Approver of CGHQ
2. The work flow item of Receipt is shown on Inbox of Budget Approver as above
3. The Approver will click and do action like view receipt details and authority document and then finally approve it. The details of receipt will be same as data entry of receipt.
4. Once approved, the receipt will be effective in the system for all accounting
5. The approved receipt work flow item will be moved to Approved Menu for reference.



9.4 Budget Receipt Approved

S.No.	Type	Created Date & Time	Unit/SubHead	Status	Action
1	Budget Receipt	2023-06-02 16:30:57		Fully Approved	View Auth Doc
2	Budget Allocation	2023-06-02 11:33:33	CGRHQ(NE), Kolkata	Fully Approved	View Auth Doc
3	Budget Allocation	2023-06-01 12:44:48	Dte. of Operations	Fully Approved	View Auth Doc
4	Budget Receipt	2023-06-01 11:46:19		Fully Approved	View Auth Doc

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- The approved receipt work flow item will be shown in the Approved Menu of Budget Manager as well as Budget Approver for reference.
- The Approver will click and do action like view receipt details and authority document. The details of receipt will be same as data entry of receipt

10. Budget Allocation

10.1 Pre-requisite for Allocation Users

1. Logged into the system successfully
2. User should have the role permission of Budget Manager – CGHQ/RHQs/DHQs
3. **Select** “Budget => Allocation Unit Wise” or Allocation Subhead Wise

10.2 Budget Allocation Unit Wise

Sr. No.	F.Y.	Unit	Allocation Type	Sub Head	Amount (in Crore)	Action
1	2023-24	Dte. Information Technology	Budget Estimates	Salaries(Charged)[0/041/01]	200.0000	Delete
2	2023-24	Dte. Information Technology	Budget Estimates	Allowances(Charged)[0/041/03]	200.0000	Delete
3	2023-24	Dte. Information Technology	Budget Estimates	Foreign Travel Expenses(Charged)[0/041/05]	250.0000	Delete

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1. This data entry of budget allocation functionality is to be done by Budget Manager of CGHQ/RHQs/DHQs.
2. Step-1: The current Financial Year, To Unit, Allocation Type, Subhead Type, Major Head, Minor Head, Rupees in and remarks if any were entered first.
3. Step-2: Accordingly, the subhead is shown table, where the amount of allocation for each head were entered
4. Step-3: The details of authority for allocation like Authority Letter No. and Date also entered. Multiple documents can be added by adding rows in the authority document table.
5. Step-4: The authority document is also browsed and uploaded into the system.
6. Step-5: Save the data of budget allocation by clicking save button.
7. Step-6: Repeat Step-1 and 2 for another to unit
8. Step-7: Save the data of budget allocation finally by clicking Submit button.
9. The allocation data in a group of different subheads as entered will forwarded as work flow item for approval of respective Budget Approver. Necessary trigger will be initiated and shown on Inbox of Approver.

10.3 Budget Allocation Subhead Wise

BMS | Budget Management System Shriom-U/ADH(WTR)

Budget Allocation Subhead Wise

Home / Budget Allocation

Budget Allocation Subhead Wise

Financial Year: 2023-24 x Sub Head: Wages(Charged)[0/041/02] x

Major Head: 2037 Minor Head: 00102

Allocation Type: Fund Available Budget: Budget ... x Fund Available: 10000000000

Rupees in: Crore x Remarks: Enter Remarks

Save

Unit	Amount	Action
Select To Unit	Please Enter Amount	Delete
Select To Unit	Please Enter Amount	Delete
Select To Unit	Please Enter Amount	Delete
Select To Unit	Please Enter Amount	Delete

Add Row

F.Y.	Unit	Sub Head	Allocation Type	Amount (Crore)
2023-24	CGRHQ(W) Mumbai	Wages(Charged)[0/041/02]	Budget Estimates	500.0000

Delete **Submit**

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1. This data entry of budget allocation functionality is to be done by Budget Manager of CGHQ/RHQs/DHQs.
2. Step-1: The current Financial Year, Sub Head, Allocation Type, Rupees in and remarks if any were entered first.



3. Step-2: The units under allocation unit is shown drop down, select one by one on each row and the amount of allocation for each unit were entered
4. Step-3: The details of authority for allocation like Authority Letter No. and Date also entered. Multiple documents can be added by adding rows in the authority document table.
5. Step-4: The authority document is also browsed and uploaded into the system.
6. Step-5: Save the data of budget allocation by clicking save button.
7. Step-6: Repeat Step-1 and 2 for another Subhead
8. Step-7: Save the data of budget allocation finally by clicking Submit button.
9. The allocation data in a group of different units as entered will forwarded as work flow item for approval of respective Budget Approver. Necessary trigger will be initiated and shown on Inbox of Approver.

10.4 Budget Allocation CDA Parking

CDA	Amount (in Crore)	Withdrawal (in Crore)
CDA(N/CG) NEW DELHI	500	200
PCDA(N) MUMBAI	500	100

1. This data entry of CDA Parking functionality is to be done by Budget Manager of CGHQ/RHQs/DHQs.
2. Post Budget Allocation, the CDA Parking being done by selecting Subhead on the table and popup will be shown with table to add multiple CDAs for the desired amount.
3. Save the CDA Parking of budget by clicking Submit button.
4. Similarly for all the subhead of the unit for which the allocation is being done is carried out one by one.



10. Budget Revision

11.1 Pre-requisite for Budget Revision Users

1. Logged into the system successfully
2. User should have the role permission of Budget Manager – CGHQ/RHQs/DHQs
3. Select “Budget => Revision” Menu

BMS | Budget Management System Shriom-U/ADH(WTR)

Budget Revision

Home / Budget Revision

Budget Revision

Financial Year 2023-24 **Allocation Type** Budget Estimates

Major Head 2037 **Sub Head Type** Charged

Sub Head Salaries(Charged)[0/041/01] **Minor Head** 00102

Available Fund 6000000000.0000 **Additional/Withdrawal** 0.0000

Balance Fund 6000000000.0000 **Rupees in** Crore

Remarks

All	F.Y.	Unit	Sub Head	Bud. Type	Allocated(In Crore)	Additional/Withdrawal (In Crore)	Revised (In Crore)
<input type="checkbox"/>	2023-24	D(Budget)	Salaries(Charged) [0/041/01]	Budget Estimates	1000.0000	-100.0000	1000.0000
<input type="checkbox"/>	2023-24	Dte. Information Technology	Salaries(Charged) [0/041/01]	Budget Estimates	200.0000	100.0000	300.0000

Delete **Submit**

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11.2 Budget Revision Entry

The screenshot shows the 'Budget Revision' entry form in the BMS Budget Management System. The interface includes a sidebar with navigation options like Dashboard, Inbox, Outbox, Approved, Archive, Budget, Receipt, Allocation Unit Wise, Allocation Subhead Wise, Revision, Budget Allocation Report, CDA Parking Report, Unit Rebase, All Allocation, and Unit Rebase Report. The main form area is titled 'Budget Revision' and contains several input fields and a table.

Budget Revision Form Fields:

- Financial Year:** 2023-24
- Allocation Type:** Budget Estimates
- Major Head:** 2037
- Sub Head Type:** Charged
- Sub Head:** Salaries(Charged)[0/041/01]
- Minor Head:** 00102
- Available Fund:** 6000000000.0000
- Additional/Withdrawal:** 100.0000
- Balance Fund:** 5000000000.0000
- Rupees in:** Crore
- Remarks:** (Text area with an 'Add' button)

Table:

Unit	Allocated	Additional/Withdrawal (in Crore)	Revised (in Crore)
D(Budget)	800.0000	-100.0000	700.0000
Dte. Information Technology	200.0000	100.0000	300.0000
Total (in Crore)	1000.0000	0	1000.0000

Below the table is a 'CDA Details' button and a 'Delete' button. At the bottom, there is a 'Submit' button and a footer with copyright information: 'Copyright © 2022-2023 Indian Coast Guard. All rights reserved.' and 'Version 1.0.0'.

1. This data entry of budget revision functionality is to be done by Budget Manager of CGHQ/RHQs/DHQs.
2. Step-1: The current Financial Year, Allocation Type, Sub Head Type, Major Head Minor Head, Sub Head, Rupees in and remarks if any were entered first.
3. Step-2: The units under allocation unit is shown in table with existing allocation, edit one by one row and enter the amount of revised amount for each unit.
4. Step-3: The details of authority for revision like Authority Letter No. and Date also entered. Multiple documents can be added by adding rows in the authority document table.
5. Step-4: The authority document is also browsed and uploaded into the system.
6. Step-5: Save the data of budget revision by clicking save button.
7. Step-6: Repeat Step-1 and 2 for another Subhead
8. Step-7: Save the data of budget revision finally by clicking Submit button.
9. The revised data in a group of different units as entered will forwarded as work flow item for approval of respective Budget Approver. Necessary trigger will be initiated and shown on Inbox of Approver.



11.3 Budget Revision Approval

The screenshot displays the 'Revision Approval' page within the 'BMS | Budget Management System'. The interface includes a sidebar with navigation options like Dashboard, Inbox, Outbox, Approved, Archive, Budget Allocation Report, CDA Parking Report, Unit Rebase, All Allocation, and Unit Rebase Report. The main content area shows the 'Revision Approval' form with fields for Financial Year (2023-24), Sub Head (Salaries(Charged)[0/041/01]), Major Head (2037), Minor Head (00102), Allocation Type (Budget Estimates), and Remarks (CGHQ to RHQ). Below these fields is a table showing the revision details:

F.Y.	Unit	Sub Head	Type	Allocated (Crore)	Additional/Withdrawal (Crore)	Revised (Crore)
2023-24	D(Budget)	Salaries(Charged)[0/041/01]	Budget Estimates	1000.0000	-100.0000	900.0000
2023-24	Dte. Information Technology	Salaries(Charged)[0/041/01]	Budget Estimates	200.0000	100.0000	300.0000

Below the table are 'Approve' and 'Return' buttons. At the bottom, there is a 'Previous Revisions' section with a similar table structure. The footer indicates 'Copyright © 2022-2023 Indian Coast Guard. All rights reserved.' and 'Version 1.0.0'.

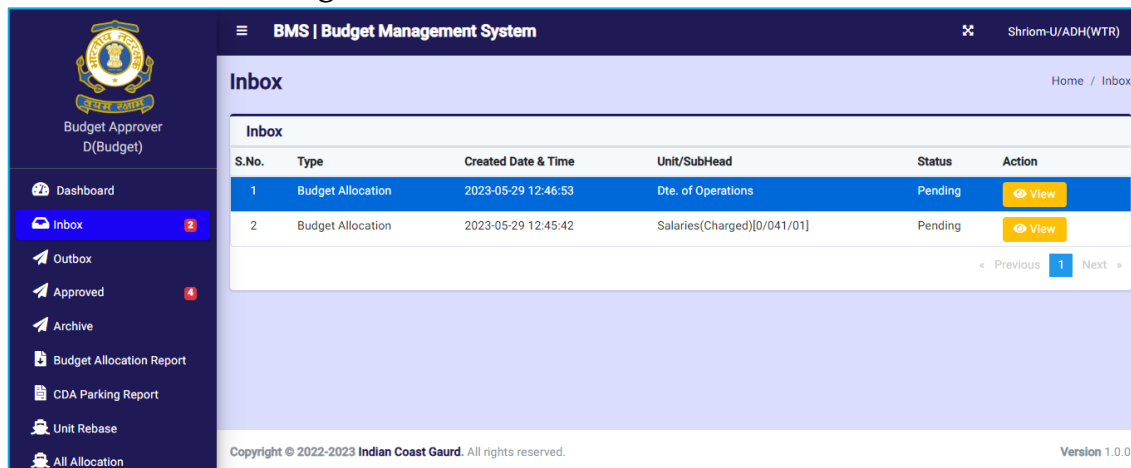
1. This approval of budget revision functionality has been done by Budget Approver of CGHQ/RHQs/DHQs
2. The work flow item of revision is shown on Inbox of Budget Approver
3. The Approver will click and do action like view revision details as above and authority document and then finally approve it.
4. Once approved, the revision will be effective in the system for all accounting
5. The approved revision work flow item will be moved to Approved Menu for reference.
6. The return to manager for any clarification with remarks will be send Inbox of respective manager for resubmission.



11. Budget Allocation Approval

12.1 Pre-requisite for Budget Approver Users

1. Logged into the system successfully
2. User should have the role permission of Budget Approver – CGHQ/RHQs/DHQs
3. Select “Inbox => Budget Allocation” Workflow Item Action



4. This approval of budget allocation functionality has been done by respective Budget Approver of CGHQ/RHQs/DHQs
5. The work flow item of allocation is shown on Inbox of Budget Approver as above
6. The Approver will click and do action like view allocation details and authority document and then finally approve it. The details of allocation will be same as data entry of allocation.
7. Once approved, the allocation will be effective in the system for all accounting
8. The approved allocation work flow item will be moved to Approved Menu for reference.
9. The return to manager for any clarification with remarks will be send Inbox of respective manager for resubmission



12.2 Budget Allocation Approved

BMS | Budget Management System Shriom-U/ADH(WTR)

Home / Approved

Approved Search Requests

S.No.	Type	Created Date & Time	Unit/SubHead	Status	Action
1	Budget Receipt	2023-06-02 16:30:57		Fully Approved	View Auth Doc
2	Budget Allocation	2023-06-02 11:33:33	CGRHQ(NE), Kolkata	Fully Approved	View Auth Doc
3	Budget Allocation	2023-06-01 12:44:48	Dte. of Operations	Fully Approved	View Auth Doc
4	Budget Receipt	2023-06-01 11:46:19		Fully Approved	View Auth Doc

« Previous 1 Next »

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1. The approved allocation work flow item will be shown in the Approved Menu of Budget Manager as well as Budget Approver for reference.
2. The Approver will click and do action like view allocation details and authority document.
3. The details of allocation will be same as shown below along with view CDA Parking details.

BMS | Budget Management System Shriom-U/ADH(WTR)

Home /

Budget

Sr. No.	F.Y.	To Unit	Sub Head	Type	Allocated Fund	CDA Details
1	2023-24	CG Land and Works	Salaries(Voted)[0/041/01]	BE	0.0000 Crore	View CDA Info
2	2023-24	CGES	Salaries(Voted)[0/041/01]	BE	0.0000 Crore	View CDA Info
3	2023-24	CGHQ New Delhi	Salaries(Voted)[0/041/01]	BE	0.0000 Crore	View CDA Info
4	2023-24	CGRHQ(A&N), Port Blair	Salaries(Voted)[0/041/01]	BE	0.0000 Crore	View CDA Info
5	2023-24	CGRHQ(E) Chennai	Salaries(Voted)[0/041/01]	BE	0.0000 Crore	View CDA Info
6	2023-24	CGRHQ(NE), Kolkata	Salaries(Voted)[0/041/01]	BE	0.0000 Crore	View CDA Info
7	2023-24	CGRHQ(NW) Gandhinagar	Salaries(Voted)[0/041/01]	BE	0.0000 Crore	View CDA Info
8	2023-24	CGRHQ(W) Mumbai	Salaries(Voted)[0/041/01]	BE	200.0000 Crore	View CDA Info
9	2023-24	CGWS	Salaries(Voted)[0/041/01]	BE	0.0000 Crore	View CDA Info
10	2023-24	Coast Guard Selection Board Noida	Salaries(Voted)[0/041/01]	BE	0.0000 Crore	View CDA Info
11	2023-24	DDG(Policy & Plans) Secretariat	Salaries(Voted)[0/041/01]	BE	0.0000 Crore	View CDA Info
12	2023-24	Directorate of Administration	Salaries(Voted)[0/041/01]	BE	0.0000 Crore	View CDA Info
13	2023-24	Directorate of Air Material	Salaries(Voted)[0/041/01]	BE	0.0000 Crore	View CDA Info
14	2023-24	Directorate of Air Staff	Salaries(Voted)[0/041/01]	BE	0.0000 Crore	View CDA Info
15	2023-24	Directorate of Financial Management Cell	Salaries(Voted)[0/041/01]	BE	0.0000 Crore	View CDA Info

—Select Report Type— [Download](#)

« Previous 1 2 Next »

Approve/Return Remarks
Approved

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12. Reports

13.1 Budget Allocation Reports

1. Logged into the system successfully
2. User should have the role permission of Budget Allocation Report
3. Select “Report => Budget Allocation Report” menu

The screenshot displays the BMS | Budget Management System interface. On the left is a dark sidebar with a navigation menu including Dashboard, Inbox, Outbox, Approved, Archive, Budget, and Report. The 'Report' menu is expanded, showing options like Budget Allocation Report, CDA Parking Report, Unit Rebase Report, and All Allocation. The main content area is titled 'Budget Allocation Report' and contains a form with the following fields: Financial Year (2023-24), Rupees in (Select Amount Unit), Report Type (Allocation Report), and AllocationType (Select Allocation Type). A 'Download Report' button is located below the form. At the bottom of the page, it states 'Developed and Maintained By Intek Micro | Support | Copyrights © 2023 Indian Coast Guard. All rights reserved.' and 'Version 1.0.0 Build 20230526'.

4. The report generated unit wise, subhead wise of budget allocation
5. The report type can also be selected like BE, Revised, RE and Revised RE.
6. The data shown as per the parameter selected of unit and sub head
7. The scope of data accesses as per hierarchy in ICG organization, like admin unit can view budget allocation of lower formation under the command control

13.2 CDA Parking Report

1. Logged into the system successfully
2. User should have the role permission of CDA Parking Report
3. Select “Report => CDA Parking Report” menu



Budget Manager
D(Budget)

Outbox

Approved

Archive

Budget

Report

Budget Allocation Report

CDA Parking Report

Unit Rebase Report

Unit Rebase

All Allocation

BMS | Budget Management System

Shriom-U/ADH(WTR)

View CDA Parking Report

Home / CDA Parking Report

CDA Parking Report

Financial Year *
2023-24

Rupees In *
Crore

Allocation Type *
BE

Sub Head Type
Voted

Major Head *
2037

CDA *
All CDA

Report Type *

Search

View Report

Sub Head	AAO(N/CG) PORBANDAR	AO(N)CHENNAI	AO(N)KOLKATA	AO(N)VIZAG	CDA BANGALORE	CDA CHENNAI	CDA IDS NEW DELHI/JCDA(N)POR T BLAIR	CDA PATNA	CDA SECUNDERA
Salaries(Voted) [0/041/01]	0.0	120.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Wages(Voted) [0/041/02]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Allowances(Voted) [0/041/03]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Domestic Travel Expenses(Voted) [0/041/04]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Foreign Travel Expenses(Voted) [0/041/05]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Office Expenses(Voted) [0/041/06]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Rent, Rates & Taxes for Land and Buildings(Voted) [0/041/07]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Printing and Publication(Voted) [0/041/08]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Material and Supplies(Voted) [0/041/09]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Fuels and Lubricants(Voted) [0/041/10]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Advertising & Publicity(Voted) [0/041/11]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Minor Civil and Electric Works(Voted) [0/041/12]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Professional Services(Voted) [0/041/13]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Training Expenses(Voted) [0/041/14]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Medical Treatment(Voted) [0/041/16]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Secret Service Expenditure(Voted) [0/041/17]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Rent for others(Voted) [0/041/18]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Repair & Maintenance(Voted) [0/041/19]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Leave Travel Expenses(Voted) [0/041/21]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Digital Equipment(Voted) [0/041/22]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Arms & Ammunitions(Voted) [0/041/23]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Other Revenue Expenditure(Voted) [0/041/24]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Rewards(Voted) [0/041/25]	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

Download

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4. The above list generated unit wise, subhead wise of CDA Parking
5. The report type can also be selected like unit wise, CDA wise and subhead wise
6. The data shown as per the parameter selected of unit, CDA and sub head
7. The scope of data accesses as per hierarchy in ICG organization, like admin unit can view CDA parking of lower formation under the command control

13.3 Unit Rebase Report

1. Logged into the system successfully
2. User should have the role permission of Unit Rebase Report
3. Select “**Report => Unit Rebase Report**” menu

4. The report generated on from date and to date parameters of rebase occurrence date
5. The details like Unit, RHQ, Station, Date of Rebase will be header of report for each rebase occurrence
6. The fund balance like Financial Year, Sub Head, Code head, Allocated, Expenditure, Balance and Last CB Date
7. The scope of data accesses as per hierarchy in ICG organization, like admin unit can view budget allocation of lower formation under the command control



13. Contingent bill entry/verification

14.1 Pre-requisite for CB Users

1. Logged into the system successfully
2. User should have the role permission of CB Creator/Verifier/Approver
3. Select “New Contingent Bill” Menu

14.2 Contingent Bill Entry

BMS | Budget Management System Shriom-U/ADH(WTR)

Contingent Bill Entry Home / Contingent Bill Entry

New Contingent Bill

Financial Year: 2023-24 Major Head: Select Major Head Sub Head Type: Select Amount Unit Sub Head: Select Sub Head

CB Unit: D(Budget) Minor Head: Select Minor Head Budget Alloted: 10000000000.0000 CB Amount: Enter Amount Withdraw Amount

GST in %: 5 Progressive Expenditure Including This Bill: 1000000 Balance Fund: 9999000000 CB No.: Enter CB Number

CB Date: dd-mm-yyyy Sanction Unit: D(Budget) Sanction: Enter Remarks Sanction Date: dd-mm-yyyy

Sanction File: Choose Browse Upload View Firm Name: Enter Firm Name Invoice Number: Enter Invoice Number Invoice Date: dd-mm-yyyy

Invoice Upload: Choose Browse Upload View File Number: Enter File Number File Date: dd-mm-yyyy On Account Of: Quarterly payment(3rd Qtr) towards hiring of

Authority Details: S1.10.1 of Schedule-10 of DFPCG-2017 vide Govt. of India, Ministry Return Remarks: Return Remarks Update CB Save CB

All	F.Y.	CB Unit	Sub Head	CB No.	Amount	CB Date	Status	Ink Sign
<input type="checkbox"/>	2023-24	D(Budget)	Foreign Travel Expenses(Charged) [0/04/05]	D(Budget)/CB/FT/1/2023-24	1000000	2023-05-29	Pending for Submission	<input type="button" value="View"/>

Submit

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1. This data entry of Contingent Bill functionality is to be done by CB Creator of all Budget Utilizing units of ICG.
2. Step-1: The current Financial Year, Subhead Type, Major Head, Minor Head, CB Amount were entered first.
3. Step-2: Accordingly, the sanction letter and invoice bill details were entered
4. Step-3: The sanction letter and invoice bill are also browsed and uploaded into the system.
5. Step-4: Save the data of Contingent Bill by clicking save button.
6. The Contingent Bill as entered will be forwarded as work flow item for verification of respective CB Verifier. Necessary trigger will be initiated and shown on Inbox of verifier.



14.3 Contingent Bill Verification

The screenshot displays the BMS | Budget Management System interface. The left sidebar shows the user role as 'CB Verifier D(Budget)' and navigation options: Dashboard, Inbox (highlighted with a red notification badge), Outbox, Approved, and Archive. The main content area is titled 'Inbox' and shows a table with one entry:

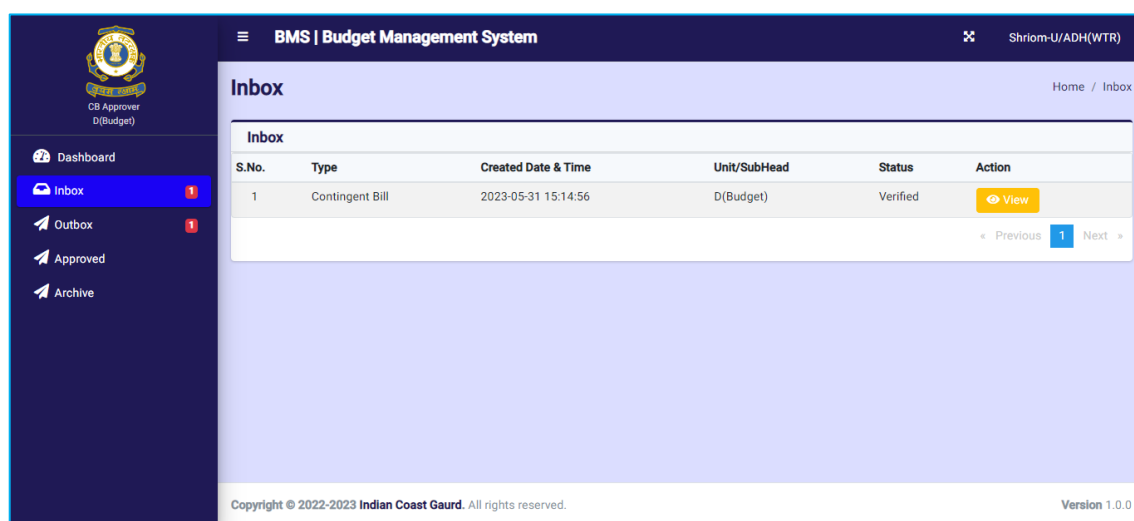
S.No.	Type	Created Date & Time	Unit/SubHead	Status	Action
1	Contingent Bill	2023-05-31 15:14:56	D(Budget)	Pending	View

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1. This verification of contingent bill functionality has been done by CB Verifier of respective units
2. The work flow item of contingent bill is shown on Inbox of CB Verifier
3. The verifier will click and do action like view contingent bill details and sanction authority, invoice document and then finally submit it.
4. Once verified, the work flow item will be moved to Approver for approval.
5. The return to creator for any clarification with remarks will be send Inbox of respective creator for resubmission.



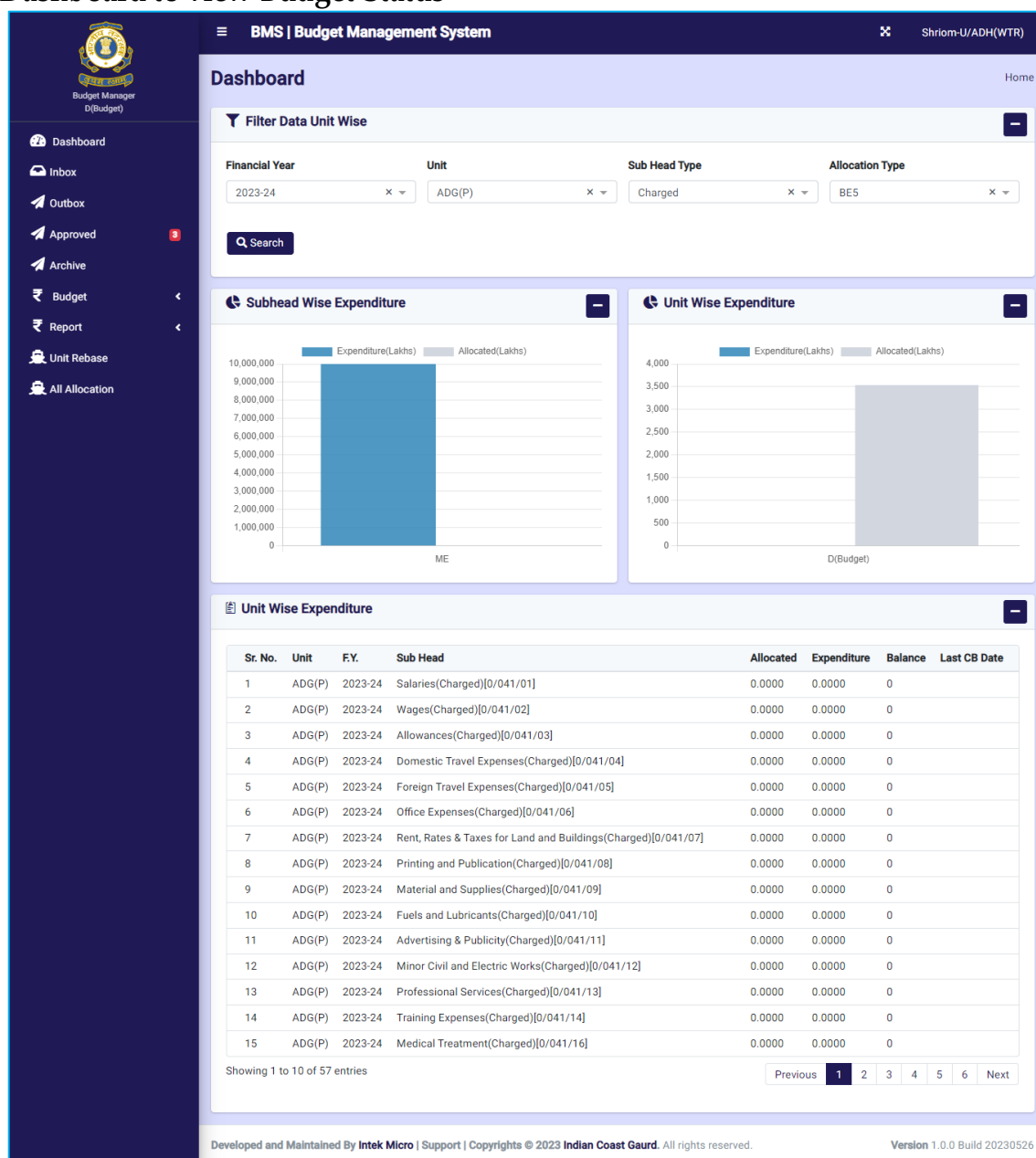
14. Contingent bill approval



- This approval of contingent bill functionality has been done by CB Approver of respective units
- The work flow item of contingent bill is shown on Inbox of CB Approver
- The approver will click and do action like view contingent bill details and sanction authority, invoice document and then finally submit it.
- Once verified, the work flow item will be moved to Approved for reference.
- The necessary accounting action will be initiated background to update expenditure.
- The return to creator for any clarification with remarks will be send Inbox of respective creator for resubmission.



15. Dashboard to view Budget Status



1. The data on shown like unit wise, subhead wise of budget allocation
2. Similarly, unit wise. subhead wise expenditure and balance
3. The data shown as per the parameter selected of unit and sub head
4. The scope of data accesses as per hierarchy in ICG organization, like admin unit can view budget data of lower formation under the command control



16. Unit Rebase

1. Logged into the system successfully
2. User should have the role permission of Budget Manger – CGHQ/RHQs
3. Select “Unit Rebase” menu Item

BMS | Budget Management System Shriom-U/ADH(WTR)

Unit Rebase

Home / Unit Rebase

Unit Rebase

Financial Year: 2023-24 Unit: ICGS Aadash From Station: Okha DHQ-15 RHQ(NW) Search

Unit	F.Y.	Sub Head	Allocated Fund	Expenditure	Balance Fund	Last CB Date
No Data Found						

« Previous 1 Next »

To Station: Jakhau Occurrence Date: dd-mm-yyyy Authority Unit: Select Authority Unit

Authority: Enter Authority Date: dd-mm-yyyy Document: Choose file Browse Upload

Submit

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4. On select of unit for rebase, the allocated and balance fund on screen subhead wise are shown.
5. Capture to station and occurrence date from Manager
6. On submit, the process of rebase will start on database through some stored procedure
7. Transfer all the balance fund subhead wise to respective DHQ, and then RHQ.
8. Reallocate the same fund subhead wise to New RHQ and then DHQ and to the unit in new station



17. CDA Parking

18.1 Budget Receipt-Add CDA Parking

The screenshot displays the BMS Budget Management System interface. The left sidebar contains navigation options: Dashboard, Inbox, Outbox, Approved, Archive, Budget (selected), Receipt, Allocation Unit Wise, Allocation Subhead Wise, Revision, Budget Allocation Report, CDA Parking Report, Unit Rebase, All Allocation, and Unit Rebase Report. The main content area shows the 'Budget' table with the following data:

Sr. No.	F.Y.	To Unit	Sub Head	Type	Allocated Fund	Action
1	2023-24	D(Budget)	Salaries(Charged)[0/041/01]	Budget Estimates	1000.0000 Crore	Add CDA Parking
2	2023-24	D(Budget)	Wages(Charged)[0/041/02]	Budget Estimates	500.0000 Crore	Add CDA Parking
3	2023-24	D(Budget)	Allowances(Charged)[0/041/03]	Budget Estimates	500.0000 Crore	Add CDA Parking
4	2023-24	D(Budget)	Domestic Travel Expenses(Charged)[0/041/04]	Budget Estimates	1000.0000 Crore	Add CDA Parking
5	2023-24	D(Budget)	Foreign Travel Expenses(Charged)[0/041/05]	Budget Estimates	500.0000 Crore	Add CDA Parking
6	2023-24	D(Budget)	Office Expenses(Charged)[0/041/06]	Budget Estimates	500.0000 Crore	Add CDA Parking
7	2023-24	D(Budget)	Rent, Rates & Taxes for Land and Buildings(Charged)[0/041/07]	Budget Estimates	500.0000 Crore	Add CDA Parking
8	2023-24	D(Budget)	Printing and Publication(Charged)[0/041/08]	Budget Estimates	500.0000 Crore	Add CDA Parking
9	2023-24	D(Budget)	Material and Supplies(Charged)[0/041/09]	Budget Estimates	1000.0000 Crore	Add CDA Parking
10	2023-24	D(Budget)	Fuels and Lubricants(Charged)[0/041/10]	Budget Estimates	1000.0000 Crore	Add CDA Parking
11	2023-24	D(Budget)	Advertising & Publicity(Charged)[0/041/11]	Budget Estimates	1000.0000 Crore	Add CDA Parking
12	2023-24	D(Budget)	Minor Civil and Electric Works(Charged)[0/041/12]	Budget Estimates	1000.0000 Crore	Add CDA Parking
13	2023-24	D(Budget)	Professional Services(Charged)[0/041/13]	Budget Estimates	500.0000 Crore	Add CDA Parking
14	2023-24	D(Budget)	Training Expenses(Charged)[0/041/14]	Budget Estimates	500.0000 Crore	Add CDA Parking
15	2023-24	D(Budget)	Medical Treatment(Charged)[0/041/16]	Budget Estimates	500.0000 Crore	Add CDA Parking

At the bottom of the table, there is a 'Download' button and pagination controls showing 'Previous', '1', '2', and 'Next'.

1. This data entry of CDA Parking functionality is to be done by Budget Manager of CGHQ.
2. Post Budget Receipt, the CDA Parking being done by selecting Subhead on the table and popup will be shown with table to add multiple CDAs for the desired amount.
3. Save the CDA Parking of budget by clicking Submit button.
4. Similarly for all the subhead for which the receipt is being done is carried out one by one.



19.2 Update CDA Parking

CDA Parking(Building & Structure(Voted))[0/042/07](Amount : 510.0000) In Crore

CDA	Current	Action
PCDA(N) MUMBAI	300	Delete
PCDA(BR) NEW DELHI	210	Delete

Remaining Balance = 0.0000 In Crore

Close Update

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1. This update of CDA Parking functionality is to be done by Budget Manager of CGHQ.
2. Post the CDA Parking, the update of CDA Parking being done by selecting Subhead on the table and popup will be shown with table to add multiple CDAs for the desired amount.
3. Save the CDA Parking of budget by clicking Submit button.
4. Similarly for all the subhead for which the receipt is being done is carried out one by one.



18. Business Rules

BR.No	Business Rule
BR-001	<p>Budget Types</p> <ul style="list-style-type: none"> - BE – Budget Estimate - RE – Revised Estimate - MA - Modified Appropriate - Vote-on-account - Supplementary Grant
BR-002	The Budget receipt from MoD will be the first action by CGHQ in every financial year, without receipt further allocation will not be taken. Budget receipt from MoD will be entered only by Budget Manager (CGHQ)
BR-003	For Supplementary amount whatever taken it will be before the upcoming BE and RE only for eg: if BE given for first time and before the RE upcoming if supplementary given to BE then it will be added to the BE only. same for RE if Upcoming any MA before Supplementary receive then it will be added to RE. this is how Supplementary is maintained.
BR-004	At the time of budget allocation under major or minor or subhead the sum of individual amount should not exceed the receipt/ re-allocated amount with proper add in total if any mistake in total then should alert. Applicable at all Budget Management in all CGHQ to RHQ to DHQ level
BR-005	For all budget manager at the time of click on submit of allocation, a popup will be shown that CDA Parking is Mandatory. Please do the CDA Parking and click on Ok it will redirect into CDA Parking screen, manager will do CDA parking and then get back to allocation for submission.
BR-006	After budget allocation either unit wise or head wise without entry of authority and document submission done for approval. Once, Budget Approver approve the allocation, approved status will be shown to budget manager, budget manager will take the printout of the approved details get it sign offline by approver and upload it with authority details entry and do the final submission.
BR-008	CB Creator will create CB on entry page and submit for along with authority and firm's invoice for approval, Once approved by the CB approver, Creator can take print out and get it signed by Approver and then scanned and upload in the system.
BR-009	CDA parking can be done by Budget Manager upto the amount unallocated amount and End User (CB Creator) upto their allocation in the respective subheads.
BR-010	Unit rebase action will be authorized to Budget Manager , there will be background process in the system withdrawal of balance fund from the unit and allocate it through new RHQ/DHQ in the sequential manner as per new station
BR-011	CDAs will be grouped with PCDA for report generation as well as summing of parking amount sub head wise for display as well as report
BR-012	The ICG Units will be classified as 0-Budget Management (Budget Manager/ Budget Approver), 1- Fund Utilizer (CB Creator/ CB Verifier/ CB Approver)



	and -1 for Not active for this application
BR-013	Unit Admin will be authorized to manage the Budget Manager/ Budget Approver and CB Creator/ CB Verifier/CB Approver. Also, Viewer if required
BR-014	Sysadmin (CGHQ) will be authorized to manage Unit Admin
BR-015	Revenue Heads -22 and Capital Head-9 are to categorized as Locally controlled object heads and centrally controlled object heads
BR-016	The amount of CB being created should be against the fund balance available at the time.
BR-017	Budget Estimate (BE) represents the "intention to spend". On February 1 of every year, the budget will have estimates for the next fiscal year. BE can be changed if the funds are insufficient or exceed the needs of the ministry or scheme
BR-018	The revised estimates or RE, which will tell you how much the budget was revised from the BE. The RE numbers presented are for the current year.
BR-019	Appropriation or re-appropriation represents the allotment of a particular sum of money to meet expenditure on a specified job as enunciated in the Detailed Demands for Grants. It is operative only for the financial year for which it is made.
BR-020	A grant or supplementary grant may be in respect of expenditure falling under one or more major heads or sections of a major head. For purposes of financial control, the grant allotted to each major head of account is divided into primary units of appropriation.
BR-021	The user from any unit can assigned with role of other unit
BR-022	Budget Management (Budget Manager/ Budget Approver) unit and Fund Utilizer (CB Creator/ CB Verifier/CB Approver) should be same unit