1. login thr. BITS email ID

2. Sources of budget
        a. Institute
        b. Project

3. From Institute budget:

    Select a Dept —— only authorised persons (HOD, in-charges will be able to continue)
        i). Major budget head
        ii). sub Head
        iii) minor Head

→ It will show "available balance

→ fill the form-A , items, tentative cost, justification

    the cost of proposed items is less than the available balance
→ Only if, proposed items is less than the available balance
    it will be accepted

        ↓
alert mail ← Goes to Dean admin for approval

        ↓
    Approval by Dean

        ↓
alert mail ← If cost is more than 1.0 Lakh, it goes to the Director

        ↓
    Approval by Director

        ↓
    alert mail goes to user

        ↓
    User will download - form-A and follow SOP

Have to change the role → thr. email
No IP role -
Data security -
Data storage -
Recovery -
Admin role -

B - Project Money / overhead

Individual will login with bits email id

→ All & ongoing projects will be displayed

→ ~~User will~~ select project

→ Balance in different heads will be displayed

→ User will select the appropriate head

→ form - A will be displayed
   user will enter ~~required~~
   fields (items, tentative cost etc)

for travel - appropriate form will be shown

~~at~~ email alert → Goes to HoD for approval

↓

Approval by <u>HoD</u>

↓

Goes to Associate <u>Dean SRCD</u> for approval

↓

Goes to <u>Dean Admin</u> for approval

↓

Goes to Director for approval (if amount is >1.0 ५

↓

Alert Goes to User

↓

User down loads & approved form - A

<u>Imp</u>

1. SRCD will keep required data up-to-date
   ~~HAP~~ existing will update balance --in all budget heads

2. Dean admin

3. Direct purchase (without approval) will ~~not be~~ also be filled
   (as per notice)
   but will ~~not~~ go ~~for~~ for approval

(for balance ~~purpose~~)