

BITS PILANI (PILANI CAMPUS)

Institute Approval (Form-A)

User Manual

Step-1: BITS Approval System web portal address: <https://ipcservices.bits-pilani.ac.in/BAS/>

Step-2: Login to BITS Approval System using your Department/Division/Unit/Center BITS login ID and Password (Use the latest **Mozilla Firefox** OR **Google Chrome** web browser only).

Step-3: On Successful login you will be redirected to **Dashboard** Page. Dashboard page will display the Current financial year approved budget of your Department/Division/Unit/Centre.

**BITS Pilani**
Pilani Campus

University Home | Pilani Campus Home

BITS Approval System

Dashboard | Manage Approvals | Manage Account

Welcome Yashvardhan Sharma | IP Address: 172.23.4.90

Wednesday, May 26, 2021 | [Logout]

Dashboard

Financial Year 2021-22


Department | Division | Unit | Centre: **IPCU**

Sr. No	Main Head	Head	Sub Head	Description	Approved Amount	Spend Amount (Estimated)	Spend Amount (Actual)	Balance Amount
1	6	4	3102	BUD.EXP.-REP and MNT-MC IPC	1000000.00	0.00	0.00	1000000.00
2	6	4	4105	BUD.EXP.-REP and MNT-OTH MAINTENANCE TOOLS and SP	2000000.00	0.00	0.00	2000000.00
3	6	7	605	BUD.EXP.-ADMIN OVRHD-ITPS INET CHRGR INSTITUTE	3000000.00	0.00	0.00	3000000.00

Step-4: To Create Form-A, go to “**Manage Approval**” tab. Under this tab, you can create new Form-A approval request, Edit approvals, and can view the approval status.

A) New Approval: In this section, you can create a new approval (Form-A).

1. Click on New Approval link. Read the Instructions and Check on Checkbox and then Click on “**Continue**” button.

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Important Instructions

Instructions

1. Instructions-1
2. Instructions-2
3. Instructions-3
4. Instructions-4
5. Instructions-5

☒ I have read the above mentioned instructions carefully.

Continue


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2. On Next Page, you will get the Budget details of your department. This page will display the approved budget, spend budget and available balance for individual budget heads.

Choose the appropriate budget head and Click on “**Create Form-A**” link.

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Budget Details
Financial Year 2021-22

Refresh Page

Sr. No	Main Head	Head	Sub Head	Description	Approved Amount	Spend Amount (Estimated)	Spend Amount (Actual)	Balance Amount	Action
1	6	4	3102	BUD.EXP-REP and MNT-MC IPC	1000000.00	0.00	0.00	1000000.00	Create Form-A
2	6	4	4105	BUD.EXP-REP and MNT-OTH MAINTENANCE TOOLS and SP	2000000.00	0.00	0.00	2000000.00	Create Form-A
3	6	7	605	BUD.EXP-ADMIN OVRHD-ITPS INET CHRG INSTITUTE	3000000.00	0.00	0.00	3000000.00	Create Form-A

3. On Next Page, you will get the Form-A perform. Now you can enter your Form-A details.

- a) You can type or copy & paste the item description in the Item description box, type item quantity (only numbers allowed) and type item cost (only numbers are allowed). Click on “Save and Add More” button to save the item details.

BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI

FORM-A

PROFORMA FOR APPROVAL FOR PURCHASE OF EQUIPMENT/SPARES/CONSUMABLES
(To be filled by the user and submitted to the Controlling Officer)

Date: 26-May-2021

Department/Division/Unit/Centre: **IPCU**

Name of the User: **Yashvardhan Sharma, FIC**

Project, Funding Agency and Project Budget Head (if any): **06/04/3102/BUD.EXP-REP and MNT-MC IPC**

Budget Head Balance Amount: **Rs. 1000000.00**

Details of equipment/spares/consumables:

Description of Item(s)	Quantity	Approx. Total Cost (in Rs.)	
Item-A	5	Rs. 200	Save and Add More
		Two Hundred	

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Important Note: Decimal values are **NOT** allowed in Quantity and Amount. Only number values are allowed.

- b) Now you can see the saved item details. There is “**NO**” edit option to edit the item details. If you want to update any information for any item, simply delete the item details using “**Delete**” option and re-enter the item details.

Project, Funding Agency and Project Budget Head (if any): 06/04/3102/BUD.EXP-REP and MNT-MC IPC

Budget Head Balance Amount: Rs. 1000000.00

Details of equipment/spares/consumables:

#	Description of Item(s)	Quantity	Approx. Total Cost (in Rs.)	Delete
1	Item-A	5	Rs. 200.00	Delete Item
2	Item-B	10	Rs. 2000.00	Delete Item
			Total Amount: Rs. 2200.00	

Description of Item(s)	Quantity	Approx. Total Cost (in Rs.)	
<input type="text"/>	<input type="text"/>	Rs. <input type="text"/>	Save and Add More

- c) Type or copy & paste the Justification for your approval request.
d) Now Click on “**Save and Preview**” button to preview the Form-A.

1	Item-A	5	Rs. 200.00	Delete Item
2	Item-B	10	Rs. 2000.00	Delete Item
			Total Amount: Rs. 2200.00	

Description of Item(s)	Quantity	Approx. Total Cost (in Rs.)	
<input type="text"/>	<input type="text"/>	Rs. <input type="text"/>	Save and Add More

Justification:

Test Justification

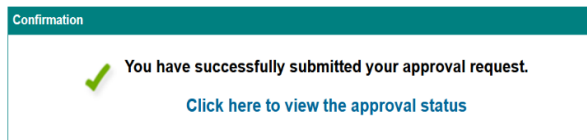
Save and Preview

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- e) Now you can view Form-A complete details. Using “**Edit**” option you can edit the Form-A details before the final submission.
- f) For final submission of Form-A request, enter the “**Security Code**” and click on “**Submit**” button.
- g) On successful submission of the request, you will get the Confirmation page.



- B) View Approval Status:** In this section, you can view your approval status with all approval details.

Sr. No	Approval #	Approval Date	Approval Total Amount (In Rs.)	Dean Admin Approval Status	Dean Admin Approval Processed On	Dean Admin Remarks	Director Approval Status	Director Approval Processed On	Director Remarks	Print
1	BITS/INST/2	26-May-2021	2200	Pending			Approval Not Required			PRINT
2	BITS/INST/1	26-May-2021	500	Pending			Approval Not Required			PRINT

Refresh Page

Here you can view the approval status. You will get email notification on approval “**Approved**” OR “**Not Approved**” by Dean Administration ON Director.

Print Option: Using print Option, you can Print the approval.

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Save as PDF File: To Save as PDF File, click on Print Option and there you will find Save as PDF (Save to PDF) option or other PDF options.

C) Edit Approval: In this section, you can edit the approvals which are “Not Approved” by the Dean Admin or Director.

Using this option, you can edit the item details or Justification.

Important Note: You can't change the Budget Head details in the “Edit Approval” section. Only Item details or Justification can be updated

Step-5: You can Grant access of your account to another user (in case you are out of station/ on Leave). Go to “**Manage Account**” section:

A) Delegate Account Access: Using this option, you can grant your account access to another user.

1) Enter user BITS Email Account, user Full Name and enter the security code and click on “**Submit**” button.

The screenshot displays the BITS Pilani Pilani Campus BITS Approval System interface. The page title is "BITS Approval System". The navigation bar includes "Dashboard", "Manage Approvals", and "Manage Account". The user is logged in as "Welcome Yashvardhan Sharma" with IP Address "172.23.4.90". The date is "Wednesday, May 26, 2021" and there is a "[Logout]" link. The main heading is "Grant Access to Other User". The form fields are: "Employee BITS Email Id" (yash), "Employee FullName" (YASHVARDHAN SHARMA), and "Security Code" (4489). The Submit button is visible.

2) On successful submission, you will get the confirmation page and an email notification of login details will be sent to the user.

B) Delete Account Access: Using this option, you can delete the account given to the another user.

Note: For any technical issues / login issues, please contact to SDET Unit.