Central Water Commission

Budget Information System

USER MANUAL

(Dated 22-12-2009)

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1.0 Introduction:

The need to enhance the current system of recording and reporting physical and financial progress of various Schemes being implemented by CWC HQ and field, by a computerized **Budget Information System** was being felt for quite some time. A web-enabled database management system was being envisaged linking the field offices with the HQ of CWC. This computerized **Budget Information System** is expected to meet the budget and expenditure reporting requirements of all the offices of CWC.

The main objectives of the system are…

- To harness the power of internet for communication, storage and retrieval of Financial data
- Avoid Manual calculations/compilation
- Ensure Structured flow of Financial data
- Automatic generations of Reports
- Avoid duplication/redundancy of data
- Simple to operate system

With these objectives in view the Budget **Information System** is developed to meet these requirements. The salient features of the system are

- MS-ACCESS based RDBMS system
- Data entry at one point (at DDO or Budget Owner)
- Data validation during data entry
- Restricted access and privileges
- Security
- Internal messaging system

The system does not require any software to be loaded in your computer. Internet access with windows operating system and Microsoft Internet explorer 4.0 and above is all that requires to access & use the system. There are five types of access privileges

1. Top Management of CWC
2. Chief Engineer of Field Organisation
3. Drawing and Disbursing officers (DDO) of CWC
4. Budget Owners or Scheme Implementers of CWC
5. All others

Accordingly access accounts have been created with specific loginIDs and passwords for each of the above. The list of the present Budget Owners and DDOs is given in the Appendix.

1.1 Security instructions

1. Use Microsoft Internet Explorer 5.0 and above (The system has not yet been tested on FireFox Mozilla, so it is advised not to use this Browser for entering data in to the system)
2. Use screen resolution as 1024X764 or higher (else the data tables may exceed the screen space)
3. Keep your password secret
4. Change your password frequently
5. Use password which is at least 7 characters in long
6. When you finish your work, log out from the system and close the active window (This is important)
7. In case you feel that the page is not properly displayed, then re-display the page by using **refresh** button
8. If you work from any shared computer, which is being used by many people or general public (like cyber café), please delete the history after you finish your work session. To delete the history go to the **tools** menu, **internet options** and from the **General** tab click on **delete files** and **clear history**. This will delete all the temporary internet files.
9. In case you doubt that somebody is un-authorisedly accessing your account then change the password immediately or contact administrator.
10. If after login the screen remains idle for more than 10 minutes, the system will automatically log you out. You will require to re-login to resume the work.
11. Pl. do not keep more than one window open for BIS.

1.2 General Instructions

1. **All the Expenditure figures are to be entered in Rupees only.** and **All the Budget figures are to be entered in Thousand Rupees only** Numerical characters only are allowed. Please do not use coma, decimal point, etc. in the amount field. Please do not leave any amount field blank.

   For Example:

   If the expenditure for salary for August 2008 is Rupees Twenty thousand four hundred fifty, then simply write the amount as 20450 in the amount field.

   If the Budget requested for FY 2006-07 for Salary is Rupees Twenty Lakhs forty thousand, then simply write the amount as 2040 in the amount field.

2. While giving the remarks or writing the message through internal messaging system, please do not use any special characters and special words like drop, delete, insert, etc. which are SQL specific. If used then such words will be replaced by appropriate synonyms by the system to retain the meaning of the sentence.

3 Important : Once the data is submitted, it will be treated as RAW data and can be modified by the account through which it was submitted. The data will be treated as RAW data, till it is confirmed. The RAW will be shown in red colour by the System. After verifying the data submitted and necessary reconciliations/corrections, it is mandatory to confirm the data. It is mandatory that the submitted data is checked/ corrected/modified and then "confirmed" at the earliest. Confirming the data is also important from data security point of view, as the data confirmed is more secure than the RAW data.

For Example:

If the data is submitted by DDO, he will be able to modify it, till he confirms the data. After confirmation the DDO will not be able to modify it. However, his agency headquarters will be able to modify it at any time. Similarly, the data submitted by agency headquarters can be modified by them till confirmation. **However, administrator can modify any data at any point of time.**

Please use internal messaging system for communicating with Administrator for such errors and modifications required in confirmed data.

1.3 Contact details of Account holders

From ***homepage*** click on ***Account info*** to see your present contact details available in the system. To edit any item from this list, click on ***Edit Account Information***. The next screen will allow you the editing of contact details. Now, you will need to give all the fields (No field should be left blank, telephone Nos. are to be given using only numeric characters including STD code, for example 02024380678 etc. Do not use - , or any other special characters.

It is requested that the contact details may please be kept up-to-date so that administrator of the system can contact immediately you in case of any security breach or any data issue.

1.4 Changing your password

You should be frequently change your password for security reasons. The changed password should be at least seven characters long. A password can contain only Alpha numeric characters. In case of loss of password please contact administrator.

To change the password, on home page click on ***account info***. On the next screen click on ***change password***. Given your login ID , existing password and new password and submit. Log out and re-login with new password.

2.0 Data to be submitted by DDOs/Budget Owners

DDOs are supposed to submit the data regarding their

1. Budget requested,
2. Monthly expenditure and
3. Incumbency position (In case they are head of Office e.g. Executive Engineers of Divisions.)

2.1 Budget Data

The total budget requested by the DDO for his office for a financial year is required to be given Budget Head wise for each scheme being implemented by his office. Normally an annual action plan is prepared in advance by the DDOs regarding the activities to be taken up in next financial year and funds requirement. The action plan indicates the fund requirements Budget head wise, and scheme wise.

The budgetary data is required to be submitted 3 times for a particular financial year as per the details given below:

a. Budget Requested by the DDO for that financial year
b. Revised Budget Requested
c. Final Budget Requested

Against these requests, the Budget allotted (BE), Revised Budget allotted (RE) and Final Budget Allotted(FE) will be added to the system by administrator and will become available to all immediately after it is issued by the Budget section(CWC HQ).

2.1.1 How to enter Budget Data ?

On the homepage, go to the ***Budget*** tab, select the financial year from the list, select the Budget Owner form the dropdown list and click ***Go***. List of the schemes with appropriate budget heads will be shown to you. From the scheme table headings, click on the appropriate heading for the budget data you intend to submit (e.g. BE Requested, RE Requested etc.)

The next screen will show you a blank table with existing data if any. If there is no existing data then button for ***Enter BE/RE/FE Request figures*** will be available. (If Data is available and the data is RAW, then ***Modify*** Button will appear. However if Data is available and it is CONFIRMED data then you will not be able to do any modification to the data and you can only then view it.)

By default, all amount fields will have zero value. All the amounts for budget are to be entered in **Thousand Rupees only**.
e.g. If the Budget requested for FY 2006-07 for Salary is Rupees Twenty Lakhs forty thousand, then simply write the amount as **2040** in the amount field.

Numerical characters only are allowed. Please do not use coma, decimal point, etc. in the amount field. Please do not leave any amount field blank. Zero (0) is to be given for the NIL fields. Negative values for Budget requested are also not allowed as there can never be a negative budget request.

After entering the appropriate amounts in all fields and before submitting the data, you can ***Check Totals***. The totals will be shown using comma formatting for thousands, Lakhs and Crores for easy reading. (Please do not use commas during data entry)

You can add **comments or Justification for the Budget request for each scheme**, if any maximum up to 750 characters. Pl. give your name and then click on ***Submit*** button and the data will be added to the data base.

This submitted data will be treated as RAW data. After submission, the next screen will show you the accepted data in Red colour. At this point you can take a print for reference. Click ***Done*** to return back to Budget page. Now this page will reflect the budget data accepted by the system in appropriate colour (In Red for RAW data and in Green for CONFIRMED data.)

Normally, the budget requests from Budget Owners are approved by concerned Chief Engineer before being sent to CWC(HQ). In this Budgetary Information system also the Budget requests submitted by the budget owner will remain RAW until it is confirmed through the Concerned Chief Engineer Account. The SE(Coord) will be the responsible for operating the Field CE account and for confirmation of budget requests from offices under their control. Accordingly, the confirm button for Budget requests will not be available for DDOs/BOs.

2.1.2 How to view submitted Budget Data ?

On the homepage, go to the ***Budget*** tab, select the financial year from the list, select the Budget Owner form the dropdown list and click ***Go***. List of the schemes with budget heads will appear. This page only displays the amounts. From the scheme table headings, click on the appropriate heading for the budget data you intend to view with details (e.g. BE Requested, RE Requested etc.)

Next screen will show you amounts, comments, date and time of submission and name of person who submitted that data.

2.1.3 How to modify / confirm submitted RAW Budget Data ?

On the homepage, go to the ***Budget*** tab, select the financial year from the list, select the Budget Owner form the dropdown list and click ***Go***. List of the schemes with budget heads will appear. This page only displays the amounts. From the scheme table headings, click on the appropriate heading for the budget data you intend to view with details (e.g. BE Requested, RE Requested etc.)

Next screen will show you amounts, comments/Justification, date and time of submission and name of person who submitted that data.

If the data is RAW then “***Modify***” button will appear at the bottom of the page. Click on “***Modify***” button to modify the data. Even after modification the data is still considered to be RAW data only.

Normally, the budget requests from Budget Owners are approved by concerned Chief Engineer before being sent to CWC(HQ). In this Budgetary Information system also the Budget requests submitted by the budget owner will remain RAW until it is confirmed through the Concerned Chief Engineer Account. The SE(Coord) will be the responsible for operating the Field CE account and for confirmation of budget requests from offices under their control. Accordingly, the confirm button for Budget requests will not be available for DDOs/BOs.

2.2 Monthly Expenditure Data

DDO is the authority to actually incur and book expenditure on various schemes being handled by his office and also for the schemes being handled by the other offices for which he is the DDO.

DDO decides the budget head of expenditure to which a particular item is to be charged. DDO submits a monthly expenditure statement indicating expenditure under each budget head for each scheme to the CWC headquarters. The same expenditure figures which DDO normally submits to the CWC Head quarters by post are now required to be submitted through this system electronically. These figures are required to be submitted Scheme wise and Budget head wise. It is the responsibility of the DDO to enter the expenditure data for all the schemes of his office as well as expenditure booked for all other schemes being implemented by other Budget owners for whom he is the DDO.

e.g. EE, LGD, Hyderabad is DDO for CE (KGBO), Hyderabad and also for Dir (M&A), Hyderabad. So in addition to the expenditure data for his own office, he is also responsible for expenditure data entry pertaining to the office of CE (KGBO), Hyderabad and Dir (M&A), Hyderabad.

2.2.1 How to enter Expenditure Data?

On the homepage, go to the ***Expenditure*** tab, select the financial year from the list, select the Budget Owner form the dropdown list and click ***Go***. List of the schemes with appropriate budget heads pertaining to your schemes will be shown to you. From the scheme table Month headings, click on the appropriate Month for the expenditure data you intend to submit (e.g. April, May etc.)

The next screen will show you a blank table with existing data if any. If there is no existing data then button for ***Enter RAW Expenditure figures*** will be available. (If Data is available and the data is RAW, then ***Modify*** Button will appear. However if Data is available and it is CONFIRMED data then you will not be able to do any modification to the data and you can only then view it.)

By default, all amount fields will have zero value. All the amounts for budget are to be entered in **Thousand Rupees only**.

e.g. If the Expenditure for Salary head is Rupees thirty Lakhs forty thousand two hundred only, then simply write the amount as **3240200** in the amount field.

Numerical characters only are allowed. Please do not use coma, decimal point, etc. in the amount field. Please do not leave any amount field blank. Zero (0) is to be given for the NIL fields. Negative values for expenditure are allowed as there can instances where negative expenditure is required to be indicated like in case of transfer entries etc.

Committed Expenditure

Many a times the expenditure progress does not fully reflect the physical progress of any scheme. The actual expenditure and committed expenditure can up to some extent present the correct picture of financial progress. Accordingly, facility has been given in the system to report committed expenditure in each head along with the actual expenditure figures. Though it is not compulsory to give the committed expenditure data, it is useful for higher authorities to get clear picture of financial progress. The committed expenditure data need not be accurate up to the last digit; it can be round figures to indicate the extent of amounts.

After entering the appropriate amounts in all fields and before submitting the data, you can ***Check Totals***. The totals will be shown using comma formatting for thousands, Lakhs and Crores for easy reading. (Please do not use commas during data entry)

Facility has been given to enter physical progress along with the expenditure figures of a scheme. You can add **Physical progress for each scheme**, in th espace provided, maximum up to 750 characters. Pl. give your name and then click on ***Submit*** button and the data will be added to the data base.

This submitted data will be treated as RAW data. After submission, the next screen will show you the accepted data in Red colour. If the data is Ok you can confirm it at this stage or just keep it RAW to confirm it later. At this point you can take a print for reference. Click ***Done*** to return back to Expenditure page. Now this page will reflect the Expenditure data accepted by the system in appropriate colour (In Red for RAW data and in Green for CONFIRMED data.)

2.2.2 How to view submitted Expenditure Data ?

On the homepage, go to the ***Expenditure*** tab, select the financial year from the list, select the Budget Owner form the dropdown list and click ***Go***. List of the schemes with budget heads will appear. This page only displays the amounts. From the scheme table headings, click on the appropriate month for the Expenditure data you intend to view with details (e.g. April, May etc.)

Next screen will show you Expenditure amounts, Physical progress write up, date and time of submission and name of person who submitted that piece of data.

2.2.3 How to modify / confirm submitted RAW Expenditure Data ?

On the homepage, go to the ***Expenditure*** tab, select the financial year from the list, select the Budget Owner form the dropdown list and click ***Go***. List of the schemes with budget heads will appear. This page only displays the amounts. From the scheme table headings, click on the appropriate month for the Expenditure data you intend to view with details (e.g. April, May etc.)

Next screen will show you Expenditure amounts, Physical progress write up, date and time of submission and name of person who submitted that piece of data.

If the data is RAW then "***Modify***" and "***Confirm data***" buttons will appear at the bottom of the page. Click on "***Modify***" button to modify the data. Even after modification the data is still considered to be RAW data only. Once the data correctness is ensured, click on "***Confirm data***" button to confirm the data. Once confirmed, DDO will not be able to modify the data, but administrator will be able to modify it.

2.2.4 How to view cumulative expenditure data ?

Cumulative Expenditure Data, for a Financial year is automatically calculated by the system and is indicated in the expenditure table as you go on adding the monthly expenditure figures. The expenditure figures available for all the months are added to indicate the cumulative figures.

On the homepage, go to the ***Expenditure*** tab, select the financial year from the list, select the Budget Owner form the dropdown list and click ***Go***. List of the schemes with budget heads will appear. This page displays the cumulative expenditure for each head and also the totals for each scheme.

3.0 LOC - Letter Of Credit Data

For the cheque drawing DDOs, LOC is issued by PAO, CWC, on quarterly basis in proportion to the budget available for all budget owners being operated by that particular DDO. The LOC allocated by PAO, CWC is uploaded into the system and can be seen by the respective DDOs. For the non cheque drawing DDOs, the information about the LOC is NIL.

3.1 How to See The LOC data

On the home page go to the ***LOC*** tab, select the financial year from the list and click ***Go***. On the next screen the first table will show the BE, RE & FE (total of all BOs) to be operated by the respective DDOs. The second table show the quarterly LOC as well as any additional or special LOC issued by PAO, CWC. LOC of all the DDOs can be seen at a glance by clicking on the button ***View LOC of All DDOs At A Glance***.

The LOC data is added to the system by the administrator / PAO, CWC.

No data pertaining to LOC is required to be submitted to the system by the DDOs or Budget owners.

4.0 Plan / Non-Plan Schemes

CWC is implementing number of Plan and Non Plan Schemes. For the XI plan, the SFC memo of various schemes have been combined together to create a group of schemes. For e.g. Development of Water Resources Information System (DWRIS) includes sub schemes like Data Bank and On Line Information Systems, Rationlization of Minor Irrigation System, Collection of Water Shed Maps and GIS. To see the complete list of schemes being implemented by CWC, click on the ***SCHEMES*** tab.

More information about a group of scheme or individual sub schemes can be seen by clicking on the GroupID or SchemeID.

From this page, scheme wise budget, monthly expenditure and quarterly expenditure information can also be seen. There are following links for the same at the top of the page.

4.1 How To See Scheme wise Budget/expenditure Details

On the home page click on ***SCHEMES*** tab, then click on the ***SCHEMEWISE BUDGET*** link, select the Financial Year and Name Of The Scheme from the drop down list. The information about all the budget owners who are implementing that particular scheme will be shown. This is a read only page and you will not be able to submit or modify information from this page. In a similar way ***Scheme-wise Expenditure*** as well as ***Scheme-wise Budget and Quarterly Expenditure*** can also be seen.

5.0 Incumbency data

The incumbency part of the system is not yet operational. So it is advised that the information may not be supplied for this item for the time being. However procedure for submitting this data is given below for reference and practice.

5. 1 How to submit the incumbency data

Each office of CWC has got a sanctioned strength of staff in appropriate schemes. This has already been entered into the system as Master data. The respective offices are required to update the incumbency position month wise. The incumbency position on the first day of each month is required to be submitted (the persons who have retired/relieved on the last day of the previous month will not appear in this list).

At present data for March 2008 is available as a master data. A facility has been given to use previous month's data for facilitating the data entry of the current month. Select the last month and year click on ***GO***. The last month's incumbency data will be shown to you. A button will appear in the bottom of the page namely "***Use this month's data for entering next month's data***". Click on this button. Next screen will appear in edit mode showing by default data of the last month. The changes in the incumbency that have taken place in the last month only needs to be modified. After modification, click on the ***submit*** button, the data will be treated as raw data for that month and you will be able to modify it as many times as possible till it is confirmed.

The incumbency data is supposed to be confirmed by the coordination circle of the respective organization. The link for confirming the data will appear only from the account of SE Coord. The data submitted by each office under the organization is required to be confirmed every month by the concerned SE(coord).

At no. of places it has been seen that the incumbent is not exactly of the same designation as that of the sanctioned post. For eg. Sometimes a UDC is working against the post of Assistant or a Draftsman Gr-II is working against the post of Draftsman Gr-I. In such cases, it is important that the exact designation of the incumbent is indicated in the appropriate column.

To make any changes in the designation of the incumbent click on the small graphics appearing as M in the designation column. A separate window will open. You can select appropriate designation from the list and click ***OK***. The table also gives you a remark column whereby any specific comments pertaining to that posts/incumbent can be given. (For e.g. post being operated at CE's office, LDC posted against a post of UDC, etc.)

6.0 Facility of circulars

The system also provides for uploading of various circulars/ orders of common interest so that anybody can download the circular from any place & time. Typically, circulars being issued by CWC HQs offices like Training Dte., RMCD, Secretary Office, budget section, can be uploaded. The system also provides for uploading hyperlinks to the important orders being hosted on the websites of other Deptt. Like DOPT, Min. of Finance, Income tax etc. Instead of uploading the concerned file, a hyperlink to the concerned files is given. By clicking on this hyperlink you can directly download the file from that respective website. The circulars are arranged chronologically. Past circulars can also be accessed by clicking on the link ***more circulars***.

A search facility has also been given by searching the database with a keyword or phrase. Circulars pertaining to any month can directly been seen by selecting that particular month and year from the drop down box.

7.0 Generation of Reports

The system has a facility for automatic generation of reports in pre-determined format. These reports have been designed to give you the overall picture of the financial progress of the various schemes/ offices.

Following reports can be generated (the report generation privilege is presently given to RMCD Dte., DD (WPC) & SO, Budget Section only).

7.1 Scheme wise budget allocation and quarterly expenditure.

This report gives you SchemeGroup wise details of total budget allocation, RE, FE quarterly and cumulative expenditure. The scheme group can be further expanded to see the details for each scheme separately. At the bottom of the page, it also gives you the totals for CWC as a whole.

7.2 Organisation wise budget allocation and quarterly expenditure

This report gives you organization wise (IBO, YBO, KGBO, HQ, etc.) details of budget allocated, RE, FE, quarterly and cumulative expenditure. The organizations can be further expanded to see the details for each office separately (for eg. KGBO can be expanded to see details for O/o. EE, UKD, Godavari Circle, EE, LGD, etc.). At the bottom of the page, it also gives you the totals for CWC as a whole.

7.3 Budget head wise, organization wise allocation and quarterly expenditure

Sometimes, the details are required budget head wise for eg. Expenditure on salary, expenditure on DTE etc. This report gives you budget head wise details for budget allocated, FE, RE, quarterly & cumulative expenditure. You can see the budget head wise details for each organization separately. At the end of the page it gives you totals for CWC as a whole.

7.4 Plan schemes year wise expenditure

To give a birds eye view of progress in spending in each financial year for various schemes of a particular plan period, this report has been prepared. For a particular plan it gives a list of schemes (Plan/Non plan) for that plan and expenditure in each year for each scheme.

7.5 Report in RMCD Format

River Management Coordination Dte. is required to submit financial progress information in a pre defined format to MoWR. The system can generate these formats automatically. Presently, two formats are available in the system i) Scheme wise and budget head wise expenditure details for a scheme for a particular month. ii) Scheme group wise and budget head wise expenditure for schemes for a particular month.

These two formats gives the expenditure for the given month and also cumulative expenditure for that financial year up to that month.

8.0 Deletion of Data

Permission for deletion of the data is not given to any of the BO/DDO. Deletion of data is an administrative activity and only administrator of the system has the privilege of deleting any data. In case of any requirement of deletion of budget/ expenditure / incumbency data the concerned BO/DDo can request for the deletion of that data through messaging system or telephonically and it will effected immediately.

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