

No. 28/11/2010-5B&C

From

The Financial Commissioner & Principal Secretary
to Government, Haryana, Finance Department.

To

1. All the Head of Departments in Haryana.
2. Registrar, Punjab & Haryana High Court, Chandigarh.
3. All Commissioners of Divisions.
4. All the Deputy Commissioner in Haryana State.

Dated, Chandigarh, the 26th February, 2010.

Subject: Budget Monitoring System.

Sir,

I am directed to refer you on the subject cited above and to say that it has been directed to introduce budget monitoring system from the next financial year 2010-2011 through Director, Treasury & Accounts Departments, Haryana, Chandigarh. In this system, the procedure will be as under:-

Proposed Budget Allocation Procedure

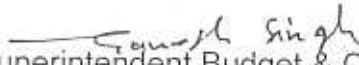
1. A Central Budget Allocation system will be developed which can be accessed from the website of Treasuries & Accounts Department.
2. After the budget is passed in Haryana Vidhan Sabha, the budget data will be uploaded on the web server at level of FD.
3. Senior most accounts personnel from Finance Department will be designated as budget Controlling Authority (BCA for short) in the departments. They will be provided with a user id and password to access the system.
4. When such authority logs in to the system, following options will be available:
 - i. Controlling Officer level Budget Allocation
 - ii. Controlling Officer level Budget Addition
 - iii. Controlling Officer level Budget Reallocation
 - iv. DDO level Budget Allocation
 - v. DDO level Budget Addition
 - vi. DDO level Budget Reallocation
 - vii. Withdrawal of Budget from DDO/ Controlling Officer
 - viii. View Budget Report
5. First three options will be available in case of department having two level of budget allocation e.g. Education, PWD (three wings), Health etc. In these deptts., Budget Controlling Officers (BCO in short) allocation will be done at the head office and these Budget Controlling Officers will further allocate budget to the DDOs under their jurisdiction. Such Budget

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- Controlling Officers will also be provided with a user id and password to access the system.
6. While allocating budget, the Object headwise budget allocated for the department will be shown depending on the various options selected viz. Plan/Non-Plan, Demand Number, Scheme, Voted/Charged, Recurring/Non-Recurring and Scheme type (State/Central/Shared).
 7. A datasheet will appear showing district wise all the DDOs in the department. Amount can be entered for these DDOs object wise for that particular scheme. The budget already allocated to DDO's will be checked so that the further allocation does not exceed the total budget allocated.
 8. Similarly in the case of additional allocation of budget, the total budget of department and budget already allocated to a particular DDO will be shown. Further allocation can be done object wise for that DDO.
 9. The system will provide online facility to the designated official of the department to withdraw the budget from a DDO from a scheme so that the same is allocated to other DDO. This will however be ensured by HODs, on basis of expenditure data obtained from DDOs or from concerned treasury, that only unutilized budget of a DDO is withdrawn. If this is not ensured then when data is down loaded at Treasury level, such modification will not be accepted by OTIS, if expenditure already incurred by any DDO exceeds the redistributed budget. However, when expenditure data becomes available online, the System will verify from the central server expenditure database as to whether there are enough funds (excluding the expenditure, the DDO has already incurred or the reserves with controlling officers) available for withdrawal from an object head. If the funds are available then it will allow withdrawal of budget from the DDO charge in the budget data base from the DDO otherwise an error message will appear on the screen.
 10. In case of exigencies the data management cell of T&A Department will be able to do all of the above activities on behalf of the department provided it receives a formal request from the user department.
 11. The T&A department(DMC) will procure the list of DDO's so that it can be uploaded on the web server. An option will be given to T&A to add any new DDO.
 12. A module will be provided in OTIS to download the DDO wise Budget Allocation data in the treasury. In case, budget is transferred from one DDO to another in a particular scheme/object and more expenditure has already been done by first DDO, then a message will be shown that the budget can not be shifted to the other DDO.
 13. Separate one day training will be conducted for all the Budget Controlling Authorities and Budget Controlling Officers of all the departments.

All the departments are, therefore, requested to send lists of their DDOs as well as details of Budget Controlling Authority and Budget Controlling Officers in format as per annexure 'A', 'B' and 'C' (overleaf), to the Director, Treasuries and Accounts Department, Haryana, 2nd Floor, 30 Bays Building, Sector 17, Chandigarh by 07.03.2010 positively. For solution of queries, if any, contact the Director, Treasuries & Accounts, Haryana, Chandigarh over Telephone No. 0172-2702438.

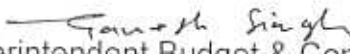
Yours faithfully


Superintendent Budget & Committee
for Financial Commissioner & Principal Secretary to
Government, Haryana, Finance Department.

Endst. No.28/11/2010-5B&C

Dated: 26th February, 2010.

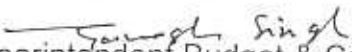
A copy of the above is forwarded to Director, Treasuries and Accounts Department, Haryana, Chandigarh for information and necessary action.


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for Financial Commissioner & Principal Secretary to
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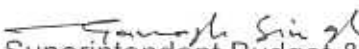
A copy of the above is forwarded to All the Treasury Officers and Assistant Treasury Officers in the State of Haryana for information and necessary action.


Superintendent Budget & Committee
for Financial Commissioner & Principal Secretary to
Government, Haryana, Finance Department.

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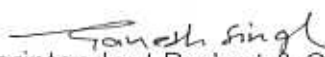
A copy of the above is forwarded to the State Information Officer, NIC, Haryana State Unit, 9th Floor, Haryana Civil Secretariat, Chandigarh for information and necessary action.


Superintendent Budget & Committee
for Financial Commissioner & Principal Secretary to
Government, Haryana, Finance Department.

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Dated: 26th February, 2010.

A copy of the above is forwarded to the all branches in Finance Department for information and necessary action.


Superintendent Budget & Committee
for Financial Commissioner & Principal Secretary to
Government, Haryana, Finance Department.

P.T.O.

Annexure 'A'

Name of Department: _____

Designation of Budget Controlling Authority (BCA)	Address	Telephone Number	E-Mail Address

Annexure 'B' *

Name of Department: _____

Designation of Budget Controlling Officer (if any) : _____

Sr. No.	Treasury Code	Sub-Treasury Code	DDO Code	Designation of DDO	Address	Telephone Number	E-Mail Address

Annexure 'C' **

Name of Department: _____

Sr. No.	Designation of Budget Controlling Officers (BCO)	Address	Telephone Number	E-Mail Address

* In case of those departments where budget is to be distributed through BCOs, the annexure 'B' should be B.C.O. wise. Further if a BCO is also a DDO, then details are required to be given in annexure 'B' also.

** Annexure 'C' to be filled by those departments where budget is not distributed directly by the HOD to the DDOs but it is distributed to Budget Controlling Officers, who distributes it further to DDOs.

Note: In case of those departments where budget is to be normally distributed through BCOs but a few DDOs are also allotted budget directly, then both Annexure 'B' and 'C' should be filled up.