

**Finance (SS) Department,
Secretariat, Chennai-9.**

Letter No.4290/Finance (SS)/2019-7/Dated: 01.07.2019

From,
Thiru.H.Krishnanunni, IAS.,
Deputy Secretary to Government (Budget)

To,
1.All the Departments in Secretariat
2.All the Heads of Departments

Sir/Madam,

Sub: Integrated Financial and Human Resources Management System-Allocation of Budget 2019-20, sending application for relaxation from Quarterly Control of Appropriation and Contingency Fund release through IFHRMS system – Instructions - Issued

Ref: 1. Government Letter No.12266/Finance(SS)/ 2017-1, dated:20.3.2019.

2. Government Letter No.18681/H//Finance(SS)/ 2017-10, dated:7.6.2019.

Kind attention is invited to the references cited and the instructions issued therein.

2. In continuation to the above, the process to be followed by the Departments in Secretariat/Heads of Department (i) to allocate budget to the sub-ordinate offices, (ii) to apply for relaxation from Quarterly Control of Appropriation and (iii) Contingency Fund release through IFHRMS system is elaborated in the annexure.

3. All the Departments in Secretariat/Heads of Department are requested to allocate the Budget 2019-20 to the BCO/DDOs mapped in the IFHRMS system available in the IFHRMS HOD screen by duly adhering the steps/procedures mentioned in the annexure.

4. As per earlier instructions in reference second cited, the Departments/HODs should allocate the budget to the BCOs/DDOs in consonance with the manual allocation already done in offline.

5. All the Departments in Secretariat/Heads of Department have to compare and ensure the correctness of the amount allocated to the BCOS/DDOs through the system with that of the manual allocation as this being the first year of transaction in the IFHRMS system. The budget allocated through the system will be auto updated in Bill Passing module which is also to be verified.

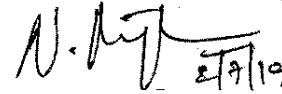
6. The Bill Approver will act as Budget Approver in the BCO and DDO offices until further instructions are issued.

7. The expenditure incurred through ATBPS, so far in this financial year will be updated in the IFHRMS system in one lot in due course of time. Thereafter, expenditure incurred through IFHRMS system will be updated on real time basis.

8. Manual application for QCA relaxation and CF release will not be entertained in Finance in Go-Live scenario.

9. Issues, if any, encountered by the Department in any of the processes mentioned in para 2 above has to be taken up with the helpdesk. In case any delay in resolving the issues, the same may be brought to the notice of Finance (IFHRMS) Department.

Yours faithfully,

Handwritten signature of N. K. Jeyaraj, dated 27/19.

for Deputy Secretary to Government (Budget)

Copy to:

1. The Commissioner of Treasuries and Accounts Department, Nandanam, Chennai-35
2. M/s Wipro Pvt. Ltd., Guindy, Chennai-32
3. Finance (BG I, B.Coord) Departments, Secretariat, Chennai-09.
4. SF/SC

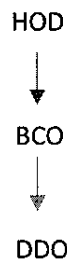
Annexure

Budget Allocation process in IFHRMS

The Final Fixation of RE/BE from DOF is available for HOD Allocations. The system will facilitate by allocating the amount for the HOA with detail head combinations in proportionate to the proposal received from BCOs/DDOs based on the HOD-DDO hierarchy mapped in the HOD-DDO hierarchy screen. The HoD can edit the system allocated amount if required.

Budget Allocation:

All HOD's should ensure that their hierarchies are mapped correctly. The Distribution will be done based on the hierarchical mapping only.



HOD should allocate the fixation amount to all the BCO's/DDOs including the DDO of HoD office mapped and in turn all the BCO should allocate the amount to the DDO's mapped. At each level (HOD/BCO/DDO) of allocations, 3 levels of Approval workflow is incorporated to ensure the Auditing and data correctness

Excel Download and Upload facility is available for budget allocation process. The budget allocation process through excel upload/download option can be done through the following steps:

Budget Search: DDO assistant logins, clicks on Budget search icon

The screenshot shows the 'Budget Search Page' with a top navigation bar containing icons for Budget Search, OCA, OCA HOD Relax, CF, Payroll, Budget Reports, CF Reports, and OCA Reports. The main content area includes a table with columns for Budget Year, Budget Type, HOD Code, DDO Code, Account Type, Status, and various action buttons (Update, Details, Download, Upload) for Proposal, HOD Summary, PCB Summary, Re-Distribution, Generate File, and Allocation. Below the table is a 'Monitor Request Status' section with columns for Request Number, Program Name, Request Status, Completion Status, Request Date, Completion Date, and Out Put.

Budget Year	Budget Type	HOD Code	DDO Code	Account Type	Status	Proposal	HOD Summary	PCB Summary	Re-Distribution	Generate File	Allocation
						Update Details Download Upload			Update Details		Update Details Download Upload
2019-2020	BE	01601	44010025	Expenditure	Re-Order Submitted by DDO	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
2019-2020	BE	01605	44010025	Expenditure	Draft	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
2019-2020	BE	01610	44010025	Expenditure	Proposal Submitted DDO	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
2019-2020	BE	01601	44010025	Public Debt	Re-Order Submitted by DDO	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]
2019-2020	BE	01610	44010025	Public Debt	Draft	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]	[Icon]

Request Number	Program Name	Request Status	Completion Status	Request Date	Completion Date	Out Put
No Data Available						

Generate File:

Initially the Down load /Upload option will be in Disabled status (ie., greyed out). Click "Generate File update" icon which will be enabled under allocation. Once it is clicked, the "GTN insert data into the staging Table concurrent" program will start running.

Budget Search

GCA

GCA HOD Retar

CF

Payroll

Budget Reports

CF Reports

GCA Reports

Budget Search Page

DDO Mapping

Budget Year

Budget Type

HOD Code

DDO Code

Account Type

Status

Update

Details

Download

Upload

HOD Summary

PCB Summary

Re-Distribution

Update

Details

Generate File

Allocation

Update

Details

Download

Upload

2019-2020

BE

01501

44010025

Expenditure

Re Distr Submitted by DDO

2019-2020

BE

01505

44010025

Expenditure

Draft

2019-2020

BE

01510

44010025

Expenditure

Proposal Submitted DDO

2019-2020

BE

01501

44010025

Public Debt

Re Distr Submitted by DDO

2019-2020

BE

01510

44010025

Public Debt

Draft

Monitor Request Status

Request Number

Program Name

Request Status

Completion Status

Request Date

Completion Date

Out Put

No Data Available

The program running status can be checked in the monitor request

Once the concurrent program running is completed, then the download/upload icon will get enabled.

Budget Search Page

DDO Mapping

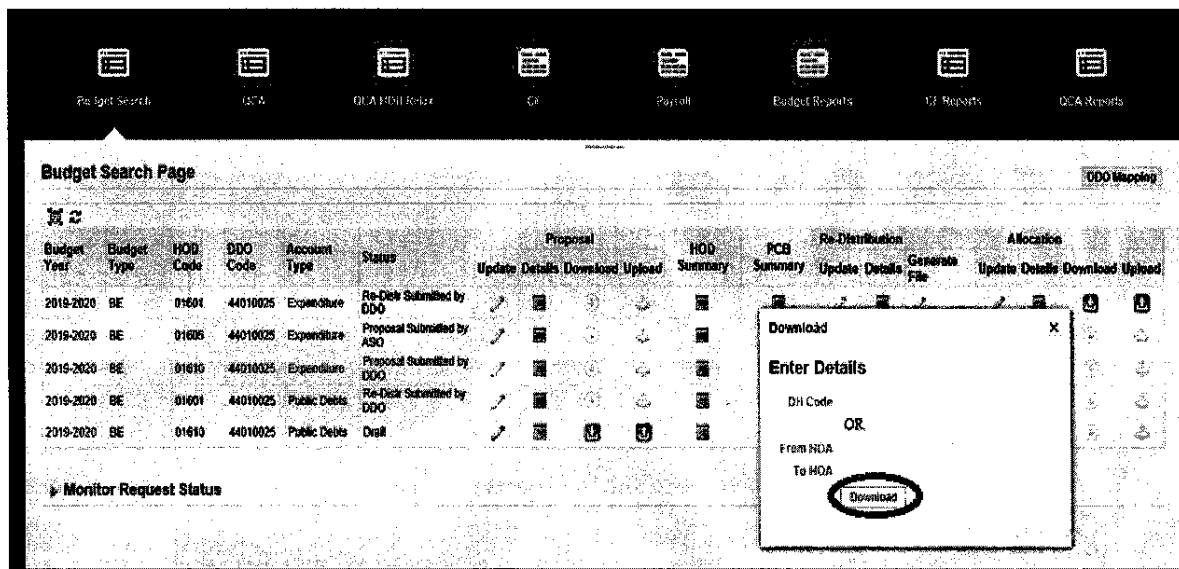
Budget Year	Budget Type	HOD Code	DDO Code	Account Type	Status	Proposal			HOD Summary	PCB Summary	Re-Distribution			Allocation			
						Update	Details	Download			Upload	Update	Details	Generate File	Update	Details	Download
2019-2020	BE	01501	44010025	Expenditure	Re-Distr Submitted by DDO												
2019-2020	BE	01505	44010025	Expenditure	Proposal Submitted ASO												
2019-2020	BE	01510	44010025	Expenditure	Proposal Submitted DDO												
2019-2020	BE	01501	44010025	Public Debt	Re-Distr Submitted by DDO												
2019-2020	BE	01510	44010025	Public Debt	Draft												

Monitor Request Status

Request Number	Program Name	Request Status	Completion Status	Request Date	Completion Date	Out Put
7209833	GTN insert data into staging table	Normal	Completed	19-Jun-2019 13:02:21	19-Jun-2019 13:02:22	View Output

Excel Download:

Click download icon, Pop up will appear, can give criteria or without criteria, click download



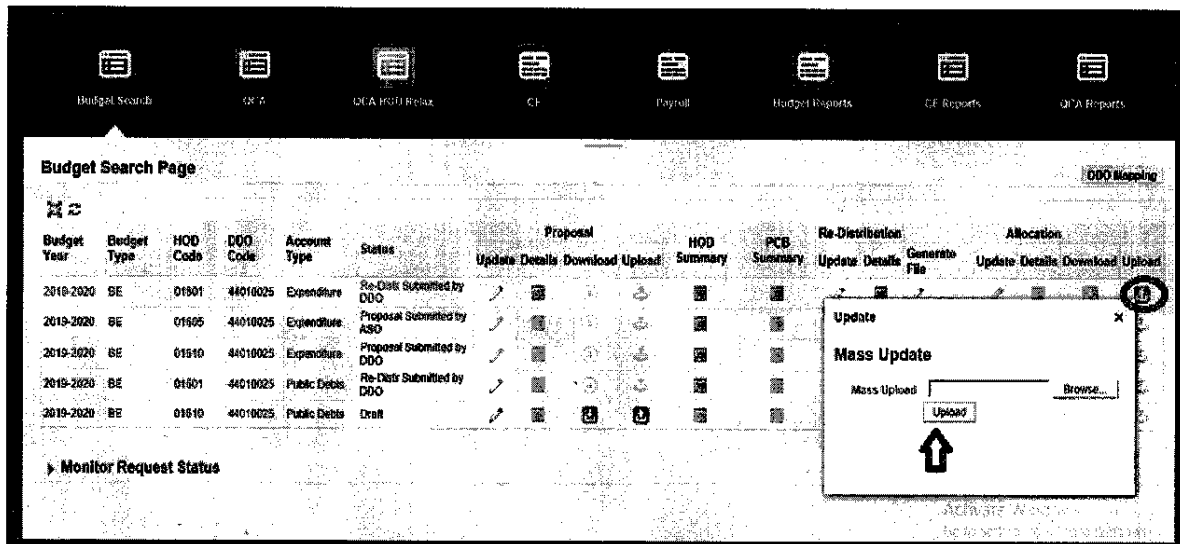
File will get downloaded. Attached the file

BUDGET	HOD Code	HOA Code	DH Code	RE PROP	RE FIXED	BE PROP	BE FIXED	DDO Code	DDO Name	RE Allocat	BE Allocat
2019-2020	01601	204700103	30101	0	4248	0	4418	44010025	SECTION	0	4418
2019-2020	01601	204700103	30102	0	17	0	15	44010025	SECTION	0	15
2019-2020	01601	204700103	30103	0	2	0	1	44010025	SECTION	0	1
2019-2020	01601	204700103	30104	0	1	0	1	44010025	SECTION	0	1
2019-2020	01601	204700103	30106	0	230	0	228	44010025	SECTION	0	228
2019-2020	01601	204700103	30108	0	41	0	38	44010025	SECTION	0	38
2019-2020	01601	204700103	30301	0	229	0	345	44010025	SECTION	0	345
2019-2020	01601	204700103	34901	0	10	0	10	44010025	SECTION	0	10
2019-2020	01601	20520009C	30101	0	208190	0	216518	44010025	SECTION	0	216518
2019-2020	01601	20520009C	30102	0	1219	0	1270	44010025	SECTION	0	1270
2019-2020	01601	20520009C	30103	0	1200	0	900	44010025	SECTION	0	900
2019-2020	01601	20520009C	30104	0	2115	0	1214	44010025	SECTION	0	1214
2019-2020	01601	20520009C	30106	0	26467	0	18956	44010025	SECTION	0	18956
2019-2020	01601	20520009C	30107	0	200	0	200	44010025	SECTION	0	200
2019-2020	01601	20520009C	30108	0	4131	0	3316	44010025	SECTION	0	3316
2019-2020	01601	20520009C	30109	0	2896	0	2500	44010025	SECTION	0	2500
2019-2020	01601	20520009C	30201	0	2454	0	2553	44010025	SECTION	0	2553
2019-2020	01601	20520009C	30301	0	18890	0	28377	44010025	SECTION	0	28377
2019-2020	01601	20520009C	30401	0	1474	0	1474	44010025	SECTION	0	1474
2019-2020	01601	20520009C	30402	0	90	0	90	44010025	SECTION	0	90
2019-2020	01601	20520009C	30501	0	550	0	600	44010025	SECTION	0	600
2019-2020	01601	20520009C	30502	0	6507	0	6507	44010025	SECTION	0	6507

In the downloaded file, RE Allocation & BE Allocation is editable where users can fill the figures. Once completed save the file in the desktop for upload.

Excel upload:

Click upload icon under allocation, pop up will appear, user can browse and upload the file stored in the desktop



After the file is uploaded, User can view the uploaded figures in the page by clicking the update icon in BE allocation

Budget Allocation Page

Back Select Approval Group

Budget Year2019-2020HOD Code01601

StatusRe-Dist Submitted by DDOHOD NameSecretariat

(Amount in 000's)

Refresh

Previous1-10 of 56Next10

HQA Code	HQA Name	DII Code	DII Name	RE(2018-2019)			BE(2019-2020)			Distribution
				RE Proposed	RE Fixed	RE Allocated	BE Proposed	BE Fixed	BE Allocated	
204700103AA	Secretariat Staff	30104	Pay	0	4240	0	0	4416	4416	
204700103AA	Secretariat Staff	30107	MEDICAL ALLOWANCE	0	17	0	0	15	15	
204700103AA	Secretariat Staff	30103	Medical Charges	0	2	0	0	1	1	
204700103AA	Secretariat Staff	30104	Other Allowances	0	1	0	0	1	1	
204700103AA	Secretariat Staff	30106	HOUSE RENT ALLOWANCE	0	230	0	0	226	226	
204700103AA	Secretariat Staff	30108	City Compensatory Allowance	0	41	0	0	38	38	
204700103AA	Secretariat Staff	30301	Dearness Allowance	0	229	0	0	345	345	
204700103AA	Secretariat Staff	34001	Festival Advances Debt	0	10	0	0	10	10	
205200090AD	Finance Department	30101	Pay	0	208100	0	0	216513	216513	
205200090AD	Finance Department	30102	Medical Allowance	0	1269	0	0	1270	1270	
Total				0	216137	0	0	222844	222844	

Refresh

Previous1-10 of 56Next10

Approval Group Region:

Once allocation is done, approval workflow will get initiated by selecting the approval group

Budget Allocation Page Back Forward

Budget Year: 2019-2020 HOD Code: 0000
 Status: No DAP Submitted by DDO HOD Name: Superintendent

Refresh

MOA Code	MOA Name	DN Code	DN Name	RE(2019-2020)		RE Allocated	BE(2019-2020)		BE Allocated	Distribution
				RE Proposed	RE Fixed		BE Proposed	BE Fixed		
04700123AA	Secretariat Staff	30101	Pay	0	4248	0	0	4473	4473	
04700123AA	Secretariat Staff	30102	Medical Allowance	0	77	0	0	77	77	
04700123AA	Secretariat Staff	30103	Medical Charges	0	2	0	0	1	1	
04700123AA	Secretariat Staff	30104	Other Allowances	0	1	0	0	1	1	
04700123AA	Secretariat Staff	30105	House Rent Allowance	0	230	0	0	230	230	
04700123AA	Secretariat Staff	30106	City Compensatory Allowance	0	41	0	0	38	38	
04700123AA	Secretariat Staff	30304	Dearness Allowance	0	229	0	0	345	345	
04700123AA	Secretariat Staff	34901	Festival Advances Debt	0	10	0	0	10	10	
00200000AD	Finance Department	30101	Pay	0	208190	0	0	218513	218513	
00200000AD	Finance Department	30102	Medical Allowance	0	1319	0	0	1319	1319	
Total				0	214187	0	0	222844	222844	

Refresh

Initiator/Verified/Approver Group

* Approver Groups

04700123AA	Secretariat Staff	30103	Medical Charges	0	2	0	0	1	1	
04700123AA	Secretariat Staff	30104	Other Allowances	0	1	0	0	1	1	
04700123AA	Secretariat Staff	30105	House Rent Allowance	0	230	0	0	230	230	
04700123AA	Secretariat Staff	30106	City Compensatory Allowance	0	41	0	0	38	38	
04700123AA	Secretariat Staff	30304	Dearness Allowance	0	229	0	0	345	345	
04700123AA	Secretariat Staff	34901	Festival Advances Debt	0	10	0	0	10	10	
00200000AD	Finance Department	30101	Pay	0	208190	0	0	218513	218513	
00200000AD	Finance Department	30102	Medical Allowance	0	1319	0	0	1319	1319	
Total				0	214187	0	0	222844	222844	

Refresh

Initiator/Verified/Approver Group

* Approver Groups

List of Performers

Approval Level	Position	Approval Pending With
1	Section Officer, 280214	* 5012127071
2	Principal System Analyst, 287187	* 5012127068

Back Forward

Once the approval group is selected, the users in the approval list will be display

HoD / BCO / DDO Superintendent Login:

Once the Assistant forwarded, the Superintendent will receive the notification. Once he click the notification, the allocation [age forwarded by the Assistant will be available where HoD / BCO / DDO

Superintendent can edit the figure as per the business and click verify button which will forward the allocation details to the HoD / BCO / DDO approver

Welcome Krishnakant,

Pending Notifications

View Open Notifications Go

Select Notifications: Open Reassign Close

Select All | Select None

Select From	Process Name	Subject	Sent	Employee Number	Employee Name	Sent Time
<input type="checkbox"/> Shivkant	Budget Approval Process	Assistant[1842 has created BGTPROP (Budget ID : 1329) and it is waiting for your review.	17-Oct-2018			17-OCT-2018 11:45:44
<input type="checkbox"/> Shivkant	Budget Approval Process	Assistant[1842 has created BGTPROP (Budget ID : 1327) and it is waiting for your review.	15-Oct-2018			15-OCT-2018 12:05:24
<input type="checkbox"/> Shivkant	Budget Approval Process	Assistant[1842 has created BGTPROP (Budget ID : 2013) and it is waiting for your review.	15-Oct-2018			15-OCT-2018 12:02:06
<input type="checkbox"/> Shivkant	Budget Approval Process	Assistant[1842 has created BGTPROP (Budget ID : 1329) and it is waiting for your review.	11-Oct-2018			11-OCT-2018 12:53:44
<input type="checkbox"/> Shivkant	Budget Approval Process	Assistant[1842 has created BGTPROP (Budget ID : 1329) and it is waiting for your review.	11-Oct-2018			11-OCT-2018 12:52:29

Budget Year: 2019-2020 HOD Code: 01801
Status: Re-Doz Submitted by DDO HOD Name: Secretariat

Refresh

(Amount in Rs 000's)

Previous: 1-10 of 50 Next: 10

HQA Code	HQA Name	DIT Code	DIT Name	RE(2018-2019)		RE Allocated	BE(2019-2020)		Distribution
				RE Proposed	RE Fixed		BE Proposed	BE Fixed	
204700103AA	Secretariat Staff	30101	Pay	0	4240	0	0	4415	4415
204700103AA	Secretariat Staff	30102	Medical Allowance	0	17	0	0	15	15
204700103AA	Secretariat Staff	30103	Medical Charges	0	2	0	0	1	1
204700103AA	Secretariat Staff	30104	Other Allowances	0	1	0	0	1	1
204700103AA	Secretariat Staff	30106	House Rent Allowance	0	230	0	0	226	226
204700103AA	Secretariat Staff	30108	City Compensatory Allowance	0	41	0	0	38	38
204700103AA	Secretariat Staff	30301	Dearness Allowance	0	779	0	0	345	345
204700103AA	Secretariat Staff	34061	Festival Advances Debt	0	10	0	0	10	10
205200000AD	Finance Department	30101	Pay	0	268198	0	0	216513	216513
205200000AD	Finance Department	30102	Medical Allowance	0	1210	0	0	1270	1270
Total				0	214187	0	0	222844	222844

Refresh

Previous: 1-10 of 50 Next: 10

HoD / BCO / DDO Approver Login

HOD/BCO/DDO Approver will receive the notification. Once he click the notification, the allocation details forwarded by the HOD/BCO/DDO Superintendent will be available where HOD/BCO/DDO approver an edit the figure as per the business and click approve button which will forward the allocation details to the BCOs/DDOs mapped.

HOD-DDO hierarchy screen

[Budget Search](#) [Budget Status Control](#) [ASL](#) [ASL Reports](#) [CF](#) [CF Reports](#) [Budget Reports](#)

Back

Budget Hierarchy

HOD Code 00302

HOD Desc Tamilnadu State Legal Services Authority

Office Name ST Metupalayam

Self allocation : Cross allocation

Expand All | Collapse All

Focus DDO Code	Old DDO Code	DDO Name	Office Name	Office Address	Mobile Number	Delete	Include	Update DDO Name
01060001		Director of Tamilnadu State Legal Services						
02010001		Administrative Officer chennai						

Validation:

- Ensure HOD-DDO Hierarchy mapping
- The amount allocated should be equal to the final fixation amount from DOF.
 - The HOD allocation to BCO = HOD total amount.
 - BCO allocation to DDO = BCO total amount.

Once the final amount is allocated across DDO's for the budget year. The budget will be available for all the DDO's based on the QCA controls.

QCA Master:

The QCA master shall be maintained by the Dept of Finance at the Head of Account Level for each quarter, based on the Government Order issued every year or from time to time.

Normally the system will distribute 25% for each quarter by default except general exemption categories described in Government Order issued by DoF. Further, the quarter wise distribution will be varied for certain Departments under Capital Works and Other than Capital Works, as mentioned in the aforesaid Government Order. If there is no specific % to the schemes/categories, automatically applied 25% for each quarter.

The Budget Estimates shall be distributed to the DDO by the HOD, by following QCA norms based on the actual requirements/previous year proportions.

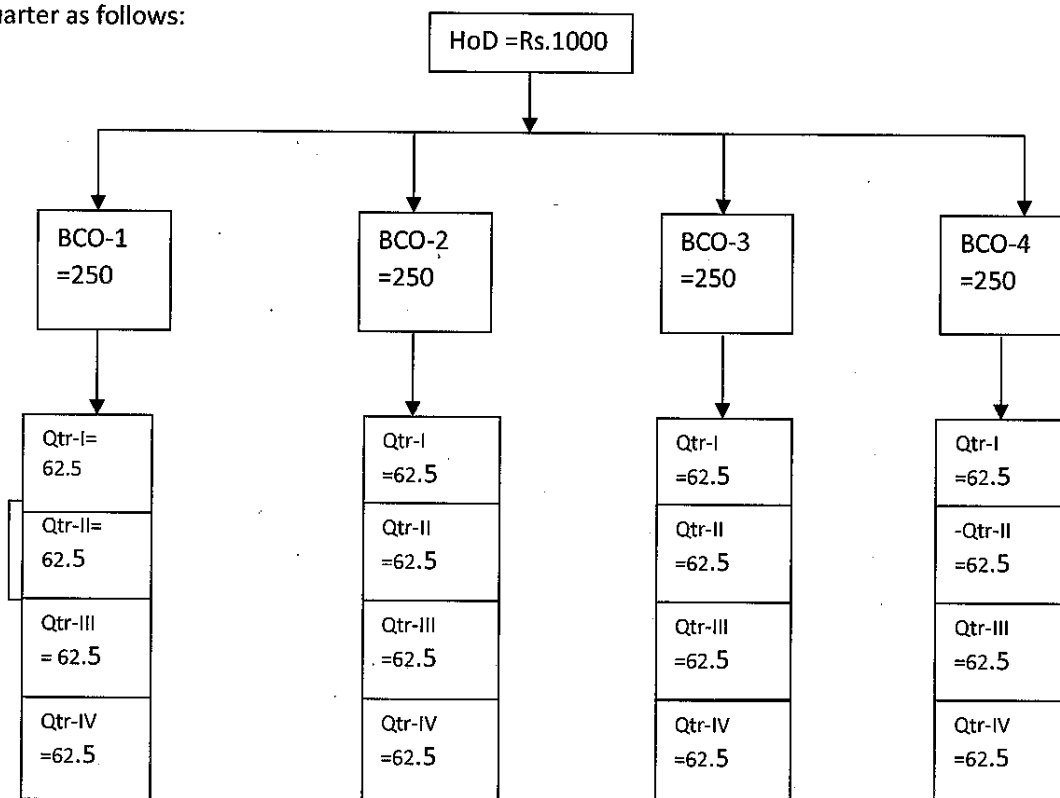
The HODs should ensure the correctness of the QCA proportions for each quarter in QCA master. If there is any deviation/mis-appropriation, the HOD must request the DOF for corrections.

The DDOs may incur expenditure against budget availability in each quarter, once the amount is distributed across DDOs.

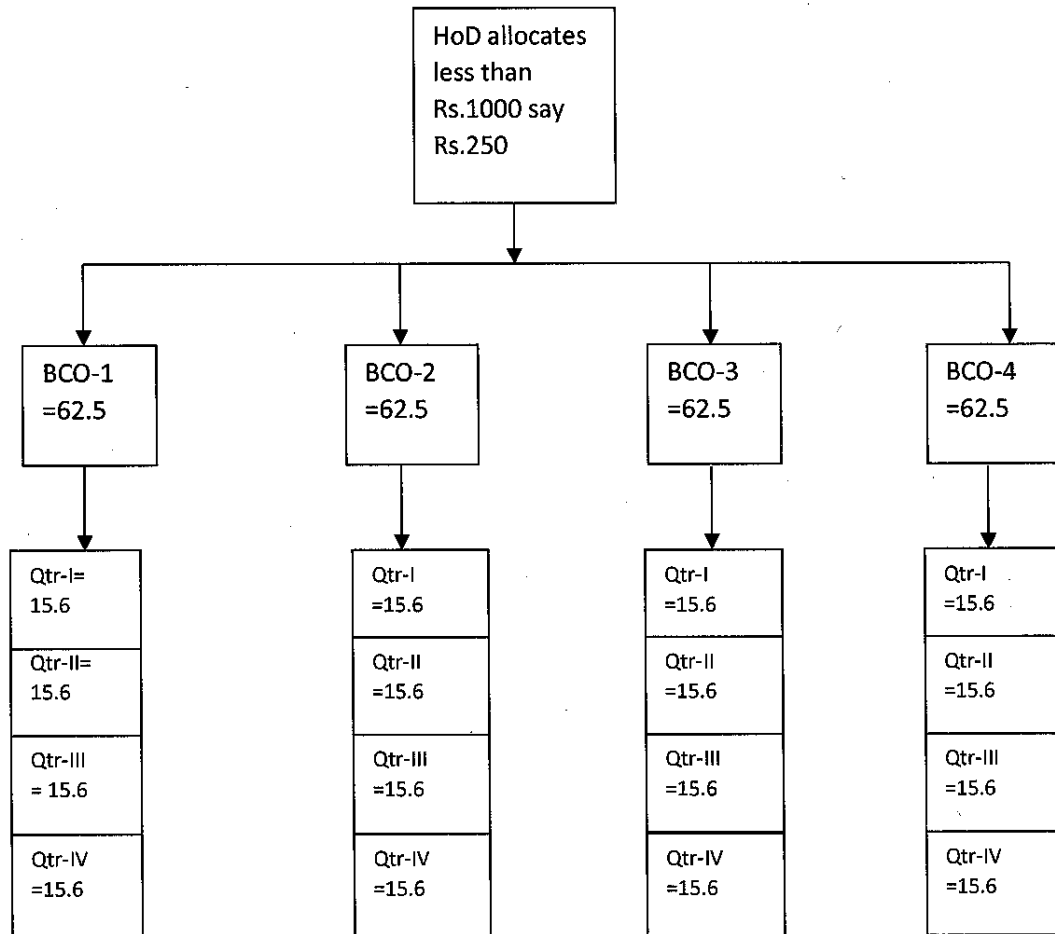
When HoD allocate budget to the BCOs/DDOs in IFHRMS system through any of the three fund flow pattern namely, Own Administrative Hierarchy, Cross Allocation & Budget Transfer mode, **the entire budget** (ie., 100%) to be allocated to the BCOs/DDOs without any restrictions, since the system will automatically distribute 25% (or as per the % in QCA master) for each quarter by default. If the HoD allocates < 100% then, only 1/4 of the allocated amount will be available for the BCO/DDO for a quarter to incur expenditure.

For example:

Assume that the Budget allocation for the HoD under a HoA is =Rs.1000 and there are 4 DDOs are mapped under that HoD. Then, the HOD has to allocate the entire amount of Rs.1000 among the 4 BCOs either as Rs.250 each or as per the requirements (Like DDO 1 -300, DDO 2-250, DDO 3 -250, DDO 4 -200). In case, the HoD allocate Rs.250 to each of the BCO then, the system by default will distribute 25% (or the % prescribed for the HoA & DH in QCA Master) of Rs.250 ie., Rs.62.5 for each quarter as follows:



In case the HoD allocates < Rs.1000 to the 4 BCOs say Rs.250 (retaining Rs.750 at this end) then, the total fund available for each BCO will be Rs.62.5. The system by default will distribute 25% of Rs.62.5 ie., Rs.15.6 to each quarter as follows:



Therefore, the HoD has to allocate the entire budget to the BCOs/DDOs

The system will take care of the QCA exemption items as per orders in force

CF Request

Advance from the Contingency Fund request process shall be initiated by HOD, after the HOD level of approvals. After approval, the request shall be submitted to the Finance Department.

By following hierarchy in Finance Dept, the HoD request shall be scrutinized and submitted to the Deputy Secretary (Budget), who will approve the CF amount. In case, if the amount exceeds Rs.1,00,00,000/-, it automatically send to the Additional Chief Secretary to Government, Finance Department.

Once it is approved by DSB/ACS and the G.O. number is updated, the Government Order for Contingency Fund Advance will be available for distribution

The Process includes

- CF request creation by HOD
- Approval workflows - HOD levels and Finance Section levels

CF Request Creation:

The Assistant from HoD shall click CF icon and then click at "Create proposal request" for making request. If the ASL No. is entered/selected in the prescribed field, details of ASL, created under NS/NIS will be shown automatically.

In default, the ASL approved amount will be shown in the CF proposed field, where, the assistant from the HoD can edit proposed amount. After that it is to be saved.

The request may be forwarded to the next level after the details are saved. After the HOD approval, CF request will be sent to Finance Department for the approvals.

The Assistant Section Officer in Finance Department shall login and initiate the process at the Government Level by entering amount and will submit for approval.

Once the DSB/ACS is approved, CF number will get generated and G.O Number and date field will be available for the update.

CF
 ASL/CF Distribution
 Payroll
 Pension Bill Processing
 DDO Master
 Bill Reports
 Budget Reports
 CF Reports

Contingency Fund Search Page

Create Proposal Request

ASL Number

CF No

CF Request No

Status

Find

Clear

(Rupees in '000)

Previous 1-10 of 18 Next 6

CF Request No	ASL No	CF No	CF Date	CF G.O. No.	CF G.O. Date	CF Proposed Amount	CF Sanctioned Amount	Status	Update	Print	Details
20181812	2018091150	2018091933	26-Sep-2018	258	26-Sep-2018	3000	3000	GO Updated			
20181853	2018091148					20000	5000	Submitted by Assistant			
20181832	2018091147	2018091892	26-Sep-2018	2001	26-Sep-2018	40000	40000	GO Updated			

Contingency Fund Sanction Page

Forward Update

CF No

CF Date

CF Request No 20182032

ASL Number 2018101155

ASL G.O. No. 679

ASL G.O. Date 12-Oct-2018

File Number 567

File Date 12-Oct-2018

Proposal Number 676

Proposal Date 12-Oct-2018

CF G.O. No.

CF G.O. Date

Status Draft

Subject

TIP Max of 500 Characters

(Rupees in '000)

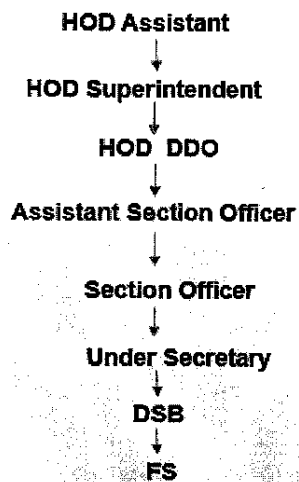
ASL Type	HOD Code	HOA Code	DH Code	ASL Approved Amount	CF Proposed Amount	Attachment
Additional Budget - MIS	01602	205400911AC	30502	750000	750000	
Total				750000	750000	

Attachments

Add Attachment

Title	Type	Description	Category	Attached By	Last Updated	Usage	Update	Delete
No results found.								

CF Approval Hierarchy



- HOD assistant will create the CF request and initiate the approval process
- HOD superintendent can forward or return for corrections if any
- Once the CF request is finally approved by HOD, goes to the finance sections officer for approvals
- At each level of approvers in the finance sections ,the update/return for corrections/verify options will be available
- Finally DSB will approve .Once approved the CF number will get generated and the GO number and date field will be available to edit
- If the CF request amount is ≥ 1 cr, the final approver will be FS

Contingency Fund Update Page

Forward

Return To Home

CF No

CF Date

CF Request No

ASL Number

ASL G.O. No.

ASL G.O. Date

File Number

File Date

Proposal Number

Proposal Date

CF G.O. No.

CF G.O. Date

Status

Subject

TIP Max of 500 Characters

(Rupees in '000)

Select	ASL Type	HOD Code	HDA Code	DN Code	ASL Approved Amount	CF Proposed Amount	CF Sanction Amount	Remarks	Attachment
<input type="checkbox"/>	Additional Budget - NIS	01602	205400911AC	30502	750000	750000	720000		
Total					750000	750000	720000		

Attachments

Add Attachment

Title	Type	Description	Category	Attached By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

Contingency Fund Update Page										Submit	Return To Home
CF No. 2018102052 CF Date 12-Oct-2018 CF Request No. 20182012 ASL Number 2018101155 ASL G.O. No. 679 ASL G.O. Date 12-Oct-2018 File Number 567 Old G.O. Ref. No.					File Date 12-Oct-2018 Proposal Number 678 Proposal Date 12-Oct-2018 CF G.O. No. 789 CF G.O. Date 12-Oct-2018 x Status Approved						
Copy To					@TIP Max of 4000 Characters						
					@TIP Max of 4000 Characters						
					Subject						
					@TIP Max of 500 Characters						
(Rupees in '000)											
Select	ASL Type	HOD Code	HOA Code	DH Code	ASL Approved Amount	CF Proposed Amount	CF Sanction Amount	Remarks	Attachment		
<input type="checkbox"/>	Additional Budget - NIS	01602	206400911AC	30562	750000	750000	720000				
Total					750000	750000	720000				

QCA/HOD Relaxation

When HOD needs to incur the expenditure over and above the proportionate amount for the quarter, he shall send request for the QCA relaxation by mentioning the Head of Account with Detailed Head.

The Assistant from the HoD should click "QCA HOD Relax" icon and click the create button.

Approval hierarchy: HOD Assistant→ HOD Superintendent→ HOD - DDO

- Initially the Assistant from the HoD should enter the details and submit to the Superintendent.
- The Superintendent shall review the details and submit to the HoD for approval.
- After the approval from the HoD, notification will be sent to the Assistant Section Officer in Finance Dept for approval process.

A.S.O→ Section Officer→US→DSB. The DS (B) is the approving authority for relaxing QCA.

QCA Relaxation

Financial Year

QCA Request Number

Loan From Date

Loan To Date

Status

[Go](#) [Clear](#) [Create](#)

QCA Request Number
2018/00003

QCA Data
11-Jan-2018

HOD
Directorate of Treasuries and Accounts

Proposed Amount (Rs.)
108000

Approved Amount (Rs.)
108000

Status
Submitted by Assistant

Previous 1-10 ☒ Next 10 P

[View](#)

QCA Relaxation

[Return for Correction](#) [Submit](#)

Financial Year 2018-2019 * HOD 01802 HOD Name Directorate of Treasuries and Accounts QCA Request Number 2018/00484

DDO Code	Head of Account	Detail Head	Budget Details	HOD Letter No	HOD Letter Date	Pending Bill (Rs.)	Proposed Amount (Rs.)	Approved Amount (Rs.)	Reason	Status	Attachment
05010002 Account Officer Bills	201400105AE Family Courts	31301 Hospitality / Entertainment Expenditure		678	15-Oct-2018	890000	900000	900000	to relax	Verified by Superintendent	
Total						890000	900000	900000			

Accountant/Unit A1/1193 has created QCA HOD Relaxation Request Number 2018/00504 for Financial Year 2018-2019 and it is waiting for your approval.

[Return For Correction](#) [Approve](#) [Reject](#)

From: Rajeev
To: Yuvraj Kotapati
Sent: 18-Oct-2018 13:14:01
ID: 1056842

* Financial Year 2018-2019 * HOD 01602 HOD Name Directorate of Treasuries and Accounts

DDO Code	Head of Account	Detail Head	Budget Details	HOD Letter No	HOD Letter Date	Pending Bill	Proposed Amount	Approved Amount	Reason	Status
01660901 Director of Tamilnadu State Legal Services	201102101AB Pay And Allowances Of Members Other Than Speaker, Deputy Speaker And Ministers	30105 Interim Relief		7857	17-Oct-2018	6000	50000	50000	ujajunat	Verified by US
Total						6000	50000	50000		

ASL/CF Distribution

ASL/CF distribution will enable the HOD to distribute the approved ASL/CF to the Associated DDO

Distribution is done by HOD to the associated DDO's

- Login as HOD Assistant and navigate to ASL/CF Distribution Icon. Give either ASL number or any other criteria and Click GO button
- Then select the ASL/CF number and click the distribute icon

The screenshot shows a web application interface for ASL/CF Distribution. At the top, there is a navigation bar with icons for ASL/CF Distribution, Payroll, Pension Bill Processing, DDO Master, Bill Reports, Budget Reports, CF Reports, and Deposit Reports. The main content area is titled "ASL/CF Distribution" and includes a "HOD Code" field with the value "01602". Below this, there are input fields for "ASL / CF No." (containing "2018101153"), "ASL / CF G.O. No.", "Date From", "Date To", and a "Distribution Status" dropdown menu. There are "Go" and "Clear" buttons. Below the input fields, there is a table with columns: Select, ASL/CF Type, ASL/CF No, G.O. No, ASL/CF Date, ASL Type, HOA Code, DH Code, Proposed Amount, Approved Amount, From HOD Code, From HOA Code, From DH Code, Print, and Distribute. The table contains one row of data. At the bottom right, there is a "Print Distribute" button.

Select	ASL/CF Type	ASL/CF No	G.O. No	ASL/CF Date	ASL Type	HOA Code	DH Code	Proposed Amount	Approved Amount	From HOD Code	From HOA Code	From DH Code	Print	Distribute
<input type="radio"/>	ASL	2018101153	4567	12-Oct-2018	Additional Budget - DI	205400911AF	30501	60000	55000					

Distribute the amount to the associated DDO's and save the details. Once saved, Forward button will be available for approval process

ASL/CF Distribution
Payroll
Pension Bill Processing
DDO Master
Bill Reports
Budget Reports
CF Reports
Deposit Reports

ASL/CF Distribution Details
Save BackToSearch

*ASL/CF Number 2018101153
*ASL Type Additional Budget - DI
*Approved Amount 55000
Status

Add Row Delete Row

Select	*To DDO Code	To DDO Name	*To DDO Amount	*Sanction Number	*Sanction Date
<input type="checkbox"/>	01060001	Director of Tamilnadu State Legal Services	25000	234	12-Oct-2018
<input type="checkbox"/>	01080001	District Administration Officer	30000 x	234	12-Oct-2018

(Rupees in '000)

ASL/CF Distribution
Payroll
Pension Bill Processing
DDO Master
Bill Reports
Budget Reports
CF Reports
Deposit Reports

ASL/CF Distribution Details
Update Forward

*ASL/CF Number 2018101153
*ASL Type Additional Budget - DI
*Approved Amount 55000
Status Draft

Add Row Delete Row

Select	*To DDO Code	To DDO Name	*To DDO Amount	*Sanction Number	*Sanction Date
<input type="checkbox"/>	01060001	Director of Tamilnadu State Legal Services	25000	234	12-Oct-2018
<input type="checkbox"/>	01080001	District Administration Officer	30000	234	12-Oct-2018

(Rupees in '000)

Login as HOD Superintendent. Click the notification and verify the distributions

Welcome Jyothi Peram,

Pending Notifications

View Open Notifications ☐ Go

Select Notifications: Open Reassign Close     

Rows 1 to 75

Select All | Select None

Select From <input type="checkbox"/>	Process Name <input type="checkbox"/>	Subject <input type="checkbox"/>	Sent <input type="checkbox"/>	Employee Number <input type="checkbox"/>	Employee Name <input type="checkbox"/>	Sent Time <input type="checkbox"/>
<input type="checkbox"/>	Rajeev ASL CF Approval Process	Accountant(Unit A1)1193 has created ASLCFD (Request No : 451) and it is waiting for your review.	12-Oct-2018			12-OCT-2018 13:40:32 ^
<input type="checkbox"/>	Rajeev Contingency Fund Approval Process	CFA Request Number : 20182012 has been approved successfully	12-Oct-2018			12-OCT-2018 12:37:45
<input type="checkbox"/>	GTN/ETI Generic Process	Additional Charge - Order Entry Request is pending for your verification.	12-Oct-2018			12-OCT-2018



Home



Bills



Imprest



Challan



Challan Distribution



Deposit



Budget Search



Budget Status Control

Accountant(Unit A1)1193 has created ASLCFD (Request No : 451) and it is waiting for your review.

Verify

From: Rajeev
To: Jyothi Peram
Sent: 12-Oct-2018 13:40:32
ID: 985840

ASL/CF Distribution Details

ASL/CF Number 2018101153

ASL Type Additional Budget - DI

* Approved Amount 55000

Status Submitted by Assistant

*To DDO Code

01080001

01060001

To DDO Name

District Administration Officer

Director of Tamilnadu State Legal Services

*To DDO Amount

30000

25000

*Sanction Number

234









234

*Sanction Date

12-Oct-2018

12-Oct-2018

Login as HOD-DDO use and approve the distribution. Once approved the corresponding DDO's can incur expenses

							
Home	Bills	Imprest	Challan	Challan Distribution	Deposit	Budget Search	Budget Status Control

Accountant/Unit A1/1193 has created ASLCFD (Request No : 451) and it is waiting for your approval. Approve

From: Rajeev
To: Palavi
Sent: 12-Oct-2018 13:45:30
ID: 956840

ASL/CF Distribution Details

ASL/CF Number	2018101153	ASL Type	Additional Budget - DI	* Approved Amount	55000	Status	Verified by Superintendent
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* To DDO Code	To DDO Name	* To DDO Amount	* Sanction Number	* Sanction Date
01080001	District Administration Officer	30000	234	12-Oct-2018
01060001	Director of Tamilnadu State Legal Services	25000	234	12-Oct-2018