ईपीएफओ, मुख्य कार्यालय

श्रम एवं रोज़गार मंत्रालय, भारत सरकार

भविष्य निधि भवन, 14, भीकाजी कामा प्लेस, नई दिल्ली 110066

EPFO, HEAD OFFICE

MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

BHAVISHYA NIDHI BHAWAN, 14, BHIKAIJI CAMA PLACE, NEW DELHI 110066

www.epfindia.gov.in

No. :- Budget/Budget Control Register/2020 /6364

Date: 03/2022

2 5 MAR 2022

To

The ACC (HQ)-Zonal Offices/Director (PDNASS)/
ACC -Zonal Offices / Chief Engineer (HO) / ACC (ASD) / ACC (HRM) /
ACC (HRD) / ACC (IS) / ACC (Publicity)

Subject: **Launch of "Budget Control Register" in EPFO- regarding.**

Madam/Sir,

In order to consolidate the administrative expenditure on a Central Software and to digitally capture the transactions in administrative account on real-time basis, an in-house Budget Control Software – **"Budget Control Register" (BCR)** has been developed. The BCR is being made effective from financial year 2022-23. The BE for 2022-23 will be released only through BCR.

2.   In this regard, an 'Instruction Manual' and 'Step by Step Guide" for "Budget Control Register Module," is prepared and enclosed herewith for ready reference. The Manual is to be referred while operating the BCR.

3.   The "Budget Control Register", Module has three parts:

A. **Budget Upload:** To be used by the concerned Division at Head office level, to upload and disburse budget i.e. Budget Estimate (BE)/Revised Estimate (RE)/Additional Budget to Zonal Offices, ASD-HO and NATRSS.
B. **Budget Allocation**: Budget uploaded by the HO can be allocated to the offices under its jurisdiction by the Zonal Offices, ASD-HO and NATRSS.
C. **Budget Transaction:** - Transactions can be recorded by the concerned office against the Budget allocated to it.
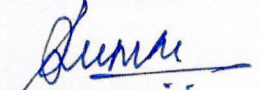
4.   Functionality for creation and management of Vendor/Lessor Master is also provided for the concerned Office/Branch who can utilize the Budget.

5.   Report functionality has been provided in BCR to generate report with filters like HO wise, Zone wise, Office wise, Head wise, Sub Head wise, Balance Amount, Approved Budget, Rejected Budget, Pending Budget, Budget Monthly Return-II Zone and Office wise.

6.   Any issue faced during implementation of the Budget Control Register, may be referred to NDC/IS Division through Issue Tracker.

7.   Shri Kumar Raghvendra, RPFC-II (Budget) is the Nodal Officer at Finance Division, Head Office for BCR. He can be contacted at budget.ho@epfindia.gov.in for any support relating to BCR.

8.   The Software can be accessed at URL - https://hr.epfindia.gov.in/hrm/Login.aspx with the login IDs provided by the respective office's administrator. Static IP has to be used for working on the Budget Control Register.

9.   Henceforth, all expenditure in Head Offices/PDNASS and the Field Offices shall be recorded in "Budget Control Register" only.

(This issues with the approval of the Competent Authority)

Yours faithfully,

(Sanat Kumar)
Regional P.F. Commissioner - I (Budget)

Encl: As above

Copy to:

1. CVO
2. CPFC Sectt.
3. Director (Audit) / RPFC (WSU)/Welfare Officer, Head Office
4. RPFC (NDC)
5. Deputy Director (OL) for Hindi Version.

(IS Division)
Employees' Provident Fund Organisation
Ministry of Labour & Employment
Govt. of India

Instruction Manual for
"BUDGET CONTROL REGISTER MODULE"

16/03/2022

STEP BY STEP GUIDE FOR

BUDGET CONTROL REGISTER MODULE

Budget Control Register Module has three parts

(1) **Budget Upload**:- Budget can be uploaded by the concerned Division of Head office to the Zonal Offices, ASD-HO and NATRSS. There are three roles for each budget uploading division i.e. BUDGET-INITIATOR, BUDGET-VERIFIER and BUDGET-APPROVER. The following divisions can upload the budget. Also the HR Admin of ASD, Head office (1124120 user) has to select the branch of the officials/officers for roles BUDGET-INITIATOR, BUDGET-VERIFIER and BUDGET-APPROVER as indicated in the parenthesis :-
(a) Finance Wing (Finance_Wing)
(b) IS Division (ISD)
(c) C&PR (C&PR)
(d) PFD (PFD)
(e) Staff Welfare (HRM1)
(f) Sports (HRM1)
(g) Purchase of Motor Vehicle (HRM1)

(2) **Budget Allocation**:- Budget uploaded by the HO can be allocated to the offices under its jurisdiction by the Zonal Offices, ASD-HO and NATRSS. There are three roles for each budget uploading division i.e. BUDGET-INITIATOR, BUDGET-VERIFIER and BUDGET-APPROVER.

(3) **Vendor Master**:- Vendor/Lessor can be managed by using this functionality.

(4) **Budget Transaction**:- Transactions can be recorded by the concerned office against the Budget allocated to it.

I. BUDGET UPLOAD

I.1 BUDGET-INITIATOR

The following screen will be displayed in the login of Budget Initiator Role.

- **Menu**
  - Search Employee Details
  - Change Password of This User Account
  - Switch Role
  - Budget Control System
    - Upload Budget
    - Upload Budget Report
    - Budget HO RE Calculation

Upload Budget

The user needs to first download the budget formats which are available in the Upload Budget functionality. Then user needs to fill them properly.

OFFICE TYPE : **HO**

BUDGET CONTROL INITIATOR

Financial Year	2021-2022	
Category	BE	
Divison	Finance_Wing	Submit
Zone	Select ZONE	
Select File	Choose File No fil...hosen	Upload

Display Zone Description

No records found.

Click here to download Budget Format for Finance Wing
☐Help

After filling the data in the downloaded formats, the same needs to be uploaded. Following data entry screen will be displayed:-

OFFICE TYPE : **HO**

BUDGET CONTROL INITIATOR

Financial Year	2021-2022	
Category	BE	
Divison	Finance_Wing	Submit
Zone	UP	
Select File	Choose File No fil...hosen	Upload

Display Zone Description

No records found.

Select the Financial Year, Category, Division, Zone, Select File. Click Upload.

On successful Following screen will be displayed:-

The uploaded file is now available for download to verify with the original data. Click the hyperlink of Zone. The following screen will be displayed:-

Download the uploaded data in excel format through "Download as Excel" link given on top right side of the screen above. After downloading, the same needs to be cross verified with the original data. After verification, click the checkbox at the beginning of the record. Now there are two options i.e. Reject and Submit as per the screenshot given below:-

In case the uploaded file has some discrepancies click the Reject Button, as per the screenshot given below:-

Record the reason and click Submit button. You can again upload the budget file.

After successful verification, click the SUBMIT button, an alert will be displayed "Do you want to submit the budget to verifier?" Click Ok to continue. The following screen will be displayed:-

Click OK, the budget upload file will be submitted to the BUDGET-VERIFIER.

I.2 BUDGET-VERIFIER

When the Budget-Verifier logs in, the following screen will be displayed:-

Click Budget Verifier functionality. Following screen will be displayed:-

Click the hyperlink of Zone. The following screen will be displayed:-

The role of the Budget Verifier is to verify the budget uploaded by the Budget Initiator. In case the data is correct he needs to forward the task to Budget Approver. In case of any discrepancy the task can be sent back to the Budget Initiator for re-uploading.

Like the budget initiator, the budget verifier also has two options Reject or Submit. After rejection the task goes back to Budget-Initiator. To reject, record the reason and click Submit to send back the task to Budget Initiator.

To forward the task to Budget Approver, SUBMIT button as per screenshot below

OFFICE TYPE : **HO**

BUDGET CONTROL VERIFIER

Financial Year	2021-2022 ▾
Category	BE ▾
Divison	Finance_Wing ▾

☑	ZONE	CATEGORY	DIVISION	FIN_YEAR	EPF	EDLI	AMOUNT	INITIATED ON
☑	UP	BE	Finance_Wing	2021-2022	861740	8704	870444	12/27/2021 11:27:14 AM

Reject   Submit

The following screen will be displayed:-

Chrome

634/BudgetVerifier.aspx

He

प्रसूची पृष्ठ पर जाएँ/Go to Menu Page

OFFICE TYPE : **HO**

localhost:13634 says

Do you want to submit the budget to approver?

OK   Cancel

Financial Year	2021-2022 ▾
Category	BE ▾
Divison	Finance_Wing ▾

☑	ZONE	CATEGORY	DIVISION	FIN_YEAR	EPF	EDLI	AMOUNT	INITIATED ON
☑	UP	BE	Finance_Wing	2021-2022	861740	8704	870444	12/27/2021 11:27:14 AM

Reject   Submit

Click OK to forward the task to Budget Approver.

I.3 BUDGET-APPROVER

When the Budget- Approver logs in, the following screen will be displayed:-

Click Budget Approver functionality. Following screen will be displayed:-

Click the hyperlink of Zone. The following screen will be displayed:-

UP	2021-2022	BE	Finance_Wing	CONTENGENCIES AND MISC	Misc. Office Expenses	9900	100	10000	
UP	2021-2022	BE	Finance_Wing	CONTENGENCIES AND MISC	Book & Journal for Library	9900	100	10000	
UP	2021-2022	BE	Finance_Wing	CONTENGENCIES AND MISC	Training and Conference	9900	100	10000	
UP	2021-2022	BE	Finance_Wing	CONTENGENCIES AND MISC	Professional services	9900	100	10000	
UP	2021-2022	BE	Finance_Wing	CONTENGENCIES AND MISC	Swachhta Action Plan(SAP)	9900	100	10000	
UP	2021-2022	BE	Finance_Wing	CONTENGENCIES AND MISC	TOTAL CONTENGENCIES	227700	2300	230000	
UP	2021-2022	BE	Finance_Wing	RETIREMENT BENEFITS	Pension cum Gratuity	20900	211	21111	
UP	2021-2022	BE	Finance_Wing	RETIREMENT BENEFITS	Leave Salary & Pension Contribution	20900	211	21111	
UP	2021-2022	BE	Finance_Wing	RETIREMENT BENEFITS	Payment of Assurance Benefits	20900	211	21111	
UP	2021-2022	BE	Finance_Wing	RETIREMENT BENEFITS	Board's share of contribution towards Contributory P.F.	20900	211	21111	
UP	2021-2022	BE	Finance_Wing	RETIREMENT BENEFITS	TOTAL RETIREMENT BENEFITS	83600	844	84444	
UP	2021-2022	BE	Finance_Wing	REPAYABLE LOANS AND ADVANCES	House Building Advance	1980	20	2000	
UP	2021-2022	BE	Finance_Wing	REPAYABLE LOANS AND ADVANCES	Personal Computer Advance	1980	20	2000	
UP	2021-2022	BE	Finance_Wing	REPAYABLE LOANS AND ADVANCES	Other Advances (Special Festival advances, etc)	1980	20	2000	
UP	2021-2022	BE	Finance_Wing	REPAYABLE LOANS AND ADVANCES	TOTAL REPAYABLE LOANS AND ADVANCES	5940	60	6000	
UP	2021-2022	BE	Finance_Wing	GRAND TOTAL	GRANDTOTAL	861740	8704	870444	

The role of the Budget Approver is to approve the budget uploaded by the Budget Initiator and verified by the Budget Verifier. In case the data is correct he needs to approve the same. In case of any discrepancy the task can be sent back to the Budget Initiator for re-uploading.

The budget approver also has two options Reject or Submit. After rejection the task goes back to Budget-Initiator. To reject, record the reason and click Submit to send back the task to Budget Initiator.

Upload Budget Report: This report is available with all three roles i.e. BUDGET-INITIATOR, BUDGET-VERIFIER and BUDGET-APPROVER.

Upload Budget Report at Initiator

BUDGET UPLOAD REPORT

OFFICE TYPE : **HO**

Financial Year	2020-2021
Category	BE
Divison	Finance_Wing

ZONE	CATEGORY	DIVISION	FIN_YEAR	EPF	EDLI	AMOUNT	INITIATED ON	VERIFIED ON	APPROVED ON	STATUS
UP	BE	Finance_Wing	2020-2021	45568908	460292	46029200	1/6/2022 10:37:50 AM			Pending at Initiator

Download Budget Report in Excel at Initiator

Upload Budget Report at Verifier

Download Budget Report in Excel at Verifier

Upload Budget Report at Approver

Download Budget Report in Excel at Approver

Upload Budget Report at Initiator (For Additional Budget)

Download Budget Report in Excel at Initiator (For Additional Budget)

| | Role : BUDGET-INITIATOR | WELCOME : R SURESHKUMAR | Designation : AD(IS) |
| Not Available | Logged In IP : ::1 | | Last Logged In on : January 06,2022 , 10:01:37 Chrome 96.0 |

Employees' Provident Fund Organisation
(A Statutory Body Under Ministry of Labour & Employment, Government of India)

He

प्रसूची पृष्ठ पर जाएँ/Go to Menu P

Additional Budget Report Details ✕

Download as Excel

ZONE	YEAR	CATEGORY	DIVISION	HEAD	DESCRIPTION	AMOUNT	REMARKS
UP	2020-2021	Addl_Budget	Finance_Wing	REVENUE SECTION	Salaries	1000	Add in Salary.

Upload Budget Report at Verifier (For Additional Budget)

| | Role : BUDGET-VERIFIER | WELCOME : DHARAMJIT SINGH | Designation : SECTION OFFICER |
| Not Available | Logged In IP : ::1 | | Last Logged In on : January 06,2022 , 11:01:28 Chrome 96.0 |

Employees' Provident Fund Organisation
(A Statutory Body Under Ministry of Labour & Employment, Government of India)

Help

प्रसूची पृष्ठ पर जाएँ/Go to Menu Page

OFFICE TYPE : **HO**

BUDGET UPLOAD REPORT

Financial Year	2020-2021	ZONE	CATEGORY	DIVISION	FIN_YEAR	AMOUNT	INITIATED ON	VERIFIED ON	APPROVED ON	STATUS
Category	Addl_Budget	UP	Addl_Budget	Finance_Wing	2020-2021	1000	2022-01-06 11:00:32	2022-01-06 11:07:48		Pending at Approver
Divison	Finance_Wing									

Download Budget Report in Excel at Verifier (For Additional Budget)

| | Role : BUDGET-VERIFIER | WELCOME : DHARAMJIT SINGH | Designation : SECTION OFFICER |
| Not Available | Logged In IP : ::1 | | Last Logged In on : January 06,2022 , 11:01:28 Chrome 96.0 |

Employees' Provident Fund Organisation
(A Statutory Body Under Ministry of Labour & Employment, Government of India)

प्रसूची पृष्ठ पर जाएँ/Go to Men

Additional Budget Report Details ✕

Download as Excel

ZONE	YEAR	CATEGORY	DIVISION	HEAD	DESCRIPTION	AMOUNT	REMARKS
UP	2020-2021	Addl_Budget	Finance_Wing	REVENUE SECTION	Salaries	1000	Add in Salary.

Upload Budget Report at Approver (For Additional Budget)

Download Budget Report in Excel at Approver (For Additional Budget)

II. BUDGET ALLOCATION

Budget allocation is to be done by the Zonal Offices, ASD-HO and NATRSS. The HR Admin (****120 user) of the concerned office has to select the branch of the officials/officers for roles BUDGET-INITIATOR, BUDGET-VERIFIER and BUDGET-APPROVER as ACC.

II.1 BUDGET-INITIATOR:

The following screen will be displayed in the login of Budget Initiator Role.

Select Fin. Year, Division, Category and Office as per the screenshots given below:-

Enter AMOUNT TO BE ALLOTTED then click Submit button.

If allotted amount is less than pool amount then following screen will be displayed:-

In case it is greater than pool amount, then following error will be displayed:-

Budget allocation can be downloaded in Excel and PDF format as per screenshot given below:-

Once the budget is allotted to all the offices under the jurisdiction of zonal office, now the budget can be rejected or forwarded to the Budget Verifier.

To reject, click Reject button.

To forward the task to Budget Verifier click check box and then Submit. Following screen will be displayed:-

Click OK to send the task to verifier.

II.2 BUDGET-VERIFIER

When the Budget-Verifier logs in, the following screen will be displayed:-

Click Budget Allocation Verifier button. Select Fin Year, Categories and Division, following screen will be displayed:-

BUDGET CONTROL ALLOCATION VERIFIER

Financial Year	2021-2022
Category	BE
Divison	Finance_Wing

SUMMARY

	OFFICE	CATEGORY	DIVISION	FIN_YEAR	EPF	EDLI	Amount
☐	AGRA	BE	Finance_Wing	2021-2022	85778	866	86644
☐	ALLAHABAD	BE	Finance_Wing	2021-2022	6435	65	6500

Click the hyperlink of Zone. The following screen will be displayed:-

प्रसूचा पृष्ठ पर जाए/Go to Menu Page

Budget Details   ✕

Download as Excel   Download as PDF

OFFICE	YEAR	CATEGORY	DIVISION	HEAD	DESCRIPTION	EPF	EDLI	AMOUNT
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Salaries	19800	200	20000
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Leave Encashment	6168	62	6230
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Bonus	34862	352	35214
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Dearness allowance	1980	20	2000
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Interim Relief	22770	230	23000
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Overtime allowance	198	2	200
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Other Allowance	0	0	0
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Travelling Allowance	0	0	0
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Leave Travel Concession	0	0	0
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Medical Allowance	0	0	0
AGRA	2021-2022	BE	Finance_Wing	REVENUE SECTION	Honorarium	0	0	0
AGRA	**2021-2022**	**BE**	**Finance_Wing**	**REVENUE SECTION**	**TOTAL REVENUE**	**85778**	**866**	**86644**
AGRA	2021-2022	BE	Finance_Wing	CONTENGENCIES AND MISC	Publicity	0	0	0
AGRA	2021-2022	BE	Finance_Wing	CONTENGENCIES AND MISC	Audit Fee	0	0	0
AGRA	2021-2022	BE	Finance_Wing	CONTENGENCIES AND MISC	Bank Commission	0	0	0

Activate Windows

Reject and Submit buttons have the same purpose and function as in the case of uploading has.

II.3 BUDGET-APPROVER

Office : KANPUR (094)	User Id : 2094006	Version :Last Updated 06, Jun 2018 (V 2.22)	09 Feb 2022, 05:36:45 PM
	Role : BUDGET-APPROVER	**WELCOME : PREM NARAYAN**	**Designation : SSSA**
	Logged In IP : ::1		**Last Logged In on : February 09,2022 , 17:02:26 Chrome 9**

Employees' Provident Fund Organisation
(A Statutory Body Under Ministry of Labour & Employment, Government of India)

पीछे/Back

⊟ 🕮 **Menu**
   🕮 Search Employee Details
   🕮 Change Password of This User Account
   🕮 Switch Role
⊟ 🕮 Budget Control System
   🕮 Budget Allocation Approver
   🕮 Budget Pool Adjustment

In purpose of the Budget Allocation Approver functionality is same as in the case of Budget Approver (Upload). Also the process flow is same.

Budget Pool Adjustment

The purpose of this functionality is to be adjust the budget already allotted.

Click the Budget Pool Adjustment. Following screen will be displayed:-

BUDGET POOL ADJUSTMENT

| Zone | UP ∨ | Financial Year | Select Year ∨ | Category | ∨ | Divison | ∨ | Office | ∨ |

Select Financial year, Category, Division and Office. Following screen will be displayed:-

BUDGET CONTROL POOL ACCOUNT

| Zone | UP ∨ | Financial Year | 2021-2022 ∨ | Category | BE ∨ | Divison | Finance_Wing ∨ | Office | AGRA ∨ |

HEAD	SUBHEAD	BE	ADDL_AMNT_ZO	TOTAL	ZO_DISBURSED	POOL	AGRA	EDIT
REVENUE SECTION	Salaries	50000	0	50000	25000	25000	20000	+ -
REVENUE SECTION	Leave Encashment	50000	0	50000	6730	43270	6230	+ -
REVENUE SECTION	Bonus	50000	0	50000	36214	13786	35214	+ -
REVENUE SECTION	Dearness allowance	50000	0	50000	2000	48000	2000	+ -
REVENUE SECTION	Interim Relief	50000	0	50000	23000	27000	23000	+ -
REVENUE SECTION	Overtime allowance	50000	0	50000	200	49800	200	+ -
REVENUE SECTION	Other Allowance	50000	0	50000	0	50000	0	+ -
REVENUE SECTION	Travelling Allowance	50000	0	50000	0	50000	0	+ -
REVENUE SECTION	Leave Travel Concession	50000	0	50000	0	50000	0	+ -
REVENUE SECTION	Medical Allowance	50000	0	50000	0	50000	0	+ -

Make necessary adjustments and click Save button. Following screen will be displayed:-

1 - Google Chrome

:alhost:13634/BudgetallocationPool.aspx

Office : KANPUR (094)   User Id :   Role : BUDGET-APPROV   Logged In IP : ::1   (A St   27 Dec 2021, 12:31:48 PM   SignC
Not Available

Designation : SSSA

localhost:13634 says

Successfully updated

OK

ecember 27,2021 , 12:12:19 Chrome 96.0
ment of India)

Help

प्रसूची पृष्ठ पर जाएँ/Go to Menu Page

BUDGET CONTROL POOL ACCOUNT

| Zone | UP ∨ | Financial Year | 2021-2022 ∨ | Category | BE ∨ | Divison | Finance_Wing ∨ | Office | AGRA ∨ |

HEAD	SUBHEAD	BE	ADDL_AMNT_ZO	TOTAL	ZO_DISBURSED	POOL	AGRA	REMARKS	EDIT
REVENUE SECTION	Salaries	50000	0	50000	25100	24900	20100	Add Something	1000 save / close
REVENUE SECTION	Leave Encashment	50000	0	50000	6730	43270	6230		+ -
REVENUE SECTION	Bonus	50000	0	50000	36214	13786	35214		+ -

To display the subhead details, click SUBHEAD Button. Following screen will be displayed:-

BUDGET ADJUSTMENT DETAILS

ZONE	OFFICE	SUBHEAD	PREVIOUS	ADDED	MINUS	CURRENT	TIMESTAMP	Remarks
UP	AGRA	Salaries	0			20000	12/27/2021 12:03:07 PM	Allotted by ZO
UP	AGRA	Salaries		100	0	20100	12/27/2021 12:32:48 PM	Add something
UP	AGRA	Salaries		1000	0	21100	12/27/2021 12:33:42 PM	Add Something

VENDOR MASTER

The purpose of this functionality to manage the Vendor/Lessor master.

It has three functionalities namely (i) Budget Add Vendor/Lessor, (ii) Budget Edit/Blacklist Vendor/Lessor and (iii) Budget Vendor/Lessor Report. All three functionalities are single level under the role of DA-LIST.

When the DA-LIST user logs in, the following screen displays:-

Budget Add Vendor/Lessor

The purpose of this functionality is to add the Vendor/Lessor in the master. There are two radio buttons for Vendor and Lessor. Upon clicking the functionality, the following screen displays:-

User can select one Radio Button. User enters data in the data entry fields. Vendor/Lessor Name (Agency), Name of Person, Mobile No., Address1, Pin

Code, IFSC code and Bank Name fields are mandatory. Rest are optional. You can select multiple Work Areas. Click Vendor/Lessor button, following screen will be displayed:-

For LESSOR the data entry fields are same as for VENDOR.

Budget Edit/Black List Vendor/Lessor

With the help of this functionality, the Vendor/Lessor details added through Budget Add Vendor/Lessor can be (i) edited, (ii) blacklisted, (iii) removed from backlist and (iv) deleted.

Upon clicking the functionality, A list of the vendor/lessor master displays:-

Each record has three action button namely Edit, Blacklist and Delete. To edit/update the Vendor/Lessor details click the Edit button of the respective record, following screen displays in pop up:-

Make necessary changes/editing. Click Update Button, the following screen will be displayed:-

To make a record blacklist, click the Blacklist button of the respective record, following screen displays:-

Enter the Order Number, Select Order Date and record the Reason for Add to Black List. Click Add to Black List button, the status of the record will become "Blacklisted" from "Blacklist". The blacklisted record can be removed from the

blacklist by clicking the "Blacklisted" button at of the respective record. Following screen displays:-

Enter the Order Number, Select Order Date and record the Reason for Add to Black List. Click Remove From Black List button, the status of the record will change accordingly.

To Delete a record, click the Delete button of the respective record. Enter the Order Number, Select Order Date and record the Reason for Removing. Click Delete Vendor/Lessor, following screen displays:-

Once the record is deleted, it cannot be edited, added to blacklist, removed from blacklist. However, you can add the Vendor/Lessor again.

Budget Vendor/Lessor Report

The purpose of this functionality is to display the detailed report of Vendor/Lessor. The form which was filled while the Vendor/Lessor was added is displayed in the report format. Upon clicking the functionality, the following screen displays:-

S.No.	VendorCode	OfficeName	PAN	GSTN	Mobile	Vendor/LessorAgencyName	Vendor/LessorName	Category
1	VNDR_094_1	KANPUR	AAAAA5555A	22AAAAA5555A1S2	8965321236	LAXAMI AGENCY	LAXAMI NARAYAN	LESSOR
2	VNDR_094_2	KANPUR	FFFFF5555F		2231233333	KAMAR PALM AGRO	KANWAR PAL	LESSOR
3	VNDR_094_3	KANPUR			1111111111	A	A	VENDOR
4	VNDR_094_4	KANPUR			1111111111	BB	BBBBBB	VENDOR
5	VNDR_094_5	KANPUR			4444444444	GGGG	GGGG	LESSOR
6	VNDR_094_6	KANPUR	DDDDD5555D	22DDDDD5555D2D2	9719933441	MOHIT TR	RAJAT	LESSOR
7	VNDR_094_7	KANPUR	FFFFF6666F	55FFFFF6666F3G2	9823949871	RASHMI TR	RASHMI	VENDOR
8	VNDR_094_8	KANPUR			1111111111	GHFGH	FFF	LESSOR
9	VNDR_094_9	KANPUR	CCCCC5555C	22CCCCC5555C1D5	5987452130	RAHUL AGRO PVT LIMITED	RAHUL KUMAR	VENDOR
10	VNDR_094_10	KANPUR	ABCDE1234F	66HHHHH5555H1F5	9876543210	M/S RAJ MAHAL	RAJ KUMAR	VENDOR

Click the Vendor code hyperlink, the following screen displays:-

The form can be downloaded in pdf format by clicking the link as given below:-

Office : KANPUR (094)   User Id : 2094007   Version :Last Updated 06, Jun 2018 (V 2.22)   15 Feb 2022, 10:43:08 AM

Not Available   Role : DA-LIST   WELCOME : VINOD KR TRIPATHI   Designation : SSSA
Logged In IP : ::1   Last Logged In on : February 15,2022 , 10:02:52 Chrome 98.0

Employees' Provident Fund Organisation
(A Statutory Body Under Ministry of Labour & Employment, Government of India)

Budget Vendor/Lessor Report

|◁ ◁ 1 of 1 ▷ ▷| ⇦ [   ] Find | Next 🖫▾ ⟳

PDF

VENDOR/LESSOR DETAILS

1.PAN:	AAAAA5555A
2.GSTN:	22AAAAA5555A1S2
3.Vendor Name(Agency):	LAXAMI AGENCY
4.Work Area:	supplier#Computer
5.Work Area (Others):	
6.Name of Person(Representing Agency):	LAXAMI NARAYAN
7.Mobile No:	8965321236
8.Designation:	CEO
9.E-mail id:	ABC@GMAIL.COM
10.Address1:	DELHI
11.Address2:	DELHI

BUDGET TRANSACTION

The purpose of this functionality to record transactions by the concerned office against the Budget allocated to it.

It has two functionalities namely (i) Budget Transactions, (ii) Budget Pending Transactions.

When the DA-LIST user logs in, the following screen displays:-
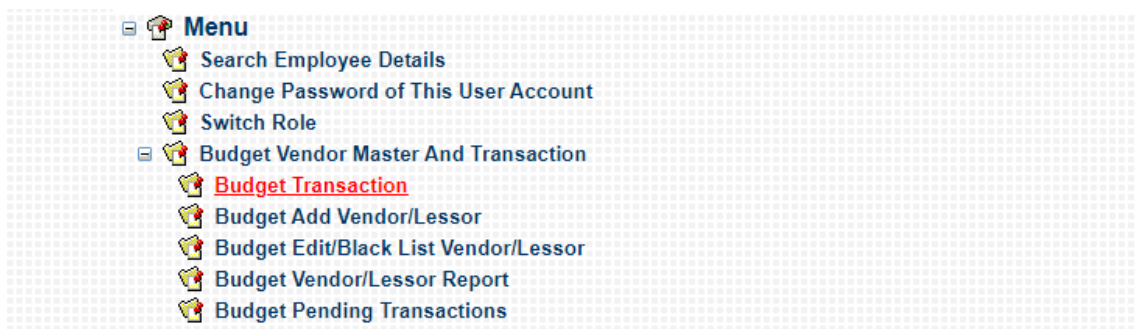
Click Budget Transaction, following screen will be displayed:-

Select required Head and Subhead, following screen will be displayed:-

Task with DA

Finanicial year: 2021-2022

Select Head/Sub Head

Head CONTENGENCIES AND MISC **Sub Head** Publicity

Sub Head Type SELECT SUB HEAD TYPE

Category	Financial Year	Head	Sub Head	Budget Allocated	Committed Transaction	Paid Transaction	Balance
BE	2021-2022	201	201001	5000			5000

Select Vendor/EID

☑ **Vendor Code/Lessor** VNDR_094_1   ☐ EID

Office Name	Vendor Code	Vendor Agency Name	Work Area	Address	Black List
KANPUR	VNDR_094_1	LAXAMI TRANSPORT AGENCY	COMPUTER#AGENCY#TELEPHONE	NEW DELHINEW DELHI SOUTH CITY SOUTH CITY NEW DELHI 110077	N

Activate Windows

For Rate Wise Click Rate Wise Radio Button, enter data and click SAVE button:-

Category	Financial Year				...tted ...action	Paid Transaction	Balance
BE	2021-2022						5000

localhost:13634 says

Your Records SAVE Sucessfully! AND TransID= 094_2021-2022_2

OK

Select Vendor/EID

☑ **Vendor Code/Lessor** VNDR_094_1

Office Name	Vendor Code	Vendor Agency Name	Work Area	Address	Black List
KANPUR	VNDR_094_1	LAXAMI TRANSPORT AGENCY	COMPUTER#AGENCY#TELEPHONE	NEW DELHINEW DELHI SOUTH CITY SOUTH CITY NEW DELHI 110077	N

Record Transaction

◉ Rate wise   ○ Consolidated Amount

Item Name *   **File Number**

No Of Item *   **GEM Ref No**

Amount per item *   **GEM Ref Date** DD/MM/YYYY

Total Amount 20000

Tax   **Remarks** OK

Total(Amount+Tax) 20000

Save

Activate Windows

For Consolidated Amount Click Consolidated Amount Radio Button, enter data and click SAVE button:-

Select Vendor/EID

☑ **Vendor Code/Lessor** [VNDR_094_1]

Office Name	Vendor Co...				Address	Black List
KANPUR	VNDR_094...			HONE	NEW DELHINEW DELHI SOUTH CITY SOUTH CITY NEW DELHI 110077	N

localhost:13634 says

Your Records SAVE Sucessfully! AND TransID= 094_2021-2022_3

[OK]

Record Transaction

○ Rate wise   ● Consolidated Amount

Item Name *	FAN	File Number	1
No Of Item *	10	GEM Ref No	ASD
Amount per item *	1500	GEM Ref Date	03/03/2022
Total Amount	15000		
Tax	200	Remarks	OK
Total(Amount+Tax)	15200		

[**Save**]

Click Budget Pending Transaction, following screen will be displayed:-

Task is pending To DA

S.No.	Transaction ID	Vendor Code	Name of Item	No of Item	Item Amount	Tax Amount	Total Amount	Total(Amount+tax)	Status	Action
1	094_2021-2022_2	VNDR_094_1		0		0	20000	20000	NEW	Process Cancel
2	094_2021-2022_3	VNDR_094_1	FAN	10	1500	200	15000	15200	NEW	Process Cancel

Click Vendor Code hyperlink to display vendor report:-

VENDOR DETAILS

Vendor Code	: VNDR_094_1	Vendor BlackList	: N
Vendor Name(Agency)	: LAXAMI TRANSPORT AGENCY	Name of Person (Representing Agency)	: MR. OM SHARMA
Designation	: CEO	Work Area	: COMPUTER#AGENCY#TELEPHONE
Mobile Number	: 7906538374	Email Id	: A@GMAIL.COM
Address1	: NEW DELHI	Address2	: NEW DELHI
District	: SOUTH CITY	City	: SOUTH CITY
PinCode	: 110077	State	: NEW DELHI

In case the transaction is to be cancelled, click Cancel hyperlink under Action column:-

Sub Head Type	SELECT SUB HEAD TYPE ⌄						

Category	Financial Year	Head	Sub Head	Budget Allocated	Committed Transaction	Paid Transaction	Balance
BE	2021-2022	201	201001	5000	35200		-30200

Select Vendor/EID

☑ **Vendor Code/Lessor** VNDR_094_1   ☐ EID

Record Transaction

◉ Rate wise   ○ Consolidated Amount

Item Name *

No Of Item * 0

Amount per item *

Total Amount 20000

Tax 0

Total(Amount+Tax) 20000

File Number

GEM Ref No

GEM Ref Date

Remarks

Activate Windows
Go to Settings to activate

Cancel Transaction

Enter Remarks and click Cancel Transaction button, following screen will be displayed:-

Category	Financial Year					Paid Transaction	Balance
BE	2021-2022						-30200

localhost:13634 says

Your Record Cancelled Successfully!

OK

Select Vendor/EID

☑ **Vendor Code/Lessor** VNDR_094_1   ☐ EID

Record Transaction

◉ Rate wise   ○ Consolidated Amount

Item Name *

No Of Item * 0

Amount per item *

Total Amount 20000

Tax 0

Total(Amount+Tax) 20000

File Number

GEM Ref No

GEM Ref Date

Remarks OK CANCEL

Cancel Transaction

In case the record is to be sent to PAC for processing, click Process hyperlink under Action column:-

	Head	CONTENGENCIES AND MISC		Sub Head	Publicity	

Sub Head Type | SELECT SUB HEAD TYPE |

Category	Financial Year	Head	Sub Head	Budget Allocated	Committed Transaction	Paid Transaction	Balance
BE	2021-2022	201	201001	5000	35200		-30200

Select Vendor/EID

☑ Vendor Code/Lessor | VNDR_094_1 | ☐ EID | |

Record Transaction

○ Rate wise   ◉ Consolidated Amount

Item Name *	FAN	File Number	1
No Of Item *	10	GEM Ref No	ASD
Amount per item *	1500	GEM Ref Date	03/03/2022
Total Amount	15000		
Tax	200	Remarks	
Total(Amount+Tax)	15200		

Send To PAC

Enter Remarks and Send the task to Pre Audit by clicking Send To PAC button:-

Sub Head Type | SELECT SUB HEA |

localhost:13634 says

Your Record Send to PAC!

OK

Category	Financial Year					Paid Transaction	Balance
BE	2021-2022	201	201001	5000	35200		-30200

Select Vendor/EID

☑ Vendor Code/Lessor | VNDR_094_1 | ☐ EID | |

Record Transaction

○ Rate wise   ◉ Consolidated Amount

Item Name *	FAN	File Number	1
No Of Item *	10	GEM Ref No	ASD
Amount per item *	1500	GEM Ref Date	03/03/2022
Total Amount	15000		
Tax	200	Remarks	OK
Total(Amount+Tax)	15200		

Send To PAC

For further processing, the PAC-SALARY user of the office needs to login from his/her role, following screen will be displayed:-

☐ 🗂 Budget Vendor Master And Transaction
🗂 **Budget PreAudit**

Click Budget PreAudit link, following screen will be displayed:-

Task is pending with PAC

S.No.	Transaction ID	Vendor Code	Name of Item	No of Item	Item Amount	Tax Amount	Total Amount	Total(Amount+tax)
1	094_2021-2022_3	VNDR_094_1	FAN	10	1500	200	15000	15200
2	094_2021-2022_4	VNDR_094_1	CHAIR	200	500	200	100000	100200
3	094_2021-2022_5	VNDR_094_1		0		0	20000	20000

Click Transaction ID hyperlink, following screen will be displayed:-

Category	Financial Year	Head	Sub Head	Budget Allocated	Committed Transaction	Paid Transaction	Balance
BE	2021-2022	201	201001	5000	35200		-30200

Select Vendor/EID

☑ Vendor Code/Lessor VNDR_094_1   ☐ EID

Record Transaction

○ Rate wise   ◉ Consolidated Amount

Item Name *	FAN	File Number	1
No Of Item *	10	GEM Ref No	ASD
Amount per item *	1500	GEM Ref Date	03/03/2022
Total Amount	15000		
Tax	200	Remarks	
Total(Amount+Tax)	15200		

[Return To DA] [Send To Sanction]

The PAC-SALARY user has two option, (i) Return To DA, in case there is any discrepancy in the transaction, the task can be returned to DA-LIST by clicking this button, (ii) Send To Sanction, in case the transaction is proper, then user can send the task to BUDGET APPROVER user by using this option.

Return To DA:- Click this button, Enter Remarks and click the Return To DA button, following screen will be displayed:-

Category	Financial Year				Paid Transaction	Balance
BE	2021-2022					-115200

localhost:13634 says

Your Record Return to DA List!

OK

Select Vendor/EID

☑ **Vendor Code/Lessor** VNDR_094_1 ☐ **EID**

Record Transaction

○ Rate wise ● Consolidated Amount

Item Name * CHAIR **File Number** 2

No Of Item * 200 **GEM Ref No** KLJ2

Amount per item * 500 **GEM Ref Date** 16/03/2022

Total Amount 100000

Tax 200 **Remarks** OK

Total(Amount+Tax) 100200

Return To DA **Send To Sanction**

Send To Sanction:- Enter Remarks and click Send To Sanction for sending the task to BUDGET APPROVER for sanction:-

Category	Financial Year				Paid Transaction	Balance
BE	2021-2022					-30200

localhost:13634 says

Your Record Send to BUDGET APPROVER for Sanction!

OK

Select Vendor/EID

☑ **Vendor Code/Lessor** VNDR_094_1 ☐ **EID**

Record Transaction

○ Rate wise ● Consolidated Amount

Item Name * FAN **File Number** 1

No Of Item * 10 **GEM Ref No** ASD

Amount per item * 1500 **GEM Ref Date** 03/03/2022

Total Amount 15000

Tax 200 **Remarks** OK

Total(Amount+Tax) 15200

Return To DA **Send To Sanction**

Budget Approver user

When the Budget approver logs in, the following screen will be displayed:-

Click Budget Sanction link, following screen will be displayed:-

Task is pending with Sanction

S.No.	Transaction ID	Vendor Code	Name of Item	No of Item	Item Amount	Tax Amount	Total Amount	Total(Amount+tax)
1	094_2021-2022_3	VNDR_094_1	FAN	10	1500	200	15000	15200
2	094_2021-2022_4	VNDR_094_1	CHAIR	200	500	200	100000	100200
3	094_2021-2022_5	VNDR_094_1		0		0	20000	20000

Click Transaction ID hyperlink, following screen will be displayed:-

Category	Financial Year	Head	Sub Head	Budget Allocated	Committed Transaction	Paid Transaction	Balance
BE	2021-2022	201	201001	5000	35200		-30200

Select Vendor/EID

☑ Vendor Code/Lessor   VNDR_094_1   ☐ EID

Record Transaction

○ Rate wise   ◉ Consolidated Amount

Item Name *	FAN	File Number	1
No Of Item *	10	GEM Ref No	ASD
Amount per item *	1500	GEM Ref Date	03/03/2022
Total Amount	15000		
Tax	200	Remarks	
Total(Amount+Tax)	15200		

[Return To DA]   [Approved]   [Send To Cash Salary]

The BUDGET APPROVER user has three option, (i) Return To DA, in case there is any discrepancy in the transaction, the task can be returned to DA-LIST by clicking this button, (ii) Approved, in case the transaction is proper, then user can approve the task by using this option, (iii) Send to Cash Salary, this option

approves the task and sends the task to the Cash Salary user for recording payment details.

Return To DA:- Click this button, Enter Remarks and click the Return To DA button, following screen will be displayed:-

Approved: Click this button, Enter Remarks and click the Approved button, the task will be approved and sent to the DA-LIST, the following screen will be displayed:-

Send to Cash Salary:- Click this button, Enter Remarks and click the Send to Cash Salary, the task will be approved and will be sent to the Cash Salary user, the following screen will be displayed:-

etTrans1.aspx?TYPE=BUDGET_SANCTION

Sub Head Type SELECT SUB HEAD TYPE

Category	Financial Year	Head	Sub Head	Budget Allocated	Committed Transaction	Paid Transaction	Balance
BE	2021-2022	201	201002	5000	120200		-115200

Select Vendor/EID

☑ Vendor Code/Lessor VNDR_094_1   ☐ EID

Record Transaction

○ Rate wise   ◉ Consolidated Amount

Item Name *	CHAIR	File Number	2
No Of Item *	200	GEM Ref No	KLJ2
Amount per item *	500	GEM Ref Date	16/03/2022
Total Amount	100000		
Tax	200	Remarks	OK
Total(Amount+Tax)	100200		

Return To DA   Approved   Send To Cash Salary

Activate Windows
Go to Settings to activate

In case the task is approved and sent to the DA-LIST, in DA-LIST login, the following screen will be displayed:-

प्रसूची पृष्ठ पर जाएँ/Go to Menu Page

Task is pending To DA

S.No.	Transaction ID	Vendor Code	Name of Item	No of Item	Item Amount	Tax Amount	Total Amount	Total(Amount+tax)	Status	Action
1	094_2021-2022_3	VNDR_094_1	FAN	10	1500	200	15000	15200	Return to DA	Process Cancel
2	094_2021-2022_5	VNDR_094_1		0		0	20000	20000	Approved	Process Cancel

Click Transaction Id hyperlink, following screen will be displayed:-

Category	Financial Year	Head	Sub Head	Budget Allocated	Committed Transaction	Paid Transaction	Balance
BE	2021-2022	201	201002	5000	20000		-15000

Select Vendor/EID

☑ Vendor Code/Lessor VNDR_094_1   ☐ EID

Record Transaction

◉ Rate wise   ◯ Consolidated Amount

Item Name * [   ]   File Number [   ]

No Of Item * 0   GEM Ref No [   ]

Amount per item * [   ]   GEM Ref Date [   ]

Total Amount 20000

Tax 0   Remarks [   ]

Total(Amount+Tax) 20000

Adjustment [   ]   Final Amount(Total Amount + Adjustment) 20000

Item Released on DD/MM/YYYY   Stock Registered page and Sno. [   ]

Send To Cash Salary

Activate Windows

Fill the details (Adjustment, Item Released on, Remark and Stock Registered page and Sno.) then click the Send to Cash Salary button, following screen will be displayed:-

Category	Financial Year				Committed ction	Paid Transaction	Balance
BE	2021-2022				00		-15000

Select Vendor/EID

☑ Vendor Code/Lessor VNDR_094_1

localhost:13634 says
Your Record is send to Cash Salary for Recording Payment Details!

[OK]

Record Transaction

◉ Rate wise   ◯ Consolidated Amount

Item Name * [   ]   File Number [   ]

No Of Item * 0   GEM Ref No [   ]

Amount per item * [   ]   GEM Ref Date [   ]

Total Amount 20000

Tax 0   Remarks OKK

Total(Amount+Tax) 20000

Adjustment 500   Final Amount(Total Amount + Adjustment) 20500

Item Released on 03/03/2022   Stock Registered page and Sno. 123

Send To Cash Salary

Activate Windows

Cash Salary Role

Following screen will be displayed in the Cash Salary login

⊟ 📁 Budget Vendor Master And Transaction
    📁 Budget Payment

Click Budget Payment

Task is pending with PAC

S.No.	Transaction ID	Vendor Code	Name of Item	No of Item	Item Amount	Tax Amount	Total Amount	Total(Amount+tax)
1	094_2021-2022_4	VNDR_094_1	CHAIR	200	500	200	100000	100200
2	094_2021-2022_5	VNDR_094_1		0		0	20000	20000

Click Transaction Id hyperlink, following screen will be displayed:-

Vendor Code/Lessor VNDR_094_1   **EID**

Record Transaction

○ Rate wise   ◉ Consolidated Amount

Item Name * CHAIR	**File Number** 2
No Of Item * 200	**GEM Ref No** KLJ2
Amount per item * 500	**GEM Ref Date** 16/03/2022
Total Amount 100000	
Tax 200	
Total(Amount+Tax) 100200	
Adjustment	**Final Amount(Total Amount + Adjustment)** 100200
Transaction Date 03/03/2022	**Preaudit Date** 03/03/2022
Sanction Date 03/03/2022	
Item Relesed on DD/MM/YYYY	**Stock Registered page and Sno.**

Payment Details

Cheque Number/UTR/Payment Reference Number [ ] * Cheque Date mm/dd/yyyy * Date Of Payment mm/dd/yyyy *
Remarks [ ] *

Activate Windows
Go to Settings to activate Wi

Submit

Enter (i) Cheque Number/UTR/Payment Reference Number, (ii) Cheque Date, (iii) Date of Payment and (iv) Remarks. Now click Submit button, following screen will be displayed:-

Rate wise

Item Name *	FAN
No Of Item *	10
Amount per item *	1500
Total Amount	15000
Tax	200
Total(Amount+Tax)	15200

localhost:13634 says

Payment Entry Recorded Successfully!

OK

Adjustment		**Final Amount(Total Amount + Adjustment)**	15200
Transaction Date	04/03/2022	**Preaudit Date**	04/03/2022
Sanction Date	04/03/2022		
Item Relesed on	DD/MM/YYYY	**Stock Registered page and Sno.**	

Payment Details

Cheque Number/UTR/Payment Reference Number 123 * Cheque Date 03 / 04 / 2022 * Date Of Payment 03 / 04 / 2022 *

Remarks ok *

Submit