

BEAMS - User Manual
for
ALLOCATION of funds by
Controlling Officer TO DDO
(Version 1.0)

Prepared By

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1. INTRODUCTION

Budget Estimation, Allocation & Monitoring System is an online computerized system to distribute the budget and to authorize expenditure. As soon as the budget is released, the Admin department can allocate funds to their Controlling Officers/DDO through this system. All the expenditures are thereafter, not only checked for availability of funds before the bills can be submitted, but also the monthly cash flows are controlled against pre-determined targets.

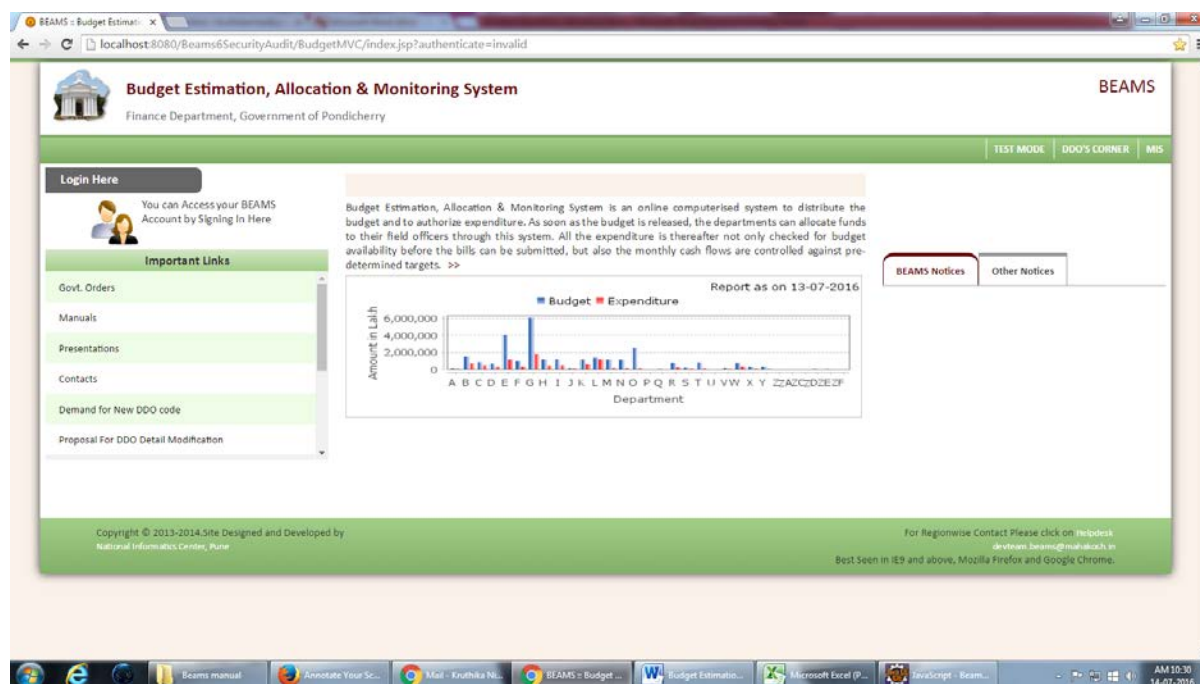
The system shall also give facility to monitor the disbursement under Public Account as undistributed grant - Budget (for e.g. GPF Advance, GPF Withdrawal, Refund of Deposit, and Disbursement under UTGEGIS).

This system permits the withdrawal/surrender of budget grants. The system provides limited facility to modify cash flows. MIS section gives various reports on budget authorizations, cash flows, fund transfer transactions and authorization slips generated.

Budget Estimation, Allocation & Monitoring System (BEAMS) overview

- Finance Department
- Administrative Department
- Controlling Officer
- Drawing and Disbursing Officer
- Directorate of Accounts and Treasuries

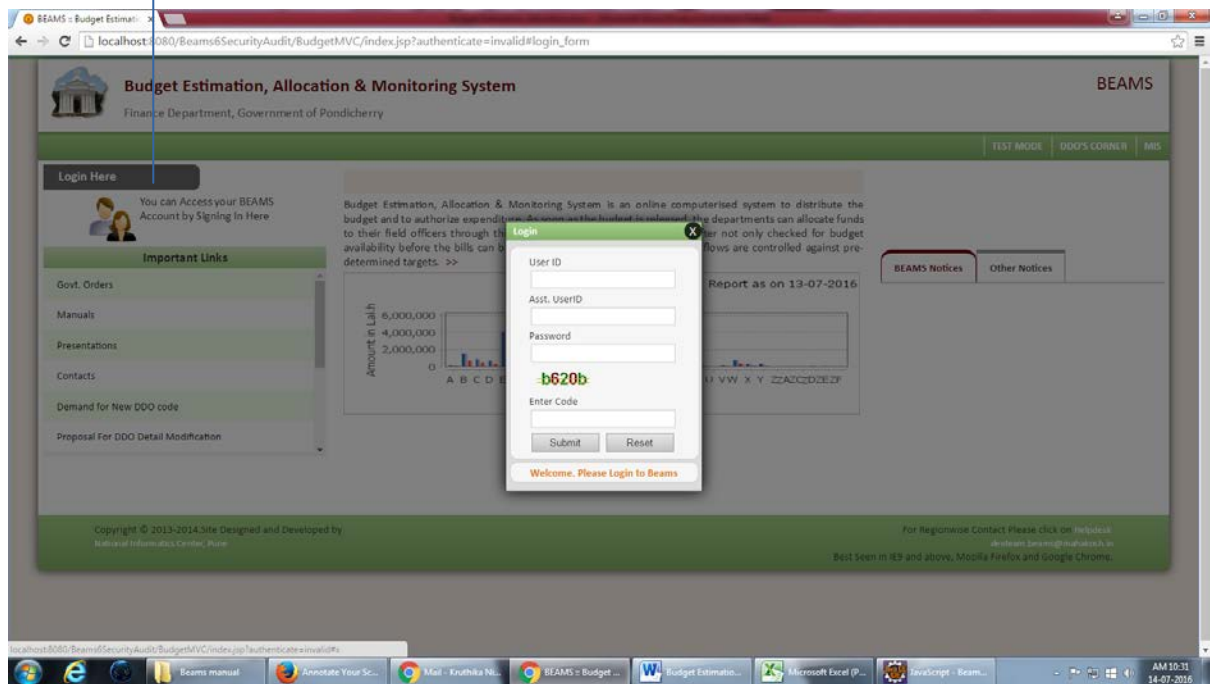
The BEAMS can be reached by selecting the Budget Estimation, Allocation & Monitoring System (BEAMS) application from the Start – Google Chrome / IE – BEAMS URL :- <http://164.100.148.136/Beams6SecurityAudit/BudgetMVC/index.jsp> (Temporary URL). The user will be presented with the screen as shown below:



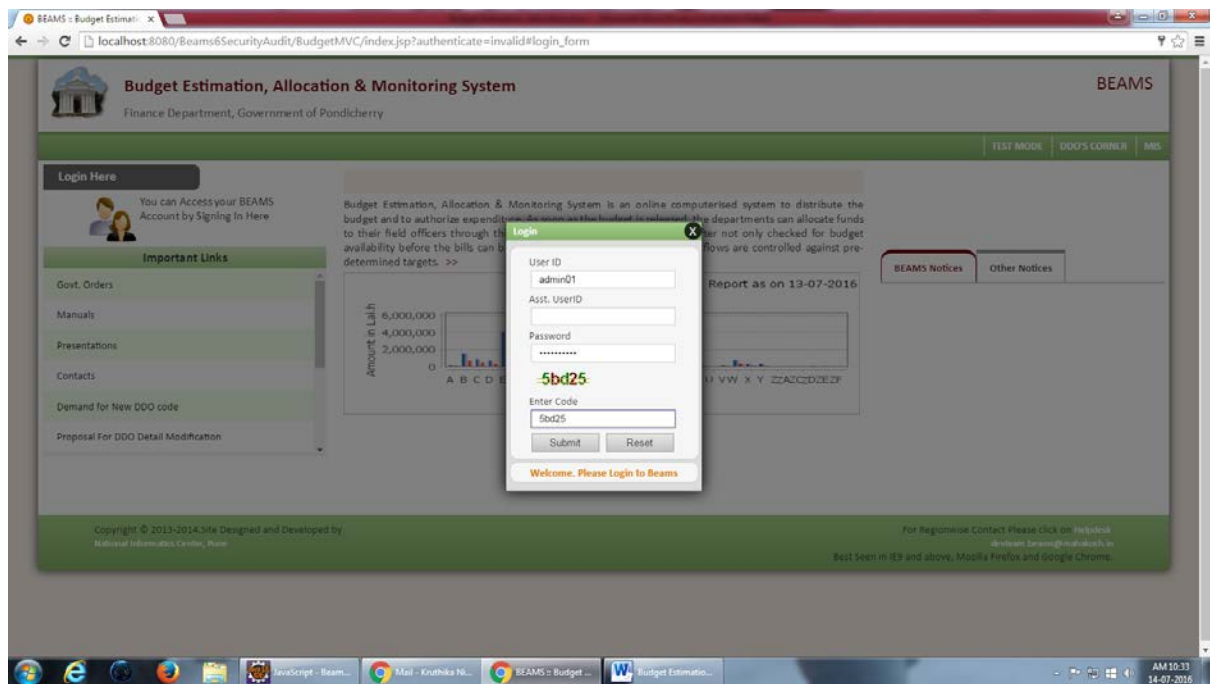
1.1 LOGGING ON

- The BEAMS can be logged-on from **Login here** menu option. The user will be Presented with the log-in screen as shown,

Choose Login here → Log-in



- The parameters required are the User ID, Password and Captcha.
- Enter User ID based on the credentials (Draft / Final) and type the respective Password. Click on **submit**.



1.2 CONTROLLING OFFICER

- **Controlling Officer**, the authorized officer responsible for the control of receipts and expenditure.
- Controlling officers have the structure of user-id as follows.
Department code + CO code
- For example,
010001 ==> 01(**Department code**) 0001(**CO code**)

2. FUND TRANSFER

2.1 Allocation

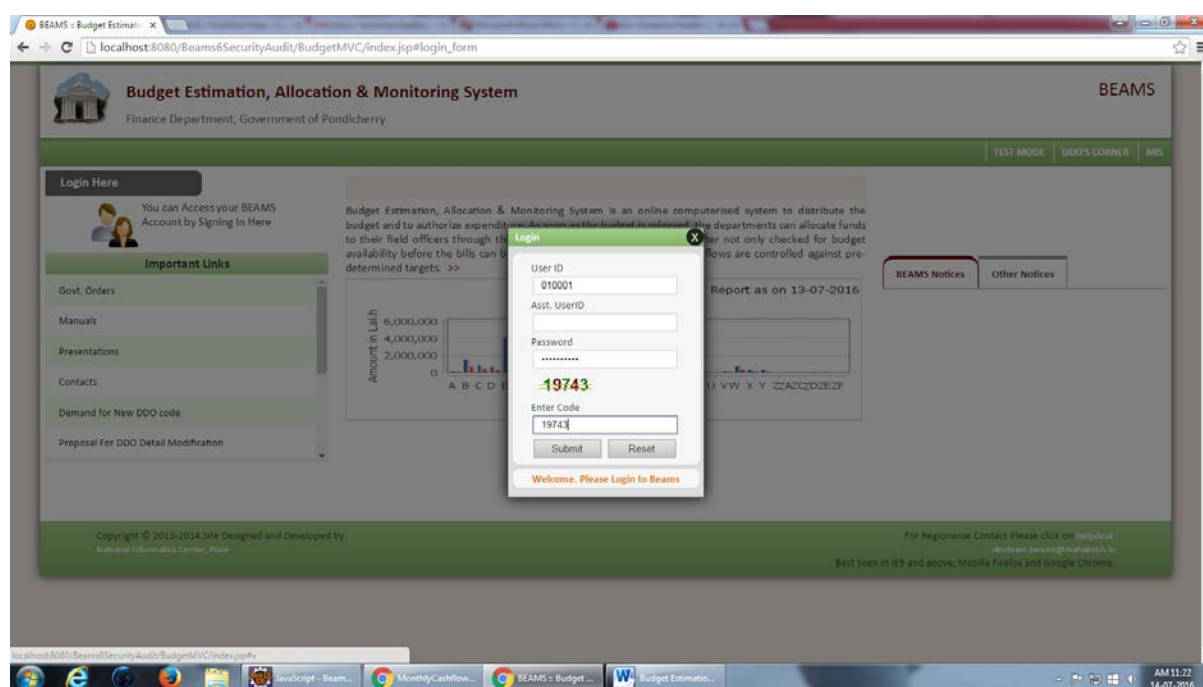
2.1.1 Draft mode

- And please enter the password written down in the respective logs.

User ID	***** (controlling officer login)
Level	Draft
Password	*** (disclosed to individual)
Module	Allocation
Purpose	Allocate cash flow to DDO from controlling officer log-in
Output	Cash flow should be allocated

Process

- User, the **Controlling Officer** logs in the **draft** mode.



- The user (admin department) will allocate the amount to the CO's concerned, who in turn will allocate to their respective DDO's from their login within their demand.

Select Demand Number

Department : 02 - LT GOVERNOR SECRETARIAT User : 020001 - ADDITIONAL SECRETARY TO LG OCSRF TEST PASSs Fri, Jun 17, 2016 DRAFT

Fund Transfer Reports Maintenance Sign out

Allocation for 2016-2017 Amount in Thousands

Show Balance CF Allocation

Demand No	Grant Received	Allocated	
		In Draft	Finalized
01	10,000	0	10,000
02	7100,000	0	3200,000
04	20,000	0	20,000
05	1000,000	0	1000,000
06	23000,000	0	23000,000
22	200,000	0	0

* Scheme wise DDO wise

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- Then go through the respective **Major Head==> Scheme==> Detailed head**.
- After choosing the required detailed head, the user gets the following window to add the **DDO**.
- Click **Add DDO** button in bottom of the screen, then new window will open for adding DDO.

Department : 29 - HEALTH AND FAMILY WELFARE SERVICES User : 290001 - DIRECTOR Sat, Sep 3, 2016 DRAFT

Fund Transfer Reports Maintenance Sign out

Allocation for 2016-2017

Department	29	Demand No	18	Scheme	182211002000101V-	Detail Head	01-Salaries	Back
Distributor	290001	Plan/NonPlan	NonPlan	Charged/Voted	Voted	Balance	1000,000	

Note: To delete any ddo , Please select the ddos and click on "Delete DDO" button

Amount in Thousands

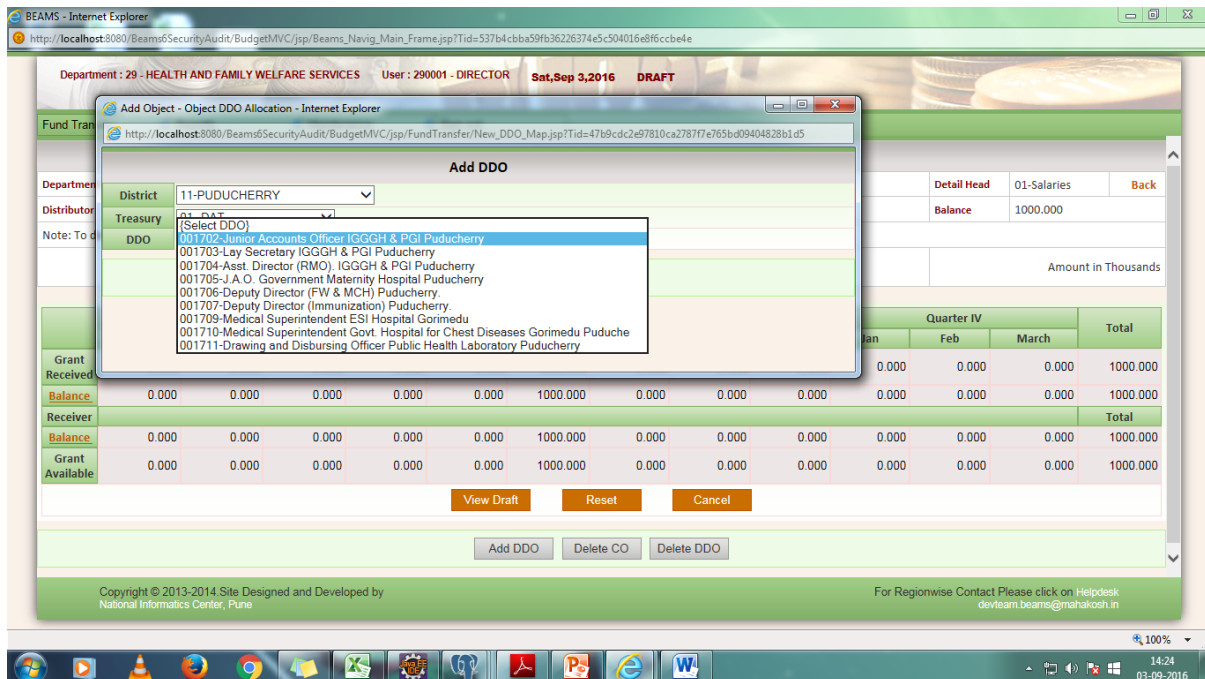
	Quarter I			Quarter II			Quarter III			Quarter IV			Total
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
Grant Received	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000
Balance	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000
Receiver													
Balance	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000
Grant Available	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000

View Draft Reset Cancel

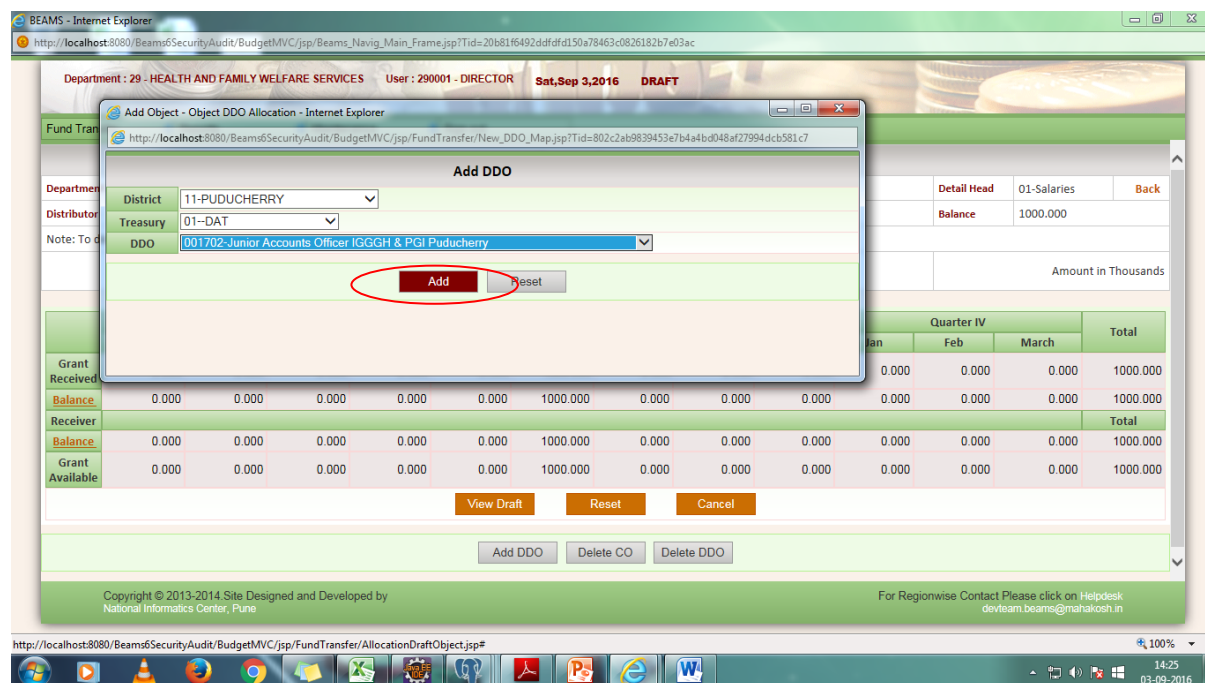
Add DDO Delete CO Delete DDO

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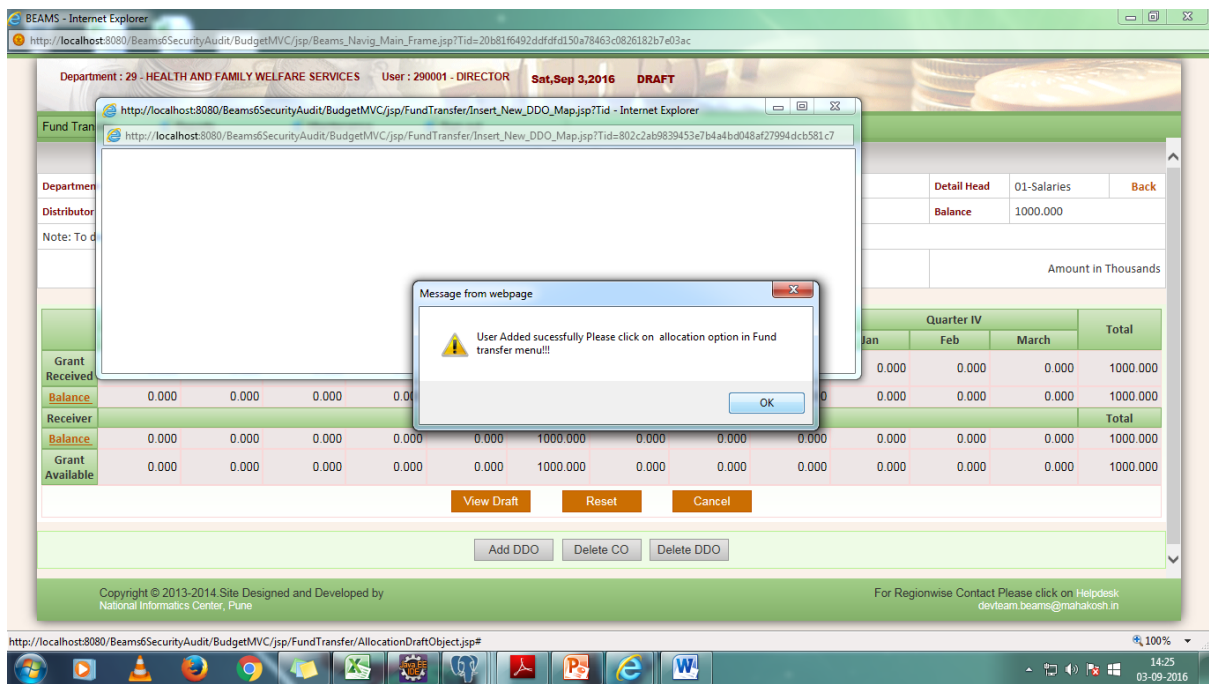
- Select the **District** from list box, it shows the available district.
- Select the respective **Treasury** from the Treasury list box.



- Shows the available DDO for the particular District and Treasury, Click on the respective **DDO** from list, who is implementing this scheme.

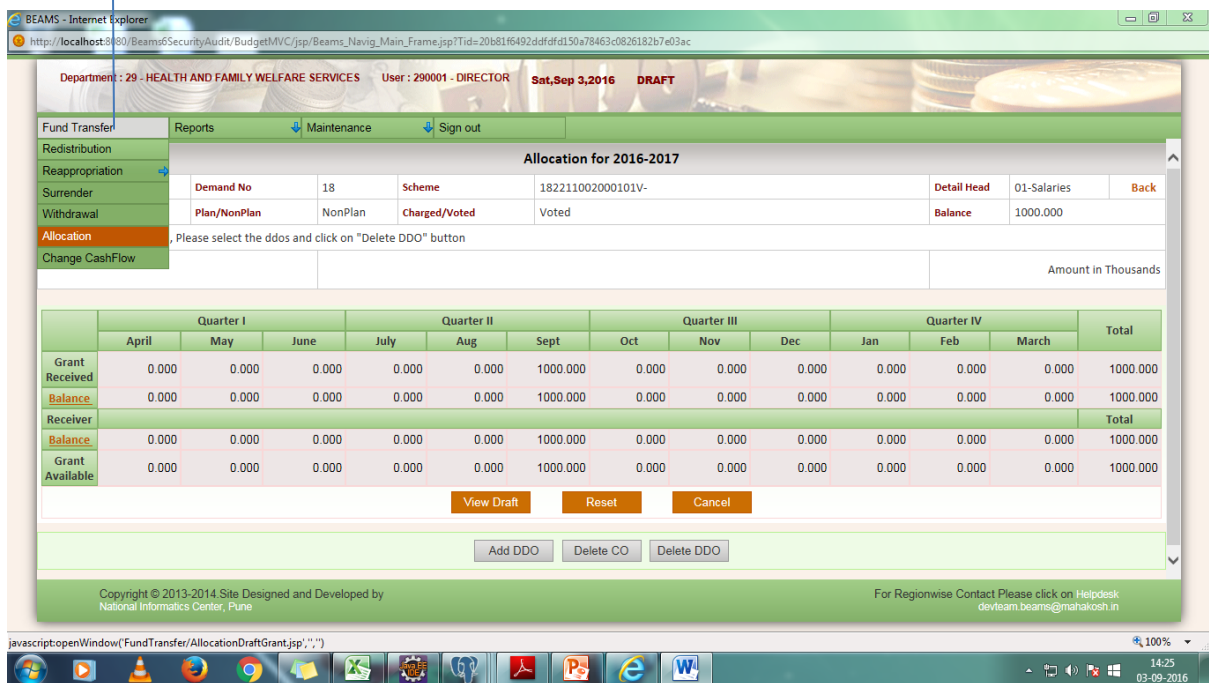


- Finally, Click on **ADD**. If selected DDO does not exist, will get a message "User added successfully". (This is a one-time process).



- Then Click on **Allocation** option in "FundTransfer" Menu

Select Fund Transfer -> Allocation



- If **DDO** is added successfully, then the screen looks like the below image then you can allocate funds for that particular DDO and then click on **View Draft**.

Added DDO code number can be viewed here.

Allocation of balance to DDO

Department : 29 - HEALTH AND FAMILY WELFARE SERVICES User : 290001 - DIRECTOR Sat, Sep 3, 2016 DRAFT

Fund Transfer Reports Maintenance Sign out

Department: 29 Demand No: 18 Plan/NonPlan: NonPlan Charged/Voted: Voted Detail Head: 01-Salaries Balance: 1000.000

Note: To delete any ddo, Please select the ddos and click on "Delete DDO" button

Amount in Thousands

	Quarter I			Quarter II			Quarter III			Quarter IV			Total
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
Grant Received	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000
Balance	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000
Receiver	1101001702 -Administrator---												
Balance	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000
Grant Available	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000

View Draft Reset Cancel

Add DDO Delete CO Delete DDO

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- After clicking on view draft. Then **Save it**.

Print date: 03/09/2016

Statement of Proposed Allocation (Draft level)

Department: 29 Demand No: 18 Scheme: 182211002000101V-null Detail Head: 01-Salaries

Amount in Thousands

Receiver	Quarter I			Quarter II			Quarter III			Quarter IV			Total
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
1101001702	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000
Total	0.000	0.000	0.000	0.000	0.000	1000.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000

Signature of Proposing Authority
290001- DIRECTOR

Save & Print Report Save Return

- Will get message like **Successfully saved in Draft**.

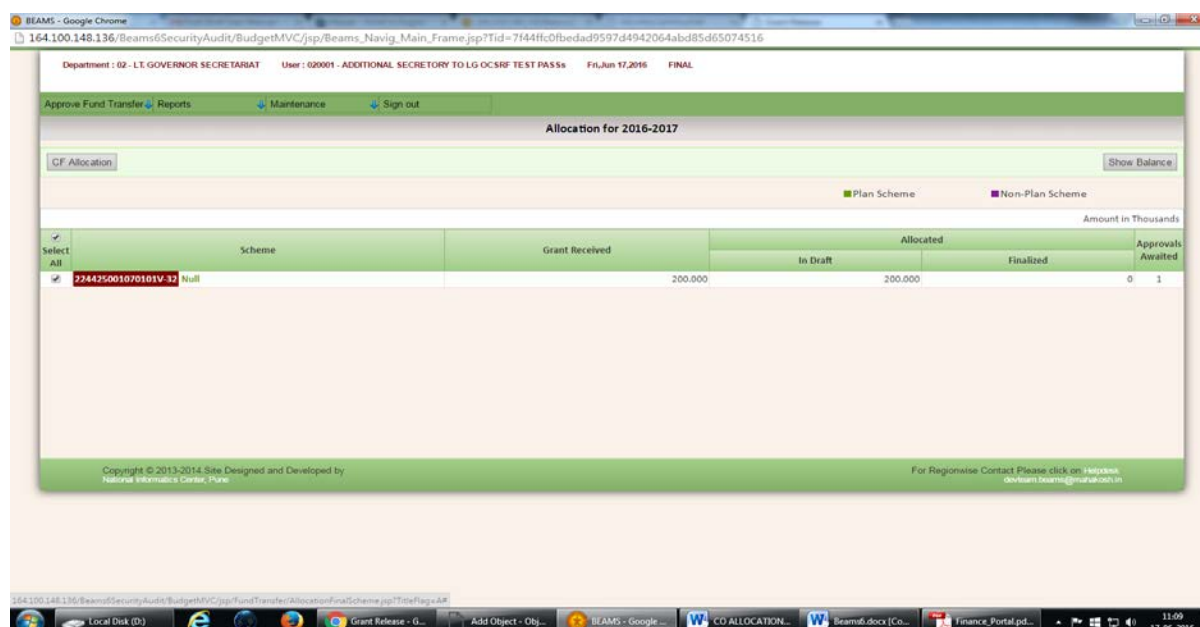
2.1.2 Final mode

- And please enter the password written down in the respective logins.

User ID	***** (controlling officer login)
Level	Final
Password	*** (disclosed to individual)
Module	Allocation
Purpose	Allocate cash flow to DDO from controlling officer login
Output	Cash flow should be allocated

Process

- User, the **Controlling Officer** logs in the **final** mode.
- Select the **Scheme**.

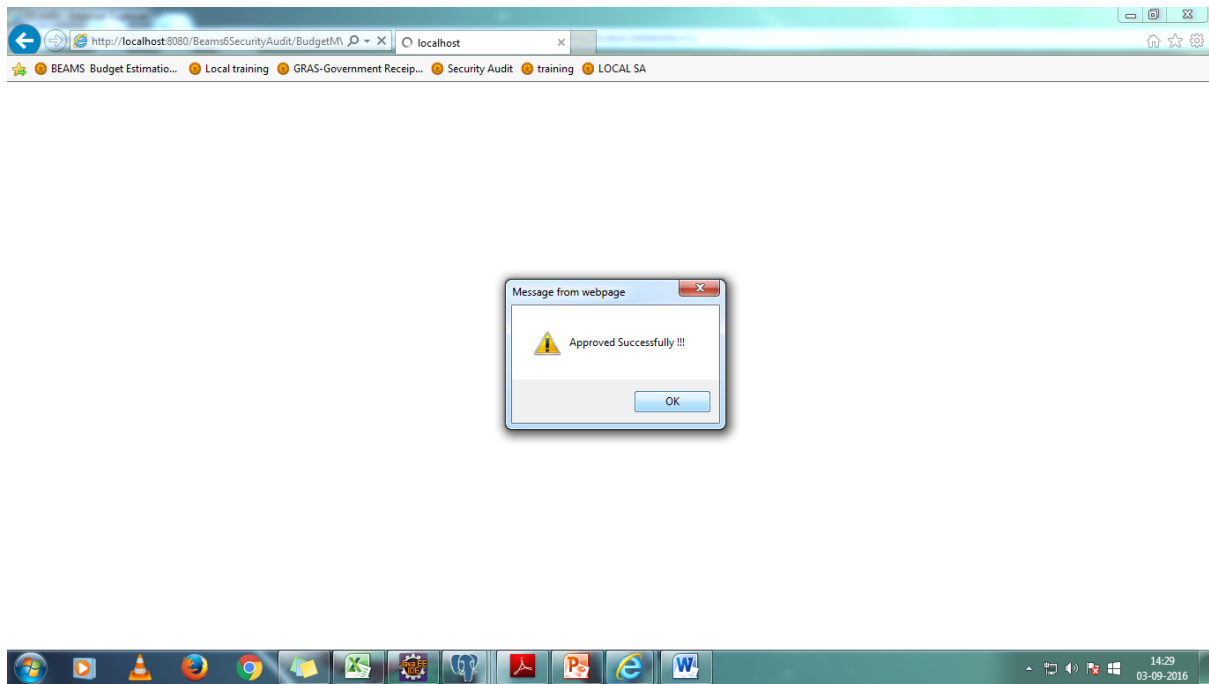


- After selecting the Scheme, the CO will be enabled to approve/reject the allocated amount.
- Then, click **View Final**

- Then click **save** button to save the process.

12

- And you get the alert message like Approved/Rejected Successfully.



2.2 WITHDRAWAL

Pre-requisite

- Balance is available with the DDO.

Description

- The distributor can pull the balance grant available with the user to whom he has distributed the grant under a particular scheme / detailed head.
- The grant can be pulled from down below the hierarchy.

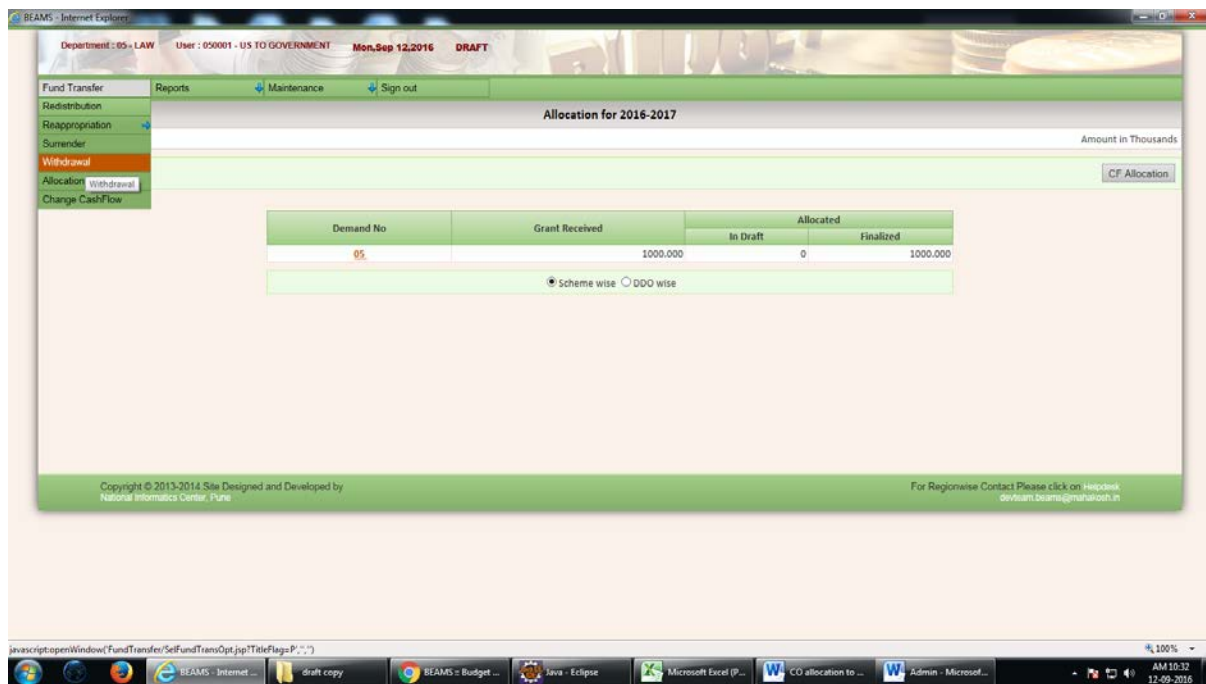
2.2.1 Draft mode

- And please enter the password written down in the respective logins.

User ID	***** (CO login)
Level	draft
Password	*** (disclosed to individual)
Module	Withdrawal
Purpose	To draw the balance grant for a scheme / detailed head from the receiver who has received grant from the higher ups.
Output	The amount is deducted from the receivers balance and is made available for the user.

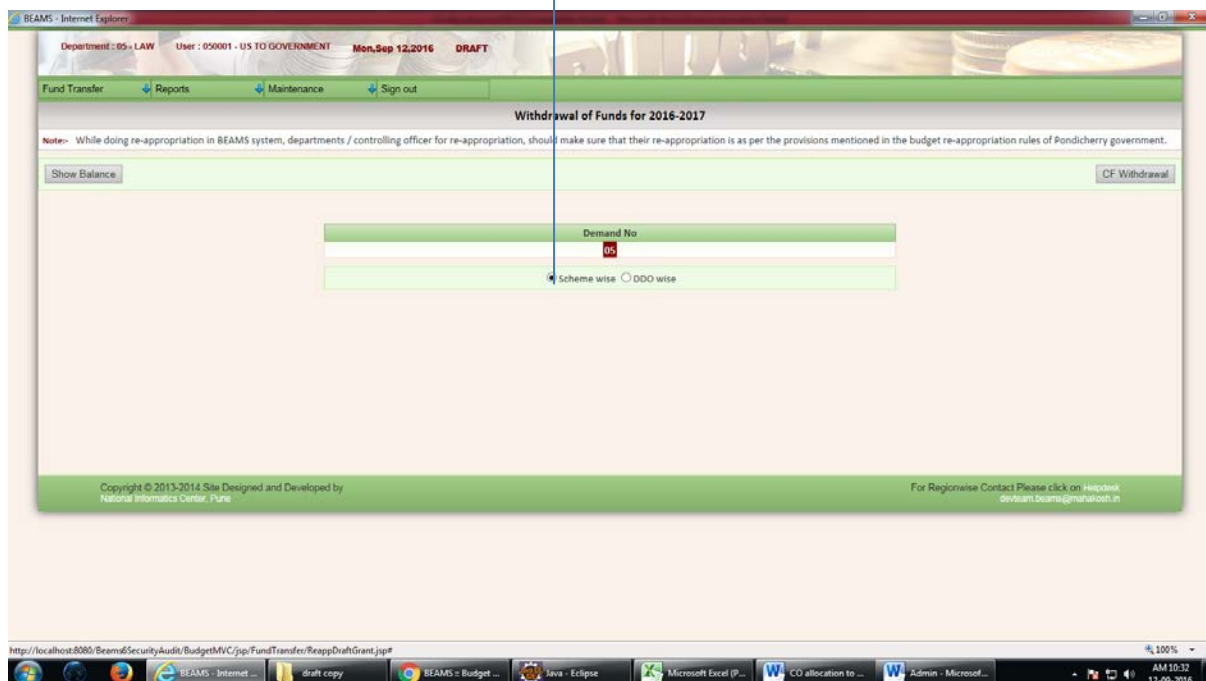
Process

- The option is available for all users on the system to distribute grants to their DDO's.
- The user is the Controlling Officer.
- The process is same for all the users.
- User, logs in the **draft** mode.
- The user can enable **Withdrawal** option through **Fund Transfer**.



- The system provides option of **Show Balance** and displays the scheme wise (by default) data.

Here, the option Scheme



- The system displays the budget data of that particular department in the following order, **DemandNo ==>MajorHead ==>Scheme ==>Detailedhead.**

- User selects the scheme / detailed head from which the balance amount is to be withdrawn.
- The system displays available balance for the scheme in monthly format for all levels of users in hierarchy. The first, second and third level of distribution hierarchy is distinctly bifurcated with colour-coding.
 - a. When option **Firstlevel** is selected, receivers who directly receive grants from this user are displayed.
 - b. When option **Secondlevel** is selected, the amount of withdrawal from the following users is displayed,
 - ✓ The logged in user
 - ✓ The receiver(s) at the first down level and
 - ✓ The receivers at the second down level i.e. receivers who directly receive grants from the user at the first level.
 - c. When option **Thirdlevel** is selected, the amount of withdrawal from the following users is displayed.
 - ✓ The logged in user
 - ✓ The receiver(s) at the first down level
 - ✓ The receivers at the second down level and
 - ✓ The receivers at the third down level i.e. receivers who directly receive grants from the user at the second level.
- User enters the amount to be withdrawn on monthly basis
- The system checks for the entry. The entry should be equal to or less than the amount allocated by the particular distributor at the time of distribution.

User can enter the amount in this text area

The screenshot displays the 'Withdrawal of Funds for 2016-2017' page in the BEAMS application. The page shows a table with columns for months (April to March) and a 'Total' column. The table contains data for 'Balance' and 'To Be Withdrawn'. A callout box points to the input fields for the amount to be withdrawn.

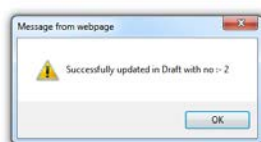
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
Balance	0.000	995.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	995.000
To Be Withdrawn	0.000	5.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	5.000

Buttons: View Draft, Reset, Cancel

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- The system asks for confirmation or cancellation
- When the user confirms, the system saves the data for further processing and assigns a unique approve number.
- Click on **View draft** and then **save option** to save the process successfully.
- The user will get the alert message with the updated process.



- And then, the system will ask for approval.

2.2.2 Final mode

Purpose

- To approve/ reject/ delete the withdrawal entries

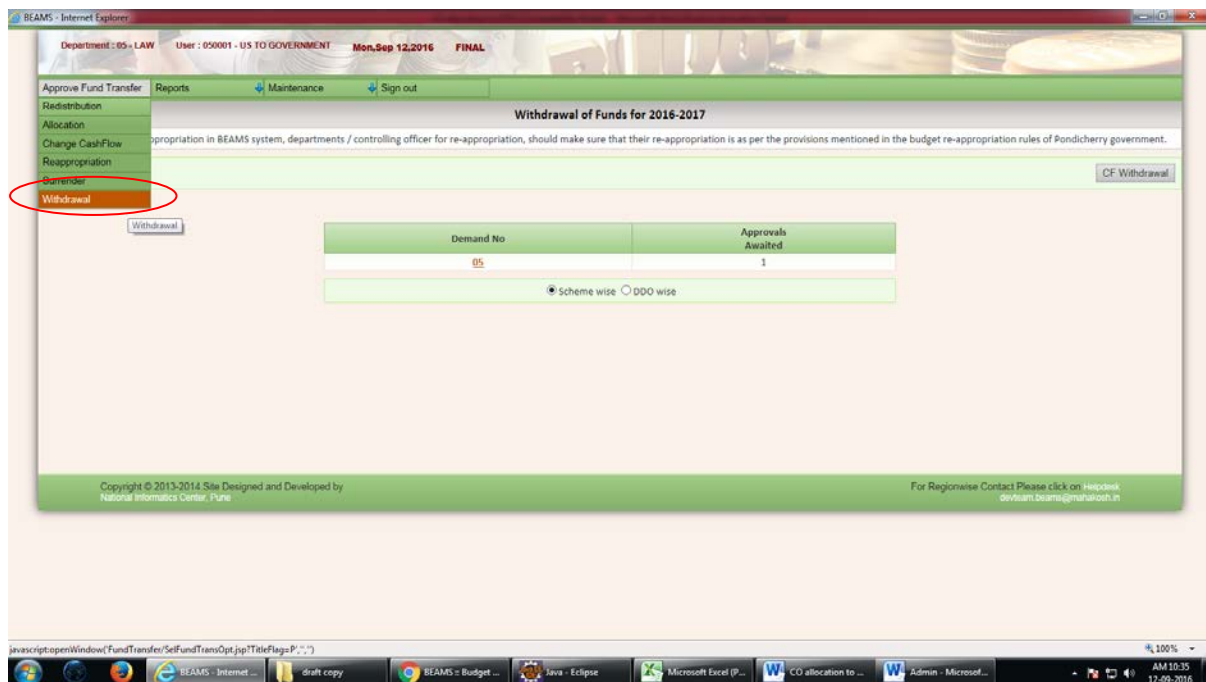
Description

- The balance grant for a scheme / detailed head from the receiver is withdrawn from the user in the draft mode. The withdrawal needs to be approved by the authority. At the stage of approval, user can modify, reject or delete the entry.

User ID	***** (CO login)
Level	Final
Password	*** (disclosed to individual)
Module	Withdrawal
Purpose	To approve/ reject/ delete the withdrawal entries
Output	The amount is deducted from the receivers balance and is made available for the user.

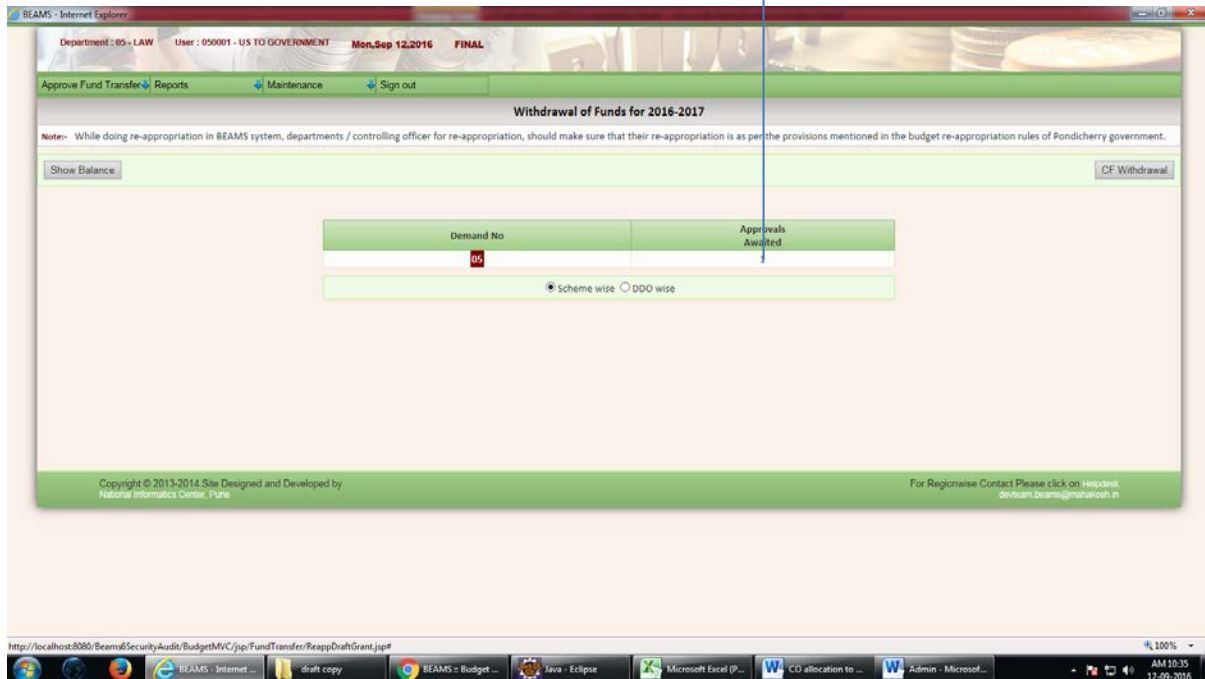
Process

- The option is available for all users on the system who distributes grants to their DDO's.
- The user is the Controlling Officer.
- The process is same for all the users.
- User logs in the **final** mode.
- User enables **Withdrawal** option through **Approve Fund Transfer**.



- The system shows the menu of **approval awaited**, so that the user can easily select the respective Demand Number for the further processing.

Here, System displays the awaited approval



- The system displays the budget data of that particular department in the following order, **DemandNo. ==>MajorHead ==>Scheme ==>Detailed Head.**
- User selects the scheme and detailed head from which the balance amount is to be withdrawn.
- The system displays the available balance and the amount to be withdrawn in monthly format.

- User can select Approve (by default) option to approve the data / Reject option to reject the data.
- Else user can modify the entries and then approve the data / delete the entries.

Users can Approve/Reject/Delete

BEAMS - Internet Explorer

Department : 05 - LAW User : 050001 - US TO GOVERNMENT Mon, Sep 12, 2016 FINAL

Approve Fund Transfer Reports Maintenance Sign out

Withdrawal of Funds for 2016-2017

Demand No : 05 Scheme : 052015001020101V-null Detail Head : 13-Office Expenses Back

Amount in Thousands

Levels: First Second Third

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total	Approve	Reject	Delete	Status
Balance	0.000	995.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	995.000	☒	☐	☐	Edit
To Be Withdrawn	0.000	5.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	5.000	☒	☐	☐	Edit

View Final Reset Cancel

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http://localhost:8080/BeamsSecurityAudit/BudgetMVC/ppi/FundTransfer/ReappDraftSchObj.jsp#

BEAMS - Internet ... draft copy BEAMS - Budget ... Java - BeamsSec... Microsoft Excel (P... CO allocation to ... AM 10:30 12-09-2016

- Once the user submits the entry, the system displays the edited row with status.
- The system asks for confirmation or cancellation
- When the user confirms by clicking the **View final** option and then **saves**, the system saves the data.

http://localhost:8080/Beams6SecurityAudit/BudgetMVC/jsp/FundTr... Withdrawal of funds

Print date: 12/09/2016

Statement of Proposed for Withdrawal of Funds (Final level)

Department: 05 Demand No: 05 Scheme: 052015001020101V-null Detail Head: 13-Office Expenses

Amount in Thousands

Receiver	Quarter I			Quarter II			Quarter III			Quarter IV			Total	Status
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March		
1101001313	0.000	5.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	5.000	Approved
Total	0.000	5.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	5.000	

Signature of Proposing Authority
050001- ADMINISTRATOR

Save **Return**

Windows taskbar: BEAMS - Internet..., Withdrawal of fun..., draft copy, BEAMS - Budget..., Java - Beams6Sec..., Microsoft Excel (P..., CO allocation to ... AM 10:50 12-09-2016

- The system displays no of entries approved, no of entries rejected and no of entries deleted in the form of alert message.

Treasury MAP - BEAMS - x BEAMS - Budget Estima... x http://10.164.2.110:8080... x 164.100.148.136/Beams... x New Tab x Allocation x

164.100.148.136/Beams6SecurityAudit/BudgetMVC/jsp/FundTransfer/ApproveWithdrawal.jsp

164.100.148.136 says:
0 Rejected, 0 Deleted and 2 Approved Successfully !!!

OK

Windows taskbar: Beams manual, JavaScript - Beam..., Allocation - Goog..., BEAMS - Google..., Budget Estima..., BEAMS SRVer 2.0... PM 01:20 06-07-2016

3. MAINTENANCE

The system provides various modules for budgeting, allocating and monitoring. The intense use of the system requires maintenance in all possible aspects. Maintenance of users, schemes and transaction histories are necessary, so different sub- functions are included in this “Maintenance” function. The sub-functions under this main function are as follows,

3.1 Feedback(Draft/Final)

- While using the system, the user may face some difficulties or error. May the system not provide required information or unable to process some activities. Such limitations of the system should be communicated to the “Support Team/Help Desk” of the system. This function assists the FD to upgrade / improve the system.
- **Pre-requisite**
User logs in the system
- **Purpose**
To give feedback about the system
- **Description**
The feedback option is available for all the users of the system in the modes, draft as well as final. Direct user of the System is Controlling Officer.
- **Process**
 - ✓ User, logs in the **draft/final** mode
 - ✓ User enables **feedback** option through **Maintenance**
 - ✓ The system displays the feedback form to be filled up

BEAMS - Google Chrome
164.100.148.136/BeamsTraining/BudgetMVC/jsp/Beams_Navig_Main_Frame.jsp?Tid=7bfa699dab8c10589dadd090ceaf226f7b093087

Department : 01 - LEGISLATIVE ASSEMBLY User : admin01 - ADMINISTRATOR Wed, Jul 27, 2016 DRAFT

Estimate Fund Transfer Reports Maintenance Sign out

Feedback Details

Check Reply

Fill the Feedback Form & help us to help you better

Type Of Feedback
Type Of Login
Module Type
Major Head
Scheme
Detail Head
Type Your Error Message English
Type More Details

Convey Error
Convey Additional Requirements
Draft Final
Select Module type
Select Major Head
[Select Scheme]
[Select Detail Head]

Personal Details

Name
Phone Number
Mobile Number

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- ✓ User enters type of feedback i.e. error or additional requirement
- ✓ User enters the details
- ✓ And then, the User enters error messages and error details
- ✓ Then, User enters personal details such as name and phone numbers
- ✓ User submits the entry
- ✓ The system displays the filled feedback form
- ✓ User confirms the entry
- ✓ The system generates unique feedback no
- ✓ The system saves the entry and displays the feedback no.
- ✓ User notes down the feedback no for further reference
- ✓ The system sends the feedback form to Admin FD.

3.2 Password maintenance (Draft/Final)

- **Pre-requisite**
Enter valid user name and password. The password is used for 180 days.
- **Purpose**
To change the password for the user.
- **Description**
The validity of the password is for 180 days only. After 180 days, the system makes it compulsory to change the password. And in some case, for the security purpose, the password needs to be changed. The option is available for all the users of the system at both the levels, i.e. draft and final. The user is Controlling Officer. The process is same for all the users.
- **Process**
 - ✓ User, logs in the **draft/final** mode.
 - ✓ User enables **Change password** option through **Maintenance**.
 - ✓ The system displays instructions about the password. The password should be of minimum 6 characters and maximum 10 characters. Draft and final passwords should be different.
 - ✓ User should enter old password and new password.
 - ✓ The system confirms the password by clicking on **Submit** button.

Department : 01 - LEGISLATIVE ASSEMBLY User : admin01 - ADMINISTRATOR Wed, Jul 27, 2016 DRAFT

Estimate Fund Transfer Reports Maintenance Sign out

Change Password For 2016-2017

User : admin01 Dept : 01-Legislative Assembly Role : Administrator

- Your password has expired. Please change and log in.
- Password should be minimum 8 characters and maximum 10 characters.
- Draft and approver password should be different.
- Henceforth you will have to change password after 30 days.

Old Password :

New Password :

Confirm Password :

Consider following factors before choosing the password :

1. Password must be alpha-numeric.
2. Your alpha-numeric password should have minimum length of 8 and maximum length of 12.
3. Your present password should not match last 3 passwords.

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- ✓ After Submission, the user will get the alert message of password has been verified successfully as below,

164.100.148.136 says:

Password has been changed successfully !!!

☐ Prevent this page from creating additional dialogues.

Department : 01 - LEGISLATIVE ASSEMBLY User : admin01 - ADMINISTRATOR Wed, Jul 27, 2016

Estimate Fund Transfer Reports Maintenance

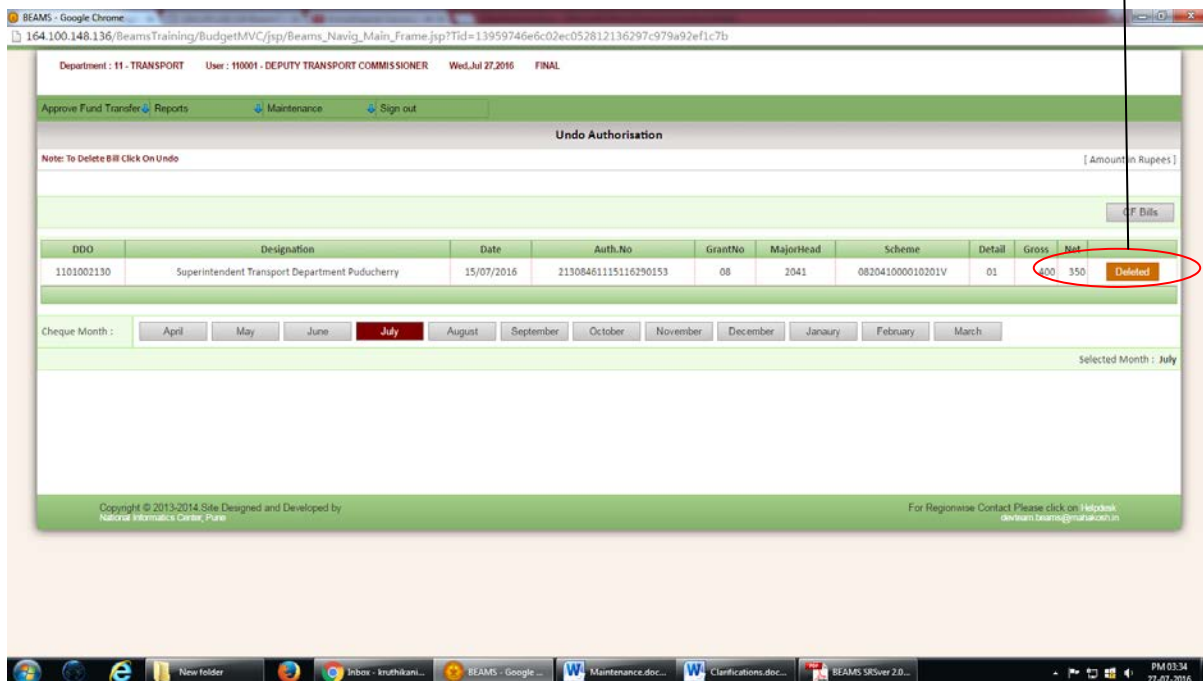
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3.3 UndoAuthorization (Final)

- **Pre-requisite**
CO Login in final mode(maintenance menu).
- **Purpose**
To delete the bills requested by DDO.
- **Description**
CO is enabled to delete the bill, which is requested by DDO.
- **Main Process**
 - ✓ User, logs in the **final** mode
 - ✓ User enables **Undo Authorization** option through **Maintenance** menu.
 - ✓ The system displays the list of authorization slips which can be deleted.

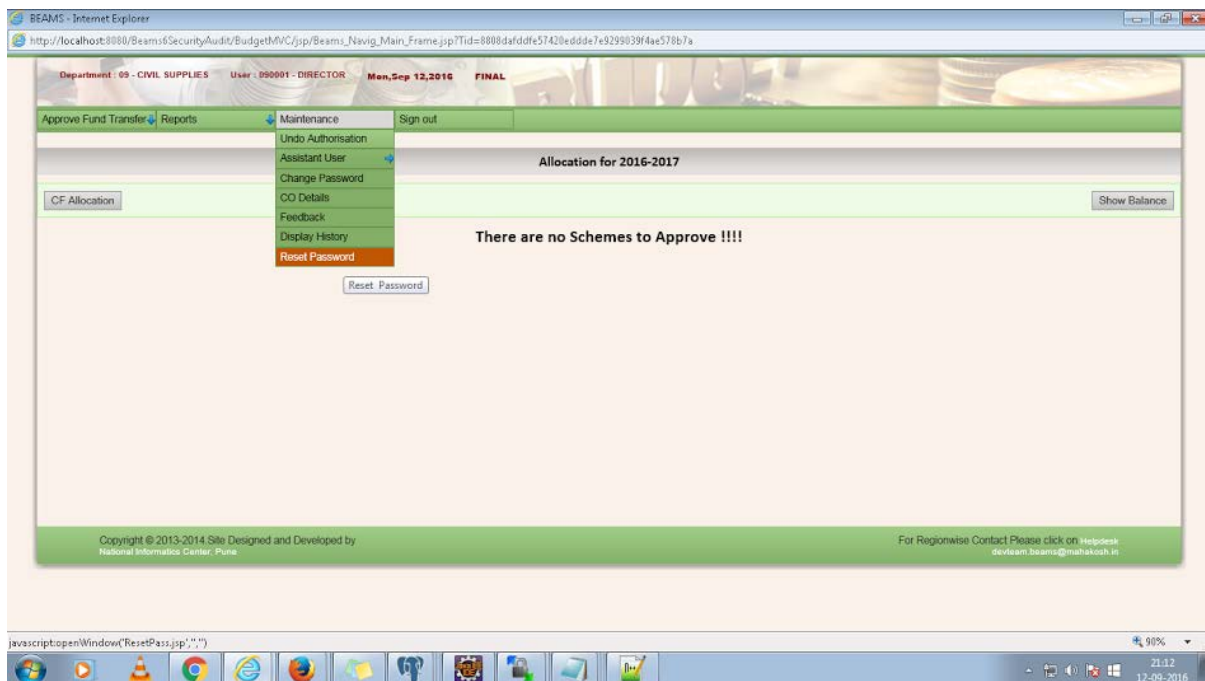
Click here to **Delete**



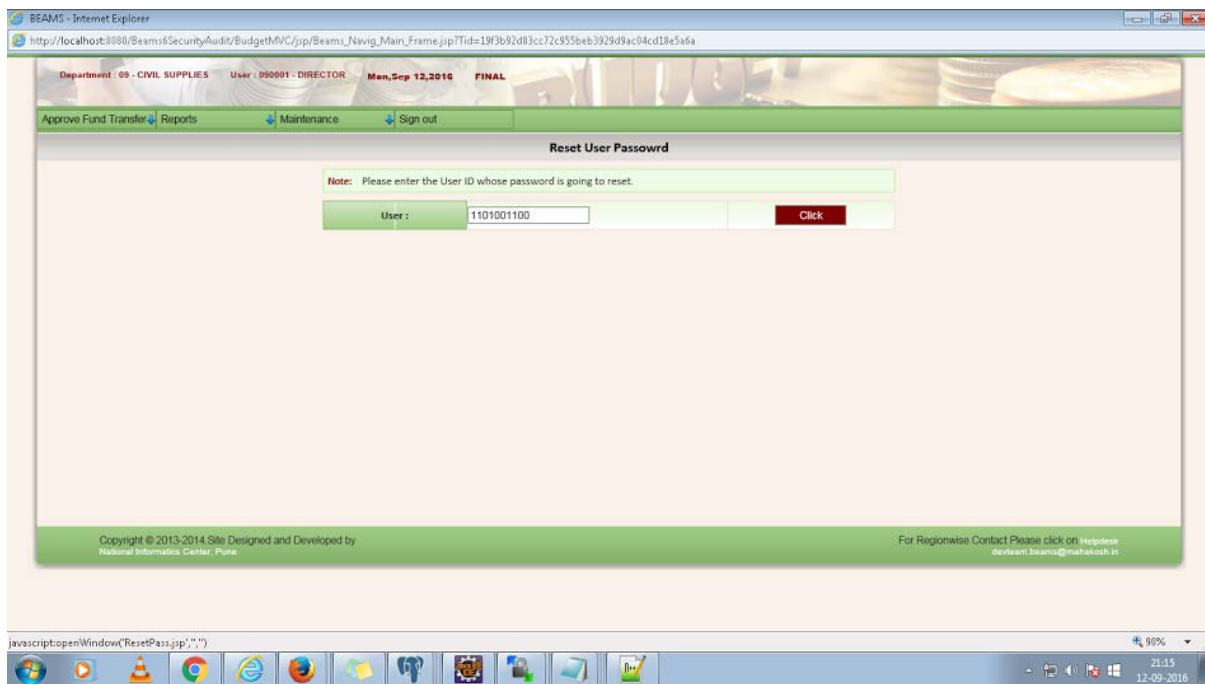
- ✓ User should select the slip by choosing the month and transaction number.
- ✓ User should select **delete** button shown against at the right end of each authorization slip entry.

3.4 Reset Password (Final) in Controlling Officer Level => (Only for DDO's)

- **Pre-requisite**
Valid user name and password
- **Purpose**
To reset the password of the user
- **Description**
For the security purpose, sometimes the password needs to be reset. The option is available for authorized users only. The authorized user is Controlling Officer (CO).
- **Process**
 - ✓ User, logs in the **final** mode of CO Login.
 - ✓ User enables **Reset password** option through **Maintenance**



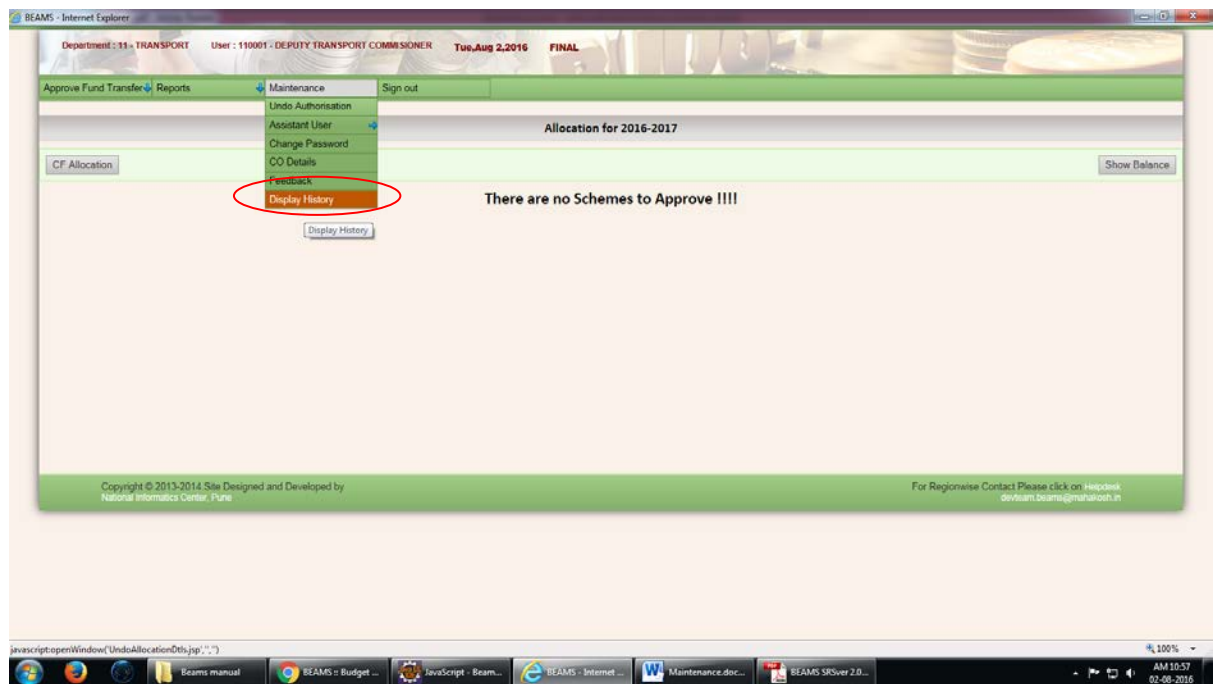
- ✓ The system asks user name to reset the password



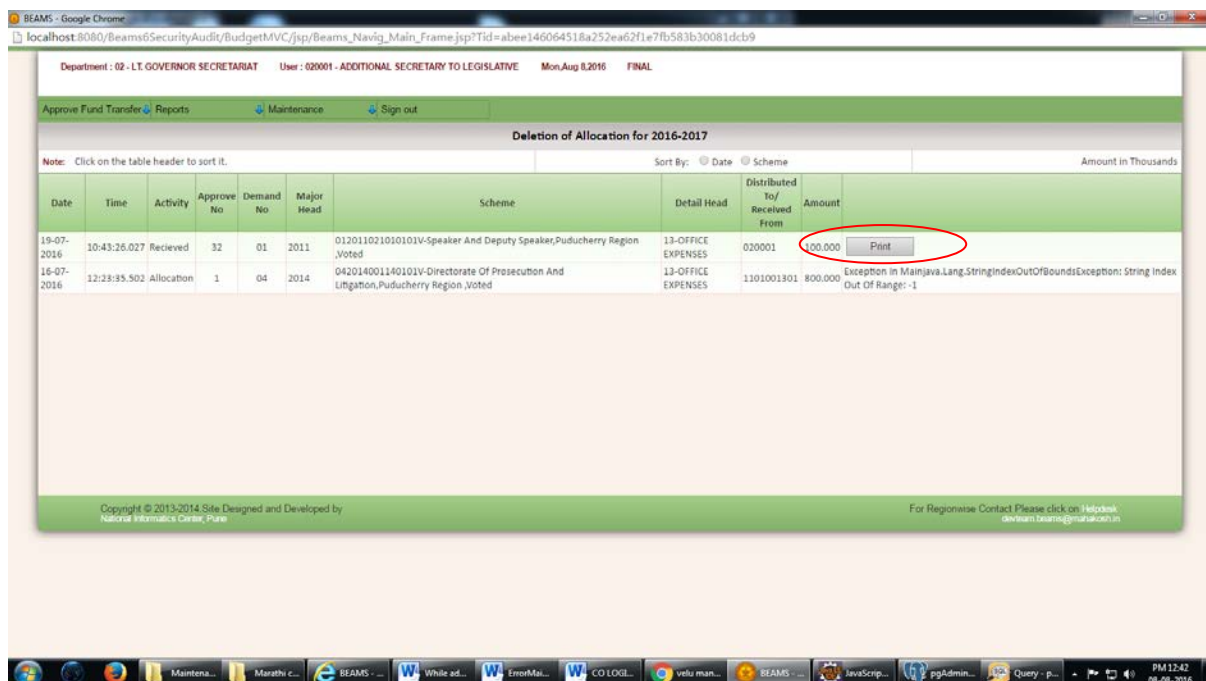
- ✓ User enters name of the user who receives the allocation to reset the password
- ✓ User submits the entry
- ✓ The system displays role and designation of the user entered.
- ✓ After selection of option **resetpassword**, the system resets the password of the user.
- ✓ The password of the user is reset by authorized user.

3.5 Display History (Final)

- **Pre-requisite**
The user has completed Fund transfer transactions.
- **Purpose**
To get the details about the fund transfer transactions.
- **Description**
The option is available for DDO's& CO's.
- **Process**
 - ✓ User, logs in the **final** mode
 - ✓ User enables **Display History** option through **Maintenance**



- ✓ The system displays the data of fund transfer transactions till date. The system displays details about date, time, type of activity (transaction), approve no, Demand No, Major Head, Scheme, and Detail Head, name of the distributor or receiver and amount of the transaction.
- ✓ The system provides option of sorting the data, date- wise or scheme-wise.
- ✓ The report of a particular transaction can be printed with help of option **Print**.



- ✓ If the user selects Print option, PDF file of the report is regenerated and user can take the hard copy.
- ✓ The fund transfer transaction made by the user till date are displayed.

Mail your queries and suggestions to: pytmmp.support@nic.in