

BEAMS - User Manual for DDO (Version 1.0)

Prepared By

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National Informatics Centre
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CONTENTS

1. Introduction	3
1.1 Logging On	4
1.2 Drawing & Disbursing Officer(DDO)	5
2. Bill Entry	6
2.1 Draft mode	6-12
2.2 Final mode	13-20
3. Change Cash Flow	21
3.1 Draft mode	21-25
3.2 Final mode	25-29
4. Undistributed Budget	30-31
5. Maintenance	32
5.1 Feedback	32-33
5.2 Password Maintenance	33-34
5.3 Modify Payee	35-36
5.4 Display History	37
Annexure I	38-41
Annexure II	42

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 budget availability before the bills can be submitted, but also the monthly cash flows are controlled against pre-determined targets.

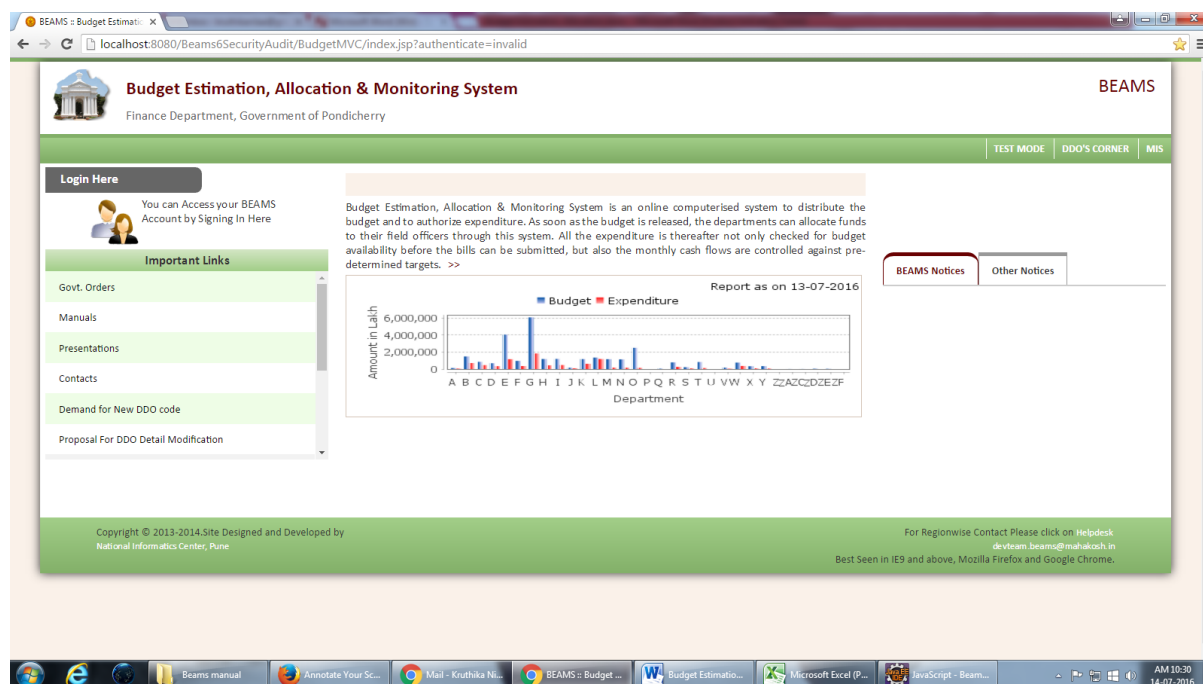
The system shall also give facility to monitor the disbursement under Public Account as undistributed grant - Budget (for e.g. GPF Advance, GPF Withdrawal, Refund of Deposit, and Disbursement under UTGEGIS).

This system permits the 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

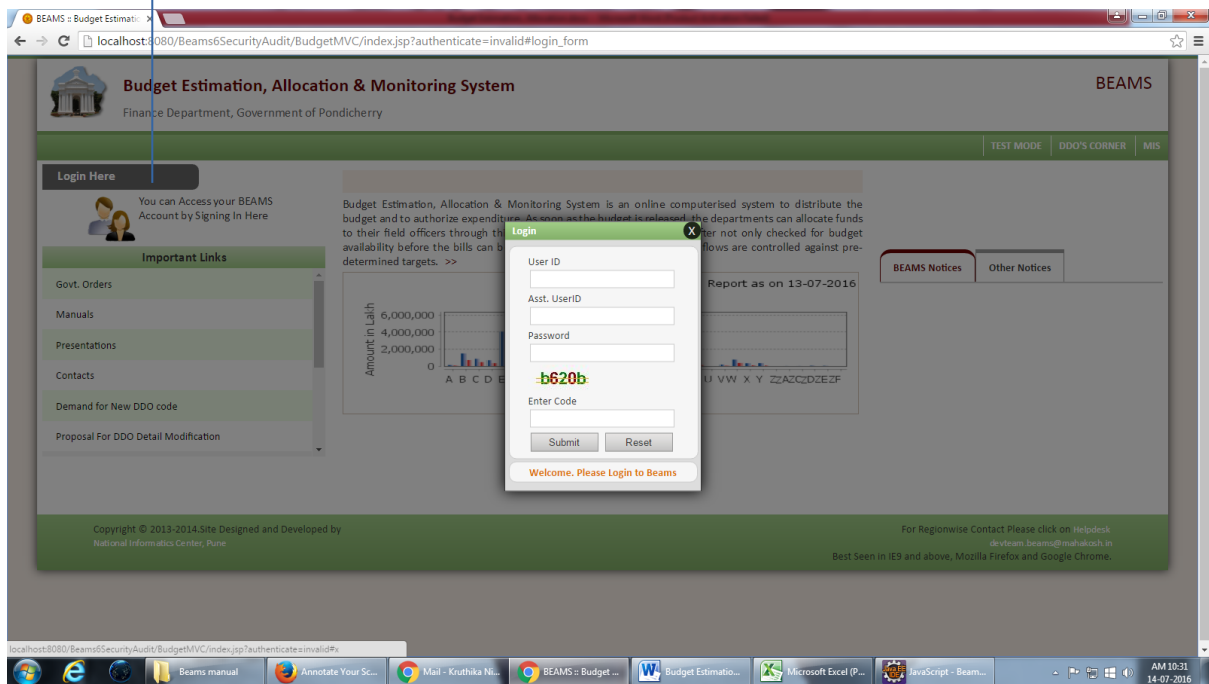
The BEAMS can be reached by selecting the Budget Estimation, Allocation & Monitoring System (BEAMS) application from the Start – Google Chrome / IE – BEAMS URL :- <http://164.100.148.136/Beams6SecurityAudit/BudgetMVC/index.jsp> (Temporary URL). The user will be presented with the screen as shown below:



1.1 LOGGING ON

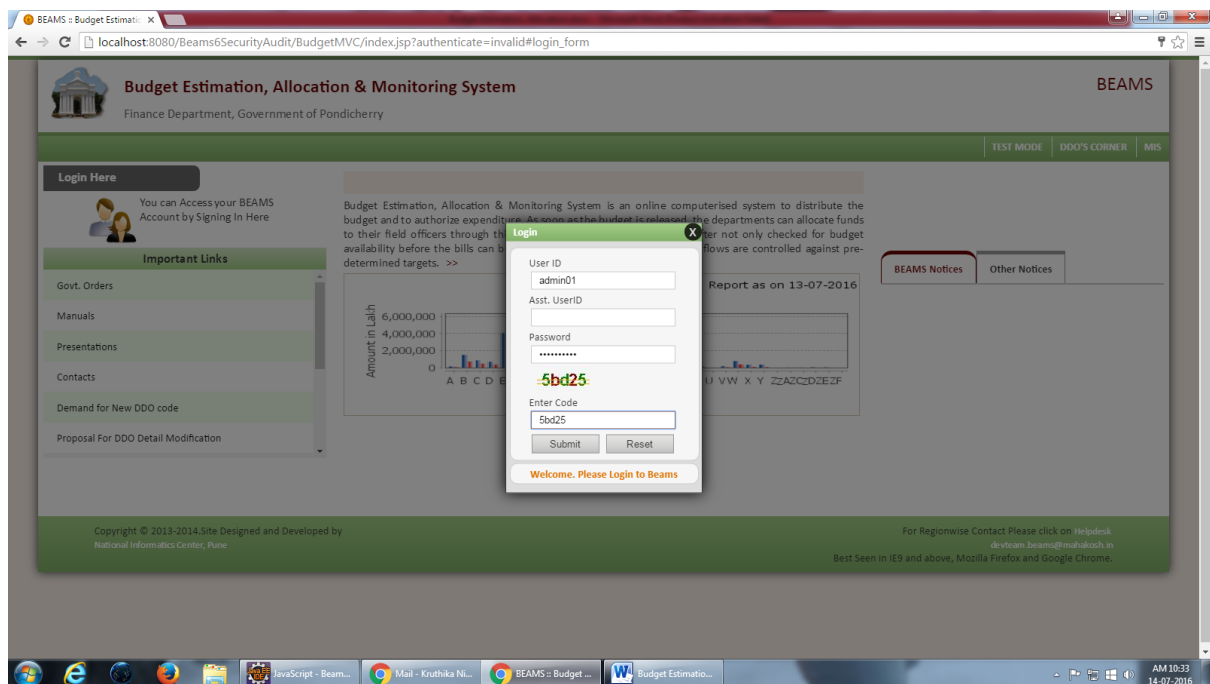
- The BEAMS can be logged-on from **Login here** menu option. The user will be Presented with the log-in screen as shown,

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 DRAWING & DISBURSING OFFICER

- **Disbursing officer** is one who draws money for disbursement on presenting bills to DAT.
- Drawing & Disbursing Officer (DDO) – DDO is uniquely identified with a 10 digit numeric code. The structure of the code is as follows.
1 digit District code + 1 digit Region code + 2 digit Treasury code + 6 digit DDO code.
- DDO is attached with following attributes. For example,
1101001070
1(District code)
1(Region code)
01(Treasury code)
001070(DDO code)
- **BILL ENTRY** option is available only for Drawing & Disbursing Officers (DDO). The DDO can Propose/Approve Bill entry.

2. BILL ENTRY

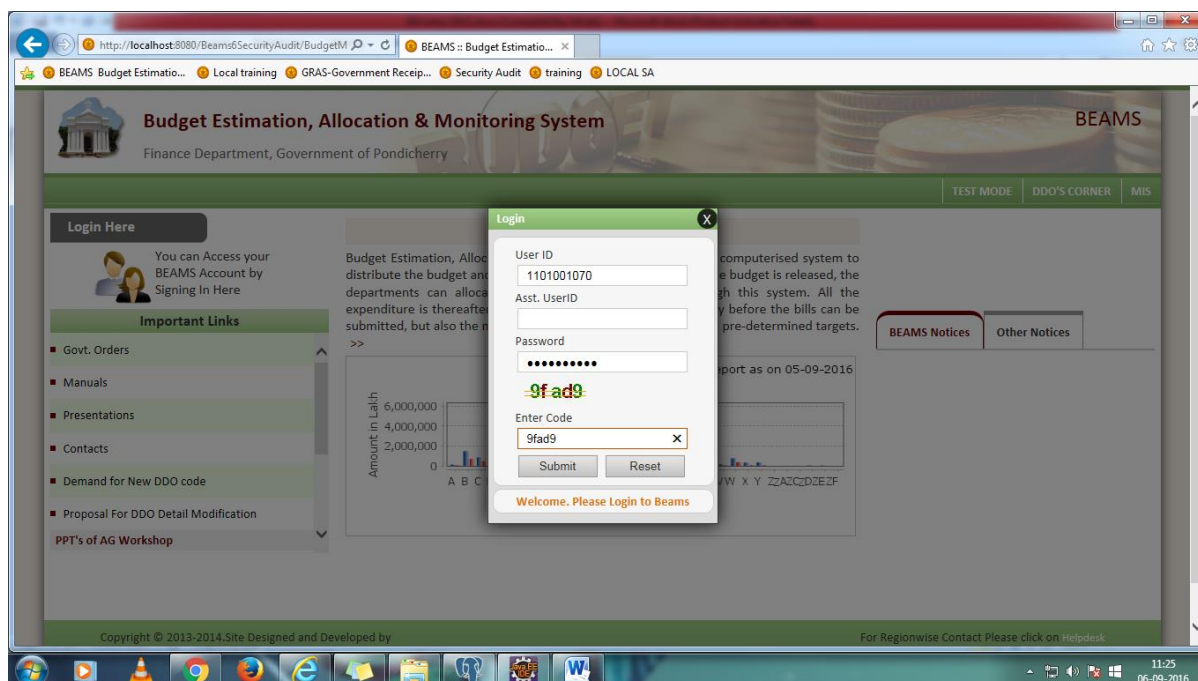
2.1 Draft mode

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

User ID	***** (Drawing and disbursing officer login)
Level	draft
Password	*** (disclosed to individual)
Module	Bill Entry
Purpose	To enter bill details and generate budget authorization slip.
Output	Authorization slip should be generated.

Process

- User, the **Drawing and disbursing officer** logs in the **draft** mode.
- Click on **Submit**.



- After the successful Log-in, the below page will be shown.



- Then click on **Ok** to get the next window,
- User (DDO) has to fill the details of the mandatory fields (one time work).
- Then click on **submit** button.

- User chooses the **Bill Entry** Menu ==> **Bill Entry** option as shown in below Screenshot.

Department : 01 - LEGISLATIVE ASSEMBLY User : 1101001070 - Dy. Director of Agriculture (Extension), Marketing Office, Puducherry. Tue, Sep 6, 2016 DRAFT

Fund Transfer Bill Entry Maintenance Sign out

Bill Entry For September 2016 (Budgeted)

Treasury 1101 Bill Entry

DDO 001070 Superintendent Legislative Assembly Secretariat Puducherry

To simplify the generation of following authorisation letter at the end of March, 2010 the first page of Bill entry has been changed. To see details of previous pages click the following link. [show Details]

To delete unnecessary (needless) payee please select Modify/Delete Payee option from Maintenance menu. This will save your time to select payee.

Now Approve Bill can be checked at Assistant/ Draft level.

Show Details UnDistr. Budget Other Scheme CF

Demand No	Scheme	Object Description	Charged/Voted	Non Plan/Plan	September (Amount in Rupees)				
					Grant	No. Of Bills	Expenditure	Carry'd -Ve Bal	Balance
01	012011021010201V	11 - Domestic Travel Expenses	Voted	Non Plan	0	0	0	0	0
01	012011021010201V	14 - Rent, Rate And Taxes	Voted	Non Plan	0	0	0	0	0
01	012011020010101V	13 - Office Expenses	Voted	Plan	3000	2	2000	0	1000
01	012011021010201V	01 - Salaries	Voted	Non Plan	0	0	0	0	0
01	012011021010201V	13 - Office Expenses	Voted	Non Plan	0	0	0	0	0
01	012011021010101V	13 - Office Expenses	Voted	Non Plan	0	0	0	0	0
TOTAL					3000.000	2	2000	0	1000.000

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- The system displays the list of available schemes / detailed head wise grants available for the current month for drawing the bill. System also displays the total expenditure incurred for the current month and balance.
- The DDO can carry forward the unspent amount of previous month to the upcoming months.
- Users should select **object description** to draw the bill.

Department : 01 - LEGISLATIVE ASSEMBLY User : 1101001070 - Dy. Director of Agriculture (Extension), Marketing Office, Puducherry. Tue, Sep 6, 2016 DRAFT

Fund Transfer Bill Entry Maintenance Sign out

Bill Entry For September 2016 (Budgeted)

Treasury 1101 Dat

DDO 001070 Superintendent Legislative Assembly Secretariat Puducherry

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Now Approve Bill can be checked at Assistant/ Draft level.

Show Details UnDistr. Budget Other Scheme CF

Demand No	Scheme	Object Description	Charged/Voted	Non Plan/Plan	September (Amount in Rupees)				
					Grant	No. Of Bills	Expenditure	Carry'd -Ve Bal	Balance
01	012011021010201V	11 - Domestic Travel Expenses	Voted	Non Plan	0	0	0	0	0
01	012011021010201V	14 - Rent, Rate And Taxes	Voted	Non Plan	0	0	0	0	0
01	012011020010101V	13 - Office Expenses	Voted	Plan	3000	2	2000	0	1000
01	012011021010201V	01 - Salaries	Voted	Non Plan	0	0	0	0	0
01	012011021010201V	13 - Office Expenses	Voted	Non Plan	0	0	0	0	0
01	012011021010101V	13 - Office Expenses	Voted	Non Plan	0	0	0	0	0
TOTAL					3000.000	2	2000	0	1000.000

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- The system displays Bill entry screen containing various fields to enter bill details as the screen shown below:

List of Input required for Bill entry

Bill type	Select from the list box (Annexure I)
Form ID	Select from the List (Annexure I)
Bill Category	Select from the List(Annexure II)
Gross Amount	Enter the amount based on the balance.
Deduction	Total amount of deduction, if any
Net Amount	Will automatically be calculated based on Deduction.

Deduction Details:

- ✓ The total deduction may be bifurcated to more than two heads as per requirements (scheme)
- ✓ Select Major Head from the List.
- ✓ Enter amount and click **ADD**.

Note: If there is more than one deduction, the above said procedure should be repeated until the balance is shown zero in deduction details.

Make Entry till zero

BEAMS - Internet Explorer
http://localhost:8080/Beams6SecurityAudit/BudgetMVC/jsp/Beams_Navig_Main_Frame.jsp?Tid=7ec24305aab039523e863b97fc436f600b30b42

Department : 01 - LEGISLATIVE ASSEMBLY User : 1101001070 - Dy. Director of Agriculture (Extension), Marketing Office, Puducherry. Tue, Sep 6, 2016 DRAFT

Fund Transfer Bill Entry Maintenance Sign out

Bill Entry for 2016-2017

Department	01 - Legislative Assembly	Demand No.	01	Majorhead	2011 - Parliament/state/union Territory Legislatures	Back
Scheme	012011020010101V--Strengthening Of Legislative Assembly Secretariat,	Object	13-Office Expenses	Non Plan/Plan	Plan	Charged/Voted Voted
TAN NO	0	No of Bills	2	Budget (Rs.)	3000	Expenditure (Rs.) 2000 Balance (Rs.) 1000

Bill Details

Bill Type	13 - Office Expend	Form Id	MTR31	Bill Category	Regular
Gross Amt (Rs.)	1000	Deduction (Rs.)	100	Net Amt (Rs.)	900

District Gross Details

"Is the following cost being spend for the district where emergence of work has arisen? If not, for whichever district the cost is being spend fill the details of it." ☒ Yes ☐ No ☐ Unallotted

District Code	District Name	Amount
11	PUDUCHERRY	1000

Deduction Details | Notice

Major	0021--Taxes On Income Oth than Corporation Tax	Scheme	Description	Amount (Rs)	Balance = 100
Scheme	0021001301-Other Receipts	Amount	100	Add	

Net Amount Details

Net Amount Balance = 000

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- ✓ Deducted Scheme is added which is shown below,

BEAMS - Internet Explorer
http://localhost:8080/Beams5SecurityAudit/BudgetMVC/jsp/Beams_Navig_Main_Frame.jsp?Tid=7ec24305aab039523e863b97fc436f600b30b42

Department : 01 - LEGISLATIVE ASSEMBLY User : 1101001070 - Dy. Director of Agriculture (Extension), Marketing Office, Puducherry. Tue, Sep 6, 2016 DRAFT

Fund Transfer Bill Entry Maintenance Sign out

Bill Entry for 2016-2017

Department	01 - Legislative Assembly	Demand No.	01	Majorhead	2011 - Parliament/state/union Territory Legislatures	Back
Scheme	012011020010101V-Strengthening Of Legislative Assembly Secretariat,	Object	13-Office Expenses	Non Plan/Plan	Plan	Charged/Voted Voted
TAN NO	0	No of Bills	2	Budget (Rs.)	3000	Expenditure (Rs.) 2000 Balance (Rs.) 1000

Bill Details

Bill Type	13 - Office Expense	Form Id	MTR31	Bill Category	Regular
Gross Amt (Rs.)	1000	Deduction (Rs.)	100	Net Amt (Rs.)	900

District Gross Details

"Is the following cost being spend for the district where emergence of work has arisen? If not, for whichever district the cost is being spend fill the details of it." ☒ Yes ☐ No ☐ Unallotted

District Code	District Name	Amount
11	PUDUCHERRY	1000

Deduction Details | Notice

Major	0021-Taxes On Income Oth than Corporation Tax	Scheme	0021001301	Description	Other Receipts	Amount (Rs)	100	Balance = 0
Scheme		Amount		Add	Delete			

Net Amount Details

Regular Payee Registered Payee

Name Of Payee	PAN NO.	Bank	Branch	Account No.	Amount (Rs)	
Shyluo	AJU789P	SBI PUDucherry	State Bank of India	339501695306	900	

Net Amount balance = 0

Submit

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Net Amount Details:

- ✓ By default Regular Payee option is selected.
- ✓ Select Name of Payee from the List.
- ✓ Enter Net amount, you can add more than one Regular Payee to split the Net amount before giving submit Net amount should tally.
- ✓ If you want to delete the added payee, click Delete button on the specific user.

BEAMS - Internet Explorer
http://localhost:8080/Beams5SecurityAudit/BudgetMVC/jsp/Beams_Navig_Main_Frame.jsp?Tid=7ec24305aab039523e863b97fc436f600b30b42

Department : 01 - LEGISLATIVE ASSEMBLY User : 1101001070 - Dy. Director of Agriculture (Extension), Marketing Office, Puducherry. Tue, Sep 6, 2016 DRAFT

Fund Transfer Bill Entry Maintenance Sign out

11 PUDUCHERRY 1000

Deduction Details | Notice

Major	0021-Taxes On Income Oth than Corporation Tax	Scheme	0021001301	Description	Other Receipts	Amount (Rs)	100	Balance = 0
Scheme		Amount		Add	Delete			

Net Amount Details

Regular Payee Registered Payee

Name Of Payee	PAN NO.	Bank	Branch	Account No.	Amount (Rs)	
Shyluo	AJU789P	SBI PUDucherry	State Bank of India	339501695306	900	

Net Amount balance = 0

Submit

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Note: Regular Payee - will be paid by **DDO**.

Registered Payee - will be paid through **Bank**.

- Click on **Submit** button to generate the bill as shown below.

BEAMS - Internet Explorer
http://localhost:8080/BeamsSecurityAudit/BudgetMVC/jsp/Beams_Navig_Main_Frame.jsp?Tid=7ec24305aabd039523e863b97fc436f00e30b42

Department : 01 - LEGISLATIVE ASSEMBLY User : 1101001070 - Dy. Director of Agriculture (Extension), Marketing Office, Puducherry. Tue, Sep 6, 2016 DRAFT

Fund Transfer Bill Entry Maintenance Sign out

11 PUDUCHERRY 1000

Deduction Details | Notice

Major	Scheme	Description	Amount (Rs)	Balance = 0
0021--Taxes On Income Oth than Corporation Tax	0021001301	Other Receipts	100	

Net Amount Details

☒ Regular Payee ☐ Registered Payee Net Amount balance = 0

Name Of Payee	PAN NO.	Bank	Branch	Account No.	Amount (Rs)
Shyluo	AJU789P	SBI PUDucherry	State Bank of India	339501695306	900

Submit

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- The next window is for draft copy of approving bill.
- After selecting the **Approve Bill** button, the alert message will be displayed on the top of the window with **Authorisation Slip no** as shown below.
- If **Approve bill** button is selected in draft mode itself, then logging in final mode is not necessary.

BEAMS Budget Estimation... Local training GRAS-Government Receipts Security Audit training LOCAL SA

Treasury Code : 1101--Dat DDO Code : Major Head : 2011--9 Scheme : Detail Head : 13--Office Expenses

Approve Bill By the middle of Draft Mode, click on the tab Transaction No. - 21

Message from webpage
Bill Approved successfully with authorisation no.: 1070358716111540110 OK

Details :

Gross	Deduction	Net	Yearly Budget	Exp. Including This Bill	Balance
1000	100	900	3000.000	3000	0.000

Details Of Cheque(S):

Name Of Party	Bank	Branch	Account No.	Amount
Shyluo	Sbi PUDucherry	State Bank Of India	339501695306	900

Details Of Gross(S):

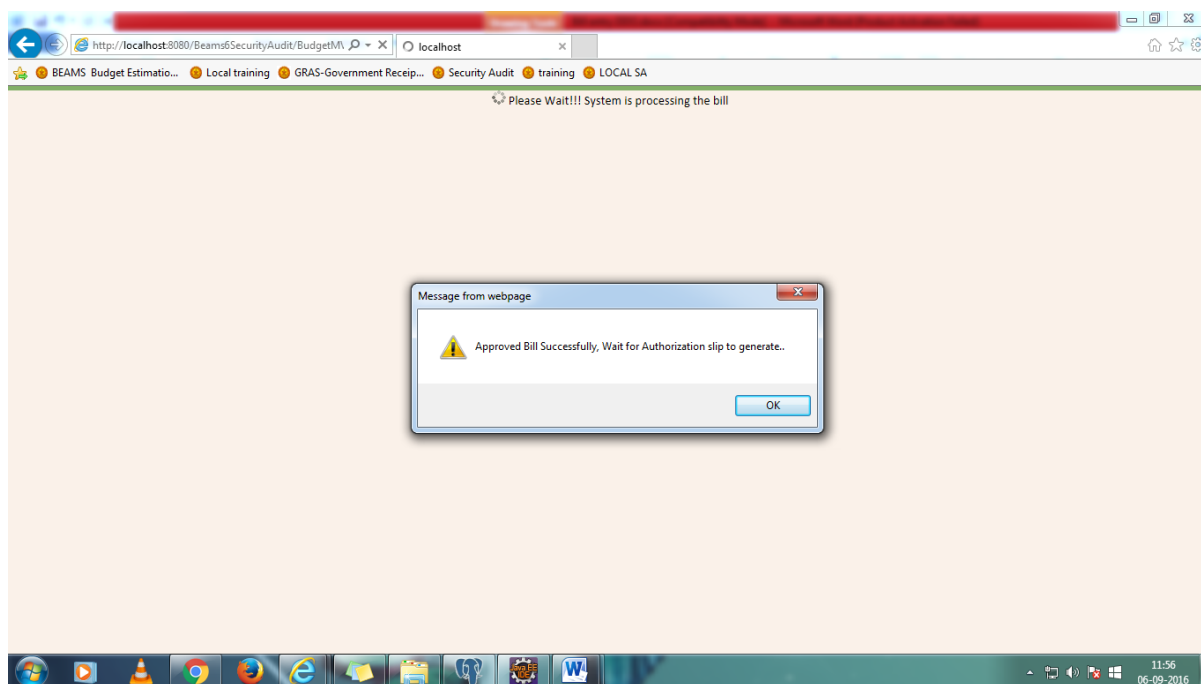
Sr.No.	Gross Details	Amount
1	11-Puducherry	1000

Details Of Deduction(S) :

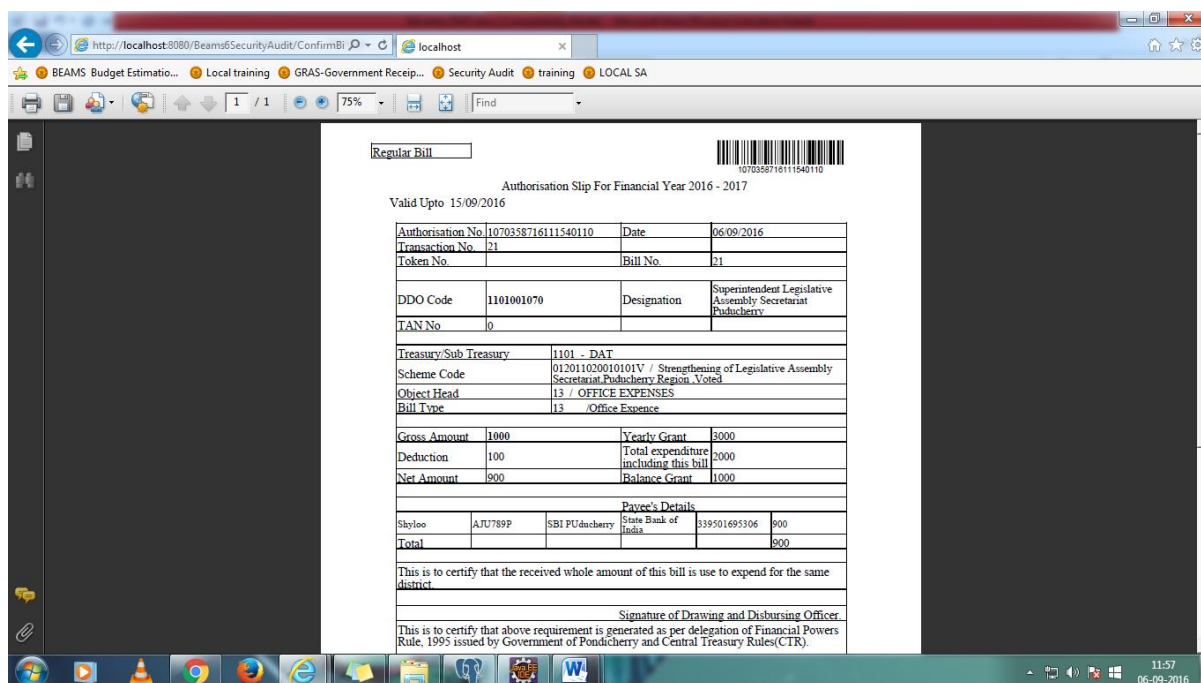
Sr.No.	Deduction Details	Amount
1	21001301 - Other Receipts	100

Download Report Print Report **Approve Bill**

- Then, the Bill will be approved successfully and it is ready to generate as below.



- The system displays authorization slip in pdf format for bill entry made.



Note: Take two print outs of the pdf file, of which one should be mandatorily attached to the bill to be presented to DAT and the other has to be received back as acknowledgement for having presented the bill.

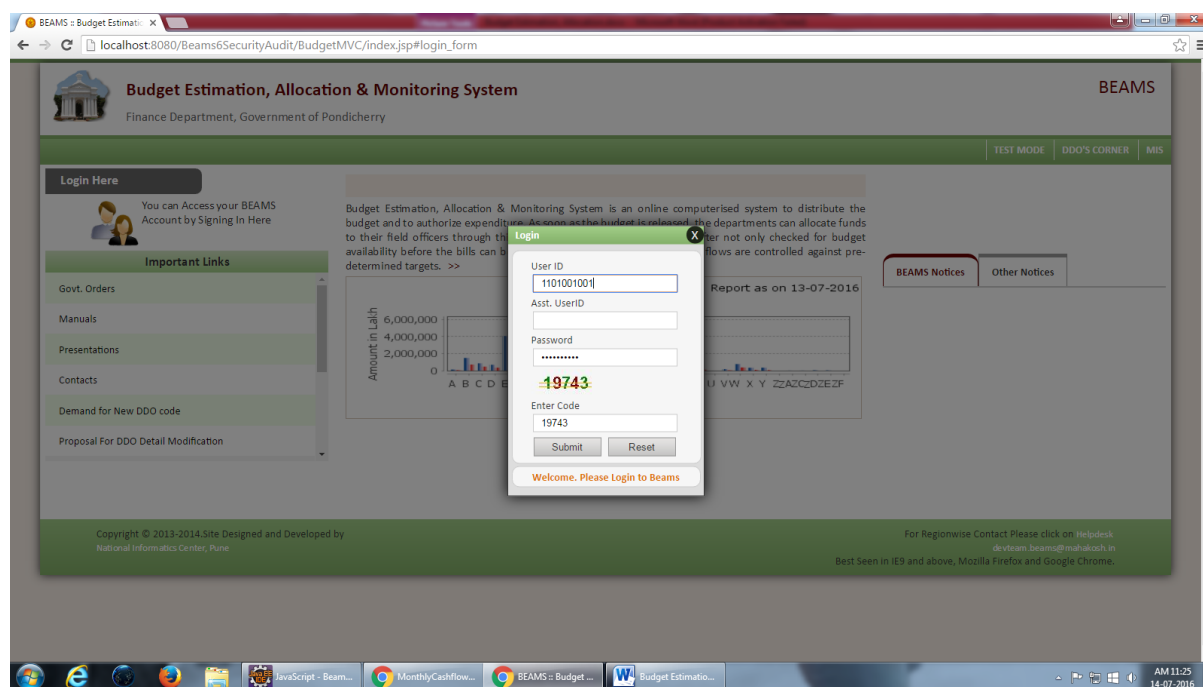
2.2 Final mode *(if not approved in draft mode)*

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

User ID	***** (Drawing and disbursing officer login)
Level	final
Password	*** (disclosed to individuals)
Module	Bill Entry
Purpose	To enter bill details and generate budget authorization slip.
Output	Authorization slip should be generated.

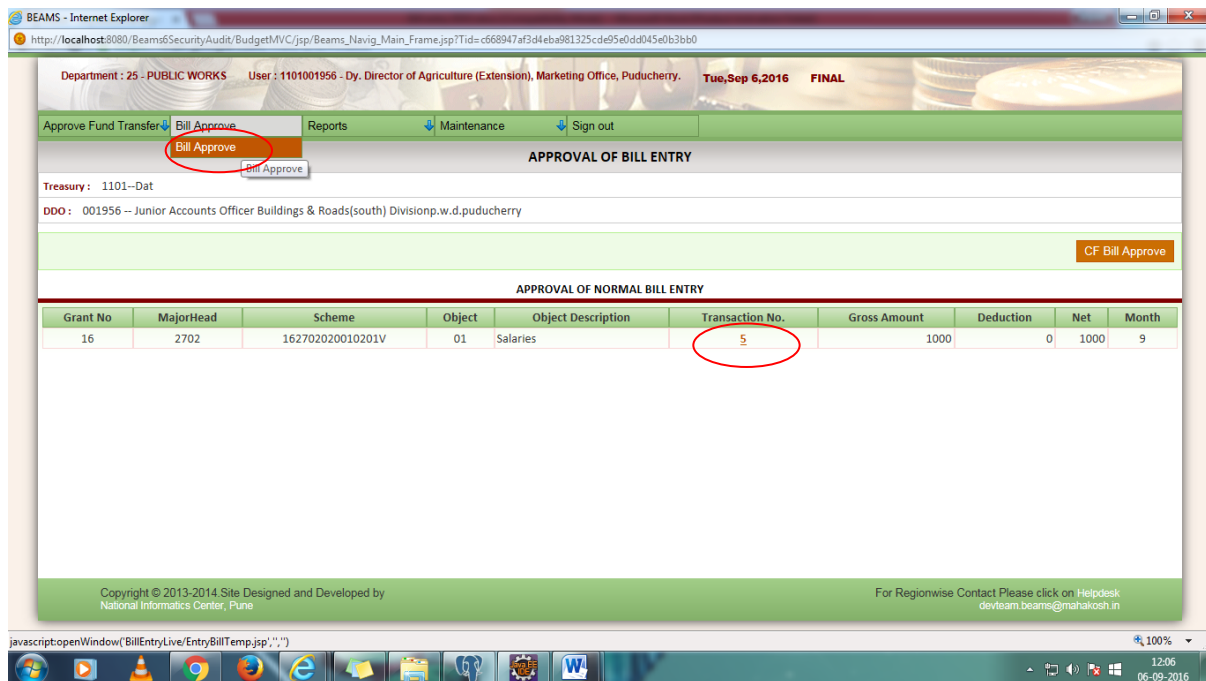
Process

- User, the **Drawing and disbursing officer** logs in the **final** mode.
- Click on **Submit**.

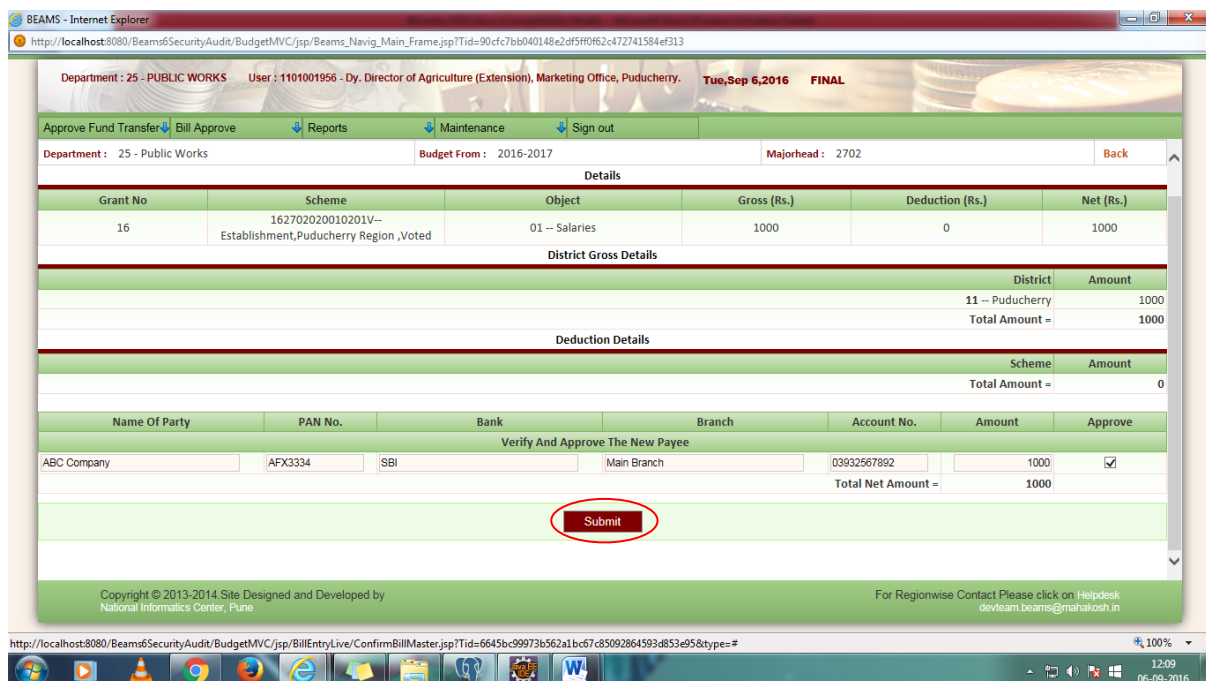


- User has to go through the menu **Bill Approve==> Bill Approve**.
- Click the respective **Transaction No.** ,
- The system displays the list of grants, bills, expenditure and balance for the year April to March.

- The system provides the facility to display the data of the bills for full year.



- After selecting the transaction number following window will be appeared.



- Then click on **Submit** button, it will go for approval of bill entry as shown below.

Approval of Bill Entry for 2016 - 2017

DDO : 1101001956

Grant No. : 16 Major Head : 2702

Scheme : 162702020010201V Detail Head : 01

Bill Details :

Gross(Rs.) : 1000 Deduction Amount(Rs.): 0 Net Amount(Rs.) : 1000

Net Amount Details:

Name Of Party	Pan No.	Bank	Branch	Account No.	Amount
ABC Company	AFX3334	SBI	Main Branch	03932567892	1000

Save Return

- Click **Save** then alert message will display the **Authorisation Slip no.**

Approval of Bill Entry for 2016 - 2017

DDO : 1101001956

Grant No. : 16 Major Head : 2702

Scheme : 162702020010201V Detail Head : 01

Bill Details :

Gross(Rs.) : 1000 Deduction Amount(Rs.): 0 Net Amount(Rs.) : 1000

Net Amount Details:

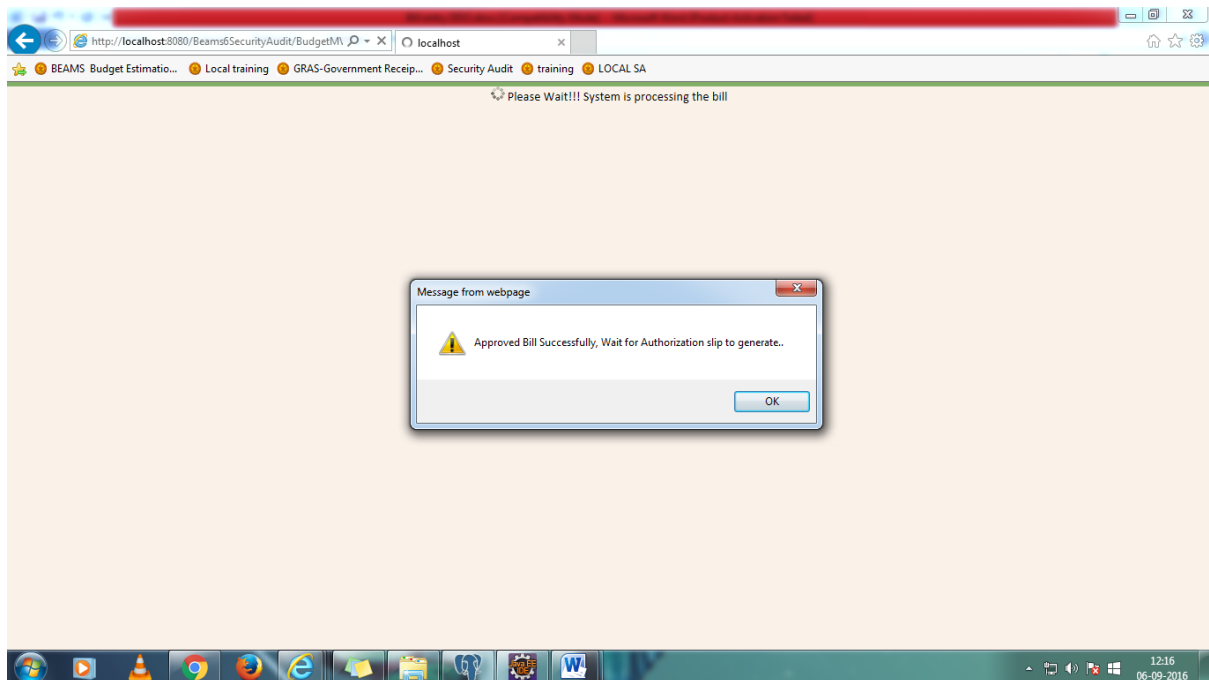
Name Of Party	Pan No.	Bank	Branch	Account No.	Amount
ABC Company	AFX3334	SBI	Main Branch	03932567892	1000

Message from webpage

Bill Approved successfully with authorisation no.:195606111611215010

OK

- Then the Bill will be approved successfully and it is ready to generate as below.



- The system displays authorization slip pdf for bill entry made.

Regular Bill

19560611161215010

Authorisation Slip For Financial Year 2016 - 2017

Valid Upto 15/09/2016

Authorisation No	19560611161215010	Date	06/09/2016
Transaction No	5	Bill No	5
Token No			
DDO Code	1101001956	Designation	Junior Accounts Officer Buildings & Roads(South) Division P.W.D Pudukcherry
TAN No	0		
Treasury/Sub Treasury	1101 - DAT		
Scheme Code	162702020010201V / -		
Object Head	01 / SALARIES		
Bill Type	01 /Salaries		
Gross Amount	1000	Yearly Grant	2000000
Deduction	0	Total expenditure including this bill	2100
Net Amount	1000	Balance Grant	1997900
Payee's Details			
ABC Company	AFX3334	SBI	Main Branch 63932567892 1000
Total			1000

This is to certify that the received whole amount of this bill is use to expend for the same district.

Signature of Drawing and Disbursing Officer.

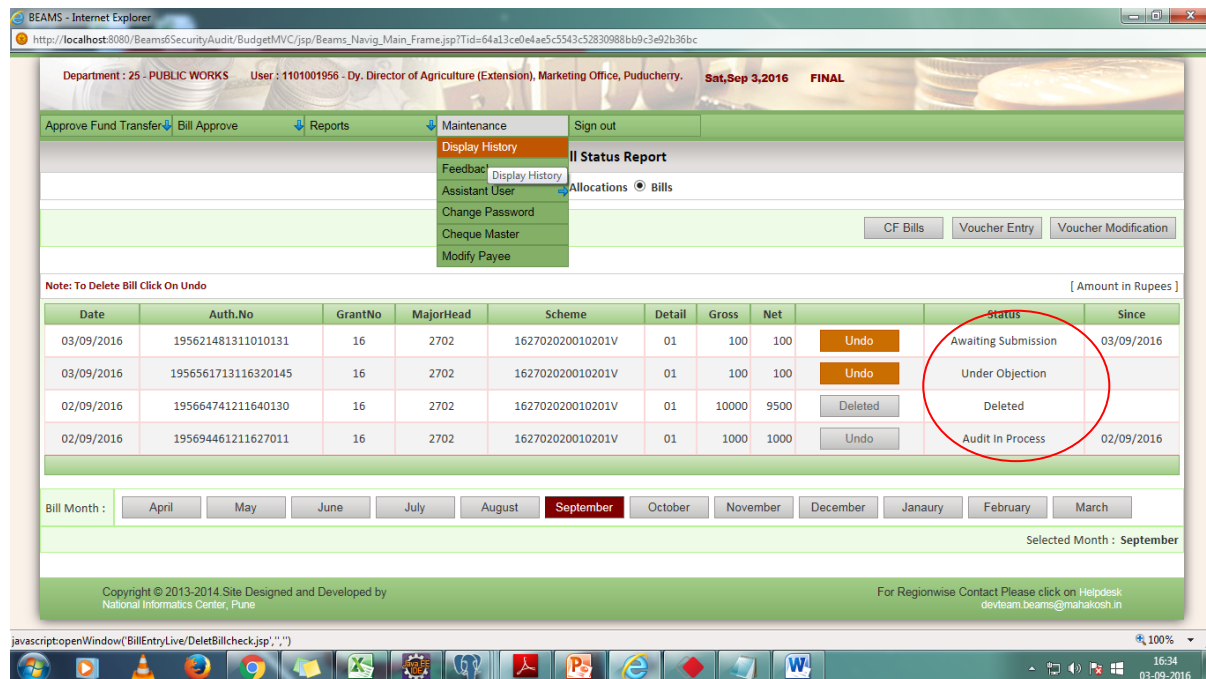
This is to certify that above requirement is generated as per delegation of Financial Powers Rule, 1995 issued by Government of Pondicherry and Central Treasury Rules(CTR).

Mr/Mrs _____ is authorised to receive

- Once the Authorization Slip has been generated, that particular bill can be presented to DAT.

Note: Take two print outs of the pdf file, of which one should be mandatorily attached to the bill to be presented to DAT and the other has to be received back as acknowledgement for having presented the bill.

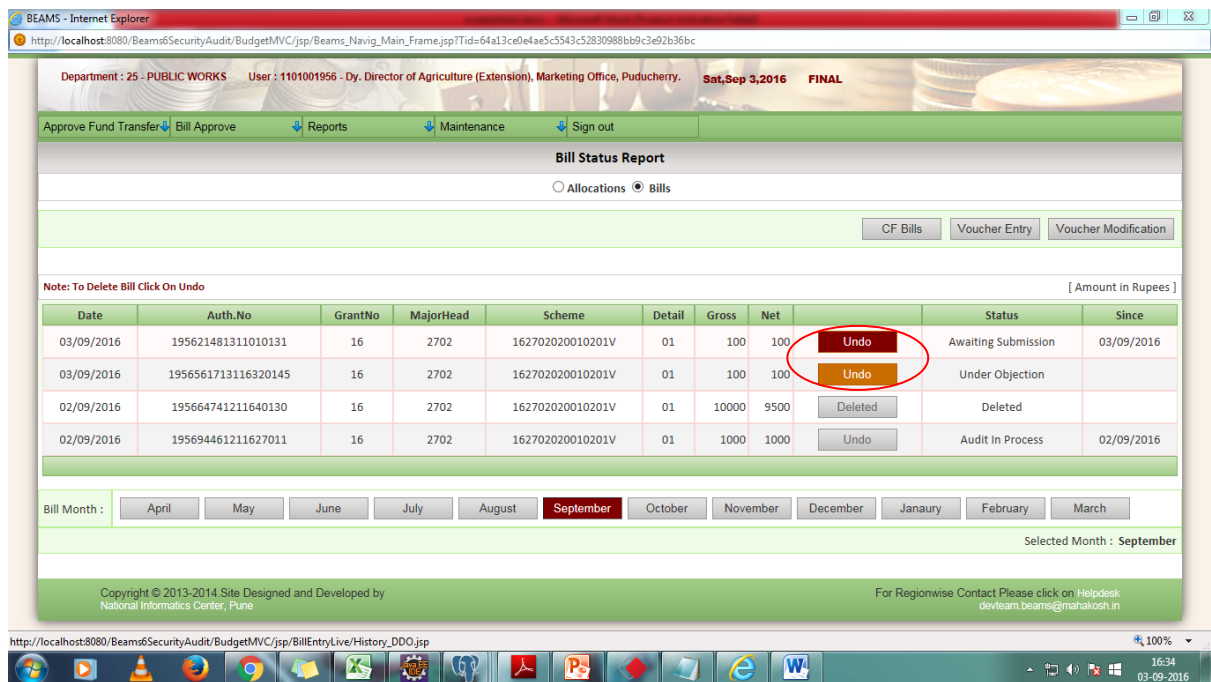
- Under **Maintenance** Menu ==>Select **Display History** option to see the status of approved bill.



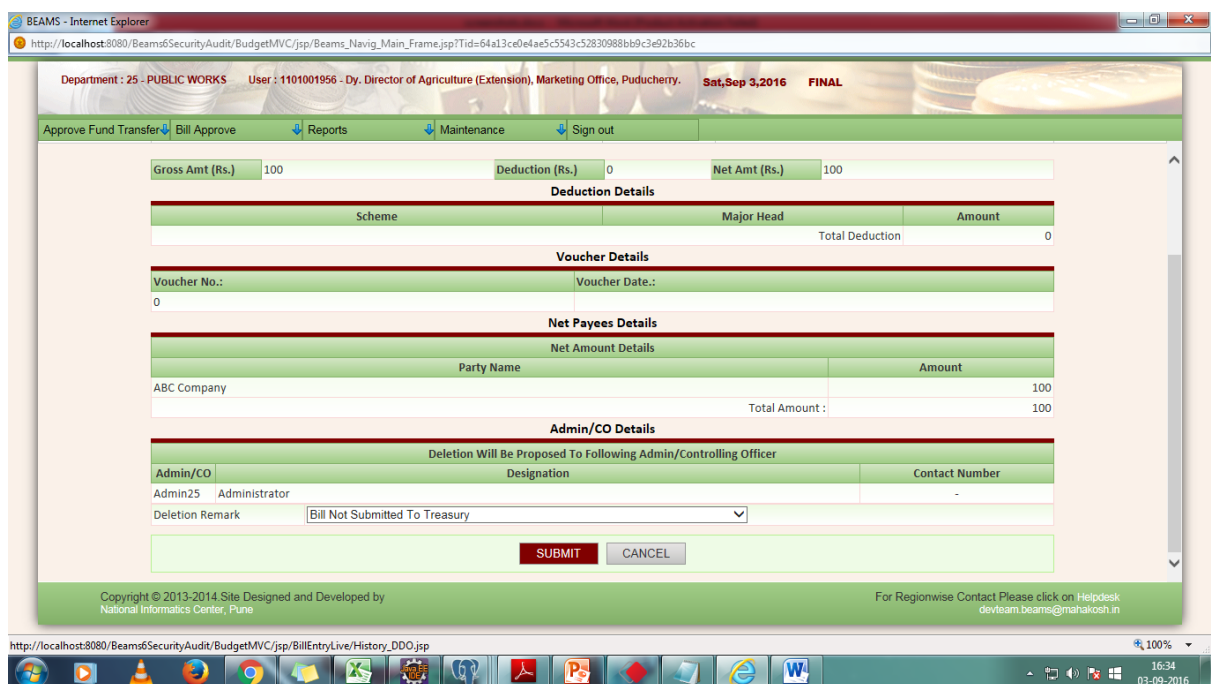
- Various Status of the Bill,**

- ✓ AUDIT IN PROCESS ==>If the Bill is **passed** by Treasury office,
- ✓ UNDER OBJECTION ==> If the Bill is **objected**by Treasury Office, and that bill has option to UNDO it by DDO and then CO/Admin.
- ✓ AWAITING SUBMISSION ==>Bill is yet to be passed.
- ✓ DELETED ==>Bill deleted by DDO/CO/Admin.

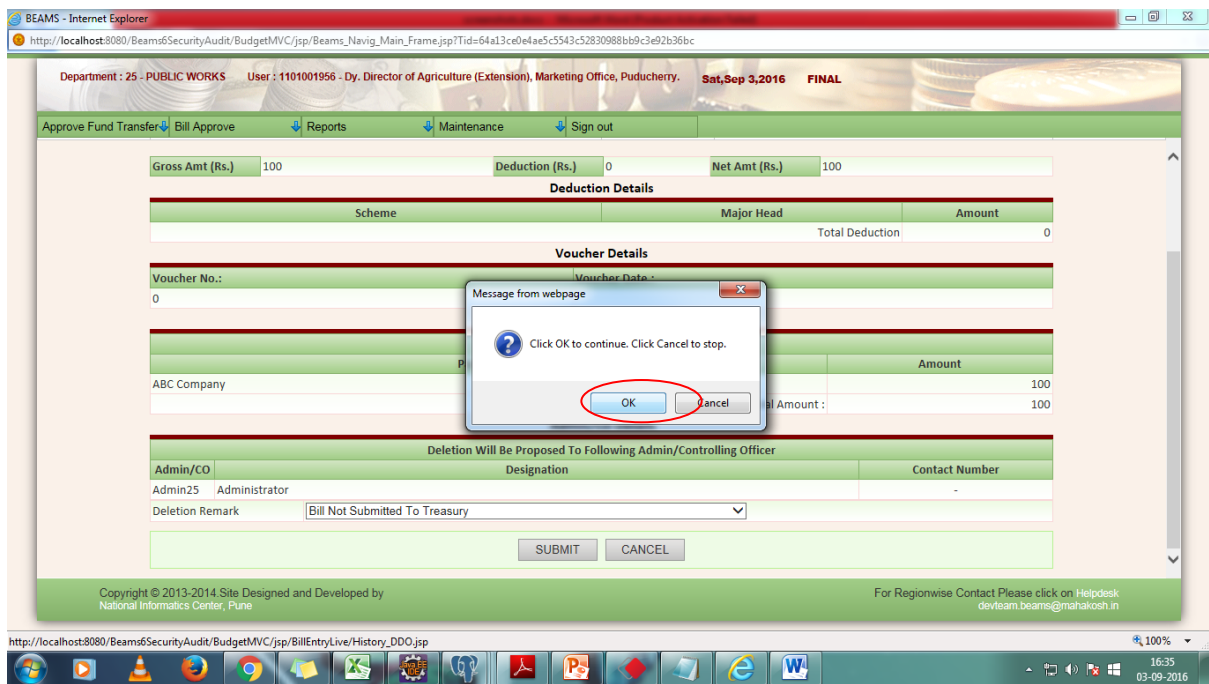
Note: If the bill is objected by DAT, **Undo** option is shown against the bill. **Undo** option to be exercised initially by DDO user (Final mode) and subsequently by CO user/Admin user (Final mode).Then only, the bill will be deleted and the amount of the bill so objected will be again available in the respective Head for further booking.



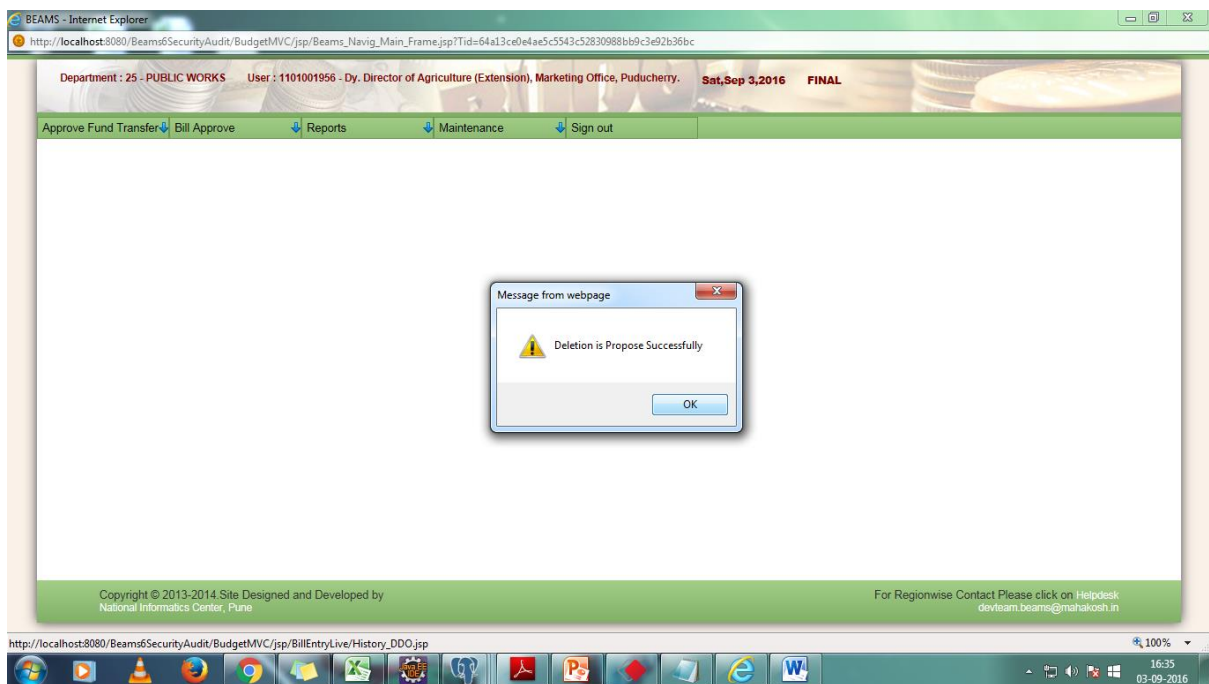
- Select Remarks for deleting the bill from **Deletion Remarks List Box**.



- Then Click **Submit** and the alert box ask for confirmation click ok.



- This alert message says that Deletion is proposed to immediate higher office, who has allocated fund to DDO.



- Then the **UNDO** button is disabled.

- The following window is showing the status of the bill as **Proposed for Delete to: Admin25**(for e.g.).

BEAMS - Internet Explorer
http://localhost:8080/BeamsSecurityAudit/BudgetMVC/jsp/Beams_Navig_Main_Frame.jsp?Tid=59c9a17e0a17fa76b804576d1fb9e621d773a8ae

Department : 25 - PUBLIC WORKS User : 1101001956 - Dy. Director of Agriculture (Extension), Marketing Office, Puducherry. Tue, Sep 6, 2016 FINAL

Approve Fund Transfer Bill Approve Reports Maintenance Sign out

Bill Status Report

☐ Allocations ☒ Bills

CF Bills Voucher Entry Voucher Modification

Note: To Delete Bill Click On Undo [Amount in Rupees]

Date	Auth.No	GrantNo	MajorHead	Scheme	Detail	Gross	Net		Status	Since
06/09/2016	195606111611215010	16	2702	162702020010201V	01	1000	1000	Undo	Proposed For Delete To: Admin25	06/09/2016
03/09/2016	195621481311010131	16	2702	162702020010201V	01	100	100	Deleted	Deleted	
03/09/2016	1956561713116320145	16	2702	162702020010201V	01	100	100	Undo	Under Objection	
02/09/2016	195664741211640130	16	2702	162702020010201V	01	10000	9500	Deleted	Deleted	
02/09/2016	195694461211627011	16	2702	162702020010201V	01	1000	1000	Undo	Audit In Process	02/09/2016

Bill Month : April May June July August **September** October November December January February March

Selected Month : September

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3. CHANGE CASH FLOW

3.1 Draft Mode

Pre-requisite

- The grants are allocated on monthly basis to the user.

Description

- Every DDO receives the grant on monthly basis. The balance grant can be shifted from one month to next/ subsequent month on the basis of the conditions set by Finance department. With help of this rule, the user can transfer the balance grant to another month in some predefined conditions. The yearly grant remains the same. As the grant is transferred to other month, it can be utilized for generating budget authorization slips.

User ID	***** (DDO log-in)
Level	draft
Password	*** (disclosed to individual)
Module	Change Cash flow
Purpose	Transfer the balance grant to another month.
Output	Change Cash flow should be made

Process

- User chooses the **Fund Transfer ==> Change Cash Flow** option.

Department : 25 - PUBLIC WORKS User : 1101001956 - Dy. Director of Agriculture (Extension), Marketing Office, Puducherry Sun, Sep 11, 2016 DRAFT

Fund Transfer Bill Entry Maintenance Sign out

Change CashFlow

Bill Entry For September 2016 (Budgeted)

Surrender/ Change CashFlow 1101 Dat

Withdrawal 001956 Junior Accounts Officer Buildings & Roads(south) Division.p.w.d.puducherry

Redistribution In of following authorisation letter at the end of March , 2010 the first page of Bill entry has been changed. To see details of previous pages click the following link. (show Details) Now Approve Bill can be checked at Assistant/ Draft level.

To delete unnecessary (needless) payee please select Modify/Delete Payee option from Maintenance menu. This will save your time to select payee.

Show Details UnDistr. Budget Other Scheme CF

Demand No	Scheme	Object Description	Charged/Voted	Non Plan/Plan	September				Balance
					Grant	No. Of Bills	Expenditure	Carry'd - Ve Bal	
16	162702020010201V	01 - Salaries	Voted	Non Plan	1990000	11	26000	0	1964000
TOTAL					1990000.000	11	26000	0	1964000.000

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- Then go through the desired **Demand no ==> Major Head==> Scheme==> Detail head.**

Department : 25 - PUBLIC WORKS User : 1101001956 - Dy. Director of Agriculture (Extension), Marketing Office, Puducherry Sun, Sep 11, 2016 DRAFT

Fund Transfer Bill Entry Maintenance Sign out

Change CashFlow for 2016-2017

Note: While doing re-appropriation in BEAMS system, departments / controlling officer for re-appropriation, should make sure that their re-appropriation is as per the provisions mentioned in the budget re-appropriation rules of Pondicherry government.

Show Balance CF Change CashFlow

Demand No

16

☒ Change CashFlow (Carry forward/backward) ☐ Change CashFlow

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- Select Change Cash Flow (Carry Forward/Backward) or Change Cash Flow.
- Change Cash Flow (Carry Forward/Backward):** User can change the received grants from one month to another either previous month or next month.

Subtract Grants from one month and add same balance to different month (previous/next)

Department : 25 - PUBLIC WORKS User : 1101001956 - Dy. Director of Agriculture (Extension), Marketing Office, Puducherry. Sun, Sep 11, 2016 DRAFT

Fund Transfer Bill Entry Maintenance Sign out

Change CashFlow (Carry forward/backward) for 2016-2017

Major Head : 2702-MINOR IRRIGATION Scheme : 162702020010201V-null Detail Head : 01-SALARIES Demand No : 16 [Back](#)

Amount in Thousands

Note: Please perform either Carry forward or Carry backward operation in one session.

1101001956	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
Balance	0.000	0.000	0.000	0.000	0.000	1964.000	0.000	0.000	0.000	0.000	0.000	0.000	1964.000
Subtract						500.000							500.000
Add					500.000								500.000

Month	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
Balance	0.000	0.000	0.000	0.000	0.000	1964.000	0.000	0.000	0.000	0.000	0.000	0.000	1964.000
Subtract	0	0	0	0	0	0	0	0	0	0	0	0	0.000
Add	0	0	0	0	0	0	0	0	0	0	0	0	0.000

[View Change](#) [View Draft](#) [Reset](#) [Cancel](#)

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- Then click **View Changes** button to see the changes were you made.

Department : 25 - PUBLIC WORKS User : 1101001956 - Dy. Director of Agriculture (Extension), Marketing Office, Puducherry. Sun, Sep 11, 2016 DRAFT

Fund Transfer Bill Entry Maintenance Sign out

Change CashFlow (Carry forward/backward) for 2016-2017

Major Head : 2702-MINOR IRRIGATION Scheme : 162702020010201V-null Detail Head : 01-SALARIES Demand No : 16 [Back](#)

Amount in Thousands

Note: Please perform either Carry forward or Carry backward operation in one session.

1101001956	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
Balance	0.000	0.000	0.000	0.000	500.000	1464.000	0.000	0.000	0.000	0.000	0.000	0.000	1964.000
Subtract						500.000							500.000
Add					500.000								500.000

Month	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
Balance	0.000	0.000	0.000	0.000	500.000	1464.000	0.000	0.000	0.000	0.000	0.000	0.000	1964.000
Subtract	0	0	0	0	0	500	0	0	0	0	0	0	500.000
Add	0	0	0	0	500	0	0	0	0	0	0	0	500.000

[View Change](#) [View Draft](#) [Reset](#) [Cancel](#)

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- Once user Cash Flow changes are made correctly then move to **View Draft**.

BEAMS - Google Chrome
localhost:8080/Beams6SecurityAudit/BudgetMVC/jsp/Beams_Navig_Main_Frame.jsp?Tid=ba56449f947c4a0656ab633d059da614b5ad534

Department : 25 - PUBLIC WORKS User : 1101001956 - Dy. Director of Agriculture (Extension), Marketing Office, Puducherry. Sun, Sep 11, 2016 DRAFT

Fund Transfer Bill Entry Maintenance Sign out

Change CashFlow (Carry forward/backward) for 2016-2017

Major Head : 2702-MINOR IRRIGATION Scheme : 162702020010201V-null Detail Head : 01-SALARIES Demand No : 16 [Back](#)

Note: Please perform either Carry forward or Carry backward operation in one session.

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
1101001956 Balance	0.000	0.000	0.000	0.000	500.000	1464.000	0.000	0.000	0.000	0.000	0.000	0.000	1964.000
Subtract					500.000	500.000							500.000
Add					500.000								500.000
Month	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
Balance	0.000	0.000	0.000	0.000	500.000	1464.000	0.000	0.000	0.000	0.000	0.000	0.000	1964.000
Subtract	0	0	0	0	0	500	0	0	0	0	0	0	500.000
Add	0	0	0	0	500	0	0	0	0	0	0	0	500.000

[View Change](#) [View Draft](#) [Reset](#) [Cancel](#)

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- Then the process is asking for **save** the changes you made.

BEAMS : Budget Estimat... localhost:8080/Beams6S... Change Cashflow [Print date: 11/09/2016](#)

localhost:8080/Beams6SecurityAudit/BudgetMVC/jsp/FundTransfer/ViewCCFlow.jsp

Statement of Proposed Change CashFlow (Carry forward/backward) (Draft level)

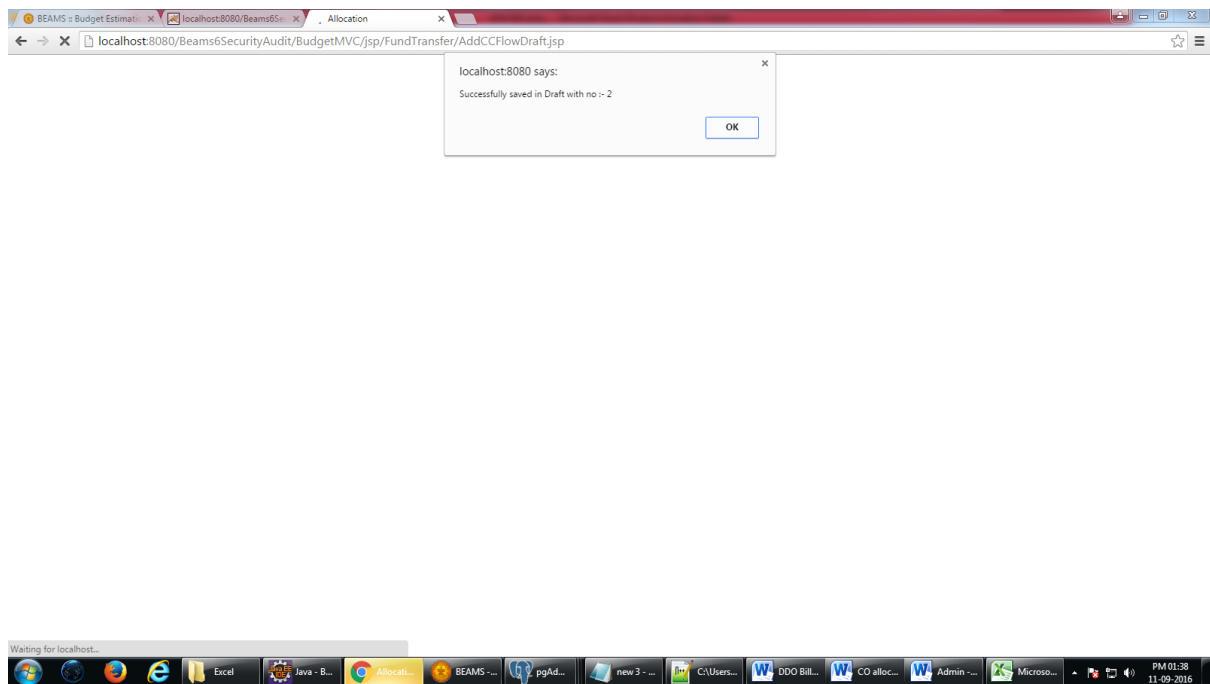
Department: 25 Demand No : 16 Scheme : 162702020010201V-null Detail Head: 01-SALARIES Amount in Thousands

Receiver	Quarter I			Quarter II			Quarter III			Quarter IV			Total
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
1101001956	0.000	0.000	0.000	0.000	500.000	-500.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Total	0	0	0	0	500.000	-500.000	0	0	0	0	0	0	0.000

Signature of Proposing Authority
1101001956- Junior Accounts Officer Buildings & Roads(South) Division.P.W.D.Puducherry

[Save&Print Report](#) [Save](#) [Return](#)

- The user will get the alert message like **Successfully Saved**.

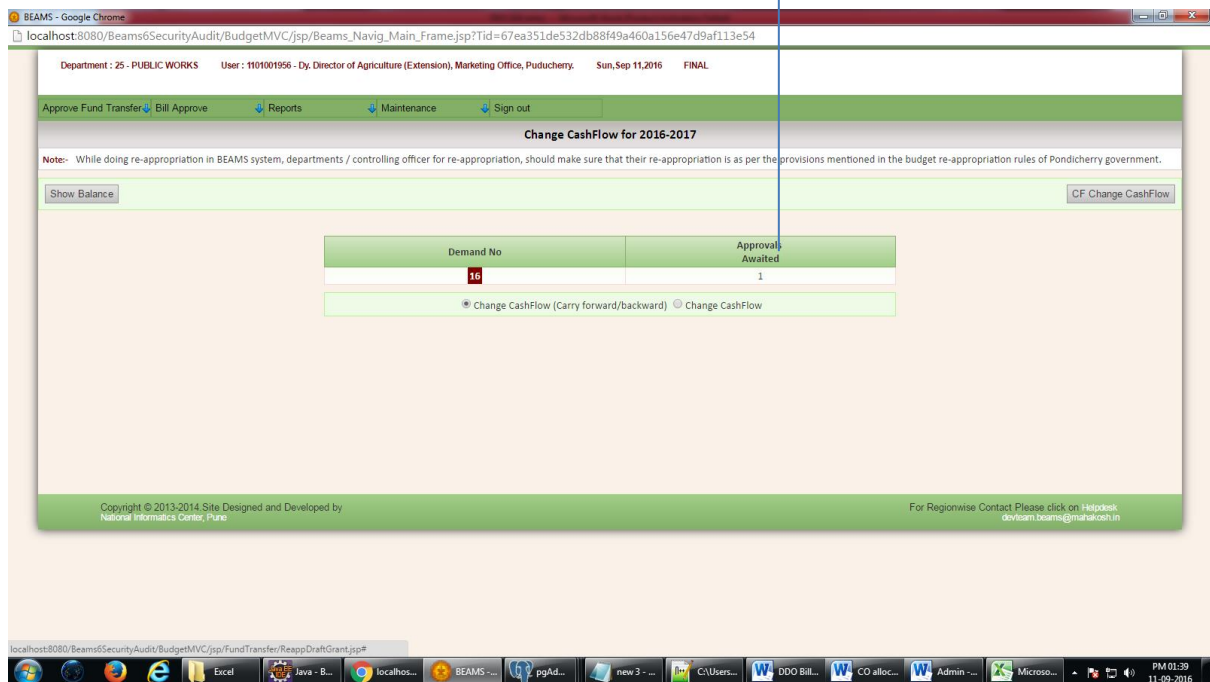


3.2 Final Mode

User ID	***** (DDO log-in)
Level	final
Password	*** (disclosed to individual)
Module	Change Cash flow
Purpose	Transfer the balance grant to another month.
Output	Change Cash flow should be made

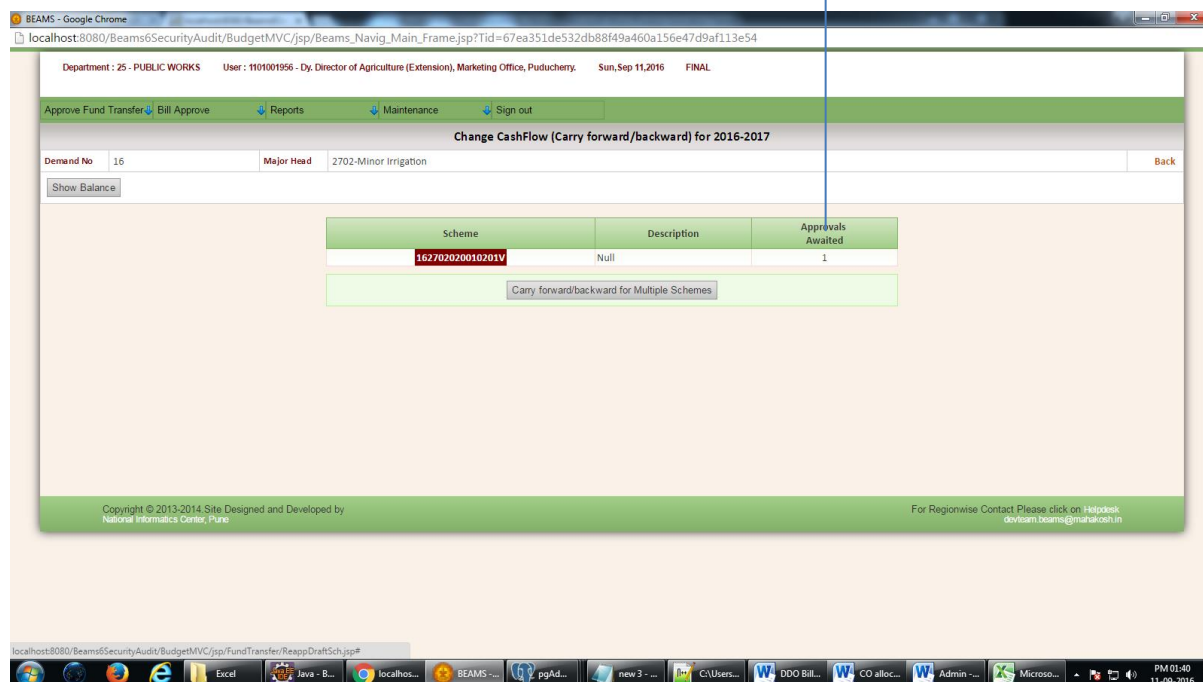
- User chooses the **Approve Fund Transfer -> Change Cash Flow** option.

Get the Notifications for Approvals



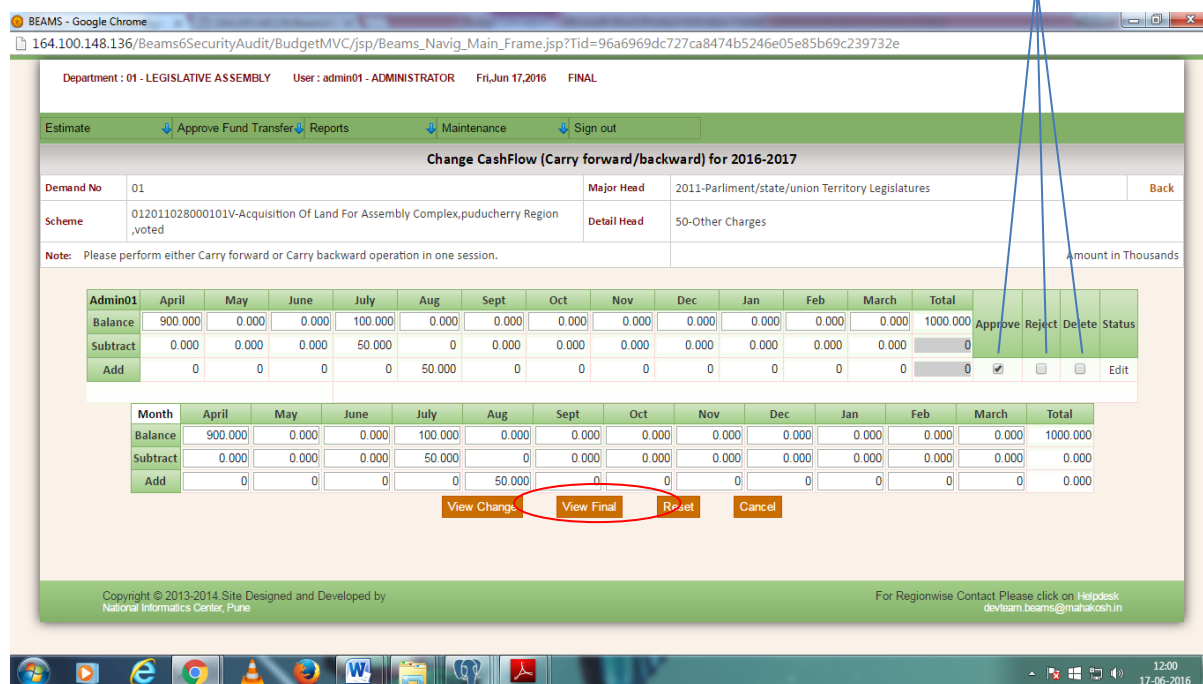
- Then go through the desired **Demand no ==> Major Head==> Scheme==> Detail head.**
- If more than a Scheme is there, notification might reflect the particular Scheme where the Cash Flow changes made.

Awaited Notification is reflected in Particular



- The user has to click on **View Change** button to see the Changes, before that select the **View Final** Button to confirm the process.

Authorized officers can Approve/Reject/Delete the changes of Cash Flow



- **Approve:** Authorised Officers no need to edit they may Check Approve Checkbox.

Check the status (Approved)

Print date: 17/06/2016

Statement of Proposed Change CashFlow (Carry forward/backward) (Final level)

Department:01 Demand No : 01 Scheme: 012011028000101V-Acquisition Of Land For Assembly Complex,puducherry Region ,voted Detail Head: 50-Other Charges

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		
Admin01	0.000	0.000	0.000	-50.000	50.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	Approved
Total	0.000	0.000	0.000	-50.000	50.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	

Signature of Approving Authority
admin01- Administrator of Department 01

Save Return

- **Reject:** Authorised Officers no need to move further, the Change Cash Flow Process chooses Reject Check Box.

Check the Status (Rejected)

Print date: 17/06/2016

Statement of Proposed Change CashFlow (Carry forward/backward) (Final level)

Department:01 Demand No : 01 Scheme: 012011028000101V-Acquisition Of Land For Assembly Complex,puducherry Region ,voted Detail Head: 50-Other Charges

Amount in Thousands

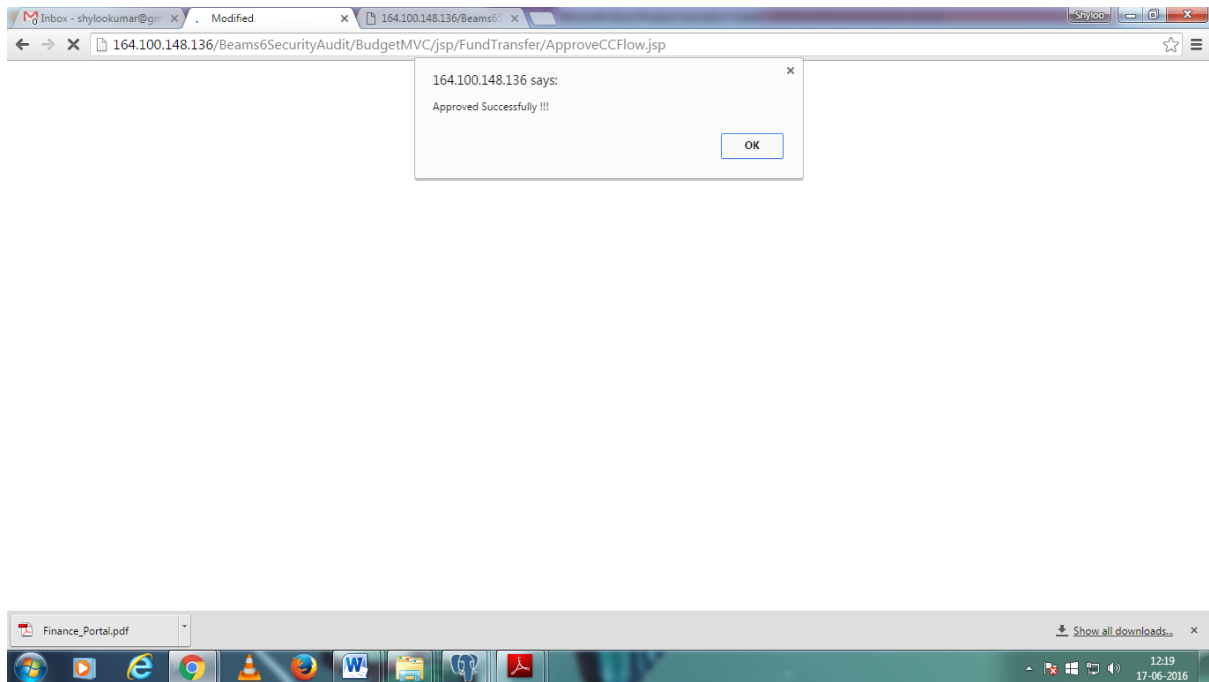
Receiver	Quarter I			Quarter II			Quarter III			Quarter IV			Total	Status
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March		
Admin01	0.000	0.000	0.000	-50.000	50.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	Rejected
Total	0.000	0.000	0.000	-50.000	50.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	

Signature of Approving Authority
admin01- Administrator of Department 01

Save Return

- **Delete:** Same as Reject.

- Once you saved the process will get the alert message **Approved Successfully.**



4. UNDISTRIBUTED BUDGET

(GPF Advance, GPF Withdrawal, Refund of Deposit, and Disbursement under UTGEGIS)

- **Process**
 - ✓ User, logs in the **draftmode**
 - ✓ User enables option through **Undistributed Budget** button.

BEAMS - Internet Explorer
http://localhost:8080/Beams6SecurityAudit/BudgetMVC/jsp/Beams_Navig_Main_Frame.jsp?Tid=ea551b9d70a18414056b3b882ec42f7d16e7b11

Department : 20 - ACCOUNTS AND TREASURIES User : 1101001207 - Treasury Officer Puducherry Mon, Sep 12, 2016 DRAFT

Fund Transfer Bill Entry Maintenance Sign out

Bill Entry For September 2016 (Budgeted)

Treasury 1101 Dat
000 001207 Treasury Officer Puducherry

To simplify the generation of following authorisation letter at the end of March, 2010 the first page of Bill entry has been changed. To see details of previous pages click the following link. [show Details] Now Approve Bill can be checked at Assistant/ Draft level.

To delete unnecessary (needless) payee please select Modify/Delete Payee option from Maintenance menu. This will save your time to select payee.

Show Details UnDistr. Budget Other Scheme CF

This Equals is to be used for processing bills of GPF/ GLS/Pension etc.

Demand No	Scheme	Object Description	Charged/Voted	Non Plan/Plan	September				
					Grant	No. Of Bills	Expenditure	Carry'd -Ve Bal	Balance
11	112030020010101V	02 - Wages	Voted	Non Plan	74250	0	0	0	74250
15	152071011020107V	04 - Pensionary Charges	Voted	Non Plan	20000000	0	0	0	20000000
11	112030020010101V	11 - Domestic Travel Expenses	Voted	Non Plan	450	0	0	0	450
11	112030020010101V	01 - Salaries	Voted	Non Plan	50000	2	2000	0	48000
11	112030020010101V	13 - Office Expenses	Voted	Non Plan	90000	1	3000	0	87000
TOTAL					20214700.000	3	5000	0	20209700.000

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centralbeam@nic.gov.in

- ✓ The system displays the **undistributed budget** form to be filled up.
- ✓ User should select the Major Head, Scheme, Detailed Head.

Select the respective Major Head (for e.g. 8099)

The screenshot shows the BEAMS web application running in Internet Explorer. The browser address bar displays the URL: http://localhost:8080/BeamsSecurityAudit/BudgetMVC/jsp/Beams_Navig_Main_Frame.jsp?Tid=64738e27dc960ebdc22143dd8ea4b16b74029c6a. The page header includes the Department: 20 - ACCOUNTS AND TREASURIES, User: 1101001207 - Treasury Officer Puducherry, and the date: Mon, Sep 12, 2016. The page title is "Bill Entry For September 2016 (Undistributed Budget)". The main content area contains a form with the following fields:

- Treasury: 1101--DAT
- DDO: 001207 -- Treasury Officer Puducherry.
- Budgeted button
- Major Head dropdown menu (selected value: 8099)
- Scheme dropdown menu (selected value: Choose scheme)
- Detail Head dropdown menu (selected value: Choose Detail Head)
- Submit button

The footer of the page includes the copyright information: Copyright © 2013-2014 Site Designed and Developed by National Informatics Center, Pune. For Regionwise Contact Please click on Helpdesk devteam.beams@mahakosh.in.

- ✓ Then, the user should click on **submit** button to enter the undistributed bill entries.

5. MAINTENANCE MENU

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,

5.1 Feedback (Draft/Final)

- While using the system, the user may face some difficulties or error. May the system not provides required information or unable to process some activities. Such limitations of the system should be communicated to the developers of the system. This function assists the FD to upgrade 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 DDO.
- **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=7bfa699dab8c10589dacc090ceaf226f7b093087

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 ☐ Convey Error ☐ Convey Additional Requirements

Type Of Login ☐ Draft ☐ Final

Module Type

Major Head

Scheme

Detail Head

Type Your Error Message

Type More Details

Personal Details

Name

Phone Number

Mobile Number

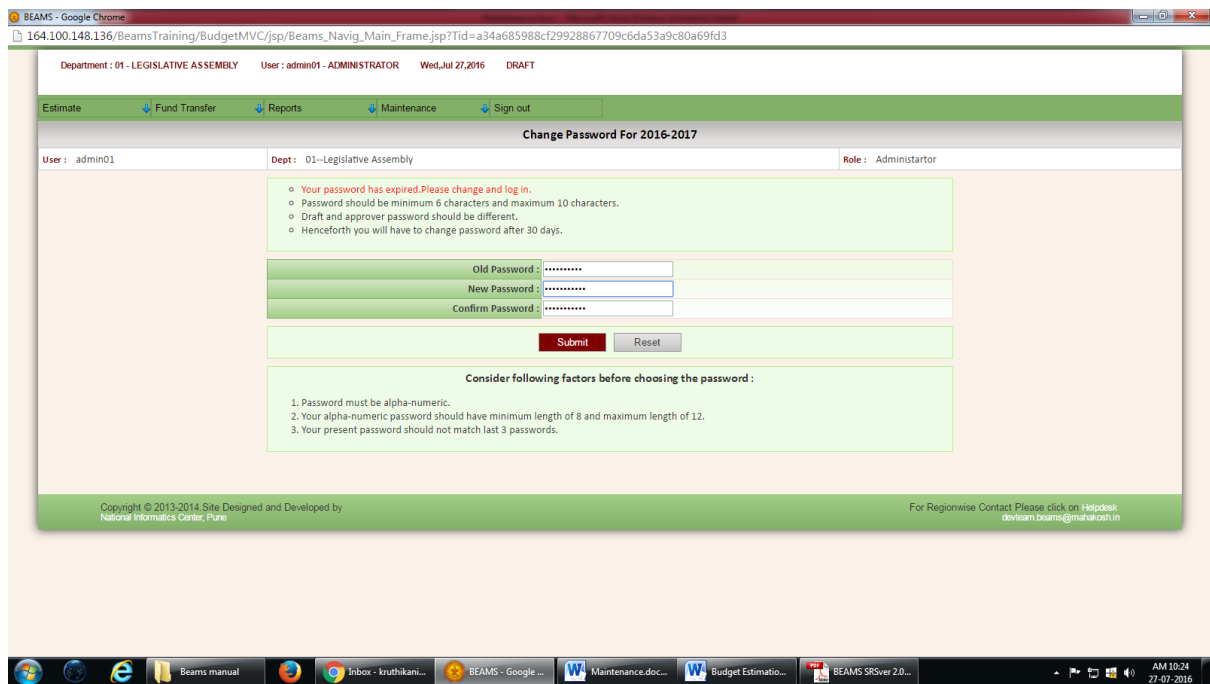
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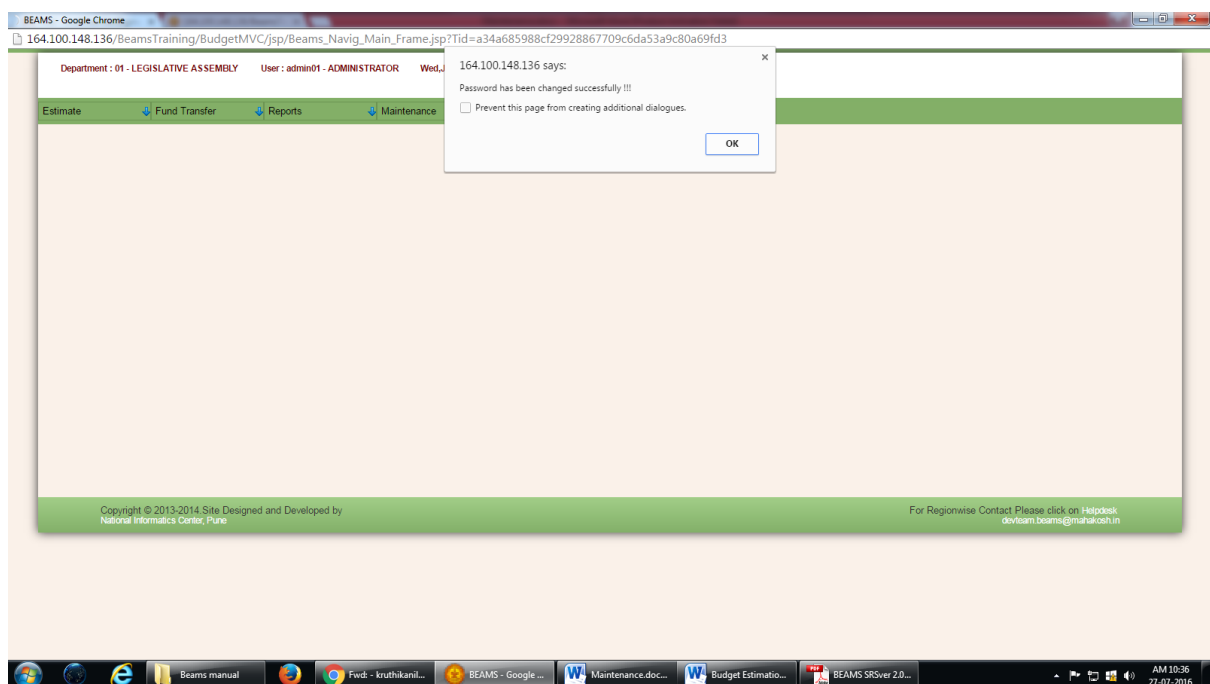
- ✓ User enters type of feedback i.e. error or additional requirement
- ✓ User enters the details
- ✓ And then, the User enters error messages and error details
- ✓ Then, User enters personal details such as name and phone numbers
- ✓ User submits the entry
- ✓ The system displays the filled feedback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

5.2 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. The user is DDO. 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 enters old password and new password.
 - ✓ The system confirms the password by clicking on **Submit** button.

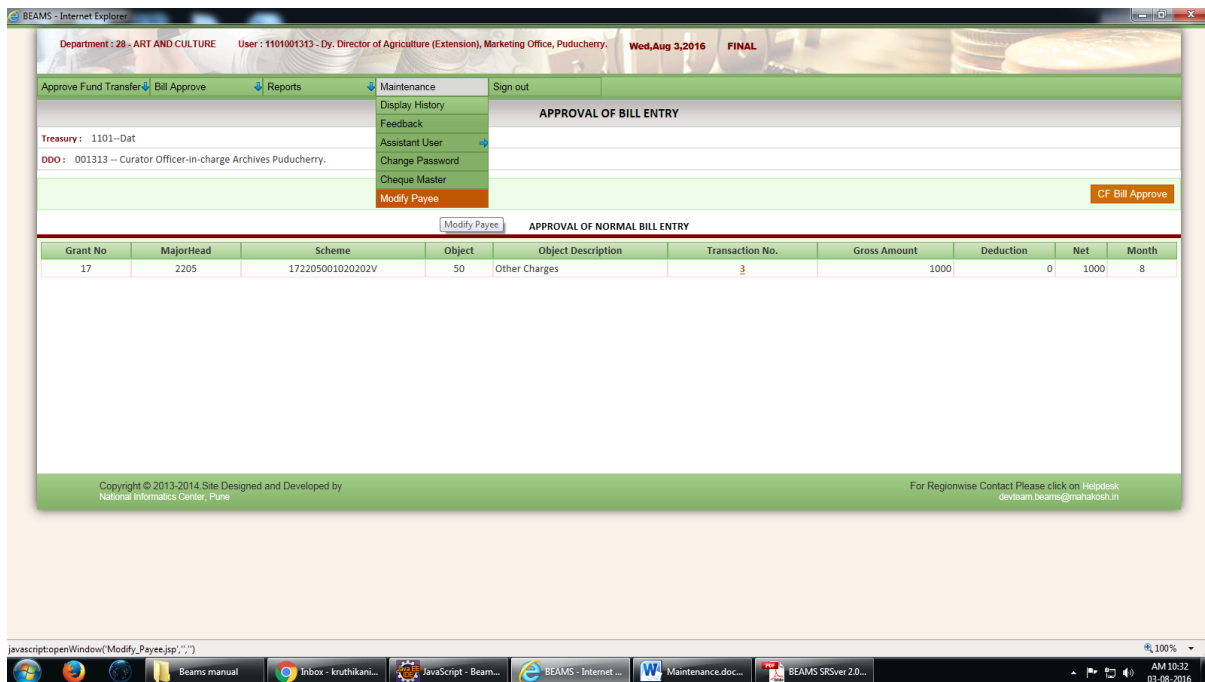


- ✓ After Submission, the user will get the alert message of password has been verified successfully as below,

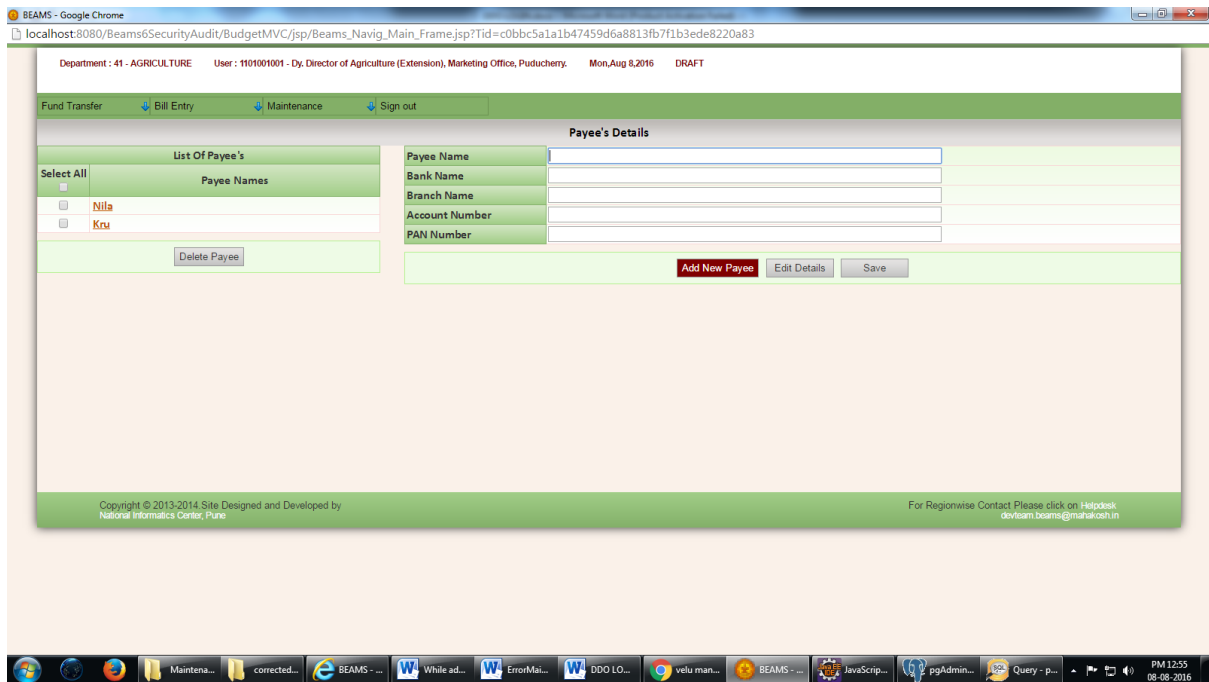


5.3 Modify payee (Draft/Final)

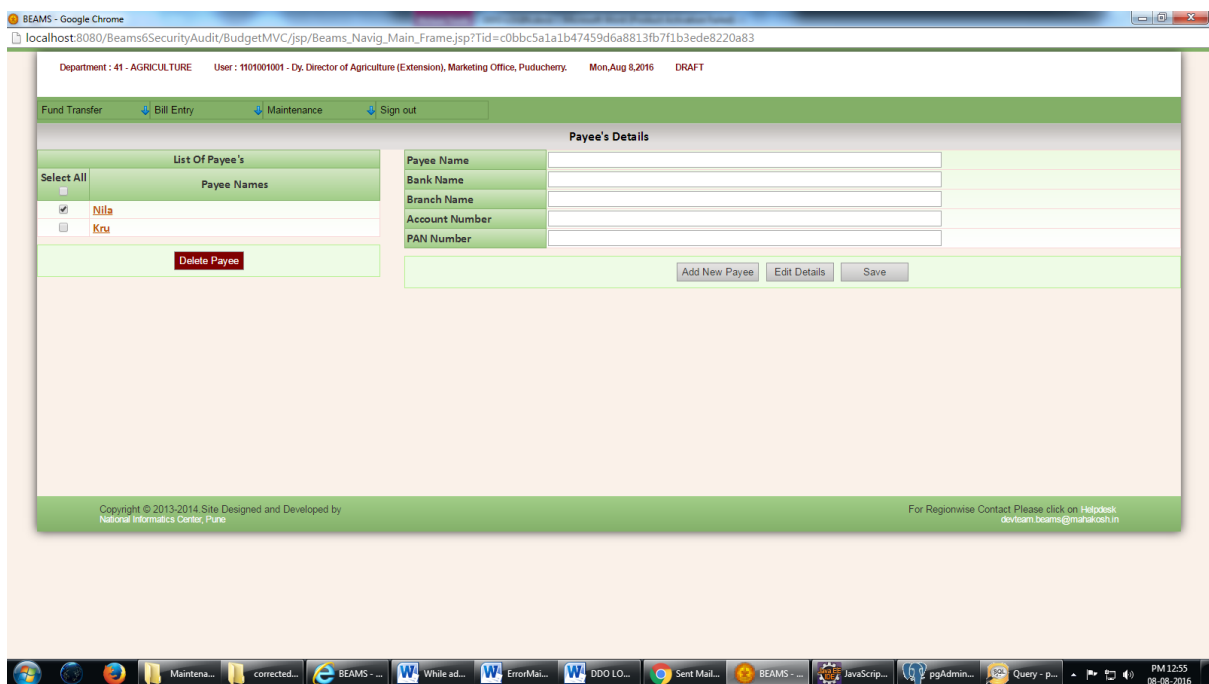
- **Pre-requisite**
Payee details are entered in the system
- **Purpose**
To modify the details of payee
- **Description**
Also available at bill entry module.
- **Process**
 - ✓ User logs in **draft/final** mode
 - ✓ User enables **Modify Payee Details** option through **Maintenance**.



- ✓ The system displays the list of payees. User selects the payee to modify the details. User modifies the details. User submits the entry. The system saves the payee details and displays message.
- ✓ User enables **Add new Payee** option. The system displays the list of details to add the payees. User adds the details. User submits the entry. The system saves the payee details.



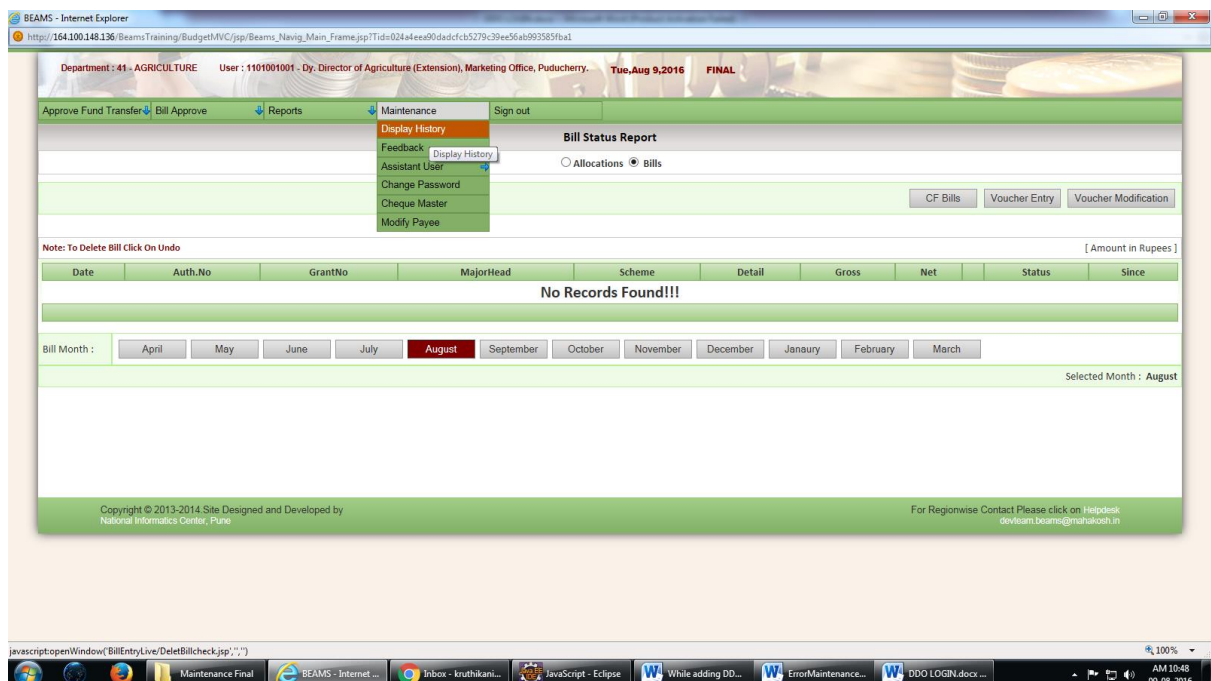
✓ User enables **Delete Payee Details** option.



✓ The system displays the list of existing payees with their details. User selects the payee to be deleted. The system asks for confirmation. User confirms the entry. The system deletes the payee details and displays message.

5.4 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 all the user of the system, DDO.
- **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), app no, Grant No, Major Head, Scheme, 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 system also provides option of **Undo**. If the user selects **Undo** option, the system checks the balance and displays the status message.
- ✓ The fund transfer transaction made by the user till date are displayed.

Annexure I**Bill Type**

Bill Type	Form-id	Form-id description
01 - Salaries	GAR13B	Regular monthly Pay and Allowances Bill
01 - Salaries	GAR13C	Regular monthly Pay and Allowances Bill - Arrear
01 - Salaries	GAR13D	Pay Arrear due to revised fixation of pay
01 - Salaries	GAR13E	Pay Arrear due to grant of ACP / MACP
01 - Salaries	GAR13F	Pay Arrear due to 6th CPC
01 - Salaries	GAR13G	Pay Arrear due to 7th CPC
01 - Salaries	GAR13H	Children Educational Allowance / Hostel Subsidy
01 - Salaries	GAR13I	Ad-hoc Bonus / arrears
01 - Salaries	GAR13J	D.A arrears
01 - Salaries	GAR13K	Cash equivalent of Leave Salary at the time availing LTC (Leave encashment)
01 - Salaries	GAR13L	Cash equivalent of Leave Salary after Superannuation / Resignation / Retirement
01-Salaries	GAR23A	Medical Advances
01 - Salaries	GAR23	Medical Reimbursement Bill
01 - Salaries	GAR15	Pay Bill (for President, Vice President, Ministers, Officers appointed under the seal of President and Non-Officials)
01 - Salaries	GAR14E	Leave Travel Concession Bill
01 - Salaries	GAR37A	Festival Advance
01 - Salaries	GAR37C	Pay Advance
01 - Salaries	GAR37G	LTC Advance
03 - Other Travelling Allowances	GAR14C	OTA paid to Staff
11 - D.T.E	GAR14	Consolidated Travelling Allowance Bill
11 - D.T.E	GAR14A	Travelling Allowance Bill for Tour

Bill Type	Form-id	Form-id description
11 - D.T.E	GAR14B	Travelling Allowance Bill for Transfer
11 - D.T.E	GAR16	T.A Bill (for President, Vice President, Ministers, Officers appointed under the seal of President and Non-Officials)
11-D.T.E	GAR37D	TA Advance
11-D.T.E	GAR37E	TTA Advance
12 - Foreign Travel Expenses	GAR14D	Tour to Foreign Countries
12-FTE	GAR37F	Foreign Tour Advances
13 - Office Expenses	GAR29A	Current Consumption Charges
13 - Office Expenses	GAR29B	Water Consumption Charges
13 - Office Expenses	GAR29C	Telephone Charges
13 - Office Expenses	GAR29D	POL Charges
13 - Office Expenses	GAR29E	Rent
13 - Office Expenses	GAR29F	Newspapers / Magazines
13 - Office Expenses	GAR29G	Stationery
13 - Office Expenses	GAR29H	Purchase of Computer / Office Equipments
13 - Office Expenses	GAR29I	Purchase of Medicines
13 - Office Expenses	GAR29J	Purchase of furniture
13 - Office Expenses	GAR29K	Supply of Liveries
13 - Office Expenses	GAR29L	Postage expenses
13 - Office Expenses	GAR29M	Purchase and maintenance of Staff Cars and Other vehicles for office use
13 - Office Expenses	GAR29N	Purchase of reference books / Swamy's book

Bill Type	Form-id	Form-id description
13-Office Expenses	GAR29T	Purchase Advance / Miscellaneous
22 - Arms and Ammunitions	GAR29O	Purchase of arms and ammunitions
22- Arms and Ammunitions	GAR29U	Purchase Advance / Miscellaneous
25 - Advt. Charges	GAR29P	Advertisement charges
28 - Prof. Service	GAR29Q	Professional Charges
30 - Other Contractual Services	GAR29R	Other Contractual Services
31 - Grant-in-Aid	GAR34A	Grant-in-aid
31 - Grant-in-Aid	GAR34C	Grant-in-aid (Assets)
34 - Scholarship & Stipend	GAR35A	Bill for Scholarship
34 - Scholarship & Stipend	GAR35B	Bill for Stipend
36 - Grant-in-Aid (Salaries)	GAR34B	Grant-in-aid (Salaries)
50 - Other Charges	GAR29S	Purchase of Power
50 –Other Charges	GAR29V	Purchase Advance / Miscellaneous
55 - Loans and Advances	GAR36A	House Building Advance
55 - Loans and Advances	GAR36B	Motor Car
55 - Loans and Advances	GAR36C	Motor Conveyance
55 - Loans and Advances	GAR36D	Personal Computer Advance
55 - Loans and Advances	GAR37B	Cycle Advance

REFUND OF REVENUE		
Refund of Revenue	GAR33	To give refund to the Tax payer/Non-Tax payer
PUBLIC ACCOUNT		
GPF	GAR42A	GPF Advance – Payment to the Government employees
	GAR42B	GPF Part Final Withdrawal – Payment to the government employees
	GAR42C	GPF Final Payment to Retired employees – Nominated person in case of Deceased employees
	GAR42D	Payment under Deposit linked Insurance
Refund of Deposit	GAR43	Disbursement under Refund of deposit viz Civil deposit, Civil Court deposit, Criminal Court deposit, Security deposit, etc.
Disbursement under UTGES	GAR44A	Payment – Benefits under Savings fund
	GAR44B	Payment – Benefits under Insurance fund
Lapsed Deposit	GAR46	

Annexure II

Bill Categories

The Bill Categories are

- Regular
- Advance
- Adjustment
- Book Adjustment

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