

SURRENDER

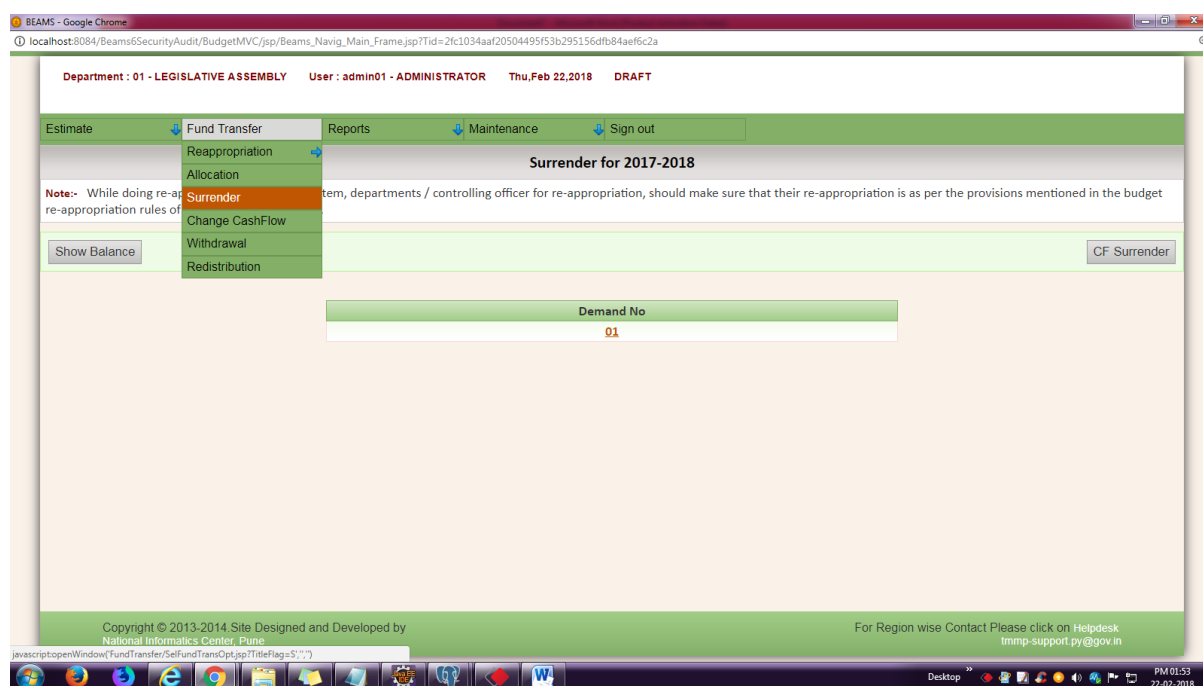
Purpose

- To transfer the balance grant for a scheme / detail head to the higher authority from whom the grant is received.
- The actual grant with the user can be surrendered to the authority from whom the grant is received. The full actual grant can be surrendered or partial amount also can be surrendered.
- If the proposed Plan/CSS R.E (object wise) is LESS THAN Plan/CSS B.E (object wise) (after modifications, if any) then Admins have to withdraw the amounts under the relevant Object Heads from their DDOs and SURRENDER the DIFFERENCE AMOUNT to adminFD. Surrender amount should be equal to the Difference of R.E with B.E.

Draft mode

Process

- The authorized user (admin) will get the following window to do the process of **surrender**.
- Select **Fund transfer => Surrender option** as shown below,



- The system displays the budget data of that particular department in the following order, **Demand No. ==> Major Head ==> Scheme ==> Detail head.**

Department : 01 - LEGISLATIVE ASSEMBLY User : admin01 - ADMINISTRATOR Thu, Feb 22, 2018 DRAFT

Estimate Fund Transfer Reports Maintenance Sign out

Surrender for 2017-2018

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 Surrender

Demand No
01

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- The system displays the amount of available balance in monthly format.
- In this case, user (**admin department**) selects the particular (**adminFD**) authority.

User (**admin department**) selects the particular (**adminFD**) authority.

Department : 01 - LEGISLATIVE ASSEMBLY User : admin01 - ADMINISTRATOR Thu, Feb 22, 2018 DRAFT

Estimate Fund Transfer Reports Maintenance Sign out

Surrender for 2017-2018

Demand No 01 Scheme 012011020010101V-Strengthening Of Legislative Assembly Secretariat-puducherry Region(voted) Detail Head 01-Salaries Back

Amount in Thousands

Surrender To adminFD -Departmental Administrator of ACCOUNTS AND TREASURIES

Admin01	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
Balance	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	600.500	0.000	0.000	600.500
To Be Surrendered													0

View Draft Reset Cancel

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- User enters the amount in monthly format to be surrendered to the adminFD.
- The system gives alert for the wrong entry.
- The user can enter the actual grant in which to be surrendered in the editable text area as below,

The actual grant with the user can be surrendered to the authority in this editable text

Department : 01 - LEGISLATIVE ASSEMBLY User : admin01 - ADMINISTRATOR Thu, Feb 22, 2018 DRAFT

Estimate Fund Transfer Reports Maintenance Sign out

Surrender for 2017-2018

Demand No 01 Scheme 012011020010101V-Strengthening Of Legislative Assembly Secretariat-puducherry Region(voted) Detail Head 01-Salaries Back

Amount in Thousands

Surrender To adminFD -Departmental Administrator of ACCOUNTS AND TREASURIES

Admin01	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
Balance	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	600.500	0.000	0.000	600.500
To Be Surrendered										200.000			0

View Draft Reset Cancel

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- The system asks for confirmation or cancellation.
- When the user confirms, need to click on **View draft** and then **save**.

Print date: 22/02/2018

Statement of Proposed for Surrender (Draft level)

Department: 01 Demand No : 01 Scheme: 012011020010101V-Strengthening Of Legislative Assembly Secretariat-puducherry Region(voted) Detail Head: 01-Salaries

Surrender To: adminFD-Departmental Administrator of ACCOUNTS AND TREASURIES 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	
Admin01	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	200.000	0.000	0.000	200.000
Total	0	0	0	0	0	0	0	0	0	200.000	0	0	200.000

Signature of Proposing Authority admin01- ADMINISTRATOR

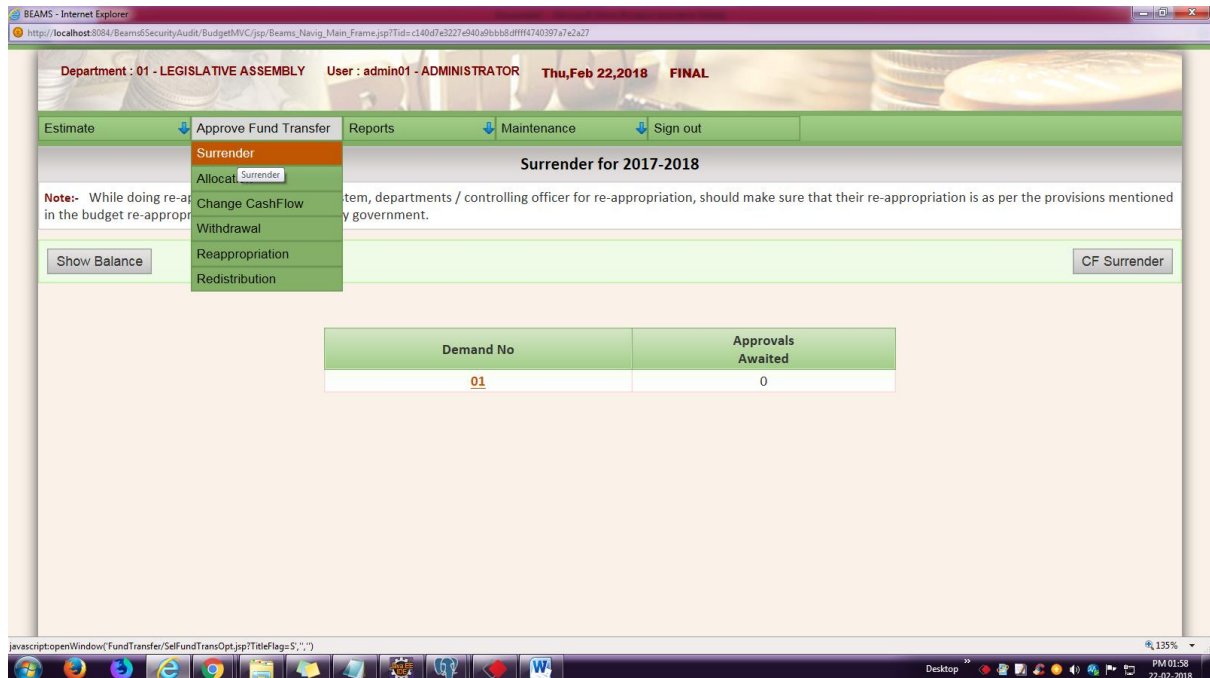
Save&Print Report Save Return

- Then the user will get the alert message **“successfully saved”**.

Final mode

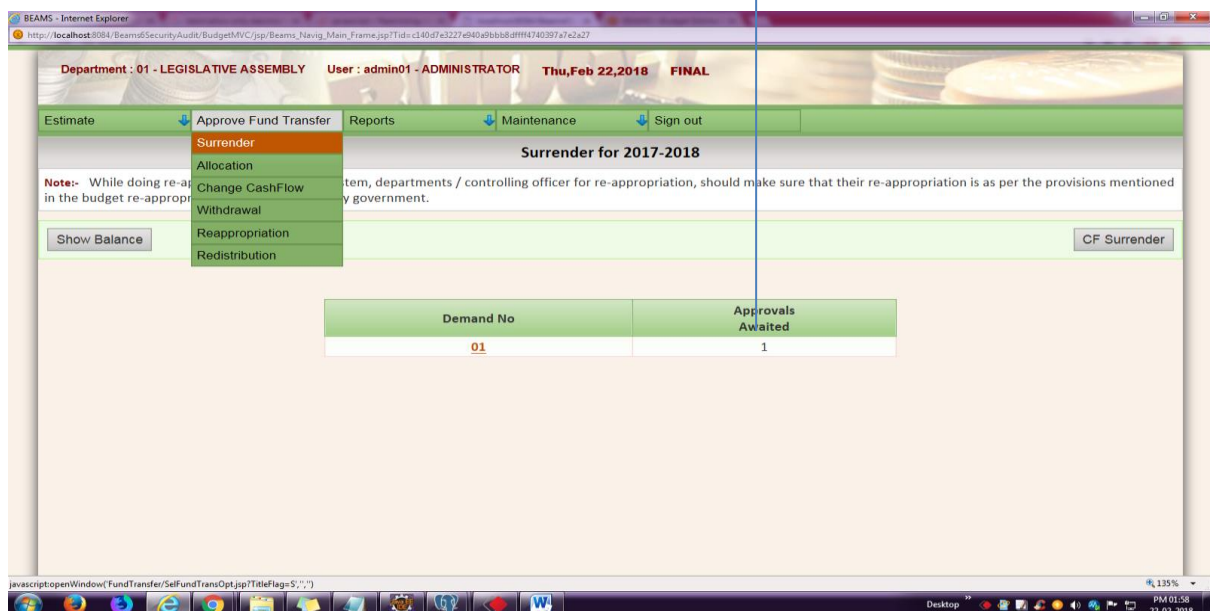
Process

- Select **Approve Fund transfer => Surrender option** as shown below,



- The system displays the budget data of that particular department in the following order, **Demand No. ==> Major Head ==> Scheme ==> Detail head.**
- The system also displays list of approvals awaited as below,

The lists of approvals are displayed.



- User selects the scheme and detail head from which the amount is to be surrendered.
- The system displays the available balance and the amount to be surrendered in monthly format.

Authorized officers can **Approve** the changes of Surrender

Department : 01 - LEGISLATIVE ASSEMBLY User : admin01 - ADMINISTRATOR Thu, Feb 22, 2018 FINAL

Estimate Approve Fund Transfer Reports Maintenance Sign out

Surrender for 2017-2018

Demand No : 01 Scheme : 012011020010101V-Strengthening Of Legislative Assembly Secretariat-puducherry Region(voted) Detail Head : 01-Salaries Back

Amount in Thousands

Surrender To : adminFD - Departmental Administrator of ACCOUNTS AND TREASURIES

Admin01	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Total	Approve	Reject	Delete	Status
Balance	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	400.500	0.000	0.000	400.500	☒	☐	☐	Edit
To Be Surrendered	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	200.000	0.000	0.000	200.000	☒	☐	☐	Edit

View Final Reset Cancel

- Check the surrendered amount in the final mode.
- The system asks for confirmation or cancellation.
- When the user confirms, need to click on **View final** and then **save**.

Print date: 22/02/2018

Statement of Proposed for Surrender (Final level)

Department : 01 Demand No : 01 Scheme : 012011020010101V-Strengthening Of Legislative Assembly Secretariat-puducherry Region(voted) Detail Head : 01-Salaries

Surrender To : adminFD-Departmental Administrator of ACCOUNTS AND TREASURIES

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	0.000	0.000	0.000	0.000	0.000	0.000	200.000	0.000	0.000	200.000	Approved
Total	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	200.000	0.000	0.000	200.000	

Signature of Proposing Authority
admin01- ADMINISTRATOR

Save Return

- Then the user will get the alert message **“successfully saved”**.