Government of Odisha
Finance Department
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No.＿＿＿2 9 4 5 4＿＿＿/F.,　　　Dt.＿＿17. 10. 2014
FIN-BUD1-BT-0009/2014

From
> **Sri U.N. Behera, IAS,**
> **Additional Chief Secretary to Government.**

To
> **All Secretaries to Government**

Sub: **Proposals for Supplementary Statement of Expenditure for the financial year 2014-15**

Ref: **Finance Department Circular No-28225/F Dt.27.09.2014.**

Sir/Madam,

I am directed to say that all Departments were requested to submit proposals for Supplementary Statement of Expenditure for the financial year 2014-15 vide Finance Department Circular No-28225/F Dt.27.09.2014. In para-11 (b) of the above Circular, it was mentioned that, the Administrative Departments would be required to locate savings or indicate surrender of funds for taking fresh provision in the Supplementary Statement of Expenditure for new activities. Controlling Officers under their control using iOTMS/ iFMS will indicate such savings or surrenders which is no more available for future expenditure.

2.	The savings located by the Controlling Officers using iOTMS/ iFMS will thus be made available with the Administrative Department in "Online Budget Compilation System" for provision of funds in the Supplementary Statement of Expenditure for the financial year 2014-15. Timely training and handholding support could not be provided on this new module to the Controlling Officers / Administrative Departments for which Administrative Departments are finding it difficult to submit the proposals within due date.
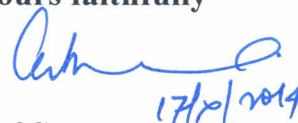
3.	Keeping in view the difficulties encountered by the Administrative Departments, the timeline for different activities relating to the proposals for Supplementary Statement of Expenditure for the financial year 2014-15 are modified in following manner:

Activity	Timeline earlier communicated	Modified Timeline
Submission of Non-Plan proposals to Finance Department.	17.10.2014	21.10.2014
Submission of Plan proposals to Planning and Coordination Department.	17.10.2014	21.10.2014
Communication of ceiling by Planning and Coordination Department.	22.10.2014	27.10.2014
Scheme-wise distribution of the ceiling by Administrative Department and submission to Planning & Coordination Department for concurrence.	28.10.2014	31.10.2014
Submission of Plan proposals to Finance Department with concurrence of P&C Department.	31.10.2014	03.11.2014

4.   Besides, the FAs/ AFAs of all Departments will be provided an overview of the new module and its functionalities on 18.10.2014 at 5.00 PM in the Finance Department Training Hall. The user manual and process flow is at Annexure-I. In order to ensure submission of the proposals for Supplementary Statement of Expenditure, 2014-15 through the new module, the training hall of Finance Department will be kept open for the Administrative Departments/ Controlling Officers with handholding support till 21.10.2014.

5.   I would, therefore, request you to kindly take steps for adhering to the modified timeline for submission of proposal for Supplementary Statement of Expenditure, 2014-15 mentioned above.

Yours faithfully

17/10/2014

Additional Chief Secretary to Government

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Memo No. _29455_ /F   Date _17.10.2014_

Copy forwarded to all Heads of Departments (Controlling Officers)/ Financial Advisors/ Asst. Financial Advisors/ Accounts Officers of all Heads of Departments for information and necessary action.

Deputy Secretary to Government

Memo No. _29456_ /F   Date _17.10.2014_

Copy forwarded to all Officers/ Desk Officers/ Section Officers of Finance Department for information and necessary action.

Deputy Secretary to Government

Memo No. _29457_ /F   Date _17.10.2014_

Copy forwarded to all Treasury Officers of District Treasuries and Special Treasures/ Sub-Treasury Offices/ F.A. & C.A.O. of all Irrigation Projects for information and necessary action.

Deputy Secretary to Government

Memo No. _29458_ /F   Date _17.10.2014_

Copy forwarded to Private Secretaries to Additional Chief Secretary/ Special Secretaries/ Additional Secretaries, Finance Department for kind information of Additional Chief Secretary/ Special Secretaries/ Additional Secretaries.

Deputy Secretary to Government

Memo No. _29459_ /F   Date _17.10.2014_

Copy forwarded to the Special Secretary, P& C Department for information and necessary action.

Deputy Secretary to Government

Memo No. _29460_ /F   Date _17.10.2014_

Copy forwarded to the Head, State Portal with request to upload the circular in the website of Finance Department at **www.odisha.gov.in/finance**.

Deputy Secretary to Government

User Manual

Part-A: Using iFMS for Locating/Blocking Savings

1   Getting Started

1.1   Login into iFMS – User Authentication

Open an internet browser (e.g. Internet Explorer, Firefox etc.). Type the following URL in the address bar –

"**www.odishatreasury.gov.in**"

Integrated Financial Management System Screen appears

	Click on the Budget Estimation
Integrated Financial Management System-Odisha	

The login screen appears as follows:

Figure 2: iFMS Login Screen	

Type User ID and Password of the Controlling Officer and click on the **Login** button to enter the application.

1.2 System Wide Features

1.2.1 Home Screen

Figure 3: Budget Home Page

After successful login the user gets the Budget user home page. The homepage includes a number of components and services for the user. Various services available in the user's home page are:

Application Menu

Figure 4: Application Menu
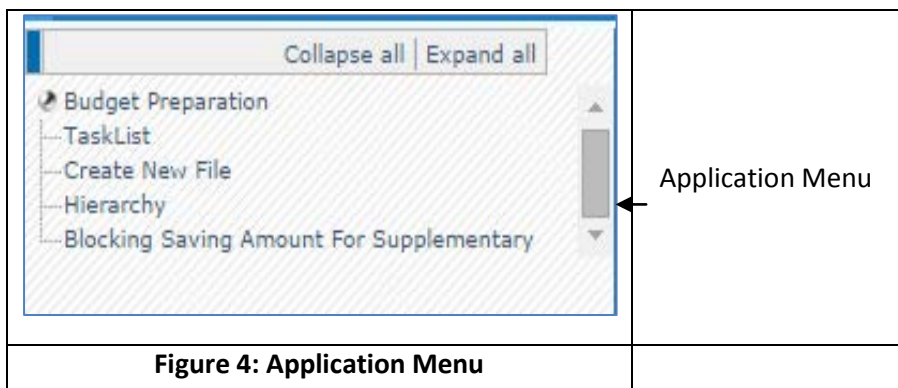
Figure 4:-Application Menu – Represents the logged in user's available menu links for a specific role in a tree like structure. The application "Blocking Saving Amount for Supplementary" is to be selected.

1.2.2 Form Layout

Figure 5: Blocking Saving Amount For Supplement
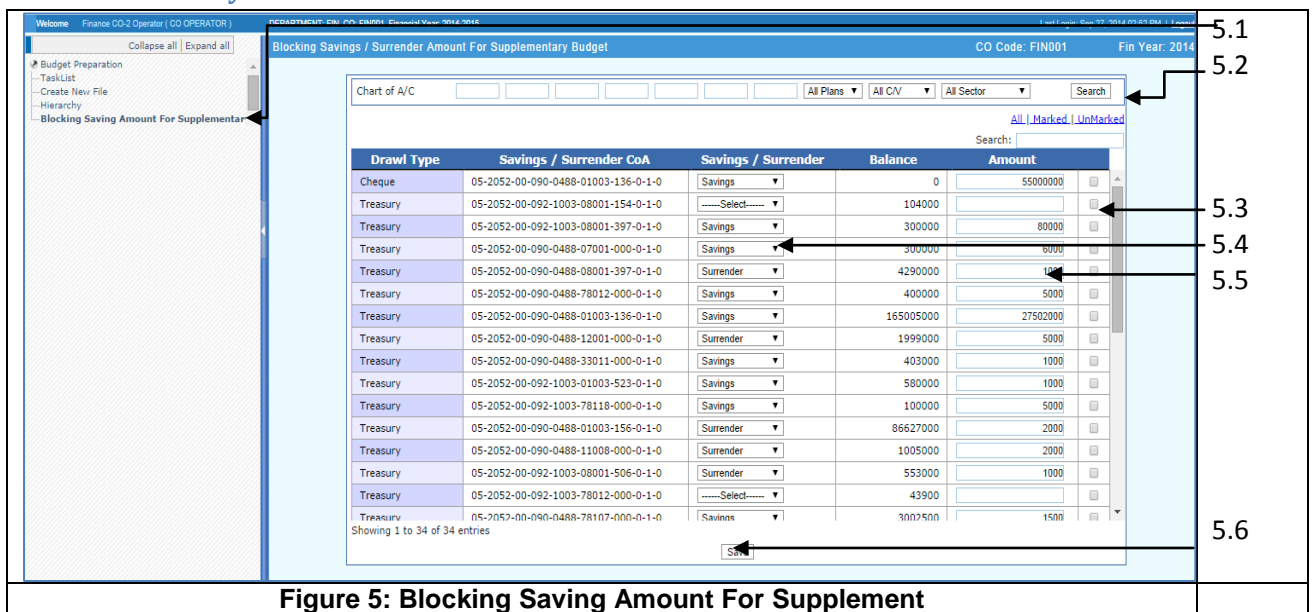
Step	Activities
5.1	Click on **Blocking Saving Amount For Supplementary** from the menu on the left side. **Blocking Savings/ Surrender Amount For Supplementary Budget** appears on the right side of the screen.
5.2	Type and click **Search** for the **Chart of A/C**.
5.3	Select the check box on the right side.
5.4	Select **Surrender or Saving** from the drop down menu.
5.5	Enter the **Amount** to surrender or save.
5.6	Click **Save**.

1.2.3   Form Layout

ⓘ Data successfully updated	← 6.1
Figure 6: Success Message	

Step	Activities
6.1	A success message appears on the top as "**Data successfully updated**".

Part-B: Using BETA system for using the savings located in iFMS and submission of Supplementary Statement of Expenditure, 2014-15

To access the system user has to enter the URL as http://172.16.139.139/beta in Mozilla FireFox browser. This is a role based application. Each user is provided with user-ID and password to access the system. After successful login, user can perform the activities assigned to him/her.
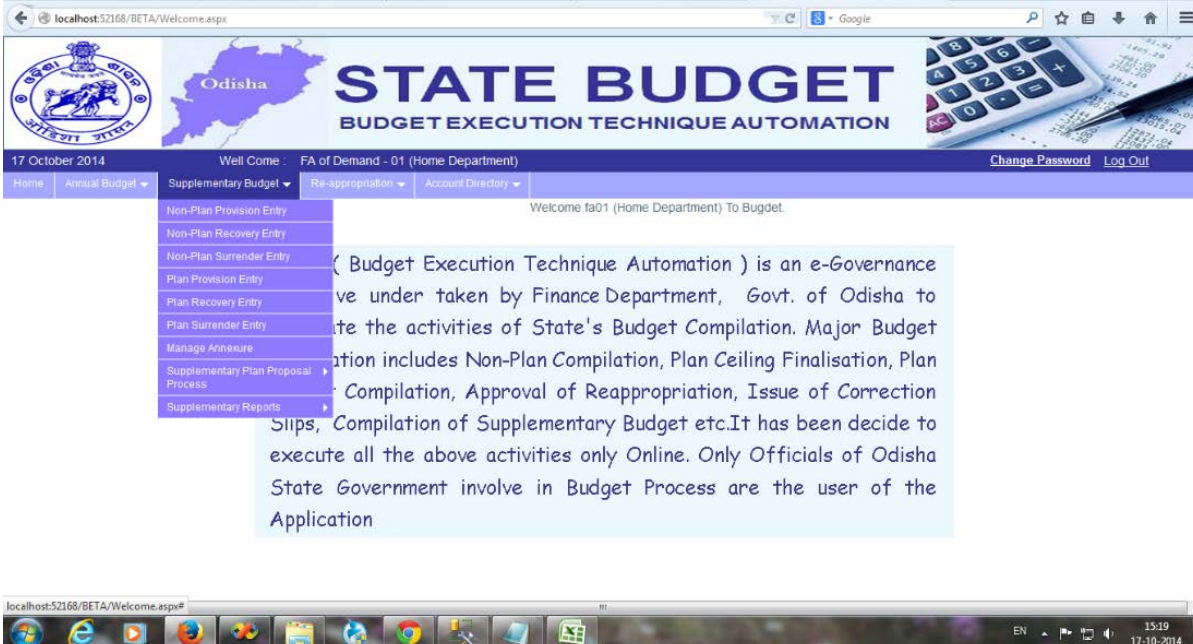
For Supplementary process user has to click on the "Supplementary Budget" menu as shown below. System will display list of activities for the process in a dropdown menu. User has to select proper menu for performing the task as required. The menus are self explanatory.

Supplementary Provision Entry: Here User has to select appropriate Demand schedule by selecting Plan, Sector(In case of Plan Budget), Major Head, Sub-Major Head and Minor Head from the dropdown menus provided against each Head of Account, system will display all available Chart of Accounts for the selected demand schedule in a grid as shown below.

Supplementary Provision Entry (Edit Mode): User can enter the supplementary provision amount along with proper reason by clicking on the "Edit" button provided against each Chart of Account. To save the entered values user has to click on the "Update" button.

After entering the required supplementary provisions for the Demand Schedule, user has to click on the "Enter Savings" button for entering the savings amount. When user clicks on the appropriate button, system will display the list of Major Head, Sub-Major Head and Minor Head combinations for which Controlling Officers have already located the savings in iFMS system. Where the FAs/ AFAs have received proposed utilization of Savings/ Surrender manually, they will ask the Controlling Officers to make available the same through iOTMS/ iFMS.

Utilization of identified Savings for Supplementary: Here user has to click on the "Select" button provided against the required Major Head, Sub-Major Head and Minor Head combination, system will display all savings located for the selected combination. User can click on the "Edit" button provided against each saving located chart of account to enter required saving amount and then click on the "Update" button to save it.

Supplementary Surrender Entry: Administrative Department from the main Menu "Supplementary Budget" can select the appropriate button from the dropdown menus to go to the surrender screen displaying the blocked amounts. The user has to enter the Surrender amount against the blocked amount through clicking the Edit button.


Supplementary Provision Surrender Entry Financial Year2014-2015
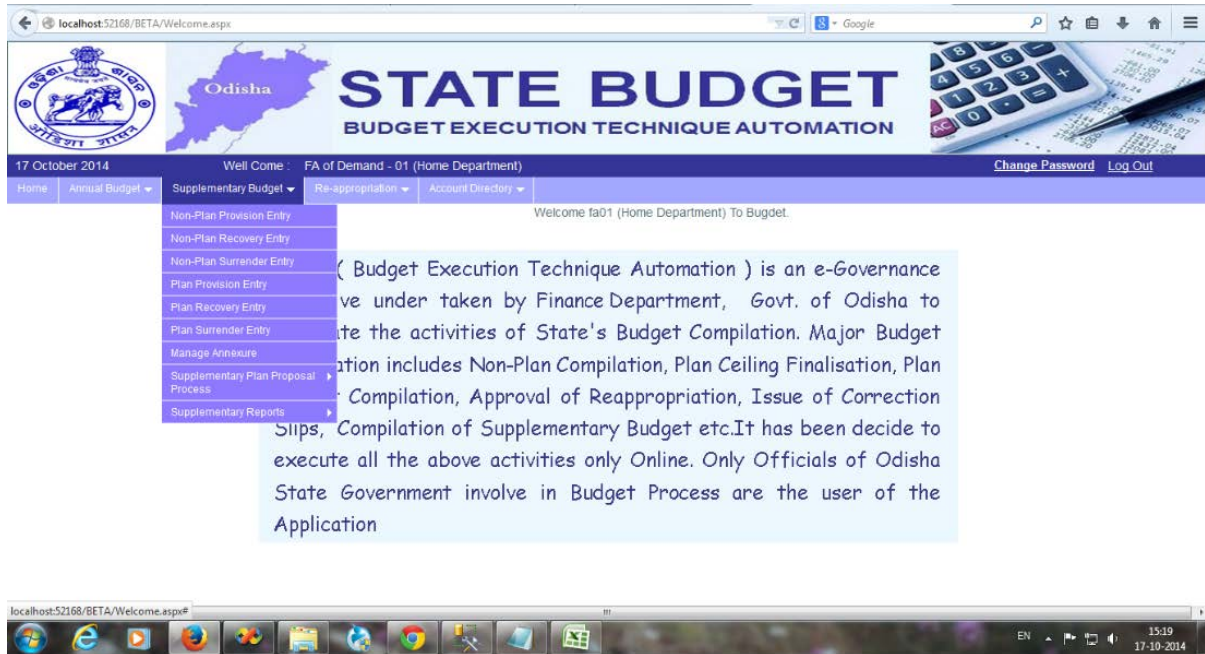
COA	Co_Code	Blocked Amount	Used Amount	Balance Amount	Surrender Amount	
05-2030-02-102-1906-78134-000-0-1-0	FIN006	10	0	10		Edit
05-2052-00-090-0488-01003-156-0-1-0	FIN001	27	0	27		Edit
05-2052-00-090-0488-01003-403-0-1-0	FIN001	6	0	6		Edit
05-2052-00-090-0488-01003-516-0-1-0	FIN001	7	6	1		Edit
05-2052-00-090-0488-01003-523-0-1-0	FIN001	1	0	1		Edit
05-2052-00-090-0488-01003-560-0-1-0	FIN001	1502	100	1402		Edit

Un-utilized Savings/ Surrender will revert back after submission of proposal for Supplementary Statement of Expenditure and made available for expenditure.

Plan Proposals: In case of Plan Budget the screen will display one more button ("P&C Detail") for linking to plan schemes. If the chart of account is already linked to a plan scheme then system will show a show button as shown below, other wise a cross symbol will appear.
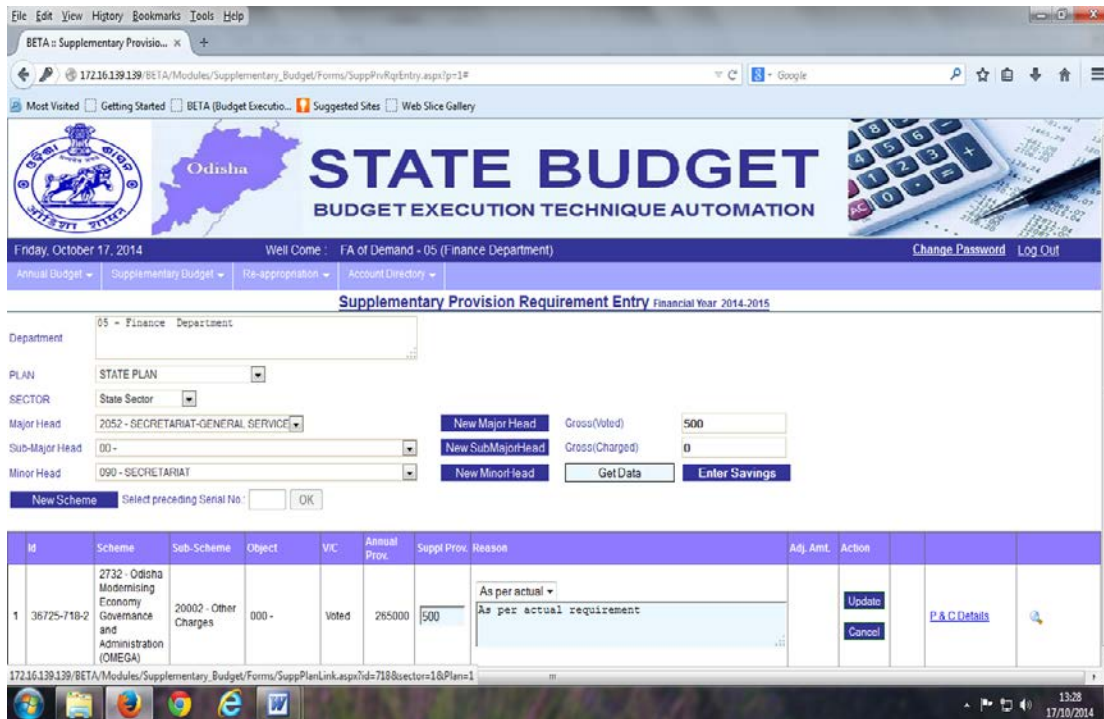
When user moves the mouse over the show button, system will display the scheme detail as shown below.
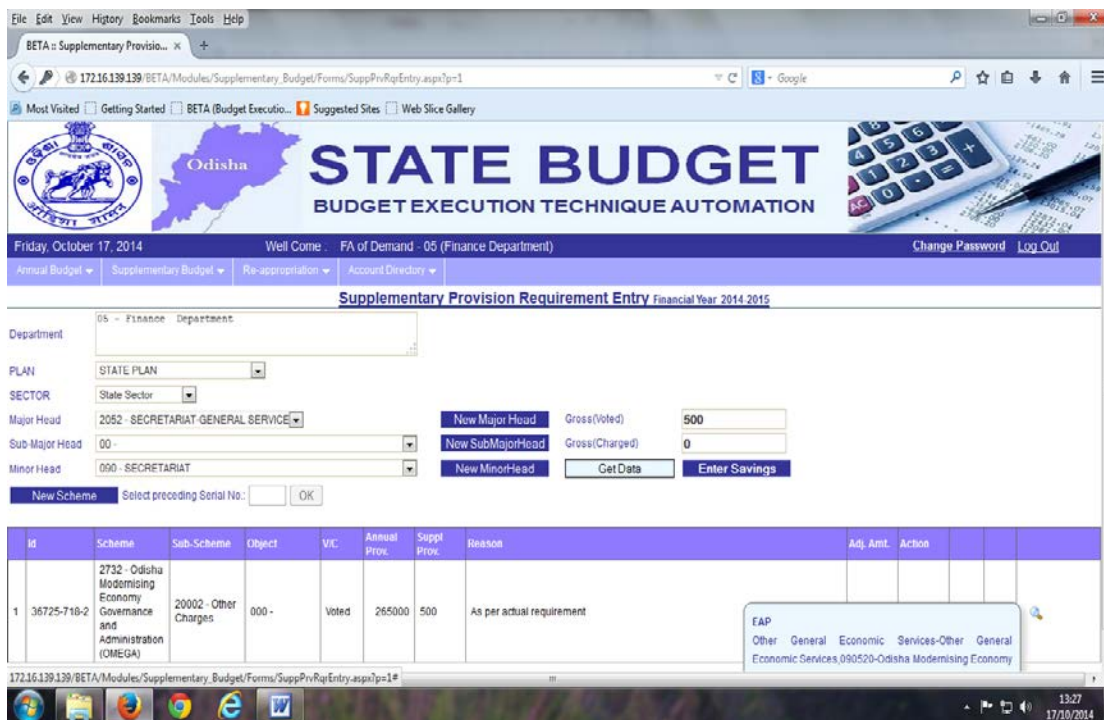
User has to click on the "P&C Detail" button to link to the Plan scheme if the chart of account is not properly linked. A popup menu as shown below will appear where user has to select the appropriate record by clicking on the "Select" button.

Utilisation of blocked amount for Savings/ Surrender under Plan: Similar steps are to be followed as is indicated for Non-Plan for utilisation of blocked amount for Savings/ Surrender under Plan.