

USER MANUAL FOR ONLINE BUDGET PREPARATION

(FOR DDO)

1. HOMEPAGE

To access the **Online Budget preparation**, enter the URL **finassam.in** in the address bar as shown below.

Give the correct **Username** and **Password** of the Drawing and Disbursing Officer (DDO) in the space provided and enter the **Captcha** after that click on the **Login** button.

Captcha : the code one sees in the **captcha** image must be inserted - and an **enter** button

For best View use the updated versions of Mozilla Firefox and Google Chrome.

The screenshot displays the homepage of the Assam Finance Department's e-Governance Unit. The URL **www.finassam.in** is circled in the browser's address bar. The login section includes fields for Username, Password, and a Captcha code **39202**, with Login and Reset buttons. The main dashboard, titled "Budget 2016-17", features several key metrics and charts:

- VoA 2016-17:** 6737486.43
- E. Public Debt:** 482915.09
- Expenditure Vs Receipt:** A line chart comparing Expenditure (Rs. 6614216.78 in 2015-16, Rs. 7825936.38 in 2016-17) and Receipt (Rs. 6483968.64 in 2015-16, Rs. 7742270.54 in 2016-17).
- Revenue Vs Capital:** A bar chart comparing Revenue and Capital for 2015-16 and 2016-17.
- Services Summary (Rs. in lakhs):** A pie chart showing the distribution of budget across various services:
 - A. General Services: Rs. 2011591.81
 - F. Loans and Advances: Rs. 57077.84
 - E. Public Debt: Rs. 482915.09
 - C. Capital Account: Rs. 756030.82
 - B. Capital Account of Social Services: Rs. 234426.14
 - D. Grants - In - Aid and Contributions: Rs. 69445.00
- Plan and Special Services:** Plan: 807.07, Non-Plan: (value not fully visible).

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Dashboard **Budget Preparation** Budget Execution Ceiling First Salary Bills Other Bills

1 NO POVERTY 7 T ₹ 922624.97 L	2 ZERO HUNGER 8 T ₹ 432456.47 L	3 GOOD HEALTH AND WELL-BEING 13 T ₹ 86429.94 L	4 QUALITY EDUCATION 10 T ₹ 1140670.09 L	5 GENDER EQUALITY 9 T ₹ 164819.97 L	6 CLEAN WATER AND SANITATION 8 T ₹ 312893.18 L
7 AFFORDABLE AND CLEAN ENERGY 5 T ₹ 167911.43 L	8 DECENT WORK AND ECONOMIC GROWTH 12 T ₹ 170071.44 L	9 INDUSTRY, INNOVATION AND INFRASTRUCTURE 8 T ₹ 678862.62 L	10 REDUCED INEQUALITIES 10 T ₹ 980905.50 L	11 SUSTAINABLE CITIES AND COMMUNITIES 10 T ₹ 338565.81 L	12 RESPONSIBLE CONSUMPTION AND PRODUCTION 11 T ₹ 4899.78 L
13 CLIMATE ACTION 6 T ₹ 126203.10 L	14 LIFE BELOW WATER 10 T ₹ 284.17 L	15 LIFE ON LAND 12 T ₹ 242941.19 L	16 PEACE, JUSTICE AND STRONG INSTITUTIONS 12 T ₹ 466890.98 L	17 PARTNERSHIPS FOR THE GOALS 20 T ₹ 939706.70 L	INTEGRAL SCHEME GOVERNMENT OF ASSAM

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After Log in through respective DDO User ID, one new tab will appear named as Budget Preparation.

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Form L Ongoing Schemes Vehicle Information

Form L 2018-19

* Amount (In Rupees)

#	Type	Number of Head of Account(s)	Present Incumbent Details			Vacancy Details		
			Incumbent Count	Salary Amount		Vacancy Count	Salary Amount	
				Monthly Gross Amount (As on October, 2017)	For One Year (With 10% Increment)		Monthly Gross Amount	For Four Months (With 10% Increment)
1	Salary (Detail Head 01)	0	0	0.00	0.00	0	0.00	0.00
2	Wages (Detail Head 02)	0	0	0.00	0.00	0	0.00	0.00
3	Grants In Aid (Detail Head 31)	0	0	0.00	0.00	0	0.00	0.00

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In the "Form L" you can see the three categories "Salary (Detail head 01), Wages (Detail head 02) & Grants In Aid (Detail head 31)". The Form L must be filled up only for those employees who withdraw SALARY from the above mentioned Detail Heads (01, 02 & 31).

Form L

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Form L | Ongoing Schemes | Vehicle Information

Form L 2018-19

* Amount (In Rupees)

#	Type	Number of Head of Account(s)	Present Incumbent Details			Vacancy Details		
			Incumbent Count	Monthly Gross Amount (As on October, 2017)	For One Year (With 10% Increment)	Vacancy Count	Monthly Gross Amount	For Four Months (With 10% Increment)
1	Salary (Detail Head 01)	0	0	0.00	0.00	0	0.00	0.00
2	Wages (Detail Head 02)	0	0	0.00	0.00	0	0.00	0.00
3	Grants In Aid (Detail Head 31)	0	0	0.00	0.00	0	0.00	0.00

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Then click on Salary (Detail Head 01).

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Form L | Ongoing Schemes | Vehicle Information

Form L - 2018-19

Department Code: 21 | Department Name: Home Department
 Sub-Department Code: POL | Name of Head of Department: Director General of Police
 DDO Code: XXX/POL/001-Test | Name of Head of Office: Test

Salary (Detail Head 01)

#	Grant	Head Of Account	Title	No. of Employees	Monthly Gross Amount (In Rupees)	Total Amount for 2018-19 With 10% Increment (In Rupees)
1	9-Transport Services	2055-00-104-0446-000-01-EE-V-GA	In Electronic Salary As on October, 2017	0	0.00	0.00
			Not In Electronic Salary	<input type="text"/>	<input type="text"/>	0.00
			Vacancy Posts Subject to necessary approval	4	10.00	44.00 (For 4 Months)
2	--Select--	Type HoA...	In Electronic Salary As on October, 2017	<input type="text"/>	<input type="text"/>	
			Not In Electronic Salary	<input type="text"/>	<input type="text"/>	
			Vacancy Posts Subject to necessary approval	<input type="text"/>	<input type="text"/>	(For 4 Months)
3	--Select--	Type HoA...	In Electronic Salary As on October, 2017	<input type="text"/>	<input type="text"/>	
			Not In Electronic Salary	<input type="text"/>	<input type="text"/>	
			Vacancy Posts Subject to necessary approval	<input type="text"/>	<input type="text"/>	(For 4 Months)

[+ Click here to add new row](#)

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On clicking on the Salary (Detail Head 01), the following page will appear. Then first select the respective Grant No. & the Head Of Account through which Regular Monthly Salary Has been Drawn. If any employees are missing from monthly salary bill of the mentioned month, that number of employees and their monthly gross salary must be typed in "Not In Electronics Salary". And if there are any vacant posts "Subjected to necessary approval" that number of employees and their monthly gross salary must be typed manually. On the left most bottom, click on (+) sign, to create new rows. Once all the Head Of Accounts which are there in salary bill has been selected, click on the button SAVE and then SUBMIT.

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Form L Ongoing Schemes Vehicle Information

Form L 2018-19

* Amount (In Rupees)

#	Type	Number of Head of Account(s)	Present Incumbent Details			Vacancy Details		
			Incumbent Count	Salary Amount		Vacancy Count	Salary Amount	
				Monthly Gross Amount (As on October, 2017)	For One Year (With 10% Increment)		Monthly Gross Amount	For Four Months (With 10% Increment)
1	Salary (Detail Head 01)	0	0	0.00	0.00	0	0.00	0.00
2	Wages (Detail Head 02)	0	0	0.00	0.00	0	0.00	0.00
3	Grants In Aid (Detail Head 31)	0	0	0.00	0.00	0	0.00	0.00

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After SAVE and SUBMIT Salary (Detail head 01), click on the Wages (Detail Head 02).

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Form L Ongoing Schemes Vehicle Information

Form L - 2018-19

Department Code	21	Department Name	Home Department
Sub-Dept Code	POL	Name of Head of Dept	Director General of Police
DDO Code	XXX/POL/001-Test	Name of Head of Office	Test

WAGES (Detail Head 02)

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#	Grant	Head Of Account	Title	No.of Employees	Monthly Gross Amount (In Rupees)	Total Amount for 2018-19 With 10% Increment (In Rupees)	Attachments
1	9-Transport Services	2	Employee Details Vacancy Posts Subject to necessary approval	12	1000.00	13200.00	1) scan0001.pdf [Download Template] Choose Files No file chosen
2	--Select--	Type HoA..	Employee Details Vacancy Posts Subject to necessary approval			11148.80 (For 4 Months)	[Download Template] Choose Files No file chosen
3	--Select--	Type HoA..	Employee Details Vacancy Posts Subject to necessary approval			(For 4 Months)	[Download Template] Choose Files No file chosen

+ Click here to add new row

Save Submit

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On clicking on the Wages (Detail Head 02), the following page appears. Then first select the respective Grant No. and then the Head Of Account. As the Wages employee doesn't withdraw salary through Pay Bill, you need to manually type the number of employees and their monthly gross salary. On the left most bottom, click on (+) sign, to create new rows.

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Form L Ongoing Schemes Vehicle Information

Form L 2018-19

* Amount (In Rupees)

#	Type	Number of Head of Account(s)	Present Incumbent Details			Vacancy Details		
			Incumbent Count	Salary Amount		Vacancy Count	Salary Amount	
				Monthly Gross Amount <small>(As on October, 2017)</small>	For One Year <small>(With 10% Increment)</small>		Monthly Gross Amount	For Four Months <small>(With 10% Increment)</small>
1	Salary (Detail Head 01)	0	0	0.00	0.00	0	0.00	0.00
2	Wages (Detail Head 02)	0	0	0.00	0.00	0	0.00	0.00
3	Grants In Aid (Detail Head 31)	0	0	0.00	0.00	0	0.00	0.00

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After SAVE and SUBMIT the Wages (Detail Head 02), click on Grants In Aid (Detail Head 31).

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Form L Ongoing Schemes Vehicle Information

Form L - 2018-19

Department Code	21	Department Name	Home Department
Sub-Dept Code	POL	Name of Head of Dept	Director General of Police
DDO Code	XXX/POL/001-Test	Name of Head of Office	Test

Grants In Aid (Detail Head 31)

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#	Grant	Head Of Account	Institution Name	Title	No. of Employees	Monthly Gross Amount (In Rupees)	Total Amount for 2018-19 With 10% Increment (In Rupees)	Attachments
1	8-Excise & Prohibition	Type HoA...		Employee Details Vacancy Posts Subject to necessary approval			0.00 (For 4 Months)	[Download Template] Choose Files No file chosen
2	--Select--	Type HoA...		Employee Details Vacancy Posts Subject to necessary approval			(For 4 Months)	[Download Template] Choose Files No file chosen
3	--Select--	Type HoA...		Employee Details Vacancy Posts Subject to necessary approval			(For 4 Months)	[Download Template] Choose Files No file chosen

+ Click here to add new row

Save Submit

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On clicking on the Grants In Aid (Detail Head 31), the following tab will appear. Then first select the respective Grant No. and the Head of Account, and then you need to write the Institution Name. As the Grant In Aid employee doesn't withdraw salary through Pay Bill, you need to manually type the number of employees and their monthly gross salary. On the left most bottom, click on (+) sign, to create new rows.

