USER MANUAL FOR ONLINE BUDGET PREPARATION

(FOR DDO)

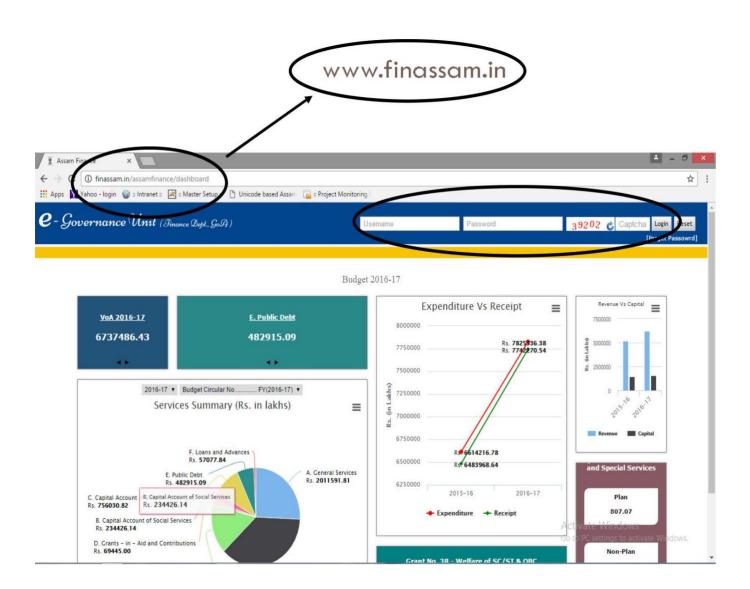
1. HOMEPAGE

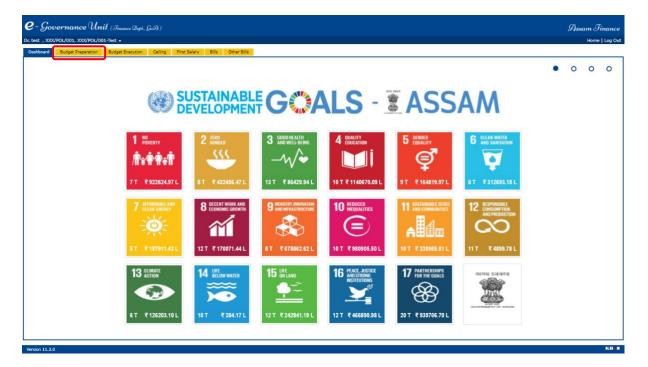
To access the **Online Budget preparation**, enter the URL **finassam.in** in the address bar as shown below.

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.

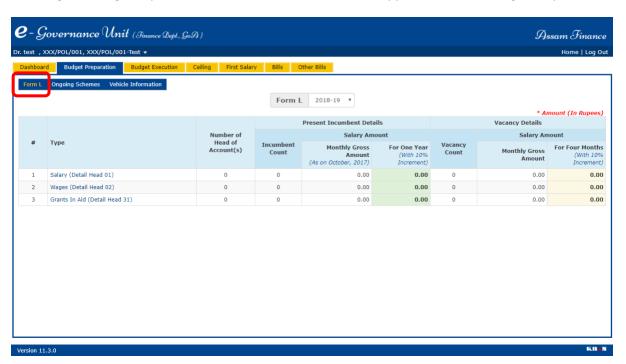
Captcha: the code one sees in the captcha image must be inserted - and an enter button

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



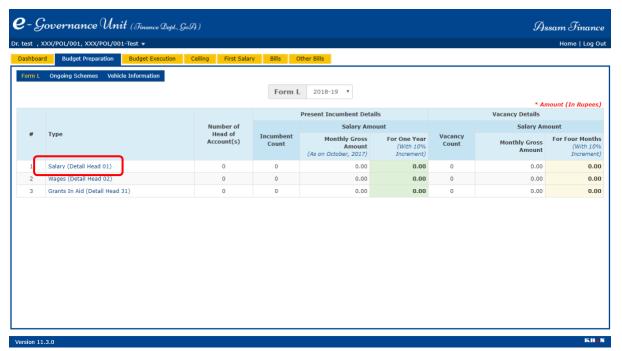


After Log in through respective DDO User ID, one new tab will appear named as Budget Preparation.

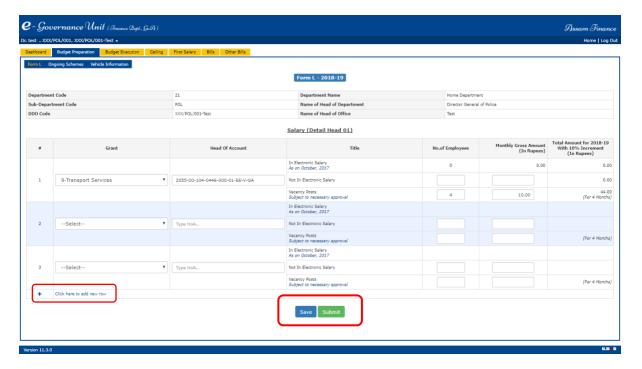


In the "Form L" you can see the three categories "Salary (Detail head 01), Wages (Detail head 02) & Grants In Aid (Detail head 31)". The Form L must be filled up only for those employees who withdraw SALARY from the above mentioned Detail Heads (01, 02 & 31).

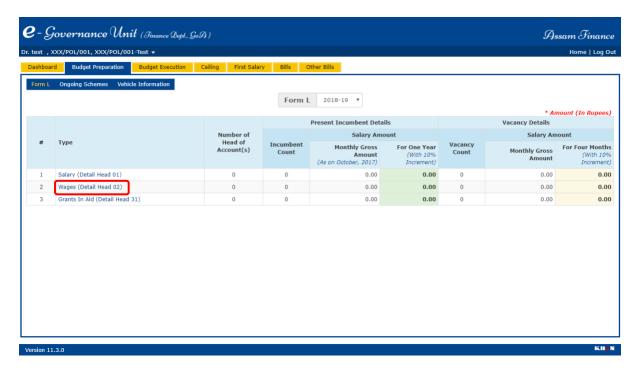
Form L



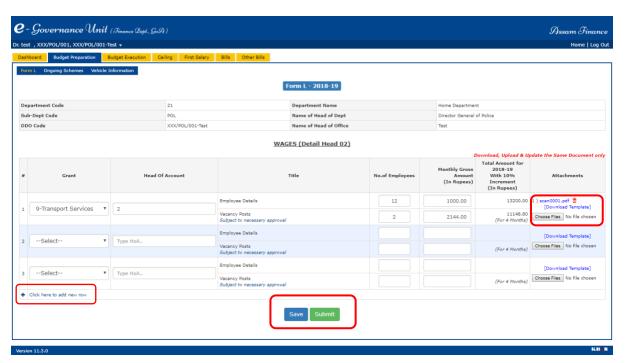
Then click on Salary (Detail Head 01).



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.



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

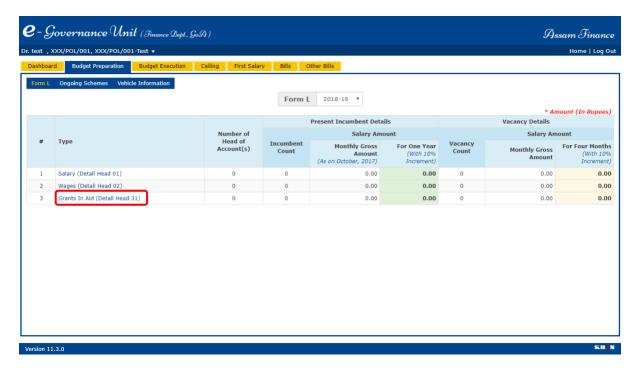


On clicking on the Wages (Detail Head 02), the following page appears. Then first select the respective Grant No. and then the Head Of Account. As the Wages employee doesn't withdraw salary through Pay Bill, you need to manually type the number of employees and their monthly gross salary. On the left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

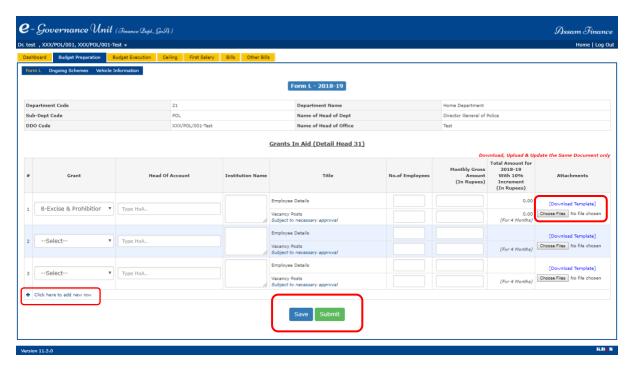
Then on the right side for the respective Head Of Account, you can see "Download Templates", click on that and download the same, then write the name of the employees and their monthly gross salary, save the Template and then click on choose file, then select the saved Template.

#	Employee Name	Gross Monthly Salary
	<u> </u>	<u> </u>

Then click on the button Save and then Submit.



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



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.

Then on the right side for the respective Head Of Account, you can see "Download Templates", click on that and download the same, then write the name of the employees and their monthly gross salary, save the Template and then click on choose file, then select the saved Template.

#	Employee Name	Gross Monthly Salary

Then click on the button Save and then Submit.