

Guidelines on Submission of Number Statements and Budget Estimates 2019-20 by each DDO

- All DDOs can login with their **DDO Code** as “User Id” and **budget** as “pass word” in “**apbudget.apcfss.in**” Portal.
- After login DDOs can access the following services.
 1. Employee Details.
 2. Number Statements.
 3. Budget Proposal for 2019-20.
 4. Final Submission.
 5. General.

1.Employee Details:

1. Select “view employees menu” under employee details to update. If any employee under your DDO is not visible, please add.
2. Employee pay particulars are in Rupees.
3. DDO is also responsible to enter the GIA Employees, Contract / Outsourcing employees etc., if any.
4. After finishing Employee Details conformation, Go to Final submission menu and submit by selecting “Employee Details” option.
5. Proforma - I will be opened only after conformation of Employee Details.

2.Number Statements:

There will be total (8) Pro-forma to be submitted by DDOs.

1. Proforma-I (010 - Salaries)
2. Proforma - II (310/311- GIA salaries)
3. Proforma-III (270/273 - Work charges Establishment)
4. Proforma-IV (300 - Outsourcing and Contract Service)
5. Proforma-VI (020/021 - Daily Wage employees)
6. Proforma-VII (140 - Rents, Rates, Taxes)
7. Proforma-VIII (130/134 - Hiring of Private Vehicles)
8. Proforma-IX (510/511 - Maintenance of Motor Vehicles)

All the Proposals should be in Thousands Only

3. Final Submission:

1. After finalizing the Proforma data entry, the DDOs should submit to the SCO by selecting Final Submission.

2. If any Proforma is not relevant, then select “Not Applicable”.

4. Budget Proposals 2019-20:

1. DDO is provided with Revenue Head of Accounts which are operated by the DDOs.

2. DDO is responsible to submit the proposals for 2019-20.

3. Click on the Refresh button corresponding to each and every Head of Account to save the details.

4. Select “Note pad button” to submit the justification for the proposals.

5. General:

You can post your queries if any, under this. You can know your query status also.