
USER MANUAL

CTMIS Department Allotment Process

March 2015

1 BISWAN HOME PAGE

Open bswan home page with address- <http://www.bihar.gov.in/>

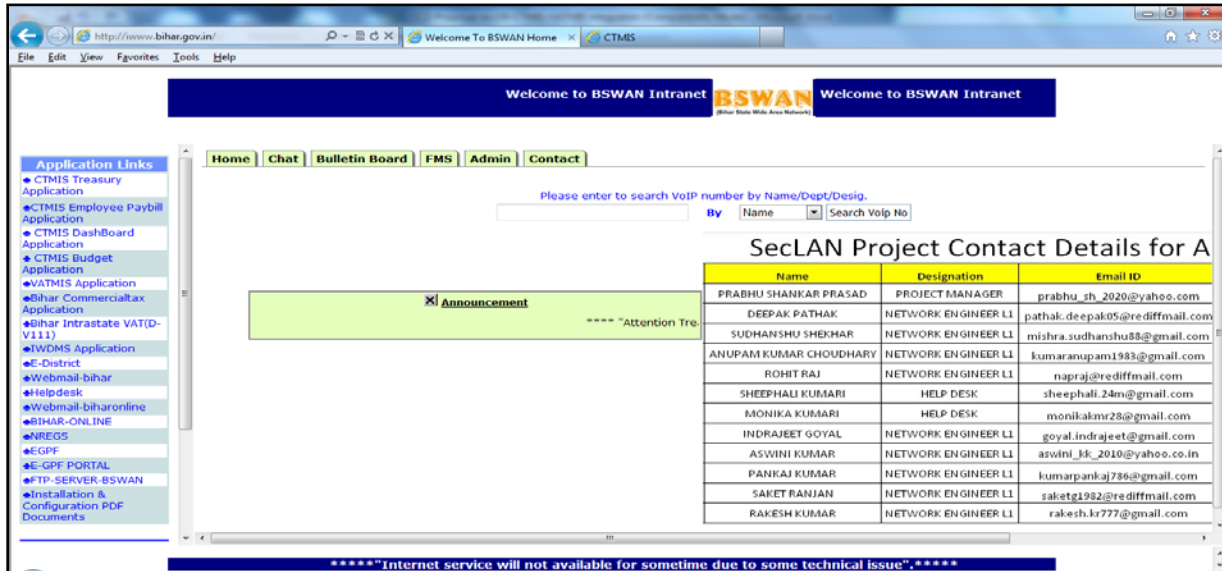


Fig-1

2 BUDGET APPLICATION HOME PAGE

Click on CTMIS Budget Application



Fig-2

User id-DPT_Name of deptt by 3 alphabet_001

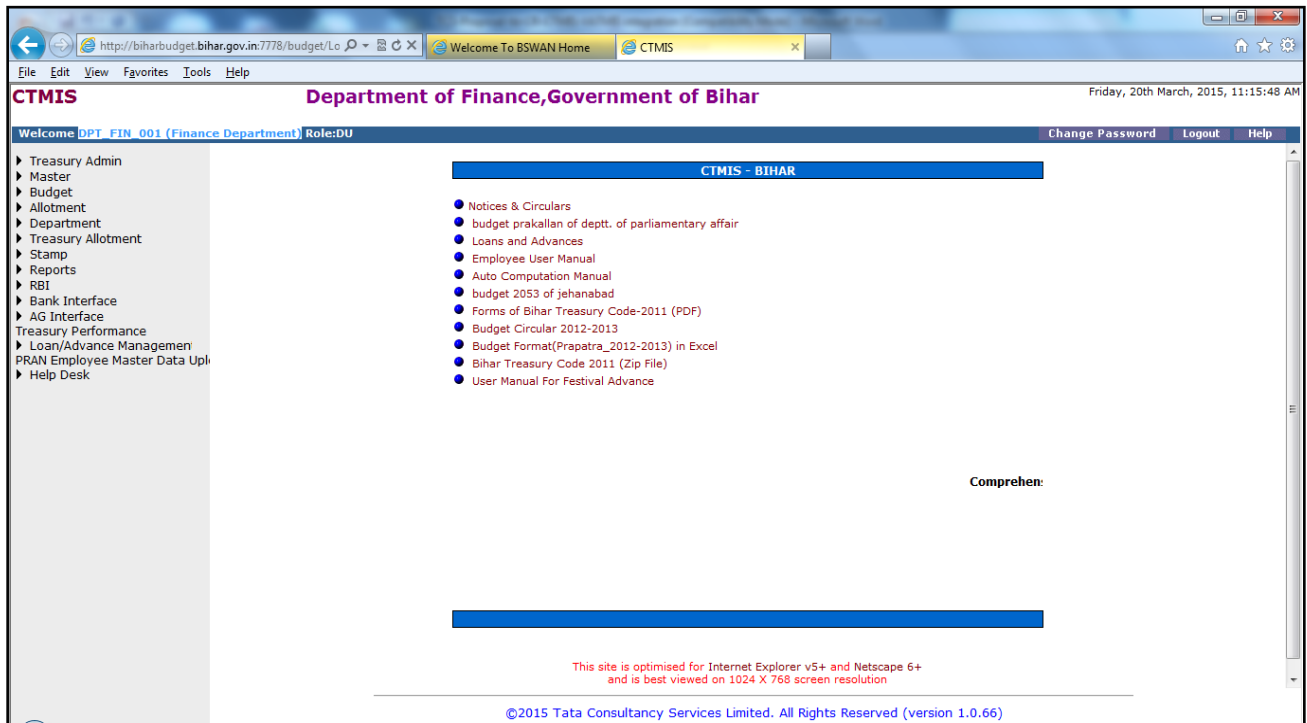
Password-abc

***One change his password to keep it confidential.

Fill details like below :

- Select Office from drop down menu: Department
- Select Sub-office from drop down menu: <Your Department Name
- User Id : <Your Departmental User Id>
- Password : *****

Click On **Login** Button → It will redirect to Budget Application home Page like Fig 3



CTMIS Department Allotment Process

Then follow the path: Treasury Allotment → Allotment as in Fig 4.

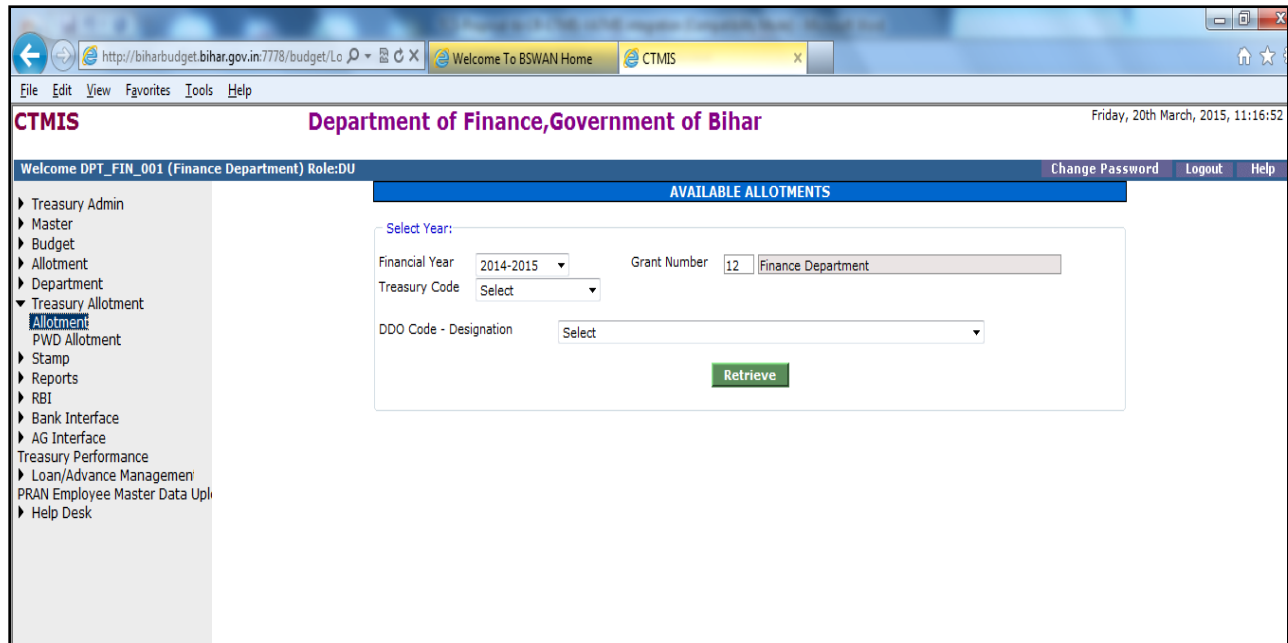


Fig-4

Enter the required details like below

Financial Year : Auto Fill
Grant Number : Auto Fill
Treasury Code : Treasury code from drop-down menu
DDO Code : DDO code from drop-down menu

Click on Retrieve button

It will show information of available allotment as Fig-5

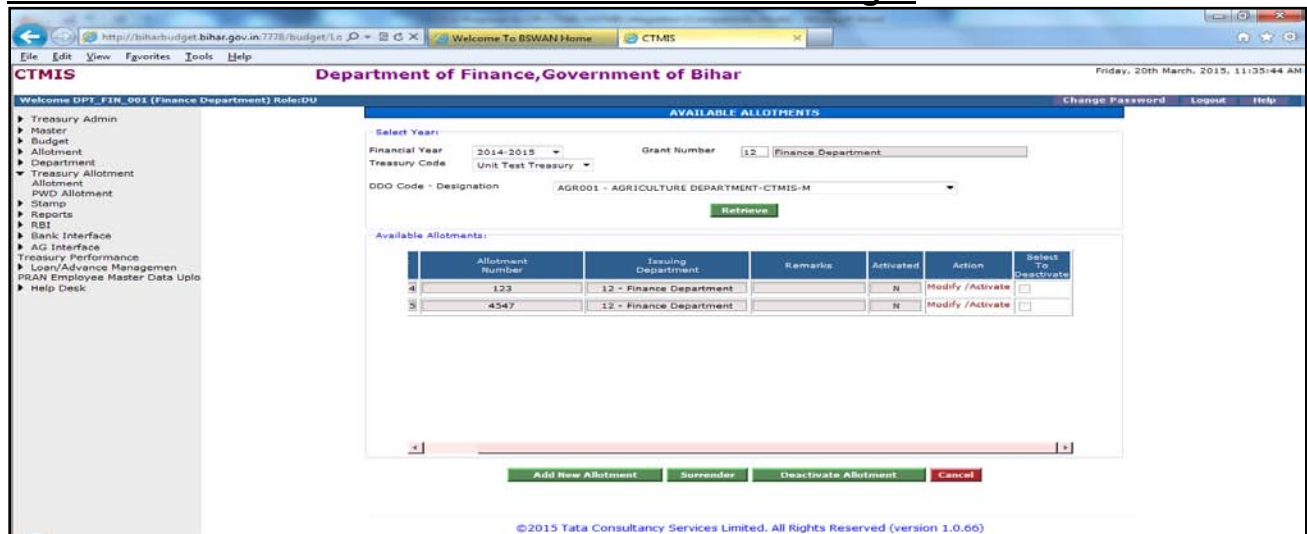


Fig-5

From this page you can Add/Modify/Activate/Deactivate/Surrender Allotments.

1. Add Allotment as Fig -5 :

i> Click on Add New Allotment Button

Allotment No : DDO Code / letter no (Use DDo code/before entering allotment) **Example : FIN001/01**

- Every allotment order is issued with reference to sanction letter except regular establishment allotment.
- In sanction Ref.no fill sanction no.or zero
- Then select the DDO code to whom allotment is being given.
- The allotment is valid for the whole financial year so in from date fill 1.4.15 and in to date 31.3.2016.

CTMIS - Windows Internet Explorer

http://biharbudget.bihar.gov.in:7778/budget/allotmentAddForBihar.do?action=startup&treasuryValue=UAT

NEW TREASURY ALLOTMENT

Allotment Header

Financial Year: 2014-2015 Treasury: UAT

Allotment No * [] Allotment Date * []

Issuing Authority * [] Grant No - Description: 12 Finance Department

Issuing Dept: Animal and Fisheries Resource Department Sanction Ref: []

From Date * [] To Date * []

Remarks: [] DDO Code - Designation: AGR001 - AGRICULTURE DEPARTMENT-CTMIS-M

Budget Code Information:

Sl No	Budget Code	Primary Unit	Voted Charged	Alloted Amount	Balance Amount	Action	Select

Add New Row Delete Row

OK

Fig-6

ii> **Enter the required data in fields**

NEW TREASURY ALLOTMENT

Allotment Header

Financial Year: 2014-2015 Treasury: UAT

Allotment No * : 12347 Allotment Date * : 20/03/2015

Issuing Authority * : ABC Grant No - Description: 12 Finance Department

Issuing Dept: Public Health Engineering Department Sanction Ref: abc

From Date * : 01/03/2015 To Date * : 31/03/2015

Remarks: DDO Code - Designation: AGR001 - AGRICULTURE DEPARTMENT-CTMIS-M

Budget Code Information:

Sl No	Budget Code	Primary Unit	Voted Charged	Alloted Amount	Balance Amount	Action	Select
<input type="button" value="Add New Row"/> <input type="button" value="Delete Row"/>							

Fig-7

- iii> Click on Add New Row button as in Fig 7. You will get the screen as in Fig-8.
- Select the Budget code
 - Select Primary unit by drop down
 - 01 for pay and allowances.
 - Other for other then pay and Allowance
 - Then click on details as in Fig-8
 - Screen as in Fig-9 is viewed.

NEW TREASURY ALLOTMENT

Allotment Header

Financial Year: 2014-2015
Allotment No: 12347
Issuing Authority: ABC
Issuing Dept: Public Health Engineering Department
From Date: 01/03/2015
Remarks:
Treasury: UAT
Allotment Date: 20/03/2015
Grant No - Description: 12 Finance Department
Sanction Ref: abc
To Date: 31/03/2015
DDO Code - Designation: AGR001 - AGRICULTURE DEPARTMENT-CTMIS-M

Budget Code Information:

Sl No	Budget Code	Primary Unit	Voted Charged	Alloted Amount	Balance Amount	Action	Select
1	N205200090000	01	V			Details	

Buttons: Add New Row, Delete Row, OK

Fig-8

iv> Fill the Budget Code then select primary unit

01- For Payment units

Others – For Rest units

Then click on Details as in Fig-7, fill the amount against different units and click on save.

A message will display “Break Up has been Successfully Submitted”

Click on Ok.Fig-8

Enter the amount in respective object head .Then click save.as in fig-9

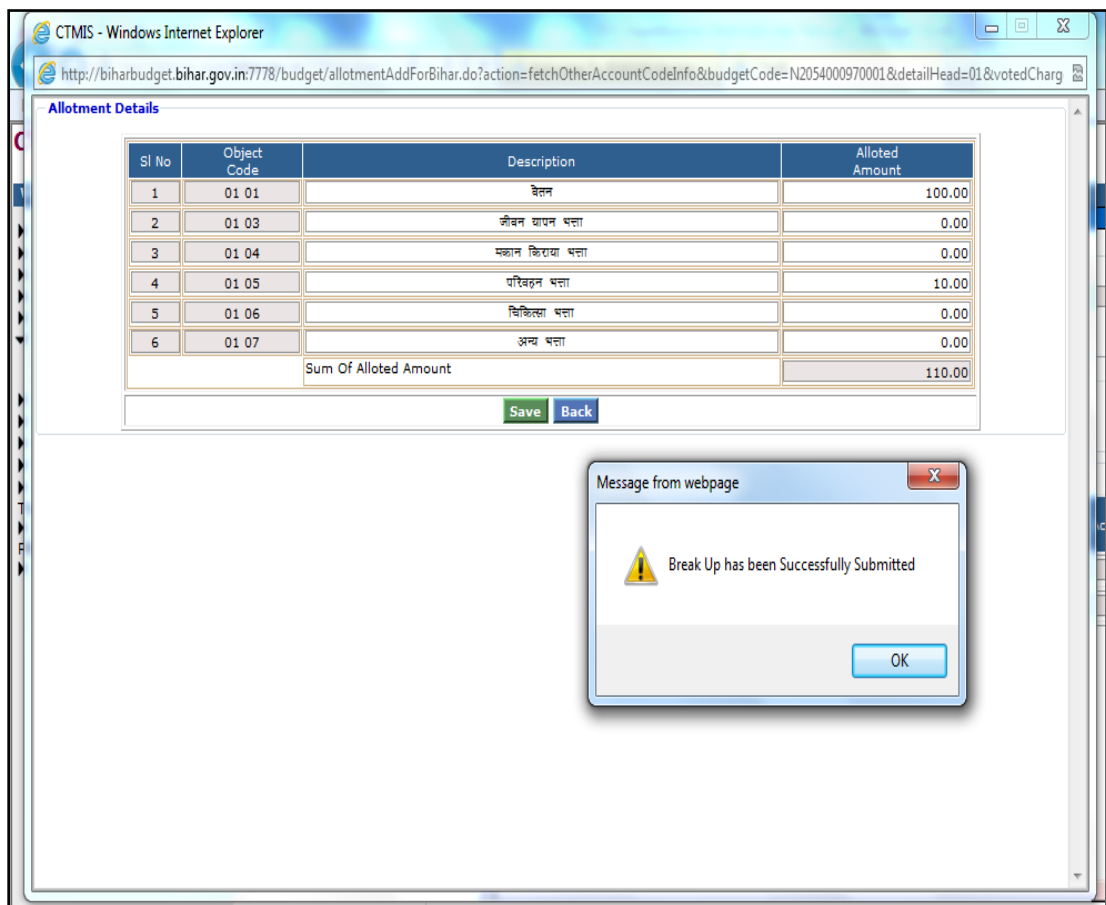


Fig-9

- v> **After that you will get below screen from where user can add a new Row for other Units and delete the saved break up.**

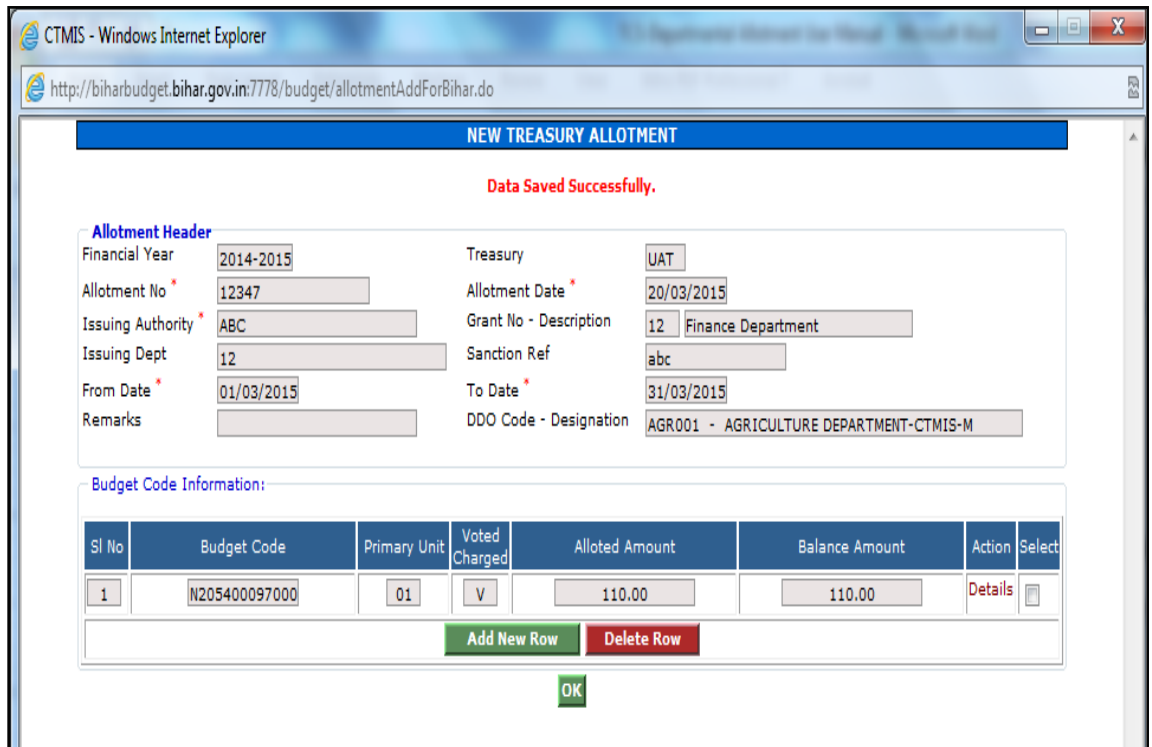


Fig-10

Again to Add new row Follow the instruction from <iii> to <v>

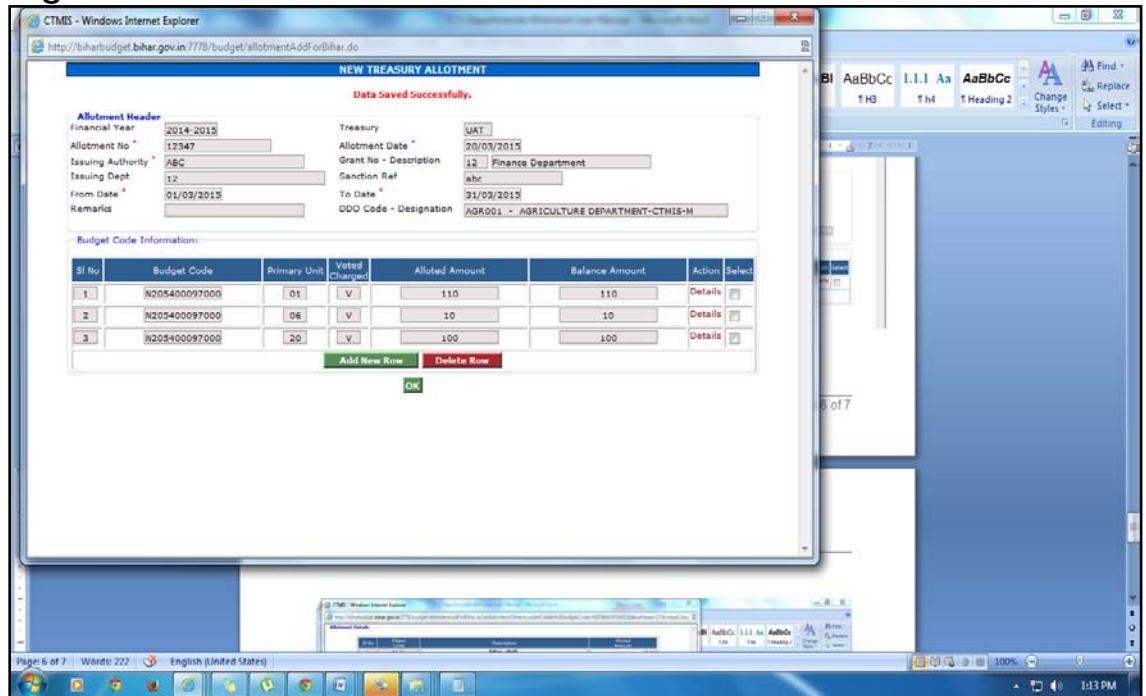


Fig-11

2. Activate / Deactivate Allotment

Once user entered all details as describe above, Allotment details will show in main screen

- To draw money against the allotment activation is essential
- Click on activation.

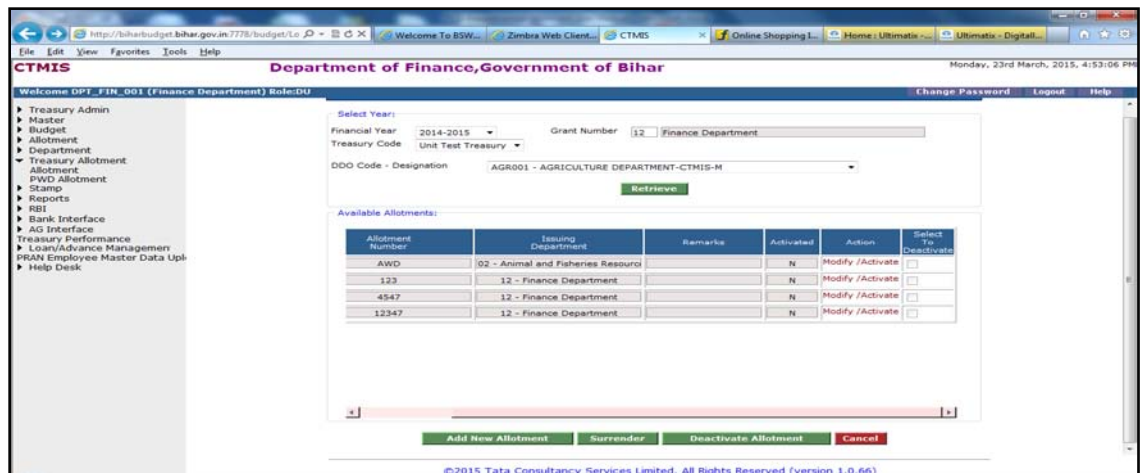


Fig 12

From this screen you can activate the allotment by click on corresponding ACTIVATE link.
 User will get this screen Fig-13

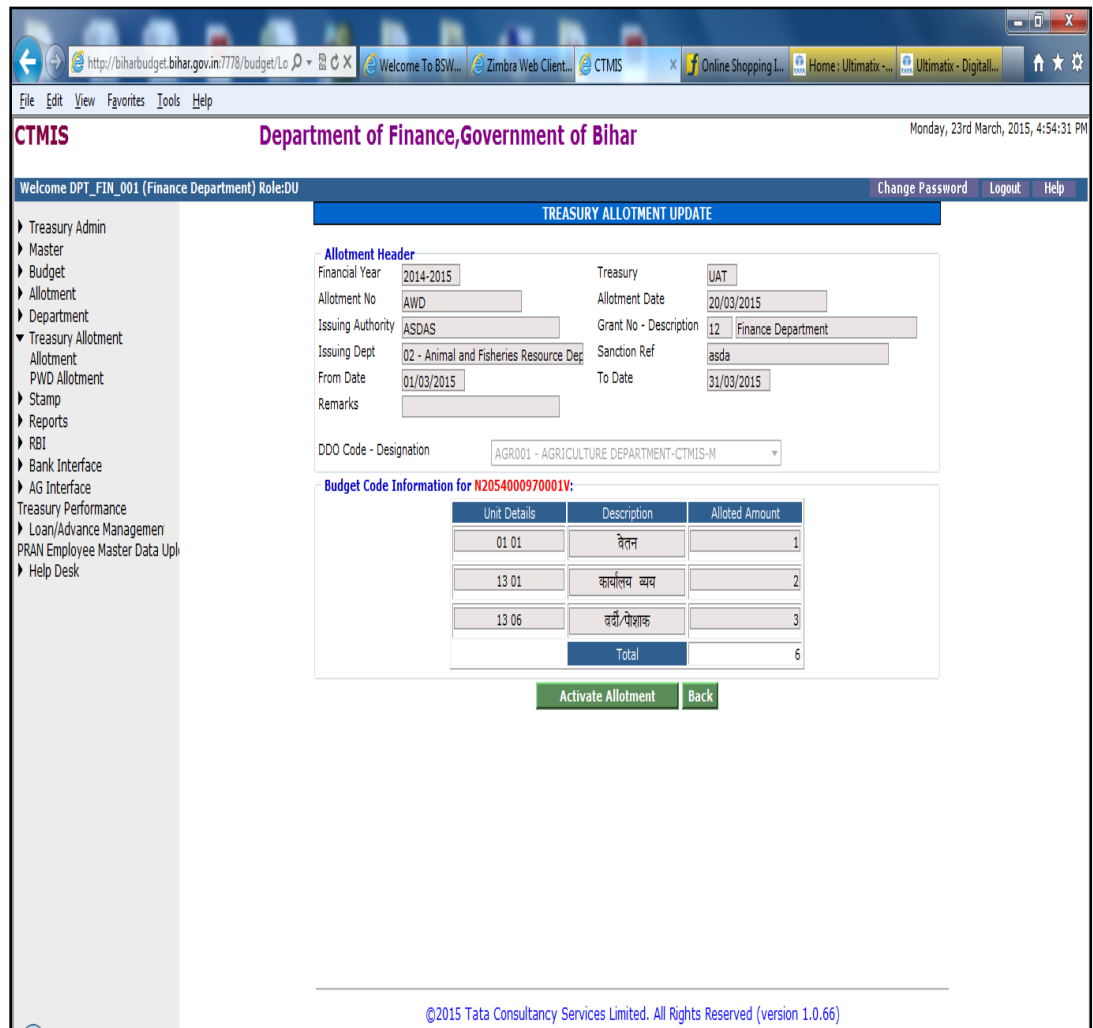


Fig-13

By click on Activate button user can activate that allotment, once allotment will activate by user the amount will reflect in treasury.

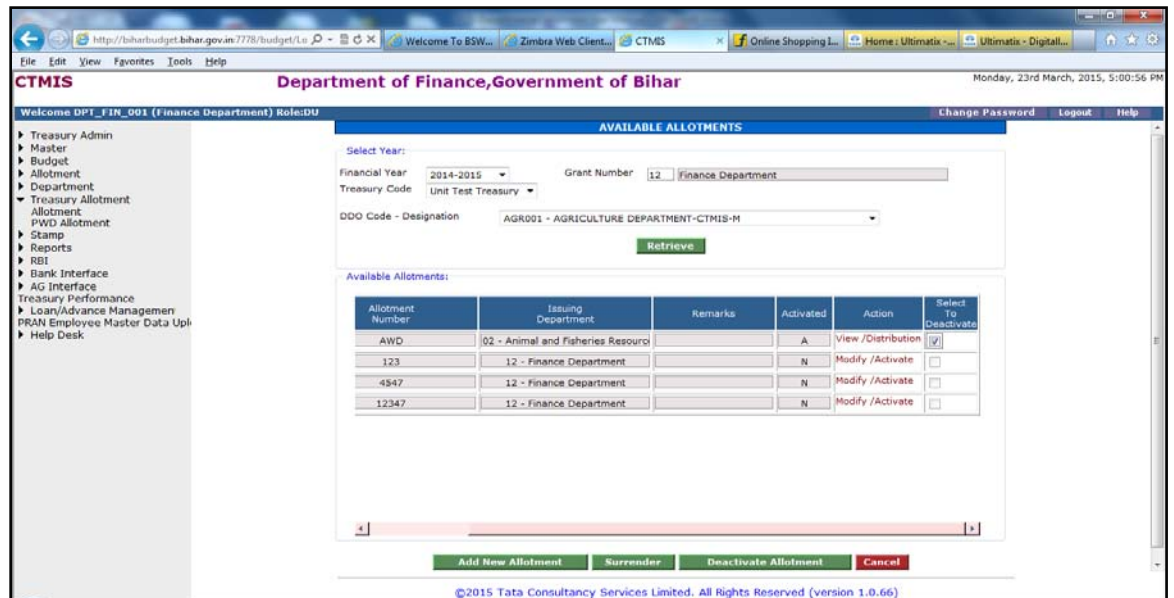


Fig-14

To deactivate the same allotment tick the correspondent checkbox of Column name "Select to Deactivate" and click on Deactivate Button. It will get deactivated.