User Manual

e-Budget
A Web based Application
For Formulation of Budget

**Finance Department
Government of NCT of Delhi**

[**Developed by DEGS, IT Deptt.**]

e-Budget

1.Introduction :

i. As per the existing system of Budget formulation, Departments used to submit exhaustive data in multiple Forms for formulation of Budget. The same after being received from all the Departments, is processed by Finance Department after preliminary scrutiny and discussions with the Departments. This manual process takes a lot of time due to delay in receipt of complete and correct data from Departments. Processing of the huge data from Departments was a cumbersome process for finalizing the Budget on time.

ii. In order to simplify the entire process and to finalise the Budget on time, the **e-Budget** Application has been developed by Finance department in collaboration with Delhi e-Governance Society for simplification and automation of the entire process of Budget formulation.

iii. The e-Budget is an important e-Governance initiative of Finance Department Government of NCT Delhi, under which, now Departments, Instead of submitting the budget data in hard copies of multiple Forms, are to submit data online in one single e-Form for the Revised Estimate/ Modified Revised Estimates and Budget Estimates to Finance Department.

i.   Finance Department will further process the input data received from Departments and prepare the Budget of Govt. of NCT of Delhi for laying in Legislative Assembly

e-Budget

2. Key Features :

❖ Complete automation of budget formulation process of GNCTD

❖ Simplification of Forms to a single e-Form instead of multiple forms earlier required to be filled by Departments

❖ No transmission delay in forwarding the budget documents.

❖ No need to forward Hardcopy of RE/FES/BE data to Finance Department.

❖ Timely processing of budget data

❖ Secured Application for Sensitive Budget Data.

❖ Generation of Final Budget Documents i.e. Detailed Demand For Grant, Annual Financial Statement, Budget at a Glance and Receipt budget
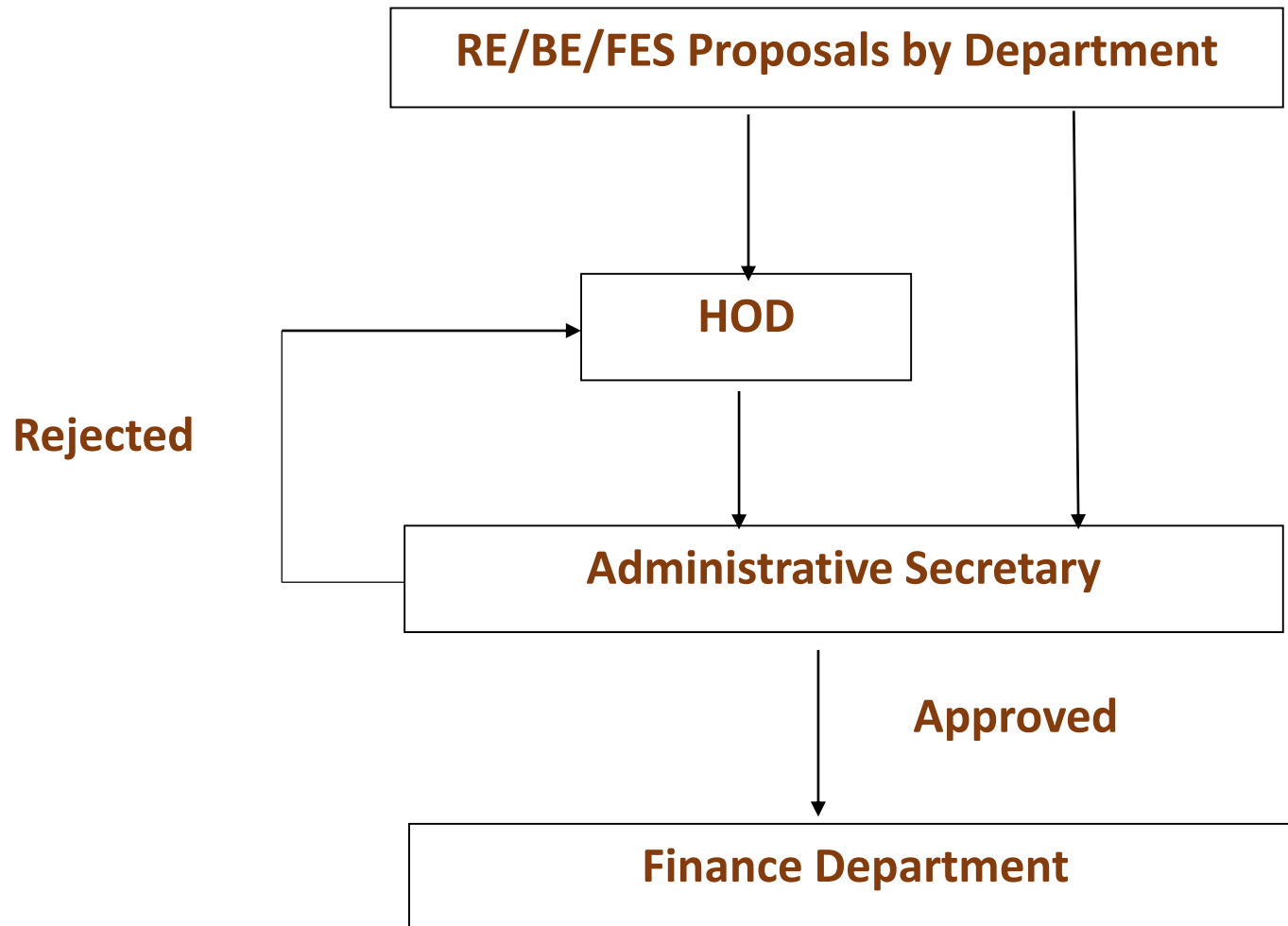
3. URL for accessing e-Budget Application :

e-Budget application can be accessed from the Link **https://ebudget.delhi.gov.in/** through the User ID and Password already provided.

4. e-Budget : Data Flow

i.   HoD of the Department is to submit proposed budget data for Revised Estimates/ Budget Estimates/ Modified Revised Estimates through Administrative Secretary of the Department.

ii.   The Department, where the HoD himself is the Administrative Secretary, then RE/BE/FES data will be forwarded directly by the Administrative Secretary to Finance Department

i.   Administrative Secretary has the option to accept or reject the input filled by the Department (HOD).

ii.   If Accepted by Administrative Secretary then RE/BE/FES proposals will be forwarded to Finance Department. In case of rejection, the RE/BE/FES proposals will be returned back to HOD for making appropriate changes as per the comments of Admin Secretary.

iii.   The Administrative Secretary has to approve the proposals of many Departments headed by him.

iv.   List of proposals submitted to Administrative Secretary for approval will be displayed in his/her login.

4. e-Budget : Data Flow

```
┌─────────────────────────────────────────────┐
│     RE/BE/FES Proposals by Department         │
└─────────────────────────────────────────────┘
                    │                    │
                    ▼                    │
            ┌──────────────┐             │
            │     HOD      │             │
            └──────────────┘             │
   Rejected         │                    │
                    ▼                    ▼
┌─────────────────────────────────────────────┐
│          Administrative Secretary             │
└─────────────────────────────────────────────┘
                    │
                    │  Approved
                    ▼
┌─────────────────────────────────────────────┐
│             Finance Department                │
└─────────────────────────────────────────────┘
```

5. e-Budget : How to Login:

i.   To access the **e-Budget** use URL https://ebudget.delhi.gov.in
ii. Enter the **Username** and **Password** provided by Finance Department.
iii. Click **"Submit" button.**
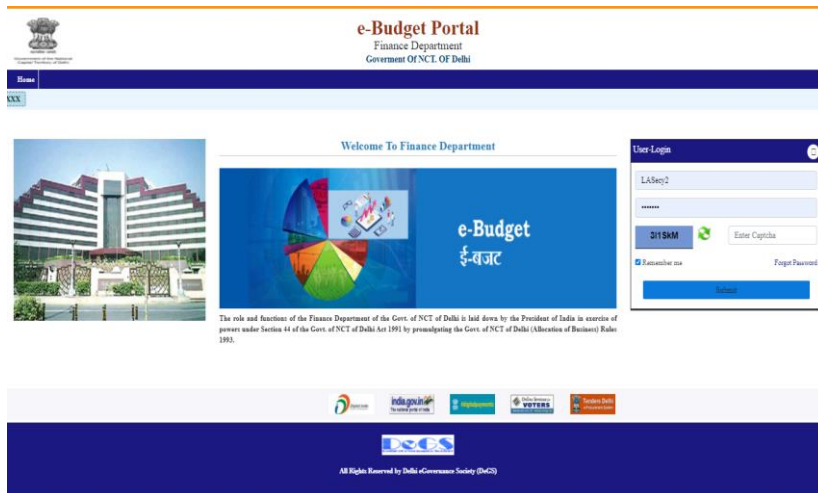
5. e-Budget : How to Login:

iv. During first time login, following details are required to be filled by the User in the pop-up window:

      a.   HOD/ Secretary Name

      b.   HOD/ Secretary E-mail Id

      c.   HOD/ Secretary Mobile Number

WELCOME TO LEGISLATIVE ASSEMBLY

All (*) marked are mandatory

Enter your Name*

Name

Email Id*

Email Id

Mobile Number*

Mobile Number

Submit

v.   After filling the above information, click on Submit Button. User will be redirected to the Home Screen.

6. Home Screen

❖ **On logging in to the Application, the following Home Screen gets displayed with 07 tabs -**

1. **Input Form**
2. **Pending for Approval**
3. **Rejected List**
4. **Download**
5. **Change Password**
6. **Profile**
7. **Logout**

e-Budget Portal
Finance Department
Goverment Of NCT. OF Delhi

Government of the National
Capital Territory of Delhi

| Input Form ▾ | Pending For Approval ▾ | Rejected List ▾ | Download ▾ | Change Password | Profile | Logout |

❖ **Each of the above Tab is explained in the following section.**

6.1 Input Form:

Department is to choose the option under Tab " Input Form" as applicable and shown in the screen shot below using the login id of HOD/ Administrative Secretary, as required.

    (a) RE & BE Form- Statement-1
    (b) Modified RE

e-Budget Portal
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Input Form ▼	Pending For Approval ▼	Rejected List ▼	Download ▼	Change Password	Profile	Logout

RE & BE Form - Statement-I

Modified RE

G.B.PANT HOSPITAL (HOD)

WELCOME TO G.B.PANT HOSPITAL

6.1. Input Form: (Contd…..)

After selecting the appropriate option either (a) or (b) above depending on the stage of preparation of budget, Department is to fill the budget data in **"RE & BE Form - Statement -1"** as per the steps narrated below:

i.   Select Major Head, Sub Major Head, Minor Head, Sub Head & Detailed Head from Drop down.
ii. A window for corresponding Head (15 digits) will be displayed with all the Object Heads under it.
iii. Fill proposed RE, Proposed BE, Reasons for variation & Women Component Amount (if scheme) for each Object Head.
iv. If any budget is required under Charged Head, then select "Charged" from "voted/charged" dropdown.
v.   Fill data for **Deduct Recoveries**, if applicable, in the same manner.
vi. Do this exercise for all 15 digits Heads of your Department.
vii. To know whether complete data in respect of all Budget Heads is filled in the "Input Form" or not, is to be checked by clicking on the red tab **"List of what you have not filled"** appearing on right top of the input form.
viii. The red tab: "List of what you have not filled" will not appear on the screen, on right top of the input form, once data for all Budget Heads is filled.
ix. Click on Submit button.

6.1. Input Form: Screen shot (Contd.….)

Statement I (Expenditure-Proposed RE & BE) Form

Financial Year*

2020-2021

Demand Number

7--Medical and Public Health

Major Head (MH)*

2210 -- Medical & Public Health

Sub Major Head (SMH)*

06 -- Public Health

Minor Head (MiH)*

101 -- Prevention & Control of Diseases

Sub Head (SH)*

44 -- Bio Medical Waste Management

Detailed Head (DH)*

00 --

(₹ in Thousand)

Object Head	BE (2020-2021)	Proposed RE (2020-2021)	Reason Of Variation (Proposed RE-BE)	Proposed BE (2021-2022)	Reason Of Variation (Proposed BE - BE)	Voted /Charged
70 - Deduct Recoveries	0					Voted
70 - Deduct Recoveries	0					charged

Object Head	BE (2020-2021)	Proposed RE (2020-2021)	Reason Of Variation (Proposed RE-BE)	Proposed BE (2021-2022)	Reason Of Variation (Proposed BE - BE)	Women Component (2021-2022)	Voted /Charged
21 -- Supplies & Materials	14900						Voted
27 -- Minor Works	200						Voted

Submit

6.1. Input Form: Screen shot (Contd…..)

List of Object Head you have not filled

Demand No :- 7 -- Medical and Public Health
Department Name :- Dr. HEDGEWAR AROGYA SANSTHAN

Show 10 ⌄ entries   Search:

Major Head	Sub-Major Head	Minor Head	Sub Head	Detailed Head(DH)	Object Head
2210 -- Medical & Public Health	01 -- Urban Health Services-Allopathy	110 -- Hospital & Dispensaries	85 -- Dr. N.C. Joshi Memorial Hospital	00 --	01 -- Salaries
2210 -- Medical & Public Health	01 -- Urban Health Services-Allopathy	110 -- Hospital & Dispensaries	85 -- Dr. N.C. Joshi Memorial Hospital	00 --	02 -- Wages
2210 -- Medical & Public Health	01 -- Urban Health Services-Allopathy	110 -- Hospital & Dispensaries	85 -- Dr. N.C. Joshi Memorial Hospital	00 --	06 -- Medical Treatment
2210 -- Medical & Public Health	01 -- Urban Health Services-Allopathy	110 -- Hospital & Dispensaries	85 -- Dr. N.C. Joshi Memorial Hospital	00 --	11 -- Domestic Travel Expenses
2210 -- Medical & Public Health	01 -- Urban Health Services-Allopathy	110 -- Hospital & Dispensaries	85 -- Dr. N.C. Joshi Memorial Hospital	00 --	13 -- Office Expenses
2210 -- Medical & Public Health	01 -- Urban Health Services-Allopathy	110 -- Hospital & Dispensaries	85 -- Dr. N.C. Joshi Memorial Hospital	00 --	20 -- Other Administrative Expenses
2210 -- Medical & Public Health	01 -- Urban Health Services-Allopathy	110 -- Hospital & Dispensaries	85 -- Dr. N.C. Joshi Memorial Hospital	00 --	21 -- Supplies & Materials
4210 -- Capital Outlay on Medical and Public Health	01 -- Urban Health Services-Allopathy	110 -- Hospital & Dispensaries	77 -- Dr. N.C. Joshi Memorial Hospital	00 --	52 -- Machinery & Equipment

Showing 1 to 8 of 8 entries   First   Previous   1   Next   Last

Back To ProposeRE-BE Form

6.2. Pending for Approval:

6.2. Pending for Approval: (Contd….)

i.   Once the data is filled by the HOD of the Department in "RE & BE Form - Statement-I", the same will appear under the tab "Pending for Approval", as displayed in the screenshot below.

ii. HOD has the option either to edit the data by clicking the "View Details" or to submit it to Secretary by clicking on the button "Forward to Secretary".

iii. HOD can also download and view the data already filled in by him both in Excel and PDF Format for verification/edit, if required.

HOD LOGIN

G.B.PANT HOSPITAL (HOD)

Click here for downloading Report

Statement I (Expenditure-Proposed RE & BE) List

Demand No :- 7 -- Medical and Public Health
Department Name :- G.B.PANT HOSPITAL

Download In Excel   **Download In Pdf**

Major Head (MH)	Sub-Major Head (SMH)	Minor Head (MiH)	Sub Head(SH)	View Details
2210 -- Medical & Public Health	01 -- Urban Health Services-Allopathy	110 -- Hospitals & Dispensaries	87 -- G.B.Pant Hospital	View Detail
2210 -- Medical & Public Health	06 -- Public Health	101 -- Prevention & Control of Diseases	48 -- 24 hours emergency services including C.T. scan and MRI unit	View Detail
2210 -- Medical & Public Health	06 -- Public Health	101 -- Prevention & Control of Diseases	44 -- Bio Medical Waste Management	View Detail
2210 -- Medical & Public Health	06 -- Public Health	101 -- Prevention & Control of Diseases	38 -- VIP care centre and Red alert deptt.	View Detail
2210 -- Medical & Public Health	06 -- Public Health	101 -- Prevention & Control of Diseases	37 -- Liver transplantation unit	View Detail
2210 -- Medical & Public Health	06 -- Public Health	101 -- Prevention & Control of Diseases	32 -- Tele-medicine Facility	View Detail
3454 -- Census, Survey & Statistics	02 -- Surveys & Statistics	800 -- Other Expenditure	95 -- EDP Cell in G.B.Pant Hospital	View Detail
4210 -- Capital Outlay on Medical and Public Health	01 -- Urban Health Services-Allopathy	110 -- Hospitals & Dispensaries	96 -- G.B. Pant Hospital	View Detail

Click here for submission of data to Secretary

Forward to Secretary

Click here for Details

6.2. Pending for Approval: (Contd....)

i.   The data submitted by the HOD under the Administrative Secretary will appear in the login of Administrative Secretary under the tab "Pending for Approval".

ii.   By clicking on the Department, the Secretery can view the data filled by HODs. If agreed, he can approve the same or reject by clicking on the appropriate button "Approved" or "Reject".

iii. If the data is approved, the data will be transmitted online to Finance Department.

iv.   If the data is rejected, the reason for rejection can be recorded under the "Reason for Rejection" text box, after which, data will be returned back to the HOD for correction.

i.   Secretary can also download and view the data approved by him both in Excel/ PDF Format.

HEALTH & FAMILY WELFARE (Secretary)   Secretary LOGIN

RE-BE Received from Departments

Show 10 v entries   Search: _____

S.No.	Department Name
1	G.B.PANT HOSPITAL

Click here to see data filled by HOD.

...ries   First   Previous   1   Next   Last

6.2. Pending for Approval: (Contd….)

HEALTH & FAMILY WELFARE (Secretary)

Secretary LOGIN

Statement I (Expenditure-Proposed RE & BE) List

Demand No :- 7 -- Medical and Public Health
Department Name :- HEALTH & FAMILY WELFARE

Download In Excel   **Download In Pdf**

Major Head (MH)	Sub-Major Head (SMH)	Minor Head (MiH)	Sub Head(SH)	View Details
2210 -- Medical & Public Health	01 -- Urban Health Services-Allopathy	110 -- Hospitals & Dispensaries	87 -- G.B.Pant Hospital	View Detail
2210 -- Medical & Public Health	06 -- Public Health	101 -- Prevention & Control of Diseases	48 -- 24 hours emergency services including C.T. scan and MRI unit	View Detail
2210 -- Medical & Public Health	06 -- Public Health	101 -- Prevention & Control of Diseases	44 -- Bio Medical Waste Management	View Detail
2210 -- Medical & Public Health	06 -- Public Health	101 -- Prevention & Control of Diseases	38 -- VIP care centre and Red alert deptt.	View Detail
2210 -- Medical & Public Health	06 -- Public Health	101 -- Prevention & Control of Diseases	37 -- Liver transplantation unit	View Detail
2210 -- Medical & Public Health	06 -- Public Health	101 -- Prevention & Control of Diseases	32 -- Tele-medicine Facility	View Detail
3454 -- Census, Survey & Statistics	02 -- Surveys & Statistics	800 -- Other Expenditure	95 -- EDP Cell in G.B.Pant Hospital	View Detail
4210 -- Capital Outlay on Medical and Public Health	01 -- Urban Health Services-Allopathy	110 -- Hospitals & Dispensaries	96 -- G.B. Pant Hospital	View Detail

Forwarding data to Finance Department

Approved   **Reject**

Click here for REJECTION.

6.2. Pending for Approval: (Contd….)

Statement I (Expenditure-Proposed RE & BE) List

Demand No :- 7 -- Medical and Public Health
Department Name :- HEALTH & FAMILY WELFARE

Download In Excel **Download In Pdf**

Major Head (MH)	Sub-Major Head (SMH)	Minor Head (MiH)	Sub Head(SH)	View Details
2210 -- Medical & Public Health	01 -- Urban Health Services-Allopathy	110 -- Hospitals & Dispensaries	87 -- G.B.Pant Hospital	View Detail
2210 -- Medical & Public Health	06 -- Public Health	101 -- Prevention & Control of Diseases	48 -- 24 hours emergency services including C.T. scan and MRI unit	View Detail
2210 -- Medical & Public Health	06 -- Public Health	101 -- Prevention & Control of Diseases	44 -- Bio Medical Waste Management	View Detail
2210 -- Medical & Public Health	06 -- Public Health	101 -- Prevention & Control of Diseases	38 -- VIP care centre and Red alert deptt.	View Detail
2210 -- Medical & Public Health	06 -- Public Health	101 -- Prevention & Control of Diseases	37 -- Liver transplantation unit	View Detail
2210 -- Medical & Public Health	06 -- Public Health	101 -- Prevention & Control of Diseases	32 -- Tele-medicine Facility	View Detail
3454 -- Census, Survey & Statistics	02 -- Surveys & Statistics	800 -- Other Expenditure	95 -- EDP Cell in G.B.Pant Hospital	View Detail
4210 -- Capital Outlay on Medical and Public Health	01 -- Urban Health Services-Allopathy	110 -- Hospitals & Dispensaries	96 -- G.B. Pant Hospital	View Detail

Select the reason for reject application:-

Enter your reason.....

Fill reason of Rejection/ modification required

Reject   **Cancel**

6.3. Rejected List: (This tab will be available only in HOD Login.)

i.   The HOD can view the rejected data appeared under the Tab "Rejected List" with reason.

ii. For editing the data, he can click on last column "View Details" of the screen and carry out necessary action.

iii. After editing, he can resubmit the same to Administrative Secretary by clicking on "Forward to Secretary" button.

6.3. Rejected List: (Contd…)

Rejected List Of Statement I (Expenditure-Proposed RE & BE)

Demand No :- 7 -- Medical and Public Health
Department Name :- G.B.PANT HOSPITAL

Download In Excel

Major Head (MH)	Sub-Major Head (SMH)	Minor Head (MiH)	Sub Head(SH)	Rejected Reason	View Details
4210 -- Capital Outlay on Medical and Public Health	01 -- Urban Health Services-Allopathy	110 -- Hospitals & Dispensaries	96 -- G.B. Pant Hospital	Please change as suggested.	View Detail
3454 -- Census, Survey & Statistics	02 -- Surveys & Statistics	800 -- Other Expenditure	95 -- EDP Cell in G.B.Pant Hospital	Please change as suggested.	View Detail
2210 -- Medical & Public Health	06 -- Public Health	101 -- Prevention & Control of Diseases	32 -- Tele-medicine Facility	Please change as suggested.	View Detail
2210 -- Medical & Public Health	06 -- Public Health	101 -- Prevention & Control of Diseases	37 -- Liver transplantation unit	Please change as suggested.	View Detail

Demand No :- 7 -- Medical and Public Health | Department Name :- G.B.PANT HOSPITAL
Major Head :- 2210 -- Medical & Public Health | Sub-Major Head :- 06 -- Public Health | Minor Head :- 101 -- Prevention & Control of Diseases | Sub Head :- 37 -- Liver transplantation unit

Show 10 entries   Search: [   ]

Sub Head (SH)	Detailed Head (DH)	Object Head (OH)	BE (2021-2022)	Proposed RE (2021-2022)	Reason Of Variation (Proposed RE-BE)	Proposed BE (2022-2023)	Reason Of Variation (Proposed BE(2022-2023 - BE(2021-2022))	Women Component Amount In Proposed BE (2022-2023)	Charged/Voted	Edit Details
37 -- Liver transplantation unit	00 --	20 -- Other Administrative Expenses	3000	1	NA	1	NA	1	voted	View Detail
37 -- Liver transplantation unit	00 --	21 -- Supplies & Materials	34000	1	NA	1	NA	1	voted	View Detail
37 -- Liver transplantation unit	00 --	27 -- Minor Works	2000	1	NA	1	NA	1	voted	View Detail
37 -- Liver transplantation unit	00 --	50 -- Other Charges	2000	1	NA	1	NA	1	voted	View Detail
Total			**41000**	**4**		**4**		**4**		

Showing 1 to 5 of 5 entries   First   Previous   1   Next   Last

Click here for Edit Details

6.3. Rejected List: (Contd...)

Details Of Statement I (Expenditure-Proposed RE & BE)

Year Of Openning : 2020

Demand Number : 7 -- Medical and Public Health	**Department Name :** 64 -- G.B.PANT HOSPITAL
Major Head (MH) : 2210 -- Medical & Public Health	**Sub Major Head (SMH) :** 06 -- Public Health
Minor Head (MiH) : 101 -- Prevention & Control of Diseases	**Sub Head (SH) :** 37 -- Liver transplantation unit
Detailed Head (MiH) : 00 --	**Object Head (SH) :** 50 -- Other Charges
BE (CFY) (In Thousands) : 2000	**Proposed RE (CFY)(In Thousands) :** 1
Reason Of Variation (Proposed RE-BE) : NA	**Proposed BE Next Year(In Thousands) :** 1
Reason Of Variation (Proposed BE Next Year - BE(CFY)) : NA	**Women Component Amount In Proposed BE Next Year :** 1
Voted / Charged : voted	

[Edit Details] [Back]

6.3. Rejected List: (Contd…)

Edit / Updation Statement I (Expenditure-Proposed RE & BE) Details

Financial Year

2020

Demand Number	**Major Head (MH)**	**Sub Major Head (SMH)**
7--Medical and Public Health	2210 -- Medical & Public Health	06 -- Public Health

Minor Head (MiH)	**Sub Head (SH)**	**Detailed Head (DH)**
101 -- Prevention & Control of Diseases	37 -- Liver transplantation unit	00 --

Object Head (OH)

50 -- Other Charges

BE (2021-2022)(₹ in Thousands)	**Proposed RE (2021-2022)(₹ in Thousands)***	**Reason Of Variation (Proposed RE-BE)***
2000	1	NA

Proposed BE next year (2022-2023)*	**Reason Of Variation (Proposed BE Next Year - BE(CFY))***	**Women Component Amount In Proposed BE Next Year ***
1	NA	1

Voted / Charged

voted

[Edit Details]　[Back]

6.4. Download:

i. There are 5 options under the tab "Download".
   a. Proposed RE & BE - Statement-I
   b. Proposed Modified RE
   c. Approved Revised Estimates
   d. Approved Modified RE
   e. DDG
ii. Department can view and download the data proposed by it for RE & BE/ Modified RE (under option a & b).
iii. Once the Budget for RE & BE/ Modified RE approved by Legislative Assembly, the same can be viewed/ Downloaded by the department (under option c, d & e).

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Finance Department
Goverment Of NCT. OF Delhi

| Input Form ▾ | Pending For Approval ▾ | Rejected List ▾ | Download ▾ | Change Password | Profile | Logout |

Proposed RE & BE - Statement-I
Proposed Modified RE
Approved Revised Estimate
Approved Modified RE
DDG

6.5. Change Password:

i.   The HOD & Administrative Secretary has the option to change the password under the tab "Change Password".

ii. For changing the password, the screen will appear to fill the following –
   a. Current Password
   b. New Password
   c. Confirm Password

iii. The password must be at least 8 characters long including at least one uppercase character, one lower case character and one special character.

iv. After filling the details, the user have to click on "Submit" button.

6.6. Profile:

i.   During first time login, some details are required to be filled by the User in the pop-up window.

ii.   These details can be seen/ edited later on by using Profile section.

iii.   Only HOD name, Email ID and Mobile Number can be changed. Department Name and Demand Number will remain unchanged.

iv.   Click on "Edit" button to change the details.

v.   It is advisable that department should change the profile details in case of change in HOD.

Department Name	G.B.PANT HOSPITAL
Demand Number	7 -- Medical and Public Health
Controlling Department	Secretary
HOD Name	tarun
HOD Email Id	abcd@gmail.com
HOD Mobile Number	9999999999

Edit

6.7. Logout:

i.   Once clicked on "Logout" button, the user will be redirected to Home Page of e-Budget Application.

Technical Support:

In case of any assistance, the Finance Department may be contacted as per details given below:

Address:

Budget Division

Finance Department

Govt. of NCT of Delhi

A-Wing, 4th Floor,

Delhi Secretariat, I.P. Estate,

New Delhi-110002

S.No.	Name	Designation	Contact No.	E-mail
1.	Sh. D.B.Gupta	Joint Director	011-23392472 9718392776	Js-budget@delhi.gov.in
2.	Sh. Nitin Kumar Gupta	System Analyst	9873496507	nk.gupta86@gov.in
3.	Sh. Rakesh Mishra	Sr. AO	9818790441	rakesh.mishra64@gov.in