

Fund Transfer / Allocation of Fund by Department Admin (Draft and Final)

1. Department Admin Draft User

1. Beams User have 2 (two) login one is **Draft** and another is **Final** (Approver). Likewise it has to assign to **two** persons (users) one is **Assistant** and other is **Approver**. To start every process it has to be done by Draft user and followed by Final (Approver) user.

2. Let us begin first open a browser (Chrome or Mozilla) in your computer and type url : ***ifmsmanipur.nic.in*** into the browser. It will open the page as show below fig 1.1. On the left side Applications Menu click on BEAMS to open login page as shown in fig 1.2.



Fig 1.1

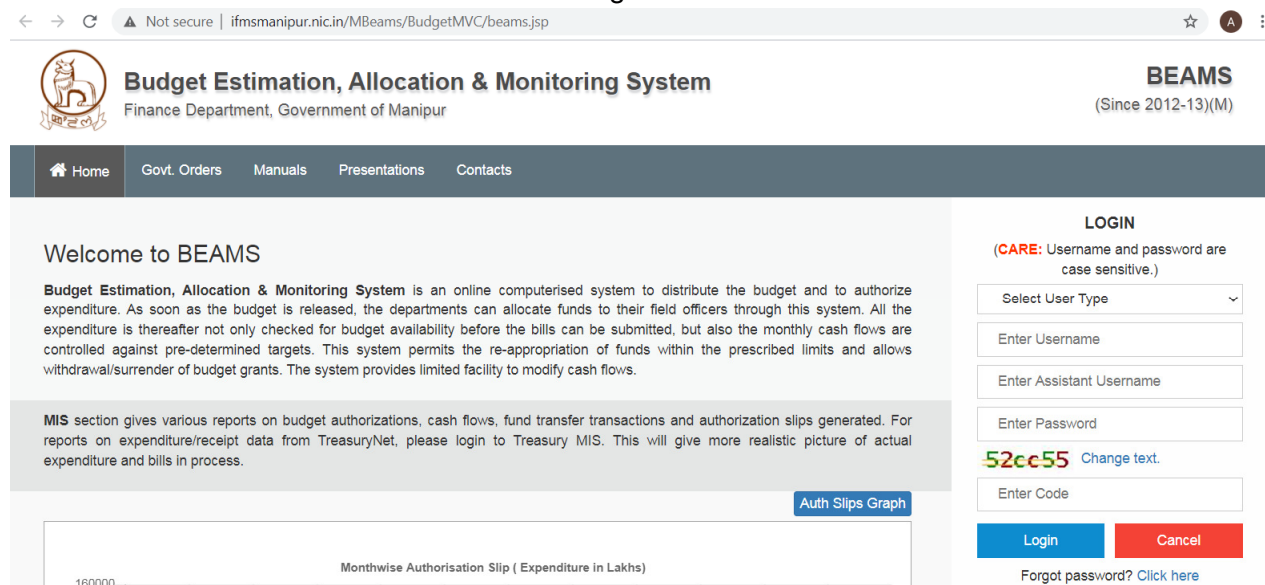


Fig 1.2

3. As said above Beams have 2 user, let us first login as Draft user in the **fig 1.2** their we can see **Select User Type** choose as Draft. The capital "D" will appear in the user name without deleting the capital "D" type your user **name** and **password** (e.g **admin01** for Agriculture Department) and click on button **Login**. Next page will open as below fig 1.3.

Department : 01 - AGRICULTURE		User : admin01 - ADMINISTRATOR		Tue,Oct 20,2020		DRAFT	
Estimate	Fund Transfer	Reports	Maintenance	Sign out			
Allocation for 2020-2021							
Show Balance	<input checked="" type="radio"/> Valley <input type="radio"/> Hilly				Amount in Thousands		
Demand No	Grant Received	Allocated					
		In Draft		Finalized			
Demand 00	400000.000	0		270000.000			
Demand 05	200000.000	0		140000.000			
Demand 17	1447755.920	28.967		1417369.819			
Demand 43	583682.325	0		573143.340			
Demand 92	100000.000	0		60000.000			
<input checked="" type="radio"/> Scheme wise <input type="radio"/> CO wise							

Fig 1.3.

4 . To start **Fund Transfer** process let us look at Menu at their we can find **Fund Transfer** click on that all fund related list menu will appeared. Go to **Allocation** the above Fig 1.3 will shown.

5. Let us assume that we have to transfer fund a sum of Rs 20000 to the **CO** (Controlling Officer)/ **Director** of scheme code e.g: **17-2401-00-001-01-01-0-V (13 - Office Expenses)**. On the Fig 1.3 their we will find **Demand No** list in that click on **17** (first 2 digits of schem code) on next page **Major head** list will appeared Fig 1.4.

Department : 01 - AGRICULTURE		User : admin01 - ADMINISTRATOR		Tue,Oct 20,2020		DRAFT	
Estimate	Fund Transfer	Reports	Maintenance	Sign out			
Allocation for 2020-2021							
Demand No :17				Back			
Show Balance	Valley			Amount in Thousands			
Major Head			Grant Received		Allocated		
					In Draft	Finalized	
2401-Crop Husbandry			1195209.620		23.967	1169587.519	
2408-Food Storage and Ware Housing			6634.400		5.000	6632.000	
2415-Agricultural Research and Education			42709.300		0	42488.500	
2705-Command Area Development			60786.400		0	58166.000	
3454-Census Survey and Statistics			5414.000		0	4094.000	
3475-Other General Economic Services			12690.400		0	12690.000	
4705-Capital Outlay on Command Area Development			600.000		0	0	
<div><input checked="" type="radio"/> Scheme wise</div> <div><input type="radio"/> CO wise</div>							

Fig 1.4.

5. In the Major Head list Click on **Major Head 2401** (3rd to 6th digit of scheme code) then again Scheme code list will be listed as in Fig 1.5. Let us choose the Scheme code **17-2401-00-001-01-01-0-V (13)** by click on the scheme code itself.

Department : 01 - AGRICULTURE		User : admin01 - ADMINISTRATOR		Tue,Oct 20,2020		DRAFT
Estimate	Fund Transfer	Reports	Maintenance	Sign out		
Allocation for 2020-2021						Back
Major Head :2401-Crop Husbandry				Demand No :17		
Show Balance	Valley			Amount in Thousands		
<input checked="" type="checkbox"/> Select All	Scheme			Grant Received	Allocated	
					In Draft	Finalized
<input checked="" type="checkbox"/>	17-2401-00-001-01-00-0-V Direction			147587.000	23.967	147586.967
<input checked="" type="checkbox"/>	17-2401-00-001-01-01-0-V Electric & Water Charges			2070.000	0	0
<input checked="" type="checkbox"/>	17-2401-00-001-25-00-0-V Strengthening of Agricultural Extension & Administration			107287.800	0	107287.800

Fig 1.5

6. Object list will be listed as shown in Fig 1.6 there we can find **13-Office Expenses** and **Grand Received** (Grand received is total amount transfered to **Department Admin** from **Finance Department**)

Department : 01 - AGRICULTURE		User : admin01 - ADMINISTRATOR		Tue,Oct 20,2020		DRAFT	
Estimate	Fund Transfer	Reports	Maintenance	Sign out			
Allocation for 2020-2021							
Scheme :17-2401-00-001-01-01-0-V-Electric & Water Charges				Demand No :17		Back	
Show Balance				Valley		Amount in Thousands	
<input type="radio"/>	Direct allocation to DDO						
Detail Head			Grant Received		Allocation		
					In Draft		Finalized
13-Office Expenses			2070.000		0		0

Fig 1.6

7. Click on **13 Office Expenses** itself the Fig 1.7 will be shown. Here we can see the fund transfer screen where fund were distributed **month-wise** in 12 column. but for this case or scheme code fund is distributed on **April** where available balance is 2050.000 (*Fund were shown in terms of thousands It means available balance is Rs 2050000*). While transfer fund we have to convert the Rs in terms of thousand says Rs 20000 means **20.000**.

Note:-

- If we want to transfer fund to May or some other month other than **April** we have to do **Change CashFlow** Process (We will learn the process in the **CashFlow manual**).
- No fund can be transfer when monthly distributed **balance** (or **Total Balance**) is 0 (**Zero**),

8. **Receiver** is the one we have to transfer fund. For this case receiver is the **Director/ CO** (they have their own code/ User ID). Suppose we have to transfer fund to 010001-CO Agriculture enter the amount 20.000 to **receiver April's column** (*where April balance is grater than or equal to transfer amount*) then click on button **View Draft**.

Department : 01 - AGRICULTURE User : admin01 - ADMINISTRATOR Tue, Oct 20, 2020 DRAFT

Estimate Fund Transfer Reports Maintenance Sign out

Allocation for 2020-2021

Department: 01 Grant: 17 Scheme: 17-2401-00-001-01-01-0-V-

Detail Head: 13-Office Expenses Distributor: admin01 Balance: 2070.000 Valley Back

Amount in Thousands

	Quarter I			Quarter II			Quarter III			Quarter IV			Total
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
Grant Received	2070.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	2070.000
Balance	2050.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	2050
Receiver													Total
<input type="checkbox"/> 010001-CO Agriculture	20.000	May	June	July	August	September	October	November	December	January	February	March	20
Purpose													
Balance	2050.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	2050
Grant Available	2070.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	2070.000

View Draft Reset Cancel

Fig 1.7

9. On the next page click on **save** button. Once we click on save button fund will go to Final/ Approver user of Admin department In that user it will show **waiting for approval**.

Print date: 20/10/2020

Statement of Proposed Allocation (Draft level)

Department: 01 Demand No: 17 Scheme: 1724010000101010V-null Detail Head: 13-Office Expenses

Valley Amount in Thousands

Receiver	Quarter I			Quarter II			Quarter III			Quarter IV			Total
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	
010001	20.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	20.000
Purpose													
Total	20.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	20.000

Signature of Proposing Authority
admin01-Administrator of
Department 01

Save&Print Report Save Return Exit

Fig 1.8

2. Department Admin Final User

1. Please followed **Department admin Draft user Step 2** and **Select User Type** choose as Final. The capital "F" will appear in the user name without deleting the capital "F" type your user name (same user name for both Draft and Final) and password and click on button **Login**. Next page will open as below Fig 2.1.

Estimate	Fund Transfer	Reports	Maintenance	Sign out	
	Allocation	Allocation for 2020-2021			
Show Balance	Change CashFlow			Amount in Thousands	
Demand No	AutoChange CashFlow	Grant Received	Allocated		Approvals Awaited
	Surrender		In Draft	Finalized	
Demand 00	Withdrawal	400000.000	0	270000.000	0
Demand 05	Redistribution	200000.000	0	140000.000	0
Demand 17	Reappropriation	1449825.920	20.000	1417369.819	1
Demand 43		583682.325	0	573143.340	0
Demand 92		100000.000	0	60000.000	0

☒ Scheme wise ☐ CO wise

Fig 2.1

2. On the above Fig 2.1 Click on Menu **Fund Transfer** then **Allocation** and demand wise list will appeared. On the left hand side **Approvals Awaited** column their we can see 1 (One) awaited as well as Rs. 20000 in **Draft** (Amount in thousand). Its means Approval One is pending to apporved sum of Rs 20000 in figure below Fig 2.2.

3. In the next step we have to do drill down by clicking on **Deamnd No --> Major Head --> Scheme --> Object** of example scheme code **17-2401-00-001-01-01-0-V (13)**. Please refer Fig 2.2 to Fig 2.5

Allocation for 2020-2021				
Show Balance	<input checked="" type="radio"/> Valley <input type="radio"/> Hilly	Amount in Thousands		
Demand No	Grant Received	Allocated		Approvals Awaited
		In Draft	Finalized	
Demand 00	400000.000	0	270000.000	0
Demand 05	200000.000	0	140000.000	0
Demand 17	1449825.920	20.000	1417369.819	1
Demand 43	583682.325	0	573143.340	0
Demand 92	100000.000	0	60000.000	0

☒ Scheme wise ☐ CO wise

Fig 2.2

Allocation for 2020-2021				
Demand No :17	Back			
Show Balance	Valley	Amount in Thousands		
Major Head	Grant Received	Allocated		Approvals Awaited
		In Draft	Finalized	
2401-Crop Husbandry	1197279.620	20.000	1169587.519	1
2408-Food Storage and Ware Housing	6634.400	0	6632.000	0

Fig 2.3

Allocation for 2020-2021					Back
Major Head :2401-Crop Husbandry				Demand No :17	
Show Balance		Valley		Amount in Thousands	
<input checked="" type="checkbox"/> Select All	Scheme	Grant Received	Allocated		Approvals Awaited
			In Draft	Finalized	
<input checked="" type="checkbox"/>	17-2401-00-001-01-00-0-V Direction	147587.000	0	147586.967	0
<input checked="" type="checkbox"/>	17-2401-00-001-01-01-0-V Electric & Water Charges	2070.000	20.000	0	1
<input checked="" type="checkbox"/>	17-2401-00-001-25-00-0-V Strengthening of Agricultural Extension & Administration	107287.800	0	107287.800	0

Fig 2.4

Allocation for 2020-2021					
Scheme :17-2401-00-001-01-01-0-V-Electric & Water Charges			Demand No :17	Back	
Show Balance			Valley	Amount in Thousands	
<input type="radio"/>	Direct allocation to DDO				
Detail Head		Grant Received	Allocation		Approvals Awaited
			In Draft	Finalized	
13-Office Expenses		2070.000	20.000	0	1

Fig 2.5

4. After click on **Object** (e.g 13-Office Expenses) a Draft's allocated amount screen will be shown as in Fig 2.6. (Change of amount can be done by Final User) then Click on **View Final** Button and **Save** in Fig 2.7.

5. On completion a PDF report will be generated Fig 2.8.

Allocation Approval for 2020-2021															
Department: 01		Scheme: 17-2401-00-001-01-01-0-V-Electric & Water Charges								Detail Head: 13-Office Expenses					
Distributor: admin01		NonPlan			Charged			Balance: 2050.000						Back	
Valley										Amount in Thousands					
Balance		2050.00	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	2050.00		
Receiver	Designation	Quarter I			Quarter II			Quarter III			Quarter IV			Total	App
		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March		
010001	CO Agriculture	20.000												20.000	
Purpose															
			<div>View Final</div> <div>Reset</div> <div>Cancel</div>												

Fig 2.6

Statement of Proposed Allocation (Final level)														
Department:01		Demand No:17		Scheme:1724010000101010V-Electric & Water Charges							Detail Head:13-Office Expenses			
				Valley							Amount in Thousands			
Receiver	Quarter I			Quarter II			Quarter III			Quarter IV			Total	Status
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March		
010001	20.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	20.000	Approved
Purpose														
Total	20.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	20.000	
Signature of Proposing Authority admin01- Administrator of Department 01														
Save Return Exit														

Fig 2.7

GOVERNMENT OF MANIPUR
SECRETARIAT : AGRICULTURE DEPARTMENT



ORDER BY THE GOVERNOR : MANIPUR
Imphal, the 5th November, 2020

Administrative Department hereby grants allocation of fiscal year 2020-2021 as below

Beams Order No	262051120200104
Demand Number	17 - Agriculture
Head of Account	17-2401-00-001-01-01-0-V - Electric & Water Charges
Object Head	13 - Office Expenses
Amount Sanctioned	Rs. 20000.000 - (Valley)
Sanction Purpose	
Amount Permitted	Rs. 20000.000 - [Rupees Twenty Thousands only]
Net Amount	Rs. 20000.000 - [Rupees Twenty Thousands only]

The sub-allocation of fund under the above head as noted to meet the expenses of Agriculture Department are as shown below:-

SL NO	HOD/CO CODE	DESIGNATION	AMOUNT(Rs)
1	010001	CO Agriculture	20000.000
		Total Sanctioned	20000.000

By Orders & in the name of the Governor,

()

Govt. of Manipur

Copy to :

1. The Secretary to the Governor, Raj Bhavan, Imphal.
2. The Secretary to Chief Minister, Manipur.
3. PPS to the Hon'able Minister AGRICULTURE, Manipur
4. The Accountant General, Manipur.
5. Commissioner of AGRICULTURE
6. Secretary (FX/FR) Govt. of Manipur.
7. Under Secretary (FD/FC) Govt. of Manipur.
8. DC/Chief Engineer/Under Secretary/Director/Deputy Director of AGRICULTURE Govt. of Manipur.
9. The Treasury/Sub Treasury Officer concerned.
10. DDO Concerned.
11. Order Book / Guard File.

Fig 2.8