

## BEAMS MANUAL

### a. Withdrawal of Fund by Dept Admin or Director (CO)

Withdrawal of fund means transfer of fund from **lower level** to **higher level** by **higher level user** (i.e. Department Admin or Co/ Director). It is done only when unauthorized /unwanted / incorrect fund had allocated to lower level user.

**Note:-** If fund is withdrawal by **Department Admin** then it can be withdrawal from both lower level user **CO/ Director** and **DDO** else only to **DDO** by **CO**

1. Login as **Draft User**.
2. Go to Menu Fund Transfer and click on withdrawal.
3. List of **Demand No** will shown as in Fig 1.1.

Allocation for 2020-2021				
<input type="button" value="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		20004.890
Demand 05	200000.000	0		16415.019
Demand 44	2998240.767	0		2043918.776
Demand 92	100000.000	0		412.754

Fig 1.1

4. Let us **drill down** by clicking on **Demand No** until it reach desired **Scheme-Object** as shown in Fig 1.2. Here month wise available balance can he seen in Balance column.

**Note:-** We can withdrawal fund only if the balance is available. In order to withdrawal fund we have to enter fund to the corresponding balance available month.

Withdrawal of Funds for 2020-2021				<a href="#">Back</a>								
Major Head: 2235-Social Security and Welfare	Scheme: 44-2235-02-001-07-00-0-V-District Social Welfare OfficeBishnupur	Detail Head: 01-Salaries	Demand: 44									
Levels: <input checked="" type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third	Valley	Amount in Thousands										
<b>300001 - CO SOCIAL WELFARE</b>												
<b>THERE IS NO BALANCE TO WITHDRAW</b>												
<b>0530001- D.S.W.O. BISHNUPUR</b>												
Month	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
Balance	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1686.528	0.000	0.000	0.000	0.000
To be Withdrawn								100				
<input type="button" value="View Draft"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>												

Fig 1.2

- Suppose if we want to withdrawal fund form DDO i.e. 053001 a sum of Rs 100000 then enter the amount at **To be Withdrawn column** (i.e. November where coresponding balance available month) in fig 1.2
- Click on **View Draft** and **Save**.

## To Apporve withdrawal fund

- Login as **Final User**.
- Go to Menu **Approve Fund Transfer** and click on **withdrawal**.
- List of **Demand No** will be shown with status **waiting approval** 1 (One) or more in Fig 1.3 then follow **step 4** of Draft user.

Withdrawal of Funds for 2020-2021	
Show Balance	<input checked="" type="radio"/> Valley <input type="radio"/> Hill
Demand No	Approvals Awaited
Demand 00	0
Demand 05	0
Demand 44	1
Demand 92	0

Fig 1.3

- Here we can see withdrawal of fund enter by **Draft User** if any modification requiered can be done **Final User** else click on **View Final** then **Save**.

Withdrawal of Funds for 2020-2021											Back		
Scheme :4422350200107000V-District Social Welfare OfficeBishnupur								Detail Head :01-Salaries		Demand No :44			
Levels: <input checked="" type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third												Amount in Thousands	
Valley													
<b>0530001</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>	
<b>Balance</b>	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1586.528	0.000	0.000	0.000	0.000	
<b>To be Withdrawn</b>	0.000	0.000	0.000	0.000	0.000	0.000	0.000	100.000	0.000	0.000	0.000	0.000	
View Final    Reset    Cancel													

Fig 1.4

- Message will we pop up "**Approve Successful**"