

**GOVERNMENT OF ANDHRA PRADESH  
FINANCE (BUDGET.I) DEPARTMENT**

**Circular Memo.No.19021/6/Budget.I/2017,**

**dated: 14 -11-2017.**

Sub: Budget Estimates 2018-19 – Comprehensive Instructions for the preparation of Budget Estimates and Submission on-line – Obtaining Number Statements from the DDO (Drawing and Disbursing Officer) level - Further Instructions – Reg.

Ref: G.O.Ms.No.174, Finance (Budget.I) Department, dt. 27-09-2017.

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Government have issued Comprehensive Instructions and guidelines for preparation of Budget Estimates 2018-19 and number statements and to submit the same through online vide G.O. referred above.

2. Government have decided to obtain the Budget Estimates and details of number statements from grass root level i.e. from the Drawing and Disbursing Officers (DDO) each unit of the departments concerned so as to prepare the budget estimates for the year 2018-19 more accurate and result oriented.

3. Therefore, Government have created a separate Portal “**Budget Portal**” for preparation of Budget Estimates 2018-19 for obtaining budget estimates from DDO level to Secretariat level.

4. The following are the guidelines in brief for preparation and uploading the information online in the Budget Portal from DDO level to Secretariat level:

**DDO Codes Confirmation:**

The DDO Codes mapping is already done and made available for confirmation in the Portal. The HOD shall enter their details by logging in with their 11 digit DDO Code. The HOD can verify and confirm DDO Codes Mapping by clicking on “Confirm and Create Logins”. Once Mapping is Confirmed, Logins will be created to the DDOs. DDOs can login with their 11 digit DDO Code. The default password is ‘budget’. If any DDO Code is not visible, HOD can adopt from the central pool. HOD can view all SCO-DDO Mapping. The HOD can remove any invalid / Inactive DDO from his list before confirmation.

**Number Statements:**

The Post Categories are readily available in the list provided. The HOD can Add/Remove/Confirm the Post Categories. The HOD can add only those categories which are not available. All the Proformas are made available in their respective login. The DDO/SCO/HODs are required to fill all the proformas applicable to them. If any Proforma is not applicable, they can mark it as Not Applicable

The information in number statements and estimates furnished by the DDOs will automatically compiled and scrutinised at SCO level and SCOs at HOD level and HODs at Secretariat level. The User Manuals in respect of DDO, SCO and HOD are made available in the Home page of Budget Portal for guidance.

5. The HODs/SCOs/DDOs may login to budget portal through <https://apbudget.apcfss.in> or <https://www.apfinance.gov.in>. Through <https://www.apfinance.gov.in> user can click on budget 2018-19 link furnish the Number Statements and Budget Estimates for 2018-19.

6. The Secretariat Departments and Heads of Departments shall ensure that the Number Statements and Budget Estimates from the DDO level to Secretariat level be reached by the end of November, 2017 without fail so as to complete the Budget process at the earliest.

7. The DDOs/SCOs/HODs/Secretariat Departments may contact the following members of Help Desk for any information /assistance while preparation of Budget estimates 2018-19:

1. Sri K. Harikrishna, Ph.No.7729981922
2. Sri K. Sivaram, Ph. No. 9948197221
3. Sri Y. Uma Mahesh, Ph. No. 9247864455

**K.V.V.SATYANARAYANA  
SPECIAL SECRETARY TO GOVERNMENT**

To

All Departments of Secretariat.

All Heads of Departments and Estimating Officers.

The Registrar, High Court Judicature for Telangana and Andhra Pradesh at Hyderabad.

The Special Chief Secretary to Governor, Raj Bhavan, Hyderabad.

The Registrar, A.P. Administrative Tribunal, Hyderabad.

The Registrar, Lokayukta, Hyderabad.

The Secretary, APPSC, Hyderabad.

Copy to :

All Officers in Finance Department.

The Chief Technical Officer, Finance Department,

All Finance (FMU) Sections, O.P.I, O.P.II, Admn.I & III, HR-V (Pension) and HR-VI (A&L).

General Administration (I&PR) Department.

PS to Hon'ble Minister for Finance.

PS to Spl. C.S / Secy. (R&E) / Spl. Secy.(B&IF) / Spl. Secy. to Government, Finance Department.

SF/SC

//FORWARDED::BY ORDER//

SECTION OFFICER