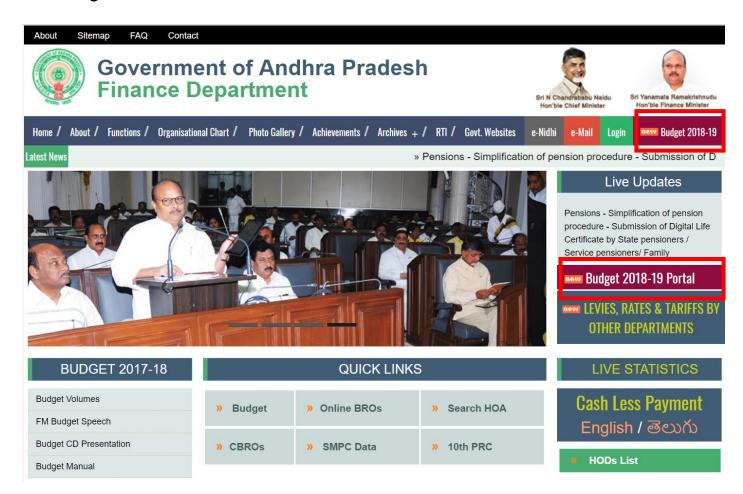
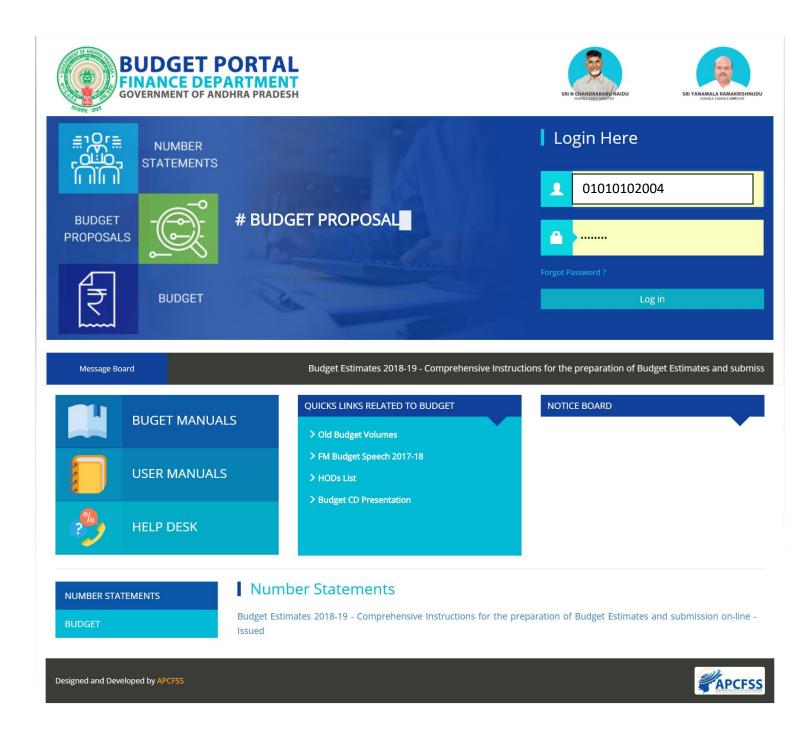
https://apbudget.apcfss.in/

User can login to budget portal through https://apbudget.apcfss.in/ or https://www.apfinance.gov.in user can click on budget 2018-19 link



• The new portal for budget 2018-19 will look like the below image



• The first time user will get the change password screen to change the default password as below image.

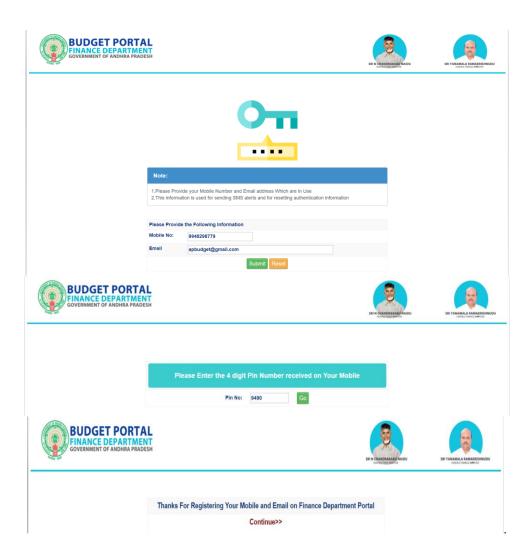






Change Your Password For Security reasons, Please change your Password.	
New Password	****
Retype New Password	*****
	Submit Reset

- After changing the password user has to provide the mobile number and email-id to reset the password at any point of time.
- After providing the mobile and email id the user will get an **OTP** to his registered mobile number and after providing the **OTP** the login process will be completed. User can click on **continue** to proceed.

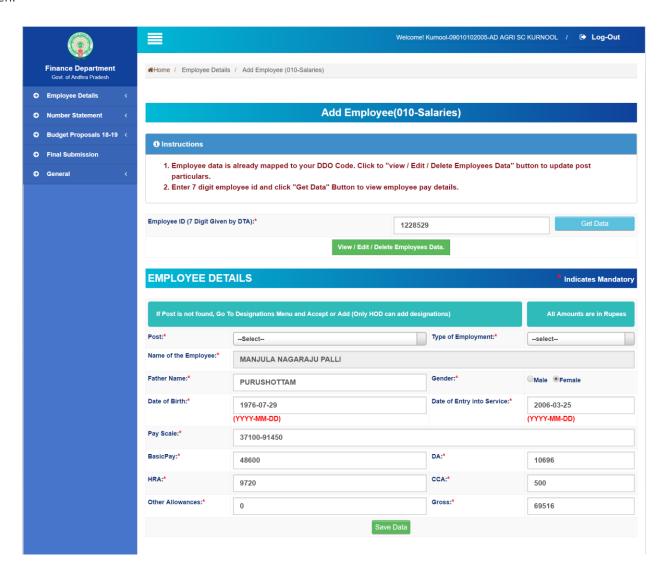


Services for the DDO

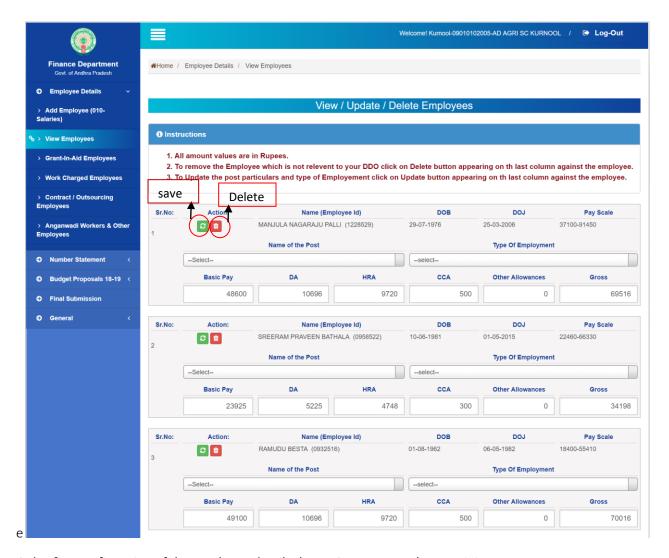
After login **DDO** can access the following services.

- Employee Details
- Number statements
- Budget Proposal 18-19
- Final Submission
- General

DDO is required to add all the employees for whom he is drawing salaries under his DDO Code, Using the following screen.



All the employee details from HRMS system under the respective DDOs are made available. DDO is required to confirm the details. The following screen depicts the process.

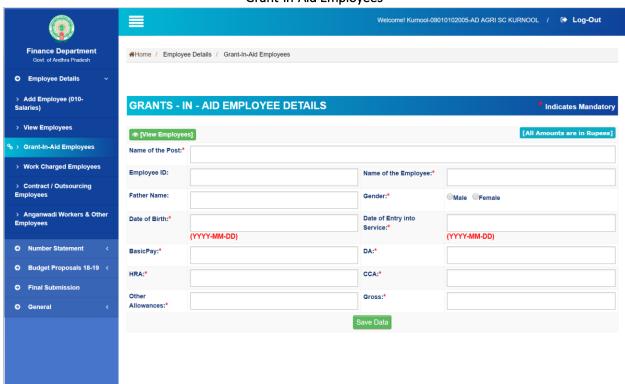


Only after confirmation of the employee details the DDO can access the remaining screens.

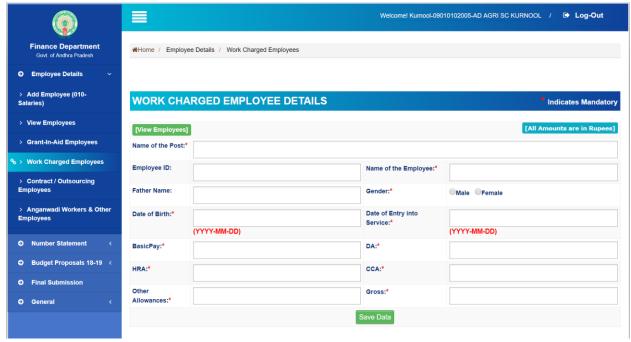
DDO is also responsible to enter the details in the following categories.

- Grant-in-Aid Employees
- Work Charged Employees
- Contract / Outsourced Employees
- Anganwadi Workers & Other Employees.

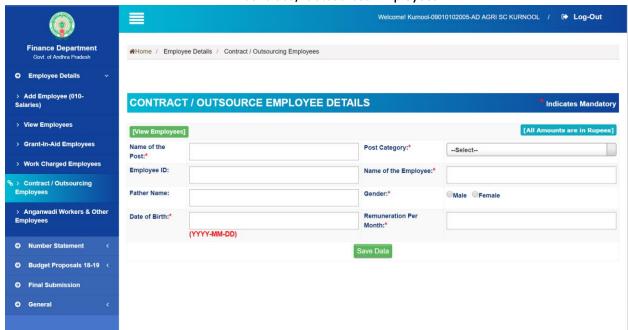
Grant-in-Aid Employees



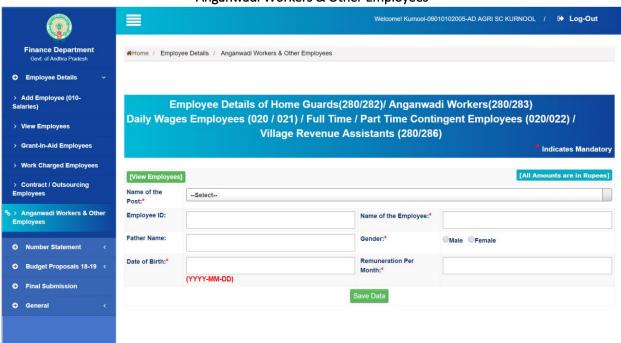
Work Charged Employees



Contract / Outsourced Employees



Anganwadi Workers & Other Employees

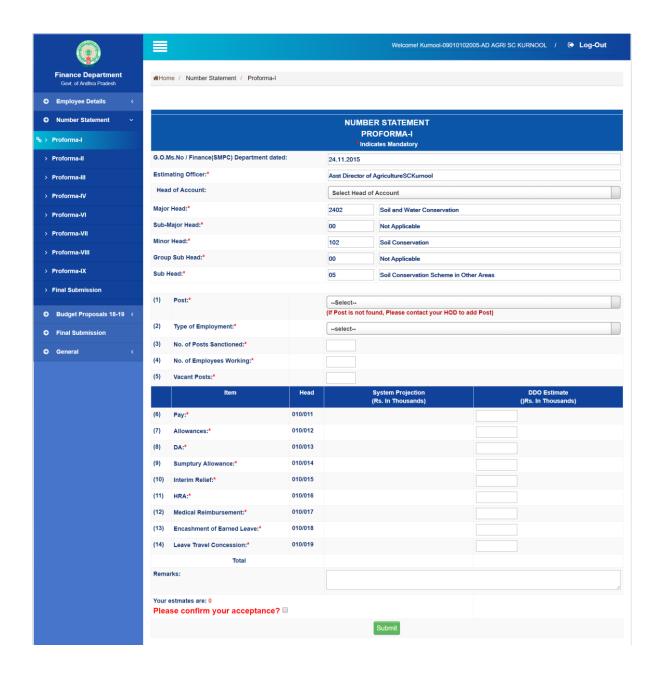


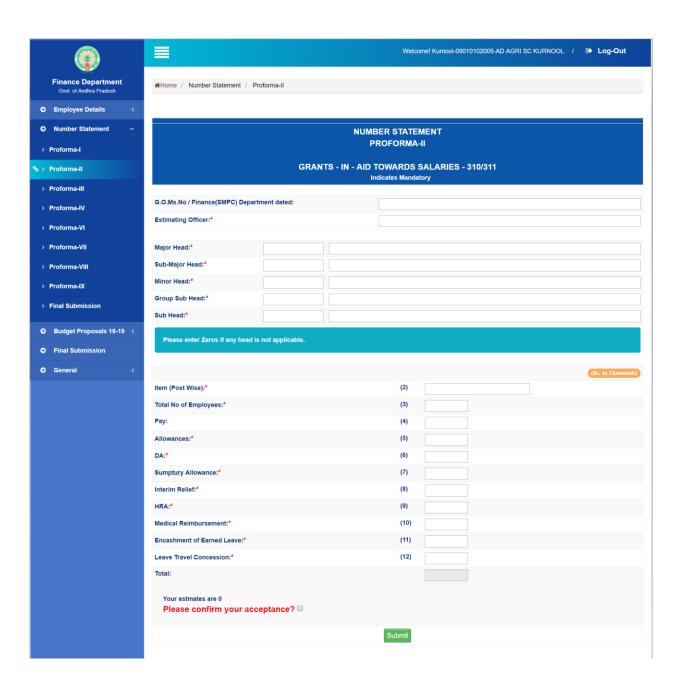
Number Statement Screens

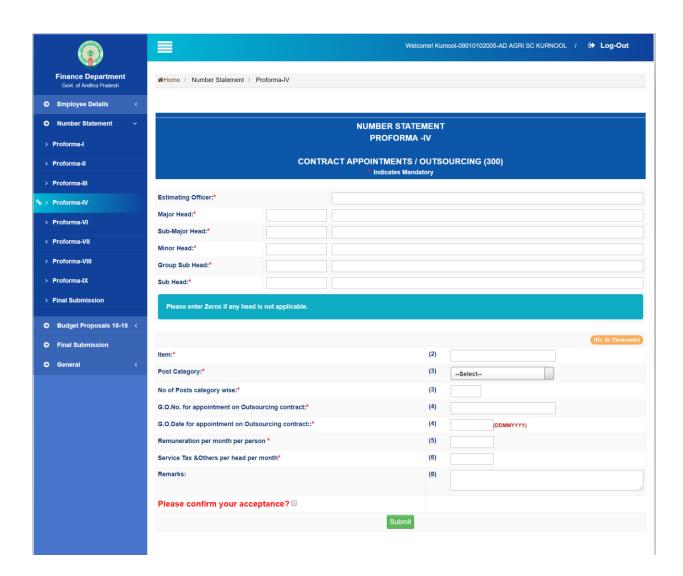
There will be total 10 Proformas are available out of which 8 are required to be submitted by the DDO. Proforma V and X will be filled by the HOD

- Proforma I
- Proforma II
- Proforma III
- Proforma IV
- Proforma VI
- Proforma VII
- Proforma VIII
- Proforma IX

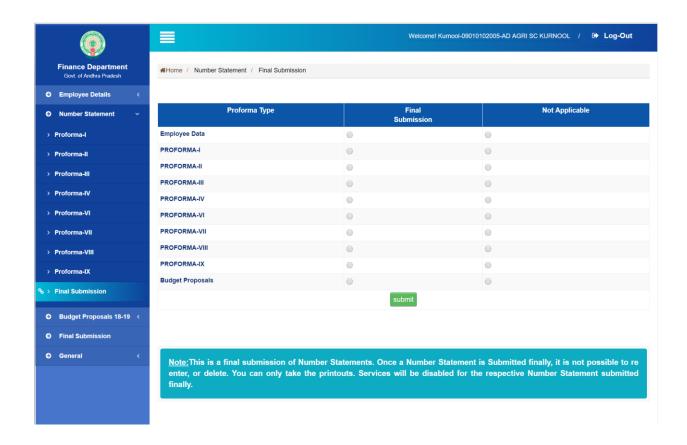
The following are the screen shots of the Proformas





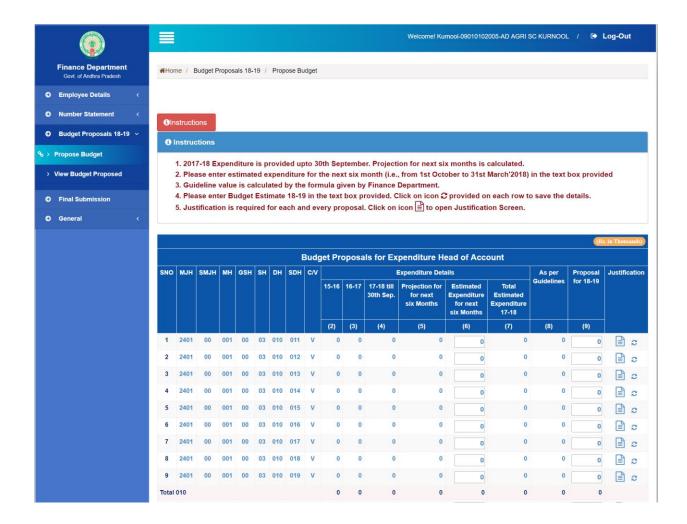


After finishing the Proformas data entry the DDO should submit to the SCO using the following Final Submit Screen. If any proforma is not applicable DDO can mark it as not applicable.



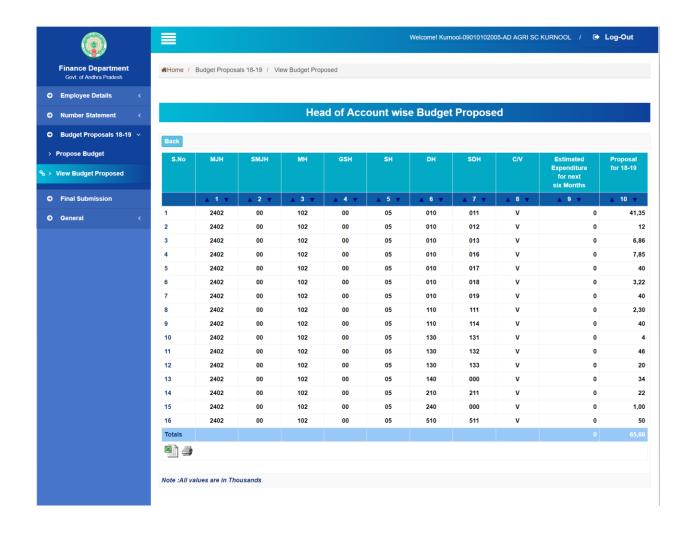
Budget proposals

DDO is provided with Revenue Head of accounts which are operated by the DDO. He is responsible to submit the proposals for 2018-19.



- Click on the Refresh button corresponding to each and every Head of Account to save the Details.
- Note pad button to submit the justification for the proposals.

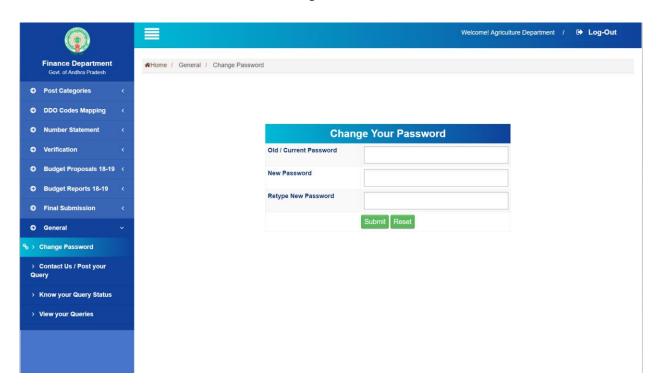
DDO can view the proposals for 2018-19 using the following report.



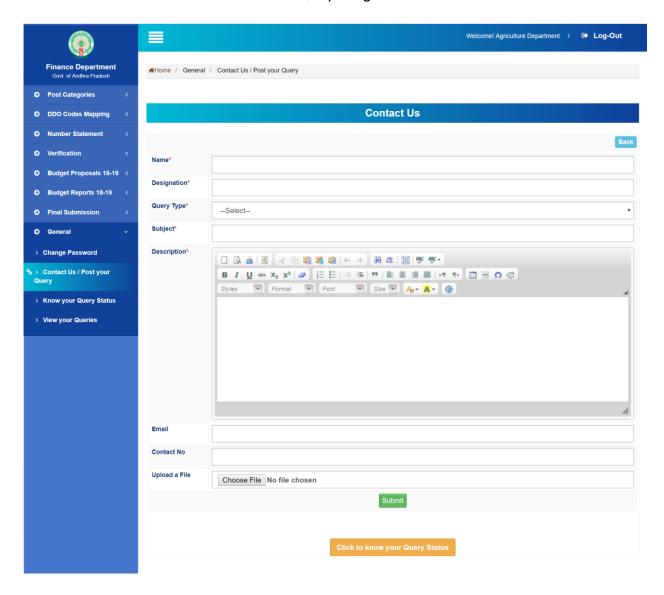
The following the general services which includes

- Change Password
- Contact Us/ Post your Query
- Know your Query Status
- View Your Queries.

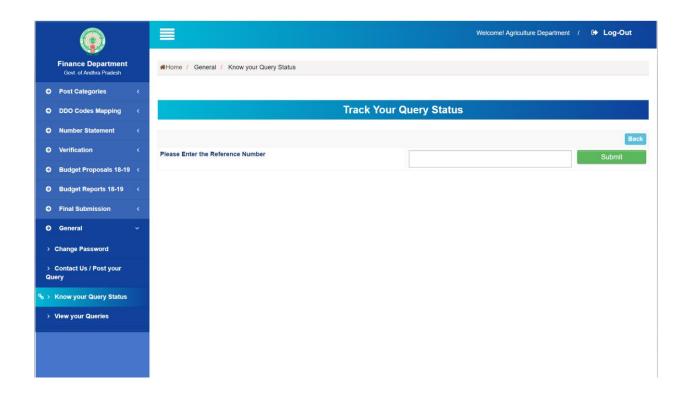
Change Password



Query Rising



Tracking of Queries



View Your Queries

