

## Welcome to Budget control system!

If you are a DDO under social welfare and social education Dept. then go through the following pre requisites before using budget control software.

### 1. Prerequisites:

- The machine you are using should have adobe reader 6.0 or above
- The screen resolution shall be 1024 X 768
- Your internet browser shall be IE 5.0/Mozilla 1.5 and above
- Pop up shall be allowed in your browser for this application

**2. Login:** your DDO Code will act as your user name in the system and can't be changed. To begin with, you will be able to login with password same as your user name. On first successful login, you are advised to change your password with **change password** option.

Government Of Tripura  
**Budget Control System**

**User Login**

User Name :

Password :

[Login](#)

Enter valid user name, password and click on "Login" button

Designed, Developed & Hosted by National Informatics Centre, Agartala,  
Tripura-799001, Phone : 91-381-2324053  
Write to : [sio-trpr@nic.in](mailto:sio-trpr@nic.in)

Picture-1

Change password option

Government Of Tripura  
**Budget Control System**

[Logout](#)

**Senior Deputy Magistrate, West Tripura**

For help, please contact Shri K Chakma, SRO at +91-381-2315552

**Forms**

- [Monthly Expenditure Entry](#)
- [Change Password](#)

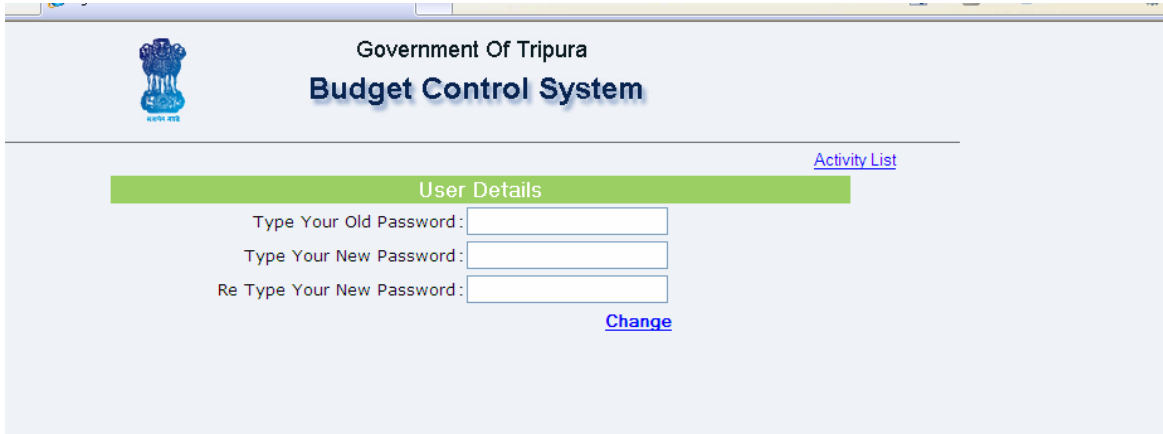
**Reports**

- [LOC Details](#)
- [Expenditure Details](#)
- [Download Fund Release/LOC Memos](#)

Click to change your password after first login or as & when required

Picture-2

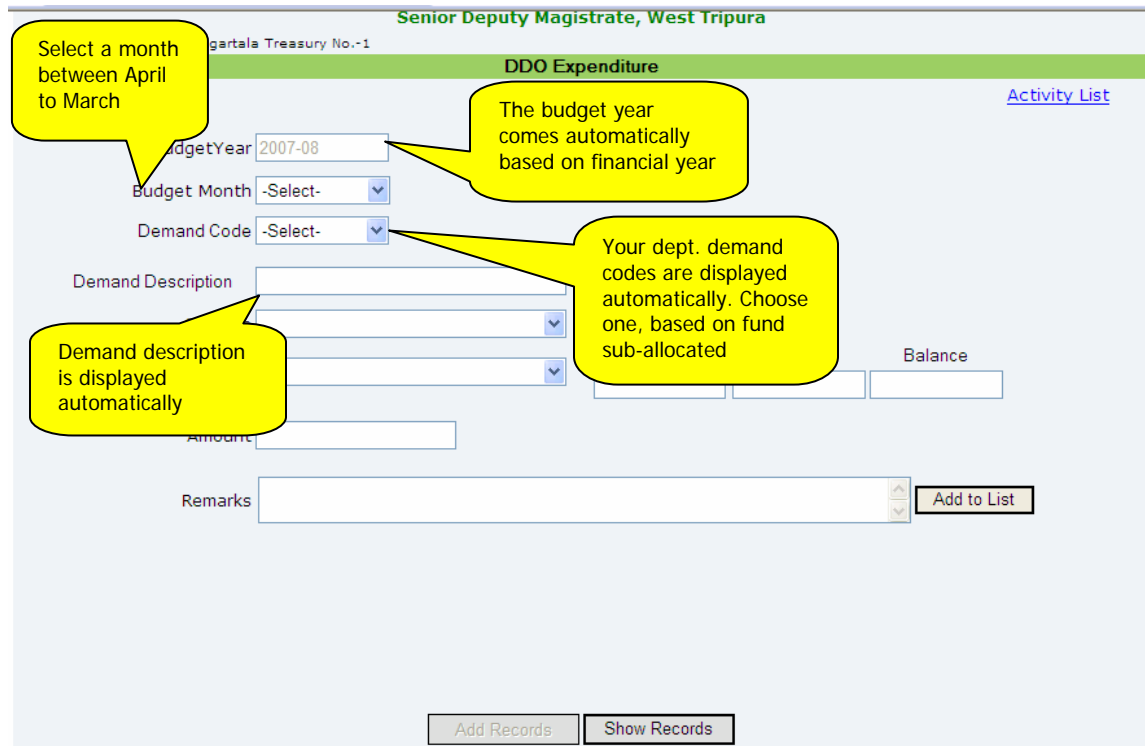
To change the existing password enters Old password, new password and Retype the new password again. Then click on "Change" button.



The screenshot shows the 'Government Of Tripura Budget Control System' interface. At the top left is the state emblem. The main header reads 'Government Of Tripura Budget Control System'. Below this is a green bar with the text 'User Details' and a link for 'Activity List'. The form contains three input fields: 'Type Your Old Password:', 'Type Your New Password:', and 'Re Type Your New Password:'. A 'Change' button is located below the fields.

Picture-3

**3. Monthly Expenditure Entry form:** you are expected to enter your monthly expenditure in accordance with the fund sub allocated to you by your department.



The screenshot shows the 'Senior Deputy Magistrate, West Tripura' DDO Expenditure form. The header includes the user's name and 'District Treasury No.-1'. The form title is 'DDO Expenditure' with an 'Activity List' link. The form fields include: 'BudgetYear' (text input with '2007-08'), 'Budget Month' (dropdown menu), 'Demand Code' (dropdown menu), 'Demand Description' (text input), 'Amount' (text input), and 'Remarks' (text area). A 'Balance' field is also present. At the bottom are 'Add Records' and 'Show Records' buttons. Three yellow callout boxes provide instructions: 'Select a month between April to March' points to the Budget Month dropdown; 'The budget year comes automatically based on financial year' points to the BudgetYear field; 'Your dept. demand codes are displayed automatically. Choose one, based on fund sub-allocated' points to the Demand Code dropdown; and 'Demand description is displayed automatically' points to the Demand Description field. An 'Add to List' button is located at the bottom right of the form.

Picture-4

**Senior Deputy Magistrate, West Tripura**

Treasury Name: Agartala Treasury No.-1

**DDO Expenditure** [Activity List](#)

BudgetYear: 2007-08

Budget Month: -Select-

Demand Code: -Select-

Demand Description:

Scheme:

Object Head:  Allocated:  Spent:  Balance:

Amount:

Remarks:

**Callouts:**

- Choose an object of expenditure based on your fund sub-allocation
- Select a scheme type based on fund sub-allocated to
- Based on options selected, system automatically displays the fund sub-allocated, expenditure already booked and the balance expenditure that is expected to be booked.

Picture-5

**Senior Deputy Magistrate, West Tripura**

Treasury Name: Agartala Treasury No.-1

**DDO Expenditure** [Activity List](#)

BudgetYear: 2007-08

Budget Month: -Select-

Demand Code: -Select-

Demand Description:

Scheme:

Object Head:  Balance:

Amount:

Remarks:

**Callouts:**

- You could also enter a remarks against the expenditure booked
- For the object of expenditure entered, enter the expenditure to be booked
- Click to book all expenditures under the demand and scheme, selected in a temporary area

Picture-6

BudgetYear

Budget Month

Demand Code

Demand Description

Scheme

Object Head

Allocated  Spent  Balance

Amount

Remarks

**To delete a particular record, select Delete option**

Object Head	Sub0HeadName	Amount	Remarks	Delete
16-Publication		0		Delete
18-Cost of Fuel & Maintenance cost of Vehicle		0		Delete
05-Rewards		0		Delete
24-...		0		Delete

**Click to save all expenditure details, shown in Add List**

Picture-7

Scheme

Object Head

Allocated  Spent  Balance

Sub object Head:

Amount

Remarks

**Click to view all fund details for update/delete operation**

Check	Budget Year	Budget Month	Treasury Code	DDO Code	Scheme Code
<input type="checkbox"/>	2007-08	JUN	Agartala Treasury No.-1	Senior Deputy Magistrate, West	2235/02/102/33/02(CSS)
<input type="checkbox"/>	2007-08	JUN	Agartala Treasury No.-1	Senior Deputy Magistrate, West	2235/02/102/33/02(CSS)

Picture-8

Scheme: [0002230211023002]

Object Head: [-Select-] Allocated: [ ] Spent: [ ] Balance: [ ]

Sub object Head: [--Select--] [ ] [ ] [ ]

Amount: [ ]

Remarks: [ ] [Add to List]

[Add Records] [Show Records]

Check	Budget Year	Budget Month	Treasury Code	DDO Code	Scheme	...
<input type="checkbox"/>	2007-08	JUN	Agartala Treasury No.-1	Senior Deputy Magistrate, West	2235/02/102/...	(CSS)
<input type="checkbox"/>	2007-08	JUN	Agartala Treasury No.-1	Senior Deputy Magistrate, West	2235/02/102/...	(CSS)

[Delete] [Update]


**Callouts:**

- To Update or Delete an expenditure entry, select (check) one from the list
- Only editable fields are open for updation. Others are frozen
- Click on "Delete" or "Update" button for successful operation

Picture-9

#### 4. Reports:

4.1 LOC details: To view all funds sub-allocated to a DDO, Logged in.


**Government Of Tripura**  
**Budget Control System**

[Logout](#)

**Senior Deputy Magistrate, West Tripura**  
 For help, please contact Shri K Chakma, SRO at +91-381-2315552

**Forms**

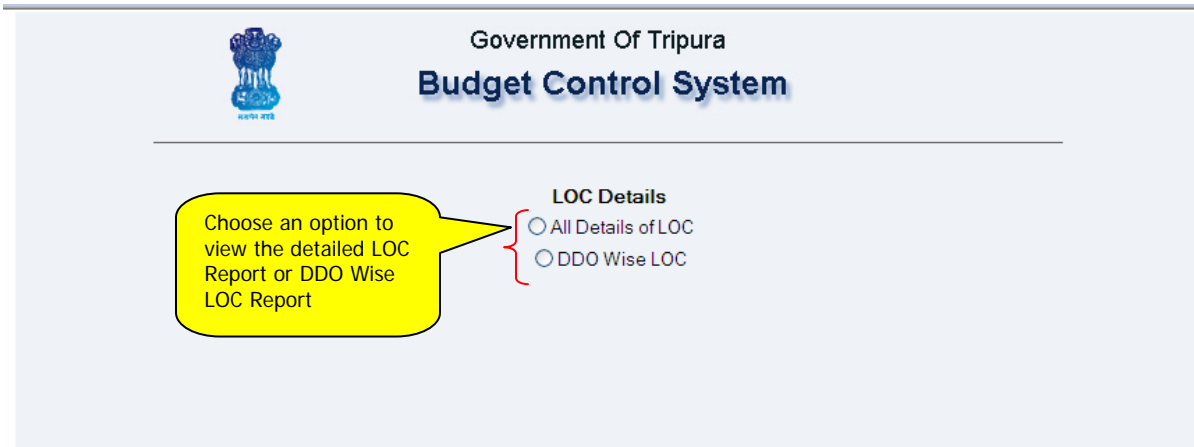
- [Monthly Expenditure Entry](#)
- [Change Password](#)

**Reports**

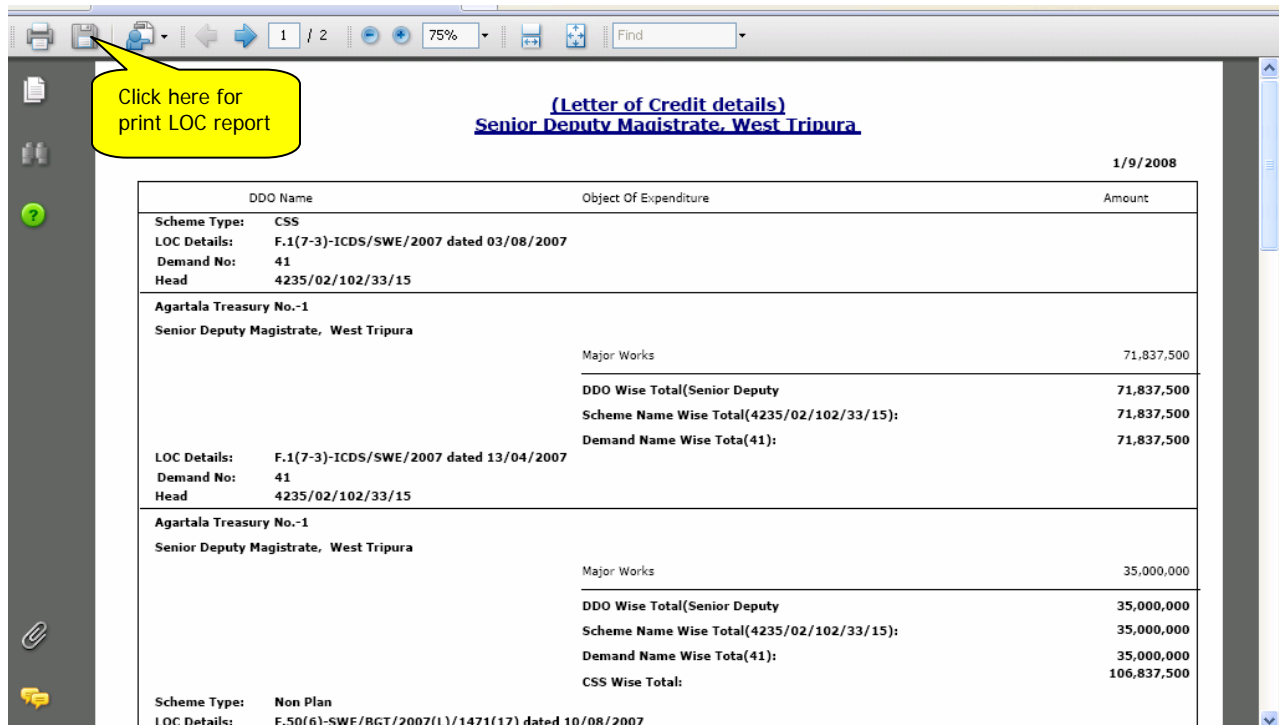
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**Callout:** Click to view the LOC Details

Picture-10



Picture-11



Picture-12

## 5. Conclusion

For any help please contact:

1. Shri K Chakma, SRO at +91-381-2315552
2. Shri A K De, PSA at + 91-381-2314640