

2019

# Integrated Financial Management System

## BFC Profoma 14 (A) – User Manual

This document will help User in understanding the process of BFC Profoma 14 (A)

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## Contents

1 Introduction.....	3
1.1 About IFMS.....	3
1.2 Help Desk.....	3
2 Product Features.....	3
3 Installation Instructions.....	3
3.1 Software requirement .....	3
3.2 Hardware requirement.....	3
3.3 Networking requirement .....	3
3.4 Installation procedure.....	3
4 BFC Profoma 14 (A).....	4
4.1.1 Generate Sanction .....	5
<b>4.1.1.1 Sanction Entry.....</b>	<b>5</b>
<b>4.1.1.2 Remarks for Sanction Letter (Entry Form) .....</b>	<b>10</b>
<b>4.1.1.3 Sanction Letter to be Sent(CC).....</b>	<b>11</b>
4.1.2 Report.....	12
<b>4.1.2.1 Sanction Letter .....</b>	<b>12</b>
<b>4.1.2.2 Status of sanctions.....</b>	<b>13</b>
<b>4.1.2.3Sanction Works Detail .....</b>	<b>14</b>
4.1.3 Sanction Finalization.....	17
<b>4.1.3.1 All .....</b>	<b>17</b>
<b>4.1.3.2 Budget Head Wise.....</b>	<b>18</b>

## 1 Introduction

### 1.1 About IFMS

Integrated Financial Management System (IFMS) is an e-Governance initiative of Rajasthan Government for effective, accountable and transparent Public Finance Management. IFMS has been conceptualized as an umbrella system covering all modular systems and their integration. The main objective of IFMS is to achieve computerization of state wide financial transactions and efficient monitoring and facilitate a Single Window interface across various functions.

### 1.2 Help Desk

In case of any query please contact at Help Desk –

<b>Email ID</b>	<a href="mailto:ifms-rj@nic.in">ifms-rj@nic.in</a>
<b>Phone No.</b>	0141 -5153222
<b>Extension</b>	24452

## 2 Product Features

- (1) Web application is developed in ASP.NET
- (2) Reports are generated using Crystal Reports and SQL Server Reporting tool.

## 3 Installation Instructions

### 3.1 Software requirement

- Internet Explorer 7.0 or higher version
- PDF Acrobat Reader (9.0)

### 3.2 Hardware requirement

- Pentium 4 Desktop
- 512 MB RAM
- Printer (Dot-Matrix Printer or Laser)

### 3.3 Networking requirement

- Internet Connection with uninterrupted 512 kbps speed

### 3.4 Installation procedure

- User need to Access the application through following URL

URL: <http://ifms.raj.nic.in/>

## 4 BFC Profoma 14 (A)

**BFC Profoma 14 (A)** is related to **Work Module**. Before Entry in BFC Profomas user has to enter **Work Sanction** in this form. AD is the starting role in this form. AD has rights to create Work Sanction. Next screen shows login page from AD. (In Figure-1) This form helps HoD to add work. In this form it will display the Work Sanction form.

- 1) AD has rights to generate new sanction and after the finalization of sanction it will display on HOD level.
- 2) And also update or delete the sanction.
- 3) After create sanction user has rights to check the report.
- 4) After check the port user has also rights to finalize the Sanction.

### Login Screen AD:--



Figure No -1

After selection the **Log in** Button Next screen will display. It is shown in figure-1

### Application Path:--

Sanctions  $\Rightarrow$  Work  $\Rightarrow$  Generate Sanctions



Figure No -2

## 4.1.1 Generate Sanction

- 1) After Selection of **Generate sanction** next screen will display. There is three links and each link has some functionality.



Figure No -3

- 2) Link :
  - **Sanction Entry**
  - **Remarks for Sanction Letter(Entry Form)**
  - **Sanction Letter to be send(CC)**

### 4.1.1.1 Sanction Entry

#### Add/Save New Sanction Entry

- 1) After click on **Sanction Entry** as shown in above diagram.

The image shows a form for entering a sanction. It has a header bar with three sections: 'Sanctions Entry', 'Remarks for Sanction Letter(Entry Form)', and 'Sanction Letter to be Sent(CC)'. Below the header, there are several input fields: 'Budget Head' with a grid of boxes containing the values 4059, 80, 789, 05, 00, and 17; 'BFC Type' with radio buttons for 'Central Assistance' and 'State Fund'; 'Head Type' with radio buttons for 'Voted' and 'Charged'; and two buttons labeled 'Search' and 'Reset'.

Figure No -4

- 2) The following parameters inputs need to be provided by user.
  - **Budget Head** - It is display in read only mode
  - **BFC Type** - User has to select BFC Type
  - **Head Type** - User has to select Head Type
- 3) After the selection click on **Search** button it will display the following screen and user need to be input following parameters.

Sanctions Entry							Remarks for Sanction Letter(Entry Form)				Sanction Letter to be Sent(CC)	
Budget Head	4059	80	789	05	00	17	BFC Type	<input type="radio"/> Central Assistance <input checked="" type="radio"/> State Fund	Head Type	<input checked="" type="radio"/> Voted <input type="radio"/> Charged	Search	Reset
<input checked="" type="radio"/> Add <input type="radio"/> Edit												
Enter the File Details Related to the Work												
Sanction Year	<input checked="" type="radio"/> Current Year <input type="radio"/> Previous Year											
FD Approval File ID	1234		Expenditure Division				DS Expenditure 3		FD Letter Date		29/11/2019 (e.g. DD/MM/YYYY)	
Enter Sanctions Details												
Sanction	<input checked="" type="radio"/> Revised <input type="radio"/> New <input type="radio"/> Edit <input type="radio"/> ReviseWork											
AD Sanction Number	12345						Sanction Date			30/11/2019 (e.g. DD/MM/YYYY)		
Total Sanctioned Amount(In Thousand)	10						Sanction For Department			65-Public Works Department, Jaipur		
Sanction To	मुख्य अभियंता, सार्वजनिक निर्माण विभाग, जयपुर। (This name will appear in Sanction letter as address to)						Sanction Subject			सड़क निर्माण कार्य		
Sanction Reference	आपका पत्रांक PDF/123/456						Sanction Content			उपर्युक्त विषयान्तर्गत लेख हे कि विभिन्न गाँवों एवं शहरों में सड़क निर्माण कार्य करवाने हेतु राशि 10 (हजारों में) स्वीकृत की गई है।		
Sanction From	प्रशासनिक विभाग। (This name will appear in Sanction letter as address From)											
<input type="button" value="Save"/> <input type="button" value="Cancel"/>												

Figure No -5

- **Sanction Type** - User has to select **Add** or **Edit**
- **Sanction Year** - User has to select the Sanction Year
- **FD Approval ID** - User has to enter the FD Approval ID
- **FD Letter Date** - User has to enter the FD Approval Date
- **Sanction** - User has to select **Revised** or **New** or **Edit/RevisedWork**
- **Ad Sanction Number** - User has to enter the Ad Sanction Number
- **AD Sanction Date** - User has to enter the Sanction Date
- **Total Sanction Amount** - User has to enter the Amount (in Thousand)
- **Sanction for Department** - User has to select Department for Sanction
- **Sanction to** - User has to enter Receiver's Post Name for Sanction
- **Sanction Subject** - User has to enter Sanction Subject
- **Sanction Reference** - User has to enter Sanction Reference
- **Sanction Content** - User has to enter Sanction Content
- **Sanction From** - User has to enter Sender's Post Name for Sanction Letter

Sanction Saved successfully.  
 Sanction Id is:5299  
 Please remember this Sanction id for future reference.  
 Enter Amount Under Current Financial Year for Sanction ID:5299

Figure No -6

4) After that click on **Save** to save the sanction. It will display the **Sanction Saved Successfully** message.

5) After that Two more following Parameters inputs need to be provided by User

# Integrated Financial Management System

Enter Amount against Current Financial Year	
Amount (In Thousand)	<input type="text" value="10"/>
Date	<input type="text" value="31/03/2020"/> (e.g.DD/MM/YYYY)
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure No -7

- **Amount** - User has to enter the Amount (In thousands) against Current Financial Year
- **Date** - User has to enter the Date

6) After that click on **Save** to save the sanction. It will display the **Data Saved Successfully** message.



Figure No -8

7) After that it will display following screen and user need to be input following parameters.

Id	Date	Amount (In Thousand)	Action
3809	31/03/2020	10	Edit   Delete

Enter Work Details Related to above Sanctions	
Work Name	<input type="text" value="गाँव मण्डावर से शहर दोसा तक पक्की सड़क"/>
Work Category	<input type="text" value="सड़क - नवीन निर्माण"/>
Add Sanction Amount	<input type="button" value="Add Sanction Amount for Work"/> (Please click here for Add Sanction Amount For Work)
Select Sanction Amount Type	Amount (In Thousand)
<input type="text" value="राज्य हिस्सा"/>	<input type="text" value="10"/>
Total Sanction Amount For Work (In Thousand)	<input type="text" value="10"/>
Remark for Work	<input type="text" value="For Road Development Works"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Figure No -9

- **Work Name** - User has to enter Work Name in Hindi
- **Work Category** - User has to select Work Category
- **Add Sanction Amount** - User has to click on **Add Sanction Amount for Work**
- **Sanction Amount type** - User has to select Sanction Amount type and enter the Amount
- **Remark for Work** - User has to enter Remark for this work.

8) After that click on **Save** to save the sanction it will display the **Work Saved Successfully** message and done entry.



Work Save Successfully

OK

Figure No -10

Id	Date	Amount (In Thousand)	Action
3809	31/03/2020	10	Edit   Delete

**Enter Work Details Related to above Sanctions**

Work Name	<input type="text"/>
Work Category	सड़क - नवीन निर्माण
Add Sanction Amount	<a href="#">Add Sanction Amount for Work</a> (Please click here for Add Sanction Amount For Work)
Total Sanction Amount For Work (In Thousand)	<input type="text"/>
Remark for Work	<input type="text"/>

Id	कार्य का नाम (Work Name)	कार्य का प्रकार (Work Category)	कार्य का उपप्रकार (Work Subcategory)	Amount (In Thousand)	Action
111443	गाँव मण्डावर से शहर दौसा तक पक्की सड़क	सड़क	नवीन निर्माण	10	Edit   Delete

Figure No -11

## Update Sanction

- 1) To update in sanction click on **Edit**, User has enter the Sanction Id in **Sanction Id** and press the enter button. It will display **Update** and **Cancel** Option. You can change any field.

Sanctions Entry				Remarks for Sanction Letter(Entry Form)				Sanction Letter to be Sent(CC)							
Budget Head	4059	80	789	05	00	17	BFC Type	<input type="radio"/> Central Assistance	<input checked="" type="radio"/> State Fund	Head Type	<input checked="" type="radio"/> Voted	<input type="radio"/> Charged	<input type="button" value="Search"/>	<input type="button" value="Reset"/>	
<input type="radio"/> Add <input checked="" type="radio"/> Edit		Sanction ID : 5299		(Please Enter Sanction ID and Press Enter Button)											
<b>Enter the File Details Related to the Work</b>															
Sanction Year		<input checked="" type="radio"/> Current Year <input type="radio"/> Previous Year													
FD Approval File ID		Expenditure Division				DS Expenditure 3				FD Letter Date				(e.g.DD/MM/YYYY)	
<b>Enter Sanctions Details</b>															
Sanction		<input type="radio"/> Revised <input checked="" type="radio"/> New <input type="radio"/> Edit/ReviseWork													
AD Sanction Number		<input type="text"/>				Sanction Date				<input type="text"/> (e.g.DD/MM/YYYY)					
Total Sanctioned Amount(In Thousand)		<input type="text"/>				Sanction For Department				--Select SanctionFor--					
Sanction To		<input type="text"/> (This name will appear in Sanction letter as address to)				Sanction Subject				<input type="text"/>					
Sanction Reference		<input type="text"/>				Sanction Content				<input type="text"/>					
Sanction From		<input type="text"/> (This name will appear in Sanction letter as address From)													
<input type="button" value="Update"/> <input type="button" value="Cancel"/>															

Figure No- 12



# Integrated Financial Management System

Sanctions Entry		Remarks for Sanction Letter(Entry Form)			Sanction Letter to be Sent(CC)	
Budget Head	4059 80 789 05 00 17	BFC Type	Central Assistance State Fund		Head Type	Voted Charged
Add Edit		Sanction ID : 5299 (Please Enter Sanction ID and Press Enter Button)				
Enter the File Details Related to the Work						
Sanction Year	Current Year Previous Year					
FD Approval File ID	1234	Expenditure Division	DS Expenditure 3		FD Letter Date	29/11/2019 (e.g.DD/MM/YYYY)
Enter Sanctions Details						
Sanction	Revised New Edit/Revise/Work					
AD Sanction Number	12345	Sanction Date	30/11/2019 (e.g.DD/MM/YYYY)			
Total Sanctioned Amount(In Thousand)	10	Sanction For Department	65-Public Works Department, Japur			
Sanction To	मुख्य अभियंता, सार्वजनिक निर्माण विभाग, जयपुर। (This name will appear in Sanction letter as address to)			Sanction Subject		
Sanction Reference	PWD/123/456	Sanction Content		उपर्युक्त विषयगत लेख हे कि विभिन्न गाँवों एवं शहरों में सड़क निर्माण कार्य करवाने हेतु राशि 10 (हजारों में) स्वीकृत की गई है।		
Sanction From	प्रशासनिक विभाग (This name will appear in Sanction letter as address From)					
Sanction id : 5299		Update		Cancel		

Figure No- 13

Enter Amount against Current Financial Year			
Amount (In Thousand)		Date	
Save		Cancel	
Id	Date	Amount (In Thousand)	Action
3809	31/03/2020	10	Edit   Delete

Figure No- 14

Enter Amount against Current Financial Year			
Amount (In Thousand)	10	Date	03/31/2020 (e.g.DD/MM/YYYY)
Update		Cancel	
Id	Date	Amount (In Thousand)	Action
3809	31/03/2020	10	Edit   Delete

Figure No- 15

Enter Work Details Related to above Sanctions					
Work Name					
Work Category	सड़क - नवीन निर्माण				
Add Sanction Amount	Add Sanction Amount for Work (Please click here for Add Sanction Amount For Work)				
Total Sanction Amount For Work (In Thousand)					
Remark for Work					
Save		Cancel			
Id	कार्य का नाम (Work Name)	कार्य का प्रकार (Work Category)	कार्य का उपप्रकार (Work Subcategory)	Amount (In Thousand)	Action
111443	गाँव मण्डावर से शहर दौसा तक पक्की सड़क	सड़क	नवीन निर्माण	10	Edit   Delete

Figure No- 16

Enter Work Details Related to above Sanctions					
Work Name	गाँव मण्डावर से शहर दौसा तक पक्की सड़क				
Work Category	सड़क - नवीन निर्माण				
Add Sanction Amount	Add Sanction Amount for Work (Please click here for Add Sanction Amount For Work)				
Select Sanction Amount Type	Amount (In Thousand)				
राज्य हिस्सा	10				
Total Sanction Amount For Work (In Thousand)	10				
Remark for Work	For Road Development Works				
<input type="button" value="Update"/> <input type="button" value="Cancel"/>					
Id	कार्य का नाम (Work Name)	कार्य का प्रकार (Work Category)	कार्य का उपप्रकार (Work Subcategory)	Amount (In Thousand)	Action
111443	गाँव मण्डावर से शहर दौसा तक पक्की सड़क	सड़क	नवीन निर्माण	10	Edit   Delete

Figure No- 17

2) After update the fields click on **Update**. It will display the **Data Update Successfully** message.

Data Update Successfully

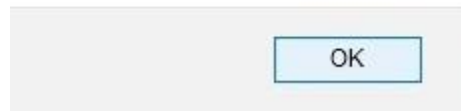


Figure No- 18

3) If you don't want update any field click on **Cancel**.

## 4.1.1.2 Remarks for Sanction Letter (Entry Form)

1) Now User will choose second link **Remarks for Sanction Letter(Entry Form)** for Remarks.

Sanctions Entry	Remarks for Sanction Letter(Entry Form)	Sanction Letter to be Sent(CC)
Remarks for Sanction Letter(Entry Form)		
Sanction ID	5299	Sanction Number : 12345
Add Remark (Click On this button if you want to Add more Text Box of Remark)		
1. Remark	For Road Development Works	
<input type="button" value="Save"/>		

Figure No -19

Sanction Letter Remarks Entry Corresponding to Sanction Id is:5299  
Saved Successfully..

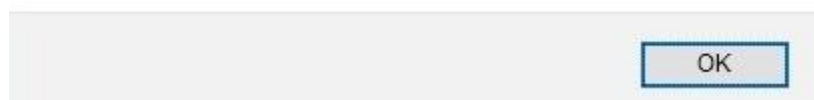


Figure No -20

- 2) After selection to **Remarks for Sanction Letter(Entry Form)** it will display the **Sanction ID**. User has to enter the **Sanction Id** and press the button Enter.
- 3) After press the button Enter it will display the **1. Remark**. User has to enter Remark.
- 4) For more than one remark User has to click **Add Remarks** for more remarks.
- 5) After that click on **Save** to save the remarks.
- 6) After click on **Save** it will display the **Sanction Letter Remarks Entry Corresponding to Sanction id is: Saved Successfully** message.

### 4.1.1.3 Sanction Letter to be Sent(CC)

- 1) Now User will choose the link **Sanction Letter to be Sent(CC)** to send copy to other Related Departments.

Sanctions Entry	Remarks for Sanction Letter(Entry Form)	Sanction Letter to be Sent(CC)
<b>Sanction Letter to be Sent(CC)</b>		
Sanction ID	5299	Sanction Number : 12345
<b>Add Copy To</b>	(Click On this button if you want to Add more Text Box Of Copy To)	
1.Copy To	मुख्य अभियंता, पी.डब्ल्यू.डी., जयपुर।	
2 .Copy To	रक्षित पत्रावली	
<b>Save</b>		

Figure No -21

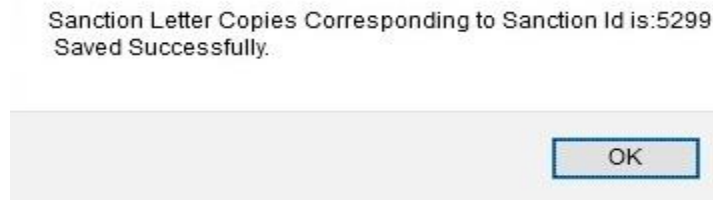


Figure No -22

- 2) After selection to **Sanction Letter to be Sent(CC)** it will display the **Sanction ID**. User has to enter the **Sanction Id** and press the button Enter.
- 3) After press the Enter button it will display the **1. Copy**. User has the enter Copy.
- 4) For more than one Copy user has to click **Add Copy to** for more copies.
- 5) After that click on **Save** to save the copies.
- 6) After click on **Save** it will display the **Sanction Letter Copies Corresponding to Sanction Id is: Saved Successfully** message.

## 4.1.2 Report

- Sanction Letter
- Status of Sanctions
- Sanction wise Detail

### 4.1.2.1 Sanction Letter

- 1) After Creation of Sanction, Click on **Sanction Letter** Button in **Report** option for Verification of Sanction. Next screen will display. It is shown in figure-..

Application Path:--



Figure No - 23

- 2) After selection the **Sanction Letter** Button in **Report** option it will display the following parameters inputs need to be provided by user

Generate Sanction Letter for Works	
Sanction ID(IFMS)	<input type="text" value="5299"/>
Select Amount Type	<input checked="" type="radio"/> Thousand <input type="radio"/> Lakh
Report Show In	<input checked="" type="radio"/> PDF <input type="radio"/> Other
<input type="button" value="Show Report"/>	

Figure No - 24

- **Sanction ID(IFMS)** - User has to enter Sanction ID
- **Select Amount Type** - User has to select the Amount Type (Thousand or Lakh)
- **Report Show in** - User has to select PDF or Other format for Report.

- 3) Click on **Show Report** for Report. After Click on **Show Report** it will display the following report.



राजस्थान सरकार  
सार्वजनिक निर्माण विभाग, जयपुर

IFMS ID :5299

12345

दिनांक : 30/11/2019

मुख्य अभियंता  
सार्वजनिक निर्माण विभाग  
जयपुर।

विषय : सड़क निर्माण कार्य  
सन्दर्भ : PWD/123/456

महोदय/महोदया,

उपर्युक्त विषयांतर्गत लेख है कि विभिन्न गाँवों एवं शहरों में सड़क निर्माण कार्य करवाने हेतु राशि 10 (दस लाखों में) स्वीकृत की गई है।

क्र.स.	कार्य	राशि (सहस्रो में)
1	गाँव मण्डावर से शहर बीसा तक पक्की सड़क	10.00
	<b>कुल</b>	<b>10.00</b>

उक्त व्यय 10.0000सहस्रों मेंचालू वित्तीय वर्ष के लिये निम्न बजट मद से किया जावेगा :-  
4059-80-789-(05)-[00]-17::लोक निर्माण कार्य पर पूंजीगत परिव्यय-सामान्य-अनुसूचित जातियों के लिए विशिष्ट संघटक योजना-सामान्य भवन (सार्वजनिक निर्माण विभाग)---बृहत् निर्माण कार्य-राज्य निधि

For Road Development Works

भवदीय,  
प्रशासनिक विभाग

प्रतिलिपि निम्नलिखित को सूचनाय एवं आवश्यक कार्यवाही हेतु प्रेषित है :-

- 1 मुख्य अभियंता, पी.डब्ल्यू.डी., जयपुर।
- 2 रचित पत्रावली

भवदीय,  
प्रशासनिक विभाग

Figure No - 25

## 4.1.2.2 Status of sanctions

- 1) After checking Sanction Letter, Click on **Status of Sanctions** option in **Report** option for check status of sanctions. Next screen will display. It is shown in figure-.

### Application Path:--

Sanctions → Work → Report → Status of Sanctions

The screenshot shows the IFMS application interface. At the top, there is a navigation bar with 'Home', 'Financial Year:2019-2020', 'Date : 24/12/2019', and 'Level :AD User'. Below this is a menu bar with 'System Admin', 'Finance', 'Ways And Means', 'Plan', 'Sanctions', 'State Loan', and 'State Loan Sanction letter'. The 'Sanctions' menu is open, showing options like 'Post', 'Phones', 'Vehicles', 'PrinterServer', 'report', and 'Work'. The 'Work' option is selected, and a sub-menu is open showing 'Generate sanction', 'Finalization of sanctions', and 'Report'. The 'Report' option is selected, and a further sub-menu is open showing 'Sanction letter', 'Status of sanctions', and 'Sanction Works Detail'. The 'Status of sanctions' option is highlighted.

Figure No - 26



- 2) After selection the **Status of Sanctions** option in **Report** option it will display the following parameters inputs need to be provided by user

Administrative Wise Sanctions For Work	
Financial Year	2019-2020
Report Type	<input checked="" type="radio"/> Summary <input type="radio"/> Detailed
Report Show in	<input checked="" type="radio"/> PDF <input type="radio"/> Other
<input type="button" value="Show Report"/>	

Figure No - 27

- **Financial year** - User has to select Financial Year
- **Report Type** - User has to select the Report Type (Summary or Detailed)
- **Report Show in** - User has to select PDF or Other format for Report.

- 3) Click on **Show Report** for Report. After Click on **Show Report** it will display the following reports.



**Government of Rajasthan**

Financial Year: 2019-2020  
Administrative Sanctions For Work

S.No.	Administrative Sanction	Sanction Amount	Sanction Amount (2019-2020)	Is Finalized
Administrative Department : Public Works Department, Jaipur(48)				
Budget Head : 4059-80-789-05-00-17-(P)-(V)				
1	12345-(5299)	10	10	N
Totla:		10	10	
Grand Totla:		10	10	

Figure No. 28

### 4.1.2.3Sanction Works Detail

- 1) After checking Status of sanctions, Click on **Sanction Works Detail** option in **Report** option for check Sanction Works Detail. Next screen will display. It is shown in figure-..

**Application Path:--**

Sanctions  $\rightleftarrows$  Work  $\rightleftarrows$  Report  $\rightleftarrows$  Sanction Works Detail



Figure No - 29

2) After selection the **Sanction Works Detail** link in **Report** option. There is three links and each link has some functionality.



Figure No - 30

3) Link :

- **Budget Head Wise**
- **Sanction ID Wise**
- **Department Wise**

#### 4.1.2.3.1 Budget Head Wise

After selection the **Budget Head Wise** link it will display the following screen and user need to be input following parameters.

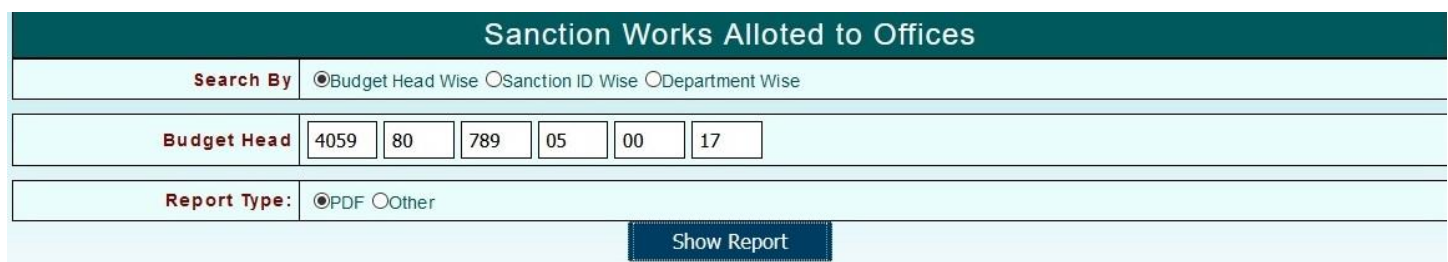


Figure No - 31

- **Budget Head** - User has to enter Complete Budget Head with Object Head
- **Report Type** - User has to select PDF or Other format for Report.





## 4.1.3 Sanction Finalization

1) After Creation and Verification of Sanction, Click on **Finalization of Sanctions** link for Sanction Finalization. Next screen will display. It is shown in figure-.

**Application Path:--**



Figure No – 35

2) After selection the **Finalization of Sanctions** link. There is two links and each link has some functionality.



Figure No – 36

3) Link :

- **All**
- **Budget Head Wise**

### 4.1.3.1 All

After Click on **All** link it will display the following parameters inputs need to be provided by user.



Figure No - 37

- **Sanction All** - User has to select **Selection Button** of that Sanction Id.

## 4.1.3.2 Budget Head Wise

After that Click on **Budget Head Wise** link it will display the following parameters inputs need to be provided by user.

Finalization For Administrative Sanctions						
Sanctions For Finalization <input type="radio"/> All <input checked="" type="radio"/> Budget Head Wise						
Budget Head		BFC Type		Head Type		Search
4059	80	789	05	00	17	
Central Assistance		State Fund		<input checked="" type="radio"/> Voted <input type="radio"/> Charged		

Id	Select All	Sanction Number	Sanction Date	Sanction Amount (in Thousand)	Budget Head
5299	<input checked="" type="checkbox"/>	12345	30/11/2019	10	4059-80-789-05-00-17

Figure No - 38

- **Budget Head** - User has to enter Complete Budget Head with object head
- **BFC Type** - User has to select BFC type
- **Head Type** - User has to select Head Type

4) After that Click on **Finalize** for sanction finalize. After Click on **Finalize** it will display the following display.

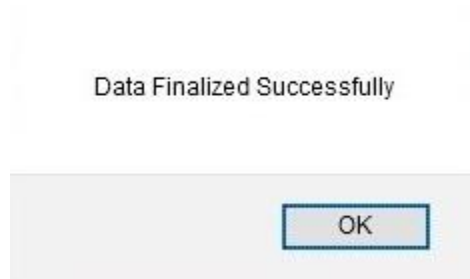


Figure No - 38

After the Finalization of Sanction, HoD user will work on this sanction.