



# Frequently Asked Questions (FAQs)

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For  
**Budget**



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**DISCLAIMER:**

The Operational procedure provided in this Operational Guide is just an illustration for the user for using the IT 2.0 Software in an effective manner. If the Reader is having any doubt in the department Rulings and guidelines, he/she should refer to the respective manuals and volumes only. The IT 2.0 Operational Guide should not be sighted as Rulings.



## Frequently Asked Questions (FAQs) : Budget

### 1. How do I log in to the application?

Visit the URL: <https://prod.cept.gov.in/employeeportal>. Enter your 8-digit Employee ID as the username and the default password Dop@1234. Click "Sign In".

### 2. What should I do if I forget my password?

Use the "Forgot Password" option on the login page or contact your IT support team.

### 3. What do I see after logging in?

The home screen displays different cards based on your assigned role. The user can navigate through multiple cards by clicking on the page numbers or scrolling using << or >>.

### 4. How do I view my user details?

Click on the user profile icon in the top-right corner to view details such as Name, User ID, Post ID, Designation, Office Details, PIN code, and Date & Time.

### 5. How do I log out?

Click the profile icon and select "Log Out".

### 6. How do I access the Budget Module?

Click on the "Budget" card available on the dashboard. This will display the following sub-cards:

- ❖ Fund Allotment
- ❖ RE BE FG Proposals
- ❖ Expenditure Plans
- ❖ Reports
- ❖ Fund Utilization

### 7. How do I initiate fund allotment at the Directorate level?

- Click on the Budget card → Select Fund Allotment.
- Click on Initiate Fund Allotment (Directorate).
- Select Financial Year, Budget Type (BE, RE, FG), and Scheme Type (Scheme or Non-Scheme).
- Choose Expenditure Type (Charged or Voted).
- Enter the Amount to Upload and upload an Excel file.
- Click Validate → Click Submit if validation is successful.



**8. How does the Supervisor verify the fund allotment?**

- Click on Budget card → Select Fund Allotment.
- Click Initiate Fund Allotment Verify (Directorate).
- Select the Financial Year, Budget Type, and click Submit.
- Click Approve → Confirm approval.

**9. How does a user in a Directorate allocate funds to Circles?**

- Click on Budget Module → Select Fund Allotment.
- Click on Fund Allocation.
- Enter the Financial Year, Budget Type, and upload an Excel file.
- Click Validate → If successful, click Submit.

**10. How does the Supervisor verify fund allocation?**

- Click on Fund Allotment → Select Fund Allocation Verification.
- Choose Financial Year, Budget Type, and click Submit.
- Click Approve to verify.

**11. Can the same procedure be used for Circle to Regional and Regional to Division Offices?**

Yes, the same steps that apply to allocate fund from the Directorate to Circle must also be followed in other units also.

**12. How does the Division Office allocate funds to Head Post Offices?**

- Click on Fund Utilization.
- Select Configure HO Fund Utilization.
- Choose the Financial Year → Upload an Excel file.
- Click Validate → Click Submit.

**13. How does the Supervisor approve fund utilization?**

1. Click on Fund Utilization → Select Approve HO Fund Utilization.
2. Choose Year, Office, and click Fetch Details.
3. Click Approve to complete verification.

**14. What is fund reallocation?**

Fund reallocation transfers funds from one unit to another when savings are anticipated in one unit and additional funds are needed elsewhere.



### 15. How do users initiate fund reallocation?

- Click Budget Module → Select Fund Allotment → Click Fund Reallocation.
- Select Financial Year, From Office, To Office, Budget Type (BE).
- Enter the Head of Account (HOA), check available budget, and enter the amount.
- Click Add Entry → Click Submit.

### 16. How does the Supervisor approve reallocation?

- Click Fund Allotment → Select Fund Reallocation Verification.
- Choose Financial Year, Budget Type, and click Submit.
- Click Approve.

### 17. What is an additional fund request?

It allows a unit or branch to request supplementary funds when the initial budget is insufficient.

### 18. How does a user submit an additional request?

- Click Fund Allotment → Select Additional Request.
- Enter Financial Year, Budget Type (BE), Head of Account (HOA), Amount, and Remarks.
- Click Add Entry → Click Submit.

### 19. How does a Supervisor verify an additional request?

- Click Fund Allotment → Select Approve Additional Fund Requests.
- Select Financial Year → Click Submit.
- Click Approve.

### 20. What is a Budget Estimate (BE)?

A Budget Estimate (BE) is an initial projection of revenue and expenditure for a financial year, prepared before the start of the year based on pre-budget consultations.

### 21. What is a Revised Estimate (RE)?

A Revised Estimate (RE) is an updated projection of revenue and expenditure, typically presented mid-year, reflecting actual spending and expected expenses for the remaining period.

### 22. What is a Final Grant (FG)?

A Final Grant (FG) refers to the final approved amount of funding allocated to a specific project or program after all necessary approvals and adjustments.



**23. Does the government require parliamentary approval for RE?**

No, parliamentary approval is not required for Revised Estimates (RE). However, if the demand for grants exceeds the approved Budget Estimate (BE), it must be passed as a Supplementary Demand for Grants by Parliament.

**24. How does a Supervisor configure dates for RE/BE/FG proposals?**

The Supervisor must log in and navigate to the 'Reports' section under the 'Budget Module,' then select 'Dates Configuration Report.' The required start date and cut-off date must be set under 'RE BE Proposal Cut Off Date.'

**25. How does a user submit an RE BE Proposal?**

- ❖ Click on 'RE BE FG Proposal' under the Budget Module.
- ❖ Select 'RE BE Proposal Upload.'
- ❖ Choose the financial year and upload the required Excel file.
- ❖ Click 'Validate' to ensure correctness.
- ❖ If validation is successful, click 'Submit.'
- ❖ A confirmation message will be displayed upon successful submission.

**26. How does a Supervisor approve an RE BE Proposal?**

1. Click on 'RE BE FG Proposal' and select 'RE BE Proposal Verification.'
2. Choose the financial year and click 'Submit.'
3. Review the proposal, provide remarks if needed, and click 'Approve.'
4. Confirm approval; a success message will be displayed.

**27. I uploaded an Excel file, but validation failed. What should I do?**

Ensure that the file follows the required format. Download the template from the application and re-upload the corrected file.

**28. Why can't user see certain options in his dashboard?**

User access is based on assigned role. Contact your system administrator or Divisional Office if you need additional permissions.

**29. What is re-appropriation?**

Re-appropriation is the process of transferring funds from one budget line item to another within the same grant, ensuring better utilization of resources.



### 30. How does a user initiate re-appropriation?

- Navigate to 'Fund Allotment' under the Budget Module.
- Select 'Fund Re-appropriation.'
- Choose the financial year and enter the necessary Head of Accounts (HOA).
- Click 'Fetch' to view available funds.
- Submit the request.

### 31. How does a Supervisor approve re-appropriation?

- Click on 'Fund Allotment' and select 'Fund Re-Appropriation Verification.'
- Choose the financial year and click 'Submit.'
- Review the request and click 'Approve' to finalize the process

### 32. What is the Monthly Expenditure Plan (MEP)?

The MEP is a financial plan prepared by Division Offices (DO), Regional Offices (RO), and Circle Offices (CO) to track and manage monthly expenditures.

### 33. How does a user submit an MEP?

- Navigate to 'Expenditure Plans' under the Budget Module.
- Select 'MEP Upload.'
- Choose the financial year and upload the Excel file.
- Click 'Validate' to ensure correctness.
- If validation is successful, click 'Submit.'
- A confirmation message will be displayed.

### 34. How does a Supervisor verify an MEP?

- Click on 'Expenditure Plans' under the Budget Module.
- Select 'MEP Upload Verify.'
- Choose the financial year and click 'Submit.'
- Review the data and click 'Approve' to finalize the verification process.

### 35. What is the Quarterly Expenditure Plan (QEP)?

A quarterly expenditure plan (QEP) is a detailed financial plan outlining how allocated budget funds will be spent over each quarter of the financial year, ensuring efficient cash management and adherence to budgetary limits. Based on the MEP data Quarterly Expenditure Plan (QEP) will be calculated.



### 36. What reports are available in the Budget Module?

Users can access the following reports:

- Fund Detailed Report
- Fund Balance Report
- Scheme Wise Fund Utilization Report
- Fund Reallocation Reports
- Fund Surrender Report
- Fund Re-Appropriation Report
- Allocation Status Report
- RE BE Detailed Report (Office Wise)
- FG Detailed Report (Office Wise)
- MEP and QEP Reports
- Dates Configuration Report

### 37. How can users access reports?

Users must click on 'Reports' under the Budget Module to view and download the necessary reports.

### 38. What should I do if my proposal validation fails while uploading an excel file?

Ensure the uploaded Excel file is in the correct format, contains accurate financial data, and matches the system's requirements. Rectify any errors and re-upload the file.

### 39. What is the difference between Budget Estimate (BE), Revised Estimate (RE), and Final Grant (FG)?

- Budget Estimate (BE): An initial projection of revenue and expenditure prepared before the start of the financial year.
- Revised Estimate (RE): An updated projection of revenue and expenditure, usually presented mid-year based on actual spending.
- Final Grant (FG): The final approved amount of funding allocated to a specific project or program after necessary approvals.

### 40. Who is responsible for date configuration before submitting RE/BE/FG proposals?

- The Supervisor at the Directorate Level needs to configure dates before RE/BE/FG proposals.



#### 41. How can a Supervisor configure the date for RE/BE proposals?

- Navigate to '**Reports**' under the '**Budget Module**'.
- Click on '**Dates Configuration Report**'.
- Select '**RE BE Proposal Cut Off Date**' from the drop-down list.
- Set the **Start Date** and **Cut Off Date**.
- Click '**Add**' to save the configuration.

#### 42. What are the differences between 'Scheme' and Non-Scheme' in Scheme Type?

The "**scheme**" expenditure refers to funds allocated for specific, new, or on-going development initiatives, while "**non-scheme**" expenditure covers essential, on-going operational costs and obligations.

#### 43. What are the differences between 'Charged' and 'Voted' expenditure type?

The 'Voted Expenditure' requires parliamentary approval, while "Charged Expenditure" is automatically charged from the Consolidated Fund of India and doesn't require voting, though it can be discussed in Parliament.

##### 1.1.1 44. What is a Head of Account (HOA) in budget classification?

A **Head of Account (HOA)** is a structured classification system used in budgeting to categorize government income and expenditure. It helps in tracking financial transactions under various schemes, programs, and activities.

##### 1.1.2 45. How many digits are there in a Head of Account (HOA)?

A Head of Account consists of 15 digits, representing different levels of classification in the budget structure.

#### 46. What is the structure of a Head of Account?

The **HOA** follows a hierarchical classification:

Component	Digits	Purpose
<b>Major Heads</b>	4	Represents broad functions or sectors (e.g., Education, Health)
<b>Sub-Major Heads</b>	2	Further classification within major heads
<b>Minor Heads</b>	3	Specific programs or activities under sub-major heads
<b>Sub-Heads</b>	2	Further breakdown of expenditure categories
<b>Detailed Heads</b>	2	More specific expenditure details
<b>Object Heads</b>	2	Nature of expenditure (e.g., salaries, grants, maintenance)



**47. What is ‘Fund Surrender’ in budget?**

The "Fund Surrender" refers to the process where a government department or ministry returns unused funds or savings from its allocated budget to the central treasury, typically at the end of a fiscal year.

**48. Under which card the user can find ‘MEP’?**

Monthly Expenditure Plan (MEP) option is available in ‘Expenditure Plans’ sub card under Budget module.

**49. What are the steps involved in Update & Approval of HO Fund Utilization (By User)?**

**End-to-End Workflow**

**Step 1: User Updates**

1. Login → Budget Module → Fund Utilization → Update HO Fund Utilization (By User)
2. Select Year → Select HOA → Fetch Details
3. View current utilization in HO Utilization Configured tab
4. Select HO → Enter New Percentage → Submit
5. Confirmation → “Updation of HO Utilization is submitted successfully”

**Step 2: Supervisor Approves**

1. Login → Budget Module → Fund Utilization → Update HO Fund Utilization (By User)
2. Select Year → Select HO Name → Fetch Details
3. Open HO Utilization Update tab → Review updated data
4. Select checkbox → Approve
5. Confirmation → “Data Approved Successfully”

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