Frequently Asked Questions :

Q1. If any DDO/PAO has not received his UserId /Password, How to get it?

Ans : Write e-mail to sao6brs@nic.in or pc.mallik@nic.in giving Name, Designation, e-Mail address, Mobile no. and Office name. The userId and password will be informed by e-mail and SMS after verifications.

Q2. If any DDO having branch Offices, How Branch Offices can use this System?

Ans : If any DDO having branch Offices, then the DDO becomes now Parent DDO. The parent DDO has to create his Branch DDO users including his main office as one of the branch by using menu option "User Management" and then "User Maintenance". In the User maintenance Screen, UserId has to be assigned and Username, E-mail address, Mobile No., password has to be fed by DDO for creation of Branch DDO users. While creating branch DDO, select the concerned Branch Office to assign against DDO Code. Then Branch Office DDO has to login to use this system.

Q3. How Branch Offices will get Budget?

Ans : Branch Offices will get budget from his Parent DDO. The Parent DDO has to distribute the budget which has received from Budget Section, CAG Hqrs, among his Branch Offices by using menu option "Budget","Branch Budget" and then "Branch Budget Allocation". The parent DDO has to select the concerned Branch Office as DDO while allocating the budget to branch offices.

Q5. How to proceed to enter Expenditure Bill after login to the System?

Ans: Expenditure Entry has to be done by DDO's operator/Dealing user. So DDO/Branch DDO has to create his operators/Dealing users by using menu option "User Management" and then "User Maintenance". In the User maintenance Screen, UserId has to be assigned and Username, E-mail address, Mobile No., password has to be fed by DDO/Branch DDO for creation of his operators/Dealing users. Then his operators/Dealing users have to login to initiate Expenditure Bill entry by using menu option "Expenditure" and then "Expenditure Entry".

Q6. Where to enter recovery and refunds in the System?

Ans : Recovery which is being through salary has to be entered using expenditure entry of Salary bill under the Recovery of Pay (ROP). Recovery or Refund which are through Challan has to be entered using option "Refund Entry" available in menu option "Expenditure" of in the system. These are to be initiated by DDO's created operators/Dealing users.

Q7. How to enter the Expenditure Bills which are already passed by PAO ?

Ans : The earlier bills which are already passed by PAO has to be consolidated and the expenditure amount has to be entered in the system giving any dummy bill no. and

the same has to be passed through PAO to reflect the expenditure amount in the system.

Q8. Who will pass Expenditure bill of P&T, Railway and Overseas Offices?

Ans : As PAO of P&T, Railway and Overseas Field offices are not under IA&AD, So Field Office itself has been defined as PAO to pass the Expenditure bill. PAO userID and Password has been created by Administrator too.

Q9. Is there any option to transfer budget from One head to another ?

Ans : Option "Budget Reappropriation" is available for DDO on the menu link "Budget" to transfer budget from one subhead/sub-subhead to another allowed subhead/sub-subhead for object head – Salary and Office Expenses.

Q10. Is there any specific Guidelines or Instructions to be followed?

Ans : Yes, Please follow the instructions as defined below.

1. Use Browser Google Chrome/Mozilla Firefox to open the application.
2. For Department Canteen, select Minor head - 800 and Sub Head – 02.
3. REs-BEs data to be feed by Parent-DDO only, not by branch offices.
4. For Loans and Advance (Major Head 7610), Select Grant No. 37
   a. For HBA (Long Term Adv. Case) - Send your request to Sh. Rajkumar, AAO (Rajkumar7610)
   b. For Short Term Adv. Cases like, MCA, Computer Adv. etc.- Send your request to Sh. Devender, AAO (Devender7610)

Q11. Where to find if any communication has come from Hqrs. Office?

Ans : A menu option "Communication" is available on the menu to find if any specific message for DDO has come from Hqrs. office. When DDO user confirms the receiving of message, it disappears from pending screen.

Q12. How to submit ROE online ?

Ans : Option "ROE Preparation" is available for DDO on the menu link "Budget" to prepare ROE to submit online. Following two sub-options are there :.

I. Statement on Internal control – To prepare statement on internal control(i.e AnnexureV) by entering data in corresponding input box. Enter 'Nil' if no data to be entered.
II. Expenditure Review and Certification – To View and Certify the progressive expenditure report generated by the system as per expenditure bills passed by PAO/CDDO in BEMS on or before last day of the previous month. DDO can export progressive expenditure report generated by the system into Excel/PDF to print/view for checking and confirmation. If there is any difference of amount in any head or adjustment/transfer of amount is there, the same has to be mentioned giving details in the remarks. Then certify and submit ROE.

Q13. Where and whom to contact for any query or clarification?

Ans : For any Query or Clarification, Please contact:

Budget Section, Phone No.- 011-23509338, E-mail– ao6brs@cag.gov.in ,
NIC Cell, Phone No.- 011-23607318, E-mail– beams@cag.gov.in