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IWDMS – Budget Applications

Background

Integrated Workflow and Document Management System (IWDMS) is meant for automating the functions at all levels of the administrative hierarchy of any Governmental department. Most of the work done by Government departments is workflow-intensive; that is, there is a lot of information flow in the form of files. Some of this work necessitates the creation and maintenance of databases that hold data that is critical to the decision-making process.

IWDMS provides Document Management, Workflow Management, Collaborative Environment and Knowledge Management in an integrated fashion and delivers an Electronic Workplace that will result in productivity improvement in a Government organisation.

IWDMS has dramatically improved government functioning in all countries and states where it has been deployed. Some of the advantages of IWDMS include: instantaneous movement of files and correspondence in government, easy tracking of files and correspondence, elimination of repetitive tasks, quick transmission and receipt of information to/from remote locations, availability of reports, immediate search of Government Orders (GOs), Government Regulations (GRs), and Circulars, elimination of large amount of paper files and their storage

IWDMS suite of applications can be broadly classified into two categories, Common Applications and Department Specific applications. Common Applications cater to the needs of all departments in the government functioning. They address Employee related, Budget related and some other applications such as Procurement, Maintenance and Disposal of Vehicles and Assets; Court Cases, Cabinet Memorandum, Audit Para, etc. These applications are common to all departments in government. Department Specific Applications cater to particular departments in the government.

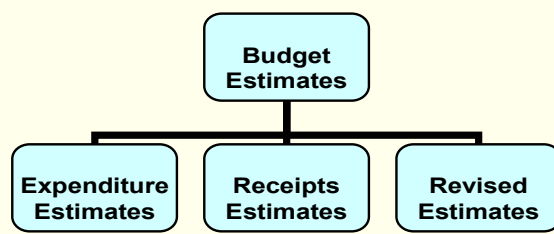
IWDMS-Budget Applications

IWDMS-Budget module is used for automating the Process of preparation of Estimates at the Department level and approval of the same in the Finance Department.

Details of IWDMS – Budget applications

Key Functionalities:

IWDMS Budget applications computerize all below mentioned budget components



Budget Component

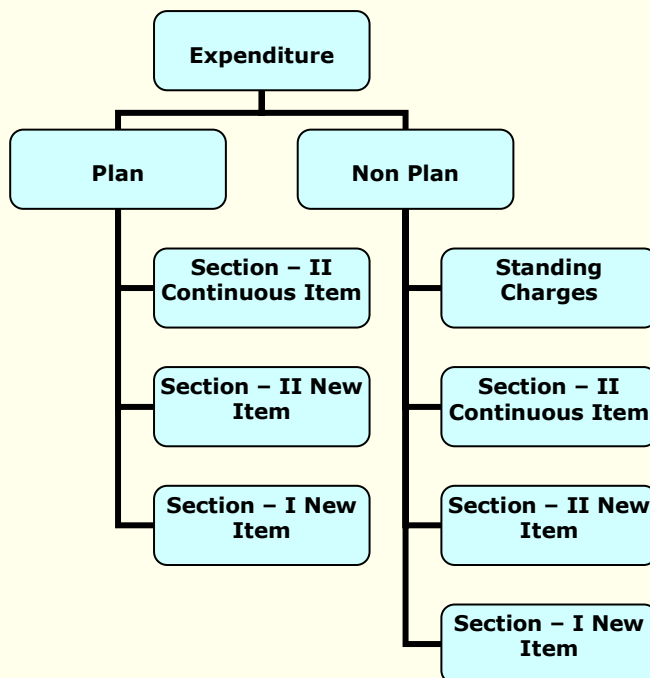
Expenditure Estimates

Covers mainly pay and allowances, Pension, Grant-in-aid to local bodies, repayment of capital interest, subsidies etc.

Receipt Estimates

Covers mainly Tax Revenue, Non Tax Revenue, Grant-in-aid, Loans from central government, Public Debt etc.

System supports preparation of Expenditure Estimates which is further divided as mentioned below:



Expenditure Break-up

Plan Expenditures

Development related works and establishment expenditure for that purpose

Non Plan Expenditures

Liabilities of State Government like salaries; pensions; administrative expenditure; certain grants-in-aid and subsidies; repayment of loans and interest; maintenance and repairs; expenditure for most CSS

Classification of Accounts

As per instructions of Controller and Auditor General, classification of accounts is maintained in 6 tiers as below

Tier	Accounting Tier	What it represents	No of Digit	Head	Nomenclature
I	Major Head	Function	04	2202	General Education
II	Sub Major Head	Sub Function	02	01	Elementary Education
III	Minor Head	Program	03	001	Direction & Administration
IV	Sub Head	Scheme	02	10	District Primary Education Program
V	Detailed Head	Sub Scheme	02	00	--
VI	Object Head	Object of Expenditure	04	3135	Grant-in-Aid (C) To others

Brief description for functionalities

1) Setup of Budget head structure for various departments (17 digit code setup)

Covers configuration of various head information for each department which includes Major head, Sub Major head, Minor head, Sub Major head, Minor head, Sub head.

2) Processing of Expenditure estimates

This process covers processing of following type of expenditures

- **Standing charges: Form B:** These are the expenditure only expected to be incurred in the coming year for the normal workings of the department with reference to the existing sanctions.
- **Section – I New Item: Form C:** These are the expenses which includes the recurrent expenses (> 5lks) and non recurrent expenses (>10lkhs) for the new item needs to be purchased during the budget year.
- **Section – II (Coming for First Time) New Item : Form F:** These are the expenses which includes the recurrent expenses (<= 5lks) and non recurrent expenses (<=10lkhs) for the new item needs to be purchased during the budget year
- **Section – II Continuous): New Item: Form E:** These are the expenses which includes plan / non plan for items which are continuous over the years. These are kind of recurring expenses on items / services of last year
- **Section – I/Section - II New Work : Form- G /H:** These are the expenses related to new work that will be introduced in next budget year
- **Section – I/Section - II Work in progress : Form- I:** These are the expenses related to work which will be continued for the next budget year

3) Processing of Receipt Estimates

This process includes processing of Receipt and Disbursement Estimates for the state for the budgeted financial year

4) Processing of Revised Estimates

This process covers Revised Estimates for Expenditure and Receipt for the current financial year.

5) Supplementary Demand and Supplementary grant Release Order

Supplementary Demand is the final excess amount which department needs for particular demand. This amount will be calculated based on the Final Revised Estimates and Budget Estimates.

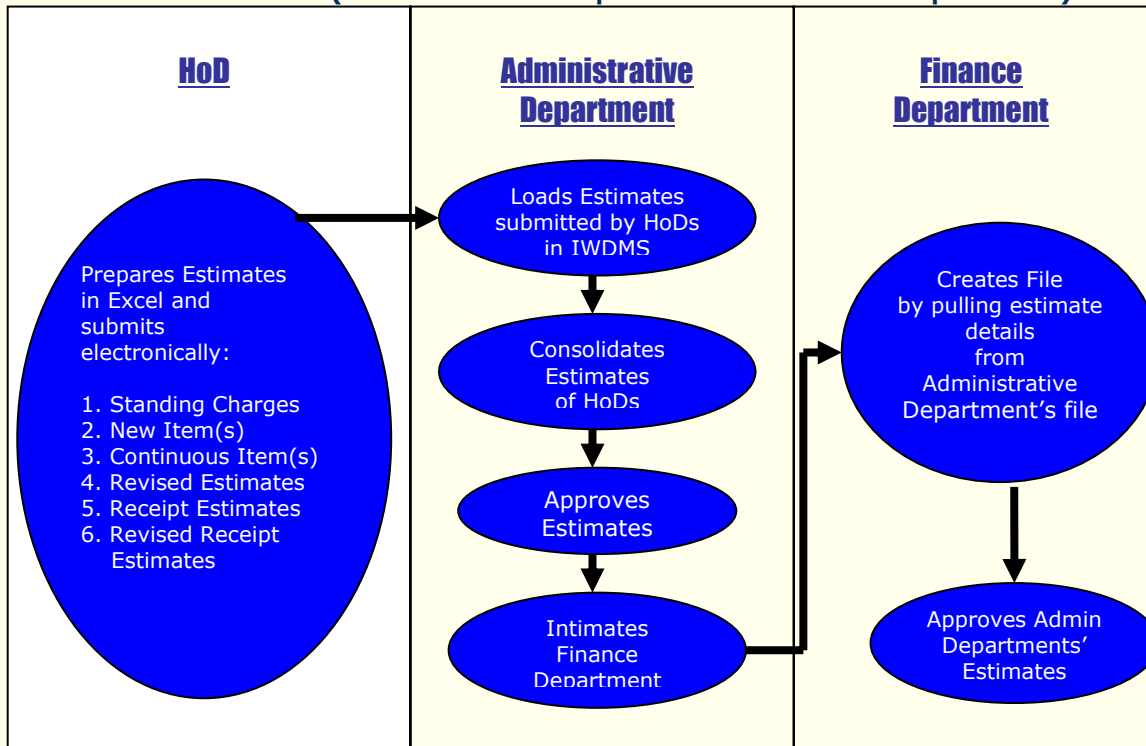
6) Re-appropriation and Surrender of grants / Funds

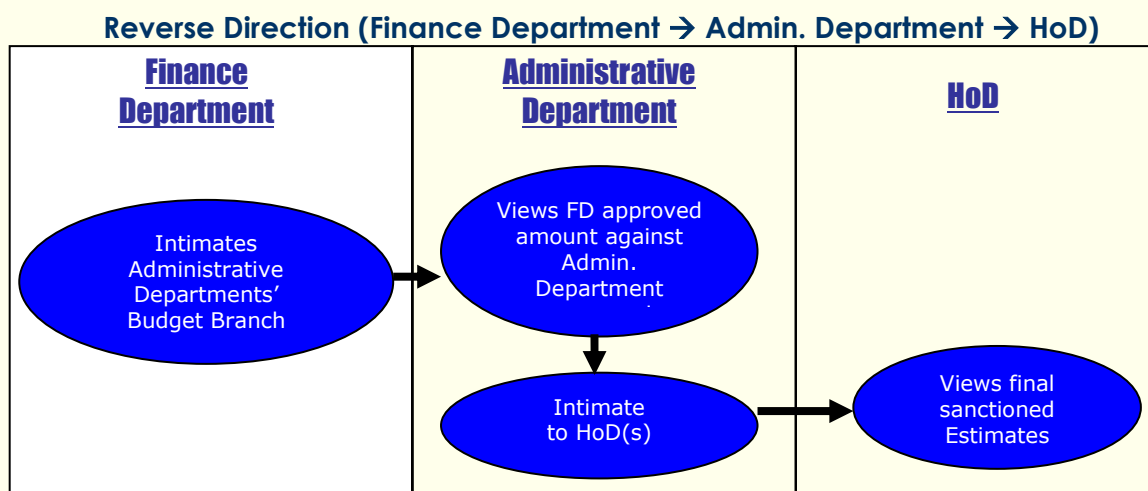
Transfer of fund from one unit which is having savings to another unit which is having access is called **Re-appropriation**.

Unutilized amount during the financial year leads to surrendering the same amount to Finance Department.

Process Flow Diagram

Forward Direction (HoD → Admin. Department → Finance Department)





IWDMS Budget Extension

- Extension of IWDMS Budget application to HODs, Commissionerates, Boards, Corporations, etc.
- Integration with Treasuries to get the information regarding actual expenditures

Key Benefits of IWDMS-Budget applications

- Electronic flow of data saves time, manpower and hence cost
- Validates selection of Budget Head Structure
- Ensures the correctness of calculations
- Online generation of finalized estimates, which eliminates errata publication
- Provides information of pending estimates
- Integration of actual expenditures detail provided by AG
- Easy to use as no changes in existing process flows or formats
- Provides details of Estimates for various levels like State, Admin Department, HoD, etc
- Provides details of Department's Receipt and Expenditure Head Structures
- Provides Grant-in-Aid information
- Provides Centrally Sponsored schemes information

- Provides details of New Item introduced during the budget year
- Various Query based reports to see specific Estimates details.

Technology

- **Front End**

It is a J2EE web based n-tier solution using MVC2 architecture

- JSPs for front end
- Servlet as controller
- EJBs as business objects and data access

- **Back End**

- Oracle 10g
- LDAP for Authentication and Organization hierarchy

Bilingual support

Reports

Many types of reports have been provided primarily for finance department users which help them in decision making. To name a few,

- Estimates provision for various levels like State, Admin Department, HoD, etc.
- Department's Receipt and Expenditure Head Structures
- Grant-in-Aid details
- Centrally Sponsored schemes details
- Details of New Item introduced during the budget year
- Query based reports to see specific Estimates details
- Department wise Post details
- Budget in Brief
- Statement A
- Statement G
- Department wise File Status Report

Budget applications – Usage Statistics (As on 20th February, 2007)

	Dept Level		FD Level	
	Created	Approved	Created	Approved
Standing Charges	1749	1519	1555	1428
New Item/ Item Continuous	620	412	268	130
Receipt Estimates	38	37	21	0
Revised Estimates	2718	2477	1834	1754
New Work/ Work In Progress	103	80	3	0
Total	5228	4525	3681	3312
Total Files Created	8909			
Total Files Approved	7837			

Road Ahead

- Extension of IWDMS Budget applications to HoD(s), Commissionerates, Boards and Corporations
- Integration with Treasuries, Sub Treasuries and Pay and Account Offices to get the information regarding actual expenditure on real time basis with cutting down the duplication of work
- Online Grant Distribution to Departments as per sanctioned Budget Estimates

eGovernance News

Gujarat at 10th National Conference on e-Governance

The 10th National Conference on e-Governance was convened at Bhopal during 2-3rd February, 2007 in Madhya Pradesh under the joint auspices of the Department of Administrative Reforms and Public Grievance, Department of Information Technology, Government of India, and the Department of Information Technology, Government of Madhya Pradesh.

The 10th National Conference on e-Governance aims to provide a knowledge sharing platform and a forum for policy makers, practitioners, industry leaders and academicians to deliberate, interact and develop an actionable strategy for bringing in transparency and good governance.

Based on the theme of **“Enabling Government to Accelerate Transformation”**, the conference had provided a forum for discussion among experts from administration, industry and academia. This national convention had enabled delegates to share success stories emanating from states and countries which have already taken a lead in e-governance. Various panel discussions were conducted on Current State of e-Governance, Roadblocks and Challenges, Managing e-Governance Infrastructure, Rural Focus: Integrated Service Delivery, Government IT Procurement: Issues and Policy etc.

Gujarat had participated in this Conference and Awards organized at Bhopal. Gujarat was given best paper for e-Governance compendium **Award 2007 for “e-Governance and citizens’ charter – an agenda for an effective delivery mechanism – The Ahmedabad Experience”**. This paper is also published in the National Conference on e-Governance magazine. Another paper from Gujarat named **“Satellite Image Based Water and Land Development Plan”** developed by BISAG is published in the same magazine. Both papers are also uploaded on website <http://www.10thnationalegovconf.in>

Web Corner

National Portal of India

<http://www.india.gov.in>

Website of 10th National Conference on
e-Governance held at Bhopal

<http://www.10thnationalegovconf.in>

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