GOVERNMENT OF PUDUCHERRY
FINANCE DEPARTMENT
***

No.1267/FD/F3/2017   Puducherry, Dt. 31.03.2017.

ORDER

Sub: Finance Department – Implementation of BEAMS – Issue of
Standard Operating Procedure (SOP) – Reg.

Ref: G.O.Ms.No.7/F3/2016-17, dt.25.04.2016 of the
Finance Department, Puducherry.
***

In the G.O. cited above, the Government of Puducherry has introduced the Budget Estimation, Allocation and Monitoring System (BEAMS) with the objective of facilitating easy co-ordination among the Drawing and Disbursing Officer, Head of Department, Finance Department (Budget) and Directorate of Accounts and Treasuries through Electronic Platform.
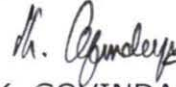
2.   This system has been developed under TMMP, identified as one of the core infrastructure components by the Government of India under National e-governance Plan (NeGP) to support budgeting process more efficiently improve cash flow management, promote real time reconciliation of accounts, strengthen management information systems, improve accuracy and timelines in accounts preparation, bring transparency and efficiency in public delivery systems and for better financial management along with improved quality of governance in States and UT's.

3.   But, in the course of implementation of the system, it is found that still certain manual operations are performed by stakeholders in contravention of extant instructions. This has defeated the main objective of facilitating easy co-ordination among its various stakeholders and has affected the very purpose of introduction of the 'BEAMS' identified under TMMP of Government of Puducherry.

....2/-

4.   In view of the above, with a view to bring 100% accuracy in the accounting system for better financial management, a "Standard Operating Procedure" (SOP) has been evolved and communicated herewith for strict compliance to be followed w.e.f 01.04.2017. Any negligence/failure in adherence/non-compliance by any part of the stakeholders will be viewed seriously.

//By ORDER of Secretary (Finance)//

(K. GOVINDARAJAN)
UNDER SECRETARY (FINANCE)

Encl.: Standard Operating Procedure (SOP)

To

1. All Heads of the Departments (with instruction to communicate to all DDOs)
2. The Director, Directorate of Accounts and Treasuries, Puducherry.
3. The Budget Officer, Chief Secretariat, Puducherry.
4. The Senior Technical Director, NIC, Puducherry.

Copy to:

1. The Technical Coordinators (BEAMS), Puducherry.

GOVERNMENT OF PUDUCHERRY
FINANCE DEPARTMENT

(BUDGET SECTION)

STANDARD OPERATING PROCEDURE

FOR

Budget Estimation, Allocation & Monitoring System

(BEAMS)

(Ver. 1.0)

A. FUNCTIONS OF BUDGET SECTION (FINANCE DEPARTMENT) :

1. The Demands for Grants passed by the Assembly will be uploaded by the Budget Section in BEAMS System and the subsequent Revised Estimate approved by Competent Authority will also be uploaded in the BEAMS System.
2. Allocation to respective DDOs for raising authorisation slip in respect of PCA/HBA will be done by Finance Department (Budget Section)
3. The Budget Section of FD will make necessary entries of modification and authorisation of funds in the BEAMS System.
4. The Budget Section shall frame conditions as and when required in the BEAMS system for release of funds for making Cash Flow by the Department.
5. The EDP Section of Finance Department will upload the Budget details in the BEAMS and also arrange for required training to the Departments in respect of BEAMS System.
6. The Budget Section of FD will make necessary changes in the BEAMS system in accordance with the procedures laid in GFR, DFPAR and other rules governing Financial Management.

B. FUNCTIONS OF NIC, PUDUCHERRY :

1. All technical supports relating to BEAMS / BEAT will be extended to Finance Department, DAT and Treasuries in consultation with NIC, Pune.
2. Any modification, upgradation and MIS Reports will be looked after as per requirement of Finance Department, DAT and Treasuries in outline region.

C. FUNCTIONS OF DIRECTORATE OF ACCOUNTS AND TREASURIES :

1. The DAT shall receive the Bill only with a valid Authorization Slip generated under BEAMS.
2. The DAT shall use the BEAT module developed by NIC-Puducherry while receiving, passing and objecting the bills.
3. Necessary provisions have been made in the BEAMS System for capturing the details of officials (Registered Payees) and other beneficiaries / suppliers (Regular Payees), such as Bank Account Number, IFSC/MICR Code, Name of the Bank for Electronic mode of payment. The data in this regard will be shared from BEAMS to DAT.
4. In case the Head of Account is not correct in Authorization Slip, the pay section shall return the bill to the DDO to correct the classification as per the scheme code under BEAMS and Demands for Grants. (Para 4.5 and 4.9 of Civil Accounts Manual). The Pay Section should ensure that the scheme code in the authorization slip matches with the head of account mentioned in the respective bill and authenticate the correctness as the exchequer control is with the BEAMS Software.
5. While scrutinizing / auditing the bills, any claim is found to be incorrect, the bill should be returned to the DDO for correction and with advice to re present with fresh authorisation slip.
6. The DAT shall ensure that the total expenditure under BEAMS in particular Head of Account shall tally with their accounts figure every month.

7. The Accounts Section of DAT shall use BEAT module for passing / objecting the bills and thereafter the data shall be shared from BEAMS to DAT for compilation purpose. The manual compilation shall be stopped forthwith.

8. Addition and Deletion of new DDO should be incorporated to BEAMS by DAT from the financial year 2017-18.

9. DAT / Treasury shall verify and approve the entries made in BEAMS by DDO for making challan payment in respect of reduction of expenditure (minus debit challan), in their respective head of account.

10. Bills raised in Demand No.15, authorisation slip shall be generated by DAT from DISTRIBUTED GRANT.

11. The pension, gratuity payment made by four Public Sector Banks namely SBI, Indian Bank, IOB and UCo Bank, which are settled by RBI may also be included in BEAMS Software while proposing the transfer entries through generating authorisation slip. The same procedure shall be followed for other departments by DAT for expenditure incurred from consolidated fund through T.E from distributed grant to undistributed grant.

12. NIC, Puducherry will provide required data to DAT, after making PASSED entries by scanning the authorization slip through BEAT in a table, after the bills are compiled by DAT.

D. FUNCTIONS OF DRAWING AND DISBURSING OFFICER (DDO) :

1. DDOs shall use the BEAMS Software for all payments from Government Account. DDOs shall use the BEAMS System for booking any expenditure from Demands for Grants from distributed grant. Disbursement under Public Account and Refund of Revenue should be made through the UNDISTRIBUTED GRANT under BEAMS System. DDOs shall present all bills with valid authorisation slip.

2. Necessary provisions have been made in the BEAMS System for furnishing the details of officials (Registered Payees) and other beneficiaries / suppliers (Regular Payees), such as Bank Account Number, IFSC/MICR Code, Name of the Bank for Electronic mode of payment.

3. After the bills are prepared by DDOs in respect of Demand No.15, authorisation slips shall be generated by DAT from DISTRIBUTED GRANT.

4. Bills in respect of PCA/HBA, authorisation slip shall be generated by respective DDOs from their Userid login, where the allocation for booking expenditure will be done by Finance Department (Budget Section)

5. DDOs are personally responsible that the scheme code in authorisation slip tallies with the head of account mentioned in the bill.

6. DDOs are responsible for presentation of bills within the validity period (i.e 15 days) of authorisation slip from the date of generation of authorisation of slip under BEAMS.

7. Any bill returned by DAT is to be **first** cancelled by DDO and also from where the allocation they received to get refund of the bill amount again (to avoid unnecessary shortage of fund). Then the bill is to be re presented after due correction in the bill with NEW AUTHORIZATION SLIP. (old authorization slip should not be used.)

8. DDOs should ensure that the expenditure booked in BEAMS system tally with their expenditure as per accounts of DAT.

9. The DDOs are responsible for the correct classification of expenditure as per Scheme Code available in the Bill Entry of BEAMS as required under Rule 76 of GFR, 2005.

10. Rule 33 of Receipts & Payments Rules 1983 stipulates that DDOs has to take guide from the Demands for Grants for classification of expenditure as per the scheme code in the BEAMS.

11. In case of any doubt, they should consult DAT and for further clarification they should refer the matter to Budget Section of FD.

12. During the financial year 2016-2017 the DDOs should maintain BCR manually. From the financial year 2017-18, BCR report can be taken from BEAMS for reconciliation purpose.

13. The adjustments bill for the advance drawn will have to be presented to DAT manually, without any authorisation slip.

14. Necessary entries should be made in BEAMS by DDO for making challan payment in respect of reduction of expenditure (minus debit challan) of their department.

15. Mobile number and other details shall be entered / updated for SMS alerts.

Note : To avoid the unnecessary minus from their budget allocation thro' BEAMS and revert back procedures, DDO should **take care** in generation of Authorization Slips and due submission of bills to DAT. Also avoid unnecessary cancellation of bill by them.

TECHNICAL CO-ORDINATORS FOR THE BEAMS SYSTEM.

Thiru S. SIVANANDAM, Technical Director, NIC, Puducherry (Contact No.9442172161)

Thiru P. ARUMUGAM, Programmer, DAT, Puducherry (Contact No.9751033040)

Thiru V. GOPATHY, DEO, Finance Department (Budget), Puducherry. (Contact No.9894085080)

UNDER SECRETARY (FINANCE)
CHIEF SECRETARIAT
PUDUCHERRY