

Government of West Bengal
Finance Department
Departmental Budget Preparation
Online System for Entry of Departmental Budget

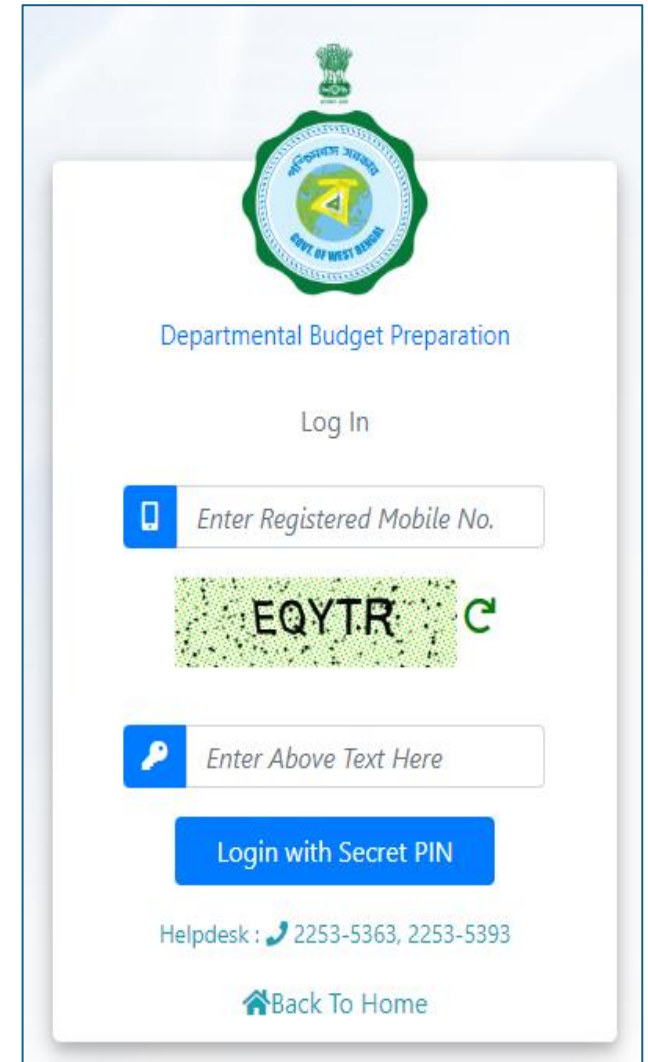
❖ **Section-A: General (Login creation/Password reset etc.)**

❖ Departmental Head/Admin Shall login at first in the Finance Department Portal at <https://finance.wb.gov.in> [click on "**Budget Preparation, RE 2025-2026, BE 2026-2027**" under **SERVICES** section on the right hand side of Homepage]for creation of Nodal Officer login under the Department. Multiple usermay also be created.

❖ Alternatively, the login page can be accessed directly through the URL:
https://finance.wb.gov.in/dept_bgt/dept_bgt/Page/DEPT_BGT_Login.aspx

❖ Login Type: The login process is OTP-based. (6 digit numeric)

❖ All Department Heads (HoD) are pre-registered in the system.



Departmental Budget Preparation

Log In

Enter Registered Mobile No.

EQYTR

Enter Above Text Here

Login with Secret PIN

Helpdesk : 2253-5363, 2253-5393

Back To Home

❖ **First-Time Login**

- ✓ Enter the registered mobile number and Captcha code on the login screen.
- ✓ A Secret PIN will be sent to the registered mobile number via SMS. PIN will also be a six-digit numeric number.
- ✓ This Secret PIN will not expire unless changed by the official.

❖ **If Secret PIN is Lost**

- ✓ Click on “Forgot your Secret PIN?” on the login page. The system will send a new Secret PIN to the registered mobile number via SMS.

❖ **Creation of Nodal Officer login by Admin User/HoD:**

- ✓ **Admin Users** can create new users from the “**Department User Updating**” sub-menu under “**Official User**” menu.
[Viz. Nodal Officer]
- ✓ **Multiple users can also be created by Admin User/HoD.**
- ✓ **Both Mobile Number and email** is mandatory for user creation.
- ✓ Newly created users will receive an **OTP** for first-time login.
- ✓ The OTP remains valid until the user updates it.
- ✓ Admin users/HoD can **disable** any user (in case of **transfer, retirement, or other reasons**) from the same page

Departmental Budget Preparation × Toggle Sidebar Pin Sidebar

test
Department Admin
Online

User Directory Updation

Select Department: Agricultural Marketing

SI No	Name	Designation	Mobile No	Email Id
1	Enter Name (max 100 characters)	Nodal Officer	Enter Mobile No	Enter Email Id
2	Enter Name (max 100 characters)	Nodal Officer	Enter Mobile No	Enter Email Id
3	Enter Name (max 100 characters)	Nodal Officer	Enter Mobile No	Enter Email Id
4	Enter Name (max 100 characters)	Nodal Officer	Enter Mobile No	Enter Email Id
5	Enter Name (max 100 characters)	Nodal Officer	Enter Mobile No	Enter Email Id
6	Enter Name (max 100 characters)	Nodal Officer	Enter Mobile No	Enter Email Id
7	Enter Name (max 100 characters)	Nodal Officer	Enter Mobile No	Enter Email Id
8	Enter Name (max 100 characters)	Nodal Officer	Enter Mobile No	Enter Email Id
9	Enter Name (max 100 characters)	Nodal Officer	Enter Mobile No	Enter Email Id
10	Enter Name (max 100 characters)	Nodal Officer	Enter Mobile No	Enter Email Id

User Directory Updation

Select Department: Agricultural Marketing

Update User Detail(s)

SI No	Name	Designation	Mobile No	Email Id	Click To
1	RAM KUMAR DAS	Nodal Officer	Enter Mobile No	Enter Email Id	
2	Enter Name (max 100 characters)	Nodal Officer	Enter Mobile No	Enter Email Id	

- ✓ User will get SMS notification upon creation of user by Admin/HoD.
- ✓ New user will get OTP during First time login. This OTP is valid until the user updates it.
- ✓ Nodal Officers shall also login through the same process as stated in Page-1 above i.e. at the Finance Department Portal at <https://finance.wb.gov.in> [click on “Budget Preparation, RE 2025-2026, BE 2026-2027 under SERVICES section on the right hand side of Homepage] or by directly clicking the URL viz. https://finance.wb.gov.in/dept_bgt/dept_bgt/Page/DEPT_BGT_Login.aspx

Note: Both Admin User/HoD as well as Nodal Officer(s) can enter Revised and Budget data for Administrative Heads/SDS Heads and save it as a draft from the “Administrative Budget/SDS Budget” submenu. However, submission of Budget data to Finance Department may only be done from Admin/HoD Head login.

❖ **Section-B: Budget Entry (Administrative Expenditure)**

Budget Preparation: [Process of entry of Revised and Budget data for Administrative Expenditure Heads by Nodal Officer].

Nodal Officer shall login in application and click on “**Administrative Budget**” sub-menu under “**Budget Preparation**” menu from the left hand panel.

Revised and Budget Entry for Administrative Heads

Last Date of Submissionn : 25/12/2025 Day(s) Left : 73 * Marked fields are mandatory-----All figures are in Unit of Rupees

Financial Year * 2025-2026 Department * Food & Supplies Demand No. * 21

Major Head * --Choose-- Submajor Head * Minor Head * Scheme Head * Please read this as "2025-26" Read this as "Budget (2026-27)"

Heads of Account	Previous (2024 - 2025)	Revised % Over Previous	Budget % Over Revised	Revised (2024 - 2025)	Budget (2025 - 2026)
FS-21	364,16,96,000	0.98	7.18	367,74,84,000	394,14,63,000
Total Budget Entered (₹) : 394,14,63,000					

Revised and Budget Entry for Administrative Heads

Last Date of Submissionn : 25/12/2025 Day(s) Left : 72 * Marked fields are mandatory-----All figures are in Unit of Rupees

Financial Year * Department * Demand No. *

Major Head * Submajor Head * Minor Head * Scheme Head *

Heads of Account	Previous (2024 - 2025)	Revised % Over Previous	Budget % Over Revised	Revised (2024 - 2025)	Budget (2025 - 2026)
FS-21-2408-01-004-003 :	47,96,000	-35.36	2.10	31,00,000	31,65,000
FS-21-2408-01-004 :	47,96,000	-14.51	1.59	41,00,000	41,65,000
FS-21-2408-01 :	315,73,87,000	0.49	7.31	317,29,45,000	340,50,22,000
FS-21-2408 :	315,73,86,000	0.49	7.31	317,29,45,000	340,50,22,000
FS-21	364,16,96,000	0.98	7.18	367,74,84,000	394,14,63,000

Total Budget Entered (₹) : 394,14,63,000

Enter Revise Estimate of 2025-26 Enter Budget Estimate of 2026-27

Heads of Account	Actuals (2023-2024)	Budget (2024-2025)	Reapp/Aug/Sur (2024-2025)	FD Release (2024-2025)	Treasury Exp (2024-2025)	Revised (2024-2025)	Budget (2025-2026)
FS-21-2408-01-004-003-13-03-V Monitoring and Enforcement Activity for Strengthening the PDS and Rice/Paddy Procurement	42,26,845	45,96,000	0	36,77,000	33,14,477	<input type="text" value="30,05,000"/>	<input type="text" value="30,65,000"/>
FS-21-2408-01-004-003-13-04-V Monitoring and Enforcement Activity for Strengthening the PDS and Rice/Paddy Procurement	92,631	2,00,000	0	1,76,324	1,76,229	<input type="text" value="95,000"/>	<input type="text" value="1,00,000"/>

Treasury Expenditure Upto 31/03/2025

- ✓ Financial Year will be fixed as 2026-27 which means preparation of RE for 2025-26 and B.E for 2026-27.
- ✓ Nodal Officer shall select the Major Head, Sub-Major Head, Minor Head and Scheme Head from the drop-down.
- ✓ Accordingly, Detailed and Sub-Detailed Head wise rows will populate in the screen as shown above.
- ✓ In the grid the columns of "Actual of 2024-25", "Budget of 2025-26", "Re-appropriation/ Augmentation/ Surrender of 2025-26", FD Balance of (2025-26), Treasury Expenditure (2025-26) will be for display only.
- ✓ **In the grid the column namely "Revised Estimate (2025-26)" will be an entry field. By-default the Budget of 2025-26 will be shown. User may modify it.**
- ✓ **Similarly, in "Budget (2026-27)" Column, the Nodal Officer shall enter the Budget Estimates for next Financial Year in multiples of one thousand and Click on "SAVE DRAFT".**
- ✓ Similar process need to be followed for all other Major + Sub Major + Minor + Scheme + Detailed + Sub-Detailed Head combination.
- ✓ If Nodal Officer considers not to estimate budget in any Head of Account combination, then enter the amount of Budget of 2026-27 as "0 [ZERO]".

❖ Section-C: [Verification and submission before Admin/HoD]

Verification of entry of Revised Estimate (2025-26) and Budget Estimate (2026-27) and Submission by Nodal User/HoD

- ✓ Nodal User shall review the entered data from the “Administrative Budget” submenu under “Check and Submit Budget” menu.
- ✓ Admin User/HoD can also do the said exercise.

Submit Administrative Budget

Last Date of Submissionn : 25/12/2025 Day(s) Left : 73

Select Financial Year: 2025-2026

Select Department: Food & Supplies

All figures are in Unit of Rupees
All Figures are in Unit of Rs.

Sl. No.	Major Head	Budget (2024-2025)	Revised (2024-2025)	Budget (2025-2026)
1	2052	0	0	0
2	2235	0	0	0
3	2408	0	0	0
4	3456	0	0	0
5	4408	0	0	0
6	6408	0	0	0
Total		0	0	0

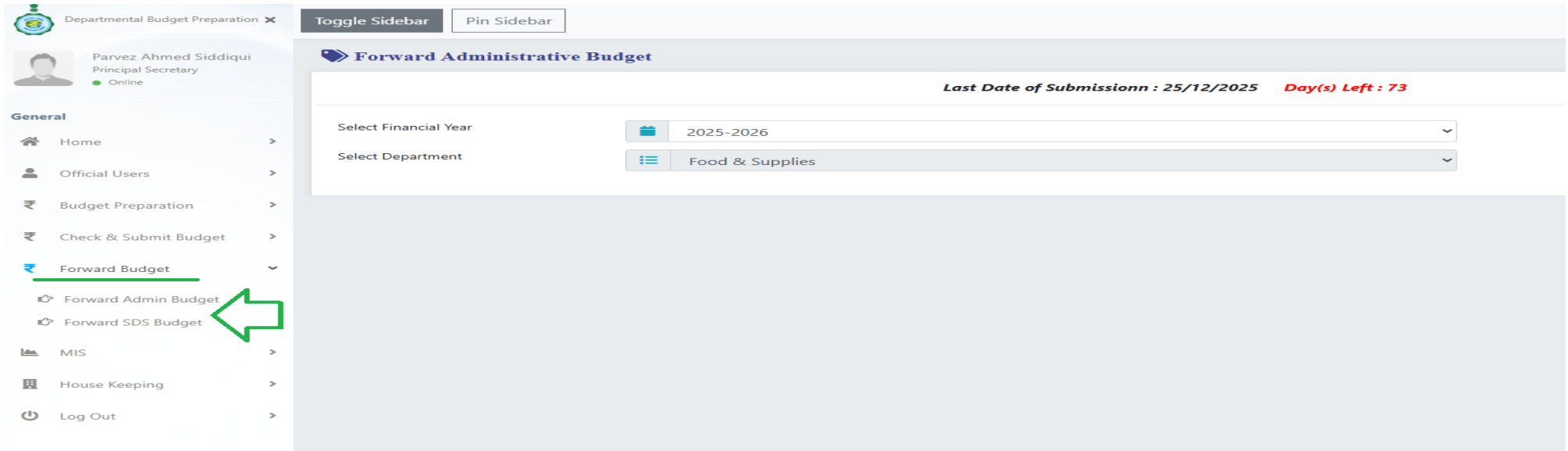
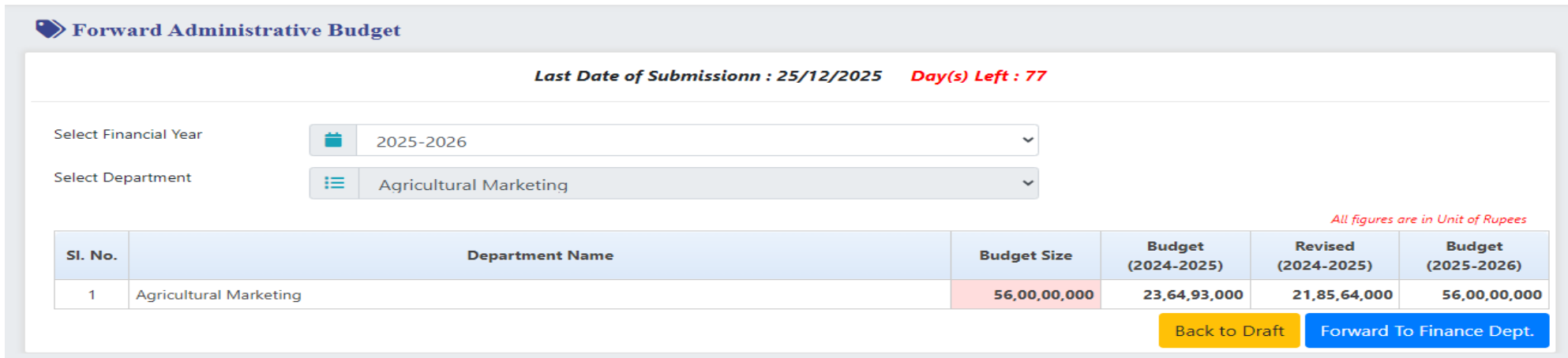
Final Submit

- ✓ After review/verification, user shall click on “Final Submit”. Once submitted to Admin/HoD then no further entry/modification will be allowed at Nodal user end.

❖ Section-D: Forwarding of Budget data to Finance Department

Forward Budget i.e. Submission of Budget Data to Finance Department

Only **Admin users/HoD** can submit the Administrative Budget data to the Finance Department from the “**Forward Admin Budget**” sub-menus. Admin users/HOD can also send the data “**back to Draft**” mode for necessary corrections.

All figures are in Unit of Rupees

Sl. No.	Department Name	Budget Size	Budget (2024-2025)	Revised (2024-2025)	Budget (2025-2026)
1	Agricultural Marketing	56,00,00,000	23,64,93,000	21,85,64,000	56,00,00,000

❖ **Section-E: Reports/House Keeping etc.**

- ❖ In the “Summary Report” submenu, the user can view Department and Scheme-wise budget figures based on the selected Financial Year, and also check the status of the data.


Summary Report

Select Financial Year: 2025-2026

Select Department: Agricultural Marketing

Select Scheme Type:
 Administrative
 State Development Schemes (Including Central Assistance, Central Sector, SPARSH)

Select Status:
 Forwarded to Finance Department
 Checked & Submitted
 Saved as Draft

Print As 
All Figures are in Crore of Rs.

Sl. No.	Department Name	Actuals (2023-2024)	Budget (2024-2025)	Revised (2024-2025)	Budget (2025-2026)
1	Agricultural Marketing	20.06	23.65	21.86	56.00
Total		20.06	23.65	21.86	56.00

- ❖ In the “HACCT Wise Detail Report” submenu, the user can view Head of Account -Wise Budget figures.

Heads of Account wise Detail Report

Select Type:
 Administrative
 State Development Schemes (Including Central Assistance, Central Sector, SPARSH)

Select Status:
 Forwarded to Finance Department
 Checked & Submitted
 Saved as Draft

Financial Year: 2025-2026

Department: Agricultural Marketing

Demand No.: 04

Major Head: -ALL-

Submajor Head: [Empty]

Minor Head: [Empty]

Scheme Head: [Empty]

Detail Head: [Empty]

Sub Detail Head: [Empty]

Voted/Charged: [Empty]

All figures are in Crore of Rs.

No Records Found

❖ House keeping

- ✓ Manage Login Secret PIN: User can update his secret PIN from this page. PIN needs to be always 6-digit integer number.

Manage Login Secret PIN

Enter 6 Digit Login PIN *

Please Note : You will need this Secret PIN for login to FIS Portal. Keep your Secret PIN Safe and do not share it with others.