

GOVERNMENT OF WEST BENGAL
FINANCE (BUDGET) DEPARTMENT
"NABANNA"
325, SARAT CHATTERJEE ROAD, HOWRAH-711102

No.1536-F.B.

Date

9.1.2026

SUB: SOP-cum-User Manual for SDS Budget entry in Online application

Detailed SOP-cum-User Manual for SDS Budget entry in Online application for State Development Schemes (SDS) Budget entry for the financial year 2026-27 is annexed herewith.

All the Departmental Users including Financial Advisor of the Department are requested to go through the **SOP-cum-User Manual** before commencement of entry in online application.

Last date of State Development Schemes (SDS) Budget entry and submission to Finance Department through online application is 15.01.2026.


Special Secretary to the
Government of West Bengal

Some important points regarding SDS Budget entry.

- ✓ SDS Budget can be entered only up to Budget ceiling given/fixed by Finance Department.
- ✓ **UTMOST CARE SHOULD BE TAKEN BY THE ADMIN DEPTS WHILE ENTERING SDS BUDGET FOR FLAGSHIP PROGRAMMES OF THE STATE.**
- ✓ System shall not allow HoD/Admin to Forward the SDS Budget to Finance Department until the entered Budget Estimate for 2026-27 equals with the ceiling given/fixed by Finance Department.
- ✓ If it is decided not to enter any Budget Estimate for the coming FY 2026-27 under any HoA, then Department must enter ZERO in respect of those Heads. However, RE for 2025-26 to be entered based upon the expenditure already incurred till date including expenditure to be incurred till 31.03.2026.
- ✓ For Centrally Sponsored Schemes (CSS) which has been on-boarded into SNA-SPARSH platform, in respect of those HoAs, the BE (2026-27) need to be entered **taking together** both the Central Share expected to be received during 2026-27 and corresponding matching State Share.
- ✓ NODAL OFFICER instead forwarding the SDS Budget entry details to FINANCIAL ADVISOR may forward the same directly to HOD/Admin User directly by clicking the tab "**Forward to Dept. Admin**"
- ✓ However, HoD/Admin User may send the SDS Budget data to FINANCIAL ADVISOR level from his login which has been forwarded to his/her level by NODAL OFFICER directly.
- ✓ While framing RE for current FY 2025-26, the Admin Department shall consider the expenditure already incurred by them till date plus further expenditure to be incurred till 31.03.2026 which may be within the Budget Provision for 2025-26 or may exceed the Budget provision framed for 2025-26 initially under the Head of Account. Re-appropriation/augmentation/surrender amount need to be considered precisely while framing RE for 2025-26.
- ✓ **Softcopy of the SOP-cum-User Manual is available in the website of Finance Department, WB [<https://finance.wb.gov.in/>].**
- ✓ **LAST DATE OF SDS BUDGET ENTRY AND SUBMISSION TO FINANCE DEPARTMENT: - 15.01.2026.**

Government of West Bengal
Finance Department
Departmental SDS (State Development Scheme) Budget Preparation
Online System for Entry of Departmental SDS Budget

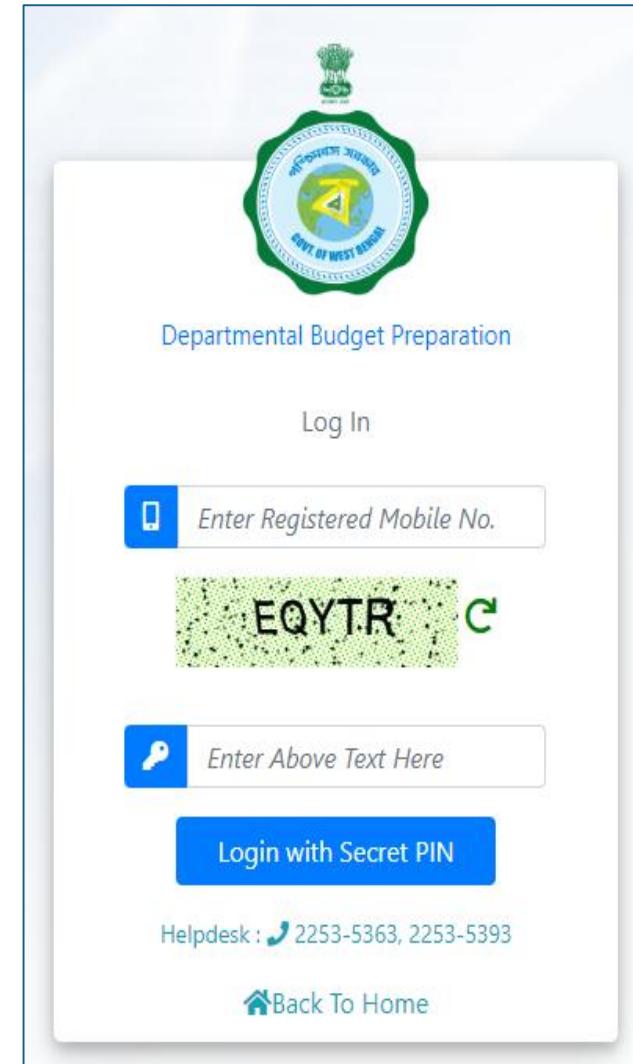
❖ **Section-A: General (Login creation/Password reset etc.)**

- ❖ Departmental Head/Admin Shall login at first in the Finance Department Portal at <https://finance.wb.gov.in> [click on “**Budget Estimate & SDG**” under **SERVICES** section on the right hand side of Homepage] for creation of Nodal Officier 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 C

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: [Not required if the NODAL OFFICER already created for Admin Budget entry is authorized to act as NODAL for SDS Budget entry.]**

- ✓ **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.

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

Home
Official Users
Department User Updation
Department User List
Budget Preparation
Check & Submit Budget
Forward Budget
MIS
House Keeping
Log Out

Select Department
Agricultural Marketing

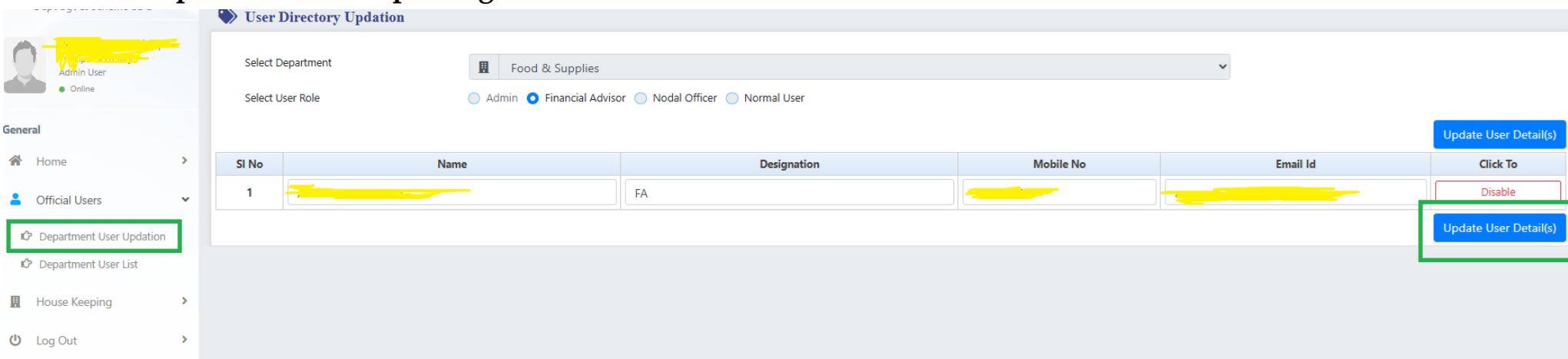
SI No	Name	Designation	Mobile No	Email Id	Click To
1	RAM KUMAR DAS	Nodal Officer	Enter Mobile No	Enter Email Id	
2	Enter Name (max 100 characters)	Nodal Officer	Enter Mobile No	Enter Email Id	

Update User Detail(s)

- ✓ 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 Estimate & SDG” under SERVICES section on the right hand side of Homepage].

❖ Creation of Financial Advisor login by HoD/Admin User.

- ✓ Admin Users can create new FA login from the “Department User Updating” sub-menu under “Official User” menu.
- ✓ Since, FA user is already created for SDG mapping hence no further FA user creation is required unless FA is changed recently.
- ✓ In case FA is changed then HoD/Admin User shall create login of FA by disabling existing FA login from the “Department User Updating” sub-menu under “Official User” menu.



The screenshot shows the 'User Directory Updation' page. On the left, a sidebar menu includes 'Home', 'Official Users' (selected), 'Department User Updation' (highlighted with a green box), 'Department User List', 'House Keeping', and 'Log Out'. The main content area is titled 'User Directory Updation' and shows a table of users. The table has columns: SI No, Name, Designation, Mobile No, Email Id, and Click To. A user with ID 1, Name [REDACTED], Designation FA, and Email [REDACTED] is listed. The 'Click To' column for this user contains a 'Disable' button and a 'Update User Detail(s)' button, both of which are highlighted with green boxes. Other columns in the table include 'Select Department' (Food & Supplies) and 'Select User Role' (Admin, Financial Advisor, Nodal Officer, Normal User).

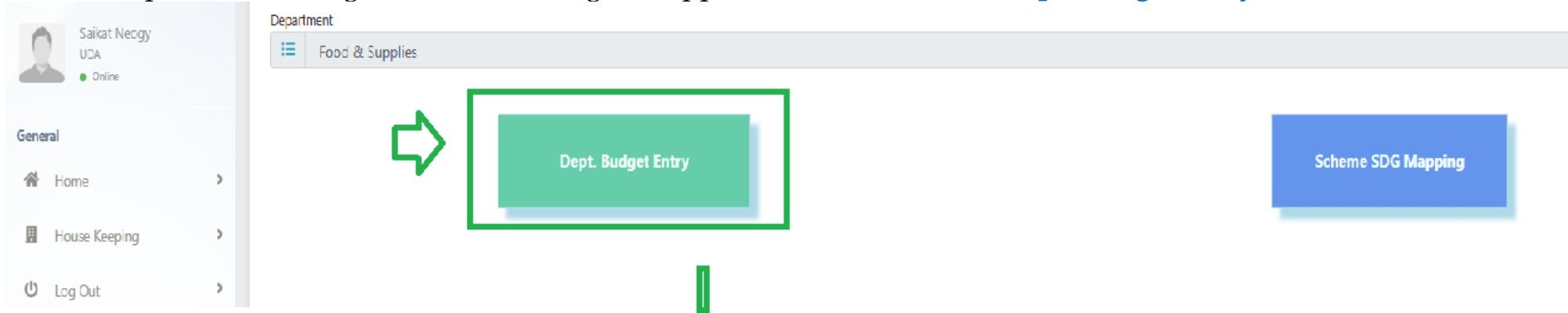
- ✓ Both Mobile Number and email is mandatory for user creation.
- ✓ Newly created FA will receive an OTP for first-time login.
- ✓ The OTP remains valid until the user updates it.
- ✓ Admin users/HoD can disable any user (in case of transfer, retirement, or other reasons) from the same page.
- ✓ Financial Advisor 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 Estimate & SDG” under SERVICES section on the right hand side of Homepage]

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

❖ **Section-B: Budget Entry (State Development Scheme-SDS)**

Budget Preparation: [Process of entry of Revised and Budget data for State Development Scheme-SDS Heads by Operator].

- ✓ Operator/Dealing Assistant shall login in application and click on “Dept. Budget Entry” icon.



- ✓ The next page will appear as below

The screenshot shows the 'SDS Budget' page. On the left, there is a sidebar with 'General' and 'Budget Preparation' sections. The 'SDS Budget' button is highlighted with a green box and a green arrow pointing to it. The main form includes fields for 'Financial Year*', 'Department*', 'Scheme Type*', 'Major Head*', 'Submajor Head*', 'Minor Head*', 'Demand No.*', and 'Scheme Head*'. The 'Financial Year*' dropdown shows '2026-2027'. The 'Department*' dropdown shows 'Food & Supplies'.

✓ User shall then select the Scheme Type from drop-down as shown below followed by Major head, Sub-major head, minor head and scheme head.

Financial Year * 2026-2027 Department * Food & Supplies Demand No. * 21

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

~~Choose~~

0201-State Development Schemes-Core Plan Heads
0202-State Development Schemes-Non-GOI Earmarked
0203-State Development Schemes-State Share of Central Schemes
0301-State Development Schemes (Central Assistance)-CSS Central Share
0400-Central Sector Scheme-
0501-SPARSH for Centrally Sponsored Schemes-Both Shares of SPARSH for Centrally Sponsored Schemes



Financial Year * 2026-2027 Department * Food & Supplies Demand No. * 21

Scheme Type * 0201-State Development Schemes-Core Plan Heads Major Head * 2408 Submajor Head * 01 Minor Head * 102 Scheme Head * 006

Heads of Account	Previous (2025 - 2026)	Revised % Over Previous	Budget % Over Revised	Revised (2025 - 2026)	Budget (2026 - 2027)
FS-21-2408-01-102-006 :	4,320,00,00,000	-100.00	NA	0	0
FS-21-2408-01-102 :	5,714,64,00,000	-100.00	NA	0	0
FS-21-2408-01 :	8,444,67,75,000	-100.00	NA	0	0
FS-21-2408 :	8,454,67,75,000	-100.00	NA	0	0
FS-21	8,618,23,00,000	-100.00	NA	0	0

Budget Size (₹) : 1,00,00,000 **Total Budget Entered (₹) : 0** **Total Budget Yet to be Entered (₹) : 1,00,00,000**

Heads of Account	Actuals (2024-2025)	Budget (2025-2026)	Reapp/Aug/Sur (2025-2026)	FD Release (2025-2026)	Treasury Exp (2025-2026)	Revised (2025-2026)	Budget (2026-2027)	Remarks (if any) (Max. 200 Characters)
FS-21-2408-01-102-006-33-05-V State Subsidy for purchase of paddy for distribution of Rice in PDS	4,602,36,33,826	4,320,00,00,000	0	743,53,00,000	740,13,35,457	0	0	(Max. 200 characters)



Treasury Expenditure Upto 15/10/2025

Save Draft

- ✓ Herein the screen the Actual expenditure for 2024-25, Budget Provision for 2025-26, Reappropriation/augmentation made till date, FD release till date and **Treasury expenditure of current FY (Till 6.1.2025)** will be shown in Non-editable field.
- ✓ User shall enter the Revised Budget (2025-26) and Budget Estimate for 2026-27 in the field as marked above. Then click on “Save Draft”.
- ✓ Similar process need to be followed for all other Scheme types and Head of Accounts.
- ✓ However, for Centrally Sponsored Schemes (CSS) which has been on-boarded into SNA-SPARSH platform, in respect of those HoAs, the BE (2026-27) need to be entered **taking together** both the Central Share expected to be received during 2026-27 and corresponding matching State Share (as per sharing pattern). [Screenshot below]

Revised and Budget Entry for SDS Heads

Last Date of Submission : 07/01/2026 Day(s) Left : 2 * Marked fields are mandatory-----All figures are in Unit of Rupees

Financial Year *	Department *	Demand No. *				
2026-2027	Food & Supplies	21				
Scheme Type *	Major Head *	Submajor Head *	Minor Head *	Scheme Head *		
0501-SPARSH for Centrally Sponsored Schemes-Both Shares of SPARSH	2408	01	101	014		
~~Choose~~ 0201-State Development Schemes-Core Plan Heads 0202-State Development Schemes-Non-GOI Earmarked 0203-State Development Schemes-State Share of Central Schemes 0301-State Development Schemes (Central Assistance)-CSS Central Share 0400-Central Sector Scheme- 0501-SPARSH for Centrally Sponsored Schemes-Both Shares of SPARSH for Centrally Sponsored Schemes		S 26 (26)	Revised % Over Previous	Budget % Over Revised	Revised (2025 - 2026)	Budget (2026 - 2027)
		506,45,28,000	-100.00	NA	0	0
		506,45,28,000	-100.00	NA	0	0
		911,74,00,000	-100.00	NA	0	0
		911,74,00,000	-100.00	NA	0	0
		911,74,00,000	-100.00	NA	0	0

Budget Size (₹) : 0

Total Budget Entered (₹) : 0

Total Budget Yet to be Entered (₹) : 0

Heads of Account	Actuals (2024-2025)	Budget (2025-2026)	Reapp/Aug/Sur (2025-2026)	FD Release (2025-2026)	Treasury Exp (2025-2026)	Revised (2025-2026)	Budget (2026-2027)	Remarks (if any) (Max. 200 Characters)
FS-21-2408-01-101-014-31-02-V Assistance to State Agencies for Intra-State movement of Foodgrains and FPS Dealers Margin under NFSR (SNA-SPARSH)	2,00,00,000	506,45,28,000	0	321,66,16,000	126,64,56,932	0	0	(Max. 200 characters)

Treasury Expenditure Upto 15/10/2025 **Save Draft**

- ✓ If User considers not to estimate budget in any Head of Account combination, then enter the amount of Budget of 2026-27 as "0 [ZERO]".
- ✓ User can put his/her remarks in respect of RE and BE amount entered by him/her.
- ✓ Once, the SDS Budget Size entered /allocated by Finance Department in respect of concerned Department is segregated among the SDS Heads in full under different Scheme Types then the Normal User shall be able to forward the RE and BE entries to NODAL OFFICER for verification. (Screenshot below)

Saikat Neogy
UDA
● Online

Submit SDS Budget

Last Date of Submission : 07/01/2026 Day(s) Left : 2

General

- [Back to Main Menu](#)
- [Home](#)
- [Budget Preparation](#)
- [Check & Submit Budget](#)
- [Administrative Budget](#)
- [SDS Budget](#)
- [MIS](#)
- [Log Out](#)

Select Financial Year : 2026-2027

Select Department : Food & Supplies

Demand No. : 21

Budget Size (₹) : 2,00,00,000

All figures are in Unit of Rupees

Sl. No.	Scheme Type Description	Budget (2025-2026)	Revised (2025-2026)	Budget (2026-2027)	Remarks	All Remarks
1	0201-State Development Schemes-Core Plan Heads	861823,00,000	60,00,000	1,00,00,000		
2	0202-State Development Schemes-Non-GOI Earmarked	1,00,00,000	1,00,00,000	1,00,00,000		
3	0203-State Development Schemes-State Share of Central Schemes	20,00,000	0	0		
4	0301-State Development Schemes (Central Assistance)-CSS Central Share	30,00,000	0	0		
5	0400-Central Sector Scheme-	0	0	0		
6	0501-SPARSH for Centrally Sponsored Schemes-Both Shares of SPARSH for Centrally Sponsored Schemes	91,74,00,000	0	0		
Total		9541,47,00,000	1,50,00,000	2,00,00,000		

N.B. - The Final Submit and Forwarded buttons will appear only when the budget size set by the Finance Department and the total budget entered by the Department are equal

Click to Final Submit & Forwarded to Nodal Officer

❖ Section-C: [Verification by NODAL OFFICER and submission before FINANCIAL ADVISOR]

- ✓ Nodal Officer shall review the entered data from the “SDS Budget” submenu under “Check and Submit Budget” menu which has been entered by Normal User/Dealing Assistant.

General

- [Back to Main Menu](#)
- [Home](#)
- [Budget Preparation](#)
- [Check & Submit Budget](#)
- [Administrative Budget](#)
- SDS Budget** (highlighted with a green box)
- [MIS](#)
- [Log Out](#)

Select Financial Year

2026-2027

Select Department

Food & Supplies

Demand No.

21

Budget Size (₹) : 2,00,00,000

Sl. No.	Scheme Type Description	Budget (2025-2026)	Revised (2025-2026)	Budget (2026-2027)	Remarks	All Remarks
1	0201-State Development Schemes-Core Plan Heads	8618,23,00,000	80,00,000	1,00,00,000		View
2	0202-State Development Schemes-Non-GOI Earmarked	11,00,00,000	1,00,00,000	1,00,00,000		View
3	0203-State Development Schemes-State Share of Central Schemes	20,00,000	0	0		View
4	0301-State Development Schemes (Central Assistance)-CSS Central Share	30,00,000	0	0		View
5	0400-Central Sector Scheme-	0	0	0		View
6	0501-SPARSH for Centrally Sponsored Schemes-Both Shares of SPARSH or Centrally Sponsored Schemes	911,74,00,000	0	0		View
Total		9541,47,00,000	1,80,00,000	2,00,00,000		

N.B. - The Final Submit and Forwarded buttons will appear only when the budget size set by the Finance Department and the total budget entered by the Department are equal.

Forward to FA

Forward to Dept. Admin

Return to Normal User

- ✓ If NODAL OFFICER wants to check/change the Scheme wise and Head wise RE or BE amount or both the RE and BE, then NODAL OFFICER shall click on **Budget Preparation-> SDS Budget** sub-menu.

General

- [Back to Main Menu](#)
- [Home](#)
- [Budget Preparation](#)
- [Administrative Budget](#)
- SDS Budget** (highlighted with a green box)
- [Check & Submit Budget](#)

Financial Year *

2026-2027

Department *

Food & Supplies

Demand No. *

21

Scheme Type *

~Choose~

Major Head *

Submajor Head *

Minor Head *

Scheme Head *

Page 10 of 17

General

Back to Main Menu

Home

Budget Preparation

Administrative Budget

SDS Budget

Check & Submit Budget

MIS

Log Out

Financial Year * 2026-2027

Department * Food & Supplies

Demand No. * 21

Scheme Type * 0201-State Development Schemes-Core Plan Heads

Major Head * 2408

Submajor Head * 01

Minor Head * 102

Scheme Head * 006

	Previous (2025 - 2026)	Revised % Over Previous	Budget % Over Revised	Revised (2025 - 2026)	Budget (2026 - 2027)
FS-2 0202-State Development Schemes-Non-GOI Earmarked	4,320,00,00,000	-99.99	-20.00	50,00,000	40,00,000
FS-2 0203-State Development Schemes-State Share of Central Schemes	5,714,64,00,000	-99.99	25.00	80,00,000	1,00,00,000
FS-2 0301-State Development Schemes (Central Assistance)-CSS Central Share	8,444,67,75,000	-99.99	25.00	80,00,000	1,00,00,000
FS-2 0400-Central Sector Scheme-	8,454,67,75,000	-99.99	25.00	80,00,000	1,00,00,000
FS-2 0501-SPARSH for Centrally Sponsored Schemes-Both Shares of SPARSH for Centrally Sponsored Schemes	8,618,23,00,000	-99.99	25.00	80,00,000	1,00,00,000

Budget Size (₹) : 1,00,00,000

Total Budget Entered (₹) : 1,00,00,000

Total Budget Yet to be Entered (₹) : 0

Heads of Account	Actuals (2024-2025)	Budget (2025-2026)	Reapp/Aug/Sur (2025-2026)	FD Release (2025-2026)	Treasury Exp (2025-2026)	Revised (2025-2026)	Budget (2026-2027)	Remarks (if any) (Max. 200 Characters)
FS-21-2408-01-102-006-33-05-V State Subsidy for purchase of paddy for distribution of Rice in PDS	4,602,36,33,826	4,320,00,00,000	0	743,53,00,000	740,13,35,457	50,00,000	40,00,000	Purchase of Paddy

Treasury Expenditure Upto 15/10/2025

Save Draft

- ✓ Here from NODAL OFFICER can change the RE and BE amount and then click on SAVE.
- ✓ Then, *for forwarding the SDS Budget checking to FA level*, NODAL OFFICER shall click on “Check and Submit Budget->SDS Budget” sub-menu again where the option is there to *forward the same to FA* [screenshot below].

General

Back to Main Menu

Home

Budget Preparation

Check & Submit Budget

Administrative Budget

SDS Budget

MIS

Log Out

Select Financial Year 2026-2027

Select Department Food & Supplies

Demand No. 21

Budget Size (₹) : 2,00,00,000

All figures are in Unit of Rupees

Sl. No.	Scheme Type Description	Budget (2025-2026)	Revised (2025-2026)	Budget (2026-2027)	Remarks	All Remarks
1	0201-State Development Schemes-Core Plan Heads	8618,23,00,000	80,00,000	1,00,00,000		View
2	0202-State Development Schemes-Non-GOI Earmarked	11,00,00,000	1,00,00,000	1,00,00,000		View
3	0203-State Development Schemes-State Share of Central Schemes	20,00,000	0	0		View
4	0301-State Development Schemes (Central Assistance)-CSS Central Share	30,00,000	0	0		View
5	0400-Central Sector Scheme-	0	0	0		View
6	0501-SPARSH for Centrally Sponsored Schemes-Both Shares of SPARSH for Centrally Sponsored Schemes	911,74,00,000	0	0		View
Total	9541,47,00,000	1,80,00,000	2,00,00,000			

N.B. - The Final Submit and Forwarded buttons will appear only when the budget size set by the Finance Department and the total budget entered by the Department are equal.

Forward to FA Forward to Dept. Admin Return to Normal User

- ✓ Instead forwarding the same to FA, the NODAL OFFICER can send the same back to Normal User/DA for re-verification. Or the NODAL OFFICER can send the entry direct to HoD/Admin User by clicking appropriate button as shown in above screenshot.

❖ **Section-D: [Verification by FINANCIAL ADVISOR(FA) and submission before HoD/Admin User of the Department]**

- ✓ FA shall review the entered data from the “**SDS Budget**” submenu under “**Check and Submit Budget**” menu which has been entered/forwarded by Normal User/Dealing Assistant.

SI. No.	Scheme Type Description	Budget (2025-2026)	Revised (2025-2026)	Budget (2026-2027)	Remarks	All Remarks
1	0201-State Development Schemes-Core Plan Heads	8618,23,00,000	80,00,000	1,00,00,000		View
2	0202-State Development Schemes-Non-GOI Earmarked	11,00,00,000	1,00,00,000	1,00,00,000		View
3	0203-State Development Schemes-State Share of Central Schemes	20,00,000	0	0		View
4	0301-State Development Schemes (Central Assistance)-CSS Central Share	30,00,000	0	0		View
5	0400-Central Sector Scheme-	0	0	0		View
6	0501-SPARSH for Centrally Sponsored Schemes-Both Shares of SPARSH for Centrally Sponsored Schemes	911,74,00,000	0	0		View
Total		9541.47,00,000	1,80,00,000	2,00,00,000		

N.B. - The Final Submit and Forwarded buttons will appear only when the budget size set by the Finance Department and the total budget entered by the Department are equal.

[Forward to FA](#) [Forward to Dept. Admin](#) [Return to Normal User](#)

- ✓ If **FINANCIAL ADVISOR** wants to check/change the Scheme wise and Head wise RE or BE amount or both the RE and BE, then **FINANCIAL ADVISOR** shall click on **Budget Preparation-> SDS Budget** sub-menu.

General	Financial Year *	2026-2027	Department *	Food & Supplies	Demand No. *	21		
Scheme Type *		Major Head *		Submajor Head *	Minor Head *	Scheme Head *		
0201-State Development Schemes-Core Plan Heads		2408		01	102	006		
~~Choose~~		Previous (2025 - 2026)	Revised % Over Previous	Budget % Over Previous	Revised (2025 - 2026)	Budget (2026 - 2027)		
0201-State Development Schemes-Core Plan Heads		4,320,00,00,000	-99.99	-20.00	50,00,000	40,00,000		
FS-2 0202-State Development Schemes-Non-GOI Earmarked		5,714,64,00,000	-99.99	25.00	80,00,000	1,00,00,000		
FS-2 0203-State Development Schemes-State Share of Central Schemes		8,444,67,75,000	-99.99	25.00	80,00,000	1,00,00,000		
FS-2 0301-State Development Schemes (Central Assistance)-CSS Central Share		8,454,67,75,000	-99.99	25.00	80,00,000	1,00,00,000		
FS-2 0400-Central Sector Scheme-		8,618,23,00,000	-99.99	25.00	80,00,000	1,00,00,000		
FS-2 0501-SPARSH for Centrally Sponsored Schemes-Both Shares of SPARSH for Centrally Sponsored Schemes								
Budget Size (₹) : 1,00,00,000								
Total Budget Entered (₹) : 1,00,00,000								
Total Budget Yet to be Entered (₹) : 0								
Heads of Account	Actuals (2024-2025)	Budget (2025-2026)	Reapp/Aug/Sur (2025-2026)	FD Release (2025-2026)	Treasury Exp (2025-2026)	Revised (2025-2026)	Budget (2026-2027)	Remarks (if any) (Max. 200 Characters)
FS-21-2408-01-102-006-33-05-V State Subsidy for purchase of paddy for distribution of Rice in PDS	4,602,36,33,826	4,320,00,00,000	0	743,53,00,000	740,13,35,457	50,00,000	40,00,000	Purchase of Paddy
							Treasury Expenditure Upto 15/10/2025	
							Save Draft	

- ✓ Here from FINANCIAL ADVISOR can change the RE and BE amount and then click on SAVE. FA can put his/her remarks, if wants so.
- ✓ Then FA shall again back to “SDS Budget” sub-menu under “Check and Submit Budget” menu for forward the SDS budget data to HoD/Admin User.

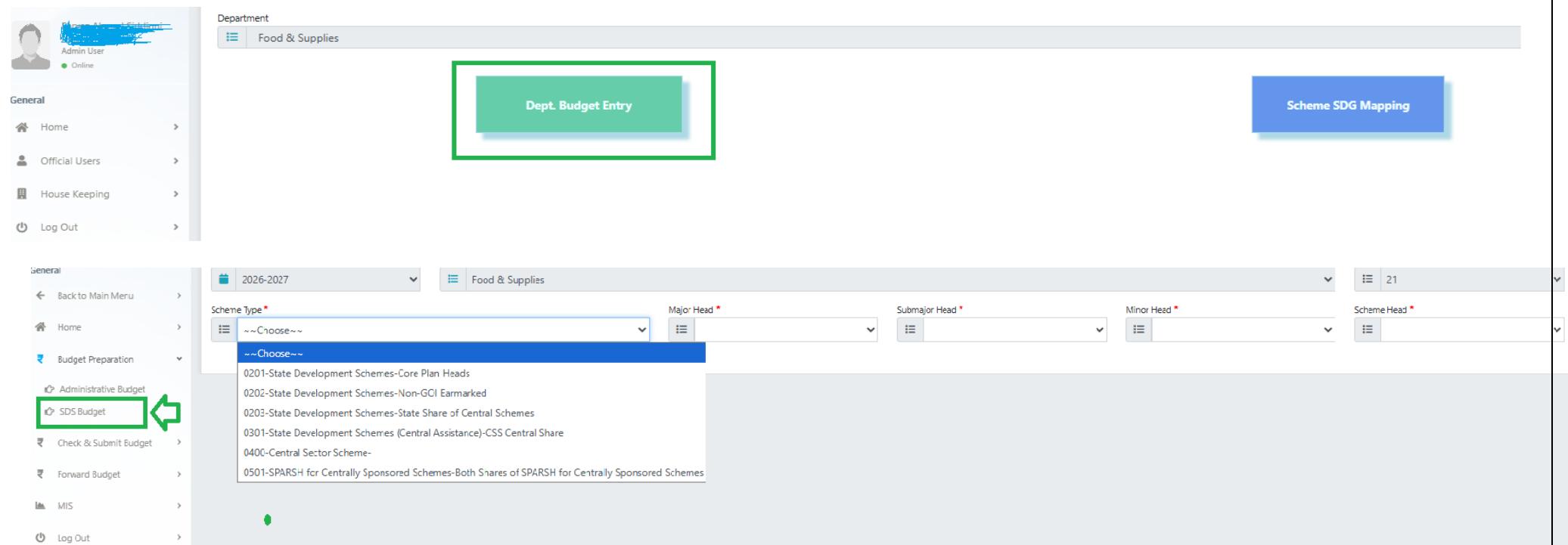
FA	Online					
Submit SDS Budget						
Last Date of Submission : 07/01/2026 Day(s) Left : 1						
General						
Back to Main Menu	2026-2027					
Home	Food & Supplies					
Check & Submit Budget	21					
SDS Budget	All figures are in Unit of Rupees					
Budget Size (₹) : 2,00,00,000						
Sl. No.	Scheme Type Description	Budget (2025-2026)	Revised (2025-2026)	Budget (2025-2027)	Remarks	All Remarks
1	C201-State Development Schemes-Core Plan Heads	8618,23,00,000	80,00,000	1,00,00,000		View
2	C202-State Development Schemes-Non-GOI Earmarked	11,00,00,000	1,00,00,000	1,00,00,000		View
3	C203-State Development Schemes-State Share of Central Schemes	20,00,000	0	0		View
4	C301-State Development Schemes (Central Assistance)-CSS Central Share	30,00,000	0	0		View
5	0400-Central Sector Scheme-	0	0	0		View
6	C501-SPARSH for Centrally Sponsored Schemes-Both Shares of SPARSH for Centrally Sponsored Schemes	911,74,00,000	0	0		View
Total	9541,47,00,000	1,80,00,000	2,00,00,000			
N.B. - The Final Submit and Forwarded buttons will appear only when the budget size set by the Finance Department and the total budget entered by the Department are equal.						
 Forward to Dept. Admin Return to Nodal Officer						

- ✓ After review/verification, FA shall click on “Forward to Dept. Admin”. Once submitted to Admin/HoD then no further entry/modification will be allowed at FA end.[Instead forwarding the SDS Budget data to HoD/Dept Admin, FA can also send the SDS data back to NODAL OFFICER with remarks by clicking on “Return to Nodal Officer” tab.

❖ Section-E: Forwarding of SDS Budget data to Finance Department

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

- ✓ HoD/Dept. Admin shall login with his/her mobile number and PIN.
- ✓ Then shall click on “**Dept Budget Entry**” icon on the home screen.



- ✓ If HoD/Admin wants to check Scheme Type wise/Major head wise Budget then he/she shall click on “Budget Preparation-> SDS Budget menu, as shown in above screenshot. Changes can also be made from here.

✓ For Final Submission of **SDS Budget to Finance Department**, HoD/Admin shall visit the menu “**Check and Submit Budget-> SDS Budget**” menu, as shown below.

Departmental Budget Preparation X

Toggle Sidebar Pin Sidebar

Forward Administrative Budget

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

Select Financial Year: 2025-2026

Select Department: Food & Supplies

General

- > Home
- > Official Users
- > Budget Preparation
- > Check & Submit Budget
- > **Forward Budget**
 - > Forward Admin Budget
 - > **Forward SDS Budget**
- > MIS
- > House Keeping
- > Log Out

General

< Back to Main Menu >

> Home >

> Budget Preparation >

> **Check & Submit Budget** >

> **Administrative Budget** >

> **SDS Budget** >

> Forward Budget >

> MIS >

> Log Out >

Select Financial Year: 2026-2027

Select Department: Food & Supplies

Demand No.: 21

Budget Size (₹) : 2,00,00,000

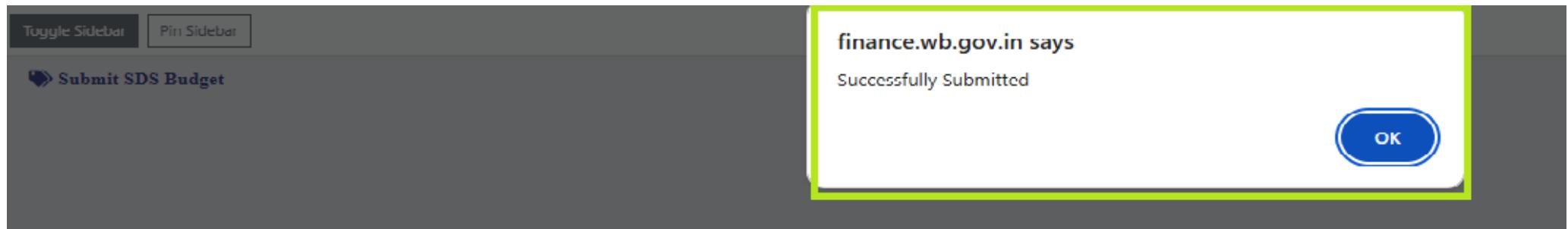
All figures are in Unit of Rupees

Sl. No.	Scheme Type Description	Budget (2025-2026)	Revised (2025-2026)	Budget (2026-2027)	Remarks	All Remarks
1	0201-State Development Schemes-Core Plan Heads	861823.00,000	80,00,000	1,00,00,000		View
2	0202-State Development Schemes-Non-GOI Earmarked	11,00,00,000	1,00,00,000	1,00,00,000		View
3	0203-State Development Schemes-State Share of Central Schemes	20,00,000	0	0		View
4	0301-State Development Schemes (Central Assistance)-CSS Central Share	30,00,000	0	0		View
5	0400-Central Sector Scheme-	0	0	0		View
6	0501-SPARSH for Centrally Sponsored Schemes-Both Shares of SPARSH for Centrally Sponsored Schemes	911,74,00,000	0	0		View
Total		9541,47,00,000	1,80,00,000	2,00,00,000		

N.B. - The Final Submit and Forwarded buttons will appear only when the budget size set by the Finance Department and the total budget entered by the Department are equal.

> Forward to Finance Return to Nodal Officer Return to FA Return to Normal User

- ✓ HoD/Admin shall click on “Forward to Finance” tab and once forwarded a success message will appear.

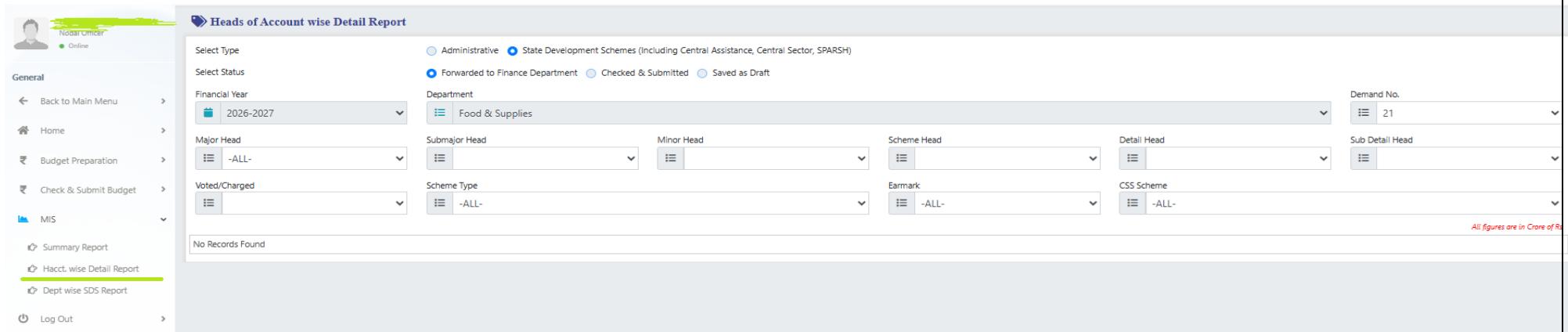


- ✓ Instead forwarding the SDS Budget to Finance Department, if HoD/Admin wants to return the same to FA or NODAL OFFICER then HoD/Admin shall click on “Return to Nodal Officer” or “Return to FA” tab.
- ❖ **Section-F: Reports etc.**
- ✓ In the “Summary Report” submenu, the user can view Department and Scheme-wise budget figures based on the selected Financial Year, and also check the status of the data.

Summary Report

Select Financial Year	Select Department	Select Scheme Type	Select Status	Print As	
2025-2026	Agricultural Marketing	Administrative	Forwarded to Finance Department	All Figures are in Crore of Rs.	
			Checked & Submitted		
			Saved as Draft		
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: 2026-2027

Department: Food & Supplies

Demand No.: 21

Major Head: -ALL-

Submajor Head: -ALL-

Minor Head: -ALL-

Scheme Head: -ALL-

Detail Head: -ALL-

Sub Detail Head: -ALL-

Voted/Charged: -ALL-

Scheme Type: -ALL-

Earmark: -ALL-

CSS Scheme: -ALL-

No Records Found

All figures are in Crore of Rupees