

DIRECTORATE OF WORKS ACCOUNTS
FINANCE (WORKS ACCOUNTS) DEPARTMENT

Circular No.DWA/AP/Mangalagiri/Sn.II/A.2/2022-23/

Dated: 20.12.2022

Sub:- Guidelines for Uploading budget estimates for 2023-24 for works -
Instructions – Issued – Reg.

All the Heads of Departments / Corporation Heads are informed to follow the guidelines indicated below for uploading the budget estimates for 2023-24 for works.

- For Works for which data is not entered in CFMS portal so far (new works) the Department shall create Administrative Sanction, Technical Sanction/ Agreement in CFMS Phase – II for populating the same in Budget portal.
- If the Administrative Sanction is only available, create an AS in CFMS phase II and the same will be populated in HOD login and the HOD has to project budget requirement.
- If Administrative Sanctions and Technical Sanctions are available the Department has to create AS and TS in CFMS Phase – II and the Data will be populated to at HOD level and HOD will project the budget requirement.
- If Administrative Sanction, Technical Sanction, and Agreement are created in CFMS phase-II the Data will be populated to DDO & HOD level and one of them will project the budget requirement.

- **Works Executed by the Corporations:**
- In respect of Corporations executing works for other departments data will be populated to the administrative department (Budget HOD) and the administrative department will upload the budget in their login **duly obtaining the data from the executing Divisions**. The HOD can download the data from budget portal and can share the data to the executing DDOs for furnishing the required work wise budget requirement. After receipt of the data the budget HOD can upload the data in budget portal.
- Where multiple HOAs are operated for a single work such data may be shared with the Directorate of Works Accounts for further necessary action.
- Budget projections should be given in Lakhs only, figures given in any other format will be ignored by the system.
- The budget requirements shall be shown in a realistic manner year wise instead of showing entire balance amount in one year duly assessing the agreement period, physical progress of work etc.
- Newly created AS/TS/Agreement data will be reflected in the budget portal within 24 hours.


DIRECTOR OF WORKS ACCOUNTS
NIDHI BHAVAN, MANGALAGIRI
NEAR IT HUB, GUNTUR DIST, AP

To:
All the Heads of Departments/Corporations.
All the JDWAs/PAOs/APAOs.
Copy to Mr. Rizwan, CFMS
Copy to Mr. Subbarayudu, CFMS
Copy to Addl. CEO, APCFSS for information.