

**Government of India  
Ministry of Railways  
(Railway Board)**

No.2010-B-107

New Delhi, dated 14.12.2018

**Principal Financial Advisors  
All Zonal Railways**

**Sub: Budget module of IPAS- Guidelines on distribution of RE 2018-19 (OWE)**

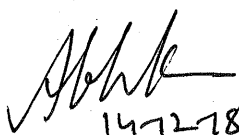
**Ref: Railway Board's letter no.2010-B-107 Dated 29.08-2018**

Phase I of Budget module of IPAS has been implemented and projections for RE 2018-19/BE 2019-20 for revenue demands were taken through the budget module. RE of revenue demands is under finalization and will be issued by Railway Board shortly. It is to reiterate that RE will be communicated/distributed to Zonal Railways through the IPAS Budget module itself.

Further, it is to bring to your kind notice that the Budget module has feature of Budget distribution also. Zonal Railways can make use of this feature for RE fixation and further distribution to Divisions/Workshops. As an aid for RE fixation and to reduce effort involved in this exercise at zonal/divisional level, system will be providing a tentative RE distribution. This distribution will be based on RE projections made by the zones & the current expenditure trends and can be edited further for RE fixation. Detailed process flow (enclosed) in this regard has been provided by CRIS and the same may please be circulated to all concerned.

Necessary action may please be taken accordingly and any clarification required on the subject can be directed to CRIS, Western Railway or Railway Board.

DA:- As above.

  
14-12-18  
**(Abhishek Kumar)**  
**Director Finance (Budget)**  
**Railway Board**

**Cc: PPS/AM(B) for kind information of AM(B) Please**

# RG Fixation Process

## Steps to Follow :

- **Reserve Entry :**

Verify the Revised Budget Grant 2018-19 from Board's letter in this regard and enter RB reserve & HQ reserve to work out your desired ISL as approved by the competent authority.

- **Grant Distribution :**

Grant distribution screen will initially distribute (Voted portion) data based on the Revised estimates 2018-19 as projected in the system. Charged portion will be shown as per the estimates projected in the system. Message 'Grant distributed successfully' will be displayed.

- **RG Fixation:**

A separate screen is being provided for the Fixation of Revised Grant 2018-19.

This screen will enable Zonal Railways to Fix Revised Grant on the basis of Actuals of current year or on the basis of Revised Estimates 2018-19. RG distributed by the system by default is based on RE sent. It can be 'as per Actuals' if the option 'Actuals' is selected.

Options have been provided to Fix Revised Grant at various levels. All these fixations can be done for Accounting Units and Departments. This screen allows Zonal Railways to distribute Revised Grant Accounting Unit wise or Department wise for the following combinations:

- SMH wise - PU wise
- SMH wise - Minor Head wise - PU wise
- SMH wise - Minor Head wise - Sub Head wise - PU wise

Also, this screen will allow Accounting Unit wise or Department wise fixation/editing of Revised Grant 2018-19. Color scheme for various criterion will be shown on the RG Fixation screen.

This fixation/editing will be based on the logic that Accounting Unit/Department wise distribution always tallies with the total as allotted by Board. During fixation process, amount not distributed/matched will be appearing on the same screen separately and will aid in fixing AU/Department wise totals. Editing of 'Charged' and 'Strategic' can be done through Budget Grant Edit AU/Zone only.

- **Budget Grant Edit AU/Zone :**

Further editing, if required, of Revised Budget Grant can be done using Budget Grant AU screen. After editing of data by HQ, Zonal HQ will confirm the data and the data will get automatically forwarded to Sr.DFM/WAO. After confirmation, system will automatically distribute SMH wise - Minor Head wise - Sub Head wise - PU wise data upto BSPU level on the basis of Revised Estimates 2018-19 as proposed by Sr.DFM/WAO.

- **Budget Grant Edit BSPU :**

Sr.DFM can edit/vet the distributed figures BSPU wise using Budget Grant Edit BSPU screen. Options have been provided to edit all BSPUs at the same time using **BSPU wise edit** button. After confirmation by Sr.DFM/WAO, system won't allow data to be modified for any BSPU in the system.