

FINANCE DEPARTMENT
GOVERNMENT OF SIKKIM

REFERENCE MATERIAL

FOR PREPARING NOMINAL ROLL

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This reference material is intended to guide the users to prepare and submit online nominal roll using D&DO Services of SIFMS Ver.2.0 Pranali

Foreword

The Nominal Roll is a comprehensive document, which encapsulates the content of the State Budget relating to estimation of expenditure on Salaries, Wages and other activities connected with the preparation of the Annual Budget of the State Government. The process is digitised, simplified and designed in a software called DDO, RCO and Prebudget services in logical sequence, comprehension for easy preparation of the budget estimates and submission to the respective authorities/office through online mode. The Annexures/appendices/Forms is added, as required in the budget circular issued by the Budget Division of Finance Department.

The related circulars, instructions and guidelines are available in the official website of Finance Department, Government of Sikkim viz; sikkimfred.gov.in and ebudget.sikkim.nic.gov.in for reference.

The budget circular, however, does not cover micro level facets of the Nominal Roll making process using the DDO/RCO services. Therefore, it is felt a need for a comprehensive reference material on nominal roll, bringing entire nominal roll related procedure and features used in the DDO/RCO is required to ease difficulty for the users while preparing nominal roll. This reference material unravels the detailed process involved in nominal roll preparation. We hope this will largely help users to go through the entire process and ease difficulties in preparing Nominal rolls by D&DOs.

We would also like to place on record the hardwork done by our dedicated Team of IT Cell which included our Senior Scientist, Shri.Raj Kamal Pradhan, Developers, the testing team from IT Cell(Accounts) for their excellent work in developing,testing and execution of the herculian task of digitising the state finances and improving the budgeting process. We would also like to thank our esteemed users who helped and facilitated to implement this system at ground level with their support, feedback guidance and usage. It has also evolved as a result of wide consultations as well as valuable suggestions and inputs provided by the officers of Budget Division and other officers of the Finance Department.

We hope this reference material shall be helpful for all D&DOs and RCOs for preparation of Nominal Rolls-2023-24.

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CHAPTER-I

THE URL FOR DDO SERVICES

User need to search the following URL using NICNET Connectivity or through other ISPS using VPN services provided by NIC over the cloud for the DDO Services of Pranali. The URL is ddo.pranali.sikkim.nic.in. The user is required to provide user name and password to get access into the DDO Services.

THE WORKFLOW (Definition)

Workflow means the procedure of submission and approval of the digital documents using online system. Each Level of staff/officer is given a role for creating, approving, and submission of the Nominal Roll documents according to the hierachy of Posts and offices. The roles mapped in the process of Nomnal roll process are; Creation, consolidation & Approval and Final Submission roles.

The workflow [DDO Services/Office Level]

- (i) **Creator role:** - This role is assigned for the preparation of Appendices prescribed under nominal roll. It is assigned to the Subordinate staff under D&DO or to the D&DO himself. The D&DO or subordinate staff under D&DO having this role can prepare the Appendices and Forms under nominal roll process.
- (ii) **Approver role:** - This role is only assigned to D&DO. The D&DO saves/approves the appendices prepared by the Subordinate staffs or prepared by him/her. The D&DO also consolidates the amount of estimates under each budget heads by using this role.
- (iii) **Final Submission role:-** On completion of preparation , consolidation of the budget estimates, the D&DO has to submit it to its district office or Head office of the department using this role. Upon excercising this role, the DDO submits the estimates to his higher office and after its submission the D&DO shall no longer be able to modify the estimates submitted by him. He/she can only view and print the estimates once it is submitted to higher office/level.

[Note** :- Wherever there are offices/D&DOs in Sub-division or block level under any Department, the estimates prepared by sub-division and block level D&Dos are submitted to the District Level D&Dos. The District Level D&DO must ensure that all D&DOs under the sub Division or Block Level submits the estimates/nominal rolls. After the estimates from Block and Sub-Division Level is submitted, the District Level D&DO along with his Budget estimates shall compile and consolidate the appendices and

Consolidated Abstracts. After consolidation, the final district estimates is calculated. The District level D&DO, then submits it to the RCO for further consolidation of the estimates in department level.]

CHAPTER-II

PREPARING APPENDICES

1. **The Navigation:** To Navigate the Nominal roll forms user need to follow the steps given below;-
 - i. The respective user need to login to the DDO Services using URL; ddo.pranali.sikkim.nic.in using the User ID and Password provided to the D&DO by Finance Department or by D&DO for their subordinate staffs.
 - ii. After Login, the User need to navigate **>Pay Roll>Nominal Roll Forms** to get access to the relevant office levels and interface and Final submission of the estimates to next higher authorities viz; **District Level, RCO Level and Final Submit Menu.**
2. **Preparing Appendices:-**
 - a. **Appendix I A-** The Appendix I (A) is provided for estimating the budget estimate of the regular Government servants whose monthly salary is debitable to object Head viz: - 01-Salaries. [Reference; SFR, 1979, Rule.75(5)]

The procedure

1. Navigate the form using path/navigation= **Nominal Roll Forms>Office Level> Appendix I-A.**
2. Upon logging into the form, user need to select relevant budget head and the section(s) from the list for which Appendix I A is prepared. Once these parameters are selected the User need to click **View Appendix-I-A** to generate the Appendix I-A. All calculations of Pay & Allowances, Increments etc and total annual estimation per employee except for the regular employees under training period will automatically calculated and displayed by the system.
3. For the employees under training period, the user is required to select the applicable pay matrix level and cell applicable to the employee from the next financial year. Once user selects this, the system automatically calculates and displays the applicable pay & Allowances and total annual estimation for the employee.
4. System also shows the total estimated budget calculated against the selected budget head.

5. User is required to click **Save** button to save the Appendix –I A or click **Cancel** to remove the displayed appendix I A.
6. If user is required to generate Appendix I (A) for other budget heads then User is required to Click the **Generate New Button** and repeat the step 1 to 5.
7. **Alternative path:** If the office is, using budget head of other department (i.e Payment through fund transfers) for disbursement of salaries of employees posted by other department, then user need to select the **Check box “Do you want to generate other department demand?”** Upon selecting this system prompts the actor to select the **Department name**, and the **budget heads** of the selected department and the sections for which the Appendix I A is being prepared.

Example:- the Government school teachers under the block level draw their salaries from the D&DO of Block Administrative centre using D&DO code under Rural Development Department and using budget head of Education department though fund transfers. In such case the estimates is to be prepared by the block level office of RMD&D under the budget head of Education Department. In this case, the one estimating office/department/demand is preparing the budget estimates for other department. Therefore, this feature is provided to facilitate users to prepare estimates in such cases.

- b. **Appendix III A:-**The Appendix III (A) is used for estimating the budget estimate of the muster roll employees, engaged in daily wages (other than One Family One Job). [Reference; SFR, 1979, Rule.75 (5)]

The Procedure

1. To navigate the form using path/navigation = **Nominal Roll Forms>Office Level> Appendix III-A.**
2. Upon logging into the form, user need to **Select** relevant budget head and the section(s) from the list for which **Appendix III A** is being prepared. Once these parameters are selected the User need to click **View Appendix-III-A** to generate the Appendix III-A. Calculations for annual estimate per employee as well as annual budgetary estimate will be automatically calculated and displayed by the system.
3. User is required to click **Save** button to save the Appendix –III A or click **Cancel** to remove the displayed Appendix III A.
4. User is required to repeat the step **1 to 3** for preparing estimates of budget under other budget heads and sections of the muster roll employees under the logged in office to prepare **Appendix III-A.**

5. For preparing estimates of other department the procedure at **Chapter – II (2) (a) (7)** is required to be followed.

c. Appendix III B: - The **Appendix III (B)** is used for estimating the budget estimate of the OFOJ employees, engaged in daily wages (One Family One Job). [Reference; SFR, 1979, Rule.75(5)]

The Procedure

1. Navigate the form using path/navigation= **Nominal Roll Forms>Office Level> Appendix III-B.**
2. Upon logging into the form, users need to select relevant budget head and the section(s) from the **list** for which **Appendix III B** is being prepared. Once this parameter is selected, user needs to click **View Appendix-III-B** button to generate the **Appendix III-B**. Calculations for annual estimate per employee and well as total budget estimate are automatically displayed by the system.
3. User is required to click **Save** button to save the **Appendix –III B** or click **Cancel** button to remove the displayed Appendix III B.
4. User is required to repeat the **step 1 to 3** for preparing estimates of budget under other budget heads and sections of the muster roll employees under the logged in office to prepare **Appendix III-B.**
5. For preparing estimates of other department the procedure at **Chapter – II (2) (a) (7)** is required to be followed.

d. Appendix III B: - The **Appendix III (B)** is used for estimating the budget estimate of the OFOJ employees, appointe on consolidated Pay (One Family One Job). [Reference; SFR, 1979, Rule.75(5)]

The Procedure

1. Navigate the form using path/navigation= **Nominal Roll Forms>Office Level> Appendix III-C.**
2. Upon logging into the form, users need to **select** relevant budget head and the section(s) from the list for which **Appendix III C** is being prepared. Once this parameter is selected, the user needs to click **View Appendix-III-B** button to generate the Appendix III-C. Calculations for annual estimate per employee and well as annual budgetory estimate is automatically calculated and displayed by the system.
3. User is required to click **Save** button to save the **Appendix –III C** or click **Cancel** button to remove the displayed **Appendix III C.**

4. User is required to repeat the **step 1 to 3** for preparing estimates of budget under other budget heads and sections of the muster roll employees under the logged in office to prepare Appendix III-C.
 5. For preparing estimates of other department the procedure at **Chapter – II (2) (a) (7)** is required to be followed.
- e. **Appendix IV A:** - The **Appendix IV (A)** is used for estimating the budget estimate of the employees other than regular employees engaged on time scale of Pay (E.g Workcharged, Adhoc etc). [Reference; SFR, 1979, Rule.75(5)]

The Procedure

1. Navigate the form using path/navigation= **Nominal Roll Forms>Office Level> Appendix IV A.**
 2. Upon logging into the form, users need to select relevant budget head and the **Section(S)** from the list for which Appendix IV A is being prepared. Once these parameters are selected, the user need to click **View Appendix-IV A** to generate the Appendix IV A. Calculations for annual estimate per employee and well as annual budgetory estimate is automatically done and displayed by the system.
 3. User is required to click **Save** button to save the **Appendix –IV A** or click **Cancel** button to remove the displayed Appendix IV A.
 4. User is required to repeat the **step 1 to 3** for preparing estimates of budget under other budget heads and sections of the muster roll employees under the logged in office to prepare Appendix IV A.
 5. For preparing estimates of other department the procedure at **Chapter – II (2) (a) (7)** is required to be followed.
- f. **Appendix IV B:** - The **Appendix IV (B)** is used for estimating the budget estimate of the employees other than regular employees engaged on Consolidated Pay (i.e Workcharged, Adhoc, Co-terminus/Consolidated). [Reference; SFR, 1979, Rule.75(5)]

The Procedure

1. Navigate the form using path/navigation= **Nominal Roll Forms>Office Level> Appendix IV-B.**
2. Upon logging into the form, users need to **Select** relevant budget head and the section(s) from the list for which Appendix IV B is being prepared. Once these parameters are selected the user need to click **View Appendix-IV-B** button to generate the Appendix IV-B. Calculations for annual estimate per employee and well as annual budgetory estimate is automatically doen and displayed by the system.

3. User is required to click **Save** button to save the Appendix –IV B or click **Cancel** button to remove the displayed Appendix IV B.
4. User is required to repeat the **step 1 to 3** for preparing estimates of budget under other budget heads and sections of the muster roll employees under the logged in office to prepare Appendix IV-B.
5. For preparing estimates of other department the procedure at **Chapter – II (2) (a) (7)** is required to be followed.

g. Appendix Vi A: - The **Appendix VI (A)** is used for preparing the list of government vehicles(Non Functional) attached under a particular office with details viz; Vehicle number, Date of Purchase, Make, Model, Cost of Vehicle.

The Procedure

1. Navigate the form using path/navigation= **Nominal Roll Forms>Office Level> Appendix VI A.**
 2. Upon logging into the form, users need to click **Generate Appendix VI-A** button.
 3. System displays the list of Non Fuctional vehicle registered under the logged in office.
 4. User is required to click **Save** button to save the **Appendix –VI A.**
- h. Appendix VI B:** - The **Appendix VI (B)** is used for preparing the list of government vehicles (Functional) under a particular office with details viz; Vehicle number, Date of Purchase, Make, Model, Cost of Vehicle.

The Procedure

1. Navigate the form using path/navigation= **Nominal Roll Forms>Office Level> Appendix VI B.**
2. Upon logging into the form, users need to click **Generate Appendix VI-B.**
3. System displays the list of vehicle details under the logged in office.
4. User is required to click **Save** button to save the **Appendix –VI B.**

CHAPTER-III

PREPARING CONSOLIDATED ABSTRACTS

APPENDIX I

Purpose: This appendix is used to consolidate the object headwise budget estimates calculated under APPENDIX-I (A).

The Procedure

1. Navigate the form using path/navigation= **Nominal Roll Forms>Office Level> Consolidated Abstracts> Appendix I.**
2. Upon logging into the form, users need to **Select Appendix I** from the list and need to click **Generate Appendix I.**
3. System displays the Appendix I with detailed headwise budget estimates for the logged in office (including the offices under it, if the logged in office is a District controlling office).
4. User is required to click **Save** button to save the Appendix –I.

APPENDIX III

Purpose: This appendix is used to consolidate the object headwise budget estimates calculated under APPENDIX-III (A), III (B), III(C).

The Procedure

1. Navigate the form using path/navigation= **Nominal Roll Forms>Office Level> Consolidated Abstracts> Appendix III.**
2. Upon logging into the form, users need to **Select Appendix III** from the list and need click **Generate Appendix III** button.
3. System displays the **Appendix III** with detail headwise budget estimates for the logged in office (including the offices under it, if the logged in office is a District controlling office).
4. User is required to click **Save** button to save the Appendix –III.

APPENDIX IV

Purpose: This appendix is used to consolidate the object headwise budget estimates calculated under Appendix-IV (A), IV (B).

The Procedure

1. Navigate the form using path/navigation= **Nominal Roll Forms>Office Level> Consolidated Abstracts> Appendix IV.**
2. Upon logging into the form, users need to **Select Appendix IV** from the list and need to click **Generate Appendix IV.**

3. System displays the **Appendix IV** with detailed headwise budget estimates for the logged in office (including the offices under it, if the logged in office is a District controlling office).
4. User is required to click **Save** button to save the Appendix –IV.

CHAPTER-IV

Preparing Estimates of Revenue-FORM-I

Form-I is used for preparing revenue estimates under an office. The revenue Estimates provided by all D&DOs under a department is compiled in the level of RCO and provides the total estimates of revenue targetted for the next financial year.

The Procedure

1. Navigation:- To log into the FORM-I, user need to Navigate;- **Pay Roll menu>Nominal Roll Forms>Office Level>FORM-I**
2. After logging into the form, User need to **Select** the relevant receipt head from the list against which the revenue estimates is being prepared.
3. After selecting the receipt head user, need to click **Add Receipt Head** button.
4. User need to follow **step 2 to 3** to add more receipt heads.
5. After adding the required Revenue receipt heads, user can enter the revenue estimate figures estimated against a D&DOs Office in **column 7**
6. User can also add the **Remarks** for the estimated figures in **column 8**, (if required).
7. User is required to click **Save** button to save the estimates.
8. The D&DO can modify the figures and save using the **Update** button.

CHAPTER-V

A. Approval of Appendices, form and Abstracts and Final submission by D&DO

1. All Appendices, Form and Consolidated Abstracts to be approved by the respective D&DO. For approval, user needs to select the relevant rows of appendices and forms using the check boxes.
2. Once it is approved and all figures are finalised, the printout should be taken by the D&DO's office.

B. Modification of figures;-

1. The budget estimates for Receipt and expenditure can be modified after it has been approved by D&DO but before final submission to budget. For this user need to navigate the respective appendices and make required change in the first instance.
(For example:- If user inadvertatly compiles the nominal roll of an employee or a group of employee in wrong budget head (eg.(a) 2054-00-001-00-47-01) instead of creating it in ((b) 2054-00-096-00-48-01), then to correct the entries, user need to update and clear the entries under budget head in which it was inadvertantly prepared(i.e (a) and generate/re-generate appendice uder budget head(b) duly selecting the budget head (b).
2. After making changes in the relevant appendices and updating it, users need to recompile the consolidated abstracts and update it.

C. Final Submission to RCO

1. Once all abstracts and estimates are approved by D&DO and all figures are finalised, the D&DO can submit the budget estimates to the RCO using the following Navigation.
2. **Navigation:-PayRoll Menu>Nominal Roll Forms>Final Submit.**
3. When user logs into the **Final Submit** form, User need for confirm the list of submissions which are to be certified to be correct and complete in all respects viz;
 - i. All relevant appendices are prepared and finalised in all respects.
 - ii. Estimates under all budget heads applicable to salaries and wages are prepared without missing any and complete and correct in all respects.
 - iii. If user has missed to prepare budget estimates in any of the budget heads mapped to the office, then system displays such budget heads in red colour. User (D&DO) can go back and re-process the relevant appendices again and after finalisation of the estimates in all respects, user can finally submit the estimates to the District level Office or RCO (as applicable).
 - iv. To complete final submission process, user need to check all Appendices and Budget heads with certificates recorded therein to enable **FINAL SUBMIT** button.
4. Once user completes all steps in **step 3** then **FINAL SUBMIT** button appears in the screen of D&DO. For final submission user need to click the **FINAL SUBMIT** Button.
5. Once the **FINAL SUBMIT** Button is clicked, a pop up message is displayed in the screen warning the user, that all relevant appendices, forms and abstracts are prepared correctly and finalised. The message shows two buttons viz; YES and NO.

6. At this step user(DDO) can still opt to select No, if he feels that he has missed preparing any relevant forms, appendices, etc and go back to the **Nominal Roll form** Menu to prepare those missed documents and **Approve** it before final submission.
7. If User clicks **YES** in **step 5** then the budget estimates are finally submitted to **District Level Office or RCO**(as applicable) then after this step, the D&DO is no longer be able to prepare modify the estimates for the financial year again.

CHAPTER –VI

PRINTING OF NOMINAL ROLL DOCUMENTS AT D&DOS LEVEL

The printing option for Nominal Roll documents prepared by respective D&DO is provided to the DDO's Office to facilitate them to submit physical documents relating to Nominal Roll to the District Level Office or RCO's Office. Before start printing, please ensure that you have processed all appendices and forms in Nominal Roll Forms> Office Level/District Level.

1. Navigation: **Pay Roll> Nominal Roll Reports>Office Level.** After navigating this path, user is required to go to respective menu options for printing of different appendices and consolidated reports.
2. Appendix reports: - To print the appendix reports, user need to navigate **Pay Roll> Nominal Roll Reports>Office Level>Appendix Report.** User need to select the relevant appendix type and budget head from the list provided therein and need to click View Reports button. *The relevant report appears in the screen. User can print the relevant report by clicking the print button.*
3. For appendix VI A and VI B, user need to login to navigate **Pay Roll> Nominal Roll Reports>Office Level>Appendix VI A/VI B** to print the approved list of functional and Non-Functional vehicles attached to a particular office.
4. Consolidated abstracts: - To print the Consolidated abstracts, user need to navigate **Pay Roll> Nominal Roll Reports>Office Level> Consolidated abstracts.** User need to select the relevant appendix type and budget head from the list provided therein and need to click **Generate** button. *The relevant report appears in the screen. User can print the relevant report by clicking the print button.*
5. FORM-I: - User can print the FORM I by navigating **Pay Roll> Nominal Roll Reports>Office Level>FORM-I.** Once logged in *into the form, user need to click Print Button to print the form -I*

(Note** While trying to print the appendix report, please ensure that the Paper Size feeded in the printer is A4 Size, Printer driver is loaded properly in your desktop, Printer is powered on and connected with your desktop.

CHAPTER VII

DISTRICT LEVEL COMPILATION/CONSOLIDATION OF BUDGET ESTIMATES

Applicability;-This menu is applicable to the Departments having offices in Block and Subdivision level viz; Education Department and Land Revenue and Disaster Management Department. (Note; the District Level Menu does not apply to RDD. As per the requirement given by the accounts division of RDD (HQ), the estimates are directly consolidated by the RCO only).

Purpose of the District level Menus: - To Consolidate the budget estimates of all D&DOs under the control of district level office. This includes the D&Dos at block and sub division levels and the D&DO of district headquarter.

1. Navigation;- Pay Roll> Nominal Roll Forms> District Level.
2. Appendix consolidation: - This menu item is for consolidating the different Appendices prepared by DDOs under the block and subdivisions under district office of a particular department.
3. Consolidated abstract: - This menu is provided for calculating total estimates (consolidated abstract) of a particular budget head and relevant appendices.
4. Form-I; - This feature is provided for consolidation/preparation of revenue estimates of the department at RCO level. Using this feature, the RCO can accept the figures either entered by D&DOs as estimated figures of revenue or can overwrite the figures provided by the D&DOs.
5. Form-II; - Form II is for consolidating/compiling the budget headwise estimates of expenditure calculated under different appendices.
6. Final Submit: - This menu is designed to submit all appendices, forms and abstracts of nominal rolls in one click of button. After submission of nominal roll documents through this feature, the RCO shall no longer be able to make changes on the nominal roll documents.

Menuwise description and process flow

1. **Appendix consolidation:** - This feature compiles each type of Appendices and consolidated the budget headwise estimates under different appendices subkitted by different D&DOs under the district.
 - a. Appendix I(A);-
 - i. User is required to login into this form using navigation: Pay Roll> Nominal Roll Forms>District Level>Appendix Consolidation and selecting Appendix I A from the list.
 - ii. User is also required to select all offices option and click generate button to consolidate the amount of budget estimates under Appendix I A prepared by all D&DOs under the districts.
 - iii. After completing step b, system displays the consolidated view comprising of details of employees under Appendix I (A) submitted by D&DOs under the district. The user is required to click the save button to save the consolidated District level appendices.
 - b. Appendix III A, III B, III C, IV A, and IV B: - Procedure is same as Appendix I (A).
2. **Consolidated Abstract:** - This feature compiles the total budget headwise estimates of each type of Appendices and shows the estimates of expenditure under the district level.
 - a. Appendix I: - It is the budget headwise abstract (summary) of appendix I (A). All estimates calculated under Appendix I-A is compiled and totalled, budget headwise and shown in this statement. The Navigation to this is Pay Roll> Nominal Roll Forms>District Level>Appendix Consolidation and selecting Appendix I.
 - i. After logging into the form and selecting the Appendix I from the list, user is required select all offices from the list and click **Generate button** to consolidate the amount of estimates of each budget heads selected under Appendix I A prepared by all D&DOs under the districts.
 - ii. User can select a particular office from the list of offices, if user wants to view the relevant Appendix I for a particular DDO/Office.
 - b. Appendix III, IV: - Procedure is same as Appendix I.
3. **FORM-II:** - This form is used to summarise and consolidate the budget estimates calculated under Appendix I, Appendix-II, and Appendix-III.
 - a. Navigation: - Pay Roll> Nominal Roll Forms>District Level>FORM-II.
 - b. After logging into the form, system displays the budget headwise estimates as calculated under Appendix-I, III, IV approved by all D&DOs under the district. User can add Remarks in the space provided in remarks column against each budget heads.
 - c. After recording remarks, user is required to click save button to save FORM-II.

4. **FORM-I:** - This form provides revenue estimates for the selected budget year.
 - a. Navigation: - Pay Roll> Nominal Roll Forms>District Level>FORM-I.
 - b. After logging into the form, system displays the budget headwise compiled revenue estimates entered and approved by all D&DOs under the district. User can add remarks in the space provided in remarks column against each budget heads.
 - c. User can also overwrite the revenue estimate figures entered by the D&DOs under the District and Department.
 - d. User is required to click save button to save the details compiles in step 4(b) & (C) above.

Final Submission to RCO

Final Submission to RCO is same as detailed in chapter-V(C) step (3 to 7)
