

Instructions for using eVitrans / Budget Allocation Software

General requirements for running running eVitrans / Budget Allocation software

- The application is *best viewed In IE Explorer 5.0+ and 1024 X 768 Screen Resolution.*
- For *viewing reports you need Adobe PDF reader installed in your computer.* You can install Adobe PDF Reader from the link provided () on the web site on right bottom.
- Popup should be enabled in the Internet Explorer to view reports. To disable Popup blocker follow the instructions in the document **How to disable popup blocker in Internet Explorer.pdf**
- Applications **Login section is only meant for HOD's** who have to login to the site with the provided User id (Which is the HOD code of the respective HOD) and password to allocate the budget to their DDO's.
- Applications Second section is meant for DDO's to view their sanction letters by entering Treasury Code and DDO code. Steps to view the sanction letter are described later in the document.

General View of the front page of application

DEPARTMENT OF FINANCE
BUDGET ALLOCATION

BUDGET 2010-11 **BUDGET DISTRIBUTION BY HOD**

Login Area for HOD's.
Only used by respective HODs to Allocate / Surrender & Sanction budget to their DDOs.
Step 1. Select your HOD from User Id list.
Step 2. Enter password and press Login button

HOD's Login
User Id : 100-CHIEF SECRETARY H.P.GOV.T.
Password :

For login password e-mail : group2-hp@nic.in
Phone : 0177 - 2625216

View Allocated Budget (Treasuries & DDO's)
Fields with * are compulsory
 View Sanctions DDO Login

* Financial Year
* Enter Treasury Code
* Enter DDO Code

This Section is For DDO's.
They can view Sanction Letters of the budget allocated to them by their respective HODs.
Step 1. Enter Treasury Code
Step 2. Enter DDO Code
Step 3. Press Submit. Which will display the list of sanction Letters
Step 4. Select Letter Number.
Step 5 Click View Sanction Letter

1024 X 768 Screen Resolution
led to view reports(All are in PDF Format)

Get Adobe Reader

Department of Treasuries, Accounts and Lotteries, Himachal Pradesh
For any query regarding this website, please contact the "Web Information Manager: Sh Deepak Bhardwaj (Joint Director) group2-hp@nic.in".
Contents of this website are informative only and for benefit of the public. However, these do not constitute any legal advice.

Click here to download
Adobe PDF Reader

Process to view Sanction Letter

Phone : 0177 - 2625216

View Allocated Budget (Treasuries & DDO's)
Fields with * are compulsory

View Sanctions DDO Login

* Financial Year: 2010-11

* Enter Treasury Code: CTO00

* Enter DDO Code: 058

Submit

- Enter Treasury Code.
- Enter DDO Code.
- Press Submit button.

View Allocated Budget (Treasuries & DDO's)
Fields with * are compulsory

View Sanctions DDO Login

* Financial Year: 2010-11

* Enter Treasury Code: CTO00

* Enter DDO Code: 058

-- SELECT --

View Selected Letter

View Consolidated Sanctioned Budget of above DDO

DDO section view after entering Treasury Code & DDO code and pressing Submit Button

- Select Letter Number by clicking on the drop down list.

View Allocated Budget (Treasuries & DDO's)
Fields with * are compulsory

View Sanctions DDO Login

* Financial Year: 2010-11

* Enter Treasury Code: CTO00

* Enter DDO Code: 058

Select Sanction Letter (Issued by HOD)

-- SELECT --

- 108-207-062010
- 106-207-062010
- 103-207-062010
- 102-207-062010
- 95-207-052010
- 83-207-042010
- 2-207-052010
- 1-207-042010

View Consolidated Sanctioned Budget of above DDO

Best Viewed In IE Explorer 5.0+ and 1024 X 768 Screen Resolution
Popup in browser should be enabled to view reports(All are in PDF Format)

View Allocated Budget (Treasuries & DDO's)
Fields with * are compulsory

View Sanctions DDO Login

* Financial Year: 2010-11

* Enter Treasury Code: CTO00

* Enter DDO Code: 058

Select Sanction Letter

106-207-062010

View Selected Letter

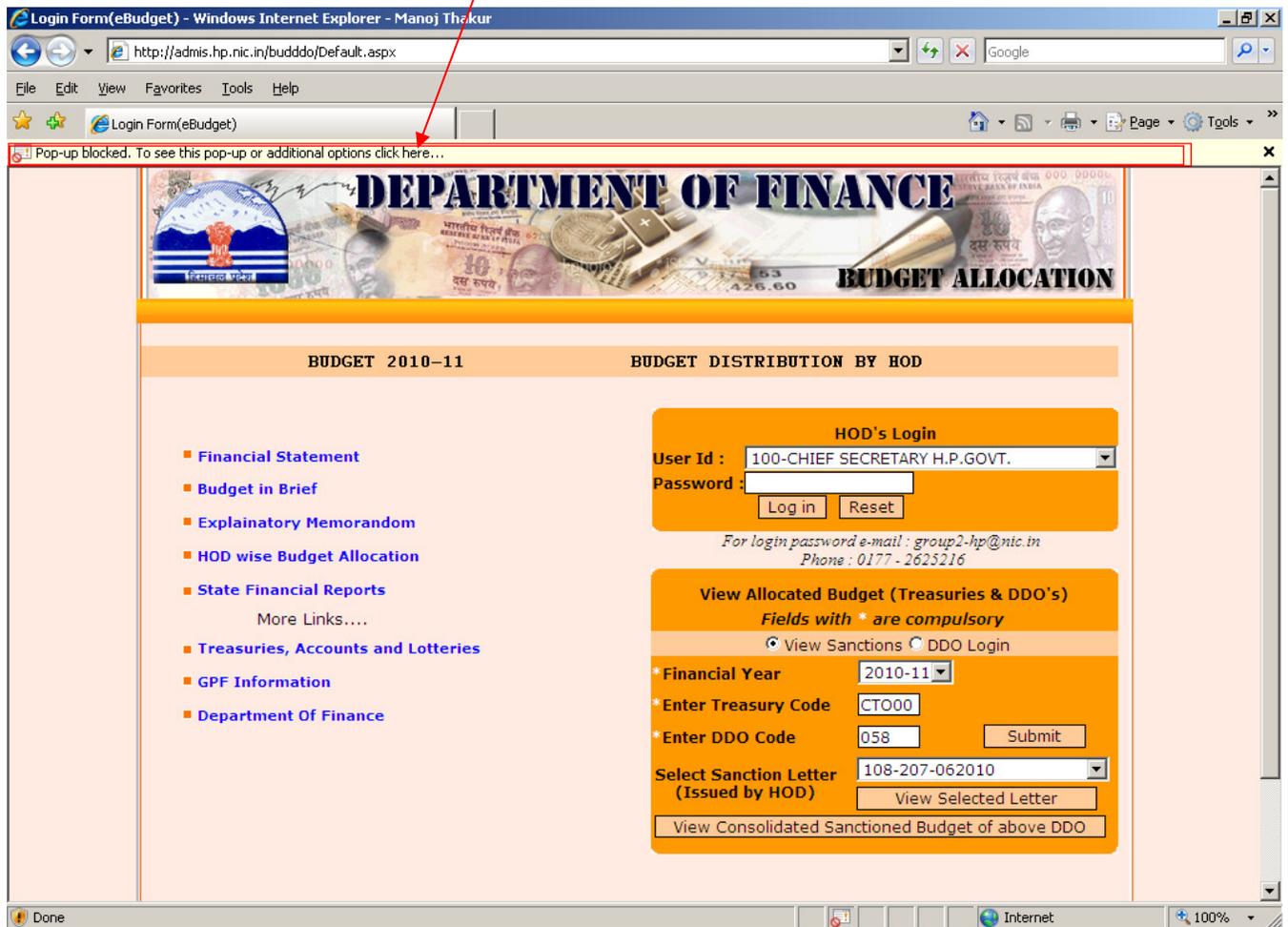
View Consolidated Sanctioned Budget of above DDO

DDO section view after entering Treasury Code & DDO code and pressing Submit Button

- Click View Selected Letter to view letter

If you are unable to see the Sanction Letter Check the following:

1. Check whether *Adobe Acrobat Reader (Application used to view .PDF files)* is installed in your system or not? If not installed, then download it from the link provided on the bottom right corner of the page and install it in your computer.
2. If Adobe Acrobat Reader is installed then check for the Pop-up blocked message on the top of your web page as shown in the below figure.



3. If you have above error then turn off the popup blocker of your Internet Explorer. Use the steps provided below to turn off the popup blocker in your Internet Explorer.

- **How to disable popup blocker on Internet Explorer?**

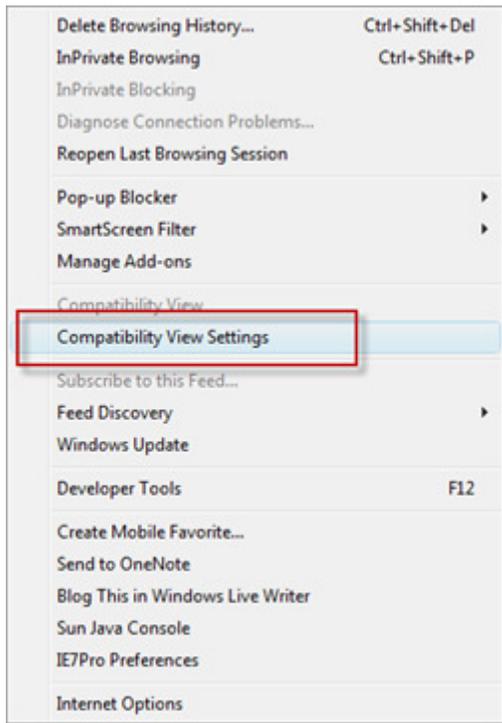
Use any of the below mentioned techniques as per your explorer options.

Check the version of Internet Explorer you are using by *clicking on Help menu* and selecting *About Internet Explorer*

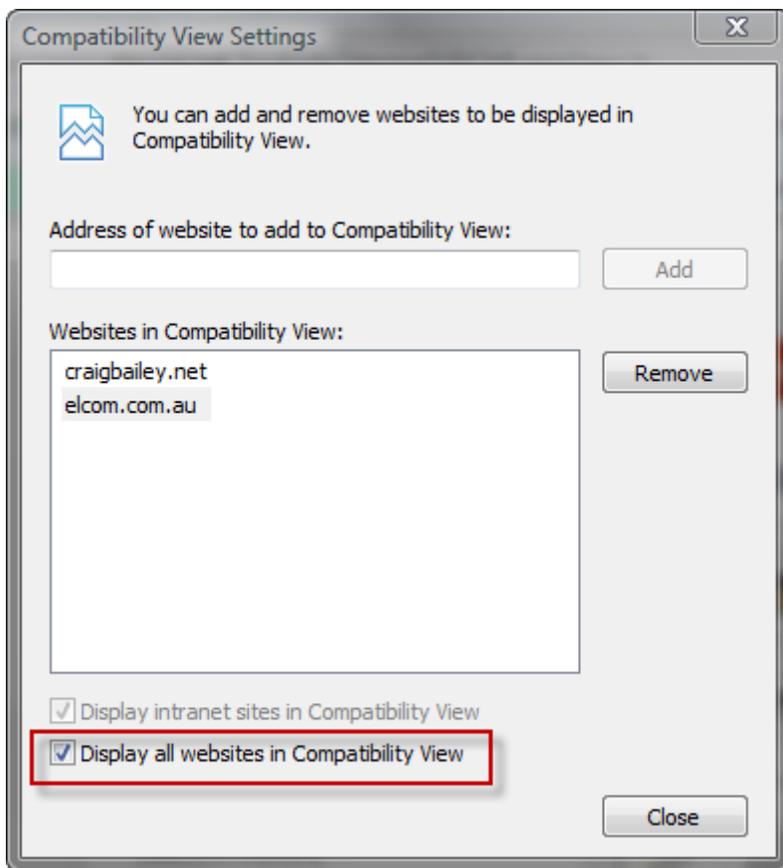


If you are using Internet Explorer 8

- Turn on the compatibility view of the explorer by clicking on *Tools Menu* and click *Compatibility View Settings*



Now turn on Display All websites in compatibility view as shown below.

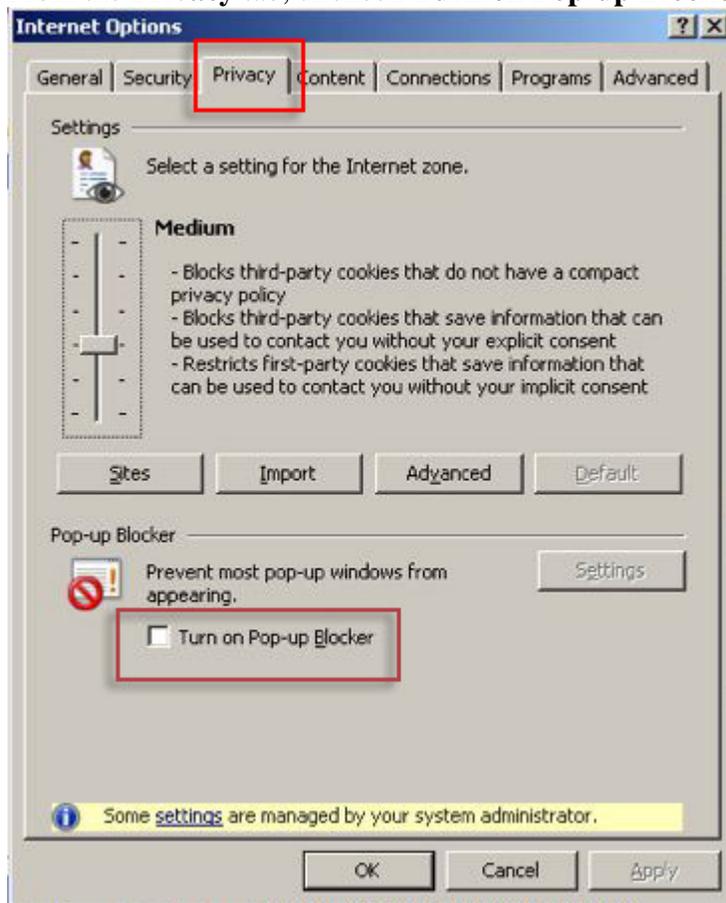


How to disable Internet Explorer 7 popup blocker (Windows XP)

1. From the **Tools** menu, select **Internet Options**.

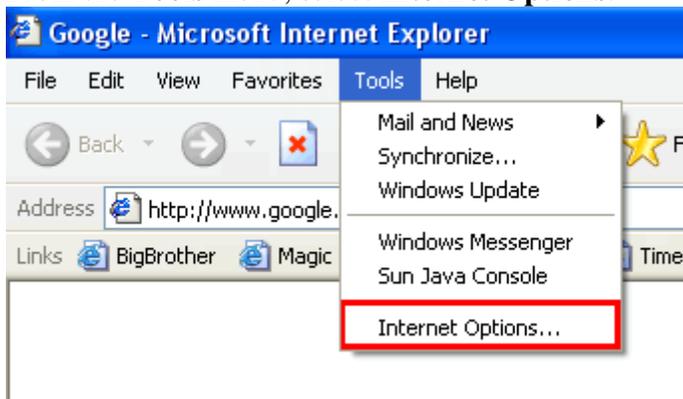


From the **Privacy** tab, uncheck **Turn on Pop-up Blocker** and click "OK".

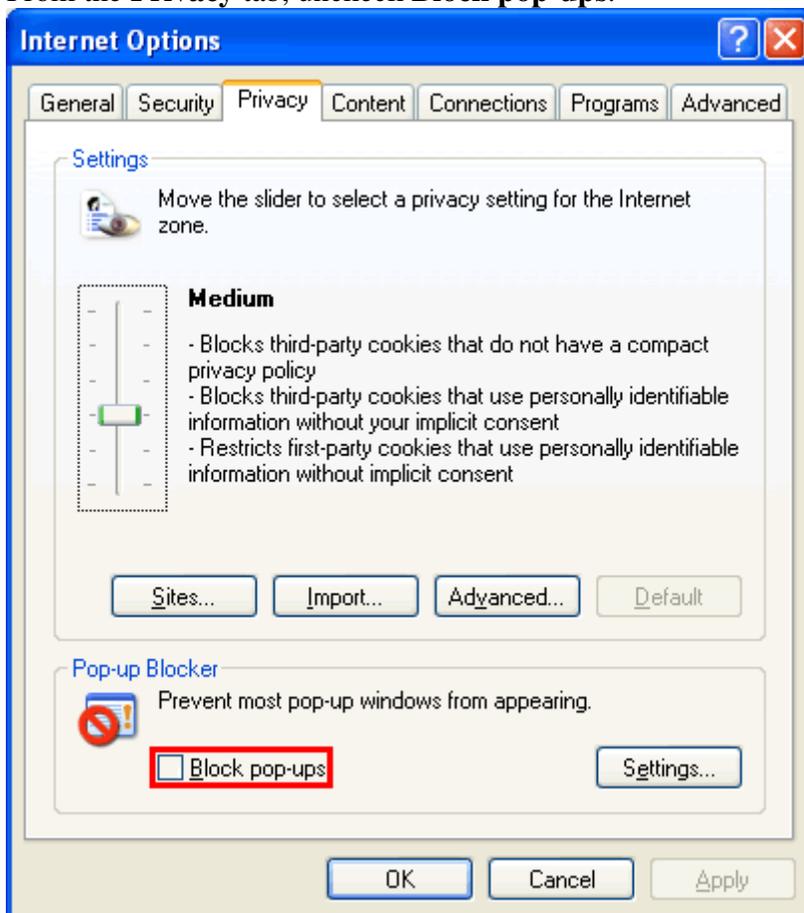


How to disable Internet Explorer 6 popup blocker (Windows XP)

1. From the **Tools** menu, select **Internet Options**.



2. From the **Privacy** tab, uncheck **Block pop-ups**.

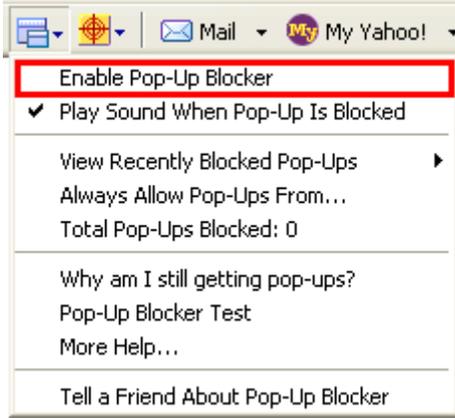


How to disable the Yahoo toolbar popup blocker

1. Locate the Popup blocker icon and click the down arrow.



2. Uncheck **Enable Pop-Up Blocker**.



How to disable AOL toolbar popup blocker?

1. Locate the Popup blocker icon.

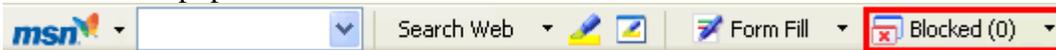


2. Click on it until it says **Allowed**.

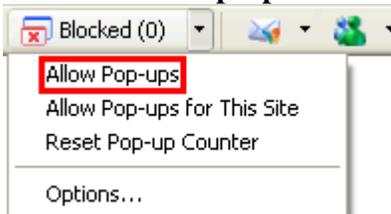


How to disable the MSN toolbar popup blocker?

1. Locate the Popup blocker icon and click the down arrow.

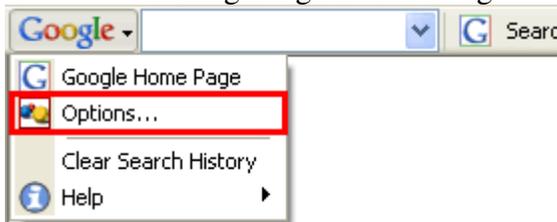


2. Check **Allow Pop-ups**.



How to disable the Google toolbar popup blocker?

1. Click on the Google logo on the Google toolbar and select **Options**.



2. Uncheck **Popup Blocker**, and then click **OK**.

