

User Guide for periodic lapsing of un-utilized funds – PD Account

This application provides service to a PD account Administrator to undertake the process of lapsing unutilized funds on expiry of time limits prescribed by the relevant. On logging in the maker has to choose the bill type PD lapsing. The bill shall be an adjustment to the prescribed head of account:

The screenshot displays the 'PD LAPSING BILL' form with the following details:

- Overview:**
 - DDO Code: 27030102003 (CAO, DIR OF AGRICULTURE - CRT)
 - District: 27 (AP HQ Treasury - Amaravathi)
 - Treasury Office: 2703 (AP State Capital Region Treasury)
 - Bill Subject: PD Lapsing
 - Created By: 14406710
 - Created On: 07.02.2019 21:12:27
 - Bill Note: [Attachment Icon]
- Bill Details:**
 - Sub Types: Lapsing By Administrator (1)
 - Head of Account: 8449001200030000000VN
 - Org Unit: 60000025 (Commissionerate of Agriculture)
 - Drawl Mode: 112
 - Scrutiny: YES (checked)
 - Available Budget: 7586774293.0 INR
 - Gross Amount: 10000 INR
 - Total Deduction: 1000.00 INR
 - Net Amount: 9000.00 INR
 - Budget Control: 3
 - Scheme Balance: YES (checked)

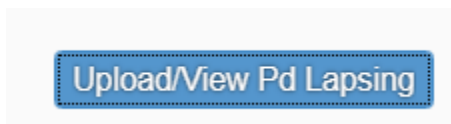
The PD Administrator's DDO code would be the default DDO code. A list of probable HoAs to which the lapsing may be carried-out across all the departments has been mapped and it is displayed in the search criteria against the HoA. From the drop down, select the Head of account to be adjusted/credited.

The screenshot shows the 'ADJUSTMENT DETAILS' and 'PD LAPSING' sections:

- ADJUSTMENT DETAILS:** Search DDO field with 'Upload/View Multiple Adjustment' button. A table with columns DDO, HOA, and Amount. Row 1: DDO 27030102003, HOA 2071019110096000000VN, Amount 1000.00.
- PD LAPSING:** 'Upload/View Pd Lapsing' button and a table with columns: Bill/Challan, Bill No./Challan No., Deposited Amount, Utilized Amount, Balance Amount, Disbursement Amount. The table currently shows 'No data'.

Then click on the following tab which is positioned in the right side top:

Click on



The following prompt appears. Download PD lapsing Template, in a prescribed 'Excel' format:



Excel which we downloaded looks like below:

It contains details of Bills/Challan through which amounts are credited to the PD account, amount spent out of the credit and the balance left over as of now. Head of Account which the credit is posted from, is also displayed in the last column. This guides the Administrator to choose appropriate head of account

which the lapsing is to be carried out.

BCIND	DOCNO	AVAIL_AMT	UTIL_AMT	BAL_AMT	DISB_AMT	HOA
C	2101812587	49692479.00	46201240.00	3491239.00		8675001060000000000VN
C	2102964172	7500000.00	0.00	7500000.00		8675001060000000000VN
B	2018-341463	7597750.00	974800.00	6622950.00		2401008001134130132VN
B	2018-400022	6426000.00	0.00	6426000.00		2401008000609310312VN
B	2018-399778	9639000.00	0.00	9639000.00		2401008001209310312VN
B	2018-444346	23287000.00	22859946.00	427054.00		2401008001204310312VN
B	2018-440742	16900000.00	12231400.00	4668600.00		2401008001205310312VN
B	2018-441923	32087000.00	0.00	32087000.00		2401008001204310312VN
B	2018-440937	11267000.00	8154600.00	3112400.00		2401008000613310312VN
B	2018-441544	21391000.00	6900000.00	14491000.00		2401008000604310312VN
B	2018-845722	461400000.00	353477010.00	107922990.00		2401008000613310312VN
B	2018-532874	418347000.00	270283172.00	148063828.00		2401008000646310312VN
B	2018-535357	33480000.00	20081909.00	13398091.00		2401007960646310312VN
B	2018-535575	50219000.00	30122865.00	20096135.00		2401007961246310312VN
B	2018-534719	627520000.00	405424762.00	222095238.00		2401008001246310312VN
B	2018-845592	692200000.00	530315517.00	161884483.00		2401008001205310312VN
B	2018-850281	8192000.00	7746239.00	445761.00		2401007891236310312VN
B	2018-847000	135700000.00	104210366.00	31489634.00		2401007890627310312VN
B	2018-901647	585000000.00	0.00	585000000.00		2401008001246310312VN
B	2018-850342	2331000.00	1324400.00	1006600.00		2401007960638310312VN
B	2018-948781	14000000.00	5758400.00	8241600.00		2401007960604310312VN
B	2018-847524	90100000.00	69173902.00	20926098.00		2401007961205310312VN
B	2018-847419	60100000.00	46149269.00	13950731.00		2401007960605310312VN
B	2018-901474	390000000.00	0.00	390000000.00		2401008000646310312VN
B	2018-850201	5462000.00	4030840.00	1431160.00		2401007890636310312VN
B	2018-847282	203500000.00	156265549.00	47234451.00		2401007891227310312VN
B	2018-838505	60397250.00	41151109.00	19246141.00		2401007961161330000VN

The following example shows, how the template looks like after posting the amount to be lapsed in the “ DISB AMT” column.

BCIND	DOCNO	AVAIL_AMT	UTIL_AMT	BAL_AMT	DISB_AMT	HOA
C	2101812587	49692479.00	46201240.00	3491239.00	10000	8675001060000000000VN
C	2102964172	7500000.00	0.00	7500000.00	10000	8675001060000000000VN
B	2018-341463	7597750.00	974800.00	6622950.00	10000	2401008001134130132VN
B	2018-400022	6426000.00	0.00	6426000.00	10000	2401008000609310312VN
B	2018-399778	9639000.00	0.00	9639000.00	10000	2401008001209310312VN
B	2018-444346	23287000.00	22859946.00	427054.00	10000	2401008001204310312VN
B	2018-440742	16900000.00	12231400.00	4668600.00	10000	2401008001205310312VN
B	2018-441923	32087000.00	0.00	32087000.00	10000	2401008001204310312VN
B	2018-440937	11267000.00	8154600.00	3112400.00	10000	2401008000613310312VN

Delete the HoA column in the above said prepared sheet and save it for uploading. Now browse the saved file



System will display the line items which we uploaded.

PD LAPSING

[Upload/View Pd Lapsing](#)

Bill/Challan	Bill No./Challan No.	Deposited Amount	Utilized Amount	Balance Amount	Disbursement Amount
C	2101812587	49892479.00	46201240.00	3491239.00	10000
C	2102994172	7500000.00	0.00	7500000.00	10000
B	2018-341463	7597750.00	974800.00	6622950.00	10000
B	2018-400022	6426000.00	0.00	6426000.00	10000
B	2018-399778	9639000.00	0.00	9639000.00	10000
B	2018-444346	23267000.00	22859946.00	427054.00	10000
B	2018-440742	16900000.00	12231400.00	4668600.00	10000
B	2018-441923	32087000.00	0.00	32087000.00	10000
B	2018-440937	11267000.00	8154800.00	3112400.00	10000
C	DB 2018-19	5718385918.00	4530635412.00	1187750506.00	1187750506

The remaining process is similar to expenditure bills processing. The bill moves to the treasury scrutiny wherever necessary and accounted for.