



Very Important

**OFFICE OF DIRECTOR SECONDARY EDUCATION HARYANA
PANCHKULA**

Order No. 12/23-2025 Admn(4)

Dated, Panchkula the 17/02/2025

A copy of letter No. 28/5/2025-1B&C(T&A) dated 07.02.2025 received from Additional Chief Secretary to Government Haryana, Finance Department regarding Standard Operating Procedure (SOP) for Online Budget Allocation Monitoring and Analysis System (OBAMAS) is forwarded to the following for information & necessary action:-

1. Director SCERT Haryana, Gurgram.
2. All District Education Officer in the State.
3. All the Officers/ Superintendents/Incharges (HQ).
4. Superintendent Budget Branch (HQ).
5. Superintendent Accounts (HQ)
6. Superintendent Accounts (Field).
7. Superintendent Admn. (Elementary).
8. PA/DSE.
9. PA/Additional Director Admn.
10. PA/ Joint Director Admn.
11. All the Assistants of Admn. Branch.
12. IT Cell (HQ) for website.

Rajendra
17/2/25

**SUPERINTENDENT ADMN.
for DIRECTOR SECONDARY EDUCATION
HARYANA PANCHKULA**

From

420 Ad(4)

13/02/25

The Additional Chief Secretary to Government Haryana,
Finance Department.

To

1. All Head of the Departments in Haryana.
2. Registrar General, Punjab & Haryana High Court, Chandigarh.
3. All the Commissioners Ambala, Hisar, Gurugram, Faridabad, Karnal and Rohtak Division.
4. All the Deputy Commissioners and Sub Divisional Office (Civil) in Haryana State.

Memo No. 28/5/2025-1B&C(T2A)

Dated: 07-02-2025

Subject: - **Standard Operating Procedure (SOP) for Online Budget Allocation Monitoring and Analysis System (OBAMAS).**

Sir/Madam

I am directed to address you on the subject cited above and to say that vide Government instruction no.28/11/2010-5B&C dated 26.02.2010 online budget monitoring system was introduced in the State. Now in order to streamline the process of budget allocation/reallocation by various users in Online Budget Allocation Monitoring and Analysis System (OBAMAS), State Government has devised a Standard Operating Procedure (SOP). Now from onward, budget can be distributed by authorized users (BCA and BCO) as per the procedure defined in SOP enclosed with this letter(Annexure-A).

These instructions may kindly be brought to the notice of all concerned in your Department for strict compliance. These instructions can be downloaded from the Finance Department website www.finhry.gov.in as well as website of Treasuries & Accounts Department i.e. www.hrtreasuries.gov.in.


Under Secretary Finance (Budget)

for Additional Chief Secretary to Government Haryana
Finance Department

A copy is forwarded to all the Additional Chief Secretaries/ Principal Secretaries to the Government of Haryana for information and necessary action.


Under Secretary Finance (Budget)

for Additional Chief Secretary to Government Haryana
Finance Department

To

All the Additional Chief Secretaries/
Principal Secretaries to the Government of Haryana

U.O. No. 28/5/2025-1B&C (T2A)

Date: - 07-02-2025

-4
13/2/2025

Date

Endst No. 28/5/2025-1B&C

A copy is forwarded to State Informatics Officer (SIO) Haryana for information & necessary action and enabling the system accordingly.

Smalish
Under Secretary Finance (Budget)

for Additional Chief Secretary to Government Haryana
Finance Department

Date:- 07-02-2025

Endst No. 28/5/2025-1B&C(T2A)

A copy is forwarded to all the Superintendents of Finance Department (Expenditure Control Branches only) for information and necessary action.

Smalish
Under Secretary Finance (Budget)

for Additional Chief Secretary to Government Haryana
Finance Department

Date:- 07-02-2025

Endst No. 28/5/2025-1B&C(T2A)

A copy is forwarded to all the Treasury Officers/Assistant Treasury Officers for information and necessary action.

Smalish
Under Secretary Finance (Budget)

for Additional Chief Secretary to Government Haryana
Finance Department

Date:- 07-02-2025

Endst No. 28/5/2025-1B&C(T2A)

A copy is forwarded to the Principal Accountant General (A&E/ Audit) Haryana Chandigarh for information and necessary action.

Smalish
Under Secretary Finance (Budget)

for Additional Chief Secretary to Government Haryana
Finance Department

Online Budget Allocation Monitoring and Analysis System (OBAMAS)

Standard Operating Procedure (SOP)

- (1) After passing of Budget in Haryana Vidhan Sabha, Finance Department will distribute Budget online through OBAMAS to all Head of Departments (HOD) on 1st April of every Financial Year.
- (2) All the users of OBAMAS will be mapped with their unique code and their mobile number as mentioned against their unique payee code in HRMS will be used for receiving OTP for authentication and authorization.
- (3) The allocation/revision of the budget will be authorized by verifying the OTP sent to the BCA/BCO.
- (4) As per Finance Department instruction No. 28/11/2010-5B&C dated 26.02.2010, senior most accounts personnel from Finance Department will be designated as Budget Controlling Authority (BCA) in the Departments by HOD. They will be provided with user id and password of BCA to access the system. An order will be issued in this regard and will be uploaded on the portal by BCA before making any budgetary activity.
- (5) BCA shall upload a copy of sanction order issued by competent authority in the system. The system shall allow allocation/reallocation of budget after sanction is uploaded. The system shall authenticate the transaction through OTP sent to BCA on his/her mobile number registered in HRMS.
- (6) Head of Office at district level will work as default Budget Controlling Officer (BCO). However, he may designate senior most SAS personnel of his office as BCO. In case, no SAS personnel is available, HOO may designate senior most officer of his office as BCO. BCO shall upload a copy of sanction order issued by competent authority in the system. The system shall allow allocation/reallocation of budget after sanction is uploaded. The system shall authenticate the transaction through OTP sent to BCO on his/her mobile number registered in HRMS.
- (7) BCA/BCO/DDO can log in the system with two factor authentication in which OTP will be send to the mobile number of registered user.
- (8) BCA/BCO/DDO will be solely responsible for any misappropriation of budget. DDO will generate bill in e-billing system as per budget allocated to him and will maintain financial discipline.
- (9) Budget related activities (as mentioned above) will not be performed on holidays without the written permission of competent Authority. Likewise Treasury Officer/Assistant Treasury Officer will not process any bill on holidays without the permission of Director General Treasuries and Accounts Department.
- (10) It has been seen in the past that the user IDs and the DSC dongles of DDOs has been invariably used by their support staff. In order to ensure that the DDO has submitted the bill to treasury himself, the OTP received on his mobile will be verified for authorization at the time of sending bill to treasury.
- (11) Treasuries & Accounts Department will ensure that they will make available the API from the DSC vendor so that the registration of dongle is made mandatory before allowing him to sign the bills.