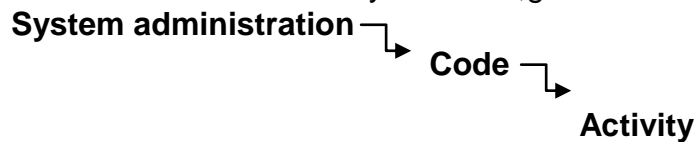


Process flow of Reconstruction Program/Budget Entry

1. All reconstruction programs will fall under reconstruction budget head 602801.
2. Ministries should request Ministry of Finance (MoF) IT team for the access in 602801.
3. MOF will grant access to particular users with old user id.
4. Now the user id with access with 602801 can enter the reconstruction program activity.
5. Login to the system through www.lmbis.gov.np with the given user id.
6. Add reconstruction activity. For this ,go into the menu



The following Screen figure 1 will appear.

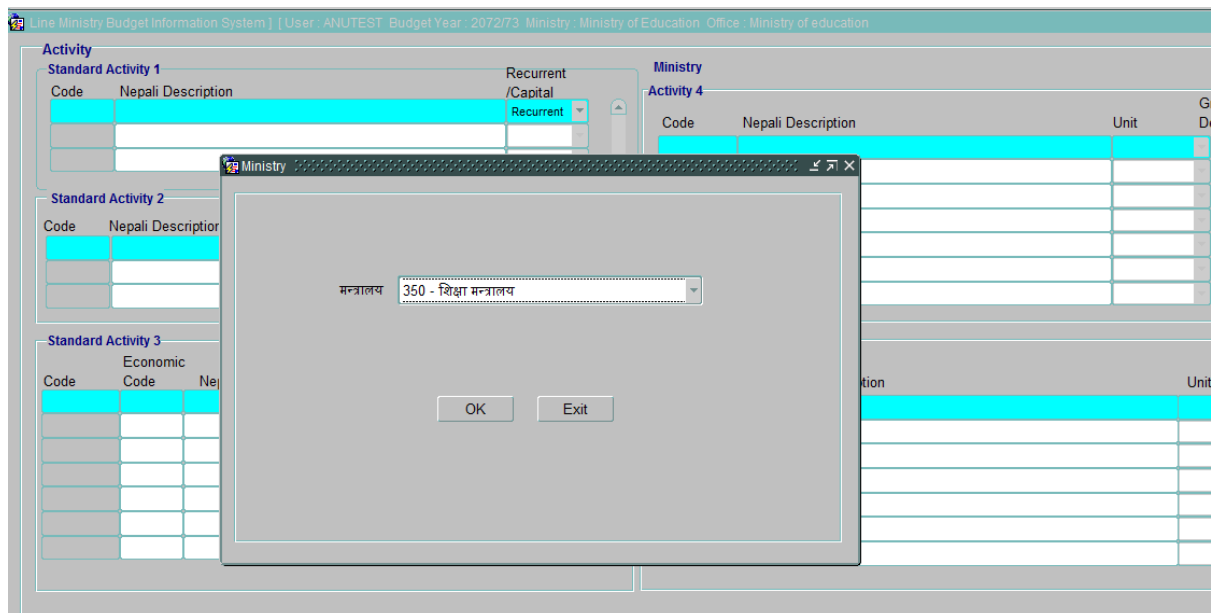


Figure 1

7. From the listing of ministry, choose 602 as shown in figure2.

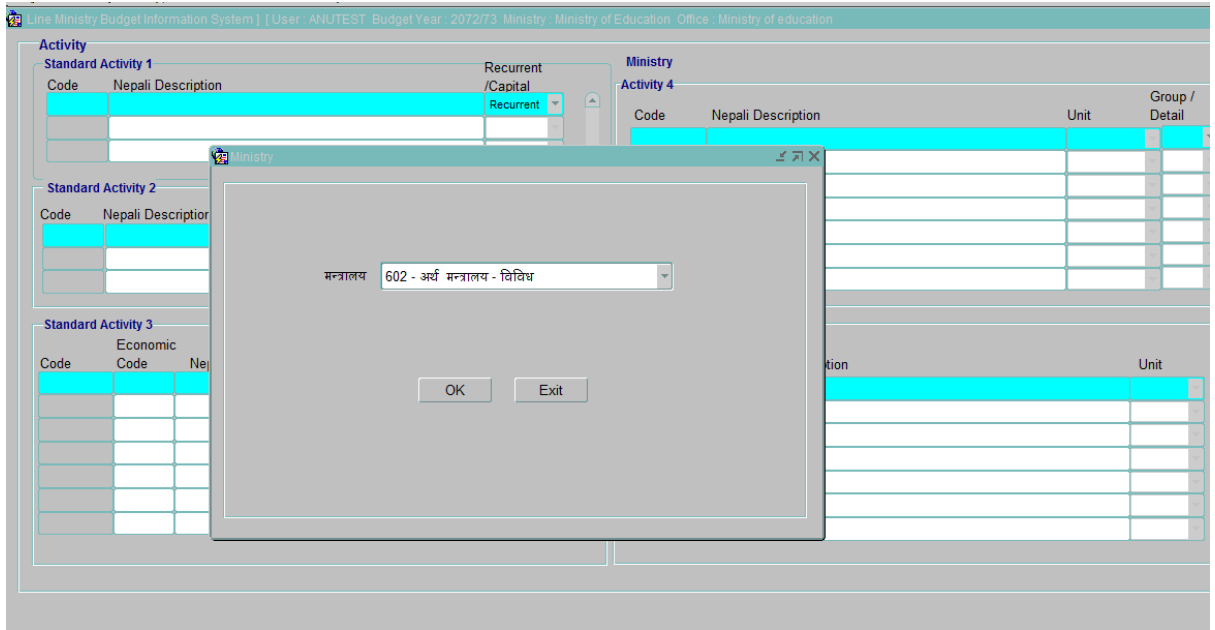


Figure 2

- Press button ok. After pressing the button OK, the following screen Figure3 will appear.

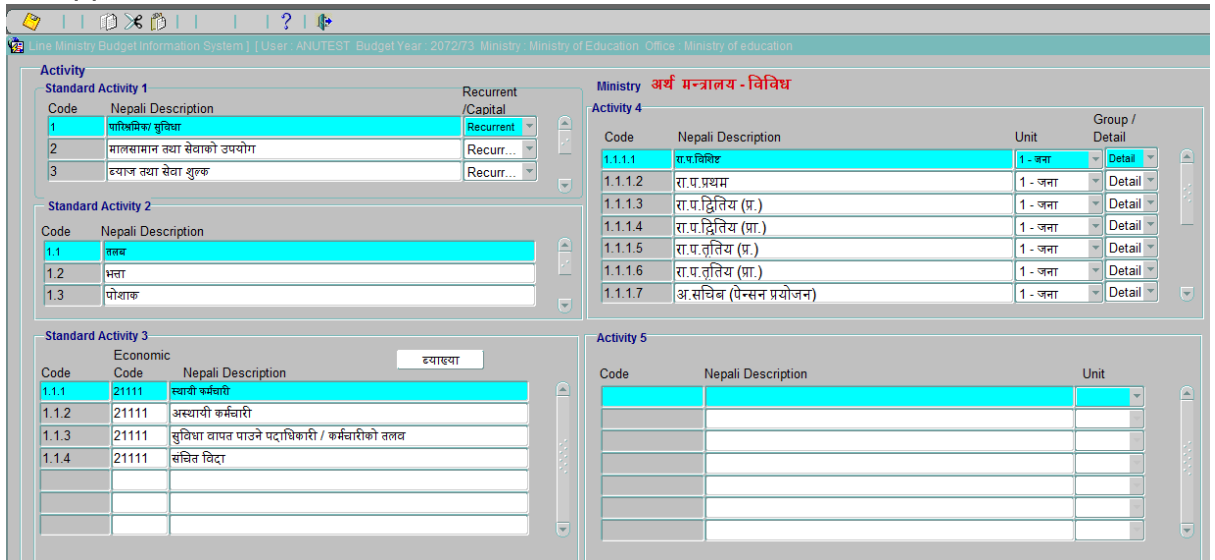


Figure 3

- Choose the third level, where the new activity has to be added.
Example : Activity to add
भुकम्प का कारणले क्षति भएका दोलखा जिल्ला प्रशासन कार्यालयको पुनर्निर्माण

- For this choose

8 पूँजीगत खर्च ↘

8.6 सार्वजनिक निर्माण ↘

8.6.36 पुनर्स्थापना तथा पुनर्निर्माण

11. Type the activity to be added in the Nepali Description of 4th level Activity. Choose the unit as shown in the figure 4. Press save button in the menu.

The screenshot shows the 'Line Ministry Budget Information System' interface. It displays four activity levels:

- Standard Activity 1:** Code 6 (सामाजिक सुरक्षा), 7 (अन्य), 8 (पूँजीगत खर्च).
- Standard Activity 2:** Code 8.4 (सवारी साधन), 8.5 (मेशीनरी औजार खरीद तथा जडान), 8.6 (सार्वजनिक निर्माण).
- Standard Activity 3:** Economic Code 29611 (दयास्था). Activities include 8.6.34 (नदी नियन्त्रण सम्बन्धी कार्य), 8.6.35 (सिंचाइ प्रणालीको निर्माण), 8.6.36 (पुनर्स्थापना तथा पुनर्निर्माण), 8.6.38 (साना सिंचाई निर्माण), 8.6.39 (धार्मिक संस्चना निर्माण), 8.6.40 (संग्राहलय निर्माण), 8.6.41 (सौचालय / चित्राम स्थल).
- Ministry Activity 4:** Code 8.6.36.1 (भूकम्प का कारणले क्षति भएका धरहराको पुनर्निर्माण), 8.6.36.2 (भूकम्प का कारणले क्षति भएका टुडिखेलको गेट पुनर्निर्माण), 8.6.36.3 (भूकम्प का कारणले क्षति भएका दोलखा पुलको पुनर्निर्माण), 8.6.36.4 (भूकम्प का कारणले क्षति भएका जि प्र का कार्यालयको पुनर्निर्माण), 8.6.36.5 (भूकम्प का कारणले क्षति भएका अस्पतालको पुनर्निर्माण), 8.6.36.6 (भूकम्प का कारणले क्षति भएका दोलखा जिल्ला प्रशासन कार्यालयको पुनर्निर्माण).

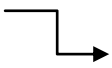
The unit for activity 8.6.36.6 is set to '2 - वटा'.

Figure 4

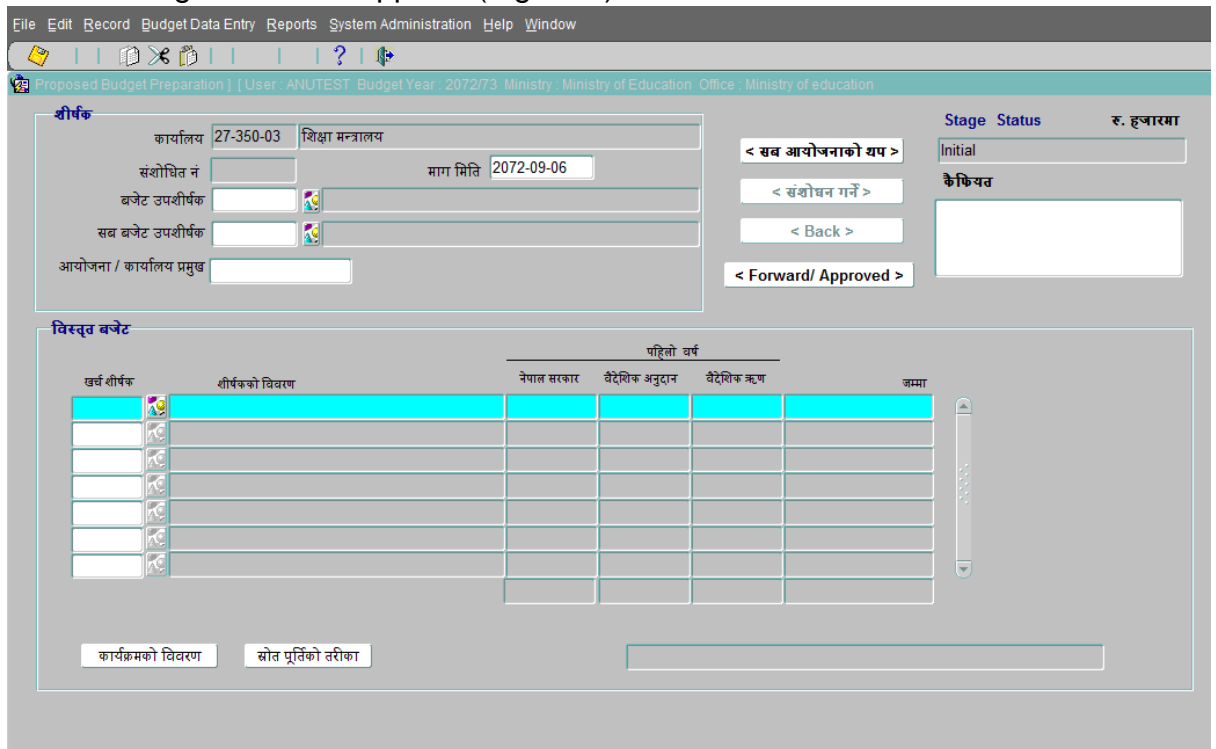
12. Press Save button in the menu. After saving, a new activity code will be generated. This code is used while entering the budget. (Figure 5)

This screenshot is identical to Figure 4, but it shows the updated state after saving. A new activity code, 8.6.36.6, has been added to the Ministry Activity 4 list, corresponding to the description 'भूकम्प का कारणले क्षति भएका दोलखा जिल्ला प्रशासन कार्यालयको पुनर्निर्माण'. The unit remains '2 - वटा'.

Figure 6

13. Now enter the reconstruction program/budget. For this go to **Budget Data Entry**  **Revise Proposed Budget**

The following screen will appear. (Figure 7)



File Edit Record Budget Data Entry Reports System Administration Help Window

Proposed Budget Preparation [User : ANUTEST Budget Year : 2072/73 Ministry : Ministry of Education Office : Ministry of education

शीर्षक

कार्यालय 27-350-03 शिक्षा मन्त्रालय

संशोधित नं माग मिति 2072-09-06

बजेट उपशीर्षक

सब बजेट उपशीर्षक

आयोजना / कार्यालय प्रमुख

< सब आयोजनाको थप >

< संशोधन गर्ने >

< Back >

< Forward/ Approved >

Stage Status र. हजारमा

Initial

कैफियत

विस्तृत बजेट

पहिलो वर्ष

| खर्च शीर्षक | शीर्षकको विवरण | नेपाल सरकार | वैदेशिक अनुदान | वैदेशिक ऋण | जम्मा |
|-------------|----------------|-------------|----------------|------------|-------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

कार्यक्रमको विवरण स्रोत पूर्विको तरीका

Figure 7

14. Press button 'सब आयोजनाको थप'. On pressing the button the following screen Figure 8 will appear.

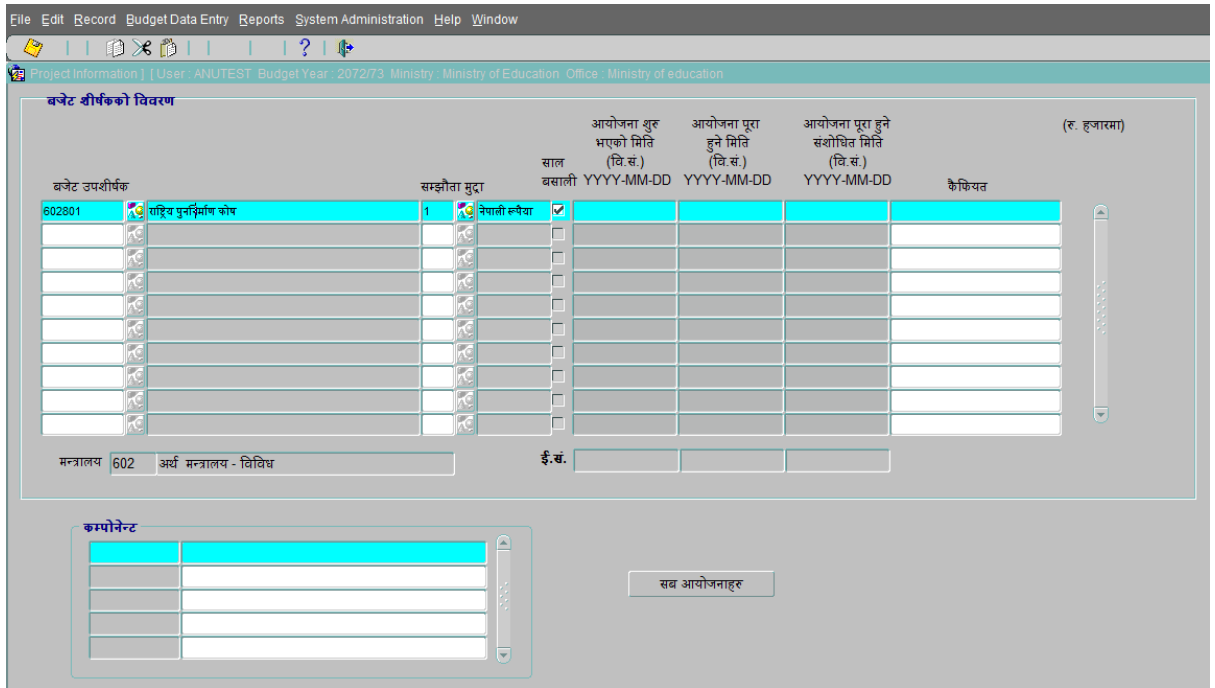


Figure 8

15. Press button 'सब आयोजनाहरू'. On pressing it, the following screen (Figure 9) will appear.

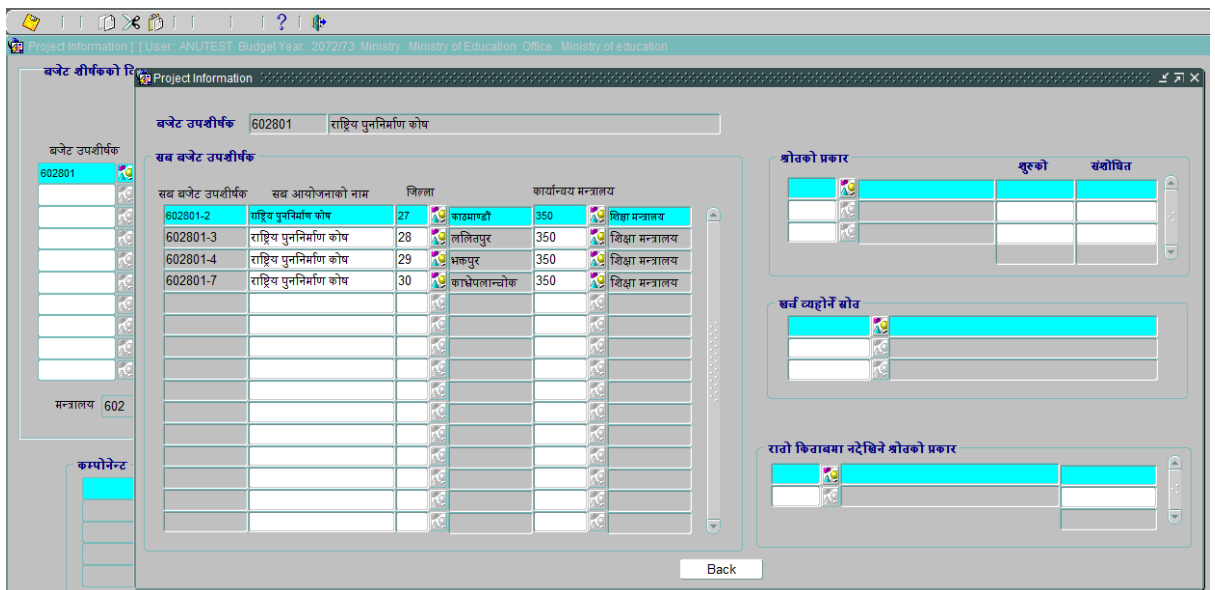



Figure 9

16. Type the sub project name in 'सब आयोजनाको नाम'. Choose the district for with the budget is going to be prepared. Choose the implementing ministry. Example if you are the user of Ministry of Education, then ministry code should be 350.

17. Press  in the menu to save the data. A new subproject code will be generated as shown in the figure 10

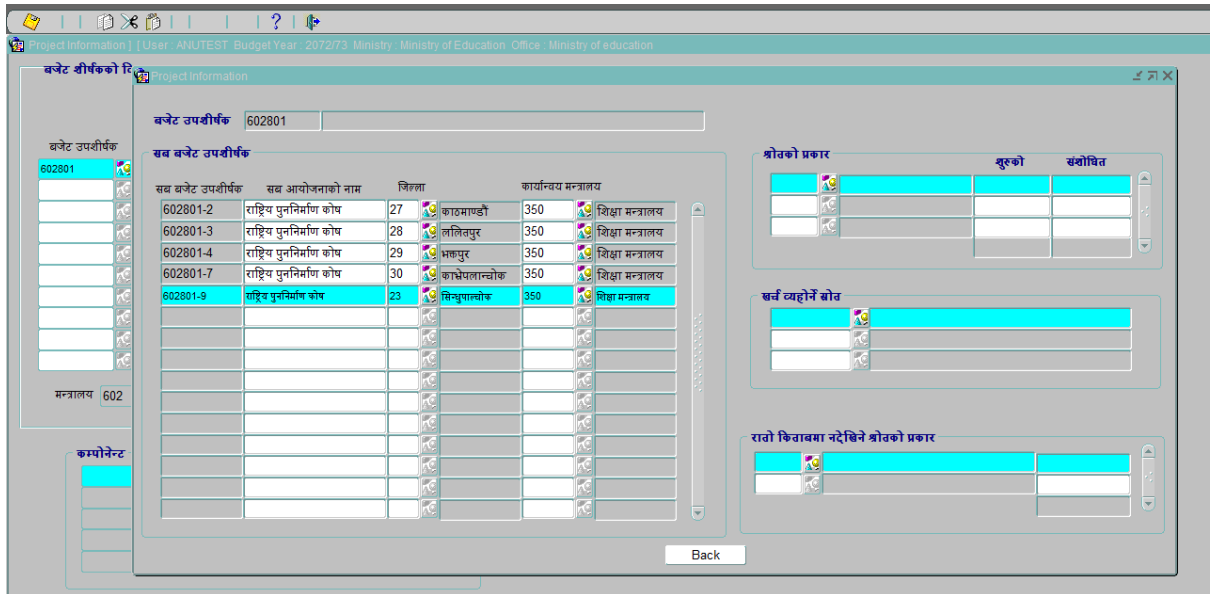



Figure 10

18. After saving the data press back button and press  button. After following the given process the following screen will appear.(Figure 11).

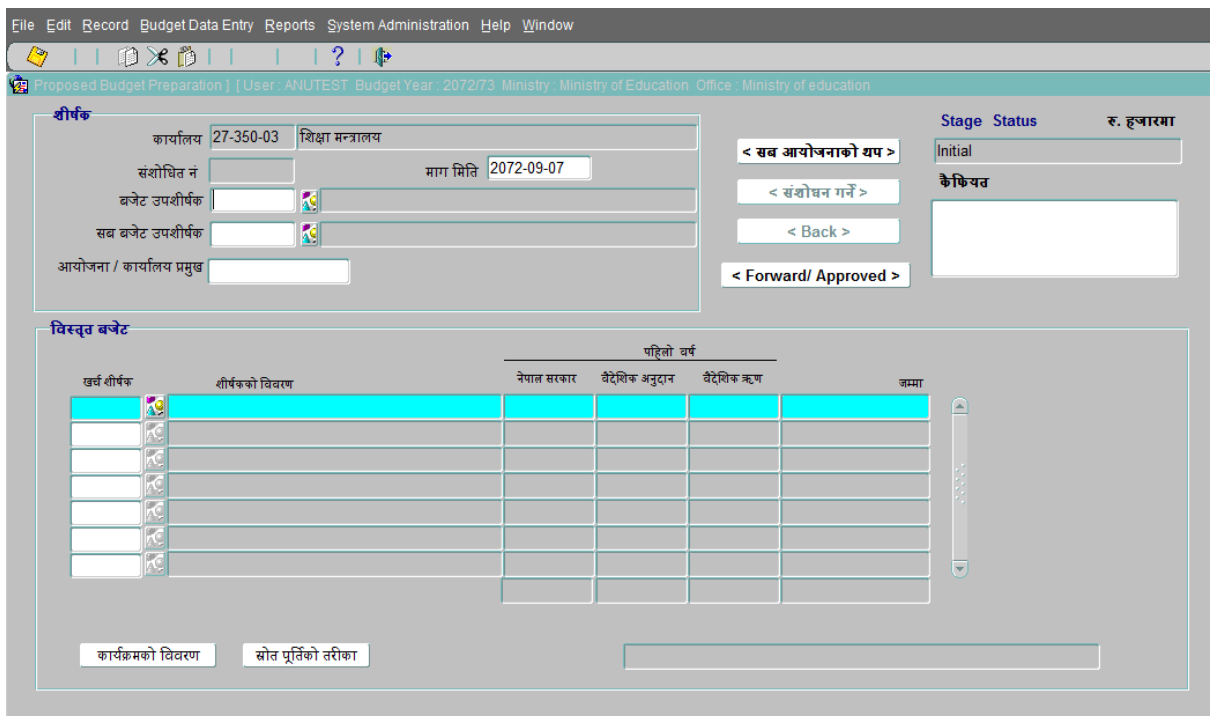


Figure 11

19. Type Project code '602801' or press the side button to get the list of values.
 20. Type the Sub Project code or press the side button to get the list of values of sub project code as shown in Figure 12

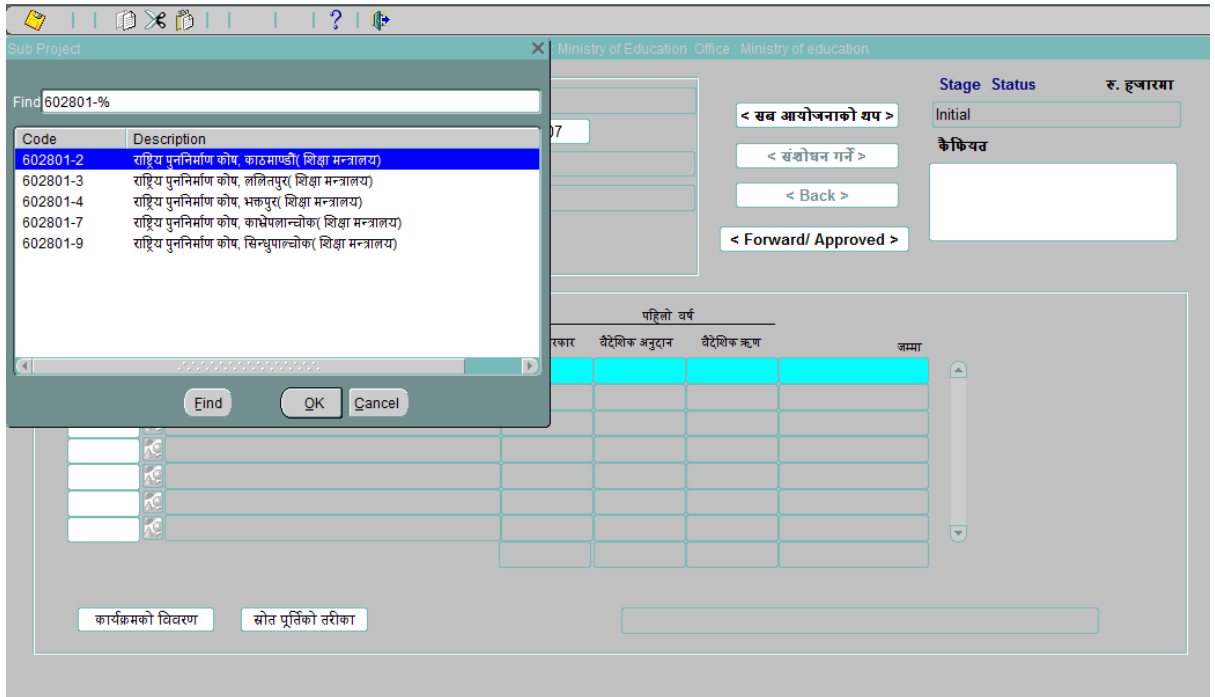


Figure 12

21. Choose the sub project code and press button OK. Type the Project chief in Nepali and save the data.
22. Choose the economic code from the list of values and press button 'कार्यक्रमको विवरण' .After which the following screen (Figure13) will appear.

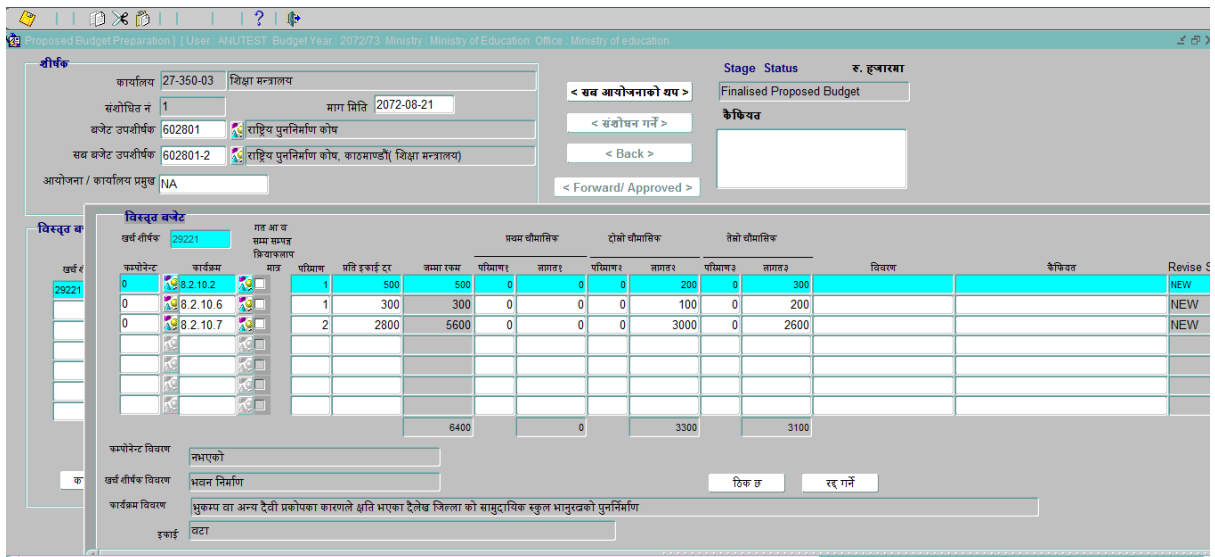


Figure 13

23. Add all program activities for the given economic code. The process is as of proposed budget. Press button ' ठिक छ ' after finishing the entry.

Proposed Budget Preparation | User: ANUTEST Budget Year: 2072/73 Ministry: Ministry of Education Office: Ministry of education

शीर्षक

कार्यालय 27-350-03 शिक्षा मन्त्रालय

संशोधित नं 1 माग मिति 2072-08-21

बजेट उपशीर्षक 602801 राष्ट्रिय पुननिर्माण कोष

सब बजेट उपशीर्षक 602801-2 राष्ट्रिय पुननिर्माण कोष, काठमाण्डौ(शिक्षा मन्त्रालय)

आयोजना / कार्यालय प्रमुख NA

Stage Status र. हृचारमा

Finalised Proposed Budget

कैफियत

< सब आयोजनाको थप >

< संशोधन गर्ने >

< Back >

< Forward/ Approved >

विस्तृत बजेट

| खर्च शीर्षक | शीर्षकको विवरण | परिमितो धर्म | | | जम्मा |
|-------------|----------------|--------------|----------------|------------|-------|
| | | नेपाल सरकार | वैदेशिक अनुदान | वैदेशिक ऋण | |
| 29221 | भवन निर्माण | 6400 | 0 | 0 | 6400 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | 6400 | 0 | 0 | 6400 |

कार्यक्रमको विवरण

स्रोत पूर्तिको तरीका

Figure 14

- If the source of amount is other than the Government then have to define the source. For this press the button 'स्रोत पूर्तिको तरीका' and define the source.
- The entire relief amount for individuals should be under 26423 economic codes. This data is concerned to Ministry of Federal Affairs and Local Development. For this choose 26423 in economic code and press 'कार्यक्रमको विवरण'. The following screen will appear.

Proposed Budget Preparation | User: ANUTEST Budget Year: 2072/73 Ministry: Ministry of Education Office: Ministry of education

कार्यालय 27-350-03 शिक्षा मन्त्रालय

संशोधित नं 1 माग मिति 2072-08-21

उपशीर्षक 602801 राष्ट्रिय पुननिर्माण कोष

उपशीर्षक 602801-3 राष्ट्रिय पुननिर्माण कोष, ललितपुर(शिक्षा मन्त्रालय)

गण्य प्रमुख NA

Stage Status र. हृचारमा

Finalised Proposed Budget

कैफियत

< सब आयोजनाको थप >

< संशोधन गर्ने >

< Back >

< Forward/ Approved >

विस्तृत बजेट

खर्च शीर्षक 26423

| क्रमसंकेत | कार्यक्रम | परिमाण | प्रति इकाई खर्च | जम्मा रकम | स्वयं चीमासिक | | | दोस्रो चीमासिक | | | विवरण | कैफियत | Revise Status |
|-----------|-----------|--------|-----------------|-----------|---------------|--------|----------|----------------|----------|--------|-------|--------|---------------|
| | | | | | परिमाण 1 | तलगत 1 | परिमाण 2 | तलगत 2 | परिमाण 3 | तलगत 3 | | | |
| 0 | 8.2.6.1 | 1 | 20000 | 20000 | 0 | 0 | 0 | 10000 | 0 | 10000 | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | 20000 | | | | 10000 | | 10000 | | | |

क्रमसंकेत विवरण नभएको

ई शीर्षक विवरण अन्य संस्था तथा व्यक्तिलाई पूर्यागत अनुदान

कार्यक्रम विवरण देवी प्रकोप वा अन्य कारणले व्यक्ति वा संस्थालाई दिइने राहत

इकाई वटा

ठिक छ

रद्द गर्ने

पाउनेको सूची

पाउनेको सूची

पाउनेको सूची

पाउनेको सूची

पाउनेको सूची

पाउनेको सूची

Figure 15

- Add the activity as shown in figure 15. To add individual names press button 'पाउनेको सूची'. The following screen will appear.(Figure 16).

Project Information [User : TESTRECON Budget Year : 2072/73 Ministry : Ministry of Federal Affairs and Local Development]

| | | | | | |
|------------------------------|----------------------------------------|-----------------------------------------|---------------------------------------------------|-------------------------------------|------------------|
| बजेट उपशीर्षक | 602801 | राष्ट्रिय पुननिर्माण कोष | पाउनेको नं. | 1003 | |
| सब बजेट उपशीर्षक | 602801-5 | राष्ट्रिय पुननिर्माण कोष, सिन्धुपाल्चोक | | | |
| नाम | राम | बीचको नाम | बहादुर | थर | श्रेष्ठ |
| | <input checked="" type="radio"/> बुबा | | <input type="radio"/> पति | | |
| बुबा / पतिको नाम | हरि बहादुर श्रेष्ठ | बाजेको नाम | श्याम बहादुर श्रेष्ठ | | |
| जन्म मिति | 2035-08-04 | (YYYY-MM-DD) | (ई.सं.) | 19-NOV-78 | (DD-MON-YY) |
| | <input checked="" type="radio"/> पुरुष | | <input type="radio"/> महिला | <input type="radio"/> अन्य | |
| जिल्ला | 23 | सिन्धुपाल्चोक | नगरपालिका/गा.वि.स. | 23.1 | रामकोट(गा.वि.स.) |
| वडा नं. | 2 | ठेगाना | abc | फोन नं. | |
| परिचय पत्रको किसिम | 02 | नागरिकता | | परिचय पत्रको नं. | 123/345 |
| प. पत्र. जारी मिति (वि. सं.) | 2054-05-04 | (YYYY-MM-DD) | | (DD-MON-YY) (ई.सं.) | 20-AUG-97 |
| प. पत्र. जारी कार्यालय | सिन्धुपाल्चोक | | प.पत्र जारी जिल्ला | 23 | सिन्धुपाल्चोक |
| Cause of Payment | 01 | घर भत्केको | | | |
| रकम | 200 | (रु. हजारमा) | <input checked="" type="radio"/> A/c payee Cheque | <input type="radio"/> Bank Transfer | |
| बैंकको नाम | | | पाउने व्यक्तिको खाता नं. | | |
| प्रमाणित गर्ने कार्यालय | 0002 | जि.प्र.का. सिन्धुपाल्चोक | | | |
| प्रमाणित गर्नेको नाम | कृष्ण काफ्ले | | मिति (वि. सं.) | 2072-05-01 | (YYYY-MM-DD) |
| कैफियत | ss | | | | |

Figure 16

27. Add all the fields as shown in figure 16 and save the data.

28. To run the reports go to



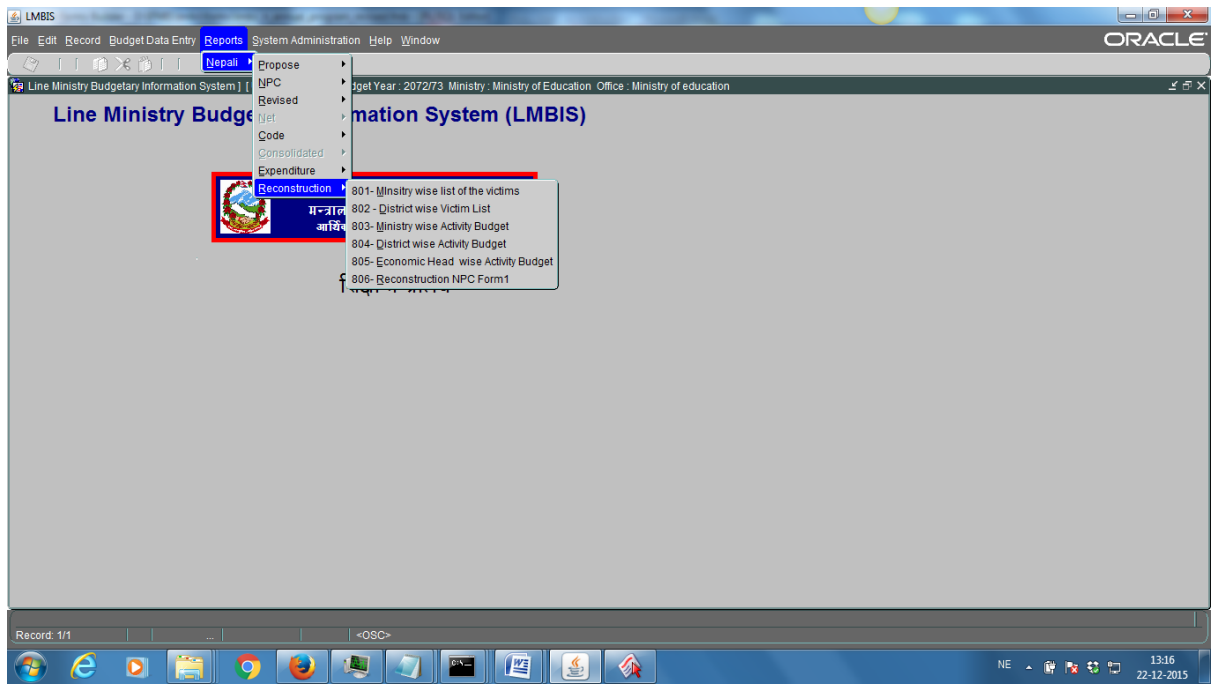


Figure 15