

No. 4-10(39)/2024-HR-II

28th August, 2024

Dated _____

From

The Joint Secretary (Admn.)
CSIR Hqrs.

To

The Directors/ Heads,
All Labs/ Institutes/ Units of CSIR

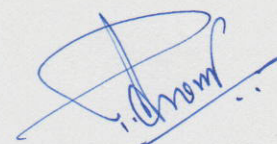
Sub: Implementation of Estimated Committed Liabilities (ECL) Module for Autonomous Bodies – collection of data reg.

The Ministry of Finance has developed a new module namely, Estimated Committed Liabilities (ECL) for Autonomous Bodies in UBIS for monitoring financials of ABs. This module is designed to monitor the financials of ABs and captures details about expenditure incurred in previous years, budgetary support provided in the current fiscal year, internal resources generated and expended, as well as information about employees and pensioners.

As a pilot project, CSIR is required to provide the data regarding the a) Employees, b) Pay and Allowance Expenditure, and (c) Pensioners. The excel sheet format in which the data is required to be furnished is attached with this letter. The data is required for five financial years starting from financial year 2020-21 for different categories like regular, contractual, outsourced and others. The User Manual provided by MoF for filling the data in the given Excel sheet formats is also attached for reference. As per the instructions from the MoF, specific codes must be used when entering data in the "Nature of Employment" (**Regular, Contractual, Outsourced, Others**) and "Pension Scheme" (**OPS, NPS, EPS, CPS, Others**) columns.

The soft copy of data may be sent to this office in the given excel sheet formats on email IDs sohrii@csir.res.in with cc: to zahoorwani@csir.res.in, latest by 1st September. For any query related with the data kindly contact Sh. Zahoor Ahmad Wani, F&AO, CSIR Hqrs.

Since it is a time bound matter, it is requested that this may be given top priority so as to enable CSIR to furnish the information in time.



(Purnima Arora)
Deputy Secretary

Encl: As above

Estimated Committed Liability Module- Autonomous Bodies

User Manual

Expenditure control being an important tool of budget management ensures that expenditure is incurred for approved projects only while allowing adequate allocation and hence eliminating large expenditure arrears to build up. Further, it also allows estimation of the resource requirements year-wise more accurately maintaining the fiscal discipline. However, in the existing system of providing budget to Autonomous Bodies (ABs), there exists no co-relation between resource availability and budget requirement projected by ABs.

In view of the above a new module namely, Estimated Committed Liability (ECL) for Autonomous Bodies is developed in UBIS to enter details of expenditure incurred in previous years and the current budgetary support provided by the Government to Autonomous Bodies. The module also captures details regarding the employees and pensioners of the autonomous bodies, internal resources (IR) generated, the expenditure incurred through IR and the outstanding balance as on 31st March.

The User manual will guide the respective users to operate the module in efficient manner.

The Module encompasses of four components, namely:

- Add Employees data
- Add Pensioners data
- Add Autonomous Bodies Data
- Pay and Allowances Expenditure

The Module will function in the following manner:

- a) The administrative Ministry/Department will open each component of the module and select the autonomous body (AB) for which data is required to be populated in the system.
- b) Upon selection of the Autonomous Body, the system will provide the user with the facility to fill in the data directly on the ECL module or to upload the excel containing the relevant data.
- c) If the user opts to fill in the data manually for each component enter the same in UBIS.
- d) On the contrary, if the user opts to avail the facility of excel upload, the user shall download the excel for each autonomous body for a particular component from UBIS and circulate the same to the relevant AB. It may be noted that the excel for each Autonomous Body is to be separately downloaded as the same is uniquely codified in UBIS.
- e) The ABs will fill in the data in the excel without tampering with the format of the same and send the excel duly filled in to the user ministry for upload in UBIS.
- f) The user ministry will upload the excel provided by the respective AB into the relevant component in UBIS. It may be noted that the upload will be successful only if the format of the excel has not been tampered with.
- g) Once all the data related for an Autonomous Body is duly filled in by the Ministry/Department, the same shall be submitted for approval of Department of Expenditure.

Below are the step by step details on how to operate the module:

Step 1:

ECL Module will be a part of UBIS and thus, the user needs to login using the UBIS credentials.

Upon successful login, choose the application as ECL and click on verify button.

[Logout](#)

This is to verify for Contact Details

User Type	Name	Mobile	Email	Edit
FA	NA	0	NA	Edit
CCA	NA	0	NA	Edit
Budget Officer	NA	0	NA	Edit

This is to verify for IP Address

IP Address1	IP Address2	Edit
NA	NA	Edit

Note: Kindly access "UBIS" only through Register IP Address. You are requested to provide IP addresses immediately otherwise access to UBIS will be denied.

[Verify](#)

Step 2: Once you verify your credentials into UBIS, the user is taken to ECL module data entry page



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MINISTRY OF FINANCE

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User: DEMOECL (Demo ECL)
Other Application
Change Password
Logout

[ECL Data Entry](#)



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Step 3: ECL Data Entry




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User: DEMOECL (Demo ECL)
Other Application
Change Password
Logout

[ECL Data Entry](#)

[Add Scheme Outlay](#)
[Add Actuals](#)
[Add Employees Data](#)
[Add Pensioners Data](#)
[Add Autonomous Bodies Data](#)
[Pay and Allowances Expenditure](#)



Website Content Managed by Department Of Economics Affairs, Ministry Of Finance
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Upon clicking on ECL data entry tab, we are offered with four components namely,

- i. **Add Employees Data**
- ii. **Add Pensioners Data**

iii. **Add Autonomous Bodies Data**

iv. **Pay and Allowances Expenditure**

We will be discussing each component separately with an example further in the manual.

We will be using the demo page of Department of Commerce to understand the working of the ECL module for Autonomous Bodies.

Step 4: We will start with **Add Employees Data component**. Once you click on this option, the following page appears:

Use following numeric codes while uploading Excel:	
For Nature Of Employment	1-Regular 2-Contractual 3-OutSourced 4-Others
For Pension Scheme	A-Old Pension Scheme B-New Pension Scheme C-Employees Pension Scheme D-Contributory Pension Scheme E-Others

Demand: --Select--

Autonomous Body*:

Financial Year:

- Select the name of the Autonomous Body for which employees data is to be entered. Here we are selecting Demand as 'Department of Commerce', Autonomous Body as 'Tea Board'. Once the user selects autonomous body, the system prompts the user to use specific codes while entering data in the columns 'Nature of Employment' and 'Pension Scheme' of the excel.

Add Employees Data

Use following numeric codes while uploading Excel:

For Nature Of Employment	1-Regular 2-Contractual 3-OutSourced 4-Others
For Pension Scheme	A-Old Pension Scheme B-New Pension Scheme C-Employees Pension Scheme D-Contributory Pension Scheme E-Others

Demand: 10-Department of Commerce

Autonomous Body*: Tea Board

Financial Year: --Select--

Download Excel Format for Data Entry

To upload excel data file

Choose File
No file chosen
Upload Excel File

It may be noted that each excel is different as the same is been codified uniquely by UBIS.

- Accordingly, the user will download different excel files for each Autonomous Body. Once the user fills the criteria, the following page appears, wherein, the user can either download the excel file or fill in data manually:

Add Employees Data

Use following numeric codes while uploading Excel:

For Nature Of Employment	1-Regular 2-Contractual 3-OutSourced 4-Others
For Pension Scheme	A-Old Pension Scheme B-New Pension Scheme C-Employees Pension Scheme D-Contributory Pension Scheme E-Others

Demand: 10-Department of Commerce

Autonomous Body*: Tea Board

Financial Year: --Select--

Download Excel Format for Data Entry

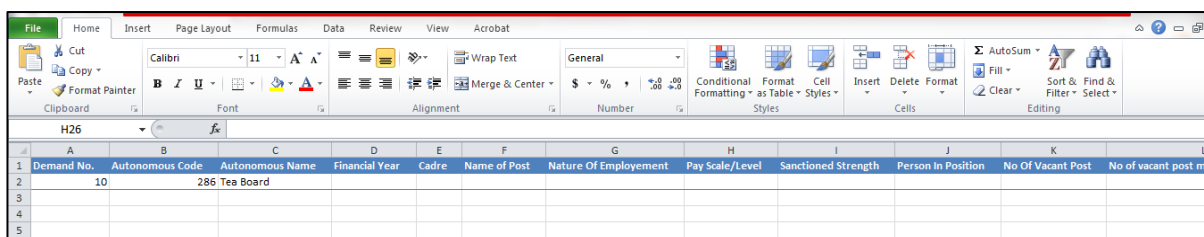
To upload excel data file

Choose File
No file chosen
Upload Excel File

Cadre Name	Name Of Post	Nature Of Employment	Pay Scale/Level	Sanctioned Strength	Person In Position	No of Vacant Post	No of vacant post more than 3 years	Detail Of Posts abolished,if any	Detail Of Posts Upgraded Posts	Pension Scheme	No of Officers Under Pension Scheme	Remarks, If Any
<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	--Select--	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	--Select--	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>
<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	--Select--	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	--Select--	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>

Submit

If the user opts to download the excel, he may click on 'Download Excel Format for Data Entry'. The following excel is downloaded:



The user will fill in the desired data into the excel. In case the no. of rows are to be increased, the user needs to replicate the Demand No., Autonomous Code and Autonomous Name as shown below:

	A	B	C	D	E	F	G	H	I
	Demand No.	Autonomous Code	Autonomous Name	Financial Year	Cadre	Name of Post	Nature Of Employment	Pay Scale/Level	Sanctioned Strength
1	10	286	Tea Board						
2	10	286	Tea Board						
3	10	286	Tea Board						
4	10	286	Tea Board						
5	10	286	Tea Board						
6	10	286	Tea Board						
7	10	286	Tea Board						
8	10	286	Tea Board						
9	10	286	Tea Board						
10	10	286	Tea Board						
11	10	286	Tea Board						
12	10	286	Tea Board						
13	10	286	Tea Board						
14	10	286	Tea Board						
15									
16									
17									
18									

It may be noted that the user may fill in the data for all the financial years w.r.t. a particular AB in the single excel. It is not required to download separate excel for each FY. Also, while filling in data in the Excel, the user shall take care that the format of excel and data is not tampered with.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Demand No.	Autonomous Code	Autonomous Name	Financial Year	Cadre	Name of Post	Nature Of Employment	Pay Scale/Level	Sanctioned Strength	Person In Position	No Of Vacant Post	No of vacant post more than 5 years	Details of Posts above 5 years
1	10	286	Tea Board	2024-2025	a	xyz		11	20	18	2		
2	10	286	Tea Board	2024-2025	b	xyz		2	8	4	0		
3	10	286	Tea Board	2023-2024	c	xyz		3	5	5	0		
4	10	286	Tea Board	2022-2023	d	xyz		4	13	25	0		
5	10	286	Tea Board	2021-2022	e	xyz		2	12	26	6	4	
6	10	286	Tea Board	2020-2021	f	xyz		1	10	20	18	2	1
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													

- Once the data is completely filled in for the respective AB, the user will upload the excel in the UBIS page as shown below:

Add Employees Data

Use following numeric codes while uploading Excel:

For Nature Of Employment	1-Regular 2-Contractual 3-OutSourced 4-Others
For Pension Scheme	A-Old Pension Scheme B-New Pension Scheme C-Employees Pension Scheme D-Contributory Pension Scheme E-Others

Demand

10-Department of Commerce

▼

Autonomous Body*

Tea Board

▼

Financial Year

--Select--

▼

Download Excel Format for Data Entry

To upload excel data file

Choose File

EmpD...86.xlsx

Upload Excel File

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File Imported Successfully !

OK

It may be noted that the user is not required to select any specific FY while uploading or downloading the excel.

- It is seen that the data is successfully uploaded vide Excel. The user shall repeat the steps above for all the Autonomous Bodies.

SrNo.	Autonomous Name	Financial Year	Cadre	Name of Post	Nature Of Employment	Pay Scale /Level	Sanctioned Strength	Person In Position	No Of Vacant Post	No of vacant post more than 5 years	Details of Posts abolished,if any	Details of Upgraded Posts	Pension Scheme	No of Retirees under Pension Scheme	Remarks	Edit	Delete
1	Tea Board	2020-2021	f	ghi	Regular	10	20	18	2	1			Old Pension Scheme	0		Edit	Delete
2	Tea Board	2021-2022	e	def	Contractual	12	26	20	6	4			Others	0		Edit	Delete
3	Tea Board	2022-2023	d	abc	Others	13	25	25	0	0			Contributory Pension Scheme	2		Edit	Delete
4	Tea Board	2023-2024	c	pqr	OutSourced	5	5	5	0	0			Employees Pension Scheme	0		Edit	Delete
5	Tea Board	2024-2025	a	xyz	Regular	11	20	18	2	0			Old Pension Scheme	2		Edit	Delete
6	Tea Board	2024-2025	b	bas	Contractual	8	4	4	0	0			New Pension Scheme	0		Edit	Delete

9

9

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Step 5: Similarly, when the user clicks on **Add Pensioners Data Component**, the following page appears:

- The User will select the autonomous body for which data is to be entered. Once the user select the required fields, the following page appears:

- The user will download the excel format for data entry as done during Add Employees Data component. The following excel is downloaded:

	A	B	C	D	E	F	G	H	I
	Demand No.	Autonomous Code	Autonomous Name	No of Pensioners Enrolled In	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
2	10	286	Tea Board	Old Pension Scheme					
3	10	286	Tea Board	New Pension Scheme					
4	10	286	Tea Board	Employees Pension Scheme					
5	10	286	Tea Board	Contributory Pension Scheme					

The user will fill in the no. of employees under each category financial year wise and save the excel. The user need not add or delete the rows present in the excel.

	A	B	C	D	E	F	G	H	I
	Demand No.	Autonomous Code	Autonomous Name	No of Pensioners Enrolled In	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
2	10	286	Tea Board	Old Pension Scheme	10	10	10	10	10
3	10	286	Tea Board	New Pension Scheme	15	12	12	14	15
4	10	286	Tea Board	Employees Pension Scheme	12	12	10	10	12
5	10	286	Tea Board	Contributory Pension Scheme	15	15	15	10	10

- Once the data is filled in, the user may upload the excel in the UBIS page as shown below:

UBIS UNION BUDGET INFORMATION SYSTEM
DEPARTMENT OF ECONOMIC AFFAIRS, MINISTRY OF FINANCE

User: DEMOECL (Demo ECL)
Other Application
Change Password
Logout

ECL Data Entry

Add Pensioners Data

Demand: 10-Department of Commerce
Autonomous Body*: Tea Board


[Download Excel Format for Data Entry](#)

To upload excel data file [Choose File](#) No file chosen [Upload Excel File](#)

No of Pensioners Enrolled In	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
Pensioners Type In: --Select--					

[Submit](#)

No Record Found


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UBIS UNION BUDGET
 INFORMATION SYSTEM
 DEPARTMENT OF ECONOMIC AFFAIRS, MINISTRY OF FINANCE

User: DEMOECL (Demo ECL)
 Other Application
 Change Password
 Logout

ECL Data Entry

Add Pensioners Data

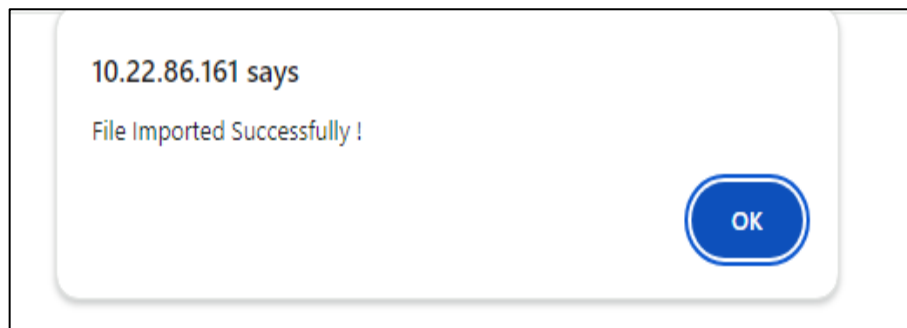
Demand: 10-Department of Commerce
 Autonomous Body*: Tea Board


Download Excel Format for Data Entry
 To upload excel data file: **Choose File** Pensl... (1).xlsx **Upload Excel File**

No of Pensioners Enrolled In	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
Pensioners Type In: --Select--					

Submit

No Record Found




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 DEPARTMENT OF ECONOMIC AFFAIRS, MINISTRY OF FINANCE

User: DEMOECL (Demo ECL)
 Other Application
 Change Password
 Logout

ECL Data Entry

Add Pensioners Data

Demand: 10-Department of Commerce
 Autonomous Body*: Tea Board

Download Excel Format for Data Entry
 To upload excel data file: **Choose File** No file chosen **Upload Excel File**

No of Pensioners Enrolled In	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025
Pensioners Type In: --Select--					

Submit

S.No	Pensioners Type	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024	FY 2024-2025	Status
1	Contributory Pension Scheme	15	15	15	10	10	Edit
2	Employees Pension Scheme	12	12	10	10	12	Edit
3	New Pension Scheme	15	12	12	14	15	Edit
4	Old Pension Scheme	10	10	10	10	10	Edit

Send for Approval

- It is seen that the data is successfully uploaded vide Excel. The user may repeat the steps for each autonomous body.

Step 6: The user now will click on **Add Autonomous Bodies Data** Component, the following page will appears:

UBIS UNION BUDGET INFORMATION SYSTEM
DEPARTMENT OF ECONOMIC AFFAIRS, MINISTRY OF FINANCE

User: DEMOECL (Demo ECL)
Other Application
Change Password
Logout

ECL Data Entry

Add Autonomous Data

Financial Year: 2024-2025
Demand: Select Demand
Autonomous Body Name:
Upload File for GIA Capital Assets: Choose File No file chosen

To upload excel data file: Choose File No file chosen

Upload Excel File

- The User will select the autonomous body for which data is to be entered. Once the user select the required fields, the following page appears:

UBIS UNION BUDGET INFORMATION SYSTEM
DEPARTMENT OF ECONOMIC AFFAIRS, MINISTRY OF FINANCE

User: DEMOECL (Demo ECL)
Other Application
Change Password
Logout

ECL Data Entry

Add Autonomous Data

Financial Year: 2024-2025
Demand: 10-Department of Commerce
Autonomous Body Name: Tea Board
Upload File for GIA Capital Assets: Choose File No file chosen

Download Excel Format for Data Entry

To upload excel data file: Choose File No file chosen

Upload Excel File

Components (Amount in Crores of Rupees)	Actual 2020-2021	Actual 2021-2022	Actual 2022-2023	Provisional Actual 2023-2024	BE 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029
Total Budgetary Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GIA General	0.00	0.00	0.00	0.00	0.00				
GIA Capital Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GIA Salary	0.00	0.00	0.00	0.00	0.00				
No. of Employees (View Details)	0	0	0	0	0				
No. of Pensioners (View Details)	0	0	0	0	0				
Internal Resources(IR)	0.00	0.00	0.00	0.00	0.00				
Expenditure Incurred from IR	0.00	0.00	0.00	0.00	0.00				
Balance of IR as on 31st March	0.00	0.00	0.00	0.00	0.00				
Total Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Submit Send for Approval

- The user will download the excel format for data entry as done during add employees data component. The following excel is downloaded:

Demand No.	Autonomous Code	Autonomous Name	Components (Amount in Crores of Rupees)	Actual 2020-2021	Actual 2021-2022	Actual 2022-2023	Provisional Actual 2023-2024	BE 2024-2025	BE 2024-2025
10	286	Tea Board	GIA General						
10	286	Tea Board	GIA Capital Assets						
10	286	Tea Board	GIA Salary						
10	286	Tea Board	Internal Resources(IR)						
10	286	Tea Board	Expenditure Incurred from IR						

The user will fill in the required data for each component financial year wise and save the excel. The user need not add or delete the rows present in the excel.

Demand No.	Autonomous Code	Autonomous Name	Components (Amount in Crores of Rupees)	Actual 2020-2021	Actual 2021-2022	Actual 2022-2023	Provisional Actual 2023-2024	BE 2024-2025	BE 2024-2025
10	286	Tea Board	GIA General	10	20	20	30	40	
10	286	Tea Board	GIA Capital Assets	10	10	10	10	10	
10	286	Tea Board	GIA Salary	5	5	5	5	5	
10	286	Tea Board	Internal Resources(IR)	500	500	500	500	500	
10	286	Tea Board	Expenditure Incurred from IR	200	100	150	200	200	

- Once the data is filled in, the user may upload the excel in the UBIS page as shown below:

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DEPARTMENT OF ECONOMIC AFFAIRS, MINISTRY OF FINANCE

User: DEMOECL (Demo ECL)
Other Application
Change Password
Logout

ECL Data Entry

Add Autonomous Data

Financial Year: 2024-2025
Demand: 10-Department of Commerce
Autonomous Body Name: Tea Board
Upload File for GIA Capital Assets: Choose File | No file chosen
Download Excel Format for Data Entry
To upload excel data file: Choose File | No file chosen | Upload Excel File

Components (Amount in Crores of Rupees)	Actual 2020-2021	Actual 2021-2022	Actual 2022-2023	Provisional Actual 2023-2024	BE 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029
Total Budgetary Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GIA General	0.00	0.00	0.00	0.00	0.00				
GIA Capital Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
GIA Salary	0.00	0.00	0.00	0.00	0.00				
No. of Employees (View Details)	0	0	0	0	0				
No. of Pensioners (View Details)	0	0	0	0	0				
Internal Resources(IR)	0.00	0.00	0.00	0.00	0.00				
Expenditure Incurred from IR	0.00	0.00	0.00	0.00	0.00				
Balance of IR as on 31st March	0.00	0.00	0.00	0.00	0.00				
Total Expenditure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Submit Send for Approval

UBIS UNION BUDGET INFORMATION SYSTEM
DEPARTMENT OF ECONOMIC AFFAIRS, MINISTRY OF FINANCE

User: DEMOECU (Demo ECU)
Other Application
Change Password
Logout

ECL Data Entry

Add Autonomous Data

Financial Year: 2024-2025
Demand: 10-Department of Commerce
Autonomous Body Name: Tea Board
Upload File for GIA Capital Assets: Choose File No file chosen

Download Excel Format for Data Entry

To upload excel data file: Choose File Autonomous_Bz_10_285.xlsx Upload Excel File

10.22.86.161 says
File Imported Successfully !

OK

ECL Data Entry

Add Autonomous Data

Please maintain and upload separate excel files for every selected Autonomous separately

Financial Year: 2024-2025
Demand: 10-Department of Commerce
Autonomous Body Name: Tea Board
Upload File for GIA Capital Assets: Choose File No file chosen

Download Excel Format for Data Entry

To upload excel data file: Choose File No file chosen Upload Excel File

Components (Amount in Crores of Rupees)	Actual 2020-2021	Actual 2021-2022	Actual 2022-2023	Provisional Actual 2023-2024	BE 2024-2025	FY 2025-2026	FY 2026-2027	FY 2027-2028	FY 2028-2029
Total Budgetary Support	25.00	35.00	35.00	45.00	55.00	0.00	0.00	0.00	0.00
GIA General	10.00	20.00	20.00	30.00	40.00				
GIA Capital Assets	10.00	10.00	10.00	10.00	10.00	0.00	0.00	0.00	0.00
GIA Salary	5.00	5.00	5.00	5.00	5.00				
No. of Employees (View Details)	0	0	0	0	27				
No. of Pensioners (View Details)	52	49	47	44	47				
Internal Resources(IR)	500.00	500.00	500.00	500.00	500.00				
Expenditure Incurred from IR	200.00	100.00	150.00	200.00	200.00				
Balance of IR as on 31st March	300.00	400.00	350.00	300.00	300.00				
Total Expenditure	525.00	535.00	535.00	545.00	555.00	0.00	0.00	0.00	0.00

- It is seen that the data is successfully uploaded via Excel. The user may repeat the steps for each autonomous body

Step 7: The user now will click on **Pay and Allowances Expenditure** Component, the following page will appear:

भारत सरकार
GOVERNMENT OF INDIA
वित्त मंत्रालय
MINISTRY OF FINANCE

UBIS UNION BUDGET INFORMATION SYSTEM
DEPARTMENT OF ECONOMIC AFFAIRS, MINISTRY OF FINANCE

User: DEMOECL (Demo ECL)
Other Application
Change Password
Logout

ECL Data Entry

Expenditure incurred on Pay and various Allowances during FY 2024-25

Financial Year: 2024-2025 Demand: Select Demand Autonomous: [dropdown]

Name of Post	Pay	DA	HRA	OTA	Special Pay/Deputation Allowance etc.	Transport Allowance	Child Education Fee	Leave Travel Concession	Encashment of Earned Leave	Reimbursement of Medical Charges	Other Allowances e.g. Nursing Allowance, NPA, etc.	Total
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Remarks: [text area]

Reset

To upload excel data file: [Choose File] No file chosen [Upload Excel File]

- The User will select the autonomous body for which data is to be entered. Once the user select the required fields, the following page appears:

भारत सरकार
GOVERNMENT OF INDIA
वित्त मंत्रालय
MINISTRY OF FINANCE

UBIS UNION BUDGET INFORMATION SYSTEM
DEPARTMENT OF ECONOMIC AFFAIRS, MINISTRY OF FINANCE

User: DEMOECL (Demo ECL)
Other Application
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Logout

ECL Data Entry

Expenditure incurred on Pay and various Allowances during FY 2024-25

Financial Year: 2024-2025 Demand: 10-Department of Commerce Autonomous: Tea Board

Name of Post	Pay	DA	HRA	OTA	Special Pay/Deputation Allowance etc.	Transport Allowance	Child Education Fee	Leave Travel Concession	Encashment of Earned Leave	Reimbursement of Medical Charges	Other Allowances e.g. Nursing Allowance, NPA, etc.	Total
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Remarks: [text area]

Submit Reset

Download Excel Format for Data Entry

To upload excel data file: [Choose File] No file chosen [Upload Excel File]

- The user will download the excel format for data entry as done during add employees data component. The following excel is downloaded:

Demand No.	Autonomous Code	Autonomous Name	Name of Post	Pay	DA	HRA	OTA	Special Pay/Deputation Allowance etc.	Transport Allowance	Child Education Fee	Leave Travel Concession
10	286	Tea Board									

The user will fill in the required data for each component and save the excel. The user may add as many rows as needed for different posts. The user may replicate the Demand

No., Autonomous Code and Autonomous Name for the newly added rows as was done while entering data in the excel of 'Add Employees Data component'.

Demand No.	Autonomous Code	Autonomous Name	Name of Post	Pay	DA	HRA	OTA	Special Pay/Deputation Allowance etc.	Transport Allowance	Child Education Fee	Leave Travel
10	286	Tea Board	xyz	49400	12300	12000	1200	1200	4600	22000	

- Once the data is filled in, the user may upload the excel in the UBIS page as shown below:

UBIS UNION BUDGET INFORMATION SYSTEM
DEPARTMENT OF ECONOMIC AFFAIRS, MINISTRY OF FINANCE

User: DEMOECL (Demo ECL)
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ECL Data Entry

Expenditure incurred on Pay and various Allowances during FY 2024-25

Financial Year: 2024-2025 Demand: 10-Department of Commerce Autonomous: Tea Board

Name of Post	Pay	DA	HRA	OTA	Special Pay/Deputation Allowance etc.	Transport Allowance	Child Education Fee	Leave Travel Concession	Encashment of Earned Leave	Reimbursement of Medical Charges	Other Allowances e.g. Nursing Allowance, NPA, etc.	Total
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Remarks

Submit Reset

Download Excel Format for Data Entry

To upload excel data file Choose File No file chosen Upload Excel File

UBIS UNION BUDGET INFORMATION SYSTEM
DEPARTMENT OF ECONOMIC AFFAIRS, MINISTRY OF FINANCE

User: DEMOECL (Demo ECL)
Other Application
Change Password
Logout

ECL Data Entry

Expenditure incurred on Pay and various Allowances during FY 2024-25

Financial Year: 2024-2025 Demand: 10-Department of Commerce Autonomous: Tea Board

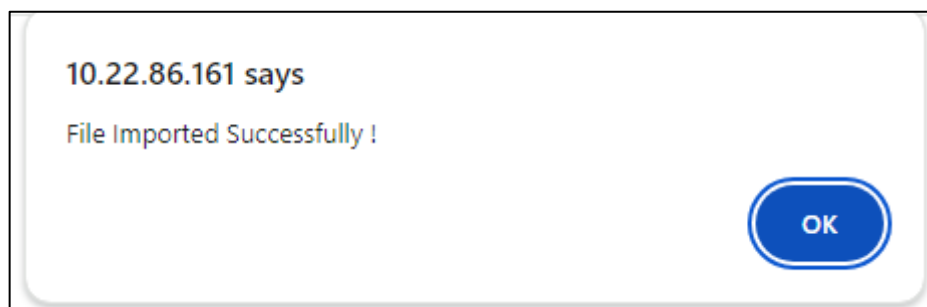
Name of Post	Pay	DA	HRA	OTA	Special Pay/Deputation Allowance etc.	Transport Allowance	Child Education Fee	Leave Travel Concession	Encashment of Earned Leave	Reimbursement of Medical Charges	Other Allowances e.g. Nursing Allowance, NPA, etc.	Total
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Remarks

Submit Reset

Download Excel Format for Data Entry

To upload excel data file Choose File PayAn...xlsx Upload Excel File



भारत सरकार
GOVERNMENT OF INDIA
विद्युत वित्त विभाग
MINISTRY OF FINANCE

UNION BUDGET
INFORMATION SYSTEM
DEPARTMENT OF ECONOMIC AFFAIRS, MINISTRY OF FINANCE

User: DEMOECL (Demo ECL)
Other Application
Change Password
Logout

ECL Data Entry

Expenditure incurred on Pay and various Allowances during FY 2024-25

Financial Year: 2024-2025 Demand: 10-Department of Commerce Autonomous: Tea Board

Name of Post	Pay	DA	HRA	OTA	Special Pay/Deputation Allowance etc.	Transport Allowance	Child Education Fee	Leave Travel Concession	Encashment of Earned Leave	Reimbursement of Medical Charges	Other Allowances e.g. Nursing Allowance, NPA, etc.	Total
	6.00	6.00	6.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Remarks:

Submit Reset

Download Excel Format for Data Entry

To upload excel data file No file chosen

Sr. no.	Name of Post	Pay	DA	HRA	OTA	Special Pay/Deputation Allowance etc.	Transport Allowance	Child Education Fee	Leave Travel Concession	Encashment of Earned Leave	Reimbursement of Medical Charges	Other Allowances e.g. Nursing Allowance, NPA, etc.	Total	Remarks	Edit
1	xyz	49400	12300	12000	1200		4600	22000	5000	5000	2500	4000	71800		Edit

- It is seen that the data is successfully uploaded vide Excel. The user may repeat the steps for each autonomous body

Step 8: The User may edit or delete the data entered into the module prior to sending the same for approval of Department of Expenditure.

Add Employees Data

Use following numeric codes while uploading Excel:

For Nature Of Employment: 1-Regular 2-Contractual 3-OutSourced 4-Others
For Pension Scheme: A-Old Pension Scheme B-New Pension Scheme C-Employees Pension Scheme D-Contributory Pension Scheme E-Others

Demand: 10-Department of Commerce
Autonomous Body*: Tea Board
Financial Year: --Select--

Download Excel Format for Data Entry

To upload excel data file No file chosen

Send for Approval

Sr.No.	Autonomous Name	Financial Year	Cadre	Name of Post	Nature Of Employment	Pay Scale /Level	Sanctioned Strength	Person In Position	No Of Vacant Post	No of vacant post more than 5 years	Details of Posts abolished,if any	Details of Upgraded Posts	Pension Scheme	No of staffs under Pension Scheme	Remarks	Edit	Delete
1	Tea Board	2020-2021	f	ghi	Regular	10	20	18	2	1			Old Pension Scheme	0		Edit	Delete
2	Tea Board	2021-2022	e	def	Contractual	12	26	20	6	4			Others	0		Edit	Delete
3	Tea Board	2022-2023	d	abc	Others	13	25	25	0	0			Contributory Pension Scheme	2		Edit	Delete
4	Tea Board	2023-2024	c	pqr	OutSourced	5	5	5	0	0			Employees Pension Scheme	0		Edit	Delete
5	Tea Board	2024-2025	a	xyz	Regular	11	20	18	2	0			Old Pension Scheme	2		Edit	Delete
6	Tea Board	2024-2025	b	bas	Contractual	8	4	4	0	0			New Pension Scheme	0		Edit	Delete

Data can be either modified manually by clicking on the edit button alongside each entry and making the desired modification or by uploading the excel with revised data.

Each upload would overwrite the data previously entered for a particular component/autonomous body.

Add Employees Data

Use following numeric codes while uploading Excel:

For Nature Of Employment: 1-Regular, 2-Contractual, 3-OutSourced, 4-Others

For Pension Scheme: A-Old Pension Scheme, B-New Pension Scheme, C-Employees Pension Scheme, D-Contributory Pension Scheme, E-Others

Demand: 10-Department of Commerce

Autonomous Body*: Tea Board

Financial Year: --Select--

[Download Excel Format for Data Entry](#)

To upload excel data file: [Choose File](#) No file chosen [Upload Excel File](#)

[Send for Approval](#)

Sr.No.	Autonomous Name	Financial Year	Cadre	Name of Post	Nature Of Employment	Pay Scale /Level	Sanctioned Strength	Person In Position	No Of Vacant Post	No of vacant post more than 3 years	Details of Posts abolished,If any	Details of Upgraded Posts	Pension Scheme	No of Retirees under Pension Scheme	Remarks	Update	Delete
1	Tea Board	2020-2021	f	ghi	Regular	10	20	18	2	1			Old Pension Scheme	0		Edit	Delete
2	Tea Board	2021-2022	e	def	Contractual	12	26	20	6	4			Others	0		Edit	Delete
3	Tea Board	2022-2023	d	abc	Others	13	25	25	0	0			Contributory Pension Scheme	2		Edit	Delete

10.22.86.161 says
Are You Sure You Want To Update

[OK](#) [Cancel](#)

For Nature Of Employment: 1-Regular, 2-Contractual, 3-OutSourced, 4-Others

For Pension Scheme: A-Old Pension Scheme, B-New Pension Scheme, C-Employees Pension Scheme, D-Contributory Pension Scheme, E-Others

Demand: 10-Department of Commerce

Autonomous Body*: Tea Board

Financial Year: --Select--

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[Send for Approval](#)

Sr.No.	Autonomous Name	Financial Year	Cadre	Name of Post	Nature Of Employment	Pay Scale /Level	Sanctioned Strength	Person In Position	No Of Vacant Post	No of vacant post more than 3 years	Details of Posts abolished,If any	Details of Upgraded Posts	Pension Scheme	No of Retirees under Pension Scheme	Remarks	Update	Delete
1	Tea Board	2020-2021	f	ghi	Regular	10	20	18	2	1			Old Pension Scheme	0		Edit	Delete
2	Tea Board	2021-2022	e	def	Contractual	12	26	20	6	4			Others	0		Edit	Delete
3	Tea Board	2022-2023	d	abc	Others	13	25	25	0	0			Contributory Pension Scheme	2		Edit	Delete

Step 9: Once the data is filled and verified for each Autonomous Body component wise, the user shall submit the data for each component to DoE for approval.

Add Employees Data

Use following numeric codes while uploading Excel:

For Nature Of Employment: 1-Regular, 2-Contractual, 3-OutSourced, 4-Others

For Pension Scheme: A-Old Pension Scheme, B-New Pension Scheme, C-Employees Pension Scheme, D-Contributory Pension Scheme, E-Others

Demand: 10-Department of Commerce

Autonomous Body*: Tea Board

Financial Year: --Select--

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[Send for Approval](#)

Sr.No.	Autonomous Name	Financial Year	Cadre	Name of Post	Nature Of Employment	Pay Scale /Level	Sanctioned Strength	Person In Position	No Of Vacant Post	No of vacant post more than 3 years	Details of Posts abolished,If any	Details of Upgraded Posts	Pension Scheme	No of Retirees under Pension Scheme	Remarks	Edit	Delete
1	Tea Board	2020-2021	f	ghi	Regular	10	20	18	2	1			Old Pension Scheme	0		Edit	Delete
2	Tea Board	2021-2022	e	def	Contractual	12	26	20	6	4			Others	0		Edit	Delete
3	Tea Board	2022-2023	d	abc	Others	13	25	25	0	0			Contributory Pension Scheme	2		Edit	Delete
4	Tea Board	2023-2024	c	pqr	OutSourced	5	5	5	0	0			Employees Pension Scheme	0		Edit	Delete
5	Tea Board	2024-2025	a	xyz	Regular	11	20	18	2	0			Old Pension Scheme	2		Edit	Delete
6	Tea Board	2024-2025	b	bas	Contractual	8	4	4	0	0			New Pension Scheme	0		Edit	Delete

For Nature Of Employment For Pension Scheme 10.22.86.161 says
Are you sure want to Sent For Approval??

Demand

Autonomous Body*

Financial Year

OK Cancel

Download Excel Format for Data Entry

To upload excel data file Choose File No file chosen Upload Excel File

Send for Approval

SrNo.	Autonomous Name	Financial Year	Cadre	Name of Post	Nature Of Employment	Pay Scale /Level	Sanctioned Strength	Person In Position	No Of Vacant Post	No of vacant post more than 5 years	Details of Posts abolished,if any	Details of Upgraded Posts	Pension Scheme	No of Retirees under Pension Scheme	Remarks	Edit	Delete
1	Tea Board	2020-2021	f	ghi	Regular	10	20	18	2	1			Old Pension Scheme	0		Edit	Delete
2	Tea Board	2021-2022	e	def	Contractual	12	26	20	6	4			Others	0		Edit	Delete
3	Tea Board	2022-2023	d	abc	Others	13	25	25	0	0			Contributory Pension Scheme	2		Edit	Delete
4	Tea Board	2023-2024	c	pqr	OutSourced	5	5	5	0	0			Employees Pension Scheme	0		Edit	Delete
5	Tea Board	2024-2025	a	xyz	Regular	11	20	18	2	0			Old Pension Scheme	2		Edit	Delete
6	Tea Board	2024-2025	b	bas	Contractual	8	4	4	0	0			New Pension Scheme	0		Edit	Delete

Once the data is submitted for approval of DoE, the same is freezed and no further edit/delete facility is available to the user.

For Pension Scheme A-Old Pension Scheme B-New Pension Scheme C-Employees Pension Scheme
D-Contributory Pension Scheme E-Others

Demand 10-Department of Commerce

Autonomous Body* Tea Board

Financial Year

Download Excel Format for Data Entry

To upload excel data file Choose File No file chosen Upload Excel File

Send for Approval

Data has been sent for Approval, Hence cannot be Edited

SrNo.	Autonomous Name	Financial Year	Cadre	Name of Post	Nature Of Employment	Pay Scale /Level	Sanctioned Strength	Person In Position	No Of Vacant Post	No of vacant post more than 5 years	Details of Posts abolished,if any	Details of Upgraded Posts	Pension Scheme	No of Retirees under Pension Scheme	Remarks	Sent For Approval
1	Tea Board	2020-2021	f	ghi	Regular	10	20	18	2	1			Old Pension Scheme	0		Sent For Approval
2	Tea Board	2021-2022	e	def	Contractual	12	26	20	6	4			Others	0		Sent For Approval
3	Tea Board	2022-2023	d	abc	Others	13	25	25	0	0			Contributory Pension Scheme	2		Sent For Approval
4	Tea Board	2023-2024	c	pqr	OutSourced	5	5	5	0	0			Employees Pension Scheme	0		Sent For Approval
5	Tea Board	2024-2025	a	xyz	Regular	11	20	18	2	0			Old Pension Scheme	2		Sent For Approval
6	Tea Board	2024-2025	b	bas	Contractual	8	4	4	0	0			New Pension Scheme	0		Sent For Approval

[illegible]

[illegible]

[illegible]