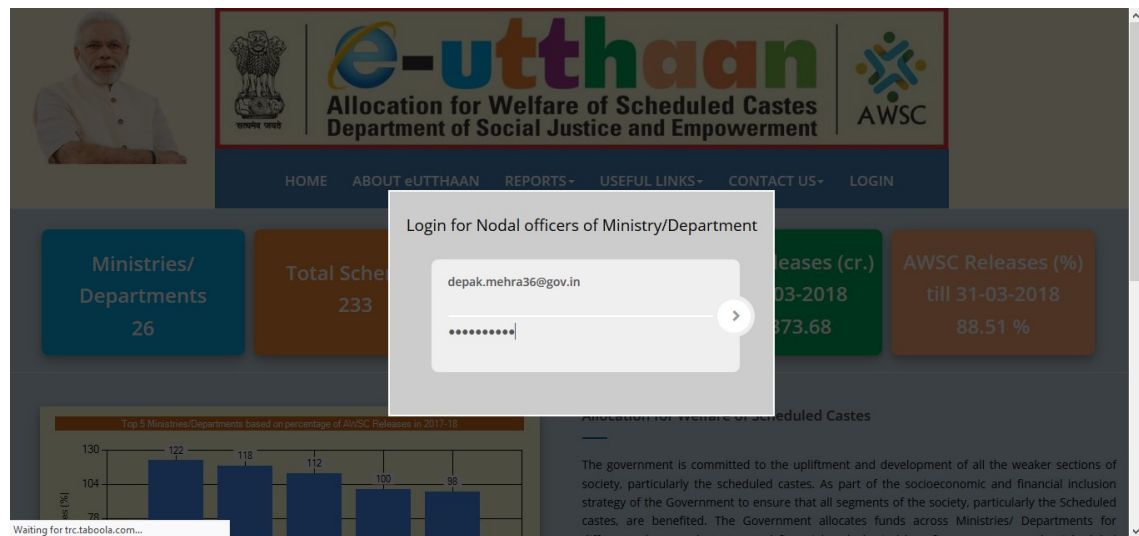
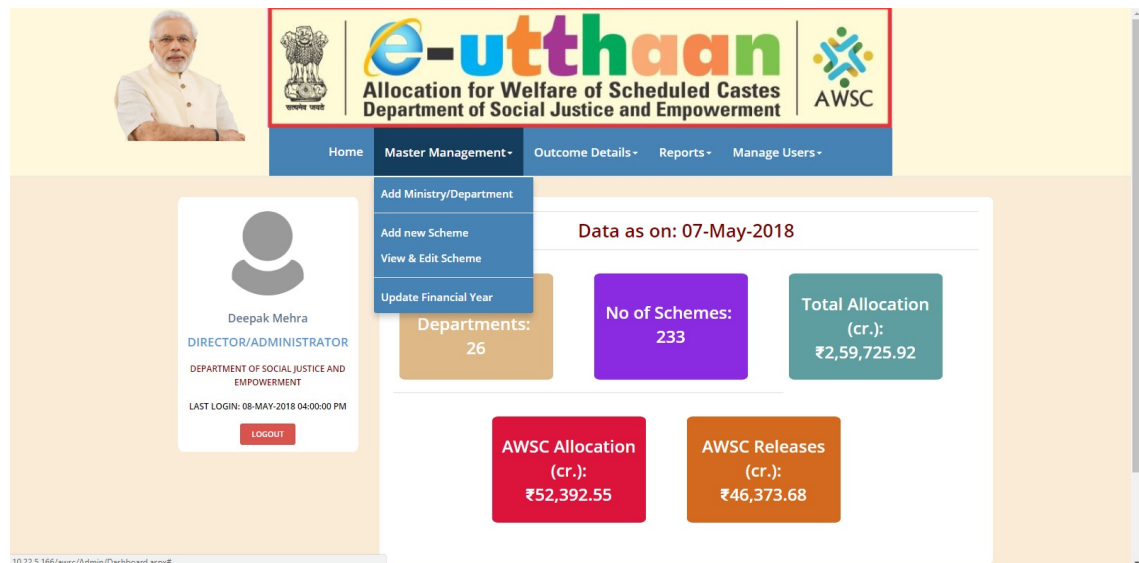


Help Manual to Add and Update the Ministry/Department Name and Scheme Details

1. Go to <http://e-utthaan.gov.in>
2. Click on Login on Home Page.
3. Login with the admin credentials:



4. To add the Ministry/Department Name, go to Master Management on menu bar. Click on Add Ministry/Department option:



5. Enter Ministry/Department details i.e. 03 digit Code and Name of Ministry/Department as per Statement 10A: **For example- For Demand No. 18, Ministry/Department should be 018.**

The screenshot shows the e-utthaan portal interface. At the top, there is a header with the Indian government emblem, the text 'e-utthaan', and 'Allocation for Welfare of Scheduled Castes Department of Social Justice and Empowerment'. Below the header is a navigation bar with links: Home, Master Management, Outcome Details, Reports, and Manage Users. On the left side, there is a user profile card for Deepak Mehra, Director/Administrator, with a 'LOGOUT' button. The main content area is titled 'Add Ministry/Department' and contains the following fields:

- Financial Year *: A dropdown menu with the option '--Select Financial Year--'.
- Ministry/Department Code *: A text input field.
- Ministry/Department Name *: A text input field.

A red 'Submit' button is located at the bottom right of the form.

6. Enter Scheme details:

The screenshot shows the e-utthaan portal interface for adding a new scheme. On the left side, there is a user profile card for Deepak Mehra, Director/Administrator, with a 'LOGOUT' button. The main content area is titled 'Add new Scheme' and contains the following fields:

- Financial Year *: A dropdown menu with the option '--Select Financial Year--'.
- Department Name *: A dropdown menu.
- Scheme Code *: A text input field.
- Scheme Name *: A text input field.
- Sub Scheme Code (if any): A text input field.
- Sub Scheme Name (if any): A text input field.
- Total Allocation (in cr.) *: A text input field.
- AWSC Allocation (in cr.) *: A text input field.
- Allocation Percent *: A text input field.

A red 'Submit' button is located at the bottom right of the form.

Text box with (*) are mandatory fields.

7. View & Edit Scheme page:

View & Edit Schemes

Financial Year: 2018-2019

Department Name: All Departments

Financial Year	Department Name	Scheme Code	Scheme Name	Sub-Scheme Code	Sub-Scheme Name	Total Allocation (in cr.)	Budget Estimates (in cr.)	Allocation Percent	Revised Estimates (in cr.)	
2018-2019	Ministry of Culture	50	Development of Museums	50	Development of Museums	105.98	15.4	100.98	0	Edit
2018-2019	Department of Animal Husbandry, Dairying and Fisheries	20	Integrated Development and Management of Fisheries	20	Integrated Development and Management of Fisheries	106.65	106.65	76	0	Edit

Update schemes, if Revised Estimates is not available then enter 0.

DEPARTMENT OF SOCIAL JUSTICE AND EMPOWERMENT

LAST LOGIN: 08-MAY-2018 02:00:00 PM

LOGOUT

2018-2019	Ministry of Culture	50	Development of Museums	50	Development of Museums	105.98	15.4	100.98	0	Edit
2018-2019	Department of Animal Husbandry, Dairying and Fisheries	20	Integrated Development and Management of Fisheries	20	Integrated Development and Management of Fisheries	106.65	106.65	76	0	Edit

Scheme Code: 50

Scheme Name: Development of Museums

Sub-Scheme Code: 50

Sub-Scheme Name: Development of Museums

Total Allocation: 105.98

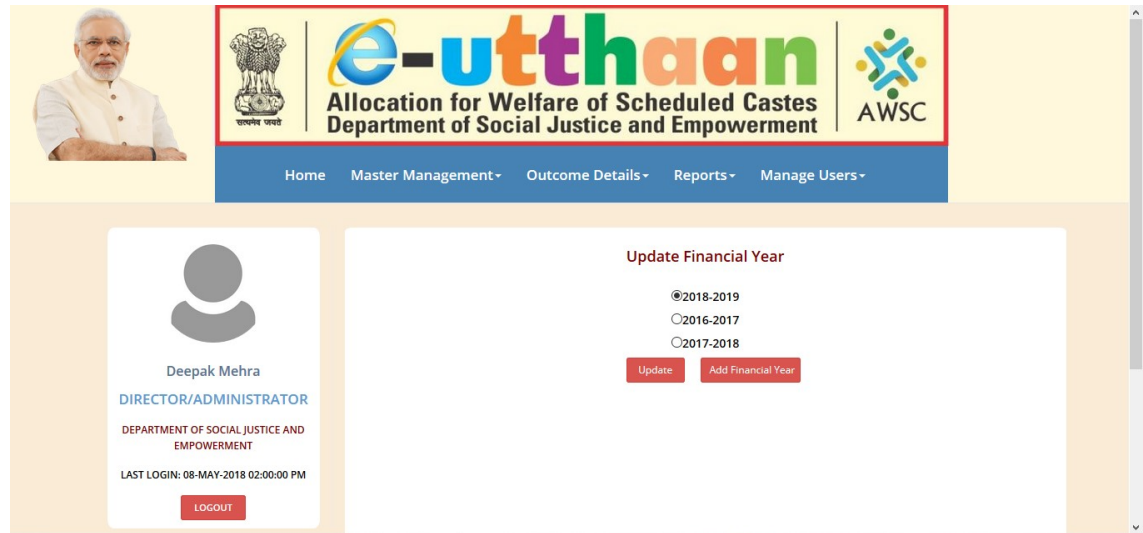
AWSC Allocation: 15.4

Allocation Percent: 100.98

Revised Estimates: 0

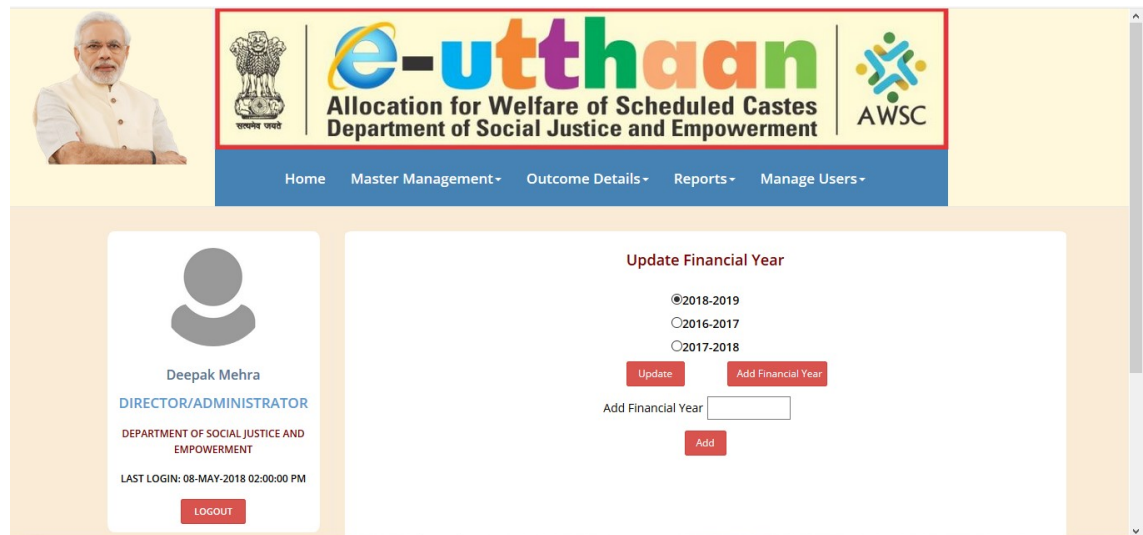
Save Changes

8. Update Current Financial year:



The screenshot shows the e-utthaan portal interface. The header includes the Government of India logo, the e-utthaan logo, and the text "Allocation for Welfare of Scheduled Castes Department of Social Justice and Empowerment". The user profile on the left identifies Deepak Mehra as the Director/Administrator. The main content area is titled "Update Financial Year" and displays three radio button options: "2018-2019" (selected), "2016-2017", and "2017-2018". Below these options are two buttons: "Update" and "Add Financial Year".

9. Add new Financial Year



This screenshot shows the same e-utthaan portal interface, but with the "Add Financial Year" option selected. The "Update" button is now disabled. A text input field labeled "Add Financial Year" is visible, with an "Add" button below it. The "Update" button remains visible but is inactive.

Contact us

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