



**GOVERNMENT OF KERALA**

**Finance (Budget Wing - F) Department**

**CIRCULAR**

**No.22/2026/Fin**

**Dated, Thiruvananthapuram, 01/06/2026**

**Sub :- Introduction of new modules in BAMS 2.0 for submitting proposals for Additional Authorisation and Re-appropriation by CCOs - Guidelines issued - Reg.**

As part of ensuring accuracy of post-budget proposals submitted by the Controlling Officers (CCOs), new modules have been introduced in BAMS 2.0 application to collect electronic data of the proposals for Additional Authorizations and Re-appropriations, for integration into the budget application for processing post-budget orders. Therefore, following instructions are issued to all the CCOs for electronic submission of proposals for additional authorizations and re- appropriation through the specific modules introduced for them in BAMS 2.0 application:

- (i) The Controlling Officers (CCOs) shall furnish the proposals for additional authorisation and re-appropriation through BAMS 2.0 application with effect from **01/07/2026**.
- (ii) Submission of proposals with supporting details through physical/electronic mode shall remain without any change.

2. A user manual on the steps to be followed in electronic submission of proposals is also appended to this Circular for guidance.

**D. KRISHNAPRIYA**

**Additional Secretary (Finance)**

To

The Principal Accountant General (A&E), Kerala, Thiruvananthapuram.  
The Accountant General (Audit-II), Kerala, Thiruvananthapuram.  
The Director of Treasuries, Thiruvananthapuram.  
The Additional Chief Secretaries/Principal Secretaries/Special Secretaries.  
All Heads of Departments and Officers.  
All District Collectors.  
The Secretary, Kerala Public Service Commission, Thiruvananthapuram.  
The Registrar, Kerala Lokayukta, Thiruvananthapuram.  
The Advocate General Kerala, Ernakulam (With C.L).  
The Secretary to Governor of Kerala.

GOVERNMENT OF KERALA

All Officers of Government Secretariat of and above the rank of Under Secretary  
 (Including Law and Legislature Secretariat).  
 The Additional Secretary to Chief Secretary.  
 All Departments (all Sections) of the Secretariat including Law and Legislature.  
 The Director, Information & Public Relations Department.  
 The Nodal Officer, [www.finance.kerala.gov.in](http://www.finance.kerala.gov.in)  
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Forwarded/By Order



Section Officer

D. KISHANAPRIYA  
 Additional Secretary (Finance)

The Secretary to Government of Kerala,  
 The Advocate General Kerala, Thiruvananthapuram (With C.I.),  
 The Registrar, Kerala Lokayukta, Thiruvananthapuram,  
 The Secretary, Kerala Public Service Commission, Thiruvananthapuram,  
 All District Collectors,  
 All Heads of Departments and Officers,  
 The Additional Chief Secretaries/Principal Secretaries/Special Secretaries,  
 The Director of Resources, Thiruvananthapuram,  
 The Accountant General (Audit-II), Kerala, Thiruvananthapuram,  
 The Principal Accountant General (A&R), Kerala, Thiruvananthapuram.

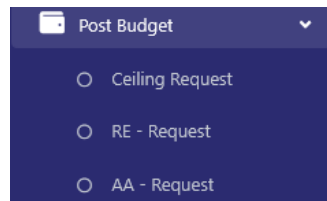
# Additional Authorisation Module in BAMS 2.0

## Workflow for CCO Admin and CCO Users

The workflow of the newly introduced Additional Authorization module in BAMS 2.0 may be seen below:

### Level I. CCO Login

1. In the **CCO login**, select **Post Budget > AA- Request** from the dropdown menu.



2. For submitting a new AA proposal , go to **AA-Request > Add**.

- Click on the **View** button.
- Select the Head of Account , enter the **Request Amount** and **Remarks**.
- If multiple Heads are needed, click the **(+)** and for deleting a head, click the **(-)** .
- Then, click the **Proceed to Next Step** button.

**AA Request**

View Add Edit

Note : "If a head is already used as Source Head in RE Request, it should not appear in AA Request"

Fin Year\* 2026-27 CCO\* 018A - Registrar General of High Court View

Head Of Account	Budget Provision (₹)	Expenditure (₹)	Balance (₹)	Request Amount	Remarks
2014-00-103-96-01-05-04-P-V	9,00,000.00	0.00	9,00,000.00	400000	ed

Proceed to Next Step

3. Once the **Proceed to Next Step** window appears, enter the **Proceeding No.** and **Submit** the request.

Head Of Account	Budget Provision (₹)	Expenditure (₹)	Balance (₹)	Request Amount	Remarks
2014-00-103-96-01-05-04-P-V	9,00,000.00	0.00	9,00,000.00	400000	ed

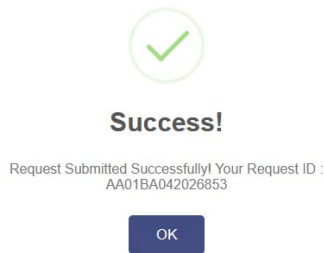
Proceed to Next Step

#	Available Fund Details	Fund Allocation Details
	Head of Account 2014-00-103-96-01-05-04-P-V	Funds with SCO (₹) 0.00
	Original Budget Allocation (₹) 900,000.00	Funds with DDO (₹) 0.00
1	Available Provision (₹) 900,000.00	Allocated to all DDOs (₹) 0.00
	Additional Authorization [+](₹) -400,000.00	Expenditure from Treasury (₹) 0.00
	New Available Provision (₹) 1,300,000.00	Balance with DDOs (₹) 0.00

Request Date 17/04/2026 Proceeding No. 123/24

Submit

4. Upon submitting the request, a popup box displaying the Request ID will appear as shown below:



The request will now be available for [CCO Admin Verification](#).

5. **View menu:** The list of the submitted Additional Authorisation requests with their details and status of the request may be seen and can be printed in the [AA Request > View](#) menu.

AA Request

View [Add](#) [Edit](#)

Fin Year: 2026-27 CCO: 018A - Registrar General of High Court View

No.	Request ID	CCO	Proceeding No	Request Amount (₹)	Request Date	Status	Download	View
1	AA01BA042026851	018A	WER	25,000.00	17/04/2026	Pending CCO Admin Verification	📄	👁️
2	AA01BA042026852	018A	001	5,00,000.00	17/04/2026	Pending CCO Admin Verification	📄	👁️
3	AA01BA042026857	018A	001	2,85,79,000.00	16/04/2026	Submitted Successfully	📄	👁️
4	AA01BA042026853	018A	2	75,00,000.00	16/04/2026	CCO Admin Verified - Pending Finance Approval	📄	👁️
5	AA01BA042026858	018A	002	20,00,000.00	16/04/2026	Pending CCO Admin Verification	📄	👁️
6	AA01BA042026859	018A	001	50,00,000.00	16/04/2026	Pending CCO Admin Verification	📄	👁️
7	AA01BA042026860	018A	004	8,00,000.00	16/04/2026	Pending CCO Admin Verification	📄	👁️
8	AA01BA042026861	018A	005	15,00,000.00	16/04/2026	Pending CCO Admin Verification	📄	👁️
9	AA01BA042026862	018A	006	15,00,000.00	16/04/2026	Pending CCO Admin Verification	📄	👁️
10	AA01BA042026863	018A	007	20,00,000.00	16/04/2026	Pending CCO Admin Verification	📄	👁️
11	AA01BA042026864	018A	008	8,00,000.00	16/04/2026	CCO Admin Verified - Pending Finance Approval	📄	👁️
12	AA01BA042026865	018A	009	35,00,000.00	16/04/2026	Pending CCO Admin Verification	📄	👁️
13	AA01BA042026866	018A	010	20,00,000.00	16/04/2026	Pending CCO Admin Verification	📄	👁️

6. **Editing an AA Request:** An AA Request submitted for CCO Admin Verification can be edited in the [AA Request > Edit](#) window by the CCO only if the verification request is pending at the CCO Admin level.

- For that, Select **AA-Request> Edit> View**. Then click the **Edit button**  corresponding to the particular Request ID which is to be edited .

**AA Request**

View Add Edit

Fin Year: 2026-27    CCO: 01BA - Registrar General of High Court    View

Search:

No.	Request ID	CCO	Proceeding No	Request Amount(₹)	Request Date	Status	Download	Edit	Delete
1	<a href="#">AA01BA042026047</a>	01BA	WER	25,000.00	17/04/2026	Pending CCO Admin Verification			
2	<a href="#">AA01BA042026053</a>	01BA	123/24	4,00,000.00	17/04/2026	Pending CCO Admin Verification			
3	<a href="#">AA01BA042026038</a>	01BA	002	20,00,000.00	16/04/2026	Pending CCO Admin Verification			
4	<a href="#">AA01BA042026039</a>	01BA	003	50,00,000.00	16/04/2026	Pending CCO Admin Verification			
5	<a href="#">AA01BA042026040</a>	01BA	004	8,00,000.00	16/04/2026	Pending CCO Admin Verification			
6	<a href="#">AA01BA042026041</a>	01BA	005	15,00,000.00	16/04/2026	Pending CCO Admin Verification			
7	<a href="#">AA01BA042026042</a>	01BA	006	15,00,000.00	16/04/2026	Pending CCO Admin Verification			
8	<a href="#">AA01BA042026043</a>	01BA	007	20,00,000.00	16/04/2026	Pending CCO Admin Verification			
9	<a href="#">AA01BA042026045</a>	01BA	009	35,00,000.00	16/04/2026	Pending CCO Admin Verification			
10	<a href="#">AA01BA042026046</a>	01BA	010	20,00,000.00	16/04/2026	Pending CCO Admin Verification			

- Once editing is finished, click **Proceed to Next Step> Update**.

**Edit AA Request - AA01BA042026853**

Request ID: [AA01BA042026853](#)    Request Type: AA

Proceedings No.: 123/24    Request Date: 17-04-2026

Total Amount: ₹ 400,000.00    CCO Code: 01BA

Head of Account	Budget Provision (₹)	Expenditure (₹)	Balance (₹)	Request Amount (₹)	Remarks
2014-00-103-96-01-05-04-P-V	9,00,000.00	0.00	9,00,000.00	1200000	ok
Total Request Amount:				₹ 1,200,000.00	

[→ Proceed to Next Step](#)

- The updated Request will now be send for CCO Admin Verification.

View Add Edit

Fin Year: 2026-27    CCO: 01BA - Registrar General of High Court    View

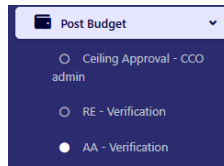
Search:

No.	Request ID	CCO	Proceeding No	Request Amount(₹)	Request Date	Status	Download	Edit	Delete
1	<a href="#">AA01BA042026853</a>	01BA	123/24	12,00,000.00	17/04/2026	Pending CCO Admin Verification			
2	<a href="#">AA01BA042026047</a>	01BA	WER	25,000.00	17/04/2026	Pending CCO Admin Verification			
3	<a href="#">AA01BA042026038</a>	01BA	002	20,00,000.00	16/04/2026	Pending CCO Admin Verification			
4	<a href="#">AA01BA042026039</a>	01BA	003	50,00,000.00	16/04/2026	Pending CCO Admin Verification			
5	<a href="#">AA01BA042026040</a>	01BA	004	8,00,000.00	16/04/2026	Pending CCO Admin Verification			
6	<a href="#">AA01BA042026041</a>	01BA	005	15,00,000.00	16/04/2026	Pending CCO Admin Verification			
7	<a href="#">AA01BA042026042</a>	01BA	006	15,00,000.00	16/04/2026	Pending CCO Admin Verification			
8	<a href="#">AA01BA042026043</a>	01BA	007	20,00,000.00	16/04/2026	Pending CCO Admin Verification			
9	<a href="#">AA01BA042026045</a>	01BA	009	35,00,000.00	16/04/2026	Pending CCO Admin Verification			
10	<a href="#">AA01BA042026046</a>	01BA	010	20,00,000.00	16/04/2026	Pending CCO Admin Verification			

## Level II. CCO Admin Login


### For CCO Admin verification of AA Requests

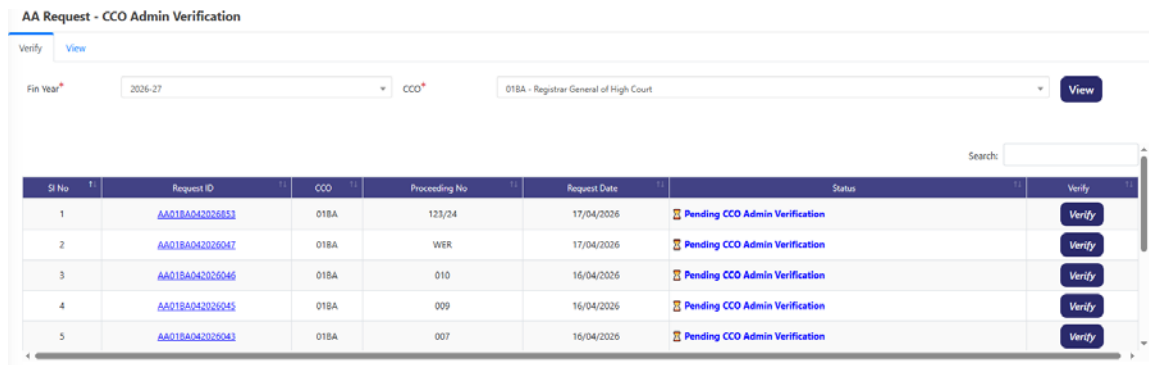
1. Go to **Post Budget > AA-Verification > Verify.**



A dropdown menu titled "Post Budget" with a downward arrow. It contains three radio button options: "Ceiling Approval - CCO admin", "RE - Verification", and "AA - Verification". The "AA - Verification" option is selected with a filled radio button.

2. In the **Verify** window, click **View** to see the lists of AA Requests pending verification at CCO Admin level.

- Click the **Verify** button  corresponding to the Request ID to be verified.



AA Request - CCO Admin Verification

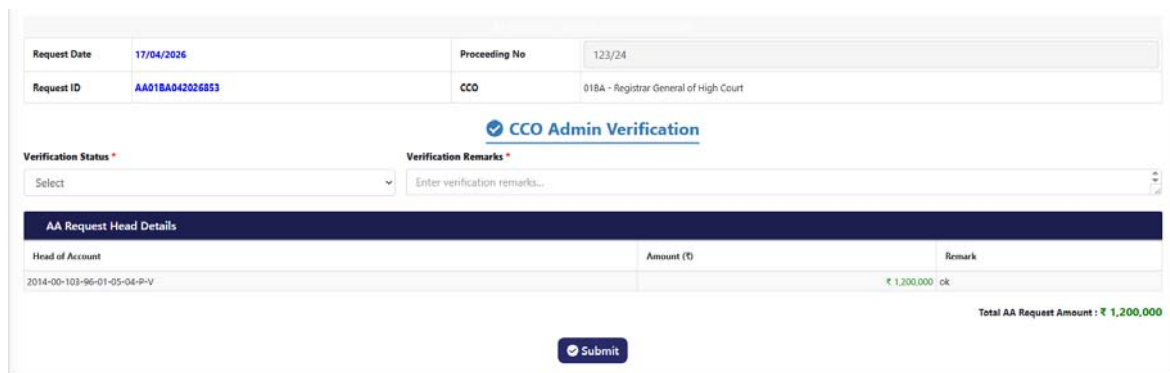
Verify View

Fin Year\* 2026-27 CCO\* 01BA - Registrar General of High Court View

Search:

Sl No	Request ID	CCO	Proceeding No	Request Date	Status	Verify
1	AA01BA042026853	01BA	123/24	17/04/2026	Pending CCO Admin Verification	Verify
2	AA01BA042026047	01BA	WER	17/04/2026	Pending CCO Admin Verification	Verify
3	AA01BA042026046	01BA	010	16/04/2026	Pending CCO Admin Verification	Verify
4	AA01BA042026045	01BA	009	16/04/2026	Pending CCO Admin Verification	Verify
5	AA01BA042026043	01BA	007	16/04/2026	Pending CCO Admin Verification	Verify

- In the verification window, select the **Verification Status : Verify/ Reject/ Send back for modification.** Then add **Verification Remarks** and click **Submit** button.



Request Date 17/04/2026 Proceeding No 123/24

Request ID AA01BA042026853 CCO 01BA - Registrar General of High Court

**CCO Admin Verification**

Verification Status\* Select Verification Remarks\* Enter verification remarks...

**AA Request Head Details**

Head of Account	Amount (₹)	Remark
2014-00-103-96-01-05-04-P-V	₹ 1,200,000	ok

Total AA Request Amount : ₹ 1,200,000

Submit

- If verified, the Request will be send for Finance approval.



Success!

Request verified successfully! Request ID :  
AA01BA042026853

OK

- If a request is **Send Back for Modification**, it will be sent again to CCO and at the CCO level the required modifications need to be made and be resubmitted for CCO Admin Verification.

For that, **CCO login > Post Budget > AA Request > Edit > Proceed to Next Step > Update.**

**AA Request**

View Add Edit

Fin Year\* 2026-27 CCO\* 01BA - Registrar General of High Court View

Search:

No. ↑	Request ID ↑	CCO ↑	Proceeding No ↑	Request Amount(₹) ↑	Request Date ↑	Status ↑	Download ↑	Edit ↑	Delete ↑
1	AA01BA042026018	01BA	002	20,00,000.00	16/04/2026	Pending CCO Admin Verification	Download	Edit	Delete
2	AA01BA042026019	01BA	003	50,00,000.00	16/04/2026	Pending CCO Admin Verification	Download	Edit	Delete
3	AA01BA042026040	01BA	004	8,00,000.00	16/04/2026	Pending CCO Admin Verification	Download	Edit	Delete
4	AA01BA042026041	01BA	005	15,00,000.00	16/04/2026	Pending CCO Admin Verification	Download	Edit	Delete
5	AA01BA042026042	01BA	006	15,00,000.00	16/04/2026	Pending CCO Admin Verification	Download	Edit	Delete
6	AA01BA042026043	01BA	007	20,00,000.00	16/04/2026	Pending CCO Admin Verification	Download	Edit	Delete
7	AA01BA042026045	01BA	009	35,00,000.00	16/04/2026	Pending CCO Admin Verification	Download	Edit	Delete
8	AA01BA042026046	01BA	010	20,00,000.00	16/04/2026	CCO Admin - Returned for Modification	Download	Edit	Delete

3. **View menu:** The list of Additional Authorisation requests pending CCO Admin Verification with their details and status of the requests may be seen and can be printed in the **AA Request – CCO Admin Verification > View** menu.

**AA Request - CCO Admin Verification**

Verify View

Fin Year\* 2026-27 CCO\* 01BA - Registrar General of High Court View

Search:

No. ↑	Request ID ↑	CCO ↑	Proceeding No ↑	Request Amount (₹) ↑	Request Date ↑	Status ↑	Download ↑	View ↑
1	AA01BA042026853	01BA	123/24	12,00,000.00	17/04/2026	Pending CCO Admin Verification	Download	View
2	AA01BA042026047	01BA	WER	25,00,000.00	17/04/2026	Pending CCO Admin Verification	Download	View
3	AA01BA042026852	01BA	001	5,00,000.00	17/04/2026	CCO Admin Verified - Pending Finance Approval	Download	View
4	AA01BA042026037	01BA	001	2,85,70,000.00	16/04/2026	E Submitted Successfully	Download	View
5	AA01BA042026035	01BA	2	75,00,000.00	16/04/2026	CCO Admin Verified - Pending Finance Approval	Download	View
6	AA01BA042026038	01BA	002	20,00,000.00	16/04/2026	Pending CCO Admin Verification	Download	View
7	AA01BA042026019	01BA	003	50,00,000.00	16/04/2026	Pending CCO Admin Verification	Download	View
8	AA01BA042026040	01BA	004	8,00,000.00	16/04/2026	Pending CCO Admin Verification	Download	View
9	AA01BA042026041	01BA	005	15,00,000.00	16/04/2026	Pending CCO Admin Verification	Download	View
10	AA01BA042026042	01BA	006	15,00,000.00	16/04/2026	Pending CCO Admin Verification	Download	View
11	AA01BA042026043	01BA	007	20,00,000.00	16/04/2026	Pending CCO Admin Verification	Download	View
12	AA01BA042026044	01BA	008	8,00,000.00	16/04/2026	CCO Admin Verified - Pending Finance Approval	Download	View
13	AA01BA042026045	01BA	009	35,00,000.00	16/04/2026	Pending CCO Admin Verification	Download	View
14	AA01BA042026046	01BA	010	20,00,000.00	16/04/2026	Pending CCO Admin Verification	Download	View

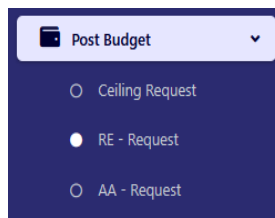
# Reappropriation Module in BAMS 2.0

## Workflow for CCO Admin and CCO Users

The workflow of the newly introduced Reappropriation module in BAMS 2.0 may be seen below:

### Level I. CCO Login

1. In the **CCO login**, select **Post Budget > RE- Request** from the dropdown menu.



2. **For submitting a new Reappropriation proposal :**

- Go to **RE- Request > Add**.
- Select the **CCO** and click on the **View** button.
- The Reappropriation window appears now. In this window, add reappropriation requests of the following types:
  - a) Single to Single
  - b) Single to Multiple
  - c) Multiple to Single
  - d) Multiple to Multiple
- The validation of all the above mentioned types of reappropriation requests should be in line with the following basic conditions as well as tallying of amounts in the Source and Destination sides :

Basic Conditions

Source (S)	Increased (I)
RE-NP-V	RE-NP-V
RE-P-V	RE-P-V
RE-NP-V	RE-NP-V
RE-P-V	RE-P-V
CE-NP-V	CE-NP-V
CE-P-V	CE-P-V
CE-NP-C	CE-NP-C
CE-P-C	CE-P-C

- Now, fill the Source side (H/a to be decreased) at first. Select the **Head of Account**, enter the **Request Amount** and **Remarks**. If multiple Heads are needed, click the (+) and for deleting a head, click the (-) .
  - After completing the entire Source side, fill the Destination side (Heads to be increased). Select the **Head of Account** , enter the **Request Amount** and **Remarks**. If multiple Heads are needed, click the (+) and for deleting a head, click the (-) .
  - Then, click the **Proceed** button.
3. Once the **Proceed** window appears, enter the **Proceeding No.** and can either click **Save as Draft** (in case the request is not completed) or click **Send for Verification (CCO Admin)** .

Available Fund Details						Fund Allocation Details					
Sl No	Head Of Account	Original Budget Allocation	Available Provision	Re-Appropriation (+)	Re-Appropriation (-)	New Available Provision	Balance With SCO	Balance With DDO's	Allocated To All DDO's	Expenditure From Treasury	Total Balance Available
Heads to be Increased (Destination HOA)											
1	2014-00-102-94-00-00-N-C	-	-	10,000	0	-	0	0	0	0	0
2	2014-00-102-96-00-00-P-V	-	-	25,000	0	-	0	0	0	0	0
Heads to be Decreased (Source HoA)											
1	2014-00-102-99-00-02-01-N-C	14,628,000	14,628,000	0	10,000	-	0	0	0	0	0
2	2014-00-103-96-01-02-04-P-V	10,000,000	10,000,000	0	25,000	-	0	0	0	0	0

Request Date\* 07/05/2026    Proceeding No\* 2230    Total Requested Amount\* 35,000

[Save as Draft](#)   [Send for Verification \(CCO Admin\)](#)

4. Upon submitting the request, a popup box displaying the Request ID will appear. The request will now be available for **CCO Admin Verification**.
5. **View menu:** The list of the submitted Reappropriation requests with their details and status of the request may be seen and can be printed in the **RE Request > View** menu.

**RE Request**


[Add Request](#)   [Edit](#)   [View](#)

Fin Year\* 2026-27    CCO\* 01BA - Registrar General of High Court    [View](#)

Search:

Sl No	CCO	Request ID	Request Date	Proceeding No	Request Status	Print
1	01BA	RE01BA052026892	07/05/2026	2230	Pending CCO Admin Verification	
2	01BA	RE01BA052026888	06/05/2026	1	E-Submitted Successfully	
3	01BA	RE01BA300426001	30/04/2026	22222	CCO Admin - Verification Rejected	

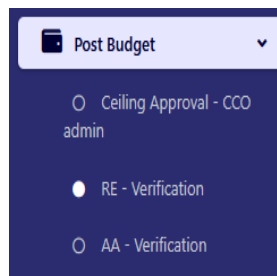
6. **Editing an RE Request:** An RE Request submitted for CCO Admin Verification can be edited in the **RE Request > Edit** window by the CCO only if the verification request is pending at the CCO Admin level.

- For that, Select **RE-Request> Edit> View**. Then click the **Edit button**  corresponding to the particular Request ID which is to be edited . Once editing is finished, click **Proceed > Update**. The updated Request will now be send for **CCO Admin Verification**.

## Level II. CCO Admin Login



### For CCO Admin verification of RE Requests

1. Go to **Post Budget > RE-Verification > Verify**.



2. In the **Verify** window, click **View** to see the lists of RE Requests pending verification at CCO Admin level.

- Click the **Verify button**  corresponding to the Request ID to be verified.

Sl No	Request ID	CCO	Proceeding No	Request Date	Status	Verify
1	REC18A052026092	01BA	2230	07/05/2026	 Pending CCO Admin Verification	

- In the CCO Admin Verification window, select the **Verification Status : Verify/ Reject/ Send back for modification**. Then add **Verification Remarks** and click **Submit** button.

**CCO Admin Verification**

Verification Status: Select      Verification Remarks: Enter verification remarks...

Heads to be Decreased (Source HoA)			Heads to be Increased (Destination HoA)		
Head of Account	Amount (₹)	Remark	Head of Account	Amount (₹)	Remark
2014-00-102-99-00-02-01-N-C	₹ 10,000	abc	2014-00-102-94-00-00-00-N-C	₹ 10,000	dcf
2014-00-103-96-01-02-04-P-V	₹ 25,000	vdaf	2014-00-102-96-00-00-00-P-V	₹ 25,000	vsfg

Total amount to be increased (+): ₹ 35,000      Total amount to be reduced (-): ₹ 35,000

✓ Source and Destination Amounts Match (Total: ₹ 35,000)

[Submit Verification](#)

- If verified, the Request will be send for Finance approval at “Fin Budget User” level.
- If the request is **Send Back for Modification**, it will be sent again to the CCO and at the CCO level the required modifications need to be made and be resubmitted for CCO Admin Verification.

For that, [CCO login](#) > [Post Budget](#) > [RE Request](#) > [Edit](#) > [Proceed](#) > [Update](#).

**RE Request**

[Add Request](#)   [Edit](#)   [View](#)

Fin Year: 2026-27      CCO: 01BA - Registrar General of High Court      [View](#)

Search:

Sl No	Request ID	CCO	Proceeding No	Request Date	Status	Edit	Delete
1	<a href="#">RE01BA052026892</a>	01BA	2230	07/05/2026	<span>CCO Admin - Returned for Modification</span>	<a href="#">✎</a>	<a href="#">✖</a>

**3. View menu:** The list of Reappropriation requests pending CCO Admin Verification with their details and status of the requests may be seen and can be printed in the [RE Request – CCO Admin Verification](#) > [View](#) menu.

**RE Request**

[Add Request](#)   [Edit](#)   [View](#)

Fin Year: 2026-27      CCO: 01BA - Registrar General of High Court      [View](#)

Search:

Sl No	CCO	Request ID	Request Date	Proceeding No	Request Status	Print
1	01BA	<a href="#">RE01BA052026892</a>	07/05/2026	2230	<span>CCO Admin - Returned for Modification</span>	<a href="#">🖨</a>
2	01BA	<a href="#">RE01BA052026888</a>	06/05/2026	1	<span>E-Submitted Successfully</span>	<a href="#">🖨</a>
3	01BA	<a href="#">RE01BA300426001</a>	30/04/2026	22222	<span>CCO Admin - Verification Rejected</span>	<a href="#">🖨</a>

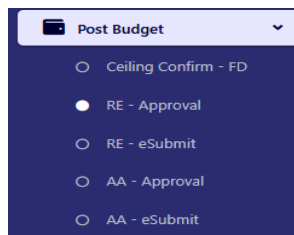
# Reappropriation Module in BAMS 2.0

## Workflow for Fin Budget Officers & Budget Users

### Level III. Fin Budget User Login

#### For FD Approval:

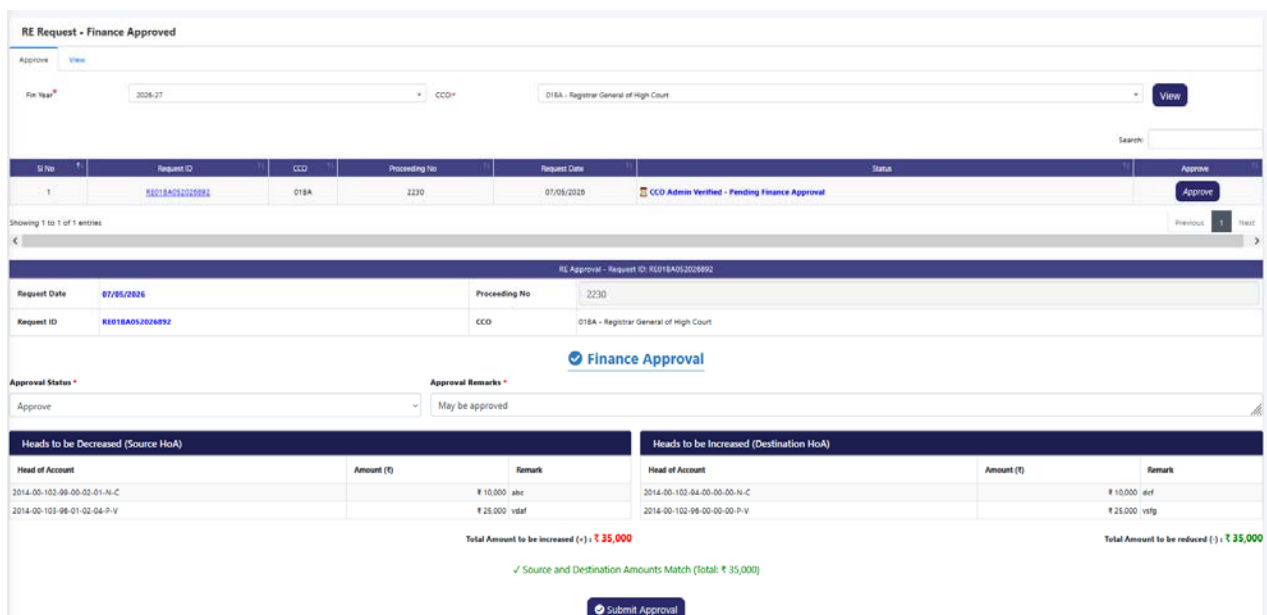
1. In the Fin Budget User Login , go to **Post Budget > RE Approval > Approve.**



2. Choose the CCO and click the **View** button. Then, all the AA Requests awaiting FD approval will be listed.

3. Click the **Approve** button corresponding to the AA Request ID to be approved.

4. In the **Approval window**, choose the **Approval Status : Approve / Rejected / Send Back For Verification**. Then add **Approval Remarks** and click **Submit Approval** button.



S/No	Request ID	CCO	Proceeding No	Request Date	Status	Approve
1	R1018A052020892	018A	2230	07/05/2020	CCO Admin Verified - Pending Finance Approval	Approve

Showing 1 to 1 of 1 entries

RE Approval - Request ID: R1018A052020892

Request Date: 07/05/2020 | Proceeding No: 2230

Request ID: R1018A052020892 | CCO: 018A - Registrar General of High Court

Finance Approval

Approval Status: Approve | Approval Remarks: May be approved

Heads to be Decreased (Source HoA)			Heads to be Increased (Destination HoA)		
Head of Account	Amount (₹)	Remark	Head of Account	Amount (₹)	Remark
2014-00-102-99-00-02-01-N-C	₹ 10,000	alce	2014-00-102-84-00-00-00-N-C	₹ 10,000	edf
2014-00-103-99-01-02-04-P-V	₹ 25,000	vtat	2014-00-102-99-00-00-00-P-V	₹ 25,000	vtsg

Total Amount to be increased (+): ₹ 35,000 | Total Amount to be reduced (-): ₹ 35,000

✓ Source and Destination Amounts Match (Total: ₹ 35,000)

Submit Approval

5. If approved, the Request will be send to Fin Budget Officer login for **RE e-submit**.



### Success!

Request Approved successfully! Request ID :  
RE01BA052026892



6. If a request is **Send Back for Verification**, it will be sent back to the **CCO Admin** and will be available in the Edit window in the CCO Admin login. Thereafter, at the CCO Admin level , the steps as detailed in **Level II. CCO Admin Login** needs to be repeated.

7. If rejected, the request stands cancelled and will not be available for any modifications.

**View Menu:** The list of Reappropriation requests received by the Fin Budget User with their details and status of the requests may be seen and downloaded in the **Post Budget > RE Approval > View** menu.

RE Request - Finance Approved

Approve View

Fin Year\* 2026-27 - CCO\* 01BA - Registrar General of High Court View

Search:

Sr No	CCO	Request ID	Request Date	Processing No	Request Status	Post
1	01BA	<a href="#">RE01BA052026892</a>	07/05/2026	2230	Finance Approved - Pending E-Submit	
2	01BA	<a href="#">RE01BA052026888</a>	06/05/2026	1	E-Submitted Successfully	
3	01BA	<a href="#">RE01BA200426001</a>	30/04/2026	22222	CCO Admin - Verification Rejected	