

MOST IMMEDIATE/TIME BOUND

**GOVERNMENT OF DELHI  
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION  
MUNI MAYA RAM MARG: PITAMPURA, DELHI-34.**

No.F.DTTE/AC/1(4)/Budget/2014-15/ 7363 Dated 25-9-14

To

1. The Principals, I.T.Is/Polytechnics/I.B.B.S(CSI)/BTC.
2. The Registrar, Board of Technical Education
3. Dy. App. Advisor, O/o the Dy. App. Advisor.

Sub: Preparation of Revised Estimates for the financial year 2014-15 and Budget Estimates for the financial year 2015-16.

Sir/Madam,

I am directed to forward herewith a copy of letter No.F.2(1)/2015-16/Fin.(B)/dsfb/207-10 dated 16.09.2014 alongwith its annexure containing necessary instructions, guidelines for formulating RE/BE and prescribed proforma (Statement I to XIV) received from the Principal Secretary (Fin.), Govt. of N.C.T. of Delhi regarding preparation of Revised Estimates for the financial year 2014-15 and Budget Estimates for the financial year 2015-16.

While preparing the Revised Estimates and Budget Estimates in respect of your institution, attention should be given to the instructions, as have been circulated by the Finance (Budget) Department from time to time in this regard.

The budget proposals both for Plan and Non-Plan expenditure under Revenue and Capital Section appearing in Demand for grants should be submitted (scheme wise) separately. **The Revised Estimates and Budget Estimates in respect of Plan schemes under Revenue and Capital Section may be sent to the respective Planning Wing at Directorate H.Q. and in respect of Non-Plan schemes to the undersigned directly.**

Accordingly, **the Budget proposals in respect of Revised Estimates for 2014-15 and Budget Estimates for 2015-16, as well as in respect of Revenue Receipt should be prepared in time and sent to this Directorate by 9<sup>th</sup> OCTOBER, 2014 positively so as to reach the same to the Finance (B) Department in the scheduled time after consolidation.**

It may be worthy to mention here that if the instructions issued/circulated by the Finance Department in this regard from time to time, including vide letter under reference are not followed strictly and proposals for the Revised Estimates for 2014-15 and Budget Estimates for 2015-16 are not received in the prescribed proforma in time, after following proper procedure and codification, **the Heads of Institutions will be personally and fully responsible, in case any scheme remains unimplemented or any cut is imposed by the Finance Department on the basis of the past actuals. Therefore the Head Of Offices of the institutions are advised to go through the instructions before preparing the estimates.**

As indicated in past, the details with regard to the provisions for conversion of Plan expenditure into Non-Plan should be furnished in the prescribed proforma in consultation with concerned Planning Branch (HQ). **It is requested again the matter may be attended immediately and intimate the provisions of funds in r/o NON-PLAN require in RE (2014-15) and BE (2015-16) by 09.10.2014 positively.**

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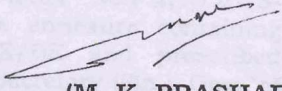
In addition, the following points may also be kept in mind while forwarding the same to this Directorate.

1. **Every statement should be signed by the Head of Office.**
2. **AAO with D.D.O. and Accounts Clerk with DDO where Accounts Functionaries are not available should be deputed while submitting the estimates to Headquarter so that discrepancy, if any, may be sorted out on the spot.**
3. **DA should be applied @ 107% in respect of RE (2014-15) and @ 114% in respect of BE (2015-16) in anticipation.**

This may be accorded TOP PRIORITY.

Yours faithfully,

Encl.: as above.

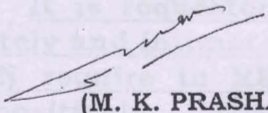
  
(M. K. PRASHAR)  
D.C.A. (DTTE)

No.F.DTTE/AC/1 (4)/Budget/2014-15/

Dated \_\_\_\_\_

Copy forwarded for information and necessary action to:

1. Asstt. Director (Planning)(Trg./Tech) , D.T.T.E for finalizing proposals in respect of Plan Scheme of institutions of Training and Technical Wings under this Directorate and for giving proper advise to them, if necessary, and preparing budget proposals of grant-in-aid (Plan/Non-Plan) in respect of institutions (Govt./Non-Govt.) and also intimate the provision required under sub head Advertisement and O.E.(Non-Plan) to the Accounts Branch, DTTE (HQ).
2. Director, Netaji Subhash Institute of Technology, Pappankala, Delhi
3. The Manager, SUSA, Janpath, New Delhi.
4. Office Supdt.TE /E-I), with the request to intimate the provision of funds require under Office Exp. And Advt. & Publicity.
5. Dy. Director (Library/Computer) with the request to intimate the provision under sub head O.C. / I.T. (Non-Plan).
6. Dy. Director (Admn.) with the request to intimate the provisions of funds require in RE & BE under O.E. for R&I (postage stamps) and any other head.
7. Office Supdt. (Litigation), Directorate (HQ) with the request to intimate the provision required, if any, under sub head PPS and Charged Head.
8. Supdt. (CT), DTTE-HQ with the request to submit estimates of expenditure on specific item under sub head Office Expenses and R. R. T. to be included in Non-Plan.
9. A.D. (Trg.) with the request to intimate the provisions of funds requires in RE & BE under Advt. & Publicity and O.C.
10. A.D. (Exam.) / A.D. (Academic) with the request to intimate the provisions of funds requires in RE & BE under Advt. & Publicity and O.C.
11. Cashier (HQ) - Training & Technical Wings for preparing budget proposals in respect of Training and Technical Wings of Headquarters respectively and also estimates of grant-in-aid in respect of institutions (Govt./Non-Govt.), if any.
- ✓ 12. **Programmer (TTE) with the request to kindly upload the letter on the website of TTE.**

  
(M. K. PRASHAR)  
D.C.A. (DTTE)

Pl. upload  
for  
29/9/17

Mr. Waresh