



DELHI JAL BOARD, GOVT. OF NCT OF DELHI
OFFICE OF THE DIRECTOR (FINANCE & ACCOUNTS)
VARUNALAYA PHASE-II, KAROL BAGH,
NEW DELHI - 110005

No. DJB/F-15/B&A/Budget-FMS/2014/ 93957

Dated: 04.07.2014

CIRCULAR

Subject:- Budget allocation system on FMS in Delhi Jal Board

Action plan meeting 2014-15 was held in the chamber of CEO, DJB in the presence of Member (Finance), Director (F&A), Jt. Director (F&A)-II and CE concerned from 26.05.2014 to 31.05.2014 and it is decided that the file system for budget allocation (Plan & Non-Plan) should be stopped, except Deposit works, MLALAD, MPLAD or other similar of works because it is very time consuming. It was decided that budget of Plan & Non-Plan will be approved on FMS by the concerned EEs/DDH/CWA etc. themselves, however, as regards, considering the following:-

1. For allocation of budget/ additional budget the file should be sent to Director (F&A) through SE/CE concerned, under proper head of account, with name of work, amount required, etc. so that the proposal may be sent to higher authorities for approval of additional allocation of budget, under the relevant head of account, subject to overall restriction of the approved outlay.
2. There will be no need to send the file by the division for budget allocation and work No. workwise on FMS of Plan & Non-Plan works. Budget will be approved automatically by the system only for ongoing works, however, as regards new works is concerned, the approval of SE/CE concerned should also be required on the system.
3. Budget should be approved on FMS within the limit of budget availability of each divisions, under the relevant head of account, subject to overall restriction as per approved outlay for DJB.
4. It is the responsibility of the EEs concerned to upload the head-wise budget request only for those Estimate No.s /works for which budget is required and that should be within the limit of budget availability. As soon as request of budget will be uploaded by EEs concerned on FMS system, the work No. will also be allocated automatically by the system. Demand should be uploaded under proper head of account because

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once the budget approved by the system the head of account can not be changed at the level of division. The head of account should only be changed at the level of B&A after formal approval of Dy Dir (F&A)/Jt. Director (F&A)-II or Director (F&A) for which written request should be made.


5. No Token budget should be allowed, for works upto Rs.25/- lac, however, work costing more than Rs.25/- lac token budget should be allowed where the work will not start in the current financial year or partially completed in current financial year, in order to avoid the committed liability for the next year.
6. Re-appropriation/ Surrender of budget normally will not be allowed during the current financial year. However, Re-appropriation/ Surrender of budget should be done only towards the end of second, third & fourth quarter considering the BE/RE at the level of Jt. Director (F&A) through Dy. Dir (F&A).
7. The file for budget allocation, MLA (Fund)/ MLALAD/MPLAD/ Deposit works should be forwarded to Jt. Director (F&A)-II, alongwith original letter of MLA concerned and with Estimate No./Estimated amount through EE/SE/CE concerned, subject to overall restrictions of fund allocated. Regarding Deposit works or MLALAD, confirmation of receiving of funds with AO (Treasury) DJB must be got confirmed on record under his signature.
8. The Physical and Financial report of the works should be sent to Director (F&A) time to time which will be reviewed at the level of Member (Finance)/ Director (F&A) once in a quarter.
9. This issue with the approval of competent authority.


(Amit Satija)
Director (Finance & Accounts)

All EEs/CWAs/DDHs concerned.

Copy forwarded for kind information & n.a. to:-

1. PS to Chairperson alongwith 10 spare copies for Member.
2. PS to CEO, DJB.
3. Member (F)/(Admn.)/WS/Dr.
4. All CEs/Secretary, DJB /SE's / DOV
5. DOR / JDORs/ Dy.Dir (R)'s / AC's
6. Jt. Director (F&A)-I & II/ Dy.Dir (F&A)'s.
7. All AOs / AAOs Concerned.
8. EE (EDP) - to upload on the website of DJB.
9. Mr. Vinod K, Consultant (IT)- with the direction to watch the system with reference to S.No. 1 to 7 above & control check for overall approved outlay.


Director (Finance & Accounts)