

MOST URGENT/OUT TODAY
TIME BOUND

GOVERNMENT OF N.C.T. OF DELHI
DIRECTORATE OF TRAINING AND TECHNICAL EDUCATION
MUNI MAYARAM MARG: PITAMPURA: DELHI-110034.

No.F.DTTE/AC/1(1)/Budget/2014-15/1107-1112 Dated 04-02-15

To

1. All the Principals of Polytechnics/I.T.I.s/B.T.C./CSI./SUSA/NSIT., BPIBS
2. Registrar, Board of Technical Education, Delhi.
3. Dy. App. Advisor, New Delhi.
4. The Cashier, DTTE (HQ) through DDO, DTTE(HQ).
5. The Asstt. Director (Planning)/(Trg./Tech.), DTTE (HQ).
- ✓ 6. The Programmer, Computer Branch for uploading in the website.

Sub: **Final Excesses and Savings Statement for the year 2014-15.**

Sir/Madam,

I am directed to forward herewith a copy of proforma for final excesses and savings statement for the year 2014-2015 received from Principal Secretary (Finance), Finance Budget Department, Govt. of N.C.T. of Delhi vide their letter Dated 30.01.2015 on the subject cited above and to say that the **matter may be attended immediately** and Scheme-wise final excesses/savings Statement **in respect of Non-Plan Budget** for the financial year 2014-2015 may be submitted to the undersigned in the prescribed proforma (Annexure) **by 05th February 2015** so as to enable this Office to forward the same to the Finance Budget Department by 09.02.2015.

While preparing the Final Excesses and Savings Statement in respect of your institution, attention should be paid to the following instructions of Finance (B) Department:-

1. It should be ensured that the requirements are projected by the Department in the Final Excesses & Savings Statements only for such items on which the expenditure is reasonably expected to be incurred during the current financial year.
2. No item, on which the expenditure has already been incurred or likely to be incurred in the remaining part of the year, is left out from the final review.
3. Detailed appropriate reasons for variations are furnished in r/o each primary unit of appropriation.
4. **All the figures projected** in the estimates should be **in thousands of rupees** and figures coming in hundreds should be rounded off to the nearest thousand.
5. **Neither any re-appropriation of funds will be allowed nor any surrender of funds will be accepted in cases where the requests are received after the stipulated date i.e. 05.02.2015 positively or without detailed reasons.**

Contd.....

*Pl. upload
Mrs. Sumita
4/2/15*

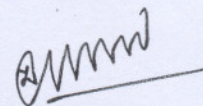
6. **This Statement should be accompanied with the Expenditure Statement for the month of Jan. 2015.**
7. It may also be certified by the Head of Office that the Statement(s) have been checked and verified personally and is based on records and factual position, and funds provided are likely to be utilized before the close of the current financial year.
8. The figures and reasons on the Performa should be properly typed and attested by Head of Office.

The Statement relating to Non-Plan final excess and savings and expenditure statement for the month of January 2015 may be submitted to the undersigned directly or may be mailed at Email Address dttehq@gmail.com by 05th February 2015 positively .

This may be treated as **Most Urgent.**

Yours faithfully,

Encl.: As above.



(Z. MATHEW)

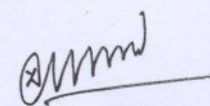
ACCOUNTS OFFICER (HQ)

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

Dated _____

Copy forwarded for information and Submit Scheme-wise final excesses/savings Statement **in respect of Non-Plan Budget** for the financial year 2014-2015 to:-

1. Office Supdt. (TE & E-I), DTTE (HQ).
2. Dy. Director (Library/Computer) DTTE (HQ).
3. Dy. Director (Admn.), DTTE (HQ).
4. Office Supdt. (Litigation), Directorate (HQ).
5. Office Supdt. (Care-taking), DTTE (HQ).
6. Asstt. Director (Trg.), DTTE (HQ).
7. Asstt. Director (Exam), DTTE (HQ).



(Z. MATHEW)

ACCOUNTS OFFICER (HQ)