

MOST URGENT
TIME BOUND

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE LABOUR COMMISSIONER
5, SHAM NATH MARG, DELHI-110054

No.F.5(1103)/LC/Accts./Budget/2016-17/

Dated:

Subject: Furnishing of requirement of Budget under Non-Plan Schemes/Grant-in-Aid for the Revised Estimates 2016-17.

In reference to the Finance(Budget) Department, GNCTD vide O.M. dated 12.08.2016 on the above subject, all the Officers are requested to furnish the requisite information / report in respect of R.E.2016-17 (**with reason for variation in the amount**), so that the consolidated requirement/proposal could be formulated and demanded from Finance Department, GNCTD. The demand of Grant-in-Aid should be submitted with specific bifurcation into 03 categories (i.e. General, Salaries and Capital Assets) and the demand of SCSP & CSS Schemes (if any) be also submitted. Kindly arrange to furnish the requisite information to the Accounts Branch **by 09.09.2016** positively so that the proposal of Labour Department could be submitted with Finance Department, GNCTD within the stipulated time limit.

The information/report of revenue receipts of Labour Department is to be furnished by the Offices of CIF/CIB, Dy. Elect. Inspector and JLCs/DLCs of all the nine districts in the prescribed format as Statement-X (copy enclosed).

It may also to be noted that due to Plan Non-Plan Merger from financial year 2017-18, **Budget Estimates 2017-18 will invited separately.** If no information/report is received by 09.09.2016, it will be presumed that no change is required in the Revised Estimates 2016-17 and the same figure will be treated as final for Revised Estimates 2016-17 also no further addition/deletion will be entertained on the request received after 09.09.2016. **Any lapse in the matter will rest with the Officer concerned due to non-furnishing of the requisite information / report.**

Encl: As above.



(NITA SHARMA)

Dy. Labour Commissioner (Admn.)/HOO

No.F.5(1103)/LC/Accts./Budget/2016-17/1744

Dated: 02/09/2016

1. The Addl. Labour Commissioner, Labour Department, Delhi.
2. Secretary, Delhi Child Labour Rehabilitation-cum-Welfare Society, Delhi.
3. Chief Inspector of Factories/Boilers, Labour Department, Delhi.
4. Dy. Electrical Inspector, Labour Department, Delhi.
5. JLC/DLC of district Labour Department, Delhi.
6. Welfare Commissioner, Delhi Labour Welfare Board, Delhi.
7. Dy. Labour Commissioner (Care Taking Branch), Labour Department, Delhi to provide the information alongwith item wise list.
8. Dy. Labour Commissioner (Admn.)/HOO, Labour Department, Delhi to provide the lists of filled and vacant posts as on 01.03.2016 so that the R.E. and B.E. in respect of Salaries could be finalized.
9. Sr. System Analyst, Labour Department, Delhi to submit his demand of EDP Cell and to upload this circular on the website of the Deptt.
10. Litigation Assistant, Labour Department, Delhi.
11. P.A. to Secy-cum-Commissioner (Labour) for information.
12. Guard File.


(NITA SHARMA)

Dy. Labour Commissioner (Admn.)/HOO

23/8/16

Most Immediate
Time Bound

No. F.2 (1)/2017-18/Fin.(B)/jsbudget/58-61
FINANCE (BUDGET) DEPARTMENT
GOVT. OF N.C.T.OF DELHI

4th Level, A-Wing,
Delhi Sectt. I.P.Estate,
New Delhi

Dated: 12/08/2016

3790/LG
18/8/16

OFFICE MEMORANDUM

SUBJECT: REVISED ESTIMATES 2016-2017.

The Finance Department will take a review of possible expenditure taking into account the trend of expenditure, new service and new instrument of service etc. for the year 2016-17. All the Departments are requested to submit the Revised Estimates for 2016-17 in the prescribed proforma I to XII enclosed. Due to Plan Non-Plan Merger from financial year 2017-18, Budget Estimates 2017-18 are being invited separately and necessary guidelines will follow.

2. The Departments while formulating the Revised Estimates may take a realistic view in assessing the requirements of funds as possible. Some of the discrepancies which continued to occur in framing of estimates in spite of repeated instructions are given below and it is requested that extra care may be taken to avoid these.

I. Estimation of budget under object head salaries is based on sanctioned establishment strength and scales but some of the departments have failed to estimate realistically the requirement of their funds resulting in substantial saving in excess of actual requirement.

There have been instances when supplementary grants were taken by the departments in respect of certain schemes/sub-schemes under their administrative control but actual utilisation of funds was less than the original budget estimates for the financial year. Therefore, while projecting the estimates, unnecessary provisions may be avoided.

III. It has also been noticed that re-appropriations were taken by the departments but were not able to utilise fully even their existing grants. There are also cases where the actual expenditure at the close of the financial year was found either in excess or short of the budget provision.

IV. The wide variations between the original Budget Estimates and the actual expenditure incurred lead to an obvious conclusion that the Departments have not been able to properly anticipate/assess and project the actual requirement of funds. Such an approach is not

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conducive to a proper budgeting system and it invites adverse comments from Audit etc.

- V. It has been observed that Departments submit proposals in piecemeal in respect of the various offices under their administrative control. It is requested that only a consolidated proposal of the department for Revised Estimates is submitted to the Finance Department.
 - VI. The departments will submit RE on the prescribed format only duly signed by the authorised officer. Due care may be taken while preparing the Estimated Strength of Establishment and provision, Additional funds included in RE, object head-wise and major head wise figure thereof tally with the summary.
 - VII. The figures of budgets provisions are to be given in thousands only except where specifically mentioned otherwise.
 - VIII. While submitting proposal for opening of new head, the details of break-up by other objects of expenditure must be given. Incomplete proposal will not be entertained.
 - IX. The Statement No.10 relates to Non-Tax Revenue of the Department and Department will provide Major Head wise upto detail head of account details of the estimates under Non-Tax Revenue.
 - X. The Estimated Strength of Establishment and provision there for are to be prepared on the prescribed format and a soft copy in excel sheet is also to be provided.
 - XI. Form IX contains information relating to item wise breakup Office contingency, supply and material and other charges. Separate form may be submitted in respect of each class of Object Head.
3. Budget provisions under object class 5 (other expenditure) GID (1) below rule 8 of DFPR 1978 lump-sum provision must be as per the instructions therein. In all other cases, break-up by other objects of expenditure must be given.
 4. Accounting and Classification of Expenditure of Grant-in-Aid is in three component i.e. Grants-in-aid-General, Grants for creation of Capital Assets and Grants-in-Aid-Salaries. The Departments will provide information relating to the GIA in these components only as per requirement.
 5. Budget proposals under Centrally Sponsored Schemes (CSS) are to be submitted to Planning Department being the part of State Plan.
 6. The Expenditure incurred on Information & Technology has been classified under a Detailed Sub-Head 99 in the Detailed Demands for Grants. The Departments incurring expenditure on Information & Technology may provide the details of the proposed budget under different Object Heads of expenditure in the proforma prescribed.

Statement-I
(₹ in lakh)

Major Head Wise Summary Statement

Major Head of Account

Budget Estimates
2016-2017

Revised Estimates
2016-2017

Revenue Section

1. Major Head No.
 2. Major Head No.
 3. Major Head No.
 4. Major Head No.
- and so on

Total- Revenue Section

Capital Section

1. Major Head No.
 2. Major Head No.
 3. Major Head No.
 4. Major Head No.
- and so on

Total- Capital Section

Grand Total

Statement-II
(₹. in thousands)

Statement showing Actuals for the last two years, actuals for the last eight months of 2015-2016, actuals for the first four months of 2016-2017, Revised Estimates 2016-2017

Demand No

Major Head/ 1	Actuals		Budget Estimates 2016-2017 4	Last eight months (actuals) 2015-2016 5	First four months (actuals) 2016-2017 6	Revised Estimates 2016-2017 7	Variations between columns 4 & 7 8	Reasons for variation between columns 4 & 7 9
	2014-2015 2	2015-2016 3						
Detailed Heads as indicated in the Detailed Demands for Grants								

Note.

- 1 Reasons for variations may be given in a separate sheet, if necessary.
- 2 A consolidated statement in this format should also be prepared showing figures in thousands of rupees Major Headwise for Gross Recoveries and Net Estimates as indicated in the Book of Detailed Demand for Grants.
- 3 In case of salaries the proposed amount must include the amount reflected in statement No. XII.

STATEMENT-VI
(₹. in thousands)

STATEMENT SHOWING NEW SERVICE/NEW INSTRUMENT OF SERVICE FOR WHICH PROVISION HAS BEEN PROPOSED IN REVISED ESTIMATES 2016-2017, (FOR LIMITS WHETHER A CASE RELATES TO NEW SERVICE/ NEW INSTRUMENT OF SERVICE, WHETHER IT REQUIRES PRIOR APPROVAL OF LEGISLATIVE ASSEMBLY, OR TO BE REPORTED TO THE LEGISLATIVE ASSEMBLY, PLEASE SEE GOVERNMENT OF INDIA DECISION BELOW RULE 10 OF THE DELEGATION OF FINANCIAL POWERS RULES 1978.)

DEMAND NO.						
Sl. No.	Name of the Organisation	Major/Minor/Sub/ Detailed head as in the book of Detailed Demands for Grants for 2016-2017	Plan or Non-Plan	Provision proposed in RE 2016-2017	Whether it requires prior approval of Legislative Assembly or to be reported to Legislative Assembly	Remarks
1	2	3	4	5	6	7

Note :- Remarks column should clearly bring out the purpose and objective and financial implications of the provision in question in the case of Public Sector Undertakings. Provision for loan and investment should be shown separately and the latest paid up capital of the PSU should also be indicated.

Major Head/Name of the Scheme

STATEMENT-VII
(₹ in Lakhs)

Item wise break-up of the Estimates under various items of contingencies

Sl. No.	Particulars of items	Actuals		B.E. 2016-2017	R.E. 2016-2017
		2014-2015	2015-16		
1	Office Expences				
	i)				
	ii)				
	iii)				
	TOTAL				
2	Supplies & Material				
	i)				
	ii)				
	iii)				
	TOTAL				
3	Other Charges				
	i)				
	ii)				
	iii)				
	TOTAL				
4	Inward claims				

NOTE :- Inward claims, if any, received/likely to be received during current financial year and next financial year may please be shown separately in this proforma.

