

MOST IMMEDIATE/TIME BOUND

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

No.F.DTTE/AC/1(5)/Budget/2019-20/

Dated _____

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: **Revised Estimates 2019-20 & Budget Estimates 2020-21 .**

Sir/Madam,

I am to forward herewith a copy of letter No.F.2(1)/2019-20/Fin.(B)/jsbudget/1317-1320 dated 20.09.2019 containing necessary instructions, guidelines for formulating RE/BE received from the Finance Deptt., Govt. of N.C.T. of Delhi regarding preparation of Revised Estimates 2019-20 & Budget Estimates 2020-21 .

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. **Relevant forms are available on the website of the Finance Deptt. for download.**

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

Accordingly, **the Budget proposals in respect of Revised Estimates & Budget Estimates for 2019-20 & 2020-21 as well as in respect of Revenue Receipt should be prepared in time and sent to this Directorate by 12.00 PM on 03th OCTOBER, 2019 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 2019-20 and Budget Estimates for 2020-21 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.**

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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.**

This may be accorded **TOP PRIORITY**.

Yours faithfully,

Encl.: as above.

(RAJESH KUMAR)
SR. ACCOUNTS OFFICER (TTE)-I

No.F.DTTE/AC/1(5)/Budget/2019-20/ 3074-87

Dated 23/08/19

Copy forwarded for information and necessary action to:

1. Joint Director (Planning)(Trg./Tech) , D.T.T.E for finalizing proposals in respect of Capital 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 in respect of institutions (Govt./Non-Govt.) and also intimate the provision required under sub head Advertisement and O.E.to the Accounts Branch, DTTE (HQ).
2. Section Officer.TE /E-I), with the request to intimate the provision of funds require under Office Exp. And Advt. & Publicity.
3. Dy. Director (Library/Computer) with the request to intimate the provision under sub head O.C. / I.T.
4. Deputy 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.
5. Section Officer (Litigation), Directorate (HQ) with the request to intimate the provision required, if any, under sub head PPS and Charged Head.
6. Supdt. (CT), DTTE-HQ with the request to submit estimates of expenditure on specific item under sub head Office Expenses and R. R. T.
7. Deputy Director (Trg.-1) with the request to intimate the provisions of funds requires in RE & BE under Advt. & Publicity and O.C.
8. D.D. (Academic) with the request to intimate the provisions of funds requires in RE & BE under Advt. & Publicity and O.C.
9. DDO (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.
10. **All Head of Colleges being HoDs are requested to submitted RE & BE 2019-20 & 2020-21 directly to Finance Deptt., GNCTD and copy of the same send to undersigned for intimation.**
11. **System Analyst (TTE) with the request to kindly upload the letter on the website of TTE.**


SR. ACCOUNTS OFFICER (TTE)-I