

MOST IMMEDIATE
TIME BOUND

GOVERNMENT OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX : DELHI GATE : NEW DELHI
(ACCOUNTS-I BRANCH)

No.F.7(1)/DSW/ACCT-I/2019-120/15838-15907 Dated:

To

23 SEP 2019

All DDO/HO/Implementing Officers,
Department of Social Welfare,
Delhi/New Delhi.

Sub: **REVISED ESTIMATES 2019-20 & BUDGET ESTIMATES 2020-21**
preparation and submission thereof.

Madam/Sir,

I am to enclose herewith a copy of O.M. issued vide No.F.2(1)/2019-20/Fin(B)/jsbudget/1317-1320 dated 20/09/2019 issued by Spl. Secretary (Finance), GNCTD regarding preparation of **Revised Estimates (RE) for 2019-20** and **Budget Estimates (BE) 2020-21** in the prescribed proforma which is self explanatory. The proformae duly filled in separately for each Revenue Head classified broadly in (i) Establishment and Obligatory Expenditure (ii) Government Schemes/Projects including autonomous bodies (iii) Centrally Sponsored Schemes and (iv) Other expenditure must be submitted latest by **03.10.2019 positively** to the undersigned.

2. A soft copy in excel sheet in respect of the provisions of Estimated Strength of Establishment and provision there for is also to be submitted in the prescribed format.

3. Form IXA to C contains information relating to item wise breakup of Office Contingency, Supplies and Materials and Other Charges. The figures of these statements should match with statement of consolidated provisions.

P.T.O.

MK/OAR
23/09/2019

: 2 :

4. Before filling these proformae, you are requested to go through the instructions carefully and complete the format accordingly. In case of any doubt, the same may be discussed with the undersigned.

5. It is advised that personal attention be paid and it may also be ensured that the budget proposals are submitted on time so that consolidated estimates may be submitted to the Finance (Budget) Department, GNCTD by the stipulated date. The name and designation of the Authorized Signatory and his Telephone Number may also be intimated for further information, if any.

Yours faithfully

Sudhir Verma

(SUDHIR S. VERMA)

DY. CONTROLLER OF ACCOUNTS

Ph.23392479

Encl:As above.

No.F.7(1)/DSW/ACCT-I/2019-20/ 15838-15907

Dated:

23 SEP 2019

Copy forwarded for information & necessary action to:-

1. All Distt. Officers/SO(RTE)/RGO/In Charge (VAC)/All Deputy Directors/In Charge Drug Abuse Coordination Unit/All Branch In Charges.
2. PA to Director.
3. Sr. System Analyst for uploading on Deptt.'s website.

Sudhir Verma

(SUDHIR S. VERMA)

DY. CONTROLLER OF ACCOUNTS

Most Immediate
Time Bound

No. F.2(1)/2019-20/Fin.(B)/jsbudget/ 137-1320
FINANCE (BUDGET) DEPARTMENT
GOVT. OF N.C.T. OF DELHI

4th Level, A-Wing, Delhi Sectt.
I.P. Estate, New Delhi
Dated: 26/09/2019

OFFICE MEMORANDUM

SUB: REVISED ESTIMATES 2019-20 & BUDGET ESTIMATES 2020-2021.

The Finance Department has initiated the process of preparation of the Revised Estimates (RE) for 2019-2020 and Budget Estimates (BE) for 2020-2021. All the departments are, therefore, requested to submit the Revised Estimates 2019-2020 and Budget Estimates 2020-2021 in the prescribed proforma I to XIII in accordance with the provisions of the General Financial Rules, 2017 and detailed guidelines enclosed. The relevant forms are available on the website of the Finance Department for download. Annexure I to VII are for additional information relating to Scheme/Programme/Projects which will be sent to Planning Department.

2. With the merger of Plan and Non-Plan distinction of expenditure from 2017-18 onward, the focus of Budgeting and classification of expenditure comprises Revenue and Capital accounts only. Broadly the components of expenditure have been classified in (i) Establishment and Obligatory Expenditure (ii) Government Schemes/Projects including Autonomous Bodies (iii) Centrally Sponsored Schemes and (iv) Other Expenditure. The departments are required to formulate the estimates under these components in the prescribed format.
3. While submitting Revised Estimates for 2019-2020 and the Budget Estimates for 2020-2021, the department will ensure that the Budget Estimates are submitted in the prescribed format only. Separate formats to be used for each category.
4. Revised Estimates/Budget Estimates should be formulated taking a realistic assessment of the requirement of funds which are to be utilized by the department during the financial year. Some of the discrepancies which have continued to occur in framing of Budget Estimates by the departments are given below and it is requested that departments should take utmost care to avoid such recurring discrepancies:-
 - I. Estimation of budget under Object Head 'Salaries' is based on sanctioned establishment strength and scales of pay but some of the departments have failed to realistically assess the requirement of their funds under the Object Head 'Salaries' resulting in either substantial savings or additional requirement of funds. As per Appendix-IV of GFR 2017 estimated strength and provisions thereof is a schedule incorporated in Detailed Demands for Grants. Therefore, department will ensure that the statement containing sanctioned establishment strength and budget provisions therefor should match with the other corresponding statements.
 - II. There have been instances when Supplementary Demands for Grants were taken by the departments to incur expenditure on certain schemes/sub-schemes attracting the provisions of New Service/New Instrument of Service or savings were not available for Re-appropriation within the same section of Demand under their administrative control but actual expenditure incurred was less than the Original Budget Estimates for the financial year. Therefore, while projecting the estimates, unnecessary provisions

should be avoided. The Head of Department will ensure that the entire funds so projected will be utilised during the financial year.

- III. It has also been noticed that Re-appropriation of funds were taken by the Department but were not able to utilise even their original budget estimates. There were also cases where the actual expenditure at the close of financial year was found either in excess or short of budget provision. To avoid such situations, it is for the Departments to have a realistic view of its requirement of funds.
- 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 a realistic requirement of funds. Unrealistic assessment of funds is not conducive to a proper budgeting system and it invites adverse comments from Audit.
- V. Budget Estimates/Revised Estimates of a department means that projections are inclusive of all subordinate offices under their administrative control including the Autonomous Bodies/Grantee Institutions. Respective Head of Department shall obtain and assess the requirement of funds of Subordinate Offices/Grantee Institutions under its administrative control and a consolidated budget proposal for entire Department be submitted to the Finance Department. The Departments while doing internal assessment of Budget requirement of their Department, the Subordinate Offices/Grantee Institutions under their administrative control may be issued clear instructions in this regard. Budget proposals submitted directly by any such Subordinate Offices/Grantee Institutions will not be entertained.
- VI. Budget proposals should be prepared only on the prescribed format and should be signed by the Authorised Officer. Due care should be taken while preparing the Estimated Strength of Establishment and provisions thereof, Additional fund requirements proposed in Revised Estimates, Major Head wise and Object Head wise figure should match with the summary of budget provisions.
- VII. The figures of budgets provisions should be given in thousand of rupees only except where specifically mentioned otherwise. Total of Sub-Head / Minor-Head of a unit should match with the consolidated summary of Major Head.
- VIII. The proposal for opening of new head should contain the details of Major/Sub Major/Minor Heads details alongwith Sub-Head/Detailed Head and Object Head i.e. the Primary Unit of Appropriation of expenditure. The approval of the schemes and other relevant documents should also be enclosed with the proposal.
- IX. The Statement No.10 relates to Non-Tax Revenues of the department but it has been observed that the Departments do not reflect the relevant projections under Major Head wise upto Minor Head of Accounts. It may be please be ensured that the information is properly indicated upto Minor Head level.
- X. A soft copy in excel sheet in respect of the provisions of Estimated Strength of Establishment and provision therefor is also to be submitted in the prescribed format.

XI. Form IX-A to C contains information relating to item wise breakup of Office Contingency, Supplies and Materials and Other Charges. The figures of these statements should match with statement of consolidated figures reflected in the other relevant statement.

XII. Proposals for implementation of Centrally Sponsored Schemes are submitted to the Nodal Ministry in Government of India by the departments concerned implementing the scheme. It is for the implementing Department to ensure that necessary budget provisions under the Receipt & Expenditure in corresponding functional head are proposed by them. It has been observed that some of the Department submit proposals for Opening of New Heads for implementation of New Scheme only when the funds have been received from Nodal Ministry in Government of India resulting in delay in implementation of schemes.

5. Lump-sum budget provisions are subject to instructions under Object Class 5 (Other Expenditure) GID (1) below Rule 8 of DFPR 1978. Items of work or Object Class of expenditure are as per the sanctioned scheme/programme. Therefore, the Department will take necessary action for classification of expenditure wherever the existing budget provisions have been made under Lumpsum in Budget Estimates. No Lumpsum provisions will be considered for inclusion in the Budget Estimates 2020-2021.

6. Accounting and Classification of Expenditure of Grant-in-aid is under three component i.e. Grants-in-aid-General, Grants for creation of Capital Assets and Grants-in-aid-Salaries. It is for the Departments to ensure that realistic assessment of the provisions under each object head is made to avoid unnecessary Supplementary.

7. Budget proposals under Centrally Sponsored Schemes (CSS) are to be submitted in a separate statement. Proposal for opening of new head, if any, should be accompanied by Object Head(s) of expenditure and provision there under alongwith other relevant documents.

8. To facilitate the monitoring of expenditure on Information & Technology a common standardized Detailed Sub-Head (Sub-Scheme) - 99 has been provided for booking of expenditure. All the departments have been informed from time to time to ensure that for classification of expenditure on Information & Technology appropriate action should be taken for opening of Detailed Sub-Head 99 in their demands. In spite of these instructions, the department incurring expenditure on Information & Technology has not been making provisions for the same. Departments may please ensure that Detailed Sub-Head (Sub-Scheme) - 99 is available in their demand for incurring expenditure alongwith budget provision under appropriate Object Head.

9. Integrated Financial Advisors (IFA) are posted/attached with all the departments. All budget proposals should be got examined from IFA before submission to Finance Department.

10. It has been noticed that in some cases the nomenclature of the scheme/programme has been modified while in the detailed demand for grants it contain as in original sanction. The Departments are requested to provide a copy of relevant notification in respect of the scheme/programme for change in the detailed demand for grants, if any.

11. In certain cases, the name of the Department has been changed and the old name still exists in detailed demands for grants. The Department will provide necessary details of notification under which the change has taken place.


12. The Departments are also requested to check the details relating to their departments in the detailed demands for grants and for any correction both in Hindi and English should be provided mentioning the full details. Similarly, any change in the classification of expenditure should also be pointed out alongwith the relevant documents.

13. The name and designation of the Authorized Officer who may be contacted for any information/clarification on budget proposals should be intimated alongwith his Mobile/Landline Number.

14. The Revised Estimates 2019-2020 and Budget Estimates 2020-2021 may please be sent to the Joint Secretary Finance (Budget) on or before 09.10.2019 positively. A set of budget proposal relating to schemes/programmes/projects alongwith 07 formats (Annexure I to VII) may also be sent to Director (Planning), GNCT of Delhi, Delhi Secretariat, New Delhi.

15. The pre-budget/RE meetings will start from 3rd week of October 2019 for which the dates and time will be communicated separately.

16. This issued with the approval of the Hon'ble Dy.CM/Finance Minister, GNCT of Delhi.


(Neeraj Bharti)
Special Secretary (Finance)

20/9/2019

Encls. As above.

1. All Principal Secretaries/Secretaries/Head of Departments, GNCT of Delhi.
2. The Director (Planning) Department, GNCT of Delhi.

Copy for information to the:-

- Chief Secretary, GNCT of Delhi.
- Secretary to Lt. Governor, GNCT of Delhi.

4/4

► IMPORTANT POINTS TO BE KEPT IN MIND AT THE TIME OF FORMULATING EXPENDITURE ESTIMATES.

REVISED ESTIMATES :-

The framing of Revised Estimates for the current year always precedes estimation for the ensuing year. Revised Estimates are required to be framed with great care to include only those items of expenditure which are likely to materialise for payment during the current year, on the basis of the (i) actual expenditure recorded during the current financial year, compared with the actual for corresponding period for the previous financial year, (ii) seasonal character or otherwise of the nature of expenditure, (iii) sanction for expenditure and orders of re-appropriation already issued or contemplated and (iv) any other relevant factor, decision or development, (vi) Cognizance of already allocated additional fund under the object head.

BUDGET ESTIMATES :-

Budget Estimates are prepared containing Revenue and Capital classification of expenditure. Estimation will be based on what is expected to be paid under each sanction, during the ensuing year, including arrears of previous years, if any. Due attention to economy instruction is required to be given while all inescapable and foreseeable expenditure are provided for, care is to be taken that the estimates are not influenced by undue optimism.

LUMP-SUM PROVISION :-

Normally, no lump-sum provision is made in the Budget except where urgent measures are to be provided for meeting emergent situation or for meeting preliminary expenses on a scheme/project which has been accepted in principle for being taken up in the financial year. In such cases also the provision is to be limited to the requirement of preliminary expenses and for such initial outlays, as for example, collection of material, recruitment of skeleton staff etc. In all other cases break-up by other objects of expenditure must be given.

TOKEN DEMANDS :-

Provision for 'Token' Demand is not to be made in the Budget Estimates for the purpose of seeking approval in principle for big schemes without having the full financial implications worked out and approved by the appropriate authorities.

ESTABLISHMENT CHARGES :-

The estimates of establishment charges are to be framed taking into account the trend over preceding three years and other relevant factors like changes in rates of pay, allowances, number of posts, their filling and the economy instructions issued from time to time.

NEW SCHEMES :-

The provision of funds under the new schemes, which are required to be included for the first time either in the Revised Estimates for 2019-2020 or in Budget Estimates 2020-2021 may please be got approved from the Competent Authority. This would enable the Finance- (Budget) Department to include the provisions there for in the Revised Estimates/Budget Estimates, as the case may be.

PROPOSALS RELATING TO WORKS:-

The proposals relating to works may be formulated in consultation with PWD. PWD will make the required provision in the estimates.

ADDITIONAL EXPENDITURE:-

Any additional expenditure of whatsoever nature which might include payment of D.A., Bonus etc. for the year 2019-20 has to be contained within the Revised Estimates for the current financial year.

CHARGED EXPENDITURE :-

It has been observed in the past that the Departments do not project their requirements in respect of 'Charged Expenditure' likely to arise during the course of the financial year. This places the Finance Department in an embarrassing situation when the Departments come forward for allocation of additional funds under charged heads. It would, therefore, be more appropriate if the requirement for charged expenditure is assessed having regard to the litigation cases going on in the courts and reflected under the appropriate head of accounts accordingly so as to save the administration from an awkward position in the event of non-availability of funds to defray courts decrees. The projections under the charged expenditure should be matched by corresponding savings under the voted portion of expenditure in respect of heads controlled by your Department. There should be no occasion for additional provisions in the estimates of the current financial year.

VACANT POSTS :-

No provision should be made in the establishment budget for post which are lying vacant for over one year or more and likewise no provision should be kept in respect of such posts which have been kept in abeyance or where the continuation of temporary post has not been allowed by the Finance Department. However, the provisions may be kept for such of the captive posts which have been sanctioned and are likely to be filled before the close of the current financial year that too for the period the posts in question are likely to remain filled up so as to avoid chances of eventual saving due to the vacant post not being filled up.

ECONOMY INSTRUCTIONS :-

The economy instructions issued from time to time should also be kept in view while framing the budget proposals for Revised Estimates 2019-2020 and the Budget Estimates 2020-2021.

PROPOSALS OF REVENUE RECEIPTS :-

The budget proposals in respect of Revenue Receipts (Non-Tax) would be submitted in statement no. X. It may be please be ensured that the information is properly indicated upto Minor Head level. The Tax Revenue receipts proposals would continue to be submitted as per the existing procedure in statement no. X.

NEW SERVICE/NEW INSTRUMENT OF SERVICE:-

Wherever the proposed estimates attract, the limitation of New Service/New Instrument of Service, the fact is to be specifically highlighted.

VARIATIONS:-

The variation between Budget Estimate 2019-2020 and Revised Estimates 2019-2020 and Budget Estimate 2020-2021 should be explained in detail and supported by adequate data. The reasons for variations should be specific and not general in nature like based on actual, minor variations, based on trends etc.

ABSTRACT NOMINAL ROLLS:-

The abstract of Nominal Rolls (Statement –III & IV) should be prepared Major Head wise as in the Book of Demands for Grants. Further form No.XII should match with the details as incorporated in these statements.

**Points to be covered in the "Write-Up" for Schemes/Programmes/Projects
Financial Year 2020-21**

Under-State and Centrally Sponsored Scheme

Annexure - I

1	Name of Scheme/Programme/Projects
2	Aims and Objectives of the Scheme
3	Cost of Scheme / Project, Major Components and date of approval if approved, Likely cost and proposed date of commencement- it yet to be approved.
4	Type of scheme i.e. State or CSS
5	Name of the concerned Ministry- For CSS only
6	Funding Pattern for Schemes (Component wise if any)- For CSS Only
7	Year of Commencement, target date of completion and Present Status of the Scheme / Project
8	Outlay proposed for RE [2020-21] (<u>New Scheme or spill over scheme same may be highlighted specifically</u>)
9	Physical Targets & anticipated achievements for RE [2019-20]
10	Proposed Physical Targets for BE [2020-21] to be completed / achieved
11	List of works covered under the scheme and work wise details about Name of work and its description, focus area, proposed active (direct), passive (indirect), beneficiaries, assets to be created and maintained, cost of the work, starting date of the work, total duration of work and year wise details of expenditure since starting.

Note:- For Each Scheme, the above points may be suitably amplified by the concerned department. It may be possible that a few items under the above points may not be applicable, yet the Write-Ups may be prepared on the pattern given above.

DBT- The Latest status of Programme/Schemes where financial Assistance is disbursed through DBT may also be given in numbers and percentage of beneficiaries covered.

Revenue Generation, GIA and Expenditure of Autonomous Bodies

(Rs. in Lakh)
Annexure-II

Name of Autonomous Institution: _____

Name of the Scheme: _____

Year of setup: _____

Objective: _____

Year	Income						Total	Remarks
	User Charges*	Date of last review of user charges	Interest	Donation	Others#			
1	2	3	4	5	6	7	8	
1. Actuals- 2018-19								
2. BE 2019-20								
3. April-September 2019								
4. RE 2019-20								
5. BE 2020-21								

*Please give details of different types of user charges/free charged by institutions as per unit basis in remarks column

Other source of income may be specified under remarks column.

Statement of Budget Estimates in respect of Scheme/Projects

(Rs. in Lakhs)
Annexure-1

S.No.	Name of the Scheme/Programme	B.E. 2019-20 (Schemes/Programme)			Proposed RE 2019-20 (Schemes/Programme)			Proposed B.E. 2020-21 (Schemes/Programme)		
		R	C	T	R	C	T	R	C	T
A. Name of On going Schemes/Programmes										
B. Name of New Schemes / Programmes to be initiated w.e.f. 2020-21										

Note: The proposed outlay should only have expenditure required for implementation of the programme/scheme. The Office Expenditure, M&S, Salary, Other Charges etc. should be given under Establishment Expenditure.

Statement of Budget Estimates in respect of Scheme/Projects

(Rs. in Lakhs)

Annexure-II

S.No.	Name of the Scheme/Programme	Proposed B.E. 2020-21 (Schemes/Programme)		
		R	C	T
Name of New Schemes / Programmes to be launched during 2020-21				

Note: The proposed outlay should only have expenditure required for implementation of the programme/scheme. The Office Expenditure, M&S, Salary, Other Charges etc. should be given under Establishment Expenditure.

Statement of Budget Estimates In respect of Centrally Sponsored Schemes/Programmes
Name of Department: **Demand No:**

(Rs. in Annex

S. No.	Name of the Centrally Sponsored Scheme/Programme	Funding Pattern (%)		Unspent Balance as on 01.04.2019	B.E. 2019-20			R.E. 2019-20			Proposed B.E. 2020-21						
		Centre	State		Centre	State	Total	Centre	State	Total	Centre	State	Total				
A. Name of On going Schemes/Programmes																	
(with 15 digit codes, sub-heads of Schemes if any, may also be given)																	
B. Name of New Schemes / Programmes to be Initiated w.e.f. 2020-21																	

Note: 1. The proposed outlay 2020-21 should only have expenditure required for implementation of the programme/scheme. The Office Expenditure, M&S, Salary, Other Charges etc. should be given under overall Establishment Expenditure of the Department.

Statement of Budget Estimates of Autonomous Institutions

Name of Autonomous Institution: _____

(Rs. in Lakh
Annexure-III)

* Name of the Scheme: _____
 Year of setup: _____
 Objective: _____

Head of Grant in Aid	Grant in Aid 2018-19		Actual Exp. Upto Sept 2019		B.E. 2019-20		R.E. 2019-20		B.E. 2020-21		Remarks
	Centre	State	Centre	State	Centre	State	Centre	State	Centre	State	
1	2	3	4	5	6	7	8	9	10	11	12
A. General											
1. Supply & Material											
2. OE											
3.											
4.											
B. Creation of Capital Assets											
1. M&E											
2. Capital Works (On going)**											
3. Capital Works (new)											
4...											
C. Salary											
1. Salaries											
2....											

* Separate format may be filled for each scheme/programme/project.

** Details of on going project like Project Cost, Date of Start, Present Status, Date of Completion, Amount spent so far etc. may be given in the Annexure-IV(A) & IV(B) and new Projects in the Annexure IV(C)

Name of Autonomous Institution: _____

(Rs. In Lakh
Annexure-II)

Statement of Internal Revenue Generation, GIA received and Expenditure incurred by Autonomous Bodies

Name of the Scheme: _____

Year of setup: _____

Objective: _____

Year	Income					Expenditure			Gap between Income & expenditure Surplus (+)/ Deficit (-)	Remarks
	User Charges	GIA received		Others, if any	Total	Rev	Capital	Total		
		Centre	State							
1	2	3	4	5	6	7	8	9	10	11
1. Actuals- 2018-19										
2. BE 2019-20										
3. April-September 2019										
4. RE 2019-20										
5. BE 2020-21										

Unspent Balance as on April 1, 2018 ₹ _____ lakh

Unspent Balance as on April 1, 2019 ₹ _____ lakh

Total No. of Staff _____ Technical Staff _____ Administrative Staff _____

Breakup of own revenue like user charges, fees, interest, donation etc may be given under III C.

Other source of income may be specified under remarks column.

STATEMENT FOR GENDER BUDGET

Annexure-V
(Rs. in lakh)

Details of Scheme	Budget Estimates 2019-20		Revised Estimates 2019-20		Budget Estimates 2020-21	
	Total	Out of which Women Centric	Total	Out of which Women Centric	Total	Out of which Women Centric
1. 100% provision towards women						
State Schemes						
Scheme Name						
a.						
b.						
c.						
Centrally Sponsored Schemes						
Scheme Name						
a.						
b.						
c.						
2. Pro-women (at least 30% of provision)						
State Schemes						
Scheme Name						
a.						
b.						
c.						
Centrally Sponsored Schemes						
Scheme Name						
a.						
b.						
c.						

STATEMENT SHOWING SCHEMES FOR THE SCSP

An
(R)

Demand No.

Name of the Department

Scheme under Schedule Caste Sub Plan

Details of the Scheme	Purpose	2018-19 Actuals		2019-20 Budget		RE 2019-20		2020-21 Proposed Budget	
		Total	SCSP	Total	SCSP	Total	SCSP	Total	SCSP
1.State Plan Schemes									
Scheme Name									
a.									
b.									
c.									
2.Centrally Sponsored Schemes									
Scheme Name									
a.									
b.									
c.									

The statement contains the SCSP component covered under Format I and GOI guidelines dated N.11016/12(1)/2009-PC dated 15th December 2016 (annexure R) may be kept while preparing the allocation under this Annexure

Major Head Wise Summary Statement

Statement-I

Demand No.: _____
 Name of Department: _____

(₹ in lakh)

Major Head of Account	Major Head No.	Budget Estimates 2019-2020	Revised Estimates 2019-2020	Budget Estimates 2020-2021
Revenue Section *				
1. Establishment & Obligatory Expenditure				
2. State Schemes and Projects Including Autonomous Bodies				
3. Centrally Sponsored Schemes				
4. Other Expenditure				
Total- Revenue Section				
Capital Section *				
1. State Schemes and Projects Including Autonomous Bodies				
2. Other Expenditure				
Total- Capital Section				
Loan & Advances				
Grand Total				

Note: * Separate information is to be provided in respect of Major Head under different sectors like General Services, Social Services and Economic Services and Grants In Aid etc.

Statement showing Actuals for the last two years, actuals for the last six months of 2018-2019, actuals for the first six months of 2019-2020, Revised Estimates 2019-2020 and Budget Estimates 2020-2021

Statement

Demand No.: _____
 Name of Department: _____

Major Head as Indicated in the Detailed Demands for Grants	Actuals		Budget Estimates	Last six months (actuals)	First six months (actuals) upto 30.09.2018	Revised Estimates	Budget Estimates	Variations between columns	Reasons for variation between columns	
	2017-2018	2018-2019								
	1	2	3	4	5	6	7	8	9	10
Detailed Heads * as Indicated in the Detailed Demands for Grants										

(₹ in thousands)

- Note:
- * Separate proforma is to be used for each component as indicated in Statement-1
 - Reasons for variations may be given in a separate sheet, if necessary.
 - 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.

ABSTRACT OF NOMINAL ROLLS

Statement-III

Demand No.: _____
 Name of Department: _____

REVISED ESTIMATES 2019-2020

S. No.	Particulars of Posts (Designation-wise)	Scale of Pay	No. of posts	Pay	DA	Transport Allowances	H.A.A.	Other Allowances	Total Pay & Allowances
1	2	3	4	5	6	7	8	9	10
A	Officers (Filled)								
B	Officers (Vacant)								
	Total-Officers								
C	Establishment (Filled)								
D	Establishment (Vacant)								
	Total-Establishment								
	Grand Total (Officers + Estt.)								

Note :

- 1 The Abstract of Nominal Rolls should be prepared Major Head-wise as in the Demands for Grants.
- 2 A Consolidated statement for the Grant as a whole should also invariably be sent along with the detailed Nominal Rolls.

ABSTRACT OF NOMINAL ROLLS

Statement IV

Demand No.: _____
 Name of Department: _____

BUDGET ESTIMATES 2020-2021

S. No.	Particulars of Posts (Designation-wise)	Scale of Pay	No. of posts	Pay	DA	Transport Allowance	H.R.L.A.	Other Allowance	Total Pay & Allowances
1	2	3	4	5	6	7	8	9	10
A	Officers (Filled)								
	Officers (Vacant)								
	Total Officers								
C	Establishment (Filled)								
D	Establishment (Vacant)								
	Total Establishment								
	Grand Total (Officers + Secs.)								

(R. In thousands)

- Notes :
- 1 The Abstract of Nominal rolls should be prepared Major Head-wise as in the Demands for Grants.
 - 2 A Consolidated statement for the Grant as a whole should also invariably be sent along with the detailed Nominal Rolls.

**STATEMENT SHOWING THE FINANCIAL IMPLICATIONS IN RESPECT OF POST BUDGET DECISIONS, AS
 HAVE BEEN INCLUDED IN THE BUDGET PROPOSALS TO BE MET FROM WITHIN THE SANCTIONED
 BUDGET OR BY LOCATING MATCHING SAVINGS**

Demand No.: _____
 Name of Department: _____

Sl. No.	Particulars of post Budget decisions	Revised-Estimates 2019-2020	Budget-Estimates 2020-2021
1	Creation of posts		
2	Dearness Allowance		
3	Bonus		
4	Arrears		
5	Any other item (Please specify each item separately)		
	GRAND TOTAL		

STATEMENT SHOWING POST BUDGET COMMITMENTS FOR WHICH PROVISION HAS BEEN MADE IN RE 2019-2020 AND BE 2020-2021.

Statement-VI

Demand No.: _____
 Name of Department: _____

(₹. In thousands)								
Name of the Department	Name of the Scheme/activity/Item of Exp.	Major/Sub Major/Minor sub/detailed Head as in the Book of Demand for grants for 2019-2020	Total Cost of the Scheme	Revised Estimate 2019-2020	Budget Estimates 2020-2021	Authority who has approved the scheme/activity	Reference No. & date of the Min/Department of the Central Govt./Delhi Govt. conveying the sanction (In case the approval has been given by Min/Department with copy thereof)	Remarks
1	2	3	4	5	6	7	8	9
	Recurring							
	Non Recurring							
	Total							

Statement-VII
STATEMENT SHOWING ITEMS OF EXPENDITURE (OTHER THAN POST BUDGET COMMITMENTS) FOR WHICH PROVISION HAS BEEN MADE IN RE 2019-2020 AND BE 2020-2021

Demand No.: _____
Name of Department: _____

Name of the Department	Name of the Scheme/activity/ Item of Exp.	Major/sub Major/Minor sub/detailed head as in the Book of Demand for grants for 2019-2020	Total Cost of the Scheme	Estimated		Present status / stage of consideration	if pending in the Min./ Department of the Central Govt./Delhi Govt. Reference No. and Date under which the proposal was referred	Remarks
				2019-2020	2020-2021			
1	2	3	4	5	6	7	8	9
	Recurring							
	Non Recurring							
	Total							

(R. In thousand)

STATEMENT SHOWING NEW SERVICE/NEW INSTRUMENT OF SERVICE FOR WHICH PROVISION HAS BEEN PROPOSED IN REVISED ESTIMATES 2019-2020 AND BUDGET ESTIMATES 2020-2021 (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 1D OF THE DELEGATION OF FINANCIAL POWERS RULES 1972.)

Demand No.: _____
 Name of Department: _____

Name of the Organisation	Major/Sub-Major/Minor/ Sub head/ Detailed head as in the book of Detailed Demands for Grants for 2019-2020	Revenue or Capital	Revised Estimate 2019-2020	Budget Estimates 2020-2021	Whether it requires prior approval of Legislative Assembly or to be reported to Legislative Assembly	Remarks
2	3	4	5	6	7	8

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.

(₹. In thousands)

Statement-I(XA)

Item wise break-up of the Estimates under various items of contingencies
 Major Head/Name of the Scheme: _____

Demand No.: _____
 Name of Department: _____

Particulars of Items	Actuals		B.E. 2019-2020	R.E. 2019-2020	B.E. 2020-2021
	2017-2018	2018-2019			
Office Experiences					
i)					
ii)					
iii)					
TOTAL					

(₹ in Lakhs)

Item wise break-up of the Estimates under various items of contingencies
 Major Head/Name of the Scheme: _____

Demand No.: _____
 Name of Department: _____

Particulars of Items	Actuals		B.E.	R.E.	B.E.	
	2017-2018	2018-2019			2019-2020	2020-2021
Supplies & Material						
i)						
ii)						
iii)						
TOTAL						

(₹ in Lakhs)

Statement-IXC

Item wise break-up of the Estimates under various items of contingencies
 Major Head/Name of the Scheme: _____

Demand No.: _____

Name of Department: _____

(₹ in Lakhs)

Particulars of Items	Actuals		B.E. 2019-2020	R.E. 2019-2020	B.E. 2020-2021
	2017-2018	2018-2019			
Other Charges					
i)					
ii)					
iii)					
TOTAL					

REVISED ESTIMATES FOR CENTRALLY SPONSORED SCHEMES 2019-2020 AND BUDGET ESTIMATES 2020-2021

Statement-XI B

Demand No.: _____
 Name of Department: _____

Sl. No.	Name of Scheme / Sector	Approved Outlay 2019-2020				Revised Estimates 2019-2020				Budget Estimates 2020-2021				Justification / Reasons for variation in Col. 14 Col. 15
		REV	CAP	LOAN	TOTAL	REV	CAP	LOAN	TOTAL	REV	CAP	LOAN	TOTAL	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

(R in thousands)

Estimated strength of establishment and provision thereof

25/01/2018

Form No. _____
Name of Department: _____

(through as on 31st March)

Serial No.	Grade of pay	Qualification/Non-qual.	Age/Temp./Adhoc.	Group				Total No. of Posts	No. of employees in provision	2018				
				A	B	C	D			Subtotal sanctioned employees	2017-2018	2018-2019	2019-2020	2020-2021
1	2													
18	25000													
17	22500													
16	20000													
15	18200													
14	16400													
13	14700													
12	13200													
11	11800													
10	10500													
9	9300													
8	8200													
7	7200													
6	6300													
5	5500													
4	4800													
3	4200													
2	3700													
1	3200													
Total														

2018		2017-2018	2018-2019	2019-2020	2020-2021
Subtotal sanctioned employees					
1. Salary					
2. Officers					
3. Staff					
4. Total Salary					
5. Allowance (other than ODA/TA)					
6. Other					
7. Total					
8. Rate					
9. A/T/L					
10. Total (in Rs.)					

(To be filled)

Asset

Statement-XIII

Demand No.: _____
Name of Department: _____

Items	Assets acquired during the last five years	Assets acquired during the year 2018-19	Progressive total of assets at the end of the year 2018-2019
Physical Assets :			
1			
2			
3			
4			
5			
Total			

(₹. In lakh)

Note: