

**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/2020-21/6303-6369

Dated: 17/9/2020

To

All DDO/HOO/Implementing Officers/AD(Plng.),  
Department of Social Welfare,  
Delhi/New Delhi.

Sub: **Preparation of Revised Estimates 2020-21 and Budget Estimates 2021-22.**

Madam/Sir,

This is with reference to upcoming process of preparation of Revised Estimates 2020-21 and Budget Estimates 2021-22, data regarding progressive expenditure upto the month of September 2020 and expected expenditure for the remaining months of CFY 2020-21 alongwith projected Budget Estimates for the FY 2021-22 may be prepared in the enclosed proforma.

In this regard, all DDOs/HOOs have to submit their proposal for Revised Estimates 2020-21 and Budget Estimates 2021-22 in the prescribed proforma **by 06.10.2020 positively** for further necessary action.

Yours faithfully

(Ashok kumar Aggarwal)  
Dy. Controller of Accounts  
Ph.23392479

**Encl:As above.**

No.F.7(1)/DSW/ACCT-I/2020-21/6303-6369

Dated: 17/9/2020

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.

1307 ee  
18/9/20

(Ashok kumar Aggarwal)  
Dy. Controller of Accounts

## Major Head Wise Summary Statement

Statement-I

Demand No.: \_\_\_\_\_

Name of Department: \_\_\_\_\_

(` in lakh)

Major Head of Account	Major Head No.	Budget Estimates 2020-2021	Revised Estimates 2020-2021	Budget Estimates 2021-2022
<b>Revenue Section *</b>				
1. Establishment & Obligatory Expenditure				
2. State Schemes and Projects including Autonomous Bodies				
3. Centrally Sponsored Schemes				
4. Other Expenditure				
<b>Total- Revenue Section</b>				
<b>Capital Section *</b>				
1. State Schemes and Projects including Autonomous Bodies				
2. Other Expenditure				
<b>Total- Capital Section</b>				
<b>Loan &amp; Advances</b>				
<b>Grand Total</b>				

**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-II**

Statement showing Actuals for the last two years, actuals for the last six months of 2019-2020, actuals for the first six months of 2020-2021, Revised Estimates 2020-2021 and Budget Estimates 2021-2022

Demand No.: \_\_\_\_\_

Name of Department: \_\_\_\_\_

( ` in thousands)

Major Head	Actuals		Budget Estimates	Last six months (actuals)	First six months (actuals) upto 30.09.2020	Revised Estimates	Budget Estimates	Variations between coloums	Reasons for variation between coloums
	2018-2019	2019-2020	2020-2021	2019-2020	2020-2021	2020-2021	2021-2022	4 & 7	7 & 8
1	2	3	4	5	6	7	8	9	10
Detailed Heads * as indicated in the Detailed Demands for Grants									

Note.

1. \* **Separate proforma is to be used for each component as indicated in Statement-I**
2. Reasons for variations may be given in a separate sheet, if necessary.
3. 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 2020-2021**

(` in thousands)

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

**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 2021-2022**

(. in thousands)

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

**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.

Statement-V

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 2020-2021	Budget-Estimates 2021-2022
1	Creation of posts		
2	Dearness Allowance		
3	Bonus		
4	Arrears		
5	Any other item (Please specify each item separately)		
	<b>GRAND TOTAL</b>		

**Statement-VI**

STATEMENT SHOWING POST BUDGET COMMITMENTS FOR WHICH PROVISION HAS BEEN MADE IN RE 2020-2021 AND BE 2021-2022.

Demand No.: \_\_\_\_\_

Name of Department: \_\_\_\_\_

(. in thousand)

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 2020-2021	Total Cost of the Scheme	Revised Estimate 2020-2021	Budget Estimates 2021-2022	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							
	<b>Total</b>							



**Statement-VIII**

STATEMENT SHOWING NEW SERVICE/NEW INSTRUMENT OF SERVICE FOR WHICH PROVISION HAS BEEN PROPOSED IN REVISED ESTIMATES 2020-2021 AND BUDGET ESTIMATES 2021-2022 (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.: \_\_\_\_\_

Name of Department: \_\_\_\_\_

(·. in thousands)

Sl. No.	Name of the Organisation	Major/Sub-Major/Minor/ Sub head/Detailed head as in the book of Detailed Demands for Grants for 2020-2021	Revenue or Capital	Revised Estimate 2020-2021	Budget Estimate 2021-2022	Whether it requires prior approval of Legislative Assembly or to be reported to Legislative Assembly	Remarks
1	2	3	4	5	6	7	8

**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.

Statement-IXA

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.	R.E.	B.E.
	2018-2019	2019-2020	2020-2021	2020-2021	2021-2022
<b>Office Expences</b>					
i)					
ii)					
iii)					
<b>TOTAL</b>					

**Statement-IXB**

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.	R.E.	B.E.
	2018-2019	2019-2020	2020-2021	2020-2021	2021-2022
<b>Supplies &amp; Material</b>					
i)					
ii)					
iii)					
<b>TOTAL</b>					

**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.	R.E.	B.E.
	2017-2018	2018-2019	2019-2020	2019-2020	2020-2021
<b>Other Charges</b>					
i)					
ii)					
iii)					
<b>TOTAL</b>					







Estimated strength of Establishment and provision therefor

Statement-XII

Demand No.: \_\_\_\_\_

Name of Department: \_\_\_\_\_

(Strength as on 1st March)

Leval No. as per 7th pay Commission	Scale of pay	2020					No. of employees in position	2021			
		Gazetted/ Non-Gaz.	Regular / Temp./ Adhoc.	Group A B C D	Total No. of Posts	Estimated sanctioned strength		Actuals 2019-2020	Budget Estimates 2020-2021	Revised Estimates 2020-2021	Budget Estimates 2021-2022
1	2	3	4	5	6	7	8	9	10	11	12
18	250000										
17	225000										
16	205400-224400										
15	182200-224100										
14	144200-218200										
13-A	131100-216600										
13	123100-215900										
12	78800-209200										
11	67700-208700										
10	56100-177500										
9	53100-167800										
8	47600-151100										
7	44900-142400										
6	35400-112400										
5	29200-92300										
4	25500-81100										
3	21700-69100										
2	19900-63200										
1	18000-56900										
<b>Total</b>											
							1. Salary				
							(a) Officers				
							Pay				
							(b) Staff				
							Pay				
							<b>Total Salary</b>				
							2. Allowance (other than OTA&TE)				
							3. wages				
							4. O.T.A.				
							5.D.T.E.				
							6.F.T.E.				
							<b>Total (1 to 6)</b>				

( ` in lakhs)

## Asset

Demand No.: \_\_\_\_\_

Name of Department: \_\_\_\_\_

(`. in lakh)

Items	Assets acquired during the last five years	Assets acquired during the year 2019-20	Progressive total of assets at the end of the year 2019-2020
Physical Assets :			
1			
2			
3			
4			
5			
<b>Total</b>			

Note:

