

**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/2021-22/ 2201-15

Dated 17/08/21

To

1. The Principals, I.T.Is/I.B.B.S (CSI)/BTC.
2. The Controller, Board of Technical Education
3. Dy. App. Advisor, O/o the Dy. App. Advisor.

Sub: **Revised Estimates 2021-22 & Budget Estimates 2022-23 .**

Sir/Madam,

I am to forward herewith a copy of letter No.F.2/16/2021-22/Fin.(B)/jsbudget/1413-1416 dated 12.08.21 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 2021-22 & Budget Estimates 2022-23.

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 including government schemes/Projects including GIA 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 2021-22 & 2022-23 as well as in respect of Revenue Receipt should be prepared in time and sent to this Directorate by 12.00 PM on 24<sup>th</sup> August 2021 positively so as to reach the same to the Finance (B) Department GNCTD 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 2021-22 and Budget Estimates for 2022-23 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.**

Contd...

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. or Accounts Clerk with DDO where Accounts Functionaries are not available/posted 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,



**(RAJESH KUMAR)**

**SR. ACCOUNTS OFFICER (TTE)-I**

Encl.: as above.

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

Dated \_\_\_\_\_

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 Government schemes/ grant-in-aid/Projects in respect of institutions (Govt./Non-Govt.), CSS 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. **Head of College of Arts being HoDs are requested to submitted RE & BE 2021-22 & 2022-23 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.**
12. **Caretaking Branch/Litigation Branch/Academic Branch for making any provision.**

  
**SR. ACCOUNTS OFFICER (TTE)-I**