

**MOST URGENT/OUT TODAY**  
**TIME BOUND**

**GOVERNMENT OF N.C.T. OF DELHI**  
**DIRECTORATE OF TRAINING AND TECHNICAL EDUCATION**  
**MUNI MAYARAM MARG: PITAMPURA: DELHI-110034.**

**No.F.DTTE/AC/1(1)/Budget/2011-12/531-544** Dated 17/1/12

To

1. All the Principals of Polytechnics/I.T.I.s/B.T.C./CSI/SUSA/NSIT
2. Registrar, Board of Technical Education, Delhi.
3. Dy. App. Advisor, New Delhi.
4. The Cashiers, Tech. & Trg. Wing through DDOHQ), DTTE.
5. The Asstt. Director (Planning)/AIT (Plg), DTTE (HQ).
6. **The Programmer, Computer Branch for uploading in the website.**
7. P.A. to Secy. (TTE)/Addl Secy. (TTE) for information.

Sub: **Final Excesses and Savings Statement for the year 2011-12.**

Sir/Madam,

I am directed to forward herewith a copy of proforma for final excesses and savings statement for the year 2011-2012 received from Principal Secretary (Finance), Finance Budget Department, Govt. of N.C.T. of Delhi vide their letter Dated 11.01.2012 on the subject cited above and to say that the matter may be attended immediately and Scheme-wise final excesses/savings Statement **in respect of Non-Plan Budget** for the financial year 2011-2012 may be submitted to the undersigned in the prescribed proforma (Annexure) **by 31<sup>ST</sup> January 2012** so as to enable this Office to forward the same to the Finance Budget Department by 07.02.2012.

While preparing the Final Excesses and Savings Statement in respect of your institution, attention should be paid to the following instructions of Finance (B) Department:-

1. It should be ensured that the requirements are projected by the Department in the Final Excesses & Savings Statements only for such items on which the expenditure is reasonably expected to be incurred during the current financial year.
2. No item, on which the expenditure has already been incurred or likely to be incurred in the remaining part of the year, is left out from the final review.
3. Detailed appropriate reasons for variations are furnished in r/o each primary unit of appropriation.
4. **All the figures projected in the estimates should be in thousands of rupees and figures coming in hundreds should be rounded off to the nearest thousand.**
5. **Neither any re-appropriation of funds will be allowed nor any surrender of funds will be accepted in cases where the requests are received after the stipulated date i.e. 31.01.2012 or without detailed reasons.**

Contd.....




6. **This Statement should be accompanied with the Expenditure Statement for the month of Jan. 2012.**
7. It may also be certified by the Head of Office that the Statement(s) have been checked and verified personally and is based on records and factual position, and funds provided are likely to be utilized before the close of the current financial year.
8. The figures and reasons on the Performa should be properly typed and attested by Head of Office.

**The Statement relating to Non-Plan final excess and savings and expenditure statement for the month of January 2012 may be submitted to the undersigned directly or may be mailed at Email Address dttehq@gmail.com by 31<sup>st</sup> January 2012 positively .**

This may be treated as **Most Urgent.**

Yours faithfully,

Encl.: As above.

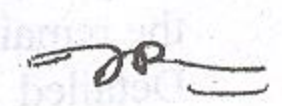
  
(TULEY RAM)  
DY. CONTRLOLLER OF ACCOUNTS

No.F.DTTE/AC/1(1)/Budget/2011-12/ 531-544

Dated 17/1/12

Copy forwarded for information and Submit Scheme-wise final excesses/savings Statement **in respect of Non-Plan Budget** for the financial year 2011-2012 to:-

1. Dy. Director (TE & E-I), DTTE (HQ).
2. Dy. Director (Library/Computer) DTTE (HQ).
3. Dy. Director (Admn.), DTTE (HQ).
4. Dy.t Director (Litigation), Directorate (HQ).
5. Admn. Officer (Care-taking), DTTE (HQ).
6. Asstt. Director (Trg.), DTTE (HQ).
7. Asstt. Director (Exam), DTTE (HQ).

  
(TULEY RAM)  
DY. CONTRLOLLER OF AC'COUNTS



Final Excesses And Savings Statement  
 Department: .....

PLAN/ NON PLAN  
 (NOTED/CHARGED EXPENDITURE)

Revenue/Capital/Loan

(Rupees in Thousands)

Head of Account with nomenclature of this scheme as appearing in the Book of Demand	Budget Estimates 2011-12 as per Book of Demand	Additional amount authorised during the year	Amount accepted in Revised Estimates 2011-12	Actual for first 10 months i.e. 1.4.2011 to 31.01.12	Anticipated expdr. for the remaining 2 months i.e. from 01.02.12 to 31.03.12	Total Expenditure for the year 2011-12	Variation between Cols.(2-7) Excess(+) Saving(-)	Reason for Variations
1	2	3	4	5	6	7	8	9
1. Salaries								
2. Wages								
3. Travel Expenses								
4. and so on								

(i) All figures should be rounded off in thousands of Rupees

Certified that :-

- (i) This Statement has been personally and carefully examined by me.
- (ii) The funds provided are likely to be utilised before the close of the current financial year.
- (iii) The amount of additional allocation provided so far has been taken care of while showing total requirement for current financial year.

Signature of Head of Office.