

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT
GOVT. OF N.C.T. OF DELHI
(ACCOUNTS BRANCH)
1, CANNING LANE, K.G. MARG
NEW DELHI - 110001

F. 76(1)/DWCD/Acctts/Budget/BE-RE/2016-17/ 17184-17228

Dated

To,

The DDO/HOO

.....

.....

Department of Woman & Child Development
New Delhi-01.

29 AUG 2016

Sub: Revised Estimates for the financial year 2016-17 and Budget Estimates for the year 2017-18 preparation and submission thereof (Non-Plan).

Sir/Madam

I am directed to enclose herewith a copy of the letter No. F2(1)/2017-18/Fin.(B)/jsbudget/58-61 dated 12/08/2016 received from the Pr. Secretary, Finance Department alongwith the Proforma for preparation of Revised Estimate for the year 2016-17 and Budget Estimate for the year 2017-18. The proforma duly filled in separately for each Non-Plan schemes must be brought and submitted in all respect **latest by 31/08/2017**.

Before filling these proforma you are requested to go through the instructions carefully and complete the format accordingly. You are further requested to depute the official acquainted with the subject to submit the requisite information after having discussed the matter with the Account Officer (HQ).

In case the budget proposal is not received by the due date, it will be presumed that you do not want any change in your Budget Estimate and the same will be treated as Revised Estimate 2016-17 and Budget Estimate 2017-18. In case of any variation (Excess/Saving) you will be held personally responsible for the same and no request for further allotment of Budget will be entertained. It is, therefore, requested that you should give personal attention and ensure timely submission of the budget proposal **by 31/08/2017 positively**.

This may be treated as **MOST URGENT**

Yours faithfully


(P.V. Gangadharan)
Account Officer

Encl: as above

F. 76(1)/DWCD/Acctts/Budget/BE-RE/2016-17/ 17184-17228

Copy forwarded for information and necessary action to:

1. PA to Secretary/ Director (WCD)/ Spl. Director for Information.
2. All District Officer/Desk Officer/DDO/SO (RTE)/RGO/DD(VAC)/All Deputy Directors (WCD)/In Charge Caretaking and Procurement.

Dated

29 AUG 2016


(P.V. Gangadharan)
Account Officer

Most Immediate
Time Bound

No. F.2 (1)/2017-18/Fin.(B)/jsbudget/58-61
FINANCE (BUDGET) DEPARTMENT
GOVT. OF N.C.T.OF DELHI

10/2/16

4th Level, A-Wing,
Delhi Sectt. I.P.Estate,
New Delhi

Dated: 12/08/2016

OFFICE MEMORANDUM

SUBJECT: REVISED ESTIMATES 2016-2017.

The Finance Department will take a review of possible expenditure taking into account the trend of expenditure, new service and new instrument of service etc. for the year 2016-17. All the Departments are requested to submit the Revised Estimates for 2016-17 in the prescribed proforma I to XII enclosed. Due to Plan Non-Plan Merger from financial year 2017-18, Budget Estimates 2017-18 are being invited separately and necessary guidelines will follow.

2. The Departments while formulating the Revised Estimates may take a realistic view in assessing the requirements of funds as possible. Some of the discrepancies which continued to occur in framing of estimates in spite of repeated instructions are given below and it is requested that extra care may be taken to avoid these.

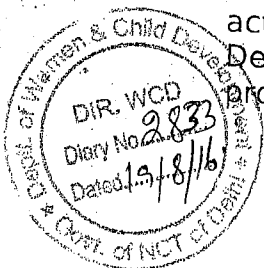
1. Estimation of budget under object head salaries is based on sanctioned establishment strength and scales but some of the departments have failed to estimate realistically the requirement of their funds resulting in substantial saving in excess of actual requirement.

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3) 17/11/16
ii. There have been instances when supplementary grants were taken by the departments in respect of certain schemes/sub-schemes under their administrative control but actual utilisation of funds was less than the original budget estimates for the financial year. Therefore, while projecting the estimates, unnecessary provisions may be avoided.

4) 19/8/16
A.O (w/o) 19/08/16
It has also been noticed that re-appropriations were taken by the departments but were not able to utilise fully even their existing grants. There are also cases where the actual expenditure at the close of the financial year was found either in excess or short of the budget provision.

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 the actual requirement of funds. Such an approach is not



Put up oo file of 17/11/16
Smt. Jashbir Kaur
e-SCANNED

267/Act/wcd
23/8/16

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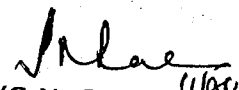
conducive to a proper budgeting system and it invites adverse comments from Audit etc.

- V. It has been observed that Departments submit proposals in piece meal in respect of the various offices under their administrative control. It is requested that only a consolidated proposal of the department for Revised Estimates is submitted to the Finance Department.
 - VI. The departments will submit RE on the prescribed format only duly signed by the authorised officer. Due care may be taken while preparing the Estimated Strength of Establishment and provision, Additional funds included in RE, object head-wise and major head wise figure thereof tally with the summary.
 - VII. The figures of budgets provisions are to be given in thousands only except where specifically mentioned otherwise.
 - VIII. While submitting proposal for opening of new head, the details of break-up by other objects of expenditure must be given. Incomplete proposal will not be entertained.
 - IX. The Statement No.10 relates to Non-Tax Revenue of the Department and Department will provide Major Head wise upto detail head of account details of the estimates under Non-Tax Revenue.
 - X. The Estimated Strength of Establishment and provision there for are to be prepared on the prescribed format and a soft copy in excel sheet is also to be provided.
 - XI. Form IX contains information relating to item wise breakup Office contingency, supply and material and other charges. Separate form may be submitted in respect of each class of Object Head.
3. Budget provisions under object class 5 (other expenditure) GID (1) below rule 8 of DFPR 1978 lump-sum provision must be as per the instructions therein. In all other cases, break-up by other objects of expenditure must be given.
 4. Accounting and Classification of Expenditure of Grant-in-Aid is in three component i.e. Grants-in-aid-General, Grants for creation of Capital Assets and Grants-in-Aid-Salaries. The Departments will provide information relating to the GIA in these components only as per requirement.
 5. Budget proposals under Centrally Sponsored Schemes (CSS) are to be submitted to Planning Department being the part of State Plan.
 6. The Expenditure incurred on Information & Technology has been classified under a Detailed Sub-Head 99 in the Detailed Demands for Grants. The Departments incurring expenditure on Information & Technology may provide the details of the proposed budget under different Object Heads of expenditure in the proforma prescribed.

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7. With the merger of Plan and Non-Plan, the expenditure will be in Revenue & Capital only. The Departments are advised to take appropriate measures to keep ready data for the next financial year especially relating to the Establishment and the schemes so that Budget Estimates are submitted to this office within a short notice.

The proposal relating to Plan Expenditure may be sent to the Director, Planning Department, GNCT of Delhi and Non-Plan to the Joint Secretary (Budget), Finance Department by 02.09.2016.


(S.N. SAHAI) 11/09/16
Principal Secretary (Finance)

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:-

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

Major Head Wise Summary Statement

Major Head of Account	Budget Estimates 2016-2017	Revised Estimates 2016-2017
Revenue Section		
1. Major Head No.		
2. Major Head No.		
3. Major Head No.		
4. Major Head No. and so on		
Total- Revenue Section		
Capital Section		
1. Major Head No.		
2. Major Head No.		
3. Major Head No.		
4. Major Head No. and so on		
Total- Capital Section		
Grand Total		

Statement showing Actuals for the last two years, actuals for the last eight months of 2015-2016, actuals for the first four months of 2016-2017, Revised Estimates 2016-2017

Major Head/ Demand No	Actuals		Budget Estimates	Last eight months (actuals)	First four months (actuals)	Revised Estimates	Variations between coloums	Reasons for variation between coloums
	2014-2015	2015-2016						
1	2	3	4	5	6	7	8	9

Detailed Heads
as indicated
in the Detailed
Demands for Grants

Note.

- 1 Reasons for variations may be given in a separate sheet, if necessary.
- 2 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.
- 3 In case of salaries the proposed amount must include the amount reflected in statement No.XII.

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ABSTRACT OF NOMINAL ROLLS

Name of the Department _____

STATEMENT-III
PLAN/NON-PLAN
(₹. in thousands)

REVISED ESTIMATES 2016-2017

S. No.	Particulars of Posts (Designation)	Scale of Pay	No. of posts	Pay	Gr. Pay	DA	Transport Allowance	H.R.A.	Other Allowances	Total Pay & Allowances
1	2	3	4	5	6	7	8	9	10	11
A	Officers (Filled)									
B	Officers(Vacant)									
	Total-Officers									
C	Establishment(Filled)									
D	Establishment(Vacant)									
	Total-Establishment									
	Grand Total (Officers+Estt.)									

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Note :

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

STATEMENT-IVA
(₹. in thousands)

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

Sl. No.	Particulars of post Budget decisions	Revised-Estimates 2016-2017
1	Creation of posts	
2	Dearness Allowance	
3	Bonus	
4	Arrears	
5	Any other item (Please specify each item separately.)	
	GRAND TOTAL	

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STATEMENT-IVB

(₹. in thousand)

Information with regard to Expenditure converted from Plan to Non-Plan

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Major Head	Actuals 2015-2016	Budget Estimates 2016-2017	Revised Estimates 2016-2017
1	2	3	4

STATEMENT-V
PLAN/NON-PLAN
(₹. in thousands)

STATEMENT SHOWING ITEMS OF EXPENDITURE (OTHER THAN POST BUDGET COMMITMENTS) FOR WHICH
PROVISION HAS BEEN MADE IN R.E. 2016-2017

DEMAND NO.

Name of the Department	Name of the Scheme/activity/ item of Exp.	Major/Minor sub/detailed Head as in the Book of Demand for Grants for 2016-2017	Total Cost of the Scheme /activity/item of Exp.	Provision proposed in RE 2016-2017	Present status/ stage of consideration	If pending in the Min/ Deptt. of the Central Govt./Delhi Govt. reference No. & date under which the proposal was referred	Remarks
1	2	3	4	5	6	7	8

RECURRING - NON RECURRING - TOTAL

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STATEMENT-VI
(₹. in thousands)

STATEMENT SHOWING NEW SERVICE/NEW INSTRUMENT OF SERVICE FOR WHICH PROVISION HAS BEEN PROPOSED IN REVISED ESTIMATES 2016-2017, (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.

Sl. No.	Name of the Organisation	Major/Minor/Sub/ Detailed head as in the book of Detailed Demands for Grants for 2016-2017	Plan or Non-Plan	Provision proposed in RE 2016-2017	Whether it requires prior approval of Legislative Assembly or to be reported to Legislative Assembly	Remarks
1			4	5	6	7

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.

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STATEMENT-VII
(₹ in Lakhs)

Major Head/Name of the Scheme

Item wise break-up of the Estimates under various items of contingencies

Sl. No.	Particulars of items	Actuals 2014-2015	2015-16	B.E. 2016-2017	R.E. 2016-2017
1	Office Expenses				
	i)				
	ii)				
	iii)				
	TOTAL				
2	Supplies & Material				
	i)				
	ii)				
	iii)				
	TOTAL				
3	Other Charges				
	i)				
	ii)				
	iii)				
	TOTAL				
4	Inward claims				

NOTE :- Inward claims, if any, received/likely to be received during current financial year and next financial year may please be shown separately in this proforma.

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REVISED ESTIMATES FOR ANNUAL PLAN 2016-2017

STATEMENT-IX
(₹ in thousands)

Sl. No.	Name of Sector/	REV	Approved CAP	Outlay - LOAN	2016-17 TOTAL	REV	Revised Estimates CAP	LOAN	2016-17 TOTAL	Justification / Reasons for variation in Col.6& Col.10
		3	4	5	6	7	8	9	10	11
1										

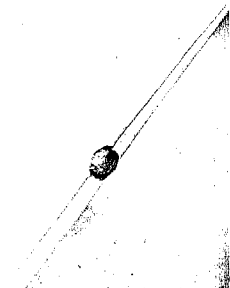
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STATEMENT-X
(₹ in thousands)

ESTIMATES OF REVENUE RECEIPTS OF _____ (NAME OF DEPARTMENT) FOR THE YEAR 2016-17

Major Head/ Minor Head/ Detailed Head	Actuals 2014-2015	2015-2016	Budget Estimates 2016-2017	Last eight month actuals 2015-2016	First four month actuals 2016-2017	Total Columns 5&6	Revised Estimates 2016-2017	Variation in Columns 4&8	Brief Reasons for Variations 4&8
	2	3	4	5	6	7	8	9	10
1									

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STATEMENT-XI
(₹ in Lakhs)

Major Head/Name of the Scheme

Item wise break-up of the Estimates under Information Technology

Sl. No.	Particulars of items	Actuals 2014-2015	2015-16	B.E. 2016-2017	R.E. 2016-2017
1 Office Expenses					
i)					
ii)					
iii)					
TOTAL					
2 Supplies & Material					
i)					
ii)					
iii)					
TOTAL					
3 Other Charges					
i)					
ii)					
iii)					
TOTAL					

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