### MOST URGENT/BUDGET

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### No: 3/1/2016-FD/BUD/ 2034

### Dated: 12/08/2016

### CIRCULAR

Subject : Formulation of Budget for Revised Estimates 2016-2017 and Budget Estimates 2017-2018 - Daman & Diu (UT).

The Revised Estimates 2016-2017 and Budget Estimates 2017-2018 in respect of UT Administration of Daman & Diu are required to be submitted to the Government of India, Ministry of Home Affairs by this Administration. The RE and BE should be therefore, be submitted to the Finance Department, Secretariat, Moti Daman in Hard Copy so as <u>to reach latest by 16/09/2016</u>. The following broad guidelines may please be kept in view while formulating the proposal.

- 1. Separate forms should be used for Plan and Non-Plan.
- 2. The figures of RE & BE should be rounded off in thousand of rupees.
- 3. The figures of actual expenditure be indicated by rounding off to thousands of rupees.
- 4. Care should be taken to make realistic provision for vacant posts as to avoid unintended savings at the end of financial year.
- Budget Provision for 7<sup>th</sup> Central Pay Commission may be kept in RE Stage 2016-17 after fixation of pay under Central Civil Service (Revised Pay) Rules, 2016.
- Contents of the Ministry's letter No. 10/14/93-Budget-I dated 04/06/1993 circulated vide this office Circular No. 3/1/93-FD/BUD/423 dated 15/07/1993 and FD's Circular No.3/1/2001-

FD/Gr.No.99/73 dated 04/05/2004 and subsequent Circular No. GPP/812/2005-06/143 dated 17/06/2005 and No. GPP/812/2008-09/195 dated 26/06/2008 be kept in mind while preparing the budget.

- 7. Reasons for variation between Actual 2015-2016, BE 2016-2017 & RE 2016-2017 and RE 2016-2017 & BE 2017-2018 in respect of each Object Heads in detailed. In case of Object Heads like Salaries, Wages, Office Expenses, Machinery and Equipment, Minor Works, Major Works, etc. where the provision includes both recurring and non-recurring expenditure, the complete details of items to be included for recurring and non-recurring expenditure may be given separately.
- 8. Where BE figures have to be taken, the figures of final allotted to offices/department should be shown in thousands of rupees.
- 9. The Officers at Daman shall submit a consolidated proposal in respect of their department as a whole for Daman & Diu, duly supported with statement of subordinate/attached offices of the department.

Offices at Diu should send their proposal to their respective offices at Daman for the purpose of consolidation.

- 10. The department which are headed by Non-Gazetted Officers should submit their proposal singed by their respective Head of Office.
- 11. Department should submit the proposal through HEAD OF DEPARTMENT.
- 12. The building component should be included in the respective Revenue or Capital Head of Account by Departments/Offices concerned after obtaining details from the Ex. Engineer (PWD), Daman (For works at Daman) and Ex. Engineer (PWD), Diu (For works at Diu). The complete details indicating cost and amount required for spill over works/new works during 2016-2017 and 2017-2018 should be provided, in duplicate, by the PWD to the departments/offices concerned together with RE 2016-17 and BE 2017-18.



- 13. For Office Expenses, Wages & Other Items, the proposal should be supported with full details in the enclosed Performa using separate sheet for office expenses, wages and other items.
- 14. Provision in RE 2016-2017 may be kept only for two to three months for the posts included in the BE 2016-2017 but not yet created.
- 15. All new posts to be created, purchase of vehicles and any purchase costing more than ₹ 50,000/- and new items should be got approved from the Head of Department and such approval should be attached with the proposal.
- 16. The Plan Outlay to be included in BE 2016-2017 under each Major Head should be decided in consultation with the Deputy Director (Planning & Statistics), Daman to avoid any discrepancy in budget figures and Annual Plan 2017-2018 or already incorporated in the Plan 2016-17 by the department of Planning & Statistics, Daman.
- 17. All proposals should be neatly typed in double space duly signed by the Head of Office.
- 18. If the proposal is not received by 16/09/2016, it will be presumed that there is no change in demand and provision for RE 2016-2017 and BE 2017-2018 will be repeated as per BE 2016-2017.
- 19. The Officers presenting the budget estimates should check the correctness of details of sanctioned posts etc. with their own records before submitting RE & BE to Finance Department, Secretariat, Daman.
- 20. All Heads of Offices/Departments are requested to make realistic Budget Provision in Revised Estimates 2016-2017 and Budget Estimates 2017-2018. No surrender of funds/lapse of funds are accepted during the current financial year 2016-2017. In view of the above and to avoid Audit Para, All Heads of Offices/DDOs./Departments may take care to prepare the Revised Estimates 2016-2017 and Budget Estimates 2017-2018 accordingly. Instructions already exist for projection of Estimates on realistic basis and for exercising a close watch over the trend of expenditure, strictly following the detailed instructions for preparation



of Budget/Revised Estimates, processing of Supplementary Demands, Re-appropriation of funds and Control over Expenditure contained in the General Financial Rules, 2005.

- 21. Detailed Reasons for requirement of additional funds in RE 2016-2017
  & BE 2017-2018 may be given in briefly in a separate sheet. <u>If, detailed</u> reasons for requirement of additional funds proposed in RE 2016-2017
  <u>& BE 2017-2018 are not given at RE Stage 2016-2017</u>, the same will not be considered.
- 22. Necessary forms are enclosed herewith for preparation of RE 2016-2017 and BE 2017-2018.

(Vikram Singh Malik) Finance Secretary

Encls: as above;

To,

All Heads of Offices/Departments in Daman & Diu.

Copy to :-

- The SIO/DIO, NIC, Daman/Diu with a request to upload the same on the official website.
  - 2. Office copy.

### Statement - I

Estimates 2016-2017 and Budget Estimates 2017-2018 Statement showing actuals for the last two years, actuals for the first six months of 2016-17 and the likely Revised

					indicated in the Demand for Grants 20	-
	2				2014-2015	Actuals
	3			lli G	2015-2016	Actuals
	4				2016-2017	BE
	J	Sept., 2016)	(Apl.,2016 to	2016-17	6 months	Actual first
	9				2016-2017	RE B
	7				2017-2018	BE
	8	4 & 6			Columns	<b>Reasons for Variation</b>
4	9	6 & 7			mns	r Variation

### Statement - II Abstract of Nominal Rolls - Revised Estimates 2016-2017

Name of Organisation/UT:

PLAN/NON-PLAN Budget Head:

	_	D	0	В. I II. III.	A. I. II.	1	Sr. No.
Grand Total (Officers + Est.)		Total (Officers+Est. Vacant/ New)	Total (Officers+ Est. Filled)	B. I Establishment (Filled) II. Establishment (Vacant) III. Establishment (New) Total -Establishment	A. I Officers (Filled) II. Officers (Vacant) III. Officers (New) Total - Officers	2	Particulars of Posts (Designation-wise)
						υ	Scale of Pay (As per Sixth Pay)
			-		1	4	Pay Band
					8	S	Grade Pay
						6	PB+ GP
						7	Grade PB + BE 2016-17 Pay GP No. of Posts
						8	Pay (PB+GP)
						6	Pay Provision in Pay (PB+CP) RE 2016-17 (As per No.of Posts 7th Pay)
						10	Pay (As per 7th Pay)
	đi					11	Level in Pay Matrix
		5				12	BP
						13	DA
						14	DA Bonus
						15	Other Allowances
						16	Allowances (Pay+DA+Bonus+ Other Allowances)

## Statement - II (A) Abstract of Nominal Rolls - Budget Estimates 2017-2018

Name of Organisation/UT:

PLAN/NON-PLAN Budget Head:

		D.	C	. <sup>в</sup>	A.		No.
			<u></u>			[	
Grand Total (Officers + Est.)		Total (Officers+Est. Vacant/ New)	Total (Officers+ Est. Filled)	I Establishment (Filled) II. Establishment (Vacant) III. Establishment (New) Total -Establishment	I Officers (Filled) II. Officers (Vacant) III. Officers (New) Total - Officers	2	(Designation-wise)
						З	Pay (As per 7th Pay)
						4	No.of posts
						თ	Pay (As per 7th Pay)
	5					6	in Pay Matrix
						7	ВЪ
				e.		8	DA •
			8 5	a.		6	Bonus
						10	Other Allowances
				ŝ		11	Total (Pay+GP+DA+Bonus+ Other Allowances)

# STATEMENT - III PLAN/NON-PLAN

# STATEMENT SHOWING POST BUDGET COMMITMENTS FOR WHICH PROVISION HAS BEEN PROPOSED IN RE 2016-17 AND BE 2017-18

1	Name of Ministry/ Deptt.of the Central Govt. Administratively concerned with the Schemes/activity/items of expenditure
2	Name of the Organisation
\$ з	Name of the Scheme/ activity/item of the expenditure
4	Major/ Minor/ Sub/ Detailed heads as in the Demands for Grant
5	Total , cost of the Scheme/ activity/ items of the expenditure
9	Provision proposed in RE 2016-17
7	Provision proposed in BE 2017-18
8	Authority who has approved the Scheme/ activity/ items of the expenditure
6	Reference number and date of the Ministry/Deptt.of the Central Govt.conveying the sanction (in case the approval has been given by the Ministry/Deptt. with copy thereof
10	Remarks

### STATEMENT - IV PLAN/NON-PLAN

# STATEMENT SHOWING NEW ITEMS OF EXPENDITURE/NEW SERVICES/INSTRUMENT OF SERVICE (OTHER THAN POST BUDGET COMMITMENTS) FOR WHICH PROVISION HAS BEEN PROPOSED

IN RE 2016-17 AND BE 2017-18

(**T**in thousands)

	1	Name of Ministry/Deptt.of the Central Govt. administratively concerned with the Scheme/ acitivity/items of expenditure
	2	Name of the Organisation
	G	Name of the Scheme/ activity/item of the expenditure
	4	Major/ Minor/ Sub/ Detailed heads as in the Demands for Grant
	5	Total cost of the Scheme/ activity/ items of the expenditure
	9	Provision proposed in RE 2016-17
A.	7	Provision proposed in BE 2017-18
	8	Present status stage of consideration of the proposal
	9	If pending in the Ministry/Deptt.of the Central Govt.reference No. and date under which the proposal was sent
	10	Remarks

Break-up of Office Expenses/Wages/Other Items
PLAN/NON-PLAN

Demand No. 93 - Daman & Diu (UT)

Ministry/Department:

Budget Head :

	15	14	13	12	11		10			9	. 8	ł		7			6			сл	4	ω	2	1		No.	Sr.
TOTAL	Information Technology	Miscellaneous	Rent (Office Building)	Fuel Charges	Water Charges	office cleaning, etc.	Payment of wages for	Maintenance	New Purchase	Telephone	Uniforms	Maintenance	New Purchase	Furnitures	Maintenance	New Purchase	Computer/Typewriters	Maintenance	New Purchase	Motor Vehicles	Stationery	Books & Perodicals	Electricity	Postage and Telegrams			Particular
																					ų					2016-17	BE
											2											5				2016-17	RE
																										2017-18	BE
			la																						BE 2016-17	bet	Reasons fo
					3																				RE 2016-17	between	Reasons for Variation
		t				ñ					2														RE 2016-17	bet	Reasons fo
										1993															BE 2017-18	between	Reasons for Variation

### Annexure - II A

Estimated Strength of Establishment and Provision therefor

PLAN/NON-PLAN

Budget Head :

Ministry/Department:

		Strength as	Strength as on 1st March	2						
	2015	2016	2017	2018			Actuals 2015-16	Budget 2016-17	Revised 2016-17	Budget 2017-18
Officer					-	Salary				
Staff						(a) Officer			¥.)	
						(b) Staff				
Total						Total Salary				
					2	Allowances (Other than OTA & TE)				
÷					ω	Wages	25			8
					4	Overtime Allowance		0		
					J	Domestic Travel Expenses			н С. н	
					6	Foreign Travel Expenses		N		10
						GRAND TOTAL				

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Appendix - IX - A

Estimated Strength of Establishment and Provision therefor

Demand No. 93 - Daman & Diu (UT)

PLAN/NON-PLAN

Budget Head :

Ministry/Department:

(₹in thousands)

Gazetted/     Regular/     Of posts     no. of     Employees     Estimated     Estimated       V)     Gazetted/     Ad-hoc     vi     (e)     (f)     Sanctioned     <	Strength as on 1st March	Status o	Status of Posts	Group	Total	No. of	2016	7100	0100		2		
Non- Gazetted/     Temp/ Ad-hoc     posts     in position     Sanctioned     Sanctioned     Sanctioned     Sanctioned       (b)     (c)     (d)     (e)     (f)     (g)     (h)     Strength     Strength     Strength     Strength     (h)     (j)     (j) <t< th=""><th>Scale of Pay in full with</th><th>Gazetted/</th><th></th><th>Of posts</th><th>no. of</th><th>Employees</th><th>Estimated</th><th>Estimated</th><th>2010 Fefimatod</th><th>Actuals</th><th>Budget</th><th>Revised</th><th>Budget</th></t<>	Scale of Pay in full with	Gazetted/		Of posts	no. of	Employees	Estimated	Estimated	2010 Fefimatod	Actuals	Budget	Revised	Budget
Gazetted/         Ad-hoc         Strength         Strength	increment (As per 7th Pay)	Non-			posts	in position			Canctioned	01-CT07	2010-17	2016-17	2017-18
35         (1)         (1)         (2)         (3)           35         (1)         (1)         (1)         (1)         (1)           35         (1)         (1)         (1)         (1)         (1)		Gazetted/	Ad-hoc			2			Chonoth		5		
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	0	(14)	m	
(a) Officers (b) Staff Total 2. Allowances (Other than OTA & TE) 3. Wages 4. Overtime Allowance 5. Domestic Travel Expenses 6. Foreign Travel Expenses 6. Foreign Travel Expenses	1. Salarv								17	V/	(14)	(1)	(111)
(v) sources Total 2. Allowances (Other than OTA & TE) 3. Wages 4. Overtime Allowance 5. Domestic Travel Expenses 6. Foreign Travel Expenses 6. Foreign Travel Expenses	(a) Officers										2		
2. Allowances (Other than         OTA & TE)         3. Wages         4. Overtime Allowance         5. Domestic Travel Expenses         6. Foreign Travel Expenses         6. Foreign Travel Expenses	(0) statt Total												
3. Wages 3. Wages 4. Overtime Allowance 5. Domestic Travel Expenses 6. Foreign Travel Expenses GRAND TOTAT	2. Allowances (Other than												
3. Wages 4. Overtime Allowance 5. Domestic Travel Expenses 6. Foreign Travel Expenses 6. Foreign Travel Expenses 6. GRAND TOTAL													
Overtime Allowance     Overtime Allowance     S. Domestic Travel Expenses     GRAND TOTAL	3. Wages												
5. Domestic Travel Expenses 6. Foreign Travel Expenses GRAND TOTAL	4. Overtime Allowance												
6. Foreign Travel Expenses	5. Domestic Travel Expenses												
GRAND TOTAL	6. Foreign Travel Expenses										ī		
	GRAND TOTAL												