

MOST URGENT/BUDGET

U. T. Administration of Daman & Diu,
Finance Department,
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No: 3/1/2017-FD/BUD/3101

Dated: 21/08/2017

CIRCULAR

Subject : Formulation of Budget for Revised Estimates 2017-2018 and Budget Estimates 2018-2019 - Daman & Diu (UT).

The Revised Estimates 2017-2018 and Budget Estimates 2018-2019 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 to reach latest by 18/09/2017. The following broad guidelines may please be kept in view while formulating the proposal.

1. The Government of India, Ministry of Finance has merge Plan and Non-Plan Sector during the current financial year 2017-18, therefore, the department should take care to make realistic budget provision in RE 2017-18 and next year BE 2018-19.
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.
5. Care should be taken to make realistic budget provision for 7th Central Pay Commission in RE 2017-18 & BE 2018-19 as per Central Civil Service (Revised Pay) Rules, 2016.

6. Reasons for variation between Actual 2016-2017, BE 2017-2018 & RE 2017-2018 and RE 2017-2018 & BE 2018-2019 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.
7. Where BE figures have to be taken, the figures of final allotted to offices/department should be shown in thousands of rupees.
8. 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.

9. The department which are headed by Non-Gazetted Officers should submit their proposal signed by their respective Head of Office.
10. Department should submit the proposal through **HEAD OF DEPARTMENT.**
11. 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 2017-2018 and 2018-2019 should be provided, in duplicate, by the PWD to the departments/offices concerned together with RE 2017-18 and BE 2018-19.
12. 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.

13. Provision in RE 2017-2018 may be kept only for two to three months for the posts included in the BE 2017-2018 but not yet created.
14. 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.
15. The Capital Outlay to be included in BE 2017-2018 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 2018-2019 or already incorporated in the Capital Outlay for 2017-18 by the department of Planning & Statistics, Daman.
16. All proposals should be neatly typed in double space duly signed by the Head of Office.
17. If the proposal is not received by 18/09/2017, it will be presumed that there is no change in demand and provision for RE 2017-2018 and BE 2018-2019 will be repeated as per BE 2017-2018.
18. 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.
19. All Heads of Offices/Departments are requested to make realistic Budget Provision in Revised Estimates 2017-2018 and Budget Estimates 2018-2019. No surrender of funds/lapse of funds are accepted during the current financial year 2017-2018. In view of the above and to avoid Audit Para, All Heads of Offices/DDOs./Departments may take care to prepare the Revised Estimates 2017-2018 and Budget Estimates 2018-2019 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.

20. Detailed Reasons for requirement of additional funds in RE 2017-2018 & BE 2018-2019 may be given in briefly in a separate sheet. If, detailed reasons for requirement of additional funds proposed in RE 2017-2018 & BE 2018-2019 are not given at RE Stage 2017-2018, the same will not be considered.

21. Necessary forms are enclosed herewith for preparation of RE 2017-2018 and BE 2018-2019.



(Dr. S. B. Deepak Kumar)
Finance Secretary

Encls: as above;

To,

All Heads of Offices/Departments in Daman & Diu.

Copy to :-

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

Statement - I
Statement showing actuals for the last two years, actuals for the first six months of 2017-18 and the likely Revised Estimates 2017-2018 and Budget Estimates 2018-2019

| Major Head/Detailed Head as indicated in the Demand for Grants | | 1 | GRAND TOTAL | | | | | | |
|--|-----------|-------|-------------|--|--|--|--|--|--|
| Actuals | 2015-2016 | 2 | | | | | | | |
| Actuals | 2016-2017 | 3 | | | | | | | |
| BE | 2017-2018 | 4 | | | | | | | |
| Actual first 6 months 2017-18 to (Apr., 2017 to Sept., 2017) | | 5 | | | | | | | |
| RE | 2017-2018 | 6 | | | | | | | |
| BE | 2018-2019 | 7 | | | | | | | |
| Reasons for Variation Columns | | 4 & 6 | 8 | | | | | | |
| | | 6 & 7 | 9 | | | | | | |

(₹ in thousands)

Statement - II
Abstract of Nominal Rolls - Revised Estimates 2017-2018

Name of Organisation/UT:

Budget Head:

| Sr. No. | Particulars of Posts (Designation-wise) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|---------|---|------------------------|-----------------------|---------------------|------------------|-----------------------------|----------------------------|--------------------------|-----------------------|-----------------------------------|--|-------------------------------|----|----|----|----|
| | | A. I Officers (Filled) | II. Officers (Vacant) | III. Officers (New) | Total - Officers | B. I Establishment (Filled) | II. Establishment (Vacant) | III. Establishment (New) | Total - Establishment | C. Total (Officers + Est. Filled) | D. Total (Officers + Est. Vacant/ New) | Grand Total (Officers + Est.) | | | | |
| | Scale of Pay (As per 7th Pay) | | | | | | | | | | | | | | | |
| | Level in Pay Matrix | | | | | | | | | | | | | | | |
| | BP | | | | | | | | | | | | | | | |
| | BE 2017-18 No. of Posts | | | | | | | | | | | | | | | |
| | BP | | | | | | | | | | | | | | | |
| | RE 2017-18 No. of Posts | | | | | | | | | | | | | | | |
| | BP | | | | | | | | | | | | | | | |
| | Provision in Pay (As per 7th Pay) | | | | | | | | | | | | | | | |
| | Level in Pay Matrix | | | | | | | | | | | | | | | |
| | BP | | | | | | | | | | | | | | | |
| | DA | | | | | | | | | | | | | | | |
| | Bonus | | | | | | | | | | | | | | | |
| | Other Allowances | | | | | | | | | | | | | | | |
| | Total (BP+DA+Bonus+ Other Allowances) | | | | | | | | | | | | | | | |

(₹ in thousands)

Statement - II (A)
Abstract of Nominal Rolls - Budget Estimates 2018-2019
 Name of Organisation/UT: _____
 Budget Head: _____

| Sr. No. | Particulars of Posts (Designation-wise) | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|-------------------------------|---|---|---|-------------------------------|--------------|----------------------|---------------------|----|----|-------|------------------|---------------------------------------|
| No. | (Designation-wise) | | | Scale of Pay (As per 7th Pay) | No. of posts | Pay (As per 7th Pay) | Level in Pay Matrix | BP | DA | Bonus | Other Allowances | Total (BP+DA+Bonus+ Other Allowances) |
| A. I | Officers (Filled) | | | | | | | | | | | |
| II. | Officers (Vacant) | | | | | | | | | | | |
| III. | Officers (New) | | | | | | | | | | | |
| Total - Officers | | | | | | | | | | | | |
| B. I | Establishment (Filled) | | | | | | | | | | | |
| II. | Establishment (Vacant) | | | | | | | | | | | |
| III. | Establishment (New) | | | | | | | | | | | |
| Total - Establishment | | | | | | | | | | | | |
| C. | Total (Officers+ Est. Filled) | | | | | | | | | | | |
| D. | Total (Officers+Est. Vacant/ New) | | | | | | | | | | | |
| Grand Total (Officers + Est.) | | | | | | | | | | | | |

(₹ in thousands)

STATEMENT SHOWING POST BUDGET COMMITMENTS FOR WHICH PROVISION HAS BEEN PROPOSED
IN RE 2017-18 AND RE 2018-19

(₹ in thousands)

| | | |
|---|----|--|
| Name of Ministry/ Deptt. of the Central Govt. Administratively concerned with the Schemes/activity/items of expenditure | 1 | |
| Name of the Organisation | 2 | |
| Name of the Scheme/ activity/item of the expenditure | 3 | |
| Major/ Minor/ Sub/ Detailed heads as in the Demands for Grant | 4 | |
| Total cost of the Scheme/ activity/ items of the expenditure | 5 | |
| Provision proposed in RE 2017-18 | 6 | |
| Provision proposed in BE 2018-19 | 7 | |
| Authority who has approved the Scheme/ activity/ items of the expenditure | 8 | |
| 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 | 9 | |
| Remarks | 10 | |

STATEMENT - IV

STATEMENT SHOWING NEW ITEMS OF EXPENDITURE/NEW SERVICES/INSTRUMENT OF SERVICE
(OTHER THAN POST BUDGET COMMITMENTS) FOR WHICH PROVISION HAS BEEN PROPOSED
IN RE 2017-18 AND BE 2018-19

DEMAND NO.52- DAMAN & DIU (UT)

(₹ in thousands)

| Name of Ministry / Deptt. of the Central Govt. administratively concerned with the Scheme / activity / items of expenditure | Name of the Organisation | Name of the Scheme / activity / item of the expenditure | Major / Minor / Sub / Detailed heads as in the Demands for Grant | Total cost of the Scheme / activity / items of the expenditure | Provision proposed in RE 2017-18 | Provision proposed in BE 2018-19 | Present status stage of consideration of the proposal | If pending in the Ministry / Deptt. of the Central Govt. reference No. and date under which the proposal was sent | Remarks |
|---|--------------------------|---|--|--|----------------------------------|----------------------------------|---|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

Break-up of Office Expenses/Wages/Other Items

Demand No. 52 - Daman & Diu (UT)

Budget Head :

Ministry / Department:

(₹ in thousands)

| Sr. No. | Particular | BE 2017-18 | RE 2017-18 | BE 2018-19 | Reasons for Variation between | | Reasons for Variation between | |
|---------|--|------------|------------|------------|-------------------------------|------------|-------------------------------|------------|
| | | | | | BE 2017-18 | RE 2017-18 | RE 2017-18 | BE 2018-19 |
| 1 | Postage and Telegrams | | | | | | | |
| 2 | Electricity | | | | | | | |
| 3 | Books & Periodicals | | | | | | | |
| 4 | Stationery | | | | | | | |
| 5 | Motor Vehicles | | | | | | | |
| | New Purchase | | | | | | | |
| | Maintenance | | | | | | | |
| 6 | Computer/Typewriters | | | | | | | |
| | New Purchase | | | | | | | |
| | Maintenance | | | | | | | |
| 7 | Furniture | | | | | | | |
| | New Purchase | | | | | | | |
| | Maintenance | | | | | | | |
| 8 | Uniforms | | | | | | | |
| 9 | Telephone | | | | | | | |
| | New Purchase | | | | | | | |
| | Maintenance | | | | | | | |
| 10 | Payment of wages for office cleaning, etc. | | | | | | | |
| 11 | Water Charges | | | | | | | |
| 12 | Fuel Charges | | | | | | | |
| 13 | Rent (Office Building) | | | | | | | |
| 14 | Miscellaneous | | | | | | | |
| 15 | Information Technology | | | | | | | |
| | TOTAL | | | | | | | |

Annexure - II A

Estimated Strength of Establishment and Provision therefor

Budget Head :

Ministry/Department:

| Strength as on 1st March | | 2016 | 2017 | 2018 | 2019 | 1 | Salary | | | | Total Salary | GRAND TOTAL |
|--------------------------|--|------|------|------|------|---|----------------------------------|----------------|--------------------|--------------------------|-------------------------|-------------|
| | | | | | | | (a) Officer | (b) Staff | | | | |
| Officer | | | | | | | | | | | | |
| Staff | | | | | | | | | | | | |
| Total | | | | | | | | | | | | |
| | | | | | | | 2 | 3 | 4 | 5 | 6 | |
| | | | | | | | Allowances (Other than OTA & TB) | Wages | Overtime Allowance | Domestic Travel Expenses | Foreign Travel Expenses | |
| | | | | | | | Actuals 2016-17 | Budget 2016-17 | Revised 2017-18 | Budget 2018-19 | | |

Appendix - IX - A

Budget Head :

Demand No. 52 - Daman & Diu (UT)

Ministry/Department:

| Strength as on 1st March | Scale of Pay in full with increment (As per 7th Pay) | | (a) |
|---|--|-------------------------------|-----|
| | Gazetted/ Non- Temp./ Ad-hoc | Status of Posts | (b) |
| | Group | Of posts | (d) |
| | Total | no. of posts | (e) |
| | No. of Employees | In position | (f) |
| | 2017 | Estimated Sanctioned Strength | (g) |
| | 2018 | Estimated Sanctioned Strength | (h) |
| | 2019 | Estimated Sanctioned Strength | (i) |
| | Actuals | 2016-17 | (j) |
| | Budget | 2016-17 | (k) |
| | Revised | 2017-18 | (l) |
| | Budget | 2018-19 | (m) |
| 1. Salary (a) Officers (b) Staff Total | | | |
| 2. Allowances (Other than OTA & TE) | | | |
| 3. Wages | | | |
| 4. Overtime Allowance | | | |
| 5. Domestic Travel Expenses | | | |
| 6. Foreign Travel Expenses | | | |
| GRAND TOTAL | | | |