

**MOST URGENT/BUDGET**

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**CIRCULAR**

Subject : Formulation of Budget for Revised Estimates 2018-2019 and Budget Estimates 2019-2020 - Daman & Diu (UT).

The Revised Estimates 2018-2019 and Budget Estimates 2019-2020 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 28/09/2018**. 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 from the financial year 2017-18, therefore, the department should take care to make realistic budget provision in RE 2018-19 and next year BE 2019-20.
2. The figures of RE & BE should be rounded off in thousands 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 Salaries in RE 2018-19 & BE 2019-20 as per Central Civil Service (Revised Pay) Rules, 2016.

