

**MOST URGENT/BUDGET**

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No: 3/1/2015-FD/BUD/ j 2.5;

Dated: 25/08/2015.

**CIRCULAR**

Subject : Formulation of Budget for Revised Estimates 2015-2016 and Budget Estimates 2016-2017 - Daman & Diu (UT).

The Revised Estimates 2015-2016 and Budget Estimates 2016-2017 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 through online so as to reach latest by 14/09/2015. 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.
5. 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.


6. **Reasons for variation between Actual 2014-2015, BE 2015-2016 & RE 2015-2016 and RE 2015-2016 & BE 2016-2017** 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 2015-2016 and 2016-2017 should be provided, in duplicate, by the PWD to the departments/offices concerned together with RE 2015-16 and BE 2016-17.
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 2015-2016 may be kept only for two to three months for the posts included in the BE 2015-2016 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 Plan Outlay to be included in BE 2015-2016 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 2016-2017 or already incorporated in the Plan 2015-16 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 14/09/2015, it will be presumed that there is no change in demand and provision for RE 2015-2016 and BE 2016-2017 will be repeated as per BE 2015-2016.
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 2015-2016 and Budget Estimates 2016-2017. No surrender of funds/lapse of funds are accepted during the current financial year 2015-2016. In view of the above and to avoid Audit Para, All Heads of Offices/DDOs./Departments may take care to prepare the Revised Estimates 2015-2016 and Budget Estimates 2016-2017 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 2015-2016 & BE 2016-2017 may be given in briefly and separate sheet. If, detailed reasons for requirement of additional funds proposed in RE 2015-2016 & BE 2016-2017 are not given in RE Stage 2015-2016, will not be considered.
21. Necessary budget forms are enclosed herewith for preparation of RE 2015-2016 and BE 2016-2017.

  
(Vinod P. Kavle)  
Finance Secretary

Encls: As above;

To,

All Heads of Offices/Departments in Daman & Diu.

Copy to :-

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













**Break-up of Office Expenses/Wages/Other Items**

Demand No. 101 - Daman & Diu (UT)

PLAN/NON-PLAN

Ministry/Department:

Budget Head :

(₹in thousands)

Sr. No.	Particular	BE 2015-16	RE 2015-16	BE 2016-17	Reasons for Variation between		Reasons for Variation between	
					BE 2015-16	RE 2015-16	RE 2015-16	BE 2016-17
1	Postage and Telegrams							
2	Electricity							
3	Books & Periodicals							
4	Stationery							
5	Motor Vehicles							
	New Purchase							
	Maintenance							
6	Computer/Typewriters							
	New Purchase							
	Maintenance							
7	Furnitures							
	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							
	<b>TOTAL</b>							



## Annexure - II A

Estimated Strength of Establishment and Provision therefor

PLAN/NON-PLAN

Budget Head :

Ministry/Department:

(₹in thousands)

	Strength as on 1st March						Actuals 2014-15	Budget 2015-16	Revised 2015-16	Budget 2016-17
	2014	2015	2016	2017						
Officer					1	Salary				
Staff						(a) Officer				
						(b) Staff				
Total						Total Salary				
					2	Allowances (Other than OTA & TE)				
					3	Wages				
					4	Overtime Allowance				
					5	Domestic Travel Expenses				
					6	Foreign Travel Expenses				
						GRAND TOTAL				