MOST URGENT/BUDGET

U. T. Administration of Daman & Diu,
Finance Department,
Secretariat, DAMAN - 396 220.
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No: 3/1/2018-FD/BUD/3239 Dated: 13 /08/2018

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.

6. Reasons for variation between Actual 2017-2018, BE 2018-2019 & RE 2018-2019 and RE 2018-2019 & BE 2019-2020 in respect of each Object Heads in detailed needs to be furnished. 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 singed 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 2018-2019 and 2019-2020 should be provided, in duplicate, by the PWD to the departments/offices concerned together with RE 2018-19 and BE 2019-20.

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 2018-2019 may be kept only for two to three months for the posts included in the BE 2018-2019 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. All proposals should be neatly typed in double space duly signed by the Head of Office.
16. **If the proposal is not received by 28/09/2018, it will be presumed that there is no change in demand and provision for RE 2018-2019 and BE 2019-2020 will be repeated as per BE 2018-2019.**
17. 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.
18. All Heads of Offices/Departments are requested to make realistic Budget Provision in Revised Estimates 2018-2019 and Budget Estimates 2019-2020. No surrender of funds/lapse of funds is accepted during the current financial year 2018-2019. In view of the above and to avoid Audit Para, All Heads of Offices/DDOs./Departments may take care to prepare the Revised Estimates 2018-2019 and Budget Estimates 2019-2020 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, 2017.
19. **Detailed Reasons for requirement of additional funds in RE 2018-2019 & BE 2019-2020 may be given in briefly in a separate sheet.** <u>If, detailed</u>

reasons for requirement of additional funds proposed in RE 2018-2019 & BE 2019-2020 are not given at RE Stage 2018-2019, the same will not be considered.

20. The figures for Tribal Sub Plan shall be included only after confirmation from the Tribal Sub Plan.
21. Necessary forms are enclosed herewith for preparation of RE 2018-2019 and BE 2019-2020.

(R. Mihir Vardhan)
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 2018-19 and the likely Revised Estimates 2018-2019 and Budget Estimates 2019-2020

(Rs. in thousands)

Major Head/Detailed Head as indicated in the Demand for Grants	Actuals 2016-2017	Actuals 2017-2018	BE 2018-2019	Actual first 6 months 2018-19 (Apl.,2018 to Sept., 2018)	RE 2018-2019	BE 2019-2020	Reasons for Variation Columns	
							4 & 6	6 & 7
1	2	3	4	5	6	7	8	9
GRAND TOTAL								

Statement - II

Abstract of Nominal Rolls - Revised Estimates 2018-2019

Name of Organisation/UT:

Budget Head:

(Rs. in thousands)

Sr. No.	Particulars of Posts (Designation-wise)	Scale of Pay (As per 7th Pay)	Level in Pay Matrix	BP	BE 2018-19 No. of Posts	BP	Provision in RE 2018-19 No.of Posts	Pay (As per 7th Pay)	Level in Pay Matrix	BP	DA	Bonus	Other Allowances	Total (BP+DA+Bonus+ Other Allowances)
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.)													

Statement - II (A)

Abstract of Nominal Rolls - Budget Estimates 2019-2020

Name of Organisation/UT: Budget Head:

(Rs.in thousands)

Sr. No.	Particulars of Posts (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)
1	2	3	4	5	6	7	8	9	10	11
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.)									

STATEMENT - III

STATEMENT SHOWING POST BUDGET COMMITMENTS FOR WHICH PROVISION HAS BEEN PROPOSED IN RE 2018-19 AND BE 2019-20

(Rs.in thousands)

DEMAND NO.52- DAMAN & DIU (UT)

Name of Ministry/ Deptt.of the Central Govt. Administratively concerned with the Schemes/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 2018-19	Provision proposed in BE 2019-20	Authority who has approved the Scheme/ activity/ items of the expenditure	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	Remarks
1	2	3	4	5	6	7	8	9	10

Appendix - IX - A

Estimated Strength of Establishment and Provision therefor

Budget Head :

Demand No. 52 - Daman & Diu (UT)

Ministry/Department:

(Rs.in thousands)

Strength as on 1st March, 2016 Scale of Pay in full with increment (As per 7th Pay)	Status of Posts		Group Of posts	Total no. of posts	No. of Employees in position	2018 Estimated Sanctioned Strength	2019 Estimated Sanctioned Strength	2020 Estimated Sanctioned Strength	Actuals 2017-18	Budget 2018-19	Revised 2018-19	Budget 2019-20
	Gazetted/ Non-Gazetted/	Regular/ Temp./ Ad-hoc										
(a)	(b)	(c)	(d)	(e)	(f)							
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												

Appendix - IX - A

Estimated Strength of Establishment and Provision therefor

Budget Head :

Demand No. 52 - Daman & Diu (UT)

Ministry/Department:

(Rs.in thousands)

Strength as on 1st March, 2016 Scale of Pay in full with increment (As per 7th Pay)	Status of Posts		Group Of posts	Total no. of posts	No. of Employees in position	2018 Estimated Sanctioned Strength	2019 Estimated Sanctioned Strength	2020 Estimated Sanctioned Strength	Actuals 2017-18	Budget 2018-19	Revised 2018-19	Budget 2019-20
	Gazetted/ Non-Gazetted/	Regular/ Temp./ Ad-hoc										
(a)	(b)	(c)	(d)	(e)	(f)							
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												

Break-up of Office Expenses/Wages/Other Items

Demand No. 52 - Daman & Diu (UT)

Budget Head :

Ministry/Department:

(Rs.in thousands)

Sr. No.	Particular	BE 2018-19	RE 2018-19	BE 2018-19	Reasons for Variation between		Reasons for Variation between	
					BE 2018-19	RE 2018-19	RE 2018-19	BE 2019-20
1	Postage and Telegrams							
2	Electricity							
3	Books & Perodicals							
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							
	TOTAL							