

**No.1(1)/2013-14/Fin(B)/77**  
**Govt. of N.C.T of Delhi**  
**Finance (Budget) Department.**

4<sup>th</sup> Level, "A" Wing,  
Delhi Sachivalaya,  
New Delhi.

Dated: 06/01/2014

To

All Principal Secretaries/Secretaries/HOD's,  
Govt of NCT of Delhi.

**Subject: Final Excess & Savings statement for the year 2013-2014.**

The final review of the budgetary position for the financial year 2013-14, based on the actual expenditure during the last 10 months of the year, committed liabilities and expenditure likely to be incurred in the remaining part of the year is proposed with reference to current demand for the year and allocation available in the budget. The Performa for furnishing information in respect of heads/Sub Heads pertaining to both Revenue and Capital Accounts including Loans, is enclosed, along with the guidelines for preparation of the required statement.

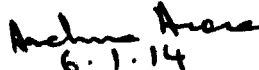
The proposed review provides the final chance for re-appropriation or surrender of funds.

Keeping in view the importance of review, the Head of Departments are requested to personally supervise the compilation of this data, its realistic appraisal and the submission of the statement to the Finance (Budget) Department by the **February 7, 2014** at the latest.

Neither any re-appropriation of funds will be allowed nor any surrender of funds will be accepted by the Finance (Budget) Department after the finalisation of Excess and Savings statement. It is, therefore, requested that the statement may be sent after careful consideration and positively on or before **February 7, 2014**.

If no information is received by the due date, the RE figures shall be taken as final.

Encl. as above

  
6.1.14  
(Archna Arora)  
Principal Secretary (Finance)

## **FINANCE (BUDGET) DEPARTMENT**

### **Guide lines for preparation of Final Excess Savings Statement for the year 2013-14**

1. All the figures projected in the estimates should be in thousands of rupees and figures coming in hundreds should be rounded off to the nearest thousand.
2. While preparing statement in respect of Plan Scheme, the Revised Estimates 2013-2014 being circulated by the Planning Department may be kept in view.
3. The reasons for variation should be specific and realistic. The reasons should be indicated for each primary unit of Appropriation for Plan and Non Plan separately. Routine type of reasons for variation given below will not be accepted for finalisation of Final Excess Savings Statement.  
Such as :-
  - (i) On the basis of proposed estimates.
  - (ii) As per actual requirements.
  - (iii) And any other such type of reasons which are not acceptable to the Audit while submitting to them in Appropriation Accounts.
4. The information with regard to special component plan may be submitted separately in the statement.
5. After completion of each Major Head, there should be total of each Major Head and there should also be Grand Total of the department at the end of the statement for Revenue and Capital Section separately.

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**Final Excess and Saving Statement**

Plan/Non Plan  
(Voted/Charged Expenditure)

Department :	1	2	3	4	5	6	7	8	9
Head of Account with nomenclature of the scheme as appearing in the Detailed Demands for Grants		Budget Estimates 2013-14 as per Detailed Demands for Grants	Additional amount authorised during the year	Amount accepted in Revised Estimates 2013-14	Actual for last 10 months i.e. 1.4.2013 to 31.1.2014	Anticipated expenditure for the remaining two months i.e. 1.2.2014 to 31.3.2014	Total Expenditure for the year 2013-14	Variation between Col. 2 & 7 i.e. Excess(+) Savings(-)	Reason for variation

1. Salaries
2. Wages
3. Domestic Travel Expenses
4. and so on

(i) All figures should be rounded off in thousand of rupees

Certified that :-

- (i) This Statement has been personally and carefully examined by me
- (ii) The funds provided are likely to be utilised before the close of the current financial year
- (iii) The amount of additional allocation provided so far has been taken care of while showing total requirement of current financial year

Signature of Head of Office