

**No.F.1(1)/2015-16/Fin.(B)/DSFB/ 374**  
**Govt. of National Capital Territory of Delhi**  
**Finance (Budget) Department**

Dated. 19/02/2016

To

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

Subject: Final Excess & Saving statement for the year 2015-16

Sir/Madam,

A final review of the budgetary position of the Departments based on their actual expenditure incurred during the last 10 months will be taken up shortly. Accordingly you are requested to review the budget position in respect of your department with reference to actual expenditure of last 10 months and likely expenditure to be incurred during the last two months of the financial year and submit a consolidated statement to this office.

It is also informed that audit in its report has adversely viewed the excessive /unnecessary re-appropriation of funds, not surrendering anticipated saving, rush of expenditure during the last quarter of the financial year/month and unnecessary supplementary provisions. It has also recommended for preparing realistic budget estimates to avoid large saving and supplementary provisions and also to avoid rush of expenditure in the last quarter/month of the financial year.

Considering the importance of review, it is requested to ensure that a realistic appraisal of the actual expenditure to be incurred by the Department during 2015-16 is taken up and statement of Final excess and saving is submitted to this office by **25.2.2016**. It is further informed that no re-appropriation of funds or any surrender of funds will be accepted by Finance Department after the finalization of the excess/saving statement submitted by the Department. A copy of detail guidelines for preparation of statement is enclosed.

It is, therefore, requested that the statement of Final Excess & Saving statement may please be sent to Finance (Budget) Department on or before February 25, 2016. In case no information is received by the date, the RE figure shall be taken as final.

Yours faithfully,

  
(S.N.Sahai)

Principal Secretary (Finance)

Encl. as above.

## **Finance (Budget) Department**

### **Guide lines for preparation of Final Excess & Saving statement for the year 2015-16**

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 the Revised Estimates 2015-16 circulated under Plan/Non Plan may be kept in view.
3. The reasons for variation should be specific and realistic. The reasons for variation should be given for each primary unit of appropriation. Plan and Non Plan separately.
4. The information with regard to special component plan may be submitted separately in the statement.
5. Total of Major Head wise as well as grand total of the budget provision of the department is required to be given in Revenue & capital sanction separately.

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**Final Excess & Saving Statement**

Name of Department \_\_\_\_\_

(Plan/Non Plan)  
(Voted/Charged) Expenditure

Head of Account with nomenclature of the scheme as appearing in the Detailed Demands for Grants.	Budget Estimates 2015-16 as per Detailed Demand for Grants.	Additional Amount authorised during the year	Amount accepted in Revised Estimates 2015-16	Actual for last 10 months i.e. 1.04.2015 to 31.1.2016	Anticipated expenditure for the remaining two months i.e. 1.2.2016 to 31.3.2016	Total expenditure for the year 2015-16	Variation between (col. No. 7 - 2) Excess (+) saving(-)	Reason for variation.
1	2	3	4	5	6	7	8	9

1. Salaries
2. Domestic Travel Expenses
3. Office Expenses
4. as 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.