

Most Immediate
Time Bound

No.1(1)/2014-15/Fin(B)/DSFB/127
Govt. of N.C.T of Delhi
Finance (Budget) Department.

4th Level, "A" Wing,
Delhi Sachivalaya,
New Delhi.

Dated: 30/01/2015

To

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

Subject: Final Excess & Savings statement for the year 2014-2015.

Sir/Madam,

The final review of the budgetary position based on the actual expenditure incurred during the last 10 months, committed liabilities and expenditure likely to be incurred in the remaining two months of the financial year 2014-15 is proposed with reference to current demand and allocation available in the budget. The pro forma for furnishing information Heads/Sub Heads wise pertaining to Revenue and Capital Accounts including Loans in respect of your Department along with the guidelines for preparation of the requisite statement is enclosed.

Considering the importance of review, the Heads of Department are requested to ensure that the requisite information is realistic appraisal of the actual expenditure to be incurred by the Department during 2014-15. It is further informed that no re-appropriation of funds or any surrender of funds will be accepted by the Finance Department after the finalization of the excess/saving statement submitted by the Department.

It is, therefore, requested that the statement of Final Excess & Saving Statement may please be sent to Finance (Budget) Department on or before **February 9, 2015**. In case no information is received by the due date, the RE figures shall be taken as final.

Yours faithfully,

Encl. as above



(S.N.Sahai)

Principal Secretary (Finance)

FINANCE (BUDGET) DEPARTMENT

Guide lines for preparation of Final Excess Savings Statement for the year 2014-15

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 2014-2015 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 position of the Department is required to be given for Revenue & Capital section separately.

Final Excess & Saving Statement

Department _____

Plan/Non Plan
(Voted/Charged) Expenditure

Head of Account with nomenclature of the scheme as appearing in Detailed Demands for Grants.	Budget Estimates 2014-15 as per Detailed Demand for Grants.	Additional amount authorised during the year	Amount accepted in Revised Estimates 2014-15	Actual for last 10 months i.e 1.4.2014 to 31.1.2015	Anticipated expenditure for the remaining two months i.e 1.2.2015 to 31.3.2015	Total Expenditure for the year 2014-15	Variation between col. 2 & 7 Excess (+) Saving(-)	Reason for variation
1	2	3	4	5	6	7	8	9

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