

Most Immediate

Time Bound

No. F.2(1)/2015-16/Fin.(B)/dsfb/201-210
FINANCE (BUDGET) DEPARTMENT
GOVT. OF N.C.T.OF DELHI

4th Level, A-Wing,
Delhi Sectt. I.P.Estate,
New Delhi.

Dated. 16/09/2014

OFFICE MEMORANDUM

**Subject : Formulation of Revised Estimates 2014-15 and
Budget Estimates 2015-16.**

The Finance Department will initiate preparation of the Revised Estimates (RE) for 2014-2015 and Budget Estimates (BE) for the next financial year 2015-2016 shortly. It is, therefore, requested that Administrative Departments may submit the RE 2014-15 and BE 2015-16 in accordance with the instructions issued on the subject.

2. The Budget Estimates are to be submitted in the prescribed format statement No. I to XIV (copy enclosed). Detailed instructions for preparation of Budget Estimates are as per annexure enclosed.

3. The Finance Department has issued guidelines vide letter dated 18.2.2013 and 18.4.2013 for accounting and classification of Grant in aid. Under these guidelines the Budget provisions in GIA are to be kept under the three object heads i.e GIA General, Grants for creation of capital assets and Grants for salaries. The Department while submitting the proposal for GIA should ensure that budget proposals are in accordance with the guidelines.

4. Budget Estimates for expenditure under Centrally Sponsored Schemes (CSS) were previously sent to Budget Department but from the current financial year it has become a part of State Plan and therefore the budget proposal under CSS are to be submitted to Planning Department.

5. It has further suggested that the departments while formulating the Budget Estimates may take a realistic view in assessing the requirements as far as possible and avoid the

following discrepancies noticed previously in numbers of cases.

(i) Some of the departments/organisations have failed to estimate realistically the requirement of their funds, even for salaries, which is based on sanctioned establishment strength.

(ii) There have been instances when a supplementary grant was obtained in respect of schemes/sub heads but ultimately even the original budget provisions remained unutilised.

(iii) There are cases wherein the actual amount of expenditure at the close of the financial year was found either in excess or short of amount re-allocated after re-appropriation on the basis of the ten monthly estimates submitted by the departments. Even after re-appropriation of anticipated savings under a sub-head to other sub-heads, the anticipated savings did not materialise in many cases, resulting in excess expenditure at the close of the financial year.

(iv) Wide variations between the original Budget Estimates and the actual expenditure lead to an obvious conclusion that the Departments have not been able to properly anticipate/ assess and project the actual requirement of funds. Such an approach is not conducive to a proper budgeting system and it invites adverse comments from Legislative Committee, CAG etc

(V) Attention is also invited to lumpsum provisions under object heads other expenditure. The Department while making provisions will ensure that it is as per the instructions contained in GID (1) below rule 8 of DFPR.

6. Adequate care may be taken in projecting the requirement of funds correctly at the stage of formulating the RE/BE. In this regard attention is specifically drawn to annexure regarding points to be kept in mind at the time of formulating the expenditure estimates.

7. Management of public expenditure should be guided by economy, efficiency and effectiveness. In addition to the allocation of resources to different heads, we have to move

from expenditure to outcomes. For this purpose, it is necessary to take into account how the government expenditure get translated into outputs and outcomes. Outputs are the direct result of government expenditure and outcomes are the final results. Budgetary process must include information on the relationship between expenditure and the corresponding performance in producing the real results.

8. Such Outcome Budgeting should become an integral part of the preparation and evaluation of the budget. Each department should utilise the Outcome Budget for monitoring the Plan and Budget.

9. The Departments should propose necessary provision for Gender Budget and Schedule Caste Sub-Plan (SCSP) for SC as per heads appearing in Book of Detailed Demands for Grants.

10. **The proposal relating to PLAN Expenditure may be sent to the Director (Planning), Planning Department, GNCT of Delhi, Delhi Sectt. New Delhi and Non Plan to Finance (Budget) Department by 15.10.2014.**



(Dr. M.M.Kutty)
Principal Secretary (Finance)

Encls. As above.

1. All Principal Secretaries/Secretaries/Head of Departments, Govt. of NCT of Delhi.
2. The Director (Planning) Department, Govt. of NCT of Delhi, Delhi Sectt. New Delhi.

Copy for information to :-

1. Chief Secretary, GNCT of Delhi.
2. Principal Secretary to Lt. Governor, GNCT of Delhi.

**IMPORTANT POINTS TO BE KEPT IN MIND AT THE TIME OF
FORMULATING EXPENDITURE ESTIMATES.
REVISED ESTIMATES :-**

The framing of Revised Estimates for the current year always precedes estimation for the ensuing year. Revised Estimates are required to be framed with great care to include only those items of expenditure which are likely to materialise for payment during the current year, in the light of the (i) actual so far recorded during the current year, compared with the actual for corresponding period for the last and previous years (ii) seasonal character or otherwise of the nature of expenditure, (iii) sanction for expenditure and orders of re-appropriation already issued or contemplated and (iv) any other relevant factor, decision or development. (vi) Cognizance of already allocated additional fund under the object head.

BUDGET ESTIMATES :-

Budget Estimates for the ensuing year likewise are prepared on the basis of what is expected to be paid under sanction, during the ensuing year, including arrears of previous years, if any. Due attention to consideration of economy is required to be paid and while all inescapable and foreseeable expenditure are provided for, care is to be taken that the estimates are not influenced by undue optimism.

LUMP-SUM PROVISION :-

Normally, lump-sum provision is not made in the Budget except where urgent measures are to be provided for meeting emergent situation or for meeting preliminary expenses on a scheme/project which has been accepted in principle for being taken up in the financial year. In such cases also the provision is to be limited to the requirement of preliminary expenses and for such initial outlays, as for example, collection of material, recruitment of skeleton staff etc.

TOKEN DEMANDS :-

Provision for 'Token' Demand is not to be made in the Budget Estimates for the purpose of seeking approval in principle for big schemes without having the full financial implications worked out and approved by the appropriate authorities.

ESTABLISHMENT CHARGES :-

The estimates of establishment charges are to be framed taking into account the trend over preceding three years and other relevant factors like changes in rates of pay, allowances, number of posts, their filling and the economy instructions issued from time to time. Due care should be taken to give effect for the post converted from Plan' to Non-Plan' category with the approval of competent authority as per guidelines issued by Planning Commission from time to time.

NEW SCHEMES:-

The provision of funds under the new schemes, which are required to be included for the first time either in the Revised Estimates for 2014-2015 or Budget Estimates 2015-2016 may please be got approved from the Associate Finance . This would enable the Finance (Budget) Department to include the provisions there for in the Revised Estimated, as the case may be.

ROPOSALS RELATING TO WORKS:-

The proposals relating to works may be formulated in consultation with PWD. PWD will make the required provision in the estimates.

ADDITIONAL EXPENDITURE:-

Any type of additional expenditure of whatsoever nature which might include payment of D.A., Bonus etc. for the year 2014-2015 has to be contained within the Budget Estimates for the current financial year.

CHARGED EXPENDITURE :-

It has been observed in the past that the Departments do not project their requirements in respect of '**Charged Expenditure**' likely to arise during the course of the financial year. This places the Finance Department in an embarrassing situation when the Departments come forward for allocation of additional funds under charged heads. **It would, therefore, be more appropriate if the requirement for charged expenditure is assessed having regard to the litigation cases going on in the courts and reflected under the appropriate head of accounts accordingly so as to save the administration from an awkward position in the event of non-availability of funds to defray courts decrees.** The projections under the charged expenditure should be matched by corresponding savings under the voted portion of expenditure in respect of heads controlled by your Department. There should be no occasion for additional provisions in the estimates of the current financial year .

VACANT POSTS :-

No provision should be kept for the posts lying vacant for over one year and likewise no provision should be kept in respect of such posts which have been kept in abeyance. Or where the continuation of temporary post has not been allowed by the Finance Department However, the provisions may be kept for such of the captive posts which have been sanctioned and are likely to be filled before the close of the current financial year that too for the period the posts in question are likely to remain filled up.

ECONOMY INSTRUCTIONS :-

The economy instructions already in force and as may be issued from time to time should also be kept in view while framing the budget proposals for Revised Estimates 2014-2015 and the Budget Estimates 2015-2016.

CENTRALLY SPONSORED SCHEMES :-

The budget proposals relating to the central and the centrally sponsored schemes (CSS) would continue to be processed as hither-to-fore on the prescribed proforma and sent to the Planning Department through their Administrative /Associate Finance Departments for onward transmission to the concerned ministries of the Govt. of India. **The proposals relating to these schemes should be processed and it may be ensured that the same reach the concerned ministries of the Govt. of India by the stipulated date and intimation sent simultaneously to Finance (Budget) Department so that appropriate provisions could be made.** Contents of circular No.F.2(7)/95/Fin.(B) dated 22.11.2001 regarding procedure for drawal of funds under C.S.S. may please be borne in mind while formulating budget i.r.o. such scheme

PROPOSALS OF REVENUE RECEIPTS :-

The budget proposals in respect of Revenue Receipts would continue to be routed through the concerned Administrative Department to the Finance (Budget) Department for scrutiny in the enclosed statement - X so as to ensure that the fair copies of the approved proposals are furnished to the Finance (Budget) Department latest by 15.10.2014.

SEPARATE PROPOSALS FOR PLAN & NON PLAN :-

The budget proposals, both for Plan and Non-Plan expenditure under Revenue and Capital sections appearing in the Detailed Demands for Grants, should be submitted separately. **The Estimates in respect of Non-Plan expenditure may be sent direct to the Finance (Budget) Department and the estimates in respect of Plan expenditure may be submitted to the Planning Department with a copy thereof to the Finance (Budget) Department/Administrative /Associate Finance Department along with** details of post budget decisions taken by the Govt. of India/Govt. of NCT of Delhi (other than those mentioned in statement -V) and financial implications involved therein on proforma-VI duly supported by the copies of relevant decisions.

NEW SERVICE/NEW INSTRUMENT OF SERVICE :-

Wherever the proposed estimates attract, the limitation of new service/new instrument of service, the fact is to be specifically highlighted.

VARIATIONS :-

The variation between Budget Estimate and Revised Estimates 2014-2015 and also Revised Estimates 2014-2015 and Budget Estimate 2015-2016 should be explained in detail and supported by adequate data, wherever required. The reasons for variations should be specific and not general in nature like based on actuals, minor variations, based on trends etc.

ABSTRACT NOMINAL ROLLS :-

The abstract of Nominal Rolls (Statement -III & IV) should be prepared Major Head wise as in the Book of Demands for Grants.

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Statement-I
(Rs. in lakhs)

Major Head Wise Summary Statement

Major Head of Account	Budget Estimates 2014-2015	Revised Estimates 2014-2015	Budget Estimates 2015-2016
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Revenue Section

1. Major Head No.
2. Major Head No.
3. Major Head No.
4. Major Head No.

and so on

Total- Revenue Section

Capital Section

1. Major Head No.
2. Major Head No.
3. Major Head No.
4. Major Head No.

and so on

Total- Capital Section

Grand Total

Statement-II
(Rs. in thousands)

Statement showing Actuals for the last two years, actuals for the last six months of 2013-2014, actuals for the first six months of 2014-2015, Revised Estimates 2014-2015 & Budget Estimates 2015-2016.

Demand No	Actuals										
Major Head Detailed Head as indicated in the Detailed Demand for Grants	2012-2013	2013-2014	2014-2015	2013-2014 Last six months (actuals)	2014-2015 First six months (actuals)	Revised Estimates 2014-2015	Budget Estimates 2015-2016	Variations between columns 4 & 7	7 & 8	Reasons for variation between columns 4 & 7	7 & 8
	2	3	4	5	6	7	8	9	10	11	12
1											

- Note:-
- 1 Reasons for variations may be given in a separate sheet, if necessary.
 - 2 A consolidated statement in this format should also be prepared showing figures in thousands of rupees Major Headwise for Gross Recoveries and Net Estimates as indicated in the Book of Detailed Demand for Grants.
 - 3 In case of salaries the proposed amount must include the amount reflected in statement No.XIII.

ABSTRACT OF NOMINAL ROLLS

Name of the Department

REVISED ESTIMATES 2014-2015

**STATEMENT-III
PLAN/NON-PLAN
(Rs. in thousands)**

S. No.	Particulars of Posts (Designation)	Scale of Pay	No. of posts	Pay	Gr. Pay	DA	Transport Allowance	H.R.A.	Other Allowances	Total Pay & Allowances
1	2	3	4	5	6	7	8	9	10	11
A	Officers (Filled)									
B	Officers(Vacant)									
	Total-Officers									
C	Establishment(Filled)									
D	Establishment(Vacant)									
	Total-Establishment									
	Grand Total (Officers+Estt.)									

Note :

The Abstract of Nominal Rolls should be prepared Major Head-wise as in the Demands for Grants.
A Consolidated statement for the Grant as a whole should also invariably be sent along with the detailed Nominal Rolls.

ABSTRACT OF NOMINAL ROLLS

STATEMENT-IV

PLAN/NON-PLAN
(Rs. in thousands)

BUDGET ESTIMATES 2015-16

Name of the Department

S. No.	Particulars of Posts (Designation)	Scale of Pay	No. of posts	Pay	Gr. Pay	DA	Transport Allowance	H.R.A.	Other Allowance	Total Pay & Allowances
1	2	3	4	5	6	7	8	9	10	11
A	Officers (Filled)									
B	Officers(Vacant)									
	Total-Officers									
C	Establishment(Filled)									
D	Establishment(Vacant)									
	Total-Establishment									
	Grand Total (Officers+Estt.)									

Note :

The Abstract of Nominal Rolls should be prepared Major Head-wise as in the Demands for Grants.
A Consolidated statement for the Grant as a whole should also invariably be sent along with the detailed Nominal Rolls.

STATEMENT-VA

(Rs. in thousands)

**STATEMENT SHOWING THE FINANCIAL IMPLICATIONS IN RESPECT OF POST BUDGET DECISIONS, AS
HAVE BEEN INCLUDED IN THE BUDGET PROPOSALS TO BE MET FROM WITHIN THE SANCTIONED
BUDGET OR BY LOCATING MATCHING SAVINGS**

Sl. No.	Particulars of post Budget decisions	Revised-Estimates 2014-2015	Budget-Estimates 2015-2016
1.	Creation of posts		
2.	Dearness Allowance		
3.	Bonus		
4.	Arrears		
5.	Any other item (Please specify each item separately.)		
GRAND TOTAL			

STATEMENT-VB

(Rs. in thousand)

Information with regard to Expenditure converted from Plan to Non-Plan

Major Head	Actuals 2013-2014	Budget Estimates 2014-2015	Revised Estimates 2014-2015	Budget Estimates 2015-2016
1	2	3	4	5

STATEMENT-VI
PLAN/NON-PLAN
(Rs. in thousand)

STATEMENT SHOWING POST BUDGET COMMITMENTS FOR WHICH PROVISION HAS BEEN PROPOSED IN RE 2014-2015 AND BE 2015-2016.

DEMAND NO.								
1	2	3	4	5	6	7	8	9
Name of the Department	Name of the Scheme/activity/ item of Exp.	Major/Minor sub/detailed Head as in the Book of Demand for grants for 2014-2015	Total Cost of the Scheme	Provision proposed in RE 2014-2015	Provision proposed in BE 2015-2016	Authority who has approved the scheme/ activity	Reference No. & date of the Min/Department of the Central Govt./ Delhi Govt.	Remarks

conveying the sanction (in case the approval has been given by Min/ Department with copy thereof)

RECURRING - NON RECURRING - TOTAL

Note :- 1. Separate Statement for Plan & Non-Plan.

**STATEMENT-VII
PLAN/NON-PLAN
(Rs. in thousands)**

**STATEMENT SHOWING ITEMS OF EXPENDITURE (OTHER THAN POST BUDGET COMMITMENTS) FOR WHICH
PROVISION HAS BEEN PROPOSED IN R.E. 2014-2015 & B.E 2015-2016**

DEMAND NO.

Name of the Department	Name of the Scheme/activity/ item of Exp.	Major/Minor sub/detailed Head as in the Book of Demand for Grants for 2014-2015	Total Cost of the Scheme /activity/item of Exp.	Provision proposed in RE 2014-2015	Provision proposed in BE 2015-2016	Present status/ stage of consideration	If pending in the Min/ Deptt. of the Central Govt./Delhi Govt. reference No. & date under which the proposal was referred	Remarks
1	2	3	4	5	6	7	8	9

RECURRING - NON RECURRING - TOTAL

STATEMENT-VIII
(Rs. in thousands)

STATEMENT SHOWING NEW SERVICE/NEW INSTRUMENT OF SERVICE FOR WHICH PROVISION HAS BEEN PROPOSED IN REVISED ESTIMATES 2014-2015, BUDGET ESTIMATES 2015-2016 (FOR LIMITS WHETHER A CASE RELATES TO NEW SERVICE/ NEW INSTRUMENT OF SERVICE, WHETHER IT REQUIRES PRIOR APPROVAL OF LEGISLATIVE ASSEMBLY, OR TO BE REPORTED TO THE LEGISLATIVE ASSEMBLY, PLEASE SEE GOVERNMENT OF INDIA DECISION BELOW RULE 10 OF THE DELEGATION OF FINANCIAL POWERS RULES 1978.)

DEMAND NO.

Sl. No.	Name of the Organisation	Major/Minor/Sub/ Detailed head as in the book of Detailed Demands for Grants for 2014-2015	Plan or Non-Plan	Provision proposed in RE 2014-2015	Provision proposed in BE 2015-2016	Whether it requires prior approval of Legislative Assembly or to be reported to Legislative Assembly	Remarks
1	2	3	4	5	6	7	8

Note :- Remarks column should clearly bring out the purpose and objective and financial implications of the provision in question in the case of Public Sector Undertakings. Provision for loan and investment should be shown separately and the latest paid up capital of the PSU should also be indicated.

STATEMENT-IX
(Rs. in Lakhs)

Major Head/Name of the Scheme

Item wise break-up of the Estimates under various items of contingencies

Sl. No.	Particulars of items	Actuals 2012-2013	2013-2014	B.E. 2014-15	R.E. 2014-15	B.E. 2015-2016
1.	Office Expenses					
	i)					
	ii)					
	iii)					
	TOTAL					
2.	Supplies & Material					
	i)					
	ii)					
	iii)					
	TOTAL					
3.	Other Charges					
	i)					
	ii)					
	iii)					
	TOTAL					
4.	Inward claims					

NOTE :- Inward claims, if any, received/likely to be received during current financial year and next financial year may please be shown separately in this proforma.

ESTIMATES OF REVENUE RECEIPTS OF _____

(NAME OF DEPARTMENT) FOR THE YEAR 2015-2016

STATEMENT-X
(Rs. in thousands)

Major Head/ Minor Head/ Detailed Head	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
	Actuals		Budget Estimates		Last six month actuals 2013-2014	First six month actuals 2014-2015	Total Columns 2014-2015	Revised Estimates 2014-2015	Budget Estimates 2015-2016	Variation In Columns	Brief Reasons for Variations		
	1	2	3	4	5	6	7	8	9	10	11	12	13
							588	2014-2015	2015-2016	488	889	488	889

Summary Statement of Actual Strength of Establishment and provisions therefor

Statement-XII
Plan/Non Plan

Department	2013		2014		(Rs. in lakhs)
	Actuals 2013-2014	Budget Estimates 2014-2015	Revised Estimates 2014-2015	Budget Estimates 2015-2016	
* Total No. of Sanctioned Posts as on 1st March.					
i) Filled					
ii) Vacant					
Pay					
Grade Pay					
Allowances					
Wages					
Travel Expenses					
Overtime Allowance					
Grand Total					

* As indicated in Statement III & IV.

STATEMENT-XIII
 PLAN/NON-PLAN
 (Rs. in thousands)

STATEMENT SHOWING DETAILS OF POSTS TRANSFERRED FROM PLAN TO NON-PLAN

Major Head	No. of posts transferred to non-plan	No. of posts		Provisions proposed to be retained in R.E. 2014-2015	Provisions proposed to be retained in B.E. 2015-2016
		Filled	Vacant		
1	2	3	4	5	6

1. This Statement is only for providing additional information . The amount should be included in particular column of statement No.II.

Statement-XIV
(Rs. in thousands)

The requisite information of Centrally Sponsored Scheme is to be furnished in the format given below (RE 2014-15 & BE 2015-16)

Demand No	Major Head Detailed Head as indicated in the Detailed Demand for Grants	2013-2014		2014-2015		Opening balance as on 1.4.2014	Funds received from GOI during till date	Expenditure till date	Revised Estimates	Budget Estimates	Variations between columns	Reason for variation between columns	
		Actual	Budget Estimates	2014-2015	2015-2016								
		1	2	3	4	5	6	7	8	9	10	11	12

NIL