

BUDGET/DATE BOUND

No. F&PO(5)-2021/ 9448
CHANDIGARH ADMINISTRATION
FINANCE DEPARTMENT
(ACCOUNTS BRANCH)

Dated, Chandigarh the

25/08/2021

To

All the Heads of Departments,
Chandigarh Administration.

Subject:- Revised Estimates for the current Financial year 2021-22 and Budget Estimates for the next financial year 2022-23.

Sir,

The Govt. of India, Ministry of Home Affairs will likely to discuss the projection for Revised Estimates 2021-22 and Budget Estimates 2022-23 in the second week of September, 2021. It is, therefore, requested that action may be initiated to frame the Revised Estimates 2021-22 and Budget Estimate 2022-23.

2. While preparing the Revised Estimates 2021-22 and Budget Estimate 2022-23, the following aspects must be kept in view:-

- a) Every proposal of Revised Estimates, Budget Estimates or surrender of funds/requirements of additional funds during the year may be submitted to the Finance Department **after getting the same vetted from the SAS Accounts Functionaries and the approval of the Administrative Secretary** of the department concerned.
- b) During the previous years certain departments have surrendered huge funds which have been viewed seriously by the Govt. of India as well as Public Accounts Committee. In case, there is likely-hood of any savings, corrective action should be taken immediately by the concerned department to surrender such funds well in advance as prescribed under Chapter 3 of General Financial Rules, 2017.

It has also been observed in previous years that due to unrealistic budget projections the funds have been surrendered even in the 'Salaries' head which has been seriously viewed by the Govt. of India. It should be ensured that budget of Salary head is proposed as per filled up posts of the Department and only token provision should be made of the vacant posts which are likely to be filled in the near future.

- c) In order to assess the accurate demands under "Salary object" as well as to avoid lapse of funds under this object, the Govt. of India has introduced a format (Appendix 9) which is required to be compiled by each department. This format contains the details of posts sanctioned in a department and pay scale of the posts as well as the expenditure incurred or likely to be incurred on the respective posts scale wise. Therefore, this must be compiled correctly. The posts created in the various departments of the Administration are carrying Punjab pay scales and as such the

25/8/21

sanctioned pay scale of the post must be indicated clearly which should be on Punjab pattern.

- d) It should also be ensured that the flow of expenditure on a departmental scheme should be so organized so as to avoid rush of expenditure particularly in the closing month of the Financial year.
- e) Despite instructions from time to time, to avoid excess expenditure and savings over sanctioned budget grant, some of the Budget Estimating authorities continue to prepare their budget proposals in a routine and casual manner. This should be avoided.
- f) There are instances wherein budget utilization is nil or negligible against allocation. In all such cases, either utilization be improved or if the funds are not required, these should be surrendered right now in the Revised Estimates 2021-22 so as to enable F.D. to re-allocate these funds for proper utilization. All such departments need to reassess their requirement.

3. The wide variations between the original budget and the actual expenditure lead to an obvious conclusion that the estimating authorities have not been able to precisely anticipated, assess and project actual requirement of funds. This is attributable to various factors like over-pitching of the Estimates, casual approach in formulating the estimates and a tendency on the part of the Estimating Authorities not to reduce their funds requirements at the stage of Revised Estimates or Ten Monthly Estimate's stage, in the hope that they would utilize the funds by the end of the financial year. Such an approach is not conducive to proper Budgeting System and is liable to invite adverse comments from Parliamentary Committees /Audit etc.

4. Statements on the following formats are also required alongwith the proposals for Revised Estimates 2021-22 and Budget Estimate 2022-23:-

- i) Statement showing Actuals for the last year and first five months of current financial year and likely Revised Estimates 2021-22 and Budget Estimate 2022-23 (Statement -I).
- ii) Abstract of nominal rolls for Revised Estimates 2021-22 and Budget Estimate 2022-23 (Statement-II).
- iii) Revised Estimates of Revenue Receipts for the year 2021-22 and Budget Estimates 2022-23. (Statement-III).
- iv) Appendix (9) (Statement-IV).
- v) Statement showing the "Assets" in Appendix X-M.

5. The statements for which any department has "NIL" information to offer, may not be submitted.

6. It is requested that these guidelines may be strictly followed and the Revised Estimates may be formulated on realistic basis in the prescribed proforma to avoid any objection.

sanctioned pay scale of the post must be indicated clearly which should be on Punjab pattern.

- d) It should also be ensured that the flow of expenditure on a departmental scheme should be so organized so as to avoid rush of expenditure particularly in the closing month of the Financial year.
- e) Despite instructions from time to time, to avoid excess expenditure and savings over sanctioned budget grant, some of the Budget Estimating authorities continue to prepare their budget proposals in a routine and casual manner. This should be avoided.
- f) There are instances wherein budget utilization is nil or negligible against allocation. In all such cases, either utilization be improved or if the funds are not required, these should be surrendered right now in the Revised Estimates 2021-22 so as to enable F.D. to re-allocate these funds for proper utilization. All such departments need to reassess their requirement.

3. The wide variations between the original budget and the actual expenditure lead to an obvious conclusion that the estimating authorities have not been able to precisely anticipated, assess and project actual requirement of funds. This is attributable to various factors like over-pitching of the Estimates, casual approach in formulating the estimates and a tendency on the part of the Estimating Authorities not to reduce their funds requirements at the stage of Revised Estimates or Ten Monthly Estimate's stage, in the hope that they would utilize the funds by the end of the financial year. Such an approach is not conducive to proper Budgeting System and is liable to invite adverse comments from Parliamentary Committees /Audit etc.

4. Statements on the following formats are also required alongwith the proposals for Revised Estimates 2021-22 and Budget Estimate 2022-23:-

- i) Statement showing Actuals for the last year and first five months of current financial year and likely Revised Estimates 2021-22 and Budget Estimate 2022-23 (Statement -I).
- ii) Abstract of nominal rolls for Revised Estimates 2021-22 and Budget Estimate 2022-23 (Statement-II).
- iii) Revised Estimates of Revenue Receipts for the year 2021-22 and Budget Estimates 2022-23. (Statement-III).
- iv) Appendix (9) (Statement-IV).
- v) Statement showing the "Assets" in Appendix X-M.

5. The statements for which any department has "NIL" information to offer, may not be submitted.

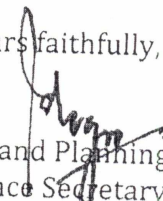
6. It is requested that these guidelines may be strictly followed and the Revised Estimates may be formulated on realistic basis in the prescribed proforma to avoid any loss.

7. Realistic and not exaggerated over-ambitious projections for Receipts Budget (Tax and Non-Tax) may also be furnished along with the expenditure estimates, as per prescribed procedure.

8. The proposals for opening a new object head alongwith provision, if required, may also be furnished in a separate statement for inclusion of the same in the Detailed Demand for Grants for the next financial year 2022-23.

9. The proposals should be furnished complete in all respects keeping in view of the instructions mentioned in above paras to the Finance Department (**in Accounts Branch, 4 ½ floor personally**) by 10-09-2021 positively. The dates prescribed must be adhered to strictly. However, if the proposals are not received by the prescribed date, these will not find place in the Budget Estimates and responsibility for its non-inclusion will squarely rest upon the Departments themselves. ***The telephone number of the Budget Forwarding Authority must be indicated in the forwarding letter.***

Yours faithfully,

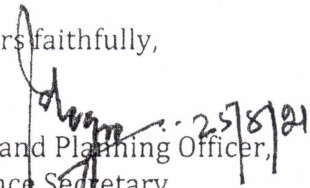
 25/8/21
Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

7. Realistic and not exaggerated over-ambitious projections for Receipts Budget (Tax and Non-Tax) may also be furnished along with the expenditure estimates, as per prescribed procedure.

8. The proposals for opening a new object head alongwith provision, if required, may also be furnished in a separate statement for inclusion of the same in the Detailed Demand for Grants for the next financial year 2022-23.

9. The proposals should be furnished complete in all respects keeping in view of the instructions mentioned in above paras to the Finance Department (**in Accounts Branch, 4 ½ floor personally**) by 10-09-2021 positively. The dates prescribed must be adhered to strictly. However, if the proposals are not received by the prescribed date, these will not find place in the Budget Estimates and responsibility for its non-inclusion will squarely rest upon the Departments themselves. ***The telephone number of the Budget Forwarding Authority must be indicated in the forwarding letter.***

Yours faithfully,


Finance and Planning Officer,
for Finance Secretary,
Chandigarh Administration.

STATEMENT NO. I

Statement showing actuals for the last year, actuals for the first five months of 2021-22 and the likely R.E. 2021-22 and B.E. 2022-23.							
Major/ Detailed Head of Account	Actuals 2020-21	Budget Estimates 2021-22	First Five months actuals 2021-22	Revised Estimates 2021-22	Budget Estimates 2022-23	(Rupees in thousands)	
						Reasons for variations from Columns 3 & 5	Reasons for variations from Columns 3 & 6
1	2	3	4	5	6	7	8

Note:- Reasons in Columns no. 7 & 8 are mandatory. Without reasons the statement shall not be accepted.

STATEMENT NO.II				
STATEMENT SHOWING ACTUAL EXPENDITURE AND PROPOSED PROVISION FOR FILLED UP ESTABLISHMENT ONLY.				
		(Rupees in thousands)		
	Actuals 2020-21	Budget Estimates 2021-22	Revised Estimates 2021-22	Budget Estimates 2022-23
Total No. of Officers				
(Group A & B) (Filled-up)				
Budget Provisions				
1. Pay				
2. Dearness Allowance				
3. Other Allowances				
Total				
Total No. of Staff				
(Group C & D) (Filled-up)				
Budget Provisions				
1. Pay				
2. Dearness Allowance				
3. Other Allowances				
Total				
and Total (No. of Officer & Staff)				
Grand Total (budget provisions)				

STATEMENT NO.III							
REVISED ESTIMATES OF REVENUE RECEIPTS FOR THE YEAR 2021-22 AND BUDGET ESTIMATES 2022-23							
(Rupees in thousands)							
Account Head (Receipt)	Actuals 2020-21	Budget Estimates 2021-22	First Five months actuals 2021-22	Revised Estimates 2021-22	Budget Estimates 2022-23	Reasons for variations from Columns 3 & 5	Reasons for variations from Columns 3 & 6
1	2	3	4	5	6	7	8

Note:- Reasons in Columns no. 7 & 8 are mandatory. Without reasons the statement shall not be accepted.

APPENDIX -X-M			
ASSET REGISTER			
	Assets at the beginning of the year 2020-21	Assets acquired during the year 2020-21	Cumulative total of assets at the end of the year 2020-21
	Cost (Rs. Cr)	Cost (Rs. Cr)	Cost (Rs. Cr)
Physical assets:			
Land			
Building			
Office			
Residential			
Roads			
Bridges			
Irrigation Projects			
Power projects			
Other capital projects			
Machinery & Equipment			
Office Quipment			
Vehicles			
Total			
Financial assets:			
Equity Investment			
Shares			
Bonus shares			
Loans and advances			
Loans to State & UT Govts.			
Loans to Foreign Govts.			
Loans to companies			
Loans to others			
Other financial investments			
Total			
Notes:			
1. Assets above the threshold value of Rupees two lakh only to be recorded.			
2. This disclosure statement does not include assets of Cabinet Secretariat, Central Police Organizations, Ministry of Defence, Departments of Space and Atomic Energy.			