#### MOST URGENT/BUDGET

U. T. Administration of Daman & Diu,
Finance Department,
Secretariat, DAMAN – 396 220.
e-Mail: jsfin-dd@nic.in/dsfinance2011@gmail.com
Tel: (0260) 2230979 Fax: (0260) 2230550

No: 3/1/2018-FD/BUD/3239

Dated: 13 /08/2018

#### **CIRCULAR**

Subject: Formulation of Budget for Revised Estimates 2018-2019 and Budget Estimates 2019-2020 – Daman & Diu (UT).

The Revised Estimates 2018-2019 and Budget Estimates 2019-2020 in respect of UT Administration of Daman & Diu are required to be submitted to the Government of India, Ministry of Home Affairs by this Administration. The RE and BE should be therefore, be submitted to the Finance Department, Secretariat, Moti Daman in Hard Copy so as to reach latest by 28/09/2018. The following broad guidelines may please be kept in view while formulating the proposal.

- 1. The Government of India, Ministry of Finance has merge Plan and Non-Plan Sector from the financial year 2017-18, therefore, the department should take care to make realistic budget provision in RE 2018-19 and next year BE 2019-20.
- 2. The figures of RE & BE should be rounded off in thousands of rupees.
- 3. The figures of actual expenditure be indicated by rounding off to thousands of rupees.
- 4. Care should be taken to make realistic provision for vacant posts as to avoid unintended savings at the end of financial year.
- 5. Care should be taken to make realistic budget provision for Salaries in RE 2018-19 & BE 2019-20 as per Central Civil Service (Revised Pay) Rules, 2016.

- 6. Reasons for variation between Actual 2017-2018, BE 2018-2019 & RE 2018-2019 and RE 2018-2019 & BE 2019-2020 in respect of each Object Heads in detailed needs to be furnished. In case of Object Heads like Salaries, Wages, Office Expenses, Machinery and Equipment, Minor Works, Major Works, etc. where the provision includes both recurring and non-recurring expenditure, the complete details of items to be included for recurring and non-recurring expenditure may be given separately.
- 7. Where BE figures have to be taken, the figures of final allotted to offices/department should be shown in thousands of rupees.
- 8. The Officers at Daman shall submit a consolidated proposal in respect of their department as a whole for Daman & Diu, duly supported with statement of subordinate/attached offices of the department.

Offices at Diu should send their proposal to their respective offices at Daman for the purpose of consolidation.

- 9. The department which are headed by Non-Gazetted Officers should submit their proposal singed by their respective Head of Office.
- 10. Department should submit the proposal through HEAD OF DEPARTMENT.
- 11. The building component should be included in the respective Revenue or Capital Head of Account by Departments/Offices concerned after obtaining details from the Ex. Engineer (PWD), Daman (For works at Daman) and Ex. Engineer (PWD), Diu (For works at Diu). The complete details indicating cost and amount required for spill over works/new works during 2018-2019 and 2019-2020 should be provided, in duplicate, by the PWD to the departments/offices concerned together with RE 2018-19 and BE 2019-20.

- 12. For Office Expenses, Wages & Other Items, the proposal should be supported with full details in the enclosed Performa using separate sheet for office expenses, wages and other items.
- 13. Provision in RE 2018-2019 may be kept only for two to three months for the posts included in the BE 2018-2019 but not yet created.
- 14. All new posts to be created, purchase of vehicles and any purchase costing more than ₹50,000/- and new items should be got approved from the Head of Department and such approval should be attached with the proposal.
- 15. All proposals should be neatly typed in double space duly signed by the Head of Office.
- 16. If the proposal is not received by 28/09/2018, it will be presumed that there is no change in demand and provision for RE 2018-2019 and BE 2019-2020 will be repeated as per BE 2018-2019.
- 17. The Officers presenting the budget estimates should check the correctness of details of sanctioned posts etc. with their own records before submitting RE & BE to Finance Department, Secretariat, Daman.
- 18. All Heads of Offices/Departments are requested to make realistic Budget Provision in Revised Estimates 2018-2019 and Budget Estimates 2019-2020. No surrender of funds/lapse of funds is accepted during the current financial year 2018-2019. In view of the above and to avoid Audit Para, All Heads of Offices/DDOs./Departments may take care to prepare the Revised Estimates 2018-2019 and Budget Estimates 2019-2020 accordingly. Instructions already exist for projection of Estimates on realistic basis and for exercising a close watch over the trend of expenditure, strictly following the detailed instructions for preparation of Budget/Revised Estimates, processing of Supplementary Demands, Re-appropriation of funds and Control over Expenditure contained in the General Financial Rules, 2017.
- 19. Detailed Reasons for requirement of additional funds in RE 2018-2019 & BE 2019-2020 may be given in briefly in a separate sheet. If, detailed

reasons for requirement of additional funds proposed in RE 2018-2019 & BE 2019-2020 are not given at RE Stage 2018-2019, the same will not be considered.

- 20. The figures for Tribal Sub Plan shall be included only after confirmation from the Tribal Sub Plan.
- 21. Necessary forms are enclosed herewith for preparation of RE 2018-2019 and BE 2019-2020.

(R. Mihir Vardhan) Finance Secretary

Encls: as above;

To,

All Heads of Offices/Departments in Daman & Diu.

#### Copy to:-

1. The SIO/DIO, NIC, Daman/Diu with a request to upload the same on the official website.

2. Office copy.

Statement - I
Statement showing actuals for the last two years, actuals for the first six months of 2018-19 and the likely Revised Estimates 2018-2019 and Budget Estimates 2019-2020

(Rs. in thousands) Major Head/Detailed Head as Actuals Actuals BE Actual first RE BE Reasons for Variation indicated in the Demand for Grants 2016-2017 2017-2018 2018-2019 6 months 2018-2019 2019-2020 Columns 2018-19 (Apl.,2018 to Sept., 2018) 4 & 6 6 & 7 1 3 4 7 8 GRAND TOTAL

.

#### Statement - II Abstract of Nominal Rolls - Revised Estimates 2018-2019

Name of Organisation/UT:

Budget Head:

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Sr.	Particulars of Posts	Scale of	Level	BP	BE 2018-19	BP	Provision in	Pay	Level	BP	DA	Bonus	Other	Total
No.	(Designation-wise)	Pay	in		No. of Posts	W 12	RE 2018-19	(As per	in				Allowances	(BP+DA+Bonus+
	is a	(As per	Pay		,		No.of Posts	7th Pay)	Pay	-				Other Allowances)
		7th Pay)	Matrix						Matrix				÷ 0	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A. I	Officers (Filled)													
II.	Officers (Vacant)													
III.	Officers (New)													,
	Total - Officers													891
	77 , 2												× 1	a 11
B. I	Establishment (Filled)													
	Establishment (Vacant)													
	Establishment (New)													*
-	Total -Establishment													
								V.					2	, h
C.	Total (Officers+ Est. Filled)												1-	
	Total (Officers Est. Timea)							(5)						X 1 (A)
D.	Total (Officers+Est. Vacant/			-										2 4 4
D.	New)		7					-		r.		47		4.3
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	Grand Total (Officers + Est.)					,							2.0	

## Annexure - II A

Estimated Strength of Establishment and Provision therefor

Budget Head:

Ministry/Department:

fis.	ga a fan a sa (	Strength as o	on 1st Marc	h		8 2 2	I	(13. 11 111		
	2017	2018	2019	2020			Actuals 2016-17	Budget 2017-18	Revised 2018-19	Budget 2019-20
Officer					1	Salary				
Staff				to the second		(a) Officer				1 1
						(b) Staff	70 2 2			
Total		7 To 10 To 1		*		Total Salary				
					2	Allowances (Other than OTA & TE)				
					3	Wages				
					4	Overtime Allowance				
					5	Domestic Travel Expenses			100	
					6	Foreign Travel Expenses				
										1
		*			100	GRAND TOTAL				

## Appendix - IX - A

## Estimated Strength of Establishment and Provision therefor

Budget Head :

Demand No. 52 - Daman & Diu (UT)

Ministry/Department:

Strength as on 1st March	Status	of Posts	Group	Total	No. of	2018	2019	2020	Actuals	Budget	Revised	Budget
Scale of Pay in full with	Gazetted/	Regular/	Of posts	no. of	Employees	Estimated	Estimated	Estimated	2017-18	2018-19	2018-19	2019-20
increment (As per 7th Pay)	Non-	Temp./		posts	in position	Sanctioned	Sanctioned	Sanctioned				2017 20
	Gazetted/	Ad-hoc		. 31	E a	Strength	Strength	Strength				
(a)	. (b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(1)	(m)
											s 2 8	
1. Salary						*	2 * *			- 2		
(a) Officers	g					2.						
(b) Staff							1.8				No la ex	
Total						w * *			we have			
					. ×		N 7					* * * * * * * * * * * * * * * * * * * *
2. Allowances (Other than					, I = 2	* * * * * * * * * * * * * * * * * * * *		*				
OTA & TE)				0	5							
					. š	2 2 2						
3. Wages			2 2		95	19						
o. wages						8 g			7			
4 0		1 3" - " v 1										
4. Overtime Allowance	* 1		3 %		* "	e a .						
								10 Mars 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				F
5. Domestic Travel Expenses	P		9 9 9 9 3		1 180	9 B						
			7 7 7 7			# <sub>10</sub> 10						
6. Foreign Travel Expenses										The Market		
GRAND TOTAL	3 2 T 1 W											

### Appendix - IX - A

## Estimated Strength of Establishment and Provision therefor

Budget Head :

Demand No. 52 - Daman & Diu (UT)

Ministry/Department:

			Ta es			1 1						
Strength as on 1st March,		of Posts	Group	Total	No. of	2018	2019	2020	Actuals	Budget	Revised	Budge
2016 Scale of Pay in full with	Gazetted/	Regular/	Of posts	no. of	Employees	Estimated	Estimated	Estimated	2017-18	2018-19	2018-19	2019-20
increment (As per 7th Pay)	Non-	Temp./		posts	in position	Sanctioned	Sanctioned	Sanctioned				
	Gazetted/	Ad-hoc				Strength	Strength	Strength				v
(a)	(b)	(c)	(d)	(e)	(f)	* * * * * * * * * * * * * * * * * * * *			at a later			
		3 1			, w		4					
1. Salary						e 160						
(a) Officers												*
(b) Staff												×
Total							10 N N N N N N N N N N N N N N N N N N N	v se a s			Garage St.	
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2. Allowances (Other than				A	*		:					
OTA & TE)			100			F 4 1		4 - 15 - 2				
							are district			Asia Mari		
3. Wages			1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2				n a realism					
			e de									
4. Overtime Allowance					2							
4. Overtime Anowance			0 0 0 8		e v							
5. Domestic Travel Expenses			4 12 X	i.	1 8 8							F. C.
5. Domestic Traver Expenses					1 2 8 2		2 , 0					
	1.0				a <sup>25</sup>		2 5 C * 1	1 0 H A T				
6. Foreign Travel Expenses							2 3 2					
GRAND TOTAL					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,							
GIVIND TOTAL		L								Marin ya ka	12	14

## Break-up of Office Expenses/Wages/Other Items

Demand No. 52 - Daman & Diu (UT)

Budget Head:

Ministry/Department:

Sr.	Particular	BE	RE	BE	Reasons fo	or Variation	Reasons fo	or Variation	
No.		2018-19	2018-19	2018-19	betv	ween	between		
				* a	BE 2018-19	RE 2018-19	RE 2018-19	BE 2019-20	
1	Postage and Telegrams			,272 el al	2.0		99 1		
2	Electricity			*			0 0 00 0 0		
3	Books & Perodicals			17					
4	Stationery								
5	Motor Vehicles		1802 8		6 H			*** × * * ***	
	New Purchase		×					2 0 20	
	Maintenance		, × 0 1			2			
6	Computer/Typewriters					* * * * * * * * * * * * * * * * * * *			
	New Purchase		a 0 - 1	20	*		* 6		
	Maintenance					3 T 1 9 T 2 T			
7	Furnitures				9 v				
	New Purchase	W C 2 90			× × × × × ×				
	Maintenance				× 2 ×				
8	Uniforms			T 10	1 a · · ·		1 24 1 1 1 1		
9	Telephone					65 3 9 E			
	New Purchase			19148123	, " ×	*			
	Maintenance	e, a s		2 " " " " " " " " " " " " " " " " " " "					
10	Payment of wages for				a v*a	T V M T S			
	office cleaning, etc.								
11	Water Charges		The RT LANGE						
12	Fuel Charges					37 35 3			
13	Rent (Office Building)	# # 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2				w			
14	Miscellaneous			· &					
15	Information Technology					2 2			
	TOTAL								

#### STATEMENT - IV

# STATEMENT SHOWING NEW ITEMS OF EXPENDITURE/NEW SERVICES/INSTRUMENT OF SERVICE (OTHER THAN POST BUDGET COMMITMENTS) FOR WHICH PROVISION HAS BEEN PROPOSED IN RE 2018-19 AND BE 2019-20

(Rs.in thousands)

#### DEMAND NO.52- DAMAN & DIU (UT)

Name of	Name of the	Name of	Major/	Total	Provision	Provision	Present	If pending in the	Remarks
Ministry/Deptt.of	Organisation	the Scheme/	Minor/	cost of	proposed	proposed	status	Ministry/Deptt.of the	
the Central Govt.		activity/item	Sub/	the Scheme/	in RE	in BE	stage of	Central Govt.reference	
administratively		of the	Detailed	activity/	2018-19	2019-20	consideration	No. and date under	
concerned with		expenditure	heads as	items of			of the	which the proposal	
the Scheme/			in the	the			proposal	was sent	
acitivity/items of			Demands	expenditure					
expenditure	į.		for Grant			,			
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#### STATEMENT - III

## STATEMENT SHOWING POST BUDGET COMMITMENTS FOR WHICH PROVISION HAS BEEN PROPOSED IN RE 2018-19 AND BE 2019-20

(Rs.in thousands)

DEMAND NO.52- DAMAN & DIU (UT)

Name of Ministry	Name of the		Maion/	Tatal	Dunasiaiau	D	Α (1 ')		D 1
Name of Ministry/		Name of	Major/	Total	Provision	Provision	Authority	Reference number	Remarks
Deptt.of the Central	Organisation		Minor/	cost of	proposed	proposed	who has	and date of the	
Govt. Administratively		activity/item	Sub/	the Scheme/	in RE	in BE	approved	Ministry/Deptt.of the	
concerned with the		of the	Detailed	activity/	2018-19	2019-20	the Scheme/	Central Govt.conveying	
Schemes/activity/items		expenditure	heads as	items of			activity/	the sanction (in case	
of expenditure			in the	the	_		items of the	the approval has been	
			Demands	expenditure		s 5	expenditure	given by the Ministry/Deptt.	
			for Grant					with copy thereof	
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## Statement - II (A) Abstract of Nominal Rolls - Budget Estimates 2019-2020

Name of Organisation/UT:

Budget Head:

Sr.	Particulars of Posts	Scale of	No.of	Pay	Level	BP	DA	Bonus	Other	Total
No.	(Designation-wise)	Pay	posts	(As per	in			27	Allowances	(BP+DA+Bonus+
	100	(As per		7th Pay)	Pay					Other Allowances)
	· · ·	7th Pay)	1		Matrix					8 8 8 8 8
1	2	3	4	5	6	7	8	9	10	11
A. I	Officers (Filled)									
II.	Officers (Vacant)									, t
III.	Officers (New)						- N			
	Total - Officers				. 8					^
	, **			a						
3. I	Establishment (Filled)			×						
II.	Establishment (Vacant)	*								
	Establishment (New)							6		
	Total -Establishment									
		, , ,			3.0			1,5		- 1 L L L 2
C.	Total (Officers+ Est. Filled)			ay s. *			2			6 3 3
				7 .						
D.	Total (Officers+Est. Vacant/				н "					
	New)	a * 1		e * * *						
	,						12			
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	2 2									2 2
	Grand Total (Officers + Est.)	1 .								