

**BUDGET INSTRUCTIONS**  
**MOST IMMEDIATE/DATE BOUND**

From

The Director Elementary Education, Haryana.  
Panchkula.

All the District Elementary Education Officers in the State.

Memo No. 3/3-2017 Bd. (1)  
Dated, Panchkula, the 23-10-2017

**Subject: - Preparation of Budget Estimates for the year 2018-19 Instructions regarding.**

All Drawing and Disbursing officers are expected to submit Expenditure Estimates for the preparation of Budget Estimates every year to their respective controlling officers who are to submit the same, to head of the Department by the schedules date. It has been noticed in the past that some Drawing and Disbursing Officers/Controlling Officers in the field offices do not follow the instructions and adhere to the time schedule for the submission of Budget Estimates to the Department.

Your attention is invited for the submission of Nominal Rolls form B.M-2 enclosed at Annexure-I and form B.M-10 enclosed at Annexure-II which should contain the following information class wise as per actual sanction of posts.

- a) Original Estimates of the current year 2017-18.
- b) Accounts of the year 2015-16.
- c) Actuals of previous year 2016-17 for the last 6 months.
- d) Actuals of current year 2017-18 for first 6 months.
- e) Revised Estimates of expenditure for the year 2017-18 proposed by Departments.
- f) Budget Estimates for the year 2018-19 proposed by Departments.
- g) It should be submitted online by the Departments after consolidation of entire Budget proposals by their DDOs.
- h) Remarks.

The Budget Estimates in form B.M-10 Annexure-II is to be prepared for all posts which stand sanctioned under Non-Plan. The charges in respect of L.T.C. Medical Reimbursement should also be shown separately. The information in respect of contingent expenditure O.E, O.C, Rent, Rates & Taxes i.e. rent of buildings, Wages to part time employees, contractual services giving complete details of expenditure be supplied on separate sheets so as to justify their requirements.

All the District Elementary Education Officers will collect information from the Primary/Middle Schools (Classes I to V and VI to VIII) under their control and submit the same to the Directorate in a consolidated form in the enclosed Form B.M-10 by the due date.

It is impressed upon you that the Budget Estimates are required to be submitted to the Finance Department by the specific date and as such your Budget Estimates for 2018-19 and

Revised Budget Estimates 2017-18 should reach through online budget system and hard copy to Budget Branch of this Directorate by the 30<sup>th</sup> October, 2017 positively. Drawing and Disbursing officers failing to discharge their duties would make the entire staff to face difficulties as the Department will be constrained not to allocate funds for such defaulters during 2018-19 and accordingly all the Treasury officers are also being instructed not to allow and with-drawl of funds on bills unless certificate from their Controlling Officers D.E.E.O's regarding submission of Budget Estimates is obtained by the concerned D.D.O and produced with the bills and in their turn the controlling officers D.E.E.O's are required to obtain the certificate of having supplied the consolidated Budget Estimates 2018-19 from the Directorate for furnishing the same in respect of bills of their own offices.

Therefore it is requested that the Budget Estimates 2018-19 and Revised Budget 2017-18 may be sent to this Directorate by the stipulated date i.e. dated 30<sup>th</sup> October, 2017 positively and all concerned shall obtain a clear certificate of having supplied the Budget estimates to the concerned controlling officers/directorate failing which the salaries of their staff for the month of October 2017 payable in November 2017 will be held up as per instructions being embodied in the endorsement to Treasuries.

- Sd -  
**Assistant Director Budget/Planning  
For Director Elementary Education, Haryana  
Panchkula**

**Endst. No. 3/3-2017 Bd. (1)**

**Dated, Panchkula, the 23-10-2017**

✓ A copy is forwarded to all the Head of Branches (Elementary Side) in the Directorate for information and necessary action.

*Kanla*  
**Assistant Director Budget/Planning  
For Director Elementary Education, Haryana  
Panchkula** *CA*

**Endst. No. 3/3-2017 Bd. (1)**

**Dated, Panchkula, the 23-10-2017**

A copy is forwarded to all Treasury Officers in the state for information and necessary action.

- Sd -  
**Assistant Director Budget/Planning  
For Director Elementary Education, Haryana  
Panchkula**

**ANNEXURE-I**

**Major Head**

**Form BM-2**

**Paragraph 3.2, 3.5, 3.6, 4.5, 4.6, 4.7, 4.8, 4.11, 5.17 (ii) (a) and Appendix-H**

**Major Head**

Major Head Sub Major Head/Minor Head Standard Object of Expenditure.	Budget 2017-18	Accounts 2015-16	Actuals of previous year 2016-17 for last 6 months.	Actual of current year 2017-18 for first 6 months.	Revised Estimates 2017-18 proposed by Department.	Budget Estimates 2018-19 proposed by Department.	Remarks
Salaries							
D.A							
Leave Travel Concession							
Medical Allowance							
Stipend/Scholarship							
Travel Expenses							
Office Expenses							
POL							
Material & Supplies							
Rent Rate & Taxes							
Wages							
Motor Vehicle							
Grant-in-aid							
Foreign Allowance							
Other Charges							
Others (PI Specify as selected form- Annexure-VI according to the requirement)							
Total							

**ANNEXURE-II**

**Form BM-10**

**Nominal Roll referred to in paragraph 3.6(a) and 5.6**

**Department** \_\_\_\_\_

1	2	3		4	5	6	7	8	9	10	11	12	13	14	15	16	17	
Sr. No.	Post/Designation	Total No. of Sanctioned Posts	Filled	Vacant	Pay Scale/Pay Matrix Level	Basic Pay on 1.7.2018	Dearness pay	Rate of Increment	Special pay, if any	Total Pay	HRA	Fixed Med. Allowance	Med. Reimbursement	Dearness Allowance	LTC	Any Other	Total (Prov. For the year)	Remarks

- Notes: 1) Voted and charged item should be separately shown.  
 2) In case of temporary establishment authority under which they are entertained, should be quoted.  
 3) Numbers and amount should agree with the entries in the estimates form.