

Most Immediate

No. 1/14/2015-Bud *1198*
Government of India
Ministry of Water Resources,
River Development & Ganga Rejuvenation
(Budget Section)

Dated: *9th* September, 2015

To
Heads of all Organizations
under MoWR, RD & GR

**Sub: Proposals for RE 2015-16 (Plan & Non-Plan) and BE 2016-17 (Non-Plan)
under Grant No. 107 – reg.**

Sir/ Madam,

I am directed to invite proposals for RE 2015-16 (Plan & Non-Plan) and BE 2016-17 (Non-Plan) in respect of your organization. While furnishing detailed proposals, the following points may be kept in view:-

- i) Inter-Unit changes (except in respect of 'Salaries') would be considered provided the total RE 2015-16 proposals do not exceed the overall sanctioned limit for BE 2015-16. In case the allocation in RE 2015-16 required under specific head is exceeding the BE 2015-16, detail justification needs to be provided with quantifiable targets which needs to achieved as per the approved Cabinet/EFC note.
- ii) All instructions on economy in expenditure issued from time to time should be strictly adhered to.
- iii) Reasons for variations, if any, under individual units of appropriation, should be clear and concise. **It may please be noted that reduction in sanctioned budget or excess demand over and above sanctioned budget will not be considered if detailed reasons for saving / excess are not furnished.**
- iv) Reasons for variations, if any, should be furnished with detailed break-up of the provision as shown in **Annexure-I** to this letter.
- v) If under any unit of appropriation (except 'salaries'), there is salary component, detail break-up should be given for the same as per **Annexure-III**.
- vi) **Actual 2014-15** and actual expenditure incurred upto September, 2015 should be provided along with the estimates.
- vii) RE 2015-16 (Plan and Non-Plan) and BE 2016-17 (Non-Plan) should be indicated both on gross and net basis, indicating the 'Recoveries' separately. The shortfall / excess in 'Recoveries' should also be explained adequately.
- viii) Effect of additional installments of dearness allowance sanctioned this year and the net additionality asked there for (that is, after setting off against savings, if any). The details should be enclosed as a separate statement.

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- ix) Provision for vacant posts should not be kept either in RE 2015-16 or BE 2016-17. If any provision is kept because of necessity, the details of such posts and provisions kept therefore along with justifications should be provided in a separate statement.
- x) A separate statement, indicating (a) Plan provision made scheme / project-wise in BE 2016-17 against externally aided projects, (b) expenditure incurred upto August 2015, (c) amount for which claims have been lodged with the office of Controller of Aid Accounts & Audit, DEA seeking reimbursement from the external donor; and (d) requirement in RE 2015-16, should be enclosed.
- xi) Details of authorized and held manpower and current / arrear liability on account of pay and allowances in respect of CPSUs and substantially financed autonomous bodies getting non-plan budget support should be enclosed.
- xii) Details of unspent balances on 1st April, 2015 with all grantee / loanee bodies other than the States) in respect of all bodies which received more than Rs. 1.00 crore grant / loan during 2014-15 should be enclosed as a separate statement for each body.
- xiii) Details of Estimates of committed expenditure, which is being provided for the first time as Non-Plan in RE 2015-16 and thereafter in BE 2016-17 should be enclosed in a separate statement.
- xiv) Details of items of expenditure, which are matched by or linked to receipts like externally aided projects, bonus share, cease etc. should be enclosed in a separate statement.
- xv) Details information regarding expenditure category, Public Sector Enterprises, IEBR etc. may please be sent as per **Annexure-IV**.
- xvi) The budget proposals should strictly be prepared as per the **Annexure – I, II, III and IV (Part – A, B & C) enclosed**.
- xvii) As per the FRBM act only 33% of the budgeted expenditure would be permissible in the last quarter of the financial year. Budget may be accordingly formulated taking into account above restriction.

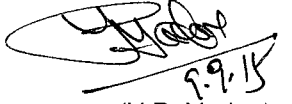
2. It has been seen in the past that there has been substantial variation in the Budget Estimates and Revised Estimates vis-à-vis actual expenditure, which reflects that adequate care has not been taken in preparing the estimates. It has, therefore, to be ensured that the estimates are as realistic as possible.

3. If fresh / further instructions on the formulation of Budget proposals are received from Ministry of Finance, the same will be intimated in due course for compliance.

4. Proposals for Estimated Revenue Receipts are required to be sent directly to the office of Controller of Accounts, Ministry of Water Resources, River Development & Ganga Rejuvenation for which instructions would be issued separately by that office.

5. The budget proposal, complete in all respects, should reach the Budget Section of the Ministry, duly vetted by concerned Wing Head, **latest by 1st October, 2015.** Receipt of this letter may kindly be acknowledged.

Encls: Annexure-I, II, III & IV



(Y.P. Yadav)

Under Secretary (Budget)

Tel: 23711486

Copy to:-

1. JS(A)/JS(PP)/JS&MD(NMCG)/ ADG(Stat))/ Commr.(Indus)/ Commr.(B&B)/ Commr.(SP)/ Commr.(FM)/Commr.(Pen.Riv.)/Advisor(Eco), Ministry of Water Resources, River Development & Ganga Rejuvenation, New Delhi.
2. Director (GA), Ministry of Water Resources, River Development & Ganga Rejuvenation. It may please be ensured that the proposals for RE 2015-16 (Plan and Non-Plan) and BE 2016-17 (Non-Plan) in respect of Ministry (proper) are furnished by **01.10.2015 positively.**
3. Controller of Accounts, Ministry of Water Resources, River Development & Ganga Rejuvenation, Shastri Bhawan, New Delhi.
4. Sh. Puskal Upadhyay, Director, NMCG, CGO Complex, Lodhi Road, New Delhi.
5. US(Admn.), Ministry of Water Resources, River Development & Ganga Rejuvenation.
6. Cash Section, MoWR, RD & GR, Shastri Bhawan, New Delhi.

7. e-Gov. Cell, with the request to upload in the Ministry's website for information



(Y.P. Yadav)

Under Secretary (Budget)

Tel: 23711486

Name of Office : _____

Annexure-I

(Rupees in thousands)

Plan/Non-Plan (separately) - Actuals - BE - Progressive T.E. - B.E. - Reasons for - Reasons for
 Unit of Appropriation 2014-15 2015-16 Expenditure 2015-16 - 2016-17 Variation Variation
 between up to 8/2015 between BE between RE
 2015-16 & 2015-16 and
 RE 2015-16 BE 2016-17

	1.	2.	3.	4.	5.	6.	7.	8.
1. Salaries								
(a) Pay of Officers								
(b) Pay of Establishment								
(c) D.A.								
(d) L.T.C.								
(e) Other Allowance (Including festival advances)								
(F) Bonus								
Total : Salaries								

2. Wages
 2-A Medical Treatment

	1.	2.	3.	4.	5.	6.	7.	8.
1.								

3. Overtime Allowance
 4. Domestic Travel
 Expenses

5. Foreign Travel Expenses

6. Office Expenses

- 7. Publications
 - 8. Other Administrative Expenses
 - 9. Suspense (Details)
 - 10. Other Charges (Details)
 - 11. 'Other Items' not listed above
- Grand Total -----

Note:-Estimates of recoveries taken in reduction of expenditure under each of the Major Heads should also be indicated.

STRENGTH OF ESTABLISHMENT

Strength as on 1st March

Provision in

(Rs. in thousands)

2014 Actual	2015 Actual	2016 Estimated	2017 Estimated	Actuals 2014-15	R.E. 2015-16	R.E. 2015-16	B.E. 2016-17

1. Salary

(a) Officers Scales of Pay

- i)
- ii)
- iii)
- iv)

Sub-total : Officers

(b) Staff scales of pay

- i)
- ii)
- iii)
- iv)

Sub-total : Establishment

Total : Salary

2014 Actual	2015 Actual	2016 Estimated	2017 Estimated	Actuals 2014-15	B.E. 2015-16	R.E. 2015-16	B.E. 2016-17

2. Allowances (other than OTA & Travel Expenses)

3. Wages

4. Overtime Allowance

5. Domestic Travel Expenses

6. Foreign Travel Expenses

GRAND TOTAL :-

- Notes :
1. Salary means only basic pay. DA, HRA, CCA etc. should be included in " Allowances".
 2. The information in respect of all the columns given above is to be furnished taking plan and non-plan together.
 3. Supporting details need not be sent. The information should be given only in the above format, scale of Pay-wise and not group-wise.

