

Diary No. 14781
Dated 27/7/2016

BUDGET-INSTRUCTIONS
MOST IMMEDIATE/DATE BOUND

27-7-16

No.2/4/2016-1B&C

From

Principal Secretary to Government Haryana,
Finance Department.

Secy Labour
27-7-16

To

1. All the Head of Departments, Commissioner of Divisions and Deputy Commissioners in the Haryana State.
2. Registrar General, Punjab & Haryana High Court, Chandigarh.

ALCCA)
28-7-16

Dated, Chandigarh, the 22th July, 2016.

S.O.

14781
28/7/16

Subject: Preparation of Budget Estimates for the year 2017-2018
Instructions regarding.

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Sir,

As you are aware, all the departments are required to submit various returns every year to the Finance Department for the finalization of Budget Estimates for the next year. Though the comprehensive instructions for preparing these returns are contained in Chapters 3,4 and 5 of the Budget Manual, yet some additional instructions are issued on the subject by the Finance Department every year. It has been observed that some Departments do not adhere to these instructions strictly while framing Budget Estimates leading to unwanted correspondence and delay. You are, therefore, requested to instruct the concerned officials of your organization to keep these guidelines also in view besides the provisions contained in the Budget Manual particularly to the above stated provisions while preparing the Budget Estimates for the year 2017-2018.

10/16

2. Attention is particularly invited to the submission of modified form B.M.2 (enclosed as Annexure-I) which should contain the following information:-

- (a) Original estimates of the current year 2016-2017.
- (b) Accounts of the year 2014-2015.
- (c) Actuals of previous year 2015-2016 for the last 6 months.

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- (d) Actuals of current year 2016-2017 for the first 6 months.
- (e) Revised Estimates of expenditure for the year 2016-2017 proposed by Head of Departments.
- (f) Budget Estimates for the year 2017-2018 proposed by Head of Departments.
- (g) Remarks.

Information not in above format is liable to be returned. Further, the summary of Minor Heads with the proposal of Budget Estimates 2017-2018 is also needed. **Any significant variation may please be explained in the remarks column.**

B.M.FORM 10

3. Information in B.M. form 10, enclosed at Annexure-II regarding Pay, DA, Medical Allowances etc., be supplied alongwith the Budget Estimates for the year 2017-2018 to enable the Finance Department to assess the normal increase on account of annual increments and also on account of specific items leading to increase in contingencies. In the absence of such information, no increase would normally be provided for.

POL

4. The number of vehicles (petrol/diesel driven) in existence and number of vehicles likely to be condemned/replaced during the year 2017-2018 should be indicated separately, while demanding the provision for POL.

5. With regard to the preparation of Budget Estimates 2017-2018 following further clarifications are hereby made for the benefit of all concerned:-

- i) It is mandatory for the State Government to seek advice of the Principal Accountant General (A&E), Haryana in the matter of opening of new Sub Heads (New Scheme). It is, therefore, reiterated that no new Sub Head (scheme), (both in the Plan and Non Plan budget) will be included until it is approved by the Principal Accountant General (A&E), Haryana. Departments are advised to obtain prior approval of the Principal Accountant General (A&E), through Finance Department, if any new scheme is to be added in the Budget Estimates, 2017-2018.

- ii) No object head can be opened without the consent of Principal Accountant General (A&E), Haryana. A list of standardized object heads along with their code numbers, as approved by the CAG of India, is enclosed (Annexure-III). Both Plan and Non Plan budget documents will be prepared according to these object Heads with their standardized code numbering 01 to 99. All the departments are requested to restrict their budgetary proposals within these object heads without insisting upon any other object head beyond this list.
- iii) It has been observed that various departments keep sending proposals for the purchase of motor vehicles during the year without any budget provision for the purpose. All head of departments are requested to make specific budget provisions under object head "motor vehicles" if they intend to purchase any new vehicle or replace old vehicles during 2017-2018 otherwise, no proposal for the purchase of vehicles will be entertained by the Finance Department. It is also clarified that all expenditure relating to vehicles i.e. maintenance, repair, purchase, replacement etc. will be included under the object head "motor vehicles".
- iv) The Comptroller and Auditor General of India has desired that all expenditure on account of accommodation, transport/DA etc. of Ministers/Officers on travel abroad should be sanctioned and drawn distinctly under the object head "foreign travel allowance". It is, therefore, requested that distinct provision for this purpose be made, if required, in the budget proposal for the year 2017-2018 under object head "48-foreign travel allowances".
- v) It has been observed that some of the Plan scheme memoranda does not contain the requirements outlined in the standard format prescribed by the Finance Department (Annexure-IV). Rather departments repeat the wording of previous year mainly changing the years only. It is requested that explanatory memoranda to all the plan schemes must be prepared giving full details, including source of funding,

upto-date achievements, financial and physical targets for the year, quantum of Central Share or External Aid, as the case may be, as outlined in Annexure-IV.

- vi) It has been observed that the payments of the persons working on contract basis, daily wages and even those providing professional services is being drawn by many departments from the salary object head (object code: 01) which is against the rules/instructions. As per Government Rules/instructions salary of only those Government employees who are working in the regular time scales sanctioned by the Government can be drawn from salary Head (object code: 01) and the payment to contractual employees is to be made from the contractual services object head (object code: 69), payments to professional person i.e. I.T. professionals e.g. Data Entry Operator, Programmer etc. taken on contract bases is to be drawn from the object head of professional and special services (object code: 33). Further, the payment to daily wagers/part timers is to be made from wages object head (object code: 02). These instructions need to be complied with strictly while preparing Budget Estimates 2017-2018.

Further, it has already been decided by Finance Department that the diversion of funds should be a rarity in future and once funds are diverted from one object head to another by pointing out savings, the funds so diverted would not be accounted- for during the Revised Estimates 2016-2017 except in exceptional circumstances.

- vii) The Principal Accountant General Haryana has brought to the notice of Finance Department time and again that the expenditure under Minor Head "800- Other Expenditure" is more than 50% of the expenditure under various Major Heads. AG Office has further desired that all such Major Heads should be reviewed and get the budget sanctioned under suitable Minor Heads other than "800- Other Expenditure" to avoid excessive booking under Minor Head "800". Thus, the departments are advised that in future the matter regarding opening of Sub-Heads under

Minor Head "800- Other Expenditure" may be taken up with the AG Office personally first and after consultation of AG Office, the case may be sent to Finance Department so that expenditure could be booked/accommodated in the relevant Minor Heads.

- viii) Attention is also invited to Finance Department instructions bearing No.2/1/2008-5B&C dated 4th February, 2008. It has been decided that all the Plan Schemes for Revised Estimates 2007- 2008 and Budget Estimates 2008-2009 which are exclusively meant for SCSP Component and covered under Plan Ceiling should continue to be reflected under specific Minor Head 789-Special Component Plan for Scheduled Castes for State Plan Schemes or 793-Special Central assistance for Scheduled Castes Component for central Plan Scheme. Further the said instructions be followed mutatis-mutandis in the Revised Estimates 2016-2017 and Budget Estimates 2017-2018 as well.

ECONOMY IN EXPENDITURE/GUIDELINES

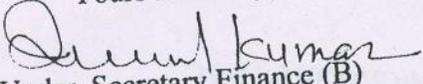
6. Instructions issued from time to time regarding economy in expenditure must be kept in view.

BUDGET CALENDAR

7. Budget Calendar for the preparation of Budget Estimates for the financial year 2017-2018 is enclosed (Annexure-V). It may please be noted that the finance department will not be able to entertain any budget proposal that is received after the specified dates or that is not otherwise in accordance with these instructions, in such cases the budget proposals would be finalised by the finance department according to its own best judgment.

8. These instructions can be downloaded from the Finance Department website www.finhry.gov.in.

Yours faithfully,


Under Secretary Finance (B)
for Additional Chief Secretary to Government
Haryana, Finance Department

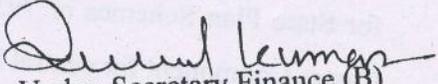
[6]

No.2/4/2016-1B&C

Dated 22th July, 2016.

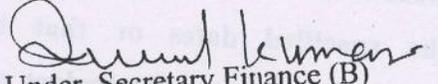
A copy, with a copy of its enclosures, is forwarded to the Principal Accountant General (Audit and Accounts & Entitlement), Haryana with the request that:-

- i) Inform the Finance Department about the estimates of the Heads of Accounts with which he is concerned by the dates indicated in the calendar and ;
- ii) Ensure up-to-date reconciliation of expenditure with the departments to enable the latter to frame their revised estimates 2016-2017 realistically.


Under Secretary Finance (B)
for Additional Chief Secretary to Government
Haryana, Finance Department

A copy, with enclosures, is forwarded to all the Additional Chief Secretaries/ Principal Secretaries to Government Haryana for information and necessary action.

2. They may kindly ensure that the Departments under their Administrative control will submit the budget returns by the dates prescribed in the schedule at Annexure-V.


Under Secretary Finance (B)
for Additional Chief Secretary to Government
Haryana, Finance Department

To
All the Additional Chief Secretaries /Principal Secretaries to Government,
Haryana.

U.O. No.2/4/2016-1B&C

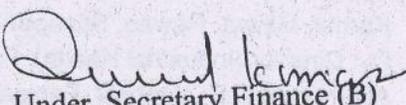
Dated 22th July, 2016.

A copy, along with copies of enclosures, is forwarded to all the Secretaries Finance/Special Secretaries/Additional Secretary Finance/Joint Secretaries/Under

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Secretaries Finance Deptt./DD ERAMU/Superintendents of the Finance Department (Budget Control Branches) for information and necessary action.

2. It is requested that the dates prescribed in the Schedule should be adhered to. Cases of default should be brought to the notice of the concerned Administrative Secretary by the Branch Officer concerned. It is also requested that all the printable budget material should be signed by the concerned Assistant, Superintendent, Under Secretary/Additional Secretary Finance and Special Secretary/Secretary Finance to ensure the correctness of not only language in Hindi and English both but also the facts, figures and other material.


Under Secretary Finance (B)
for Additional Chief Secretary to Government
Haryana, Finance Department

To
All the Secretaries/Special Secretaries/Additional Secretary./Joint Secretary /Deputy Secretaries/ Under Secretaries Finance/DD ERAMU/Superintendents of the Finance Department (Budget Control Branches).

U.O. No.2/4/2016-1B&C

Dated 22th July, 2016.

Internal Distribution

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PS/PSF

LABOUR COMMISSIONER HARYANA CHANDIGARH

Endst No. Actt/2016/

3030459

Dated: 21/11/16

A copy is forwarded to the following for information and necessary action:-

1. Presiding Officer Industrial Tribunal-cum-Labour Court, Ambala, Panipat, Rohtak, Faridabad-I/II/III, Gurgaon-I/II and Hissar.
2. Addl. Labour Commissioner, (NCR) Gurgaon.
3. Dy. Labour Commissioner, Panipat, Panchkula, Faridabad, Gurgaon-I&II, Hisar and Rohtak.
4. Dy. Director(IS&H) Ambala, Panipat, Faridabad, Gurgaon-I and Hisar.
5. Assistant Labour Commissioner, Ambala, Yamunanagar-I, Kurukshetra, Karnal, Rewari, Sonapat-I, Bahadurgarh, Bhiwani, Sirsa, Palwal, Kaithal, Jind and Mewat.
6. Assistant Director, (Industrial Safety and Health), Yamunanagar-I, Kurukshetra, Karnal, Mewat, Rewari, Sonapat-I, Rohtak, Bhiwani & Sirsa
7. Dy. Director (Industrial Health), Faridabad and Gurgaon-II
8. AD(IH cum C.S), Ambala, Panipat, Faridabad, Gurgaon and Hissar.
9. S.O. (Accounts)
10. A.D. (IT) Cell (H.Q) for uploading on department site.


Section Officer

for Labour Commissioner Haryana