

URGENT
TOP PRIORITY
TIME LIMIT 02-12-2013

Preparation of Eight Monthly
Revised Budget Estimates
2013-14 (Non Plan Schemes)

DR. PANJABRAO DESHMUKH KRISHI VIDYAPEETH, AKOLA
FINANCIAL ADMINISTRATIVE DIVISION
C I R C U L A R

No.FAD/BGT/RE-NP-2013-14/

Dated: - /10/2013

1. Eight Monthly Revised Estimates of the University of the year 2013-14 in respect of Non Plan schemes are required to be submitted to State Council/Government as per schedule prescribed in university Account Code. In order to submit the revised estimate in time, the revised estimates of receipt & expenditure for the year 2013-14 in respect of Non Plan schemes should be prepared as per existing Grant-in-aid formula and submitted so as to reach the same to this division by 2-12-2013 in the enclosed proforma (I to V).
2. In case the revised estimates are not received by 02-12-2013, it would be difficult for FAD to incorporate provision for funds for salary and contingencies. The receipts accrued & likely to be received should be given on realistic basis.
3. The provision proposed in the estimates do not constitute any authority for incurring expenditure over and above the sanctioned grants and receipts permitted, unless additional grants are released by Financial Administrative Division. This should be categorically noted & no additional expenditure be incurred.
4. All Implementing officers/ DDO's are, therefore, requested to prepare and submit Revised Estimates for 2013-14 on or before 02-12-2013 positively, to enable Financial Administration Division to consolidate the proposals and submit it to the authorities within prescribed time limit.
5. All proforma I to V are mandatory & should be filled in accurately.
6. The implementing officers should take due care of inclusion of required provision properly in the revised estimates.
7. In case you feel the existing funds are more than sufficient, you may properly surrender the funds with proper justification.

This should be treated as most urgent and be given **TOP PRIORITY.**

-sd-

Comptroller

Dr. Panjabrao Deshmukh Krishi Vidyapeeth,

A K O L A

Copy forwarded with compliments to the:-

1. Implementing Officers (All).-----
2. Drawing & Disbursing Officers (All).-----
For favour of information and necessary action.
3. Pay & Accounts Officer, Dr. P.D.K.V., Akola/ Nagpur for information & necessary action. They should send details of office/scheme wise and itemwise actual **expenditure incurred up to 30.11.13 so as to reach this office by 2nd Dec.2013 positively.**

Comptroller

ABSTRACT
PROFARMA-I

1) Statement showing the sanctioned posts and provision proposed in Revised Estimates for 4 months i.e. December 2013 to March 2014.

Sr.No.	No.of sanctioned posts	Filled in	Vacant	Name of Employees	Designation	Pay Band	Pay as on 01.12.2013
1	2	3	4	5	6	7	8
						I- 37600-67000 II-15600-39100 III-1.9300-34800 2.5200-20200 IV-4440- 7440	

2) Provision proposed for four months from December 2013 to March 2014.

Pay	Grade pay	Total 9+10	DA 90%	HRA	CLA	Tra.Allow	M.R.
9	10	11	12	13	14	15	16
LTC	Leave Encashment on retirement	Senior scale/CAS/Selection Gr. Scale to academic staff		Time bound Provision to ministry staff		Total salary for four months Col No. 9 to 21	Justification for addl. requirement
17	18	19		20		21	22
Grand Total							
22							

Signature of D.D,O.

PROFARMA-II

Statement showing the list of leave encashment of employees to be retired
Dec.2013 to March 2014 during 20013-14

Sr.No.	Name of employees	Designation	Date of Retirement	Basic pay as on reti.Date (B.Pay+ GP+DA)	Salary of last month incumbent	Balance of leave(no. of days)	Total claims of encashment to be paid during 2012-13
1	2	3	4	5	6	7	8
Grand Total							

Signature of D.D.O.

PROFARMA-III

Eight monthly revised estimates for the year 2013-14

Sr. No.	Name of object	Actual expdtr. For 2012-13	Original sanction Budget for 2013-14	Actual expdtr. for eight months 1-4-2013 to 30-11-2013	Probable requirement for 4 months 01-12-2013 to 31-3-2014	Regular & pending Claims of employee with details	Total requirement for 2013-14 (5+6+7)
1	2	3	4	5	6	7	8
1.	Salary						
2.	Details of Cont.						
i)	Office Exp.						
ii)	Electricity						
iii)	POL						
iv)	Vehicle Tax&Insurance						
v)	Telephone						
vi)	Machine cost						
vii)	Other cont.						
viii)	Edu.						
ix)	Wages including Tech.Staff						
x)	Traveling						
3.	Maintenance of building						
4.	Girls Hostel Fee & Education Fee (Reimbursement)						
	Grand Total						
5.	Rev. Receipt						

Signature of D.D.O.

PROFARMA-IV
Eight monthly revised estimates for the year 2012-13 RECEIPT

Sr.No.	Estimated receipt For 2013-14	Actual receipt realized from 1-4-2013 to 30-11-2013	Anticipated receipt for 01-12-2013 to 31-3-2014	Total receipt to be realized during 2013-14 (Total of Col.3+4)
1	2	3	4	5

Signature of D.D.O.

PROFARMA-V

Statement showing the salary break up in r/o Eight Monthly Revised Estimates for 2013-14 (Non –Plan)

Sr. No	Object of expenditure - SALARY	Pay	Grade Pay	Total Pay	D.A. 90%	H.R.A.	C.L.A.	Tra. Allo.	Washing allow.	L.T.C.	Time bound promotion to ministerial staff	Selection Gr./CAS/Sr .Gr. scale teaching staff	Arrears of 6 th pay revision	Total 1 to 13	Leave encashment on retirement	Grand Total
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1.	Actual expenditure 2012-13															
2.	Original sanctioned budget for 2013-14															
3.	Actual expenditure for 8 months 1-4-13 to 30-11-13	I- 37000-67000 II- 15600-39100 III- 9300-36800 IV- 4440- 7440														
4.	Probable requirement for 4 month 01-12-2013 to 31-3-2014	I- 37000-67000 II- 15600-39100 III- 9300-36800 IV- 4440- 7440														
5.	Requirement of pending claims															
6.	Total requirement for 13-14 5+6+7															
7.	(+) Excesses (7+4) (-) Saving (4-8)															

Signature of D.D.O.

