

URGENT
TOP PRIORITY
TIME LIMIT 02-12-2017

Preparation of Eight Monthly
Revised Budget Estimates
2017-18 (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/2017-18/1162

Dated: - 01/11/2017

1. Eight Monthly Revised Estimates of the University of the year 2017-18 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 2017-18 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 02/12/2017 in the enclosed proforma (I to V).
 2. In case the revised estimates are not received by 02/12/2017, 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 2017-18 on or before 02/12/2017 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.


Comptroller

Dr. Panjabrao Deshmukh Krishi Vidyapeeth,
AKOLA

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 30.11.17 so as to reach this office by 2nd Dec.2017 positively.**


Comptroller

ABSTRACT **PROFARMA-I**

Statement showing the sanctioned posts and provision proposed in Revised Estimates for 4 months i.e. December 2017 to March 2018.

Sr. No	No of sanctioned posts	Filled post	Vacant post	Name of Employees	Design -ation	Pay Band	Pay as on 01.12.2017	Pay	Grade pay	Total 9+10	DA 136%	H.R.A	C L A	Tra. Allow	Was Allow	M.R.	LTC	Leave Encashment on retirement	Senior scale/CAS/ Selection Gr. Scale to academic staff	Time bound Promotion to ministry staff	Total salary for four months Col No. 11 to 21	Justification for addl. requirement	Grand Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		16	17	18	19	20	21	22	23
						I- 37400-67000																	
						Total																	
						II- 1.15600-39100																	
						2.9300-34800																	
						Total																	
						III- 1.9300-34800																	
						2.5200-20200																	
						Total																	
						IV- 1.5200-20200																	
						2.4440-7440																	
						Total																	
						Grand Total																	

Signature of D.D.O

PROFARMA-II

Statement showing the list of leave encashment of employees to be retired Dec.2017 to March 2018 during 2017-18

Sr.No.	Name of employees	Designation	Date of Retirement	Basic pay as on retire Date (B.Pay+GP+DA)	Salary of last month increment	Balance of leave (no. of days)	Total claims of encashment to be paid during 2017-18
1	2	3	4	5	6	7	8
Grand Total							

Signature of D.D.O.

PROFARMA-III

Eight monthly revised estimates for the year 2017-18

Details of Cont.																	
Sr. No		Salary											Maintenance of building	Girls Hostel Fee & Education Fee (Reimbursement)	Grand Total	Rev. Receipt	
			Office Exp.	Electricity	POL	Vehicle Tax& Insurance	Telephone	Machine cost	Other cont.	Edu.	Wages including Tech.Staff	Traveling					Total Contingency
1	1	2	3	4	5	6	7	8	9	10	11	12		13	14	15	16
1	Name of object																
2	Actual expenditure For 2016-17																
3	Original sanction Budget for 2017-18																
4	Actual expenditure for eight months 1-4-2017 to 30-11-2017																
5	Probable requirement for 4 months 01-12-2017 to 31-3-2018																
6	Regular & pending Claims of employee with details																
7	Total requirement for 2017-18 (5+6)																

Signature of D.D.O.

PROFARMA-IV

Eight monthly revised estimates for the year 2017-18 RECEIPT

Sr. No.	Estimated receipt For 2017-18	Actual receipt realized from 1-4-2017 to 30-11-2017	Anticipated receipt for 01-12-2017 to 31-3-2018	Total receipt to be realized during 2017-18 (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 2017-18 (Non-Plan)

Sr. No	Object of expenditure - SALARY	Pay	Grade Pay	Total Pay	D.A. 136%	H.R.A.	C.L.A	Tra. Allo.	Wash allow.	M.R	L.T.C	Time bound promotion to ministerial staff	Selection Gr./ CAS/Sr.Gr. scale teaching staff	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 2016-17															
2.	Original sanctioned budget for 2017-18															
3.	Actual expenditure for 8 months 1-4-17 to 30-11-17	I- 37400-67000 II- 15600-39100 III- 9300-34800 5200-20200 IV- 4440-7440														
4.	Probable requirement for 4 month 01-12-2017 to 31-3-2018	I- 37400-67000 II- 15600-39100 III- 9300-34800 5200-20200 IV- 4440-7440														
	Total															
5.	Requirement of pending claims															
6.	Total requirement for 2017-18 (3+4+5)															
7	(+) Excesses (6-2) (-) Saving (2-6)															

Signature of D.D.O.