

URGENT
TOP PRIORITY
TIME LIMIT 03-12-2015

Preparation of Eight Monthly
Revised Budget Estimates
2015-16 (Non Plan Schemes)

DR. PANJABRAO DESHMUKH KRISHI VIDYAPEETH, AKOLA
FINANCIAL ADMINISTRATIVE DIVISION
CIRCULAR

No.FAD/BGT/RE-NP/2015-16/1471

Dated: - 6/11/2015

1. Eight Monthly Revised Estimates of the University of the year 2015-16 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 2015-16 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 3-12-2015 in the enclosed proforma (I to V).
2. In case the revised estimates are not received by 03-12-2015, 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 2015-16 on or before 03-12-2015 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.**

Hajimol
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 30.11.15 so as to reach this office by 3rd Dec.2015 positively.**

Hajimol
Comptroller

**ABSTRACT
PROFARMA-I**

1) Statement showing the sanctioned posts and provision proposed in Revised Estimates for 4 months i.e. December 2015 to March 2016.

| Sr. No. | No. of sanctioned posts | Filled post | Vacant | Name of Employees | Designation | Pay Band | Pay as on 01.12.2015 | Pay | Grade pay | Total 9+10 | DA 113% | HRA | CLA | Tra. Allow | M.R. | 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. 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- 37600-67000 | | | | | | | | | | | | | | | | |
| | | | | | | II- 1.15600- 39100 2.9300-34800 | | | | | | | | | | | | | | | | |
| | | | | | | III- 1.9300-34800 2.5200-20200 | | | | | | | | | | | | | | | | |
| | | | | | | IV- 1.5200-20200 2.4440- 7440 | | | | | | | | | | | | | | | | |

Signature of D.D,O

PROFARMA-II

Statement showing the list of leave encashment of employees to be retired Dec.2015to March 2016 during 20015-16

| 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 2015-16 |
|-------------|-------------------|-------------|--------------------|---|--------------------------------|--------------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Grand Total | | | | | | | |

Signature of D.D.O.

PROFARMA-III

Eight monthly revised estimates for the year 2015-16

| Sr. No | Salary | Details of Cont. | | | | | | | | | | 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 | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 1 | Name of object | | | | | | | | | | | | | | |
| 2 | Actual expenditure For 2014-15 | | | | | | | | | | | | | | |
| 3 | Original sanction Budget for 2015-16 | | | | | | | | | | | | | | |
| 4 | Actual expenditure for eight months 1-4-2015 to 30-11-2015 | | | | | | | | | | | | | | |
| 5 | Probable requirement for 4 months 01-12-2015 to 31-3-2016 | | | | | | | | | | | | | | |
| 6 | Regular & pending Claims of employee with details | | | | | | | | | | | | | | |
| | Total requirement for 2015-16(5+6+7) | | | | | | | | | | | | | | |

Signature of D.D.O.

PROFARMA-IV

Eight monthly revised estimates for the year 2015-16 RECEIPT

| Sr. No. | Estimated receipt For 2015-16 | Actual receipt realized from 1-4-2015 to 30-11-2015 | Anticipated receipt for 01-12-2015 to 31-3-2016 | Total receipt to be realized during 2015-16 (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 2015-16 (Non –Plan)

| Sr. No | Object of expenditure - SALARY | Pay | Grade Pay | Total Pay | D.A. 113% | 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 | 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 2014-15 | | | | | | | | | | | | | | |
| 2. | Original sanctioned budget for 2015-16 | | | | | | | | | | | | | | |
| 3. | Actual expenditure for 8 months 1-4-15 to 30-11-15 | I- 37000-67000 II- 15600-39100 III- 9300-36800 5200-20200 IV- 4440- 7440 | | | | | | | | | | | | | |
| 4. | Probable requirement for 4 month 01-12-2015 to 31-3-2016 | I- 37000-67000 II- 15600-39100 III- 9300-36800 5200-20200 IV- 4440- 7440 | | | | | | | | | | | | | |
| 5. | Requirement of pending claims | | | | | | | | | | | | | | |
| 6. | Total requirement for 2015-16 3+4+5 | | | | | | | | | | | | | | |
| 7. | (+) Excesses (6-2) (-) Saving (2-6) | | | | | | | | | | | | | | |

Signature of D.D.O.