"हर काम देश के नाम"



कार्यालय रक्षा लेखामहानियंत्रक

उलान बटार मार्ग ,पालम ,दिल्ली छावनी110010 -CONTROLLER GENERAL OF DEFENCE ACCOUNTS ULAN BATAR MARG, PALAM, DELHI CANTT.-110010



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No. AN/VII/7220/RE 2024-25/BE 2025-26

Dated: 11.07.2024

To

All PCsDA/PIFAs/CsDA/IFAs

(Through CGDA Website)

Subject: Preparation and submission of Revised Estimates for 2024-25 and Budget Estimates for 2025-26 under Major Heads 2052 (Revenue) & 4070 (Capital) (DAD) & 7610 – Loans and Advances (DAD).

The Revised Estimates for the FY 2024-25 and Budget Estimates for the FY 2025-26 for Defence Accounts Department are due for submission to the Ministry. In this context, the following guidelines are issued for the preparation of Estimates:

- While preparing RE/BE, the detailed instructions contained in Appendix 3 of GFR
 2017 and circulars on Budget related matters issued by this HQ office from time to time may be kept in view.
- 3. It may be ensured that the trend of expenditure as revealed through RDR compilation of 07/2024 may be taken as the basis for preparation of RE 2024-25 and, by giving due effect to the retirement of personnel, fresh recruitment through Staff Selection Commission and promotion in various grades etc. Where additional funds are required, the detailed justification in support of the same may also be furnished. Similarly for preparing projections for BE 2025-26 under various Heads, the trend of expenditure of the previous years may be taken as a guiding factor. Reasons for variation in the estimates under each head where the variation exceeds 5% may be submitted giving full details & justification.
- 4. It has been emphasized from time to time that the budgetary estimates should be formulated on realistic basis. It is therefore, reiterated that utmost caution and accuracy to be adopted while estimating requirements of funds for RE 2024-25 and BE 2025-26, in order to ensure that the budgetary projections are made after an accurate and realistic assessment of the requirements and visualization of the actual/anticipated expenditure so that piecemeal additional demands during the year can be avoided as well as chances of lapse of funds at the fag end of the financial year could not be occurred.
- 5. PCsDA/CsDA are requested to indicate the requirement of funds under Heads 'Travel Expenses (Domestic)' and 'Office Expenses' in respect of all IFA offices (below SAG level through their admin IFA) under their organisation after obtaining the projection for RE/BE from their respective IFAs. The same may be shown in the Annexure VI-A and VI-B in respect of Travel Expenses (Domestic) and Annexure VII-D & VII-E distinctly for office expense.
- (i) PCDA (O) Pune is requested to indicate the requirement of funds under Head 'Office Expenses' in respect of NADFM, Pune, after obtaining the projection for RE/BE from them. The same may be shown in the Annexure VII-D & VII-E distinctly.
- 6. Requirement of funds under Head 'Digital Equipment' under Major Head 2052 and 'Information, Computer, Telecommunication(ICT) equipment under Major Head 4070 may be projected to IT & S Section of this HQ office.

Before submission of RE/BE projections, it may be ensured that all the Statements/Annexures are duly tagged and enclosed in the following serial. Additional Annexure, if required, may be devised at your end on the lines of other Annexure. In case, there is Nil projection under any above mentioned Heads, Nil Annexure for that Head is required to be submitted/attached. The detailed description of object heads is attached as appendix to this circular.

(a) Main Summary

- (b) Annexure IX A Salary (00/094/23,00/094/24,00/094/42)
- Allowances' (00/094/25,00/094/26, 00/094/29) (c) Annexure -I

(d) Annexure - II - Wages (00/094/27)

(e) Annexure -III - LTC (00/094/35)

(f) Annexure - IV - Rewards' (00/094/51) (g) Annexure - V - Medical Treatment' (00/094/92)

(h) Annexure - VI-A & VI-B - 'Travel Expenses (Domestic)' (00/094/28)

(i) Annexure - VII -A to VII-E - 'Office Expenses' (00/094/30)

(i) Annexure - VIII - Training' (00/094/36)

- (k) Annexure IX Rent, Rates & Taxes for Land & Building' (00/094/31)
- Professional Services' (00/094/38), 00/094/52,00/094/55) (I) Annexure - X
- (m) Annexure XI & Appendix -XII- 'Loans and Advances'
- (n) Annexure XII Printing & Publication ' (00/093/46)
- (o) Annexure XIII Rent for Others (00/094/37)
- (p) Annexure XIV Fuel & Lubricants (00/093/45)
- (q) Annexure XV Advertising & Publicity (00/093/44)
- (r) Annexure XVI Repair & Maintenance (00/094/40)
- (s) Annexure XVII Grant in Aid' (00/094/32,33,34)
- (t) Annexure XVIII Other Revenue Expenditure (00/094/41)
- (u) Annexure XIX Motor Vehicles (00/045/06)
- (v) Annexure XX Machinery and Equipment (00/045/07)
- (w) Annexure XXI Furniture & Fixture ' (00/045/09)
- (x) Annexure XXII Other Fixed Assets '(00/045/10)
- The proposal for Revised Estimates for 2024-25 and Budget Estimates for 2025-26 for Defence Accounts Department under MH 2052, 4070 and 7610 may please be submitted so as to reach this HQ by 9th August, 2024 positively.
- The payment to be made to the DAD personnel in compliance of the CAT/Courts 9. Judgments may be projected with full details. Similarly, the details of the cases which are pending in CAT/Courts and the amount likely to be paid in each case during the year 2024-25 and 2025-26 may also be intimated to enable us to project the consolidated demand to Ministry through RE/BE projections

It may please be ensured that the approval of the PCDA/CDA is invariably taken before the estimates are submitted to this HQ office. Timely submission of the Estimates may be ensured to avoid the delay in rendition of consolidated reports to the Ministry.

Sr. ACGDA (AN)

AN-IV (Local)/ AN-V (Local)/ CENTRAD, IT & S Section (Local)

The proposal for RE 2024-25 and BE 2025-26 for Defence Accounts Department under MH 2052,4070 & 7610 may please be submitted so as to reach this HQ by 9th August, 2024 positively.

Copy to:- IT & S Section (Local) - For uploading the circular on the web-site.

- Solxx (Sushil Riyar) Sr. ACGDA (AN)

SALARY:

Projection of funds under the Head "Salary" (00/094/23,24 and 42) for RE 2024-25 & BE 2025-26 may invariably be made in the **Appendix IX-A**. It will include pay of the Government employees as defined under FR 9 (21), honorarium to Government servant and stipend to interns, salary payable to the staff of Departmental canteens and leave encashment on LTC. The effective strength of the establishment may be taken into account. While projecting the requirement of funds under this Head, the justification in support of the projection, inter-alia indicating the number of **personnel working in Departmental Wet Canteen** may be submitted. The instructions and guidelines issued from time to time on the subject may also be kept in view.

ALLOWANCES: Funds required under Head 'Allowances' (00/094/25,29) should be supported by an additional items-wise statement indicating the last 3 years actual expenditure and expenditure incurred up to 07/2024. Item wise requirement of funds for each item i.e. DA,HRA, TA, OTA, Residential School Hostel Subsidy, CEA, etc. may be shown in a separate **Annexure-I**.

WAGES: Only for CDA (PD) Meerut - The requirement under this Head may be projected in Annexure-II.

LTC: It will include air/rail/bus fare/fare of any other mode of transport entitled under LTC Rule. The requirement under this Head may be projected in **Annexure-III**, keeping in view of the latest orders on the subject.

REWARDS: It will include rewards under a scheme given to the Government employees in addition to their pay and allowances. It will also include payment of bonus and cash awards for Hindi Pratiyogita, etc. The requirement under this Head may be projected in **Annexure-IV**, keeping in view of the latest orders on the subject.

MEDICAL TREATMENT: Projection of funds under Head 'Medical Treatment' for RE 2024-25 & BE 2025-26 in respect of serving employees of DAD may distinctively be projected on the basis of the trend of expenditure during previous years and anticipated expenditure during the current FY in Annexure-V. It has been experienced that at the fag end of the financial year, there is rush to clear the pending medical bills and additional demand is made to this HQ office in February and March. PCsDA/CsDA are, therefore, requested to make projection in such a manner so that request for additional allocation at the fag end of financial year may be avoided.

TRAVEL EXPENSES (DOMESTIC): It should be ensured that the projections under this Head may be made in Annexure VI-A & VI-B giving the details of Expenditure and Estimates under each sub-unit of TE (i.e. TA on Transfers within India, TA Temporary duty officers, TA Temporary duty staff, Local Audit and Transfers affected by CGDA, & TA/DA on training).

OFFICE EXPENSES: The details of expenditure under this Head may be projected in Annexure 'VII-A to VII-E'. All out efforts should be made to meet the expenditure within BE 2024-25 allocation by adhering to the economy orders issued by the Ministry of Finance from time to time. Further the item-wise requirement of funds under this Head for RE 2024-25 & BE 2025-26 and actual expenditure during last three years may be shown in separate statements with full justification thereof. The allocation/projection of funds may also be attached separately in respect of Main Office and Sub Offices/ DPDOs under the jurisdiction of their Proforma Control. Projections showing Allotment/Expenditure profile by PCsDA/CsDA during 2021-22, 2022-23 & 2023-24 in respect of their Main Office & other sub-offices may be submitted in Annexure VII-B & VII-C,. Similarly, the Projections showing Allotment/Expenditure in respect of all IFAs / Area Accounts Offices/PAOs/DPDOs may be submitted on Annexure 'VII-D' & 'VII-E' to enable us to process the projections with a view to making direct allocation to IFAs /Area Accounts Offices/PAOs/DPDOs. The total projection under Head 'Office Expenses' may be summarized in a separate summary (Annexure-VII-A) and carried over to the Main Summary. Please ensure that committed liability, if any, has been included in RE 2024-25 and BE 2025-26 projections.

TRAINING EXPENSES: It will include expenditure on cost of training such as fees paid, contingencies, materials, etc., for participating in the training, workshops but exclude expenditure on domestic or foreign travel expenses. The accurate and realistic projections may be made in **Annexure-VIII.**

RENT, RATES & TAXES FOR LAND AND BUILDING: The commitments made for the year 2024-25 and 2025-26 for the payment of rent towards hired building and payment of service charges to local bodies in respect of DAD accommodations etc. may please be worked out on realistic basis and the same is projected to this HQ office. The amount of Rent/Service charges for past period due for payment during the year 2022-23 and 2023-24, if any, may also be included in RE 2024-25 and BE 2025-26 projections, giving full details i.e. period and rates in Annexure-IX.

PROFESSIONAL SERVICES: RE 2024-25 and BE 2025-26 projections under the head professional services may be made giving full details of outside agencies to whom the payment is to be made in Annexure-X. Further, it will include expenses on engagement of professionals, consultants, artists, banks, etc., for providing services to the Government which include legal services, consultancy fees, audit fees, teaching and training fees, payments to artists, remunerations to question setters or invigilators or guest speakers, payments to other departments for services rendered, payment or expenses to agencies for conducting departmental examination and the same may be projected under the relevant heads 00/094/38, 00/094/55(SAS) under object head -Professional Services.

LOANS AND ADVANCES

(a) HOUSE BUILDING ADVANCE

The demand for HBA in respect of committed cases and fresh cases may be projected under a separate forwarding letter inter-alia indicating the number of applications pending on date and number of applications anticipated citing amounts under each category.

(b) PC ADVANCE

The requirement under this Head, may be made as per the actual requirement of your organisation during 2024-25 and 2025-26 respectively. The Projections under Head 'Loans and Advances' (HBA & PC Advance) may be submitted in Annexure-XI & Appendix-XII to enable us to consolidate the same.

PRINTING AND PUBLICATION: Projection of funds under Head 'printing and publication' for RE 2024-25 & BE 2025-26 include expenses on printing of valuables, printing of audit and accounts reports, forms, stationery, office codes, manuals and other documents, newspaper and magazines including e-books, e- magazines, digital printing, pen drive, CD, etc., but exclude expenses on printing of publicity material which shall be classified under Advertising and Publicity. The accurate and realistic projections may be made in Annexure-XII

RENT FOR OTHER: It will include expenses on rent for equipment and other various items like office equipment, transport, computer and ancillary equipment, communication equipment, airconditioning, heating and refrigerating equipment, security equipment, broadcasting and recording equipment, construction equipment, agricultural equipment, horticultural equipment, medical equipment, furniture and fixtures. It will also include lease charges for equipment and other items, the ownership of which is not transferable to Government. Please ensure that committed liability, if any, has been included in RE 2024-25 and BE 2025-26 projections, giving full details in Annexure-XIII.

ADVERTISING AND PUBLICITY: It will include expenses including commission to agents for sale and printing of publicity material on advertising and publicity through various media such as print media, TV media or outdoor media or Internet or mobile network or other audiovisual publicity or fairs and exhibition. The accurate and realistic projections in respect of this object head may be made in **Annexure-XV**.

REPAIR AND MANITENANCE: It will include expenses on repair and maintenance (including all maintenance contract) of equipment such as machinery and equipment, office equipment, equipment for other functional use, digital equipment for office use, digital

equipment for functional use, furniture and fixtures for office, furniture and fixtures for other functional use, vehicles (including motor vehicles and non motor vehicles like bicycle, rickshaw, carts, trolleys and boat, etc., for office or functional use). Please ensure that committed liability, if any, has been included in RE 2024-25 and BE 2025-26 projections, giving full details in Annexure-XVI.

GRANT-IN-AID GENERAL: It will include Subsidy for purchase of books for officers and establishment, Bus subsidy. The projections in respect of this object head may be made in Annexure-XVII.

OTHER REVENUE EXPENDITURE: It will include payment out of discretionary grant, other discounts, fees and fines, custom duty compensation, commitment charges, notional value of gifts, re-imbursement of newspapers purchased or supplied to officer's residence and purchase or re-imbursement of briefcase or ladies purse to Government servants', etc. Any other expenditure which cannot be classified under any of these specified object heads will be debited to this head. It will also include expenditure in respect of schemes, subschemes of organizations not elsewhere classified. The projections in respect of this object head may be made in Annexure-XVIII.

MOTOR VEHICLES: It will include procurement of motor vehicles on roads like buses, cars, trucks, motorcycles, irrespective of their usages. The projections in respect of this object head may be made in Annexure-XIX.

MACHINERY & EQUIPMENT: It will include procurement of machinery and equipment(Other than motor vehicles and ICT equipment), electrical and electronic equipment, medical appliances, precision and optical instruments, watches, and clocks, musical instruments and sports goods etc. cost of which exceeds one lakh rupees or three years of useful life, either of the two, need to booked under this head. The projections in respect of this object head may be made in Annexure-XX.

FURNITURE & FIXTURE: It will include expenditure on purchase of furniture and fixture exceeding threshold limit of one lakh rupees or three years of useful life, either of the two, for office use and functional use. The projections in respect of this object head may be made in Annexure-XXI.

OTHER FIXED ASSETS: It will include procurement of other fixed assets like library books and publications, trees, crops and plants, whose natural growth and regeneration is under the direct control, responsibility and management of institutional units, non-motor vehicles like bicycle The projections in respect of this object head may be made in Annexure-XXII.

RECEIPT BUDGET: The estimates may be made for RE 2024-25 and BE 2025-26 in the prescribed format based on the actual receipts during last financial year and receipts upto 07/2024 during the current financial year and may be submitted in **Annexure-XII** under a separate forwarding letter.

Main Summary MajorHead 2052 & 4070 RE 2024-25 & BE 2025-26 (Rs. in thousands) Name of organisation: Total (Col. Projection Anticipated Expr Projection Actual 2023-24 Expr upto July Allotment SI No. Sub Head Code Head BE 25-26 August 2024 to (6) + (7)RE 24-25 BE 2024-25 2024 remaining period of the financial year) 10 9 7 8 3 4 5 6 2 1 Salary(Officers) 00/094/23 1 00/094/24 Salary(Staff) 2 Salary(Departmental Canteen 00/094/42 3 Employees) 00/094/27 3 Wages 00/094/51 Rewards 4 00/094/92 5 Medical Treatment 00/094/25 6 Allowances 00/094/29 00/094/35 LTC 7 Training Expenses 00/094/36 8 Travel Expenses (Domestic) 00/094/28 00/094/91 Foreign Travel Expenses 10 00/094/30 Office Expenses 11 00/094/31 Rent, Rates & Taxes for Land & 12 Building Printing and Publication 00/093/46 13 Rent for others 00/094/37 14 00/093/45 Fuels & Lubricants 15 Advertsingn& Publicity 00/093/44 16 00/094/38 Profession & Special Services 17 00/094/52 00/094/55 Repair and Mantenence 00/094/40 18 Grant-in-Aid (General) 00/094/32 19 00/094/33 00/094/34 Other Revenue Expenditure 00/094/41 20 00/045/06 21 Motor Vehicle Machinery& Equipment 00/045/07 22 00/045/09 23 Furniture & Fixtures Other Fixed Assets 00/045/10 24 **Grand Total**

							NDIX -I					
					ESTIMAT			BLISHMENT AND PROVISION THEREFO	R			
								COUNTS DEPATMENT			/D - 1 11	
	Strength a	as on 1st Ma	rch					4/23,00/094/24,00/094/42)			(Rs. in thou	usands)
		2024				2025	2026		0-1-1	Doublest	Davissal	Dudest
Scale of Pay in full with increment	(Ga	s of Post z/Non- gualr/Temp	Group of Posts	Total Nos. of Posts	Nos. of Emp. In position	Estimated Sanctioned Strength	Estimated Sanctioned Strength	Name of Posts	Actual 2023-24	Budget Estimates 2024-25	Revised Estimates 2024-25	Budget Estimates 2025-26
	Gaz/ Non- Gaz	Regular/ Temp/ Ad-hoc										
								(a) Salary Officers				
(a) Officers					-			(00/094/23)				
Level -17								CGDA				
Level-16								Additional CGDA				
Level-15								Principal Controller				
Level-14								Sr. Administrative Grade				
Level-13								Selection Grade Jr.Adm.Gd.				
Level-12								Jr. Administrative Grade				
Level-11								Sr. Time Scale				
Level-10	-			1				Jr. Time Scale				
Level-09	1							Sr. Accounts Officer				
PB-2 GP 5400	+				1			Accounts Officer				
PB-2 GP 5400	+							Hindi Officer				
Level-08	+		+		1			Senior Private Secretary			-	
Level-08		-	+		-	-		Assistant Accounts Officer				
Level-06	+	-	-					Private Secretary				
Level-00	-		-	-				TOTAL Salary (Officers)				
	-		-					(b) Salary Staff				
	-	-	-	-		-		(00/094/24)				i ti
	-		-	-	-	-		Supervisor (Accounts)				-
Level-08	-		-		-	-		Sr. Hindi Translator			-	1
Level-07	-	-	-	-		-		Senior Auditor		1		
Level-06					-	-		DEO 'D' / DEO 'C' / Steno-I / Steno-II / Jr		-		
Level-06								HT / Librarian / SC Dri (Spl Grade)				
Level-05								Auditor / DEO 'B' / SC Driver (Grade-I)		-		
Level-04								DEO 'A' /Steno-III / SC Driver (Grade-II)				
Level-02								Clerks /Hindi Typst / SC Drivers (Ord Gd) / Sr Ges Opr.				
Level-01	-	+	+	-		1		Record Clerks				
			-	-				Other Gp.'C' Staff				
Level-01 Tota	1					+		TOTAL Salary (Staff)				
100	11							(c) Pay & Allowances of Departmental Cantten employees				
								(00/094/42)				
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PROFURINA APPEI	NDIX IX A R	E 2024-25 BI	2025-20	-								
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												Annexure-
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-				Item-wis	e RE 2024-2	25 & BE 2	025-26 Projec	ctions				
-				under h	nead 'Allow	ances' (0	/094/25, 00/09	4/29)				
-					Name	of organi	sation:				/Do in	thousands
_								A 17 1 -1-	Total	Projecti	Projecti	Remarks
SI. No.	Head	Actual Expr 2021-22	Actual Expr 2022-23	Actual Expr 2023-24	Average Expr (3 Years)	BE 2024-25 Allott	Expenditure upto 07/2024	Anticipate d Expr (08/24 to 03/25)	Total Col (8)+(9)	on RE 24-25	on BE 25-26	Kemano
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1	Dearness Allowances	3										
1	Dearness Allowances											
2	HRA										-	
3	Transport Allowance											
4	Foreign Allowance		-				-					
5	Deputation Allowance											
6	Over Time Allowance											
7	Children Education Allowance											
8	Residential School Hostel Subsidy											
9	Tution Fee											
10	Other Misc. Allowances											
	TOTAL											

												Annexure-
\rightarrow												
				RE			25-26 Project					
							jes' (0/094/27)				
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SI. No.	Name of Organisation	Actual Expr 2021- 22	Expr	Actual Expr 2023-24	Average Expr (3 Years)	BE 2024-25 Allott	Expenditure upto 07/2024	Anticipated Expr (08/24 to 03/25)	Total Col (8)+(9)	RE 24-25	BE 25-26	Remarks
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	Details of casual labourers granted temporary status to whom wages required		5									

											Ann	exure-III
				R	E 2024-2	25 & BE 2	025-26 P	rojections				
							/094/35)					
						Name	of organi	sation:			(Rs. in th	ousands
SI. No.	Head	Actual Expr 2021-22	Actual Expr 2022- 23	Actual Expr 2023- 24	Averag e Expr (3 Years)	BE 2024-25 Allott	Expendi ture upto 07/2024	ed Expr (08/24 to	Total Col (8)+(9)	Projecti on RE 24-25		Remark s
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				R		Rewards'						
_						1401110	or organi				(Rs. in th	ousands
SI. No.	Name of Organisation/Sub offices	Actual Expr 2020-21	Actual Expr 2021- 22	Actual Expr 2022- 23	Averag e Expr (3 Years)	BE 2023-24 Allott	Expendi ture upto 08/2023	ed Expr (09/23 to	Total Col (8)+(9)	Projecti on RE 23-24	Projecti on BE 24-25	Remark s
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												Annexure-V
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				Pi	F 2024-25 &	BE 2025-26	Projections					
				und	or boad 'Me	dical Treatm	ent' (0/094/92)					
				und		of organisat						
					Ivaille	or organisar	1				(Rs.	in thousands
SI. No.	Name of Organisation	Actual Expr 2021- 22	Actual Expr 2022-23	Actual Expr 2023-24	Average Expr (3 Years)	BE 2024- 25 Allott	Expenditure upto 07/2024	Anticipated Expr (08/24 to 03/25)	Total Col (8)+(9)	Projection RE 24-25	Projection BE 25-26	Remarks
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	s. in thousand									1		_
Remark	Projection BE 25-26	Projection RE 24-25	Total Col (8)+(9)	Anticipated Expr (08/24 to 03/25)	Expenditure upto 07/2024	BE 2024- 25 Allott	Average Expr (3 Years)	Actual Expr 2023-24	Actual Expr 2022-23	Actual Expr 2021-22	Name of Organisation/Sub Offices	SI. No.
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					DE 1	2024-25 & B	= 2025-26 P	rojections				
_					under hear	d 'Travel Evn	enses (Dom	estic)' (0/094/28)				
_					under near	Name o	f organisatio	n:				
						Tramo	o.gamean					thousands
SI. No.	Item of Expenditure	Actual Expr 2021-22	Actual Expr 2022- 23	Actual Expr 2023- 24	Average Expr (3 Years)	BE 2024- 25 Allott	Expenditur e upto 07/2024	Anticipated Expr (08/24 to 03/25)	Total Col (8)+(9)	Projection RE 24-25	Projection BE 25-26	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	TA/DA on Ty. Duty							-				
(a)	Officers							-				
(b)	Staff						, v					
2	TA/DA on Local Audit											
(a)	Officers											
(b)	Staff											-
3	TA/DA on Transfers ordered by PCDA/CDA					-						
(a)	Officers											
(b)	Staff											-
4	TA/DA on Transfers ordered by the CGDA											
(a)	Officers											
(b)	Staff											
5	TA/DA on training								-			
(a)											1	-
(b)	Staff										-	
	TOTAL											

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									10.55		-1 (00(004(20)				l.			
								Summary f	or Office	ffices includ	es' (00/094/30) ling CsFA(Fys)/PAO	s/DPDOs/A	AOs/IFAs/N	NADFM/RTCs				
			I F	RE 2024-25 BI	= 2025-26 unde	nead On	Ce Expense:	S III I/O Walli Ol	iice & sub-c	IIIOCO IIIOIGO	J Con File John File					(Rs. in thou	usands)	
							A - 101 - 1	ited Expr (08/24	to 03/25	Total Anit	icipated Expr 24-25		Proi	ections RE 202	24-25		tions BE 2025	
SI. lo.	(MO & other sub-offices)	(CsFA/PAOs/ DPDOs/ AAOs/IFAs)	(Total)	(MO & other	(CsFA/PAOs/ DPDOs/ AAOs/IFAs)	(Total)	(MO & other sub-offices)	(CsFA/PAOs/		& OM)	(CsFA/PAOs/DPD Os/ AAOs/IFAs)		(MO & other sub-	(CsFA/PAOs	(Total)	other sub-	(CsFA/PAOs/ DPDOs/ AAOs/IFAs)	(Tot
1	2	3	4	5	6		7 8	9	10	11	12	13	14	15	16	17	18	
_																		
_				-		1-	_								Carried ov	er to Main S	Summary	

		F	RE 2024-25	& BE 2025	5-26 Projec	ctions in r/c	o Main Office	& other sub-of	fices			ure-'VII-B
	At a farmania otion:			una	or ricua o	moo Empo		•				
	Name of organisation:	Astrol	Actual	Actual	Average	Allotment	Expenditure	Anticipated	Total	Projection	Projection BE	housands Remarks
SI. No.	Name of Organisation Main Office & other sub-offices	Actual Expr 2020-21	Actual Expr 2021- 22	Expr 2022-23	Expr (3 Years)	BE 2023-	upto 08/2023		Col (8)+(9)	RE 24-25	25-26	
1	2	3	4	5	6	7	8	9	10	11	12	13
carri	ed over to summary for	Office Exp	penses'									

											Λn	nexure-'VII-C'
											I I	nexure- vii-C
			Itom w	ico DE 202	A 25 & RE 2	125-26 Projec	tions in r/o Mair	Office & other sub	-offices	·		
			item-w	ISE NE 202	under h	ead 'Office Ex	xpenses' (00/09	4/30)				
					under m	Name of or						
												in thousands)
No. Organis	me of sation/Sub ffices	Actual Expr 2021-22	Actual Expr 2022- 23	Actual Expr 2023-24	Average Expr (3 Years)	BE 2024- 25 Allott	Expenditure upto 07/2024	Anticipated Expr (08/24 to 03/25)	Total Col (8)+(9)	Projection RE 24-25	Projection BE 25-26	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1 Postage (7												
2 Telephone	(77/094/30)											
3 Stationery	(79/094/30)											
4 Furniture ((80/094/3 exceeding limit of Rs	threshold											_
5 Liveries (8	31/094/30)											
6 HCW Ess	tt.(82/094/30)											
7 Office Eq (83/094/3 exceeding limit of Rs	0)(Not g threshold							-				
8 Typewrite (84/094/3												
9 Books/Pe (85/094/3	riodicals				H							
10 Other Mis (89/094/3												
	TOTAL											

								1	_
1 1 1									-
as/NADFM/RTCs	PDOs/AAOs/IFAs/NA	ons in r/o PAOs/DF	26 Projection	-25 & BF 2025-	RF 2024.				
		Office Expenses' (0			112 2027				
		me of organisation							_
(Rs. in thousands)									
	Anticipated Expr	Expenditure upto	Allotment	Average Expr	Actual	Actual	Actual	Name of Sub-Offices	SI.
(8)+(9) RE 24-25 BE 25-26	(08/24 to 03/25)	07/2024	2023-24	(3 Years)	Expr 2023-24	Expr 2022-23	Expr 2021-22	(CsFA(Fys)/PAOs/DPDO s/AAOs/IFAs)	No.
10 11 12 13	9	8	7	6	5	4	3	2	1
									1
									2
									3
									4
									5
									6
									7
						sas'	ice Eynen	ied over to summary for 'Off	

			Itom wis	o RE 2024-24	5 & BF 202	5-26 Projec	tions in r/o F	PAOs/DPDOs/AAOs	/IFAs/NADFM	/RTCs		
			Item-wis	6 IVE 2024-20	unde	r head 'Offic	e Expenses	3' (00/094/30)				
							of organisati					
												thousands
SI. No.	Head	Actual Expr 2021-22	Actual Expr 2022-23	Actual Expr 2023-24	Average Expr (3 Years)	Allotment 2023-24	Expenditu re upto 07/2024	Anticipated Expr (08/24 to 03/25)	Total Col (8)+(9)	Projection RE 24-25	Projection BE 25-26	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Postage (76/094/30)											
2	Telephone (77/094/30)											
3	Stationery (79/094/30)											
4	Furniture ((80/094/30)(Not exceeding threshold limit of Rs. 1 lakh)											
5	Liveries (81/094/30)											
6	HCW Esstt.(82/094/30)											
7	Office Eqpt. (83/094/30)(Not exceeding threshold limit of Rs. 1 lakh)									-		
8	Typewriters (84/094/30)											
9	Books/Periodicals (85/094/30)											
10	Other Misc. Expenses (89/094/30)											
	TOTAL											

												Anne	exure-'VIII
-					RE 2024	-25 &	BE 2025-26	Projections					
$\overline{}$							'Training' (
-						Name	of organisa	tion:					
_												(Rs. in	thousands
SI. No.	Name of Organisation	Actual Expr 2021-22	Actual Expr 2022-23	Actual Expr 2023- 24	Average Expr (3 Years)	BE	2024-25 Allott	Expenditure upto 07/2024	Anticipated Expr (08/24 to 03/25)	Total Col (8)+(9)	Projecti on RE 24-25	Projecti on BE 25-26	Remarks
1	2	3	4	5	6		7	8	9	10	11	12	13

_											An	nexure-'IX
_												
					RF 2024-2	5 & BE 2025	-26 Projections					
				inder head 'Re	ent Rates	& Taxes for	Land & Buildi	ng' (00/094/31)				
				ander nead 10	N:	ame of organ	isation:					
					1.10							thousands
SI. No.	Name of Organisation	Actual Expr 2021-22	Actual Expr 2022-23	Actual Expr 2023-24	Average Expr (3 Years)	BE 2024- 25 Allott	Expenditure upto 07/2024	Anticipated Expr (08/24 to 03/25)	Total Col (8)+(9)	Projection RE 24-25	Projection BE 25-26	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
							Ô			1		
	Details of Buildings for which 'Rent, Rates & Taxes for Land & Building' required			4								

											Ar	nexure-'X
-					RE	2024-25 & E	BE 2025-26 F	Projections				1. 1. 1. 1. 1.
-				ur	nder head 'P	rofessional	Services' (00/094/38 ,00/094	/55)			
_						Name	of organisation	on:			/D - 1-	Ale a company dia
-												thousands
SI. No.	Name of Organisation	Actual Expr 2021- 22	Actual Expr 2022- 23	Actual Expr 2023- 24	Average Expr (3 Years)	BE 2024- 25 Allott	Expenditur e upto 07/2024	Anticipated Expr (08/24 to 03/25)	Total Col (8)+(9)	Projection RE 24-25	Projection BE 25-26	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
-												
	Details of outside agencies to whom expenses under head 'PSS' required.											

						1					An	nexure-X
					RE 202	4-25 & BE	2025-26 Pro	ojections				
							ns and Adv					
						Name of o	organisation					
											(Rs. in t	housands
SI. No.	Heads	Actual Expr 2021-22	Actual Expr 2022-23	Actual Expr 2023-24	Average Expr (3 Years)	BE 2024-25 Allott	Expenditu re upto 07/2024	Anticipated Expr (08/24 to 03/25)	Total Col (8)+(9)	Projection RE 24-25	Projection BE 25-26	Remark
1	2	3	4	5	6	7	8	9	10	11	12	13
1	PC Advance (0/012/25)											
2	House Building Advance (0/012/17)											

				Appendiz PROFOF				
				Loans to Governme	nt Servants et	c.		
		Mininda	. / Donartme	ent- Ministry of Defence	(Civil)- Defen	ce Accounts	Department	
		Ministr	y / Departine	Major Head	- 7610	2008 2 No 2		
				A. DISBURS				
						(Rs. in thousa	anda)	
	Act	uals				RE	BE	Brief reasons for
2021-22	2022-23	2023-24	2024-25 (upto July 2024)	Major Heads Sub Heads, etc	BE 2024-25	2024-25	2025-26	variations
				Advance for the purchase of PC				
				TOTAL				
								Applications
								pending/anticipated
Number of	f eligible /	entitled ap	plicants as	oer rules (approx.)				O Training Control of Control
Advance fo	or purchase	of Persona	al Computer					
				WITHING OF THE DOING	MAI			
			B - REPA	YMENTS OF THE PRINC	JIPAL .	1		
		turala			(Rs. in thou	sands)		
	17/11	tuals 2023-24	2024-25	Major Heads	BE	RE	BE	Remarks
2021-22	2022-23	2023-24	(upto July 2024)	Sub Heads, etc	2024-25	2024-25	2025-26	
				Advance for the purchase of PC				
				TOTAL				

al Expr Actual 21-22 Expr 2022-23	Actual Expr 2023-	nder head 'I Average	Printing & Pu Name of orga BE 2024-	25-26 Projection ublication' (00/0) anisation: Expenditure upto 07/2024	Anticipated Expr (08/24 to	Total Col	Projection RE 24-25	(Rs. in t	thousands)
21-22 Expr	Actual Expr 2023-	Average Expr (3	Printing & Pu Name of orga BE 2024-	ublication' (00/0 anisation: Expenditure	Anticipated Expr (08/24 to	Col		Projection	
21-22 Expr	Actual Expr 2023-	Average Expr (3	Name of orga BE 2024-	anisation: Expenditure	Anticipated Expr (08/24 to	Col		Projection	
21-22 Expr	Expr 2023-	Average Expr (3	BE 2024-	Expenditure	Expr (08/24 to	Col		Projection	
21-22 Expr	Expr 2023-	Expr (3			Expr (08/24 to	Col		Projection	Remarks
		1 cars)			03/25)	(8)+(9)		DL 20 20	
3 4	5	6	7	8	9	10	11	12	13
	4	4 3	4 0 0	4 5					

exure-'XI	Ann									1		
				s	-26 Projection	5 & BF 2025	DE 2024-25					
				37)	ners ' (00/094/	Rent for Ot	under head					
thousand	/Da ia					ame of orgar						_
thousand												
Remarks	Projection BE 25-26	Projection RE 24-25	Total Col (8)+(9)	Anticipated Expr (08/24 to 03/25)	Expenditure upto 08/2023	BE 2023-24 Allott	Average Expr (3 Years)	Actual Expr 2022-23	Actual Expr 2021-22	Actual Expr 2020-21	Name of Organisation	SI. No.
13	12	11	10	9	8	7	6	5	4			
						,	0	5	4	3	2	1

												Annex	ure-'XIV'
					RE 2024	-25 & E	E 2025-26	3 Projections					
-					under head	'Fuel	& Lubrica	nts ' (00/093/45)					
						Name	of organisa	ation:				(D : 1)	
												(Rs. in th	ousands
SI. No.	Name of Organisation	Actual Expr 2021-22	Actual Expr 2022-23	Actual Expr 2023- 24	Average Expr (3 Years)		2024-25 Illott	Expenditure upto 07/2024	Anticipated Expr (08/24 to 03/25)	Total Col (8)+(9)	Projectio n RE 24 25	n BE 25- 26	Remark s
1	2	3	4	5	6		7	8	9	10	11	12	13
	60												

											Annex	cure-'XV'
						-25 & BE 2025-26 Advertising & Pu		44)				
				ur	ider nead /	Name of organisa		3.57)				
						Name of organis	ation.				(Rs. in th	
SI. No.	Name of Organisation	Actual Expr 2021-22	Actual Expr 2022-23	Actual Expr 2023- 24	Average Expr (3 Years)	BE 2024-25 Allott	Expenditure upto 07/2024	Anticipated Expr (08/24 to 03/25)	Total Col (8)+(9)	Projectio n RE 24 25	Projectio n BE 25- 26	Remark s
1	2	3	4	5	6	7	8	9	10	11	12	13

												Anne	xure-'XVI'
	-												
								3 Projections					
				uı	nder head ' I			ance ' (00/094/4	10)				
						Name	e of organisa	ation:					
$\overline{}$													housands)
SI. No.	Name of Organisation	Actual Expr 2021-22	Actual Expr 2022-23	Actual Expr 2023- 24	Average Expr (3 Years)	BE	2024-25 Allott	Expenditure upto 07/2024	Anticipated Expr (08/24 to 03/25)	Total Col (8)+(9)	Projectio n RE 24- 25	Projectio n BE 25- 26	Remarks
1	2	3	4	5	6		7	8	9	10	11	12	13

											Anne	exure-'XVII
					DE 2024	25 9 DE 202	5-26 Projections					
					RE 2024	-25 & DE 202	J. (00/004/22 22	241				
-					under head		d' (00/094/32,33	,34)				
						Name of orga	nisation:				(D :-	th
												thousands
SI. No.	Name of Organisation	Actual Expr 2021-22	Actual Expr 2022-23	Actual Expr 2023- 24	Average Expr (3 Years)	BE 2024- 25 Allott	Expenditure upto 07/2024	Anticipated Expr (08/24 to 03/25)	Total Col (8)+(9)	Projection RE 24-25	Projection BE 25-26	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
-												
-					•							

												Anı	nexure-'XVIII'
		Т											
					=====	4.05.0	DE 2025	Of Duningtions					
				unc	RE 202	4-25 6 ther R	evenue Ex	26 Projections penditure ' (00/0	94/41)				
-				unc	ici ilcaa C	Nam	e of organi	sation:	· ·				
_		+											in thousands
SI. No.	Name of Organisation	Actual Expr 2021-22	Actual Expr 2022-23	Actual Expr 2023- 24	Average Expr (3 Years)		2024-25 Allott	Expenditure upto 07/2024	Anticipated Expr (08/24 to 03/25)	Total Col (8)+(9)	Projection RE 24-25	Projection BE 25-26	Remarks
			4	5	6		7	8	9	10	11	12	13
1	2	3	4	3	0								
				-									
-+		+											

ure-'XIX'
ousands
Remark s
13

											Anne	xure-'XX'
			un	RE 202 der head ' M	4-25 & B lachinery	E 2025-2 and Eq	d Projections uipment ' (00/0/	45/07)				
											(D : 1)	
												ousands
Name of Organisation	Actual Expr 2021-22	Actual Expr 2022-23	Actual Expr 2023- 24	Average Expr (3 Years)			Expenditure upto 07/2024	Anticipated Expr (08/24 to 03/25)	Total Col (8)+(9)	Projection RE 24-25	Projection BE 25-26	Remark
2	3	Δ	5	6		7	8	9	10	11	12	13
	Name of Organisation	2021-22	2021-22 Expr 2022-23	Name of Organisation Actual Expr 2021-22 Expr 2023-24	Name of Organisation Actual Expr 2021-22 Expr 2023- 24 Years)	Name of Organisation Actual Expr 2021-22 Expr 2022-23 Expr 2023- 24 Years) Name of Organisation Actual Expr 2022-23 All 2022-	Name of Organisation Actual Expr 2021-22 Expr 2023- 24 Years) under head ' Machinery and Eq Name of organis Name of Organisation Actual Expr 2023- Expr (3 Years)	Name of Organisation Actual Expr 2021-22 Respr 2023- 24 Name of organisation: Name of organisation: Respr 2024-25 Expenditure upto 07/2024 Allott upto 07/2024	Name of Organisation Actual Expr 2021-22 Expr 2023- 24 Years) Name of Organisation Name of Organisation Name of Organisation Name of Organisation: Actual Expr 2024-25 Expenditure upto 07/2024 Expr (08/24 to 03/25)	Name of Organisation Actual Expr 2021-22	Name of Organisation Actual Expr 2021-22 Expr 2022- 24 Years) Name of Organisation Actual Expr 2022- 24 Years) Name of Organisation: Actual Expr 2023- Expenditure upto 07/2024 Expr (08/24 to 03/25) Name of Organisation: Organisation: Name of Organisation: Name of Organisation: Organisation: Name of Organisation: Organisati	RE 2024-25 & BE 2025-26 Projections under head ' Machinery and Equipment ' (00/045/07) Name of Organisation Actual Expr 2021-22 Expr 2023- 24 Fears) Actual Expr 2023- 24 Fears) RE 2024-25 & BE 2025-26 Projections Under head ' Machinery and Equipment ' (00/045/07) Name of Organisation: (Rs. in truly of O7/2024 Expr (08/24 to 03/25) (8)+(9) Projection RE 24-25 (8)+(9)

-											Annex	cure-'XXI
					RE 202	24-25 & BE 2025	-26 Projections					
					under head	d ' Furniture & F	ixture ' (00/045/	09)				
						Name of orga	nisation:					
											(Rs. in th	
SI. No.	Name of Organisation	Actual Expr 2021-22	Actual Expr 2022-23	Actual Expr 2023- 24	Average Expr (3 Years)	BE 2024-25 Allott	Expenditure upto 07/2024	Anticipated Expr (08/24 to 03/25)	Total Col (8)+(9)	Projection RE 24-25	Projection BE 25-26	Remark s
1	2	3	4	5	6	7	8	9	10	11	12	13

												Anne	xure-'XXII'
								26 Projections					
					under head	'Oth	er Fixed As	ssets ' (00/045/	10)				
						Nar	ne of organi	sation:					
													thousands)
SI. No.	Name of Organisation	Actual Expr 2021-22	Actual Expr 2022-23	Actual Expr 2023- 24	Average Expr (3 Years)	BE	2024-25 Allott	Expenditure upto 07/2024	Anticipated Expr (08/24 to 03/25)	Total Col (8)+(9)	Projection RE 24-25	Projection BE 25-26	Remarks
1	2	3	4	5	6		7	8	9	10	11	12	13