कार्यालय,रक्षा लेखा महानियंत्रक



उलन बटार रोड, पालम, दिल्ली छावनी - 110010



Controller General of Defence Accounts
Ulan Batar Road, Palam, Delhi Cantt- 110010

No. AN/VII/7220/RE 20-21/BE 21-22

Dated 13.08.2020

To

The All PCsDA/CsDA
The PCA (Fys) Kolkata

AN-IV /AN-V Section/ CENTRAD (Local)

(Through CGDA Website)

Subject:

Preparation and submission of Revised Estimates for 2020-21 and Budget Estimates for 2021-22 under Major Heads 2052 – Salaries (DAD)

& 7610 - Loans and Advances (DAD).

The Revised Estimates for the FY 2020-21 and Budget Estimates for the FY 2021-22 for Defence Accounts Department are due for submission to the Ministry. In this context, the following guidelines are issued for the preparation of Estimates:

- 2. 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 08/2020 may be taken as the basis for preparation of RE 2020-21, 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 2021-22 under various Heads, the trend of expenditure of the previous years may be taken as a guiding factor.
- 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 2020-21 and BE 2021-22, 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.

SALARY

- **5.** Projection of funds under Salary Heads for RE 2020-21 & BE 2021-22 may invariably be made in the **Appendix IX-A**. The effective strength of the establishment may be taken into account. The funds required for Ad-hoc Bonus may distinctively be shown in Appendix-IX-A to enable us to project the same in RE 2020-21 to the Ministry.
- **6.** Funds required under Head 'Other Allowances' (00/094/26) should be supported by an additional items-wise statement indicating the last 3 years actual expenditure and expenditure incurred up to 08/2020. Item wise requirement of funds for each item i.e. HRA, , CEA, Honorarium, LTC etc. may be shown in a separate **Annexure-I**.

WAGES

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

OVERTIME ALLOWANCE

8. The requirement under this Head may be projected in **Annexure-III**, keeping in view of the latest orders on the subject.

TRAVEL EXPENSES (DOMESTIC)

9. It should be ensured that the projections under this Head may be made in **Annexure IV-A & IV-B** giving the details of Expenditure and Estimates under each sub-unit of TE (i.e. TA on Transfer, TA Temporary duty officers, TA Temporary duty staff, Local Audit and Transfers affected by CGDA, & TA/DA on training). While making the projection for RE 2020-21, the funds constraints under this Head brought out earlier vide BE allocation letter may be kept in view.

OFFICE EXPENSES

The details of expenditure to be incurred during financial year 2020-21 and 2021-22 under this Head may be projected in Annexure 'V'. All out efforts should be made to meet the expenditure within BE 2020-21 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 2020-21 & BE 2021-22 and actual expenditure during last three years may be shown in separate statements with full justification thereof. The officewise allocation/projection of funds may also be attached separately. Projections showing Allotment/Expenditure profile by PCsDA/CsDA during 2017-18, 2018-19 & 2019-20 in respect of their Main Office & other sub-offices excluding CsFA (Fys)/IFAs (SAG Level)/Area Accounts Offices/PAOs/DPDOs may be submitted in Annexure 'V-A' & 'V-C'. Similarly, the Projections showing Allotment/Expenditure in respect of CsFA(Fys) / IFAs (SAG level) / Area Accounts Offices/PAOs/DPDOs may be submitted on Annexure 'V-B' & 'V-D' to enable us to process the projections with a view to making direct allocation to CsFA(Fys)/IFAs (SAG level)/Area Accounts Offices/PAOs/DPDOs. The total projection under Head 'Office Expenses' may be summarized in a separate summary (Annexure-V) and carried over to the Main Summary.

PROJECTION IN RESPECT OF IFA (SAG LEVEL)

11. PCsDA/CsDA are requested to indicate the requirement of funds under Heads 'Travel Expenses (Domestic)' and 'Office Expenses' in respect of IFA offices (SAG level) under their organisation after obtaining the projection for RE/BE from their respective IFAs. The same may be shown in the Annexure IV-A and V-B distinctly. It may be ensured that the requirement of IFAs under your organisation under Heads 'Travel Expenses (Domestic)' and 'Office Expenses' has been taken into account before making projection to this HQ office so that requirement of IFAs (SAG level) is considered at the time of RE/BE allocation stage only. The HQrs Circular No. AN/VII/ 7220/ BE 2016-17 dated 22.07.2016 should also be kept in view, while making projections under the head 'Travel Expenses (Domestic)'.

PROJECTION IN RESPECT OF NADFM, PUNE AND CIA (Fys) KOLKATA

12. PCDA (O) Pune and PCA (Fys) Kolkata are requested to indicate the requirement of funds under Head 'Office Expenses' in respect of NADFM, Pune and CIA (Fys) Kolkata respectively, after obtaining the projection for RE/BE from them. The same may be shown in the Annexure V-B distinctly.

INFORMATION TECHNOLOGY

13. Requirement of funds under Head 'Information Technology' may be projected to IT & S Section of this HQ office.

OTHER ADMINISTRATIVE EXPENSES

14. 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. The accurate and realistic projections may be made in **Annexure-VI**. In addition, the requirement of funds for training may be projected under the head, separately.

RENT, RATES & TAXES

15. The commitments made for the year 2020-21 and 2021-22 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 2018-19 and 2019-20 may also be included in RE 2020-21 and BE 2021-22 projections, giving full details i.e. period and rates in **Annexure-VII**.

PROFESSIONAL SERVICES

16. RE/BE projections under this Head may be made giving full details of outside agencies to whom the payment is to be made in **Annexure-VIII**. Further, it is stated that as per RDR Pamphlet 2010 the appropriate code head regarding charges for legal services, consultancy fees, remuneration to the examiners, invigilators etc for conducting examination comes under 00/094/38 code head under object head 28-Professional Services. Therefore, the same may be projected under Professional services (00/094/38).

MEDICAL TREATMENT

17. Projection of funds under Head 'Medical Treatment' for RE 2020-21 & BE 2021-22 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-IX. 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 is, therefore, requested to make projection in such a manner so that request for additional allocation at the fag end of financial year is avoided.

CHARGED EXPENDITURE

18. The payment to be made to the DAD personnel in compliance of the CAT/Courts 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 2020-21 and 2021-22 may also be intimated to enable us to project the consolidated demand to Ministry through RE/BE projections.

LOANS AND ADVANCES

19. (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 2020-21 and 2021-22 respectively. The Projections under Head 'Loans and Advances' may be submitted in Annexure-XI to enable us to consolidate the same.

RECEIPT BUDGET

- **20.** The estimates may be made for RE 2020-21 and BE 2021-22 in the prescribed format based on the actual receipts during last financial year and receipts upto 08/2020 during the current financial year and may be submitted under a separate forwarding letter.
- 21. 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, No Annexure for that Head is required to be submitted/attached.
 - a) Main Summary
 - b) Appendix IX A
 - c) Appendix I
 - d) Appendix II
 - e) Appendix III
 - f) Appendix IV A
 - g) Appendix IV B
 - h) Appendix V
 - i) Appendix V -A & V- C
 - j) Appendix V-B & V-D
 - k) Appendix VI
 - I) Appendix VII
 - m) Appendix VIII
 - n) Appendix IX
 - o) Appendix X
 - p) Appendix XI (specifically for Loans & Advances)
 - q) Appendix XII (Receipt Budget)
- 22. The proposal for Revised Estimates for 2020-21 and Budget Estimates for 2021-22 for Defence Accounts Department under MH 2052 & 7610 may please be submitted so as to reach this HQ by 7th September, 2020 positively.
- 23. Further, details of utilisation of current year's Budget till 08/2020 as per Govt. instructions may be enclosed.
- 24. It may please be ensured that the approval of the PCDA/PCA(Fys)/CDA is invariably taken before the estimates are submitted to this HQ office. <u>Timely submission of the Estimates may be ensured to avoid the delay in rendition of consolidated reports to the Ministry.</u>

(Dr.Amit Gupta) Sr. Dy.CGDA(AN)

Copy to:-

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

(Dr.Amit Gupta) Sr. Dy.CGDA(AN)

	п		M	ain Sumr	nary				
					0				
	Name of a series (in the series of a serie	1	RE 202	0-21 & B	E 2021-2	22			
	Name of organisation:								
SI No.	Sub Head	0-1-11-1	0 1 1	200, 2000	2000			(Rs. in thousa	
SI INO.	Suo nead	Code Head	Actual 2019-20	BE 2020-21 Allott.	Expr upto August 2020	Anticipated Expr September 2020 to remaining period of the financial year)	Total (Col. (6) +(7)	Projection RE 20-21	Projection BE 21-22
1	2	3	4	5	6	7	8	9	10
1	Salary(Officers)	0/094/23	3						
2	Salary(Staff)	0/094/24							
3	Dearness Allowance	0/094/25							
4	Dearness Pay	0/094/25							
5	Other Allowance	0/094/26							
	Total (Salary)								
	Wages	0/094/27							
8	Travel Expenses (Domestic)	0/094/28							
9	Foreign Travel Expenses	0/094/91							
	Office Expenses	0/094/30							
	Rent, Rates & Taxes	0/094/31							
	Over Time Allowances	0/094/37							
	Other Admn. Expenses	0/094/42							
	Profession & Special Services	0/094/35							
	Profession & Special Services	0/094/38							
	Medical Treatment	0/094/92							•
	Grant -in- Aid (Hostel Subsidy)	0/094/29							
		Grand Total							

				E 6		PENDIX		BATTE OF A SIM MEMORIAL MALE WILLIAM STATES	p p			T
		-			STHMATED S			MENT AND PROVISION THERI	<u>=FOR</u>			*
	Ctronoth	as on 1st M	a u a la		T	DEFENC	LE ACCOUN	IS DEPATMENT	T	87		
		020	arcn T		-	0004	0000				(Rs. in thou	isands)
Scale of Pay in full with increment		of Post	Group of	Total	Nos. of	2021	2022					
ocale of Fay In fall with increment		z/Non-		Nos. of	Emp. In	Estimated Sanctioned	Estimated Sanctioned		Actual	Budget	Revised	Budge
		gualr/Temp	1 000	Posts	position	Strength	Strength	Name of Posts	2019-20	2020-21	2020-21	2021-2
		•						1.(a) Salary Officers				
(a) Officers												
Level -17				1				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								Jr. Time Scale	-			
Level-09								Sr. Accounts Officer				
PB-2 GP 5400								Accounts Officer				
PB-2 GP 5400								Hindi Officer				
Level-08								Senior Private Secretary				
Level-08								Assistant Accounts Officer				
Level-06								Private Secretary				
								TOTAL Salary (Officers)				
								(b) Salary Staff				
								(b) Salary Stall				
Level-08								Supervisor (Accounts)				
Level-07								Sr. Hindi Translator				
Level-06								Senior Auditor				
Level-06					*			DEO 'D' / DEO 'C' / Steno-I /				
								Steno-II / Jr 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								Record Clerks				
Level-01								Other Gp.'C' Staff				
Total				4.5				TOTAL Salary (Staff)				
								(c) Ad-hoc Bonus				
								Total Salary(S) & Bonus				

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			100			Allowances' (0/					
						organisation:	,				
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Head *	Actual Expr 2017-18	Actual Expr 2018-19	Actual Expr 2019-20	Average Expr (3 Years)	BE 2020- 21 Allott	Expenditure upto 08/2020	Anticipated Expr (09/20 to 03/21)	Total Col (8)+(9)	Projection RE 20-21	Projection BE 21-22	Remarks
2	3	4	5	6	7	8	9	10	11	12	13
HRA (61/094/26)						*					,
CCA (62/094/26)											
SCA (63/094/26)											
CEA (64/094/26)											•
Tution Fee (65/094/26)			ij								
Honorarium (67/094/26)						,					
LTC (68/094/26)											
Festival Advance (69/094/26)											
Other Misc. Allowances (70/094/26)											
TOTAL											

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			,									Annexure-
				RE	2020-21	& BE 20	21-22 Project	ions				
							ges' (0/094/27				_	
					Nar	ne of org	anisation:					
											(Rs.	in thousands
SI. No.	Name of Organisation	Actual Expr 2017- 18		Actual Expr 2019-20	Average Expr (3 Years)	BE 20- 21 Allott	Expenditure upto 08/2020	Anticipated Expr (9/20 to 3/21)	Total Col (8)+(9)	Projection RE 20-21	Projection BE 21-22	Remarks
Aprena	2	3	4	5	6	7	8	9	10	11	12	13
								·				
	Details of casual labourers granted temporary status to whom wages required											

								-				2
								·			A	nnexure-III
					RE	2020-21 &	BE 2021-22	2 Projections	3			
					under he	ad 'Over T	ime Allow	vance' (0/09	94/37)			
							Name of org					
								ĺ			/Do in	thousands)
SI.	Name of Organisation	Actual	Actual	Actual	Average	BE 20-21	Evponditu	Anticipated	Total	Drojostion		
No.	Traine or organization	Expr	Expr		Expr	Allott	Experialita	Ever (0/20	Cal (8) (0)	Projection	Projection	Remarks
140.			2018 10	2019-20	(3 Years)		re upto 08/2020	Expr (9/20	Col (8)+(9)	KE 20-21	BE 21-22	
		2017-10	2010-19	2019-20	(3 rears)		00/2020	to 3/21)				
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										7.1	nnexure-IX
			R	E 2020-2	1 & BE 20	21-22 Pro	iections				
							(0/094/92)				
				Na	me of org	anisation	:				
											thousands)
	Expr	Expr	Expr	Expr	Allott	Expenditu re upto 08/2020	Anticipated Expr (9/20 to 3/21)	Total Col (8)+(9)	Projection RE 20-21	Projection BE 21-22	Remarks
2	3	4	5	6	7	8	9	10	11	12	13
								·			
	Name of Organisation 2	Expr 2017-18	Expr Expr 2017-18 2018-19	Name of Organisation Actual Actual Expr Expr Expr 2017-18 2018-19 2019-20	Name of Organisation Actual Actual Actual Expr Expr Expr Expr 2017-18 2018-19 2019-20 (3 Years)	Name of Organisation Actual Actual Expr Expr Expr Expr Expr 2019-20 (3 Years)	Name of Organisation Actual Expr Expr Expr Expr Expr (3 Years) 2017-18 2018-19 2019-20 (3 Years)	Name of Organisation Actual Expr 2017-18 2018-19 2019-20 (3 Years) Name of Organisation Name of Organisation Actual Expr 2019-20 (3 Years) Name of Organisation: Name of organisation: Anticipated Expr (9/20 08/2020 to 3/21)	Name of Organisation Actual Expr 2017-18 2018-19 2019-20 2019-20 (3 Years) Fig. 12 Fig. 13 Fig. 12 Fig. 12	Name of Organisation Actual Expr 2017-18 2018-19 2019-20 (3 Years) Name of Organisation Name of Organisation Actual Expr 2019-20 (3 Years) Name of Organisation Actual Expr 2019-20 (3 Years) Name of Organisation Actual Expr 2019-20 (3 Years) Name of Organisation Anticipated Expr (9/20 Col (8)+(9) RE 20-21 (3 Years)	Name of Organisation Actual Expr 2017-18 2018-19 2019-20 (3 Years)

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											Annexure-'I	\/ A'
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					RE	2020-21 & B	E 2021-22 Proje	ections				
								Ottorio	T			
					under hea	'Travel Ext	penses (Domes	tic)' (0/094/28)				
						Name o	of organisation:	(0/00/1/20)				
							- organication.			(R	s. in thousand	de)
SI.	Name of Organisation	Actual Expr	Actual Expr	Actual Expr	Average	BE 20-21	Expenditure	Anticipated Expr	Total Col	Projection	Projection	Remarks
Vo.		2017-18	2018-19	2019-20	Expr (3 Years)	Allott	upto 08/2020	(9/20 to 3/21)	(8)+(9)	RE 20-21	BE 21-22	rvomance
1	2	3	4	5	6	7	8	9	10	11	12	13
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	Datailed justification of											
	Detailed justification of											
	requirement of funds under head 'Travel											
	Expenses (Domestic)'											
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						ž						
								1-22 Projections				
					under head	Travel Exp	enses (Do	mestic)' (0/094/28	3)			
						Name o	f organisati	on:				
SI.	Item of	Actual	Actual	Actual	Λ	DE 00 04						thousands
No.	Expenditure	Expr 2017-18	Expr 2018-		Average Expr (3 Years)	Allott	re upto 08/2020	Anticipated Expr (9/20 to 3/21)	Total Col (8)+(9)	Projection RE 20-21	Projection BE 21-22	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	TA/DA on Ty. Duty											
(a)	Officers											
(b)	Staff	,						ij				
2	TA/DA on Local Audit											
(a)	Officers											
(b)	Staff											
3	TA/DA on Transfers ordered by PCDA/CDA									a a		
(a)	Officers											
(b)	Staff											
4	TA/DA on Transfers ordered by the CGDA				a.							
(a)	Officers											
(b)	Staff											
5	TA/DA on training											
(a)	Officers											
(b)	Staff											
	TOTAL											

						-		a t							19 1991		Annexure- 'V	
								Summa	ary for 'Of	fice Expe	enses'							
				RE 2020-	21 BE 2021-22	under head	d 'Office Exp	enses' in r/o Ma	ain Office & s	sub-offices i	ncluding CsFA	(Fys)/PAOs	DPDOs/A	AOs/IFAs				
																(Rs. in tho	usands)	
	BE 20-2	1 Allotment	o	Expr up	to 08/2020		Aniticipa	ted Expr (09/20	to 03/21)	Total	Expr 20-21		Proi	ections RE 202	20-21	Proje	ections BE 2021	22
SI. No.	sub-offices)	(CsFA/PAOs/ DPDOs/ AAOs/IFAs)	(Total)	(MO & other sub-offices)	(CsFA/PAOs/ DPDOs/ AAOs/IFAs)	(Total)	(MO & other sub-	(CsFA/PAOs/		(MO & other sub-	(CsFA/PAOs/	(Total)	(MO & other sub-	(CsFA/PAOs		(MO & other sub-offices)	(CsFA/PAOs/	
1	2	3	4	5	6		7 8	9	10	11	12	13	14	15	16	17	18	19
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	RE 2020-21 &	BE 2021-2	22 Projectio	ns in r/o N	l /lain Office	& other si	ub-offices exc	luding PAOs/I	DPDOs/CsF	A(Fvs)/AAO)s/IFAs	
			*	und	ler head 'C	Office Expe	nses' (0/094/3	30)		() - /··		
	Name of organisation:						,					
											(Rs. in	thousands)
SI. No.	Name of Organisation	Actual Expr 2017-18	Actual Expr 2018- 19	Actual Expr 2019-20	Average Expr (3 Years)	Allotment 2020-21	Expenditure upto 08/2020	Anticipated Expr (9/20 to 3/21)	Total Col (8)+(9)	Projection RE 20-21	Projection BE 21-22	
1	2	3	4	5	6	7	8	9	10	11	12	13
							carried over to	summary for '	Office Expen	ses'		

	,					*					2	Annexure-'V-C'
				1								
		Item-wise RI	E 2020-21 & E	BE 2021-22 P	roiections in r/s	o Main Offic	e & other sub-	offices excluding PAOs	IDPDOs/CsF	A/Eve\/AAO	e/IEAe	
					under	head 'Offic	e Expenses' (0/	(094/30)	5/01 003/03/	A(TYS)IAAO	5/IFA5	
						Name of	organisation:	,				
SI.	Head	A - to - 1 France	A - 1 - 1 - 5									(Rs. in thousand
No.	nead	Actual Expr 2017-18	Actual Expr 2018-19	Actual Expr 2019-20	Average Expr (3 Years)	Allotment 2020-21	Expenditure upto 08/2020	Anticipated Expr (9/20 to 3/21)	Total Col (8)+(9)	Projection RE 20-21	Projection BE 21-22	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Postage (76/094/30)										1 4.00	10
2	Telephone (77/094/30)											
3	Petro/Diesel (78/094/30)											
4	Stationery (79/094/30)											
5	Furniture ((80/094/30)											
6	Liveries (81/094/30)											
7	HCW Esstt.(82/094/30)								-			
8	Office Eqpt. (83/094/30)											
9	Typewriters (84/094/30)								.s.			
10	Books/Periodicals (85/094/30)											
11	Vehicles (86/094/30)											
12	Casual Labourers (87/094/30)						,					
13	Printing/Binding (88/094/30)											
14	Other Misc. Expenses (89/094/30)											
	TOTAL											

									x 3		Anne	exure-'V-B
											Aime	Aure- V-D
				RE 202	20-21 & BE 202	1-22 Project	ctions in r/o CsFA(Fys)/PAOs/DPDOs/	AAOs/IFA	S		
						under head	'Office Expenses' (0/094/30)	7 13 10 0/11 7 1			
						Na	ame of organisation				*	
										(Rs. in thou	isands)	
SI.	Name of Sub-Offices	Actual	Actual	Actual	Average Expr	Allotment	Expenditure upto	Anticipated Expr	Total	Projection		Remarks
No.	(CsFA(Fys)/PAOs/DPDO	Expr	Expr	Expr	(3 Years)	2020-21	08/2020	(9/20 to 3/21)	Col	RE 20-21	BE 21-22	
	s/AAOs/IFAs)	2017-18	2018-19	2019-20					(8)+(9)			
1	2	3	4	5	6	7	8	9	10	11	12	13
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1											,	
2												
3												
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7												
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			Item-wise	e RE 2020-21	& BE 202	1-22 Project	ctions in r/c	CsFA(Fys)/PAOs/D	PDOs/AA	Os/IFAs		
		0			under	head 'Offic	e Expenses	5' (0/094/30)				
			,			Name of	f organisation	on:				
0.1											(Rs. in	thousands
SI. No.	Head	Actual Expr 2017-18	Actual Expr 2018-19	Actual Expr 2019-20	Average Expr (3 Years)	Allotment 2020-21	Expenditu re upto 08/2020	Anticipated Expr (9/20 to 3/21)	Total Col (8)+(9) ₂	Projection RE 20-21	Projection BE 21-22	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
	Postage											
	(76/094/30)											
	Telephone											
	(77/094/30)											
3	Petro/Diesel											
((78/094/30)								,			
	Stationery (79/094/30)											
5 1	Furniture											
(((80/094/30)											
	Liveries (81/094/30)											
	HCW											
	Esstt.(82/094/3											
	0)						900					
8 (Office Eqpt.											
	(83/094/30)											
(Typewriters (84/094/30)											
	Books/Periodi				_							
	cals (85/094/30)											
	Vehicles (86/094/30)											
	Casual											
	abourers											
	87/094/30)											
	Printing/Bindi											
	ng (88/094/30)			*)								
	Other Misc.											
	Expenses 89/094/30)											
	TOTAL											
								-				
							carried ove	r to summary for 'Offi	ce Expense	es'		

											Annexur	e-'VI'
					RE 2020-2	1 & BE 202	1-22 Projection	18				
							Expenses' (0/					
					N	ame of orga	anisation:					
01	1										(Rs. in	thousands
SI. No.	Name of Organisation	Actual Expr 2017-18	Actual Expr 2018-19	Actual Expr 2019-20	Average Expr (3 Years)	BE 20-21 Allott	Expenditure upto 08/2020	Anticipated Expr (9/20 to 3/21)	Total Col (8)+(9)		Projection BE 21-22	Remarks
1	2	3	. 4	5	6	7	8	. 9	10	11	12	13
	Justification of expenditure under head 'Other Admn.Expenses' (0/094/42)											

											An	nexure-'VII
					RE 2020-2	1 & BE 2021	1-22 Projections					
				und			& Taxes' (0/094	/31)				
					Na	ame of organ	nisation:					
01	111 (0)										(Rs. in	thousands)
SI. No.	Name of Organisation	Actual Expr 2017-18	Actual Expr 2018-19	Actual Expr 2019-20	Average Expr (3 Years)	BE 20-21 Allott	Expenditure upto 08/2020	Anticipated Expr (9/20 to 3/21)	Total Col (8)+(9)	Projection RE 20-21	Projection BE 21-22	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13
	Details of Buildings for											
	which 'Rent, Rates & Taxes' required	41										

			T					,				
				,								
-	2										Ann	exure-'VIII'
	v v				DE	2020 24 8	DE 0004 00					20
				und	or boad 'B	2020-21 &	BE 2021-22	Projections	4/00)			
				unu	ei ileau F		of organisa	(0/094/35) & (0/09	4/38)			
						Ivaille	Or Organisa	tion.		T	/Da :::	He a company of a land
SI.	Name of Organisation	Actual	Actual	Actual	Average	BE 20-21	Expenditu	Anticipated Expr	Total	Projection	Projection	thousands) Remarks
No.		Expr 2017-	Expr 2018-	Expr 2019-	Expr	Allott	re upto	(9/20 to 3/21)	Col	RE 20-21	BE 21-22	Remarks
		18	19	20	(3 Years)		08/2020		(8)+(9)			
1	2	3	4	5	6	7	8	9	10	11	12	13
											× .	
	Details of outside											
	agencies to whom											
	expenses under head 'PSS' required.											

								F 7				T
											An	nexure-)
					RE 202	20-21 & BE	2021-22 Pr	ojections				
					undei	head 'Loa	ns and Ad	vances'				
							organisation					
											(Rs. in t	housands
SI. No.	Heads	Actual Expr 2017-18	Actual Expr 2018-19	Actual Expr 2019-20	Average Expr (3 Years)	Allott	Expenditu re upto 08/2020	Anticipated Expr (9/20 to 3/21)	Total Col (8)+(9)	Projection RE 20-21	Projection BE 21-22	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)											

.

Appendix-XII PROFORMA

Loans to Government Servants etc.

Ministry / Department- Ministry of Defence (Civil)- Defence Accounts Department
Major Head - 7610

A. **DISBURSEMENTS**

	Ac	tuals			(Rs. in thousan				
2017-18	2018-19	2019-20	2020-21 (upto Sep 2020)	Major Heads Sub Heads, etc	BE 2020-21	RE 2020-21	BE 2021-22		
				1) Advance for the purchase of PC			-		
				TOTAL					

Brief reasons for variations

Number of eligible / entitled applicants as per rules (approx.)

Advance for purchase of Personal Computer

Applications pending/anticipated

B - REPAYMENTS OF THE PRINCIPAL

	Ac	(Rs. in thousands)					
2017-18	2018-19	2019-20	2020-21 (upto Sep 2020)	Major Heads Sub Heads, etc	BE 2020-21	RE 2020-21	BE 2021-22
				1) Advance for the purchase of PC			
				TOTAL			