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|  | <p>कार्यालय रक्षा लेखा महानियंत्रक उलान बटार मार्ग, पालम, दिल्ली छावनी 110010- CONTROLLER GENERAL OF DEFENCE ACCOUNTS ULAN BATAR MARG, PALAM, DELHI CANTT.-110010</p> |  |
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| No. AN/XII/18009/RE 2022-23/Vol. I | | Dated: 02 nd August, 2022 |

To

All PCDA/CDA including PCA (Fys) Kolkata

(Through CGDA's website)

Sub: Budgetary Projections for Revised Estimates (RE) 2022-2023 and Budget Estimates (BE) 2023-2024 for DAD Capital Works/ Maintenance Services under MH 4059, MH 4216, MH 2059 and MH 2216.

Ref: HQrs Office letter No. AN/XII/18009/BE 2022-23/Vol. I dated 20.04.2022

The allotment of funds in Budget Estimates 2022-23 for DAD Capital Works and Maintenance Services under MH 4059: Capital Outlay on Office, MH 4216: Capital Outlay on Housing, MH 2059: Maintenance of Office Buildings & MH 2216: Maintenance of Residential Buildings has been conveyed vide this HQrs Office letter dated 20.04.2022 cited under reference and subsequent letters.

2. The budgetary projections for Revised Estimates (RE) 2022-23 and Budget Estimates (BE) 2023-24 are required to be submitted to the Ministry of Defence (Finance). Therefore, the requirement of funds in RE 2022-23 and BE 2023-24 in respect of all DAD Ongoing/Sanctioned Capital Works and Maintenance Services/Special repair etc. as well as the works likely to be sanctioned and commenced during the current financial year 2022-23 and next financial year 2023-24 may be furnished **strictly** as per Annexure 'A' to 'E' attached to this circular as per the following details:

- Annexure A Projection for **Capital Works** of Office/Residential Accommodation
- Annexure B Accounts and Estimates for **Revenue Receipts**
- Annexure C Projection for Maintenance Services MH 2059: **Maintenance Office**
- Annexure D Projection for Maintenance Services MH 2216: **Maintenance Residence**
- Annexure E Details of Normal Maintenance Services: **Maintenance Office**
- Annexure F Details of Normal Maintenance Services: **Maintenance Residence**


3. The expenditure incurred for all ongoing works and maintenance services up to August 2022 may please be indicated. While projecting the requirement of additional funds for ongoing Capital works/maintenance services in the RE 2022-23, it may kindly be ensured that the demands are realistic and projected funds will be booked judiciously during the current financial year itself and no surrenders are intimated at the fag end of the current financial year as surrender of funds at the close of financial year may attract adverse comments from the Ministry of Defence (Finance).

The demand for funds under maintenance heads should be based on Plinth Area Rates authorized for various buildings as per scales. Therefore the demand may be linked with plinth area rates and other connected authority. Further, additional funds, if any, be also justified keeping in view the pace of expenditure of the funds allotted in BE 2022-23.

4. In this context, reference is invited to various guidelines issued by MOD (Finance)/ HQrs office from time to time. The instructions contained therein may be strictly followed while projecting funds under RE 2022-23 and BE 2023-24.

5. The projection for RE 2022-23 and BE 2023-24 may be submitted to HQrs Office **on or before 02.09.2022 positively** through email/FAX so as to forward the consolidated budgetary projections to Ministry of Defence (Finance) on time. Timely submission of report as per enclosed format may be ensured to avoid back references. In the absence of projections by due date and in prescribed proforma, this office will not be in a position to consider the demand for additional funds during the current financial year.

6. This issues with the approval of Competent Authority.


(Sahil Goyal)
Deputy CGDA (Admin)

Copy to:

Officer-in-Charge
IT &S Wing (Local)

For uploading the circular on the website of CGDA.


(Sahil Goyal)
Deputy CGDA (Admin)

PROJECTION FOR CAPITAL PROJECTS

MAJOR HEAD 4059 CAPITAL OUTLAY ON OFFICE (00/094/60) AND MAJOR HEAD 4216 CAPITAL OUTLAY ON RESIDENCE (00/094/61)

| Sl. No. | Name of the Project | Amount of Adm Appl | Amount & Date of Contract Agreement | PDC/ Revised PDC of the Project | Physical Progress in % up to 31.08.22 | Exp. Booked up to 31.3.2022 including previous years | Expenditure booked in BE 2022-2023 (Up to 31.8.2022) | Total progressive expenditure booked till 31.8.2022 including previous year | Allotment in BE 2022-2023 | Increase/ Decrease w.r.t. BE 2022-2023 | | Amount required in RE 2022-2023 | Brief justification for increase/ decrease in RE 2022-2023 | Amount required in BE 2023-2024 | Brief justification for projection in BE 2023-24 |
|---------|---------------------|--------------------|-------------------------------------|---------------------------------|---------------------------------------|--|--|---|---------------------------|---|--|---------------------------------|--|---------------------------------|--|
| | | | | | | | | | | Increase (+) (in case addl allot is required) | Decrease (-) (in case surrender is proposed) | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 (7+8) | 10 | 11 | 12 | 13 (10+11-12) | 14 | 15 | 16 |
| | | | | | | | | | | | | | | | |
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NOTE:

1. Amount to be indicated in Rupess Lakhs

2. Indicate the amount required in RE 2022-2023 taking into account funds allotted in BE 2022-23 (For eg, for an allotment of Rs. 100.00 Lakhs in BE 2022-23 and requirement of additional amount of Rs. 100.00 Lakhs in RE 2022-23, the increase to be indicated in Column 11 should be Rs. 100.00 Lakhs and the RE projections in Column 13 should be Rs. 200.00 Lakhs).

ANNEXURE 'B'

| REVENUE RECEIPTS | | | | | | | | |
|---------------------------|----------------|----------------|---------------|---------------|---------------------|--------------|----|-----------|
| Station | | | | | | | | |
| Name of the Accommodation | | | | | | | | |
| Date of Completion | | | | | | | | |
| | | | | | | | | |
| Accounts | | | | | | | | |
| Financial Year | First Months | | Last Months | | Total for Fin. Year | | | |
| | First 7 months | First 8 months | Last 5 months | Last 4 months | | | | |
| 2019-2020 | | | | | | | | |
| 2020-2021 | | | | | | | | |
| 2021-2022 | | | | | | | | |
| Estimates | | | | | | | | |
| BE 2022-2023 | | | | | | | | |
| RE 2022-2023 | | | | | | | | |
| BE 2023-2024 | | | | | | | | |
| Accounts 7 months | | Minor Head | Accounts | | | FY 2022-2023 | | 2023-2024 |
| 2021-2022 | 2022-2023 | | 2019-2020 | 2020-2021 | 2021-2022 | BE | RE | BE |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Minor Head wise explanation for Increase/Decrease

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PROJECTION FOR MAINTENANCE SERVICES/SPECIAL REPAIR ETC.

MAJOR HEAD 2059: MAINTENANCE OF OFFICE ACCOMMODATION (00/094/45)

FOR NORMAL MAINTENANCE OF OFFICE BUILDINGS

| Sl. No. | Name of the Office Building | Date of Completion of Office Building | Age of the building in years | Allotment in last financial year 2021-22 | Expenditure in last financial year 2021-22 | Allotment in BE 2022-2023 | Expenditure booked in BE 2022-2023 (Up to 31.8.2022) | Increase/Decrease w.r.t. BE 2022-2023 | | Amount required in RE 2022-2023 | Brief justification for increase/ decrease in RE 2022-2023 | Amount required in BE 2023-2024 | Brief justification for projection in BE 2023-24 |
|---------|-----------------------------|---------------------------------------|------------------------------|--|--|---------------------------|--|---------------------------------------|--------------|---------------------------------|--|---------------------------------|--|
| | | | | | | | | Increase (+) | Decrease (-) | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 (10+11-12) | 12 | 13 | 14 |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

FOR SPECIAL REPAIR WORKS SANCTIONED BY MOD/CGDA/PCDA/CDA

| Sl. No. | Name of the Office Building | Date of Completion of Office Building | Amount of Adm Appl | Amount & Date of Contract Agreement | PDC/ Revised PDC of the Project | Exp. Booked up to 31.3.2022 including previous years | Physical Progress in %age up to 31.08.22 | Allotment in BE 2022-2023 | Expenditure booked in BE 2022-2023 (Up to 31.8.2022) | Total progressive expenditure booked till 31.8.2022 including previous year | Increase/Decrease w.r.t. BE 2022-2023 | | Amount required in RE 2022-2023 | Brief justification for increase/ decrease in RE 2022-2023 | Amount required in BE 2023-2024 | Brief justification for projection in BE 2023-24 |
|---------|-----------------------------|---------------------------------------|--------------------|-------------------------------------|---------------------------------|--|--|---------------------------|--|---|---------------------------------------|--------------|---------------------------------|--|---------------------------------|--|
| | | | | | | | | | | | Increase (+) | Decrease (-) | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 (7+10) | 12 | 13 | 14 | 15 | 16 | 17 |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |

NOTE:

1. Amount to be indicated in Rupess Lakhs

2. Indicate the amount required in RE 2022-2023 taking into account funds allotted in BE 2022-23 (For eg, for an allotment of Rs. 100.00 Lakhs in BE 2022-23 and requirement of additional amount of Rs. 100.00 Lakhs in RE 2022-23, the increase to be indicated in Column 11 should be Rs. 100.00 Lakhs and the RE projections in Column 13 should be Rs. 200.00 Lakhs).

PROJECTION FOR MAINTENANCE SERVICES/SPECIAL REPAIR ETC.

MAJOR HEAD 2216: MAINTENANCE OF RESIDENTIAL/TRANSIT ACCOMMODATION (00/094/48)

FOR NORMAL MAINTENANCE OF RESIDENTIAL BUILDINGS

| Sl. No. | Name of the Office Building | Date of Completion of Residential Building | Age of the building in years | Allotment in last financial year 2021-22 | Expenditure in last financial year 2021-22 | Allotment in BE 2022-2023 | Expenditure booked in BE 2022-2023 (Up to 31.8.2022) | Increase/ Decrease w.r.t. BE 2022-2023 | | Amount required in RE 2022-2023 | Brief justification for increase/ decrease in RE 2022-2023 | Amount required in BE 2023-2024 | Brief justification for projection in BE 2023-24 |
|---------|-----------------------------|--|------------------------------|--|--|---------------------------|--|--|--------------|---------------------------------|--|---------------------------------|--|
| | | | | | | | | Increase (+) | Decrease (-) | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 (7+9-10) | 12 | 13 | 14 |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

FOR SPECIAL REPAIR WORKS SANCTIONED BY MOD/CGDA/PCDA/CDA

| Sl. No. | Name of the Office Building | Date of Completion of Office Building | Amount of Adm Appl | Amount & Date of Contract Agreement | PDC/ Revised PDC of the Project | Exp. Booked up to 31.3.2022 including previous years | Physical Progress in %age up to 31.08.22 | Allotment in BE 2022-2023 | Expenditure booked in BE 2022-2023 (Up to 31.8.2022) | Total progressive expenditure booked till 31.8.2022 including previous year | Increase/ Decrease w.r.t. BE 2022-2023 | | Amount required in RE 2022-2023 | Brief justification for increase/ decrease in RE 2022-2023 | Amount required in BE 2023-2024 | Brief justification for projection in BE 2023-24 |
|---------|-----------------------------|---------------------------------------|--------------------|-------------------------------------|---------------------------------|--|--|---------------------------|--|---|--|--------------|---------------------------------|--|---------------------------------|--|
| | | | | | | | | | | | Increase (+) | Decrease (-) | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 (7+10) | 12 | 13 | 14 (9+12-13) | 15 | 16 | 17 |
| | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |

NOTE:

1. Amount to be indicated in Rupess Lakhs

2. Indicate the amount required in RE 2022-2023 taking into account funds allotted in BE 2022-23 (For eg, for an allotment of Rs. 100.00 Lakhs in BE 2022-23 and requirement of additional amount of Rs. 100.00 Lakhs in RE 2022-23, the increase to be indicated in Column 11 should be Rs. 100.00 Lakhs and the RE projections in Column 13 should be Rs. 200.00 Lakhs).

MAINTENANCE OF OFFICE ACCOMMODATION

A. ANNUAL NORMAL REPAIRS AS PER SCALE OF PLINTH AREA

| Sl. No | Station | Name of office constructed | Nature of normal repairs proposed | Total Plinth area | Rates | Funds required during the year | Authority |
|--------|---------|----------------------------|-----------------------------------|-------------------|-------|--------------------------------|-----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |
| | | | | | | | |

B. MAINTENANCE OF ELECTRICAL AND WATER SERVICES

| Sl | Station | Name of the office | Nature of services under maintenance | Average No of complaints per day | No of MES personnel (industrial) employed for each service | Funds required annually on account of Pay and Allowances | Scale/authority, if any in support of any quota fixed w.r.t. no of complaints on MES/Def side |
|----|---------|--------------------|--------------------------------------|----------------------------------|--|--|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | Electrical | | | | |
| | | | Water | | | | |

C. (i) OPERATIONAL CHARGES

| Sl No | Name of expenditure | No. of MES personal employed | Funds required on account of Pay & Allowances | Scales/authority in support, if any |
|-------|---------------------|------------------------------|---|-------------------------------------|
| 1 | 2 | 3 | 4 | 5 |
| | Gen Set | | | |
| | Water Pump | | | |

C (ii) FUEL CONSUMPTION

| Sl No | Fuel | No. of operating hrs. per day | Fuel consumptions (hrs) | Funds required annually | Scales/authority in support, if any |
|-------|------------|-------------------------------|-------------------------|-------------------------|-------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | Diesel | | | | |
| | Lubricants | | | | |

D. PAYMENT OF BULK SUPPLY OF WATER AND ELECTRICITY

| Quantity to be supplied | Payment to be made annually | Demand letter of supplying authority | Other charges on office maintenance which are not covered above with full details/justification |
|-------------------------|-----------------------------|--------------------------------------|---|
| 1 | 2 | 3 | 4 |
| | | | |
| | | | |

