

# CONTROLLER GENERAL OF DEFENCE ACCOUNTS

Ulan Batar Road, Palam, Delhi Cantt-10

## BUDGET CIRCULAR/IMMEDIATE

No. AN/XII/18009/RE 2016-17/BE 2017-18/Vol.III

Dated: 26<sup>th</sup> Aug 2016

To

**The PCsDA/PCA/(Fys)/CsDA**  
(Through CGDA's Website)

**Subject:** Budgetary Projections for Revised Estimates 2016-17 and Budget Estimates 2017-18 for DAD Works/Services under MH 4059, MH 4216, MH 2059 and MH 2216

**Reference:** Hqrs Office letter No. AN/XII/18009/BE 2016-17/Vol. I dated 27.05.2016

The allotment of funds in Budget Estimates 2016-17 for DAD Capital and Maintenance works 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 have been conveyed vide this Hqrs Office letter cited under reference and subsequent letters.

2. The budgetary projections for Revised Estimates 2016-17 and Budget Estimates 2017-18 are required to be submitted to the Ministry of Defence (Finance) during the second week of October 2016. Therefore, the requirement of funds in RE 2016-17 and BE 2017-18 in respect of all DAD Ongoing/Sanctioned Works/Maintenance Services as well as the works likely to be sanctioned and commenced during the year CFY 2016-17 and FY 2017-18 may be furnished in the proforma Annexure 'A' to 'E' attached. The expenditure incurred for all ongoing works and maintenance works upto August 2016 may please be indicated. While projecting the requirement of additional funds for ongoing works/services in the Revised Estimates for

2016-17, it may kindly be ensured that the demands are realistic and funds will be consumed during the current financial year itself and no surrenders are intimated at the fag end of the year. Surrender of funds at the close of financial year may attract adverse comments from the Min of Def (Fin). The demand for additional funds under maintenance heads should justify the corresponding expenditure of the funds allotted in BE 2016-17.

3. While preparing and projecting the demand for funds under Revised Estimates for 2016-17 and Budget Estimates for 2017-18, the enclosed guidelines/instructions given under Appendix 'A' may please be kept in view in addition to the instructions already issued from time to time in this regard.

4. The Estimates for RE 2016-17 and BE 2017-18 may be submitted to HQrs Office **on or before 20<sup>th</sup> September 2015** so as to forward the consolidated budgetary projections to Ministry of Defence (Finance) in time.

The matter may please be accorded TOP PRIORITY.

Jt. CGDA (AN) has approved.



(Mustaq Ahmad)  
Dy. CGDA (Admin)

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IT & S Cell  
(Local)

For uploading the circular on the website of CGDA  
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sd/-  
Mustaq Ahmad  
Dy. CGDA (Admin)

GUIDELINES/INSTRUCTIONS FOR PREPERATION AND SUBMISSION OF REVISED ESTIMATES 2016-17/BUDGET ESTIMATES 2017-18 FOR DAD WORKS

1. DEMAND OF FUNDS FOR CAPITAL WORKS (MH-4059 & MH-4216)

(a) The expenditure incurred upto August 2016 on various projects for which Admin Approval have already been issued and the likely expenditure to be incurred during the remaining period of the financial year 2016-17 may be shown. This is essential to arrive at the realistic funds required to be provided in RE 2016-17 and to avoid last minute surrender of funds and the consequent criticism from the Ministry.

(b) Likely expenditure to be incurred during the ensuing financial year viz. 2017-18 depending upon the level of expenditure of previous year and also the physical progress of works achieved may also be taken into consideration.

(c) The Engineering Authorities must be approached to assess the quantum of funds required for inclusion in RE 2016-17 and BE 2017-18 in respect of each work separately.

(d) In respect of projects for which token provisions have been made in BE 2016-17 or where action is in hand to obtain Government approval in principle and /or Recee-cum-siting-cum-costing Boards have been constituted etc. suitable funds may be proposed both in RE 2016-17 and BE 2017-18. In case, increased provision of funds/surrender is suggested for each project in RE 2016-17, detailed justification thereof may also be furnished in Col.13 of Annexure 'A'.

(e) Controllers are requested to project the requirement of funds for works which are to be planned for execution in consultation with respective executing agency i.e. MES/DRDO in RE 2016-17 and BE 2017-18.

(f) In case credits are required to be afforded to the completed/ closed DAD works due to disposal of surplus stores, the concerned GEs may please be asked to obtain minus allotment of funds before carrying out any minus compilation through punching medium. The AO GEs/AAO GEs may please be instructed in clear terms that no minus compilation on this account should be carried out by them till minus allotment of funds is made in RE or BE.



2. **DEMAND FOR FUNDS FOR MAINTENANCE OF DAD BUILDINGS (MH-2059 & MH-2216)**

(a) While forwarding the demand for funds in RE 2016-17 and BE 2017-18 for the Revenue Heads i.e. Maintenance of DAD Office Building (MH-2059) and Maintenance of Residential Accommodation (MH-2216), the detailed information may be obtained from the respective MES/DRDO authorities, Station wise/Building wise with complete break up details for inclusion in the budget estimates and are furnished in the Proformas as per **Annexure C, D & E** enclosed.

(b) The demand of funds for maintenance of DAD Office and Residential accommodation may also cover periodical maintenance services, normal petty repairs/replacement including repair of roads, etc as per Govt. orders. It may also be noted that the requirement of funds for maintenance under Major Head-2059 and Major Head-2216 is meant for DAD assets i.e. buildings constructed out of DAD Works Budget. However, separate maintenance funds may also be demanded in respect of the Defence owned buildings which are in regular occupation of DAD, provided the concerned Army Authorities have not demanded funds for maintenance of such building out of Defence Services Estimates. A clear certificate to this effect may please be obtained from the concerned Station HQrs as well as from the GE who is responsible for care, custody, maintenances of Defence Buildings in occupation of DAD while demanding maintenance funds out of DAD Budget under DSE (Civil Estimates).

3. The demand of funds for DAD works in RE 2016-17 and BE 2017-18 may be critically examined and made more realistic keeping in view the actual requirement. The projection of non-realistic budgetary estimates and non-monitoring of expenditure will be viewed adversely by the Ministry of Defence (Finance). Please ensure that columns of the prescribed Proformas on which the estimates are to be furnished are completed in all respects and separate Proformas are submitted for maintenance of office and residential accommodation of DAD.

4. The RE 2016-7 and BE 2017-18 on account of "Revenue Receipts" relating to recovery of License Fee including Electricity and Water charges recovered from allottees of DAD Residential Accn/Hostel Accn/Transit Facilities/Guest House constructed out of DAD Budget should be furnished station wise separately on the prescribed proforma enclosed as **Annexure 'B'**. Separate Proforma may be used for each type of accommodation (i.e. Residential/Hostel/Guest House/Transit facility and Holiday Homes at different stations).

**PROJECTION FOR CONSTRUCTION OF DAD OFFICE AND RESIDENTIAL ACCOMMODATION**  
**UNDER MAJOR HEAD 4059 (CODE HEAD 0/094/60) AND MAJOR HEAD 4216 (CODE HEAD 0/094/61)**

Sl. No.	Name of the Project/Work	Amount of Admin Approval/Corrigendum/FC	PDC/Revised PDC of the Project	Progress achieved up to 31.08.2016
1	2	3	4	5

Expenditure booked/compiled up to 31.3.2016 including previous years	Expenditure booked/compiled in 2016-17 (Up to 31.8.2016)	Total progressive expenditure booked/compiled up to 31.8.2016 (Col.6+7)	Amount in BE 2016-17
6	7	8	9

Modification in BE 2016-17		Amount required in RE 2016-17	Reasons for increase/decrease in RE 2016-17	Amount required in BE 2017-18
Increase (+)	Decrease (-)			
10	11	12	13	14

**ANNEXURE - B**

<b>REVENUE RECEIPTS</b>								
STATION:								
NAME OF ACCOMMODATION								
DATE OF COMPLETION:								
ACCOUNTS		FIRST MONTHS		LAST MONTHS		TOTAL FOR FY		
YEAR		FIRST 7 MONTHS	FIRST 8 MONTHS	LAST 5 MONTHS	LAST 4 MONTHS			
2013-14								
2014-15								
2015-16								
ESTIMATES		BUDGET ESTIMATES 2016-17 : Rs.						
		REVISED ESTIMATES 2016-17 : Rs.						
		BUDGET ESTIMATES 2017-18 : Rs.						
ACCOUNTS 7 MONTHS		MINOR HEAD	ACCOUNTS			2016-17		2017-18
2015-16	2016-17		2013-14	2014-15	2015-16	BUDGET ESTIMATES	REVISED ESTIMATES	BUDGET ESTIMATES
MINOR HEADWISE EXPLANATION FOR INCREASE/DECREASE								





**ANNEXURE -D**

**(A) MAINTENANCE OF OFFICE ACCOMMODATION  
ANNUAL NORMAL REPAIRS AS PER SCALE OF PLINTH AREA AS PER GOVERNMENT LETTER**

Sl.No.	Station	Name of office constructed out of DAD fund	Nature of normal repairs proposed to be carried out	Total Plinth area	Rates	Funds required during the year	Authority

**(B) MAINTENANCE OF ELECTRICAL AND WATER SERVICES**

Sl. No.	Station	Name of 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
			(i) Electrical				
			(ii) Water				

**(C) (i) OPERATIONAL CHARGES**

Sl No	Name of expenditure	No. of MES personal employed for operation	Funds required on account of Pay and Allowances	Scales/authority in support, if any
	Gen Set			
	Water Pump			

**(C) (ii) FUEL CONSUMPTION**

Sl No	Fuel	No. of operating hrs. per day	Fuel consumptions (hrs)	Funds required annually(Rs)	Scales/authority in support, if any
	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



**ANNEXURE -E****(A) MAINTENANCE OF RESIDENTIAL ACCOMMODATION  
ANNUAL NORMAL REPAIRS AS PER SCALE OF PLINTH AREA AS PER GOVERNMENT LETTER**

Sl.No.	Station	No. of quarters	Nature of normal repairs proposed to be carried out	Total Plinth area	Rates	Funds required during the year	Authority

**(B) MAINTENANCE OF ELECTRICAL AND WATER SERVICES**

Sl.No.	Station	No. of quarters	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