

No.G.24011/2/2015-16/F1 (B)
Government of Puducherry
Finance Department

Puducherry 15.07.2015

CIRCULAR

Sub: Budget Proposals –Non-Plan R.E 2015-16 and
B.E. 2016-17 – Called for –Reg.

The Heads of Department are requested to send the budget proposals for Revised Estimate 2015-16 and Budget Estimate 2016-17 in respect of Non-Plan to this Department through their respective Secretariat Departments so as to reach this office on or before 05.08.2015. The proposal may be submitted in the enclosed Annexure (I to IV). Further the copy of the details of establishment is also enclosed herewith for updation.

2. The following points may please be kept in mind while preparing the budget proposals.

- (i) No provision should be included for vacant posts in R.E 2015-16 for which action is yet to be taken. In respect of vacant posts for which action has been taken to fill up, only 3 months provision be included in R.E 2015-16. However 6 months provision may be included for the vacant posts in B.E. 2016-17.
- (ii) All columns in all proformae should be filled in. Incomplete proposals will be returned by this Department.

3. If the Departments have any doubt, they may contact the Budget Section for clarification. If the budget proposals are not received by the Finance Department within the stipulated date, Finance Department will itself finalize the same based on the last year's expenditure.

Encl: As stated above

// By order of the Secretary (Finance) //

o/c

[Signature]

(V.PONNUSAMY)
BUDGET OFFICER

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Mail ID : budget.pon@nic.in

To
All Heads of Department.

16/7/15
DESPATCHED

14/7/15

Annexure - IV

Financial implications on account of payment of D.A and Bonus under Non-plan

Name of the Department:

(Rs. In Lakhs)

Sl. No.	Major Head	D.A. (with effect from 01.01.2015) (14 months)	D.A. (with effect from 01.07.2015) (8 months)	Bonus 2014-15
1				
2				
3				
Total				

Signature of the Head of Department

Annexure - III

Certificate of Vacant Posts

(Rs. in Thousands)

Sl.No.	Name of the Post	Scale of Pay	No. of Posts	Date from which the posts are vacant	Amount provided in R.E. 2015-16	Period for which provision is sought for in R.E. 2015-16	Amount provided in B.E. 2016-17
Total							

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Signature of the Head of Department

Annexure - II

Receipt proposals for R.E. 2015-16 and B.E. 2016-17

Name of the Department :

(Rs. in Thousands)

Major/Minor and Detailed Head	Actuals 2014-15	B.E. 2015-16	Actuals upto July'2015	Anticipated Receipts during August 2015	Total (4 + 5)	Anticipated Receipts for the period from 09/2015 to 03/2016	R.E. 2015-16 [(4) + (5)] (6) + (7)	B.E. 2016-17
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Total								

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Signature of the Head of Department

ANNEXURE-I

PROPOSALS FOR RE 2015-16 AND B.E. 2016-17

Name of the Department :

MAJOR HEAD[illegible]

SIGNATURE OF THE HEAD OF DEPARTMENT