

➤ **IMPORTANT POINTS TO BE KEPT IN MIND AT THE TIME OF FORMULATING EXPENDITURE ESTIMATES.**

**REVISED ESTIMATES :-**

The framing of Revised Estimates for the current year always precedes estimation for the ensuing year. Revised Estimates are required to be framed with great care to include only those items of expenditure which are likely to materialise for payment during the current year, on the basis of the (i) actual expenditure recorded during the current financial year, compared with the actual for corresponding period for the previous financial year, (ii) seasonal character or otherwise of the nature of expenditure, (iii) sanction for expenditure and orders of re-appropriation already issued or contemplated and (iv) any other relevant factor, decision or development, (vi) Cognizance of already allocated additional fund under the object head.

**BUDGET ESTIMATES :-**

Budget Estimates are prepared containing Revenue and Capital classification of expenditure. Estimation will be based on what is expected to be paid under each sanction, during the ensuing year, including arrears of previous years, if any. Due attention to economy instruction is required to be given while all inescapable and foreseeable expenditure are provided for, care is to be taken that the estimates are not influenced by undue optimism.

**TOKEN DEMANDS :-**

Provision for 'Token' Demand is not to be made in the Budget Estimates for the purpose of seeking approval in principle for big schemes without having the full financial implications worked out and approved by the appropriate authorities.

**ESTABLISHMENT CHARGES :-**

The estimates of establishment charges are to be framed taking into account the trend over preceding two years and other relevant factors like changes in rates of pay, allowances, number of posts, their filling and the economy instructions issued from time to time.

**NEW SCHEMES:-**

The provision of funds under the new schemes, which are required to be included for the first time either in the Revised Estimates for 2025-26 or in Budget Estimates 2026-27 may please be got approved from the Competent Authority. This would enable the Finance (Budget) Department to include the provisions there for in the Revised Estimates/ Budget Estimates, as the case may be.

**PROPOSALS RELATING TO WORKS:-**

The proposals relating to works may be formulated in consultation with PWD.

### **CHARGED EXPENDITURE :-**

It has been observed in the past that the Departments do not project their requirements in respect of 'Charged Expenditure' likely to arise during the course of the financial year. This places the Finance Department in an embarrassing situation when the Departments come forward for allocation of additional funds under charged heads. **It would, therefore, be more appropriate if the requirement for charged expenditure is assessed having regard to the litigation cases going on in the courts and reflected under the appropriate head of accounts accordingly so as to save the administration from an awkward position in the event of non-availability of funds to defray courts decrees.** The projections under the charged expenditure should be matched by corresponding savings under the voted portion of expenditure in respect of heads controlled by your Department. There should be no occasion for additional provisions in the estimates of the current financial year.

### **VACANT POSTS :-**

No provision should be made in the establishment budget for post which are lying vacant for over one year or more and likewise no provision should be kept in respect of such posts which have been kept in abeyance or where the continuation of temporary post has not been allowed by the Finance Department. However, the provisions may be kept for such of the captive posts which have been sanctioned and are likely to be filled before the close of the current financial year that too for the period the posts in question are likely to remain filled up so as to avoid chances of eventual saving due to the vacant post not being filled up.

### **ECONOMY INSTRUCTIONS :-**

The economy instructions issued from time to time should also be kept in view while framing the budget proposals for Revised Estimates 2025-26 and the Budget Estimates 2026-27.

### **PROPOSALS OF REVENUE RECEIPTS :-**

The budget proposals in respect of Revenue Receipts (Non-Tax) would be submitted in statement No.VI (A). It may please be ensured that the information is properly indicated upto Minor Head level. The Tax Revenue receipts proposals would be submitted as per the Statement No. VI (B).

### **NEW SERVICE/NEW INSTRUMENT OF SERVICE:-**

Wherever the proposed estimates attract, the limitation of New Service/New Instrument of Service, the fact is to be specifically highlighted.

### **VARIATIONS:-**

The variation between Budget Estimate 2025-26 and Revised Estimates 2025-26 and Budget Estimate 2026-27 should be explained in detail and supported by adequate data. **The reasons for variations should be specific and not general in nature like based on actual, minor variations, based on trends etc.**

### **ABSTRACT NOMINAL ROLLS:-**

The abstract of Nominal Rolls (Statement –III & IV) should be prepared Major Head wise as in the Book of Demands for Grants.