

FIN-BUD015/1/2025-Budget-FD
Government of NCT of Delhi
Finance Department,
Budget Division

4th Level "A" Wing,
Delhi Secretariat, New Delhi.
Dated: ____/01/2026

To

All Additional Chief Secretaries/Principal Secretaries/
Secretaries/HOD's
Government of NCT of Delhi.

Subject :- Final Excess & Saving Statement for the year 2025-26.

Sir/Madam,

A final review of the budgetary position based on the actual expenditure of last 9 months of your Department will be taken up shortly. You are requested to review the budget position as well as the possible expenditure during the remaining 3 months of the financial year in respect of your department with reference to trend of expenditure and submit a consolidated statement to this office in the proforma enclosed.

2. It is also stated that Audit in its report has adversely viewed the excessive/unnecessary re-appropriation of funds, not surrendering anticipated saving, rush of expenditure during the last quarter/month of the financial year and unnecessary supplementary provisions. It has also recommended for preparing realistic budget estimates to avoid large saving at the end of financial year along with avoiding rush of expenditure in the last quarter/month of the financial year.

3. Considering the importance of review, it is requested to ensure that a realistic appraisal of the actual expenditure to be incurred by the Department during 2025-26 is taken up and statement of final excess and saving may be submitted to this office in the enclosed proforma by 02.02.2026. It is also requested that a copy of statement relating to Schemes/programmes/projects may also be sent to Planning Department, Government of NCT of Delhi.

Encl:- As above.

Digitally signed by
Navneet Singh
Date: 19-01-2026
16:52:13

Yours faithfully,

(Navneet Singh)
Joint Secretary (Budget)

Copy to:

The Director, Planning Department, Government of NCT of Delhi for information and necessary action.

FINAL EXCESS & SAVING STATEMENT

(Voted/Charged Exenditure)

Name of Department: _____

Rupee in thousand

Head of Account - upto 15 digit with nomenclature of the scheme as appearing the Detailed Demands for Grants.	Budget Estimates 2025-26 as per detailed Demands for Grants	Additional Amount authorised during the year	Amount accepted in Revised Estimates 2025-26	Actual for last 9 months i.e. 01.04.2025 to 31.12.2025	Anticipated expenditure for the remaining three months i.e. 01.01.2026 to 31.03.2026	Total expenditure for the financial year 2025-26	Variations between (coloums No. 7 - 2) Excess (+) & Saving (-)	Reasons for variation
1	2	3	4	5	6	7	8	9
Total								

Certified that :

- (i) This statement has been personally and carefully examined by me
- (ii) The funds provided are likely to be utilized before the close of the current financial year.
- (iii) The amount of additional allocation provided so far has been taken care of while showing total requirement of current financial year

Note :- Establishment and Schemes data should be on separate performa.

Signature of authorised signatory