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No. AN/XII/18009/RE 2018-19/BE 2019-20/Vol. II

Dated: 31<sup>st</sup> August 2018

To

**All PCsDA/CsDA including PCA (Fys)**

**(Through CGDA's website)**

**Subject:** Budgetary Projections for Revised Estimates (RE) 2018-19 and Budget Estimates (BE) 2019-20 for DAD Capital Works/ Maintenance Services under MH 4059, MH 4216, MH 2059 and MH 2216.

**Reference:** HQrs Office letter No. AN/XII/18009/BE 2018-19/Vol. I dated 18.04.2018

The allotment of funds in Budget Estimates 2018-19 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 cited under reference and subsequent letters.

2. The budgetary projections for Revised Estimates (RE) 2018-19 and Budget Estimates (BE) 2019-20 are required to be submitted to the Ministry of Defence (Finance). Therefore, the requirement of funds in RE 2018-19 and BE 2019-20 in respect of all DAD Ongoing/Sanctioned Works/Maintenance Services as well as the works likely to be sanctioned and commenced during the current financial year 2018-19 and FY 2019-20 may be furnished strictly in the proforma Annexure 'A' to 'E' attached to this circular.

3. The expenditure incurred for all ongoing works and maintenance works up to August 2018 may please be indicated. While projecting the requirement of additional funds for ongoing works/services in the RE 2018-19, it may kindly be ensured that the demands are realistic and 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. 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 as per scales. Further, additional funds, if any, be also justified keeping in view the pace of expenditure of the funds allotted in BE 2018-19.

4. In this context, reference is invited to MOD (Finance) ID No. 1(8-ATN)/Fin (Bud-II)/2018 dated 21.08.2018 circulated and uploaded on the website of CGDA under HQrs Office letter No. AN/VII/7220/RE 18-19/BE 2019-20 dated 30.08.2018. The instructions contained therein may be strictly followed while projecting funds under RE 2018-19 & BE 2019-20.

5. While preparing and projecting the demand for funds under RE 2018-19 and BE 2019-20, the enclosed guidelines/instructions given under Appendix 'A' may also be kept in view in addition to the instruction/cautions for preparation of RE/BE issued in the past.

6. The projection for RE 2018-19 and BE 2019-20 may be submitted to HQrs Office on or before 20<sup>th</sup> September 2018 so as to forward the consolidated budgetary projections to Ministry of Defence (Finance) in time.



(Mustaq Ahmad)  
Dy. CGDA (Admin)

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Officer-in-Charge      For uploading the circular on the website of CGDA.  
IT &S Wing (Local)



(Mustaq Ahmad)  
Dy. CGDA (Admin)

GUIDELINES/INSTRUCTIONS FOR PREPERATION AND SUBMISSION OF REVISED ESTIMATES 2018-19/BUDGET ESTIMATES 2019-20 FOR DAD CAPITAL WORKS / MAINTENANCE SERVICES

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

(a) The expenditure incurred up to August 2018 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 2018-19 may be shown. This is essential to arrive at the realistic funds required to be provided in RE 2018-19 and to avoid last minute surrender of funds and the consequent criticism from the Ministry of Defence (Finance).

(b) Likely expenditure to be incurred during the ensuing financial year viz. 2019-20 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 may be approached to assess the quantum of funds required for inclusion in RE 2018-19 and BE 2019-20 in respect of each work.

(d) In respect of projects for which token provisions have been made in BE 2018-19 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 amount of funds may be proposed both in RE 2018-19 and BE 2019-20 to meet the fund requirment. In case, increased provision of funds/surrender is suggested for each project in RE 2018-19, detailed justification thereof may also be furnished in Col.13 of Annexure 'A'.

(e) Pr. Controllers/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.

(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 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, as the case may be.

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

(a) While forwarding the demand for funds in RE 2018-19 and BE 2019-20 for the Revenue Heads i.e. Maintenance of Office Building (MH-2059) and Maintenance of Residential Accommodation (MH-2216), the detailed information may be obtained from the respective MES authorities, Station wise/Building wise with complete break up details for inclusion in the budget estimates and are to be furnished in the proformas enclosed as Annexure C, D & E.

(a) 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.

3. The demand of funds for DAD works in RE 2018-19 and BE 2019-20 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 2018-19 and BE 2019-20 on account of "Revenue Receipts" relating to recovery of License Fee including Electricity and Water charges recovered from allottees of DAD Residential Accommodation/Hostel Accn/Transit Facilities/Guest House constructed out of DAD Budget should be furnished station wise separately on the prescribed Performa enclosed as Annexure 'B'. Separate Performa may be used for each type of accommodation (i.e. Residential/Hostel/Guest House/Transit facility and Holiday Homes at different stations).

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ANNEXURE 'A'					
<b>PROJECTION FOR CONSTRUCTION OF DAD OFFICE AND RESIDENTIAL ACCOMMODATION UNDER MAJOR HEAD 4059 &amp; 4216</b>					
Sl. No.	Name of the Project/ Work	Amount of Admin Approval/ Corrigendum/FC	Amount of Contract Agreement	PDC/ Revised PDC of the Project	Physical Progress up to 31.08.2018
1	2	3	4	5	6

Expenditure booked/ compiled up to 31.3.2018 including previous years	Expenditure booked/ compiled in 2018-19 (Up to 31.8.2018)	Total progressive expenditure booked/compiled up to 31.8.2018 (Col.7+8)	Amount in BE 2018-19
7	8	9	10

Modification in BE 2018-19		Amount required in RE 2018-19	Reasons for increase/ decrease in RE 2018-19	Amount required in BE 2019-20
Increase (+)	Decrease (-)			
11	12	13	14	15
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ANNEXURE 'B'

REVENUE RECEIPTS

STATION							
NAME OF ACCOMMODATION							
DATE OF COMPLETION							
ACCOUNTS YEAR	FIRST		LAST MONTHS		TOTAL FOR FY		
	FIRST 7	FIRST 8	LAST 5 MONTHS	LAST 4			
2015-16							
2016-17							
2017-18							
ESTIMATES	BUDGET ESTIMATES 2018-19 :						
	REVISED ESTIMATES 2018-19 :						
	BUDGET ESTIMATES 2019-20 :						
ACCOUNTS 7 MONTHS	MINOR HEAD	ACCOUNTS			2018-19		2019-20
		2015-16	2016-17	2017-18	BUDGET ESTIMATE	REVISED ESTIMATE	BUDGET ESTIMATE
2017-18	2018-19						
MINOR HEADWISE EXPLANATION FOR INCREASE/DECREASE							

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ANNEXURE -C						
MAINTENANCE OF OFFICE AND RESIDENTIAL ACCOMMODATION MAJOR HEAD 2059 & 2216						
AMOUNT IN LAKHS						
Sl. No	Name of work	Date of completion of work	BE 2018-19	Expenditure incurred up to 31.8.18	Amount required in RE 2018-19	Amount required in BE 2019-20
1	2	3	4	5	6	7

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ANNEXURE -D							
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 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
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

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**ANNEXURE -E**

**MAINTENANCE OF RESIDENTIAL ACCOMMODATION**

**A. ANNUAL NORMAL REPAIRS AS PER SCALE OF PLINTH AREA**

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
1	2	3	4	5	6	7	8

**B. MAINTENANCE OF ELECTRICAL AND WATER SERVICES**

Sl. No	Station	No. of Qtrs	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 complaint on MES/Def side
1	2	3	4	5	6	7	8

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