

Tribudget/123  
30/01/2017

**No.F.2(15)/2016-17/Fin.(B)/  
Govt. of National Capital Territory of Delhi  
Finance (Budget) Department**

To

All Principal Secretaries/Secretaries/HOD's  
Govt. of NCT of Delhi.  
Delhi/New Delhi.

Subject : Final Excess & Saving statement for the year 2016-17

Sir/Madam,

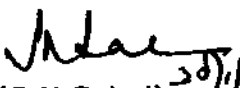
The Final review of the budgetary provisions based on the actual expenditure incurred by the departments during the last 10 months, committed liabilities and expenditure likely to be incurred in the remaining two months of the financial year 2016-17 is proposed to be taken by the Finance Department. For this purpose a proforma for furnishing information Major Head/Sub Major Head/ Minor Head and upto primary unit of classification (object head) wise pertaining to Revenue and Capital accounts including loans in respect of your department are to be submitted. The detailed guidelines for preparation of the requisite statement is also enclosed.

Considering the importance of review, the Heads of Department are requested to ensure that the requisite information is realistic appraisal of the actual expenditure to be incurred by the Department during 2016-17. It is further informed that no re-appropriation of funds or any surrender of funds will be accepted by Finance Department after the finalization of the excess/saving statement submitted by the Department.

**In addition to above, information with regard to the impact as a result of 7<sup>th</sup> CPC report is also required to be submitted. For submission of this report a separate Proforma is also enclosed.**

It is, therefore, requested that the statement of Final Excess & Saving statement may please be sent to Finance (Budget) Department on or before **February 2, 2017**. In case no information is received by the due date, the RE figure shall be taken as final. As far as the information relating to financial impact of 7<sup>th</sup> CPC report is concerned it is to be submitted by all departments.

Yours faithfully,

  
(S.N.Sahai) 30/1/17

Principal Secretary (Finance)

Encl. as above.

## **Finance (Budget) Department**

### **Guide lines for preparation of Final Excess & Saving statement for the year 2016-17**

1. All the figures projected in the estimates should be in thousands of rupees and figures coming in hundreds should be rounded off to the nearest thousand.
2. While preparing statement the Revised Estimates 2016-17 circulated under Plan/Non Plan may be kept in view.
3. The reasons for variation should be specific and realistic. The reasons for variation should be given for each primary unit of appropriation. Plan and Non Plan separately.
4. The information with regard to special component plan may be submitted separately in the statement.
5. Total of Major Head wise as well as grand total of the budget provision of the department is required to be given in Revenue & capital sanction separately.

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(Rs. in lakh)

Financial impact of implementation of 7th C.P.C.

Name of Department :

Head of accounts	Salaries 2015-16	Salaries ( from March 16 to Jan,17) including arrear of pay	Salaries for Feb. 2017	Total (2016-17) (3+4)	Difference (5-2)
1	2	3	4	5	6

Signature of authorise officer

**Final Excess & Saving Statement**

(Plan/Non Plan)  
(Voted/Charged) Expenditure

Name of Department \_\_\_\_\_

Head of Account with nomenclature of the scheme as appearing the Detailed Demands for Grants.	Budget Estimates 2016-17 as per Detailed Demand for Grants.	Additional Amount authorised during the year	Amount accepted in Revised Estimates 2016-17	Actual for last 10 months i.e. 1.04.2016 to 31.1.2017	Anticipated expenditure for the remaining two months i.e. 1.2.2017 to 31.3.2017	Total expenditure for the year 2016-17	Variation between (col. No.7 - 2) Excess (+) saving(-)	Reason for variation.
1	2	3	4	5	6	7	8	9

1. Salaries
2. Domestic Travel Expenses
3. Office Expenses
4. as so on

(i) All figures should be rounded off in thousand of rupees

Certified that :

- (i) This statement has been personally and carefully examined by me
- (ii) The funds provided are likely to be utilised 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.

Signature of Head of Office.