



**Government of the Punjab  
Finance Department**

# **BUDGET CALL CIRCULAR 2016-2017**

**PART-I**

**(Other than Irrigation, Health, Livestock & Dairy  
Development, Higher Education, Excise &  
Taxation, PHED and Communication & Works  
Departments)**

**URGENT / IMMEDIATE**



B-13(11)/BCC/2016-2017 (Part-I)  
**GOVERNMENT OF THE PUNJAB**  
**FINANCE DEPARTMENT**

September, 17, 2015

From:

Mohammad Jehanzeb Khan,  
Finance Secretary,  
Government of the Punjab,

To:

1. Chairman, Planning & Development Board.
2. Senior Member, Board of Revenue, Punjab.
3. Additional Chief Secretary, S & GA Department.
4. Principal Secretary to Governor Punjab.
5. Secretary to Chief Minister Punjab.
6. Provincial Police Officer, Punjab.
7. All Secretaries to the Government of the Punjab.
8. Military Secretary to Governor Punjab.
9. Registrar, Lahore High Court, Lahore.
10. All Heads of Attached Departments.
11. Secretary, Provincial Assembly of the Punjab.
12. Chairman, Chief Minister's Inspection Team.
13. Secretary, Punjab Public Service Commission.
14. Secretary, Provincial Ombudsman, Punjab.
15. Secretary, TEVTA, Government of the Punjab
16. Registrar, Punjab Service Tribunal.
17. All District Coordination Officers in Punjab

**Subject:- BUDGET CALL CIRCULAR FOR THE YEAR 2016-2017—FOR PROVINCIAL GOVERNMENT DEPARTMENTS/FUNCTIONS**

Sir,

I am directed to refer to the subject cited above and to forward the documents / forms with this Budget Call Circular (BCC) for preparation and submission of the Budget Estimates for the Financial Year, 2016-2017. The Budget Estimates may be prepared as per timelines mentioned in the Budget Calendar attached.

2. While formulating the Budget Estimates for the Financial Year 2016-2017, it may kindly be appreciated that budget is not only an expression of numbers. Essentially, it is a policy statement of government's estimated revenues and proposed expenditures and statement of policy objectives and priorities a department intends to achieve in a financial year. Importance of this strategically important management instrument pre supposes that due diligence is exercised at the departmental level in formulating the budget estimates. Reliability, accuracy and completeness of the information provided in the enclosed forms will enable the Finance Department to make informed choices on how best the scarce public resources are allocated for achieving the policy objectives for a particular year.

3. Details of enclosed documents / forms with the Budget Call Circular are as follows:

i)	Budget Calendar.	<b>Annex-I</b>
ii)	Instructions / guidelines to fill the forms in respect of Estimates of Receipts.	<b>Annex-II</b>
iii)	Form, BM-1 & BM-2 for the Estimates of Receipts for the financial year 2016-2017, to be filled by the Departments / Attached Departments & Collecting Officers, along with instructions relating to the completion of these forms according to the New Accounting Model (NAM).	<b>Annex-III</b>
iv)	Instructions / guidelines to fill the forms in respect of Estimates of Expenditure.	<b>Annex-IV</b>
v)	Forms BM-1 & BM-2 for Estimates of Expenditure for Regular (permanent) Budget Estimates and SNE ( <i>Fresh and Continued</i> ), to be filled by Drawing & Disbursing Officers, Controlling Officers & Head of Departments, along with instructions relating to the completion of these forms on the principles laid down in the New Accounting Model (NAM).	<b>Annex-V</b>
vi)	Form BM-10 for recording details of sanctioned posts and filled posts.	<b>Annex-VI</b>
vii)	Form for Annual Development Programme.	<b>Annex-VII</b>
viii)	Form for Re-appropriations.	<b>Annex-VIII</b>
ix)	Form for processing the requests of Supplementary Grants.	<b>Annex-IX</b>
x)	Form for Excess and Surrenders.	<b>Annex-X</b>

4. Finance Department has taken an initiative for discussions with Administrative Departments on Budget Estimates and a separate meetings will be planned separately so that Budget Estimates 2016-2017 may be prepared as per Government priority and policy.

5. Furthermore, Administrative Departments are advised to send their **Revised Estimates 2015-2016 and Budget Estimates for 2016-2017, “DDO-wise”**, to the Finance Department in the NAM mode as prescribed. While filling in the forms, the following points may be kept in view:

- a) The BCC shall be filled in by the DDO/Collecting Officer, both in the case of Budget Estimates for Current/ Development Expenditure and Receipts Estimates as per the instructions on the subject;
- b) Departments should submit their budget estimates by carrying out a detailed exercise in order to assess the needs for the next financial year to avoid seeking supplementary or additional grants at the very outset of financial year 2015-2016;
- c) Need for current budget (SNE) for the Project(s) which are likely to be completed during current financial year must be finalized by **November 30, 2015** and a comprehensive proposal on a summary may be sent to Finance Department along-with PC-IV;
- d) Administrative Departments shall scrutinize the SNEs submitted by the District Governments attached departments/sub-offices, and prioritize them before forwarding the same to Finance Department;
- e) In order to avoid distortions in the budget estimates for the next year, the actual expenditures for the current financial year must be indicated along with the estimates for the next year;

- f) Estimates for utilities and other periodical expenditure must be accompanied by statements indicating designation of officers, entitlement of vehicle/telephone, and ceilings for ensuring accurate budgetary allocations;
- g) While formulating budget estimates, Administrative Departments may determine the performance targets for their field offices/attached departments to work out budgetary requirements;
- (h) The budget estimates for development schemes transferred to current side would be considered as temporary status for three years and will be merged thereafter as regular budget, subject to necessary scrutiny;
- (i) The schedule given in the Budget Calendar (**Annex-I**) must be strictly adhered to.
- (j) The Austerity policy issued by Finance Department must be adhered to.

5. Finance Department will set out the indicative resource envelope for all departments and make necessary budgetary allocations depending upon the resource availability and in line with the policy framework of the Government. Finance Department may reduce or delete an appropriation if the departments do not meet the prescribed criteria / requirements.

6. The time-schedule for the submission of Revised Estimates **2015-2016** and Budget Estimates **2016-2017** of the Provincial Government is detailed in **Annex-I**. Administrative Departments are requested to consolidate the estimates received from various units under their control on NAM format and submit the consolidated estimates, duly verified, to this Office. Meetings, if considered necessary, will be held to discuss the Estimates as per Schedule attached at **Annex-I**.

7. Involvement of Principal Accounting Officers in the budget making exercise and adherence to the prescribed timelines in the Budget Call Circular would be highly appreciated.

8. The receipt of this letter may kindly be acknowledged.

Yours Sincerely



**Director (Budget) /  
Additional Finance Secretary (Budget)**

**Number and date even**

A copy is forwarded for information and necessary action to:-

1. The Accountant General, Punjab, Lahore.
2. The Regional Director, PIFRA, Lahore.
3. The Director General, Audit, Punjab Lahore.
4. All Budget/Section Officers in Finance Department, Government of Punjab
5. All District Accounts Officers/Treasury Officers in Punjab
6. Private Secretaries to all Provincial Ministers



**Director (Budget) /  
Additional Finance Secretary (Budget)**

## BUDGET CALENDAR

### SCHEDULE FOR CURRENT BUDGET

ITEM	B.M. Forms Distributed on	Due date of submission to Finance Department	Examination & Finalization by Finance Department	Communication to Computer Centre	1 <sup>st</sup> Proof	2 <sup>nd</sup> Proof	Final Proof (Tentative)
Regular Edition	06.11.2015	01.01.2016	28.02.2016	01.04.2016	15.04.2016	25.04.2016	10.05.2016
SNE (Continued & Fresh)		01.02.2016	15.03.2016	05.04.2016	15.04.2016	25.04.2016	10.05.2016
Statement of Excess and Surrenders (including R.E. 2015-15/All Proposals of Re-appropriation)		31.03.2016	30.04.2016	05.05.2016	15.05.2016	25.05.2016	31.05.2016
Supplementary Budget			01.05.2016	10.05.2016	15.05.2016	20.05.2016	25.05.2016

### SCHEDULE FOR RECEIPTS

ITEM	B.M. Forms Distribution	Due Date of Submission to Finance Department	Examination and Finalization by Finance Department	Review by Finance Secretary	1 <sup>st</sup> Proof	Final Proof
Budget Estimates for 2016-2017 including REs 2015-2016	06.11.2015	31.03.2016	01.04.2016 to 30.04.2016	01.05.2016 to 15.05.2016	20.05.2016	31.05.2016
New Taxation Proposals/Review of Existing Taxes/Fee Tariff	DS-R to issue letter as usual	01.01.2016	01.02.2016 to 28.02.2016	01.03.2016 to 05.03.2016 (Meetings)		30.04.2016

## INSTRUCTIONS FOR FORMAT OF BUDGETARY ESTIMATES OF RECEIPTS

### IMPORTANT:

The departments should read the following instructions carefully and all estimates should invariably be prepared in the enclosed forms.

### GENERAL INSTRUCTIONS:

1. Departments/Attached Departments are required to submit details of their budgetary estimates pertinent to receipts.
2. No column should be left blank. In case any column is not applicable it should state **not-applicable**.
3. There is no change as far as routing of Budget Estimates is concerned.

### SPECIFIC INSTRUCTIONS:

- |                                       |                                                                                                                                                                |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| a) Object Code.                       | Space has been provided for this purpose. You may consult the Chart of Accounts (CoA) and fill all the major, minor and detailed codes carefully for receipts. |
| b) Description                        | Description of the object classification at the detailed level.                                                                                                |
| c) Budget Estimates / Actual Accounts | Enter the information as required                                                                                                                              |

### ENQUIRIES:

If any further clarification or additional information is required, please do not hesitate to contact the following Officers of the Finance Department:-

- i. **Mr. Javed Iqbal**  
Director Budget (042-99211086)
- ii. **Misbah Asghar**  
Budget Officer-I, Finance Department (042-99211087)

## Budget Estimates of Receipts

B.M.1

2016-2017  
PUNJAB

Due with the Controlling Officer ..... 1st December  
 Due with the Head of Department ..... 10th December  
 Due with the Finance Department ..... 1st January

Object Code	Actuals 2014-2015 Rs.	Budget Estimates 2015-2016 Rs.	Revised Estimates 2015-2016 Rs.	BUDGET ESTIMATES 2016-2017		
				Collecting Officer Rs.	Controlling Officer Rs.	Head of Deptt: Rs.
1	2	3	4	5	6	7

District

Head of the Department

Controlling Officer

Collecting Officer



## Budget Estimates of Receipts

ANNEX-III

BM-2

2016-2017

**2 Department**

**3 Attachment Department**

Code: \_\_\_\_\_

Description: \_\_\_\_\_

Code: \_\_\_\_\_

Description: \_\_\_\_\_

**4 Receipts**

Object Code	Description	Budget information		Accounts information			
		Budget Estimates 2016-2017 Rs.	Budget Estimates 2015-2016 Rs.	Accounts 2014-2015 Rs.	Actual Last 8 months 2014-2015 Rs.	Actual First 4 months 2015-2016 Rs.	Probable Outlay in 2015-2016 Rs.
		3	4	5	6	7	8
1	2						
<b>Total</b>							



**INSTRUCTIONS FOR PREPARATION OF REGULAR BUDGET ESTIMATES / SCHEDULE OF NEW EXPENDITURE**

**IMPORTANT:**

THE DRAWING AND DISBURSING OFFICERS / DEPARTMENTS SHOULD READ THE FOLLOWING INSTRUCTIONS CAREFULLY TO FILL OUT THEIR REGULAR BUDGET ESTIMATES / SNEs IN THE ENCLOSED FORMS

**GENERAL INSTRUCTIONS:**

1. DDOs are required to submit the following estimates separately for each office:
  - a. Regular Budget Estimates
  - b. Revised Estimate and
  - c. Schedule of New Expenditure (SNE) – Continued and Fresh.
2. No Column should be left blank. In case any column is not applicable it should be filled out as “**Not Applicable**”.
3. Shaded portions are NOT required to be filled out by DDOs.
4. There is no change as far as routing of Budget Estimates is concerned.
5. Other forms specific to Departments e.g. Forests, Works etc. shall be filled out as is being done currently

**SPECIFIC INSTRUCTIONS:**

Serial No. 1	Preprinted Budget / Financial year
Serial No. 2	Tick the relevant document – Regular Budget Estimates, Revised Estimate or SNE (Continued or Fresh)
Serial No. 3	Enter the 7 digit <b>Fund Code</b> e.g. PC21015 (Education) and its <b>description</b> (Demand/Grant) i.e. its nomenclature (Refer to the Chart of Accounts).
Serial No. 4	Enter the 4 digit <b>Attached Department</b> and 6 digit sub detailed <b>Function Code</b> and their <b>Description</b> (Refer to the Chart of Accounts).

Serial No. 5	Enter the 6 digit <b>Fund Center / DDO Code</b> and its <b>Description</b> i.e. its nomenclature (Refer to the Chart of Accounts).																			
Serial No. 6	Use this space for writing any other related information. Write “ <b>Not Applicable</b> ” if it is not applicable.																			
Serial No. 7	Enter the total budget amount.																			
Serial No. 8	<p>This has been bifurcated into the following parts:</p> <table border="1"> <tr> <td rowspan="6"> <b>A – Employee related expenses</b>   <b>B – Other expenses</b> </td> <td>a)</td> <td>Object Code.</td> <td>A space has been provided for the purpose. You are required to consult the New Chart of Accounts and fill out the detailed codes carefully.</td> </tr> <tr> <td>b)</td> <td>Description</td> <td>Description of the object (and Posts)</td> </tr> <tr> <td>c)</td> <td>Sanctioned Posts <b>(A only)</b></td> <td>Enter the existing Post Code, relevant designation and BS for the employees for which budget is required (which should be exactly supported by details in Annexure-IV)</td> </tr> <tr> <td>d)</td> <td>Number of Posts <b>(A only)</b></td> <td>Enter the number of posts sanctioned</td> </tr> <tr> <td>e)</td> <td>Budget/Revised Estimates</td> <td>Mention provision of object item.</td> </tr> <tr> <td>f)</td> <td>Actual Accounts</td> <td>Same as (e) above.</td> </tr> </table>	<b>A – Employee related expenses</b>  <b>B – Other expenses</b>	a)	Object Code.	A space has been provided for the purpose. You are required to consult the New Chart of Accounts and fill out the detailed codes carefully.	b)	Description	Description of the object (and Posts)	c)	Sanctioned Posts <b>(A only)</b>	Enter the existing Post Code, relevant designation and BS for the employees for which budget is required (which should be exactly supported by details in Annexure-IV)	d)	Number of Posts <b>(A only)</b>	Enter the number of posts sanctioned	e)	Budget/Revised Estimates	Mention provision of object item.	f)	Actual Accounts	Same as (e) above.
<b>A – Employee related expenses</b>  <b>B – Other expenses</b>	a)		Object Code.	A space has been provided for the purpose. You are required to consult the New Chart of Accounts and fill out the detailed codes carefully.																
	b)		Description	Description of the object (and Posts)																
	c)		Sanctioned Posts <b>(A only)</b>	Enter the existing Post Code, relevant designation and BS for the employees for which budget is required (which should be exactly supported by details in Annexure-IV)																
	d)		Number of Posts <b>(A only)</b>	Enter the number of posts sanctioned																
	e)		Budget/Revised Estimates	Mention provision of object item.																
	f)	Actual Accounts	Same as (e) above.																	
<b>NOTE:</b>	All officers signing Regular Budget Estimates / SNEs in the Administrative Departments are requested kindly to write down their <i>telephone number</i> clearly on every Regular Budget Estimate/SNE.																			

**ENQUIRIES:**

For any clarification or additional information, please do not hesitate to contact:

**Mr. Javed Iqbal** Director (Budget) Finance Department, Government of the Punjab  
at Phone No. 042-99211086 and **Ms. Misbah Asghar**, Budget Officer-I, at Phone No.042-99211087.

**FORMAT FOR Permanent Budget / Schedule of New Expenditure**

**Please Fill in the Following Information**

From: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

To: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dated \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (DD / MM / YYYY)

1 Budget Year **2016-2017**

2 Type of Document (Tick the Box Applicable)  Regular  REs  SNE(C)  SNE(F)

**Code Description**

3 Fund / Grant No. \_\_\_\_\_

4 Attached Deptt. / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Sub-Detailed Function \_\_\_\_\_

5 Fund Center (DDO Code) \_\_\_\_\_

6 Notes (if any) \_\_\_\_\_  
 \_\_\_\_\_

7 Total Budget Amount \_\_\_\_\_

TO BE FILLED ONLY BY CONCERNED BUDGET OFFICER (B&E)	
Diary No.	_____
Revised Diary No.	_____
Checked By	_____
Entered By	_____

Budget Estimates of Expenditure

B.M-I

2016-2017

GRANT NO. PC \_\_\_\_\_

Due with the Controlling Officer ----- 1st December  
 Due with the Head of Department ----- 10th December  
 Due with the Finance Department ----- 1st January

Function/ Object Code/ Post Code Male/Female	Description	BS	NUMBER OF POSTS		Actual Expenditure 2014-2015 Rs.	Budget 2015-2016 Rs.	BUDGET ESTIMATES 2016-2017		
			Current Year	New Budget			Disbursing Officer Rs.	Controlling Officer Rs.	Head of Deptt: Rs.
1	2	3	4	5	6	7	8	9	10

Employees Related Expenses

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22

DDO SIGNATURE  
WITH STAMPS

## BM-I

Object Code	Description	Actual 2014-2015  Rs.	Sanctioned Estimates 2015-2016  Rs.	BUDGET ESTIMATES 2016-2017		
				Disbursing Officer	Controlling Officer	Head of Deptt:
				Rs.	Rs.	Rs.
1	2	3	4	5	6	7

Other Expenses

DDO SIGNATURE  
WITH STAMPS



8-B) Object Classification

Budget Estimates of Expenditure

Object Code	Description	Budget information		Accounts information				
		Budget Estimates 2016-2017	Budget Estimates 2015-2016	Accounts 2013-2014	Accounts 2014-2015	Actual Last 8 months 2014-2015	Actual First 4 months 2015-2016	Probable Outlay in 2015-2016
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7	8	9
	<u>Other Expenses</u>							
Total - Other Expenses								

DDO SIGNATURE WITH STAMP

No BEs/SNEs will be accepted in which Employee related expenses have been claimed but not duly supported with details of posts in this proforma

**PROVINCIAL GOVERNMENT EMPLOYEES BY B.S.**  
2016 - 2017 (Budget Estimates)

Fund (Demand No.) \_\_\_\_\_

Fund Center (DDO Code) \_\_\_\_\_

Name and Designation			Sanctioned pay of the posts			Amount of provision for the coming financial year at the rate in column 6	Increment falling due within the financial year			Total provision for the coming Financial year i.e. columns 7 and 10
Male	Female	Total	Minimum	Maximum	Actual pay of Government Servants due on 1st July of the coming financial year		Date of increment	Rate of increment	Amount of increment for the year	
1	2	3	4	5	6	7	8	9	10	11

Note: Please ensure that the total number of posts reflected in this proforma are the same as in Annexure V.

\_\_\_\_\_  
Name and Designation of Officer  
Drawing & Disbursing Officer

\_\_\_\_\_  
Telephone Number



PROFORMA FOR THE PREPARATION OF THE  
ANNUAL DEVELOPMENT PROGRAMME: (MTDF MODE) 2016 - 2019

SECTOR \_\_\_\_\_ Department \_\_\_\_\_

General Serial No.	Sector Serial No.	Fund Centre / DDO Code of the Scheme	Name of Scheme (with year of initiation)	Location of Scheme		Status of Scheme	Target / Component	Estimated Cost				Expenditure up to June 30 <sup>th</sup> 2015	Allocation for 2015-2016				Revised Estimate for 2015-2016	Provision for 2016-2017						
				District	Tehsil			Local		Foreign Assistance	Total		Local		Foreign Assistance			Local		Foreign Assistance		Total	* Current Expenditure	
								Capital	Revenue				Capital	Revenue	Capital	Revenue		Capital	Revenue					
				1	2			3	4	5	6		7	8	9	10		11	12	13	14	15	16	17
A. Approved funded scheme																								
<b>Total (A)</b>																								
B. Approved unfunded Schemes (in prioritized order)																								
<b>Total (B)</b>																								
C. Unapproved/unfunded schemes (in prioritized order, with concept paper attached)																								
<b>Total (C)</b>																								
<b>Grand Total (A+B+C)</b>																								

\* It includes the total allocations against the schemes at A, B, & C and funds will be provided to the schemes at Sr. No. B&C as and when additional resources are made available by the Finance Department. This refers to the additional current expenditure on account of the portion of the scheme completed.

Foreign Assistance required during 2016-2017		Source of Foreign Assistance	Rupee Expenditure to be met by reimbursement from Foreign Assistance	Physical Progress		Provision for 2017-2018						Expected Physical Progress during 2017-2018	Provision for 2018-2019						Expected Physical Progress during 2018-2019	Sector Serial No.	
Capital	Revenue			Expected Physical Progress during 2016-2017 (in %)	Expected Physical Progress component during 2016-2017 (In Nos. if any)	Local		Foreign Assistance		* Total Development Expenditure	** Current Expenditure		Capital	Revenue	Foreign Assistance		* Total Development Expenditure	** Current Expenditure			
						Capital	Revenue	Capital	Revenue						Capital	Revenue					
25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	
										(31+32+33+34)							(38+39+40+41)				

\* It includes the total allocations against the schemes at A, B, & C and funds will be provided to the schemes at Sr. No. B&C as and when additional resources are made available by the Finance Department.

\*\* This refers to the additional current expenditure on account of portion of the scheme completed.



### Budget Re-appropriation Statement

Budget Year

2015 - 2016

Fund/Grant Code: \_\_\_\_\_

Description: \_\_\_\_\_

DDO Code	Object Code	Commitment Item (Object Classification) / Description	Amount of (-) Reappropriation/ Surrender	DDO Code	Object Code	Commitment Item (Object Classification) / Description	Amount of (+) Reappropriation / Excess Demanded
1	2	3	4	5	6	7	8
<b>Total Provision</b>				<b>Total Provision</b>			

Prepared by: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Dated: \_\_\_\_\_

Approval \_\_\_\_\_

**SHADED PORTION TO BE FILLED IN ONLY BY FINANCE DEPARTMENT**

Diary Number \_\_\_\_\_

Checked by \_\_\_\_\_



## Supplementary Budget Statement

1 Budget Year 2015 - 2016

2 Type of Document

**Supplementary Grant**

Regular

Technical

Token

Other

**Code**

**Description**

3 Fund / Grant yNo.

\_\_\_\_\_

4 Attached Department /

\_\_\_\_\_ / \_\_\_\_\_

Sub-Detailed Function

\_\_\_\_\_

5 Fund Center (DDO Code)

\_\_\_\_\_

6 Total (Supplementary) Budget Amount

\_\_\_\_\_

7 Approval

\_\_\_\_\_

**Prepared by:**

**Name:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**SHADED PORTION TO BE FILLED IN ONLY BY FINANCE DEPARTMENT**

Diary Number \_\_\_\_\_

Revised Diary Number \_\_\_\_\_

Checked by \_\_\_\_\_

ANNEX-IX (Contd..)

8	Object Code	Commitment Item (Object Classification) / Description	Amount of Budget
1	2	3	4
9	Total Provision		

**Justification/Explanation**

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**Budget Surrender Statement**

1 Budget Year **2015 - 2016**

	<u>Code</u>	<u>Description</u>
2 Fund / Grant No.	_____	_____
3 Fund Center (DDO Code)	_____	_____
4 Attached Department / Sub-Detailed Function	_____ / _____	_____
5 Fund Centre (DDO Code)	_____	_____
6 Total Budget Surrender Amount	_____	

7 Approval \_\_\_\_\_

**Prepared by:**

**Name:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_

**Designation:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**SHADED PORTION TO BE FILLED IN ONLY BY FINANCE DEPARTMENT**

Diary Number	_____
Checked by	_____

**ANNEX-X (Contd..)**

8	Object Code	Commitment Item (Object Classification) / Description	Amount of Budget
1	2	3	4
9		Total	

**DDO SIGNATURE  
WITH STAMP**