

F. NO. 10/ 43 /2017-Bgt.I
Government of India/ Bharat Sarkar
Ministry of Home Affairs/ Grih Mantaralaya
(Budget-I Section)

16

North Block, New Delhi
Dated: 7th December, 2017

RSE

OFFICE MEMORANDUM

11 DEC 2017

Subject: Seeking information on Para 17 of the Budget Circular 2018-19 regarding Modified Exchequer control Based Expenditure Management System.

The undersigned is directed to refer to the Para 17 of the Budget Circular 2018-19 relating to the Cash Management in Central Government- Modified Exchequer control based expenditure management system and to say that a Monthly Expenditure Plan (MEP) is required to be included as an annex in the Detailed Demand for Grants 2018-19.

2. MEP is required to be framed by the Divisions Scheme-wise/ Organization-wise (not object head-wise) and in single line entry form which must be separate for Revenue and Capital Sections. In order to estimate MEP for next FY, reference may be made to the expenditure trend of last five years.

3. All the Divisions are, therefore, requested to kindly provide their Monthly Expenditure Plan (MEP) for the Financial Year 2018-19 (in percentage form month-wise) as per the format enclosed. The requisite information be provided to the Budget Section latest by **15.12.2017**.

Encl: As above


(S.D. Meena)

Under Secretary to the Govt. of India
Tele: 23094237

To

1. AS&RGI, NDCC-II Building, New Delhi
2. All the Additional Secretaries in the Ministry of Home Affairs
3. All the Joint Secretaries in the Ministry of Home Affairs
4. As per the standard list enclosed

Copy for information & necessary action to:

1. All Director General / Financial Adviser of CAPFs
2. All Directors / IFAs of CPOs
3. The Commissioner of Police, Police Headquarters (MSO Building), I.P. Estate, New Delhi
4. Shri S.L. Shah, Under Secretary (Cash-II), Ministry of Home Affairs, New Delhi
5. Shri Anil Kumar Madan, Section Officer & DDO, Cash -I, MHA, NDCC-II Building New Delhi
6. Shri M.S Rawat, Section Officer, **Parliamentary Committee on Official Language**, 11, Teen Murti Lane, New Delhi.
7. Shri D.K. Shami, Fire adviser & Head of Office, **Directorate General of Civil Defence**, East Block VIII, Level VII, R.K. Puram (Main), New Delhi-66.
8. Shri Sanjay Kumar, Joint Director (Budget), O/O the **Registrar General of India**, 2/A, Man Singh Road, New Delhi.
9. Shri G.S. Saini, Director, **National Civil Defence College**, Ministry of Home Affairs, Nagpur-440001.
10. Shri Ravinder Singh, Dy. Secretary, **Inter-State Council Sectt.** Vigyan Bhavan, Annexe, New Delhi.
11. Shri Shamim, Director, **National Fire Service College**, Ministry of Home Affairs, Nagpur
12. Shri Om Prakash, Section Officer (Budget), **Deptt. of Official Language**, 4th Floor, NDCC Building, Jai Singh Road, New Delhi.
13. Shri M. Bhattacharjee, Senior Accounts Officer, **National Human Rights Commission**, Manav Adhikhar Bhawan, INA, New Delhi.
14. Shri Sudershan Kumar, Deputy Secretary, **Zonal Council Sectt**, Jam Nagar House, New Delhi.
15. Shri Krishna Saluja, Section Officer (IIA Unit), **President's Sectt.** New Delhi.
16. Shri A.K. Das, Under Secretary, **Prime Minister's Office**, South Block, New Delhi.
17. Shri K.J. Sibichan, Under Secretary (Ad.-I) **Cabinet Secretariat**, Rashtrapati Bhawan, New Delhi.
18. Shri Ashish Kumar Panda, Under Secretary, O/o **Principal Scientific Adviser** to the Govt. of India, 310-A, Vigyan Bhavan Annexe, New Delhi.
19. Shri R.K Jain, Under Secretary, **National Security Council Sectt**, 3rd Floor, Sardar Patel Bhawan, Parlt. Street, New Delhi. 110001P
20. Shri B.R. Sharma, Chairman, **Land Port Authority of India**, Lok Nayak Bhawan, New Delhi
21. Shri Nikhil J. Gupta, Deputy Director (Admn), **Sardar Vallabhbhai Patel National Police Academy**, Ministry of Home Affairs, Hyderabad-500052
22. Shri Nirmal Singh Gurung Joint Director, **North Eastern Police Academy (NEPA)**, Umsaw, Ri-Bhoi District, Shillong, Meghalaya.-793123
23. Shri N.N.D. Dubey, DIG (Admn.), **National Investigation Agency**, NDCC-II Building, New Delhi
24. Shri R.P Wahane, Jt. Dy. Director (Budget), **Intelligence Bureau**, S P Marg, New Delhi.
25. Shri Rohit Katiyar, Deputy Director (Admn.), **Narcotics Control Bureau**, West Block No.1, Wing No. 5, R.K. Puram, New Delhi.
26. Shri N.K. Singh, Assistant Director, **National Crime Records Bureau**, East Block No.7, R.K. Puram, New Delhi-110066.
27. Shri K.C. Sharma, Jt. Director (Admn.), **Directorate of Co-ordination, Police Wireless**, Block No.9, CGO Complex, New Delhi

28. Ms. Aarti Bhatnagar, Joint Secretary (Security), Cabinet Sectt, North Block, New Delhi
29. Dr. S. Karthikeyan, Assistant Director, (Admn.), BPR&D, NH-8, Service Road, Mahipalpur, New Delhi-37
30. Shri Rajinder Kumar, Deputy Director, **National Intelligence Grid**, First Floor,, Shivaji Stadium Annexe Building, Shaheed Bhagat Singh Marg, New Delhi-110001.
31. Dr. Sandeep Mittal, DIG (Admn.) , **LNJP National Institute of Criminology & Forensic Science**, Ministry of Home Affairs, Sector-3, Outer Ring Road, Rohini, Delhi-110085.
32. Dr. I. Haque, Senior Scientific Officer (FS) **Central Forensic Science Laboratory/ DFS**, Block No. 4, 4th Floor, C.G. O Complex, Lodhi Road, New Delhi.
33. Dr. N.Ravi, Director, **Central Forensic Science Laboratory (CBI)**, Block No.4, 4th Floor, C.G.O. Complex, Lodhi Road, New Delhi.
34. Shri A.K. Ganjoo, Director cum chief Forensic Scientist, DFS, Block No9 CGO Complex, Lodhi Road, New Delhi
35. Shri Bhagwan Singh , Assistant Commandant, **Central Reserve Police Force**, Block No.1 CGO Complex, Lodhi Road, New Delhi-3.
36. Shri Pravesh Kumar, Deputy Commandant, SAO (Fin), **Assam Rifles**, Shillong, Meghalaya. (C/o Liaison Office, New Delhi).
37. Shri T.S. Muthu, Asstt. Commandant, **Border Security Force**, Block No.1, CGO Complex, Lodhi Road, New Delhi.
38. Shri Ashok Saini, Accounts Officer, **Indo-Tibetan Border Police**, Block No. II, CGO Complex, Lodhi Road, New Delhi.
39. Shri Kapil Dev Meena, Deputy Financial Adviser, **National Security Guard**, Mehram Nagar, Nr. Domestic Airport, Palam, New Delhi 110037.
40. Shri J. C. Garkoti, Asstt. Director (Accounts), **Central Industrial Security Force**, 13, CGO Complex, Lodhi Road, New Delhi.
41. Shri B.S.Jaswal, D.I.G (Prov), **Sashastra Seema Bal**, Block No. V (East), R.K. Puram, New Delhi-110066.
42. Shri Joginder Pal Singh Dhiman, Accounts Officer(Budget), **Sashastra Seema Bal**, Block No.V(East), R.K. Puram, New Delhi-110066.
43. Shri Navneet Singh, FA to CP, **Delhi Police**, MHA, New Delhi.
44. Mr. A.V.S. Kaliyar, AIG(A/Cs), **Special Protection Group**, SPG Complex, Adm. Block, Sector VIII, Dwaraka, Delhi.
45. Shri Basant Swaroop, Director (Finance), **National Technical Research Organisation**, Block-III, Old JNU Campus, New Delhi -16.
46. Financial Advisor, **National Disaster Management Authority**, A-I Safdarjung Enclave, New Delhi-110029.
47. Accounts Officer, **National Institute of Disaster Management**, I.P. Estate, New Delhi
48. Shri J.K.S.Rawat, DIG, **National Disaster Response Fund**, East Block No. 7, Level 7, R.K. Puram, New Delhi.
49. Shri Shanka Roy, Under Secretary (Security) Cabinet Secretariat, North Block, New Delhi.

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50. Shri Robin Jain, Sr. Accounts Officer (A/Cs), **Pay & Accounts Office, Departmental Accounting Organisation of MHA**, C-I, Hutment, Dalhausie Road, New Delhi
51. Shri Madan Lal, Sr. AO, Pr. Accounts Office (Admn.), **Departmental Accounting Organisation of MHA**, C-I, Hutment, Dalhausie Road, New Delhi
52. Shri Tej Singh, Sr. Accounts Officer, PAO (Sett), Jam Nagar House, New Delhi
53. Sr. Accounts Officer, PAO(P&M), Jam Nagar House, New Delhi
54. PAO (Cabinet Affairs), M/o PPG&P, C-I Hutment, Dalhausie Road, New Delhi

Copy also forwarded for information to:

- i) PS to AS & FA (Home)/ Pr. CCA(H)
- ii) PS to CCA (H) / Dir (Fin-Home)/ Director (PF) / CA(Budget)
- iii) PA to US(Budget-I)/ SO(Plan-Fin) / US (Bgt-II)
- ✓ iv) SO(IT)- with the request to upload the OM & encl. on MHA Website (under What's New)

Spare Copies- 20

S
8/12/17
(Sanjay Kumar)
Section Officer
Tele:2309-2048

Name of the Ministry : Ministry of Home Affairs

CASH MANAGEMENT SYSTEM IN CENTRAL GOVERNMENT

in percentage

Demand No. :-

Organisation/Division :

	B.E.		May/18	Jun/18	Q.E.A.-I	Jul/18	Aug/18	Sep/18	Q.E.A.-II	Oct/18	Nov/18	Dec/18	Q.E.A.-III	Jan/19	Feb/19	Mar/19	Q.E.A.-IV	
	2018-19	Apr/18																
Monthly Expenditure Projection																		
Revenue	100.00																	
Capital	100.00																	

(5)

- (xi) Statement showing the source of funds for grantee bodies receiving grants of over ₹10 lakh per year from Consolidated Fund of India and from other sources (including external sources) (Appendix XLI).
- (xii) **Statement showing Object Head-wise details.**
- (xiii) Statement showing MEP/QEP as detailed in O.M. No. 15(39)- B(R)/2016 dated 21st August, 2017 (Annex-O) of Ministry of Finance.

16.7 The Detailed Demands for Grants shall be prepared by the Ministries/Departments using the UBIS. This shall be mandatory. Appropriations during the financial year shall be based on the DDG generated from the UBIS. DDG generated from UBIS would feed into PFMS to permit expenditure to take place from 2018-19. Hence, Ministries/Departments shall ensure that their SBEs and their DDGs are congruent to each other and the figures shown in SBE and the figures reflected in DDG tally. For example, the DDG entries for Sarva Shiksha Abhiyaan should aggregate to the figure reflected in SBE. The requisition for printing of Detailed Demands for Grants may include Budget Division's requirement of 30 copies for direct supply by the Press to this Ministry.

16.8 Major-Head number and description may be indicated at the top right corner of each page of Detailed Demands for Grants under the header line.

16.9 **Uploading of Detailed Demands for Grants on Website:** Instructions have been issued by this Ministry vide O.M. No.15(38)-B(R)/2008 dated 14.8.2008 for uploading the Detailed Demands for Grants on Website of the administrative Ministry/Department. All Ministries/Departments may upload the full details of DDG as approved by the Parliament.

17. Cash Management in Central Government - MODIFIED EXCHEQUER CONTROL BASED EXPENDITURE MANAGEMENT SYSTEM

17.1 Cash Management in Central government - Exchequer Control Based Expenditure Management System as detailed in O.M. No. 15(39)- B(R)/2016 dated 21st August, 2017 (Annex O) of Ministry of Finance, Department of Economic Affairs' provides for inclusion of Monthly Expenditure Plan (MEP) as an annex in the Detailed Demands for Grants.

17.2 It is advised that Monthly Expenditure Plan [MEP]/Quarterly Expenditure Plan (QEP) may be drawn up keeping in view the extant guidelines relating to release of funds, including those prescribed in the above mentioned O.M. The Ministries/Departments shall factor-in all possible eventualities while preparing their MEP/QEP. For instance if the Ministry/Department feels that there is a seasonality for a given expenditure, they shall take care to ensure that this is reflected in the MEP/QEP. This is important in the context of cash management of the Government of India. Any deviation from MEP/QEP would need detailed justification from 2018-19 and would be generally discouraged.