

**MOST IMMEDIATE  
BUDGET MATTER**

File No.10/ 22 /2017-Bgt.I  
Government of India / Bharat Sarkar  
Ministry of Home Affairs/ Grih Mantralaya

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North Block, New Delhi  
Dated: August 3, 2017

**OFFICE MEMORANDUM**

**04 SEP 2017**

**Subject: Formulation of Revised Estimates 2017-2018 and Budget Estimates 2018-2019- regarding**

The undersigned is directed to say that the Budget Circular, calling for detailed proposals for RE 2017-18 (Capital and Revenue) and BE 2018-19 (Revenue and Capital), is likely to be issued by Ministry of Finance shortly. In order to meet strict deadlines it is highly advisable that the Budget outlays available at BE 2017-18 are reviewed vis-a- vis the trend of expenditure/ progress of works, etc., and realistic estimates are worked out for inclusion in the proposals for RE 2017-18 and BE 2018-19.

2. Time and again, Audit and PAC have observed that the Budget Estimates / Revised Estimates are unrealistic; that the supplementary demands obtained from the Parliament have not been fully utilized; and that re-appropriation of funds are made at will which are often infructuous. In order to obviate such a scenario hereafter, the following aspects may be kept in mind while reviewing/ firming up proposals for RE 2017-18 and BE 2018-19:

- (i) Prioritise activities and schemes, identify such activity / scheme which can be eliminated / reduced in size/ merged with any other scheme;
- (ii) Past experience in case of meeting targets ( both physical and financial) and bottlenecks, if any, should be taken into account;
- (iii) In case of new / recent projects, time likely to be taken to obtain final approval of the Competent Authority, likely time lag for implementing the scheme, institutional capacity to implement the scheme as per schedule, constraints on incurring expenditure by the agencies, should be duly factored in.
- (iv) Undertake thorough assessment of ground realities at field level to arrive at accurate projections in all cases.

3. The proposals, including those in respect of CAPFs/ CPOs / Attached / Subordinate Offices, along with detailed justifications, **duly approved by their respective Administrative Divisions**, separately for Grant No.46- MHA, Grant No.47- Cabinet and Grant No.48- Police, may be sent in the proforma enclosed (Annexure-I) to the undersigned i.e Ms. Anjana, Under Secretary (Budget), Room No.205, North Block, New Delhi latest by **25<sup>th</sup> September, 2017**.

4. It may be noted that separate Grant wise proposals may be sent in respect of items included in more than one grant.
5. Contact numbers may invariably be mentioned in all communications.



(Anjana)

Under Secretary to the Govt. of India

Tele:2309-4237

To,

1. All Joint Secretaries / Directors / Dy. Secretaries / Under Secretaries in the Ministry of Home Affairs / Deptt. Of Official Language / RGI
2. All Finance Secretaries of the Union Territories

**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**, 4<sup>th</sup> 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**, 3<sup>rd</sup> 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, 4<sup>th</sup> Floor, C.G. O Complex, Lodhi Road, New Delhi.
33. Dr. N.Ravi, Director, **Central Forensic Science Laboratory (CBI)**, Block No.4, 4<sup>th</sup> 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.
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)/ DS (Fin-Pers)
- iii) PA to US(Budget-I)/ SO(Plan-Fin) / US (Bgt-II)
- iv) SO(B-I) /SO (GB Cell)/ Smt. Lekshmy N, ASO / Shri Mohit Sharma, ASO / Shri Anurag Bansal, Asstt. / Smt. Monika, ASO / Shri Avinash, ASO
- v) Shri Mukesh Kumar, ASO / MS. Seema Bhaskar, ASO/ Shri M. Gufran, ASO/ Shri Aniket, ASO
- vi) SO(IT)- with the request to upload the OM & encl. on MHA Website (under What's New)

Spare Copies- 20

*M. Vasudevan*  
21/09/2018

(M. Vasudevan)  
Section Officer  
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