

File No.10/ 29 /2017-Bgt.I  
Government of India / Bharat Sarkar  
Ministry of Home Affairs/ Grih Mantaralaya

(1/6)

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North Block, New Delhi  
Dated: October 3<sup>rd</sup>, 2017

OFFICE MEMORANDUM

06 OCT 2017

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**Subject: Proposals for Second Batch of Supplementary Demands for Grants for 2017-18- regarding**

The undersigned is directed to say that Ministry of Finance vide their Office Memorandum No. 4(26)-B(SD)/2017 dated 25.09.2017 (**copy enclosed**) has informed that the Second Batch of Supplementary Demands for Grants for the year 2017-18 is to be presented to the Parliament in the ensuing Winter Session.

2. The following types of Supplementary Demands may be proposed for inclusion in this batch:

- (a) Cases where advances from the Contingency Fund of India have been granted, which are required to be recouped to the Fund;
- (b) Payments against court decree which cannot be postponed;
- (c) Additional funds immediately required which can be met by re-appropriation of savings in the grant but require prior approval of Parliament under the New Service/New Instrument of Service Rules. In all cases where the savings are available within the same section (Revenue/Capital and Charged/Voted) of the grant, only token supplementary would be required. In cases where the savings are available in the Revenue/Capital section or Charged/Voted section and the expenditure is to be incurred in another section, full requirement would be proposed as a technical supplementary and the savings, against which the full amount is proposed in a different section, will be committed for surrender and will not be available for expenditure;
- (d) Cases where Ministry of Finance has specifically advised moving of Supplementary Demand in the Winter Session; and
- (e) Cases where excess expenditure has been allowed as per Appendix - 10 below Rule No.61 and 69 of GFRs, 2017.

3. While processing proposals for Supplementary Grants, the Budget controlling authority must invariably identify savings available within the Grant so that the in fructuous or inflated Supplementary Demands are weeded out and the eventuality of surrender after obtaining Supplementary Grant is avoided. The proposal for Supplementary Demand for Grants may be projected after a thorough and objective assessment of additional requirement of funds. The Supplementary Demand should be sought for the minimum necessary amount after a thorough review of savings within the Grant.

4. All Budget Controlling Authorities are, therefore, requested to furnish the proposals along with statement justifying Supplementary Demands and appropriate background notes **latest by 16th October, 2017**, for onward transmission to Budget Division, Ministry of Finance.

5. This may be accorded **TOP PRIORITY**.

Encl: As above



(Anjana)

Under Secretary to the Govt. of India  
Tele:2309-4237

To

1. All Additional Secretaries in the Ministry
2. Additional Secretary & RGI & CC
3. All Joint Secretaries in the Ministry
4. All Finance Secretaries of the UTs without legislature

**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(IT)- with the request to upload the OM & encl. on MHA Website (under What's New)

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*dy.*  
31/10/2017  
(Sanjay Kumar)  
Section Officer  
Tele:2309-2048

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**MOST IMMEDIATE**

**F.No. 4(26)-B(SD)/2017**  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(Budget Division)

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Room No.68, North Block,  
New Delhi, the 25<sup>th</sup> September, 2017

**OFFICE MEMORANDUM**

**Subject: Proposals for Second batch of Supplementary Demands for Grants, 2017-18 – reg.**

Department of Economic Affairs, Ministry of Finance proposes to present the Second batch of Supplementary Demands for Grants for 2017-18 before the Parliament in the ensuing Winter Session, which is likely to commence during November, 2017.

2. The following types of Supplementary Demands shall only be considered for inclusion in this batch:

- (a) Cases where advances from the Contingency Fund of India have been granted, which are required to be recouped to the Fund;
- (b) Payments against court decree which cannot be postponed;
- (c) Additional funds immediately required which can be met by re-appropriation of savings in the grant but require prior approval of Parliament under the New Service/New Instrument of Service Rules. In all cases where the savings are available within the same section (Revenue/Capital and Charged/Voted) of the grant, only token supplementary would be required. In cases where the savings are available in the Revenue/Capital section or Charged/Voted section and the expenditure is to be incurred in another section, full requirement would be proposed as a technical supplementary and the savings, against which the full amount is proposed in a different section, will be committed for surrender and will not be available for expenditure;
- (d) Cases where Ministry of Finance has specifically advised moving of Supplementary Demand in the Winter Session; and
- (e) Cases where excess expenditure has been allowed as per Appendix – 10 below Rule No.61 and 69 of GFRs, 2017.


3. All other cases may be with-held and move over to the third and final batch of Supplementary Demands for Grants for the current year due in the Budget Session.

4. While processing proposals for Supplementary Grants, the Grant controlling authority must invariably identify savings available within the Grant so that the infructuous or inflated Supplementary Demands are weeded out and the eventuality of surrender after obtaining Supplementary Grant is avoided. The proposal for Supplementary Demand for Grants may be projected after a thorough and objective assessment of additional requirement of funds. The Supplementary Demand should be sought for the minimum necessary amount after a thorough review of savings within the Grant. In cases where re-appropriations can be made without the requirement of Supplementary as per the extant provisions, no Supplementary proposal, including for a token amount, should be proposed. Such requirement may be met by re-appropriation of savings after obtaining approval of competent authority.

5. The Ministries/Departments may fill data and notes in the Supplementary Module in Union Budget Information System (UBIS). Proposals in hard copies will not be accepted unless data entry has been completed in UBIS.

6. Cases, which are required to be reported to Parliament in terms of the guidelines circulated with the Ministry's O. M. No.F.1(23)-B(AC)/2005 dated 25<sup>th</sup> May 2006 may also be furnished to Budget Division, which are attached to the Supplementary Demand Booklet as Annexure. If there is no proposal for Supplementary Demands for Grants in this batch, a nil supplementary option in UBIS may be opted/ entered.

7. Accordingly, proposals in complete form (one hard copy only) may be furnished by 31<sup>st</sup> October 2017 (positively) to **Under Secretary (Budget) [Shri Manoj Kumar Jangir], Ministry of Finance, Department of Economic Affairs, Budget Division, Room No. 221-A, North Block, New Delhi.** The proposals must be forwarded in Union Budget Information System (UBIS) using the Supplementary Module (including hindi translation). After the due date, the UBIS link shall stand disabled. Proposals not entered in UBIS shall not be considered and treated as NIL.

  
(Anjana Vashishtha)  
Deputy Secretary to Government of India

To

Financial Advisers of All Ministries/Departments.  
[As per List]