

PART B—PREPARATION OF BUDGET ESTIMATES AND  
SCHEDULES OF NEW EXPENDITURE

All demands for supply in the ensuing year must be entered in one of the following estimates :- Estimates.

- (1) Estimates of ordinary charges.
- (2) Schedule of New Expenditure.
- (3) Supplementary Schedule of New Expenditure.
- (4) List of Major and Minor Works.

The list of Major and Minor Works is dealt with in Chapter 22-A.

2. Budget forms are supplied direct to District and Sessions Judges and Deputy Commissioners by the Finance Department. On their receipt, these officers should take immediate steps to collect the necessary material for compilation of the estimates. If forms are not received in time, copies should be typed from the specimens in the Budget Manual. Budget Forms.

3. The dates for submission of the estimates are printed at the top of the budget forms, and are also given in Appendix D of the Budget Manual. Controlling and Disbursing Officers are responsible for seeing that estimates are submitted punctually on the date fixed. Date of submission of estimates.

4. There is room for considerable misconception in the matter of distinguishing items which should appear in the estimates of ordinary expenditure and in the Schedule of New Expenditure, and particular care is necessary in this respect. The principle which should guide officers in deciding whether expenditure of a particular kind is to be included in the estimates of ordinary expenditure or in the Schedule of New Expenditure is laid down in detail in Classification of the items of the estimates.

paragraphs 5.1, 5.4, 7.1 of the Budget Manual. The Schedule should be drawn up in Form B.M. 16.

Estimates of ordinary expenditure.

5. Particular attention is drawn to the following points in connection with the estimates of ordinary expenditure :-

*Pay of Officers and Establishment*

- (i) Provision should be made with reference to the pay due on April 1 and increment which may be due during the year.
- (ii) The estimate should be supported by a nominal roll, prepared separately for gazetted and non-gazetted officers, showing the pay to be drawn by each officer during the year for which the estimate is made.
- (iii) The number of posts should be carefully checked. Any variations in the number of posts or pay should be explained, a reference being given to the orders of Government, if any.
- (iv) Permanent and temporary establishment should be shown separately.
- (v) Special care should be taken to show voted and charged expenditure separately.

*Miscellaneous expenditure*

- (vi) All variations must be clearly explained in a separate note.
- (vii) For fluctuating expenditure, the modified grant and last year's actuals should be taken as a guide, regard being had to any extraordinary expenditure had or anticipated.

- (viii) No change may be made in the contract contingent grants without the previous sanction of Government.
- (ix) With the estimates of ordinary expenditure estimates should be submitted for--
  - (a) Rewards for examinations in oriental languages.
  - (b) Official publications the cost of which is adjusted, on the books of the Accountant-General, and not paid in cash.

These estimates should be submitted in accordance with paragraphs 5.18 and 5.14 of the Budget Manual.

- (x) Under the head "Other contingencies" provision should be made for the cost of –
  - (a) Survey maps.
  - (b) Bicycles.
  - (c) Law books (including official publications) paid for in cash.

6. For any item which it is proposed to include in the Schedule of New Expenditure, administrative approval must be obtained in good time before the Schedule is submitted.

Schedule of New Expenditure.

Any item not supported by administrative approval (which should be clearly quoted) will be automatically cut out.

7. In addition to the estimates mentioned in paragraph 5 above, the following statements are also required :-

Order estimates.

- (1) Forecast of stores likely to be purchased through the High Commissioner in England.
- (2) Estimates of leave and deputation allowances to be drawn from the Home Treasury.

- (3) Stationery to be obtained from the Controller of Printing and Stationery, Punjab.
- (4) Estimates of advances payable to Government servants, e.g., house building, conveyance and purchase of typewriters.
- (5) Estimates of superannuation allowances, pensions, and commuted value of pensions.

Provisions should be made for all articles of Stationery which are obtainable from the Controller of Printing and Stationery so as to reduce local purchases of such articles to a minimum. Local purchases, due to a failure to make proper budget provisions are frequently brought to light during audit.

Instructions should be strictly followed

8. Although the personal attention of District and Sessions Judges has been drawn to the necessity of complying with these instructions the Judges regret to notice that the estimates received continue to exhibit the same defects as before. The only conclusion to be drawn is that little or no trouble is taken to read and understand these instructions.

Importance of punctual submission of correct estimates.

9. Owing to the submission of estimates to the Legislative Assembly on a fixed date, a great burden is thrown upon the Finance Department of the State Government in collecting and co-ordinating estimates received from all departments throughout the State within a time which is comparatively short for the work involved. The late submission of a single return relating to one head delays consideration of all the other returns which may have been received in time. Incorrect classification makes submission of the estimates in the form required by Assembly impossible; and when errors cannot be corrected at headquarters, the result is a final estimate which may lead to a reduced allotment of funds.

10. The Honourable Judges trust that District and Sessions Judges will bear these considerations in mind, and after taking a note of the dates on which the various estimates are due, they will themselves personally insist on the preparation of estimates by their office before these dates. Among errors which are most frequently noticed are the failure to distinguish between voted and charged expenditure, the failure to submit the names and designations of officers and the lack of explanations for variations in expenditure proposed compared with the modified grants for previous years. These are the principal omissions, but there are many others of the same kind which occur. Punishment has already been awarded to the ministerial officers responsible for delays, errors and omissions. It is however, necessary to repeat that disciplinary action will again be taken if serious irregularities continue to occur.

Common errors.