

MOST URGENT  
PERSONAL ATTENTION

No. EDN-H (4) 3 (C) Budget-Non-Plan-2018-19  
Directorate of Higher Education  
Himachal Pradesh  
Tel. No./ Fax No. 0177-2656621,2657173  
email : [dir.edu@rediffmail.com](mailto:dir.edu@rediffmail.com) , [budgetbr@rediffmail.com](mailto:budgetbr@rediffmail.com)

Dated : Shimla the

24 April 2018

To

1. The Group Commander, NCC Gp HQ , Shimla-4.
2. All the Deputy Director Higher Education in HP.
3. All the Principals of the Govt. Degree Colleges in HP.
4. The Principal GCTE Dharamshala Distt. Kangra.
5. The Principal SCERT Solan Distt. Solan .
6. All the Principals of Govt. Skt. Colleges .
7. All the Distt. Libraries, State Libraries Shimla & Central State Libraries Solan.
8. All the Principals/HM of GSSS & GHS.

Subject :- Submission of Demands for budget in different SOEs for the Financial Year 2018-19.

Memo

As you are aware that the financial year 2018-19 has commenced and the allocation of Budget will be made shortly. In order to make allocation on the actual basis, all the Principals/ Headmasters of GSSS/GHS shall submit their demands to concerned Deputy Directors of Higher Education on prescribed proforma available on department website. **The demand of Budget should be submitted before 20th April 2018 and Deputy Director will further submit the demands in a consolidated manner of all the schools under their control to this Directorate in original before 10-5-2018. The dates and schedule for submission of demand be intimated separately. All the Head of the Institutions will ensure routing of their proposals through proper channel only. No direct correspondence from the schools, except in emergent cases, for the demand of budget will be accepted in future. The deviation of instruction will be viewed seriously.** It may be ensured that no demand of budget is made in anticipation for the whole year except for Salary, Wages and RRT. As regards demand in other SOE's Medical, TE, OE, TTE etc. funds will be allocated on the basis of actual pendency of bills including special cases which are being sent for the demand of Budget during the Financial Year. Therefore, all the Principals /Headmasters of GSSS/GHS will ensure submission of their demands through concerned DDHE's on prescribed proforma . Demands for TA/MR be sent after exact calculation as per preparation of the Bill. Demand for OE be raised after acquisition of grant from RMSA/SSA or from any other source in to account. The NCC Battalion / Coy will raise demand through Gp HQ only.

As regard the Principal colleges, SCERT Solan, GCTE Dharamshala , Skt. Colleges and Distt. / State & CSL Libraries, they will submit their demands directly to DHE on above before 25th April 2018 on prescribed proforma so that actual pendency could be ascertained by the department.

The Deputy Director of Higher Education of the concerned District will ensure that the demand for Budget in r/o all the Institutions have been included in the Budget demand for whole district after actual on scrutiny. Responsibility will be fixed upon delay in submission of budget demand by the DDO concerned .

It has been observed in the past that officials from schools used to visit this Directorate for the demand of budget which involves substantial amount of TA/DA , which can avoided . As such, all the Heads of Institutions will ensure that no official should be sent to this office unless called upon by the Directorate. For such official No TA/DA will be paid. If pointed out by the audit/ inspection that shall be recoverable from the individual/DDO respectively. For attend of workshop/seminar TA DA will be paid by the concerned organisation who is conducting the workshop /seminar.

Further ,it has been observed during this current financial year that some of the Drawing and Disbursing officers raised demand for allocation of Budget in anticipation/ round figure and they did not utilize the amount in time , resulting surrender at the fag end of the financial year. To avoid unnecessary blocking of funds now if the budget allocated to a particular institution is not utilized within one month from the date of allocation, the department will take surrender of the unutilized budget. In this situation if claims of individuals remain unpaid it will be the responsibility of concerned DDO.

Further , all DDO's must ensure proper utilization of the budget of TE & MR within one month from the date of allocation and OE budget should be utilized within three months . After one month from the date of allocation, the unspent amount of TE & MR will be surrender by the department if unutilised.

So for as demand for the supply of Sports items, lab Material, furniture of office and student furniture etc. is concerned, these items will taken in to consideration up to 31th December 2019 through DDOs concerned. No case will be entertained by the Department after 31.12.2019 and will be stand rejected without intimation to concern.

Ensure compliance of above instructions positively & emails of the College & Dy. Director will be considered on the [budgetbr@rediffmail.com](mailto:budgetbr@rediffmail.com) only.



(Dr.Amar Dev)

Director Higher Education

Himachal Pradesh

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Copy for I.T cell to upload on departmental site please.

No. \_\_\_\_\_

Date \_\_\_\_\_

PROFROMA FOR REQUIRMENT OF BUDGET

1. NAME OF INSTITUTION:

2. TREASURY CODE :

3. DDO CODE :

4. HEAD OF ACCOUNT :

5. ACTUAL REQUIRMENT FOR of pending bills as on \_\_\_\_\_ :

(No demand may be made in Anticipation)

NOTE : Demand of Salary, wages & RRT should be include

Salary 1-4- 2018 to 31-3- 2019	Wages 1-4- 2018 to 31-3- 2019	TE (on actual basis)	OE (Only Electricity bills & Water charges	MR on actual basis)	RRT 1- 4-2018 to 31- 3-2019	20-OC	64 - TTE	Retirees MR	Any other SOE

Detail of Pending Bills

Sr. No	SOE	Name of claimant	Amount with Bill No.	Remarks if any
1 (i)	TE			
(ii)				
2 (i)	MR			
(ii)				
3 (i)	TTE			
(ii)				
4 (i)	MR Retiree			
(ii)				
5	Any other			

Certified that the above requirement is as per actual claims pending in the office as on dated

\_\_\_\_\_.

Signature of DDO (with seal)

NOTE:

Only DDO is authorized to sign the demand through DDHEs.