

MOST URGENT  
PERSONAL ATTENTION

No. EDN-H (4) 3 (C) Budget- Non-Plan- 2016-17-  
Directorate of Higher Education  
Himachal Pradesh  
Tel. No./ Fax No. 0177-2657173

Dated : Shimla the

11<sup>th</sup> April 2016

To

1. All the Deputy Directors of Higher Education, Himachal Pradesh
2. All the Principals of Government Colleges, HP
3. The Principal GCTE Dharamshala , SCERT Solan
4. All the Principal , Skt. Colleges in H.P.
5. All the Distt. Libraries, State Library Shimla &
6. Central State Library Solan
7. All the Principals/Headmasters, GSSS/GHS of Himachal Pradesh.

**Subject :- Submission of Demands for budget in different SOEs for the Financial Year 2016-17.**

Memo;

In view of the current financial year 2016-17 all types of bills shall be executed through e-salary /e-bill by the treasuries w.e.f. 1-4-2016. The department has allocated approximate budget in SOE "Salary " and made token provision of Rs. 100/- in the other SOE operated by the all DDO's under the control of Director Higher Education so that the scheme could appear in their login ID. Further the allocation of Budget will be made shortly in accordance to the demands of DDO's. In order to make allocation on the actual basis in all SOE , all the Principals/ Headmasters of GSSS/GHS shall submit their pending demands as on dated 31-3-2016 to concerned Deputy Directors of Higher Education on prescribed proforma available on department website along with Photocopies of HPTR-5 **in respect of MR (Regular), MR Retirees, TE & TTE so that actual pendency could be ascertain by the department.**

The demand of Budget should be submitted **before 20<sup>th</sup> April 2016 in the office of DDHE in respect of GSSS/GHS** and the demands from the Deputy Director will further be called in a consolidated manner of their District to this Directorate in original **for which the** dates and schedule for submission of demand be intimated separately in the Ist week of May 2016. **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.

**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 25<sup>th</sup> April 2016 DDHE on prescribed proforma along with the photocopies of HPTR-5 objected by treasury in respect of MR (Regular), MR Retirees, TE & TTE so that actual pendency could be ascertain by the department.**

All the DDO's may ensure that no demand of budget is made in anticipation for the whole year except for Salary, W ages and RRT. As regards demand in other SOEs viz Medical, TE, TTE etc. funds will be allocated on the basis of actual pendency of bills on actual basis estimated demanded/ lump sum demand could not be accepted by the department. It may be insure that the amount already allotted in Salary and other SOE be less from the actual amount demand.

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 is otherwise avoidable . As such , all the Heads of Institutions will ensure that no official journey is undertaken for obtaining budget demand in future.

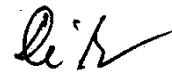
Further , it has been observed during this current financial year that some of the Drawing and Disbursing officers raised demand for allocation of Budget in anticipation and they could not utilize the amount in time , resulting surrender at the fag end of the financial year. To avoid unnecessary blocking 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 will ensure proper utilization of sanctioned budget of TE ,MR & TTE 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 & TTE will be taken surrender by the department . So for as demand for the supply of Sports items, lab Material , furniture of office and students are concerned , these items will take considerable delay in collection data from field . Therefore, separate letter along with proforma is being sent separately.

No budget will be allotted if photocopies of HPTR-5 is not attached with the proforma and NO DEMAND TO BE CONSIDERED DIRECTLY IN RESPECT OF GSSS AND GHS It is also for the information of all concerned that the demand submitted during the previous financial year including special cases will not be considered during the current Financial year 2016-17. Hence all DDO's concerned are again directed to submit the fresh demand of pending budget of TE, MR & TTE including special cases lying pending in their office as per schedule given above.

NOTE : The budget demand be submitted on email [mudita1966@gmail.com](mailto:mudita1966@gmail.com) only

May treat it as Most urgent.



(Dinkar Burathoki)  
Director Higher Education  
Himachal Pradesh

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 31-3-2016 :-  
(No demand may be made in Anticipation)  
NOTE : Demand of Salary, wages & RRT should be include

Salary 1-4-2016 to 31-3-2017	Wages 1-4-2016 to 31-3-2017	TE (on actual basis)	OE (Only Electricity bills & Water charges	MR on actual basis)	RRT 1-4-2016 to 31- 3-2017	20-OC		Retirees MR

**Detail of Pending Bills :-**  
TE

Sr. No.	Bill No. & Try Token No.	Amount	Remarks if any

MR

Sr. No.	Bill No. & Try Token No.	Amount	Remarks if any

TTE

Sr. No.	Bill No. & Try Token No.	Amount	Remarks if any

MR Retirees

Sr. No.	Bill No. & Try Token No.	Amount	Remarks if any

NOTE :- PHOTOCOPIES OF HPTR-5 BE ATTACHED (Without enclosure no demand is consider by the department.

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. No demand will be considered without the signature of DDO of the concerned educational institution/office*