

MOST URGENT  
PERSONAL ATTENTION

No. EDN-H (4) 3 (C) Budget- Non-Plan- 14-15-  
Directorate of Higher Education  
Himachal Pradesh  
Tel. No./ Fax No. 0177-2657173

(i) email [dir.edu@rediffmail.com](mailto:dir.edu@rediffmail.com) (ii) [budgetbr@rediffmail.com](mailto:budgetbr@rediffmail.com)

Dated : Shimla the 31<sup>st</sup> March 2014

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 Ssolan
4. All the Principals/Headmasters, GSSS/GHS of Himachal Pradesh.

**Subject :- Submission of Demands for budget in different SOEs for the Financial Year 2014-15.**

Memo;

As you are aware that the financial year 2014-15 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 5<sup>th</sup> April 2014** and Deputy Director will further submit the demands in a consolidated manner in respect of all the schools of their District to this Directorate email only well **before 15-4-2014**. In order to avoid wastage of paper and unnecessary postage, no hard copy will be submitted by any of the Institutions for the demand of budget henceforth. 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.

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 SOEs viz Medical, TE, OE etc. funds will be allocated on the basis of actual pendency of bills. **Therefore, all the Principals /Headmasters of GSSS/GHS will ensure submission of their demands to concerned DDHE and DDHE in**

turn will send consolidated demand through e-mail [budgetbr@rediffmail.com](mailto:budgetbr@rediffmail.com) with a copy on email [dir.edu@rediffmail.com](mailto:dir.edu@rediffmail.com)

As regard the Principal colleges SCERT & GCTE Dharamshala , they will submit their demands directly through email on above mentioned emails before 5<sup>th</sup> April 2014. 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 and no Institution is left. He will also ensure submission of Budget demand in the Directorate well before 15-4-2014. Delay in submission of budget demand will be personal responsibility of the concerned DDHE & will be viewed seriously.

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 may utilize 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 taken surrender by the department .

May treat it as Most urgent.



(S.B. Sekhri)  
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 31-3-2014 :-  
(No demand may be made in Anticipation)  
NOTE : Demand of Salary, wages & RRT should be include

Salary 1-4-2014 to 31-3-2015	Wages 1-4-2014 to 31-3-2015	TE (on actual basis)	OE (Only Electricity bills & Water charges	MR on actual basis)	RRT 1-4-2013 to 31- 3-2014	20-OC	30-M&V	Retirees MR

Case wise detail:

TE

Sr. No.	Dy. No. & Date	Name of Claimant	Amount

MR

Sr. No.	Dy. No. & Date	Name of Claimant	Amount

TTE

Sr. No.	Dy. No. & Date	Name of Claimant	Amount

MR Retirees

Sr. No.	Dy. No. & Date	Name of Claimant	Amount

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 school.*

*For detail of claimant in different SOE separate Sheet may be used*

*Budget Demand may be sent on following email :-*

[budgetbr@rediffmail.com](mailto:budgetbr@rediffmail.com) (ii) [dir.edu@rediffmail.com](mailto:dir.edu@rediffmail.com)