

MOST URGENT  
PERSONAL ATTENTION

No. EDN-H (4) C(3) Budget-2024-25  
Directorate of Higher Education  
Himachal Pradesh  
Tel. No./ Fax No. 0177-2656621,2657173  
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Dated : Shimla -171001, the-----

01/04 /2024

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. The Commanding Officer's NCC Units of State.
7. All the Distt. Libraries, State Library Shimla & Central State Library Solan.
8. All the Principals/HM of GSSS & GHS.

Subject: Submission of Demands for budget in different SOEs for the Financial Year 2024-25.

Memo

As you are aware that the financial year 2024-25 has been commenced and the allocation of Budget will be made on **actual demands online as per e-vitran portal, token money thereof has been allocated** to all the DDO's under Higher Education. The Demand for Office expenses will not be considered as onetime earmarked fund has been allotted. **No direct correspondence from the Institutes, except in emergent cases, for the demand of budget will be accepted.** The deviation of instruction will be viewed seriously. It may be ensured that no demand of budget be made in anticipation for the whole year except Salary, Wages and RRT. As regards demands in other SOE's Medical, TE, TTE etc. funds will be allocated as per availability of funds on the **quarterly** basis of actual pendency of bills including special cases which will be generated / demanded as per Finance instructions.

Therefore, all the heads of Institutions will ensure demands for TA/ MR be generated online after exact calculation as per submission of bills to treasury against allocated token money under SOE's. Demand for OE be raised only after utilizations of grant received from RUSA/ Samgra Shiksha(RMSA/SSA) or from any other source also be taken in to account.

The NCC Battalion / Coy will raise their demand through Gp HQ only.

It has been observed that officials from Institutes used to visit frequently Treasury for clearances of even single Bill as and when funds allocated and claims TA simultaneously. This tendency needs to be avoided. For attending of workshop/seminar TA/ DA will be paid by the concerned organisation who is conducting the workshop/seminar. Further, it has been observed that some of the Drawing and Disbursing officers raises demand for allocation of Budget and they did not utilize the amount well in time, resulting low percentage expenditure due to which additionality in the concerned Head/ SOE cannot be managed from Finance Department well in time. To avoid unnecessary blockage of funds, now if the budget allocation is not utilized within one month from the date of allocation, the department will take surrender of the unutilized budget without any information. In such instances if claims of individuals remain unpaid it will be the responsibility of concerned DDO. If funds remain unspent they can surrender it through DDO's ID in the portal. Fresh online Bills be prepared on the portal toward clearance of last finance years liability if any, against awarded token money.

Instruction's for demands for the supply of Sports items, lab Material, Machinery & Equipments, furniture of office and student furniture etc. is being issued separately.

Ensure compliance of above instructions positively.



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