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No. AN/XII/18009/RE 2021-22/BE 2022-23/Vol. I		Dated: 12 <sup>th</sup> August, 2021

To

All PCDAs/CDAs including PCA (Fys) Kolkata

(Through CGDA's website)

Subject: Budgetary Projections for Revised Estimates (RE) 2021-22 and Budget Estimates (BE) 2022-23 for DAD Capital Works/ Maintenance Services under MH 4059, MH 4216, MH 2059 and MH 2216.

Reference: HQrs Office letter No. AN/XII/18009/BE 2021-22/Vol. I dated 13.04.2021

The allotment of funds in Budget Estimates 2021-22 for DAD Capital Works and Maintenance Services under MH 4059: Capital Outlay on Office, MH 4216: Capital Outlay on Housing, MH 2059: Maintenance of Office Buildings & MH 2216: Maintenance of Residential Buildings has been conveyed vide this HQrs Office letter cited under reference and subsequent letters.

2. The budgetary projections for Revised Estimates (RE) 2021-22 and Budget Estimates (BE) 2022-23 are required to be submitted to the Ministry of Defence (Finance). Therefore, the requirement of funds in RE 2021-22 and BE 2022-23 in respect of all DAD Ongoing/Sanctioned Capital Works and Maintenance Services as well as the works likely to be sanctioned and commenced during the current financial year 2021-22 and financial year 2022-23 may be furnished **strictly** as per Annexure 'A' to 'E' attached to this circular.

3. The expenditure incurred for all ongoing works and maintenance services up to August 2021 may please be indicated. While projecting the requirement of additional funds for ongoing Capital works/maintenance services in the RE 2021-22, it may kindly be ensured that the demands are realistic and funds will be booked judiciously during the current financial year itself and no surrenders are intimated at the fag end of the current financial year. Surrender of funds at the close of financial year may attract adverse comments from the Ministry of Defence (Finance).

The demand for funds under maintenance heads should be based on Plinth Area Rates authorized for various buildings as per scales. Therefore the demand may be linked with plinth area rates and other connected authority. Further, additional funds, if any, be also justified keeping in view the pace of expenditure of the funds allotted in BE 2021-22.

4. In this context, reference is invited to various guidelines issued by MOD (Finance)/ HQrs office from time to time. The instructions contained therein may be strictly followed while projecting funds under RE 2021-22 & BE 2022-23.

5. The projection for RE 2021-22 and BE 2022-23 may be submitted to HQrs Office on or before 3rd September 2021 positively so as to forward the consolidated budgetary projections to Ministry of Defence (Finance) on time. In the absence of projections by due date, this office will not be in a position to consider the demand for additional funds.


6. This issues with the approval of Competent Authority.

  
(Rajeev Ranjan Kumar)  
Dy. CGDA (Admin)

Copy to:

Officer-in-Charge  
IT &S Wing (Local)

For uploading the circular on the website of CGDA.

  
(Rajeev Ranjan Kumar)  
Dy. CGDA (Admin)

**GUIDELINES/INSTRUCTIONS FOR PREPERATION AND SUBMISSION OF REVISED ESTIMATES 2021-22/BUDGET ESTIMATES 2022-23 FOR DAD CAPITAL WORKS / MAINTENANCE SERVICES**

**1. DEMAND OF FUNDS FOR CAPITAL WORKS (MH-4059 & MH-4216)**

(a) The expenditure incurred up to August 2021 on various projects for which Admin Approval have already been issued and the likely expenditure to be incurred during the remaining period of the financial year 2021-22 may be shown. This is essential to arrive at the realistic funds required to be provided in RE 2021-22 and to avoid last minute surrender of funds and the consequent criticism from the Ministry of Defence (Finance).

(b) Likely expenditure to be incurred during the ensuing financial year viz. 2021-22 depending upon the level of expenditure of previous year and also the physical progress of works achieved may also be taken into consideration.

(c) The concerned Engineering Authorities may be approached to assess the quantum of funds required for inclusion in RE 2021-22 and BE 2022-23 in respect of each work.

(d) In respect of projects for which token provisions have been made in BE 2021-22 or where action is in hand to obtain Government approval in principle and /or Recce-cum-siting-cum-costing Boards have been constituted etc., suitable amount of funds may be proposed both in RE 2021-22 and BE 2022-23 to meet the fund requirement. In case, increased provision of funds/surrender is suggested for each project in RE 2021-22, detailed justification thereof may also be furnished in Col.14 of **Annexure 'A'**.

(e) Pr. Controllers/Controllers/PCA (Fys) Kolkata are requested to project the requirement of funds for works which are to be planned for execution in consultation with respective executing agency.

f) In case credits are required to be afforded to the completed/ closed DAD works due to disposal of surplus stores, the concerned GEs may please be asked to obtain minus allotment of funds before carrying out any minus compilation through punching medium. The AO GEs may please be instructed in clear terms that no minus compilation on this account should be carried out by them till minus allotment of funds is made in RE or BE, as the case may be.

2. DEMAND FOR FUNDS FOR MAINTENANCE OF DAD BUILDINGS (MH-2059 & MH-2216)

(a) While forwarding the demand for funds in RE 2021-22 and BE 2022-23 for the Revenue Heads i.e. Maintenance of Office Building (MH-2059) and Maintenance of Residential Accommodation (MH-2216), the detailed information may be obtained from the respective MES authorities, Station wise/Building wise with complete break up details for inclusion in the budget estimates and are to be furnished in the proforma enclosed as Annexure C, D & E.

(a) The demand of funds for maintenance of DAD Office and Residential accommodation may also cover periodical maintenance services, normal petty repairs/replacement including repair of roads, etc as per Govt. orders. It may also be noted that the requirement of funds for maintenance under Major Head-2059 and Major Head-2216 is meant for DAD assets i.e. buildings constructed out of DAD Works Budget. However, separate maintenance funds may also be demanded in respect of the Defence owned buildings which are in regular occupation of DAD, provided the concerned Army Authorities have not demanded funds for maintenance of such building out of Defence Services Estimates. A clear certificate to this effect may please be obtained from the concerned Station HQs as well as from the GE who is responsible for care, custody, maintenances of Defence Buildings in occupation of DAD while demanding maintenance funds out of DAD Budget.

3. The demand of funds for DAD works in RE 2021-22 and BE 2022-23 may be critically examined and made more realistic keeping in view the actual requirement. The projection of non-realistic budgetary estimates and non monitoring of expenditure will be viewed adversely by the Ministry of Defence (Finance). Please ensure that columns of the prescribed Proforma on which the estimates are to be furnished are completed in all respects and separate Proforma are submitted for maintenance of office and residential accommodation of DAD.

4. The RE 2021-22 and BE 2022-23 on account of "Revenue Receipts" relating to recovery of License Fee including Electricity and Water charges recovered from allottees of DAD Residential Accommodation/Hostel Accn/Transit Facilities/Guest House constructed out of DAD Budget should be furnished station wise separately on the prescribed Performa enclosed as Annexure 'B'. Separate Performa may be used for each type of accommodation (i.e. Residential/Hostel/Guest House/Transit facility and Holiday Homes at different stations).

**ANNEXURE 'A'**

PROJECTION FOR CAPITAL PROJECTS UNDER MAJOR HEAD 4059 (CODE HEAD 0/094/60) AND MAJOR HEAD 4216 (CODE HEAD 0/094/61) : CONSTRUCTION OF DAD OFFICE AND RESIDENTIAL ACCOMMODATION														
Sl. No.	Name of the Project/ Work	Amount of Adm Appl	Amount of Contract Agreement	PDC/Revised PDC of the Project	Physical Progress up to 31.08.21	Exp. Booked up to 31.3.2021 including previous years	Expenditure booked in 2021-22 (Up to 31.8.2021)	Total progressive expenditure booked up to 31.8.2021	Amount already allotted in BE 2021-22	Modifications in BE 2021-22		Amount required in RE 2021-22	Reasons for increase/ decrease in RE 2021-22	Amount required in BE 2022-23
										Increase (+)	Decrease (-)			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Note: Please indicate the amount required in RE 2021-22 taking into account funds allotted in BE 2021-22 (For eg. for an allotment of Rs. 100.00 Lakhs in BE and requirement of additional amount of Rs. 50.00 Lakhs in RE 2021-22, the Increase to be indicated in Column 11 should be Rs. 50.00 Lakhs and the RE projections in Column 13 should be Rs. 150.00 Lakhs)

**ANNEXURE 'B'**

REVENUE RECEIPTS								
Station								
Name of the Accommodation								
Date of Completion								
<b>Accounts</b>								
	First Months		Last Months		Total for Fin. Year			
Financial Year	First 7 months	First 8 months	Last 5 months	Last 4 months				
2018-19								
2019-20								
2020-21								
<b>Estimates</b>								
BE 2021-22								
RE 2021-22								
BE 2022-23								
Accounts 7 months		Minor Head	Accounts			FY 2021-22		2022-23
2020-21	2021-22		2018-19	2019-20	2020-21	BE	RE	BE
Minor Head wise explanation for Increase/Decrease								



## ANNEXURE 'D'

## MAINTENANCE OF OFFICE ACCOMMODATION

## A. ANNUAL NORMAL REPAIRS AS PER SCALE OF PLINTH AREA

Sl. No	Station	Name of office constructed	Nature of normal repairs proposed	Total Plinth area	Rates	Funds required during the year	Authority
1	2	3	4	5	6	7	8

## B. MAINTENANCE OF ELECTRICAL AND WATER SERVICES

Sl	Station	Name of the office	Nature of services under maintenance	Average No of complaints per day	No of MES personnel (industrial) employed for each service	Funds required annually on account of Pay and Allowances	Scale/authority, if any in support of any quota fixed w.r.t. no of complaints on MES/Def side
1	2	3	4	5	6	7	8
			Electrical				
			Water				

## C. (i) OPERATIONAL CHARGES

Sl No	Name of expenditure	No. of MES personal employed	Funds required on account of Pay & Allowances	Scales/authority in support, if any
1	2	3	4	5
	Gen Set			
	Water Pump			

## C (ii) FUEL CONSUMPTION

Sl No	Fuel	No. of operating hrs. per day	Fuel consumptions (hrs)	Funds required annually	Scales/authority in support, if any
1	2	3	4	5	6
	Diesel				
	Lubricants				

## D. PAYMENT OF BULK SUPPLY OF WATER AND ELECTRICITY

Quantity to be supplied	Payment to be made annually	Demand letter of supplying authority	Other charges on office maintenance which are not covered above with full details/justification
1	2	3	4



