

## INDIAN COUNCIL OF AGRICULTURAL RESEARCH

KRISHI BHAVAN: NEW DELHI - 110001

FIN F.No. 1(15)/2016-Budget

Dated the 9<sup>th</sup> Sept., 2016

**Sub: Revised Estimates for 2016-17 and Budget Estimates for 2017-18 under Non Plan – Submission of proposals to the Ministry of Finance.**

The preparation of the Revised Estimates for 2016-17 and Budget Estimates for 2017-18 is required to be taken up and completed in accordance with the general instructions laid down in the General Financial Rules and those issued from time to time by the Ministry of Finance. The Budget proposals to be approved by the Parliament are required to be presented to the Ministry of Finance by the due date; In order to ensure this it is requested that budget proposals (Revised Estimates for 2016-17 and Budget Estimates for 2017-18) under "Non-Plan" should be submitted directly to the concerned DDG/Deputy Secretary/Under Secretary of the Council Headquarters latest by the 23<sup>rd</sup> September, 2016 in the prescribed Proforma (Annexures I to VII) for approval, with an advance copy thereof to the undersigned.

2. The budget proposals are to be scrutinized by the Administrative Sections of the Subject Matter Divisions. The concerned Administrative section after scrutiny will send the budget proposals for 'NON-PLAN' to the Budget Section latest by 30<sup>th</sup> September, 2016 positively duly approved by their respective DDG/Deputy Secretary concerned.

3. The procedure indicated below should be followed for the preparation and submission of Revised Estimates for 2016-17 and Budget Estimates for 2017-18.

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*It may be noted that the Budget proposals for RE 2016-17 and BE 2017-18 in respect of "Non-Plan" only are required to be sent/e-mailed to the Budget Section as per the guidelines issued herewith. In so far as the RE2016-17 and BE2017-18 proposals in respect of "Plan" are concerned, the guidelines issued by PIM Division / Subject Matter Division in this regard may be adhered to.*  
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- The soft copies of the budget proposals i.e. the Excel file containing Annexure I – VII are required to be simultaneously e-mailed to [budgetcircular1718.icar@gmail.com](mailto:budgetcircular1718.icar@gmail.com) latest by 23<sup>rd</sup> September, 2016 for the purpose of consolidation at the Hdqrs. It may be noted that the budget figures of an institute will be accepted only after receipt of soft copy of the excel sheet.
- The Excel file containing the Proforma for submitting Budget information (Annexure I to VII) may be downloaded from ICAR website at <http://www.icar.org.in/ICAR Budget Circular 2017-18.xlsx>. All the relevant information in respect of the Institute may be filled up in the prescribed Proforma only. \*\*\*\* The information may strictly be filled in the following order Annexure I -> Annexure II -> Annexure III -> Annexure IV -> Annexure V -> Annexure VI -> Annexure VII -> Check-list\*\*\*\*. Most of the details to be filled-up are self explanatory. Institute Name and Division Name can be selected from the drop-down list available in the relevant cells \*\*\*\*. The software accepts only the names of Institute and Division selected from the list \*\*\*\*.
- While filling Annexure I, the three columns viz., Actual Expenditure till August, 2016, Anticipated requirement for remaining Seven months and additional requirement on account of 7<sup>th</sup> CPC required under "Grant-in-Aid –Salaries" and Pension & Other Retirement Benefits may be carefully filled. It may be noted that anticipated requirement for remaining 7 months is on the basis of 6<sup>th</sup> CPC i.e. existing basis and requirement on account of 7<sup>th</sup> CPC is to be separately reflected in column 10 which would be based on information given in Annexure V.

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- Annexure V is to be filled-in for Staff strength, Salary, Pension & information on requirement of funds due to revision in Salaries as per 7th Central Pay Commission. \*\*\*\*\* The anticipated requirements for One month as per 7th CPC may please be provided in Part C of Annexure V in order to enable the Council to calculate the quantum of funds required by the Unit from 1/1/2016 after the 7th CPC is approved for autonomous bodies and implemented in ICAR. The information provided on this account may be doubly checked, as these would form the basis for claiming Arrears as well as regular enhanced Salaries.
- Annexure VI is required to be filled only by the Pension Authorizing Units of the Council.
- The filled up Excel file should be saved with a relevant name starting with "**Non-Plan BE 2017-18** for <Name of the Institute>" in order to reveal the identity of the Institute and maintain the uniqueness of the forwarded data.
- Please send the Excel (.xls / .xlsx) file as attachment through email to [budgetcircular1718.icar@gmail.com](mailto:budgetcircular1718.icar@gmail.com) with the subject line "**ICAR Non-Plan Budget 2017-18**" only. However, before sending the filled up information, the Check list provided along with the excel file may be gone through carefully. (The check-list has been included in the Budget Circular's Excel file which can be downloaded from ICAR website).

It may be noted that budget proposals received in any other format / excel file (other than that prescribed for the purpose) will not be accepted and submission of proposals in such manner will not be taken into cognizance.

- Information once submitted will be treated as final. However, under exceptional circumstances, the revised proposal may be e-mailed with the subject line as "**ICAR Budget 2017-18 Revised**" alongwith the reasons for revision of the same.
- In case of any further clarification relating to the preparation of the soft copies, Budget Section ICAR Hdqrs. may be contacted at 011-23388842 or through e-mail at [budgetcircular1718.icar@gmail.com](mailto:budgetcircular1718.icar@gmail.com).

#### **ESTIMATES OF EXPENDITURE:**

#### **REVISED ESTIMATES FOR 2016-17& BUDGET ESTIMATES FOR 2017-18**

It is of utmost importance that Revised Estimates are framed after thorough and careful scrutiny of all the relevant factors. The estimates should take into account the progress of expenditure for the first five months in 2016-17 and also the capacity of the spending authority to utilize available fund during the rest of the year. The requirements for the remaining part of the year should be carefully assessed. The estimates should be prepared on the basis of what is expected to be actually paid (under proper sanction) during the current financial year. In no case should merely the net charges be entered but gross transactions in full should be entered. The Revised Estimates are intended to indicate to the Parliament a realistic estimation of the likely receipts and expenditure of the Government. The estimating Authority should not, however, attempt to hold on funds without regard to their actual requirements. ***The Public Accounts Committee takes adverse view of any savings/excesses resulting from the original budget provisions.***

***The monthly expenses required on 7th CPC (Regular / Arrears) should be entered in Part C, Annexure V of the Budget Circular 2016-17 after proper calculations done on it.***

- (a) The Grant-in-Aid being provided to autonomous bodies viz. ICAR has now been distinctly branched into **three** different components:
  - i. **Grants for creation of Capital Assets:** This includes all the expenditure to be incurred on items coming under Capital Section viz. Land, Equipment, procurement of Library books etc.

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- ii. **Grants in Aid – Salaries:** This includes all expenditure to be incurred on the Establishment related items viz. Establishment Expenses, Wages & OTA.
- iii. **Grants in Aid – General:** This includes expenditure on Pension & Other retirement benefits besides other Non-salary Revenue expenditure viz. Traveling Expenses, Research and Operational Expenditure, Administrative Expenditure and Miscellaneous Expenditure.

The introduction of these different object heads implies that funds are required to be drawn by the Council separately for each object head and any savings under the items at (i), (ii) or (iii) above separately will have to be reported / surrendered to the Ministry of Finance.

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**As per instructions of the Ministry of Finance in vogue, the re-appropriations from anyone of the above items (i, ii, iii) to others would not be possible without prior approval of the Parliament. {e.g. re-appropriation from Establishment Charges (Salary) to Admn. Expenses (Non-Salary) or vice versa – would require prior approval of the Parliament}.**  
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Similarly, the additional demands, if any, are to be reported to Ministry of Finance and approval of Parliament is required to be obtained.

No lump-sum or ad-hoc provision, unless, there are very strong reasons to do so, should be suggested. The requirement of funds should be estimated with due care to ensure that only such provision is included in the budget as can be definitely utilized. The availability of equipment, suitable technical personnel and time required for completion of various formalities which affect the spending capacity of the authorities concerned should be borne in mind.

- (b) It may be ensured that all actual expenditure figures as appearing in the Budget proposals tally with the Audited Annual Accounts i.e. Gross totals of Actuals for 2014-15 and 2015-16 to be reconciled with total expenditure as per Receipts & Payments account for the respective years. Actuals till August, 2016 should be the same as figures reported to Accounts Section of the Council in the Monthly Expenditure Statements.
- (c) The "Actual Expenditure till August" for 2016-17 should be the gross expenditure including the expenditure incurred from both the Govt. grant and Internal Resources. The details on such expenditure may be provided in **Annexure III**.
- (d) The information in Column 4 (Non-Plan Final RE 2015-16) and Column 7 (Non-Plan BE 2016-17) of **Annexure I** of the Budget Circular may be filled up as per the allocation communicated by the Council vide letter Nos. 3(1)/2016-Budget dated 2/05/2016 and 1(1)/2016-Budget dated 31/03/2016 respectively.
- (e) While filling up the information on requirements under "***Pension and Other Retirement benefits***" due care may be taken on calculation of exact expenditure to be incurred on the retirement benefits as due to splitting up of the Grants in aid as explained in (b) above, the additional allocation of funds later during the year would be very difficult. Also, the booking of expenditure by the banks in respect of "***Pension***" (for which the Bank scrolls are received afterwards) may be accounted for.

#### **ESTIMATES FOR RECEIPTS:**

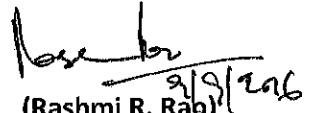
- (a) The estimates of Revenue Receipts may be prepared in the prescribed Proforma (Annexure II & III). The revenue anticipated to be realized during the current year and next year should be calculated carefully. As the Council is paid a net grant (Gross anticipated expenditure minus anticipated revenue), any shortfall in realizing the anticipated revenue receipts is likely to affect the availability of funds.
- (b) The actual receipts for 2014-15 as appearing in the Budget proposals should tally with "Receipts" in the Receipts & Payments account for 2014-15 of the Unit.

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- (c) The Ministry of Finance's D.O. Letter No. 4(5)-W&M/2011 dated 03.05.2011 on Non-Tax Revenue states "Internal resources to be maximized and expenditure to be judiciously incurred". This may be noted while projecting figures for estimated Internal Resource Generation by the Institute.

Since the proposals are to be submitted to the Ministry of Finance strictly as per the prescribed schedule, it may be ensured that the proposals must reach ICAR Headquarters latest by the **23<sup>rd</sup> September, 2016 positively**. Budget proposals submitted after the above mentioned date will not be entertained and will run the risk of not being included in the budget. The budget proposals should be complete in all respects and must take into account all foreseeable factors, especially in view of the decision of the government that **no re-appropriation from 'PLAN' to 'NON-PLAN' and/or vice-versa will be permitted by the Govt.**

It has been made very clear by the Finance Ministry that Budget Estimates for 2016-17 will have to be pegged down to the ceilings and limits prescribed by that Ministry and that the additional allocations allowed at R.E. stage in 2015-16 may not be taken as the base for the current year. Therefore, no request for additional funds will be entertained at Revised Estimates stage or any subsequent stage during the current financial year unless matching savings are located or internal resources are generated to match the additional requirement.

  
(Rashmi R. Rao)  
Deputy Director (Finance)

**Distribution:**

***The Directors of all the Research Institutes and all Project Coordinators / Project Directorates / National Research Centres / Zonal Project Directors.***

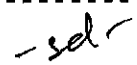
**Copy to:**

- (1) All DDGs, ADGs, DS(P&A), DS(Edn.), NC(ASF), Director (P), Director (Works).
- (2) DS(GAC), ICAR Hqrs. – for submitting consolidated information in respect of ICAR Hqrs. at Krishi Bhawan, Krishi Anusandhan Bhawan (Service Section) and NASC Complex (Works – E&M Section).
- (3) All Under Secretaries, at the ICAR Headquarters, KB/KAB/KAB-II, New Delhi.
- (4) All Branch Officers and Finance & Accounts Officers at the ICAR Hqrs., KB/KAB-I/II.
- (5) F&AO (Education), ICAR Hqrs., Krishi Bhawan, New Delhi.
- (6) Sr. F&AO (Pension), ICAR Hqrs., Krishi Bhawan, New Delhi.
- (7) System Officer, (DKMA), KAB - for posting the OM on ICAR's website.
- (8) All concerned Institute Administration Sections in the Council. *The Administrative Sections should send the budget proposals in a self-contained note, complete in all respects, in the prescribed Proforma duly approved by DDG / Deputy Secretary concerned to the Budget Section by 30<sup>th</sup> September, 2016. The last year's file may be linked therewith invariably. They may also please ensure that the budget proposals are received from the Directors of Institutes/Project Directorates and National Research Centres/Project Coordinators including PC Units etc. in time viz. 23<sup>rd</sup> September, 2016.*
- (9) Secretary, ASRB, ICAR, KAB, New Delhi for submission of proposals in respect of ASRB.
- (10) Director (DKMA), ICAR for submission of proposals in respect of P&I Division (including printing and Publications).

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**Note :** Since the proposals are to be forwarded to the Ministry of Finance for approval, it is requested that **time schedule prescribed for providing the budget proposals is adhered to**. It may also be ensured that the budget proposals being sent to the Budget Section are in the prescribed proforma (Annexure I, II, III, IV, V, VI & VII of the Excel budget Circular file), complete in all respects, duly scrutinized and have the approval of concerned Under Secretary/Deputy Secretary/DDG of the respective Division.

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(Rashmi R. Rao)  
Deputy Director (Finance)