

**MOST URGENT  
PERSONAL ATTENTION**

No. EDN-H (4) 3 (C) Budget- Non-Plan- 2017-18.  
Directorate of Higher Education  
Himachal Pradesh  
Tel. No / Fax No. 0177-2657173  
email [dir\\_edu@rediffmail.com](mailto:dir_edu@rediffmail.com) & [budget@rediffmail.com](mailto:budget@rediffmail.com)

Dated: Shimla the 12<sup>th</sup> April 2017

To

- All the Deputy Director Higher Education in HP
- All the Principals of the Govt. Degree Colleges in HP
- The Principal GCTE Dharamshala Distt. Kangra
- The Principal SCERT Solan Distt. Solan
- All the Principals of Govt. Std. Colleges
- All the Distt. Libraries, State Libraries Shimla & Central State Libraries Solan.
- All the Principals/HM of GSSS & GHS

Subject :- Submission of Demands for budget in different SOEs for the Financial Year 2017-18.

Memo;

As you are aware that the financial year 2017-18 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 20<sup>th</sup> April 2017 and Deputy Director will further submit the demands in a consolidated manner in respect of all the schools of their District to this Directorate in original before 10-5-2017. The dates and schedule for submission of demand be intimated separately. 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.

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 including special cases which are already sent for the demand of Budget during the previous Financial Year. Therefore, all the Principals/Headmasters of GSSS/GHS will ensure submission of their demands to concerned DDO on prescribed proforma. The Principal

As regard the Principal colleges, SCERT Solan, GCTE Dharamshala, Std. Colleges and Distt. / State & CRI Libraries, they will submit their demands directly to DHE on above before 10<sup>th</sup> April 2017 DDO on prescribed proforma to that actual pendency could be ascertained by the department.

No. \_\_\_\_\_ Date \_\_\_\_\_

**Proforma for Requirement of Budget**

- Name of Institution: \_\_\_\_\_
- Treasury Code: \_\_\_\_\_
- DDO Code: \_\_\_\_\_
- Head of Account: \_\_\_\_\_
- Actual Requirement for of pending bills as on \_\_\_\_\_  
(No Demand may be made in anticipation)  
Note:- Demand of Salary, wages & RRT should be include

Salary 01/04/2017 to 31/03/2018	Wages 01/04/2017 to 31/03/2018	TE (on actual basis)	OE(only Electricity Bills &water charges)	MR (on actual basis)	RRT 01/04/2017 to 31/03/2018	20- OC	TTE	Retiree MR

**Detail of Pending Bills:-**

**TE**

Sr. No.	Name of the claimant	Amount	Remarks, if any

**MR**

Sr. No.	Name of the claimant	Amount	Remarks, if any

**TTE**

Sr. No.	Name of the claimant	Amount	Remarks, if any

**MR Retiree**

Sr. No.	Name of the claimant	Amount	Remarks, if any

Certified that the above requirement is as per actual claims pending in the office as on  
dated \_\_\_\_\_

Signature of the DDO  
(with stamp)

**Note:**  
Only DDO is authorized to sign the demand. No demand will be considered without the signature of DDO of the concerned school.

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. Delay in submission of budget demand will by the DDO concerned responsibility will be fixed upon him.

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 faq 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. So for as demand for the supply of Sports items, lab Material, furniture of office and student furniture concerned, these items will take considerable delay in collection data from field. Therefore, separate letter along with proforma is being sent separately.

**NO DEMAND COULD BE CONSIDER DIRECTLY IN RESPECT OF GSSS**

AND GHS.

May treat it as Most urgent.  
The demand be submitted through email mudita1966@gmail.com

(Dr. B.L. Vinta)  
Director Higher Education  
Himachal Pradesh

o/o the Dy. Director Higher Education  
Shimla Distt. Shimla-1

Endst.No.Shiksha-Sml(Budget Demand)N.P./2017-18-

Copy to:

1. DEHP Shimla-1 for information please.
2. All the Principal/Headmaster of GSSS/GHS in Distt.Shimla for information and further n/a.

Dy. Director Higher Education  
Shimla Distt. Shimla-1  
18/4/17

