

Most-Urgent

OFFICE OF THE CHIEF ENGINEER
LOCAL SELF GOVERNMENT DEPARTMENT
3RD FLOOR, REVENUE COMPLEX
PUBLIC OFFICE COMPOUND,
THIRUVANANTHAPURAM-33

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No.E7/8000/14/CE/LSGD

Dated: 20.08.2014

CIRCULAR

Sub:- LSGD – Estt.- Budget proposal for the financial year 2015-16- instruction
– Reg

Ref:- Circular No. 75/2014/fin dated 07.08.2014

Government vide reference cited has directed to submit the Budget proposal for the financial year 2015-2016. Hence it is directed to submit the above said proposal to this office before 31.08.2014 in the prescribed proforma (Annexure I to XXII) without fail.

This may be treated as 'Most Urgent'

Yours faithfully,

Encl: Annexure I to Annexure XXII


Chief Engineer

To

- 1) The Superintending Engineer (South Circle / North circle)
- 2) The Superintending Engineer (All Corporations)
- 3) The Executive Engineers (All District Panchayths)
- 4) The Executive Engineers (All Municipalities)
- 5) The Assit. Exe. Engineers/ Assistant Engineers (Municipality)

ANNEXURE I

(Referred to in para 3)

Statement of arrears of Tax and Non Tax Revenue

Name of Department

I. Arrears of Tax

A. Tax Revenue

1.Item (Head of Account)

- a) Arrears outstanding at the beginning of the year 2014-2015
- b) The Demand for the year 2014-2015
- c) The amount collected during the year 2014-2015
- d) The amount remitted or written off during the year 2014-2015

B. Non Tax Revenue

II. The Amount of arrears as at the end of 2013-2014 is at the following stage of action (Rs. in lakh)

- (a) Revenue Recovery proceedings
- (b) Amount stayed by Court
- (c) Amount stayed by Government
- (d) Amount stayed by other authorities
- (e) Others

TOTAL:

ANNEXURE - II
(Referred to in para 3)

Statement of Arrears of Loans and Advances

Name of Department

- I. Item
- (a) The arrears outstanding at the beginning of the year 2014-2015
 - (b) The demand for the year 2014-2015
 - (c) The amount collected during the year 2014-2015
 - (d) The amount remitted or written off during the year 2014-2015

ANNEXURE III

(Referred to in para 10)

***Statement of sanctioned strength in each Permanent and Temporary Establishment**

Major, Minor and Sub Head:
Name of Department:

Permanent or Temporary Establishment	Name of Office:		Gazetted/ Non - Gazetted	Different stages of pay in each scale of pay	Number of persons in each stage of pay	Provisions to be made in the budget estimates of the ensuing financial year on account of each class or category of officers or subordinates	Authority for change in the strength or scale of pay as compared with the current years Budget Estimates (Government Order No. and Date)	Remarks	
	Name of post	Scale of pay							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
							Total		

*In the case of employees who are given the scales of pay equivalent to UGC/AICTE/Judicial Services or similar scale of pay, separate statement should be furnished.

In the case of officers belonging to All India Service also, these details should be invariably furnished.

ANNEXURE IV

(Referred to in para 10)

Statement of Fixed Allowances

1. Name of Department:

2. Major, Minor and Sub Head :

Name of office :

Name of office and designation of the appointment	Station	Pay of the appointment	Name of allowance *	Monthly rate of allowance	Provision to be made in the Budget Estimate of the ensuing financial year for each class or category of officers or subordinates.	Authority for change in the number or amount as compared with the current year's Budget Estimates (Government Order No. and date)	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
<p align="right">Total</p>							

Conveyance Allowance to Physically Challenged Employees, PCA/PTA admissible to certain categories of employees, other allowances like CCA, HTA, Risk Allowance, Compensatory Allowance, Special Allowance, etc and estimates of Uniform Allowance, Adhoc Bonus/ Special Festival Allowance payable to employees will form part of Estimates of 'Other Allowances' under 'Salaries'.

ANNEXURE V

(Referred to in para 10)

*Statement showing the details of posts created/abolished

Major/Minor and Sub Head :

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	Number of posts	
										Temporarily made Permanent	Abolished
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)

* In the case of the employees who are given the scales of pay equivalent to UG/AICTE/Judicial Services or similar other scales, separate similar statement should be furnished.

ANNEXURE VI

(Referred to in para 12)

* Number of Government Servants Drawing Different Rates of House Rent Allowance

Name of Department :

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
Major, Minor and Sub Head	Pay Range	Monthly rate of HRA in B Class Cities Rs.	Number of Government Servants	Monthly rate of HRA in Municipalities coming under C Class cities Rs.	Number of Government Servants	Monthly rate of HRA in District Headquarters, Municipal Towns, Taluk Head Quarters, Townships other than B and C class cities. Rs.	Number of Government Servants	Monthly rate of HRA in Unclassified Areas Rs.	Number of Government Servants	Grand Total
	8500-8729	350		270		270				
	8730-12549	560		390		390				
	12550-24039	840		550		480				
	24040-29179	1050		700		530		250		
	29180-33679	1400		950		530				
	33680 and above	1680		1110		530				
	AIS Officers (Rate to be specified)									

* In the case of employees who are given the scales of pay equivalent to the U.G.C. or similar other scales, separate statements should be furnished. In the case of Officers belonging to All India Service, the actual rate at which H.R.A. is being drawn may be indicated.

ANNEXURE VII
CONTINGENT ESTABLISHMENT
(Referred to in para 12)

Details of Contingent Employees

Name of Department :

Major, Minor, and Sub head	Full time			Part time		
	Number	Pay	*Rate of allowances, if any admissible	Number	Pay	*Rate of allowances, if any admissible
(1)	(2)	(3)	(4)	(5)	(6)	(7)

*Category of the allowance should be specified.

ANNEXURE VIII

(Referred to in para 17)

Statement showing the details of Telephone Charges

Major, Minor and Sub Head :

Sl. No	Name of Department and Office to which the phone is attached	Telephone No. (Land phone/ Mobile phone)	Whether office/residential	Whether with or without STD facility	Monthly/Bi-monthly Rent	Permissible limit of Monthly/Bi-monthly call charges	Permissible limit of Monthly/Bi-monthly calls	Bi-monthly average of calls during 2013-14	Average of call charges during 2013-14	Actual expenditure on telephone charges during 2013-14
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Note: In the case of mobile phones being used, copy(ies) of Government orders permitting use of mobile phone(s) may be attached.

ANNEXURE IX

(Referred to in para 19)

Statement showing the details of Motor Vehicles

Major, Minor and Sub Head :

Sl. No	Name of Department and Office	Registration No. of the Vehicle	Make & Year	Fuel used (Petrol / Diesel)	Monthly average expenditure on repairs & maintenance during 2013-14	Actual expenditure on repairs & maintenance during 2013-14	Average monthly consumption of fuel during 2013-14	Monthly average cost of fuel used during 2013-14	Actual expenditure under POL during 2013-14	Monthly ceiling fixed for fuel consumption
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
					<i>Rupees in thousands</i>					

ANNEXURE X
(Referred to in para 27)

Statement showing the schemes included under the Five Year Plan

Sector and Head of Development	Name of the Scheme	Financial Target 2012-2017	Programmes provisionally accepted by the Planning Department for 2014-2015	Head of Account (Major, Minor and Sub Head)	Budget Estimate 2014-2015	Revised Estimate 2014-2015	Budget Provision for the plan scheme proposed under the head of account 2015-16	Remarks (The estimate to be provided under other head of account if any may be indicated here)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Part A								
			Spill over schemes and continuing schemes					
	1							
	2							
	3							
	4							
	etc.							
Part B								
			New Schemes					

Note : A break up of the provision as between expenditure on staff and contingencies (recurring and non-recurring) should be given in respect of the provision shown under column 8 with as much details as possible. Total plan allocation for the scheme and details of the provisions proposed under other heads of accounts should be clearly indicated for comparing the total budget provision with the plan allocation.

ANNEXURE - XI
(Referred to in para 31)

Statement showing details of Externally Aided Projects, 100% C.S.Ss and 50% C.S.S.

(1)	(2)	(3)	(4)	Departmental figures of expenditure		(7)	(8)	(9)	(10)	(11)	(12)
				(5) State Share	(6) Central Share						
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	

ANNEXURE - XII

[Referred to in para 39 (a)]

List of cases/schemes where the expenditure is expected to exceed appreciably the amount originally intimated to the Legislature during 2014-15

Sl.No.	Name of the Scheme and Head of account	Amount sanctioned in the Original Estimate (Rs)	Amount of Revised Estimate (Rs)	Increase	Reasons for increase.
(1)	(2)	(3)	(4)	(5)	(6)

ANNEXURE XIII
[Referred to in para 39 (c)]

FINANCE DEPARTMENT

CIRCULAR

No. 54/79/Fin

Dated, Thiruvananthapuram, 7th June, 1979

Sub: Waiver of Government dues - Recommendations of the Committee on Public Undertakings, 1973-74- Recommendation No 3 in Eleventh Report - Waiver of amounts due from Public Undertakings- instructions issued.

The Committee on Public Undertakings 1973-74, after examining the Audit Report 1970-71 relating to the waiver of recovery of interest on certain loans, had made the following recommendation on its Eleventh Report.

"The committee recommended that the waiver of amounts due from Public Undertakings should not be made in future without the prior consent of the Legislature. Subsequently the Committee clarified that the intention behind the recommendation is that the Legislature should be informed in advance of any move for relinquishment of revenue involving Rs 10,000 and above. This can be easily achieved if the details of waiver of such amounts proposed to be effected during a financial year are indicated in the Explanatory Memorandum of the budget for the year. This may serve the purpose of keeping the Legislature informed of the above, besides giving the Legislature an opportunity to consider the question before the waiver is actually given effect to".

The Secretaries to Government are requested to take note of the above recommendation of the Public Undertakings Committee. Whenever it is felt necessary (sufficient reasons to be recorded) to waive recovery of amounts involving Rs 10,000 and above due from Public Undertakings, details regarding such waiver should be incorporated in the Explanatory Memorandum of the Budget for the year. The details in the prescribed proforma (enclosed) should be sent to the Finance Department (Budget Wing) in triplicate by December every year for incorporation in the explanatory memorandum on the budget for the ensuing year.

S. Padmakumar
Special Secretary (Finance)

To

All Secretaries to Government etc.

PROFORMA (Vide Annexure XIII of Circular No.54/79/Fin. dated 7/7/1979)
Statement showing details of Government dues from Public Undertakings (Rs.10,000 and above)
Proposed to be waived during

Name of Public Undertakings for which the loan amount was sanctioned	Authority for sanctioning the loan	Purpose for which the loan was given	Rate of interest	Sums outstanding as on.....		(Here enter the period)			Details of amount due other than loans and interest proposed to be waived	Reasons for waiver	
				Principal	Interest	Amount proposed to be waived		Rs			Rs
						Principal	Interest				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)		

ANNEXURE - XIV

[Referred to in para 411]

Statement showing details of Schemes Implemented by Village Panchayat / Block Panchayat / District Panchayat / Municipality /
Municipal Corporation under Plan/Non-Plan*
(As in the Detailed Budget Estimates)

Head of Account:		(Rs)						
Sl.No.	Name of the Scheme /Function	Head of Account as adopted in Appendix IV to the Detailed Budget Estimates	Actuals 2013-14	Budget Estimates 2014-15	Expenditure for the first five months of 2014-15	Anticipated expenditure for the remaining period of 2014-15	Revised Estimates 2014-15	Budget Estimates 2015-16
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Total								

* Strike out which are not applicable

ANNEXURE XVI (Referred to in Para 42)

(FORM B 6-Rule 7 of Kerala Fiscal Responsibility Rules 2005)

STATEMENT OF MISCELLANEOUS LIABILITIES: OUTSTANDING**Name of Department:**

(Rs. in crore)

Items	Outstanding amount as on 31.3.2014
Major works and Contracts	
Committed liabilities in respect of land acquisition charges	
Claims in respect of unpaid bills on works and supplies	
Total	

ANNEXURE XVII (Referred to in Para 42)
(FORM B 8- Rule 7 of Kerala Fiscal Responsibility Rules 2005)

STATEMENT OF ASSETS

Name of Department:

Item	(Rs. Crore)		
	Assets at the beginning of 2013-14	Assets acquired during 2013-14	Cumulative total of assets at the end of 2013-14
(1)	Book value (2)	Book value (3)	Book value (4)
Financial Assets:			
Loans and Advances			
Loans to Local Bodies			
Loans to Companies			
Loans to Others			
Equity Investment			
Shares			
Bonus Shares			
Investment in GOI dated securities/ Treasury Bills			
Investment in 14-day Intermediate Treasury Bills			
Other financial Investments (please specify)			
Total			
Physical assets:			
Land			
Buildings-Office/Residential			
Roads			
Bridges			
Irrigation Projects			
Power Projects			
Other Capital Projects			
Machinery and Equipment			
Office Equipment			
Vehicles			
Total			

Notes:

1. Assets above the threshold value of Rs.two lakh only to be recorded.
2. The statement in respect of physical assets is to be prepared based on the Asset Register maintained by the departments. The value to be indicated would be book value i.e. acquisition cost netted for depreciation/impairment

ANNEXURE XVIII (Referred to in Para 42)
(FORM B-9- Rule 7 of Kerala Fiscal Responsibility Rules 2005)
NUMBER OF EMPLOYEES AND RELATED SALARIES

Name of Department:

Sl.No.	Category	Number			Salary expenditure (Rs. Crore)		
		2013-14	2014-15	2015-16	2013-14	2014-15	2015-16
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Employees in Government Departments						
2	Employees in Public sector						
3	Employees in aided institutions						
	(i) Aided educational institutions						
	(ii) Local Self Governments						
	(iii) Grant-in-aid institutions/cultural and other autonomous institutions						
4	Universities						
5	Welfare Fund Boards						

Annexure XIX (Referred to in Para 43)

Statement on Committed Liabilities of the State in Future

(As on 31.03.2015)

Sl. No	Nature of the Liability	Amount		Likely sources from which proposed to be met			Likely year of the Discharge	Liabilities discharged during the current year	Balance Remaining
		Plan	Non-Plan	States Own Resources	Central Transfers	Raising Debt(specify)			
I Accounts Payable *									
1									
2									
3									
	Total								
II State's share in Centrally Sponsored Schemes									
1									
2									
3									
	Total								
III Liabilities in the form of transfer of Plan Schemes to Non Plan Heads									
1									
2									
3									
	Total								
IV Liabilities arising from Incomplete Projects									
1									
2									
3									
	Total								
V Others/Miscellaneous									
1									
2									
3									
	Total								
Grand Total									

* Accounts payable includes the committed liabilities in the form of nonplan salary expenditure, Pensions, interest payments, accrued debt, bills pending for payments etc.

* A brief explanatory note wherever necessary may be incorporated

Annexure XX (Referred to in Para 43)

Statement on Implications for Major Policy Decisions during the Year on New Schemes proposed in the Budget for the Future Cash Flows

(As on 31.03.2015)

Sl. No.	Nature of the Policy Decision/New Scheme	Implication for			In case of Recurring, Indicate the annual estimates of impact on net cash flows		Indicate the nature of annual expenditure in terms of			Likely sources from which Expenditure on new Scheme to be met		
		Receipts/Expenditure/Both	Recurring/One Time	If one time, indicate the impact	Definite period (Specify the period)	Permanent	Revenue		Capital	States Own Resources	Central Transfers	Raising Debt (Specify)
							Plan	Non Plan				
1												
2												
3												
4												
5												

* A brief explanatory note wherever necessary may be incorporated

ANNEXURE XXII
GENDER RESPONSIVE BUDGETING
(Referred to in para 45)
Scheme-wise Provision & Physical Target for Plan/Non-Plan 2015-16

Name of Department :

(1)	(2)	(3)	Budget Estimates 2015-16						Women Component				(14)	
			Total	Estt. Expenditure	Infrastructure	Programmes	Estt. Expenditure		Infrastructure		Programmes			Number of female Beneficiaries
							Amount	% to total	Amount	% to total	Amount	% to total		
(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)					