Planning Department
Government of N.C.T. of Delhi
6th Level, B-Wing, Delhi Secretariat, IP Estate
New Delhi-110002

No. F. 18(116)/2019-20/Monit./Plg./ 8026 – 8062 **Dated :** 18/10/2019

OFFICE MEMORANDUM

Subject: - Formulation of Revised Estimates 2019-20 and Budget Estimates 2020-21 of Schemes / Programmes/ Projects

The Planning Department has initiated the process of preparing the Revised Estimates 2019-20 for schemes/projects/programmes being implemented by your department. Finance Department vide O.M No. F.2(1)/2019-20/Fin.(B)/ Jsbudget/1317-1320 dated 20.09.2019 has already issued guidelines and prescribed format I to VII for furnishing the information relating to Schemes/Programmes/Projects wise Revised Estimates, Physical targets & achievements, Gender Budgeting and Centrally Sponsored Schemes.

2. It is suggested that while projecting the requirements of funds for remaining part of the year, a realistic assessment may be made based on actual expenditure incurred up to September, 2019 and projected requirement of funds up to March, 2019 considering the progress of various projects/schemes/programmes to avoid additional/surrender of funds in the last quarter of the financial year.

3. Similarly, Budget requirement for 2020-21 should also be projected for taking a realistic assessment of the requirement of funds which are to be utilized by the department during the financial year 2020-21.

4. It is, therefore, requested that complete information may be compiled in prescribed format (Annexure I to VII) in respect of your department and the Offices/ Institutions under your control as we are not writing them separately. The prescribed format I to VII can also be downloaded from the website of Planning Department www.delhiplanning.nic.in). The information may be sent to Planning Department latest by **25th October, 2019.**

S.P.SINGH
Secretary (Planning)

All Pr. Secretaries/Secretaries
Govt. of NCT of Delhi

Points to be covered in the "Write-Up" for Schemes/Programmes/Projects
Financial Year 2020-21
Under-State and Centrally Sponsored Scheme

Annexure - I

1	Name of Scheme/Programme/Projects
2	Aims and Objectives of the Scheme
3	Cost of Scheme / Project, Major Components and date of approval if approved, Likely cost and proposed date of commencement- it yet to be approved.
4	Type of scheme i.e. State or CSS
5	Name of the concerned Ministry- **For CSS only**
6	Funding Pattern for Schemes (Component wise if any)- **For CSS Only**
7	Year of Commencement, target date of completion and Present Status of the Scheme / Project
8	Outlay proposed for BE [2020-21] (New Scheme or spill over scheme same may be highlighted specifically)
9	Physical Targets & anticipated achievements for RE [2019-20]
10	Proposed Physical Targets for BE [2020-21] to be completed / achieved
11	List of works covered under the scheme and work wise details about Name of work and its description, focus area, proposed active (direct), passive (indirect), beneficiaries, assets to be created and maintained, cost of the work, starting date of the work, total duration of work and year wise details of expenditure since starting.

Note:- For Each Scheme, the above points may be suitably amplified by the concerned department. It may be possible that a few items under the above points may not be applicable, yet the Write-Ups may be prepared on the pattern given above.

DBT- The Latest status of Programme/Schemes where financial Assistance is disbursed through DBT may also be given in numbers and percentage of beneficiaries covered.

(Rs. in Lakhs)

Annexure-II

Statement of Budget Estimates in respect of Scheme/Projects

S.No.	Name of the Scheme/Programme	B.E. 2019-20 (Schemes/Programme)			Proposed RE 2019-20 (Schemes/Programme)			Proposed B.E. 2020-21 (Schemes/Programme)		
		R	C	T	R	C	T	R	C	T
A. Name of On going Schemes/Programmes										
B. Name of New Schemes / Programmes to be initiated w.e.f. 2020-21										

Note: The proposed outlay should only have expenditure required for implementation of the programme/scheme.
The Office Expenditure, M&S, Salary, Other Charges etc. should be given under Establishment Expenditure.

Annexure-II-P

(Rs. in Lakhs)

Statement of Budget Estimates in respect of Scheme/Projects

S.No.	Name of the Scheme/Programme	Proposed B.E. 2020-21 (Schemes/Programme)		
		R	C	T
Name of New Schemes / Programmes to be launched during 2020-21				

Note: The proposed outlay should only have expenditure required for implementation of the programme/scheme. The Office Expenditure, M&S, Salary, Other Charges etc. should be given under Establishment Expenditure.

(Rs. In Lakhs)
Ar pxure-II C

Statement of Budget Estimates in respect of Centrally Sponsored Schemes/Programmes

Name of Department: .... Demand No: ....

S. No.	Name of the Centrally Sponsored Scheme/Programme	Funding Pattern (%)		Unspent Balance as on 01.04.2019	B.E. 2019-20			R.E. 2019-20			Proposed B.E. 2020-21		
		Centre	State		Centre	State	Total	Centre	State	Total	Centre	State	Total
A. Name of On going Schemes/Programmes (with 15 digit codes, sub-heads of Schemes if any, may also be given)													
B. Name of New Schemes / Programmes to be initiated w.e.f. 2020-21													

Note: 1. The proposed outlay 2020-21 should only have expenditure required for implementation of the programme/scheme.
The Office Expenditure, M&S, Salary, Other Charges etc. should be given under overall Establishment Expenditure of the Department.

Annexure-IIIA

Statement of Budget Estimates of Autonomous Institutions

Name of Autonomous Institution:________________________

(Rs. in Lakh)

* Name of the Scheme:

Year of setup:

Objective:

Head of Grant in Aid	Grant in Aid 2018-19		Actual Exp. Upto Sept 2019		B.E. 2019-20		R.E. 2019-20		B.E. 2020-21		Remarks
	Centre	State	Centre	State	Centre	State	Centre	State	Centre	State	
1	2	3	4	5	6	7	8	9	10	11	12
A. General											
1. Supply & Material											
2. OE											
3.											
4.											
B. Creation of Capital Assests											
1. M&E											
2. Capital Works (On going)**											
3. Capital Works (new)											
4...											
C. Salary											
1. Salaries											
2.....											

* Separate format may be filled for each scheme/programme/project.

**Details of on going project like Project Cost, Date of Start, Present Status, Date of Completion, Amount spent so far etc. may be given in the Annexure-IV(A) & IV(B) and new Projects in the Annexure IV(C)

Name of Autonomous Institution:____________________

(Rs. in Lakh)

Annexure-IIb

Statement of Internal Revenue Generation, GIA received and Expenditure incurred by Autonomous Bodies

Name of the Scheme:

Year of setup:

Objective:

Year	Income					Expenditure			Gap between income & expenditure Surplus (+)/ Deficit (-)	Remarks
	User Charges	GIA received		Others, if any	Total	Rev	Capital	Total		
		Centre	State							
1	2	3	4	5	6	7	8	9	10	11
1. Actuals- 2018-19										
2. BE 2019-20										
3. April-September 2019										
4. RE 2019-20										
5. BE 2020-21										

Unspent Balance as on April 1, 2018 ₹____________________ lakh

Unspent Balance as on April 1, 2019 ₹____________________ lakh

Total No. of Staff		Technical Staff	Administrative Staff	

Breakup of own revenue like user charges, fees, interest, donation etc may be given under III C.

Other source of income may be specified under remarks column.

Annexure-II

Revenue Generation, GIA and Expenditure of Autonomous Bodies

Name of Autonomous Institution:________________________

(Rs. in Lakh)

Name of the Scheme:

Year of setup:

Objective:

Year	Income						Remarks
	User Charges*	Date of last review of user charges	Interest	Donation	Others#	Total	
1	2	3	4	5	6	7	8
1. Actuals- 2018-19							
2. BE 2019-20							
3. April-September 2019							
4. RE 2019-20							
5. BE 2020-21							

***Please give details of different types of user charges/fee charged by institutions as per unit basis in remarks column**

Other source of income may be specified under remarks column.

Annexure IV

NAME OF DEPARTMENT

Sr. No	Name of the Scheme/ Programme	Budget Allocation (₹ Lakhs)	Timelines	Objectives	OUTPUTS				OUTCOMES				Risk Factors/Remarks
					Indicator	Target 2019-20	Achievements upto Sept., 2019	Target 2020-21	Indicator	Target 2019-20	Achievements upto Sept., 2019	Target 2020-21	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Annexure-V

(Rs. in lakh)

STATEMENT FOR GENDER BUDGET

Details of Scheme	Budget Estimates 2019-20		Revised Estimates 2019-20		Budget Estimates 2020-21	
	Total	Out of which Women Centric	Total	Out of which Women Centric	Total	Out of which Women Centric
1. 100% provision towards women						
State Schemes						
Scheme Name						
a.						
b.						
c.						
Centrally Sponsored Schemes						
Scheme Name						
a.						
b.						
c.						
2. Pro-women (at least 30% of provision)						
State Schemes						
Scheme Name						
a.						
b.						
c.						
Centrally Sponsored Schemes						
Scheme Name						
a.						
b.						
c.						

Annexure-V
(Rs. in lakh)

STATEMENT SHOWING SCHEMES FOR THE SCSP

Demand No.										
Name of the Department										
Scheme under Schedule Caste Sub Plan										
Details of the Scheme	Purpose	2018-19 Actuals		2019-20 Budget		RE 2019-20		2020-21 Proposed Budget		
		Total	SCSP	Total	SCSP	Total	SCSP	Total	SCSP	
1.State Plan Schemes										
Scheme Name										
a.										
b.										
c.										
2.Centrally Sponsored Schemes										
Scheme Name										
a.										
b.										
c.										

The statement contains the SCSP component covered under Format I and GOI guidelines dated N.11016/12(1)/2009-PC dated 15th December 2016 (annexure R) may be kept while preparing the allocation under this Annexure

ANNEXURE: VII

Statement for Gender Budget 2020-21 (B.E.)

Name of Scheme	Budge Estimate 2019-20		Expenditure upto September 2019		Proposed Revised Estimates 2019-20		Proposed Budget Estimate 2020-21	
	Total	Out of which Women Centric	Total	Out of which Women Centric	Total	Out of which Women Centric	Total	Out of which Women Centric
1	2	3	4	5	6	7	8	9
1. 100% provision towards women State schemes a. b. c. Centrally Sponsored Scheme a. b. c.								
2. Pro-women (at least 30% of provision) State schemes a. b. c. Centrally Sponsored Scheme a. b. c.								