

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

No. F. 18(139)/2020-21/Monit./Plg. 7454-7494

Dated: 23 Oct, 2020

OFFICE MEMORANDUM

Subject: - Formulation of Revised Estimates 2020-21 and Budget Estimates 2021-22 of Schemes / Programmes/ Projects

The Planning Department has initiated the process of preparing the Revised Estimates 2020-21 for Schemes/Programmes/Projects being implemented by your department. Finance Department vide Budget Circular No. F.2(1)/2020-21/Fin.(B)/Jsbudget/1436-1439 dated 01.10.2020 has already issued guidelines and prescribed format I to IV for furnishing the information relating to Schemes/ Programmes/ Projects wise Revised Estimates, Physical targets & achievements, Gender Budgeting, Centrally Sponsored Schemes and Central Sector Schemes directly to Planning Department.

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, 2020 and projected requirement of funds up to March, 2021 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 2021-22 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 2021-22.

4. It is, therefore, requested that complete information may be compiled in prescribed format (Annexure I to IV) in respect of your department and the Offices/ Institutions/ Autonomous bodies under your control as we are not writing them separately. The prescribed format I to IV can also be downloaded from the website of Planning Department www.delhiplanning.nic.in). The information may be sent to Planning Department in hard copy and via email at jdplg@nic.in latest by **29th October, 2020** so that the Pre-Budget discussion can be held by Planning Department in the 1st fortnight of Nov, 2020.

(A) 23/10/20
ASHOK KUMAR
Director (Planning)

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

Copy for information to:-

1. PPS to Secretary (Finance), Finance Department, GNCTD.
2. All Joint Director(Planning), Planning Department, GNCTD
3. All Sector Officers, Planning Department, GNCTD

PLANNING DEPARTMENT
for State Schemes (i.e.,

ANNEXURE-I

(Rs. In Lakh)

[illegible][illegible]

Name of Department -----

(Rs. In Lakh)

[illegible][illegible]

PLANNING DEPARTMENT
& BE 2021-22 for Centre

ANNEXURE-II (A)

(Rs. in Lakh)

[illegible]

B	New Schemes
1	Name of CS 1.
2	Name of CS 2.
Total (B)	

ANNEXURE-III

[illegible]

Proposed Estimated Receipts and Expenditure of Autonomous Bodies / Grantee Institutions / PSUs for RE 2020-21 & BE 2021-22

Name of Institution

ANNEXURE-IV

(Rs/ Lakh)

A		Opening Balance as on 1st April, 2020					
	Description	Actual 2019-20	BE 2020-21	Actuals for 1st 06 months 2020-21	RE 2020-21	BE 2021-22	
1	2	3	4	5	6	7	
B.	Receipts						
1	Major item wise Receipts from Operations (Eg. Water tariff, Tickets Sell, Fee from student, Property Tax etc.)						
1.a							
1.b							
1.c							
2	Interest Income						
3	Grant from Govt. of India						
4	Grant from GNCTD						
5	Other Receipts						
	Total Receipts (1 to 5)						
C	Expenditure						
1	Salary						
2	Wages						
3	Essential Administrative expenses						
4	Capital Expenditure						
5	Other Expenditure						
	Total Expenditure (1 to 5)						