

**MOST URGENT  
FINANCIAL MATTER**

No. EDN-H (4) 3 (c) Budget-NP-12-13-  
Directorate of Higher Education  
Himachal Pradesh

Dated: Shimla the 30<sup>th</sup> August 2011

To

- 1) All the Deputy Directors Higher Education  
Himachal Pradesh
- 2) Group Commander, NCC Group HQ Shimla
- 3) All the Principals,  
Govt. Colleges in HP
- 4) The Principal,  
GCTE Dharamshala Distt. Kangra
- 5) The Principal,  
SCERT Solan, District Solan

**Subject: - Budget Estimates for the FY year 2012-13 and revised Budget estimates for the FY 2011-12.**

Memo:

It is brought to the notice of all that Budget estimates for the FY 2012-13 and revised budget estimates for the FY 2011-12 are to be finalized by the Finance Department during the month of Oct. 2011. It has been asked by the Government that detailed estimates be furnished by 30-9-2011 positively. For the purpose, requisite information is required to be obtained from each office immediately on the proforma annexed with this letter at Annexure 'A & B'.

This information is to be collected and consolidated in a time bound manner so that submission of budget estimates by the stipulated date could be ensured. As such, you may get the requisite information from all the Institutions and under your control on form 'C' in such a manner so that budget estimates including consolidated information is submitted to this Directorate on Form 'B' by 15-9-2011 positively.

In this regard it has also been decided that the Principals of Colleges and Librarians will arrange submission of information in the office of Deputy Director concerned. For the purpose, a quarterly meeting with the Principals/concerned staff of all the schools/ colleges and librarians may be arranged before 15<sup>th</sup> September, 2011 and this information may be asked for to be brought in the said meeting. The date of holding of such meeting may be intimated to this Directorate on **FAX No. 0177-2657173** so that exercise of preparation/compilation of information could be completed on the spot.

It is specifically mentioned that non-submission of budget estimates to the Government in time may entail financial loss to the Department as in such an event Finance Department would finalise the estimates at its own and no change in the estimates would be entertained thereafter. In view of this, you may pay personal attention for getting this information prepared/complied in respect of your office and the Institutions of your district. The dealing official may not be allowed to proceed on leave till this information is prepared and submitted.



Director Higher Education  
Himachal Pradesh

Only for DDO Form-C Detail of Employees posted against permanent Posts												
Name of Instituion		DDO Code			Try Code							
Nominal Roll Demand No.		Name of Scheme			for the year (Non-Plan Part-I)							
Name and Designation	Pay Band	Pay in Pay Band	Grade Pay	Date of Increment	Rate of Increment	Annual Amount of Pay	D.A. Annual	C.C.A. Annual	H.R.A. Annual	C.A. Annual	Other Allowance	Grand Total
<b>Total</b>												

Calculation of Annual Amount of Pay

Pay in Band +GP X12 + Amount of Increment X Number of remaining months

Only for DDO Form-C Detail of Employees posted against temp. Posts												
Nominal Roll Demand No.		Name of Scheme			for the year (Non-Plan Part-II)							
Name and Designation	Pay Band	Pay in Pay Band	Grade Pay	Date of Increment	Rate of Increment	Annual Amount of Pay	D.A. Annual	C.C.A. Annual	H.R.A. Annual	C.A. Annual	Other Allowance	Grand Total
<b>Total</b>												

FOR DDHE and Colleges Form-B															
Major Head/ Sub-Major Head/ Minor Head/ Sub-Minor Head wise abstract nominal Roll for Current Financial Year															
Abstract of Nominal Roll Demand No.				Name of Scheme/ Sub head				for the year (Non-Plan Part-I)							
Name of Posts/ Categroy	No. of Sanctioned Posts	No. of filled up Posts	No. of Vacant Post	Pay Band	Pay in Pay Band	Grade Pay	Date of Increment	Rate of Increment	Amount Pay	D.A.	C.C.A.	H.R.A.	C.A.	Other Allowance	Grand Total
<b>Total</b>															

FOR DDHE and Colleges Form-B															
Major Head/ Sub-Major Head/ Minor Head/ Sub-Minor Head wise abstract nominal Roll for Current Financial Year															
Abstract of Nominal Roll Demand No.				Name of Scheme/ Sub head				for the year (Non-Plan Part-II)							
Name of Posts/ Categroy	No. of Sanctioned Posts	No. of filled up Posts	No. of Vacant Post	Pay Band	Pay in Pay Band	Grade Pay	Date of Increment	Rate of Increment	Amount Pay	D.A.	C.C.A.	H.R.A.	C.A.	Other Allowance	Grand Total
<b>Total</b>															

Name of Instituion		DDO Code			Try Code	
<b>HOA</b>	No. of Post	PTWC	WTCP	Amount (PA)		RRT
<b>Wages</b>						