

RAJASTHAN HOUSING BOARD, JAIPUR

URGENT/IMPORTANT

BUDGET CIRCULAR

No. F2(8)Comp/Budget/2016-17 & 2017-18/321/695

DATED : ...16/11/16

Sub :- Budget estimates for the financial year 2017-18 and revised estimates 2016-17 Rajasthan Housing Board.

The budget estimates for the financial year 2017-18 and revised estimates 2016-17 will be presented for approval to the Board in the month of January 2017. To achieve this objective, the process of formulation of budget estimates for 2017-18 and the revised estimates 2016-17 will have to be completed sufficiently early. In this connection, all Concerned Officers are requested to take immediate steps for the formulation of the budget estimates and revised estimates accordingly.

The Following date has been fixed for the receipt of the Budget Estimates for 2017-18 and The revised estimates for the year 2016-17 in Compilation Cell (HQ), Rajasthan Housing Board :

On or before 23rd November, 2016.

The Urban Development & Housing Department, Government of Rajasthan, Jaipur has made observations regarding huge variations between budget estimates and actual achievements. It is, hereby, reiterated that this practice is against the prevalent rules & procedures and it is the duty of the Concerned Officers to prepare the budget estimates & the revised estimates as realistic as possible. All Concerned Officers should ensure that estimates are prepared with utmost care taking into account all aspects & information, available at the time of preparation of budget estimates based on actuals so as to avoid instances of huge variations between estimates and actuals.

The budget estimates of expenditure should be as far as possible so that the budget shall not be excessive or inadequate later on.

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The attempt should be to assess the precise requirements with reference to all available data. The revised estimates proposed for the year should form the basis for preparing budget estimates for the coming year, making due allowance for any special factors. Thus, if the current year estimates provide for any non-recurring items of expenditure, a corresponding reduction should be made in the Budget Estimates for the coming year. The shortfalls in achievement of targets for works expenditure and capital suspense, alongwith, variations between the Revised Estimates for 2016-17 and the Budget Estimates 2017-18 should be clearly and precisely explained in sufficient details. This is to be kept in mind that any huge variations between revised estimates and actual expenditure would mislead budget forecasts, thereby negatively affecting the reflection of the Board's branches. The revised estimates should represent the anticipated expenditure of the year, with reference to all relevant post-budget developments, and should closely correspond to the actual expenditure. Each of these factors should be pelt out in sufficient details, enclosing copies of the relevant orders.

The following points may specifically be noted while preparing these estimates :-

- 1 The estimates under capital, revenue and other budget heads must be realistic and should provide/include items of expenditure, which, not only covered by sanctions, but also those, which are likely to be incurred during the period, for which the estimates are being framed. The receipt and expenditure figures should be taken into account on the basis of progress so far.
- 2 The estimates for sale proceeds receivable from allottees in accordance with the demand and collection are to be taken under various sub heads of capital, revenue, and deposits. These estimates should be prepared by the concerned Dy. Housing Commissioner for the area falling under their jurisdiction and shall submit the duly prepared estimates to Sr. A.O. (Recovery), RHB, Jaipur, by 30th November, 2016. Sr. A.O. (Recovery) shall discuss and assess these estimates as per norms and shall, forward the duly compiled proposals to the compilation cell.
- 3 The Scheme and A&F sanctionwise details of works be prepared separately for Likely Schemes/Schemes from Own Funds/ Other Financial Institutions (OFI) SFS/Parizat Schemes and deposit works. **Copy of each A&F sanction must be furnished for all running/New works. In case of SFS works copy of Reservation Letter should also be made available in order to finalize Budget. In case, where the A&F sanction issued is Consolidated for more then one units, due distribution among the concerned units with the approval of authority, not less then Chief Engineer, RHB must be enclosed.**

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The total should tally with the financial figures shown under head works and the Financial Targets. To achieve more accuracy in finalizing the works estimates, the details for each Scheme must be prepared in the prescribed proforma. The same shall form the part of Budget. Total of abstract of these annexure must tally which the scheme wise figures shown in the main Proforma of Budget Estimates. It is further directed that to finalize the Estimates for IV- Suspense, the details of opening balance, as on 01-04-2016 for every Sub Head should be shown, in inner column.

- 4 The figures under Head Revenue Expenditure. I Establishment should be supplied with details of Pay & Allowances etc. in respect of each employee.
- 5 In the forwarding letter the number of tenements, which are likely to be completed during the year 2016-17 as also likely to be taken up and completed during the year 2017-18 in respect of each city/town and scheme under your jurisdiction may please be indicated category-wise.
- 6 Estimates should be prepared carefully so as to bring about correlation between Financial Targets and Physical accomplishment and be furnished along with Budget Estimates 2017-18 and Revised Estimates 2016-17.
- 7 The details of all tools and plants, instruments/furnitures, fixtures, office equipments and other appliances proposed to be purchased may also be furnished with proper justification along with present available stock position in each item concerned.
- 8 Information regarding land purchased and payments released may be included in the Budget Note. The likely expenditure on land payments during the current year as well as in 2017-18 may also be assessed and intimated accordingly so as to as to make necessary provision thereof. Land details may be provided in the prescribed format.
- 9 Reasons for variation in Revised Estimates 2016-17 and details of new projects to be included in Revised Estimates 2016-17 & Budget Estimates for the year 2017-18 must be given in detail to have adequate justification in the Budget Note to be Submitted before the Board with these estimates. It would not be possible to incorporate enhanced provision in the absence of proper justification for each head of account.
- 10 For excess expenditure incurred up to 31st October, 2016 over budget estimates for 2016-17, specific reasons may be indicated in the prescribed Proforma in Budget Note for each item of excess expenditure.
- 11 For discussions and finalization of these estimates, a meeting with the concerned Addl. CE, DHCs and REs will be held, the dates for which shall be intimated separately. At the time of such meeting, details of stock of complete houses in hand and houses likely to be completed at the close of

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current financial year shall have to be submitted by the all Officers concerned.

- 12 Proposals for deposit works will be considered only after enclosing recommendation of concerned Nodal Officer of Deposit works CE/Addi CEs. Nodal Officer shall finalize proposals well in advance and furnish project wise receipt and expenditure estimates for the year 2016-17 & 2017-2018 in prescribed format.
- 13 With a view to justify expenditure on establishment and maintenance of Office Building/Guest House/Community Center detailed statement be prepared.

It may be noted that in Column No. 5 of the statement of Financial Targets scheme wise commulative actual expenditure at the end of 31 March 2016 should be shown and not the expenditure incurred during the year 2016-17 only.

As the preparation of the Budget involves the co-operation of all officers and officials of the Housing Board at different levels, it would be pertinent to emphasise that the preparation of the estimates should not be done in a routine manner in the accounts branches; but should receive the personal attention of all D.D.O. and controlling authorities so that the estimates would, apart from being as close to reality as possible, should reflect the true picture of the policies, activities, functions and developmental schemes being executed by Rajasthan Housing Board. Its our collective duty to ensure that budget preparation should not become a mechanical incremental exercise. All the Estimating Officers are specifically directed to ensure that the time schedule prescribed in this Circular is strictly adhered to.


Financial Advisor

Copy forwarded to the following for information and necessary action.

- 1 PS to Chairman/Housing Commissioner, RHB Jaipur.
- 2 Chief Engineer-I,II & HQ, RHB Jaipur.
- 3 Sr. PA to Secretary/FA&CAO/CEM/Director Law, RHB Jaipur.
- 4 Sr. PA to ACE-I/II/III/AVS-LC, RHB Jaipur.
- 5 TA to Chairman/Housing Commissioner, RHB Jaipur.
- 6 Sr. A.O. Payment/Costing/Recovery, RHB Jaipur.
- 7 Dy, Housing Commissioner, RHB, Circle-----
- 8 Resident Engineer, RHB Division-----
- 9 A.O. (R)/A.O.(F)/AO (Inspection)/LAO/AAO(Store)/JD(SA), RHB Jaipur.
- 10 Care Taker, RHB, Jaipur.
- 11 Master Copy.


Sr. Accounts Officer