

**No. 04/07/2024-Bgt.I**  
**Government of India/Bharat Sarkar**  
**Ministry of Home Affairs/Grih Mantralaya**  
**Budget-I Section**

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Hall No. 7, 2nd Floor  
MDCNS, New Delhi -110001  
The 04<sup>th</sup> September 2024

**OFFICE MEMORANDUM**

**Subject: Formulation of RE 2024-25 and BE 2025-26 - reg.**

The undersigned is directed to say that the Budget Circular, calling for detailed proposals for Revised Estimates (RE) 2024-25 and Budget Estimates (BE) 2025-26 is likely to be issued by Ministry of Finance shortly. In order to meet strict deadlines, it is highly advisable that the budget allocations available through BE 2024-25 are reviewed vis-à-vis the trend of expenditure / progress of works, etc. and realistic estimates are worked out for inclusion in the proposals for RE 2024-25 and BE 2025-26.

2. Time and again, the Audit and the PAC have raised objection on BE and RE citing following reasons:

- that the Budget Estimates / Revised Estimates are unrealistic;
- that the Supplementary Demands obtained from Parliament have not been fully utilized; and
- that re-appropriation of funds are made at will which are often infructuous.

3. In order to obviate such a scenario hereafter, the following aspects may be kept in mind while reviewing / firming up proposals for RE 2024-25 and BE 2025-26.

- Prioritize activities and schemes, identify such activity/ scheme which can be eliminated/ reduced in size / merged with any other scheme/activity;
- Past experience of achieving targets (both physical and financial) and bottlenecks, if any, should be taken into account;
- In case of new/recent projects/schemes, the anticipated time to obtain final approval of the Competent Authority, expected time lag for implementation, institutional capacity to implement as per schedule, constraints on incurring expenditure by the agencies, should be duly factored in.
- Undertake thorough assessment of ground realities at field level to arrive at accurate projections in all cases.

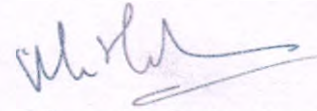
4 . The proposals, including those in respect of CAPFs / CPOs / Attached / Subordinate Offices, along with detailed justifications, duly approved by their respective Administrative Divisions, separately for Grant No. 49-MHA, Grant No. 50-Cabinet and Grant No. 51-Police, may be sent in the Pro-forma enclosed (Annexure-I) **latest by 15th September, 2024.** Proposals may be sent to following officers:

Grant No.	Officer
49 & 50	Sh. Ishwar Sendre, Under Secretary
51	Sh. Vinay Muthukumar, Dy. Controller of Accounts (Home)

5. It should be ensured that Grant wise separate proposals are sent in respect of organizations / divisions included in more than one Grant and a soft copy of the same (word / excel and searchable pdf) must be sent at [sobud1-mha@nic.in](mailto:sobud1-mha@nic.in) without fail.

6. Contact details including email ID, landline and mobile number must be invariably mentioned in all communications.

Encl: As above



(Vinay Muthukumar)  
Deputy Controller of Accounts (Home)  
Tele No. 2307-2237

To,

1. AS (CTCR) / AS (FFR & DM) / AS (Admin) / AS (IS-I, CIS & P-II) / AS (WS) / AS (Police-I)
2. All Joint Secretaries of the Ministry of Home Affairs / Joint Secretary (Security), Cabinet secretariat / Joint Secretary (DOL) / RGI
3. Directors / Dy. Secretaries / Under Secretaries in the Ministry of Home Affairs / Deptt. Of Official Language / RGI.

**Copy forwarded for information and necessary action:-**

1. Under Secretary (Cash) Ministry of Home Affairs, NDCC-II Building, New Delhi.
2. Section Officer, Cash -I, MHA, NDCC-II Building New Delhi
3. Section Officer, **Parliamentary Committee on Official Language**, 11, Teen Murti Lane, New Delhi.
4. Fire Adviser & Head of Office, **Directorate General of Civil Defence**, East Block VIII, Level VII, R.K. Puram, New Delhi-110066.
5. Joint Director (Budget), O/O the **Registrar General of India**, 2/A, Man Singh Road, New Delhi.
6. Director, **National Civil Defence College**, Ministry of Home Affairs, Nagpur-440001.
7. Dy. Secretary, **Inter-State Council Sectt.**, Vigyan Bhavan Annexe, New Delhi.
8. Director, **National Fire Service College**, Ministry of Home Affairs, Nagpur.
9. Section Officer (Budget), **Deptt. of Official Language**, 4<sup>th</sup> Floor, NDCC II Building, Jai Singh Road, New Delhi.
10. Senior Accounts Officer, **National Human Rights Commission**, Manav Adhikhar Bhawan, INA, New Delhi.
11. Deputy Secretary, **Zonal Council Sectt**, Jam Nagar House, New Delhi.
12. D I G , **National Disaster Response Force**, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi

13. Section Officer (II A Unit), **President's Sectt.**, New Delhi.
14. Under Secretary, **Prime Minister's Office**, South Block, New Delhi.
15. Under Secretary (Ad.-I), **Cabinet Secretariat**, Rashtrapati Bhawan, New Delhi.
16. Under Secretary (M&G), CS Division, MDCNS, New Delhi.
17. Under Secretary, O/o **Principal Scientific Adviser** to the Govt. of India,  
310-A, Vigyan Bhavan Annexe, New Delhi.
18. Deputy Secretary, **National Security Council Sectt**, 3<sup>rd</sup> Floor, Sardar Patel  
Bhawan, Parlt. Street, New Delhi. 110001.
19. Chairman, **Land Ports Authority of India**, Lok Nayak Bhawan, New Delhi.
20. Deputy Director (Admn), **Sardar Vallabhbhai Patel National Police  
Academy**, Ministry of Home Affairs, Hyderabad-500052
21. DD (Finance), **NATGRID**, Shivaji Stadium Annexe, New Delhi.
22. Joint Director, **North Eastern Police Academy (NEPA)**, Umsaw, Ri-Bhoi  
District, Shillong, Meghalaya.-793123.
23. SP (Admin), **National Investigation Agency**, Lodhi Road, New Delhi.
24. Assistant Deputy Director (Budget), **Intelligence Bureau**, S P Marg, New Delhi.
25. Deputy Director (Admin), **Narcotics Control Bureau**, West Block No.1,  
Wing No. 5, R.K. Puram, New Delhi.
26. Joint Director (Admin), **NCRB**, NH-8, Mahipalpur, New Delhi-110037.
27. Joint Director (Admin), **Directorate of Co-ordination, Police** Wireless, Block No.9,  
CGO Complex, New Delhi.
28. Under Secretary (Security), **Cabinet Sectt**, North Block, New Delhi
29. Assistant Director, (Admn.), **BPR&D**, NH-8, Service Road, Mahipalpur, New  
Delhi-110037.
30. DIG (Admn), **LNJP National Institute of Criminology & Forensic Science**,  
Ministry of Home Affairs, Sector-3, Outer Ring Road, Rohini, Delhi-110085.
31. Senior Scientific Officer (FS) **Central Forensic Science Laboratory/ DFS**,  
Block No. 4, 4<sup>th</sup> Floor, C.G. O Complex, Lodhi Road, New Delhi.
32. Director, **Central Forensic Science Laboratory (CBI)**, Block No.4, 4<sup>th</sup> Floor,  
C.G.O. Complex, Lodhi Road, New Delhi.
33. Director cum Chief Forensic Scientist, **DFS**, Block No9 CGO Complex, Lodhi  
Road, New Delhi.
34. Deputy FA, **Central Reserve Police Force**, Block No.1 CGO Complex, Lodhi  
Road, New Delhi-3.
35. Assistant Commandt, **CRPF**, Block No.1 CGO Complex, Lodhi Road, New  
Delhi-3.
36. Deputy Commandant, SAO (Fin), **Assam Rifles**, Shillong, Meghalaya.  
(Through Liaison Office, Assam Rifles New Delhi).
37. Assistant Commandant (Fin.), **Border Security Force**, Block No.1, CGO  
Complex, Lodhi Road, New Delhi.
38. Accounts Officer, **Indo-Tibetan Border Police**, Block No. II, CGO Complex,  
Lodhi Road, New Delhi.
39. Assistant Financial Adviser, **National Security Guard**, Mehram Nagar, No  
Domestic Airport, Palam, New Delhi 110037.
40. Assistant Director (Accounts), **Central Industrial Security Force**, 13, CGO  
Complex, Lodhi Road, New Delhi.

41. DIG (Admn.), **Sashastra Seema Bal**, Block No. V (East), R.K. Puram, New Delhi-110066.
42. Financial Adviser to Commissioner of Police, **Delhi Police**, MHA, New Delhi
43. AIG (A/Cs), **Special Protection Group**, SPG Complex, Adm. Block, Sector VIII, Dwaraka, New Delhi.
44. Director (Finance), **National Technical Research Organisation**, Block-III, Old JNU Campus, New Delhi -110016.
45. Financial Advisor, **National Disaster Management Authority**, A-I, Safdarjung Enclave, New Delhi-110029.
46. Accounts Officer, **National Institute of Disaster Management**, I.P. Estate, New Delhi
47. Sr. Accounts Officer (A/Cs), **Pay & Accounts Office**, Departmental **Accounting Organisation of MHA**, Khan Market, New Delhi.
48. Pr. Accounts Office (Admn.), **Departmental Accounting Organization of MHA**, Room No. 6, MDCNS, New Delhi.
49. PAO (Cabinet Affairs), Ministry of PPG&P, C-1 hutments, Dara Shikoh Road, New Delhi;
50. Pay & Accounts Officer , Ministry of Personnel, Public Grievances and Pensions, 3<sup>rd</sup> floor, Lok Nayak Bhawan, Khan Market, New Delhi.

**Copy also forwarded for information to:**

- i. AS & FA (Home) / Pr. CCA (H)
- ii. CCA (H) / Dir (Fin-Home) / Director (Fin-Pers) /CA (Budget)
- iii. SO (Budget-II), MHA
- iv. SO (IT)-with the request to upload the OM & Its annexure on MHA Website (under what's New) as well as on e-office.

Annexure – I

Proposals for RE 2024-25 and BE 2025-26

Grant No:.

Name of the Divisions/ Organizations:

(Amount in thousands of ₹)

Sl. No.	Head of Account (15 digit)	BE 2024-25	Exp till date	Proposed RE 2024-25	Proposed BE 2025-26	Justification for Variation (5)-(3)	Justification for Variation (6)-(3)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

- Reasons for variation for both the Revised Estimates 2024-25 as well as for the Budget Estimates 2025-26 should be provided and it should be ensured that they describe the subject accurately.
- Further, the figures provided in the Revised Estimates 2024-25 and Budget Estimates 2025-26 **must be rounded to the nearest lakh**, for eg Rs 15,39,71,561 should be written as 1,54,000 thousand.