

**F. No. 10/24/2019-Bgt.I
Government of India/ Bharat Sarkar
Ministry of Home Affairs/ Grih Mantralaya

Hall No. 7, Open Gallery, MDCN Stadium
New Delhi, dated 11th October, 2019

OFFICE MEMORANDUM

Subject: First Batch of Supplementary Demands for Grants for 2019-20.

The undersigned is directed to forward herewith a copy of the Ministry of Finance's O.M No. 4(12)-B(SD)/2019 dated 7th October, 2019 on the subject mentioned above and to state that the pre-budget meeting of the Ministry of Home Affairs with the Ministry of Finance have been scheduled for the 22.10.2019 and the proposal for inclusion in the first batch of supplementary are to be submitted to the Ministry of Finance within the three days of the meeting .

2. All Budget Controlling authorities are therefore, requested to furnish their proposals urgently for its inclusion in the first batch of supplementary demands for grants for the year 2019-20 along with the detailed justifications and details of saving, if any, latest by **16.10.2019**.

4. If no proposal is received within the due date, it will be presumed that there are no additional requirement of funds and the supplementary projections would be finalized accordingly.

Encl :- As above

M. Vasudevan
11/10/2019

**(M. Vasudevan)
Under Secretary to the Govt. of India
☎ 2307-2237**

To,

1. AS& RGI, Man Singh Road, New Delhi
2. All Additional Secretaries in the Ministry of Home Affairs
3. All Joint Secretaries in the Ministry of Home Affairs
4. JS (Security), Cabinet Secretariat, North Block, New Delhi.
5. As per standard list enclosed

Copy forwarded for information and necessary action:-

1. Under Secretary (Cash) Ministry of Home Affairs, NDCC-II Building, New Delhi.
2. Smt. Anita Bhardwaj, Section Officer, Cash -I, MHA, NDCC-II Building New Delhi
3. Shri M.S Rawat, Section Officer, **Parliamentary Committee on Official Language**, 11, Teen Murti Lane, New Delhi.
4. Shri D.K. Shami, Fire Adviser & Head of Office, **Directorate General of Civil Defence**, East Block VIII, Level VII, R.K. Puram, New Delhi-110066.
5. Shri Sanjay Kumar, Joint Director (Budget), O/O the **Registrar General of India**, 2/A, Man Singh Road, New Delhi.
6. Shri G.S. Saini, Director, **National Civil Defence College**, Ministry of Home Affairs, Nagpur-440001.
7. Shri Ravinder Singh , Dy. Secretary, **Inter-State Council Sectt.**, Vigyan Bhavan Annexe, New Delhi.
8. Shri Shamim, Director, **National Fire Service College**, Ministry of Home Affairs, Nagpur.
9. Shri Om Prakash, Section Officer (Budget), **Deptt. of Official Language**, 4th Floor, NDCC II Building, Jai Singh Road, New Delhi.
10. Shri M. Bhattacharjee, Senior Accounts Officer, **National Human Rights Commission**, Manav Adhikhar Bhawan, INA, New Delhi.
11. Shri Sudershan Kumar, Deputy Secretary, **Zonal Council Sectt**, Jam Nagar House, New Delhi.
12. Shri J. K. S. Rawat, DIG, **National Disaster Response Force**, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi
13. Shri Krishna Saluja, Section Officer (II A Unit), **President's Sectt.**, New Delhi.
14. Shri Surajit Dutta, Under Secretary, **Prime Minister's Office**, South Block, New Delhi.
15. Ms. Saumitra Sahar, Under Secretary (Ad.-I), **Cabinet Secretariat**, Rashtrapati Bhawan, New Delhi. Ms Lalita T. Hedao, Under Secretary (M&G), CS Division, MDCNS, New Delhi.
16. Shri Ashish Kumar Panda, Under Secretary, O/o **Principal Scientific Adviser** to the Govt. of India, 310-A, Vigyan Bhavan Annexe, New Delhi.
17. Shri R.K Jain, Deputy Secretary, **National Security Council Sectt**, 3rd Floor, Sardar Patel Bhawan, Parlt. Street, New Delhi. 110001.
18. Shri B.R. Sharma, Chairman, **Land Ports Authority of India**, Lok Nayak Bhawan, New Delhi.
19. Shri Nikhil J. Gupta, Deputy Director (Admn), **Sardar Vallabhbhai Patel National Police Academy**, Ministry of Home Affairs, Hyderabad-500052
20. Shri Anil Kumar Singh, DD (Finance), **NATGRID**, Shivaji Stadium Annexe, New Delhi.
21. Shri Limatenjen, Joint Director, **North Eastern Police Academy (NEPA)**, Umsaw, Ri-Bhoi District, Shillong, Meghalaya.-793123.
22. Shri S.N. Pandey, SP (Admn.), **National Investigation Agency**, Lodhi Road, New Delhi.
23. Shri Ratan Singh, Jt. Dy. Director (Budget), **Intelligence Bureau**, S P Marg, New Delhi.
24. Shri Parveen Kumar, Deputy Director (Admn.), **Narcotics Control Bureau**, West Block No.1, Wing No. 5, R.K. Puram, New Delhi.
25. Shri M.P. Sharma, Joint Director(Admn),**NCRB**, NH-8, Mahipalpur, New Delhi-110037.

26. Shri K.C. Sharma, Jt. Director (Admn.), **Directorate of Co-ordination, Police Wireless**, Block No.9, CGO Complex, New Delhi.
27. Shri Sankha Roy, , Under Secretary (Security), **Cabinet Sectt**, North Block, New Delhi
28. Shri N.K. Banerjee, Assistant Director, (Admn.), **BPR&D**, NH-8, Service Road, Mahipalpur, New Delhi-110037.
29. Shri Y.M. Upadhyay, DIG(Admn), **LNJP National Institute of Criminology & Forensic Science**, Ministry of Home Affairs, Sector-3, Outer Ring Road, Rohini, Delhi-110085.
30. Dr. I. Haque, Senior Scientific Officer (FS) **Central Forensic Science Laboratory/ DFS**, Block No. 4, 4th Floor, C.G. O Complex, Lodhi Road, New Delhi.
31. Shri B.N. Bardhan, Director, **Central Forensic Science Laboratory (CBI)**, Block No.4, 4th Floor, C.G.O. Complex, Lodhi Road, New Delhi.
32. Director cum Chief Forensic Scientist, **DFS**, Block No9 CGO Complex, Lodhi Road, New Delhi.
33. Shri Vikas Chandra Karol, Asstt. FA, **Central Reserve Police Force**, Block No.1 CGO Complex, Lodhi Road, New Delhi-3.
34. Shri P.S. Gosain, Assistant Commandt, **CRPF**, Block No.1 CGO Complex, Lodhi Road, New Delhi-3.
35. Shri Keshar Singh Bist ,Deputy Commandant, SAO (Fin), **Assam Rifles**, Shillong, Meghalaya. (Through Liaison Office, Assam Rifles New Delhi).
36. Shri Surender Mohan, AC (Fin.), **Border Security Force**, Block No.1, CGO Complex, Lodhi Road, New Delhi.
37. Shri Ashok Saini, Accounts Officer, **Indo-Tibetan Border Police**, Block No. II, CGO Complex, Lodhi Road, New Delhi.
38. Ms. Revathy D., Asstt. Financial Adviser, **National Security Guard**, Mehram Nagar, Nr. Domestic Airport, Palam, New Delhi 110037.
39. Shri J. C. Garkoti, Asstt. Director (Accounts), **Central Industrial Security Force**, 13, CGO Complex, Lodhi Road, New Delhi.
40. Shri Sanjeev Sharma, DIG(Admn.), **Sashastra Seema Bal**, Block No. V (East), R.K. Puram, New Delhi-110066.
41. Shri Navneet Singh, FA to CP, **Delhi Police**, MHA, New Delhi
42. Mr. A.V.S. Kaliyar, AIG (A/Cs), **Special Protection Group**, SPG Complex, Adm. Block, Sector VIII, Dwaraka, New Delhi.
43. Shri A.K. Sinha, Sr. AO (Finance), **National Technical Research Organisation**, Block-III, Old JNU Campus, New Delhi -110016.
44. Financial Advisor, **National Disaster Management Authority**, A-I, Safdarjung Enclave, New Delhi-110029.
45. Accounts Officer, **National Institute of Disaster Management**, I.P. Estate, New Delhi
46. Shri Anil Subramaniam, Dir (WS), Women Safety Division, New Delhi
47. Shri G. Anand, AO, Pr. Accounts Office (Admn.), **Departmental Accounting Organization of MHA**, Room No. 6, MDCNS, New Delhi.
48. PAO (Cabinet Affairs), Ministry of PPG&P,C-I Hutments, Dara Shikoh Road, New Delhi.

Copy also forwarded for information to:

- (i) PS to SS & FA (Home)/PS to Pr. CCA (H)
- (ii) PS to CCA (H)/ Dir (Fin-Home)/Director (Fin-Pers)/CA (Budget)
- (iii) US (Bgt-II) / SO (Budget-II)
- ✓ (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.

F.No. 4(12)-B(SD)/2019
Government of India
Ministry of Finance
Department of Economic Affairs
(Budget Division)

North Block, New Delhi
Date 7th October, 2019

OFFICE MEMORANDUM

Subject: Proposals for First batch of Supplementary Demands for Grants, 2019-20.

The first batch of Supplementary Demands for Grants for 2019-20 is proposed to be placed before the Parliament in the ensuing Session. Proposals from Ministries/Depts are invited for inclusion in the First Batch of Supplementary Demands for Grants 2019-20. Ministries/Depts are advised to propose only following types of cases:

- (a) Cases where advance from the Contingency Fund have been granted;
- (b) Payments against Court decrees which cannot be postponed;
- (c) Additional funds immediately required which can be met by re-appropriation of savings in the grant but require prior approval of Parliament under the New Service/New Instrument of Service Rules. In all cases where the savings are available within the same section (Revenue/Capital and Charged/Voted) of the grant, only token supplementary would be required. In cases where the savings are available in the Revenue/Capital section or *charged/voted* section and the expenditure is to be incurred in another section, full requirement would be proposed as a technical supplementary and the savings, against which the full amount is proposed in a different section, will be committed for surrender and will not be available for re-appropriation;
- (d) Cases where Ministry of Finance has specifically advised to propose Supplementary Demand in the Winter Session; and
- (e) Cases where excess expenditure has been allowed as per Appendix – 10 below Rule No.61 and 69 of GFRs, 2017.

2. All other cases may be held over to the second and final batch of Supplementary Demands for the current financial year due in Budget Session.


3. While processing proposals for Supplementary Grants, the Grant controlling authority must invariably identify savings available within the Grant so that the infructuous or inflated Supplementary Demands are weeded out and the eventuality of surrender after obtaining Supplementary Grant is avoided. The proposal for Supplementary Demand for Grants may be projected after a thorough and objective assessment of additional requirement of funds. The Supplementary Demand should be sought for the minimum necessary amount after a thorough review of savings within the Grant. In cases where re-appropriations can be made without the requirement of Supplementary as per the extant provisions, no Supplementary proposal, including for a token amount, should be proposed. Such requirement may be met by re-appropriation of savings after obtaining approval of competent authority.

4. Attention is drawn to the Department of Expenditure's O.M. No. 12/21/E.Coord/ 2015 dated 17th July, 2015 regarding Excess Expenditure over Voted Grants, wherein, displeasure expressed by the Public Accounts Committee (PAC) over the tepid approach of the Ministries/Departments, particularly concerning bad planning, lack of foresight and ineffective monitoring on the part of budget controlling authorities while preparing both budget estimates as well as Supplementary Demands for Grants, was brought to the notice of all Ministries/Departments. The Committee, therefore, reiterated the need for scrupulous scrutiny of the budget proposal both at the time of preparation of Demands for Grants and Supplementary Demands for Grants, rigorous monitoring of the pace of expenditure and strict compliance of General Financial Rules to eliminate the possibility of excess expenditure, under spending, wrongful appropriation, etc. In 88th report on Excess expenditure, the PAC has further observed that the Ministries/Departments have been obtaining Supplementary Grants without conducting a proper scrutiny of the expenditure incurred or likely to be incurred by them during the financial year. The Committee has further recommended that the Ministries /Departments should find effective ways and means to make the mechanism of estimating Supplementary Grants more realistically and fix responsibility on the Budget Controlling Officers and Financial Advisers. The Committee has further recommended to restrict the use of Supplementary Grant only to rare and emergent cases. In the light of the Observations of PAC, it is reiterated that all the Ministries/Departments may avoid pitfalls in expenditure, take all requisite measures, including use of electronic systems, to ensure proper planning and monitoring of expenditure vis-à-vis voted grants.

5. The Ministries/Departments are advised to fill data and notes related to their supplementary Demands in the Supplementary Module in Union Budget Information System (UBIS). Proposals in hard copies will not be accepted unless data entry has been completed in UBIS.

6. Cases, which are required to be reported to Parliament in terms of the guidelines circulated with the Ministry's O. M. No.F.1(23)-B(AC)/2005 dated 25th May 2006 may also be furnished to Budget Division, which are attached to the Supplementary Demand Booklet as Annexure. If there is no proposal for Supplementary Demands for Grants in this batch, a nil supplementary option in UBIS may be opted/ entered.

7. Accordingly, proposals in complete form (one hard copy only) shall be furnished within three days of pre-budget meeting of the respective Ministry/Deptt or by 10.11.2019 whichever is earlier to Under Secretary (Budget) [Shri Manoj Kumar Jangir], Ministry of Finance, Department of Economic Affairs, Budget Division, Room No. 221-A, North Block, New Delhi. The proposals must be entered in the Union Budget Information System (UBIS) using the Supplementary Module (including hindi translation). After the due date, the UBIS link shall stand disabled for the respective Ministry/Department. Proposals not entered in UBIS shall not be considered and shall be treated as 'NIL'.


(Anjana Vashishtha)

Deputy Secretary to Government of India

To

The Financial Advisers of all Ministries/Departments.

Copy to:

1. NIC, UBIS for making appropriate changes in the system to receive proposal as per this circular.
2. NIC, DEA for uploading the circular on the website of DEA.