

No.04/09/2025-Bgt-I
Government of India
Ministry of Home Affairs
(Budget-I Section)

Open Gallery, Hall No. 7
Major Dhyan Chand National Stadium
New Delhi, dated 07th February 2026

OFFICE MEMORANDUM

Subject: Final Estimates/ Surrender of Savings w.r.t Grant No.49 (MHA) - reg.

The undersigned is directed to state that the **Revised Estimates (RE) 2025–26** have been communicated to all stakeholders. Necessary allocations have been made or are being made through **re-appropriation/Supplementary Grants**, wherever proposals have been received from the concerned Divisions/Organisations.

2. It is reiterated that:

I. In cases where provisions have been **reduced at the RE stage**, the corresponding savings shall be **surrendered by 10.02.2026**.

II. Where provisions have been **enhanced**, proposals for **additional requirement of funds** shall be forwarded to this Section at the earliest not later than 10.02.2026 through a **separate letter**.

3. All Budget Controlling Authorities shall assess their head-wise requirement of funds for the remaining period of the financial year 2025–26, in accordance with the Ministry of Finance instructions on cash management, particularly the expenditure restrictions during the last quarter and the month of March 2026.

4. Details of actual expenditure along with the anticipated month-wise expenditure for the remaining months of FY 2025-26 within the approved RE 2025–26 under each head of account shall be furnished in the prescribed pro-forma so as to reach the undersigned by **10.02.2026**, along with brief, specific reasons for variation from the RE outlay. Generic statements such as “*as per trend*,” “*as per actual requirement*,” or “*due to fewer proposals/claims*” shall not be used. Demands beyond RE 2025–26 shall be avoided unless supported by strong and valid justification.

5. Requests for additional funds or surrender of savings shall be considered only if reported within the prescribed timelines. Requests received after the due date shall not be entertained.

6. In case the required information is not received by the stipulated date, **Final Estimates/surrender of savings** shall be decided on the basis of expenditure reported by the **Office of the CGA** and the instructions of the Ministry of Finance. The information shall be furnished **strictly in the prescribed format** as per the enclosed **Annexure** only.

7. This issues with the approval of the Pr. CCA (H).


(Ishwar Sendre)
Under Secretary to Govt of India
Telephone: 2307-2237

To:

- All Additional Secretaries and Joint Secretaries in the Ministry of Home Affairs;

Copy forwarded for information and necessary action:-

1. Under Secretary (Cash) Ministry of Home Affairs, NDCC-II Building. New Delhi.
2. DDO, 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. Dy. Secretary, Inter-State Council Sectt., Vigyan Bhawan Annexe, New Delhi.
7. National Fire Service College, Ministry of Home Affairs, Nagpur- 440001.
8. Section Officer (Budget), Deptt. of Official Language, 4th Floor, NDCC-II Building, New Delhi.
09. Senior Accounts Officer, National Human Rights Commission, Manav Adhikar Bhawan, INA, New Delhi.
10. Deputy Secretary, Zonal Council Sectt, Jam Nagar House, New Delhi.
11. DIG, National Disaster Response Force, NDCC-II Building, and New Delhi.
12. Financial Advisor, National Disaster Management Authority, A-I, Safdarjung Enclave, New Delhi-110029.
13. Accounts Officer, National Institute of Disaster Management, I.P. Estate, New Delhi.

Copy also forwarded for information to:-

- (i) AS & FA (Home) / Pr. CCA (H)/CCA (H)/CA (Budget)
- (iii) Under Secretary (Budget-II)/ SO (Budget-II)
- (iv) SO (IT)-with the request to upload the Office Memorandum along with its annexure on the MHA website (under “what’s New”) as well as on e-office.

Annexure

Final Estimates 2025-26								
Name of Organisation								
Demand No. and name:								
Major Head / Minor Head / Sub Head / Object Head	BE 2025- 26	RE 2025- 26 including supplementary, if any	Actual Expenditure as on 01.01.2026	Anticipated Expenditure during remaining FY	Final Estimates for 2025-26 (4+5)	Excess(+) /Saving(-) (Diff of col. 3&6)	Actual Surrender of saving	Remarks / Reasons for Excess or Saving
1	2	3	4	5	6	7		8
(Separate proposals to be forwarded for each grant, in case the budget provisioning is under more than one Grant)								
(Reasons for excess / saving must be invariably be mentioned in each case)								
					Sign			
					Name			
					Designation			
					Telephone			