

File No. 10/16/2020 Bgt-I
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

Room No. 7, 2nd Floor,
Major Dhyan Chand National Stadium,
New Delhi-110002

Dated: 4th September 2020

Office Memorandum

Subject: Formulation of Revised Estimates 2020-2021 and Budget Estimates 2021-2022 - reg.

The undersigned is directed to say that the Budget Circular, calling for detailed proposals for Revised Estimates 2020-2021 (Revenue and Capital) and Budget Estimates 2021-2022 (Revenue and Capital) 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 of BE 2020-2021 are reviewed vis-a-vis the trend of expenditure/progress of work, etc. and realistic estimates are worked out for inclusion in the proposals for RE 2020-2021 and BE 2021-2022.

2. Time and again, the Audit and the PAC have observed 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. In order to obviate such a scenario hereafter, the following aspects may be kept in mind while reviewing / firming up proposals for RE 2020-2021 and BE 2021-2022:

- (i) Prioritise activities and schemes, identify such activity / scheme which can be eliminated/ reduced in size/ merged with any other scheme / activity;
- (ii) Past experience of achieving targets (both physical and financial) and bottlenecks, if any, should be taken into account;
- (iii) 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.
- (iv) Undertake thorough assessment of ground realities at field level to arrive at accurate projections in all cases.

3. Apart from the above, guidelines for Centrally Sponsored and Central Sector Schemes for FY 2020-21, issued by M/Finance vide D.O. No. 25(13)/ E-coord/2020 dated 4/5/2020 (circulated in MHA by IFD vide O.M. No. 05/05/2020-Fiv-V dated. 5/5/2020 and instructions of Ministry of Finance relating to Public Funded Schemes/Sub-schemes, contained in their O.M. No. 42(02) /PFC-1/2019 dated 4/4/2020 may also be kept in mind while framing proposals for RE 2020-21 & BE 2021-22.

4. The proposals, including those in respect of CAPFs /CPOs/ Attached / Subordinate Offices, along with detailed justifications, duly approved by their respective Administrative

Contd.

Divisions, separately for Grant No. 46-MHA, Grant No. 47- Cabinet and Grant No. 48- Police, may be sent in the Proforma enclosed (**Annexure I**) to Under Secretary (Budget), Hall No. 7, 2nd Floor, Major Dhyan Chand National Stadium, New Delhi – 110002, **latest by 25th September 2020.**

5. It may be ensured that Grant-wise separate proposals are sent in respect of items included in more than one Grant and soft copy of the same may be sent at < sobud1-mha@nic.in>.

6. Contact details including email ID, Mobile No. etc may invariably be mentioned in all communications.

Encl :- As above

M. Vasudevan
04/09/2020

(M. Vasudevan)
Under Secretary to the Government of India
Tel. No. 23072237

To

1. AS (UT)/AS (F)/AS (PM)/AS (JKL)/RGI.
2. All Joint Secretaries in the Ministry of Home Affairs/Joint Secretary (Security), Cabinet Secretariat/Joint Secretary (DOL).
3. Directors/Dy. Secretaries/Under Secretaries in the Ministry of Home Affairs/Department of Official Language and Office of the RGI.

Copy also forwarded to :-

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. 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.
16. Shri A.K. Manish, Under Secretary (M&G), CS Division, MDCNS, New Delhi
17. Shri Ashish Kumar Panda, Under Secretary, O/o **Principal Scientific Adviser** to the Govt. of India, 310-A, Vigyan Bhavan Annexe, New Delhi.
18. Shri R.K. Jain, Deputy Secretary, **National Security Council Sectt**, 3rd Floor, Sardar Patel Bhawan, Parlt. Street, New Delhi. 110001
19. Chairman, **Land Ports Authority of India**, Lok Nayak Bhawan, New Delhi
20. Shri Nikhil J. Gupta, Deputy Director (Admn), **Sardar Vallabhbhai Patel National Police Academy**, Ministry of Home Affairs, Hyderabad-500052
21. Shri Rajenderr Singh, DD (Finance), **NATGRID**, Shivaji Stadium Annexe, New Delhi.
22. Shri Limatenjen, Joint Director, **North Eastern Police Academy (NEPA)**, Umsaw, Ri-Bhoi District, Shillong, Meghalaya.-793123
23. Shri S.N. Pandey, SP (Admn.), **National Investigation Agency**, Lodhi Road, New Delhi.
24. Addl. Dy. Director (Budget), **Intelligence Bureau**, S P Marg, New Delhi.
25. Shri Parveen Kumar, Deputy Director (Admn.), **Narcotics Control Bureau**, West Block No.1, Wing No. 5, R.K. Puram, New Delhi.
26. Shri M.P. Sharma, Joint Director(Admn),**NCRB**, NH-8, Mahipalpur, New Delhi-110037..
27. Shri K.C. Sharma, Jt. Director (Admn.), **Directorate of Co-ordination, Police Wireless**, Block No.9, CGO Complex, New Delhi
28. Shri Sankha Roy, , Under Secretary (Security), **Cabinet Sectt**, North Block, New Delhi
29. Shri N.K. Banerjee, Assistant Director, (Admn.), **BPR&D**, NH-8, Service Road, Mahipalpur, New Delhi-110037
30. 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.
31. 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.
32. Shri N.B. Bardhan, Director, **Central Forensic Science Laboratory (CBI)**, Block No.4, 4th Floor, C.G.O. Complex, Lodhi Road, New Delhi.
33. Shri A.K. Ganjoo, Director cum Chief Forensic Scientist, **DFS**, Block No9 CGO Complex, Lodhi Road, New Delhi
34. Shri Vikas Chandra Karol, Asstt. FA, **Central Reserve Police Force**, Block No.1 CGO Complex, Lodhi Road, New Delhi-3.
35. Shri P.S. Gosain, Assistant Commandt, **CRPF**, Block No.1 CGO Complex, Lodhi Road, New Delhi-3.
36. Shri Keshar Singh Bisht ,Deputy Commandant, SAO (Fin), **Assam Rifles**, Shillong, Meghalaya. (Through Liaison Office, Assam Rifles New Delhi).
37. Shri Surender Mohan AC (Fin), **Border Security Force**, Block No.1, CGO Complex, Lodhi Road, New Delhi.
38. Shri Ashok Saini, Accounts Officer, **Indo-Tibetan Border Police**, Block No. II, CGO Complex, Lodhi Road, New Delhi.
39. Ms. Revathy D, Asstt. Financial Adviser, **National Security Guard**, Mehram Nagar, Nr. Domestic Airport, Palam, New Delhi 110037.
40. Shri J. C. Garkoti, Asstt. Director (Accounts), **Central Industrial Security Force**, 13, CGO Complex, Lodhi Road, New Delhi.
41. Shri Sanjeev Sharma, DIG(Admn.), **Sashastra Seema Bal**, Block No. V (East), R.K. Puram, New Delhi-110066.
42. Shri Rajeev Kumar, FA to CP, **Delhi Police**, MHA, New Delhi.
43. Mr. A.V.S. Kaliyar, 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. Shri G. Anand, AO, Pr. Accounts Office (Admn.), **Departmental Accounting Organisation of MHA**, Room No. 6, MDCNS, New Delhi.
48. Shri Balram Jain, Sr. Accounts Officer (A/cs), Pay & Accounts Office, Departmental Accounting Organisation of MHA, Khan Market, New Delhi.
49. Pay & Accounts Officer (Pr.) Ministry of Personnel, Public Grievances and pensions, 3rd floor, Lok Nayak Bhawan, Khan Market, New Delhi.

Copy also forwarded for information to:

- I. Secretary (BM)/ Special Secretary (P)/ AS&FA (Home)/ Pr. CCA(H)
- II. CCA (H)/ Dir (Fin-Home)/ Director (Fin-Pers)/CA (Budget)
- III. SO (IT), MHA - with the request for uploading the OM (along with its enclosure) on MHA's website (Under what's New) as well as on e-office portal.

Spare copies – 20

M. Vasudevan
04/11/2020

(M. Vasudevan)
Under Secretary to the Govt. of India
Tele: 2307-2237

