

No. 10/06/2021-Bgt.I
Government of India/Bharat Sarkar
Ministry of Home Affairs/Grih Mantralaya

(1/7)

Hall No. 7, 2nd Floor,
Major Dhyan Chand National Stadium,
India Gate, New Delhi.
Dated, the 13th October 2021

Office Memorandum

14 OCT 2021

Subject: Proposals for Second batch of Supplementary Demands for Grants (2021-22) – reg.

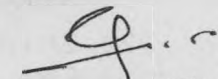
The undersigned is directed to enclose herewith a copy of O.M. No. 4(37)-B (SD)/2021 dated 08.10.2021, received from Ministry of Finance on the above cited subject with the request that detailed proposals for inclusion in the Second batch of Supplementary Demands for the year 2021-22 may please be sent to Budget Wing, MHA, **latest by 29th October 2021 (Friday)**.

2. The proposals would be taken into consideration by Ministry of Finance subject to the following conditions:

- a) Cases where advances 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 the 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.

3. Complete proposals seeking supplementary grants, strictly conforming to the above conditions, may please be sent to Budget Wing, MHA, **latest by 5.00 PM of 29th October 2021 (Friday)**. In respect of proposals falling under Item (C) above, matching savings have to be indicated invariably by the budget controlling authorities. The details of schemes where additional funds are required may invariably be furnished in the '**Annexure**' for onward transmission to Ministry of Finance.

4. A soft copy of the detailed proposals may please also be emailed at sobud1-mha@nic.in.



(Vaibhav C. Ghalme)
Controller of Accounts (Home)
Tel. No. 23073052

Enclosure: As stated above.

To

1. All Additional Secretaries/Joint Secretaries (including DOL) in MHA.
2. RGI & Census Commissioner.
3. JS (Security), Cabinet Secretariat, North Block, New Delhi.
4. As per list attached.

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, NDCC-II Building 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. Shri Saumitra Sahar, Under Secretary (Ad.-I), Cabinet Secretariat, Rashtrapati Bhawan, 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 N. Madhusudhana, Deputy Director (Admn), Sardar Vallabhbai 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. 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 Basant Swaroop, Director (Finance), National Technical Research Organisation, Block-III, Old JNU Campus, New Delhi -110016.

- (H)
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) & Consultant, Women Safety Division, New Delhi
 47. Shri Balram Jain, Sr. Accounts Officer (A/Cs), Pay & Accounts Office, Departmental Accounting Organisation of MHA, Khan Market, New Delhi.
 48. Shri J.B. Gotwal AO, Pr. Accounts Office (Admn.), Departmental Accounting Organization of MHA, Room No. 6, MDCNS, New Delhi.
 49. PAO (Cabinet Affairs), Ministry of PPG&P, C-I Hutments, Dara Shikoh Road, New Delhi.
 50. 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) AS & FA (Home)/ Pr. CCA (H)
- (ii) CCA (H) / DS (Fin/Home)
- (iii) SO (IT)-with the request to upload the OM & Its annexure on MHA Website (under what's New) as well as on e-office.

3

MOST IMMEDIATE
Supplementary Demands

F. No. 4(37)-B(SD)/2021
Government of India
Ministry of Finance
Department of Economic Affairs
(Budget Division)

North Block, New Delhi
Date 8th October, 2021

OFFICE MEMORANDUM

Subject: Proposals for Second batch of Supplementary Demands for Grants, 2021-2022.

The Second batch of Supplementary Demands for Grants for 2021-2022 is proposed to be placed before the Parliament in the ensuing Session. Proposals from Ministries/Depts are invited for inclusion in the Second Batch of Supplementary Demands for Grants 2021-22. 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.

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


(6)

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 realistic 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 vide this 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) may be furnished by **10.11.2021 (Wednesday) (positively) to Under Secretary (Budget) [Shri S.R. Raja], Ministry of Finance, Department of Economic Affairs, Budget Division, Room No. 221-A, North Block, New Delhi.** The proposals must be forwarded in Union Budget Information System (UBIS) using the Supplementary Module (including hindi translation). After the due date, the UBIS link shall stand disabled. Proposals not entered in UBIS shall not be considered and shall be treated as 'NIL'.


(Hanumaiah K.)

Deputy Secretary to Government of India

To
Financial Advisers of All Ministries/Departments.

Copy to:

1. NIC, DEA for uploading the circular on website of DEA.

7

ANNEXURE

Sl. No	Name. of the Scheme	Amount sanctioned for the scheme as per SFC/EFC/Cabinet approval for FY 2021-22	Budget Estimates 2021-22	Exp till date	Amount proposed by way of supplementary	Total	Reasons
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

