



केन्द्रीय माध्यमिक शिक्षा बोर्ड  
CENTRAL BOARD OF SECONDARY EDUCATION

AC & BW/RE18-19 BE 19-20/2018/302/ AIAFA-408-467

14.08.2018

17

**CIRCULAR**

The preparation of the Revised Estimates for F/y 2018-19 & Budget Estimates for F/y 2019-20 is required to be taken up and completed in accordance with the general instructions laid down in the General Financial Rules. The Budget proposals are to be presented before the Finance Committee in the due time.

It has been observed in the past that due to preparation of budget on non-scientific basis; under-stated/over-stated estimates were proposed, resulting to re-appropriation in the budget at later stage. Considering this, all the units are requested to submit the budget proposal with following key points:

- For recurring nature of expenditure, any increase proposed must be justified.
- For any new construction, maintenance & repair, proposal shall not be considered in budget unless it is approved by the Competent Authority. Hence, all concerned may be advised to take/obtain prior approval before putting budget proposal.
- Proposal should not be superfluous and non-essential resulting unwarranted expenses.
- All the Head/units in-charge is advised to ensure maximum work on minimum expenditure.

In view of this, all the ROs/units/COEs are requested for the following:

1. All units may submit their Revised Estimates for 2018-19 and Budget Estimates for 2019-20 to HQs latest by **10<sup>th</sup> October, 2018** with full justification and adhering with above mentioned points..
2. All the units may provide budget data in soft copy as well in hard copy in the format (enclosed). Soft copy may be e-mailed at [soacbw@gmail.com](mailto:soacbw@gmail.com).
3. All the units may provide the data file of **Tally software** also upto 30<sup>th</sup> September to verify the actual figures.

Kindly treat the matter on **TOP PRIORITY** and ensure its timely submission.

Yours faithfully,

*Bharti*

**(Bharti Zade)**  
IAFA, HQ

Distribution:

1. PS to Chairperson for information
2. SPS to Secretary for information
3. ART&I wing, All the regional officers, All Special Exam Units, All Centre of Excellence for further necessary action
4. All the sections of HQ for further necessary action.

"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली - 110092

"Shiksha Kendra", 2, Community Centre, Preet Vihar, Delhi - 110 092

फोन / Telephone : +91-11-22509256, 22509257 वेबसाइट/Website: www.cbse.nic.in