

URGENT / IMMEDIATE



**No.FD/BCC/ 16435-16534 /2018
AZAD GOVERNMENT OF THE STATE OF J&K
FINANCE DEPARTMENT**

October 18, 2018

To:

1. The Senior Member Board of Revenue, Azad Govt. of the State of Jammu & Kashmir.
2. The Additional Chief Secretary (Gen.), Azad Govt. of the State of Jammu & Kashmir.
3. The Additional Chief Secretary (Dev.), Azad Govt. of the State of Jammu & Kashmir.
4. The Secretary to the Prime Minister, Azad Govt. of the State of Jammu & Kashmir.
5. All Secretaries (PAOs) to Government, Azad Govt. of the State of Jammu & Kashmir.
6. The Secretary, Azad Jammu & Kashmir Legislative Assembly Muzaffarabad.

**SUBJECT:- BUDGET CALL CIRCULAR FOR BUDGET ESTIMATES 2019-20 AND
REVISED ESTIMATES 2018-19.**

Sir,

I am directed to refer to the subject cited above and to forward the documents / forms with this Budget Call Circular (BCC) for preparation and submission of the Budget Estimates 2019-20 & Revised Estimates 2018-19. The Estimates may be prepared as per timelines mentioned in the attached Budget Calendar (**Annex-I**).

2. While formulating the Budget Estimates for the Financial Year 2019-20, it may kindly be appreciated that budget is not only an expression of numbers. Essentially, it is a policy document of the Government setting its strategic priorities; preparing action plans; devising ways & means to achieve those ends through corresponding resource allocation. Accordingly, it is imperative for all stakeholders to undertake necessary due diligence while articulating the demands for resource allocation besides ensuring austerity in public spending. As the Government aims to ensure allocative efficiency; bridge the continuously widening gap between projected expenditures and realizable receipts, this can only be achieved through resource mobilization and establishing necessary linkages of demanded resources with expected outcomes and effective service delivery.

3. Moreover, reliability, accuracy and completeness of the detailed object wise information provided in the enclosed forms will enable the Finance Department to make informed choices as to how best the scarce public resources are allocated for achieving the

policy objectives for a particular year and to avoid unnecessary initiation of demands for provision of supplementary grants. Finance Department has also taken an initiative for discussions with Administrative Departments on Budget Estimates and separate meetings will be planned to discuss and firm up the Budget Estimates for FY 2019-20 in accordance with the Government policy.

4. Administrative Departments are requested to send the **Revised Estimates for FY 2018-19 and Budget Estimates for 2019-20, "DDO wise"**, to the Finance Department in the New Accounting Module (NAM) mode as prescribed. While filling in the forms, the following points may be kept in view: -

- a. The forms shall be filled in by the DDO/Collecting Officer, both in the case of Budget Estimates for Current/Development Expenditure and Receipts Estimates as per the instructions on the subject. Departments should submit their budget estimates with detailed objects by carrying out an extensive exercise to assess the realistic needs for the next financial year to avoid supplementary or additional grants at the very outset of financial year 2019-20;
- b. Need for current budget for the Project(s) which are likely to be completed during current financial year must be finalized by **December 31, 2018** and a comprehensive proposal on a summary may be sent to Finance Department along-with PC-IV;
- c. In order to avoid distortions in the budget estimates for the next year, the actual expenditures for the current financial year must be indicated clearly along with the estimates for the next year;
- d. Estimates for utilities and other periodical expenditures must be accompanied by statements indicating designation of officers, entitlement of vehicle/telephone, and ceilings for ensuring accurate budgetary allocations;
- e. While formulating budget estimates, Administrative Departments may determine the performance targets for their field offices/attached departments;
- f. The schedule given in the Budget Calendar (**Annex-I**) must be strictly adhered to;
- g. The Austerity measures/instructions issued by Finance Department must be implemented in its letter and spirit;

5. Finance Department will make necessary budgetary allocations depending upon the resource availability and in line with the policy framework of the Government. Finance Department may reduce or delete an appropriation if the departments do not meet the

prescribed criteria/requirements. The time-schedule for the submission of Revised Estimates 2018-19 and Budget Estimates 2019-20 is placed at **Annex-I**. Administrative Departments are requested to consolidate the estimates received from various units under their control on NAM format and submit the consolidated estimates, duly verified, to this office. Meetings, if necessary, will be held to discuss the Estimates as per Schedule attached at **Annex-I**.

6. I would personally request the Principal Accounting Officers/Secretaries of the Department to support this reform initiative and do not hesitate to contact the Finance Department for any further clarification and assistance.

7. The receipt of this letter may kindly be acknowledged.

Yours Sincerely

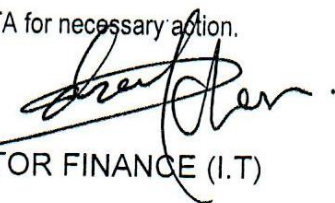


(MUHAMMAD IDREES KHAN)
DIRECTOR FINANCE (I.T)

NO. & DATE EVEN

Copy to:-

1. The Secretary to the President, Azad Jammu & Kashmir.
2. Deputy Secretary/PSO to the Chief Secretary, Azad Govt. of the State of Jammu & Kashmir
3. All Private Secretaries to the Ministers/Advisors for information.
4. The Secretary Mohtasib Secretariat, Muzaffarabad, AJ&K.
5. The Secretary Public Service Commission, Muzaffarabad, AJ&K.
6. The Accountant General Azad Jammu & Kashmir, Muzaffarabad
7. The Director General Audit Azad Jammu & Kashmir, Muzaffarabad
8. The Commissioner Inland Revenue (Provincial Tax / Direct Tax), Muzaffarabad GoAJ&K.
9. All Heads of Attached Departments for information & necessary action.
10. All Heads of Development Authorities/Municipal Corporations/AJK TEVTA for necessary action.
11. All officers of Finance Department, for information & necessary action.



DIRECTOR FINANCE (I.T)



**Azad Government of the
State of Jammu & Kashmir
Finance Department
www.financeajk.gok.pk**

**BUDGET CALL CIRCULAR
2019-2020**

Details of enclosed documents/forms with the Budget Call Circular are as follows:

i)	Budget Calendar.	Annex-I
ii)	Instructions/guidelines to fill the forms in respect of Estimates of Receipts.	Annex-II
iii)	Form for the Estimates of Receipts for the financial year 2019-2020, to be filled by the Departments / Attached Departments & Collecting Officers, along with instructions relating to the completion of these forms according to the New Accounting Model (NAM).	Annex-III
iv)	Instructions / guidelines to fill the forms in respect of Estimates of Expenditure.	Annex-IV
v)	Forms for Estimates of Expenditure for Regular (permanent) Budget Estimates, to be filled by Drawing & Disbursing Officers, Controlling Officers & Head of Departments, along with instructions relating to the completion of these forms on the principles laid down in the New Accounting Model (NAM).	Annex-V
vi)	Form for recording details of sanctioned posts and filled posts.	Annex-VI
vii)	Form for Annual Development Programme.	Annex-VII

BUDGET CALENDAR**SCHEDULE FOR CURRENT BUDGET**

ITEM	BCC Forms Distributed on	Due date of submission to Finance Department	Examination & Finalization by Finance Department	Communication to I.T Section	1st Proof	2nd Proof	Final Proof (Tentative)
Budget Estimates for 2019-20 including RE 2018-19	22.10.2018	14.12.2018	30.01.2019	20.02.2019	01.04.2019	15.04.2019	01.05.2019

SCHEDULE FOR RECEIPTS

ITEM	BCC Forms Distribution	Due Date of Submission to Finance Department	Examination and Finalization by Finance Department	Review by Finance Secretary	1st Proof	Final Proof
Budget Estimates for 2019-20 including RE 2018-2019	22.10.2018	14.12.2018	15.12.2018 to 15.01.2019	16.01.2019 to 15.02.2019	01.04.2019	10.05.2019
New Resources Proposals/ Review of Existing Taxes/ Fee Tariff etc.	DS-Tax to issue letter separately	30.11.2018	10.12.2018 to 31.12.2018	01.01.2019 to 30.01.2019 (Meetings)		

**INSTRUCTIONS FOR FORMAT OF BUDGETARY ESTIMATES
OF RECEIPTS**

IMPORTANT:

The departments should read the following instructions carefully and all estimates should invariably be prepared in the enclosed forms.

GENERAL INSTRUCTIONS:

- 1) Departments/Attached Departments are required to submit details of their budgetary estimates of receipts;
- 2) No column should be left blank. In case any column is not applicable it should state **not-applicable**.

SPECIFIC INSTRUCTIONS:

- | | |
|-------------------------------------|--|
| a) Object Code. | Space has been provided for this purpose. You may consult the Chart of Accounts (CoA) and fill all the major, minor and detailed codes carefully for receipts. CoA is available on the Website of Finance Department i.e. www.financeajk.gok.pk |
| b) Description | Description of the object classification at the detailed level. |
| c) Budget Estimates/Actual Accounts | Enter the information as required |

ENQUIRIES:

If any further clarification or additional information is required, please do not hesitate to contact the following Officers of the Finance Department:-

- **Mr. Abdul Razzaq**
Deputy Secretary (Budget-I), Finance Department (05822-921488)
- **Mr. Muhammad Naeem Qazi**
Programme Officer, Finance Department (05822-921652)

BUDGET PREPARATION FORMS, INSTRUCTIONS AND PROCEDURES

**for preparation and submission of
Revised Estimates 2018-2019 and
Budget Estimates 2019-2020**



ANNEX-III

**Budget Estimates of Receipts
2019-2020**

Estimates of Receipts

1 Department

2. Attached Department

Code _____ Description _____

Code _____ Description _____

3 RECEIPTS

Object Code	Description	Budget Information			Accounts information			
		Budget Estimates 2018-19	Revised Estimates 2018-19	Budget Estimates 2019-20	Actual 2017-18	Actual last 8 months 2017-18	Actual first 4 months 2018-19	Probable Outlay 2019-20
1	2	3	4	5	6	7	8	9
Total								

DDO SIGNATURE WITH STAMP

**INSTRUCTIONS FOR PREPARATION OF REGULAR
BUDGET ESTIMATES**

IMPORTANT:

THE DRAWING AND DISBURSING OFFICERS / DEPARTMENTS SHOULD READ THE FOLLOWING INSTRUCTIONS CAREFULLY TO FILL THEIR REGULAR BUDGET ESTIMATES IN THE ENCLOSED FORMS

GENERAL INSTRUCTIONS:

1. DDOs are required to submit the following estimates separately for each office:
 - a. Regular Budget Estimates
 - b. Revised Estimate
2. No Column should be left blank. In case any column is not applicable it should be filled out as “**Not Applicable**”.
3. Shaded portions are NOT required to be filled by the DDOs.

SPECIFIC INSTRUCTIONS:

Serial No. 1	Preprinted Budget / Financial year
Serial No. 2	Tick the relevant document – Regular Budget Estimates, Revised Estimates
Serial No. 3	Enter the 7 digit Fund Code e.g. KC21014- Education and its description (Demand/Grant)
Serial No. 4	Enter the 4 digit Attached Department and 6 digit sub detailed Function Code and their Description
Serial No. 5	Enter the 6 digit Fund Center / DDO Code and its Description i.e. its nomenclature.
Serial No. 6	Use this space for writing any other related information. Write “ Not Applicable ” if it is not applicable.
Serial No. 7	Enter the total budget amount.

<p>Serial No. 8</p> <p>8-A— Employee related expenses</p> <p>8-B—Other Expenses</p>	<p>This has been bifurcated into the following parts:</p> <table border="1" data-bbox="411 174 1286 797"> <tr> <td data-bbox="411 174 467 315">a)</td> <td data-bbox="467 174 715 315">Object Code</td> <td data-bbox="715 174 1286 315">A space has been provided for the purpose. You are required to consult the New Chart of Accounts (CoA) and fill out the detailed codes carefully.</td> </tr> <tr> <td data-bbox="411 315 467 394">b)</td> <td data-bbox="467 315 715 394">Description</td> <td data-bbox="715 315 1286 394">Description of the object (and Posts)</td> </tr> <tr> <td data-bbox="411 394 467 584">c)</td> <td data-bbox="467 394 715 584">Sanctioned Posts (A only)</td> <td data-bbox="715 394 1286 584">Enter the existing Post Code, relevant designation and BS for the employees for which budget is required (which should be exactly supported by details in Annexure-VI)</td> </tr> <tr> <td data-bbox="411 584 467 651">d)</td> <td data-bbox="467 584 715 651">Number of Posts (A only)</td> <td data-bbox="715 584 1286 651">Enter the number of posts sanctioned</td> </tr> <tr> <td data-bbox="411 651 467 730">e)</td> <td data-bbox="467 651 715 730">Budget/Revised Estimates</td> <td data-bbox="715 651 1286 730">Mention provision of object item.</td> </tr> <tr> <td data-bbox="411 730 467 797">f)</td> <td data-bbox="467 730 715 797">Actual Accounts</td> <td data-bbox="715 730 1286 797">Same as (e) above.</td> </tr> </table>		a)	Object Code	A space has been provided for the purpose. You are required to consult the New Chart of Accounts (CoA) and fill out the detailed codes carefully.	b)	Description	Description of the object (and Posts)	c)	Sanctioned Posts (A only)	Enter the existing Post Code, relevant designation and BS for the employees for which budget is required (which should be exactly supported by details in Annexure-VI)	d)	Number of Posts (A only)	Enter the number of posts sanctioned	e)	Budget/Revised Estimates	Mention provision of object item.	f)	Actual Accounts	Same as (e) above.
a)	Object Code	A space has been provided for the purpose. You are required to consult the New Chart of Accounts (CoA) and fill out the detailed codes carefully.																		
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d)	Number of Posts (A only)	Enter the number of posts sanctioned																		
e)	Budget/Revised Estimates	Mention provision of object item.																		
f)	Actual Accounts	Same as (e) above.																		
<p>NOTE:</p>	<p>All officers signing Regular Budget Estimates in the Administrative Departments are requested kindly to write down their <i>telephone number</i> clearly on every Regular Budget Estimate</p>																			

ENQUIRIES:

For any clarification or additional information, please do not hesitate to contact:

Mr. Abdul Razzaq, Deputy Secretary Budget, at Phone No.05822-921488, and

Mr. Muhammad Naeem Qazi, Programme Officer Finance, at Phone No.05822-921652.

FORMAT FOR REGULAR BUDGET**Please Fill in the Following Information**

From: _____

To: _____

Dated _____ / _____ / _____ (DD / MM / YYYY)

1 Budget Year _____ **2019 – 2020** _____

2 Type of Document (Tick the Box Applicable)

Regular Revised SNE(F)

	Code	Description								
3 Fund (Demand No.)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 15px; text-align: center;">K</td> <td style="width: 15px; text-align: center;">C</td> <td style="width: 15px;"></td> <td style="width: 15px;"></td> <td style="width: 15px;"></td> <td style="width: 15px;"></td> <td style="width: 15px;"></td> <td style="width: 15px;"></td> </tr> </table>	K	C							_____
K	C									
4 Attached Deptt.	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 15px;"></td> <td style="width: 15px;"></td> <td style="width: 15px;"></td> <td style="width: 15px;"></td> <td style="width: 15px;"></td> <td style="width: 15px;"></td> </tr> </table>							_____ / _____		
Sub-detailed Function	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 15px;"></td> <td style="width: 15px;"></td> <td style="width: 15px;"></td> <td style="width: 15px;"></td> <td style="width: 15px;"></td> <td style="width: 15px;"></td> </tr> </table>							_____		
5 Fund Center (DDO Code)	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 15px;"></td> <td style="width: 15px;"></td> <td style="width: 15px;"></td> <td style="width: 15px;"></td> <td style="width: 15px;"></td> <td style="width: 15px;"></td> </tr> </table>							_____		

6 Notes (if any) _____

Revised 2018-19 Budget 2019-20

7 Total Budget Amount _____

TO BE FILLED ONLY BY BUDGET SECTION FINANCE DEPARTMENT

Diary No. _____

Revised Diary No. _____

Checked By _____

Entered By _____

8-A) Object Classification

BUDGET ESTIMATES OF EXPENDITURE

							Accounts Information							
Object Code		Description	Sanctioned Posts			No of Posts		Budget Estimates 2018-19	Revised Estimates 2018-19	Budget Estimates 2019-20	Actual 2017-18	Actual Last 8 months 2017-18	Actual First 4 months 2018-19	Probable Outlay 2019-20
			Code	Designation	BS	2018-19	2019-20							
1		2	3	4	5	6	7	8	9	10	11	12	13	14
		Employee Related Expenses												
Total - Employees Related Expenses														
Other Expenses (As Reported in 8-B)														
Grand Total														

ANNEX-V Contd

8-B) Object Classification

BUDGET ESTIMATES OF EXPENDITURE

Object Code	Description	Budget Information			Accounts Information			
		Budget Estimates 2018-19	Revised Estimates 2018-19	Budget Estimates 2019-20	Actual 2017-18	Actual Last 8 months 2017-18	Actual First 4 months 2018-19	Probable Outlay 2019-20
1	2	3	4	5	6	7	8	9
	Other Expenses							
Total Other Expenses								

Nominal Roll

DDO Code: _____

DDO Description _____

S. #	Name of Employee	Designation	Scale	Revised Pay 2018-19			Estimated Pay 2019-20			Allowances *						Total Employees Related Expenses R.E 2018-19 (7+A)	Total Employees Related Expenses B.E 2019-20 (10+B)
				Monthly Pay on 1/7/2018	Rate of Increment	Annual Revised Pay for Financial Year 2018-19	Monthly Pay on 1/7/2019	Rate of Increment	Annual Estimated Pay for Financial Year 2019-20								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(A)	(B)	(C)	(D)
A	<u>Gazetted</u>																
B	<u>Non-Gazetted</u>																

*Note: Allowances should be given in detail (i.e. House Rent Allow, Conveyance, Allow, Washing Allow, Dress Allow, Medical Allow, Ent. Allow, etc.)

NUMBER OF EMPLOYEES BY BPS 2019-20 (BUDGET ESTIMATES)

DEMAND NO. _____

DDO CODE _____

DDO DESCRIPTION _____

* Post Code	Designation	BPS	NUMBER OF POSTS		
			TOTAL	Filled in	Vacant
Total					

DDO SIGNATURE WITH STAMP

Tel. No. _____

* For AJ&K Finance Department's (Budget Wing) Use Only

PROFORMA FOR THE PREPARATION OF THE ANNUAL DEVELOPMENT PROGRAMME 2019-2020

General Serial No.	Sector Serial No.	Fund Center/DDO Code of the Sector	Name of Scheme (with year of initiation)	Location of Scheme		Status of Scheme	Target / Component	Estimated Cost			Expenditure upto June 30th 2018	Allocation for 2018-19			Revised Estimates for 2018-19	Provision for 2019-20			
				District	Tehsil			Local	Foreign	Total (9+10)		Local	Foreign	Total (13+14)		Local	Foreign	Total (17+18)	★ ★ Current Expenditure
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
A. Approved funded scheme																			
TOTAL (A)																			
B. Approved unfunded schemes (in prioritized order)																			
TOTAL (B)																			
C. Unapproved/unfunded schemes (in prioritized order, with concept paper attached)																			
TOTAL (C)																			
★ Grand Total (A+B+C)																			

Note: Head wise estimates expenditure be prepared as per Annex-V and also provide recurring cost of schemes to be completed on 30th June 2019.

★ It includes the total allocations against the schemes at A, B & C and funds will be provided to the schemes at Sr. No. B&C as and when additional resources are made available by the Finance Department. This refers to the additional current expenditure on account of the portion of the scheme completed.

★ ★ This refers to the additional current expenditure on account of portion of the scheme completed.

DDO SIGNATURE WITH STAMP