

No: FB1/14625/16

Directorate of Industries and Commerce,
Thiruvananthapuram, Dated: 20.08.2016.

From,

Director of Industries and Commerce.

To,

1. The General Manager,
District Industries Centre,
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2. Deputy Director,
Common Facility Service Centre,
Changanassery.

3. Assistant Director,
Common Facility Service Centre,
Manjeri

Sir,

Sub:- Industries -Budget- Demand No:XXXVII- Revised Estimate 2016-17 and Budget Estimate 2017-18 - submission thereof -Reg

Ref:- Government Circular No:68/2016/Fin Dated:12.08.2016 of Finance (Budget-A) Department.

Inviting attention to the reference cited, you are directed to furnish proposals for Non-plan Revised Estimate (2016-17), Non-plan Budget Estimate (2017-18) and Fiscal Asset Statement of your jurisdiction in the prescribed proforma as per the time schedule shown below:

Non-plan : On or before 05.09.2016

Statement of Fiscal Assets : On or before 05.09.2016.

Revenue and other Receipts: On or before 23.09.2016.

You can download the detailed proforma and other documents from the official **website of the Directorate of Industries & Commerce**. Top priority should be given to furnish proposals and the time schedule should be strictly adhered to. In this regard you are informed to furnish the details of Pay, D A, HRA, CCA, OA (PCA, P TA, FA, HTA and all other allowances) separately.

A budget note may also be prepared giving detailed reasons for all variations in Revised Estimate 2016-17 and also in Budget Estimate 2017-18 under the relevant Head of Accounts. Without adequate justification proposed enhancement will not be considered.

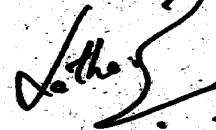
It is pointed out that there has been instances when substantial amounts had to be surrendered on account of excessive provision or excess expenditure incurred due to inadequate provision under the Head of Accounts. It is the responsibility of the concerned Head of office to realistically project the requirements.

The Revised Estimate of Receipts for 2016-17 has to be prepared based on the previous year's actual, current years trend and any other specific factors which may increase or decrease revenue in the course of the year. The Revised Estimates of Expenditure for 2016-17 should be framed on the basis of actual expenditure incurred during the first five months of the Current Financial Year. It should be noted that the estimates received after the due date will not be considered and will be finalized on the basis of information available in this office and in such case any short fall or omission in the budget will be the responsibility of the Head of office concerned.

It may also be noted that the details of Pay Revision arrears in the prescribed proforma called for vide letter No:FR2/12002/2016 Dated:03.08.2016 has to be furnished to this office on or before 05.09.2016 in separate covering letter.

The receipt of this letter may please be acknowledged.

Yours faithfully,



Senior Finance Officer.
For Director of Industries and Commerce.

