
	<p>कार्यालय रक्षा लेखा महानियंत्रक उलान बटार मार्ग ,पालम ,दिल्ली छावनी 110010- CONTROLLER GENERAL OF DEFENCE ACCOUNTS ULAN BATAR MARG, PALAM, DELHI CANTT.-110010</p>	
FAX: 011-25674806	ADMIN-XII	TEL: 011-25665712
No. AN/XII/18009/RE 2023-24 & BE 2024-25/Vol. I		Dated:24 th July, 2023

To

✓ All PCDA/CDA including PCA (Fys) Kolkata

(Through CGDA's website)

Sub: Budgetary Projections for Revised Estimates (RE) 2023-2024 and Budget Estimates (BE) 2024-2025 for DAD Capital Works/ Maintenance Services under MH 4059, MH 4216, MH 2059 and MH 2216.

Ref: HQrs Office letter No. AN/XII/18009/BE 2023-24/Vol. I dated 10.04.2022

The allotment of funds in Budget Estimates 2023-24 for DAD Capital Works and Maintenance Services under MH 4059: Capital Outlay on Office, MH 4216: Capital Outlay on Housing, MH 2059: Maintenance of Office Buildings & MH 2216: Maintenance of Residential Buildings has been conveyed vide this HQrs Office letter dated 10.04.2023 cited under reference and subsequent letters.

2. The budgetary projections for Revised Estimates (RE) 2023-24 and Budget Estimates (BE) 2024-25 are required to be submitted to the Ministry of Defence (Finance). Therefore, the requirement of funds in RE 2023-24 and BE 2024-25 in respect of all DAD Ongoing/Sanctioned Capital Works and Maintenance Services/Special repair etc. as well as the works likely to be sanctioned and commenced during the current financial year 2023-24 and next financial year 2024-25 may be furnished **strictly** as per Annexure 'A' to 'F' attached to this circular as per the following details:


- Annexure A Projection for **Capital Works** of Office/Residential Accommodation
- Annexure B Accounts and Estimates for **Revenue Receipts**
- Annexure C Projection for Maintenance Services MH 2059: **Maintenance Office**
- Annexure D Projection for Maintenance Services MH 2216: **Maintenance Residence**
- Annexure E Details of Normal Maintenance Services: **Maintenance Office**
- Annexure F Details of Normal Maintenance Services: **Maintenance Residence**

3. The expenditure incurred for all ongoing works and maintenance services up to August 2023 may please be indicated. While projecting the requirement of additional funds for ongoing Capital works/Maintenance Services in the RE 2023-24, it may kindly be ensured that the demands are realistic and projected funds will be booked judiciously during the current financial year itself and no surrenders are intimated at the fag end of the current financial year as surrender of funds at the close of financial year may attract adverse comments from the Ministry of Defence (Finance).

The demand for funds under maintenance heads should be based on Plinth Area Rates authorized for various buildings as per scales. Therefore the demand may be linked with plinth area rates and other connected authority. Further, additional funds, if any, be also justified keeping in view the pace of expenditure of the funds allotted in BE 2023-24.

4. In this context, reference is invited to various guidelines issued by MOD (Finance)/ HQrs office from time to time. The instructions contained therein may be strictly followed while projecting funds under RE 2023-24 and BE 2024-25.

5. The projection for RE 2023-24 and BE 2024-25 may be submitted to HQrs Office on or before 04.09.2023 positively through email/FAX so as to forward the consolidated budgetary projections to Ministry of Defence (Finance) on time. Timely submission of report as per enclosed format may be ensured to avoid back references. In the absence of projections by due date and in prescribed proforma, this office will not be in a position to consider the demand for additional funds during the current financial year.


(Sahil Goyal)
Dy. CGDA (Admin)

Copy to:

Officer-in-Charge
IT &S Wing (Local)

For uploading the circular on the website of CGDA.

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(Sahil Goyal)
Dy. CGDA (Admin)

PROJECTION FOR CAPITAL PROJECTS

MAJOR HEAD 4059 CAPITAL OUTLAY ON OFFICE (00/094/98)/(00/094/99) AND MAJOR HEAD 4216 CAPITAL OUTLAY ON RESIDENCE (00/093/93)/(00/093/03)

Sl. No.	Name of the Project	Amount of Adm Appl	Amount & Date of Contract Agreement	PDC/ Revised PDC of the Project	Physical Progress in % up to 31.08.23	Exp. Booked up to 31.3.2023 including previous years	Expenditure booked in BE 2023-2024 (Up to 31.8.2023)	Total progressive expenditure booked till 31.8.2023 including previous year	Allotment in BE 2023-2024	Increase/ Decrease w.r.t. BE 2023-2024		Amount required in RE 2023-2024	Brief justification for increase/ decrease in RE 2023-2024	Amount required in BE 2024-2025	Brief justification for projection in BE 2024-25
										Increase (+) (in case addl allot is required)	Decrease (-) (in case surrender is proposed)				
1	2	3	4	5	6	7	8	9 (7+8)	10	11	12	13 (10+11-12)	14	15	16

NOTE:

1. Amount to be indicated in Rupess Lakhs

2. Indicate the amount required in RE 2023-2024 taking into account funds allotted in BE 2023-24 (For eg, for an allotment of Rs. 100.00 Lakhs in BE 2023-24 and requirement of additional amount of Rs. 100.00 Lakhs in RE 2023-24, the increase to be indicated in Column 11 should be Rs. 100.00 Lakhs and the RE projections in Column 13 should be Rs. 200.00 Lakhs).

ANNEXURE 'B'

REVENUE RECEIPTS								
Station								
Name of the Accommodation								
Date of Completion								
Accounts								
Financial Year	First Months		Last Months		Total for Fin. Year			
	First 7 months	First 8 months	Last 5 months	Last 4 months				
2020-2021								
2021-2022								
2022-2023								
Estimates								
BE 2023-2024								
RE 2023-2024								
BE 2024-2025								
Accounts 7 months		Minor Head	Accounts			FY 2023-2024		2024-2025
2022-2023	2023-2024		2020-2021	2021-2022	2022-23	BE	RE	BE

Minor Head wise explanation for Increase/Decrease

PROJECTION FOR MAINTENANCE SERVICES/SPECIAL REPAIR ETC.

MAJOR HEAD 2059: MAINTENANCE OF OFFICE ACCOMMODATION (00/094/45)

FOR NORMAL MAINTENANCE OF OFFICE BUILDINGS

Sl. No.	Name of the Office Building	Date of Completion of Office Building	Age of the building in years	Allotment in last financial year 2022-23	Expenditure in last financial year 2022-23	Allotment in BE 2023-2024	Expenditure booked in BE 2023-2024 (Up to 31.8.2023)	Increase/ Decrease w.r.t. BE 2023-2024		Amount required in RE 2023-2024	Brief justification for increase/ decrease in RE 2023-2024	Amount required in BE 2024-2025	Brief justification for projection in BE 2024-25
								Increase (+)	Decrease (-)				
1	2	3	4	5	6	7	8	9	10	11 (10+11-12)	12	13	14

FOR SPECIAL REPAIR WORKS SANCTIONED BY MOD/CGDA/PCDA/CDA

Sl. No.	Name of the Office Building	Date of Completion of Office Building	Amount of Adm Appl	Amount & Date of Contract Agreement	PDC/ Revised PDC of the Project	Exp. Booked up to 31.3.2023 including previous years	Physical Progress in %age up to 31.08.23	Allotment in BE 2023-2024	Expenditure booked in BE 2023-2024 (Up to 31.8.2023)	Total progressive expenditure booked till 31.8.2023 including previous year	Increase/ Decrease w.r.t. BE 2023-2024		Amount required in RE 2023-2024	Brief justification for increase/ decrease in RE 2023-2024	Amount required in BE 2024-2025	Brief justification for projection in BE 2024-25
											Increase (+)	Decrease (-)				
1	2	3	4	5	6	7	8	9	10	11 (7+10)	12	13	14	15	16	17

NOTE:

1. Amount to be indicated in Rupess Lakhs

2. Indicate the amount required in RE 2023-2024 taking into account funds allotted in BE 2023-24 (For eg, for an allotment of Rs. 100.00 Lakhs in BE 2023-24 and requirement of additional amount of Rs. 100.00 Lakhs in RE 2023-24, the increase to be indicated in Column 11 should be Rs. 100.00 Lakhs and the RE projections in Column 13 should be Rs. 200.00 Lakhs).

PROJECTION FOR MAINTENANCE SERVICES/SPECIAL REPAIR ETC.

MAJOR HEAD 2216: MAINTENANCE OF RESIDENTIAL/TRANSIT ACCOMMODATION (00/094/48)

FOR NORMAL MAINTENANCE OF RESIDENTIAL BUILDINGS

Sl. No.	Name of the Office Building	Date of Completion of Residential Building	Age of the building in years	Allotment in last financial year 2022-23	Expenditure in last financial year 2022-23	Allotment in BE 2023-2024	Expenditure booked in BE 2023-2024 (Up to 31.8.2023)	Increase/Decrease w.r.t. BE 2023-2024		Amount required in RE 2023-20234	Brief justification for increase/ decrease in RE 2023-2024	Amount required in BE 2024-2025	Brief justification for projection in BE 2024-25
								Increase (+)	Decrease (-)				
1	2	3	4	5	6	7	8	9	10	11 (7+9-10)	12	13	14

FOR SPECIAL REPAIR WORKS SANCTIONED BY MOD/CGDA/PCDA/CDA

Sl. No.	Name of the Office Building	Date of Completion of Office Building	Amount of Adm Appl	Amount & Date of Contract Agreement	PDC/ Revised PDC of the Project	Exp. Booked up to 31.3.2023 including previous years	Physical Progress in %age up to 31.08.23	Allotment in BE 2023-2024	Expenditure booked in BE 2023-2024 (Up to 31.8.2023)	Total progressive expenditure booked till 31.8.2023 including previous year	Increase/Decrease w.r.t. BE 2023-2024		Amount required in RE 2023-2024	Brief justification for increase/ decrease in RE 2023-2024	Amount required in BE 2024-2025	Brief justification for projection in BE 2024-25
											Increase (+)	Decrease (-)				
1	2	3	4	5	6	7	8	9	10	11 (7+10)	12	13	14 (9+12-13)	15	16	17

NOTE:

1. Amount to be indicated in Rupess Lakhs

2. Indicate the amount required in RE 2023-2024 taking into account funds allotted in BE 2023-24(For eg, for an allotment of Rs. 100.00 Lakhs in BE 2023-24 and requirement of additional amount of Rs. 100.00 Lakhs in RE 2023-24, the increase to be indicated in Column 11 should be Rs. 100.00 Lakhs and the RE projections in Column 13 should be Rs. 200.00 Lakhs).

MAINTENANCE OF OFFICE ACCOMMODATION

A. ANNUAL NORMAL REPAIRS AS PER SCALE OF PLINTH AREA

Sl. No	Station	Name of office constructed	Nature of normal repairs proposed	Total Plinth area	Rates	Funds required during the year	Authority
1	2	3	4	5	6	7	8

B. MAINTENANCE OF ELECTRICAL AND WATER SERVICES

Sl	Station	Name of the office	Nature of services under maintenance	Average No of complaints per day	No of MES personnel (industrial) employed for each service	Funds required annually on account of Pay and Allowances	Scale/authority, if any in support of any quota fixed w.r.t. no of complaints on MES/Def side
1	2	3	4	5	6	7	8
			Electrical				
			Water				

C. (i) OPERATIONAL CHARGES

Sl No	Name of expenditure	No. of MES personal employed	Funds required on account of Pay & Allowances	Scales/authority in support, if any
1	2	3	4	5
	Gen Set			
	Water Pump			

C (ii) FUEL CONSUMPTION

Sl No	Fuel	No. of operating hrs. per day	Fuel consumptions (hrs)	Funds required annually	Scales/authority in support, if any
1	2	3	4	5	6
	Diesel				
	Lubricants				

D. PAYMENT OF BULK SUPPLY OF WATER AND ELECTRICITY

Quantity to be supplied	Payment to be made annually	Demand letter of supplying authority	Other charges on office maintenance which are not covered above with full details/justification
1	2	3	4

