

**MOST IMMEDIATE/TIME BOUND**

GOVERNMENT OF NCT OF DELHI  
DIRECTORATE OF TRAINING & TECHNICAL EDUCATION  
MUNI MAYA RAM MARG: PITAMPURA, DELHI-34.

No. F. DTTE/AC/1 (6)/Budget/2024-25/ (4312-23

Dated 24.09.24

To

1. The Principals of all I.T.Is/I.B.B.S (CSI)/BTC Pusa.
2. The Controller, Board of Technical Education, Delhi.
3. Dy. App. Advisor, O/o the Dy. App. Advisor.

Sub: **Revised Estimate 2024-25 & Budget Estimates 2025-26.**

Sir/Madam,

I am directed to draw your kind attention towards letter No. P.2/1/16/2024-25/Fin (B)/1942-2061 dated 12.09.2024 containing necessary instructions, guidelines for formulating RE/BE issued from the Finance Deptt., Govt. of N.C.T. of Delhi regarding preparation of Revised Estimates 2024-25 & Budget Estimates 2025-26 as uploaded on website of Finance Deptt.

While preparing the Revised Estimates and Budget Estimates in respect of your institution, attention should be given to the instructions, as have been circulated by the Finance (Budget) Department from time to time in this regard. **Relevant Instructions and forms are available on the website of the Finance Deptt. for download.**

The budget proposals under Revenue and Capital Section appearing in Demand for grants should be submitted (scheme wise) separately. **The Revised Estimates & Budget Estimates in respect of Capital Section/CSS/GIA may be sent to the respective Planning Branch at Directorate H.Q. and in respect of Revenue schemes to the undersigned directly.**

Accordingly, **the Budget proposals in respect of Revised Estimates & Budget Estimates for 2024-25 & 2025-26 as well as in respect of Revenue Receipt should be prepared in time and sent to this Directorate in Hard Copy & Soft Copy by 12.00 PM on 3<sup>rd</sup> October, 2024 positively so the same may be forwarded to Finance (B) Department GNCTD in the scheduled time after consolidation.**

It may be worthy to mention here that if the instructions issued/circulated by the Finance Department in this regard from time to time, including vide letter under reference are not followed strictly and proposals for the Revised Estimates for 2024-25 and Budget Estimates for 2025-26 are not received in the prescribed proforma in time, after following proper procedure and codification, **the Heads of Institutions will be personally and fully responsible, in case any scheme remains unimplemented or any cut is imposed by the Finance Department on the basis of the past actual. Therefore the Head Of Offices of the institutions are advised to go through the instructions before preparing the estimates.**

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In addition, the following points may also be kept in mind while forwarding the same to this Directorate:

1. Every statement should be signed by the Head of Office.
2. AAO with D.D.O. or Accounts Clerk with DDO where Accounts Functionaries are not available/posted should be deputed while submitting the estimates to Headquarter so that discrepancy, if any, may be sorted out on the spot.
3. The name and designation of the authorized officer who be contacted for any information/clarification in Budget proposal (RE 2024-25 & BE 2025-26) should be intimated alongwith Mobile No./e-mail address while forwarding the Budget proposal to DTTE (HQ).
4. While preparing of RE 2024-25 & Budget Estimates 2025-26, the estimate should be based on realistic demand. No further demand shall be entertained.

This may be accorded **P PRIORITY**.

Yours faithfully,

Encl.: as above.

(SURESH KUMAR)  
SR. ACCOUNTS OFFICER (TTE)

No.F.DTTE/AC/1(6)/Budget/2022-23/ 4312-23 Dated 24.9.24

Copy forwarded for information and necessary action to:

1. PS to Secretary, TTE.
2. P A to Director, TTE.
3. Joint Director (Planning)(Trg./Tech) , D.T.T.E for finalizing proposals in respect of Capital Scheme of institutions of Training and Technical Wings under this Directorate and for giving proper advise to them, if necessary, and preparing budget proposals of Government schemes, grant-in-aid/Projects in respect of universities, institutions (Govt./Non-Govt.), CSS and also intimate the provision required under sub head Advertisement and O.E.to the Accounts Branch, DTTE (HQ).
4. Dy. Director (IT) with the request to intimate the provision under sub head O.C. / I.T.
5. Deputy Director (Admn.)/CT with the request to intimate the provisions of funds required in RE & BE under O.E. for R&I (postage stamps), Office Expenses, RRT and also to provide the detail of Sanctioned/filled and vacant post of the Department.
6. Section Officer (Litigation), Directorate (HQ) with the request to intimate the provision required, if any, under sub head PPS and Charged Head.
7. DDO (HQ) – Training & Technical Wings for preparing budget proposals in respect of Training and Technical Wings of Headquarters respectively and also estimates of grant-in-aid in respect of institutions (Govt./Non-Govt.), if any.
- ✓ 8. System Analyst (TTE) with the request to kindly upload the letter on the website of TTE.
9. Caretaking Branch to provide the specific provision.

SR. ACCOUNTS OFFICER (TTE)