

**Government of Jammu and Kashmir**  
**Directorate of Rural Development Department Kashmir**


Circular

**Subject;- Budget Estimates 2022-23 and Revised Estimates 2021-22.**

As the time to undertake the process of preparation of Budget Estimates 2022-23 and Revised Estimates 2021-22 has approached, all subordinate offices are requested to gear up the concerned staff and other resources for the same. It is once again reiterated that the Budget has to be uploaded through BEAMS and the copy of the same is to be submitted to this Directorate for verification, review and consolidation before the same is forwarded to Administrative Department. As such, any laxity on any part by any DDO shall have bearing on the accuracy and timeliness of the Budget of the Department as a whole. It is imperative as such upon all DDOs to ensure submission of hard copy & Soft copy (in excel format through mail) of BE 2022-23 and RE 2021-22 by or before 16 July 2021 and upload the same to BEAMS as soon as the website allows for it. Following points may be borne in mind while preparation of Budget Estimates

1. The Budget should be all inclusive i.e for all relevant MH-2515, MH-2501, MH-2071, MH-2215, MH-2702 etc.
2. All the relevant formats i.e B1, B2, B3, B4(i), B4(ii), B10 should be included in the budget.
3. The Estimates for salary should be strictly as per sanctioned staff strength and separate provision along with details of vacant posts should be attached with Budget Estimates.
4. The Estimates for vacant posts should be only as per provisions of JK Budget Manual.
5. The Estimates for wages of DRW's engaged before 31/1/1994 and are below age of 60 years should be reflected in full details.
6. The requirement shown against each Head should be supported and substantiated with relevant documents.
7. Following Statements should also be included in the budget
  - A. The detailed statement of assets as it stood for the year 2021-22.
  - B. The details of vehicles available with the office along with age of vehicle.
  - C. Details of employees retiring in the year 2020-21, 2021-22 and 2022-23.
  - D. Leave Salary Projections for the employees superannuating in the year 2021-22 and 2022-23 should be as per current rates.
  - D. FRBM information strictly as per Finance Department guidelines.
  - E. Details of buildings on rent.
  - F. Details of Telephones.


DRDK/Actts/35720-919



Dated:- 7 -07-2021

G. Major Head wise statement showing requirement under Maintenance & Repair along with details of works done liability of last 3years.

The DDOs who fail to submit the BE 2022-23 & RE 2021-22 by or before 18 July 2021 shall not be released any funds whatsoever then onwards. Besides Budget Estimates which do not follow guidelines and formats issued by finance Department from time to time or are contradictory with any of already submitted documents or with records of this office shall be liable to be rejected.

  
7/7/2021  
**Accounts Officer**  
**Rural Development Department**  
**Kashmir**

Dated:- 7-07-2021

DRDK/Actts/25720-919

Copy to the:-

1. Director Finance Department RD&PR Civil Secretariat Srinagar/Jammu for favour of information.
2. PA to Director for information of worthy Director.
3. ACD(POWE)/POSE(DRDA)/DPO/XEN/BDO \_\_\_\_\_ All for information and necessary action.