

**GOVERNMENT OF MANIPUR
DIRECTORATE OF EDUCATION(S)**

No. 40/1-9/2018-ED(S/V)Pt-I

Imphal, the 7th November, 2020

To

1. SPD, Samagra Shiksha Abhiyan
2. All the ZEOS/DDOs/Nodal Officers/Head of Institutions
Directorate of Education(S)

Subject: Submission of Revised Estimate 2020-2021 and Budget Estimate
2021-2022.

Sir/Madam,

In continuation to this Directorate letter No. 40/1-9/2018-ED(S/V) dated 6th October, 2020 and in pursuance to FD letter No.1/6/2020-FB dated 27/10/2020 (Copy enclosed), I am to request all concerned to submit Revised Estimate 2020-2021 and Budget Estimate 2021-2022 in the prescribed formats (copies enclosed) both in hard copy(s) as well as soft copy(s) on or before 14th November, 2020 for preparation of Budget to the following officials of Finance Section of Directorate of Education(S), Lamphel.

1. S. Rinku
2. P. Naobi Khuman
3. M. Ranbir

The matter may be treated as **Top Priority**.

Yours faithfully,



(M. Rubina Devi)
Chief Finance Officer,
Director of Education(S)
Manipur

Copy to :

1. The Director, Directorate of Education(S).
2. Official concerned, Directorate of Education(S).
3. Guard File

BUDGET CIRCULAR
MOST IMMEDIATE

No. 1/6/2020-FB
GOVERNMENT OF MANIPUR
SECRETARIAT: FINANCE DEPARTMENT
(Budget Section)

Imphal, the 27th October, 2020

To

1. The Secretary to the Governor, Manipur
Raj Bhavan, Imphal.
2. The Additional Chief Secretaries/ Principal Secretaries/
Commissioners/ Secretaries/ Special Secretaries, Government of Manipur.
3. The Accountant General (A&E), Manipur, Imphal.
4. The Secretary, Legislative Assembly
Manipur, Imphal.
5. The Secretary, Manipur Public Service Commission,
Imphal.

**Subject:- Revised Estimates, 2020-2021 and Budget Estimates,
2021-2022.**

Sir,

The exercise to prepare Budget Estimates for 2021-2022 and Revised Estimates 2020-2021 is being initiated. As such, proposals in respect of the Demands for Grants with which you are administratively concerned are to be sent to the Finance Department in the FORMS and ANNEXURES appended herewith as early as possible **but not later than 1st December, 2020.** For this purpose, the procedure and guidelines contained in the Appendix I are to be strictly adhered to.

2. In order to avoid delays in communication on budget matters, you may designate an officer to liaise with the Budget Section in the Finance Department. **The name & address (both office and Residence) as well as telephone/mobile Nos./e-mail ID of the nominated officer may please be intimated to the undersigned (Phone no. 8730930320).** It may also be ensured that Budget Estimates and other relevant materials are sent directly to the aforesaid Officer through a special messenger.

3. The time and date for discussion with the representatives of the Departments, if necessary, will be intimated separately.

4. It is reiterated that the budget estimates and other relevant documents should be submitted **through Administrative Departments only. It will be presumed that**

Administrative Approval for the departmental estimates have been obtained once the same is submitted to FD.

5. The above information should be furnished in hard copy as well as in soft form to **fdbudget.manipur@gmail.com**. A properly scanned copy in pdf may be sent by email. In addition, an **Excel file** of the Department's '**Abstract of Estimates**' may be sent by email with Tahoma font and size 11, with proper borders and formulas applied.
6. Gender Budgeting is being introduced in the upcoming budget, with a Gender Budget Statement for each demand. Detailed instructions are included in Appendix I.
7. Statement of allocations for Tribal Sub-Plan (TSP) and Scheduled Caste Sub-Plan (SCSP) and allocation for Welfare of Children are also being introduced in the upcoming budget. The instructions for submission of proposals under these sub-plans are detailed in Appendix I.

Enclosures: -

- (1) Appendix I: General Procedure and Guidelines to be followed by the Departments in preparation of the R.E. 2020-2021 and B.E. 2021-2022.
- (2) Appendix II: Forms and Annexures (Forms No. I to III and Annexures No. I to VIII).

Yours sincerely,


27/10/2020
(Neilenthang Telien)
Joint Secretary (Finance)
Government of Manipur

Copy to:-

1. Staff Officer to Chief Secretary, Government of Manipur.
2. All Heads of Department, Manipur.
3. All Special Secretary/ Joint Secretaries/ Deputy Secretaries/ Under Secretaries (FX/FR/FC), Finance department, Government of Manipur.

APPENDIX – I

General Procedure and Guidelines to be followed by the Departments in framing the Revised Estimates 2020-2021 and Budget Estimates 2021-2022

1. Estimates of Expenditure

The basis/ underlying presumptions for preparation of the estimates shall be as follows:

RE 2020-21/ BE 2021-22

- (a) **Salaries & Wages**: Salaries & Wages should be estimated on the basis of level of government employment as on 30.09.2020. The additional expenditure to be incurred, if any, due to extension of 7th CPC benefits etc. should be factored in.
- (b) **Non-Salary Expenditure**: Total RE 2020-21 proposed by a department should not exceed the BE 2020-21, after accounting for the expenditure ceilings (O.M. No. 2/2/2018-FR dated the 22nd October, 2020) and the austerity measures imposed vide OM No. 2/2/2018-FR(1) dated the 24th September, 2020. The BE proposed for 2021-22 should not exceed the RE proposed for 2020-21, in view of the resource constraints. However, internal adjustments between various heads of account can be made. Actual RE/ BE will, however, be decided by Finance department after taking into account overall resource position.
- (c) **Central Schemes**: Regarding grants under Central Schemes, RE/ BE may be proposed based on expected receipts from GoI, so that there is no difficulty in releasing funds.

2. The following measures should continue to be followed:

- (a) Departments should propose for re-appropriation of funds from other Heads subject to the following:
 - i. Re-appropriation of funds from Revenue to Capital (including Loans and Other) and vice-versa is not permitted;
 - ii. Re-appropriation from savings available under salaries for meeting any other expenditure is not permitted; and
- (b) No diversion of funds from the State share and funds allocated from State Development and State Share Corpus Funds is permitted.

3. The estimates of revenue receipts should be realistic and framed after critical scrutiny of the trends of past and current actuals, policy decisions and other relevant developments (FORM – III is meant for Revenue Receipts).

4. Precise and cogent explanations for major variations in estimates both between the Budget Estimates 2020-2021 and Revised Estimates 2020-2021, and between the Revised Estimates 2020-2021 and Budget Estimates 2021-2022 are to be provided.

5. For proposal under the Object Head code 50 – Other charges which are to be furnished as per ANNEXURE – I, Departments should first ensure that there is no other Object Head code existing for the purposes which are proposed for expenditure. The allocation under 50- Other charges for BE 2021-22 should be proposed at the minimum possible and only for those items (to be clearly specified) for which no separate object codes exist. E/S will not be agreed by Finance department for a proposal of object code 50- Other charges for a purpose for which a separate object code exists.

6. The estimates for civil works should be sent to the Chief Engineer of PWD for inclusion in the Department's Demands for Grants. The estimates for "New Works" which have received administrative approval should be arranged in order of priority. The Department concerned, while formulating Budget Estimates for their departmental building programme, should allocate sufficient amounts from the Developmental Expenditure. The Departments should also take into account the works which have already been taken up and are in progress. The ongoing works should be given "Priority".

7. The Demands for Grant relating to "Pension and other Retirement Benefits" will be prepared and compiled by the office of the Accountant General, Manipur and forwarded to the Finance Department.

8. The Grants-in-aid/ contribution/ subsidies estimates should be shown distinctly (as there are separate object heads of expenditure for grant-in-aid contribution and subsidies). In the case of subsidies, the nature of subsidy, that is, whether it is for concessional rate of interest or price differential for meeting economic loss etc. should be clearly indicated. The detailed information regarding the subsidies may be furnished by the Department in the format in ANNEXURE – IV as a separate schedule to be attached in the budget as a part of Medium Term Fiscal Policy. The detailed information regarding grant-in-aid contribution may be furnished in the format placed as ANNEXURE –II.

9. The estimates for Interest Payments, Internal Debt of the State Government, loans and advances from Central Government to be provided under Appropriation No. 2 – Interest Payment and Debt Services are to be prepared by the Under Secretary (Finance Commission) and furnished to the Budget Section.

10. Estimates for new items should be prepared in FORM–II. In regard to the new schemes/proposals under Committed Expenditure for which provision is included in the budget estimates for the first time, necessary information including basis together with the stage of the schemes, i.e., whether the schemes/proposals have been approved by the competent authority and number and date of reference sanctioning the schemes/proposals should be indicated. In the case of continuing schemes information regarding Developmental Expenditure ceiling, expenditure already incurred, the stage of the scheme

and the reasons for delay in progress, if any, should invariably be mentioned in the budget proposals.

11. While compiling the Developmental Estimates, special attention should be paid to the following aspects:-

- a) There should be separate statements for (i) Central Plan Schemes (ii) Centrally Sponsored Schemes.

The Departments may furnish the details of Central Plan Schemes/ Centrally Sponsored Schemes (CSS) with amounts sanctioned by the respective Ministries of Government of India during the current year. The amounts so far authorized by Finance Department against Government of India Sanction should be clearly indicated in their Revised Estimates 2019-2020. Amounts likely to be sanctioned by G.O.I./funding agency during the course of the year but not yet received **may also be furnished to the Finance Department (FD)**. If figures of CSS are to be enhanced based on new information received from GoI, the matter may be communicated to FD by the **7th January, 2021**. The amounts so proposed may be based on the Department's proposal already submitted to G.O.I./funding agency or on the previous year's sanction in case of continuing Schemes.

- b) The matching share to be met from Developmental Expenditure, if any, should clearly indicate the head of account where the state share is to be provided within the approved outlay. **There should be a separate State Share HoA for each CSS.**

- c) It should be ensured that for the Central Plan schemes the supporting documents i.e. the sanction order/approval of the concerned Ministry of the Government of India or NEC Secretariat as the case may be, should invariably be enclosed. Care should be taken not to miss the new heads of accounts opened during the year in respect of post budget developments.

- d) In respect of Developmental Expenditure, the number of Schemes should be identifiable under respective sub-heads corresponding to the Scheme or activity of the Department below the Minor Head concerned represented by the Programme undertaken to achieve the objectives of the function represented by the Major Head.

12. It is a mandatory requirement to indicate flow of funds to the local bodies in a separate ANNEXURE to the Budget documents. Accordingly, departments of RD&PR, MAHUD and Hills will submit the details of flow of fund to local bodies in ANNEXURE- V.

13. Planning Department shall submit the list of allocation made from the Development Corpus and State Share Corpus while submitting the proposal for their Demand. The Corpus funds shall be exhausted before submission of proposal, as Excess Authorization is not possible in FY 2020-21 after RE 2020-21 is passed by the Legislative Assembly.

14. Gender Budgeting:

Gender Budgeting is a process of identifying gender specific barriers across all sectors of development. The process of budget planning and preparation provides a critical opportunity to identify, prioritize and address gender concerns in all Departments. Addressing gender issues may require formulation of a specific scheme/ programme for women and girls. However, Departments may make existing schemes/ programmes more gender responsive. Each and every sector and Department has an impact on the lives of women and girls, and so each scheme/ programme should have a gender component. All Departments shall, therefore, prepare and submit a **Gender Budget Statement** in the prescribed format (ANNEXURE-VI). The Gender Budget Statement is to be prepared in two parts- Part A: reflecting schemes that are 100% targeted towards women and girls and all beneficiaries are women and girls. Part B: pro women and girl allocations- reflecting at least 30% allocations, including schemes in which 30 to 99% allocations are towards women and girls.

15. TSP and SCSP

The allocation by Departments under TSP and SCSP must be indicated in the prescribed format in ANNEXURE-VII.

16. Allocation for Welfare of Children

The Government is committed to the welfare and development of children under the age of 18 years. A statement reflecting the budgetary provisions of schemes that are substantially meant for the welfare of children is being introduced in the upcoming budget. The provisions in this statement indicate educational outlays, provisions for the girl child, health and provisions for child protection etc. The Departments shall submit the requisite information in the prescribed format (ANNEXURE-VIII).

APPENDIX – II

LIST OF FORMS AND ANNEXURES

Sl. No.

1.	Abstract of Revised Estimates 2020-2021 and Budget Estimates 2021-2022.	FORM – I
2.	New Services not included in the Budget Estimates	FORM – II
3.	Receipt Head	FORM – III
4.	Details of Other Charges	ANNEXURE – I
5.	Details of provision on B.E. 2021-2022 and payment of Grant-in-aid to Private Institutions Organizations/Bodies.	ANNEXURE - II
6.	Statement showing guarantees given by the Government and outstanding as on 31 st March 2021	ANNEXURE – III
7.	Subsidies under Committed Expenditure	ANNEXURE – IV
8.	Departmental Commercial Undertakings	
9.	Investment in Public Enterprises from Developmental Expenditure	
10.	Resources of Public Enterprises	
11.	Statement showing the details of flow of funds to Local Bodies	ANNEXURE – V
12.	Gender Budget Statement	ANNEXURE – VI
13.	TSP and SCSP Statement	ANNEXURE – VII
14.	Statement of allocation for welfare of children	ANNEXURE – VIII

FORM – I

ABSTRACT OF REVISED ESTIMATES 2020-2021 AND BUDGET ESTIMATES 2021-2022

Name of Department

Demand No. (Rs. In lakhs)

Major head Sub-Major Head Minor Head Sub-Head Detailed Head	Actuals for the year 2019-2020	Budget Estimates for the year 2020-2021	REVISED ESTIMATES				Variation between Column 5 & 14 (+) increase (-)decrease	Variation between Column 14 & 17 (+)increase (-)decrease
			Actuals from April 2020 to Sept. 2020	Anticipated from Oct. 2020 to March 2021	Total Revised Estimates 2020- 2021	Budget Estimates 2021-2022		
		H : V : T	H : V : T	H : V : T	H : V : T	H : V : T		
1	2	3 : 4 : 5	6 : 7 : 8	9 : 10 : 11	12 : 13 : 14	15 : 16 : 17	18	19

Note: Figure corresponding to the followings be given at the bottom of each sub-head provided for

- (a) Actuals from April 2020 to September 2020 should include actuals of salary for the month of March, 2020 which is paid in 2020-21.
- (b) Anticipated from October 2020 to March 2021 should exclude anticipated expenditure on salary for the month of March, 2021 since it is to be paid in 2021 -2022.

FORM – II

NEW SERVICES NOT INCLUDED IN THE BUDGET ESTIMATES, 2020-2021

Name of the Administrative Department:

Major Head of Account:

Demand No :

(Rupees in lakhs)

Description	Sub-Head	Budget Estimates, 2020 – 2021			Detailed justification for new items of expenditures proposed for inclusion in the Budget for 2020-2021
		Hill	Valley	Total	
1	2	3	4	5	6

Total:

FORM -III

Budget Estimates, 2021-2022 and Revised Estimates 2020-2021 in respect of Revenue Receipt

Name of Department :-

Major Head:-

(Rs. In lakhs)

Nature of Receipt Indicating Minor Head	Actual 2019-2020		Total	Revised Estimates 2020-2021			Budget Estimates 2021-2022	Reasons for Variation between Col 7 & 8	Remarks
	April 2019 to Oct 2019	Nov. 2019 to March 2020		Actual receipt from April 2020 to October 2020	Anticipated from Nov. 2020 to March 2021	Total Revised Estimates 2020 - 2021			
1	2	3	4	5	6	7	8	9	10

Signature.....

Designation.....

Date

Note:- The type/service/items of receipts may be indicated invariably to enable the Finance Department to publish a Separate volume. If new rate of taxes/user charges are imposed, the same may be indicated invariably with the expected additional yields from 2021-2020 (B.E.) and 2020-2021 (R.E.)

ANNEXURE -I

DETAILS OF PROVISIONS UNDER "OTHER CHARGES"

Name of Department

(Rs. in lakhs)

Items	Actual 2019- 2020	Budget Estimates, 2020-2021			Revised Estimates 2020-2021			Budget Estimate 2021-2022			Reasons for Variation between Col. 5 & 8	Reasons for Variation Between Col. 8 & 11
		H	V	T	H	V	T	H	V	T		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

ANNEXURE – II

**DETAILS OF PROVISIONS IN B.E. 2021-2022 FOR PAYMENT OF GRANTS-
IN-AID TO PRIVATE INSTITUTION/ORGANISATION/BODIES**

(Rs. in lakhs)

Grant No	Sl. No.	Organisation receiving	Broad purpose of assistance	Whether recurring/ non-recurring	Whether Committed expenditure or Developmental Expenditure	Actual 2019-2020	B.E. 2020-2021	R.E. 2020-2021	B.E. 2021-2022
1	2	3	4	5	6	7	8	9	10

ANNEXURE – III

**STATEMENT SHOWING GUARANTEES GIVEN BY THE GOVERNMENT
AND OUTSTANDING AS ON 31ST MARCH 2021**

(Rs. in lakhs)

Sl. No.	Name of the Institution For which guarantee has been given	Nature and Extent of (with No. & dt.) the Sanction in New Items.	Rate of interest involved if any (percent per annum)	Maximum amount of guarantee for which Govt. have entered into agreement	Sums guaranteed and outstanding as on 31/3/2021	Whether any securities are pledged to Govt. as a set-off against the guarantee	Payment, if any, made by Govt. in pursuance of the Guarantee	Remarks
1	2	3	4	5	6	7	8	9

ANNEXURE – IV

1. **SUBSIDIES**
2. **PROVISION FOR DEPARTMENTAL COMMERCIAL UNDERTAKINGS**
3. **PROVISION FOR INVESTMENTS IN PUBLIC ENTERPRISES UNDER DEVELOPMENTAL EXPENDITURE**
4. **RESOURCE CONTRIBUTION FROM PUBLIC ENTERPRISES TO THE STATE GOVERNMENT**

(Rs. in lakhs)

Particulars (Head of Accounts)	2019-2020 (Actual)	2020-2021 (Budget Estimates)	2020-2021 (Revised Estimates)	2021-2022 (Budget Estimates)
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ANNEXURE –VI

FORMAT FOR FURNISHING INFORMATION ON ‘GENDER BUDGETING’

(i) 100% provision towards women

Name of Department:

(Rs. in lakhs)

Items/ Details of scheme (with HoA)	Budget Estimates, 2020-2021	Revised Estimates 2020-2021	Budget Estimate 2021-2022

(ii) Pro-women (at least 30% of provision)

Name of Department:

(Rs. in lakhs)

Items/ Details of scheme (with HoA)	Budget Estimates, 2020-2021	Revised Estimates 2020-2021	Budget Estimate 2021-2022

ANNEXURE –VII

FORMAT FOR FURNISHING INFORMATION ON TSP AND SCSP

(i) Scheme under Tribal Sub-Plan

Name of Department:

(Rs. in lakhs)

Items/ Details of scheme (with HoA)	Budget Estimates, 2020-2021	Revised Estimates 2020-2021	Budget Estimate 2021-2022

(ii) Scheme under SC Sub-Plan

Name of Department:

(Rs. in lakhs)

Items/ Details of scheme (with HoA)	Budget Estimates, 2020-2021	Revised Estimates 2020-2021	Budget Estimate 2021-2022

ANNEXURE –VIII

**FORMAT FOR FURNISHING INFORMATION ON ALLOCATION FOR
'WELFARE OF CHILDREN'**

Name of Department:

(Rs. in lakhs)

Items/ Details of scheme (with HoA)	Budget Estimates, 2020-2021	Revised Estimates 2020-2021	Budget Estimate 2021-2022