



कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organisation

(भ्रम एवं रोजगार मंत्रालय, भारत सरकार)
(Ministry of Labour & Employment, Govt. Of India)

मुख्य कार्यालय/Head Office

भविष्य निधि भवन, 14 भीकाएजी कामा प्लेस, नई दिल्ली - 110066.
Bhavishya Nidhi Bhawan, 14-Bhikaiji Cama Place, New Delhi-110066
FAX: 011-26173022, Tel No. 011-26172685, Mail ID:- rc.fa@epfindia.gov.in



No. Budget/2018-19/2019-20/Main 8739

Date: 04.10.2018

OFFICE MEMORANDUM

704 OCT 2018

Sub: Submission of Revised Estimates for the year 2018-19 and Budget Estimates for the year 2019-20 in respect of Employees' Provident Funds Scheme, 1952 (including Employees' Pension Scheme, 1995) and Employees' Deposit-Linked Insurance Scheme, 1976 from Zonal Offices/H.O./PDNASS.

In accordance with the provisions regarding budget contained in Para 58 of the EPF Scheme 1952, on probable Receipts and Expenditure relating to the Administration of the Funds, the Revised Estimates for the year 2018-19 and the Budget Estimates for the year 2019-20 of the EPF Organisation, based on the actual Income & Expenditure upto 30th September 2018 (i.e. from 1.04.2018 to 30.9.2018), are to be prepared and placed before the Central Board of Trustees, EPF for consideration and approval in this financial year.

2. The budgetary exercise may not be treated as mere routine exercise and it should receive the personal attention of the Additional CPFC of the Zone and RPFC in-charge of Regional Office for its correctness and timely submission. On the part of the RPFC, it should be treated as a vital function for the respective Zone including for the ROs and RPFC should devote personal attention in assisting the Addl. CPFC in-charge of the Zone. Zonal Offices may frame the BE/RE with due care as per provisions in GFRs after assessing the actual needs of the regions. It has been observed that in the last five years, RE was more than BE but the actual expenditure was even less than the BE for some Regions. Therefore, due care may be taken while submitting the estimates to Head Office. Further, RE may be projected in such a manner to obviate the need for re- appropriation in the last quarter of the financial year.

3. PDNASS is treated as an independent office and separate funds are allotted to meet its own expenditure and the Zonal Training Institutes (ZTIs) and Sub-ZTI (Shillong) working under it. As such, Director, PDNASS, may submit budget proposal separately for PDNASS including ZTIs and the Sub-ZTI.

4. ACC (ASD), Head Office is also required to submit the proposal of Revised Estimates 2018-19 & Budget Estimates 2019-20 in respect of Head Office including the proposal of National Data Centre, Bhavishya Nidhi Enclave and Bhavishya Nidhi Bhawan regarding requirement of funds under the budget head "Minor Works" which will be at the disposal of Chief Engineer, Head Office.

5. The following guidelines may please be kept in mind while formulating the Revised Estimates for 2018-19 and Budget Estimates for 2019-20: -

- (i) One single proposal is required to be prepared in respect of a Zone as a whole by consolidating the proposals of Regional Offices. ACC of the Zone may, immediately, direct the ROs under their jurisdiction to ensure that there is no delay in transmission of the requisite information in the given format. The Revised Estimates for 2018-19 and Budget Estimates for 2019-20 for the offices of Addl. CPFCs (Zones) and Permanent Inquiry Officers, Zonal Audit Parties and Deputy Directorates (Vigilance) may include any new requirements, if any, other than the routine items like Pay & Allowances, Travelling Allowance, Stationery etc. to the Zonal Offices or PDNASS as the case may be, where these offices are situated, which in turn, will include the same in the consolidated budget proposal of the Zone.
- (ii) Officer-in-charge in Regional Offices in turn may direct District Offices under their jurisdiction to furnish head wise demand for RE & BE and the demand of RO submitted to Zonal Office should include the RE & BE of District Offices.
- (iii) To enable Head Office to assess the amount of contributions estimated as receivable during the year 2018-19 (Revised Estimates) and in 2019-20 (Budget Estimates), the details of contributions may be given in statements as prescribed in Annexure – BT/A. The figures of Income, Contribution and Expenditure may be in Rupees format only. If, there is a variation of 10% and above, justifications may be given.
- (iv) It has often been noticed that some Zonal Offices send requisition for additional funds immediately after allotment of the Revised Estimates or in the beginning of the year after allotment of Budget Estimates under certain budget heads. Such a practice should be avoided. It is, therefore,

requested to ensure that due care is taken and Budget Proposals are made on a realistic basis. Further, the budget proposals for the budget head "Pay and Allowance" may be based on the actuals of expenditure upto 30.9.2018 and the element of additional expenditure to be incurred on the vacancies likely to be filled up may be taken in the estimates.

- (v) As in the previous year, the recovery on account of Repayable Loans and Advances and Misc. Income on account of Rent etc. will continue to be treated as part of the Income. The estimates may be worked out on the basis of actuals for the year 2017-18, 2018-19 (Revised Estimates), 2019-20 (Budget Estimates).
- (vi) Consequent to the amendment of Paragraph 27 of the Pension Scheme, the ratio for the apportionment of expenditure between the two Schemes i.e. Employees' Provident Fund Scheme and Employees' Deposit Linked Insurance Scheme is 99:1. In order to keep the expenditure within the prescribed ratio, the estimates should be prepared in a consolidated form i.e. E.P.F. + E.D.L.I. The final apportionment in the prescribed ratio will be done by Head Office after considering and finalizing the budget proposals by the field offices. In view of this, separate budget proposal for expenditure in respect of E.D.L.I. Scheme is not required. However, the budget proposals of Revised Estimates for 2018-19 and Budget Estimates for 2019-20 in respect of contribution and Income under E.D.L.I. may be furnished separately in Annexures enclosed alongwith the budget proposals of the Region.
- (vii) The estimates should be furnished in respect of Standard Heads of Account only as annexed to this Office Memorandum and mixing of different heads and creation of new ones is not allowed. Care may be taken to book the expenditure under the appropriate Heads only. For instance, if any expenditure has been incurred on account of Sports Activities, Holiday Home, Information Technology, Dearness Allowance, Staff paid from Contingencies, Office Equipment, and Training & Conference, the same may be shown invariably under proper head against actuals with specific remarks. In the past, it has been observed that the expenditure incurred under the above mentioned heads was not

booked under proper heads. The total expenditure in respect of the Board' Share towards NPS, interest towards NPS and Service Charges for NSDL, may be booked under the budget head "Board's Share of Contribution towards NPS".

- (viii) It may be ensured that there shall be no variation between the figures pertaining to Income & Expenditure of the previous year already reported in the Audited Balance Sheet and Actuals for 2017-18 shown in the budget proposals for 2018-19. Similarly, Actual expenditure up to 30.09.2018 as reported in RE 2018-19 should tally with the figures so far reported by the Regions in the Monthly Classified Summary and Monthly Expenditure Return II up to the month of September, 2018.
- (ix) While preparing the estimates, the instructions of the Government of India, Department of Expenditure, Ministry of Finance OM No. 7(1)E.Coord/2014 dated 29.10.2014 on Expenditure Management – Economy Measures and Rationalization of Expenditure, may be followed in letter and spirit.
- (x) The budget proposals have to be co-related with regard to Income while proposing Expenditure in the Revised Estimates for 2018-19 and Budget Estimates for 2019-20. It may be ensured that Income resources are sufficient to withstand the proposed increase in the expenditure. In this context, it becomes imperative to see that all sources of Income are fully utilised and special attention is bestowed on collection of entire Administrative Charges and Inspection Charges due during the year itself.
- (xi) Any variation beyond 10%, in respect of income, contribution & expenditure between Budget Estimates for 2018-19 and Revised Estimates for 2018-19 should be explained by way of a separate note by RO to Zonal Office, which in turn shall consolidate and submit the same to Budget Division, Head Office.
- (xii) The reasons for variation i.e. the anticipated increase or decrease under Contribution, Income and Expenditure in Revised Estimates 2018-19 may be worked out with reference to the actuals for the year 2017-18 as well as Budget Estimates for 2018-19. The Budget Estimates for

2019-20, may be with reference to figures shown in Revised Estimates for 2018-19.

- (xiii) The Zonal Offices may, in turn allocate adequate funds to the subordinate offices under their jurisdiction based on the RE & BE submitted by respective ROs. The requirements of the ROs may also be factored in the proposal of the Zonal Office and are to be annexed with the consolidated RE & BE.

6. The existing system of discussions by RPFCs of the Regions with their respective Additional CPFCs of Zones on the estimates may be carried out in advance by convening a meeting of RPFCs so that all issues are sorted out in advance while sending the budget proposal to Head Office and there is no problem in distributing the amounts on receipt of the approved Budget based on proportion to RE & BE submitted by them. For this purpose, Additional CPFCs of Zones are requested to:-

- (i) Act as resource person for regional formations in Budget Proposal for the RO in a fair manner as well as in distribution of funds between offices in the Region as per the requirements of each Office.
- (ii) Be involved in every stage of the budget formulations in an appropriate manner and evaluation of each proposal of all the offices under their jurisdiction with reference to their past performance, proper utilization of funds, expenditure incurred, and controls maintained etc.
- (iii) Act as economy scrutinizer and inform as and when estimates and the expenditure causes a mismatch.

7. Addl. CPFC (IS), H.O. is requested to review the budgetary requirements for the Revised Estimates 2018-19 and Budget Estimates 2019-20 under the budget head 'Information Technology (Normal/Project)' and to forward their proposals Region-wise with proper justification by 15th October 2018. The requirements under Normal Course and requirements *under 'Project' may be projected separately. The expenditure incurred under BE 2018-19 may also be included in the proposal. The actual expenditure incurred during the financial year 2017-18 may also be intimated.*

8. R.P.F.Cs-in-Charge, Zonal Training Institutes, Faridabad, Ujjain, Kolkata, and Chennai is requested to submit their proposal to Director, PDNASS so that they can submit complete proposal before target date i.e. 15th October, 2018.

9. The Officer-in-Charge, Regional Offices are requested to submit the budget proposals to their respective Zonal Offices before the target date which may be decided by Zonal Offices. It may please be ensured that no budget proposals from the Regional Offices are submitted to the Head Office directly.

10. ACC (PFD), H.O. is required to furnish the figures in respect of Original works under 'Capital Expenditure', Office wise with detailed justification by 15th October 2018.

11. Addl. C.P.F.C.(HR) is requested to:-

(a):- intimate the total number of posts sanctioned and filled up category-wise as on 30.09.2018 including Head Office with Pay Band, Grade Pay and also details of Additional Staff proposed to be sanctioned during 2018-19. Financial implication in respect of additional staff proposed to be sanctioned may also be intimated by 15th October 2018.

(b):- Similarly, proposal for requirement of Budget under the Head 'Purchase of Motor Vehicles' for ZOs, Head Office, PDUNASS including ZTIs & EPF Appellate Tribunal may also be forwarded accordingly within the due date.

12. Addl. C.P.F.C.(Publicity) is requested to review the budgetary requirement for Revised Estimates 2018-19 and Budget Estimates 2019-20 and to forward the proposal by 15th October 2018.

13. Addl.C.P.F.C.(HR)/ Welfare Officer, H.O. is requested for sending the Budget requirements for the Welfare Activities and Sports Activities in respect of all the field offices including Head Office by 15th Oct. 2018. The actual expenditure incurred during the financial year 2017-18 may also be intimated

14. ***To institutionalize the system of budgeting under Zonal Offices, the final proposals of respective ROs under the Zone are required to be annexed with the consolidated proposal submitted to Budget Division at Head Office.***

15. The proposals of Revised Estimates for the year 2018-19 and Budget Estimates for the year 2019-20, duly incorporating the requirement of Regional Offices and other subordinate offices as stated in Para 5(i) above and complete in all respects may reach this office by 15th October, 2018. The proposal may be prepared in attached MS-Excel Programme. Separate worksheets should be utilized for entering the figures related to Expenditure, Income and Contributions (EPF, EPS and EDLI schemes) respectively. The proposal may be forwarded in Hard Copy and through E-mail [rc.fa@epfindia.gov.in] by 15th October, 2018.

Encls: As above


(JAG MOHAN)
Additional C.P.F.C.-HQ (F&A)

To,

1. Director (PDNASS).
2. ACC(IS), Head Office.
3. ACC(HR), Head Office.
4. ACC(PFD, Head Office.
5. ACC(Publicity), Head Office.
6. Additional CPFC (Zonal Office).
7. ACC (ASD), Head Office.
8. All RPFC-I in-charge of the Regions.
9. RPFC(NDC) with a request to forward proposals alongwith ACC(ASD), Head Office.
10. RPFC, NDC with a request to upload this Memorandum with its enclosures on EPFO's website

Zone: _____

**REVISED ESTIMATES FOR THE YEAR 2018-2019 AND BUDGET ESTIMATES FOR THE YEAR 2019-2020
(E.P.F. Contribution)**

Actual for 2017-2018	BE for 2018-2019	Actual from 01.04.2018 to 30.09.2018	Estimated from 01.10.2018 to 31.03.2019	Revised Estimates for 2018-19	Budget Estimates for 2019-20	% Variation between actuals for 2017 2018 & RE for 2018 2019	% Variation between BE 2018- 2019 and RE 2018- 2019	% Variation Between RE 2018- 2019 & BE 2019-2020
1	2	3	4	5	6	7	8	9
Total								

Causes of variation under column 7, 8 & 9: -

Sl No	Reasons	Variation in r/o Column 7 above	Variation in r/o Column 8 above	Variation in r/o Column 9 above
1	Due to Additional Membership			
2	Due to Additional Coverage			
3	Due to general rise in wages			
4	Due to extension of Act to new industries			
5	Due to cancellation of Exemption			
6	Due to Realisation of Arrears			
7	Due to any other reasons			
8	Reduction due to diversion of Funds to			
9	Employees' Pension Scheme 1995.			

Additional CPFC (Zone)

REVISED ESTIMATES FOR THE YEAR 2018-2019 AND BUDGET ESTIMATES FOR THE YEAR 2019-2020
(Administrative Charges, Inspection Charges, Penal Damages in A/c No. 2)

Zone: _____

Actual for 2017-2018	BE for 2018-2019	Actual from 01.04.2018 to 30.09.2018	Estimated from 01.10.2018 to 31.03.2019	Revised Estimates for 2018-19	Budget Estimates for 2019-20	% Variation between actuals for 2017- 2018 & RE for 2018- 2019	% Variation between BE 2018- 2019 and RE 2018- 2019	% Variation Between RE 2018- 2019 & BE 2019-2020
1	2	3	4	5	6	7	8	9

Administrative Charges								
Inspection Charges								
Penal Damages								
7Q Interest								
Misc. Income on Account of rent etc. received								
Recovery of repayable loans & advances								
Total								

Causes of variations under column 8,9 & 10
(For Adm. Charges only)

Sl No.	Reasons	Variation in r/o Colmun 7 above	Variation in r/o Colmun 8 above	Variation in r/o Colmun 9 above
1	Due to Additional Membership			
2	Due to Additional Coverage			
3	Due to general rise in wages			
4	Due to extension of Act to new industries			
5	Due to cancellation of Exemption			
6	Due to Realisation of Arrears			
7	Due to any other reasons			
8	Reduction due to diversion of Funds to			
9	Employees' Pension Scheme 1995.			

No column should be left blank. If need be, 'NIL' should be indicated clearly. Figures are to be rounded off to the Nearest Hundred Rupees.
Damages due (levied and communicated, but not received) may also be indicated Separately in the form of a Note.

Additional CPFC (Zone)

ZONE: _____

REVISED ESTIMATES FOR THE YEAR 2018-2019 AND BUDGET ESTIMATES FOR THE YEAR 2019-2020
(Administrative Expenditure on EPF/EPS & EDLI Schemes)

Sl.No.	Budget Head	Actuals for 2017-2018	B.E. for 2018-19 in all the 3 schemes	Actual from 01.04.2018 to 30.09.2018	Estimated from 01.10.2018 to 31.03.2019	Revised Estimates for 2018-2019 in all 3 Schemes	Budget Estimates for 2019-2020 (EPF + EPS + EDLI)	% Variation between actuals for 2017-2018 & RE for 2018-2019	% Variation between BE 2018-2019 and RE 2018-2019	% Variation Between RE 2018-19 & BE 2019-2020
1	2	3	4	5	6	7	8	9	10	11
1	As per Sheet attached									
2	on BT/8									
3										
4										
5										
6										
	TOTAL									

Additional CPFC(Zone)

Zone: _____

Page No.5
Annexure BT/E

REVISED ESTIMATES FOR THE YEAR 2018-2019 AND BUDGET ESTIMATES FOR THE YEAR 2019-2020
(Loans and Advances payable on EPF & EDLI Schemes)

Sl.No.	Budget Head	Actuals for 2017-2018	B.E. for 2018-19 in all the 3 schemes	Actual from 01.04.2018 to 30.09.2018	Estimated from 01.10.2018 to 31.03.2019	Revised Estimates for 2018-2019 in all 3 Schemes	Budget Estimates for 2019-2020 (EPF + EPS +EDLI)	% Variation between actuals for 2017-2018 & RE for 2018-2019	% Variation between BE 2018-2019 and RE 2018-2019	% Variation Between RE 2018-19 & BE 2019-2020
1	2	3	4	5	6	7	8	9	10	11
1	House Building Advance									
2	Advance for purchase Personal Computer									
	TOTAL									

Note: Addl. CPFC may please indicate quantum of amount proposed by the ROs and recommended by him in Col.7 and 8 as under

Additional CPFC(Zone)

Zone: _____

REVISED ESTIMATES FOR THE YEAR 2018-2019 AND BUDGET ESTIMATES FOR THE YEAR 2019-2020
(For Petty Works & Maintenance of Office Building / Staff Quarters and Minor Works)
under REVENUE EXPENDITURE

Sl.No.	Name of works	Sanctioned Estimates cost/Adm. Approval	Expenditure to the end of 2017-2018	Actuals for 2017-2018	B.E. for 2018- 2019 in all the 3 Schemes	Actual from 01.04.2018 to 30.09.2018	Estimated from 01.10.2018 to 31.03.2019	Revised Estimates for 2018- 2019	Budget Estimates for 2019-2020	Remarks
1	2	3	4	5	6	7	8	9	10	11

Additional CPFC(Zone)

ORIGINAL WORKS

**REVISED ESTIMATES FOR THE YEAR 2018-2019 AND BUDGET ESTIMATES FOR THE YEAR 2019-2020
(under CAPITAL EXPENDITURE)**

Sl.No.	Region & Head/Project	Sanctioned Estimates	Total Expenditure as on 31.03.2018	Actuals for 2017-2018	B.E. for 2018- 2019 in all the 3 Schemes	Actual from 01.04.2018 to 30.09.2018	Estimated from 01.10.2018 to 31.03.2019	Revised Estimates for 2018- 2019	Budget Estimates for 2019-2020	Remarks
1	2	3	4	5	6	7	8	9	10	11

Additional CPFC(Zone)

Note (I) The copy of this Annexure may be sent to PFD, Hqrs. also alongwith a Separate Forwarding letter.

(II) Reasons for variation under Each Head may be furnished in a Separate Sheet to be attached herewith.

LIST OF STANDARD BUDGET HEADS

Page No.8
Annexure BT/H

S.No.	Budget Head
I	REVENUE SECTION
1	Salaries
2	Leave Encashment
3	Bonus
4	Dearness Allowance
5	Overtime Allowance
6	Other Allowances(Othr All.+ CEA+HRA+CCA+Trans. All.)
7	Travelling Allowance
8	Leave Travel Concession
9	Medical Assistance
10	Honorarium
II	CONTIGENCIES & MISC. SECTION
1	Advertising & Publicity
2	Audit Fee
3	Bank Commission
4	Conveyance Hire
5	Electricity & Water Charges
6	Furniture & Fixture
7	Legal Charges
8	Purchase of Motor Vehicle
9	Maintenance & Repair of Motor Vehicles
10	Minor Works
11	Post & Telegraph
12	Printing & Binding
13	Publication
14	Rent, Rates & Taxes
15	Staff paid from Contingencies
16	Stationery & Stores
17	Supply of Liveries & Washing Allowance

18	Telephones
19	Office Equipment
20	Misc. Office Expenses
21	Book & Journal for Library
22	Training and Conference
23	Professional services
III	STAFF WELFARE FUND (including sports activities)
IV	RETIREMENT BENEFITS
1	Pension & Gratuity
2	Pension & Gratuity Fund Account
3	Leave Salary & Pension Contribution
4	Payment of Assurance Benefits
5	Board's share of contribution towards Contributory P.F.(NPS)
V	Information Technology (Normal)
	Information Technology(Project)
VI	CAPITAL EXPENDITURE
VII	REPAYABLE LOAN & ADVANCES
1	House Building Advance
2	Personal Computer Advance
3	Other Advances (Advances for Conveyance, Table fans, Natural Calamities, Festival & Warm cloths)

Zone: _____

**REVISED ESTIMATES FOR THE YEAR 2018-2019 AND BUDGET ESTIMATES FOR THE YEAR 2019-2020
(E.D.L.I. Contribution)**

Actual for 2017-2018	BE for 2018-2019	Actual from 01.04.2018 to 30.09.2018	Estimated from 01.10.2018 to 31.03.2019	Revised Estimates for 2018-19	Budget Estimates for 2019-20	% Variation between actuals for 2017-2018 & RE for 2018-2019	% Variation between BE 2018-2019 and RE 2018-2019	% Variation Between RE 2018-2019 & BE 2019-2020
1	2	3	4	5	6	7	8	9
Total								

Causes of variation under column 7, 8 & 9: -

Sl No.	Reasons	Variation in r/o Colmun 7 above	Variation in r/o Colmun 8 above	Variation in r/o Colmun 9 above
1	Due to Additional Membership			
2	Due to Additional Coverage			
3	Due to general rise in wages			
4	Due to extension of Act to new industries			
5	Due to Cancellation of Exemption			
6	Due to Realisation of Arrears			
7	Due to any other reasons			

Note: Figures are to be rounded off to the Nearest Hundred Rupees.
No column should be left blank. If needed NIL be shown clearly.

Additional CPFC (Zone)

Zone:

Page No.11

Annexure EDLI / RECEIPT

REVISED ESTIMATES FOR THE YEAR 2018-2019 AND BUDGET ESTIMATES FOR THE YEAR 2019-2020
(Administrative Charges, Inspection Charges, Penal Damages in EDLI)

Nature of Receipt	Actual for 2017-2018	BE for 2018-2019	Actual from 01.04.2018 to 30.09.2018	Estimated from 01.10.2018 to 31.03.2019	Revised Estimates for 2018-19	Budget Estimates for 2019-20	% Variation between actuals for 2017-2018 & RE for 2018-2019	% Variation between BE 2018-2019 and RE 2018-2019	% Variation Between RE 2018-2019 & BE 2019-2020
1	2	3	4	5	6	7	8	9	10
Administrative Charges									
Inspection Charges									
Penal Damages									
Total									

Causes of variation under column 8,9 & 10:-
(For Adm. Charges only)

Sl No.	Reasons	Variation in r/o Colmun 8 above	Variation in r/o Colmun 9 above	Variation in r/o Colmun 10 above
1	Due to Additional Membership			
2	Due to Additional Coverage			
3	Due to general rise in wages			
4	Due to extension of Act to new industries			
5	Due to Cancellation of Exemption			
6	Due to Realisation of Arrears			
7	Due to any other reasons			
8	Reduction due to diversion of Funds to			
9	Employees' Pension Scheme 1995.			

No column should be left blank. If need be, 'NIL' should be indicated clearly. Figures are to be rounded off to the Nearest Hundred Rupees.
 Damages due (levied and communicated, but not received) may also be indicated separately in the form of a note.

Additional CPFC(Zone)

ZONE _____
E.P.F. INCOME

Page No. 12

Particulars	Actual for 2017-2018	BE for 2018-2019	Actual from 01.04.2018 to 30.09.2018	Estimated from 01.10.2018 to 31.03.2019	Revised Estimates for 2018-2019		Budget Estimates for 2019-2020	
					As proposed by the Zonal Office	As recommended by the Headquarters	As proposed by the Zonal Office	As recommended by the Headquarters
1	2	3	4	5	6	7	8	9
Administrative Charges								
Inspection Charges								
Penal Damages								
7Q Interest								
Misc. Income								
Recovery of Loans & Advances								
Total								

E.D.L.I. INCOME

Particulars	Actual for 2017-2018	BE for 2018-2019	Actual from 01.04.2018 to 30.09.2018	Estimated from 01.10.2018 to 31.03.2019	Revised Estimates for 2018-2019		Budget Estimates for 2019-2020	
					As proposed by the Zonal Office	As recommended by the Headquarters	As proposed by the Zonal Office	As recommended by the Headquarters
1	2	3	4	5	6	7	8	9
Administrative Charges								
Inspection Charges								
Penal Damages								
Total								

EXPENDITURE

Zone: _____

Page No. 13

Sl.N o.	Budget Head	Actual for 2017- 2018	BE for 2018-2019	Actual from 01.04.2018 to 30.09.2018	Estimated from 01.10.2018 to 31.03.2019	Revised Estimates for 2018-2019		Budget Estimates for 2019-2020	
						As proposed by the Zonal Office	As recommended by the Headquarters	As proposed by the Zonal Office	As recommended by the Headquarters
1	2	3	4	5	6	7	8	9	10
I REVENUE SECTION									
1	Salaries*								
2	Leave Encashment								
3	Bonus								
4	Dearness Allowance								
5	Overtime Allowance								
6	Other Allowances								
7	Travelling Allowance								
8	Leave Travel Concession								
9	Medical Treatment								
10	Honorarium								
	TOTAL I	-	-	-	-	-	-	-	-

* Salaries includes the budget heads "Pay of Officers","Pay of establishments" and "Grade Pay".

EXPENDITURE

Zone: _____

Page No. 14

Sl.N o.	Budget Head	Actual for 2017- 2018	BE for 2018-2019	Actual from 01.04.2018 to 30.09.2018	Estimated from 01.10.2018 to 31.03.2019	Revised Estimates for 2018-2019		Budget Estimates for 2019-2020	
						As proposed by the Zonal Office	As recommended by the Headquarters	As proposed by the Zonal Office	As recommended by the Headquarters
1	2	3	4	5	6	7	8	9	10
II	CONTINGENCIES & MISC. SECTION								
1	Advertising & Publicity								
2	Audit Fee								
3	Bicycles								
4	Bank Commission								
5	Conveyance Hire								
6	Electricity & Water Charges								
7	Fixtures & Furnitures								
8	Legal Charges								
9	Purchase of Motor Vehicle								
10	Maintenance & Repair of Motor Vehicles								
11	Minor Works								

Note: Column No. 8 and 10 are not to be filled.

EXPENDITURE

Zone: _____

Page No. 15

Sl.N o.	Budget Head	Actual for 2017- 2018	BE for 2018-2019	Actual from 01.04.2018 to 30.09.2018	Estimated from 01.10.2018 to 31.03.2019	Revised Estimates for 2018-2019		Budget Estimates for 2019-2020	
						As proposed by the Zonal Office	As recommended by the Headquarters	As proposed by the Zonal Office	As recommended by the Headquarters
1	2	3	4	5	6	7	8	9	10
12	Post & Telegraph								
13	Printing & Binding								
14	Publications								
15	Rent, Rates & Taxes								
16	Staff paid from Contingencies								
17	Stationery & Stores								
18	Supply of Liveries & Washing Allowance								
19	Telephones								
20	Office Equipment								
21	Misc. Office Expenses								
22	Books & Journals for Library								
23	Training and Conference								
24	Professional services								
	TOTAL II								

Note: Column No. 8 and 10 are not to be filled.

EXPENDITURE

Zone: _____

Page No. 16

Sl.No.	Budget Head	Actual for 2017-2018	BE for 2018-2019	Actual from 01.04.2018 to 30.09.2018	Estimated from 01.10.2018 to 31.03.2019	Revised Estimates for 2018-2019		Budget Estimates for 2019-2020	
						As proposed by the Zonal Office	As recommended by the Headquarters	As proposed by the Zonal Office	As recommended by the Headquarters
1	2	3	4	5	6	7	8	9	10
III	STAFF WELFARE FUND								
IV	RETIREMENT BENEFITS								
1	Pension & Gratuity								
2	Pension & Gratuity Fund Account								
3	Leave Salary & Pension Contribution								
4	Payment of Assurance Benefits								
5	Board's share towards NPS								
	TOTAL IV	-	-	-	-	-		-	
V	Information Technology								
	Information Technology (PROJE								
Grand Total (I-V)		-	-	-	-	-		-	
VI REPAYABLE LOANS & ADVANCES									
1	House Building Advance								
2	Personal Computer Advance								
	TOTAL VI								

Note: Column No. 8 and 10 are not to be filled.

E.P.F. CONTRIBUTION

Particulars	Actual for 2017-2018	BE for 2018-2019	Actual from 01.04.2018 to 30.09.2018	Estimated from 01.10.2018 to 31.03.2019	Revised Estimates for 2018-2019		Budget Estimates for 2019-2020	
					As proposed by the Zonal Office	As recommended by the Headquarters	As proposed by the Zonal Office	As recommended by the Headquarters
1	2	3	4	5	6	7	8	9
EPF Contributions								
	-	-	-	-	-	-	-	-

PENSION FUND CONTRIBUTION

Particulars	Actual for 2017-2018	BE for 2018-2019	Actual from 01.04.2018 to 30.09.2018	Estimated from 01.10.2018 to 31.03.2019	Revised Estimates for 2018-2019		Budget Estimates for 2019-2020	
					As proposed by the Zonal Office	As recommended by the Headquarters	As proposed by the Zonal Office	As recommended by the Headquarters
EPS Contributions								

EDLI CONTRIBUTION

Particulars	Actual for 2017-2018	BE for 2018-2019	Actual from 01.04.2018 to 30.09.2018	Estimated from 01.10.2018 to 31.03.2019	Revised Estimates for 2018-2019		Budget Estimates for 2019-2020	
					As proposed by the Zonal Office	As recommended by the Headquarters	As proposed by the Zonal Office	As recommended by the Headquarters
EDLI Contributions								