CHIEF ELECTION COMMISSIONER



Annex-I

Current Revenue Expenditure

Volume-III



GOVERNMENT OF GILGIT-BALTISTAN FINANCE DEPARTMENT



BUDGET 2020-21

GOVERNMENT OF GILGIT-BALTISTAN FINANCE DEPARTMENT

Table of Content

S.No	Fund Center Description	Page. No
1	Budget Order	i-v
2	Fund Center Wise Summary	1
3	Summary of SNE	2
4	GL1517-Election Commissioner Gilgit	3 - 7



Government of Gilgit-Baltistan Gilgit-Baltistan Secretariat Finance Department

No. Budget-2(02)/2020-2021 Gilgit, dated the 17th July, 2020

The Chief Election Commissioner/Principal Accounting Officer, Election Commission,
Government of Gilgit-Baltistan,
Gilgit.

Subject:

COMMUNICATION OF BUDGET GRANT (CURRENT) FOR THE YEAR 2020-2021 UNDER THE HEAD OF ACCOUNT "GC21004 (004) - ELECTION COMMISSION (VOTED)".

Expenditure) and Rs.41,188,000/- (Voted Expenditure) has been authorized for expenditure during the financial year 2020-2021 from the Provincial Consolidated Fund under Demand No.004 relating to the Head of Account "GC21004 (004)-Election Commission (Voted) subject to fulfillment of all the codal formalities.

- 2. The details of budgetary allocations are also enclosed herewith (Annexure-I) which may kindly be communicated to Accountant General, Gilgit-Baltistan from where money is to be drawn.
- 3. The amount of <u>Rs.Nil</u> (Charged Expenditure) and <u>Rs.10,032,150/-</u> (Voted Expenditure) for the <u>quarter i.e.</u> <u>July-to-September, 2020</u>, as per details shown in <u>Annexure-II</u>, in respect of your Department is accordingly released for expenditure during the 1st quarter of financial year 2020-2021.
- 4. The Principal Accounting Officers shall ensure compliance of Rule-11, 12 and 13 of G.F.R prior to make expenditures or while making expenditure against sanctioned budget to ensure financial discipline. The Rules are re-produced below:

A. <u>Control of Expenditure</u>

- GFR-11 Each head of a Department is responsible for enforcing financial order and strict economy at every step. He is responsible for observance of all relevant financial rules and regulations both by his own office and by subordinate disbursing officers.
- GFR-12 A Controlling officer must see not only that the total expenditure is kept within the limits of the authorized appropriation but also that the funds allotted to spending units are expended in the public interest and upon objects for which the money was provided. In order to maintain a proper control, he should arrange to be kept informed, not only of what has actually been spent from and

i

appropriation but also what commitments and liabilities have been and will be incurred against it. He must be in a position to assume before Government and the Public Accounts Committee, if necessary, complete responsibility for Departmental expenditure and to explain or justify any instance of excess or financial irregularity that may be brought to notice as a result of audit scrutiny or otherwise.

B. Internal Check against Irregularities, Waste and Fraud

- GFR-13 In the discharge of his ultimate responsibilities for the administration of an appropriation or part of an appropriation placed at his disposal, every Controlling officer must satisfy himself not only that adequate provisions exist within the Departmental organization for systematic internal checks calculated to prevent and detect errors and irregularities in the financial proceedings of its subordinate officers and to guard against waste and loss of public money and stores, but also that the prescribed checks are effectively applied. For this purpose each Head of the Department will get the accounts of his office and those of the subordinate disbursing officers, if any, inspected at least once in every financial year by a Senior Officer not connected with the account matters to see whether:
 - a. Rules on handling and custody of each are properly understood and applied.
 - b. Effective system of internal check exists for securing regularity and propriety in the various transactions including receipt and issue of stores etc, if any, and
 - c. Satisfactory arrangement exists for systematic and proper maintenance of Account Books and other ancillary records concerned with the Initial Accounts.

The results of these inspections should be incorporated in the form of an inspection report copy of which should be endorsed to Audit. The head of the Department should, after his scrutiny of the report, communicate to Audit a copy of his remarks thereon and nay orders issued in that connection.

- 5. Following policy decisions/guidelines shall also be adhered while making expenditure against the released funds:
 - a) No fund can be diverted from one object element/item to another as defined under Gilgit-Baltistan System of Financial Control and Budgeting Rules, 2009 without prior approval of the Finance Department. It shall be personal responsibility of the Principal Accounting Officers and Drawing and Disbursing Officer to ensure that the expenditure from <u>01-07-2020</u> to <u>30-09-2020</u> does not exceed the released amount against a particular item under any head/sub head of account nor any liability be accumulated

unless specifically allowed by the Finance Department. <u>Drawing and Disbursing Officers shall also ensure before signing all bills that correct balances have been shown in the Appropriation Column.</u>

- b) As a general rule, no payment can be made to contractors/suppliers except for work actually done or supplies actually received. Without prejudice to generality of this rule in exceptional cases only, Finance Department GB is competent to permit advance payment to other Government Departments/Government controlled Organizations. Hence no advance shall be drawn on Abstract Bill/Pre-receipted Bills.
- c) **New Expenditure** will be released in due course, keeping in view the ways and means position.
- d) All <u>Lump sum Provisions and Block Allocations are restrained</u> which will be released on submission of a DDO-wise distribution plan by the respective Administrative Secretary/Principal Accounting Officer. Expenditure against the lump sum provisions, block allocations and maintenance head shall be made after release of funds, adherence of relevant rules and SOP approved their under must be ensured.
- e) Expenditure in relaxation of rules shall not be allowed in any case.
- f) Payment of Salary shall be the first charge followed by the Non-Salary components of Current Expenditure and PSDP/ADP.
- g) No scheme involving creation of posts shall be approved by any forum without prior concurrence of Finance Department GB and Federal Finance Division, Islamabad.
- h) Release shall be linked with the Ways and Means position both for Development and Non development budget. Therefore, all Departments, especially Planning & Development GB, are advised to send demands only available funds with Finance Department GB.
- i) Austerity and economy shall be the fundamental principles of the Government spending and Finance Department GB shall monitor it and take necessary action to avoid any deviation from these Financial Principles.
- j) Principal Accounting Officer(s) shall be personally responsible for any excess expenditure over and above the amount authorized by the Finance Department GB before the Public Accounts Committee and Finance Department GB shall not regularize any excess/committed liabilities of the Administrative Department(s) or its Lower Formations in any circumstances whatsoever. Unauthorized and pervious expenditure shall be deducted from the salary of PAOs/DDOs concerned.

- k) The Administrative Secretaries and Principal Accounting Officers shall ensure that every financial claim booked by their sub-ordinate offices and DDOs is as per relevant rules and fulfills all codal formalities. In case, if any bill is submitted to Accountant General, Gilgit-Baltistan/District Accounts Officers, without fulfillment of required codal formalities, Principal Accounting Officers/ DDOs will be held responsible and such deviation shall be communicated to Services & GAD Department GB for initiation of disciplinary action.
- l) In the case of expenditure under Object Code "A03402-Rent of Office Building", due diligence should be ensured.
- m) <u>Development and Non-development expenditure shall be reviewed quarterly.</u>
- n) All Administrative Departments shall <u>reconcile departmental actual</u> <u>revenue receipts and expenditure</u> with Accountant General, Gilgit-Baltistan, <u>on monthly basis</u> and furnish Reconciliation Accounts Statements to Finance Department latest by <u>15th of following month</u> failing which releases of concerned Department(s) will be withheld. Deputy Secretary (Audit & Accounts) is responsible to get it and send to Deputy Secretary (Budget) and Deputy Secretary (Development) for analysis of these reconciled figures to make recommendations for next releases.
- o) All Administrative Departments must ensure payment of <u>all utility bills</u> <u>regularly</u> and send monthly statement/reports to Finance Department GB. Re-appropriation is not allowed from utility allocation to other head of account.
- p) <u>Highest priority may please be accorded to the payment/clearance of electricity bills to avert at source deduction</u>.
- q) No liability beyond budgetary authorization/released for a particular time span may be created.
- r) Liability of previous years may not be allowed to be cleared unless concurrence is given by Finance Department. However, last year's (2019-2020), claims of Reimbursement of Medical Charges, TA and Utility Bills (Gas, Water and Electricity) are exempted from this condition.
- s) No appointment or transfer/postings may be made against the post reflected in the SNE (New) 2020-2021, until and unless formal communication for release of Budget Grant for such posts is issued by Finance Department.
- t) Foreign visits on Government expenses shall be discouraged.

- u) All luxury goods, especially purchase of luxury vehicles shall be banned.
- v) Recoupment of posts, transfer of posts, etc. are strictly prohibited. Neither the Departments shall float nor Services & GAD Department GB shall forward such proposals to Finance Department GB as Finance Department GB shall not concur such proposals from FY-2020-2021.
- w) No Department including Boards and authorities are allowed to up-grade and create posts until such proposals are duly supported by Finance Department GB and formal concurrence of Finance Division, Islamabad is received.

Enclosure: As above.

(HUSSAIN ALI)
DEPUTY SECRETARY (BUDGET)
(05811 – 920506)

Copy to:

- 1. The Accountant General, Gilgit-Baltistan, Gilgit with the request to kindly ensure that Drawing and Disbursing Officers should not incur any excess expenditure over and above the amount of the operational grant (i.e. to the extent of funds released). It shall be the responsibility of the officers of Accountant General, Gilgit-Baltistan, District Accounts Offices and Treasury Offices to ensure completion of all codal formalities prescribed under Rules before clearing any bill for payment and issuance of cheques to avert any audit objection.
- 2. The Director General, Audit, Gilgit-Baltistan, Gilgit.
- 3. The Incharge, GBSAP, Finance Department GB, Gilgit. He is requested to kindly supervise the timely "ONLINE" operation of release of funds on SAP System.
- 4. The Section Officer (Revenue & Expdtr.)/Incharge, Emboss Cell, Finance Department GB, Gilgit.

SCHEME NO	SCHEME NAME	BUDGET ESTIMATES 2019-2020	REVISED ESTIMATES 2019-2020	BUDGET ESTIMATES 2020-2021
		Rs	Rs	Rs
GL1517 Ele	ection Commissioner Gilgit	127,869,000	46,034,000	41,188,000
TOTAL		127,869,000	46,034,000	41,188,000

GC21004 (004) CHIEF ELECTION COMMISSIONER SUMMARY OF SCALES FOR 2020-2021

Pay SCALE	Permanent POSTS	Fresh POSTS	Continued POSTS	Total POSTS	Basic PAY
01	6			6	768,000
02	3			3	483,000
05	4			4	688,000
11	5			5	1,028,000
14	8			8	1,872,000
15	2			2	501,000
16	10			10	2,606,000
17	3			3	1,561,000
18	1			1	701,000
(Special)	1			1	9,271,000
TOTAL	43			43	19,479,000

018101 VOTER REGISTRATION/ ELECTION							
	NAL CUM OBJECT CLASSI TICULARS OF THE SCHEM		NUMBI POS 2019-2020	STS	BUDGET ESTIMATES 2019-2020	REVISED ESTIMATES 2019-2020	BUDGET ESTIMATES 2020-2021
01 018 0181 0181	GENERAL PUBI ADMINISTRATI ADMINISTRATI VOTER REGIST	ON OF GENI ON OF GENI	ERAL PUBI ERAL PUBI			Rs	Rs
GL15	Election Commiss	ioner Gilgit					
A01	TOTAL EMPLOYEES REL	ATED EXPENS	ES.		21,622,000	23,603,000	35,891,000
A011	TOTAL PAY		<u>32</u>	43	15,927,000	9,035,000	20,327,000
A011-1	TOTAL PAY OF OFFICER	s	7	12	10,452,000	3,779,000	13,636,000
A01101	Total Basic Pay		7	12	10,293,000	3,429,000	13,270,000
C030	Chief Election Commissioner GB	(Special)	1	1	7,137,000		9,271,000
E002	Election Commissioner	(BPS-18)	1	1	616,000		701,000
A110	Assistant Election Commissioner	(BPS-17)	2	2	1,029,000		1,167,000
P070	PS to Chief Election Commissioner	(BPS-17)	1	1	365,000		394,000
E003	Election Officer	(BPS-16)	2	5	1,146,000		1,241,000
P067	Protocol Officer	(BPS-16)		1			248,000
S116	Stenographer	(BPS-16)		1			248,000
A01103	Special pay				159,000	350,000	366,000
A011-2	TOTAL PAY OF OTHER S	TAFF	<u>25</u>	<u>31</u>	<u>5,475,000</u>	5,256,000	6,691,000
A01151	Total Pay of Other Staff		<u>25</u>	<u>31</u>	5,041,000	4,774,000	6,209,000
A068	Assistant	(BPS-16)	1	3	785,000		869,000
D021	Data Entry Operator	(BPS-15)		2			501,000
S117	Stenotypist	(BPS-14)	2	3	600,000		663,000
U019	Upper Division Clerk	(BPS-14)	4	5	1,067,000		1,209,000
D021	Data Entry Operator	(BPS-12)	2		1,000		
L093	Lower Division Clerk	(BPS-11)	4	5	912,000		1,028,000
D159	Driver	(BPS-05)	2	3	157,000		495,000
S125	Store Keeper	(BPS-05)	1	1	157,000		193,000
D159	Driver	(BPS-04)	1		261,000		
C053	Chowkidar	(BPS-02)	1		207,000		

018101 VOTER REGISTRATION/ ELECTION							
	NAL CUM OBJECT CLA FICULARS OF THE SCH		NUMBE POS 2019-2020 2	TS	BUDGET ESTIMATES 2019-2020	REVISED ESTIMATES 2019-2020	BUDGET ESTIMATES 2020-2021
01 018 0181 01810	ADMINISTRA ADMINISTRA	JBLIC SERVICE ATION OF GENI ATION OF GENI STRATION/ EL	ERAL PUBL ERAL PUBL			Rs	Rs
GL15	Election Comn	nissioner Gilgit					
M009	Mail Runner	(BPS-02)	1	1	135,000		153,000
N006	Naib Qasid	(BPS-02)	2	1	149,000		177,000
S167	Sweeper	(BPS-02)	1	1	135,000		153,000
C053	Chowkidar	, ,	•	2	155,000		230,000
		(BPS-01)					,
C110	Cook	(BPS-01)	1	1	123,000		139,000
M011	Mali	(BPS-01)	1	1	123,000		139,000
N006	Naib Qasid	(BPS-01)	1	2	229,000		260,000
A01153	Special pay				434,000	482,000	482,000
A012	TOTAL ALLOWANCE	S			5,695,000	14,568,000_	15,564,000_
A012-1	TOTAL REGULAR AL	LOWANCES			<u>3,661,000</u>	10,874,000_	13,248,000_
A01201	Senior post Allowance					15,000	
A01202	House rent Allowance				917,000	1,210,000	1,227,000
A01203	Conveyance allowance				629,000	698,000	698,000
A0120D	Integrated Allowance				17,000	18,000	19,000
A0120K	Special Judicial Allowance	e				1,624,000	1,771,000
A0120L	Hard Area Allowance @ 5	0% of				1,274,000	
	Running Basic Pay for						
A0120N	Special Allowance@20%	of B.Pay				222,000	391,000
	for Secretariat Emp						
A01210	Risk Allowance					275,000	
A01211	Hill allowance				25,000	27,000	27,000
A01217	Medical allowance				458,000	579,000	585,000
A01224	Entertainment allowance				17,000	8,000	10,000
A01226 A01228	Computer allowance Orderly allowance				17,000	18,000 154,000	19,000
A01228 A0122M		2016			440,000	609,000	620,000
A0122M A0122S	Utility Allowance	2010			++ 0,000	002,000	2,064,000
A0122Y	Ad-hoc Relief Allowance	2017			579,000	821,000	851,000
A0123E	Executive Allowance	- - •			2.2,000	915,000	3,165,000
A0123G	Ad-hoc Relief Allowance-	2018			579,000	821,000	851,000
A0123P	Ad-hoc Relief Allowance				,	665,000	678,000
A01241	Utility allowance for electronic					767,000	282,000
A01248	Judicial Allowance					154,000	

INCTIO	NAL CUM OR IFCT CLASSIFICATION	NUMBER OF	BUDGET	REVISED	BUDGET
FUNCTIONAL CUM OBJECT CLASSIFICATION NUMBER OF AND PARTICULARS OF THE SCHEME POSTS			ESTIMATES	ESTIMATES	ESTIMATES
III I MIKI	TreeLing of The Sentine	2019-2020 2020-2021	2019-2020	2019-2020	2020-2021
			Rs	Rs	Rs
01 018 0181	GENERAL PUBLIC SERVIC ADMINISTRATION OF GEN ADMINISTRATION OF GEN	ERAL PUBLIC SERVIC	EE.	AG	X S
01810			_		
GL15	17 Election Commissioner Gilgit				
A012-2	TOTAL OTHER ALLOWANCES(EXCLU	DING TA)	2,034,000	3,694,000	2,316,000
A01273	Honoraria		150,000	585,000	
A01274	Medical charges		300,000	116,000	
A01277	Contingent paid staff		1,584,000	2,993,000	2,316,000
001	Contingent Paid Staff		1,584,000	2,993,000	2,316,000
A03	TOTAL OPERATING EXPENSES		104,654,000_	20,458,000	3,704,000
A032	TOTAL COMMUNICATIONS		285,000_	<u> 196,000</u>	285,000
A03201	Postage and telegraph		35,000		35,000
A03202	Telephone and trunk call		250,000	<u>196,000</u>	250,000
001	Telephone and Trunk Calls			196,000	
A033	TOTAL UTILITIES		<u>703,000</u>	603,000_	703,000
A03303	Electricity		100,000		100,000
A03304	Hot and cold weather charges		603,000	603,000	603,000
001 003	Hot and Cold Weather Charges Gilgit-Baltistan Weather Charges		603,000	603,000	603,000
					003,000
A034	TOTAL OCCUPANCY COSTS		950,000	373,000	
A03402	Rent for office building		950,000	373,000	
001	Rent for Office Building		950,000	373,000	
A036	TOTAL MOTOR VEHICLES		1,000_		1,000
A03603	Registration		1,000		1,000
A038	TOTAL TRAVEL &		1,856,000	1,643,000	1,856,000
	TRANSPORTATION				
A03805	Travelling allowance		760,000	548,000	760,000
001	Travelling Allowance			548,000	
A03806	Transportation of Goods (Govt.)		50,000	50,000	50,000

001 Transportation of Goods

50,000

50,000

50,000

018101	VOTER REGISTRATION/ ELECT	ΓΙΟΝ			
	NAL CUM OBJECT CLASSIFICATION TICULARS OF THE SCHEME	NUMBER OF POSTS 2019-2020 2020-2021	BUDGET ESTIMATES 2019-2020	REVISED ESTIMATES 2019-2020	BUDGET ESTIMATES 2020-2021
01	GENERAL PUBLIC SERVIC	F	Rs	Rs	Rs
018 0181 0181	ADMINISTRATION OF GEN ADMINISTRATION OF GEN	IERAL PUBLIC SERVIC IERAL PUBLIC SERVIC			
GL15	Election Commissioner Gilgit				
A03807	P.O.L Charges A.planes H.coptors S.Cars M/C(Govt.)		1,045,000	1,045,000	1,045,000
001	P.O.L Charges, Aeroplanes, Helicoptors, Staff	Cars, MotorCycles	1,045,000	1,045,000	1,045,000
A03808	Conveyance charges (Govt.)	-	1,000		1,000
A039	TOTAL GENERAL		100,859,000	<u>17,643,000</u>	<u>859,000</u>
A03901	Stationery		428,000	336,000	428,000
001	Stationery			336,000	
A03902	Printing and publication		80,000	80,000	80,000
A03904	Hire of Vehicles		1,000		1,000
A03905	Newspapers periodicals and books		30,000	30,000	30,000
001	Newspapers, Periodicals and Books		30,000	30,000	30,000
A03906	Uniforms and protective clothing		20,000	40,000	20,000
001	Uniforms and Protective Clothing		20,000	40,000	20,000
A03970	Others		100,300,000	<u> 17,157,000</u>	300,000
001	Others		300,000	17,157,000	300,000
027	Others-(Election)		100,000,000		
A06	TOTAL TRANSFERS		250,000_	250,000_	250,000
A063	TOTAL ENTERTAINMENT & GIFTS		250,000	<u>250,000</u>	250,000
A06301	Entertainments & Gifts		250,000	250,000	250,000
001	Entertainments & Gifts			250,000	
A09	TOTAL PHYSICAL ASSETS		300,000	<u>680,000</u>	300,000
A095	TOTAL PURCHASE OF TRANSPORT			380,000	
A09501 001	Purchase of Transport Purchase of Transport			<u>380,000</u> 380,000	
A096	TOTAL PURCHASE OF PLANT & MACHINERY		150,000	150,000	150,000
A09601	Purchase of Plant and Machinery		<u> 150,000</u>	<u> 150,000</u>	150,000

018101	VOTER REGISTRATION/ ELECT	TION			
FUNCTIONAL CUM OBJECT CLASSIFICATION AND PARTICULARS OF THE SCHEME POSTS 2019-2020 2020-2021			BUDGET ESTIMATES 2019-2020	REVISED ESTIMATES 2019-2020	BUDGET ESTIMATES 2020-2021
01 018 0181 01810	GENERAL PUBLIC SERVICE ADMINISTRATION OF GEN ADMINISTRATION OF GEN VOTER REGISTRATION/ EL	ERAL PUBLIC SERVICE ERAL PUBLIC SERVICE	Rs	Rs	Rs
GL15	Election Commissioner Gilgit				
001	Purchase of Plant & Machinery		150,000	150,000	150,000
A097	TOTAL PURCHASE FURNITURE & FIXTURE		<u> 150,000</u>	150,000	150,000_
A09701	Purchase of Furniture and Fixture		150,000	150,000	150,000
A13	TOTAL REPAIRS AND MAINTENANCE		1,043,000	1,043,000	1,043,000_
A130	TOTAL TRANSPORT		903,000	903,000	903,000
A13001 001	Transport Transport		903,000 903,000	<u>903,000</u> 903,000	903,000 903,000
A131	TOTAL MACHINERY AND EQUIPMENT		70,000	70,000	<u>70,000</u>
A13101 001	Machinery and Equipment Machinery and Equipment		70,000 70,000	70,000 70,000	70,000 70,000
A132	TOTAL FURNITURE AND FIXTURE		<u> 70,000</u>	70,000	70,000
A13201 001	Furniture and Fixtures Furniture and Fixture		70,000	70,000 70,000	70,000
Election	n Commissioner Gilgit		127,869,000	46,034,000	41,188,000