CHAIRMAN'S INSPECTION TEAM



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	GL1660-Director General Chairman's Inspection Team Gilgit	3 - 7



Government of Gilgit-Baltistan Gilgit-Baltistan Secretariat Finance Department

No. Budget-1(02)/2020-2021 Gilgit, dated the 17th July, 2020

The Director General/Principal Accounting Officer, Chairman's Inspection Team, Government of Gilgit-Baltistan, Gilgit.

Subject:

<u>COMMUNICATION OF BUDGET GRANT (CURRENT) FOR THE YEAR 2020-2021 UNDER THE HEAD OF ACCOUNT "GC21003 (003) - CHAIRMAN'S INSPECTION TEAM (VOTED)".</u>

Expenditure) and Rs.21,854,000/- (Voted Expenditure) has been authorized for expenditure during the financial year 2020-2021 from the Provincial Consolidated Fund under Demand No.003 relating to the Head of Account "GC21003 (003)-Chairman's Inspector Team (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.5,253,650/-</u> (Voted Expenditure) for the <u>quarter i.e. 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. <u>Internal Check against Irregularities, Waste and Fraud</u>

- 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
GL1660	Director General Chairman's	Rs 21,608,000	Rs 28,918,900	Rs 21,854,000
	Inspection Team Gilgit			
TOTA	L	21,608,000	28,918,900	21,854,000

GC21003 (003) CHAIRMAN'S INSPECTION TEAM SUMMARY OF SCALES FOR 2020-2021

Pay SCALE	Permanent POSTS	Fresh POSTS	Continued POSTS	Total POSTS	Basic PAY
02	7			7	1,119,000
05	3			3	686,000
07	1			1	190,000
11	3			3	589,000
14	2			2	517,000
16	2			2	742,000
17	4			4	2,463,000
18	3			3	2,270,000
20	1			1	1,566,000
TOTAL	26			26	10,142,000

	NAL CUM OBJECT CLASS	SIFICATION	NUMBE	ER OF	BUDGET	REVISED	BUDGET	
	NAL COM OBJECT CLASS FICULARS OF THE SCHEM		POS		ESTIMATES	ESTIMATES	ESTIMATES	
			2019-2020	2020-2021	2019-2020	2019-2020	2020-2021	
01 GENERAL PUBLIC SERVICE 011 EXECUTIVE & LEGISLATIV 0111 EXECUTIVE AND LEGISLATIV 011104 ADMINISTRATIVE INSPECT		011 EXECUTIVE & LEC 0111 EXECUTIVE AND I		Έ ORGANS ΓIVE ORGA		Rs L	Rs	Rs
GL16	660 Director Genera Team Gilgit	l Chairman's I	nspection					
A01	TOTAL EMPLOYEES RE	CLATED EXPENS	ES.		17,286,000	25,774,000	17,657,000	
A011	TOTAL PAY		<u>26</u>	<u>26</u>	9,131,000	9,217,000	11,050,000	
A011-1	TOTAL PAY OF OFFICE	RS	10	10	<u>6,207,000</u>	<u> 5,661,000</u>	7,595,000	
A01101	Total Basic Pay		10	<u>10</u>	5,739,000	5,116,000	7,041,000	
D108	Director General	(BPS-20)	1	1	887,000		1,566,000	
M040	Members	(BPS-18)	3	3	2,003,000		2,270,000	
A015	Accounts Officer	(BPS-17)	1	1	589,000		662,000	
P005	P.S. to Chairman	(BPS-17)	1	1	360,000		424,000	
R026	Research Officer	(BPS-17)	2	2	1,228,000		1,377,000	
A111	Assistant Engineer	(BPS-16)	1	1	377,000		336,000	
C077	Computer Operator	(BPS-16)	1	1	295,000		406,000	
A01103 A01105	Special pay Qualification Pay				451,000 17,000	540,000 5,000	554,000	
A011-2	TOTAL PAY OF OTHER	STAFF	<u>16</u>	<u>16</u>	2,924,000	3,556,000	3,455,000	
A01151	Total Pay of Other Staff		<u> 16</u>	<u>16</u>	2,605,000	3,203,000	3,101,000	
U021	Upper Division Clerk/Cashier	(BPS-14)	2	2	455,000		517,000	
L093	Lower Division Clerk	(BPS-11)	2	2	339,000		376,000	
S131	Sub Engineer	(BPS-11)	1	1	189,000		213,000	
M001	Machine Operator	(BPS-07)	1	1	169,000		190,000	
D159	Driver	(BPS-05)	3	3	569,000		686,000	
	Chowkidar	(BPS-02)	2	2	351,000		387,000	
C053								
C053 N006	Naib Qasid	(BPS-02)	4	4	515,000		567,000	

011 EXECUTIVE & LEGISLATIV 0111 EXECUTIVE AND LEGISLAT 011104 ADMINISTRATIVE INSPECT		NUMBER OF POSTS 2019-2020 2020-2021	BUDGET ESTIMATES 2019-2020	REVISED ESTIMATES 2019-2020	BUDGET ESTIMATES 2020-2021
		04 ADMINISTRATIVE INSPECTION		Rs	Rs
GL166	Director General Chairman's Team Gilgit	Inspection			
A012	TOTAL ALLOWANCES		<u>8,155,000</u>	16,557,000	6,607,000
A012-1	TOTAL REGULAR ALLOWANCES		7,401,000	15,829,000	6,271,000
A01201	Senior post Allowance			15,000	16,000
A01202	House rent Allowance		809,000	1,046,000	1,096,000
A01203	Conveyance allowance		594,000	622,000	610,000
A0120D	Integrated Allowance		10,000	10,000	11,000
A0120L	Hard Area Allowance @ 50% of			5,312,000	
	Running Basic Pay for				
A0120N	Special Allowance@20% of B.Pay		595,000	688,000	
	for Secretariat Emp				
	Hill allowance		16,000	16,000	17,000
A01216	Qualification allowance		108,000	230,000	781,000
	Medical allowance		422,000	473,000	471,000
	Personal Allowance		11,000	12,000	13,000
	Entertainment allowance		6,000	7,000	8,000
	Computer allowance		17,000	18,000	19,000
	Orderly allowance			168,000	169,000
	Ad-hoc Relief Allowance-2016		534,000	625,000	637,000
	Utility Allowance		1,361,000	1,722,000	
	Ad-hoc Relief Allowance 2017		694,000	831,000	857,000
	Executive Allowance		1,071,000	1,207,000	
	Ad-hoc Relief Allowance-2018		694,000	831,000	857,000
	Ad-hoc Relief Allowance 2019		450,000	691,000	709,000
A01250	Incentive Allowance		459,000	1,305,000	
A012-2	TOTAL OTHER ALLOWANCES(EXCLU	DING TA)	<u>754,000</u>	728,000	336,000
A01273	Honoraria		200,000	200,000	
A01274	Medical charges		350,000	227,000	
A01277	Contingent paid staff		204,000	301,000	336,000
	Contingent Paid Staff				

TOTAL OPERATING EXPENSES

A03

3,082,000 2,470,700 3,082,000

011104	ADMINISTRATIVE INSPECTION	I			
AND PARTICULARS OF THE SCHEME		NUMBER OF POSTS 2019-2020 2020-2021	BUDGET ESTIMATES 2019-2020	REVISED ESTIMATES 2019-2020	BUDGET ESTIMATES 2020-2021
0.1	CENEDAL DUDI IC CEDIVIC	.	Rs	Rs	Rs
01 011 0111 01110	GENERAL PUBLIC SERVICE EXECUTIVE & LEGISLATIVE EXECUTIVE AND LEGISLA ADMINISTRATIVE INSPECT	VE ORGANS, FINANCAL TIVE ORGANS			
GL16	660 Director General Chairman's I Team Gilgit	Inspection			
A032	TOTAL COMMUNICATIONS		112,000	70,000	112,000_
A03201	Postage and telegraph		12,000		12,000
A03202	Telephone and trunk call		100,000	70,000	100,000
001	Telephone and Trunk Calls			70,000	
A033	TOTAL UTILITIES		502,000	473,000	502,000
A03303	Electricity		70,000	70,000	70,000
001	Electricity		122 000	70,000	422.000
A03304	Hot and Cold Weather Changes		432,000	403,000	432,000
001 003	Hot and Cold Weather Charges Gilgit-Baltistan Weather Charges		432,000	403,000	432,000
A034	TOTAL OCCUPANCY COSTS		1,000		1,000
A03402	Rent for office building		1,000		1,000
001	Rent for Office Building		1,000		1,000
A038	TOTAL TRAVEL &		1,831,000	1,548,185	<u> 1,831,000</u>
	TRANSPORTATION				
A03805	Travelling allowance		855,000	594,084	855,000
001	Travelling Allowance			594,084	
A03806	Transportation of Goods (Govt.)		1,000		1,000
001	Transportation of Goods		1,000		1,000
A03807	P.O.L Charges A.planes		950,000	954,101	950,000
	H.coptors S.Cars M/C(Govt.)				
001	P.O.L Charges, Aeroplanes, Helicoptors, Staff C	Cars, MotorCycles	950,000	954,101	950,000
A03808	Conveyance charges (Govt.)		25,000		25,000
A039	TOTAL GENERAL		636,000	<u>379,515</u>	636,000
A03901	Stationery		380,000	266,000	380,000
001	Stationery			266,000	
A03902	Printing and publication		15,000	10,500	15,000
A03905	Newspapers periodicals and books		15,000	8,265	15,000
001	Newspapers, Periodicals and Books		15,000	8,265	15,000

011104	ADMINISTRATIVE INSPECTION	ī			
FUNCTIONAL CUM OBJECT CLASSIFICATION AND PARTICULARS OF THE SCHEME		NUMBER OF POSTS 2019-2020 2020-2021	BUDGET ESTIMATES 2019-2020	REVISED ESTIMATES 2019-2020	BUDGET ESTIMATES 2020-2021
01 011 0111 01110	GENERAL PUBLIC SERVICE EXECUTIVE & LEGISLATIVE EXECUTIVE AND LEGISLA ADMINISTRATIVE INSPECT	VE ORGANS, FINANCA TIVE ORGANS	Rs L	Rs	Rs
GL16	560 Director General Chairman's I Team Gilgit	Inspection			
A03906 001 A03917 A03970 001	Uniforms and protective clothing Uniforms and Protective Clothing Law charges Others		25,000 25,000 1,000 200,000 200,000	17,500 17,500 77,250 77,250	25,000 25,000 1,000 200,000 200,000
A06	TOTAL TRANSFERS		150,000	105,000_	150,000
A063	TOTAL ENTERTAINMENT & GIFTS		150,000	105,000	<u>150,000</u>
A06301 001	Entertainments & Gifts Entertainments & Gifts		150,000_	105,000 105,000	150,000_
A09	TOTAL PHYSICAL ASSETS		250,000	9,200	125,000_
A096	TOTAL PURCHASE OF PLANT & MACHINERY		<u> 150,000</u>	9,200	<u>75,000</u>
A09601	Purchase of Plant and Machinery		150,000	9.200	75,000
001	Purchase of Plant & Machinery		150,000	9,200	75,000
A097	TOTAL PURCHASE FURNITURE & FIXTURE		100,000		50,000
A09701	Purchase of Furniture and Fixture		100,000		50,000
A13	TOTAL REPAIRS AND MAINTENANCE		<u>840,000</u>	560,000	<u>840,000</u>
A130	TOTAL TRANSPORT		<u>760,000</u>	532,000	<u>760,000</u>
A13001	Transport		760,000	532,000	760,000
001	Transport		760,000	532,000	760,000
A131	TOTAL MACHINERY AND EQUIPMENT		40,000	28,000	40,000
A13101	Machinery and Equipment		40,000	28,000	40,000

011104 ADMINISTR	ATIVE INSPECTION	N			
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	
011 EXECU' 0111 EXECU' 011104 ADMIN	FIVE AND LEGISLA ISTRATIVE INSPEC General Chairman's	VE ORGANS, FINANCAL ATIVE ORGANS TION	Rs	Rs	Rs
001 Machinery and Eq	001 Machinery and Equipment		40,000	28,000	40,000
A132 TOTAL FURNIT			40,000		40,000
A13201 Furniture and Fixt	ures		40,000		40,000
Director General Chairman's Inspection 21,608,000 28,918,900 21,854,000 Team Gilgit					