



Annex-I

Current Revenue Expenditure

Volume-III

BUDGET ORDER

BUDGET 2020-21





BUDGET 2020-21

**GOVERNMENT OF GILGIT-BALTISTAN
FINANCE DEPARTMENT**

Table of Content

S.No	Fund Center Description	Page. No
1	Budget Order	
2	Fund Center Wise Summary	1
3	Summary of SNE	2
4	GL1150-Secretary Information Gilgit-Baltistan	3-6



Government of Gilgit-Baltistan
Gilgit-Baltistan Secretariat
Finance Department

*No. Budget-2(36)/2020-2021
Gilgit, dated the 17th July, 2020*

The Administrative Secretary/Principal Accounting Officer,
Information Department,
Government of Gilgit-Baltistan,
Gilgit.

Subject: **COMMUNICATION OF BUDGET GRANT (CURRENT) FOR THE YEAR 2020-2021 UNDER THE HEAD OF ACCOUNT "GC21030 (030) – INFORMATION DEPARTMENT (VOTED)".**

I am directed to state that the Gross amount of **Rs.Nil (Charged Expenditure)** and **Rs.21,898,000/- (Voted Expenditure)** has been authorized for expenditure during the financial year 2020-2021 from the Provincial Consolidated Fund under Demand No.030 relating to the Head of Account "**GC21030 (030)-Information Department (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 **Rs.Nil (Charged Expenditure)** and **Rs.5,146,550/- (Voted Expenditure)** for the quarter i.e. July-to-September, 2020, as per details shown in **Annexure-II**, 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. Control of Expenditure

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

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 any 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 01-07-2020 to 30-09-2020 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. **Drawing and Disbursing Officers shall also ensure before signing all bills that correct balances have been shown in the Appropriation Column.**

- 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 **Lump sum Provisions and Block Allocations are restrained** 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) Development and Non-development expenditure shall be reviewed quarterly.
- n) All Administrative Departments shall **reconcile departmental actual revenue receipts and expenditure** with Accountant General, Gilgit-Baltistan, **on monthly basis** and furnish Reconciliation Accounts Statements to Finance Department latest by **15th of following month** 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 **all utility bills regularly** and send monthly statement/reports to Finance Department GB. Re-appropriation is not allowed from utility allocation to other head of account.
- p) **Highest priority may please be accorded to the payment/clearance of electricity bills to avert at source deduction.**
- 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.

GC21030 (030)
INFORMATION DEPARTMENT- GILGIT BALTISTAN

SCHEME NO	SCHEME NAME	BUDGET ESTIMATES 2019-2020	REVISED ESTIMATES 2019-2020	BUDGET ESTIMATES 2020-2021
		Rs	Rs	Rs
GL1150	Secretary Information Gilgit-Baltistan	19,207,000	120,099,000	21,898,000
TOTAL		19,207,000	120,099,000	21,898,000

GC21030 (030)
INFORMATION DEPARTMENT- GILGIT BALTISTAN
SUMMARY OF SCALES FOR 2020-2021

Pay SCALE	Permanent POSTS	Fresh POSTS	Continued POSTS	Total POSTS	Basic PAY
01	6			6	736,000
04	3			3	370,000
11	2			2	387,000
14	4			4	956,000
16	1			1	425,000
17	5			5	2,792,000
18	1			1	833,000
19	1			1	1,100,000
TOTAL	23			23	7,599,000

GC21030 (030)
INFORMATION DEPARTMENT- GILGIT BALTISTAN

086101 ADMINISTRATION

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
					Rs	Rs	Rs
08	RECREATIONAL, CULTURE AND RELIGION						
086	ADMIN.OF INFO.,RECREATION & CULTURE						
0861	ADMIN.OF INFO.,RECREATION & CULTURE						
086101	ADMINISTRATION						
GL1150	Secretary Information Gilgit-Baltistan						
A01	TOTAL EMPLOYEES RELATED EXPENSES.				<u>12,648,000</u>	<u>13,965,000</u>	<u>15,339,000</u>
A011	TOTAL PAY		23	23	<u>6,644,000</u>	<u>5,013,000</u>	<u>8,039,000</u>
A011-1	TOTAL PAY OF OFFICERS		7	7	<u>3,915,000</u>	<u>2,915,000</u>	<u>4,966,000</u>
A01101	Total Basic Pay		7	7	<u>3,645,000</u>	<u>2,590,000</u>	<u>4,725,000</u>
S014	Secretary (BPS-19)		1	1	932,000		1,100,000
D074	Deputy Secretary (BPS-18)		1	1	701,000		833,000
A086	Assistant Director (BPS-17)		2	2	735,000		1,033,000
P054	Private Secretary (BPS-17)		1	1	368,000		833,000
S016	Section Officer (BPS-17)		1	1	368,000		396,000
S147	Superintendent (BPS-17)		1	1	541,000		530,000
A01103	Special pay				270,000	271,000	232,000
A01105	Qualification Pay					54,000	9,000
A011-2	TOTAL PAY OF OTHER STAFF		16	16	<u>2,729,000</u>	<u>2,098,000</u>	<u>3,073,000</u>
A01151	Total Pay of Other Staff		16	16	<u>2,605,000</u>	<u>1,895,000</u>	<u>2,874,000</u>
A068	Assistant (BPS-16)		1	1	378,000		425,000
S117	Stenotypist (BPS-14)		2	2	369,000		396,000
U019	Upper Division Clerk (BPS-14)		2	2	520,000		560,000
L093	Lower Division Clerk (BPS-11)		2	2	302,000		387,000
D159	Driver (BPS-04)		3	3	343,000		370,000
C053	Chowkidar (BPS-01)		2	2	207,000		223,000
M011	Mali (BPS-01)		1	1	104,000		111,000
N006	Naib Qasid (BPS-01)		2	2	278,000		291,000
S167	Sweeper (BPS-01)		1	1	104,000		111,000
A01153	Special pay				124,000	203,000	199,000

GC21030 (030)
INFORMATION DEPARTMENT- GILGIT BALTISTAN

086101 ADMINISTRATION

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
			Rs	Rs	Rs
08	RECREATIONAL, CULTURE AND RELIGION				
086	ADMIN.OF INFO.,RECREATION & CULTURE				
0861	ADMIN.OF INFO.,RECREATION & CULTURE				
086101	ADMINISTRATION				
GL1150	Secretary Information Gilgit-Baltistan				
A012	TOTAL ALLOWANCES		<u>6,004,000</u>	<u>8,952,000</u>	<u>7,300,000</u>
A012-1	TOTAL REGULAR ALLOWANCES		<u>3,923,000</u>	<u>6,909,000</u>	<u>5,619,000</u>
A01202	House rent Allowance		385,000	515,000	452,000
A01203	Conveyance allowance		329,000	339,000	330,000
A0120D	Integrated Allowance		4,000	7,000	8,000
A0120L	Hard Area Allowance @ 50% of Running Basic Pay for			589,000	
A0120N	Special Allowance@20% of B.Pay for Secretariat Emp		265,000	348,000	335,000
A01211	Hill allowance		5,000	10,000	10,000
A01216	Qualification allowance			52,000	
A01217	Medical allowance		189,000	276,000	254,000
A01224	Entertainment allowance			8,000	
A0122M	Ad-hoc Relief Allowance-2016		276,000	328,000	300,000
A0122S	Utility Allowance		659,000	897,000	865,000
A0122Y	Ad-hoc Relief Allowance 2017		360,000	447,000	422,000
A01239	Special allowance			8,000	
A0123E	Executive Allowance		763,000	1,686,000	1,613,000
A0123G	Ad-hoc Relief Allowance-2018		360,000	447,000	422,000
A0123P	Ad-hoc Relief Allowance 2019			347,000	343,000
A01241	Utility allowance for electricity			124,000	
A01250	Incentive Allowance		328,000	481,000	265,000
A012-2	TOTAL OTHER ALLOWANCES(EXCLUDING TA)		<u>2,081,000</u>	<u>2,043,000</u>	<u>1,681,000</u>
A01273	Honoraria		300,000	300,000	
A01274	Medical charges		100,000	62,000	
A01277	Contingent paid staff		<u>1,681,000</u>	<u>1,681,000</u>	<u>1,681,000</u>
001	Contingent Paid Staff		1,681,000	1,681,000	1,681,000
A03	TOTAL OPERATING EXPENSES		<u>3,764,000</u>	<u>103,340,000</u>	<u>3,764,000</u>
A032	TOTAL COMMUNICATIONS		<u>120,000</u>	<u>120,000</u>	<u>120,000</u>
A03201	Postage and telegraph		20,000	20,000	20,000
A03202	Telephone and trunk call		<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
001	Telephone and Trunk Calls			100,000	

GC21030 (030)
INFORMATION DEPARTMENT- GILGIT BALTISTAN

086101 ADMINISTRATION

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
				Rs	Rs	Rs
08	RECREATIONAL, CULTURE AND RELIGION					
086	ADMIN.OF INFO.,RECREATION & CULTURE					
0861	ADMIN.OF INFO.,RECREATION & CULTURE					
086101	ADMINISTRATION					
GL1150	Secretary Information Gilgit-Baltistan					
A033	TOTAL UTILITIES			<u>58,000</u>	<u>267,000</u>	<u>58,000</u>
A03303	Electricity			<u>30,000</u>	<u>20,000</u>	<u>30,000</u>
001	Electricity				20,000	
A03304	Hot and cold weather charges			<u>28,000</u>	<u>247,000</u>	<u>28,000</u>
001	Hot and Cold Weather Charges				247,000	
003	Gilgit-Baltistan Weather Charges			28,000		28,000
A034	TOTAL OCCUPANCY COSTS			<u>2,100,000</u>	<u>2,095,000</u>	<u>2,100,000</u>
A03402	Rent for office building			<u>2,100,000</u>	<u>2,095,000</u>	<u>2,100,000</u>
001	Rent for Office Building			2,100,000	2,095,000	2,100,000
A038	TOTAL TRAVEL & TRANSPORTATION			<u>1,065,000</u>	<u>1,065,000</u>	<u>1,065,000</u>
A03805	Travelling allowance			<u>380,000</u>	<u>380,000</u>	<u>380,000</u>
001	Travelling Allowance				380,000	
A03806	Transportation of Goods (Govt.)			<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
001	Transportation of Goods			20,000	20,000	20,000
A03807	P.O.L Charges A.planes			<u>665,000</u>	<u>665,000</u>	<u>665,000</u>
001	H.coptors S.Cars M/C(Govt.) P.O.L Charges, Aeroplanes, Helicoptors, Staff Cars, MotorCycles			665,000	665,000	665,000
A039	TOTAL GENERAL			<u>421,000</u>	<u>99,793,000</u>	<u>421,000</u>
A03901	Stationery			<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
001	Stationery				200,000	
A03902	Printing and publication			20,000	7,800,000	20,000
A03905	Newspapers periodicals and books			<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
001	Newspapers, Periodicals and Books			15,000	15,000	15,000
A03906	Uniforms and protective clothing			<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
001	Uniforms and Protective Clothing			5,000	5,000	5,000
A03907	Advertising & Publicity			<u>1,000</u>	<u>91,593,000</u>	<u>1,000</u>
001	ADVERTISING & PUBLICITY			1,000	91,593,000	1,000
A03970	Others			<u>180,000</u>	<u>180,000</u>	<u>180,000</u>
001	Others			180,000	180,000	180,000

GC21030 (030)
INFORMATION DEPARTMENT- GILGIT BALTISTAN

086101 ADMINISTRATION

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
				Rs	Rs	Rs
08	RECREATIONAL, CULTURE AND RELIGION					
086	ADMIN.OF INFO.,RECREATION & CULTURE					
0861	ADMIN.OF INFO.,RECREATION & CULTURE					
086101	ADMINISTRATION					
GL1150	Secretary Information Gilgit-Baltistan					
A05	TOTAL GRANTS SUBSIDIES AND WRITE OF			<u>2,100,000</u>	<u>2,100,000</u>	<u>2,100,000</u>
A052	TOTAL GRANTS-DOMESTIC			<u>2,100,000</u>	<u>2,100,000</u>	<u>2,100,000</u>
A05231	Grant for Press Club			2,100,000	2,100,000	2,100,000
A06	TOTAL TRANSFERS			<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
A063	TOTAL ENTERTAINMENT & GIFTS			<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
A06301	Entertainments & Gifts			<u>200,000</u>	<u>200,000</u>	<u>200,000</u>
001	Entertainments & Gifts				200,000	
A13	TOTAL REPAIRS AND MAINTENANCE			<u>495,000</u>	<u>494,000</u>	<u>495,000</u>
A130	TOTAL TRANSPORT			<u>475,000</u>	<u>474,000</u>	<u>475,000</u>
A13001	Transport			<u>475,000</u>	<u>474,000</u>	<u>475,000</u>
001	Transport			475,000	474,000	475,000
A131	TOTAL MACHINERY AND EQUIPMENT			<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
A13101	Machinery and Equipment			<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
001	Machinery and Equipment			10,000	10,000	10,000
A132	TOTAL FURNITURE AND FIXTURE			<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
A13201	Furniture and Fixtures			<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
001	Furniture and Fixture				10,000	
Secretary Information Gilgit-Baltistan				19,207,000	120,099,000	21,898,000