CABINET DEPARTMENT



Annex-I

Current Revenue Expenditure

Volume-III



GOVERNMENT OF GILGIT-BALTISTAN FINANCE DEPARTMENT



BUDGET 2020-21

GOVERNMENT OF GILGIT-BALTISTAN FINANCE DEPARTMENT

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Government of Gilgit-Baltistan Gilgit-Baltistan Secretariat Finance Department

No. Budget-1(03)/2020-2021 Gilgit, dated the 17th July, 2020

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

Subject:

COMMUNICATION OF BUDGET GRANT (CURRENT) FOR THE YEAR 2020-2021 UNDER THE HEAD OF ACCOUNT "GC21005 (005) - CABINET DEPARTMENT (VOTED)".

Expenditure) and Rs.187,253,000/- (Voted Expenditure) has been authorized for expenditure during the financial year 2020-2021 from the Provincial Consolidated Fund under Demand No.005 relating to the Head of Account "GC21005 (005)-Cabinet 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.45,470,100/-** (**Voted Expenditure**) for the <u>quarter i.e. July-to-September, 2020</u>, 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. <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

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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.
- 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
GL1516 Se	cretary Cabinet Gilgit	196,868,000	232,134,000	187,253,000
TOTAL		196,868,000	232,134,000	187,253,000

GC21005 (005) CABINET SUMMARY OF SCALES FOR 2020-2021

Pay SCALE	Permanent POSTS	Fresh POSTS	Continued POSTS	Total POSTS	Basic PAY
02	14			14	2,332,000
03	9			9	1,374,000
04	6			6	1,096,000
05	13			13	2,368,000
07	2			2	390,000
11	8			8	3,775,000
12	3			3	854,000
14	3			3	1,017,000
16	15			15	9,364,000
17	11			11	6,635,000
18	1			1	661,000
19	1			1	812,000
(Special)	25			25	22,331,000
TOTAL	111			111	53,009,000

011103	PROVINCIAL EXECU	TIVE					
	NAL CUM OBJECT CLASSIF TICULARS OF THE SCHEMI		NUMB PO 2019-2020	STS	BUDGET ESTIMATES 2019-2020	REVISED ESTIMATES 2019-2020	BUDGET ESTIMATES 2020-2021
01 011 0111 01110	GENERAL PUBL EXECUTIVE & I EXECUTIVE AND PROVINCIAL EX	EGISLATIV D LEGISLAT	E ORGANS		Rs L	Rs	Rs
GL15	Secretary Cabinet	Gilgit					
A01	TOTAL EMPLOYEES REL	ATED EXPENS	ES.		147,043,000_	164,655,000	160,390,000
A011	TOTAL PAY		111	111	54,690,000	50,471,000	55,575,000_
A011-1	TOTAL PAY OF OFFICERS	S	<u>49</u>	<u>49</u>	38,324,000_	37,090,000	39,620,000
A01101	Total Basic Pay		<u>49</u>	<u>49</u>	37,161,000	35,740,000	38,348,000
A039	Advisors	(Special)	2	2	2,160,000		2,075,000
M053	Ministers	(Special)	12	12	12,960,000		11,430,000
P017	Parliamentary Secretaries	(Special)	6	6	4,860,000		4,667,000
S096	Special Assistant to Chief Minister	(Special)	3	3	3,240,000		3,111,000
S097	Special Coordinators	(Special)	2	2	1,080,000		1,048,000
S014	Secretary	(BPS-19)	1	1	837,000		812,000
D074	Deputy Secretary	(BPS-18)	1	1	657,000		661,000
P054	Private Secretary	(BPS-17)	8	8	5,335,000		4,977,000
S016	Section Officer	(BPS-17)	2	2	1,277,000		1,239,000
S147	Superintendent	(BPS-17)	1	1	427,000		419,000
C077	Computer Operator	(BPS-16)	2	2	700,000		1,161,000
P054	Private Secretary	(BPS-16)	1	1	90,000		777,000
S116	Stenographer	(BPS-16)	8	8	3,538,000		5,971,000
A01103 A01105	Special pay Qualification Pay				1,163,000	1,335,000 15,000	1,272,000
A011-2	TOTAL PAY OF OTHER ST	ΓAFF	62	62	16,366,000	13,381,000	15,955,000
A01151	Total Pay of Other Staff		<u>62</u>	<u>62</u>	15,151,000_	12,072,000	14,661,000_
A068	Assistant	(BPS-16)	4	4	1,499,000		1,455,000
U019	Upper Division Clerk	(BPS-14)	3	3	1,048,000		1,017,000
D021	Data Entry Operator	(BPS-12)	1	1	250,000		242,000
S117	Stenotypist	(BPS-12)	2	2	631,000		612,000

011103	PROVINCIAL EXEC	UTIVE					
	NAL CUM OBJECT CLASS FICULARS OF THE SCHEM		NUMBE POS 2019-2020 2	STS	BUDGET ESTIMATES 2019-2020	REVISED ESTIMATES 2019-2020	BUDGET ESTIMATES 2020-2021
01 011 0111 01110	GENERAL PUB EXECUTIVE & EXECUTIVE AN PROVINCIAL E	LEGISLATIV ND LEGISLAT	E ORGANS		Rs L	Rs	Rs
GL15	16 Secretary Cabine	et Gilgit					
L093	Lower Division Clerk	(BPS-11)	8	8	3,931,000		3,775,000
S125	Store Keeper	(BPS-07)	2	2	402,000		390,000
D159	Driver	(BPS-05)	12	12	2,121,000		2,194,000
T033		,	1	1			174,000
	Telephone Operator	(BPS-05)			179,000		
D159	Driver	(BPS-04)	6	6	1,271,000		1,096,000
C110	Cook	(BPS-03)	1	1	1,000		65,000
Q002	Qasid	(BPS-03)	8	8	1,349,000		1,309,000
C053	Chowkidar	(BPS-02)	2	2	305,000		296,000
C110	Cook	(BPS-02)	1	1	132,000		64,000
N006	Naib Qasid	(BPS-02)	9	9	1,746,000		1,694,000
	-	,					
S167	Sweeper	(BPS-02)	2	2	286,000		278,000
A01152	Personal pay				6,000	8,000	11,000
A01153	Special pay				1,209,000	1,301,000	1,283,000
A012	TOTAL ALLOWANCES				92,353,000	114,184,000	104,815,000
A012-1	TOTAL REGULAR ALLO	OWANCES			82,903,000	101,524,000	96,315,000
A01202	House rent Allowance				16,596,000	18,116,000	18,222,000
A01203	Conveyance allowance				2,191,000	2,703,000	2,551,000
A01204	Sumptuary Allowance				17,496,000	19,176,000	19,817,000
A01205	Dearness Allowance				12,420,000	13,485,000	14,425,000
A0120D	Integrated Allowance				53,000	74,000	62,000
A0120L	Hard Area Allowance @ 50%	ó of				9,575,000	154,000
A0120N	Running Basic Pay for Special Allowance@20% of I for Secretariat Emp	B.Pay			1,736,000	2,187,000	2,254,000
A0120X	Ad - hoc Allowance - 2010					25,000	
A01211	Hill allowance				54,000	60,000	62,000
A01212	Telecommunication allowance	ce			2,938,000	3,116,000	3,241,000
A01217	Medical allowance				6,928,000	7,615,000	7,946,000
A0121J	Transport monetization Allov				1,728,000	1,339,000	961,000
A0121M	Adhoc Relief Allowance - 20	012				24,000	
A0121N	Personal Allowance				283,000	460,000	332,000
A0121T	Adhoc Relief Allowance 201	3				17,000	

UNCTIONAL	L CUM OBJECT CLASSIFICATION	NUMBER OF	BUDGET	REVISED	BUDGET
AND PARTIC	ULARS OF THE SCHEME	POSTS	ESTIMATES	ESTIMATES	ESTIMATES
		2019-2020 2020-2021	2019-2020	2019-2020	2020-2021
			Rs	Rs	Rs
01	GENERAL PUBLIC SERVIC				
011	EXECUTIVE & LEGISLATI	· · · · · · · · · · · · · · · · · · ·	L		
0111	EXECUTIVE AND LEGISLA	ATIVE ORGANS			
011103	PROVINCIAL EXECUTIVE				
GL1516	Secretary Cabinet Gilgit				
A0121Z A	dhoc Relief Allowance-2014			13,000	
A01224 E1	ntertainment allowance		6,000	6,000	7,000
A01226 Co	omputer allowance		33,000	36,000	37,000
A0122C A	dhoc Relief Allowance - 2015			4,000	
A0122M A	d-hoc Relief Allowance-2016		1,604,000	1,808,000	1,788,000
A0122S U	tility Allowance		4,752,000	5,328,000	5,365,000
A0122Y A	d-hoc Relief Allowance 2017		2,100,000	2,412,000	2,440,000
A01235 Se	ecretariat allowance		99,000	49,000	61,000
A01239 Sp	pecial allowance			2,000	
A0123E Ex	xecutive Allowance		2,380,000	1,915,000	2,303,000
A0123G A	d-hoc Relief Allowance-2018		2,100,000	2,400,000	2,440,000
A0123P A	d-hoc Relief Allowance 2019			2,266,000	2,309,000
A01240 U	tility allowance for gas		2,889,000	3,145,000	3,353,000
A01241 U	tility allowance for electricity		497,000	589,000	613,000
A01250 In	centive Allowance		1,020,000	2,909,000	2,572,000
A01270 O	ther		3,000,000	670,000	3,000,000
001 O	thers		3,000,000	670,000	3,000,000
A012-2 To	OTAL OTHER ALLOWANCES(EXCLU	DING TA)	9,450,000	12,660,000	8,500,000
A01273 H	onoraria		250,000	2,122,000	
A01274 M	ledical charges		700,000	2,038,000	
A01277 Co	ontingent paid staff		8,500,000	8,500,000	8,500,000
001 C	ontingent Paid Staff		8,500,000	8,500,000	8,500,000
A03 To	OTAL OPERATING EXPENSES		41,410,000	57,779,000_	20,451,000
A032 To	OTAL COMMUNICATIONS		970,000	<u> 1,700,000</u>	970,000
A03201 Po	ostage and telegraph		20,000		20,000
A03202 Te	elephone and trunk call		950,000	1,700,000	950,000
001 Te	elephone and Trunk Calls			1,700,000	
A033 To	OTAL UTILITIES		<u>2,519,000</u>	2,220,000	2,519,000
A03301 G	as		1,000		1,000
A03303 El	lectricity		333,000	125,000	333,000
001 El	lectricity			125,000	
	ot and cold weather charges		2.185.000	2.095.000	2.185.000

	PROVINCIAL EXECUTIVE				
	NAL CUM OBJECT CLASSIFICATION CICULARS 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
01 011 0111 01110	GENERAL PUBLIC SERVIC EXECUTIVE & LEGISLATT EXECUTIVE AND LEGISLA PROVINCIAL EXECUTIVE	VE ORGANS, FINANCAL			
GL15	16 Secretary Cabinet Gilgit				
001	Hot and Cold Weather Charges			2,095,000	
003	Gilgit-Baltistan Weather Charges		2,185,000		2,185,000
A034	TOTAL OCCUPANCY COSTS		1,140,000	1,207,000	1,140,000
A03402	Rent for office building		1 140 000	1 207 000	1.140.000
001	Rent for Office Building		1,140,000	1,207,000	1,140,000
A036	TOTAL MOTOR VEHICLES		1,000	<u>76,000</u>	
A03603	Registration		1,000	76,000	
A038	TOTAL TRAVEL & TRANSPORTATION		17,002,000_	32,902,000	13,600,000
A03805	Travelling allowance		8,500,000	19,394,000	6,800,000
001	Travelling Allowance			19,394,000	
A03806	Transportation of Goods (Govt.)		1,000		
001	Transportation of Goods		1,000		
A03807	P.O.L Charges A.planes		8,500,000	13,508,000	6,800,000
	H.coptors S.Cars M/C(Govt.)				
001	P.O.L Charges, Aeroplanes, Helicoptors, Staff	Cars, MotorCycles	8,500,000	13,508,000	6,800,000
A03808	Conveyance charges (Govt.)		1,000		
A039	TOTAL GENERAL		19,778,000	19,674,000	2,222,000
A03901	Stationery		808,000	666,000	646,000
001	Stationery			666,000	
A03902	Printing and publication		380,000	130,000	304,000
A03905	Newspapers periodicals and books		300,000	274,000	240,000
001	Newspapers, Periodicals and Books		300,000	274,000	240,000
A03906	Uniforms and protective clothing		150,000	150,000	120,000
001	Uniforms and Protective Clothing		150,000	150,000	120,000
A03970	Others		18,140,000	18,454,000	912,000
001	Others		1,140,000	18,454,000	912,000
010	Others-(Discretionary Grant)		17,000,000		

1,988,000

TOTAL EMPLOYEES' RETIREMENT BENEFIT

A04

011103	PROVINCIAL EXECUTIVE				
	NAL CUM OBJECT CLASSIFICATION FICULARS 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 LEGISLATIVE PROVINCIAL EXECUTIVE	E ORGANS, FINANCAL	Rs	Rs	Rs
GL15	Secretary Cabinet Gilgit				
A041	TOTAL PENSION			1,988,000	
A04114 001	Superannuation Encashment of L.P.R SUPERANNUATION ENCASHMENT OF L.F.	P.R		1,988,000 1,988,000	
A06	TOTAL TRANSFERS		665,000	<u>665,000</u>	532,000
A063	TOTAL ENTERTAINMENT & GIFTS		<u>665,000</u>	<u>665,000</u>	532,000_
A06301 001	Entertainments & Gifts Entertainments & Gifts		665,000	<u>665,000</u> 665,000	532,000_
A09	TOTAL PHYSICAL ASSETS		350,000	<u>76,000</u>	280,000
A096	TOTAL PURCHASE OF PLANT & MACHINERY		150,000	76,000	120,000
A09601 001	Purchase of Plant and Machinery Purchase of Plant & Machinery		150,000 150,000	<u>76,000</u> 76,000	120,000 120,000
A097	TOTAL PURCHASE FURNITURE & FIXTURE		200,000		<u> 160,000</u>
A09701	Purchase of Furniture and Fixture		200,000		160,000
A13	TOTAL REPAIRS AND MAINTENANCE		<u>7,400,000</u>	<u>6,971,000</u>	5,600,000
A130	TOTAL TRANSPORT		6,800,000	6,800,000	5,440,000
A13001 001	Transport Transport		6,800,000 6,800,000	6,800,000 6,800,000	<u>5,440,000</u> 5,440,000
A131	TOTAL MACHINERY AND EQUIPMENT		300,000	<u>114,000</u>	<u>80,000</u>
A13101 001	Machinery and Equipment Machinery and Equipment		300,000 300,000	114,000 114,000	<u>80,000</u> 80,000
001	machinery and Equipment		300,000	114,000	00,000

0111	EXECUTIVE AND LEGISLA	VE ORGANS, FINANCAL TIVE ORGANS			
011103		III E ONGANO			
GL151	6 Secretary Cabinet Gilgit				
	TOTAL FURNITURE AND		300,000	57,000_	80,000
	IMIONE				
	TOTAL FURNITURE AND FIXTURE		300,000	57,000_	_