IMPLEMENTATION & COORDINATION DEPARTMENT



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	GL1830-SECRETARY IMPLEMENTATION AND COORDINATION GILGIT BALTISTAN (ISLAMABAD)	3-7



Government of Gilgit-Baltistan Gilgit-Baltistan Secretariat Finance Department

No. Budget-1(40)/2020-2021 Gilgit, dated the 17th July, 2020

The Administrative Secretary/Principal Accounting Officer, Implementation & Coordination Department, Government of Gilgit-Baltistan, Islamahad.

Subject:

COMMUNICATION OF BUDGET GRANT (CURRENT) FOR THE YEAR 2020-2021 UNDER THE HEAD OF ACCOUNT "GC21026 (026) - IMPLEMENTATION & COORDINATION DEPARTMENT (VOTED)".

I am directed to state that the Gross amount of <u>Rs.Nil</u> (Charged Expenditure) and Rs.<u>12,723,000/-</u> (Voted Expenditure) has been authorized for expenditure during the financial year 2020-2021 from the Provincial Consolidated Fund under Demand No.026 relating to the Head of Account "GC21026 (026)-Implementation & Coordination 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 <u>Rs.Nil</u> (Charged Expenditure) and <u>Rs.2,952,700/-</u> (Voted Expenditure) for the <u>quarter i.e.</u> July-to-September, 2020, 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.
- 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.

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
CO	CRETARY IMPLEMENTATION AND ORDINATION GILGIT BALTISTAN LAMABAD)	10,758,000	15,257,100	12,723,000
TOTAL		10,758,000	15,257,100	12,723,000

GC21026 (026) IMPLEMENTATION & COORDINATION SUMMARY OF SCALES FOR 2020-2021

Pay SCALE	Permanent POSTS	Fresh POSTS	Continued POSTS	Total POSTS	Basic PAY
01	1			1	156,000
05	2			2	346,000
11	1			1	189,000
14	2			2	436,000
16	2			2	512,000
18	1			1	614,000
19	1			1	1,017,000
TOTAL	10			10	3,270,000

	NAL CUM OBJECT CLASSIFICA FICULARS OF THE SCHEME	TION	NUMBE POS 2019-2020 2	STS	BUDGET ESTIMATES 2019-2020	REVISED ESTIMATES 2019-2020	BUDGET ESTIMATES 2020-2021
01 011 0111 01110	GENERAL PUBLIC S EXECUTIVE & LEG EXECUTIVE AND L	ISLATIV EGISLAT	E ORGANS IVE ORGA		Rs L	Rs	Rs
GL18	330 SECRETARY IMPLI COORDINATION GI (ISLAMABAD)						
A01	TOTAL EMPLOYEES RELATE	D EXPENSE	ES.		6,822,000	<u>8,577,000</u>	<u>8,162,000</u>
A011	TOTAL PAY		9	<u>10</u>	2,297,000_	2,351,000	3,474,000
A011-1	TOTAL PAY OF OFFICERS		2	3	1,149,000_	1,504,000_	1,948,000
A01101	Total Basic Pay		2	3	1,135,000	1,450,000	1,887,000
S014	Secretary	(BPS-19)	1	1	913,000		1,017,000
D074	Deputy Secretary	(BPS-18)		1			614,000
S116	Stenographer	(BPS-16)	1	1	222,000		256,000
A01103 A01105	Special pay Qualification Pay				14,000	40,000 14,000	61,000
A011-2	TOTAL PAY OF OTHER STAFI	F	Z	I	1,148,000	847,000	1,526,000
A01151	Total Pay of Other Staff		2	1	1,067,000_	772,000	1,383,000
A068	Assistant	(BPS-16)	1	1	222,000		256,000
S117	Stenotypist	(BPS-14)	1	1	178,000		204,000
U019	Upper Division Clerk	(BPS-14)	1	1	203,000		232,000
L093	Lower Division Clerk	(BPS-11)	1	1	165,000		189,000
D159	Driver	(BPS-05)		2			346,000
D159	Driver	(BPS-04)	2		194,000		
N006	Naib Qasid	(BPS-01)	1	1	105,000		156,000
A01153	Special pay				81,000	75,000	143,000
A012	TOTAL ALLOWANCES				4,525,000	6,226,000	4,688,000
A012-1	TOTAL REGULAR ALLOWAN	CES			3,541,000_	4,982,000	3,932,000
A01202	House rent Allowance				67,000	142,000	178,000
A01203	Conveyance allowance				157,000	168,000	250,000

011109 PROVINCIAL CO-ORDINATION							
011 EXECUTIVE & LEGISLATI 0111 EXECUTIVE AND LEGISLA		NUMBER OF POSTS 2019-2020 2020-2021	BUDGET ESTIMATES 2019-2020	REVISED ESTIMATES 2019-2020	BUDGET ESTIMATES 2020-2021		
		GENERAL PUBLIC SERVICE EXECUTIVE & LEGISLATIVE ORGANS, FINANCAI EXECUTIVE AND LEGISLATIVE ORGANS PROVINCIAL CO-ORDINATION		Rs	Rs		
GL18	30 SECRETARY IMPLEMENT. COORDINATION GILGIT B (ISLAMABAD)						
A0120D	Integrated Allowance				10,000		
A0120L	Hard Area Allowance @ 50% of Running Basic Pay for		1,598,000	1,598,000	380,000		
A0120N	Special Allowance@20% of B.Pay for Secretariat Emp			106,000	31,000		
A0120X	Ad - hoc Allowance - 2010				90,000		
A01211	Hill allowance		5,000	4,000	4,000		
A01217	Medical allowance		107,000	122,000	147,000		
A0121Q	Audit and Accounts Allowance		83,000	91,000	92,000		
A0122M	Ad-hoc Relief Allowance-2016		163,000	162,000			
A0122S	Utility Allowance		270,000	352,000	397,000		
A0122Y	Ad-hoc Relief Allowance 2017		145,000	206,000	231,000		
A01235	Secretariat allowance		83,000	83,000			
A01236	Deputation allowance		207,000	222,000	396,000		
A01238	Charge allowance		207.000	132,000	145,000		
A0123E	Executive Allowance		287,000	1,092,000	1,381,000		
A0123G	Ad-hoc Relief Allowance-2018		145,000	206,000			
A0123P	Ad-hoc Relief Allowance 2019			146,000			
A01241	Utility allowance for electricity		124 000	12,000			
A01250 A01270	Incentive Allowance		124,000 100,000	38,000 100,000	200.000		
001	Other Others		100,000	100,000	200,000		
A012-2	TOTAL OTHER ALLOWANCES(EXCLU	DING TA)	984,000	1,244,000	756,000		
A01273	Honoraria		200,000	200,000			
A01274	Medical charges		100,000	306,000			
A01277	Contingent paid staff		684,000	738,000	756,000		
001	Contingent Paid Staff		684,000	738,000	756,000		
A03	TOTAL OPERATING EXPENSES		3,412,000	5,514,000	4,037,000		
A032	TOTAL COMMUNICATIONS		190,000	133,000_	190,000		
A03201	Postage and telegraph		10,000	7,000	10,000		
A03202	Telephone and trunk call		180,000	126,000	180,000		
001	T-11			126,000			

001 Telephone and Trunk Calls

126,000

011109	PROVINCIAL CO-ORDINATION				
FUNCTIO	NAL CUM OBJECT CLASSIFICATION	NUMBER OF	BUDGET	REVISED	BUDGET
AND PAR	TICULARS OF THE SCHEME	POSTS	ESTIMATES	ESTIMATES	ESTIMATES
		2019-2020 2020-2021	2019-2020	2019-2020	2020-2021
01	CENTED AT DAIDLING GERMAN	.	Rs	Rs	Rs
01 011	GENERAL PUBLIC SERVIC EXECUTIVE & LEGISLATI				
0111	EXECUTIVE & LEGISLATI EXECUTIVE AND LEGISLA	· · · · · · · · · · · · · · · · · · ·	ı		
0111					
OIII	TROVINCENE CO-ORDINIT				
GL18	SECRETARY IMPLEMENTA COORDINATION GILGIT B (ISLAMABAD)				
A033	TOTAL UTILITIES		613,000	<u>717,000</u>	613,000
A03301	Gas		280,000	280,000	280,000
001	Gas			280,000	
A03303	Electricity		333,000	333,000	333,000
001	Electricity			333,000	
A03304	Hot and cold weather charges			104,000	
001	Hot and Cold Weather Charges			104,000	
A034	TOTAL OCCUPANCY COSTS		935,000	1,554,000	1,560,000
A03403	Rent for residential building		935,000	1,554,000	1,560,000
A038	TOTAL TRAVEL & TRANSPORTATION		1,143,000_	2,519,000	1,143,000_
A03805	Travelling allowance		570,000	1,646,000	570,000
001	Travelling Allowance			1,646,000	
A03807	P.O.L Charges A.planes		523,000	723,000	523,000
	H.coptors S.Cars M/C(Govt.)				
001	P.O.L Charges, Aeroplanes, Helicoptors, Staff	Cars, MotorCycles	523,000	723,000	523,000
A03808	Conveyance charges (Govt.)		50,000	150,000	50,000
A039	TOTAL GENERAL		531,000	591,000	531,000
A03901	Stationery		230,000	161,000	230,000
001	Stationery			161,000	
A03902	Printing and publication		30,000	30,000	30,000
A03905	Newspapers periodicals and books		20,000	50,000	20,000
001	Newspapers, Periodicals and Books		20,000	50,000	20,000
A03906	Uniforms and protective clothing		1,000		1,000
001	Uniforms and Protective Clothing		1,000		1,000
A03970	Others		250,000	350,000	250,000
001	Others		250,000	350,000	250,000

011109	PROVINCIAL CO-ORDINATION				
	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 GL18		TE ORGANS, FINANCAL FIVE ORGANS ION TION AND	Rs	Rs	Rs
A06	TOTAL TRANSFERS		150,000	105,000	150,000
A063	TOTAL ENTERTAINMENT & GIFTS		150,000_	105,000	150,000
A06301 001	Entertainments & Gifts Entertainments & Gifts		150,000	105,000 105,000	150,000
A09	TOTAL PHYSICAL ASSETS			400,000	
A096	TOTAL PURCHASE OF PLANT & MACHINERY			200,000	
A09601 001	Purchase of Plant and Machinery Purchase of Plant & Machinery			<u>200,000</u> 200,000	
A097	TOTAL PURCHASE FURNITURE & FIXTURE			200,000	
A09701	Purchase of Furniture and Fixture			200,000	
A13	TOTAL REPAIRS AND MAINTENANCE		374,000	661,100	374,000
A130	TOTAL TRANSPORT		333,000	633,100	333,000
A13001 001	Transport Transport		333,000 333,000	633,100 633,100	333,000 333,000
A131	TOTAL MACHINERY AND EQUIPMENT		20,000	14,000_	20,000
A13101 001	Machinery and Equipment Machinery and Equipment		<u>20,000</u> 20,000	14,000 14,000	<u>20,000</u> 20,000
A132	TOTAL FURNITURE AND FIXTURE		20,000	14,000	20,000_

011109	PROVINCIA	L CO-ORDINATION				
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 GL18	EXECU EXECU 9 PROVIN 30 SECRE	TIVE AND LEGISLA NCIAL CO-ORDINAT FARY IMPLEMENTA INATION GILGIT B	VE ORGANS, FINANCAL TIVE ORGANS TION ATION AND	Rs	Rs	Rs
A13201 001	Furniture and Fixt			20,000	<u>14,000</u> 14,000	20,000
A133	TOTAL BUILDINGS AND STRUCTURE			1,000		1,000_
A13370 001	Others - Repair an	nd Maintenance of Building &	: Structures	1,000 1,000		1,000 1,000
COOR	ETARY IMPLEMI DINATION GILG MABAD)			10,758,000	15,257,100	12,723,000