



Government of India
(Ministry of Defence)
Office of the Controller of Defence Accounts
No.1, Staff Road, Secunderabad- 500 009
Telephone: 040-27843385 Fax:040-27817275



MOST IMMEDIATE – BUDGET MATTER
(Through CDA Sec-bad Website)

No. AN/III/2001/BUD/ RE20-21/BE21-22

Dated: 20.08.2020

To:

1. The Controller, IT & SDC, Secunderabad
2. The DCDA I/c, PAO (ORs) EME, Secunderabad
3. The ACDA I/c., Area Accounts Office (Army), CE(Navy) Compound
Station Road, Visakhapatnam 530 004
4. The Dy. IFA, IFA 43/44, ED, Secunderabad
5. The ACDA I/c, PAO (ORs) AOC, Secunderabad

Sub: Preparation and submission of Revised Estimates for 2020-21 and Budget Estimates for 2021-22 under Major Heads 2052-Salaries (DAD)

Ref: Hqrs. Letter No. AN/VII/7220/RE 20-21/BE 21-22 dated 13.08.2020

1. The submission of Revised Estimates for 2020-21 and Budget Estimates for 2021-22 has been called for, by Hqrs. Office vide letter quoted under reference above. The Estimates may kindly be submitted in the prescribed proforma enclosed, duly completed in all respects.
2. While preparing RE/BE detailed instructions contained in Appendix 3 of GFR 2017 and circulars on Budget related matters issued by this Hqrs Office from time to time may be kept in view. Hqrs. Office letter cited under reference may please be downloaded from CGDA website for guidance and strict compliance.
3. It may be ensured that the trend of expenditure as revealed through RDR compilation of 08/2020 may be taken as the basis for preparation of RE 2020-21. All out efforts should be made to meet the expenditure within BE 2020-21 allocation by adhering to the economy orders issued by the Ministry of Finance from time to time. Wherever additional funds are required, the detailed justification in support of the same may be furnished. Further the item-wise requirement of funds under this Head for RE 2020-21 & BE 2021-22 and actual expenditure during last three years may be shown with full justification thereof.
4. It is requested to furnish RE / BE **by 25.08.2020** positively without fail to this section for preparation of consolidated report and eventual submission of the report to Hqrs. Office by due date. Annexures regarding Office Expenses may please be forwarded to AN-III section while other projections may please be forwarded to AN-Pay section of this office.

This may please be accorded 'TOP PRIORITY'.

ACDA (AN)

Encl: As above